

Uploading a Grants.gov File to the University of Pittsburgh Grants.gov Server for Office of Research Review and Submission

NOTE: Use of this central server for transmitting Grants.gov files to the Office of Research for review and submission to the specified agency via Grants.gov is **mandatory**.

Quick Start Instructions for Uploading Grants.gov Files

1. Upload your Grants.gov files to the Office of Research via the Form 0136 website at <https://form0136.pitt.edu/Form0136/mainreal.asp>
2. The upload link will appear on the "Edit" screen for unfinished Grants.gov Form 0136s and on the "Print" Screen for finished Grants.gov proposals

Detailed Instructions for Uploading Grants.gov Files

1. When you have completed the application package using a [compatible version of Adobe Reader](http://www.grants.gov/help/download_software.jsp#adobe811) (http://www.grants.gov/help/download_software.jsp#adobe811), click the **Check Package for Errors** button at the top of the screen. If no errors are found, the package is ready to be reviewed and submitted to Grants.gov by the Office of Research.
2. Hit the **Save** button at the top of the screen. The system will prompt you to enter the file name and location. Do NOT override the default 3 letter extension in the file name (.pdf in Adobe Reader). You will need to remember the name and location of the file to upload it to the University of Pittsburgh's Grants.gov server. (You may also need to access the file again to make corrections if Grants.gov or the receiving agency finds errors.)
3. Open your browser (Internet Explorer is preferred) and go to the Sponsored Programs Submission Form 0136 website at <https://form0136.pitt.edu/Form0136/mainreal.asp>. It is recommended that you log into the Form 0136 site by clicking on the Login button and entering your University of Pittsburgh username and password, especially if you will need to upload a Grants.gov file.
4. As appropriate, select **Create a New Blank Proposal Submission Form**, **Create a New Form Based on Previous Form**, or **Edit an Existing Form** and enter the information for your proposal into the Form 0136.
5. You will note that there is a question just above the Form 0136 entry section asking "Is this a 'Grants.gov' submission?" You must answer this question to successfully complete the Form 0136. If the answer is 'Yes', you will have to save the Form 0136 before you will be able to upload your Grants.gov file. You can save the Form 0136 by clicking either the **Save for Later** or the **Finish** button. (You may want to record the system-generated Form 0136 ID number even though the Form 0136 ID number will be printed in the upper left corner of both pages of the printed Form 0136)
6. There are two places on the Form 0136 site where you can upload a Grants.gov file.
 - If you select the **Save for Later** button, you will be able to go back into your Form 0136 by selecting **Edit an Existing Form** and then clicking on the link, *Upload Grants.gov*. The link will appear next to the "Yes" indicating that this is a Grants.gov submission.
 - If you select the **Finish** button and the Form 0136 is successfully saved as finished, you will need to select **Print Completed Form and/or Upload Grants.gov File** on the main menu to upload the file. (If you select the **Finish** button and the Form 0136 is successfully saved but cannot be finished because of a missing field, you can wait to upload the file until the Form 0136 is successfully saved as finished or you can upload it after you select **Edit an Existing Form**.)

PLEASE NOTE THAT

- You should upload only Grants.gov files that are final and considered ready for submission to the Grants.gov server.

- The Office of Research is only notified about the existence of a Grants.gov file when the Form 0136 has been successfully completed.
7. If, after the file is submitted to Grants.gov, Grants.gov or the receiving agency notifies us of error(s), you will need to make corrections to your copy (the file you saved to one of your drives) of the original file. The corrected file can then be uploaded to the University of Pittsburgh Grants.gov server by logging into the Form 0136 website and selecting **Print Completed Form and/or Upload Grants.gov File** and then the correct Form 0136 ID number.
 8. Uploading Screen

Grants.gov File Upload - Windows Internet Explorer

https://form0136.pitt.edu/Form0136/grgov/grantsgov.aspx?subid=87633&sid=229177479&uid=offres

File Edit View Favorites Tools Help

Grants.gov File Upload

A Grants.gov file already exists for proposal 87633

Upload a new Grants.gov (Adobe Reader) file to proposal 87633.
Uploading a file will overwrite the existing file.

Step 1: Select a Grants.gov (Adobe Reader) File for Upload:
An uploaded file is considered final and ready for submission to Grants.gov.
 Browse...

****Important: This Form 0136 is complete. The Office of Research will receive your Grants.gov file when you click on the "Upload" button in Step 4**

Step 2: Enter the Sponsor Deadline Date:
This is the Sponsor Deadline Date from Form 0136 Page 1. Enter the deadline date here if you have not done so already.
Deadline Or Open Deadline

Step 3: The file I am uploading is:

Step 4: Click Upload:
Your file will be uploaded to the Office of Research Grants.gov server for processing.
Please note that your submission cannot be processed until the uploaded Grants.gov file, the signed Form 0136, and other required documents are received by the Office of Research.