



TO DO LIST

Preparing an Application for Submission via Grants.gov (More Detailed Instructions on Following Pages)

1. Download a compatible version of Adobe Reader Software to your desktop:

Go to Grants.gov (www.grants.gov) and click on the following links: Applicant Resources; Download Software; Compatible Versions of Adobe Reader.

2. There is no Grants.gov individual registration for PI or key personnel. The University of Memphis is a Grants.gov registered institution.

3. For NIH proposals, check with Cathy Awsumb (CA), 2836 or cawsumb, concerning registration in the NIH ERA Commons for PI and all key personnel.

Anyone named in NIH applications as PI must be registered in the Commons and have an assigned username.

4. As soon as you decide to submit a proposal, contact CA with the federal agency name and number or title of the funding opportunity.

Based on the information you provide, CA will download the appropriate Adobe application kit to her desktop and complete basic administrative information.

Since the Grants.gov system does not allow simultaneous access to the application, we will use UM Drive as the primary method for sharing the application with PI(s).

5. Contact Susie Hayes, 5071 or slhayes, for assistance with budget development.

6. Complete proposal summary form and route to chair, dean, and Office of Research Support.

The form may be found at Office of Research Support website, (<http://researchsupport.memphis.edu/formtwo.html>)