



## Searching Grant Opportunities

Grants.gov provides you with the ability to search for federal government-wide grant opportunities. You do not have to register with Grants.gov to find grant opportunities. However, once you are ready to apply for a grant, you will need to get registered. This process takes 3-5 business days. Please go to the **Get Registered** section of the website under For Applicants to learn more about registration.

### *Instructions for Searching Grant Opportunities*

1. To access the **Search Grant Opportunities screen**, click the **Find Grant Opportunities** sub link on the left navigation under **For Applicants**. You may also search for grant opportunities by clicking on the **Grant Search** link under “Quick links” on the right of the screen.
2. There are a number of ways to search and browse on Grants.gov. Use the **Basic Search** and **Advanced Search** options explained in this document when you are looking for something specific. When you want to explore the different types of grants or you are not sure exactly what type of grant opportunity that you are looking for, browse by **Category** or **Agency**.

### *How do I use the Basic Search Option?*

The **Basic Search** option allows you to search by **Keyword**, **Funding Opportunity Number (FON)**, or **Catalog of Federal Domestic Assistance (CFDA)** Number.

1. To conduct a **Basic Search**, from the **Find Grant Opportunities page**, click on the **Basic Search sub link** under Find Grant Opportunities on the left navigation.
2. Enter your search criteria into one of the fields on the Basic Search page and click **Search**. **Note:** if more than one field is completed, only those opportunities meeting all the criteria will be returned. To clear the **Basic Search** form, click the **Clear Form** button.
3. To use the **Keyword Search** field, enter part or all of the text for the title of the grant you are searching for.
4. If you know the FON, enter it in the **Search by Funding Opportunity Number** field; please note that the text is case-sensitive. If you are not sure of the entire FON:
  - Use an asterisk “\*” to replace one or more characters.
  - Use a question mark “?” to replace one character.
5. If you know the offering agency’s CFDA Number, enter it in the **Search by CFDA Number** field. If you are not sure of the entire CFDA Number:
  - Use an asterisk “\*” to replace one or more characters.
  - Use a question mark “?” to replace one character.

6. To Clear the **Basic Search** form, click the **Clear Form** button.
7. Once you have entered in the necessary search criteria, click the **Start Search** button to begin the search. Your search results will display on the **Search Results** screen.

### ***How do I use the Browse by Category Option?***

Do you want to learn about federal grant opportunities available today? Start by selecting a grant category that interests you.

To use the **Browse by Category** option, follow the instructions below:

1. Click the **Browse by Category** link under Find Grant Opportunities in the left navigation or middle section of the screen.
2. Once on the Browse by Category page you will have access to a listing of grant opportunities by category. Click the category that best describes the type of grant you are looking for.
3. Once you have clicked on a category the search results screen will display a listing of grants within the category you selected.

### ***How do I use the Browse by Agency Option?***

1. Click the **Browse by Agency** link under **Find Grant Opportunities** in the left navigation.
2. On the Browse by Agency page, click the name of the agency that is offering the grant you are looking for.
3. The search results will display a listing of grants offered by the agency you selected on the **Search Results** screen.

### ***How do I use the Advanced Search Option?***

If you still have not found what you are looking for by completing the basic search or browsing, use the **Advanced Search**. This allows you to search by **Keyword search, Funding Opportunity Number, Dates to Search, CFDA Number, Funding Activity Category, Funding Instrument Type, Eligibility and Agency**.

To use the **Advance Search** option, follow the instructions below:

1. Click the **Advanced Search** link under **Find Grant Opportunities** in the left navigation.
2. You must select whether you want to search **Open Opportunities, Closed Opportunities** or **Archived Opportunities** in the **Search In** section by clicking the radio button next to the corresponding field. **Open Opportunities** are grant opportunities that are still available for applicants to submit applications. **Closed Opportunities** are opportunities that are no longer active for applicants to submit applications but are still visible within the database. **Archived Opportunities** are opportunities that are no longer active for applicants to submit applications.
3. Then enter information in one or more of the fields listed and then click the **Search** button. You are not required to enter information in all fields before clicking the **Search** button.

4. To use the **Keyword Search** field, enter part or all of the text for the title of the grant you are searching for.
5. If you know the FON, enter it in the **Search by Funding Opportunity Number** field; please note that the text is case-sensitive. If you are not sure of the entire FON:
  - Use an asterisk "\*" to replace one or more characters.
  - Use a question mark "?" to replace one character.
6. Select the time period for which you want to search in the **Dates to Search** field.
7. If you know the offering agency's CFDA Number, enter it in the **Search by CFDA Number** field. If you are not sure of the entire CFDA Number:
  - Use an asterisk "\*" to replace one or more characters.
  - Use a question mark "?" to replace one character
8. Select the funding activity category from the **Search by Funding Activity Category** field. If you want to select multiple items in this list, hold down the **CONTROL or SHIFT key**. Mac users should hold the **APPLE or SHIFT key**.
9. Select the funding instrument type from the **Search by Funding Instrument Type** field. If you want to select multiple items in this list, hold down the **CONTROL or SHIFT key**. Mac users should hold the **APPLE or SHIFT key**.
10. Select the opportunity eligibility from the **Search by Eligibility** field. If you want to select multiple items in this list, hold down the **CONTROL or SHIFT key**. Mac users should hold the **APPLE or SHIFT key**.
11. Select the offering agency from the **Search by Agency** field. If you want to select multiple items in this list, hold down the **CONTROL or SHIFT key**. Mac users should hold the **APPLE or SHIFT key**.
12. If you would like to include a sub agency in your search, click the **Select Sub Agencies** button to display a **Search by Sub Agency** field. Select the desired Sub Agency from the list. If you want to select multiple items in this list, hold down the **CONTROL or SHIFT key**. Mac users should hold the **APPLE or SHIFT key**.
13. To clear the **Advanced Search** form, click the **Clear Form** button.
14. Once you have entered in the necessary search criteria, click the **Search** button to begin the search.

Your search results will display on a **Search Results** screen.

**Note:** Once you find an opportunity you wish to apply for, you will need to record the FON or CFDA Number and then enter it manually when you apply for the grant.

The FON is located under 'Funding Number' column on the **Search Results** screen.

The CFDA Number can be found by clicking the **Opportunity Title** link on the **Search Results** screen. Clicking the **Opportunity Title** link for a specific opportunity, will take you to the opportunity Synopsis screen, which gives a summary of the grant listing. The CFDA Number can be found near the bottom of the grant listing information.

If the download page does not have a link to download an application, the application is not found in Grants.gov. Instead, applicants should apply for that grant as the on-screen instructions state.

## ***Additional Advanced Search Tips***

The following are search strategies to help improve the results of an **Advanced Search** for grant opportunities.

Select multiple items when searching by: **Funding Activity Category, Funding Instrument Type, Eligibility, Agency and Sub Agency.**

- If you want to select multiple items, it may be necessary on some browsers to hold down the CONTROL or SHIFT key to select multiple items. If you are a MAC user, use the APPLE or SHIFT key to mark multiple items.

Expand your search by **Keyword, Funding Opportunity or CFDA Number** with a wildcard.

The following two wildcards can be used to expand your search:

- Asterisks "\*" can be used to replace one or more characters at the end of the term. This is useful for finding pages with words that have multiple endings. For example, if you typed "National\*" in to the search field, the results would contain links to all grant opportunities with phrases that include the word National, such as National Aeronautics and Space Administration or National Endowment for the Humanities.
- Keyword search allows you to search by one or more specific keywords. Grants.gov's keyword search enables to use spaces between different words. A space is defaulted to OR. If you type "Housing Farming", the results would contain a match if Housing or Farming appears in the grant opportunity listing.

## ***Search Results***

The **Search Results** screen displays the grant opportunities that are returned from your query. The displayed results are sorted by relevancy.

Notice the headings listed below are displayed at the top of the **Search Results** screen.

- **Sort by Code Date**
- **Sort by Open Date**
- **Sort by Relevance**

**Note: The Sort by Relevance and Close Date titles display only after another title is clicked in the header.**

Beneath these headings is a table which lists the grant opportunities that are returned from your query. At the top of the table are headings: **Close Date, Opportunity Title, Agency and Funding Number.** The **Attachments** heading is included if there is a match for the keyword is found in the Attachments of the grant opportunities. Contained within the rows of the table is information about individual grant opportunities.

You can sort the **Search Results** screen data to customize results to your needs. Clicking the blue highlighted titles: **Close Date, Open Date, Opportunity Title, Agency and Sort by Relevance** will sort your results by ascending or descending order. Text after the heading "**Sort:**" indicates the current order of the sort.

To perform a new search, click the **New Search** link located in the upper right hand corner of the screen. Clicking the **New Search** link moves you to the **Search Grant Opportunities** screen.

To view the grant opportunity, click the blue highlighted title of the grant you would like to view. Clicking the grant title opens a page that contains more information about the opportunity.

To move to the next page of grant opportunity search results, click the **Next** link at the bottom of the **Search Results** screen.

## ***Search Results - Grant Information***

The **Grant Information** screen contains three buttons: **Synopsis**, **Full Announcement** and **How to Apply**. Clicking each button reveals a screen with specific information:

### **Synopsis**

The synopsis for this grant opportunity is detailed on this page. The synopsis contains all of the updates to the document that have been posted as of the current modification date. If updates have been made to the opportunity synopsis, updated information is **highlighted** and provided below the synopsis.

### **Full Announcement**

The complete text for the grant announcement is contained within this page. Click on the most recent file to download the full announcement. The document name, a description of the file and the type of file are also provided for your information.

### **How to Apply**

Instructions for applying for a grant are listed on this page. There are three main steps:

Apply Step 1: Download a Grant Application Package and Application Instructions

Apply Step 2: Complete the Selected Grant Application Package

Apply Step 3: Submit a Completed Grant Application Package