



Refer to the opportunity for specific requirements, which take precedence

Getting Started: Preparing Your Application Using [Grants.Gov](https://www.grants.gov)

Basic Requirements:		PI Name:
ePAWS # _____ or Coeus # _____	_____	Due Date: _____
Attachment File Size	Read the federal award-making agency's application instructions for the file size limit for each grant application package you submit. Grants.gov suggests limiting the file size of the entire grant application package including all the attachments to 200MB.	
Attachment File Naming Convention	Review the application instructions provided by the award-making agency for their attachment restrictions. Also review the instructions on the form you are completing. If there are no restrictions for file names identified by the agency or in the form, use only the following characters: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, equal sign, and limit the file name to 50 or fewer characters. Do not attach any documents with the same name. All attachments should have a unique name.	
Attachment Types	Each agency has their own restrictions on the type of attachments (e.g., .pdf,.xls,.docx). If you are adding a video (e.g., .mpeg,.mov), image (e.g., tif, .jpg,.png), or audio (e.g., .wav,.aif,.au, etc.) be sure to compress these files for web usage. There are different types of applications and compression methods, so please be sure to check the agency instructions for guidance on quality, resolution, and bit rate standards they allow for submission.	
Special Characters	Grants.gov is configured to receive and transfer all UTF-8 characters, which includes those characters commonly referred to as "special characters." Examples of special characters include the tilde (~), letters with accent marks (á), and Greek letters (μ). Grants.gov will receive and transfer all UTF-8 characters as they are entered into Grants.gov via pdf submissions.	

Standard Forms:

SF424 (R&R)	Type of Submission; Applicant Information; NU Tax ID Number; Title; Project Period; PI Contact Information; Estimated Funding; Authorized Representative Contact Information.
RESEARCH & RELATED Senior/Key Person Profile (Expanded)	PI Contact Information; Senior/Key Personnel Contact Information; Biographical Sketch(es)
RESEARCH & RELATED Other Project Information	Human Subjects; Vertebrate Animals; International Collaborators; Project Summary/Abstract; Project Narrative; Referenced Cited; Facilities & Other Resources; Equipment; Other Attachments.
RESEARCH & RELATED Budget	NU DUNS Number; Budget Periods entered individually; Budget Justification. Be sure to select "Next Period" in order to enter subsequent budget periods.

QuickCard: Grants.gov

RESEARCH & RELATED Subaward Budget	Use the R&R Budget- be sure to select "Subaward/Consortium" box; Budget Justification. Attach one budget for each subaward organization.
Project/ Performance Site	Enter each performance site- be sure to enter zip code + four; Congressional District.
Attachments Form	Used by certain agencies. Be sure to review the application instructions provided by the award-making agency.

Best Practices:

Format	Save often! Limit Application File Size/ File Name Characters Avoid Special Characters in File Names (\$, %, &, *, etc.)
Data Entry	Use Correct DUNS Number in the SF424 Cover Page Enter Zip Code + 4 digits Enter Congressional District in correct format (xx-000)
Software	Make sure you have Grants.gov compatible software (Adobe Reader)
Required Sections for Non-Lead Organization	Cover Sheet Table of Contents (auto generated) Biographical Sketch(es) Budget & Budget Justification Current & Pending Support Facilities, Equipment & Other Resources

Getting Help

Support: NU-RESHC@northeastern.edu

Grant Officer: <https://research.northeastern.edu/nu-res/contact/>

Northeastern University Research Enterprise Services (NU-RES)

e-Submissions Site: <https://research.northeastern.edu/nu-res/e-submissions/>