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Everything You Wanted to Know About Grants.gov

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Through the Eyes of the Applicant

Register, Find, and Apply

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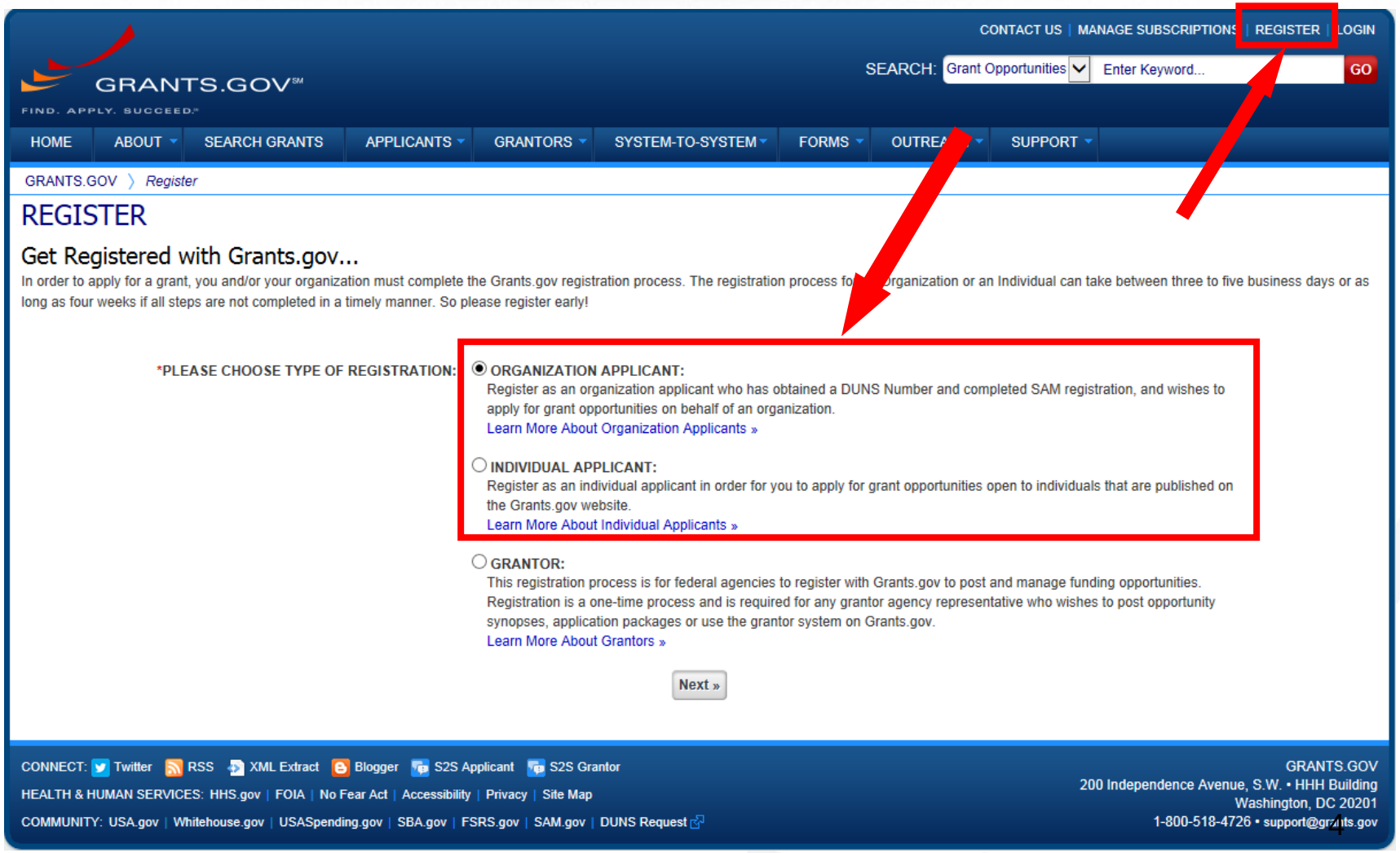
Getting Registered

Get Registered -

Registering with Grants.gov to be an AOR



Get Registered -
Dun & Bradstreet (DNB) and the System for Award Management (SAM)

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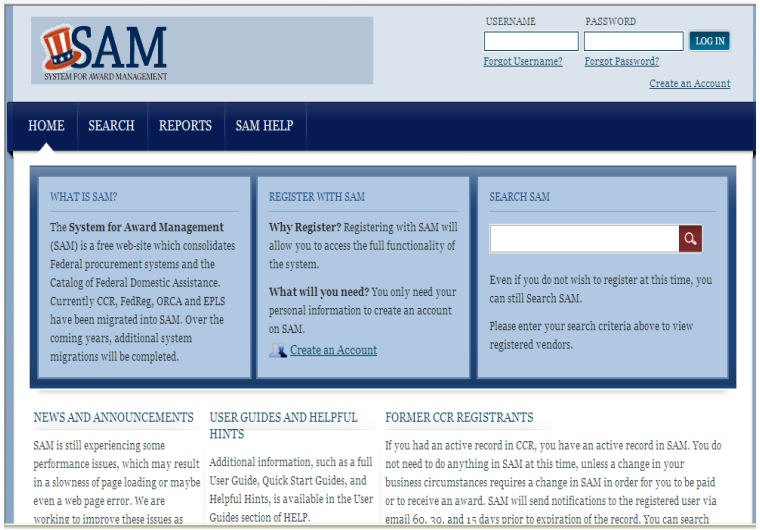
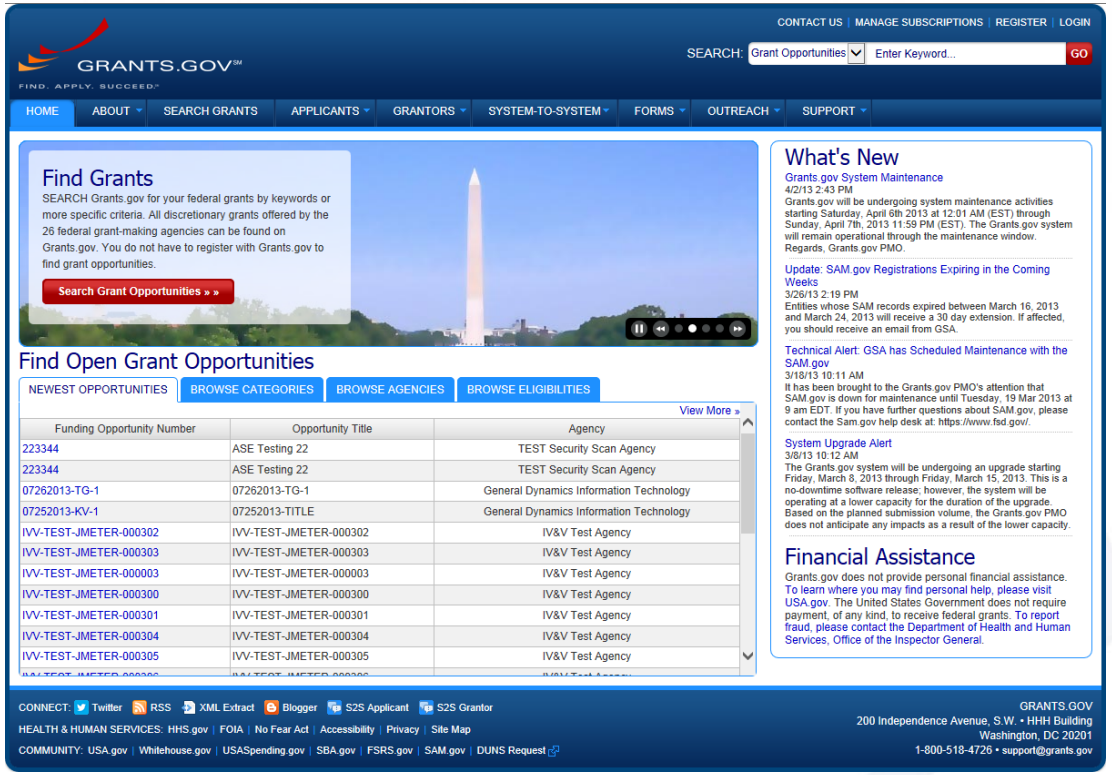


- Register with Dun & Bradstreet at http://www.dnb.com
- Requires TIN from IRS and organization information
- You will be issued a **DUNS** number
- Takes 3 – 5 business days

- Upon receipt use the DUNS to register with the System for Award Management (**SAM**) at www.SAM.gov
- Establish the following:
  - **eBIZ POC:** Individual oversees all activities for organization within Grants.gov and grants permissions to Authorized Organization Representatives
  - **MPIN:** Marketing Partner Identification Number
- Takes 3 – 5 business days

Get Registered -
SAM & 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>**

Get Registered -
About the eBiz Point of Contact and AORs

eBIZ POC

AOR 1

AOR 2

AOR 3

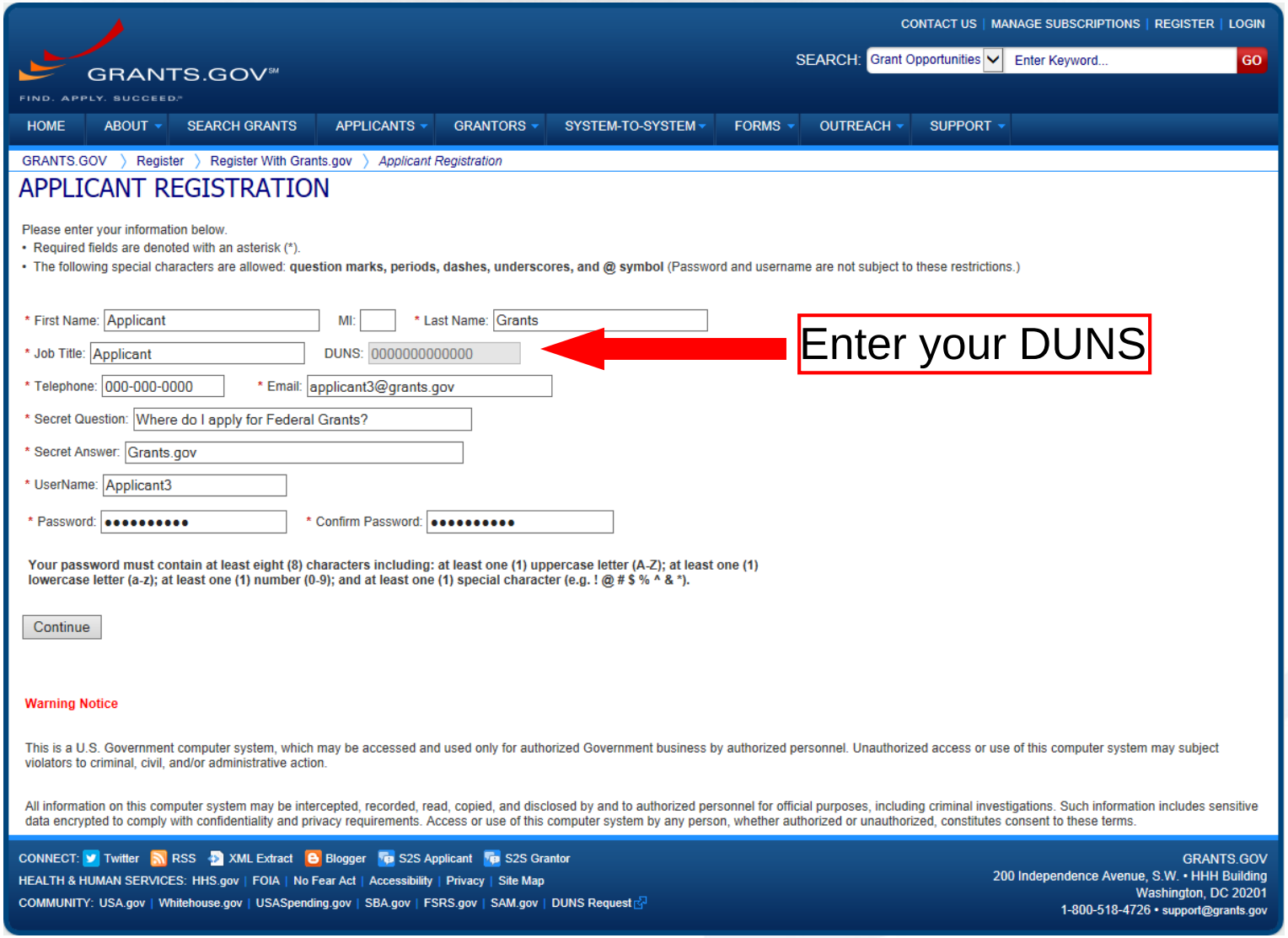
AOR 4

- Each organization has one eBIZ POC
- eBIZ POCs are assigned in SAM.

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

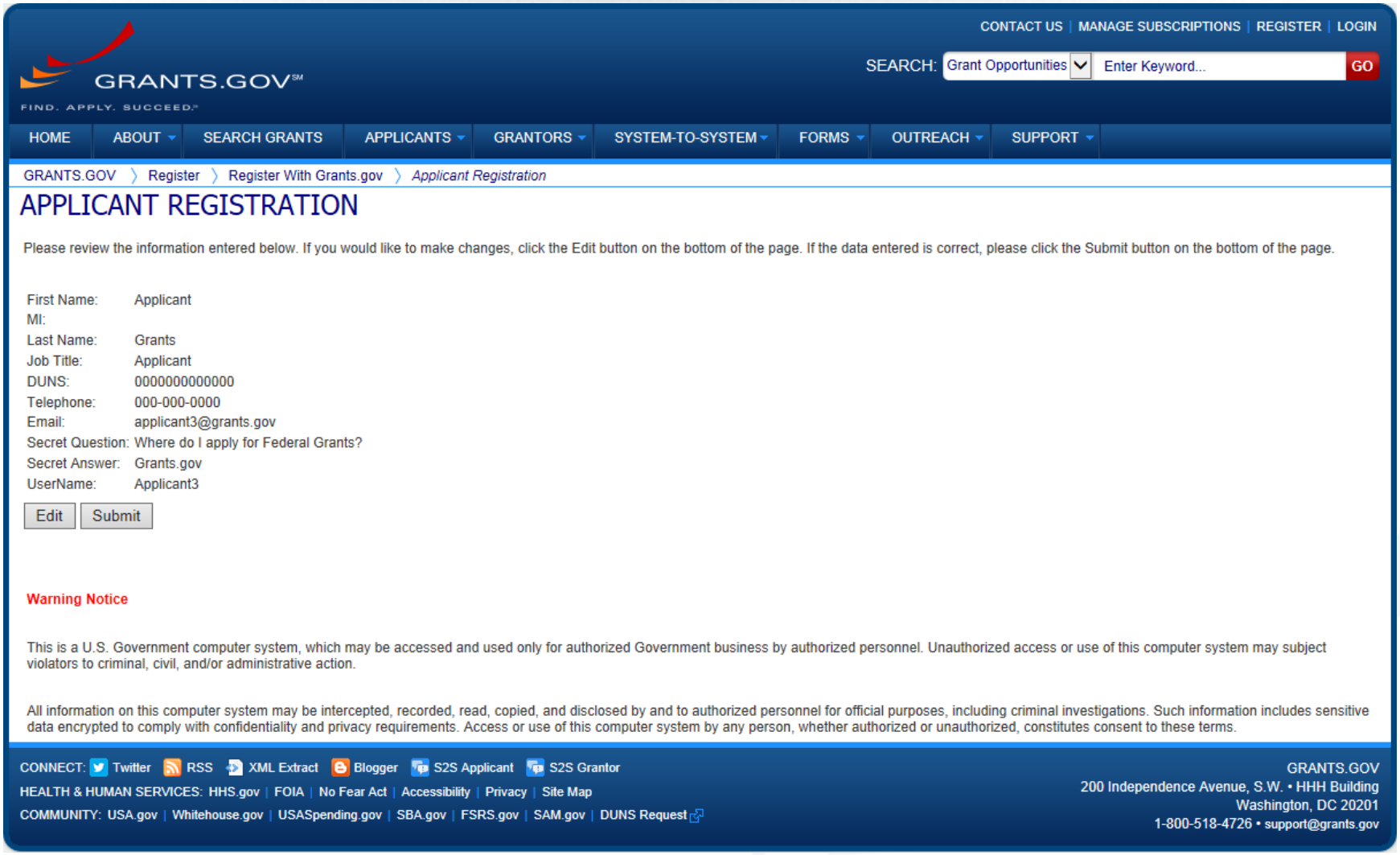
- One organization can have **MANY** AORs

Get Registered -
Enter your Registration Information



Enter your DUNS

Get Registered –
Organization Registration Confirmation



Get 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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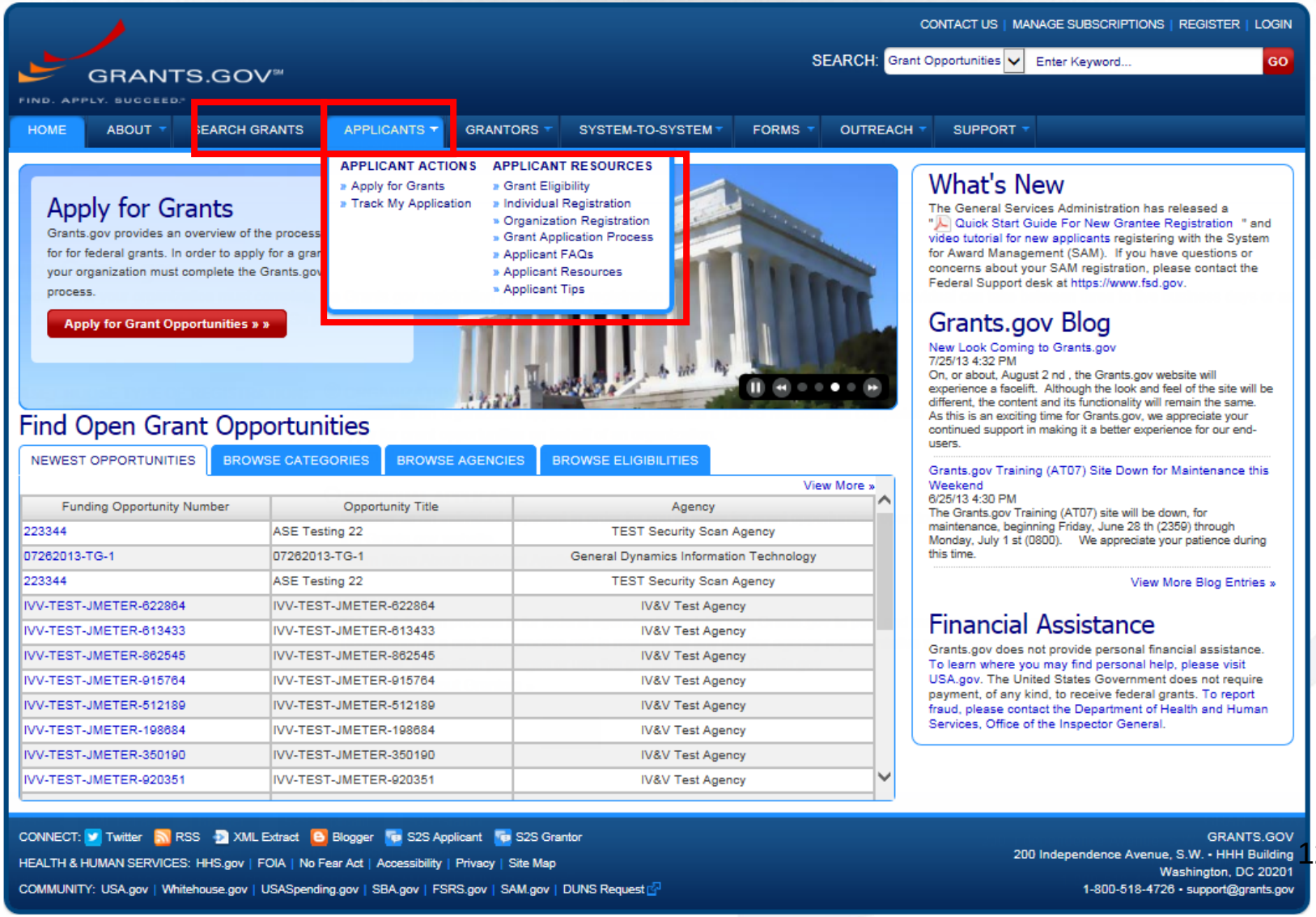
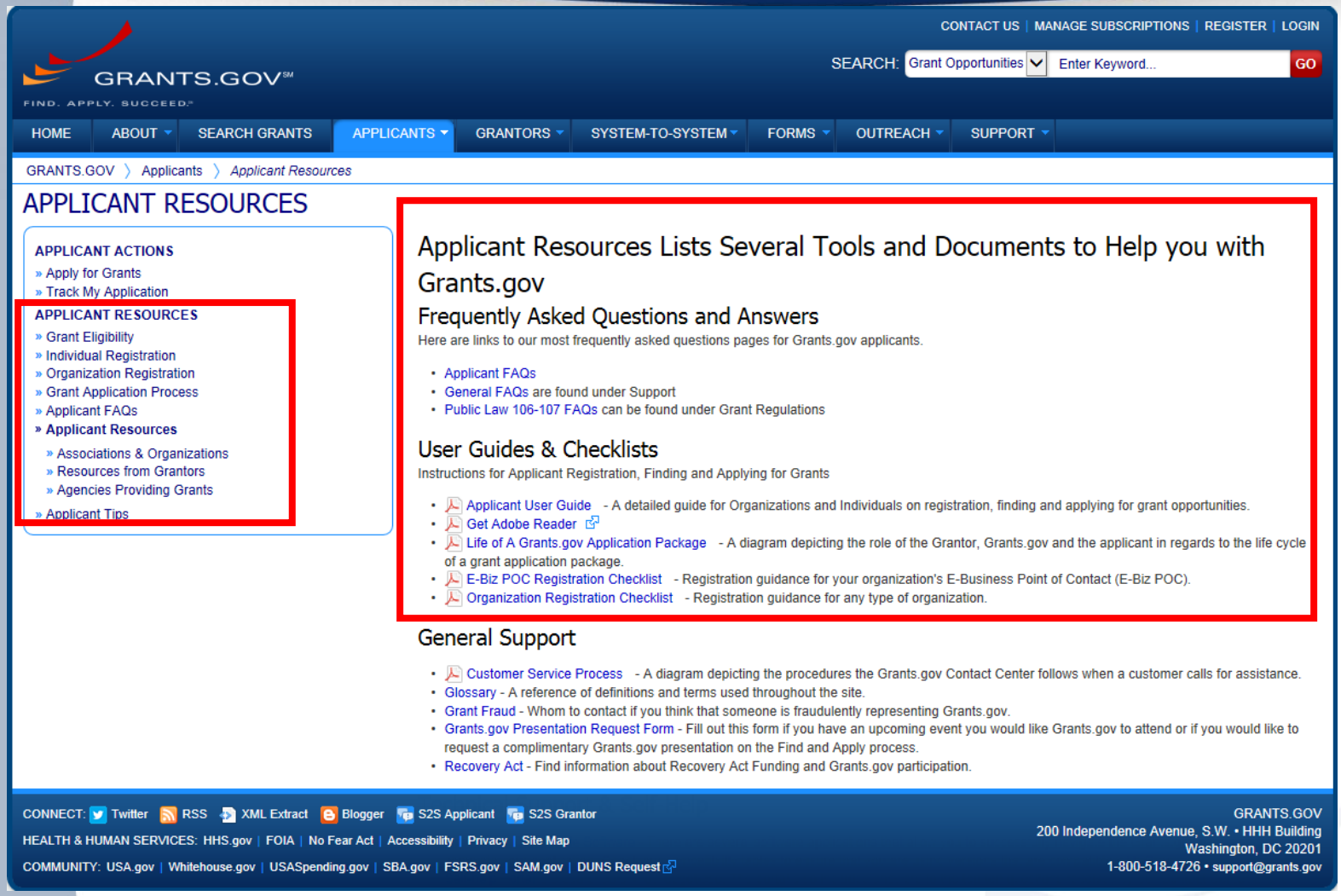
How To Navigate Grants.gov

Grants.gov Homepage

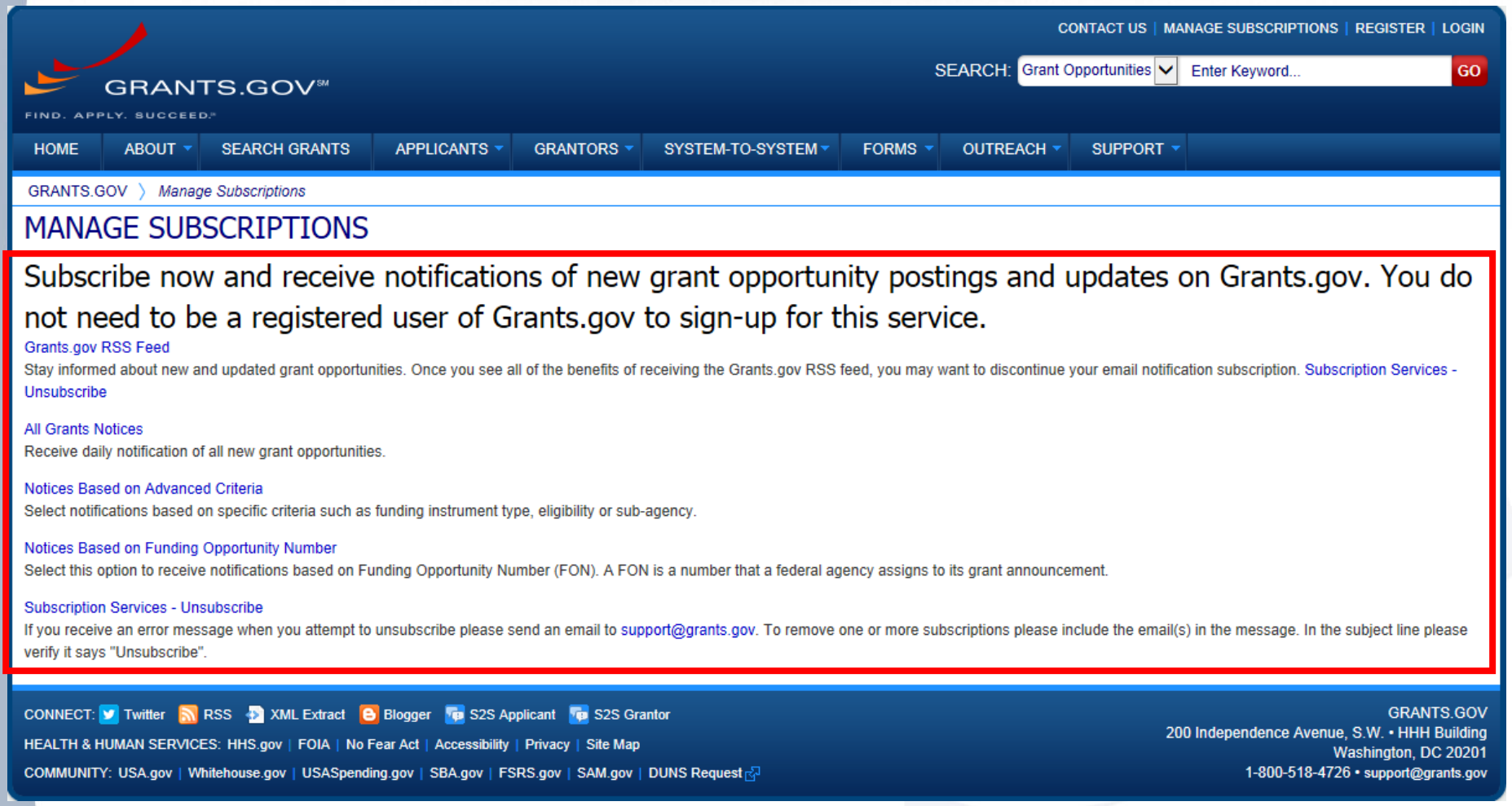


Applicant Resources



- Applicant Resources include
  - FAQs
  - User Guides
  - Check lists

Subscriptions and E-mail Notifications



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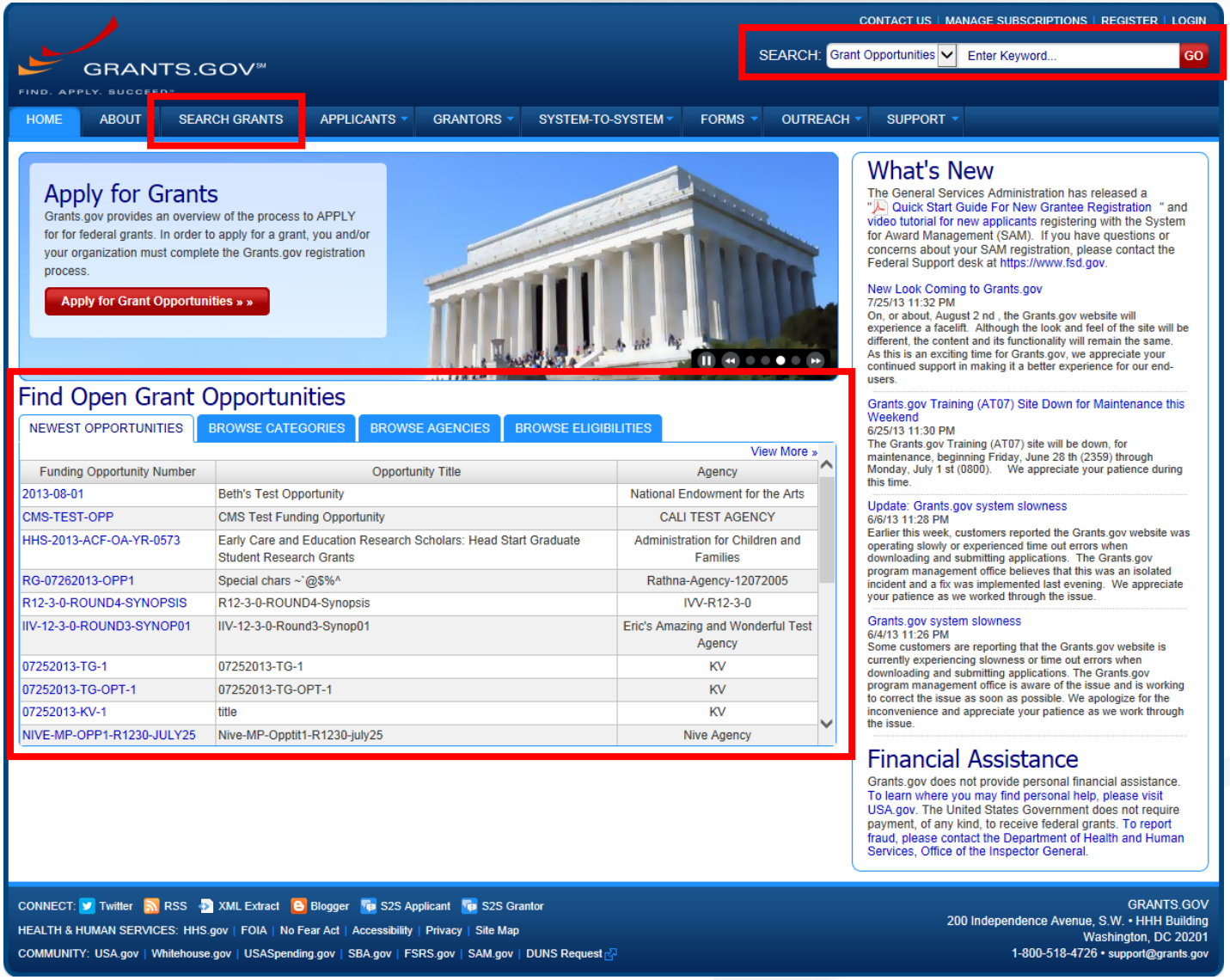
How to Search for Funding Opportunities

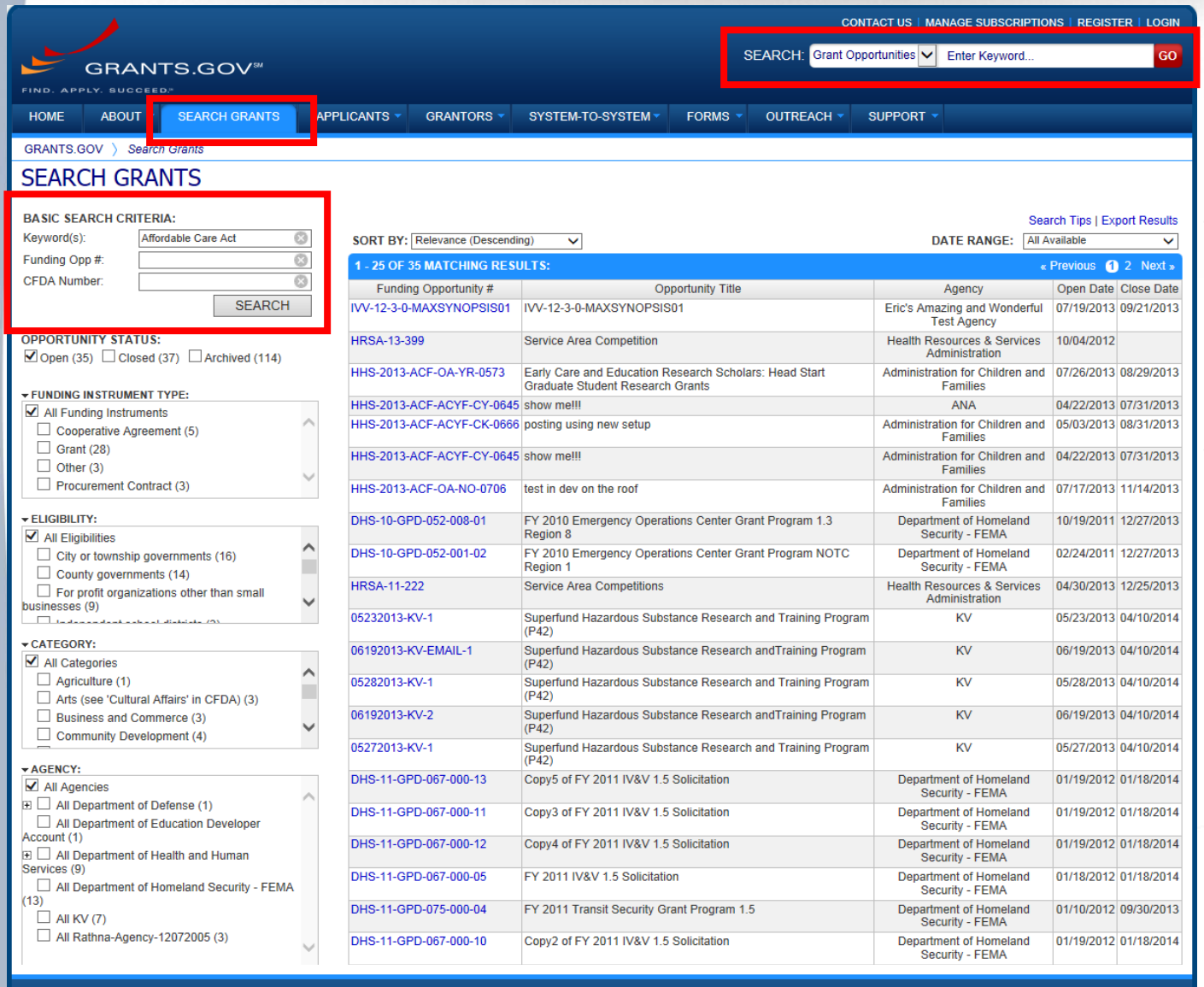
Find Grant Opportunities



High Function Home Page

- 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 local governments, non-profits, tribal, universities, etc.)

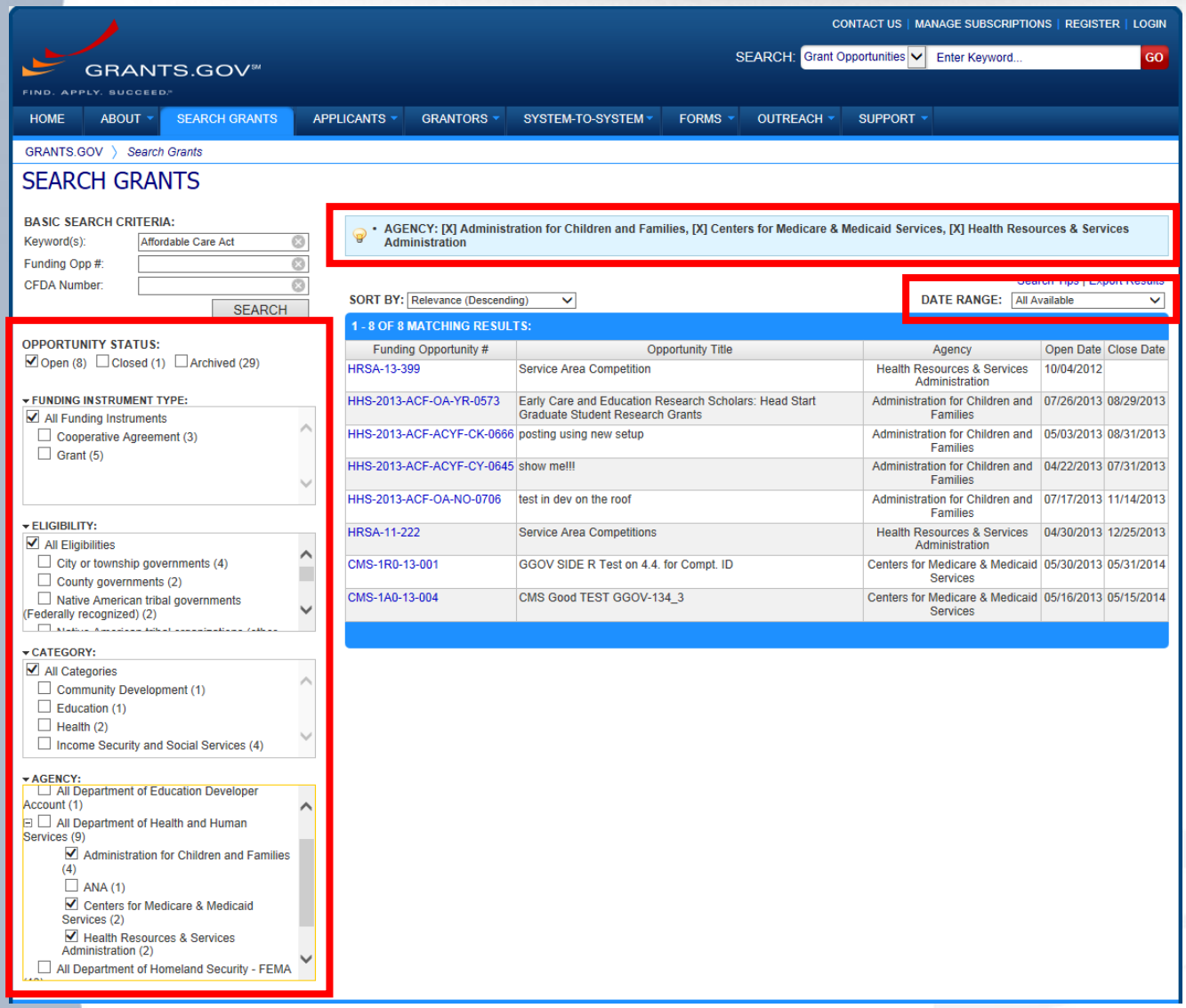
Find – Basic Search



- Search for grants by entering Keyword in the Header and Clicking the Go button
- **OR** by entering:
  - Keyword
  - Funding Opportunity Number, or
  - CFDA Number

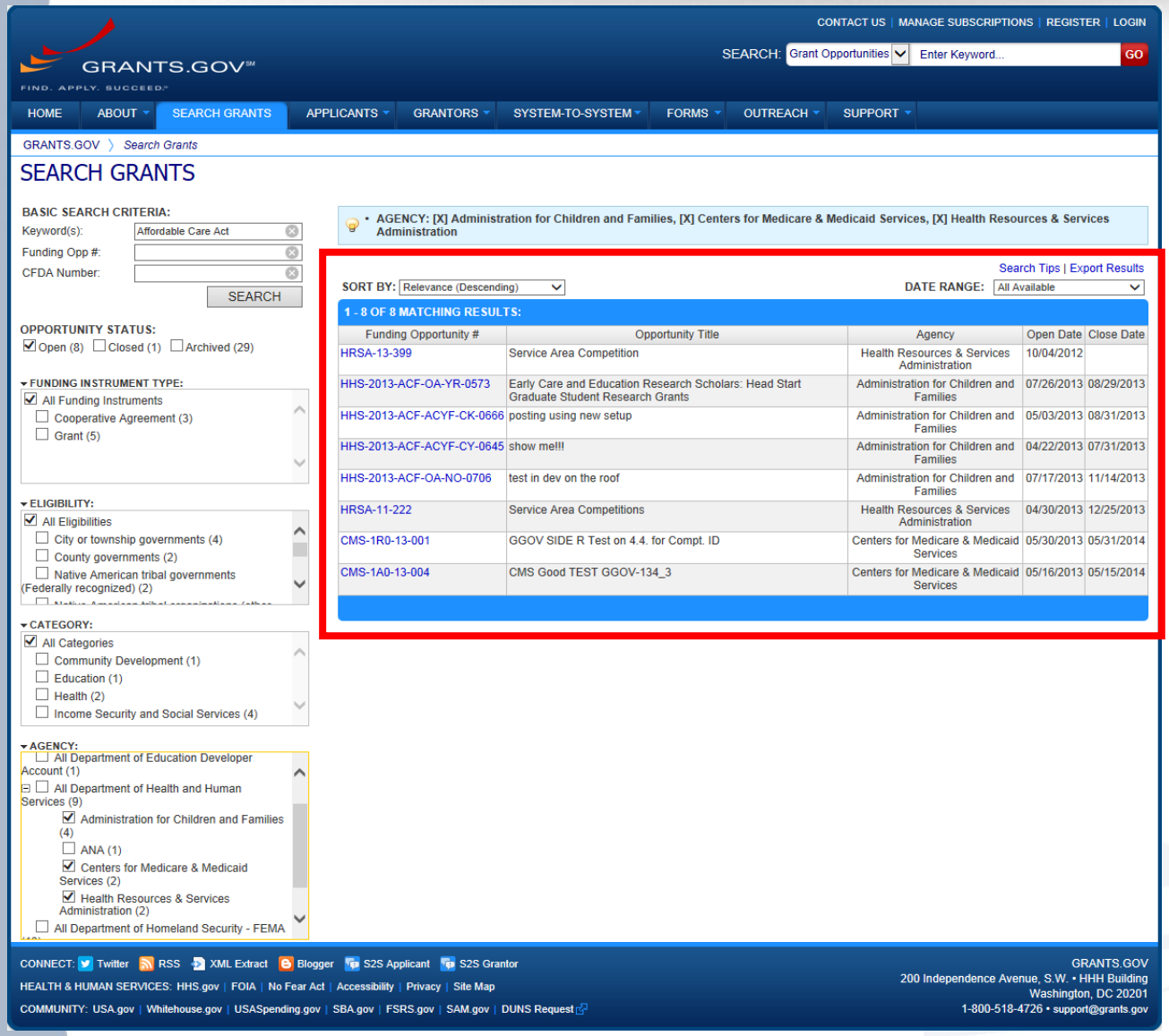
  and Clicking the Search button

Find – Advanced Search



- Refine your Search results for grants by selecting or deselecting criteria options including, but not limited to:
  - **Funding Agency**
  - **Eligibility**
  - **Category**
  - **Date ranges**
- As options are selected, they are displayed in the blue filter box above the search results. Users have an alternative method of removing criteria by clicking the “X” in the filter box.

Search Results



- Search results and criteria options are reset when the user clicks Search or Go buttons
- Search results are immediately refreshed when criteria options are selected and deselected.
- Uses have the ability to export refined Search Results

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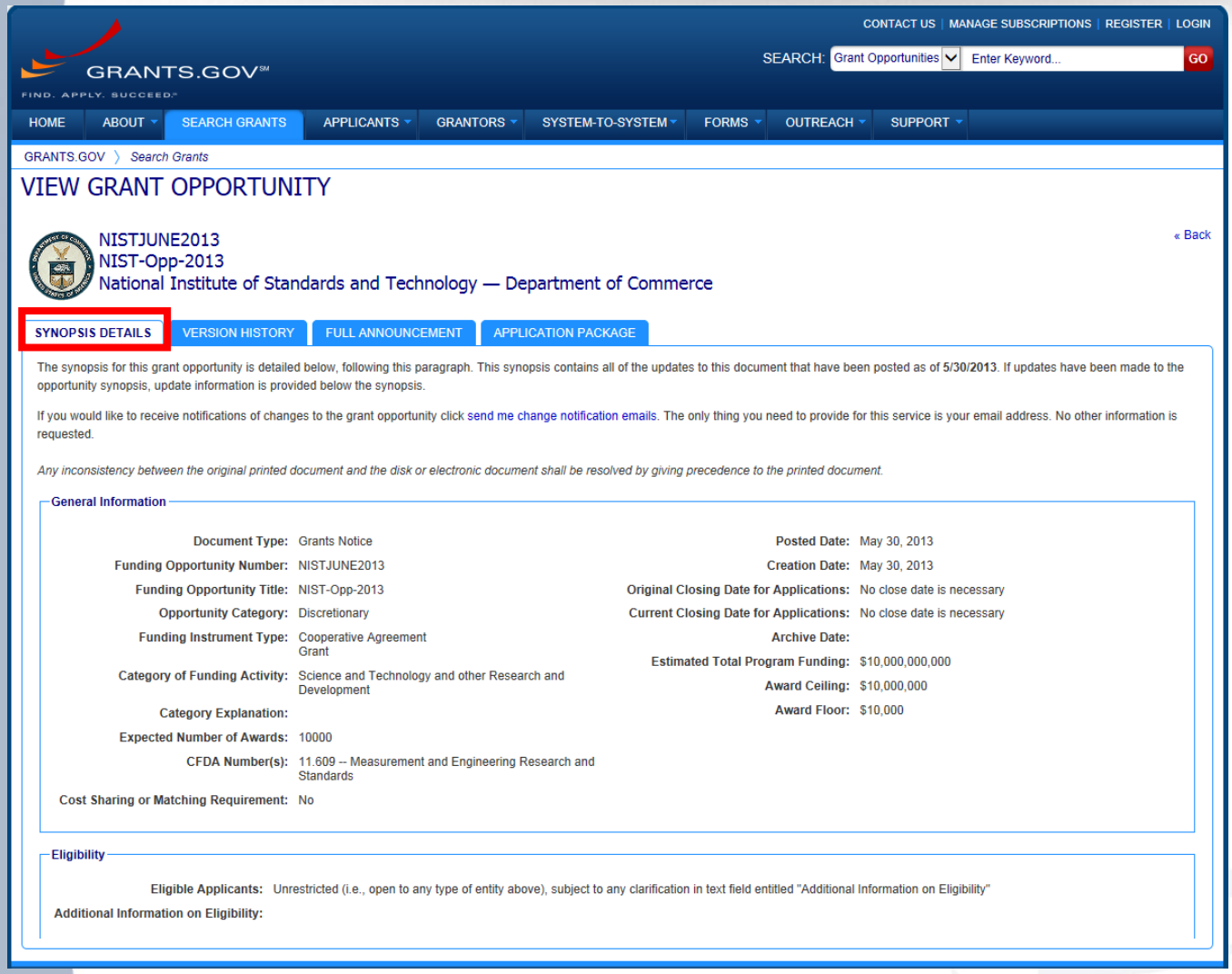
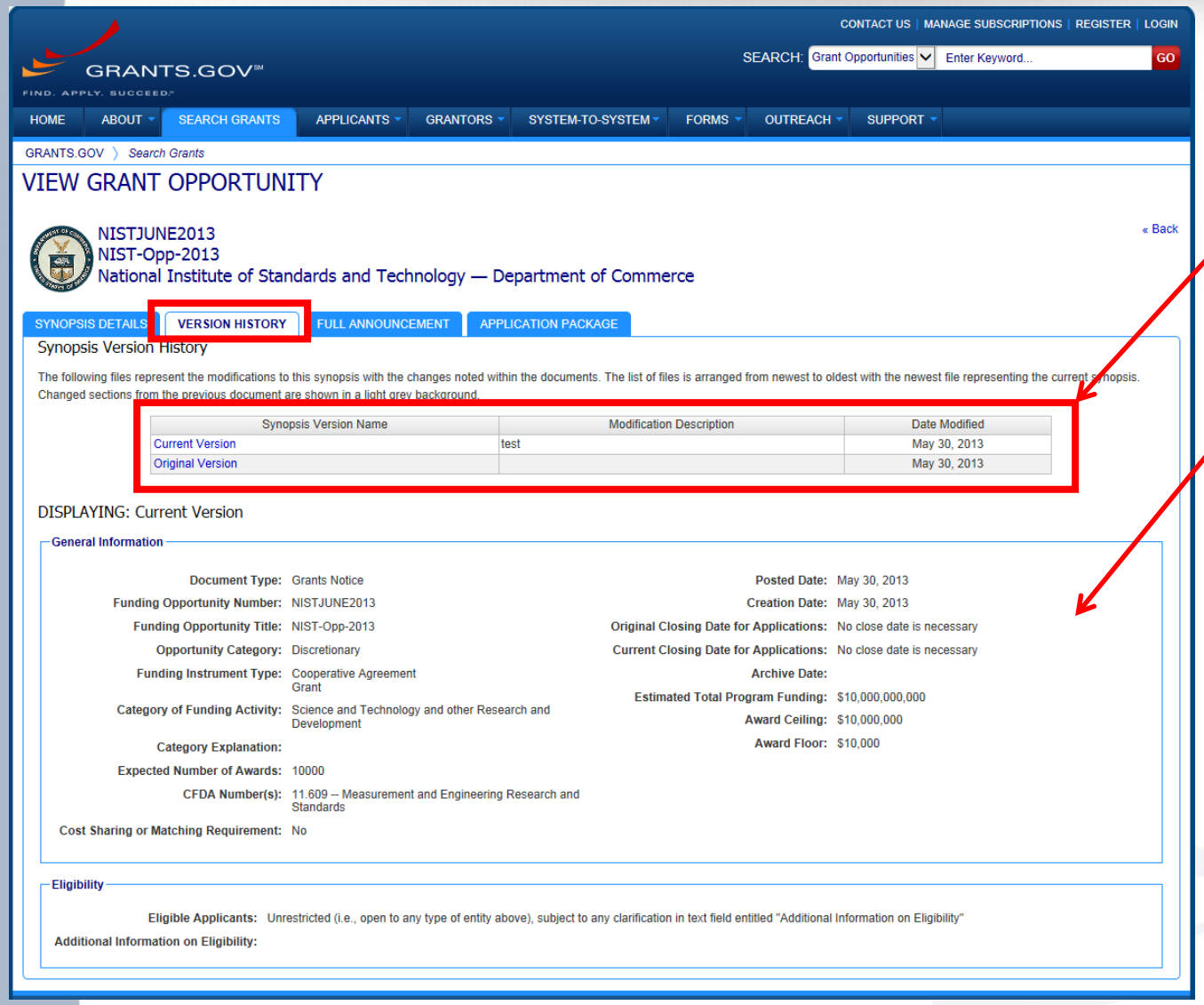
What's in a Funding Opportunity?

Synopsis



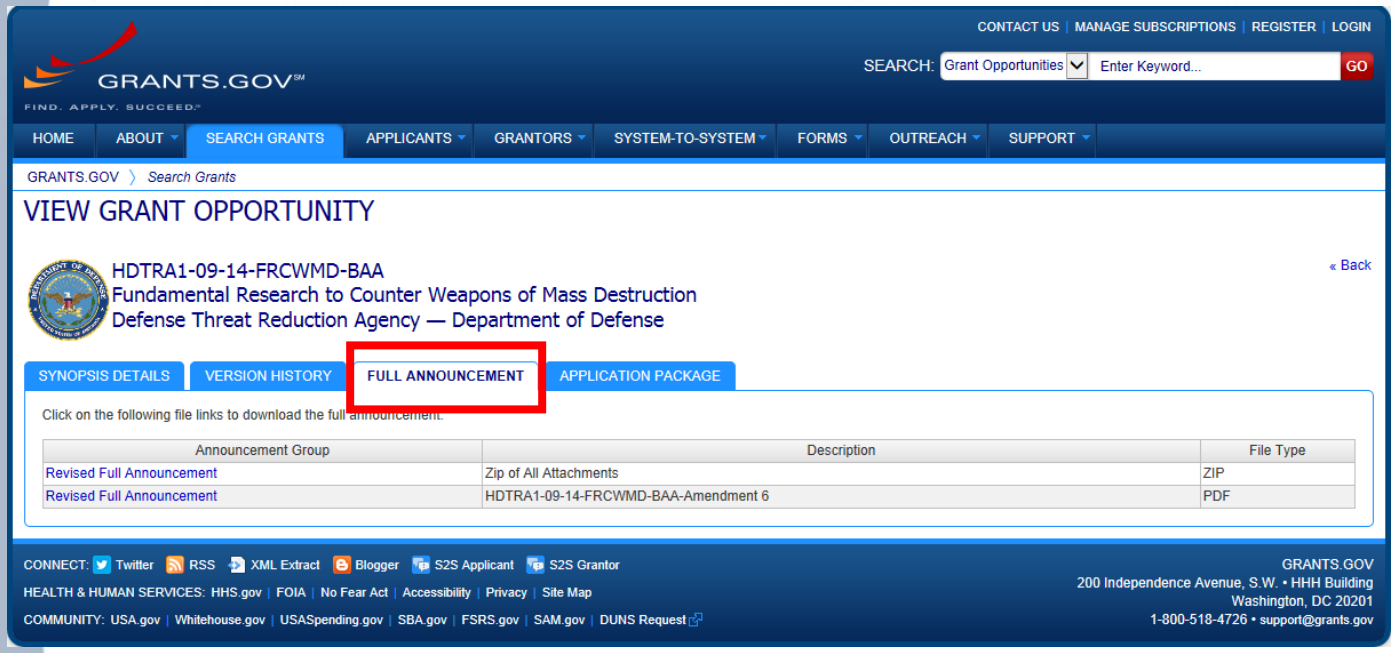
- The Synopsis contains high level information about the funding opportunity such as:
  - Funding Opportunity Number
  - Open/Close date
  - Program Funding Amount
  - Number of Awards
  - Program Contact Information

Synopsis Version History



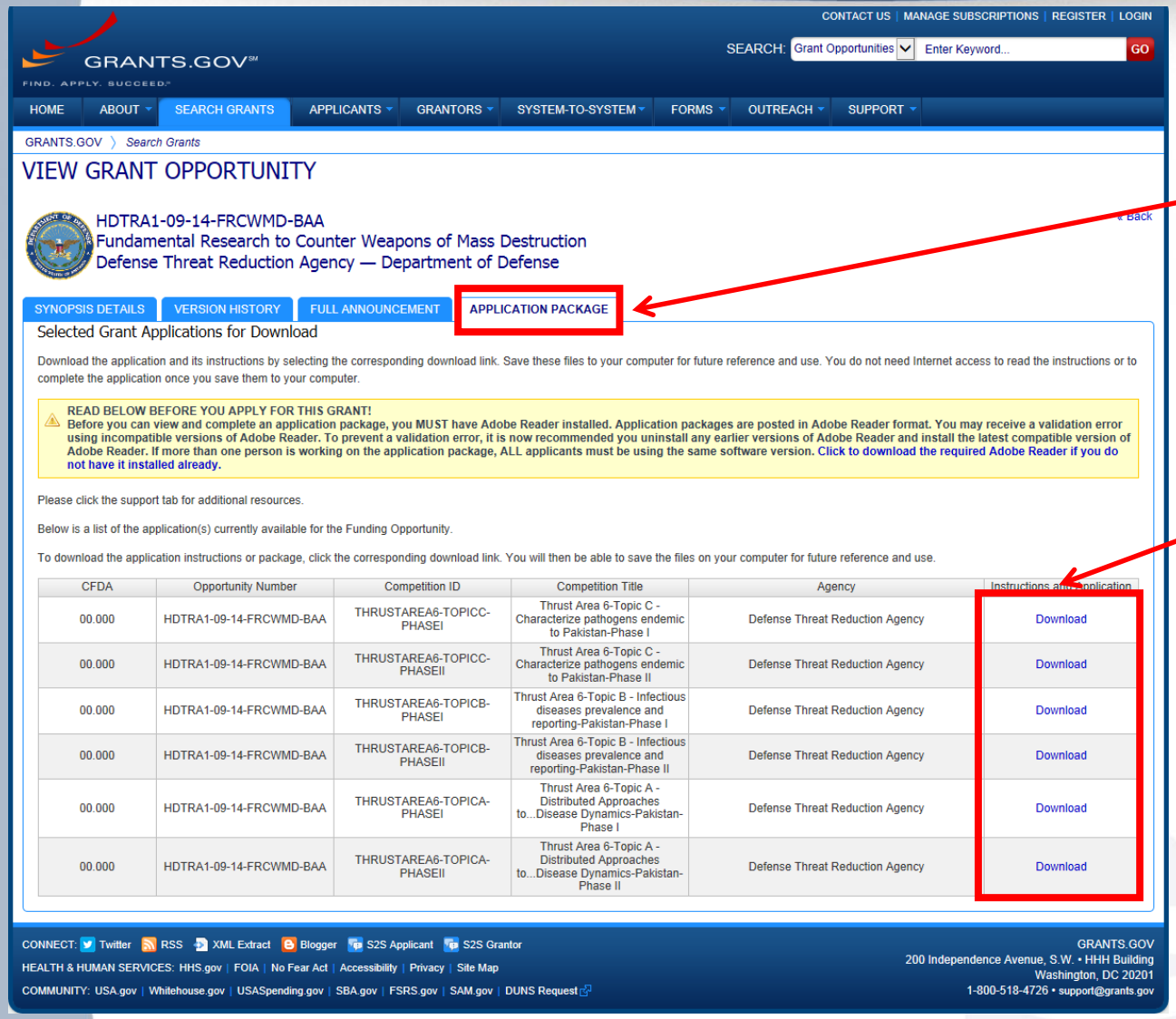
- The Version History displays a table with synopsis modifications
- To display an earlier version, the user clicks on the desired Version Name
- The fields modified are highlighted in gray

Full Announcement



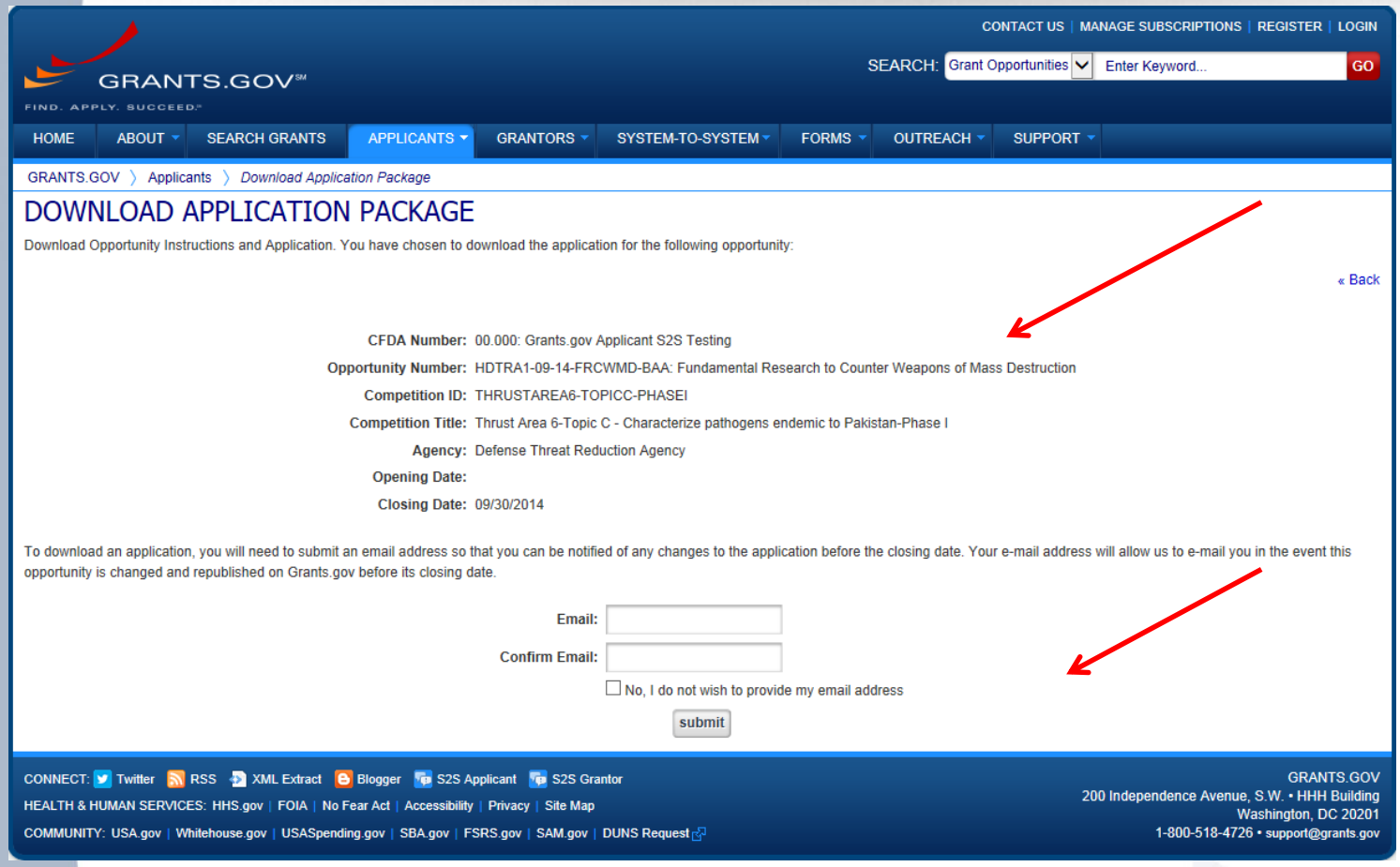
- You can retrieve the full RFA, Funding Opportunity Announcement, and any supplementary documentation

The Application Package and Instructions



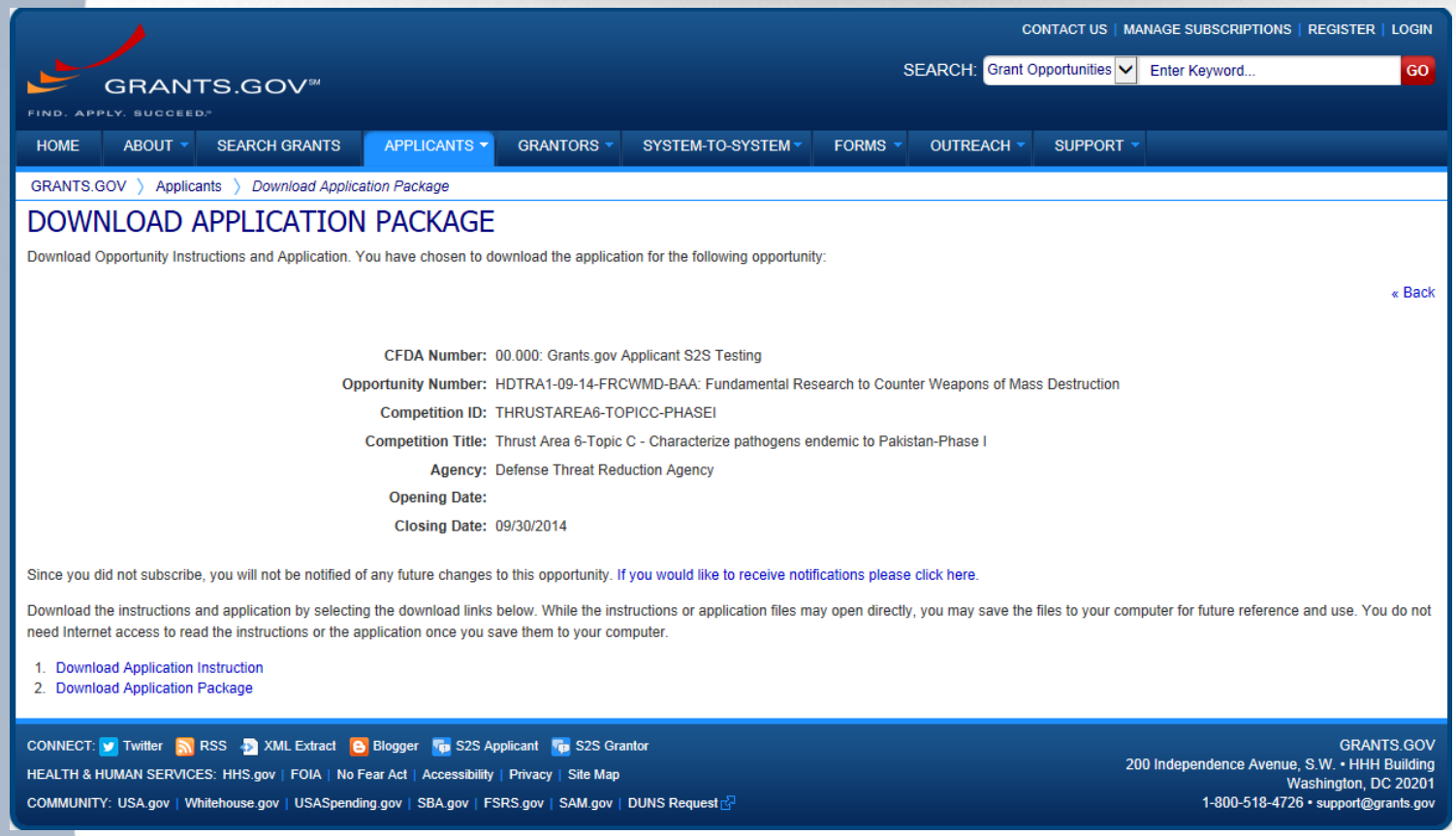
- Click on the Application Tab in order to download the Application Package and the Application Instructions
- Read the instructions to insure that you have the correct Adobe Reader
- Click on download link in order to access the Application Package and the Application Instructions

Download the Application Package and Instructions - 2



- Enter your email address and click submit here 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 click the box at the bottom of this page to the right of the submit button.

Download the Application Package and Instructions - 4



- Right-click on “Download Application Instructions” and then “Save As” to your computer
- Repeat the same action with “Download Application Package”

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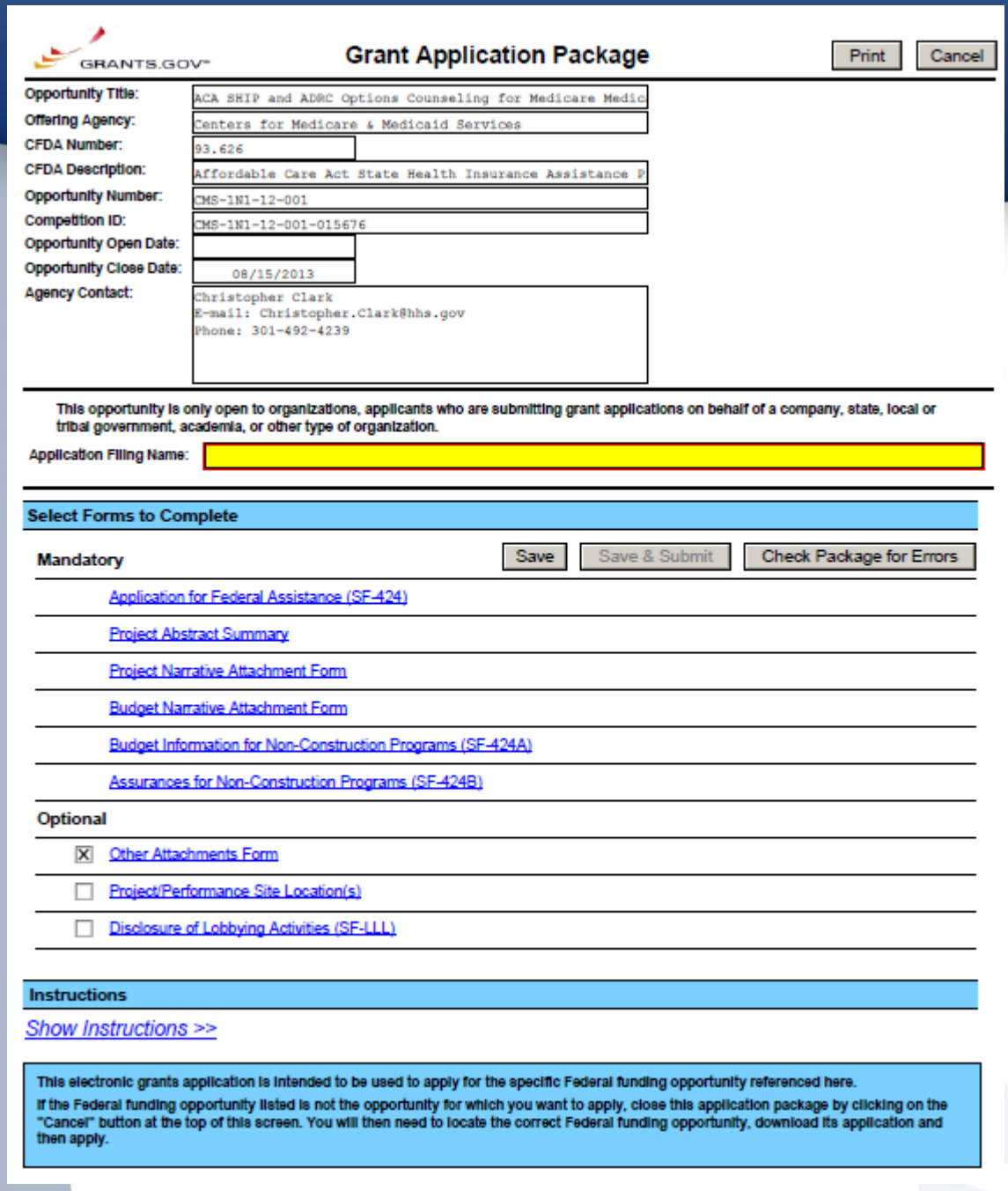
Navigating The Application Package



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- The 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
- The application home page has many components
  - Information on the funding opportunity
  - Closing date
  - Agency contact information
  - Forms to be filled out

Working on Forms

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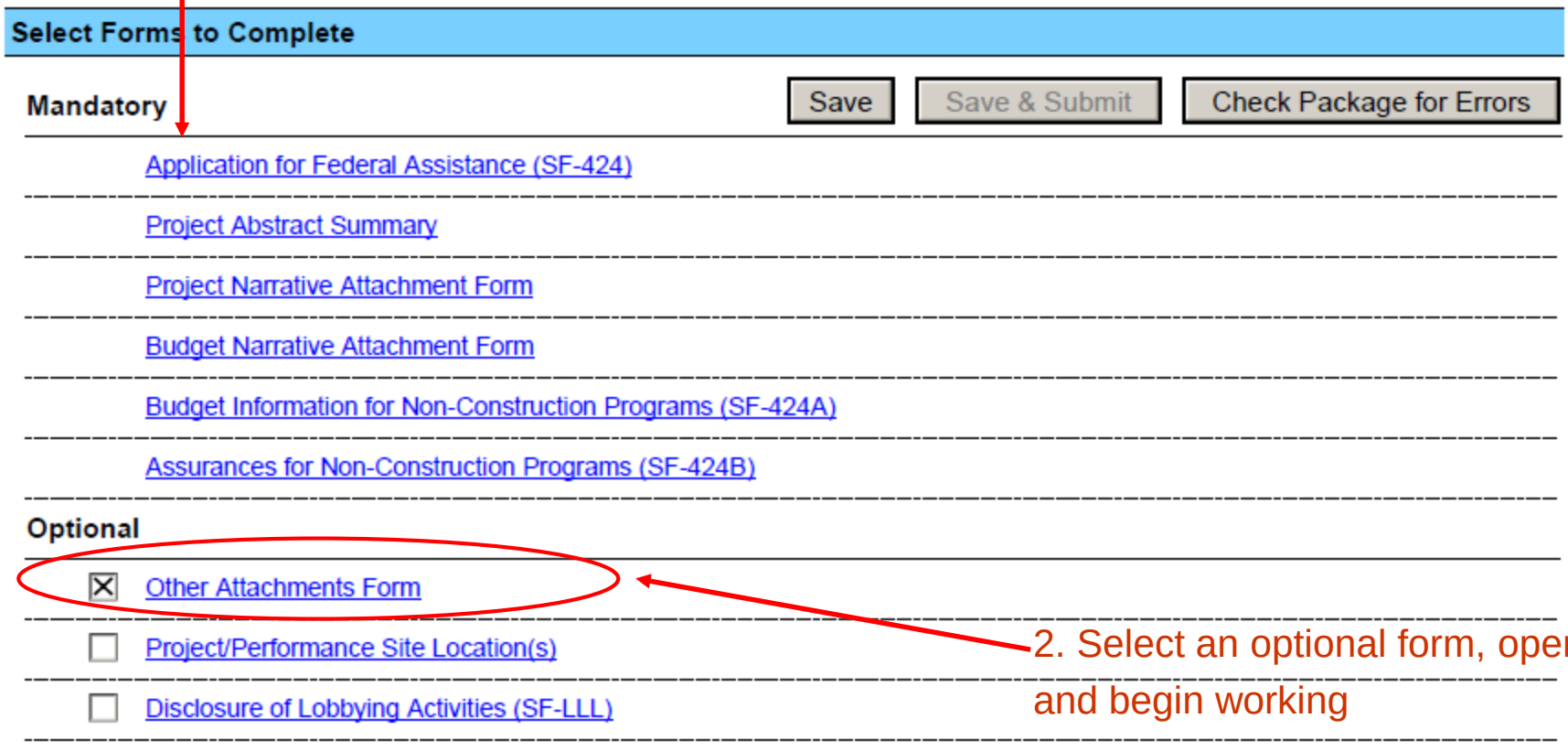
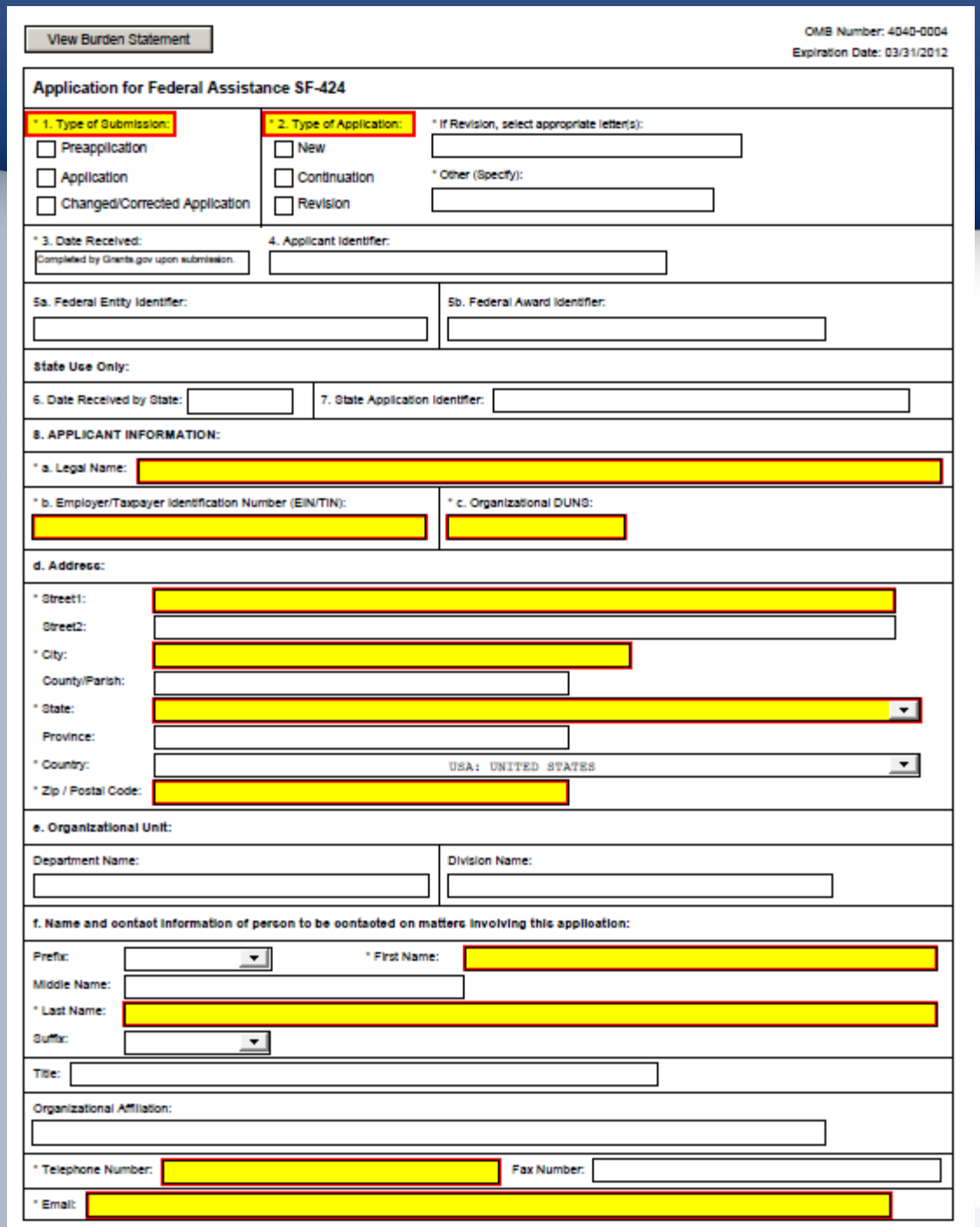
1. Click on a mandatory form to begin working



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



View Burden Statement

OMB Number: 4040-0004
Expiration Date: 03/31/2012

Application for Federal Assistance SF-424

* 1. Type of Submission:
- Preapplication
- Application
- Changed/Corrected Application

* 2. Type of Application:
- New
- Continuation
- Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received: Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN):

* c. Organizational DUNS:

d. Address:

* Street1:
Street2:
* City:
County/Parish:
* State:
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code:

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:
* First Name:
Middle Name:
* Last Name:
Suffix:

Title:

Organizational Affiliation:

* Telephone Number:
Fax Number:

* Email:

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- 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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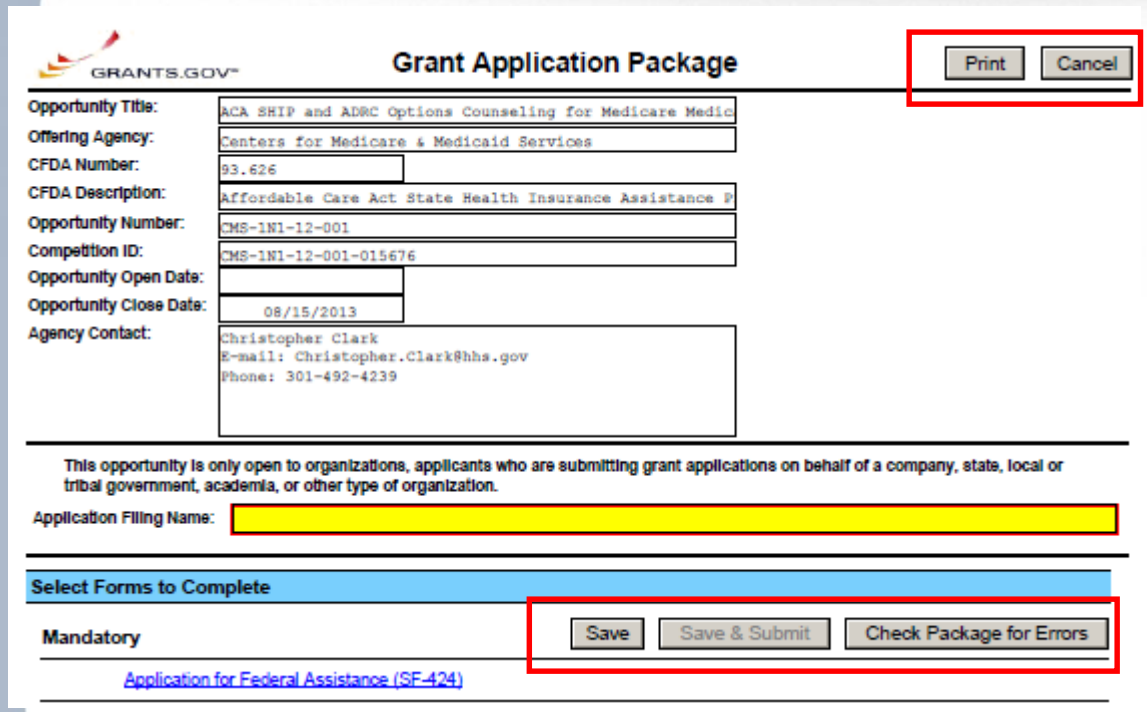
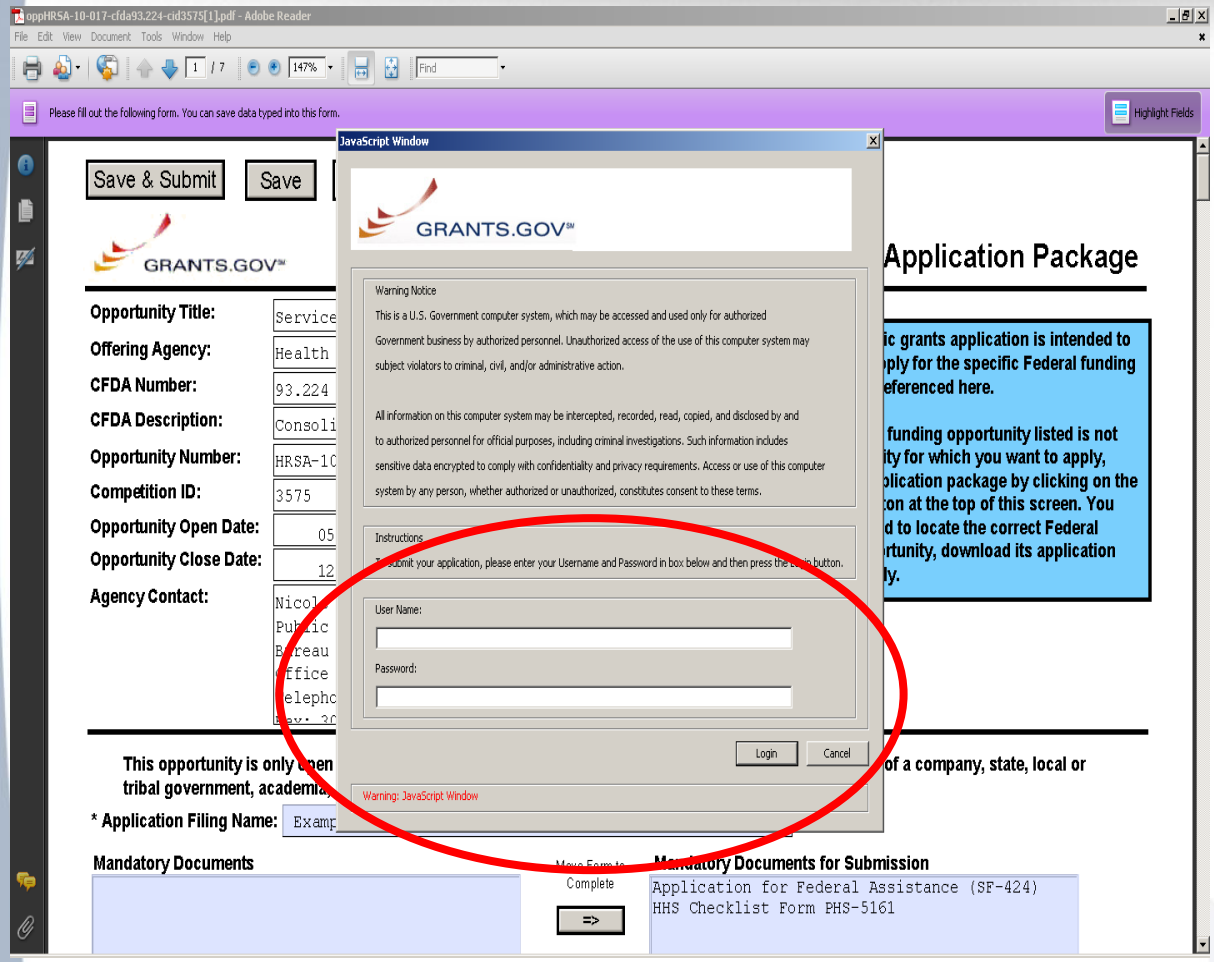
Submitting Your Application Package

Save, Check, and Submit Your Application



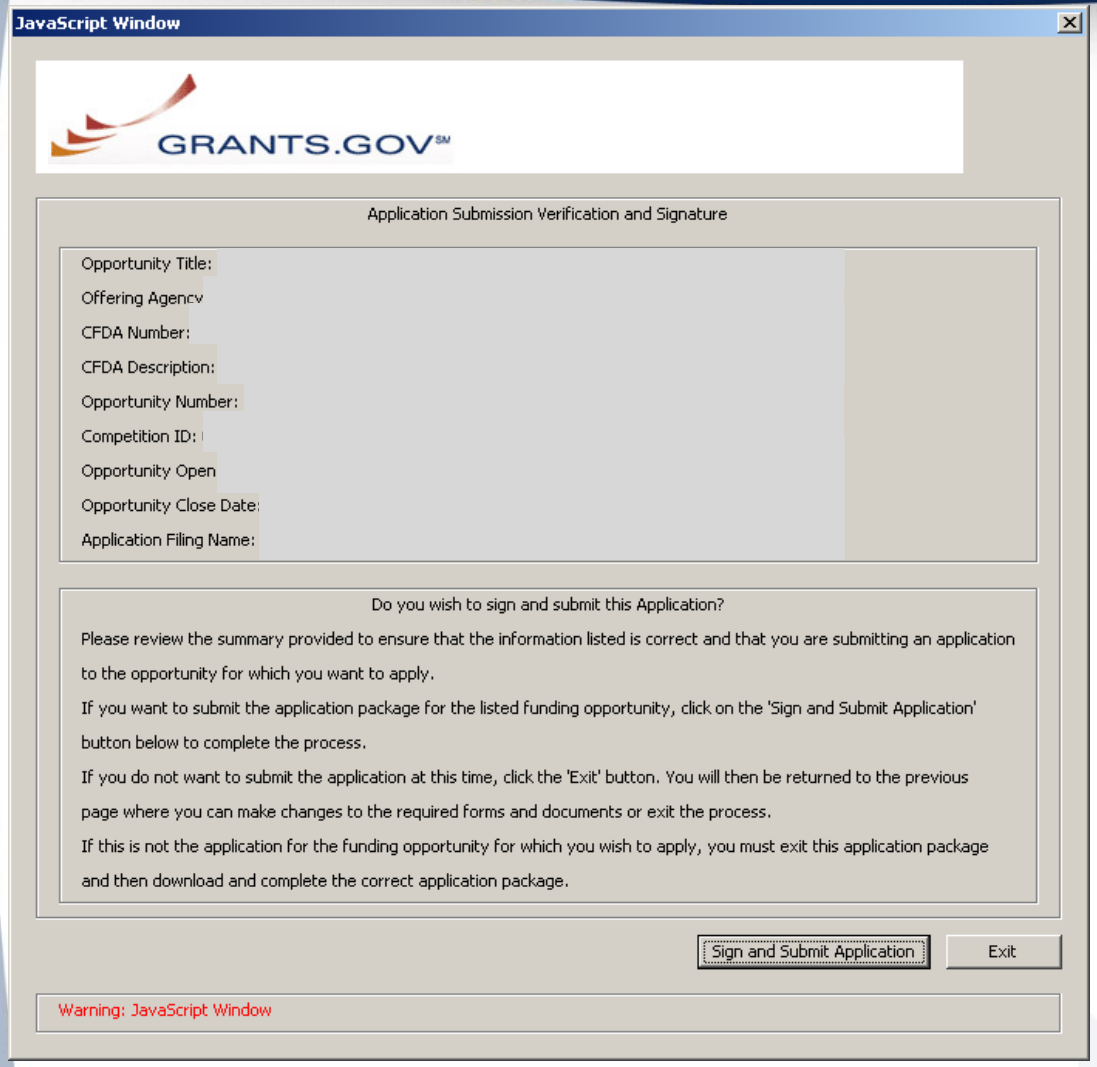
- Buttons at the top of the home page of the application allow you to:
  - Save
  - Check Package for Errors
  - Print your application
- Once your application is free of any of errors, the “Save & Submit” button will become activated.
- Make sure you are connected to the Internet when ready to submit.

Adobe Submission Screen



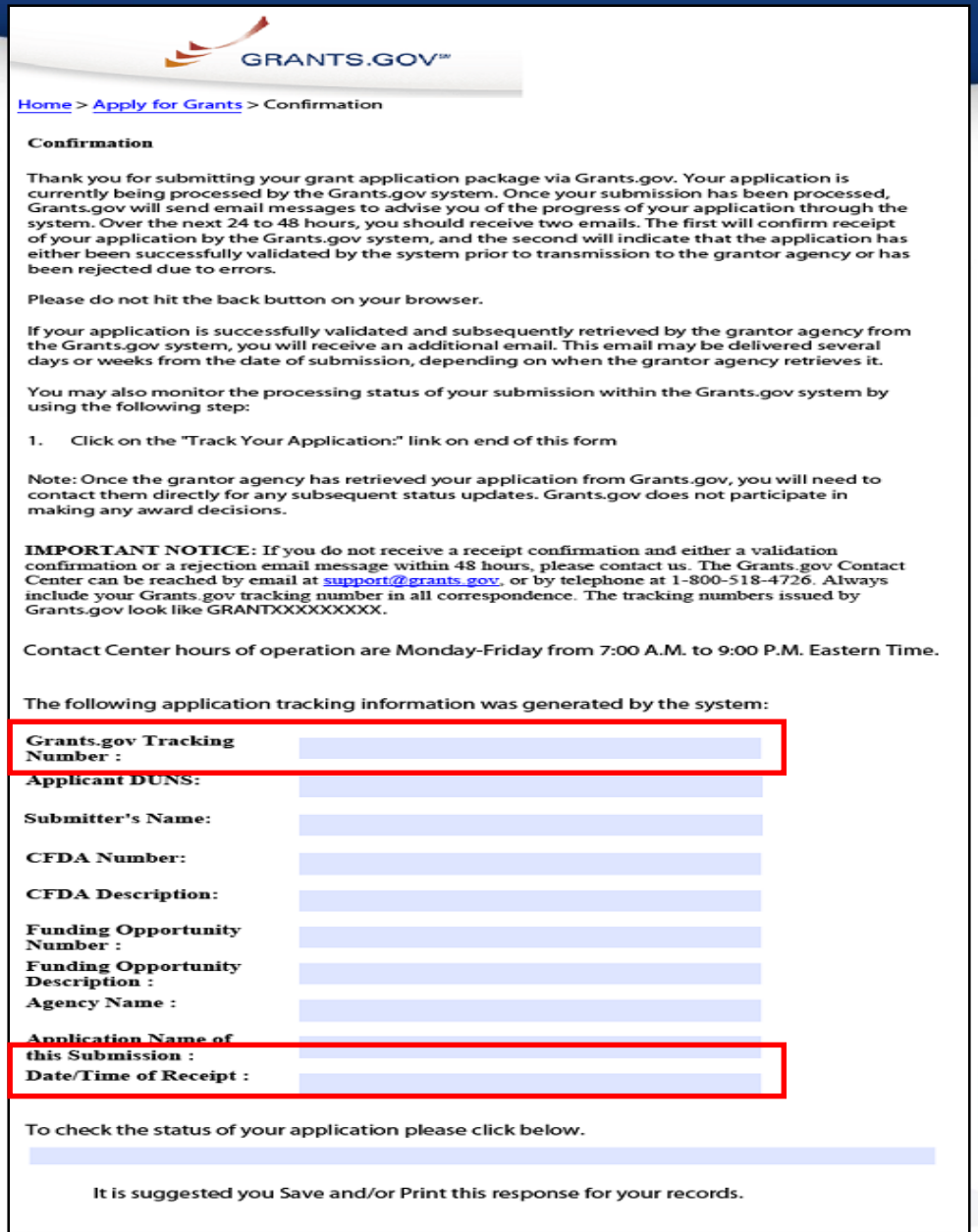
- Upon clicking Save & Submit, you will be prompted to enter your Grants.gov user name and password.
- If you are not authorized as an AOR for your organization, you will receive an error message and will be unable to submit your application.

Sign and Submit Screen



- You'll be prompted again to "Sign and Submit".
- This serves as the electronic signature for your application.

Receipt Confirmation



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Home > Apply for Grants > Confirmation

Confirmation

Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors.

Please do not hit the back button on your browser.

If your application is successfully validated and subsequently retrieved by the grantor agency from the Grants.gov system, you will receive an additional email. This email may be delivered several days or weeks from the date of submission, depending on when the grantor agency retrieves it.

You may also monitor the processing status of your submission within the Grants.gov system by using the following step:

1. Click on the "Track Your Application:" link on end of this form

Note: Once the grantor agency has retrieved your application from Grants.gov, you will need to contact them directly for any subsequent status updates. Grants.gov does not participate in making any award decisions.

IMPORTANT NOTICE: If you do not receive a receipt confirmation and either a validation confirmation or a rejection email message within 48 hours, please contact us. The Grants.gov Contact Center can be reached by email at support@grants.gov, or by telephone at 1-800-518-4726. Always include your Grants.gov tracking number in all correspondence. The tracking numbers issued by Grants.gov look like GRANTXXXXXXXX.

Contact Center hours of operation are Monday-Friday from 7:00 A.M. to 9:00 P.M. Eastern Time.

The following application tracking information was generated by the system:

Grants.gov Tracking Number :	
Applicant DUNS:	
Submitter's Name:	
CFDA Number:	
CFDA Description:	
Funding Opportunity Number :	
Funding Opportunity Description :	
Agency Name :	
Application Name of this Submission :	
Date/Time of Receipt :	

To check the status of your application please click below.

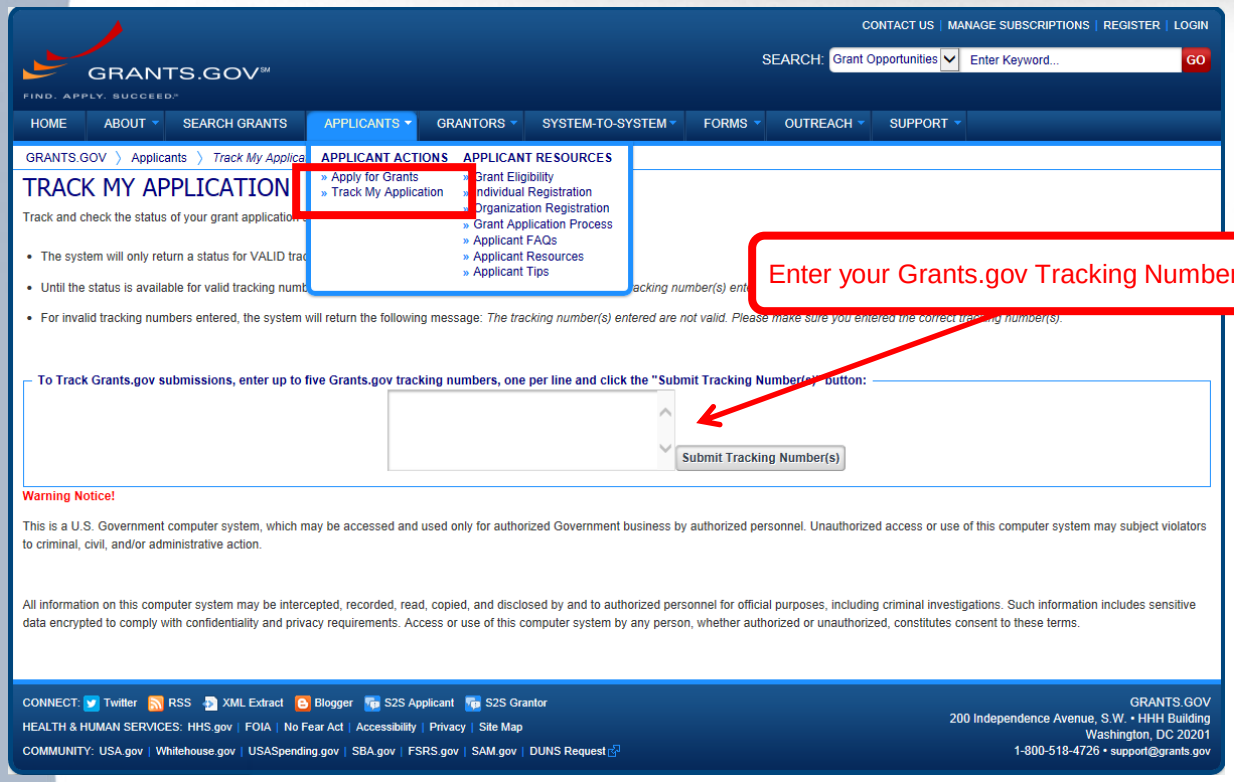
It is suggested you Save and/or Print this response for your records.

- A confirmation screen will have your Grants.gov Tracking Number
  - Use this number to track your application
- The date/time stamp serves as the official time of submission
- You will also receive emails indicating the status of your application

Confirmation Emails

1. Receipt Email
   - Your application has been received by Grants.gov
   - Grants.gov E-mail Verifying Receipt *(with Track My Application URL)*
2. Validation or Rejection Email
   - Grants.gov E-mail Verifying Successful Submission
   - **OR** Rejection Due to Errors with a description of issue
3. Transmission to Agency
   - The Agency has picked up your application from Grants.gov

Track My Application



- Track your application status by entering the Grant Tracking Number
- Status information:
  - Received
  - Validated or Rejected
  - Retrieved by Agency

Tips for Applicants

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)
- Use Correct DUNS Number in the SF-424 Cover Page
- Make sure you have Grants.gov compatible software (Adobe Reader)

Grants.gov Applicant Support & Resources

Contact Center

- Support available 24/7
- Email: support@grants.gov
- Toll-Free Phone Number: 1-800-518-4726
- International Callers 1-606-545-503
- Self-help iPortal: (http://grants.gov/iportal)

Additional Resources

- Grants.gov Applicant Training Video
- FAQs
- User Guides

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Thank You