Electronic Application Information for SDPI Grantees
FY2007/FY2008 Continuation Applications

Important Notes

Please read this entire document BEFORE starting the electronic application process.

All applications for SDPI grants must be submitted electronically via grants.gov as mandated by IHS.

If you have already completed the registration process with CCR and grants.gov, you will begin with Step 5 – Install PureEdge Viewer Software.

Introduction

Grants.gov allows organizations to electronically find and apply for competitive and non-competitive grant opportunities from all Federal grant-making agencies. Grants.gov is the single access point for over 900 grant programs offered by the 26 Federal grant making agencies. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that will have an unparalleled impact on the grant community. To learn more about grants.gov, please visit www.grants.gov/aboutgrants/about_grants_gov.jsp.

Overview of the Electronic Application Process

This document is intended to provide an overview of the electronic application process and give you some tips for helping the process go smoothly for your organization. It is NOT intended to serve as comprehensive instructions or documentation for the entire electronic application process. Please visit www.grants.gov for official documentation and additional information.

There are several steps involved in the electronic application process, which is outlined below. It is not simply a matter of completing forms using your computer. **We recommend that you start the process AT LEAST 30 days prior to the application deadline date**.

Steps 1 and 2 are "getting started" steps that are completed external to the grants.gov website. **Note that you do not need to complete all of the registration steps (1-3 below) in order to download the application; however you must complete them before you can submit your application.**

Step 1 - Register with Central Contractor Registry (CCR)

Your organization will need to be registered with Central Contractor Registry. You can check if your organization is already registered by going to the CCR website (www.ccr.gov) and clicking on "Search CCR" in the upper left of the screen. This link will take you to a search tool that allows you to search by DUNS number or organization name. If your organization is not already registered with CCR, follow the steps below to register.

- **How**: Registration is completed online at www.ccr.gov.

- **How long it takes**: The registration process will take about thirty minutes. You should receive your CCR registration within three business days; **however, it may take as many as 10 to 14 business day for you to receive it**.

- **Important information about this step:**

    1) All SDPI grantees were required to obtain a DUNS number from Dun & Bradstreet for previous applications. You will need your organization's DUNS number to register with CCR. You can contact Dun & Bradstreet at 1-866-705-5711 or visit their website www.dnb.com.

    2) All SDPI grantees were required to obtain an Employer Identification Number from the US Government. You will need your organization's Employer Identification Number to register with CCR.

    3) Please be sure to complete the Marketing Partner ID (MPIN) and Electronic Business Primary Point of Contact fields during the CCR registration process. These are mandatory fields that are required when submitting grants applications through Grants.gov.

    4) When you register with CCR you will be asked to identify an individual to serve as your organization's "E-Business Point of Contact". This individual determines who is allowed to submit grant applications via grants.gov on behalf of your organization, known as Authorized Organization Representatives.

- **For more information**: www.grants.gov/CCRRegister.

Step 2 - Register with the Credential Provider

In order to safeguard the security of your electronic information, grants.gov uses a Credential Provider called Operational Research Consultants (ORC). A Credential Provider is an organization that validates the electronic identity of an individual. Each individual who will be completing grant applications for your organization via grants.gov must register with the grants.gov Credential Provider to receive a username and password.

- **How**: Registration is completed online at
  www.grants.gov/applicants/register_credential_provider.jsp.

- **How long it takes**: You must wait 3-6 business days after your organization has been registered with CCR to register with ORC. It may take as many as 3 to 5 business days for you to receive a user name and password after you register with ORC.

- **Important information about this step:**

    1) Grants.gov currently supports associating only one DUNS number per credential. A future enhancement is planned to provide the ability to assign multiple DUNS numbers to a credential.

    2) Once you register with ORC you will receive a username and password which you will need in order to register with grants.gov (Step 3).

Step 3 - Register with Grants.gov

The final step in the Get Started process is to register with Grants.gov. This is required to submit grant applications on behalf of your organization. Each individual who will be completing grant applications for your organization via grants.gov must register with grants.gov.

- **How**: Registration is completed online at www.grants.gov/applicants/register_grants_gov.jsp.

- **How long it takes**: The registration process will take about thirty minutes. After you register, you must wait until your E-Business Point of Contact grants you appropriate permission before you can submit your application.

- **Important information about this step:**

    1) If you are not the "E-Business Point of Contact" for your organization, you must wait until that individual receives notification that you have registered and grants you permission to complete applications before you can submit your application via grants.gov.

    2) After you have completed the registration process and been granted permission to submit applications for your organization, you will receive email notification confirming that you are able to submit applications through Grants.gov.

Step 4 - Log on to Grants.gov

After you have registered with Grants.gov, you can log on to Grants.gov at
https://apply.grants.gov/ApplicantLoginGetID to verify if your registration process was successful, to check your application status, and to update information in your applicant profile, such as your name, telephone number, email address, and title. In the future, you will have the ability to determine if you are authorized to submit applications through Grants.gov on behalf of your Tribe/organization.

Step 5 - Install PureEdge Viewer Software

In order to view the application packages and instructions, you will need to download and install a software program called PureEdge Viewer. This program allows you to access, complete, and submit applications electronically and securely.

- **How**: Download the software online at www.grants.gov/DownloadViewer

- **How long it takes**: Less than 15 minutes

- **Important information about this step:**

    1) If you have problems installing PureEdge Viewer, it may be due to the fact that you do not have security permissions to install a new program on your computer. Many organizations have rules about installing new programs. If you have any problems or questions contact your system administrator.

    2) Users who have never installed PureEdge Viewer must install both the "original" version and an upgrade. Users who have previously downloaded and installed PureEdge may need to download and install a software upgrade. See the website for more information.

Step 6 - Download SDPI Continuation Application Package

Once you have completed all of the steps above, you can download and complete your continuation application.

- **How:**

    1) Go to the Download Application page on grants.gov at https://apply.grants.gov/forms_apps_idx.html or from the grants.gov homepage, click on the "Apply for Grants" tab in the upper right-hand corner and click on the link that says "Apply Step 1 …"

    2) In the box for "Funding Opportunity Number", type in the appropriate number for your program, as indicated below. Also see Appendix A for a screenshot of the Download Application page.

        a. **Competitive Grant Programs (CVD/DP): HHS-2007-IHS-CONT-SDPI**
        b. **Non-competitive Grant Programs: HHS-2008-IHS-CONT-SDPI**

    3) **Do not type anything in the boxes for "CFDA Number" or "Funding Opportunity Competition ID".**

    4) Click on the download link under Instructions and Application near the right-hand side of the screen.

    5) Download the instructions and application according the directions given.

- **How long it takes**: A few minutes

- **Important information about this step:**

  1) If you get a message that says the application package has not been posted by the awarding agency, it may be because you have entered the Funding Opportunity Number incorrectly OR because you entered something in the CFDA Number box OR because you don't have the PureEdge Viewer software installed.

  2) If you get a message that says something about Acrobat or Adobe, it may be because you have don't have the PureEdge Viewer software installed.

Step 7 – Complete and Submit Application

Once you have completed all of the steps above, you can complete your continuation application on your computer offline – you do not need to be connected to internet while you are completing the application. However, you will need to be logged in to grants.gov to submit your application.

Instructions for completing the application electronically appear at the bottom of the Grant Application Package webpage (the page where you download the application package).

Additional Resources

- For more information about applying for grants via grants.gov, please visit www.grants.gov/applicants/apply_for_grants.jsp.

- On the grants.gov website there is a Help link in the upper right-hand corner. Clicking on this link will bring you to a web page with User's Guides, Frequently Asked Questions, and many other useful resources.

- You can contact grants.gov via email at support@grants.gov or via phone at 1-800-518-4726.

Adapted from document "Getting Started with Grants gov.doc" received from Michelle Bulls via email on 9/9/2005.

Appendix A
Screenshot: Downloading Application Package from GRANTS.GOV

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CGP use HHS-2007-IHS-CONT-SDPI
NCGP use HHS-2008-IHS-CONT-SDPI

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