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# *Applicant*

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# *User Guide*

Version 3.0  
Updated February 2009

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## Introduction

Grants.gov has been designed to make it easier for organizations to find and apply for more than \$500 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.

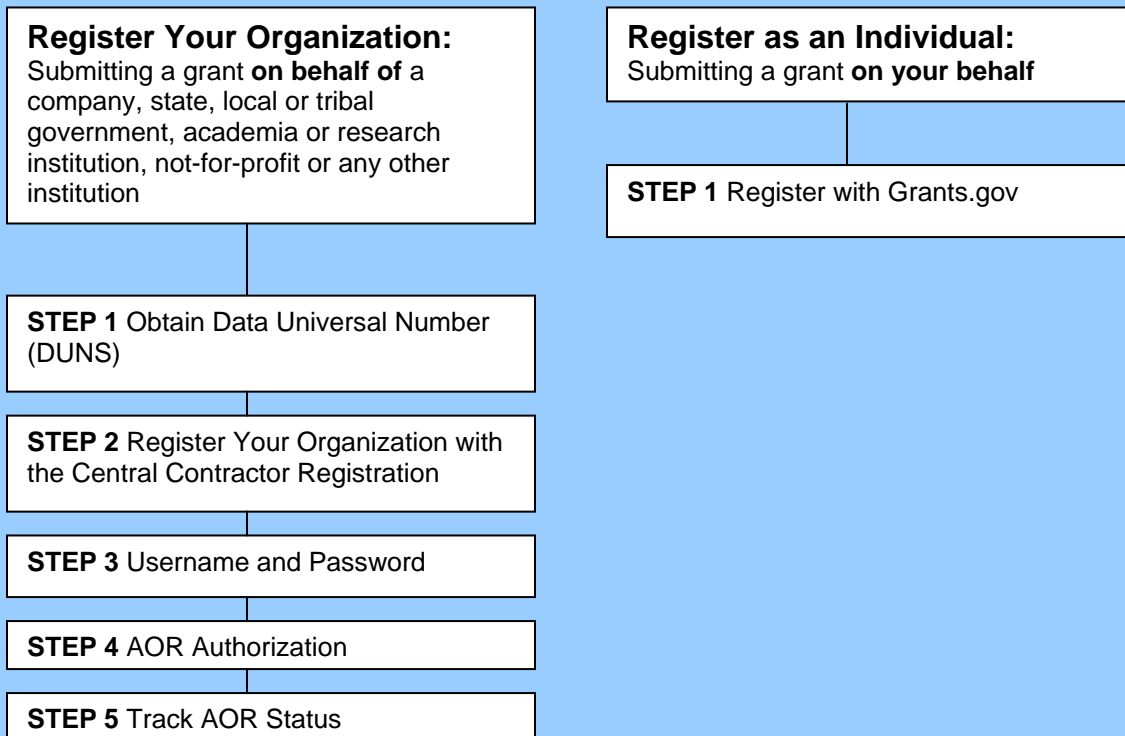
Provided information in this user guide:

- How To Register Your Organization
- How To Register As An Authorized Organization Representative
- 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. 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”.




# Registration 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 box.

The screenshot shows the Grants.gov website's 'GET REGISTERED' page. The header includes the Grants.gov logo and navigation links like Search, Contact Us, Site Map, Help, RSS, and Home. The left sidebar contains categories for Applicants, Grantors, and System information. The main content area is titled 'GET REGISTERED' and provides instructions on the registration process, including a note about the time required (three to five business days) and a 'Please Note' regarding the use of organizational vs. individual credentials. Below this, there are two columns: 'Organization Registration' and 'Individual Registration'. Each column contains a brief description and a link to a user guide. The 'Organization Registration' column also includes a link to the 'Organization Registration Checklist', which is circled in red. The right sidebar features a newsletter sign-up, 'Quick Links' (with 'Get Registered' circled in red), and 'FOR GRANTORS' links. A 'Glossary Term' for Operational Research Consultants (ORC) is also present. The footer includes logos for the Grants Policy Committee, E-GOV, USA.gov, and Benefits.gov, along with a 'Trusted sites' icon.




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.

  
GRANTS.GOV™  
FEDERAL AGENCY SOURCEBOOK

**Organization Registration Checklist**

The following checklist provides registration guidance for a company, academic or research institution, state, local or tribal government, not-for-profit, or other type of organization. The registration is a **one-time** process, which is **required** before representatives of an organization can submit grant application packages electronically through Grants.gov. The registration process can take **three to five business days** or **one to three weeks** depending on your organization and if all steps are met in a timely manner.

*Note: If you are an individual applying for a grant 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: [http://www.grants.gov/applicants/individual\\_registration.asp](http://www.grants.gov/applicants/individual_registration.asp). 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 Organization	Completed?
<p><b>STEP 1: OBTAIN DUNS NUMBER</b> Has my organization identified its Data Universal Number System (DUNS) number?</p> <p>Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number.</p> <p>If your organization does not know its DUNS number or needs to register for one, visit Dun &amp; Bradstreet at <a href="http://fedgov.dnb.com/webform/displayHomePage.do">http://fedgov.dnb.com/webform/displayHomePage.do</a>.</p> <p><b>PURPOSE OF THIS STEP:</b> 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><b>HOW LONG SHOULD IT TAKE?</b> Same Day. You will receive DUNS number information online.</p>	○
<p><b>STEP 2: REGISTER WITH CCR</b> Has my organization registered with the Central Contractor Registration (CCR)?</p> <p>Ask the grant administrator, chief financial officer, or authorizing official of your organization if your organization has registered with the CCR.</p> <p>If your organization is not registered, you can apply by phone (1-888-227-2423) or register online at <a href="http://www.ccr.gov">http://www.ccr.gov</a>. CCR has developed a handbook (<a href="http://www.ccr.gov/handbook.asp">http://www.ccr.gov/handbook.asp</a>) to help you with the process.</p> <p>When your organization registers with CCR, you must designate an E-Business Point of Contact (E-Biz POC). This person will identify a special password called an "M-PIN." This M-PIN gives the E-Biz POC authority to designate which staff member(s) from your organization are allowed to submit applications electronically through Grants.gov. Staff members from your organization designated to submit applications are called</p>	○

## Register Your Organization: Obtaining a DUNS Number

The first step in registration is to obtain your organization's Data Universal Number System (DUNS) number. A DUNS number is a unique nine-character identification number provided by the commercial company [Dun & Bradstreet \(D&B\)](#). Your organization may already have a DUNS number, if not, once you have completed the registration, your DUNS number should be available the next business day.

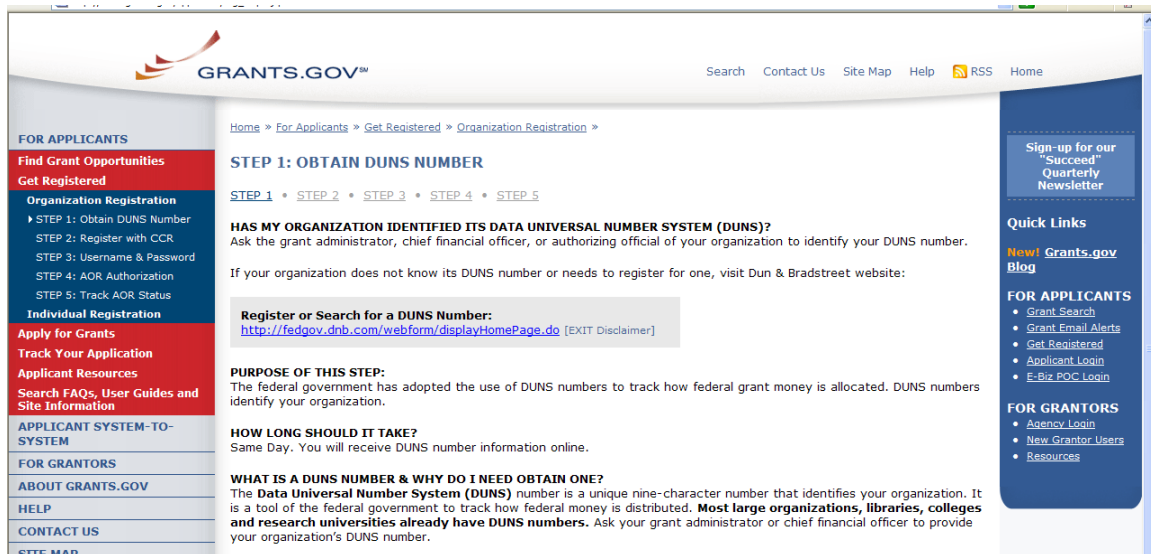
### Have the following information prepared when requesting a DUNS number:

- 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.

### Instructions for Requesting a DUNS Number

On Grants.gov under For Applicants >> Get Registered >> Organization Registration, click on [Step 1: Obtain DUNS Number](#) to register online.



The screenshot shows the Grants.gov website interface. The main content area is titled "STEP 1: OBTAIN DUNS NUMBER" and includes the following text:

**HAS MY ORGANIZATION IDENTIFIED ITS DATA UNIVERSAL NUMBER SYSTEM (DUNS)?**  
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 or needs to register for one, visit Dun & Bradstreet website:

**Register or Search for a DUNS Number:**  
<http://fedgov.dnb.com/webform/displayHomePage.do> [EXIT Disclaimer]

**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.

**HOW LONG SHOULD IT TAKE?**  
Same Day. You will receive DUNS number information online.

**WHAT IS A DUNS NUMBER & WHY DO I NEED OBTAIN ONE?**  
The **Data Universal Number System (DUNS)** number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed. **Most large organizations, libraries, colleges and research universities already have DUNS numbers.** Ask your grant administrator or chief financial officer to provide your organization's DUNS number.

The left sidebar contains navigation links for "FOR APPLICANTS", "FOR GRANTORS", and "ABOUT GRANTS.GOV". The right sidebar includes a "Sign-up for our 'Succeed' Quarterly Newsletter" button, "Quick Links", and "FOR GRANTORS" links.

Requesting a DUNS number is a process that is not completed on the Grants.gov website. The following steps below provide an overview of the process to request a DUNS number D&B's website:



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](#).

## Register Your Organization: Registering with CCR

The Central Contractor Registration (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>.

### Instructions for Registering with CCR

On Grants.gov under For Applicants >> Get Registered >> Organization Registration, click on [Step 2: Register with CCR](#) to register online.

The screenshot shows the Grants.gov website interface. The main content area is titled "STEP 2: REGISTER WITH CCR" and includes the following text:

**HAS MY ORGANIZATION REGISTERED WITH THE CENTRAL CONTRACTOR REGISTRATION (CCR)?**  
Ask the grant administrator, chief financial officer, or authorizing official of your organization if your organization has registered with the CCR. If your organization is already registered, **take note of who is listed as your E-Business Point of Contact (E-Biz POC)**. This person will be responsible for authorizing who within your organization has the responsibility to submit applications at Grants.gov.

If your organization is **NOT** registered, you can apply by phone (1-888-227-2423) or register online at <http://www.ccr.gov>. [EXIT Disclaimer]

**IS YOUR ORGANIZATION ALREADY REGISTERED WITH CCR?**  
Check to see if your organization is already registered at the CCR website. You will be able to search CCR by using either your organization's Data Universal Number System (DUNS) Number or legal business name.

[Search CCR](#) [EXIT Disclaimer]

**PURPOSE OF THIS STEP:**  
Registering with the CCR is required for organizations to use Grants.gov.

**HOW LONG SHOULD IT TAKE?**  
**One to three days** to gather the internal organization information and prepare the application.

If your organization already has an Employer Identification Number (EIN) or Taxpayer Identification Number (TIN), then you should allow a minimum of **48 hours** to complete the entire CCR registration.

If your organization does not have an EIN or TIN, then you should allow **two weeks** for obtaining the information from IRS when requesting the EIN or TIN via phone or Internet. The reason for the one to three day delay is due to security information that needs to be mailed to the organization.

**\*Note:** Your organization needs to renew their CCR registration once a year.

**WHAT IS CCR AND WHY DO I NEED TO REGISTER?**  
The **Central Contractor Registration (CCR)** is a web-enabled government wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract award, grants, and the electronic payment processes.

When your organization registers with CCR, you must designate an E-Business Point of Contact (E-Biz POC). The E-Biz POC uses the MPIN (Marketing Personal Identification Number) given by the CCR to login to Grants.gov and to designate which

The left sidebar contains a navigation menu with the following items: FOR APPLICANTS, Find Grant Opportunities, Get Registered, Organization Registration (highlighted with a red box and an arrow), STEP 1: Obtain DUNS Number, STEP 2: Register with CCR, STEP 3: Username & Password, STEP 4: ACR Authorization, STEP 5: Track AOR Status, 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, and SITE MAP.

The right sidebar contains a "Sign-up for our 'Succeed' Quarterly Newsletter" button, a "Quick Links" section, a "New! Grants.gov Blog" section, a "FOR APPLICANTS" section with links for Grant Search, Grant Email Alerts, Get Registered, Applicant Login, and E-Biz POC Login, and a "FOR GRANTORS" section with links for Agency Login, New Grantor Users, and Resources.

Registering with CCR is a process that is not completed on the Grants.gov website. The following steps below provide an overview of the process to register on CCR's website:

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

Update or Renew Registration

Search CCR

Dynamic Small Business Search

Request Access to CCR Data

Security Notice

**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.

[Next](#) [Cancel](#)

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

## ***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 Primary and the alternate POC 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 an email welcoming you to CCR.

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.



## Register Your Organization: Username and Password

In order to safeguard the security of your electronic information, Grants.gov requires all users to create an account with the Grants.gov system. In order to access the account the user must verify that they are able to obtain a username and password. This process determines that someone really is who he/she claims to be.

### Tips for obtaining your username and password

1. Your **CCR registration must be complete** and active before you can obtain your username and password.
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. Upon completing the online form on Grants.gov, you will create a username and password. This username and password is used to submit your application package to the appropriate government agency safely and securely through Grants.gov.

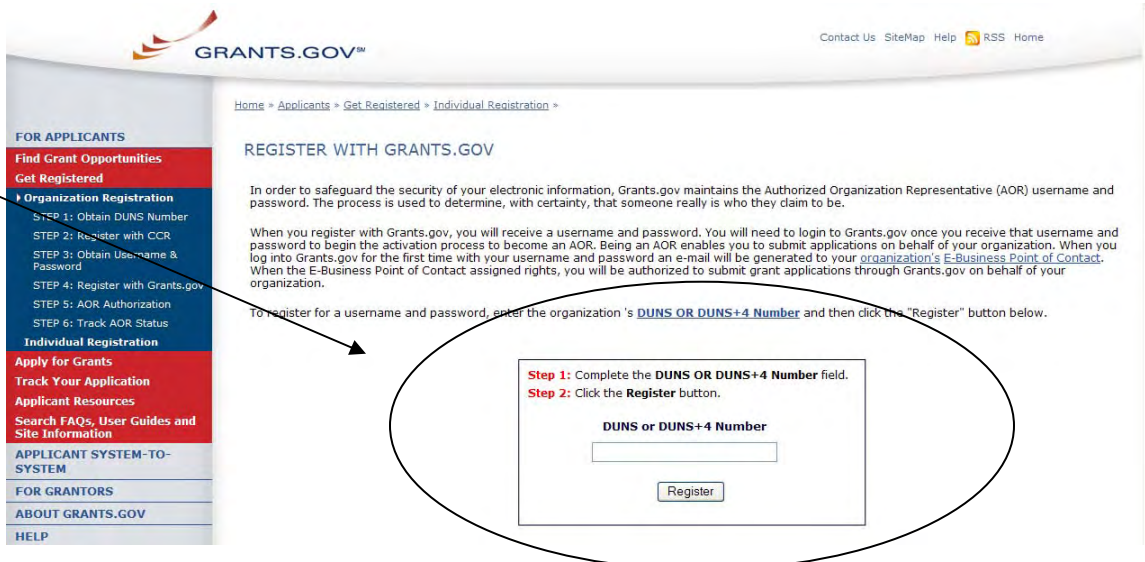
### Instructions for obtaining your Username and Password

Your organization's CCR registration must be complete and active before you can obtain a username and password.

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: Username & Password**.
4. Once you are on **STEP 3: Username & Password** screen, click on the [Create Username and Password](#) in the gray bar on the screen.

The screenshot displays the Grants.gov website interface. The left navigation menu is highlighted in blue, with 'Get Registered' and 'Organization Registration' visible. The main content area is titled 'STEP 3: USERNAME & PASSWORD' and contains instructions for creating a profile. A gray button labeled 'Create a Username and Password' is highlighted with a red circle and an arrow. The right sidebar contains 'Quick Links' and 'FOR APPLICANTS' sections.

- 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 create a Grants.gov account.



- After entering your organization's DUNS Number, you will be taken to the online form.
- Complete the form (all fields are required except "Address 2"). When entering an email address, please keep in mind that all correspondence with Grants.gov will be sent to that email address. For the Secret Question/Answer fields, enter a question only you would be able to answer and will be able to remember in the future. When you have completed the form click on the **Submit** button.

(White outlined boxes are in place to protect the privacy for the examples shown)

Field requirements for the form:

**DOB:** example - mm/dd/yyyy – you must include the slash “/,” do not use a dash or hyphen

**Telephone:** include your area code – must be a 10 digit number

- Once you have clicked the submit button a confirmation screen will appear, if you have changes you would like to make choose the “Edit” button and the form will return to a screen where you can make changes. If you have no changes click on the “Confirm” button.

(White outlined boxes are in place to protect the privacy for the examples shown)

GRANTS.GOV<sup>SM</sup> Contact Us SiteMap Help RSS Home

Home>For Applicants

**FOR APPLICANTS**

Find Grant Opportunities  
Get Registered  
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

**FOR APPLICANTS**

First Name: Cynthia MI: Last Name: [ ]

DOB: 10/28/0080 Job Title: Grant writer DUNS: 000 [ ]

Address1: 123 House  
Address2: [ ]

City: Springfield

State: Virginia Telephone: [ ]

Country: United States Zip Code: 22150

Email: [ ]@yahoo.com

Secret Question: What is my favorite football team?  
Secret Answer: [ ]

Warning Notice  
This is a U.S. Government computer system which may be accessed and used only for authorized Government business by authorized personnel

Edit Confirm

- On this page you will create your username and password. Scroll to the bottom of the page and type a username and password then confirm your password by typing it in again. Please write down your username and password for future reference. Once this is completed click on the **Submit** button.

(White outlined boxes are in place to protect the privacy for the examples shown)

Home>For Applicants

**FOR APPLICANTS**

Find Grant Opportunities  
Get Registered  
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

**FOR APPLICANTS**

First Name: Cynthia MI: Last Name: [ ]

DOB: 10/28/0080 Job Title: Grant writer DUNS: [ ]00

Address1: 123 House  
Address2: [ ]

City: Springfield

State: Virginia Telephone: [ ]

Country: United States Zip Code: 22150

Email: [ ]@yahoo.com

Secret Question: What is my favorite football team?  
Secret Answer: [ ]

User Name: cindylcraig Password: ..... Confirm Password: .....

Warning Notice

Submit

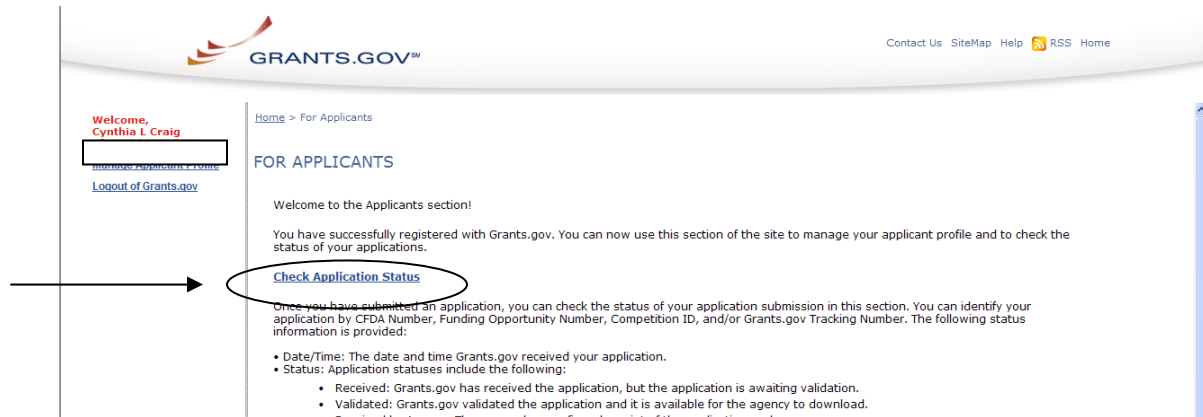


10. You will see a message at the top of the screen that will read “You are successfully registered.” To continue to the Applicant login page click the **Continue** button on the bottom right. If you don’t receive the successful message another message will appear stating what issue needs to be addressed with the form. Simply correct the error and click **Submit** until you receive the successful message.

(White outlined boxes are in place to protect the privacy for the examples shown)

11. Using the username and password you just created, fill out the form and click on “Login” this is where you can track your AOR status, manage your profile and in the future check your application status.

After you have created an account 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 by email, you will also receive a copy of this email. The E-Business Point of Contact will need to login to 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. 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.**

## Forgot My Password (Organization)

In the event that you forget your password, you can obtain a new password from the [Applicant login](#) page.

Go to the [Applicant login](#) page and click on the link "Forgot My Password".

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**FOR APPLICANTS**

This section of the site is designed to provide Federal grant applicants with the ability to log on to Grants.gov to determine if they have registered successfully with Grants.gov, to check the status of their grant application submissions and to manage their applicant profiles.

In the future, this section of the site will also allow a user from an organization to verify if they have been granted Authorized Organization Representative (AOR) status which is a person authorized to submit applications through Grants.gov on behalf of their organization.

To gain access to your applicant profile, enter the username and password that you obtained when completing the [Get Registered](#) step for Registering with the Credential Provider and then click on the "Login" button.

Note: In order to login, you also need to complete the [Get Registered](#) step for Registering with Grants.gov. If you do not have a username and password, please refer to [Get Registered](#) for information on how to register with the Credential Provider to obtain a username and password.

**Please enter your Username and Password to login to the Grants.gov system.**

Username

Password

Login

[Forgot My Username](#)

[Forgot My Password](#)

**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.

Then enter your username and click the **Get Secret Question** button.

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**FOR APPLICANTS**

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To gain access to your applicant profile, enter the username and password that you obtained when completing the [Get Registered](#) step for Registering with the Credential Provider and then click on the "Login" button.

If you have forgotten your password, you may use this function have your password reset.

**Reset My Password**

Enter your username:

Get Secret Question

[Back to Login](#)

[Forgot My Username](#)

**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.

You will be directed to the reset my password page. Simply enter the answer to your secret question and then click the **Submit Answer** button to reset your password.



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### FOR APPLICANTS

This section of the site is designed to provide Federal grant applicants with the ability to log on to Grants.gov to determine if they have registered successfully with Grants.gov, to check the status of their grant application submissions and to manage their applicant profiles.

To gain access to your applicant profile, enter the username and password that you obtained when completing the [Get Registered](#) step for Registering with the Credential Provider and then click on the "Login" button.

If you have forgotten your password, you may use this function have your password reset.

#### Reset My Password

Enter your username:

Secret Question:

Secret Answer:

[Back to Login](#)  
[Forget My Username](#)

Once your answer is validated you will be directed to enter a new password. Enter a password and then enter it again into the confirm password field and click on the **Reset My Password** button.

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### FOR APPLICANTS

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To gain access to your applicant profile, enter the username and password that you obtained when completing the [Get Registered](#) step for Registering with the Credential Provider and then click on the "Login" button.

If you have forgotten your password, you may use this function have your password reset.

#### Reset My Password

Enter your username:

Secret Question:

Secret Answer:

Enter new Password:  Confirm Password:

[Back to Login](#)  
[Forget My Username](#)

Once you have reset your password a message will appear that your password was reset successfully.

FOR APPLICANTS

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### FOR APPLICANTS

This section of the site is designed to provide Federal grant applicants with the ability to log on to Grants.gov to determine if they have registered successfully with Grants.gov, to check the status of their grant application submissions and to manage their applicant profiles.

To gain access to your applicant profile, enter the username and password that you obtained when completing the [Get Registered](#) step for Registering with the Credential Provider and then click on the "Login" button.

If you have forgotten your password, you may use this function have your password reset.

#### Reset My Password

Enter your username:

Secret Question:

Secret Answer:

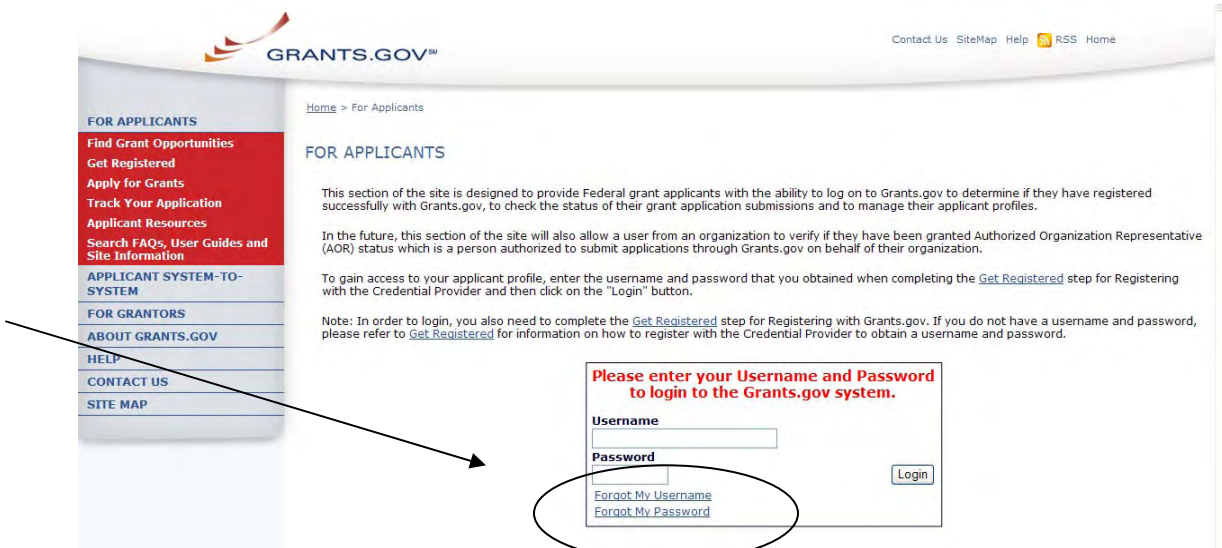
Enter new Password:  Confirm Password:

Password reset successfully  
[Back to Login](#)  
[Forget My Username](#)

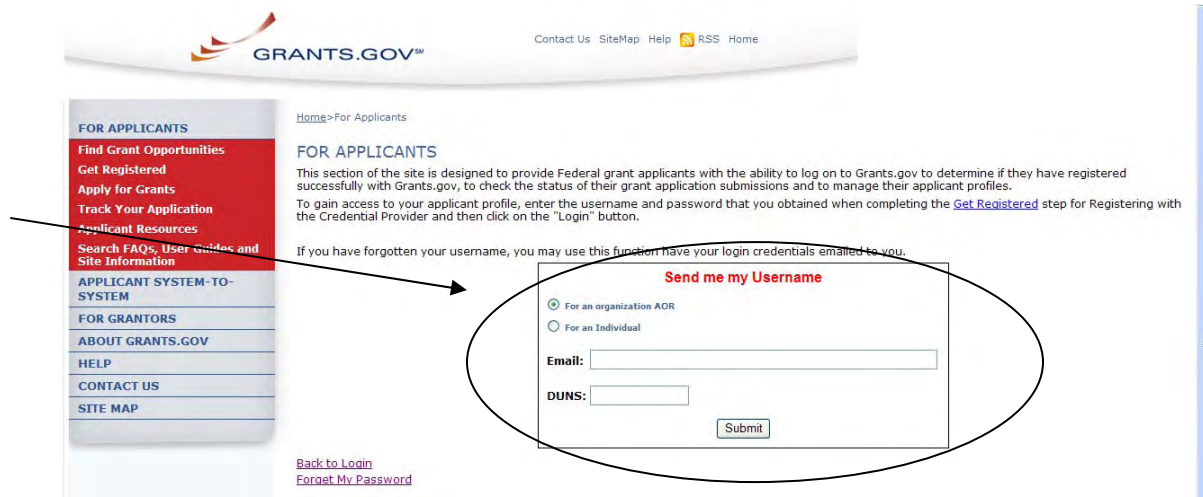
## Forgot My Username (Organization)

In the event that you forget your username, you can obtain a new username from the [Applicant login](#) page.

Go to the [Applicant login](#) page and click on the link “Forgot My Password”.



Please select “For an organization AOR”. Once you select what type of applicant you are then enter the email and or email and DUNS you used when you registered with Grants.gov.



Once you have entered the email and or the email/DUNS you used when you registered with Grants.gov, simply click on the **Submit** button. After clicking **Submit** you will see a message stating “An email was sent to your mailbox”.

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### FOR APPLICANTS

This section of the site is designed to provide Federal grant applicants with the ability to log on to Grants.gov to determine if they have registered successfully with Grants.gov, to check the status of their grant application submissions and to manage their applicant profiles.

To gain access to your applicant profile, enter the username and password that you obtained when completing the [Get Registered](#) step for Registering with the Credential Provider and then click on the "Login" button.

If you have forgotten your username, you may use this function have your login credentials emailed to you.

**Send me my Username**

For an organization AOR  
 For an Individual

**Email:**

**DUNS:**

An email was send to your mailbox

[Back to Login](#)  
[Forgot My Password](#)

If you are an Applicant Registered on behalf of an Organization and do not know the email or DUNS number associated with your Grants.gov registration, you should contact the E-Biz POC for your organization. The E-Biz POC will be able to login to their account and give you your username. With your username you will be able to follow the instructions for "Forgot My Password" and will have the ability to reset your password.

# 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 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.

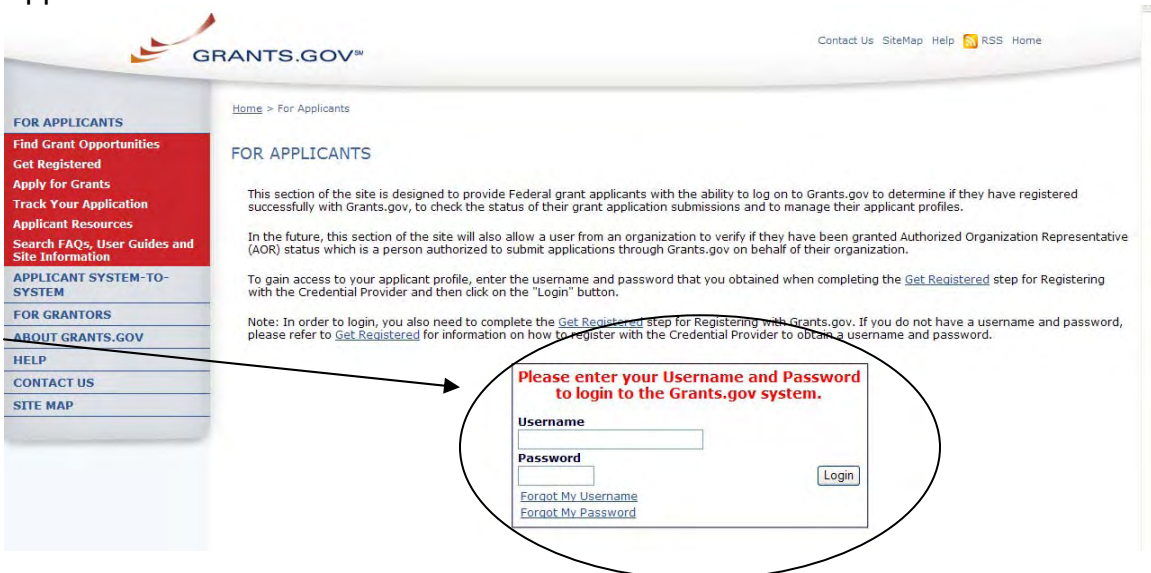
The screenshot shows the Grants.gov website interface. At the top, there is a search bar and navigation links for Contact Us, Site Map, Help, RSS, and Home. The main content area is titled "STEP 5: TRACK AOR STATUS" and includes a breadcrumb trail: Home > For Applicants > Get Registered > Organization Registration >. Below the title, there are links for STEP 1, STEP 2, STEP 3, STEP 4, and STEP 5. The main text explains that AORs can track their status by clicking on the Applicant Login link on the home page. It provides a "Check Your AOR Status" section with a URL: <https://at07apply.grants.gov/apply/logincontrol.jsp?goto=/secured/ApplicantLogin.jsp&loginpage=/jsp/ApplicantLoginGetID.jsp>. The "PURPOSE OF THIS STEP" section states that the E-Biz POC has approved the user as an AOR. The "HOW LONG SHOULD IT TAKE?" section notes that the approval process depends on the E-Biz POC's login and approval. The "WHAT DOES MY E-BIZ POC NEED TO DO?" section explains that the E-Biz POC will receive an email with links and instructions to complete the process. A footer note states that the E-Biz POC must login to Grants.gov using the organization's DUNS number and MPIN password to give permission to submit applications.

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.



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.





## 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.

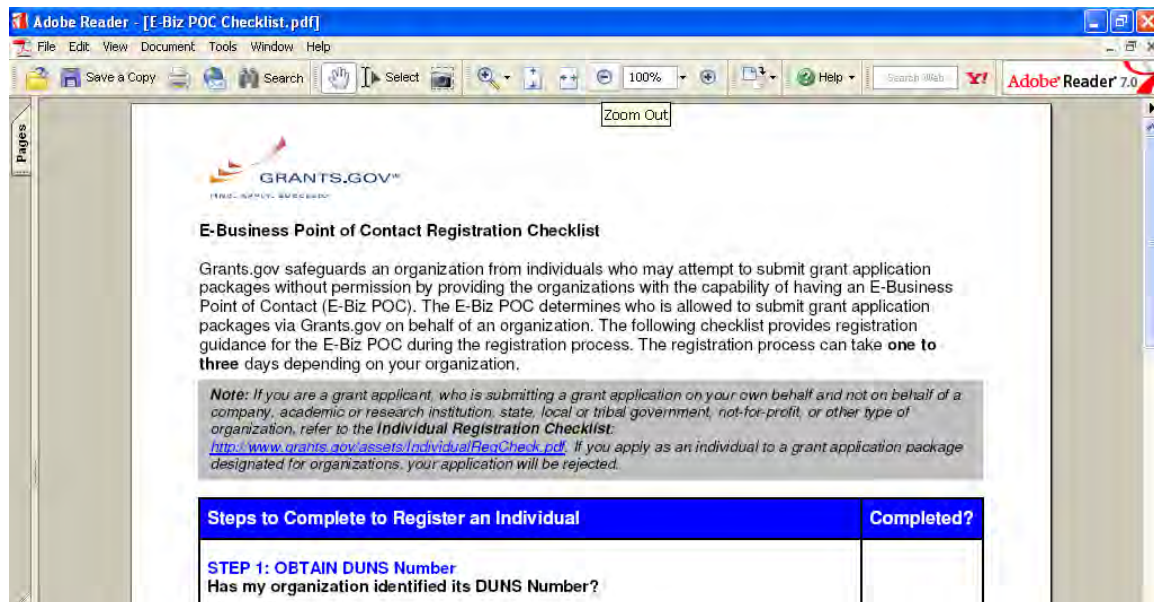
Grants.gov has developed an E-Business Point of Contact (E-Biz POC) Registration checklist to help authorize your organization's AOR (Authorized Organization Representative).

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

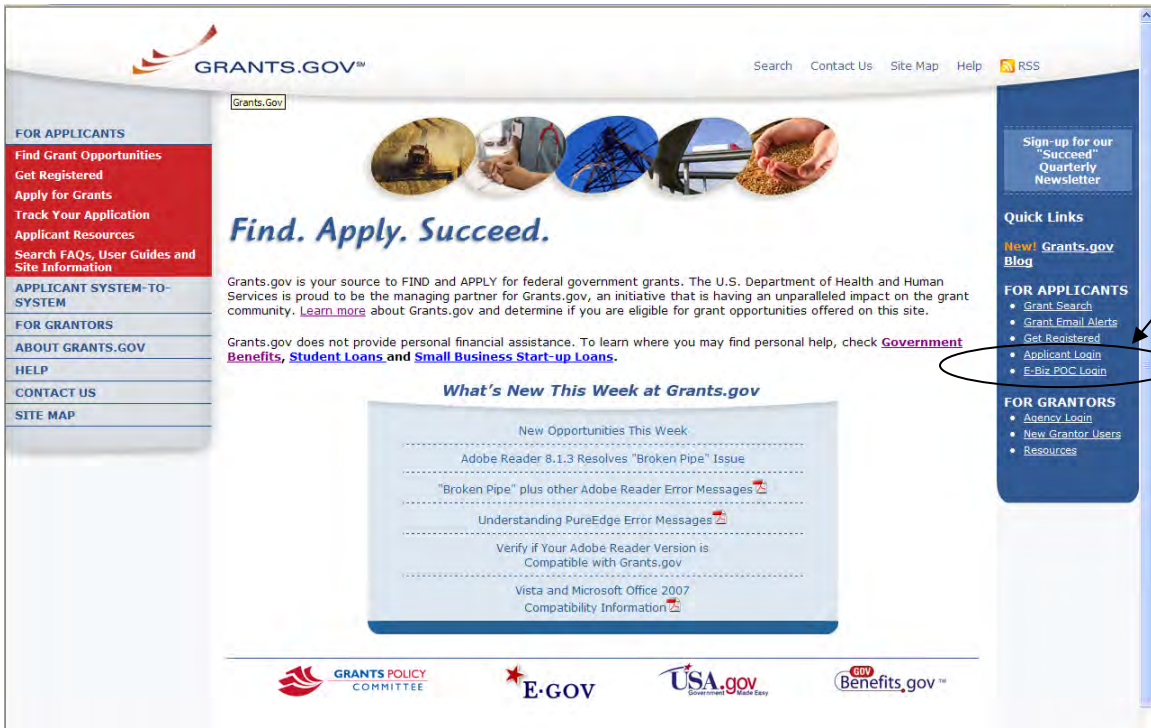
Follow the steps below to review the E-Biz POC Registration Checklist.

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.

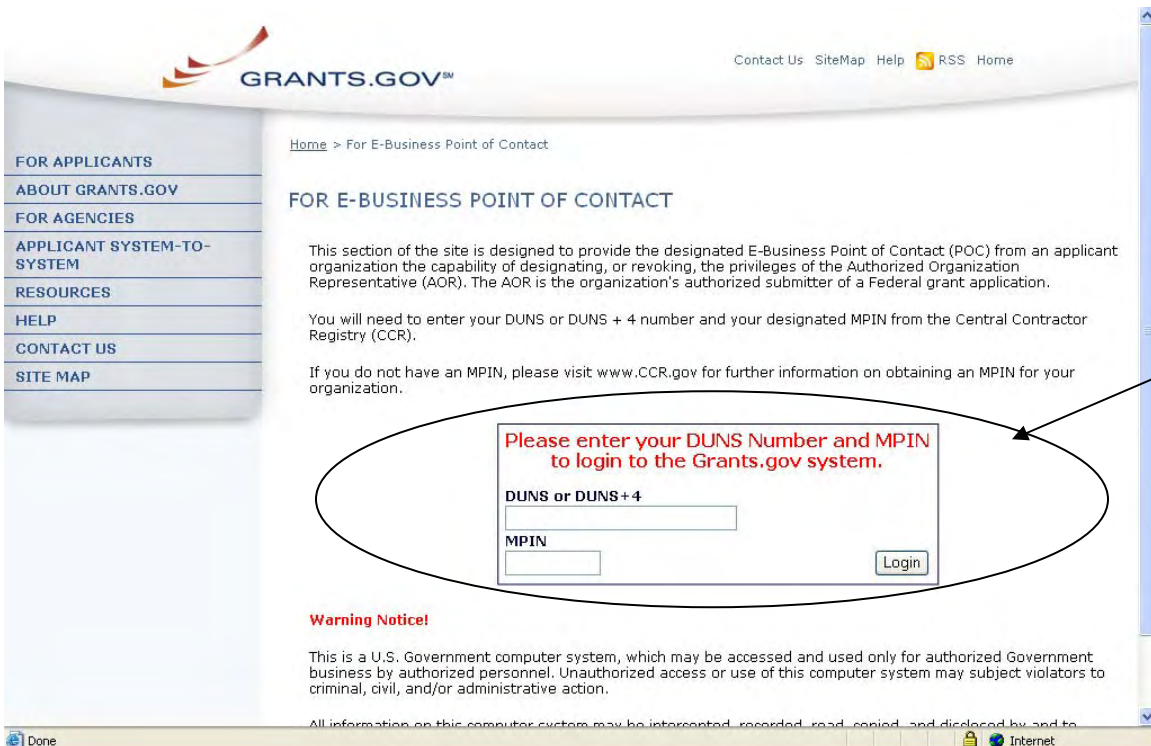
The Registration Checklist is a PDF document, which you may review on-screen or print and retain for future reference.



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.



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

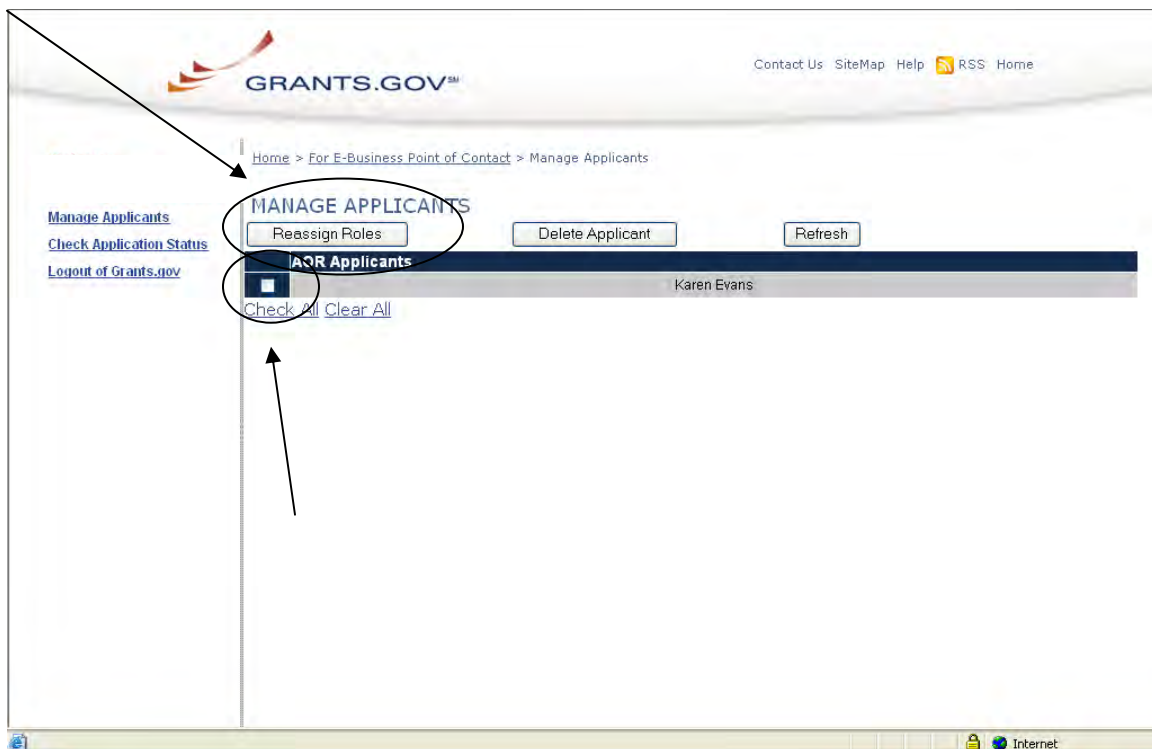


## Register Your Organization: Assigning the Authorized Applicant Role

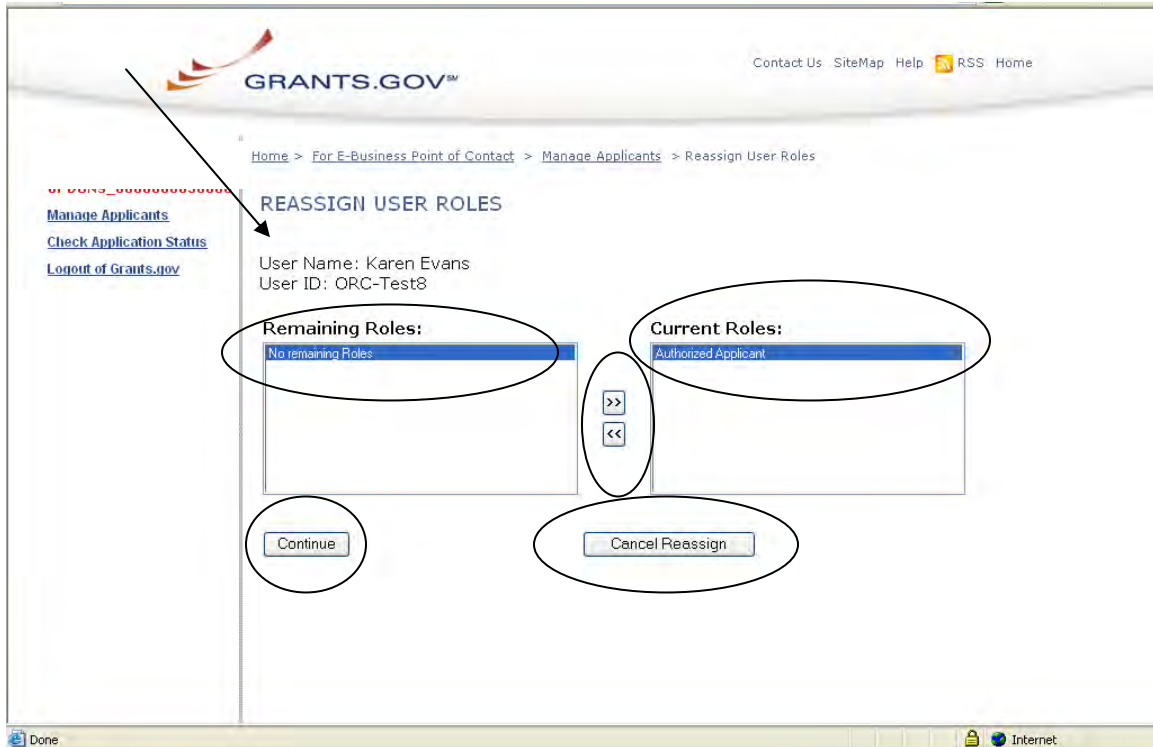
### Instructions for Assigning the Authorized Applicant Role

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.



- 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.
- To save your changes, click the **Continue** button. OR to cancel your changes, click the **Cancel Reassign** button.



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



## 2. 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 registration page. The left navigation bar includes sections for 'FOR APPLICANTS', 'FOR GRANTORS', and 'ABOUT GRANTS.GOV'. The 'FOR APPLICANTS' section is expanded, showing 'Get Registered' as the selected option. The right navigation bar features a 'Sign-up for our "Succeed" Quarterly Newsletter' and 'Quick Links' for both applicants and grantors. The main content area is titled 'GET REGISTERED' and provides instructions on the registration process, including a note about the time required to complete registration. Below the instructions, there are two registration options: 'Organization Registration' and 'Individual Registration'. The 'Individual Registration' option is circled, and a callout box points to it. The callout box contains the text: 'I want to Register as an Individual on my own behalf.' Below the registration options, there are links to user guides and checklists for both organization and individual registration.

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**Sign-up for our "Succeed" Quarterly Newsletter**

**Quick Links**

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

**FOR GRANTORS**

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- 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.

**GET REGISTERED**

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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 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](#)

In order to safeguard the security of your electronic information, Grants.gov requires all users to create an account in the Grants.gov system. In order to access the account the user must verify that they are able to obtain a username and password. This process determines that someone really is who he/she claims to be. Individuals do not need a DUNS number to register to submit applications. The system will generate a default value in that field.

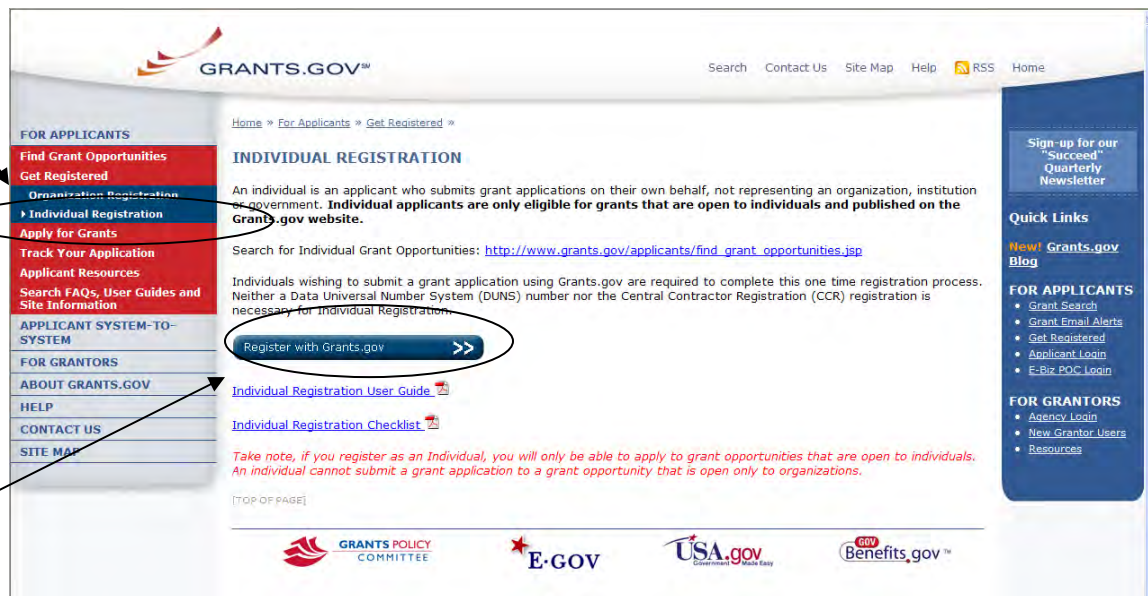
**Note:** In order to register as an Individual you will need to obtain the Funding Opportunity number for a grant application that you intend to apply for. Please be sure it is an opportunity that is only applicable for individuals.

### Instructions for Individual Registration:

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.

Under **Get Registered**, click the **Individual Registration** link on the left navigation. This takes you to the Individual Registration screen.

Click the **Register with Grants.gov** button on the main screen.



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



**Warning Notice!**

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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.

Once you enter a valid funding opportunity number you will need to complete a profile. Complete the form (all fields are required except "Address 2"). When entering an email address, please keep in mind that all correspondence with Grants.gov will be sent to that email address. For the Secret Question/Answer fields, enter a question only you would be able to answer and will be able to remember in the future. When you have completed the form click on the **Submit** button.

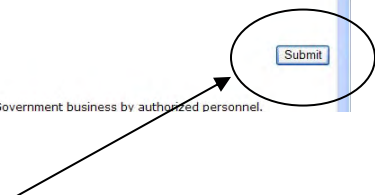
**Warning Notice!**

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel.

Field requirements for the form:

**DOB:** example - mm/dd/yyyy – you must include the slash “/,” do not use a dash or hyphen

**Telephone:** include your area code – must be a 10 digit number



On this screen you will need to validate your information. Make sure that it is correct. If you need to change your information click the **Edit** button, if your information is correct as entered click the **Confirm** button.

(White outlined boxes are in place to protect the privacy for the examples shown)

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**FOR APPLICANTS**

First Name: Cynthia MI: Last Name: [Redacted]

DOB: 10/28/1980 Job Title: Grant Writer DUNS: 000000000INDV

Address1: 123 House St

Address2: [Redacted]

City: Springfield

State: Virginia Telephone: [Redacted]

Country: United States Zip Code: 22150

Email: [Redacted]

Secret Question: What is your favorite football team?

Secret Answer: [Redacted]

Warning Notice

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel.

**Edit Confirm**

On this page you will create your username and password. Scroll to the bottom of the page and type a username and password then confirm your password by typing it in again. Please write down your username and password for future reference. Once this is completed click on the **Submit** button.

GRANTS.GOV<sup>SM</sup> Contact Us SiteMap Help RSS Home

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SITE MAP

**FOR APPLICANTS**

First Name: Cynthia MI: Last Name: [Redacted]

DOB: [Redacted] Job Title: Grant Writer DUNS: 000000000INDV

Address1: 123 House St

Address2: [Redacted]

City: Springfield

State: Virginia Telephone: [Redacted]

Country: United States Zip Code: 22150

Email: [Redacted]

Secret Question: What is your favorite football team?

Secret Answer: [Redacted]

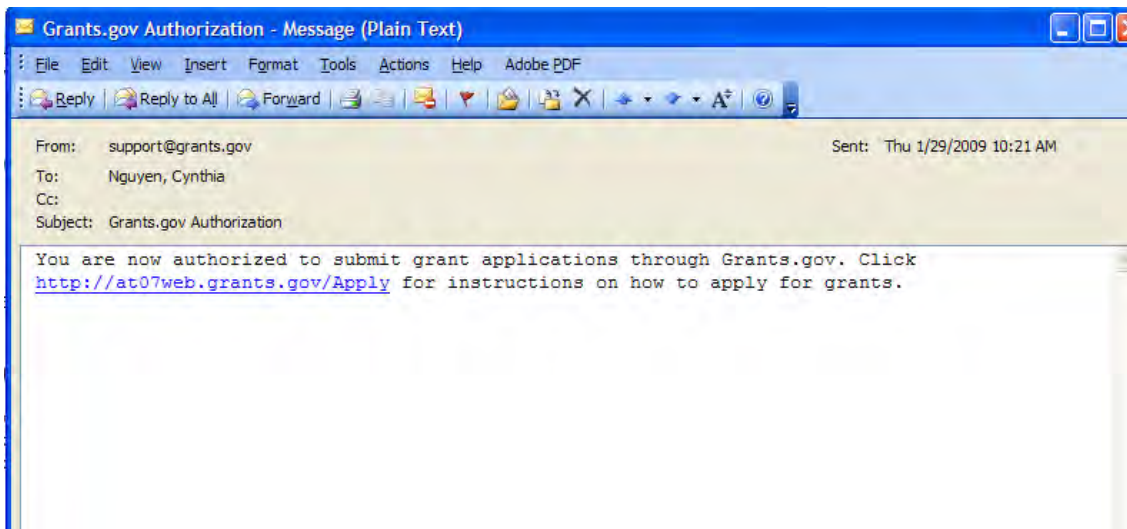
User Name: Password: Confirm Password:

Warning Notice

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel.

**Submit**

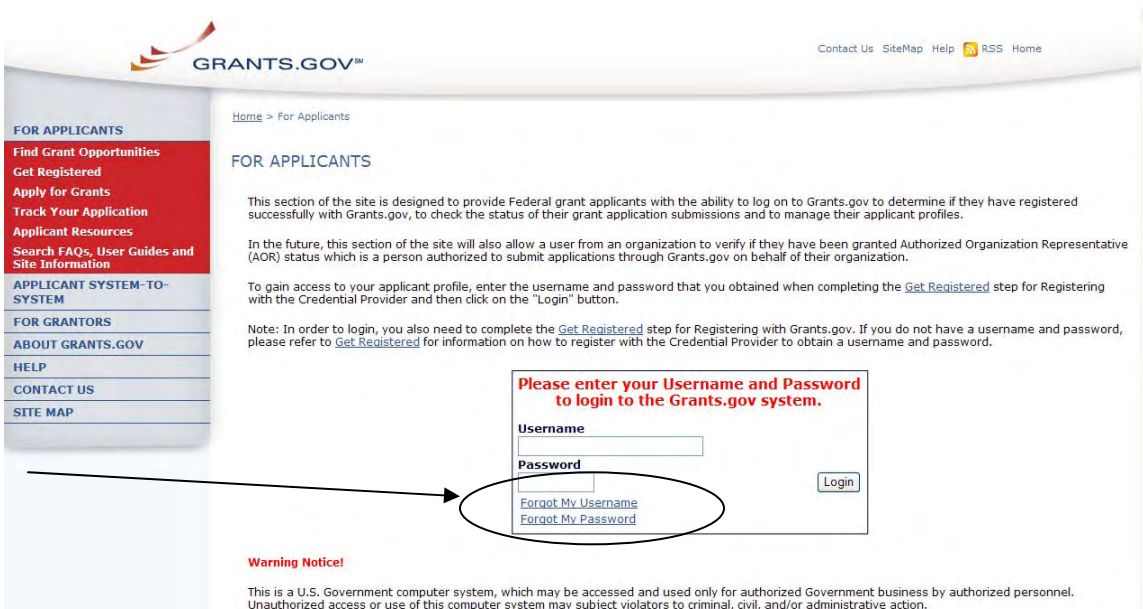
You will receive an email notification that will let you know you are able to apply for grant opportunities as an Individual.



## Forgot My Password (Individual)

In the event that you forget your password, you can obtain a new password from the [Applicant login](#) page.

Go to the [Applicant login](#) page and click on the link "Forgot My Password".



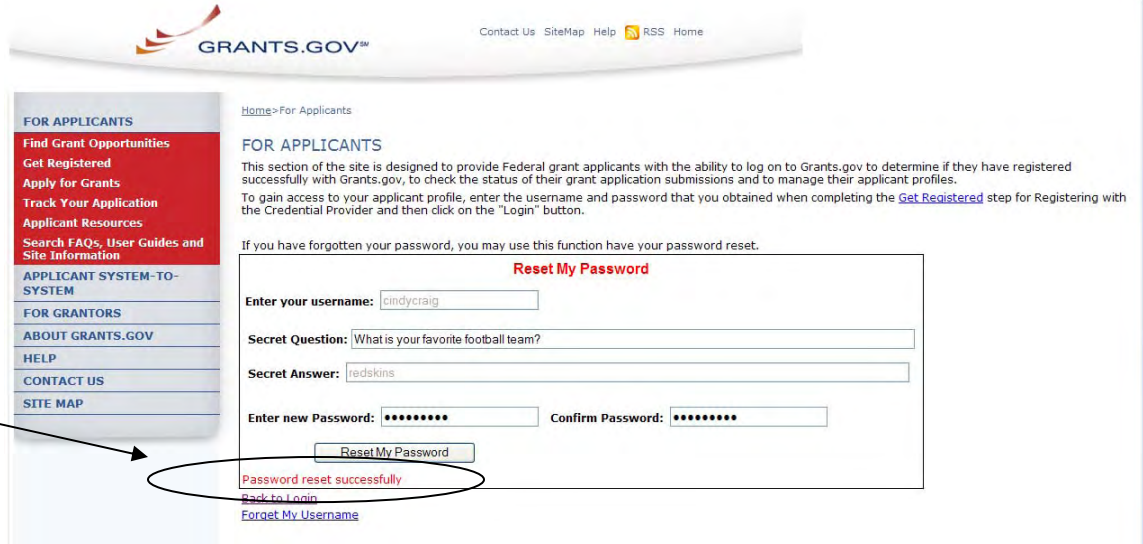
Then enter your username and click the **Get Secret Question** button.

You will be directed to the reset my password page. Simply enter the answer to your secret question and then click the **Submit Answer** button to reset your password.

Once your answer is validated you will be directed to enter a new password. Enter a password and then enter it again into the confirm password field and click on the **Reset My Password** button.



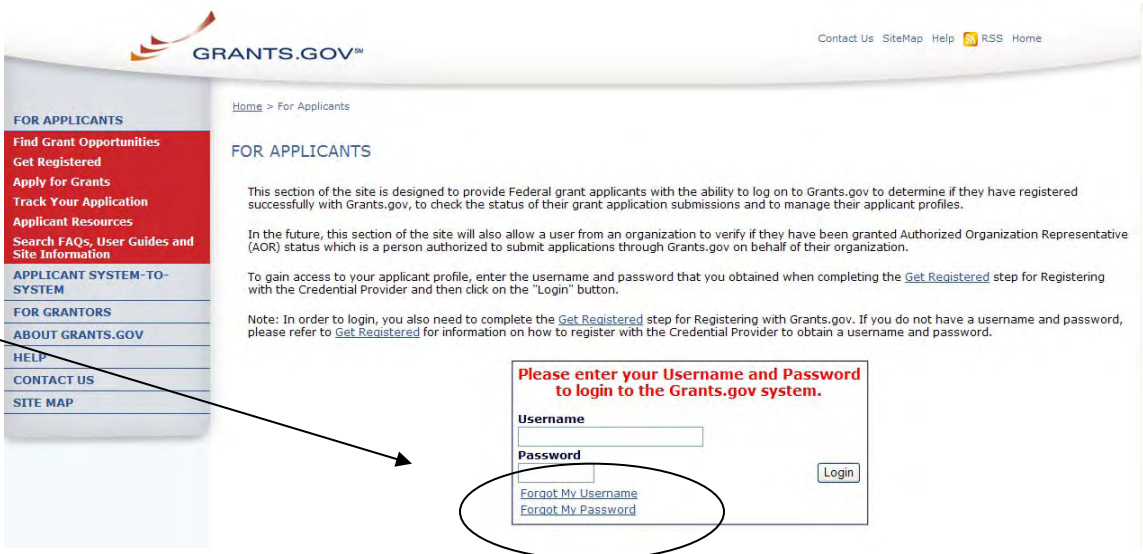
Once you have reset your password a message will appear that your password was reset successfully.



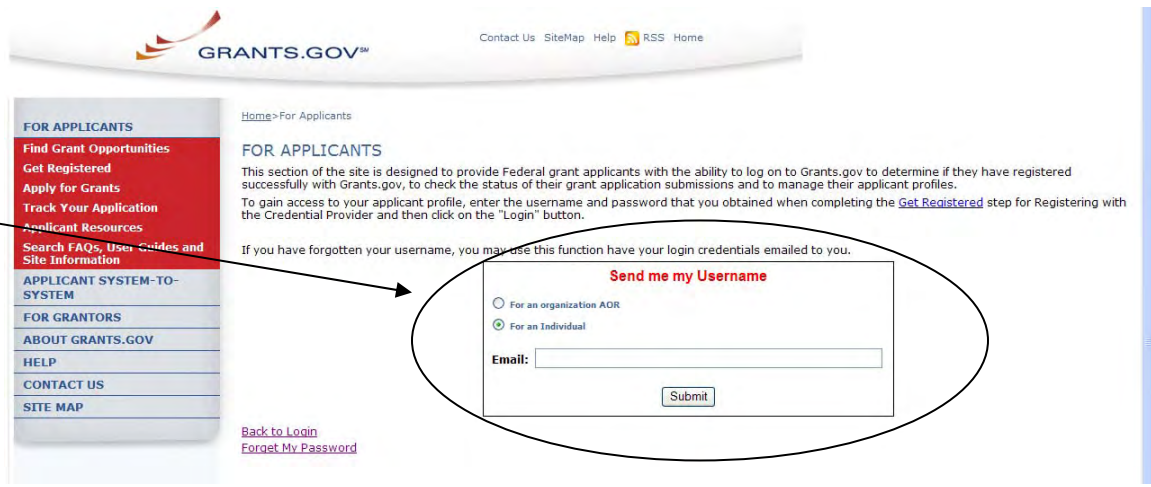
## Forgot My Username (Individual)

In the event that you forget your username, you can obtain a new username from the [Applicant login](#) page.

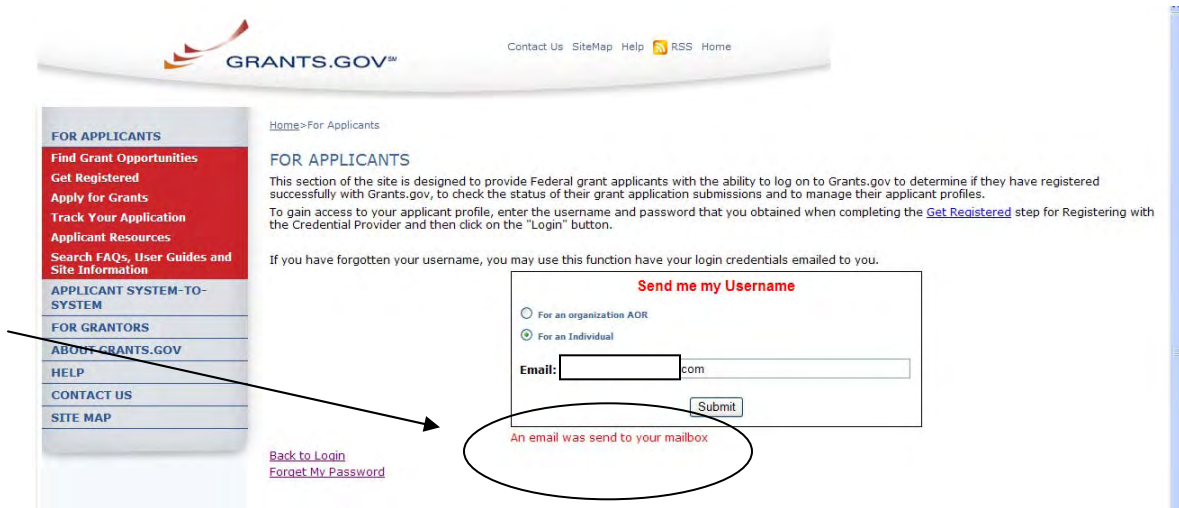
Go to the [Applicant login](#) page and click on the link “Forgot My Password”.



Please select “For and Individual”. Once you select what type of applicant you are then enter the email you used when you registered with Grants.gov.



Once you have entered the email you used when you registered with Grants.gov, simply click on the **Submit** button. After clicking **Submit** you will see a message stating "An email was sent to your mailbox".



If you are an Applicant Registered as an Individual and do not know the email address you used to register with Grants.gov, simply re-register as an Individual with the funding opportunity number you wish to apply for.

## 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.

Grants.gov - Windows Internet Explorer provided by TMP Worldwide

File Edit View Favorites Tools Help

Address <http://www07.grants.gov/>

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**Find. Apply. Succeed.**

Grants.gov is your source to **FIND** and **APPLY** for federal government grants. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community. [Learn more](#) about Grants.gov.

To find out if you are eligible for grant opportunities offered on this site, [click here](#).

**What's New This Week at Grants.gov**

New Opportunities This Week

- Get Started Tips to Use the New RSS Feeds
- System Build 2008-02: View the Latest Website Features and Enhancements
- "Broken Pipe" - Adobe Reader Error Message
- Understanding PureEdge Error Messages

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## 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.



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 the following items: FOR APPLICANTS, Find Grant Opportunities (highlighted with a red box and an arrow), Basic Search, Browse by Category, Browse by Agency, Advanced Search, Email Subscription (highlighted with a blue box and an arrow), Get Registered, 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, and SITE MAP. The main content area is titled 'FIND GRANT OPPORTUNITIES' and includes the following text: 'All discretionary grants offered by the 26 federal grant-making agencies can be found on Grants.gov.' and '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.' Below this, there are three search options: Basic Search, Browse by Category, and Browse by Agency, each with a brief description. At the bottom, there are instructions on how to access the application package for a found grant.

FOR APPLICANTS

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### FIND GRANT OPPORTUNITIES

All discretionary grants offered by the [26 federal grant-making agencies](#) can be found on Grants.gov.

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.

#### Search Grant Opportunities

- [Basic Search](#)  
Search by keyword, Funding Opportunity Number (FON) or Catalog of Federal Domestic Assistance (CFDA) number.
- [Browse by Category](#)  
Search by a variety of categories of funding activities.
- [Browse by Agency](#)  
Search from a list of agencies offering grant opportunities.
- [Advanced Search](#)  
Search by more specific criteria such as funding instrument type, eligibility or sub-agency.

Once you find the right grant, access the application package by either:

- Clicking on the "How to Apply" button in the grant opportunity's synopsis.
- Entering the Funding Opportunity Number (FON) or Catalog of Federal

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## Search Grant Opportunities

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



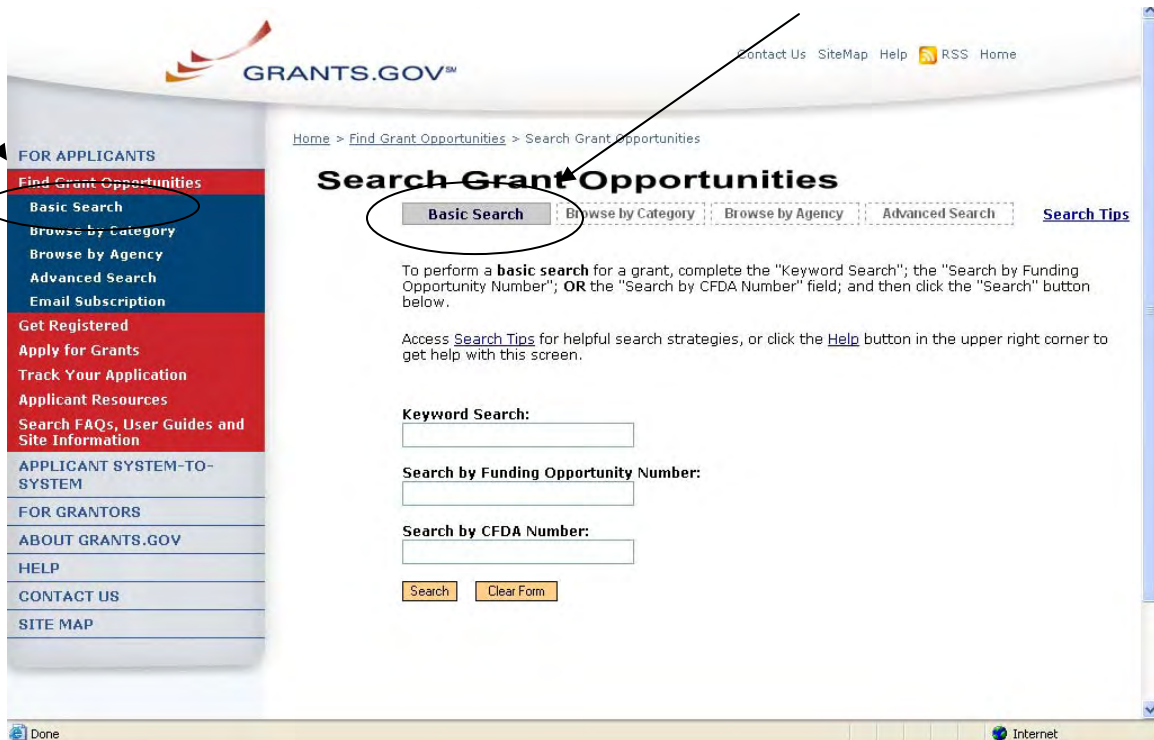
The screenshot shows the Grants.gov website interface. The top navigation bar includes 'Search', 'Contact Us', 'Site Map', 'Help', 'RSS', and 'Home'. The left sidebar contains a navigation menu with the following items: 'FOR APPLICANTS', 'Find Grant Opportunities' (highlighted with a red bar and a black arrow), 'Basic Search', 'Browse by Category', 'Browse by Agency', 'Advanced Search', 'Email Subscription', 'Get Registered', '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', and 'SITE MAP'. The main content area is titled 'FIND GRANT OPPORTUNITIES' and contains the following text: 'All discretionary grants offered by the [26 federal grant-making agencies](#) can be found on Grants.gov. 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.' Below this is a section titled 'Search Grant Opportunities' with three radio button options: 'Basic Search' (selected), 'Browse by Category', and 'Browse by Agency'. Each option has a brief description of the search method. At the bottom, there are instructions on how to access the application package for a grant.

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.

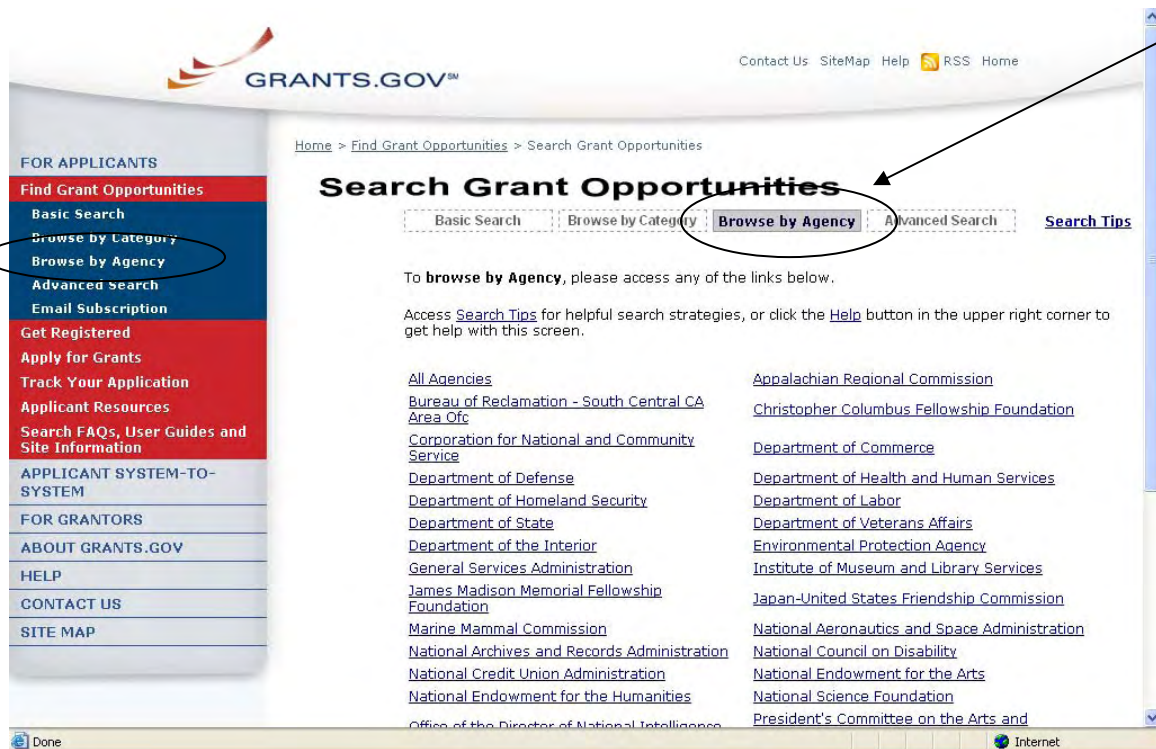
To **conduct a basic search**, simply click on **Basic Search** under Find Grant Opportunities in the left navigation menu. Or you can click on the **Basic Search** link on Search Grant Opportunities page. The Basic Search page will appear.



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.



## ***Email Subscription***

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

To register to receive grant postings that meet the needs of you or your organization, in the For Applicants section, click **Find Grant Opportunities** from the left side navigation. Then, click on the **Email Subscription** from the submenu.

Once on the Email Subscription page, you may elect to be notified of Updates, all grant notices, those with advanced criteria, grants with a specific Funding Opportunity Number (FON), or, you may choose to unsubscribe from receiving email notifications.

### **Grants.gov Updates**

To receive email about Grants.gov Updates, on the Email Subscription page click on **Grants.gov Updates** or click on **Updates** under the Email Subscription left submenu. The Subscription Services page will appear and allow you to subscribe.

### **All Grant Notices**

To receive email about all grants, on the Email Subscription page click on **All Grant Notices** or click on **All Grants** under the Email Subscription left submenu. The Subscription Services page will appear and allow you to subscribe.

### **Advanced Criteria**

To be notified about grants with Advanced Criteria, in the For Applicants section click on Find Grant Opportunities. Then, click **Email Subscription** from the left navigation and click on **Advanced Criteria** on the Email Subscription left submenu. The Subscription Services page will appear and allow you to subscribe.

### **Specific FON**

To be notified about grants with a specific Funding Opportunity Number (FON), in the For Applicants section click on Find Grant Opportunities. Then, select **Email Subscription** from the left navigation, and click on **Specific FON** or click Selected Notices based on Funding Opportunity Number link in the Email Subscription page. The Subscription Services page will appear and allow you to subscribe.

### **Unsubscribe**

To unsubscribe, in the For Applicants section, simply click on **Find Grant Opportunities** in the left side navigation from Grants.gov's homepage. Then, select **Email Subscriptions** from the left submenu, and click **Unsubscribe**. The Subscription Services page will appear and allow you to unsubscribe from receiving emails. You will need to confirm your unsubscription. An email will be sent to your registered email address. Click the link enclosed in the email and the unsubscription will be completed.



GRANTS.GOV<sup>SM</sup> Search Contact Us Site Map Help RSS Home

FOR APPLICANTS

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### EMAIL SUBSCRIPTION

Register now and receive notifications of new grant postings and updates on Grants.gov delivered right to your email inbox. You do not need to be a registered user of Grants.gov to sign up for this service. You can add to your email subscriptions or unsubscribe at any time.

- [Grants.gov Updates](#)  
Receive updated information about critical issues, new tips for users and other time sensitive updates as information is available. To unsubscribe from this update you will need to follow the instructions provided in the bottom of the email.
- [All Grant Notices](#)  
Receive daily notification of all new grant opportunities.
- [Notices Based on Advanced Criteria](#)  
Select notifications based on specific criteria such as funding instrument type, eligibility or sub-agency.
- [Notices Based on Funding Opportunity Number](#)  
Select this option to receive notifications based on Funding Opportunity Number (FON). A FON is a number that a federal agency assigns to its grant announcement.
- [Unsubscribe from Grant Notices](#)  
You can unsubscribe at any time. Click on the **Unsubscribe from Grant Notices** link above to unsubscribe from the email notifications. If you receive an error message when you attempt to unsubscribe please send an email to [support@grants.gov](mailto:support@grants.gov). To remove one or more subscriptions please include the email(s) in the message. In the subject line please include "Unsubscribe".

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GRANTS POLICY COMMITTEE E-GOV USA.gov GOV Benefits.gov<sup>TM</sup>

Internet



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.

## ***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](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 Opportunities by Agency](#)  
Receive a listing of new opportunities by agency name.
-  [New Opportunities by Category](#)  
Receive a listing of new opportunities by category.
-  [Modified Opportunities by Agency](#)  
Receive a listing of recently modified opportunities by agency name.
-  [Modified Opportunities by Category](#)  
Receive a listing of 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, there is a navigation bar with links for Search, Contact Us, Site Map, Help, RSS, and Home. Below this is a breadcrumb trail: Home > For Applicants >. The main heading is 'APPLY FOR GRANTS'. A left-hand navigation menu is visible, with 'Apply for Grants' highlighted and circled. An arrow points to this link. The main content area contains an overview of the process to apply for grant opportunities, followed by two steps: 'Step 1: Download a Grant Application Package' and 'Step 2: Complete the Grant Application Package Step'. The right-hand side of the page features a 'Sign-up for our "Succeed" Quarterly Newsletter' section and 'Quick Links' for both Applicants and Grantors.

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

GRANTS.GOV<sup>SM</sup> 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.GOV<sup>SM</sup> 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.

The screenshot shows the Grants.gov website interface. The main heading is "SELECTED GRANT APPLICATIONS FOR DOWNLOAD". Below this heading, there is a paragraph explaining that users should download the application and its instructions by selecting the corresponding download link. A red banner reads "READ BELOW BEFORE YOU APPLY FOR THIS GRANT!". Below this, there is a warning about the required software (PureEdge Viewer or Adobe Reader) and a note that all applicants must use the same software version. A link is provided to download the required software. Under "Additional Resources", there are links for updates, Adobe Reader, and help. A list of application(s) is provided, with a table below it. The table has columns for CFDA, Opportunity Number, Competition ID, Competition Title, Agency, and Instructions and Application. The "Instructions and Application" column contains a "download" link, which is circled in red. An arrow points from the text in step 5 to this link.

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	<a href="#">download</a>

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.

- Click the **Download Application Package** link. The application package will open in the PureEdge Viewer or Adobe Reader.

**GRANTS.GOV<sup>SM</sup>** Contact Us SiteMap Help

### DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You have chosen to download the instructions and application for the following opportunity:

**CFDA Number:** 93.279: Drug Abuse and Addiction Research Programs  
**Opportunity Number:** PA-08-218: Drug Abuse Prevention Intervention Research (R21)  
**Competition ID:** VERSION-2A-FORMS  
**Competition Title:** Version-2a-Forms  
**Agency:** National Institutes of Health  
**Opening Date:** 09/05/2008  
**Closing Date:** 09/07/2011

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

- [Download Application Instructions](#)
- [Download Application Package](#)

Done Internet

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

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

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

**GRANTS GOV<sup>SM</sup>** **Grant Application Package**

**Opportunity Title:** 0714-KV-2-PLEASE-DONT APPLY  
**Offering Agency:** General Dynamics Information Technology  
**CFDA Number:** [empty]  
**CFDA Description:** [empty]  
**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: [empty]  
 Phone: [empty]

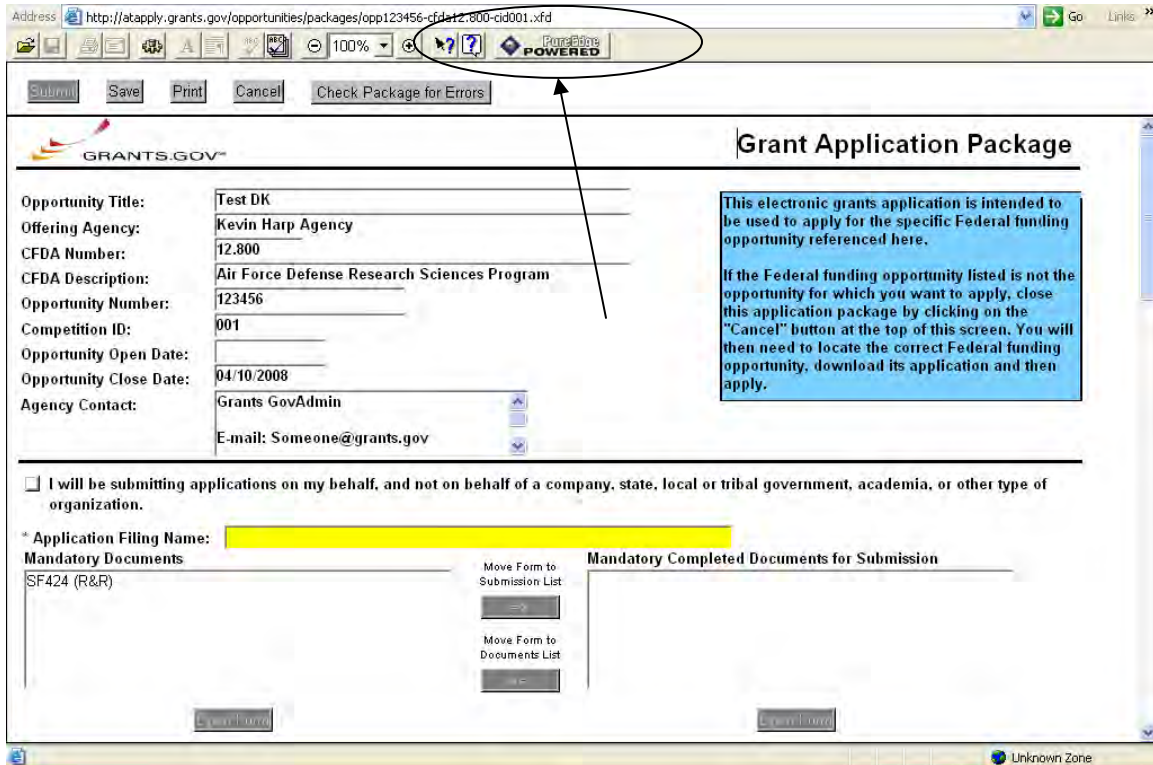
This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.  
 If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top 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]

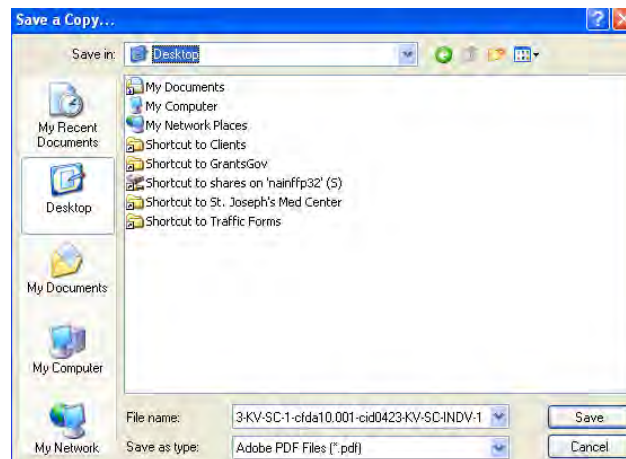
**Mandatory Documents**  **Mandatory Documents for Submission**  
 RR\_SF424-V1.1

Done Unknown Zone

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



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.



## Complete Application Packages with Adobe Reader

[Click here](#) to view Complete Application Packages 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.*

Once you have downloaded the application and saved it to your computer, you do not need to be online to complete the application. Follow the steps below to complete an application package using Grants.gov. [View a narrated tutorial on how to complete a grant application package using Adobe Reader.](#)

1. Open the saved application.
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, to submit an application you will need to be connected to the internet. The **Save & 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.

The screenshot shows a web browser window displaying the Grants.gov Grant Application Package form. The browser's address bar shows the URL "http://www.grants.gov/grants/apply/coverPage.do?opportunityId=0714-KV-2". The form is titled "Grant Application Package" and includes a "Please fill out the following form. You can save data typed into this form." message. The form contains several fields for user input, including Opportunity Title, Offering Agency, CFDA Number, Opportunity Number, Competition ID, Opportunity Open Date, Opportunity Close Date, and Agency Contact. A "Save & Submit" button is visible at the top left of the form. A blue box on the right side of the form contains a warning message: "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." The form also includes a checkbox for "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." and a field for "Application Filing Name". At the bottom, there are sections for "Mandatory Documents" and "Mandatory Documents for Submission".

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

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:

Cover Page



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 GOV<sup>SM</sup> 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

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

Move Form to Complete

Move Form to Delete

Mandatory Documents for Submission

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.

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: [Redacted]

<p><b>Mandatory Documents</b></p> <p>RR_SF424-V1.1</p>	<p>Move Form to Complete</p> <p>→</p> <p>Move Form to Submission List</p> <p>→</p> <p>Move Form to Delete</p> <p>&lt;←</p>	<p><b>Mandatory Documents for Submission</b></p> <p>[Empty Box]</p> <p>Open Form</p>
<p><b>Optional Documents</b></p> <p>SF424C-V1.0</p>	<p>Move Form to Complete</p> <p>→</p> <p>Move Form to Submission List</p> <p>→</p> <p>Move Form to Delete</p> <p>&lt;←</p>	<p><b>Optional Documents for Submission</b></p> <p>[Empty Box]</p> <p>Open Form</p>

**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

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

4. Federal Identifier

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: [Redacted] \* ZIP / Postal Code: [Redacted]

Person to be contacted on matters involving this application

Prefix: [Redacted] \* 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.

1. When you open a required form, all required fields are noted by an asterisk and sometimes highlighted in yellow with a red border.
2. Optional fields and completed fields are displayed in white.
3. You can click any field to enter the necessary information.
4. You can also use the **TAB** button on your keyboard to move from field to field.
5. If you enter invalid or incomplete information in a required field, you will receive an error message upon leaving the field.
6. 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.

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:

\* 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):

8. \* TYPE OF APPLICATION:  New

Small Business Organization Type

Done      Unknown Zone

### 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.

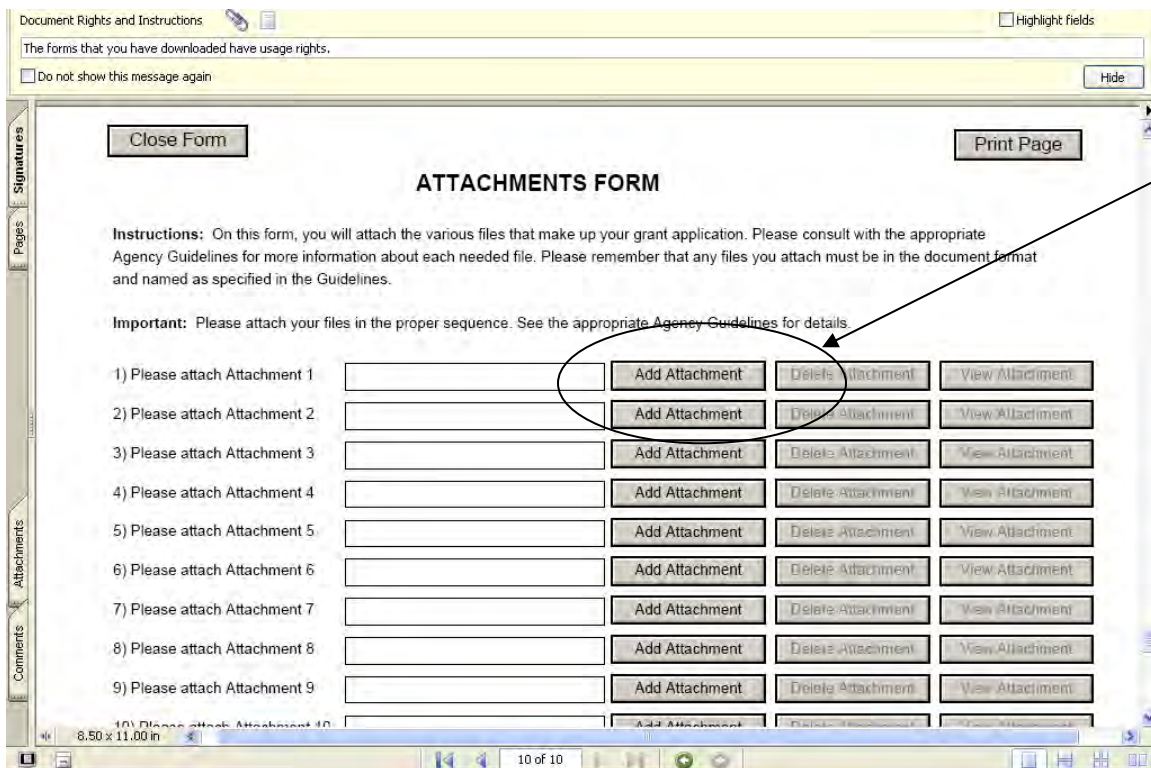
Follow the steps below to submit additional documentation (at the request of the application package instructions) for an application package.

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.

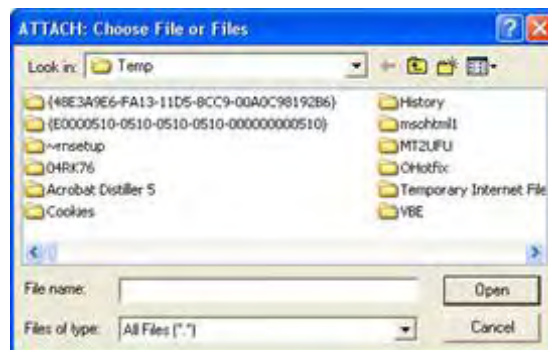
To remove the Attachment document from the **Mandatory Documents for Submission** box or the **Optional Documents for Submission** box, click the form/document name to select it, and then click the **Move Form to Delete**. This will return the form/document to the **Mandatory Documents** and or **Optional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





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, there is a purple header with the text "Please fill out the following form. You can save data typed into this form." and a "Highlight Fields" button. Below the header, there is a paragraph of text: "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)". Below this text is a checkbox labeled "\* I agree".

The form contains several sections:

- 19. Authorized Representative:** This section includes fields for Prefix, First Name, Middle Name, Last Name, and Suffix. Below these are fields for Position/Title, Organization, Department, Division, Street1, Street2, City, County, State, Province, Country (set to USA), ZIP / Postal Code, Phone Number, Fax Number, and Email. At the bottom of this section are two signature fields: "\* Signature of Authorized Representative" and "\* Date Signed", both containing the text "Completed on submission to Grants.gov".
- 20. Pre-application:** This section has three buttons: "Add Attachment", "Delete Attachment", and "View Attachment".
- 21. Attach an additional list of Project Congressional Districts if needed:** This section also has three buttons: "Add Attachment", "Delete Attachment", and "View Attachment".

Red boxes highlight the "I agree" checkbox, the "Add Attachment" button, and the signature fields. A black circle highlights the "Add Attachment" button in section 20, with an arrow pointing to it from the text below.

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 in the previous image, but with a "Warning: JavaScript Window - Select a data file to import" dialog box open. The dialog box is a file explorer window showing the contents of the "My Documents" folder. The "Look in:" field is set to "My Documents". The file list includes folders like "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", and "New Folder". There are also several files listed, including "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 List2", "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 right of the dialog box.

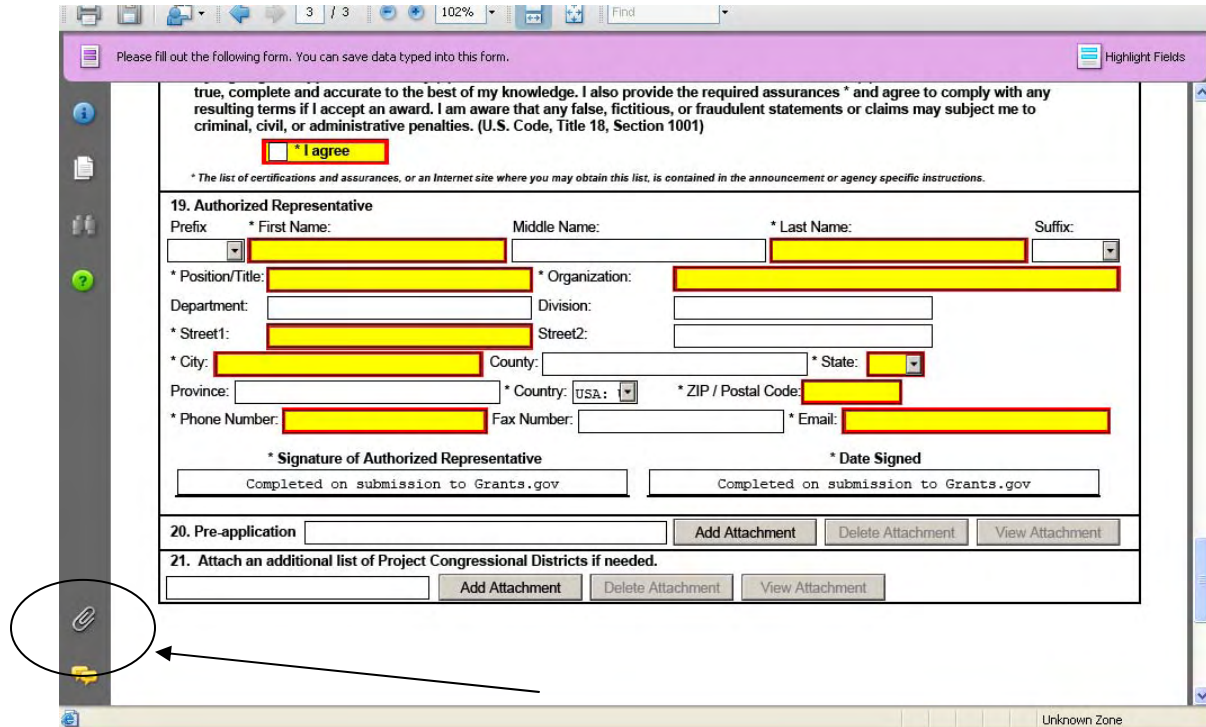
A black circle highlights the "Open" button in the dialog box, with an arrow pointing to it from the text below.

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.

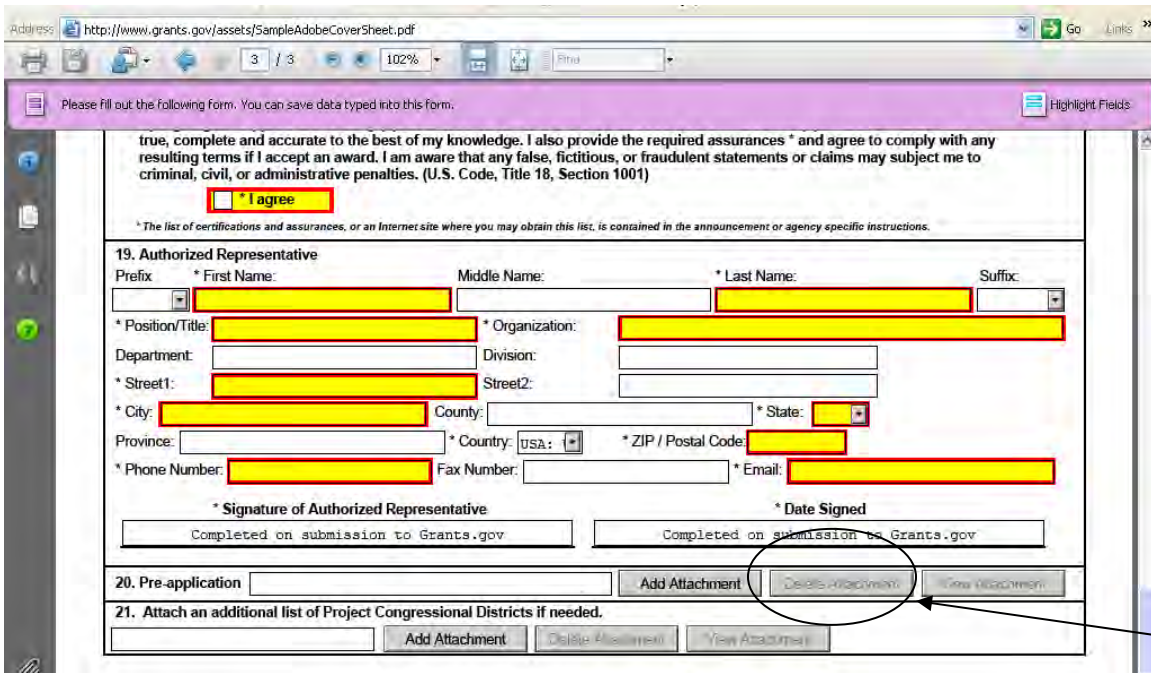


Once you have added an attachment you have the ability to add another attachment (if the form allows), delete attachments and view attachments.

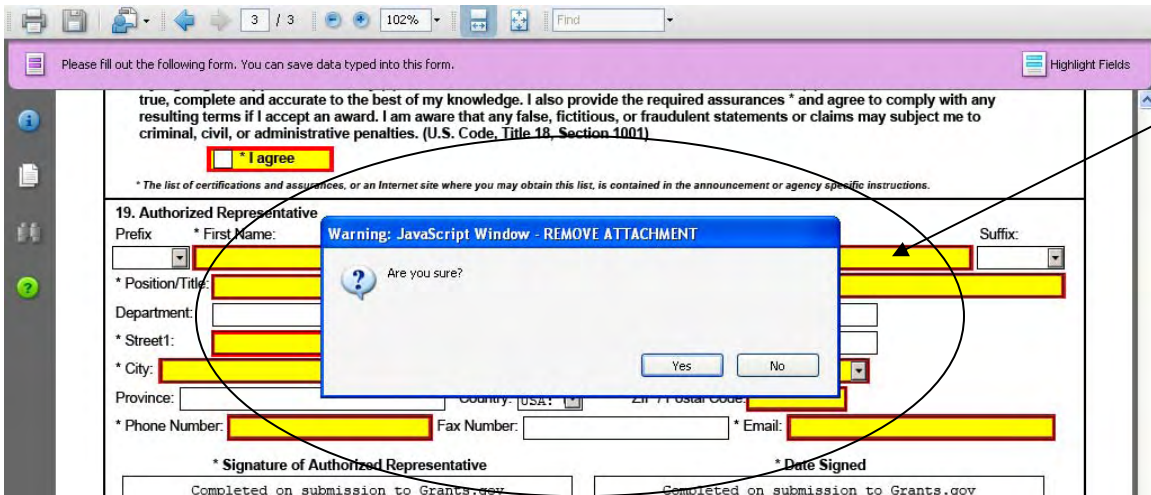
### *Deleting an Attachment within a Form*

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.)





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

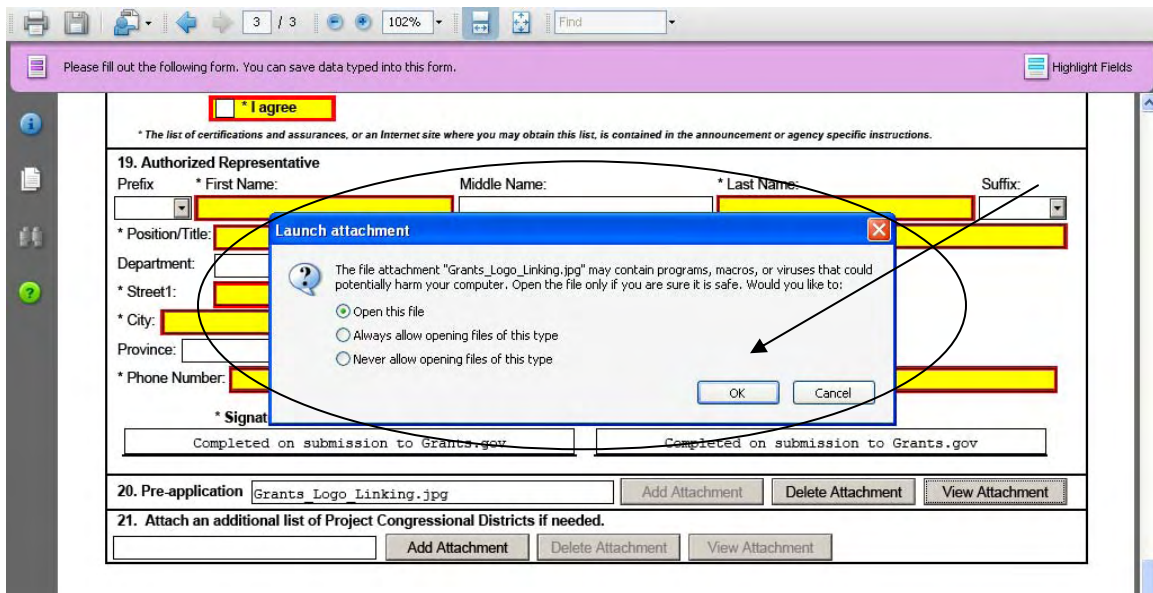


### Viewing an Attachment within a Form

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 package form. At the top, there is a navigation bar with buttons for 'Save & Submit', 'Save', 'Print', 'Cancel', and 'Check Package for Errors'. The 'Save & Submit' button is circled in red. Below the navigation bar, the form contains the following fields:

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 titled 'JavaScript Window' with the Grants.gov logo. 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 of the 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:

At the bottom of the dialog box, there are 'Login' and 'Cancel' buttons. A red warning message at the bottom left of the dialog box reads: '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

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  
SF424 (R&R)

Mandatory Completed Documents for Submission

Move Form to Submission List  
Move Form to Documents List

Submit

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.

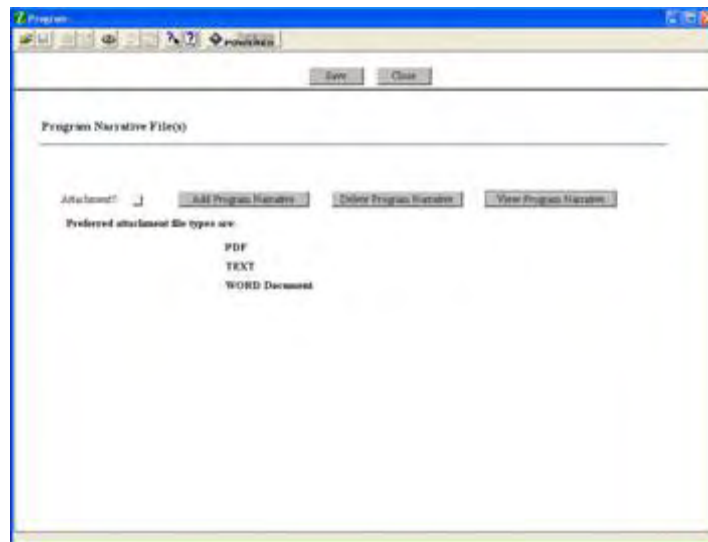
The screenshot shows a web browser window displaying the Grants.gov application package interface. The address bar shows the URL: http://atapply.grants.gov/opportunities/packages/opp123456-cfda12.800-cid001.xfd. The browser toolbar includes buttons for Submit, Save, Print, Cancel, and Check Package for Errors. The main content area is titled "Grant Application Package" and features the Grants.gov logo. On the left, there is a list of fields with their corresponding values: 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: (blank); Opportunity Close Date: 04/10/2008; Agency Contact: Grants GovAdmin; E-mail: Someone@grants.gov. On the right, a blue box contains a warning message: "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." Below the fields, there is a checkbox for "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." The "Application Filing Name" field is highlighted in yellow. At the bottom, there are two boxes: "Mandatory Documents" containing "SF424 (R&R)" and "Mandatory Completed Documents for Submission". Between these boxes are buttons for "Move Form to Submission List" and "Move Form to Documents List". At the bottom of each box is an "Open Form" button. The browser status bar at the bottom indicates "Unknown Zone".

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.

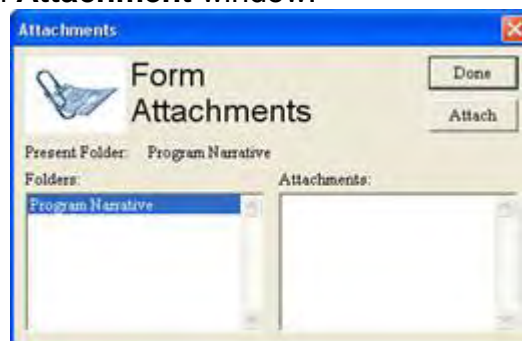
1. To open a form that requires you to attach a document, click on the form name to select it and then click the **Open Form** button which appears below the appropriate box.
2. Once the form is open, you can attach documents from your computer to the form. Depending on the form, you may be able to attach 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.



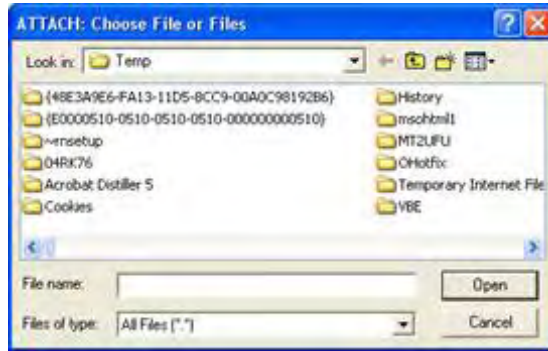
## Attaching a Document

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.

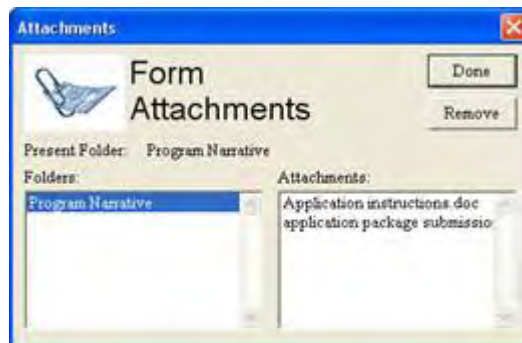


4. Once you have selected the document you would like to attach, click the **Open** button. You will return to the **Attach** window.
5. Repeat this process until you have attached all of the necessary documents.
6. When you have selected all of the documents you want to include for this requirement, 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*

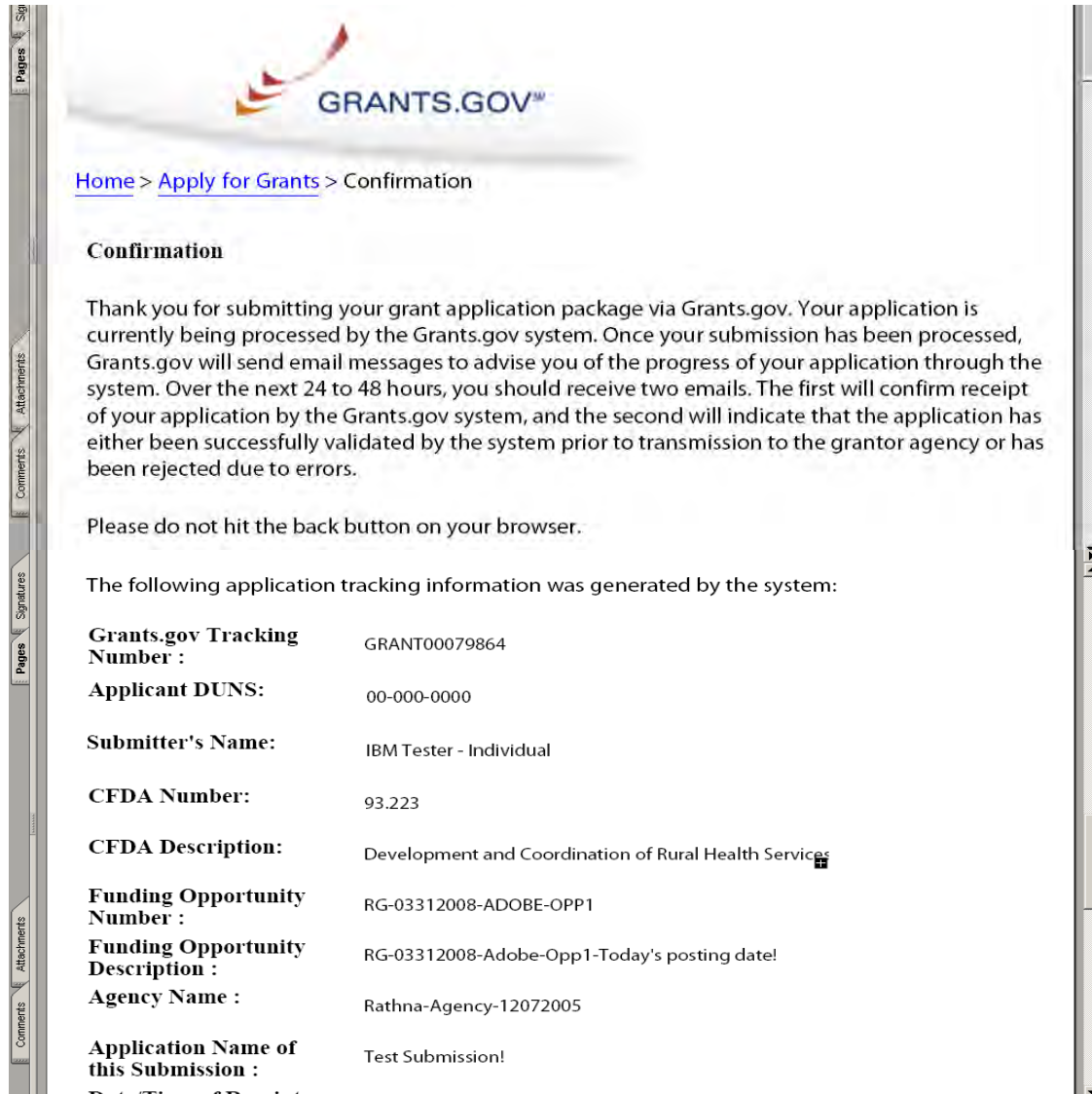
Follow the steps below to finalize your application.

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.



[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:

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

Here is an example of the email confirmation you will receive from Grants.gov.

From: OS Support@Grants.gov  
To: Gundulpet, Rathna (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, Rathna (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,

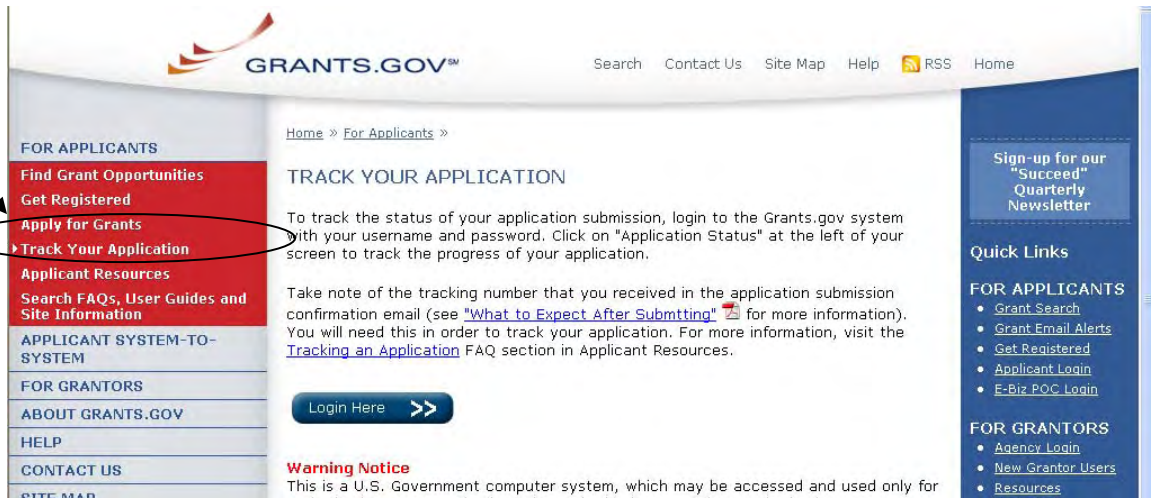
Grants.gov Customer Support  
www.support@grants.gov  
800-518-4726 (7 a.m. - 9 p.m. ET)

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.

