Grants.gov Applicant Overview

Register, Find, and Apply

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Getting Registered
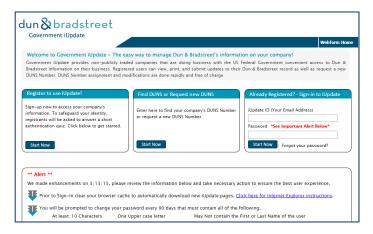
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Getting Registered

Registering with Grants.gov to be an Authorized Organizational Representative (AOR)

Getting Registered
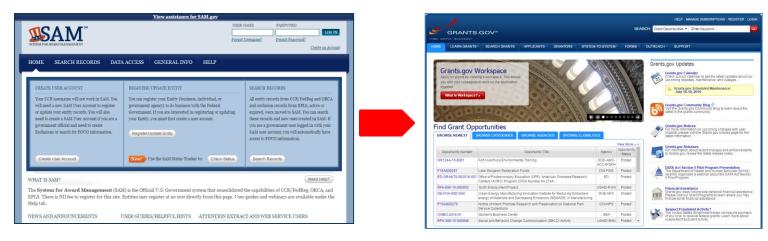## Dun & Bradstreet (DNB) and the System for Award Management (SAM)

- Register with DNB at http://fedgov.dnb.com/webform
- Requires TIN from IRS and organization information
- You will be issued a Data Universal Numbering System (**DUNS**) number
- Takes 1 – 2 business days

- Use DUNS to register with SAM at www.SAM.gov
- Establish E-Business Point of Contact (**EBiz POC**): Individual who oversees all activities for organization within Grants.gov and approves the AOR
- Establish Marketing Partner Identification Number (**MPIN**)
- Takes 7 – 10 business days

Getting Registered
SAM and Grants.gov

- Organization data, EBiz POC information, and MPIN are electronically transferred from SAM to Grants.gov

- The organization is set up in Grants.gov and individuals within the organization are now able to register with Grants.gov
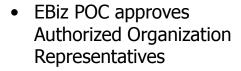
- **NOTE: EBiz POC must <u>renew SAM registration annually</u>**

Getting Registered
About the EBiz Point of Contact and AORs

- Each organization has one EBiz POC
- EBiz POCs are assigned in SAM

- EBiz POC approves Authorized Organization Representatives
- AORs are allowed to submit grant applications on behalf of their organization

EBiz POC

AOR 1

AOR 2

AOR 3

AOR 4
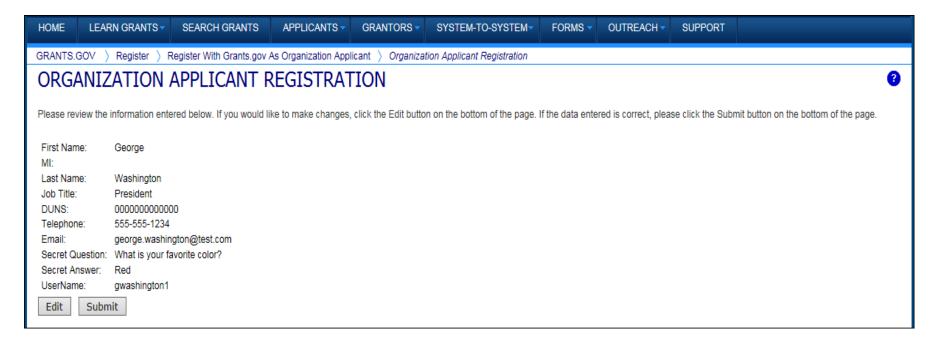
- One organization can have many AORs

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Confirm Registration Information
Enter Your Registration Information

Getting Registered
Confirm Registration Information

ORGANIZATION APPLICANT REGISTRATION ❓

Please review the information entered below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please click the Submit button on the bottom of the page.

First Name: George
MI:
Last Name: Washington
Job Title: President
DUNS: 0000000000000
Telephone: 555-555-1234
Email: george.washington@test.com
Secret Question: What is your favorite color?
Secret Answer: Red
UserName: gwashington1

[Edit]   [Submit]

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Getting Registered
Completing Your Registration

- ## AOR Authorization by your EBiz POC
  - The EBiz POC at your organization will receive an email notifying him/her of your registration.
  - The EBiz POC must login to Grants.gov to confirm you as an AOR.
  - You will be unable to submit a grant application unless you are confirmed as an AOR by your EBiz POC.
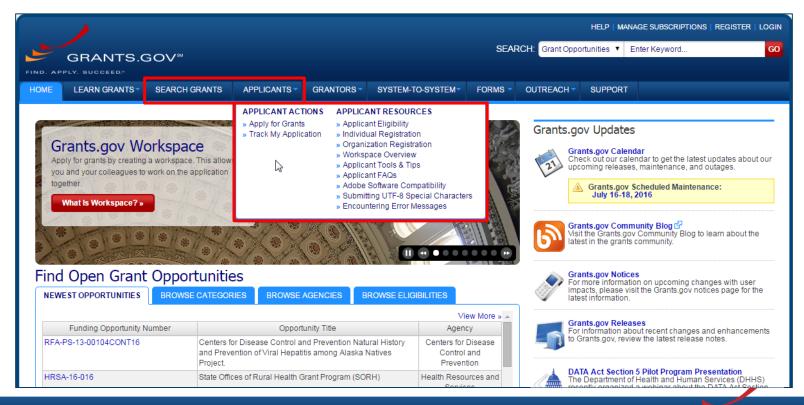
- ## Track AOR Status
  - At any time, you can track your AOR status by logging in with your username and password.
  - You will receive a confirmation email notifying you that you've been authorized as an AOR for your organization.
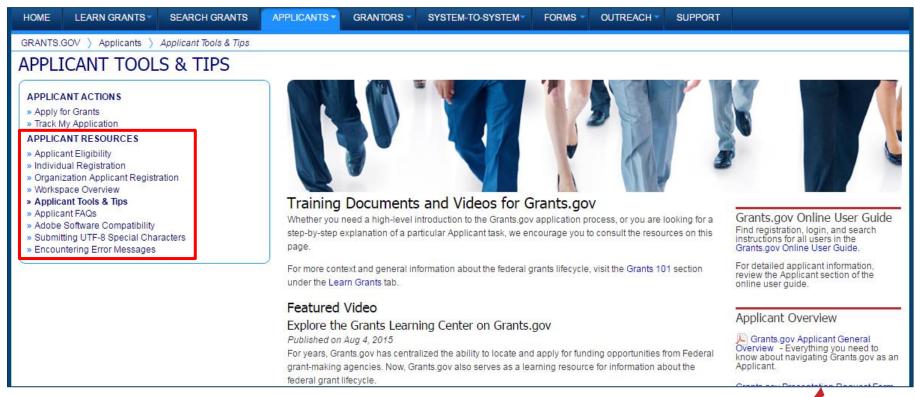
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Further Resources

- [Get Started](#) help article

- [Register](#) help article

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Navigating Grants.gov

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Navigating Grants.gov
Search Grants and Applicant Tabs on the Homepage

Navigating Grants.gov
Applicant Resources: FAQs, User Guides, Training Materials, and More

Navigating Grants.gov
Introducing the Learn Grants Tab

Navigating Grants.gov
Highlights from the Learn Grants tab

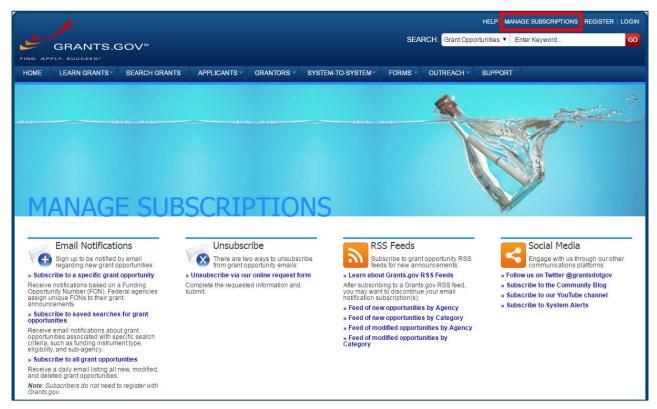**Grants 101**: An introduction to the key phases of the federal grant lifecycle

Rules & Legislation: Summaries and tables explaining how federal grant policies are formed

Terminology: Essential terms and definitions from the Common Data Element Repository Library (C-DER Library)

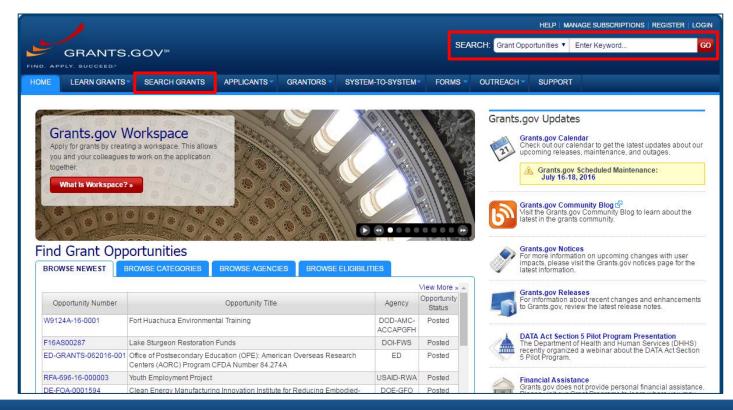**Community Central**: Space for people to find out about training events and grants-related news

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Navigating Grants.gov
Subscriptions and Email Notifications

Further Resources

- [Navigation](#) help article

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Searching for Funding Opportunities and Forecasts

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Searching for Funding Opportunities
Using the Grants.gov Search Fields

Searching for Funding Opportunities

High-Function Homepage

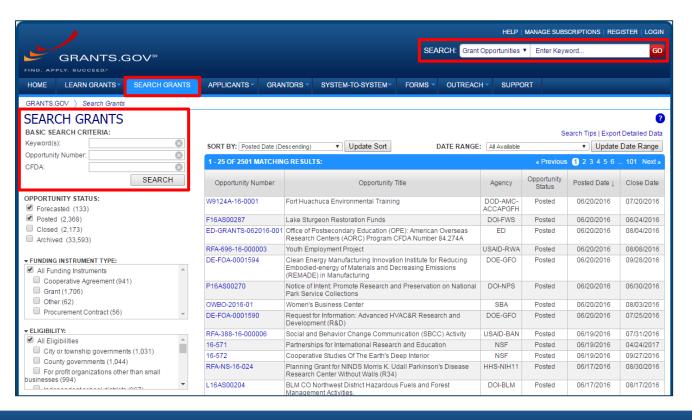Find grants by clicking links in the home page tabs:

Newest Opportunities (based on open date)

Browse Categories (e.g., health, environment, housing, etc.)

Browse Agencies (e.g., HHS, EPA, Education, DHS, etc.)

Browse Eligibility (type of organization—e.g., state or Native American governments, nonprofits, universities, etc.)

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Searching for Funding Opportunities
Find – Basic Search

Search for grants and forecasts by entering a keyword, then clicking the Go button

OR by entering:

- **Keyword**
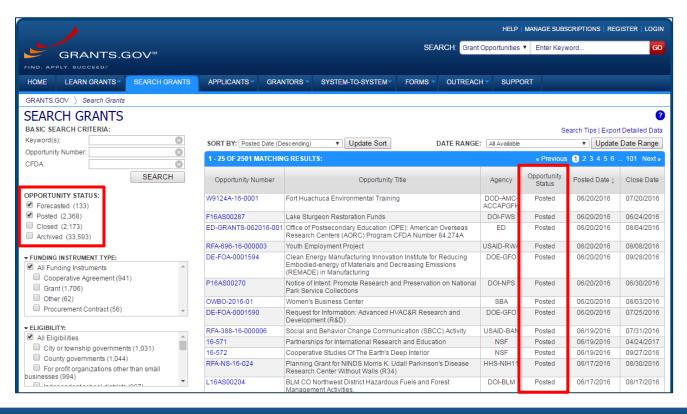- **Funding Opportunity Number**
- **CFDA Number or Title**

and clicking the Search button

Searching for Funding Opportunities
Opportunity Status

Select the Opportunity Status to find what you are looking for:
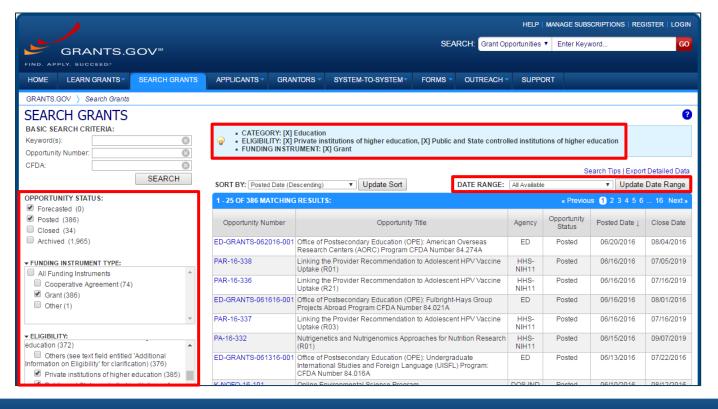
Forecasted - Potential grants in the near future

Posted - Currently open grants

Closed - Recently ended grants

Archived - Past grants available for reference

Searching for Funding Opportunities
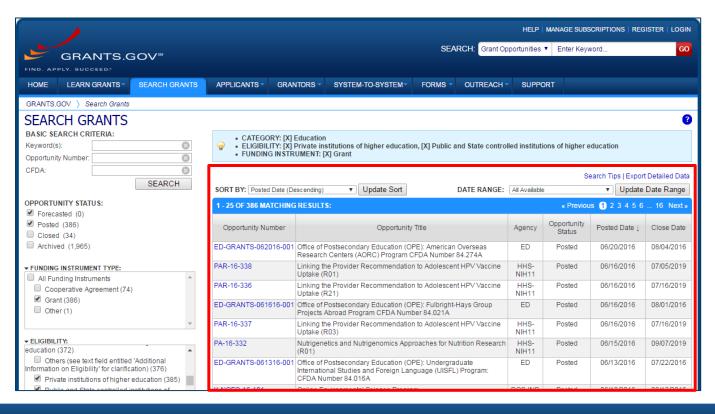## Find – Advanced Search

Refine your search results by selecting or deselecting criteria options, such as:

- **Category**
- **Eligibility**
- **Funding Agency**
- **Opportunity Status**
- **Date ranges**

As options are selected, they are displayed in the blue filter box above the search results. Users can remove criteria by clicking the "X" in the filter box.

Searching for Funding Opportunities
Search Results

Search results and criteria options are reset when the user clicks the Search or Go buttons

Search results are immediately refreshed when criteria options are selected and deselected

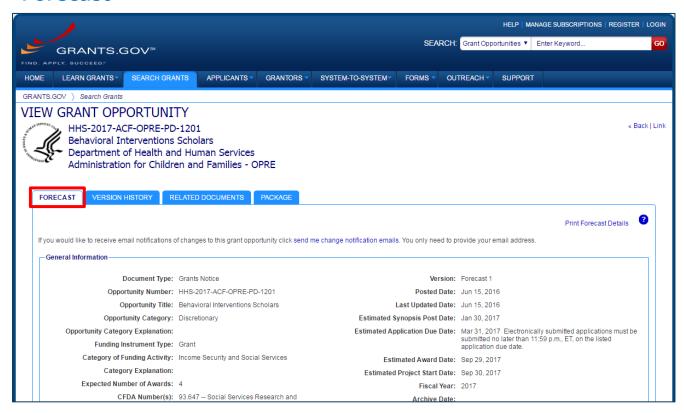Users have the ability to export refined Search Results

Further Resources

- [Search Grants](#) help article

What's in a Funding Opportunity?

What's in a Funding Opportunity?
Forecast

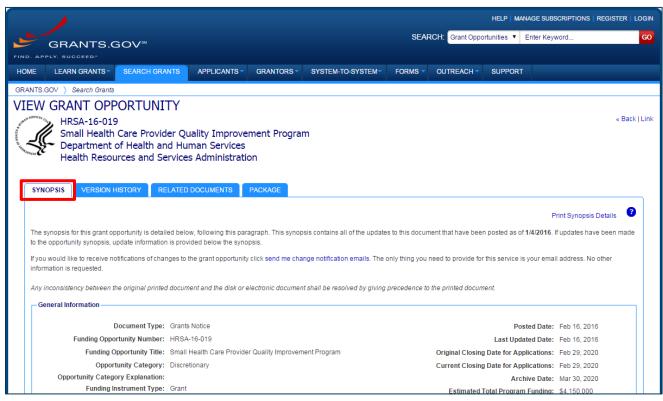A Forecast is a projection of an estimated funding opportunity

Contains high level information, such as:

• Estimated Post and Due Dates

• Estimated Program Funding Amount

• Estimated Award Date

A Forecast can become a funding opportunity Synopsis

What's in a Funding Opportunity?
Synopsis

When agencies receive funding, a Forecast can become a funding opportunity Synopsis

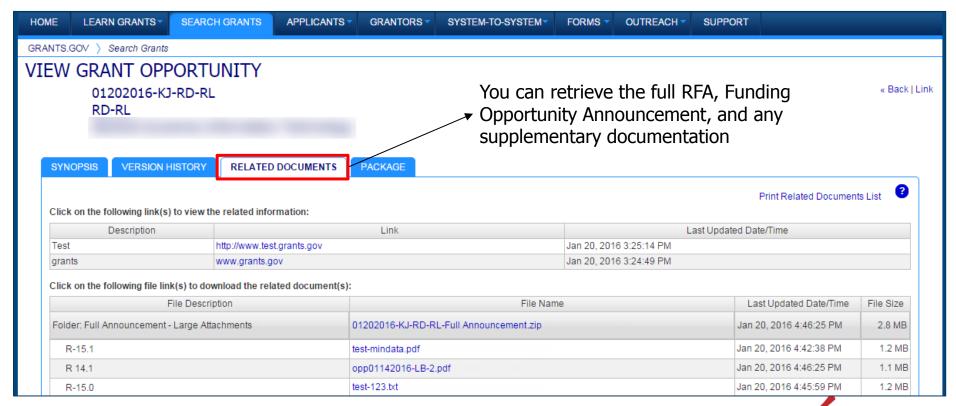The Synopsis contains basic information about the funding opportunity, such as:

- Funding Opportunity Number

- Open/Close date

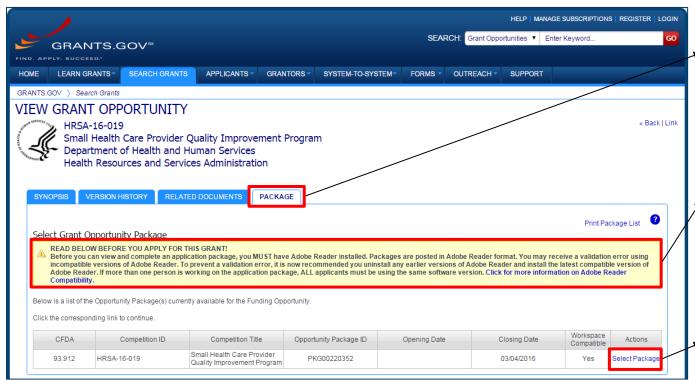- Program Funding Amount

- Number of Awards

What's in a Funding Opportunity?
Version History

The Version History displays a table with synopsis modifications

To display an earlier version, the user clicks on the desired Version Name

The fields modified are highlighted in gray

What's in a Funding Opportunity?

Full Announcement – Under Related Documents Tab

What's in a Funding Opportunity?

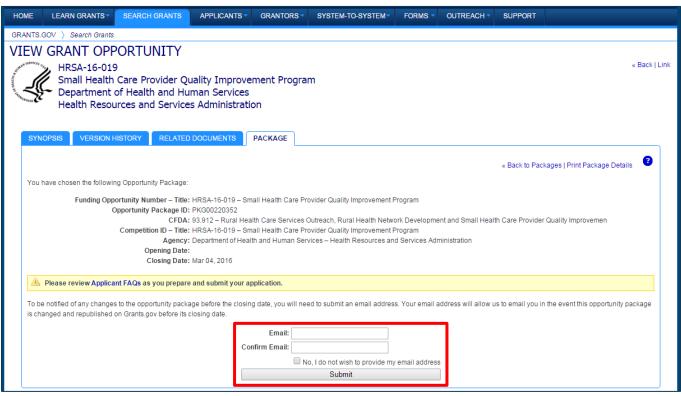## Application Package and Instructions, Part 1

Click on the Package tab in order to download the Application Package and the Application Instructions

Read the instructions to insure that you have the correct Adobe Reader

Click on Select Package link in order to access the Application Package and the Application Instructions

What's in a Funding Opportunity?
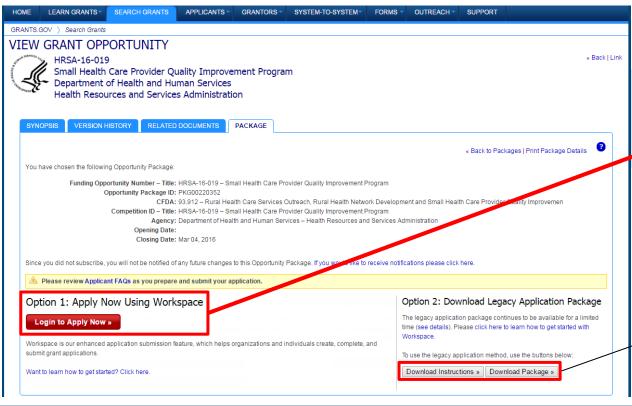## Application Package and Instructions, Part 2

Enter your email address and click Submit if you wish to be notified of any changes to the funding opportunity (highly recommended).

If you do not wish to provide your email address, check the box just above the Submit button.

What's in a Funding Opportunity?

Application Package and Instructions, Part 3

Log in and create a workspace package

OR

Click the Download Instructions and Download Package buttons

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Workspace

- Workspace is the space where you work on your grant application

- Complete individual forms

- Team of registered applicants have simultaneous access

Legacy Application Package

- Being phased out December 2017

- All forms "stitched" together in one, large PDF

- PDF file must be exchanged via email, flash drive, or file-sharing service to team

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Why Use Workspace?

1. Workspace helps **streamline the collaboration process** on grant applications

2. Workspace helps applicants **save time** by allowing reuse of forms across workspaces

3. Forms are **validated** when they are uploaded to the workspace, virtually eliminating last-minute submission errors

4. Workspace is easy to learn thanks to **context-sensitive help articles** accessible on every page and window

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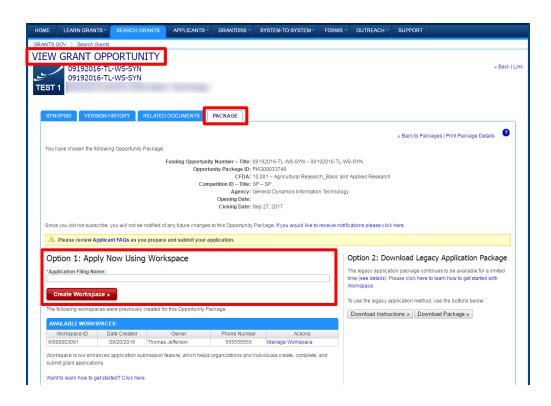
Applying with Workspace

Workspace Overview

- Create a workspace

- Add collaborators in Participants tab

- Complete the application in the Forms tab

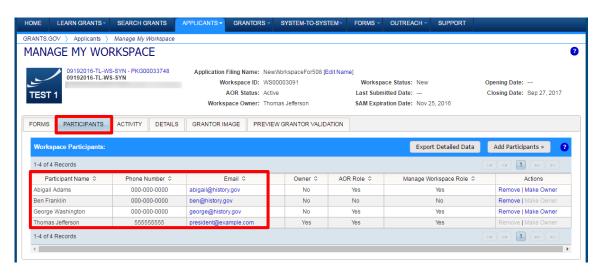- Submit when you are done

Create a Workspace

After logging in, create a workspace by visiting the **View Grant Opportunity** page and clicking the Package tab.

If the application package is compatible with Workspace, you will be able to create a new workspace.
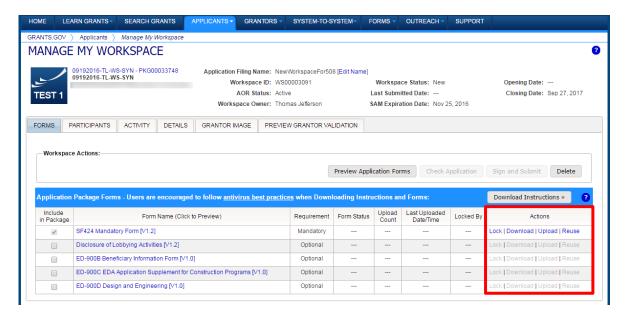
Add Collaborators in Participants Tab

The **Participants** tab lists the members, or "Participants," of a workspace who work as a team to complete the required forms for a federal grant.

Click Add Participants button to add collaborators

Complete Workspace Forms

Key Actions:

- Lock/Unlock a form

- Download a form

- Upload a form

- Reuse a form

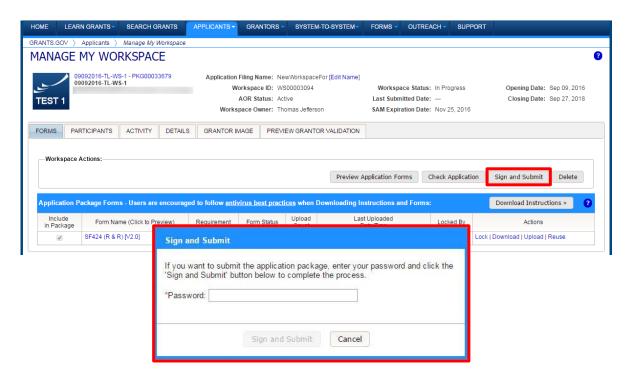# Complete Workspace Forms

Other Features:

- Save a form

- Reuse a form

- Cross-form validations

- Data retained for three years

Submit Application via Workspace

Process:

- Workspace Owner notifies AOR users

- AOR user clicks Sign and Submit

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Further Resources

- [Video: Learning Workspace Series](#)

- [How to Create a Workspace](#) help article

- [How to Add and Remove Participants](#) help article

- [Forms Tab—Managing Forms](#) help article

- [How to Submit a Workspace Package](#) help article

- [Example Cases: How Workspace Improves the Applicant Experience on Grants.gov](#) blog article

Navigating a Legacy Application Package
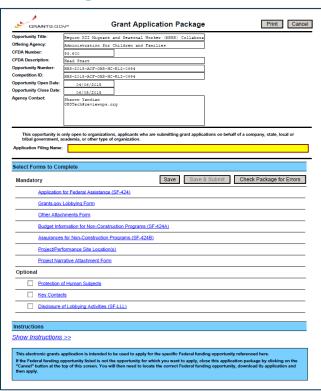
Navigating a Legacy Application Package

- Download the single, legacy application package PDF

- Email single PDF to collaborators to complete using exact same version of Adobe Reader or Acrobat

- Complete all application forms in single PDF

- Submit when you are done

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Navigating the Application Package
Working on Forms, Part 1

Grant application is a PDF file composed of forms:

- Requires Adobe Reader which is a free download from Adobe.com
- Can be saved to your computer
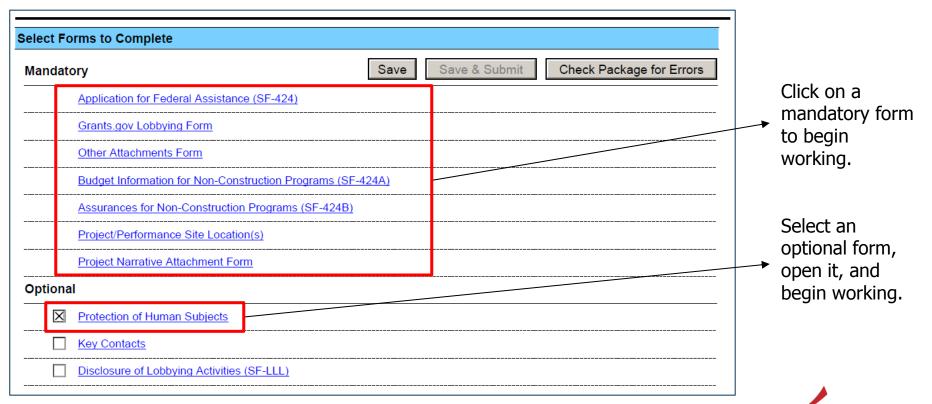
Application home page has many components:

- Information on the funding opportunity
- Closing date
- Agency contact information
- Forms to be filled out

Navigating the Application Package
Working on Forms, Part 2

Select Forms to Complete

Mandatory

| Save | Save & Submit | Check Package for Errors |

- Application for Federal Assistance (SF-424)
- Grants.gov Lobbying Form
- Other Attachments Form
- Budget Information for Non-Construction Programs (SF-424A)
- Assurances for Non-Construction Programs (SF-424B)
- Project/Performance Site Location(s)
- Project Narrative Attachment Form

Optional

- ☒ Protection of Human Subjects
- ☐ Key Contacts
- ☐ Disclosure of Lobbying Activities (SF-LLL)

Click on a mandatory form to begin working.

Select an optional form, open it, and begin working.

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Navigating the Application Package
Working on Forms, Part 3

Fields in yellow are mandatory and must be filled in.

Error messages will pop-up if a mandatory field is not filled in.

If a mandatory field is not filled in, then you will be unable to submit the application.

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Further Resources

- [Download an Application Package](#) help article
- [Complete an Application](#) help article
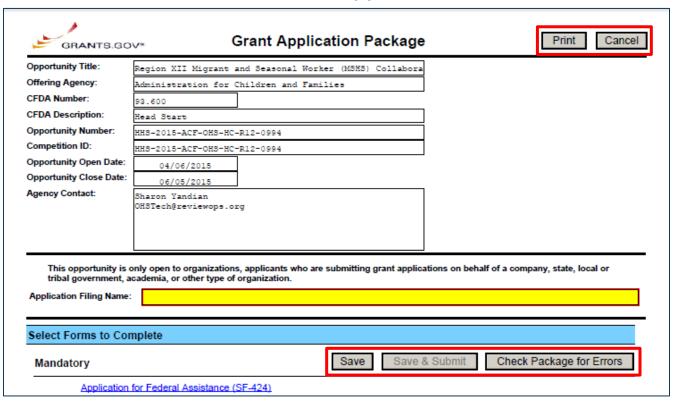
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Submitting a Legacy Application Package

Submitting a Legacy Application Package

Save, Check, and Submit Your Application

Buttons at the top of the home page of the application allow you to:

- Save
- Check Package for Errors
- Print your application

Once your application is free of any of errors, the "Save & Submit" button will become activated.
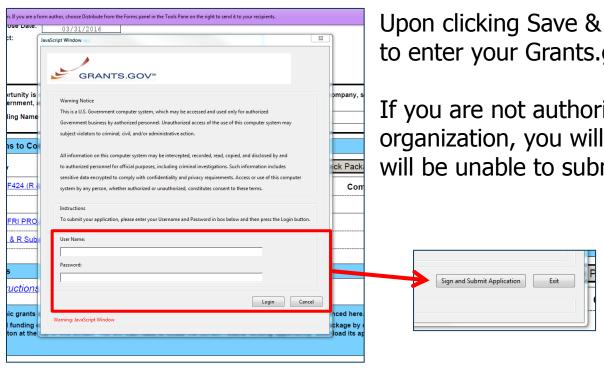
Make sure you are connected to the Internet when ready to submit.

Submitting a Legacy Application Package

Adobe Submission Screen

Upon clicking Save & Submit, you will be prompted to enter your Grants.gov user name and password.

If you are not authorized as an AOR for your organization, you will receive an error message and will be unable to submit your application.

You will be prompted again to "Sign and Submit Application."

This serves as the electronic signature for your application.

Further Resources

- [Submit an Application](#) help article

Tracking Your Application Submission

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After Submitting Your Application

- Make sure you receive an on-screen confirmation receipt

- Document your Grants.gov Tracking Number

- The date/time stamp is the official time of submission

- You will also receive email confirmations

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Submission Confirmation Messages

Receipt Email
- Your application has been received by Grants.gov
- Grants.gov E-mail Verifying Receipt *(with Track My Application URL)*

Validation or Rejection Email
- Grants.gov E-mail Verifying Successful Submission
- **OR** Rejection Due to Errors with a description of issue

Transmission to Agency
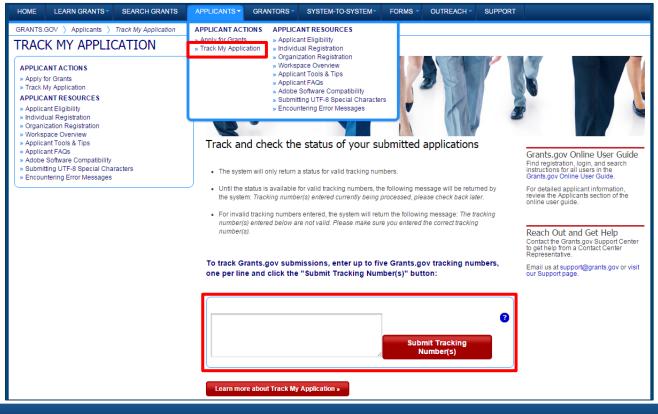- The Agency has picked up your application from Grants.gov

Agency Emails
- The Agency may also send you an agency tracking number, notes, or other confirmation emails

Tracking Your Application
Tracking the Application After Submission

Track your application status by entering the Grant Tracking Number.

Status information:

- Received

- Validated

- Rejected with Errors

- Retrieved by Agency

- Agency Tracking Number Assigned

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Further Resources

- [Check My Application Status](#) help article

- [Track My Application (Not Logged In)](#) help article

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Tips for Applicants

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Tips for Applicants
Crafting Grant Proposals and Submitting Applications

Grant Proposal Tips

- Register and Submit Early

- Thoroughly read and follow all of the instructions provided by the agency

- Include Sufficient Program and Budget Details

- Strongly recommend filling out optional forms in the app package

Grants.gov Application Tips

- Limit Application File Size/ File Name Characters (50 or less)

- Avoid Special Characters in File Names ($, %, &, *, etc.)

- Use Correct DUNS number in the SF-424 Cover Page

- Make sure you have Grants.gov compatible software (Adobe Reader)

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Tips for Applicants
Grants.gov Applicant Support & Resources

Contact Center

- Support available 24/7; closed on Federal holidays

- Email: support@grants.gov

- Toll-Free Phone Number: 1-800-518-4726

- International Callers: 1-606-545-5035

- Grants.gov Self-Service Web Portal: https://grants-portal.psc.gov

Additional Resources

- Online User Guide: http://www.grants.gov/help/html/help/index.htm

- FAQs: http://www.grants.gov/web/grants/applicants/applicant-faqs.html

- Blog: https://blog.grants.gov/

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