Grants.gov
Applicant Overview

Register, Find, and Apply
Getting Registered
Getting Registered

Registering with Grants.gov to be an AOR
Getting Registered

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

- Register with DNB at [http://www.dnb.com](http://www.dnb.com)
- Requires TIN from IRS and organization information
- You will be issued a **DUNS** number
- Takes 1 – 2 business days

- Use DUNS to register with SAM at [www.SAM.gov](http://www.sam.gov)
- Establish **EBiz POC**: Individual who oversees all activities for organization within Grants.gov and approves the Authorized Organization Representatives
- Establish **MPI N**: Marketing Partner Identification Number
- 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 **renew SAM registration annually**
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

• One organization can have many AORs
Getting Registered

Enter Your Registration Information

REGISTER WITH GRANTS.GOV AS ORGANIZATION APPLICANT

Before you can register as organization applicant with Grants.gov, you will need to obtain a DUNS number and complete registration in SAM. This process can take up to 4 weeks. Once you have completed these two items, enter your organization DUNS or DUNS+4 number below and press the “Register” button.

Once your DUNS number has been verified, you can submit your registration to Grants.gov. An e-mail will be generated to your organization’s E-Business Point of Contact.

To register for a username and password, enter the organization’s DUNS OR DUNS+4 Number and then click the “Register” button below.

Step 1: Complete the DUNS OR DUNS+4 Number field.
Step 2: Click the Register button.

Enter your DUNS
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@email.com
Secret Question: What color is your House?
Secret Answer: White
UserName: washington

[Submit]
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.
Navigating Grants.gov
Navigating Grants.gov

Search Grants and Applicant Tabs on the Homepage

Find Open Grant Opportunities

<table>
<thead>
<tr>
<th>Funding Opportunity Number</th>
<th>Opportunity Title</th>
<th>Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFA-PS-13-001044CONT16</td>
<td>Centers for Disease Control and Prevention Natural History and Prevention of Vital Hepatitis among Alaska Natives Project</td>
<td>Centers for Disease Control and Prevention</td>
</tr>
<tr>
<td>HRSA-16-016</td>
<td>State Offices of Rural Health Grant Program (SORH)</td>
<td>Health Resources and Service Providers</td>
</tr>
</tbody>
</table>
Navigating Grants.gov

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

Training Documents and Videos for Grants.gov

Whether you need a high-level introduction to the Grants.gov application process, or you are looking for a step-by-step explanation of a particular Applicant task, we encourage you to consult the resources on this page.

For more context and general information about the federal grants lifecycle, visit the Grants 101 section under the Learn Grants tab.

Featured Video
Explore the Grants Learning Center on Grants.gov

Published on Aug 4, 2013

For years, Grants.gov has centralized the ability to locate and apply for funding opportunities from Federal grant-making agencies. Now, Grants.gov also serves as a learning resource for information about the federal grant lifecycle.
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
Searching for Funding Opportunities
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 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

Find – Advanced Search

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

- **Category**
- **Eligibility**
- **Funding Agency**
- **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.
What’s in a Funding Opportunity?
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**
What’s in a Funding Opportunity?

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.
What’s in a Funding Opportunity?

Full Announcement – Under Related Documents Tab

You can retrieve the full RFA, Funding Opportunity Announcement, and any supplementary documentation.
What’s in a Funding Opportunity?
Application Package and Instructions, Part 1

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.
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

Click the Download Instructions and Download Package buttons

OR

Log in and create a workspace package
Workspace is a shared, online environment where members of the same organization may simultaneously access and edit different forms within an application.
WHY USE WORKSPACE?

1.

Workspace helps to **streamline the collaboration process** on a federal grant application.
Workspace helps applicants to save time by allowing for the reuse of forms across multiple workspaces.
WHY USE WORKSPACE?

3

Forms are validated when they are uploaded to the workspace, virtually eliminating last-minute submission errors.
Workspace is easy to learn thanks to context-sensitive help articles accessible on every page and window.
WHY USE WORKSPACE?

Resources

- **Video: Introducing Workspace Functionality**
- **Workspace Overview Page on Grants.gov**
Navigating the Application Package
Navigating the Application Package

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

<table>
<thead>
<tr>
<th>Mandatory</th>
<th>Save</th>
<th>Save &amp; Submit</th>
<th>Check Package for Errors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Federal Assistance (SF-424)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants.gov Lobbying Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Attachments Form</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Budget Information for Non-Construction Programs (SF-424A)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assurances for Non-Construction Programs (SF-424B)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project/Performance Site Location(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Narrative Attachment Form</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protection of Human Subjects</td>
</tr>
<tr>
<td>Key Contacts</td>
</tr>
<tr>
<td>Disclosure of Lobbying Activities (SF-LLL)</td>
</tr>
</tbody>
</table>

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

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.
Submitting Your Application Package
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 errors, the “Save & Submit” button will become activated.

Make sure you are connected to the Internet when ready to submit.
Submitting Your 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.
Submitting Your Application Package

Sign and Submit Screen

You will be prompted again to “Sign and Submit Application.”

This serves as the electronic signature for your application.
Submitting Your Application Package

Receipt Confirmation

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.
Submitting Your Application Package

Confirmation Emails

Receipt Email
• Your application has been received by Grants.gov
• Grants.gov E-mail Verifying Receipt  

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 your application status by entering the Grant Tracking Number.

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

Additional Resources

• FAQs: http://www.grants.gov/web/grants/applicants/applicant-faqs.html
Thank You!