Stakeholder Webcast

Question & Answers

July 15, 2009

FINDING AND APPLYING FOR GRANTS

1. **I am interested in applying for a sub grant opportunity for services as an occupational health specialist, I am a qualified and experienced in this field, how do I apply?**
   If you are searching for federal grants, click on "Find Grant Opportunities" at the left of the page then click on search grant opportunities. On the next screen, please click on "Advanced Search." A new screen will open, giving you a number of different search fields:

   - Keyword Search
   - Search by Funding Opportunity Number
   - Dates to Search
   - Search by CFDA Number
   - Search by Funding Activity Category
   - Search by Funding Instrument Type
   - Search by Eligibility
   - Search by Agency and Sub Agency Search

   Select any of the fields you wish to search within and then click "Search". The "Search by Eligibility" option is where you will be able to narrow down the grant opportunities for Individuals only.

   Once you have found the grant of interest, download the grant application instructions and package for it. You will need to be registered to submit. Animated tutorials on all Grants.gov processes can be found on the "Applicant Resource" page, under "Animated Tutorials":
   http://www.grants.gov/applicants/resources.jsp#animated.

   If you have additional questions please contact Grants.gov Contact Center at 1-800-518-4726.

VIEWING WEBCAST

2. **With much regret, this webcast announcement was delivered to me too late to participate today. Good Works Ministries has a proposal for a transitional employment program for women recovering from alcoholism and drug addiction that we want to submit. Please provide me with information regarding the next webcast session through Grants.gov. All is well... and loving it!**
   Due to a Distributed-Denial-of-Service (DDoS) attack on the listserv provider we were unable to distribute the invitation for the July 15 Grants.gov Stakeholder Webcast in a timely manner. This presentation has been archived on the Stakeholder Webcast page of the website:
   http://www.grants.gov/help/stakeholder_communications.jsp and may be viewed by using the following link: http://www.grants.gov/help/webcast_communications_july15_2009.jsp. Thank you for your understanding and we apologize for any inconvenience.

   The next Grants.gov Stakeholder Webcast is on Wednesday, October 21, 2009 from 1-2pm ET.

3. **I am interested in viewing the webcast however; I will not be in a location that will permit me to do so. Will it be available for me to look up from home on Wednesday?**

The webcast presentation is archived shortly after every Stakeholder Webcast. This presentation has been archived on the Stakeholder Webcast page of the website: http://www.grants.gov/help/stakeholder_communications.jsp and may be viewed by using the following link: http://www.grants.gov/help/webcast_communications_july15_2009.jsp.

4. **Will the webcast today be recorded for later access?**
   This presentation has been archived on the Stakeholder Webcast page of the website: http://www.grants.gov/help/stakeholder_communications.jsp and may be viewed by using the following link: http://www.grants.gov/help/webcast_communications_july15_2009.jsp.

LOGIN/SUBMISSION

5. **I am an Authorized Organization Representative (AOR) and tried many times on Monday morning but was unable to login. I am certain that my user ID and password were correct. On Tuesday morning, I logged in without problem. Why does this happen? What should I do if it happens on a day when I am trying to submit to meet a deadline?**
   In many instances the E-Business Point of Contact (grant administrator/CFO) for your organization may unknowingly provide or deny your Authorized Organization Representative status (right to submit).

   The E-Business Point of Contact (E-Biz POC) has the authority to provide or deny rights to an Authorized Organization Representative (AOR). The E-Biz POC has the ability to:

   1. View list of AORs registered at Grants.gov under specific DUNS
   2. Assign AOR role
   3. Revoke AOR role
   4. Delete AOR login
   5. View/Search list of Submissions made under that DUNS
   6. View Rejected with Errors message, if any submission is rejected (similar to AOR)
   7. Receive email when a new applicant registers at Grants.gov under that DUNS

   If you believe that your AOR rights/login permission are being affected please contact your organization's E-Biz POC promptly. If the issue persists after contacting your E-Biz POC, call the Grants.gov Contact Center at: 1-800-518-4726.

6. **Are spaces included among the special characters prohibited from file names for grant submission attachments? Many grant RFPs are not including spaces as prohibited characters when describing Grants.gov submission.**
   In order to have a successful submission Grants.gov requires naming all attachments with different names and avoid using special characters (example: &,–,*,%,/,#) in attachment file names; this includes periods (.) and spaces. We also suggest limiting the size of the entire grant application package including all attachments to 200MB, to ensure that the grantor agency will be able to retrieve your application package.

   Each agency has its own restrictions on the type of attachments (.pdf, .xls, .doc, .jpeg, .mpeg, .mov) and the file sizes allowed for a particular grant opportunity application package, this is why it is very

important to read the agency instructions for the particular RFP and grant application package (agency instructions are available for download with the application package).

PERSONAL FINANCIAL ASSISTANCE

7. **I am looking for a personal grant. I have a lot of debts, are there grants on Grants.gov for me?**
   If you are looking for government benefits, such as financial assistance for debt, you should visit www.govbenefits.gov. Grants.gov does **NOT** offer personal financial assistance.

GRANT AWARD NOTIFICATION

8. **How is the organization notified when the grant is awarded? If the grant is not awarded is the organization also notified?**
   Award notification protocol may vary amongst different grantor agencies, it is best to contact the Agency Point of Contact (listed on the grant opportunity synopsis or application cover page) to determine if and how you will be notified of an award.

9. **I am a first-time grant applicant and am totally new to Grants.gov. Do you offer online free grant writing seminars?**
   Grants.gov offers an array of information to get you started with applying for federal grants on Grants.gov. Visit the "Applicant Resource" page: http://www.grants.gov/applicants/resources.jsp to view FAQs, user guides, checklists, animated tutorials, newsletters, webcasts, brochures, download software and find additional resources.

CONTACTS FOR ASSISTANCE

10. **At various points, I've contacted Grants.gov support for assistance with questions regarding my submissions. When it comes to the submission being generated in eRA Commons, it seems to be unclear which support/help contact is the right place to go (Grants.gov support or eRA Commons Helpdesk). Can you clarify what issues are covered by which group?**
    The Grants.gov Contact Center should be contacted for questions pertaining to technical issues or questions specific to the Grants.gov website and submission process.

    Grants.gov Contact Center Information:
    Phone: 1-800-518-4726
    Email: support@grants.gov

    If you have questions pertaining to a submission being generated in eRA Commons, you must contact the eRA Commons Helpdesk.

    eRA Commons Help Desk Contact Information:
    Web: http://ithelpdesk.nih.gov/eRA/ (Preferred method of contact)
    Toll-free: 1-866-504-9552 **Phone:** 301-402-7469.

RECOVERY ACT OPPORTUNITIES

11. In the height of the American Recovery and Reinvestment Act (ARRA) submissions OMB authorized agencies to pursue alternative mechanisms for receiving grant applications. Is there any intention to force these agencies to come back and use Grants.gov as the required mechanism for receiving grant applications or will agencies be allowed to continue to use alternative mechanisms?

Most agencies are currently posting grant opportunities on Grants.gov. Only select agencies opted to use alternative methods to post ARRA opportunities and application packages during the height of ARRA submissions. For more information on which agencies are utilizing alternative means for submission please see the notice listed on the homepage of Grants.gov: http://grants.gov/applicants/bulletin.jsp

Please refer to the instructions listed on the grant opportunity for direction on how to apply.

The height of ARRA submissions has since past and Grants.gov has undergone many efforts to ease the return of these select grantor agencies to Grants.gov for posting of all their opportunities and applications.

12. I wish to assist some municipalities in submitting grants for energy efficiency available as part of the federal economic stimulus program, how might I do this?

The federal economic stimulus program also referred to as the American Recovery and Reinvestment Act (ARRA) funding is easily recognizable by their standard naming convention; which requires "Recovery Act", "ARRA" or "RA" to be included in the title of the opportunity. Information on Recovery Act funding can be found on the "Recovery Act and Grants.gov" page: http://www.grants.gov/applicants/recovery.jsp.

13. It's quite frustrating that there seem to be more and more government agencies requiring Principle Investigators (Authorized Organization Representatives (AORs)) to submit via portals other than Grants.gov. Is this going to continue or will agencies start using Grants.gov again for submissions?

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SYSTEM-TO-SYSTEM (S2S)

14. **Where can people find a list of S2S vendors? Is there a list on your site?**

Grants.gov does not recommend S2S vendors. To utilize S2S you will need a certificate. The following vendor certificates are approved for use with Grants.gov: Verisign, Entrust, ACES, Thawte or GoDaddy. You will need a 1024 or 2048 bit RSA SSL certificate. More information on S2S can be found on the "Applicant S2S FAQ" page of the website: http://www.grants.gov/applicant_s2s/applicants2s_faqs.jsp.