

Tips on Submitting an Electronic Grant Application

Before your organization can submit an electronic application, it needs:

- 1) [DUNS Number](#) registration can take up to 5 business days.
- 2) [Central Contractor Registration](#) can take 3-5 business days.
- 3) [Grants.gov](#) registration can take up to 4 business days.

1. **Submission Deadline:** Error-free applications must be successfully submitted to Grants.gov no later than the application submission/receipt date listed in the Request for Applications (RFA).
2. **Registration:** A DUNS Number registration, an active registration in the Central Contractor Registration (CCR) database, and a Grants.gov registration are mandatory to submit an electronic application to SAMHSA. A DUNS Number and current registration in the CCR are also mandatory for hard copy applications.
3. **Print out and review an electronic application for accuracy and completeness:** Before submitting electronically, print out the application to ensure it meets formatting and page limitation requirements.
4. **Scanned Documents:** All scanned documents must be scanned at 75 dpi/ppi resolution.
5. **Timely Submission:** It is advisable to send the application to Grants.gov several days in advance of the due date to ensure the opportunity to reapply should the application not go through properly the first time.
6. **Follow the instructions:** Place all information in the order specified in the RFA. Cross reference all tables and attachments to the appropriate text in the application. Check to ensure the allowed 4 files, as described in Appendix B of the RFA, are named, sorted, and numbered consecutively. If not, the application will not convey in the correct order to SAMHSA nor to peer reviewers, resulting in the potential loss of points.

Refer to the RFA and Grants.gov for detailed information and instruction on organizing and submitting an electronic application.