

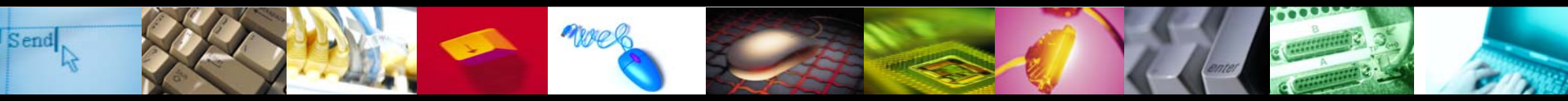


Making Grants.gov Work for You

Find. Apply. Succeed.

U.S. Department of Education

September 2007



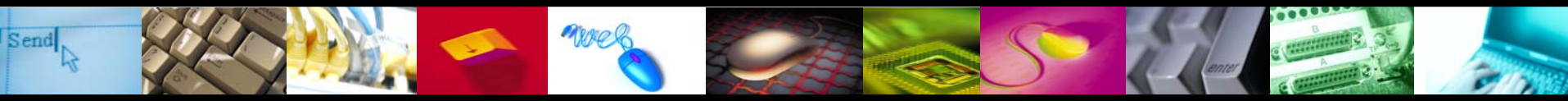


Agenda

- 🖱️ **A. Overview of Grants.gov**
 - 🖱️ Benefits for applicants
 - 🖱️ Features: find and apply
 - 🖱️ Users

- 🖱️ **B. Getting Started with Grants.gov**
 - 🖱️ How to register
 - 🖱️ Step by step application process

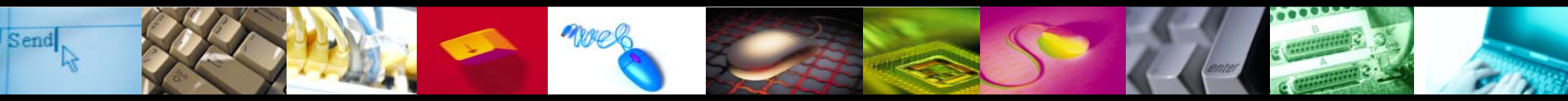
- 🖱️ **C. Guidelines for Submitting to Dept. of Education**
 - 🖱️ Common mistakes
 - 🖱️ Tips and reminders
 - 🖱️ Technical issues





Change in the Submission Process

All GEAR UP applicants are required
to submit their applications
using **Grants.gov**

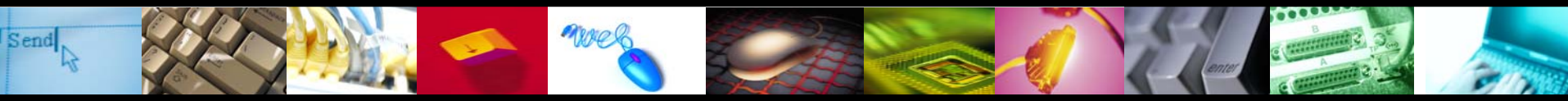




Grants.gov at a Glance

<http://www.grants.gov>

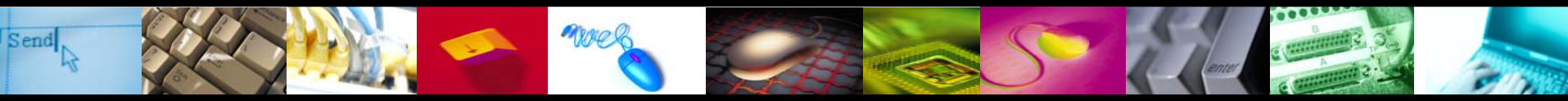
- 🖱️ One-stop shop for funding opportunities from 26 Federal agencies as well as some state and local governments





Benefits for Grant Applicants

- ☞ **Centralizes** more than 900 grant programs across 26 Federal grant-making agencies
- ☞ **Simplifies** the process of applying
 - ☞ Register once and apply for multiple grants
- ☞ **Easier** to find new opportunities
 - ☞ Search for grants in one central location
 - ☞ Set up a search profile and get opportunities e-mailed directly to you



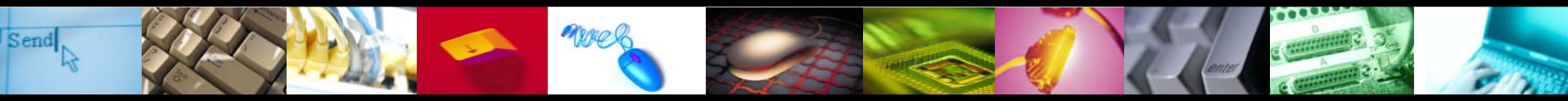


Grants.gov Key Features



Find Grant Opportunities

Apply for Grants



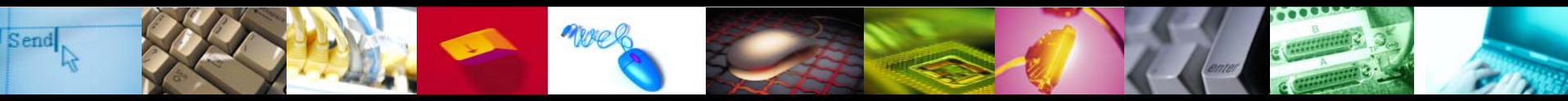


Finding Grant Opportunities

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

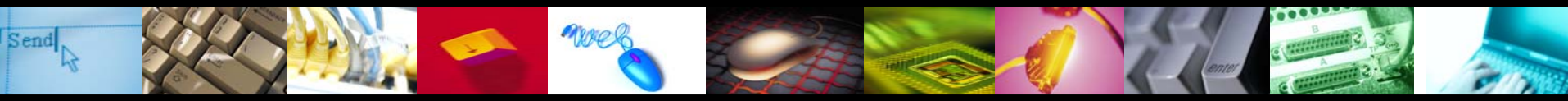
Note: Research active funding opportunities by agency, category, CFDA number, and type of funding instrument





Applying for Grant Opportunities

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

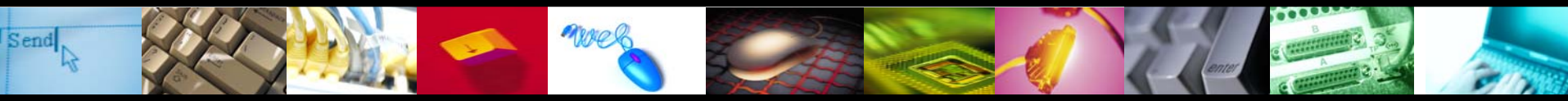




Grants.gov Apply Overview

- ☞ Work off-line
- ☞ Need PureEdge Viewer to download package
 - ☞ Free on Grants.gov website
 - ☞ 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 first, before you need to apply

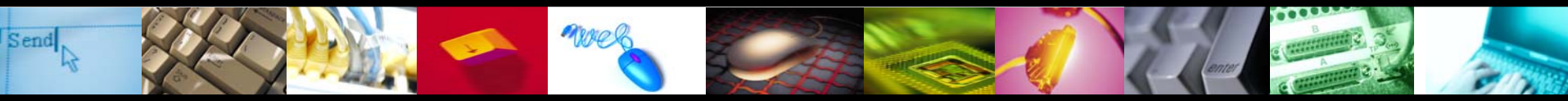
All registration steps must be completed to submit





When to Apply

- 🖱 Watch for grant opportunities posted on Grants.gov
- 🖱 Review Federal Register notices carefully
 - 🖱 Review application instructions
 - 🖱 Note the deadline





Who Uses Grants.gov?

☞ Organizations

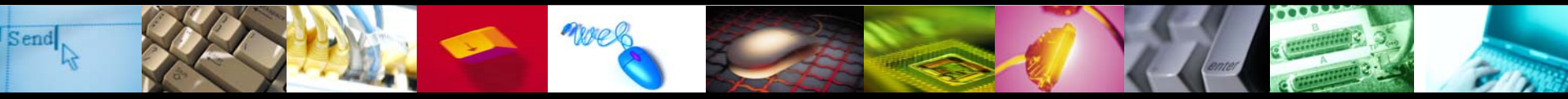
☞ E-Business Point of Contact (E-Biz POC)

☞ Authorized Organization Representative (AOR)

☞ Grant researcher

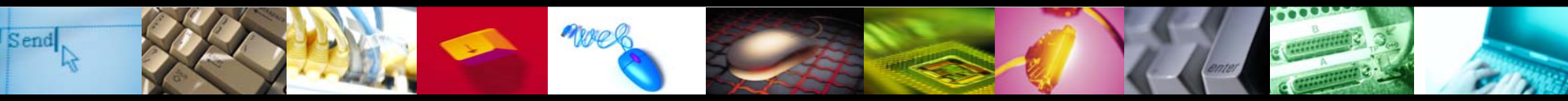
☞ Individuals

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





Before you Apply: Register



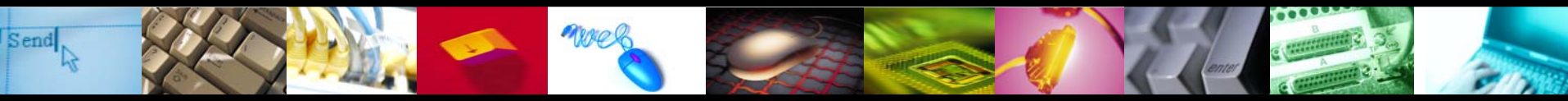


Registering with Grants.gov

- 1: Register your organization
- 2: Register yourself as an Authorized Organization Representative (AOR)
- 3: Get yourself authorized by your organization to submit grants

Registration can take 5 or more days to complete

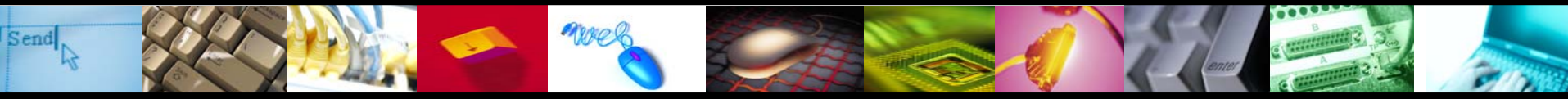
Begin the registration process now.
Avoid the pressure of registering
and applying at the same time





How to Register Your Organization

- 🖱️ Obtain your organization's DUNS number
- 🖱️ Register your organization with Central Contractor Registry (CCR)
- 🖱️ 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)



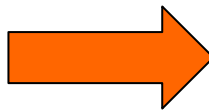


Check Registration

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

<http://www.ccr.gov>

Search for your organization and also find E-Biz POC listed here



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

CENTRAL CONTRACTOR REGISTRATION

Home | Contractors | Grantees | International Registrants | Small Businesses | Help | 448019 Acti

Start New Registration

Update or Renew Registration

Search CCR

Dynamic Small Business Search

Request Access to CCR Data

Security Notice

Welcome to Central Contractor Registration (CCR)

Central Contractor Registration (CCR) is the primary registrant 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.

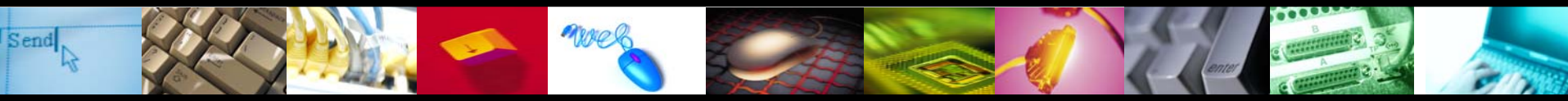
Most Recent Changes

CCR Release Notice: On Sunday afternoon, August 26, 2007 the Central Contractor Registration (CCR) was upgraded to the latest release v4.07.3. Release Notes are on-line to fill you in on the upgrade at [Release Notes](#)

Posted: 8/26/2007 2:38:30 PM Eastern Time

Related Links

- [Online Representation and Certification \(ORCA\)](#)
- [Small Business Administration \(SBA\)](#)
- [D&B Web Form for DUNS Number Request](#)





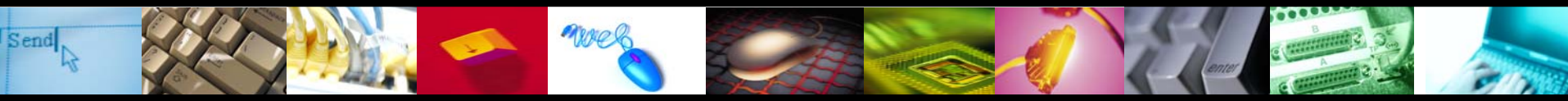
Register Yourself as AOR

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

Get Authorized as an AOR

- 🖱️ Contact your E-Biz POC to approve you
- 🖱️ Log in to Grants.gov to check your AOR status

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



Check your AOR Status

- 🖱️ Log in to Grants.gov as an applicant
- 🖱️ Check your AOR status in your user profile
- 🖱️ Approved status means you are ready to submit

Welcome,
ED Tester1
of DUNS_0081217740000

[Check Application Status](#)

[Manage Applicant Profile](#)

[Logout Grants.gov](#)

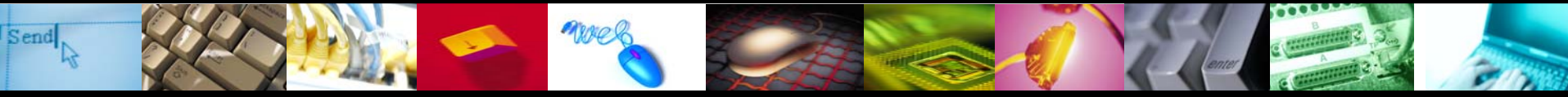
Home > For Applicants > Manage Applicant Profile

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		

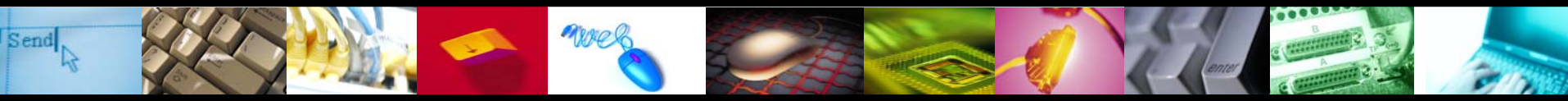
Submit

Cancel





Step by Step Application Process on Grants.gov



1. Find Grant Opportunities

Address http://www.grants.gov/ Go Links

GRANTS.GOVSM Contact Us

FOR APPLICANTS

- Find Grant Opportunities** ←
- Get Registered
- Apply for Grants
- Track Your Application

ABOUT GRANTS.GOV

FOR AGENCIES

APPLICANT SYSTEM-TO-SYSTEM

RESOURCES

HELP

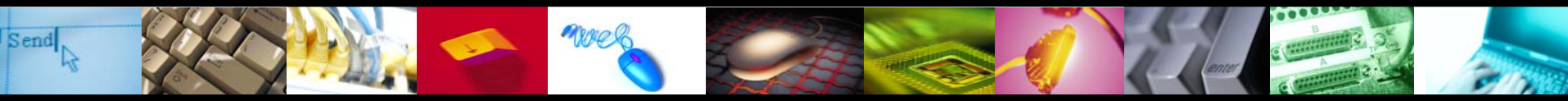
CONTACT US

SITE MAP

Find. Apply. Succeed.

Grants.gov is your source to **FIND** and **APPLY** for federal government grants. There are over 1,000 grant programs offered by all federal grant making agencies. The 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. Grants.gov allows organizations to electronically find and apply for more than \$400 billion in federal grants.

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



2. Basic Search



Address  http://www.grants.gov/applicants/find_grant_opportunities.jsp  

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

APPLICANT SYSTEM-TO-SYSTEM

RESOURCES

HELP

CONTACT US

SITE MAP

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 su agency.

3. CFDA Number: type in without the alpha letter

http://www.grants.gov/search/basic.do

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:
 ←

4. Find GEAR UP 2007

http://www.grants.gov/search/search.do

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

Search Results

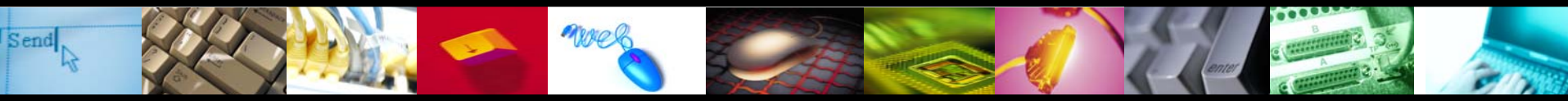
[New Search](#)

Sort: Close Date, Ascending [Sort by Open Date](#) Results 1-3 of 3

Close Date	Opportunity Title	Agency	Funding Number
04/11/2005	Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP)	Headquarters and Regional Offices	ED-GRANTS-022305-001
03/09/2006	Gaining Early Awareness and Readiness for Undergraduate Programs (State Grants)	U.S. Department of Education	ED-GRANTS-012306-003
03/09/2006	Gaining Early Awareness and Readiness for Undergraduate Programs (Partnership Grants)	U.S. Department of Education	ED-GRANTS-012306-005

Results Page: 1

[New Search](#)



5. Read Announcement

Address  <http://www.grants.gov/search/search.do?oppId=7716&mode=VIEW>  Go  Lin

Synopsis

Gaining Early Awareness and Readiness for Undergraduate Programs (Partnership Grants)



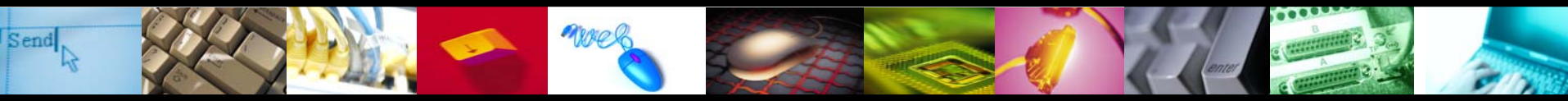
Synopsis Full Announcement How to Apply

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 **01/23/2006**. 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: ED-GRANTS-010006-005




6. Sign Up for E-mail Notifications

Address  <http://www.grants.gov/search/search.do?oppId=7716&mode=VIEW>  Go  List

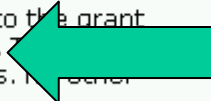
Synopsis

Gaining Early Awareness and Readiness for Undergraduate Programs (Partnership Grants)



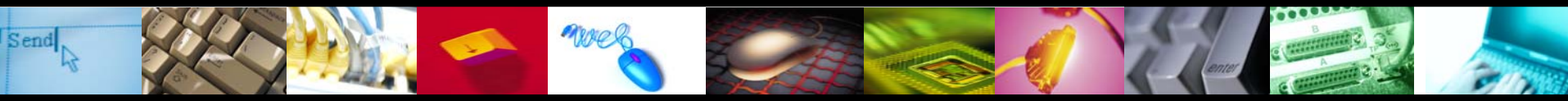
Synopsis Full Announcement How to Apply

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 **01/23/2006**. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.




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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: ED-GRANTS-010006-005




7. Click on “How to Apply”

Address  <http://www.grants.gov/search/search.do?oppId=7716&mode=VIEW>  Go  List

Synopsis

Gaining Early Awareness and Readiness for Undergraduate Programs (Partnership Grants)



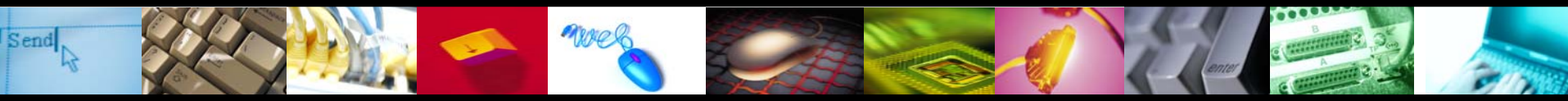
[Synopsis](#) [Full Announcement](#) [How to Apply](#)

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 **01/23/2006**. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

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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: ED-GRANTS-010000-000





8. Download PureEdge Viewer

- GRANTS
- Federal Grants
- Registered
- Grant Opportunities
- Health Opportunities
- Advanced Search
- Filter by Category
- Filter by Agency
- Advanced Search
- Subscription
- For Grants
- My Application
- Grant Help
- GRANTS.GOV
- AGENCIES
- SOURCES
- CONTACT US
- MAP

SELECTED GRANT APPLICATIONS FOR DOWNLOAD

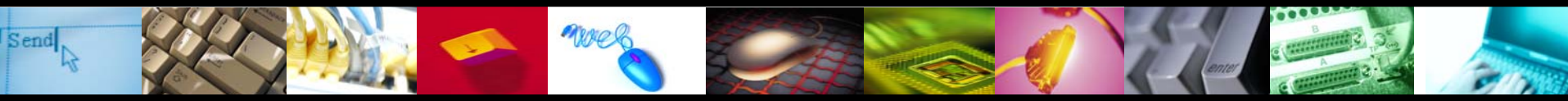
Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

Before you can view and complete an application package, you must have the PureEdge viewer installed. [Click Here](#) to download the PureEdge Viewer 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 and Application
84.305	ED-GRANTS-040607-003	84-305A2008-2	Education Research Grants	U.S. Department of Education	download





9. Click on “Download Instructions and Application”



complete the application once you save them to your computer.

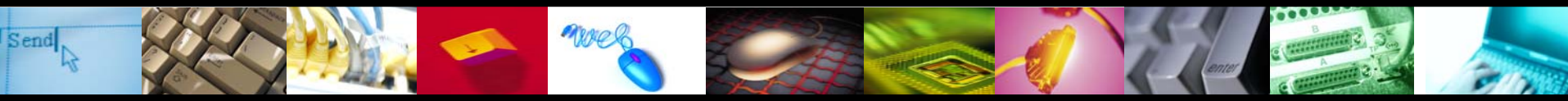
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Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

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
84.047	ED-GRANTS-092206-002	84-047M2007-1	Upward Bound Math and Science (UBMS) Program (84.047M)	U.S. Department of Education	download
84.047	ED-GRANTS-092206-001	84-047A2007-1	Upward Bound Program (84.047A) Regular Upward Bound Program	U.S. Department of Education	download
84.047	ED-GRANTS-092206-003	84-047V2007-1	Veterans Upward Bound (VUB) Program (84.047V)	U.S. Department of Education	download





10. Subscribe to Email Notifications (Again)

Address  http://apply.grants.gov/apply/UpdateOffer?id=9738  Go  Li

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

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

CFDA Number: 84.305: Education Research, Development and Dissemination

Opportunity Number: ED-GRANTS-040607-003: National Center for Education Research (NCER)--
Education Research CFDA 84.305A-2

Competition ID: 84-305A2008-2

Competition Title: Education Research Grants

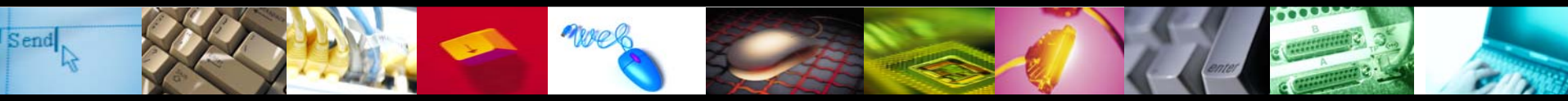
Agency: U.S. Department of Education

Opening Date: 07/30/2007

Closing Date: 11/01/2007

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.

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





11. Download Application Instructions and Package

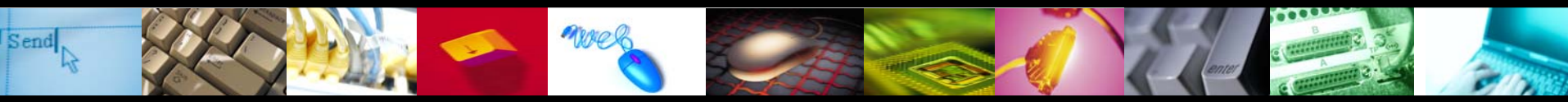
Address  <http://apply.grants.gov/apply/UpdateOffer?id=9738>  

CFDA Number: 84.305: Education Research, Development and Dissemination
Opportunity Number: ED-GRANTS-040607-003: National Center for Education Research (NCER)--
Education Research CFDA 84.305A-2
Competition ID: 84-305A2008-2
Competition Title: Education Research Grants
Agency: U.S. Department of Education
Opening Date: 07/30/2007
Closing Date: 11/01/2007

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.

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](#)





Application Instructions


U. S. Department of Education
Office of Postsecondary Education
Washington, D.C. 20006-8524



Fiscal Year 2008 Application for **Partnership Grants** Under the

**GAINING EARLY AWARENESS
& READINESS FOR
UNDERGRADUATE PROGRAMS
(GEAR UP)**

(CFDA NUMBER 84.334A)



Application Package

Submit Save Print Cancel Check Package for Errors

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: [Yellow Highlighted Field]

Mandatory Documents

- Application for Federal Assistance (SF-424)
- Dept of Education Supplemental Information for SF-424
- Dept of Education Budget Information for Non-Construction Programs (SF-424B)
- Grants.gov Lobbying Form
- Disclosure of Lobbying Activities (SF-LLL)

Open Form

Optional Documents

Open Form

Mandatory Completed Documents for Submission

Open Form

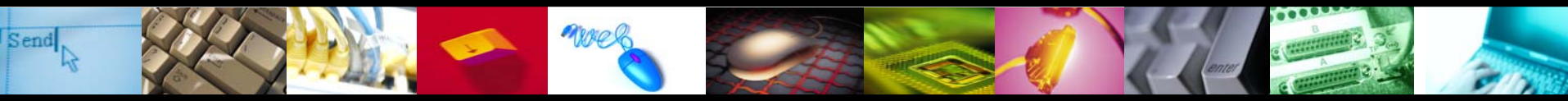
Optional Completed Documents for Submission

Move Form to Submission List =>

Move Form to Documents List <==




Move Form to Submission List =>

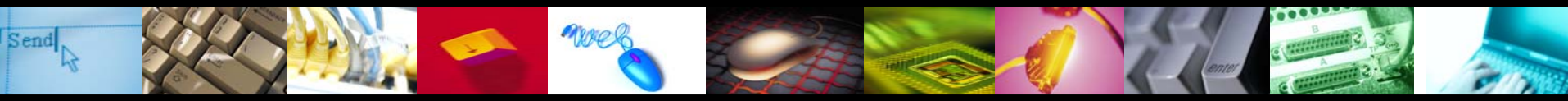
Move Form to Documents List <==





12. Completing the Application

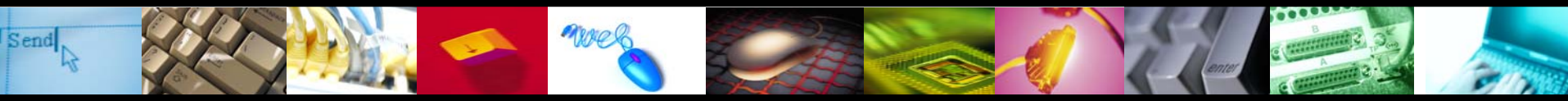
-  Download the application package onto your computer
-  Save your work often
-  Once you submit, you will get an on-screen confirmation and then a series of emails:
 1. From Grants.gov – It will tell you the application was received at the date and time you submitted
 2. From Grants.gov – It will tell you the application was validated or rejected with errors
 3. From ED – You will be assigned an agency tracking number





Grants.gov vs. e-Application

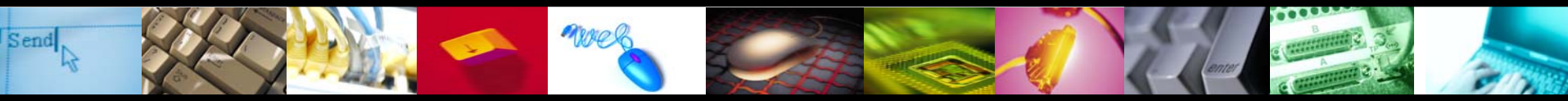
- 🖱️ You do not need to be logged in to download the application package. However, you must be logged in when you submit.
- 🖱️ The application is saved on your computer, not on the Dept. of Education system.
- 🖱️ You must download PureEdge to fill out the application.





Common Mistakes

- ❯ Failure to submit application on time
- ❯ Wrong DUNS number
- ❯ Not approved as Authorized Organization Representative (AOR)



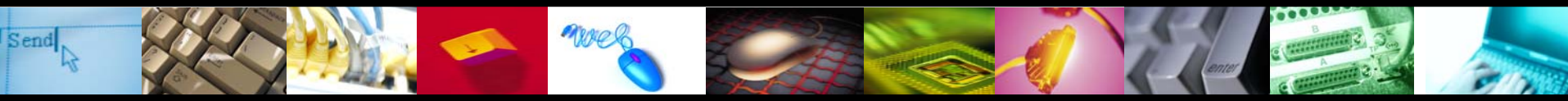


Tips for a Successful Application

- ☞ Review notice carefully
 - ☞ ED only accepts .doc; .rtf; and .pdf files via Grants.gov
 - ☞ Review ED deadlines, both due date and time
 - ☞ Due by 4:30 p.m. Washington, D.C. time

- ☞ Submit early and allow extra time
 - ☞ Grants.gov date-and-time stamps application and then completes validation after it is fully uploaded

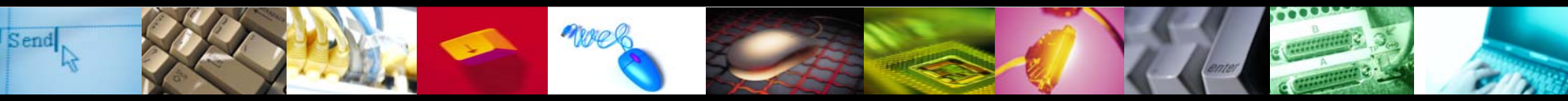
- ☞ Enter DUNS number used in CCR on the application
 - ☞ If a different DUNS is entered, submission will be rejected





Winning Reminders

- 🖱 Register early
 - 🖱 Register before the program application is available
 - 🖱 Verify registration steps are complete
- 🖱 Download the PureEdge Viewer and Adobe 7.0
- 🖱 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







Technical Issues

Macintosh Users

-  Need a Windows emulator to use Grants.gov

Dial-up Internet Connections

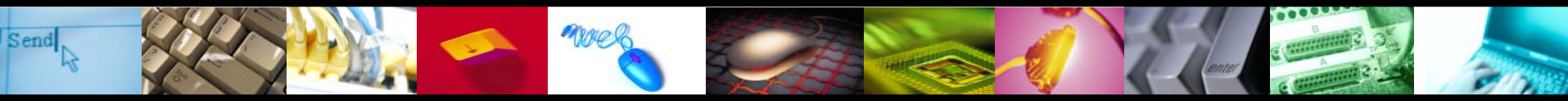
-  Takes longer to upload than high-speed connections
-  Depending on the size of the application, the submission may take a few minutes up to a few hours

Microsoft Vista

-  Grants.gov does not currently support Vista

See ED submission procedures and tips:

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





Where to Get Help

Online Resources

Grants.gov Web site

http://www.grants.gov/resources/training_materials.jsp

Technical Problems

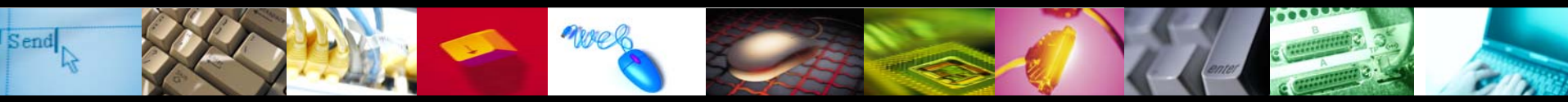
Grants.gov Support Desk

(800) 518-4726 (M-F, 7AM – 9PM EST)

GEAR UP Program Questions

Angela Oliphant

(202) 502-7676; angela.oliphant@ed.gov





Questions?

