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Applicant

User Guide

Version 3.0
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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.

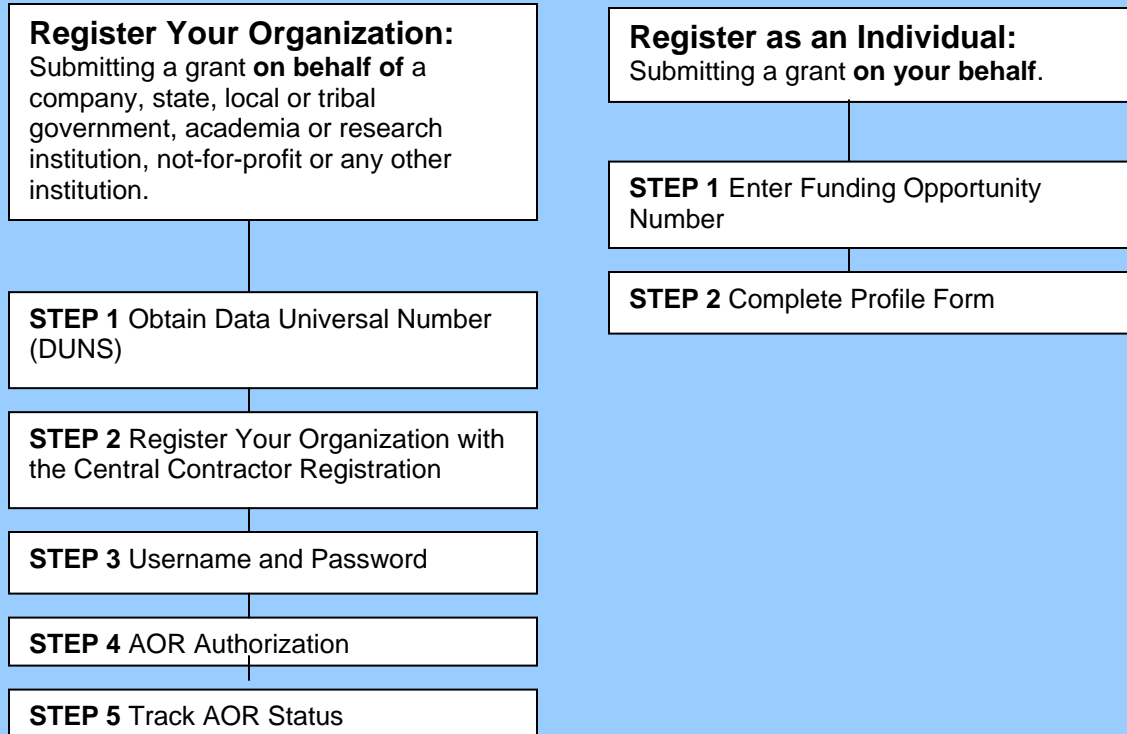
Provided information in this user guide:

- How To Register Your Organization
- How To Register As An Authorized Organization Representative
- How To Register As An Individual
- Find and Search Grant Opportunities
- Download Application Packages
- Apply For Grants
- Track Your Application
- And How To Stay Connected

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.



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.

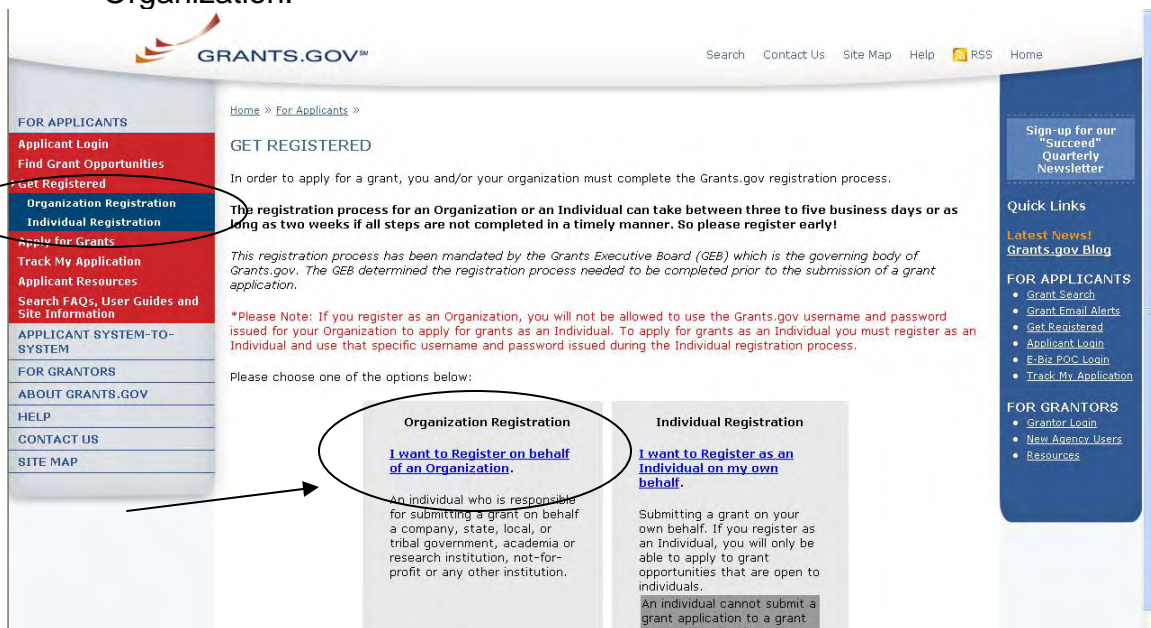
If you are submitting an application as an individual, please go to the [Individual Registration](#) section of the user guide.

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. Select **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

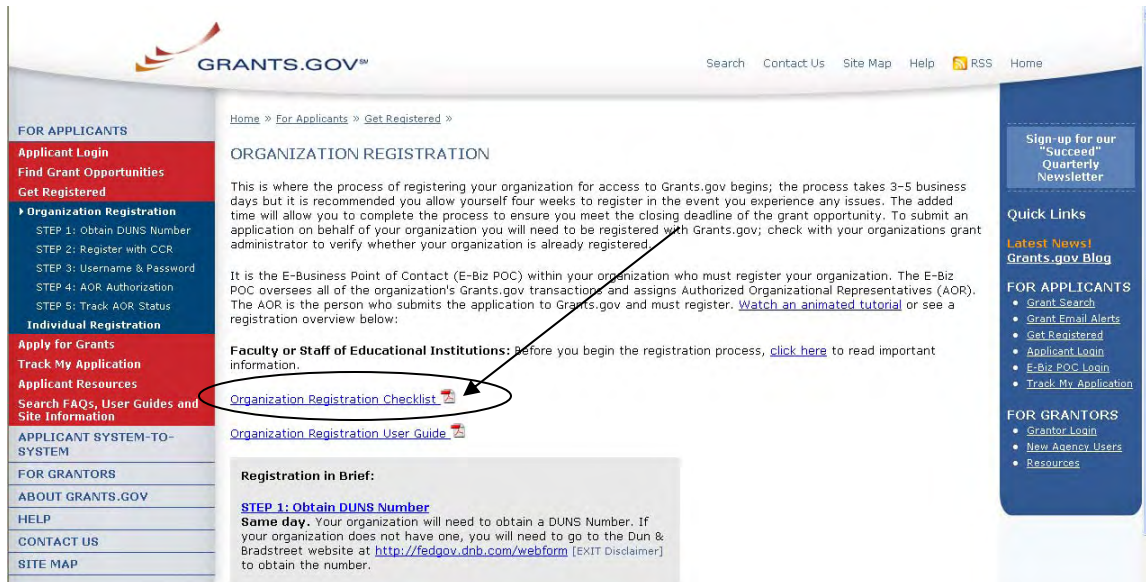
In order to help you navigate the process of registering your organization, Grants.gov has developed a registration checklist.

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.

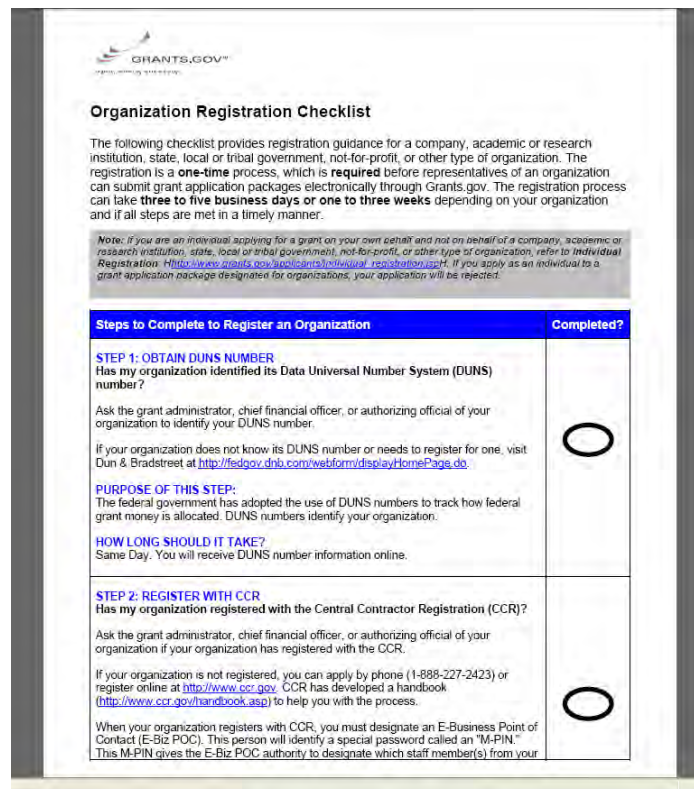
The screenshot shows the Grants.gov website's registration page. At the top, the Grants.gov logo and navigation links (Search, Contact Us, Site Map, Help, RSS, Home) are visible. The left sidebar contains a 'FOR APPLICANTS' section with links like 'Applicant Login', 'Find Grant Opportunities', and 'Get Registered'. The main content area is titled 'GET REGISTERED' and includes a 'Please Note' section and two registration options: 'Organization Registration' and 'Individual Registration'. The 'Organization Registration' option includes a link to the 'Organization Registration Checklist'. The right sidebar has a 'Quick Links' section with a 'Get Registered' link circled in red. Another red circle and arrow point to the 'Organization Registration Checklist' link in the main content area.

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 select 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.



Step 1: Obtaining a DUNS Number

In order to register with the Central Contractor Registration (CCR), a requirement for registering with Grants.gov, your organization will need a Data Universal Number System (DUNS) number. A DUNS Number is a unique nine-character identification number provided by the commercial company [Dun & Bradstreet \(D&B\)](#). 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, select [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". It 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 asks if the organization has identified its DUNS number and provides a link to register or search for a DUNS number: <http://fedgov.dnb.com/webform/displayHomePage.do>. The page also contains sections for "PURPOSE OF THIS STEP:", "HOW LONG SHOULD IT TAKE?", and "WHAT IS A DUNS NUMBER & WHY DO I NEED OBTAIN ONE?". A list of information needed to obtain a DUNS number is provided, including organization name, address, CEO name, legal structure, start year, primary business type, and employee count. The left sidebar contains navigation links for "FOR APPLICANTS", "FOR GRANTORS", and "HELP". The right sidebar features a "Sign-up for our 'Succeed' Quarterly Newsletter" and "Quick Links" for various user actions.

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 on 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. 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](#).

D&B
Decide with Confidence

D&B DUNS Numbers™
for US Government
Contractors & Grantees

Welcome to the D&B Online Webform Process for US Govt Contractors and Grantees

**Begin D-U-N-S Search/
Request Process**

**About the D&B
D-U-N-S Number**

**Frequently Asked
Questions (FAQ)**

**D&B, CCR, Grants
Contacts**

**D&B's Privacy
and Data Policy**

Welcome to the D&B D-U-N-S Request Service
for US Federal Government Contractors and Grantees

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

Click here to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day.

Click here to request your D-U-N-S Number by phone, (for U.S., Puerto Rico, and U.S. Virgin Islands Only).

For technical difficulties, contact govtd@dnb.com

Step 2: Register with CCR

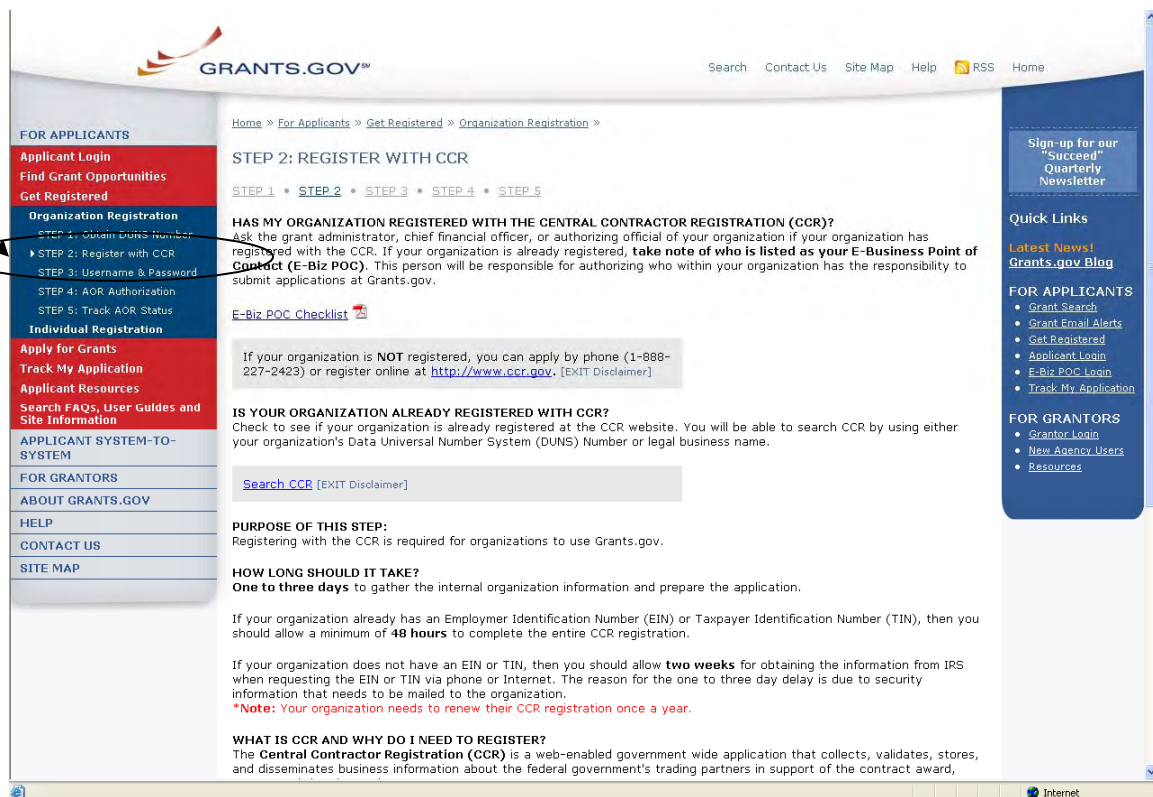
The Central Contractor Registration (CCR) is a government-wide registry for vendors doing business with the federal government. The CCR centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses the CCR 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 user guide at <http://www.ccr.gov/handbook.asp>.

Instructions for Registering with CCR

On Grants.gov under For Applicants >> Get Registered >> Organization Registration, select [Step 2: Register with CCR](#) in the left navigation to register online.



The screenshot shows the Grants.gov website interface. The left navigation menu is on the left, with 'Organization Registration' and 'STEP 2: Register with CCR' highlighted. The main content area is titled 'STEP 2: REGISTER WITH CCR' and includes a breadcrumb trail: 'Home > For Applicants > Get Registered > Organization Registration >'. Below the title is a progress bar with 'STEP 2' highlighted. The main content area contains several sections:

- 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.
[E-Biz POC Checklist](#)
- 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,

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. Select the **Start New Registration** link at the top left of the screen.



3. Next follow the on screen instructions, once you select of the choices, select the **Continue** link to proceed.



4. On the next screen review the four key items you will need before registering. Then select **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 select 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.

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

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" (more details can be found on page 9 in the CCR user guide) – the Tax Identification Number information will be validated at IRS; <http://www.ccr.gov/handbook.asp> (Financial information can be found on pg 16 in the user guide)

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 18 in the user guide)

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.

Step 3: Username & Password

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.

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.

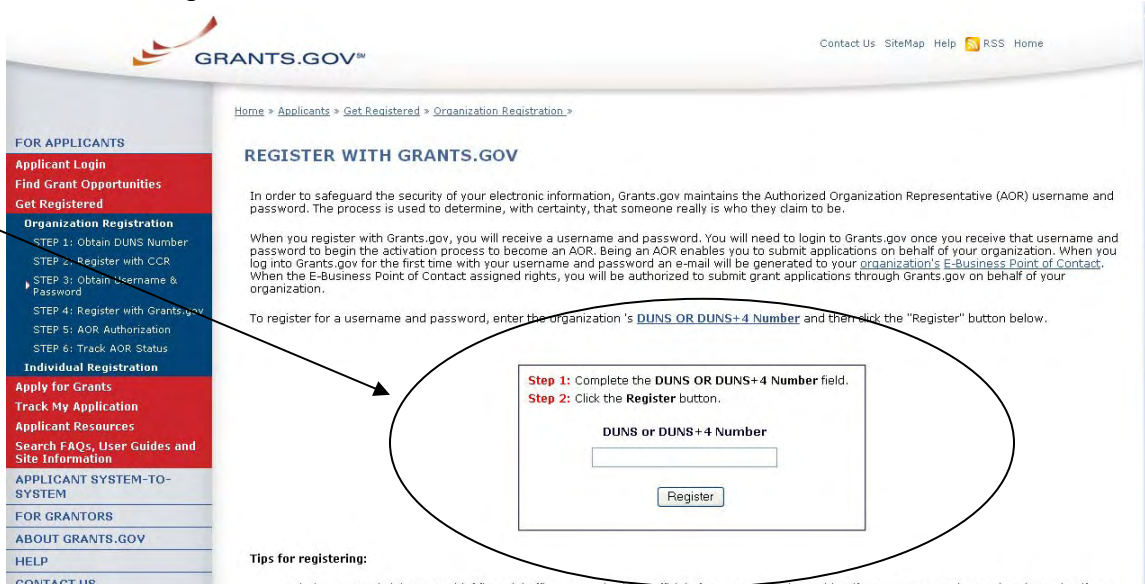
Instructions for obtaining your Username and Password

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

1. Select **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, select **Organization Registration** in the left navigation.
3. Under Organization Registration, select **STEP 3: Username & Password**.
4. Once you are on **STEP 3: Username & Password** screen, select the link **Create Username and Password** in the gray bar on the screen.

The screenshot displays the Grants.gov website interface. The top navigation bar includes 'Search', 'Contact Us', 'Site Map', 'Help', 'RSS', and 'Home'. The left sidebar contains a 'FOR APPLICANTS' section with links for 'Applicant Login', 'Find Grant Opportunities', 'Get Registered', 'Organization Registration', 'Individual Registration', and 'FOR GRANTORS'. The 'Organization Registration' section is expanded, showing 'STEP 1: Obtain DUNS Number', 'STEP 2: Register with CCR', 'STEP 3: Username & Password', and 'STEP 4: AOR Authorization'. The main content area is titled 'STEP 3: USERNAME & PASSWORD' 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'. A section titled 'HAVE YOU CREATED YOUR USERNAME AND PASSWORD?' provides instructions for AORs. A prominent link 'Create a Username and Password: <http://at07apply.grants.gov/apply/OrcRegister>' is highlighted in a gray bar. Below this, there are sections for 'PURPOSE OF THIS STEP:', 'HOW LONG SHOULD IT TAKE?', and 'WHY DO I NEED TO CREATE A USERNAME & PASSWORD?'. The right sidebar features a 'Sign-up for our "Succeed" Quarterly Newsletter' and a 'Quick Links' section with 'Latest News!' and 'Grants.gov Blog'. Below that, there are sections for 'FOR APPLICANTS' and 'FOR GRANTORS' with various links.

- At the bottom of the screen you will need to enter your organization's DUNS Number and select 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. 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 select the **Continue** button.

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



- Once you have selected the Continue 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 select the "Submit" button.

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

GRANTS.GOV™

Contact Us SiteMap Help RSS Home

Home > Applicant Registration

APPLICANT REGISTRATION

Please review the information entered below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please click the Submit button on the bottom of the page.

First Name: Grant
MI: D
Last Name: Gov
Job Title: Grant Writer
DUNS: [Redacted]
Telephone: [Redacted]
Email: grantwriter@grants.gov
Secret Question: What is my favorite site
Secret Answer: [Redacted]
User Name: [Redacted]

[Edit] [Submit]

Warning Notice

9. 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 select 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 select **Submit** until you receive the successful message.

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

GRANTS.GOV™

Contact Us SiteMap Help RSS Home

Home > Applicant Registration

APPLICANT REGISTRATION

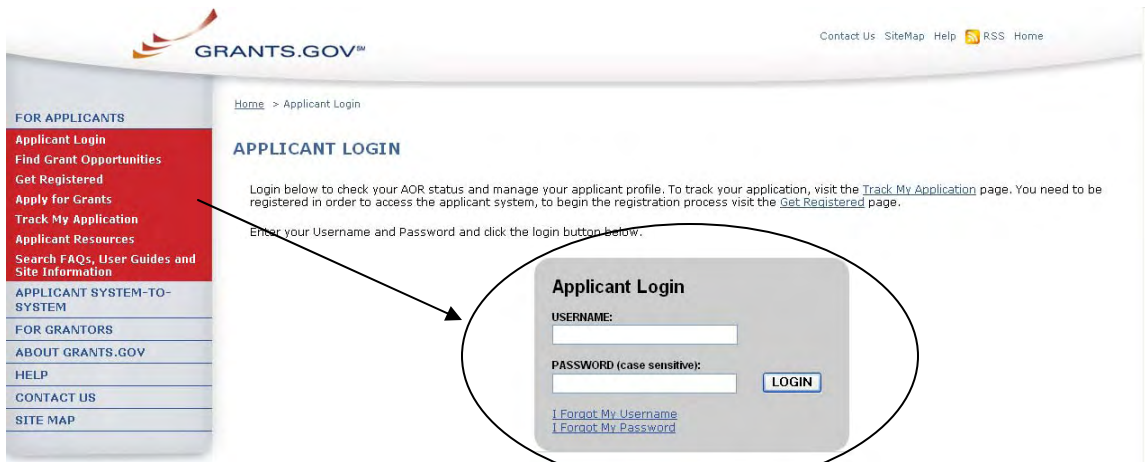
Please review the information entered below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please click the Submit button on the bottom of the page.

• You are successfully registered.

First Name: Grant
MI: D
Last Name: Gov
Job Title: Grant Writer
DUNS: [Redacted]
Telephone: [Redacted]
Email: grantwriter@grants.gov
Secret Question: What is my favorite site
Secret Answer: [Redacted]
User Name: [Redacted]

[Continue]

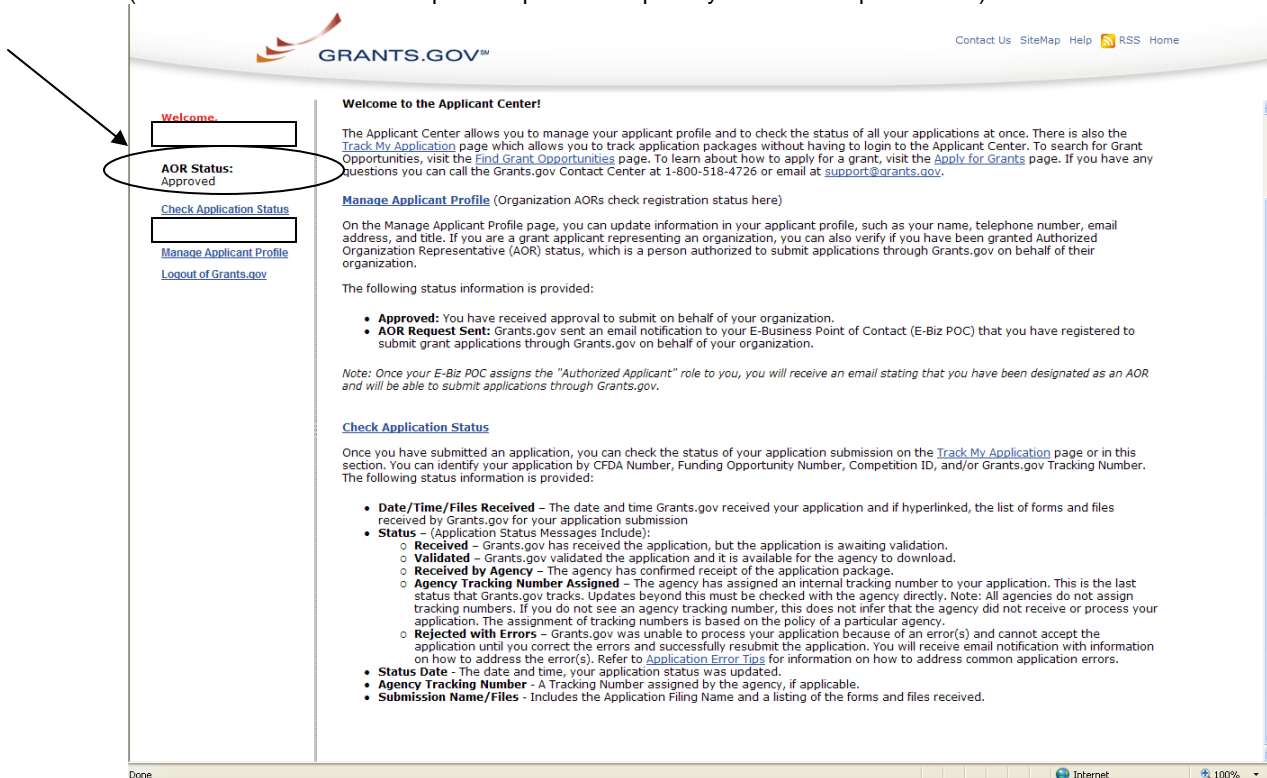
10. Using the username and password you just created, fill out the form and select the **Login** button, this is where you can track your AOR status, manage your profile and in the future check your application status.



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 check your AOR status by visiting the Applicant Center, simply login using the link on the left navigation or in the right quick links throughout the website.

Once logged into the Applicant Center your AOR status appears in the left navigation as shown below.

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

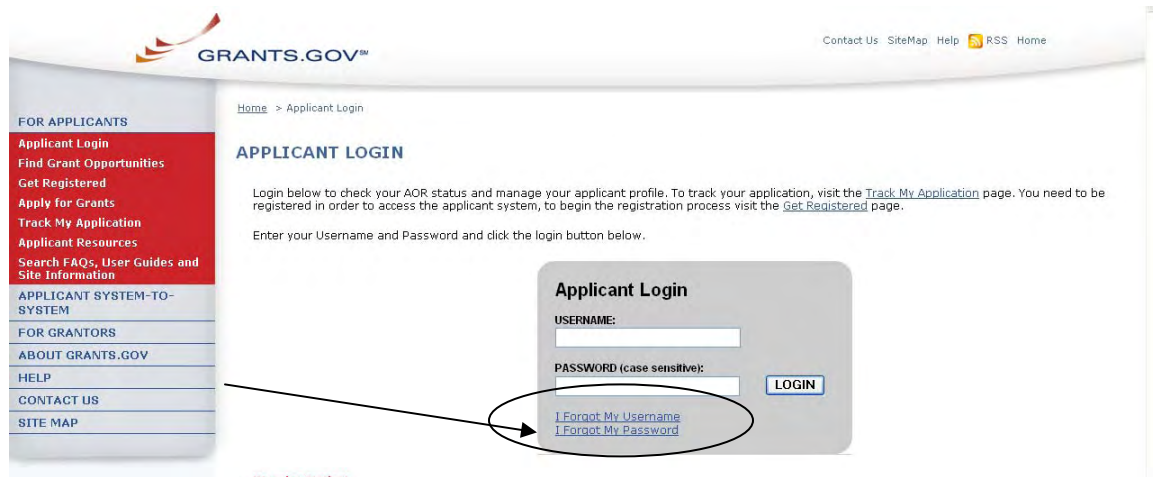


You will NOT be able to submit applications until the E-Business Point of Contact has completed the authorization of your Grants.gov profile.

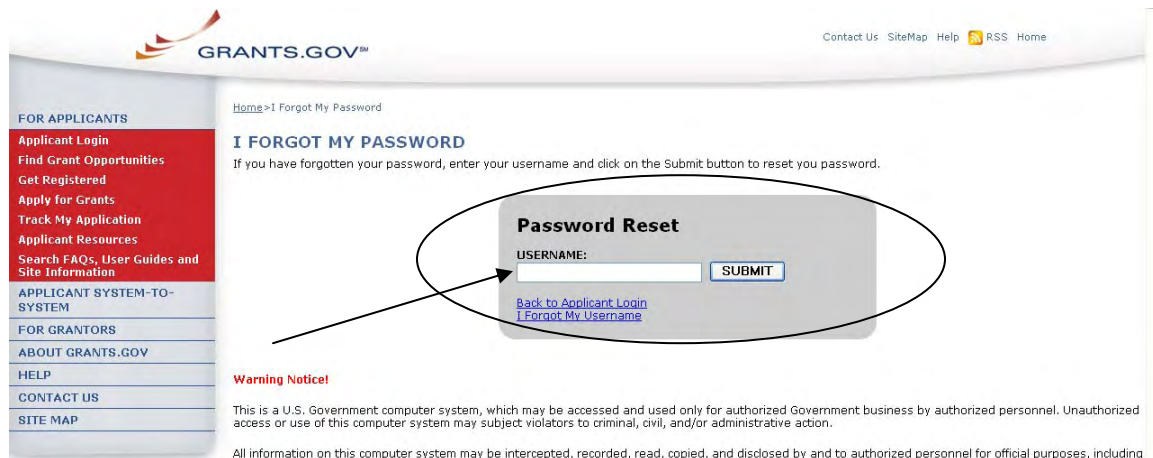
Forgot My Password (Organization)

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

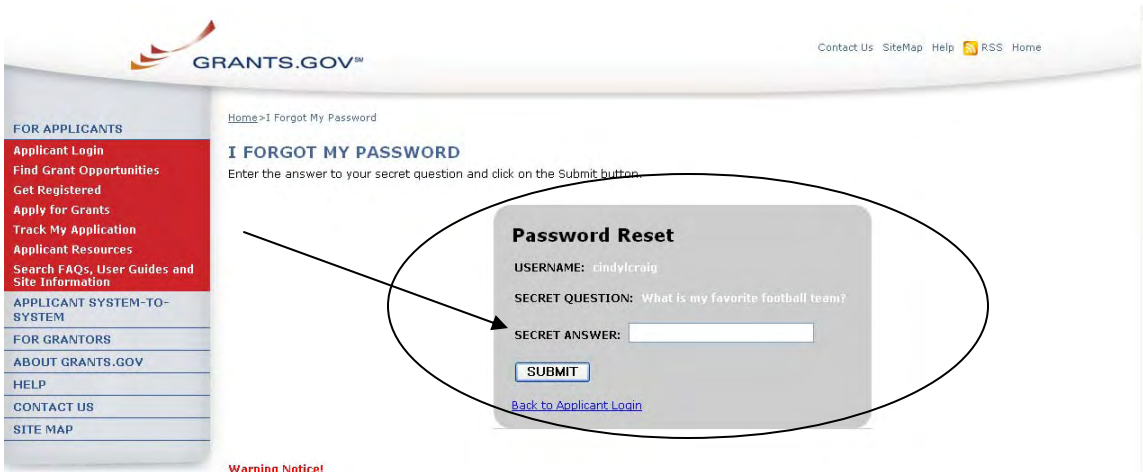
Go to the [Applicant Login](#) page and select the link "I Forgot My Password".



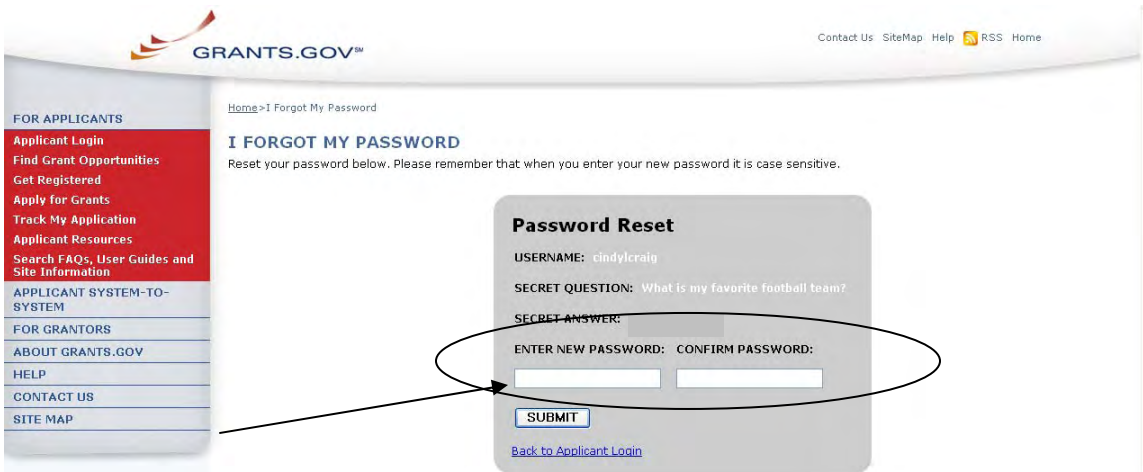
Then enter your username and select the **Login** button.



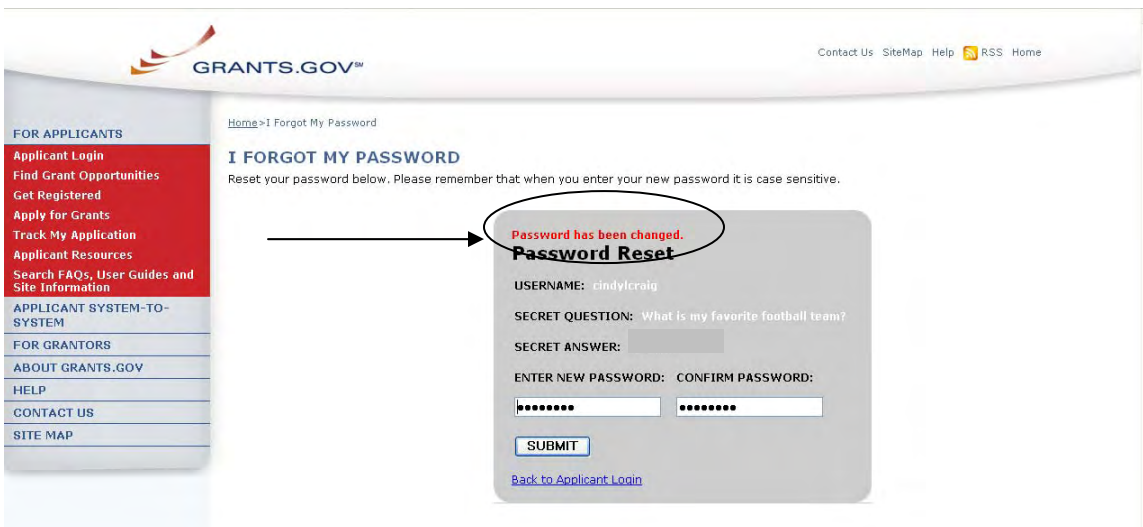
You will be directed to the I Forgot My Password page. Simply enter the answer to your secret question and then select the **Submit** button to reset your password.



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 select the **Submit** button.

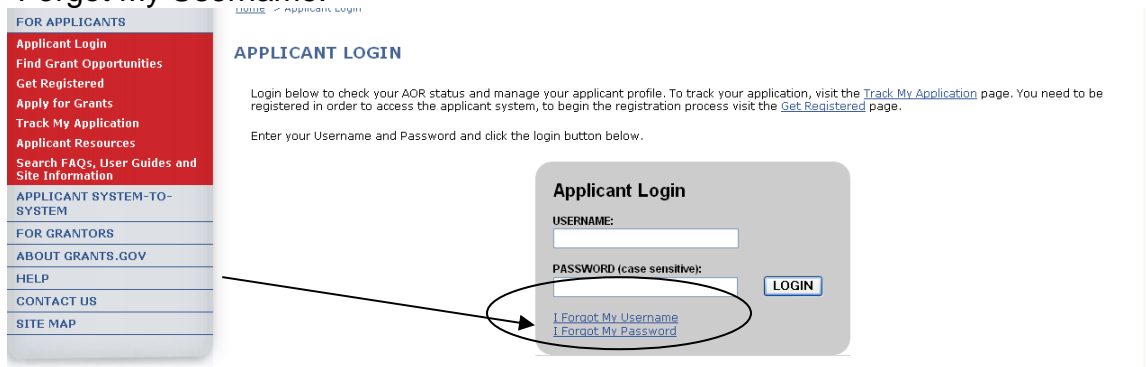


Once you have reset your password a message will appear that your password was reset successfully.



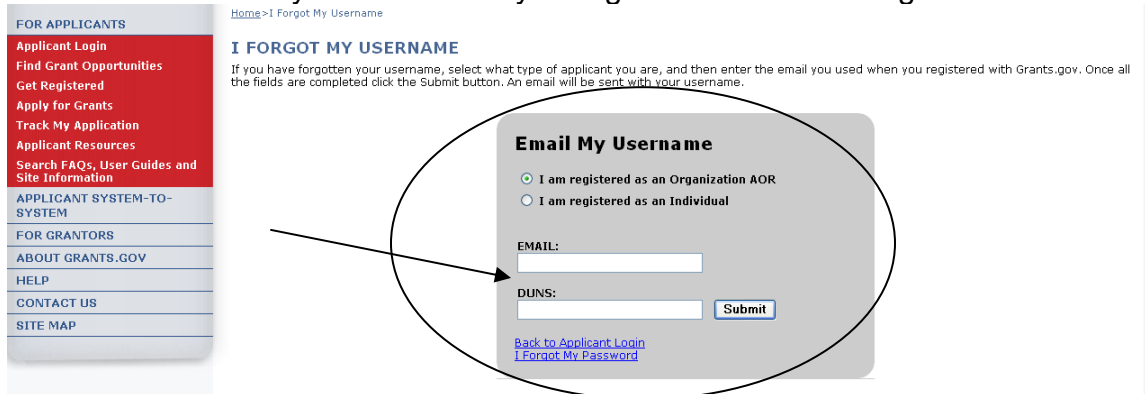
Forgot My Username (Organization)

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 select the link “Forgot My Username.”



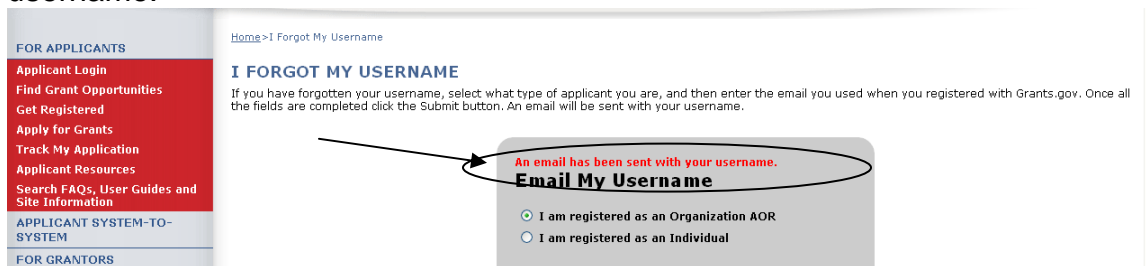
The screenshot shows the 'APPLICANT LOGIN' page. On the left is a navigation menu with 'Applicant Login' highlighted. The main content area has the heading 'APPLICANT LOGIN' and instructions to login. Below the instructions is a form with fields for 'USERNAME:' and 'PASSWORD (case sensitive):', a 'LOGIN' button, and two links: 'I Forgot My Username' and 'I Forgot My Password'. A red circle highlights the 'I Forgot My Username' link, with an arrow pointing from the navigation menu.

Please select “I am registered as an Organization AOR.” Then enter the email and DUNS Number you used when you registered with Grants.gov.



The screenshot shows the 'I FORGOT MY USERNAME' page. It includes instructions and a form titled 'Email My Username'. The form has two radio buttons: 'I am registered as an Organization AOR' (selected) and 'I am registered as an Individual'. Below are fields for 'EMAIL:' and 'DUNS:', and a 'Submit' button. At the bottom are links for 'Back to Applicant Login' and 'I Forgot My Password'. A red circle highlights the 'I am registered as an Organization AOR' radio button, with an arrow pointing from the navigation menu.

Once you have entered the email and DUNS Number you used when you registered with Grants.gov, simply select the **Submit** button. After selecting **Submit** you will see a message stating “An email has been sent with your username.”



The screenshot shows the 'I FORGOT MY USERNAME' page after submission. A red message box at the top says 'An email has been sent with your username.' Below the message is the 'Email My Username' form with the 'I am registered as an Organization AOR' radio button selected. A red circle highlights the success message, with an arrow pointing from the navigation menu.

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-Business Point of Contact (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.

Step 4: AOR Authorization

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 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. 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.

Note: In some organizations, a person may serve as both an E-Biz POC and an AOR, in this case you will need perform this step and approve yourself as an AOR. If you are the E-Biz POC and want to submit applications on Grants.gov, you will need to register with Grants.gov as an AOR, using an alternate email than the one used in correlation with the E-Biz POC, and authorize yourself as an AOR.

After an AOR registers with Grants.gov, the E-Biz POC will have to approve the request. After the AOR has submitted their request, the E-Biz POC will complete the fourth 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 4: AOR AUTHORIZATION" 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 (highlighted), and STEP 5. The main text explains that the E-Biz POC must approve the AOR status, which allows the user to submit applications on behalf of the organization. It provides instructions on how to login and approve the AOR, and mentions that a confirmation email will be sent. A red circle highlights a link labeled "E-Biz POC Checklist" with a document icon. The right sidebar contains a "Sign-up for our 'Succeed' Quarterly Newsletter" button, "Quick Links" section, "Latest News! Grants.gov Blog", "FOR APPLICANTS" section with links like Grant Search, Grant Email Alerts, Get Registered, Applicant Login, E-Biz POC Login, and Track My Application, and "FOR GRANTORS" section with links like Grantor Login, New Agency Users, and Resources.

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).

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

1. Select **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 4: AOR Authorization** from the navigation.
4. Once on the **STEP 4: AOR Authorization** page, select 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.



GRANTS.GOV™
FIND. APPLY. SUCCEED.

E-Business Point of Contact Registration Checklist

Grants.gov safeguards an organization from individuals who may attempt to submit grant application packages without permission by providing the organizations with the capability of having an E-Business Point of Contact (E-Biz POC). The E-Biz POC determines who is allowed to submit grant application packages via Grants.gov on behalf of an organization. The following checklist provides registration guidance for the E-Biz POC during the registration process. The registration process can take one to three days depending on your organization.

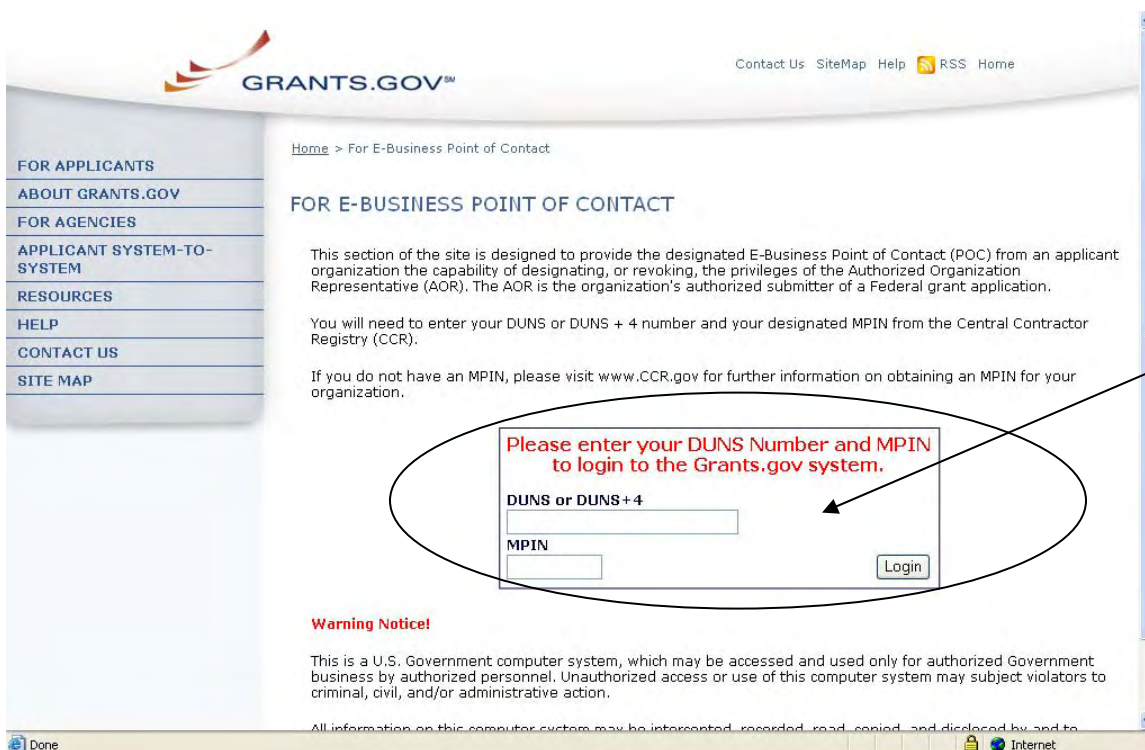
Note: If you are a grant applicant, who is submitting a grant application on your own behalf and not on behalf of a company, academic or research institution, state, local or tribal government, not-for-profit, or other type of organization, refer to Individual Registration: http://www.grants.gov/applicants/individual_registration.jsp. If you apply as an individual to a grant application package designated for organizations, your application will be rejected.

Steps to Complete	Completed?
<p>STEP 1: OBTAIN DUNS NUMBER Has my organization identified its DUNS Number?</p> <p>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, call Dun & Bradstreet at 1-866-705-5711 and follow the automated prompts to find this information.</p> <p>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.</p> <p>HOW LONG SHOULD IT TAKE? Same Day. You will receive DUNS number information at the conclusion of the phone call. A recipient with a NEW DUNS number must wait 24 hours before applying for CCR registration.</p>	○
<p>STEP 2: REGISTER WITH CCR Has my organization registered with the Central Contractor Registry (CCR)?</p> <p>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 not registered, you can apply by phone (1-888-227-2423) or register online at http://www.ccr.gov. When you register be sure to name yourself as the E-Biz POC. <i>Note: Your organization needs to renew their CCR registration once a year.</i></p> <p>PURPOSE OF THIS STEP: Registering with the CCR is required for organizations to use Grants.gov and you need to name yourself the E-Biz POC to authorize AORs to be able to apply for grants.</p> <p>HOW LONG SHOULD IT TAKE? One to three days to gather the internal organization information and prepare the application. One business day from the point of submitting the CCR Registration.</p>	○

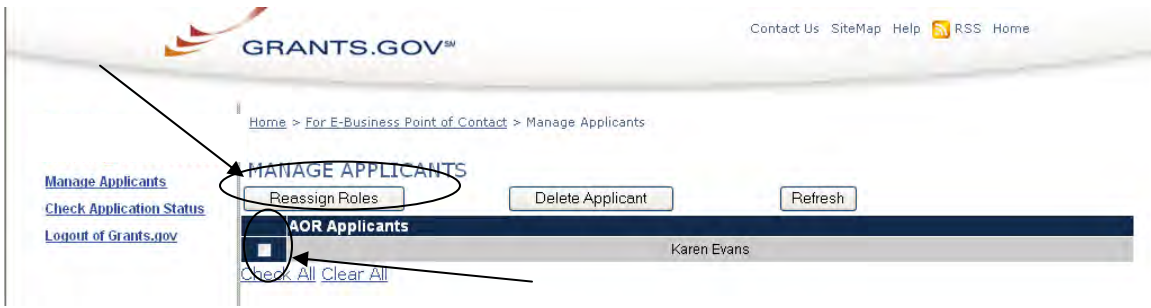
To login and assign the Authorized Applicant Role as an E-Biz POC, select the [E-Biz POC Login](#) link in the right navigation menu under Quick Links in the blue box, on most Grants.gov pages.



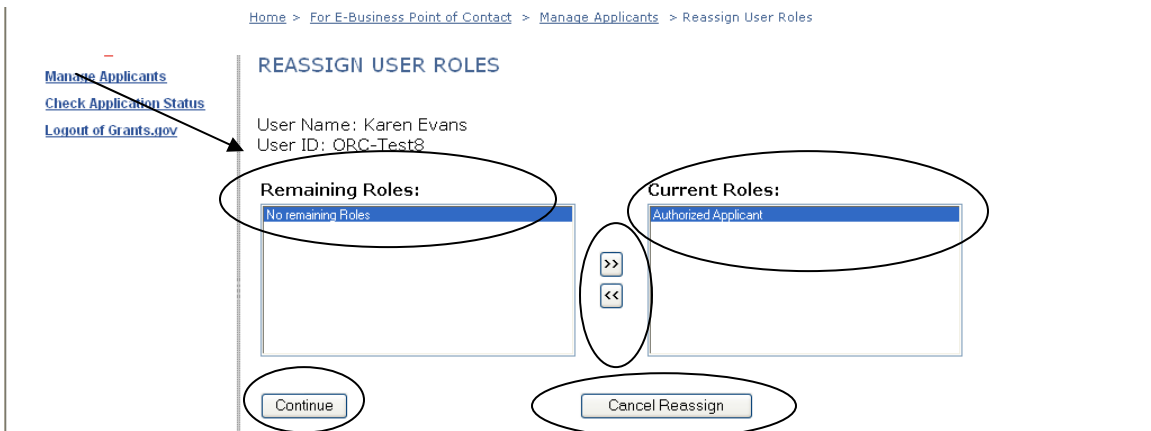
1. On the For E-Business Point of Contact screen enter your organization's DUNS Number and MPIN and select the **Login** button.



2. Once you are logged in, select the **Manage Applicants** link on the left of the screen. This will take you to the Manage Applicants screen.
3. Select the name of the person for whom you want to assign the Authorized Applicant role by selecting in the checkbox next to that person's name.
4. Select the **Reassign Roles** button.



5. This will take you to the Reassign User Roles screen. Select the Authorized Applicant role in the Remaining Roles box by selecting it. Select the double arrow pointing toward the Current Roles box.
6. To save your changes, select the **Continue** button. The AOR will now be able to submit an application. Or to cancel your changes, select the **Cancel Reassign** button.



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

Step 5: Track AOR Status

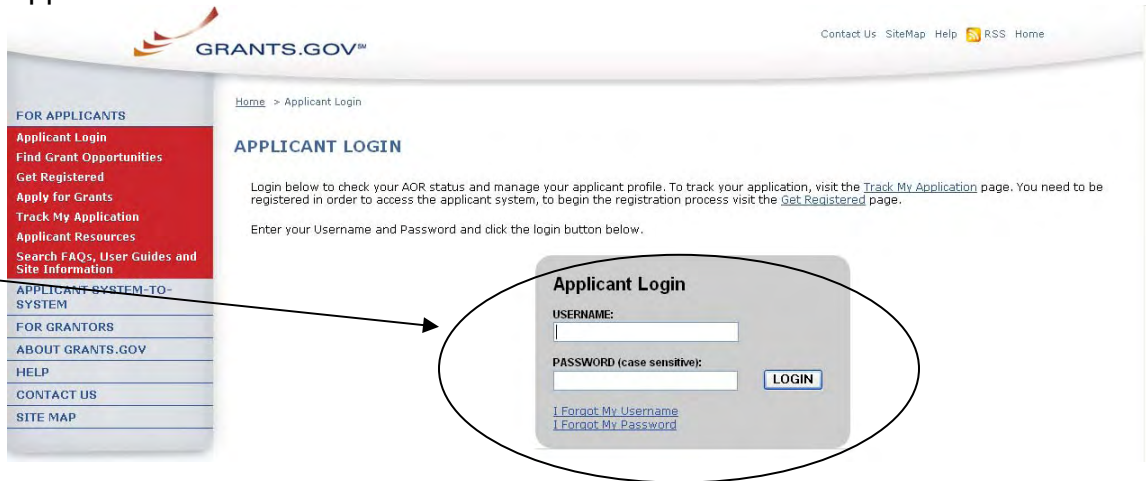
Applicants have the ability to login and check their AOR status by logging in as an applicant. You can learn more on the [Step 5: Track AOR Status](#) page.

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 > STEP 5. Below the title, there are sections for "WHERE DO I GO TO TRACK MY AOR STATUS?", "Check Your AOR Status:" with a URL, "PURPOSE OF THIS STEP:", "HOW LONG SHOULD IT TAKE?", "WHAT DOES MY E-BIZ POC NEED TO DO?", and "Once you are authorized by your E-Biz POC you have completed the Organization Registration Process!". A sidebar on the left contains navigation links for Applicants, Grant Opportunities, and Registration. A sidebar on the right includes a newsletter sign-up and quick links.

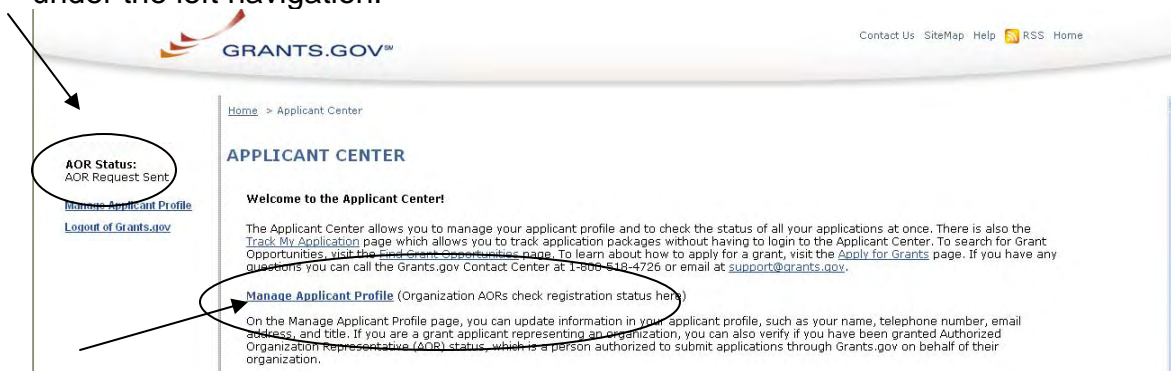
Applicants also have the ability to login and check their AOR status from the homepage. To login as an Applicant select the [Applicant Login](#) link on the right navigation or in the Quick Links in the right blue navigation bar on the Grants.gov page.

The screenshot shows the Grants.gov homepage. The main heading is "Find. Apply. Succeed." Below it, there is a section for "What's New This Week at Grants.gov" with an important notice about submissions. The left navigation bar has a red circle around the "Applicant Login" link. The right navigation bar has a red circle around the "Applicant Login" link in the "FOR APPLICANTS" section.

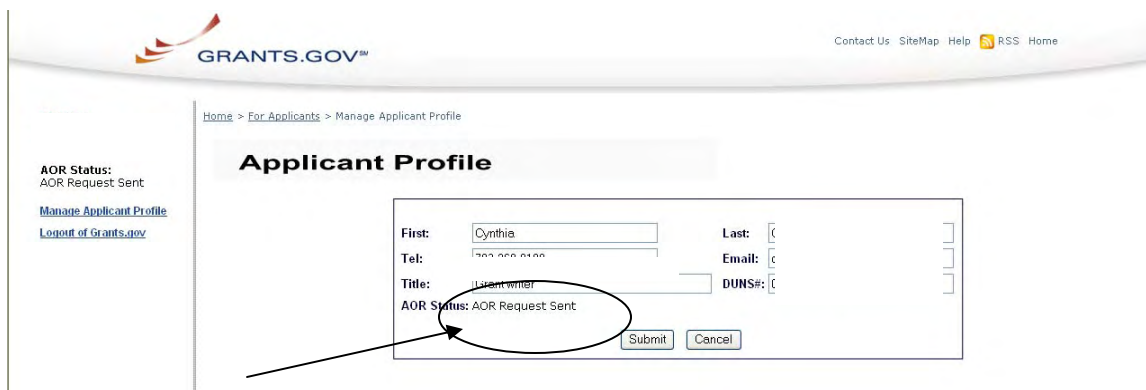
On the Applicant Login page enter your username and password, obtained while registering with Grants.gov. Then select the **Login** button to enter into the Applicant Center.



In the Applicant Center you can check your AOR status under Manage Applicant Profile and under the left navigation. To check your status select the **Manage Applicant Profile** link on the left navigation menu or review under the left navigation.



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 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. 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.

If you are submitting an application on behalf of an organization, please move to the [Organization Registration](#) section of the user guide.

Step 1: Enter Funding Opportunity Number (FON)

Select **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.

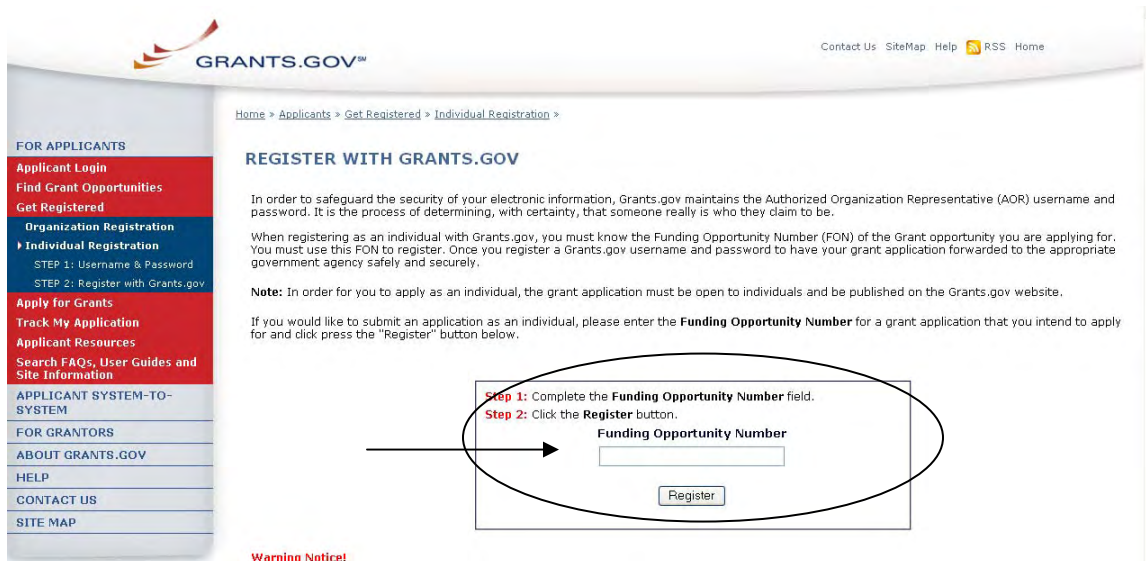
Once you land on the Get Registered screen, you will be presented with two options. If you are submitting an application on your own behalf – not on behalf of an organization – select [Individual Registration](#) in the left navigation bar or in the right gray bar on the screen.

The screenshot shows the Grants.gov website's 'GET REGISTERED' page. The page header includes the Grants.gov logo, a search bar, and navigation links for Contact Us, Site Map, Help, RSS, and Home. The main content area is titled 'GET REGISTERED' and contains the following text: '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 Individual Registration'. The 'Individual Registration' option is circled in red. Below the main content are two columns: 'Organization Registration' and 'Individual Registration'. The 'Individual Registration' column is also circled in red. On the left side, there is a blue navigation bar with 'Get Registered' circled in red. On the right side, there is a blue sidebar with 'Get Registered' circled in red. Arrows point from the text in the previous blocks to these specific elements on the page.

Select 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 select **Register**.



Step 2: Complete Profile Form

Once you enter a valid funding opportunity number you will need to complete a profile. 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 select the **Continue** button.

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

GRANTS.GOV™

Contact Us SiteMap Help RSS Home

Home > Applicant Registration

APPLICANT REGISTRATION

Please enter your information below. Required fields are denoted with an asterisk (*).

* First Name: Grants MI: D * Last Name: Gov

* Job Title: Grant Writer DUNS: [Redacted]

* Telephone: 111-111-1111 (xxx-xxx-xxxx) * Email: grants@grants.gov

* Secret Question: what is my favorite site

* Secret Answer: grants.gov

* User Name: grantsgov

* Password: ***** * Confirm Password: *****

On this screen you will need to validate your information. If you need to change your information select the **Edit** button, if your information is correct as entered select the **Submit** button.

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

GRANTS.GOV™

Contact Us SiteMap Help RSS Home

Home > Applicant Registration

APPLICANT REGISTRATION

Please review the information entered below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please click the Submit button on the bottom of the page.

First Name: Grants
MI: D
Last Name: Gov
Job Title: Grant Writer
DUNS: 000000001NDV
Telephone: 111-111-1111
Email: grants@grants.gov
Secret Question: what is my favorite site
Secret Answer: grants.gov
User Name: grantsgov

Warning Notice

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 select the **Continue** button on the bottom of the page. If you don’t receive the successful message another message will appear stating what issue needs to be addressed. Simply correct the error or contact the Contact Center for further assistance.

GRANTS.GOV™

Contact Us SiteMap Help RSS Home

Home > Applicant Registration

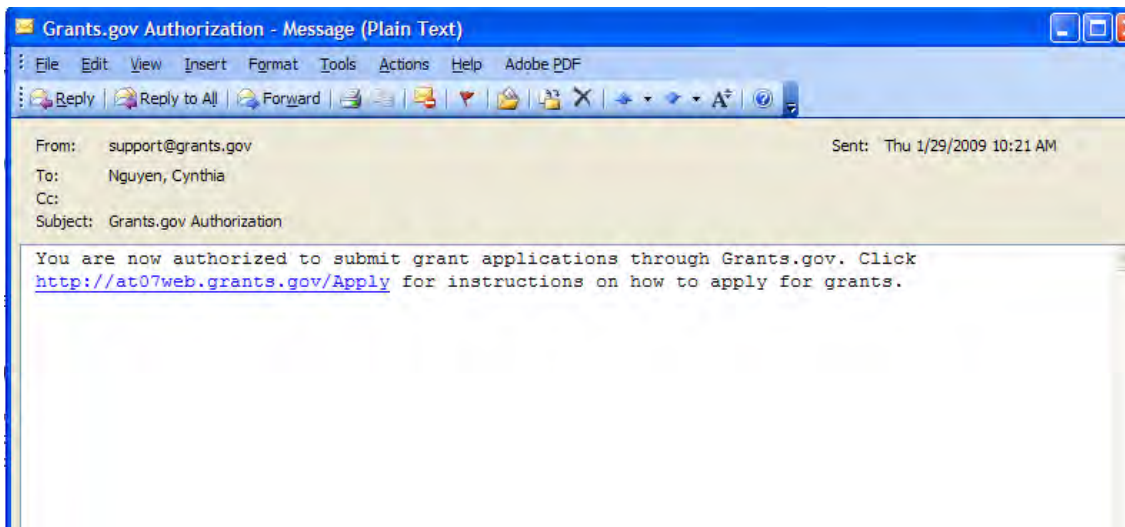
APPLICANT REGISTRATION

Please review the information entered below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please click the Submit button on the bottom of the page.

You are successfully registered.

First Name: Grants
...

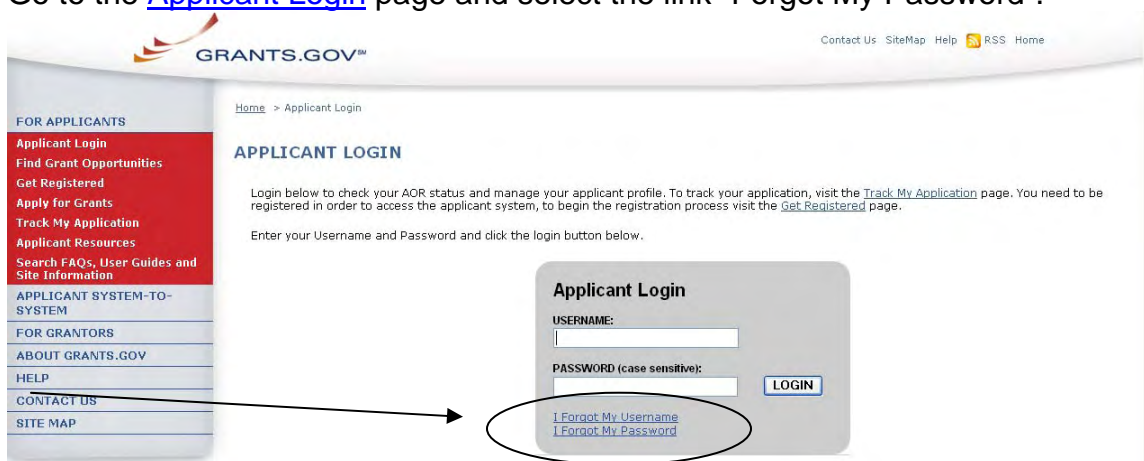
You will receive an email notification that will let you know you are able to apply for grant opportunities as an Individual.



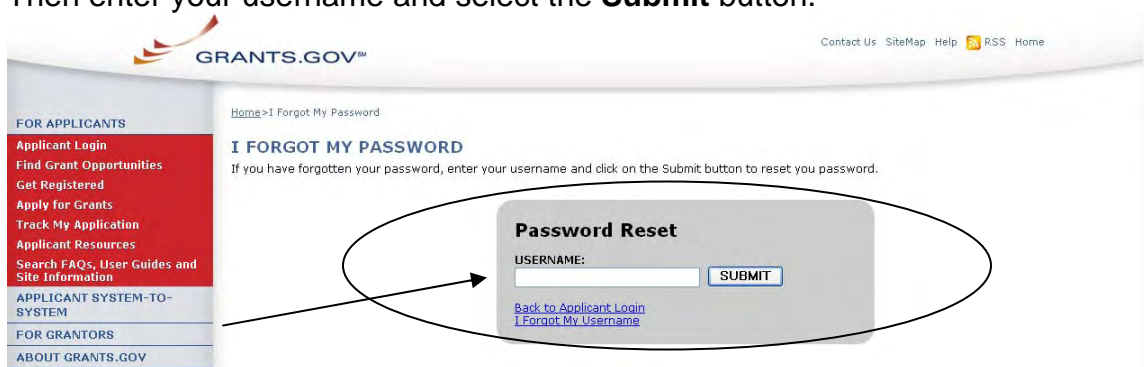
Forgot My Password (Individual)

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

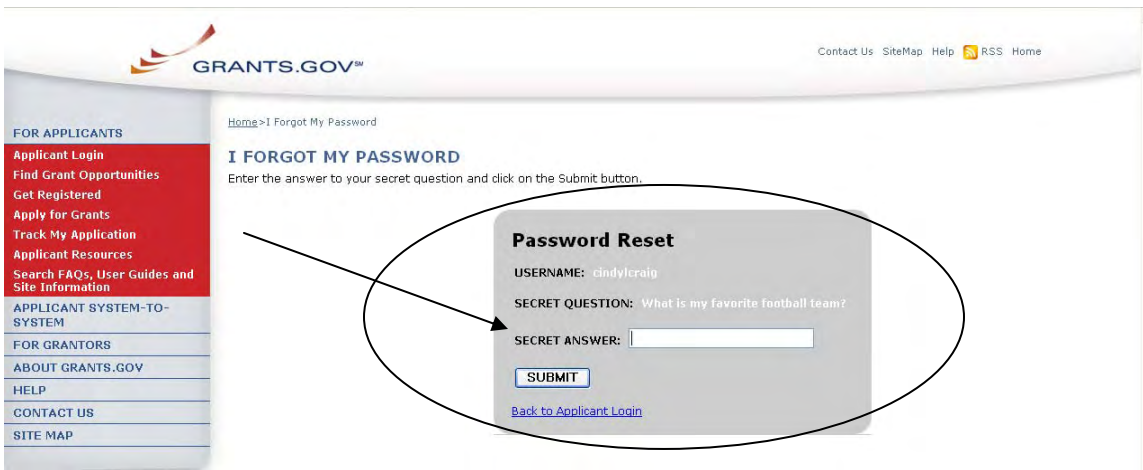
Go to the [Applicant Login](#) page and select the link "Forgot My Password".



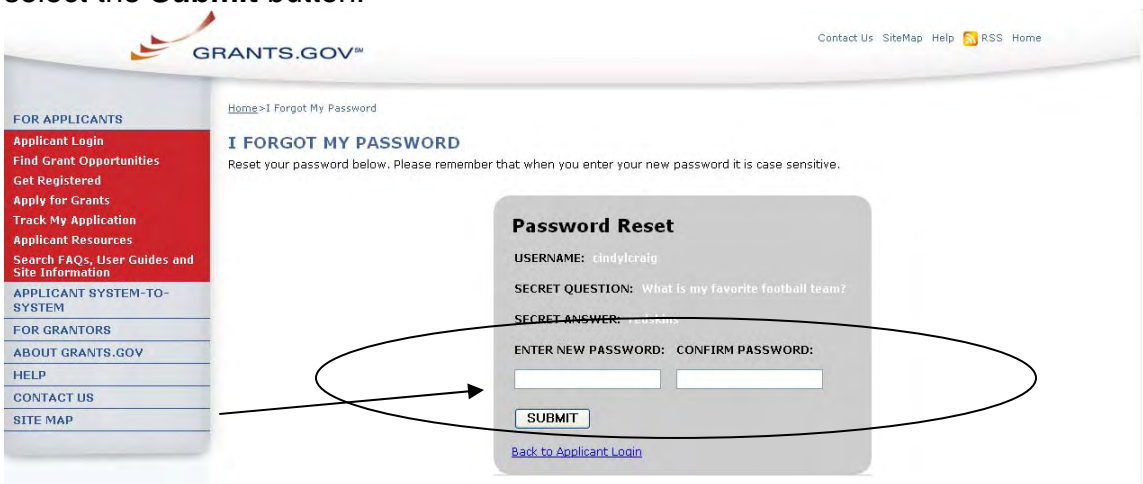
Then enter your username and select the **Submit** button.



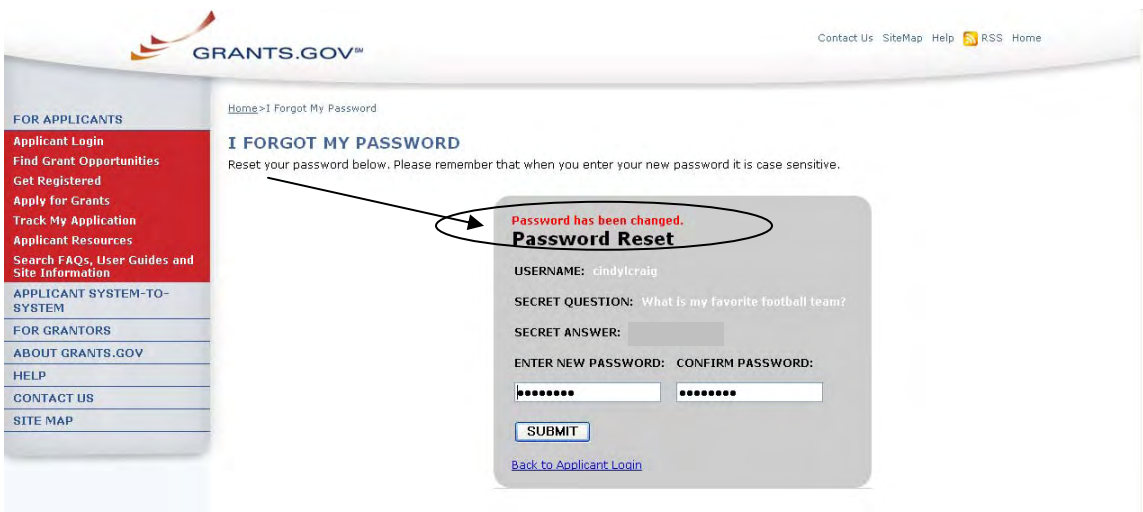
You will be directed to the reset your password. Simply enter the answer to your secret question and then select the **Submit** button to reset your password.



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 select the **Submit** button.

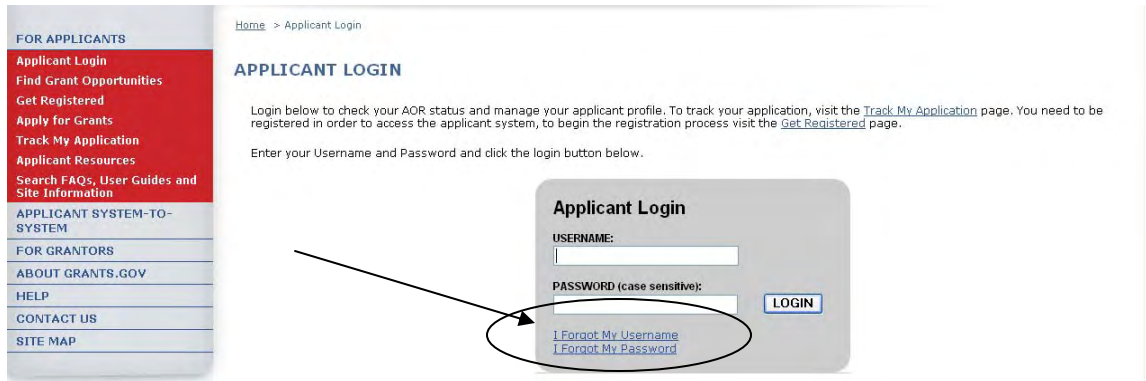


Once you have reset your password a message will appear that your password was reset successfully, "Password has been changed."



Forgot My Username (Individual)

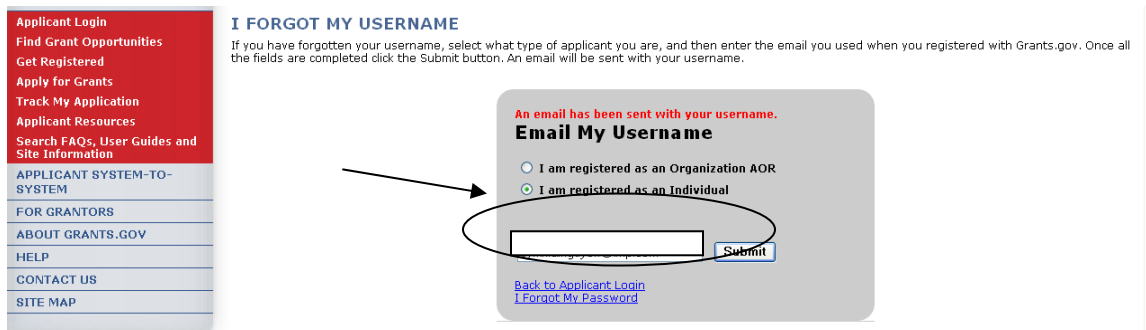
In the event that you forget your username, you can obtain a new username from the [Applicant Login](#) page. Go to the [Applicant Login](#) page and select the link “Forgot My Username”.



Please select “I am registered as an 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 select the **Submit** button. After selecting **Submit** you will see a message stating “An email was sent with your username.”



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. How to download, apply, track and sign-up for email subscription to receive email alerts about new grant opportunities.



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://at07web.grants.gov/

Google entertainment weekly ryan reynolds

GRANTS.GOV™

Search Contact Us Site Map Help RSS

FOR APPLICANTS

- Applicant Login
- Find Grant Opportunities
- Get Registered
- Apply for Grants
- Track My Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

FOR GRANTORS

- Grantor Login
- New Agency Users
- Resources

FOR APPLICANTS

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

FOR GRANTORS

- Grantor Login
- New Agency Users
- Resources

Quick Links

- Sign-up for our "Succeed" Quarterly Newsletter
- Latest News
- Grants.gov Blog

What's New This Week at Grants.gov

New Opportunities This Week

***IMPORTANT NOTICE:** All applicants please read immediately

Over 200,000 Submissions Received!

Adobe Reader versions 8.1.5 and 9.1.1 released and compatible with Grants.gov

May 25, 2009: Grants.gov closed in observance of Memorial Day

May 30-31, 2009: Grants.gov will be unavailable due to System Build - May 2009

Recovery Act Opportunities on Grants.gov

Notices and System Information (Login Issues, Error Messages, Adobe Reader)

Verify if Your Adobe Reader Version is Compatible with Grants.gov

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.

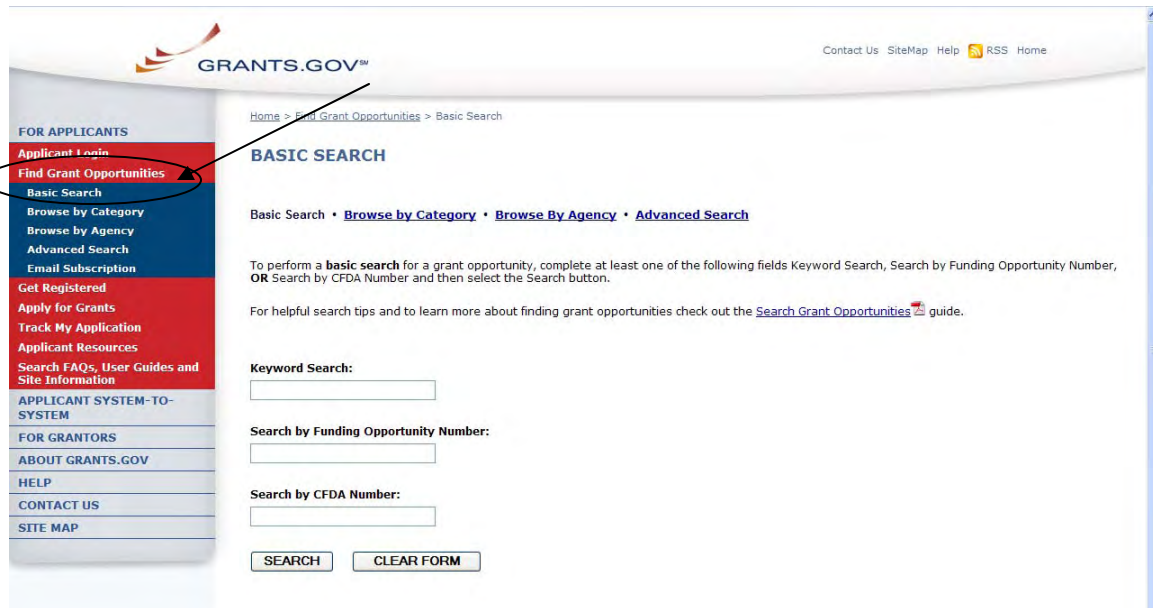
The screenshot shows the Grants.gov website interface. At the top, the logo and navigation links (Search, Contact Us, Site Map, Help, RSS, Home) are visible. The left sidebar contains a navigation menu with categories like 'FOR APPLICANTS', 'FOR GRANTORS', and 'ABOUT GRANTS.GOV'. The 'Find Grant Opportunities' link is highlighted in red. The main content area displays the 'FIND GRANT OPPORTUNITIES' page, which includes an important notice, a search section with various search options, and a 'Subscriptions' link at the bottom. A red circle highlights the 'Find Grant Opportunities' link in the sidebar, and another red circle highlights the 'Subscriptions' link at the bottom of the page.

Once on the Search Opportunities page, you may conduct a basic search, browse by category, browse by agency or conduct an advanced search.

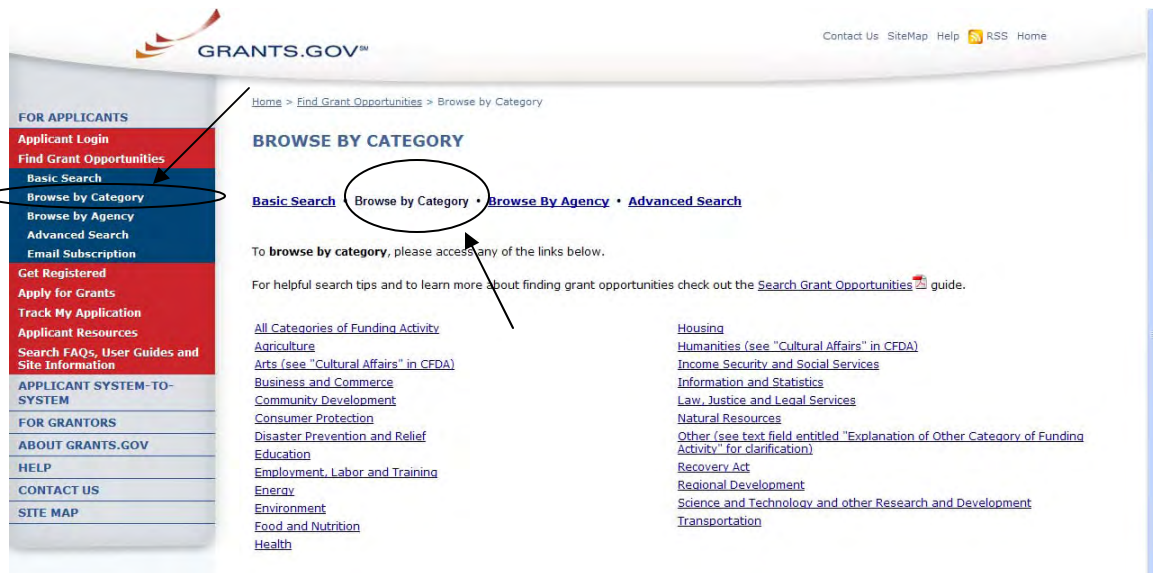


Quick Link Tip: You can also go to the Quick Links box and select **Grant Search** to begin to immediately search for grants.

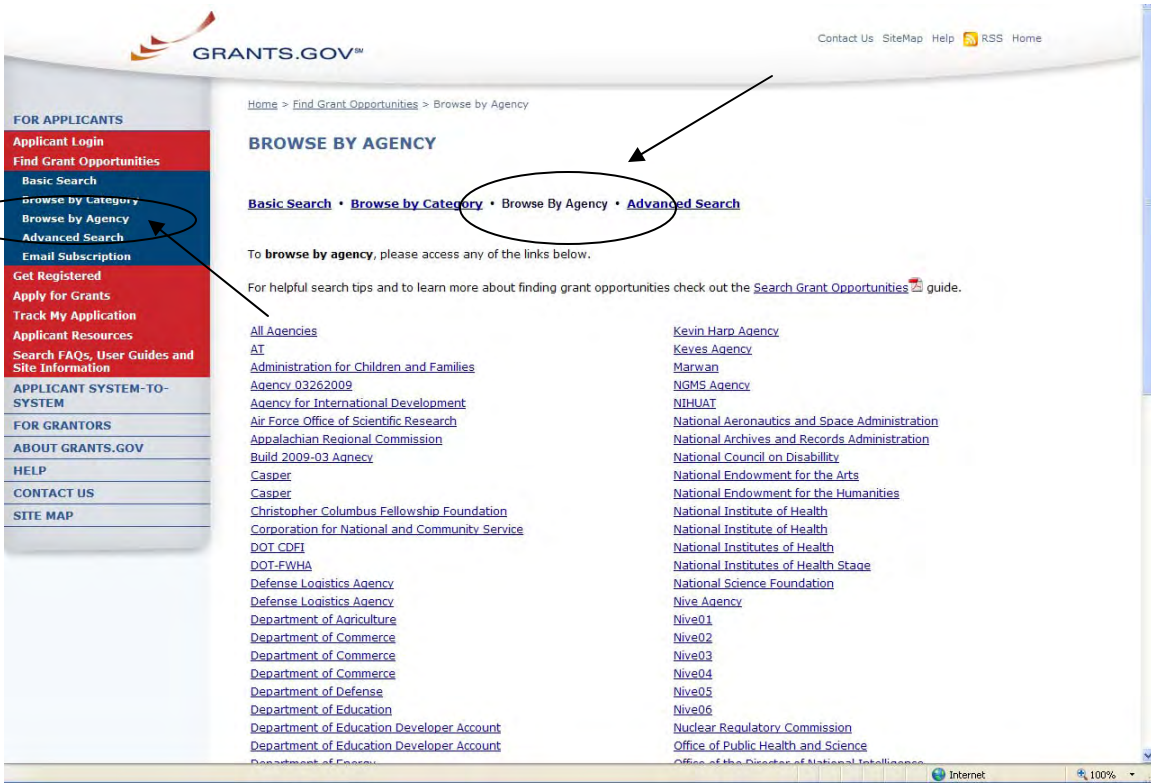
To **conduct a basic search**, simply select [Basic Search](#) under Find Grant Opportunities in the left navigation menu. Or you can select the **Basic Search** link on Search Grant Opportunities page. The Basic Search page will appear.



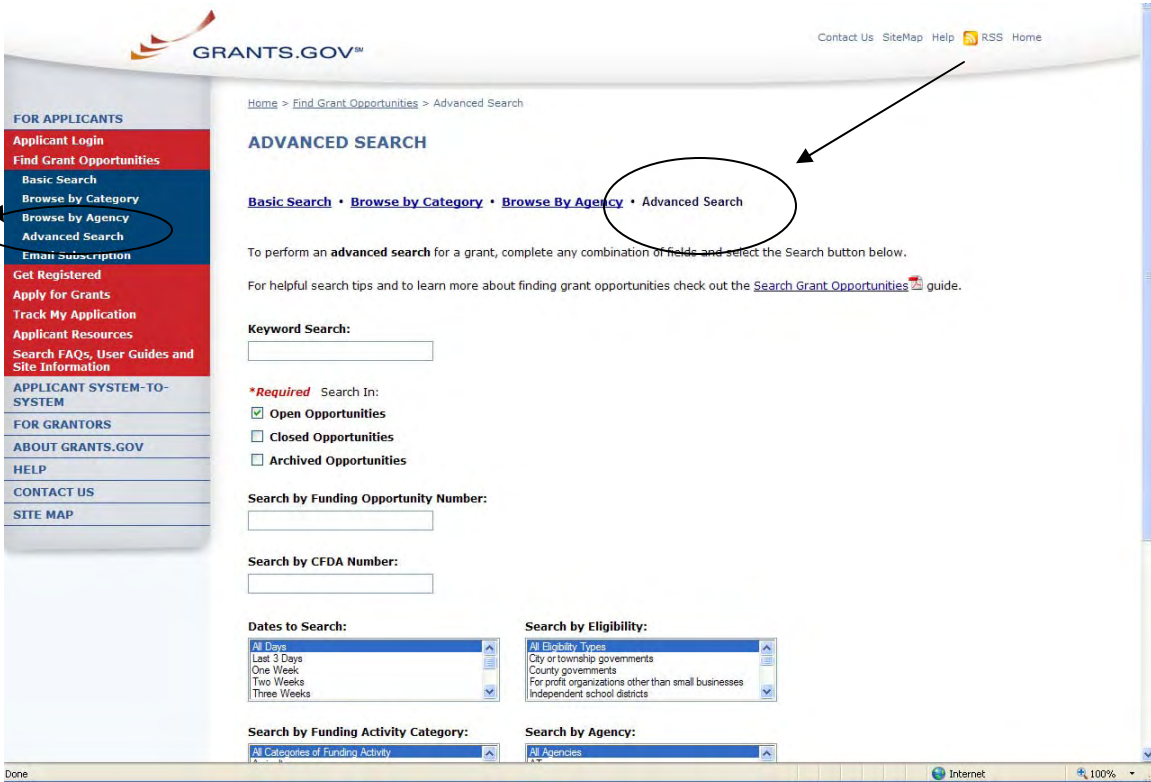
To **browse grant opportunities by category**, simply select [Browse by Category](#) at the top of the page or in the left navigation. The Browse by Category page will appear.



To browse grant opportunities by agency, simply select [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 select [Advanced Search](#) at the top of the page or in the left navigation. The Advanced Search page will appear.



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 Viewer: Adobe Reader
- Request a DUNS Number
- Register with the CCR
- Register with Grants.gov

Follow the steps below to download application packages.

After all necessary steps are completed, in the For Applicants section, select 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 homepage with the 'FOR APPLICANTS' section highlighted in red. The 'Apply for Grants' link is circled and pointed to by an arrow. The main content area displays the 'APPLY FOR GRANTS' section, which includes an overview of the process and two steps: 'Step 1: Download a Grant Application Package' and 'Step 2: Complete the Grant Application Package Step'. The right sidebar contains a newsletter sign-up and quick links for applicants and grantors.

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

Home » For Applicants »

APPLY FOR GRANTS

Provided below is an overview of the process to apply for grant opportunities. In order to apply for a grant, you and/or your organization must complete the Grants.gov registration process. Registration can take between three-five business days or as long as two weeks if all steps are not completed on a timely basis. Register for grant opportunities now. [Click here to "Get Registered"](#).

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.

In order to view, complete and submit an application package, you will need to download both [PureEdge Viewer](#) and the compatible version of [Adobe Reader](#)* software.

*[Click here](#) to verify if your Adobe Reader version is compatible with Grants.gov.

Instructions on how to open and use the forms in the package are on the application package cover sheet. Agency specific instructions are available for download when you download your application package, which will include required information for your submission.

Note: 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 Step**

Now that you have downloaded an application package, complete the grant application offline. Save changes to your application as you go. Grants.gov does NOT

Sign-up for our "Succeed" Quarterly Newsletter

Quick Links

FOR APPLICANTS

- Grant Search
- Grant Email Alerts
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FOR GRANTORS

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

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

The screenshot shows the GRANTS.GOV website interface. The main content area is titled "Girls' Education and Community Participation". Below the title, there are three tabs: "Synopsis", "Full Announcement", and "Application". The "Application" tab is circled in red, and a red arrow points to it from the right. The synopsis text is visible below the tabs, and a table of metadata is provided at the bottom of the page.

Document Type:	Grants Notice
Funding Opportunity Number:	680-07-004
Opportunity Category:	Discretionary
Posted Date:	Jan 25, 2007
Creation Date:	Jan 26, 2007
Original Closing Date for Applications:	Mar 12, 2007
Current Closing Date for Applications:	Mar 12, 2007
Archive Date:	
Funding Instrument Type:	Cooperative Agreement
Category of Funding Activity:	Education
Category Explanation:	The United States Agency for International Development (USAID) is seeking applications from organizations for a cooperative agreement to fund a program entitled "Girls' Education and Community Participation - GECP." The objectives of the program are to (1) improve teaching and learning, (2) increase access to and improve performance of girls in school - in target areas, (3) improve community contribution to transparent management of the education system, (4) improve response to HIV/AIDS in the basic education sector, and (5) improve status/perception of women.
Expected Number of Awards:	1
Estimated Total Program Funding:	\$5,750,000
Award Ceiling:	\$5,750,000
Award Floor:	
CFDA Number(s):	98.001 --
Cost Sharing or Matching Requirement:	Yes

On the Apply for Grants page select **Step 1: Download a Grant Application Package** link. This will take you to the **Download Application Package** screen.

The screenshot shows the "DOWNLOAD APPLICATION PACKAGE" screen on GRANTS.GOV. It includes a note about downloading software and a form with three input fields: "CFDA Number:", "Funding Opportunity Number:", and "Funding Opportunity Competition ID:". Below these fields is a "Download Package" button, which is circled in red with a red arrow pointing to it. A note at the bottom of the page provides instructions for finding the Funding Opportunity Number if it is not remembered.

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 the Searching Grant Opportunities section.

You must complete at least one of these fields to download an application.

1. Select the **Download Package** button. This will take you to the **Selected Grant Applications for Download** screen.
2. To download an application package and its instructions, select the corresponding download link under the Instructions and Application column on the right.

GRANTS.GOV™

Contact Us SiteMap Help RSS Home

Home > Applicants > Search Opportunities >

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.

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!

Before you can view and complete an application package, you **MUST** have the PureEdge Viewer or compatible Adobe Reader installed. Application packages are posted in either PureEdge or Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader.

If more than one person is working on the application package, ALL applicants must be using the same software version.

Click [here](#) to download the required PureEdge Viewer and Adobe Reader if you do not have it installed already.

Additional Resources:

- Sign-up for [Grants.gov Updates](#) for the latest issues and news.
- Download [Adobe Reader and PureEdge Viewer](#) for free.
- Visit [Help](#) for FAQs and more information on Applying for grants.

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
93.279	PA-08-218	VERSION-2A-FORMS	Version-2a-Forms	National Institutes of Health	download

3. 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.
4. If you would like to be notified of any changes to this opportunity, enter your email address in the field and then select 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.
5. Select the **Download Application Package** link.

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.

- [1. Download Application Instructions](#)
- [2. Download Application Package](#)

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

The screenshot shows an Adobe Reader window displaying a PDF form titled "Grant Application Package". The form includes a header with the Grants.gov logo and a navigation bar with buttons: "Save & Submit", "Save", "Print", "Cancel", and "Check Package for Errors". A status bar at the top indicates "Please fill out the following form. You can save data typed into this form." and includes a "Highlight Fields" icon.

The form fields are as follows:

- 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
Phone:

Below the form fields, there is a checkbox: 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]

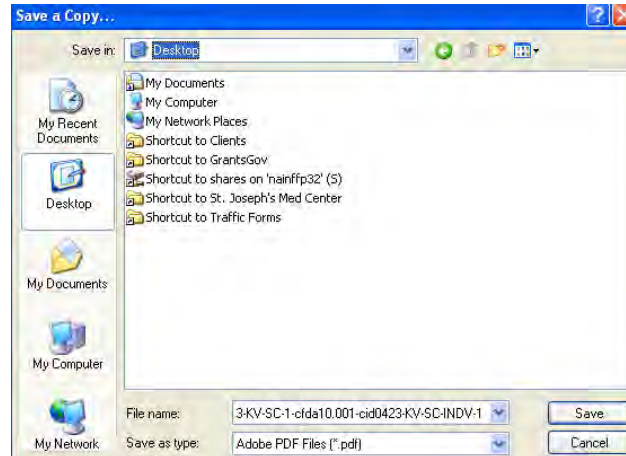
At the bottom, there are two sections for "Mandatory Documents":

- Mandatory Documents:** RR_SF424-V1.1
- Mandatory Documents for Submission:** [Empty]

Between these sections are buttons: "Move Form to Complete" and "Move Form to Delete".

A blue informational box on the right side of the form contains 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."

9. Select 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. Select the **Save** button. The application will save to your computer. You will not need to be online to complete the application.

Apply for Grants Overview

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. 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 four 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 select the opportunity you wish to apply for. When you are looking at the Opportunity you can select 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 a compatible version of [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 select 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 select the **Check Package for Errors** button. Using the username and password you entered when you registered with a Grants.gov, 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](#). Select 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 select **Sign and Submit Application** or you can select **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 and password. After you have selected 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 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.
- Selected 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. Select **For Applicants** in the left navigation and then select **Track Your Application** below that link, you will need to login, if not already logged in, and then select **Check Application Status**. You may identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number.

Completing an Application

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 selecting 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 the Grants.gov Grant Application Package form. At the top, there are buttons for 'Save & Submit', 'Save', 'Print', 'Cancel', and 'Check Package for Errors'. The form fields are as follows:

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

Below the form, there is a checkbox: 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

Mandatory Documents for Submission: [Redacted]

A blue callout box on the right side of the form contains 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."

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 selecting 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 GOVSM 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

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 Move Form to Complete Move Form to Delete

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 select the item to select it and then select 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 select the title of the document and select 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, select the form/document name to select it, and then select 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.

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

Optional Documents
SF424C-V1.0

Mandatory Documents for Submission

Optional Documents for Submission

Move Form to Complete
Move Form to Delete
Move Form to Submission List
Move Form to Delete

Open Form
Open Form

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.

- 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, select the **Close Form** button at the top of the form you are filling out. Then to save your work, select the **Save** button (on the cover page) to save 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.

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 select 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, select 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, select the **Save** button (on the cover page) to save your entire application.

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

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): Small Business Organization Type

8. * TYPE OF APPLICATION: New

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, select the form name to move it to the form for submission list and then select 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, select the form/document name to select it, and then select 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)

Document Rights and Instructions Highlight fields

The forms that you have downloaded have usage rights.

Do not show this message again Hide

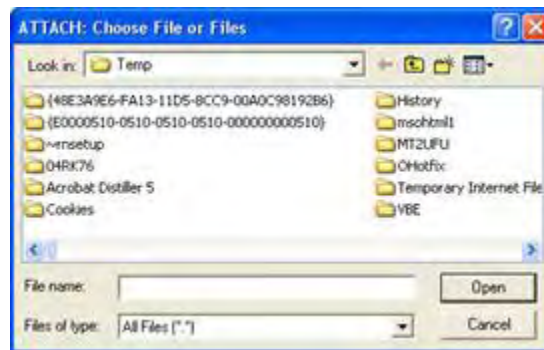
ATTACHMENTS FORM

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
2) Please attach Attachment 2	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
3) Please attach Attachment 3	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
4) Please attach Attachment 4	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
5) Please attach Attachment 5	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
6) Please attach Attachment 6	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
7) Please attach Attachment 7	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
8) Please attach Attachment 8	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
9) Please attach Attachment 9	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
10) Please attach Attachment 10	<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>

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, select 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 select the **Add Attachment** button.

The screenshot shows a web browser window displaying a form. The form has 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. The form content includes a statement of truth and accuracy, a checkbox labeled "* I agree", and a section titled "19. Authorized Representative" with various input fields for name, position, organization, address, and contact information. Below this section, there are two "Add Attachment" buttons, one of which is circled in red. A red arrow points from the circled button to the "Add Attachment" button in the section below, titled "21. Attach an additional list of Project Congressional Districts if needed."

2. After selecting 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 displays a file explorer view of the "My Documents" folder, showing various files and folders. The "File name" field is empty, and the "Files of type" dropdown is set to "All Files (*.*)". The "Open" button is highlighted. A red arrow points from the "Add Attachment" button in the form to the "Open" button in the dialog box.

3. Once you have selected the document you would like to attach, select 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 select 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.

The screenshot shows a form in Adobe Reader. At the top, a purple banner reads: "Please fill out the following form. You can save data typed into this form." Below this, there is a text block: "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". A note below the checkbox states: "* The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions." The form is divided into sections. Section 19, "Authorized Representative", contains fields for Prefix, First Name, Middle Name, Last Name, and Suffix. Below these are fields for Position/Title, Organization, Department, and Division. Further down are fields for Street1, Street2, City, County, State, Province, Country (set to USA), and ZIP / Postal Code. At the bottom of this section are fields for Phone Number, Fax Number, and Email. Below the contact information are two signature lines: "* Signature of Authorized Representative" and "* Date Signed", both with a placeholder text "Completed on submission to Grants.gov". Section 20, "Pre-application", has a text input field and three buttons: "Add Attachment", "Delete Attachment", and "View Attachment". Section 21, "Attach an additional list of Project Congressional Districts if needed.", also has a text input field and three buttons: "Add Attachment", "Delete Attachment", and "View Attachment". On the left side of the form, there is a vertical toolbar with several icons. A paper clip icon is circled in red, and an arrow points from it towards the bottom of the page.

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 select the **Delete Attachments** button. (In the example below the user is deleting an attachment from question number 20.)

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)

* I agree

* The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

19. Authorized Representative

Prefix: [] * First Name: [] Middle Name: [] * Last Name: [] Suffix: []

* Position/Title: [] * Organization: []

Department: [] Division: []

* Street1: [] Street2: []

* City: [] County: [] * State: []

Province: [] * Country: USA: [] * ZIP / Postal Code: []

* Phone Number: [] Fax Number: [] * Email: []

* Signature of Authorized Representative: [Completed on submission to Grants.gov] * Date Signed: [Completed on submission to Grants.gov]

20. Pre-application [] Add Attachment [] **Delete Attachment** [] View Attachment []

21. Attach an additional list of Project Congressional Districts if needed.

[] Add Attachment [] Delete Attachment [] View Attachment []

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

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

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)

* I agree

* The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

19. Authorized Representative

Prefix: [] * First Name: [] Middle Name: [] * Last Name: [] Suffix: []

* Position/Title: [] * Organization: []

Department: [] Division: []

* Street1: [] Street2: []

* City: [] County: [] * State: []

Province: [] Country: USA: [] ZIP / Postal Code: []

* Phone Number: [] Fax Number: [] * Email: []

* Signature of Authorized Representative: [Completed on submission to Grants.gov] * Date Signed: [Completed on submission to Grants.gov]

Warning: JavaScript Window - REMOVE ATTACHMENT

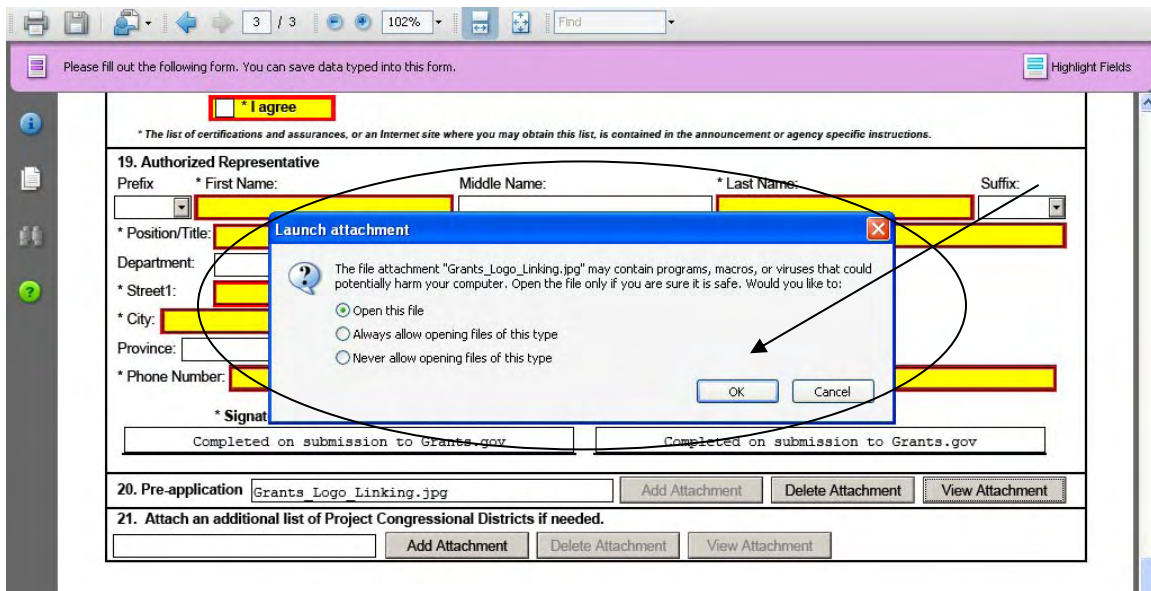
Are you sure?

Yes No

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 select the **View Attachment** button. (In the example below the user is viewing an attachment from question number 20.)

1. After selecting on the View Attachments button a **Forms Attachment** dialog box will appear. Select Open this file and select 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, select the **Save** button on the cover page at the top of the screen.

Printing Your Application

To print your application, select 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, select **Save** to save your package. If errors are found, select 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.

Select 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. Select 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: 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 overlaid on the Grants.gov application package form. 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

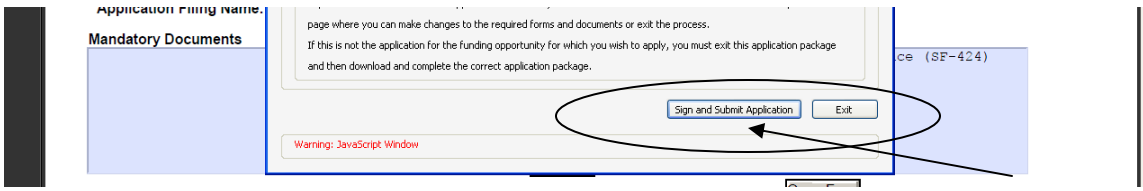
To submit your application, please enter your Username and Password in box below and then press the Login button.

User Name: _____

Password: _____


Buttons: Login, Cancel

Warning: JavaScript Window



Once you complete and submit your application, you will see a confirmation screen explaining that your submission is being processed and a link will be provided to track your application.

NOTE: It is important to retain the application tracking number that you receive in the application submission confirmation screen and 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.



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 clicking on the "Track My Application" link listed at the 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 : GRANT00512867

Applicant DUNS: 00-000-0000

Submitter's Name: Test Testing

CFDA Number:

CFDA Description:

Funding Opportunity Number : ADOBE-VERSIONING-TEST-ONLY

Funding Opportunity Description : ADOBE-VERSIONING-TEST-ONLY

Agency Name : PA Test Agency

Application Name of this Submission : Cindy2

Date/Time of Receipt : 2009.05.26 3:05 PM, EDT

TRACK MY APPLICATION – To check the status of this application, please click the link below:
https://at07apply.grants.gov/apply/checkSingleAppStatus.faces?tracking_num=GRANT00512867

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

Grants.gov will send email messages to advise you of the progress of your application through the system. Here is an example of the email confirmation you will receive from Grants.gov with the link to track your application status.

Extra line breaks in this message were removed.

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

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: 1

Application Name: Cindy Test

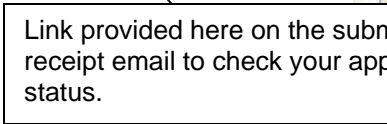
Opportunity Number: ADOBE-VERSIONING-TEST-ONLY

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.



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 Sent: Tue 4/1/2008 1:41 PM
To: Gundulpet, Ratna (HS/ASRT)
Cc:
Subject: Grants.gov Grantor Agency Retrieval Receipt for Application GRANT00079868
Attachments:

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.

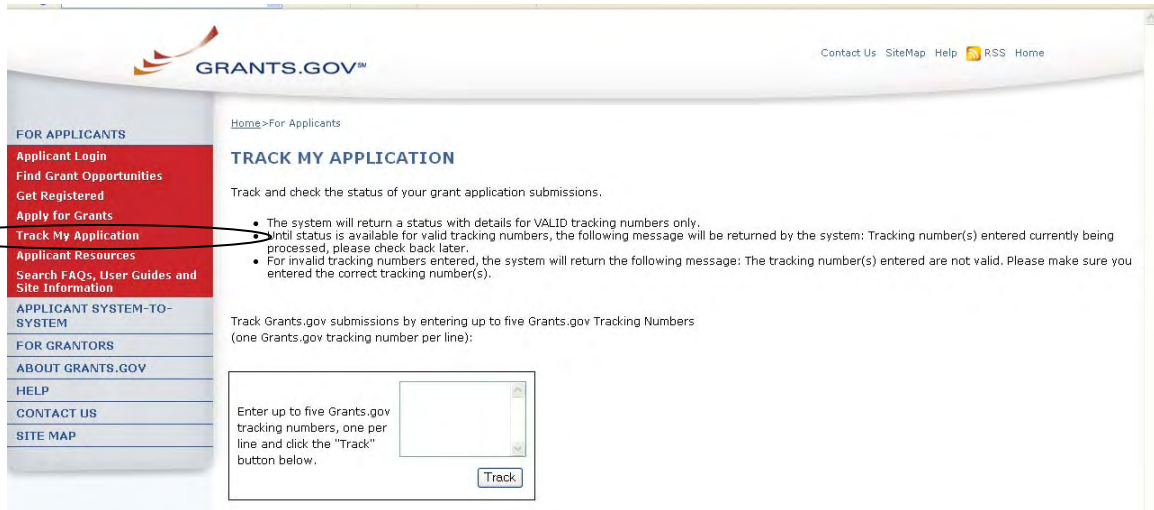
Thank you,

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>

Track My Application

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 page.

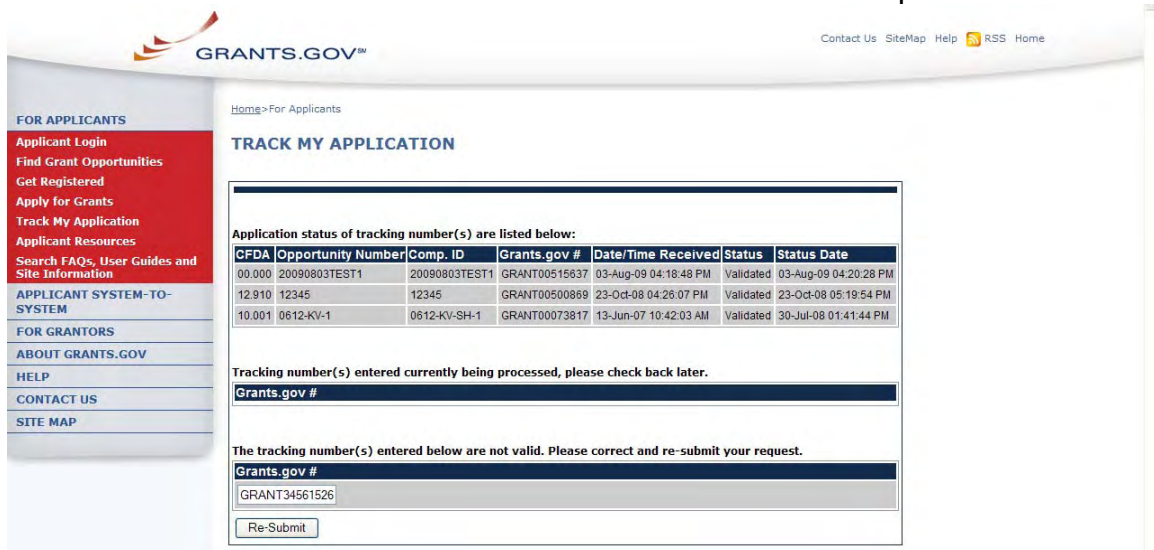


Once on the Track My Application page, enter up to five Grants.gov tracking numbers, one per line and select the **Track** button.

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



Submission Name/Files

To view a list of the file(s) and attachment(s) submitted, login to the Applicant Center and select Check Application Status in the left menu.

APPLICANT CENTER

Welcome to the Applicant Center!

The Applicant Center allows you to manage your applicant profile and to check the status of all your applications at once. There is also the [Track My Application](#) page which allows you to track application packages without having to login to the Applicant Center. To search for Grant Opportunities, visit the [Find Grant Opportunities](#) page. To learn about how to apply for a grant, visit the [Apply for Grants](#) page. If you have any questions you can call the Grants.gov Contact Center at 1-800-518-4726 or email at support@grants.gov.

[Manage Applicant Profile](#) (Organization AORs check registration status here)

On the Manage Applicant Profile page, you can update information in your applicant profile, such as your name, telephone number, email address, and title. If you are a grant applicant representing an organization, you can also verify if you have been granted Authorized Organization Representative (AOR) status, which is a person authorized to submit applications through Grants.gov on behalf of their organization.

The following status information is provided:

- Approved:** You have received approval to submit on behalf of your organization.
- AOR Request Sent:** Grants.gov sent an email notification to your E-Business Point of Contact (E-Biz POC) that you have registered to submit grant applications through Grants.gov on behalf of your organization.

Note: Once your E-Biz POC assigns the "Authorized Applicant" role to you, you will receive an email stating that you have been designated as an AOR and will be able to submit applications through Grants.gov.

[Check Application Status](#)

Once you have submitted an application, you can check the status of your application submission on the [Track My Application](#) page or in this section. You can identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number.

Under the column header Submission Name/Files are a list of file names. Choose the application you wish to view the list of file(s) and attachment(s) submitted by selecting the link in the Submission Name/Files column.

Opportunity CFDA Num.	Competition Id	Grants.gov #	Date/Time Received	Status	Status Date	Agency Tracking #	Submission Name/Files	Requested Amount
10.001	0612-KV-1	0612-KV-SH-1	GRANT00073817	13-Jun-07 10:40:06 AM	Validated	30-Jul-08 01:41:44 PM	test1	
12.910	12345	12345	GRANT00500869	23-Oct-08 04:26:07 PM	Validated	23-Oct-08 05:19:54 PM	Downloaded after new RR SF-424	17
00.000	20090803TEST1	20090803TEST1	GRANT00515637	03-Aug-09 04:18:48 PM	Validated	03-Aug-09 04:20:28 PM	20090803TEST1	
	20090803TEST2	20090803TEST2	GRANT00515638	03-Aug-09 04:24:24 PM	Rejected with Errors	03-Aug-09 04:25:43 PM	20090803TEST2	
12.910	ADOBE813	ADOBE813	GRANT00501739	05-Nov-08 02:55:45 PM	Validated	05-Nov-08 02:55:45 PM	ADOBE 8.1.3 Test modified files	300

After selecting the link the applicant can review the list of forms and attachments received for the application they selected and submitted to Grants.gov.

LIST OF FORMS AND FILES RECEIVED

Listed below are the forms and files received with your application package. The attachment file names may appear verbose because many are prefixed to include the form name, field name, unique number and attachment name (attachment name which was entered by the applicant) as one entire file name. Not all attachments are prefixed exactly the same, but you will be able to recognize the file name entered by the applicant by reading it through the entire line of text. [Learn more](#) about the prefixed file name.

Grants.gov Tracking Number: GRANT00515637

Forms Received (total 2):

- SF424_Short-V1.0
- Project_Abstract-V1.0

Attachments Received (total 1):

- Project_Abstract Project_Abstract-ProjectAbstractAddAttachment-1234-ICB Agenda 11-20-07.doc application/msword (43520 bytes)

Stay Connected

Email

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, select **Find Grant Opportunities** from the left side navigation. Then, select 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 select [Grants.gov Updates](#). 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 select [All Grant Notices](#). 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 select Find Grant Opportunities. Then, select **Email Subscription** from the left navigation and select [Advanced Criteria](#). 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 select Find Grant Opportunities. Then, select **Email Subscription** from the left navigation, and select [Specific FON](#). The Subscription Services page will appear and allow you to subscribe.

Unsubscribe

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

Please Note: Email spam guards put in place by your internet service provider may prevent you from receiving email notifications from Grants.gov. Check your spam guard settings and or junk email box to make sure that a notification was not blocked or sent to the incorrect folder.

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 several sections: 'FOR APPLICANTS' (with links for Applicant Login, Find Grant Opportunities, Basic Search, Browse by Category, Browse by Agency, Advanced Search, Subscriptions, RSS Feed, Updates, Unsubscribe, Get Registered), 'Apply for Grants', 'Track My 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 'SUBSCRIPTIONS' and contains a paragraph about subscribing for notifications, followed by four subscription options: 'Grants.gov Updates', 'All Grants Notices', 'Notices Based on Advanced Criteria', and 'Notices Based on Funding Opportunity Number'. Each option includes a brief description and an 'Unsubscribe from Grant Notices' link. A red circle in the sidebar highlights the 'Subscriptions' link, and a black box highlights the 'Unsubscribe from Grant Notices' link in the main content area. A right sidebar contains a newsletter sign-up, 'Quick Links', 'Latest News! Grants.gov Blog', and sections for 'FOR APPLICANTS' and 'FOR GRANTORS' with various utility links.



Quick Link Tip: To register to receive grant postings that meet the needs of you or your organization, you can also select 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](#) [EXIT Disclaimer])
2. Select 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.
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.