**Grants.Gov Helpful Hints**

USDA Employee’s Grant Application Information Essential for USDA, NSF, etc.

APPLICATION SF424 (R&R) form

**Applicant information** (block #5)

Organizational DUNS: 136635104

Legal Name: USDA-ARS Midwest Area Office

Street: 1815 N. University Street

City: Peoria

State: IL: Illinois

Country: USA: United States

Zip/Postal Code: 61604-3999

**Employer Identification** (block #6)

EIN: 720564834

**Congressional District of Applicant** (block #13)

IL-018

**Project Director/Principal Investigator Contact Information** (block #14)

Organization Name: USDA-ARS Midwest Area

**Authorized Representative** (block #19)

First Name: Robert

Last Name: Matteri

Position/Title: Area Director

Organization: USDA-ARS Midwest Area Office

Street: 1815 N. University Street

City: Peoria

State: IL: Illinois

Country: USA: United States

Zip/Postal Code: 61604-3999

**Project/Performance Site Location 1, 2, 3, etc**. (Co-PIs/PDs, and Collaborators)

Organization Name:

DUNS Number:

Street:

City:

State:

Country:

Zip/Postal Code: **(make sure postal code is included)**

Project/Performance Site Congressional District:

**Supplemental Information Form, ASAP recipient Information:**

No, ARS does not have an active ASAP number

**ADDITIONAL DOCUMENTATION REQUIRED**

Conflict of Interest List (formats can vary)

… upload on Supplemental Information Form

Biographical Sketch (length and info included can vary)

… upload on Research & Related Senior/Key Person Profile

Current and Pending Support

… upload on Research & Related Senior/Key Person Profile

**PI RESPONSIBILITY**

Project Summary

Project Narrative

Bibliography and Reference Cite

Facilities and Other Resources

Equipment

Other Attachments

Research and Related Budget Pages

**(formats vary widely and must be followed)**

**… download and send same forms to each Co-PI/PD THIS IS VERY IMPORTANT.**

**DO NOT LET co-PIs USE FORMS FROM OTHER NIFA APPLICATIONS.**

**ESPECIALLY THE BUDGET PDF**

**ONLY USE THE BUDGET PDF THAT CAME WITH YOUR CURRENT RFA!!!!!!**