

SPONSORED PROGRAMS OFFICE
1415 Old Main Hill
Old Main – Room 64
Logan, UT 84322-1415

MEMORANDUM

To: USU Faculty and Staff

From: Sponsored Programs Office

Date: 02/05/2008

Subject: Grants.gov transition to Adobe applications

Grants.gov has begun to transition from its PureEdge Software to an Adobe application. Right now most Grants.gov applications are still using the PureEdge software while several have begun to use the Adobe application. However, the transition to Adobe will begin to occur more quickly starting in June 2008.

There has been a good deal of discussion about what version of Acrobat Reader and/or Adobe Acrobat Professional will work with an Adobe application through Grants.gov. The Grants.gov application will currently only allow submissions of applications with the Adobe Reader version 8.1.1. At this time no other version of the free Acrobat Reader or any version of Adobe Acrobat Professional will work to create or submit an Adobe application via Grants.gov. The Sponsored Programs Administrators will all have the 8.1.1 version to submit proposals, but it appears that this version must also be used by the PI to download and complete the application.

If you have a version of the free Reader on your computer you can check the version of the Reader that you are using by opening Acrobat Reader, clicking on the "Help" link in the tool bar at the top of the window and then clicking on the "About Acrobat Reader" link in the dropdown box. This will bring up a box that shows the version you are using. If you have any other version of the free reader besides Acrobat Reader 8.1.1 you will need to uninstall it and install the correct version.

You may download the free Adobe Reader 8.1.1 from the Sponsored Programs Office website from the link in the right navigation bar or at:
<http://spo.usu.edu/hfm/download-acrobat-reader-811>.

If you have an Adobe Acrobat Professional version of the software on your machine during the installation you will be asked to select the default version for opening PDF documents. Be sure to set Acrobat Reader 8.1.1 as your default.



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Also by default Acrobat Reader is set to automatically search for updates which will result in a notice to update the Reader to the most current version of the software each time it is started. This feature should be disabled by following the instructions below to avoid automatically updating a version that would create submission problems:

- Open up the Reader
- Click on the “Help” link in the tool bar at the top of the window
- Click on “Check for Updates” in the dropdown box. The program will run a quick check for updates and bring up a window when it has completed
- Click on the Preferences Link/Button
- If you only have the Reader on your machine you can uncheck the “Automatically Check for Adobe Updates” box
- If you have the Reader and a Professional Version on your machine you can uncheck the box next to Adobe Reader 8.1.1 in the list given of programs to update in that same window. This will allow for the Professional version to be updated while the Reader will remain the 8.1.1 version

If you have the professional version and the free reader on your machine please note that you must close the professional version before downloading and beginning to work with a Grants.gov Adobe Application.

Grants.gov is currently testing to see if the latest release (Version 8.1.2) of the Reader is compatible with their applications. In the future it may become possible to use an updated version of the Reader and/or possibly the professional version. However, 8.1.1 is the only version currently supported.

We will keep you posted as further updates become available.

Thank you,

David Paul
Director, Sponsored programs

