



Download of SF424 Application for Federal Funding

Department Policy and Procedures

Campus: All

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Department: All

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Purpose

Every Funding Opportunity Announcement will have a specific and unique SF424 Application. This document describes how to access the application itself, using PureEdge Viewer.

Population Covered

All Principal Investigators or their delegates associated with Swedish Health Services intending to submit research proposals to NIH or other federal agencies.

Responsible Persons

Principal Investigator

Definitions

N/A

Supplemental Information

N/A

Content

You may download Application packages with either a standard browser or with a PureEdge Viewer (a PureEdge enabled version of Microsoft Internet Explorer). The steps required to initiate a download are slightly different depending on which tool you choose to use. This document assumes that you will use the PureEdge Viewer.

Steps

1. PureEdge Viewer must be launched to enable downloading of a specific Funding Opportunity Number application.

To launch the PureEdge Viewer on your computer, do the following:

SII Desktop users -

Click Start then select Programs > Citrix Apps > PureEdge Viewer

SSG Remote users -

Login at <https://shsapps.swedish.org>

Select “PureEdge Viewer” from the listed Applications.

2. If you don’t have the specific Funding Opportunity Number:

- From the Grants.gov home page, at “For Applicants” select “Find Grant Opportunities.” Next select “Search Grant Opportunities.” See the Funding Number column in the search results table which is presented online after you define your search.
- See the “PI Search for Funding Opportunity Announcement” policy document for expanded information.

3. Once you have the specific Funding Opportunity Number:

- From the Grants.gov home page, at “For Applicants” select “Apply for Grants.”
- Select at Step 1 “Download a Grant Application Package and Instructions.” Next enter the number in the Funding Opportunity Number field and click “Download Package.” This takes you to a “Selected Grant Applications for Download” screen. If you searched only on a specific opportunity number, only one announcement is provided in the chart. Click the corresponding “download” link to access the actual application form pages and instruction material.
- On the Download Opportunity Instructions and Applications screen you will be given an opportunity to provide an e-mail address so you can be notified of any changes to this particular opportunity. Applicants to NIH and other PHS agencies are strongly encouraged to complete this information. The agency can then use it to provide additional information to prospective applicants.
- To access the instructions, click “Download Application Instructions.” For NIH opportunities and other PHS agencies using this Application Guide, this action will download a document containing a link to the NIH Web site where the most current set of application instructions is available (<http://grants.nih.gov/grants/funding/424/index.htm>). Applicants are encouraged to check this site regularly for the most current version.
- To access the form pages, *click “Download Application Package.” The “.xfd” file will download and open for viewing in the Pure Edge Viewer (this may take a few minutes and you’ll know it’s downloading if the Swedish icon is turning). Next click “Save” to store the “.xfd” file to your local network drive.

Note: if multiple CFDA numbers are cited in the FOA, the Download Opportunity Instructions and Applications screen may pre-fill a CFDA number and description that may not correspond to the Institute/Center of interest to you; or the CFDA information may not appear at all. In either case, the Center for Scientific Review at NIH does not use the CFDA number for assignment of the application. The correct CFDA number will be assigned to the record once the appropriate institute has had your application assigned to it.

* Users who use a generic browser instead of “PureEdge Viewer” may have to right-click the “Download Application Package” link, then select “Save Target As” from the drop-down menu.

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

