



## What is Grants.gov?

Grants.gov is the federal government's new system that allows anyone to find and apply for grants and cooperative agreements on-line. The grants.gov Web site creates a centralized, on-line place to find and apply for more than 900 grant programs from the 26 federal grant-making agencies. Grants.gov streamlines the process of awarding more than \$350 billion annually to state and local governments, academia, nonprofits, and other organizations. The grants.gov program is led by the U.S. Department of Health and Human Services. Two key features of Grants.gov:

1. Find Grant Opportunities
2. Apply for Grants

## What is the Find feature?

The **Find** Grant Opportunities feature allows the grant community to search for information on available grant opportunities using a number of criteria, including key words or specific agency. It also includes a registration function to receive email updates as new grant opportunities are added. Users can choose to receive grant opportunity e-mails for select agencies or categories of funding activities or based on selected interest or eligibility groupings. Federal agencies will be required to post all competitive grant opportunities to the Grants.gov site in the near future.

## What is the Apply Feature?

The **Apply** for Grants feature enables users to apply for competitive Federal grant opportunities through a single, unified process. Many of the 26 Federal grant-making agencies have posted application packages for funding opportunities – more than 1,100 active opportunities are currently posted. Nearly 9,000 electronic applications submitted via Grants.gov have been received by Federal agencies.

## What Should I know Before Applying for Funding through Grants.gov?

For applicants who have never used grants.gov, there are several steps you must take before applying through grants.gov. It may take up to two weeks complete these preliminary steps, so applicants are strongly advised to begin the application process **at least two weeks prior to the submission deadline**. If you are from a university, contact your Office of Sponsored Programs to determine if they have already completed the

registration process. Applicants who have already registered with grants.gov may skip the preliminary steps listed below.

### **Do I Need to Register to Submit an Application through Grants.gov?**

**All first time users** must go through a registration process before you can submit an application through grants.gov.

### **Preliminary Steps for First Time Users – Completing the Registration Process**

1. ALL applicants for federal funding must have a Dun and Bradstreet or DUNS number to complete their application package. A DUNS number is a unique nine digit identification number issued by Dun & Bradstreet. This number is issued free of charge and many organizations already have one. To check if your organization has a DUNS number, or to get one, contact them at (888) 814-1435 or visit their [Web site](#).
2. Your organization must register with Central Contractor Registry (CCR) on-line at [www.ccr.gov](http://www.ccr.gov). You should receive your CCR registration within 7 to 10 business days and **will not be able to access grants.gov until** you receive your user name and password.
  - o Be sure to complete the Marketing Partner ID (MPIN) and Electronic Business Primary Point of Contact fields during the CCR registration process. These are mandatory fields required when submitting grant applications through grants.gov.
3. You must register with the Operational Research Consultants (ORC), which is the [Credential Provider](#) for grants.gov. You will receive a user name and password that is required to securely submit your grant application on-line.
4. You must [register with grants.gov](#) to submit grant applications on-line. After you have completed the registration process, you will receive an e-mail confirming that you are able to submit applications.
5. Before you can submit an application package, you must download a small software program. This program, called the [PureEdge Viewer](#), will enable you to complete the required grant forms on-line.

### **What Are the Steps for Applying for Funds through Grants.gov?**

1. Applicants must complete the registration process. This process may take up to two weeks. If you have worked with grants.gov before, you may skip the preliminary steps. The preliminary steps are listed above (under completing the registration process).
2. Find the grant opportunity you are interested in by using the [Find Grant Opportunities](#) tab on grants.gov Web site. The Find Grant Opportunities feature

allows you to search for information on available grant opportunities using criteria like key words or an agency name. The Find Grant Opportunities Web page also allows you to register to receive e-mail updates as new grant opportunities are added. Federal agencies are required to post all competitive grant opportunities to the grants.gov Web site.

3. Apply for the grant you are interested in by using the [Apply for Grants](#) tab. The Apply for Grants feature enables users to apply for competitive federal grant opportunities through a single, unified process.
4. Download the Grant Application Package and application instructions for the grant you wish to apply for. You will need to enter the Funding Opportunity or the catalogue of federal domestic assistance (CFDA) number to access the application package and instructions.
5. Complete the Selected Grant Application Package. Once it has been downloaded, you can complete the application off-line.
6. Submit the completed Grant Application Package on-line. You will receive an e-mail notification once you have successfully submitted the application.