

## Application Packet Submission

You must have a DUNS number and be registered with SAM to register in Grants.gov

Be sure you have downloaded the correct Application packet!

Use the CFDA number located in the Funding Opportunity Announcement (FOA)

Language Opportunities (93.587) include EMI and PM.

SEDS Opportunities (93.612) include SEDS, SEDS AK, SEDS-GO

The ERE CFDA Number is 93.581.

Hit the red "Subscribe" button in Grants.gov to receive updates in the event of FOA revisions.



Use the correct file naming conventions to prevent errors.

A-Z	Comma ,	Hyphen -	Plus Sign +	Underscore _
a-z	Curly Braces { }	Number Sign #	Semicolon ;	Apostrophe '
Ampersand &	Dollar Sign \$	Parenthesis ( )	Space	Equal Sign =
Tilde ~	Square Brackets [ ]	At Sign @	Exclamation Point !	Period .

**\*Note: You must be designated as an Authorized Organization Representative (AOR) to submit the application or you will receive the following error:**

*"Your application cannot be submitted because you are not designated by your organization as an Authorized Organization Representative (AOR). Please contact your eBiz Point of Contact to get the AOR role assigned to you and then resubmit the application."*

### BEFORE YOU SUBMIT

- Save your application by selecting **Save**.
- Select the **Check Package for Errors** button which will identify each error.
- If errors are found correct each one.
- When there are no errors the **Save & Submit** button will be activated.

**DO NOT** wait until the last day to submit! You may need time to respond to validation errors. You **CANNOT** fix errors after the submission period has ended.

The AOR will be contacted via email at least three times 24 to 48 hours after submission

**Receipt Email** – this email confirms receipt of the application package by the Grants.gov system, and gives a URL and tracking number that can be used to find out the status of a submission without login.

**Validation Email** – this email confirms validation of the technical

- + The validation does a virus scan and checks to ensure the DUNS # you entered in the application package is the exact same DUNS you utilized for your registration
- + If your package has errors you will receive an email: “rejection due to errors”
- + If you receive this you should contact the Grants.gov Contact Center for assistance and to create a customer service record of your issue
- + If you miss the deadline Grants.gov cannot assist you

**Agency Retrieval Email** – Once the Agency (ANA) retrieves your application package you will receive an e-mail stating so.

Having trouble uploading your application to Grants.gov?

<p><b><u>Security Firewalls</u></b> Some desktop virus protectors and office server firewalls prevent the pop-ups and the uploading of the packet. Check with your IT department before attempting to upload.</p>	<p><b><u>Canceling Upload and Re-Submitting</u></b> Do not stop the submission process without contacting Grants.gov helpdesk. This is to ensure you do not have multiple incomplete submittals. Ask them to look at your current submission to see if there is a problem. During busy times and depending on your internet connection it can take more than an hour to upload your packet.</p>
<p><b><u>Other Grants.gov Resources</u></b> <b>Applicant Tools &amp; Tips</b> <a href="http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html">http://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html</a> <b>Applicant FAQs</b> <a href="http://www.grants.gov/web/grants/applicants/applicant-faqs.html">http://www.grants.gov/web/grants/applicants/applicant-faqs.html</a> <b>Using Workspace</b> <a href="http://www.grants.gov/web/grants/applicants/workspace-overview.html">http://www.grants.gov/web/grants/applicants/workspace-overview.html</a></p>	<p><b><u>Grants.gov Helpdesk</u></b> Open 24/7 Except Federal Holiday support@grants.gov <b>Toll Free:</b> 1-800-518-4726 Retain <b>Grants.gov</b> tracking</p>