

# Everything You Wanted to Know About Grants.gov

# Through the Eyes of the Applicant

Register, Find, and Apply

# Getting Registered

# Get Registered - Dun & Bradstreet (DNB) and the Central Contractor Registration (CCR)



The screenshot shows the D&B website with a yellow header and a blue sidebar. The main content area is white and contains the following text:

**D&B DUNS Numbers™**  
for US Government Contractors & Grantees

Decide with Confidence

Thank you for using the D&B online webform process for US Govt Contractors and Grantees!

Begin D-U-N-S Search/Request Process

About the D&B D-U-N-S Number

Frequently Asked Questions (FAQ)

D&B, CCR, Grants Contacts

D&B's Privacy and Data Policy

Accessibility

Welcome to the D&B D-U-N-S Request Service for US Federal Government Contractors and Grantees

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

Click here to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day.

Click here to request your D-U-N-S Number by phone (for U.S., Puerto Rico, and U.S. Virgin Islands Only).

For technical difficulties, contact [gov@dnb.com](mailto:gov@dnb.com)



The screenshot shows the Central Contractor Registration (CCR) website with a blue header and a white sidebar. The main content area is white and contains the following text:

Central Contractor Registration

CCR Home CCR Search Federal Agency Registration News Release Notes Request Data Access Help

Quick Links

Dynamic Small Business Search

ORCA

SBA

Request DUNS Number

Federal Business Opportunities

New Registration

Enter Your Organization's Information

Organization Information

\* Required Information

DUNS#

Legal Business Name

Doing Business As (DBA)

Physical Street Address

City

U.S. State or Canadian Province

Foreign Province

Zip+4/Postal Code

Country

Continue Registration Cancel

Mr. Robert E. Burton II, CCR/FedReg Program Manager

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.

GSA USA.gov Government Made Easy

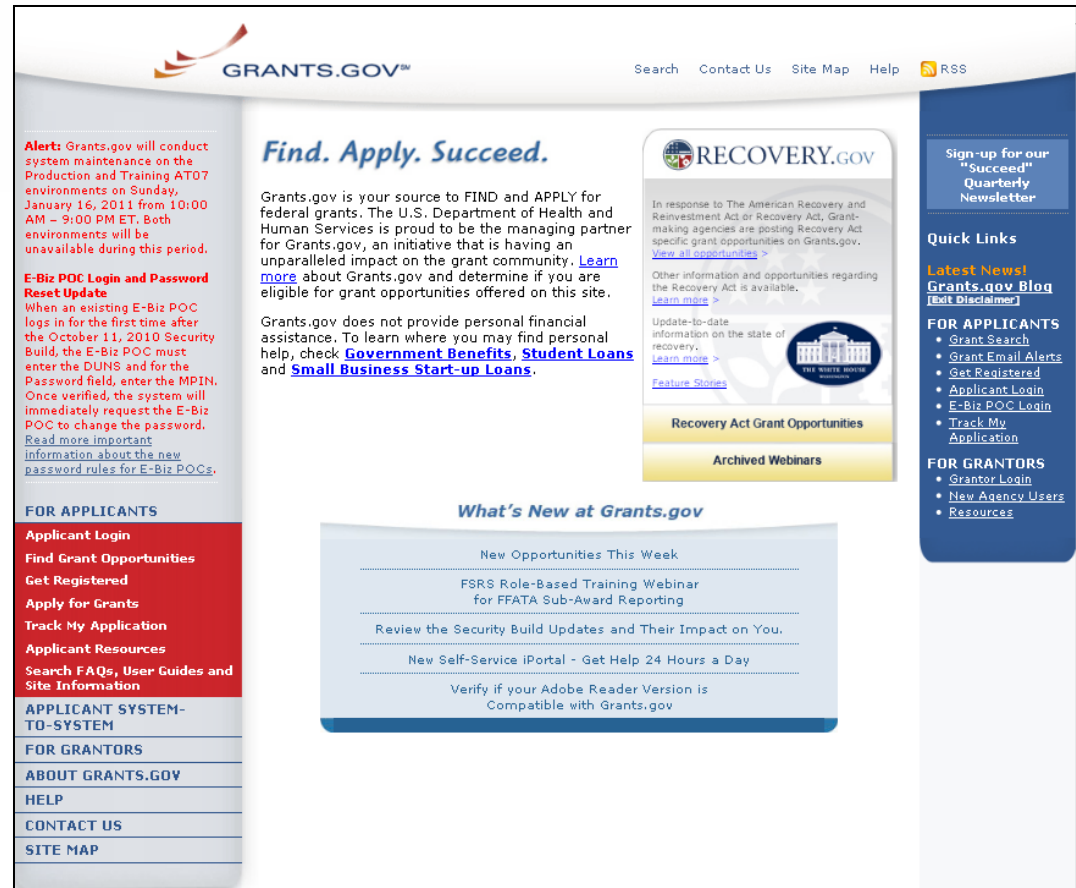
- Register with Dun & Bradstreet at <http://www.dnb.com>
- Requires TIN from IRS and organization information
- You will be issued a **DUNS** number
- Takes 3 – 5 business days

- Upon receipt use the DUNS to register with the Central Contractor Registration (CCR) at <http://www.ccr.gov>
- Establish the following:
  - **eBIZ POC** – Individual oversees all activities for organization within Grants.gov and grants permissions to Authorized Organization Representatives
  - **MPIN** – Marketing Partner Identification Number
- Takes 3 – 5 business days

# Get Registered - CCR & Grants.gov



- Organization data, eBIZ POC information, and MPIN are electronically transferred from CCR to Grants.gov.
- The organization is set up in Grants.gov and individuals within the organization are now able to register with Grants.gov



# Get Registered - About the eBiz Point of Contact and AORs



eBIZ POC

- Each organization has one eBIZ POC
- eBIZ POCs are assigned in CCR.

- The eBIZ POC approves Authorized Organization Representatives.
- AORs are allowed to submit grant applications on behalf of their organization.



AOR 1



AOR 2



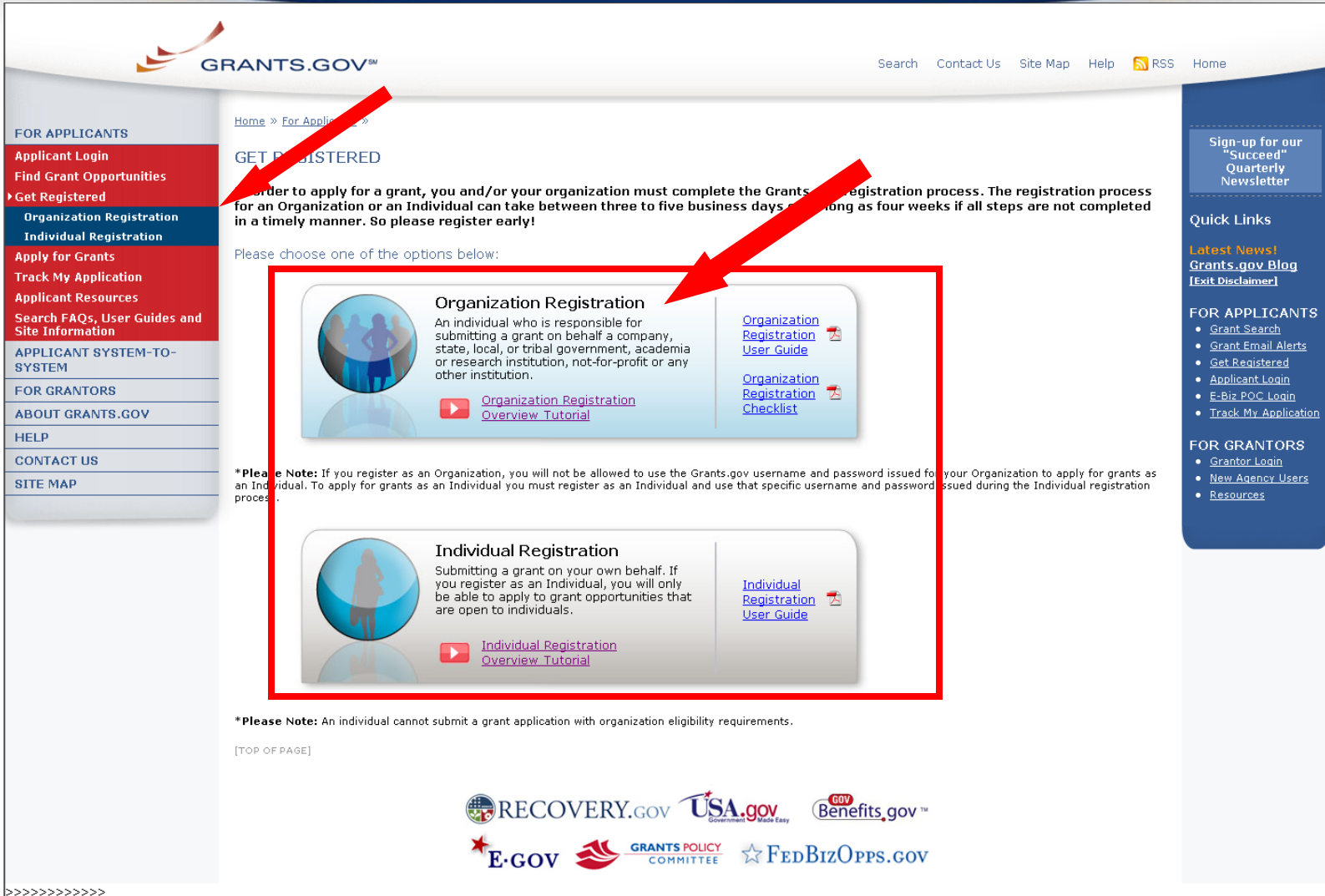
AOR 3



AOR 4

- One organization can have **MANY** AORs

# Get Registered - Registering with Grants.gov to be an AOR



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- Applicant Login
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Home » For Applicants » **GET REGISTERED**

**GET REGISTERED**

In order to apply for a grant, you and/or your organization must complete the Grants.gov registration process. The registration process for an Organization or an Individual can take between three to five business days, or as long as four weeks if all steps are not completed in a timely manner. So please register early!

Please choose one of the options below:

### Organization Registration

An individual who is responsible for submitting a grant on behalf a company, state, local, or tribal government, academia or research institution, not-for-profit or any other institution.

[Organization Registration Overview Tutorial](#)

[Organization Registration User Guide](#)

[Organization Registration Checklist](#)

### Individual Registration

Submitting a grant on your own behalf. If you register as an Individual, you will only be able to apply to grant opportunities that are open to individuals.

[Individual Registration Overview Tutorial](#)

[Individual Registration User Guide](#)

**\*Please Note:** If you register as an Organization, you will not be allowed to use the Grants.gov username and password issued for your Organization to apply for grants as an Individual. To apply for grants as an Individual you must register as an Individual and use that specific username and password issued during the Individual registration process.


**\*Please Note:** An individual cannot submit a grant application with organization eligibility requirements.

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RECOVERY.GOV USA.gov Government Made Easy Benefits.gov<sup>TM</sup>

E-GOV GRANTS POLICY COMMITTEE FEDBIZOPPS.GOV

# Get Registered - Enter your Registration Information



GRANTS.GOV<sup>SM</sup>

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### APPLICANT REGISTRATION

Please enter your information below. Required fields are denoted with an asterisk (\*).

\* **First Name:**  **MI:**  \* **Last Name:**

\* **DOB:**  (MM/DD/YYYY)

\* **Job Title:**  **DUNS:**  ← **Enter your DUNS**

\* **Address 1:**

**Address 2:**

\* **City:**

**State:**  \* **Zip Code:**  (Numeric Only) **Country:**

\* **Telephone:**  (xxx-xxx-xxxx) \* **Email:**

\* **Secret Question:**

\* **Secret Answer:**

\* **User Name:**

\* **Password:**  \* **Confirm Password:**

**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.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.



# Get Registered – Organization Registration Confirmation



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## APPLICANT REGISTRATION

Please review the information entered below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please click the Submit button on the bottom of the page.

**First Name:** Grant  
**MI:**  
**Last Name:** Applicant  
**DOB:** 01/01/2001  
**Job Title:** Organization Member  
**DUNS:**  
**Address 1:** 123 Grant Search Way  
**Address 2:**  
**City:** Washington  
**State:** District of Columbia  
**Zip Code:** 20201  
**Country:** United States  
**Telephone:** 123-456-7890  
**Email:** GrantsgovApp@aol.com  
**Secret Question:** Where can you find grants from all federal agencies?  
**Secret Answer:** Grants.gov  
**User Name:** GrantsgovApp

### 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.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

# Get Registered – Completing Your Registration

- **AOR Authorization by your eBIZ POC**

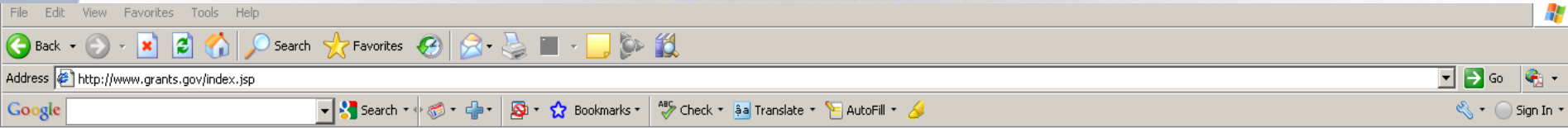
- The eBiz POC at your organization will receive an email notifying him/her of your registration.
- The eBiz POC must login to Grants.gov to confirm you as an AOR.
- You will be unable to submit a grant application unless you are confirmed as an AOR by your eBiz POC.

- **Track AOR Status**

- At any time, you can track your AOR status by logging in with your username and password.
- You will receive a confirmation email notifying you that you've been authorized as an AOR for your organization.

# How To Navigate Grants.gov

# Grants.gov Homepage



## Find. Apply. Succeed.

Grants.gov is your source to FIND and APPLY for federal government grants. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community. [Learn more](#) about Grants.gov and determine if you are eligible for grant opportunities offered on this site.

Grants.gov does not provide personal financial assistance. To learn where you may find personal help, check [Government Benefits](#), [Student Loans](#) and [Small Business Start-up Loans](#).



**RECOVERY.GOV**

In response to The American Recovery and Reinvestment Act or Recovery Act, Grant-making agencies are posting Recovery Act specific grant opportunities on Grants.gov. [View all opportunities >](#)

Other information and opportunities regarding the Recovery Act is available. [Learn more >](#)

Update-to-date information on the state of recovery. [Learn more >](#)



**Recovery Act Grant Opportunities**

Archived Webinars

Sign-up for our "Succeed" Quarterly Newsletter

### Quick Links

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[Grants.gov Blog](#)  
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## What's New at Grants.gov

New Opportunities This Week

**Important Notice for Applicants**

[View Archived Recovery Act Webinar Series](#)

Notices and System Information

[Verify if you are an Authorized Organization Representative \(AOR\)](#)

[Verify if your Adobe Reader version is](#)

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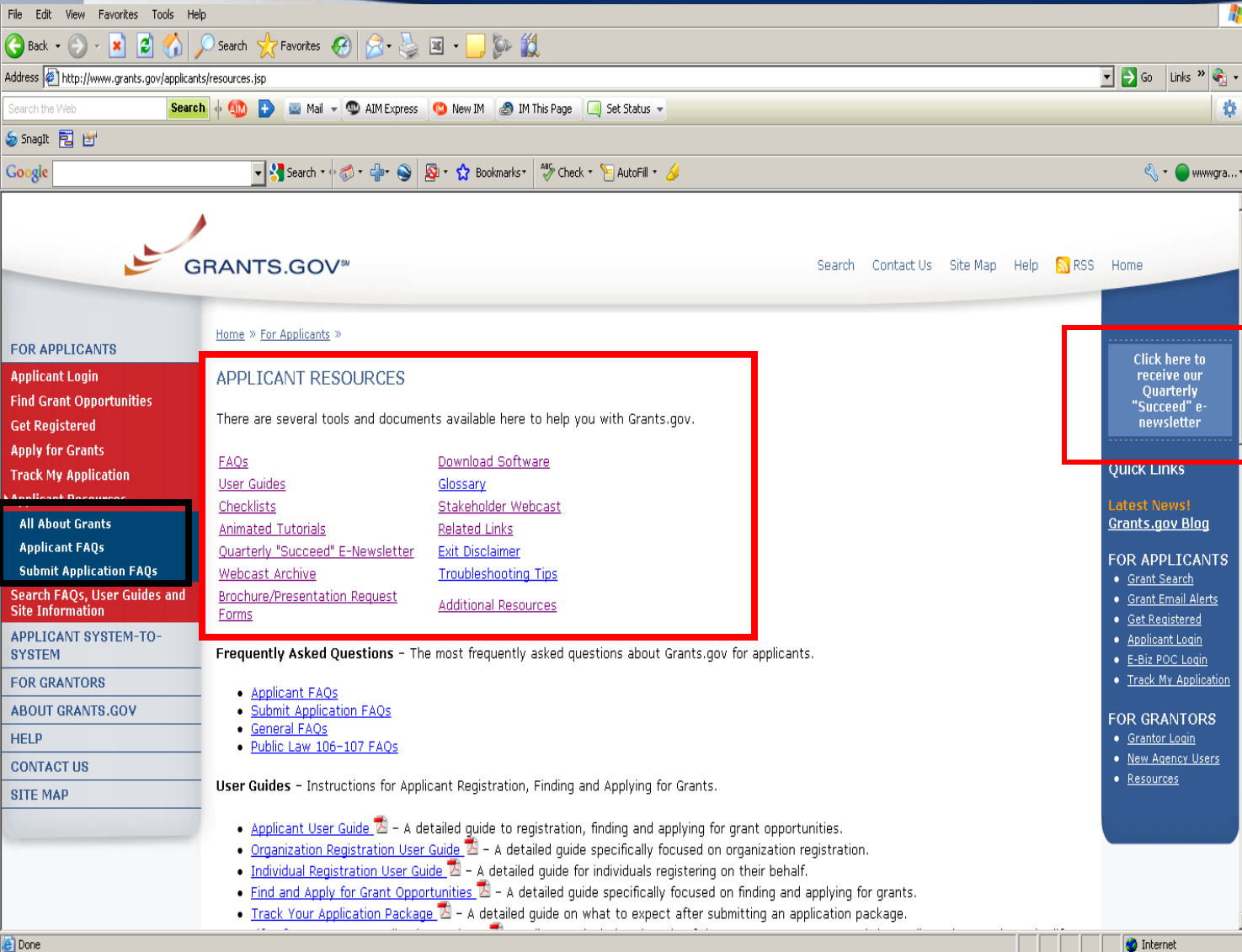
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# Applicant Resources



File Edit View Favorites Tools Help

Address <http://www.grants.gov/applicants/resources.jsp>

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Google Search Bookmarks Check AutoFill wwwgra...

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**APPLICANT RESOURCES**

There are several tools and documents available here to help you with Grants.gov.

<a href="#">FAQs</a>	<a href="#">Download Software</a>
<a href="#">User Guides</a>	<a href="#">Glossary</a>
<a href="#">Checklists</a>	<a href="#">Stakeholder Webcast</a>
<a href="#">Animated Tutorials</a>	<a href="#">Related Links</a>
<a href="#">Quarterly "Succeed" E-Newsletter</a>	<a href="#">Exit Disclaimer</a>
<a href="#">Webcast Archive</a>	<a href="#">Troubleshooting Tips</a>
<a href="#">Brochure/Presentation Request Forms</a>	<a href="#">Additional Resources</a>

**Frequently Asked Questions** – The most frequently asked questions about Grants.gov for applicants.

- [Applicant FAQs](#)
- [Submit Application FAQs](#)
- [General FAQs](#)
- [Public Law 106-107 FAQs](#)

**User Guides** – Instructions for Applicant Registration, Finding and Applying for Grants.

- [Applicant User Guide](#) – A detailed guide to registration, finding and applying for grant opportunities.
- [Organization Registration User Guide](#) – A detailed guide specifically focused on organization registration.
- [Individual Registration User Guide](#) – A detailed guide for individuals registering on their behalf.
- [Find and Apply for Grant Opportunities](#) – A detailed guide specifically focused on finding and applying for grants.
- [Track Your Application Package](#) – A detailed guide on what to expect after submitting an application package.

Click here to receive our Quarterly "Succeed" e-newsletter

**Quick Links**

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[Grants.gov Blog](#)

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Done Internet

• Applicant Resources include

- FAQs
- User Guides
- Check lists
- Animated Tutorials

# Subscriptions and E-mail Notifications

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### Subscriptions

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## SUBSCRIPTIONS

Subscribe now and receive notifications of new grant opportunity postings and updates on Grants.gov. You do not need to be a registered user of Grants.gov to sign-up for this service.

### [New! Grants.gov RSS Feed](#)

Stay informed about new and updated grant opportunities. Once you see all of the benefits of receiving the Grants.gov RSS feed, you may want to discontinue your email notification subscription. [Click here](#) to unsubscribe from the email notifications.

### [Grants.gov Updates](#)

Receive updated information about critical issues, new tips for users and other time sensitive updates as information is available. To unsubscribe from this update you will need to follow the instructions provided in the bottom of the email.

### [All Grants Notices](#)

Receive daily notification of all new grant opportunities.

### [Notices Based on Advanced Criteria](#)

Select notifications based on specific criteria such as funding instrument type, eligibility or sub-agency.

### [Notices Based on Funding Opportunity Number](#)

Select this option to receive notifications based on Funding Opportunity Number (FON). A FON is a number that a federal agency assigns to its grant announcement.

### [Unsubscribe from Grant Notices](#)

Click on the **Unsubscribe from Grant Notices** link above to unsubscribe from the email notifications. If you receive an error message when you attempt to unsubscribe please send an email to [support@grants.gov](mailto:support@grants.gov). To remove one or more subscriptions please include the email(s) in the message. In the subject line please include "Unsubscribe".

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# How to Search for Funding Opportunities

# Find Grant Opportunities



**Alert: E-Biz POC Login and Password Reset Update**  
When an existing E-Biz POC logs in for the first time after the October 11, 2010 Security Build, the E-Biz POC must enter the DUNS and for the Password field, enter the MPIN. Once verified, the system will immediately request the E-Biz POC to change the password. [Read more important information about the new password rules for E-Biz POCs.](#)

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## FIND GRANT OPPORTUNITIES

All discretionary grants offered by the [26 federal grant-making agencies](#) can be found on Grants.gov.

You do not have to register with Grants.gov to *find* grant opportunities. However, once you are ready to *apply* for a grant, you will need to [Get Registered](#). This process takes 3-5 business days up to 4 weeks if you experience any difficulties.

### Search Grant Opportunities

Search by keyword, Funding Opportunity Number (FON) or Catalog of Federal Domestic Assistance (CFDA) number. **Basic Search >>**

Search by a variety of categories of funding activities. **Browse by Category >>**

Search from a list of agencies offering grant opportunities. **Browse by Agency >>**

Search by more specific criteria such as: Funding Instrument Type, Eligibility or Sub-agency. **Advanced Search >>**

Search for Recovery Act Opportunities. **Find Recovery Act Opportunities >>**

Once you have found the grant opportunity for which you wish to apply by entering a specific search criteria, click the "Application" button in the grant opportunity synopsis.

You may also search for a specific application package by the [Funding Opportunity Number \(FON\)](#), [Catalog of Federal Domestic Assistance \(CFDA\)](#) number or Funding Opportunity Competition ID on the [Download Application Package](#) page. For more information, visit [Apply for Grants](#).

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**Quick Links**

**Latest News!**  
[Grants.gov Blog](#)  
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**FOR APPLICANTS**

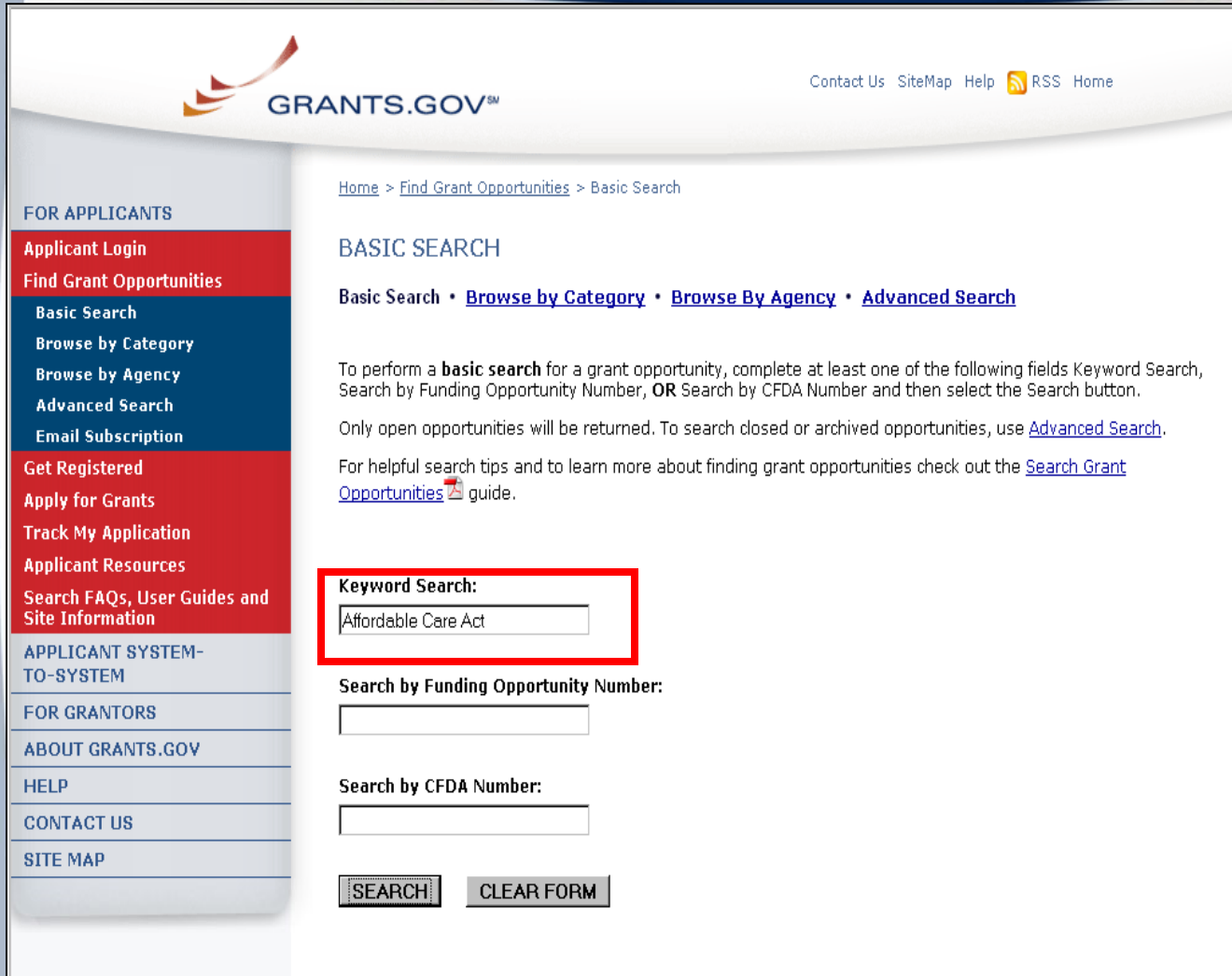
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# Find – Basic Search



The screenshot shows the GRANTS.GOV website's basic search interface. On the left is a navigation menu with sections for 'FOR APPLICANTS', 'FOR GRANTORS', and 'ABOUT GRANTS.GOV'. The 'FOR APPLICANTS' section is expanded, showing options like 'Applicant Login', 'Find Grant Opportunities', 'Basic Search', 'Browse by Category', 'Browse by Agency', 'Advanced Search', 'Email Subscription', 'Get Registered', 'Apply for Grants', 'Track My Application', 'Applicant Resources', and 'Search FAQs, User Guides and Site Information'. The main content area is titled 'BASIC SEARCH' and includes a breadcrumb trail: 'Home > Find Grant Opportunities > Basic Search'. Below the title are links for 'Basic Search', 'Browse by Category', 'Browse By Agency', and 'Advanced Search'. A paragraph explains that to perform a basic search, users must complete at least one of the following fields: Keyword Search, Search by Funding Opportunity Number, or Search by CFDA Number. It notes that only open opportunities will be returned and provides a link to 'Advanced Search' for closed or archived opportunities. Below this is a link to a 'Search Grant Opportunities' guide. The search form contains three input fields: 'Keyword Search:' (highlighted with a red box and containing 'Affordable Care Act'), 'Search by Funding Opportunity Number:', and 'Search by CFDA Number:'. At the bottom of the form are 'SEARCH' and 'CLEAR FORM' buttons.

- Search for grants by:
  - Keyword
  - Funding Opportunity Number, or
  - CFDA Number.

# Find – Advanced Search

Home > [Find Grant Opportunities](#) > Advanced Search

## ADVANCED SEARCH

[Basic Search](#) • [Browse by Category](#) • [Browse By Agency](#) • [Advanced Search](#)

To perform an **advanced search** for a grant, complete any combination of fields and select the Search button below.

For helpful [search tips](#) and to learn more about finding grant opportunities check out the [Search Grant Opportunities](#) guide.

**Keyword Search:**

**\*Required** Search In:

**Open Opportunities**  
 **Closed Opportunities**  
 **Archived Opportunities**

**Search by Funding Opportunity Number:**

**Search by CFDA Number:**

**Dates to Search:**  
  
Last 3 Days  
One Week  
Two Weeks  
Three Weeks

**Search by Eligibility:**  
  
City or township governments  
County governments  
For profit organizations other than small businesses  
Independent school districts

**Search by Funding Activity Category:**  
  
Agriculture  
Arts (see "Cultural Affairs" in CFDA)  
Business and Commerce  
Community Development

**Search by Agency:**  
  
Department of Education  
Department of Energy  
**Department of Health and Human Services**  
Department of Homeland Security  
**SELECT SUB AGENCIES**

**Search by Funding Instrument Type:**  
  
Grant  
Cooperative Agreement  
Other  
Procurement Contract

**Search by Sub Agency:**  
  
**HHS Office of the Secretary**  
HHS EDA Offices  
Health Resources & Services Administration  
Indian Health Service

**SEARCH**   **CLEAR FORM**

- Search for grants by adding more criteria including, but not limited to:
  - **Funding Agency** (e.g. HHS, EPA, Education, DHS, etc)
  - **Eligibility** (type of organization; e.g., state or local governments, non-profits, tribal, universities, etc.)
  - **Category** (e.g., health, environment, housing, etc
  - **Date ranges**

# Search Results

[Home](#) > [Find Grant Opportunities](#) > [Search Grant Opportunities](#) > Search Results

## Search Results

[New Search](#)

Sort: Open Date, Descending

[Sort by Close Date](#)

[Sort by Relevance](#)

Results 1 - 2 of 2

<a href="#">Open Date</a>	<a href="#">Opportunity Title</a>	<a href="#">Agency</a>	<a href="#">Funding Number</a>
02/24/2011	<a href="#">Grants to Support States in Health Insurance Rate Review-Cycle II</a>	Ofc of Consumer Information & Insurance Oversight	PR-PRP-11-001
01/07/2011	<a href="#">Affordable Care Act - Health Center Planning Grants</a>	Health Resources & Services Administration	HRSA-11-021

Results Page: 1

[New Search](#)

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# What's in a Funding Opportunity?

## Affordable Care Act - Health Center Planning Grants



Synopsis

Full Announcement

Application

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of **01/07/2011**. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

*Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.*

### Description of Modification

Attach application package and funding opportunity announcement.

Document Type:	Modification to Previous Grants Notice
Funding Opportunity Number:	HRSA-11-021
Opportunity Category:	Discretionary
Posted Date:	Jan 07, 2011
Creation Date:	Jan 07, 2011
Original Closing Date for Applications:	Mar 18, 2011
Current Closing Date for Applications:	Mar 18, 2011
Archive Date:	May 17, 2011
Funding Instrument Type:	Grant
Category of Funding Activity:	Health
Category Explanation:	
Expected Number of Awards:	125
Estimated Total Program Funding:	\$10,000,000
Award Ceiling:	
Award Floor:	
CFDA Number(s):	93.527 -- Affordable Care Act (ACA) Grants for New and Expanded Services under the Health Center Program
Cost Sharing or Matching Requirement:	No

- The Synopsis contains high level information about the funding opportunity such as:
  - Funding Opportunity Number
  - Open/Close date
  - Program Funding Amount
  - Number of Awards
  - Program Contact Information

# Full Announcement

[Home](#) > [Find Grant Opportunities](#) > [Search Grant Opportunities](#) > [Search Results](#) > Synopsis

## Affordable Care Act - Health Center Planning Grants



[Synopsis](#)

[Full Announcement](#)

[Application](#)

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Posted Date:	Jan 07, 2011
Creation Date:	Jan 07, 2011
Original Closing Date for Applications:	Mar 18, 2011
Current Closing Date for Applications:	Mar 18, 2011
Archive Date:	May 17, 2011
Funding Instrument Type:	Grant
Category of Funding Activity:	Health
Category Explanation:	
Expected Number of Awards:	125
Estimated Total Program Funding:	\$10,000,000
Award Ceiling:	
Award Floor:	
CFDA Number(s):	93.527 -- Affordable Care Act (ACA) Grants for New and Expanded Services under the Health Center Program
Cost Sharing or Matching Requirement:	No

- You can post the full RFA, Funding Opportunity Announcement, and any supplementary documentation

# The Application Package and Instructions - 1

[Home](#) > [Find Grant Opportunities](#) > [Search Grant Opportunities](#) > [Search Results](#) > Synopsis

## Affordable Care Act - Health Center Planning Grants



Synopsis

Full Announcement

Application

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of **01/07/2011**. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

*Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.*

### Description of Modification

Attach application package and funding opportunity announcement.

Document Type:	Modification to Previous Grants Notice
Funding Opportunity Number:	HRSA-11-021
Opportunity Category:	Discretionary
Posted Date:	Jan 07, 2011
Creation Date:	Jan 07, 2011
Original Closing Date for Applications:	Mar 18, 2011
Current Closing Date for Applications:	Mar 18, 2011
Archive Date:	May 17, 2011
Funding Instrument Type:	Grant
Category of Funding Activity:	Health
Category Explanation:	
Expected Number of Awards:	125
Estimated Total Program Funding:	\$10,000,000
Award Ceiling:	
Award Floor:	
CFDA Number(s):	93.527 -- Affordable Care Act (ACA) Grants for New and Expanded Services under the Health Center Program
Cost Sharing or Matching Requirement:	No

- Click on the Application Tab in order to download the Application Package and the Application Instructions

# Download the Application Package and Instructions - 2

[Home](#) > [Applicants](#) > [Search Opportunities](#) >

## &NBSPSELECTED GRANT APPLICATIONS FOR DOWNLOAD

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

### READ BELOW BEFORE YOU APPLY FOR THIS GRANT!

Before you can view and complete an application package, you **MUST** have the PureEdge Viewer or compatible Adobe Reader installed. Application packages are posted in either PureEdge or Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader.

**If more than one person is working on the application package, ALL applicants must be using the same software version.**

Click [here](#) to download the required PureEdge Viewer and Adobe Reader if you do not have it installed already.

#### Additional Resources:

- Sign-up for [Grants.gov Updates](#) for the latest issues and news.
- Download [Adobe Reader](#) and [PureEdge Viewer](#) for free.
- Visit [Help](#) for FAQs and more information on Applying for grants.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
93.527	HRSA-11-021	4140	Affordable Care Act - Health Center Planning Grants	Health Resources & Services Administration	<a href="#">download</a>

- Read the instructions to insure that you have the correct Adobe Reader
- Click on download link in order to access the Application Package and the Application Instructions



# Download the Application Package and Instructions - 3

## DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

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

**CFDA Number:** 93.527: Affordable Care Act (ACA) Grants for New and Expanded Services under the Health Center Program

**Opportunity Number:** HRSA-11-021: Affordable Care Act - Health Center Planning Grants

**Competition ID:** 4140

**Competition Title:** Affordable Care Act - Health Center Planning Grants

**Agency:** Health Resources & Services Administration

**Opening Date:** 01/07/2011

**Closing Date:** 03/18/2011

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.

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](#)

- Enter your email address and click submit here if you wish to be notified of any changes to the funding opportunity (highly recommended)
- Right-click on “Download Application Instructions” and then Save As to your computer.
- Repeat the same action with “Download Application Package”

# Navigating The Application Package

Opportunity Title:	Affordable Care Act (ACA) Nurse Education, Practice, Qu
Offering Agency:	Health Resources & Services Administration
CFDA Number:	93.359
CFDA Description:	Nurse Education, Practice and Retention Grants
Opportunity Number:	HRSA-11-041
Competition ID:	4210
Opportunity Open Date:	12/06/2010
Opportunity Close Date:	01/21/2011
Agency Contact:	Janice B. Young, PhD, RN Lead Nurse Consultant, DN 301-443-6193 jyoung2@hrsa.gov

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.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

\* Application Filing Name:

**Mandatory Documents**

- Attachments
- HHS Checklist (08-2007)
- Research & Related Other Project Information
- Research & Related Senior/Key Person Profile
- Research & Related Project/Performance Site Loc
- Assurances for Non-Construction Programs (SF-42)

Move Form to Complete



Move Form to Delete



**Mandatory Documents for Submission**

- Research & Related Budget SF424 (R & R)

Open Form

**Optional Documents**

- Disclosure of Lobbying Activities (SF-LLL)
- R & R Subaward Budget Attachment(s) Form

Move Form to Submission List



Move Form to Delete



**Optional Documents for Submission**

- 

Open Form

**Instructions**

- Enter a name for the application in the Application Filing Name field.
  - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
  - You can save your application at any time by clicking the "Save" button at the top of your screen.
  - The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.
- Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.
  - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.
  - The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "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 and complete a form, simply click on the form's name to select the item and then click on the => button. This will move the document to the appropriate "Documents for Submission" box and the form will be automatically added to your application package. To view the form, scroll down the screen or select the form name and click on the "Open Form" button to begin completing the required data fields. To remove a form/document from the "Documents for Submission" box, click the document name to select it, and then click the <- button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.
  - All documents listed in the "Mandatory Documents" box must be moved to the "Mandatory Documents for Submission" box. When you open a required form, the fields which must be completed are 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.
- Click the "Save & Submit" button to submit your application to Grants.gov.
  - Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "Save" button.
  - Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.
  - The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.
  - You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

- The grant application is a PDF file composed of forms
  - Requires Adobe Reader which is a free download from Adobe.com
  - Can be saved to your computer
- The application home page has many components
  - Information on the funding opportunity
  - Closing date
  - Agency contact information
  - Forms to be filled out

# Working on Forms

1. Click on a form

2. Click on the arrow to move the form

3. Select the form, open it, and begin working!

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

\* Application Filing Name:

Mandatory Documents		Mandatory Documents for Submission
<b>Attachments</b> HHS Checklist (08-2007) Research & Related Other Project Information Research & Related Senior/Key Person Profile Research & Related Project/Performance Site Location Assurances for Non-Construction Programs (SF-424)	<b>Move Form to Complete</b> <input type="button" value="=&gt;"/> <b>Move Form to Delete</b> <input <="" td="" type="button" value="&lt;="/> <td><b>Research &amp; Related Budget</b> SF424 (R &amp; R) <input type="button" value="Open Form"/></td>	<b>Research &amp; Related Budget</b> SF424 (R & R) <input type="button" value="Open Form"/>
<b>Optional Documents</b> Disclosure of Lobbying Activities (SF-LLL) R & R Subaward Budget Attachment(s) Form	<b>Move Form to Submission List</b> <input type="button" value="=&gt;"/> <b>Move Form to Delete</b> <input <="" td="" type="button" value="&lt;="/> <td><b>Optional Documents for Submission</b> <input type="button" value="Open Form"/></td>	<b>Optional Documents for Submission</b> <input type="button" value="Open Form"/>

APPLICATION FOR FEDERAL ASSISTANCE  
SF 424 (R&R)

3. DATE RECEIVED BY STATE State Application Identifier

## 1. \* TYPE OF SUBMISSION

 Pre-application  Application  Changed/Corrected Application

## 4. a. Federal Identifier

## b. Agency Routing Identifier

## 2. DATE SUBMITTED

Applicant Identifier

## 5. APPLICANT INFORMATION

\* Organizational DUNS:

\* Legal Name:

Department: Division:

\* Street1:

Street2:

\* City: County / Parish:

\* State: Province:

\* Country: USA: UNITED STATES \* ZIP / Postal Code:

Person to be contacted on matters involving this application

Prefix: \* First Name: Middle Name:

\* Last Name: Suffix:

\* Phone Number: Fax Number:

Email:

## 6. \* EMPLOYER IDENTIFICATION (EIN) or (TIN):

7. \* TYPE OF APPLICANT: Please select one of the following

Other (Specify):

Small Business Organization Type  Women Owned  Socially and Economically Disadvantaged

## 8. \* TYPE OF APPLICATION:

 New  Resubmission Renewal  Continuation  Revision

If Revision, mark appropriate box(es).

 A. Increase Award  B. Decrease Award  C. Increase Duration  D. Decrease Duration E. Other (specify):\* Is this application being submitted to other agencies?  Yes  No What other Agencies?:

## 9. \* NAME OF FEDERAL AGENCY:

Health Resources &amp; Services Administration

## 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 93.359

TITLE: Nurse Education, Practice and Retention Grants

## 11. \* DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

## 12. PROPOSED PROJECT:

\* Start Date \* Ending Date

## \* 13. CONGRESSIONAL DISTRICT OF APPLICANT

## 14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION

Prefix: \* First Name: Middle Name:

\* Last Name: Suffix:

Position/Title:

\* Organization Name:

Department: Division:

\* Street1:

Street2:

\* City: County / Parish:

\* State: Province:

\* Country: USA: UNITED STATES \* ZIP / Postal Code:

\* Phone Number: Fax Number:

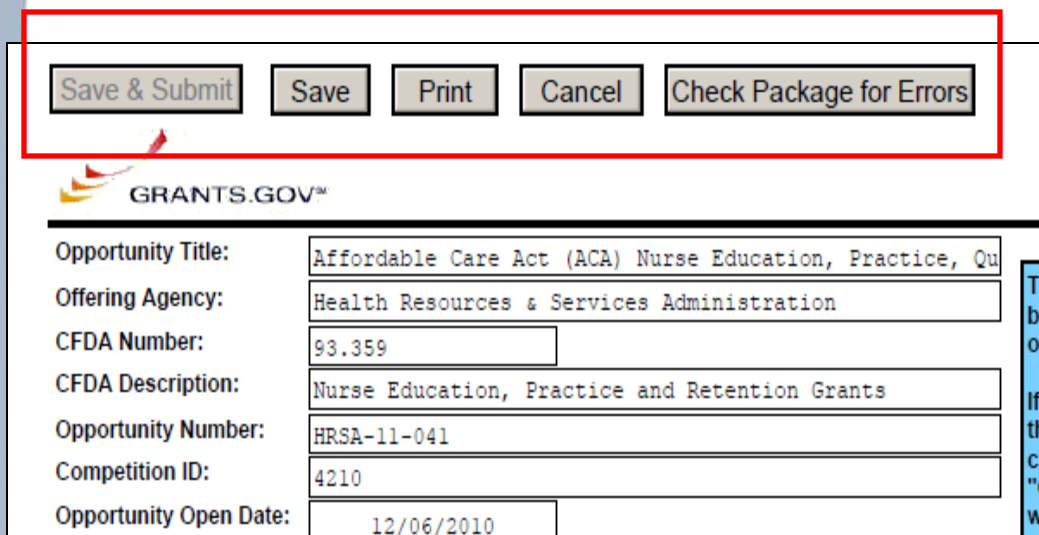
\* Email:



- Fields in yellow are mandatory and must be filled in.
- Error messages will pop-up if a mandatory field is not filled in.
- If a mandatory field is not filled in, then you will be unable to submit the application.

# Submitting Your Application Package

# Save, Check, and Submit Your Application



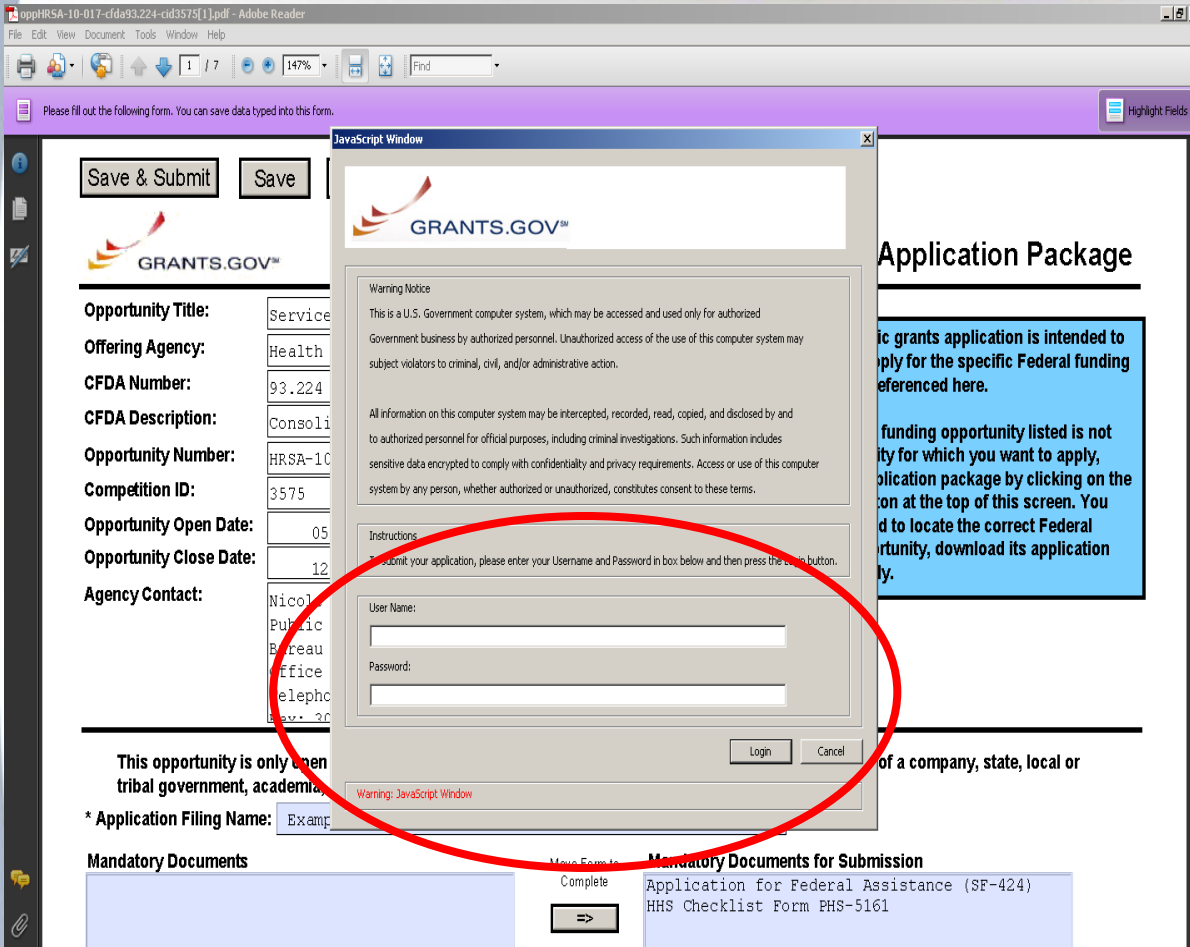
Save & Submit	Save	Print	Cancel	Check Package for Errors
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GRANTS.GOV<sup>SM</sup>

Opportunity Title:	Affordable Care Act (ACA) Nurse Education, Practice, Qu
Offering Agency:	Health Resources & Services Administration
CFDA Number:	93.359
CFDA Description:	Nurse Education, Practice and Retention Grants
Opportunity Number:	HRSA-11-041
Competition ID:	4210
Opportunity Open Date:	12/06/2010

- Buttons at the top of the home page of the application allow you to:
  - Save
  - Check Package for Errors
  - Print your application
- Once your application is free of any of errors, the “Save & Submit” button will become activated.
- Make sure you are connected to the Internet when ready to submit.

# Adobe Submission Screen



The screenshot shows a web browser window displaying the Adobe Submission Screen. A JavaScript Window is open, prompting for a Username and Password. A red circle highlights the login fields. A Warning Notice is also visible, stating: "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 of the use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms." The main form contains the following fields:

Save & Submit	Save
GRANTS.GOV <sup>SM</sup>	
Opportunity Title:	Service
Offering Agency:	Health
CFDA Number:	93.224
CFDA Description:	Consoli
Opportunity Number:	HRSA-10
Competition ID:	3575
Opportunity Open Date:	05
Opportunity Close Date:	12
Agency Contact:	Nicol Public Bureau Office Telepho Fax: 20

Application Package

This opportunity is only open to tribal government, academia, and non-profit organizations of a company, state, local or

\* Application Filing Name: Examp

Mandatory Documents for Submission


Application for Federal Assistance (SF-424)
HHS Checklist Form PHS-5161

- Upon clicking Save & Submit, you will be prompted to enter your Grants.gov user name and password.
- If you are not authorized as an AOR for your organization, you will receive an error message and will be unable to submit your application.



# Sign and Submit Screen

JavaScript Window



Application Submission Verification and Signature

Opportunity Title:  
Offering Agency:  
CFDA Number:  
CFDA Description:  
Opportunity Number: |  
Competition ID: |  
Opportunity Open:  
Opportunity Close Date:  
Application Filing Name:

Do you wish to sign and submit this Application?

Please review the summary provided to ensure that the information listed is correct and that you are submitting an application to the opportunity for which you want to apply.

If you want to submit the application package for the listed funding opportunity, click on the 'Sign and Submit Application' button below to complete the process.

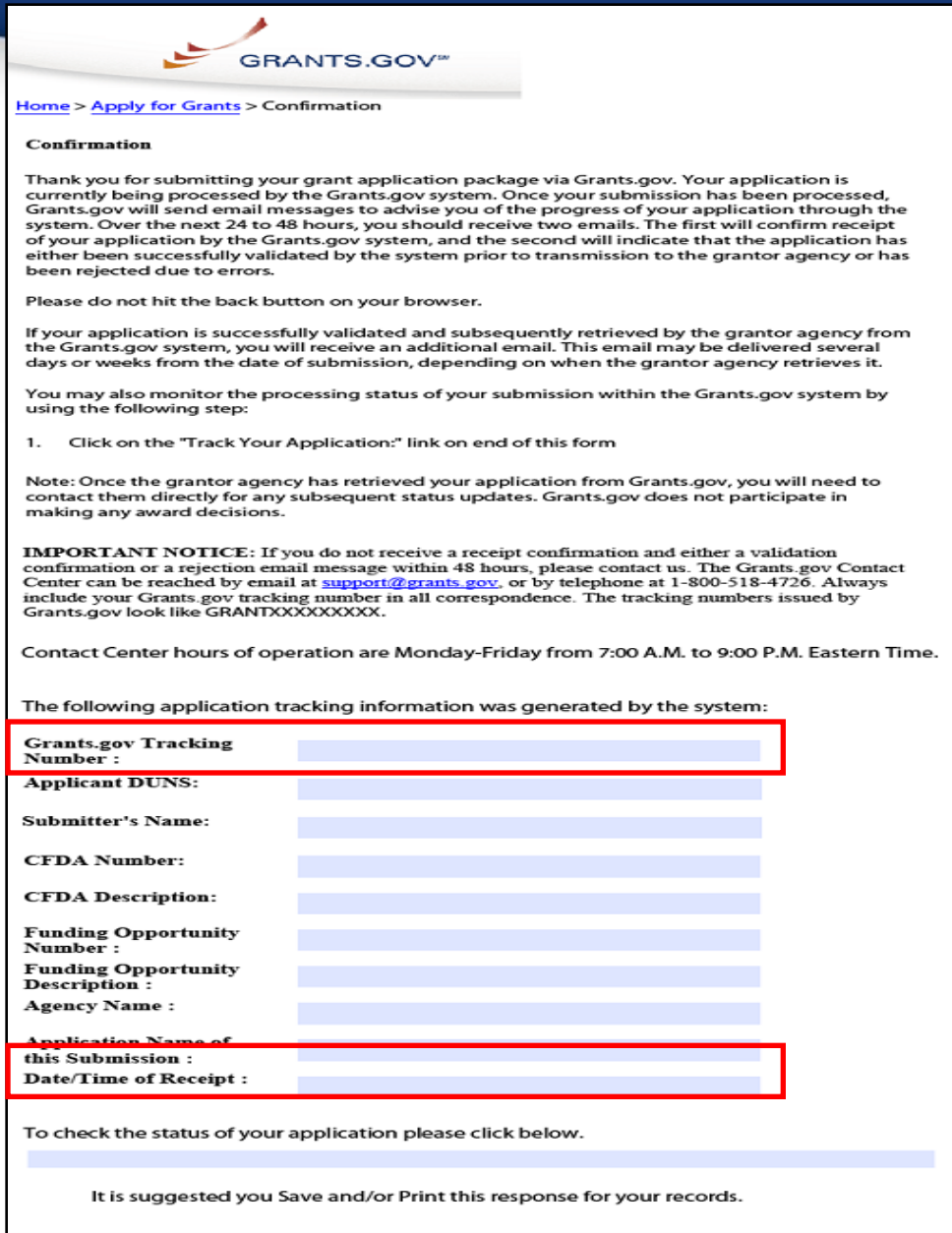
If you do not want to submit the application at this time, click the 'Exit' button. You will then be returned to the previous page where you can make changes to the required forms and documents or exit the process.

If this is not the application for the funding opportunity for which you wish to apply, you must exit this application package and then download and complete the correct application package.

Warning: JavaScript Window

- You'll be prompted again to "Sign and Submit".
- This serves as the electronic signature for your application.

# Receipt Confirmation



The screenshot shows the Grants.gov Receipt Confirmation page. At the top, there is a navigation breadcrumb: Home > Apply for Grants > Confirmation. Below this is a section titled "Confirmation" with a paragraph of text explaining the process and a list of instructions. A red box highlights the "Grants.gov Tracking Number" field. Another red box highlights the "Application Name of this Submission" and "Date/Time of Receipt" fields. At the bottom, there is a button to check the status of the application and a suggestion to save or print the response.

**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 using the following step:

1. Click on the "Track Your Application:" link on 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](mailto: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 GRANTXXXXXXXXXX.

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:

<b>Grants.gov Tracking Number :</b>	
<b>Applicant DUNS:</b>	
<b>Submitter's Name:</b>	
<b>CFDA Number:</b>	
<b>CFDA Description:</b>	
<b>Funding Opportunity Number :</b>	
<b>Funding Opportunity Description :</b>	
<b>Agency Name :</b>	
<b>Application Name of this Submission :</b>	
<b>Date/Time of Receipt :</b>	

To check the status of your application please click below.

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

- A confirmation screen will have your Grants.gov Tracking Number
  - Use this number to track your application
- The date/time stamp serves as the official time of submission
- You will also receive emails indicating the status of your application

## 1. Receipt Email

- Your application has been received by Grants.gov
- Grants.gov E-mail Verifying Receipt (*with Track My Application URL*)

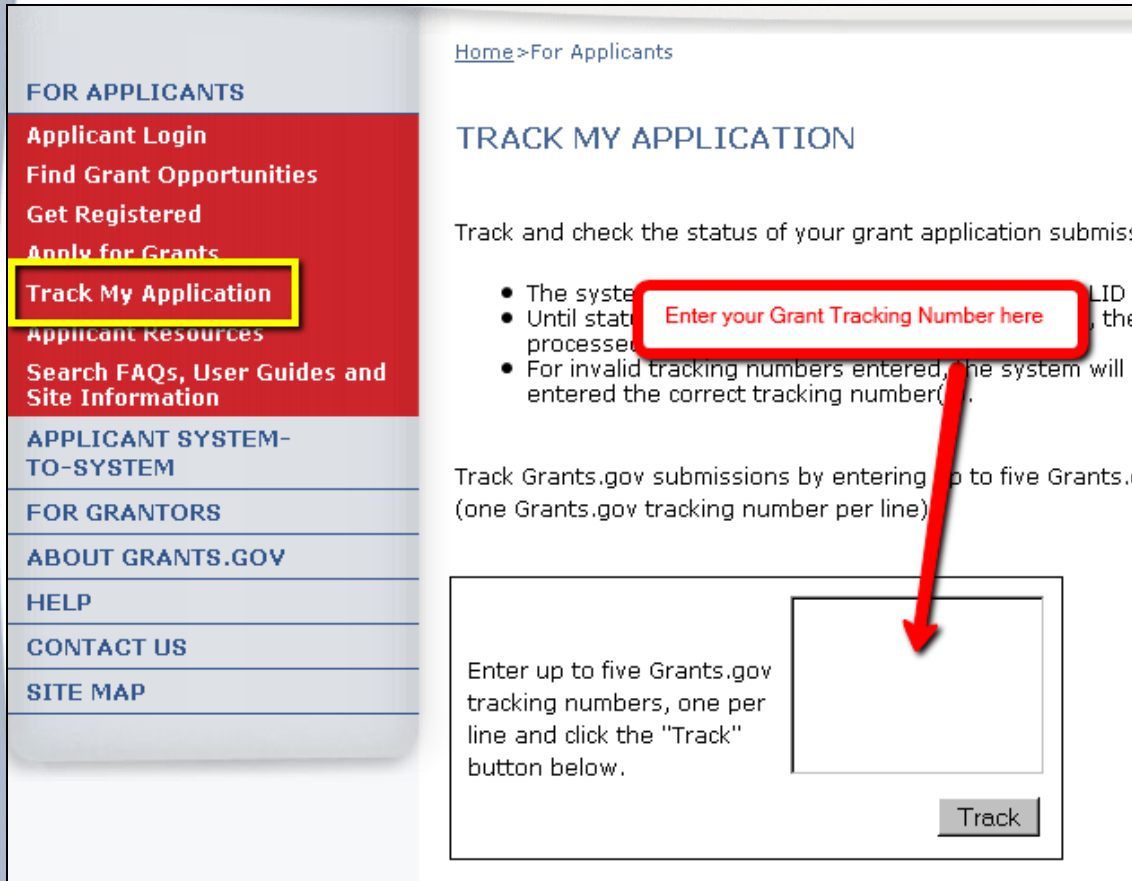
## 2. Validation or Rejection Email

- Grants.gov E-mail Verifying Successful Submission
- **OR** Rejection Due to Errors with a description of issue

## 3. Transmission to Agency

- The Agency has picked up your application from Grants.gov

# Track My Application



FOR APPLICANTS

- Applicant Login
- Find Grant Opportunities
- Get Registered
- Apply for Grants
- Track My Application**
- Applicant Resources
- Search FAQs, User Guides and Site Information

APPLICANT SYSTEM-TO-SYSTEM

FOR GRANTORS

ABOUT GRANTS.GOV

HELP

CONTACT US

SITE MAP

[Home](#) > For Applicants

## TRACK MY APPLICATION

Track and check the status of your grant application submission.

- The system will not allow you to track an application until it has been processed by the agency.
- For invalid tracking numbers entered, the system will not allow you to track the application until you have entered the correct tracking number(s).

Track Grants.gov submissions by entering up to five Grants.gov tracking numbers, one per line (one Grants.gov tracking number per line).

Enter up to five Grants.gov tracking numbers, one per line and click the "Track" button below.

Track

- Track your application status by entering the Grant Tracking Number
- Status information:
  - Received
  - Validated or Rejected
  - Retrieved by Agency

## Grant Proposal Tips

- **Register and Submit Early**
- Thoroughly read and follow all of the instructions provided by the agency
- Include Sufficient Program and Budget Details
- Strongly recommend filling out optional forms in the app package

## Grants.gov Application Tips

- Limit Application File Size/ File Name Characters (50 or less)
- Avoid Special Characters in File Names (\$, %, &, \*, etc.)
- Use Correct DUNS Number in the SF-424 Cover Page
- Make sure you have Grants.gov compatible software

## Contact Center

- Support available 24/7
- Email: [support@grants.gov](mailto:support@grants.gov)
- Toll-Free Phone Number: 1-800-518-4726
- Self-help iPortal: (<http://grants.gov/iportal>)

## Additional Resources

- [http://grants.gov/applicants/app\\_help\\_reso.jsp](http://grants.gov/applicants/app_help_reso.jsp)
- Animated Tutorials
- Brochures (Overview/Registration)
- FAQs
- User Guides

**Thank You**