



GRANTS.GOV<sup>SM</sup>

FIND. APPLY. SUCCEED.<sup>SM</sup>

# **Grantor, Applicant and S2S Enhancements**

## **System Build 2008- 03**

**February 8, 2009**

# BUILD 2008-03 ENHANCEMENTS

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# BUILD 2008-03 ENHANCEMENTS

## INTRODUCTION

In order to continue the mission and goals of Grants.gov, system enhancements and new functionality are constantly evaluated and executed. This document summarizes the new functionality and system enhancements implemented on February 8, 2009. All enhancements performed during System Build 2008-03 were made to the Adobe System; no updates were made to the PureEdge system.

## GRANTOR ENHANCEMENTS

### Tracking Numbers Re-Sequenced

Before System Build 2008-03, certain agencies were experiencing overlap between tracking numbers created for test environments (ATweb and AT07) and their corresponding Production ('real') environments (PureEdge and Adobe) within their system. Separate sets of tracking numbers were created for each test environment as well as each 'real' or Production environment (PureEdge and Adobe). The tracking numbers for the test environments were not created to be used with 'real' (Production) tracking numbers. Only agencies that have merged test and Production Grants.gov tracking numbers within their system experienced duplicating tracking numbers between test and real submissions.

During Build 2008-03, tracking numbers between the environments were re-sequenced to eliminate the possibility of overlapping or repeated tracking numbers. Test environment and Production environment tracking numbers will now begin at opposite numbering ranges. This update to the system will reduce confusion between test and Production ('real') application submissions, for those agencies using a single system for both.

Once the transition is complete the PureEdge system and its corresponding acceptance test environment (ATweb) will be retired.

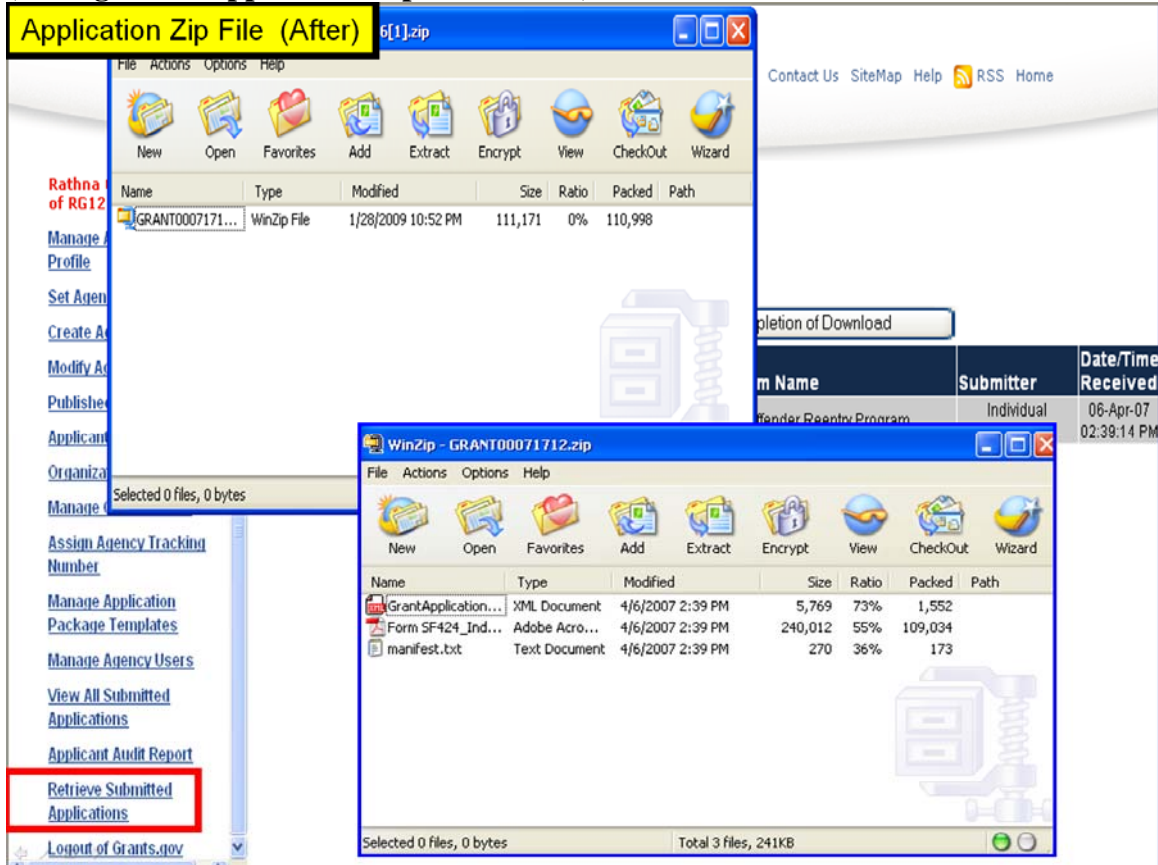
### Submission Zip Files Downloading Properly

Prior to the System Build, a Grantor Agency noticed that mandatory forms were missing from submission zip files. When an applicant submits an application package a zip file of the application submission, including all forms, attachments and a Manifest of the zip file's contents, is created. While reviewing submitted application zip files, a Grantor noticed that a mandatory form was missing from certain application packages.

Build 2008-03 has corrected this issue; application packages submitted after the build are received in their entirety by Grantor reviewers. To ensure an application submission zip

# BUILD 2008-03 ENHANCEMENTS

file is complete, check the zip file contents against the Manifest found within the zip file (see **Figure – “Application Zip File”** below).



## Grantor Login Screen Update

Preceding the System Build 2008-03, the Grantor Login screen displayed an “Alert” message box (see **Figure – “Grantor Login Screen (Before)”**) which did not contain information around the transition and contact information for the Grants.gov PMO.

During the Build the message box was eliminated (see **Figure – “Grantor Login Screen (After)”**) and instead replaced by a hyperlink to the “For Grantor” page (see **Figure – “Grantor Section”**), so that Grantors will know to check their section of the website for any updates regarding the Transition to Adobe and their use of the system. The “For Grantor” page is updated regularly with any and all information pertinent to the Grantor community. This page also includes contact information for the Grants.gov Program Management Office and contact information to fellow Grantor Agency representatives.

# BUILD 2008-03 ENHANCEMENTS

**Grantor Login Screen (Before)**

GRANTS.GOV<sup>SM</sup> [Contact Us](#) [SiteMap](#) [Help](#) [RSS](#) [Home](#)

[manage Agency user Profile](#)  
[Set Agency Level](#)  
[Create Agency](#)  
[Modify Agency](#)  
[Published Opportunities](#)  
[Applicant Report](#)  
[Organization Report](#)  
[Set Closing Date Limits](#)  
[Submission Report](#)  
[Manage Opportunities](#)  
[Assign Agency Tracking Number](#)  
[Manage Application Package Templates](#)  
[Manage Agency Users](#)  
[View All Submitted Applications](#)  
[Applicant Audit Report](#)  
[Get Version](#)  
[Retrieve Submitted Applications](#)  
[Logout of Grants.gov](#)

[Home](#) > For Agencies

## FOR AGENCIES

Welcome to the "For Agencies" section of Grants.gov!

**ALERT**

You are logged into the new 2007 Grants.gov system featuring Adobe forms. To post an opportunity in this 2007 system, your agency must complete test posting including a synopsis and application package.

To post and manage your opportunities in the 2006 Grants.gov system featuring PureEdge forms [click here](#).

**For more information on testing, please contact your agency's Grants.gov Point of Contact.**

The functionality available to you is listed on the left side of the screen and is based on the role(s) defined for you by your Grants.gov Role Manager.

For assistance, click the Help button in the upper right hand corner of the screen.

If you are unable to access the information you need due to Section 508 accessibility issues, please contact the [Grants.gov helpdesk](#).

To post and manage your opportunities in the 2006 Grants.gov system featuring PureEdge forms [click here](#).

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## Grantor Login Screen (After)

### FOR GRANTORS

You are currently logged into the Grants.gov system.

For updated Grantor information please visit the [Grantor section](#) of Grants.gov.

The screenshot shows the Grants.gov website interface. At the top, the logo and navigation links (Search, Contact Us, Site Map, Help, RSS, Home) are visible. A yellow box highlights the 'Grantor Section' link in the top right. The main content area is titled 'FOR GRANTORS' and contains an announcement about the Adobe System Transition in Progress. A 'Login Here' button is visible at the bottom left of the main content area. The right sidebar contains quick links and a newsletter sign-up link.

## Faster Credential Validation

A major portion of the system build was devoted to updating the Grants.gov LDAP (Lightweight Directory Access Protocol). The LDAP is a database which stores all system user identification information. The LDAP configuration determines the speed at which users are recognized and their credentials (username, password) are verified as valid for use with the system. A user's information must be validated each time they access the system (see **Figure – "User Login Interface"**). Currently the system is able to validate and permit 360 concurrent users; after the Build the system will allow 2,000 concurrent users.

Prior to the System Build, the LDAP configuration was becoming overloaded (designed at the beginning of the Grants.gov initiative in 2002), since it was created with far less users in mind. Before the Build, the LDAP was configured to verify user information separately as individual units; which took more time than to verify user information in clusters as a single unit. Users will now be clustered and associated with their respective groups (Grantor vs. Applicant). All user information within the LDAP will be treated as



# BUILD 2008-03 ENHANCEMENTS

one unit, and then validated, instead of a user's information being checked in parts as several separate units. After the Build, users will be able to be validated by the system much quicker, which will result in faster processing times.

The screenshot displays the Grants.gov website interface. At the top, the 'User Login Interface' is highlighted in a yellow box. The main navigation bar includes the Grants.gov logo, search, contact, site map, help, and RSS links. A central banner features the slogan 'Find. Apply. Succeed.' and a row of five circular images depicting various grant-related activities. Below the banner, a central text block explains the site's purpose and provides a link to learn more. A 'What's New This Week' section is partially visible at the bottom. On the left, a vertical menu lists options for applicants, grantors, and help. On the right, there are sections for newsletters, quick links, and additional navigation menus. A blue overlay box in the center-right highlights the 'FOR APPLICANTS' menu, which includes links for Grant Search, Grant Email Alerts, Get Registered, Applicant Login, and E-Biz POC Login. The 'Applicant Login' and 'E-Biz POC Login' links are further highlighted with a red box. Below this, the 'FOR GRANTORS' menu is also visible, including Agency Login, New Grantor Users, and Resources.

## AGENCY SYSTEM-TO-SYSTEM

### Email Synopsis Posting for PureEdge Disabled

Prior to the current System Build, agencies were able to post opportunities in both the PureEdge and Adobe system, however, to complete the transition to Adobe, all PureEdge functionality will eventually be disabled. As a part of System Build 2008-03 the email [synopsis@grants.gov](mailto:synopsis@grants.gov) which allows agencies to post opportunities to the system via email has been disabled.

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Agencies who wish to continue to post via email may use the email address [synopsisXML@grants.gov](mailto:synopsisXML@grants.gov) which is active for the 2007 Adobe-based forms system. Agencies may also use the Web Service, created in System Build 2008-02, to post opportunities. For more information visit: [http://www.grants.gov/agencies/agency\\_system\\_to\\_system.jsp](http://www.grants.gov/agencies/agency_system_to_system.jsp).

## APPLICANT ENHANCEMENTS

### Faster Credential Validation

A major portion of the system build was devoted to updating the Grants.gov LDAP (Lightweight Directory Access Protocol). The LDAP is a database which stores all system user identification information. The LDAP configuration determines the speed at which users are recognized and their credentials (username, password, DUNS number, System-to-System certificates, etc.) are verified as valid for use with the system. A user's information must be validated each time they access the system, by either logging into the website (see **Figure – “User Login Interface”**) or submitting a grant application (see **Figure – “Submit Application – Username & Password”**). Currently the system is able to validate and permit 360 concurrent users; after the Build the system will allow 2,000 concurrent users.

Prior to the System Build, the LDAP configuration was becoming overloaded (designed at the beginning of the Grants.gov initiative in 2002), since it was created with far less users in mind. Before the Build, the LDAP was configured to verify user information separately as individual units, which took more time than to verify user information in clusters as a single unit. Users will now be clustered and associated with their respective groups (Applicant and Grantor). All user information within the LDAP will be treated as one unit, and then validated, instead of a user's information being checked in parts as several separate units. After the Build, users will be able to be validated by the system much quicker which will mean faster login times and submission processing.



# BUILD 2008-03 ENHANCEMENTS

**User Login Interface**

GRANTS.GOV™ Search Contact Us Site Map Help RSS

**FOR APPLICANTS**

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

**APPLICANT SYSTEM-TO-SYSTEM**

**FOR GRANTORS**

**ABOUT GRANTS.GOV**

**HELP**

**CONTACT US**

**SITE MAP**

**FOR APPLICANTS**

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

**FOR GRANTORS**

- Agency Login
- New Grantor Users
- Resources

Sign-up for our "Succeed" Quarterly Newsletter

Quick Links

New! Grants.gov Blog

**FOR APPLICANTS**

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

**FOR GRANTORS**

- Agency Login
- New Grantor Users
- Resources

**Find. Apply. Succeed.**

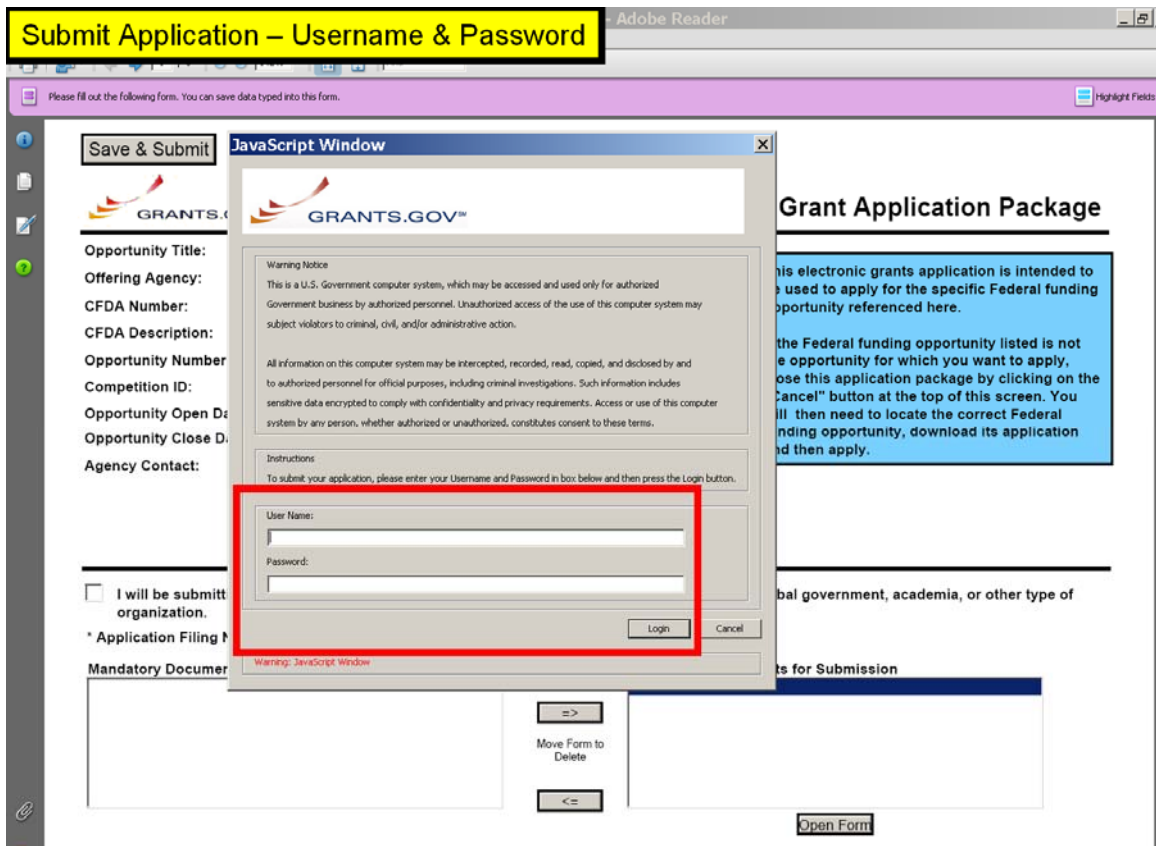
Grants.gov is your source to FIND and APPLY for grants. The Department of Health and Human Services is pleased to offer Grants.gov, an initiative that is having an unprecedented impact on the availability of federal grants. [Learn more](#) about Grants.gov and determine if you are eligible to apply for grants offered on this site.

Grants.gov does not provide personal financial advice. If you need to find personal help, check [Government Benefits](#) or [Business Start-up Loans](#).

**What's New This Week**

- New Opportunities
- Adobe Reader 8.1.3 Resolve
- "Broken Pipe" plus other Adobe

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## Managing Notification Email Simplified

Prior to the Build, application submission notification emails would appear in an applicant's inbox according to the type of email it was (i.e., Submission Validation Receipt for Application); however some applicants submit multiple grant application packages so it was hard to tell which email corresponded to each application package without opening the email. (See **Figure – "Notification Email (Before)"** below)

After the Build, the Grants.gov tracking number will be placed in front of every email subject line (see **Figure – "Notification Email (After)"** below). This will provide an easier way to organize emails according to their corresponding submission. Each submission's emails will be grouped together in an inbox by tracking number; which will make tracking the progress of a particular submission much easier. The new placement of the tracking number in the front of the subject line will also create a more consistent appearance of emails. Users will notice a change in the Submission Received Email, Submission Validated Email, Submission Rejected Email, Submission Agency Retrieval Email, and Submission Assign Agency Tracking Number Email.

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## Notification Email (Before)

Sent: Tue 1/22/2008 11:06 AM

To: Rathna Gundulpet (HHS/ASRT)  
Cc:  
Subject: Grants.gov Submission Receipt GRANT00078754  
Attachments:

From: OS Support@Grants.gov  
To: Gundulpet, Rathna (HHS/ASRT)  
Cc:  
Subject: Grants.gov Submission Receipt GRANT00078754  
Attachments:

Your application has been received by Grants.gov and is ready for review.  
Your submission was received at 2008-01-22T11:06:06-04:00.

Type: GRANT

Grants.gov Tracking Number: GRANT00078754

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: 000000020000

Application Name: Test Data for Application-Filing-Name il

Opportunity Number: RG-01222008-SHORT-SF424-NEH-BUDGET

Opportunity Name: RG-01222008-Short forms - SF424 A and NEH Budget!

AOR name: Rathna Gundulpet

<https://apply.grants.gov/ApplicantLoginGetID>

Thank you.

Customer Support  
<http://www.grants.gov>  
800-518-GRANTS

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

<https://apply.grants.gov>

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## Notification Email (After)

<Sample Email Copy>

From: support@grants.gov [mailto:support@grants.gov]

Sent: Monday, March 17, 2008 6:09 PM

To: Vemula, Kavitha

Subject: GRANT00001086 Grants.gov Submission Validation Receipt for Application

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: GRANT00001086

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

Thank you.

Grants.gov

<mailto:support@grants.gov>

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

[support@grants.gov](mailto:support@grants.gov)

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

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

## More Options for RSS Feeds

Prior to the Build, users were offered two RSS feeds. The RSS feeds included both new and modified opportunities and were grouped either by the Grantor Agency providing the funding opportunity or by the category for which it fit (see **Figure – “RSS Feeds (Before)”**).

To offer users more options of viewing opportunities, Grants.gov created four separate RSS feeds. Users who wish to receive information about new opportunities only may do so by agency and/or by category; users wishing to receive only information about modified opportunities may do so by agency and/or by category. The new RSS feeds created during the System Build will allow users to receive and view only the information they wish, nothing more or less.

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## Four New RSS Feeds (see Figure – “RSS Feeds (After)”):

1. New Opportunities Modified by Agency
2. Modified Opportunities by Agency
3. New Opportunities by Category
4. Modified Opportunities by Category

The screenshot shows the Grants.gov website interface. At the top, there is a navigation bar with links for Search, Contact Us, Site Map, Help, RSS, and Home. The main content area is titled "RSS FEEDS" and includes sections for "What is RSS?", "What is an RSS Reader?", "Where can I get an RSS Reader?", and "How do I use RSS Feeds?". A yellow box highlights the "RSS Feeds (Before)" title. A red box highlights the "Subscribe to RSS Feeds" section, which lists two RSS feeds: "New/Modified Opportunities by Agency" and "New/Modified Opportunities by Category". The footer contains logos for Grants Policy Committee, E-GOV, USA.GOV, and Benefits.gov.



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The screenshot shows the Grants.gov website with the 'RSS Feeds (After)' page. The page title is 'RSS FEEDS' and it includes sections for 'What is RSS?', 'What is an RSS Reader?', 'Where can I get an RSS Reader?', and 'How do I use RSS Feeds?'. A red box highlights the 'Subscribe to RSS Feeds' section, which lists four options:

- New Opportunities by Agency**: Receive a listing of new opportunities by agency name.
- New Opportunities by Category**: Receive a listing of new opportunities by category.
- Modified Opportunities by Agency**: Receive a listing of recently modified opportunities by agency name.
- Modified Opportunities by Category**: Receive a listing of recently modified opportunities by category.

## APPLICANT SYSTEM-TO-SYSTEM

### Using Special Characters in XML Schema

Prior to the System Build, there was no warning or notice given to System-to-System (S2S) users about the use of non ASCII characters within the Grants.gov XML schema.

During the Build, the following message was added to the Applicant System-to-System page: [http://www.grants.gov/applicant\\_s2s/applicant\\_system\\_to\\_system.jsp](http://www.grants.gov/applicant_s2s/applicant_system_to_system.jsp) (see **Figure - "S2S Notice – Special Character (After)"** below), to provide guidance on the use of special characters:

#### **NOTICE: Special Characters Not Supported**

Grants.gov will only accept ASCII characters in XML; while other characters may be supported by the schema, they may cause differences in the resulting hash

# BUILD 2008-03 ENHANCEMENTS

value generated when the application is processed by Grants.gov, resulting in a FATAL error in the submission.

The screenshot shows the Grants.gov website interface. At the top, there is a navigation bar with the Grants.gov logo and links for Search, Contact Us, Site Map, Help, RSS, and Home. Below the navigation bar, the page title is "S2S Notice - Special Character (After)". The main content area is titled "APPLICANT SYSTEM-TO-SYSTEM" and contains a paragraph describing the system's purpose. A prominent red-bordered box highlights a notice: "NOTICE: Special Characters not Supported". The notice text reads: "Grants.gov will only accept ASCII characters in XML, while other characters may be supported by the schema, they may cause differences in the resulting hash value generated when the application is processed by Grants.gov resulting in a FATAL error in the submission." The notice is repeated in a smaller box at the bottom of the page. The left sidebar contains navigation links for "FOR APPLICANTS" and "FOR GRANTORS". The right sidebar contains a "Sign-up for our 'Succeed' Quarterly Newsletter" button and "Quick Links" for Agency Login, New Grantor Users, and Resources.

## GRANTS.GOV REGISTRATION UPDATE

Grants.gov registration is an integral part of the federal grant application process. In order to apply for grants, you must be registered with Grants.gov. The objective of registering with Grants.gov is to validate the applicant's identity and verify that they are eligible to apply for a federal grant. For this reason Grants.gov requires electronic credentials – a username and password – to access the system.

Grants.gov's current credential provider (eAuthentication) provided by the Operational Research Consultants (ORC) is scheduled to sunset. Due to the unavailability of this service, Grants.gov will become the service provider. The changes implemented to the

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registration (both organization and individual) processes during Build 2008-03 are explained in further detail below. *There will be no change to System-to-System (S2S) users with this update, as S2S users are validated through certificates not registration credentials.*

## ORGANIZATION REGISTRATION

Organization Registration will be simplified by reducing the number of steps from six to five. Step 3, which is obtaining a username and password (for use when submitting an application package and logging into the applicant user interface), is now being provided by Grants.gov.

Old Registration Process	New Registration Process
Step 1: Obtain DUNS Number	Step 1: Obtain DUNS Number
Step 2: Register with CCR	Step 2: Register with CCR
Step 3: Obtain Username & Password	Step 3: Username & Password
Step 4: Grants.gov Registration	Step 4: AOR Authorization
Step 5: AOR Authorization	Step 5: Track AOR Status
Step 6: Track AOR Status	

## Registration Step 3 Change

Legacy Users vs. New Users

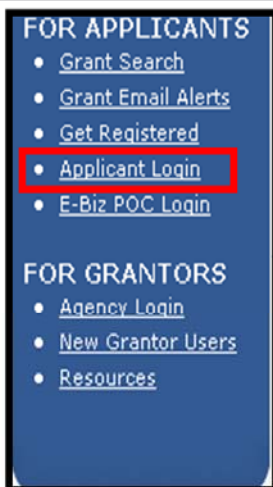
1. **Legacy Users** – a legacy user is defined as an applicant who has completed registration before the Build 2008-03 is implemented.
  - a. **Submitting an application:** As long as the applicant knows their username and password, they will be able to submit their application (**Figure 2**) without any issues (see item “c” below if user forgets their username/password). The applicant will NOT be prompted to complete a profile, create a secret question/answer and username/password until they use the applicant user interface, i.e., the Applicant Login (**Figure 1**). It is highly recommended that legacy users login to the applicant user interface and complete a profile, secret question/answer and username/password.
  - b. **Logging into the user interface:** If a legacy user goes to the Applicant Login (**Figure 1**) and enters their username and password, they will be prompted to complete a profile, create a secret question/answer and confirm their username/password. *Applicants using their username and password to submit a grant application package through the Save and*

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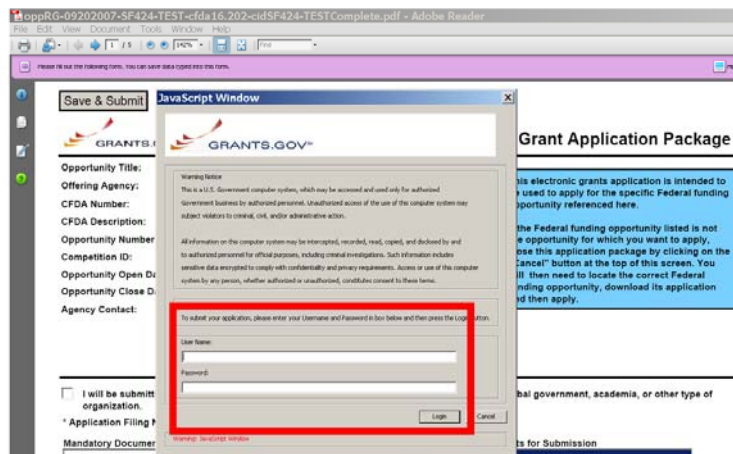
*Submit button via their saved application package (Figure 2) will NOT be prompted to complete a profile. If your process is to submit an application this way Grants.gov recommends you log in via the Grants.gov user interface once so that you can create a secret question and answer in the event at some point you forget what they are you can automatically retrieve them through Grants.gov.*

2. **New Users** – an applicant who registers once Build 2008-03 is implemented will complete a profile and create a username/password using the new registration process.

**Figure 1**  
Applicant Login User Interface  
(Right Navigation Bar)



**Figure 2**  
Sign & Submit  
Grants.gov Application Package



## Forgot My Username/Forgot My Password

Setting up a user profile allows a user to reset their password at anytime. If a user forgets either their username or password – on the applicant login page they will choose either

# BUILD 2008-03 ENHANCEMENTS

the link “Forgot My Username” or the link ”Forgot My Password” and enter their information as instructed on the screen (**Figure 3**).

**Figure 3**  
Applicant Login  
Forgot Username/ Forgot Password

Home > For Applicants

**FOR APPLICANTS**

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

**FOR APPLICANTS**

This section of the site is designed to provide Federal grant applicants with the ability to log on to Grants.gov to determine if they have registered successfully with Grants.gov, to check the status of their grant application submissions and to manage their applicant profiles.

In the future, this section of the site will also allow a user from an organization to verify if they have been granted Authorized Organization Representative (AOR) status which is a person authorized to submit applications through Grants.gov on behalf of their organization.

To gain access to your applicant profile, enter the username and password that you obtained when completing the [Get Registered](#) step for Registering with the Credential Provider and then click on the "Login" button.

Note: In order to login, you also need to complete the [Get Registered](#) step for Registering with Grants.gov. If you do not have a username and password, please refer to [Get Registered](#) for information on how to register with the Credential Provider to obtain a username and password.

Please enter your Username and Password to login to the Grants.gov system.

Username  
Password  
Login  
[Forgot My Username](#)  
[Forgot My Password](#)

- a. **User has tried to Reset and still fails to obtain their Username and Password:** If a legacy user has already attempted to reset their own username and password, then it is suggested to contact the E-Biz POC (the E-Biz POC will need to login) to inform the applicant of their username – the applicant can now restart the process and the system will send an automated password. If the applicant is unable to contact the E-Biz POC, then they should call the Contact Center and create a ticket.

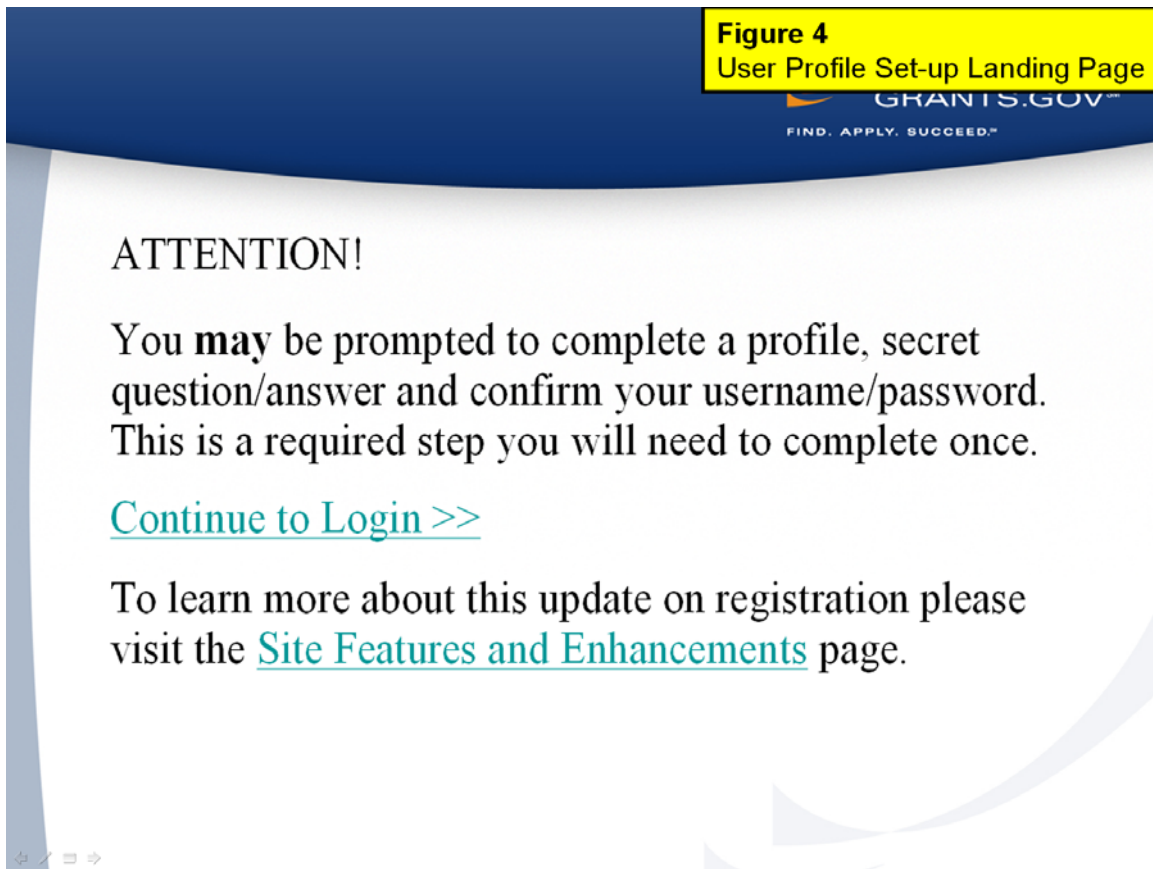
## 1. Creating a User Profile – Legacy Organization Users

Upon clicking the Applicant login the applicant will be directed to a landing page with a message that they may need to complete a user profile (**Figure 4**).



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**Figure 4**  
User Profile Set-up Landing Page



## ATTENTION!

You **may** be prompted to complete a profile, secret question/answer and confirm your username/password. This is a required step you will need to complete once.

[Continue to Login >>](#)

To learn more about this update on registration please visit the [Site Features and Enhancements](#) page.

After logging into Grants.gov the applicant will be prompted to complete a user profile (**Figure 5**) if they have not already done so. The profile screen will appear with a pre-populated DUNS field (**Figure 5 - 1**). The user will also need to create a “secret question” (**Figure 5 - 2**) and “answer” (**Figure 5- 3**). *The “secret question” and “answer” fields have a 100 character limit each. Spaces and punctuation are counted as characters. This information is not case sensitive.* The user must enter a response in all fields of the profile questionnaire (except: Address line 2); once the user has completed all information they will submit their information using the submit button (**Figure 5 - 4**).

# BUILD 2008-03 ENHANCEMENTS

The screenshot shows the 'FOR APPLICANTS' profile set-up page on GRANTS.GOV. The page includes a navigation menu on the left with links like 'Find Grant Opportunities', 'Get Registered', and 'Apply for Grants'. The main form area contains fields for personal information: First Name, MI, Last Name, DOB, Job Title, DUNS, Address, City, State, Telephone, Country, and Zip Code. Below these are fields for a Secret Question and Secret Answer, followed by a 'Submit' button. A 'Warning Notice' is displayed at the bottom of the form area. Yellow callout boxes with red borders point to specific fields: '5-1' points to the Last Name field, '5-2' points to the Secret Question field, '5-3' points to the Secret Answer field, and '5-4' points to the Submit button.

**Figure 5**  
**Profile Set-Up**

FOR APPLICANTS

Home > For Applicants

FOR APPLICANTS

First Name:  MI:  Last Name:  **5 - 1**

DOB:  Job Title:  DUNS:

Address1:

Address2:

City:

State:  Telephone:

Country:  Zip Code:

Email:

**5 - 2**

Secret Question:

Secret Answer:  **5 - 3**

**5 - 4**

Submit

**Warning Notice**

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

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

After the user has submitted their information the following screen (**Figure 6**) will appear, where they can edit (**Figure 6 - 1**) or confirm (**Figure 6 - 2**) and continue submitting information.

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**Figure 6**  
Edit/Confirm  
Profile Information

FOR APPLICANTS

Home > For Applicants

FOR APPLICANTS

First Name:  MI:  Last Name:

DOB:  Job Title:  DUNS:

Address 1:

Address 2:

City:

State:  Telephone:

Country:  Zip Code:

Email:

Secret Question:

Secret Answer:

**6 - 1**

**6 - 2**

Edit Confirm

**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.

Once the user confirms their profile information is correct and complete, the user will create a username and password (**Figure 7 - 1**, **Figure 7 - 2**), then confirm their password by re-typing it (**Figure 7 - 3**) and choose submit (**Figure 7 - 4**).

# BUILD 2008-03 ENHANCEMENTS

**Figure 7**  
Create Username & Password

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Home > For Applicants

**FOR APPLICANTS**

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

**FOR GRANTORS**

**ABOUT GRANTS.GOV**

**HELP**

**CONTACT US**

**SITE MAP**

**FOR APPLICANTS**

First Name: Grant MI: Last Name: Applicant

DOB: 08/16/1980 Job Title: Organization Member DUNS: 000000000000

Address1: 123 Grant Seeker Way

Address2:

City: Washington

State: District of Columbia Telephone: 1-800-518-4726

Country: United States Zip Code: 20201

Email: GrantsgovApp@aol.com

Secret Question: Where can you find all federal grants?

Secret: 7-1 7-2 7-3

User Name: Password: Confirm Password:

Submit

**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 exhibit violation to criminal civil and/or administrative action.

After the user creates and confirms a username and password, they will get a message stating that “you are successfully registered” (**Figure 8-1**), which means they have completed step 3 of the registration process and now have a username and password (**Figure 8 - 2**).

# BUILD 2008-03 ENHANCEMENTS

The screenshot shows the Grants.gov website interface. At the top, the logo and navigation links are visible. The main content area is titled "FOR APPLICANTS" and displays a confirmation message: "You are successfully registered." This message is enclosed in a red box, and a yellow box labeled "8 - 1" is placed next to it. Below the confirmation, there is a form for creating a user profile. The form includes fields for First Name (Grant), Last Name (Applicant), DOB (08/16/1980), Job Title (Organization Member), DUNS (000000000000), Address (123 Grant Seeker Way), City (Washington), State (District of Columbia), Telephone (1-800-518-4726), Country (United States), Zip Code (20201), and Email (grantsgovapp@aol.com). A "Secret Question" (Where can you find all federal grants?) and "Secret Answer" (grants.gov) are also provided. A yellow box labeled "8 - 2" is placed next to the secret question/answer fields. At the bottom of the form, there are fields for "User Name" (GrantApplicant), "Password" (masked with asterisks), and "Confirm Password" (masked with asterisks). A red box highlights these three fields. A "Continue" button is located at the bottom right of the form. A "Warning Notice" is displayed at the bottom of the page, stating that the system is a U.S. Government computer system.

**Figure 8**  
Username & Password  
Successfully Created

## 2. Creating a User Profile – New Organization Users

To create a username and password as a new applicant registrant, simply follow the steps outlined on the website under the “Get Registered” section:

[http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp). A new user will complete the registration process including Step 3 shown below to complete a profile, create a username and password (**Figure 9 - 1**). New users may follow the steps shown in the Organization Registration Checklist (**Figure 9 - 2**) below.



# BUILD 2008-03 ENHANCEMENTS

The image shows a screenshot of the Grants.gov website navigation bar on the left and a registration checklist on the right. The navigation bar is divided into sections: 'FOR APPLICANTS', 'FOR GRANTORS', 'ABOUT GRANTS.GOV', 'HELP', and 'CONTACT US'. Under 'FOR APPLICANTS', there are links for 'Find Grant Opportunities', 'Get Registered', 'Individual Registration', 'Apply for Grants', 'Track Your Application', 'Applicant Resources', and 'Search FAQs, User Guides and Site Information'. The 'Get Registered' section is highlighted with a red box and labeled '9-1' and 'Left Hand Navigation Bar'. The 'Individual Registration' section is also highlighted with a red box and labeled '9-2' and 'Org. Registration Checklist'. The registration checklist on the right is titled 'Figure 9 Step 3 – Username & Password' and lists five steps: 'STEP 1: Obtain DUNS Number', 'STEP 2: Register with CCR', 'STEP 3: Username & Password', 'STEP 4: AOR Authorization', and 'STEP 5: TRACK AOR STATUS'. Step 3 is highlighted with a red box and labeled '9-2' and 'Org. Registration Checklist'. A red arrow points from the 'STEP 3: Username & Password' link in the navigation bar to the corresponding step in the checklist.

**9-1**  
**Left Hand Navigation Bar**  
Accessible from every page of the website

**9-2**  
**Org. Registration Checklist**  
Accessible from the Org. Registration page

**Figure 9**  
**Step 3 – Username & Password**

Registration in Brief:

**STEP 1: Obtain DUNS Number**  
**Same day.** Your organization will need to obtain a DUNS Number. If your organization does not have one, you will need to go to the Dun & Bradstreet website at <http://fedgov.dnb.com/webform> [EXIT Disclaimer] to obtain the number.

**STEP 2: Register with CCR**  
**Two days or up to one to two weeks.** Ensure that your organization is registered with the Central Contractor Registration (CCR) at <http://www.ccr.gov> [EXIT Disclaimer]. If your organization is not, an authorizing official of your organization must register. You will not be able to move on to Step 3 until this step is completed.

**STEP 3: Username & Password**  
**Same day.** Complete your AOR (Authorized Organization Representative) profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. <http://at07apply.grants.gov/apply/OrcRegister>.

**STEP 4: AOR Authorization**  
**\*Same Day.** The E-Business Point of Contact (E-Biz POC) at your organization must login to Grants.gov to confirm you as an Authorized Organization Representative (AOR). Please note that there can be more than one AOR for your organization. In some cases the E-Biz POC is also the AOR for an organization. *\*Time depends on responsiveness of your E-Biz POC.*

**STEP 5: TRACK AOR STATUS**  
At any time, you can track your username and password. Login password you obtained in Step <https://at07apply.grants.gov/goto=/secured/ApplicantLogin>.

The new user will be asked to provide a DUNS number to complete this part of the registration process (**Figure 9**). Once the new user enters their DUNS number they will follow the steps as outlined for “**Creating a User Profile – Legacy Organization Users**” pages 18 – 22.

# BUILD 2008-03 ENHANCEMENTS

**Figure 10**  
Step 3 – New User Getting Started (screenshot to change)

GRANTS.GOV™

Home > Applicants > Get Registered > Organization Registration >

FOR APPLICANTS

Find Grant Opportunities

Get Registered

Organization Registration

STEP 1: Obtain DUNS Number

STEP 2: Register with CCR

STEP 3: Obtain Username & Password

STEP 4: Register with Grants.gov

STEP 5: AOR Authorization

STEP 6: Track AOR Status

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REGISTER WITH GRANTS.GOV

In order to safeguard the security of your electronic information, Grants.gov maintains the Authorized Organization Representative (AOR) username and password. The process is used to determine, with certainty, that someone really is who they claim to be.

When you register with Grants.gov, you will receive a username and password. You will need to login to Grants.gov once you receive that username and password to begin the activation process to become an AOR. Being an AOR enables you to submit applications on behalf of your organization. When you log into Grants.gov for the first time with your username and password an e-mail will be generated to your [organization's E-Business Point of Contact](#). When the E-Business Point of Contact assigned rights, you will be authorized to submit grant applications through Grants.gov on behalf of your organization.

To register for a username and password, enter the organization's [DUNS OR DUNS+4 Number](#) and then click the "Register" button below.

**Step 1:** Complete the [DUNS OR DUNS+4 Number](#) field.

**Step 2:** Click the [Register](#) button.

DUNS OR DUNS+4 Number

Register

**Tips for registering:**

- Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number and to determine if your organization is registered with the CCR. If your organization does not know its DUNS Number, call Dun & Bradstreet at 1-866-705-5711 and follow the automated prompts to find this information. If your organization is not registered with the CCR, the organization can apply by phone (1-888-227-2423) or register online at <http://www.ccr.gov>.
- Once you are registered, you will receive an ID and password to have your grant application forwarded to the appropriate government agency safely and securely.
- Grants.gov currently supports associating only one DUNS number per credential. A future enhancement is planned to provide the ability to assign multiple DUNS numbers to a credential.
- Registering with Grants.gov is a simple process. Guidance on this process is included in the tutorial, user guide and help section of this site. Just click on the [Help](#) button for assistance.

## INDIVIDUAL REGISTRATION

Individual registration has been simplified to a single step (formerly a two step process). Step 1, which was obtaining a username and password (for use when submitting an application package and logging into the applicant user interface), is now being provided by Grants.gov instead of the secondary credential provider (ORC).

Old Registration Process	New Registration Process
<b>Step 1:</b> Username & Password	<b>Step 1:</b> Register with Grants.gov
<b>Step 2:</b> Register with Grants.gov	

### 1. Creating a User Profile – Legacy Individual Users

Individuals currently registered with Grants.gov will need to login to the Grants.gov user interface (**Figure 1**) to create a user profile. The user may continue to submit grant

# BUILD 2008-03 ENHANCEMENTS

applications with their current username and password (**Figure 2**); however they will not be able to reset or change their information within the system without creating a user profile. Creating a profile will allow the user to reset a forgotten username or password and allow them to change their login information (username and password) whenever the user prefers.

Upon clicking the Applicant login the applicant will be directed to a landing page with a message that they may need to complete a user profile (**Figure 4**). After logging into Grants.gov the applicant will be prompted to complete a user profile (**Figure 11**) if they have not already done so. The user will also need to create a “secret question” (**Figure 11- 1**) and “answer” (**Figure 11 - 2**). The “secret question” and “answer” fields have a 100 character limit each. Remember the format of the “secret answer”, as spaces and punctuation are counted as characters within the “secret answer”. This information is not case sensitive. The user must enter a response in all fields of the profile questionnaire; once the user completes all information they will submit their information using the submit button (**Figure 11 - 3**).

The screenshot shows the 'Individual Profile' form on the Grants.gov website. The form is titled 'FOR APPLICANTS' and includes a navigation menu on the left with options like 'Find Grant Opportunities', 'Get Registered', and 'Apply for Grants'. The main form area contains fields for 'First Name', 'MI', 'Last Name', 'DOB', 'Job Title', 'DUNS', 'Address 1', 'Address 2', 'City', 'State', 'Telephone', 'Country', 'Zip Code', and 'Email'. Three specific fields are highlighted with red boxes and yellow callouts: 'Secret Question:' (labeled 11-1), 'Secret Answer:' (labeled 11-2), and a 'Submit' button (labeled 11-3). A 'Warning Notice' is displayed at the bottom of the form, stating that the system is a U.S. Government computer system with restricted access.

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After the user submits their information the following screen (**Figure 12**) will appear, where they can edit (**Figure 12- 1**) or confirm (**Figure 12- 2**) and continue submitting their information.

**Figure 12**  
Edit/Confirm  
Profile Information

FOR APPLICANTS

Home>For Applicants

FOR APPLICANTS

First Name: Individual MI: Last Name: Applicant

DOB: 09/16/1980 Job Title: Individual Grant Applicant DUNS: 000000000INDV

Address1: 4567 Grant Seeker Lane

Address2:

City: Washington

State: District of Columbia Telephone: 1-800-516-4726

Country: United States Zip Code: 20201

Email: GrantsgovApp@aol.com

Secret Question: Where can you find federal grants?

Secret Answer: Grants.gov

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.

12-2

12-1

Edit Confirm

Once the user confirms their profile information is correct and complete, the user will create a username and password (**Figure 13 – 1, Figure 13 - 2**), then confirm their password by re-typing it (**Figure 13 – 3**) and choose submit (**Figure 13 - 4**).

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**Figure 13**  
Create Username & Password

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FOR APPLICANTS  
Home > For Applicants

FOR APPLICANTS

First Name: Grant MI: Last Name: Applicant

DOB: 08/16/1980 Job Title: Organization Member DUNS: 000000000000000000

Address1: 123 Grant Seeker Way

Address2:

City: Washington

State: District of Columbia Telephone: 1-800-518-4726

Country: United States Zip Code: 20201

Email: GrantsgovApp@aol.com

Secret Question: Where can you find all federal grants?

Secret 13 -1 13 -2 13 -3

User Name: Password: Confirm Password: 13 -4

Submit

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 exhibit violation to criminal civil and/or administrative action.

## 2. Creating a User Profile – New Individual Users

To create a username and password as a new applicant registrant, simply follow the steps outlined on the website under the “Get Registered” section:

[http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp). A new user will complete the registration process including completing a profile, creating a username and password.

New users may start the registration process by visiting the Individual Registration page: [http://www.grants.gov/applicants/individual\\_registration.jsp](http://www.grants.gov/applicants/individual_registration.jsp) (see **Figure 14** below).



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**Figure 14**  
**Individual Registration**

GRANTS.GOV™

Home » For Applicants » Get Registered »

**INDIVIDUAL REGISTRATION**

An individual is an applicant who 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.**

Search for Individual Grant Opportunities: [http://www.grants.gov/applicants/find\\_grant\\_opportunities.jsp](http://www.grants.gov/applicants/find_grant_opportunities.jsp)

Individuals wishing to submit a grant application using Grants.gov are required to complete this one time registration process. Neither a Data Universal Number System (DUNS) number nor the Central Contractor Registration (CCR) registration is necessary for Individual Registration.

**Register with Grants.gov >>**

[Individual Registration User Guide](#)

[Individual Registration Checklist](#)

*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 open only to organizations.*

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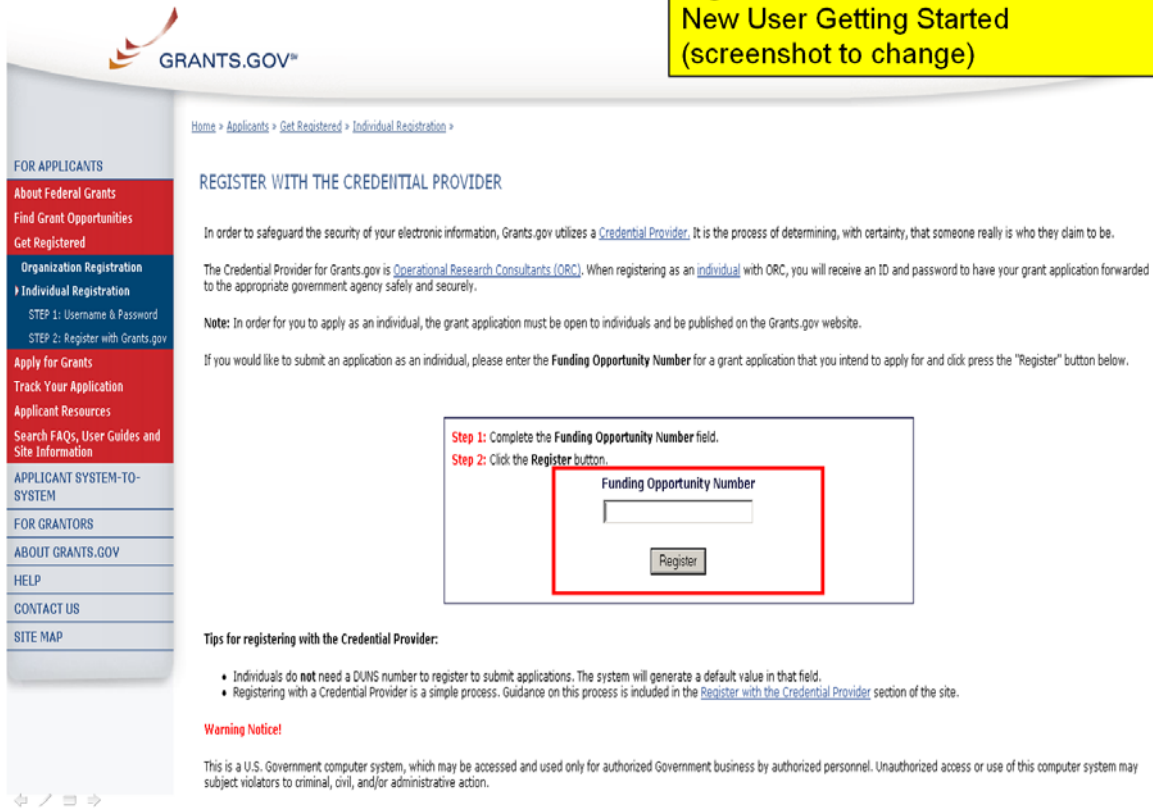
USA.GOV

Benefits.gov™

A Funding Opportunity Number (FON) for a grant available to individuals must be used to begin the process of setting up a user profile. Once a valid FON is entered in the field (shown in **Figure 15** below) on the Individual Registration page, they will follow the steps as outlined for “**Creating a User Profile – Legacy Individual Users**” pages 25-28.

# BUILD 2008-03 ENHANCEMENTS

**Figure 15**  
New User Getting Started  
(screenshot to change)



## Forgot My Username/Forgot My Password

Setting up a user profile allows a user to reset their password at anytime. If a user forgets their username or password, on the applicant login page they will choose either the link for "Forgot My Username" or the link "Forgot My Password" and enter their information as instructed on the screen (**Figure 3**).

## CHECKING REGISTRATION STATUS

To check registration status, an applicant may login into Grants.gov using the username and password obtained (Legacy User) or created (New User) during registration. Click "Manage Applicant Profile" (see **Figure 16-1**). If the registration was successful there will be a message under the profile management box stating "AOR Status: Approved" (see **Figure 16-2**).

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The screenshot displays the GRANTS.GOV website interface. At the top left is the GRANTS.GOV logo. The main content area is titled "Applicant Profile" and contains a form with several input fields: "First:" (Your First Name), "Last:" (Your Last Name), "Tel:" (000-000-0000), "Email:" (email@email.com), "Title:" (Your Title), and "DUNS#:" (000000020000). A yellow callout box labeled "16-1" points to the "Manage Applicant Profile" link in the left sidebar. Another yellow callout box labeled "16-2" points to the "AOR Status: Approved" text within the form. The form also includes "Submit" and "Cancel" buttons. The breadcrumb trail at the top reads "Home > For Applicants > Manage Applicant Profile".

**Figure 16**  
Registration Successful  
(AOR Status Approved)

Welcome, [Home](#) > [For Applicants](#) > Manage Applicant Profile

[Check Application Status](#)  
**16-1** [Manage Applicant Profile](#)  
[Logout of Grants.gov](#)

## Applicant Profile

**16-2** AOR Status: Approved

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