



Electronic Submission

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Topics

- Grants.gov Process Overview
- Submission Path
- System Notifications
- Points of Contact
- Lessons Learned/Take Away

Change Takes Courage





Before You Start Anything

- Gather all the instruction and guidance
- Find out who does business on behalf of your institution with [Grants.gov](https://www.grants.gov).



A single, secure website location for information, and the ability to find and submit to funding opportunities

Users include state, local, and tribal governments, colleges and universities, non-profits and other agencies

One of the Presidents Mgmt Agenda E-Government Initiatives to improve services via the internet

To provide a simple unified electronic storefront for interactions between grant applicants & federal agencies

Grants.Gov – Start to Finish

Step 1

Register
to submit grant application package electronically through Grants.Gov

Step 2

~~**Search**
for federal government wide funding opportunity by category, agency, or specific topic~~

Step 3

Review
general funding information and **agency guidance**

Grants.Gov – Start to Finish

Step 4

Download
grant
application
package and
instructions

Step 5

Complete
selected
grant
application
package

Step 6

Submit
grant
application
package
online

Grants.Gov –Start to Finish

Step 7

Correct
all errors
which
prevent
submission
to
Grants.Gov

Step 8

Submit
grant
application
package

Step 9

Track
the status
of the
completed
application
package

Submission Path





System Notifications

- From:
 - Grants.gov
 - Grants USDA
 - CSREES Staff



-
- Successful submission:
 - 3 Grant.gov e-mails sent to “submitter”
 - CSREES does not provide the agency specific tracking number to Grants.gov
 - Unsuccessful submission:
 - 2 Grants.gov e-mail sent to “submitter”

[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 using the following steps:

1. Go to <http://www.grants.gov>
2. Click on the "Applicants" link at the top of the Grants.gov home page
3. Login to the system using your AOR user id and password
4. Click on the "Application Status" link at the left of your screen.

Note that 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 d

IMPORTANT NOTICE: If you do not receive a receipt confirmation and either a va within 48 hours, please contact us. The Grants.gov Contact Center can be reached telephone at 1-800-518-4726. Always include your Grants.gov tracking number in by Grants.gov look like GRANTXXXXXXXX. Contact Center hours of operation are Eastern Standard Time.

The following application tracking information was generated by the system:

Grants.gov Tracking Number :	GRANT00077658
CFDA Number :	16.200
CFDA Description :	Grants for Agricultural Research_Competitive
Funding Opportunity Number :	USDA-CSREES-NRI
Funding Opportunity Description :	NRI Test
Agency Name :	CSRE
Application Name of this Submission :	NRI Test appliaction
Date/Time of Receipt :	2006.09.27 10:45 AM, EDT

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

CLOSE

1. If successful, applicant will receive message in their web browser.

2. Grants.gov Tracking Number is displayed.

From: support@grants.gov
To: Hitchcock, Jason
Cc:
Subject: Grants.gov Submission Receipt GRANT00077658

Sent: Wed 9/27/2006 10:50 AM

Your application has been received by Grants.gov and is currently being validated.
Your submission was received at 27-Sep-06 10:45:36 AM EDT
Type: GRANT
Grants.gov Tracking Number: GRANT00077658

We will notify you via email when your application has been validated by Grants.gov and is ready for the Grantor agency to retrieve and review.

DUNS Number: 000000000INDV
Application Name: NRI Test appliacion
Opportunity Number: USDA-CSREES-NRI
Opportunity Name: NRI Test
AOR Name: USDA Tester

<https://apply.grants.gov/ApplicantLoginGetID>

Thank you,

Grants.gov Customer Support
www.support@grants.gov
800-518-4726(7 a.m. - 9 p.m. ET)

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.
<https://atapply.grants.gov/>

Applicant will receive email notification of receipt of application by Grants.gov and is being validated by Grants.gov



From: support@grants.gov
To: Hitchcock, Jason
Cc:
Subject: Grants.gov Submission Validation Receipt for Application GRANT00065691

Sent: Mon 4/17/2006 9:17 AM

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

Type: GRANT
Grants.gov Tracking Number: GRANT00065691

We will notify you via email when your application is ready to be retrieved by the Grantor agency.

Thank you.

Customer Support
<http://www.grants.gov>
800-518-GRANTS

PLEASE NOTE: This email is for notification purposes only. Please do
<https://atapply.grants.gov>

Applicant will receive email notification that application has been validated by Grants.gov and is being made available to the agency to which it was submitted.

From: support@grants.gov
To: Hitchcock, Jason
Cc:
Subject: Grants.gov Grantor Agency Retrieval Receipt for Application GRANT00065691

Sent: Mon 4/17/2006 9:22 AM

Your application has been retrieved by the Grantor agency and is currently being reviewed.

Grants.gov Tracking Number: GRANT00065691

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

Thank you.
Customer Support
<http://www.grants.gov>
800-518-GRANTS

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.
<https://atapply.grants.gov>

Applicant will receive email notification that application has been passed to Grants USDA (GIM).

From: support@grants.gov
To: Hitchcock, Jason
Cc:
Subject: Grants.gov Error Notice for Tracking Number GRANT00077658

Sent: Wed 9/27/2006 10:56 AM

Dear Applicant:

Your submission was received on 2006.09.27 10:45 AM, EDT. However it contained the following errors and cannot be forwarded to the granting agency.

The following errors were detected:
Error: 0 UNAUTHORIZED_SUBMITTER_ERROR FATAL You are not designated by your organization to be an Authorized Organizational Representative and your application cannot be valid registration process or your E-Business Point of Contact has not a To verify whether you have been successfully registered with Grant. <https://apply.grants.gov/ApplicantLoginGetID>. For instructions on being designated as an AOR, click <https://apply.grants.gov/Grantsg>

Example of email notification of application error notice. This means application was NOT accepted by Grants.gov and thus not received by agency. Applicant must submit again.

Please correct the above error(s) and resubmit your application to

Type: GRANT
Grants.gov Tracking Number: GRANT00077658
DUNS Number: 000000000INDV
Application Name: NRI Test appliaction
Opportunity Number: USDA-CSREES-NRI
Opportunity Name: NRI Test
AOR Name: USDA Tester

If you have further questions regarding this matter, please contac

Thank you,

Grants.gov Customer Support
support@grants.gov
800-518-4726 (7 a.m. - 9 p.m. ET)



United States Department of Agriculture
Grants USDA

- Successful submission:
 - 2 e-mails sent to Authorized Representative and Contact
- Unsuccessful submission:
 - 2 e-mails sent to Authorized Representative and Contact

Grants USDA received e-mail

Subject: Receipt of Grant Application GRANT00208186 for review at the USDA

Applicant Name -

The grant application that you submitted to Grants.gov (Tracking Number - GRANT00208186) on Feb 14 2007 4:48PM EST has been received by the U.S. Department of Agriculture at Feb 14 2007 4:24PM CST as:

CFDA 10.206 Grants for Agricultural Research Competitive Research
Grants
Funding Opportunity USDA-CSREES-NRI-000141

You will receive a subsequent email when it is accepted or rejected for review by the appropriate agency within the USDA.

Please do not reply to this message as it was generated by the Grants USDA system.

Grants USDA

Grants USDA accepted e-mail

Subject: Acceptance of Grant Application GRANT00246072 for review at USDA - CSREES

Applicant Name –

The grant application that you submitted (Tracking Number - GRANT00171977) has been accepted for review by the USDA Cooperative State Research, Education, and Extension Service agency as:
CFDA 10.206 Grants for Agricultural Research_Competitive Research Grants Funding Opportunity USDA-CSREES-NRI-000141

The application will be processed and a determination will be made on funding. A representative from CSREES will contact you if there are any questions.

You may contact Kimberly Whittet at CSREES if you have any questions:

Phone (202) 401-2883

Email kwhittet@csrees.usda.gov

Please do not reply to this message as it was generated by the Grants USDA system.

Grants USDA

Grants USDA not accepted e-mail

Subject: Non-Acceptance of Grant Application for review at USDA - CSREES

USDA Tracking Number: < Grants_govTrackingNumber > [Agency] has not accepted the grant application for <OpportunityTitle>, CFDA Number <CFDANumber>.

The reason for not accepting this grant application is below.

REASON

[1500 Character Limit 'Reason' for 'Not Accept']

You may contact [contact person] at <AgencyName> via e-mail at [contact e-mail] or by phone at [contact phone #], if you have any questions.

Grants.USDA



From CSREES

○ Successful:

- 1 e-mail sent to AR and Contact
 - Manual Process

○ Unsuccessful:

- 1 e-mail sent to AR and Contact
 - Manual Process

Contact Information

- Programmatic questions:
 - Cognizant Program Staff listed in the FGO
- CSREES Electronic Support:
 - Email: electronic@csrees.usda.gov
 - Phone: 202-401-5048, 7:00 am – 5 pm ET
 - Monday -Friday, 7:00 am – 5 pm ET
- Grants.gov Contact Center for technical and registration assistance:
 - E-mail: support@grants.gov
 - Phone: 1-800-518-4726
 - Monday – Friday, 7 AM – 9 PM ET



Lessons Learned/Take Away

- Resolving who will submit as the AR
- Waiting until the last day to submit
- Correct DUNS Number on 424-M
- Program Codes not entered as indicated in instructions
- All attachments must be in Portable Document Format (PDF)