

Project Narrative Tab

For advice about writing your Project Narrative, check the NIH website. For example, <http://funding.niaid.nih.gov/ncn/grants/cycle/part06.htm#b3>.

For more information about creating PDF documents using Microsoft Word, see the document *Creating PDF Documents from Word*.

InfoEd will check to ensure the document that you upload is not longer than one page. However, it will not count the lines to ensure that you are within the 6-line limit. You must do this yourself.

Estimated Time to Complete

1 to 3 minutes.

Prerequisites

Your Project Narrative is written, and exported as a PDF document, ready to be uploaded into InfoEd.

Instructions

1. Select the Project Narrative tab:

Project Narrative Completed

Upload documents must conform to NIH Standards

FONT

- Use font of at least 11 points.
- Font color of black
- Typeface: Arial, Helvetica, Palatino Linotype, or Georgia
- Type density, including characters and spaces, must be no more than 15 characters per inch. For proportional spacing, the average for any representative section of the text must not exceed 15 characters per inch.

• No more than 6 lines of type within a vertical space of one inch.


PAGE MARGINS

- Use standard size 8.5" x 11".
- Use at least one-half inch margins (top, bottom, left and right) for all pages.

LENGTH

- Using no more than two or three sentences, describe the relevance of this research to public health.

Upload Project Narrative

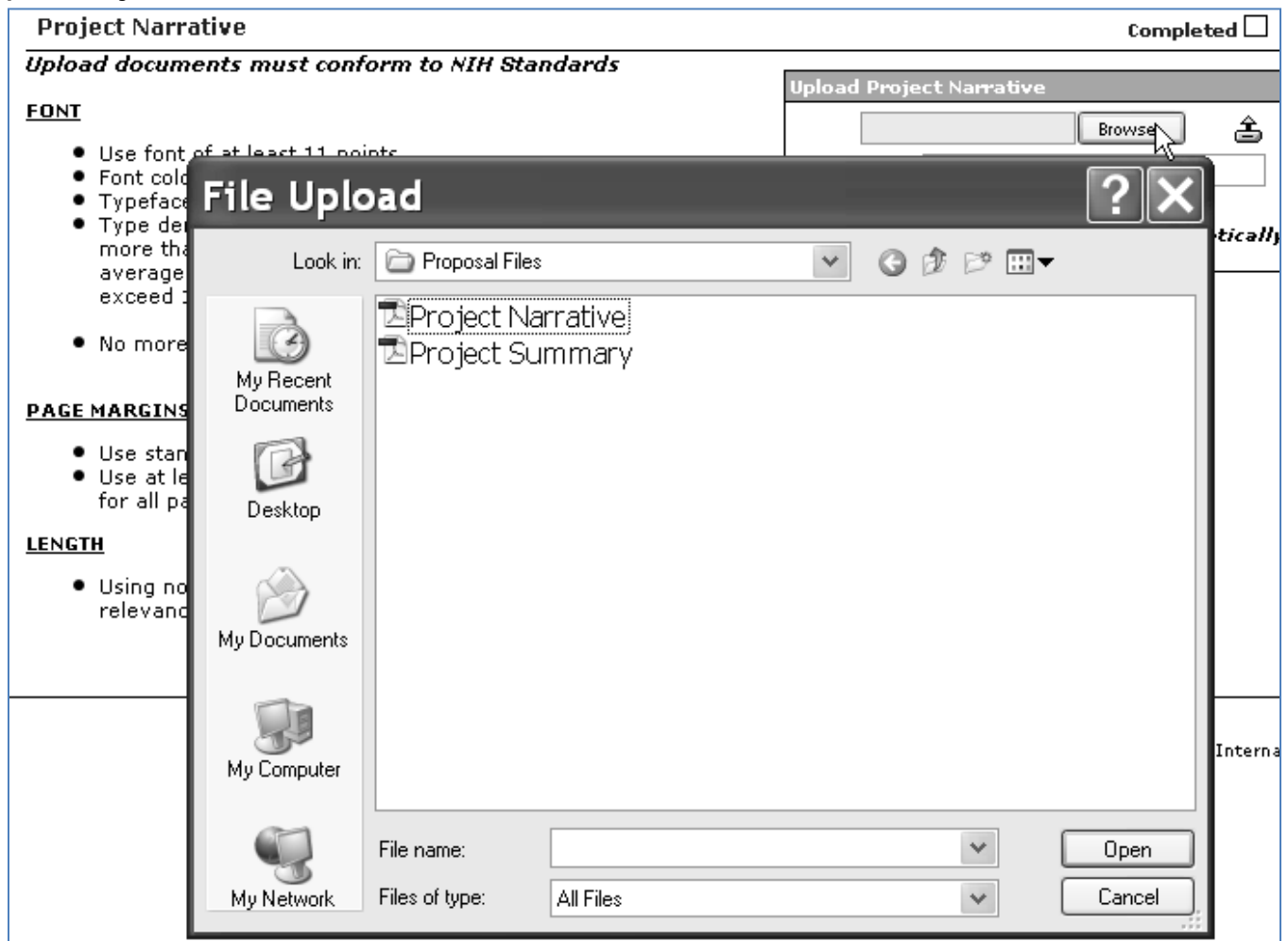


Name

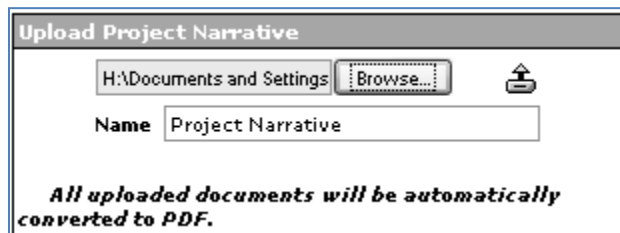
All uploaded documents will be automatically converted to PDF.

2. Click the Browse... button.

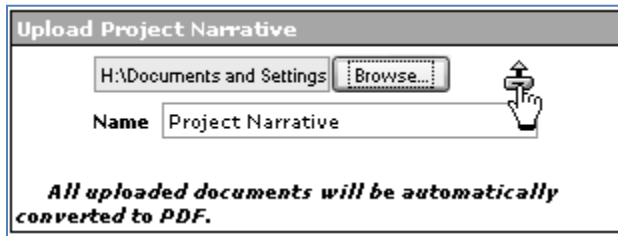
- InfoEd launches a File Upload window. In this window, navigate to the folder that contains your Project Narrative:



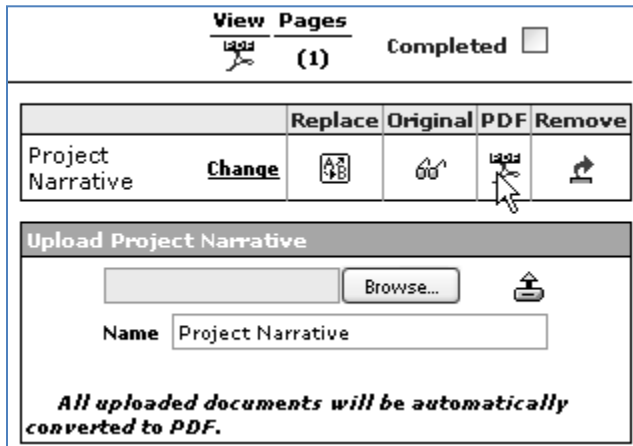
- Select your Project Narrative and click the Open button (OK button if you're using a Macintosh).
- The File Upload window closes, and you are returned to the Project Narrative tab. You should see the path and name of the file you selected in the Upload field:



6. Click the upload button:



7. After InfoEd uploads the document, you will see an Adobe Acrobat icon on this page:



8. You can check your document by clicking the PDF icon. The document will open in another window.
9. To remove and re-upload the document, click the Remove button and repeat the upload process.
10. When finished, mark this tab complete.

Next Steps

At this point, you can continue work on any of the other sections in your application.