

## **TIPS FOR ELECTRONIC SUBMISSION OF APPLICATIONS USING PUREEDGE**

1. Check to be sure you have PureEdge Viewer software on your computer. It will be listed as "ICS Viewer 6.0" on your pc.
2. PI must be registered in eCommons
3. PI must complete all the sections in the personal profile in Commons.
4. PI should indicate HJF's name for '**NIH recognized Institution**' under 'Employments' in PIs Personal Profile. (This will be an error without it.)
5. Uploading file
  - must be pdf form
  - should not be protected
  - should not contain any spaces or special characters in the file name
6. Ensure that the username for the PI in the application mirrors the Commons Userid
7. P.I.'s department and address must be entered in the application as it appears in Commons
8. Federal Identifier in Form 'SF 424 R&R' Item 4: mark N/A for the first time submission.
9. Under Form '**Research and Related Senior Key Personnel**' – Credential should be PIs Commons **user id**
10. If you encounter the error "An Error Has Occurred ...Couldn't Launch Viewer", close all applications currently running on your desktop PC, open Internet Explorer and drag the PureEdge file into the internet explorer window.

### **Other useful information:**

- DUNs # 14 467 6566
- Type of Institution: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
- Type of Indirect cost : Modified Total Direct cost
- Proposed Indirect cost rate for FY 07 are as follows. Use these rates for Feb. 05, 2007 submission.
  - 53.9% on site MTDC
  - 16.8% off-site MTDC
  - Fringe Rate: 32% Tier 1
  - 3% Tier 2
- Date indirect cost approved: 17 July 2006 (This is the date proposed rates were submitted to US Army for approval. Hence the budget justification should indicate that the rates used are proposed rates)
- Cognizant Agency: Department of the Army, Aaron Wade, 301-619-8397