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## **Grants.gov procedures for Rutgers-Newark Applicants**

**Individuals are not required to be registered with grants.gov. Rutgers, the State University is already registered to submit proposals**

Follow the steps below in order to submit an application via the [Grants.gov](https://www.grants.gov) portal:

Use the Apply button

- Locate the funding opportunity by agency or program announcement number
- Download Pure Edge Viewer
- Download the application package and instructions
- Start filling out forms and uploading documents to the application file
- Once the application file is complete, it has to be e-mailed to the Research Office for review. After review the Research Office will notify the PI of any required changes.
- After all corrections are completed, the Research Office will submit the application. The act of submission provides signature of the Authorized Official.

### **After Submission:**

Grants.gov notifies the authorized official that the proposal has been received and is being reviewed for grants.gov criteria and assigns a tracking number. A second notification is sent when the funding agency to which the proposal is being sent has retrieved the proposal from grants.gov. The funding agency may or may not acknowledge receipt. In some instances both grants.gov and the funding agency will report retrieval or non-compliance errors and provide an opportunity for correction. However, all corrections must still occur before the required receipt date for the proposal to be considered accepted for review. For this reason it is very important that proposals be submitted early.