

USING ADOBE ACROBAT PROFESSIONAL TO ASSIST WITH HARD COPY PROPOSAL PREPARATION

Revised April 6, 2012

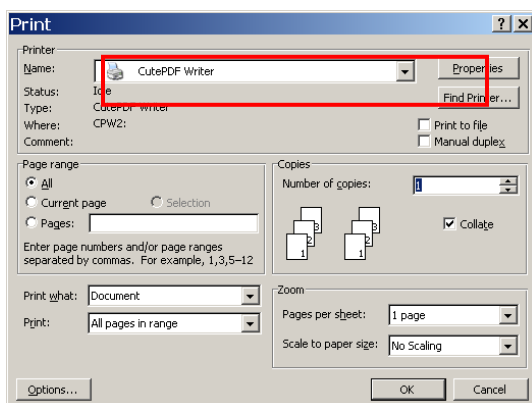
Note: All fund managers should have a copy of Adobe Acrobat Professional installed on their computer. If you do not, an individual user license can be purchased through DOM IS office (x54398) for approximately \$58/ea. Please make sure to get approval from your MSO prior to purchase.

Why should I use Adobe Professional to help me with a hard copy grant submission?

- 1) You can easily add Headers and Footers to any document.
- 2) You can compile a PDF of the entire proposal packet in order to:
 - a. Print the agency required copies from the one file of the complete proposal.
 - b. Send to OCGA via an email attachment for administrative review.
 - c. Send to the PI via an email attachment for review/approval.
 - d. Keep an electronic copy for your records.
- 3) You can easily paginate the entire proposal packet in just a few simple steps.
- 4) You can easily insert or delete pages within a compiled document without worrying about tables/figures/graphics shifting.
- 5) Converting to PDF ensures the formatting will not be altered, especially within the Research Plan, and when sharing files between Macs and PCs.
- 6) Using Adobe Acrobat Professional will save you time!!!

A good example of a compiled PDF document using all of the steps below is the Fund Manager Manual. Each chapter started out as a separate Word doc, that once finalized, was converted to PDF using CutePDF. The manual was then created by opening up the PDF version of the Title Page, and adding the chapters one by one. Once the entire manual was compiled, it was paginated. The Table of Contents (TOC) section was inserted initially as a place holder so that the correct page numbers were generated. We then went back into the Word doc version of the TOC to edit the document by adding the page numbers generated by the previous step. Once the TOC was finalized, it was then converted to PDF once again, and the page number footers were added to the bottom of the TOC pages. The place holder version of the TOC was deleted from the Fund Manager Manual, and the finalized version of the TOC was reinserted.

The trick to using Adobe Acrobat Professional is to convert all Word, Excel, etc. documents to PDF first. There are many different software programs that convert documents to PDF. Our PDF converter of choice is CutePDF Writer. This software program is free and can be downloaded to your computer with the assistance of DOM IS (x54398). Once installed, just choose File, Print, and then select the CutePDF Writer printer from the drop down box to convert your files to PDF.



Reminder: Once you convert the document to PDF, the document becomes uneditable, so do not convert until the document is complete.

ADDING HEADERS AND FOOTERS

When would I use this feature?

Examples:

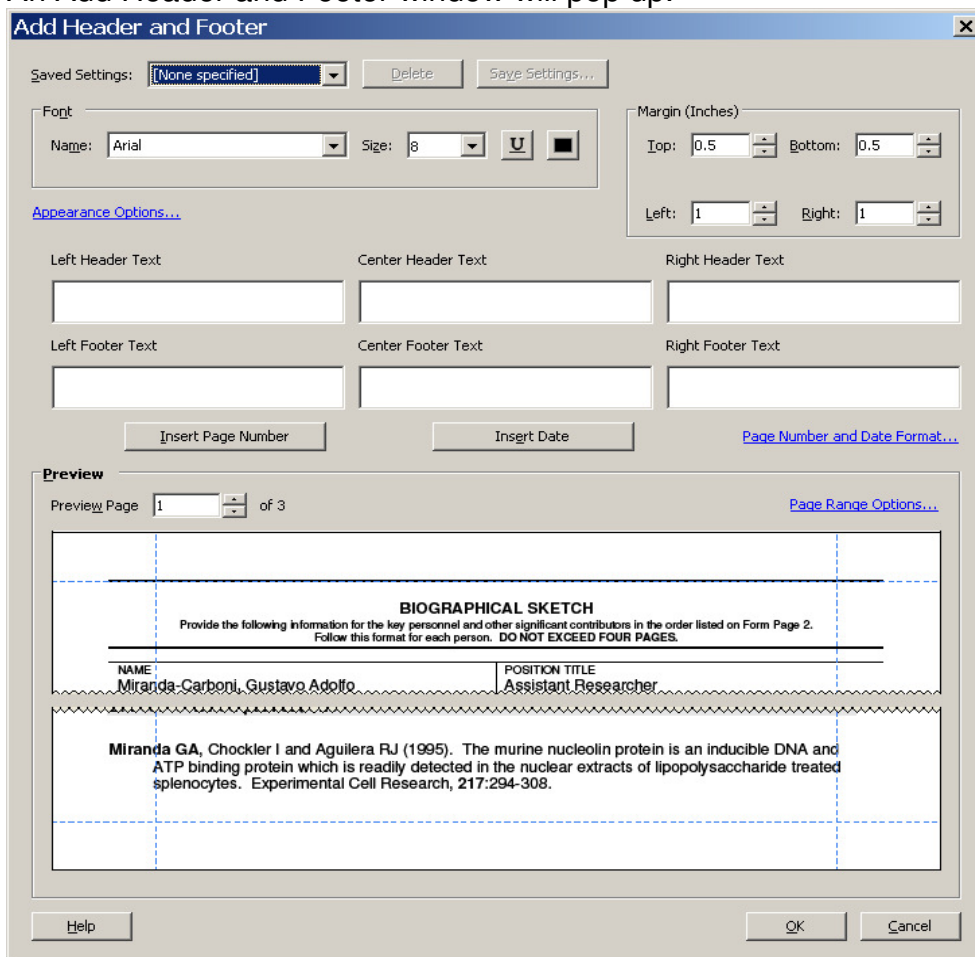
- 1) Your PI sends you the Grants.gov version of his BioSketch with no headers or footers, but the proposal needs to be submitted using hard copy PHS 398 forms which requires the use of NIH PHS 398 headers and footers.
- 2) Your PI sends you a Letter of Support that she would like to include in the hard copy proposal, but the Letter of Support contains no PHS 398 headers or footers.

Once you are done editing the form, convert the document to PDF. The example below is for an NIH BioSketch, but the following steps can be used to insert any type of header/footer.

The first time you add NIH PHS 398 Headers and Footers, you will have to download the Word version of the form from the NIH's website in order to copy and paste the header/footer information into the Adobe file so that it appears exactly as the NIH intended. The most current version of the NIH PHS 398 forms can be downloaded from: <http://grants.nih.gov/grants/funding/phs398/phs398.html>

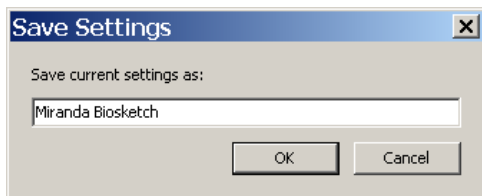
Open up the PDF file you would like to add headers and footers to. From the Adobe Acrobat Professional menu, click on Document, Header & Footer, Add.

An Add Header and Footer window will pop up.



In the Add Header and Footer window, complete the following:

- 1) Copy and paste the header from the NIH Word doc version of the BioSketch form into the Left Header Text section.
 - a. Note: Add the PI's name into the Word doc header prior to Copying and Pasting.
- 2) Copy and paste the left footer (ex: PHS 398/250 (rev. 11/07)) from the NIH Word doc version of the BioSketch form into the Left Footer Text section.
- 3) Copy and paste the right footer (ex: Biographical Sketch Format Page) from the NIH Word doc version of the BioSketch form into the Right Footer Text section.
- 4) Change the Margin information to comply with the agencies guidelines. For NIH, change all margins to 0.5.
- 5) To save this Header and Footer information as a template for future use, click on the Save Settings button, and choose a name to Save Current Settings As.



- 6) Check the Preview section to make sure the Headers and Footers are in the correct placement. If not, adjust the Margins accordingly (see #4).

Below is an example of a completed Add Header and Footer window for an NIH BioSketch:

1 Left Header Text
(Last, First, Middle): Miranda-Carboni, Gustavo A.

2 Left Footer Text
PHS 398/2590 (Rev. 11/07)

3 Right Footer Text
Biographical Sketch Format Page

4 Adjust the Margin information as necessary

5 Save Settings...

6 Preview - This area will show you how the Header & Footer information will appear within the form

7 OK

- Click OK, and the Biosketch form will now have the appropriate NIH PHS 398 Headers and Footers. See below.

Program Director/Principal Investigator (Last, First, Middle): Miranda-Carboni, Gustavo A.

BIOGRAPHICAL SKETCH

Provide the following information for the key personnel and other significant contributors in the order listed on Form Page 2. Follow this format for each person. DO NOT EXCEED FOUR PAGES.

NAME Miranda-Carboni, Gustavo Adolfo	POSITION TITLE Assistant Researcher		
eRA COMMONS USER NAME (credential, e.g., agency login) MIRANDAG2]			
EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training.)			
INSTITUTION AND LOCATION	DEGREE (if applicable)	YEAR(S)	FIELD OF STUDY
U.S. Navy Hospital Corps East Los Angeles College	LVN A.S.	1979-83 1987	Corpsmen/Nursing Biology
University of California, Los Angeles	B.S.	1993	Microbiology Molecular Genetics
University of California, Los Angeles	Ph.D.	2000	Molecular/Cellular/Dev. Biology/Immunology
University of California, Los Angeles	Postdoctoral	2000- present	Cancer/Gene Therapy

Please refer to the application instructions in order to complete sections A, B, and C of the Biographical Sketch.

A. Positions and Honors

2007-present	NIH Tumor Biology Training Grant Fellow, Lab of Dr. T.F. Lane , UCLA
2005-present	Research Associate, Laboratory of Dr. Timothy, F. Lane, UCLA
2002-2005	Postdoctoral Fellowship, Laboratory of Dr. Timothy, F. Lane, UCLA
2000-2002	NIH Postdoctoral Fellowship, Laboratory of Dr. James Economou, UCLA
1993-2000	Ph.D. Candidate Molecular, Cell and Developmental Biology Dept. UCLA
1993-1999	Teaching Assistant. Dept. Molecular, Cell & Developmental, Biology, UCLA
1989-1993	Staff Research Assistant II, Department of Molecular Cellular Developmental Biology, UCLA
1987-1993	Student Researcher: Center for Academic Res. Excellence (CARE) UCLA
1985-1987	Minority Biomedical Research Support (MBRS), East LA Community College

HONORS AND AWARDS

NIH Tumor Biology Training Grant	2007-present
SACNAS Presidential Award for Distinguish Service	2006
DOD Breast Cancer Fellowship	2002-2004
NIH Postdoctoral Fellowship T32 training grant	2000-2002
Dissertation Year Presidents Fellowship, University of California	1999 -2000
Project 88 University Fellowship, UCLA	1996-1997
Clinical Immunology Institutional Training Grant, UCLA	1994-1996
Project 88 University Fellowship, UCLA	1993-1994
University of California Alumni Association, UCLA	1987
National Chicano Council for Higher Education (NCCHE), ARCO Foundation	1986

B. Peer-reviewed publications:

Miranda GA, Chockler I and Aguilera RJ (1995). The murine nucleolin protein is an inducible DNA and ATP binding protein which is readily detected in the nuclear extracts of lipopolysaccharide treated splenocytes. *Experimental Cell Research*, 217:294-308.

PHS 398/2590 (Rev. 11/07)

Biographical Sketch Format Page

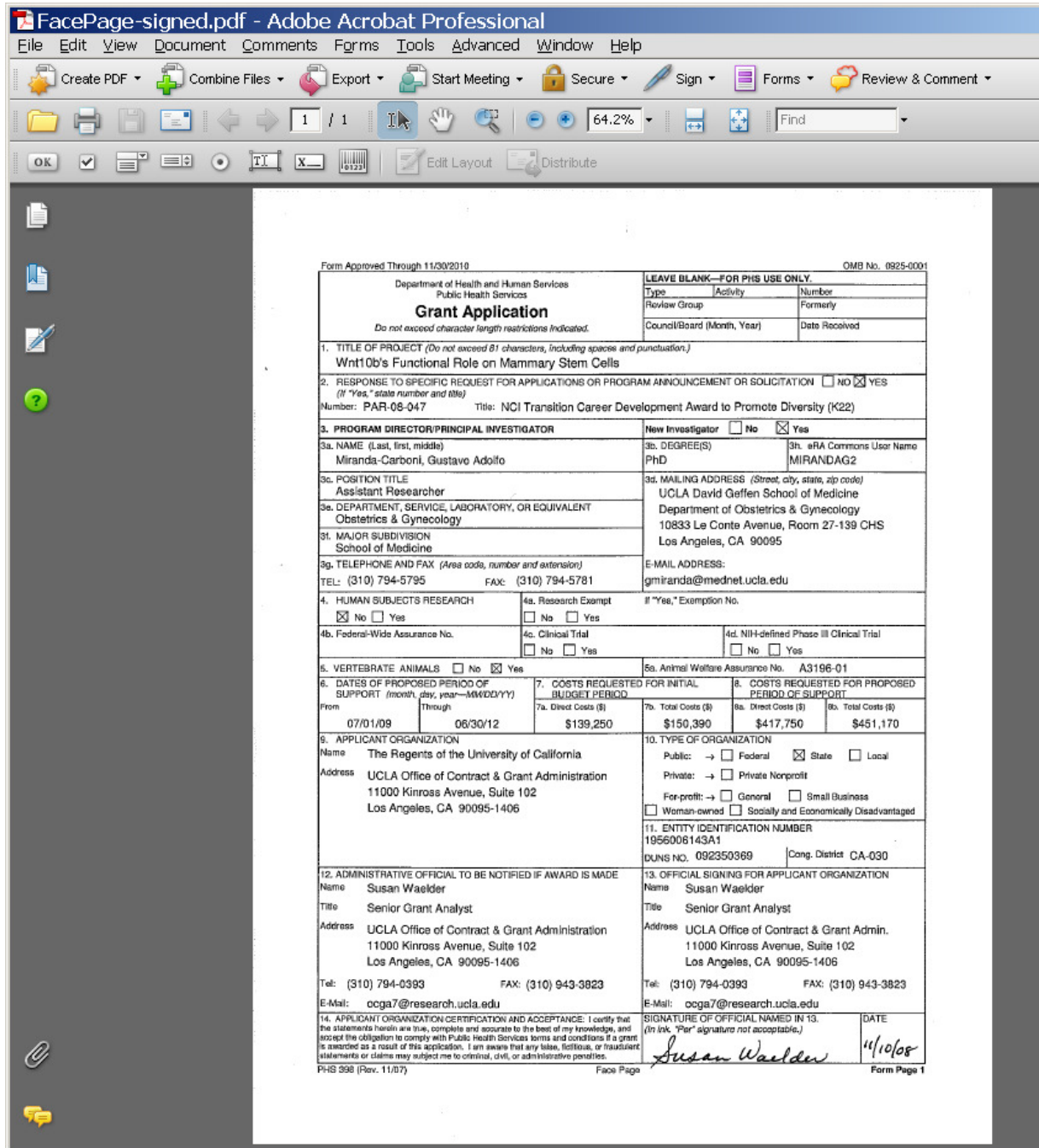
In the future, you can just click on Documents, Header & Footer, Add, then choose the previously saved header and footer from the drop down menu under the Saved Settings section in order to quickly add the header an footer to the document.

TIP: Follow the steps above to create a PHS 398 Continuation Page header and footer for each of your PIs, so that you can quickly add headers and footers to all your documents.

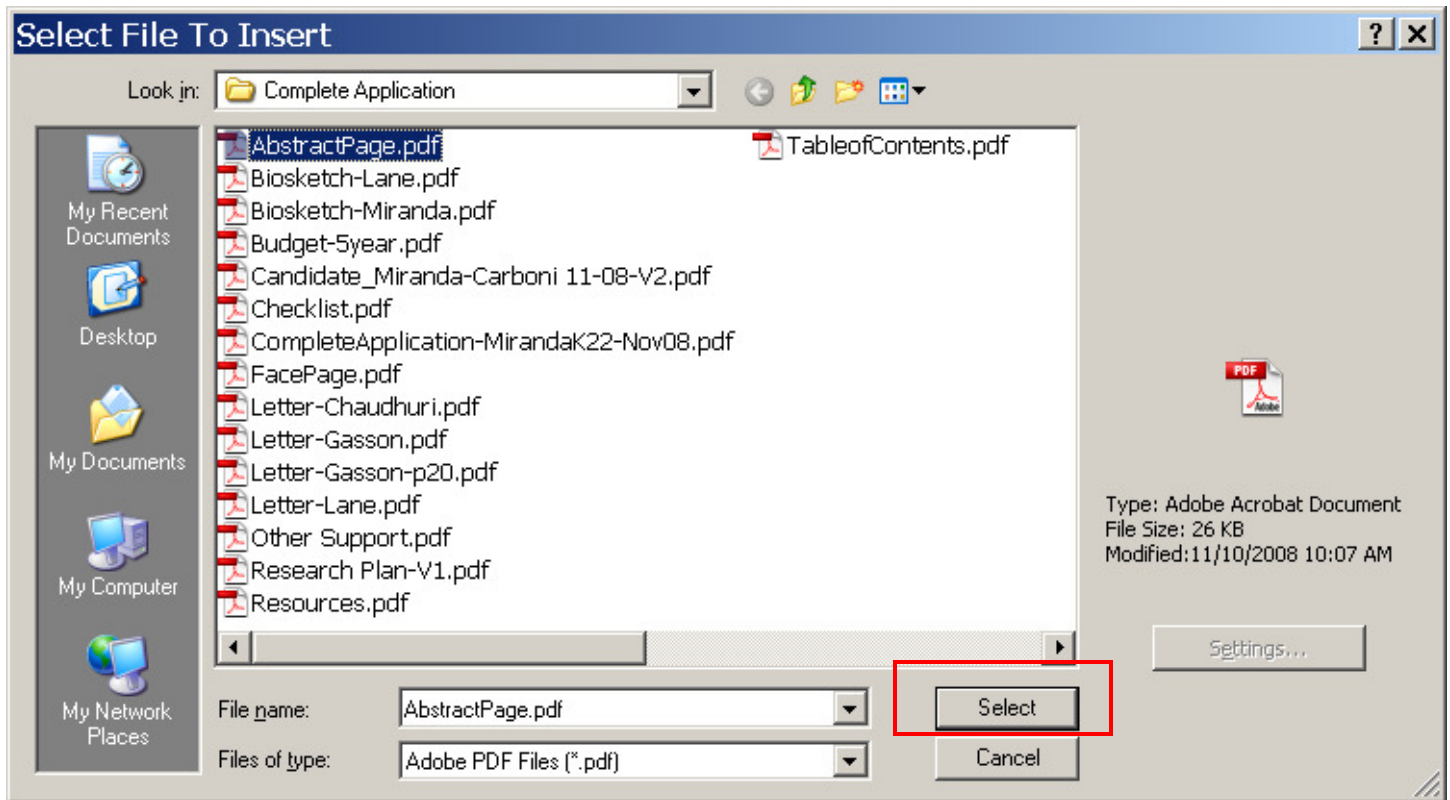
COMPILE THE ENTIRE PROPOSAL INTO ONE PDF FILE

Once you have more than one form or section of the proposal completed and converted to PDF, you can easily compile the entire proposal packet into one PDF file.

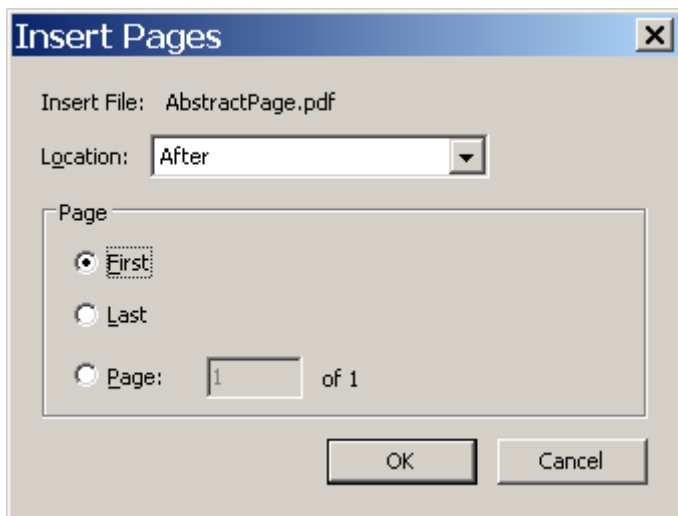
To do so, open up the PDF page you would like to start with in Adobe Acrobat Professional.



From the Adobe menu, click on Document, Insert Pages...



Find the file you would like to add, select it by clicking on it, and then hit the Select button.



Choose where you would like to insert the file, e.g. Before or After, First or Last, or Page x.

Your PDF file now contains the original page, and the added page/s.

Note that now that the 2 page Abstract file has been added to the Face Page file, the document is now 3 pages.

<p>12. ADMINISTRATIVE OFFICIAL TO BE NOTIFIED IF AWARD IS MADE</p> <p>Name: Susan Waelder Title: Senior Grant Analyst Address: UCLA Office of Contract & Grant Administration 11000 Kinross Avenue, Suite 102 Los Angeles, CA 90095-1406 Tel: (310) 794-0393 FAX: (310) 943-3823 E-Mail: ocga7@research.ucla.edu</p>	<p>13. OFFICIAL SIGNING FOR APPLICANT ORGANIZATION</p> <p>Name: Susan Waelder Title: Senior Grant Analyst Address: UCLA Office of Contract & Grant Admin. 11000 Kinross Avenue, Suite 102 Los Angeles, CA 90095-1406 Tel: (310) 794-0393 FAX: (310) 943-3823 E-Mail: ocga7@research.ucla.edu</p>
<p>14. APPLICANT ORGANIZATION CERTIFICATION AND ACCEPTANCE: I certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with Public Health Services terms and conditions if a grant is awarded as a result of this application. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.</p>	<p>SIGNATURE OF OFFICIAL NAMED IN 13. (In Ink. "Per" signature not acceptable.)</p> <p><i>Susan Waelder</i></p> <p>DATE: 11/10/08</p>

PHS 398 (Rev. 11/07) Face Page Form Page 1

Program Director/Principal Investigator (Last, First, Middle): Miranda-Carboni, Gustavo A.

PROJECT SUMMARY (See instructions):
 Mammary epithelial cell fate and neoplastic transformation are regulated by the wnt/beta-catenin signal transduction pathways. Wnt genes are a family of growth factors whose signaling influence responses including, but not limited to: cellular development, differentiation and stem cell maintenance. In transgenic mice, expression of Wnt10b under the regulation of MMTV-LTR (Wnt10bTG) results in precocious ductal formation and in the development of stochastic adenocarcinomas in the mammary glands in both male and female mice. Expression profiling using microarray analysis of Wnt10bTG -driven tumors reveals enhanced expression of mammary epithelial stem cell markers Krt2-6 CD49f and CD44 leading to the hypothesis that Wnt10b drives tumorigenesis by altering the mammary stem cell compartment/niche. The aims of this proposal are to isolate mammary epithelial stem cell(s) and to characterize the molecular profiles of the cells that drive Wnt10b-tumorigenesis. Identifying the cells responsible for Wnt-mediated breast tumorigenesis. A novel transgenic mouse MMTV-Wnt10bTG-IRES-LacZ (Wnt10bTG-LacZ) will be used for the expression of LacZ to identify Wnt10b-expressing cells. Upon verification of Wnt10b-expression, FACS analysis and cell sorting to identify the expression levels of breast epithelial stem cell markers, including CD24, CD29, CD49f and Sca1. Controls will be genetically ablated Wnt10b mice in comparison with wild type mice to determine the expression of the previously mentioned markers by FACS analysis. Isolated cells from Wnt10bTG-LacZ can then be used for serial-diluted xenografts experiments into SCID-Nude and or syngeneic mice to generate tumors. Conduct mammosphere assays and terminal differentiation assays to assess the reconstitution of myoepithelial, luminal and basal epithelial cells in vitro. These cells will be analyzed by immunohistochemistry for terminally differentiated markers. Conduct ChIP on chip assays on wnt-response stem cell markers with RNA Pol II beta-catenin and Lef-1 specific antibodies.

RELEVANCE (See instructions):
 Of greater than 80,000 breast cancer cases diagnosed annually in the U.S., only erbB2 positive (25%) and BRCA1/2 (<2%) and PTEN/AKT (5%) associated breast cancers have a defined molecular etiology. Thus, 70-80% of human breast cancers are of unknown etiology, or have limited molecular options to defining treatment. Therefore, linking breast stem cells/cancer to particular pathways is critical and defining new molecular targets is crucial to progress human therapies.

PROJECT/PERFORMANCE SITE(S) (If additional space is needed, use Project/Performance Site Format Page)

Project/Performance Site Primary Location

Organizational Name: UCLA David Geffen School of Medicine

DUNS: 092350369

Continue repeating these steps until all sections of the proposal have been added to the one file.

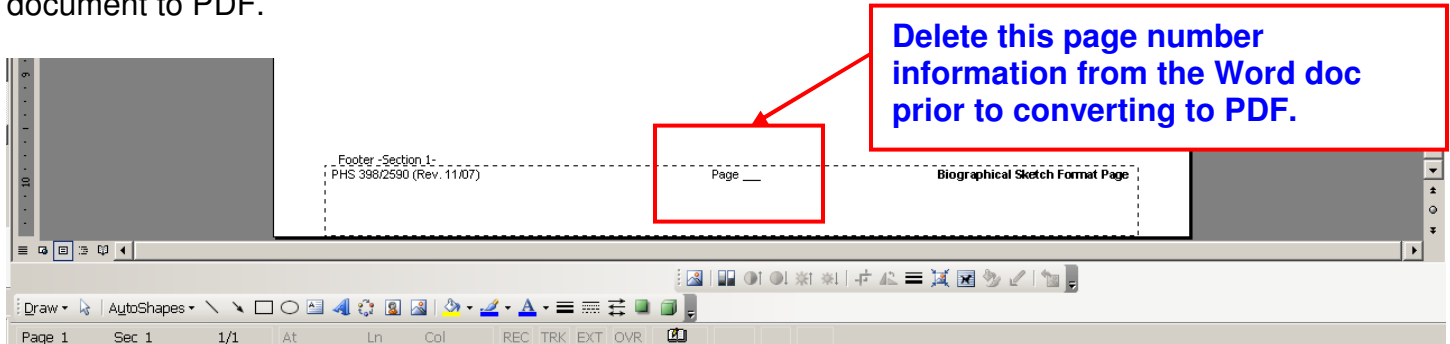
Reminder: Rename the file, so you still have the original starting page as a separate file.

You can also **Delete** pages easily, by clicking on Document, Delete Pages..., and then selecting the page number/s you wish to delete.

Note: If you use the compiled PDF of the proposal to print the required agency copies for submission, and the research section of the proposal contains color graphs and figures, please make sure to print a test copy first for quality approval from the PI.

PAGINATE THE ENTIRE PROPOSAL

Note: If you are going to use Adobe Acrobat Professional to paginate your grant proposal, you **MUST** delete the page number information in the Word document **PRIOR** to converting the Word document to PDF.

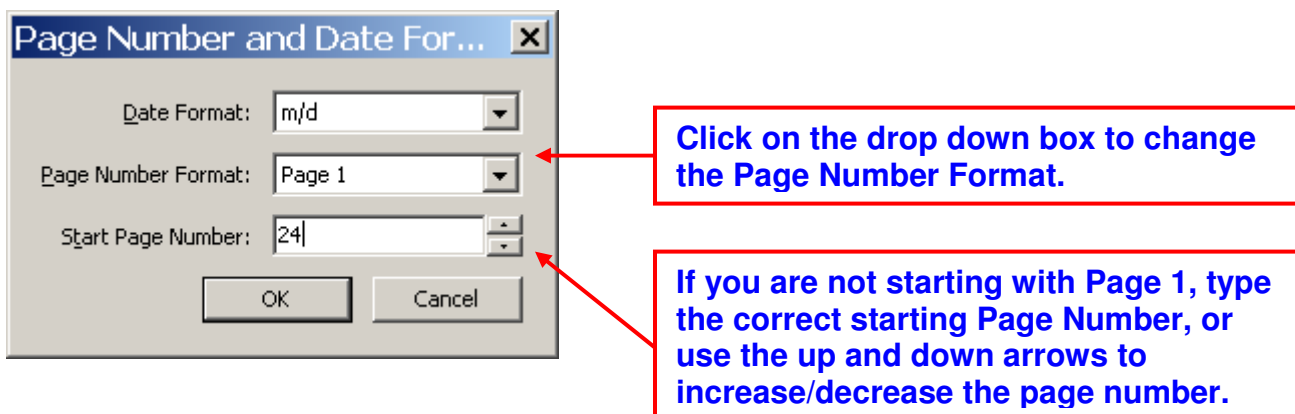


Paginating can be a little tricky, and you may need to play around with it before you get the hang of it. Once you do get the hang of it, it is really easy and quick. Sometimes, though, it may be necessary to paginate a page individually prior to inserting it into the final version of the compiled proposal. Example: A Letter of Support (LOS) provided to you by the PI has its own footer. If you paginate it with the rest of the proposal, the page number may appear on top of the LOS footer, thus making both illegible. In this case, insert the LOS into the compiled proposal as a place holder, paginate the entire document, delete the LOS page, paginate the LOS page individually so that the page number does not interfere with the existing LOS footer, then re-insert it into the compiled proposal. This may sound like a lot of effort, but again, once you get the hang of it, it really is quick and easy.

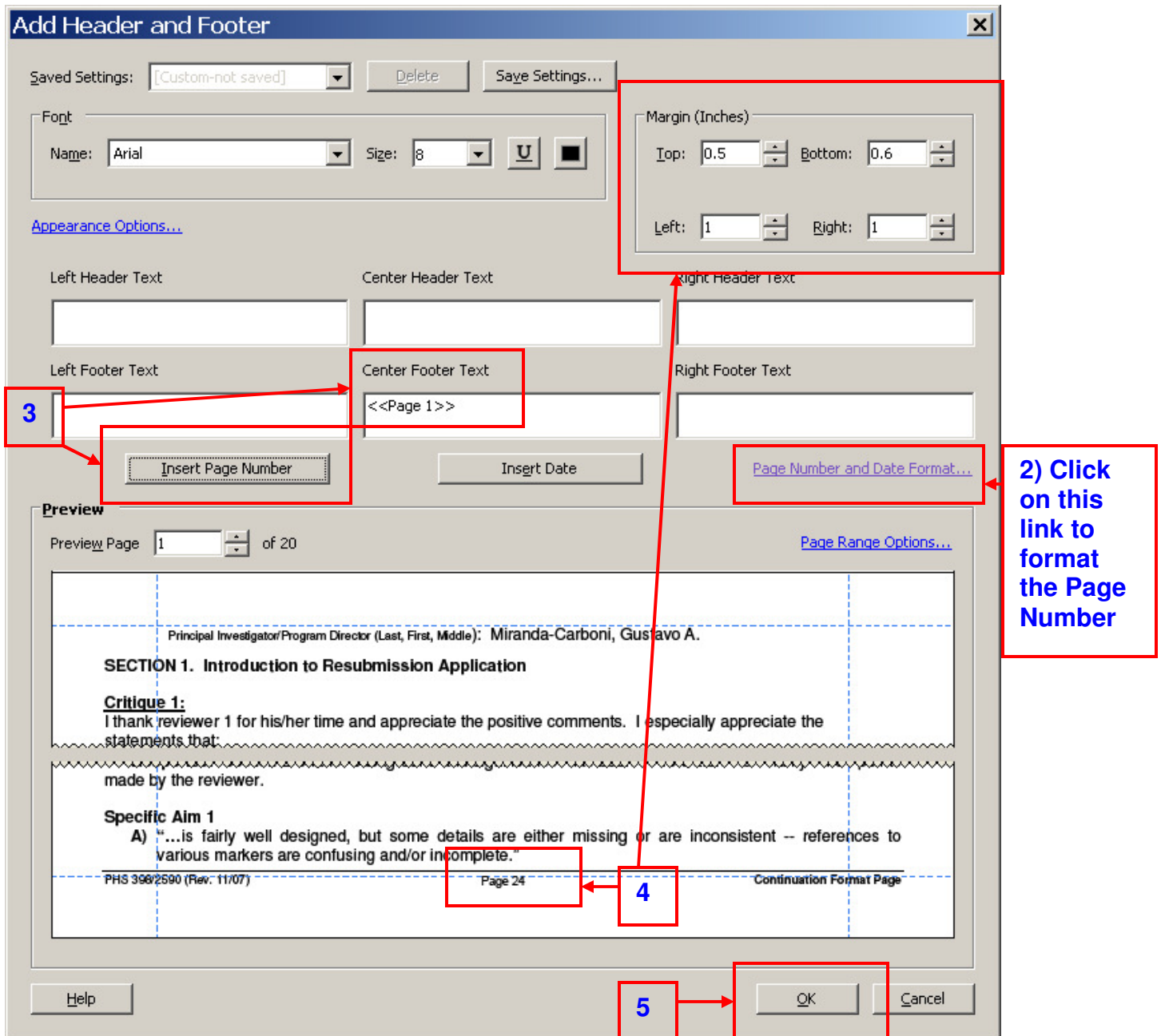
Or, it may be necessary to paginate sections of the proposal prior to inserting an individual page or section. Example: The NIH Face Page should not be paginated, so you should paginate starting on page 2 first, prior to inserting the Face Page into the compiled PDF file. Once the rest of the file has been paginated, then insert the non-paginated Face Page into the compiled proposal.

To Paginate the PDF file:

- 1) From the Adobe Acrobat Professional menu, click on Document, Header & Footer, Add
- 2) In the Add Header and Footer window, click on the Page Number and Date Format... link



- 3) Click inside the Center Footer Text, and then click on the Insert Page Number button



4) Check the Preview section to make sure the Page Number appears where and how you would like it. If not, you may need to adjust the Margin section to move the Page Number either up or down on the page.

5) If everything looks okay, click on the OK button, and your document is now paginated!