



GRANTS.GOVSM

FIND. APPLY. SUCCEED.SM

*Individual
Organization*

User Guide

Version 3.0
Updated August 2009

Individual Organization User Guide

Table of Contents

Introduction	3
Register as an Individual	4
Step 1: Enter Funding Opportunity Number (FON).....	4
Step 2: Complete Profile Form	6
Forgot My Password (Individual)	7
Forgot My Username (Individual).....	9

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. 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.

Step 1: Enter Funding Opportunity Number (FON)

Select **Get Registered** in the Quick Links on the blue boxed left navigation of any Grants.gov page. This will take you to the Get Registered screen.

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

The screenshot shows the Grants.gov 'Get Registered' page. The left navigation bar (blue box) has 'Get Registered' circled in red. The right navigation bar (blue box) has 'Get Registered' circled in red. The main content area has 'Individual Registration' circled in red. The 'Individual Registration' option is also circled in red in the bottom right section of the page. Arrows point from the text in the previous blocks to these circled elements.

GRANTS.GOV™

Search Contact Us Site Map Help RSS Home

Home » For Applicants »

GET REGISTERED

In order to apply for a grant, you and/or your organization must complete the Grants.gov registration process.

The registration process for an Organization or an Individual can take between three to five business days or as long as two weeks if all steps are not completed in a timely manner. So please register early!

This registration process has been mandated by the Grants Executive Board (GEB) which is the governing body of Grants.gov. The GEB determined the registration process needed to be completed prior to the submission of a grant application.

*Please Note: If you register as an Organization, you will not be allowed to use the Grants.gov username and password issued for your Organization to apply for grants as an Individual. To apply for grants as an Individual you must register as an Individual and use that specific username and password issued during the Individual registration process.

Please choose one of the options below:

Organization Registration

[I want to Register on behalf of an Organization.](#)

An individual who is responsible for submitting a grant on behalf a company, state, local, or tribal government, academia or research institution, not-for-profit or any other institution.

[Organization Registration Overview Tutorial](#) (animated)

Individual Registration

[I want to Register as an Individual on my own behalf.](#)

Submitting a grant on your own behalf. 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 to organizations.

[Individual Registration Overview Tutorial](#) (animated)

FOR APPLICANTS

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

APPLICANT SYSTEM-TO-SYSTEM

FOR GRANTORS

ABOUT GRANTS.GOV

HELP

CONTACT US

SITE MAP

Sign-up for our "Succeed" Quarterly Newsletter

Quick Links

Latest News!
[Grants.gov Blog](#)

FOR APPLICANTS

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

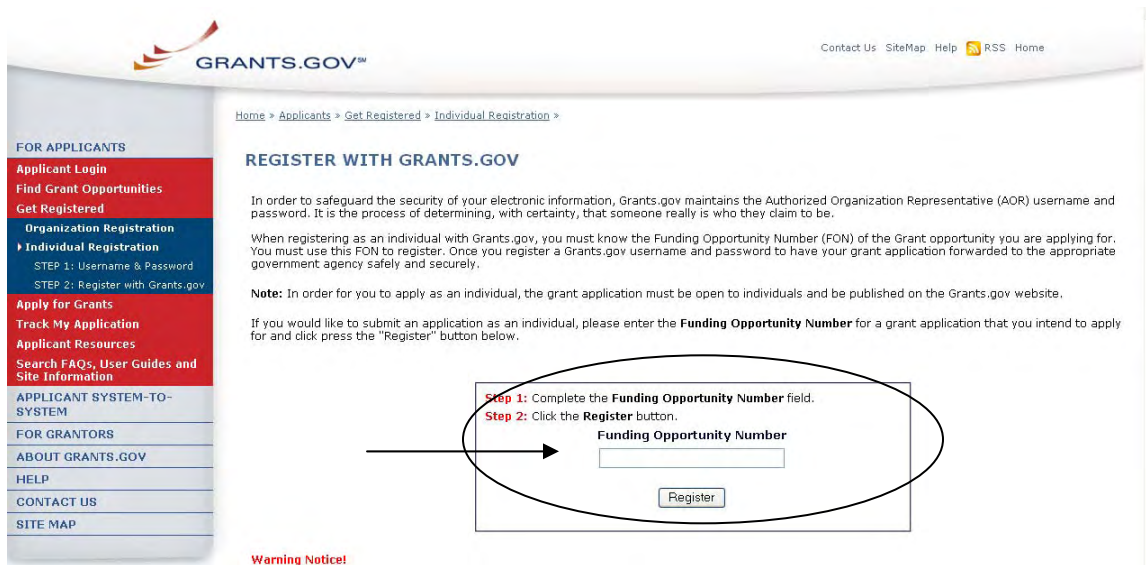
FOR GRANTORS

- Grantor Login
- New Agency Users
- Resources

Select the [Register with Grants.gov](#) button on the main screen.



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



Step 2: Complete Profile Form

Once you enter a valid funding opportunity number you will need to complete a profile. When entering an email address, please keep in mind that all correspondence with Grants.gov will be sent to that email address. For the Secret Question/Answer fields, enter a question only you would be able to answer and will be able to remember in the future. When you have completed the form select the **Continue** button.

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

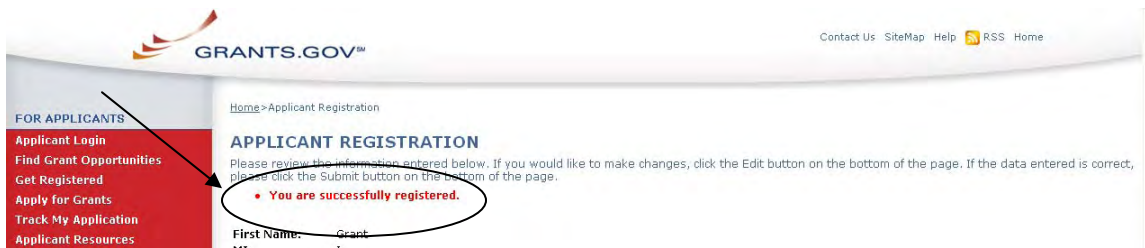
The screenshot shows the Grants.gov Applicant Registration page. The header includes the Grants.gov logo and navigation links: Contact Us, SiteMap, Help, RSS, Home. The left sidebar contains navigation menus for Applicants, Grantors, and System information. The main content area is titled 'APPLICANT REGISTRATION' and contains a form with the following fields: First Name (Grants), MI (D), Last Name (Gov), Job Title (Grant Writer), DUNS (000000000INDV), Telephone (111-111-1111), Email (grants@grants.gov), Secret Question (what is my favorite site), Secret Answer (grants.gov), User Name (grantsgov), Password (*****), and Confirm Password (*****). A 'Continue' button is located at the bottom of the form and is circled in white.

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

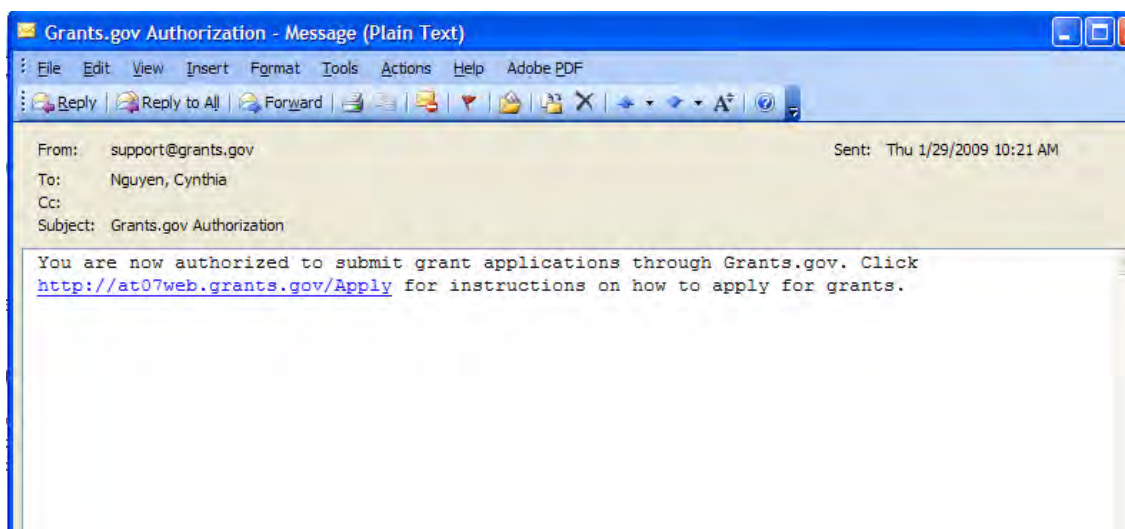
(White outlined boxes are in place to protect the privacy for the examples shown)

The screenshot shows the Grants.gov Applicant Registration page after the form has been filled out. The header and sidebar are the same as in the previous screenshot. The main content area is titled 'APPLICANT REGISTRATION' and contains a summary of the entered information: First Name: Grants, MI: D, Last Name: Gov, Job Title: Grant Writer, DUNS: 000000000INDV, Telephone: 111-111-1111, Email: grants@grants.gov, Secret Question: what is my favorite site, Secret Answer: grants.gov, and User Name: grantsgov. At the bottom of the form, there are two buttons: 'Edit' and 'Submit', both of which are circled in white. A 'Warning Notice' is visible at the bottom of the page.

You will see a message at the top of the screen that will read “You are successfully registered.” To continue to the Applicant login page select the **Continue** button on the bottom of the page. If you don’t receive the successful message another message will appear stating what issue needs to be addressed. Simply correct the error or contact the Contact Center for further assistance.



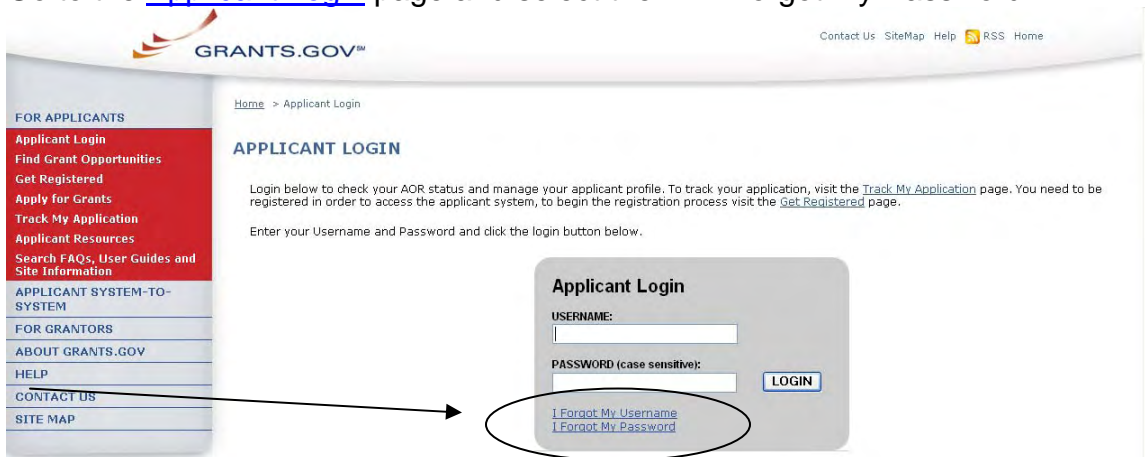
You will receive an email notification that will let you know you are able to apply for grant opportunities as an Individual.



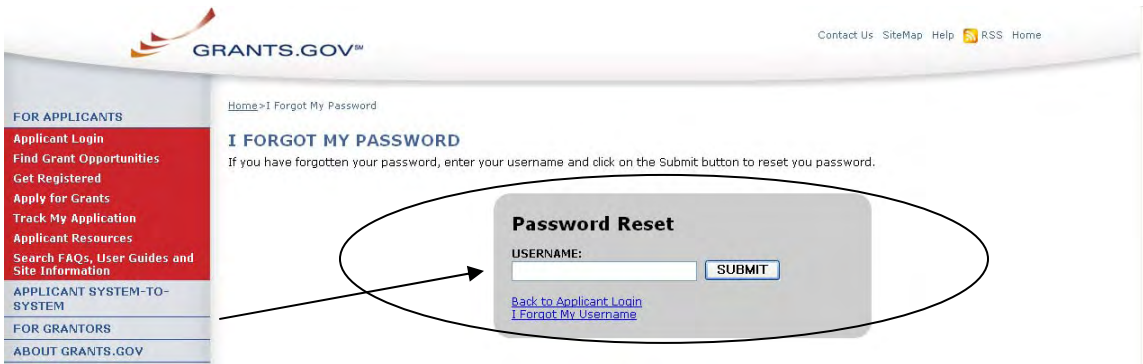
Forgot My Password (Individual)

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

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



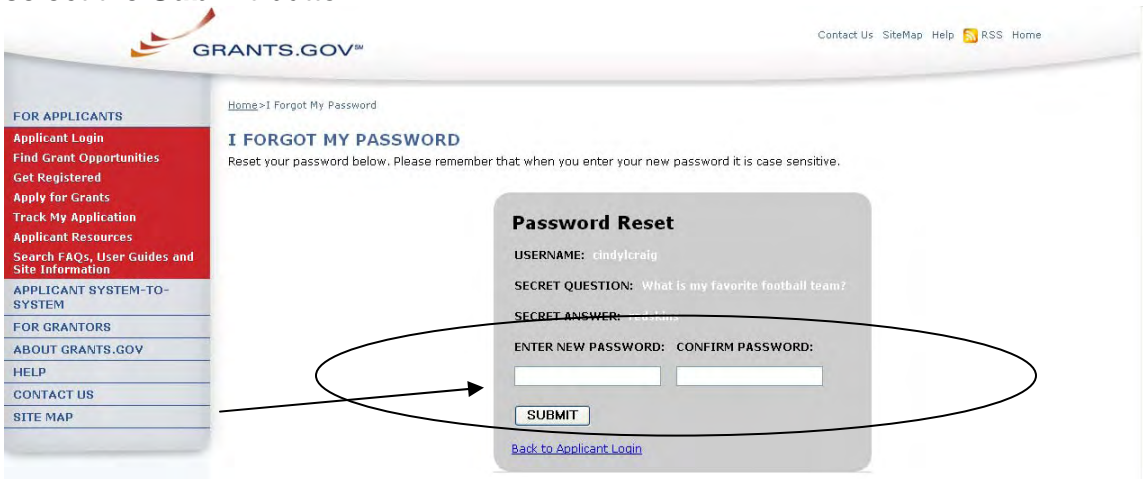
Then enter your username and select the **Submit** button.



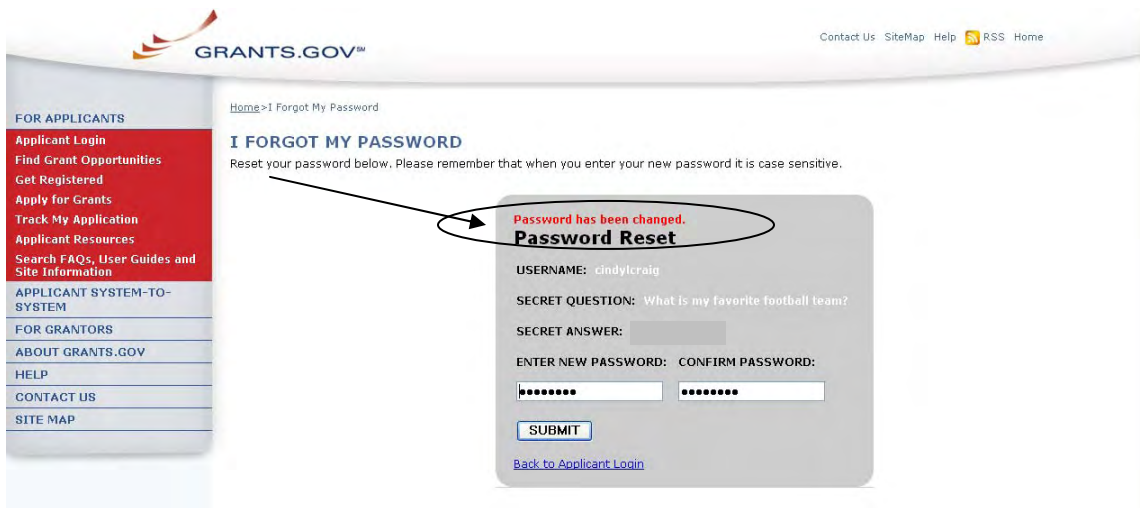
You will be directed to the reset your password. Simply enter the answer to your secret question and then select the **Submit** button to reset your password.



Once your answer is validated you will be directed to enter a new password. Enter a password and then enter it again into the confirm password field and select the **Submit** button.

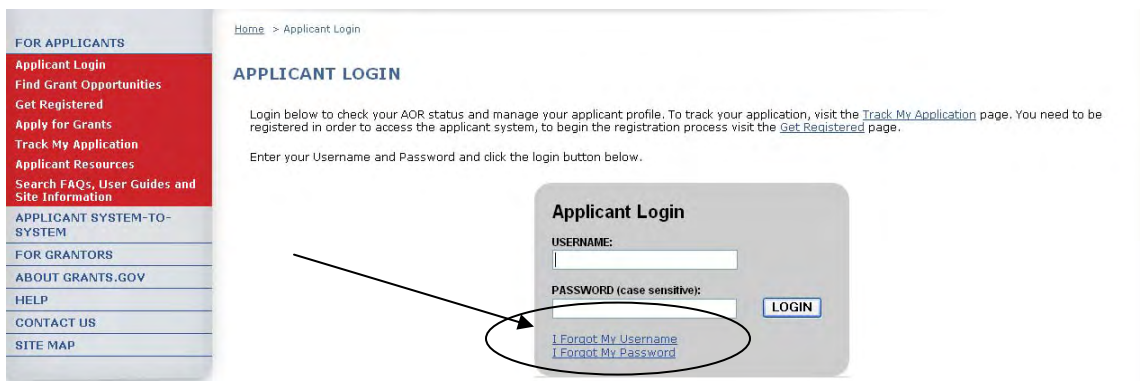


Once you have reset your password a message will appear that your password was reset successfully, "Password has been changed."

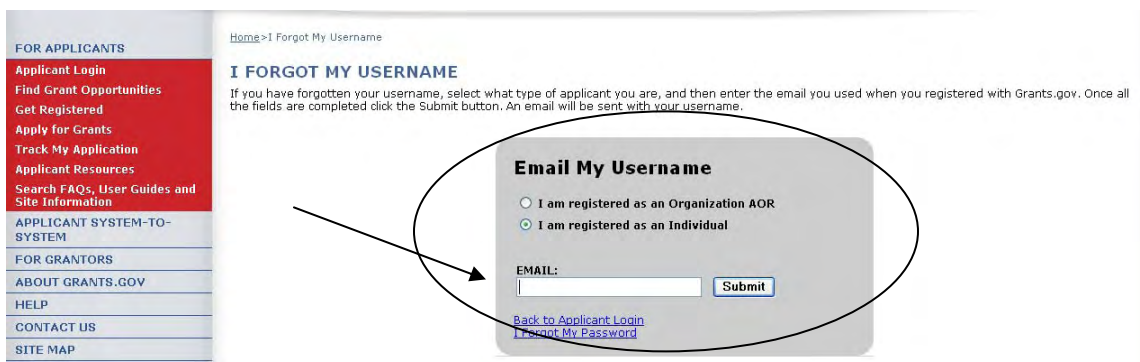


Forgot My Username (Individual)

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



Please select "I am registered as an Individual." Once you select what type of applicant you are then enter the email you used when you registered with Grants.gov.



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

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

APPLICANT SYSTEM-TO-SYSTEM
FOR GRANTORS
ABOUT GRANTS.GOV
HELP
CONTACT US
SITE MAP

I FORGOT MY USERNAME

If you have forgotten your username, select what type of applicant you are, and then enter the email you used when you registered with Grants.gov. Once all the fields are completed click the Submit button. An email will be sent with your username.

An email has been sent with your username.

Email My Username

I am registered as an Organization AOR
 I am registered as an Individual

[Back to Applicant Login](#)
[I Forgot 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.