

Track My Application Enhancement

April 16, 2009

Introduction

In order to improve overall system performance and ability to meet the demands of Recovery Act submissions this enhancement to the system configuration will provide a new feature to the "Track My Application" page which will allow the applicant to check the status of an application submission by entering the corresponding Grants.gov tracking number. With this new "Track My Application" feature, applicants will not need to login to see the status of a submitted package. The new system configuration and "Track My Application" feature will improve system functionality by reducing the strain put on the system by the unprecedented number of applicants logging into the system.

Track My Application Enhancements

To provide users with the accessibility to check the status of their submitted applications without logging into the system, this new enhancement will help to reduce capacity on the Grants.gov system.

With a valid Grants.gov tracking number the applicant will now be able to check on the status of up to five applications at one time without accessing the applicant login page.

Note: It may take up to 30 minutes after you have submitted your application to show results on the "Track My Application" page.

The screenshot displays the Grants.gov website interface. At the top, the Grants.gov logo is on the left, and navigation links for 'Contact Us', 'SiteMap', 'Help', 'RSS', and 'Home' are on the right. A left-hand navigation menu includes categories like 'FOR APPLICANTS', 'FOR GRANTORS', and 'ABOUT GRANTS.GOV'. The main content area is titled 'FOR APPLICANTS' and contains instructions: 'Track and check the status of your grant application submissions.' and 'Track Grants.gov submissions by entering up to five Grants.gov Tracking Numbers (one Grants.gov tracking number per line):'. Below this is a form with a text input field containing 'GRANT00507358' and a 'Track' button. A 'Warning Notice' is displayed at the bottom of the page, stating that the system is a U.S. Government computer system and that all information may be intercepted and disclosed.

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After the user enters their Grants.gov tracking number(s) on the Track My Application page, the results page will appear with a listing of the valid tracking numbers entered.

Information listed includes:

- CFDA Number
- Opportunity Number
- Competition ID
- Grants.gov Number
- Date/Time Received
- Status
- Status Date
- Agency Tracking #
- Submission Name
- Amount Requested

Example of Results Page:

GRANTS.GOV™ Contact Us SiteMap Help RSS Home

Home > For Applicants

FOR APPLICANTS

Application Status of valid tracking number(s) are listed below:

| CFDA | Opportunity Number | Comp. ID | Grants.gov # | Date/Time Received | Status | Status Date | Submission Name |
|--------|----------------------|------------------|---------------|-----------------------|---------------------------------|-----------------------|----------------------------------------------------------------------|
| 93.389 | PAR-06-S10 | VERSION-2A | GRANT00507222 | 15-Apr-09 09:13:03 AM | Rejected with Errors | 15-Apr-09 09:13:39 AM | TEST TEST TEST to make sure 524 works okay before we move it to PROD |
| 93.223 | RG-01142008-RR-SF424 | RR-SF424 | GRANT00507161 | 14-Apr-09 12:26:05 PM | Rejected with Errors | 14-Apr-09 06:41:46 PM | RR SF424 form1 |
| 93.389 | PA-AA-R01 | ADOBE-FORMS-A | GRANT00507143 | 14-Apr-09 10:32:45 AM | Agency Tracking Number Assigned | 14-Apr-09 11:06:50 AM | R01-STG-041409-HP |
| 10.001 | 12082008-KV-1 | 12082008-KV-RR-1 | GRANT00503245 | 13-Jan-09 01:15:03 PM | Validated | 13-Jan-09 01:53:45 PM | Subaward budget attachments form |

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.

Example of Results Page with an invalid entry:

GRANTS.GOV™ Contact Us SiteMap Help RSS Home

Home > For Applicants

FOR APPLICANTS

All the Tracking Number(s) entered are invalid

| CFDA | Opportunity Number | Comp. ID | Grants.gov # | Date/Time Received | Status | Status Date | Submission Name |
|------|--------------------|----------|--------------|--------------------|--------|-------------|-----------------|
|------|--------------------|----------|--------------|--------------------|--------|-------------|-----------------|

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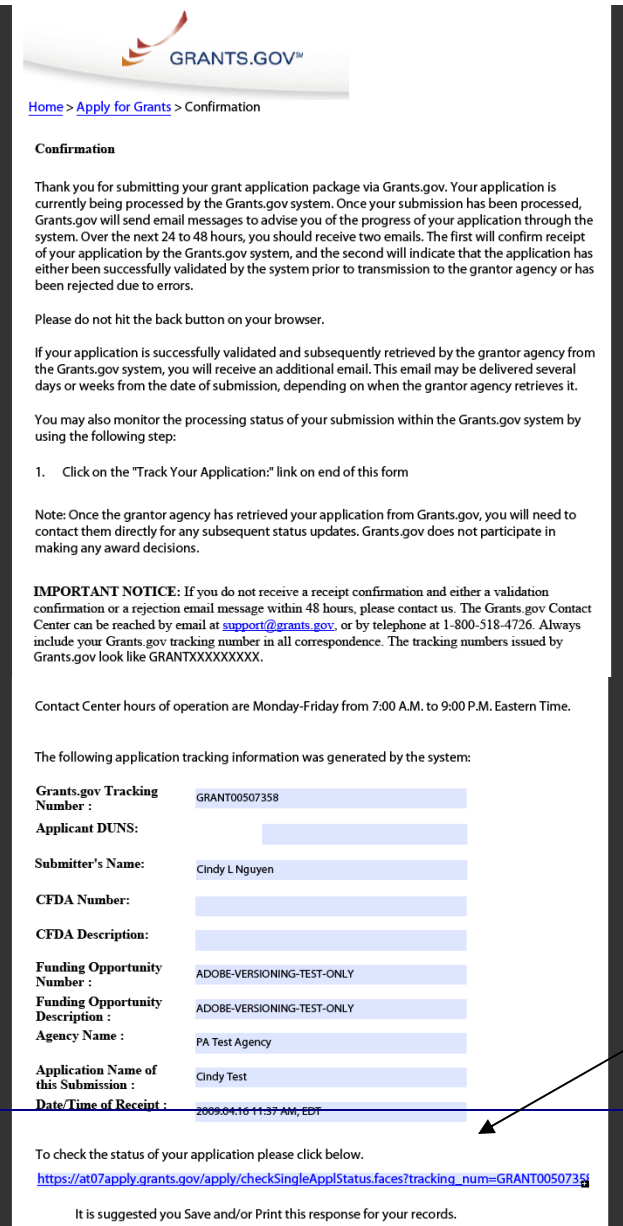
All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

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Confirmation Page

The confirmation page will also be updated with the new URL that will link to the Track My Application page. This confirmation page is displayed immediately after submitting a grant application on Grants.gov. Included on the confirmation page is the Grants.gov tracking number which is needed to check the status of your application.



The screenshot shows the Grants.gov Confirmation Page. At the top is the Grants.gov logo and a breadcrumb trail: Home > Apply for Grants > Confirmation. The page title is "Confirmation". The main text thanks the user for submitting their grant application and explains the processing timeline (24-48 hours) and email notifications. It includes instructions not to hit the back button and to monitor the application status. A list of steps includes clicking on the "Track Your Application" link. A note mentions that the grantor agency handles subsequent status updates. An important notice states that if no receipt or validation confirmation is received within 48 hours, the user should contact the Grants.gov Contact Center. Contact center hours are listed as Monday-Friday from 7:00 A.M. to 9:00 P.M. Eastern Time. The page then displays application tracking information generated by the system, including Grants.gov Tracking Number, Applicant DUNS, Submitter's Name, CFDA Number, CFDA Description, Funding Opportunity Number, Funding Opportunity Description, Agency Name, Application Name of this Submission, and Date/Time of Receipt. A blue box highlights the Date/Time of Receipt field, and an arrow points from a text box to this field. Below the tracking information, there is a link to check the status of the application and a suggestion to save or print the response.

GRANTS.GOV®

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.

If your application is successfully validated and subsequently retrieved by the grantor agency from the Grants.gov system, you will receive an additional email. This email may be delivered several days or weeks from the date of submission, depending on when the grantor agency retrieves it.

You may also monitor the processing status of your submission within the Grants.gov system by using the following step:

1. Click on the "Track Your Application:" link on end of this form

Note: Once the grantor agency has retrieved your application from Grants.gov, you will need to contact them directly for any subsequent status updates. Grants.gov does not participate in making any award decisions.

IMPORTANT NOTICE: If you do not receive a receipt confirmation and either a validation confirmation or a rejection email message within 48 hours, please contact us. The Grants.gov Contact Center can be reached by email at support@grants.gov, or by telephone at 1-800-518-4726. Always include your Grants.gov tracking number in all correspondence. The tracking numbers issued by Grants.gov look like GRANTXXXXXXXX.

Contact Center hours of operation are Monday-Friday from 7:00 A.M. to 9:00 P.M. Eastern Time.

The following application tracking information was generated by the system:

| | |
|---------------------------------------|----------------------------|
| Grants.gov Tracking Number : | GRANT00507358 |
| Applicant DUNS: | |
| Submitter's Name: | Cindy L Nguyen |
| CFDA Number: | |
| CFDA Description: | |
| Funding Opportunity Number : | AD08E-VERSIONING-TEST-ONLY |
| Funding Opportunity Description : | AD08E-VERSIONING-TEST-ONLY |
| Agency Name : | PA Test Agency |
| Application Name of this Submission : | Cindy Test |
| Date/Time of Receipt : | 2009/04/16 11:37 AM, EDT |

To check the status of your application please click below.
https://at07apply.grants.gov/apply/checkSingleAppStatus.faces?tracking_num=GRANT00507358

It is suggested you Save and/or Print this response for your records.

Link provided here on the confirmation page to check your application status.

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Email Notifications

The Grants.gov Submission Receipt email will be updated with the new URL that will link to the Track My Application page. This email, which is sent to applicants after they submit their application, will include the Grants.gov tracking number, which is needed to check the status of their application(s).

