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# **Applicant Enhancements**

## **System Build 2008- 03**

**February 8, 2009**

# BUILD 2008-03 ENHANCEMENTS

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# BUILD 2008-03 ENHANCEMENTS

## INTRODUCTION

In order to continue the mission and goals of Grants.gov, system enhancements and new functionality are constantly evaluated and executed. This document summarizes the new functionality and system enhancements that were implemented on February 8, 2009. All enhancements performed during System Build 2008-03 were made to the Adobe System; no updates will be made to PureEdge system.

## APPLICANT ENHANCEMENTS

### Faster Credential Validation

A major portion of the system build was devoted to updating the Grants.gov LDAP (Lightweight Directory Access Protocol). The LDAP is a database which stores all system user identification information. The LDAP configuration determines the speed at which users are recognized and their credentials (username, password, DUNS number, System-to-System certificates, etc.) are verified as valid for use with the system. A user's information must be validated each time they access the system, by either logging into the website (see **Figure – “User Login Interface”**) or submitting a grant application (see **Figure – “Submit Application – Username & Password”**). Currently the system is able to validate and permit 360 concurrent users; after the Build the system will allow 2000 concurrent users.

Prior to the System Build, the LDAP configuration was becoming overloaded (designed at the beginning of the Grants.gov initiative in 2002), since it was created with far less users in mind. Before the Build, the LDAP was configured to verify user information separately as individual units, which took more time than to verify user information in clusters as a single unit. Users will now be clustered and associated with their respective groups (Applicant and Grantor). All user information within the LDAP will be treated as one unit, then validated, instead of a user's information being checked in parts as several separate units. After the Build, users will be able to be validated by the system much quicker which will mean faster login times and submission processing.

# BUILD 2008-03 ENHANCEMENTS

**User Login Interface**

GRANTS.GOV™ Search Contact Us Site Map Help RSS

**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**

**FOR APPLICANTS**

Grants.gov is your source to FIND and APPLY for grants. The Department of Health and Human Services is pleased to announce Grants.gov, an initiative that is having an unprecedented impact on the availability of federal grants. [Learn more](#) about Grants.gov and determine if you are eligible to apply for grants offered on this site.

Grants.gov does not provide personal financial information. If you need to find personal help, check [Government Benefits](#) or [Business Start-up Loans](#).

**What's New This Week**

- New Opportunities
- Adobe Reader 8.1.3 Resolve
- "Broken Pipe" plus other Adobe

**FOR APPLICANTS**

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

**FOR GRANTORS**

- Agency Login
- New Grantor Users
- Resources

Sign-up for our "Succeed" Quarterly Newsletter

**Quick Links**

[New! Grants.gov Blog](#)

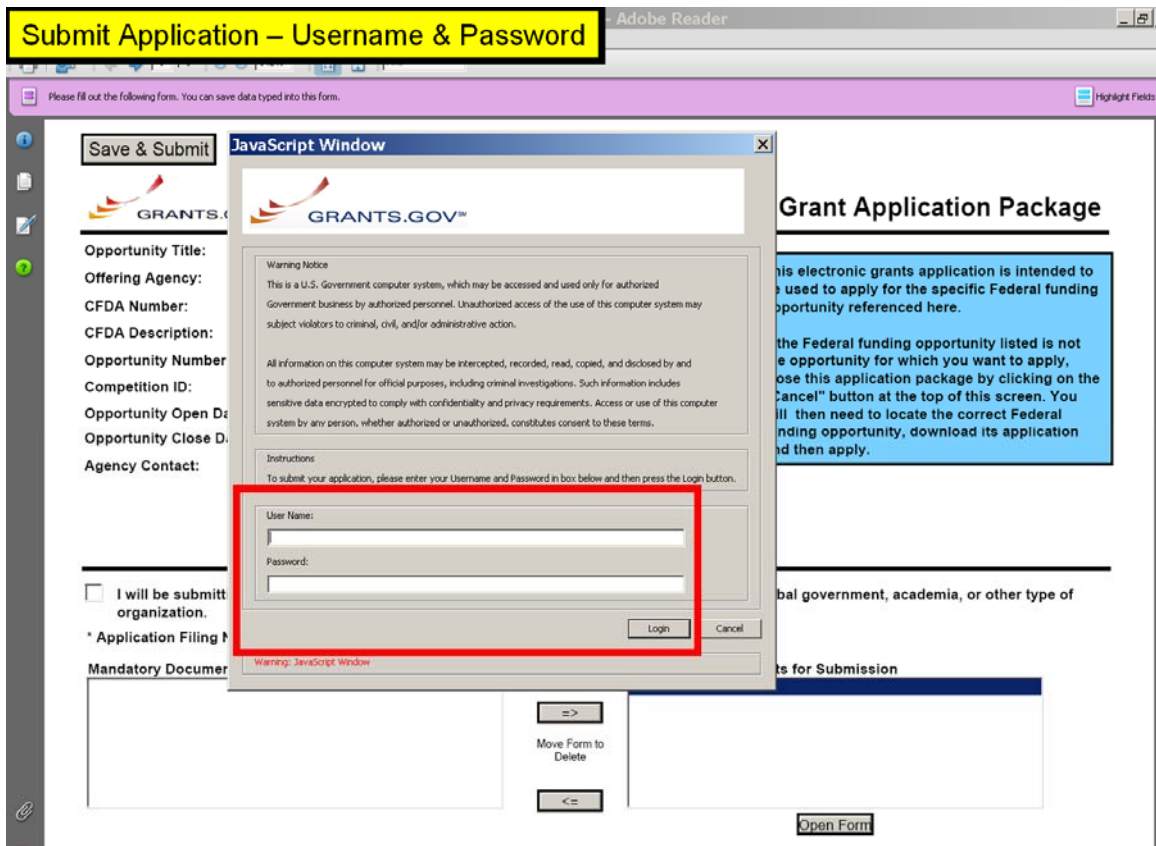
**FOR APPLICANTS**

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

**FOR GRANTORS**

- Agency Login
- New Grantor Users
- Resources

# BUILD 2008-03 ENHANCEMENTS



## Managing Notification Email Simplified

Prior to the Build, application submission notification emails would appear in an applicant's inbox according to the type of email it was (i.e., Submission Validation Receipt for Application); however some applicants submit multiple grant application packages so it was hard to tell which email corresponded to each application package without opening the email. (See **Figure – "Notification Email (Before)"** below)

After the Build, the Grants.gov tracking number will be placed in front of every email subject line (see **Figure – "Notification Email (After)"** below). This will provide an easier way to organize emails according to their corresponding submission. Each submission's emails will be grouped together in an inbox by tracking number; which will make tracking the progress of a particular submission much easier. The new placement of the tracking number in the front of the subject line will also create a more consistent appearance of emails. Users will notice a change in the Submission Received Email, Submission Validated Email, Submission Rejected Email, Submission Agency Retrieval Email, and Submission Assign Agency Tracking Number Email.

# BUILD 2008-03 ENHANCEMENTS

## Notification Email (Before)

Sent: Tue 1/22/2008 11:06 AM

To: Gundulpet, Rathna (HHS/ASRT)  
Cc:  
Subject: Grants.gov Submission Receipt GRANT00078754  
Attachments:

From: OS Support@Grants.gov  
To: Gundulpet, Rathna (HHS/ASRT)  
Cc:  
Subject: Grants.gov Submission Receipt GRANT00078754  
Attachments:

Your application has been received by Grants.gov and is ready for review.  
Your submission was received at 2008-01-22T11:06:06-04:00

Type: GRANT

Grants.gov Tracking Number: GRANT00078754

We will notify you via email when your application has been validated by Grants.gov and is ready for the Grantor agency to retrieve and review.

DUNS Number: 0000000020000

Application Name: Test Data for Application-Filing-Name il

Opportunity Number: RG-01222008-SHORT-SF424-NEH-BUDGET

Opportunity Name: RG-01222008-Short forms - SF424 A and NEH Budget!

AOR name: Rathna Gundulpet

<https://apply.grants.gov/ApplicantLoginGetID>

Thank you.

Customer Support  
<http://www.grants.gov>  
800-518-GRANTS

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

<https://apply.grants.gov>

# BUILD 2008-03 ENHANCEMENTS

## Notification Email (After)

<Sample Email Copy>

From: support@grants.gov [mailto:support@grants.gov]

Sent: Monday, March 17, 2008 6:09 PM

To: Vemula, Kavitha

Subject: GRANT00001086 Grants.gov Submission Validation Receipt for Application

Your application has been received and validated by Grants.gov and is being prepared for Grantor agency retrieval and review.

Type: GRANT

Grants.gov Tracking Number: GRANT00001086

You will be notified via email when your application has been retrieved by Grantor agency.

Thank you.

Grants.gov

<mailto:support@grants.gov>

If you have questions please contact the Grants.gov Contact Center:

[support@grants.gov](mailto:support@grants.gov)

1-800-518-4726(M-F 7:00 AM - 9:00 PM ET)

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

## More Options for RSS Feeds

Prior to the Build, users were offered two RSS feeds. The RSS feeds included both new and modified opportunities and were grouped either by the Grantor Agency providing the funding opportunity or by the category for which it fit (see **Figure – “RSS Feeds (Before)”**).

To offer users more options of viewing opportunities, Grants.gov created four separate RSS feeds. Users who wish to receive information about new opportunities only may do so by agency and/or by category; users wishing to receive only information about modified opportunities may do so by agency and/or by category. The new RSS feeds created during the System Build will allow users to receive and view only the information they wish, nothing more or less.



# BUILD 2008-03 ENHANCEMENTS

## Four New RSS Feeds (see Figure – “RSS Feeds (After)”):

1. New Opportunities Modified by Agency
2. Modified Opportunities by Agency
3. New Opportunities by Category
4. Modified Opportunities by Category

**RSS Feeds (Before)**

Search Contact Us Site Map Help RSS Home

Home » Help »

### RSS FEEDS

**What is RSS?**

RSS stands for Really Simple Syndication. It's an easy way to keep up with news and information that's important to you, and helps avoid browsing or searching for information on websites. Now the content you want can be delivered directly to you without littering your inbox with e-mail messages.

**What is an RSS Reader?**

An RSS reader is a small software program that collects and displays RSS feeds. It allows you to scan headlines from a number of news sources in a central location.

**Where can I get an RSS Reader?**

Some browsers, such as the current versions of Firefox and Safari have built in RSS readers. If you are using a browser that doesn't currently support RSS, there are a variety of [RSS readers](#) [EXIT Disclaimer] available on the Internet; most are free to download while others are available for purchase.

**How do I use RSS Feeds?**

The way an RSS feed is added to an RSS reader is slightly different from one reader to the next. Follow the directions below to add a new feed (a feed is also referred to as a channel) to your RSS reader:

1. Choose an RSS reader (Get an [RSS Reader](#) [EXIT Disclaimer])
2. Click on the link or small RSS button near the feed you want. For example, "[New/Modified Opportunities by Agency](#)" (You will see a page displaying XML code)
3. From your web browser's address bar, copy the URL (web address). For example, the URL you would copy for "New/Modified Opportunities by Agency" is: [http://www07.grants.gov/rss/GG\\_OpplModByCategory.xml](http://www07.grants.gov/rss/GG_OpplModByCategory.xml)
4. Paste that URL into the "Add New Channel" section of the reader. The RSS feed will start to display and regularly update the headlines for you.
5. Read more information on using RSS Feeds on Grants.gov: [Using RSS Feeds](#) [EXIT Disclaimer]

**Subscribe to RSS Feeds**

- [New/Modified Opportunities by Agency](#)  
Receive a listing of new and recently modified opportunities by agency name.
- [New/Modified Opportunities by Category](#)  
Receive a listing of new and recently modified opportunities by category.

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The screenshot shows the Grants.gov website with the 'RSS Feeds (After)' page. The page title is 'RSS FEEDS' and it includes a navigation menu on the left with categories like 'FOR APPLICANTS', 'FOR GRANTORS', and 'HELP'. The main content area explains what RSS is and provides instructions on how to use RSS feeds. A red box highlights the 'Subscribe to RSS Feeds' section, which lists four options: 'New Opportunities by Agency', 'New Opportunities by Category', 'Modified Opportunities by Agency', and 'Modified Opportunities by Category'. Each option includes a brief description of the feed's content.

## APPLICANT SYSTEM-TO-SYSTEM

### Using Special Characters in XML Schema

Prior to the System Build, there was no warning or notice given to System-to-System (S2S) users about the use of non ASCII characters within the Grants.gov XML schema.

During the Build, the following message was added to the Applicant System-to-System page: [http://www.grants.gov/applicant\\_s2s/applicant\\_system\\_to\\_system.jsp](http://www.grants.gov/applicant_s2s/applicant_system_to_system.jsp) (see **Figure - "S2S Notice – Special Character (After)"** below), to provide guidance on the use of special characters:

#### **NOTICE: Special Characters Not Supported**

Grants.gov will only accept ASCII characters in XML; while other characters may be supported by the schema, they may cause differences in the resulting hash

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value generated when the application is processed by Grants.gov, resulting in a FATAL error in the submission.

The screenshot shows the Grants.gov website interface. At the top, there is a navigation bar with the Grants.gov logo and links for Search, Contact Us, Site Map, Help, RSS, and Home. Below the navigation bar, the main content area is titled "APPLICANT SYSTEM-TO-SYSTEM". A yellow box highlights the page title "S2S Notice - Special Character (After)". A red box highlights a notice that reads: "NOTICE: Special Characters not Supported. Grants.gov will only accept ASCII characters in XML, while other characters may be supported by the schema, they may cause differences in the resulting hash value generated when the application is processed by Grants.gov resulting in a FATAL error in the submission." The notice is repeated in a smaller box below the main content. The left sidebar contains navigation links for "FOR APPLICANTS" and "FOR GRANTORS". The right sidebar contains a "Sign-up for our 'Succeed' Quarterly Newsletter" and "Quick Links" section.

## GRANTS.GOV REGISTRATION UPDATE

Grants.gov registration is an integral part of the federal grant application process. In order to apply for grants, you must be registered with Grants.gov. The objective of registering with Grants.gov is to validate the applicant's identity and verify that they are eligible to apply for a federal grant. For this reason Grants.gov requires electronic credentials – a username and password – to access the system.

Grants.gov's current credential provider (eAuthentication) provided by the Operational Research Consultants (ORC) is scheduled to sunset. Due to the unavailability of this service, Grants.gov will become the service provider. The changes implemented to the

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registration (both organization and individual) processes during Build 2008-03 are explained in further detail below. *There will be no change to System-to-System (S2S) users with this update, as S2S users are validated through certificates not registration credentials.*

## ORGANIZATION REGISTRATION

Organization Registration will be simplified by reducing the number of steps from six to five. Step 3, which is obtaining a username and password (for use when submitting an application package and logging into the applicant user interface), is now being provided by Grants.gov.

Old Registration Process	New Registration Process
Step 1: Obtain DUNS Number	Step 1: Obtain DUNS Number
Step 2: Register with CCR	Step 2: Register with CCR
Step 3: Obtain Username & Password	Step 3: Username & Password
Step 4: Grants.gov Registration	Step 4: AOR Authorization
Step 5: AOR Authorization	Step 5: Track AOR Status
Step 6: Track AOR Status	

## Registration Step 3 Change

Legacy Users vs. New Users

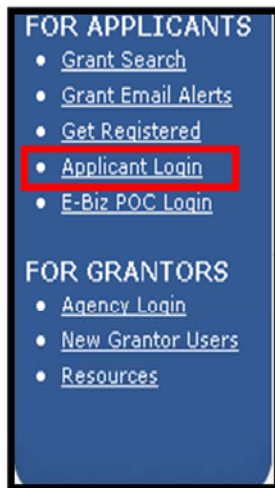
1. **Legacy Users** – a legacy user is defined as an applicant who has completed registration before the Build 2008-03 is implemented.
  - a. **Submitting an application:** As long as the applicant knows their username and password, they will be able to submit their application (**Figure 2**) without any issues (see item “c” below if user forgets their username/password). The applicant will NOT be prompted to complete a profile, create a secret question/answer and username/password until they use the applicant user interface, i.e., the Applicant Login (**Figure 1**). It is highly recommended that legacy users login to the applicant user interface and complete a profile, secret question/answer and username/password.
  - b. **Logging into the user interface:** If a legacy user goes to the Applicant Login (**Figure 1**) and enters their username and password, they will be prompted to complete a profile, create a secret question/answer and confirm their username/password. *Applicants using their username and*

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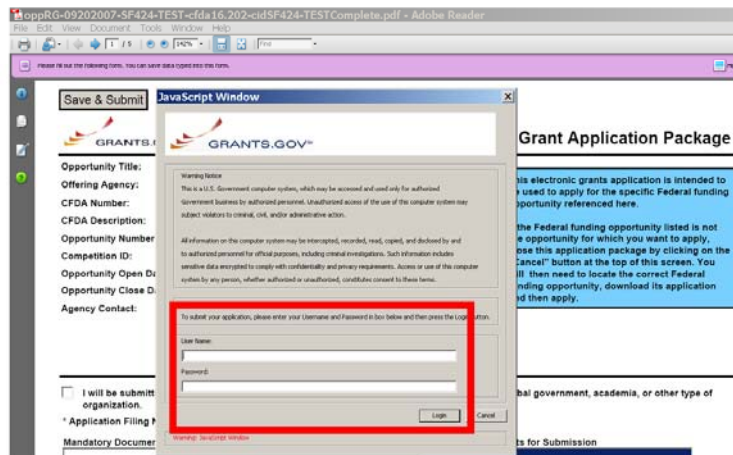
password to submit a grant application package (**Figure 2**) will *NOT* be prompted to complete a profile.

2. **New Users** – an applicant who registers once Build 2008-03 is implemented will complete a profile and create a username/password using the new registration process.

**Figure 1**  
Applicant Login User Interface  
(Right Navigation Bar)



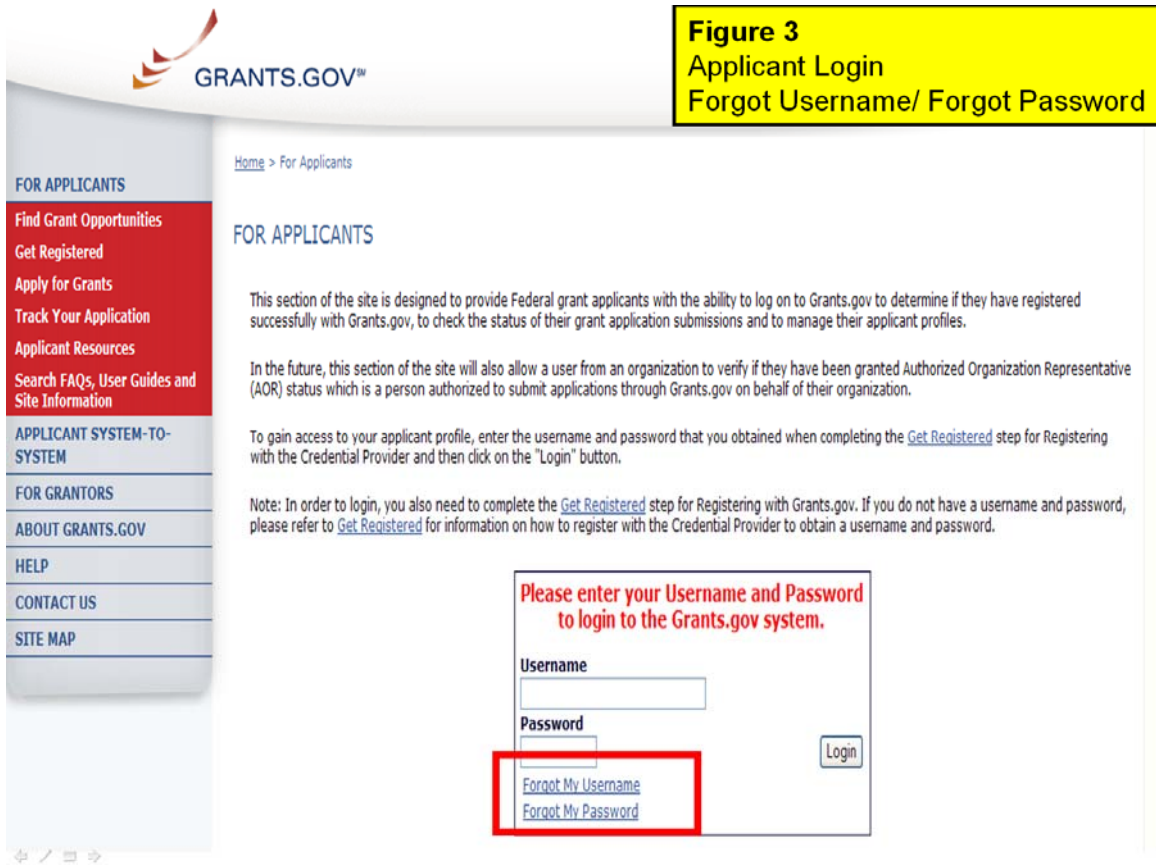
**Figure 2**  
Sign & Submit  
Grants.gov Application Package



## Forgot My Username/Forgot My Password

Setting up a user profile allows a user to reset their password at anytime. If a user forgets either their username or password – on the applicant login page they will choose either the link “Forgot My Username” or the link ”Forgot My Password” and enter their information as instructed on the screen (**Figure 3**).

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**Figure 3**  
Applicant Login  
Forgot Username/ Forgot Password

- a. **User has tried to Reset and still fails to obtain their Username and Password:** If a legacy user has already attempted to reset their own username and password, then it is suggested to contact the E-Biz POC (the E-Biz POC will need to login) to inform the applicant of their username – the applicant can now restart the process and the system will send an automated password. If the applicant is unable to contact the E-Biz POC, then they should call the Contact Center and create a ticket.

## 1. Creating a User Profile – Legacy Organization Users

Upon clicking the Applicant login the applicant will be directed to a landing page with a message that they may need to complete a user profile (**Figure 4**).



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**Figure 4**  
User Profile Set-up Landing Page

GRANTS.GOV™  
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## ATTENTION!

You **may** be prompted to complete a profile, secret question/answer and confirm your username/password. This is a required step you will need to complete once.

[Continue to Login >>](#)

To learn more about this update on registration please visit the [Site Features and Enhancements](#) page.

After logging into Grants.gov the applicant will be prompted to complete a user profile (**Figure 5**) if they have not already done so. The profile screen will appear with a pre-populated DUNS field (**Figure 5 - 1**). The user will also need to create a “secret question” (**Figure 5 - 2**) and “answer” (**Figure 5- 3**). *The “secret question” and “answer” fields have a 100 character limit each. Spaces and punctuation are counted as characters. This information is not case sensitive.* The user must enter a response in all fields of the profile questionnaire (except: Address line 2). *The following field requirements apply for DOB: (mm/dd/yyyy) and Telephone (xxx-xxx-xxxx).* Once the user has completed all information they will submit their information using the submit button (**Figure 5 - 4**).

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The screenshot shows the GRANTS.GOV profile set-up page. The header includes the logo and navigation links: Contact Us, SiteMap, Help, RSS, Home. A yellow callout box labeled "Figure 5 Profile Set-Up" is in the top right. The page is titled "FOR APPLICANTS" and has a navigation menu on the left with items like "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", and "SITE MAP". A yellow callout box labeled "5-2" is next to the navigation menu. The main form area is titled "FOR APPLICANTS" and contains the following fields: "First Name:", "MI:", "Last Name:", "DOB:", "Job Title:", "DUNS:", "Address1:", "Address2:", "City:", "State:" (dropdown menu), "Telephone:", "Country:" (dropdown menu), "Zip Code:", and "Email:". A yellow callout box labeled "5-1" is next to the "Last Name:" field. A red box highlights the "DUNS:" field, with a yellow callout box labeled "5-3" next to it. Below the "Email:" field, there are "Secret Question:" and "Secret Answer:" fields, both highlighted with red boxes. A yellow callout box labeled "5-4" is next to the "Secret Answer:" field. A "Submit" button is located at the bottom right of the form, also highlighted with a red box. Below the form, there is a "Warning Notice" section with text regarding U.S. Government computer system access and confidentiality.

After the user has submitted their information the following screen (**Figure 6**) will appear, where they can edit (**Figure 6 - 1**) or confirm (**Figure 6 - 2**) and continue submitting information.



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**Figure 6**  
Edit/Confirm  
Profile Information

FOR APPLICANTS

Home > For Applicants

FOR APPLICANTS

First Name:  MI:  Last Name:

DOB:  Job Title:  DUNS:

Address 1:

Address 2:

City:

State:  Telephone:

Country:  Zip Code:

Email:

Secret Question:

Secret Answer:

**6 - 1**

**6 - 2**

Edit Confirm

**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.

Once the user confirms their profile information is correct and complete, the user will create a username and password (**Figure 7 - 1**, **Figure 7 - 2**), then confirm their password by re-typing it (**Figure 7 - 3**) and choose submit (**Figure 7 - 4**).

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**Figure 7**  
Create Username & Password

GRANTS.GOV™ Contact Us SiteMap Help RSS Home

Home > For Applicants

**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**

**FOR APPLICANTS**

First Name: Grant MI: Last Name: Applicant

DOB: 02/16/1980 Job Title: Organization Member DUNS: 000000000000

Address1: 123 Grant Seeker Way

Address2:

City: Washington

State: District of Columbia Telephone: 1-800-518-4726

Country: United States Zip Code: 20201

Email: GrantsgovApp@aol.com

Secret Question: Where can you find all federal grants?

Secret: 7-1 7-2 7-3

User Name: Password: Confirm Password:

7-4

Submit

**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 exhibit violation to criminal civil and/or administrative action.

After the user creates and confirms a username and password, they will get a message stating that “you are successfully registered” (**Figure 8-1**), which means they have completed step 3 of the registration process and now have a username and password (**Figure 8 - 2**).

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The screenshot shows the Grants.gov registration process. At the top, the Grants.gov logo and navigation links (Contact Us, SiteMap, Help, RSS, Home) are visible. The main content area is titled "FOR APPLICANTS" and includes a navigation menu on the left with options like "Find Grant Opportunities", "Get Registered", "Apply for Grants", "Track Your Application", "Applicant Resources", "APPLICANT SYSTEM-TO-SYSTEM", "FOR GRANTORS", "ABOUT GRANTS.GOV", "HELP", "CONTACT US", and "SITE MAP".

The registration form fields include:

- First Name: Grant
- MI: [ ]
- Last Name: Applicant
- DOB: 00/16/1980
- Job Title: Organization Member
- DUNS: 000000000000
- Address1: 123 Grant Seeker Way
- Address2: [ ]
- City: Washington
- State: District of Columbia
- Telephone: 1-800-518-4726
- Country: United States
- Zip Code: 20201
- Email: GrantsgovApp@aol.com
- Secret Question: Where can you find all federal grants?
- Secret Answer: Grants.gov
- User Name: GrantApplicant
- Password: [ ]
- Confirm Password: [ ]

Key annotations in the image:

- A yellow box labeled "8 - 1" highlights the message "You are successfully registered." in a red-bordered box.
- A yellow box labeled "8 - 2" highlights the "Secret Answer" field.
- A red-bordered box highlights the "User Name", "Password", and "Confirm Password" fields.
- A "Continue" button is located at the bottom right of the form.

A "Warning Notice" is displayed at the bottom of the page, stating: "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."

**Figure 8**  
Username & Password  
Successfully Created

## 2. Creating a User Profile – New Organization Users

To create a username and password as a new applicant registrant, simply follow the steps outlined on the website under the “Get Registered” section:

[http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp). A new user will complete the registration process including Step 3 shown below to complete a profile, create a username and password (**Figure 9 - 1**). New users may follow the steps shown in the Organization Registration Checklist (**Figure 9 - 2**) below.

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The image shows a screenshot of the Grants.gov website navigation bar and registration steps. The navigation bar is on the left, and the registration steps are on the right. A red box highlights the 'Organization Registration' section in the navigation bar, and a red circle highlights 'STEP 3: Username & Password'. A red arrow points from this circle to the 'STEP 3: Username & Password' section in the registration steps. A yellow box labeled '9-1' is next to the navigation bar, and a yellow box labeled '9-2' is next to the registration steps. A red box labeled 'Left Hand Navigation Bar' is at the bottom left, and a red box labeled 'Org. Registration Checklist' is at the bottom right.

**FOR APPLICANTS**  
Find Grant Opportunities  
Get Registered  
▶ Organization Registration  
STEP 1: Obtain DUNS Number  
STEP 2: Register with CCR  
STEP 3: Username & Password  
STEP 4: AOR Authorization  
STEP 5: Track AOR Status  
Individual Registration  
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

**Registration in Brief:**

**Figure 9**  
**Step 3 – Username & Password**

**STEP 1: Obtain DUNS Number**  
**Same day.** Your organization will need to obtain a DUNS Number. If your organization does not have one, you will need to go to the Dun & Bradstreet website at <http://fedgov.dnb.com/webform> [EXIT Disclaimer] to obtain the number.

**STEP 2: Register with CCR**  
**Two days or up to one to two weeks.** Ensure that your organization is registered with the Central Contractor Registration (CCR) at <http://www.ccr.gov> [EXIT Disclaimer]. If your organization is not, an authorizing official of your organization must register. You will not be able to move on to Step 3 until this step is completed.

**STEP 3: Username & Password**  
**Same day.** Complete your AOR (Authorized Organization Representative) profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. <http://at07apply.grants.gov/apply/OrcRegister>.

**STEP 4: AOR Authorization**  
**\*Same Day.** The E-Business Point of Contact (E-Biz POC) at your organization must login to Grants.gov to confirm you as an Authorized Organization Representative (AOR). Please note that there can be more than one AOR for your organization. In some cases the E-Biz POC is also the AOR for an organization. *\*Time depends on responsiveness of your E-Biz POC.*

**STEP 5: TRACK AOR STATUS**  
At any time, you can track your username and password. Login password you obtained in Step <https://at07apply.grants.gov/goto=/.secured/ApplicantLogin>.

**9-1**  
**Left Hand Navigation Bar**  
Accessible from every page of the website

**9-2**  
**Org. Registration Checklist**  
Accessible from every page of the website

The new user will be asked to provide a DUNS number to complete this part of the registration process (**Figure 9**). Once the new user enters their DUNS number they will follow the steps as outlined for “Creating a User Profile – Legacy Organization Users” pages 18 – 22.

# BUILD 2008-03 ENHANCEMENTS

**Figure 10**  
Step 3 – New User Getting Started (screenshot to change)

Home > Applicants > Get Registered > Organization 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. The process is used to determine, with certainty, that someone really is who they claim to be.

When you register with Grants.gov, you will receive a username and password. You will need to login to Grants.gov once you receive that username and password to begin the activation process to become an AOR. Being an AOR enables you to submit applications on behalf of your organization. When you log into Grants.gov for the first time with your username and password an e-mail will be generated to your [organization's E-Business Point of Contact](#). When the E-Business Point of Contact assigned rights, you will be authorized to submit grant applications through Grants.gov on behalf of your organization.

To register for a username and password, enter the organization's [DUNS OR DUNS+4 Number](#) and then click the "Register" button below.

**Step 1:** Complete the [DUNS OR DUNS+4 Number](#) field.  
**Step 2:** Click the [Register](#) button.

**Tips for registering:**

- Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number and to determine if your organization is registered with the CCR. If your organization does not know its DUNS Number, call Dun & Bradstreet at 1-866-705-5711 and follow the automated prompts to find this information. If your organization is not registered with the CCR, the organization can apply by phone (1-888-227-2423) or register online at <http://www.ccr.gov>.
- Once you are registered, you will receive an ID and password to have your grant application forwarded to the appropriate government agency safely and securely.
- Grants.gov currently supports associating only one DUNS number per credential. A future enhancement is planned to provide the ability to assign multiple DUNS numbers to a credential.
- Registering with Grants.gov is a simple process. Guidance on this process is included in the tutorial, user guide and help section of this site. Just click on the [Help](#) button for assistance.

## INDIVIDUAL REGISTRATION

Individual registration has been simplified to a single step (formerly a two step process). Step 1, which was obtaining a username and password (for use when submitting an application package and logging into the applicant user interface), is now being provided by Grants.gov instead of the secondary credential provider (ORC).

Old Registration Process	New Registration Process
<b>Step 1:</b> Username & Password	<b>Step 1:</b> Register with Grants.gov
<b>Step 2:</b> Register with Grants.gov	

### 1. Creating a User Profile – Legacy Individual Users

Individuals currently registered with Grants.gov will need to login to the Grants.gov user interface (**Figure 1**) to create a user profile. The user may continue to submit grant

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applications with their current username and password (**Figure 2**); however they will not be able to reset or change their information within the system without creating a user profile. Creating a profile will allow the user to reset a forgotten username or password and allow them to change their login information (username and password) whenever the user prefers.

Upon clicking the Applicant login the applicant will be directed to a landing page with a message that they may need to complete a user profile (**Figure 4**). After logging into Grants.gov the applicant will be prompted to complete a user profile (**Figure 11**) if they have not already done so. The user will also need to create a “secret question” (**Figure 11- 1**) and “answer” (**Figure 11 - 2**). *The “secret question” and “answer” fields have a 100 character limit each. Remember the format of the “secret answer”, as spaces and punctuation are counted as characters within the “secret answer”. This information is not case sensitive.* The user must enter a response in all fields of the profile questionnaire. *The following field requirements apply for DOB: (mm/dd/yyyy) and Telephone (xxx-xxx-xxxx).* Once the user completes all information they will submit their information using the submit button (**Figure 11 - 3**).



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The screenshot shows the 'Individual Profile' form on the GRANTS.GOV website. The form is titled 'FOR APPLICANTS' and includes the following fields: First Name, MI, Last Name, DOB, Job Title, DUNS, Address 1, Address 2, City, State (Alabama), Telephone, Country (United States), Zip Code, and Email. A 'Secret Question' and 'Secret Answer' section is highlighted with a red border and labeled '11-1'. A 'Submit' button is highlighted with a red border and labeled '11-3'. A yellow callout '11-2' points to the 'Secret Answer' field. A 'Warning Notice' is displayed at the bottom of the form.

**Figure 11**  
Individual Profile

FOR APPLICANTS

Home > For Applicants

FOR APPLICANTS

First Name:  MI:  Last Name:

DOB:  Job Title:  DUNS:

Address 1:

Address 2:

City:

State:  Telephone:

Country:  Zip Code:

Email:

11-1 Secret Question:

11-2 Secret Answer:

11-3

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.

After the user submits their information the following screen (**Figure 12**) will appear, where they can edit (**Figure 12- 1**) or confirm (**Figure 12- 2**) and continue submitting their information.



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**Figure 12**  
Edit/Confirm  
Profile Information

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**FOR APPLICANTS**

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**FOR APPLICANTS**

First Name:  MI:  Last Name:

DOB:  Job Title:  DUNS:

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. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

**12-1**

**12-2**

Once the user confirms their profile information is correct and complete, the user will create a username and password (**Figure 13 – 1, Figure 13 - 2**), then confirm their password by re-typing it (**Figure 13 – 3**) and choose submit (**Figure 13 - 4**).

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**Figure 13**  
Create Username & Password

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APPLICANT SYSTEM-TO-SYSTEM

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**FOR APPLICANTS**

First Name: Grant MI: Last Name: Applicant

DOB: 08/16/1980 Job Title: Organization Member DUNS: 00000000000000

Address: 123 Grant Seeker Way

Address2:

City: Washington

State: District of Columbia Telephone: 1-800-518-4726

Country: United States Zip Code: 20201

Email: GrantsgovApp@aol.com

Secret Question: Where can you find all federal grants?

Secret 13 -1 13 -2 13 -3

User Name: Password: Confirm Password:

Submit 13 -4

**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 exhibit violation to criminal civil and/or administrative action.

## 2. Creating a User Profile – New Individual Users

To create a username and password as a new applicant registrant, simply follow the steps outlined on the website under the “Get Registered” section:

[http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp). A new user will complete the registration process including completing a profile, creating a username and password.

New users may start the registration process by visiting the Individual Registration page: [http://www.grants.gov/applicants/individual\\_registration.jsp](http://www.grants.gov/applicants/individual_registration.jsp) (see **Figure 14** below).

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**Figure 14**  
**Individual Registration**

GRANTS.GOV™

Home » For Applicants » Get Registered »

**INDIVIDUAL REGISTRATION**

An individual is an applicant who submits grant applications on their own behalf, not representing an organization, institution or government. **Individual applicants are only eligible for grants that are open to individuals and published on the Grants.gov website.**

Search for Individual Grant Opportunities: [http://www.grants.gov/applicants/find\\_grant\\_opportunities.jsp](http://www.grants.gov/applicants/find_grant_opportunities.jsp)

Individuals wishing to submit a grant application using Grants.gov are required to complete this one time registration process. Neither a Data Universal Number System (DUNS) number nor the Central Contractor Registration (CCR) registration is necessary for Individual Registration.

**Register with Grants.gov** >>

[Individual Registration User Guide](#)

[Individual Registration Checklist](#)

*Take note, 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 only to organizations.*

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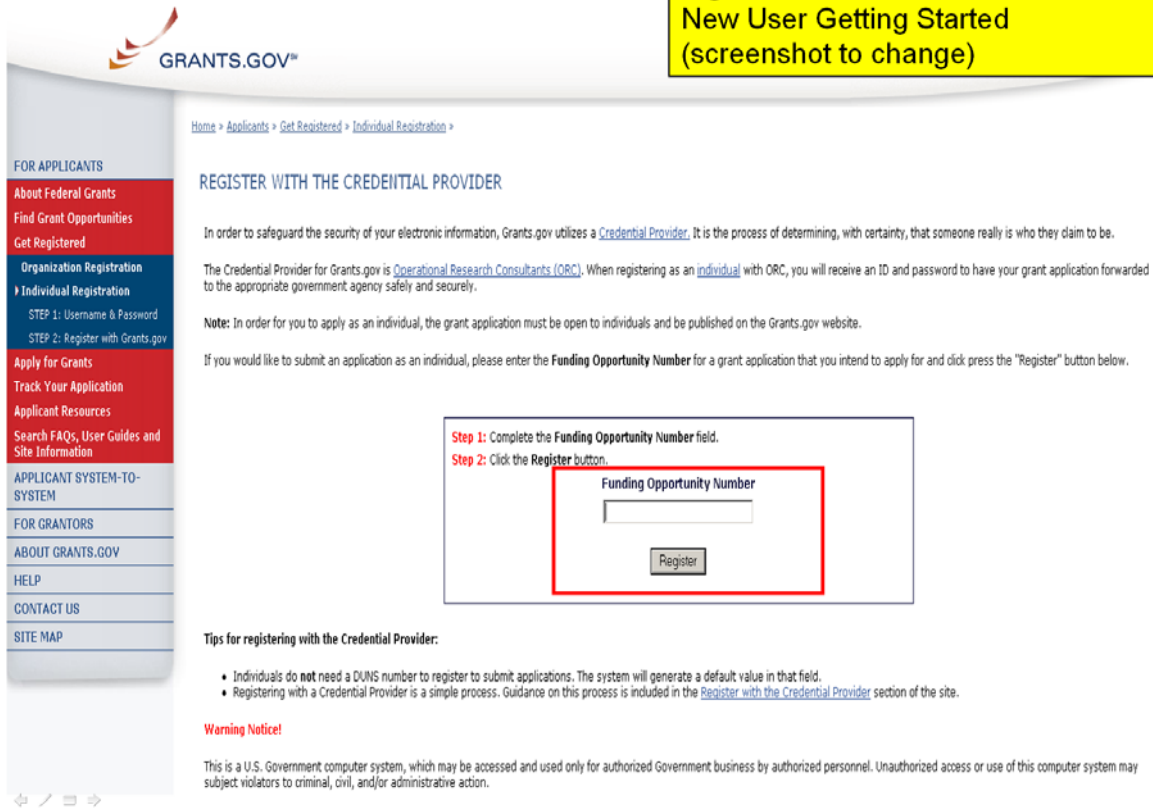
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A Funding Opportunity Number (FON) for a grant available to individuals must be used to begin the process of setting up a user profile. Once a valid FON is entered in the field (shown in **Figure 15** below) on the Individual Registration page, they will follow the steps as outlined for “**Creating a User Profile – Legacy Individual Users**” pages 25-28.

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**Figure 15**  
New User Getting Started  
(screenshot to change)



## Forgot My Username/Forgot My Password

Setting up a user profile allows a user to reset their password at anytime. If a user forgets their username or password, on the applicant login page they will choose either the link for "Forgot My Username" or the link "Forgot My Password" and enter their information as instructed on the screen (**Figure 3**).

## CHECKING REGISTRATION STATUS

To check registration status, an applicant may login into Grants.gov using the username and password obtained (Legacy User) or created (New User) during registration. Click "Manage Applicant Profile" (see **Figure 16-1**). If the registration was successful there will be a message under the profile management box stating "AOR Status: Approved" (see **Figure 16-2**).

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The screenshot displays the Grants.gov website interface. At the top left is the Grants.gov logo. The main navigation menu includes links for 'Check Application Status', 'Manage Applicant Profile' (highlighted with a red box and labeled '16-1'), and 'Logout of Grants.gov'. The breadcrumb trail shows 'Home > For Applicants > Manage Applicant Profile'. The page title is 'Applicant Profile'. The main content area contains a form with fields for 'First', 'Last', 'Tel', 'Email', 'Title', and 'DUNS#'. Below the form, the 'AOR Status: Approved' is displayed, highlighted with a red box and labeled '16-2'. At the bottom of the form are 'Submit' and 'Cancel' buttons.

**Figure 16**  
Registration Successful  
(AOR Status Approved)

## For More Information/Help

Creating a Grants.gov Profile see the “Get Registered – Applicant Profile” FAQ section on the website: [http://grants.gov/applicants/applicant\\_faqs.jsp#registering](http://grants.gov/applicants/applicant_faqs.jsp#registering)