



6/1/07

Effective Immediately: Please create a PDF of the signed Review and Approval (R&A) form and attach it to the SF424 (R&R) application when uploading the administrative and financial (A&F) portions of a Grants.gov application to the OSP website. This method of packaging will allow OSP to receive one document that includes both the internal R&A form and the .XFD file. The step by step instructions are detailed below.

- 1) Create a PDF of the Review & Approval (R&A) form by scanning the document. Label this file with the PI's Name_R&A. EXAMPLE:
SMITH_R&A
- 2) In the Optional Documents box on the front page of the PureEdge (.XFD) file, highlight the PHS 398 Cover Letter File and click the "Open Form" button.
- 3) Click on the "Add Cover Letter File" button. An "ATTACH FILE: Choose the File" box will appear. Use this box to navigate to the R&A PDF file and highlight it. Click "Open" and the R&A PDF file will be attached to the PureEdge (.XFD) form. The name of the file should appear in the box "Mandatory Cover Letter Filename."
- 4) Upload the A&F version of the PureEdge (.XFD) grant file to the OSP Website with the attached R&A form.
- 5) When the final application (complete with science) is ready for upload to the OSP website for submission, the R&A PDF attachment should be deleted from the Cover Letter form page.

Contact OSP at x3999 or osp@uth.tmc.edu with questions.