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# Tracking Your Grant Application Package

## What to Expect After Submission

April 13, 2009

# TRACKING YOUR APPLICATION PACKAGE

## Table of Contents

PURPOSE.....	3
1. SUBMISSION CONFIRMATION & NOTIFICATIONS .....	3
CONFIRMATION: Submission Confirmation Screen.....	3
NOTIFICATION 1: Submission Receipt Email .....	5
NOTIFICATION 2: Submission Validation Receipt Email .....	6
NOTIFICATION 3: Grantor Agency Retrieval Email .....	7
NOTIFICATION 4: Agency Assigned Tracking Number.....	8
2. TRACKING A SUBMISSION.....	9

# TRACKING YOUR APPLICATION PACKAGE

## PURPOSE

This document explains what will occur after the submission of a grant application package and how to use the “Track My Application” feature. When you submit a grant application package to Grants.gov, you will receive a confirmation screen as well as up to four emails from Grants.gov:

1. Submission Receipt (with “Track My Application” link)
2. Submission Validation (or Rejection with Errors)
3. Agency Retrieval
4. Agency Specific Tracking Number Assignment (*only if grantor agency assigns tracking number*)

In addition the grantor may issue a tracking number (*Agency Specific Tracking Number*) to use while tracking your submitted application package in their external system. If your application package is assigned an agency specific tracking number, you will receive an additional email notification directly from the grantor. All email notifications will occur over a period of two business days.

## 1. SUBMISSION CONFIRMATION & NOTIFICATIONS

### **CONFIRMATION: Submission Confirmation Screen**

After you submit your grant application package, a confirmation screen will appear on your computer screen. This screen confirms that you have submitted an application to Grants.gov. This page also contains a tracking number for use while tracking the status of the submission as well as a “Track My Application” link, to use to see the progress of your submission (see “2. TRACKING A SUBMISSION” section below).

Over the next two business days you will receive three to four emails from Grants.gov to inform you of your application processing status. During the processing of your submission

# TRACKING YOUR APPLICATION PACKAGE

## Example Confirmation Screen



[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](mailto: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:

<b>Grants.gov Tracking Number :</b>	GRANT00507358
<b>Applicant DUNS:</b>	00-000-0000
<b>Submitter's Name:</b>	Cindy L Nguyen
<b>CFDA Number:</b>	
<b>CFDA Description:</b>	
<b>Funding Opportunity Number :</b>	ADOBE-VERSIONING-TEST-ONLY
<b>Funding Opportunity Description :</b>	ADOBE-VERSIONING-TEST-ONLY
<b>Agency Name :</b>	PA Test Agency
<b>Application Name of this Submission :</b>	Cindy Test
<b>Date/Time of Receipt :</b>	2009.04.16 11:37 AM, EDT

To check the status of your application please click below.  
[https://at07apply.grants.gov/apply/checkSingleApplStatus.faces?tracking\\_num=GRANT00507358](https://at07apply.grants.gov/apply/checkSingleApplStatus.faces?tracking_num=GRANT00507358)

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

# TRACKING YOUR APPLICATION PACKAGE

## NOTIFICATION 1: Submission Receipt Email

Within two business days after your application package has been received by the Grants.gov system, you will receive a submission receipt email which indicates that your submission has entered the Grants.gov system and is ready for validation.

This email also contains a tracking number for use while tracking the status of the submission as well as a "Track My Application" link, to use to see the progress of your submission (see "2. TRACKING A SUBMISSION" section below).

### *Example Submission Receipt Email*

From:  support@grants.gov Sent: Thu 4/16/2009 11:38 AM  
To: Nguyen, Cynthia  
Cc:  
Subject: GRANT00507358 Grants.gov Submission Receipt

Your application has been received by Grants.gov, and is currently being validated.  
Your submission was received at 16-Apr-09 11:37:31 AM ET

Validation may take up to 2 business days. To check the status of your application please click here  
[https://at07apply.grants.gov/apply/checkSingleAppStatus.faces?tracking\\_num=GRANT00507358](https://at07apply.grants.gov/apply/checkSingleAppStatus.faces?tracking_num=GRANT00507358)

Type: GRANT

Grants.gov Tracking Number: GRANT00507358

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: 00000000000000

AOR name: Cindy L Nguyen

Application Name: Cindy Test

Opportunity Number: ADOBE-VERSIONING-TEST-ONLY

Opportunity Name: ADOBE-VERSIONING-TEST-ONLY

<https://at07apply.grants.gov/apply/logincontrol.jsp?goto=../secured/ApplicantLogin.jsp&loginpage=/jsp/ApplicantLoginGetID.jsp>

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.

# TRACKING YOUR APPLICATION PACKAGE

## NOTIFICATION 2: Submission Validation Receipt Email

After you receive the submission receipt email, the next email you will receive will be a message validating or rejecting your submitted application package with errors. The Grants.gov system is designed to check for technical errors within the submitted application package. Grants.gov does not review application content for award determination.

### *Example Submission Validation Receipt Email*

From: OS Support@Grants.gov  
To: Gundulpet, Rathna (HHS/ASRT)  
Cc:  
Subject: GRANT00079765 Grants.gov Submission Validation Receipt for Application  
Attachments:

Your application has been received and validated by Grants.gov and is being prepared for Grantor agency retrieval and review.

Type: GRANT

Grants.gov Tracking Number: GRANT00079765

You will be notified via email when your application has been retrieved by Grantor agency.

Thank you.

Grants.gov

<mailto:support@grants.gov>

If you have questions please contact the Grants.gov Contact Center:

[support@grants.gov](mailto: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.

# TRACKING YOUR APPLICATION PACKAGE

## NOTIFICATION 3: Grantor Agency Retrieval Email

Once your application package has passed validation it is delivered to the grantor for award determination and further approval. After the grantor has confirmed receipt of your application, you will be sent a third and final email from Grants.gov. The grantor may also assign your application package an agency specific tracking number for use within their internal system.

### ***Example Grantor Agency Retrieval Email***

From:	support@grants.gov [support@grants.gov]	Sent: Tue 5/20/2008 10:18 AM
To:	Sabharwal, Raj	
Cc:		
Subject:	Grants.gov Grantor Agency Retrieval Receipt for Application GRANT00080623	
Attachments:		

Your application has been retrieved by the Grantor agency and is currently being reviewed.

Type: GRANT  
Grants.gov Tracking Number: GRANT00080623

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>

# TRACKING YOUR APPLICATION PACKAGE

## NOTIFICATION 4: Agency Assigned Tracking Number

If a grantor agency specific tracking number is assigned to your application package, you will receive an email from Grants.gov indicating that an agency specific tracking number has been assigned to your application package. The agency specific tracking number is not included in this email.

The grantor agency will send you an email containing their tracking number, this tracking number can only be used to track your application package within the grantor agency's system.

\* *Please Note:* To track your application within the Grants.gov system you must use the tracking number assigned to you by Grants.gov (the Grants.gov tracking number is sent in the submission receipt email).

### **Example Agency Assigned Tracking Number**

From:	support@grants.gov [support@grants.gov]	Sent: Tue 5/20/2008 10:18 AM
To:	Sabharwal, Raj	
Cc:		
Subject:	Grants.gov Agency Tracking Number Assignment for Application GRANT00080623	
Attachments:		

Your application has been reviewed by the Grantor agency and assigned an Agency Tracking Number.

You will need the Agency Tracking Number when corresponding with the Grantor agency about your application.

Use the Grants.gov Tracking Number at Grants.gov to check your application's status and to obtain your Agency Tracking Number.

Type: GRANT  
Grants.gov Tracking Number: GRANT00080623

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>



# TRACKING YOUR APPLICATION PACKAGE

## 2. TRACKING A SUBMISSION

Soon after you submit your application package and receive the submission confirmation page and receipt confirmation email (as mentioned above), with your Grants.gov tracking number and the “Track My Application” link, you (or any other member of your organization with the tracking number) will be able to check the status of your application without logging into Grants.gov.

To track the progress of your application, in the For Applicants section, select “**Track My Application**” from the left side navigation from the Grants.gov homepage. This will take you to the “Track My Application” screen.

### “Track My Application” Screen

The screenshot shows the Grants.gov website interface. At the top, the Grants.gov logo is on the left, and navigation links (Contact Us, SiteMap, Help, RSS, Home) are on the right. A left-hand navigation menu is visible, with 'Track Your Application' highlighted in red and circled. The main content area has a breadcrumb trail 'Home > For Applicants' and a heading 'FOR APPLICANTS'. Below the heading, there are 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):'. A text input box is provided for entering tracking numbers, with a 'Track' button below it. At the bottom of the main content area, there is a 'Warning Notice!' section with text regarding U.S. Government computer system access and security.

# TRACKING YOUR APPLICATION PACKAGE

Once on the “Track My Application” screen, enter up to five Grants.gov tracking numbers, one per line and click the **Track** button.

After you enter your 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

## Tracking Results Screen

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 form!
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