GRANTS.GOV℠

FIND. APPLY. SUCCEED.℠

User Guide

This user guide is a comprehensive reference to information about Grants.gov. You can use this online document or print it as needed.

Be sure to check the date in the upper right corner each time you open the user guide as it will indicate the latest revision date.

Updated as of 12/28/2004

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Welcome

Welcome to Grants.gov!

Grants.gov allows organizations to electronically find and apply for competitive grant opportunities from all Federal grant-making agencies. Navigation of Grants.gov is simple. Use the colored tabs and links at the top of the screen to access primary sections of the site and links on the left side of the screen to access content within each section.

It is recommended that you begin by completing six Get Started steps. The Get Started section of the site provides all the information you need to understand and execute these steps, and walks you through the process, step by step.

If you are an individual looking for information on government benefits, refer to GovBenefits.gov (http://govbenefits.gov), the official government benefits website, a free, confidential tool that helps individuals find government benefits they may be eligible to receive.

Customer Support

If you have questions at any time while on Grants.gov, help is just a click away.

If you have a question, you can easily get an answer from one of the following:

- Context-Sensitive Help
- Frequent Questions
- Tutorial
- User Guide
- Quick Reference
- Glossary
- Contact Us

Context-Sensitive Help

The Help provides you context-sensitive information for each screen.

To access the Help, simply click **Help** at the top of any screen.

Clicking the Help button at the top of the screen in Grants.gov will open a help screen for that page and will provide you with detailed information and/or instruction for the screen.

Help screen

Clicking the **Menu** button on the bottom of the screen will return you to the complete topic list. To view the content of any topic, click its name.

Clicking the **Back** and **Next** buttons on the bottom of the screen allows you to navigate to pages you have visited while in the Help.

Clicking the **Print** button on the bottom of the screen will open your **Print Dialog Box** so that you can print the screen contents.

Clicking the **Search** button on the bottom of the screen will allow you to search the Help for information. Simply enter a word or phrase in the **Search** field and click the **Search** button to the right of the field.

Clicking the **Userguide** button on the bottom of the screen will allow you to download a User Guide.

Clicking the **Exit** button will close the Help.

Frequent Questions

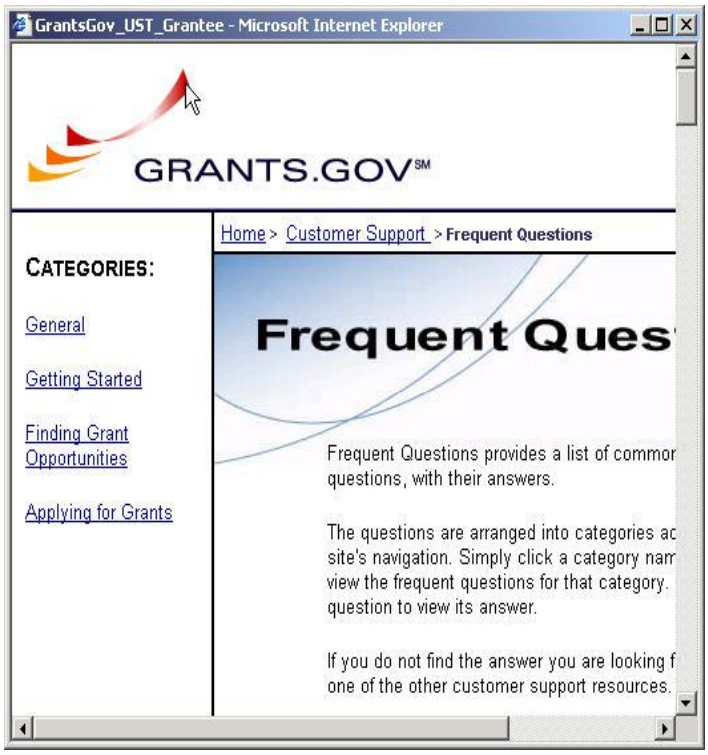
Frequent Questions provides you with a list of commonly asked questions and their answers.

To access the Frequent Questions, click the **Frequent Questions** link on the left of the **Customer Support** screen.

Customer Support screen

This will take you to the **Frequent Questions** screen.

Frequent Questions screen



The questions are categorized to match the site. To view the questions for a specific category, simply click the category name on the left of the screen.

To read the answer to a question, simply locate the question and click it. When you have finished reading the answer, you can quickly return to the top of the question list by clicking the **Return to Questions** link.

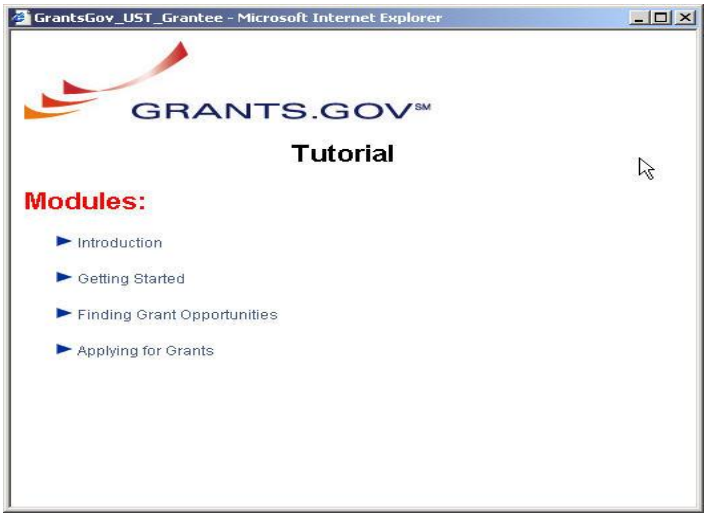
To exit the Frequently Asked Questions, click on the **X** at upper right corner of the **Frequent Questions** screen.

Tutorial

The Tutorial is a computer-based training lesson, designed to teach you everything you need to know about using Grants.gov.

You can access the Tutorial any where within Grants.gov simply by clicking on the Tutorial link at the top of the screen.

Tutorial screen



The Tutorial is organized by modules. Each module is subdivided into detailed topics.

Clicking the **Menu** button on the bottom right of the screen will take you to a list of modules. To access a module, simply click the module name, or select the module name from the **Module** drop down box on the right of your screen. To access a specific topic, simply click the topic name, or select the topic name from the **Topic** drop down box on the right of the screen.

Clicking the **Index** button on the bottom right of the screen will take you to a full list of modules and topics. You can easily access any module or topic by clicking its name.

Clicking the **Print** button on the bottom right of the screen will open your **Print Dialog Box** so that you can print the contents on the left of the screen.

Clicking the **Glossary** button on the bottom right of the screen will take you to a glossary of terms that you may need to know while using Grants.gov.

Clicking the **Search** button on the bottom right of the screen will allow you to search the Tutorial for information. Simply enter a word or phrase in the **Search** field and click the **Search** button to the right of the field.

Clicking the **Exit** button will close the Tutorial.

Clicking the **Back** and **Next** buttons allows you to navigate to pages you have visited while in the Tutorial.

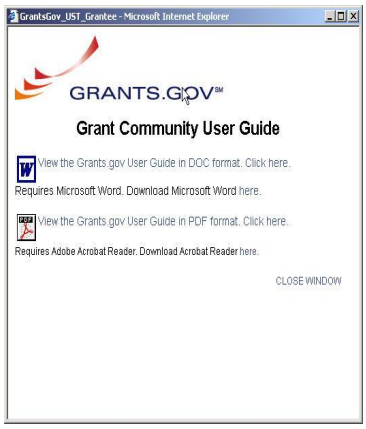
You can also download a User Guide by clicking the **Download User Guide** button on the bottom of main menu of the Tutorial.

User Guide

The User Guide is a well indexed, comprehensive guide to reference information about Grants.gov, you can use this online or print out what you need.

To view the User Guide, simply click the User Guide link on the left of **Customer Support** screen. This will open a User Guide window.

User Guide Window



You can download the User Guide as a Microsoft Word document or as a PDF document. You will need Adobe Reader to view the PDF document.

To download the Microsoft Word document User Guide, click **View the Grants.gov User Guide in DOC format. Click here**.

If you have Adobe Reader and want to download the PDF User Guide, click **View the Grants.gov User Guide in PDF format. Click here**.

> If you do NOT have Adobe Reader, you can download and install it. Click the **here** link at the end of **Download Acrobat Reader here**. You will NOT be able to view the PDF User Guide without Adobe Reader.

This will take you to the Adobe website where you can download and install Adobe Reader for free. Follow the onscreen instructions to download and install the program.

When you have downloaded the User Guide, click the **Close Window** link to close the **User Guide** window.

Quick Reference

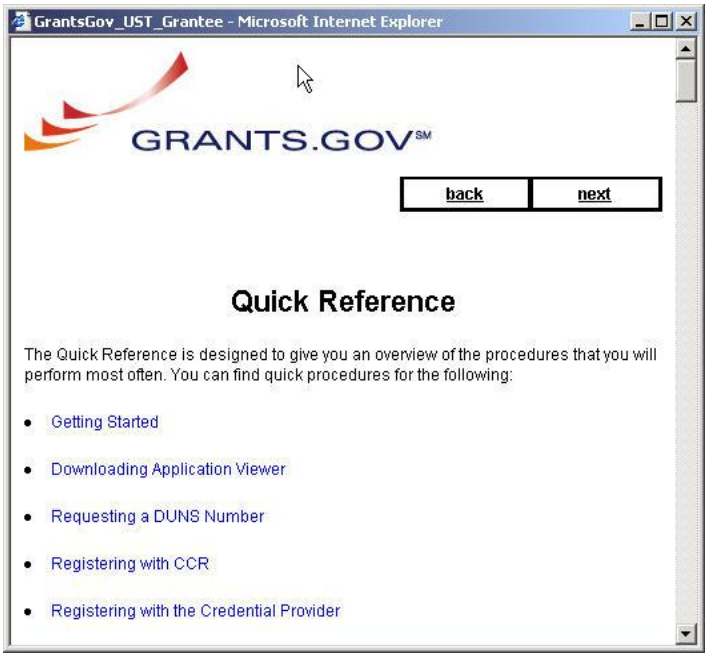
The Quick Reference is a job aid that will provide the information you likely will use most often.

To access the Quick Reference, click the **Quick Reference** link in the middle of the **Customer Support** screen. To read the instruction for the topic that you selected, simply locate the topic and click it. When you have finished reading the answer, you can quickly return to the top of the page by clicking the Return to Top of Page link. To exit the Quick Reference page, click on the X at upper right corner of the Quick Reference screen.

Customer Support screen

This will take you to the **Quick Reference** screen.

Quick Reference screen



Glossary

The Glossary is a list of common terms relating to grants and their definitions.

To access the Glossary, click the **Glossary** link in the middle of the **Customer Support** screen.

Customer Support screen

This will take you to the **Glossary** screen. To use the glossary, click on the initial of the word or term you are looking for.

Glossary screen

Contact Us

If you haven't found what you need using any of the other customer support options or would like to give us some feedback about the site, send us an email or give us a call!

You can email us at support@grants.gov or reach us by telephone at 1-800-518-GRANTS (1-800-518-4726). The Customer Support Center hours of operation are Monday – Friday from 7:00 a.m. to 9:00 p.m. EDT (Eastern Standard Time).

Resources

The Grants.gov “Resources” section enables you to access useful grants-related information, including; marketing information, links, information about writing a grant proposal, and news.

You can learn about the following in the "Resources" section:

- Grants.gov Communications - tools and resources that can be used to further disseminate information about Grants.gov.
- Types of Grants - learn more about the 900 + grant programs being offered by the Federal government. The programs are in the categories defined by the Catalog of Federal Domestic Assistance.
- Grant Making Agencies - learn more about the 26 Federal grant-making agencies.
- Grants.gov News - information about the Grants.gov Program Management Office and Program news.
- Related Links - resources that provide additional grant related information such as quarterly reports of standardized data records on financial assistance awards made by Federal agencies.

On the left side navigation, the Quick Links section is available to access the most requested information and features. Additional highlights include Outreach and Grant Writing.

To open the Resources screen and access any of the listed resources, click the Resources link at the top of any screen in Grants.gov.

Resources screen

Privacy

Note: The information in this Help page for Privacy is the same information that is found when you press the Privacy link at the top of any page within Grants.gov.

Thank you for visiting Grants.gov and reviewing our privacy policy. To access the privacy policy, click the **Privacy** link in the upper right corner of the screen.

Our privacy policy is clear: **We will collect no personal information about you when you visit our website unless you choose to provide that information to us.**

Here is how we handle information about your visit to our website:

If you send us personal information:

If you choose to provide us with personal information (by providing feedback or by asking a question) we use that information to respond to your message and to help us get you the information you have requested. We only share the information you give us with another government agency if your inquiry relates to that agency, or as otherwise required by law. Moreover, we do not create individual profiles with the information you provide or give it to any private organizations. We do not collect information for commercial marketing.

Site Security

For site security purposes and to ensure that this service remains available to all users, this government computer system employs commercial software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage.

Links to Other Sites

This website has links to other websites. Once you link to another site, you are subject to the privacy policy of the new site.

Cookies

To use this website, you must enable cookies support in your web browser. Cookies will only be used for the duration of the individual session to allow you easy navigation within the website. A cookie is a small piece of information that is sent to your browser-- along with a Web page-- when you access a Web site. There are two kinds of cookies. A session cookie is a line of text that is stored temporarily in your computer's RAM. Because a session cookie is never written to a drive, it is destroyed as soon as you close your browser. A persistent cookie is a more permanent line of text that gets saved by your browser to a file on your hard drive. Depending on your browser settings, you may receive notification that a given site is requesting cookie information, possibly with an expiration date. Persistent cookies have an expiration date in the future. Session cookies have no date associated with them.

The Grants.gov website will create a session cookie whenever you access the website. The session cookie is automatically destroyed as soon as you close your browser. We do not create any persistent cookies.

Quick Reference

The Quick Reference is designed to give you an overview of the procedures that you will perform most often. You can find quick procedures for the following:

- Getting Started
- Downloading Application Viewer
- Requesting a DUNS Number
- Registering with CCR
- Registering with the Credential Provider
- Registering with Grants.gov
- E-Business Point of Contact
- Searching Grant Synopses
- Receiving Grant Opportunity Notifications
- Applying for Grants
- Downloading Application Packages
- Completing Application Packages
- Submitting Application Packages

For more detailed information about a procedure, consult the Tutorial, Help (once you are on the proper screen) or your User Guide.

Getting Started

Getting Started is an easy 6 step process:

1. Find a grant opportunity for which you want to apply.
2. Download the grant application package and instructions.
3. Register with Central Contractor Registry.

4. Register with Credential Provider.
5. Register with Grants.gov.
6. Log on to Grants.gov.

You can access these steps from the Getting Started page.

Downloading Application Viewer

To download the Application Viewer:

1. Click the link on the **Download Application Viewer** screen.
2. Verify that your computer meets the system requirements.
3. Download PureEdge Viewer.
4. Install PureEdge Viewer.

To perform the steps above, access **Get Started Step 2 – Download an Application Packag**e on the Getting Started page.

Requesting a DUNS Number

To request a DUNS number:

1. Call 1-866-705-5711.
2. You will need the following information to complete the call:

   Name of your organization

   Organization address

   Local phone number

   Name of the CEO/Organization owner

   Legal structure of the organization (corporation, partnership, proprietorship)

   Year the organization started

   Primary line of business

   Total number of employees (full and part time)

To perform the steps above, access **Get Started Step 3 – Register with Central Contractor Registry (CCR)** on the Getting Started Started page.

Registering with CCR

Individuals who want to be able to submit an application on behalf of their organization must become an Authorized Organization Representatives (AORs) by registering with CCR. You must have a DUNS number before registering with CCR. To register with CCR:

1. Go to www.ccr.gov.
2. Click the **Start New Registration** link.
3. Complete the Registration Worksheet.

4. Complete the Registration Acknowledgement and Point of Contact Information.

To perform the steps above, access **Get Started Step 3 – Register with Central Contractor Registry (CCR)** on the Getting Started page.

Registering with the Credential Provider

Individuals who want to be able to submit an application on behalf of their organization must become an Authorized Organization Representatives (AORs).

In order to become an AOR, you must first register with CCR before registering with the Credential Provider, Operational Research Consultants (ORC).

To register with a Credential Provider:

1. Click the **Register with Credential Provider** link.
2. Enter your DUNS number and press Register.
3. On the Welcome screen, click User ID.
4. Complete the registration screens.

To perform the steps above, access **Get Started Step 4 – Register with the Credential Provider** on the Getting Started page.

Note: You should record the User ID and password that you entered because you will need this information to Register with Grants.gov.

Registering with Grants.gov

After registering with the Credential Provider, individuals who want to submit applications need to register with Grants.gov as an Authorized Organization Representative (AOR). As an AOR, an individual will be authorized to submit grant applications through Grants.gov on behalf of their organization.

To register with Grants.gov:

1. Enter the username and password from the Credential Provider in the appropriate fields on the **Register with Grants.gov** screen.
2. Click the **Register** button.
3. Complete the Registration page with:

   Your first and last name

   Your telephone number

   Your email address

   Your title

   Your DUNS number

   To perform the steps above, access **Get Started Step 5 – Register with Grants.gov** on the Getting Started page.

E-Business Point of Contact

This procedure is only for the E-Business Point of Contact. The E-Business Point of Contact is the person listed as the point of contact on the organization's CCR registration and is responsible for designating their organization's Authorized Organization Representatives (AORs). Organizations may have only one E-Business Point of Contact.

Once a potential Authorized Organization Representative (AOR) registers with a Credential Provider and Grants.gov, the E-Business Point of Contact will receive an email stating that someone has signed up to become an AOR for their organization. E-Business Point of Contact will need to log into the Ebiz section of the site and assign the “Authorized Applicant” role to have that person designated as AOR for their organization.

To designate an AOR:

1. Click the EBiz link at the top of the screen.
2. Enter your DUNS number and MPIN to login.
3. Click the Manage Applicants link.
4. Select the person for which you want to assign the "Authorized Applicant" role.
5. Assign the "Authorized Applicant" role

You can go to a more detailed step instructions by going to the Tutorial, Help for that page or their User Guide Book.

To perform the steps above, access the For e-Business Point of Contact screen by clicking the **EBiz** link at the top of the Grants.gov site.

Searching Grant Synopses

To find a grant opportunity:

1. Click the **Find Grant Opportunity** tab at the top of the screen**.**
2. Click **Search Grant Synopses** link.
3. Complete the **Search** screen.
4. Select the grant you want to apply for.
5. Click **Apply for Grant Electronically** button.

To perform the steps above, access **Get Started Step 1 – Find Grant Opportunity for Which You Would Like to Apply** on the Getting Started page.

Receiving Grant Opportunity Notifications

To sign up to receive grant opportunity email notifications:

1. Click the **Find Grant Opportunities** tab.
2. Click the **Receive Grant Opportunity Notifications** link.
3. Select the option for which you want to sign-up.
4. Complete all of the necessary fields on the sign-up screen.

To perform the steps above, click the **Receive Grant Opportunity Notification** link from the Find Grant Opportunities **page.**.

Applying for Grants

To apply for a grant:

1. Download the application package and or application instructions.
2. Complete the application package.
3. Submit the application package.

To perform the steps above, access the Apply for Grants page.

Downloading Application Packages

To download an application package:

1. Click the **Download Application Package** link on the left of the **Apply for Grants** screen.
2. Enter the Funding Opportunity Number or CFDA Number.
3. Click the **Download Package** button.
4. Click the corresponding download link for the application instructions and application package.

To perform the steps above, access the Apply for Grants page.

Completing Application Packages

To complete an application package:

1. Download an application package and its instructions.
2. Save the application to your computer.
3. Complete all necessary forms/documents.
4. Move all mandatory completed forms/documents into the corresponding **Completed Documents for Submission** box.
5. Move all optional completed forms/documents into the corresponding optional completed documents for submission box.
6. Save the application.

To perform the steps above, access the **Apply Step 2 – Complete the Selected Grant Application Package** on the Apply for Grants page.

Submitting Application Packages

To submit an application package:

1. Complete the application.
2. Save the application.
3. Click the **Submit** button.
4. Click the **Yes** button.
5. Log into Grants.gov using your AOR username and password.
6. Save and/or print the confirmation page for future tracking of the package you just submitted by the **Grants.gov Tracking Number** found on the **Confirmation Page**.

To perform the steps above, access the **Apply Step 3 – Submit a Completed Grant Application Package** on the Apply for Grants page.

About Us

To access the About Us section, click the About Us link on the top of the screen.

Grants.gov provides a simple, unified “electronic storefront” for interactions between grant applicants and the Federal agencies that manage grant funds.

Grants.gov encompasses over 900 grant programs offered by the 26 Federal grant-making agencies. It streamlines the process of awarding $350 billion annually to state and local governments, academia, not-for-profits and other organizations.

Grants.gov is one of the 24 Federal cross-agency E-Government initiatives focused on improving access to services via the Internet. The vision for Grants.gov is to produce a simple, unified source to electronically find, apply, and manage grant opportunities.

To learn more about Grants.gov, simply click the links on the left side of the About Us screen. These links include the following:

- Program Management Office - Included in this section is information about doing business with Grants.gov, the Grants management team, Grants.gov stakeholder meeting materials, Grants.gov training materials, awards presented to Grants.gov, financial contributions made to Grants.gov, market research findings used to develop Grants.gov, and the history of Grants.gov.
- News - This section provides a listing of recent media coverage, newsletters and news releases.
- Accessibility Compliance - This section lists the Grant.gov policy for providing access to our site for all individuals. Contact information is also included for those needing assistance with accessibility issues.
- Contact Us - This section includes contact information and customer support resources for individuals needing assistance with Grants.gov.
- On the left side navigation, the Quick Links section is available to access the most requested information and features. Additional highlights include the Grants.gov Management Team and Awards.

About Us screen

News

The Grants.gov “News” section enables you to access useful news-related information, including; new site features and functionality, links, and recent Grants.gov news articles.

You can learn about the following in the "News" section:

- Succeed Newsletters - provides information and articles about the site on a quarterly basis.
- Media Coverage - provides news articles about Grants.gov.
- News Releases - provide easy access to past news releases for your review.

On the left side navigation, the What's New section allows you to quickly access up-to-date site information as well as recently added site features and functionality. The Quick Links section provides access to the most requested Grants.gov information and features. Additionally, In the News, provides easy access to Grants.gov news highlights.

To open the News screen and access any of the listed resources, click the Resources link at the top of any screen in Grants.gov and then click the In The News link.

Getting Started

To Access the Get Started screen, click the Get Started tab at the top of any screen within Grants.gov.

Getting started is a six-step process. The first two steps are finding a grant for which you want to apply and then downloading the corresponding application package and instructions. Steps 3 through 5 are for registering yourself and your organization with the proper credential authorities to assure identity and security with Grants.gov. Step 6 is to verify if you have registered successfully.

Get Started Step 1 – Find Grant Opportunity for Which You Would Like to Apply
You can use Grants.gov to search for federal government-wide grant opportunities and to sign up to receive email notifications about new opportunities that are being offered

Get Started Step 2 - Download an Application Package
Once you find a grant for which you want to apply you will need to download an application package and application instructions.

> Before you can download an application package, you will need to download and install the PureEdge Viewer. This small, free program will allow you to access, complete and submit applications electronically and securely.

Get Started Step 3 – Register with Central Contractor Registry
Your organization will also need to be registered with Central Contractor Registry. You can register with them online. This will take about 30 minutes. You should receive your CCR registration within 3 business days.

> Important: You must have a DUNS number from Dun & Bradstreet before you register with CCR. Many organizations already have a DUNS number . To investigate if your organization already has a DUNS number or to obtain a DUNS number, contact Dun & Bradstreet at 1-866-705-5711. This will take about 10 minutes and is free of charge. Be sure to complete the Marketing Partner ID (MPIN) and Electronic Business Primary Point of Contact fields during the CCR registration process. These are mandatory fields that are required when submitting grant applications through Grants.gov.

Get Started Step 4 – Register with a Credential Provider
You must register with a Credential Provider to receive a username and password. This will be required to securely submit your grant application.

Get Started Step 5 – Register with Grants.gov
The final step in the Get Started process is to register with Grants.gov. This step will request that you re-enter information in order to confirm your identity.

> **Note** – Get Started Steps 3 through 5 must be completed in sequential order and before you submit a completed application electronically through Grants.gov.
>
> If you will not be applying for grants electronically through Grants.gov, you will only need to obtain a DUNS number.

Get Started Step 6 – Log on to Grants.gov
After you have registered with Grants.gov, you can log on to Grants.gov to verify if you have registered successfully, to check application status, and to update information in your applicant profile, such as your name, telephone number, email address, and title. In the future, you will have the ability to determine if you are authorized to submit applications through Grants.gov on behalf of your organization.

Context Sensitive Help

If you have questions about the specific page that you are on, Context Sensitive Help can be accessed at any time by clicking the Help button in the upper right corner of your screen.

Customer Support screen

A menu of Context Sensitive Help topics is listed below. Each topic provides detailed information about specific Grants.gov web pages.

For Applicants

The Grants.gov “For Applicants” section enables you to access useful applicant-related information, including; new site features and functionality, links, and recent Grants.gov news articles.

You can learn about the following in the "For Applicants" section:

- Getting Started with Grants.gov - provides information on how to register with Grants.gov.
- About Grants.gov - provides tools that can be used to learn more about Grants.gov.
- Applicants Tips and Tools - provides resources and user support tools that can be used to answer questions about Grants.gov at any time.

On the left side navigation, the What's New section allows you to quickly access up-to-date site information as well as recently added site features and functionality. The Quick Links section provides access to the most requested Grants.gov information and features. Additionally, In the News, provides easy access to Grants.gov news highlights.

To open the For Applicants screen and access any of the listed resources, click the For Applicants link at the top of any screen in Grants.gov.

Logging In and Out for Applicants

This section of the site is designed to provide Federal grant applicants with the ability to log on to Grants.gov to determine if they have registered successfully with Grants.gov, to check the status of their grant application submissions, and to manage their applicant profiles.

In the future, this section of the site will also allow a user to verify if they have been granted Authorized Organization Representative status, which is a person authorized to submit applications through Grants.gov on behalf of their organization. To gain access to your applicant profile, enter the username and password that you obtained when Registering with the Credential Provider and then click on the "Login" button.

If you do not have a username and password, please refer to Get Started for information on how to register with the Credential Provider to obtain a username and password.

Logging In

In order to gain access the to the Applicants section of Grants.gov, you will need to login.

To access the login screen, click the **Applicants** link at the top of any screen.

This will take you to the **Login** screen.

Login screen

Enter your username in the **Username** field.

Enter your password in the **Password** field.

Click the **Login** button.

Logging Out

You can logout of the Grants.gov at anytime by clicking the **Logout of Grants.gov link** on the left side of your screen.

This will take you to the **Logout** screen.

Logout screen

To log back in, simply click the **Applicants** link at the top of your screen.

Welcome

Welcome to the "Applicants" section of Grants.gov!

You have successfully registered with Grants.gov. You can now use this section of the site to manage your applicant profile and to check the status of your applications. In the future, this section of the site will allow you to verify if you have been granted Authorized Organization Representative (AOR) status, which is a person authorized to submit applications through Grants.gov on behalf of their organization.

Check Application Status

Once you have submitted an application, you can check the status of your application submission in this section. You can identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number. The following status information is provided:

• Date/Time: The date and time Grants.gov received your application.

• Status: Application statuses include the following:

o Received: Grants.gov has received the application, but the application is awaiting validation.

o Validated: Grants.gov validated the application and it is available for the agency to download.

o Received by Agency: The agency has confirmed receipt of the application package.

o Agency Tracking Number Assigned: The agency has assigned an internal tracking number to your application. This is the last status that Grants.gov tracks. Updates beyond this must be checked with the agency directly. Note: All agencies do not assign tracking numbers. If you do not see an agency tracking number, this does not infer that the agency did not receive or process your application. The assignment of tracking numbers is based on the policy of a particular agency.

o Rejected with Errors: Grants.gov was unable to process your application because of an error(s) and cannot accept the application until you correct the errors and successfully resubmit the application. You will receive email notification with information on how to address the error(s). For information on common application errors and for tips on how to address these errors, access Application Error Tips.

• Status Date: The date and time, your application status was updated.

• Agency Tracking Number: A tracking number assigned by the agency, if applicable.

Manage Applicant Profile

In this section of the site you can update information in your applicant profile, such as your name, telephone number, email address, and title.

Verify Authorized Organization Representative Status

After you completed your registration with Grants.gov, the E-Business Point of Contact listed on your organization's CCR registration (as indicated in the CCR, http://www.ccr.gov) received notification stating that you have registered to submit grant applications through Grants.gov on behalf of your organization.

Once the E-Business Point of Contact assigns the "Authorized Applicant" role to you, you will receive an email stating that you have been designated as an AOR and will be able to submit applications through Grants.gov. You will need your Grants.gov username and password to submit applications. Otherwise, there is no other place within Grants.gov to enter your username or password. Note: This username and password will not work under the For Grantor or EBiz links.

Downloading Application Viewer

In order to access, complete and submit applications, you will need to download and install the PureEdge Viewer, a small, free program.

PureEdge Viewer: Minimum System Requirements

For PureEdge Viewer to function properly, your computer must meet the following system requirements:

Windows 98, ME, NT 4.0, 2000, XP*

500 Mhz processor

128 MB of RAM

40 MB disk space

Web browser: Internet Explorer 5.01 or higher, Netscape Communicator 4.5 - 4.8, Netscape 6.1, 6.2, 7

*If you do not have a Windows operating system, you can still use PureEdge by using a Windows Emulation Program.

MAC users: Please review the MAC white paper below published by PureEdge for additional information:

Mac Support for PureEdge
(http://www.grants.gov/GrantsGov_UST_Grantee/!SSL!/WebHelp/MacSupportforPureEdge.pdf)

If you have problems setting-up the software, you may not have security permissions to install new programs on your system. If that is the case, you should contact your system administrator.

Downloading PureEdge Viewer

Click the **Get Started** tab at the top of any screen.

This will take you to the **Get Started** screen.

Get Started screen

Click the **PureEdge Viewer** link under **Get Started Step 2**.

Download Application Viewer screen

Click the http://www.grants.gov/PEViewer/ICSViewer602_grants.exe link.

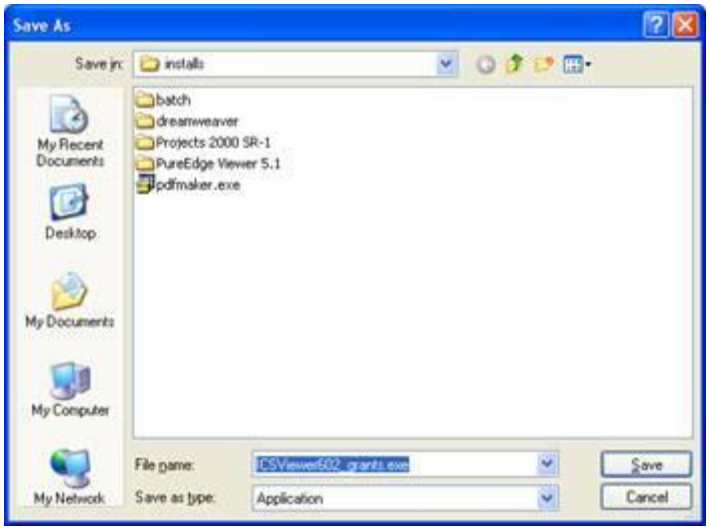
This will open the **File Download** window.

File Download window

Click the **Save** button.

This will open the **Save As** window where you can designate where the program should save on your computer.

Save As window

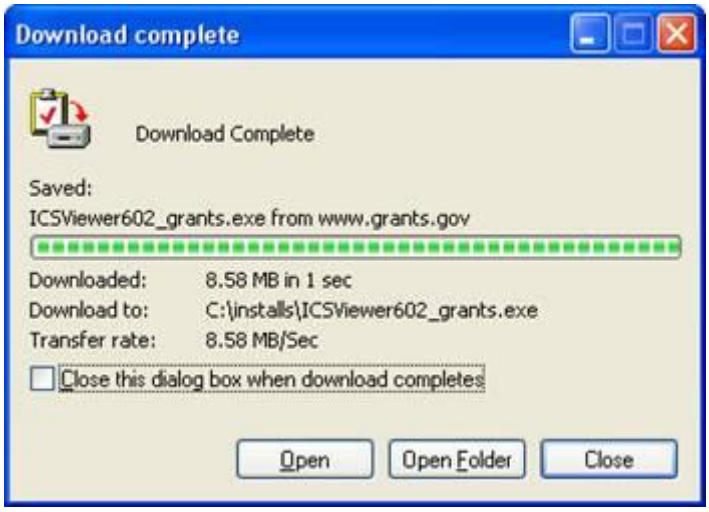


Browse to where you would like the program to save on your computer.

Once you have browsed to where you want PureEdge Viewer to save on your computer, click the **Save** button.

This will download the program. While the program is downloading, the **Download complete** window will show its progress.

Download Complete window



Make sure that the box next to **Close this dialog box when download completes** is NOT checked on the **Download Complete** window.

Installing PureEdge Viewer

When the download has completed, click the **Open** button on the **Download complete** window.

> If the Download Window closes when the download completes, you will need to locate the file that downloaded on your computer and open it.

When the installation file opens, it will prompt you with: **This will install PureEdge's ICS Viewer 6.0.2. Do you wish to continue?**

Prompt screen

Click the **Yes** button.

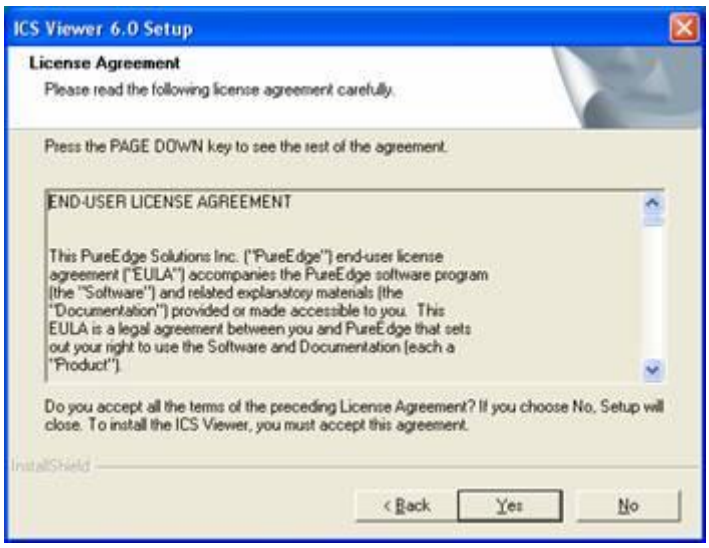
This will open the **ICS Viewer 6.0 KeySign** program setup.

Welcome screen

Click the **Next** button to continue.

This will take you to the License Agreement.

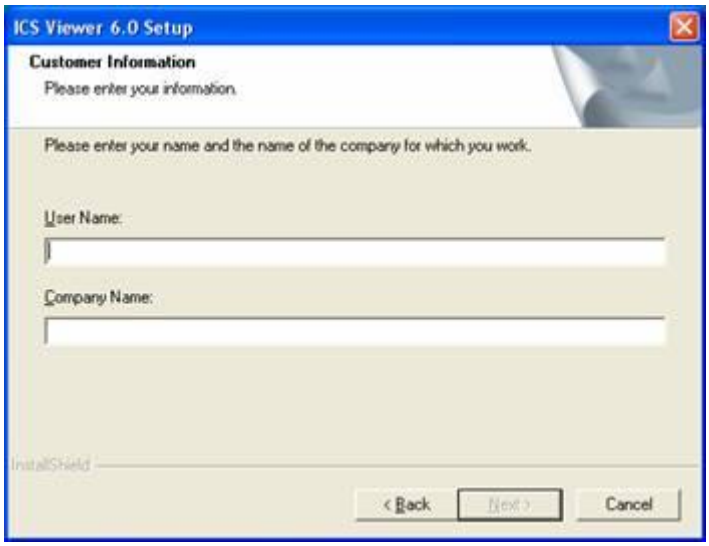
License Agreement screen



Read the License Agreement and click the **Yes** button to accept the agreement and continue with the installation.

This will take you to the **Customer Information** screen.

Customer Information screen



Enter a user name in the **User Name** field.

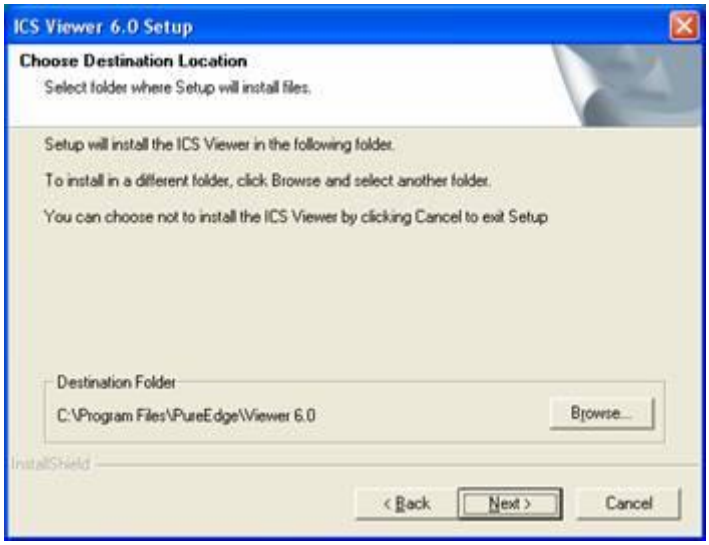
Enter your company's name in the **Company Name** field.

Click the **Next** button.

> **Note** – the **Next** button will not become active until both fields are completed.

This will take you to **Choose Destination Location** screen.

Choose Destination Location screen



We recommend that you save the program at the default location displayed in the **Destination Folder** box.

Click the **Next** button to continue.

This will take you to **Select Program Folder** screen.

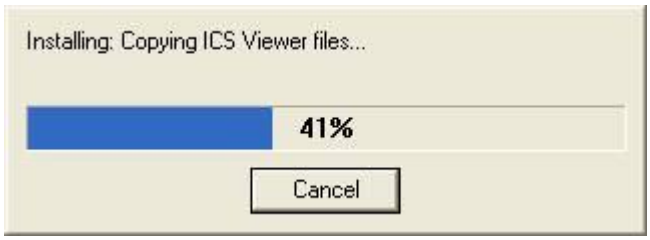
Select Program Folder screen

We recommend that you name the program folder the default name listed in the **Program Folder** field.

Click the **Next** button to continue.

This will install the program. The installation progress will be displayed in the **Install** window.

Install window



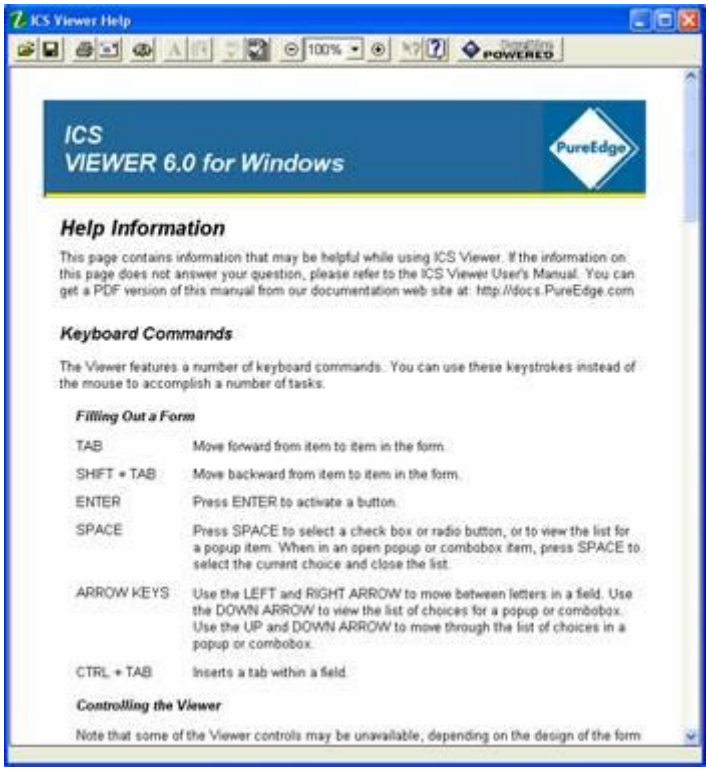
When the installation has completed, the **InstallShield Wizard Complete** screen will appear.

InstallShield Wizard Complete screen

Click the **Finish** button.

This will launch the program and open the **ICS Viewer Help Information** window.

ICS Viewer Help Information window



Requesting a DUNS Number

In order to register with the Central Contractor Registry, a requirement for registering with Grants.gov, your organization will need a Data Universal Number System (DUNS) Number . A DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B).

Most large organizations, independent libraries, colleges and research universities already have DUNS numbers. Prior to requesting a DUNS number, you should investigate if your organization already has a DUNS number . You should ask your organization's chief financial officer, grant administrator, or authorizing official to provide your organization's DUNS number Alternatively, you can determine if your organization has a DUNS number by calling D&B at 1-866-705-5711.

If your organization does not have a DUNS number, you should ask the chief financial officer, grant administrator, or authorizing official of your organization to register for a DUNS number. It is possible to request a DUNS number online via web registration, the process can take up to 48 hours to complete. Therefore, we suggest that you do this by phone which will take about 10 minutes. There is no charge.

If your organization is located in the United States , you can request and register for a DUNS number by calling 1-866-705-5711. If your organization is located outside of the United States, you can request and register for a DUNS number online via web registration or call your local Dun & Bradstreet office.

Have the following information ready when you call:

• Name of your organization

• Organization address

• Local phone number

• Name of the CEO/Organization owner

• Legal structure of the organization (corporation, partnership, proprietorship)

• Year the organization started

• Primary line of business

• Total number of employees (full and part time)

As a result of obtaining a DUNS number, you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request not to be listed when you are speaking with a D&B representative during your DUNS number telephone application.

Once you have completed the registration, your DUNS number should be available in **1 business day**.

Registering with CCR

In order to help centralize information about grant recipients and provide a central location for grant recipients to change organizational information, the government will be using the Central Contractor Registry (CCR) for grant applicants and recipients.

CCR is a government-wide registry for vendors doing business with the federal government. Grants.gov is specifically leveraging using CCR as a procedural mechanism to establish roles and IDs for those electronically applying for grants. In the future, the government anticipates requiring all grant applicants to use CCR whether applying for grant electronically or otherwise.

General Information

Organizations should register on how they want to do business.

A separate registration in the CCR may be required if an organization wants to have a single unit conduct business and it has a direct payment flow to that organization, it would require a separate DUNS number specified for that unit (if a different address from the parent organization). If the same address, the organization could use the DUNS+ 4 found in the CCR.

For example, a university that wants to have its payment information flow through one central point for grants should register as the entity doing business with the government. This registration would require a specific DUNS number for that business.

If you have the necessary information ready, online registration will take about 30 minutes to complete, depending upon the size and complexity of your organization. You should receive your CCR registration within 3 business days.

Instructions for Registering

Information for registering in the CCR and online documents can be found at www.ccr.gov.

Before registering applicants and recipients should review the Central Contractor Registration Handbook (March 2003). In the handbook is a Registration Worksheet. You can also access this worksheet by browsing to http://www.ccr.gov/CCRRegTemplate.pdf. You will need Adobe Reader to view this worksheet.

It is recommended that registrants print the registration worksheet and gather the needed information prior to starting the online registration process.

The fastest and easiest method to register is by computer.

Click the **Get Started** tab at the top of any screen.

This will take you to the **Get Started** screen.

Get Started screen

Click the **Register with CCR** link on the left side of the screen.

This will take you to the **Register with CCR** screen.

Register with CCR screen

Click the link to CCR:

http://www.ccr.gov

This will take you to the **CCR** website.

Register with CCR screen

Click the **Start New Registration** link on the left of the screen.

This will pop-up a reminder that you will need a DUNS number to register with CCR.

DUNSPop-Up

If you have your DUNS number, click **Continue**. If you do not, follow the directions to register for a DUNS number. Detailed instructions can be found in the **Requesting a DUNS**topic.

This will take you to the **CCR Registration** screen.

CCR Registration screen

Once you have completed the online registration, it will take approximately 3 business days before your CCR registration becomes active. Once your CCR registration becomes active, you will be able to register with the Credential Provider.

Registration Worksheet for Grant Applicants/Recipients

General Information:

Enter all information that has an M placed next to the line meaning Mandatory or Required. You will be unable to submit your registration on-line unless all of the mandatory information is provided.

The registration is pretty self-explanatory.

Identified below are some items with which you may not be familiar:

Cage Code:

For U.S. applicants, do not enter a Cage Code, one will be assigned.

For foreign applicants, follow the instructions in the CCR.

Legal Business Name:

Enter the name of the business or entity as it appears on legal documents.

Business Name:

Enter the name of the organization/entity which is applying for a grant.

Annual Revenue:

For some organizations/entities this can be an annual budget.

Type of Organization:

In this section, indicate whether the organization/entity is Tax Exempt or Not. Indicate what type or how the organization is recognized. Use "Other" if the organization does not fit in the designated categories.

Owner Information:

Fill-in if a sole proprietorship.

Business Types:

As indicated, check all that apply. Check the ones that are the closest description to your organization. Most grant applicants can use "Nonprofit Institution" plus any other type that may fit the description. (The listing is being revised to include grant applicants business types.)

Party Performing Certification:

Enter information only if the organization has a certification from SBA. Most grant recipients and applicants do not fall into this category.

Goods and Services:

This section is required. It will require the grant applicant/recipient to look up a code and enter the ones that best fit the type of services the organization provides. It is not required to fill-in all the spaces provided for the codes.

NAICS Code:

Is required. Follow the instructions.

SIC Code:

Is required. Follow the instructions.

Financial Information:

Follow the instructions found in the CCR Handbook on page 14; http://www.ccr.gov/handbook.pdf

Registration Acknowledgement and Point of Contact Information

This section is very important and needs to have names and telephone numbers put in for specific purposes. For grant applicants and recipients the **M** fields are required.

CCR Point of Contact:

Mandatory. Enter the name of the person that knows and acknowledges that the information in the CCR is current, accurate and complete. The person named here will be the only person within the registering organization to receive the Trading Partner Identification Number (TPIN) via e-mail or U.S. mail services. The registrant and the alternate are the only people authorized to share the information with the CCR Assistance Center personnel. An email address is required. An alternate is also required for registration.

Government Business Point of Contact:

Not mandatory; review CCR Handbook on page 16; http://www.ccr.gov/handbook.pdf.

Electronic Business Point of Contact:

Mandatory. The E-Business Point of Contact is the individual designated by your organization who will become the sole authority within the organization to designate, or revoke, an individual's ability to submit grant applications on behalf of his organization through Grants.gov. An email address and phone number are required. An alternate is also required for registration.

The Grants.gov E-Business Point of Contact will have the responsibility of assigning the "Authorized Applicant" role to all who register to submit applications for their organization. The E-Business Point of Contact will receive an email each time someone registers with Grants.gov in order to be able to submit applications on behalf of their organization. The E-Business Point of Contact will need to login to the E-Business Point of Contact section of Grants.gov and manually assign the "Authorized Applicant" role to designate someone as an Authorized Organization Representative (AOR)."

Past Performance Point of Contact:

Not required.

Marketing Partner ID (MPIN):

Mandatory for Grants.gov submission. This is a self-defined access code that will be shared with authorized electronic partner applications. The MPIN will act as your password in other systems. The MPIN must be nine positions and contain at least one alpha character, one number and no spaces or special characters.

The E-Business Point of Contact designated by your organization will need to know the MPIN to login to Grants.gov.

Registration Notification:

If your registration was submitted successfully then you will you receive two letters via U.S. mail or E-mail. This first notice is to welcome you to CCR and will include a copy of your registration. The second notice contains your confidential Trading Partner Identification Number (TPIN). Receipt of your TPIN not only confirms that you are successfully registered in CCR, it is your confidential password, to change your CCR information.

Registering with the Credential Provider

Note – your CCR registration must be complete and active before you can register with the Credential Provider. Once you have completed the online registration, it will take approximately 6 business days before your CCR registration becomes active.

In order to safeguard the security of your electronic information, Grants.gov utilizes E-Authentication - the Federal program that ensures secure transactions.

E-Authentication defines the level of trust or trustworthiness of the parties involved in a transaction through the use of Credential Providers. It is the process of determining with certainty that someone really is who he/she claims to be.

Grants.gov is using Operational Research Consultants (ORC) as its Credential Provider.

Once you are registered with ORC, you will receive an ID and password. This ID and password is used to submit you application package to the appropriate government agency safely and securely through Grants.gov.

Registering with the Credential Provider

Registering with a Credential Provider is a simple process:

Click the Get Started tab at the top of any screen within Grants.gov.

This will take you to the **Get Started** screen.

Get Started screen

Click the **Register with Credential Provider** link on the left side of the screen.

This will take you to the **Register with the Credential Provider** screen.

Register with the Credential Provider screen

Click the **Credential Provider** link in the middle of the screen.

This will take you to the **Register with the Credential Provider** screen where you will need to enter your DUNS number.

Register with the Credential Provider screen

Enter your DUNS number in the **DUNS** or **DUNS + 4** field.

Note – If you have a nine digit DUNS number, you will need to add four zeros to the end of the DUNS number.

Click the **Register** button.

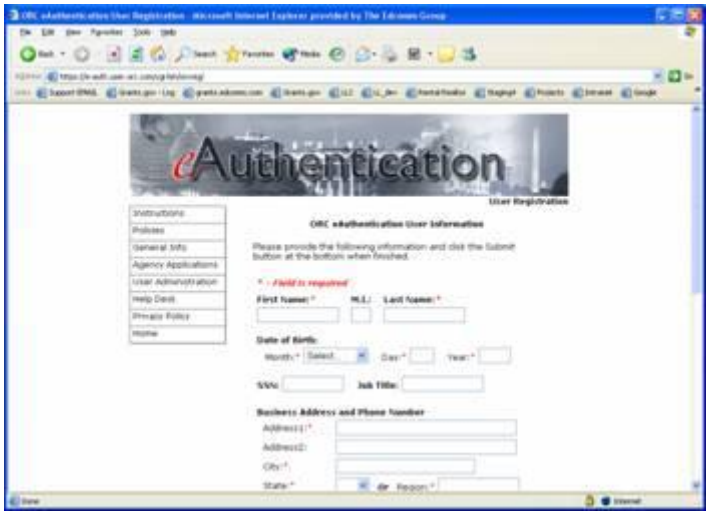
You may be prompted that you are entering a secure site. Click **OK** to continue.

eAuthentication screen

Click the **UserID** button.

This will take you to the **User Information** screen.

User Information screen



Enter all of the required information in the appropriate fields. Required fields are noted by an asterisk *.

Click the **Submit** button.

This will take you to the **User Password** screen.

User Password screen

Complete all of the necessary fields and click the **Submit** button.

This will take you a **Confirmation** screen.

Confirmation screen

Note: You should record the User ID and password that you entered because you will need this information to **Register with Grants.gov**.

Once you have registered with ORC, Grants.gov's Credential Provider and receive your username and password, you will need to register with Grants.gov. After you have registered with Grants.gov, the E-Business Point of Contact listed on your organization's CCR registration will receive a notification stating that you have registered. The E-Business Point of Contact will then need to log into the Ebiz section of Grants.gov and assign the "Authorized Applicant" role to you. You will then be able to test your logon by clicking the Applicants link at the top of any page in Grants.gov and you will also be able to submit completed application through Grants.gov.

If you forget your password

In the event that you forget your password, you can obtain a new password from the Credential Provider:

If you have forgotten your password, complete the following steps:

1. Browse to www.grants.gov.
2. Click the **Get Started** tab.
3. Click the **Register with the Credential Provider** link.
4. Click the **Credential Provider** link in the middle of the screen.
5. Enter your DUNS number. If you have a nine digit DUNS number, add four zeros to the end of it.
6. Click the **Register** button.
7. On the left of the screen, mouse over **User Administration**.
8. Select **Forgotten Password**.
9. Enter the UserID that you received from the Credential Provider.
10. Click the **Login** button.
11. You will receive the question that you entered as your password reminder.
12. Enter the answer to the question in the **Answer** field.
13. Click the **Submit** button.
14. You will be prompted to enter a new password.

Once you enter a new password, Grants.gov's system will automatically be updated with the new password.

If you forget your username

Please contact ORC, Grants.gov's Credential Provider at 800-386-6820 or via email at eauthhelp@orc.com. You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register your username and password with Grants.gov.

Registering with Grants.gov

Once you have registered with ORC, Grants.gov's Credential Provider and receive your username and password, you will need to register with Grants.gov. You should wait approximately 20 minutes after completing the Credential Provider registration before registering with Grants.gov.

After you have registered with Grants.gov, the E-Business Point of Contact listed on your organization's CCR registration will receive a notification stating that you have registered.

The E-Business Point of Contact will then need to log into the E-Biz section of Grants.gov and assign the "Authorized Applicant" role to you. Once E-Business Point of Contact completes this process, you will receive an email confirming that you can submit grants on behalf of your organization. You will then be able to submit grants through Grants.gov.

Registering with Grants.gov

To register, click the **Get Started** tab at the top of any screen within Grants.gov.

This will take you to the **Get Started** screen.

Get Started screen

Click the **Register with Grants.gov** link on the left of your screen.

This will take you to the **Register with Grants.gov** screen.

Register with Grants.gov screen

Enter the username that you received from the Credential Provider in the Username field.

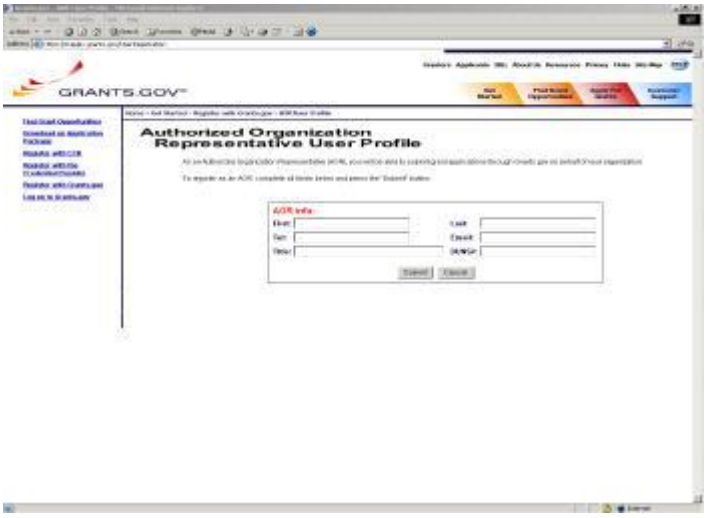
Enter the password that you received from the Credential Provider in the Password field.

Remember – the password you received from the Credential Provider may contain both upper and lowercase letters. Be sure that you enter the exact password you received.

Click the **Register** button.

This will take you to the **Authorized Organization Representative User Profile** screen.

Authorized Organization Representative User Profile screen



Enter your first name in the **First** field.

Enter your last name in the **Last** field.

Enter your business telephone number in the **Tel** field.

Enter your business email address in the **Email** field.

Enter your title in the **Title** field.

Enter your DUNS number that was entered in the CCR registration in the DUNS or DUNS + 4 field.

Click the **Cancel** button to return to the previous screen.

OR

Click the **Submit** button to register with Grants.gov.

After you have registered with Grants.gov, the E-Business Point of Contact listed on your organization's CCR registration will receive a notification stating that you have registered. The E-Business Point of Contact will then need to log into the Ebiz section of Grants.gov and assign the "Authorized Applicant" role to you.

Once the E-Business Point of Contact assigns the "Authorized Applicant" role to you, you will receive an email stating that you have been designated as an AOR and will be able to submit grants through Grants.gov.

If you forget your password

In the event that you forget your password, you can obtain a new password from the Credential Provider:

If you have forgotten your password, complete the following steps:

1. Browse to www.grants.gov.
2. Click the **Get Started** tab.
3. Click the **Register with the Credential Provider** link.
4. Click the **Credential Provider** link in the middle of the screen.
5. Enter your DUNS number. If you have a nine digit DUNS number, add four zeros to the end of it.
6. Click the **Register** button.
7. On the left of the screen, mouse over **User Administration**.
8. Select **Forgotten Password**.
9. Enter the UserID that you received from the Credential Provider.
10. Click the **Login** button.
11. You will receive the question that you entered as your password reminder.
12. Enter the answer to the question in the **Answer** field.
13. Click the **Submit** button.
14. You will be prompted to enter a new password.

Once you enter a new password, Grants.gov's system will automatically be updated with the new password.

If you forget your username

Please contact ORC, Grants.gov's Credential Provider at 800-386-6820 or via email at eauthhelp@orc.com. You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register your new username and password with Grants.gov.

For EBiz

The Grants.gov “For EBiz” section enables you to access useful E-Business Point of Contact (POC) related information including; new site features and functionality, links, and recent Grants.gov news articles. The E-Business POC performs the final step in the Grants.gov registration process, actually authorizing someone to submit a grant application on behalf of their organization. This safeguards an organization from individuals who may attempt to submit grant application packages without permission.

You can learn about the following in the "For EBiz" section:

- Getting Started with Grants.gov - provides information on the six-step getting started process.
- About Grants.gov - lists tools and resources that can be used to learn about Grants.gov.
- Tips and Tools - provides access to useful Grants.gov and other grants-related information and links.

On the left side navigation, the What's New section allows you to quickly access up-to-date site information as well as recently added site features and functionality. The Quick Links section provides access to the most requested Grants.gov information and features. Additionally, In the News, provides easy access to Grants.gov news highlights.

To open the For EBiz screen and access any of the listed resources, click the For EBiz link at the top of any screen in Grants.gov.

E-Business Point of Contact

Grants.gov has two essential roles for Authorized Applicants:

1. **E-Business Point of Contact** – this person is listed as the point of contact on the organization's CCR registration and is responsible for designating their organization's Authorized Organization Representatives (AORs). Organizations may have only one E-Business Point of Contact.
2. **Authorized Organization Representative (AOR)** – AORs are designated by the E-Business Point of Contact as someone who is authorized to submit applications to Grants.gov on behalf of their organization. AORs must register with Grants.gov's Credential Provider, Operational Research Consultants (ORC) so that Grants.gov can verify that they are who they claim to be and with Grants.gov. AORs must log into Grants.gov in order to submit an application. Organizations may have numerous AORs.

Once a potential Authorized Organization Representative (AOR) registers with a Credential Provider and Grants.gov, the E-Business Point of Contact will receive an email stating that someone has signed up to become an AOR for their organization.

The E-Business Point of Contact will then need to assign the Authorized Applicant privilege to the registrant before that person can submit an application.

Logging into the Ebiz Section

To assign the Authorized Applicant role, click the Ebiz link at the top of any screen within Grants.gov.

This will take you to the **Ebiz** Login screen.

Ebiz Login screen

Note – You will not be able to log into the Ebiz section of Grants.gov for the first time until one AOR has completed the Credential Provider and Grants.gov registration.

Enter your DUNS number that was entered in the CCR registration in the **DUNS** field.

Note – if you have a nine digit DUNS number, add four zeros to the end of it.

Enter the MPIN selected during the CCR registration in the **MPIN** field.

Remember – your MPIN is the nine character code that you chose when registering with CCR.

Click the **Login** button.

Assigning the Authorized Applicant Role

Log into the Ebiz section of Grants.gov.

This will take you to the **Ebiz Welcome** screen.

Ebiz Welcome screen

Click the **Manage Applicants** link on the left of the screen.

This will take you to the **Manage Applicants** screen.

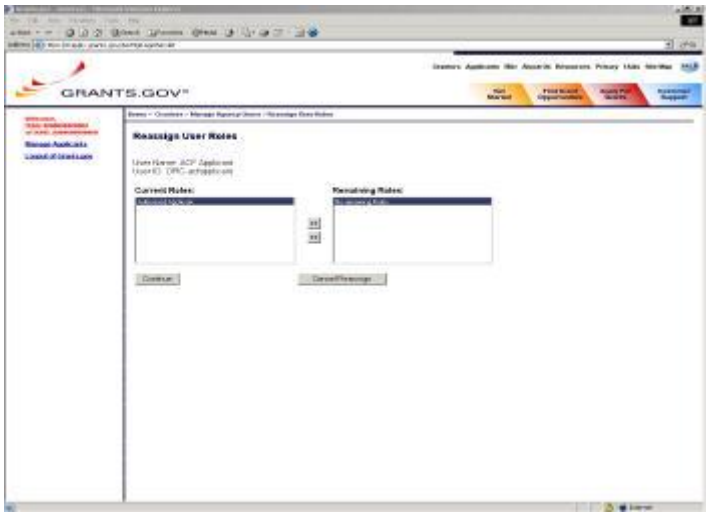
Manage Applicants screen

Select the name of the person for which you want to assign the Authorized Applicant role by clicking in the checkbox next to that person's name.

Click the **Reassign Roles** button.

This will take you to the **Reassign User Roles** screen.

Reassign Roles screen



Select the **Authorized Applicant** role in the **Remaining Roles** box by clicking it.

Click the double arrow pointing toward the **Current Roles** box.

To save your changes, click the **Continue** button. The AOR will now be able to submit an application.

OR

To cancel your changes, click the **Cancel Reassign** button.

Click the double arrow pointing toward the **Current Roles** box.

To save your changes, click the **Continue** button. The AOR will now be able to submit an application.

OR

To cancel your changes, click the **Cancel Reassign** button.

Finding Grant Opportunities

Grants.gov provides you with the ability to search for Federal government-wide grant opportunities and to sign up to receive grant opportunity email notifications.

To find grant opportunities or to sign up to receive grant opportunity email notifications, click the **Find Grant Opportunities** tab at the top of any screen within Grants.gov.

This will take you to the **Find Grant Opportunities** screen.

Find Grant Opportunities screen

You can learn how to find grant opportunities in the following sections:

Search Grant Opportunities - Grants.gov provides you with the ability to search for Federal government-wide grant opportunities. Four search options are available from the Search Grant Opportunities page; Basic Search, Browse by Category, Browse by Agency and Advanced Search.

Receive Grant Opportunity Emails - Sign up to receive grants announcements from the Federal Grants Opportunities (FGO) site. You can receive grant announcements based on the options listed below:

- Register to receive all notices for selected notices based on funding opportunity number.
- Register to receive all notices from selected agencies and categories of funding activities.
- Register to receive all notices from selected interest and eligibility groups.
- Register to receive all grants notices.

After subscribing, you will receive announcements of both new grants and modifications of existing grant announcements.

Users of this service may add new subscriptions or unsubscribe from all subscriptions at any time. To remove one or more subscriptions, first unsubscribe from all subscriptions, then re-subscribe to the subscriptions you want to keep.

Searching Grant Opportunities

Grants.gov provides you with the ability to search for Federal government-wide grant opportunities. Please be aware that once you find an opportunity for which you wish to apply, you will need to record the Funding Opportunity Number or CFDA number and enter it manually on the Download Application Package screen in the Apply for Grants section of this site.

To access the Search Grant Opportunities screen, click the **Find Grant Opportunities** tab at the top of any screen.

This will take you to the **Find Grant Opportunities** screen.

Find Grant Opportunities screen

Click the **Search Grant Opportunities** link on the left of the screen.

This will take you to the **Search Grant Opportunities** screen.

Search Grant Opportunities screen

There are a number of ways to search and browse on Grants.gov. Use **Basic** and **Advanced Search** when you are looking for something specific. When you want to explore the different types of grants or you are not sure exactly what type of grant opportunity that you are looking for, browse by **Category** or **Agency**.

Basic Search: Allows you to search by Keyword, Funding Opportunity Number, or CFDA Number.

Browse by Category: Do you want to learn about Federal grant opportunities available today? Start by selecting a grant category that interests you.

Browse by Agency: Access a list of grant opportunities by Agency by clicking on a Federal Agency.

Advanced Search : If you still have not found what you are looking for by completing the basic search or browsing, use the advanced search. This allows you to search by Date, Funding Activity Category, Funding Instrument Type, and Agency in addition to searching by Funding Opportunity Number or CFDA Number or completing a Keyword search.

Basic Search

Search Grant Opportunities screen

To use the **Basic Search** option, follow the instructions below:

- Click the **Basic Search** button.
- Enter information in one or more of the three fields listed.
- To use the **Keyword Search** field, enter part or all of the text for the title of the grant you are searching for.
- If you know the funding opportunity number, enter it in the **Search by Funding Opportunity Number** field. If you are not sure of the entire Funding Opportunity Number:

  Use an asterisk * to replace one or more characters.

  Use a question mark ? to replace one character.

- If you know the offering agency's Catalog of Federal Domestic Assistance (CFDA) number, enter it in the **Search by CFDA Number** field. If you are not sure of the entire CFDA number:

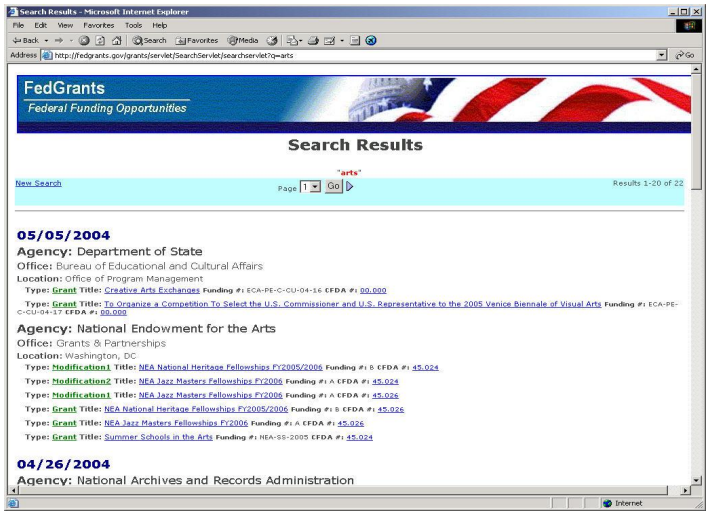
  Use an asterisk * to replace one or more characters.

  Use a question mark ? to replace one character.

- To clear the **Basic Search** form, click the **Clear Form** button.
- Once you have entered in the necessary search criteria, click the **Start Search** button to begin the search.

Your search results will display on a **Search Results** screen at FedGrants.gov.

Search Results screen



Browse by Category

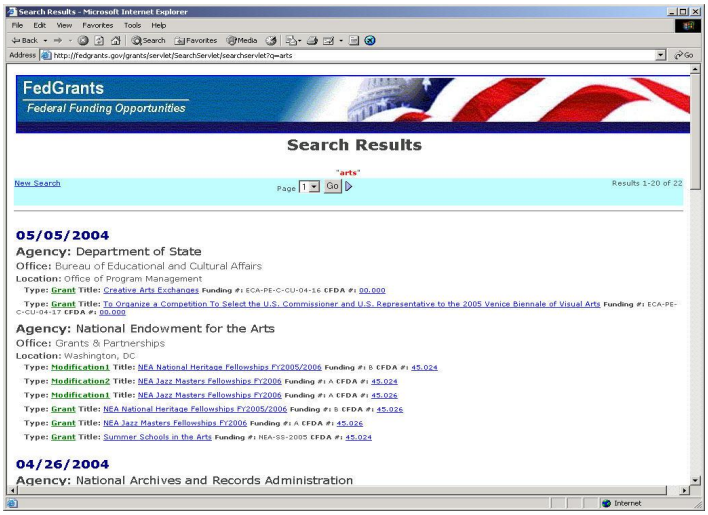
Search Grant Opportunities screen

To use the Browse by Category option, follow the instructions below:

- Click the **Browse by Category** button.
- Access a listing of grants by category by clicking the title that best describes the type of grant you are looking for.

Your search results will display a listing of grants within the category you selected on a **Search Results** screen at FedGrants.gov.

Search Results screen



Browse by Agency

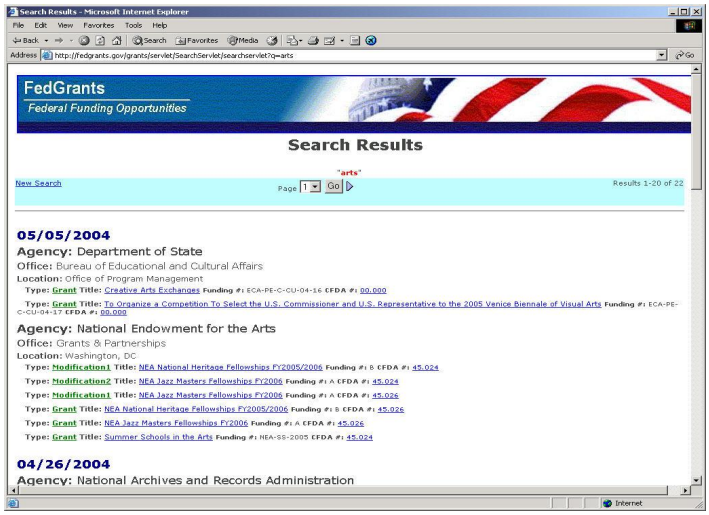
Search Grant Opportunities screen

To use the **Browse by Agency** option, follow the instructions below:

- Click the **Browse by Agency** button.
- Access a listing of grants by agency by clicking the name of the agency that is offering the grant you are looking for.

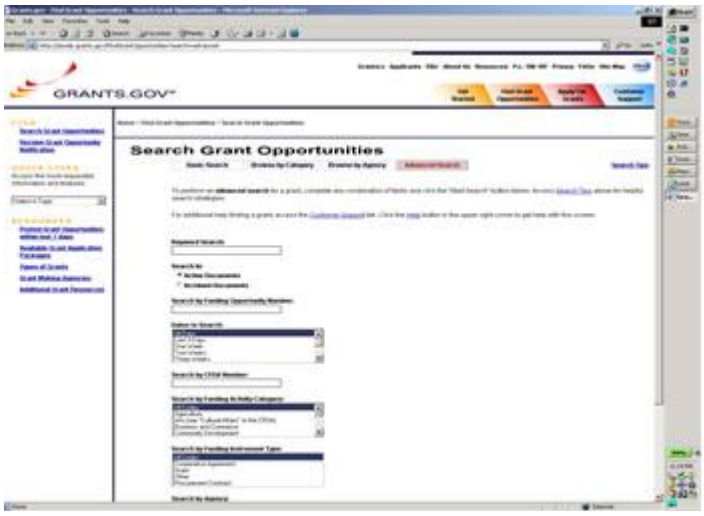
Your search results will display a listing of grants offered by the agency you selected on a **Search Results** screen at FedGrants.gov.

Search Results screen



Advanced Search

Search Grant Opportunities screen



To use the **Advanced Search** option, follow the instructions below:

- Click the **Advanced Search** button.
- Enter information in one or more of the fields listed and then click the **Start Search** button. You are not required to enter information in all fields before clicking the **Start Search** button.
- Select whether you want to search **Active Documents** or **Archived Documents** in the Search In section by clicking the radio button next to the corresponding field. **Active Documents** are grant opportunities that are still available for applicants to submit applications. **Archived Documents** are opportunities that are no longer active for applicants to submit applications.
- If you know the funding opportunity number, enter it in the **Search by Funding Opportunity Number** field. If you are not sure of the entire Funding Opportunity Number:

Use an asterisk * to replace one or more characters.

Use a question mark ? to replace one character.

- Select the time period for which you want to search in the **Dates to Search** field.
- If you know the offering agency's Catalog of Federal Domestic Assistance (CFDA) number, enter it in the **Search by CFDA Number** field. If you are not sure of the entire CFDA number:

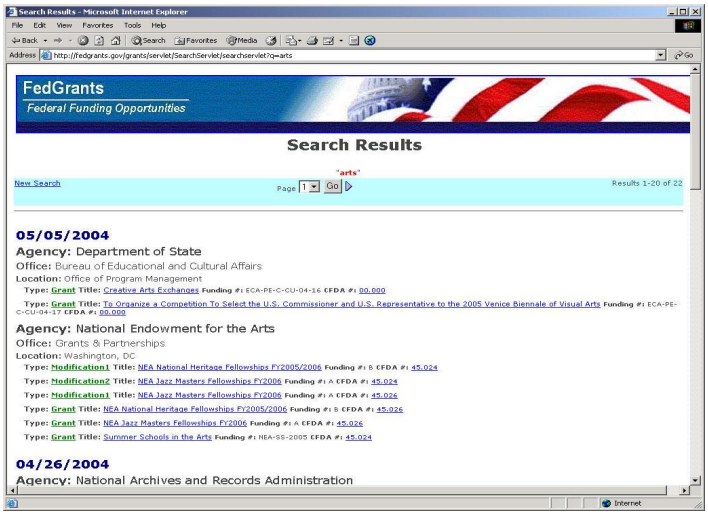
  Use an asterisk * to replace one or more characters.

  Use a question mark ? to replace one character.

- Select the funding activity category from the **Search by Funding Activity Category** field. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** keys. Mac users should hold the **APPLE** or **SHIFT** keys.
- Select the funding instrument type from the **Search by Funding Instrument Type** field. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** keys. Mac users should hold the **APPLE** or **SHIFT** key.
- Select the offering agency from the **Search by Agency** field. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** keys. Mac users should hold the **APPLE** or **SHIFT** key.
- To clear the **Advanced Search** form, click the **Clear Form** button.
- Once you have entered in the necessary search criteria, click the **Start Search** button to begin the search.

Your search results will display on a **Search Results** screen at FedGrants.gov.

Search Results screen



Note: Once you find an opportunity you wish to apply for, you will need to record the Funding Opportunity Number or CFDA Number and then enter it manually when you apply for the grant.

The Funding Opportunity Number is located in the description on the **Search Results** screen.

The CFDA Number can be found by clicking the **Grant** link next to the **Type** field for a specific opportunity on the **Search Results** screen.

You can also click the **Apply for Grant Electronically** button in the Grant Announcement to automatically search for the application package for that specific grant. Simply click the **Grant** link on the **Search Results** screen. Then click the **Apply for Grant Electronically** button at the bottom of the screen. When you click this button, you will be taken to the **Selected Grant Applications for Download** screen which will list any available application packages for the grant.

If the download page does not have a link to download an application, the application is not found in Grants.gov. Instead, applicants should apply for that grant as the on screen instructions state.

Additional Advanced Search Tips

The following are search strategies to help improve the results of an **Advanced Search** for grant opportunities.

- **Select multiple items when searching by Funding Activity Category, Funding Instrument Type, Agency, and Office.**

  If you want to select multiple items, it may be necessary on some browsers to hold down the CONTROL or SHIFT key to select multiple items. If you are a MAC user, use the APPLE key to mark multiple items.

- **Expand your search by Keyword, Funding Opportunity or CFDA Number with a wildcard.**

  The following two wildcards can be used to expand your search:

  - Asterisks can be used to replace one or more characters at the end of the term. This is useful for finding pages with words that have multiple endings. For example, if you typed "National*" in to the search field, the results would contain links to all grant opportunities with phrases that include the word National, such as National Aeronautics and Space Administration or National Endowment for the Humanities.
  - Question marks provide more search flexibility and can be used to replace any single character with the exception of the first character of a word. For example, if you typed "bl?ck" in to the search field, the results might contain phrases that contain "block" or "black", such as "Black Lung Clinics Program" or "Building Blocks Research for Advanced Concepts for High Temperature Tribology".

- **Narrow your search by using Boolean operators to include and exclude words when searching by Keyword.**

  To help limit your results to specific information you can include Boolean operators, or special modifiers, that require certain words be included or excluded. Boolean operators that are words, such as OR, AND, and NOT, have to be upper case letters and require a space between search words. For example, "Housing AND Farming" will generate search results, but "HousingANDFarming" will not generate search results. The following are Boolean operators that can be used to complete a Keyword search:

  - OR (Space is also considered as OR). If you type "Housing Farming" or "Housing OR Farming", the results would contain a match if Housing or Farming appears in the grant opportunity listing.
  - AND (+ is also considered as AND). If you type "Housing+Farming" or "Housing AND Farming", the results would contain a match if Housing and Farming appears in the grant opportunity listing.
  - NOT (- is also considered as NOT). If you type "Housing-Farming" or "Housing NOT Farming", the results would contain a match if Housing appears in the document and Farming does not appear in the grant opportunity listing.

Receiving Grant Opportunity Emails

You can sign up to receive grant email notifications through FedGrants.gov.

To sign up for grant email notifications, click the **Find Grant Opportunities** tab at the top of any screen.

This will take you to the **Find Grant Opportunities** screen.

Find Grant Opportunities screen

Several email notification types are listed under the **Receive Grant Opportunity Emails** title. Determine which email notification option you would like to use and click the corresponding link:

- Register to receive notices based on funding opportunity number.
- Register to receive notices based on agencies and categories of funding activities.
- Register to receive notices based on interest and eligibility groups.
- Register to receive all grants notices.

Register to Receive Notices Based on Funding Opportunity Number

1. Once you have clicked the **Selected Agencies and Categories of Funding Activities** link, the **Federal Grants Notification Service Subscription Form** screen will appear.

Federal Grants Notification Service Subscription Form screen

2. Enter your email address in the **Email Address** field.
3. Enter the funding opportunity number for which you would like to receive email notifications in the **Funding Opportunity Number** field.
4. Click the **Subscribe to Mailing List** button.

Register to Receive Notices Based on Agencies and Categories of Funding Activities

1. Once you have clicked the **Selected Notices based on Funding Opportunity Number** link, the **Federal Grants Notification Service Subscription Form** screen will appear.

Federal Grants Notification Service Subscription Form screen

2. Enter your email address in the **Email Address** field.
3. Select the categories for which you would like to receive email notification by clicking them from the **Select Category of Funding Activity** box. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** keys. Mac users should hold the APPLE or SHIFT keys.
4. Enter a CFDA number for which you would like to receive email notification in the **CFDA Number** field.

5. Select the agencies for which you would like to receive email notification by clicking them from the **Select Agency** box. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** keys. Mac users should hold the **APPLE** or **SHIFT** keys.
6. Click the **Subscribe to Mailing List** button.
7. To clear the form, click the **Clear Form** button.

Register to Receive Notices Based on Interest and Eligibility Groups

1. Once you have clicked the **Selected Interest and Eligibility Groups** link, the **Federal Grants Notification Service Subscription Form** screen will appear.

Federal Grants Notification Service Subscription Form screen

2. Enter your email address in the **Email Address** field.
3. Select the categories for which you would like to receive email notification by clicking them from the **Select Category of Funding Activity** box. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** keys. Mac users should hold the **APPLE** or **SHIFT** keys.
4. Select the funding instrument types for which you would like to receive email notification by clicking them from the **Select Funding Instrument Type** box. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** keys. Mac users should hold the **APPLE** or **SHIFT** keys.
5. Select the eligible applicants for which you would like to receive email notification by clicking them from the **Select Eligible Applicants** box. If you want to select multiple items in this list, hold down the **CONTROL** or **SHIFT** keys. Mac users should hold the **APPLE** or **SHIFT** keys.
6. Enter a CFDA number for which you would like to receive email notification in the **CFDA Number** field.
7. Click the **Subscribe to Mailing List** button.
8. To clear the form, click the **Clear Form** button.

Register to Receive all Grants Notices

1. Once you have clicked the **All Grants Notices** link, the **Federal Grants Notification Service Subscription Form** screen will appear.

Federal Grants Notification Service Subscription Form screen

2. Enter your email address in the **Email Address** field.
3. Click the **Subscribe to Mailing List** button.

Unsubscribing from Notifications

1. To unsubscribe from email notifications, click the **Unsubscribe** link on the **Find Grant Opportunities** screen.
2. This will take you to the **Federal Grants Service Unsubscription** Form.

Federal Grants Service Unsubscription Form screen

2. Enter your email address in the **Email Address** field.
3. Click the **Unsubscribe from Mailing Lists** button.

Note - To remove 1 or more subscriptions, first unsubscribe from all subscriptions, then re-subscribe to the subscriptions you want to keep.

Applying For Grants

Once you find a grant for which you want to apply, you will then need to download its application package and instructions, complete the application and submit it. To view information about how to submit applications, review the Submit Applications page.

Remember – before applying for a grant, make sure that you have already completed the "Getting Started" steps: Download the Application Viewer and then Register with CCR, Credential Provider and Grants.gov. You will not be able to open the application package or submit an application if you have not completed all of these steps.

Apply Step 1 – Download a Grant Application Package and Application Instructions

To download an application package, follow the instruction found in Downloading Application Packages. In order to download an application package and its instructions, you will need to enter the CFDA and/or Funding Opportunity number for that grant. This information can be found by doing the steps in "Searching Grant Synopses". In addition, you will need to have downloaded the PureEdge Viewer.

At this time, not all applications are available for download on Grants.gov. To view the list of the grants currently available on Grants.gov, click the Grants.gov Programs List (http://www.grants.gov/assets/GrantsgovProgramsList.xls) found on the Get Started page under Step 2 Download and application package. If the grant for which you want to apply is not listed on this list, follow the steps found in "Searching Grant Synopses" and following the instructions found in the announcement.

> **Note** – when downloading the application and its instructions, you will have the option to enter your email address for email notification of any updates (including deletions) for the specific grant application that you downloaded.

Apply Step 2 – Complete the Selected Grant Application Package

To complete a grant application package, follow the instruction found in Completing Application Packages. Once you download an application and its instructions, you can complete the application offline – just be sure to save the application to your computer. Application packages will save as an xfd file. Everything you need to know is included in the application package and instructions.

You can share the application with others at your organization simply by emailing the saved package file.

Apply Step 3 – Submit a Completed Grant Application Package

To submit a completed grant application package, follow the instruction found in Submitting Applications. Once you have completed an application, you will need to upload and submit the application to Grants.gov. Although you can complete an application without being online, you will need to log into the Grants.gov website using your username and password you entered when you registered with Grants.gov in order to submit the application.

The Submit button will become active after you have completed all required forms, attached all required documents and saved your application package. If you forgot your password, you will need to return back to the Credential Provider's website and use the "Forgot Password" functionality.

Note: If the Submit button is not active, please check to be sure you have completed the actions listed below.

- All mandatory fields in all mandatory forms have been completed and moved to themMandatory Completed Documents for Submission box.
- The Save button has been clicked AFTER all documents have been moved to the Mandatory Completed Documents for Submission box.
- All mandatory fields in all optional forms that have been moved to the Optional Completed Documents for Submission box have been completed.
- All internet browser windows have been closed.

Downloading Application Packages

Before applying for a grant, make sure that you have already completed the “Get Started” steps: Download the Application Viewer, Request a DUNS and then Register with CCR, a Credential Provider and Grants.gov. You will not be able to submit an application if you have not completed all of these steps.

When you have completed all of the necessary steps prior to beginning the application process, click the **Apply for Grants** tab at the top of any screen within Grants.gov.

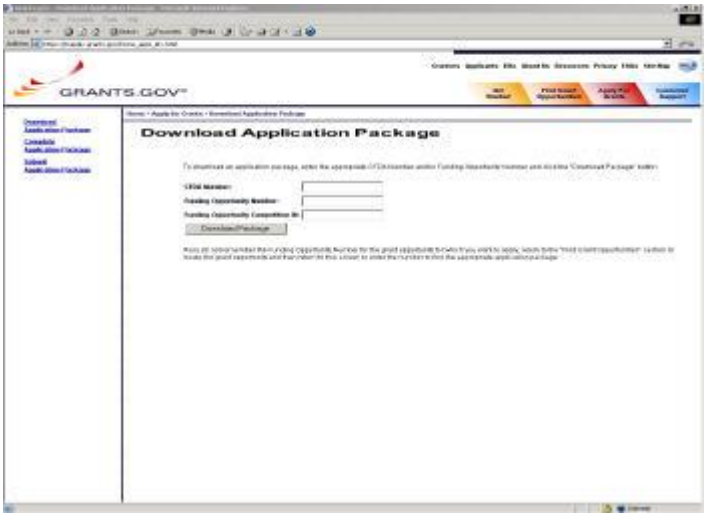
This will take you to the **Apply for Grants** screen.

Apply for Grants screen

Click the **Download Application Package** link on the left of your screen.

This will take you to the **Download Application Package** screen.

Download Application Package screen



Enter the CFDA number of the agency which is offering the opportunity for which you want to apply in the **CFDA Number** field.

OR

Enter the Funding Opportunity Number of the opportunity for which you want to apply in the **Funding Opportunity Number** field.

> If you do not know the Funding Opportunity Number or CFDA Number for the grant for which you want to apply, you will need to search for the grant opportunity following the steps in Searching Grant Synopses. If you know the CFDA number or Funding Opportunity Number you can check the Grants.gov Programs List found by clicking the button Get Started at the top of any Grants screen and going to Step 2 Download an Application Package.

You must complete at least one of these fields to download an application.

Click the **Download Package** button to download the application package.

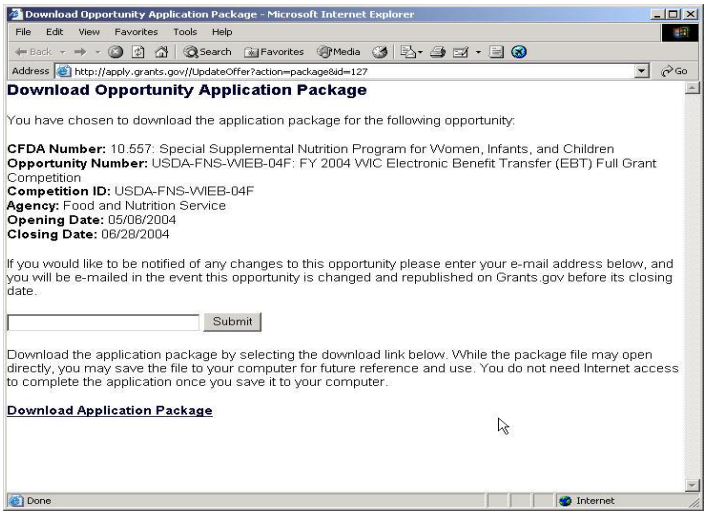
This will take you to the **Selected Grant Applications for Download** screen.

Selected Grant Applications for Download screen

To download an application package and its instructions, click the corresponding download link. Be sure to download both.

When you download an application package, you will first be taken to the **Download Opportunity Application Package** screen.

Download Opportunity Application Package screen



Confirm that you are downloading the correct application for the grant for which you want to apply.

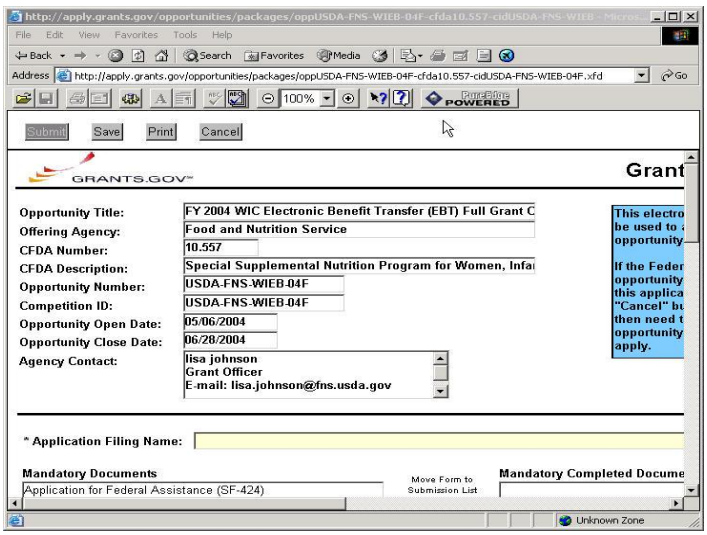
If you would like to be notified of any changes to this opportunity, enter your email address in the field and then click the **Submit** button.

If you choose not to enter your email address and the application package is deleted or modified, upon submitting the application package to Grants.gov, you may receive a rejection notice.

Click the **Download Application Package** link.

The application package will open in the PureEdge Viewer.

Application Package screen

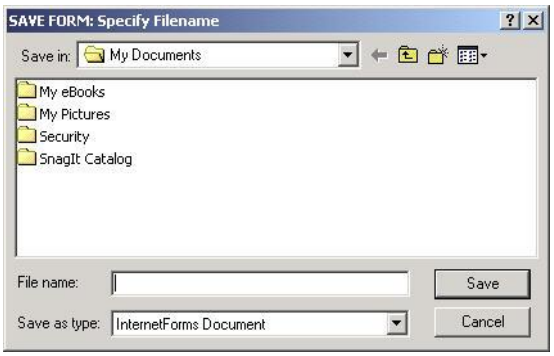


Click the **Save** button to save the application to your computer.

Note: A warning message appears informing you that one or more of the items in this form contains an invalid value and asks if you want to proceed anyway. Click Yes.

This will open the **Save Form** window.

Save Form window



Browse to where you want to save the application on your computer.

Enter the name that you want the application to be saved as in the **File name** field.

Click the **Save** button.

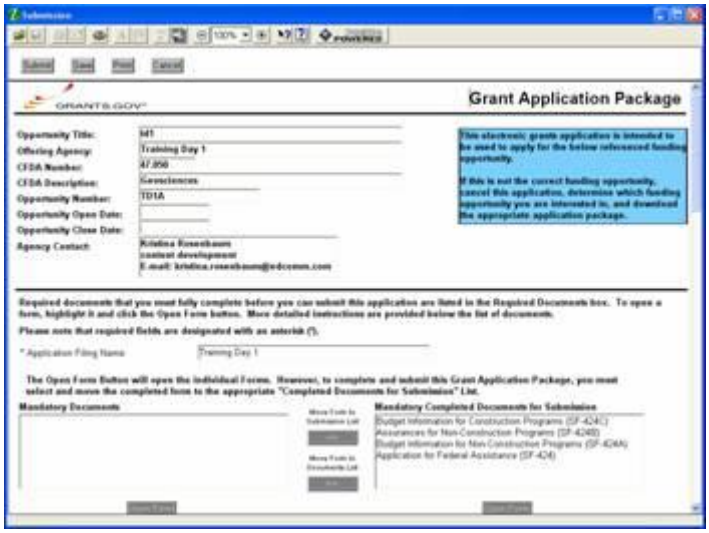
The application will save to your computer.

You will not need to be online to complete the application.

Completing Application Packages

When the application downloads, it will automatically open in PureEdge Viewer. You should save the application to your computer. Once the application is saved, you will not need to be online to complete the application.

Sample Application Package



Verify that the pre-entered information is for the grant opportunity for which you want to apply.

> If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking the **Cancel** button at the top of the screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.
>
> If the Federal funding opportunity listed is the opportunity for which you want to apply, you will need to complete the application in its entirety before submitting it.

Applications can be completed in their entirety offline; however, you will need to login to the Grants.gov website during the submission process. The **Submit** button at the top of the screen will not be functional until the application is properly completed and saved.

If you have any application specific questions, you can contact the offering agency directly using the contact information provided on the application's cover page.

Completing the Cover Page

Enter a name for the application in the **Application Filing Name** field.

- This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
- You can save your application at any time by clicking the “Save” button at the top of your screen.
- The “Submit” button will not be functional until the application is complete and saved.

Open and complete all of the documents listed in the **Mandatory Documents** box and **Optional Documents** box.

- The documents listed in the **Mandatory Documents** box and **Optional Documents** may be predefined forms, such as SF-424, or documents that need to be attached, such as a program background statement. **Mandatory Documents** are required for this application. **Optional Documents** can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding **Optional Documents**.
- To open an item, simply click on it to select the item and then click on the **Open** button. When you have completed a form or document, click the form/document name to select it, and then click the =>> button. This will move the form/document to the **Mandatory Completed Documents** or **Optional Completed Documents** box for submission. To remove a form/document from the **Completed Documents** box, click the form/document name to select it, and then click the <<= button. This will return the form/document to the **Mandatory Documents** or **Optional Documents** box.
- When you open a required form, the fields which must be completed are noted by a *, and on some computers (depending on your settings) highlighted in yellow. 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 once you have the field.
- To exit a form, click on the **Close** button at the top of the screen. Then, click the **Save** button to resave your entire application.

Note: If the Submit button is not active please check to be sure you have completed the actions listed below.

- All mandatory fields in all mandatory forms have been completed and moved to the Mandatory Completed Documents for Submission box.
- The Save button has been clicked **after** all documents have been moved to the Mandatory Completed Documents for Submission box.
- All mandatory fields in all optional forms that have been moved to the Optional Completed Documents for Submission box have been completed.

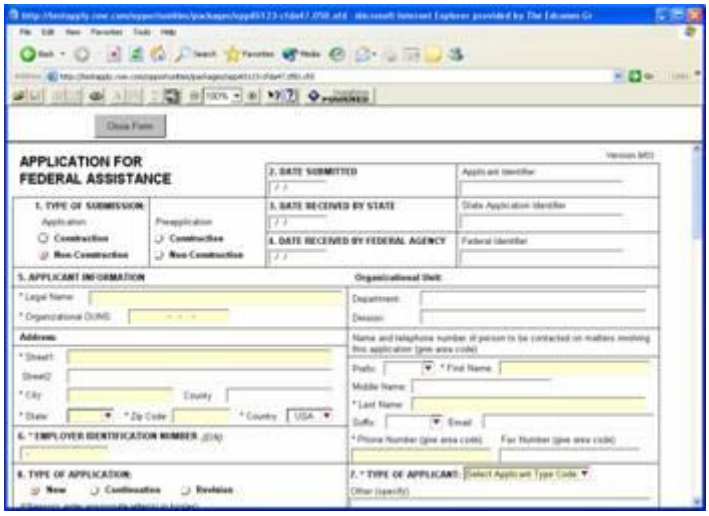
Forms

Forms, such as SF-424, are predefined and will require you to enter information into fields.

> **Note –** the DUNS number that is entered within the application package must be the same DUNS number registered with the AOR who logins to submit the application
>
> **If the SF-424 is in the package, you must complete the SF-424 first. SF-424 will automatically complete additional fields on other forms with the information you entered.**

To open a form in the **Mandatory** or **Optional Documents** box, simply click on the form name to select it and click the **Open Form** button which appears below the appropriate box. When you have completed a form, you will need to move it to the appropriate **Completed Documents for Submission** box.

Sample Application Form



When you open a required form, all required fields are noted by an * and sometimes (depending on your computer settings) highlighted in yellow.

Optional fields and completed fields are displayed in white.

You can click any field to enter the necessary information.

You can also use the **TAB** button on your keyboard to move from field to field.

If you enter invalid or incomplete information in a field, you will receive an error message upon leaving the field.

To exit a form, click the **Close** button at the top of the screen. Then click the **Save** button to save your application.

Documents

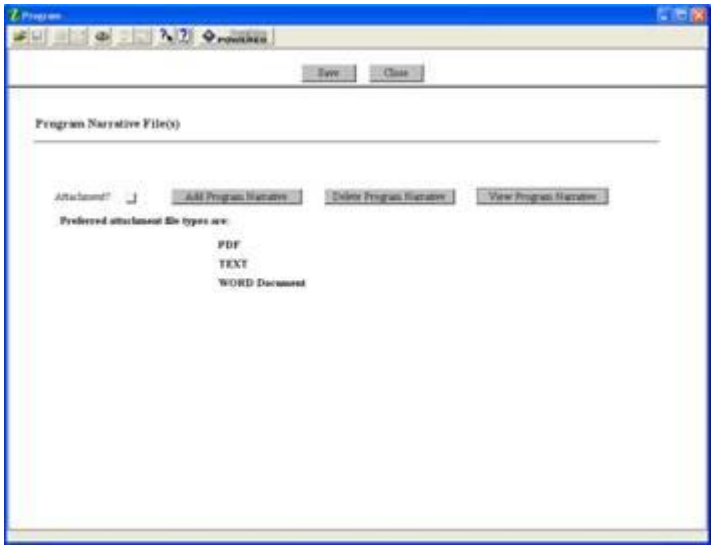
In addition to forms, application packages may also require that you submit specific documentation, such as a program background statement.

Depending on the form, you may be able to attach a PDF, Text Document, Word Document or other type of documents.

To open a form that requires you to attach a document, simply click on the form name to select it and click the **Open Form** button which appears below the appropriate box. When you have completed a form, you will need to move it to the appropriate **Completed Documents for Submission** box.

When you open a form, you will be able to attach documents from your computer to it. Depending on the form, you may be able to attach a PDF, Text Document, Word Document or other type of documents.

Sample Application Document

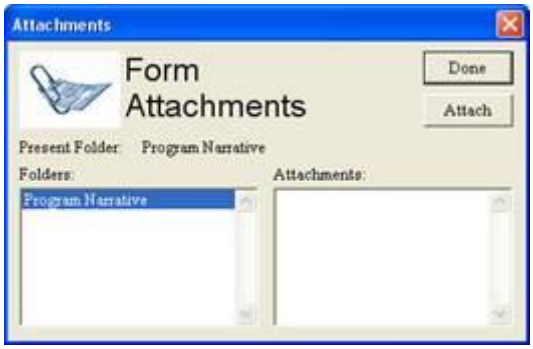


Attaching a Document

To upload a document, simply click the **Add** button.

This will open an **Attachment** window.

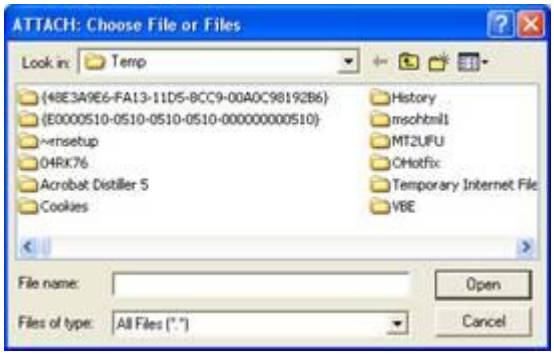
Attachment window



Click the **Attach** button.

This will open a **Browse** window which will allow you to select the document on your computer which you want to upload.

Browse window



When you have selected the document you want to attach, click the **Open** button.

You will return to the **Attach** window.

Repeat this process until you have attached all of the necessary documents.

When you have selected all of the documents you want to include for this requirement, click the **Done** button.

If multiple files are attached to the field, the box next to Attachment will be checked. If only one file is attached, the name of the file will be displayed in the box next to Attachment.

Deleting a Document

To delete a document which you have uploaded, to the form, open the form, click the **Delete** button.

If multiple documents are attached, the **Delete Attachment** window will open.

Delete Attachment window

On the **Delete Attachment** window, select the document or documents which you want to delete and click the **Remove** button.

Click the **Done** button when you are finished deleting the documents. Once all the attached documents have been removed, the check mark after the attachment will be removed. If there is only one attachment, press the **Delete** button. The **Remove Attachment** window will appear . Click "**Yes**" to delete or "**No**" to return back to the form. The file name will be removed from the display box on the form.

Viewing a Document

To view a document which you have uploaded, simply click the **View** button.

If only one document was attached the document will open. If multiple documents are attached, the **View Attachment** window will open.

View Attachment window

If you have uploaded more than one document you will need to select the document which you want to view and click the **Display** button.

Click the **Done** button to return back to the form without displaying the attachment. Closing the open document, returns you back to the form.

To exit the mandatory documents page, click the **Close** button.

Saving Your Application

To save your application, simply click the **Save** button at the top of your screen.

Printing Your Application

To print your application, simply click the Print button at the top of your screen.

Finalizing Your Application

You can save your application at any time by clicking the **Save** button at the top of your screen.

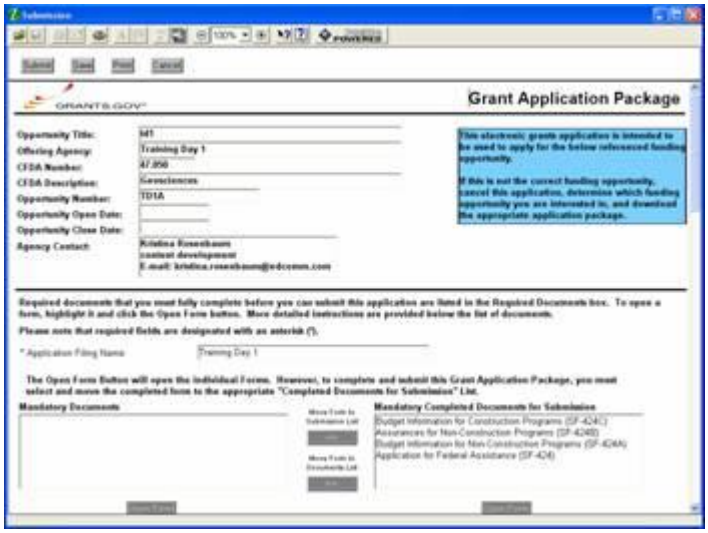
Once you have properly completed and saved the application, the **Submit** button will become active and you will be able to submit your application to Grants.gov.

Submitting Applications

Once you have completed an application, you will need to upload and submit the application.Although you can complete an application without being online, you will need to loginto the Grants.gov website in order to submit the application.

The Submit button will become active after you have completed all required forms, attached all required documents, and saved your application package.

Sample Application Package



To upload and submit your application, click the Submit button at the top of the application package.

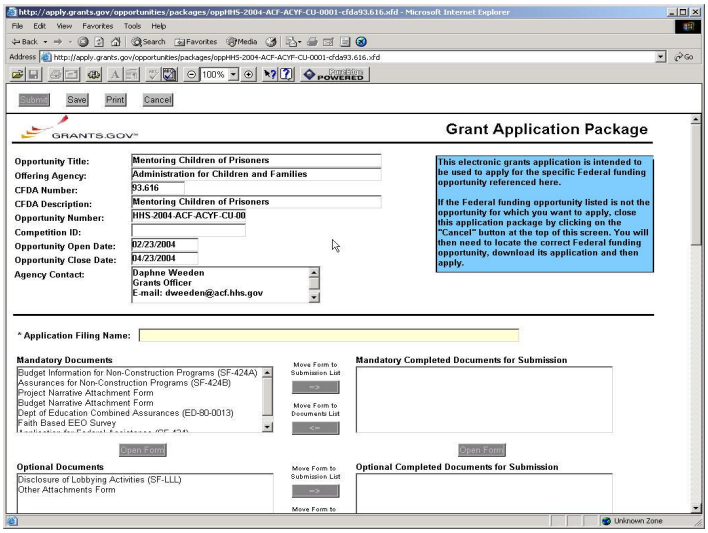
Note - All required information must be entered, validated and saved to enable the Submit button.

If the Submit button is not active, please check to be sure you have completed the actions listed below.

- All mandatory fields in all mandatory forms have been completed and moved to the Mandatory Completed Documents for Submission box.
- The Save button has been clicked AFTER all documents have been moved to the Mandatory Completed Documents for Submission box.
- All mandatory fields in all optional forms that have been moved to the Optional Completed Documents for Submission box have been completed.
- All internet browser windows have been closed.

This will take you to the Summary screen.

Summary screen



Review the application summary.

Click the **No** button if you do not want to submit the application. You will be returned to the application package where you can make changes to the forms.

OR

To submit the application, click the **Yes** button. At this point, your browser will open to the Grants.gov login page.

On the **Login** screen, you will need to enter the username and password that you used to register with a Credential Provider and with Grants.gov.

Login screen

Enter your username in the **Username** field.

Enter your password in the **Password** field.

Click the **Login** button.

Once you have been authenticated, the application will be submitted. The **Confirmation** screen will then appear.

Confirmation screen

This screen will have the Grants.gov tracking number which you will check the application's status and track the email that you will be receiving.

You will receive an application submission confirmation email after the application has been properly uploaded.

This email will have the Grants.gov tracking number which should be the same number that you received when you submitted the application package to Grants.gov.

Click the **Close** button.

If you forget your password

If you forget your password, follow the step found in Registering with the Credential Provider.

Once you enter a new password, Grants.gov's system will automatically be updated with the new password.

If you forget your username

If you forget your username, please contact ORC by email at eauthhelp@orc.com. You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register with Grants.gov using your new username and password.

Grants Streamlining Initiative

The Grants Streamlining Initiative section enables you to access useful information about the government-wide set of organizations and activities responsible for implementing the Federal Financial Assistance Management Improvement Act of 1999 (Public Law 106-107).

This initiative is an inter-agency effort to achieve the multiple objectives of the Act. Those objectives include simplifying and streamlining application, reporting, and grants administration requirements enabled by electronic systems — to reduce the administrative burden and increase the focus on carrying out programs and delivering services. To meet these objectives, the Grants Streamlining Initiative combines changes in policy to streamline and simplify the grants process for applicants and recipients with enhanced uses of technology. This section of the Grants.gov website is one means to inform affected constituencies federal and non-federal — about those activities.

You can learn about the following in the "Grants Streamlining Initiative" section:

- About PL 106-107 - provides information about the Federal Financial Assistance Management Improvement Act of 1999, also known as Public Law 106-107 (P.L. 106-107).
- Organizations - provides information about grants streamlining initiative organizations.
- Reports & References - provides resource materials, including; Public Law 106-107, the Federal Financial Assistance Management Improvement Act of 1999, and reports that detail the grant-making agencies' progress and plans for implementing the Public Law.

On the left side navigation, the What's New section allows you to quickly access up-to-date site information as well as recently added site features and functionality. The Quick Links section provides access to the most requested Grants.gov information and features. The Highlights section provides Reports to Grants Executive Board, Federal Register Notices, Frequent Questions, and a Glossary. Additionally, a feedback section is included to capture your input about the Grants Streamlining Initiative.

To open the Grants Streamlining Initiative screen and access any of the listed resources, click the P.L. 106-107 link at the top of any screen in Grants.gov.

Glossary

The following are definitions for technical terms and acronyms used in the data communications industry and in Context Sensitive Help. Simply click on the initial of the word or term you are looking for.

Accrued Expenditures	Charges incurred by a recipient during a given period requiring the provision of funds for: (1) goods and other tangible property received; (2) services performed by employees, contractors, subrecipients, and other payees; and (3) other amounts becoming owed under programs for which no current services or performance is required.
Accrued income	Sum of: (1) earnings during a given period from (i) services performed by the recipient, and (ii) goods and other tangible property delivered to purchasers; and (2) amounts becoming owed to the recipient for which no current services or performance is required by the recipient.
Acquisition Cost of Equipment	Net invoice price of the equipment, including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the property usable for the purpose for which it was acquired. Other charges, such as the cost of installation, transportation, taxes, duty or protective in-transit insurance, shall be included or excluded from the unit acquisition cost in accordance with the recipient's regular accounting practices.
Advance Payment	A payment made to a recipient upon its request either before outlays are made by the recipient or through the use of predetermined payment schedules.
Agency Specific Data Sets	Data that an agency collects in addition to data on any of the SF-424 series forms.
Application Package	A group of specific forms and documents for a specific funding opportunity which are used to apply for a grant.
Application Package Template	One or more forms and documents which can be reused for multiple opportunity-specific application packages.
Authorized Organization Representative (AOR)	A person with assigned privileges who is authorized to submit grant

	applications through Grants.gov on behalf of an organization.
Award	Financial assistance that provides support or stimulation to accomplish a public purpose. Awards include grants and other agreements in the form of money or property in lieu of money, by the Federal Government to an eligible recipient. The term does not include: technical assistance, which provides services instead of money; other assistance in the form of loans, loan guarantees, interest subsidies, or insurance; direct payments of any kind to individuals; and, contracts which are required to be entered into and administered under Federal procurement laws and regulations.
Cage Code	A five character code which identifies companies doing, or planning to do business with the Federal Government is assigned through the CCR.
Cash Contributions	A recipient's cash outlay, including the outlay of money contributed to the recipient by third parties.
Catalog of Federal Domestic Assistance (CFDA)	An online database of all Federal programs available to state and local governments, federally-recognized Indian tribal governments, territories and possessions of the United States, domestic public, quasi-public, and private profit and nonprofit organizations and institutions, specialized groups, and individuals.
Catalog of Federal Domestic Assistance (CFDA) Number	The identifying number that a Federal program is assigned in the Catalog of Federal Domestic Assistance (CFDA).
Central Contractor Registry (CCR)	The Central Contractor Registry (CCR) is the primary vendor database for the U.S. Federal Government. CCR validates applicant information and electronically shares the secure and encrypted data with the Federal agencies' finance offices to facilitate paperless payments through Electronic Funds Transfer (EFT). The CCR stores your organizational information, allowing Grants.gov to verify your identity and to pre-fill organizational information on your grant applications.
Closeout	Process by which the awarding agency determines that all applicable administrative actions and all required work of the award have been completed by the recipient and the awarding agency.

Competition ID	A grantor selected ID that allows further distinction of the funding opportunity number which allows applications with the same funding opportunity number to be assigned unique identifiers.
Context-Sensitive Help	Online help which provides detailed information and instruction on a specific topic.
Contract	A procurement contract under an award or subaward, and a procurement subcontract under a recipient's or subrecipient's contract.
Cookie	A piece of information sent by a Web Server to a Web Browser that the Browser software is expected to save and to send back to the Server whenever the browser makes additional requests from the Server. Depending on the type of Cookie used, and the Browsers' settings, the Browser may accept or not accept the Cookie, and may save the Cookie for either a short time or a long time.
Cooperative Agreement	An award of financial assistance that is used to enter into the same kind of relationship as a grant; and is distinguished from a grant in that it provides for substantial involvement between the Federal agency and the recipient in carrying out the activity contemplated by the award.
Cost Sharing or Matching	The portion of project or program costs not borne by the Federal Government.
Credential Provider	The organization that validates the electronic identity of an individual through electronic credentials, PINS, passwords and PKI certificates for Grants.gov.
Current Accounting Period	The period of time the recipient chooses for purposes of financial statements and audits.
Data Universal Numbering System (DUNS)	A unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B).

Date of Completion	The date on which all work under an award is completed or the date on the award document, or any supplement or amendment thereto, on which awarding agency sponsorship ends.
Disallowed Costs	Charges to an award that the awarding agency determines to be unallowable, in accordance with the applicable Federal cost principles or other terms and conditions contained in the award.
Discretionary Grant	A grant (or cooperative agreement) for which the Federal awarding agency generally may select the recipient from among all eligible recipients, may decide to make or not make an award based on the programmatic, technical, or scientific content of an application, and can decide the amount of funding to be awarded.
Download	Transferring data (usually a file) from a another computer to the computer you are using.
E-Authentication	A gateway which provides access to numerous Credential Providers.
E-Business Point of Contact	An individual who is designated as the Point of Contact in the CCR registration. This person is responsible for assigning the "Agency Applicant" role to all AORs.
E-Mail	Messages, usually text, sent from one person to another via computer.
Equipment	Tangible nonexpendable personal property, including exempt property, charged directly to the award having a useful life of more than one year and an acquisition cost of $5000 or more per unit. However, consistent with recipient policy, lower limits may be established.
Excess Property	Property under the control of an awarding agency that, as determined by the head of the awarding agency or his/her delegate, is no longer required for the agency's needs or the discharge of its responsibilities.
Exempt Property	Tangible personal property acquired in whole or in part with Federal funds, where the awarding agency has statutory authority to vest title in the recipient without further obligation to the Federal Government. An example of exempt property authority is contained in the Federal Grant

	and Cooperative Agreement Act, 31 U.S.C. 6306, for property acquired under an award to conduct basic or applied research by a nonprofit institution of higher education or nonprofit organization whose principal purpose is conducting scientific research.
Federal Share of Real Property, Equipment, or Supplies	The percentage of the property's or supplies' acquisition costs and any improvement expenditures paid with Federal funds. This will be the same percentage as the Federal share of the total costs under the award for the funding period in which the property was acquired (excluding the value of third party in-kind contributions).
Federally Recognized Indian Tribal Government	The governing body of any Indian tribe, band, nation, or other organized group or community (including any Native village as defined in section 3 of the Alaska Native Claims Settlement Act certified by the Secretary of the Interior as eligible for the special programs and services provided by him through the Bureau of Indian Affairs.
Fedgrants.gov	The current website at which you can search for grant opportunities.
Financial Assistance	The transfer of a thing of value from a Federal agency to a recipient to carry out a public purpose of support or stimulation authorized by a law of the United States (see 31 U.S.C. 6101(3)). An agency may provide financial assistance through various types of transactions, including grants, cooperative agreements, loans, loan guarantees, interest subsidies, insurance, food commodities, direct appropriations, and transfers of property in place of money.
Frequent Questions	A list of commonly asked questions and their answers.
Funding Opportunity Announcement	A publicly available document by which a Federal agency makes known its intentions to award discretionary grants or cooperative agreements, usually as a result of competition for funds. Funding opportunity announcements may be known as program announcements, notices of funding availability, solicitations, or other names depending on the agency and type of program. Funding opportunity announcements can be found at Grants.gov/FIND and on the Internet at the funding agency's or program's website.
Funding Opportunity Number	The number that a Federal agency assigns to its grant announcement.

Funding Period	The period of time when Federal funding is available for obligation by the recipient.
Government	A State or local government or a federally recognized Indian tribal government.
Grant	An award of financial assistance the principal purpose of which is to transfer a thing of value from a Federal agency to a recipient to carry out a public purpose of support or stimulation authorized by a law of the United States (see 31 U.S.C. 6101(3)). A grant is distinguished for a contact, which is used to acquire property or services for the Federal government's direct benefit or use.
Grants.gov	A “storefront” web portal for use in electronic collection of data (forms and reports) for Federal grant-making agencies through the Grants.gov site. (www.grants.gov).
Grants.gov Tracking Number	A number set used by Grants.gov which is used to identify each application it receives.
Individual	A grant applicant who is submitting a grant on their behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.
Intangible Property and Debt Instruments	Includes trademarks, copyrights, patents and patent applications, and such property as loans, notes and other debt instruments, lease agreements, stock and other instruments of property ownership, whether considered tangible or intangible.
Inter-Agency Electronic Grants Committee (IAEGC)	An organization which encourages and assists federal agencies in developing electronic grants systems and standardizing electronic commerce methodologies throughout the federal government. The IAEGC is chartered to Grants.Gov Program Management Office.
Local Government	A local unit of government, including specifically a county, municipality, city, town, township, local public authority, school district, special district,

	intra-state district, council of governments (whether or not incorporated as a nonprofit corporation under State law), any other regional or interstate entity, or any agency or instrumentality of local government.
Login	The act of connecting to a computer system by giving your credentials (usually your "username" and "password").
Mandatory Grant	A grant (or cooperative agreement) awarded under a program where the authorizing statute requires the head of the agency or designee to make an award to each eligible entity under the conditions and in the amount (or based on the formula) specified in the statute.
Marketing Partner ID (MPIN)	A personal code that allows you to access other government applications such as the Past Performance Automated System, DoDBusOpps and TeDS. The MPIN may act as your password in these other systems. You make up the code and register it in CCR. The MPIN must have 9 digits containing at least one alpha character (must be in capital letters) and one number (no spaces or special characters permitted).
North American Industry Classification System (NAICS) Code	A code with a maximum of six digits used to classify business establishments. This code will be replacing the Standard Industrial Classification (SIC) code.
Obligations	The amounts of orders placed, contracts and grants awarded, services received and similar transactions during a given period that require payment by the recipient during the same or a future period.
Operational Research Consultants (ORC)	The organization that Grants.gov has selected to validate the electronic identity of an individual through electronic credentials, PINS, passwords and PKI certificates.
Organization	A grant applicant who is submitting a grant on behalf of a company, state, local or tribal government, academia or research institution, not-for-profit, or any other type of institution.
Outlays or Expenditures	Charges made to the project or program, which may be reported on a cash or accrual basis.

Password	A code used to gain access to Grants.gov along with a username. Good passwords contain letters and non-letters and are not simple combinations such as virtue7
PDF	A file format designed to enable printing and viewing of documents with all their formatting (typefaces, images, layout, etc.) appearing the same regardless of what operating system is used, so a PDF document should look the same on Windows, Macintosh, linux, OS/2, etc.
Personal Property	Property of any kind except real property. It may be tangible, having physical existence, or intangible, having no physical existence, such as copyrights, patents, or securities.
Point of Contact (POC)	An individual who is designated as the person responsible for authorization and maintenance of information on behalf of a CCR registrant, coordinating communication among organizations.
Prior Approval	Written approval by an authorized awarding agency official evidencing prior consent.
Program Income	Gross income earned by the recipient that is directly generated by a supported activity or earned as a result of the award.
Project Costs	All allowable costs, as set forth in the applicable Federal cost principles (see Sec. 74.27), incurred by a recipient and the value of the contributions made by third parties in accomplishing the objectives of the award during the project period.
Project Period	The period established in the award document during which awarding agency sponsorship begins and ends.
Property	Real property, equipment, intangible property and debt instruments.
PureEdge Viewer	A small, free program will allow you to access, complete and submit all application packages electronically and securely through Grants.gov.

Quick Reference	A job aid that will provide the information you likely will use most often.
Real Property	Land, including land improvements, structures and appurtenances thereto, but excludes movable machinery and equipment.
Recipient	An organization receiving financial assistance directly from an awarding agency to carry out a project or program.
Research and Development	All research activities, both basic and applied, and all development activities that are supported at universities, colleges, hospitals, other nonprofit institutions, and commercial organizations. “Research” is defined as a systematic study directed toward fuller scientific knowledge or understanding of the subject studied. “Development” is the systematic use of knowledge and understanding gained from research directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes. The term research also includes activities involving training of individuals in research techniques where such activities utilize the same facilities as other research and development activities and where such activities are not included in the instruction function.
Role Manager	The person listed as the Point of Contact for a specific grantor agency or sub-agency. This person will receive any email notifications about application submissions, depending on the option selected in the agency's profile.
SIC Code	Being replaced by the NAIC code, a code that was used to classify business establishments.
Standard Form 424 (SF-424) series forms	Standard government-wide grant application forms including: SF-424 (Application for Federal Assistance cover page); SF-424A (Budget Information – Non-construction Programs); SF-424B (Assurances – Non-construction Programs; SF-424C (Budget Information – Construction Programs); and SF-424D (Assurances – Construction Programs). Plus named attachments including Project Narrative and Budget

	Narrative.
State	Any of the several States of the United States, the District of Columbia, the Commonwealth of Puerto Rico, any territory or possession of the United States, or any agency or instrumentality of a State exclusive of local governments.
Subaward	An award of financial assistance in the form of money, or property in lieu of money, made under an award by a recipient to an eligible subrecipient or by a subrecipient to a lower tier subrecipient. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include procurement of goods and services nor does it include any form of assistance which is excluded from the definition of “award.”
Subrecipient	The legal entity to which a subaward is made and which is accountable to the recipient for the use of the funds provided.
Supplies	All personal property excluding equipment, intangible property, and debt instruments as defined in this section, and inventions of a contractor conceived or first actually reduced to practice in the performance of work under a funding agreement.
Suspension	A post-award action by the awarding agency that tmporarily withdraws the agency’s financial assistance sponsorship under an award, pending corrective action by the recipient or pending a decision to terminate the award.
Synopsis of Funding Opportunity	Summary information extracted from or based on the funding opportunity announcement that is electronically posted at the government-wide website known as Grants.gov/Find. The posting at Grants.gov FIND includes a direct link to the funding opportunity announcement or includes an uploaded copy of the funding opportunity announcement.
System Requirements	Computer functionality and programming which is required in order for a specific program to operate.
Trading Partner Identification Number (TPIN)	An identification number The restricted access number assigned by CCR to the main CCR Point of Contact who manages information for the CCR

	registrant.
Termination	The cancellation of awarding agency sponsorship, in whole or in part, under an agreement at any time prior to the date of completion.
Third Party in-kind Contributions	The value of non-cash contributions provided by non-Federal third parties. Third party in-kind contributions may be in the form of real property, equipment, supplies and other expendable property, and the value of goods and services directly benefiting and specifically identifiable to the project or program.
Tutorial	A computer-based training lesson, designed to teach you everything you need to know about using Grants.gov.
Unobligated Balance	The portion of the funds authorized by an awarding agency that has not been obligated by the recipient and is determined by deducting the cumulative obligations from the cumulative funds authorized.
Upload	Transferring data (usually a file) from the computer you are using to another computer.
User Guide	A well indexed, comprehensive guide to reference information about Grants.gov.
User Name	The ID which allows access into specific sections of Grants.gov.
XML	A widely used system for defining data formats. XML provides a very rich system to define complex documents and data structures such as invoices, molecular data, news feeds, glossaries, inventory descriptions, real estate properties, etc.