

Grants.gov Applicant Overview



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

Navigating Grants.gov

Search Grants and Applicant Tabs on the Homepage

The screenshot displays the Grants.gov homepage. At the top, the Grants.gov logo is on the left, and a search bar with the text "SEARCH: Grant Opportunities" and a "GO" button is on the right. Below the logo, a navigation bar contains several tabs: "HOME", "LEARN GRANTS", "SEARCH GRANTS", "APPLICANTS", "GRANTORS", "SYSTEM-TO-SYSTEM", "FORMS", "CONNECT", and "SUPPORT". The "SEARCH GRANTS" and "APPLICANTS" tabs are highlighted with a red rectangular box. The main content area features a large banner for "The Grants.gov Mobile App" with the text "Quickly access grant search and notification tools through the Grants.gov Mobile App." Below this text are buttons for "Download on the App Store" and "GET IT ON Google Play". The banner image shows a person's hands holding a smartphone displaying the app's interface. Below the banner is a horizontal row of icons for various services: "SEARCH GRANTS", "GET STARTED", "GRANT POLICIES", "GRANT-MAKING AGENCIES", "PREVENT SCAMS", "COMMUNITY BLOG", "TWITTER FEED", "YOUTUBE VIDEOS", "ONLINE HELP", and "SUPPORT CENTER". At the bottom of the page, there are three preview cards: "Apply for a Grant Using", "Preview: Introducing the Grants.g...", and "Scheduled Maintenance:".

Navigating Grants.gov

Applicant Resources: Videos, User Guide, Training Content, FAQs and More

[HOME](#) [LEARN GRANTS](#) [SEARCH GRANTS](#) [APPLICANTS](#) [GRANTORS](#) [SYSTEM-TO-SYSTEM](#) [FORMS](#) [CONNECT](#) [SUPPORT](#)

GRANTS.GOV > Applicants > Applicant Training


APPLICANT TRAINING

GRANT APPLICATIONS

- » [How to Apply for Grants](#)
- » [Track My Application](#)

APPLICANT RESOURCES

- » [Workspace Overview](#)
- » [Applicant Eligibility](#)
- » [Organization Registration](#)
- » [Applicant Registration](#)
- » **[Applicant Training](#)**
- » [Applicant FAQs](#)
- » [Adobe Software Compatibility](#)
- » [Submitting UTF-8 Special Characters](#)
- » [Encountering Error Messages](#)



Training Resources and Videos for Grants.gov

Whether you need a high-level introduction to the Grants.gov application process, or you are looking for a step-by-step explanation of a particular Applicant task, we encourage you to consult the resources on this page.

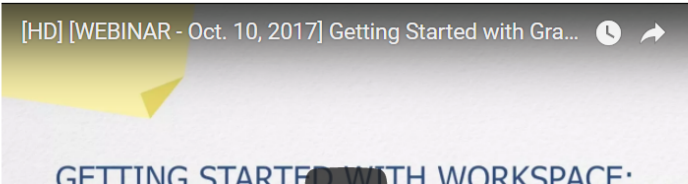
For more context and general information about the federal grants lifecycle, visit the [Grants 101](#) section under the [Learn Grants](#) tab.

Featured Video

[WEBINAR] Getting Started with Grants.gov Workspace: Become a Workspace Wizard
Updated on October 12, 2017

Workspace is Grants.gov's shared, online environment to collaboratively complete and submit federal grant applications. With the Legacy PDF application retiring on December 31, 2017, Grants.gov provided this free webinar to help applicants get started using Workspace.

[HD] [WEBINAR - Oct. 10, 2017] Getting Started with Gra... ⌚ ➦



Help: Online User Guide

Find registration, search, and application instructions for all users in the [Grants.gov Online User Guide](#).

For detailed applicant information, review the Applicants section of the online user guide.

Applicant Overview

[Grants.gov Applicant Overview Training Presentation](#) - Everything you need to know about navigating Grants.gov as an Applicant.

[Grants.gov Presentation Request Form](#) - If you would like to request brochures or a complimentary Grants.gov presentation on the Find and Apply process, please fill out this form and submit it to support@grants.gov.

For a step-by-step guide to organization applicant registration, check out the [Grants.gov Organization Applicant Registration](#) page.

Navigating Grants.gov

Highlights from the Learn Grants tab

GRANTS LEARNING CENTER

The Grants Learning Center is your gateway to the federal grants world. Bookmark this page and participate in our growing communities on Blog.Grants.gov and Twitter (@grantsdotgov).

Grant Topics

- Grants 101**
Basics about the grant lifecycle & management
- Grant Policies**
Laws & regulations for federal awards
- Grant Eligibility**
Are you eligible to apply for grants?
- Grant Terms**
Grant related terminology and acronyms
- Grant Agencies**
Federal grant-making agencies
- Grant Systems**
Tools & apps to register & manage grants
- Grant Programs**
Financial assistance & benefits
- Grant Reporting**
Learn about reporting & monitoring
- Grant Fraud**
Recognize & avoid grant scams & fraud
- Grant Events**
Upcoming grant trainings & conferences

Community Questions

- What is a grant?
- How do I apply for a grant?
- What is the DATA Act?
- What is the OMB Uniform Guidance?
- What is Workspace?
- Can I have a grant to repair my home?
- Where can I find grant events & trainings?

Community Videos

The **Introduction to Grants.gov Video Series** covers the complete Grants.gov application process, from registering and creating a Grants.gov account to finding funding opportunities and completing an application package.

APPLICANT REGISTRATION PART ONE

Grants.gov
OUR APPLICATIONS

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

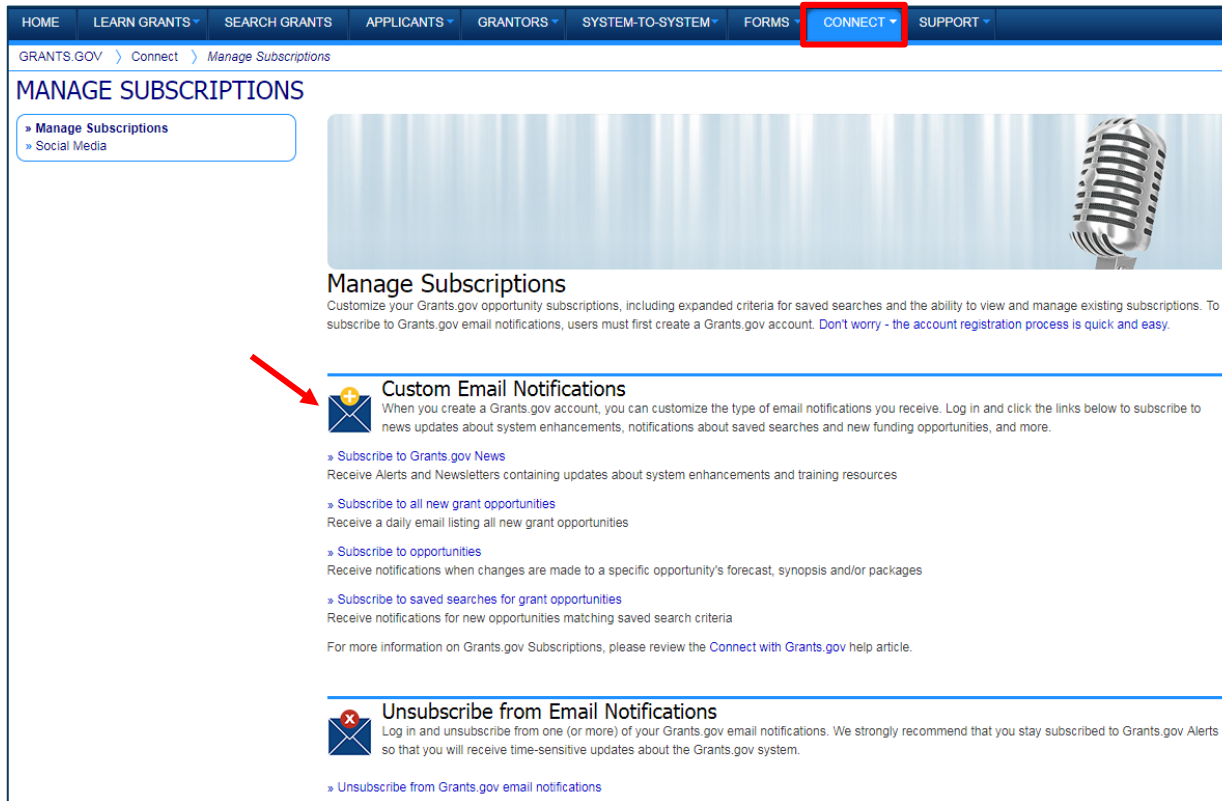
Grant Policies: Summaries and tables explaining how federal grant policies are formed

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




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

GRANTS.GOV > Connect > Manage Subscriptions

MANAGE SUBSCRIPTIONS

- » Manage Subscriptions
- » Social Media



Manage Subscriptions

Customize your Grants.gov opportunity subscriptions, including expanded criteria for saved searches and the ability to view and manage existing subscriptions. To subscribe to Grants.gov email notifications, users must first create a Grants.gov account. [Don't worry - the account registration process is quick and easy.](#)

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/or 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

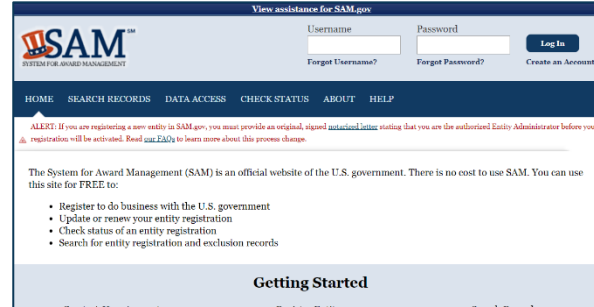
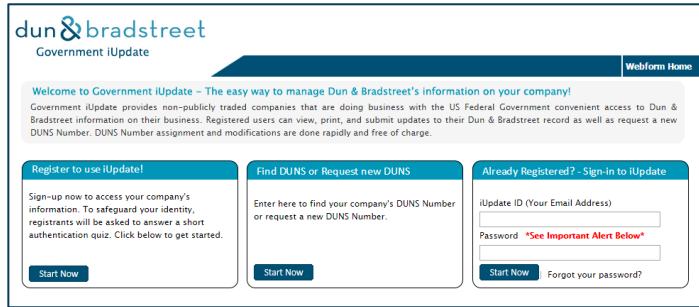
Log in and unsubscribe from one (or more) of your Grants.gov email notifications. We strongly recommend that you stay subscribed to Grants.gov Alerts so that you will receive time-sensitive updates about the Grants.gov system.

- » [Unsubscribe from Grants.gov email notifications](#)

Registration

Registration: Before Grants.gov

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

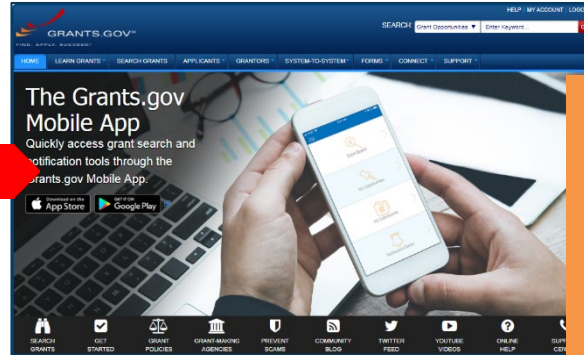
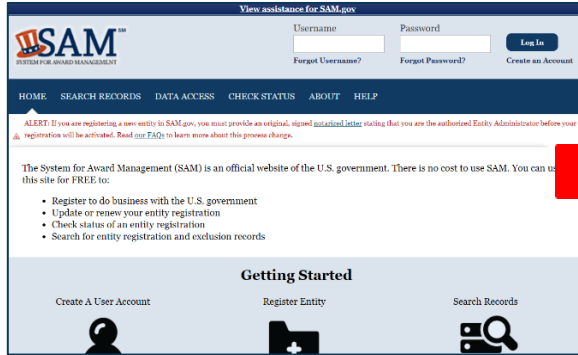


- Register with DNB at:
<https://fedgov.dnb.com/webform/>
- Requires TIN from IRS and organization information
- You will be issued a **DUNS Number**
- ~1 – 2 business days

- 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

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
- For the latest SAM.gov updates, go here: <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update>
- **NOTE: SAM registration must be renewed annually**

Unique Entity Identifier (UEI)

The System for Award Management (SAM) plans to begin issuing the Unique Entity Identifier (UEI), the new “official identifier for doing business with the U.S.

Government,” in the coming months. Grants.gov has begun preparing for this transition by educating users about the upcoming changes and updating field labels and references to the DUNS Number (the current identifier) within the Grants.gov system. **Users should continue using the DUNS Number in UEI fields until further notice.** To learn more about SAM’s rollout of the UEI, please visit [gsa.gov/entityid](https://www.gsa.gov/entityid).

Registration: Grants.gov Account

Accounts enable subscription management

1

GO

SEARCH: Grant Opportunities Enter Keyword...

HOME

LEARN GRANTS

SEARCH GRANTS

APPLICANTS

GRANTORS

SYSTEM-TO-SYSTEM

FORMS

CONNECT

SUPPORT

Account Details:

Last Name:

Email Address:

Phone Number:

Username:

Password:

REGISTER

Registering with Grants.gov

One account to manage all your profiles, applications, and subscriptions.

Applicants

1. Complete the required form fields.

2. Confirm your email address.

3. Add an organization applicant profile or an individual applicant profile after registering.

Learn more on the [Applicant Registration page](#).

Grantors

1. Complete the required form fields.

2. Confirm your email address.

3. Ask your agency point of contact to associate your email address with the agency.

Learn more on the [Grantor Registration page](#).

Get Registered Now

2

Intro to Grants.gov - How to Register

HOW TO REGISTER

GRANTS.GOV

REGISTER

Please enter your information below to create an Account.

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).

Username cannot resemble UEL: 12 character usernames must contain a special character.

Password requirements: Your password must contain at least eight characters including: at least one uppercase letter (A-Z); at least one lowercase letter (a-z); at least one number (0-9); and at least one special character (e.g. ! @ # \$ % ^ & *). Your password must not contain dictionary words, names, or your Username.

If Mobile Phone Number is provided, it must be a US number and it can be used to reset forgotten password.

Contact Information:

3

*First Name:

Middle Initial:

*Last Name:

*Email Address:

*Primary Phone Number:

Mobile Phone Number (US Only):

Confirm Mobile Phone Number:

Account Details:

*Username:

*Password:

*Confirm Password:

Communications:

Subscribe:

☒ GRANTS.GOV ALERTS

Yes, I want to receive email messages containing time-sensitive information about Grants.gov changes that potentially impact users.

☒ GRANTS.GOV NEWSLETTER

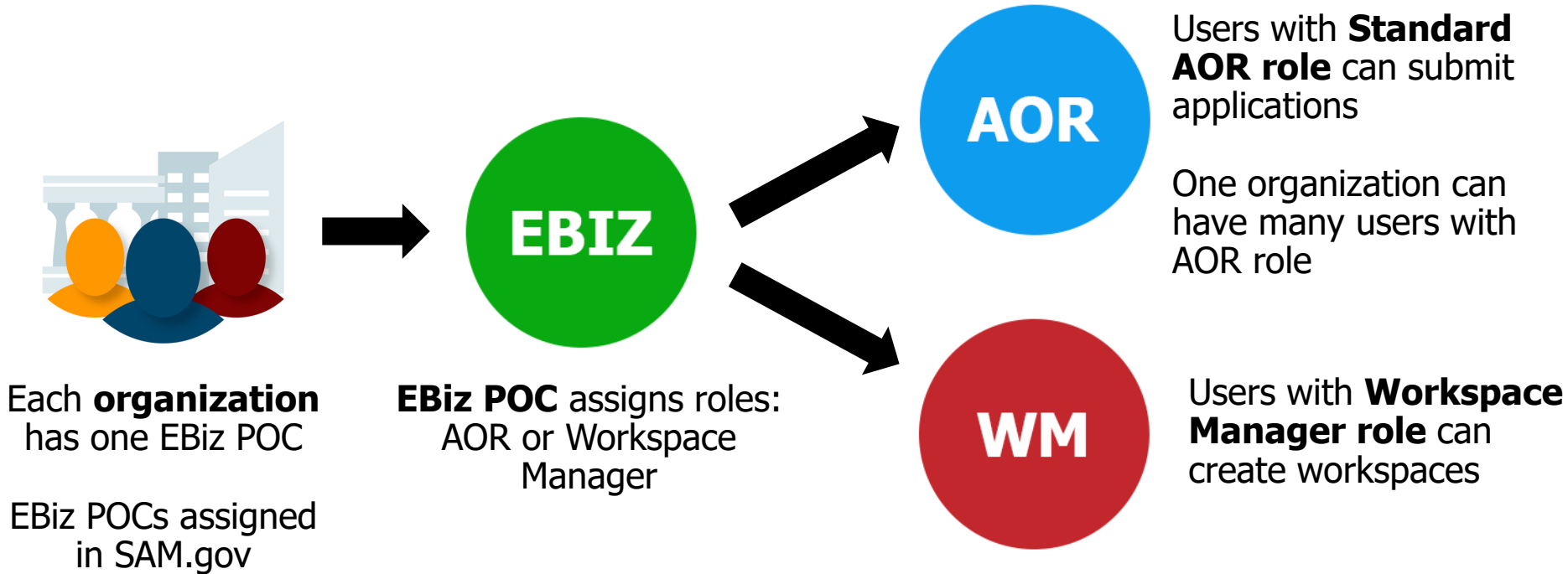
Yes, I want to receive occasional emails highlighting system enhancements, training resources, and other topics relevant to the federal grant community.

Continue

Cancel

Registration: Grants.gov Roles

EBiz Point of Contact, AOR role, Workspace Manager role



Search Grants

Searching for Funding Opportunities

Using the Grants.gov Search Fields

The screenshot displays the Grants.gov homepage. At the top right, there is a search bar with the text "SEARCH: Grant Opportunities" and a "GO" button. Below the header, a navigation menu includes links for HOME, LEARN GRANTS, SEARCH GRANTS (highlighted with a red box), APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The main content area features a large banner for "The Grants.gov Mobile App" with the text "Quickly access grant search and notification tools through the Grants.gov Mobile App." and buttons for downloading the app from the App Store and Google Play. At the bottom, a dark navigation bar contains icons and labels for various services: SEARCH GRANTS (highlighted with a red box), GET STARTED, GRANT POLICIES, GRANT-MAKING AGENCIES, PREVENT SCAMS, COMMUNITY BLOG, TWITTER FEED, YOUTUBE VIDEOS, ONLINE HELP, and SUPPORT CENTER.

Searching for Funding Opportunities

Find – Basic Search

The screenshot shows the GRANTS.GOV website. At the top, there is a navigation bar with links: HOME, LEARN GRANTS, SEARCH GRANTS (highlighted with a red box), APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Above this bar is a search bar (highlighted with a red box) containing the text "SEARCH: Grant Opportunities" and a "GO" button. Below the navigation bar, the "SEARCH GRANTS" section is highlighted with a red box. It includes a "BASIC SEARCH CRITERIA:" section with fields for "Keyword(s)", "Opportunity Number", and "CFDA", and a "SEARCH" button. Below this is the "OPPORTUNITY STATUS:" section with checkboxes for "Forecasted (209)", "Posted (2,287)", "Closed (3,222)", and "Archived (50,984)". The "FUNDING INSTRUMENT TYPE:" section has checkboxes for "All Funding Instruments", "Cooperative Agreement (723)", "Grant (1,884)", "Other (82)", and "Procurement Contract (48)". The "ELIGIBILITY:" section has checkboxes for "All Eligibilities", "City or township governments (1,344)", "County governments (1,355)", "For profit organizations other than small businesses (1,328)", and "Independent school districts (1,313)". The main content area shows search results for "Grant Opportunities". It includes a "SORT BY:" dropdown set to "Posted Date (Descending)" and a "DATE RANGE:" dropdown set to "All Available". Below this is a table of results with columns: Opportunity Number, Opportunity Title, Agency, Opportunity Status, Posted Date, and Close Date. The table shows 1 - 25 of 2496 matching results.

GRANTS.GOV™
FIND. APPLY. SUCCEED.™

HELP | REGISTER | LOGIN

SEARCH: Grant Opportunities Enter Keyword... GO

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

GRANTS.GOV > Search Grants

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):
Opportunity Number:
CFDA:

SEARCH

OPPORTUNITY STATUS:

☒ Forecasted (209)
☒ Posted (2,287)
☐ Closed (3,222)
☐ Archived (50,984)

FUNDING INSTRUMENT TYPE:

☒ All Funding Instruments
☐ Cooperative Agreement (723)
☐ Grant (1,884)
☐ Other (82)
☐ Procurement Contract (48)

ELIGIBILITY:

☒ All Eligibilities
☐ City or township governments (1,344)
☐ County governments (1,355)
☐ For profit organizations other than small businesses (1,328)
☐ Independent school districts (1,313)

Search Tips | Export Detailed Data | Save Search

SORT BY: Posted Date (Descending) Update Sort

DATE RANGE: All Available Update Date Range

1 - 25 OF 2496 MATCHING RESULTS: Previous 1 2 3 4 5 6 ... 100 Next

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
PD-19-127Y	The Science of Learning and Augmented Intelligence Program	NSF	Posted	09/19/2019	01/15/2020
F19AS00398		DOI-FWS	Posted	09/19/2019	
F19AS00400		DOI-FWS	Posted	09/19/2019	
DE-FOA-0002171	PERFORMANCE-BASED ENERGY RESOURCE FEEDBACK, OPTIMIZATION, AND RISK MANAGEMENT (PERFORM)	DOE-ARPAE	Posted	09/19/2019	10/28/2019
RFA-DK-19-013	NIDDK Hematology Central Coordinating Center (U24 Clinical Trial Not Allowed)	HHS-NIH11	Posted	09/19/2019	11/21/2019
F19AS00399	Endangered Species Conservation - Recovery Implementation Funds	DOI-FWS	Posted	09/19/2019	09/26/2019
P19AS00619	Avian and Habitat Research, Monitoring, and Restoration at the Channel Islands	DOI-NPS	Posted	09/19/2019	
P19AS00608	The Earliest Americans National Historic Landmark Theme Study for Alaska	DOI-NPS	Posted	09/18/2019	09/19/2019
PAR-19-373	Research on biopsychosocial factors of social connectedness and isolation on health, wellbeing, illness, and recovery (R01 Clinical Trials Not Allowed)	HHS-NIH11	Posted	09/18/2019	03/17/2021
FR-SAN-19-001	FY19 River to River Rail Resilience (R4) Project	DOT-FRA	Posted	09/18/2019	09/23/2019
G20AS00004	Cooperative Research Units Program FY 2020	DOI-USGS1	Posted	09/18/2019	
FTA-2019-010-TPE	Pilot Program for Transit-Oriented Development (TOD) Planning	DOT-FTA	Posted	09/18/2019	11/18/2019
CDC-RFA-GH20-2091	Accelerating Sustainability of Public Health Systems in India to Prevent, Detect, and Respond to Infectious Disease Outbreaks and	HHS-CDC-	Forecasted	09/18/2019	

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

GRANTS.GOV™
FIND. APPLY. SUCCEED.™

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

GRANTS.GOV > Search Grants

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

SEARCH

OPPORTUNITY STATUS:

- ☒ Forecasted (209)
- ☒ Posted (2,287)
- ☐ Closed (3,222)
- ☐ Archived (50,984)

FUNDING INSTRUMENT TYPE:

- ☒ All Funding Instruments
- ☐ Cooperative Agreement (723)
- ☐ Grant (1,884)
- ☐ Other (82)
- ☐ Procurement Contract (48)

ELIGIBILITY:

- ☒ All Eligibilities
- ☐ City or township governments (1,344)
- ☐ County governments (1,355)
- ☐ For profit organizations other than small businesses (1,328)
- ☐ Independent school districts (1,313)

Sort BY: Posted Date (Descending) Update Sort

DATE RANGE: All Available Update Date Range

1 - 25 OF 2496 MATCHING RESULTS:

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
PD-19-127Y	The Science of Learning and Augmented Intelligence Program	NSF	Posted	09/19/2019	01/15/2020
F19AS00398		DOI-FWS	Posted	09/19/2019	
F19AS00400		DOI-FWS	Posted	09/19/2019	
DE-FOA-0002171	PERFORMANCE-BASED ENERGY RESOURCE FEEDBACK, OPTIMIZATION, AND RISK MANAGEMENT (PERFORM)	DOE-ARPAE	Posted	09/19/2019	10/28/2019
RFA-DK-19-013	NIDDK Hematology Central Coordinating Center (U24 Clinical Trial Not Allowed)	HHS-NIH11	Posted	09/19/2019	11/21/2019
F19AS00399	Endangered Species Conservation - Recovery Implementation Funds	DOI-FWS	Posted	09/19/2019	09/26/2019
P19AS00619	Avian and Habitat Research, Monitoring, and Restoration at the Channel Islands	DOI-NPS	Posted	09/19/2019	
P19AS00608	The Earliest Americans National Historic Landmark Theme Study for Alaska	DOI-NPS	Posted	09/18/2019	09/19/2019
PAR-19-373	Research on biopsychosocial factors of social connectedness and isolation on health, wellbeing, illness, and recovery (R01 Clinical Trials Not Allowed)	HHS-NIH11	Posted	09/18/2019	03/17/2021
FR-SAN-19-001	FY19 River to River Rail Resilience (R4) Project	DOT-FRA	Posted	09/18/2019	09/23/2019
G20AS00004	Cooperative Research Units Program FY 2020	DOI-USGS1	Posted	09/18/2019	
FTA-2019-010-TPE	Pilot Program for Transit-Oriented Development (TOD) Planning	DOT-FTA	Posted	09/18/2019	11/18/2019
CDC-RFA-GH20-2091	Accelerating Sustainability of Public Health Systems in India to Prevent, Detect, and Respond to Infectious Disease Outbreaks and	HHS-CDC	Forecasted	09/18/2019	

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

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

GRANTS.GOV Search Grants

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

SEARCH

OPPORTUNITY STATUS:

☒ Forecasted (1)

☒ Posted (17)

☐ Closed (16)

☐ Archived (846)

FUNDING INSTRUMENT TYPE:

☐ All Funding Instruments

☐ Cooperative Agreement (7)

☒ Grant (18)

☐ Other (6)

☐ Procurement Contract (5)

ELIGIBILITY:

☐ Others (see text field entitled 'Additional Information on Eligibility' for clarification) (17)

☒ Private institutions of higher education (17)

☒ Public and State controlled institutions of higher education (18)

☐ Public housing authorities/Indian housing

CATEGORY: [X] Education

ELIGIBILITY: [X] Private institutions of higher education, [X] Public and State controlled institutions of higher education

FUNDING INSTRUMENT: [X] Grant

Save Search »

Sort BY: Posted Date (Descending) **Update Sort**

DATE RANGE: All Available **Update Date Range**

1 - 25 OF 478 MATCHING RESULTS:

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date ↓	Close Date
ND-NOFO-18-106	Youth Leaders as Change Makers	DOS-IND	Posted	04/10/2018	06/11/2018
C-NOFO-18-102	This House Believes That: A U.S.-India Comparative Constitutional Law Debate Project	DOS-IND	Posted	04/10/2018	06/11/2018
ND-NOFO-18-112	Art and Heritage Conservationist Summit	DOS-IND	Posted	04/10/2018	06/11/2018
ND-NOFO-18-110	Let's Get Serious: Comic Videos to Promote Study in the U.S.	DOS-IND	Posted	04/10/2018	06/11/2018
PAR-18-745	Addressing the Challenges of the Opioid Epidemic in Minority Health and Health Disparities Research in the U.S. (R21 Clinical Trial Optional)	HHS-NIH11	Posted	04/10/2018	11/13/2020
PAR-18-747	Addressing the Challenges of the Opioid Epidemic in Minority Health and Health Disparities Research in the U.S. (R01 Clinical Trial Optional)	HHS-NIH11	Posted	04/10/2018	11/13/2020
PA-18-748	Research Supplements to Promote Data Sharing in Cancer Epidemiology Studies (Admin Supp Clinical Trial Not Allowed)	HHS-NIH11	Posted	04/10/2018	07/01/2018
K-NOFO-18-103	Anti-TIP International Youth Champions Conclave	DOS-IND	Posted	04/09/2018	06/08/2018
PAR-18-746	NIDA Mentored Clinical Scientist Development Program Award in Substance Use and Substance Use Disorder Research (K12 Clinical Trial Optional)	HHS-NIH11	Posted	04/06/2018	08/28/2020
RUS-18-01-DLT	Distance Learning and Telemedicine Grant Program	USDA-RUS	Posted	04/05/2018	06/04/2018
PAR-18-742	Exploring Epigenomic or Non-Coding RNA Regulation in the Development, Maintenance, or Treatment of Chronic Disease (R64/R23)	HHS-NIH11	Posted	04/03/2018	02/11/2021

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



What's in a Funding Opportunity?

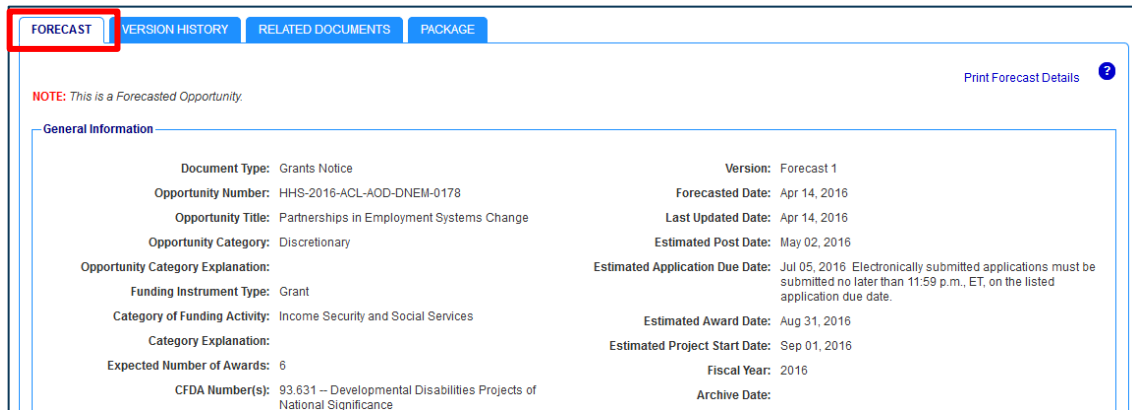
What's in a Funding Opportunity?

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



What's in 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

A screenshot of the 'SYNOPSIS' tab in the GRANTS.GOV system. The tab is highlighted with a red box. The page shows a 'Print Synopsis Details' link with a question mark icon. The main text area contains a paragraph about the synopsis, followed by a link to 'send me change notification emails'. Below this is a disclaimer: 'Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.' The 'General Information' section is expanded, showing a table with the following data:

Document Type:	Grants Notice	Posted Date:	Feb 16, 2016
Funding Opportunity Number:	HRSA-16-019	Last Updated Date:	Feb 16, 2016
Funding Opportunity Title:	Small Health Care Provider Quality Improvement Program	Original Closing Date for Applications:	Feb 29, 2020
Opportunity Category:	Discretionary	Current Closing Date for Applications:	Feb 29, 2020
Opportunity Category Explanation:		Archive Date:	Mar 30, 2020
Funding Instrument Type:	Grant	Estimated Total Program Funding:	\$4,150,000

What's in a Funding Opportunity?

Version History

GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY

TEST-OPP-NUMBER-20190221 [Related Opportunities] [Back | Link](#)
Test Opportunity Title 20190221
QA AGENCY

Apply

Subscribe

SYNOPSIS

VERSION HISTORY

RELATED DOCUMENTS

PACKAGE

Version History

Click on Version Name to view previous versions of this grant opportunity. Modifications from the previous version are highlighted with a light gray background. For more information on versions, see Online Help.

Synopsis History:

Version	Modification Description	Updated Date
Synopsis 2	Updated Closing Date to extend the due date to 04/30/2019.	Feb 27, 2019
Synopsis 1		Feb 25, 2019

Forecast History:

Version	Modification Description	Updated Date
Forecast 2	Updated Archive Date	Feb 25, 2019
Forecast 1		Feb 21, 2019

DISPLAYING: Synopsis 2

General Information

Document Type: Grants Notice
Funding Opportunity Number: TEST-OPP-NUMBER-20190221
Funding Opportunity Title: Test Opportunity Title 20190221
Opportunity Category: Discretionary
Opportunity Category Explanation:
Funding Instrument Type: Grant
Category of Funding Activity: Science and Technology and other Research and Development
Category Explanation:

Version: Synopsis 2
Posted Date: Feb 25, 2019
Last Updated Date: Feb 27, 2019
Original Closing Date for Applications: Mar 31, 2019
Current Closing Date for Applications: Apr 30, 2019
Archive Date: May 30, 2019
Estimated Total Program Funding: \$1,000,000
Award Ceiling: \$1,000,000
Award Floor: \$500,000

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

GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY



TEST-OPP-NUMBER-20190221 [\[Related Opportunities\]](#)
Test Opportunity Title 20190221
QA AGENCY

[« Back | Link](#)

Apply

Subscribe

SYNOPSIS

VERSION HISTORY

RELATED DOCUMENTS

PACKAGE

You can retrieve the full Funding Opportunity Announcement (FOA), Request for Applications (RFA), and any supplementary documentation

[Print Related Documents List](#)



Notification History:

Type	Date	Modification Description
Related Documents	02/27/2019	Updated the Program Announcement.
Related Documents	02/25/2019	Updated Program Announcement

Click on the following link(s) to view the related information:

Description	Link	Last Updated Date/Time
Grants.gov Test Link to Related Documents for TEST-OPP-NUMBER-20190221	https://www.grants.gov	Feb 25, 2019 09:40:50 AM EST

Click on the following file link(s) to download the related document(s):

File Description	File Name	Last Updated Date/Time	File Size
Folder: Full Announcement - TEST-OPP-NUMBER-20190221	TEST-OPP-NUMBER-20190221-Full Announcement - TEST-OPP-NUMBER-20190221.zip	Feb 27, 2019 10:03:51 AM EST	338.6 KB
Eligibility Statement	TEST-OPP-NUMBER-20190221-Eligibility Statement_TestFile.pdf	Feb 25, 2019 09:47:35 AM EST	16.5 KB
Program Announcement (Updated)	TEST-OPP-NUMBER-20190221-ProgramAnnouncement_TestFile - Copy.pdf	Feb 27, 2019 10:03:51 AM EST	348.4 KB



GRANTS.GOVSM

What's in a Funding Opportunity?

Workspace Application and Instructions

GRANTS.GOV™
FIND. APPLY. SUCCEED.™

HELP | REGISTER | LOGIN

SEARCH: Grant Opportunities ▾ Enter Keyword... **GO**

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

GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY

HHS-2018-ACL-AOA-EJSG-0265
Grants to Enhance State Adult Protective Services
Department of Health and Human Services
Administration for Community Living

« Back | Link

Apply **Subscribe**

SYNOPSIS | VERSION HISTORY | RELATED DOCUMENTS | **PACKAGE**

Select Grant Opportunity Package [Print Package List](#) ?

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!
Before you can view and complete an application package, you **MUST** have Adobe Reader installed. Packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the application package, ALL applicants must be using the same software version. [Click for more information on Adobe Reader Compatibility.](#)

OPPORTUNITY PACKAGE(S) CURRENTLY AVAILABLE FOR THIS FUNDING OPPORTUNITY:

CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Actions
00.000	00000	00000	PKG00034717	05/05/2017	05/23/2018	Preview Apply

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

Workspace Topics

- What is Workspace?
- Add collaborators in 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 screenshot shows the 'MANAGE WORKSPACE' page on Grants.gov. At the top is a navigation bar with links: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS (selected), GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below the navigation bar is a breadcrumb trail: GRANTS.GOV > Applicants > Manage Workspace. The main heading is 'MANAGE WORKSPACE'. A progress bar shows five steps: Created (checked), Fill Out Forms (active), Complete and Notify AOR, Submit, and Agency Received. To the left is the Grants.gov logo and agency information: 00-579 - PKG00035946, 00-579, Test Agency. To the right is application information: Application Filing Name: 00-579 [Edit Name], Workspace ID: WS00020165, Workspace Status: In Progress, Opening Date: Feb 20, 2018, Closing Date: Feb 27, 2025, AOR Status: Workspace has AOR, Last Submitted Date: ---, SAM Expiration Date: Jan 01, 2025, and UEI: 00000000000000. Below this is a tabbed interface with 'FORMS' selected. Under 'Workspace Actions', there are buttons for 'Check Application', 'Sign and Submit', and 'Delete'. A blue banner reads: 'Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms:'. Below this is a table of forms.

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Financial Management and System of Internal Controls Questionnaire [V1.1]	Optional	In Progress [Locked]	---	Philip S Shim	Unlock Download Upload Reuse Webform

Workspace: Participants

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

VIDEO-SUBFORMS - PKG00034725
Training Video for Sub-Forms Access
QA AGENCY

Application Filing Name: Training Example Workspace [Edit Name]

Workspace ID: WS00015297 Workspace Status: In Progress Opening Date: May 08, 2017
AOR Status: Workspace has AOR Last Submitted Date: --- Closing Date: May 06, 2019
Workspace Owner: Thomas Jefferson SAM Expiration Date: Aug 20, 2020 UEI: 0000000000000

Created Fill Out Forms Complete and Notify AOR Submit Agency Received «Back

FORMS VIEW APPLICATION ATTACHMENTS **PARTICIPANTS** ACTIVITY DETAILS PREVIEW GRANTOR VALIDATION

Workspace Participants: Export Detailed Data Add from Workspace Organization » Add by Username or Email Address »

1-4 of 4 Records

Username	Participant Name	Phone Number	Email Address	Form Access	Authorized to Submit	Actions
	George Washington	000-000-0000		All	No	Remove Make Owner Manage Access
	Harriet Tubman	000-000-0000		All	No	Remove Make Owner Manage Access
	Martha Washington	1234567890		All	No	Remove Make Owner Manage Access
	Thomas Jefferson	5555555555		All	Yes	Remove Make Owner Manage Access

1-4 of 4 Records

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: Participants

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

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

VIDEO-SUBFORMS - PKG00034725
Training Video for Sub-Forms Access
QA AGENCY

Application Filing Name: Training Example Workspace [Edit Name]
Workspace ID: WS00015297 Workspace Status: In Progress Opening Date: May 08, 2017
AOR Status: Workspace has AOR Last Submitted Date: --- Closing Date: May 06, 2019
Workspace Owner: Thomas Jefferson SAM Expiration Date: Aug 20, 2020 UEI: 0000000000000

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS PREVIEW GRANTOR VALIDATION

Workspace Participants: Export Detailed Data Add from Workspace Organization Add by Username or Email Address

1-4 of 4 Records

Username	Participant Name	Phone Number	Email Address	Form Access	Authorized to Submit	Actions
	George Washington	000-000-0000		All	No	Remove Make Owner Manage Access
	Harriet Tubman	000-000-0000		All	No	Remove Make Owner Manage Access
	Martha Washington	1234567890		All	No	Remove Make Owner Manage Access
	Thomas Jefferson	5555555555		All	Yes	Remove Make Owner Manage Access

1-4 of 4 Records

Account Types:

- E-Business Point of Contact (**EBiz POC**) Assigns roles to Organization members
- Applicant (**AOR**) Submits applications

Access Levels:

- Workspace Manager (**WM**) Creates Workspace and Adds Participants to Workspace
- Workspace Participant has no specific roles



Workspace: WM Adds 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

The screenshot shows the 'MANAGE WORKSPACE' interface on Grants.gov. At the top, there's a navigation bar with tabs like HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS (selected), GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below this, a breadcrumb trail reads 'GRANTS.GOV > Applicants > Manage Workspace'. The main heading is 'MANAGE WORKSPACE'. A progress bar indicates the current stage: 'Created' (checked), followed by 'Fill Out Forms', 'Complete and Notify AOR', 'Submit', and 'Agency Received'. A 'Back' button is also present. The workspace details include: Application Filing Name: Training Example Workspace [Edit Name], Workspace ID: WS00015297, Workspace Status: In Progress, Opening Date: May 08, 2017, AOR Status: Workspace has AOR, Last Submitted Date: ---, Closing Date: May 06, 2019, Workspace Owner: Thomas Jefferson, SAM Expiration Date: Aug 20, 2020, and UEI: 0000000000000. Below these details is a tabbed interface with options: FORMS, VIEW APPLICATION, ATTACHMENTS, PARTICIPANTS (selected), ACTIVITY, DETAILS, and PREVIEW GRANTOR VALIDATION. The 'PARTICIPANTS' tab is active, showing a 'Workspace Participants' section with buttons for 'Export Detailed Data', 'Add from Workspace Organization', and 'Add by Username or Email Address'. A table lists 4 records of participants. The table has columns for Username, Participant Name, Phone Number, Email Address, Form Access, Authorized to Submit, and Actions. The participants listed are George Washington, Harriet Tubman, Martha Washington, and Thomas Jefferson. Each record has a 'Remove | Make Owner | Manage Access' link in the Actions column.

Username	Participant Name	Phone Number	Email Address	Form Access	Authorized to Submit	Actions
	George Washington	000-000-0000		All	No	Remove Make Owner Manage Access
	Harriet Tubman	000-000-0000		All	No	Remove Make Owner Manage Access
	Martha Washington	1234567890		All	No	Remove Make Owner Manage Access
	Thomas Jefferson	5555555555		All	Yes	Remove Make Owner Manage Access

Completing Workspace Forms

Key Actions:

- Fill out webforms *(if available)*
- Download and Upload PDF forms
- Lock/Unlock forms
- Reuse forms from other workspace

GRANTS.GOV | Applicants | Manage Workspace

MANAGE WORKSPACE

VIDEO-SUBFORMS - PKG00034725
Training Video for Sub-Forms Access
QA AGENCY

Application Filing Name: Training Example Workspace [Edit Name]
Workspace ID: WS00015297 | Workspace Status: In Progress | Opening Date: May 08, 2017
AOR Status: Workspace has AOR | Last Submitted Date: --- | Closing Date: May 06, 2019
Workspace Owner: Thomas Jefferson | SAM Expiration Date: Aug 20, 2020 | UEI: 0000000000000

FORMS | VIEW APPLICATION | ATTACHMENTS | PARTICIPANTS | ACTIVITY | DETAILS | PREVIEW GRANTOR VALIDATION

Workspace Actions:

Check Application | Sign and Submit | Delete

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: [Download Instructions]

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	SF424 (R & R) [V2.0]	Mandatory	In Progress	Apr 10, 2018 10:42:41 PM EDT	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	PHS 398 Modular Budget [V1.2]	Optional	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	PHS 398 Training Subaward Budget Attachment(s) Form [V2.0]	Optional	In Progress	Apr 10, 2018 10:40:50 PM EDT	---	Lock Download Upload Reuse Webform
Go To Subforms (1)						
<input type="checkbox"/>	Research & Related Budget [V1.4]	Optional	---	---	---	Lock Download Upload Reuse Webform

Actions

Lock | Download | Upload | Reuse | Webform

Completing Webforms

SECTIONS:

- 1. Type of Submission
- 2. Date Submitted
- 3. Date Received by State
- 4. Identifiers
- 5. Applicant Information
- 5.A. Person to be Contacted
- 6. Employer Identification
- 7. Type of Applicant
- 8. Type of Application
- 9. Name of Federal Agency
- 10. Catalog of Federal Domestic Assistance Number
- 11. Descriptive Title of Applicant's Project
- 12. Proposed Project
- 13. Congressional District of Applicant
- 14. Project Director/Principal Investigator Contact Information
- 15. Estimated Budget

SF-424 (R&R)
Version 2.0

OMB Number: 4040-0001
Expiration Date: 10/31/2019

1. TYPE OF SUBMISSION:

Select Type of Submission:

- ☐ Pre-application
- ☒ Application
- ☐ Changed/Corrected Application

2. DATE SUBMITTED:

Date Submitted:

Applicant Identifier:

3. DATE RECEIVED BY STATE:

Date Received by State:

State Application Identifier:

SAVE **CHECK FOR ERRORS** **CLOSE**

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

14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION:

Prefix:

First Name: *

Middle Name:

Last Name: *

Suffix:

Position/Title:

7. TYPE OF APPLICANT:

Type of Applicant:

8. TYPE OF APPLICATION:

Type of Application:

Is this application being submitted to other agencies?:

11. DESCRIPTIVE TITLE OF APPLICATION:

12. PROPOSED PROJECT:

Start Date:

End Date: *

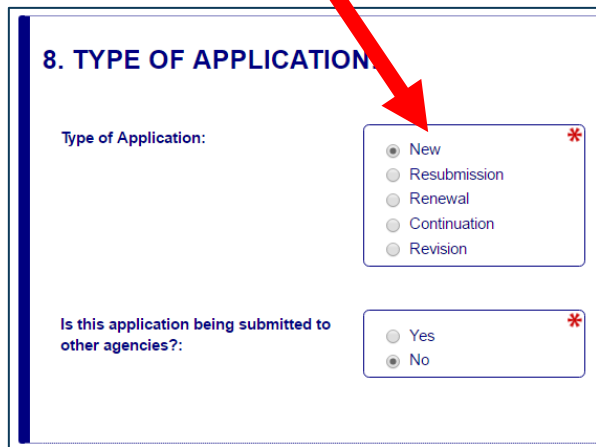
Calendar:

April 2018

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Completing Webforms

- Radio buttons (multiple choice)



8. TYPE OF APPLICATION:

Type of Application:


- ☒ New
- ☐ Resubmission
- ☐ Renewal
- ☐ Continuation
- ☐ Revision

Is this application being submitted to other agencies?:

- ☐ Yes
- ☒ No

A red arrow points from the text 'Radio buttons (multiple choice)' to the radio button options in this form section.

- Attach files within online form



20. PRE-APPLICATION:

Attachment:

ExampleDocument.txt

ADD ATTACHMENT DELETE ATTACHMENT VIEW ATTACHMENT

21. COVER LETTER ATTACHMENT:

Attachment

ADD ATTACHMENT DELETE ATTACHMENT VIEW ATTACHMENT

A red arrow points from the text 'Attach files within online form' to the attachment input field in the '20. PRE-APPLICATION:' section.

Completing Webforms

SECTIONS:

- 1. Type of Submission
- 2. Date Submitted
- 3. Date Received by State
- 4. Identifiers
- 5. Applicant Information
- 5.A. Person to be Contacted
- 6. Employer Identification
- 7. Type of Applicant
- 8. Type of Application
- 9. Name of Federal Agency
- 10. Catalog of Federal Domestic Assistance Number
- 11. Descriptive Title of Applicant's Project
- 12. Proposed Project
- 13. Congressional District of Applicant
- 14. Project Director/Principal Investigator Contact Information
- 15. Estimated Project Funding
- 16. E.O. 12372 Review
- 17. Application Certification

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

Descriptive Title of Applicant's Project is required. Enter a brief Descriptive Title of the Project.

Enter a brief Descriptive Title of the Project. This field is required.

12. PROPOSED PROJECT:

Start Date: *

End Date: *

End Date is required:
Enter the Proposed
End Date of the
Project.

13. CONGRESSIONAL DISTRICT OF APPLICANT:

Congressional District Code: *

Congressional District of Applicant is required. Enter the Congressional District in the format: 2 character State abbreviation - 3 character District number. Examples: CA-005 for California's 5th District, CA-012 for California's 12th District. If outside the US, enter 00-000. To

SAVE **CHECK FOR ERRORS** **CLOSE**

More Features:

- Hover mouse over form fields for help
- Error messages explain how to fill out form fields



Completing Webforms

SECTIONS:

- 1. Type of Submission
- 2. Date Submitted
- 3. Date Received by State
- 4. Identifiers
- 5. Applicant Information
- 5.A. Person to be Contacted
- 6. Employer Identification
- 7. Type of Applicant
- 8. Type of Application
- 9. Name of Federal Agency
- 10. Catalog of Federal Domestic Assistance Number
- 11. Descriptive Title of Applicant's Project
- 12. Proposed Project
- 13. Congressional District of Applicant
- 14. Project Director/Principal Investigator Contact Information
- 15. Estimated Project

SF-424 (R&R)
Version 2.0

OMB Number: 4040-0001
Expiration Date: 10/31/2019

1. TYPE OF SUBMISSION:

Select Type of Submission:

- ☐ Pre-application *
- ☒ Application
- ☐ Changed/Corrected Application

2. DATE SUBMITTED:

Date Submitted:

Applicant Identifier:

3. DATE RECEIVED BY STATE:

Date Received by State:

State Application Identifier:

SAVE **CHECK FOR ERRORS** **CLOSE**

More Features:

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

Completing Webforms

Applicant's Project

12. Proposed Project

13. Congressional District of Applicant

14. Project Director/Principal Investigator Contact Information

15. Estimated Project

3. DATE RECEIVED BY STATE:

Date Received by State:

State Application Identifier:

SAVE **CHECK FOR ERRORS** **CLOSE**

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

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

- **Close:** Exits the online form

SUCCESS

Success: Form successfully saved.

OK

OMB Number: 4040-0001
Expiration Date: 10/31/2019

2. Date Submitted

3. Date Received by State

4. Identifiers

5. Applicant Information

5.A. Person to be Contacted

6. Employer Identification

7. Type of Applicant

8. Type of Application

9. Name of Federal Agency

10. Catalog of Federal Domestic Assistance Number

Errors!

Check for Errors revealed the following errors:

- 11. **DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:**
Descriptive Title of Applicant's Project is required: Enter a brief Descriptive Title of the Project.
- 12. **PROPOSED PROJECT:**
 - End Date is required: Enter the Proposed End Date of the Project.
- 13. **CONGRESSIONAL DISTRICT OF APPLICANT:**
 - Congressional District of Applicant is required: Enter the Congressional District in the format: 2 character State abbreviation - 3 character District number. Examples: CA-005 for California's 5th District, CA-012 for California's 12th District. If outside the US, enter 00-000. To locate your Congressional District, visit the Grants.gov website.

1. TYPE OF SUBMISSION:

Select Type of Submission:

☐ Pre-application

☒ Application



Completing PDF Forms

Actions

Unlock | Download | Upload | Reuse | Webform

GRANTS.GOVSM WORKSPACE FORM 1-800-518-4729 SUPPORT@GRANTS.GOV

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.gov Applicants tab.

OPPORTUNITY & PACKAGE DETAILS:

Opportunity Number: 02142017-TL-1
Opportunity Title: 02142017-TL-1
Opportunity Package ID: 98000034265
CFDA Number: 00.000
CFDA Description: Not Elsewhere Classified
Competition ID: SP2
Competition Title: Original
Opening Date: 02/14/2017
Closing Date: 01/09/2018
Agency: [REDACTED]
Contact Information: [REDACTED]

APPLICANT & WORKSPACE DETAILS:

Workspace ID: 9800000142
Application Filing Name: Example Workspace Application
DUNS: [REDACTED]
Organization: [REDACTED]
Form Name: SF424 (R & R)
Form Version: 2.0
Requirement: Mandatory
Download Date/Time: Feb 21, 2017 01:13:15 PM EST
Form State: [REDACTED]

FORM ACTIONS:

CHECK FOR ERRORS SAVE PRINT

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

View Burden Statement

OMB Number: 4045-0001
Expiration Date: 10/31/2019

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)

1. TYPE OF SUBMISSION
☒ Pre-application ☐ Application ☐ Changed/Corrected Application

2. DATE SUBMITTED
Applicant Identifier

3. DATE RECEIVED BY STATE
State Application Identifier

4. a. Federal Identifier
b. Agency Routing Identifier
c. Previous Grants.gov Tracking ID

5. APPLICANT INFORMATION
Organizational DUNS: 00000000000000

Legal Name: [Redacted]
Department: [Redacted] Division: [Redacted]
Street1: [Redacted]
Street2: [Redacted]
City: [Redacted] County / Parish: [Redacted] Province: [Redacted]
State: [Redacted]
Country: USA: UNITED STATES ZIP / Postal Code: [Redacted]

Person to be contacted on matters involving this application
Prefix: [Redacted] First Name: [Redacted] Middle Name: [Redacted]
Last Name: [Redacted] Suffix: [Redacted]
Position/Title: [Redacted]
Street1: [Redacted]
Street2: [Redacted]
City: [Redacted] County / Parish: [Redacted] Province: [Redacted]
State: [Redacted]
Country: USA: UNITED STATES ZIP / Postal Code: [Redacted]
Phone Number: [Redacted] Fax Number: [Redacted]
Email: [Redacted]

6. EMPLOYER IDENTIFICATION (EIN) or (TIN): [Redacted]

7. TYPE OF APPLICANT: Please select one of the following
Other (Specify): [Redacted]
Small Business Organization Type ☐ Women Owned ☐ Socially and Economically Disadvantaged

8. TYPE OF APPLICATION:
☒ New ☐ Resubmission
☐ Renewal ☐ Continuation ☐ Revision
If Revision, mark appropriate box(es).
☐ A. Increase Award ☐ B. Decrease Award ☐ C. Increase Duration ☐ D. Decrease Duration
☐ E. Other (specify): [Redacted]
Is this application being submitted to other agencies? ☒ Yes ☐ No What other Agencies? [Redacted]

9. NAME OF FEDERAL AGENCY: [Redacted]
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 00.000
TITLE: [Redacted]

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: [Redacted]

12. PROPOSED PROJECT:
Start Date: [Redacted] Ending Date: [Redacted]
13. CONGRESSIONAL DISTRICT OF APPLICANT: [Redacted]

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

Reusing Workspace Forms

The screenshot displays the Grants.gov workspace interface. At the top, a progress bar shows stages: Created (checked), Fill Out Forms (active), Complete and Notify AOR, Submit, and Agency Receive. Below this, the 'Application Filing Name' is 'Test Application Filing Name' with an '[Edit Name]' link. A modal dialog box titled 'Reuse Workspace Form' is open, containing the following text:

Reuse Workspace Form

If you continue with the Reuse process, this form (and any Subforms) will be overwritten once you Select a form to reuse.

Due to form version differences, not all data may be copied. Please check forms for completeness.

Do you want to continue?

At the bottom of the dialog are 'Yes' and 'No' buttons, with the 'Yes' button highlighted by a red rectangle.

Below the dialog, a table is visible with columns: Requirement, Form Status, Last Updated Date/Time, Locked By, and Actions. The 'Actions' column for two rows contains links: 'Lock | Download | Upload | Reuse | Webform'. A red arrow points to the 'Reuse' link in the first row.

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

Reusing Workspace Forms

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

GRANTS.GOV > Applicants > Manage Workspace > Reuse Workspace Form

Please enter DUNS number in UEI field until further notice. SAM's new UEI format is coming soon.

REUSE WORKSPACE FORM

04102018-SA-WS-1 - PKG00036076
TITLE-04102018-SA-WS-1
Test Agency

Application Filing Name: GGF-5157 - DOJ Financial Questionnaire v1.1
Workspace ID: WS00020169
Workspace Owner: [REDACTED]

Select form to reuse. Please enter criteria and click Search:

Workspace ID: Funding Opportunity Number: Application Filing Name:

Workspace Status: Workspace UEI: Form Last Updated Date: From: To:

Select form to reuse for Application for Federal Assistance (SF-424) [V2.1]:

1-25 of 370 Records

Workspace ID	Workspace UEI	Application Filing Name	Workspace Status	Funding Opportunity Number	Agency Code	Form Version	Form Last Updated Date	Action
WS00020147	0000000000000000	Test ON reuse using optional form	Submitted	CW-ED900BSF424-OPP	GDIT	V3.0	03/06/2020	Preview Select

- Search through past workspace forms with the same form title
- Click Select to import that form into workspace

Workspace: Submit Application

The screenshot displays the Grants.gov Workspace Manager interface. At the top, a navigation bar includes links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS (selected), GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below this, a breadcrumb trail shows GRANTS.GOV > Applicants > Manage Workspace. The main heading is 'MANAGE WORKSPACE'. A progress bar indicates the current status: 'Created' (checked), 'Forms Passed' (checked), 'Complete and Notify AOR' (selected), 'Submit' (unchecked), and 'Agency Received' (unchecked). A 'Back' button is also present. The workspace details section shows: Application Filing Name: Training Example Workspace [Edit Name], Workspace ID: WS00015297, Workspace Status: In Progress, Opening Date: May 08, 2017, AOR Status: Workspace has AOR, Last Submitted Date: ---, Closing Date: May 06, 2019, Workspace Owner: Thomas Jefferson, SAM Expiration Date: Aug 20, 2020, and UEI: 0000000000000. Below this, a tabbed interface shows 'FORMS' selected. The 'Workspace Actions' section contains buttons for 'Check Application', 'Sign and Submit' (highlighted with a red box), and 'Delete'. A blue banner below the actions states: 'Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms:' with a 'Download Instructions' button. A table lists application package forms with columns: Include in Package, Form Name (Click to Edit), Requirement, Form Status, Last Updated Date/Time, Locked By, and Actions. The table includes rows for SF424 (R & R) [V2.0], PHS 398 Modular Budget [V1.2], PHS 398 Training Subaward Budget [V1.2], and Research & Related Budget [V1.2]. A modal dialog titled 'Sign and Submit' is overlaid on the table. It contains the text: 'To continue to submit the application package, click \'Sign and Submit\' button below to complete the process. Otherwise, click \'Cancel\'.' Below this text is a radio button question: 'Is this a changed/corrected application?' with 'Yes' selected and 'No' as an option. There is a text input field for 'Previous Grant Tracking Number:'. At the bottom of the modal are 'Sign and Submit' and 'Cancel' buttons.

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

VIDEO-SUBFORMS - PKG00034725
Training Video for Sub-Forms Access
QA AGENCY

Application Filing Name: Training Example Workspace [Edit Name]
Workspace ID: WS00015297
Workspace Status: In Progress
Opening Date: May 08, 2017
AOR Status: Workspace has AOR
Last Submitted Date: ---
Closing Date: May 06, 2019
Workspace Owner: Thomas Jefferson
SAM Expiration Date: Aug 20, 2020
UEI: 00000000000000

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS PREVIEW GRANTOR VALIDATION

Workspace Actions:

Check Application **Sign and Submit** Delete

Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms: Download Instructions »

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	SF424 (R & R) [V2.0]					Lock Download Upload Reuse Webform
<input type="checkbox"/>	PHS 398 Modular Budget [V1.2]					Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	PHS 398 Training Subaward Budget [V1.2]					Lock Download Upload Reuse Webform
<input type="checkbox"/>	Research & Related Budget [V1.2]					Lock Download Upload Reuse Webform

Go To Subforms (1)

Sign and Submit

To continue to submit the application package, click 'Sign and Submit' button below to complete the process. Otherwise, click 'Cancel'.

Is this a changed/corrected application? ☒ Yes ☐ No

Previous Grant Tracking Number:

Sign and Submit Cancel

Process:

- Workspace Manager notifies users with AOR role
- User with AOR role submits
- Workspace Manager or AOR may choose to Reopen Workspace

Tracking Your Application Submission

After Submitting Your Application

- Make sure you receive an on-screen confirmation receipt
- Document your Grants.gov Tracking Number (GRANTXXXXXXXX)
- The date/time stamp is the official time of submission
- You will also receive email confirmations

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

Tracking Your Application


Details Tab of Submitted Workspace

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

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Forms Passed Completed and Notified AOR Submitted Agency Received Back ?

 OPPORTUNITY-GG-T1306 - PKG00037387
Full PDF view from Manage Workspaces
IVV Test Agency

Application Filing Name: Workspace-Full PDF view from Manage Workspaces [Edit Name]
Workspace ID: WS00018494 Workspace Status: Submitted Opening Date: Jul 02, 2019
AOR Status: Workspace has AOR Last Submitted Date: Jul 02, 2019 Closing Date: Jul 31, 2019
Workspace Owner: Testing My Testing SAM Expiration Date: Jan 01, 2025 UEI: 0000000000000

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS

Workspace Details:

DUNS: 00000000000000 Created on: Jul 02, 2019
Organization: ITS Test DUNS Last Activity Date: Jul 02, 2019

Package Details:

CFDA: 10.001 – Agricultural Research Basic and Applied Research
Competition ID – Title: 45 – Full PDF view from Manage Workspaces
Contact Information: Testing My Testing
test
E-mail: test360.2014@gmail.com
Phone: 6789587999999

Workspace Grant Tracking Numbers: Export Detailed Data ?

1-1 of 1 Records

Grants.gov Number	Date/Time Received	Status	Status Date	Submitted By	Agency Tracking Number	Actions (Click Details to Download)
GRANT10606662	Jul 02, 2019 06:53:17 AM EDT	Validated	Jul 02, 2019 06:53:28 AM EDT	Testing My Testing	---	Details

1-1 of 1 Records

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

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:	GRANT1060662	UEI:	000000000000
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:

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

Tracking Your Application

Track My Application Page

May also track application status by entering Grant Tracking Number.

Status information:

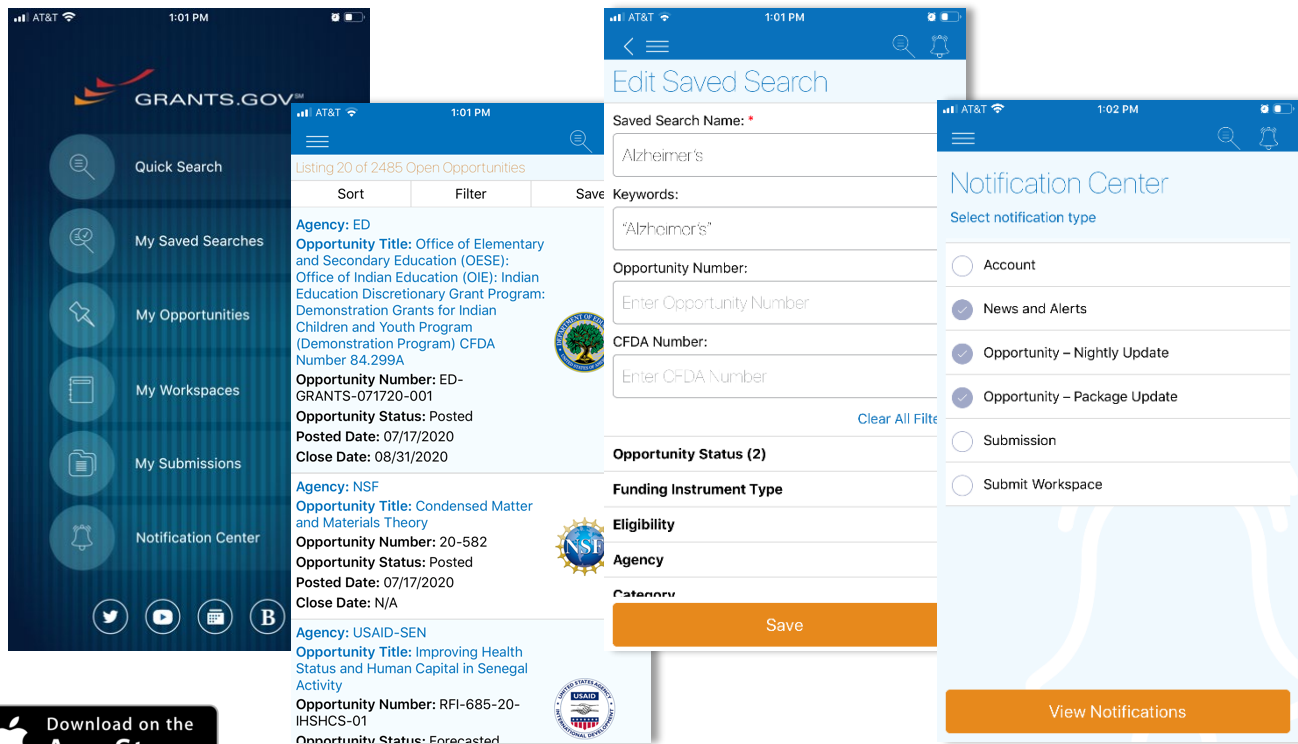
- Received
- Validated
- Rejected with Errors
- Retrieved by Agency
- Agency Tracking Number Assigned

Grants.gov Mobile App

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

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 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)

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)



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