Training Topics

• Navigating Grants.gov
• Registration
• Search Grants
• What’s In a Funding Opportunity?
• Applying with Workspace
• Track Application Submission
• Tips and Support Resources
Navigating Grants.gov
Navigating Grants.gov

Search Grants and Applicant Tabs on the Homepage
Navigating Grants.gov
Applicant Resources: Videos, User Guide, Training Content, FAQs and More

Training Resources and Videos for Grants.gov

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

For more context and general information about the federal grants lifecycle, visit the Grants.gov 101 section under the Learn Grants tab.

Featured Video
[WEBINAR] Getting Started with Grants.gov Workspace: Become a Workspace Wizard
Updated on October 12, 2017
Workspace is Grants.gov’s shared, online environment to collaboratively complete and submit federal grant applications. With the Legacy PDF application retiring on December 31, 2017, Grants.gov provided this free webinar to help applicants get started using Workspace.

Help: Online User Guide
Find registration, search, and application instructions for all users in the Grants.gov Online User Guide.

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

Applicant Overview

Grants.gov Applicant Overview Training Presentation - Everything you need to know about navigating Grants.gov as an Applicant.

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

For a step-by-step guide to organization applicant registration, check out the Grants.gov Organization Applicant.
Navigating Grants.gov

Highlights from the Learn Grants tab

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

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

Grant Terminology: Essential terms and definitions from the Common Data Element Repository Library (CDER Library)

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

Subscriptions and Email Notifications

Manage Subscriptions

Custom Email Notifications

Unsubscribe from Email Notifications
Registration
Registration Overview

• Organizations need these before using Grants.gov to apply for federal grants:
  – Data Universal Numbering System (DUNS) Number
  – System for Award Management (SAM) registration

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

• **Profile(s)**: Can have multiple within one Grants.gov account. Corresponds to applicant organization you represent (i.e., an applicant), individual applicant, or a federal agency (i.e., a grantor).
Registration: Before Grants.gov
Dun & Bradstreet (DNB) and the System for Award Management (SAM)

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

- Use DUNS to register with SAM at www.SAM.gov
- Establish E-Business Point of Contact (**EBiz POC**): Individual who oversees all activities for organization within Grants.gov and approves the AOR
- ~7-10 business days after completely registering, including submitting notarized letter to SAM
Organization data and EBiz POC information are transferred from SAM to Grants.gov

People within the organization are able to register with Grants.gov and then add a profile to associate with organization


NOTE: SAM registration must be renewed annually
Registration: Grants.gov Account

Accounts enable subscription management
Registration: Add Profile, Get Roles
Profile associates you with organization. EBiz POC assigns roles to your profile.

Note: Users who select “Continue – Skip adding a profile at this time” can add an Applicant Profile at a later time. A user without an Applicant Profile can be added to a Workspace to help fill out forms, but the user will not be able to Create or Submit a Workspace.
Registration: Grants.gov Roles
EBiz Point of Contact, AOR role, Workspace Manager role

Each organization has one EBiz POC

EBiz POC assigns roles:
  - AOR or Workspace Manager

AOR
- Users with **Standard AOR role** can submit applications
- One organization can have many users with AOR role

WM
- Users with **Workspace Manager role** can create workspaces

EBiz POCs assigned in SAM.gov
Search Grants
Searching for Funding Opportunities
Using the Grants.gov Search Fields
Searching for Funding Opportunities

Find – Basic Search

Search for grants and forecasts by entering a keyword.

In Search Grants tab, search by:

- Keyword
- Opportunity Number
- CFDA Number or Title
Select the Opportunity Status to find what you are looking for:

**Forecasted** - Potential grants in the near future

**Posted** - Currently open grants

**Closed** - Recently ended grants

**Archived** - Past grants available for reference
Searching for Funding Opportunities

Sign In and Save Your Search

Refine your search by selecting criteria options:

- Category
- Eligibility
- Funding Agency
- Opportunity Status
- Date ranges

Click Save Search button to store this set of search criteria to receive emails

Click Manage Searches link to review your saved searches
Searching for Funding Opportunities

Search Results

Search results and criteria are reset when the user clicks the Search button.

Search results are refreshed when criteria options are changed.

Users have ability to export Search Results.
What’s in a Funding Opportunity?
A Forecast is a projection of an estimated funding opportunity. Contains information, such as:

- Estimated Post and Due Dates
- Estimated Program Funding Amount
- Estimated Award Date

A Forecast can become a funding opportunity Synopsis
What’s in a Funding Opportunity?

Synopsis

When agencies receive funding, a Forecast can become a funding opportunity Synopsis

The Synopsis contains basic information about the funding opportunity, such as:

- Funding Opportunity Number
- Open/Close date
- Program Funding Amount
- Number of Awards
What’s in a Funding Opportunity?

Related Opportunities

<table>
<thead>
<tr>
<th>Opportunity Number</th>
<th>Opportunity Title</th>
<th>Agency Code</th>
<th>Posted Date</th>
<th>Close Date</th>
<th>Relationship Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST-130919-SP-GSH</td>
<td>TEST OPPORTUNITY SINGLE PROJECT APPLICATION</td>
<td>GDIT</td>
<td>Sep 24, 2013</td>
<td></td>
<td>FY2019 Version of this Opportunity</td>
</tr>
</tbody>
</table>

Agencies may relate multiple funding opportunities with each other to aid the search process.

Link to the related opportunity
What’s in a Funding Opportunity?

Version History

The Version History displays a table with synopsis modifications.

To display an earlier version, the user clicks on the desired Version Name.

The fields modified are highlighted in gray.
What’s in a Funding Opportunity?
Full Announcement – Under Related Documents Tab

You can retrieve the full Funding Opportunity Announcement (FOA), Request for Applications (RFA), and any supplementary documentation.
What’s in a Funding Opportunity?

Workspace Application and Instructions

Click the Package tab to preview the application package forms.

Log in to create a workspace to apply.

Sign up for emails of changes made to this funding opportunity.

Click Preview link to access read-only forms and application instructions.

*Any Closed packages associated with the FOA will be listed near the bottom of the Package tab, within a separate grid. No “Apply” action will be available.
Applying with Workspace
Workspace Topics

• What is Workspace?

• Add collaborators in Participants tab

• Complete the application in the Forms tab

• Submit when you are done
What Is Grants.gov Workspace?
The online space on where you work on your grant application

Workspace is a **shared,** online environment where members of a grant team may simultaneously access and fill out forms within an application.
The **Participants** tab lists the members, or “Participants,” of a workspace who work as a team to complete the required forms for a federal grant.
Adding Participants:
Click the **Add from Workspace Organization** button to search for a user within your organization

Click the **Add by Username or Email Address** button to add a user from outside your organization

Removing Participants:
Click the **Remove** link on the Participant record in the workspace

Reassigning Ownership:
Click the **Make Owner** link in the Actions column
Workspace: Add Participants

Core Roles:
- Standard AOR role
- Expanded AOR role*
- Workspace Manager role

*Expanded AOR role enables a user to view and submit the application for any workspace within the organization. Not all organizations will use this version of the AOR role.
Workspace: Add Participants

Account Types:
- E-Business Point of Contact (EBiz POC)
- Applicant

Access Levels:
- Workspace Owner
- Workspace Participant
Completing Workspace Forms

Key Actions:

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

Webform Basics:

- Complete online forms in web browser
- Navigate by clicking sections
- Tab through form fields
- Required fields have red asterisk
Completing Webforms

- Open text entry
- Drop-down menu
- Dates/calendar
Completing Webforms

- Radio buttons (multiple choice)
- Attach files within online form

8. TYPE OF APPLICATION

Type of Application:
- New
- Resubmission
- Renewal
- Continuation
- Revision

Is this application being submitted to other agencies?:
- Yes
- No

20. PRE-APPLICATION:

Attachment:  
ExampleDocument.txt

ADD ATTACHMENT  DELETE ATTACHMENT  VIEW ATTACHMENT

21. COVER LETTER ATTACHMENT:

Attachment

ADD ATTACHMENT  DELETE ATTACHMENT  VIEW ATTACHMENT
Completing Webforms

More Features:

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

More Features:

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

- **Save**: Stores your form data & attachments to Workspace
- **Check for Errors**: Form validation & field-level errors
- **Close**: Exits the online form
Completing PDF Forms

PDF Form Basics:

- Option to download PDF forms to complete in Adobe software
- Upload PDF forms to workspace
- Upon uploading, data shared between online and PDF versions of forms
Completing PDF Forms

PDF Form Basics:

• Tab through form fields

• Required fields have red border and yellow shading

• Hover mouse over form fields for help

• Error messages explain how to fill out form fields
Completing Workspace Forms

Workspace Features:

- Reuse past forms
- Cross-form & up-front validations
- Data retained for five years
Reusing Workspace Forms

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

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

- Confirmation message appears
- Update or modify the reused form using the Webform or Download links
View Application & Attachments Tabs

View Application Tab
Download entire application or forms with PDF attachments

Attachments Tab
Download the PDF attachments added to application forms
Workspace: Submit Application

Process:
- Workspace Owner notifies users with AOR role
- User with AOR role submits
- Workspace Owner or user with AOR role may choose to Reopen Workspace
- Related this submission with a past submission, if applicable
Tracking Your Application Submission
After Submitting Your Application

• Make sure you receive an on-screen confirmation receipt

• Document your Grants.gov Tracking Number

• The date/time stamp is the official time of submission

• You will also receive email confirmations
Submission Confirmation Messages

Grants.gov Submission Receipt Email
- Your application has been received by Grants.gov
- Grants.gov E-mail Verifying Receipt *(with Track My Application URL)*

Grants.gov Submission Validation or Rejection Email
- Grants.gov E-mail Verifying Successful Submission
- **OR** Rejection Due to Errors with a description of issue

Transmission to Agency
- The Agency has received the Agency Retrieval Email from Grants.gov

Agency Emails
- The Agency may also send you an agency tracking number, notes, or other confirmation emails
Track your application status and information by accessing the **Details tab** of the submitted Workspace.

Click on the **Details** link to view the Submission Details.
Tracking Your Application
Submission Details of Submitted Workspace

Recommendation: Download a copy of the submitted application for offline record-keeping and to verify the contents of each file in the zip. To download the zip file or full PDF, the submitted application must be in one of the following statuses: Validated, Received by Agency, or Agency Tracking Number Assigned.

Note: For opportunities that provide the Grantor Image service, applicants will need to Request Grantor Image from the View Application tab to download the full PDF (with attachments).
May also track application status by entering Grant Tracking Number.

Status information:
- Received
- Validated
- Rejected with Errors
- Retrieved by Agency
- Agency Tracking Number Assigned
Applicant Management
Applicant Management

**Key Actions**
- Users with Expanded AOR role can perform workspace actions at organization level
- EBiz POC cannot submit a workspace
Tips for Applicants
Tips for Applicants
Crafting Grant Proposals and Submitting Applications

- Register and submit early
- Thoroughly read and follow all of the instructions provided by the agency
- Fill out SF-424 forms first
- Include sufficient program and budget details
- Recommend completing the option forms in the application

- Limit application file size / file name characters (50 characters or less)
- Use only UTF-8 characters in file names
- Use correct DUNS number when creating a workspace
- Make sure you have Grants.gov compatible PDF software (Adobe Reader)
Connect with Grants.gov

Applicant Support Center available 24/7 (closed on Federal holidays)
support@grants.gov | 1-800-518-4726 (toll-free) | 1-606-545-5035 (international)

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