GRANTS.GOV℠

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Individual
Organization
User Guide

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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. 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.

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**.
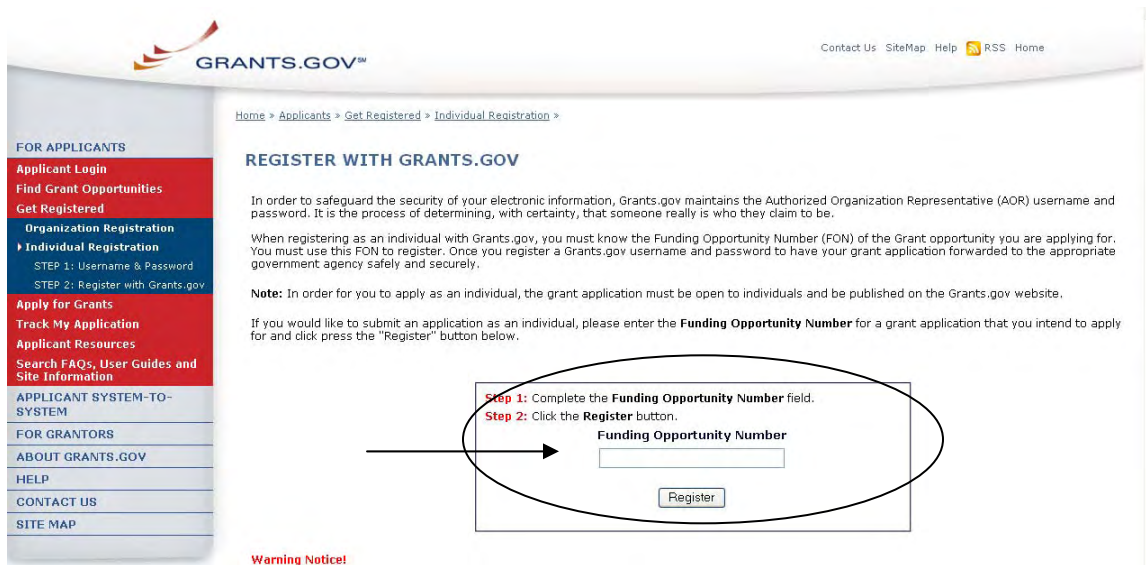
Step 2: Complete Profile Form

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)


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)

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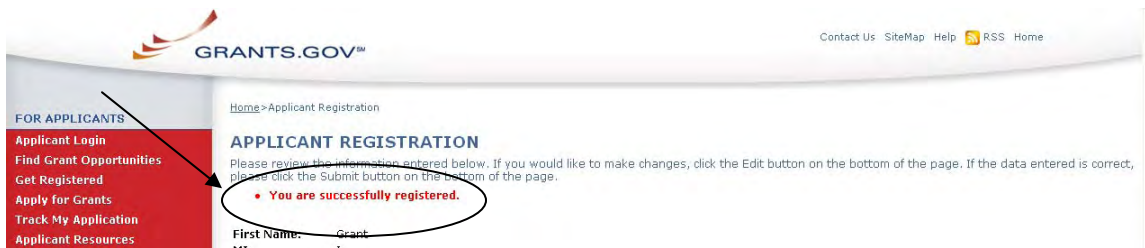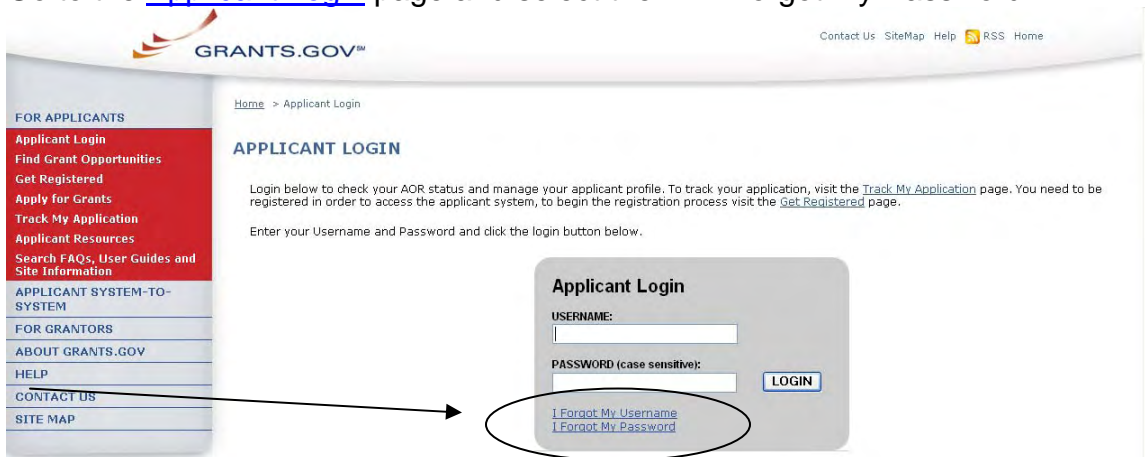
You will receive an email notification that will let you know you are able to apply for grant opportunities as an Individual.
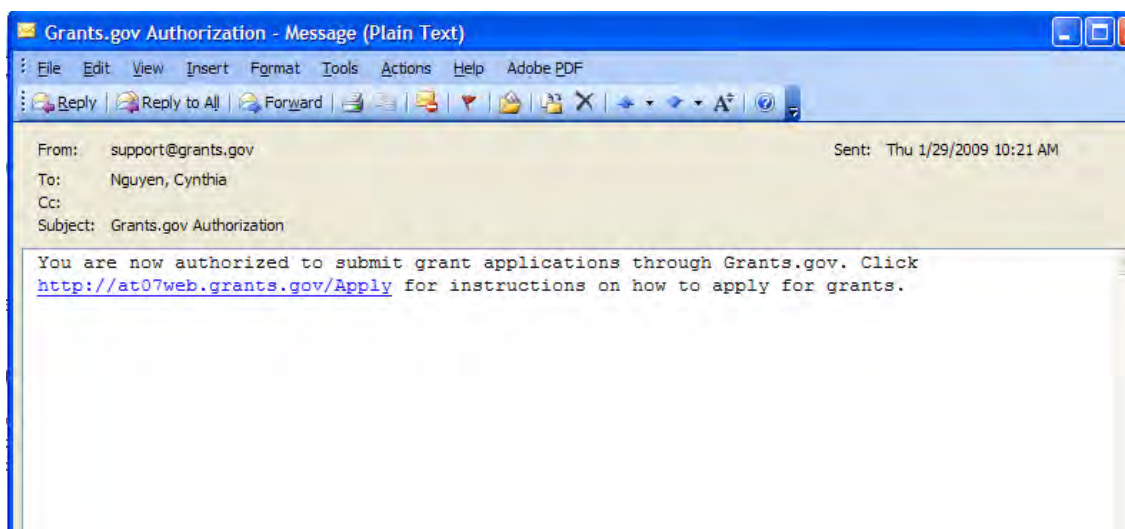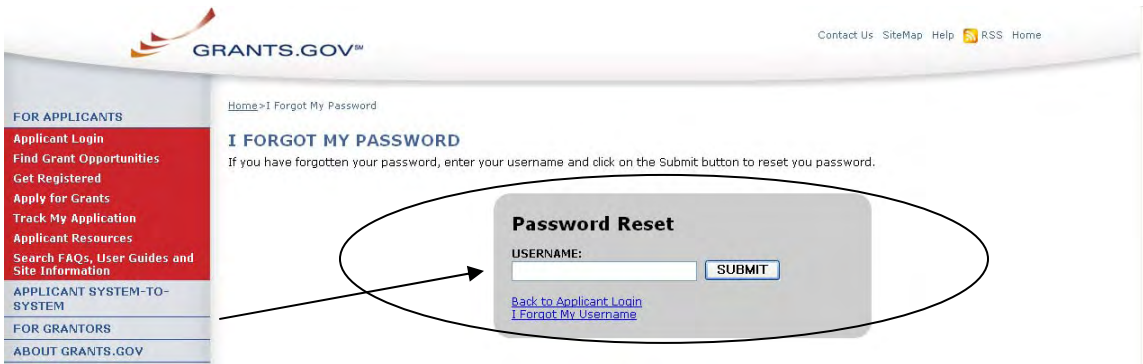

Forgot My Password (Individual)

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.
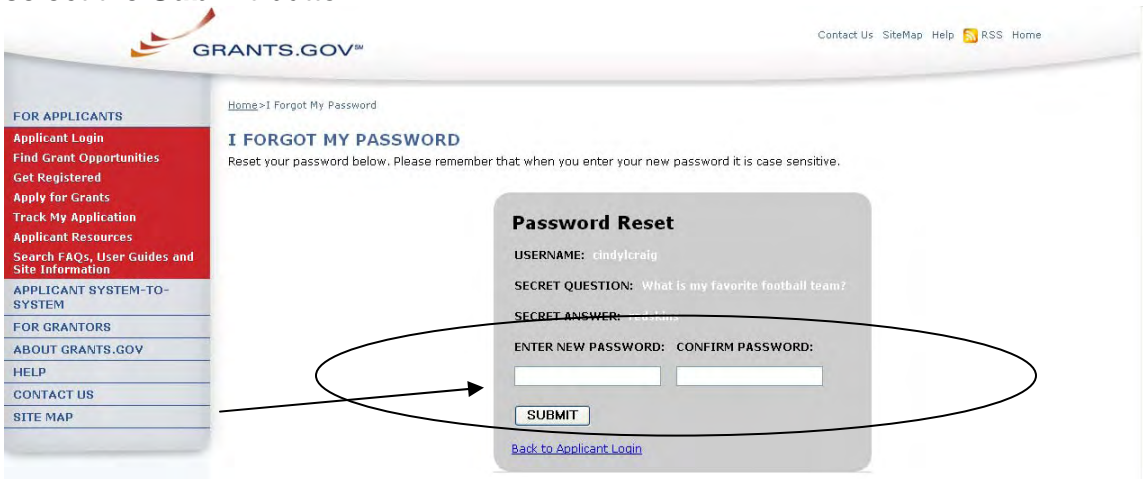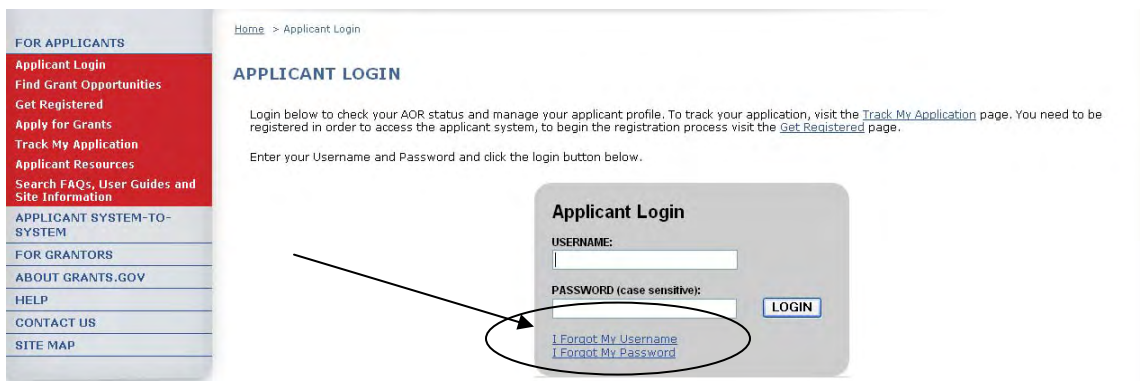

Once you have reset your password a message will appear that your password was reset successfully, "Password has been changed."
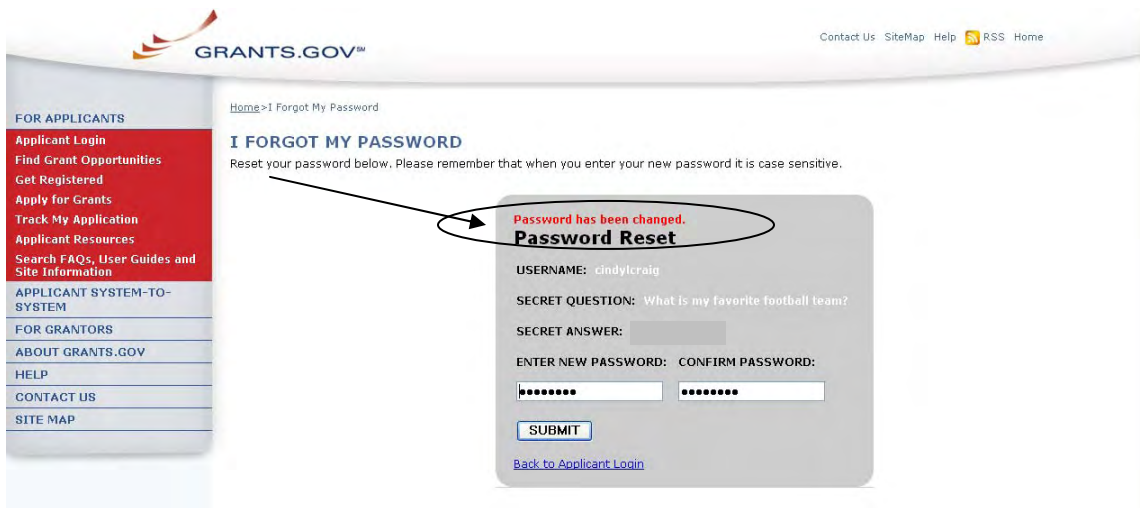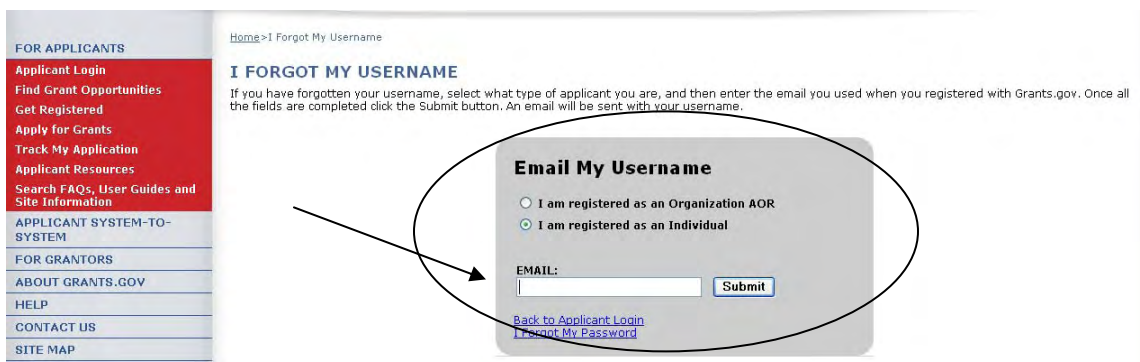
Forgot My Username (Individual)

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."

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.