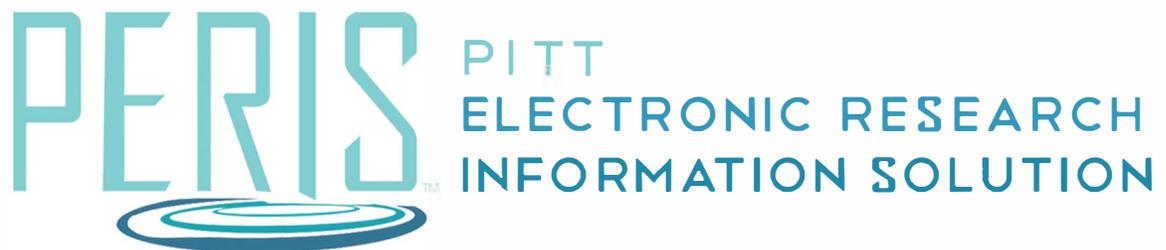




University of Pittsburgh



Quick Reference

CREATING A PDF OF A GRANTS.GOV APPLICATION....2

Creating a PDF of a Grants.Gov Application

MyFunding

Create Funding Proposal

All Single Proposals

Filter ?

ID

ID

Name

1

FP00000483 Creating a PDF

Budgets

History

SF424 Summary

SF424 Summary

Generate PDF Version

Generate PDF Version

Click the OK button to generate a PDF version of your application.

The link to the most recently generated PDF version is displayed on the project workspace, labeled "PDF Version".

Include Attachments:

(Note: PDF generation will take longer to complete. Attachments of type .DOC, .DOCX, and .TXT will be converted to PDF for viewing only, the file types will not be changed for submission.)

5

OK

Cancel

Descriptive Title:

Submission Type:

PDF Version(s):

Scaife

New

[View]

Where to start?

1. Log in and access your proposal workspace via the MyFunding tab.

How do I create a PDF of a Grants.Gov application?

2. In the funding proposal workspace click the *SF424 Summary* tab.
3. Click on the SF424 Link.
4. In the SF424 Workspace click *Generate PDF Version*
5. Indicate if attachments should be included and Click OK.
6. In the SF424 Workspace Click *View*.

PDF Notes

7. The PDF package that you create may not be in the exact order as it will be when it is received by the sponsor.
8. Your PDF package will not have page numbers or headers. These will be in place when received by the sponsor.