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 Dun & Bradstreet at [http://www.dnb.com](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](http://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
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

- 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
Getting Registered

Enter Your Registration Information

APPLICANT REGISTRATION

Please enter your information below.
- Required fields are denoted with an asterisk (*).
- The following special characters are allowed: question marks, periods, dashes, underscores, and @ symbol (Password is not subject to these restrictions.)

- First Name: Applicant
- Last Name: Grants
- Job Title: Applicant
- DUNS: 000000000000
- Telephone: 000-000-0000
- Email: applicant@organization.org
- Secret Question: Where do I apply for Federal grants?
- Secret Answer: Grants.gov
- Username: Applicant00
- Password: *********
- Confirm Password: *********

Your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); at least one (1) number (0-9); and at least one (1) special character (e.g. @ ! # $ % ^ & *).

Continue
Getting Registered

Confirm Registration Information

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: Applicant
MI:
Last Name: Grants
Job Title: Applicant
DUNS: 0000000000000
Telephone: 000-000-0000
Email: applicant@organization.org
Secret Question: Where do I apply for Federal grants?
Secret Answer: Grants.gov
Username: Applicant00

Edit  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
Navigating Grants.gov
Applicant Resources: FAQs, User Guides, Training Materials, and More

APPLICANT TOOLS & TIPS

APPLICANT ACTIONS
- Apply for Grants
- Track My Application

APPLICANT RESOURCES
- Applicant Eligibility
- Individual Registration
- Organization Registration
- Applicant Tools & Tips
- Applicant FAQs
- Adobe Software Compatibility
- Submitting UTF-8 Special Characters
- Encountering Error Messages

Videos and Training Documents for Grants.gov

User Guides & Checklists
Instructions for Applicant Registration, Finding, and Applying for Grants

- Grants.gov Applicant User Guide - A detailed guide for Organizations and Individuals on registration, finding, and applying for grant opportunities.

Training
- Grants.gov Applicant General Overview - Everything you need to know about navigating Grants.gov as an Applicant.
- Grants.gov Applicant Training Video - Register, Find, and Apply. Watch an overview on how to Register with Grants.gov, Find Grant Opportunities and understand your search results, and how to Apply for Grant Opportunities.

Get the Applicant User Guide
For a comprehensive resource that covers the Grants.gov registration, search, and apply processes, please download and refer to the Grants.gov Applicant User Guide.

Reach out and Get Help
Contact the Grants.gov Support Center to get help from a Contact Center Representative.
Visit our Support page
Email us: support@grants.gov
Navigating Grants.gov

Introducing the Learn Grants Tab
Navigating Grants.gov

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
Navigating Grants.gov

Subscriptions and Email Notifications

- **Email Notifications**
  - Sign up to be notified by email regarding new grant opportunities. (Note: Subscribers do not need to register with Grants.gov.)
  - **Subscribe to a specific grant opportunity**
    - Receive notifications based on a Funding Opportunity Number (FON). Federal agencies assign unique FONs to their grant announcements.
  - **Subscribe to saved searches for grant opportunities**
    - Receive email notifications about grant opportunities associated with specific search criteria, such as funding instrument type, eligibility, and sub-agency.
  - **Subscribe to new grant opportunities**
    - Receive a daily email listing all new grant opportunities.

- **RSS Feeds**
  - Subscribe to grant opportunity RSS feeds and keep track of new announcements that matter to you.
  - **Learn about Grants.gov RSS Feeds**
  - After subscribing to a Grants.gov RSS feed, you may want to discontinue your email notification subscription(s).
  - **Feed of new opportunities by Agency**
  - **Feed of new opportunities by Category**
  - **Feed of modified opportunities by Agency**
  - **Feed of modified opportunities by Category**

- **Unsubscribe**
  - There are two ways to unsubscribe from grant opportunity communications:
    - **Unsubscribe via our online request form**
    - **Email us to Unsubscribe**
      - Complete the requested information and submit.
      - If you receive an error message when you attempt to unsubscribe via the online request form, please send an email to support@grants.gov.
      - To remove one or more subscriptions, please include the email address(es) in the body of the message. The email subject line should read “Unsubscribe.”
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 local governments, non-profits, tribal, universities, etc.)
Searching for Funding Opportunities

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
Searching for Funding Opportunities

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 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?
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
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.
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

Right-click on “Download Application Instructions” and then “Save As” to your computer.

Repeat the same action with “Download Application Package”.
Navigating the Application Package
Navigating the 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
Navigating the Application Package

Working on Forms, Part 2

Select Forms to Complete

**Mandatory**
- 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)

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
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.
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’ll be prompted again to “Sign and Submit”. This serves as the electronic signature for your application.
Submitting Your Application Package

Receipt Confirmation

If you have questions please contact the Grants.gov Contact Center: support@grants.gov 1-800-518-4726 24 hours a day, 7 days a week. Closed on federal holidays.

The following application tracking information was generated by the system:

- **Grants.gov Tracking Number:** GRANT10589422
- **Applicant DUNS:** [Redacted]
- **Submitter's Name:** [Redacted]
- **CFDA Number:** [Redacted]
- **CFDA Description:** [Redacted]
- **Funding Opportunity Number:** [Redacted]
- **Funding Opportunity Description:** [Redacted]
- **Agency Name:** [Redacted]
- **Application Name of this Submission:** [Redacted]

**Date/Time of Receipt:** Apr 24, 2018 08:28:19 AM EDT

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 *(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: support@grants.gov
- Toll-Free Phone Number: 1-800-518-4726
- International Callers: 1-606-545-5035

Additional Resources
Thank You!