

## Steps To Locate and Download PureEdge Packages

1. **Go to Grants.gov/Apply for Grants**  
[http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp)
  - a. If you know CFDA# or FOA#, click on link on “Step 1.”
  - b. If you do not have either of these #'s, proceed to link “Find Grant Opportunities,” click on “Search Grant Opportunities” and search appropriately using Search fields to help locate correct package information.
2. **Step 1 – Download Application Package**  
[https://apply.grants.gov/forms\\_apps\\_idx.html](https://apply.grants.gov/forms_apps_idx.html)
  - a. Enter either CFDA# or FOA# (for NIH use FOA# - there is no unique CFDA# for NIH programs).
  - b. Click on gray button labeled “Download Package.”
  - c. Another webpage opens with information regarding electronic submission for that FOA# or CFDA#.
  - d. If FOA# or CFDA# has a PureEdge package associated with it, you will see a table with basic information and a link to the package.
  - e. If the opportunity is not yet posted for electronic submission, there will be a statement to that effect. Try another search for your grant opportunity or look up in specific agency postings.
3. **Step 2 – Actual download process for posted electronic packages**
  - a. On far right field of table, click on link labeled “download.”
  - b. Another webpage will open “Download Opportunity Instructions and Application Package.”
  - c. Note field for adding e-mail contact information – This allows applicant to be notified of any modifications or changes to application. This is strongly encouraged for anyone involved in preparation of the application.
  - d. Separate links are provided for instructions and application (Hint: download application first – this will take a little time; use browser back button to access webpage to download instructions).
4. **Step 3 – Access application package**
  - a. Check information on package – CFDA# or FOA# must correspond to application announcement. If package is correct, save it to your local computer or server.
  - b. Review required vs. optional forms.
  - c. Follow general PureEdge instructions on form use and specific agency instructions on required content.
5. **Step 4 – Complete application**
  - a. Send to OCGA for review – if corrections are necessary, OCGA contact will discuss
  - b. When ready to submit, send to OCGA for submission via Grants.gov. Only signing officials are registered with Grants.gov for submission of electronic applications