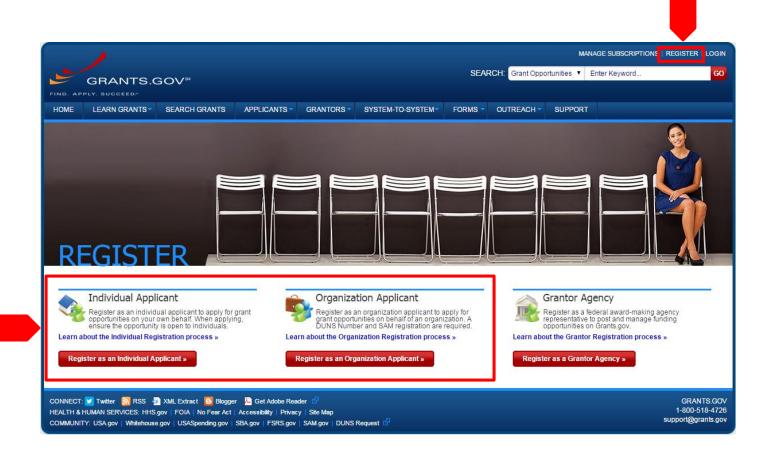
Grants.gov Applicant Overview

Register, Find, and Apply

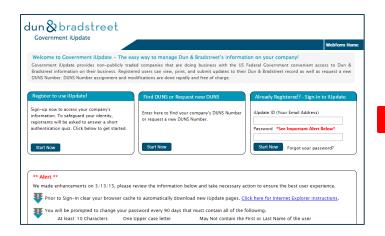


Registering with Grants.gov to be an AOR





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



- 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



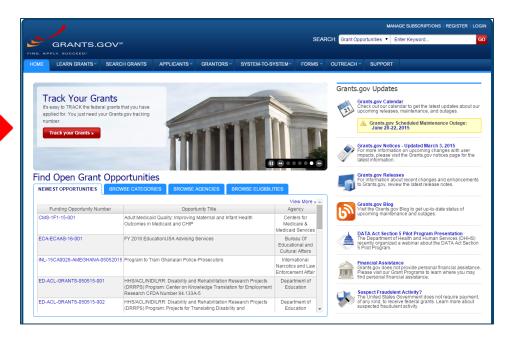
- Upon receipt use the DUNS to register with the System for Award Management (SAM) at www.SAM.gov
- Establish the following:
 - eBIZ POC: Individual oversees all activities for organization within Grants.gov and grants permissions to Authorized Organization Representatives
 - MPIN: Marketing Partner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



SAM and Grants.gov



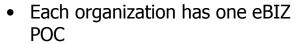
- Organization data, eBIZ POC information, and MPIN are electronically transferred from SAM to Grants.gov.
- The organization is set up in Grants.gov and individuals within the organization are now able to register with Grants.gov
- NOTE: EBiz POC must <u>renew SAM</u> <u>registration annually</u>





About the eBIZ Point of Contact and AORs

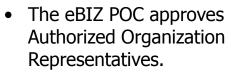


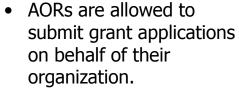


• eBIZ POCs are assigned in SAM



eBIZ POC







AOR 1



AOR 2



AOR 3

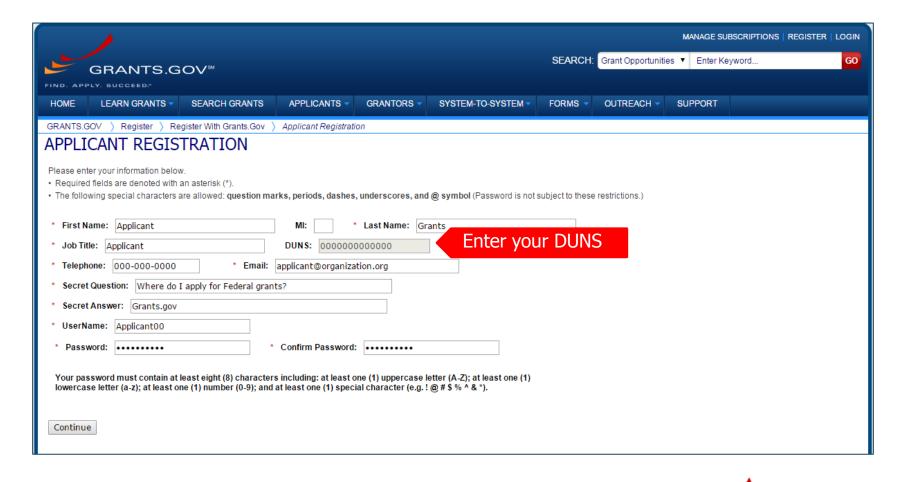


AOR 4

 One organization can have MANY AORs

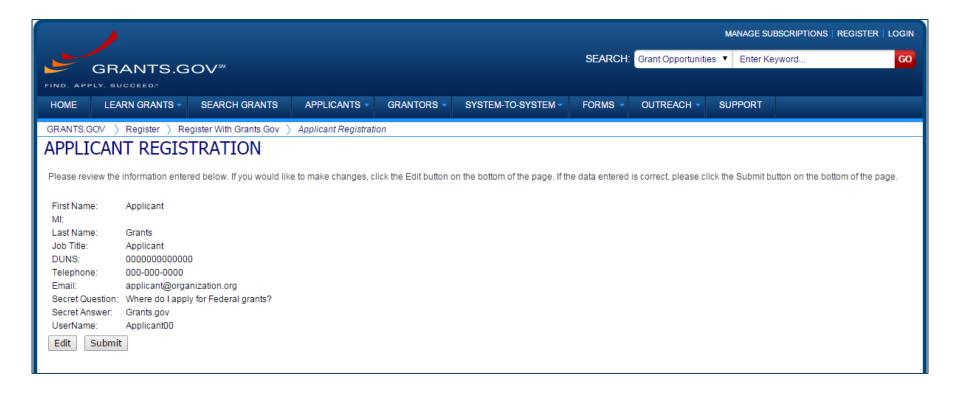


Enter Your Registration Information





Confirm Registration Information





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.

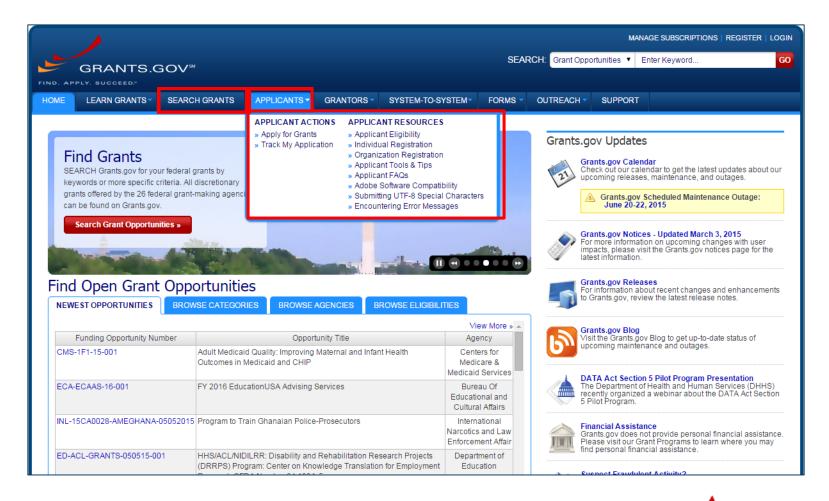
Track AOR Status

- 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.



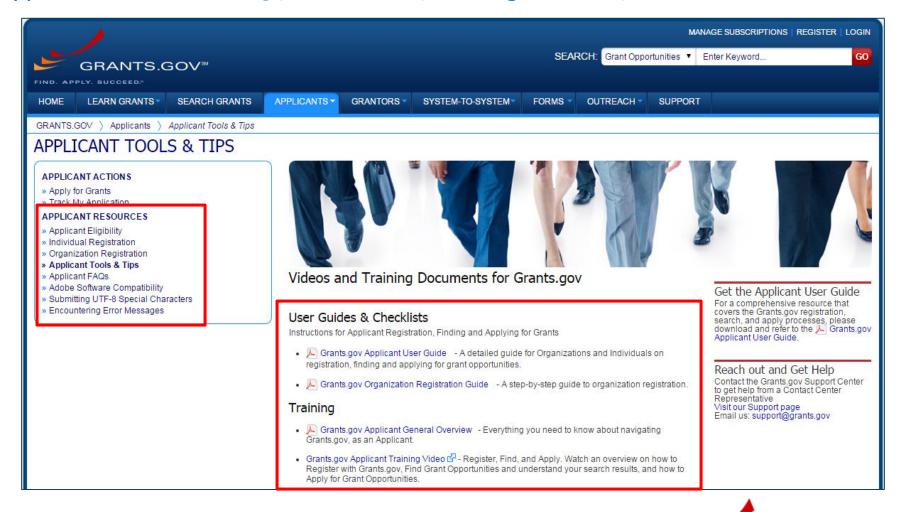


Search Grants and Applicant Tabs on the Homepage

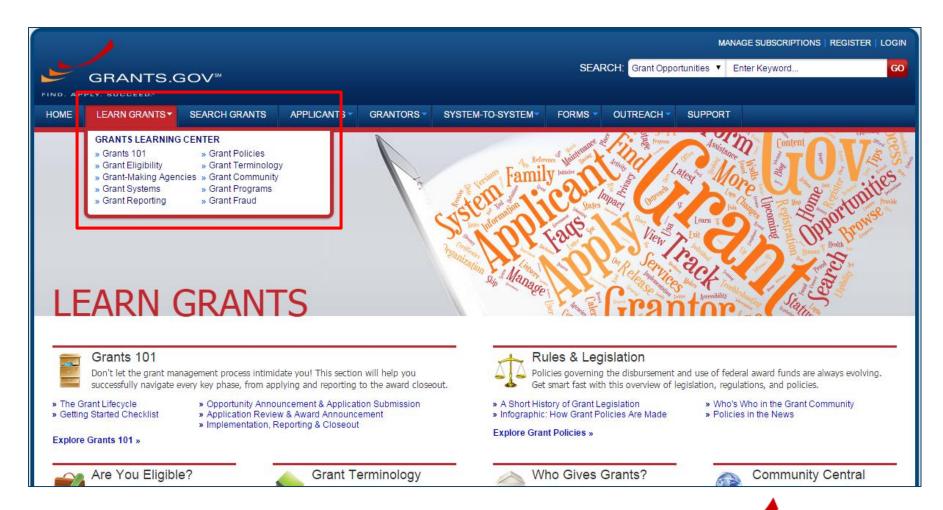




Applicant Resources: FAQs, User Guides, Training Materials, and More

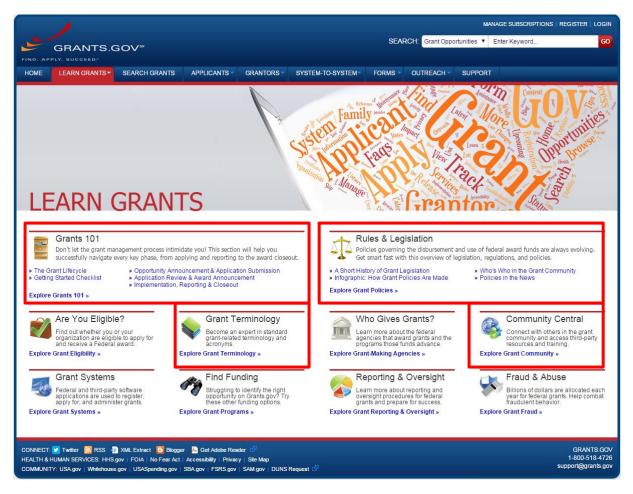


Introducing the Learn Grants Tab





Highlights from the "Grants Learning Center"



Highlights:

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

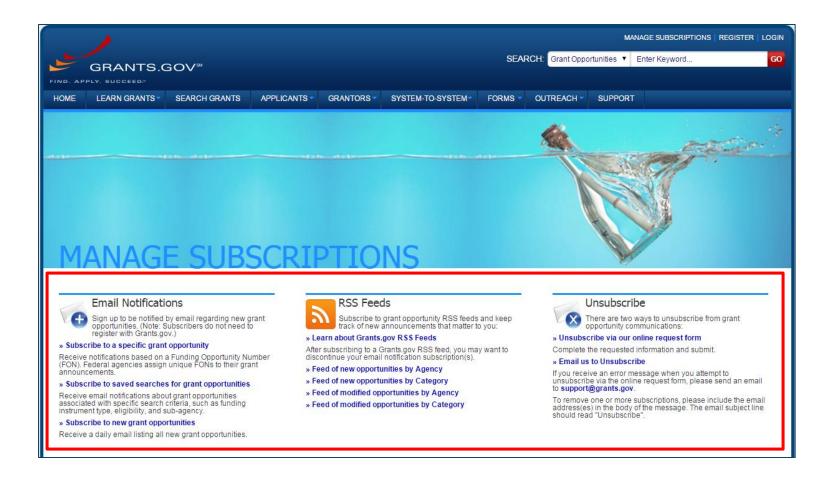
Rules & Legislation: Summaries and tables explaining how federal grant policies are formed

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

Community Central: Space for Grants.gov users to find out about training events and grants-related news



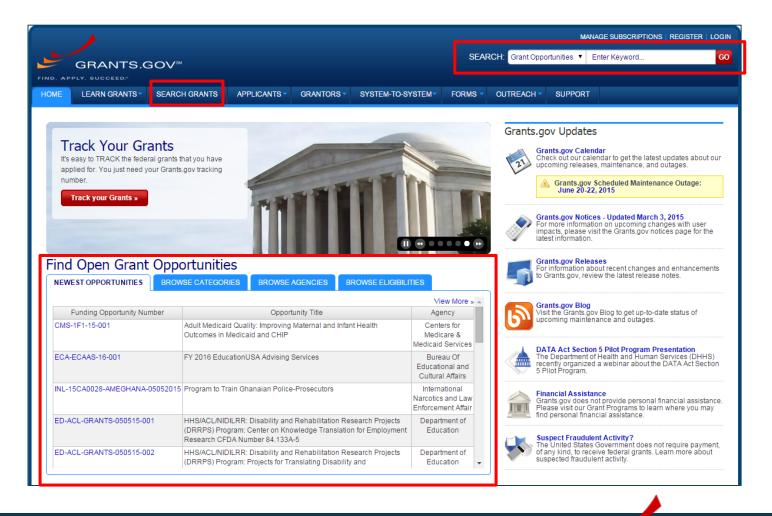
Subscriptions and Email Notifications



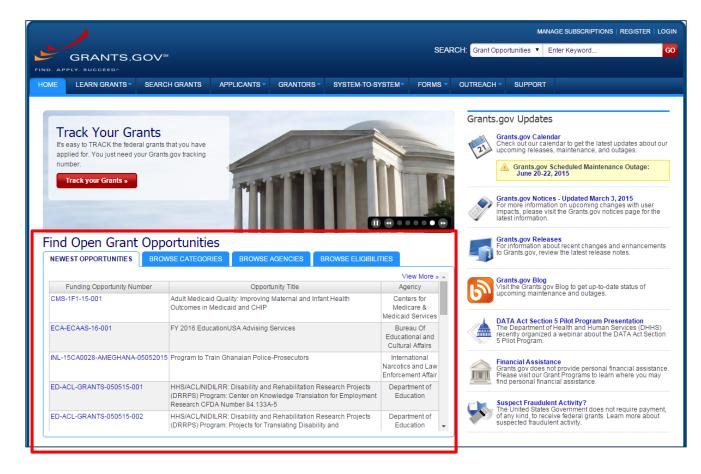




Using the Grants.gov Search Fields



High-Function Homepage



Find grants by clicking links in the home page tabs:

Newest Opportunities (based on open date)

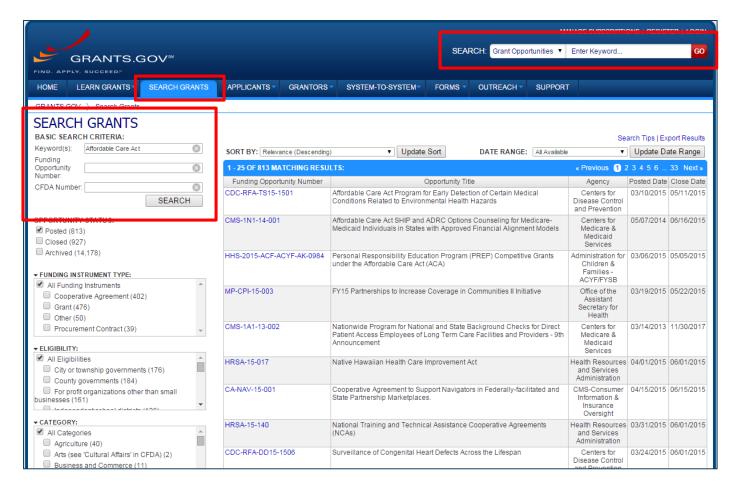
Browse Categories (e.g., health, environment, housing, etc.

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

Browse Eligibility (type of organization; e.g., state or local governments, non-profits, tribal, universities, etc.)



Find - Basic Search



Search for grants by entering a Keyword in the Header before clicking the Go button

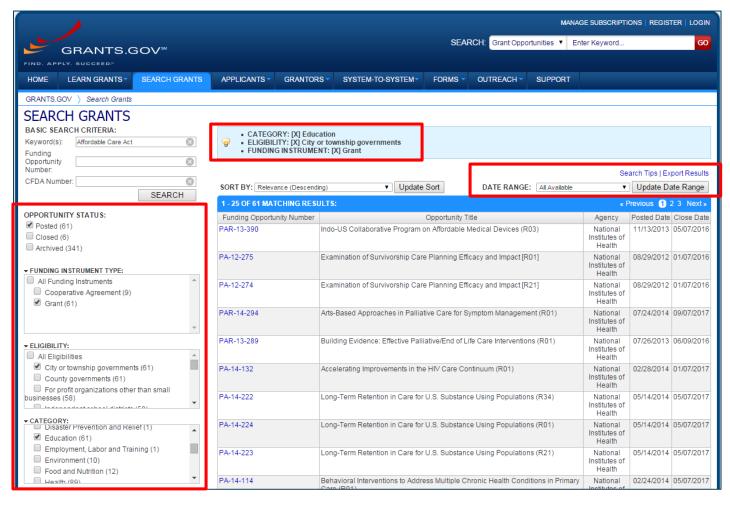
OR by entering:

- Keyword
- Funding
 Opportunity Number,
 or
- CFDA Number

...and clicking the Search button



Find – Advanced Search



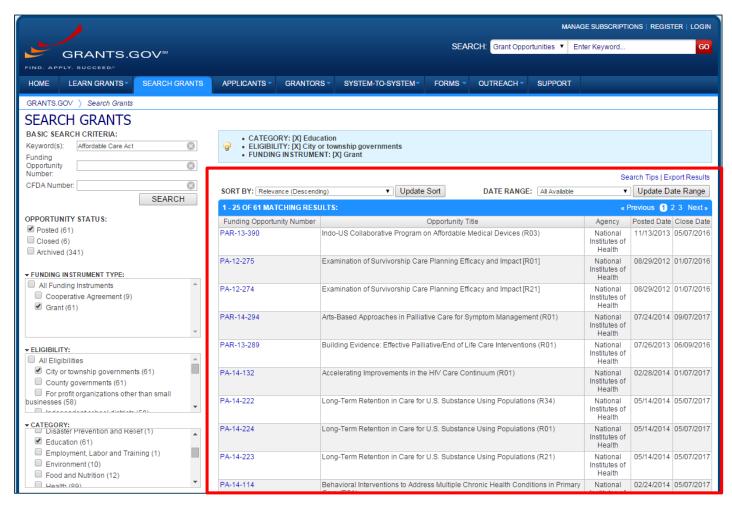
Refine your Search results for grants by selecting or deselecting criteria options including, but not limited to:

- 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 the Search or Go buttons

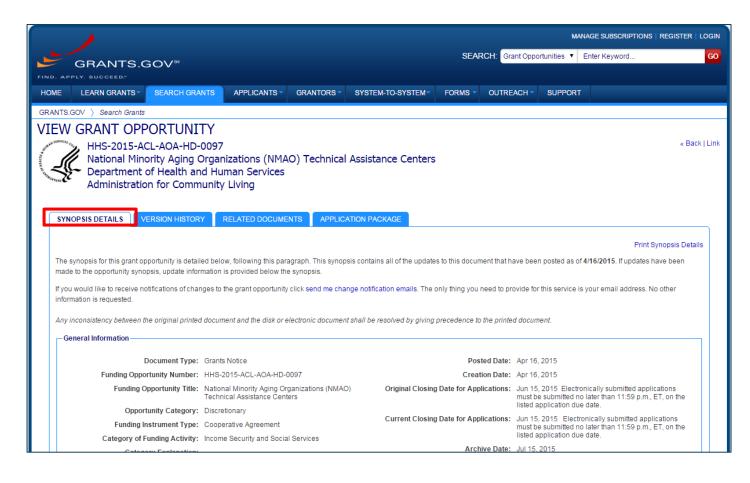
Search results are immediately refreshed when criteria options are selected and deselected

Users have the ability to export refined Search Results





Synopsis

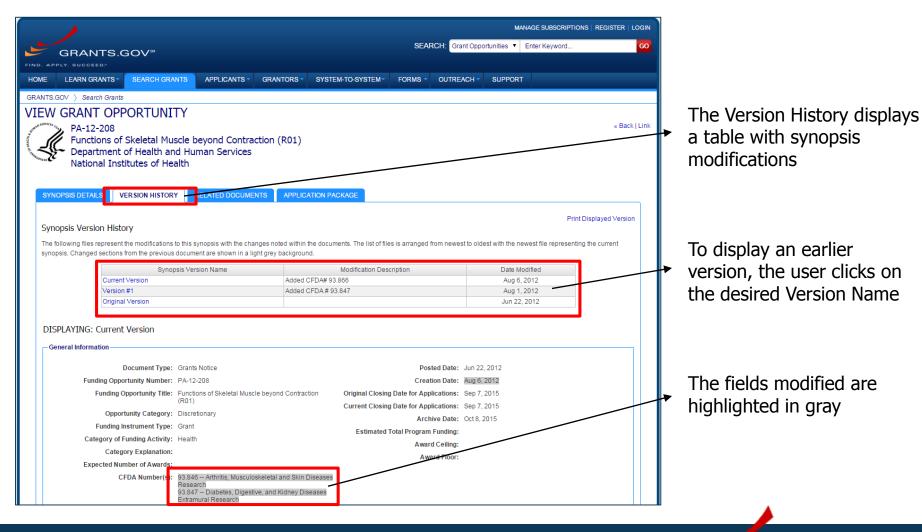


The Synopsis contains high level information about the funding opportunity, such as:

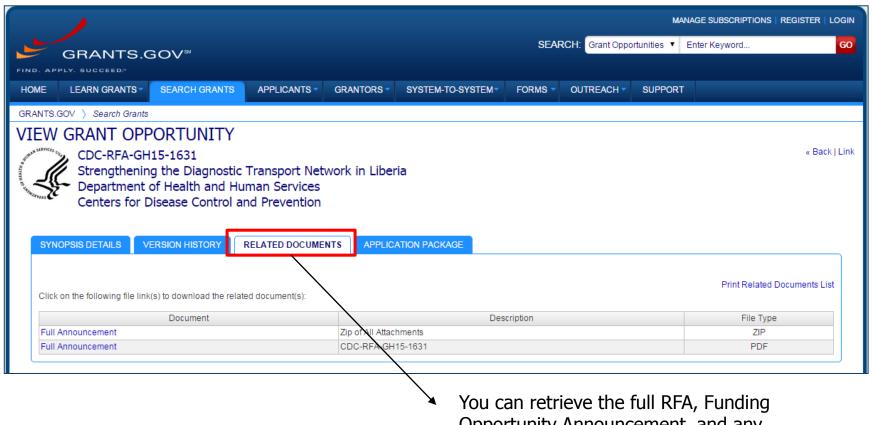
- FundingOpportunityNumber
- Open/Close date
- Program Funding Amount
- Number of Awards
- Program Contact Information



Synopsis Version History



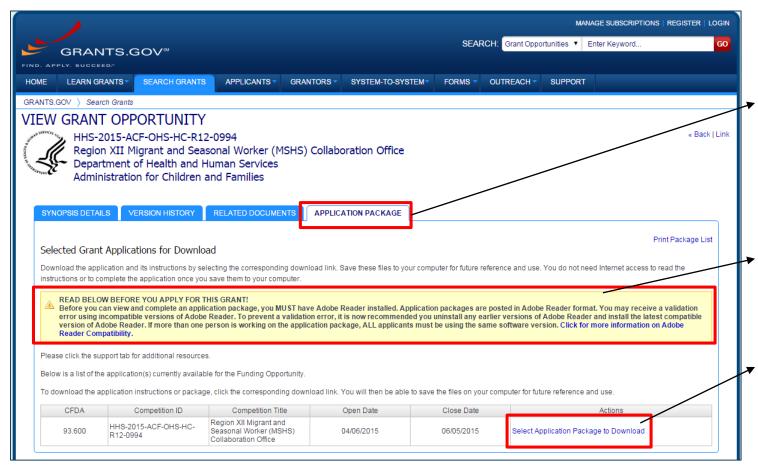
Full Announcement – Under Related Documents Tab



Opportunity Announcement, and any supplementary documentation



Application Package and Instructions, Part 1



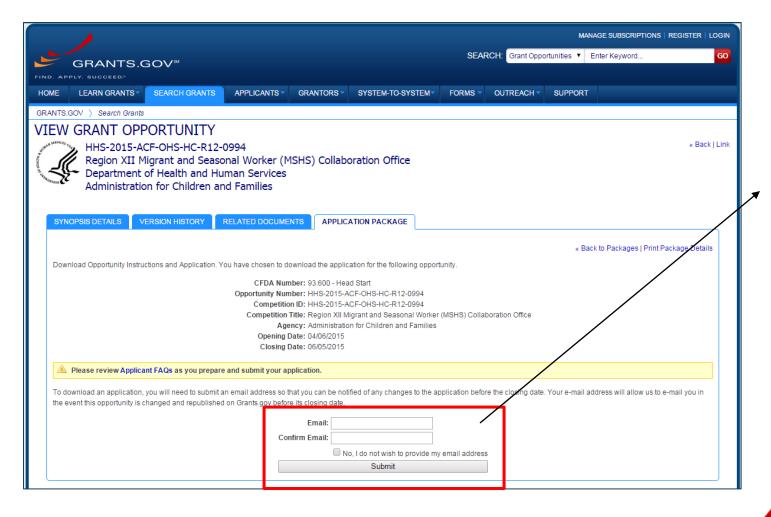
Click on the
Application Tab in
order to download
the Application
Package and the
Application
Instructions

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

Click on download
Ink in order to
access the
Application Package
and the Application
Instructions



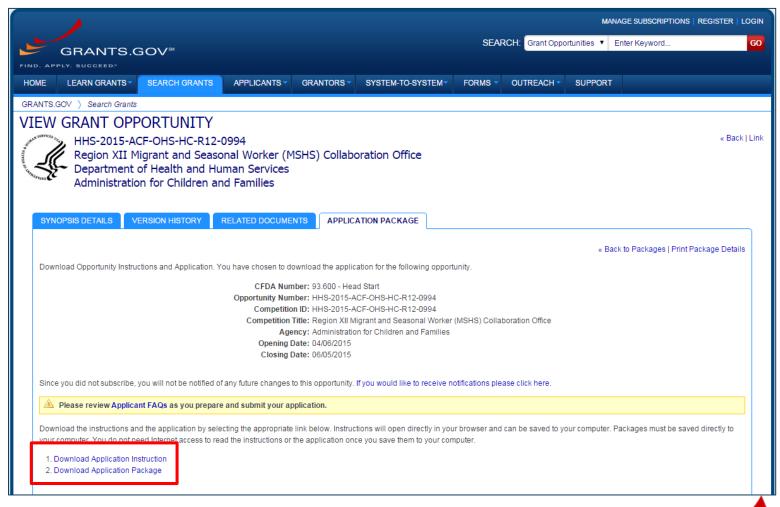
Application Package and Instructions, Part 2



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.

Application Package and Instructions, Part 3

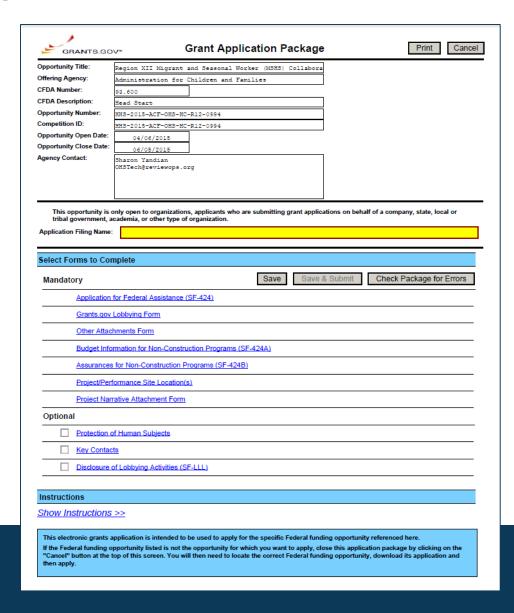


Right-click on "Download Application Instructions" and then "Save As" to your computer

Repeat the same action with "Download Application Package"



Working on Forms, Part 1



The grant application is a PDF file composed of forms

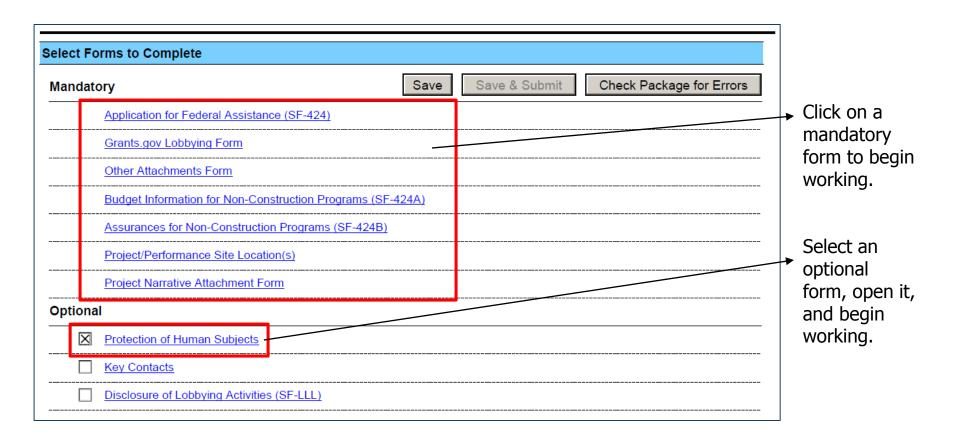
- Requires Adobe Reader which is a free download from Adobe.com
- Can be saved to your computer

The application home page has many components

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

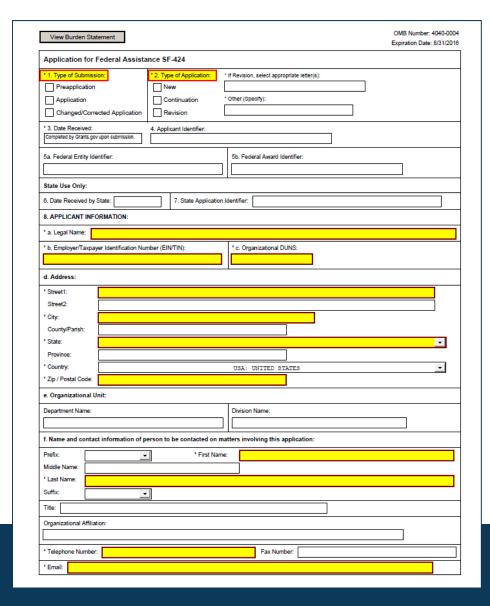


Working on Forms, Part 2





Working on Forms, Part 3



Fields in yellow are mandatory and must be filled in.

Error messages will popup 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.





Save, Check, and Submit Your Application

GRANTS.GO	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-HC-R12-0994	
Competition ID:	HHS-2015-ACF-OHS-HC-R12-0994	
Opportunity Open Date:	04/06/2015	
Opportunity Close Date:	06/05/2015	
Agency Contact:	Sharon Yandian OHSTech@reviewops.org	
	only open to organizations, applicants who are submitting grant applica cademia, or other type of organization.	ations on behalf of a company, state, local or
Application Filing Name		
Select Forms to Cor	mplete	
Mandatory	Save Save 8	& Submit Check Package for Errors

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

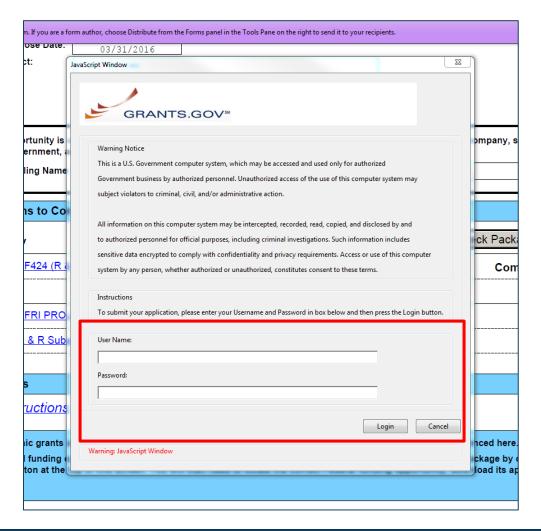
- Save
- Check Package for Errors
- Print your application

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

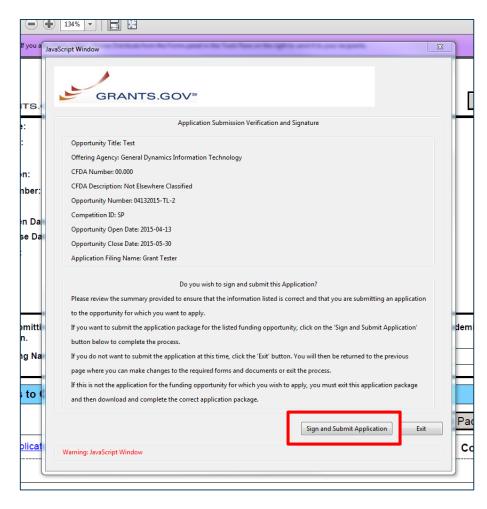


Upon clicking Save & Submit, you will be prompted to enter your Grants.gov user name and password.

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

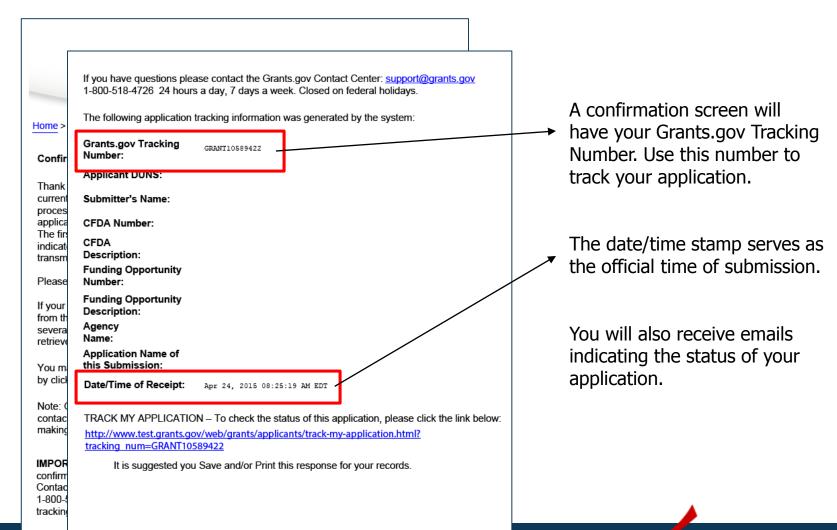


You'll be prompted again to "Sign and Submit".

This serves as the electronic signature for your application.



Receipt Confirmation



Confirmation Emails

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

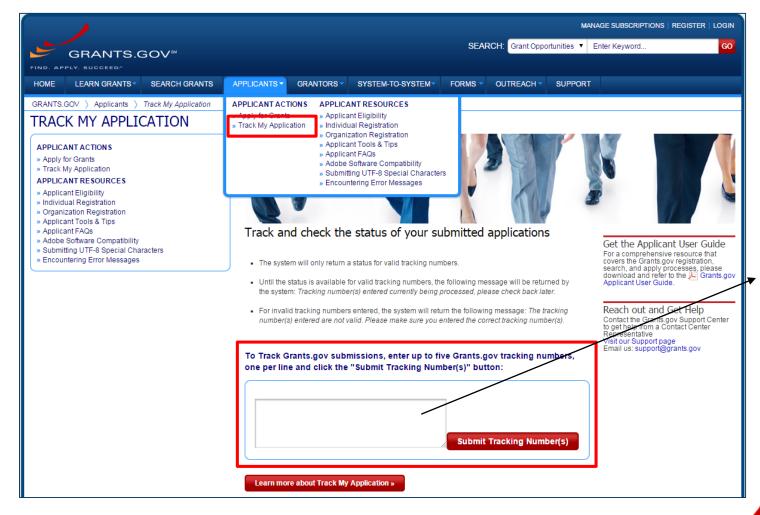


Tracking Your Application



Tracking Your Application

Tracking the Application After Submission



Track your application status by entering the Grant Tracking Number.

Status information:

- Received
- Validated or Rejected
- Retrieved by Agency



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: <u>support@grants.gov</u>
- 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

- Applicant User and Registration Guides:
 http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html
- FAQs: http://www.grants.gov/web/grants/applicants/applicant-faqs.html



Thank You!

