Grants.gov Applicant Overview

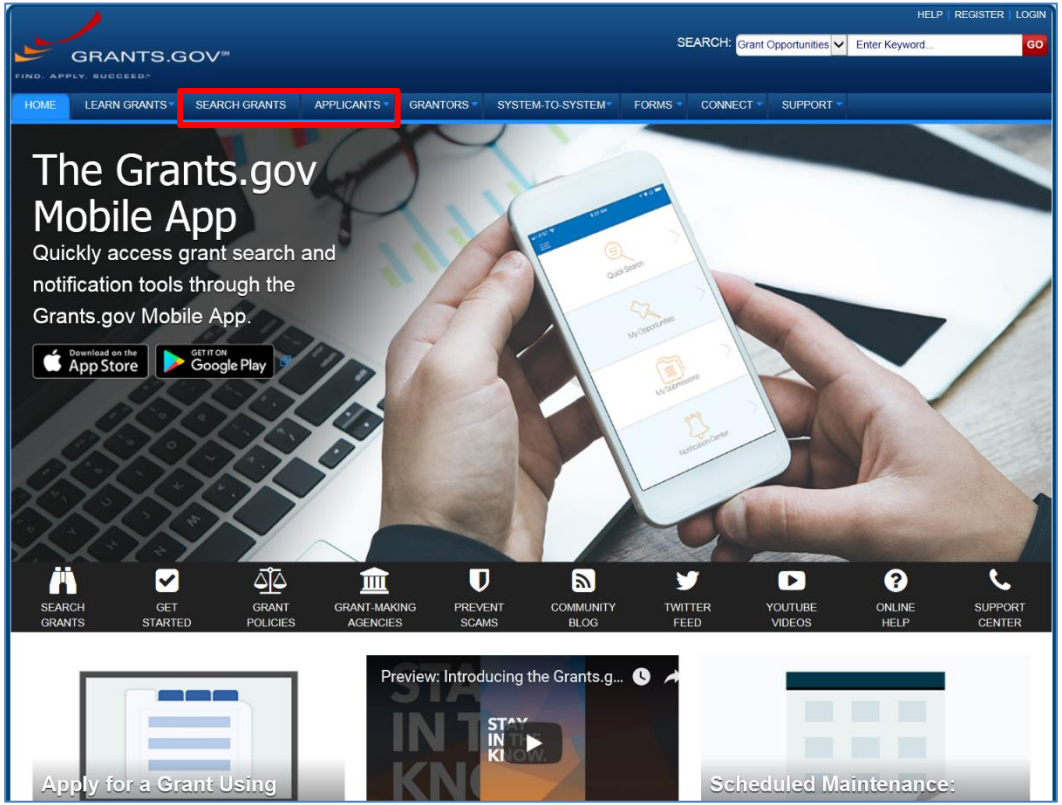
Training Topics

- Navigating Grants.gov
- Registration
- Search Grants
- What's In a Funding Opportunity?
- Applying with Workspace
- Track Application Submission
- Tips and Support Resources

Navigating Grants.gov

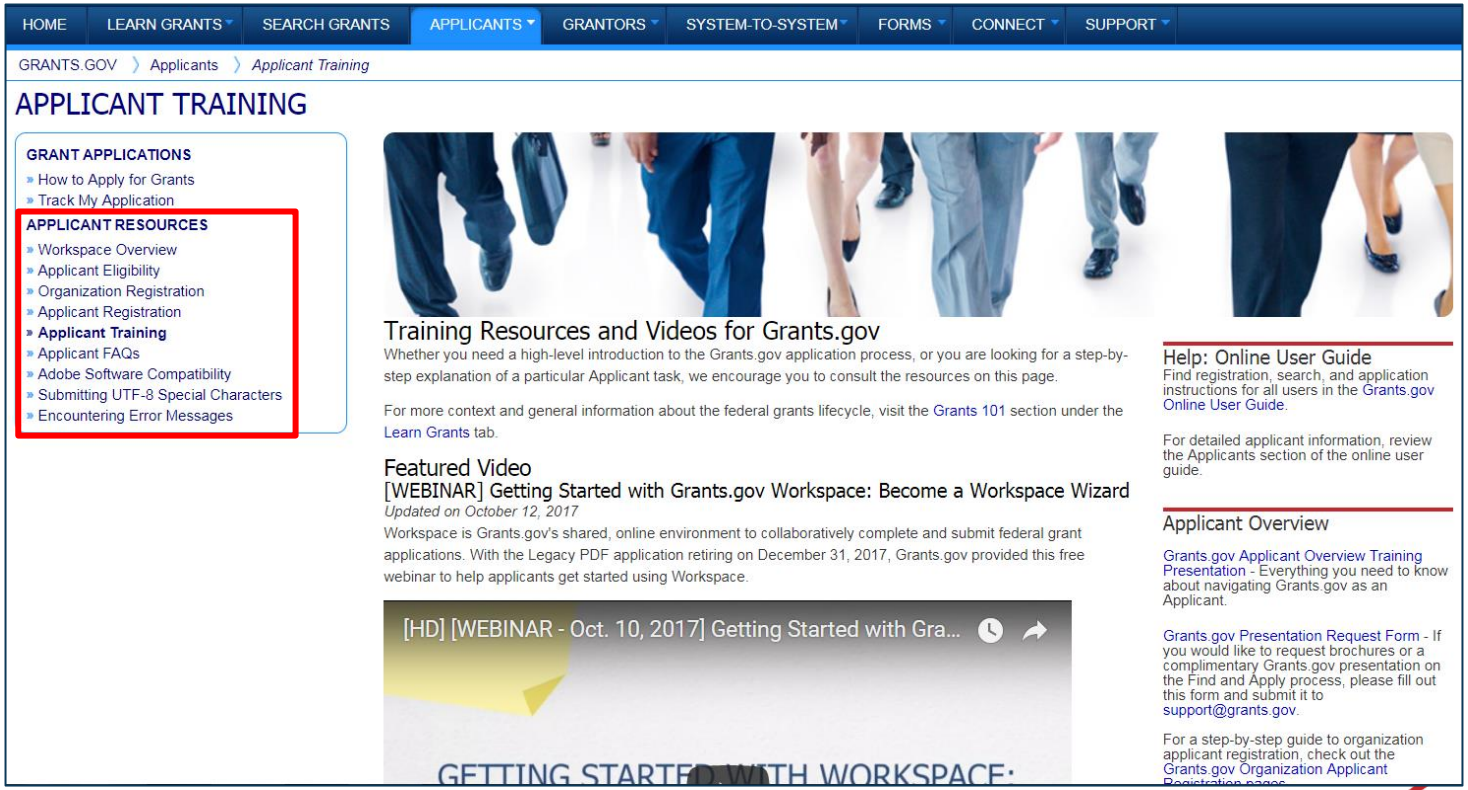
Navigating Grants.gov

Search Grants and Applicant Tabs on the Homepage



Navigating Grants.gov

Applicant Resources: Videos, User Guide, Training Content, FAQs and More



Navigating Grants.gov

Highlights from the Learn Grants tab

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

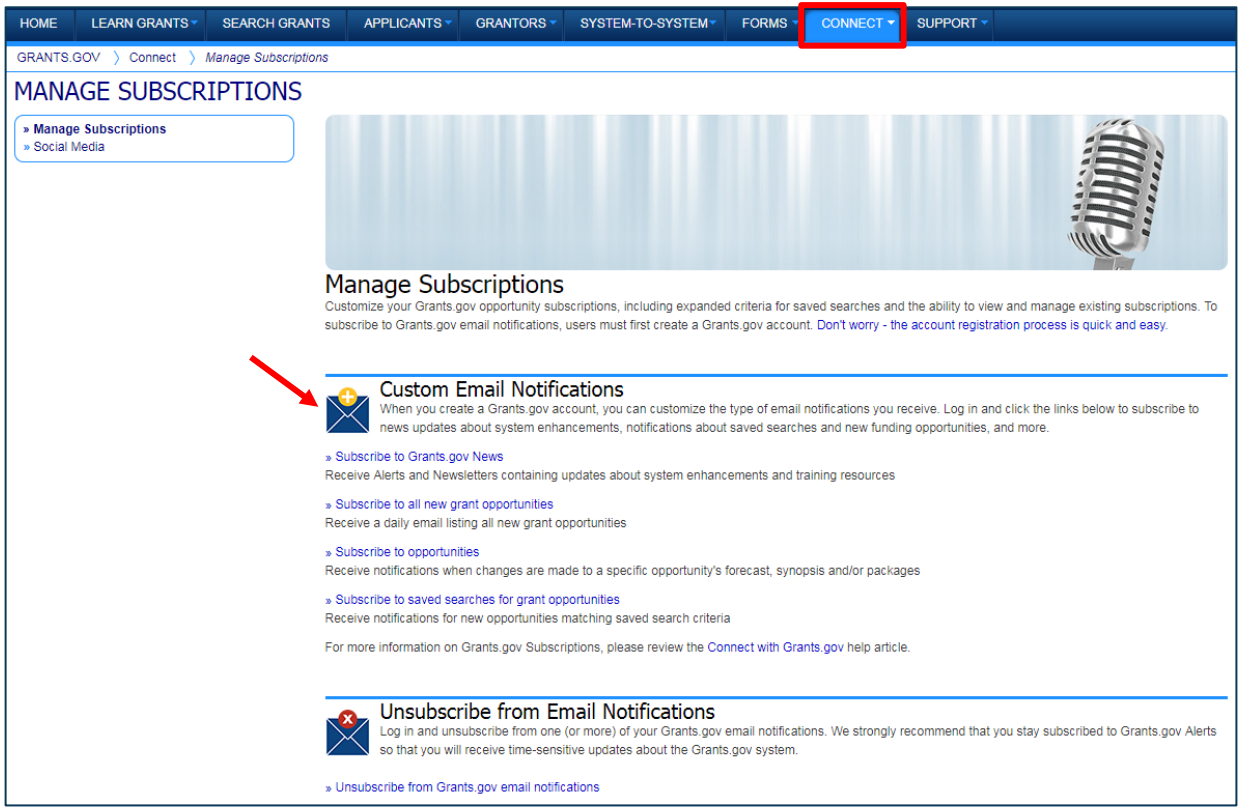
Grant Policies: Summaries and tables explaining how federal grant policies are formed

Grant Terminology: Essential terms and definitions from the Common Data Element Repository Library (CDER Library)

Grant Events: Upcoming grant trainings, conferences, and webinars

Navigating Grants.gov

Subscriptions and Email Notifications

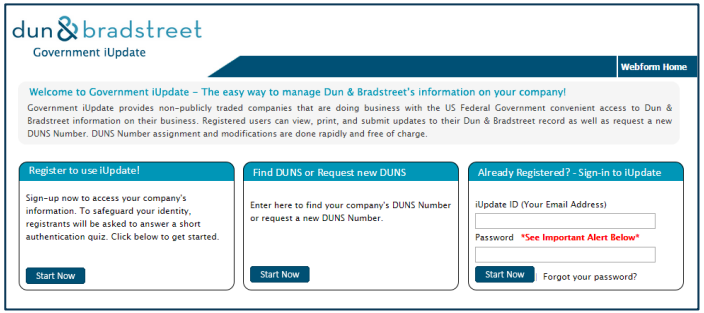


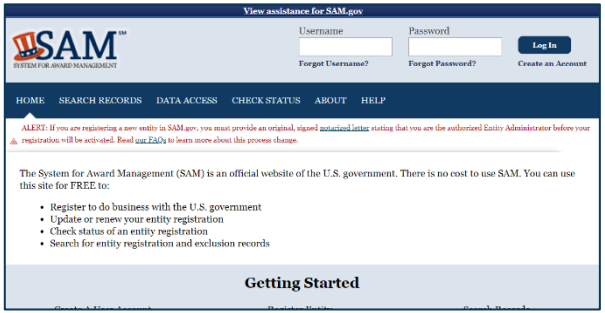
GRANTS.GOV℠

Registration

Registration: Before Grants.gov

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



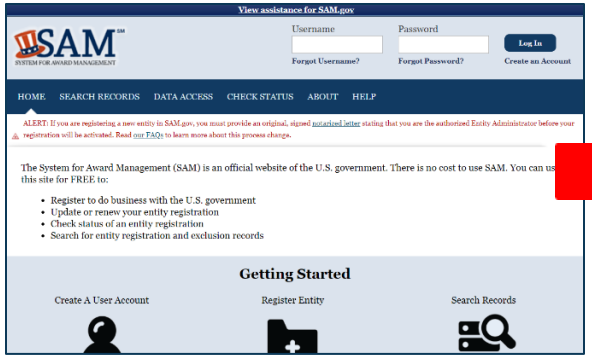


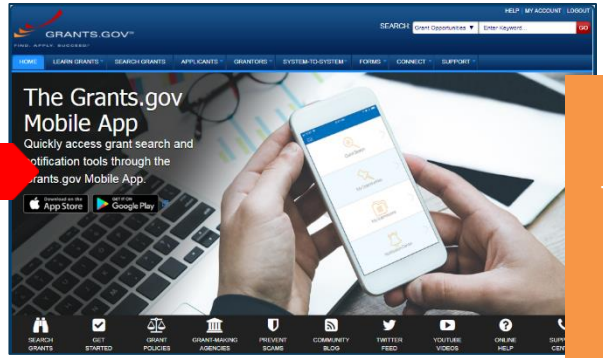
- Register with DNB at https://fedgov.dnb.com/webform
- Requires TIN from IRS and organization information
- You will be issued a **DUNS Number**
- ~1 – 2 business days

- 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
- ~7-10 business days after completely registering, including submitting notarized letter to SAM

Registration: Before Grants.gov

SAM and Grants.gov





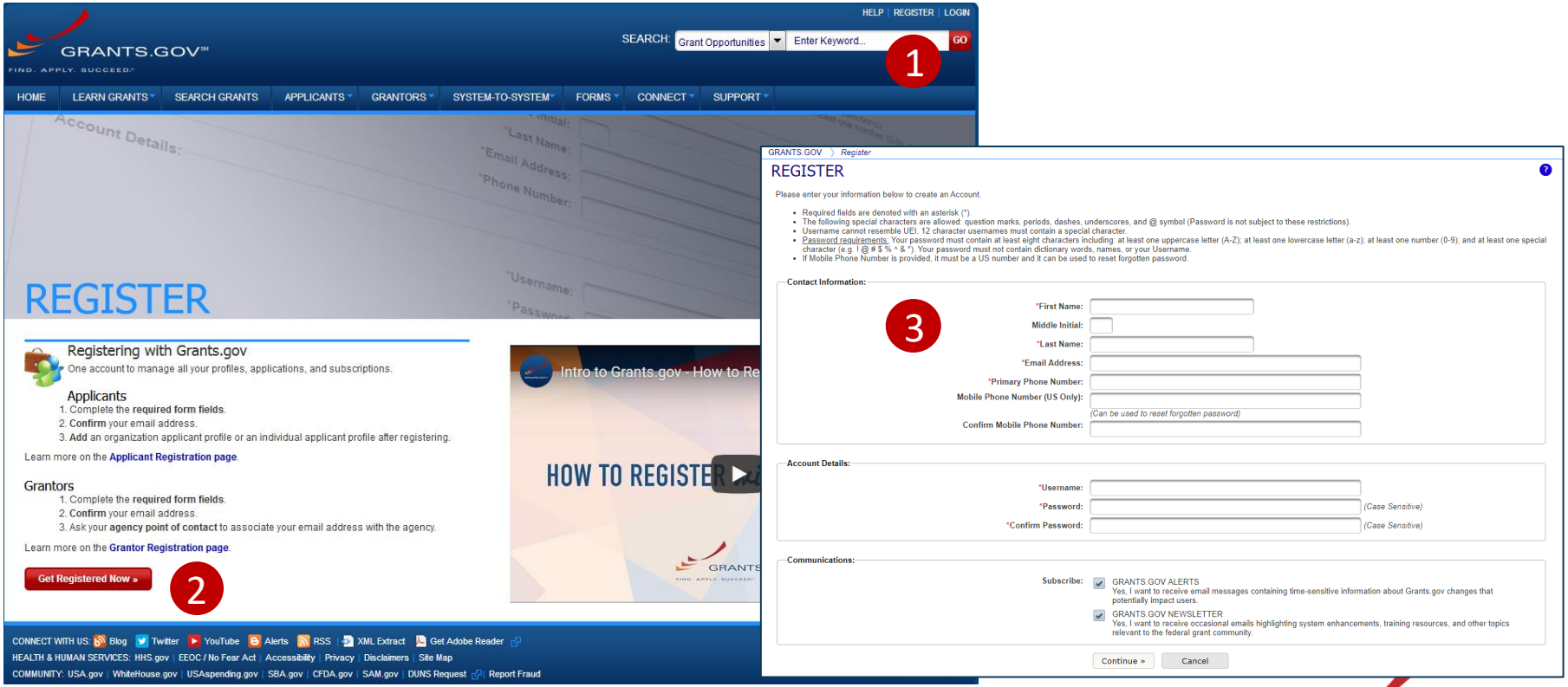
- Organization data and EBiz POC information are transferred electronically from SAM to Grants.gov
- Applicants within the organization can add a new profile to their account to associate with the organization
- For the latest SAM.gov updates, go here: https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update
- **NOTE: SAM registration must be renewed annually**

Unique Entity Identifier (UEI)

The System for Award Management (SAM) plans to begin issuing the Unique Entity Identifier (UEI), the new "official identifier for doing business with the U.S. Government," in the coming months. Grants.gov has begun preparing for this transition by educating users about the upcoming changes and updating field labels and references to the DUNS Number (the current identifier) within the Grants.gov system. **Users should continue using the DUNS Number in UEI fields until further notice.** To learn more about SAM's rollout of the UEI, please visit **gsa.gov/entityid**.

Registration: Grants.gov Account

Accounts enable subscription management



GRANTS.GOV℠

Registration: Grants.gov Roles

EBiz Point of Contact, AOR role, Workspace Manager role

Each **organization** has one EBiz POC

EBiz POCs assigned in SAM.gov

EBIZ

EBiz POC assigns roles: AOR or Workspace Manager

AOR

Users with **Standard AOR role** can submit applications

One organization can have many users with AOR role

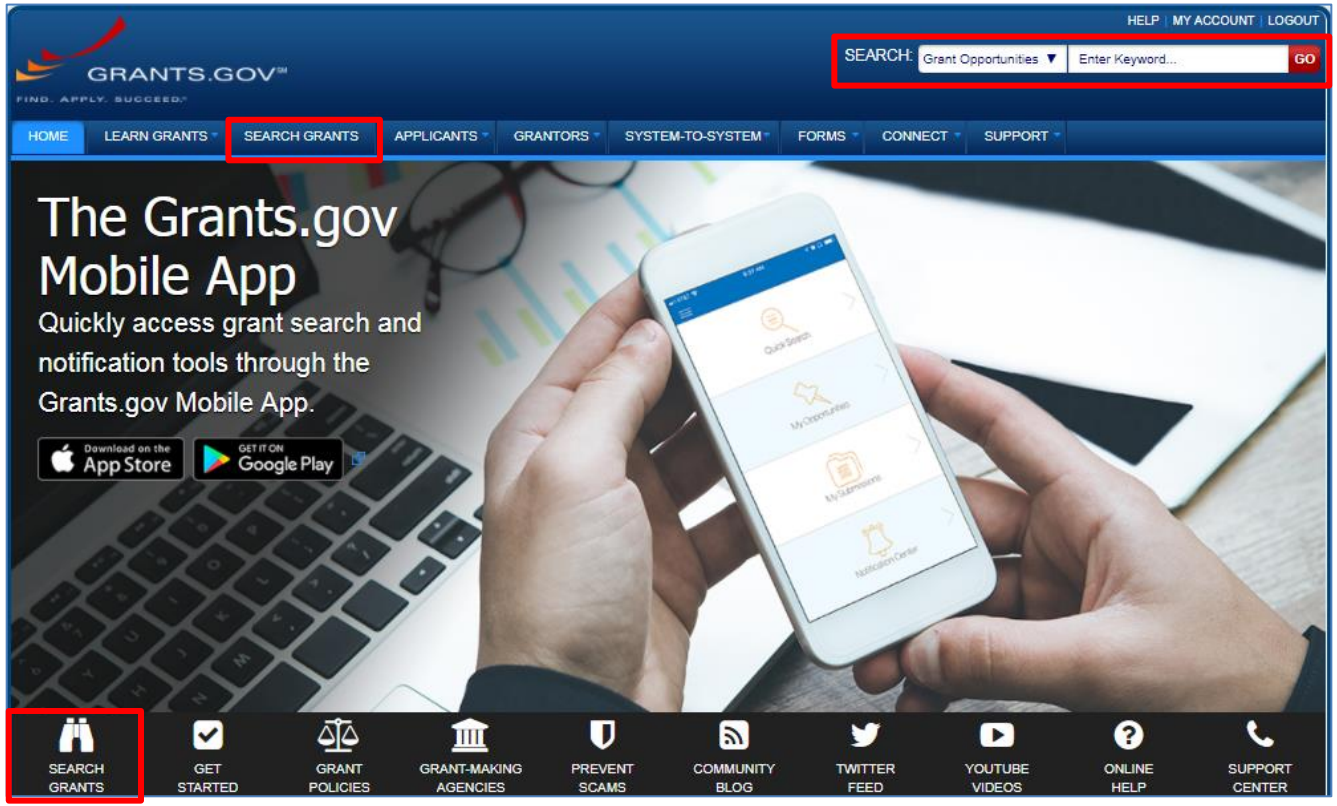
WM

Users with **Workspace Manager role** can create workspaces

Search Grants

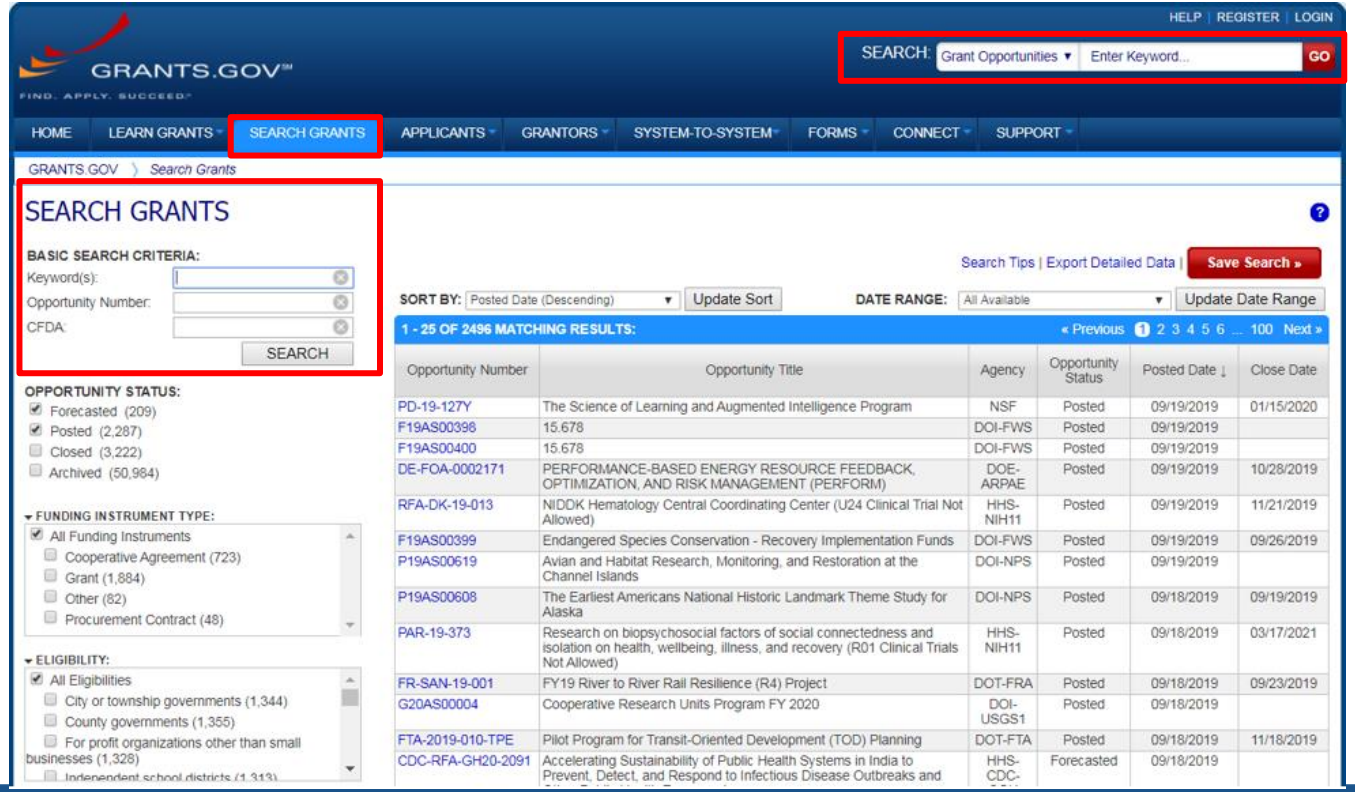
Searching for Funding Opportunities

Using the Grants.gov Search Fields



Searching for Funding Opportunities

Find – Basic Search



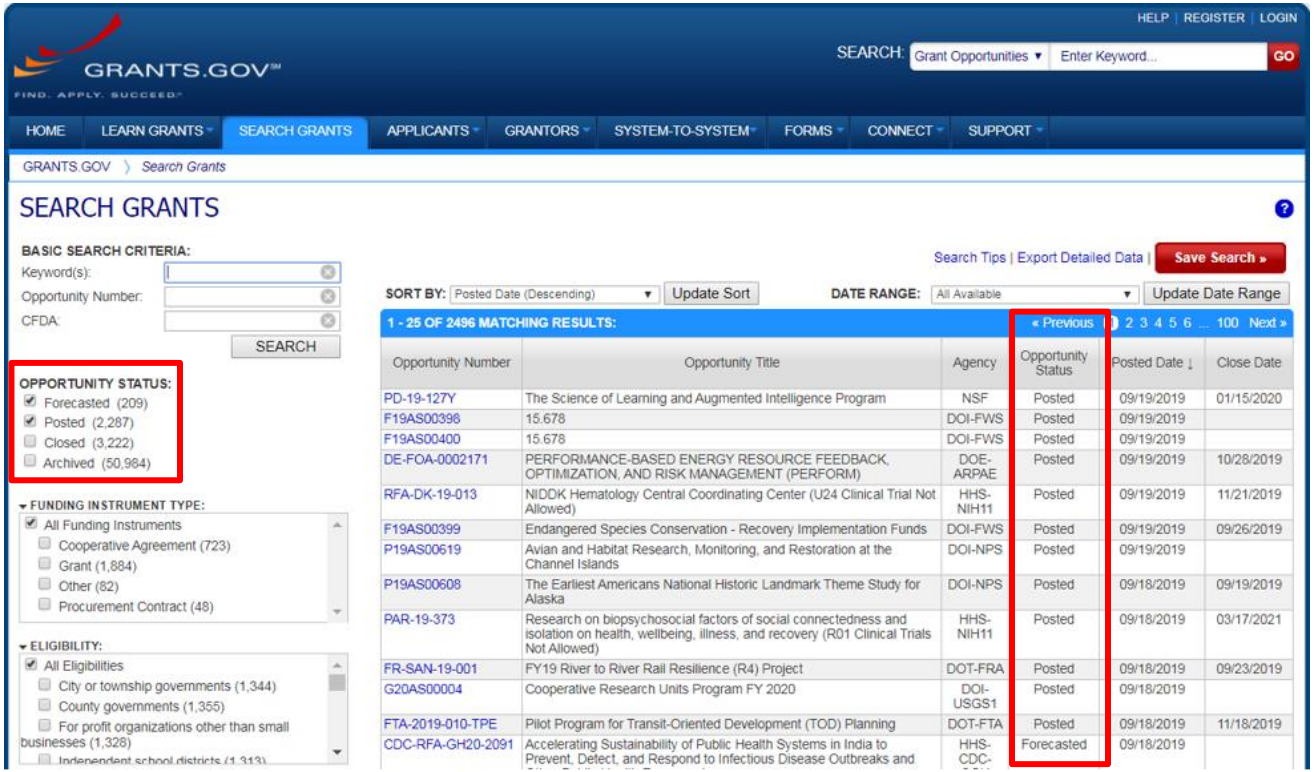
Search for grants and forecasts by entering a keyword.

In Search Grants tab, search by:

- Keyword
- Opportunity Number
- CFDA Number or Title

Searching for Funding Opportunities

Opportunity Status



Select the Opportunity Status to find what you are looking for:

Forecasted - Potential grants in the near future

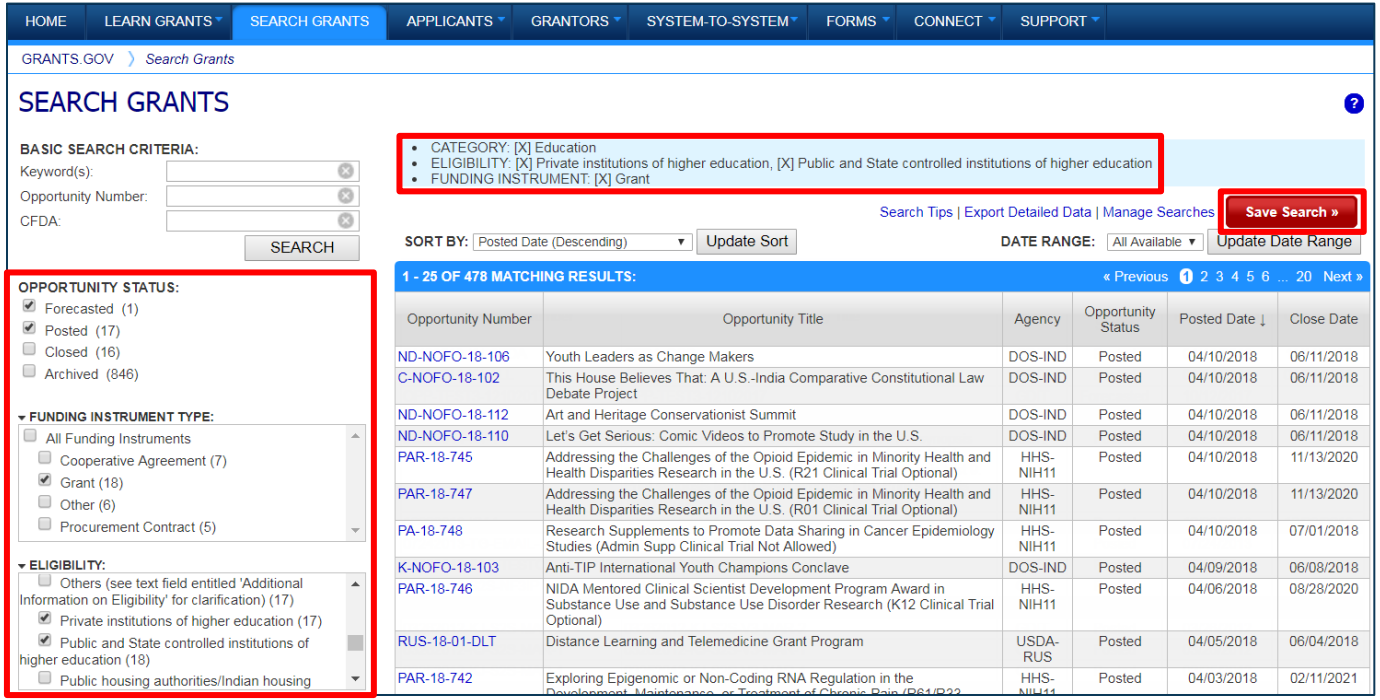
Posted - Currently open grants

Closed - Recently ended grants

Archived - Past grants available for reference

Searching for Funding Opportunities

Sign In and Save Your Search



Refine your search by selecting criteria options:

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

Click Save Search button to store this set of search criteria to receive emails

Click Manage Searches link to review your saved searches

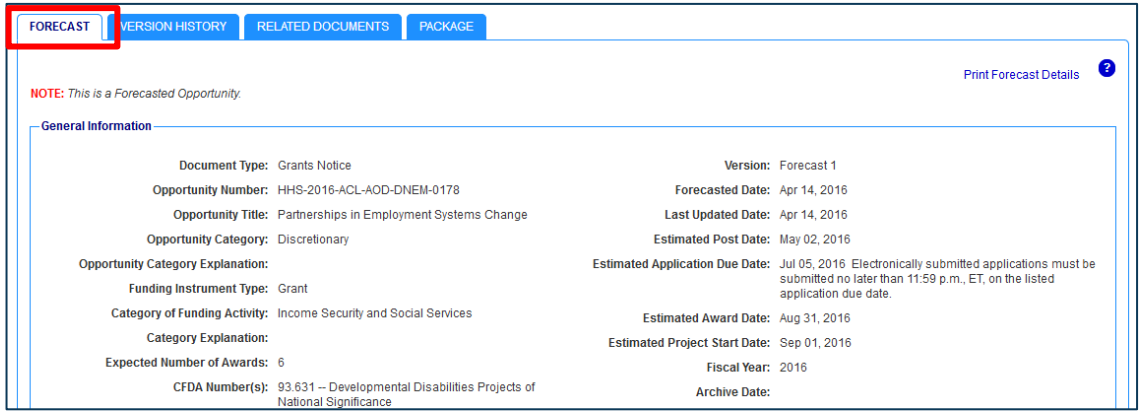
What's in a Funding Opportunity?

What's in a Funding Opportunity?

Forecast

A Forecast is a projection of an estimated funding opportunity. Contains information, such as:

- Estimated Post and Due Dates
- Estimated Program Funding Amount
- Estimated Award Date

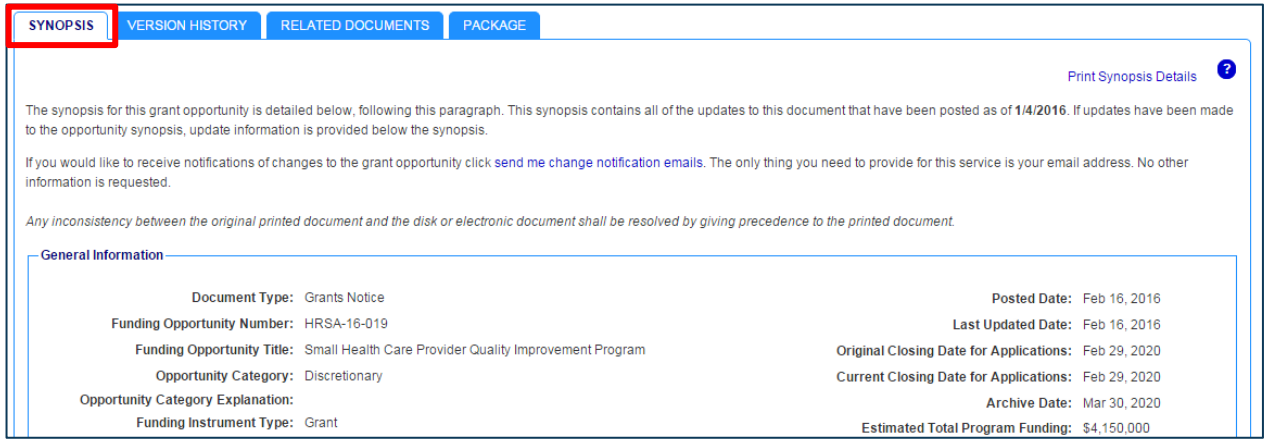


What's in a Funding Opportunity?

Synopsis

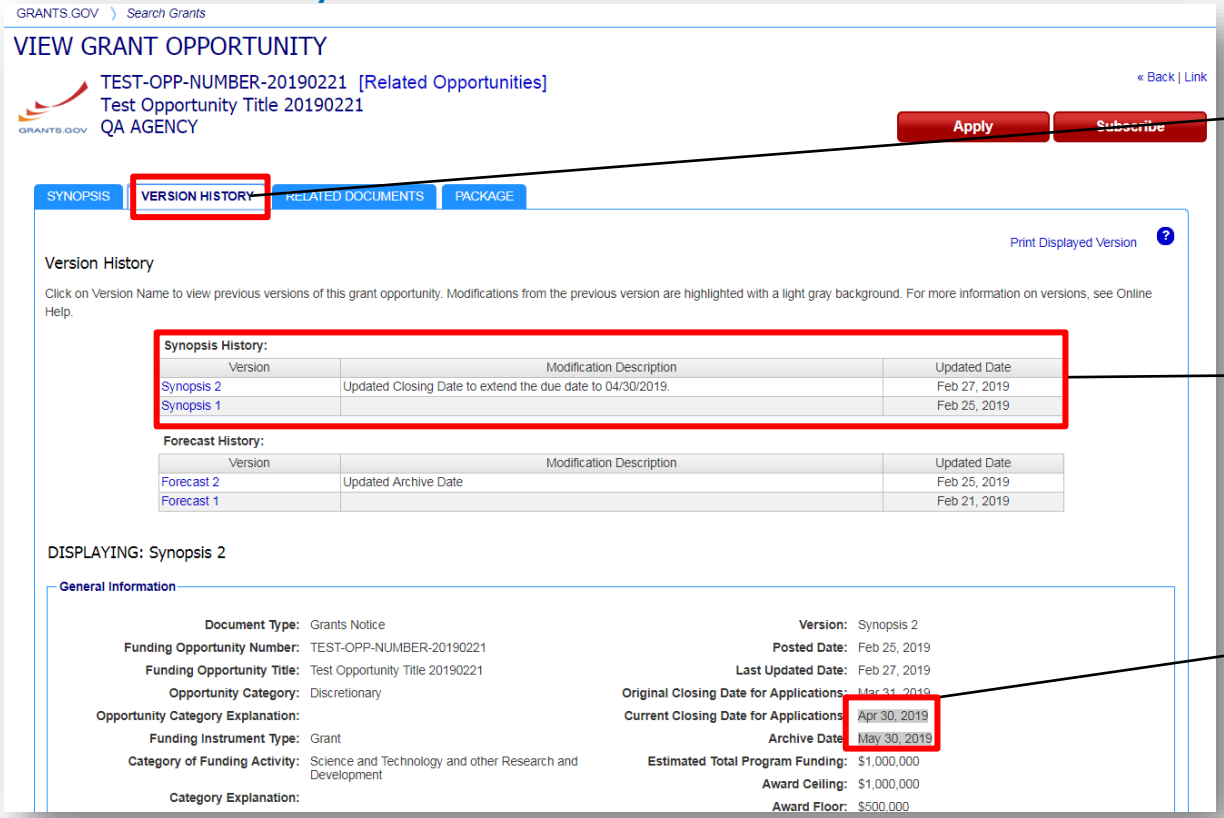
The Synopsis contains basic information about the funding opportunity, such as:

- Funding Opportunity Number
- Open/Close date
- Program Funding Amount
- Number of Awards



What's in a Funding Opportunity?

Version History



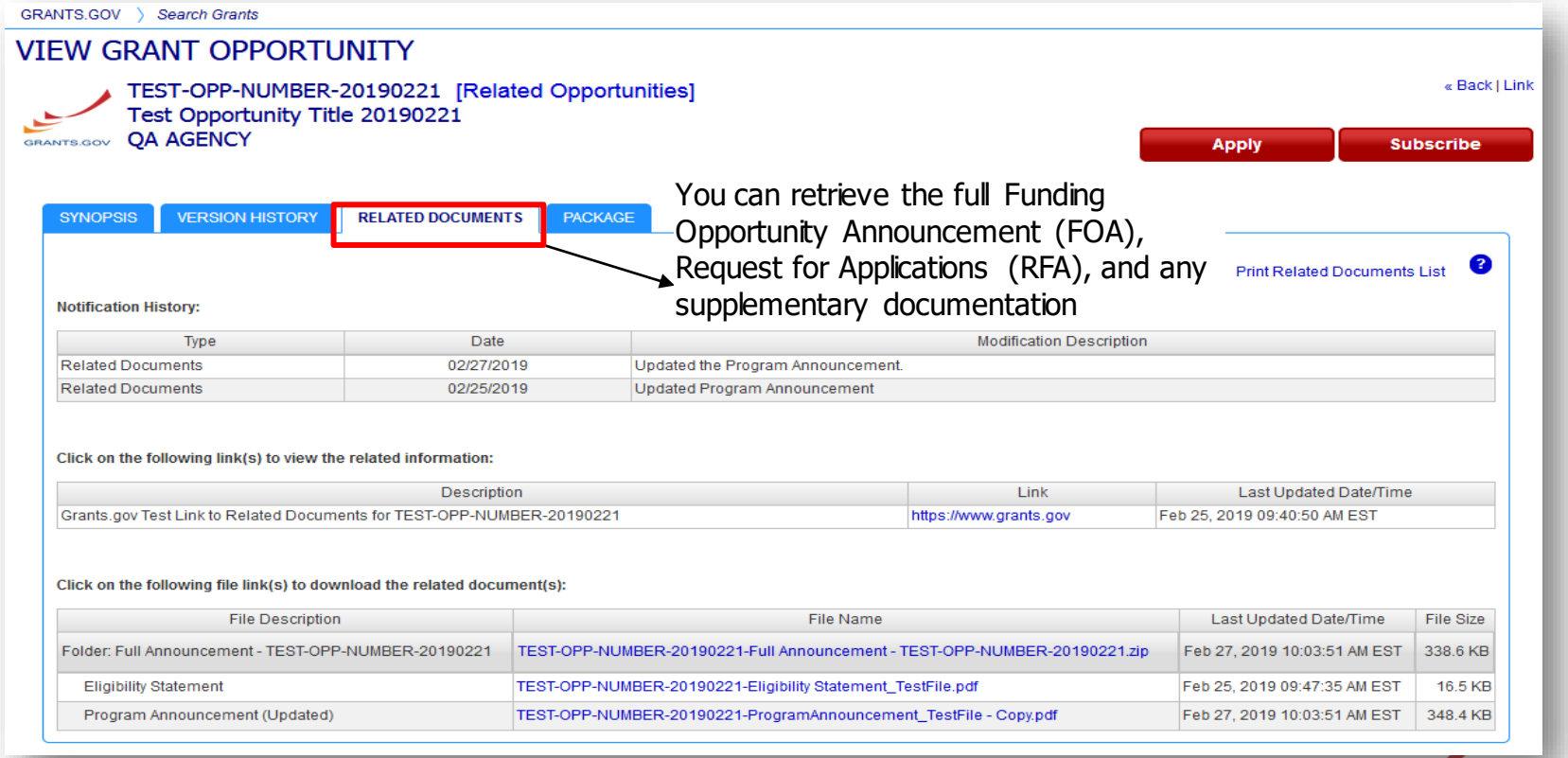
The Version History displays a table with synopsis modifications

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



GRANTS.GOV 〉 *Search Grants*

VIEW GRANT OPPORTUNITY

TEST-OPP-NUMBER-20190221 [Related Opportunities]
Test Opportunity Title 20190221
QA AGENCY

« Back | Link

Apply | Subscribe

SYNOPSIS | VERSION HISTORY | RELATED DOCUMENTS | PACKAGE

You can retrieve the full Funding Opportunity Announcement (FOA), Request for Applications (RFA), and any supplementary documentation

Print Related Documents List

Notification History:

Type	Date	Modification Description
Related Documents	02/27/2019	Updated the Program Announcement.
Related Documents	02/25/2019	Updated Program Announcement

Click on the following link(s) to view the related information:

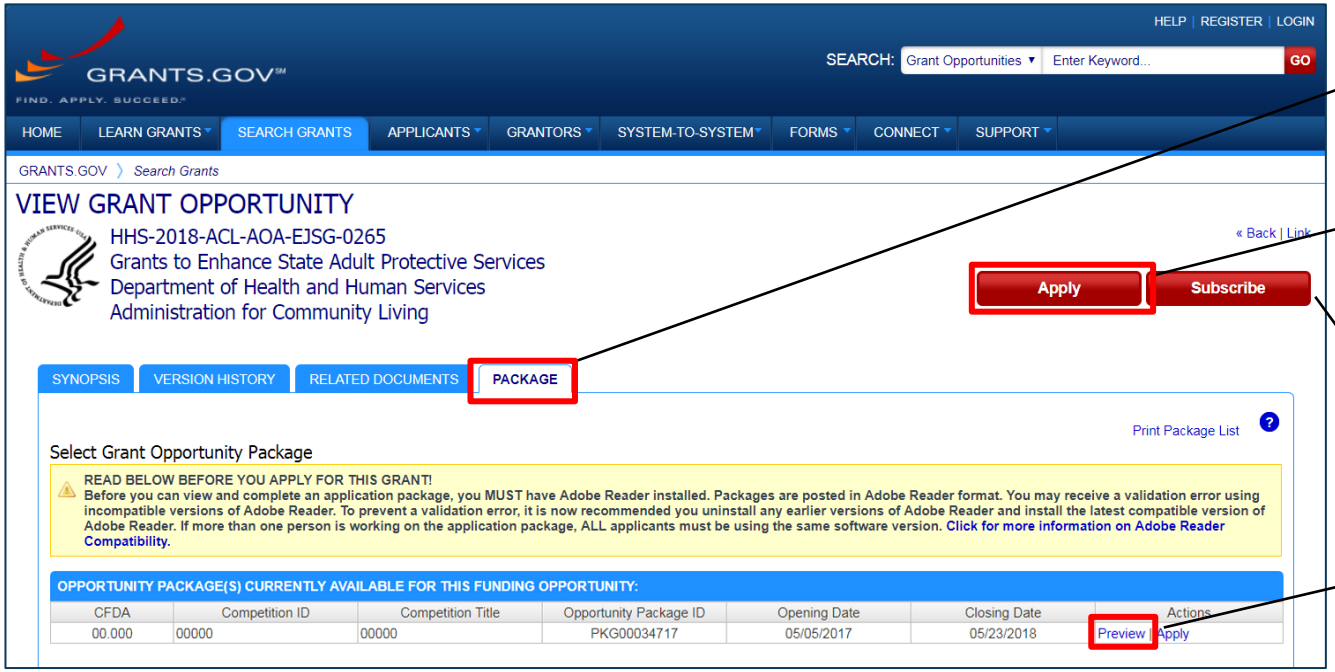
Description	Link	Last Updated Date/Time
Grants.gov Test Link to Related Documents for TEST-OPP-NUMBER-20190221	https://www.grants.gov	Feb 25, 2019 09:40:50 AM EST

Click on the following file link(s) to download the related document(s):

File Description	File Name	Last Updated Date/Time	File Size
Folder: Full Announcement - TEST-OPP-NUMBER-20190221	TEST-OPP-NUMBER-20190221-Full Announcement - TEST-OPP-NUMBER-20190221.zip	Feb 27, 2019 10:03:51 AM EST	338.6 KB
Eligibility Statement	TEST-OPP-NUMBER-20190221-Eligibility Statement_TestFile.pdf	Feb 25, 2019 09:47:35 AM EST	16.5 KB
Program Announcement (Updated)	TEST-OPP-NUMBER-20190221-ProgramAnnouncement_TestFile - Copy.pdf	Feb 27, 2019 10:03:51 AM EST	348.4 KB

What's in a Funding Opportunity?

Workspace Application and Instructions



Click the Package tab to preview the application package forms

Log in to create a workspace to apply

Sign up for emails of changes made to this funding opportunity

Click Preview link to access read-only forms and application instructions

*Any Closed packages associated with the FOA will be listed near the bottom of the Package tab, within a separate grid. No "Apply" action will be available.

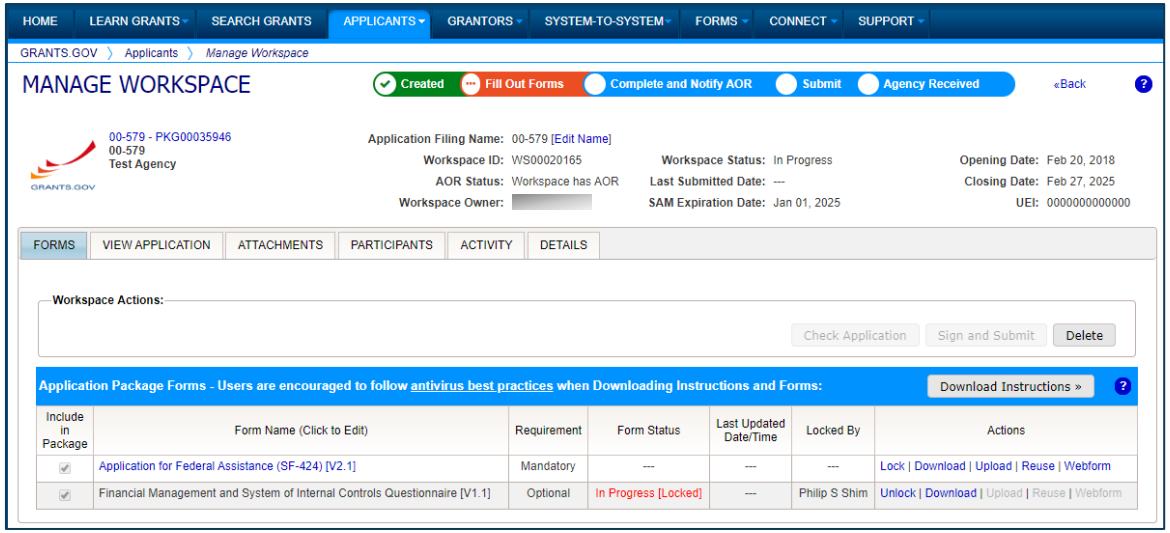
Applying with Workspace

Workspace Topics

- What is Workspace?
- Add collaborators in Participants tab
- Complete the application in the Forms tab
- Submit when you are done

What Is Grants.gov Workspace?

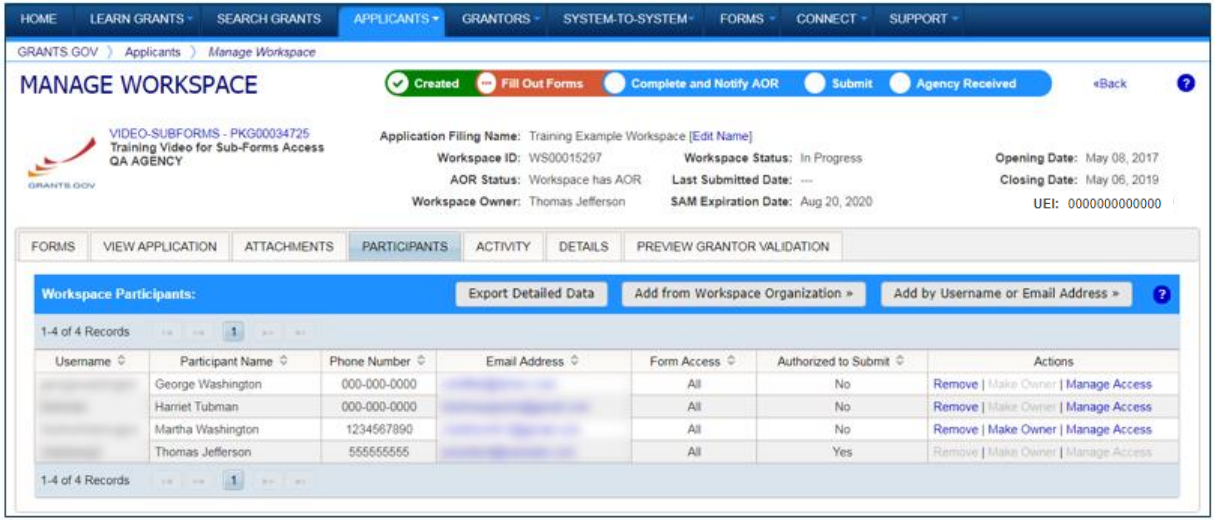
The online space on where you work on your grant application



Workspace is a **shared, online environment** where members of a grant team may simultaneously access and fill out forms within an application.

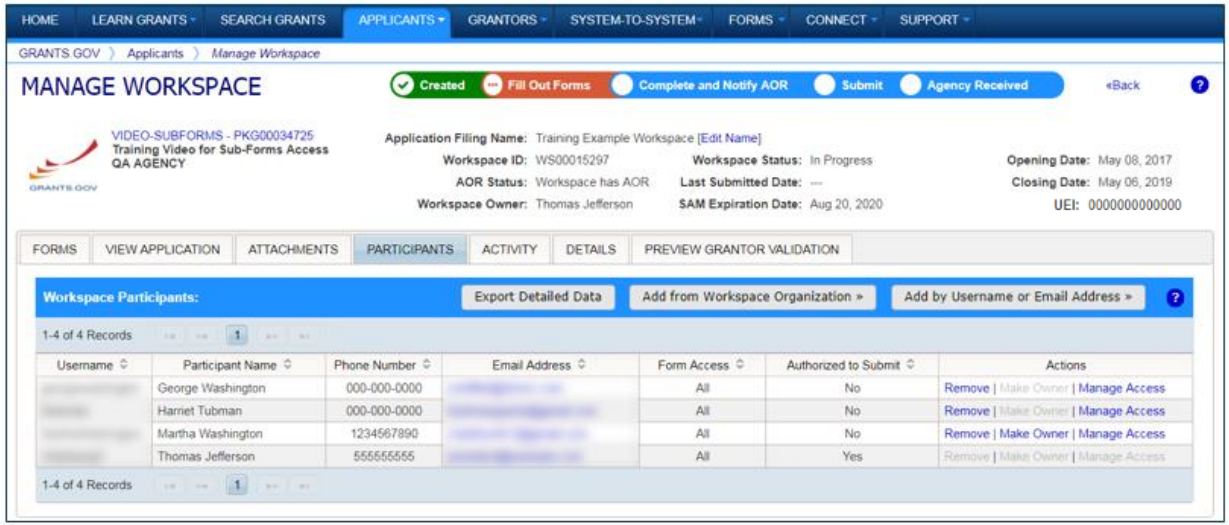
GRANTS.GOV℠

Workspace: Participants



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.

Workspace: Participants



EBIZ AOR WM

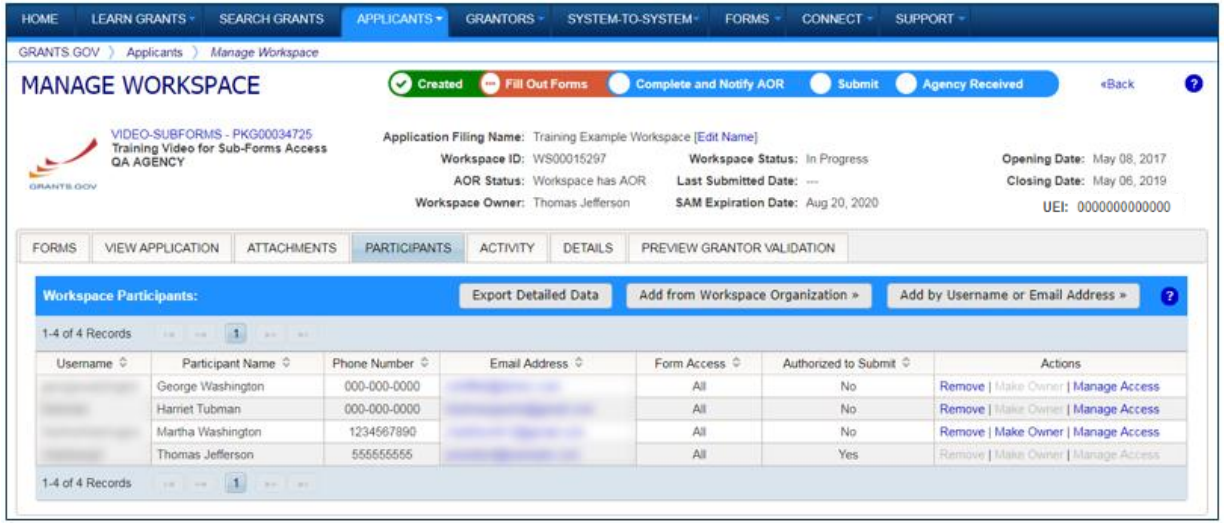
Account Types:

- E-Business Point of Contact **(EBiz POC)** Assigns roles to Organization members
- Applicant **(AOR)** Submits applications

Access Levels:

- Workspace Manager **(WM)** Creates Workspace and Adds Participants to Workspace
- Workspace Participant has no specific roles

Workspace: WM Adds Participants



Adding Participants:

Click the **Add from Workspace Organization** button to search for a user within your organization

Click the **Add by Username or Email Address** button to add a user from outside your organization

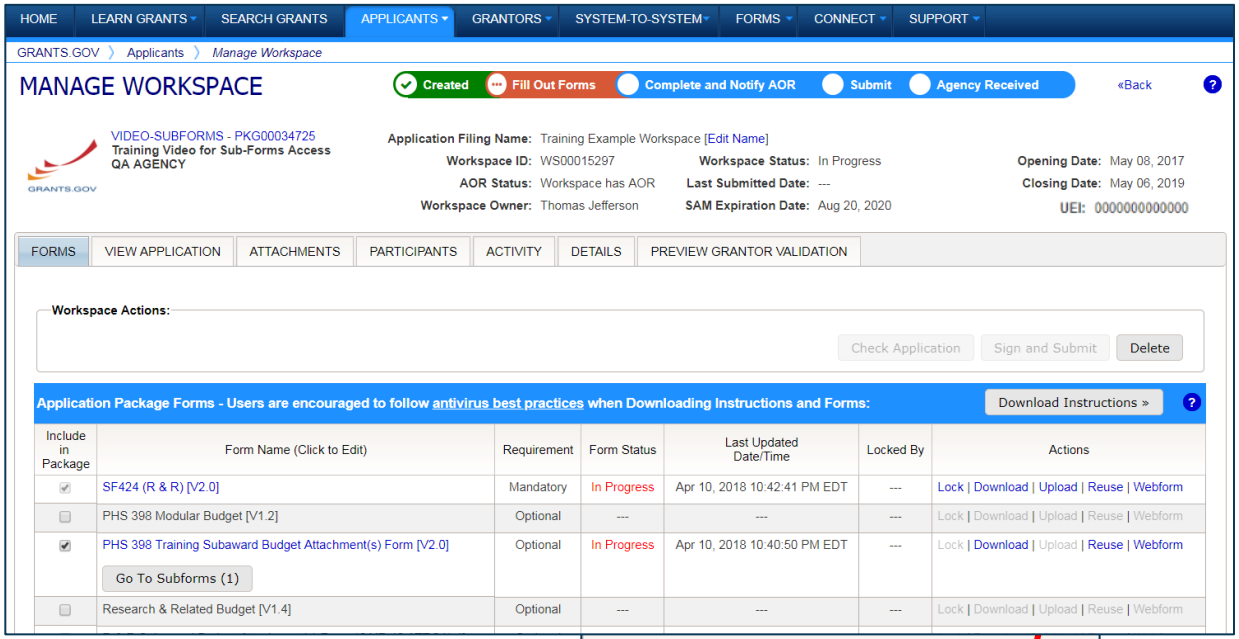
Removing Participants:

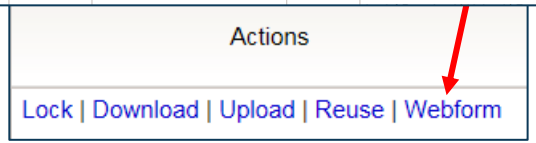
Click the **Remove** link on the Participant record in the workspace

Reassigning Ownership:

Click the **Make Owner** link in the Actions column

Completing Workspace Forms



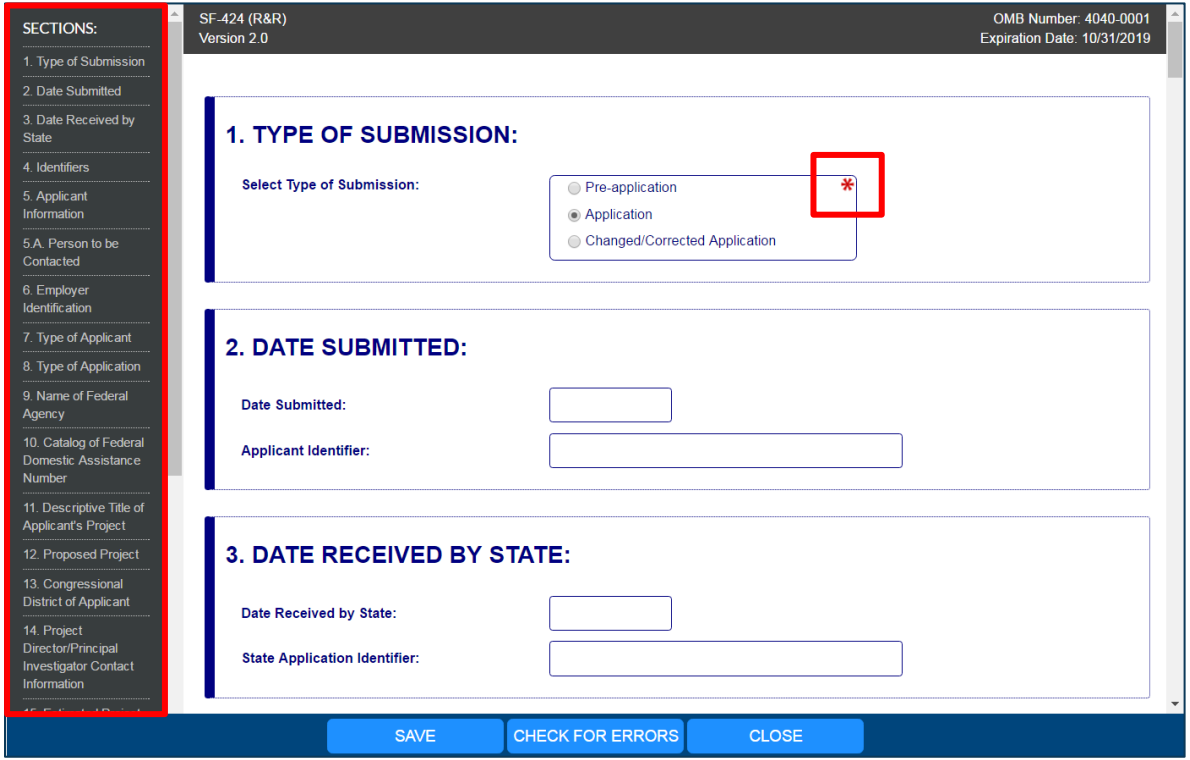


Key Actions:

- Fill out webforms (*if available*)
- Download and Upload PDF forms
- Lock/Unlock forms
- Reuse forms from other workspace

GRANTS.GOV℠

Completing Webforms

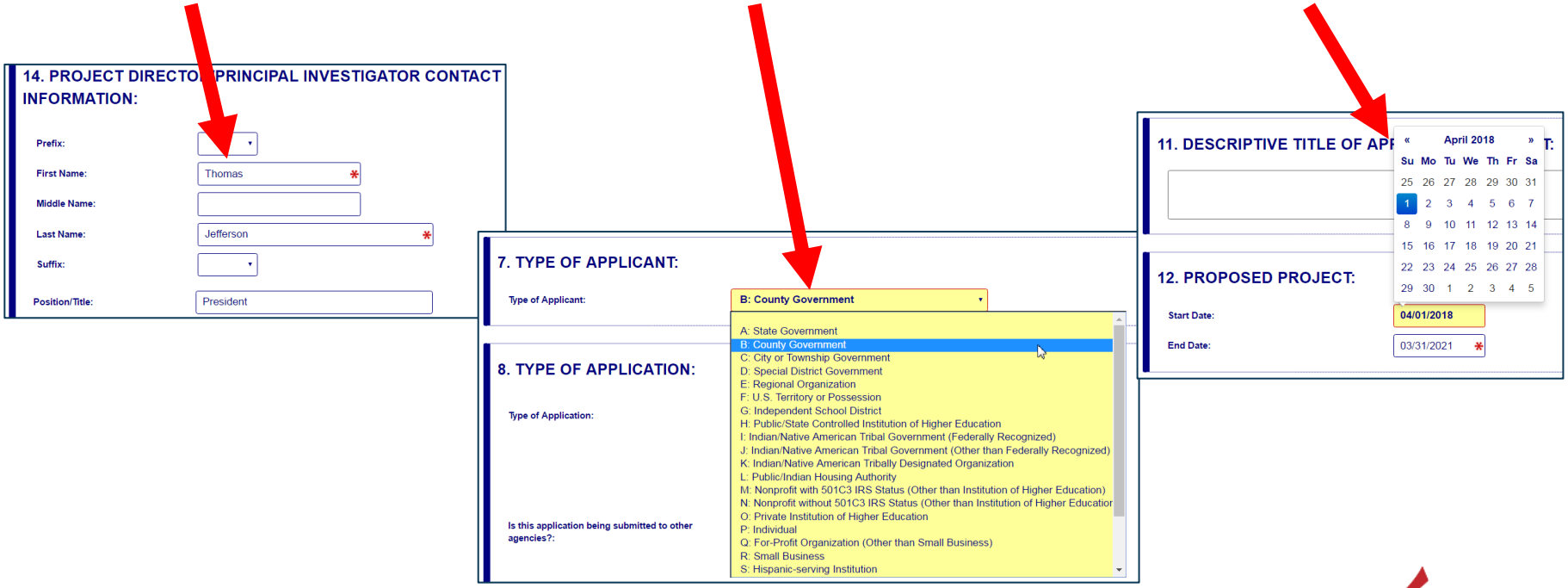


Webform Basics:

- Complete online forms in web browser
- Navigate by clicking sections
- Tab through form fields
- Required fields have red asterisk

Completing Webforms

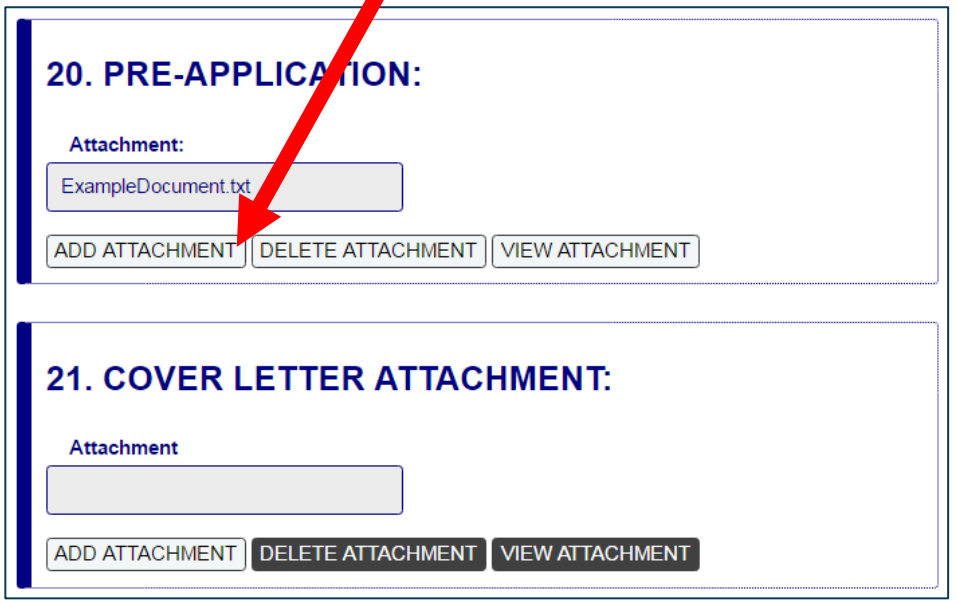
- Open text entry
- Drop-down menu
- Dates/calendar



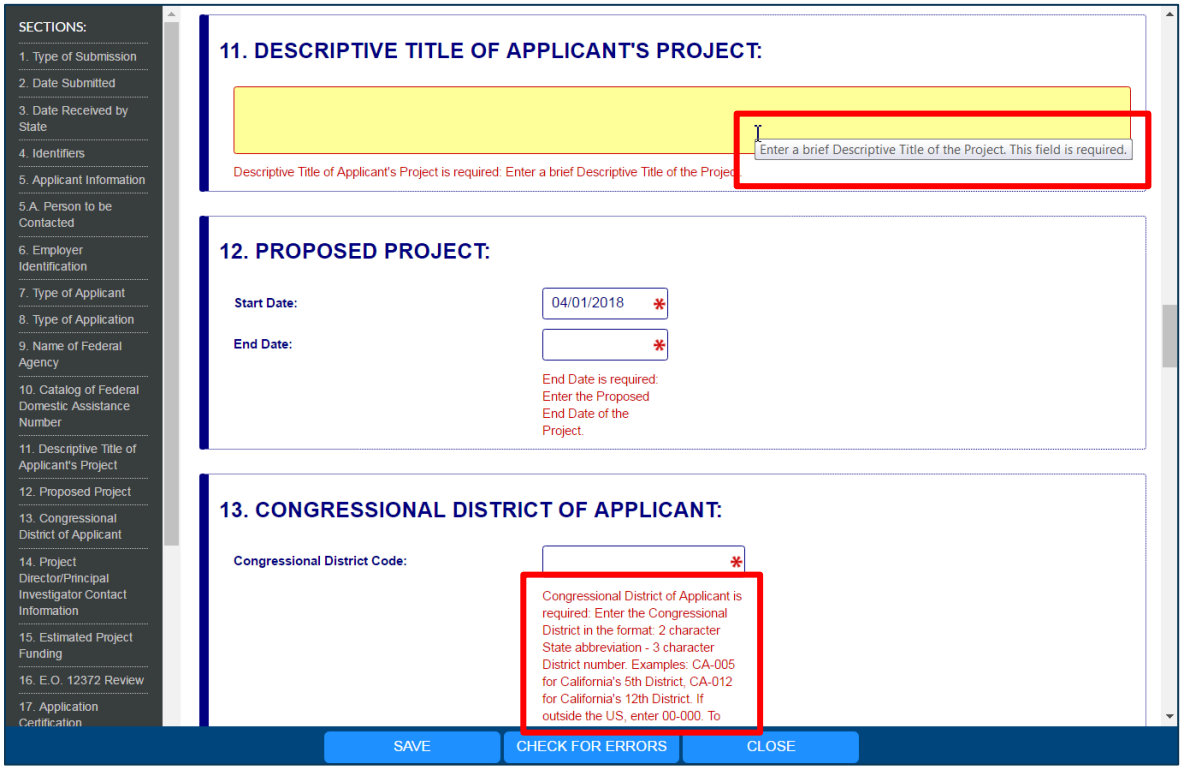
Completing Webforms

- Radio buttons (multiple choice)

- Attach files within online form



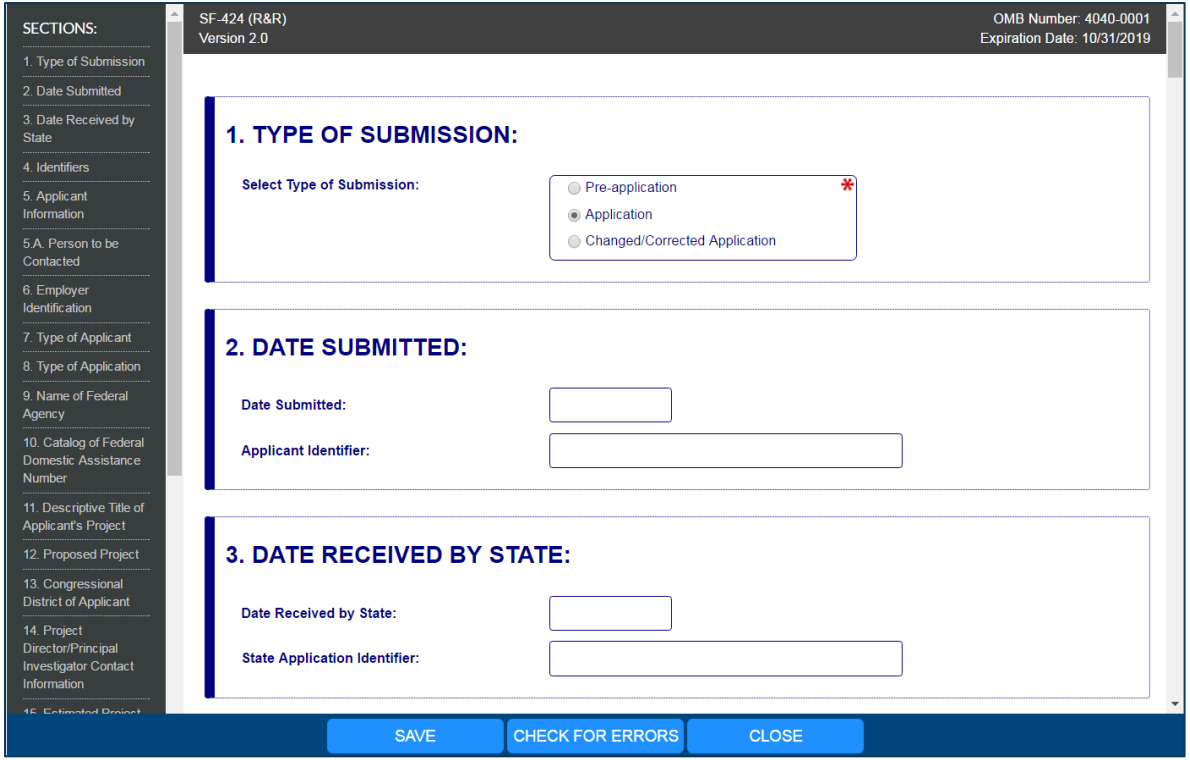
Completing Webforms



More Features:

- Hover mouse over form fields for help
- Error messages explain how to fill out form fields

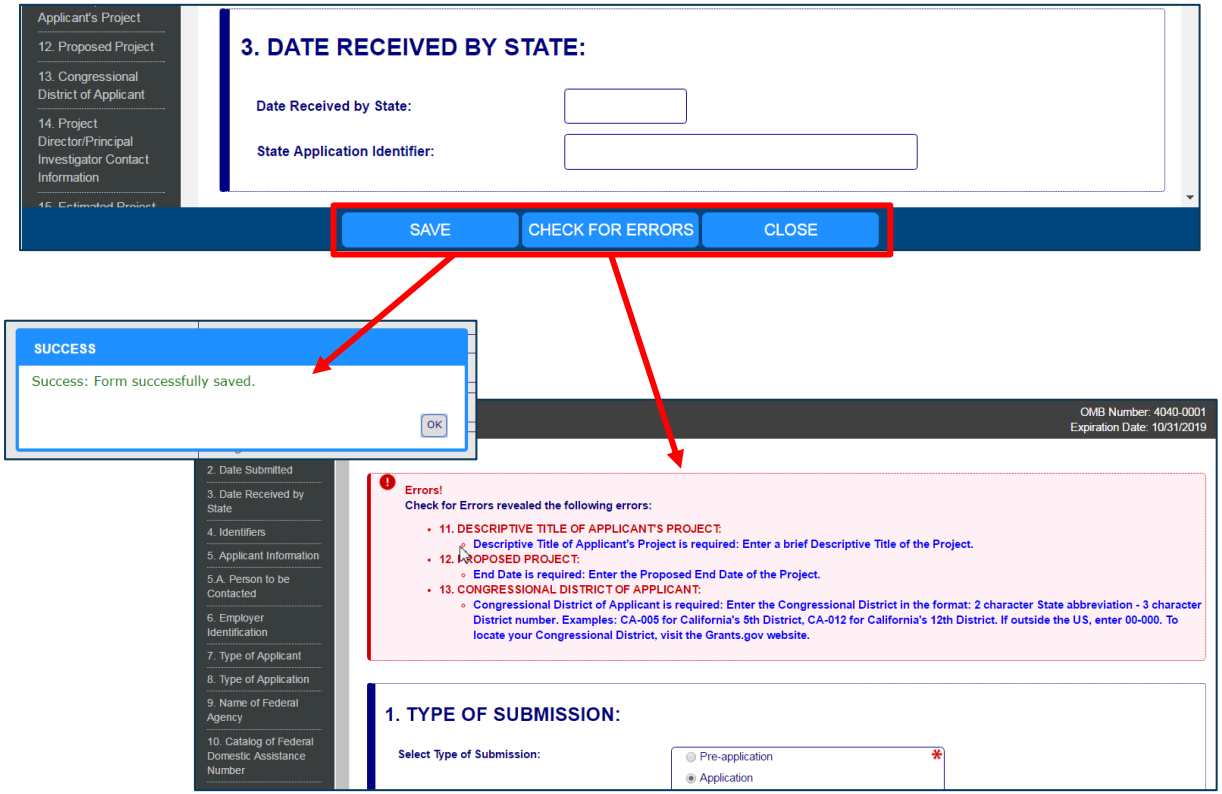
Completing Webforms



More Features:

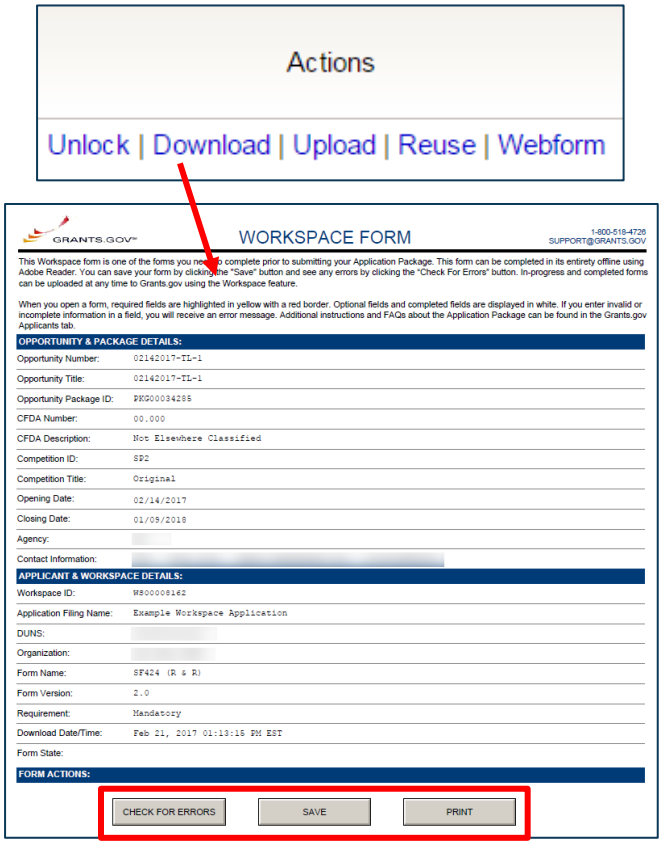
- Autosave occurs every 5 minutes
- Complete SF-424 first to pre-populate form fields and save time

Completing Webforms



- **Save**: Stores your form data & attachments to Workspace
- **Check for Errors**: Form validation & field-level errors
- **Close**: Exits the online form

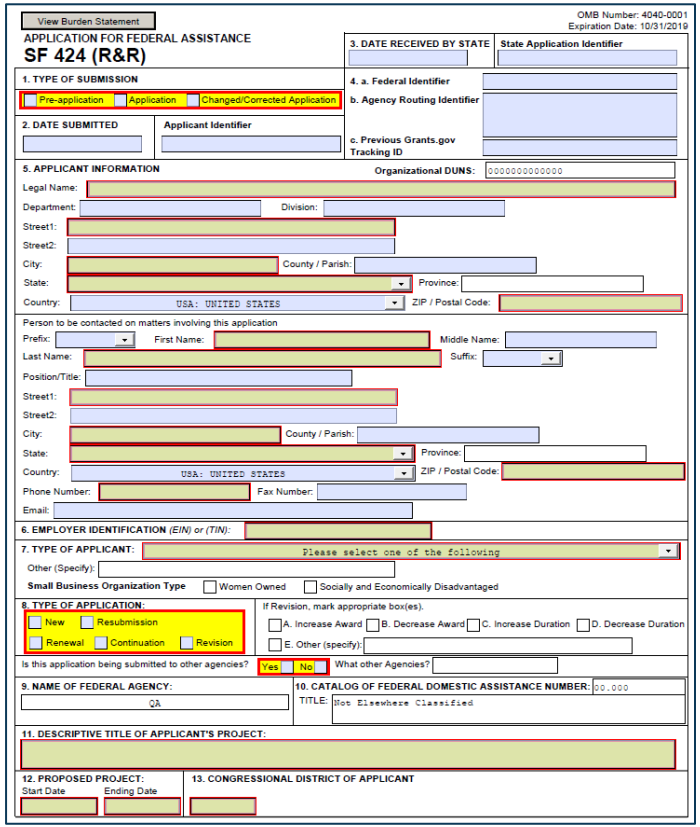
Completing PDF Forms



PDF Form Basics:

- Option to download PDF forms to complete in Adobe software
- Upload PDF forms to workspace
- Upon uploading, data shared between online and PDF versions of forms

Completing PDF Forms


View Burden Statement

OMB Number: 4040-0001
Expiration Date: 10/31/2019

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)

3. DATE RECEIVED BY STATE | State Application Identifier

1. TYPE OF SUBMISSION
Pre-application | Application | Changed/Corrected Application

4. a. Federal Identifier
b. Agency Routing Identifier
c. Previous Grants.gov Tracking ID

2. DATE SUBMITTED | Applicant Identifier

5. APPLICANT INFORMATION
Organizational DUNS: 000000000000
Legal Name:
Department: Division:
Street1:
Street2:
City: County / Parish:
State: Province:
Country: USA: UNITED STATES ZIP / Postal Code:

Person to be contacted on matters involving this application
Prefix: First Name: Middle Name:
Last Name: Suffix:
Position/Title:
Street1:
Street2:
City: County / Parish:
State: Province:
Country: USA: UNITED STATES ZIP / Postal Code:
Phone Number: Fax Number:
Email:

6. EMPLOYER IDENTIFICATION (EIN) or (TIN):

7. TYPE OF APPLICANT: Please select one of the following
Other (Specify):
Small Business Organization Type Women Owned Socially and Economically Disadvantaged

8. TYPE OF APPLICATION:
New | Resubmission | Renewal | Continuation | Revision

If Revision, mark appropriate box(es).
A. Increase Award | B. Decrease Award | C. Increase Duration | D. Decrease Duration
E. Other (specify):

Is this application being submitted to other agencies? Yes | No What other Agencies?

9. NAME OF FEDERAL AGENCY: QA

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 00.000
TITLE: Not Elsewhere Classified

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

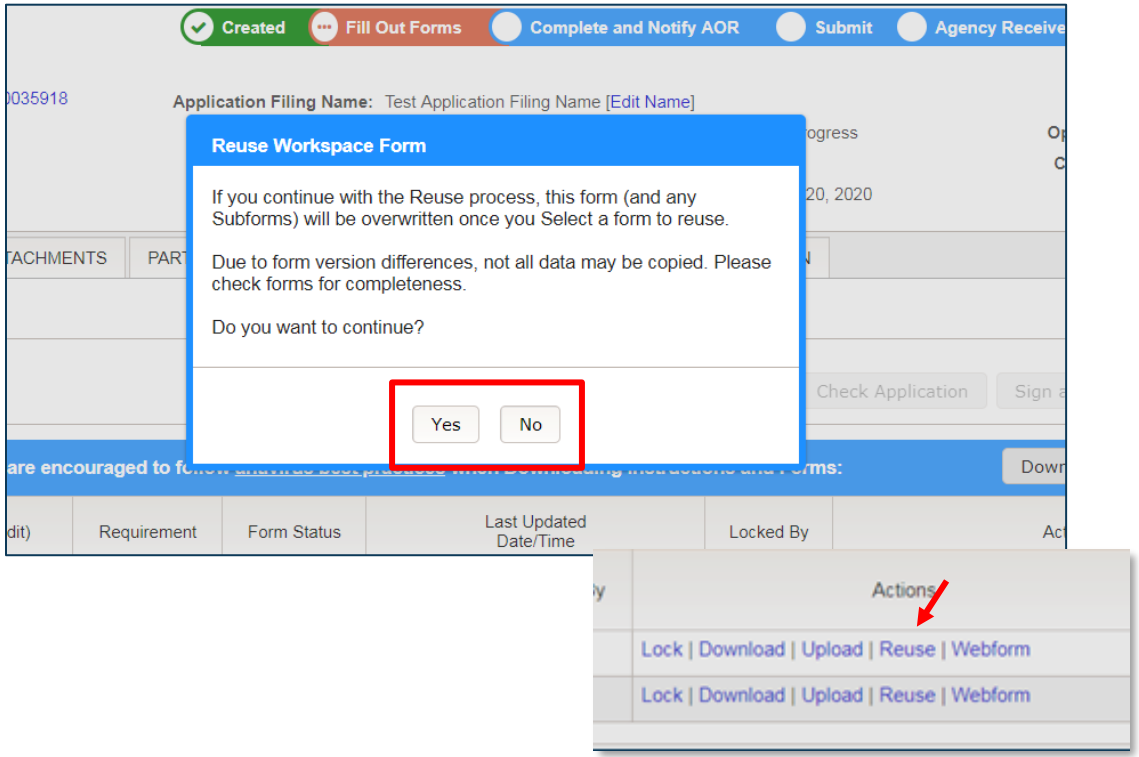
12. PROPOSED PROJECT:
Start Date | Ending Date

13. CONGRESSIONAL DISTRICT OF APPLICANT

PDF Form Basics:

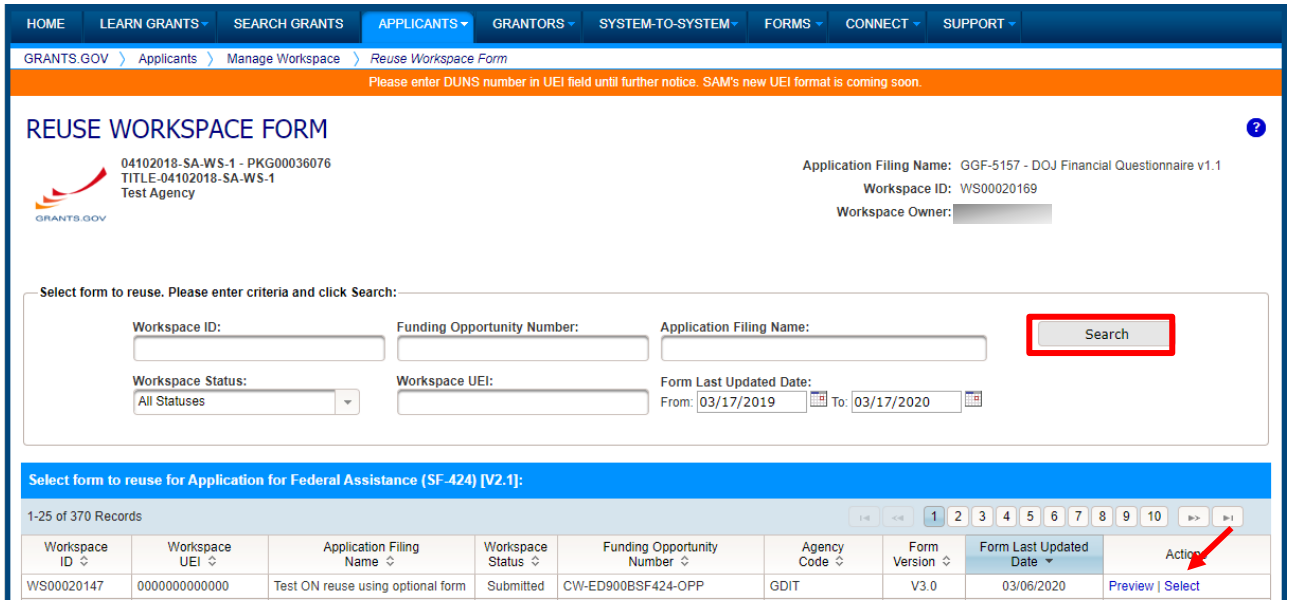
- Tab through form fields
- Required fields have red border and yellow shading
- Hover mouse over form fields for help
- Error messages explain how to fill out form fields

Reusing Workspace Forms



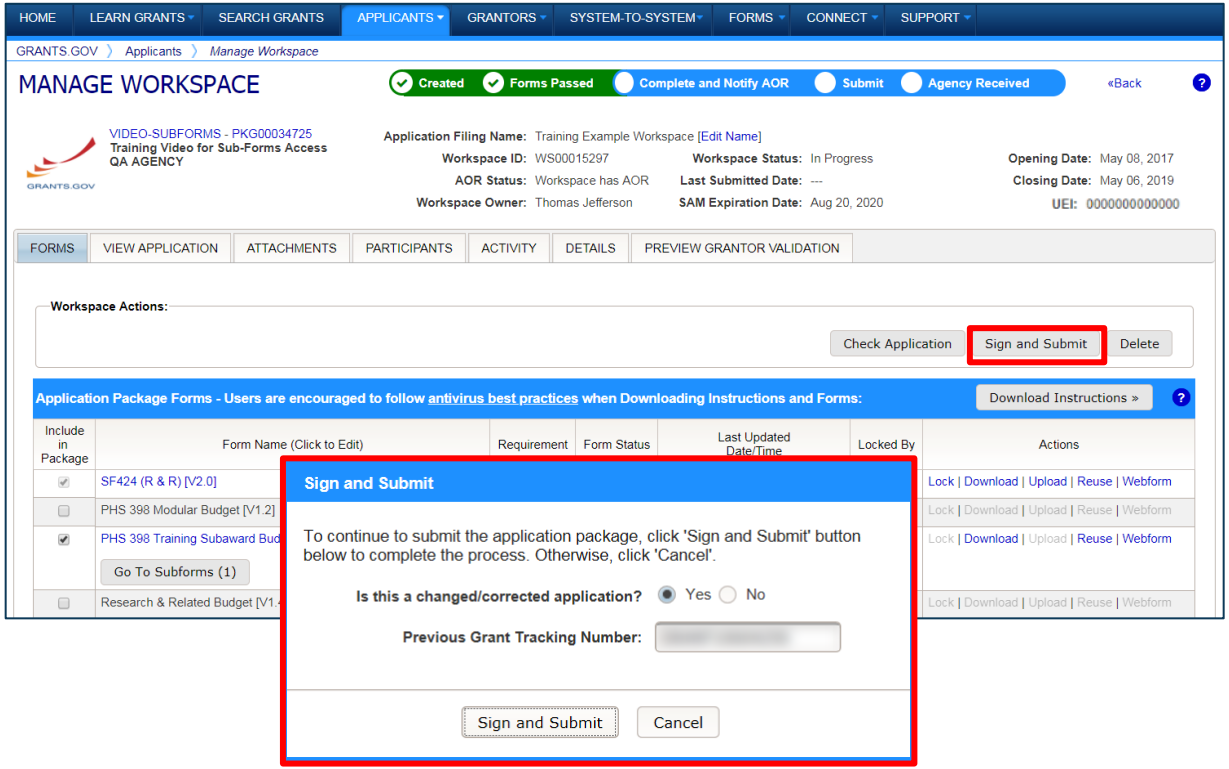
- Click Reuse link to import a form from another workspace
- Reusing an old form will overwrite all current form data

Reusing Workspace Forms



- Search through past workspace forms with the same form title
- Click Select to import that form into workspace

Workspace: Submit Application



Process:

- Workspace Manager notifies users with AOR role
- User with AOR role submits
- Workspace Manager or AOR may choose to Reopen Workspace

GRANTS.GOV℠

Tracking Your Application Submission

After Submitting Your Application

- Make sure you receive an on-screen confirmation receipt
- Document your Grants.gov Tracking Number (GRANTXXXXXXXX)
- The date/time stamp is the official time of submission
- You will also receive email confirmations

Submission Confirmation Messages

Grants.gov Submission Receipt Email

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

Grants.gov Submission Validation or Rejection Email

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

Transmission to Agency

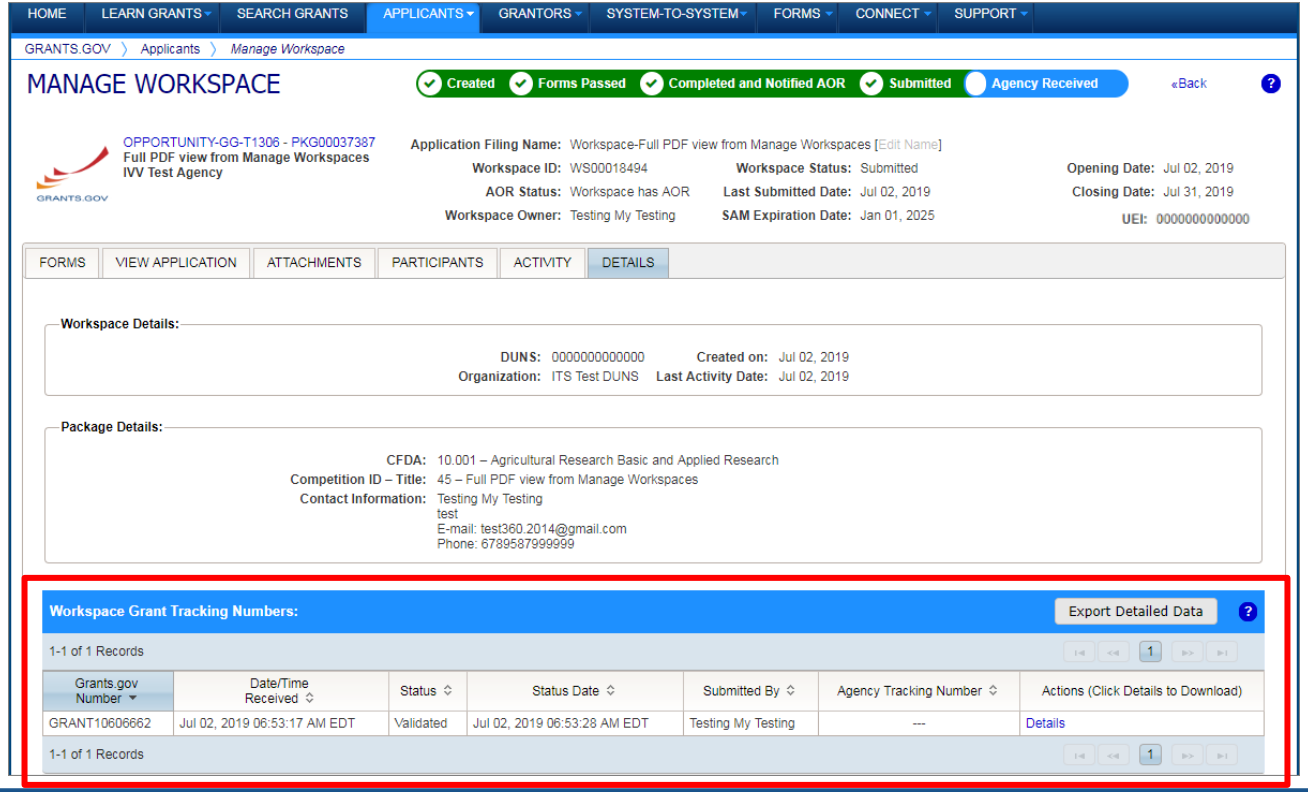
- The Agency has received the Agency Retrieval Email from Grants.gov

Agency Emails

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

Tracking Your Application

Details Tab of Submitted Workspace

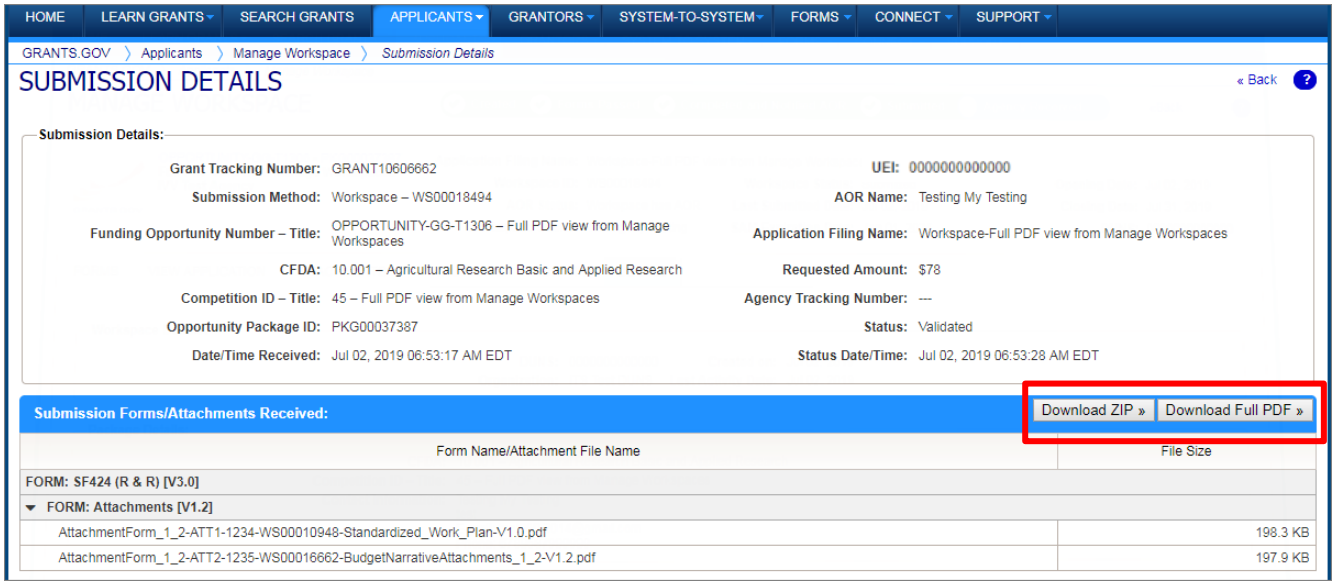


Track your application status and information by accessing the **Details tab** of the submitted Workspace

Click on the **Details** link to view the Submission Details

Tracking Your Application

Submission Details of Submitted Workspace

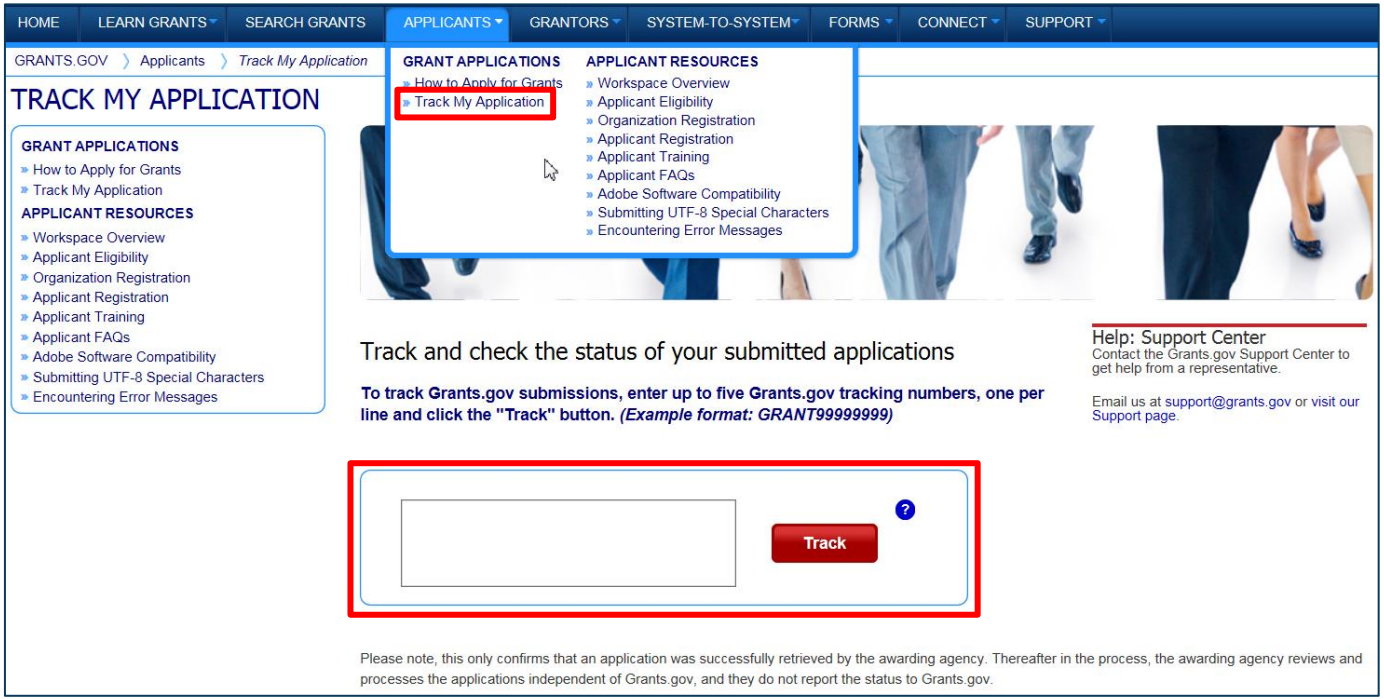


Download ZIP provides a zip file of the submission

Download Full PDF provides a single PDF file of the submission

Tracking Your Application

Track My Application Page



May also track application status by entering Grant Tracking Number.

Status information:

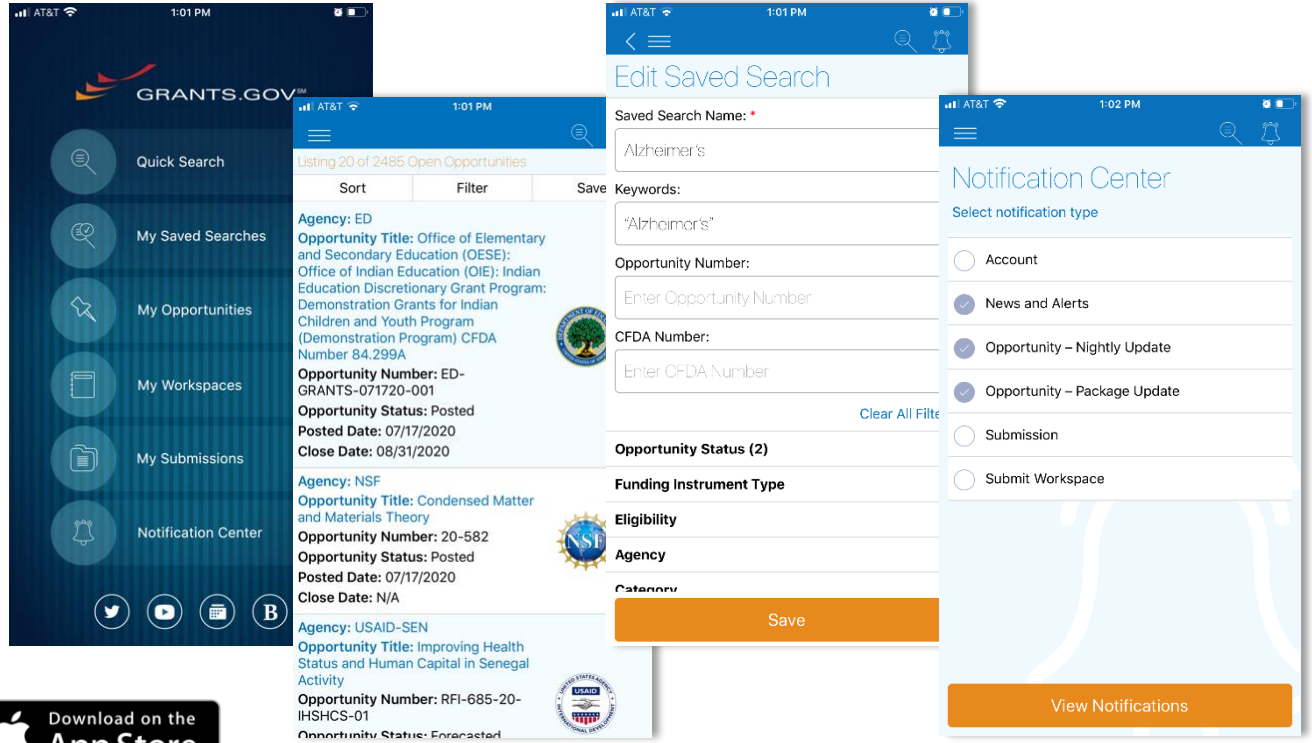
- Received
- Validated
- Rejected with Errors
- Retrieved by Agency
- Agency Tracking Number Assigned

Grants.gov Mobile App

Download the Mobile App

Key Actions

- Search for grants on the go
- Add and edit Saved Search queries
- Receive Notifications about new opportunities and submitted applications
- Submit completed applications within the app
- Available on Google Play and Apple's App Store



GET IT ON Google Play

Download on the App Store

GRANTS.GOV℠

Tips for Applicants

Tips for Applicants

Crafting Grant Proposals and Submitting Applications

- Register and submit early
- Thoroughly read and follow all of the instructions provided by the agency
- Fill out SF-424 forms first
- Include sufficient program and budget details
- Recommend completing the optional forms in the application
- Limit application file size / file name characters (50 characters or less)
- Use only UTF-8 characters in file names
- Use correct DUNS number (Unique Entity Identifier or UEI) when creating a workspace
- Make sure you have Grants.gov compatible PDF software (Adobe Reader)

Connect with Grants.gov

Applicant Support Center available 24/7 (closed on Federal holidays)

support@grants.gov | 1-800-518-4726 (toll-free) | 1-606-545-5035 (international)

Follow us on Twitter: @grantsdotgov

Video tutorials on YouTube

Subscribe to our blog: Blog.Grants.gov

Bookmark for System Alerts

Grants.gov Mobile App

Bookmark our Online Help

Email Newsletter & Alerts: Community@grants.gov