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Applicant User Guide

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March 5, 2013

Document Control

Release	Version	Date	Owner	Comments
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Introduction

Grants.gov has been designed to make it easier for organizations to find and apply for more than $500 billion in federal grants. With electronic access to more than 1,000 grant programs offered by all federal grant-making agencies, Grants.gov leverages the power of the Web to streamline your grant acquisition process.

This user guide has been developed to help you navigate the Grants.gov environment more easily. In it, you'll find detailed instructions for every step of the process – whether you're an applicant or grant-making agency.

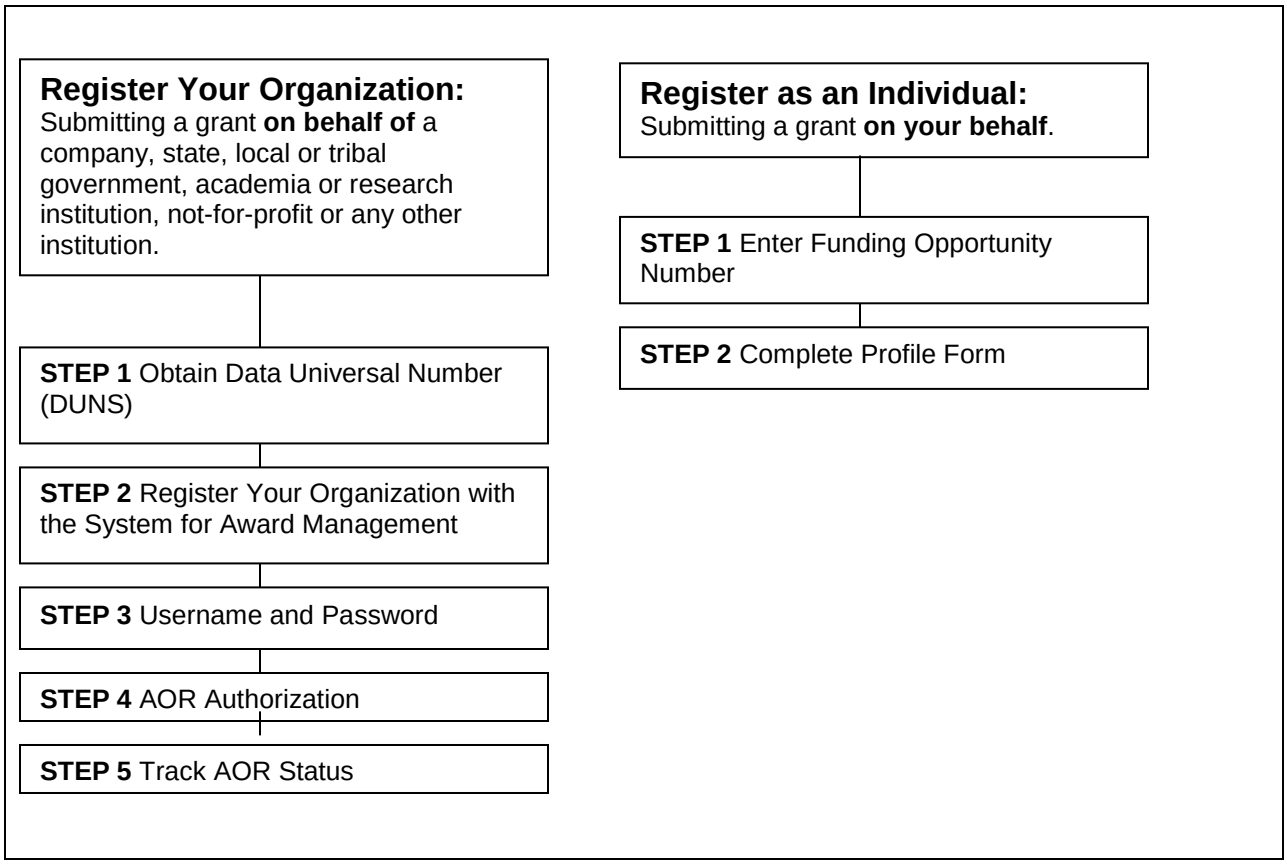
From getting started and registration to viewing and tracking completed applications, this user guide offers clarification throughout the entire process.

Provided information in this user guide:

- How To Register Your Organization
- How To Register As An Authorized Organization Representative
- How To Register As An Individual
- Find and Search Grant Opportunities
- Download Single-Project and Multi-Project Application Packages
- Apply For Grants
- Track Your Application
- And How To Stay Connected

Section I

This is an overview of the steps you will take during the registration process. You will either register your organization or as an individual.



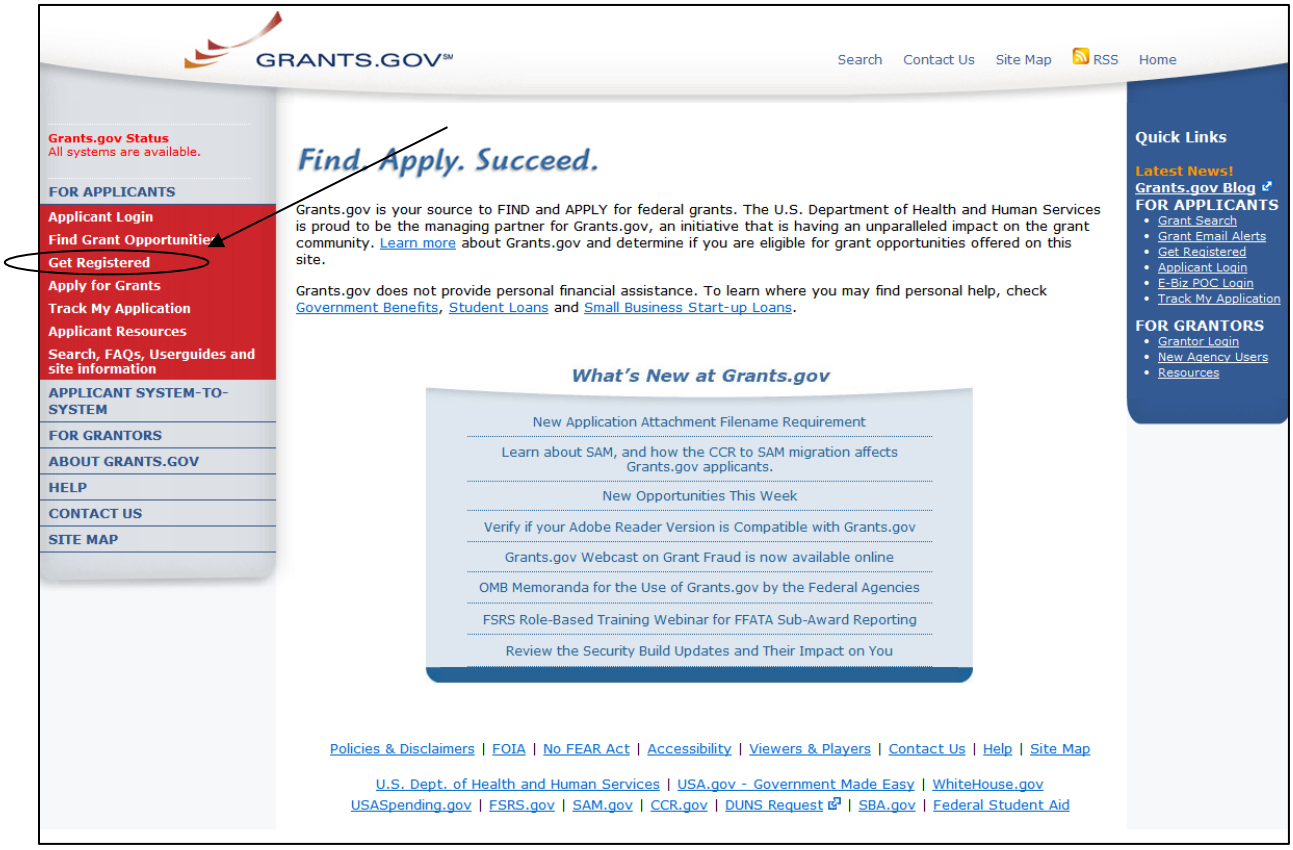
Register Your Organization

Review this overview if you are submitting a grant **on behalf of** a company, state, local or tribal government, academia or research institution, not-for-profit or any other institution.

If you are submitting an application as an individual, please go to the **Individual Registration** section of the user guide.

Instructions for Registering your Organization

1. Start registering your organization by selecting **Get Registered** in the navigation bar on the left navigation menu.



2. On the Get Registered screen, you will be presented with two options. Select **Organization Registration** in the left navigation bar or follow the instructions on the page and select “Organization Registration.”

Registration Checklist for Organizations

In order to help you navigate the process of registering your organization, Grants.gov has developed a registration checklist. The Organization Registration Checklist is a PDF document, which you may review on-screen at http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf or print and retain for future reference.

The checklist helps guide you through completing the organization registration steps required to submit grants online through Grants.gov.

Step 1: Obtaining a DUNS Number

In order to register with the System for Award Management (SAM), 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)**. Once you have completed the registration, your DUNS Number should be available the next business day.

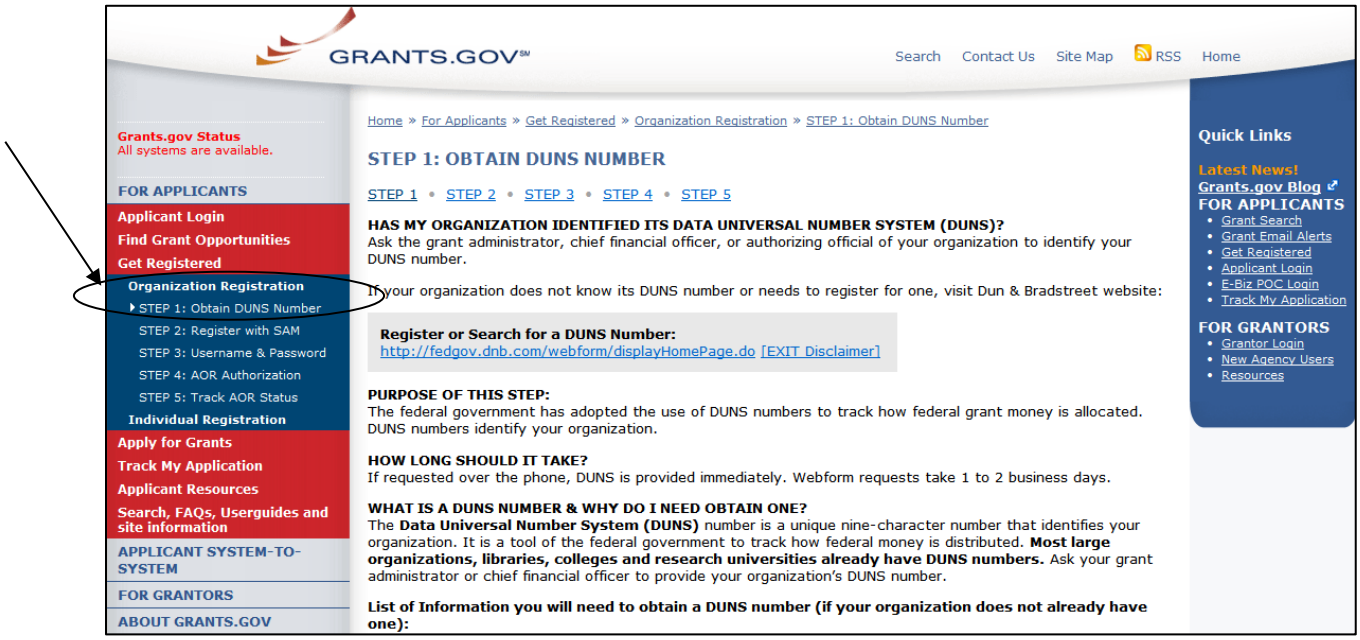
Have the following information prepared when requesting a DUNS Number:

- Name of your organization
- Organization address
- Phone number of the organization
- 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)

Note: 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, then request not to be listed when you contact D&B.

Instructions for Requesting a DUNS Number

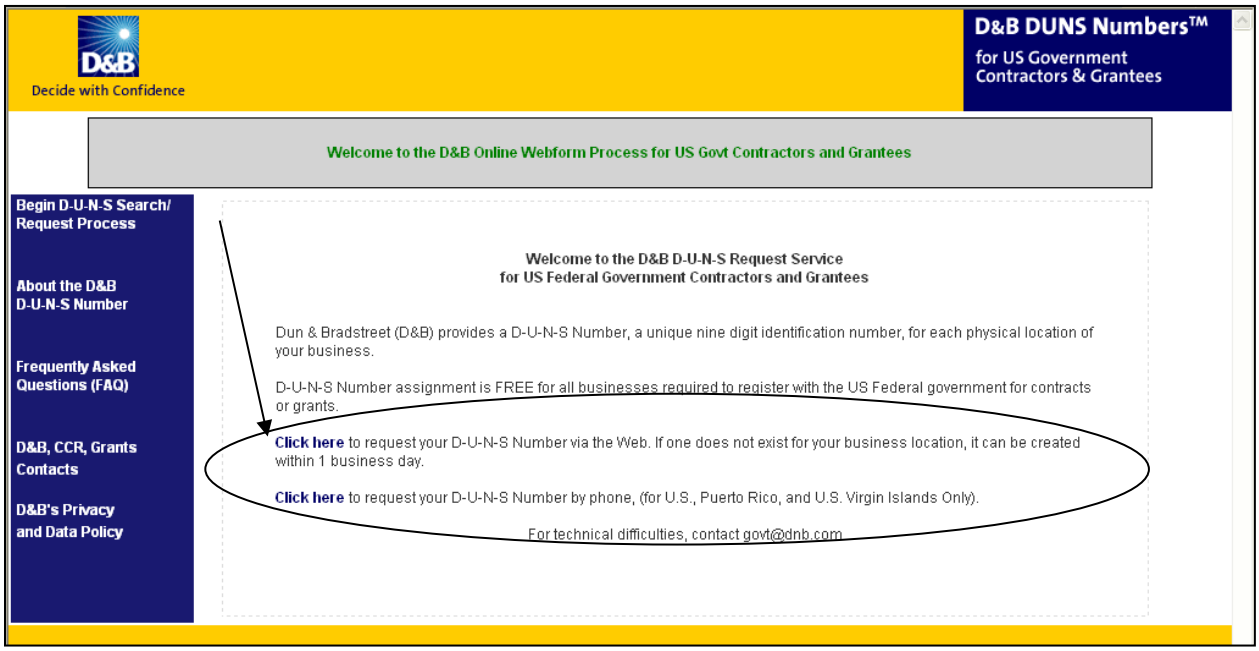
On Grants.gov under, For Applicants >> Get Registered >> Organization Registration, select **Step 1: Obtain DUNS Number** to register online.



Requesting a DUNS Number is a process that is not completed on the Grants.gov website. The following steps below provide an overview of the process to request a DUNS Number on D&B's website:

1. Check to see if your Organization has a DUNS Number:
   Prior to requesting a DUNS Number, you should investigate if your organization already has a DUNS Number. Most large organizations, independent libraries, colleges and research universities already have DUNS Numbers. 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 online by using the DUNS **search**.

2. Register for a DUNS Number:
   If your organization does not have a DUNS Number, ask the chief financial officer, grant administrator, or authorizing official of your organization to register for a DUNS Number. Or request a DUNS Number online via **web registration**. The process can take up to one business day to complete. If your organization is located outside of the United States, you can also request and register for a DUNS Number online via **web registration**.



Step 2: Register with SAM

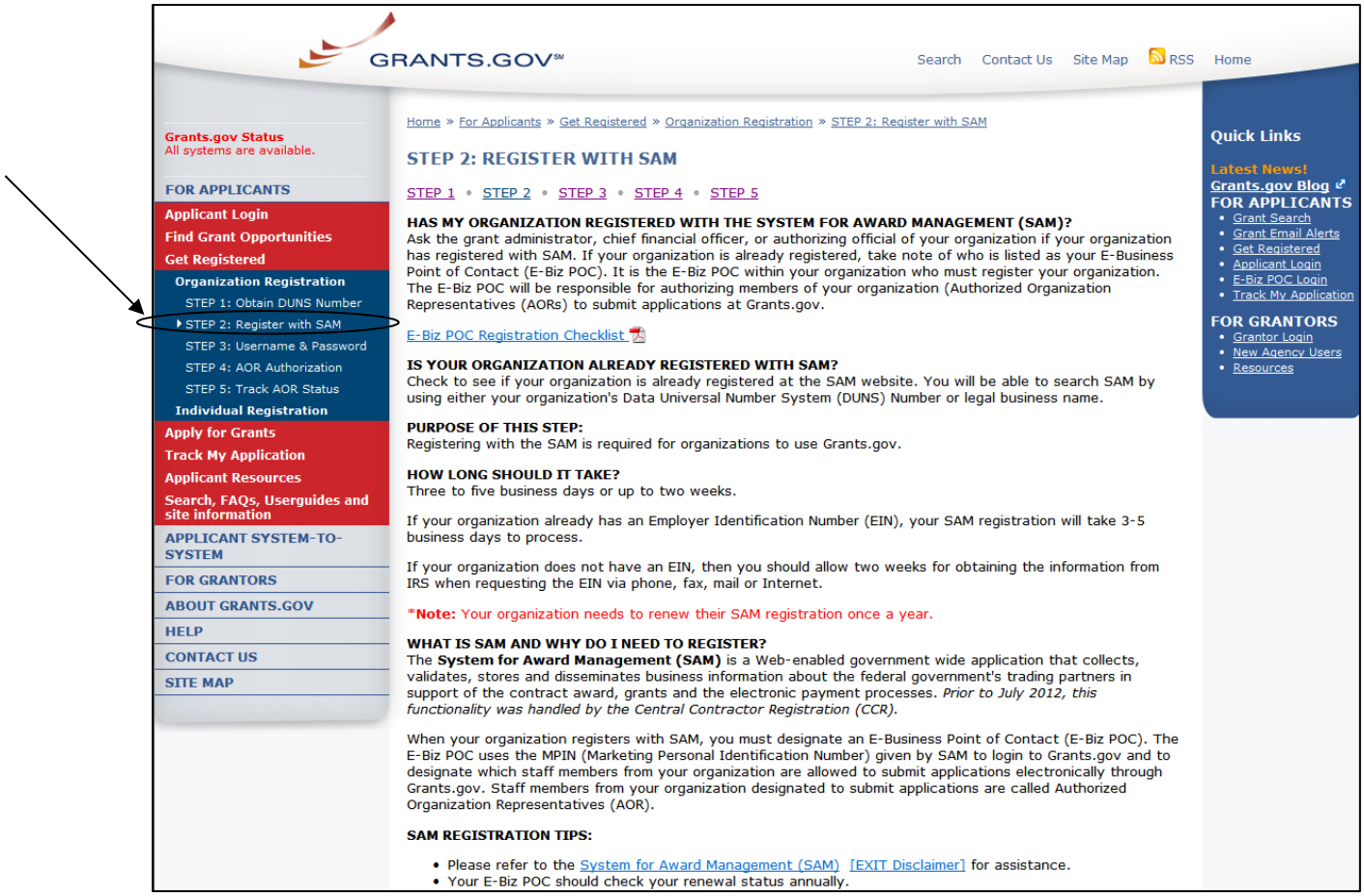
The System for Award Management (SAM) is a government-wide registry for vendors doing business with the federal government which requires annual renewal. The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses SAM to establish roles and IDs for electronic grant applicants.

Tips for registering with SAM

1. Information for registering with SAM and online documents can be found at **http://www.sam.gov/**.

Instructions for Registering with SAM

On Grants.gov under For Applicants >> Get Registered >> Organization Registration, select **Step 2: Register with SAM** for information about the SAM registration step.



Registering with SAM is a process that is not completed on the Grants.gov website. The following steps below provide an overview of the process to register on SAM's website:

If your organization has the necessary information ready, online registration will take about 30 minutes to complete, depending upon the size and complexity of your

organization. Once your SAM registration becomes active, you will be able to return to Grants.gov and complete registration. It will take up to three to five business days or up to two weeks before your SAM Registration becomes active. SAM registration must be renewed annually. *If you are updating or renewing your registration information it will take approximately 24 hours to become active.*

1. Visit the System for Award Management website at **http://www.sam.gov/**.
2. Follow the online instructions for new SAM users.
3. Follow the on-screen instructions to complete registration with SAM.

Register Your Organization: SAM Registration Worksheet

General Information

Enter information into all fields with a green required data box placed next to the line. You will be unable to submit your registration online unless all of the mandatory information is provided. Additional information about specific fields is listed below: To register fill out the following information.

Cage Code

For U.S. applicants do not enter a Cage Code. One will be assigned.
For foreign applicants, follow the instructions in SAM.

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

Mandatory. 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

Mandatory. Follow the instructions.

SIC Code

Mandatory. Follow the instructions.

Financial Information

The Tax Identification Number information will be validated at IRS.

Registration Acknowledgement and Point of Contact Information

Enter information into all fields with green required data box placed next to the line. You will be unable to submit your registration online unless all of the mandatory information is provided. Additional information about specific fields is listed below:

SAM Point of Contact

Mandatory. Enter the name of the person that knows and acknowledges that the information in the SAM is current, accurate and complete. This individual is also responsible for annual SAM renewal. The Primary and the alternate POC are the only people authorized to share the information with the SAM Assistance Center personnel. These individuals are also responsible for the annual SAM renewal. An email address is required. An alternate is also required for registration.

Government Business Point of Contact

Not mandatory.

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. Your 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 log in 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 mandatory.

Marketing Partner ID (MPIN)

Mandatory - 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 log in to Grants.gov.

Registration Notification

If your registration was submitted successfully then you will receive an email welcoming you to SAM. It will take up to three to five business days or up to two weeks before your SAM Registration becomes active. *If you are updating or renewing your registration information it will take approximately 24 hours to become active.*

Once the SAM Registration is complete, your organization is finished registering. Now you must return to Grants.gov to continue registration and establish yourself as an Authorized Organization Representative (AOR). Only an AOR is authorized to submit grant applications for your organization.

Step 3: Username & Password

In order to safeguard the security of your electronic information, Grants.gov requires all users to create an account in the Grants.gov system. In order to access the account the user must verify that they are able to obtain a username and password. This process determines that someone really is who he/she claims to be.

Tips for obtaining your username and password

1. Your **SAM registration must be complete** and active before you can obtain your username and password.
2. Once you have completed the online SAM Registration, it will take up to three to five business days before your SAM Registration becomes active. If you are updating or renewing (which is required annually) your registration information it will take approximately 24 hours to become active.
3. Upon completing the online form on Grants.gov, you will create a username and password. This username and password is used to submit your application package to the appropriate government agency safely and securely through Grants.gov.

Instructions for obtaining your Username and Password

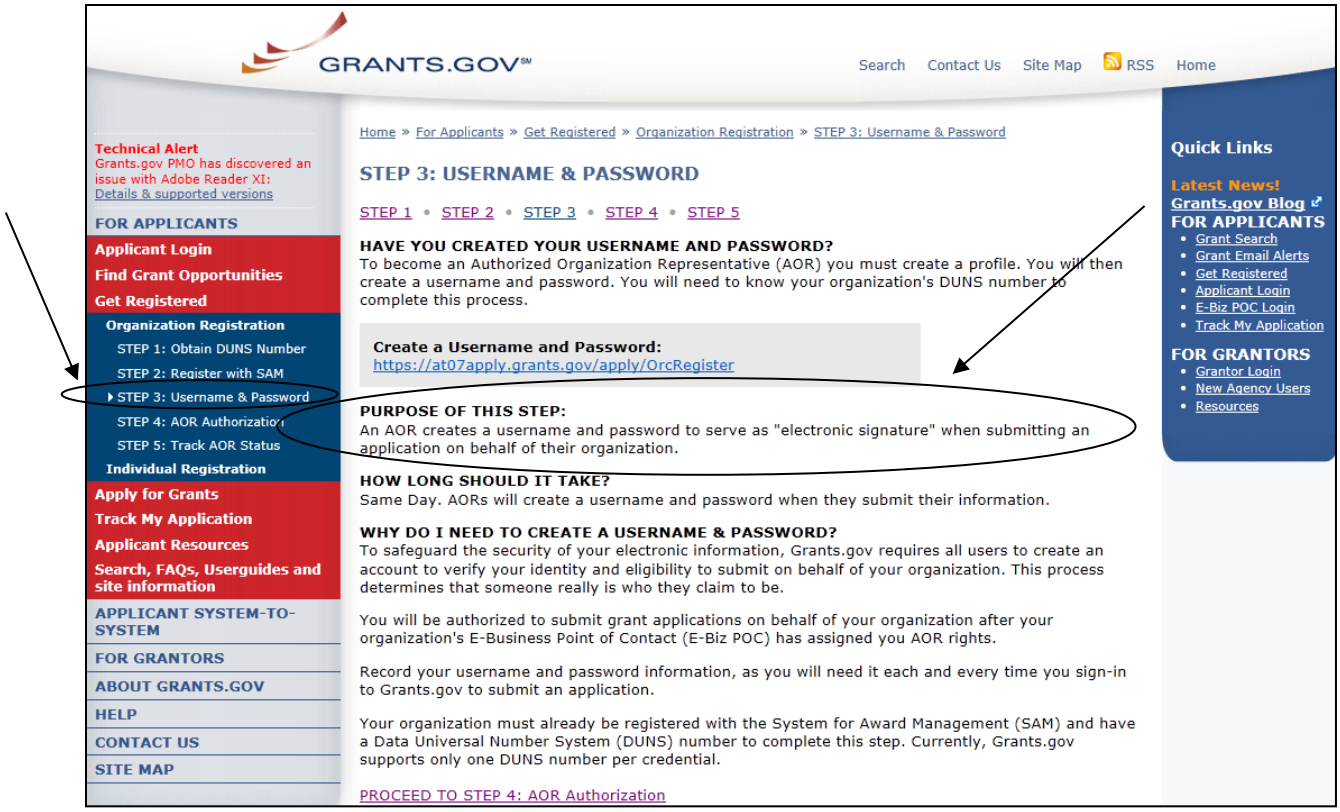
Your organization's SAM registration must be complete and active before you can obtain a username and password.

1. Select **Get Registered** in the Quick Links on the blue box left navigation of any Grants.gov page. This will take you to the Get Registered screen.

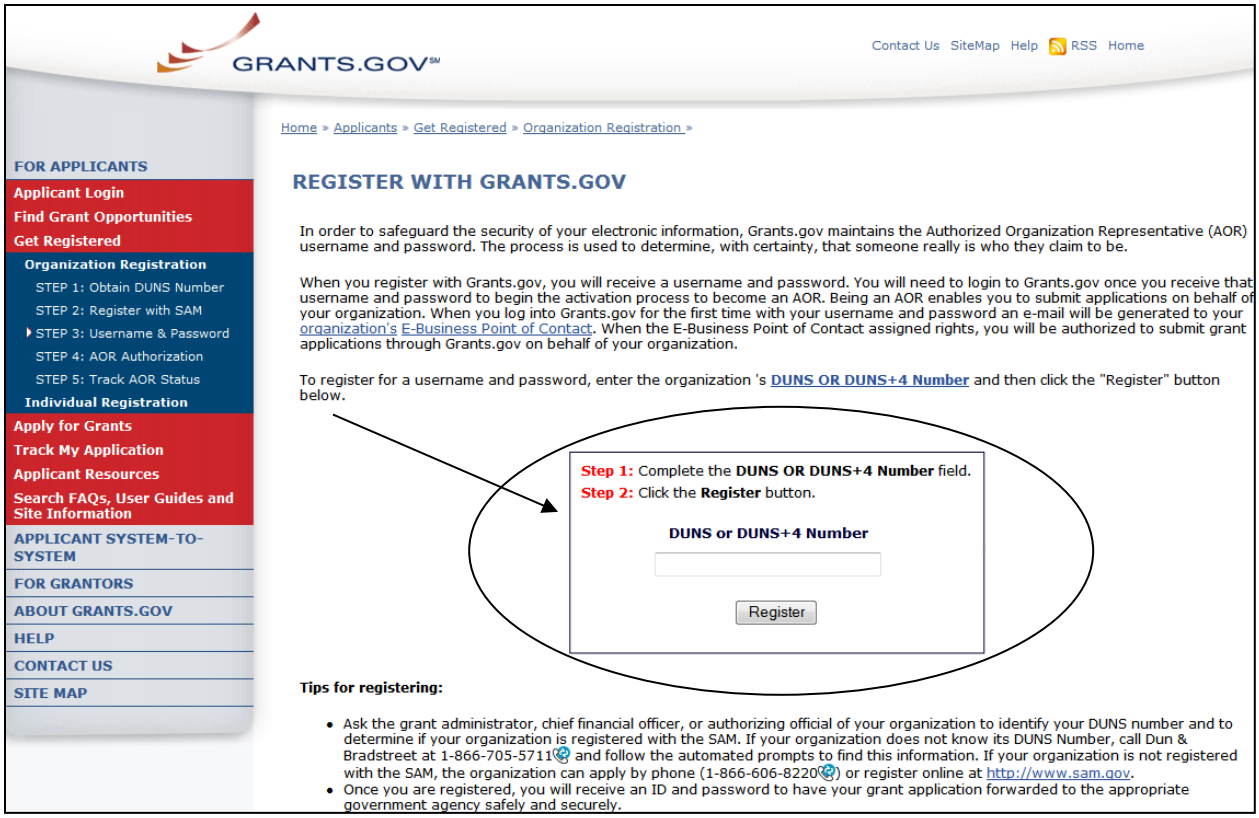
2. Under the Get Registered heading, select **Organization Registration** in the left navigation.

3. Under Organization Registration, select **STEP 3: Username & Password**.

4. Once you are on **STEP 3: Username & Password** screen, select the link **Create Username and Password** in the gray bar on the screen.

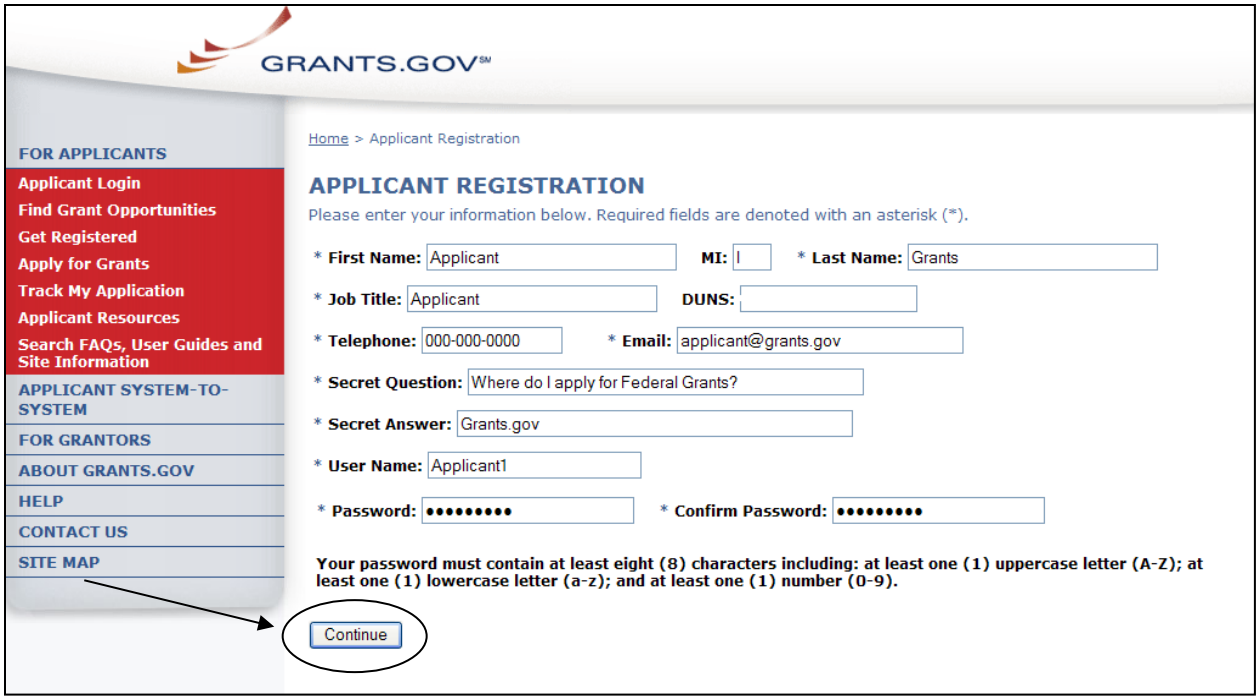


5. At the bottom of the screen you will need to enter your organization's DUNS Number and select the **Register** button. Your organization's SAM registration must be complete and active before you can create a Grants.gov account.



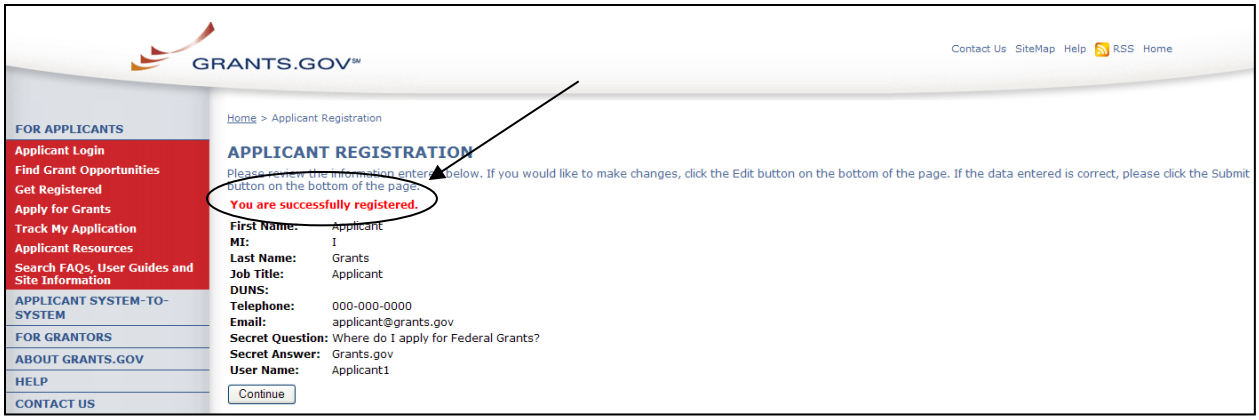
6. After entering your organization's DUNS Number, you will be taken to the online form.

7. Complete the form. When entering an email address, please keep in mind that all correspondence with Grants.gov will be sent to that email address. For the Secret Question/Answer fields, enter a question only you would be able to answer and will be able to remember in the future. The password you choose must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); and at least one (1) number (0-9).When you have completed the form select the **Continue** button.

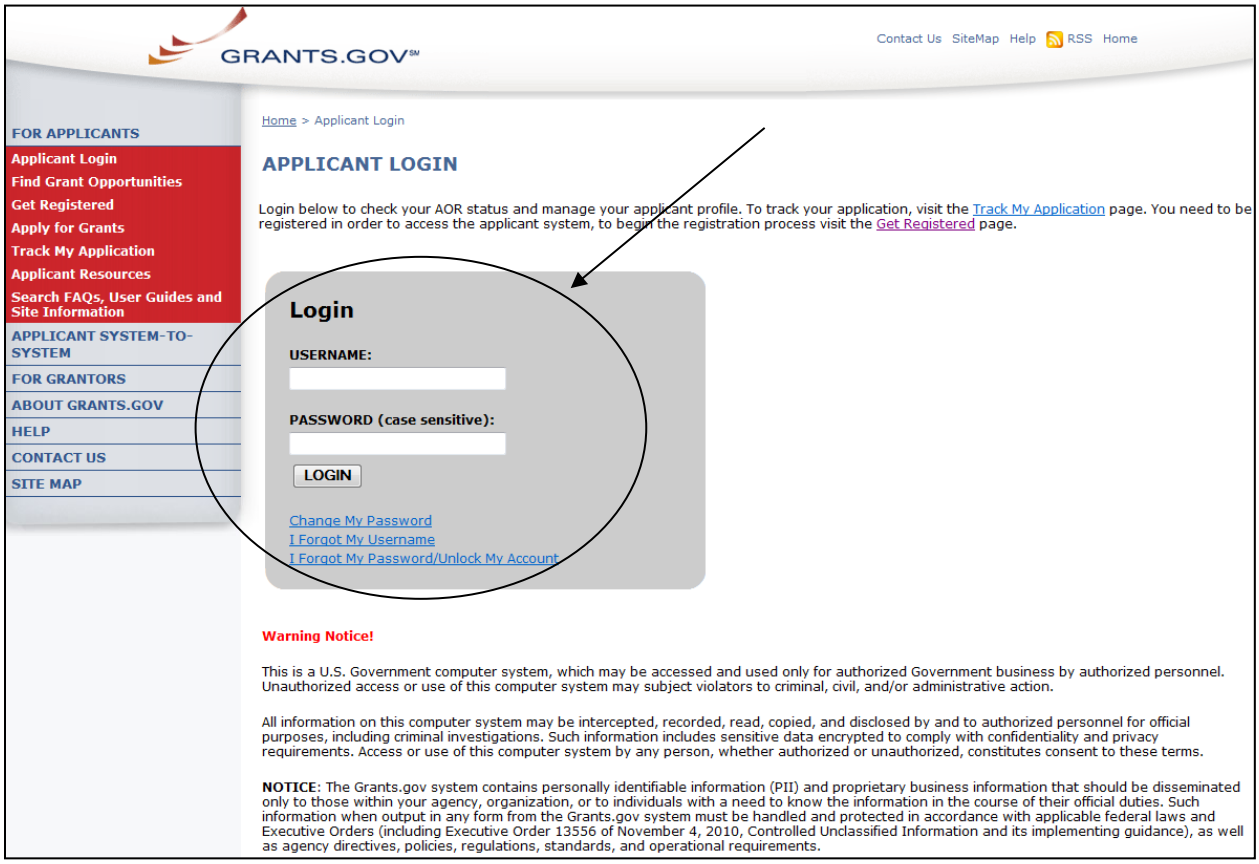


8. Once you have selected the **Continue** button, a confirmation screen will appear. If you have changes you would like to make choose the **Edit** button and the form will return to a screen where you can make changes. If you have no changes select the **Submit** button.

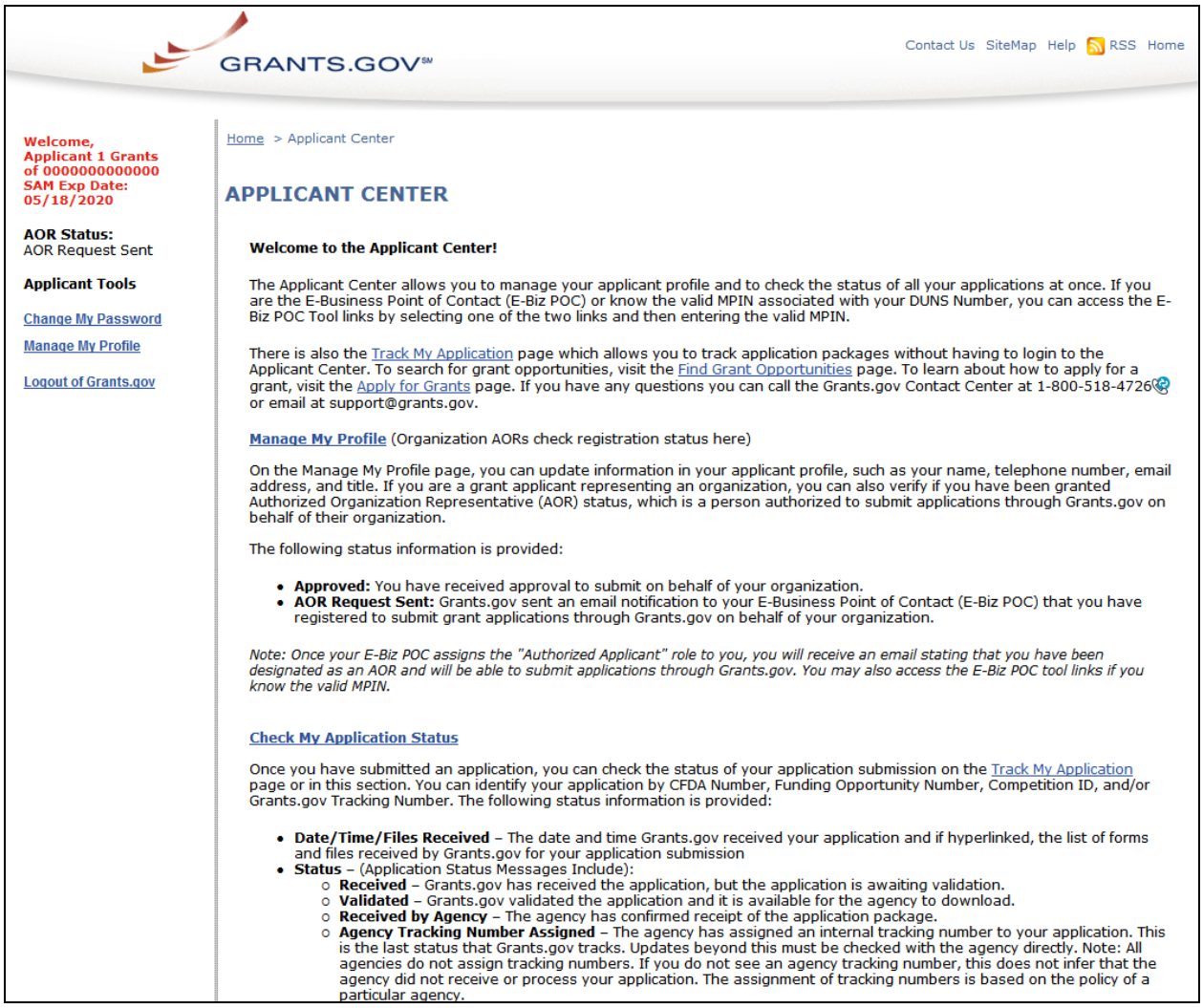
9. You will see a message at the top of the screen that will read “You are successfully registered.” To continue to the Applicant login page select the **Continue** button on the bottom right. If you don’t receive the successful message, another message will appear stating what issue needs to be addressed with the form. Simply correct the error and select **Submit** until you receive the successful message.



10. After you have created an account with Grants.gov, the E-Business Point of Contact (E-Biz POC) listed on your organization's SAM registration will receive an email notification stating that you have registered; you will also receive a copy of this email. The E-Business Point of Contact will need to log in to the E-Biz POC section of Grants.gov and assign the "Authorized Applicant" role to you. You will be able to log in to see if you have received your authorized status. You can check your AOR status by visiting the Applicant Center, simply log in using the link on the left navigation or in the right quick links throughout the website. In the Applicant Center you can track your AOR status, manage your profile and in the future check your application status.



Once logged into the Applicant Center your AOR status appears in the left navigation as shown below. You will NOT be able to submit applications until the E-Business Point of Contact has completed the authorization of your Grants.gov profile.



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Contact Us SiteMap Help RSS Home

Welcome, Applicant 1 Grants of 0000000000000 SAM Exp Date: 05/18/2020

AOR Status:
AOR Request Sent

Applicant Tools

Change My Password

Manage My Profile

Logout of Grants.gov

Home > Applicant Center

APPLICANT CENTER

Welcome to the Applicant Center!

The Applicant Center allows you to manage your applicant profile and to check the status of all your applications at once. If you are the E-Business Point of Contact (E-Biz POC) or know the valid MPIN associated with your DUNS Number, you can access the E-Biz POC Tool links by selecting one of the two links and then entering the valid MPIN.

There is also the Track My Application page which allows you to track application packages without having to login to the Applicant Center. To search for grant opportunities, visit the Find Grant Opportunities page. To learn about how to apply for a grant, visit the Apply for Grants page. If you have any questions you can call the Grants.gov Contact Center at 1-800-518-4726 or email at support@grants.gov.

Manage My Profile (Organization AORs check registration status here)

On the Manage My Profile page, you can update information in your applicant profile, such as your name, telephone number, email address, and title. If you are a grant applicant representing an organization, you can also 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.

The following status information is provided:

- **Approved:** You have received approval to submit on behalf of your organization.
- **AOR Request Sent:** Grants.gov sent an email notification to your E-Business Point of Contact (E-Biz POC) that you have registered to submit grant applications through Grants.gov on behalf of your organization.

Note: Once your E-Biz POC 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 may also access the E-Biz POC tool links if you know the valid MPIN.

Check My Application Status

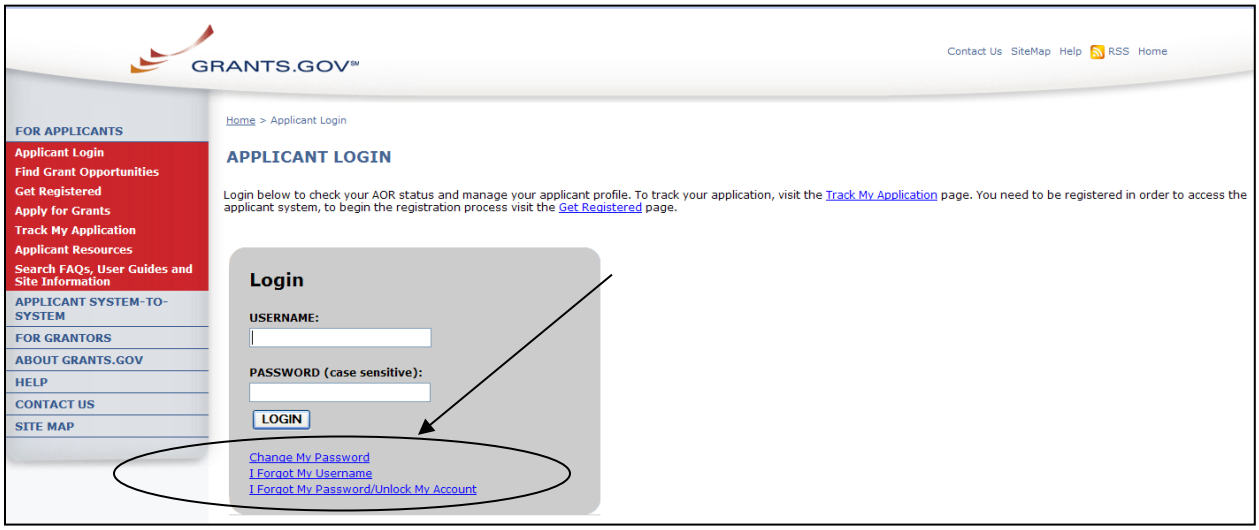
Once you have submitted an application, you can check the status of your application submission on the Track My Application page or in this section. You can identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number. The following status information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

- **Date/Time/Files Received** – The date and time Grants.gov received your application and if hyperlinked, the list of forms and files received by Grants.gov for your application submission
- **Status** – (Application Status Messages Include):
  - **Received** – Grants.gov has received the application, but the application is awaiting validation.
  - **Validated** – Grants.gov validated the application and it is available for the agency to download.
  - **Received by Agency** – The agency has confirmed receipt of the application package.
  - **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.

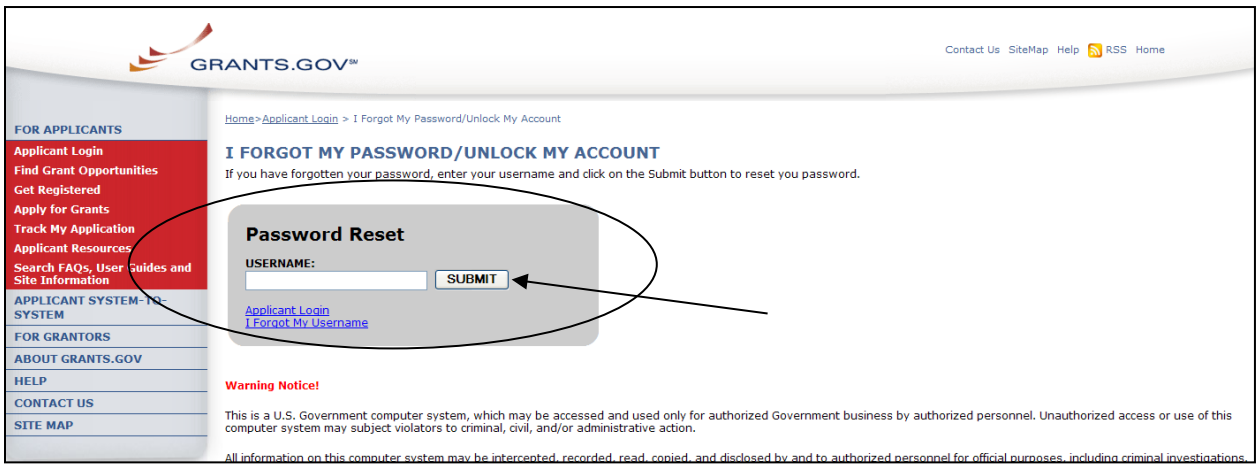
I Forgot My Password/Unlock My Account (Organization)

In the event that you forget your password, you can obtain a new password from the **Applicant Login** page.

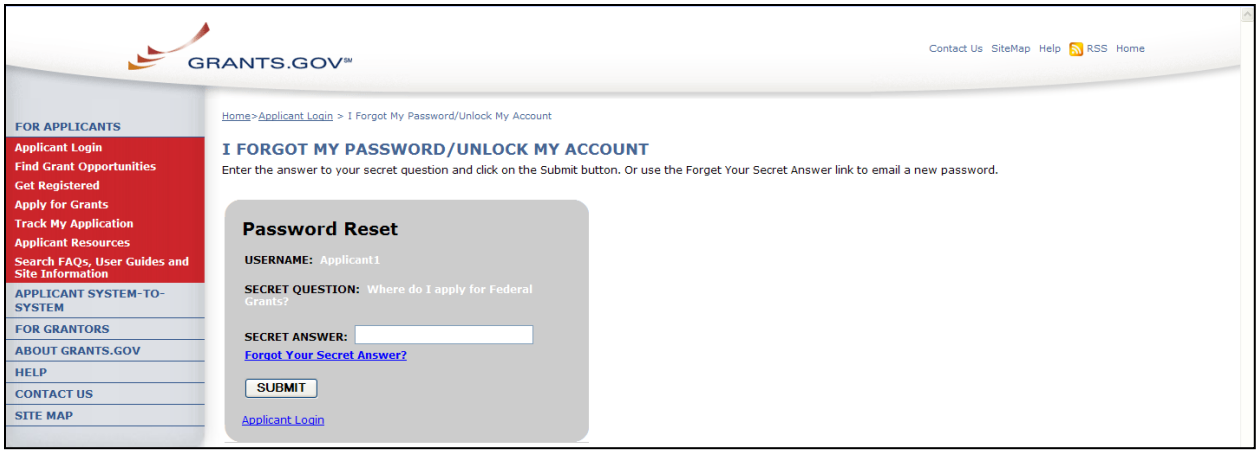
Go to the **Applicant Login** page and select the link **I Forgot My Password/Unlock My Account.**



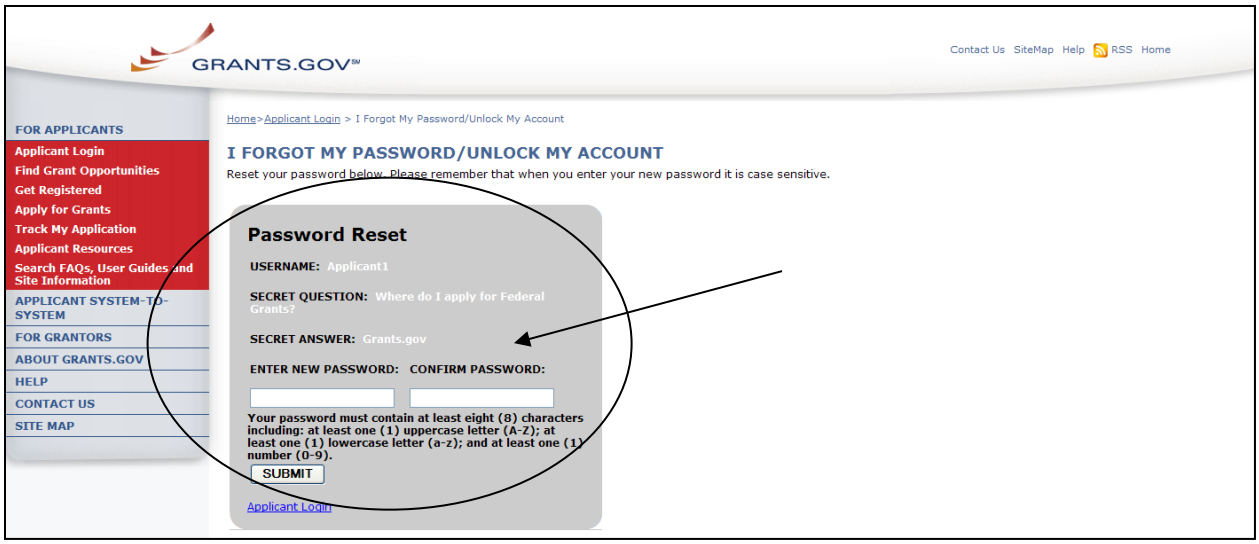
Then enter your username and select the **Submit** button.



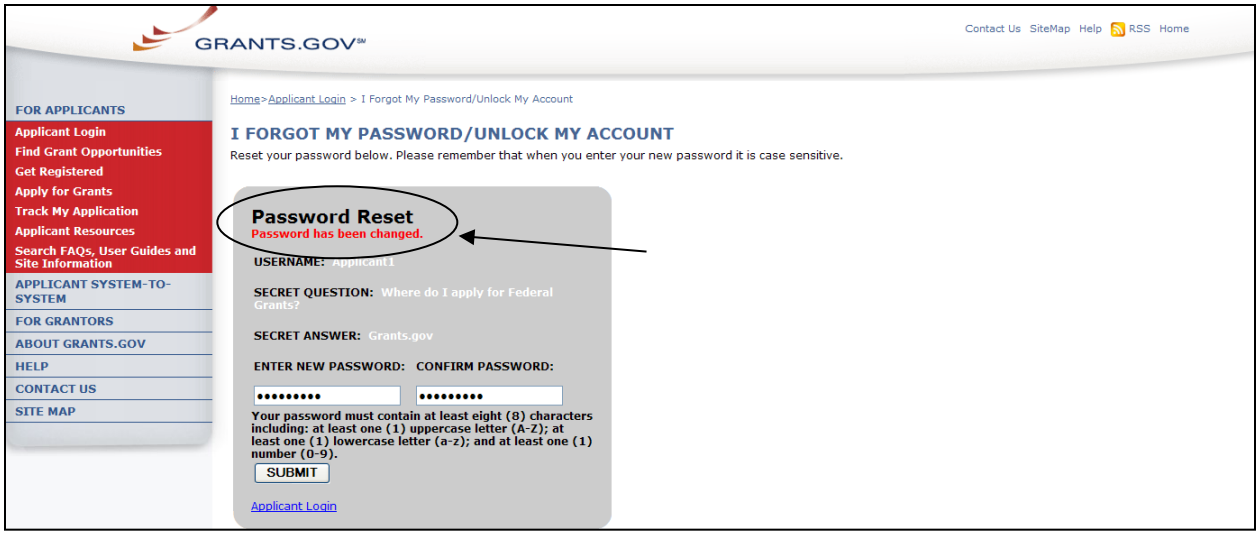
You will be directed to the I Forgot My Password/Unlock My Account page. Simply enter the answer to your secret question and then select the **Submit** button to reset your password.



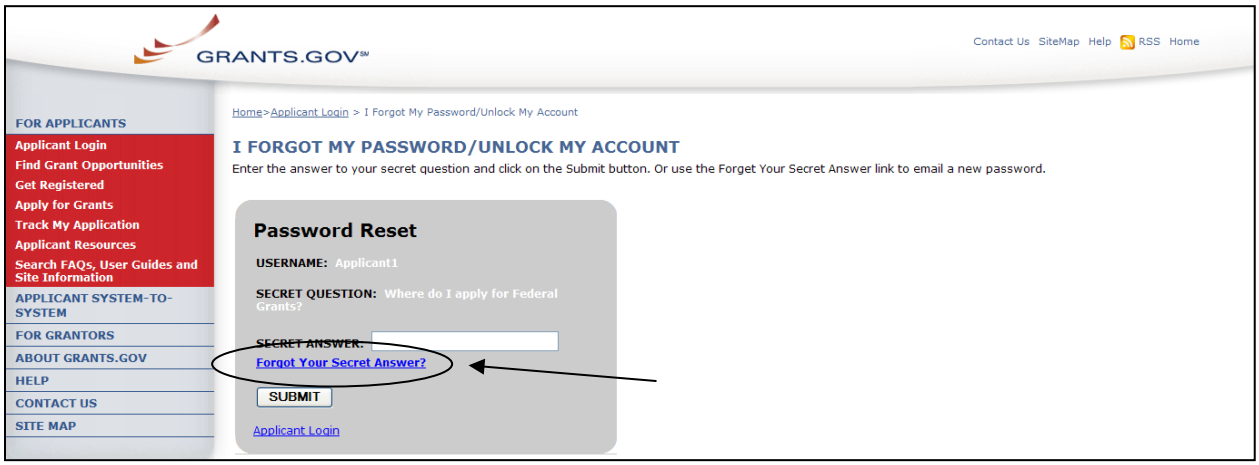
Once your answer is validated you will be directed to enter a new password. Enter a password and then enter it again into the confirm password field and select the **Submit** button.



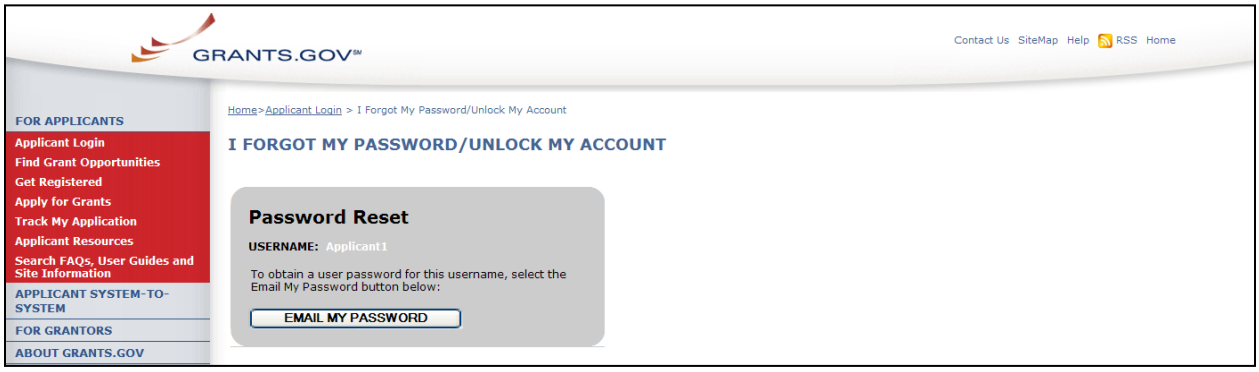
Once you have reset your password an email is sent to the user notifying of the password change.



Alternatively if you forget the answer to your secret question, you may select the link **Forgot Your Secret Answer?**

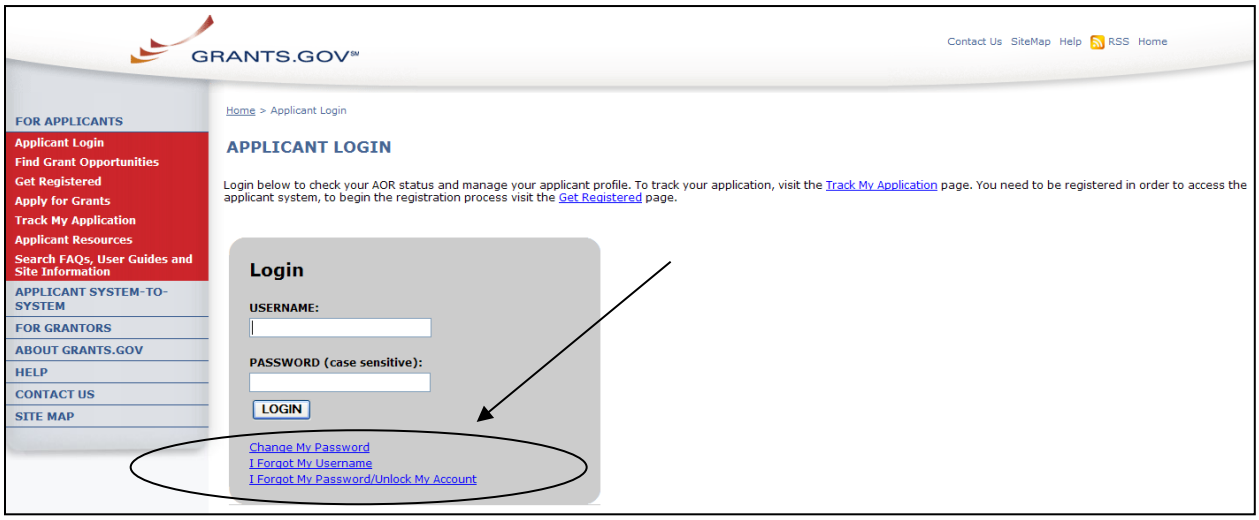


To obtain a system-generated password, select the **Email My Password** button. The password will be sent to the email address on file with Grants.gov.

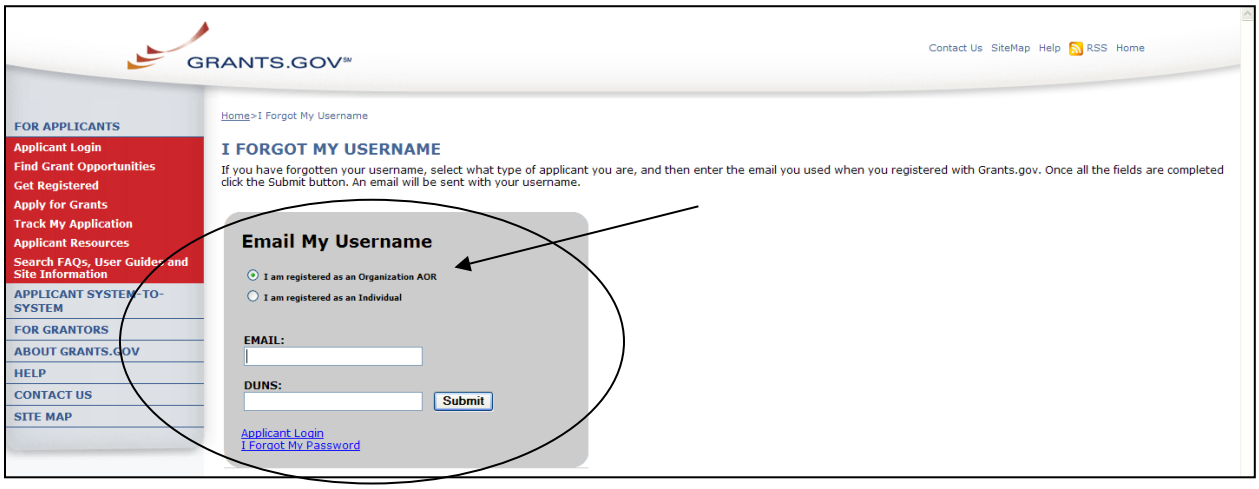


I Forgot My Username (Organization)

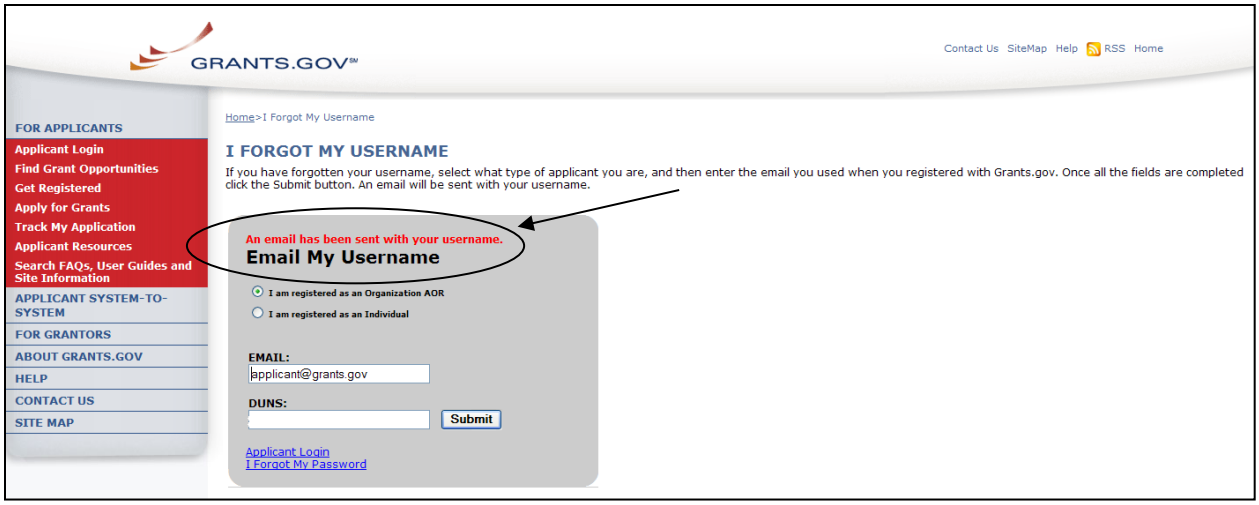
In the event that you forget your username, you can obtain your username from the **Applicant Login** page. Go to the **Applicant Login** page and select the link **I Forgot My Username.**



Please select **I am registered as an Organization AOR.** Then enter the email and DUNS Number you used when you registered with Grants.gov.



Once you have entered the email and DUNS Number you used when you registered with Grants.gov, simply select the **Submit** button. After selecting **Submit** you will see a message stating “An email has been sent with your username.”



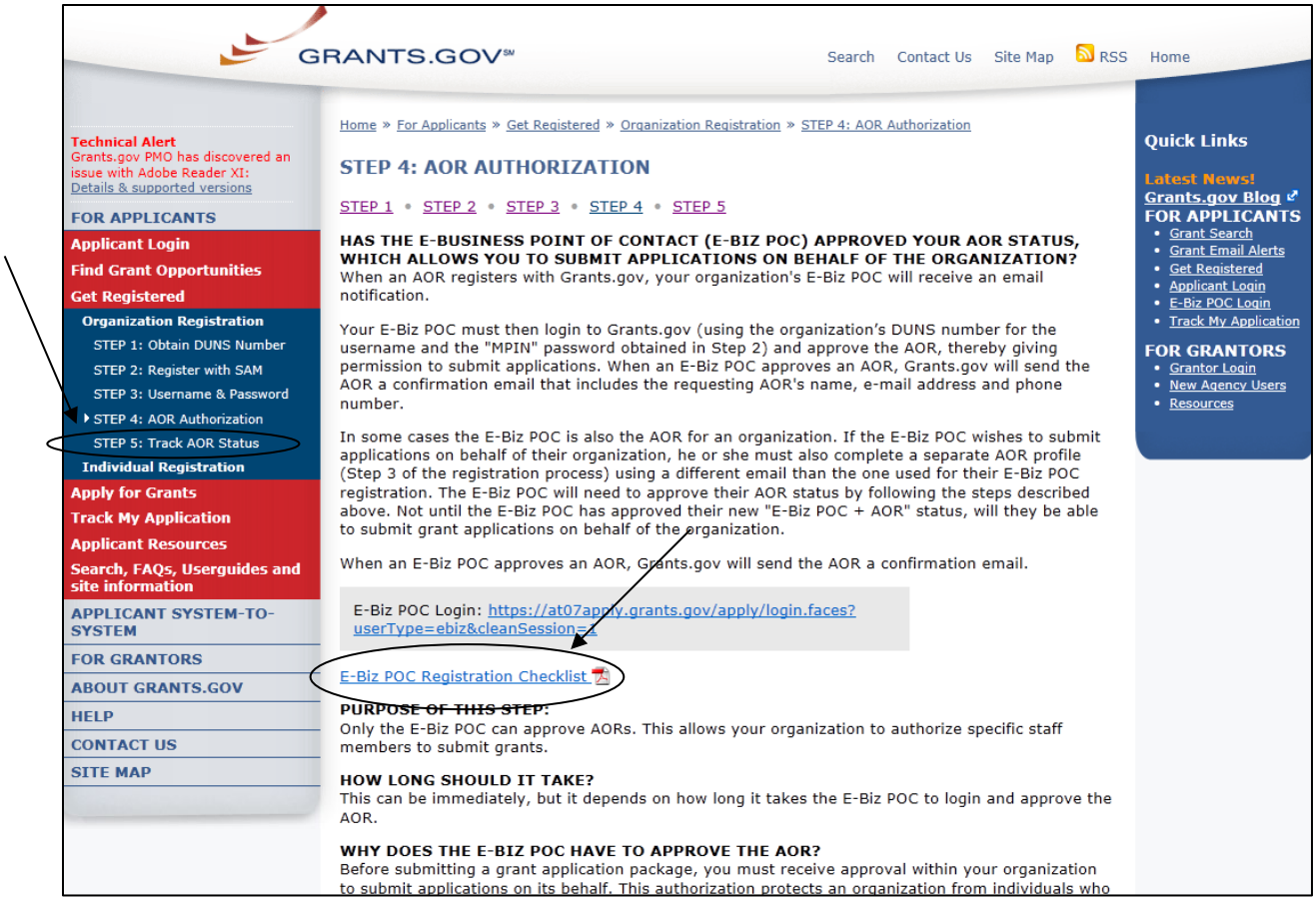
If you are an Applicant registered on behalf of an Organization and do not know the email or DUNS Number associated with your Grants.gov registration, you should contact the E-Business Point of Contact (E-Biz POC) for your organization. The E-Biz POC will be able to log in to their account and give you your username. With your username you will be able to follow the instructions for **I Forgot My Password/Unlock My Account** and will have the ability to reset your password.

Step 4: AOR Authorization

Prior to submitting grant application packages, representatives of your organization need to register to submit on behalf of your organization. Your organization's E-Business Point of Contact (E-Biz POC), identified during SAM registration must authorize someone to become an Authorized Organization Representative (AOR). This safeguards your organization from individuals who may attempt to submit grant application packages without permission. Only one E-Biz POC is assigned per each of an organization's DUNS (Data Universal Number System) Number. If your organization only has one DUNS Number, then there will be only one E-Biz POC for your organization.

Note: In some organizations, a person may serve as both an E-Biz POC and an AOR, in this case you will need to perform this step and approve yourself as an AOR. If you are the E-Biz POC and want to submit applications on Grants.gov, you will need to register with Grants.gov as an AOR, using an alternate email than the one used in correlation with the E-Biz POC, and authorize yourself as an AOR.

Once an applicant on behalf of an organization registers withGrants.gov, the E-Biz POC will have to approve the request. After the AOR has submitted their request granting permissions to the applicant to become an Authorized Organization Representative (AOR), the E-Biz POC will complete the fourth step in this process as described on this page: **http://www.grants.gov/applicants/org_step5.jsp**.

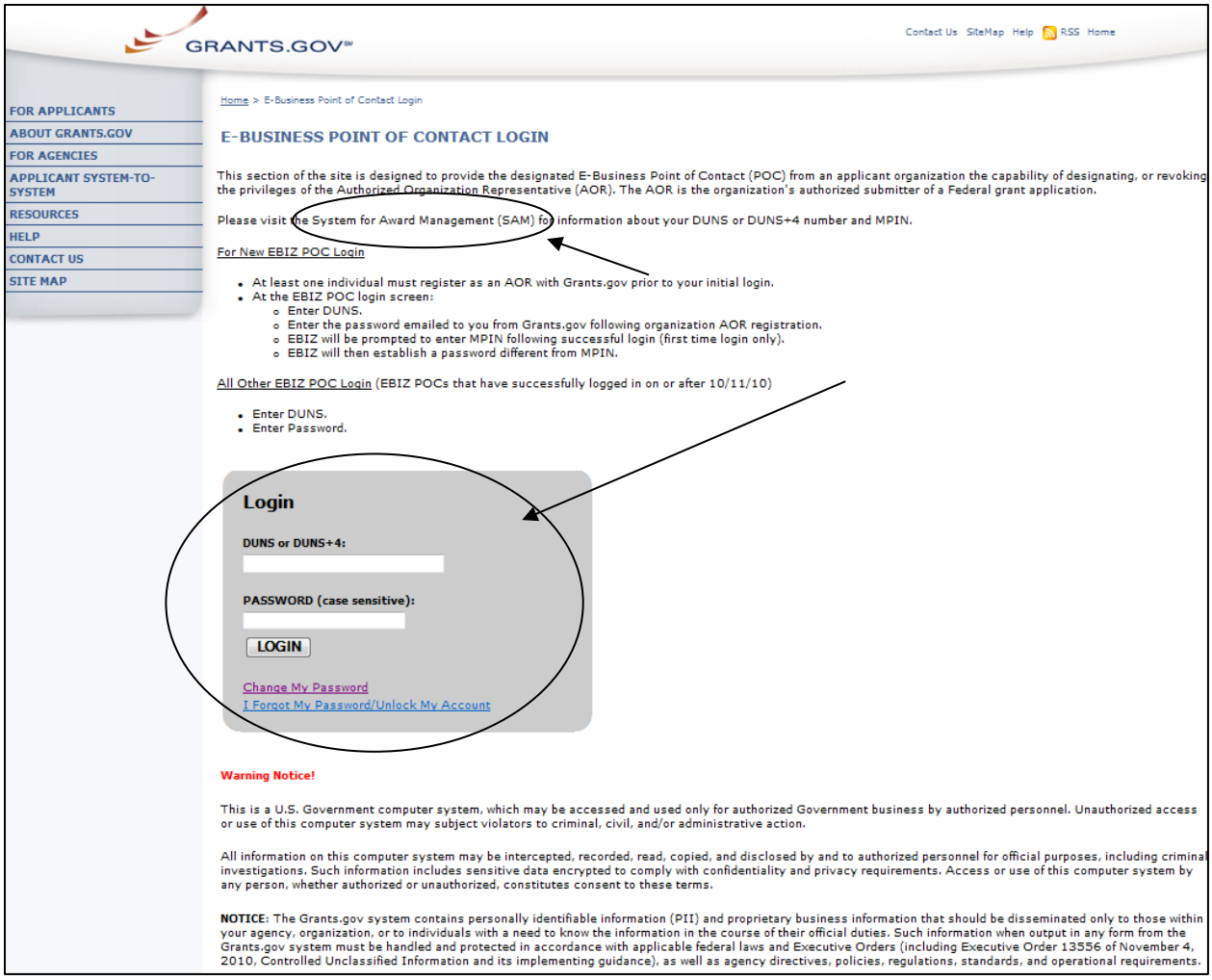


Grants.gov has developed an E-Business Point of Contact (E-Biz POC) Registration checklist to help authorize your organization's AOR (Authorized Organization Representative). The Registration Checklist is a PDF document, which you may review on-screen at http://www.grants.gov/assets/E-Biz_POC_Checklist.pdf or print and retain for future reference.

To login and assign the Authorized Applicant role as an E-Biz POC, select the **E-Biz POC Login** link in the right navigation menu under Quick Links in the blue box, on most Grants.gov pages.

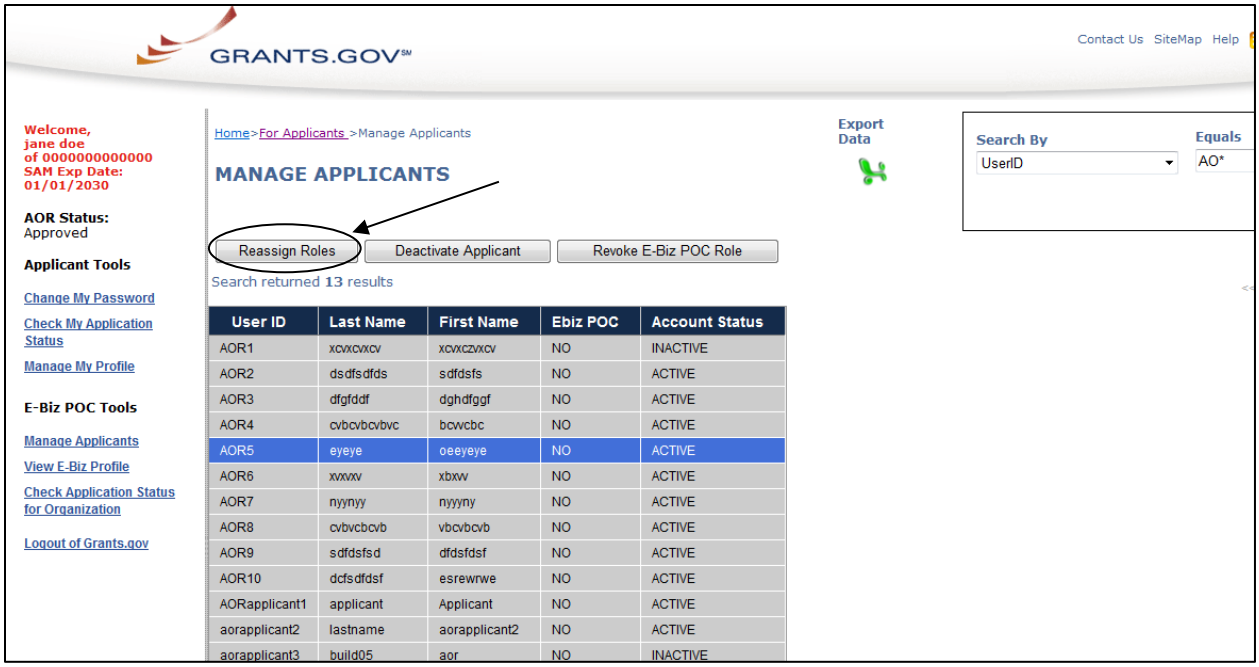
1. On the For E-Business Point of Contact Login screen enter your organization's DUNS Number and Password and select the **Login** button.

If you are user who has entered your MPIN instead of a Password in the past, enter your MPIN into the Password field and select the **Login** button. You will be prompted to create a password.



2. Once you are logged in, select the **Manage Applicants** link on the left of the screen.

3. From the Manage Applicant screen, search for the applicant by entering their UserID, Last Name, or First Name in the Search By box.



4. Click on the row of the Applicant for whom you want to assign the Authorized Applicant role. The row will become highlighted.

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

6. Select the **Authorized Applicant** role in the Remaining Roles box. Select the single or double arrow pointing toward the Current Roles box.

7. To save your changes, select the **Continue** button. Or to cancel your changes, select the **Cancel Reassign** button.

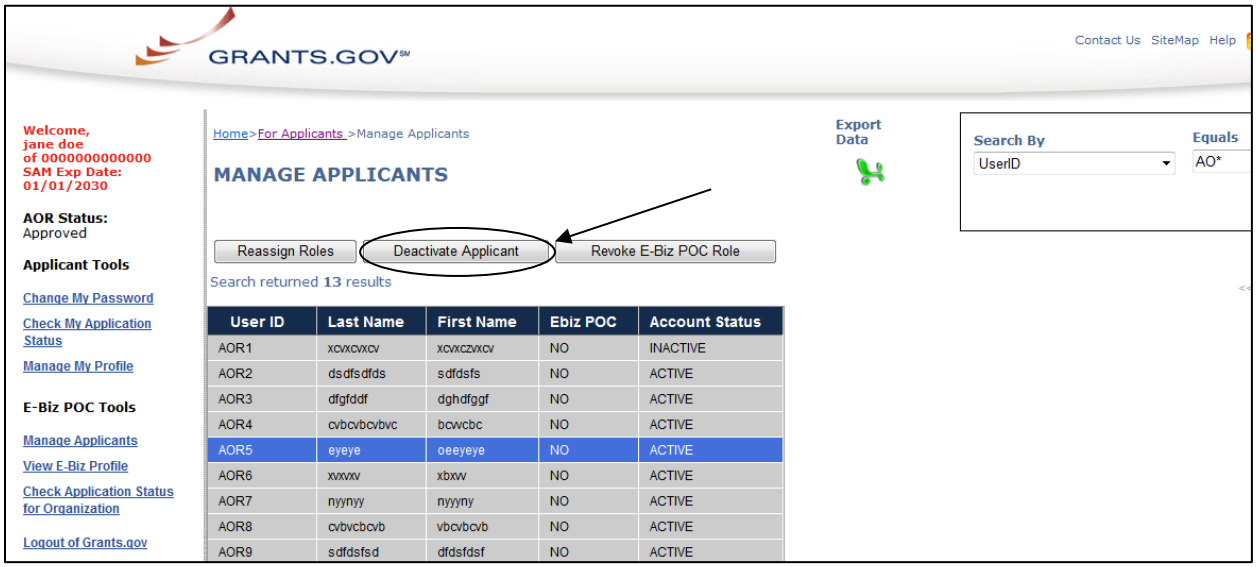
8. Once you have reassigned roles, the applicant is now authorized to submit applications on Grants.gov.

The E-Biz POC can also deactivate an applicant and revoke E-Biz POC roles from AORs as desired. When you revoke E-Biz POC role, you are removing the permissions of an AOR to act as an E-Biz POC.

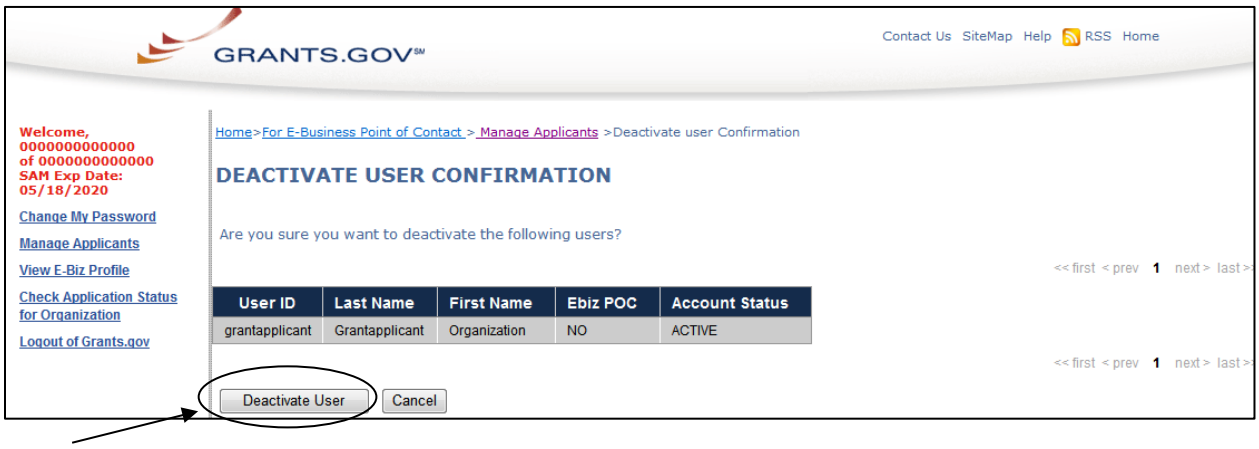
To Deactivate an AOR:

1. From the Manage Applicants screen, search for the Applicant by entering their UserID, Last Name, or First Name in the Search By box.

2. Click on the row of the Applicant for whom you want to deactivate. The row will become highlighted.



3. Select the **Deactivate Applicant** button. This will take you to the Deactivate User Confirmation screen**.**

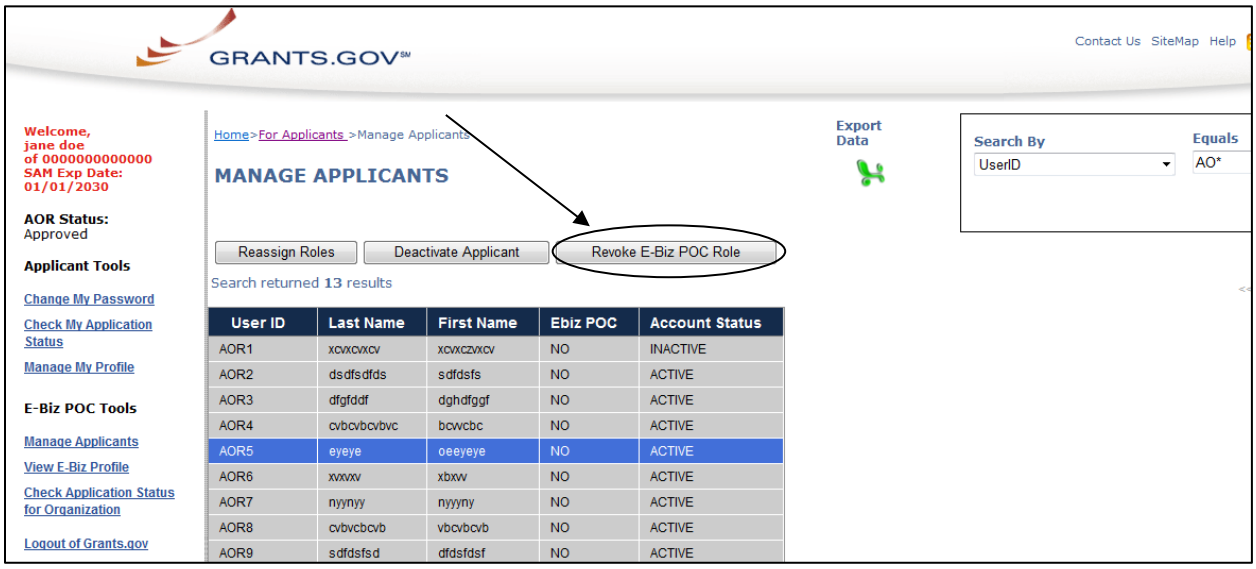


4. Select the **Deactivate User** button to deactivate the user. If you do not want to deactivate the user, select the **Cancel** button. The user will show a status of Inactive on the Management Applicant screen.

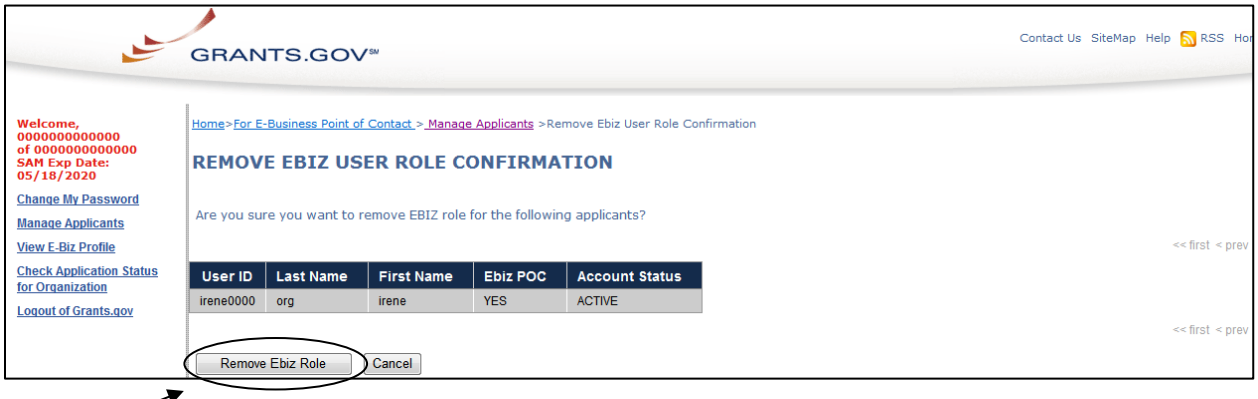
To Revoke E-Biz POC Role:

1. From the Manage Applicants screen, search for the Applicant by entering their UserID, Last Name, or First Name in the Search By box.

2. Click on the row of the Applicant whose E-Biz POC role you want to revoke. The row will become highlighted.



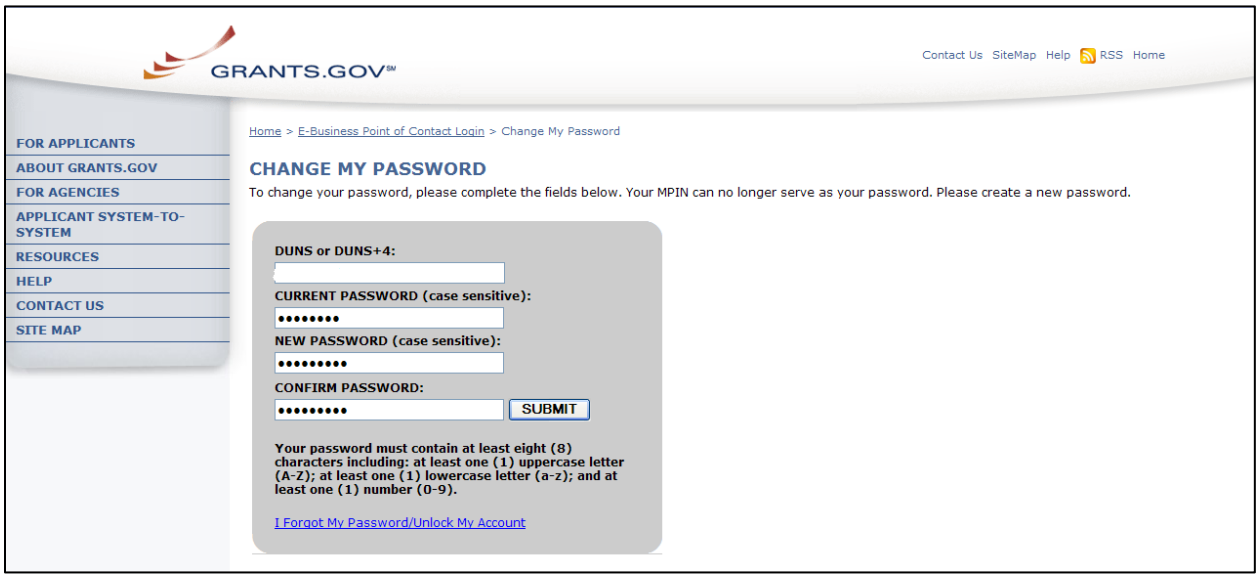
3. Select the **Revoke E-Biz POC Role** button. The Remove EBiz User Role Confirmation screen is displayed.



Select the **Remove Ebiz Role** button to deactivate the user. If you do not want to remove the E-Biz role, select the **Cancel** button.

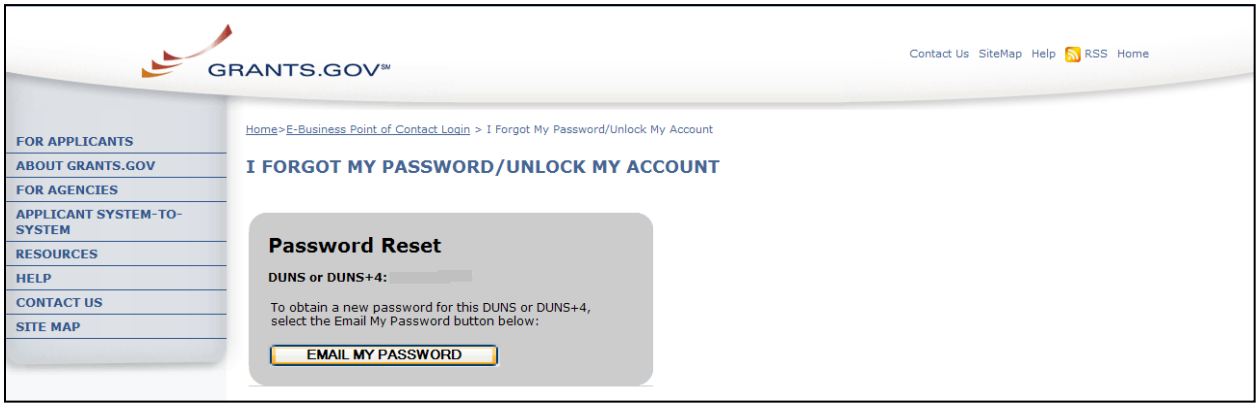
E-Biz POC Change My Password

To change your password, select the **Change My Password** link on the E-Business Point of Contact Login screen or on the right navigation when you are logged in. Enter your DUNS Number, current password, new password and confirm the new password. Remember your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); and at least one (1) number (0-9).



E-Biz POC I Forgot My Password/Unlock My Account

On the E-Business Point of Contact Login screen, select the link **I Forgot My Password/Unlock My Account** and then enter your DUNS Number. Finally select the **Email My Password** button. The system will email a new password to the email on file with Grants.gov.



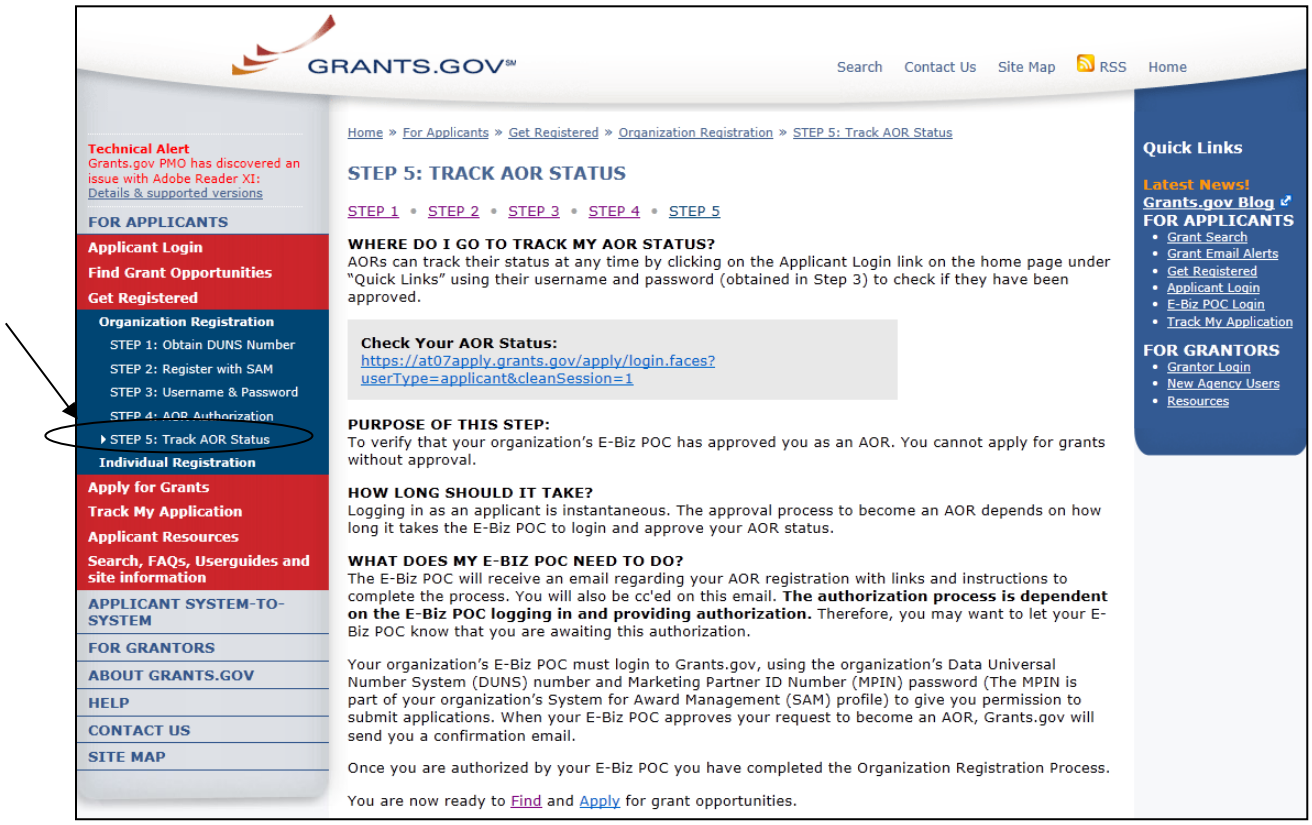
E-Biz POC View Profile

To review and verify the information on file is current, select the **View E-Biz Profile** link in the left navigation. You will be presented with the information on file with SAM. In order to update the information shown within the E-Business Point of Contact (E-Biz POC)/applicant profile, the E-Biz POC must visit the SAM website at **http://www.sam.gov**.

Information on file with SAM must be updated annually at SAM.gov to maintain an active Grants.gov registration. Changes may take up to 48 hours to update on the Grants.gov system. If the E-Biz POC changes, to access the E-Biz POC functionality the E-Biz POC will need to enter a valid MPIN.

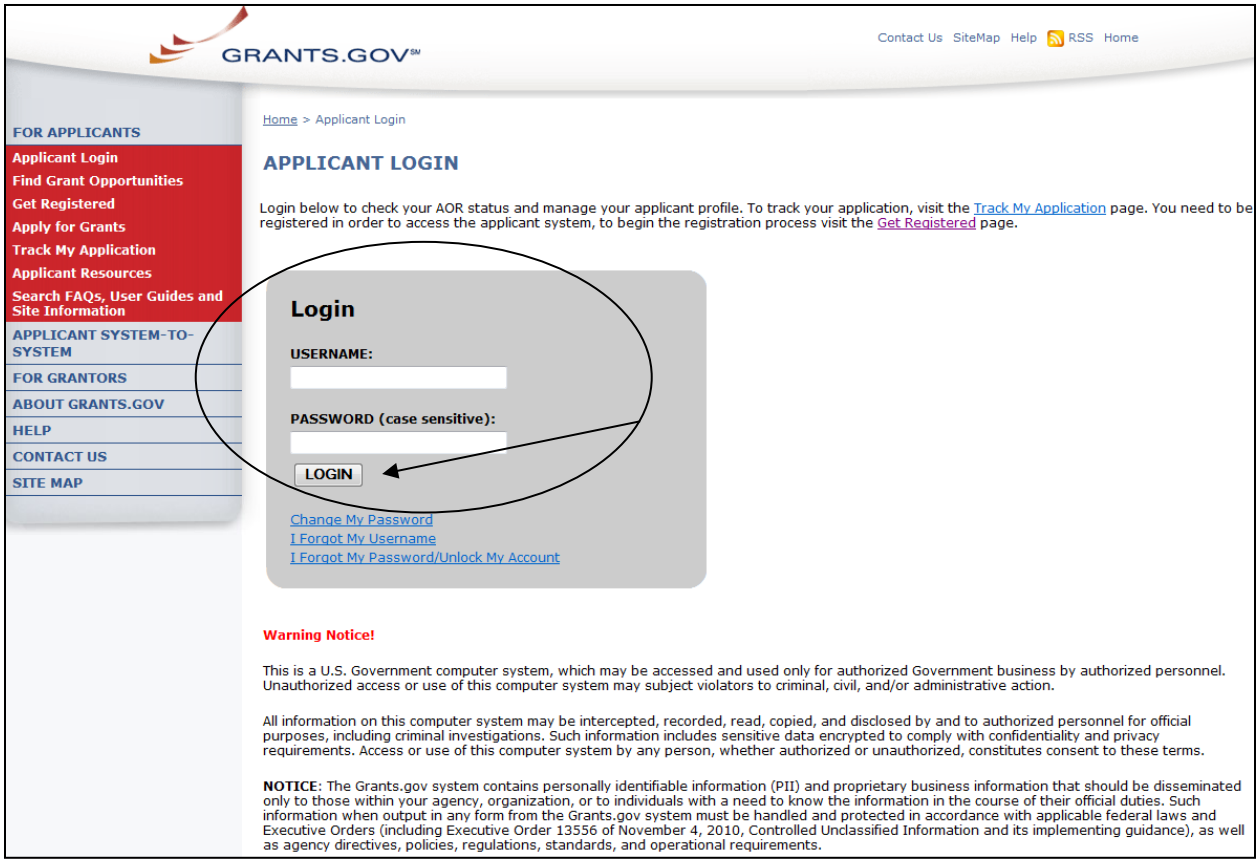
Step 5: Track AOR Status

Applicants have the ability to log in and check their AOR status by logging in as an applicant. You can learn more on the **Step 5: Track AOR Status** page.

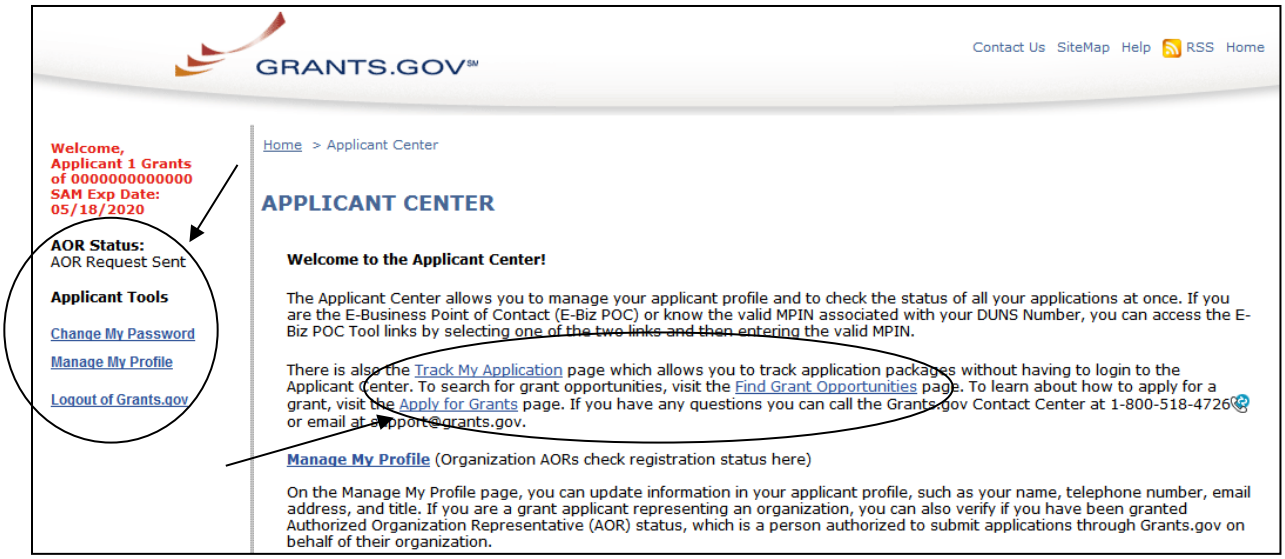


Applicants also have the ability to login and check their AOR status from the home page. To log in as an Applicant select the **Applicant Login** link on the right navigation or in the Quick Links in the right blue navigation bar on the Grants.gov page.

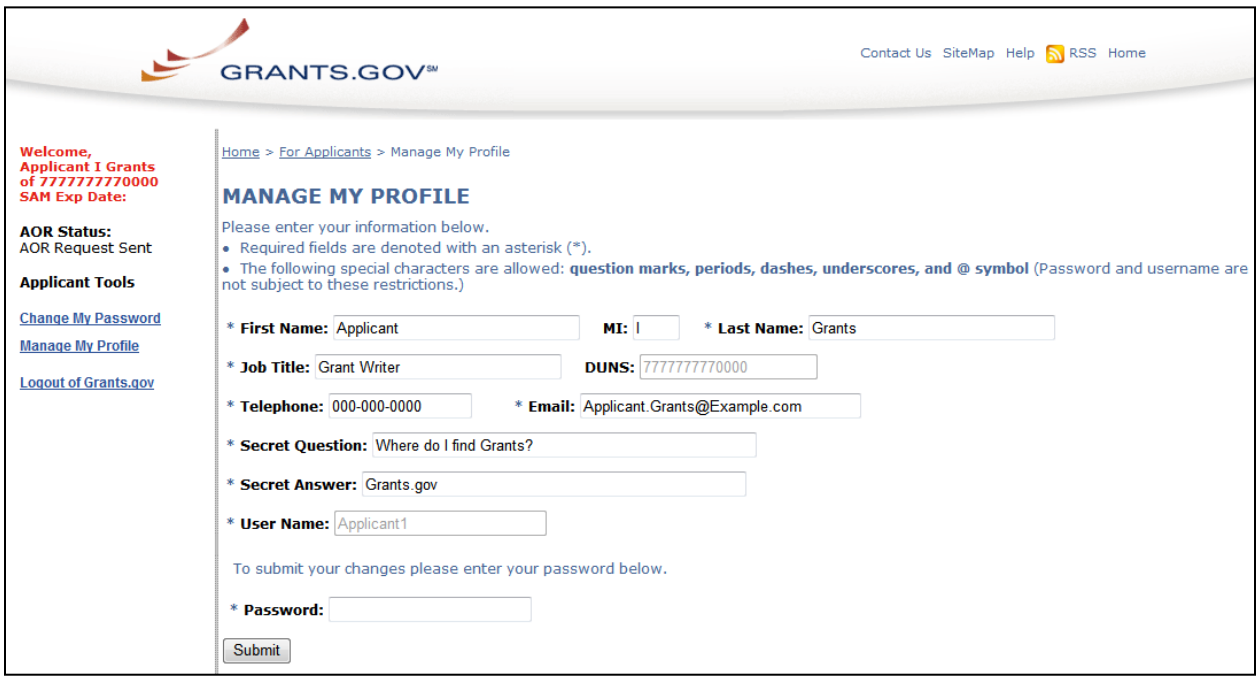
On the Applicant Login page enter your username and password, obtained while registering with Grants.gov. Then select the **Login** button to enter into the Applicant Center.



In the Applicant Center you can check view your AOR status under Manage My Profile from the left navigation. Additionally, select the **Manage My Profile** link on the left navigation menu or select the link on the welcome page.



On the Manage My Profile page, check to be sure the information listed is correct.



Once approved, you will be able to submit applications, check your application status, change your password, manage your profile and if you know the MPIN for your organization, you can utilize the E-Biz POC tools. In the E-Biz POC Tools section, you

can manage applicants, view the E-Biz profile and check the application status for your entire organization. Refer to **Step 4** for more details about the E-Biz functionality.

Register as an Individual

Review this overview if you are submitting a grant **on your behalf** and **not** on behalf of a company, state, local or tribal government, academia or other type of organization. In order to safeguard the security of your electronic information, Grants.gov requires all users to create an account in the Grants.gov system. In order to access the account the user must verify that they are able to obtain a username and password. This process determines that someone really is who he/she claims to be. Individuals do not need a DUNS Number to register to submit applications. The system will generate a default value in that field.

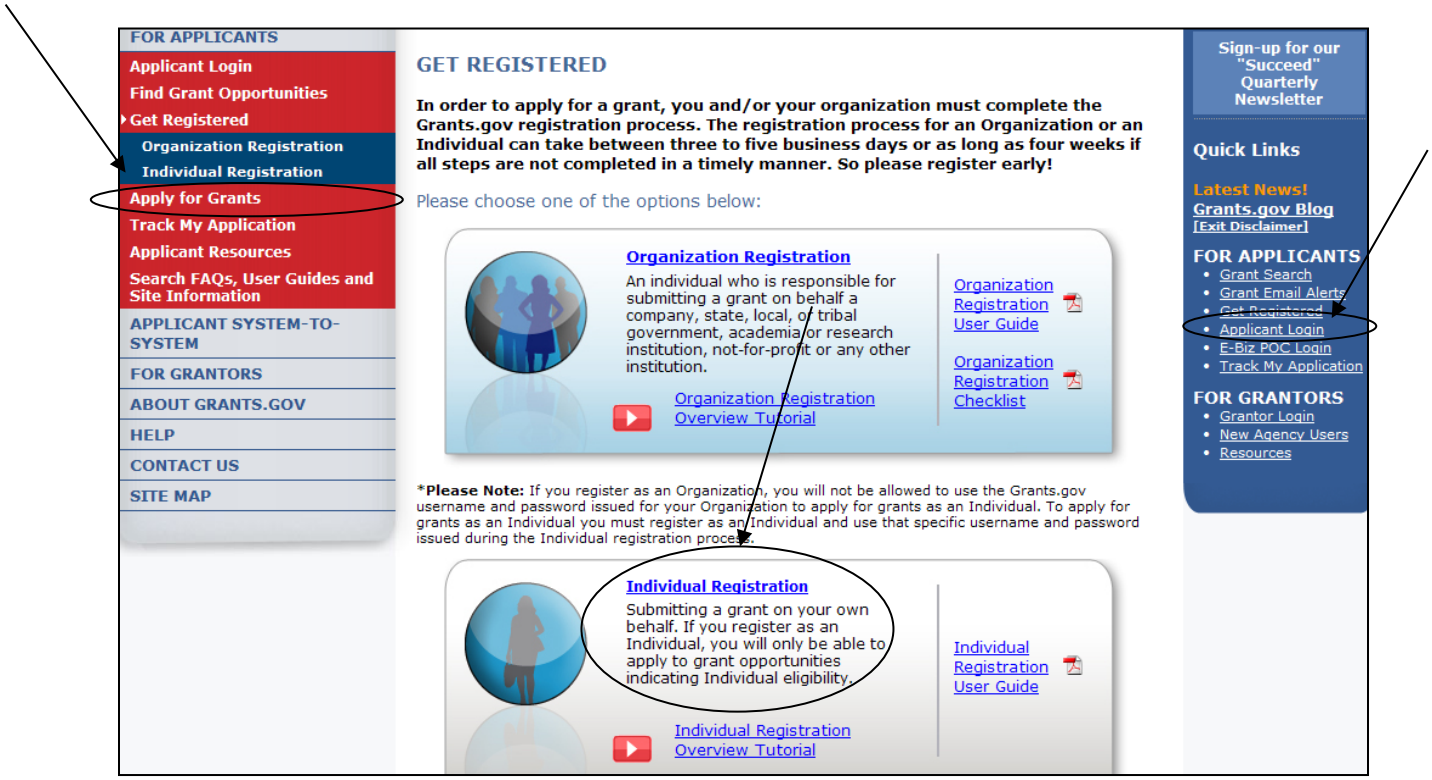
Note: In order to register as an Individual you will need to obtain the Funding Opportunity Number (FON) for a grant application that you intend to apply for. Please be sure it is an opportunity that an Individual registrant is eligible to apply for.

If you are submitting an application on behalf of an organization, please review the **Organization Registration** section.

Step 1: Enter Funding Opportunity Number (FON)

Select **Get Registered** in the Quick Links on the blue boxed left navigation of any Grants.gov page. This will take you to the Get Registered screen.

On the Get Registered screen, if you are submitting an application on your own behalf – not on behalf of an organization – select **Individual Registration** in the left navigation bar or link on the main page.

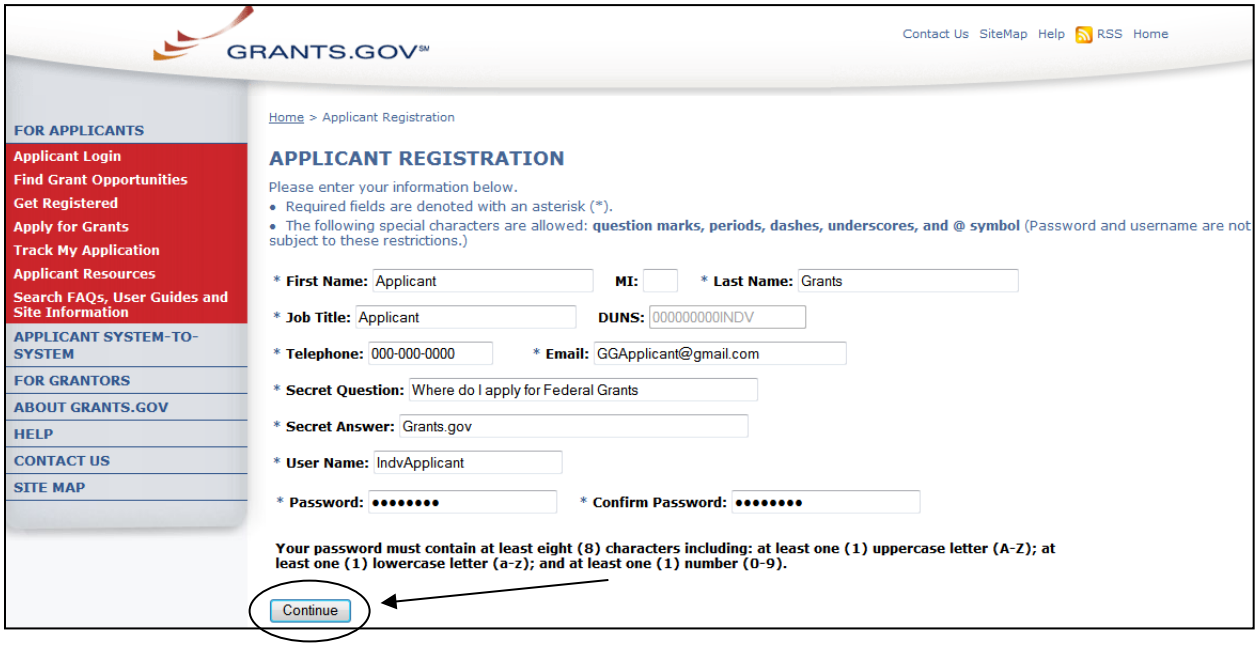


Select the **Register with Grants.gov** button on the main screen.

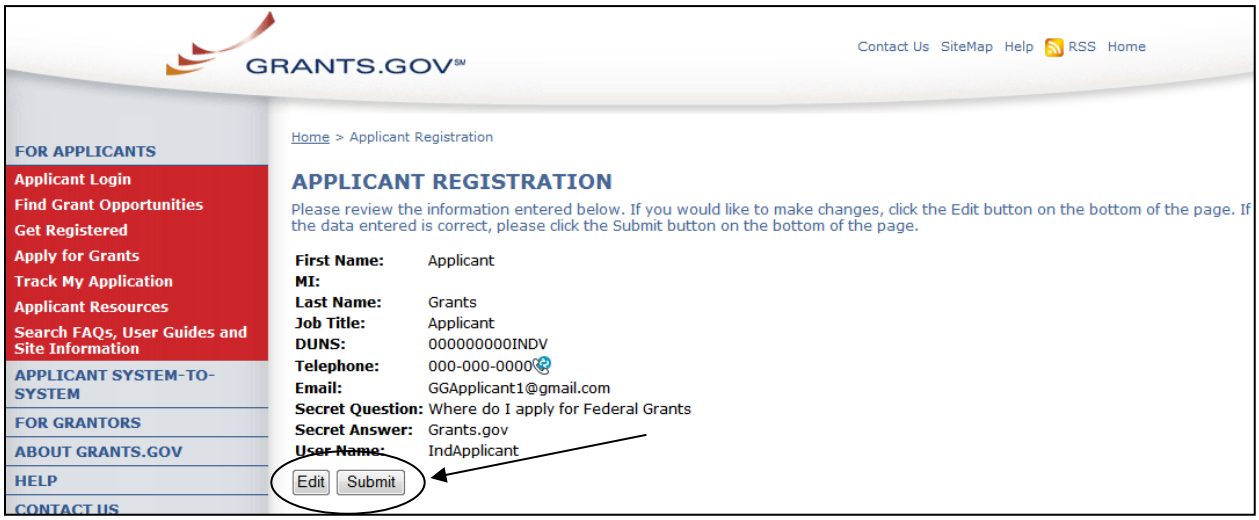
This will take you to the **Register with Grants.gov** screen where you will need to enter the **Funding Opportunity Number (FON)** of an Individual opportunity and then select **Register**.

Step 2: Complete Registration Form

Once you enter a valid Funding Opportunity Number (FON) you will need to complete a profile. When entering an email address, please keep in mind that all correspondence with Grants.gov will be sent to that email address. For the Secret Question/Answer fields, enter a question only you would be able to answer and will be able to remember in the future. The password you choose must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); and at least one (1) number (0-9). When you have completed the form select the **Continue** button.



On this screen you will need to validate your information. If you need to change your information select the **Edit** button, if your information is correct as entered select the **Submit** button.



You will see a message at the top of the screen that will read “You are successfully registered.” To continue to the Applicant login page select the **Continue** button on the bottom of the page. If you don’t receive the successful message another message will appear stating what issue needs to be addressed. Simply correct the error or contact the Contact Center for further assistance.

You will receive an email notification that will let you know you are able to apply for grant opportunities as an Individual.

From: DoNotReply@grants.gov [DoNotReply@grants.gov]
Sent: Thursday, December 06, 2012 4:15 PM
To: Jane Doe
Subject: Grants.gov Authorization

You are now authorized to submit grant applications through Grants.gov. Click http://at07web.grants.gov/Apply for instructions on how to apply for grants.

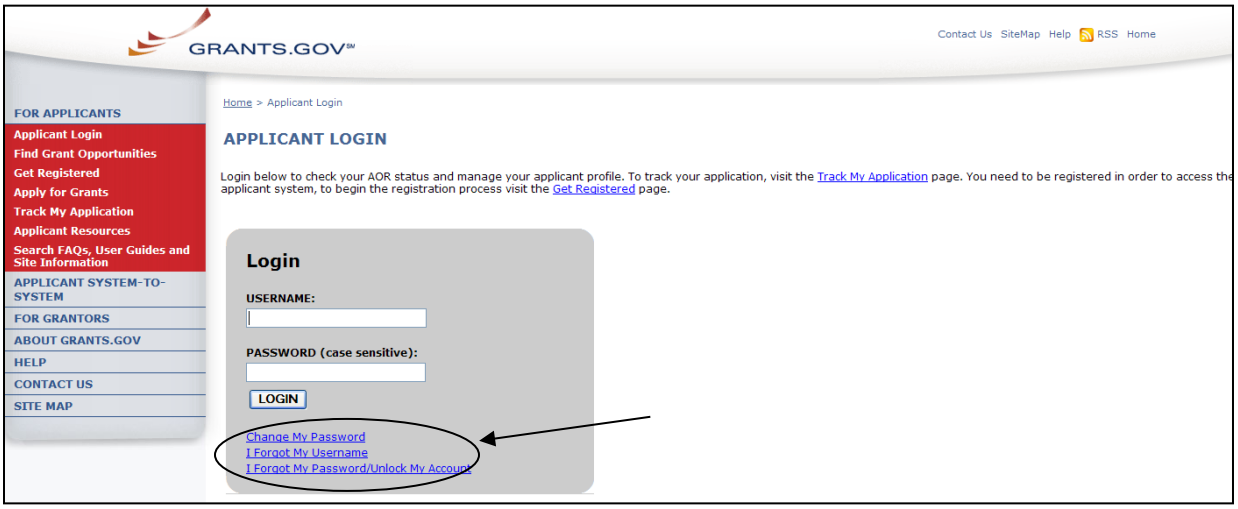
Thank you.
Grants.gov
If you have questions please contact the Grants.gov Contact Center:
support@grants.gov
1-800-518-4726
24 hours a day, 7 days a week. Closed on federal holidays.

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

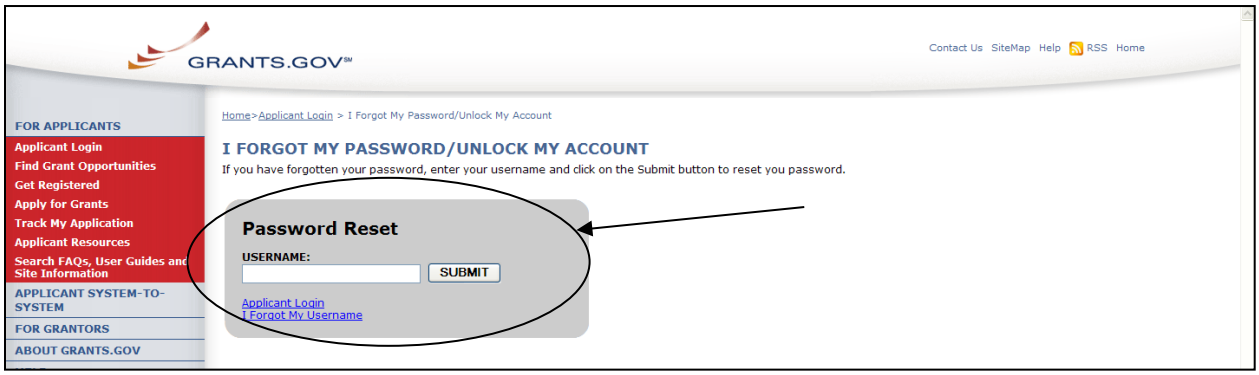
I Forgot My Password/Unlock My Account (Individual)

In the event that you forget your password, you can obtain a new password from the **Applicant Login** page.

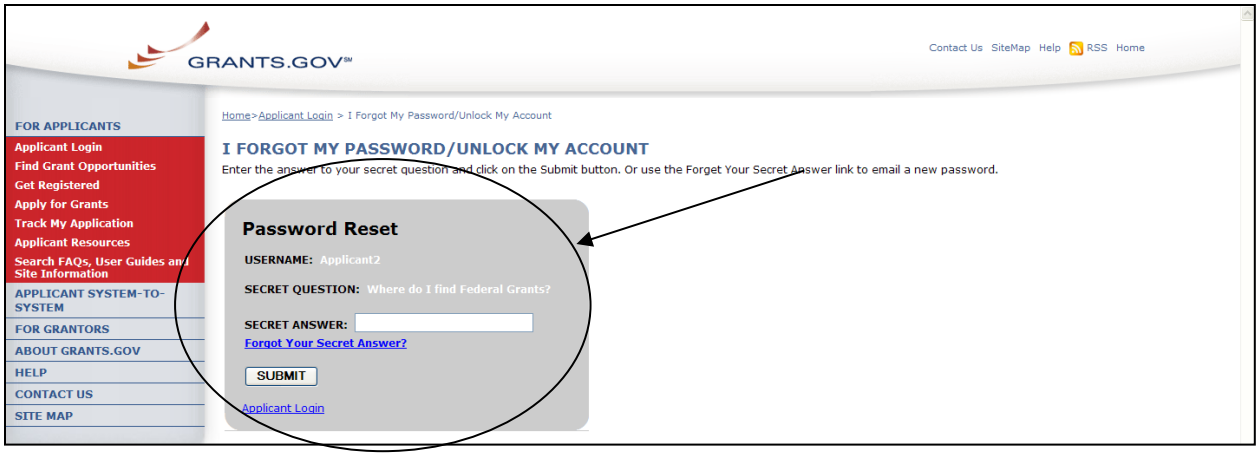
Go to the **Applicant Login** page and select the link **I Forgot My Password/Unlock My Account.**



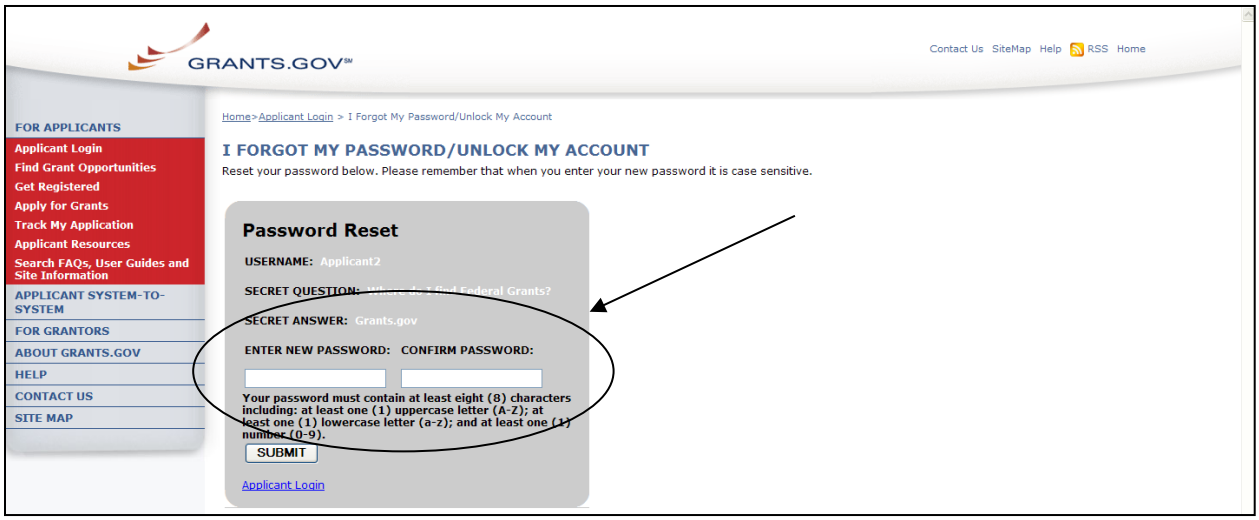
Then enter your username and select the **Submit** button.



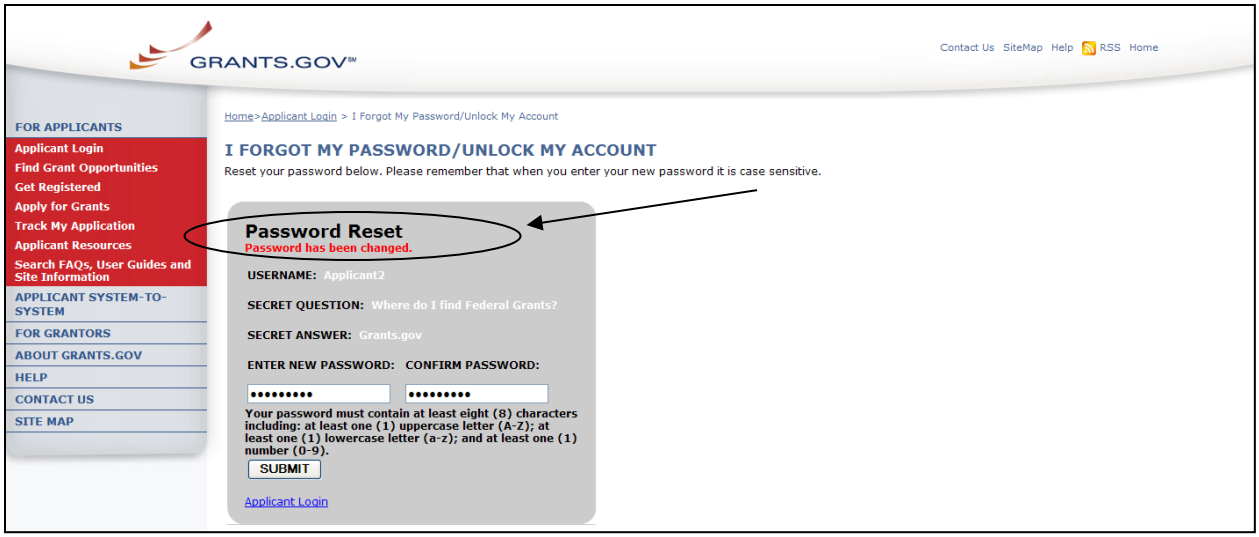
You will be directed to the reset your password. Simply enter the answer to your secret question and then select the **Submit** button to reset your password.



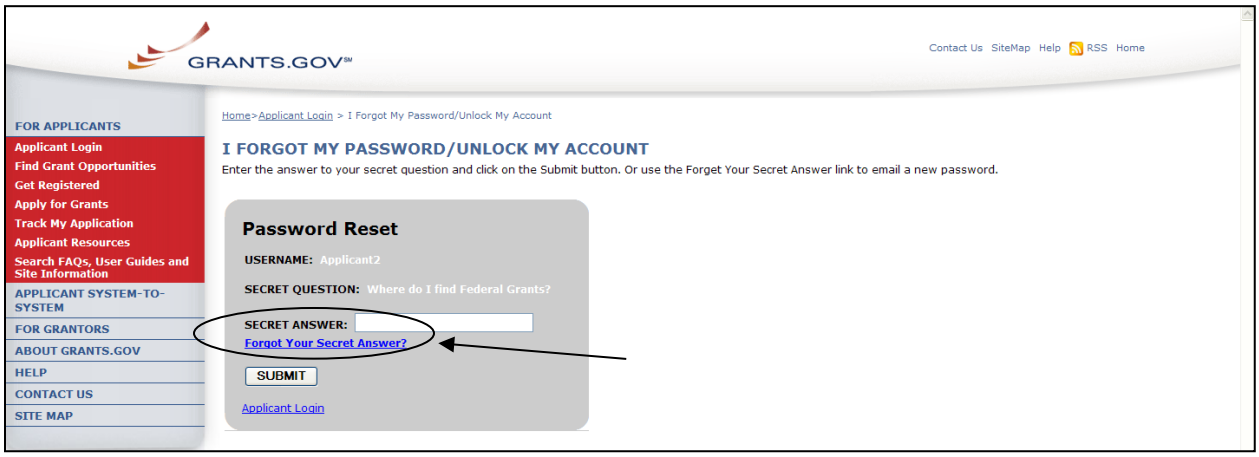
Once your answer is validated you will be directed to enter a new password. Enter a password and then enter it again into the confirm password field and select the **Submit** button.



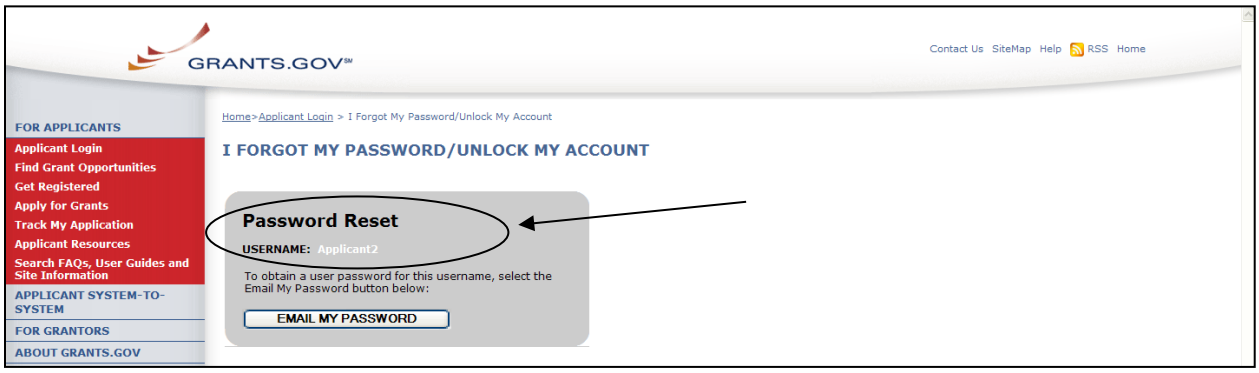
Once you have reset your password, a message will appear saying “Password has been changed” that will inform you that your password was reset successfully. You will also receive a notification email.



Alternatively if you forget the answer to your secret question, you may select the link **Forgot Your Secret Answer?**

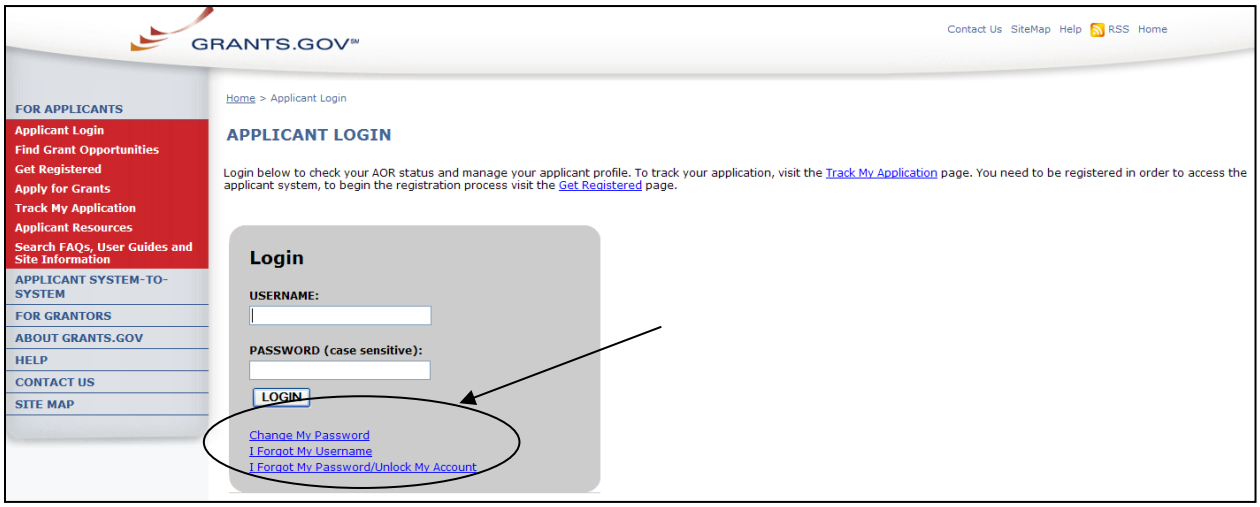


To obtain a system generated password, select the **Email My Password** button. The password will be sent to the email address on file with Grants.gov.

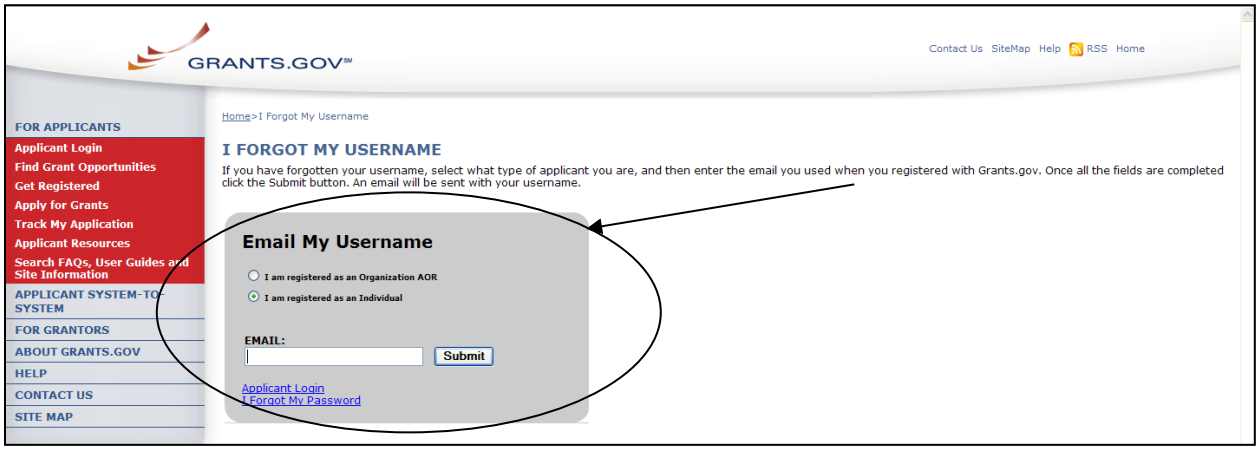


I Forgot My Username (Individual)

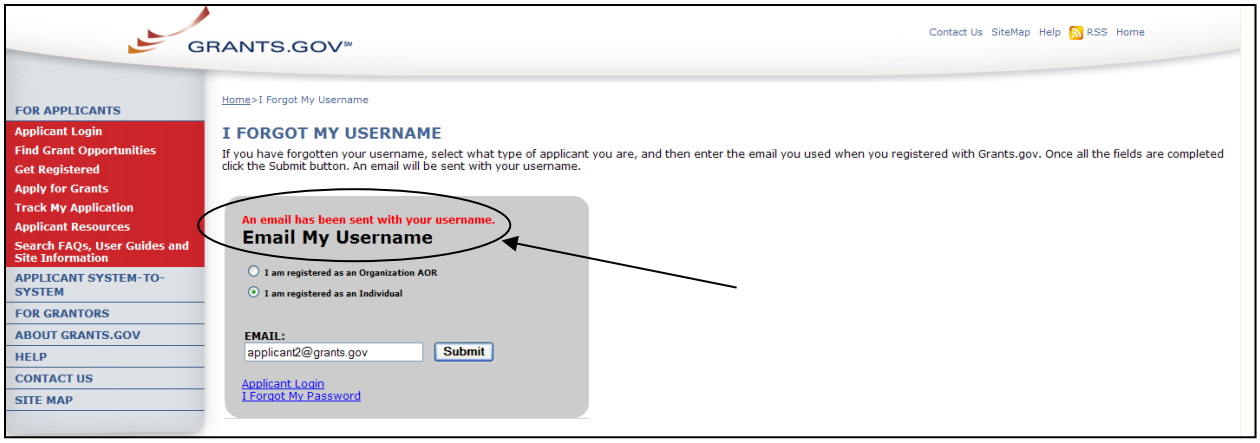
In the event that you forget your username, you can obtain your username from the **Applicant Login** page. Go to the **Applicant Login** page and select the link **I Forgot My Username.**



Please select **I am registered as an Individual.** Once you select what type of applicant you are then enter the email you used when you registered with Grants.gov.



Once you have entered the email you used when you registered with Grants.gov, simply select the **Submit** button. After selecting **Submit** you will see a message stating “An email was sent with your username.”

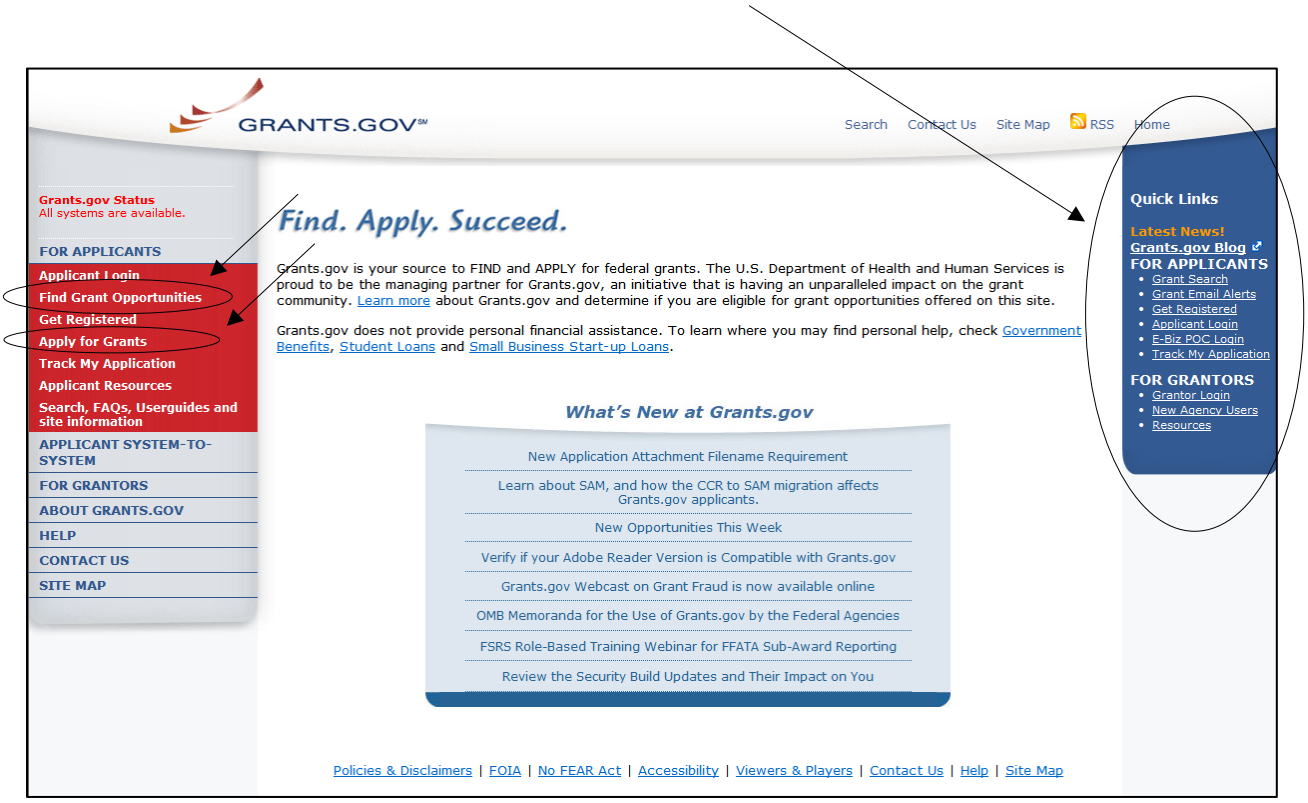


If you are an Applicant registered as an Individual and do not know the email address you used to register with Grants.gov, simply re-register as an Individual with the Funding Opportunity Number (FON) you wish to apply for.

Section II

In this section you can find step-by-step instructions on Finding Grant Opportunities using a basic search, browse by category, browse by Agency or advanced search. How to download, apply, track and signup for email subscriptions to receive email alerts about new and modified grant opportunities.

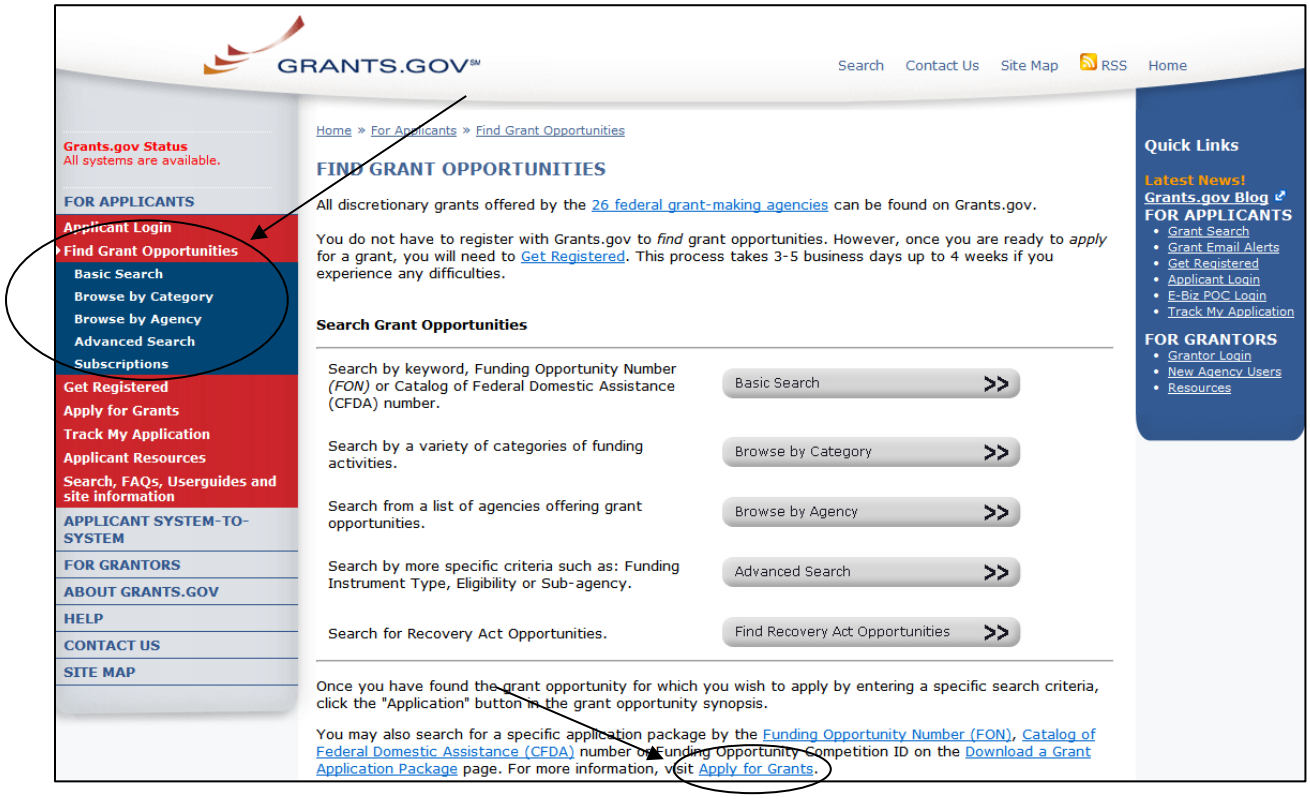
Throughout this section you will see this icon; it represents instructions about Quick Links that can be accessed on most Grants.gov Web pages. The Quick Links is a blue box on the right side of the Web page with links to frequently visited pages.



Find Grant Opportunities

Grants.gov has been designed to help you search for grant opportunities throughout the federal government. You have two options: Search Grant Opportunities online and in real time, or receive email alerts detailing new grant postings.

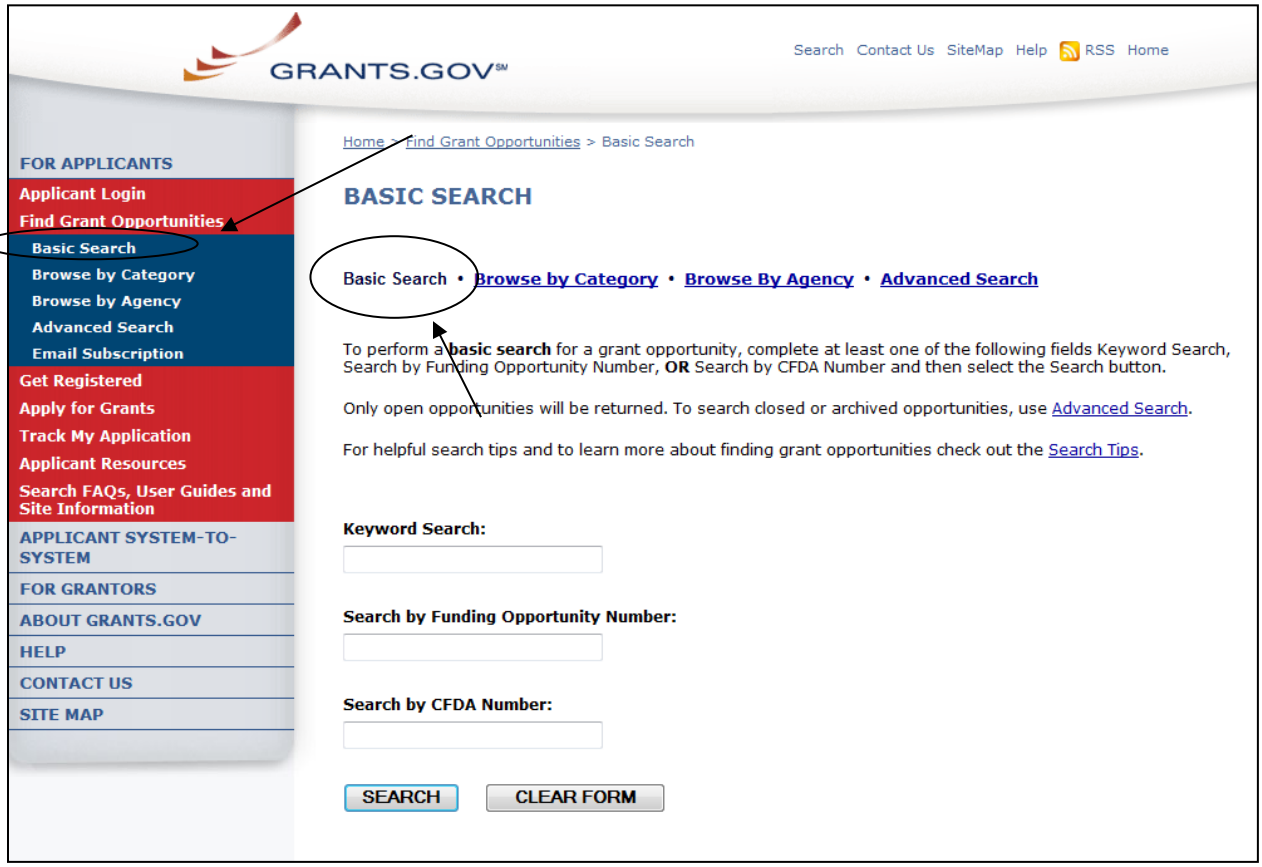
To find grant opportunities on Grants.gov, simply select **Find Grant Opportunities** from the navigation on the left side of any Grants.gov screen. This will take you to the **Find Grant Opportunities** screen, where you will be able to choose whether you'd like to search grant opportunities online or be notified of new grant postings by email.



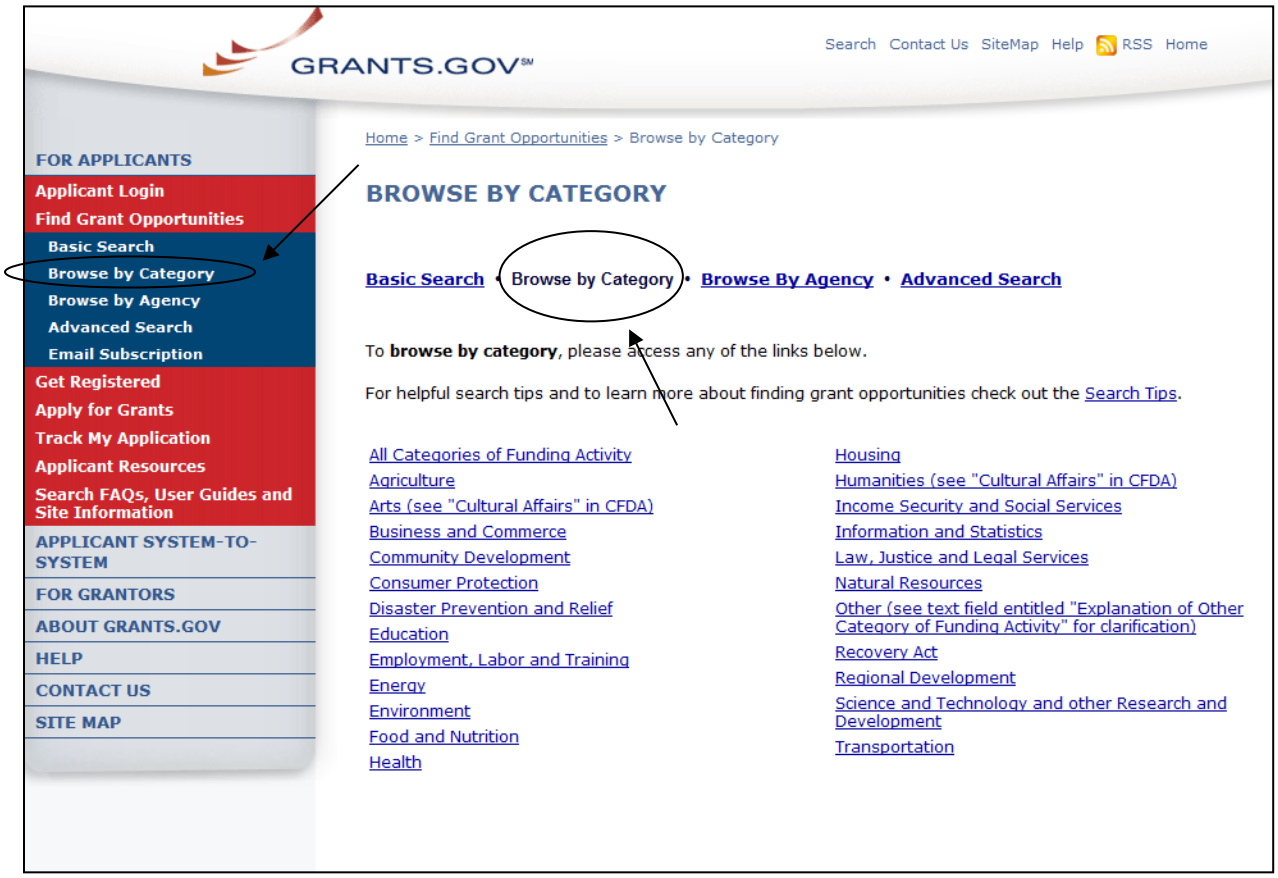
Once on the **Search Opportunities** page, you may conduct a basic search, browse by category, browse by agency or conduct an advanced search.

Quick Link Tip: You can also go to the Quick Links box and select **Grant Search** to immediately search for grants.

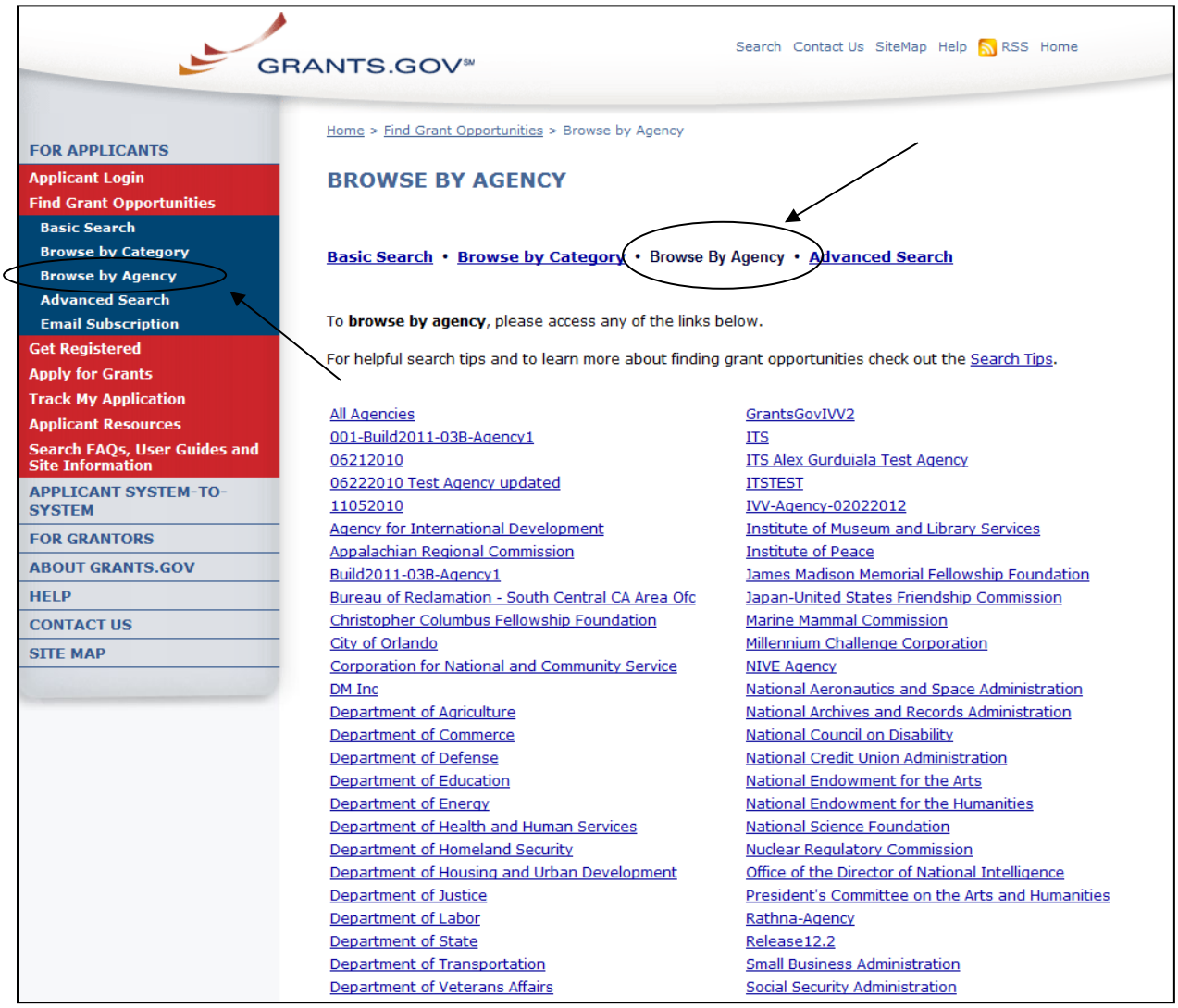
To conduct a basic search, simply select **Basic Search** under Find Grant Opportunities in the left navigation menu. Or you can select the **Basic Search** link on **Search Grant Opportunities** page. The **Basic Search** page will appear.



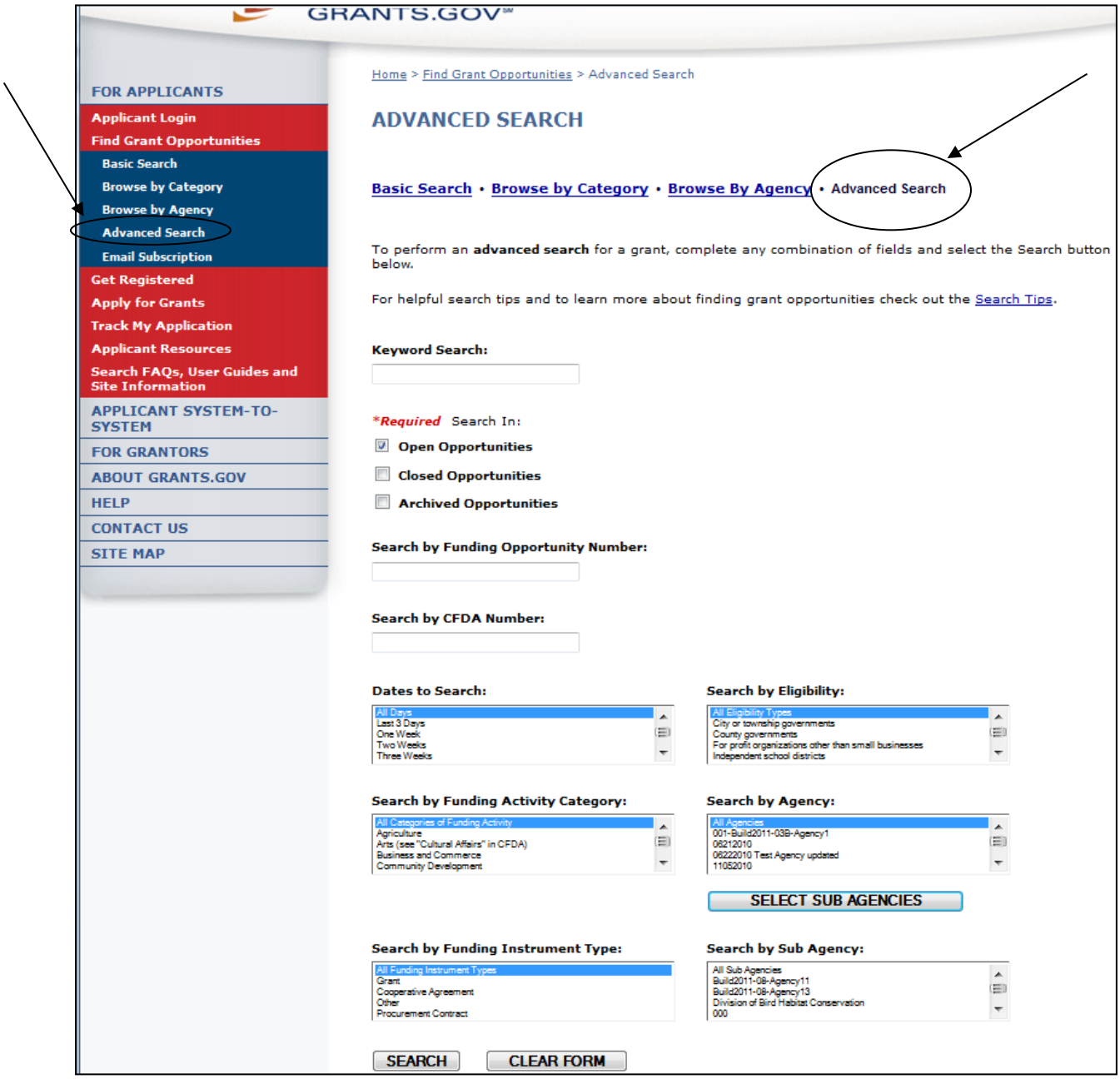
To browse grant opportunities by category, simply select **Browse by Category** at the top of the page or in the left navigation. The **Browse by Category** page will appear.



To browse grant opportunities by agency, simply select **Browse by Agency** at the top of the page or in the left navigation. The **Browse by Agency** page will appear.



To conduct an advanced search, simply select **Advanced Search** at the top of the page or in the left navigation. The **Advanced Search** page will appear.



Located towards the top of each Grant Search page is the **Search Tips** link. The **Search Tips** link will direct you to the **Keyword Search Tips** page.

For helpful search tips and to learn more about finding grant opportunities check out the Search Tips.

The **Keyword Search Tips** page provides suggestions and examples using words, phrases, and operators to further narrow down Keyword Search results.

KEYWORD SEARCH TIPS

Keyword search is comprised of two components: words and operators.

Words

There are two types: single word (e.g. *water*) or phrases (containing multiple words such as *water conservation*). Phrases may or may not be surrounded by double quotes.

Operators

Operator	Description	Example
" "	Exact phrase: To search for an exact phrase match	*"water conservation"* This searches for opportunities that contain the exact phrase of *water conservation*.
OR or ||	This is the default conjunction operator. If there is no operator between two words, the operator is used. The operator links two words and if either or both of the words exist then display them in the results. This is equivalent to a union of sets.	*water conservation* This searches for opportunities that contain *water, conservation,* or both.
AND or &&	The operator finds results where both words exist. This is equivalent to an intersection using sets.	Example 1: *space* AND *flight* Example 2: *"water conservation"* AND *"habitat restoration"* This searches for opportunities that contain *space* and *flight* (Example 1) or *water conservation* and *habitat restoration* (Example 2).
NOT or !	Exclude opportunities that contain the word after this operator. This is equivalent to a difference using sets. Note: The NOT operator cannot be used with just one word or exact phrase. For example, the following search will return no results: NOT *"water conservation"*	*habitat* NOT *"water conservation"* This searches for opportunities that contain *habitat* but not *water conservation*.
+	Require that the word or exact phrase after the operator exists.	*+water conservation* This searches for opportunities that must contain *water* and may or may not contain *conservation*.
-	Exclude opportunities that contain the word or exact phrase after the operator.	*"water conservation" -" habitat restoration "* This searches for opportunities that contain *water conservation* but not *habitat restoration*.
?	To perform a single character wildcard search. This looks for words that match with the single character replaced.	*te?t* This searches for opportunities that contain a word such as *tent, test,* or *text*.
*	To perform a multiple character wildcard search. This looks for zero or more characters.	*test** This searches for opportunities that contain a word such as *test, tests,* or *tester*.
~ followed by an integer greater than 1	Proximity search: The search supports finding words that are within a specific distance away from each other in a data set. To do a proximity search, use the operator at the end of a phrase.	*"water conservation"~10* This searches for opportunities that contain the words *water* and *conservation* within 10 words of each other.
~ or ~ followed by a number between 0 and 1	Fuzzy search: Use the operator at the end of a single word to do a fuzzy search. An additional parameter can specify the required similarity. The value is between 0 and 1, with a value closer to 1 only words with a higher similarity will be matched. Similarity is defined as by the minimum number of operations needed to transform one string into the other, where an operation is an insertion, deletion, or substitution of a single character. The default of 0.5 is used if the parameter is not given.	Example 1: *roam~* This searches for opportunities that contain a word with the default similarity value of 0.5 such as *foam, roams, rooms,* or *roaming* Example 2: roam~0.8 This searches for opportunities that contain a word with a higher similarity in spelling to *roam*
Complex	Use a combination of operators to perform complex queries.	*water* AND *conservation* NOT *habitat* This searches for opportunities that contain the words *water* and *conservation*, but not "*habitat*" "*water habitat*" AND (*conservation* OR *restoration*) This searches for opportunities that contain the phrase "*water habitat*" in addition to either of *conservation* or *restoration*. *+water conservation* AND *analysis~* This searches for opportunities that must contain *water*, may or may not contain *conservation*, and contain a word similar in spelling to *analysis* such as *analysts* or *analyses*.

Notes:

- AND, OR, NOT must be in ALL CAPS otherwise they are interpreted as search words.
- The "*" or "?" operator cannot be used as the only character in a search.

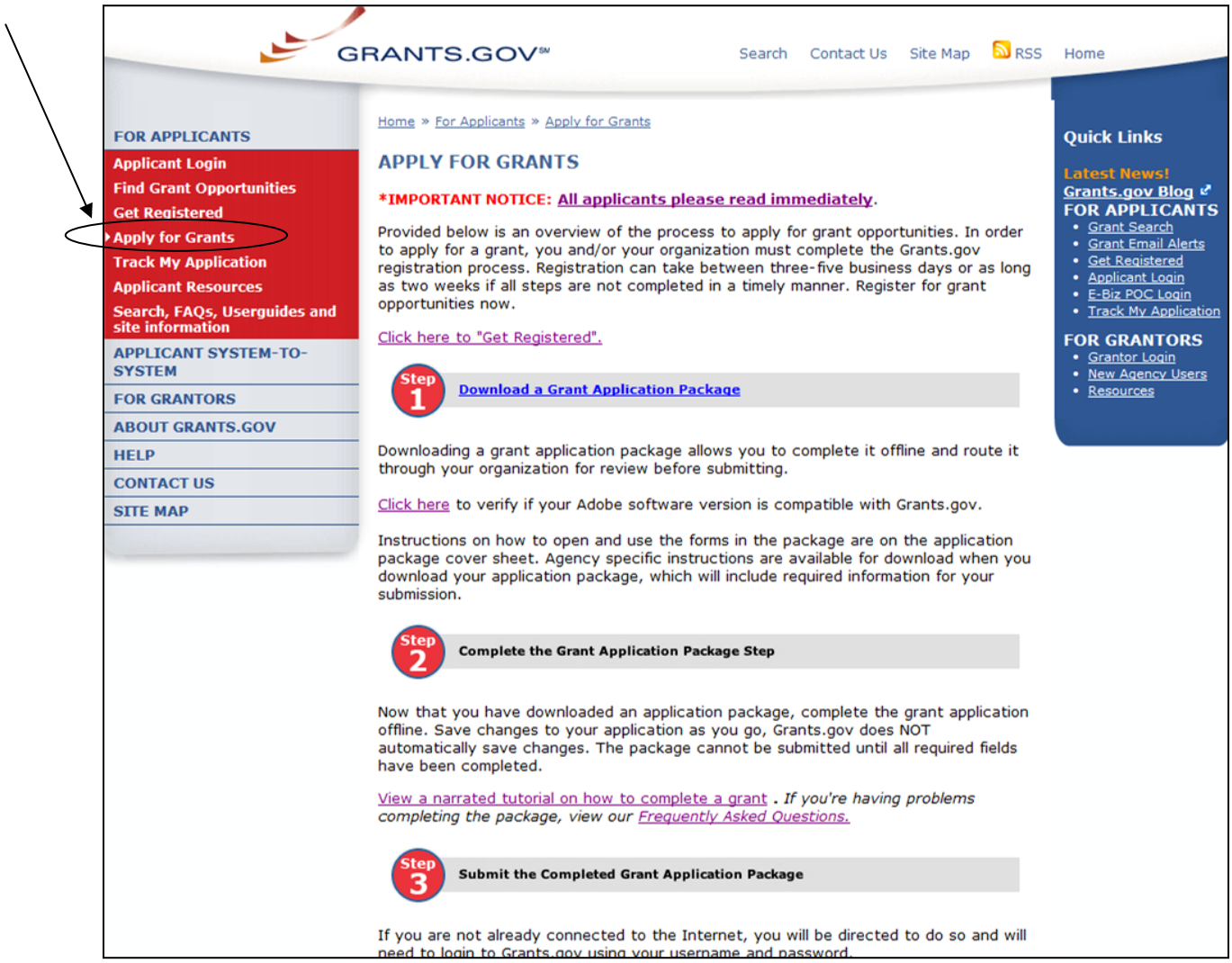
Download Application Packages

You can download and complete an application at any time, but to submit the application you must be registered with Grants.gov. Before applying for a grant, the steps below must be completed. You will not be able to submit applications if all the steps listed below are not complete.

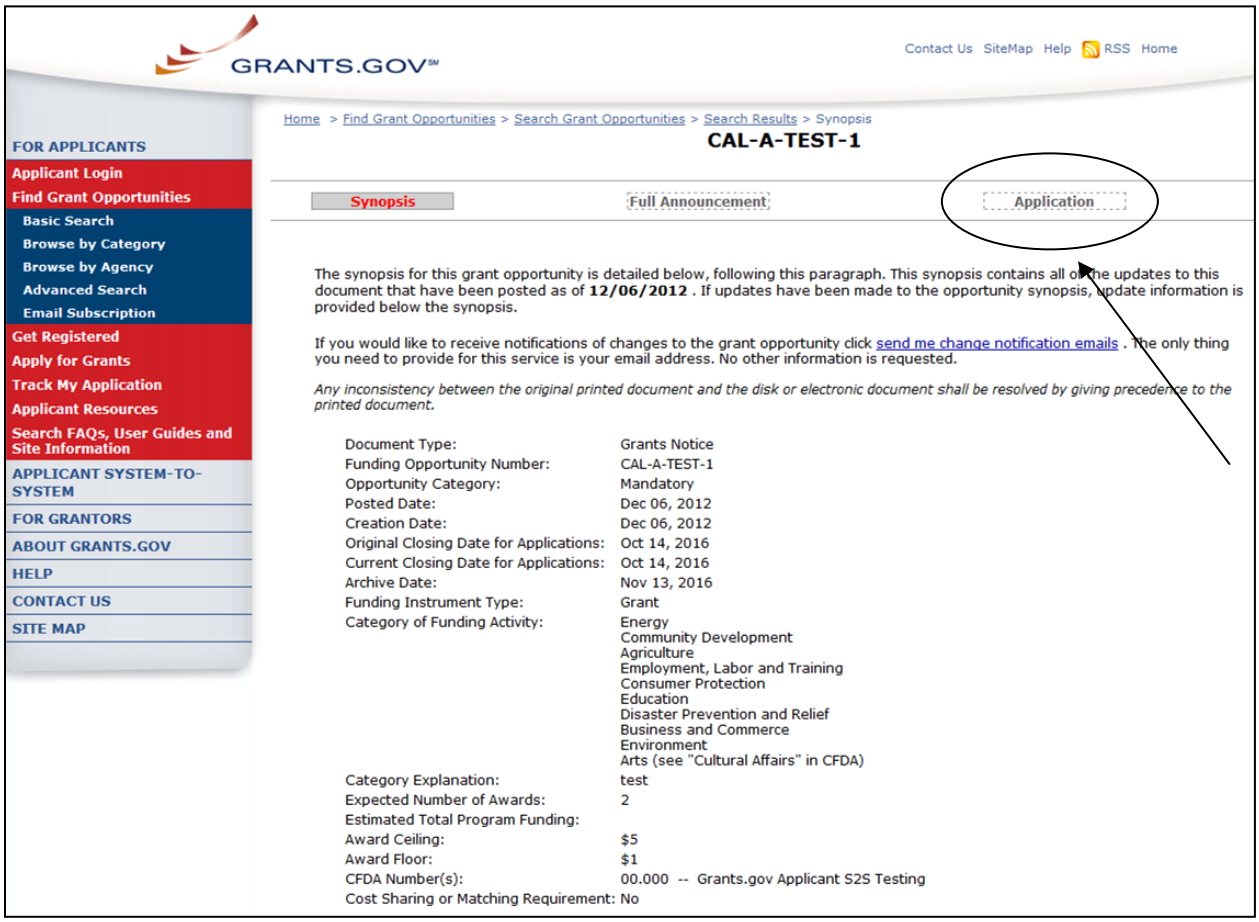
- Download the Application Viewer: Adobe Reader
- Register with Grants.gov

Follow the steps below to download application packages.

After all necessary steps are completed, in the **For Applicants** section; select the **Apply for Grants** link at the left navigation from the home page on Grants.gov. This will take you to the **Apply for Grants** screen.



Or when you are searching for a Grant Opportunity, from the Synopsis page you can select the **Application** button.



On the Apply for Grants page select **Step 1: Download a Grant Application Package** link. This will take you to the **Download Application Package** screen.

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

OR

Enter the Catalog of Federal Domestic Assistance (CFDA) Number of the agency which is offering the opportunity for which you want to apply in the **CFDA Number** field.

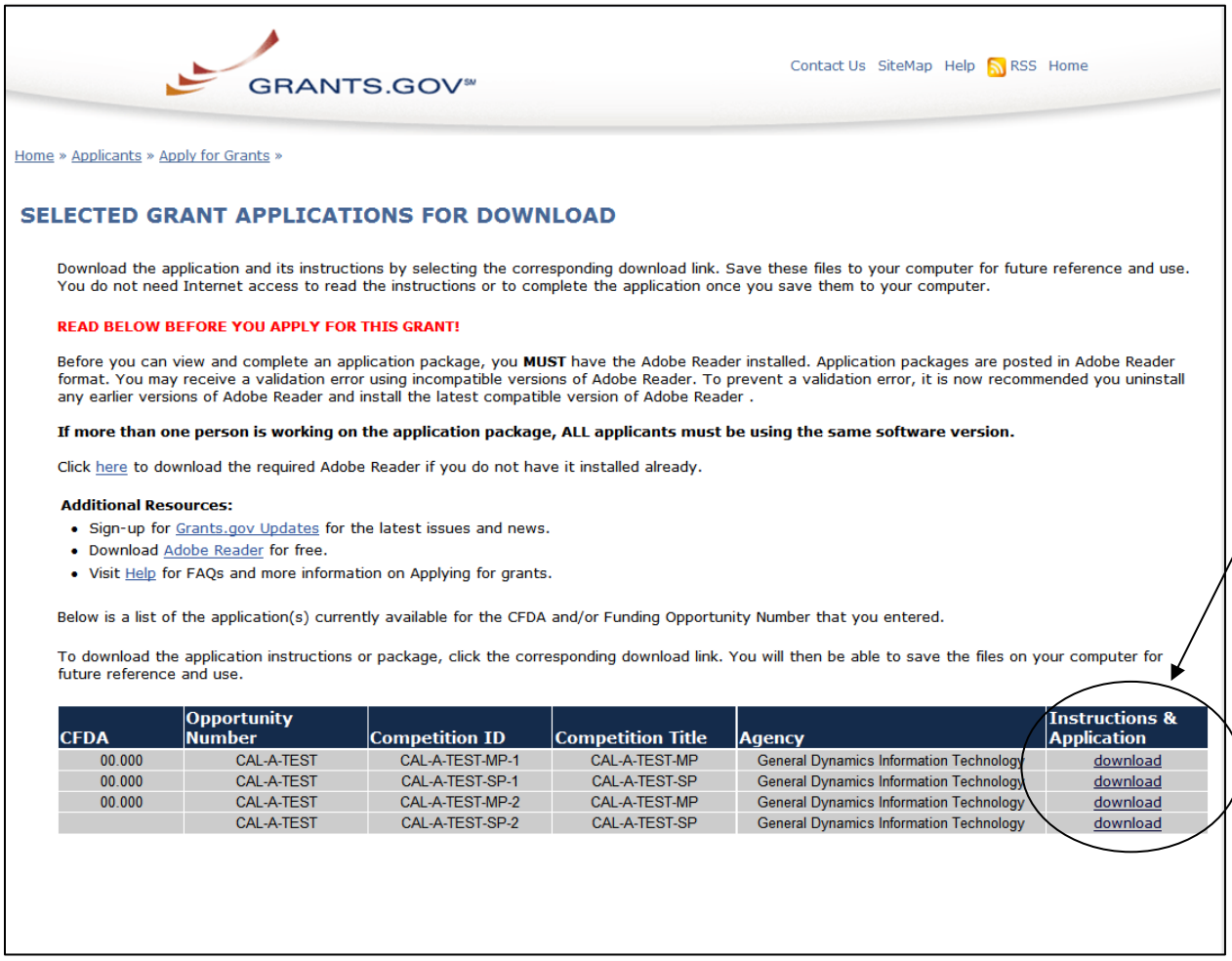
If you do not know the Funding Opportunity Number (FON) or CFDA Number for the grant for which you want to apply, you will need to search for the grant opportunity following the steps in the Search Opportunities section.

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

To Download a Single-Project Application Package

1. Select the **Download Package** button. This will take you to the **Selected Grant Applications for Download** screen.

2. To download an application and its instructions, select the corresponding download link under the Instructions and Application column on the right.



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SELECTED GRANT APPLICATIONS FOR DOWNLOAD

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!

Before you can view and complete an application package, you **MUST** have the Adobe Reader installed. Application packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader .

If more than one person is working on the application package, ALL applicants must be using the same software version.

Click here to download the required Adobe Reader if you do not have it installed already.

Additional Resources:

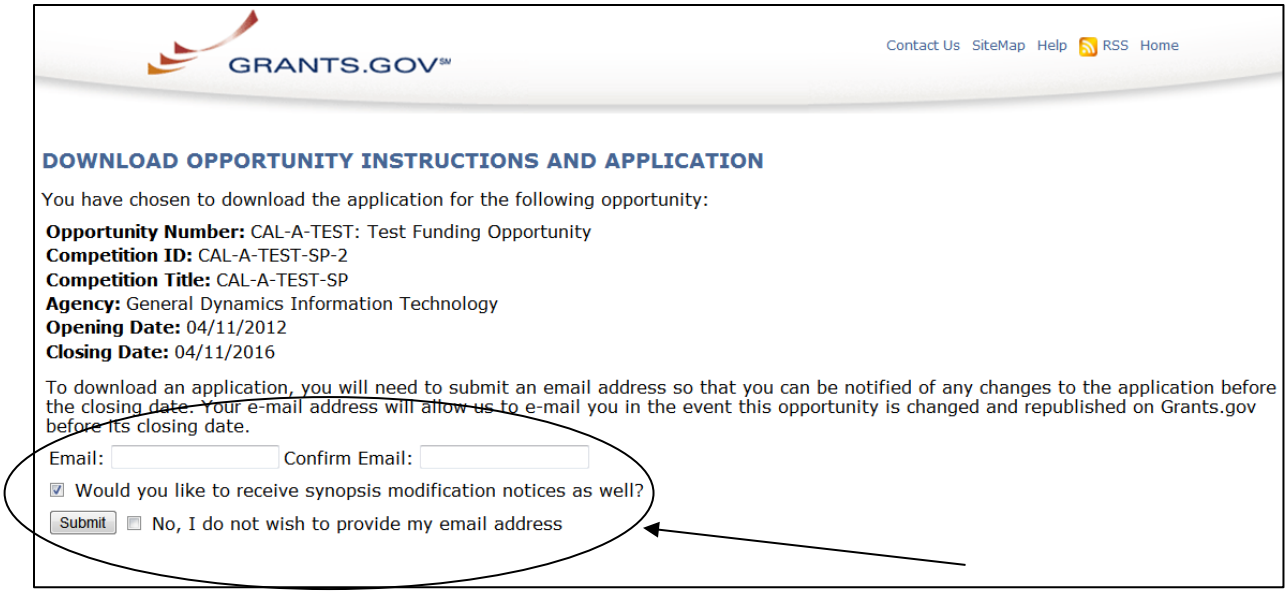
- Sign-up for Grants.gov Updates for the latest issues and news.
- Download Adobe Reader for free.
- Visit Help for FAQs and more information on Applying for grants.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

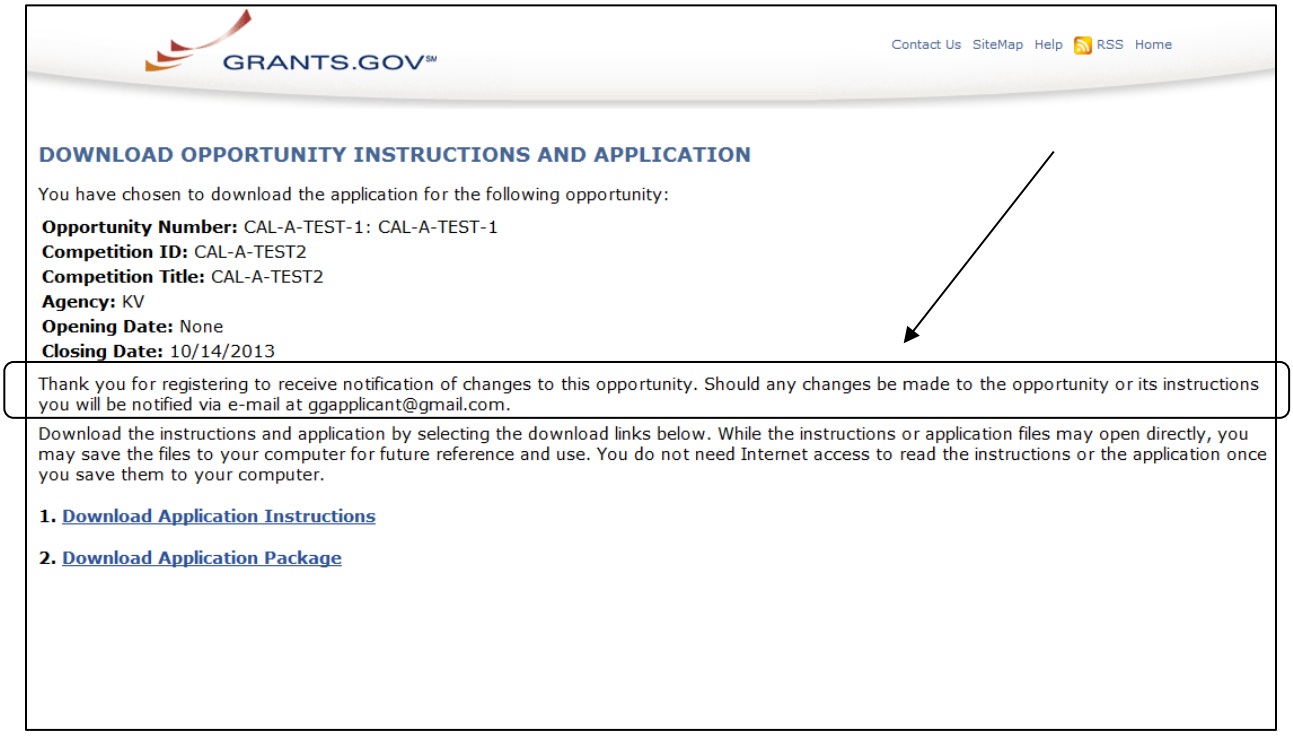
To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions & Application
00.000	CAL-A-TEST	CAL-A-TEST-MP-1	CAL-A-TEST-MP	General Dynamics Information Technology	download
00.000	CAL-A-TEST	CAL-A-TEST-SP-1	CAL-A-TEST-SP	General Dynamics Information Technology	download
00.000	CAL-A-TEST	CAL-A-TEST-MP-2	CAL-A-TEST-MP	General Dynamics Information Technology	download
	CAL-A-TEST	CAL-A-TEST-SP-2	CAL-A-TEST-SP	General Dynamics Information Technology	download

3. When you download an application package, you will be taken to the **Download Opportunity Instructions and Application** screen. From this screen, you are able to confirm that you are downloading the correct application for the specific grant.



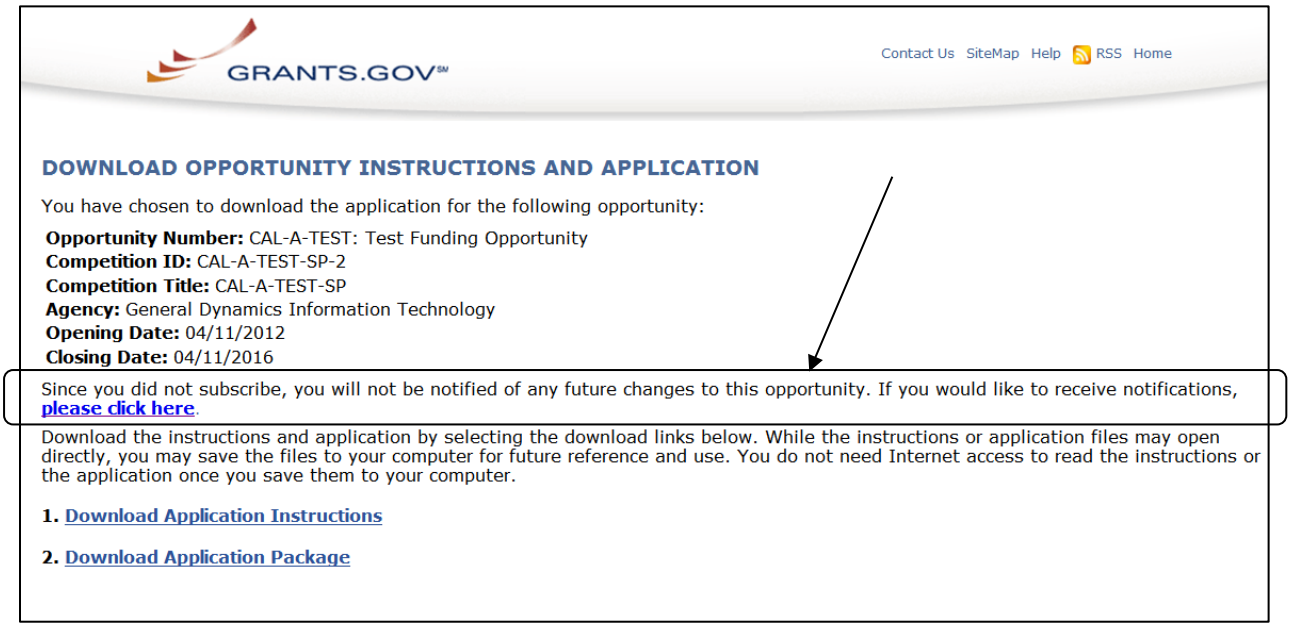
4. If you would like to be notified of any changes to this application, enter your email address in the **Email** field and confirm your email address in the **Confirm Email** field. The checkbox is automatically selected for you to be notified of synopsis modifications. Then select the **Submit** button. You will be directed to the **Download Opportunity Instructions and Application** screen containing the "Thank you for registering…" message as shown below.



If you do not want to enter your email address and do not want to be notified of modifications to the applicant or synopsis, select the **No, I do not wish to provide**

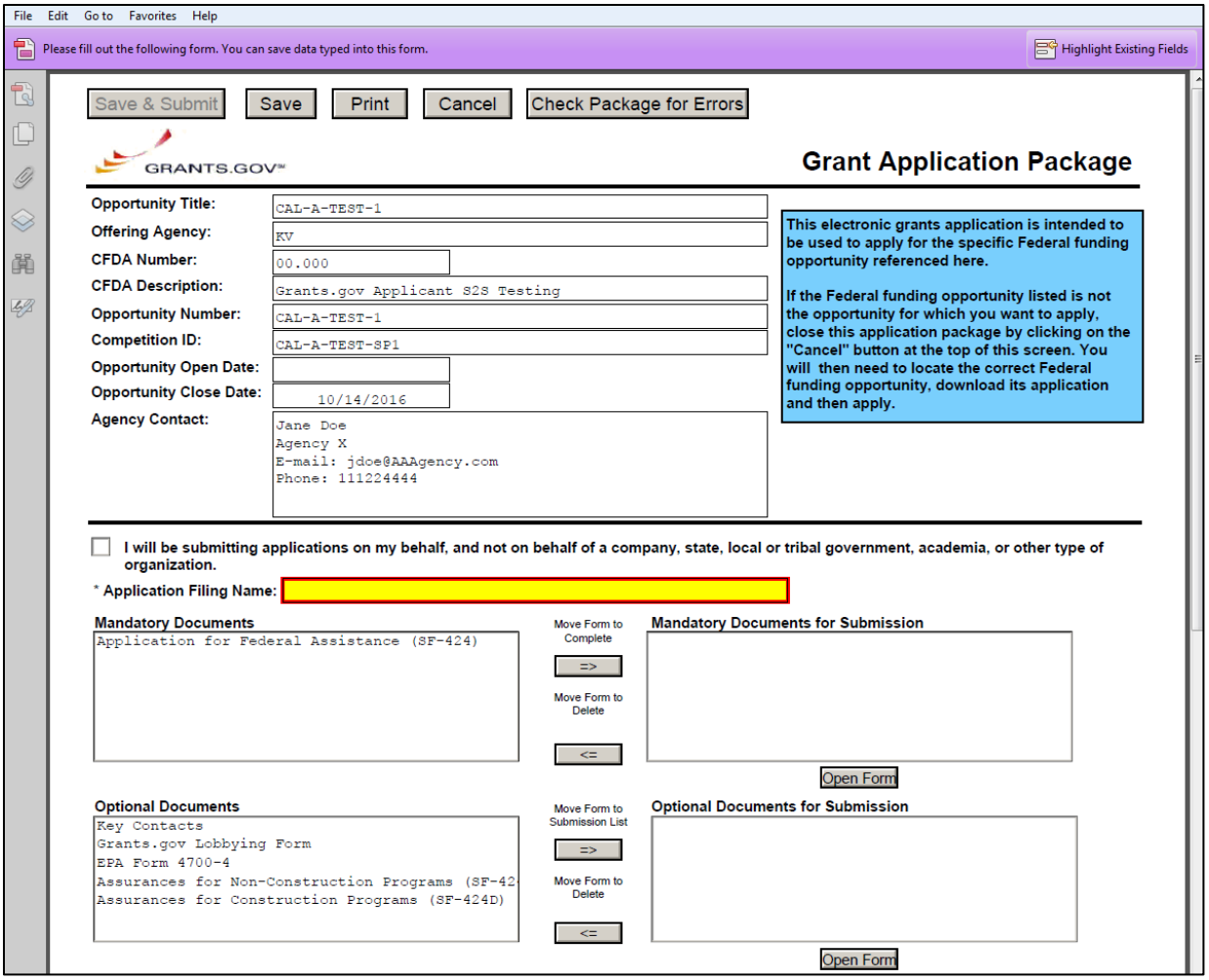
my email address checkbox. Then select the **Submit** button. You will be directed to the **Download Opportunity Instructions and Application** screen containing the "Since you did not subscribe…" message as shown below.

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

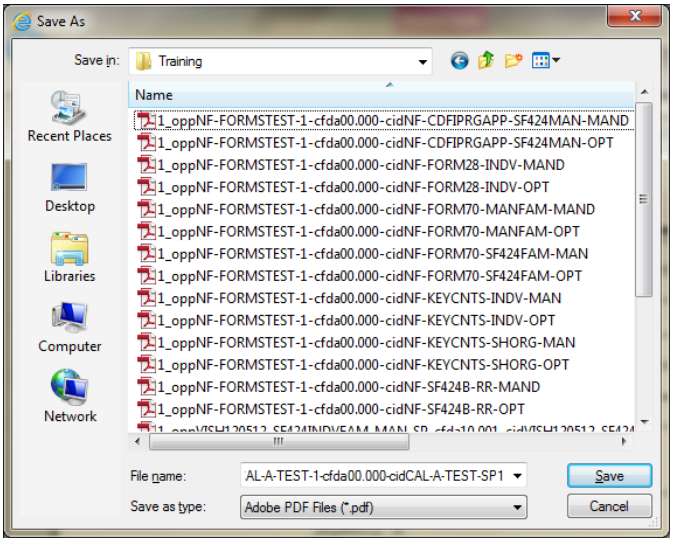


5. To view the Download Application Instructions, click on the **Download Application Instructions** link.

6. To download the Single-Project application package, click on the **Download Application Package link**. You will be directed to the Application Package pdf; an example is shown below.



7. To save the application to your computer, select the **Save** button.



8. Browse to the location where to store the application on your computer or network.

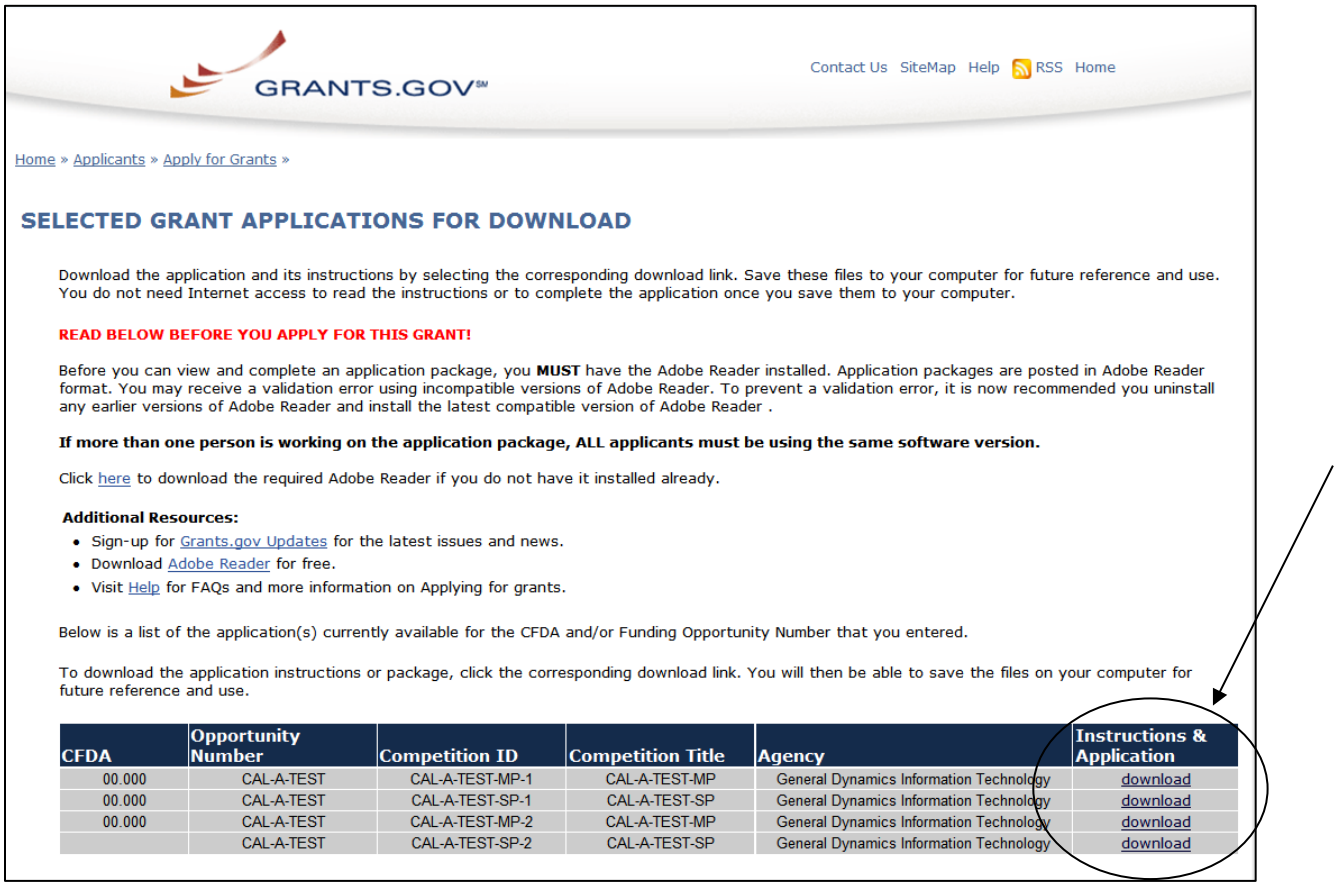
9. Enter the name of the application in the **File Name** field.

10. Select the **Save** button. The application will save to your computer. You do not need to be online to complete the application.

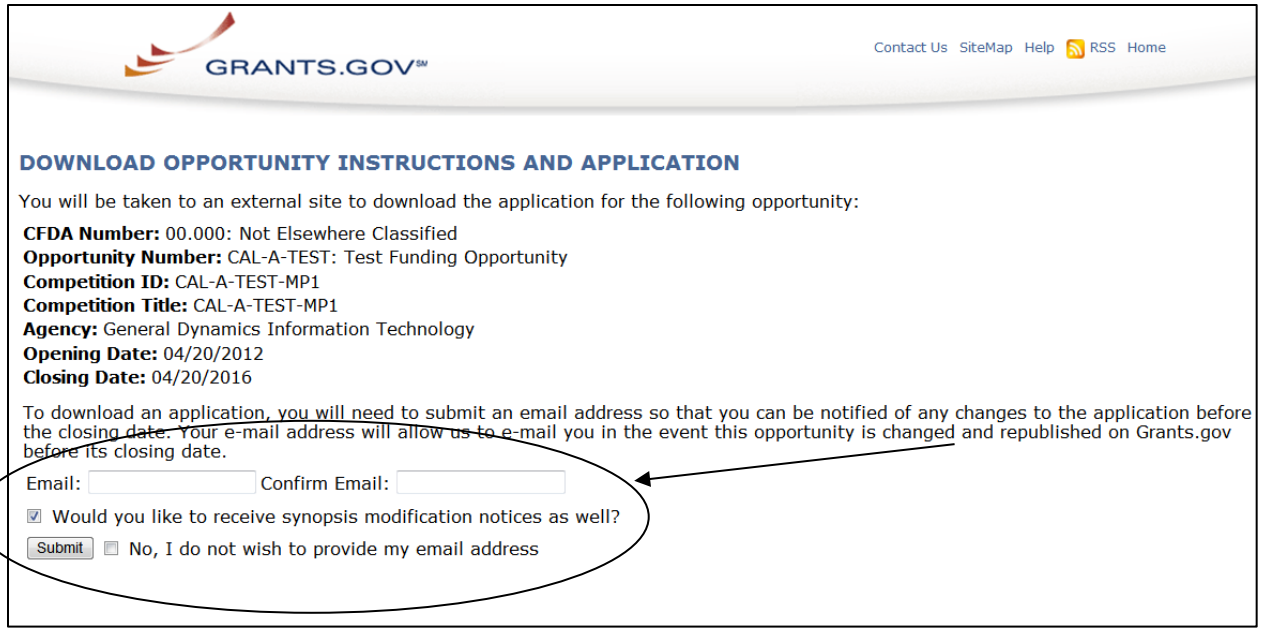
To Download a Multi-Project Application Package

1. Select the **Download Package** button. This will take you to the **Selected Grant Applications for Download** screen.

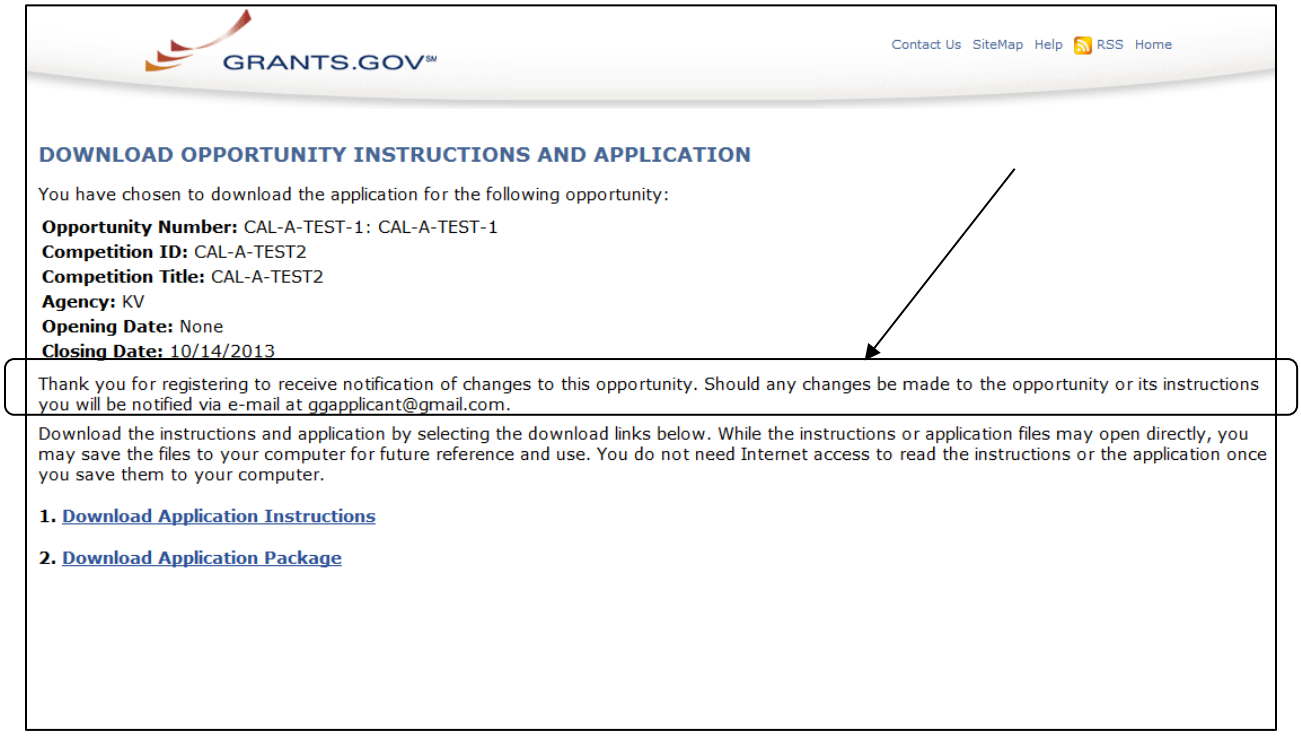
2. To download an application and instructions, select the corresponding download link under the Instructions and Application column on the right.



3. When you download an application package, you will be taken to the **Download Opportunity Instructions and Application** screen. From this screen, confirm that you are downloading the correct application for the grant you would like to apply to.

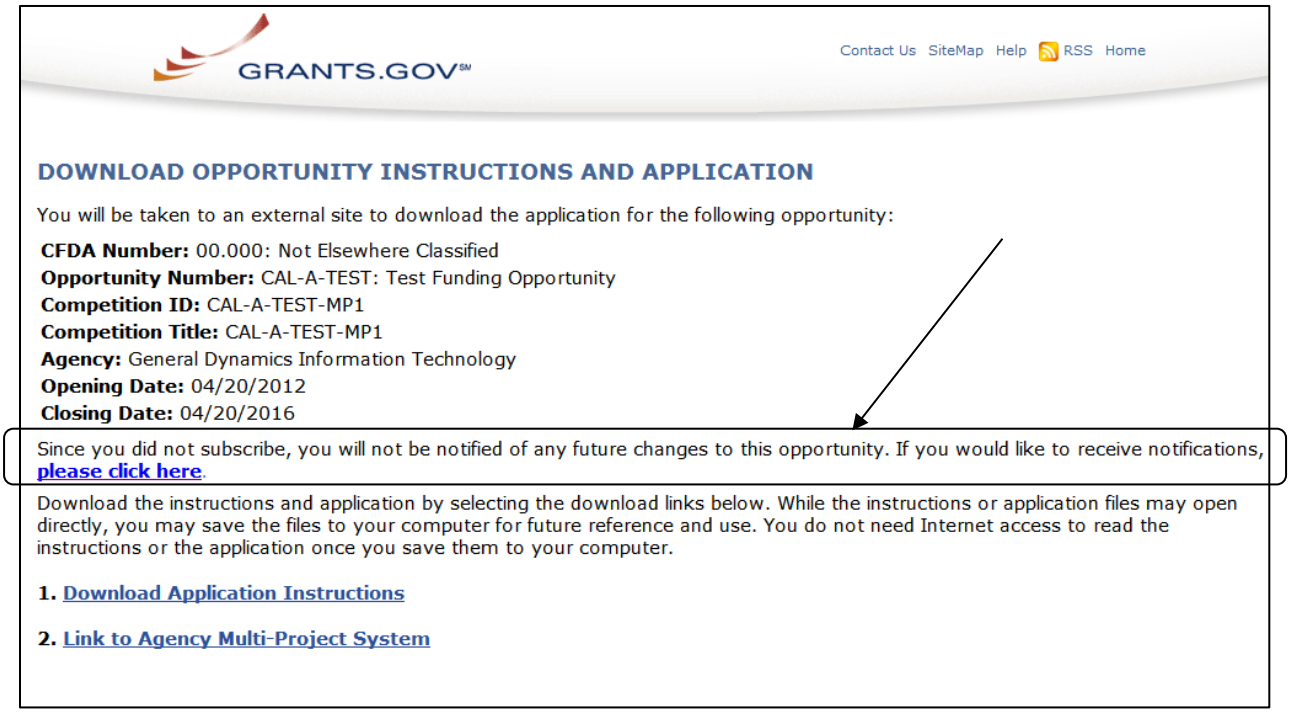


4. If you would like to be notified of any changes to this application, enter your email address in the **Email** field and confirm your email address in the **Confirm Email** field. The checkbox is automatically selected for you to be notified of synopsis modifications. Then select the **Submit** button. You will be directed to the **Download Opportunity Instructions and Application** screen containing the "Thank you for registering…" message as shown below.



If you do not want to enter your email address and do not want to be notified of modifications to the applicant or synopsis, select the **No, I do not wish to provide my email address** checkbox. Then select the **Submit** button. You will be directed to the **Download Opportunity Instructions and Application** screen containing the "Since you did not subscribe…" message as shown below.

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



6 To view the Download Application Instructions, select the **Download Application Instructions** link.

7 To download the Multi-Project application package, click on the **Link to Agency Multi-Project System** link. You will be directed to the Agency's External Multi-System website. Follow the instructions provided on the Agency website.

Apply for Grants Overview

By downloading a grant application package, you can view it offline, giving you the flexibility to complete the application when and where you want. You can also route it through your organization for easy review. Before you apply, remember you must be **registered**, and it is helpful to have the Funding Opportunity Number (FON) and/or CFDA Number of the desired grant. If you don't have a FON and or CFDA Number return to **Find Grant Opportunities** to search for this information. Once those steps are complete, you will be ready to download the application package and begin the four step process to apply for a grant.

Step 1: Download a Grant Application Package and Instructions

You can find the grant application package from your search results on Grants.gov. From your search results select the opportunity you wish to apply for. When you are looking at the Opportunity you can select the **Application** button at the top of the screen. In the next screen, you will be able to access the application package and instructions. Or you can enter the FON and/or CFDA Number into the **Download Application Package** screen. In order to view the application package, you will need to install a compatible version of **Adobe Reader**.

Step 2: Complete the Downloaded Grant Application Package

Once you have downloaded the application package, you can complete it offline, share the document within your office and complete it at your own pace. Instructions are available to assist you on the application package cover page to explain how to open and use the forms in the application package. Also, you will have direct access to the agency application instructions, which will include all the necessary information on what is required for your submission.

Note: Save your application to your computer, storage device or network drive as changes are NOT automatically saved.

If you're having problems completing the process, view our **Frequently Asked Questions**. You can also view our training demonstration on **How to Complete an Application Package**.

Step 3: Submit a Completed Grant Application Package

Using the username and password you entered when you registered with a Grants.gov, you can submit your application package. In order to submit your application, you must already be registered in Grants.gov, your organization's SAM registration must be current, and you will need to have already completed the application package using **Adobe Reader**. To check for errors as you complete your application package, select the **Check Package for Errors** button. The Save & Submit button on the application package cover page will only become active after you have completed all required

forms, attached all required documents, and saved your application package, and your package is free from errors. To submit your application select the **Save & Submit** button... Select the **Save & Submit** button once this process is complete and you are ready to send the completed application to Grants.gov.

On the application verification and signature page select **Sign and Submit Application** or you can select **Exit** and be returned to the application. If you are not already connected to the Internet, you will be directed to do so and will need to log in to Grants.gov using your username and password. After you have selected the **Sign and Submit** button on the summary page, your application package will automatically be uploaded to Grants.gov. A confirmation screen will appear once the upload is complete. **Note:** A Grants.gov tracking number will be provided at the bottom of this screen, as well as the submission's date and time stamp. Record this number so that you may refer to it should you need to contact the **Contact Center** for assistance.

Helpful Hints — Remember that all passwords are case sensitive. If the **Save & Submit** button is not active, please check to be sure you have:

- Completed all mandatory fields (mandatory fields are yellow with a red border) in all mandatory forms and moved them to the Mandatory Documents for Submission box.
- Selected the Save button AFTER all documents have been moved to the Mandatory Documents for Submission box.
- Completed all mandatory fields in all optional forms that have been moved to the Optional Documents for Submission box.
- Closed all Internet browser windows.
- If the Submit button is active and you are still unable to submit the form, make sure that your computer meets the system requirements and you have **Adobe Reader** installed.
- If you are using a dial-up modem, it may take several minutes for the application to upload and be submitted. It is recommended to use a high-speed Internet connection or DSL connection. It will process the application faster.

Step 4: Track the Status of a Completed Grant Application Package

Once an application has been submitted, you can check the status on the **Track My Application** screen. Select **For Applicants** link in the left navigation and then select **Track Your Application** link, you will need to log in, if not already logged in, and then select **Check Application Status**. You may identify your application by CFDA Number, Funding Opportunity Number (FON), Competition ID and/or Grants.gov Tracking Number.

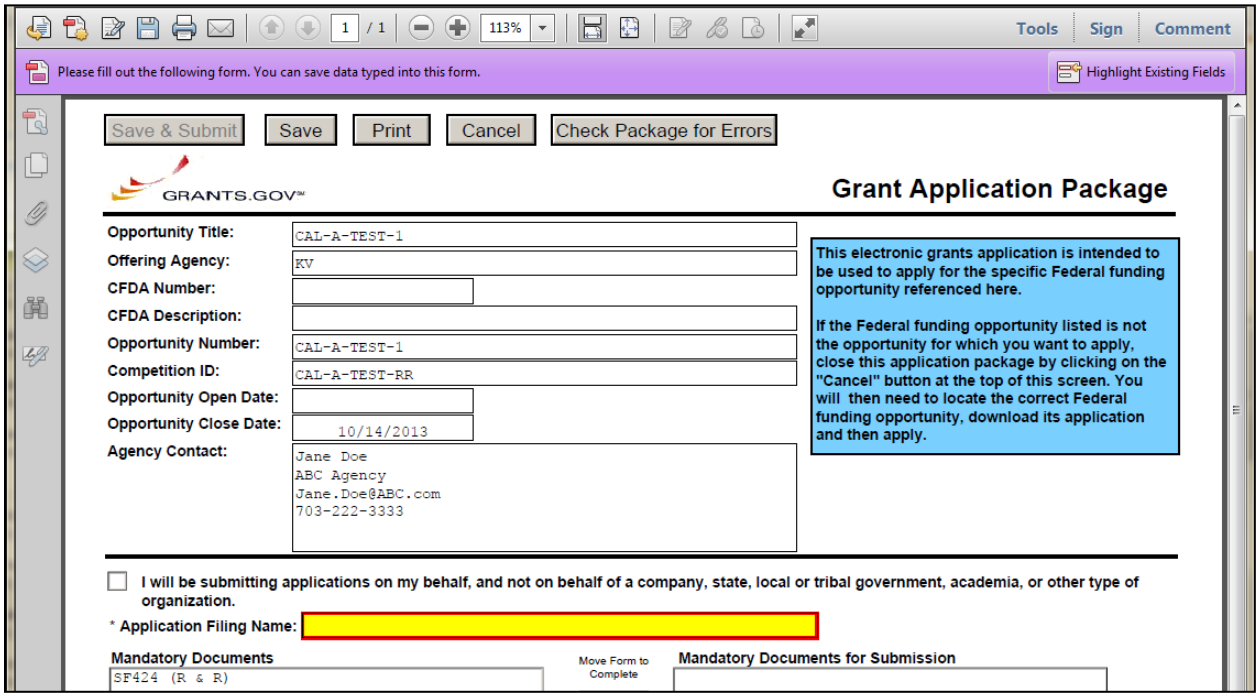
Completing an Application

Once you have downloaded the application and saved it to your computer, you do not need to be online to complete the application. Follow the steps below to complete an application package using Grants.gov. **View a narrated tutorial on how to complete a grant application package using Adobe Reader.**

1. Open the saved application.

2. 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 selecting 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, complete the application in its entirety before submitting it.

   Applications can be completed in their entirety offline; however, to submit an application you will need to be connected to the Internet. You can save your application at any time by selecting the Save button at the top of your screen. The **Save & 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, contact the offering agency directly, using the contact information provided on the application's cover page.

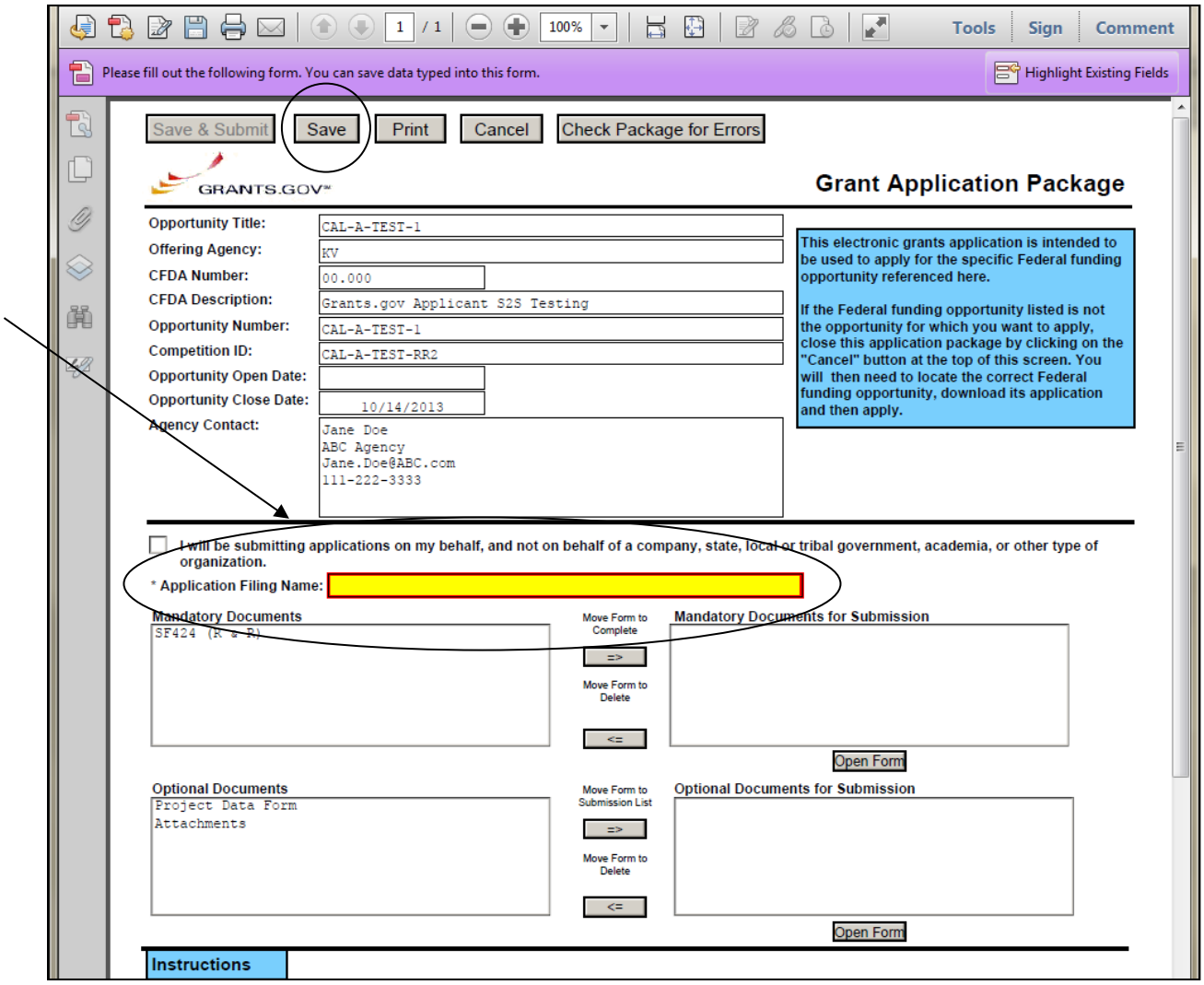


Cover Page

The cover page in the application package is simply the first page in the application package which includes the Opportunity Title, Offering Agency, CFDA Number, CFDA Description, Opportunity Number, Competition ID, Opportunity Open and Close Date, and Agency Contact information. Also included on the cover page for you the applicant to fill out are the Application Filing Name, Mandatory Documents and Optional Documents.

Follow the steps below to complete the cover page of an application package.

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



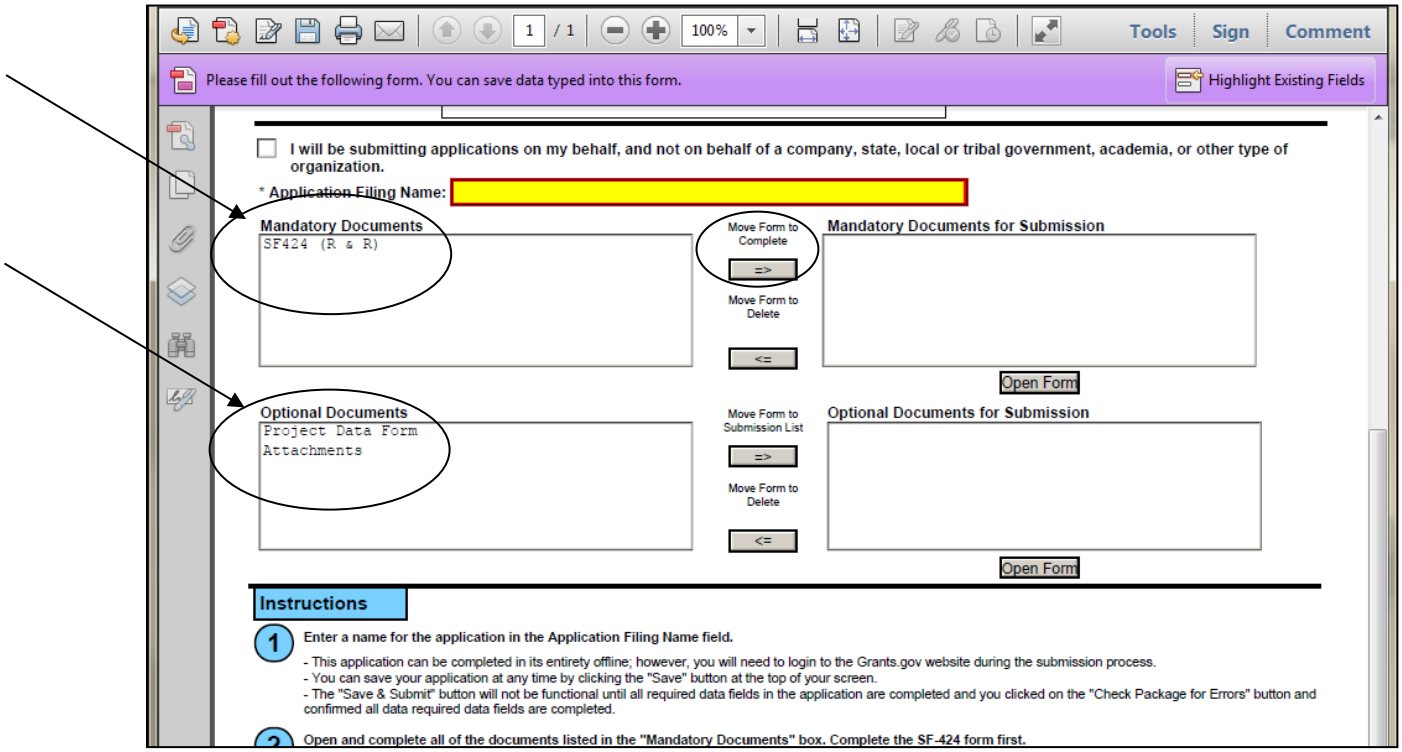
2. Open and complete all of the documents listed in the **Mandatory Documents** box and **Optional Documents** box.

- The documents listed in the Mandatory Documents box and Optional Documents box 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 a form, use your mouse to select the item then select the **Move Form to Complete** arrow. This moves the form to the Mandatory Forms for Submission dialog box. The form opens immediately, scroll down the page or select the title of the document and select the button below the dialog box that says **Open Form** and it will jump to the first page of the form.

To remove a form/document from the **Mandatory Documents for Submission** box or the **Optional Documents for Submission** box, select the form/document name to select it, and then select the arrow to move it to the other box. This will return the form/document to the Mandatory Documents or Optional Documents box.



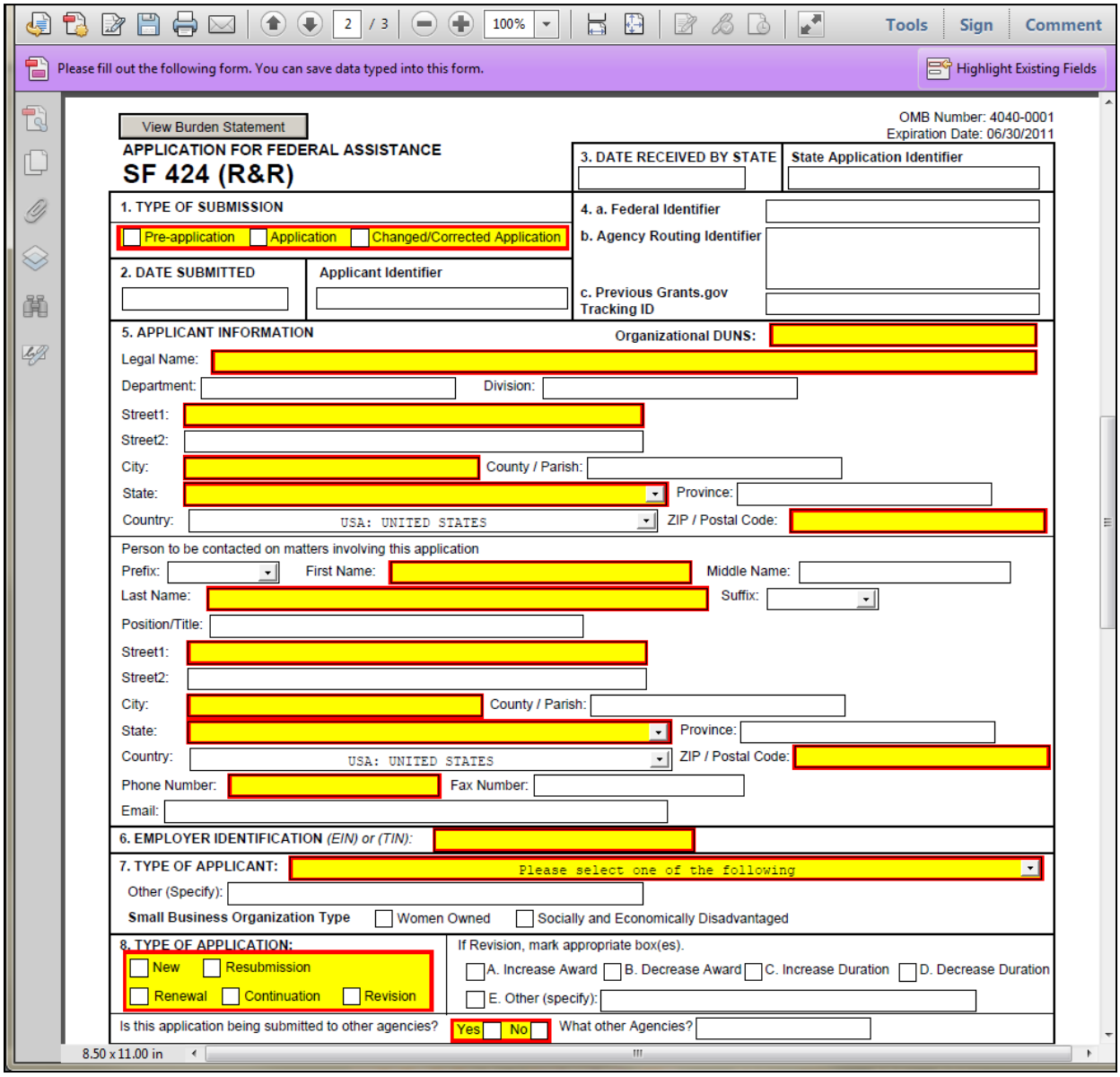
- When you open a required form, the fields which must be completed are noted by an asterisk and highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.

- To exit a form within the application, select the **Close Form** button at the top of the form you are filling out. Then to save your work, select the **Save** button (on the cover page) to save your entire application.

Note: When you are tabbing out of a required field without completing it, a message will display informing you that it is required to fill out.

Forms

Forms are predefined and contain required and optional fields. **You are encouraged to complete the SF-424 Form first.** The SF-424 form will populate certain fields on additional forms in the package. For example, the SF-424 R&R Family form is shown below.



Follow the steps below to complete forms contained within an application package.

1. When you open a required form, all required fields are noted by an asterisk and sometimes highlighted in yellow with a red border.
2. Optional fields and completed fields are displayed in white.
3. You can select any field to enter the necessary information.
4. You can also use the **Tab** button on your keyboard to move from field to field.
5. If you enter invalid or incomplete information in a required field, you will receive an error message upon leaving the field.
6. To save your work, select the **Save** button (on the cover page) to save your entire application.

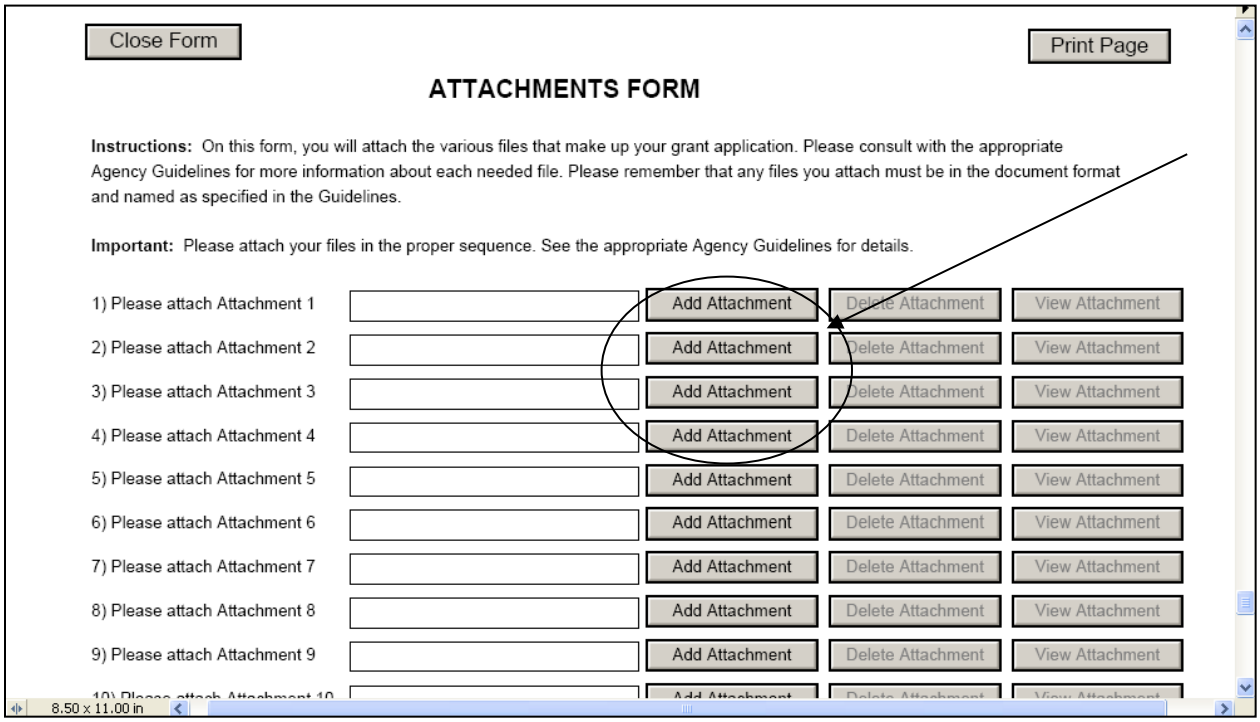
Attachments

In addition to forms, application packages may also require that you submit specific documentation such as a program background statement. Specific instructions for additional documentation will be included in the application package instructions.

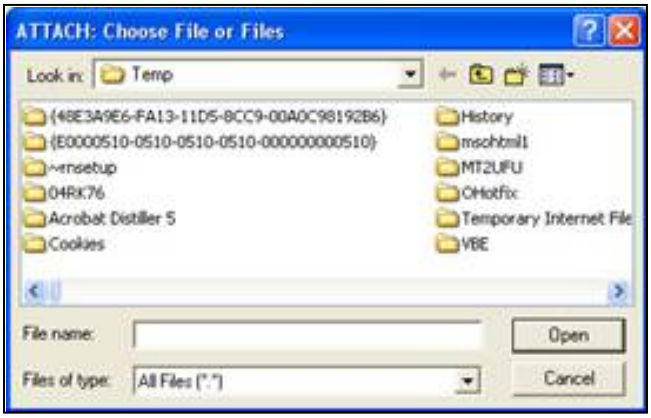
Below describes how to submit and attach additional documentation (and review the application package instructions) for an application package:

To open a form that requires you to attach a document:

1. Select the form to complete and click on the **Move Form to Complete** button.
2. Click on the **Open Form** button below the appropriate box.
3. To attach a document, click on the **Add Attachment** button. Depending on the form, you may attach a PDF, Text document, or Word document. Below is an example of the Attachment Form.



4. A Browse window opens allowing you to select the document on your computer (or network drive) you would like to upload.

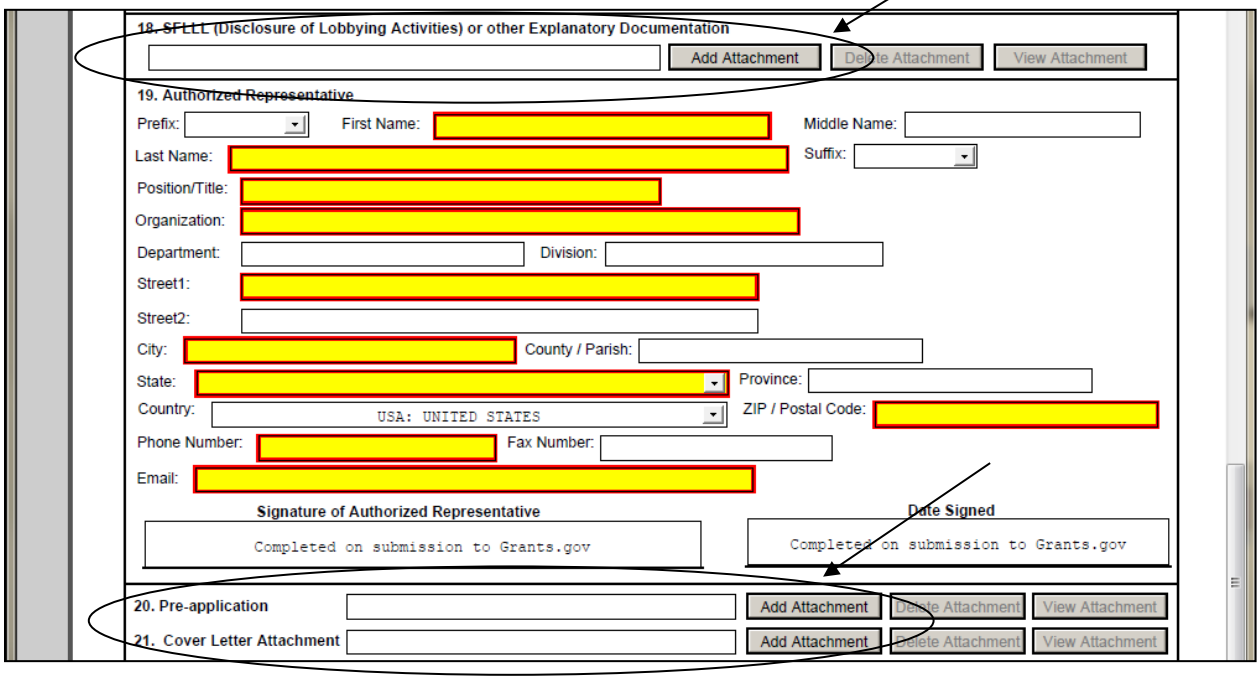


5. Select the document to attach. Click on the **Open** button. You will return to the Attachments Form. The file name of the attachment will now appear in the form on the line of which you selected Add Attachment.
6. Repeat this process until you have attached all of the necessary documents.

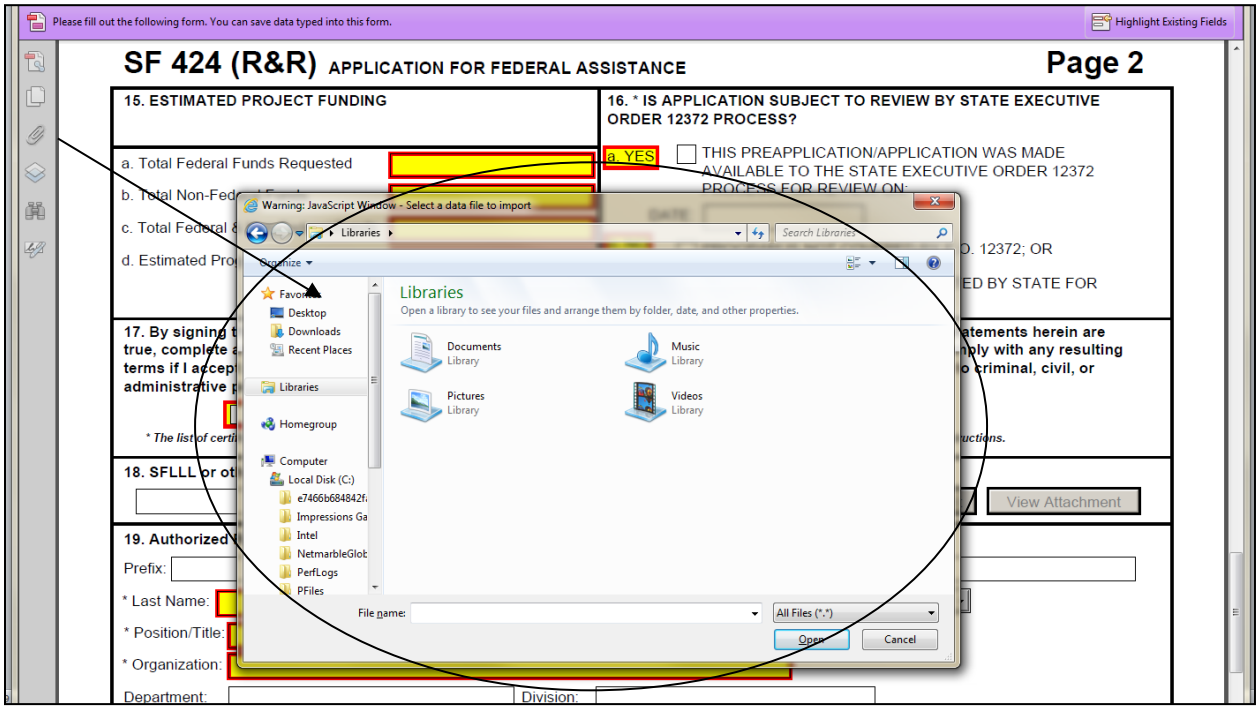
Attaching a Document within the Application Package

You may be required to submit attachments within forms. To attach documents to specific questions on a form:

1. When filling out a form requesting you to add attachments, select the **Add Attachment** button.



2. After selecting on the **Add Attachment** button, a **Browse** window will open allowing you to select the document on your computer (or network drive) to upload.



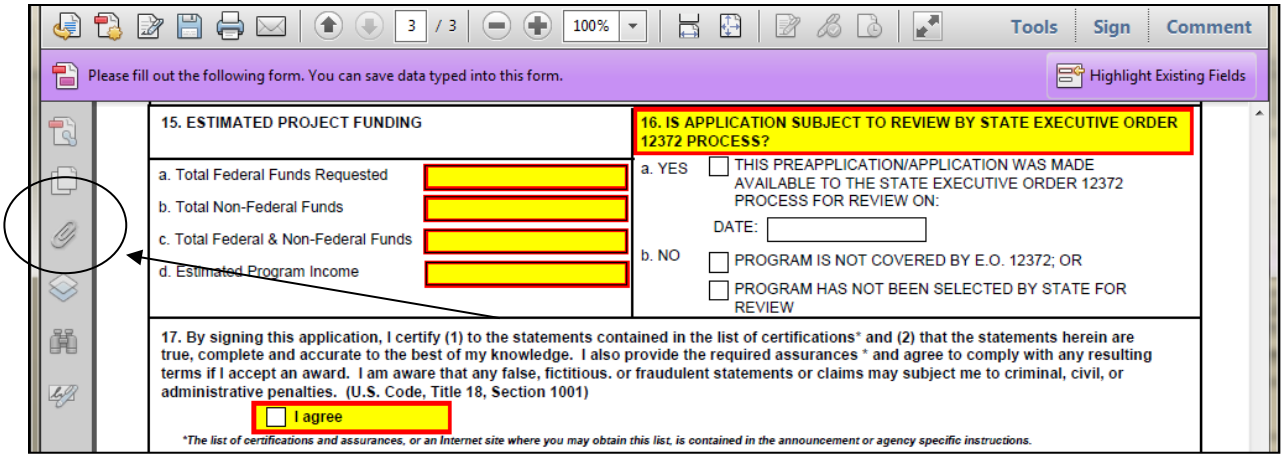
3. Once you have selected the document to attach, select the **Open** button. You will see the attached file name in the field.

ATTENTION: Please use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore(_), hyphen (-), space, period and limit the file name to 50 or fewer characters. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing. Also do not attach multiple documents with the same file name.

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

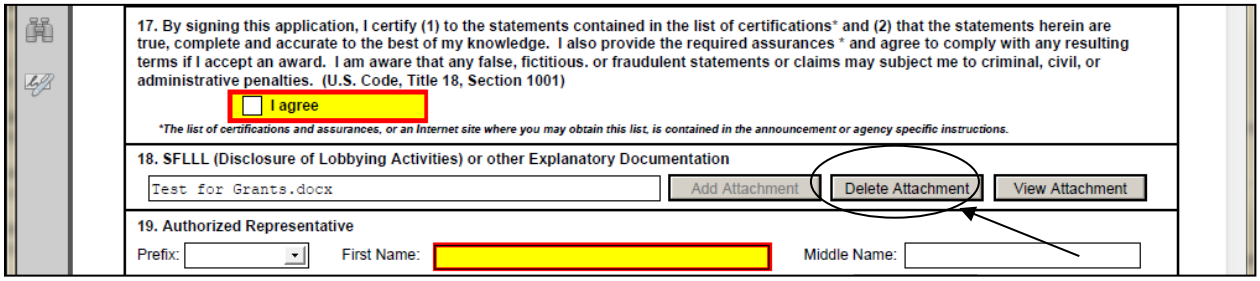
5. Once you are finished, select the **Save** button at the top of the form to save your work.

ATTENTION: There is a paper clip icon in Adobe Reader forms on the left side of the page in every application. You CANNOT attach documents with this function. Please do not attach documents under this function as your application will be incomplete and cause errors.

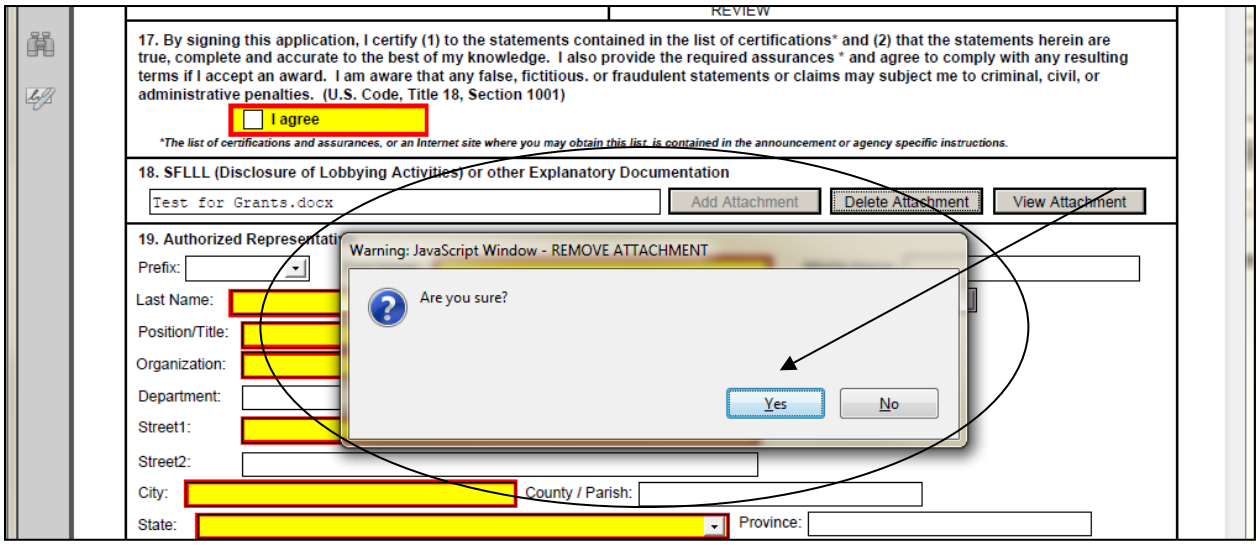


Deleting an Attachment within a Form

1. To delete an attachment within the form, go to the field you would like to delete the attachment from and select the **Delete Attachment** button. (In the example below the user is deleting an attachment from block 18.)

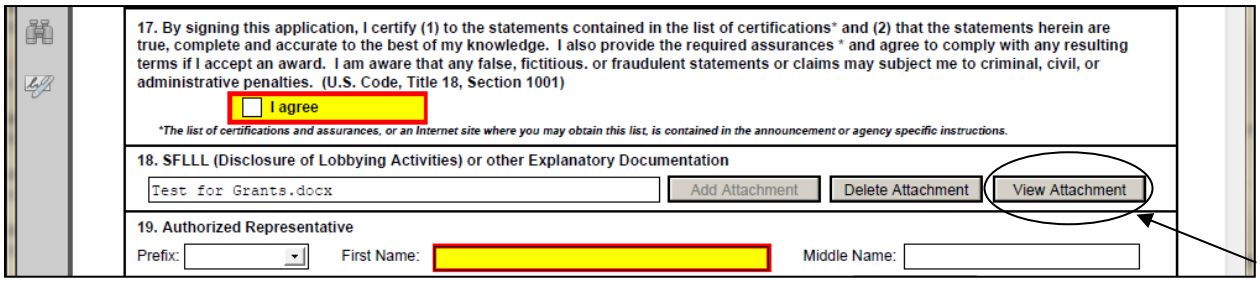


2. A Remove Attachment confirmation dialog box will appear. Select the **Yes** button to delete the attachment.

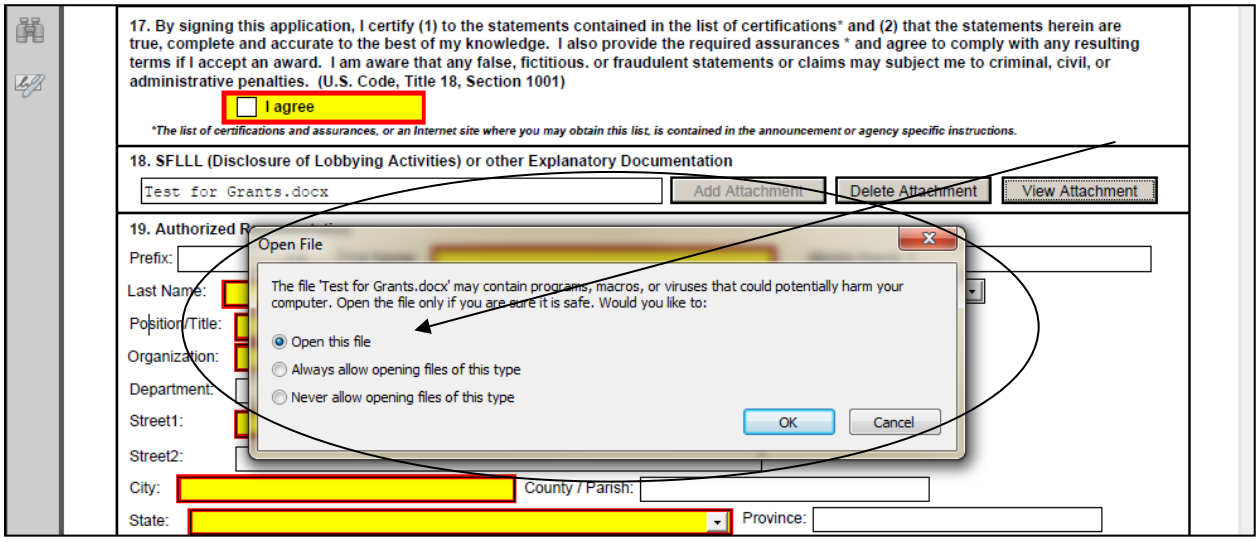


Viewing an Attachment within a Form

1. To view an attachment within the form, go to the field you would like to view the attachment from and select the **View Attachment** button. (In the example below the user is viewing an attachment from block 18.)



2. A Forms Attachment dialog box will appear. Select the **Open this file** radio button and click the **OK** button.



3. When you are finished reviewing the document, close the document. It will remain attached to the form.

Note: If you want to make any edits to an attachment you will need to save the attachment to your computer, make the edits, and save the document. Then you will need to attach the new document to the form and delete the outdated attachment from the form.

Saving Your Application

To save your application before submitting it to Grants.gov, select the **Save** button on the cover page at the top of the screen.

Printing Your Application

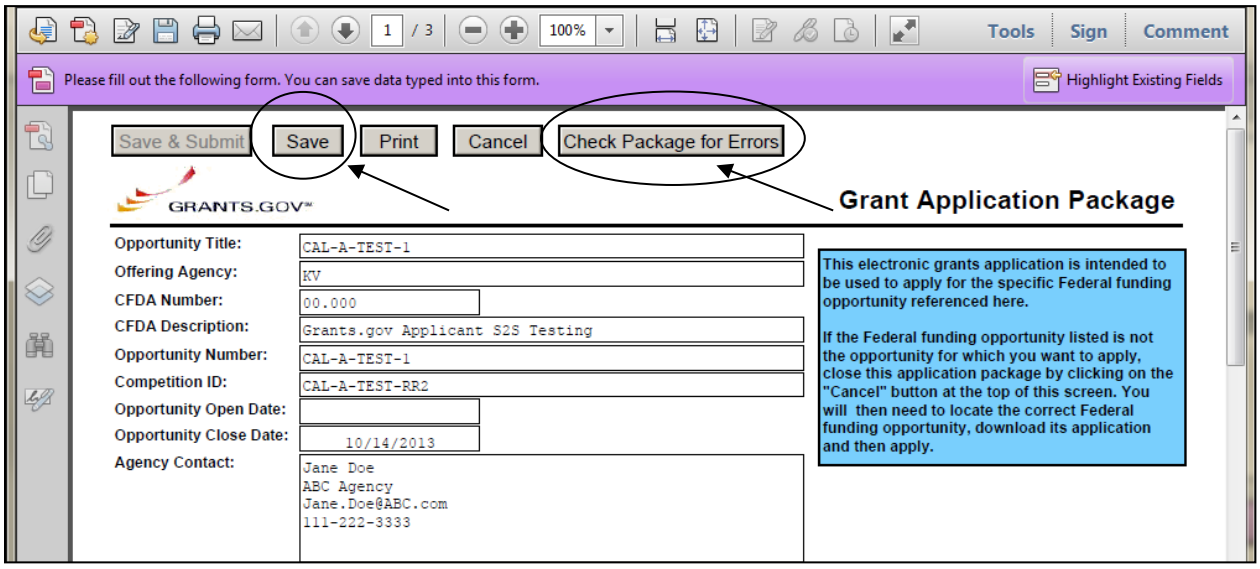
To print your application, select the Print button on the cover page at the top of your screen. Make sure your documents are in the Mandatory and/or Optional documents submission box on the right of the application in order for your attachments to print.

The functionality to print all attachments within an application package, such as forms for budget years and Senior Key Person (also known as “form-in-form” attachments) at once is currently not available. Each attachment must be opened manually and printed separately.

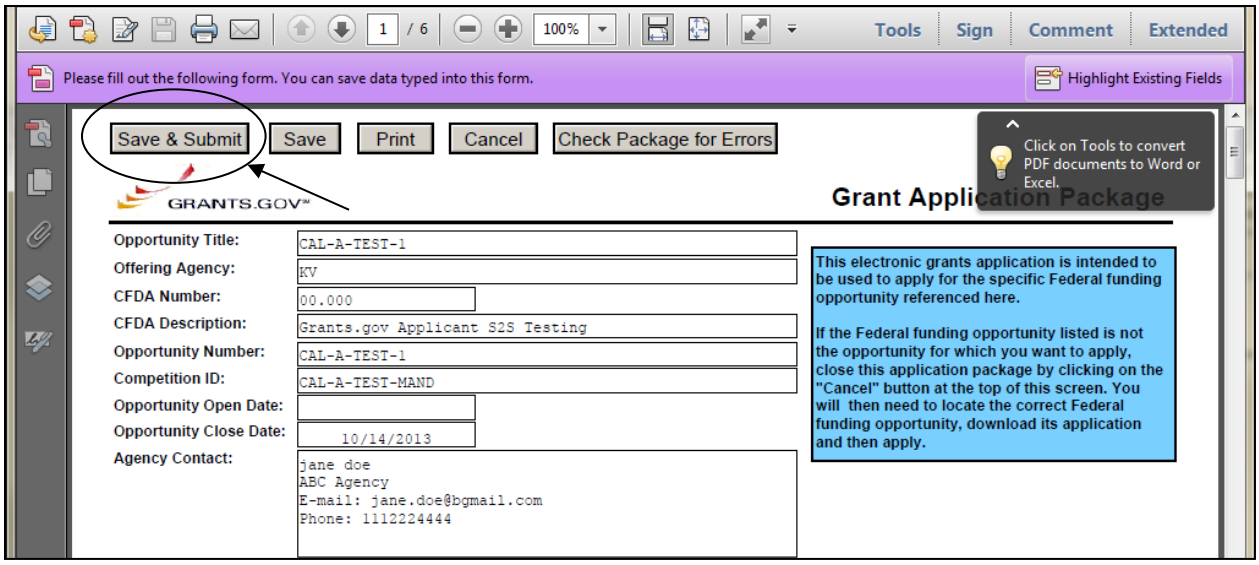
You may however print all forms open within the application, excluding attachments. To open and print all forms within an application package, such as mandatory and optional forms (excluding attachments) ensure that these forms have been moved to the Forms for Submission Box (on the right side of the application package cover page) and click the Open Form button. Once all forms are open and visible, click the Print button at the top of the screen. All open forms will then be printed at once.

Finalizing Your Application

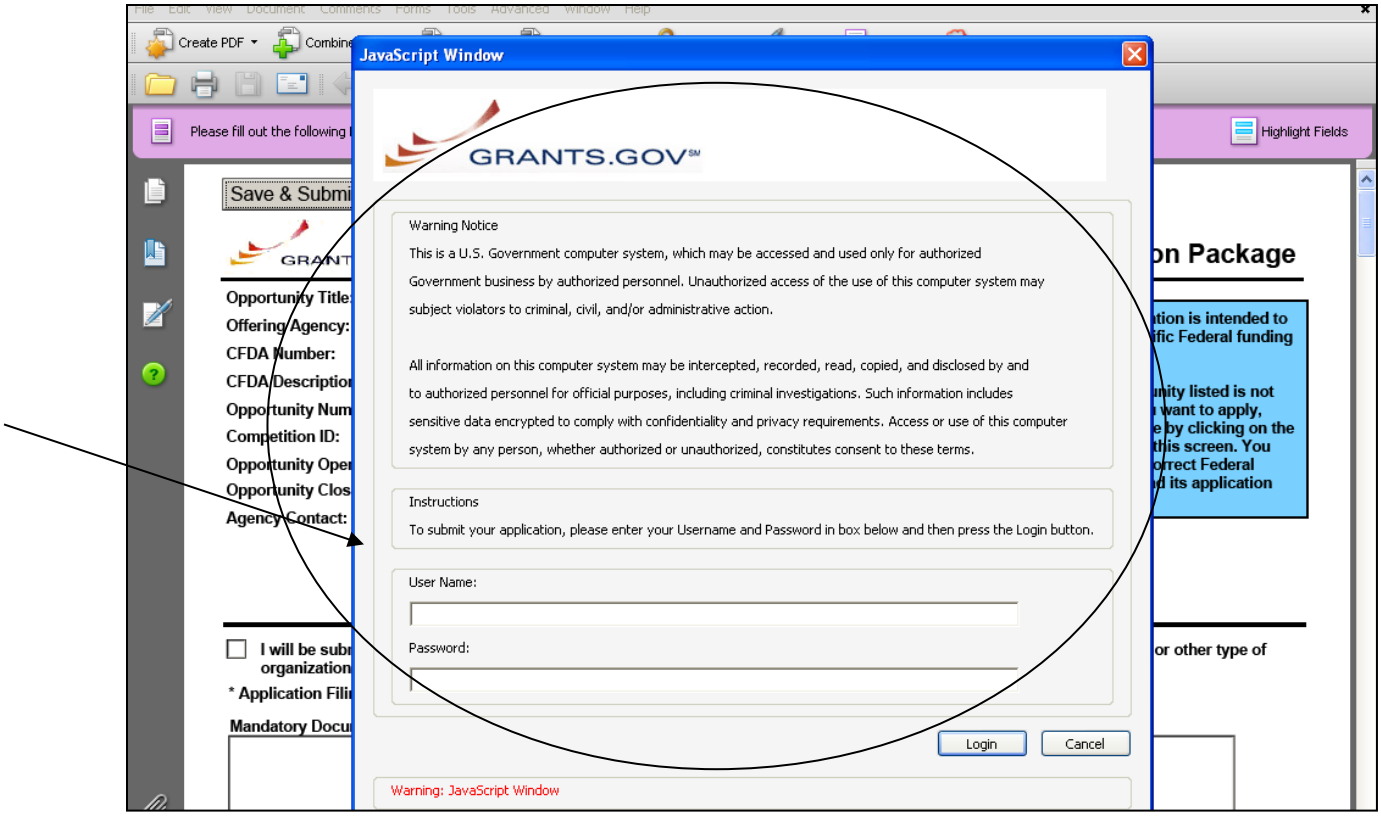
Once you have completed all required documents and attached any required or optional documentation, select **Save** to save your package. If errors are found, select the **Check Package for Errors** button which will identify each error. Then correct each error. You may select the **Check Package for Errors** button at any time while completing the application to ensure that you have completed all required data fields.

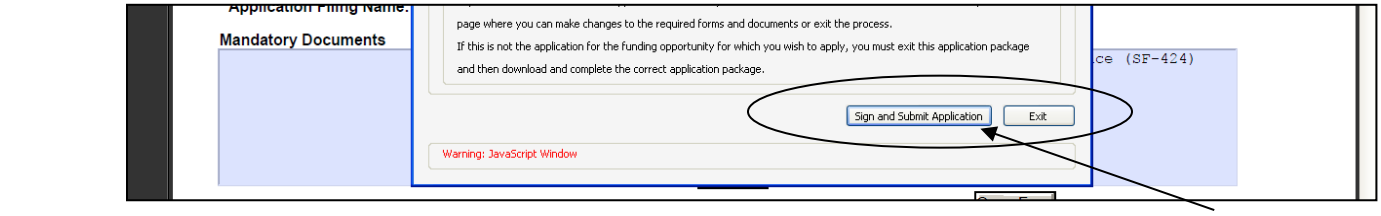


The **Save & Submit** button will become active after all errors have been resolved and the package has been saved. Select the **Save & Submit** button and save the application again. You are required to save the application at this point to begin the application submission process.



Once you have saved the application using the **Save & Submit** button, a dialog box will appear and you will need to enter your Grants.gov username and password. Follow all on-screen instructions for submission.


JavaScript Window
GRANTS.GOV
Warning Notice
This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access of the use of this computer system may subject violators to criminal, civil, and/or administrative action.
All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.
Instructions
To submit your application, please enter your Username and Password in box below and then press the Login button.
User Name:
Password:
Login
Cancel
Warning: JavaScript Window
Create PDF
Please fill out the following
Highlight Fields
Save & Submi
Opportunity Title:
Offering Agency:
CFDA Number:
Competition ID:
Agency Contact:
on Package


Mandatory Documents
page where you can make changes to the required forms and documents or exit the process.
If this is not the application for the funding opportunity for which you wish to apply, you must exit this application package and then download and complete the correct application package.
Sign and Submit Application
Exit
Warning: JavaScript Window

Once you complete and submit your application, you will see a confirmation screen explaining that your submission is being processed and a link will be provided to track your application.

NOTE: It is important to retain the application tracking number that you receive in the application submission confirmation screen and email in order to track your application. If the agency assigns an agency-specific tracking number, you may receive an email with a second tracking number from the agency that is offering the grant.

Page 1

GRANTS.GOV℠

Home > Apply for Grants > Confirmation

Confirmation

Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors.

Please do not hit the back button on your browser.

If your application is successfully validated and subsequently retrieved by the grantor agency from the Grants.gov system, you will receive an additional email. This email may be delivered several days or weeks from the date of submission, depending on when the grantor agency retrieves it.

You may also monitor the processing status of your submission within the Grants.gov system by clicking on the "Track My Application" link listed at the end of this form.

Note: Once the grantor agency has retrieved your application from Grants.gov, you will need to contact them directly for any subsequent status updates. Grants.gov does not participate in making any award decisions.

IMPORTANT NOTICE: If you do not receive a receipt confirmation and either a validation confirmation or a rejection email message within 48 hours, please contact us. The Grants.gov Contact Center can be reached by email at support@grants.gov, or by telephone at 1-800-518-4726. Always include your Grants.gov tracking number in all correspondence. The tracking numbers issued by Grants.gov look like GRANTXXXXXXXXX.

If you have questions please contact the Grants.gov Contact Center: support@grants.gov
1-800-518-4726 24 hours a day, 7 days a week. Closed on federal holidays.

The following application tracking information was generated by the system:

Grants.gov Tracking Number:	GRANT00561511
Applicant DUNS:	00-000-0000
Submitter's Name:	jane doe
CFDA Number:	00.000
CFDA Description:	Grants.gov Applicant S2S Testing
Funding Opportunity Number:	CAL-A-TEST-1
Funding Opportunity Description:	CAL-A-TEST-1
Agency Name:	KV
Application Name of this Submission:	AP Name CAL-A-TEST-RR2
Date/Time of Receipt:	2012.12.10 1:48 PM, EST

TRACK MY APPLICATION – To check the status of this application, please click the link below:

https://at07apply.grants.gov/apply/checkSingleApplStatus.faces?tracking_num=GRANT0056151

It is suggested you Save and/or Print this response for your records.

Grants.gov will send email messages to advise you of the progress of your application through the system. Here is an example of the email confirmation you will receive from Grants.gov with the link to track your application status.

From: DoNotReply@grants.gov [DoNotReply@grants.gov]
Sent: Monday, December 10, 2012 1:54 PM
To: Jane Doe
Subject: GRANT00561512 Grants.gov Submission Receipt

Your application has been received by Grants.gov, and is currently being validated.
Your submission was received at 10-Dec-12 01:54:34 PM ET

Validation may take up to 2 business days. To check the status of your application please click here
https://at07apply.grants.gov/apply/checkSingleApplStatus.faces?tracking_num=GRANT00561512

Type: GRANT

Grants.gov Tracking Number: GRANT00561512

We will notify you via email when your application has been validated by Grants.gov and is being prepared for Grantor agency retrieval.

DUNS Number: 0000000000000

AOR name: jane doe

Application Name: AP Name CAL-A-TEST-RR2

Opportunity Number: CAL-A-TEST-1

Opportunity Name: CAL-A-TEST-1

https://at07apply.grants.gov/apply/login.faces?cleanSession=1&userType=applicant

Thank you.
Grants.gov
If you have questions please contact the Grants.gov Contact Center:
support@grants.gov
1-800-518-4726
24 hours a day, 7 days a week. Closed on federal holidays.

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

Link provided here on the submission receipt email to check your application status.

Here is an example of the email confirmation you will receive when your application has been validated and being prepared for agency retrieval.

From: DoNotReply@grants.gov [DoNotReply@grants.gov]
Sent: Monday, December 10, 2012 1:54 PM
To: Jane Doe
Subject: GRANT00561512 Grants.gov Submission Validation Receipt for Application

Your application has been received and validated by Grants.gov and is being prepared for Grantor agency retrieval.

DUNS Number: 0000000000000

AOR name: jane doe

Application Name: AP Name CAL-A-TEST-RR2

Opportunity Number: CAL-A-TEST-1

Opportunity Name: CAL-A-TEST-1

https://at07apply.grants.gov/apply/login.faces?cleanSession=1&userType=applicant

You will be notified via email when your application has been retrieved by Grantor agency.

Thank you.
Grants.gov
If you have questions please contact the Grants.gov Contact Center:
support@grants.gov
1-800-518-4726
24 hours a day, 7 days a week. Closed on federal holidays.

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

Here is an example of the email confirmation you will receive when your application is being reviewed by the Grantor Agency.

From: DoNotReply@grants.gov [DoNotReply@grants.gov]
Sent: Monday, December 10, 2012 2:46 PM
To: Jane Doe
Subject: GRANT00561512 Grants.gov Grantor Agency Retrieval Receipt for Application

Your application has been retrieved by the Grantor agency.

Type: GRANT

Grants.gov Tracking Number: GRANT00561512

DUNS Number: 0000000000000

AOR name: jane doe

Application Name: AP Name CAL-A-TEST-RR2

Opportunity Number: CAL-A-TEST-1

Opportunity Name: CAL-A-TEST-1

https://at07apply.grants.gov/apply/login.faces?cleanSession=1&userType=applicant

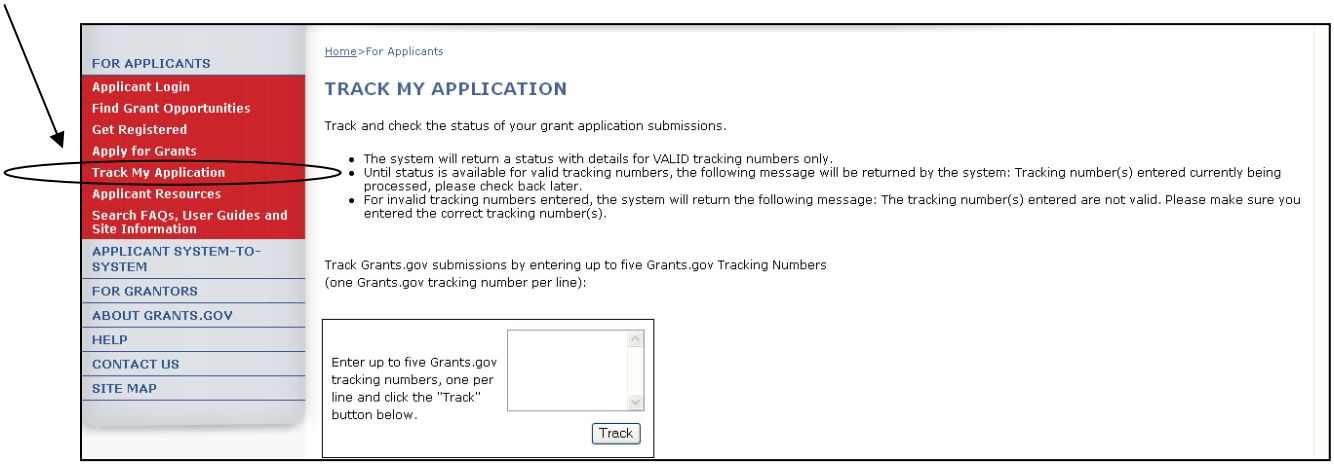
We will notify you via email when your Grantor agency has assigned an Agency Tracking Number to your application.

Thank you.
Grants.gov
If you have questions please contact the Grants.gov Contact Center:
support@grants.gov
1-800-518-4726
24 hours a day, 7 days a week. Closed on federal holidays.

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

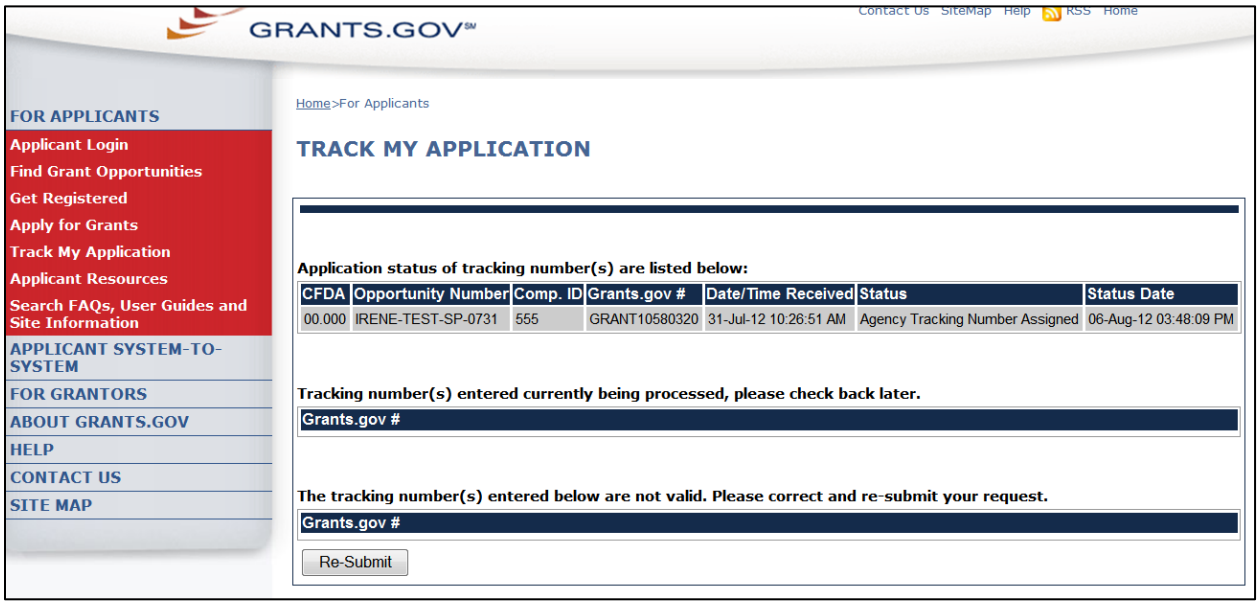
Track My Application

To track the progress of your application, in the For Applicants section, select **Track My Application** from the left side navigation from the Grants.gov home page. This will take you to the Track My Application page.



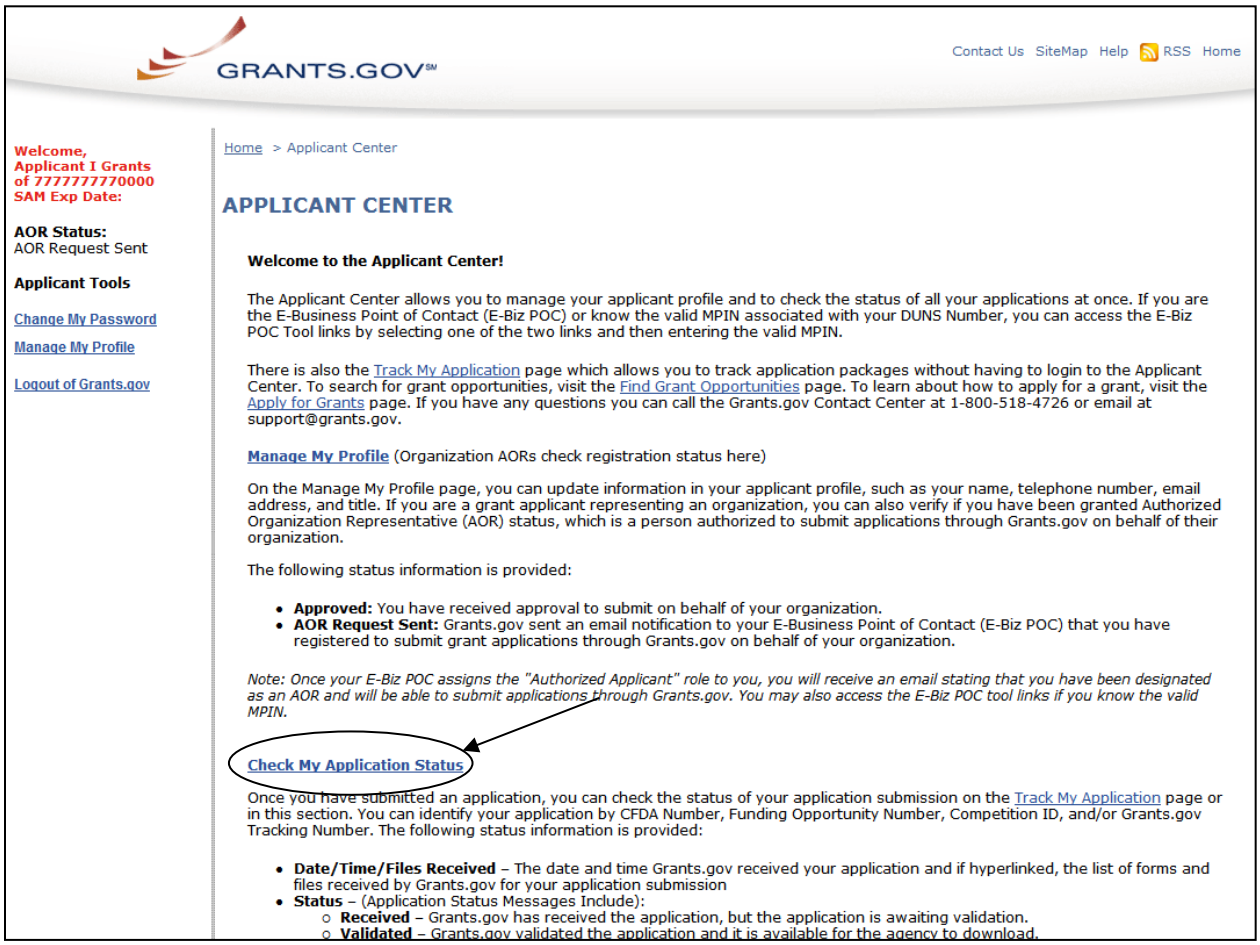
Once on the Track My Application page, enter up to five Grants.gov tracking numbers, one per line and select the **Track** button. After you enter your Grants.gov Tracking number(s) on the Track My Application page, the results page will appear with a listing of the valid tracking numbers entered.
The information listed includes:

- CFDA Number
- Opportunity Number
- Competition ID
- Grants.gov Tracking Number
- Date/Time Received
- Status
- Status Date

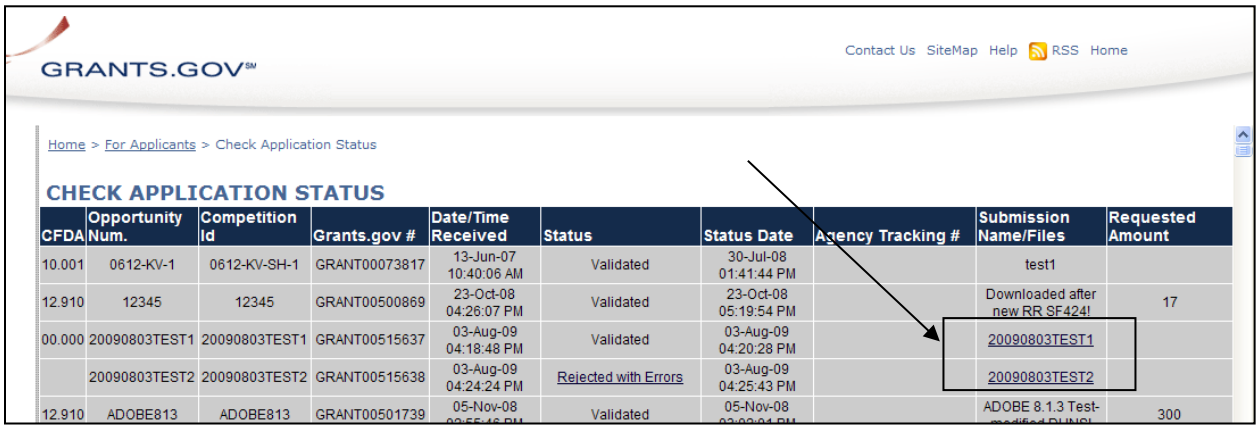


Submission Name/Files

To view a list of the files and attachments submitted, log into the Applicant Center and select the **Check Application Status** link.

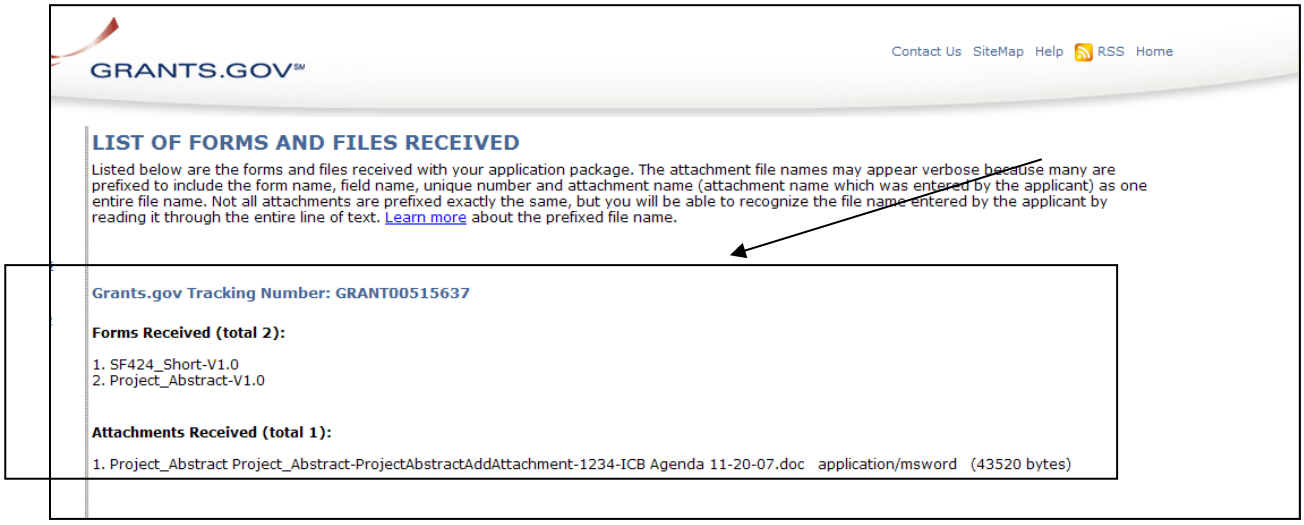


Under the column header Submission Name/Files are a list of file names. Choose the application you wish to view the list of file(s) and attachment(s) submitted by selecting the link in the Submission Name/Files column.



CFDA	Opportunity Num.	Competition Id	Grants.gov #	Date/Time Received	Status	Status Date	Agency Tracking #	Submission Name/Files	Requested Amount
10.001	0612-KV-1	0612-KV-SH-1	GRANT00073817	13-Jun-07 10:40:06 AM	Validated	30-Jul-08 01:41:44 PM		test1	
12.910	12345	12345	GRANT00500869	23-Oct-08 04:26:07 PM	Validated	23-Oct-08 05:19:54 PM		Downloaded after new RR SF424!	17
00.000	20090803TEST1	20090803TEST1	GRANT00515637	03-Aug-09 04:18:48 PM	Validated	03-Aug-09 04:20:28 PM		20090803TEST1	
	20090803TEST2	20090803TEST2	GRANT00515638	03-Aug-09 04:24:24 PM	Rejected with Errors	03-Aug-09 04:25:43 PM		20090803TEST2	
12.910	ADOBE813	ADOBE813	GRANT00501739	05-Nov-08	Validated	05-Nov-08		ADOBE 8.1.3 Test-	300

After selecting the link the applicant can review the list of forms and attachments received for the application they selected and submitted to Grants.gov.



Stay Connected

Email

Grants.gov is designed to allow users to register (subscribe) to receive email notifications of new grant postings that meet specific criteria.

To register to receive grant postings that meet the needs of you or your organization, in the For Applicants section, select **Find Grant Opportunities** from the left side navigation. Then, select the **Email Subscription** from the submenu.

Once on the Email Subscription page, you may elect to be notified of Updates, all grant notices, those with advanced criteria, grants with a specific Funding Opportunity Number (FON), or, you may choose to unsubscribe from receiving email notifications.

Grants.gov Updates

To receive email about Grants.gov Updates, on the Email Subscription page select **Grants.gov Updates.** The Subscription Services page will appear and allow you to subscribe.

All Grant Notices

To receive email about all grants, on the Email Subscription page select **All Grant Notices.** The Subscription Services page will appear and allow you to subscribe.

Advanced Criteria

To be notified about grants with Advanced Criteria, in the For Applicants section select the **Find Grant Opportunities** link. Then, select **Email Subscription** from the left navigation and select **Advanced Criteria**. The **Subscription Services** screen will appear and allow you to subscribe.

Specific FON

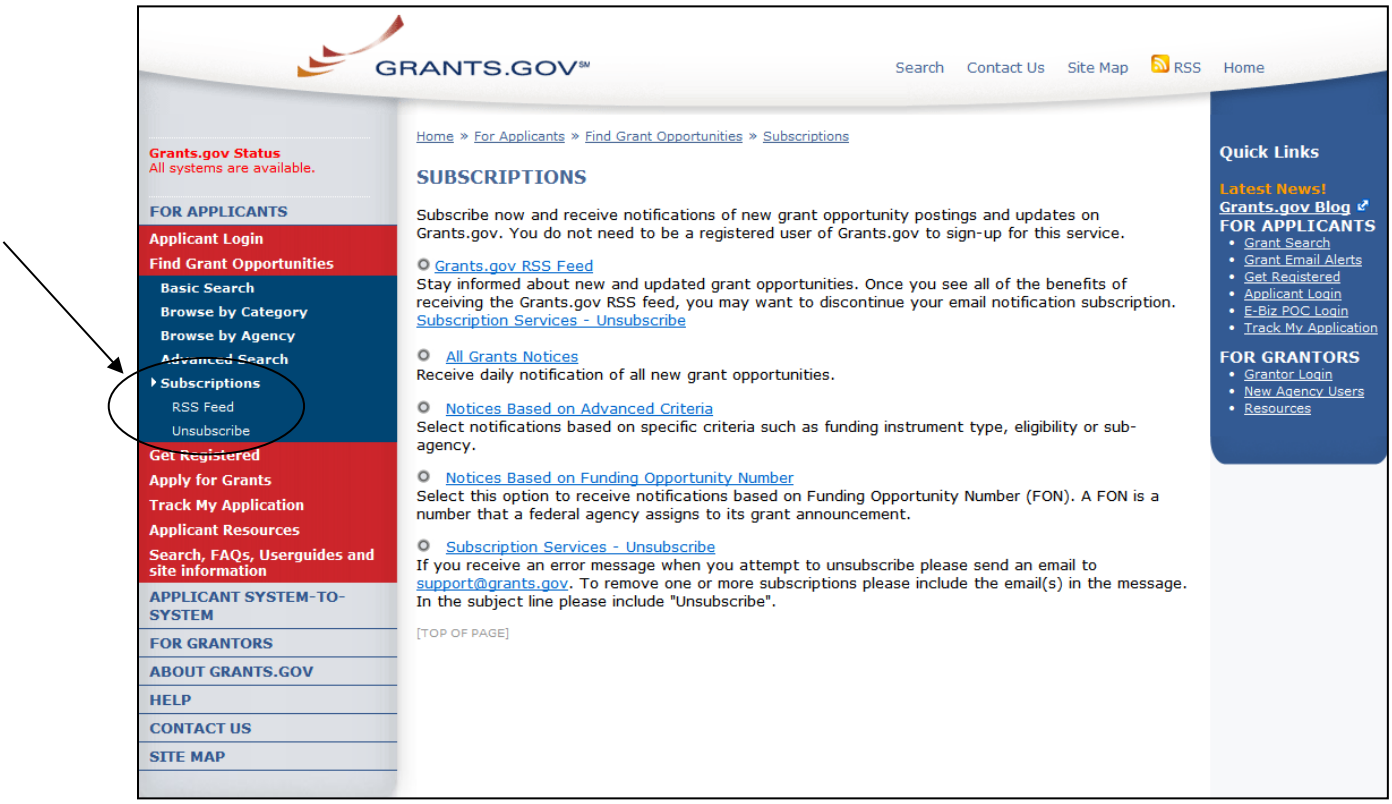
To be notified about grants with a specific Funding Opportunity Number (FON), in the For Applicants section select Find Grant Opportunities. Then, select **Email Subscription** link from the left navigation, and select **Specific FON**. The **Subscription Services** screen will appear and allow you to subscribe.

Unsubscribe

To unsubscribe, in the For Applicants section, simply select **Find Grant Opportunities** in the left side navigation from Grants.gov's home page. Then, select **Email Subscriptions** from the left submenu, and select **Unsubscribe.** The **Subscription Services** screen will appear and allow you to unsubscribe from receiving emails. You will need to confirm your removal from the subscription. An email will be sent to your

registered email address. Select the link enclosed in the email and the unsubscribe process will be completed.

Please Note: Email spam guards put in place by your internet service provider may prevent you from receiving email notifications from Grants.gov. Check your spam guard settings and or junk email box to make sure that a notification was not blocked or sent to the incorrect folder.



Quick Link Tip: To register to receive grant postings that meet the needs of you or your organization, you can also select the **Grant Email Alerts** in the Quick Links box.

RSS Feeds

RSS stands for Really Simple Syndication. Grants.gov now provides four RSS feeds for new or modified opportunities by agency or by category. This is an alternative way to receive updates on opportunity listings, rather than receiving through email.

In order to receive an RSS feed you must have an RSS reader. Some browsers, such as the current versions of Firefox and Safari have built-in RSS readers. If you are using a browser that doesn't currently support RSS, there are a variety of RSS readers [EXIT Disclaimer] available on the Internet; most are free to download while others are available for purchase.

How do I use RSS Feeds?

The way an RSS feed is added to an RSS reader is slightly different from one reader to the next. Follow the directions below to add a new feed (a feed is also referred to as a channel) to your RSS reader:

1. Choose an RSS reader (Get an **RSS Reader**)
2. Select the link or small RSS button near the feed you want. For example, **New/Modified Opportunities by Agency** (You will see a page displaying XML code)
3. From your web browser's address bar, copy the URL (web address). For example, the URL you would copy for "New/Modified Opportunities by Agency" is: **http://www07.grants.gov/rss/GG_OppModByCategory.xml**.
4. Paste that URL into the "Add New Channel" section of the reader. The RSS feed will start to display and regularly update the headlines for you.
5. Read more information on using RSS Feeds on Grants.gov: **Using RSS Feeds.**

Subscribe to Grants.gov RSS Feeds

New Opportunities by Agency
Receive a listing of new opportunities by agency name.

New Opportunities by Category
Receive a listing of new opportunities by category.

Modified Opportunities by Agency
Receive a listing of recently modified opportunities by agency name.

Modified Opportunities by Category
Receive a listing of recently modified opportunities by category.

Site Content Search

Users can find Grants.gov -related content using the Site Content search. This search allows users to quickly locate Grants.gov information including FAQs, S2S, technical documentation, user guides and webcasts. To access the Site Content search, click on the **Search, FAQs, Userguides and site information** link on the left navigation. Certain pages will display a **Search** link at the top right where Grantors can also access the Site Content search. When you click on either link, you will be directed to the **Search Site** page.

From the **Search Site** page, enter specific words, phrases, and operators in the **Keyword(s):** field to find specific Grants.gov site information and then click on the **Search** button.

For a list of operators you can use to assist in your search, click on the **Search Tips** link. You will be directed to the **Keyword Search Tips** page.

KEYWORD SEARCH TIPS

Keyword search is comprised of two components: words and operators.

Words

There are two types: single word (e.g. *water*) or phrases (containing multiple words such as *water conservation*). Phrases may or may not be surrounded by double quotes.

Operators

Operator	Description	Example
" "	Exact phrase: To search for an exact phrase match	*"water conservation"* This searches for opportunities that contain the exact phrase of *water conservation*.
OR or ||	This is the default conjunction operator. If there is no operator between two words, the operator is used. The operator links two words and if either or both of the words exist then display them in the results. This is equivalent to a union of sets.	*water conservation* This searches for opportunities that contain *water, conservation,* or both.
AND or &&	The operator finds results where both words exist. This is equivalent to an intersection using sets.	Example 1: *space* AND *flight* Example 2: *"water conservation"* AND *"habitat restoration"* This searches for opportunities that contain *space* and *flight* (Example 1) or *water conservation* and *habitat restoration* (Example 2).
NOT or !	Exclude opportunities that contain the word after this operator. This is equivalent to a difference using sets. Note: The NOT operator cannot be used with just one word or exact phrase. For example, the following search will return no results: NOT *"water conservation"*	*habitat* NOT *"water conservation"* This searches for opportunities that contain *habitat* but not *water conservation*.
+	Require that the word or exact phrase after the operator exists.	*+water conservation* This searches for opportunities that must contain *water* and may or may not contain *conservation*.
-	Exclude opportunities that contain the word or exact phrase after the operator.	*"water conservation" -" habitat restoration "* This searches for opportunities that contain *water conservation* but not *habitat restoration*.
?	To perform a single character wildcard search. This looks for words that match with the single character replaced.	*te?t* This searches for opportunities that contain a word such as *tent, test,* or *text*.
*	To perform a multiple character wildcard search. This looks for zero or more characters.	*test** This searches for opportunities that contain a word such as *test, tests,* or *tester*.
~ followed by an integer greater than 1	Proximity search: The search supports finding words that are within a specific distance away from each other in a data set. To do a proximity search, use the operator at the end of a phrase.	*"water conservation"~10* This searches for opportunities that contain the words *water* and *conservation* within 10 words of each other.
~ or ~ followed by a number between 0 and 1	Fuzzy search: Use the operator at the end of a single word to do a fuzzy search. An additional parameter can specify the required similarity. The value is between 0 and 1, with a value closer to 1 only words with a higher similarity will be matched. Similarity is defined as by the minimum number of operations needed to transform one string into the other, where an operation is an insertion, deletion, or substitution of a single character. The default of 0.5 is used if the parameter is not given.	Example 1: *roam~* This searches for opportunities that contain a word with the default similarity value of 0.5 such as *foam, roams, rooms,* or *roaming* Example 2: roam~0.8 This searches for opportunities that contain a word with a higher similarity in spelling to *roam*
Complex	Use a combination of operators to perform complex queries.	*water* AND *conservation* NOT *habitat* This searches for opportunities that contain the words *water* and *conservation*, but not "*habitat*" "*water habitat*" AND (*conservation* OR *restoration*) This searches for opportunities that contain the phrase "*water habitat*" in addition to either of *conservation* or *restoration*. *+water conservation* AND *analysis~* This searches for opportunities that must contain *water*, may or may not contain *conservation*, and contain a word similar in spelling to *analysis* such as *analysts* or *analyses*.

Notes:

- AND, OR, NOT must be in ALL CAPS otherwise they are interpreted as search words.
- The "*" or "?" operator cannot be used as the only character in a search.