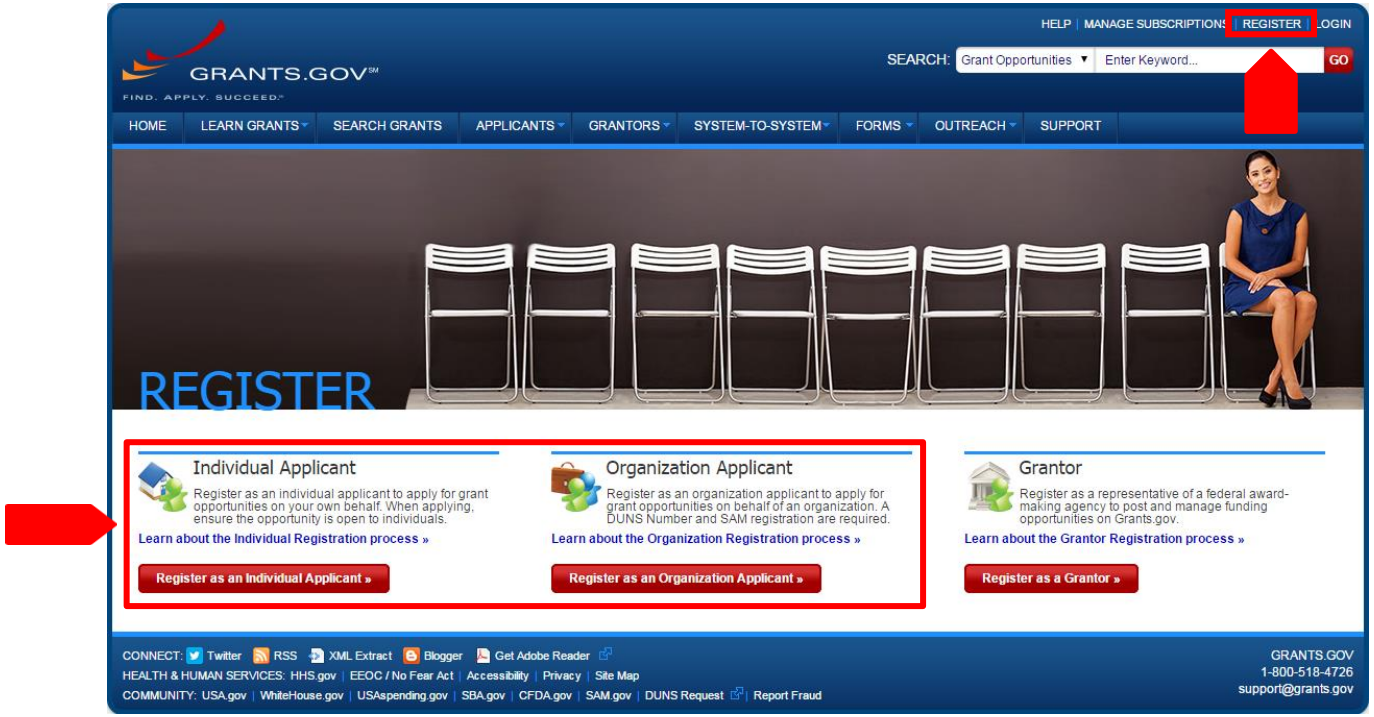
Grants.gov Applicant Overview

Register, Find, and Apply

Getting Registered

Getting Registered

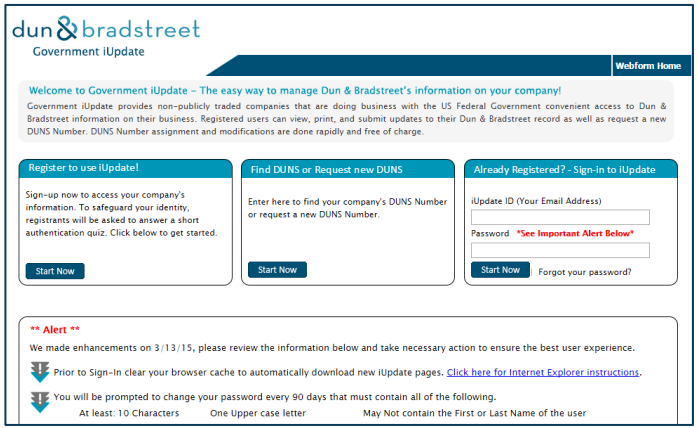
Registering with Grants.gov to be an Authorized Organizational Representative (AOR)

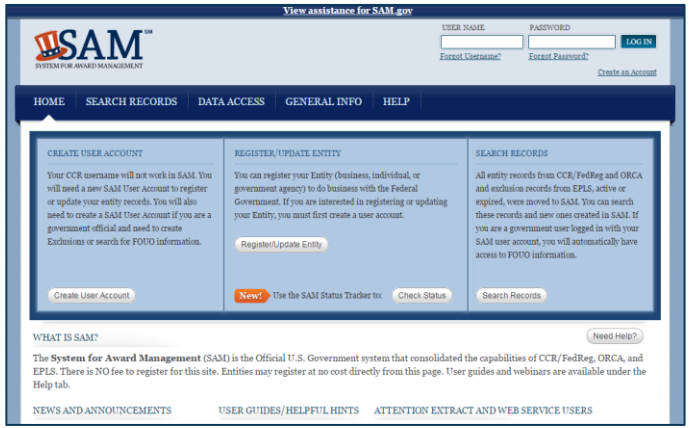


GRANTS.GOV

Getting Registered

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



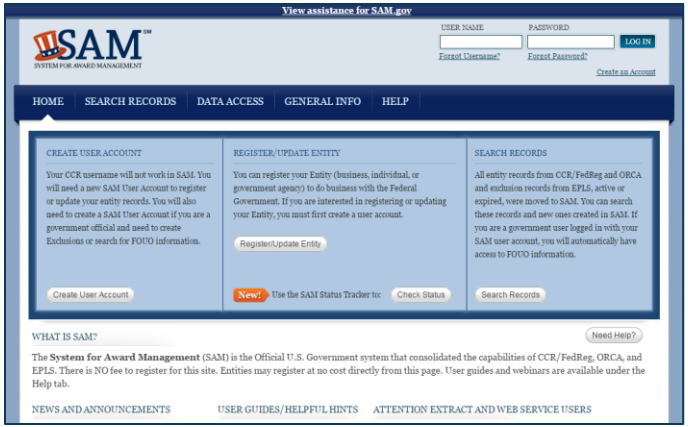


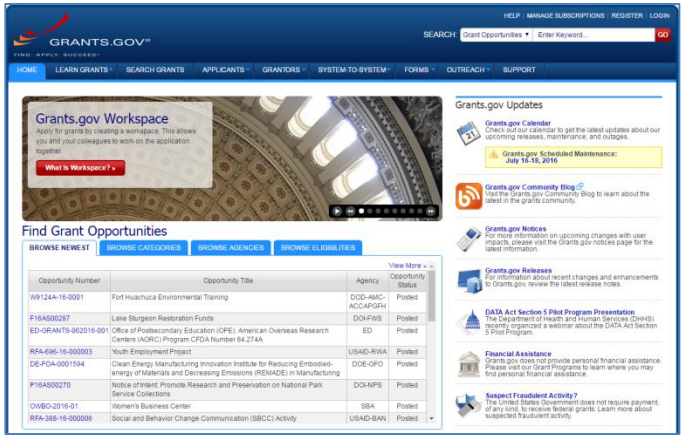
- Register with DNB at http://fedgov.dnb.com/webform
- Requires TIN from IRS and organization information
- You will be issued a Data Universal Numbering System (**DUNS**) number
- Takes 1 – 2 business days

- 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

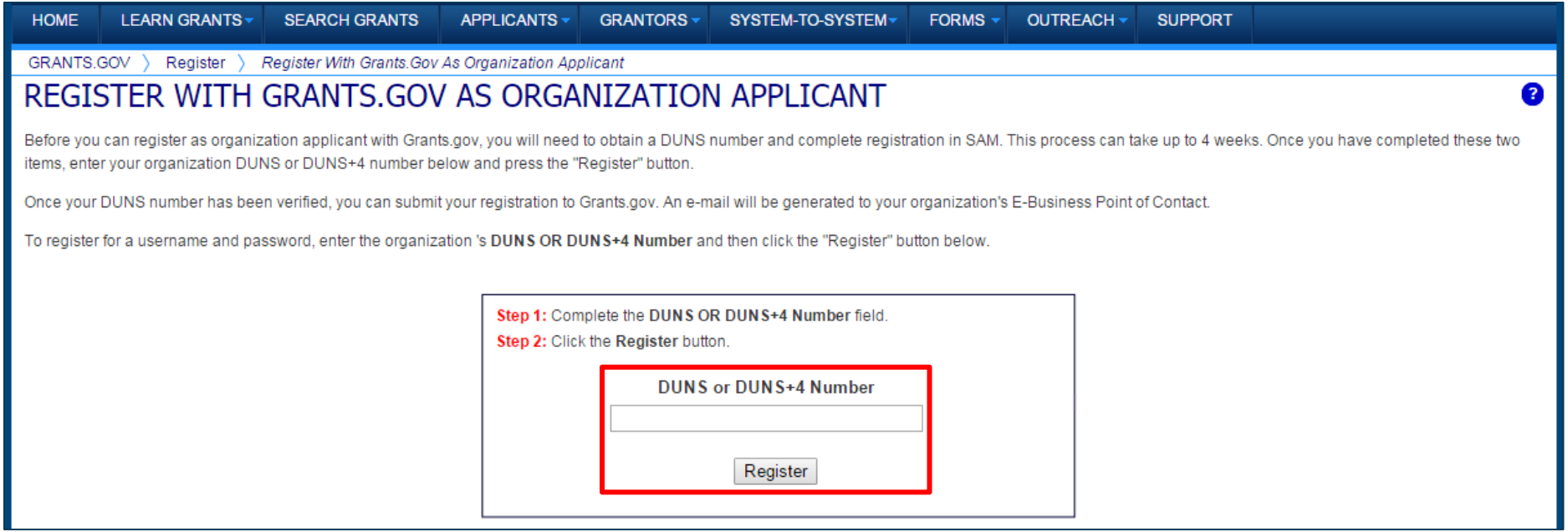
EBiz POC

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

- One organization can have many AORs

Confirm Registration Information

Enter Your Registration Information



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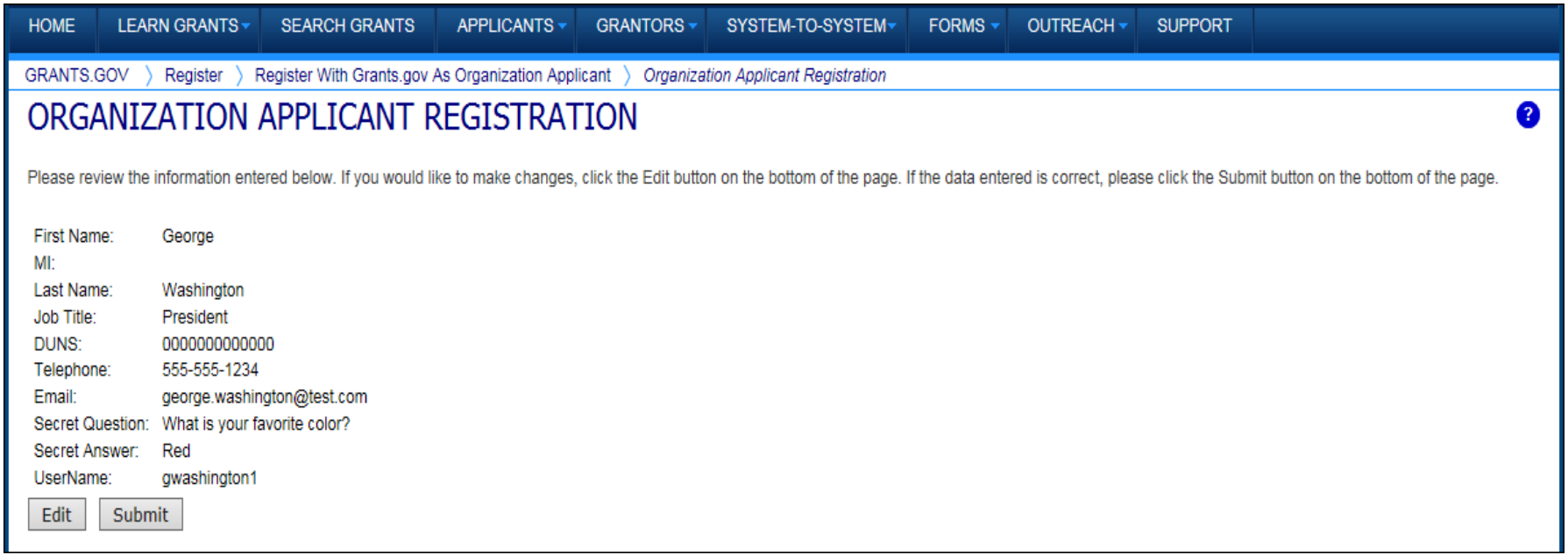
Getting Registered

Confirm Registration Information



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.

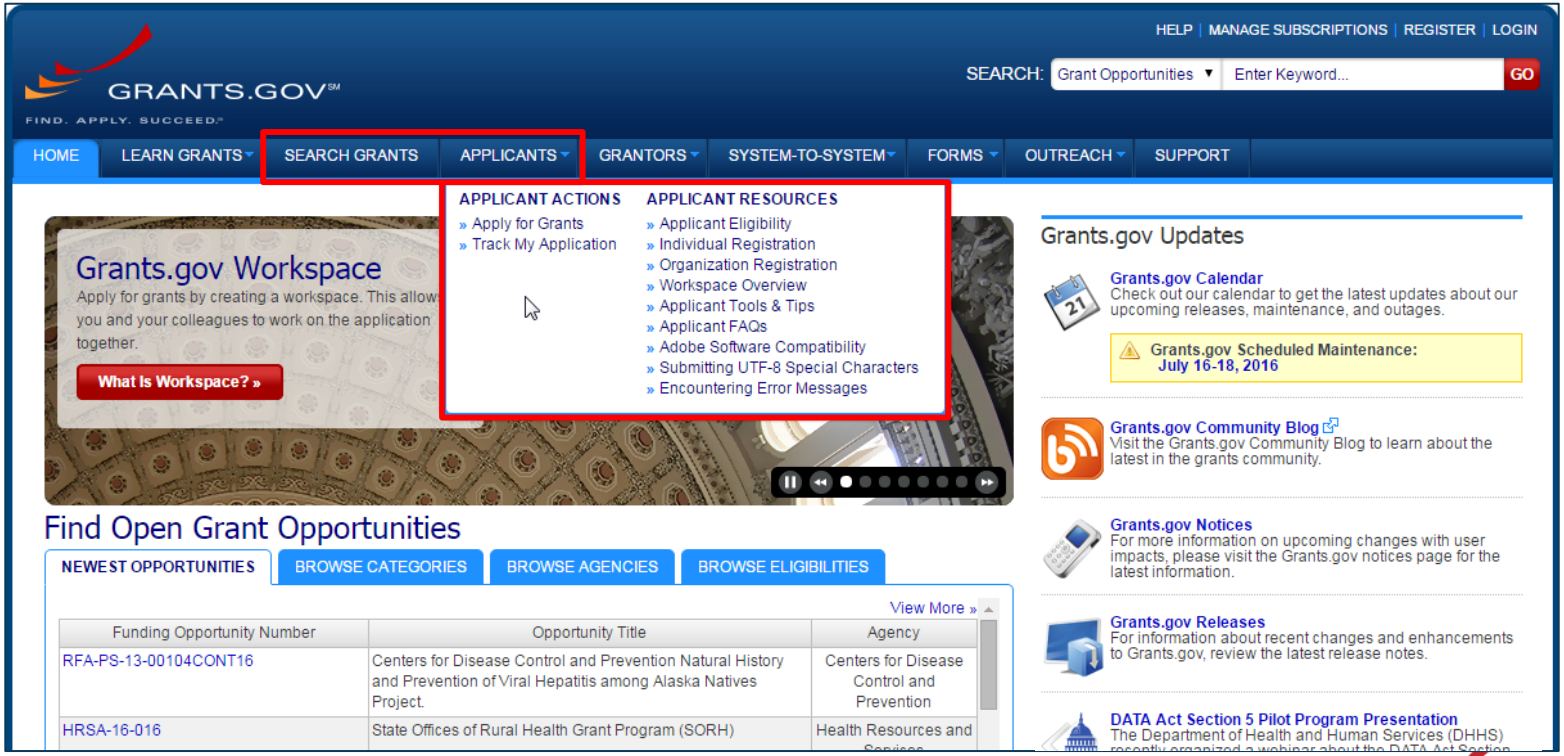
Further Resources

- Get Started help article
- Register help article

Navigating Grants.gov

Navigating Grants.gov

Search Grants and Applicant Tabs on the Homepage



Navigating Grants.gov

Applicant Resources: FAQs, User Guides, Training Materials, and More

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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

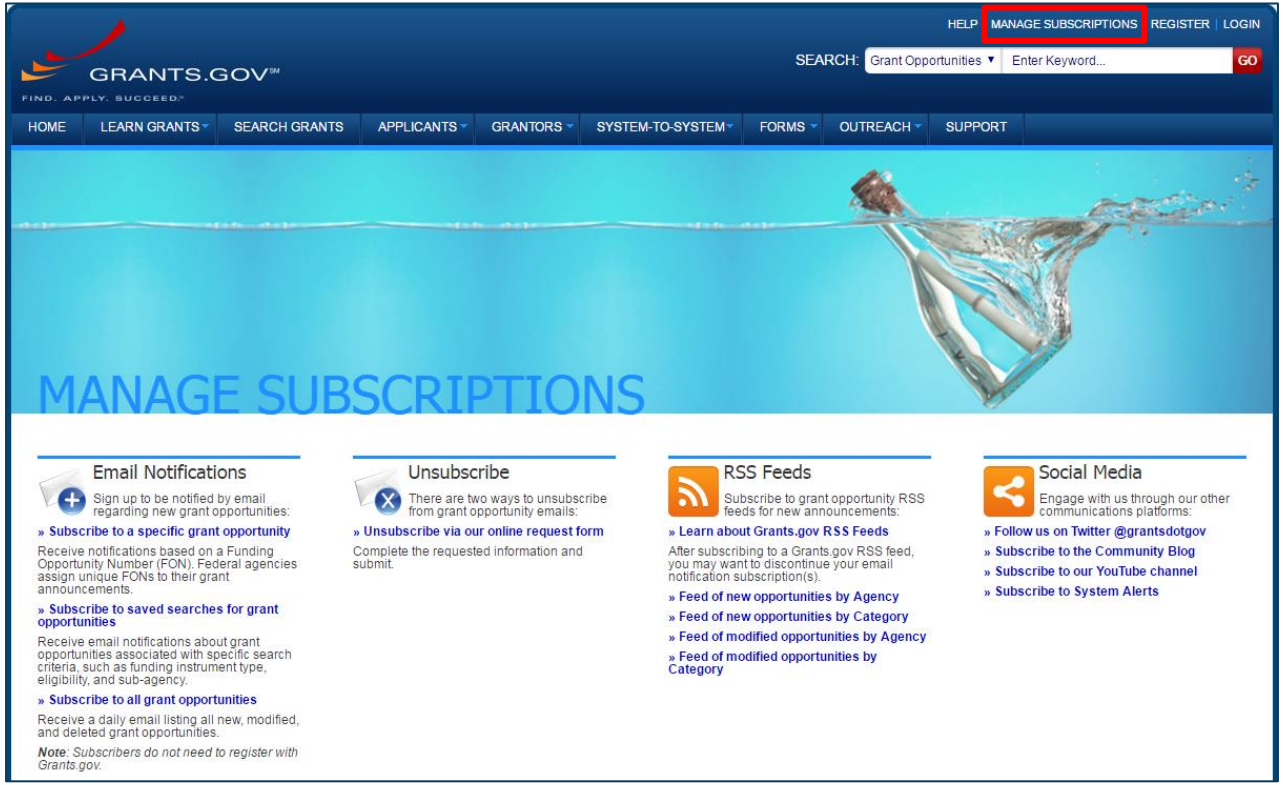
Rules & Legislation: Summaries and tables explaining how federal grant policies are formed

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

Navigating Grants.gov

Subscriptions and Email Notifications



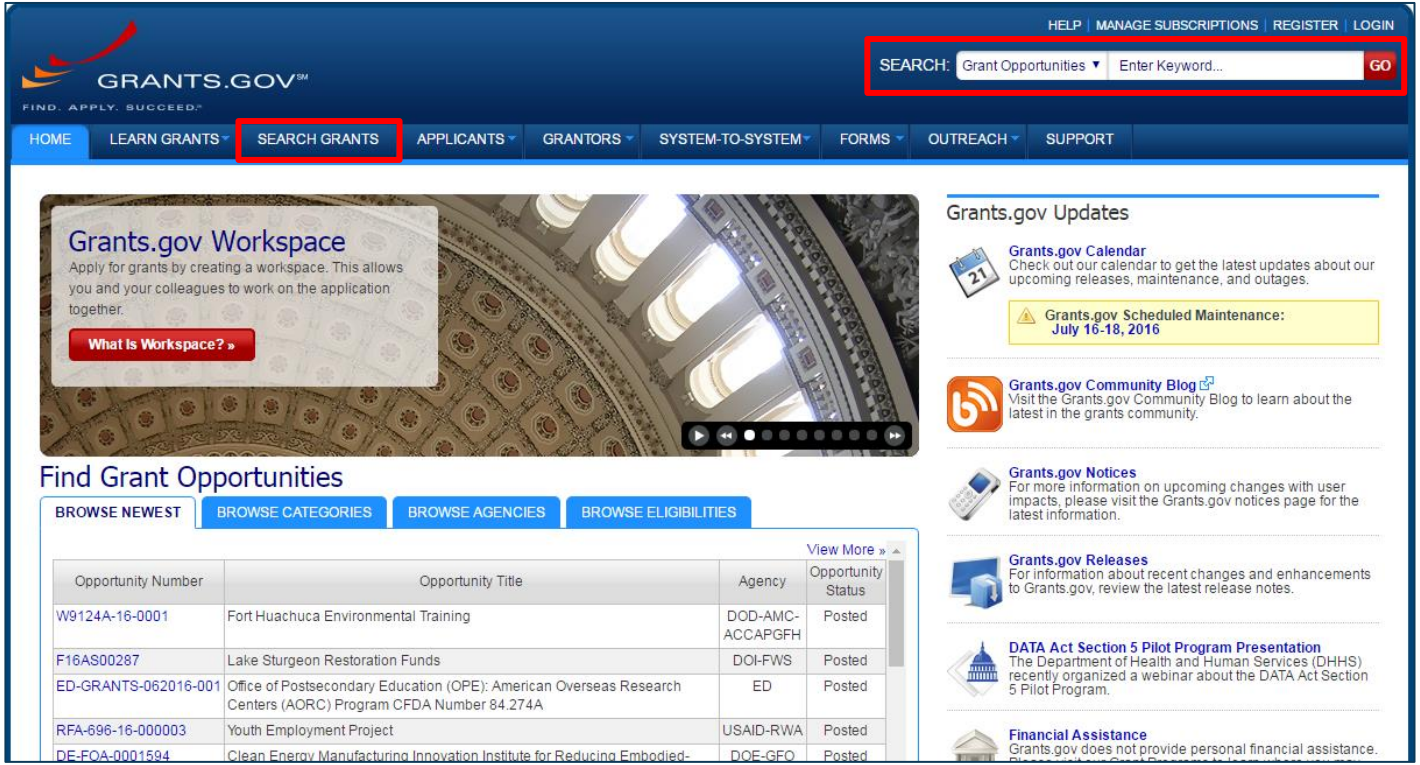
Further Resources

- Navigation help article

Searching for Funding Opportunities and Forecasts

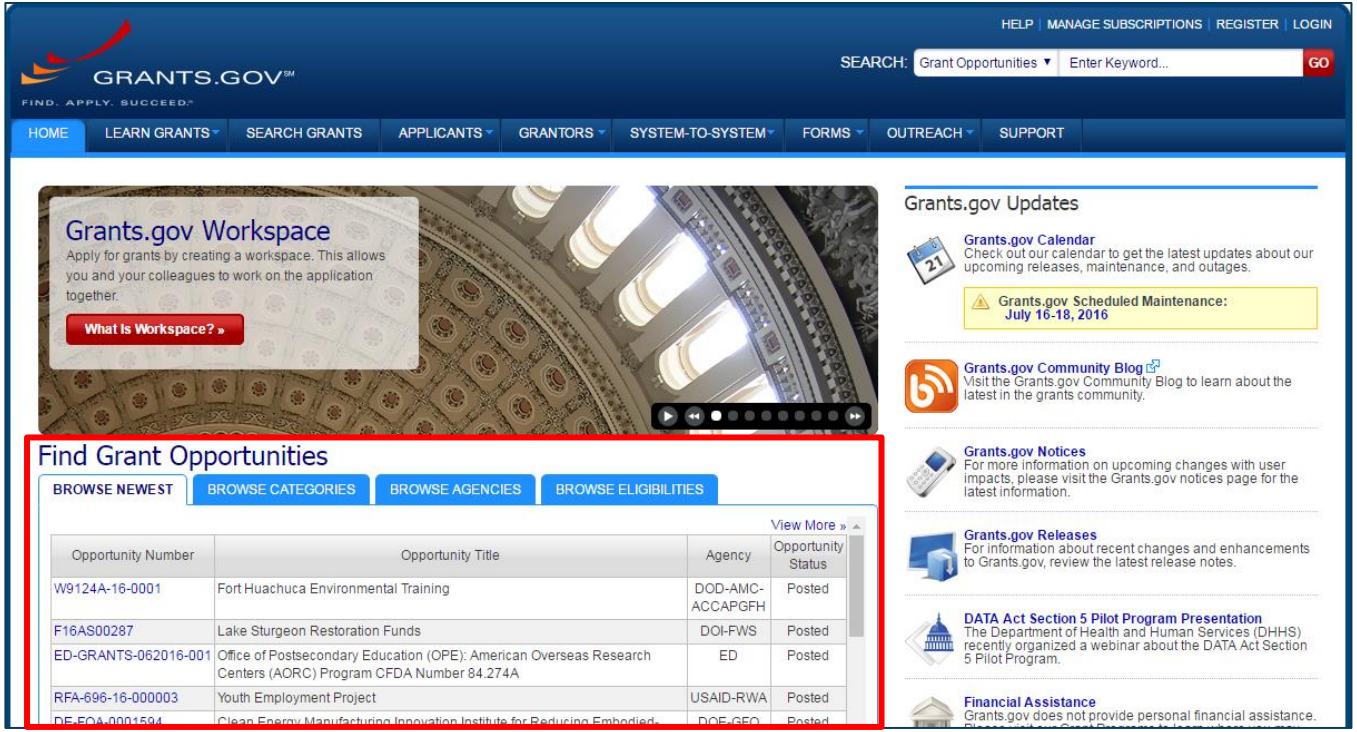
Searching for Funding Opportunities

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)

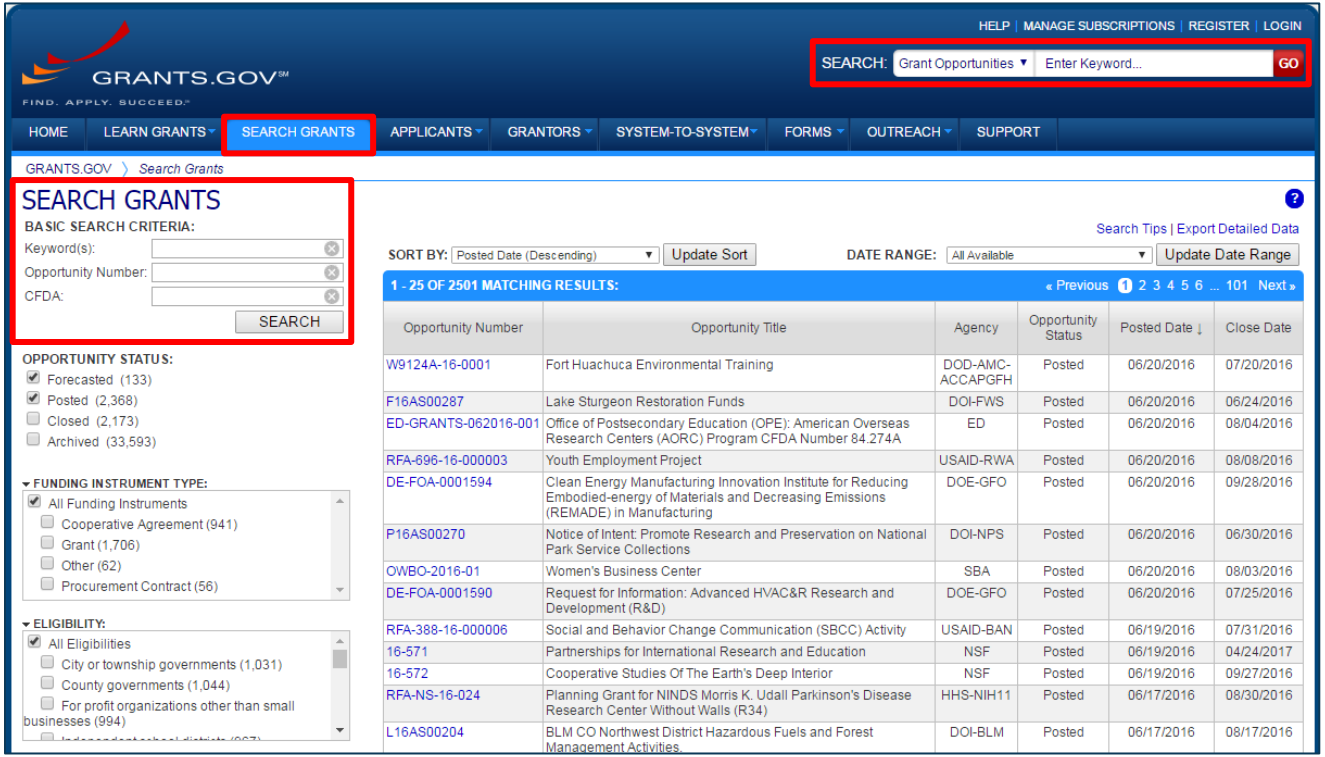
Browse Categories
(e.g., health, environment, housing, etc.)

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

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

Searching for Funding Opportunities

Find – Basic Search



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

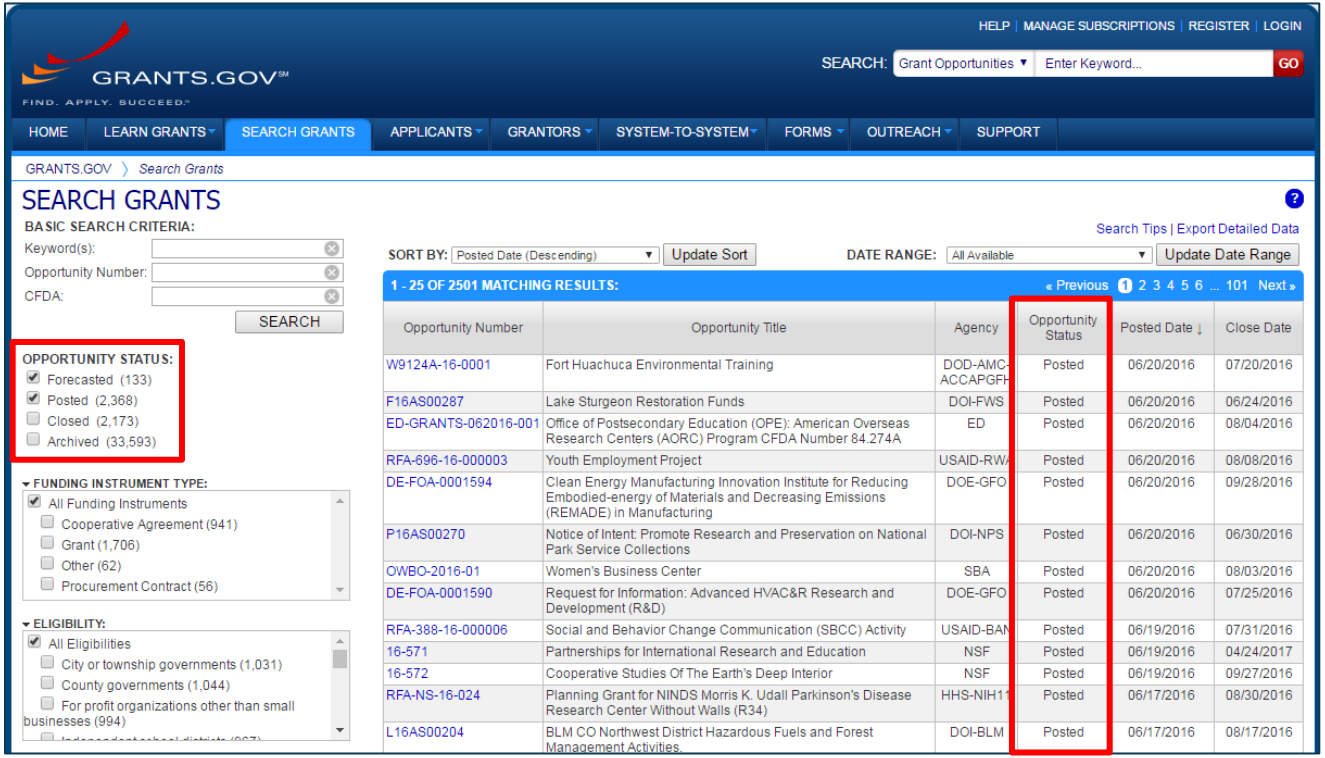
OR by entering:

- **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

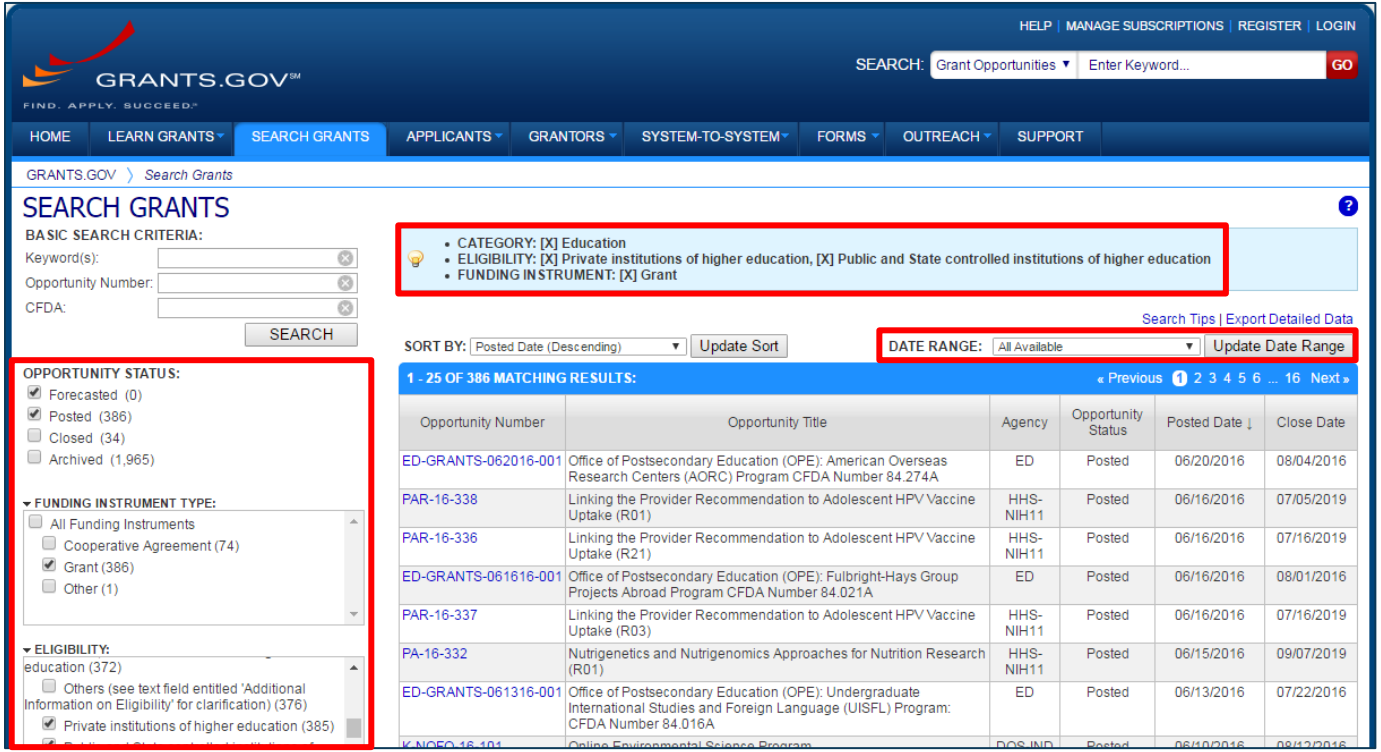
Posted - Currently open grants

Closed - Recently ended grants

Archived - Past grants available for reference

Searching for Funding Opportunities

Find – Advanced Search



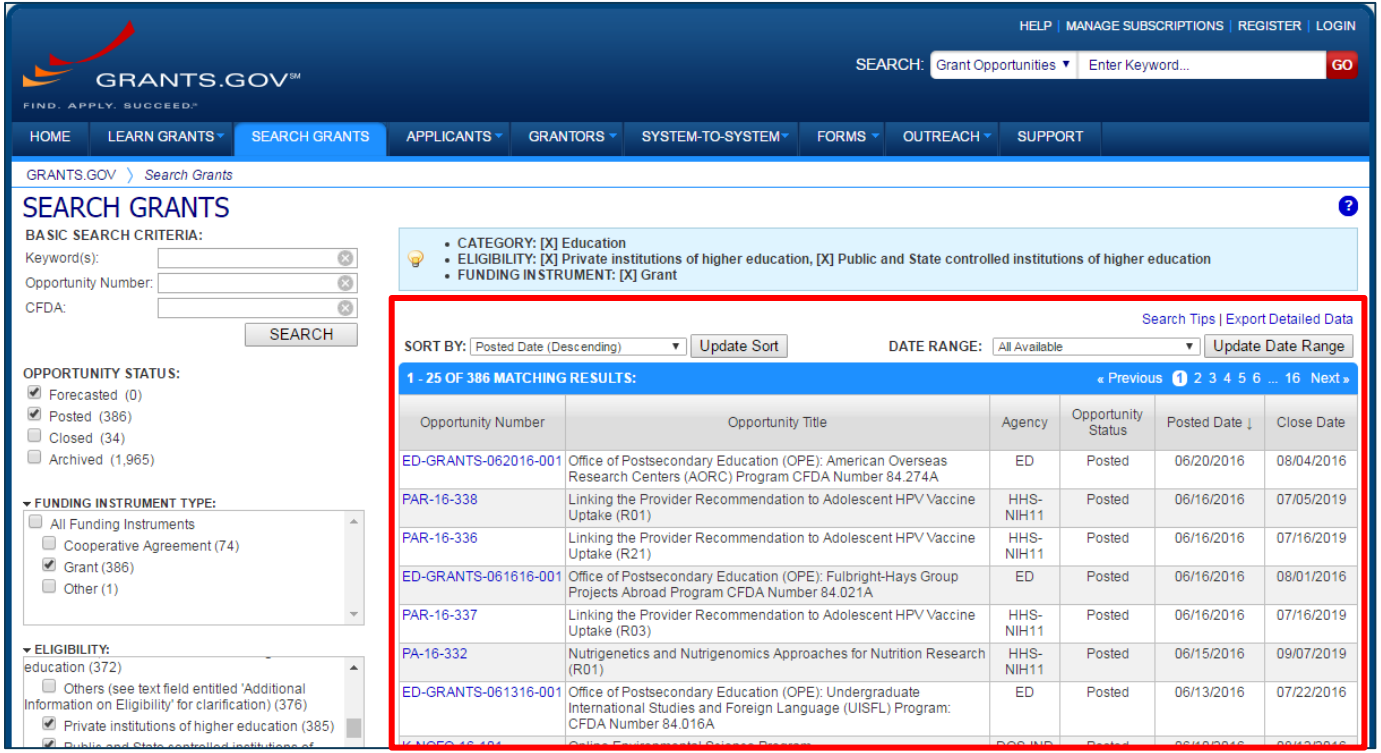
Refine your search results by selecting or deselecting criteria options, such as:

- **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

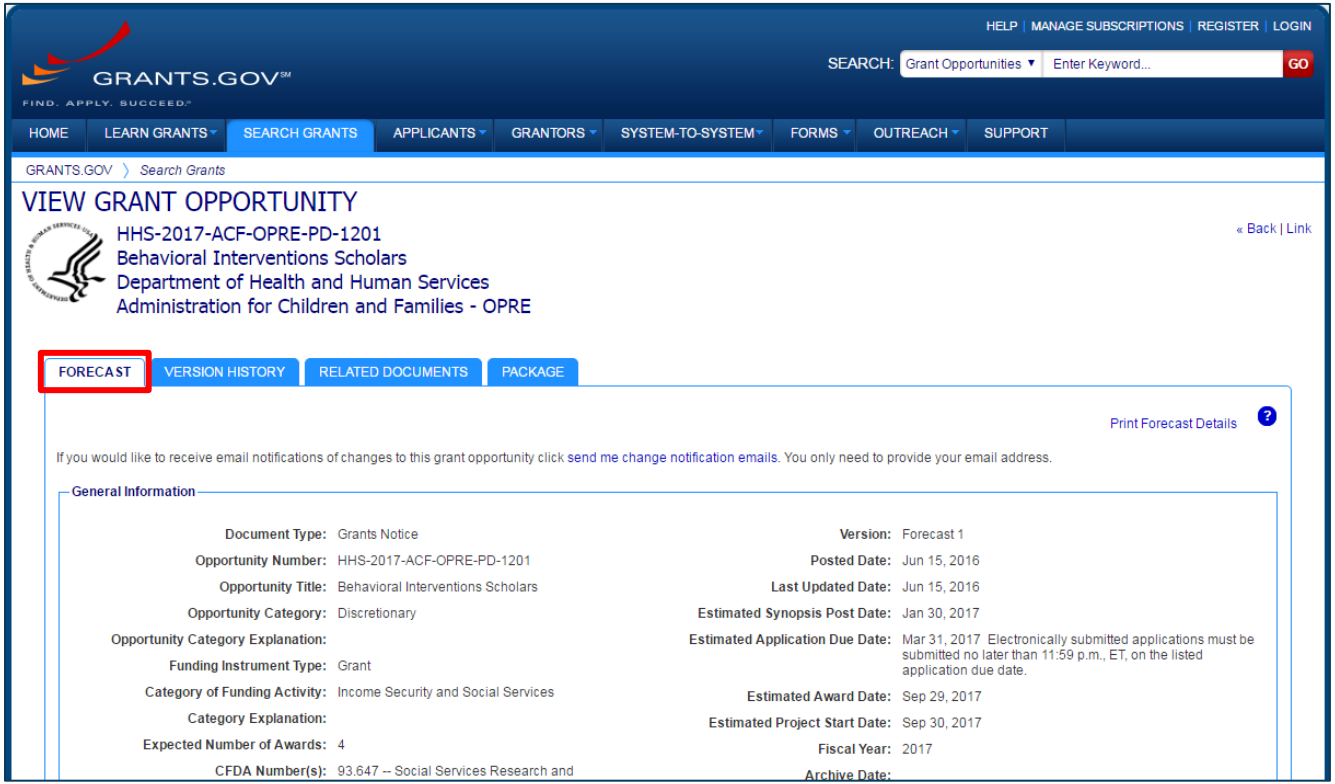
Further Resources

- 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

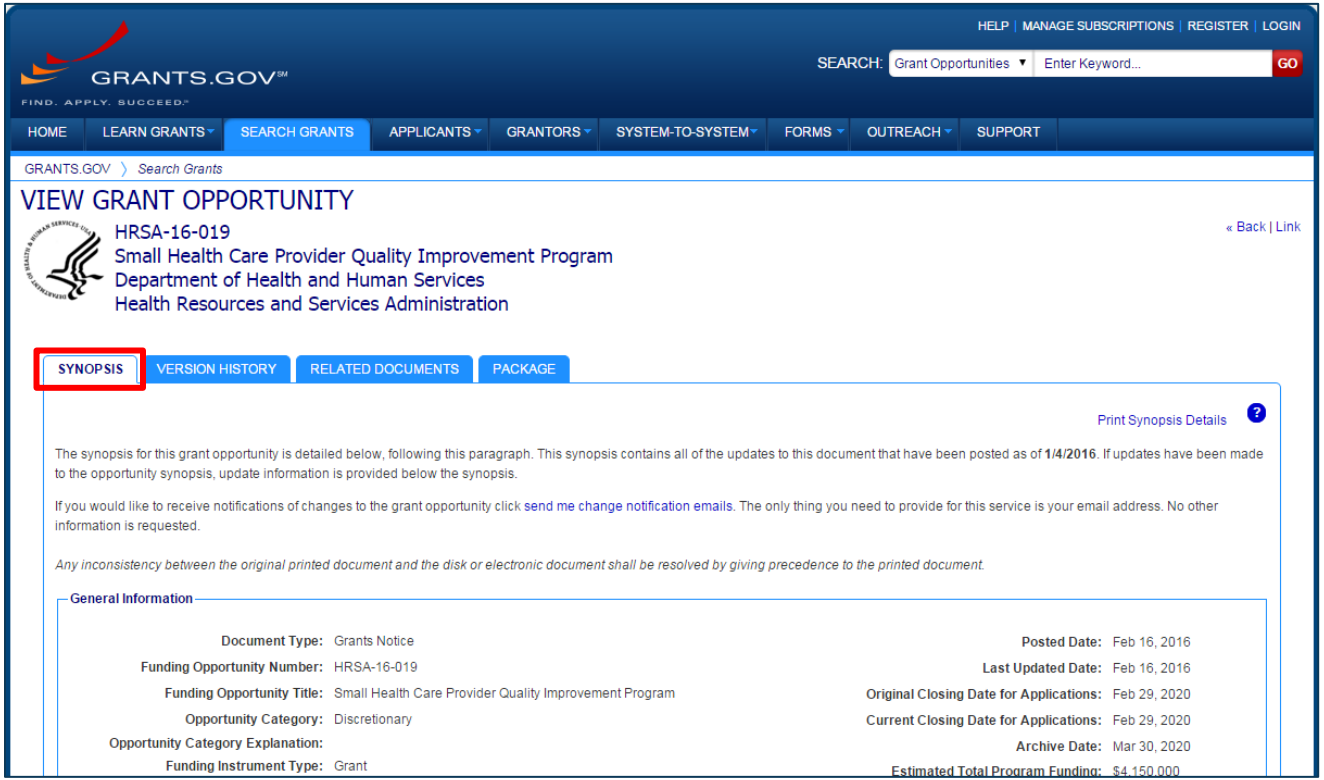
Contains high level information, such as:

- 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



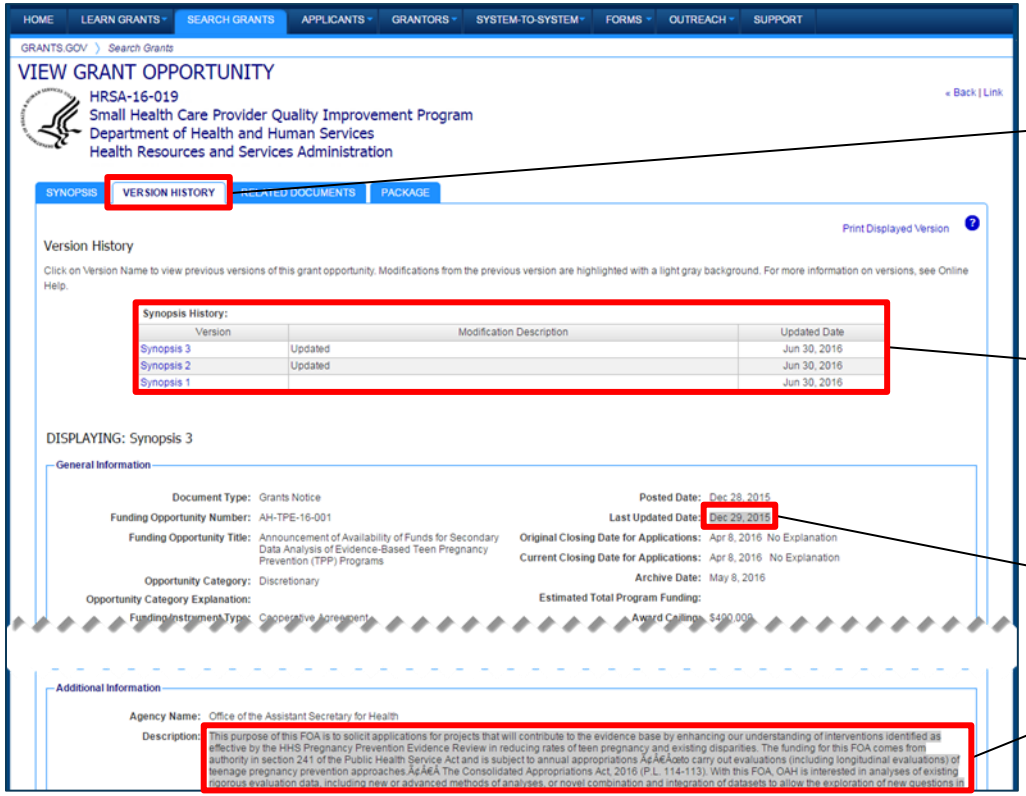
When agencies receive funding, a Forecast can become a funding opportunity Synopsis

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



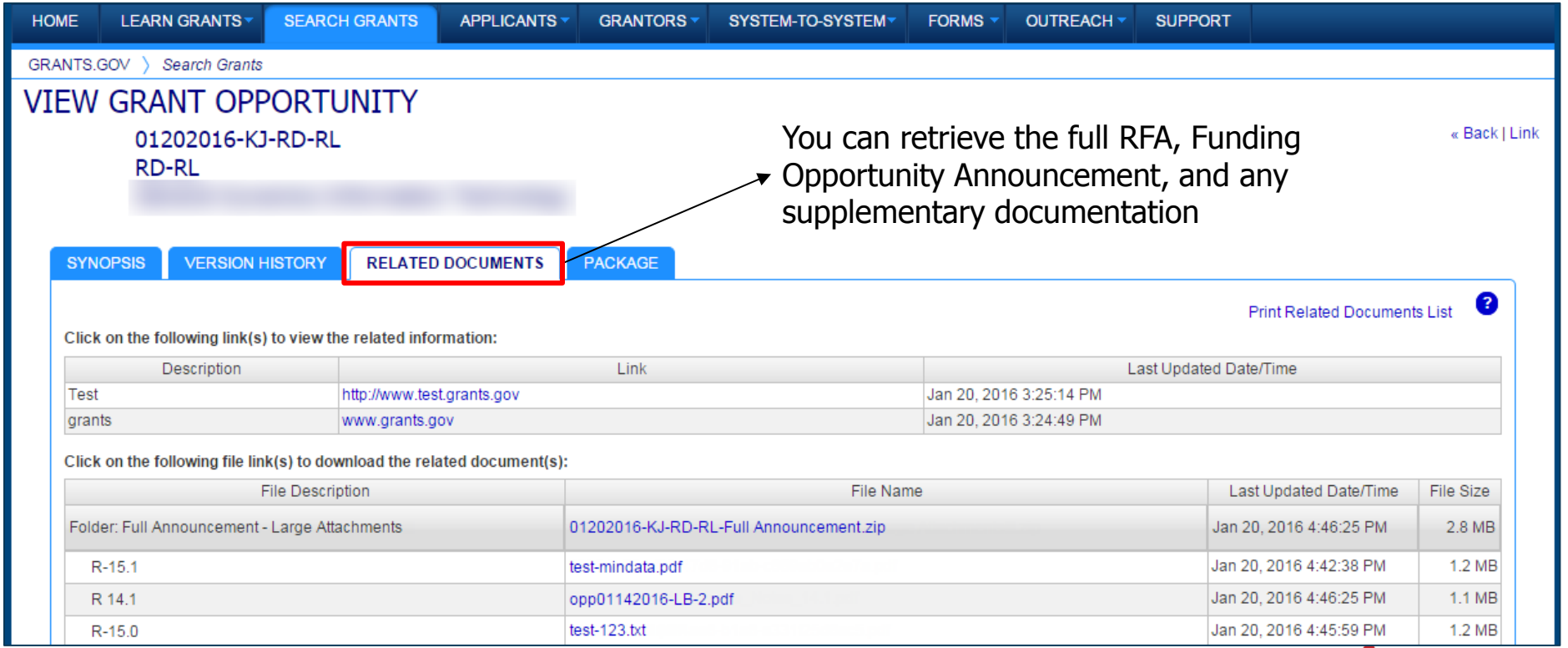
The Version History displays a table with synopsis modifications

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

The fields modified are highlighted in gray

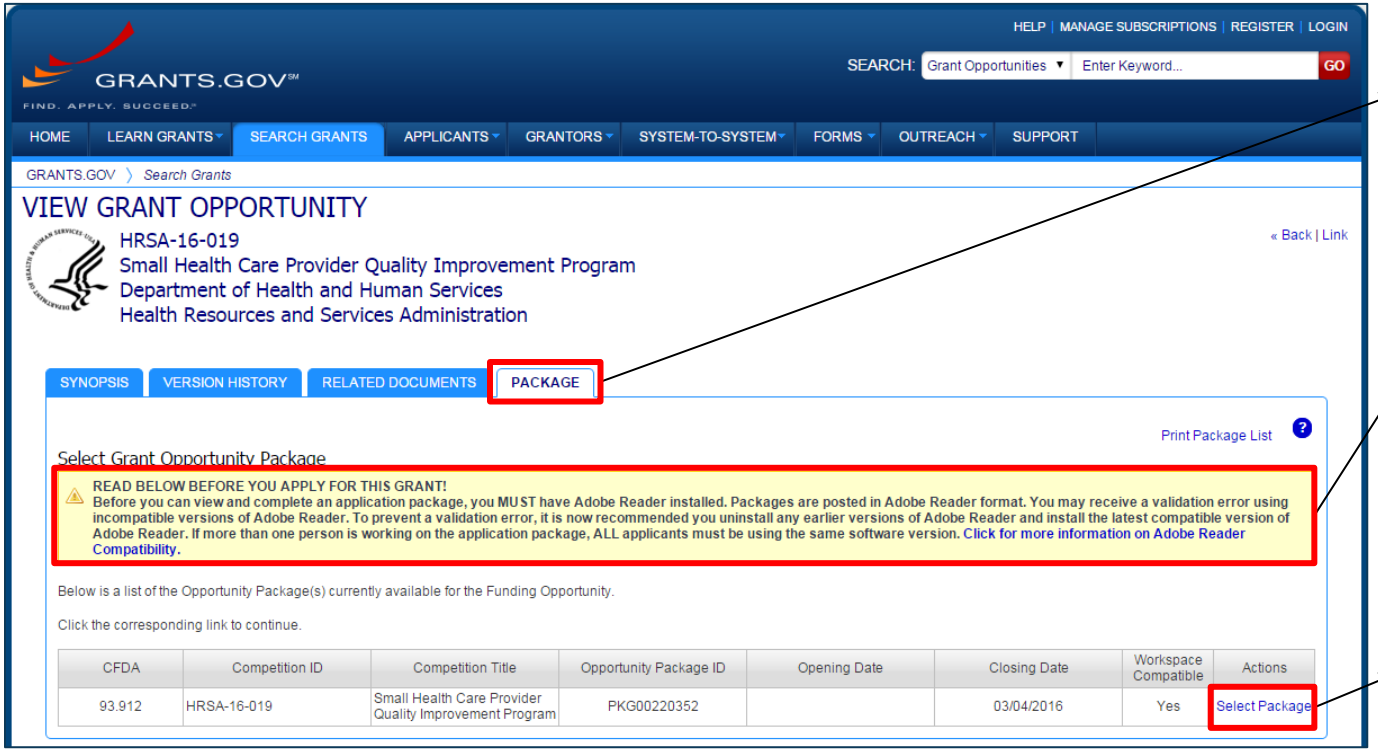
What's in a Funding Opportunity?

Full Announcement – Under Related Documents Tab



What's in a Funding Opportunity?

Application Package and Instructions, Part 1



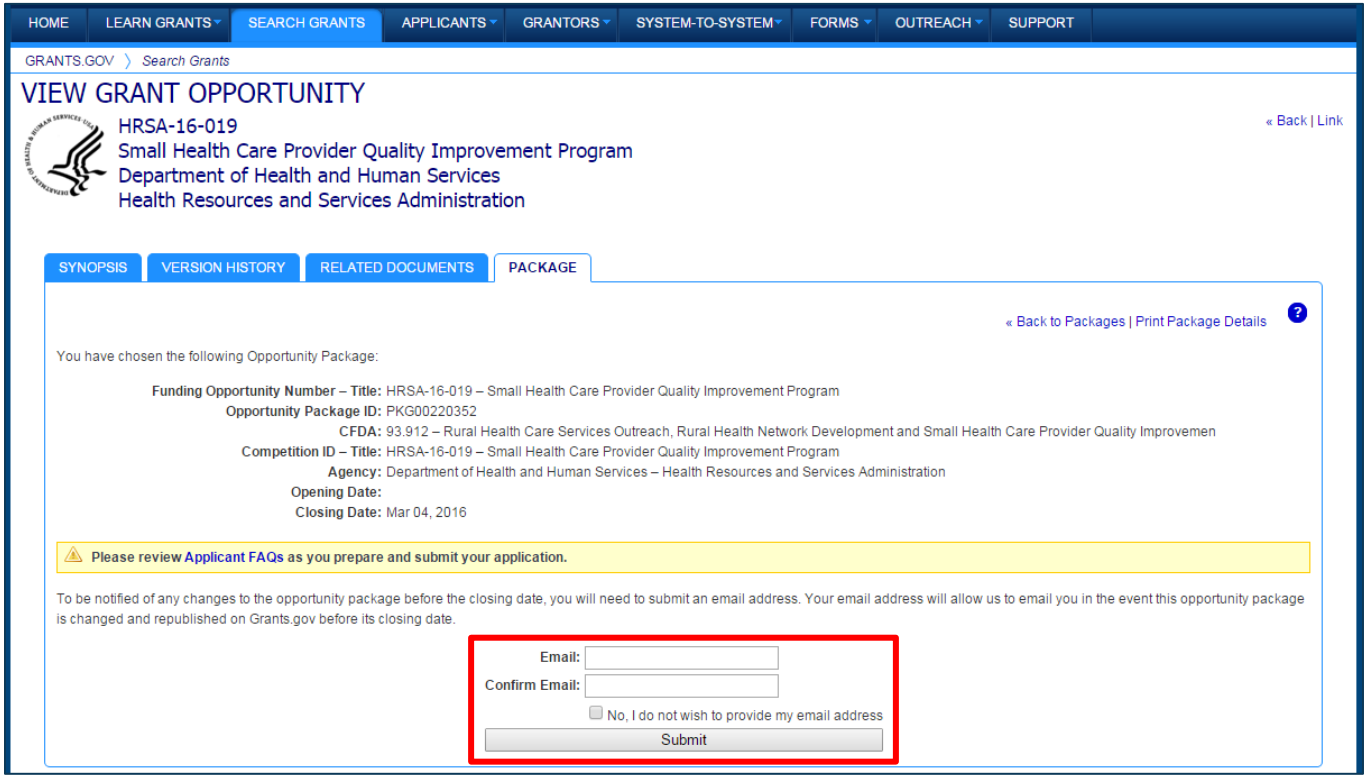
Click on the Package tab in order to download the Application Package and the Application Instructions

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

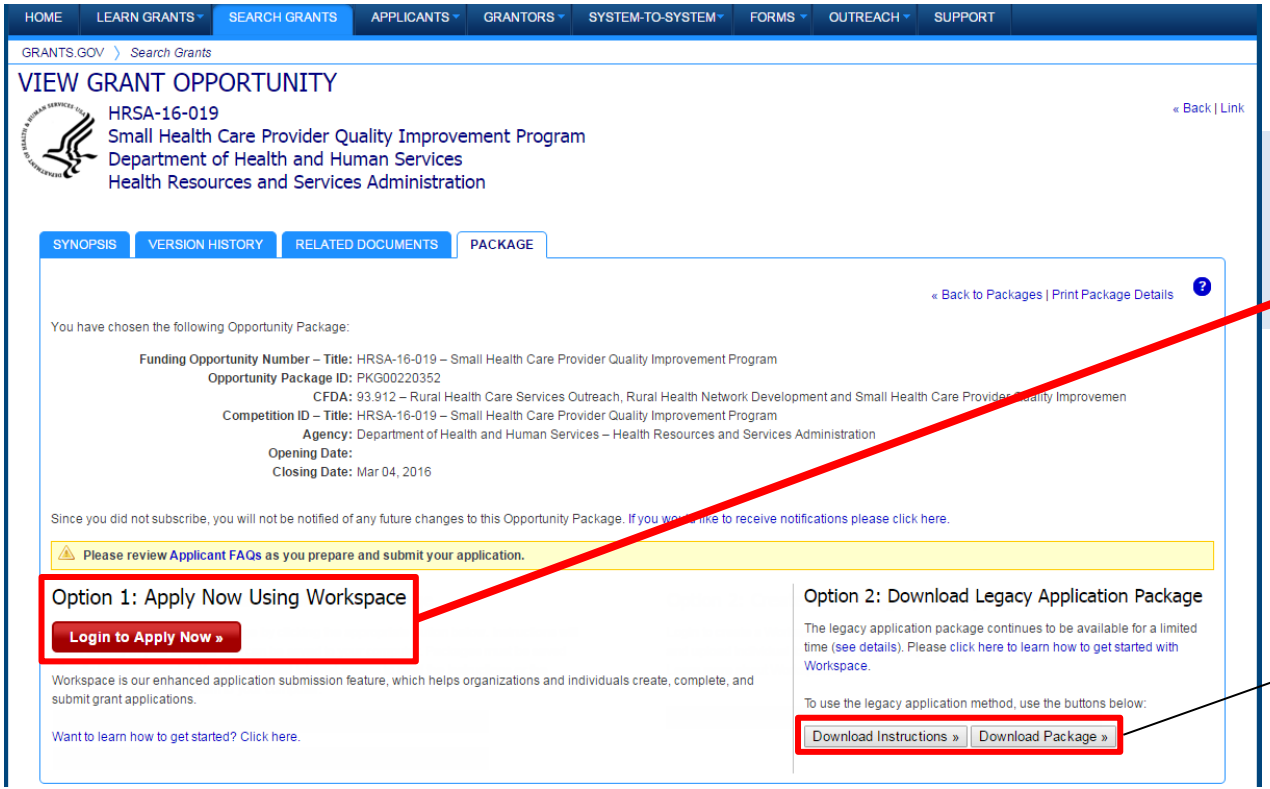


Enter your email address and click Submit if you wish to be notified of any changes to the funding opportunity (highly recommended).

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

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

Why Use Workspace?

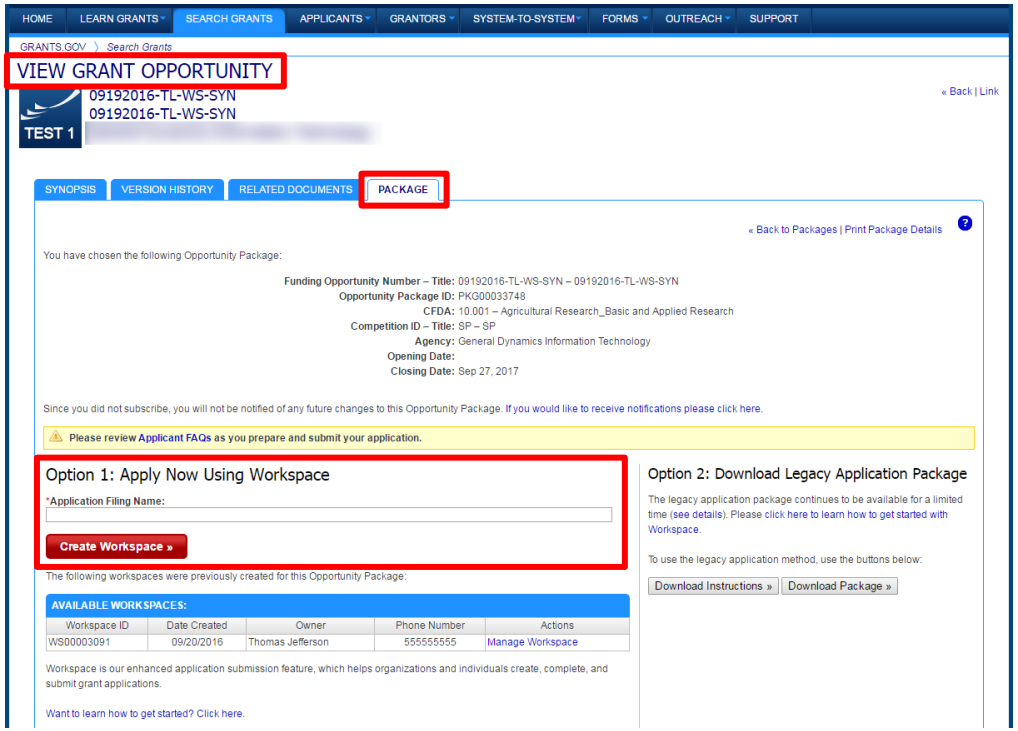
1. Workspace helps **streamline the collaboration process** on grant applications
2. Workspace helps applicants **save time** by allowing reuse of forms across workspaces
3. Forms are **validated** when they are uploaded to the workspace, virtually eliminating last-minute submission errors
4. Workspace is easy to learn thanks to **context-sensitive help articles** accessible on every page and window

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

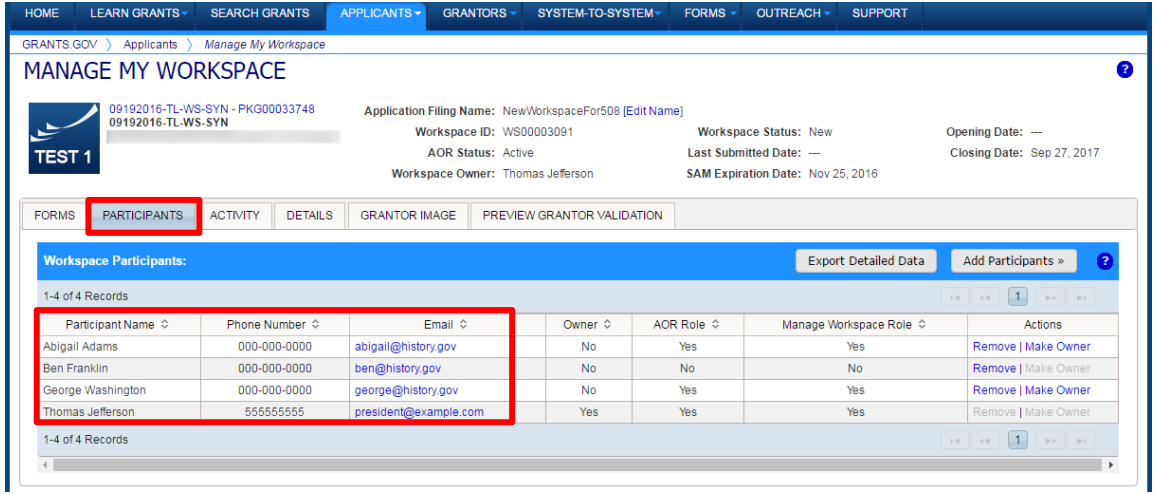
Create a Workspace



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.

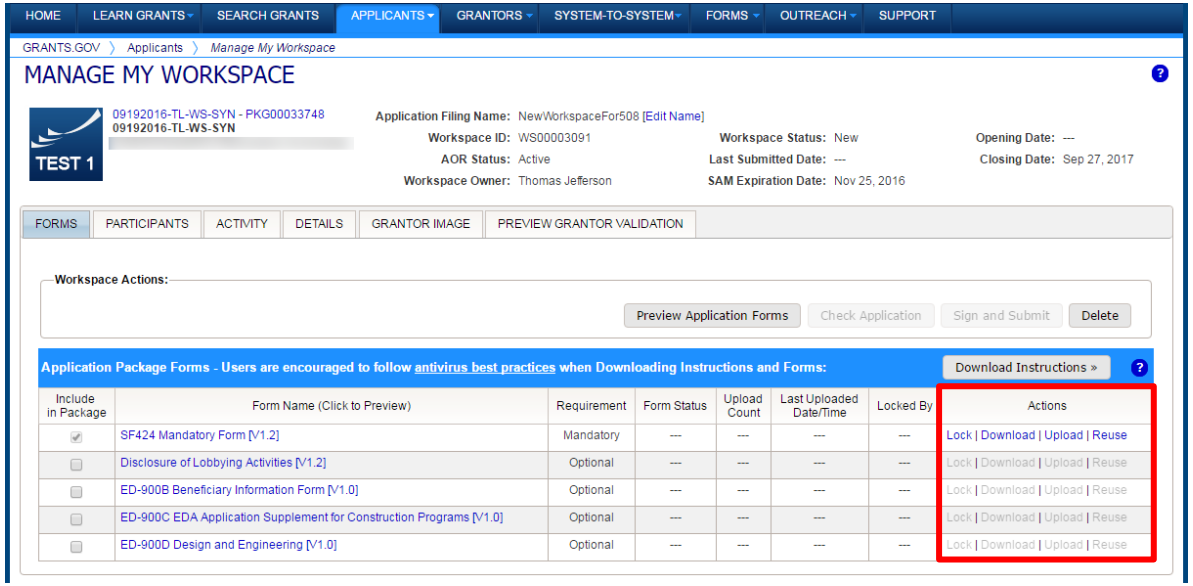
Add Collaborators in Participants Tab



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

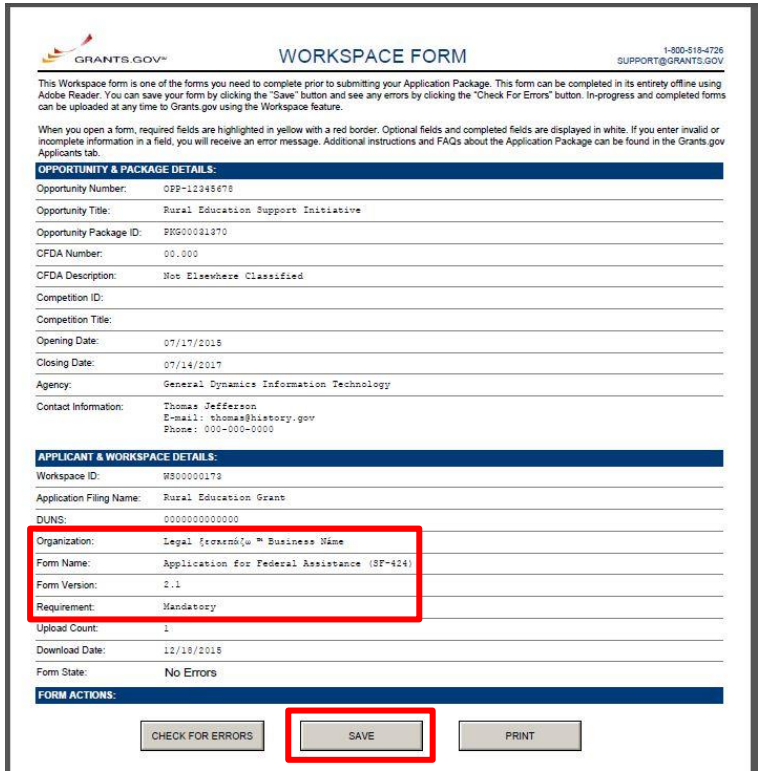
Complete Workspace Forms



Key Actions:

- Lock/Unlock a form
- Download a form
- Upload a form
- Reuse a form

Complete Workspace Forms



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WORKSPACE FORM

1-800-518-4726
SUPPORT@GRANTS.GOV

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.gov Applicants tab.

OPPORTUNITY & PACKAGE DETAILS:

Opportunity Number:	OPP-12345678
Opportunity Title:	Rural Education Support Initiative
Opportunity Package ID:	PKG00031370
CFDA Number:	00.000
CFDA Description:	Not Elsewhere Classified
Competition ID:	
Competition Title:	
Opening Date:	07/17/2015
Closing Date:	07/14/2017
Agency:	General Dynamics Information Technology
Contact Information:	Thomas Jefferson E-mail: thomas@history.gov Phone: 000-000-0000

APPLICANT & WORKSPACE DETAILS:

Workspace ID:	WS00000173
Application Filing Name:	Rural Education Grant
DUNS:	0000000000000
Organization:	Legal ξεσκεπάζω ™ Business Náme
Form Name:	Application for Federal Assistance (SF-424)
Form Version:	2.1
Requirement:	Mandatory
Upload Count:	1
Download Date:	12/18/2015
Form State:	No Errors

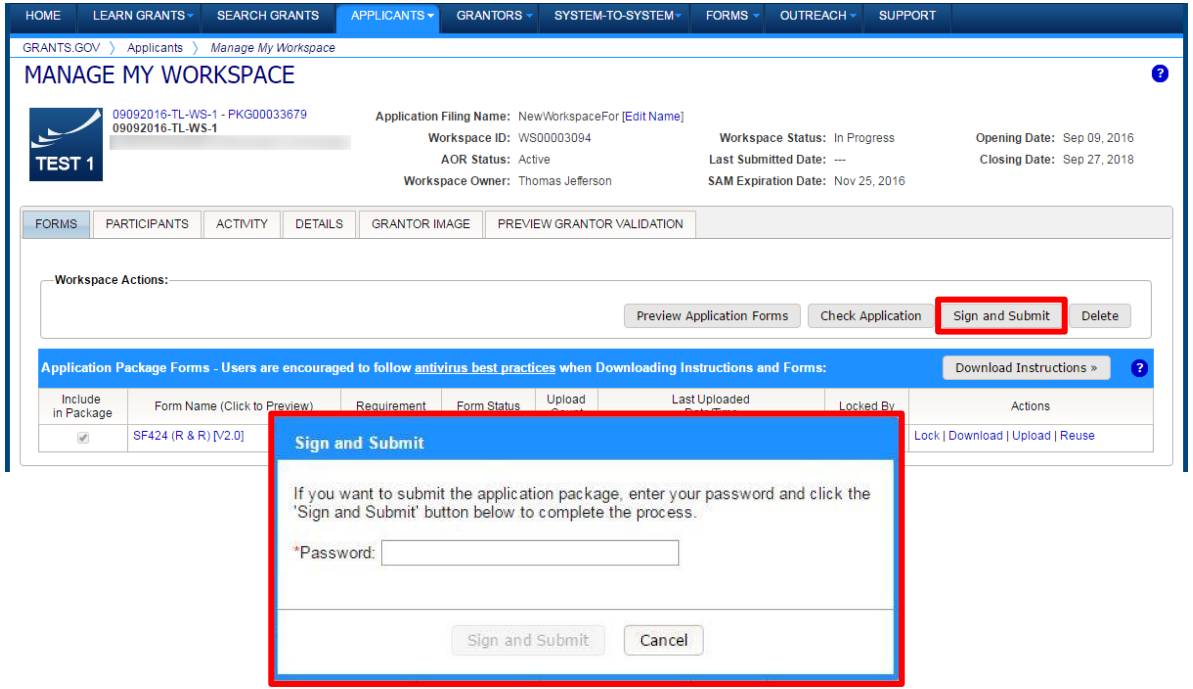
FORM ACTIONS:

CHECK FOR ERRORS | SAVE | PRINT

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

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

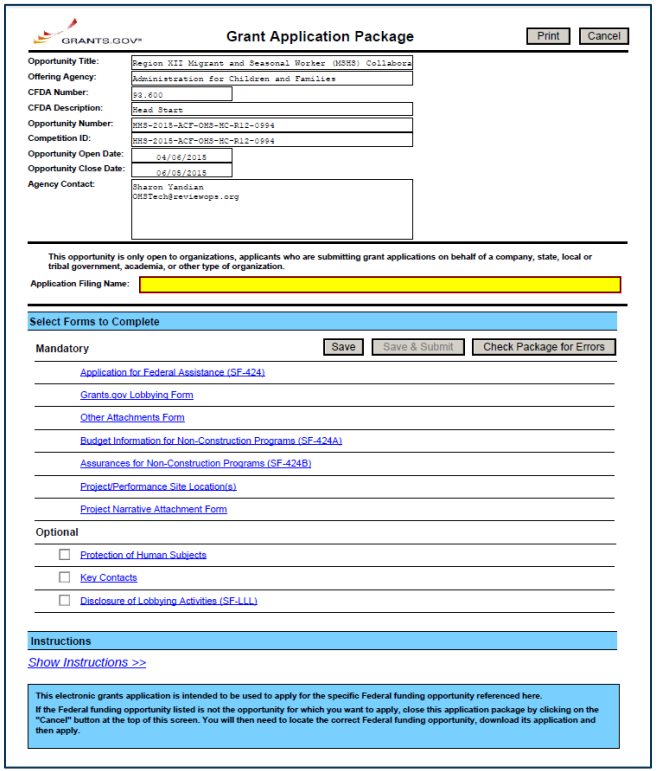
Navigating a Legacy Application Package

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

Navigating the Application Package

Working on Forms, Part 1


GRANTS.GOV

Grant Application Package

Print Cancel

Opportunity Title: Region XII Migrant and Seasonal Worker (MSHS) Collabora
Offering Agency: Administration for Children and Families
CFDA Number: 93.600
CFDA Description: Head Start
Opportunity Number: HHS-2015-ACF-OHS-MC-R12-0994
Competition ID: HHS-2015-ACF-OHS-MC-R12-0994
Opportunity Open Date: 04/06/2015
Opportunity Close Date: 06/05/2015
Agency Contact: Sharon Yandian OHSTech@reviewops.org

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name:

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)

Instructions

Show Instructions >>

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.
If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

Grant application is a PDF file composed of forms:

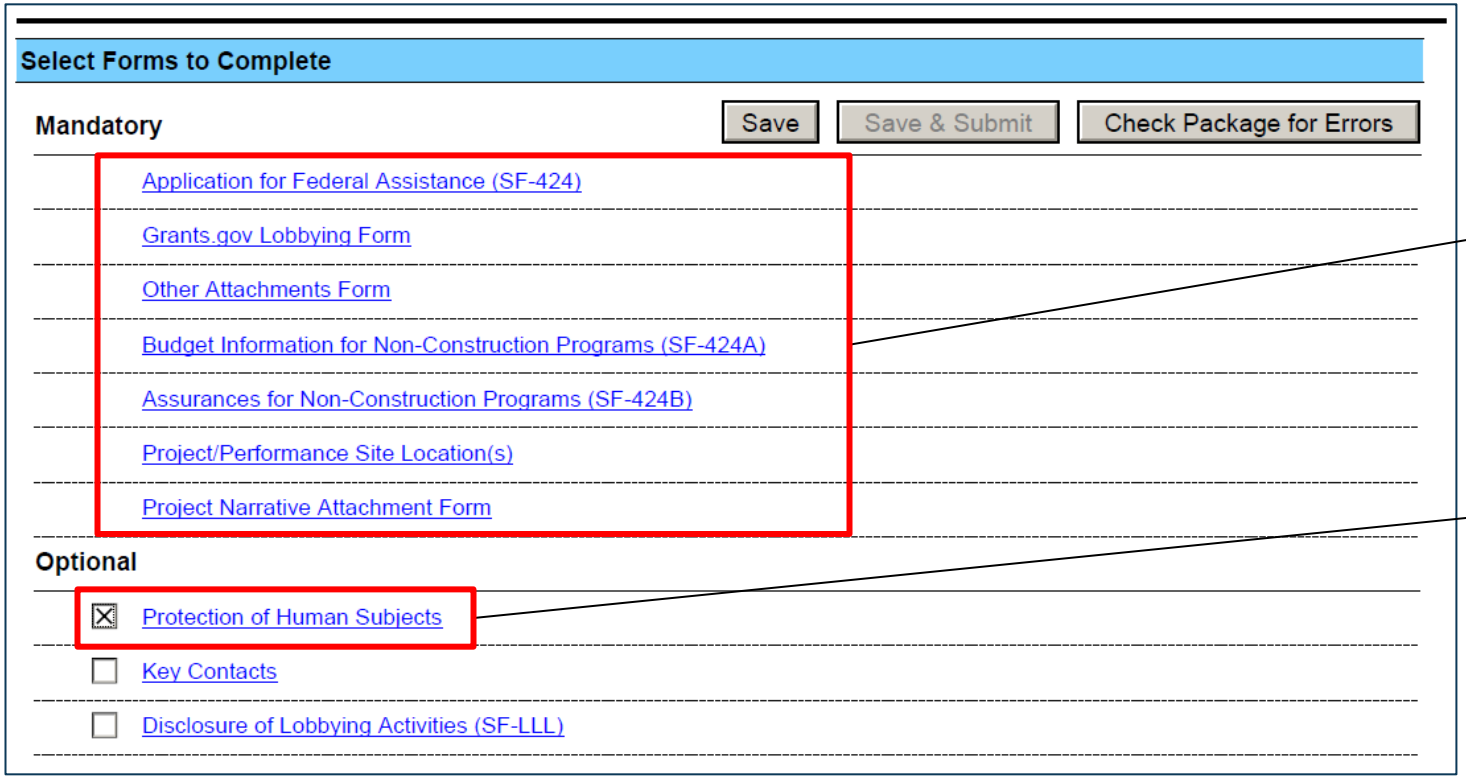
- Requires Adobe Reader which is a free download from Adobe.com
- Can be saved to your computer

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

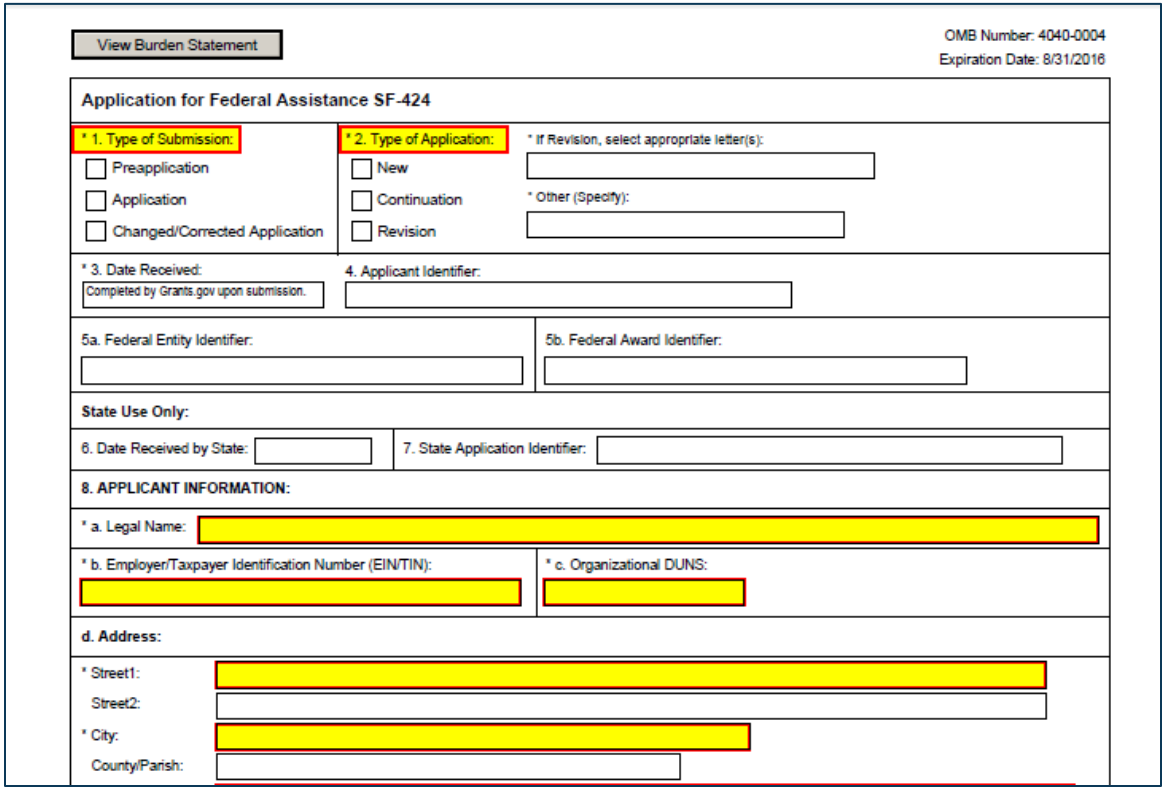


Click on a mandatory form to begin working.

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

Navigating the Application Package

Working on Forms, Part 3



View Burden Statement

OMB Number: 4040-0004
Expiration Date: 8/31/2016

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:

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.

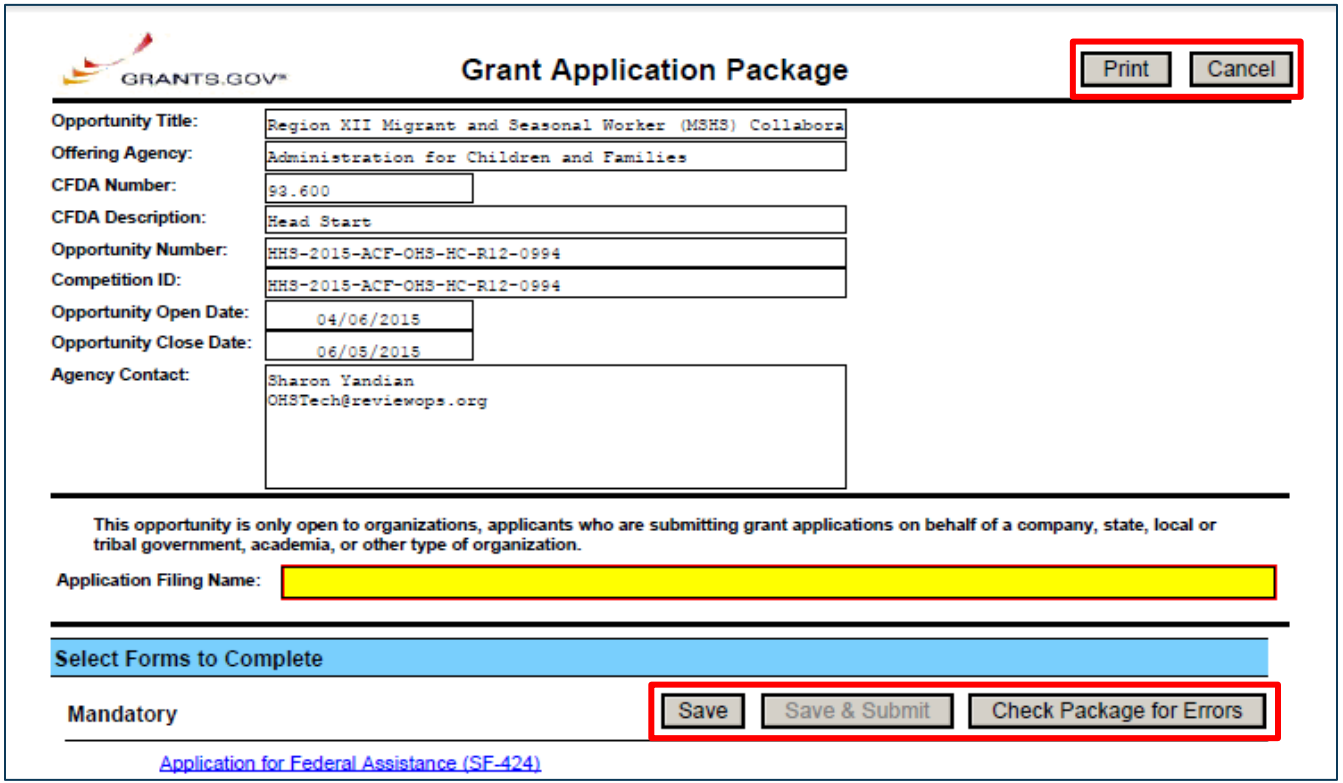
Further Resources

- Download an Application Package help article
- Complete an Application help article

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:

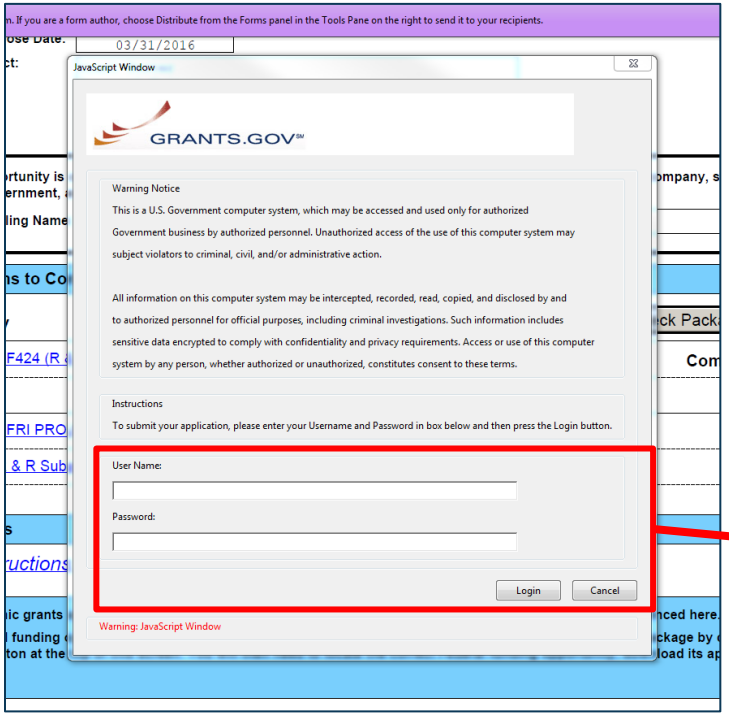
- Save
- Check Package for Errors
- Print your application

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.

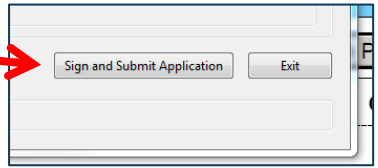
Submitting a Legacy Application Package

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

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

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

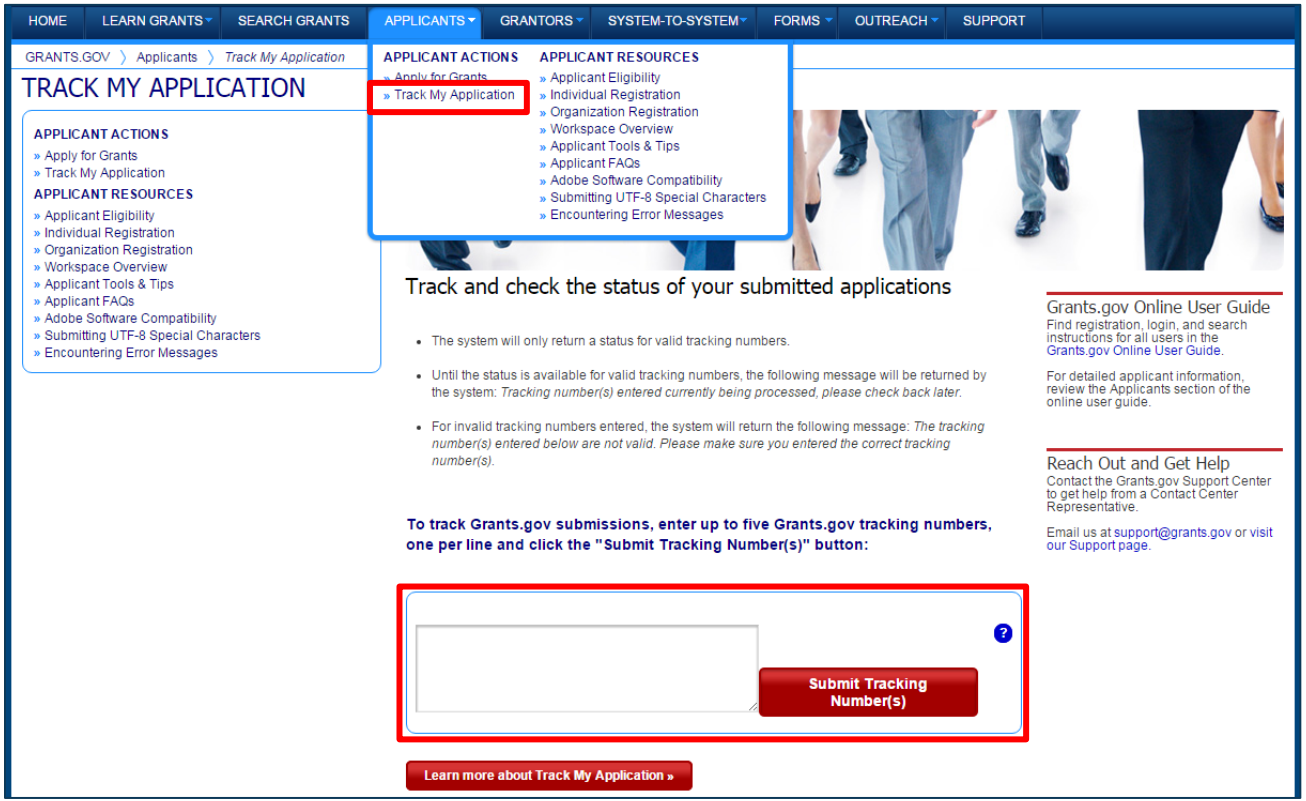
- The Agency has picked up your application from Grants.gov

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

Tips for Applicants

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)

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/