



GRANTS.GOVSM

FIND. APPLY. SUCCEED.SM

Applicant *User Guide*

Version 2.0
Prepared June 26, 2007

Grants.gov Applicant User Guide Table of Contents

Introduction	3
Section I:	4
1. Register Your Organization	5
1.1 Register Checklist for Organizations	7
1.2 Register Your Organization: Obtaining a DUNS Number	9
1.3 Register Your Organization: Registering with CCR	10
1.4 Register Your Organization: Registration Worksheet for Grant Applicants ..	12
1.5 Register Your Organization: AOR Registration Checklist	15
1.6 Register Your Organization: Register with the Credential Provider	17
1.7 Register Your Organization: Register with Grants.gov	25
1.8 Register Your Organization: AOR Authorization	32
1.9 Register Your Organization: Login as an E-Biz POC	34
2.0 Register Your Organization: Assigning the Authorized Applicant Role	36
2. Register as an Individual	38
2.1 Register as an Individual: Credential Provider Registration Checklist	39
2.2 Register as an Individual: Register with the Credential Provider	41
2.3 Register as an Individual: Grants.gov Registration Checklist	47
2.4 Register as an Individual: Register with Grants.gov	48
Section II	55
Find Grant Opportunities	56
Search Grant Opportunities	57
Email Subscription	60
Apply for Grants with Adobe Quick Overview	62
Apply for Grants with PureEdge Quick Overview	64
Download Application Packages	66
Instructions for Downloading Application Packages	66
Complete Application Packages with Adobe	72
Complete Application Packages with PureEdge	86
Track Your Application	93
Instructions for Tracking Application	93
Forgot Your Password?	95
Forgot Your Username?	95

Introduction

Grants.gov has been designed to make it easier for organizations to find and apply for more than \$400 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.

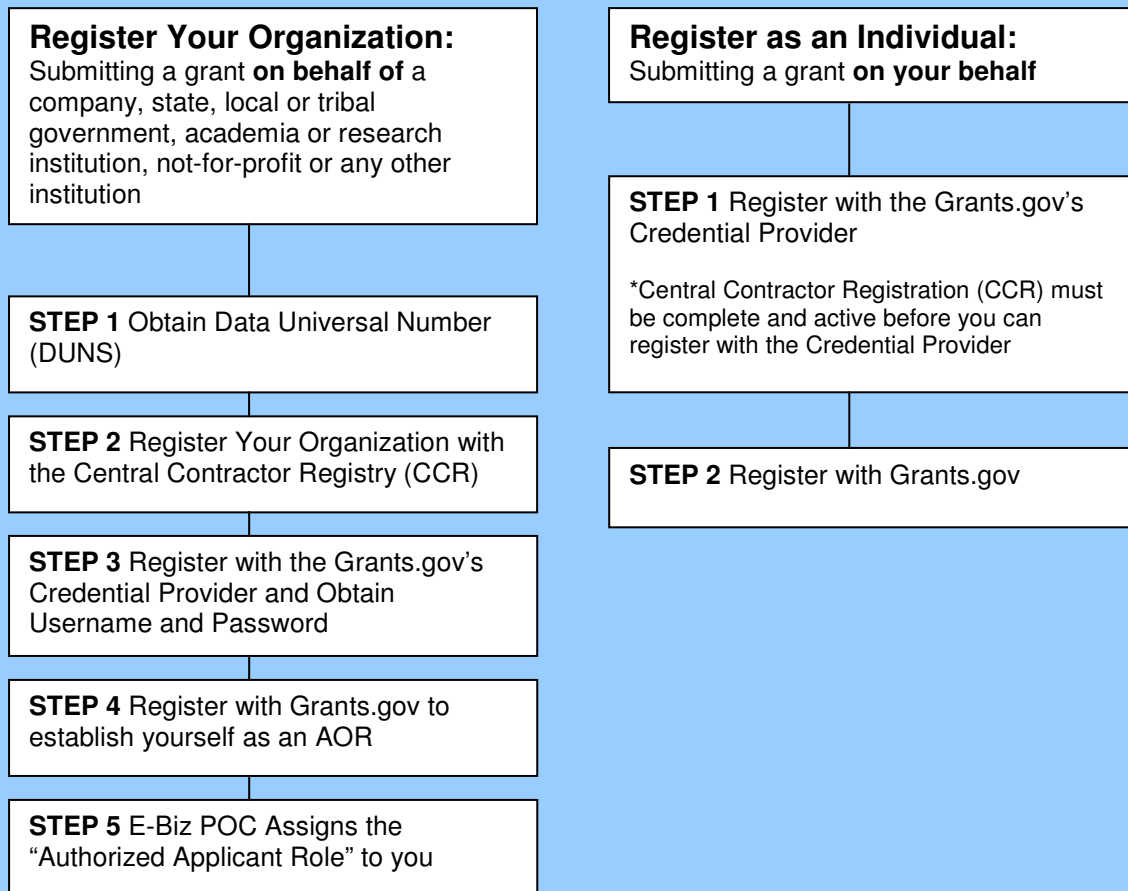
Provided information in this user guide:

- How To Register Your Organization
- How To Register As An AOR
- How To Register As An Individual
- Find and Search Grant Opportunities
- Apply For Grants
- Download Application Packages
- Complete Application Packages
- Track Your Application

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.



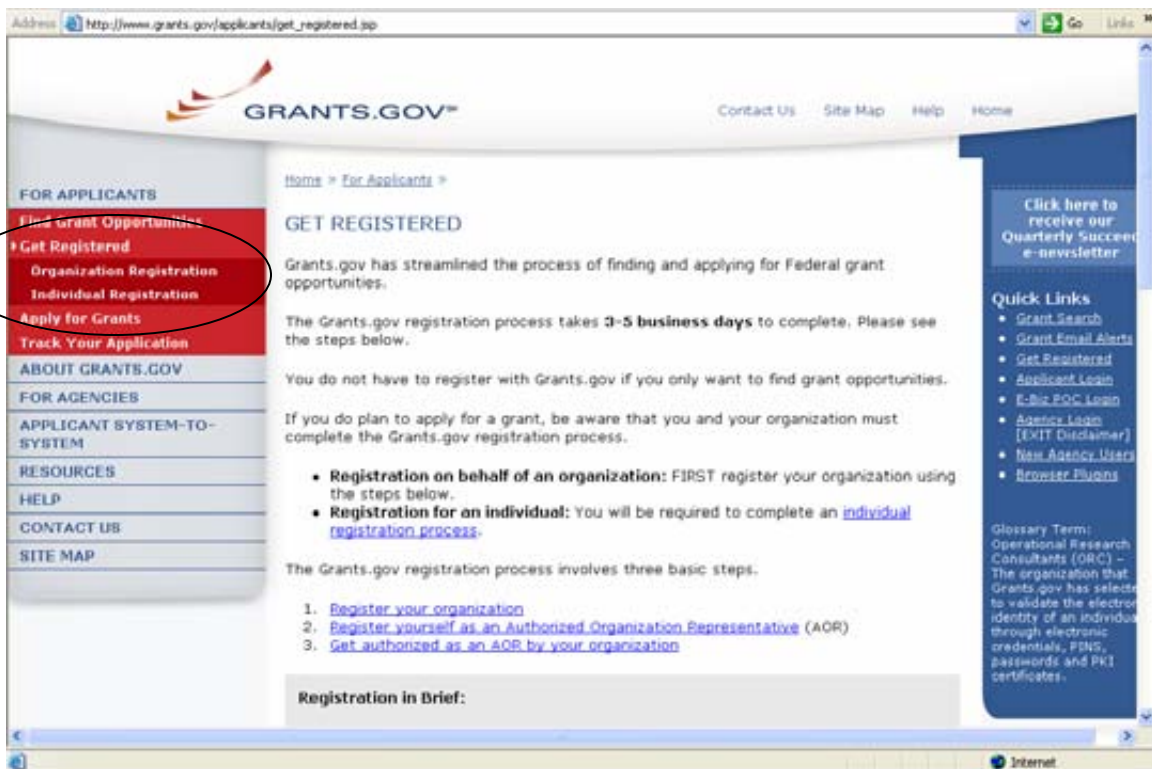
1. Register Your Organization

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. Click on **Organization Registration** in the left navigation bar.



As it states on the Organization Registration Page, to apply for grants through Grants.gov, your organization must first obtain a Data Universal Number System (DUNS) number. Then, you must register your organization with the Central Contractor Registry (CCR).

1.1 Register Checklist for Organizations

In order to help you navigate the process of obtaining a DUNS number and registering your organization with the Central Contractor Registry (CCR), 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. Then click on **Organization Registration** link in the left navigation menu below Get Registered.

2. On the Organization Registration page, select **Register Your Organization** from the left navigation. It will appear under the Organization Registration link.



3. Once on the Register Your Organization page, find the link in the middle of the page that says **Click here for a handy registration checklist**. Click to download the steps your organization needs to follow to register to submit grants online through Grants.gov.

The Registration Checklist is a PDF document, which you may review on-screen or print and retain for future reference.

The Registration Checklist for Organization screen will appear. The checklist helps guide your organization through completing the registration steps required to submit grants online through Grants.gov.

Remember, first you will need to obtain a DUNS number, and then you must register with CCR.

GRANTS.GOV™

Organization Registration Checklist

The following checklist provides registration guidance for a company, institution, state, local or tribal government, or other type of organization. The registration process is a one-time process, which is required before representatives of an organization can submit grant application packages electronically through Grants.gov. The registration process can take one to three weeks 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, institution, state, local or tribal government, or other type of organization, refer to the <http://www.grants.gov/assess/individual/RegCheck.pdf>. If you apply as an individual to a grant application package designed for organizations, your application will be rejected.

Grants.gov Registration Checklist	What is the purpose of this step?	How long should it take?	Completed?
<p>1. Has my organization identified its DUNS Number?</p> <ul style="list-style-type: none"> 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, visit Dun & Bradstreet at http://fedgov.dnb.com/webform/display/homePage.do 	<ul style="list-style-type: none"> The Federal government has adopted the use of DUNS numbers to track of how federal grant money is allocated. DUNS Numbers identify your organization. 	<ul style="list-style-type: none"> Same Day. You will receive DUNS Number information online. 	<input type="checkbox"/>
<p>2. Has my organization registered with the Central Contractor Registry (CCR)?</p> <ul style="list-style-type: none"> Ask the grant administrator, chief financial officer, or authorizing official of your organization if your 	<ul style="list-style-type: none"> Designating an E-Business Point of Contact safeguards organizations from individuals who make attempt to 	<ul style="list-style-type: none"> 1-3 days to gather the internal organization information and prepare the application. 	<input type="checkbox"/>

1.2 Register Your Organization: Obtaining a DUNS Number

In order to register with the Central Contractor Registry (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

Follow the steps below to request a DUNS number:

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. You should 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 48 hours 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](#).

1.3 Register Your Organization: Registering with CCR

The Central Contractor Registry (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 Handbook at <http://www.ccr.gov/handbook.asp>.

Instructions for Registering with CCR

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. Click the **Register in CCR** link at the top of the screen in the dark blue bar.



3. On the left side in the menu click the **New** link in green.



4. Type in your DUNS number at the bottom of the page, click **Submit**. If you do not have a DUNS number, follow the directions to register for a DUNS number. Detailed instructions can be found in the Requesting a **DUNS** topic.



1.4 Register Your Organization: Registration Worksheet for Grant Applicants

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" – the Tax Identification Number information will be validated at IRS;

<http://www.ccr.gov/handbook.asp> (Financial information can be found on pg 13 in the handbook)

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 person named here will be the only person within the registering organization to receive the Trading Partner Identification Number (TPIN) via email or U.S. mail services. The registrant and the alternate 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 14 in the handbook)

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 two letters via U.S. mail or email. This first notice is to welcome you to CCR and will include a copy of your registration. The second notice contains your confidential Trading Partner Identification Number (TPIN). Receipt of your TPIN not only confirms that you are successfully registered in CCR, it is your confidential password, to change your CCR information.

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.

There are two elements required to complete this step – obtaining a username and password from the Grants.gov Credential Provider and then registering with Grants.gov. Both of these elements must be completed before receiving authorization by your organization.

1.5 Register Your Organization: AOR Registration Checklist

To help you navigate the process of registering yourself as an AOR (Authorized Organization Representative) and registering with Grants.gov, Grants.gov has developed a registration checklist.

Instructions for reviewing the AOR Registration Checklist

Follow the steps below to review the AOR Registration Checklist

- To view the AOR Registration Checklist, select Get Registered from the left navigation of any Grants.gov page then select **Organization Registration** in the submenu.
- On the Organization Registration page, select **Register as an AOR** from the left navigation. The link will appear under Organization Registration. Or you can click on the **Register as an AOR** link in the middle of the page.
- Once on the Register as an AOR page, find the link at the bottom of the page that says **Click here for a checklist for registering as an AOR**. Click to download the steps you need to follow to become recognized as an Authorized Organization Representative.

The screenshot shows the Grants.gov website interface. The address bar displays http://www.grants.gov/applicants/register_aor.jsp. The page title is "REGISTER AS AN AUTHORIZED ORGANIZATION REPRESENTATIVE". The main content area contains instructions for registration, including a section titled "Click here for a checklist for registering as an AOR" which is circled in red. The left navigation menu includes "FOR APPLICANTS", "FOR AGENCIES", "APPLICANT SYSTEM-TO-SYSTEM", "RESOURCES", "HELP", "CONTACT US", and "SITE MAP". The right sidebar features a "Quick Links" section with various navigation options. The footer includes logos for E-GOV, USA.GOV, and Benefits.gov.

The AOR Registration Checklist is a PDF document, which you may review on-screen or print and retain for future reference.

The AOR Registration Checklist screen will appear (as shown below). The checklist helps guide you through the process of completing necessary steps to become an AOR.

The screenshot shows a PDF document titled "Authorized Organization Representative Registration Checklist" from Grants.gov. The document includes an introductory paragraph explaining the registration process and a table with four columns: "Grants.gov Registration Checklist", "What is the purpose of this step?", "How long should it take?", and "Completed?".

Grants.gov Registration Checklist

Grants.gov requires that individuals who would like to submit grants on behalf of their organization, Authorized Organization Representatives (AORs), register with Grants.gov. The following checklist provides a guide to completing the registration process for an AOR. The registration process is a one-time process, which is required before representatives of an organization can submit grant application packages electronically through Grants.gov. 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, institution, state, local or tribal government, or other type of organization, refer to the [How to Apply for Grants as an Individual Checklist](#). If you apply as an individual to a grant application package designed for organizations, your application will be rejected.

Grants.gov Registration Checklist	What is the purpose of this step?	How long should it take?	Completed?
<p>1. Have you registered with the Credential Provider to obtain a username and password?</p> <ul style="list-style-type: none"> AORs must register with the Credential Provider to obtain a username and password at https://aorby.grants.gov/CredProvider. You will need to know your organization's DUNS Number to complete this process. If you... 	<ul style="list-style-type: none"> Receive a username and password to submit applications through Grants.gov. Your username and password serve as "electronic signatures" when you submit applications on Grants.gov. 	<ul style="list-style-type: none"> Same Day. You will receive a username and password when you submit the information. 	<input type="checkbox"/>

1.6 Register Your Organization: Register with the Credential Provider

In order to safeguard the security of your electronic information, Grants.gov utilizes E-Authentication – the Federal program that ensures secure transactions. E-Authentication defines the level of trust or trustworthiness of the parties involved in a transaction through the use of Credential Providers. It is the process of determining with certainty that someone really is who he/she claims to be. Grants.gov uses Operational Research Consultants (ORC) as its Credential Provider.

Tips for registering with the Credential Provider

1. Your **CCR registration must be complete** and active before you can register with the Credential Provider.
2. Once you have completed the online CCR Registration, it will take approximately 6 business days before your CCR Registration becomes active.
3. Once you are registered with the Credential Provider, you will create a username and password. You will use this username and password for your registration at Grants.gov. This username and password is used to submit your application package to the appropriate government agency safely and securely through Grants.gov.

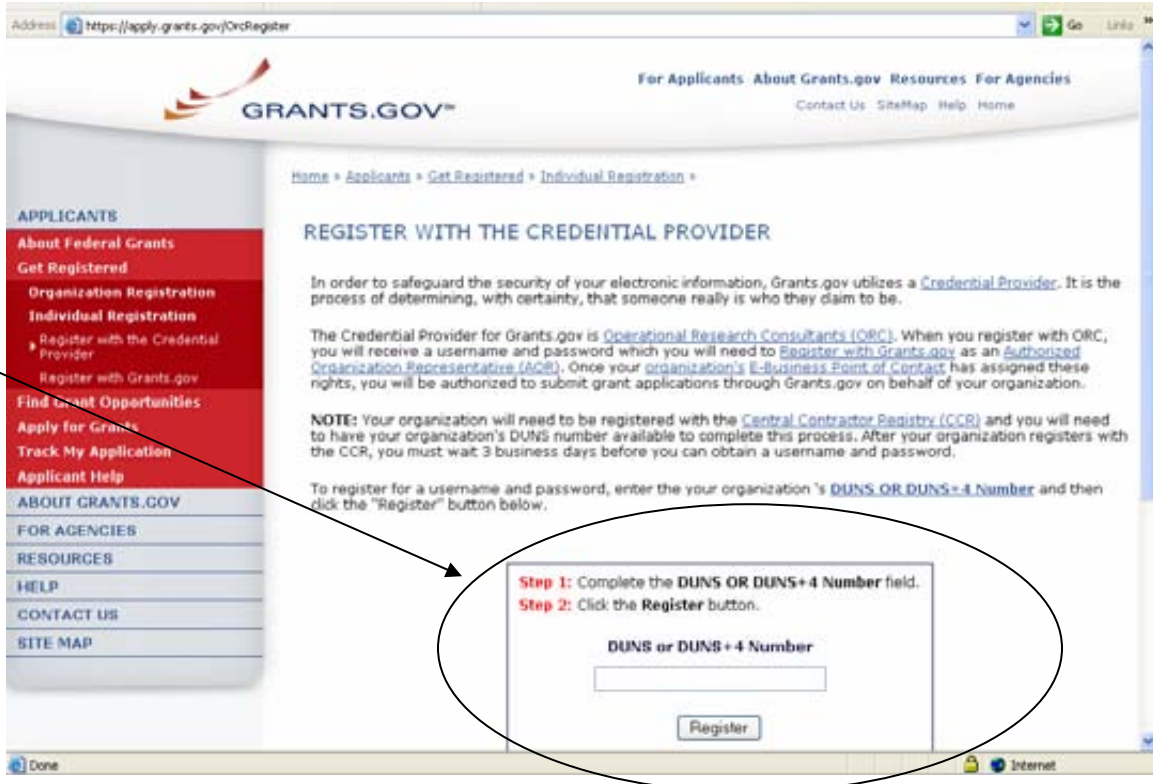
Instructions for Registering with the Credential Provider

Your organization's CCR registration must be complete and active before you can register with the Credential Provider.

1. Click **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, click **Organization Registration** in the left navigation.
3. Under Organization Registration, click **Register as an AOR**. This will take you to the Register as an AOR screen.
4. Once you are on the Register as an AOR screen, select **Register with the Credential Provider** in the left navigation bar.

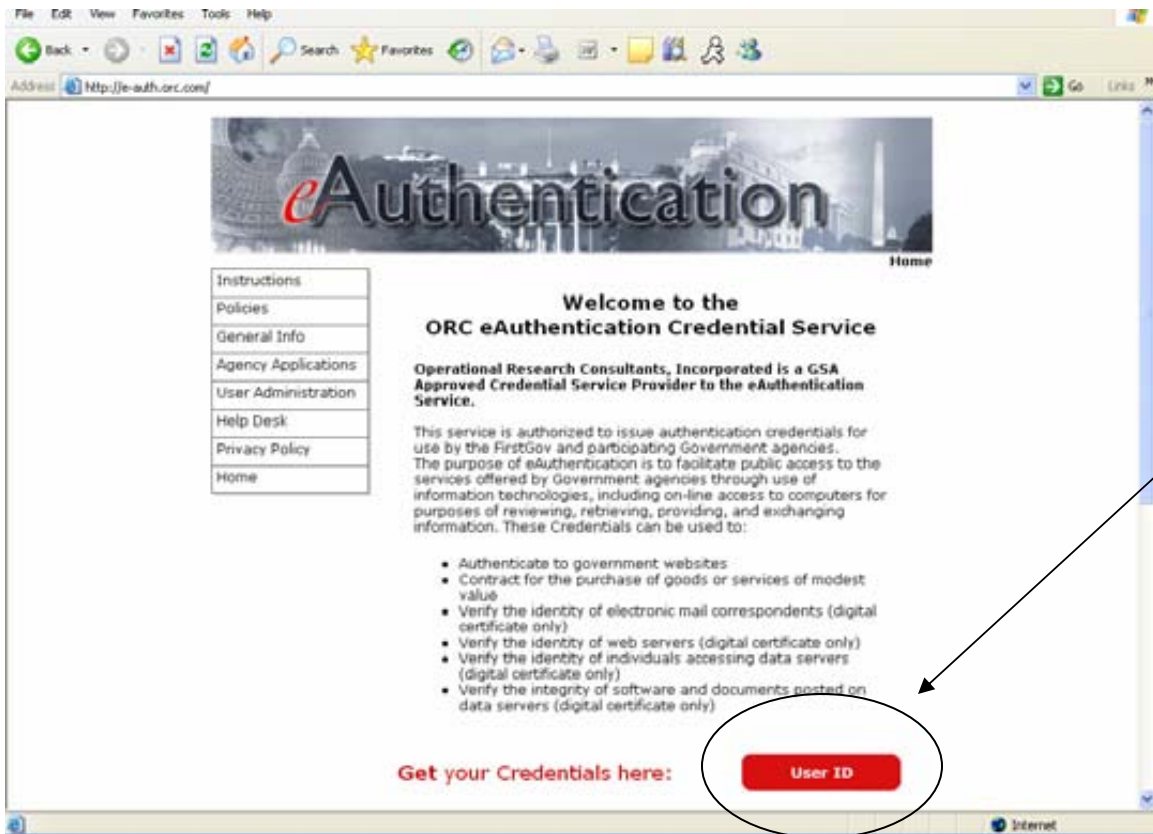


5. Click on the link **Click here to get Username and Password**. This will take you to the Register with the Credential Provider screen.



6. At the bottom of the screen you will need to enter your organization's DUNS Number and click the **Register** button. Your organization's CCR registration must be complete and active before you can register with the Credential Provider.
7. After entering your organization's DUNS Number, you will be taken to the E-Authentication website where you will be able to create your Username and Password.

8. The E-Authentication screen is now visible. Click the **User ID** button.



10. This will take you to the **ORC eAuthentication User Information** screen. Enter all of the required information in the appropriate fields. Required fields are noted by an asterisk *. Click the **Submit** button.

Address <https://e-auth.orc.com/reg/> Go Links

eAuthentication

User Registration

- Instructions
- Policies
- General Info
- Agency Applications
- User Administration
- Help Desk
- Privacy Policy
- Home

ORC eAuthentication User Information

Please provide the following information and click the Submit button at the bottom when finished.

** - Field is required*

First Name: * **M.I.:** **Last Name: ***

Date of Birth:
Month: Day: Year:

Job Title:

Select either Business or Home address
Business address Home address

Home Address and Phone Number
Address 1: *
Address 2:
City: *
State: **or** **Region:**

Done Internet

11. This will take you to the ORC eAuthentication User Confirmation screen. Complete all of the necessary fields and click the **Submit** button. Record the User ID and Password that you entered because you will need this information to Register with Grants.gov.

Address <https://e-auth.orc.com/reg/confirm.jsp> Go Links

User Registration

Instructions
Policies
General Info
Agency Applications
User Administration
Help Desk
Privacy Policy
Home

ORC eAuthentication User Confirmation

Please confirm that the following information is correct then click the Submit button at the bottom when finished.

You are requesting Level 1 access credentials

First Name: Cindy **Last Name:** Nguyen

Home Address and Phone Number
8280 Greensboro Dr
McLean, VA 22102 US
703-269-0047

Primary Email: cynthia.nguyen@trnp.com

If the above information is correct please continue with the process otherwise click "Make a Change" to edit the information

User Name: * **Password: *** **Confirm Password: ***

NOTE: Your password must be at least 8 Characters long and include at least one Special Character, one Number, and one Capital letter.

Secret Question: *

Done Internet

12. This will take you the ORC eAuthentication Registration Success screen.



Once you have registered with ORC, Grants.gov's Credential Provider, and received your username and password, you will need to register with Grants.gov. After you have registered 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. The E-Business Point of Contact will then need to log into 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 by logging-in as an Applicant. You can find the Applicant Login quick link on the right side of any screen throughout the website.

YOU WILL NOT BE ABLE TO SUBMIT APPLICATIONS UNTIL THE E-BUSINESS POINT OF CONTACT HAS COMPLETED THE AUTHORIZATION OF YOUR GRANTS.GOV PROFILE.

I forgot my password

In the event that you forget your password, you can obtain a new password from the Credential Provider:

If you have forgotten your password, you will need to get it reset at the E-Authentication Credential Provider's website.

Go to <https://e-auth.orc.com/reg/forgotReset.html> and enter your username. You will then be prompted to change your password. This information will automatically be updated at the Grants.gov website.

I forgot my username

Please contact ORC, Grants.gov's Credential Provider at 800-386-6820 or via email at eauthhelp@orc.com. You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register your new username and password with Grants.gov.

1.7 Register Your Organization: Register with Grants.gov

Once your registration with ORC, Grants.gov's Credential Provider, is complete, you must register with Grants.gov.

Tips for registering with Grants.gov

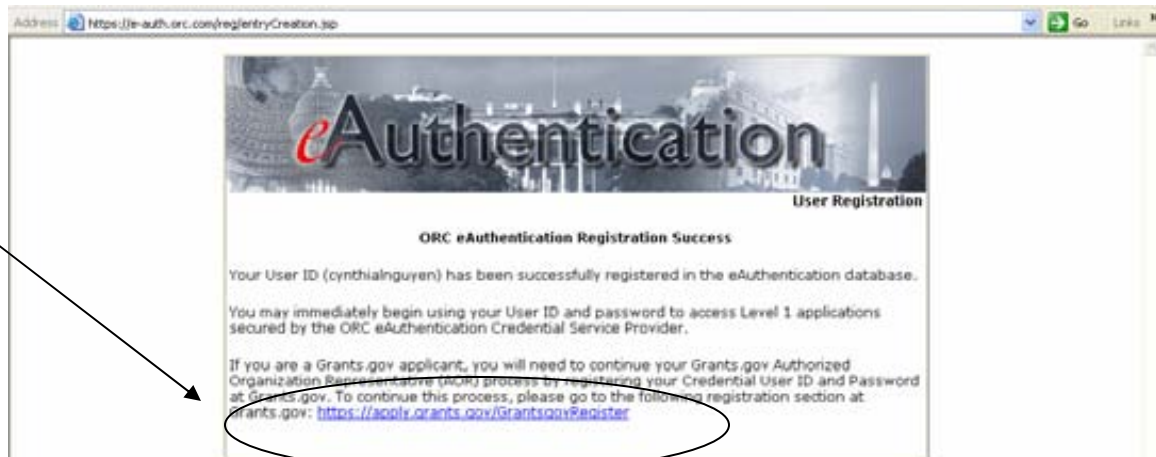
1. Once you have registered with ORC, Grants.gov's Credential Provider, and received your username and password, you will need to register with Grants.gov. You should wait approximately 30 minutes after completing the Credential Provider registration before registering with Grants.gov.
2. After you have registered 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.
3. The E-Business Point of Contact will then need to log into the E-Biz section of Grants.gov and assign the "Authorized Applicant" role to you. Once the E-Business Point of Contact completes this process, you will receive an email confirming that you can submit grants on behalf of your organization. You will then be able to submit grants through Grants.gov.

There are two paths to complete your registration. Both are outlined below.

OPTION 1:

From the E-Authentication website, directly after creating your username and password:

1. After receiving your confirmation screen, you will find a link referenced to Grants.gov. Select that link to be directed to the Grants.gov website and set-up your new Grants.gov profile once you enter your username and password.



- Next, enter the username and password you just created at the E-Authentication website and select “Register”.

Address <https://apply.grants.gov/individual/register>

GRANTS.GOV™

For Applicants About Grants.gov Resources For Agencies
Contact Us SiteMap Help Home

Home » Applicants » Get Registered » Individual Registration »

REGISTER WITH GRANTS.GOV

Once you have [registered with a Credential Provider](#), you will need to register with Grants.gov.

Enter the username and password from registering with the Credential Provider. You will then be asked to provide the **Funding Opportunity Number** associated with your grant application.

Please enter your Username and Password to Register with Grants.gov.

Username

Password

Tips for registering with Grants.gov:

Guidance on this process is provided on the [Register with Grants.gov](#) section of the site.

Warning Notice!

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

Done Internet

3. At the next screen, enter in the information to set-up your User Profile. If you are registering on behalf of an organization, make sure that the AOR button is selected.

Address: <https://apply.grants.gov/Grantsgov/Registers>

GRANTS.GOV™

Contact Us SiteMap Help Home

Home » Applicants » Get Registered » Organization Registration »

User Profile

Authorized Organization Representatives (AORs) and Individuals have the ability to submit grant applications through Grants.gov.

After you have successfully completed the registration process below, you will see a "Successful Registration" confirmation screen. For Organizations, the E-Business Point of Contact listed on your organization's CCR registration (as indicated on the CCR website: <http://www.ccr.gov>) will receive a notification stating that you have registered to become an AOR. Once the E-Business Point of Contact 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.

To register as an AOR, complete all fields below and press the "Submit" button. If you are submitting applications on behalf of a company, state, local or tribal government, academia, or other type of organization, select the "AOR" option; OR if you are an individual submitting applications on your behalf, select the "Individual" option below:

Applicant Info:
Step 1: Select either the AOR or Individual option.
Step 2: Complete all other fields.

AOR **Individual**

First: Last:
Tel: Email:
Title: DUNS:

4. Enter your first name in the **First** field.
5. Enter your last name in the **Last** field.
6. Enter your business telephone number in the **Tel** field.
7. Enter your business email address in the **Email** field.
8. Enter your title in the **Title** field.
9. Enter your DUNS number that was entered in the CCR registration in the DUNS or DUNS + 4 field.
10. Click the **Cancel** button to return to the previous screen.
OR
11. Click the **Submit** button to register with Grants.gov.

After you have registered 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. The E-Business Point of Contact will then need to log into the E-Biz section of Grants.gov and assign the "Authorized Applicant" role to you.

After you have completed the profile, you will get an AOR Initiated confirmation screen. You will still need to have your E-Business POC login and authorize your profile.

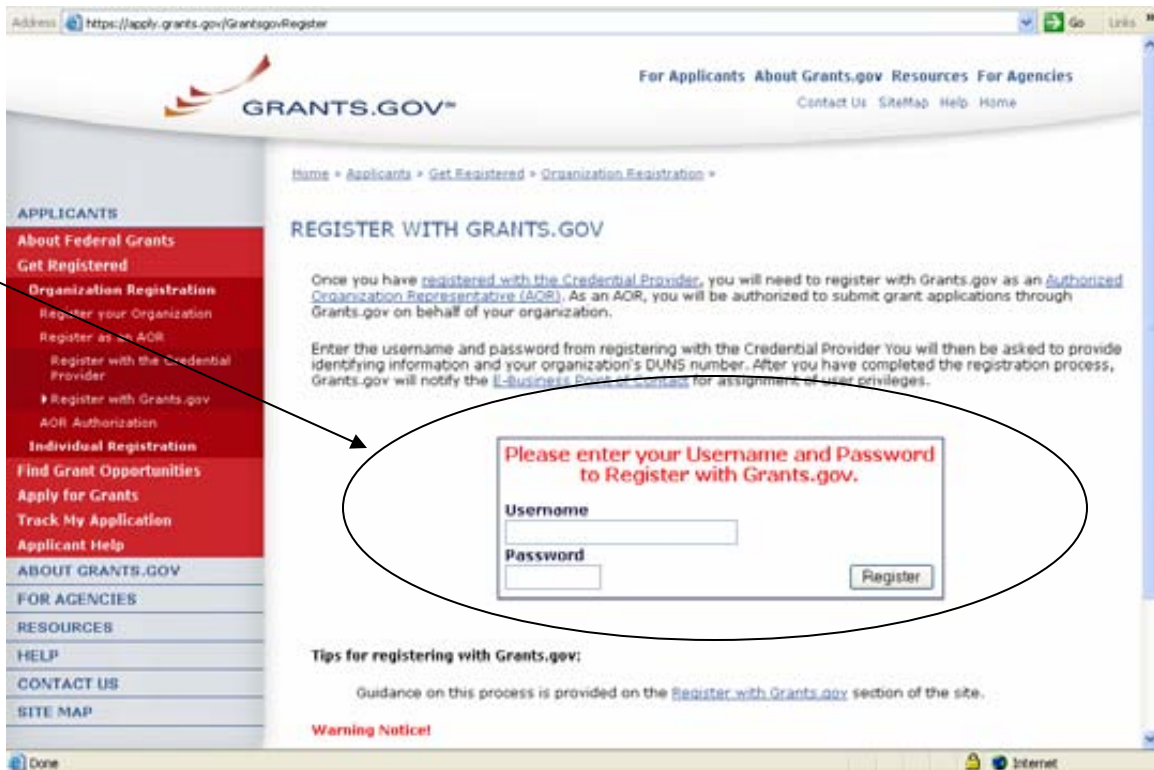
OPTION 2:

Another option to register with Grants.gov is from the Grants.gov website, you must still have completed your Credential Provider registration and received your username and password before you can register with Grants.gov. Follow the steps below to register with Grants.gov.

1. Click **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, click the **Organization Registration** link on the left navigation.
3. Next, select **Register as an AOR** link from the Organization Registration submenu on the left navigation bar. Then click on **Register with Grants.gov** also located in the left menu.
4. This takes you to the **Register with Grants.gov** screen.
5. Click on the **Register with Grants.gov** link at the bottom of the screen.



5. Once on the Register with Grants.gov screen, enter the username and password that you received from the Credential Provider in the **Username** and **Password** fields. **Remember** – the password you received from the Credential Provider may contain both upper and lowercase letters. Be sure to enter the exact password you received.



6. At the next screen, enter in the information to set-up your User Profile. If you are registering on behalf of an organization, make sure that the AOR button is selected.

Address: <https://apply.grants.gov/Grantsgov/Registers>

GRANTS.GOV™

Contact Us SiteMap Help Home

Home » Applicants » Get Registered » Organization Registration »

User Profile

Authorized Organization Representatives (AORs) and Individuals have the ability to submit grant applications through Grants.gov.

After you have successfully completed the registration process below, you will see a "Successful Registration" confirmation screen. For Organizations, the E-Business Point of Contact listed on your organization's CCR registration (as indicated on the CCR website: <http://www.ccr.gov>) will receive a notification stating that you have registered to become an AOR. Once the E-Business Point of Contact 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.

To register as an AOR, complete all fields below and press the "Submit" button. If you are submitting applications on behalf of a company, state, local or tribal government, academia, or other type of organization, select the "AOR" option; OR if you are an individual submitting applications on your behalf, select the "Individual" option below:

Applicant Info:

Step 1: Select either the **AOR** or **Individual** option.
Step 2: Complete all other fields.

<input type="radio"/> AOR	<input type="radio"/> Individual
First: <input type="text"/>	Last: <input type="text"/>
Tel: <input type="text"/>	Email: <input type="text"/>
Title: <input type="text"/>	DUNS#: <input type="text"/>

7. Enter your first name in the **First** field.
8. Enter your last name in the **Last** field.
9. Enter your business telephone number in the **Tel** field.
10. Enter your business email address in the **Email** field.
11. Enter your title in the **Title** field.
12. Enter your DUNS number that was entered in the CCR registration in the DUNS or DUNS + 4 field.
13. Click the **Cancel** button to return to the previous screen.
OR
14. Click the **Submit** button to register with Grants.gov.

After you have registered 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. The E-Business Point of Contact will then need to log into the E-Biz section of Grants.gov and assign the "Authorized Applicant" role to you.

After you have completed the profile, you will get an AOR Initiated confirmation screen. You will still need to have your E-Business POC log-in and authorize your profile.

Note: The E-Business Point of Contact will not be able to log into the E-Biz section of Grants.gov for the first time until one AOR has completed the Credential Provider and Grants.gov registration.

Once the E-Business Point of Contact 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 grants through Grants.gov.

If you forget your password

In the event that you forget your password, you can obtain a new password from the Credential Provider:

If you have forgotten your password, you will need to get it reset at the E-Authentication Credential Provider's website.

Go to <https://e-auth.orc.com/reg/forgotReset.html> and enter your username. You will then be prompted to change your password. This information will automatically be updated at the Grants.gov website.

If you forget your username

Please contact ORC, Grants.gov's Credential Provider at 800-386-6820 or via email at eauthhelp@orc.com. You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register your new username and password with Grants.gov.

1.8 Register Your Organization: AOR Authorization

Authorize Your AORs

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 (POC), identified during CCR Registration, and 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.

Note: In some organizations, a person may serve as both an E-Business POC and an AOR.

After an AOR registers with Grants.gov, the E-Business POC will have to approve the request. The E-Business POC will approve the request after the AOR has completed the following two steps:

1. AORs Register with the Credential Provider
2. AORs Register with Grants.gov.

After the AOR has submitted their request, the E-Business POC will complete the third step in this process as depicted on the page.



Grants.gov has developed a registration checklist to help you register and authorize your organization's AOR (Authorized Organization Representative).

Instructions for reviewing the Checklist for Registering AORs

Follow the steps below to review the Checklist for Registering AORs.

1. Click **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. To Access the Checklist for Registering AORS, select **Organization Registration** from the left navigation.
3. Once on the Organization Registration page, select **AOR Authorization** from the sub-menu.
4. Once on the AORs Authorization page, you may click **Authorize Your AORs** from the left navigation. At the bottom of this page, select **Click here for a checklist for registering as an AOR.**

The Registration Checklist is a PDF document, which you may review on-screen or print and retain for future reference.

Address: <http://www.grants.gov/assets/AORregCheck.pdf>

Save a Copy | Select | 75% | Search | Adobe Reader 7.0

Pages | Attachments | Comments

GRANTS.GOV™

**Authorized Organization Representative
Registration Checklist**

Grants.gov requires that individuals who would like to submit grants on behalf of their organization, Authorized Organization Representatives (AORs), register with Grants.gov. The following checklist provides a guide to completing the registration process for an AOR. The registration process is a one-time process, which is required before representatives of an organization can submit grant application packages electronically through Grants.gov. 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, institution, state, local or tribal government, or other type of organization, refer to the <http://www.grants.gov/assets/ChecklistforIndividualsChecklist.pdf>. If you apply as an individual to a grant application package designated for organizations, your application will be rejected.

Grants.gov Registration Checklist	What is the purpose of this step?	How long should it take?	Completed?
<p>1. Have you registered with the Credential Provider to obtain a username and password?</p> <ul style="list-style-type: none">• AORs must register with the Credential Provider to obtain a username and password at http://apply.grants.gov/CerProvider. You will need to know your organization's DUNS Number to complete the process. If your organization does not know its DUNS Number, visit www.duns.com.	<ul style="list-style-type: none">• The Federal government has adopted the use of DUNS numbers to track of how federal grant money is allocated.• DUNS Numbers identify your organization.	<ul style="list-style-type: none">• Same Day.• You will receive DUNS Number information at the conclusion of the phone call.• Recipient with NEW DUNS number must wait 2-3 business days.	

Downloaded (514.48 MB of 1.01 GB) | Unknown Zone

1.9 Register Your Organization: Login as an E-Biz POC

The E-Business Point of Contact (POC) performs the final step in the Grants.gov registration process. The E-Biz POC actually authorizes someone to submit a grant application on behalf of their organization. This step safeguards an organization from individuals who may attempt to submit a grant application package 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.

1. To login as an E-Business Point of Contact, click on the link in the right navigation menu under Quick Links in the blue box, **E-Biz POC Login** on any Grants.gov page.



2. On the For E-Business Point of Contact screen enter your organization's DUNS number and MPIN.

Address <https://apply.grants.gov/apply/AorMgGet3D> Go Links

GRANTS.GOV™ For Applicants About Grants.gov Resources For Agencies
Contact Us SiteMap Help Home

Home > For E-Business Point of Contact

FOR E-BUSINESS POINT OF CONTACT

This section of the site is designed to provide the designated E-Business Point of Contact (POC) from an applicant organization the capability of designating, or revoking, the privileges of the Authorized Organization Representative (AOR). The AOR is the organization's authorized submitter of a Federal grant application.

You will need to enter your DUNS or DUNS + 4 number and your designated MPIN from the Central Contractor Registry (CCR).

If you do not have an MPIN, please visit www.CCR.gov for further information on obtaining an MPIN for your organization.

Please enter your DUNS Number and MPIN to login to the Grants.gov system.

DUNS or DUNS + 4

MPIN

Warning Notice!

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

Done Internet

2.0 Register Your Organization: Assigning the Authorized Applicant Role

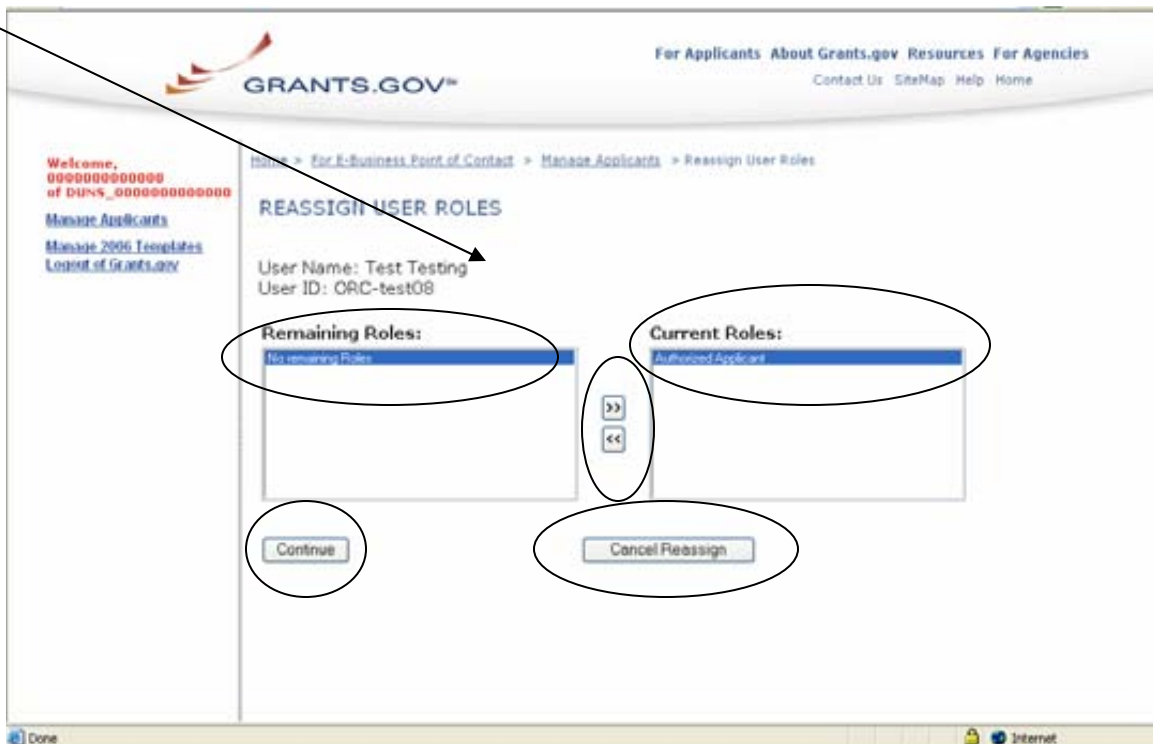
Instructions for Assigning the Authorized Applicant Role

Follow the steps below to assign the Authorized Applicant Role.

1. Login to the E-Biz section of Grants.gov by clicking on the link in the right navigation menu under Quick Links in the blue box, **E-Biz POC Login** on any Grants.gov page.
2. This will take you to the For E-Business Point of Contact screen. Enter your organization's DUNS number and MPIN.
3. Once you are logged in, click the **Manage Applicants** link on the left of the screen. This will take you to the Manage Applicants screen.



4. Select the name of the person for whom you want to assign the Authorized Applicant role by clicking in the checkbox next to that person's name.
5. Click the **Reassign Roles** button. This will take you to the Reassign User Roles screen.



6. Select the Authorized Applicant role in the Remaining Roles box by clicking it. Click the double arrow pointing toward the Current Roles box.
7. To save your changes, click the **Continue** button. The AOR will now be able to submit an application. OR to cancel your changes, click the **Cancel Reassign** button.
8. Once you have reassigned roles, the applicant is now authorized and can submit applications on Grants.gov.

2. 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.

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

Instructions for Getting Registered for Individuals

1. Click **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. 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 – click on **Individual Registration** in the left navigation bar.

The screenshot shows the Grants.gov website at the URL http://www.grants.gov/applicants/individual_registration.jsp. The page is titled "INDIVIDUAL REGISTRATION". On the left, a navigation menu lists "Individual Registration" in red, which is circled and pointed to by a black arrow. The main content area contains the following text:

INDIVIDUAL REGISTRATION

An individual submits grant applications on their own behalf, not representing an organization, institution or government. Individual applicants are only eligible for grants that are open to individuals and published on the Grants.gov website.

Individual registration is a one-time process and can take up to one day to complete. Individuals wishing to submit a grant application using Grants.gov are required to [register with the Credential Provider](#) and [register with Grants.gov](#).

Take note, if you register as an individual, you will only be able to apply to grant opportunities that are open to individuals. An individual cannot submit a grant application to a grant opportunity that is just open to organizations.

Also, neither a DUNS number or the CCR registration is necessary for an Individual Registration.

[TOP OF PAGE]

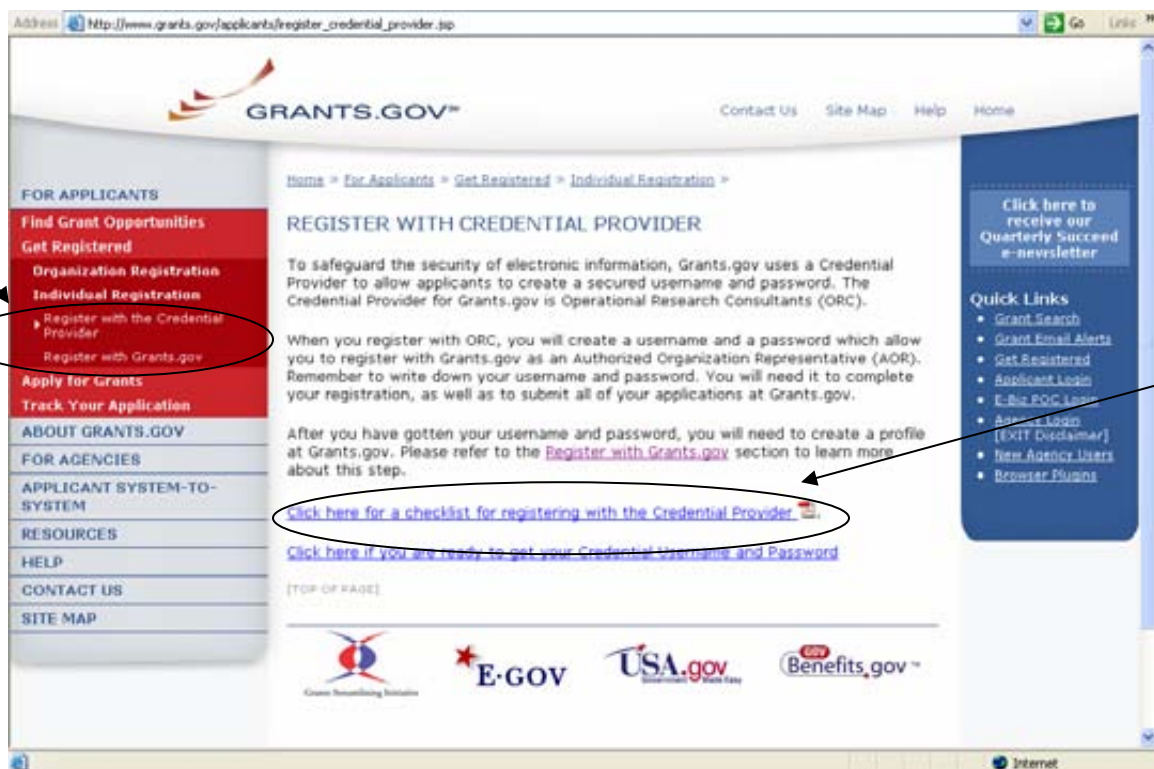
The footer of the page features logos for E-GOV, USA.GOV, and Benefits.gov.

2.1 Register as an Individual: Credential Provider Registration Checklist

Instructions for reviewing the Credential Provider Registration Checklist

To view the Credential Provider Registration Checklist, select **Individual Registration** from the left navigation of any Grants.gov page.

Once on the Individual Registration page, select **Register with the Credential Provider** from the submenu.



Once on the Register with Credential Provider page, you may click the **Click here for a checklist for registering with the Credential Provider** link at the bottom of the page to download a handy document that details the steps you need to follow to become registered with the Credential Provider.

The Registration Checklist is a PDF document, which you may review on-screen or print and retain for future reference.

Save a Copy | Select | 80% | Adobe Reader 7.0

GRANTS.GOV™

Individual Registration Checklist

The following checklist provides registration guidance for an individual grant applicant who is planning to submit a grant on his or her own behalf, and not on behalf of a company, institution, state, local or tribal government, or other type of organization. The registration process is a one-time process, which is required before an individual can submit grant application packages electronically through Grants.gov. The registration process can take up to a day to complete.

Note: If you are a grant applicant, who is submitting a grant application on behalf of a company, institution, state, local or tribal government, or other type of organization, refer to the [Grants.gov Registration Checklist for Organizations](#). If you apply as an individual to a grant application package designed for organizations, your application will be rejected.

Grants.gov Registration Checklist	What is the purpose of this step?	How long should it take?	Completed?
1. Have you registered with the Credential Provider? <ul style="list-style-type: none"> Go to http://www.grants.gov/credprov.html to obtain a username and password. You will need to know the Funding Opportunity Number for the grant application package that you intend to apply for on Grants.gov. 	<ul style="list-style-type: none"> Receive a username and password to submit applications through Grants.gov. Your username and password serves as an "electronic signature." Grants.gov uses the Credential Provider to verify that an individual is who she/he claims to be. 	<ul style="list-style-type: none"> Same Day. You will receive a username and password when you submit your information. 	<input type="checkbox"/>
2. Have you registered with Grants.gov? <ul style="list-style-type: none"> Go to http://www.grants.gov/submitapp.html and enter the username and password 	<ul style="list-style-type: none"> You need to register with Grants.gov to obtain an account to submit applications 	<ul style="list-style-type: none"> Same Day You will be registered when you submit your 	<input type="checkbox"/>

Done | Unknown Zone

The Credential Provider Registration Checklist screen will appear. The checklist helps guide you through the process of completing necessary steps to become registered with the Credential Provider.

2.2 Register as an Individual: Register with the Credential Provider

In order to safeguard the security of your electronic information, Grants.gov utilizes E-Authentication – the Federal program that ensures secure transactions. E-Authentication defines the level of trust or trustworthiness of the parties involved in a transaction through the use of Credential Providers. It is the process of determining with certainty that someone really is who he/she claims to be. Grants.gov is using Operational Research Consultants (ORC) as its Credential Provider. 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.

Instructions for Registering with the Credential Provider

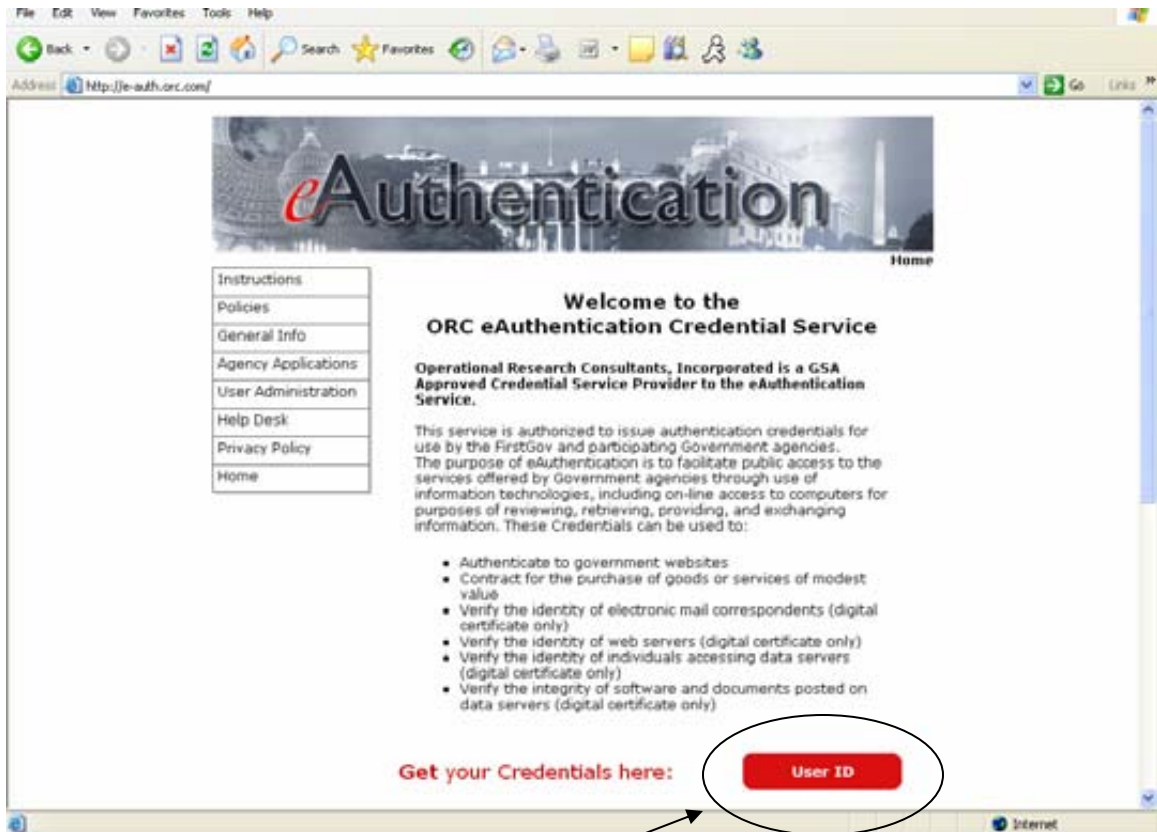
1. Click **Get Registered** in the Quick Links on the blue boxed left navigation of any Grants.gov page. This will take you to the Get Registered screen.
2. Under the **Get Registered** heading, click the **Individual Registration** link on the left navigation. This takes you to the Individual Registration screen.
3. Click the **Register with the Credential Provider** link in the submenu in the left navigation. Then click on **Click here if you are ready to get your Credential Username and Password**.



4. This will take you to the **Register with the Credential Provider** screen where you will need to enter the **Funding Opportunity Number** and then click **Register**.



5. You will be taken to the E-Authentication website where you will be able to create your username and password. The E-Authentication screen is now visible. Click the **User ID** button.



- This will take you to the User Information screen. Enter all of the required information in the appropriate fields. Required fields are noted by an asterisk *. Click the **Submit** button.

The screenshot shows a web browser window with the address bar displaying <https://e-auth.orc.com/reg/>. The page features a header with the text "eAuthentication" and "User Registration". On the left side, there is a vertical menu with the following items: Instructions, Policies, General Info, Agency Applications, User Administration, Help Desk, Privacy Policy, and Home. The main content area is titled "ORC eAuthentication User Information" and contains the following text: "Please provide the following information and click the Submit button at the bottom when finished." Below this, a red asterisk indicates that fields marked with an asterisk are required. The form includes the following fields: "First Name: *", "M.I.", and "Last Name: *", each with a text input box; "Date of Birth:" with sub-fields for "Month:" (a dropdown menu), "Day:" (a text input box), and "Year:" (a text input box); "Job Title:" with a text input box; "Select either Business or Home address" with radio buttons for "Business address" and "Home address" (which is selected); and "Home Address and Phone Number" with sub-fields for "Address1: *", "Address2:", "City: *", and "State:" (a dropdown menu) or "Region:" (a text input box).

7. This will take you to the **ORC eAuthentication User Confirmation** screen. Complete all of the necessary fields and click the **Submit** button. Record the User ID and password that you entered because you will need this information to register with Grants.gov.

File Edit View Favorites Tools Help

Back Search Favorites

Address <https://e-auth.orc.com/reg/confirm.jsp> Go Links

eAuthentication

User Registration

- Instructions
- Policies
- General Info
- Agency Applications
- User Administration
- Help Desk
- Privacy Policy
- Home

ORC eAuthentication User Confirmation

Please confirm that the following information is correct then click the Submit button at the bottom when finished.

You are requesting Level 1 access credentials

First Name: Cynthia **M.I.:** L **Last Name:** Nguyen

Date of Birth: October 28, 1980

Job Title: PJM

Business Address and Phone Number:
8200 Greensboro Drive
Suite 900
McLean, VA 22102 US
703-269-0047

Primary Email: cynthia.nguyen@tmp.com

If the above information is correct please continue with the process otherwise click "Make a Change" to edit the information

Done Internet

User Name: *

Password: *

Confirm Password: *

NOTE: Your password must be at least 8 Characters long and include at least one Special Character, one Number, and one Capital letter.

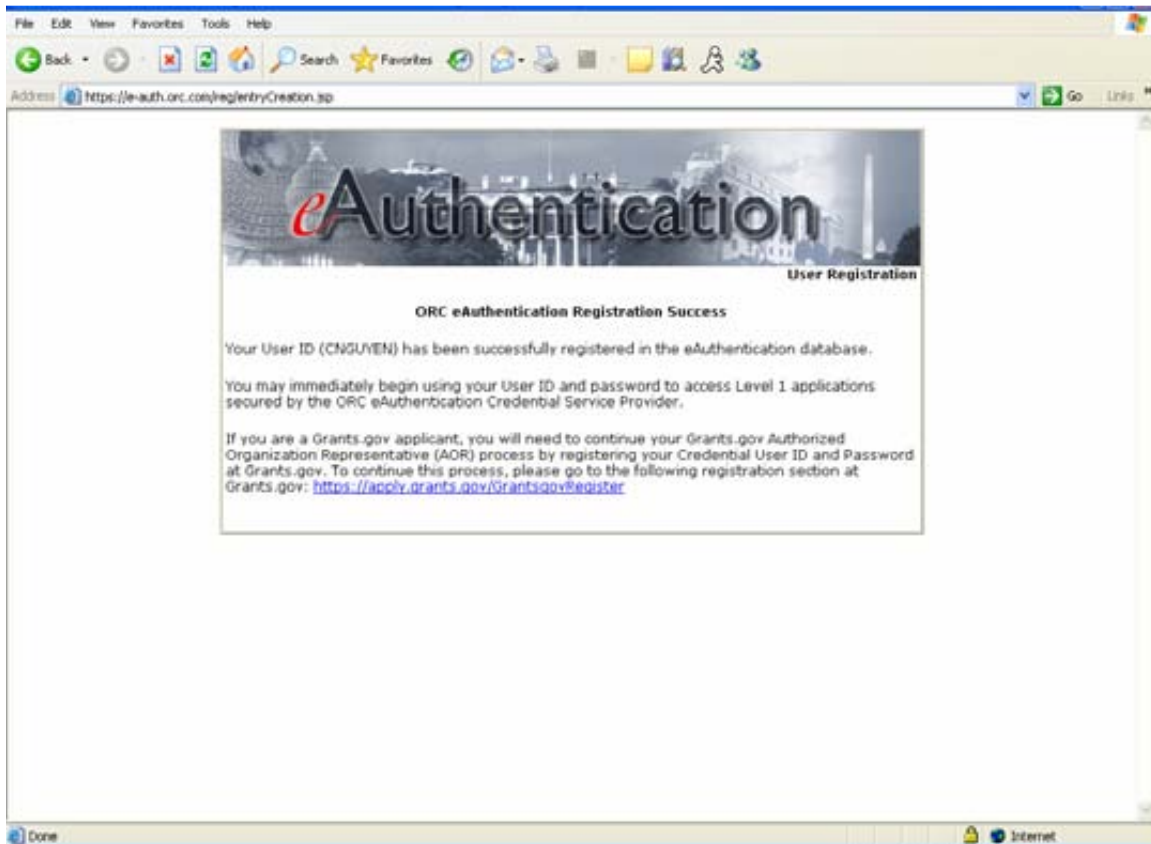
Secret Question: *

Secret Answer: *

By clicking the submit button you are confirming that the information you have provided is accurate and complete.

Done Internet

8. This will take you to the **ORC eAuthentication Registration Success** screen.



Now you can go to the next step and set-up your profile at Grants.gov using this username and password.

I forgot my password

In the event that you forget your password, you can obtain a new password from the Credential Provider: If you have forgotten your password, you will need to get it reset at the E-Authentication Credential Provider's website.

Go to <https://e-auth.orc.com/reg/forgotReset.html> and enter your username. You will then be prompted to change your password. This information will automatically be updated at the Grants.gov website.

I forgot my username

Please contact ORC, Grants.gov's Credential Provider at 800-386-6820 or via email at eauthhelp@orc.com. You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register your new username and password with Grants.gov.

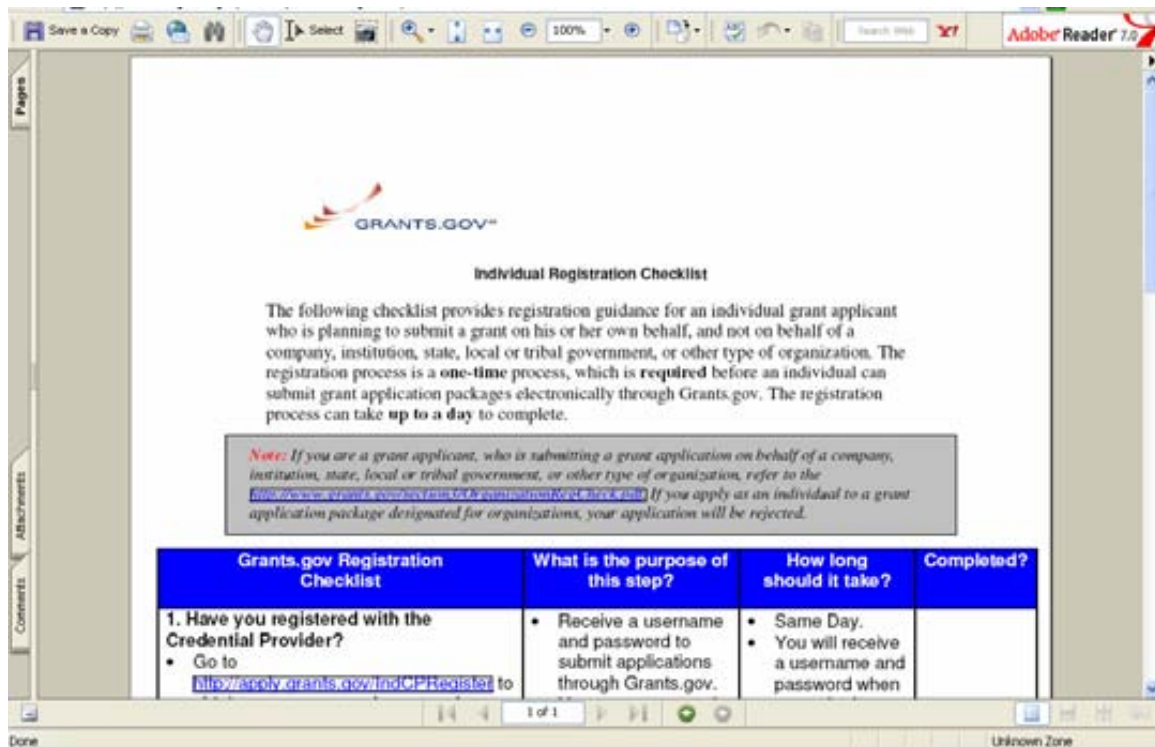
2.3 Register as an Individual: Grants.gov Registration Checklist

Instructions for reviewing the Grants.gov Registration Checklist

To view the Grants.gov Registration Checklist, select **Get Registered** from the left navigation on Grants.gov, then click on **Individual Registration** also located in the left navigation below Individual Registration, click on **Register with Grants.gov** and then on the main page click on the link that says **Click here for a checklist to register with Grants.gov**.

The Registration Checklist is a PDF document, which you may review on-screen or print and retain for future reference.

The Grants.gov Individual Registration Checklist screen will appear. The checklist helps guide you through the process of completing necessary steps to become registered with Grants.gov.



The screenshot shows a PDF document titled "Individual Registration Checklist" from Grants.gov. The document provides registration guidance for individual grant applicants. It includes a note about organizational applications and a table with the following content:

Grants.gov Registration Checklist	What is the purpose of this step?	How long should it take?	Completed?
1. Have you registered with the Credential Provider? • Go to http://www.credentials.grants.gov/indCP/register to	• Receive a username and password to submit applications through Grants.gov.	• Same Day. • You will receive a username and password when	

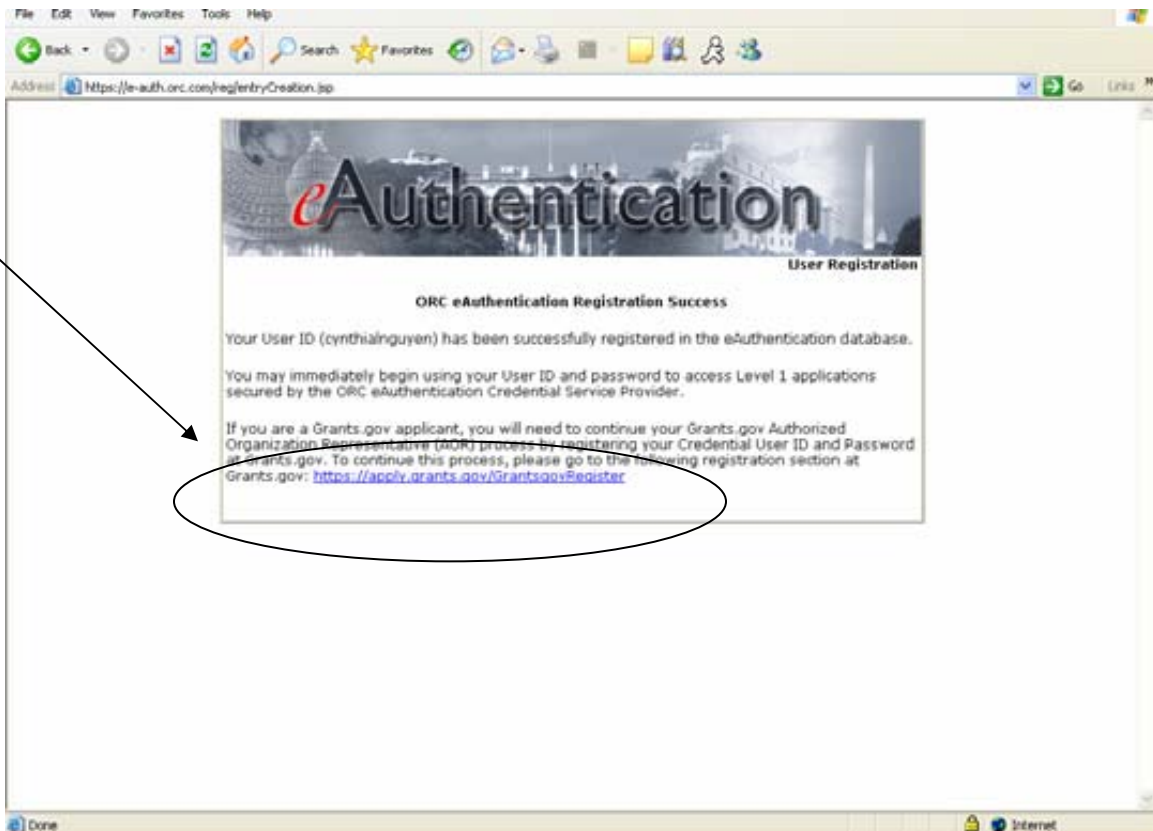
2.4 Register as an Individual: Register with Grants.gov

Once you have registered with ORC, Grants.gov's Credential Provider, and received your username and password, you will need to register with Grants.gov. You should wait approximately 20 minutes after completing the Credential Provider registration before registering with Grants.gov.

There are two ways to complete your registration process. First is from the confirmation screen at the Credential Provider's website.

OPTION 1: From the E-Authentication website, directly after creating your username and password:

1. After receiving your confirmation screen, you will find a link referenced to Grants.gov. Select that link to be directed to the Grants.gov website and set-up your new Grants.gov profile.



2. Next, enter the username and password you just created at the E-Authentication website and select **Register**.

The screenshot shows the Grants.gov website at the URL <https://apply.grants.gov/indOPRegister>. The page title is "REGISTER WITH THE CREDENTIAL PROVIDER". The left sidebar contains navigation links under "APPLICANTS", "ABOUT GRANTS.GOV", "FOR AGENCIES", "RESOURCES", "HELP", "CONTACT US", and "SITE MAP". The main content area includes instructions on registration with a Credential Provider, specifically mentioning Operational Research Consultants (ORC). A registration form is displayed with the following steps:

- Step 1:** Complete the **Funding Opportunity Number** field.
- Step 2:** Click the **Register** button.

The form contains a text input field for the "Funding Opportunity Number" and a "Register" button. A black oval highlights the form, and an arrow points from the left sidebar to the "Register" button.

3. At the next screen, check the Individual box. This will default the DUNS number field to 000000000INDV
4. Enter your first name in the **First** field.
5. Enter your last name in the **Last** field.
6. Enter your business telephone number in the **Tel** field.
7. Enter your business email address in the **Email** field.
8. Enter your title in the **Title** field.
9. Click the **Cancel** button to return to the previous screen.
- OR
10. Click the **Submit** button to register with Grants.gov.

Home > Applicants > Get Registered > Organization Registration >

User Profile

Authorized Organization Representatives (AORs) and Individuals have the ability to submit grant applications through Grants.gov.

After you have successfully completed the registration process below, you will see a "Successful Registration" confirmation screen. For Organizations, the E-Business Point of Contact listed on your organization's CCR registration (as indicated on the CCR website: <http://www.ccr.gov>) will receive a notification stating that you have registered to become an AOR. Once the E-Business Point of Contact 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.

To register as an AOR, complete all fields below and press the "Submit" button. If you are submitting applications on behalf of a company, state, local or tribal government, academia, or other type of organization, select the "AOR" option; OR if you are an individual submitting applications on your behalf, select the "Individual" option below:

Applicant Info:

Step 1: Select either the AOR or Individual option.

Step 2: Complete all other fields.

AOR
 Individual

First:
Last:

Tel:
Email:

Title:
DUNS: 000000000INDV

After you have completed the profile, you will see a confirmation screen. You have now completed the registration process and you will be able to submit applications on Grants.gov.

PLEASE BE AWARE THAT YOU WILL ONLY BE ABLE TO SUBMIT APPLICATIONS TO OPPORTUNITIES THAT ARE OPEN TO INDIVIDUALS.

OPTION 2: You can also register directly from Grants.gov. Follow the instructions below for that information:

Instructions for Registering with Grants.gov

You must have completed your Credential Provider registration and received your username and password before you can register with Grants.gov. Follow the steps below to register with Grants.gov.

1. Click **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, click on **Individual Registration** in the submenu on the left navigation.

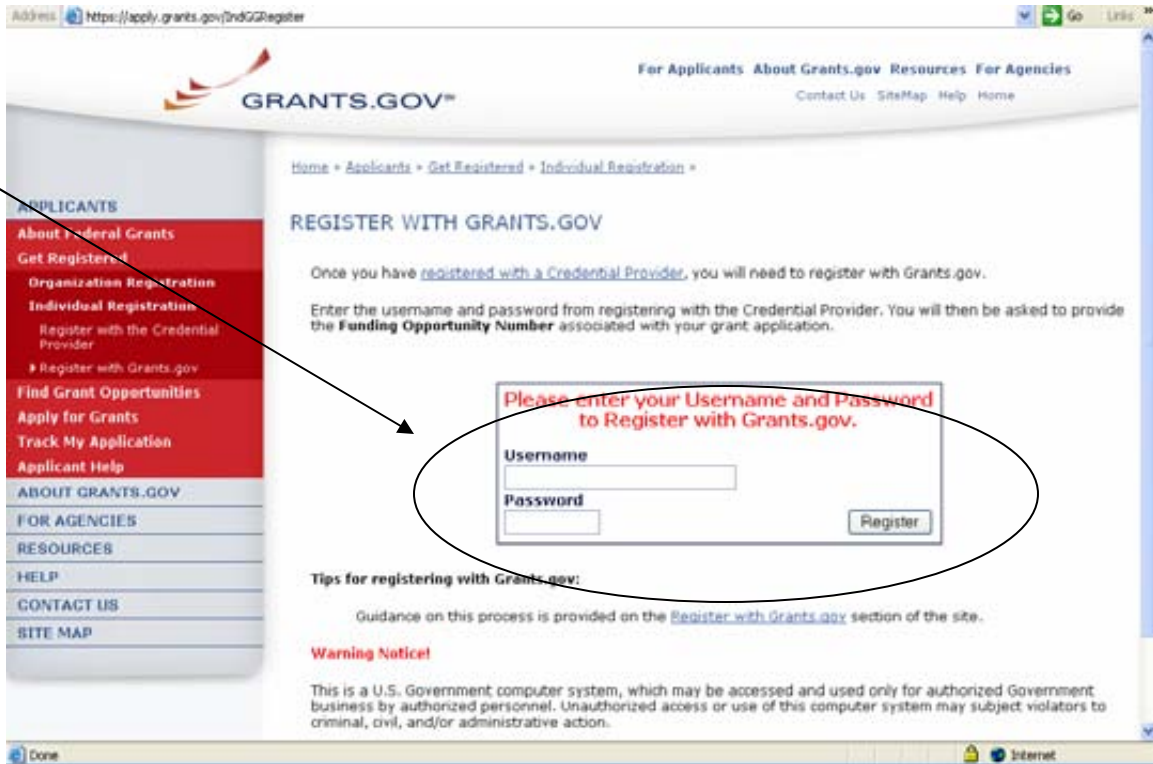


3. Information about Individual Registration is now displayed. Click **Register with Grants.gov** in the submenu to be taken to the Register with Grants.gov page.



4. This takes you to the **Register** screen which displays information about how to register as an Individual. Click on the link **Please click here to register with Grants.gov**.

5. On the Register with Grants.gov screen, enter your username and password and click **Register**. Enter the user name and password that you received from the Credential Provider in the **Username** and **Password** fields. **Remember** – the password you received from the Credential Provider may contain both upper and lowercase letters. Be sure to enter the exact password you received.



6. At the next screen, check the Individual box. This will default the DUNS number field to 00000000INDV
7. Enter your first name in the **First** field.
8. Enter your last name in the **Last** field.
9. Enter your business telephone number in the **Tel** field.
10. Enter your business email address in the **Email** field.
11. Enter your title in the **Title** field.
12. Click the **Cancel** button to return to the previous screen.
OR
13. Click the **Submit** button to register with Grants.gov.

APPLICANTS

- About Federal Grants
- Get Registered
 - Organization Registration
 - Register your Organization
 - Register as an AOR
 - Register with the Credential Provider
 - Register with Grants.gov
 - AOR Authorization
 - Individual Registration
- Find Grant Opportunities
- Apply for Grants
- Track My Application
- Applicant Help

ABOUT GRANTS.GOV

FOR AGENCIES

RESOURCES

HELP

CONTACT US

SITE MAP

User Profile

Authorized Organization Representatives (AORs) and Individuals have the ability to submit grant applications through Grants.gov.

After you have successfully completed the registration process below, you will see a "Successful Registration" confirmation screen. For Organizations, the E-Business Point of Contact listed on your organization's CCR registration (as indicated on the CCR website: <http://www.ccr.gov>) will receive a notification stating that you have registered to become an AOR. Once the E-Business Point of Contact 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.

To register as an AOR, complete all fields below and press the "Submit" button. If you are submitting applications on behalf of a company, state, local or tribal government, academia, or other type of organization, select the "AOR" option; OR if you are an individual submitting applications on your behalf, select the "Individual" option below.

Applicant Info:
 Step 1: Select either the AOR or Individual option.
 Step 2: Complete all other fields.

AOR **Individual**

First: Last:

Tel: Email:

Title: DUNS#:

After you have completed the profile, you will see a confirmation screen. You have now completed the registration process and you will be able to submit applications on Grants.gov. **PLEASE BE AWARE THAT YOU WILL ONLY BE ABLE TO SUBMIT APPLICATIONS TO OPPORTUNITIES THAT ARE OPEN TO INDIVIDUALS.**

I forgot my password

In the event that you forget your password, you can obtain a new password from the Credential Provider: If you have forgotten your password, complete the following steps:

If you have forgotten your password, you will need to get it reset at the E-Authentication Credential Provider's website. Go to <https://e-auth.orc.com/reg/forgotReset.html> and enter your username. You will then be prompted to change your password. This information will automatically be updated at the Grants.gov website.

I forgot my username

Please contact ORC, Grants.gov's Credential Provider at 800-386-6820 or via email at eauthhelp@orc.com. You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register your new username and password with Grants.gov.

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. There are also instructions on how to sign-up for email subscription to receive email alerts about new Grant Opportunities as well as how to apply, download, complete and track an application.



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.



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.



Search Grant Opportunities

To search for opportunities online, in the For Applicants section, first click on **Find Grant Opportunities** in the left navigation. This will take you to the Search Opportunities page.

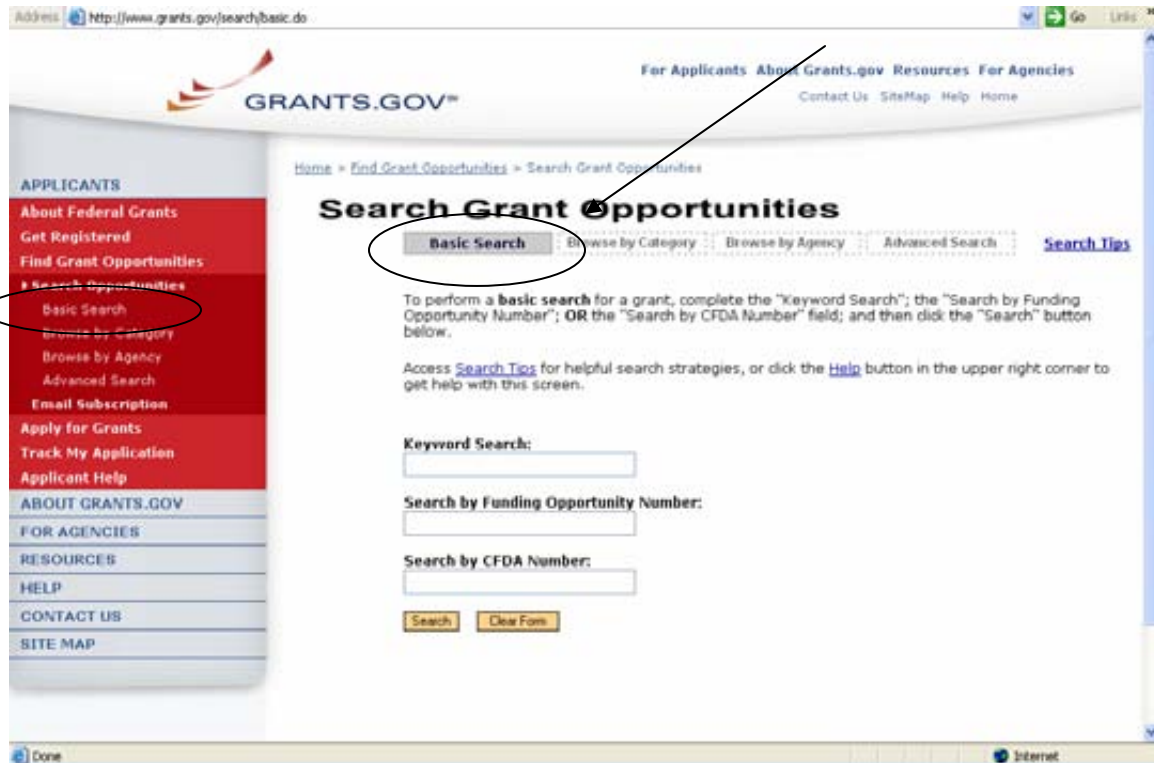


Once on the Search Opportunities page, you may conduct a basic search, browse by category, browse by agency or conduct an advanced search.



Quick Link Tip: You can also go to the Quick Links box and click on **Grant Search** to begin to immediately search for grants. Also for tips on how to search for grant opportunities click on the **Search Tips** link at the bottom of the Quick Links on the right side of the page.

To **conduct a basic search**, simply click on **Basic Search** under Search Opportunities in the left navigation menu. Or you can click on **Basic Search** link on Search Grant Opportunities page. The Basic Search page will appear.



To **browse grant opportunities by category**, simply click on **Browse by Category** at the top of the page or in the left navigation under Search Opportunities. The Browse by Category page will appear.



To browse grant opportunities by agency, simply click on **Browse by Agency** at the top of the page or in the left navigation under Search Opportunities. The Browse by Agency page will appear.



To **conduct an advanced search**, simply click on **Advanced Search** at the top of the page or in the left navigation under Search Opportunities. The Advanced Search page will appear.



Email Subscription

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, click **Find Grant Opportunities** from the left side navigation. Then, click on the **Email Subscription** from the submenu.

Once on the Email Subscription page, you may elect to be notified of all grants, those with advanced criteria, grants with a specific Funding Opportunity Number (FON), or, you may choose to unsubscribe from receiving email notifications.



The screenshot shows the Grants.gov website interface. The address bar displays http://www.grants.gov/applicants/email_subscription.jsp. The page title is "EMAIL SUBSCRIPTION". The left navigation menu includes "FOR APPLICANTS", "FOR AGENCIES", "APPLICANT SYSTEM-TO-SYSTEM", "RESOURCES", "HELP", "CONTACT US", and "SITE MAP". Under "FOR APPLICANTS", the following items are listed: "Find Grant Opportunities", "Search Opportunities", "Email Subscription" (highlighted with a red oval and an arrow), "All Grants", "Advanced Criteria", "Specific FON", "Unsubscribe", "Get Registered", "Apply for Grants", and "Track Your Application". The main content area contains the following text: "Register now and receive notifications of new grant postings delivered right to your email inbox. You do not need to be a registered user of Grants.gov to sign up for this service. You can add to your email subscriptions or unsubscribe at any time." Below this text are four radio button options: "All Grant Notices" (selected), "Notices Based on Advanced Criteria", "Notices Based on Funding Opportunity Number", and "Unsubscribe from Grant Notices". A "Quick Links" box on the right side of the page lists: "Grant Search", "Grant Email Alerts", "Get Registered", "Applicant Login", "E-Reg POC Login", "Agency Login [EXIT Disclaimer]", "New Agency Users", and "Browser Plugins".



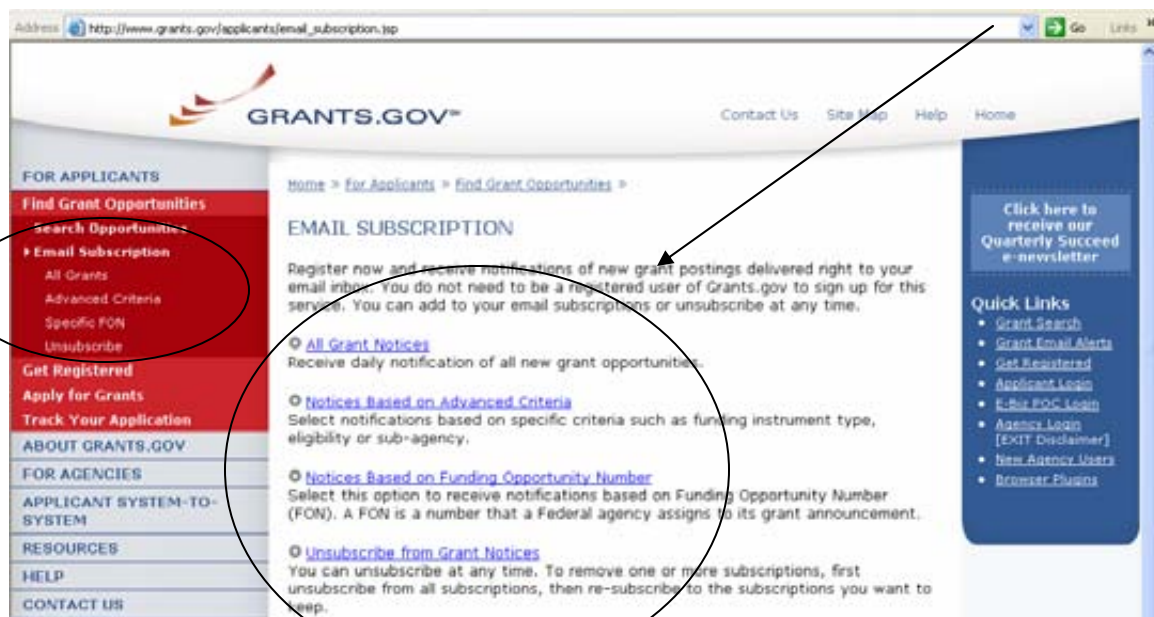
Quick Link Tip: To register to receive grant postings that meet the needs of you or your organization, you can also click on the **Grant Email Alerts** in the Quick Links box.

To receive email about all grants, on the Email Subscription page click on **All Grant Notices** or click on **All Grants** under the Email Subscription submenu. The Subscription Services page will appear and allow you to subscribe.

To be notified about grants with Advanced Criteria, in the For Applicants section click on Find Grant Opportunities. Then, click **Email Subscription** from the submenu and click on **Advanced Criteria** on the Email Subscription submenu. The Subscription Services page will appear and allow you to subscribe.

To be notified about grants with a specific Funding Opportunity Number (FON), in the For Applicants section click on Find Grant Opportunities. Then, select **Email Subscription** from the left navigation, and click on **Specific FON** or click Selected Notices based on Funding Opportunity Number link in the Email Subscription page. The Subscription Services page will appear and allow you to subscribe.

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



Quick Link Tip: To be notified about grants with Advanced Criteria or a specific Funding Opportunity Number (FON), you can also click on **Grant Search** in the Quick Links box.

Apply for Grants with Adobe Quick Overview

[Click here to view Apply for Grants Instructions for PureEdge](#)

Notice: Grants.gov is currently transitioning from phasing out of PureEdge software to using Adobe software exclusively. For a period of time applicants will still be able to use PureEdge as it is applicable.

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 and then submit it with a simple click. 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 4-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 click on the opportunity you wish to apply for. When you are looking at the Opportunity you can click the **How to Apply** 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 the [Adobe 7.0.9 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 click 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 click the **Check Package for Errors** button. Using the username ID and password you entered when you registered with a Credential Provider, 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 the [Adobe 7.0.9 Reader](#). Click on 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 click on **Sign and Submit Application** or you can click on **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 ID and password. After you have clicked the Sign and Submit button on the summary page, your application package will automatically be uploaded to Grants.gov. A confirmation screen will appear once the upload is complete. **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 [Customer Support](#).

Helpful Hints — Remember that all username ID and 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.
- Clicked 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 the [Adobe 7.0.9 Reader](#) version
- 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. Click on **For Applicants** in the left navigation and then click on **Track Your Application** below that link, you will need to login, if not already logged in, and then click **Check Application Status**. You may identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number.

Apply for Grants with PureEdge Quick Overview

[Click here to view Apply for Grants Instructions for Adobe](#)

Notice: Grants.gov is currently transitioning from phasing out of PureEdge software to using Adobe software exclusively. For a period of time applicants will still be able to use PureEdge as it is applicable.

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. Once those steps are complete, you will be ready to download the application package and begin the 4-step process to apply for a grant:

Step 1: Download a Grant Application Package and Instructions

You should have the FON and/or CFDA number. If not, return to [Find Grant Opportunities](#) to search for this information. In order to view the application package, you will need to install the [PureEdge Viewer](#) [link to a small, free program that provides access to the grant application]. To operate the PureEdge Viewer, your computer must meet certain system requirements. If you are a non-Windows user, please refer to this [support page](#).

You can also find the grant application package from your search results. From your search results click on the opportunity you wish to apply for. When you are looking at the Opportunity you can click the **How to Apply** button at the top of the screen. In the next screen, you will be able to access the application package and instructions.

Step 2: Complete the Downloaded Grant Application Package

Once you have downloaded the application package, you can complete it offline, a handy feature that allows you to share the document in 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.
- Remember to click the **Save** button when you have completed the package and are ready to submit it.
- The package cannot be submitted until all required fields have been completed.

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

Using the username ID and password you entered when you registered with a Credential Provider, 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 the PureEdge Viewer. The **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. Click on the “Submit” button once this process is complete and you are ready to send the completed application to Grants.gov.

Next, review the provided application summary to confirm the application will be submitted to the correct program. Click the **Yes** button if this information is correct and you are ready to submit 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 ID and password.

After you have clicked the **Sign and Submit** button on the summary page, your application package will automatically be uploaded to Grants.gov. A confirmation screen will appear once the upload is complete. Note that a Grants.gov tracking number will be provided at the bottom of this screen, as well as the submission’s official date and time. Record this number so that you may refer to it should you need to contact [Customer Support](#).

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 Your Application](#) page. You may identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number.

Helpful Hints: Remember that all username ID and passwords are case sensitive. If the 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 Completed Documents for Submission box.

- Clicked the Save button AFTER all documents have been moved to the Mandatory Completed Documents for Submission box.
- Completed all mandatory fields in all optional forms that have been moved to the Optional Completed 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 the latest version for the [PureEdge Viewer](#). 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.

Download Application Packages

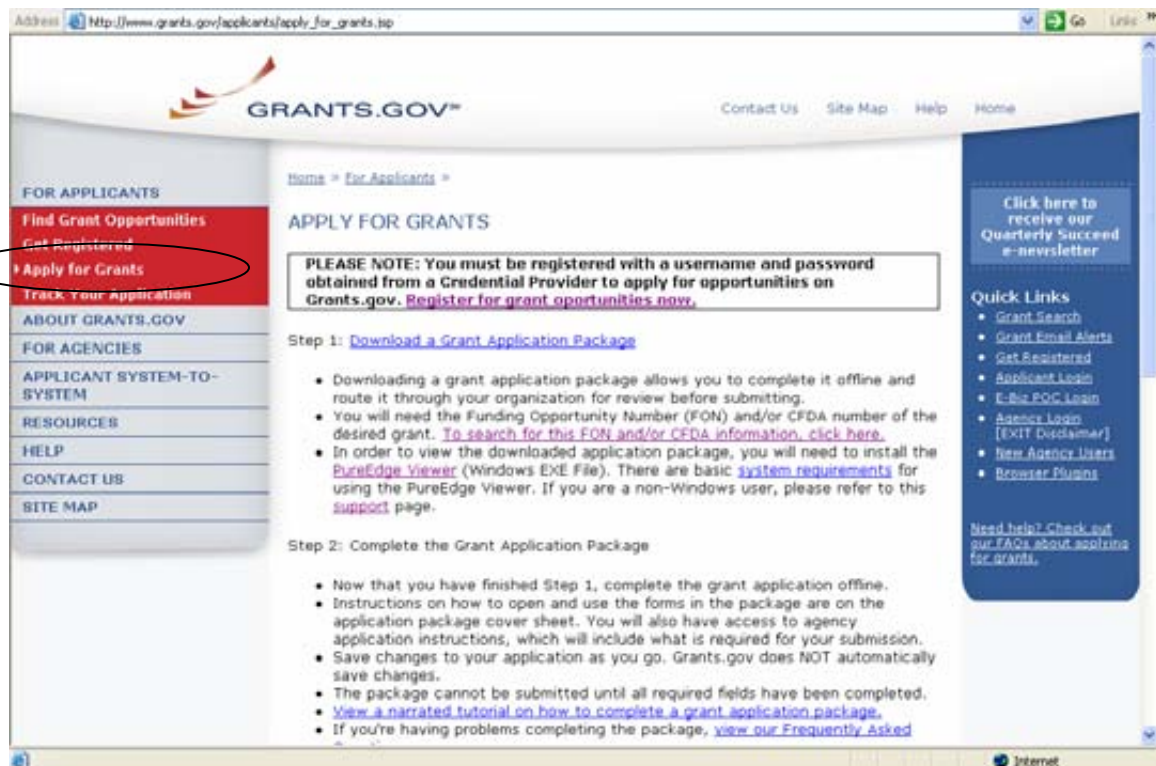
Note: You can download and complete an application but to submit the application you must be registered with Grants.gov. Before applying for a grant, the steps below must be completed. You will not be able to submit an application if all the steps listed below are not complete.

- Download the Application Viewer
- Request a DUNS number
- Register with the CCR
- Register with the Credential Provider
- Register with Grants.gov

Instructions for Downloading Application Packages

Follow the steps below to download application packages.

1. After all necessary steps are completed, in the For Applicants section, click 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.



Or when you are searching for a Grant Opportunity, from the Synopsis page you can click on the **How to Apply** button.

Address: http://www.grants.gov/search/search.do?opId=138806mode=VIEW

GRANTS.GOV™

For Applicants About Grants.gov Resources For Agencies
Contact Us SiteMap Help Home

Home » Find Grant Opportunities » Search Grant Opportunities » Search Results » Synopsis

Targeted Grants to Increase the Well-Being of, and to Improve the Permanency Outcomes for, Children Affected by Methamphetamine or Other Substance Abuse

Synopsis Full Announcement **How to Apply**

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of **05/04/2007**. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.

Document Type:	Modification to Previous Grants Notice
Funding Opportunity Number:	HHS-2007-ACF-ACYF-CU-0022
Opportunity Category:	Discretionary
Posted Date:	May 04, 2007
Creation Date:	Jun 07, 2007
Original Closing Date for Applications:	Jul 03, 2007 See link to full announcement for details. IMPORTANT NOTE: Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.

http://apply.grants.gov/GetGrantFromFedgrants?opportunity=HHS-2007-ACF-ACYF-CU-0022&agencycode=HHS-ACF

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

Address: https://apply.grants.gov/forms_apps_jdx.html

GRANTS.GOV™

For Applicants About Grants.gov Resources For Agencies
Contact Us SiteMap Help Home

Home » Applicants » Apply for Grants »

DOWNLOAD APPLICATION PACKAGE

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

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

CFDA Number:

Funding Opportunity Number:

Funding Opportunity Competition ID:

If you do not remember the Funding Opportunity Number for the grant opportunity, return to the [Find Grant Opportunities](#) section to locate the grant opportunity and then return to this screen to enter the number.

Done Internet

3. 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 Searching Grant Opportunities. **You must complete at least one of these fields to download an application.**

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

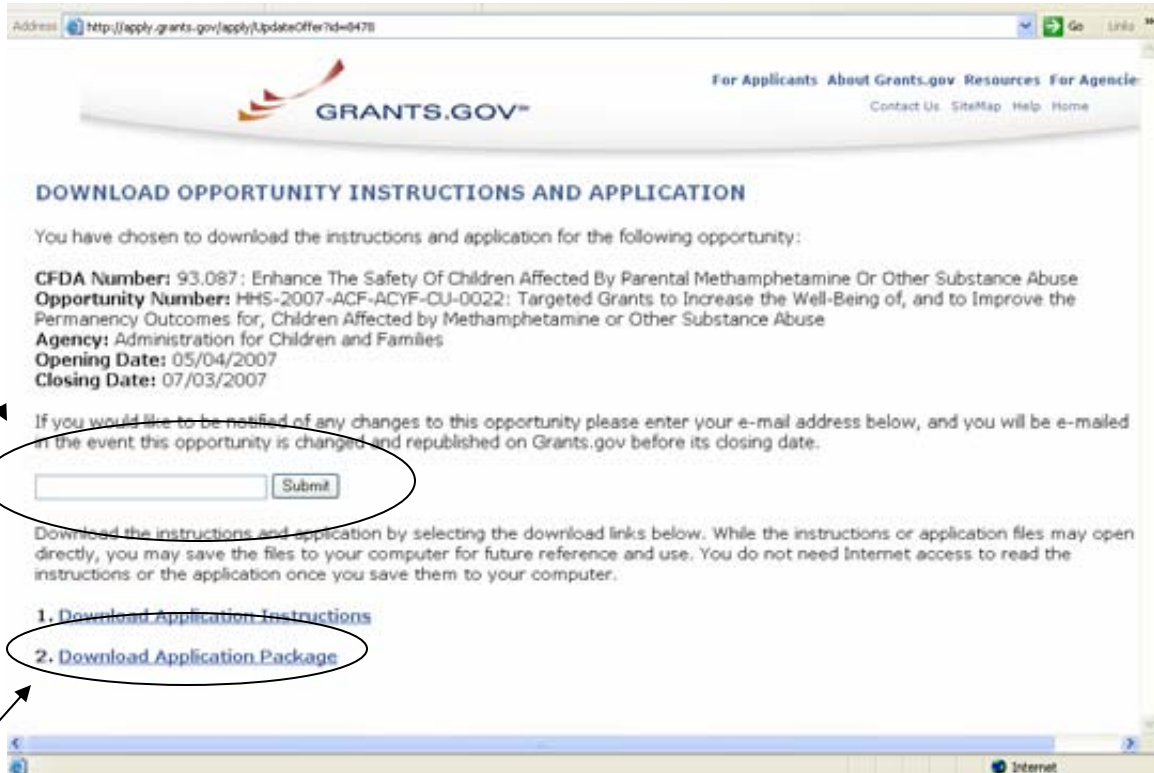
The screenshot shows the Grants.gov website interface. The address bar displays 'http://apply.grants.gov/apply/GetGrant'. The page title is 'SELECTED GRANT APPLICATIONS FOR DOWNLOAD'. Below the title, there is a paragraph of instructions: 'Download the application and its instructions by selecting the 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.' A red warning message follows: 'Before you can view and complete an application package, you must have the PureEdge viewer installed. Click Here to download the PureEdge Viewer if you do not have it installed already.' Below this, a note states: 'Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.' Another instruction says: '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.' A table with the following data is displayed:

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions & Application
93.087	HHS-2007-ACF-ACYF-CU-0022			Administration for Children and Families	download

The 'download' link in the 'Instructions & Application' column is circled in black, and an arrow points to it from the right side of the page.

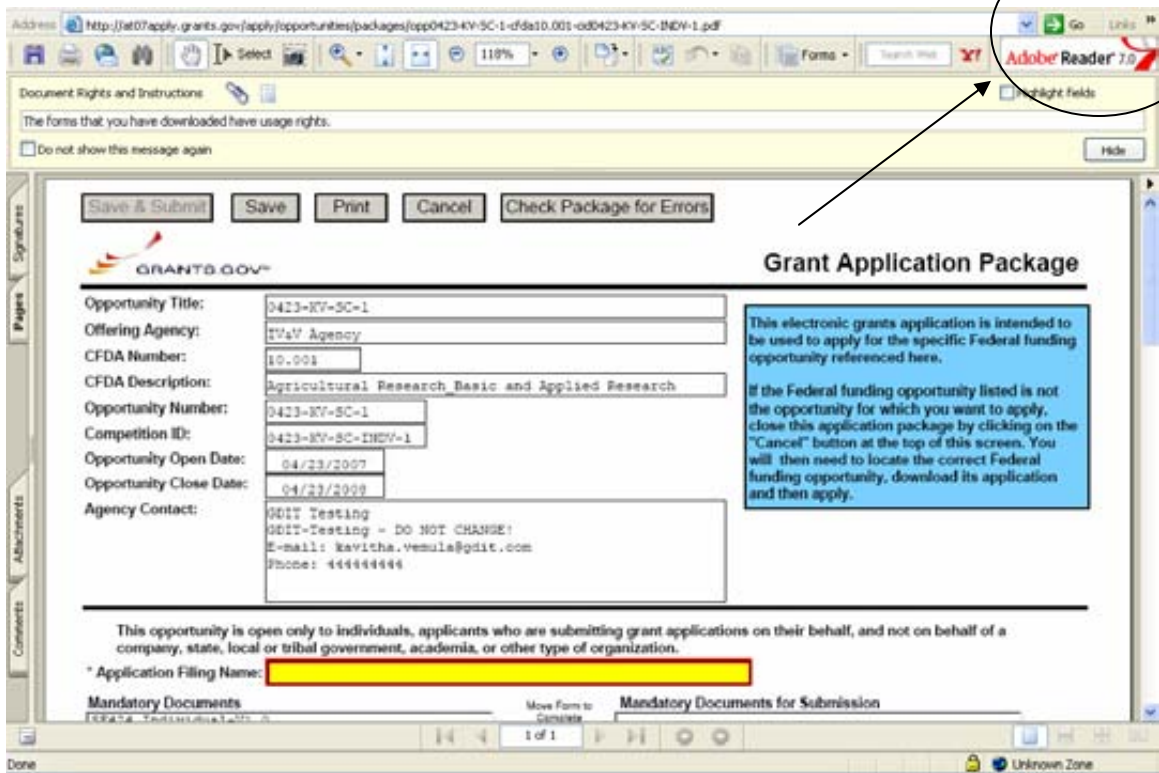
6. When you download an application package, you will first be taken to the **Download Opportunity Instructions and Application** screen. From this screen, confirm that you are downloading the correct application for the grant you would like to apply to.

7. If you would like to be notified of any changes to this opportunity, enter your email address in the field and then click 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.

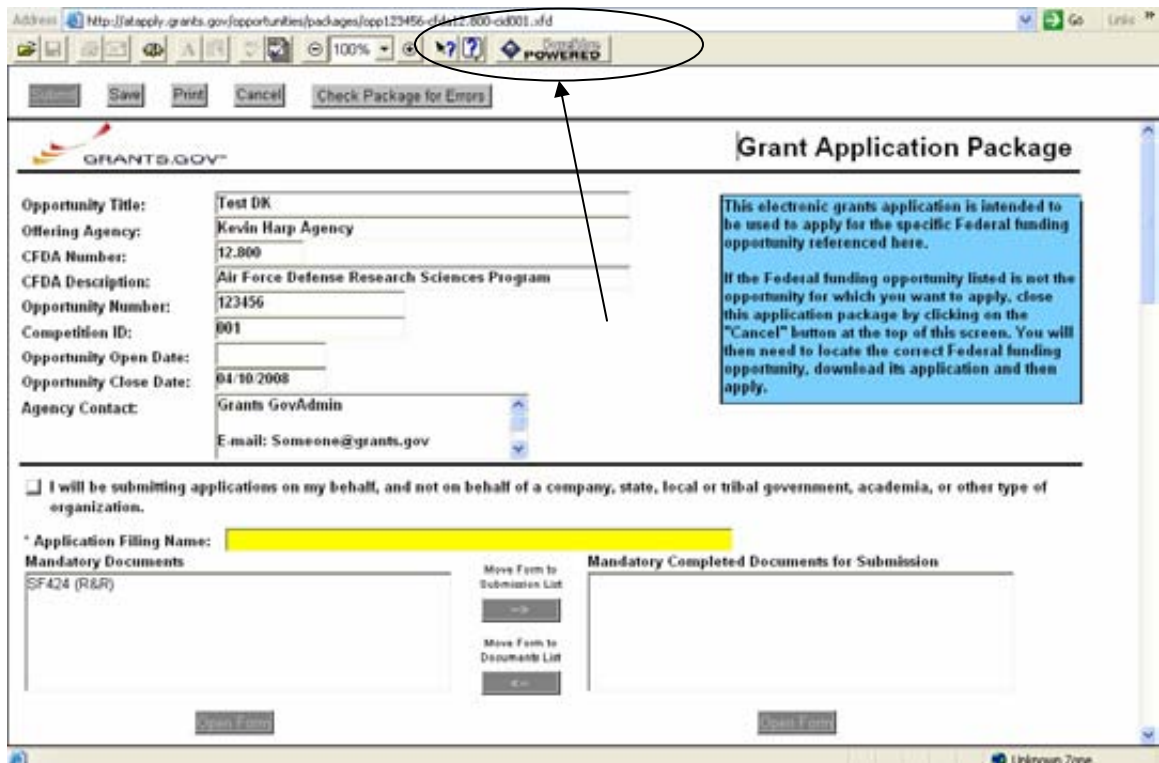


8. Click the **Download Application Package** link. The application package will open in the PureEdge Viewer or Adobe 7.0.9 Reader.

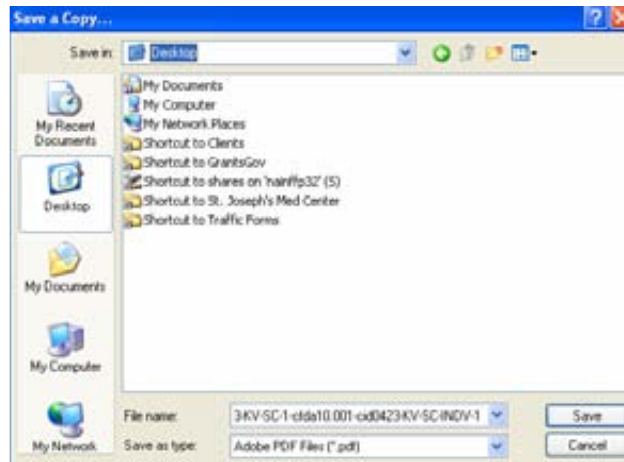
This screen shot is an example of an Adobe Application Package



This screen shot is an example of a PureEdge Application Package



9. Click 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 the application in the **File Name** field.

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

Complete Application Packages with Adobe

[Click here to view Complete Application Packages Instructions for PureEdge](#)

Notice: Grants.gov is currently transitioning from phasing out of PureEdge software to using Adobe software exclusively. For a period of time applicants will still be able to use PureEdge as it is applicable.

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.

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 clicking 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.

Document Rights and Instructions Highlight fields

The forms that you have downloaded have usage rights.

Do not show this message again Hide

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

GRANTS.GOV™

Grant Application Package

Opportunity Title: 0423-RV-SC-1

Offering Agency: 2949 Agency

CFDA Number: 10.001

CFDA Description: Agricultural Research Basic and Applied Research

Opportunity Number: 0423-RV-SC-1

Competition ID: 0423-RV-SC-INV-1

Opportunity Open Date: 04/23/2007

Opportunity Close Date: 04/23/2008

Agency Contact: GDIT Testing
GDIT-Testing - DO NOT CHANGE!
E-mail: kavitha.venula@gdit.com
Phone: 44444444

This opportunity is open only to individuals, applicants who are submitting grant applications on their behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name:

Mandatory Documents Move Form to Complete Mandatory Documents for Submission

1 of 1

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 clicking the **Save** button at the top of your screen.
 - The **Save & Submit** button will not be functional until the application is completed and saved.

Document Rights and Instructions: The forms that you have downloaded have usage rights. Highlight fields
 Do not show this message again Hide

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

GRANTS.GOV **Grant Application Package**

Opportunity Title: 0423-OT-BC-1
Offering Agency: ITAT Agency
CFDA Number: 16.001
CFDA Description: Agricultural Research, Basic and Applied Research
Opportunity Number: 0423-OT-BC-1
Competition ID: 0423-OT-BC-BCD-1
Opportunity Open Date: 04/23/2007
Opportunity Close Date: 04/23/2008
Agency Contact: GOIT Testing
GOIT Testing - DO NOT CHANGE!
E-mail: ravitha.vemula@gdit.com
Phone: 44444444

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.

This opportunity is open only to individuals, applicants who are submitting grant applications on their behalf and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: [Yellow Highlighted Field]

Mandatory Documents: [List of documents]

Optional Documents: [List of documents]

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 click on the item to select it and then click on 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 click on the title of the document and click 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, click the form/document name to select it, and then click on the arrow to move it to the other box. This will return the form/document to the **Mandatory Documents** or **Optional Documents** box.

The screenshot shows a web application interface for document management. At the top, there is a header 'Document Rights and Instructions' and a message box stating 'The forms that you have downloaded have usage rights.' Below this, there are fields for 'Opportunity Open Date' (04/23/2007) and 'Opportunity Close Date' (04/23/2008). A contact information box for 'GGIT Testing' is also present. The main content area is divided into two sections: 'Mandatory Documents' and 'Optional Documents'. The 'Mandatory Documents' section contains a list of documents, with the 'Application Filing Name' field highlighted in yellow and marked with an asterisk. The 'Optional Documents' section contains a list of documents. Below these sections, there are buttons for 'Move Form to Complete', 'Move Form to Draft', 'Move Form to Submission List', and 'Move Form to Delete'. A blue box on the right side of the interface contains instructions: 'will then need to locate the correct Federal funding opportunity, download its application and then apply.' At the bottom, there is an 'Instructions' section with numbered steps. The interface also includes a sidebar with 'People', 'Attachments', and 'Comments' tabs, and a footer with '1 of 3'.

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

The screenshot shows a web-based application form for SF-424. At the top, there are buttons for 'Close Form', 'Next', 'Print Page', and 'About'. Below these are navigation tabs for 'Signatures', 'Pages', 'Attachments', and 'Comments'. The form itself is titled 'APPLICATION FOR FEDERAL ASSISTANCE SF 424 - INDIVIDUAL' and includes the following fields:

- * 1. NAME OF FEDERAL AGENCY: [IT247 Agency]
- 2. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: [10.001]
- CFDA TITLE: [Agricultural Research_Basic and Applied Research]
- * 3. DATE RECEIVED: [Completed Upon Submission to Grants.gov]
- * 4. FUNDING OPPORTUNITY NUMBER: [0423-07-00-1]
- * TITLE: [0423-07-00-1]
- 5. APPLICANT INFORMATION
 - a. Name and Contact Information
 - Prefix: []
 - * First Name: [] (highlighted in yellow with a red border)
 - Middle Name: []

Follow the steps below to complete forms contained within an application package.

- When you open a required form, all required fields are noted by an asterisk and sometimes highlighted in yellow with a red border.
- Optional fields and completed fields are displayed in white.
- You can click any field to enter the necessary information.
- You can also use the **TAB** button on your keyboard to move from field to field.
- 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, click on 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, click the **Save** button (on the cover page) to resave your entire application.

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, click on the form name to move it to the form for submission list and then click 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, click the form/document name to select it, and then click the **Move Form to Delete**. This will return the form/document to the **Mandatory Documents** and or **Optional Documents** box.

(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

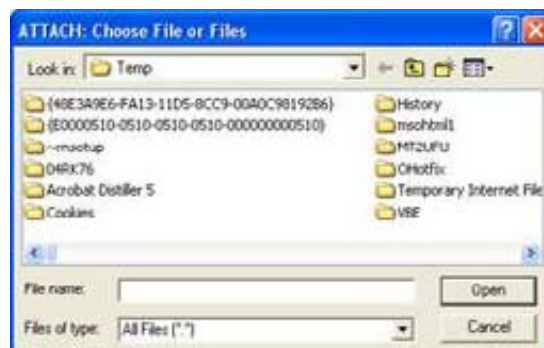
ATTACHMENTS FORM

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, click 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 click on the **Add Attachments** button.

The screenshot shows a web form titled "Application for Federal Assistance SF-424". The main content area is for question "15. Descriptive Title of Applicant's Project:", which has a text input field containing the word "text". Below this, there is a section for attachments with the instruction "Attach supporting documents as specified in agency instructions." and three buttons: "Add Attachments", "Delete Attachments", and "View Attachments". The "Add Attachments" button is circled in red, and a black arrow points to it from the left. At the bottom of the form, there are navigation buttons: "Close Form", "Previous", "Next", "Print Page", and "About". The footer of the form includes "OMB Number: 4040-0004", "Expiration Date: 01/31/2009", and "Version 02".

2. After clicking on the Add Attachments button a **Forms Attachment** dialog box will appear. Click on the **Add Attachment** button.

Document Rights and Instructions Highlight fields

The forms that you have downloaded have usage rights.

Do not show this message again Hide

14. Areas Affected by Project (Cities, Counties, States, etc.):

* 15. Descriptive Title of Applicant:

Attach supporting documents as specified.

Form Attachments:

Add Attachment

Delete Attachment

View Attachment

Done

Close Form Previous Next Print Page About

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

16. Congressional Districts Of:

* a. Applicant * b. Program/Project

3 of 11

3. A **Browse** window will open 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, click the **Open** button. You will return to the **Forms Attachment** dialog box.
5. Repeat this process until you have attached all of the necessary documents.
6. Once you are finished click on the **Done** button in the Forms Attachment dialog box and either continue filling out the application or click the **Save** button at the top of the form to save your work.

ATTENTION: There is a tab in Adobe forms on the left side of the page in every application. You CANNOT attach documents with this tab. Please do not attach documents under this tab as your application will be incomplete and cause errors if you do so.

Document Rights and Instructions Highlight fields
The forms that you have downloaded have usage rights.
 Do not show this message again Hide

GRANTS.GOV® **Grant Application Package**

Opportunity Title: FA07-test1
Offering Agency: FA Test Agency
CFDA Number:
CFDA Description:
Opportunity Number: FA07-TEST1
Competition ID:
Opportunity Open Date: 04/27/2007
Opportunity Close Date: 05/01/2008
Agency Contact: Zeeon James
FA tester
E-mail: K.james@hhs.gov
Phone: 555-1212

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: test all forms

Mandatory Documents

Mandatory Documents for Submission

Move Form to Complete
SF424-V2.0
FaithBased_SurveyOnEEO-V1.2
SF424B-V1.1

Move Form to Delete

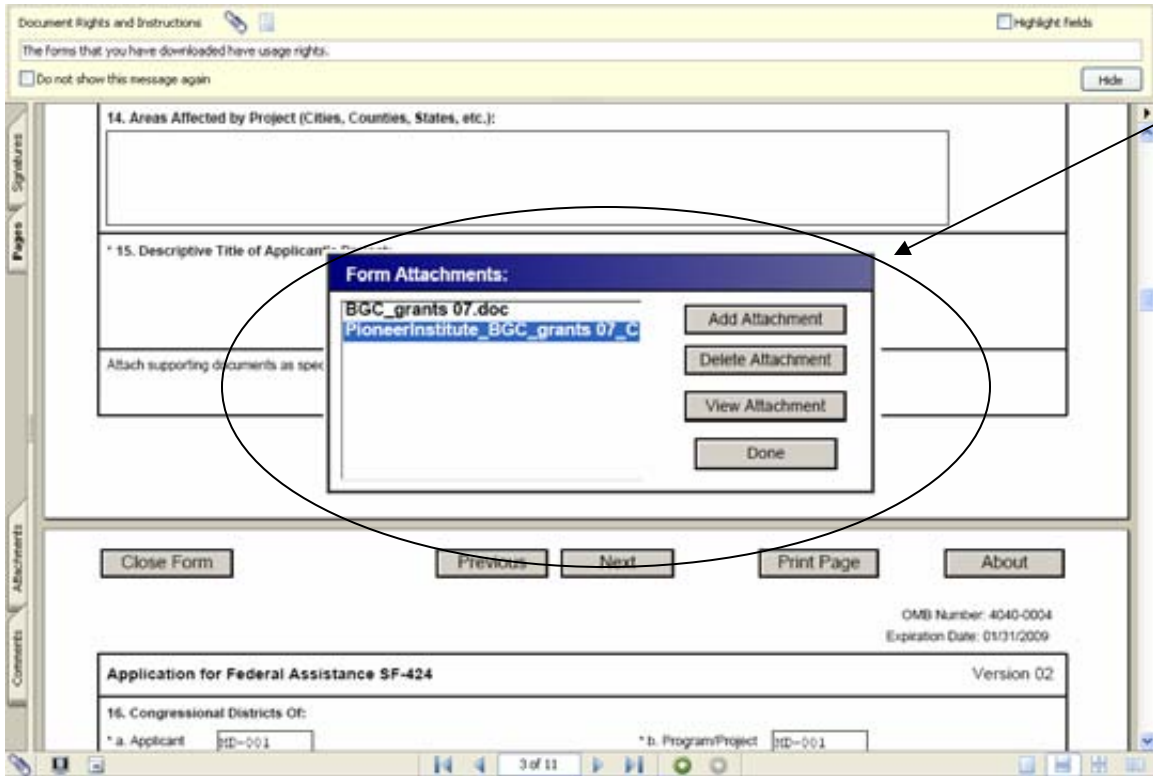
Once you have added an attachment you have the ability to add another attachment (if the form allows), delete attachments and view attachments.

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 click on the **Delete Attachments** button. (In the example below the user is deleting an attachment from question number 15.)

The screenshot displays a web form interface with a yellow header bar containing 'Document Rights and Instructions' and a 'Highlight fields' checkbox. Below the header, a message states 'The forms that you have downloaded have usage rights.' with a 'Do not show this message again' checkbox and a 'Hide' button. The main content area is divided into sections. Section 14, 'Areas Affected by Project (Cities, Counties, States, etc.):', contains a large text input field. Section 15, 'Descriptive Title of Applicant's Project:', contains a text input field with the word 'text' inside. Below section 15, there is a label 'Attach supporting documents as specified in agency instructions' and three buttons: 'Add Attachments', 'Delete Attachments', and 'View Attachments'. The 'Delete Attachments' button is circled in red, and a black arrow points to it from the left. Below the attachment buttons, there are navigation buttons: 'Close Form', 'Previous', 'Next', 'Print Page', and 'About'. At the bottom right, the OMB Number (4040-0004) and Expiration Date (01/31/2009) are displayed. The form title is 'Application for Federal Assistance SF-424' with 'Version 02' on the right. Section 16, 'Congressional Districts Of:', contains two input fields: '* a. Applicant' with the value 'HD-001' and '* b. Program/Project' with the value 'HD-001'. The Windows taskbar at the bottom shows '3 of 11' pages.

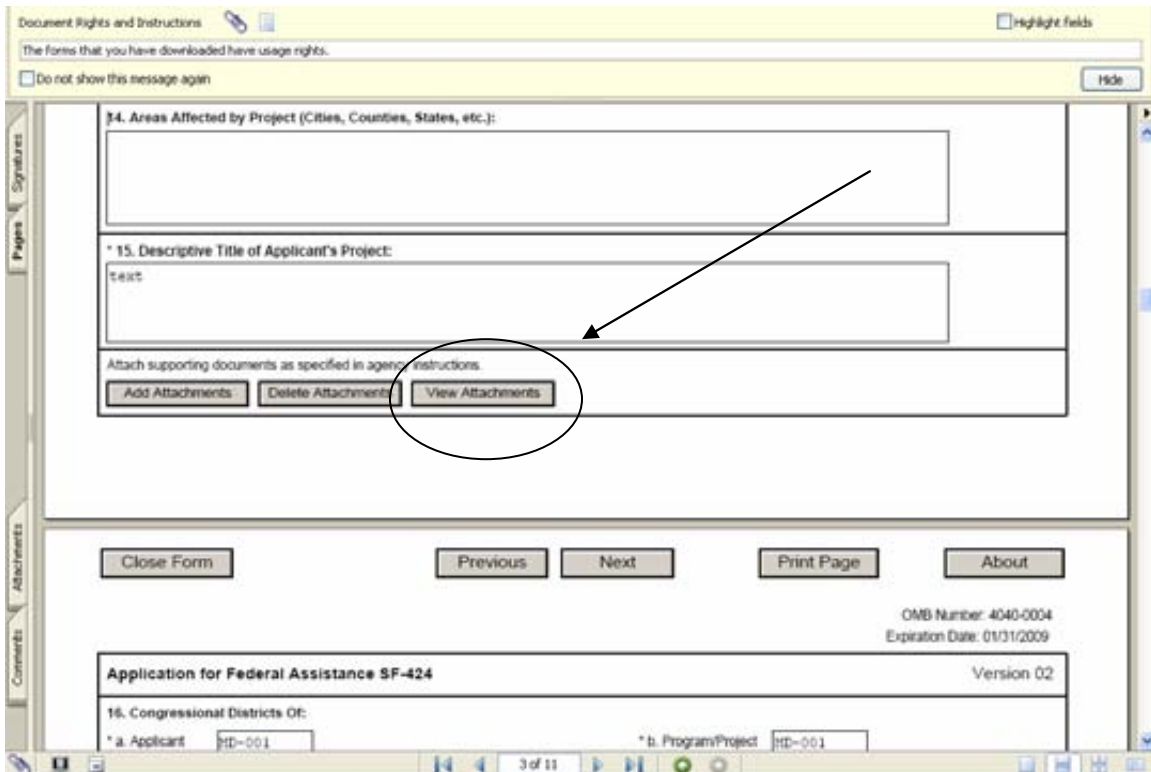
2. After clicking on the Delete Attachments button a **Form Attachments** dialog box will appear. Click on the attachment you want to delete and then click the **Delete Attachment** button.



3. Once the attachment is deleted click the **Done** button to continue filling out the form.

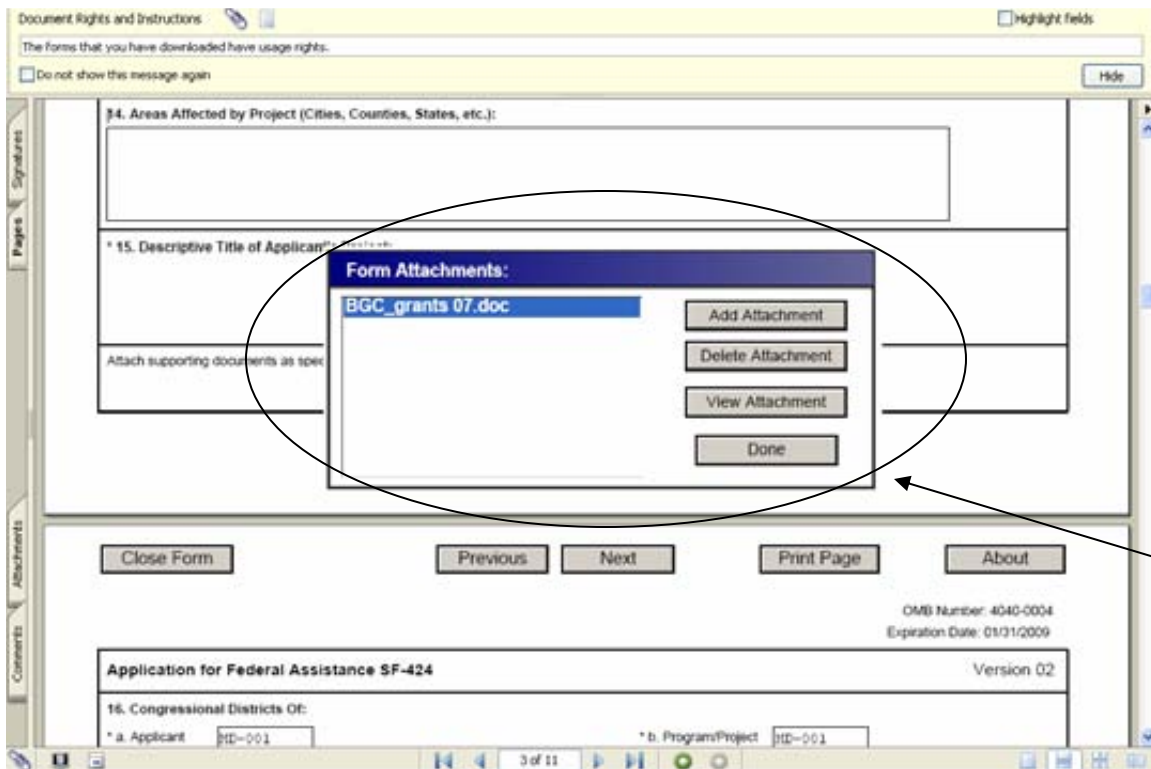
Viewing an Attachment within a Form

To view an attachment within the form, go to the question you would like to view the attachment from and click on the **View Attachments** button. (In the example below the user is viewing an attachment from question number 15.)



The screenshot shows a web form interface with a yellow header bar. The header contains the text "Document Rights and Instructions" and a "Highlight fields" checkbox. Below the header, there is a message: "The forms that you have downloaded have usage rights." and a "Do not show this message again" checkbox. The main form area is divided into sections. The first section is labeled "14. Areas Affected by Project (Cities, Counties, States, etc.):" and contains a large text input field. The second section is labeled "15. Descriptive Title of Applicant's Project:" and contains a text input field. Below the text input field, there is a label "Attach supporting documents as specified in agency instructions." and three buttons: "Add Attachments", "Delete Attachments", and "View Attachments". The "View Attachments" button is circled in red, and an arrow points to it from the right. Below the form sections, there are several navigation buttons: "Close Form", "Previous", "Next", "Print Page", and "About". At the bottom of the form, there is a section titled "Application for Federal Assistance SF-424" with "Version 02" to its right. Below this, there are two input fields: "15. Congressional Districts Of:" with a sub-label "a. Applicant" and value "FD-001", and "b. Program/Project" with value "FD-001". The footer of the page shows "3 of 11" and various navigation icons.

1. After clicking on the View Attachments button a **Forms Attachment** dialog box will appear. Click on the attachment you want to view and then click the **View Attachment** button.



2. When you are finished reviewing the document, click **Done** in the Form Attachments dialog box.

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, click on the **Save** button on the cover page at the top of the screen.

Printing Your Application

To print your application, click 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, Click on **Save** to save your package. If errors are found,

click on 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.

Click on 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. Click on 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.

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.

Document Rights and Instructions Highlight Fields
The forms that you have downloaded have usage rights.
 Do not show this message again

GRANTS.GOV® **Grant Application Package**

Opportunity Title: 0423-EV-SC-1
Offering Agency: IV&V Agency
CFDA Number: 10.901
CFDA Description: Agricultural Research, Basic and Applied Research
Opportunity Number: 0423-EV-SC-1
Competition ID: 0423-EV-SC-INDV-1
Opportunity Open Date: 04/23/2007
Opportunity Close Date: 04/23/2008
Agency Contact: GDII Testing
GDII-Testing - DO NOT CHANGE!
E-mail: kavitha.venula@gdat.com
Phone: 44444444

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.

This opportunity is open only to individuals, applicants who are submitting grant applications on their behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.
* Application Filing Name: test application

Mandatory Documents for Submission
Move Form to Complete
SF24_Individual1-V1.0
DOI_Project_Details-V1.0

8.50 x 11.00 in 1 of 10

Complete Application Packages with PureEdge

[Click here to view Complete Application Packages Instructions for Adobe 7.0.9 reader](#)

Notice: Grants.gov is currently transitioning from phasing out of PureEdge software to using Adobe software exclusively. For a period of time applicants will still be able to use PureEdge as it is applicable.

Follow the steps below to complete an application package using Grants.gov.

1. As the application downloads, it will automatically open in PureEdge Viewer. Save the application to your computer. Once the application is saved, you do not need to be online to complete the application.

The screenshot shows a web browser window displaying the Grants.gov Grant Application Package form. The browser address bar shows the URL: <http://atapply.grants.gov/opportunities/packages/opp123456-cfda12.800-cd001...ofd>. The browser toolbar includes buttons for Back, Forward, Stop, Reload, Home, and Search, along with a status bar showing '100%' zoom and 'Unknown Zone'.

The form itself has a title bar with buttons for Submit, Save, Print, Cancel, and Check Package for Errors. The main content area is titled 'Grant Application Package' and features the Grants.gov logo. The form fields are as follows:

Opportunity Title:	Test DK
Offering Agency:	Kevin Harp Agency
CFDA Number:	12.800
CFDA Description:	Air Force Defense Research Sciences Program
Opportunity Number:	123456
Competition ID:	001
Opportunity Open Date:	
Opportunity Close Date:	04/10/2008
Agency Contact:	Grants GovAdmin
	Email: Someone@grants.gov

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.

There is a field for 'Application Filing Name:' which is currently blank. Below this are two sections for 'Mandatory Documents' and 'Mandatory Completed Documents for Submission'. The 'Mandatory Documents' section contains a list with 'SF424 (R&R)'. Between the two sections are buttons for 'Move Form to Submission List' and 'Move Form to Documents List'. At the bottom of each section is a 'Submit Form' button.

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.'

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 clicking 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, you will need to login to the Grants.gov website during the submission process. The **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.

Cover Page

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.
 - 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 the application is complete and saved.
2. Open and complete all of the documents listed in the **Mandatory Documents** box and **Optional Documents** box.
 - **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 click on it to select the item and then click on the **Open** button. When you have completed a form or document, click the form/document name to select it, and then click the =>> button. This will move the form/document to the **Mandatory Completed Documents** or **Optional Completed Documents** box for submission. To remove a form/document from the **Completed Documents** box, click the form/document name to select it, and then click the <<= button. This will return the form/document to the **Mandatory Documents** or **Optional Documents** box.
 - When you open a required form, the fields which must be completed are noted by an *, and on some computers highlighted in yellow. 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, click on the **Close** button at the top of the screen. Then, click the **Save** button to resave your entire application.

Note—Please make sure all of the following conditions have been met:

- All mandatory fields in all mandatory forms have been completed and moved to the Mandatory Completed Documents for Submission box.
- The Save button has been clicked AFTER all documents have been moved to the Mandatory Completed Documents for Submission box.

- All mandatory fields in all optional forms that have been moved to the Optional Completed Documents for Submission box have been completed.
- All Internet browser windows must be closed.

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.

Note:

1. To open a form in the **Mandatory** or **Optional Documents** box, simply click on the form name to select it and click the **Open Form** button which appears below the appropriate box. When you have completed a form, you will need to move it to the appropriate **Completed Documents for Submission** box.

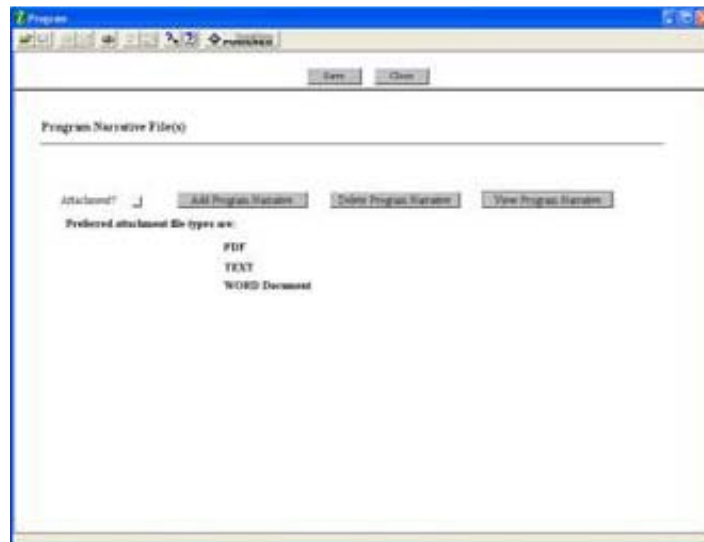
2. When you open a mandatory form, all required fields are noted by an * and sometimes highlighted in yellow.
3. Optional fields and completed fields are displayed in white.
4. You can click any field to enter the necessary information.
5. You can also use the **TAB** button on your keyboard to move from field to field.

6. If you enter invalid or incomplete information in a required field, you will receive an error message upon leaving the field.
7. To exit a form, click the **Close** button at the top of the screen. Then click the **Save** button to save your application.

Documents

In addition to forms, application packages may also require that you submit specific documentation, such as a program background statement. Follow the steps below to submit documentation for an application package.

1. To open a form that requires you to attach a document, click on the form name to select it and then click 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.



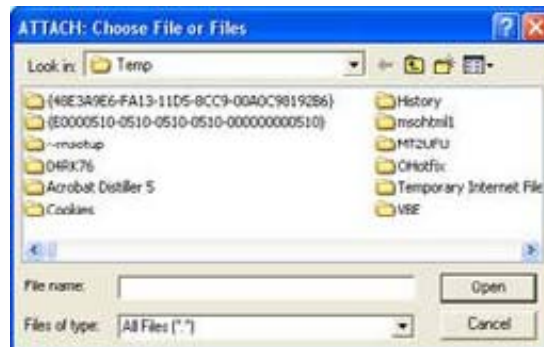
Attaching a Document

Follow the steps below to attach a document to a form.

1. To upload a document, simply click the **Add** button.
2. This will open an **Attachment** window.



3. Click the **Attach** button. A **Browse** window opens allowing you to select the document on your computer you would like to upload.

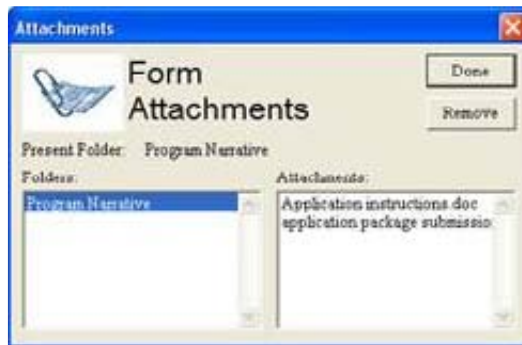


4. Once you have selected the document you would like to attach, click the **Open** button. You will return to the **Attach** window.
5. Repeat this process until you have attached all of the necessary documents.
6. When you have selected all of the documents you want to include for this requirement, click the **Done** button. If multiple files are attached to the field, the box next to Attachment will be checked. If only one file is attached, the name of the file will be displayed in the box next to Attachment.

Deleting a Document

Follow the steps below to delete a document that you have uploaded to the form.

1. Open the form and click the **Delete** button.
2. If multiple documents are attached, the **Delete Attachment** window will open.



3. From the **Delete Attachment** window, select the document or documents which you want to delete and click the **Remove** button.
4. Click the **Done** button when you are finished deleting the documents.
5. Once all the attached documents have been removed, the check mark after the attachment will be removed. If there is only one attachment, press the **Delete** button.
6. The **Remove Attachment** window will appear. Click **Yes** to delete or **No** to return back to the form. The file name will be removed from the display box on the form.

Viewing a Document

Follow the steps below to view a document that you have uploaded to the form.

1. Open the form and click the **View** button.
2. If only one document was attached, the document will open. If multiple documents are attached, the **View Attachment** window will open.



3. From the **View Attachment** window, select the document or documents you would like to view and click the **Display** button.

4. Click the **Done** button to return back to the form without displaying the attachment. Closing the open document returns you back to the form.
5. To exit the mandatory documents page, click the **Close** button.

Saving Your Application

Follow the step below to save your application.

1. To save your application, click the **Save** button at the top of your screen.

Printing Your Application

Follow the step below to print your application.

1. To print your application, click the **Print** button at the top of your screen.

Finalizing Your Application

Follow the steps below to finalize your application.

1. You can save your application at any time by clicking the **Save** button at the top of your screen.
2. Once you have properly completed and saved the application, the **Submit** button will become active and you will be able to submit your application to Grants.gov. (You will need to be connected to the Internet and login with your Grants.gov username and password.)

Track Your Application

Once you complete and submit your application, you will receive email confirmation from Grants.gov. Should you choose to track the progress of your application further, you may log in with your username and password to receive information about the current status of your application.

Instructions for Tracking Application

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

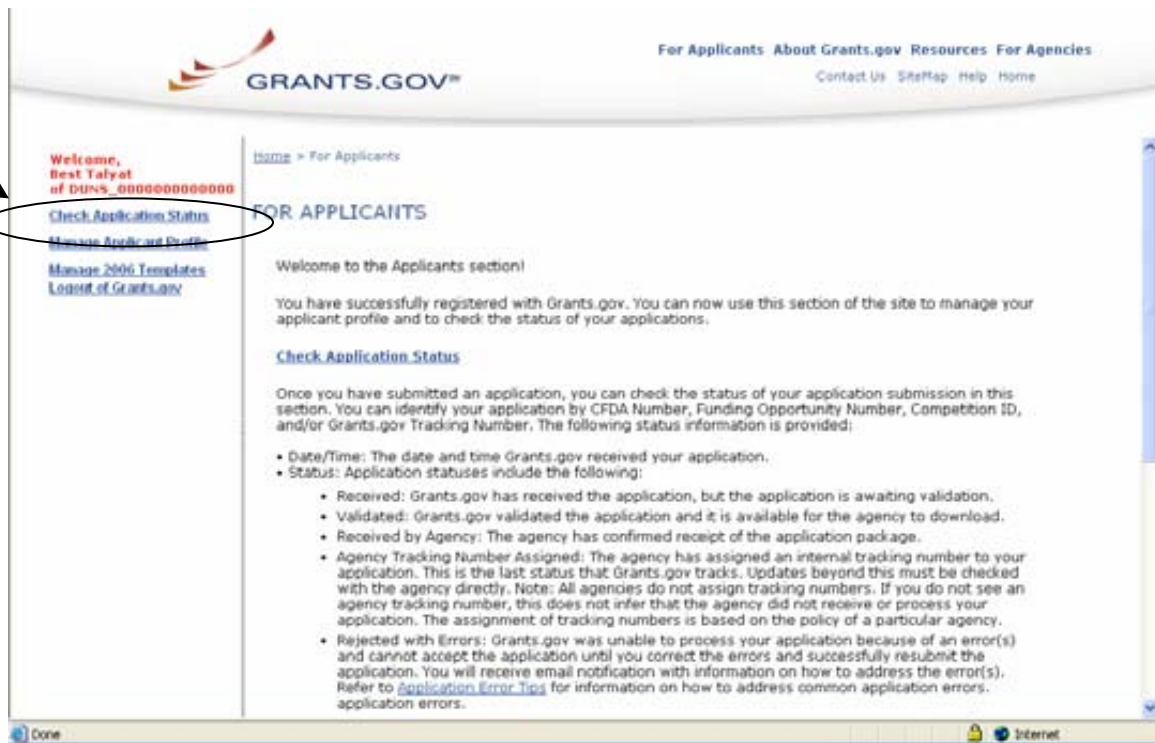


Once on the Track Your Application screen, select the **Click here to login** link. This will take you to the Applicant login page. Enter your username and password to proceed.

Once you enter your username and password, you will be logged into the Grants.gov system. Click on **Check Application Status** on the left side of the screen to track the progress of your application.

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



The screenshot shows the Grants.gov website interface. At the top, the Grants.gov logo is on the left, and navigation links for 'For Applicants', 'About Grants.gov', 'Resources', and 'For Agencies' are on the right. Below the logo, a welcome message is displayed: 'Welcome, Best Talyot of b1rs4_000000000000'. In the left sidebar, there are three links: 'Check Application Status', 'Manage Agency and Profile', and 'Manage 2006 Templates'. The 'Check Application Status' link is circled in red, and a red arrow points to it from the text above. The main content area is titled 'FOR APPLICANTS' and contains a welcome message, a paragraph about registration, and a 'Check Application Status' section. This section explains how to check application status and lists several status types: Date/Time, Status, Received, Validated, Received by Agency, Agency Tracking Number Assigned, and Rejected with Errors. The 'Agency Tracking Number Assigned' status is highlighted in the original image, corresponding to the text above.

GRANTS.GOV™

For Applicants About Grants.gov Resources For Agencies
Contact Us SiteMap Help Home

Welcome,
Best Talyot
of b1rs4_000000000000

[Check Application Status](#)
[Manage Agency and Profile](#)
[Manage 2006 Templates](#)
[Logout of Grants.gov](#)

[Home](#) > For Applicants

FOR APPLICANTS

Welcome to the Applicants section!

You have successfully registered with Grants.gov. You can now use this section of the site to manage your applicant profile and to check the status of your applications.

Check Application Status

Once you have submitted an application, you can check the status of your application submission in this section. You can identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number. The following status information is provided:

- **Date/Time:** The date and time Grants.gov received your application.
- **Status:** Application statuses include the following:
 - **Received:** Grants.gov has received the application, but the application is awaiting validation.
 - **Validated:** Grants.gov validated the application and it is available for the agency to download.
 - **Received by Agency:** The agency has confirmed receipt of the application package.
 - **Agency Tracking Number Assigned:** The agency has assigned an internal tracking number to your application. This is the last status that Grants.gov tracks. Updates beyond this must be checked with the agency directly. Note: All agencies do not assign tracking numbers. If you do not see an agency tracking number, this does not infer that the agency did not receive or process your application. The assignment of tracking numbers is based on the policy of a particular agency.
 - **Rejected with Errors:** Grants.gov was unable to process your application because of an error(s) and cannot accept the application until you correct the errors and successfully resubmit the application. You will receive email notification with information on how to address the error(s). Refer to [Application Error Tips](#) for information on how to address common application errors.

Forgot Your Password?

In the event that you forget your password, you can obtain a new password from the Credential Provider:

If you have forgotten your password, you will need to get it reset at the E-Authentication Credential Provider's website.

Go to <https://e-auth.orc.com/reg/forgotReset.html> and enter your username. You will then be prompted to change your password. This information will automatically be updated at the Grants.gov website.

Forgot Your Username?

Please contact ORC, Grants.gov's Credential Provider at 1-800-386-6820 or via email at eauthhelp@orc.com. You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register your new username and password with Grants.gov.