

## Software for Online Federal Grant Applications

### Department Policy/Procedure

**Campus:** All

**Approved:** February 12, 2007

**Department:** All

**Next Review:** February 2009

#### Purpose

To define the process for obtaining and testing software applications needed in order to acquire, edit, document and submit files for online Federal Grant Applications.

#### Population Covered

All Principal Investigators and support staff associated with Swedish Health Services intending to submit research proposals to NIH or other federal agencies.

#### Responsible Persons

Principal Investigators, Swedish Research Center Data Analyst Sr.

#### Definitions

**Adobe Acrobat:**

A software tool for creating and editing “.pdf” files.

**Citrix:**

A software deployment mechanism that facilitates remote access of Swedish network resources.

**Neevia Docuprinter:**

A “.pdf” creation tool which can be accessed by Windows application as an installed ‘Printer’. This tool does not provide any ability to edit the resultant “.pdf” file.

**PDF: Portable Document File.**

File format used to provide supporting written material.

**PureEdge:**

A software ‘plug in’ used to enhance the operation of MS Windows Explorer and MS Internet Explorer. This enhancement provides support for “.xfd” file formats.

**PureEdge Viewer:**

A version of Microsoft Internet Explorer which has been enhanced with the PureEdge plug-in. Use PureEdge Viewer while browsing the Grants.gov site to find grants opportunities and to download “.xfd” grant application files from Grants.gov to your local/network hard drive. This tool is available via Swedish Secured Gateway (SSG), or via your Swedish computer’s “Start | Programs | Citrix Apps” menu.

**PureEdge Windows Explorer:**

A copy of Windows Explorer which has been enhanced with the PureEdge plug-in.

Use PureEdge Windows Explorer to browse hard drives to locate and open “.xfd” formatted files. This tool is available via SSG, or via a Swedish computer’s “Start | Programs | Citrix Apps” menu.

SRC: Swedish Research Center

SSG: Swedish Secured Gateway-  
Remote access mechanism used to provide Swedish network resources to remote users.

XFD:

A file format (based on XML) intended for use in online business applications. This document describes tools which are used to acquire (download), edit and submit (upload) “.xfd” formatted files.

R&R: Research and Related

## Supplemental Information

N/A

## Content

Two software programs will be used for the purpose of acquiring and editing Grants.gov federal SF424 applications: **PureEdge Viewer** and **PureEdge Windows Explorer**.

PureEdge Viewer is used to acquire (download) and submit (upload) the SF424 application “envelope”. That “envelope” (or ‘application package’) is a single file with a file extension of “.xfd,” and it is a container for the grant narrative, budgets and attachments.

PureEdge Windows Explorer is used to fill out the forms which are part of the application package. PureEdge Windows Explorer is also used to add attachments (supporting documentation) in the required “.pdf” format.

Note: When using the PureEdge Windows Explorer to manipulate an “.xfd” file and attempting to view a previously attached “.pdf” file, you may encounter a ‘Waiting for Browser’ dialog. At that point, you can manually provide that ‘browser’ by launching PureEdge-Viewer from the Start; Programs; ‘Citrix Apps’ menu. This will enable PureEdge-Viewer to open the “.pdf” attachment for viewing.

All attachments in support of a grant application must be attached as Adobe Acrobat “.pdf” documents.

An additional piece of software will be required for the creation of pdf formatted supporting documentation. The currently deployed tools for “.pdf” file creation are Adobe Acrobat and Neevia DocuPrinter.

## Steps

1. Requests for installation/configuration of these software applications onto medical center supported computers may be made through the Data Analyst Sr., at SRC ([Thomas.gengler@swedish.org](mailto:Thomas.gengler@swedish.org)). The PureEdge tools to be requested are known as: “app.WinExplorer.Citrix;” “app.PureEdgeViewer.Citrix.” The “.pdf” creation tools are known by their trade names: Adobe Acrobat (Standard or Professional) and Neevia Docuprinter.
2. Staff and Investigators working on properly configured Swedish Medical Center computers will access PureEdge Windows Explorer and PureEdge Viewer through the “Start; Programs; Citrix Apps” menu. Adobe Acrobat will be accessed via a desktop icon. The alternative “.pdf” creation tool (Neevia Docuprinter) will be accessed through a Windows application’s “print” menu.
3. PureEdge tools rely on Citrix Metaframe Client software. Staff and Investigators may test their computer’s ability to run PureEdge tools by executing the following simple test of the Citrix Metaframe Client:

Click the Start menu and then select Programs > Citrix Apps > Calculator

After executing those steps, the user should see some dialogs that show that Citrix is checking personal profiles. Next, a small calculator will appear on the computer desktop. If the Citrix Calculator application fails to open, a trouble ticket must be opened with Swedish IS HelpDesk for the purpose of repairing the Citrix Client.

4. All staff and Investigators working remotely and utilizing Swedish Secure Gateway (SSG), will have access to ‘Citrix’ applications: PureEdge Viewer and PureEdge Windows Explorer. SSG access to “.pdf” creation tools is not yet available. (Note: Neevia Docuprinter is currently being evaluated for SSG deployment.)

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### Expert Consultant

N/A

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### Regulatory Requirement

Grants.gov

### References

Application Guide SF424 (R&R) Version 2, July 5, 2006

### Manual

SRC Internal Policy and Procedure Manual

**Additional Computer Search Words/Terms**

N/A

**Addendum (Addenda, if plural)**

N/A