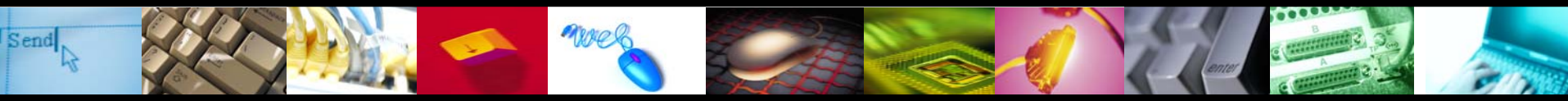




Making Grants.gov Work for You:

Find. Apply. Succeed.

U.S. Department of Education
Smaller Learning Communities

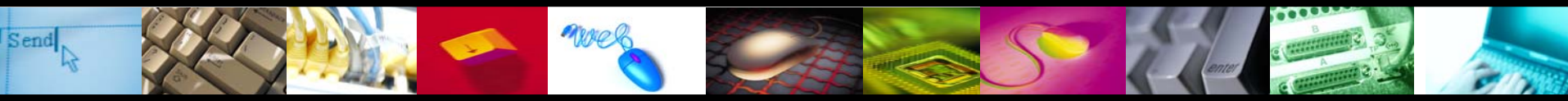




Agenda

- 🖱️ Overview of Grants.gov
 - 🖱️ Benefits
 - 🖱️ Features: Find and Apply
- 🖱️ Getting started with Grants.gov
 - 🖱️ How to register
 - 🖱️ How to download application packages
- 🖱️ Tips for submitting to Education successfully
 - 🖱️ Review grant notices and instructions carefully
 - 🖱️ Register early; submit early; verify submission is OK

Promote successful grant application submissions

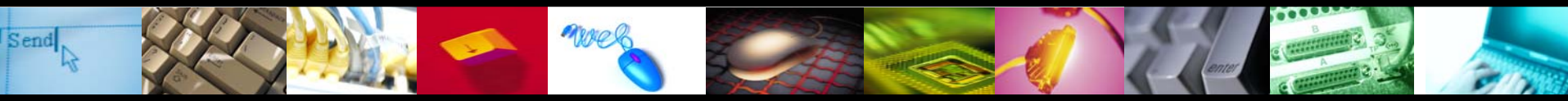




Grants.gov at a Glance

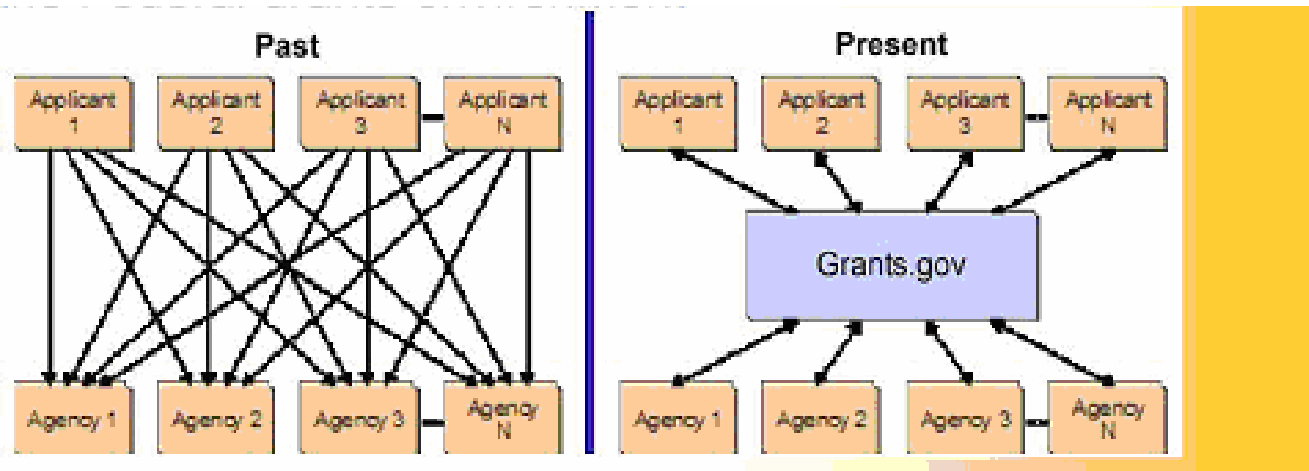
<http://www.grants.gov>

- ❯ One-stop shop for funding opportunities from 26 federal agencies as well as some state and local governments that allows the public to:
 - ❯ Register to receive e-mails when grant competitions open
 - ❯ Download application package to complete off-line
 - ❯ Submit grant applications via grants.gov portal to awarding agency

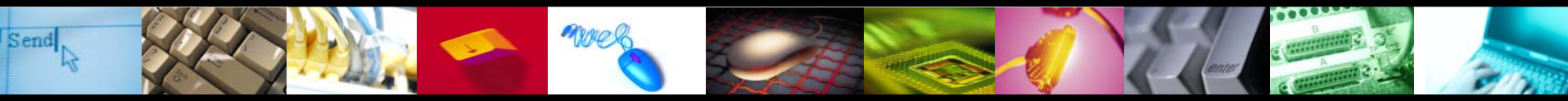




Comparing Grant Environments Before and after Grants.gov implementation



Like a post office, Grants.gov serves as the “trusted broker” between federal agencies and the grants community



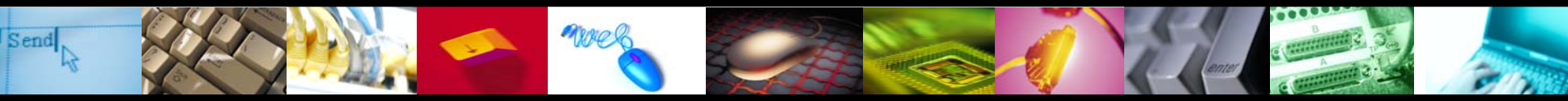


Grants.gov Key Features



Find Grant
Opportunities

Apply for
Grants



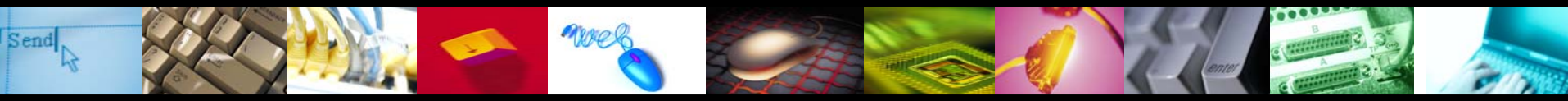


Finding Grant Opportunities

Find — A single source for finding grant opportunities, helping applicants locate and learn more about funding opportunities in a standardized manner

- ☞ Sign up for relevant e-mail notification of opportunities
- ☞ Search for Dept. of ED by CFDA 84.###
 - ☞ For example, to search for 84.215L – enter 84.215
 - ☞ Do not enter an alpha character after the CFDA

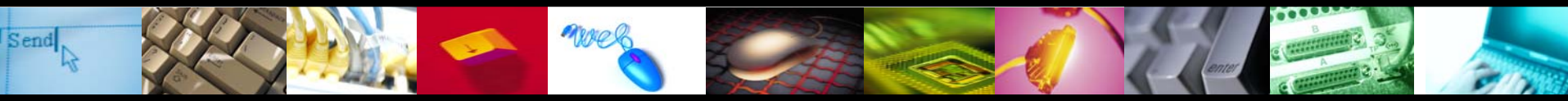
Note: Research active funding opportunities by agency, category, CFDA number, and type of funding instrument





Applying for Grant Opportunities

Apply—A single secure and reliable source for applying for federal grants online, simplifying the grant application process and reducing paperwork



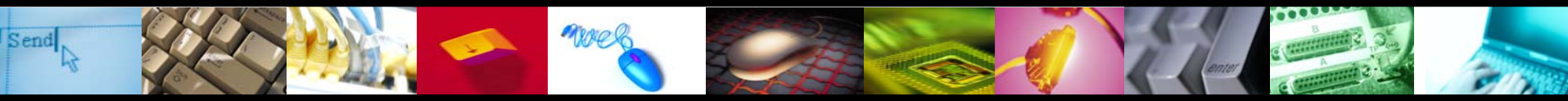


Grants.gov Apply

- ☞ Work off-line
- ☞ Need Pure Edge Viewer to download a package
 - ☞ Free on Grants.gov Web site
 - ☞ Download may require approval from your institution
 - ☞ Allow time if internal approval is needed
- ☞ Download and work on the application immediately
 - ☞ While completing the registration steps
 - ☞ Or register before you need to apply**

****strongly recommended**

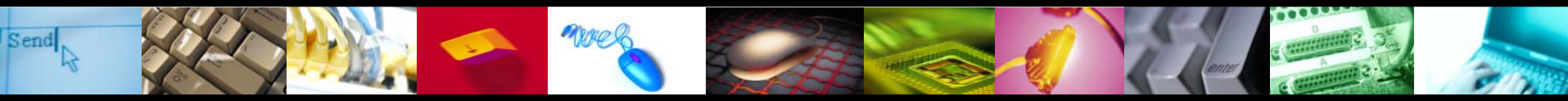
All registration steps must be completed to submit





How and Where to Apply

- ☞ Watch for grant opportunities posted on Grants.gov
 - ☞ The U.S. Department Of Education posts all of its grant opportunities for discretionary programs on Grants.gov
- ☞ Review Federal Register notices carefully
 - ☞ Review application instructions
 - ☞ Determine deadline: Both due date and time
 - ☞ Verify if electronic submission is mandatory or optional





Click “Find Grant Opportunities” then “Basic Search” to search for Federal grants.



[Contact Us](#) [Site Map](#) [Help](#) [Home](#)

FOR APPLICANTS

Find Grant Opportunities

- Basic Search
- Browse by Category
- Browse by Agency
- Advanced Search
- Email Subscription

Get Registered

- Apply for Grants
- Track Your Application

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FOR AGENCIES

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[Home](#) » [For Applicants](#) »

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.

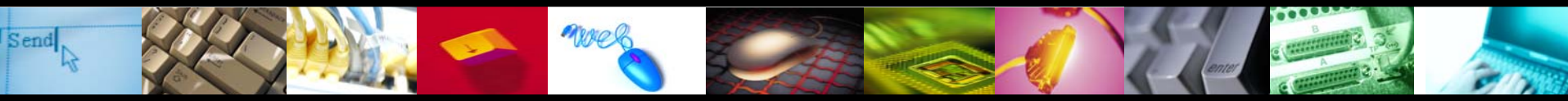
[Advanced Search](#)


Search by more specific criteria such as funding instrument type, eligibility or sub-

Click here to receive our Quarterly Succeed e-newsletter

Quick Links

- [Grant Search](#)
- [Grant Email Alerts](#)
- [Get Registered](#)
- [Applicant Login](#)
- [E-Biz POC Login](#)
- [Agency Login](#)
- [New Agency Users](#)
- [Browser Plugins](#)





When searching for opportunities, use the CFDA number without the alpha (i.e. **84.215** and not 84.215L)



[For Applicants](#) [About Grants.gov](#) [Resources](#) [For Agencies](#)

[Contact Us](#) [SiteMap](#) [Help](#) [Home](#)

[Home](#) > [Find Grant Opportunities](#) > Search Grant Opportunities

Search Grant Opportunities

Basic Search

[Browse by Category](#)

[Browse by Agency](#)

[Advanced Search](#)

[Search Tips](#)

To perform a **basic search** for a grant, complete the "Keyword Search"; the "Search by Funding Opportunity Number"; **OR** the "Search by CFDA Number" field; and then click the "Search" button below.

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

Keyword Search:

Search by Funding Opportunity Number:

Search by CFDA Number:



FOR APPLICANTS

Find Grant Opportunities

[Basic Search](#)

[Browse by Category](#)

[Browse by Agency](#)

[Advanced Search](#)

[Email Subscription](#)

Get Registered

Apply for Grants

Track Your Application

ABOUT GRANTS.GOV

FOR AGENCIES

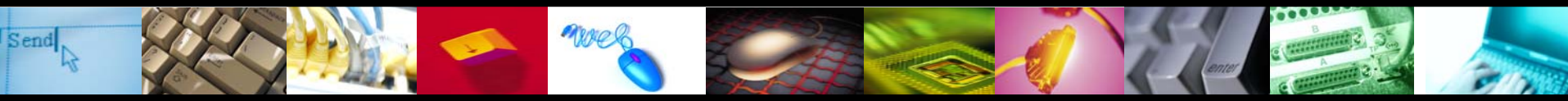
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To find and download an application package click on the Apply for Grants link

GRANTS.GOVSM [Contact Us](#) [Site Map](#) [Help](#)

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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

November 12, 2007: Grants.gov Contact Center closed in observance of Veteran's Day

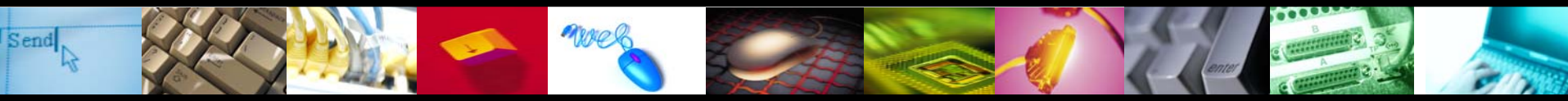
To view Sample Adobe Form Click Here 

Adobe Reader 8.1.1: Now Available

Click here to receive our Quarterly Succeed e-newsletter

Quick Links

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- [Grant Email Alerts](#)
- [Get Registered](#)
- [Applicant Login](#)
- [E-Biz POC Login](#)
- [Agency Login](#)
- [New Agency Users](#)
- [Browser Plugins](#)



Click Download a Grant Application Package. (Please note this also is where you can download the PureEdge Viewer.)



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Home » For Applicants »

APPLY FOR GRANTS

PLEASE NOTE: You must be registered with a username and password obtained from a Credential Provider to apply for opportunities on Grants.gov. [Register for grant opportunities now.](#)

Step 1: [Download a Grant Application Package](#)

- Downloading a grant application package allows you to complete it offline and route it through your organization for review before submitting.
- You will need the Funding Opportunity Number (FON) and/or CFDA number of the desired grant. [To search for this FON and/or CFDA information, click here.](#)
- In order to view the downloaded application package, you will need to install the [PureEdge Viewer](#) (Windows EXE File) and [Adobe Reader 7.0.9*](#). There are basic [system requirements](#) for using the PureEdge Viewer and there are basic [system requirements](#) [\[EXIT Disclaimer\]](#) for Adobe Reader 7.0.9. If you are a non-Windows user, please refer to this [support](#) page.

*Grants.gov recommends downloading both PureEdge and Adobe Reader 7.0.9 (current standard version for Grants.gov) to seamlessly apply for grants. Grants.gov is currently transitioning to phase 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.

Step 2: Complete the Grant Application Package

- Now that you have finished Step 1, complete the grant application offline.

FOR APPLICANTS

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- Get Registered
- ▶ **Apply for Grants**
- Track Your Application

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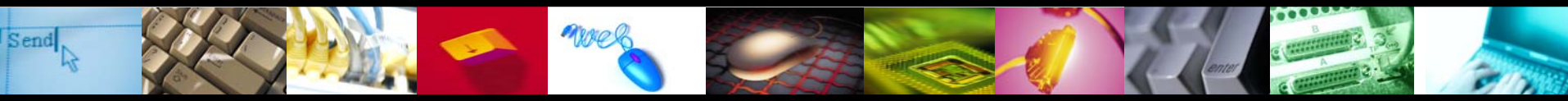
SITE MAP

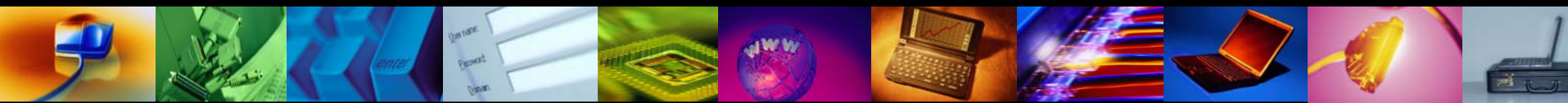
Click here to receive our Quarterly Succeed e-newsletter

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Need help? Check out our [FAQs about applying for grants.](#)





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DOWNLOAD APPLICATION PACKAGE

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

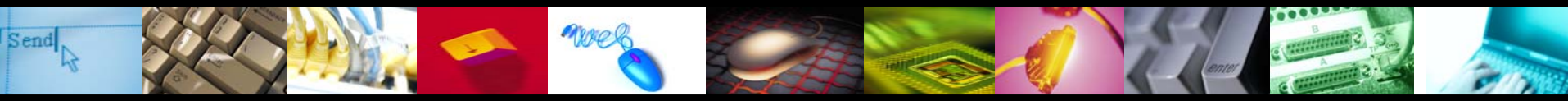
To download an application package, **enter the appropriate CFDA Number OR Funding Opportunity Number** and click the "Download Package" button.

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.





[Home](#) » [Applicants](#) » [Apply for Grants](#) »

SELECTED GRANT APPLICATIONS FOR DOWNLOAD

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

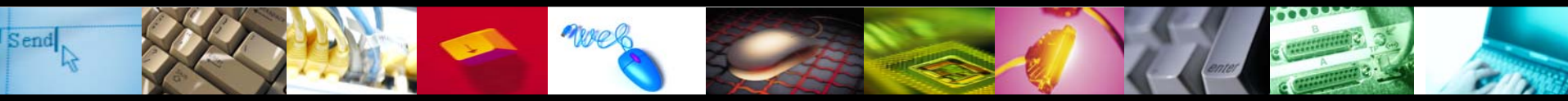
Before you can view and complete an application package, you must have the PureEdge viewer or Adobe Reader installed. Application packages may be in either PureEdge or Adobe format and applicants are encouraged to have both. Click [here](#) to download the required PureEdge Viewer and Adobe Reader if you do not have it installed already.

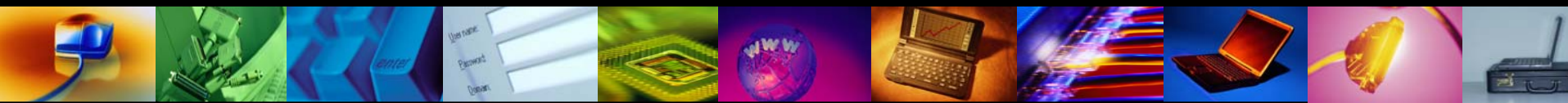
Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.



CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions & Application
84.129	ED-GRANTS-103007-001	84-129B2008-1	Rehabilitation Long-Term Training--Rehabilitation Counseling (CFDA 84.129B)	U.S. Department of Education	download
84.129	ED-GRANTS-103007-002	84-129E2008-1	Rehabilitation Technology (CFDA 84.129E)	U.S. Department of Education	download
84.129	ED-GRANTS-103007-003	84-129F2008-1	Vocational Eval/Work Adjustment 84.129F	U.S. Department of Education	download
84.129	ED-GRANTS-103007-006	84-129P2008-1	Rehabilitation of Indiv who Blind/Visual Impairments 129P	U.S. Department of Education	download
84.129	ED-GRANTS-103007-007	84-129Q2008-1	Rehabilitation of Deaf and Hard of Hearing 129Q	U.S. Department of Education	download





DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

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

CFDA Number: 84.129: Rehabilitation Long-Term Training

Opportunity Number: ED-GRANTS-103007-001: Rehabilitation Long-Term Training--Rehabilitation Counseling CFDA 84.129B

Competition ID: 84-129B2008-1

Competition Title: Rehabilitation Long-Term Training--Rehabilitation Counseling (CFDA 84.129B)

Agency: U.S. Department of Education

Opening Date: 10/30/2007

Closing Date: 11/19/2007



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.

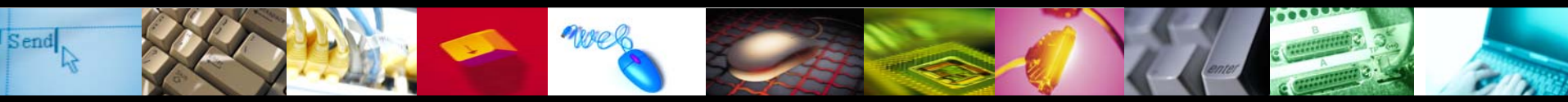
Submit

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.

1. [Download Application Instructions](#)



2. [Download Application Package](#)



Grants.gov Application Package Screen

Submit **Save** **Print** **Cancel** **Check Package for Errors**

Opportunity Open Date: 09/22/2006
Opportunity Close Date: 11/06/2006
Agency Contact: Gaby Watts
Management Analyst
E-mail: gaby.watts@ed.gov

then need to locate the opportunity, download apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, government, academia, or other type of organization.

* **Application Filing Name:** [Redacted]

Mandatory Documents

- Application for Federal Assistance (SF-424)
- Dept of Education Supplemental Information for SF-424
- Assurances for Non-Construction Programs (SF-424B)
- Dept of Education Budget Information for Non-Construction Pro
- ED GEPA427 Form
- ED Abstract Form

Move Form to Submission List
=>

Move Form to Documents List
<=

Mandatory Completed Documents for Submission

Unknown Zone
1:38 PM

In the Application Instructions, you will find a program specific form. Copy and paste the form to a Word document. Complete and save it. Then upload it as an attachment to the form “Other Narratives Attachment Form” found in the Application Package.

FY07 HSI Profile Form 1-8-07 - Microsoft Word

File Edit View Insert Format Tools Table Window Help

88% Times New Roman 12 B I U

Hispanic-Serving Institutions
Program Profile Form

INSTRUCTIONS: *ALL applicants must complete and submit this profile. You may copy or recreate this form, but do not amend or modify the required information or format. Please complete all sections of this form. Upon completion, attach this document as a .doc, .rtf or .pdf into Part III of the “Other Attachments Form” of the Grants.gov application package.*

1. **Name of Institution/Campus Requesting:** (Use your institution’s complete name. If your institution is a branch campus, use the parent institution’s name but follow it with the name of the branch campus. For example, you would cite the State University of New York, Brockport Campus.)

Institution/Campus OPE ID#: _____ **DUNS#:** _____

2. **Applicant Address:** (All applicants must indicate the address where the project will be located)

Project Address: _____
 City: _____ State: _____ Zip: _____

3. **Participating Institutions in a Cooperative Arrangement:**

3a. Name of Applicant Institution (Lead):	DUNS Number	Location (city/state)
Name of Participating Institutions		
2.		
3.		

"FY07 HSI Profile Form 1-8-07": 6,005 characters (an approximate value).





For a training demonstration on how to complete an application package, go to “Apply for Grants.”

GRANTS.GOV Contact Us Site Map Help

FOR APPLICANTS

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- Get Registered
- Apply for Grants**
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- SITE MAP

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

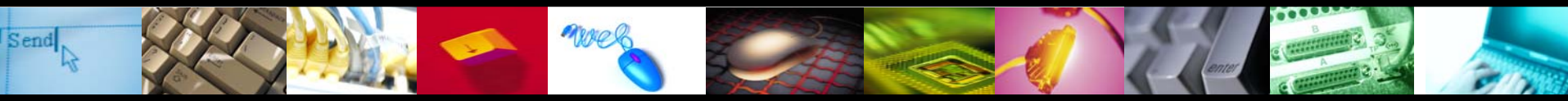
November 12, 2007: Grants.gov Contact Center closed in observance of Veteran's Day

To view Sample Adobe Form [Click Here](#)

Click here to receive our Quarterly Succeed e-newsletter

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- [E-Biz POC Login](#)
- [Agency Login](#)
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- [Browser Plugins](#)





Scroll down to the link, “How to Complete an Application Package.”

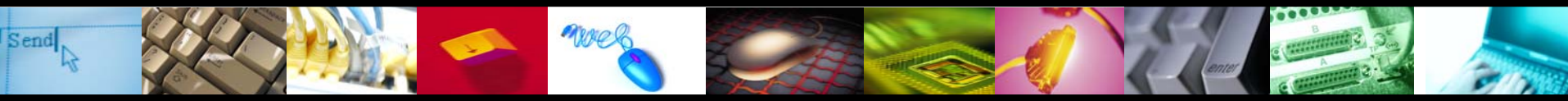
Step 2: Complete the Grant Application Package

- Now that you have finished Step 1, complete the grant application offline.
- Instructions on how to open and use the forms in the package are on the application package cover sheet. You will also have access to agency application instructions, which will include what is required for your submission.
- Save changes to your application as you go. Grants.gov does NOT automatically save changes.
- The package cannot be submitted until all required fields have been completed.
- [View a narrated tutorial on how to complete a grant application package.](#)
- If you're having problems completing the package, [view our Frequently Asked Questions.](#)



Step 3: Submit the Completed Grant Application Package

- Click the submit button located at the top of the application package cover page. It will not be live until you have:
 - completed all required forms
 - attached all required documents
 - saved your application package
- If the Submit button is active and you are still unable to submit the application, make sure that your computer meets the [system requirements](#) and you have [the latest version of the PureEdge Viewer.](#)
- Review the summary to confirm the application will be submitted to the correct program. Click "Yes" if this information is correct.
- If you are not already connected to the Internet, you will be directed to do so and will need to log in to Grants.gov using your username 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. A Grants.gov tracking number will be provided at the bottom of this screen, as well as the





Who Uses Grants.gov?

☞ Organizations

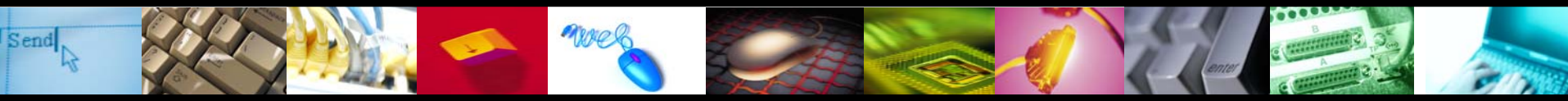
☞ (Ebiz POC) E-Business Point of Contact

☞ (AOR) Authorized Organization Representative

☞ Grant researcher

☞ Individuals

Note: One person can and, in some instances, will serve in multiple capacities for the organization





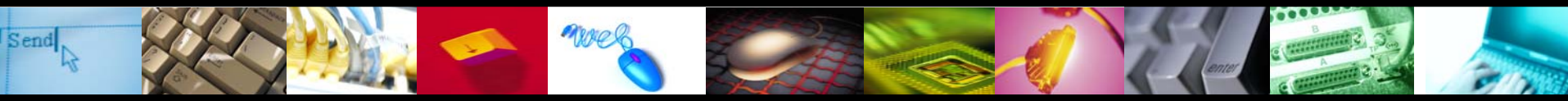
Registering With Grants.gov

(for Organizations)

- 🖱️ Step 1: Register Your Organization
- 🖱️ Step 2: Register Yourself as an Authorized Organization Representative (AOR)
- 🖱️ Step 3: Get Yourself Authorized by your organization to submit grants

Registration can take 5 or more days to complete

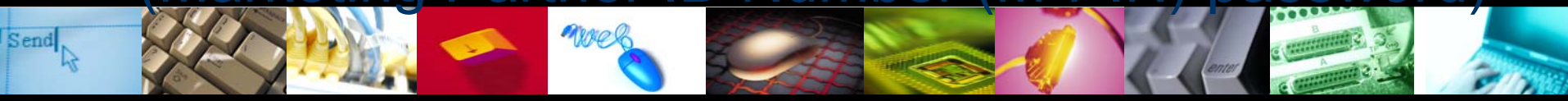
Begin the registration process now; avoid the pressure of registering and applying at the same time.





Step 1: Register your Organization

- 🖱️ Obtain your organizations DUNS number
- 🖱️ Register your organization with Central Contractor Registry (CCR). Please note this registration must be updated annually.
- 🖱️ Identify your organization's E-Business Point of Contact (e-Biz POC)
- 🖱️ Confirm your organization's CCR M-PIN password (Marketing Partner ID Number (M-PIN) password)





See if Organization is Registered

- 🖱️ If you think your organization is registered
- 🖱️ Go to the Central Contractor Registry (CCR)

<http://www.ccr.gov>

Search for your organization & Also find e-Business POC listed here

CENTRAL CONTRACTOR REGISTRATION

Home | Contractors | Grantees | International Registrants

Start New Registration

Update or Renew Registration

Search CCR

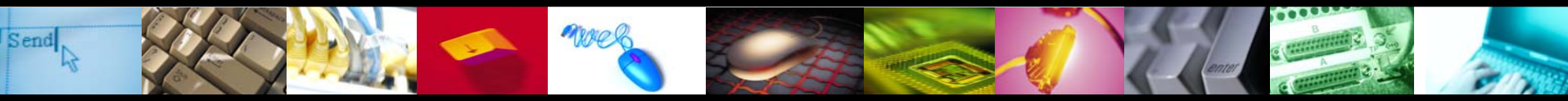
Dynamic Small Business Search

Welcome to Central Contractor Register

Central Contractor Registration (CCR) is the primary registration database for the U.S. Federal Government. CCR collects, validates, stores and disseminates data in support of agency acquisition missions. Click [here](#) to learn more about CCR Policy and Background.

Most Recent Changes

New CCR Update Change: On Monday, November 4, 2008, the Central Contractor Registration (CCR) system Update module 4.07.0.2. This release includes the collection of ad...





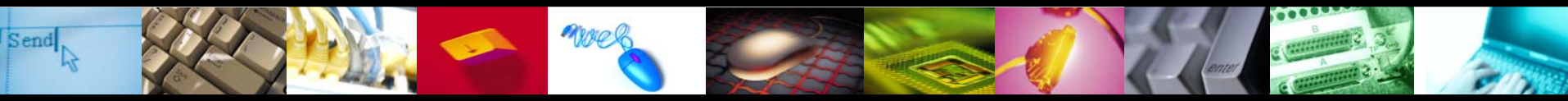
Step 2: Register Yourself as AOR

- 🖱️ Obtain your username and password from the Grants.gov Credential Provider.
- 🖱️ Register username and password with Grants.gov

Step 3: Get Authorized as an AOR

- 🖱️ Contact your E-Business POC to ensure your AOR Status
- 🖱️ Log in to Grants.gov to check your AOR status

NOTE: An Authorized Organization Representative (AOR) is the person who submits the application for the organization.



Check your AOR Status

- 🖱 Login to Grants.gov as an Applicant
- 🖱 Check your AOR status in your user profile
- 🖱 Approved status means your ready to submit

Welcome,
ED Tester1
of DUNS_0081217740000

[Check Application Status](#)

[Manage Applicant Profile](#)

[Logout Grants.gov](#)

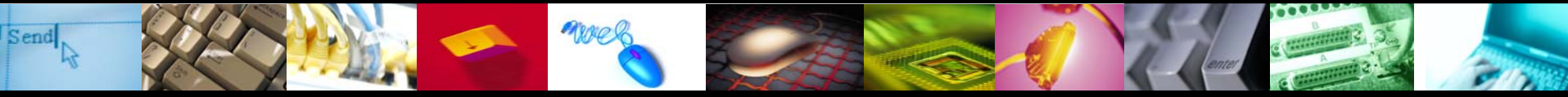
Home > For Applicants > Manage Applicant Profile

Applicant Profile

First:	<input type="text" value="ED"/>	Last:	<input type="text" value="Tester1"/>
Tel:	<input type="text" value="123-123-1234"/>	Email:	<input type="text" value="email@org.edu"/>
Title:	<input type="text" value="Tester1"/>	DUNS#:	<input type="text" value="0081217740000"/>
AOR Status:	Approved		

Submit

Cancel





For step-by-step instructions on registering your organization and the entire grants.gov process, click on “Resources,” then “Training Materials” to find the User Guide.

GRANTS.GOVSM Contact Us Site Map Help Home

FOR APPLICANTS
ABOUT GRANTS.GOV
FOR AGENCIES
APPLICANT SYSTEM-TO-SYSTEM
RESOURCES
▶ **Training Materials**
Succeed E-Newsletter
Grants.gov Webcast Archive
Stakeholder Communications

Home » Resources »

TRAINING MATERIALS

There are several tools and documents available here to help explain and promote Grants.gov within your organization and among your colleagues and constituents. Save them to your desktop for quick reference, print out copies to have on hand, or forward them electronically to your colleagues.

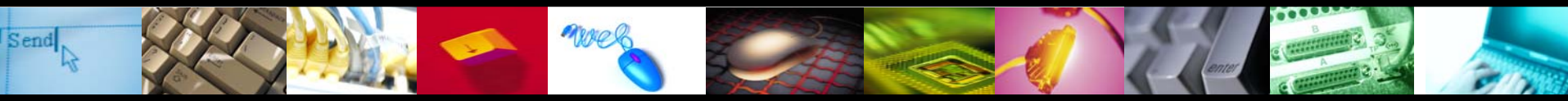
[Outreach Request Form](#)

Fill out this form if you would like to request Grants.gov materials or if you have an upcoming related event. Email the completed form to support@grants.gov and a representative will contact you.

Click here to receive our Quarterly Succeed e-newsletter

Quick Links

- [Grant Search](#)
- [Grant Email Alerts](#)
- [Get Registered](#)
- [Applicant Login](#)
- [E-Biz POC Login](#)
- [Agency Login](#)





Reference either Grants.gov Overview or Grants.gov Animated Overview

Download Software

Related Links

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SITE MAP

[Grants.gov Quarterly Succeed E-Newsletter](#)

Subscribe to the Grants.gov mailing list and receive *Succeed* in your email inbox each quarter. [View past issues of Succeed.](#)

[Grants.gov Overview](#) 

Customize this PowerPoint presentation about Grants.gov to support specific messages for your organization.

[Grants.gov Overview Brochure](#) 

Request printed copies of this overview brochure for your next Grants.gov training session by contacting support@grants.gov.

[Grants.gov Registration Brochure](#) 

Request printed copies of this registration brochure for your next Grants.gov training session by contacting support@grants.gov.

[Applicant Benefits Fact Sheet](#) 

Review key benefits to the applicant community for utilizing Grants.gov.

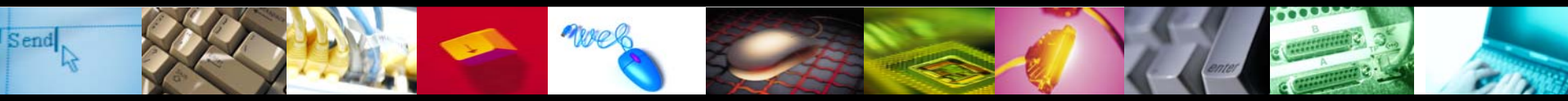
[Grants.gov Example Article](#) 

Include this one-page article in your next company newsletter or any organizational internal or external communications.

[Grants.gov Animated Overview! \(Flash Movie\)](#)

Just getting started? Watch this multimedia presentation explaining Grants.gov at your first training session.

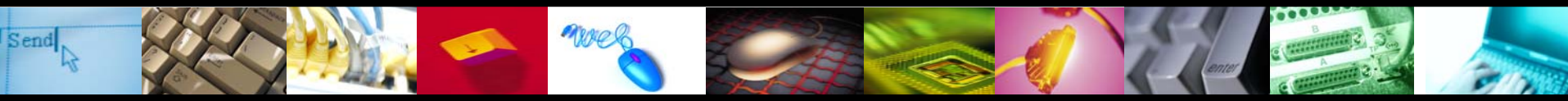
• [Browser Plugins](#)





Tips to Submit Successfully

- ☞ Review notices carefully
 - ☞ Application notice indicates if program is using Grants.gov
 - ☞ ED only accepts .doc; .rtf; and .pdf files via Grants.gov. Therefore, do not submit .docx files which are generated from Word 2007.
 - ☞ Review ED deadlines, both due *date* and *time*
 - ☞ Due by 4:30 p.m. Washington, D.C. time
- ☞ Submit early; allow extra time
 - ☞ Grants.gov date-and-time stamps application and then completes validation after it is fully uploaded
- ☞ Enter DUNS number used in CCR on the application
 - ☞ If a different DUNS is entered submission will be rejected

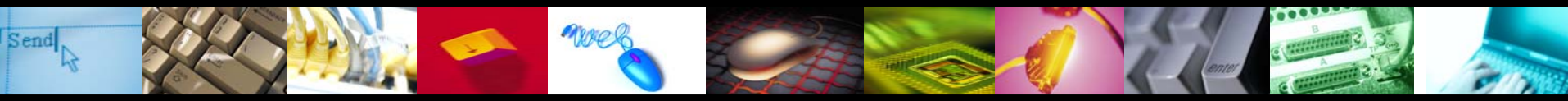




MAC and Dial-Up User Tips

- ☞ Macintosh users
 - ☞ Need a Windows emulator to use Grants.gov
- ☞ Dial-up Internet connections
 - ☞ Takes longer to upload than high-speed connections
 - ☞ Depending on the size of the application, the submission may take a few minutes up to a few hours
- ☞ Exception to mandatory electronic submissions
 - ☞ Review the Federal Register notice
 - ☞ Determine early if your organization needs an exception
 - ☞ See ED submission procedures and tips (link listed below)

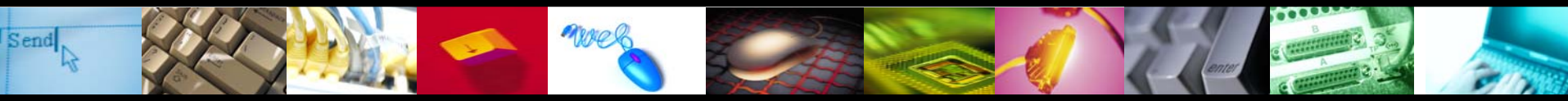
<http://e-grants.ed.gov/help/GrantsgovSubmissionProcedures.pdf>





Winning Reminders

- 🖱 Register early
 - 🖱 Register before the program application is available
 - 🖱 Verify registration steps are complete
- 🖱 Download the Pure Edge Viewer ASAP
- 🖱 Submit early
 - 🖱 Allow time for uploading and unexpected issues
 - 🖱 Plan to submit several days before the deadline if possible
- 🖱 Verify submission is OK
 - 🖱 Check that application is received & validated by Grants.gov
 - 🖱 Don't rely solely on e-mail notifications





For additional information contact:

Grants.gov Support

1-800-518-4726

support@grants.gov

