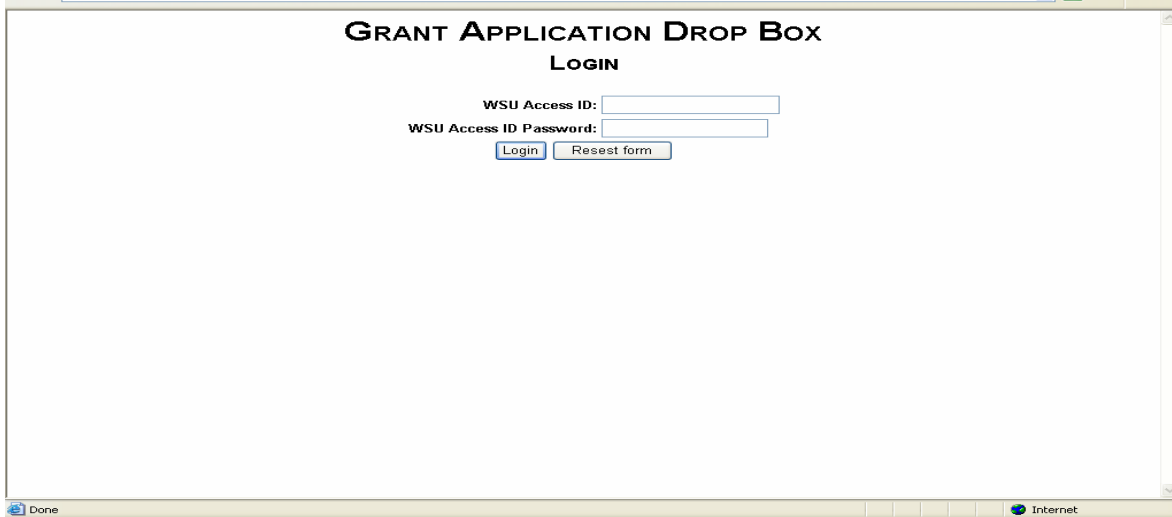


## UPLOADING THE FINAL GRANTS.GOV APPLICATION PACKAGE TO THE WEB

All final grants.gov application packages ready for submission must be submitted through a designated web site

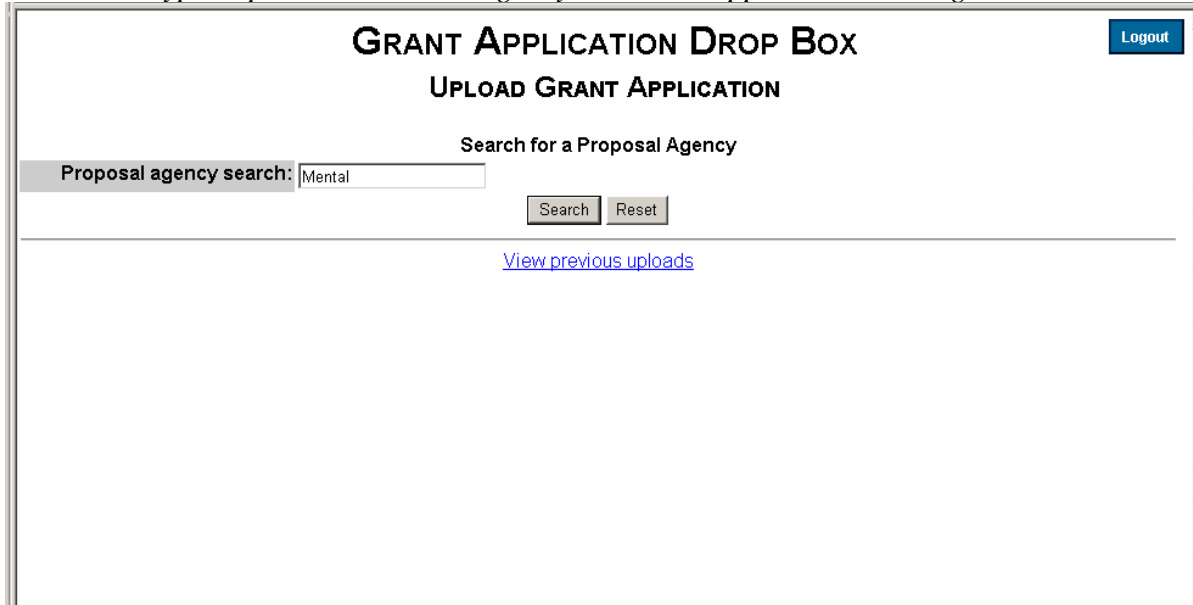
1. To upload the application package go to <http://www.spa.wayne.edu/grants.html>
2. Click on the SPA Proposal Drop Box Button
3. Complete the information requested

*Screen 1: The WSU Access ID and password for who ever is uploading the proposal then Login*



The screenshot shows a web browser window with the title "GRANT APPLICATION DROP BOX" and "LOGIN" centered. Below the title are two input fields: "WSU Access ID:" and "WSU Access ID Password:". Below these fields are two buttons: "Login" and "Reset form". The browser's status bar at the bottom shows "Done" on the left and "Internet" on the right.

*Screen 2: Type in part or the entire Agency where the application is being sent then Search*



The screenshot shows a web browser window with the title "GRANT APPLICATION DROP BOX" and "UPLOAD GRANT APPLICATION" centered. In the top right corner, there is a "Logout" button. Below the title is the text "Search for a Proposal Agency". Below this text is a search input field with the text "Proposal agency search:" and the word "Mental" entered. Below the input field are two buttons: "Search" and "Reset". Below the search area is a blue link that says "View previous uploads".

Note: Proper spelling of the agency name is essential, even if only a fragment of the name is being used. Search for "American Heat Association" will return, "No agencies found", whereas a search for "American Heart Association" will return three choices. This will be essential for all searches in this database

*Screen 3: Click on the circle next to the Agency's Name then Continue*

**GRANT APPLICATION DROP BOX** Logout

**UPLOAD GRANT APPLICATION**

- NATIONAL INSTITUTE OF ENVIRONMENTAL HEALTH SCIENCES(NEHS)
- NATIONAL INSTITUTE OF MENTAL HEALTH(NIMH)
- CENTER FOR MENTAL HEALTH
- SUBSTANCE ABUSE AND MENTAL HEALTH ADMINISTRATION
- U.S. ENVIRONMENTAL PROTECTION AGENCY(EPA)
- STATE OF MICHIGAN/DEPARTMENT OF MENTAL HEALTH
- STATE OF MICHIGAN/DEPT. OF ENVIRONMENTAL QUALITY(MDEQ)
- GENESSEE COUNTY COMMUNITY MENTAL HEALTH SERVICES
- LIVINGSTON COUNTY COMMUNITY MENTAL HEALTH SERVICES BOARD
- DELTA COUNTY COMMUNITY MENTAL HEALTH CENTER
- AUSABLE VALLEY COMMUNITY MENTAL HEALTH SERVICES BOARD
- CITY OF DETROIT DEPARTMENT OF ENVIRONMENTAL AFFAIRS
- DETROIT - WAYNE COUNTY COMMUNITY MENTAL HEALTH BOARD(DWCCMH)
- OAKLAND COUNTY COMMUNITY MENTAL HEALTH
- KALAMAZOO COMMUNITY MENTAL HEALTH SERVICES
- EGYPTIAN ENVIRONMENTAL AFFAIRS AGENCY
- NATIONAL ENVIRONMENTAL EDUCATION AND TRAINING FOUNDATION
- MENTAL ILLNESS RESEARCH ASSOCIATION (MIRA)(MIRA)
- MICHIGAN DEVELOPMENTAL DISABILITIES COUNCIL
- MICHIGAN ASSOCIATION FOR INFANT MENTAL HEALTH

- DETROIT - WAYNE COUNTY COMMUNITY MENTAL HEALTH BOARD(DWCCMH)
- OAKLAND COUNTY COMMUNITY MENTAL HEALTH
- KALAMAZOO COMMUNITY MENTAL HEALTH SERVICES
- EGYPTIAN ENVIRONMENTAL AFFAIRS AGENCY
- NATIONAL ENVIRONMENTAL EDUCATION AND TRAINING FOUNDATION
- MENTAL ILLNESS RESEARCH ASSOCIATION (MIRA)(MIRA)
- MICHIGAN DEVELOPMENTAL DISABILITIES COUNCIL
- MICHIGAN ASSOCIATION FOR INFANT MENTAL HEALTH
- SOUTHWEST DETROIT COMMUN. MENTAL HLTH SERVICES, INC.
- CENTER FOR ADDICTION AND MENTAL HEALTH
- ONTARIO MENTAL HEALTH FOUNDATION
- ADMINISTRATION ON DEVELOPMENTAL DISABILITIES
- SERDP-STRATEGIC ENVIRONMENTAL RESEARCH AND DEVELOP. PROGRAM
- ENVIRONMENTAL SCIENCES RESEARCH AND DEVELOPMENT PARTNERSHIP
- SWANSON ENVIRONMENTAL, INCORPORATED
- ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC.
- AMEC EARTH AND ENVIRONMENTAL, INC.,
- ENVIRONMENTAL CONSULTING AND TECHNOLOGY, INC.

Continue Reset

**Search for a different Proposal Agency**

Proposal agency search:  Search Reset

[Return to main page](#)

Done Internet

After a thorough search, if you still cannot find the agency you are submitting to, please use "Generic Sponsor"

**Screen 4:** Type in part or the entire Principal Investigator's name then Search

File Edit View Favorites Tools Help

## GRANT APPLICATION DROP BOX

[Logout](#)

**UPLOAD GRANT APPLICATION**

**Proposal Agency:** SUBSTANCE ABUSE AND MENTAL HEALTH ADMINISTRATION

**Search for a principal investigator**

**First Name:**

**Last Name:**

[Return to main page](#)

**Screen 5:** Click on the circle next to the PI's Name then Continue

## GRANT APPLICATION DROP BOX

[Logout](#)

**UPLOAD GRANT APPLICATION**

**Proposal Agency:** OVARIAN CANCER RESEARCH FOUNDATION

- Bach, Carole M. (Research Sponsored Program Services)
- Bach, David Salman (Pharmacy Practice)
- Bach, Janice V. (Center Molecular Medicine/Genetics)
- Bach, Robert D. (Benefits Administration)
- Bacha, Emmalee A. (Pharmacy Practice)
- Bachelis, Gregory F. (Mathematics)
- Bachusz, Rebecca Cissell (Medical Acad & Student Programs)
- Breitenbach, Ray Alvin (Family Medicine)
- BREITENBACH,RAY ALVIN (Family Medicine)
- Brombach, Lloyd Charles (Custodial Mainten)
- Dambach, George E. (VP Research)
- Embach, Kevin J. (Internal Medicine)
- EMBACH,KEVIN J. (Internal Medicine)
- Eshbach, Lisa Marie (Deans Office CLL)
- Hammerbacher, Velda G (Physician Asst Studies)
- Hornbach, Cara (Law Instruction Units)
- Hosbach, Michael John (Student Retention)
- Hosbach, Virginia Rosemary (Adult Health/Administration)
- Humbach, Richard Edward (Counseling Services)
- KALLENBACH,JEREMY M. (Internal Medicine)
- Kallenbach, Lee Richard (Community Medicine)
- Kaltenbach, James A. (Otolaryngology)
- Lauterbach, Karl John (Chemistry)
- Odenbach, Sarah Catherine (Ophthalmology)
- Raubacher, Sondra L. (Family, Comm Mental Health)
- Reinebach, Kenneth Robert (Enviromental Health/Safety)
- Rorabacher, David B. (Chemistry)
- Rossbach, Nada M. (Pathology)
- Seelbach, Megan Stinson (Pediatrics)

**Search for a different principal investigator**

**Principal investigator search:**

[Return to main page](#)

Done Internet

Note: The PI's home unit is shown in parentheses next to their name, if this needs to be changed, it can be done on the next screen after selecting the PI's name.

**Screen 6:** Complete the information and attach the application package by clicking on browse. Comments are optional. Once all the information is complete click on Upload

**GRANT APPLICATION DROP BOX** Logout

**UPLOAD GRANT APPLICATION**

<b>Proposal Agency:</b>	SUBSTANCE ABUSE AND MENTAL HEALTH ADMINISTRATION	
<b>Principal Investigator:</b>	Bach, Carole M. (Research Sponsored Program Services)	<a href="#">Change Lead Unit</a>
<b>Proposal Title:</b>	Gone Crazy: One Person's Descent into Grants.Gov	
<b>Proposal Due Date:</b>	June 19, 2006	
<b>PureEdge File:</b>	W:\Grants.gov\Practice A\	<a href="#">Browse...</a>
<b>Additional Comments or Instructions for Grant Contract Officers(SPA):</b>	Thank you for submitting my proposal	

[Upload](#) [Reset](#)

[Return to main page](#)

Done Internet

**Screen 7:** Confirmation that Upload was completed. Please, note your confirmation number

**GRANT APPLICATION DROP BOX** Logout

**UPLOAD GRANT APPLICATION**

Your proposal 'Gone Crazy: One Person's Descent into Grants.Gov' has been submitted to SPA for review. Your confirmation number is: 25

[Return to main page](#)

Done Internet

Any time after uploading the Application Package you can track the status.

**Screen 1:** Once you logged in click on **VIEW PREVIOUS UPLOADS**

The screenshot shows a web interface titled "GRANT APPLICATION DROP BOX" with a sub-header "UPLOAD GRANT APPLICATION". In the top right corner, there is a "Logout" button. Below the header, the text "Search for a Proposal Agency" is displayed. A search form includes a text input field labeled "Proposal agency search:" and two buttons: "Search" and "Reset". A horizontal line separates the search area from the main content area, which contains a single blue hyperlink: "View previous uploads".

**Screen 2:** If you need to view the application you can click on **View** or **View/Edit**.

The screenshot shows a web interface titled "GRANT APPLICATION DROP BOX" with a sub-header "INVESTIGATOR APPLICATION TRACKING". In the top right corner, there is a "Logout" button. Below the header, there is a table with the following structure:

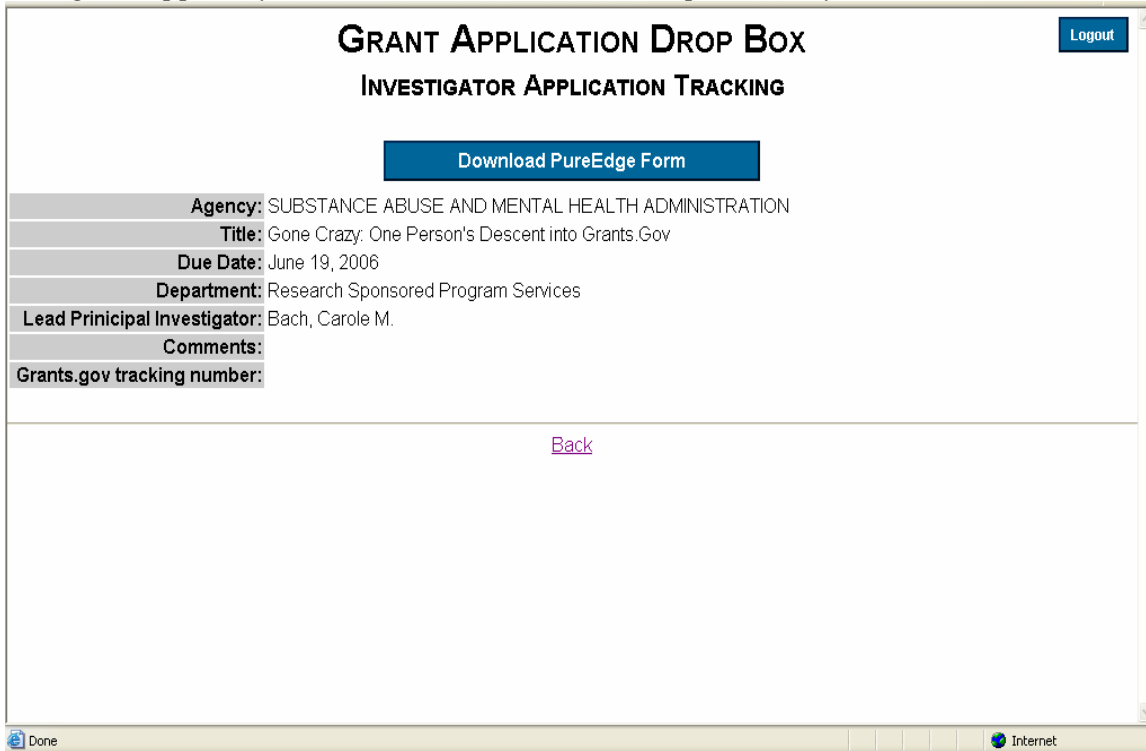
	Department	Proposal Title	Due Date	Status
<b>Bach, Carole M.</b>				
<a href="#">View/Edit</a>	Research Sponsored Program Services	Gone Crazy: One Person's decent into Grants.Gov	June 19, 2006	Rejected
<a href="#">View</a>	Research Sponsored Program Services	Gone Crazy: One Person's Descent into Grants.Gov	June 19, 2006	Submitted to Grants.gov. Confirmation Number: 25 Grants.gov tracking number pending

Below the table, there is a single purple hyperlink: "Back to main view".

Note: If SPA makes a change to an Application Package, the version including the changes will be available here

View means that you can download the Application Package for Viewing

**Screen 3:** To View the Application package click on Download PureEdge Form. Once the dialog box appears you must click on SAVE, do not open directly



-OR-

VIEW/EDIT means that the Application Package is available for changes or to upload a new version. SPA has rejected the Application Package because the PI needs to make corrections.

**Screen 3:** If you need to download latest the Application package click on Download PureEdge Form. Once the dialog box appears you must click on SAVE, do not open directly. This is also the screen where you will resubmit the corrected Application package by selecting Browse in the Upload New PureEdge Form. The click Update

The screenshot shows a web application window titled "GRANT APPLICATION DROP BOX" with a subtitle "INVESTIGATOR APPLICATION TRACKING". In the top right corner, there is a "Logout" button. Below the title, there is a prominent blue button labeled "Download PureEdge Form".

The main content area contains a list of application details:

- Agency:** SUBSTANCE ABUSE AND MENTAL HEALTH ADMINISTRATION
- Title:** Gone Crazy: One Person's decent into Grants.Gov
- Due Date:** June 19, 2006
- Department:** Research Sponsored Program Services
- Lead Principal Investigator:** Bach, Carole M.
- Comments:** Thank you for submitting my proposal
- Grants.gov tracking number:**

Below the tracking number field, there is an "Upload New PureEdge Form" section with a text input field, a "Browse..." button, and "Update" and "Reset" buttons.

At the bottom of the main content area, there is a purple link labeled "Back".

The browser's status bar at the bottom shows "Done" on the left and "Internet" on the right.