

SPECIFIC STEPS TO POST AN APPLICATION PACKAGE ON GRANTS.GOV

1. Application packages in Grants.gov must consist of Instructions and Forms. The instructions will be the Request for Application (RFA) or the Annual Program Statement (APS).
2. The cover page must contain the following essential information for applicants:
 - The Agency Name - USAID/X (Insert "Washington" or "Mission Name" here)
 - Grant (Funding) Opportunity Number - The Grant (Funding) Opportunity Number will be the same as the RFA or APS number. Follow guidance in CIB 95-24 for both RFA and APS numbering.

e.g. XXXXXXXX-XX-XXX - XXX
1 2 3 4

1 = AID-W or Mission; office, division, and/or branch code for the USAID/W and Mission-issued solicitations (no specific fixed limit to the number of digits).

2 = the last two digits of the fiscal year (i.e., 05 for FY 05).

3 = the sequential number for each solicitation record created for that issuing office (i.e., 001, 002).

4 = either RFA or APS as appropriate. This is in addition to the CIB guidance, for Grant.gov purposes.

Examples: USAID-Washington-DCHA-06-1234-RFA;
USAID-Bogota-GH-06-1234-APS

NOTE: Use dashes (-) only. DO NOT use slashes (/).

- Grant Title - (e.g. AIDS Research in the U.S.)

NOTE: Agreement Officers and Program Officers must ensure that geospatial-related grant announcements that are posted to Grants.gov contain appropriate geospatial keywords such as GIS, Mapping, Remote Sensing, and Geography, to facilitate its discovery by GOS stakeholders. For more information on this, please refer to: <http://www.geo-one-stop.gov/metadata/index.html>

- Issuance Date - e.g. Jan. 01, 2006
- Closing Date and Time - e.g. June 30, 2006, 5:00 p.m. EST, Washington D.C. or July 10, 2006, 3:00 p.m. Bangkok time

Electronic Language - Include language stating that, "The federal grant process is now web enabled, allowing for applications to be received on-line." Also include a disclaimer stating that "USAID bears no responsibility for data errors resulting from transmission or conversion processes associated with electronic submissions." This language may also include a statement that hard copy applications are still accepted or required, at the discretion of the Agreement Officer.

Additionally, include a statement that, "To be eligible for award, the applicant must provide all required information in its application, including the requirements found in any attachments to the Grants.gov opportunity."

3. As part of the instructions to applicants, include any information pertinent to electronic submission of the application. This should include any format considerations, software requirements for attachments (Word, Excel, PDF, etc.), and instructions on how the applicant should attach the technical and cost portions of its application.
4. At a minimum, the application packages posted on Grants.gov should include Instructions (can be RFA or APS document), and applicable forms (SF-424 and the required Representations and Certifications). Once instructions have been prepared in a Word Document, a new application package can be created in Grants.gov by choosing the application package titled "**USAID General RFA Package.**" This is the set of forms that USAID requests applicants to complete for grant opportunities, which include the SF-424, SF-424a, SF-424b, SF-424c, SF-424d and the Attachments form. If all of these forms are not required for a particular grant opportunity, the instructions to the applicant need to be clear on which forms are required. No other forms from the Forms Repository menu are authorized for use.
5. All required forms, including Representations and Certifications required by ADS 303 and USAID assistance policy, must be included as attachments, along with the RFA or APS content.
6. Application packages must be named in order for them to be posted on Grants.gov. The naming convention for all packages must be as follows: USAID-xxxxx-06-1234-RFA (insert country name or the word "Washington", followed by the last two digits of the fiscal year, followed by a four digit sequential numerical ID, followed by "APS" or "RFA.") See examples provided in paragraph 2 above.

7. Note that electronic applications will be considered received by USAID on the date and time when the application has been submitted to Grants.gov for validation. Grants.gov will certify and electronically stamp applications upon receipt.
8. Not everyone in USAID will have access to all available information in the system. Roles will be assigned based on the individual's work assignments. For RFAs and APSs the Negotiator and Agreement Officer will have the Roles of Agency Grant Creator, Agency Grant Retriever, Agency Template Creator and View Applications; for APSs, the Program Officer for that APS, will have the Roles of Agency Grant Creator, Agency Grant Retriever, Agency Template Creator and View Applications. For assignment of these roles in Grants.gov, send an e-mail to the "Grants (USAID)" mailbox through the supervisory Agreement Officer in the Mission or through the OAA Team Leader for AID/W personnel.

The Roles in Grants.gov are:

The **Agency Grant Creator** role allows a user to publish application packages.

The **Agency Grant Retriever** role allows a user to retrieve applications that were submitted to your agency.

The **Agency Template Creator** role allows a user to manage application package templates.

The **View Applications** role allows a user to view the applications submitted to your agency.

All grant opportunities (excluding the exemptions noted in the General Notice) must be posted on Grants.gov with an accompanying Application Package; however, applicants need not be required to submit applications electronically. Hard copy submissions are acceptable for these grant opportunities at the discretion of the Agreement Officer. Sole source and unsolicited proposals will be accepted in hard copy.