Grants.gov Applicant Overview

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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

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Navigating Grants.gov
Search Grants and Applicant Tabs on the Homepage

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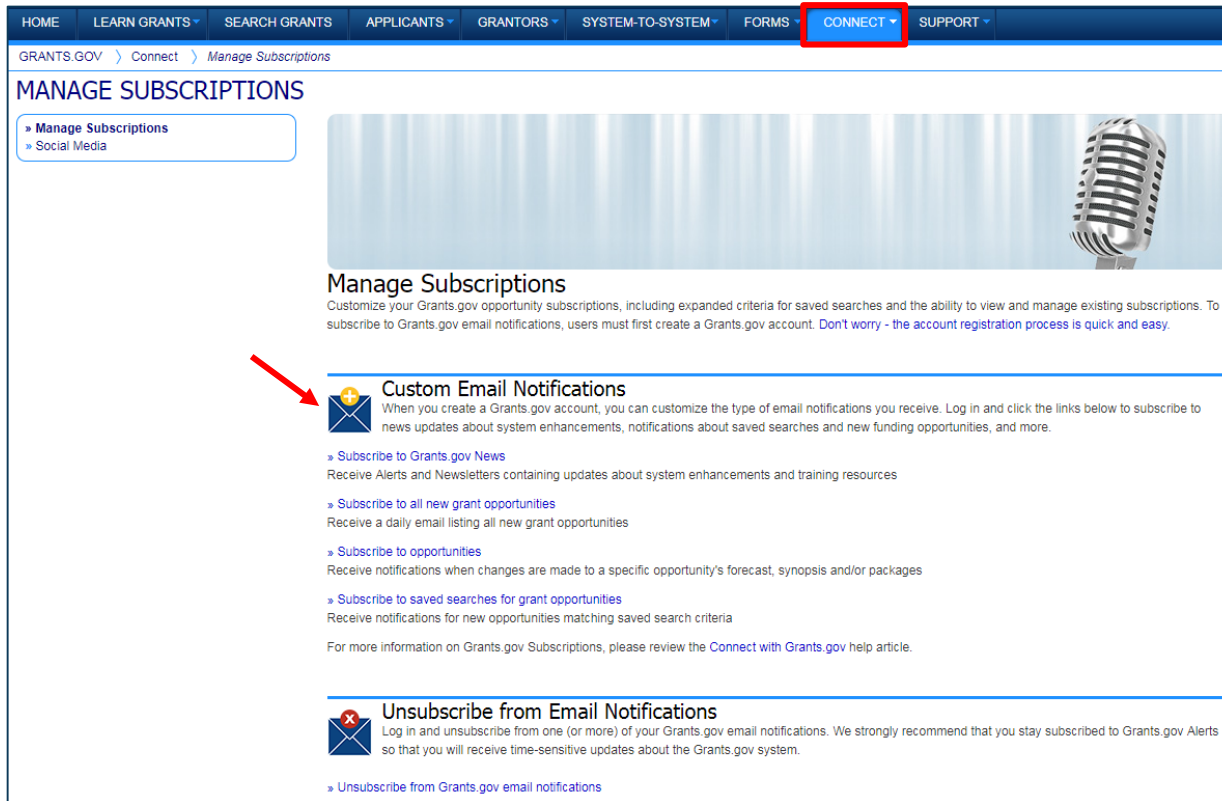
Grant Policies: Summaries and tables explaining how federal grant policies are formed

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

Registration

Registration Overview

- Organizations need these before using Grants.gov to apply for federal grants:

  - Data Universal Numbering System (DUNS) Number, also called Unique Entity Identifier (UEI)

  - System for Award Management (SAM) registration

- **Grants.gov Account**: You only need one. Uses unique email, username & password.

- **Profile(s)**: Can have multiple within one Grants.gov account. Corresponds to applicant organization you represent (i.e., an applicant), individual applicant, or a federal agency (i.e., a grantor).

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

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Registration: Before Grants.gov
SAM and Grants.gov
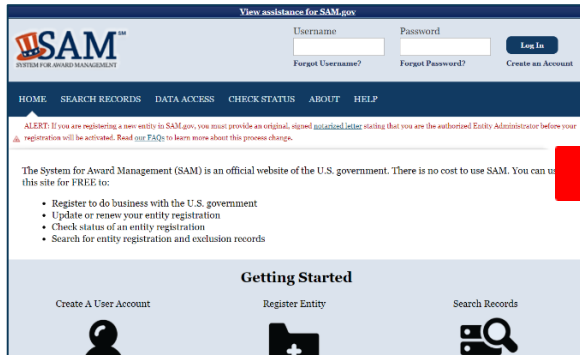
- Organization data and EBiz POC information are transferred from SAM to Grants.gov

- People within the organization are able to register with Grants.gov and then add a profile to associate with organization

- **SAM registration must be renewed annually.** Click here to learn more: https://sam.gov/content/home

Unique Entity Identifier (UEI)

By April of 2022, the federal government will stop using the DUNS number to uniquely identify entities registered in the System for Award Management (SAM). At that point, entities doing business with the federal government will use a Unique Entity Identifier (UEI) assigned by SAM.gov.

Active SAM registrants can now see their assigned UEI assigned within SAM.gov; there is no action for registered entities to take at this time. **Grants.gov users with a UEI may begin using the UEI in UEI fields.**

To learn more about SAM's rollout of the UEI, please visit https://gsa.gov/entityid.

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Registration: Grants.gov Account
Accounts enable subscription management

Registration: Add Profile, Get Roles

Profile associates you with organization. EBiz POC assigns roles to your profile.

Note: Users who select "**Continue – Skip adding a profile at this time**" can add an Applicant Profile at a later time. A user without an Applicant Profile can be added to a Workspace to help fill out forms, but the user will not be able to Create or Submit a Workspace.

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Registration: Grants.gov Roles
EBiz Point of Contact, AOR role, Workspace Manager role

EBIZ

AOR

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

One organization can have many users with AOR role
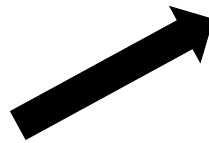
WM
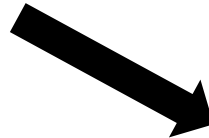
Users with **Workspace Manager role** can create workspaces

Each **organization** has one EBiz POC

EBiz POCs assigned in SAM.gov

EBiz POC assigns roles: AOR or Workspace Manager

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Search Grants

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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

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Searching for Funding Opportunities
Search Results

Search results and criteria are reset when the user clicks the Search button

Search results are refreshed when criteria options are changed

Users have ability to export Search Results

What's in a Funding Opportunity?

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What's in a Funding Opportunity?

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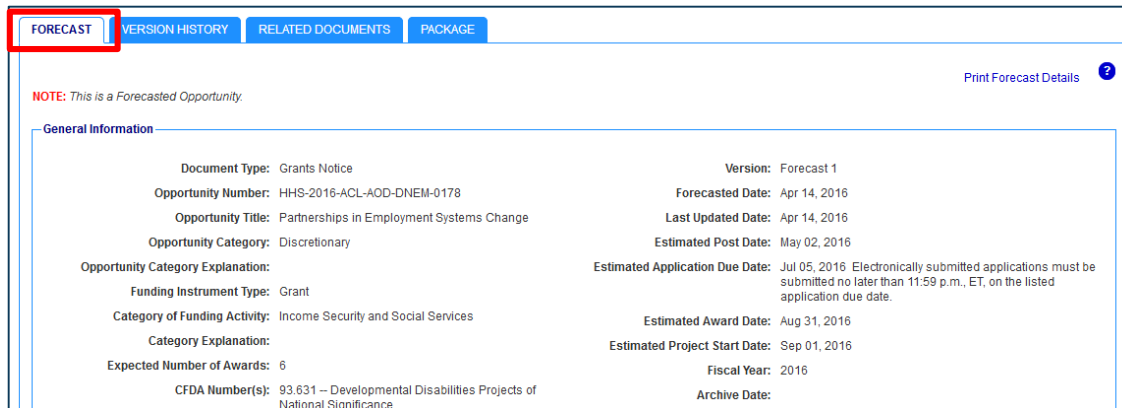
A Forecast is a projection of an estimated funding opportunity. Contains information, such as:

- Estimated Post and Due Dates

- Estimated Program Funding Amount

- Estimated Award Date

A Forecast can become a funding opportunity Synopsis

What's in a Funding Opportunity?

Synopsis

When agencies receive funding, a Forecast can become 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?

Related Opportunities

Agencies may relate multiple funding opportunities with each other to aid the search process

Link to the related opportunity

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

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

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Workspace Topics

- What is Workspace?

- Add collaborators in Participants tab

- Complete the application in the Forms tab

- Submit when you are done

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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.

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Workspace: Add 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: Add 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

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Workspace: Add Participants

Core Roles:

- Standard AOR role

- Expanded AOR role*

- Workspace Manager role

*Expanded AOR role enables a user to view and submit the application for any workspace within the organization. Not all organizations will use this version of the AOR role

Workspace: Add Participants

Account Types:

- E-Business Point of Contact (EBiz POC)

- Applicant

Access Levels:

- Workspace Owner

- Workspace Participant

Completing Workspace Forms

Key Actions:

- Fill out webforms (*if available*)

- Download and Upload PDF forms

- Lock/Unlock forms

- Reuse forms from other workspace

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

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Completing Webforms

- Radio buttons (multiple choice)
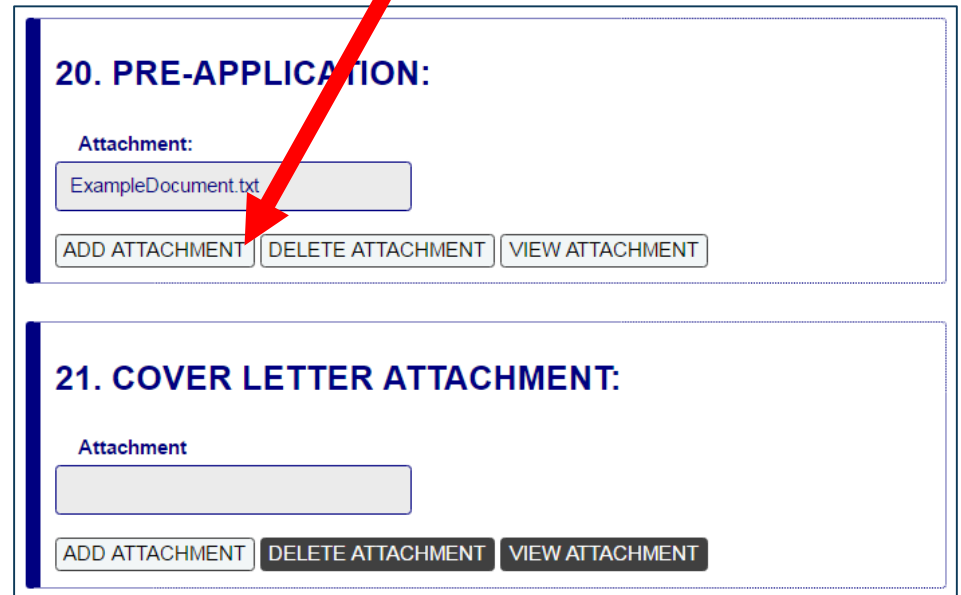
- Attach files within online form

Completing Webforms

More Features:

- Hover mouse over form fields for help

- Error messages explain how to fill out form fields

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Completing Webforms

More Features:

- Autosave occurs every 5 minutes

- Complete SF-424 first to pre-populate form fields and save time

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Completing Webforms

- **Save**: Stores your form data & attachments to Workspace

- **Check for Errors**: Form validation & field-level errors

- **Close**: Exits the online form

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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

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Completing PDF Forms

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

Completing Workspace Forms

Workspace Features:

- Reuse past forms

- Cross-form & up-front validations

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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

Reusing Workspace Forms

- Confirmation message appears

- Update or modify the reused form using the Webform or Download links

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View Application & Attachments Tabs

View Application Tab

Download entire application or forms with PDF attachments

Attachments Tab

Download the PDF attachments added to application forms

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Workspace: Submit Application

Process:

- Workspace Owner notifies users with AOR role

- User with AOR role submits

- Workspace Owner or user with AOR role may choose to Reopen Workspace

- Related this submission with a past submission, if applicable

Tracking Your Application Submission

After Submitting Your Application

- Make sure you receive an on-screen confirmation receipt

- Document your Grants.gov Tracking Number

- The date/time stamp is the official time of submission

- You will also receive email confirmations

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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

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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

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Tracking Your Application
Submission Details of Submitted Workspace

HOME	LEARN GRANTS ▾	SEARCH GRANTS	APPLICANTS ▾	GRANTORS ▾	SYSTEM-TO-SYSTEM ▾	FORMS ▾	CONNECT ▾	SUPPORT ▾

GRANTS.GOV ⟩ Applicants ⟩ Manage Workspace ⟩ Submission Details

SUBMISSION DETAILS
« Back ❓

Submission Details:

Grant Tracking Number:	GRANT10606662	UEI:	0000000000000
Submission Method:	Workspace – WS00018494	AOR Name:	Testing My Testing
Funding Opportunity Number – Title:	OPPORTUNITY-GG-T1306 – Full PDF view from Manage Workspaces	Application Filing Name:	Workspace-Full PDF view from Manage Workspaces
CFDA:	10.001 – Agricultural Research Basic and Applied Research	Requested Amount:	$78
Competition ID – Title:	45 – Full PDF view from Manage Workspaces	Agency Tracking Number:	---
Opportunity Package ID:	PKG00037387	Status:	Validated
Date/Time Received:	Jul 02, 2019 06:53:17 AM EDT	Status Date/Time:	Jul 02, 2019 06:53:28 AM EDT

Submission Forms/Attachments Received: | Download ZIP » | Download Full PDF » |

Form Name/Attachment File Name	File Size
FORM: SF424 (R & R) [V3.0]	
▾ FORM: Attachments [V1.2]	
AttachmentForm_1_2-ATT1-1234-WS00010948-Standardized_Work_Plan-V1.0.pdf	198.3 KB
AttachmentForm_1_2-ATT2-1235-WS00016662-BudgetNarrativeAttachments_1_2-V1.2.pdf	197.9 KB

Download ZIP provides a zip file of the submission

Download Full PDF provides a single PDF file of the submission

Recommendation: Download a copy of the submitted application for offline record-keeping and to verify the contents of each file in the zip. To download the zip file or full PDF, the submitted application must be in one of the following statuses: Validated, Received by Agency, or Agency Tracking Number Assigned.

Note: For opportunities that provide the Grantor Image service, applicants will need to Request Grantor Image from the View Application tab to download the full PDF (with attachments).

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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

Applicant Management

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Applicant Management

Key Actions

- Users with Expanded AOR role can perform workspace actions at organization level
- EBiz POC cannot submit a workspace

Manage a User's Roles

Key Actions

- Users with Expanded AOR role can assign/reassign roles

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Manage a User's Workspace Access

MANAGE APPLICANTS

Please enter criteria and click Search:

Username: benfranklin   First Name: [   ]   Last Name: [   ]   Search

Applicants for GGTESTUEI000:   Export Detailed Data

1-1 of 1 Records |◄ ◄◄ **1** ►► ►|

Username ⇕	First Name ⇕	Middle Initial ⇕	Last Name ⇕	Email Address ⇕	Phone Number ⇕	Has Roles ⇕	Account Status ⇕	Actions
benfranklin	Ben	---	Franklin	ben@history.gov	000-000-0000	No	Active	Delete | Manage Role | Manage Workspace Access

MANAGE WORKSPACE ACCESS

Applicant:

Applicant Name: Ben Franklin   UEI: GGTESTUEI000   Applicant Role(s): None

Please enter criteria and click Search:

Workspace Statuses: ☑ New ☑ In Progress ☑ Ready for Submission ☑ Submitted ☐ Archived
Workspace Owner First Name: [   ]
Workspace Owner Last Name: [   ]   Search

Applicant Workspaces: Add Workspaces »   Make Owner »

1-1 of 1 Records |◄ ◄◄ **1** ►► ►|

Workspace ID ▲	Application Filing Name ⇕	Funding Opportunity Number ⇕	CFDA ⇕	Competition ID ⇕	Opportunity Package ID ⇕	Workspace Status ⇕	Workspace Owner ⇕	Actions
WS00015306	View Application - Many RR forms test	KV-MOST-RR	00.000	SP1	PKG00034713	In Progress	tomtest134user44 tomtest134user44	Remove

1-1 of 1 Records |◄ ◄◄ **1** ►► ►|

Key Actions

- Users with Expanded AOR role can manage workspace access

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Grants.gov Mobile App

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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
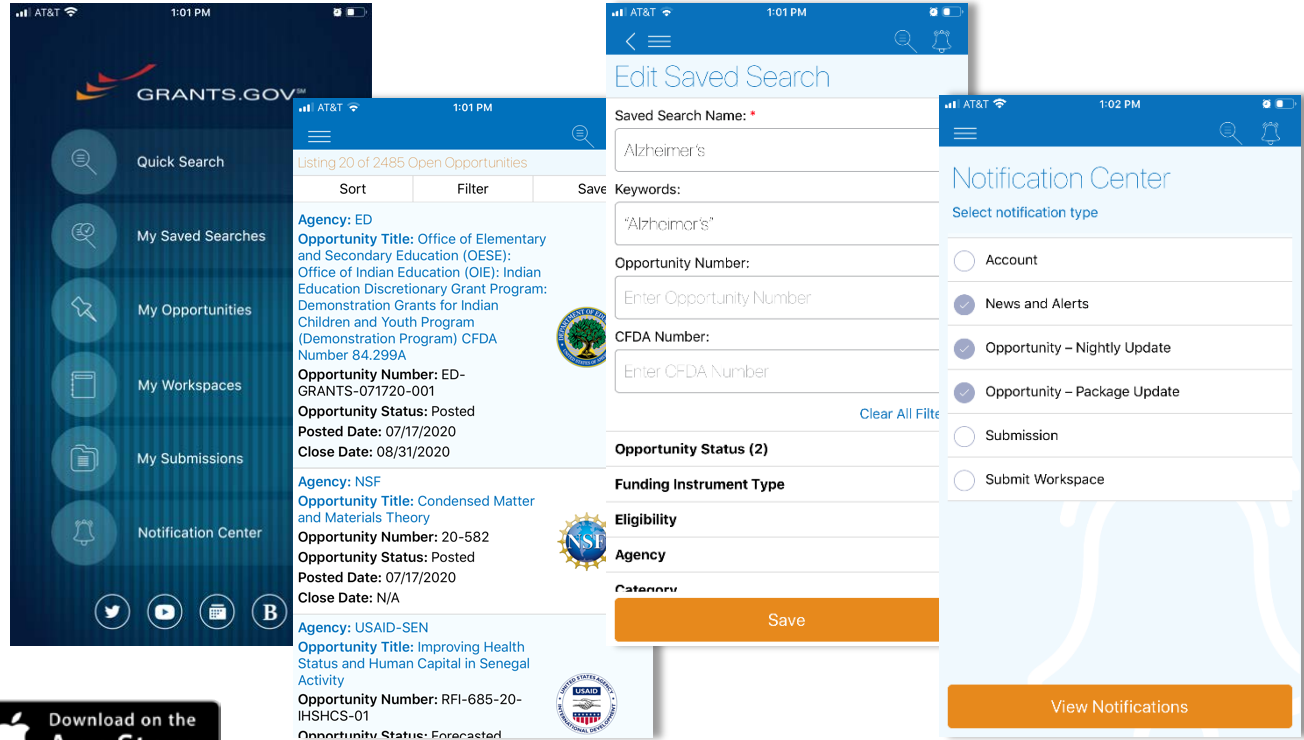
Tips for Applicants

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Tips for Applicants
Crafting Grant Proposals and Submitting Applications

- <u>Register and submit early</u>

- 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)

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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