



Applicant

User Guide

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Introduction

Grants.gov has been designed to make it easier for organizations to find and apply for more than \$450 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.

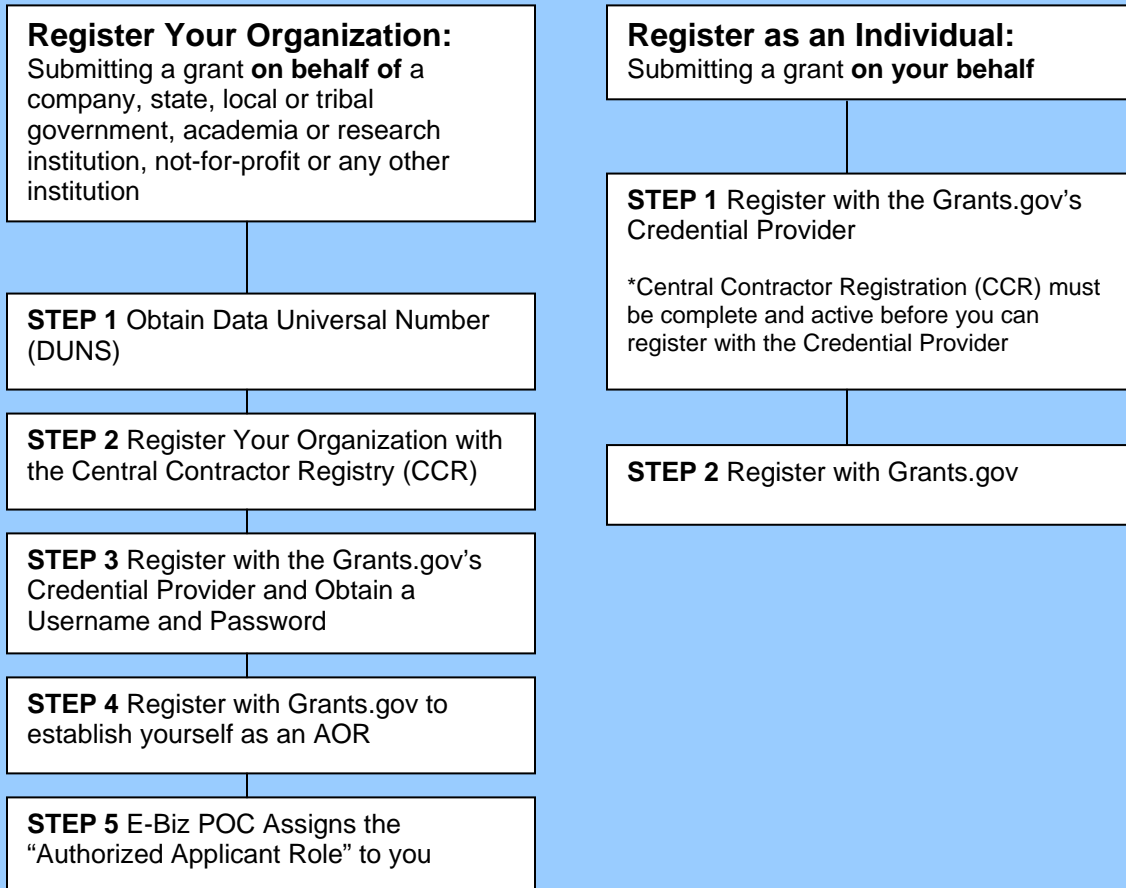
Provided information in this user guide:

- How To Register Your Organization
- How To Register As An AOR
- How To Register As An Individual
- Find and Search Grant Opportunities
- Apply For Grants
- Download Application Packages
- Complete Application Packages
- Track Your Application

Section I:

Get Registered: Overview

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



1.0 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. Click on **Organization Registration** in the left navigation bar or follow the instructions on the page and select “I want to Register on behalf of an Organization”.

GRANTS.GOV Search Contact Us Site Map Help RSS Home

Home » For Applicants »

FOR APPLICANTS

- Find Grant Opportunities
- Get Registered
- Organization Registration**
- Individual Registration
- Apply for Grants
- Track Your Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

APPLICANT SYSTEM-TO-SYSTEM

FOR GRANTORS

ABOUT GRANTS.GOV

HELP

CONTACT US

SITE MAP

GET REGISTERED

In order to apply for a grant, you and/or your organization must complete the Grants.gov registration process.

The registration process for an Organization or an Individual can take between three to five business days or as long as two weeks if all steps are not completed in a timely manner. So please register early!

This registration process has been mandated by the Grants Executive Board (GEB) which is the governing body of Grants.gov. The GEB determined the registration process needed to be completed prior to the submission of a grant application.

***Please Note: If you register as an Organization, you will not be allowed to use the Grants.gov username and password issued for your Organization to apply for grants as an Individual. To apply for grants as an Individual you must register as an Individual and use that specific username and password issued during the Individual registration process.**

Please choose one of the options below:

Organization Registration

[I want to Register on behalf of an Organization.](#)

An individual who is responsible for submitting a grant on behalf of an organization.

Individual Registration

[I want to Register as an Individual on my own behalf.](#)

Submitting a grant on your own behalf.

Sign-up for our "Succeed" Quarterly Newsletter

Quick Links

FOR APPLICANTS

- Grant Search
- Grant Email Alerts
- Get Registered
- Applicant Login
- E-Biz POC Login

FOR GRANTORS

- Agency Login
- New Grantor Users
- Resources

Glossary Term: Operational Research Consultants (ORC) –
The organization that Grants.gov has selected to validate the electronic identity of an individual through electronic credentials, PINS, passwords and PKI certificates.

Trusted sites

1.1 Register Checklist for Organizations

In order to help you navigate the process of registering your organization, Grants.gov has developed a registration checklist.

Follow the steps below to review the Registration Checklist for Organizations.

1. To access the Registration Checklist for Organizations, select **Get Registered** from the Quick Links on the right side of the screen in the blue boxed navigation of any Grants.gov page.
2. On the **Get Registered** page, select **Organization Registration Checklist** under the Organization Registration gray box.

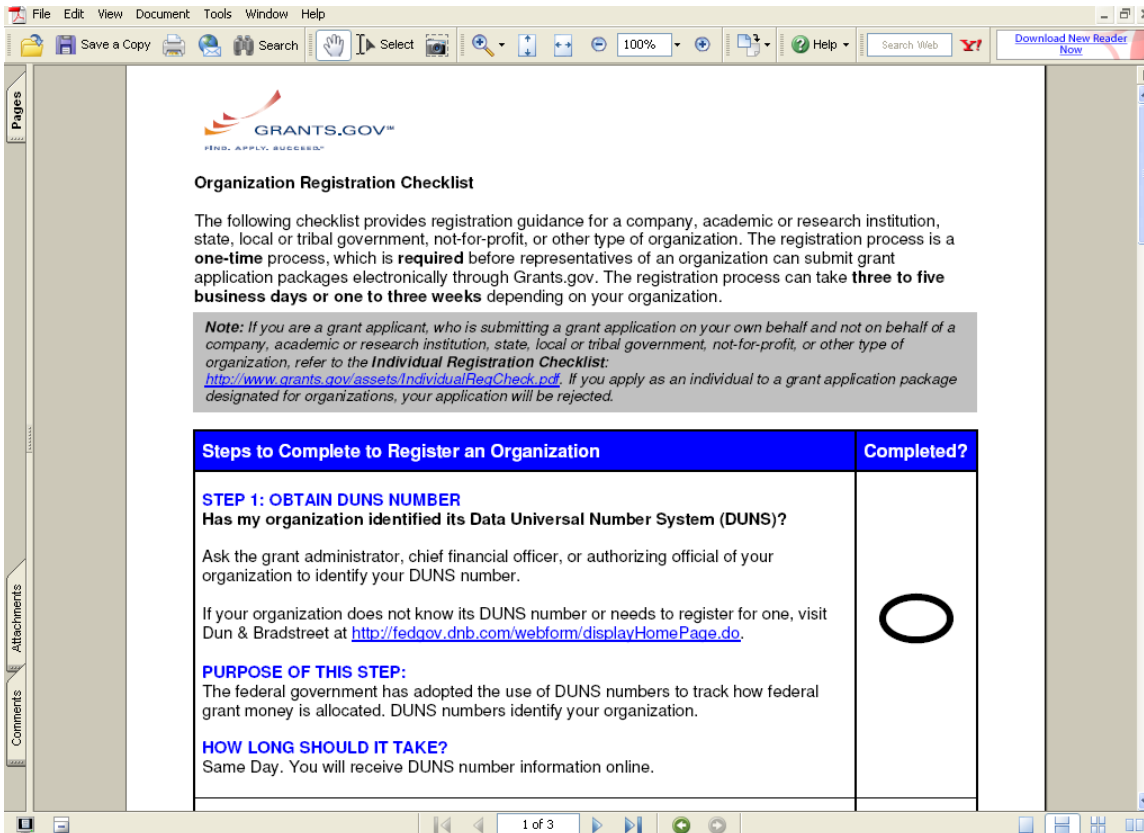
The screenshot shows the Grants.gov website's 'GET REGISTERED' page. At the top, there is a navigation bar with 'Search', 'Contact Us', 'Site Map', 'Help', 'RSS', and 'Home'. Below this is a breadcrumb trail: 'Home » For Applicants »'. The main heading is 'GET REGISTERED'. The text explains that users must complete the registration process to apply for grants and notes that the process takes three to five business days. A note mentions that the Grants Executive Board (GEB) mandated this process. Below this, there are two registration options: 'Organization Registration' and 'Individual Registration'. Under 'Organization Registration', there are links for 'Organization Registration User Guide' and 'Organization Registration Checklist'. The 'Organization Registration Checklist' link is circled in red. On the right sidebar, under 'Quick Links', there is a 'FOR APPLICANTS' section with a 'Get Registered' link also circled in red. At the bottom, there are logos for 'GRANTS POLICY COMMITTEE', 'E-GOV', 'USA.gov', and 'Benefits.gov'. A 'Trusted sites' icon is visible in the bottom right corner.

3. The Organization Registration Checklist also appears on the **Organization Registration** page at the top of the screen. Select **Get Registered**, then select **Organization Registration** and click on the link for the **Organization Registration Checklist**.



The Organization Registration Checklist is a PDF document, which you may review on-screen 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.



1.2 Register Your Organization: Obtaining a DUNS Number

In order to register with the Central Contractor Registry (CCR), 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, request not to be listed when you contact D&B.

You can find further online instructions under, For Applicants >> Get Registered >> Step 1: Obtain DUNS Number.

The screenshot shows the Grants.gov website interface. The main content area is titled "STEP 1: OBTAIN DUNS NUMBER" and includes a breadcrumb trail: Home » For Applicants » Get Registered » Organization Registration ». Below the title, there are links for STEP 1 through STEP 6. The main heading is "HAS MY ORGANIZATION IDENTIFIED ITS DATA UNIVERSAL NUMBER SYSTEM (DUNS)?". The text explains that users should ask the grant administrator, chief financial officer, or authorizing official of their organization to identify their DUNS number. A link is provided: <http://fedgov.dnb.com/webform/displayHomePage.do> [EXIT Disclaimer]. The "PURPOSE OF THIS STEP:" section states that the federal government uses DUNS numbers to track grant money allocation. The "HOW LONG SHOULD IT TAKE?" section indicates it is the same day. The "WHAT IS A DUNS NUMBER & WHY DO I NEED OBTAIN ONE?" section explains that a DUNS number is a unique nine-character identifier used by the federal government to track money distribution, and that large organizations, libraries, colleges, and research universities already have DUNS numbers.

The left sidebar contains a navigation menu with categories like "FOR APPLICANTS", "Individual Registration", "FOR GRANTORS", and "ABOUT GRANTS.GOV". The right sidebar features a "Sign-up for our 'Succeed' Quarterly Newsletter" and "Quick Links" for both applicants and grantors.

Instructions for Requesting a DUNS Number

Follow the steps below to request a DUNS number:

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. You should 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 web registration](#).

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](#).

Decide with Confidence

D&B DUNS Numbers™
for US Government
Contractors & Grantees

Welcome to the D&B Online Webform Process for US Govt Contractors and Grantees

Begin D-U-N-S Search/
Request Process

About the D&B
D-U-N-S Number

Frequently Asked
Questions (FAQ)

D&B, CCR, Grants
Contacts

D&B's Privacy
and Data Policy

Welcome to the D&B D-U-N-S Request Service
for US Federal Government Contractors and Grantees

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

[Click here](#) to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day.

[Click here](#) to request your D-U-N-S Number by phone, (for U.S., Puerto Rico, and U.S. Virgin Islands Only).

For technical difficulties, contact gov@dnb.com

1.3 Register Your Organization: Registering with CCR

The Central Contractor Registry (CCR) is a government-wide registry for vendors doing business with the federal government. The CCR centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses the CCR to establish roles and IDs for electronic grant applicants.

Tips for registering with CCR

1. Information for registering with the CCR and online documents can be found at <http://www.ccr.gov/>.
2. Before registering, applicants and recipients should review the Central Contractor Registration Handbook at <http://www.ccr.gov/handbook.asp>.

You can find further online instructions under, For Applicants >> Get Registered >> Step 2: Register with CCR.

The screenshot shows the Grants.gov website interface. The top navigation bar includes 'Search', 'Contact Us', 'Site Map', 'Help', 'RSS', and 'Home'. The left sidebar contains a menu with categories like 'FOR APPLICANTS', 'Apply for Grants', 'FOR GRANTORS', and 'ABOUT GRANTS.GOV'. A red box highlights 'Organization Registration' and a blue box highlights 'STEP 2: Register with CCR'. The main content area displays the breadcrumb trail 'Home > For Applicants > Get Registered > Organization Registration >', followed by 'STEP 2: REGISTER WITH CCR' and a navigation bar for steps 1 through 6. Below this is a section titled 'HAS MY ORGANIZATION REGISTERED WITH THE CENTRAL CONTRACTOR REGISTRY (CCR)?' which provides instructions on how to check registration status and a 'Search CCR' button. A 'PURPOSE OF THIS STEP' section explains that registering with the CCR is required for organizations to use Grants.gov.

Instructions for Registering with CCR

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. If the organization completes the CCR registration process by 6:00 PM EST and passes the IRS Tax Identification validation, the organizational representatives will be able to begin their registration process the very next business day. Once your CCR registration becomes active, you will be able to register with the Credential Provider.

1. Visit the **CCR** website at <http://www.ccr.gov/>.
2. Click the **Start New Registration** link at the top left of the screen.



3. Next follow the on screen instructions, once you select one of the choices, click on the **Continue** link to proceed.



4. On the next screen review the four key items you will need before registering. Then click **Continue with Registration** at the bottom of the screen.

Address: <http://www.ccr.gov/StartRegistration.aspx>

CENTRAL CONTRACTOR REGISTRATION

Home | Contractors | Grantees | International Registrants | Small Businesses | Help | 450405 Active Registrants

Start New Registration

IMPORTANT: Review the following FOUR key items you need before beginning registration. (International Registrants click [here](#).)

- 1. Data Universal Numbering System (DUNS) Number provided by Dun and Bradstreet(D&B)**
[Click here](#) for more detail.
- 2. Tax Identification Number (TIN) and Taxpayer Name used in Federal tax matters**
Not required for non-U.S. registrants
[Click here](#) for more detail.
- 3. Statistical Information about your business**
[Click here](#) for more detail.
- 4. Electronic Funds Transfer (EFT) Information for payment of invoices**
Not required for non-U.S. registrants
[Click here](#) for more detail.

NOTE: STEPS 1 AND 2 MAY BE DONE SIMULTANEOUSLY.

[Click here](#) to see a full listing and descriptions of all information needed to register.

[Continue with Registration](#)

Related Links:
[D&B Web Form for DUNS Number Request](#)
[IRS EIN Program](#)
[Information Needed to Register](#)

5. Enter your DUNS Number and click on the **Next** button to begin your registration with CCR.

Address: <https://www.bpn.gov/ccr/NewRegistration.aspx>

CENTRAL CONTRACTOR REGISTRATION

CCR Home Search CCR
Quit CCR New Registration Help

New Registration

Enter Your DUNS number

To begin your registration we must verify your company information using your DUNS number provided by D&B. Please use your DUNS number and click submit. If you have received a new DUNS number from D&B, please wait until 24 hours have passed before you begin a New Registration.

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.
Version 4.07.3.

Integrated Acquisition Environment

USA.gov
Government Made Easy

1.4 Register Your Organization: CCR Registration Worksheet for Grant Applicants

General Information

Enter information into all fields with an "M" (Mandatory Required) 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 the CCR.

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

This section is required. 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

Is required. Follow the instructions.

SIC Code

Is required. Follow the instructions.

Financial Information

Follow the instructions found under "US Federal TIN" – the Tax Identification Number information will be validated at IRS;

<http://www.ccr.gov/handbook.asp> (Financial information can be found on pg 13 in the handbook)

Registration Acknowledgement and Point of Contact Information

Enter information into all fields with an "M" (Mandatory Required) 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:

CCR Point of Contact

Mandatory. Enter the name of the person that knows and acknowledges that the information in the CCR is current, accurate and complete. The person named here will be the only person within the registering organization to receive the Trading Partner Identification Number (TPIN) via email or U.S. mail services. The registrant and the alternate are the only people authorized to share the information with the CCR Assistance Center personnel. An email address is required. An alternate is also required for registration.

Government Business Point of Contact

Not mandatory; review under "Point of Contact;"
<http://www.ccr.gov/handbook.asp> (Point of Contact information can be found on pg 14 in the handbook)

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 login 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 required.

Marketing Partner ID (MPIN)

Mandatory for Grants.gov submission. 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 login to Grants.gov.

Registration Notification

If your registration was submitted successfully then you will receive two letters via U.S. mail or email. This first notice is to welcome you to CCR and will include a copy of your registration. The second notice contains your confidential Trading Partner Identification Number (TPIN). Receipt of your TPIN not only confirms that you are successfully registered in CCR, it is your confidential password, to change your CCR information.

Once the CCR Registration is complete, your organization is finished registering. Now you must register with Grants.gov to establish yourself as an Authorized Organization Representative (AOR), an individual authorized to submit grant applications for your organization.

There are two elements required to complete this step – obtaining a username and password from the Grants.gov Credential Provider and then registering with Grants.gov. Both of these elements must be completed before receiving authorization by your organization.

1.5 Register Your Organization: Obtain Username and Password

In order to safeguard the security of your electronic information, Grants.gov utilizes E-Authentication – the federal program that ensures secure transactions. E-Authentication defines the level of trust or trustworthiness of the parties involved in a transaction through the use of Credential Providers. It is the process of determining with certainty that someone really is who he/she claims to be. Grants.gov uses Operational Research Consultants (ORC) as its Credential Provider.

Tips for registering with the Credential Provider

1. Your **CCR registration must be complete** and active before you can register with the Credential Provider.
2. Once you have completed the online CCR Registration, it will take up to 72 hours before your CCR Registration becomes active. If you are updating or renewing your registration information it will take approximately 24 hours to become active.
3. Once you are registered with the Credential Provider, you will create a username and password. You will use this username and password for your registration at Grants.gov. This username and password is used to submit your application package to the appropriate government agency safely and securely through Grants.gov.

Instructions for Registering with the Credential Provider

Your organization's CCR registration must be complete and active before you can register with the Credential Provider.

1. Click **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.
2. Under the Get Registered heading, click **Organization Registration** in the left navigation.
3. Under Organization Registration, click **STEP 3: Obtain Username & Password**.
4. Once you are on the **STEP 3: Obtain Username & Password** screen, click on the **Create Username and Password with ORC** in the gray bar on the screen.

The screenshot shows the Grants.gov website interface. At the top, the Grants.gov logo and navigation links (Search, Contact Us, Site Map, Help, RSS, Home) are visible. The left sidebar contains a navigation menu with sections for 'FOR APPLICANTS', 'FOR GRANTORS', and 'ABOUT GRANTS.GOV'. Under 'FOR APPLICANTS', the 'Organization Registration' section is expanded, and 'STEP 3: Obtain Username & Password' is selected. The main content area displays the title 'STEP 3: OBTAIN USERNAME & PASSWORD' and a breadcrumb trail: 'Home » For Applicants » Get Registered » Organization Registration ». Below the title, there are links for 'STEP 1', 'STEP 2', 'STEP 3', 'STEP 4', 'STEP 5', and 'STEP 6'. The main text asks 'HAVE YOU OBTAINED YOUR USERNAME AND PASSWORD?' and explains that an Authorized Organization Representative (AOR) must register with the Credential Provider (Operational Research Consultants, ORC). A gray bar at the bottom of the main content area contains the link 'Create a Username and Password with ORC: https://apply07.grants.gov/apply/OrcRegister', which is circled in red. The right sidebar contains a 'Sign-up for our "Succeed" Quarterly Newsletter' and 'Quick Links' for both applicants and grantors. At the bottom of the page, there is a 'Trusted sites' icon.

5. At the bottom of the screen you will need to enter your organization's DUNS Number and click the **Register** button. Your organization's CCR registration must be complete and active before you can register with the Credential Provider.

GRANTS.GOVSM Contact Us SiteMap Help RSS Home

Home > Applicants > Get Registered > Individual Registration >

REGISTER WITH THE CREDENTIAL PROVIDER

In order to safeguard the security of your electronic information, Grants.gov utilizes a [Credential Provider](#). It is the process of determining, with certainty, that someone really is who they claim to be.

The Credential Provider for Grants.gov is [Operational Research Consultants \(ORC\)](#). When you register with ORC, you will receive a username and password which you will need to [Register with Grants.gov](#) as an [Authorized Organization Representative \(AOR\)](#). Once your [organization's E-Business Point of Contact](#) has assigned these rights, you will be authorized to submit grant applications through Grants.gov on behalf of your organization.

NOTE: Your organization will need to be registered with the [Central Contractor Registry \(CCR\)](#) and you will need to have your organization's DUNS number available to complete this process. After your organization registers with the CCR, you must wait 3 business days before you can obtain a username and password.

To register for a username and password, enter the your organization's [DUNS OR DUNS+4 Number](#) and then click the "Register" button below.

Step 1: Complete the **DUNS OR DUNS+4 Number** field.
Step 2: Click the **Register** button.

DUNS or DUNS+4 Number

6. After entering your organization's DUNS Number, you will be taken to the E-Authentication website where you will be able to create your Username and Password.

8. The E-Authentication screen is now visible. Click the **User ID** button.

Address <http://e-auth.orc.com/> Go Links »

eAuthentication

Home

- Instructions
- Policies
- General Info
- Agency Applications
- User Administration
- Help Desk
- Privacy Policy
- Home

Welcome to the ORC eAuthentication Credential Service

Operational Research Consultants, Incorporated is a GSA Approved Credential Service Provider to the eAuthentication Service.

This service is authorized to issue authentication credentials for use by the FirstGov and participating Government agencies. The purpose of eAuthentication is to facilitate public access to the services offered by Government agencies through use of information technologies, including on-line access to computers for purposes of reviewing, retrieving, providing, and exchanging information. These Credentials can be used to:

- Authenticate to government websites
- Contract for the purchase of goods or services of modest value
- Verify the identity of electronic mail correspondents (digital certificate only)
- Verify the identity of web servers (digital certificate only)
- Verify the identity of individuals accessing data servers (digital certificate only)
- Verify the integrity of software and documents posted on data servers (digital certificate only)

Get your Credentials here: [User ID](#)

Internet

9. This will take you to the **ORC eAuthentication User Information** screen. Enter all of the required information in the appropriate fields. Required fields are noted by an asterisk *. Once completed click the **Submit** button.

Address <https://e-auth.orc.com/reg/> Go Links »

eAuthentication

User Registration

- Instructions
- Policies
- General Info
- Agency Applications
- User Administration
- Help Desk
- Privacy Policy
- Home

ORC eAuthentication User Information

Please provide the following information and click the Submit button at the bottom when finished.

*** - Field is required**

First Name:* **M.I.:** **Last Name:***

Date of Birth:
Month: Select... Day: Year:

Job Title:

Select either Business or Home address
Business address Home address

Home Address and Phone Number
Address1:*
Address2:
City:*
State: Or **Region:**

Done Internet

10. This will take you to the ORC eAuthentication User Confirmation screen. Complete all of the necessary fields and click the **Submit** button. Record the User ID and Password that you entered because you will need this information to Register with Grants.gov.

Address <https://e-auth.orc.com/reg/confirm.jsp> Go Links »

User Registration

ORC eAuthentication User Confirmation

Please confirm that the following information is correct then click the Submit button at the bottom when finished.

You are requesting Level 1 access credentials

First Name: Cindy **Last Name:** Nguyen

Home Address and Phone Number
8280 Greensboro Dr
McLean, VA 22102 US
703-269-0047

Primary Email: cynthia.nguyen@tmp.com

If the above information is correct please continue with the process otherwise click "Make a Change" to edit the information

User Name: * **Password: *** **Confirm Password: ***

NOTE: Your password must be at least 8 Characters long and include at least one Special Character, one Number, and one Capital letter.

Secret Question: *

Done Internet

11. This will take you the ORC eAuthentication Registration Success screen.

Address <https://e-auth.orc.com/reg/entryCreation.jsp> Go Links »

eAuthentication

User Registration

ORC eAuthentication Registration Success

Your User ID (cynthianguyen) has been successfully registered in the eAuthentication database.

You may immediately begin using your User ID and password to access Level 1 applications secured by the ORC eAuthentication Credential Service Provider.

If you are a Grants.gov applicant, you will need to continue your Grants.gov Authorized Organization Representative (AOR) process by registering your Credential User ID and Password at Grants.gov. To continue this process, please go to the following registration section at Grants.gov: <https://apply.grants.gov/GrantsgovRegister>

Once you have registered with ORC, Grants.gov's Credential Provider, and received your username and password, you will need to register with Grants.gov (you can click on the URL to go straight to Grants.gov Registration). After you have registered with Grants.gov, the E-Business Point of Contact listed on your organization's CCR registration will receive a notification stating that you have

registered. The E-Business Point of Contact will then need to log into the E-Biz section of Grants.gov and assign the "Authorized Applicant" role to you. You will be able to login to see if you have received your authorized status by logging-in as an Applicant. You can find the Applicant Login quick link on the right side of any screen throughout the website.

YOU WILL NOT BE ABLE TO SUBMIT APPLICATIONS UNTIL THE E-BUSINESS POINT OF CONTACT HAS COMPLETED THE AUTHORIZATION OF YOUR GRANTS.GOV PROFILE.

I forgot my password

In the event that you forget your password, you can obtain a new password from the Credential Provider:

If you have forgotten your password, you will need to get it reset at the E-Authentication Credential Provider's website.

Go to <https://e-auth.orc.com/reg/forgotReset.html> and enter your username. You will then be prompted to change your password. This information will automatically be updated at the Grants.gov website.

I forgot my username

Please contact ORC, Grants.gov's Credential Provider at 800-386-6820 or via email at eauthhelp@orc.com. You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register your new username and password with Grants.gov.

1.6 Register Your Organization: Register with Grants.gov

Once your registration with ORC, Grants.gov's Credential Provider, is complete, you must register with Grants.gov.

Tips for registering with Grants.gov

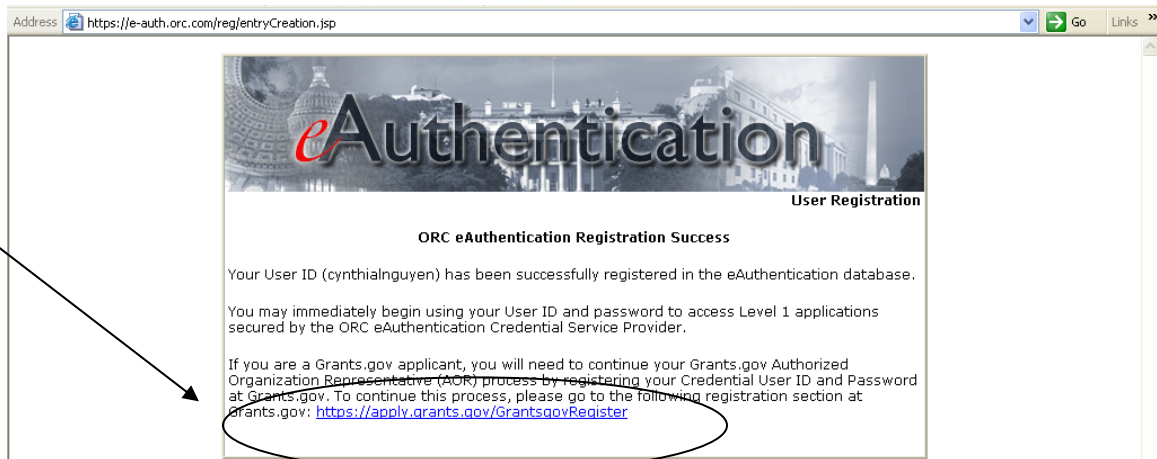
1. You should wait approximately 30 minutes after completing the Credential Provider registration before registering with Grants.gov.
2. After you have registered with Grants.gov, the E-Business Point of Contact (E-Biz POC) listed on your organization's CCR registration will receive a notification stating that you have registered.
3. The E-Biz POC will then need to login to the E-Biz POC section of Grants.gov and assign the "Authorized Applicant" role to you. Once the E-Biz POC completes this process, you will receive an email confirming that you can submit grants on behalf of your organization. You will then be able to submit grants through Grants.gov.

There are two paths to complete your registration. Both are outlined below.

OPTION 1:

From the E-Authentication website, directly after creating your username and password:

1. After receiving your confirmation screen, you will find a link referenced to Grants.gov. Select that link to be directed to the Grants.gov website and set-up your new Grants.gov profile once you enter your username and password.



- Next, enter the username and password you just created at the E-Authentication website and select “Register”.

Address <https://apply.grants.gov/IndGGRegister> Go Links

GRANTS.GOV For Applicants About Grants.gov Resources For Agencies
Contact Us SiteMap Help Home

Home > Applicants > Get Registered > Individual Registration >

REGISTER WITH GRANTS.GOV

Once you have [registered with a Credential Provider](#), you will need to register with Grants.gov.

Enter the username and password from registering with the Credential Provider. You will then be asked to provide the **Funding Opportunity Number** associated with your grant application.

Please enter your Username and Password to Register with Grants.gov.

Username

Password Register

Tips for registering with Grants.gov:

Guidance on this process is provided on the [Register with Grants.gov](#) section of the site.

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 or use of this computer system may subject violators to criminal, civil, and/or administrative action.

Done Internet

- At the next screen, enter in the information to set-up your User Profile. If you are registering on behalf of an organization, make sure that the AOR button is selected.

Address <https://apply.grants.gov/GrantsgovRegister> Go Links »

GRANTS.GOV™ Contact Us SiteMap Help Home

Home > Applicants > Get Registered > Organization Registration >

User Profile

[Authorized Organization Representatives \(AORs\)](#) and [Individuals](#) have the ability to submit grant applications through Grants.gov.

After you have successfully completed the registration process below, you will see a "Successful Registration" confirmation screen. For [Organizations](#), the E-Business Point of Contact listed on your organization's CCR registration (as indicated on the CCR website: <http://www.ccr.gov>) will receive a notification stating that you have registered to become an AOR. Once the E-Business Point of Contact 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.

To register as an AOR, complete all fields below and press the "Submit" button. If you are submitting applications on behalf of a company, state, local or tribal government, academia, or other type of organization, select the "[AOR](#)" option; OR if you are an individual submitting applications on your behalf, select the "[Individual](#)" option below:

Applicant Info:

Step 1: Select either the [AOR](#) or [Individual](#) option.
Step 2: Complete all other fields.

AOR **Individual**

First: Last:

Tel: Email:

Title: DUNS#:

- Enter your first name in the **First** field.
- Enter your last name in the **Last** field.
- Enter your business telephone number in the **Tel** field.
- Enter your business email address in the **Email** field.
- Enter your title in the **Title** field.
- Enter your DUNS number that was entered in the CCR registration in the DUNS or DUNS + 4 field.
- Click the **Cancel** button to return to the previous screen.
OR
- Click the **Submit** button to register with Grants.gov.

After you have registered with Grants.gov, the E-Biz POC listed on your organization's CCR registration will receive a notification stating that you have registered. The E-Biz POC will then need to log into the E-Biz POC section of Grants.gov and assign the "Authorized Applicant" role to you.

After you have completed the profile, you will get an AOR Initiated confirmation screen. You will still need to have your E-Biz POC login and authorize your profile.

OPTION 2:

Another option to register with Grants.gov is from the Grants.gov website, you must still have completed your Credential Provider registration and received your username and password before you can register with Grants.gov. Follow the steps below to register with Grants.gov.

1. Click **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.
2. Under the **Get Registered** heading, click the **Organization Registration** link on the left navigation.
3. Next, select **STEP 4: Register with Grants.gov** link from the left navigation menu.
4. Click on the **Register with Grants.gov** link in the gray bar on the screen.

The screenshot displays the Grants.gov website interface. At the top, the Grants.gov logo and navigation links (Search, Contact Us, Site Map, Help, RSS, Home) are visible. The left sidebar contains a navigation menu with categories like 'FOR APPLICANTS', 'FOR GRANTORS', and 'HELP'. The 'Organization Registration' section is expanded, showing steps 1 through 6. Step 4, 'Register with Grants.gov', is selected and highlighted. The main content area shows the title 'STEP 4: REGISTER WITH GRANTS.GOV' and a breadcrumb trail. Below this, there is a section titled 'HAVE YOU REGISTERED WITH GRANTS.GOV FOR AN ACCOUNT?' with a link to 'Register with Grants.gov: https://apply07.grants.gov/apply/GrantsgovRegister'. This link is circled in the screenshot. The right sidebar features a newsletter sign-up and quick links for both applicants and grantors.

- Once on the Register with Grants.gov screen, enter the username and password that you received from the Credential Provider in the **Username** and **Password** fields. **Remember** – the password you received from the Credential Provider may contain both upper and lowercase letters. Be sure to enter the exact password you received.

GRANTS.GOVSM Contact Us SiteMap Help RSS Home

Home > Applicants > Get Registered > Organization Registration >

REGISTER WITH GRANTS.GOV

Once you have [registered with the Credential Provider](#), you will need to register with Grants.gov as an [Authorized Organization Representative \(AOR\)](#). As an AOR, you will be authorized to submit grant applications through Grants.gov on behalf of your organization.

Enter the username and password from registering with the Credential Provider. You will then be asked to provide identifying information and your organization's DUNS number. After you have completed the registration process, Grants.gov will notify the [E-Business Point of Contact](#) for assignment of user privileges.

Please enter your Username and Password to Register with Grants.gov.

Username

Password

Tips for registering with Grants.gov:

Guidance on this process is provided on the [Register with Grants.gov](#) section of the site.

Warning Notice!

- At the next screen, enter in the information to set-up your User Profile. If you are registering on behalf of an organization, make sure that the AOR button is selected.

Home > Applicants > Get Registered > Organization Registration >

User Profile

[Authorized Organization Representatives \(AORs\)](#) and [Individuals](#) have the ability to submit grant applications through Grants.gov.

After you have successfully completed the registration process below, you will see a "Successful Registration" confirmation screen. For [Organizations](#), the E-Business Point of Contact listed on your organization's CCR registration (as indicated on the CCR website: <http://www.ccr.gov>) will receive a notification stating that you have registered to become an AOR. Once the E-Business Point of Contact 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.

To register as an AOR, complete all fields below and press the "Submit" button. If you are submitting applications on behalf of a company, state, local or tribal government, academia, or other type of organization, select the "AOR" option; OR if you are an individual submitting applications on your behalf, select the "Individual" option below:

Applicant Info:

Step 1: Select either the [AOR](#) or [Individual](#) option.

Step 2: Complete all other fields.

AOR Individual

First: Last:

Tel: Email:

Title: DUNS#:

7. Enter your first name in the **First** field.
8. Enter your last name in the **Last** field.
9. Enter your business telephone number in the **Tel** field.
10. Enter your business email address in the **Email** field.
11. Enter your title in the **Title** field.
12. Enter your DUNS number that was entered in the CCR registration in the DUNS or DUNS + 4 field.
13. Click the **Cancel** button to return to the previous screen.
OR
14. Click the **Submit** button to register with Grants.gov.

After you have registered with Grants.gov, the E-Biz POC listed on your organization's CCR registration will receive a notification stating that you have registered. The E-Biz POC will then need to log into the E-Biz POC section of Grants.gov and assign the "Authorized Applicant" role to you.

After you have completed the profile, you will get an AOR Initiated confirmation screen. You will still need to have your E-Biz POC log-in and authorize your profile.

Note: The E-Biz POC will not be able to log into the E-Biz POC section of Grants.gov for the first time until one AOR has completed the Credential Provider and Grants.gov registration.

Once the 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 grants through Grants.gov.

If you forget your password

In the event that you forget your password, you can obtain a new password from the Credential Provider:

If you have forgotten your password, you will need to get it reset at the E-Authentication Credential Provider's website.

Go to <https://e-auth.orc.com/reg/forgotReset.html> and enter your username. You will then be prompted to change your password. This information will automatically be updated at the Grants.gov website.

If you forget your username

Please contact ORC, Grants.gov's Credential Provider at 800-386-6820 or via email at eauthhelp@orc.com. You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register your new username and password with Grants.gov.

1.7 Register Your Organization: AOR Authorization

Authorize Your AORs

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 CCR Registration, and 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.

Note: In some organizations, a person may serve as both an E-Biz POC and an AOR.

After an AOR registers with Grants.gov, the E-Biz POC will have to approve the request. The E-Biz POC will approve the request after the AOR has completed the following two steps:

1. AORs Register with the Credential Provider (ORC)
2. AORs Register with Grants.gov

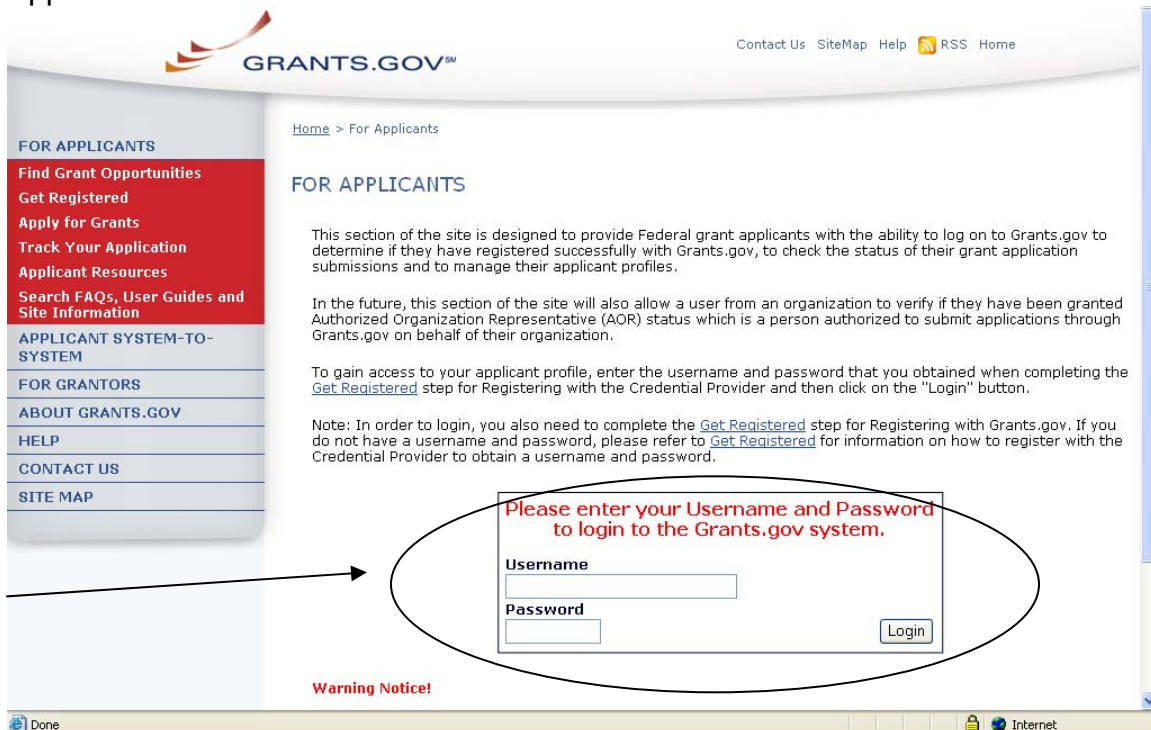
After the AOR has submitted their request, the E-Biz POC will complete the fifth step in this process as depicted on the page.

The screenshot shows the Grants.gov website interface. At the top, the Grants.gov logo is on the left, and navigation links (Search, Contact Us, Site Map, Help, RSS, Home) are on the right. The main content area is titled "STEP 5: AUTHORIZE THE AOR" and includes a breadcrumb trail: Home » For Applicants » Get Registered » Organization Registration ». Below the title, there are links for STEP 1 through STEP 6. The main text asks: "HAS THE E-BUSINESS POINT OF CONTACT (E-BIZ POC) APPROVED AORS TO SUBMIT APPLICATIONS ON BEHALF OF THE ORGANIZATION?" and explains that when an AOR registers, the E-Biz POC receives an email notification. It then states: "Your E-Biz POC must then login to Grants.gov (using the organization's DUNS number for the username and the 'M-PIN' password obtained in Step 2) and approve the AOR, thereby giving him or her permission to submit applications." Below this, it says: "When an E-Biz POC approves an AOR, Grants.gov will send the AOR a confirmation email." A box contains the "E-Biz POC Login" URL: <https://apply07.grants.gov/apply/AorMgrGetID>. There is also a link to the "E-Business Point of Contact Checklist". The "PURPOSE OF THIS STEP:" section states: "Only the E-Biz POC can approve AORs. This allows your organization to authorize specific staff members to submit grants." The "HOW LONG SHOULD IT TAKE?" section states: "Depends on how long it takes the E-Biz POC to login and approve the AOR." The left sidebar contains navigation links for "FOR APPLICANTS" (Find Grant Opportunities, Get Registered, Organization Registration, Individual Registration, Apply for Grants, Track Your Application, Applicant Resources) and "FOR GRANTORS" (ABOUT GRANTS.GOV, HELP, CONTACT US, SITE MAP). The right sidebar includes a "Sign-up for our 'Succeed' Quarterly Newsletter" and "Quick Links" for both applicants and grantors.

Applicants also have the ability to login and check their AOR status by logging in as an applicant. To login as an Applicant click the **Applicant Login** link on the Quick Links in the right blue navigation bar on the Grants.gov page.



On the For Applicants page enter your username and password, obtained while registering with Grants.gov. Then click the Login button to enter into the Applicant section.



In the Applicant section you can check your check your AOR status under Manage Applicant Profile. Click the Manage Applicant Profile link on the left navigation menu.

GRANTS.GOVSM [Contact Us](#) [SiteMap](#) [Help](#)

[Home](#) > [For Applicants](#)

[Check Application Status](#)
[Manage Applicant Profile](#)
[Logout of Grants.gov](#)

FOR APPLICANTS

Welcome to the Applicants section!

You have successfully registered with Grants.gov. You can now use this section of the site to manage your applicant profile and to check the status of your applications.

[Check Application Status](#)

Once you have submitted an application, you can check the status of your application submission 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: The date and time Grants.gov received your application.
- Status: Application statuses include the following:
 - 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.
 - Rejected with Errors: Grants.gov was unable to process your application because of an error(s) and cannot accept the application until you correct the errors and successfully resubmit the application. You will receive email notification with information on how to address the error(s). Refer to [Application Error Tips](#) for information on how to address common application errors.

On the Manage Applicant Profile page, check to be sure the information listed is correct. You can also check your AOR Status located at the bottom left of the dialog box.

GRANTS.GOVSM [Contact Us](#) [SiteMap](#) [Help](#)

[Home](#) > [For Applicants](#) > [Manage Applicant Profile](#)

[Check Application Status](#)
[Manage Applicant Profile](#)
[Logout of Grants.gov](#)

Applicant Profile

First:	<input type="text" value="Keenon"/>	Last:	
Tel:	<input type="text" value="000-000-0000"/>	Email:	
Title:	<input type="text" value="PMO-DO NOT CHANGE!!!"/>	DUNS#:	
AOR Status:	Approved		

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).

Instructions for reviewing the E-Business Point of Contact Registration Checklist

Follow the steps below to review the E-Biz POC Registration Checklist.

1. Click **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.
2. Select **Organization Registration** from the left navigation.
3. Once on the Organization Registration page, select **STEP 5: AOR Authorization** from the navigation.
4. Once on the **STEP 5: AOR Authorization** page, click on the **E-Business Point of Contact Registration Checklist** link on the screen.

The Registration Checklist is a PDF document, which you may review on-screen or print and retain for future reference.

GRANTS.GOV™
FIND. APPLY. SUCCEED.

E-Business Point of Contact Registration Checklist

Grants.gov safeguards an organization from individuals who may attempt to submit grant application packages without permission by providing the organizations with the capability of having an E-Business Point of Contact (E-Biz POC). The E-Biz POC determines who is allowed to submit grant application packages via Grants.gov on behalf of an organization. The following checklist provides registration guidance for the E-Biz POC during the registration process. The registration process can take **one to three** days depending on your organization.

Note: If you are a grant applicant, who is submitting a grant application on your own behalf and not on behalf of a company, academic or research institution, state, local or tribal government, not-for-profit, or other type of organization, refer to the **Individual Registration Checklist**: <http://www.grants.gov/assets/IndividualReqCheck.pdf>. If you apply as an individual to a grant application package designated for organizations, your application will be rejected.

Steps to Complete to Register an Individual	Completed?
<p>STEP 1: OBTAIN DUNS Number Has my organization identified its DUNS Number?</p> <p>Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number. If your organization does not know its DUNS number, call Dun & Bradstreet at 1-866-705-5711 and follow the automated prompts to find this information.</p> <p>PURPOSE OF THIS STEP: The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. DUNS numbers identify your organization.</p> <p>HOW LONG SHOULD IT TAKE? Same Day. You will receive DUNS number information at the conclusion of the phone call. A recipient with a NEW DUNS number must wait 24 hours before applying for CCR</p>	○

1.8 Register Your Organization: Login as an E-Biz POC

The E-Business Point of Contact (E-Biz POC) performs the final step in the Grants.gov registration process. The E-Biz POC actually authorizes someone to submit a grant application on behalf of their organization. This step safeguards an organization from individuals who may attempt to submit a grant application package 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.

1. To login as an E-Biz POC, click on the **E-Biz POC Login** link in the right navigation menu under Quick Links in the blue box, on any Grants.gov page.
2. Or Under Get Registered>Organization Registration> select **STEP 5: AOR Authorization**. Then click on **E-Biz POC Login** in the gray bar on the screen.

The screenshot displays the Grants.gov website interface. At the top, the Grants.gov logo and navigation links (Search, Contact Us, Site Map, Help, RSS, Home) are visible. The main content area is titled "STEP 5: AUTHORIZE THE AOR" and includes a breadcrumb trail: Home » For Applicants » Get Registered » Organization Registration ». Below the title, there are links for STEP 1 through STEP 6, with STEP 5 highlighted. The main text asks: "HAS THE E-BUSINESS POINT OF CONTACT (E-BIZ POC) APPROVED AORS TO SUBMIT APPLICATIONS ON BEHALF OF THE ORGANIZATION?" and provides instructions on how to proceed. A link for "E-Biz POC Login" is provided with the URL: <https://apply07.grants.gov/apply/AorMgrGetID>. The right sidebar contains a "Quick Links" section with a list of links: Grant Search, Grant Email Alerts, Get Registered, Applicant Login, and E-Biz POC Login. The "E-Biz POC Login" link is circled in red. Two arrows point from the right side of the page to the "E-Biz POC Login" link in the sidebar and the link in the main content area.

3. On the For E-Business Point of Contact screen enter your organization's DUNS number and MPIN.

The screenshot shows the Grants.gov website interface. At the top, the Grants.gov logo is on the left, and navigation links (Contact Us, SiteMap, Help, RSS, Home) are on the right. A left-hand navigation menu lists categories like 'FOR APPLICANTS', 'ABOUT GRANTS.GOV', 'FOR AGENCIES', 'APPLICANT SYSTEM-TO-SYSTEM', 'RESOURCES', 'HELP', 'CONTACT US', and 'SITE MAP'. The main content area is titled 'FOR E-BUSINESS POINT OF CONTACT' and includes a breadcrumb trail 'Home > For E-Business Point of Contact'. Below the title, there are two paragraphs of text explaining the E-Business Point of Contact (POC) and the Authorized Organization Representative (AOR) role. A third paragraph states that users need to enter their DUNS or DUNS + 4 number and their designated MPIN from the Central Contractor Registry (CCR). A fourth paragraph provides a link to www.CCR.gov for information on obtaining an MPIN. A red-bordered box contains the following text: 'Please enter your DUNS Number and MPIN to login to the Grants.gov system.' Below this text are two input fields: 'DUNS or DUNS + 4' and 'MPIN', followed by a 'Login' button. A red arrow points from the right side of the screen to the red text in the login box. Below the login box is a 'Warning Notice!' section with a disclaimer about U.S. Government computer system access. At the bottom of the browser window, the address bar shows 'Done' and 'Internet'.

FOR E-BUSINESS POINT OF CONTACT

This section of the site is designed to provide the designated E-Business Point of Contact (POC) from an applicant organization the capability of designating, or revoking, the privileges of the Authorized Organization Representative (AOR). The AOR is the organization's authorized submitter of a Federal grant application.

You will need to enter your DUNS or DUNS + 4 number and your designated MPIN from the Central Contractor Registry (CCR).

If you do not have an MPIN, please visit www.CCR.gov for further information on obtaining an MPIN for your organization.

Please enter your DUNS Number and MPIN to login to the Grants.gov system.

DUNS or DUNS + 4

MPIN

Login

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 or use of this computer system may subject violators to criminal, civil, and/or administrative action.

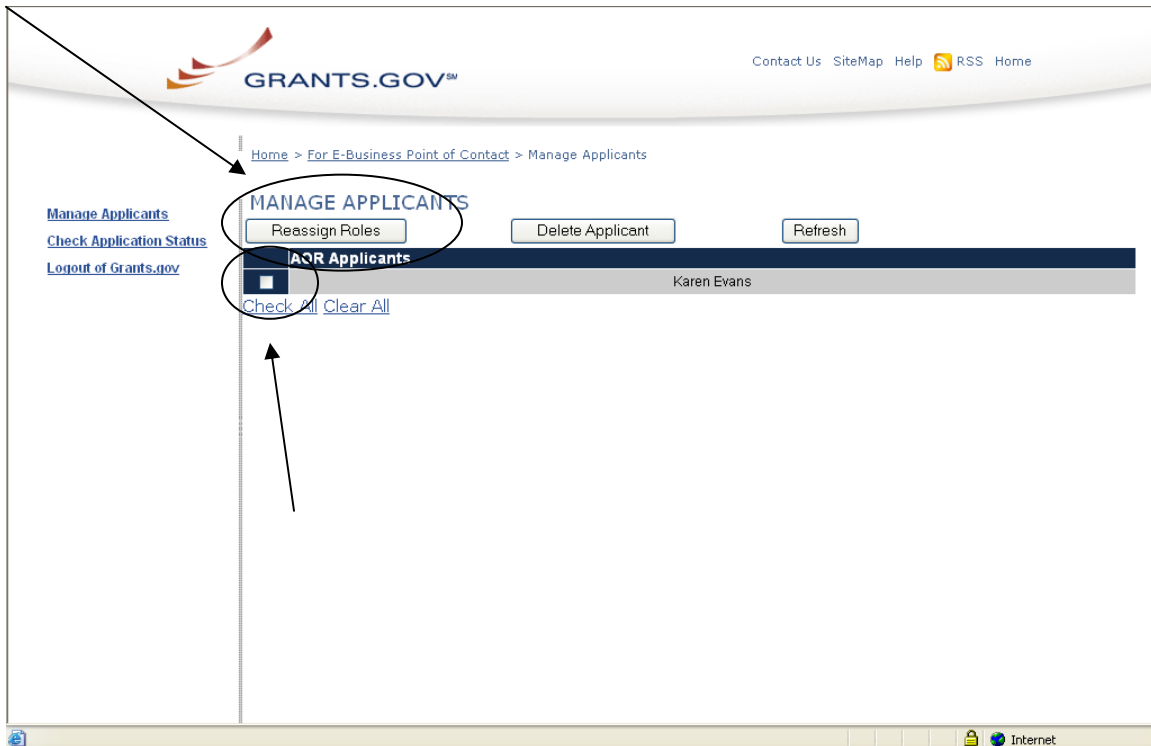
All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to

1.9 Register Your Organization: Assigning the Authorized Applicant Role

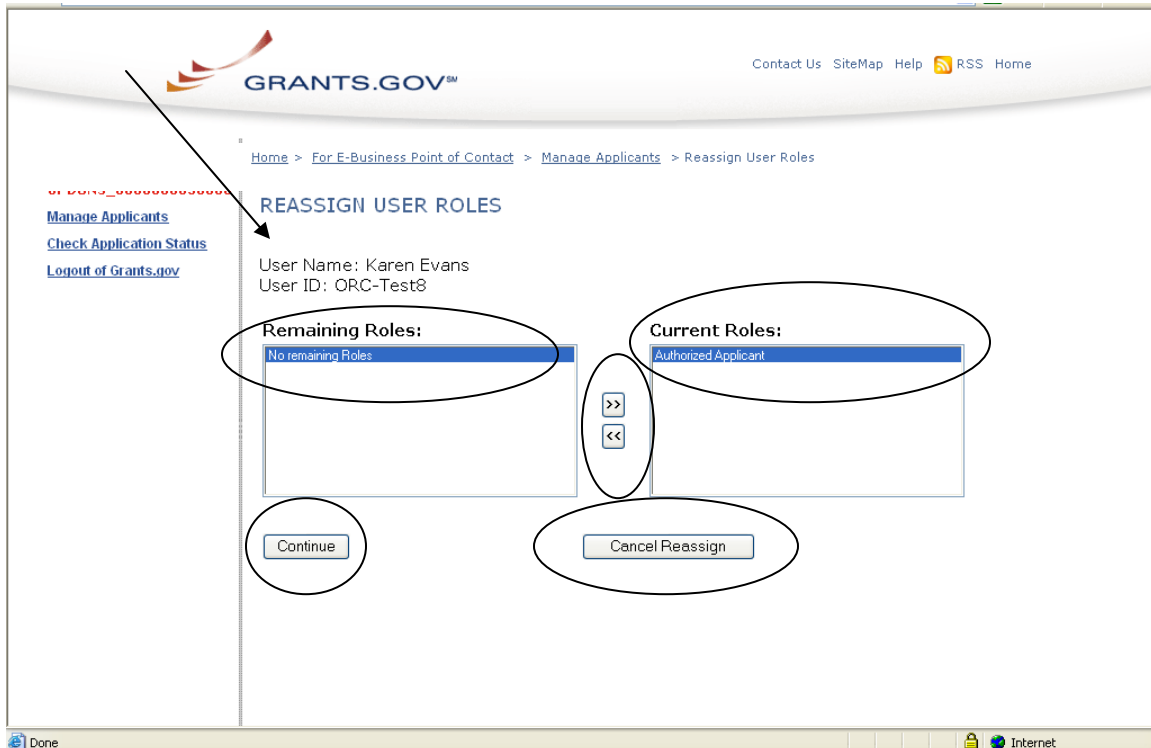
Instructions for Assigning the Authorized Applicant Role

Follow the steps below to assign the Authorized Applicant Role.

1. Login to the E-Biz POC section of Grants.gov by clicking on the link in the right navigation menu under Quick Links in the blue box, **E-Biz POC Login** on any Grants.gov page.
2. This will take you to the For E-Business Point of Contact screen. Enter your organization's DUNS number and MPIN.
3. Once you are logged in, click the **Manage Applicants** link on the left of the screen. This will take you to the Manage Applicants screen.
4. Select the name of the person for whom you want to assign the Authorized Applicant role by clicking in the checkbox next to that person's name.
5. Click the **Reassign Roles** button.



6. This will take you to the Reassign User Roles screen. Select the Authorized Applicant role in the Remaining Roles box by clicking it. Click the double arrow pointing toward the Current Roles box.
7. To save your changes, click the **Continue** button. OR to cancel your changes, click the **Cancel Reassign** button.



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

2.0 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.

If you are submitting an application on behalf of an organization, please move to the [Organization Registration](#) section of the user guide.

Instructions for Getting Registered for Individuals

1. Click **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.
2. Once you land on the Get Registered screen, you will be presented with two options. If you are submitting an application on your own behalf – not on behalf of an organization – click on **Individual Registration** in the left navigation bar or in the right gray bar on the screen.

The screenshot displays the Grants.gov website's 'GET REGISTERED' page. The left navigation bar includes sections for 'FOR APPLICANTS' (with 'Get Registered' and 'Individual Registration' highlighted), 'FOR GRANTORS', and 'ABOUT GRANTS.GOV'. The right sidebar features a newsletter sign-up, 'Quick Links', and 'FOR GRANTORS'. The main content area is titled 'GET REGISTERED' and contains instructions for registration, a note about the registration process, and two registration options: 'Organization Registration' and 'Individual Registration'. The 'Individual Registration' option is circled, and an arrow points to it from the text instructions. Below the options are links to user guides and checklists for both registration types.

GRANTS.GOVSM Search Contact Us Site Map Help RSS Home

Home » For Applicants »

GET REGISTERED

In order to apply for a grant, you and/or your organization must complete the Grants.gov registration process.

The registration process for an Organization or an Individual can take between three to five business days or as long as two weeks if all steps are not completed in a timely manner. So please register early!

This registration process has been mandated by the Grants Executive Board (GEB) which is the governing body of Grants.gov. The GEB determined the registration process needed to be completed prior to the submission of a grant application.

***Please Note:** If you register as an Organization, you will not be allowed to use the Grants.gov username and password issued for your Organization to apply for grants as an Individual. To apply for grants as an Individual you must register as an Individual and use that specific username and password issued during the Individual registration process.

Please choose one of the options below:

Organization Registration

[I want to Register on behalf of an Organization.](#)

An individual who is responsible for submitting a grant on behalf a company, state, local, or tribal government, academia or research institution, not-for-profit or any other institution.

[Organization Registration User Guide](#)

[Organization Registration Checklist](#)

Individual Registration

[I want to Register as an Individual on my own behalf.](#)

Submitting a grant on your own behalf. If you register as an Individual, you will only be able to apply to grant opportunities that are open to individuals. An individual cannot submit a grant application to a grant opportunity that is open to organizations.

[Individual Registration User Guide](#)

[Individual Registration Checklist](#)

Sign-up for our "Succeed" Quarterly Newsletter

Quick Links

FOR APPLICANTS

- Grant Search
- Grant Email Alerts
- Get Registered
- Applicant Login
- E-Biz POC Login

FOR GRANTORS

- Agency Login
- New Grantor Users
- Resources

Glossary Term: Operational Research Operational Research Consultants (ORC) – The organization that Grants.gov has selected to validate the electronic identity of an individual through electronic credentials, PINS, passwords and PKI certificates.

2.1 Register as an Individual: Individual Registration Checklist

Instructions for reviewing the Individual Registration Checklist

To view the Credential Provider Registration Checklist, select **Individual Registration** from the left navigation of any Grants.gov page.

Once on the Individual Registration page, select **Individual Registration Checklist** on the page.

The screenshot shows the Grants.gov website interface. The top navigation bar includes 'Search', 'Contact Us', 'Site Map', 'Help', 'RSS', and 'Home'. The left sidebar contains a navigation menu with categories: 'FOR APPLICANTS', 'FOR GRANTORS', and 'ABOUT GRANTS.GOV'. Under 'FOR APPLICANTS', the 'Individual Registration' link is circled in blue. The main content area is titled 'INDIVIDUAL REGISTRATION' and contains the following text: 'An individual is an applicant who submits grant applications on their own behalf, not representing an organization, institution or government. Individual applicants are only eligible for grants that are open to individuals and published on the Grants.gov website.' Below this, there are links for 'STEP 1: Username & Password' and 'STEP 2: Register with Grants.gov'. A link for 'Individual Registration Checklist' is circled in blue. A note states: 'Take note, if you register as an Individual, you will only be able to apply to grant opportunities that are open to individuals. An individual cannot submit a grant application to a grant opportunity that is open only to organizations.' Another note mentions: 'Also, neither a Data Universal Number System (DUNS) number nor the Central Contractor Registry (CCR) registration is necessary for Individual Registration.' The right sidebar contains a 'Sign-up for our "Succeed" Quarterly Newsletter' section and a 'Quick Links' section with links for 'FOR APPLICANTS' and 'FOR GRANTORS'. Two arrows point to the 'Individual Registration' link in the sidebar and the 'Individual Registration Checklist' link in the main content area.

The Registration Checklist is a PDF document, which you may review on-screen or print and retain for future reference.

The **Individual Registration Checklist** screen will appear. The checklist helps guide you through the process of completing necessary steps to become registered with the Credential Provider.

The screenshot shows the Adobe Reader interface with the document titled "Individual Steps to Complete Registration.pdf". The document content includes the Grants.gov logo, a title "Individual Registration Checklist", an introductory paragraph, a note about organizational applications, and a table with registration steps.

GRANTS.GOV™
FIND. APPLY. SUCCEED.

Individual Registration Checklist

The following checklist provides registration guidance for an individual grant applicant who is planning to submit a grant on his or her own behalf, and not on behalf of a company, academic or research institution, state, local or tribal government, or other type of organization. The registration process is a **one-time** process, which is **required** before an individual can submit grant application packages electronically through Grants.gov. The registration process can take **up to a day** to complete.

Note: If you are a grant applicant, who is submitting a grant application on behalf of a company academic or research institution, state, local or tribal government, or other type of organization, refer to the <http://www.grants.gov/assets/OrganizationReqCheck.pdf>. If you apply as an individual to a grant application package designated for organizations, your application will be rejected.

Steps to Complete to Register an Individual	Completed?
<p>STEP 1: USERNAME & PASSWORD Have you registered with the Operational Research Consultants (ORC), a Credential Provider, to obtain a username and password?</p> <p>Go to https://apply07.grants.gov/apply/IndCPRRegister to obtain a username and password. You will need to know the Funding Opportunity Number (FON) for the grant application package that you intend to apply for on Grants.gov. Search for a FON: http://www.grants.gov/applicants/find_grant_opportunities.jsp</p> <p>PURPOSE OF THIS STEP: Your username and password serves as an "electronic signature" and allows you to submit applications through Grants.gov. Grants.gov uses the Credential Provider to verify that an individual is who she/he claims to be.</p> <p>HOW LONG SHOULD IT TAKE? Same Day. You will receive a username and password when you submit your</p>	<input type="radio"/>

2.2 Register as an Individual: Username and Password

In order to safeguard the security of your electronic information, Grants.gov utilizes E-Authentication – the federal program that ensures secure transactions. E-Authentication defines the level of trust or trustworthiness of the parties involved in a transaction through the use of Credential Providers. It is the process of determining with certainty that someone really is who he/she claims to be. Grants.gov is using Operational Research Consultants (ORC) as its Credential Provider. 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 for a grant application that you intend to apply for. Please be sure it is an opportunity that is only applicable for individuals.

Instructions for Individual Registration

1. Click **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.
2. Under **Get Registered**, click the **Individual Registration** link on the left navigation. This takes you to the Individual Registration screen.
3. Click the **STEP 1: Username and Password** link in the submenu in the left navigation or on the main screen.

The screenshot displays the Grants.gov website interface. At the top, the logo and navigation links (Search, Contact Us, Site Map, Help, RSS, Home) are visible. The left sidebar contains a navigation menu with categories like 'FOR APPLICANTS', 'FOR GRANTORS', and 'HELP'. The 'Individual Registration' link is highlighted with a blue box and circled. The main content area is titled 'INDIVIDUAL REGISTRATION' and provides information about the registration process, including a search link and a note about the requirements for individual registration. The bottom of the page features a note about the limitations of individual registration and a mention of DUNS and CCR registration.

- This will take you to the **Register with the Credential Provider** screen where you will need to enter the **Funding Opportunity Number** of an Individual opportunity and then click **Register**.

GRANTS.GOVSM Contact Us SiteMap Help RSS Home

Home > Applicants > Get Registered > Individual Registration >

REGISTER WITH THE CREDENTIAL PROVIDER

In order to safeguard the security of your electronic information, Grants.gov utilizes a [Credential Provider](#). It is the process of determining, with certainty, that someone really is who they claim to be.

The Credential Provider for Grants.gov is [Operational Research Consultants \(ORC\)](#). When registering as an [individual](#) with ORC, you will receive an ID and password to have your grant application forwarded to the appropriate government agency safely and securely.

Note: In order for you to apply as an individual, the grant application must be open to individuals and be published on the Grants.gov website.

If you would like to submit an application as an individual, please enter the **Funding Opportunity Number** for a grant application that you intend to apply for and click press the "Register" button below.

Step 1: Complete the **Funding Opportunity Number** field.
Step 2: Click the **Register** button.

Funding Opportunity Number

Register

Tips for registering with the Credential Provider:

5. You will be taken to the E-Authentication website where you will be able to create your username and password. The E-Authentication screen is now visible. Click the **User ID** button.

The screenshot shows a web browser window with the address bar displaying 'http://e-auth.orc.com/'. The page features a header with the 'eAuthentication' logo and a 'Home' link. A navigation menu on the left includes links for Instructions, Policies, General Info, Agency Applications, User Administration, Help Desk, Privacy Policy, and Home. The main content area is titled 'Welcome to the ORC eAuthentication Credential Service' and includes a paragraph of text and a bulleted list of service uses. At the bottom, the text 'Get your Credentials here:' is followed by a red button labeled 'User ID', which is circled in red. An arrow points from the text to the button. The browser's status bar at the bottom shows 'Internet'.

Address http://e-auth.orc.com/ Go Links

eAuthentication

Home

Instructions
Policies
General Info
Agency Applications
User Administration
Help Desk
Privacy Policy
Home

Welcome to the ORC eAuthentication Credential Service

Operational Research Consultants, Incorporated is a GSA Approved Credential Service Provider to the eAuthentication Service.

This service is authorized to issue authentication credentials for use by the FirstGov and participating Government agencies. The purpose of eAuthentication is to facilitate public access to the services offered by Government agencies through use of information technologies, including on-line access to computers for purposes of reviewing, retrieving, providing, and exchanging information. These Credentials can be used to:

- Authenticate to government websites
- Contract for the purchase of goods or services of modest value
- Verify the identity of electronic mail correspondents (digital certificate only)
- Verify the identity of web servers (digital certificate only)
- Verify the identity of individuals accessing data servers (digital certificate only)
- Verify the integrity of software and documents posted on data servers (digital certificate only)

Get your Credentials here: [User ID](#)

Internet

6. This will take you to the **User Information** screen. Enter all of the required information in the appropriate fields. Required fields are noted by an asterisk *. Once completed click the **Submit** button.

The screenshot shows a web browser window with the address bar displaying <https://e-auth.orc.com/reg/>. The page features a header with the text "eAuthentication" and "User Registration" over a background image of a building. On the left side, there is a vertical menu with the following items: Instructions, Policies, General Info, Agency Applications, User Administration, Help Desk, Privacy Policy, and Home. The main content area is titled "ORC eAuthentication User Information" and contains the following text: "Please provide the following information and click the Submit button at the bottom when finished." Below this, a red asterisk indicates that certain fields are required. The form includes input fields for "First Name: *", "M.I.", and "Last Name: *". A "Date of Birth:" section contains a "Month:" dropdown menu, a "Day:" input field, and a "Year:" input field. There is a "Job Title:" input field. A section titled "Select either Business or Home address" has two radio buttons: "Business address" (unchecked) and "Home address" (checked). Below this, the "Home Address and Phone Number" section includes input fields for "Address1: *", "Address2:", "City: *", and "State:" (with a dropdown menu), followed by "Or Region:" with an input field. The browser's status bar at the bottom shows "Done" and "Internet".

7. This will take you to the **ORC eAuthentication User Confirmation** screen. Review the information and click the **Submit** button. Record the User ID and password that you entered because you will need this information to register with Grants.gov.

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Print Mail Stop Taskbar

Address <https://e-auth.orc.com/reg/confirm.jsp> Go Links

eAuthentication

User Registration

- Instructions
- Policies
- General Info
- Agency Applications
- User Administration
- Help Desk
- Privacy Policy
- Home

ORC eAuthentication User Confirmation

Please confirm that the following information is correct then click the Submit button at the bottom when finished.

You are requesting Level 1 access credentials

First Name: **M.I.:** **Last Name:**

Date of Birth:
October 28, 1980

Job Title: PJM

Business Address and Phone Number:

Primary Email: _____

If the above information is correct please continue with the process otherwise click "Make a Change" to edit the information

Done Internet

User Name: * **Password: *** **Confirm Password: ***

NOTE: Your password must be at least 8 Characters long and include at least one Special Character, one Number, and one Capital letter.

Secret Question: * _____

Secret Answer: * _____

By clicking the submit button you are confirming that the information you have provided is accurate and complete.

Done Internet

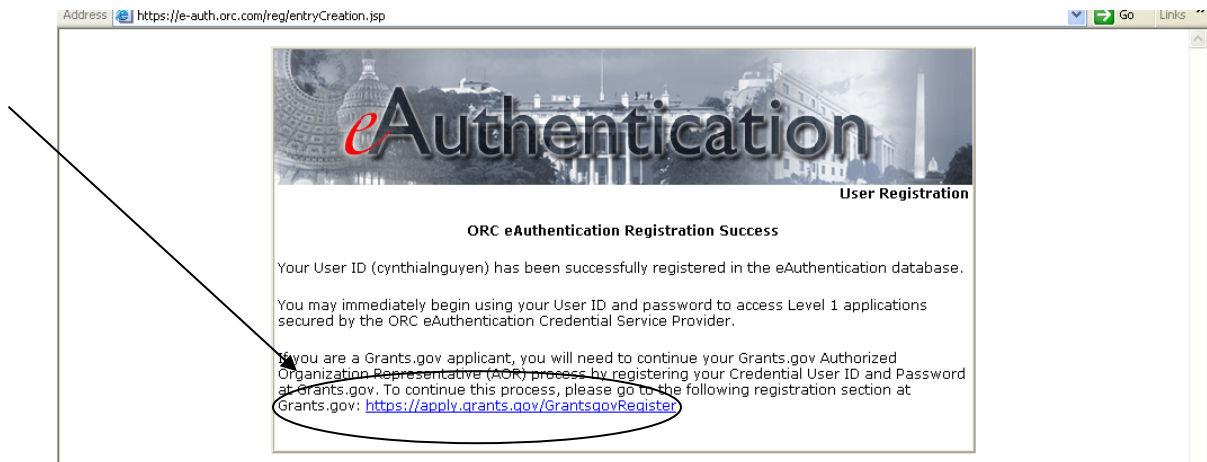
2.3 Register as an Individual: Register with Grants.gov

Once you have registered with ORC, Grants.gov's Credential Provider, and received your username and password, you will need to register with Grants.gov. You should wait approximately 20 minutes after completing the Credential Provider registration before registering with Grants.gov.

There are two ways to complete your registration process.

OPTION 1: From the E-Authentication website, directly after creating your username and password:

1. After receiving your confirmation screen, you will find a link referenced to Grants.gov. Select that link to be directed to the Grants.gov website and set-up your new Grants.gov profile.



- Next, enter the username and password you just created at the E-Authentication website and select **Register**.

GRANTS.GOVSM Contact Us SiteMap Help RSS Home

Home > Applicants > Get Registered > Individual Registration >

REGISTER WITH GRANTS.GOV

Once you have [registered with a Credential Provider](#), you will need to register with Grants.gov.

Enter the username and password from registering with the Credential Provider. You will then be asked to provide the **Funding Opportunity Number** associated with your grant application.

Please enter your Username and Password to Register with Grants.gov.

Username

Password

Register

Tips for registering with Grants.gov:

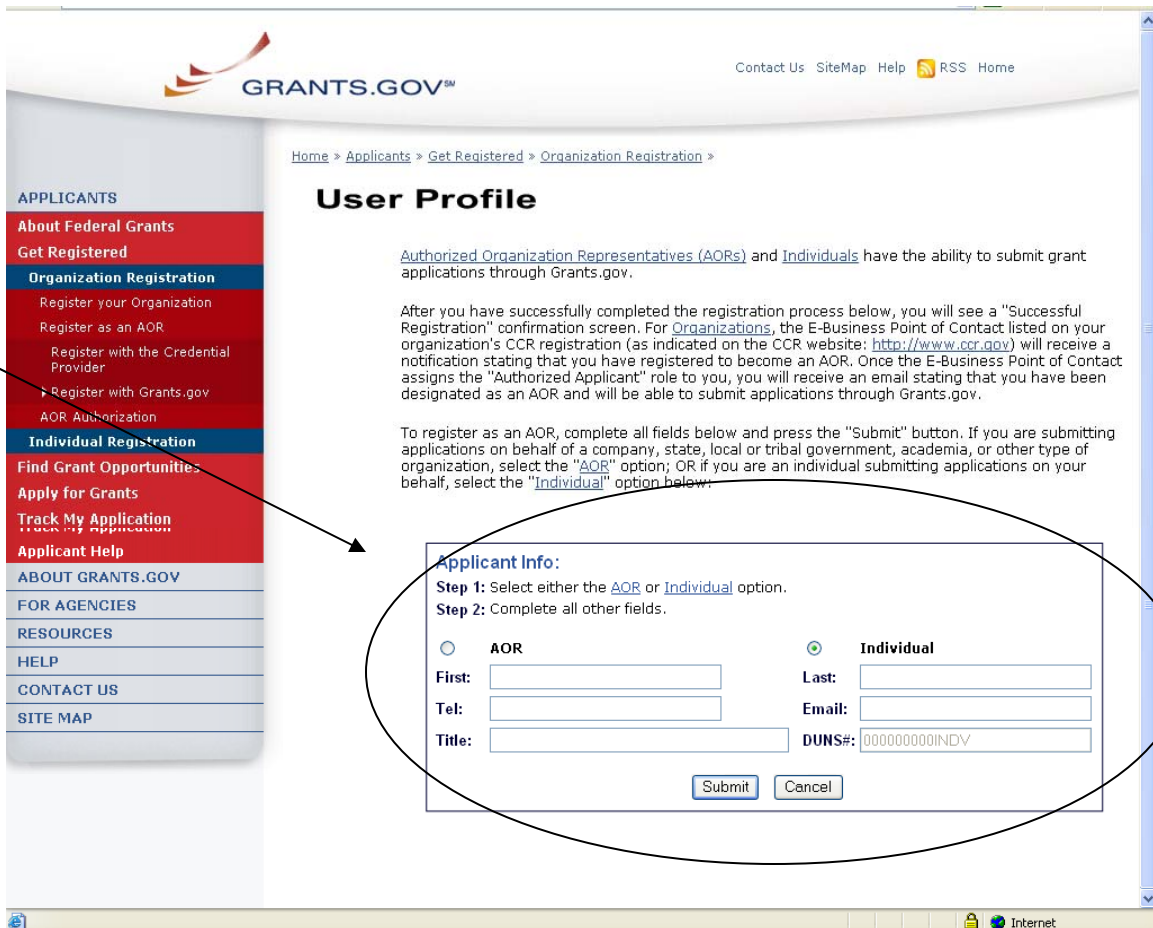
Guidance on this process is provided on the [Register with Grants.gov](#) section of the site.

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 or use of this computer system may subject violators to criminal, civil, and/or administrative action.

Done Internet

3. At the next screen, check the Individual box. This will default the DUNS number field to 000000000INDV
4. Enter your first name in the **First** field.
5. Enter your last name in the **Last** field.
6. Enter your business telephone number in the **Tel** field.
7. Enter your business email address in the **Email** field.
8. Enter your title in the **Title** field.
9. Click the **Cancel** button to return to the previous screen.
- OR
10. Click the **Submit** button to register with Grants.gov.



After you have completed the profile, you will see a confirmation screen. You have now completed the registration process and you will be able to submit applications on Grants.gov.

PLEASE BE AWARE THAT YOU WILL ONLY BE ABLE TO SUBMIT APPLICATIONS TO OPPORTUNITIES THAT ARE OPEN TO INDIVIDUALS.

OPTION 2: You can also register directly from Grants.gov. Follow the instructions below for that information:

Instructions for Registering with Grants.gov

You must have obtained your Username and Password before you can register with Grants.gov. Follow the steps below to register with Grants.gov.

1. Click **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.
2. Under the Get Registered heading, click on **Individual Registration** in the submenu on the left navigation.
3. Click **STEP 2: Register with Grants.gov** in the submenu to be taken to the Register with Grants.gov page.
4. This takes you to the **STEP 2: Register with Grants.gov** screen which displays information about how to register as an Individual. Click on the link **Register with Grants.gov**.

The screenshot shows the Grants.gov website interface. At the top, there is a search bar and navigation links: Search, Contact Us, Site Map, Help, RSS, and Home. The main content area is titled "STEP 2: REGISTER WITH GRANTS.GOV" and includes a breadcrumb trail: Home » For Applicants » Get Registered » Individual Registration ». Below the title, there are two steps: STEP 1 and STEP 2. The current step is STEP 2, which is titled "REGISTER WITH GRANTS.GOV". The page content includes a heading "HAVE YOU REGISTERED WITH GRANTS.GOV FOR AN ACCOUNT?" followed by instructions to enter a username and password. A link "Register with Grants.gov: https://apply07.grants.gov/apply/IndGGRegister" is highlighted with a red circle. Below this, there are sections for "PURPOSE OF THIS STEP:", "HOW LONG SHOULD IT TAKE?", and "HOW DO I REGISTER WITH GRANTS.GOV?". The left sidebar contains a navigation menu with categories like "FOR APPLICANTS", "FOR GRANTORS", and "HELP". The right sidebar contains "Quick Links" and "FOR GRANTORS" sections. An arrow from the left points to the "STEP 2: Register with Grants.gov" link in the left navigation menu, and another arrow points to the "Register with Grants.gov" link in the main content area.

- On the Register with Grants.gov screen, enter your username and password and click **Register**. Enter the username and password that you received from the Credential Provider in the **Username** and **Password** fields. **Remember** – the password you received from the Credential Provider may contain both upper and lowercase letters. Be sure to enter the exact password you received.

GRANTS.GOV Contact Us SiteMap Help RSS Home

Home > Applicants > Get Registered > Organization Registration >

User Profile

Authorized Organization Representatives (AORs) and Individuals have the ability to submit grant applications through Grants.gov.

After you have successfully completed the registration process below, you will see a "Successful Registration" confirmation screen. For Organizations, the E-Business Point of Contact listed on your organization's CCR registration (as indicated on the CCR website: <http://www.ccr.gov>) will receive a notification stating that you have registered to become an AOR. Once the E-Business Point of Contact 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.

To register as an AOR, complete all fields below and press the "Submit" button. If you are submitting applications on behalf of a company, state, local or tribal government, academia, or other type of organization, select the "AOR" option; OR if you are an individual submitting applications on your behalf, select the "Individual" option below.

Applicant Info:
Step 1: Select either the AOR or Individual option.
Step 2: Complete all other fields.

AOR **Individual**

First: **Last:**

Tel: **Email:**

Title: **DUNS#:** 000000000INDV

- At the next screen, check the Individual box. This will default the DUNS number field to 000000000INDV
- Enter your first name in the **First** field.
- Enter your last name in the **Last** field.
- Enter your business telephone number in the **Tel** field.
- Enter your business email address in the **Email** field.
- Enter your title in the **Title** field.
- Click the **Cancel** button to return to the previous screen.
- OR
- Click the **Submit** button to register with Grants.gov.

After you have completed the profile, you will see a confirmation screen. You have now completed the registration process and you will be able to submit applications on Grants.gov. **PLEASE BE AWARE THAT YOU WILL ONLY BE**

ABLE TO SUBMIT APPLICATIONS TO OPPORTUNITIES THAT ARE OPEN TO INDIVIDUALS.

I forgot my password

In the event that you forget your password, you can obtain a new password from the Credential Provider: If you have forgotten your password, complete the following steps:

If you have forgotten your password, you will need to get it reset at the E-Authentication Credential Provider's website. Go to <https://e-auth.orc.com/reg/forgotReset.html> and enter your username. You will then be prompted to change your password. This information will automatically be updated at the Grants.gov website.

I forgot my username

Please contact ORC, Grants.gov's Credential Provider at 800-386-6820 or via email at eauthhelp@orc.com. You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register your new username and password with Grants.gov.

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. There are also instructions on how to sign-up for email subscription to receive email alerts about new Grant Opportunities as well as how to apply, download, complete and track an application.



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 webpage 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.



Search Grant Opportunities

To search for opportunities online, in the For Applicants section, click on **Find Grant Opportunities** in the left navigation.



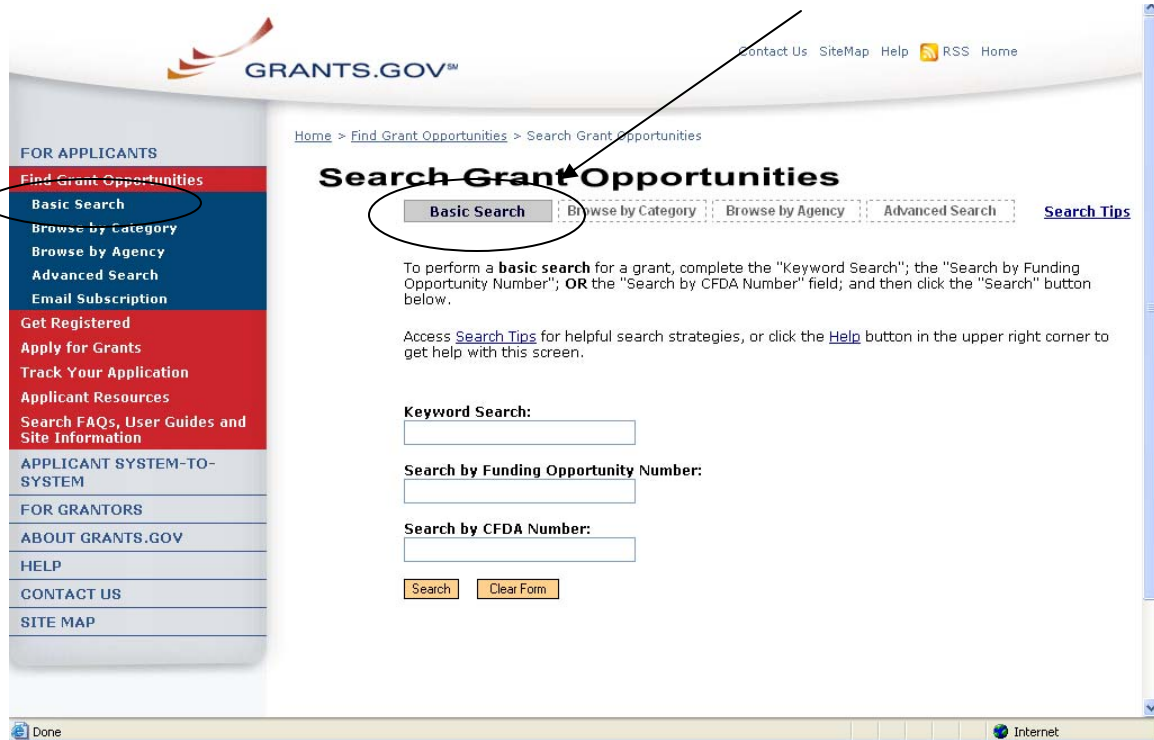
The screenshot shows the Grants.gov website interface. The left navigation menu is highlighted in red, with 'Find Grant Opportunities' circled in red and an arrow pointing to it. The main content area is titled 'FIND GRANT OPPORTUNITIES' and includes a search introduction, a 'Search Grant Opportunities' section with three options: 'Basic Search', 'Browse by Category', and 'Browse by Agency', and an 'Advanced Search' option. The right sidebar contains a 'Sign-up for our "Succeed" Quarterly Newsletter' section and a 'Quick Links' section with links for 'FOR APPLICANTS' and 'FOR GRANTORS'.

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 click on **Grant Search** to begin to immediately search for grants.

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



To **browse grant opportunities by category**, simply click on **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 click on **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 click on **Advanced Search** at the top of the page or in the left navigation. The Advanced Search page will appear.

GRANTS.GOVSM Contact Us SiteMap Help RSS Home

Home > Find Grant Opportunities > Search Grant Opportunities

Search Grant Opportunities

Basic Search Browse by Category Browse by Agency **Advanced Search** Search Tips

To perform an **advanced search** for a grant, complete any combination of fields and click the "Search" button below.

Access [Search Tips](#) for helpful search strategies, or click the [Help](#) button in the upper right corner to get help with this screen.

Keyword Search:

***Required** Search In:
 Open Opportunities Closed Opportunities Archived Opportunities

Search by Funding Opportunity Number:

Dates to Search:
All Days
Last 3 Days
One Week
Two Weeks
Three Weeks

Search by CFDA Number:

Done Internet

RSS Feed

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

The screenshot shows the Grants.gov website interface. At the top, the logo and navigation links (Search, Contact Us, Site Map, Help, RSS, Home) are visible. The 'RSS' link is circled. On the left sidebar, under 'FOR APPLICANTS', the 'Subscriptions' menu item is circled, with 'RSS Feed' listed below it. On the right sidebar, under 'FOR APPLICANTS', the 'Grant Email Alerts' link is circled. The main content area is titled 'SUBSCRIPTIONS' and contains text about subscribing to grant notifications, including links for 'New! Grants.gov RSS Feed', 'Grants.gov Updates', and 'Unsubscribe from Grant Notices'.



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

What is RSS Feeds?

RSS stands for Really Simple Syndication. Grants.gov now provides two RSS feeds for new/modified opportunities. 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](#) 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. Click on 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/Modified Opportunities by Agency](#)

Receive a listing of new and recently modified opportunities by agency name.

[New/Modified Opportunities by Category](#)

Receive a listing of new and recently modified opportunities by category.

Apply for Grants with Adobe Reader Quick Overview

[Click here](#) to view Apply for Grants Instructions for PureEdge.

Notice: Grants.gov is currently transitioning from phasing out of PureEdge software to using Adobe Reader software exclusively. For a period of time applicants will still be able to use PureEdge as it is applicable.

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 and then submit it with a simple click. 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 4-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 click on the opportunity you wish to apply for. When you are looking at the Opportunity you can click 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 [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 sheet 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 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 of [How to Complete an Application Package](#).

Step 3: Submit a completed Grant Application Package

To submit your application click the **Save & Submit** 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. Your package also cannot have any errors. To check for errors click the **Check Package for Errors** button. Using the username ID and password you entered when you registered with a Credential Provider, you can submit your application package. In order to submit your application, you must already be registered and you will need to have already completed the application package using [Adobe Reader](#). Click on the **Save & Submit** button once this process is complete and you are ready to send the completed application to Grants.gov.

Next, on the Application Verification and Signature page click on **Sign and Submit Application** or you can click on **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 login to Grants.gov using your username ID and password. After you have clicked 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 username ID and passwords are case sensitive. If the **Save & Submit** button is not active, please check to be sure you have:

- Completed all mandatory fields in all mandatory forms and moved them to the Mandatory Documents for Submission box.
- Clicked 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 page. Click on **For Applicants** in the left navigation and then click on **Track Your Application** below that link, you will need to login, if not already logged in, and then click **Check Application Status**. You may identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number.

Apply for Grants with PureEdge Quick Overview

[Click here](#) to view Apply for Grants Instructions for Adobe Reader.

Notice: Grants.gov is currently transitioning from phasing out of PureEdge software to using Adobe Reader software exclusively. For a period of time applicants will still be able to use PureEdge as it is applicable.

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. Once those steps are complete, you will be ready to download the application package and begin the 4-step process to apply for a grant:

Step 1: Download a Grant Application Package and Instructions

You should have the FON and/or CFDA number. If not, return to [Find Grant Opportunities](#) to search for this information. In order to view the application package, you will need to install the [PureEdge Viewer](#) [link to a small, free program that provides access to the grant application]. To operate the PureEdge

Viewer, your computer must meet certain system requirements. If you are a non-Windows user, please refer to this [support page](#).

You can also find the grant application package from your search results. From your search results click on the opportunity you wish to apply for. When you are looking at the Opportunity you can click the **How to Apply** button at the top of the screen. In the next screen, you will be able to access the application package and instructions.

Step 2: Complete the Downloaded Grant Application Package

Once you have downloaded the application package, you can complete it offline, a handy feature that allows you to share the document in your office and complete it at your own pace. Instructions are available to assist you on the application package cover sheet 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 as changes are NOT automatically saved.
- Remember to click the **Save** button when you have completed the package and are ready to submit it.
- The package cannot be submitted until all required fields have been completed.

If you're having problems completing the process, view our [Frequently Asked Questions](#). You can also view our training demonstration of [How to Complete an Application Package](#).

Step 3: Submit a Completed Grant Application Package

Using the username ID and password you entered when you registered with a Credential Provider, you can submit your application package. In order to submit your application, you must already be registered and you will need to have already completed the application package using the PureEdge Viewer. The **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. Click on the "Submit" button once this process is complete and you are ready to send the completed application to Grants.gov.

Next, review the provided application summary to confirm the application will be submitted to the correct program. Click the **Yes** button if this information is correct and you are ready to submit the application. If you are not already connected to the Internet, you will be directed to do so and will need to login to Grants.gov using your username ID and password.

After you have clicked 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 that a Grants.gov tracking number will be provided at the bottom of this screen, as well as the submission's official date and time. Record this number so that you may refer to it should you need to contact [Customer Support](#).

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 Your Application](#) page. You may identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number.

Helpful Hints: Remember that all username IDs and passwords are case sensitive. If the Submit button is not active, please check to be sure you have: Completed all mandatory fields in all mandatory forms and moved them to the Mandatory Completed Documents for Submission box.

- Clicked the Save button AFTER all documents have been moved to the Mandatory Completed Documents for Submission box.
- Completed all mandatory fields in all optional forms that have been moved to the Optional Completed 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 the latest version for the [PureEdge Viewer](#). 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.

Download Application Packages

Note: 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 Viewers (PureEdge and Adobe Reader)
- Request a DUNS number
- Register with the CCR
- Register with the Credential Provider
- Register with Grants.gov

Instructions for Downloading Application Packages

Follow the steps below to download application packages.

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

The screenshot shows the Grants.gov website interface. At the top, the logo 'GRANTS.GOV' is visible along with navigation links for Search, Contact Us, Site Map, Help, RSS, and Home. The left sidebar contains a navigation menu with categories like 'FOR APPLICANTS', 'APPLICANT SYSTEM-TO-SYSTEM', 'FOR GRANTORS', and 'ABOUT GRANTS.GOV'. The 'FOR APPLICANTS' section is expanded, and 'Apply for Grants' is highlighted with a red circle and an arrow. The main content area is titled 'APPLY FOR GRANTS' and includes a breadcrumb trail 'Home > For Applicants >'. The text provides an overview of the application process and lists 'Step 1: Download a Grant Application Package'. It explains that users need to download both PureEdge Viewer and Adobe Reader. A note mentions the transition from PureEdge to Adobe Reader software. 'Step 2: Complete the Grant Application Package Step' is also indicated.

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

GRANTS.GOVSM Contact Us SiteMap Help RSS Home

Home > Find Grant Opportunities > Search Grant Opportunities > Search Results > Synopsis

Drug Abuse Prevention Intervention Research (R21)

Synopsis Full Announcement **Application**

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of **07/28/2008**. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.

Document Type:	Grants Notice
Funding Opportunity Number:	PA-08-218
Opportunity Category:	Discretionary
Posted Date:	Jul 28, 2008
Creation Date:	Jul 25, 2008
Original Closing Date for Applications:	Sep 07, 2011
Current Closing Date for Applications:	Sep 07, 2011
Archive Date:	Oct 08, 2011
Funding Instrument Type:	Grant

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

GRANTS.GOVSM Contact Us SiteMap Help RSS Home

Home > Applicants > Apply for Grants >

DOWNLOAD APPLICATION PACKAGE

Note: You will need to download and install [PureEdge Viewer](#) / [Adobe Reader](#), prior to downloading an Application Package.

To download an application package, enter the appropriate CFDA Number OR Funding Opportunity Number and click the "Download Package" button.

CFDA Number:

Funding Opportunity Number:

Funding Opportunity Competition ID:

If you do not remember the Funding Opportunity Number for the grant opportunity, return to the [Find Grant Opportunities](#) section to locate the grant opportunity and then return to this screen to enter the number.

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

OR

Enter the 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 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 Searching Grant Opportunities. **You must complete at least one of these fields to download an application.**

4. Click the **Download Package** button. This will take you to the **Selected Grant Applications for Download** screen.
5. To download an application package and its instructions, click the corresponding download link under the Instructions and Application column on the right.

GRANTS.GOVSM Contact Us SiteMap Help RSS Home

Home > Applicants > Search Opportunities >

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 PureEdge Viewer or compatible Adobe Reader installed. Application packages are posted in either PureEdge or 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 PureEdge Viewer and 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](#) and [PureEdge Viewer](#) 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 and Application
93.279	PA-08-218	VERSION-2A-FORMS	Version-2a-Forms	National Institutes of Health	download

6. When you download an application package, you will first 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.
7. If you would like to be notified of any changes to this opportunity, enter your email address in the field and then click the **Submit** button. If you choose not to enter your email address and the application package is deleted or modified, upon submitting the application package to Grants.gov, you may receive a rejection notice.
8. Click the **Download Application Package** link. The application package will open in the PureEdge Viewer or Adobe Reader.



This screen shot is an example of an Adobe Reader Application Package.

Address: <http://www.grants.gov/assets/SampleAdobeCoverSheet.pdf>

Please fill out the following form. You can save data typed into this form.

Save & Submit Save Print Cancel Check Package for Errors

GRANTS.GOV™

Grant Application Package

Opportunity Title: 0714-KV-2-PLEASE-DONT APPLY
 Offering Agency: General Dynamics Information Technology
 CFDA Number:
 CFDA Description:
 Opportunity Number: 0714-KV-2
 Competition ID: 0716-KV-1
 Opportunity Open Date: 07/16/2007
 Opportunity Close Date: 07/20/2007
 Agency Contact: Kavitha Vemula
 Testing on 2007-2006-updated
 E-mail:
 Phone:

I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name:

Mandatory Documents
 RR_SF424-V1.1

Mandatory Documents for Submission

Move Form to Complete
 =>
 Move Form to Delete
 <=>

Done Unknown Zone

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.
 If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This screen shot is an example of a PureEdge Application Package.

Address: <http://atapply.grants.gov/opportunities/packages/opp123456-cfda12300-cid001.xfd>

Submit Save Print Cancel Check Package for Errors

GRANTS.GOV™

Grant Application Package

Opportunity Title: Test DK
 Offering Agency: Kevin Harp Agency
 CFDA Number: 12.800
 CFDA Description: Air Force Defense Research Sciences Program
 Opportunity Number: 123456
 Competition ID: 001
 Opportunity Open Date:
 Opportunity Close Date: 04/10/2008
 Agency Contact: Grants GovAdmin
 E-mail: Someone@grants.gov

I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name:

Mandatory Documents
 SF424 (R&R)

Mandatory Completed Documents for Submission

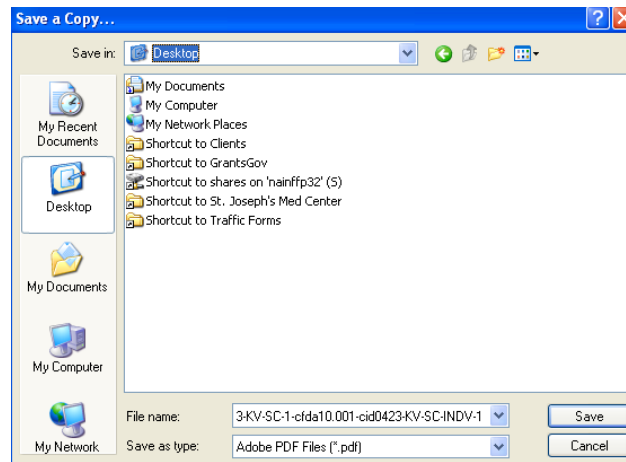
Move Form to Submission List
 =>
 Move Form to Documents List
 <=>

Open Form Open Form

Unknown Zone

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.
 If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

9. Click the **Save** button to save the application to your computer.



10. Browse to the location you will save the application on your computer or network.

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

12. Click the **Save** button. The application will save to your computer. You will not need to be online to complete the application.

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.
 - This application can be completed in its entirety offline; however, you will need to be connected to the internet during the submission process.
 - You can save your application at any time by clicking the **Save** button at the top of your screen.
 - The **Save & Submit** button will not be functional until the application is completed and saved.

Please fill out the following form. You can save data typed into this form.

Save & Submit Save Print Cancel Check Package for Errors

GRANTS GOVSM Grant Application Package

Opportunity Title: 0714-KV-2-PLEASE-DONT APPLY
Offering Agency: General Dynamics Information Technology
CFDA Number:
CFDA Description:
Opportunity Number: 0714-KV-2
Competition ID: 0716-KV-1
Opportunity Open Date: 07/16/2007
Opportunity Close Date: 07/20/2007
Agency Contact: Kavitha Vemula
Testing on 2007-2006-updated
E-mail: kavitha.vemula@gdit.com
Phone: 703-246-0882

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: [REDACTED]

Mandatory Documents: RR_SF424-V1.1

Mandatory Documents for Submission

Move Form to Complete => Move Form to Delete

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 an item, simply click on the item to select it and then click on the **Move Form to Complete** arrow. This moves the form to the Mandatory Forms for Submission dialog. The form opens immediately, scroll down the page or click on the title of the document and click 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, click the form/document name to select it, and then click on the arrow to move it to the other box. This will return the form/document to the **Mandatory Documents** or **Optional Documents** box. **EXECUTING THIS COMMAND WILL ELIMINATE THE DATA YOU POPULATED IN THE FIELDS.**

Please fill out the following form. You can save data typed into this form. Highlight Fields

I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name:

Mandatory Documents RR_SF424-V1.1	Move Form to Complete => Move Form to Delete <=<	Mandatory Documents for Submission
Optional Documents SF424C-V1.0	Move Form to Submission List => Move Form to Delete <=<	Optional Documents for Submission

Open Form Open Form

Instructions

- 1 Enter a name for the application in the Application Filing Name field.
 - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
 - You can save your application at any time by clicking the "Save" button at the top of your screen.
 - The "Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.
- 2 Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.

Done Unknown Zone

- 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, click on the **Close Form** button at the top of the form you are filling out. Then to save your work, click the **Save** button (on the cover page) to resave 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, such as SF-424, are predefined and will require you to enter information into fields. **If the SF-424 is in the package, you must complete the SF-424 first. SF-424 will automatically complete additional fields on other forms with the information you entered.**

Please fill out the following form. You can save data typed into this form.

Close Form Next Print Page About

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)

2. DATE SUBMITTED
Applicant Identifier

3. DATE RECEIVED BY STATE
State Application Identifier

4. Federal Identifier

1. * TYPE OF SUBMISSION
 Pre-application Application
 Changed/Corrected Application

5. APPLICANT INFORMATION * Organizational DUNS: [Redacted]

* Legal Name: [Redacted]
 Department: [Redacted] Division: [Redacted]
 * Street1: [Redacted] Street2: [Redacted]
 * City: [Redacted] County: [Redacted] * State: [Redacted]
 Province: [Redacted] * Country: USA * ZIP / Postal Code: [Redacted]

Person to be contacted on matters involving this application
 Prefix: * First Name: [Redacted] Middle Name: [Redacted] * Last Name: [Redacted] Suffix: [Redacted]
 * Phone Number: [Redacted] Fax Number: [Redacted] Email: [Redacted]

6. * EMPLOYER IDENTIFICATION (EIN) or (TIN): [Redacted]

7. * TYPE OF APPLICANT:
 Please select one of the following [Redacted]
 Other (Specify): [Redacted]
 Small Business Organization Type

8. * TYPE OF APPLICATION: New

Done Unknown Zone

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

- When you open a required form, all required fields are noted by an asterisk and sometimes highlighted in yellow with a red border.
- Optional fields and completed fields are displayed in white.
- You can click any field to enter the necessary information.
- You can also use the **TAB** button on your keyboard to move from field to field.
- If you enter invalid or incomplete information in a required field, you will receive an error message upon leaving the field.
- To exit a form within the application, click on the **Close Form** button at the top of the form you are filling out. This will take you to the cover page.

Then to save your work, click the **Save** button (on the cover page) to resave your entire application.

Please fill out the following form. You can save data typed into this form. Highlight Fields

Close Form Next Print Page About

**APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)**

1. * TYPE OF SUBMISSION
 Pre-application Application
 Changed/Corrected Application

2. DATE SUBMITTED
3. DATE RECEIVED BY STATE
4. Federal Identifier

Applicant Identifier
State Application Identifier

5. APPLICANT INFORMATION * Organizational DUNS:
* Legal Name:
Department: Division:
* Street1: Street2:
* City: County: * State:
Province: * Country: USA: * ZIP / Postal Code:

Person to be contacted on matters involving this application
Prefix: * First Name: Middle Name: * Last Name: Suffix:
* Phone Number: Fax Number: Email:

6. * EMPLOYER IDENTIFICATION (EIN) or (TIN):
7. * TYPE OF APPLICANT:
Please select one of the following
Other (Specify):
Small Business Organization Type

8. * TYPE OF APPLICATION: New

Attaching Documents

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

Follow the steps below to submit additional documentation (at the request of the application package instructions) for an application package.

1. To open a form that requires you to attach a document, click on the form name to move it to the form for submission list and then click the **Open Form** button which appears below the appropriate box.
2. Once the form is open, you can attach documents from your computer to the form. Depending on the form, you may be able to attach a PDF, Text Document, Word Document or other type of documents. After completing a form, move it to the appropriate **Completed Documents for Submission** box.

To remove the Attachment document from the **Mandatory Documents for Submission** box or the **Optional Documents for Submission** box, click the form/document name to select it, and then click the **Move Form to Delete**. This will return the form/document to the **Mandatory Documents** and or **Optional**

Documents box. EXECUTING THIS COMMAND WILL ELIMINATE THE DATA YOU POPULATED IN THE FIELD.

(Below is an example for how you may attach additional documents)

Document Rights and Instructions Highlight fields

The forms that you have downloaded have usage rights.

Do not show this message again Hide

ATTACHMENTS FORM

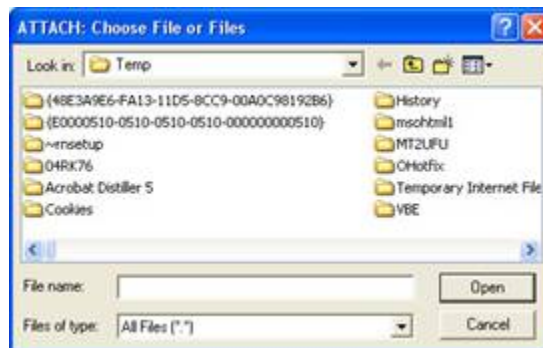
Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
2) Please attach Attachment 2	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
3) Please attach Attachment 3	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
4) Please attach Attachment 4	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
5) Please attach Attachment 5	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
6) Please attach Attachment 6	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
7) Please attach Attachment 7	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
8) Please attach Attachment 8	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
9) Please attach Attachment 9	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
10) Please attach Attachment 10	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>

8.50 x 11.00 in 10 of 10

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



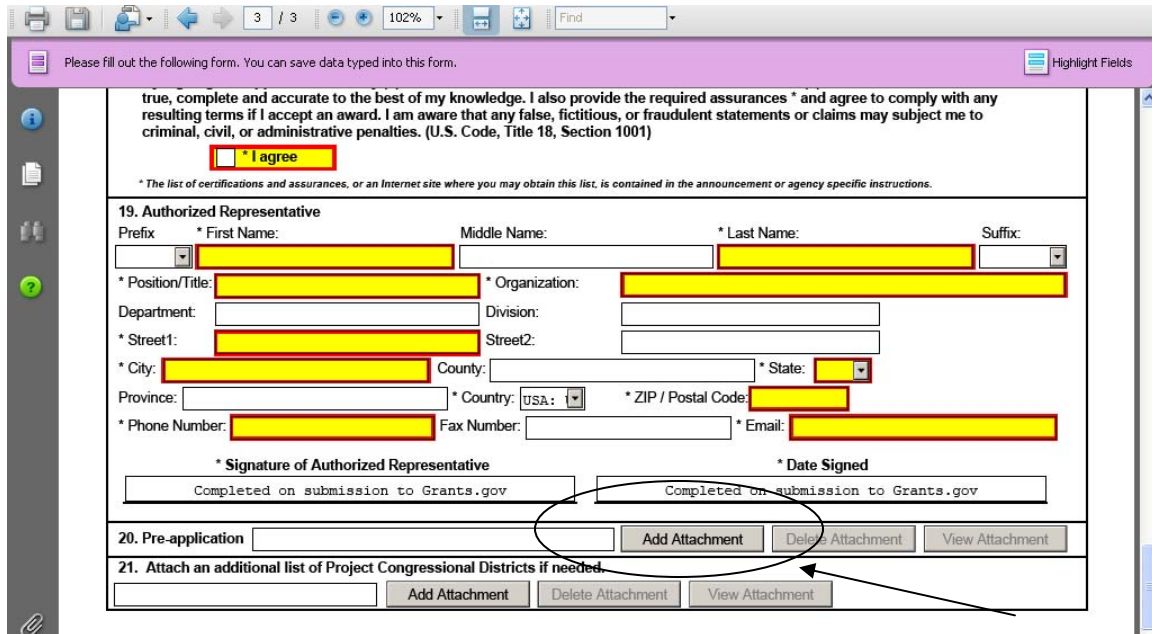
4. Once you have selected the document you would like to attach, click the **Open** button. You will return to the **Attachments Form**. The file name of the attachment will now appear in the form on the line of which you selected **Add Attachment**.

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

Attaching a Document within the Application Package

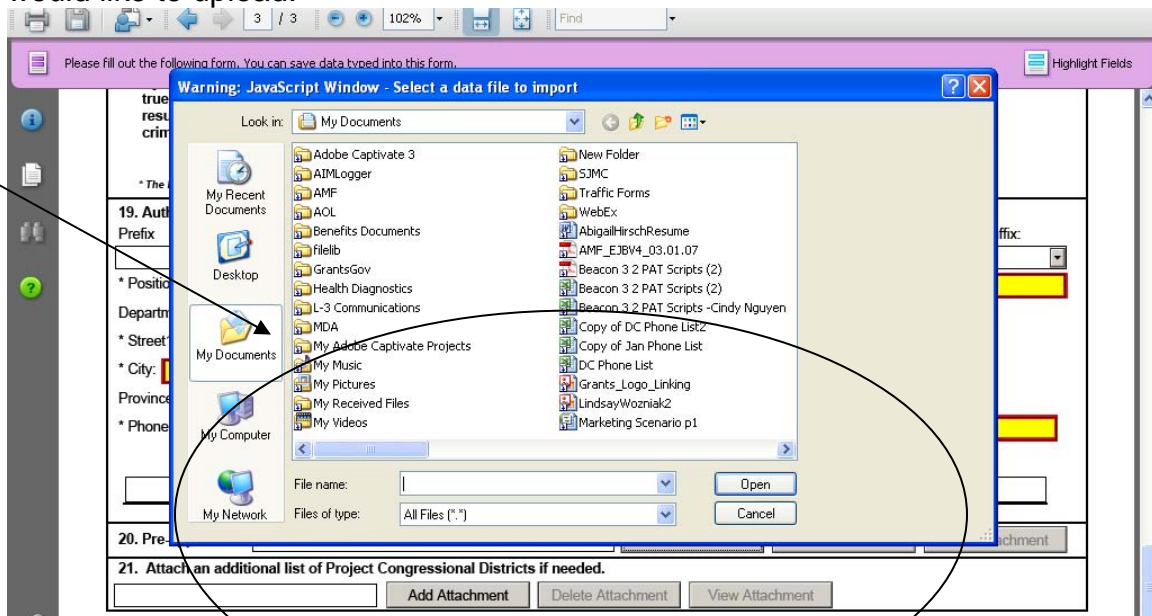
Depending on the application you are filling out you may be required to submit attachments within forms. To attach documents to specific questions on a form please follow the instructions below.

1. When you are filling out a form and come to a question requesting you to add attachments, simply click on the **Add Attachment** button.



The screenshot shows a web browser window displaying a form. At the top, a purple banner reads "Please fill out the following form. You can save data typed into this form." Below this, there is a section for an "Authorized Representative" with various text input fields for name, organization, address, and contact information. A red box highlights the "* I agree" checkbox. Below the form fields, there are three buttons: "Add Attachment", "Delete Attachment", and "View Attachment". The "Add Attachment" button is circled in red, and a red arrow points to it from the text below. The form also includes a "Signature of Authorized Representative" and "Date Signed" field, both containing the text "Completed on submission to Grants.gov".

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



The screenshot shows the same web form as above, but with a "Warning: JavaScript Window - Select a data file to import" dialog box open. The dialog box is a file browser window showing the "My Documents" folder. It contains a list of files and folders, including "Adobe Captivate 3", "AIMLogger", "AMF", "AOL", "Benefits Documents", "filelib", "GrantsGov", "Health Diagnostics", "L-3 Communications", "MDA", "My Adobe Captivate Projects", "My Music", "My Pictures", "My Received Files", "My Videos", "New Folder", "SJM", "Traffic Forms", "WebEx", "AbigailHirschResume", "AMF_EJBV4_03.01.07", "Beacon 3 2 PAT Scripts (2)", "Beacon 3 2 PAT Scripts (2)", "Beacon 3 2 PAT Scripts -Cindy Nguyen", "Copy of DC Phone List", "Copy of Jan Phone List", "DC Phone List", "Grants_Logo_Linking", "LindsayWozniak2", and "Marketing Scenario p1". The "File name" field is empty, and the "Files of type" dropdown is set to "All Files (*.*)". The "Open" and "Cancel" buttons are visible at the bottom of the dialog box. A red circle highlights the "Add Attachment" button in the background form, and a red arrow points from the text above to this button.

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

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

5. Once you are finished, either continue filling out the application or click 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 if you do so.

The screenshot shows a web browser window displaying a form in Adobe Reader. The form contains several sections: a declaration at the top, a section for an authorized representative (19) with fields for name, organization, and contact information, and two sections for attachments (20 and 21). Each attachment section has 'Add Attachment', 'Delete Attachment', and 'View Attachment' buttons. On the left side of the Adobe Reader interface, a paper clip icon is circled in red, with an arrow pointing to it from the text below. The browser's address bar shows '3 / 3' and '102%' zoom. The bottom of the window shows 'Unknown Zone'.

Once you have added an attachment you have the ability to add another attachment (if the form allows), delete attachments and view attachments.

Deleting an Attachment within a Form

1. To delete an attachment within the form, go to the question you would like to delete the attachment from and click on the **Delete Attachments** button. (In the example below the user is deleting an attachment from question number 20.)

Address <http://www.grants.gov/assets/SampleAdobeCoverSheet.pdf>

Please fill out the following form. You can save data typed into this form. Highlight Fields

true, complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

* I agree

* The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

19. Authorized Representative

Prefix * First Name: Middle Name: * Last Name: Suffix:

* Position/Title: * Organization:

Department: Division:

* Street1: Street2:

* City: County: * State:

Province: * Country: USA: * ZIP / Postal Code:

* Phone Number: Fax Number: * Email:

* Signature of Authorized Representative * Date Signed

Completed on submission to Grants.gov Completed on submission to Grants.gov

20. Pre-application Add Attachment Delete Attachment View Attachment

21. Attach an additional list of Project Congressional Districts if needed.

Add Attachment Delete Attachment View Attachment

2. After clicking on the Delete Attachments button a dialog box will appear. Click the **Yes** button to delete the attachment.

Address <http://www.grants.gov/assets/SampleAdobeCoverSheet.pdf>

Please fill out the following form. You can save data typed into this form. Highlight Fields

true, complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

* I agree

* The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

19. Authorized Representative

Prefix * First Name: Middle Name: * Last Name: Suffix:

* Position/Title: * Organization:

Department: Division:

* Street1: Street2:

* City: County: * State:

Province: * Country: USA: * ZIP / Postal Code:

* Phone Number: Fax Number: * Email:

* Signature of Authorized Representative * Date Signed

Completed on submission to Grants.gov Completed on submission to Grants.gov

20. Pre-application Add Attachment Delete Attachment View Attachment

21. Attach an additional list of Project Congressional Districts if needed.

Add Attachment Delete Attachment View Attachment

Warning: JavaScript Window - REMOVE ATTACHMENT

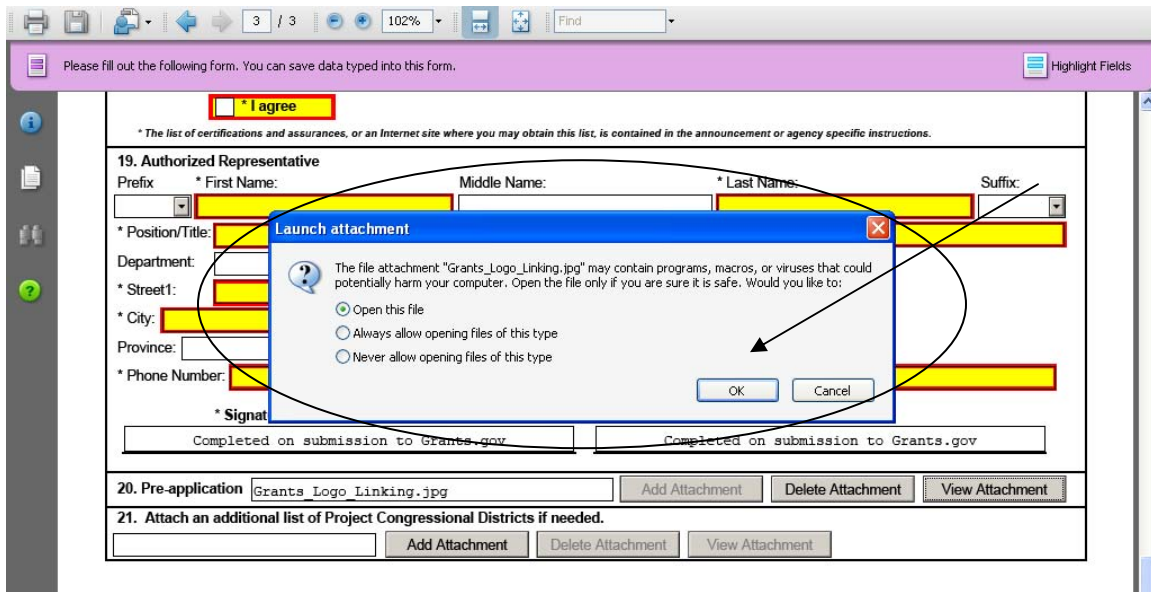
Are you sure?

Yes No

Viewing an Attachment within a Form

To view an attachment within the form, go to the question you would like to view the attachment from and click on the **View Attachment** button. (In the example below the user is viewing an attachment from question number 20.)

1. After clicking on the View Attachments button a **Forms Attachment** dialog box will appear. Select Open this file and click the **OK** button.



2. When you are finished reviewing the document, close the document, it will still be 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, then save the new document. Once that is saved you will need to attach the new document to the form and delete the outdated attachment from the form. Please see the sections for adding and deleting attachments.

Saving Your Application

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

Printing Your Application

To print your application, click 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.

Finalizing Your Application

Once you have completed all required documents and attached any required or optional documentation, click on **Save** to save your package. If errors are found, click on the **Check Package for Errors** button which will identify each error. Then correct each error.

If there are no errors, when you save the package the **Save & Submit** button will be activated.

Click on the **Check Package for Errors** button at any time 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. Click on 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.

The screenshot shows the Grants.gov application form. At the top, there is a navigation bar with buttons: **Save & Submit**, **Save**, **Print**, **Cancel**, and **Check Package for Errors**. The **Check Package for Errors** button is circled in red. Below the navigation bar, the form fields are as follows:

Opportunity Title:	0714-KV-2-PLEASE-DONT APPLY
Offering Agency:	General Dynamics Information Technology
CFDA Number:	
CFDA Description:	
Opportunity Number:	0714-KV-2
Competition ID:	0716-KV-1
Opportunity Open Date:	07/16/2007
Opportunity Close Date:	07/20/2007
Agency Contact:	Kavitha Vemula Testing on 2007-2006-updated E-mail: kavitha.vemula@gdit.com Phone: 703-246-0882

On the right side of the form, there is a blue box with the following text:

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

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 onscreen instructions for submission.

The screenshot shows a JavaScript Window dialog box overlaid on the Grants.gov application form. The dialog box contains the following text:

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 or 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:

Warning: JavaScript Window

Complete Application Packages with PureEdge

[Click here](#) to view Complete Application Packages Instructions for Adobe Reader.

Notice: Grants.gov is currently transitioning from phasing out of PureEdge software to using Adobe Reader software exclusively. For a period of time applicants will still be able to use PureEdge as it is applicable.

Follow the steps below to complete an application package using Grants.gov.

1. As the application downloads, it will automatically open in PureEdge Viewer. Save the application to your computer. Once the application is saved, you do not need to be online to complete the application.

Address: <http://atapply.grants.gov/opportunities/packages/opp123456-cfda12.800-cid001...xfd>

Submit Save Print Cancel Check Package for Errors

GRANTS.GOV™ Grant Application Package

Opportunity Title: Test DK
Offering Agency: Kevin Harp Agency
CFDA Number: 12.800
CFDA Description: Air Force Defense Research Sciences Program
Opportunity Number: 123456
Competition ID: 001
Opportunity Open Date:
Opportunity Close Date: 04/10/2008
Agency Contact: Grants GovAdmin
E-mail: Someone@grants.gov

I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name: [Redacted]

Mandatory Documents: SF424 (R&R)

Mandatory Completed Documents for Submission

Open Form Open Form

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 clicking 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, you will need to login to the Grants.gov website during the submission process.

The **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

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.
 - You can save your application at any time by clicking the **Save** button at the top of your screen.
 - The **Submit** button will not be functional until the application is complete and saved.
 2. Open and complete all of the documents listed in the **Mandatory Documents** box and **Optional Documents** box.
 - **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 an item, simply click on it to select the item and then click on the **Open** button. When you have completed a form or document, click the form/document name to select it, and then click the **=>>** button. This will move the form/document to the **Mandatory Completed Documents** or **Optional Completed Documents** box for submission. To remove a form/document from the **Completed Documents** box, click the form/document name to select it, and then click the **<<=** button. 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 *, and on some computers highlighted in yellow. 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, click on the **Close** button at the top of the screen. Then, click the **Save** button to resave your entire application.
- Note**—Please make sure all of the following conditions have been met:
- All mandatory fields in all mandatory forms have been completed and moved to the Mandatory Completed Documents for Submission box.
 - The Save button has been clicked AFTER all documents have been moved to the Mandatory Completed Documents for Submission box.

- All mandatory fields in all optional forms that have been moved to the Optional Completed Documents for Submission box have been completed.
- All Internet browser windows must be closed.

Forms

Forms, such as SF-424, are predefined and will require you to enter information into fields. **If the SF-424 is in the package, you must complete the SF-424 first. SF-424 will automatically complete additional fields on other forms with the information you entered.** Follow the steps below to complete forms contained within an application package.

Note:

1. To open a form in the **Mandatory** or **Optional Documents** box, simply click on the form name to select it and click the **Open Form** button which appears below the appropriate box. When you have completed a form, you will need to move it to the appropriate **Completed Documents for Submission** box.

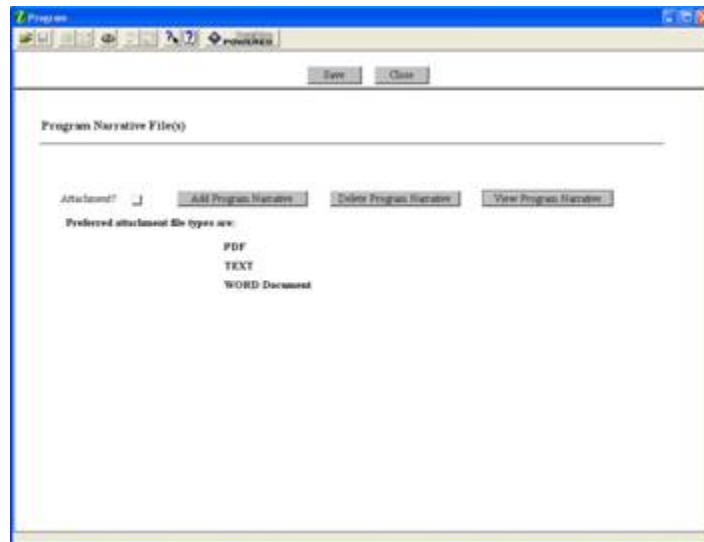
2. When you open a mandatory form, all required fields are noted by an * and sometimes highlighted in yellow.
3. Optional fields and completed fields are displayed in white.
4. You can click any field to enter the necessary information.
5. You can also use the **TAB** button on your keyboard to move from field to field.

6. If you enter invalid or incomplete information in a required field, you will receive an error message upon leaving the field.
7. To exit a form, click the **Close** button at the top of the screen. Then click the **Save** button to save your application.

Documents

In addition to forms, application packages may also require that you submit specific documentation, such as a program background statement. Follow the steps below to submit documentation for an application package.

1. To open a form that requires you to attach a document, click on the form name to select it and then click the **Open Form** button which appears below the appropriate box.
2. Once the form is open, you can attach documents from your computer to the form. Depending on the form, you may be able to attach a PDF, Text Document, Word Document or other type of documents. After completing a form, move it to the appropriate **Completed Documents for Submission** box.



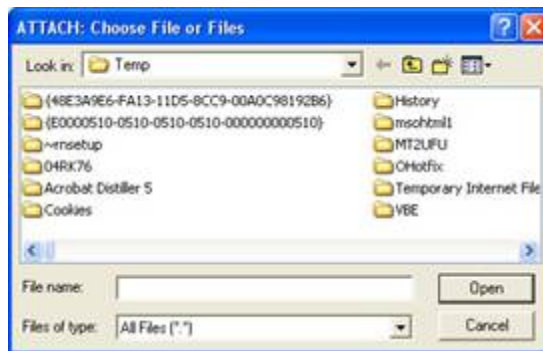
Attaching a Document

Follow the steps below to attach a document to a form.

1. To upload a document, simply click the **Add** button.
2. This will open an **Attachment** window.



3. Click the **Attach** button. A **Browse** window opens allowing you to select the document on your computer you would like to upload.



4. Once you have selected the document you would like to attach, click the **Open** button. You will return to the **Attach** window.
5. Repeat this process until you have attached all of the necessary documents.
6. When you have selected all of the documents you want to include for this requirement, click the **Done** button. If multiple files are attached to the field, the box next to Attachment will be checked. If only one file is attached, the name of the file will be displayed in the box next to Attachment.

Deleting a Document

Follow the steps below to delete a document that you have uploaded to the form.

1. Open the form and click the **Delete** button.
2. If multiple documents are attached, the **Delete Attachment** window will open.



3. From the **Delete Attachment** window, select the document or documents which you want to delete and click the **Remove** button.
4. Click the **Done** button when you are finished deleting the documents.
5. Once all the attached documents have been removed, the check mark after the attachment will be removed. If there is only one attachment, press the **Delete** button.
6. The **Remove Attachment** window will appear. Click **Yes** to delete or **No** to return back to the form. The file name will be removed from the display box on the form.

Viewing a Document

Follow the steps below to view a document that you have uploaded to the form.

1. Open the form and click the **View** button.
2. If only one document was attached, the document will open. If multiple documents are attached, the **View Attachment** window will open.



3. From the **View Attachment** window, select the document or documents you would like to view and click the **Display** button.
4. Click the **Done** button to return back to the form without displaying the attachment. Closing the open document returns you back to the form.
5. To exit the mandatory documents page, click the **Close** button.

Saving Your Application

Follow the step below to save your application.

1. To save your application, click the **Save** button at the top of your screen.

Printing Your Application

Follow the step below to print your application.

1. To print your application, click the **Print** button at the top of your screen.

Finalizing Your Application

Follow the steps below to finalize your application.

1. You can save your application at any time by clicking the **Save** button at the top of your screen.
2. Once you have properly completed and saved the application, the **Submit** button will become active and you will be able to submit your application to Grants.gov. (You will need to be connected to the Internet and login with your Grants.gov username and password.)

Track Your Application

Once you complete and submit your application, you will see a confirmation screen explaining that once your submission has been processed.

GRANTS.GOVSM

[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.

The following application tracking information was generated by the system:

Grants.gov Tracking Number :	GRANT00079864
Applicant DUNS:	00-000-0000
Submitter's Name:	IBM Tester - Individual
CFDA Number:	93.223
CFDA Description:	Development and Coordination of Rural Health Services
Funding Opportunity Number :	RG-03312008-ADOBE-OPP1
Funding Opportunity Description :	RG-03312008-Adobe-Opp1-Today's posting date!
Agency Name :	Rathna-Agency-12072005
Application Name of this Submission :	Test Submission!
Date/Time of Receipt :	

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.

From: OS Support@Grants.gov
To: Gundulpet, Ratna (HHS/ASRT)
Cc:
Subject: GRANT00079765 Grants.gov Submission Receipt
Attachments:

Sent: Fri 3/21/2008 8:34 AM

Your application has been received by Grants.gov, and is currently being validated.
Your submission was received at 21-Mar-08 08:33:52 AM ET

Validation may take up to 2 business days.

Type: GRANT

Grants.gov Tracking Number: GRANT00079765

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

AOR name: IBM Tester - Individual

Application Name: Check Confirmation Page!

Opportunity Number: RG-03172008-SCR-TEST

Opportunity Name: RG-03172008-SCR-Test

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

Thank you.
Grants.gov
if you have questions please contact the Grants.gov
Contact Center:
support@grants.gov
1-800-518-4726 (M-F 7:00 AM - 9:00 PM ET)

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: OS Support@Grants.gov
To: Gundulpet, Ratna (HHS/ASRT)
Cc:
Subject: Grants.gov Grantor Agency Retrieval Receipt for Application GRANT00079868
Attachments:

Sent: Tue 4/1/2008 1:41 PM

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

Type: GRANT

Grants.gov Tracking Number: GRANT00079868

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

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.
<http://trapply.grants.gov>

Should you choose to track the progress of your application further, you may login with your username and password to receive information about the current status of your application.

Instructions for Tracking Your Application

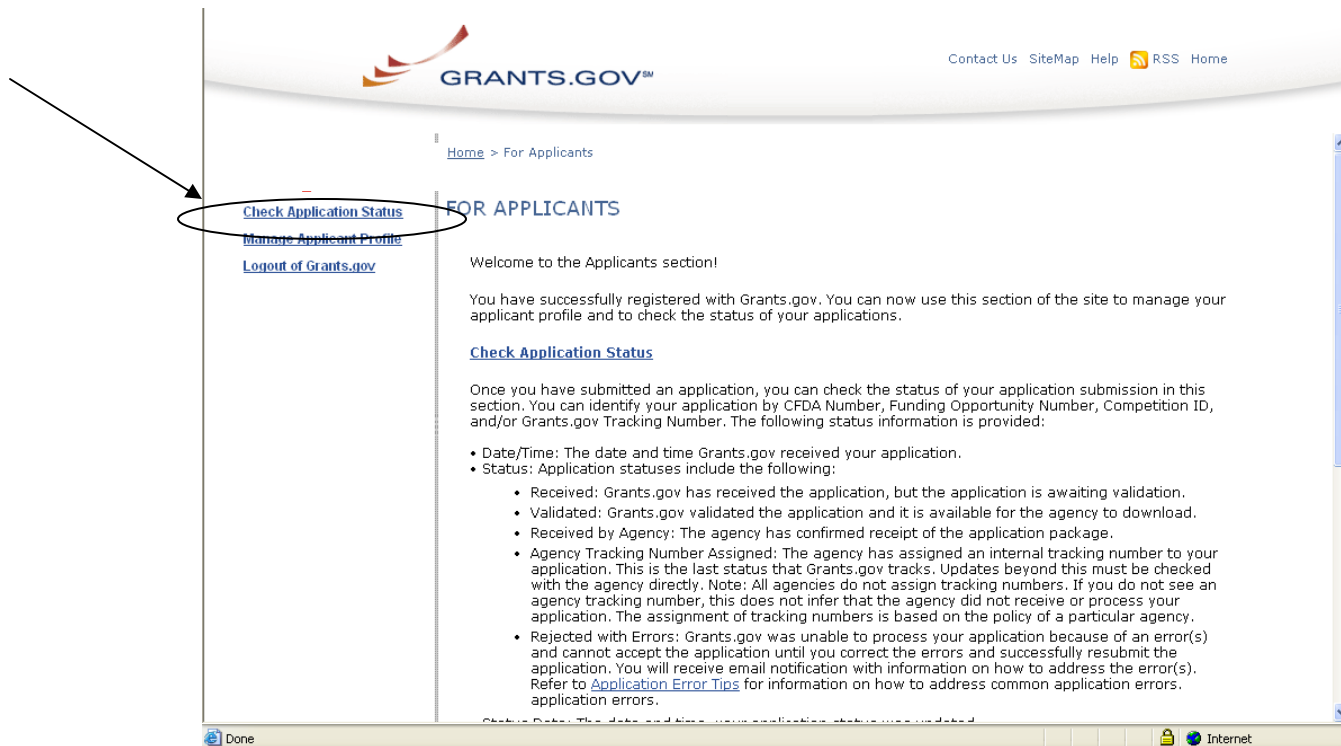
To track the progress of your application, in the For Applicants section, select **Track Your Application** from the left side navigation from the Grants.gov homepage. This will take you to the Track Your Application screen.



Once on the Track Your Application screen, select the **Click here to login** link. This will take you to the Applicant login page. Enter your username and password to proceed.

Once you enter your username and password, you will be logged into the Grants.gov system. Click on **Check Application Status** on the left side of the screen to track the progress of your application.

NOTE: It is important to retain the application tracking number that you received in the application submission confirmation 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.



Forgot Your Password?

In the event that you forget your password, you can obtain a new password from the Credential Provider:

If you have forgotten your password, you will need to get it reset at the E-Authentication Credential Provider's website.

Go to <https://e-auth.orc.com/reg/forgotReset.html> and enter your username. You will then be prompted to change your password. This information will automatically be updated at the Grants.gov website.

Forgot Your Username?

Please contact ORC, Grants.gov's Credential Provider at 1-800-386-6820 or via email at eauthhelp@orc.com. You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register your new username and password with Grants.gov.