

# **GRANT\$ FOR LUNCH**

## **April 17, 2007**

### **Improving Your Grants.gov Submission Process Frequently Made Mistakes**

#### **Problems and Solutions**

**P:** Dates do not match

**S:** Review your application to ensure that all dates are consistent

**P:** An Attachment is required but not provided

**S:** Review your application to ensure that all attachments are uploaded to the PureEdge file. Double check requirements for human subjects and animal use

**P:** An Attachment is not in pdf format

**S:** Review your application to make sure all attachments are in pdf format

**P:** Required data is missing

**S:** Make sure all yellow data fields in the PureEdge file are completed

**P:** Document is not formatted correctly

**S:** Review Program Announcement to ensure that all formatting requirements are observed

**P:** Document is too long

**S:** Review Program Announcement to ensure that all page or section limits are observed

**P:** Invalid data: entered incorrectly or in an unrecognized format

**S:** Review application to ensure that all data is in the correct data field

#### **Tips**

1. Find a proof reading buddy
2. Batch your questions to OSP
3. Use the SAGE Helpdesk or OSPs Grants.gov Help line

#### **Time Savers**

1. Make a checklist for your needs and stick to your timeline
2. Use file upload correctly (work with SAGE help if you have questions)
3. Quality Counts: avoid your PI requesting a resubmission for a typo