

## **Important Information for all Grants.gov Applicants of Federal Funding**

As you may be aware, the Grants.gov initiative has begun a progressive change in form sets from ones that use the PureEdge ICS Viewer software to ones that use Adobe Reader 8.1.2 or higher. You can tell which a specific package is by saving it to your hard drive. If it has an .xfd extension, it is a PureEdge file, if it has a .pdf extension it is in Adobe format. There are very few packages still being posted in PureEdge and most are in Adobe. The following information is relevant only to applications that are in Adobe format.

Though Grants.gov programmers are working on a solution, there are currently some troublesome issues around these new Adobe form sets. Please read the following information so that you can avoid these problems. **Not following these instructions could result in an invalid submission and a missed deadline.**

**The problem** : A new Adobe application form set will not be able to be submitted to G.g if it has EVER been opened and saved by a non-Adobe Reader 8.1.2 or higher version. Grants.gov indicates that 8.1.2, 8.1.3 or 9.0 are all compatible versions. 8.1.3 is recommended as the only version for actual submission by OGCA. The users (PIs/staff) can use the other versions. You may also use the corresponding versions of Acrobat Pro. This has been well documented by several institutions.

### **There are 3 aspects to this problem:**

1. You can set Adobe Reader 8.1.2 or higher as the DEFAULT application assigned to open files with a PDF extension.

To do this:

- a. Installing 8.1.2 or higher Reader new or over an existing version of Reader: choose to have 8.1.x be your default application for opening PDFs. We recommend that you do not implicitly trust this setting (see #2 below). NOTE: I find that to successfully install a new version of Reader if there is already one on your machine, you must uninstall the old version before installing the new one.
2. Many people have other Adobe products on their computer such as Adobe Acrobat or Professional in order to edit or create PDF files. This can cause problems when opening a Grants.gov Adobe Forms Package. If you have another version of Adobe Acrobat or Reader open on your PC when you open an Adobe G.g application package, OR if you have had another version of Adobe Acrobat/Reader open and HAVE CLOSED IT, Windows

will remember and automatically open the next PDF in the first opened or currently open version, no matter what default setting you have. In some cases it will even reset your default settings. Even if you THINK you have it open in 8.1.x, you may not have. The safest thing is to have ONLY one version of reader on your machine – use the Control Panel, Add Remove Programs to see all versions installed and remove them.

#### Additional Suggestions:

- a. MAKE SURE that **before** you save your application package, you verify that the package has been opened in Reader 8.1.x by looking under Help/About Adobe...it should say Adobe Reader 8.1.x - if it says ANYTHING else, close the file WITHOUT saving.
  - b. You also should be able to right click on the file and choose "Open with Adobe Reader 8.1 (if you have 8.1.2 or 8.1.3 it will only say 8.1 so make sure that a compatible version is all you have on your machine). This is most relevant if you have an incompatible version of Acrobat on your machine that the package may open with instead of the compatible Reader. But again, CHECK as above to make sure you have the right version open.
  - c. Before opening any G.g Adobe application package, CLOSE all other Adobe products that you may have running on your computer. This includes the situation where you have opened a PDF from another email or application.
  - d. It is recommended that you **DO NOT** open these type of PDFs by double-clicking on them from an email or a website. Save them to your hard drive first and then open with a right click or open the Reader 8.1 explicitly and choose to open your application package.
3. Your Adobe Reader might be set to update itself automatically. This will cause a real problem at this time, though pending Grants.gov testing, it may change. For now it is important to follow these steps to prevent this from happening:
1. Open up Reader
  2. Help/Check for Updates...
  3. It will show updates available.
  4. Select Preferences
  5. Uncheck "Automatically check for Adobe Updates"
  6. Press OK
  7. Click Cancel