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Tracking Your Grant Application Package

What to Expect After Submission

May 19, 2008

TRACKING YOUR APPLICATION PACKAGE

PURPOSE

This document explains what will occur after the submission of a grant application package. When you submit a grant application package to Grants.gov, you will receive a confirmation screen as well as up to four emails from Grants.gov:

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

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


1. SUBMISSION CONFIRMATION & NOTIFICATIONS

CONFIRMATION: Submission Confirmation Screen

After you submit your grant application package, a confirmation screen will appear on your computer screen. This screen confirms that you have submitted an application to Grants.gov. Over the next two business days you will receive three to four emails from Grants.gov to inform you of your application processing status.

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Example Confirmation Screen



[Home](#) > [Apply for Grants](#) > Confirmation

Confirmation

Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors.

Please do not hit the back button on your browser.

The following application tracking information was generated by the system:

Grants.gov Tracking Number :	GRANT00079864
Applicant DUNS:	00-000-0000
Submitter's Name:	IBM Tester - Individual
CFDA Number:	93.223
CFDA Description:	Development and Coordination of Rural Health Services
Funding Opportunity Number :	RG-03312008-ADOBE-OPP1
Funding Opportunity Description :	RG-03312008-Adobe-Opp1-Today's posting date!
Agency Name :	Rathna-Agency-12072005
Application Name of this Submission :	Test Submission!

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NOTIFICATION 1: Submission Receipt Email

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

Example Submission Receipt Email

From: OS Support@Grants.gov
To: Gundulpet, Rathna (HHS/ASRT)
Cc:
Subject: GRANT00079948 Grants.gov Submission Receipt
Attachments:

Your application has been received by Grants.gov, and is currently being validated.
Your submission was received at 03-Apr-08 04:31:22 PM ET
Validation may take up to 2 business days.

Type: GRANT

Grants.gov Tracking Number: GRANT00079948

We will notify you via email when your application has been validated by Grants.gov and is ready for the Grantor agency to retrieve and review.

DUNS Number: 0000000020000
AOR name: Rathna Gundulpet
Application Name: No Training Program form!
Opportunity Number: RG-04032008-PHS-398-RESEARCH-TRAINING-PR
Opportunity Name: PHS 398 Research Training Program Plan
/ApplicantLoginGetID

Thank you.
Grants.gov
if you have questions please contact the Grants.gov
Contact Center:
support@grants.gov
1-800-518-4726(M-F 7:00 AM - 9:00 PM ET)

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

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NOTIFICATION 2: Submission Validation Receipt Email

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

Example Submission Validation Receipt Email

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

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

Type: GRANT

Grants.gov Tracking Number: GRANT00079765

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

Thank you.

Grants.gov

<mailto:support@grants.gov>

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

support@grants.gov

1-800-518-4726(M-F 7:00 AM - 9:00 PM ET)

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

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NOTIFICATION 3: Grantor Agency Retrieval Email

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

Example Grantor Agency Retrieval Email

From:	support@grants.gov [support@grants.gov]	Sent:	Tue 5/20/2008 10:18 AM
To:	Sabharwal, Raj		
Cc:			
Subject:	Grants.gov Grantor Agency Retrieval Receipt for Application GRANT00080623		
Attachments:			
<p>Your application has been retrieved by the Grantor agency and is currently being reviewed.</p> <p>Type: GRANT Grants.gov Tracking Number: GRANT00080623</p> <p>We will notify you via email when your Grantor agency has assigned an Agency Tracking Number to your application.</p> <p>Thank you,</p> <p>Grants.gov Customer Support www.support@grants.gov 800-518-4726 (7 a.m. - 9 p.m. ET)</p> <p>PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose. http://trapply.grants.gov</p>			

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NOTIFICATION 4: Agency Assigned Tracking Number

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

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

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

Example Agency Assigned Tracking Number

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

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

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

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

Type: GRANT
Grants.gov Tracking Number:GRANT00080623

Thank you,

Grants.gov Customer Support
www.support@grants.gov
800-518-4726 (7 a.m. - 9 p.m. ET)

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.
<http://trapply.grants.gov>