



**LOYOLA
MEDICINE**

*Loyola University Chicago
Stritch School of Medicine*

Office of Research Services for the Health Sciences

Electronic Submission Process to Grants.gov

The process of submitting Grant Applications to Funding Agencies or Sponsors electronically varies. However, there are standard procedures for how grants are received and submitted by the Office of Research Services (as the authorized Institutional Official)

The basis for completing an application to one of the 26 federal funding agencies begins with completing the application using software called Pure Edge viewer. This is the software of choice for Loyola University.

Step One

Download Pure Edge Viewer to your Desktop

Step Two

Proposals should be completed in accordance to the application guidelines (Funding Opportunities Announcement) or (Agency Guidelines)

Step Three

A Preliminary (hardcopy) version of a proposal should be delivered to ORSHS at least five days to the electronic due date.

Step Four

ORSHS will review each proposal to the federal, state, and local governments, foundations, corporations, and associations prior to submission. We will verify the accuracy of budget, administrative and regulatory compliance information provided in applications; ensure that commitments made in proposals can be honored; and confirm that proposals and awards meet sponsor and Institutional guidelines.

Step Five

Once all corrections are made a final, ready-to-submit electronic version of all applications should be e-mailed to ORSHS (Ponda Barnes and/or Jamie Caldwell) no later than three days prior to the electronic due date.

Step Six

ORS will review the final ready-to-submit version and transmit to Grants.gov. Once submitted the PI and assigned Grant Administrator is sent an e-mail confirmation of receipt by the Funding Agency.

Please note: Principal Investigators are not required to register as individuals in Grants.gov. Loyola is already registered with the following individual listed as AOR (Authorized Institutional Official) Jamie Caldwell and (Ponda Barnes for Jamie Caldwell)