



Individual User Guide

Version 3.0
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Individual Organization User Guide

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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 on how to register as an individual.

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.

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 or in the right gray bar on the screen.

The screenshot shows the Grants.gov website's registration page. The left navigation bar has a blue box containing the following links: FOR APPLICANTS, Find Grant Opportunities, Get Registered (circled in blue), Organization Registration, Individual Registration (circled in blue), 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, and SITE MAP. The main content area is titled 'GET REGISTERED' and includes a breadcrumb trail 'Home » For Applicants »'. Below the title, it states: 'In order to apply for a grant, you and/or your organization must complete the Grants.gov registration process.' A warning message follows: 'The registration process for an Organization or an Individual can take between three to five business days or as long as two weeks if all steps are not completed in a timely manner. So please register early!' A note explains that the process is mandated by the Grants Executive Board (GEB). A 'Please Note' section clarifies that users registering as an Organization cannot use the Grants.gov username and password issued for their Organization to apply as an Individual. Below this, users are asked to choose an option: 'Organization Registration' (with a link 'I want to Register on behalf of an Organization.') or 'Individual Registration' (with a link 'I want to Register as an Individual on my own behalf.', which is circled in gray). Each option includes a brief description and a link to a user guide or checklist. The right sidebar features a 'Sign-up for our "Succeed" Quarterly Newsletter' section and a 'Quick Links' section with links for Grant Search, Grant Email Alerts, Get Registered, Applicant Login, E-Biz POC Login, Agency Login, New Grantor Users, and Resources. A 'Glossary Term' section defines Operational Research Consultants (ORC).

In order to safeguard the security of your electronic information, Grants.gov requires all users to create an account in the Grants.gov system. In order to

access the account the user must verify that they are able to obtain a username and password. This process determines that someone really is who he/she claims to be. Individuals do not need a DUNS number to register to submit applications. The system will generate a default value in that field.

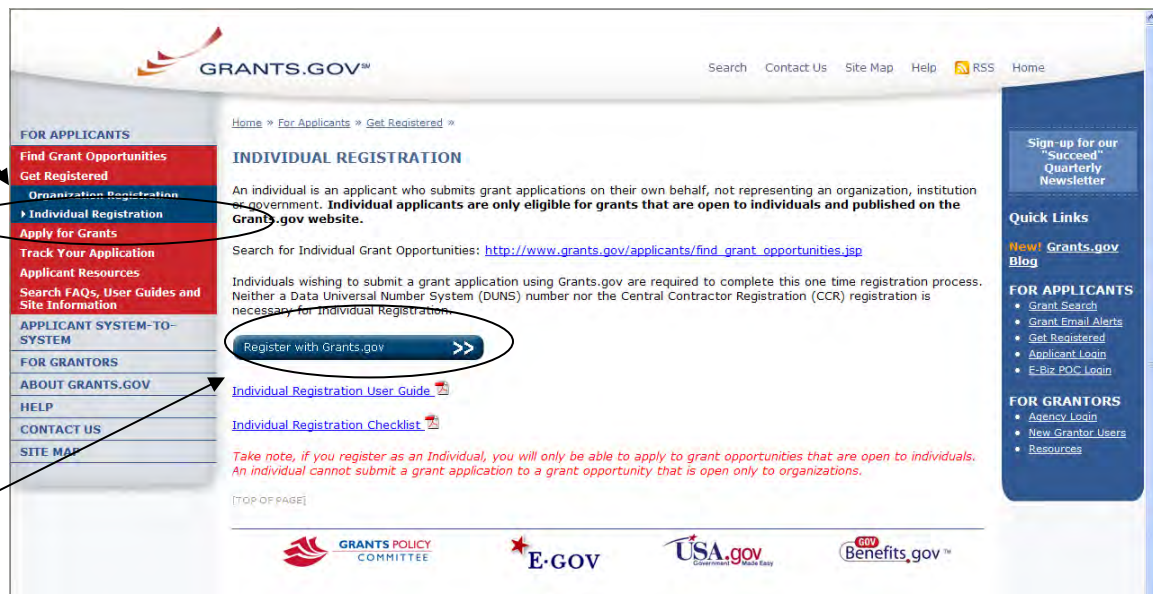
Note: In order to register as an Individual you will need to obtain the Funding Opportunity number for a grant application that you intend to apply for. Please be sure it is an opportunity that is only applicable for individuals.

Instructions for Individual Registration:

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.

Under **Get Registered**, click the **Individual Registration** link on the left navigation. This takes you to the Individual Registration screen.

Click the **Register with Grants.gov** button on the main screen.



This will take you to the **Register with Grants.gov** screen where you will need to enter the **Funding Opportunity Number** of an Individual opportunity and then click **Register**.

GRANTS.GOV™

Contact Us SiteMap Help RSS Home

Home > Applicants > Get Registered > Individual Registration >

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. It is the process of determining, with certainty, that someone really is who they claim to be.

When registering as an individual with Grants.gov, you must know the Funding Opportunity Number (FON) of the Grant opportunity you are applying for. You must use this FON to register. Once you register a Grants.gov username and password to have your grant application forwarded to the appropriate government agency safely and securely.

Note: In order for you to apply as an individual, the grant application must be open to individuals and be published on the Grants.gov website.

If you would like to submit an application as an individual, please enter the **Funding Opportunity Number** for a grant application that you intend to apply for and click press the "Register" button below.

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

Funding Opportunity Number

Register

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.

Once you enter a valid funding opportunity number you will need to complete a profile. Complete the form (all fields are required except "Address 2"). When entering an email address, please keep in mind that all correspondence with Grants.gov will be sent to that email address. For the Secret Question/Answer fields, enter a question only you would be able to answer and will be able to remember in the future. When you have completed the form click on the **Submit** button.

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Contact Us SiteMap Help RSS Home

Home > For Applicants

FOR APPLICANTS

First Name: MI: Last Name:

DOB: Job Title: DUNS: 000000000INDV

Address1:

Address2:

City:

State: Telephone:

Country: Zip Code:

Email:

Secret Question:

Secret Answer:

Warning Notice!

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel.

Submit

Field requirements for the form:

DOB: example - mm/dd/yyyy – you must include the slash “/,” do not use a dash or hyphen

Telephone: include your area code – must be a 10 digit number

On this screen you will need to validate your information. Make sure that it is correct. If you need to change your information click the **Edit** button, if your information is correct as entered click the **Confirm** button.

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

Home>For Applicants

FOR APPLICANTS

First Name: Cynthia MI: L Last Name: [Redacted]

DOB: 10/28/1980 Job Title: Grant Writer DUNS: 00000000INDV

Address1: 123 House St

Address2: [Redacted]

City: Springfield

State: Virginia Telephone: [Redacted]

Country: United States Zip Code: 22150

Email: [Redacted]

Secret Question: What is your favorite football team?

Secret Answer: [Redacted]

Warning Notice

Edit Confirm

On this page you will create your username and password. Scroll to the bottom of the page and type a username and password then confirm your password by typing it in again. Please write down your username and password for future reference. Once this is completed click on the **Submit** button.

Home>For Applicants

FOR APPLICANTS

First Name: Cynthia MI: L Last Name: [Redacted]

DOB: [Redacted] Job Title: Grant Writer DUNS: 00000000INDV

Address1: 123 House St

Address2: [Redacted]

City: Springfield

State: Virginia Telephone: [Redacted]

Country: United States Zip Code: 22150

Email: [Redacted]

Secret Question: What is your favorite football team?

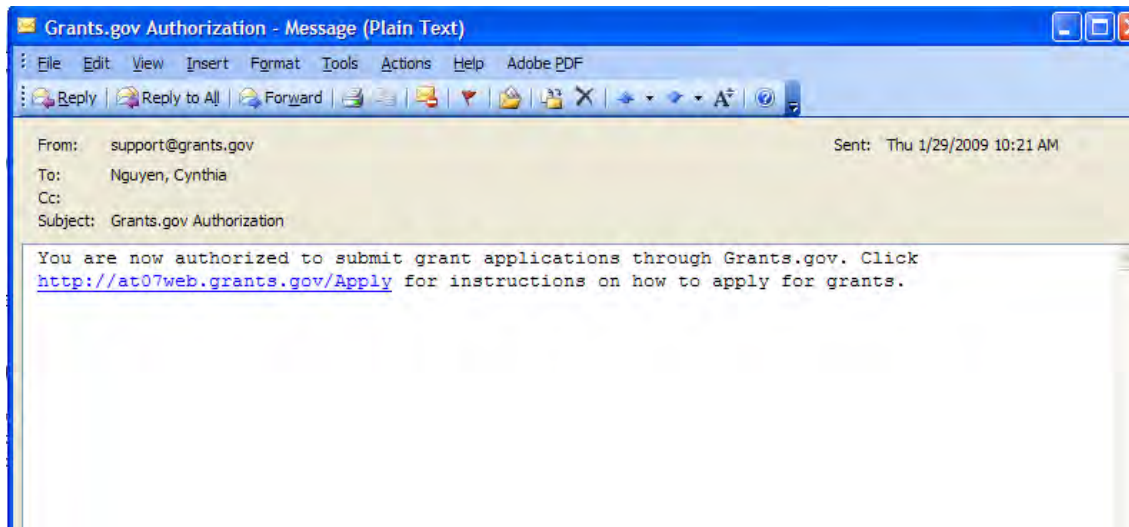
Secret Answer: [Redacted]

User Name: [Redacted] Password: [Redacted] Confirm Password: [Redacted]

Warning Notice

Submit

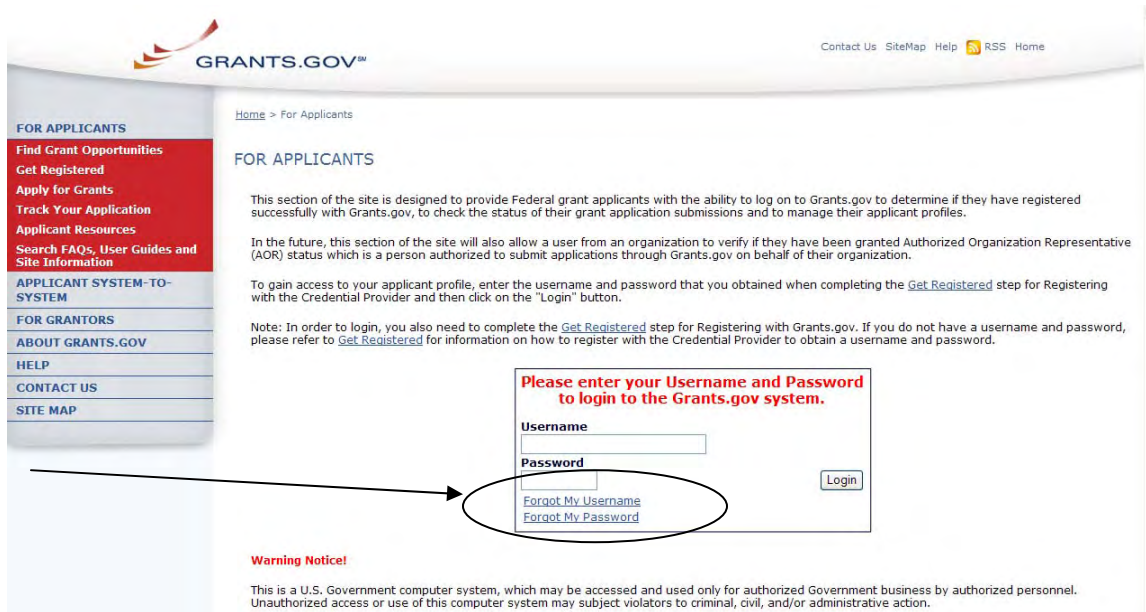
You will receive an email notification that will let you know you are able to apply for grant opportunities as an Individual.



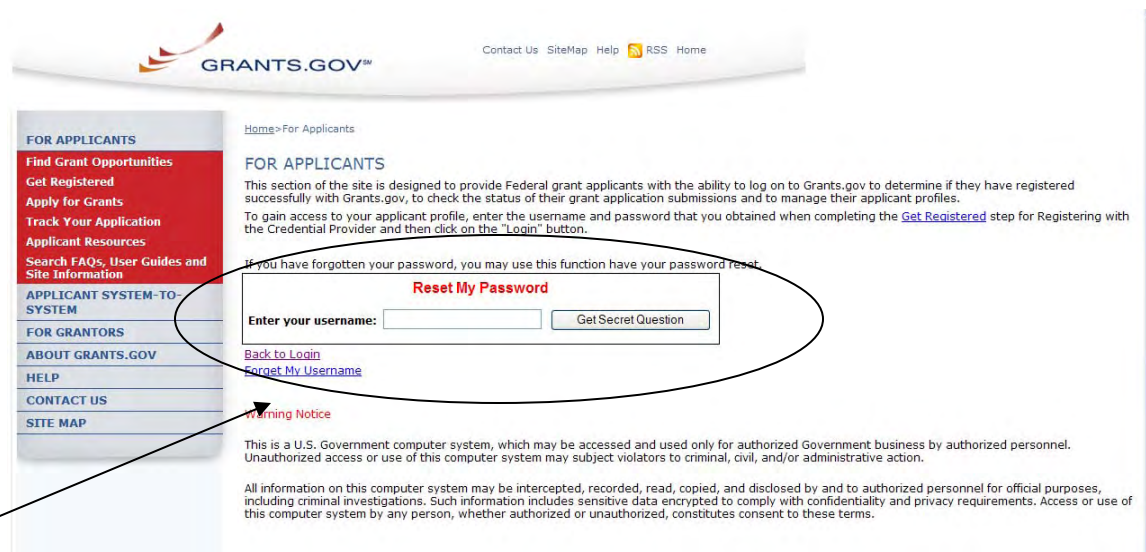
Forgot My Password (Individual)

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

Go to the [Applicant login](#) page and click on the link “Forgot My Password”.



Then enter your username and click the **Get Secret Question** button.



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

FOR APPLICANTS

Home>For Applicants

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.

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.

If you have forgotten your password, you may use this function have your password reset.

Reset My Password

Enter your username:

Secret Question:

Secret Answer:

[Back to Login](#)
[Forget My Username](#)

Once your answer is validated you will be directed to enter a new password. Enter a password and then enter it again into the confirm password field and click on the **Reset My Password** button.

FOR APPLICANTS

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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.

If you have forgotten your password, you may use this function have your password reset.

Reset My Password

Enter your username:

Secret Question:

Secret Answer:

Enter new Password: Confirm Password:

[Back to Login](#)
[Forget My Username](#)

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

FOR APPLICANTS

Home>For Applicants

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If you have forgotten your password, you may use this function have your password reset.

Reset My Password

Enter your username:

Secret Question:

Secret Answer:

Enter new Password: Confirm Password:

Password reset successfully

[Back to Login](#)
[Forget My Username](#)

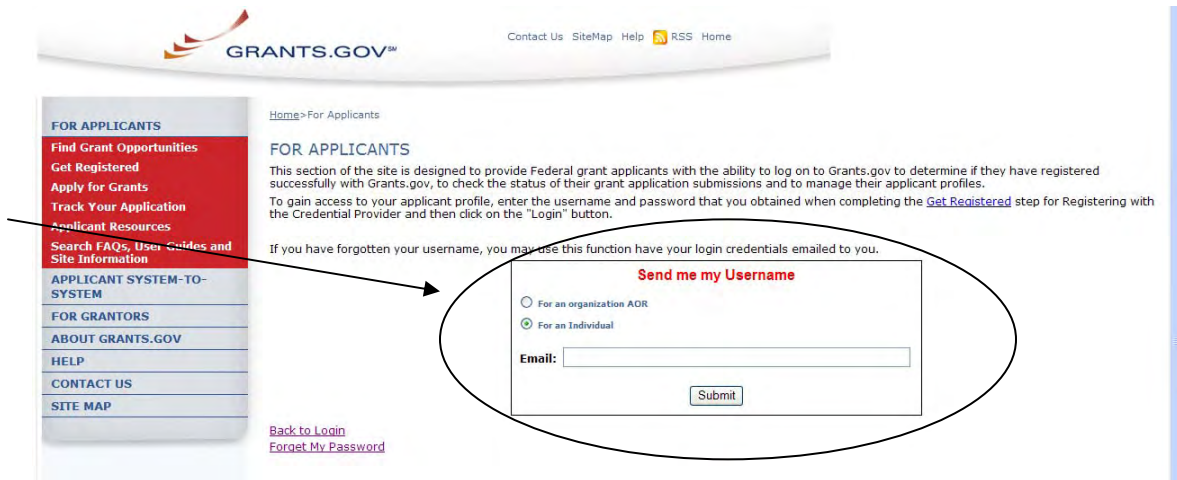
Forgot My Username (Individual)

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

Go to the [Applicant login](#) page and click on the link “Forgot My Password”.



Please select “For and Individual”. Once you select what type of applicant you are then enter the email you used when you registered with Grants.gov.



Once you have entered the email you used when you registered with Grants.gov, simply click on the **Submit** button. After clicking **Submit** you will see a message stating “An email was sent to your mailbox”.

- FOR APPLICANTS**
- Find Grant Opportunities
- Get Registered
- Apply for Grants
- Track Your Application
- Applicant Resources
- Search FAQs, User Guides and Site Information
- APPLICANT SYSTEM-TO-SYSTEM
- FOR GRANTORS
- ABOUT GRANTS.GOV
- HELP
- CONTACT US
- SITE MAP

[Home](#) > For Applicants

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.

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.

If you have forgotten your username, you may use this function have your login credentials emailed to you.

Send me my Username

For an organization AOR

For an Individual

Email: .com

An email was send to your mailbox

[Back to Login](#)
[Forget My Password](#)

If you are an Applicant Registered as an Individual and do not know the email address you used to register with Grants.gov, simply re-register as an Individual with the funding opportunity number you wish to apply for.