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
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

Manage Subscriptions

- Manage Subscriptions
- Social Media

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 and 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 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/](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](http://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
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.


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.
Registration: Grants.gov Account

Accounts enable subscription management
Registration: Grants.gov Roles
EBiz Point of Contact, AOR role, Workspace Manager role

Each organization has one EBiz POC
EBiz POCs assigned in SAM.gov

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
Search Grants
Searching for Funding Opportunities
Using the Grants.gov Search Fields
Search for grants and forecasts by entering a keyword.

In Search Grants tab, search by:

- Keyword
- Opportunity Number
- CFDA Number or Title
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
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
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
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.

*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 **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

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
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.
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
Completing Webforms

- Radio buttons (multiple choice)

- Attach files within online form
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
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
Workspace: Submit Application

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

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

Download ZIP provides a zip file of the submission

Download Full PDF provides a single PDF 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
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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