

Electronic Grant Submission Mac Instructions

Instructions for University of Rochester electronic grant submission through www.grants.gov using a Mac.

Requirements:

- Mac OS X (10.1 or higher)
- 128 MB of memory
- 4 MB of free disk space
- A network interface card (NIC) and Internet access

Installation and Setup:

1. If you already have the client installed please skip to step 2. Download and install the Citrix ICA Client.

<http://www.citrix.com/English/SS/downloads/details.asp?dID=2755&downloadID=3250&pID=186>

2. Download the University PureEdge ICA files that will connect you to our published copy of the PureEdge viewer. Available from the same location you received this document.

Filename is "**UR PureEdge Files.zip**"

3. Open the zipped file and you will see 2 files:



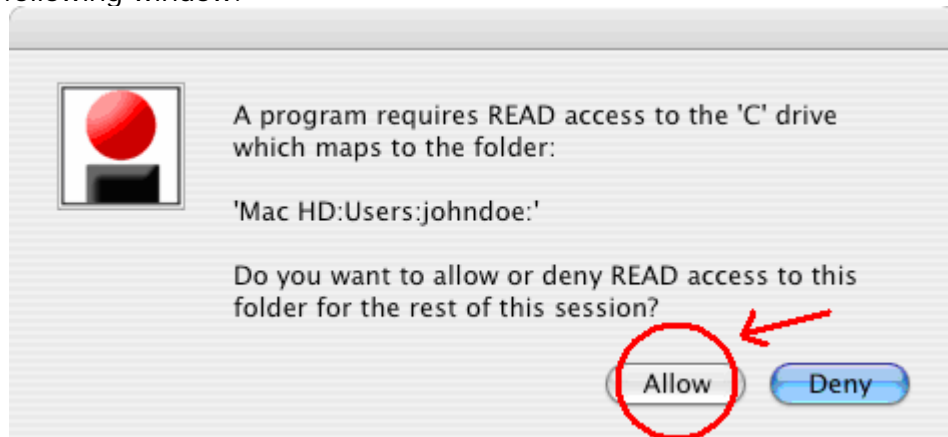
4. Copy the PureEdge-UR.ica file to a place on your hard drive. An example is your *Documents* folder or the *Citrix ICA Client* folder. You will use this file to launch your connection to the Citrix server and access the PureEdge viewer.
5. **ATTENTION:** Move the **PureEdgeAPI.ini** file to the same folder you will be downloading your grant application to. Typically this is a folder in your *Documents* folder.

How to use:

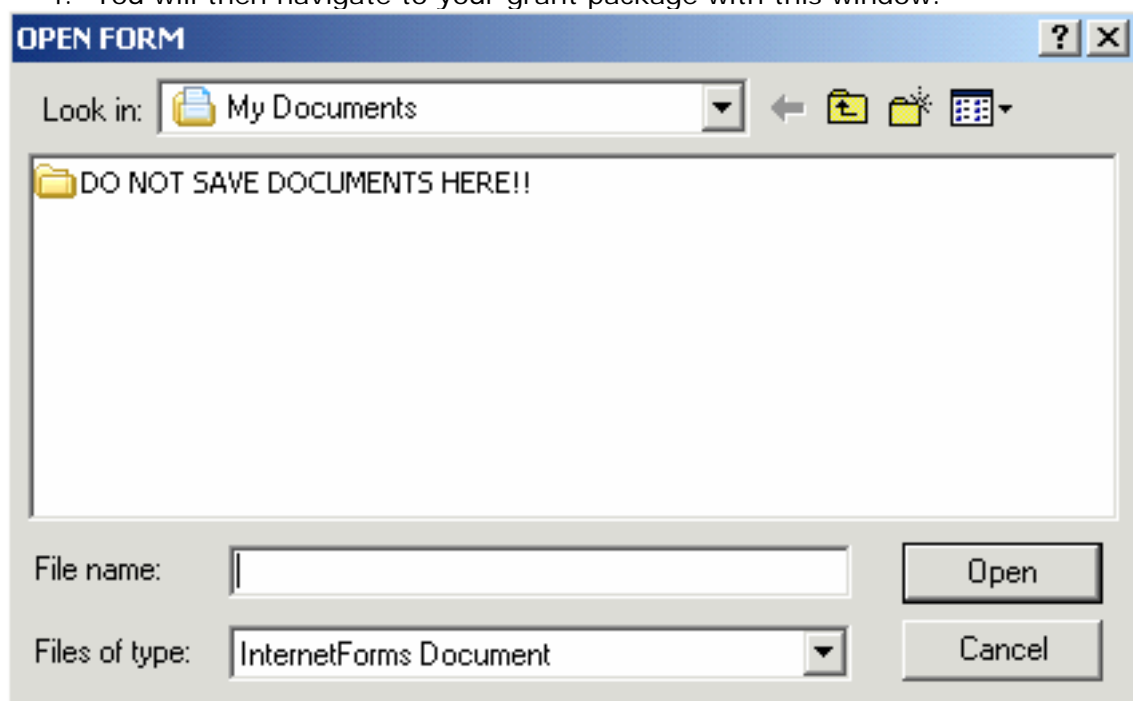
1. Download your grant package from www.grants.gov using your Mac browser (Safari, Firefox, Opera, etc.). Make note of where you saved it (documents, desktop, or other).

Need Help? Please refer to the bottom of the document if you have grant-related questions or technical questions about downloading the grand package.

2. Open the PureEdge-UR.ica file you downloaded above. You will see the following window:



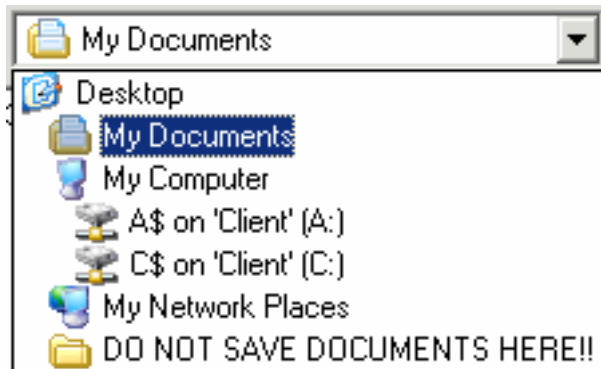
3. Select "**Allow**".
4. You will then navigate to your grant package with this window:



Note: NEVER choose to save documents in the "My Documents". This folder is on the Citrix server and not your local computer.

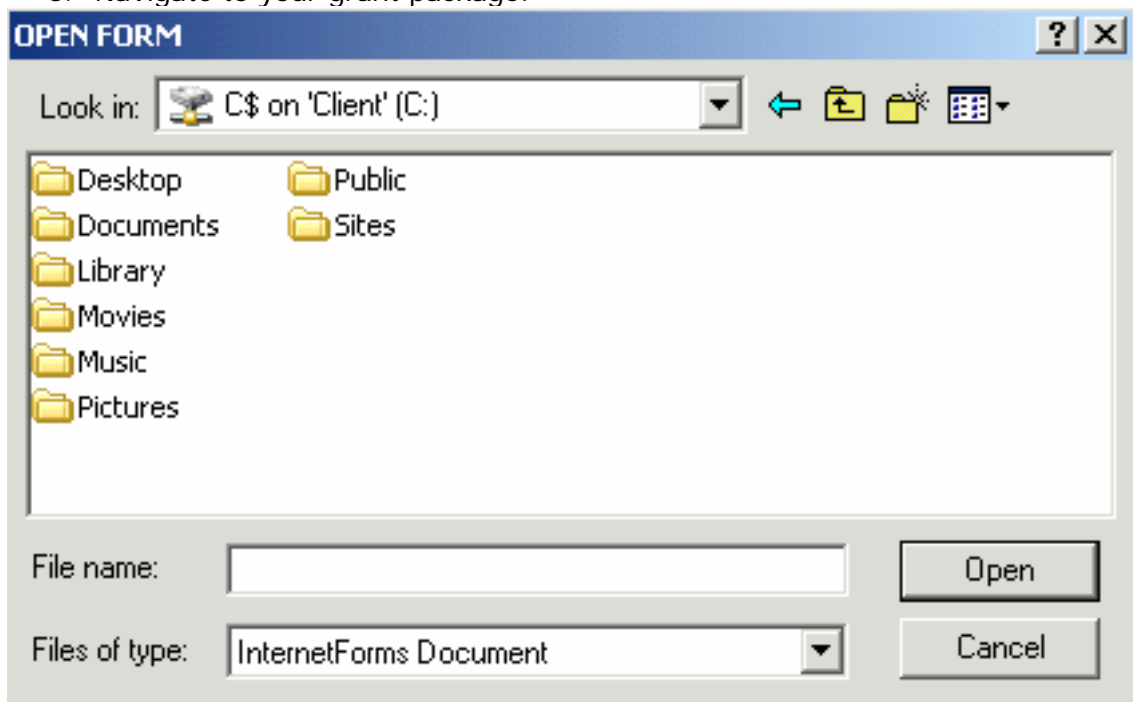
*** Remember to save the package to the SAME folder you saved the PureEdgeAPI.ini file to earlier. If you do not, you will receive error messages when you try to edit the grant.**

5. Click on the pull-down button next to My Documents and select your "C\$ on 'Client' (C:)".



Note: this is the hard drive of your Mac. The Citrix server identifies it as the client and assigns it the letter C.

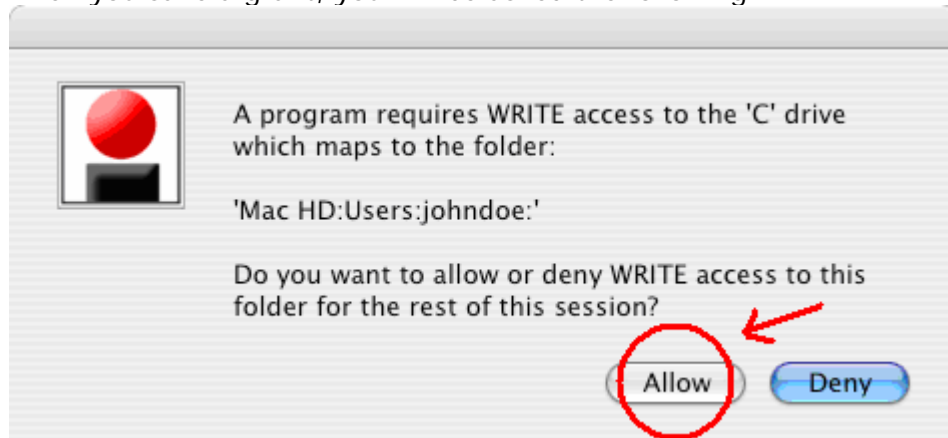
6. Navigate to your grant package:



Note: these folders represent the corresponding folders on your Mac. If you had placed your grant package in your Documents folder, go there. If placed in Desktop go there, etc.

7. Select your grant and click on Open.
***It can take up to 60 seconds to open large grants, please be patient.**

8. When you save a grant, you will be asked the following:



9. Select **“Allow”**. Your grant has been saved.

Further Help:

For specific help with the grant itself, please contact your ORPA representative.

For IT related issues please call:

River Campus: ITS Center, 275-2000

Medical Center: ISD Help Desk, 275-3200