

HOW TO SUBMIT AN ELECTRONIC GRANT APPLICATION IN GRANTS.GOV

1. Contact SPAR (372-2481) to:

1. Get registered on eRA Commons and Grants.gov
2. Download the NIH Program Announcement and Grant Application package
http://grants.nih.gov/grants/guide/parent_announcements.htm



2. Download PureEdge viewing software: http://www.grants.gov/PEViewer/ICSViewer602_grants.exe The first page of your grant application package will list mandatory and optional documents like this:

Don't start filling anything out yet because some documents are optional. SPAR/CFDR will help you sort out what is relevant for your application.



3. Write your proposal text (research plan).

Suggested Section Lengths

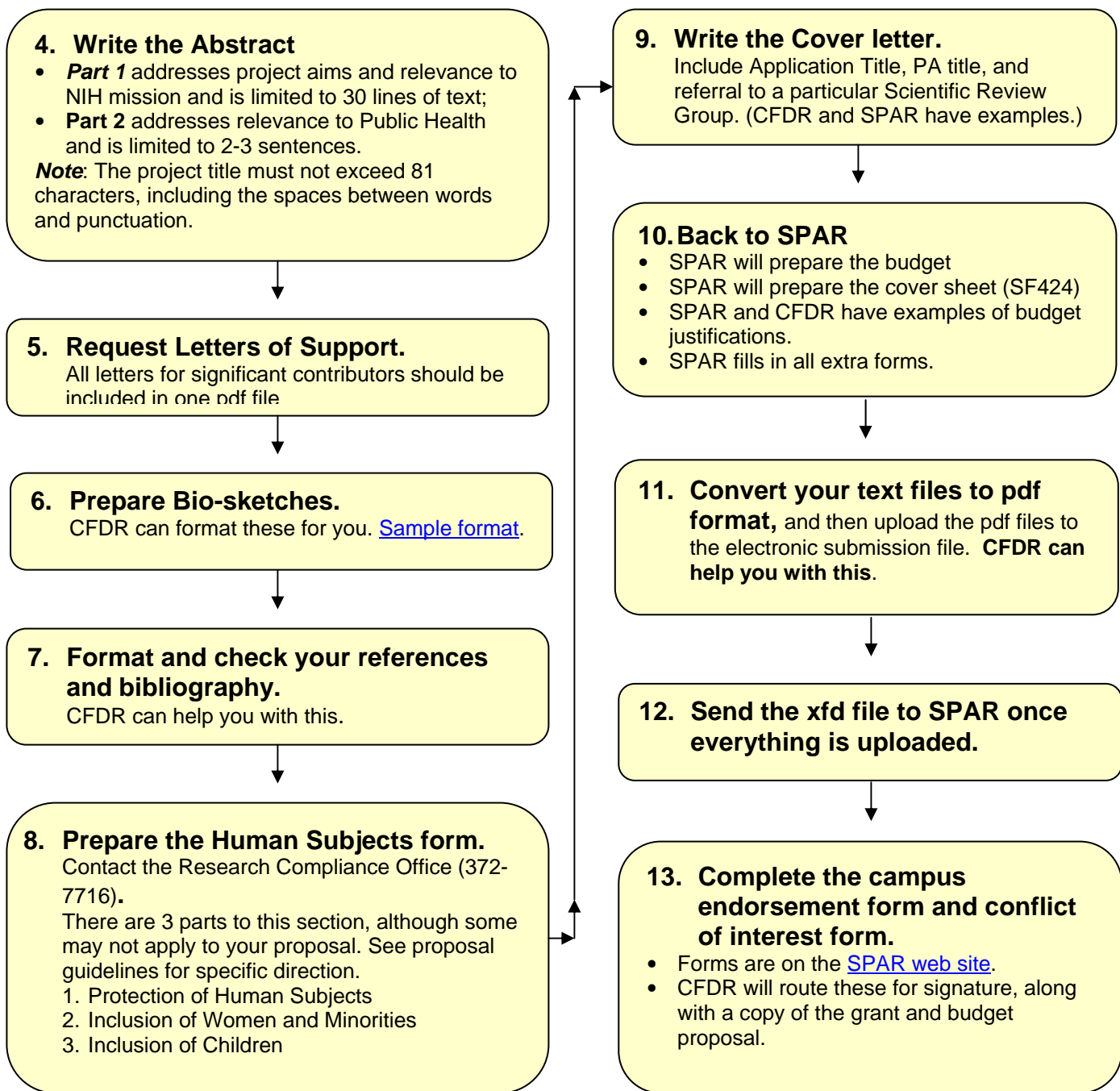
		R01	R03	R21
Part 1	Specific Aims	1	1	1
Part 2	Background and Significance	2-3	2	2
Part 3	Preliminary Studies	6-8	2	5
Part 4	Research/Design Methods	No limit but <25	5	7
	Total Pages (do not exceed)	25 pgs.	10 pgs.	15 pgs.

SF424 (R&R) application guide: http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Ver2.doc.
 Format specifications can be found on pg. I-18.

[R01 description](#)

[R03 description](#)

[R21 description](#)



BASIC TEXT FORMAT

- **Font:** Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.) Type density, including characters and spaces, must be no more than 15 characters per inch. Type may be no more than six lines per inch.
- **Page Margins:** Use *standard paper size (8 ½" x 11)*. Use at least one-half inch margins (top, bottom, left, and right) for all pages.
- **Page Formatting:** Use only a standard, single-column format for the text. *Do not include any information in a header or footer of the attachments.* A header will be system-generated.

Text attachments should be generated using word processing software and then converted to PDF using PDF generating software.