Grants.gov Applicant Overview

2018 Federal Depository Library Conference
Training Topics

• Navigating Grants.gov
• Organization Registration
• Searching for Grant Opportunities
• What’s In a Grant Opportunity?
• Applying with Workspace
• Tracking Application Submissions
• Applicant Tips and Support Resources
Navigating Grants.gov
Navigating Grants.gov
Search Grants and Applicant Tabs on the Homepage
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 (C-DER Library)

**Grant Events**: Upcoming grant trainings, conferences, and webinars
Navigating Grants.gov

Subscriptions and Email Notifications

Manage Subscriptions

Custom Email Notifications
When you create a Grants.gov account, you can customize the type of email notifications you receive. Log in and click the links below to subscribe to news updates about system enhancements, notifications about saved searches and new funding opportunities, and more.

- Subscribe to Grants.gov News
  Receive Alerts and Newsletters containing updates about system enhancements and training resources
- Subscribe to all new grant opportunities
  Receive a daily email listing all new grant opportunities
- Subscribe to opportunities
  Receive notifications when changes are made to a specific opportunity's forecast, synopsis and other packages
- Subscribe to saved searches for grant opportunities
  Receive notifications for new opportunities matching saved search criteria

For more information on Grants.gov Subscriptions, please review the Connect with Grants.gov help article.

Unsubscribe from Email Notifications
Log in and unsubscribe from one (or more) of your Grants.gov email notifications. We strongly recommend that you stay subscribed to Grants.gov Alerts so that you will receive timely updates about the Grants.gov system.

- Unsubscribe from Grants.gov email notifications
Further Resources

- Get Started help article
- Navigation help article
Registration
Organizations need these before using Grants.gov to apply for federal grants:

- Data Universal Numbering System (DUNS) Number
- Active System for Award Management (SAM) registration

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

**Profile(s)**: Can have multiple within account. Corresponds to applicant organization you represent.
Registration: Before Grants.gov
Dun & Bradstreet (DNB) and the System for Award Management (SAM)

- Register with DNB at http://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
- Establish Marketing Partner Identification Number (MPIN)
- Up to 2 weeks (after notarized letter received by SAM)
• Organization data, EBiz POC information, and MPIN are electronically transferred from SAM to Grants.gov

• The organization is set up in Grants.gov and people within the organization are now able to register with Grants.gov and add profile to associate with organization

• **NOTE: EBiz POC must renew SAM registration annually**
Registration: Grants.gov Account

Accounts enable subscription management

1. Search Grants.gov
2. Register for an account
3. Enter contact information
4. Complete account details
5. Add communications preferences
Registration: Add Profile, Get Roles
Profile associates you with organization. EBiz POC assigns roles to your profile.

REGISTER

Congratulations! Your Grants.gov Account was successfully created.
If needed, you can add Applicant Profile(s) to your Account now. However, if you do not need a Profile or prefer to add your Profile(s) later, you can Continue to your Grants.gov logged in features.

How would you like to proceed?
- Continue - Skip adding a profile at this time
- Add Organization Applicant Profile - Affiliates you with an Organization and with additional access allows you to apply for Opportunities on behalf of the Organization
- Add Individual Applicant Profile - Allows you to apply for Opportunities on your own behalf

Please complete to Add an Organization Profile and click Save:
- DUNS:
- Profile Name:
- Job Title:

Save
Each organization has one EBiz POC

EBiz POCs assigned in SAM.gov

EBiz POC approves users’ affiliation with organization

EBiz POC assigns roles: AOR or Workspace Manager

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

One organization can have many users with AOR role

Users with **Workspace Manager role** can create workspaces
Further Resources

- Register help article
- My Account help article
Search Grants
Searching for Funding Opportunities
Using the Grants.gov Search Fields
Searching for grants and forecasts by entering a keyword.

In Search Grants tab, search by:

- Keyword
- Opportunity Number
- CFDA Number
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
Searching for Funding Opportunities

Search Results

Search results and criteria are reset when the clicking the Search button.

Search results are refreshed when criteria options are changed.

Search Results can be saved.
Further Resources

- Search Grants help article
What’s in a Funding Opportunity?
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
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?

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 Funding Opportunity Announcement (FOA), Request for Applications (RFA), and any supplementary documentation.
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
Applying with Workspace
Workspace Topics

• What is Workspace?

• Workspace Owner (creator) adds collaborators
  - Participants tab

• Complete the application in the Forms tab

• Submit when you are done
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.
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.
Adding Participants:
Click the **Add from Workspace Organization** button to search for a user within your organization
Click the **Add by Username** 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
Completing Workspace Forms

Key Actions:

• Fill out Webforms (online)
• 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
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
Completing Webforms

More Features:

- Autosave occurs every 5 minutes
- Complete SF-424 first to pre-populate form fields and save time
 Completing Webforms

- **Save**: Stores your form data & attachments to Workspace
- **Check for Errors**: Form validation & field-level errors
- **Close**: Exits the online form
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
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
- Data retained for five years
Reusing Workspace Forms

- Click Reuse link to import a form from another workspace
- Reusing an old form will overwrite all current form data
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
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
Further Resources

- **Workspace Overview** page on Grants.gov
- **Video: Learning Workspace Series** on Grants.gov YouTube
- **Manage Workspace** help articles
- **Latest Blog Posts about Workspace** at Blog.Grants.gov
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
Submission Confirmation Messages

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 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
Track your application status and information by accessing the Details tab of the submitted Workspace.

Download link provides a zip file of the submission.
May also track application status by entering Grant Tracking Number.

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

- **Workspace Details Tab** help article
- **Check Application Status** help article
- **Track My Application (Not Logged In)** help article
Applicant Management
Applicant Management

Key Actions

• EBiz POC and users with Expanded AOR role can perform workspace actions at organization level
• EBiz POC cannot submit a workspace
Further Resources

• Manage Applicants help article
• Manage Organization Profile help article
Tips for Applicants
Tips for Applicants
Crafting Grant Proposals and Submitting Applications

- Register and submit early
- 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 option 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 when creating a workspace
- Make sure you have Grants.gov compatible PDF software (Adobe Reader)
Applicant Support & Resources

Support Center available 24/7 (closed on Federal holidays)

- Email: support@grants.gov
- Phone: 1-800-518-4726 (toll-free) | 1-606-545-5035 (international)

Resources

- YouTube Training & Webinar Videos: https://www.youtube.com/user/GrantsGovUS/featured
- Blog: https://blog.grants.gov/
Connect with Grants.gov

Stay connected through social media to find out about what’s coming, new training opportunities, and updated resources

Follow us on Twitter: @grantsdotgov

Video tutorials on YouTube

Subscribe to our blog: Blog.Grants.gov

Bookmark our Online User Guide

Email Us: Community@grants.gov