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FIND. APPLY. SUCCEED.℠

Find & Apply
User Guide

Version 4.0
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Grants.gov Find and Apply User Guide

Introduction

In this user guide you can find step-by-step instructions on Finding Grant Opportunities using a basic search, browse by category, browse by Agency or advanced search. There are also instructions on how to sign-up for email subscription to receive email alerts about new Grant Opportunities as well as how to apply, download, complete and track an application.
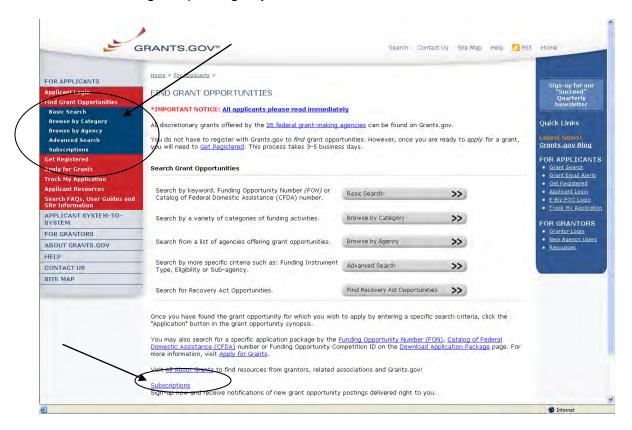
Throughout this user guide you will see this icon; it represents instructions about Quick Links that can be accessed on most Grants.gov web pages. The Quick Links is a blue box on the right side of the webpage with links to frequently visited pages.

Find Grant Opportunities

Grants.gov has been designed to help you search for grant opportunities throughout the federal government. You have two options: Search Grant Opportunities online and in real time, or receive email alerts detailing new grant postings.
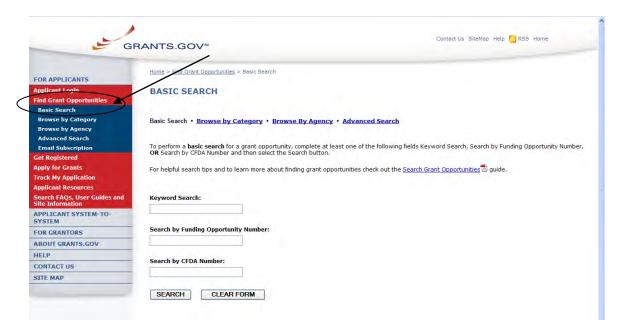
To find grant opportunities on Grants.gov, simply select **Find Grant Opportunities** from the navigation on the left side of any Grants.gov screen. This will take you to the **Find Grant Opportunities** screen, where you will be able to choose whether you'd like to search grant opportunities online or be notified of new grant postings by email.

Once on the Search Opportunities page, you may conduct a basic search, browse by category, browse by agency or conduct an advanced search.

Quick Link Tip: You can also go to the Quick Links box and select **Grant Search** to immediately search for grants.

To conduct a basic search, simply select **Basic Search** under Find Grant Opportunities in the left navigation menu. Or you can select the **Basic Search** link on Search Grant Opportunities page. The Basic Search page will appear.

To browse grant opportunities by category, simply select **Browse by Category** at the top of the page or in the left navigation. The Browse by Category page will appear.

To browse grant opportunities by agency, simply select **Browse by Agency** at the top of the page or in the left navigation. The Browse by Agency page will appear.

To conduct an advanced search, simply select **Advanced Search** at the top of the page or in the left navigation. The Advanced Search page will appear.

Download Application Packages

Note: You can download and complete an application at any time, but to submit the application you must be registered with Grants.gov. Befo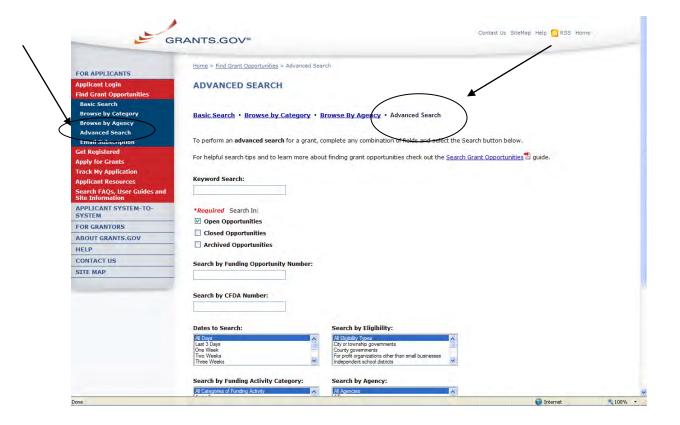re applying for a grant, the steps below must be completed. You will not be able to submit applications if all the steps listed below are not complete.

- Download the Application Viewer: Adobe Reader
- Register with Grants.gov

Follow the steps below to download application packages.

After all necessary steps are completed, in the For Applicants section, select the **Apply for Grants** link at the left navigation from the home page on Grants.gov. This will take you to the Apply for Grants screen.

Or when you are searching for a Grant Opportunity, from the Synopsis page you can select the **Application** button.

On the Apply for Grants page select **Step 1: Download a Grant Application Package** link. This will take you to the **Download Application Package** screen.

Enter the Funding Opportunity Number (FON) of the opportunity for which you want to apply in the **Funding Opportunity Number** field.

<div align="center">OR</div>

Enter the Catalog of Federal Domestic Assistance (CFDA) Number of the agency which is offering the opportunity for which you want to apply in the **CFDA Number** field.

If you do not know the Funding Opportunity Number (FON) or CFDA Number for the grant for which you want to apply, you will need to search for the grant opportunity following the steps in the Search Opportunities section.

You must complete at least one of these fields to download an application.

1. Select the **Download Package** button. This will take you to the **Selected Grant Applications for Download** screen.

2. To download an application package and its instructions, select the corresponding download link under the Instructions and Application column on the right.

3. When you download an application package, you will first be taken to the **Download Opportunity Instructions and Application** screen. From this screen, confirm that you are downloading the correct application for the grant you would like to apply to.

4. If you would like to be notified of any changes to this opportunity, enter your email address in the field and then select the **Submit** button. If you choose not to enter your email address and the application package is deleted or modified, upon submitting the application package to Grants.gov, you may receive a rejection notice.

5. Select the **Download Application Package** link.

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You have chosen to download the instructions and application for the following opportunity:

CFDA Number: 93.279: Drug Abuse and Addiction Research Programs
Opportunity Number: PA-08-218: Drug Abuse Prevention Intervention Research (R21)
Competition ID: VERSION-2A-FORMS
Competition Title: Version-2a-Forms
Agency: National Institutes of Health
Opening Date: 09/05/2008
Closing Date: 09/07/2011

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

[   ] Submit

Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. Download Application Instructions

2. Download Application Package

This screen shot is an example of an Adobe Reader Application Package.

Address http://www.grants.gov/assets/SampleAdobeCoverSheet.pdf

Please fill out the following form. You can save data typed into this form.   Highlight Fields

Save & Submit | Save | Print | Cancel | Check Package for Errors

Grant Application Package

Opportunity Title:	0714-KV-2-PLEASE-DONT APPLY
Offering Agency:	General Dynamics Information Technology
CFDA Number:	
CFDA Description:	
Opportunity Number:	0714-KV-2
Competition ID:	0716-KV-1
Opportunity Open Date:	07/16/2007
Opportunity Close Date:	07/20/2007
Agency Contact:	Kavitha Vemula Testing on 2007-2006-updated E-mail Phone:

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

☐ I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: [   ]

Mandatory Documents
RR_SF424-V1.1

Move Form to Complete
=>
Move Form to Delete

Mandatory Documents for Submission

9. Select the **Save** button to save the application to your computer.

10. Browse to the location you will save the application on your computer or network.

11. Enter the name of the application in the **File Name** field.

12. Select the **Save** button. The application will save to your computer. You will not need to be online to complete the application.

Apply for Grants Overview

By downloading a grant application package, you can view it offline, giving you the flexibility to complete the application when and where you want. You can also route it through your organization for easy review. Before you apply, remember you must be **registered**, and it is helpful to have the Funding Opportunity Number (FON) and/or CFDA Number of the desired grant. If you don't have a FON and or CFDA Number return to **Find Grant Opportunities** to search for this information. Once those steps are complete, you will be ready to download the application package and begin the four step process to apply for a grant.

Step 1: Download a Grant Application Package and Instructions

You can find the grant application package from your search results on Grants.gov. From your search results select the opportunity you wish to apply for. When you are looking at the Opportunity you can select the **Application** button at the top of the screen. In the next screen, you will be able to access the application package and instructions. Or you can enter the FON and/or CFDA Number into the **Download Application Package** screen. In order to view the application package, you will need to install a compatible version of **Adobe Reader**.

Step 2: Complete the Downloaded Grant Application Package

Once you have downloaded the application package, you can complete it offline, share the document within your office and complete it at your own pace. Instructions are available to assist you on the application package cover page to explain how to open and use the forms in the application package. Also, you will have direct access to the agency application instructions, which will include all the necessary information on what is required for your submission.
Note: Save your application to your computer, storage device or network drive as changes are NOT automatically saved.

If you're having problems completing the process, view our **Frequently Asked Questions**. You can also view our training demonstration on **How to Complete an Application Package**.

Step 3: Submit a Completed Grant Application Package

Using the username and password you entered when you registered with a Grants.gov, you can submit your application package. In order to submit your application, you must already be registered and you will need to have already completed the application package using **Adobe Reader**. To check for errors as you complete your application package, select the **Check Package for Errors** button. The Save & Submit button on the application package cover page will only become active after you have completed all required forms, attached all required documents, and saved your application package, and your package is free from errors. To submit your application select the **Save & Submit** button... Select the **Save & Submit** button once this process is complete and you are ready to send the completed application to Grants.gov.

On the application verification and signature page select **Sign and Submit Application** or you can select **Exit** and be returned to the application. If you are not already connected to the Internet, you will be directed to do so and will need to log in to Grants.gov using your username and password. After you have selected the **Sign and Submit** button on the summary page, your application package will automatically be uploaded to Grants.gov. A confirmation screen will appear once the upload is complete. **Note:** A Grants.gov tracking number will be provided at the bottom of this screen, as well as the submission's date and time stamp. Record this number so that you may refer to it should you need to contact the **Contact Center** for assistance.

Helpful Hints — Remember that all passwords are case sensitive. If the **Save & Submit** button is not active, please check to be sure you have:
- Completed all mandatory fields (mandatory fields are yellow with a red border) in all mandatory forms and moved them to the Mandatory Documents for Submission box.
- Selected the Save button AFTER all documents have been moved to the Mandatory Documents for Submission box.
- Completed all mandatory fields in all optional forms that have been moved to the Optional Documents for Submission box.
- Closed all Internet browser windows.
- If the Submit button is active and you are still unable to submit the form, make sure that your computer meets the system requirements and you have **Adobe Reader** installed.
- If you are using a dial-up modem, it may take several minutes for the application to upload and be submitted. It is recommended to use a high-speed Internet connection or DSL connection. It will process the application faster.

Step 4: Track the Status of a Completed Grant Application Package
Once an application has been submitted, you can check the status on the Track My Application page. Select **For Applicants** in the left navigation and then select **Track Your Application** below that link, you will need to log in, if not already logged in, and then select **Check Application Status**. You may identify your application by CFDA Number, Funding Opportunity Number (FON), Competition ID and/or Grants.gov Tracking Number.

Completing an Application

Once you have downloaded the application and saved it to your computer, you do not need to be online to complete the application. Follow the steps below to complete an application package using Grants.gov. **View a narrated tutorial on how to complete a grant application package using Adobe Reader.**

1. Open the saved application.

2. Verify that the pre-entered information is for the grant opportunity for which you want to apply. If the federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by selecting the **Cancel** button at the top of the screen. You will then need to locate the correct federal funding opportunity, download its application and then apply. If the federal funding opportunity listed is the opportunity for which you want to apply, complete the application in its entirety before submitting it.

   Applications can be completed in their entirety offline; however, to submit an application you will need to be connected to the Internet. You can save your application at any time by selecting the Save button at the top of your screen. The **Save & Submit** button at the top of the screen will not be functional until the application is properly completed and saved. If you have any application specific questions, contact the offering agency directly, using the contact information provided on the application's cover page.
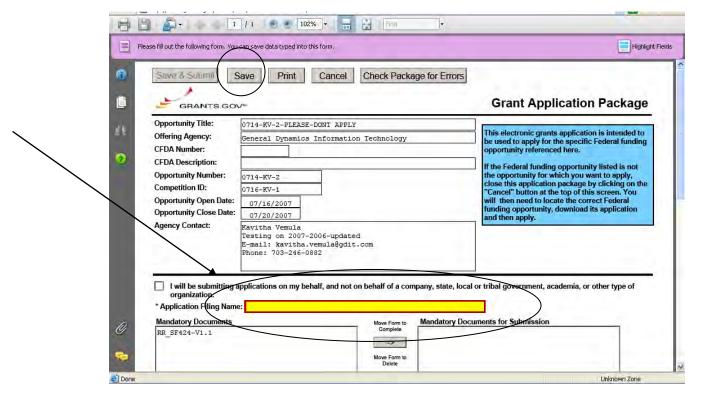

Cover Page

The cover page in the application package is simply the first page in the application package which includes the Opportunity Title, Offering Agency, CFDA Number, CFDA Description, Opportunity Number, Competition ID, Opportunity Open and Close Date, and Agency Contact information. Also included on the

cover page for you the applicant to fill out are the Application Filing Name, Mandatory Documents and Optional Documents.

Follow the steps below to complete the cover page of an application package.
1. Enter a name for the application in the **Application Filing Name** field.

2. Open and complete all of the documents listed in the **Mandatory Documents** box and **Optional Documents** box.

- The documents listed in the Mandatory Documents box and Optional Documents box may be predefined forms, such as SF-424, or documents that need to be attached, such as a program background statement. Mandatory Documents are required for this application. Optional Documents can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding Optional Documents.

- To open a form, use your mouse to select the item then select the **Move Form to Complete** arrow. This moves the form to the Mandatory Forms for Submission dialog box. The form opens immediately, scroll down the page or select the title of the document and select the button below the dialog box that says **Open Form** and it will jump to the first page of the form.

To remove a form/document from the **Mandatory Documents for Submission** box or the **Optional Documents for Submission** box, select the form/document

name to select it, and then select the arrow to move it to the other box. This will return the form/document to the Mandatory Documents or Optional Documents box.

- When you open a required form, the fields which must be completed are noted by an asterisk and highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.

- To exit a form within the application, select the **Close Form** button at the top of the form you are filling out. Then to save your work, select the **Save** button (on the cover page) to save your entire application.

Note: When you are tabbing out of a required field without completing it, a message will display informing you that it is required to fill out.

Forms

Forms, such as SF-424, are predefined and will require you to enter information into fields. **If the SF-424 is in the package, you must complete the SF-424 first. SF-424 will automatically complete additional fields on other forms with the information you entered.**

Follow the steps below to complete forms contained within an application package.

1. When you open a required form, all required fields are noted by an asterisk and sometimes highlighted in yellow with a red border.
2. Optional fields and completed fields are displayed in white.
3. You can select any field to enter the necessary information.
4. You can also use the **Tab** button on your keyboard to move from field to field.
5. If you enter invalid or incomplete information in a required field, you will receive an error message upon leaving the field.
6. To exit a form within the application, select the **Close Form** button at the top of the form you are filling out. This will take you to the cover page. Then to save your work, select the **Save** button (on the cover page) to save your entire application.

Attaching Documents

In addition to forms, application packages may also require that you submit specific documentation, such as a program background statement, for example. Specific instructions for additional documentation will be included in the application package instructions.

Follow the steps below to submit additional documentation (at the request of the application package instructions) for an application package.

1. To open a form that requires you to attach a document, select the form name to move it to the form for submission list and then select the **Open Form** button which appears below the appropriate box.
2. Once the form is open, you can attach documents from your computer to the form. Depending on the form, you may be able to attach a PDF, Text Document, Word Document or other type of documents. After completing a form, move it to the appropriate **Completed Documents for Submission** box.

To remove the Attachment document from the **Mandatory Documents for Submission** box or the **Optional Documents for Submission** box, select the form/document name to select it, and then select **Move Form to Delete.** This will return the form/document to the Mandatory Documents and or Optional Documents box.

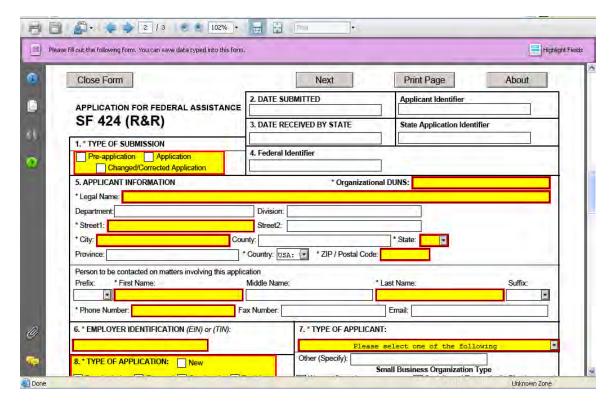(Below is an example for how you may attach additional documents)

3. A **Browse** window opens allowing you to select the document on your computer (or network drive) you would like to upload.

4. Once you have selected the document you would like to attach, select the **Open** button. You will return to the **Attachments Form**. The file name of the attachment will now appear in the form on the line of which you selected **Add Attachment**.

5. Repeat this process until you have attached all of the necessary documents.

Attaching a Document within the Application Package

Depending on the application you are filling out you may be required to submit attachments within forms. To attach documents to specific questions on a form please follow the instructions below.

1. When you are filling out a form and come to a question requesting you to add attachments, simply select the **Add Attachment** button.

2. After selecting on the Add Attachment button, a **Browse** window will open allowing you to select the document on your computer (or network drive) you would like to upload.

3. Once you have selected the document you would like to attach, select the **Open** button. You will see the file name in the field you selected to attach.

ATTENTION: Limit file names to 50 characters and do not use special characters (example: &,–,*,%,/,#) including periods (.), blank spaces

and accent marks, within application form fields and file attachment names. An underscore (_) may be used to separate a file name. Also do not attach multiple documents with the same file name.

4. Repeat this process until you have attached all of the necessary documents.

5. Once you are finished, either continue filling out the application or select the **Save** button at the top of the form to save your work.

ATTENTION: There is a paper clip icon in Adobe Reader forms on the left side of the page in every application. You CANNOT attach documents with this function. Please do not attach documents under this function as your application will be incomplete and cause errors if you do so.

Once you have added an attachment you have the ability to add another attachment (if the form allows), delete attachments and view attachments.

Deleting an Attachment within a Form

1. To delete an attachment within the form, go to the question you would like to delete the attachment from and select the **Delete Attachment** button. (In the example below the user is deleting an attachment from question number 20.)

2. After selecting on the Delete Attachment button a dialog box will appear. Select the **Yes** button to delete the attachment.

Viewing an Attachment within a Form

To view an attachment within the form, go to the question you would like to view the attachment from and select the **View Attachment** button. (In the example below the user is viewing an attachment from question number 20.)

1. After selecting the View Attachment button a **Forms Attachment** dialog box will appear. Select Open this file and select the **OK** button.

2. When you are finished reviewing the document, close the document, it will still be attached to the form. **NOTE:** If you want to make any edits to an attachment you will need to save the attachment to your computer, make the edits, then save the new document. Once that is saved you will need to attach the new document to the form and delete the outdated attachment from the form. Please see the sections for adding and deleting attachments.

Saving Your Application

To save your application before submitting it to Grants.gov, select the **Save** button on the cover page at the top of the screen.

Printing Your Application

To print your application, select the **Print** button on the cover page at the top of your screen. Make sure your documents are in the Mandatory and/or Optional documents submission box on the right of the application in order for your attachments to print.

The functionality to print all attachments within an application package, such as forms for budget years and Senior Key Person (also known as "form-in-form" attachments) at once is currently not available. Each attachment must be opened manually and printed separately.

You may however print all forms open within the application, excluding attachments. To open and print all forms within an application package, such as mandatory and optional forms (excluding attachments) ensure that these forms have been moved to the Forms for Submission Box (on the right side of the application package cover page) and click the **Open Form** button. Once all forms are open and visible, click the **Print** button at the top of the screen. All open forms will then be printed at once.

Finalizing Your Application

Once you have completed all required documents and attached any required or optional documentation, select **Save** to save your package. If errors are found, select the **Check Package for Errors** button which will identify each error. Then correct each error.

If there are no errors, when you save the package the **Save & Submit** button will be activated.

Select the **Check Package for Errors** button at any time to ensure that you have completed all required data fields.

The **Save & Submit** button will become active after all errors have been resolved and the package has been saved. Select the **Save & Submit** button and save the application again. You are required to save the application at this point to begin the application submission process.

Once you have saved the application using the **Save & Submit** button, a dialog box will appear and you will need to enter your Grants.gov username and password. Follow all on-screen instructions for submission.

Once you complete and submit your application, you will see a confirmation screen explaining that your submission is being processed and a link will be provided to track your application.

NOTE: It is important to retain the application tracking number that you receive in the application submission confirmation screen and email in order to track your application. If the agency assigns an agency-specific tracking number, you may receive an email with a second tracking number from the agency that is offering the grant.

GRANTS.GOV®

Home > Apply for Grants > Confirmation

Confirmation

Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors.

Please do not hit the back button on your browser.

If your application is successfully validated and subsequently retrieved by the grantor agency from the Grants.gov system, you will receive an additional email. This email may be delivered several days or weeks from the date of submission, depending on when the grantor agency retrieves it.

You may also monitor the processing status of your submission within the Grants.gov system by clicking on the "Track My Application" link listed at the end of this form.

Note: Once the grantor agency has retrieved your application from Grants.gov, you will need to contact them directly for any subsequent status updates. Grants.gov does not participate in making any award decisions.

IMPORTANT NOTICE: If you do not receive a receipt confirmation and either a validation confirmation or a rejection email message within 48 hours, please contact us. The Grants.gov Contact Center can be reached by email at support@grants.gov, or by telephone at 1-800-518-4726. Always include your Grants.gov tracking number in all correspondence. The tracking numbers issued by Grants.gov look like GRANTXXXXXXXXX.

Contact Center hours of operation are Monday-Friday from 7:00 A.M. to 9:00 P.M. Eastern Time.

The following application tracking information was generated by the system:

Grants.gov Tracking Number :	GRANT00512867
Applicant DUNS:	00-000-0000
Submitter's Name:	Test Testing
CFDA Number:	
CFDA Description:	
Funding Opportunity Number :	ADOBE-VERSIONING-TEST-ONLY
Funding Opportunity Description :	ADOBE-VERSIONING-TEST-ONLY
Agency Name :	PA Test Agency
Application Name of this Submission :	Cindy2
Date/Time of Receipt :	2009.05.26 3:05 PM, EDT

TRACK MY APPLICATION – To check the status of this application, please click the link below:

https://at07apply.grants.gov/apply/checkSingleApplStatus.faces?tracking_num=GRANT0051286

It is suggested you Save and/or Print this response for your records.

Grants.gov will send email messages to advise you of the progress of your application through the system. Here is an example of the email confirmation you will receive from Grants.gov with the link to track your application status.

Extra line breaks in this message were removed.

From: support@grants.gov   Sent: Thu 4/16/2009 11:38 AM
To: Nguyen, Cynthia
Cc:
Subject: GRANT00507358 Grants.gov Submission Receipt

Your application has been received by Grants.gov, and is currently being validated.
Your submission was received at 16-Apr-09 11:37:31 AM ET

Validation may take up to 2 business days.To check the status of your application please
click here https://at07apply.grants.gov/apply/checkSingleApplStatus.faces?
tracking num=GRANT00507358

Type: GRANT

Grants.gov Tracking Number: GRANT00507358

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: 0000000000000

        AOR name: ı

        Application Name: Cindy Test

        Opportunity Number: ADOBE-VERSIONING-TEST-ONLY

        Opportunity Name: ADOBE-VERSIONING-TEST-ONLY

        https://at07apply.grants.gov/apply/logincontrol.jsp?
goto=./secured/ApplicantLogin.jsp&loginpage=/jsp/ApplicantLoginGetID.jsp

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

> Link provided here on the submission receipt email to check your application status.

Here is an example of the email confirmation you will receive when your
application is being reviewed by the Grantor Agency.

From: OS Support@Grants.gov   Sent: Tue 4/1/2008 1:41 PM
To: Gundulpet, Rathna (HHS/ASRT)
Cc:
Subject: Grants.gov Grantor Agency Retrieval Receipt for Application GRANT00079868
Attachments:

Your application has been retrieved by the Grantor agency and is currently being reviewed.

Type: GRANT
Grants.gov Tracking Number: GRANT00079868

We will notify you via email when your Grantor agency has assigned an Agency Tracking Number to your application.

Thank you,

Grants.gov Customer Support
www.support@grants.gov
800-518-4726 (7 a.m. - 9 p.m. ET)

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.
http://trapply.grants.gov

Track My Application

To track the progress of your application, in the For Applicants section, select **Track My Application** from the left side navigation from the Grants.gov home page. This will take you to the Track My Application page.
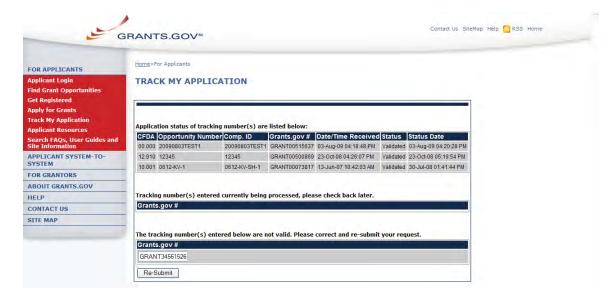

Once on the Track My Application page, enter up to five Grants.gov tracking numbers, one per line and select the **Track** button.

After you enter your Grants.gov tracking number(s) on the Track My Application page, the results page will appear with a listing of the valid tracking numbers entered.

Information listed includes:
- CFDA Number
- Opportunity Number
- Competition ID
- Grants.gov Number
- Date/Time Received
- Status
- Status Date
- Agency Tracking #
- Submission Name
- Amount Requested.

Submission Name/Files

To view a list of the file(s) and attachment(s) submitted, log in to the Applicant Center and select **Check Application Status** link.

Under the column header Submission Name/Files are a list of file names. Choose the application you wish to view the list of file(s) and attachment(s) submitted by selecting the link in the Submission Name/Files column.
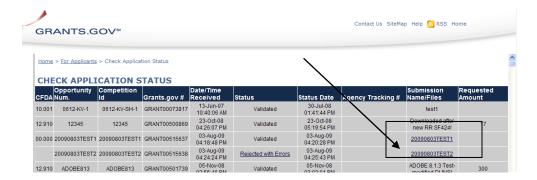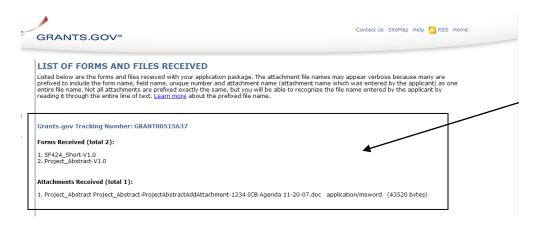
CHECK APPLICATION STATUS

CFDA Num.	Opportunity Id	Competition Id	Grants.gov #	Date/Time Received	Status	Status Date	Agency Tracking #	Submission Name/Files	Requested Amount
10.001	0612-KV-1	0612-KV-SH-1	GRANT00073817	13-Jun-07 10:40:06 AM	Validated	30-Jul-08 01:41:44 PM		test1	
12.910	12345	12345	GRANT00500869	23-Oct-08 04:26:07 PM	Validated	23-Oct-08 05:19:54 PM		Downloaded after new RR SF424!	7
00.000	20090803TEST1	20090803TEST1	GRANT00515637	03-Aug-09 04:18:48 PM	Validated	03-Aug-09 04:20:28 PM		20090803TEST1	
	20090803TEST2	20090803TEST2	GRANT00515638	03-Aug-09 04:24:24 PM	Rejected with Errors	03-Aug-09 04:25:43 PM		20090803TEST2	
12.910	ADOBE813	ADOBE813	GRANT00501739	05-Nov-08 02:55:46 PM	Validated	05-Nov-08 02:02:01 PM		ADOBE 8.1.3 Test-modified DUNS!	300

After selecting the link the applicant can review the list of forms and attachments received for the application they selected and submitted to Grants.gov.

LIST OF FORMS AND FILES RECEIVED

Listed below are the forms and files received with your application package. The attachment file names may appear verbose because many are prefixed to include the form name, field name, unique number and attachment name (attachment name which was entered by the applicant) as one entire file name. Not all attachments are prefixed exactly the same, but you will be able to recognize the file name entered by the applicant by reading it through the entire line of text. Learn more about the prefixed file name.

Grants.gov Tracking Number: GRANT00515637

Forms Received (total 2):

1. SF424_Short-V1.0
2. Project_Abstract-V1.0

Attachments Received (total 1):

1. Project_Abstract Project_Abstract-ProjectAbstractAddAttachment-1234-ICB Agenda 11-20-07.doc   application/msword   (43520 bytes)

Stay Connected

Email

Grants.gov is designed to allow users to register (subscribe) to receive email notifications of new grant postings that meet specific criteria.

To register to receive grant postings that meet the needs of you or your organization, in the For Applicants section, select **Find Grant Opportunities** from the left side navigation. Then, select the **Email Subscription** from the submenu.

Once on the Email Subscription page, you may elect to be notified of Updates, all grant notices, those with advanced criteria, grants with a specific Funding Opportunity Number (FON), or, you may choose to unsubscribe from receiving email notifications.

Grants.gov Updates

To receive email about Grants.gov Updates, on the Email Subscription page select **Grants.gov Updates.** The Subscription Services page will appear and allow you to subscribe.

All Grant Notices

To receive email about all grants, on the Email Subscription page select **All Grant Notices.** The Subscription Services page will appear and allow you to subscribe.

Advanced Criteria

To be notified about grants with Advanced Criteria, in the For Applicants section select Find Grant Opportunities. Then, select **Email Subscription** from the left navigation and select **Advanced Criteria**. The Subscription Services page will appear and allow you to subscribe.

Specific FON

To be notified about grants with a specific Funding Opportunity Number (FON), in the For Applicants section select Find Grant Opportunities. Then, select **Email Subscription** from the left navigation, and select **Specific FON**. The Subscription Services page will appear and allow you to subscribe.

Unsubscribe

To unsubscribe, in the For Applicants section, simply select **Find Grant Opportunities** in the left side navigation from Grants.gov's home page. Then, select **Email Subscriptions** from the left submenu, and select **Unsubscribe.** The Subscription Services page will appear and allow you to unsubscribe from receiving emails. You will need to confirm your removal from the subscription. An email will be sent to your registered email address. Select the link enclosed in the email and the unsubscribe process will be completed.

Please Note: Email spam guards put in place by your internet service provider may prevent you from receiving email notifications from Grants.gov. Check your spam guard settings and or junk email box to make sure that a notification was not blocked or sent to the incorrect folder.

Quick Link Tip: To register to receive grant postings that meet the needs of you or your organization, you can also select the **Grant Email Alerts** in the Quick Links box.

RSS Feeds

RSS stands for Really Simple Syndication. Grants.gov now provides four RSS feeds for new or modified opportunities by agency or by category. This is an alternative way to receive updates on opportunity listings, rather than receiving through email.

In order to receive an RSS feed you must have 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. Select 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_OppModByCategory.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.**

Subscribe to Grants.gov RSS Feeds

New Opportunities by Agency
Receive a listing of new opportunities by agency name.

New Opportunities by Category
Receive a listing of new opportunities by category.

Modified Opportunities by Agency
Receive a listing of recently modified opportunities by agency name.

Modified Opportunities by Category
Receive a listing of recently modified opportunities by category.