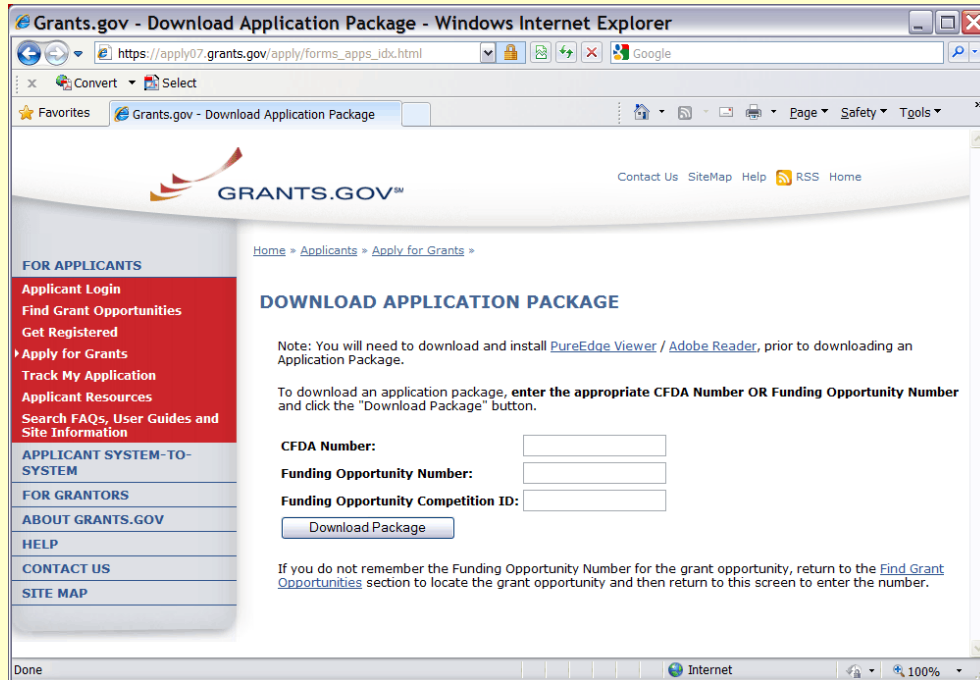


HOW TO SUBMIT AN ELECTRONIC GRANT APPLICATION IN GRANTS.GOV

1. Contact OSPR (372-2481) to get registered on eRA Commons and Grants.gov.

2. Find your Parent Announcement at this link:
http://grants.nih.gov/grants/guide/parent_announcements.htm

3. Download the associated Application Package from Grants.gov:



A Funding Opportunity Number is referenced in every announcement. It may be called a Program Announcement (PA) Number or a Request for Application (RFA) Number. Enter this number in the Funding Opportunity Number field and click *Download Package*. **Don't start filling anything out yet because some documents are optional. OSPR can help you with this.**

4. Write your proposal text (research plan).

Suggested Section Lengths

	R01	R03	R15	R21
Introduction	1	1	1	1
Specific Aims	1	1	1	1
Research Strategy	12	6	12	6

[NIH Table of Page Limits](#)

[Details of Application Changes as of January 25, 2010](#)

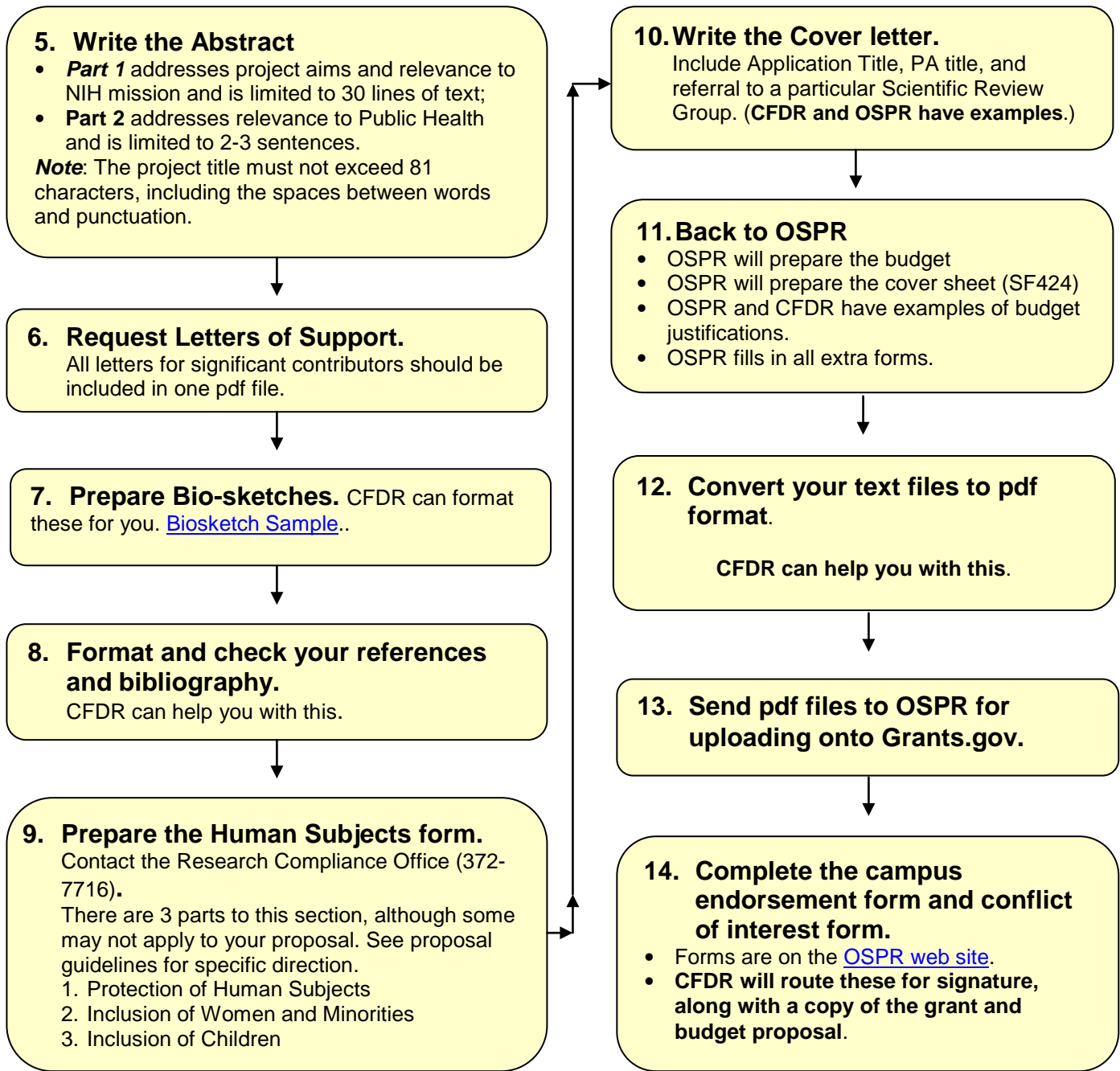
SF424 (R&R) application guide: <http://grants.nih.gov/grants/funding/424/index.htm>

[R01 description](#)

[R03 description](#)

[R15 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. [Best choice: Georgia, font size 11, at 98% scale.]
- **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.

