



Applicant

User Guide

Grants.Gov Release 12.1.0, Version 2.1
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Document Control

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N/A	4.0	August 22, 2011	E. Calimag	<ul style="list-style-type: none"> • Creation of Document Control Table in order to baseline document versioning. This information was not previously captured in previous guides. • Language indicating annual renewal of CCR registration is inserted into document.
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N/A	5.1	July 26, 2012	L. Brush	<ul style="list-style-type: none"> • Changed all references to CCR to reflect migration of CCR functionality to SAM.gov • Simplified sections about accessing the Organization and Grantor Registration checklists
12.0.0	6.0 (1.0)	August 10, 2012	N. Foreman	<ul style="list-style-type: none"> • Updated document to reflect 12.0 Release UI enhancements
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12.1.0	2.0	December 12, 2012	N. Foreman	<ul style="list-style-type: none"> • Updated based on IV&V assessment.
12.1.0	2.1	December 13, 2012	N. Foreman	<ul style="list-style-type: none"> • Minor edits based on IV&V assessment.

Introduction

Grants.gov has been designed to make it easier for organizations to find and apply for more than \$500 billion in federal grants. With electronic access to more than 1,000 grant programs offered by all federal grant-making agencies, Grants.gov leverages the power of the Web to streamline your grant acquisition process.

This user guide has been developed to help you navigate the Grants.gov environment more easily. In it, you'll find detailed instructions for every step of the process – whether you're an applicant or grant-making agency.

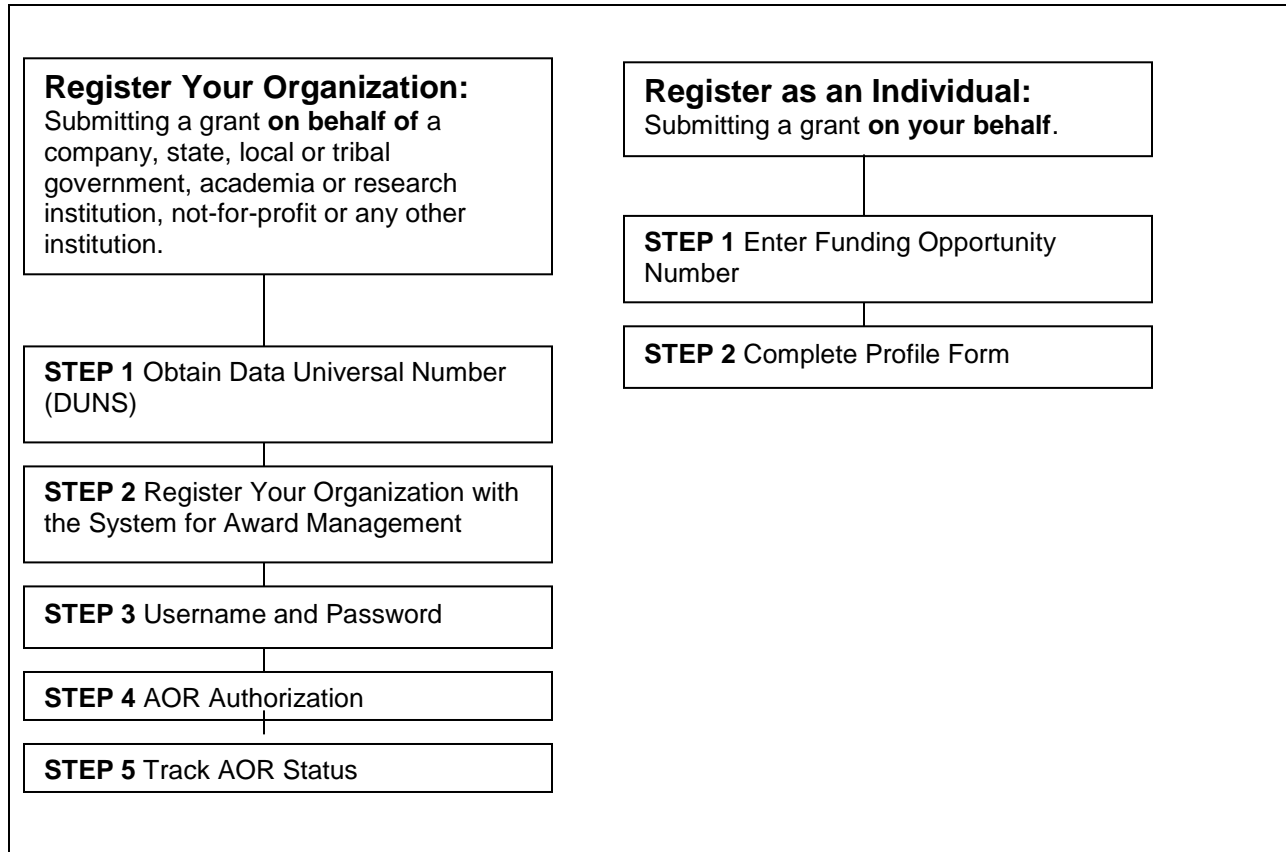
From getting started and registration to viewing and tracking completed applications, this user guide offers clarification throughout the entire process.

Provided information in this user guide:

- How To Register Your Organization
- How To Register As An Authorized Organization Representative
- How To Register As An Individual
- Find and Search Grant Opportunities
- Download Single-Project and Multi-Project Application Packages
- Apply For Grants
- Track Your Application
- And How To Stay Connected

Section I

This is an overview of the steps you will take during the registration process. You will either register your organization or as an individual.



Register Your Organization

Review this overview if you are submitting a grant **on behalf of** a company, state, local or tribal government, academia or research institution, not-for-profit or any other institution.

If you are submitting an application as an individual, please go to the [Individual Registration](#) section of the user guide.

Instructions for Registering your Organization

1. Start registering your organization by selecting **Get Registered** in the navigation bar on the left navigation menu.

The screenshot shows the Grants.gov website interface. At the top, the logo "GRANTS.GOV" is displayed along with navigation links for Search, Contact Us, Site Map, RSS, and Home. The main header features the slogan "Find. Apply. Succeed." and a brief introduction to the site as a source for finding and applying for federal grants. A central section titled "What's New at Grants.gov" lists several updates, including new application attachment requirements and training opportunities. A left-hand navigation menu is visible, with the "Get Registered" option highlighted in red and circled. A right-hand sidebar contains "Quick Links" and "FOR GRANTORS" sections.

Grants.gov Status
All systems are available.

FOR APPLICANTS

- Applicant Login
- Find Grant Opportunities**
- Get Registered**
- Apply for Grants
- Track My Application
- Applicant Resources
- Search, FAQs, Userguides and site information

FOR GRANTORS

- Grantor Login
- New Agency Users
- Resources

Quick Links

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

FOR APPLICANTS

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

FOR GRANTORS

- Grantor Login
- New Agency Users
- Resources

What's New at Grants.gov

- New Application Attachment Filename Requirement
- Learn about SAM, and how the CCR to SAM migration affects Grants.gov applicants.
- New Opportunities This Week
- Verify if your Adobe Reader Version is Compatible with Grants.gov
- Grants.gov Webcast on Grant Fraud is now available online
- OMB Memoranda for the Use of Grants.gov by the Federal Agencies
- FSRS Role-Based Training Webinar for FFATA Sub-Award Reporting
- Review the Security Build Updates and Their Impact on You

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[U.S. Dept. of Health and Human Services](#) | [USA.gov - Government Made Easy](#) | [WhiteHouse.gov](#)
[USASpending.gov](#) | [FSRS.gov](#) | [SAM.gov](#) | [CCR.gov](#) | [DUNS Request](#) | [SBA.gov](#) | [Federal Student Aid](#)

2. On the Get Registered screen, you will be presented with two options. Select **Organization Registration** in the left navigation bar or follow the instructions on the page and select “Organization Registration.”

The screenshot shows the Grants.gov website's 'GET REGISTERED' page. The left navigation bar has 'Organization Registration' highlighted in blue. The main content area is titled 'GET REGISTERED' and includes a 'Please choose one of the options below:' section with a 'Organization Registration' button circled in blue. A 'Please Note' section at the bottom explains the difference between registering as an Organization versus an Individual.

Registration Checklist for Organizations

In order to help you navigate the process of registering your organization, Grants.gov has developed a registration checklist. The Organization Registration Checklist is a PDF document, which you may review on-screen at http://www.grants.gov/assets/Organization_Steps_Complete_Registration.pdf or print and retain for future reference.

The checklist helps guide you through completing the organization registration steps required to submit grants online through Grants.gov.

Step 1: Obtaining a DUNS Number

In order to register with the System for Award Management (SAM), a requirement for registering with Grants.gov, your organization will need a Data Universal Number System (DUNS) Number. A DUNS Number is a unique nine-character identification number provided by the commercial company [Dun & Bradstreet \(D&B\)](#). Once you have completed the registration, your DUNS Number should be available the next business day.

Have the following information prepared when requesting a DUNS Number:

- Name of your organization
- Organization address
- Phone number of the organization
- Name of the CEO/organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary line of business
- Total number of employees (full and part time)

Note: As a result of obtaining a DUNS Number, you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, then request not to be listed when you contact D&B.

Instructions for Requesting a DUNS Number

On Grants.gov under, For Applicants >> Get Registered >> Organization Registration, select [Step 1: Obtain DUNS Number](#) to register online.

The screenshot shows the Grants.gov website interface. The top navigation bar includes 'Search', 'Contact Us', 'Site Map', 'RSS', and 'Home'. The main content area is titled 'STEP 1: OBTAIN DUNS NUMBER' and contains the following text:

HAS MY ORGANIZATION IDENTIFIED ITS DATA UNIVERSAL NUMBER SYSTEM (DUNS)?
Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number.

If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet website:

Register or Search for a DUNS Number:
<http://fedgov.dnb.com/webform/displayHomePage.do> [EXIT Disclaimer]

PURPOSE OF THIS STEP:
The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. DUNS numbers identify your organization.

HOW LONG SHOULD IT TAKE?
If requested over the phone, DUNS is provided immediately. Webform requests take 1 to 2 business days.

WHAT IS A DUNS NUMBER & WHY DO I NEED OBTAIN ONE?
The **Data Universal Number System (DUNS)** number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed. **Most large organizations, libraries, colleges and research universities already have DUNS numbers.** Ask your grant administrator or chief financial officer to provide your organization's DUNS number.

List of Information you will need to obtain a DUNS number (if your organization does not already have one):

The left sidebar contains a navigation menu with the following items: 'FOR APPLICANTS', 'Applicant Login', 'Find Grant Opportunities', 'Get Registered', 'Organization Registration' (highlighted with a red box and an arrow), 'STEP 1: Obtain DUNS Number', 'STEP 2: Register with SAM', 'STEP 3: Username & Password', 'STEP 4: AOR Authorization', 'STEP 5: Track AOR Status', 'Individual Registration', 'Apply for Grants', 'Track My Application', 'Applicant Resources', 'Search, FAQs, Userguides and site information', 'APPLICANT SYSTEM-TO-SYSTEM', 'FOR GRANTORS', and 'ABOUT GRANTS.GOV'. The right sidebar contains 'Quick Links' and 'Latest News! Grants.gov Blog FOR APPLICANTS' with links to 'Grant Search', 'Grant Email Alerts', 'Get Registered', 'Applicant Login', 'E-Biz POC Login', and 'Track My Application'. Below this is 'FOR GRANTORS' with links to 'Grantor Login', 'New Agency Users', and 'Resources'.

Requesting a DUNS Number is a process that is not completed on the Grants.gov website. The following steps below provide an overview of the process to request a DUNS Number on D&B's website:

1. Check to see if your Organization has a DUNS Number:

Prior to requesting a DUNS Number, you should investigate if your organization already has a DUNS Number. Most large organizations, independent libraries, colleges and research universities already have DUNS Numbers. Ask your organization's chief financial officer, grant administrator, or authorizing official to provide your organization's DUNS Number. Alternatively, you can determine if your organization has a DUNS Number online by using the [DUNS search](#).

2. Register for a DUNS Number:

If your organization does not have a DUNS Number, ask the chief financial officer, grant administrator, or authorizing official of your organization to register for a DUNS Number. Or request a DUNS Number online via [web registration](#). The process can take up to one business day to complete. If your organization is located outside of the United States, you can also request and register for a DUNS Number online via [web registration](#).

Step 2: Register with SAM

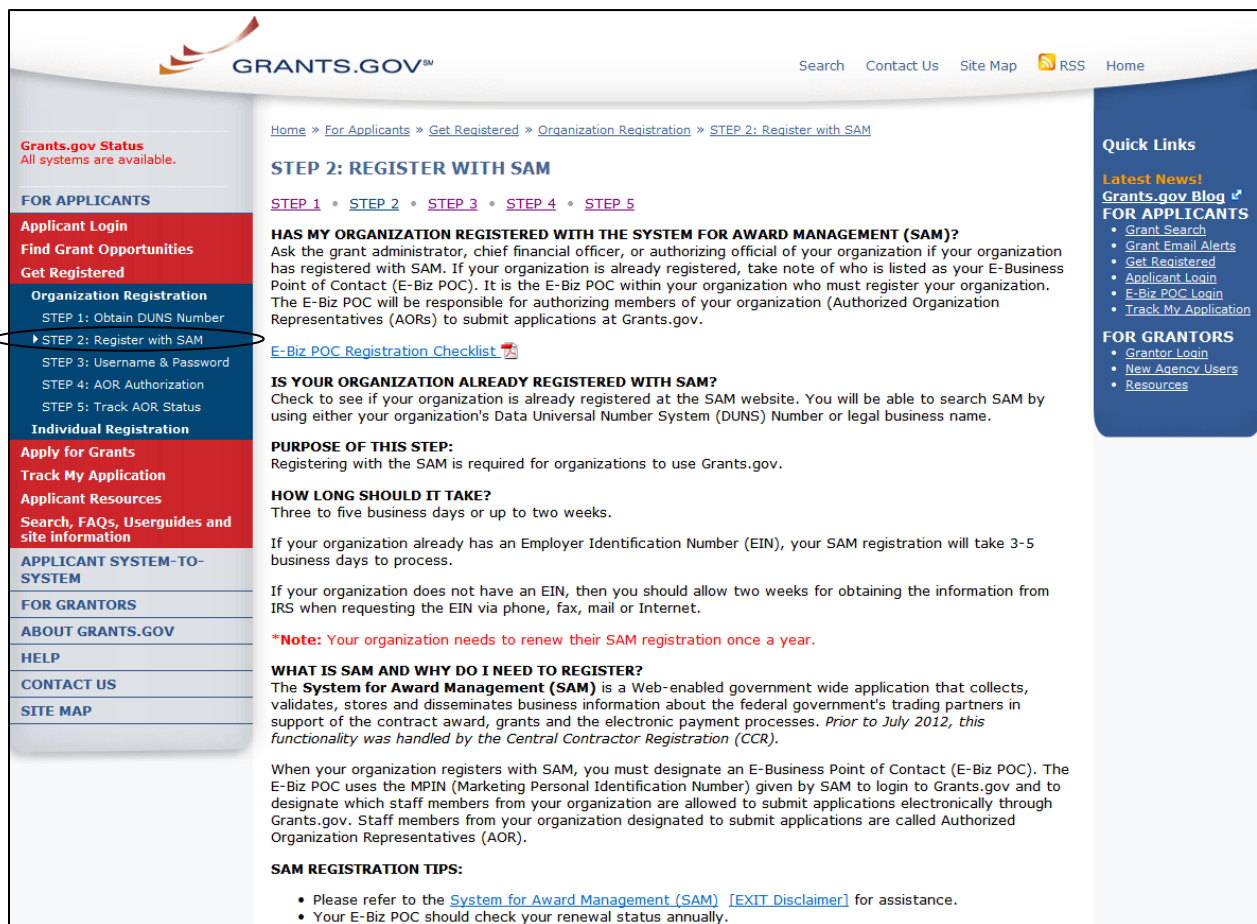
The System for Award Management (SAM) is a government-wide registry for vendors doing business with the federal government which requires annual renewal. The SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses SAM to establish roles and IDs for electronic grant applicants.

Tips for registering with SAM

1. Information for registering with SAM and online documents can be found at <http://www.sam.gov/>.

Instructions for Registering with SAM

On Grants.gov under For Applicants >> Get Registered >> Organization Registration, select [Step 2: Register with SAM](#) for information about the SAM registration step.



The screenshot shows the Grants.gov website interface. The main content area is titled "STEP 2: REGISTER WITH SAM" and includes a breadcrumb trail: Home > For Applicants > Get Registered > Organization Registration > STEP 2: Register with SAM. Below the title are links for STEP 1, STEP 2, STEP 3, STEP 4, and STEP 5. The main text explains the purpose of the step, asking if the organization is already registered with SAM and providing instructions on how to register. It also includes a "PURPOSE OF THIS STEP" section, a "HOW LONG SHOULD IT TAKE?" section, and a "WHAT IS SAM AND WHY DO I NEED TO REGISTER?" section. A "SAM REGISTRATION TIPS" section is at the bottom. The left navigation menu is visible, with "STEP 2: Register with SAM" highlighted. The right sidebar contains "Quick Links" and "FOR APPLICANTS" sections.

Registering with SAM is a process that is not completed on the Grants.gov website. The following steps below provide an overview of the process to register on SAM's website:


If your organization has the necessary information ready, online registration will take about 30 minutes to complete, depending upon the size and complexity of your

organization. Once your SAM registration becomes active, you will be able to return to Grants.gov and complete registration. It will take up to three to five business days or up to two weeks before your SAM Registration becomes active. SAM registration must be renewed annually. *If you are updating or renewing your registration information it will take approximately 24 hours to become active.*

1. Visit the System for Award Management website at <http://www.sam.gov/>.
2. Follow the online instructions for new SAM users.
3. Follow the on-screen instructions to complete registration with SAM.

Register Your Organization: SAM Registration Worksheet

General Information

Enter information into all fields with a green required data box  placed next to the line. You will be unable to submit your registration online unless all of the mandatory information is provided. Additional information about specific fields is listed below: To register fill out the following information.

Cage Code

For U.S. applicants do not enter a Cage Code. One will be assigned.

For foreign applicants, follow the instructions in SAM.

Legal Business Name

Enter the name of the business or entity as it appears on legal documents.

Business Name

Enter the name of the organization/entity which is applying for a grant.

Annual Revenue

For some organizations/entities this can be an annual budget.

Type of Organization

In this section, indicate whether the organization/entity is Tax Exempt or Not. Indicate what type or how the organization is recognized. Use "Other" if the organization does not fit in the designated categories.

Owner Information

Fill in if a sole proprietorship.

Business Types

As indicated, check all that apply. Check the ones that are the closest description to your organization. Most grant applicants can use "Nonprofit Institution" plus any other type that may fit the description. (The listing is being revised to include grant applicants' business types.)

Party Performing Certification

Enter information only if the organization has a certification from SBA. Most grant recipients and applicants do not fall into this category.

Goods and Services

Mandatory. It will require the grant applicant/recipient to look up a code and enter the ones that best fit the type of services the organization provides. It is not required to fill-in all the spaces provided for the codes.

NAICS Code

Mandatory. Follow the instructions.


SIC Code

Mandatory. Follow the instructions.

Financial Information

The Tax Identification Number information will be validated at IRS.

Registration Acknowledgement and Point of Contact Information

Enter information into all fields with green required data box  placed next to the line. You will be unable to submit your registration online unless all of the mandatory information is provided. Additional information about specific fields is listed below:

SAM Point of Contact

Mandatory. Enter the name of the person that knows and acknowledges that the information in the SAM is current, accurate and complete. This individual is also responsible for annual SAM renewal. The Primary and the alternate POC are the only people authorized to share the information with the SAM Assistance Center personnel. These individuals are also responsible for the annual SAM renewal. An email address is required. An alternate is also required for registration.

Government Business Point of Contact

Not mandatory.

Electronic Business Point of Contact

Mandatory. The E-Business Point of Contact is the individual designated by your organization who will become the sole authority within the organization to designate, or revoke, an individual's ability to submit grant applications on behalf of his organization through Grants.gov. Your email address and phone number are required. An alternate is also required for registration. The Grants.gov E-Business Point of Contact will have the responsibility of assigning the "Authorized Applicant" role to all who register to submit applications for their organization. The E-Business Point of Contact will receive an email each time someone registers with Grants.gov in order to be able to submit applications on behalf of their organization. The E-Business Point of Contact will need to log in to the E-Business Point of Contact section of Grants.gov and manually assign the "Authorized Applicant" role to designate someone as an "Authorized Organization Representative (AOR)."

Past Performance Point of Contact

Not mandatory.

Marketing Partner ID (MPIN)

Mandatory - This is a self-defined access code that will be shared with authorized electronic partner applications. The MPIN will act as your password in other systems. The MPIN must be nine positions and contain at least one alpha

character, one number and no spaces or special characters. The E-Business Point of Contact designated by your organization will need to know the MPIN to log in to Grants.gov.

Registration Notification

If your registration was submitted successfully then you will receive an email welcoming you to SAM. It will take up to three to five business days or up to two weeks before your SAM Registration becomes active. *If you are updating or renewing your registration information it will take approximately 24 hours to become active.*

Once the SAM Registration is complete, your organization is finished registering. Now you must return to Grants.gov to continue registration and establish yourself as an Authorized Organization Representative (AOR). Only an AOR is authorized to submit grant applications for your organization.

Step 3: Username & Password

In order to safeguard the security of your electronic information, Grants.gov requires all users to create an account in the Grants.gov system. In order to access the account the user must verify that they are able to obtain a username and password. This process determines that someone really is who he/she claims to be.

Tips for obtaining your username and password

1. Your **SAM registration must be complete** and active before you can obtain your username and password.
2. Once you have completed the online SAM Registration, it will take up to three to five business days before your SAM Registration becomes active. If you are updating or renewing (which is required annually) your registration information it will take approximately 24 hours to become active.
3. Upon completing the online form on Grants.gov, you will create a username and password. This username and password is used to submit your application package to the appropriate government agency safely and securely through Grants.gov.

Instructions for obtaining your Username and Password

Your organization's SAM registration must be complete and active before you can obtain a username and password.

1. Select **Get Registered** in the Quick Links on the blue box left navigation of any Grants.gov page. This will take you to the Get Registered screen.
2. Under the Get Registered heading, select **Organization Registration** in the left navigation.
3. Under Organization Registration, select **STEP 3: Username & Password**.
4. Once you are on **STEP 3: Username & Password** screen, select the link [Create Username and Password](#) in the gray bar on the screen.

GRANTS.GOV Search Contact Us Site Map RSS Home

Home » For Applicants » Get Registered » Organization Registration » **STEP 3: Username & Password**

STEP 3: USERNAME & PASSWORD

[STEP 1](#) • [STEP 2](#) • [STEP 3](#) • [STEP 4](#) • [STEP 5](#)

HAVE YOU CREATED YOUR USERNAME AND PASSWORD?
To become an Authorized Organization Representative (AOR) you must create a profile. You will then create a username and password. You will need to know your organization's DUNS number to complete this process.

Create a Username and Password:
<https://at07apply.grants.gov/apply/OrcRegister>

PURPOSE OF THIS STEP:
An AOR creates a username and password to serve as "electronic signature" when submitting an application on behalf of their organization.

HOW LONG SHOULD IT TAKE?
Same Day. AORs will create a username and password when they submit their information.

WHY DO I NEED TO CREATE A USERNAME & PASSWORD?
To safeguard the security of your electronic information, Grants.gov requires all users to create an account to verify your identity and eligibility to submit on behalf of your organization. This process determines that someone really is who they claim to be.

You will be authorized to submit grant applications on behalf of your organization after your organization's E-Business Point of Contact (E-Biz POC) has assigned you AOR rights.

Record your username and password information, as you will need it each and every time you sign-in to Grants.gov to submit an application.

Your organization must already be registered with the System for Award Management (SAM) and have a Data Universal Number System (DUNS) number to complete this step. Currently, Grants.gov supports only one DUNS number per credential.

[PROCEED TO STEP 4: AOR Authorization](#)

FOR APPLICANTS

Applicant Login

Find Grant Opportunities

Get Registered

Organization Registration

STEP 1: Obtain DUNS Number

STEP 2: Register with SAM

▶ **STEP 3: Username & Password**

STEP 4: AOR Authorization

STEP 5: Track AOR Status

Individual Registration

Apply for Grants

Track My Application

Applicant Resources

Search, FAQs, Userguides and site information

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FOR GRANTORS

- Grantor Login
- New Agency Users
- Resources

- At the bottom of the screen you will need to enter your organization's DUNS Number and select the **Register** button. Your organization's SAM registration must be complete and active before you can create a Grants.gov account.

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FOR APPLICANTS

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REGISTER WITH GRANTS.GOV

In order to safeguard the security of your electronic information, Grants.gov maintains the Authorized Organization Representative (AOR) username and password. The process is used to determine, with certainty, that someone really is who they claim to be.

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

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

Step 1: Complete the **DUNS OR DUNS+4 Number** field.

Step 2: Click the **Register** button.

DUNS or DUNS+4 Number

Tips for registering:

- Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number and to determine if your organization is registered with the SAM. If your organization does not know its DUNS Number, call Dun & Bradstreet at 1-866-705-5711 and follow the automated prompts to find this information. If your organization is not registered with the SAM, the organization can apply by phone (1-866-606-8220) or register online at <http://www.sam.gov>.
- Once you are registered, you will receive an ID and password to have your grant application forwarded to the appropriate government agency safely and securely.

6. After entering your organization's DUNS Number, you will be taken to the online form.
7. Complete the form. When entering an email address, please keep in mind that all correspondence with Grants.gov will be sent to that email address. For the Secret Question/Answer fields, enter a question only you would be able to answer and will be able to remember in the future. The password you choose must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); and at least one (1) number (0-9). When you have completed the form select the **Continue** button.

GRANTS.GOVSM

[Home](#) > Applicant Registration

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SITE MAP

APPLICANT REGISTRATION

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

* **First Name:** Applicant **MI:** I * **Last Name:** Grants

* **Job Title:** Applicant **DUNS:**

* **Telephone:** 000-000-0000 * **Email:** applicant@grants.gov

* **Secret Question:** Where do I apply for Federal Grants?

* **Secret Answer:** Grants.gov

* **User Name:** Applicant1

* **Password:** ●●●●●●●● * **Confirm Password:** ●●●●●●●●

Your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); and at least one (1) number (0-9).

8. Once you have selected the **Continue** button, a confirmation screen will appear. If you have changes you would like to make choose the **Edit** button and the form will return to a screen where you can make changes. If you have no changes select the **Submit** button.

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APPLICANT REGISTRATION

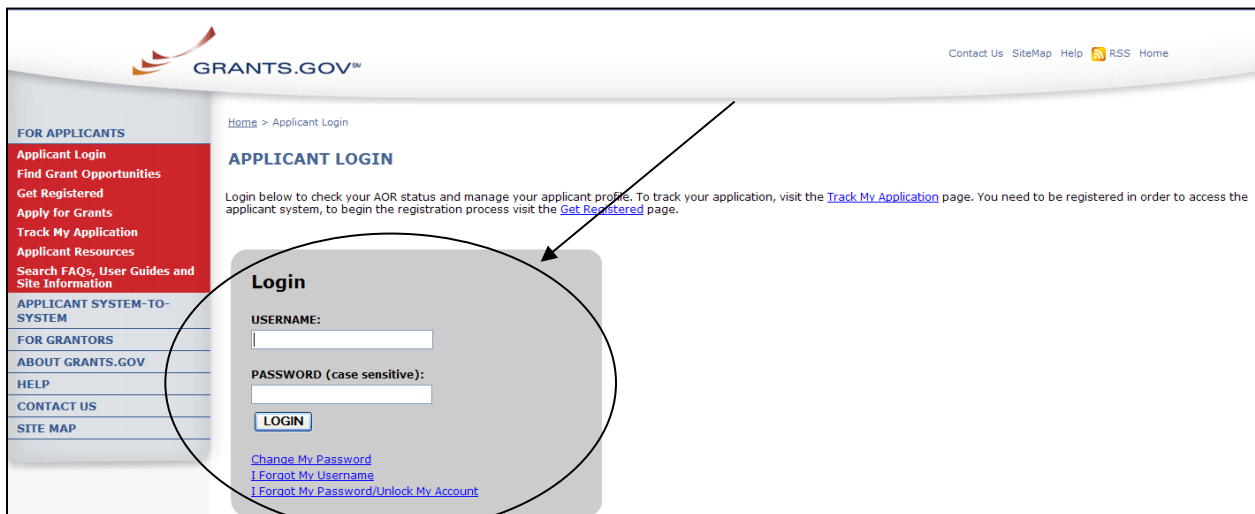
Please review the information entered below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please click the Submit button on the bottom of the page.

First Name: Applicant
MI: I
Last Name: Grants
Job Title: Applicant
DUNS:
Telephone: 000-000-0000
Email: applicant@grants.gov
Secret Question: Where do I apply for Federal Grants?
Secret Answer: Grants.gov
User Name: Applicant1

9. You will see a message at the top of the screen that will read “You are successfully registered.” To continue to the Applicant login page select the **Continue** button on the bottom right. If you don’t receive the successful message, another message will appear stating what issue needs to be addressed with the form. Simply correct the error and select **Submit** until you receive the successful message.



10. After you have created an account with Grants.gov, the E-Business Point of Contact (E-Biz POC) listed on your organization's SAM registration will receive an email notification stating that you have registered; you will also receive a copy of this email. The E-Business Point of Contact will need to log in to the E-Biz POC section of Grants.gov and assign the "Authorized Applicant" role to you. You will be able to log in to see if you have received your authorized status. You can check your AOR status by visiting the Applicant Center, simply log in using the link on the left navigation or in the right quick links throughout the website. In the Applicant Center you can track your AOR status, manage your profile and in the future check your application status.



Once logged into the Applicant Center your AOR status appears in the left navigation as shown below. You will NOT be able to submit applications until the E-Business Point of Contact has completed the authorization of your Grants.gov profile.

Welcome,
Applicant 1 Grants
of 000000000000
SAM Exp Date:
05/18/2020

AOR Status:
AOR Request Sent

Applicant Tools

[Change My Password](#)

[Manage My Profile](#)

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[Home](#) > [Applicant Center](#)

APPLICANT CENTER

Welcome to the Applicant Center!

The Applicant Center allows you to manage your applicant profile and to check the status of all your applications at once. If you are the E-Business Point of Contact (E-Biz POC) or know the valid MPIN associated with your DUNS Number, you can access the E-Biz POC Tool links by selecting one of the two links and then entering the valid MPIN.

There is also the [Track My Application](#) page which allows you to track application packages without having to login to the Applicant Center. To search for grant opportunities, visit the [Find Grant Opportunities](#) page. To learn about how to apply for a grant, visit the [Apply for Grants](#) page. If you have any questions you can call the Grants.gov Contact Center at 1-800-518-4726 or email at support@grants.gov.

[Manage My Profile](#) (Organization AORs check registration status here)

On the Manage My Profile page, you can update information in your applicant profile, such as your name, telephone number, email address, and title. If you are a grant applicant representing an organization, you can also verify if you have been granted Authorized Organization Representative (AOR) status, which is a person authorized to submit applications through Grants.gov on behalf of their organization.

The following status information is provided:

- **Approved:** You have received approval to submit on behalf of your organization.
- **AOR Request Sent:** Grants.gov sent an email notification to your E-Business Point of Contact (E-Biz POC) that you have registered to submit grant applications through Grants.gov on behalf of your organization.

Note: Once your E-Biz POC assigns the "Authorized Applicant" role to you, you will receive an email stating that you have been designated as an AOR and will be able to submit applications through Grants.gov. You may also access the E-Biz POC tool links if you know the valid MPIN.

[Check My Application Status](#)

Once you have submitted an application, you can check the status of your application submission on the [Track My Application](#) page or in this section. You can identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number. The following status information is provided:

- **Date/Time/Files Received** – The date and time Grants.gov received your application and if hyperlinked, the list of forms and files received by Grants.gov for your application submission
- **Status** – (Application Status Messages Include):
 - **Received** – Grants.gov has received the application, but the application is awaiting validation.
 - **Validated** – Grants.gov validated the application and it is available for the agency to download.
 - **Received by Agency** – The agency has confirmed receipt of the application package.
 - **Agency Tracking Number Assigned** – The agency has assigned an internal tracking number to your application. This is the last status that Grants.gov tracks. Updates beyond this must be checked with the agency directly. Note: All agencies do not assign tracking numbers. If you do not see an agency tracking number, this does not infer that the agency did not receive or process your application. The assignment of tracking numbers is based on the policy of a particular agency.

I Forgot My Password/Unlock My Account (Organization)

In the event that you forget your password, you can obtain a new password from the [Applicant Login](#) page.

Go to the [Applicant Login](#) page and select the link **I Forgot My Password/Unlock My Account**.

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APPLICANT LOGIN

Login below to check your AOR status and manage your applicant profile. To track your application, visit the [Track My Application](#) page. You need to be registered in order to access the applicant system, to begin the registration process visit the [Get Registered](#) page.

Login

USERNAME:

PASSWORD (case sensitive):

[Change My Password](#)
[I Forgot My Username](#)
[I Forgot My Password/Unlock My Account](#)

Then enter your username and select the **Submit** button.

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Home > Applicant Login > I Forgot My Password/Unlock My Account

I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT

If you have forgotten your password, enter your username and click on the Submit button to reset your password.

Password Reset

USERNAME:

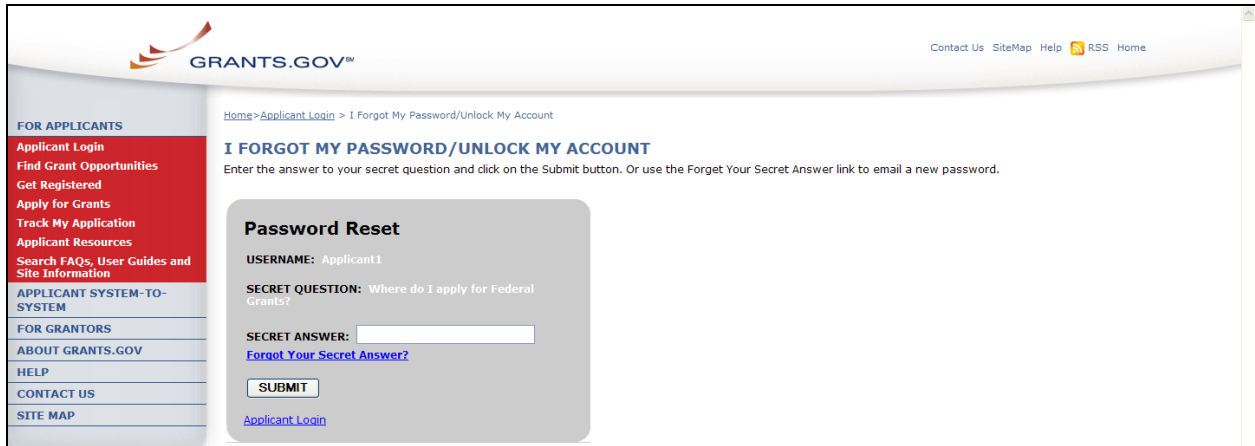
[Applicant Login](#)
[I Forgot My Username](#)

Warning Notice!

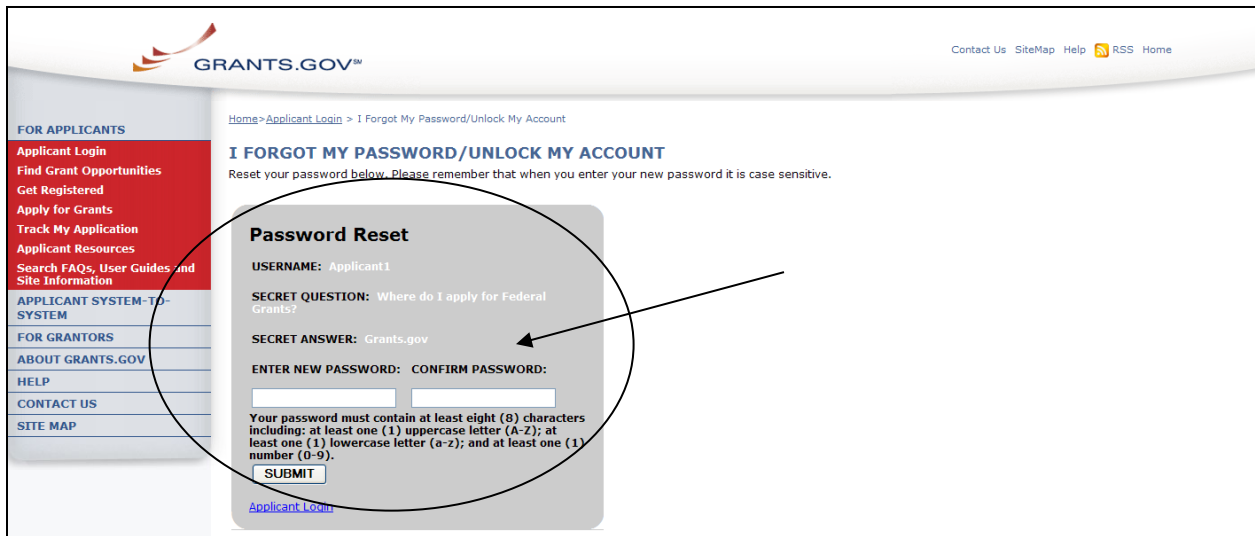
This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

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.

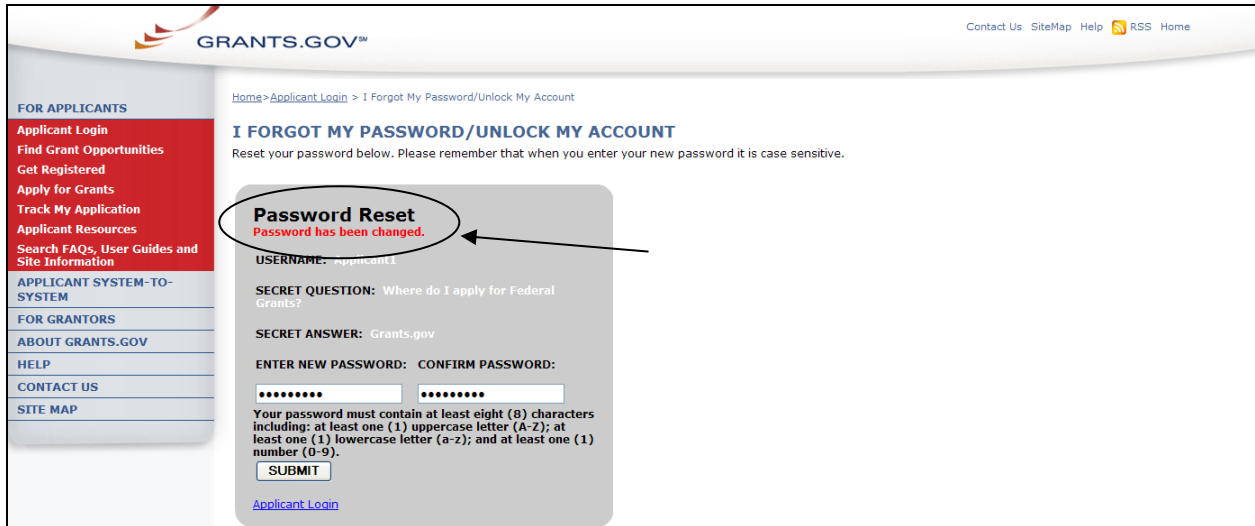
You will be directed to the I Forgot My Password/Unlock My Account page. Simply enter the answer to your secret question and then select the **Submit** button to reset your password.



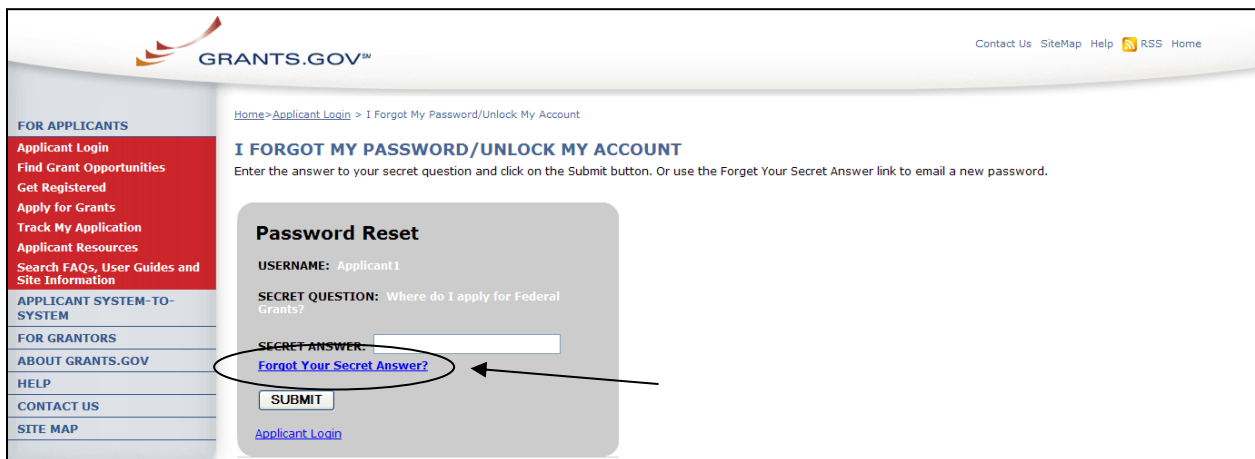
Once your answer is validated you will be directed to enter a new password. Enter a password and then enter it again into the confirm password field and select the **Submit** button.



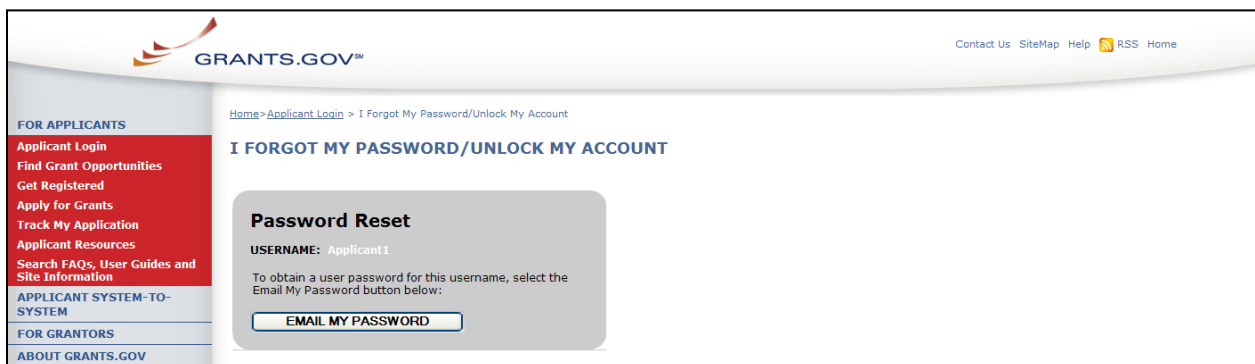
Once you have reset your password an email is sent to the user notifying of the password change.



Alternatively if you forget the answer to your secret question, you may select the link **Forgot Your Secret Answer?**

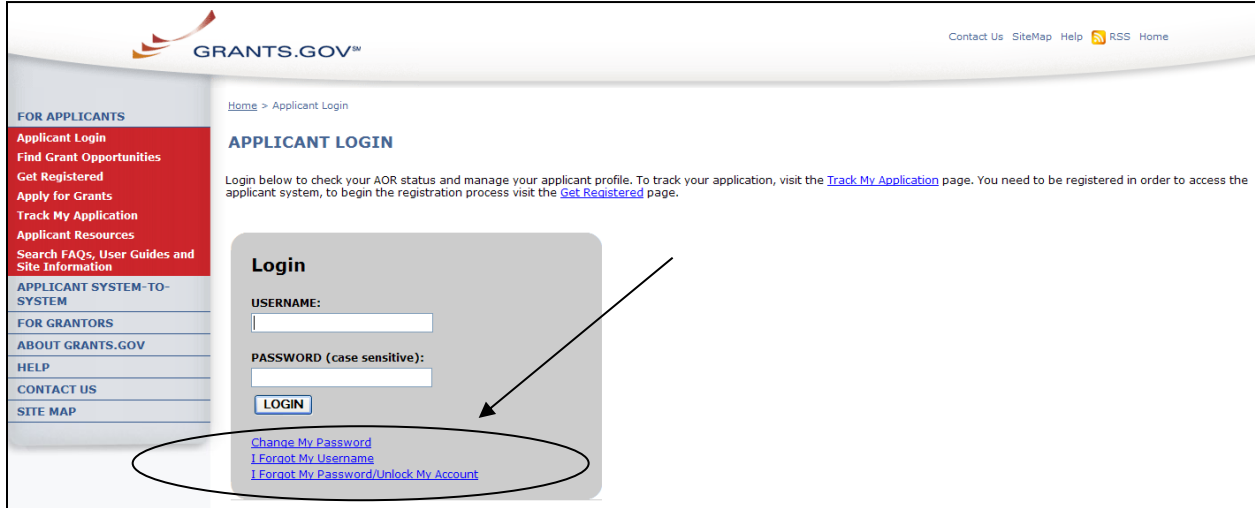


To obtain a system-generated password, select the **Email My Password** button. The password will be sent to the email address on file with Grants.gov.



I Forgot My Username (Organization)

In the event that you forget your username, you can obtain your username from the [Applicant Login](#) page. Go to the [Applicant Login](#) page and select the link **I Forgot My Username**.



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Login below to check your AOR status and manage your applicant profile. To track your application, visit the [Track My Application](#) page. You need to be registered in order to access the applicant system, to begin the registration process visit the [Get Registered](#) page.

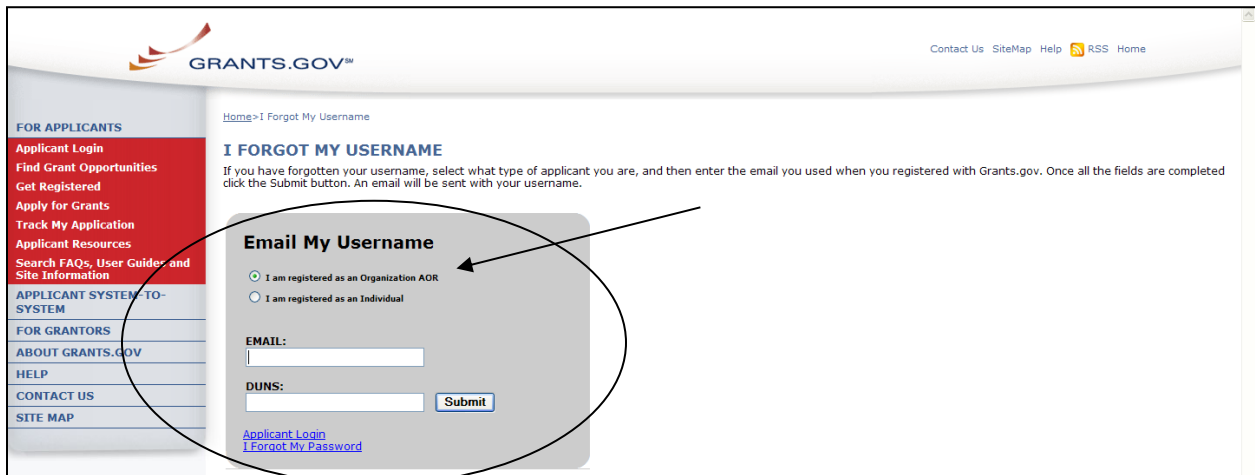
Login

USERNAME:

PASSWORD (case sensitive):

[Change My Password](#)
[I Forgot My Username](#)
[I Forgot My Password/Unlock My Account](#)

Please select **I am registered as an Organization AOR**. Then enter the email and DUNS Number you used when you registered with Grants.gov.



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SITE MAP

Home > I Forgot My Username

I FORGOT MY USERNAME

If you have forgotten your username, select what type of applicant you are, and then enter the email you used when you registered with Grants.gov. Once all the fields are completed click the Submit button. An email will be sent with your username.

Email My Username

I am registered as an Organization AOR
 I am registered as an Individual

EMAIL:

DUNS:

[Applicant Login](#)
[I Forgot My Password](#)

Once you have entered the email and DUNS Number you used when you registered with Grants.gov, simply select the **Submit** button. After selecting **Submit** you will see a message stating “An email has been sent with your username.”

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FOR APPLICANTS

Home > I Forgot My Username

I FORGOT MY USERNAME

If you have forgotten your username, select what type of applicant you are, and then enter the email you used when you registered with Grants.gov. Once all the fields are completed click the Submit button. An email will be sent with your username.

An email has been sent with your username.
Email My Username

I am registered as an Organization AOR
 I am registered as an Individual

EMAIL:
applicant@grants.gov

DUNS:

[Applicant Login](#)
[I Forgot My Password](#)

If you are an Applicant registered on behalf of an Organization and do not know the email or DUNS Number associated with your Grants.gov registration, you should contact the E-Business Point of Contact (E-Biz POC) for your organization. The E-Biz POC will be able to log in to their account and give you your username. With your username you will be able to follow the instructions for **I Forgot My Password/Unlock My Account** and will have the ability to reset your password.

Step 4: AOR Authorization

Prior to submitting grant application packages, representatives of your organization need to register to submit on behalf of your organization. Your organization's E-Business Point of Contact (E-Biz POC), identified during SAM registration must authorize someone to become an Authorized Organization Representative (AOR). This safeguards your organization from individuals who may attempt to submit grant application packages without permission. Only one E-Biz POC is assigned per each of an organization's DUNS (Data Universal Number System) Number. If your organization only has one DUNS Number, then there will be only one E-Biz POC for your organization.

Note: In some organizations, a person may serve as both an E-Biz POC and an AOR, in this case you will need to perform this step and approve yourself as an AOR. If you are the E-Biz POC and want to submit applications on Grants.gov, you will need to register with Grants.gov as an AOR, using an alternate email than the one used in correlation with the E-Biz POC, and authorize yourself as an AOR.

Once an applicant on behalf of an organization registers with Grants.gov, the E-Biz POC will have to approve the request. After the AOR has submitted their request granting permissions to the applicant to become an Authorized Organization Representative (AOR), the E-Biz POC will complete the fourth step in this process as described on this page: http://www.grants.gov/applicants/org_step5.jsp.

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STEP 4: AOR AUTHORIZATION

STEP 1 • STEP 2 • STEP 3 • STEP 4 • STEP 5

HAS THE E-BUSINESS POINT OF CONTACT (E-BIZ POC) APPROVED YOUR AOR STATUS, WHICH ALLOWS YOU TO SUBMIT APPLICATIONS ON BEHALF OF THE ORGANIZATION?
When an AOR registers with Grants.gov, your organization's E-Biz POC will receive an email notification.

Your E-Biz POC must then login to Grants.gov (using the organization's DUNS number for the username and the "MPIN" password obtained in Step 2) and approve the AOR, thereby giving permission to submit applications. When an E-Biz POC approves an AOR, Grants.gov will send the AOR a confirmation email that includes the requesting AOR's name, e-mail address and phone number.

In some cases the E-Biz POC is also the AOR for an organization. If the E-Biz POC wishes to submit applications on behalf of their organization, he or she must also complete a separate AOR profile (Step 3 of the registration process) using a different email than the one used for their E-Biz POC registration. The E-Biz POC will need to approve their AOR status by following the steps described above. Not until the E-Biz POC has approved their new "E-Biz POC + AOR" status, will they be able to submit grant applications on behalf of the organization.

When an E-Biz POC approves an AOR, Grants.gov will send the AOR a confirmation email.

E-Biz POC Login: <https://at07apply.grants.gov/apply/login.faces?userType=ebiz&cleanSession=>

E-Biz POC Registration Checklist

PURPOSE OF THIS STEP:
Only the E-Biz POC can approve AORs. This allows your organization to authorize specific staff members to submit grants.

HOW LONG SHOULD IT TAKE?
This can be immediately, but it depends on how long it takes the E-Biz POC to login and approve the AOR.

WHY DOES THE E-BIZ POC HAVE TO APPROVE THE AOR?
Before submitting a grant application package, you must receive approval within your organization to submit applications on its behalf. This authorization protects an organization from individuals who

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- Resources

Grants.gov has developed an E-Business Point of Contact (E-Biz POC) Registration checklist to help authorize your organization's AOR (Authorized Organization Representative). The Registration Checklist is a PDF document, which you may review on-screen at http://www.grants.gov/assets/E-Biz_POC_Checklist.pdf or print and retain for future reference.

To login and assign the Authorized Applicant role as an E-Biz POC, select the [E-Biz POC Login](#) link in the right navigation menu under Quick Links in the blue box, on most Grants.gov pages.

Grants.gov Status
All systems are available.

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Grants.gov is your source to FIND and APPLY for federal 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](#).

What's New at Grants.gov

- New Application Attachment Filename Requirement**
Learn about SAM, and how the CCR to SAM migration affects Grants.gov applicants.
- New Opportunities This Week**
Verify if your Adobe Reader Version is Compatible with Grants.gov
- Grants.gov Webcast on Grant Fraud is now available online
- OMB Memoranda for the Use of Grants.gov by the Federal Agencies
- FSRS Role-Based Training Webinar for FFATA Sub-Award Reporting
- Review the Security Build Updates and Their Impact on You

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1. On the For E-Business Point of Contact Login screen enter your organization's DUNS Number and Password and select the **Login** button.

If you are user who has entered your MPIN instead of a Password in the past, enter your MPIN into the Password field and select the **Login** button. You will be prompted to create a password.

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[Home](#) > [E-Business Point of Contact Login](#)

E-BUSINESS POINT OF CONTACT LOGIN

This section of the site is designed to provide the designated E-Business Point of Contact (POC) from an applicant organization the capability of designating, or revoking, the privileges of the Authorized Organization Representative (AOR). The AOR is the organization's authorized submitter of a Federal grant application.

Please visit the [System for Award Management \(SAM\)](#) for information about your DUNS or DUNS+4 number and MPIN.

[For New EBIZ POC Login](#)

- At least one individual must register as an AOR with Grants.gov prior to your initial login.
- At the EBIZ POC login screen:
 - Enter DUNS.
 - Enter the password emailed to you from Grants.gov following organization AOR registration.
 - EBIZ will be prompted to enter MPIN following successful login (first time login only).
 - EBIZ will then establish a password different from MPIN.

[All Other EBIZ POC Login](#) (EBIZ POCs that have successfully logged in on or after 10/11/10)

- Enter DUNS.
- Enter Password.

Login

DUNS or DUNS+4:

PASSWORD (case sensitive):

[Change My Password](#)
[I Forgot My Password/Unlock My Account](#)

2. Once you are logged in, select the **Manage Applicants** link on the left of the screen.
3. From the Manage Applicant screen, search for the applicant by entering their UserID, Last Name, or First Name in the Search By box.

Welcome, jane doe
of 000000000000
SAM Exp Date:
01/01/2030

AOR Status:
Approved

Applicant Tools

Change My Password
Check My Application Status
Manage My Profile

E-Biz POC Tools

Manage Applicants
View E-Biz Profile
Check Application Status for Organization
Logout of Grants.gov

Home > For Applicants > Manage Applicants

Export Data

Search By: UserID Equals: AO*

MANAGE APPLICANTS

Reassign Roles Deactivate Applicant Revoke E-Biz POC Role

Search returned 13 results

User ID	Last Name	First Name	Ebiz POC	Account Status
AOR1	xcvxcvcv	xcvxcvcv	NO	INACTIVE
AOR2	dsdfsdfs	sdfsdfs	NO	ACTIVE
AOR3	dfgdfdf	dghdfggf	NO	ACTIVE
AOR4	cvbcvbcvbc	bcwcbc	NO	ACTIVE
AOR5	eyeye	oeyeye	NO	ACTIVE
AOR6	xwvw	xbvw	NO	ACTIVE
AOR7	nyyny	nyyny	NO	ACTIVE
AOR8	cvbcvbcv	vbcvbcv	NO	ACTIVE
AOR9	sdfsdfs	dfdsfdf	NO	ACTIVE
AOR10	dcsdfs	esrewwe	NO	ACTIVE
AORapplicant1	applicant	Applicant	NO	ACTIVE
aorapplicant2	lastname	aorapplicant2	NO	ACTIVE
aorapplicant3	build05	aor	NO	INACTIVE

- Click on the row of the Applicant for whom you want to assign the Authorized Applicant role. The row will become highlighted.
- Select the **Reassign Roles** button. This will take you to the Reassign User Roles screen.

Welcome, 000000000000 of 000000000000 SAM Exp Date: 05/18/2020

Change My Password
Manage Applicants
View E-Biz Profile
Check Application Status for Organization
Logout of Grants.gov

Home > For E-Business Point of Contact > Manage Applicants > Reassign User Roles

REASSIGN USER ROLES

User Name: "Grantapplicant, Organization"
User ID: ORC-grantapplicant

Remaining Roles: Current Roles: Authorized Applicant

Continue Cancel Reassign

- Select the **Authorized Applicant** role in the Remaining Roles box. Select the single or double arrow pointing toward the Current Roles box.
- To save your changes, select the **Continue** button. Or to cancel your changes, select the **Cancel Reassign** button.

- Once you have reassigned roles, the applicant is now authorized to submit applications on Grants.gov.

The E-Biz POC can also deactivate an applicant and revoke E-Biz POC roles from AORs as desired. When you revoke E-Biz POC role, you are removing the permissions of an AOR to act as an E-Biz POC.

To Deactivate an AOR:

- From the Manage Applicants screen, search for the Applicant by entering their UserID, Last Name, or First Name in the Search By box.
- Click on the row of the Applicant for whom you want to deactivate. The row will become highlighted.

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Welcome, jane doe of 000000000000 SAM Exp Date: 01/01/2030

AOR Status: Approved

Applicant Tools

Change My Password

Check My Application Status

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E-Biz POC Tools

Manage Applicants

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Check Application Status for Organization

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Home > For Applicants > Manage Applicants

MANAGE APPLICANTS

Reassign Roles Deactivate Applicant Revoke E-Biz POC Role

Search returned 13 results

User ID	Last Name	First Name	Ebiz POC	Account Status
AOR1	xcvxcvcv	xcvxczxcv	NO	INACTIVE
AOR2	dsdfsdfds	sdfsdfs	NO	ACTIVE
AOR3	dfgfdgf	dghdfggf	NO	ACTIVE
AOR4	cvbcvbcvbc	bcwcbc	NO	ACTIVE
AOR5	eyeye	oeeyeye	NO	ACTIVE
AOR6	xxxxv	xbxw	NO	ACTIVE
AOR7	nyyny	nyyny	NO	ACTIVE
AOR8	cvbcvbcvb	vbcvbcvb	NO	ACTIVE
AOR9	sdfsdfs	dfdsfsf	NO	ACTIVE

- Select the **Deactivate Applicant** button. This will take you to the Deactivate User Confirmation screen.

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Welcome, 000000000000 of 000000000000 SAM Exp Date: 05/18/2020

Change My Password

Manage Applicants

View E-Biz Profile

Check Application Status for Organization

Logout of Grants.gov

Home > For E-Business Point of Contact > Manage Applicants > Deactivate user Confirmation

DEACTIVATE USER CONFIRMATION

Are you sure you want to deactivate the following users?

User ID	Last Name	First Name	Ebiz POC	Account Status
grantapplicant	Grantapplicant	Organization	NO	ACTIVE

Deactivate User Cancel

4. Select the **Deactivate User** button to deactivate the user. If you do not want to deactivate the user, select the **Cancel** button. The user will show a status of Inactive on the Management Applicant screen.

To Revoke E-Biz POC Role:

1. From the Manage Applicants screen, search for the Applicant by entering their UserID, Last Name, or First Name in the Search By box.
2. Click on the row of the Applicant whose E-Biz POC role you want to revoke. The row will become highlighted.

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of 00000000000000
SAM Exp Date:
01/01/2030

AOR Status:
Approved

Applicant Tools

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Check My Application Status
Manage My Profile

E-Biz POC Tools

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View E-Biz Profile
Check Application Status for Organization
Logout of Grants.gov

Home > For Applicants > Manage Applicants

MANAGE APPLICANTS

Reassign Roles Deactivate Applicant **Revoke E-Biz POC Role**

Export Data

Search By: UserID AO* Equals

Search returned 13 results

User ID	Last Name	First Name	Ebiz POC	Account Status
AOR1	xcvxcvxcv	xcvxzxvcv	NO	INACTIVE
AOR2	dsdfsdfds	sdfsdfs	NO	ACTIVE
AOR3	dfgfdfd	dghdfggf	NO	ACTIVE
AOR4	c/bc/bc/bc	bcwcbc	NO	ACTIVE
AOR5	eyeye	oeyeye	NO	ACTIVE
AOR6	xxxxv	xbxw	NO	ACTIVE
AOR7	nyyny	nyyny	NO	ACTIVE
AOR8	c/bc/bc/bc	vbcbcb	NO	ACTIVE
AOR9	sdfsdfs	dfdsfsf	NO	ACTIVE

3. Select the **Revoke E-Biz POC Role** button. The Remove EBiz User Role Confirmation screen is displayed.

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Home > For E-Business Point of Contact > Manage Applicants > Remove Ebiz User Role Confirmation

REMOVE EBIZ USER ROLE CONFIRMATION

Are you sure you want to remove EBIZ role for the following applicants?

User ID	Last Name	First Name	Ebiz POC	Account Status
irene0000	org	irene	YES	ACTIVE

Remove Ebiz Role Cancel

Select the **Remove Ebiz Role** button to deactivate the user. If you do not want to remove the E-Biz role, select the **Cancel** button.

E-Biz POC Change My Password

To change your password, select the **Change My Password** link on the E-Business Point of Contact Login screen or on the right navigation when you are logged in. Enter your DUNS Number, current password, new password and confirm the new password. Remember your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); and at least one (1) number (0-9).

The screenshot shows the Grants.gov website interface. At the top left is the Grants.gov logo. At the top right are links for Contact Us, SiteMap, Help, RSS, and Home. A left-hand navigation menu lists: FOR APPLICANTS, ABOUT GRANTS.GOV, FOR AGENCIES, APPLICANT SYSTEM-TO-SYSTEM, RESOURCES, HELP, CONTACT US, and SITE MAP. The main content area has a breadcrumb trail: Home > E-Business Point of Contact Login > Change My Password. The heading is 'CHANGE MY PASSWORD'. Below it is the instruction: 'To change your password, please complete the fields below. Your MPIN can no longer serve as your password. Please create a new password.' The form fields are: 'DUNS or DUNS+4:' with a text input; 'CURRENT PASSWORD (case sensitive):' with a masked text input; 'NEW PASSWORD (case sensitive):' with a masked text input; and 'CONFIRM PASSWORD:' with a masked text input and a 'SUBMIT' button. Below the form is a password requirement note: 'Your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); and at least one (1) number (0-9).' At the bottom of the form area is a link: 'I Forgot My Password/Unlock My Account'.

E-Biz POC I Forgot My Password/Unlock My Account

On the E-Business Point of Contact Login screen, select the link **I Forgot My Password/Unlock My Account** and then enter your DUNS Number. Finally select the **Email My Password** button. The system will email a new password to the email on file with Grants.gov.

The screenshot shows the Grants.gov website interface. At the top left is the Grants.gov logo. At the top right are links for Contact Us, SiteMap, Help, RSS, and Home. A left-hand navigation menu lists: FOR APPLICANTS, ABOUT GRANTS.GOV, FOR AGENCIES, APPLICANT SYSTEM-TO-SYSTEM, RESOURCES, HELP, CONTACT US, and SITE MAP. The main content area has a breadcrumb trail: Home > E-Business Point of Contact Login > I Forgot My Password/Unlock My Account. The heading is 'I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT'. Below it is the heading 'Password Reset'. The form field is: 'DUNS or DUNS+4:' with a text input. Below the field is the instruction: 'To obtain a new password for this DUNS or DUNS+4, select the Email My Password button below:'. At the bottom of the form area is a button labeled 'EMAIL MY PASSWORD'.

E-Biz POC View Profile

To review and verify the information on file is current, select the **View E-Biz Profile** link in the left navigation. You will be presented with the information on file with SAM. In order to update the information shown within the E-Business Point of Contact (E-Biz POC)/applicant profile, the E-Biz POC must visit the SAM website at <http://www.sam.gov>.

Information on file with SAM must be updated annually at SAM.gov to maintain an active Grants.gov registration. Changes may take up to 48 hours to update on the Grants.gov system. If the E-Biz POC changes, to access the E-Biz POC functionality the E-Biz POC will need to enter a valid MPIN.

The screenshot displays the Grants.gov website interface. At the top, the Grants.gov logo and navigation links (Contact Us, SiteMap, Help, RSS, Home) are visible. The user is logged in as Jane Doe, with a SAM Exp Date of 01/01/2030. The page title is "VIEW E-BIZ PROFILE". The left navigation menu includes links for "Manage Applicants", "View E-Biz Profile" (circled), "Check Application Status for Organization", and "Logout of Grants.gov". The main content area shows the following information:

- Business Name :** Business Name, Inc.
- Business Duns :** 000000000000
- E-Biz POC Email :** ebiz.poc@businessname.com

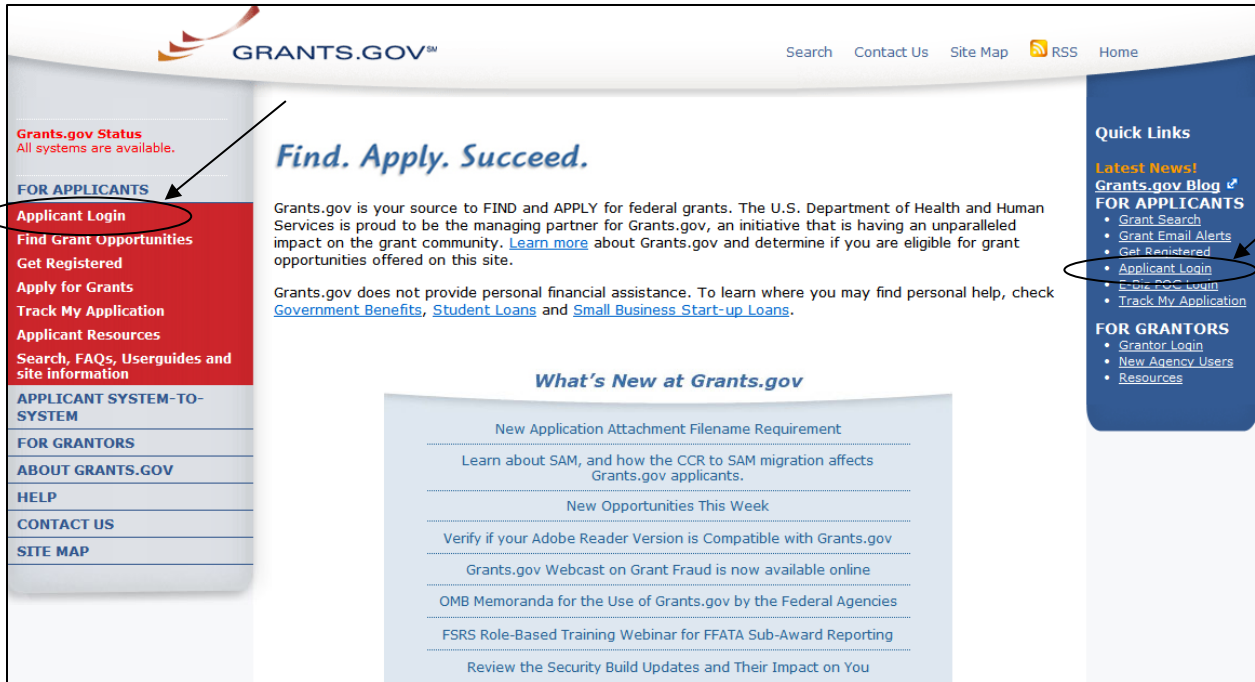
To change EBIZ POC Information go to <http://www.sam.gov>

Step 5: Track AOR Status

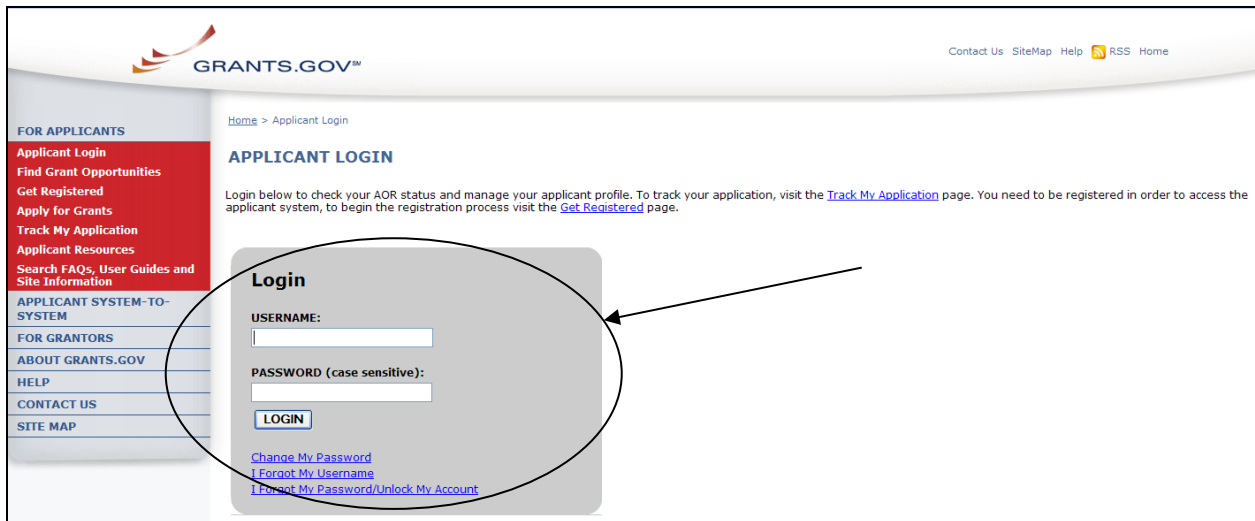
Applicants have the ability to log in and check their AOR status by logging in as an applicant. You can learn more on the [Step 5: Track AOR Status](#) page.

The screenshot shows the Grants.gov website interface. At the top, there is a search bar and navigation links for Contact Us, Site Map, RSS, and Home. The main content area is titled "STEP 5: TRACK AOR STATUS" and includes a breadcrumb trail: Home » For Applicants » Get Registered » Organization Registration » STEP 5: Track AOR Status. The page content is organized into sections: "WHERE DO I GO TO TRACK MY AOR STATUS?" which explains that users can track their status via the Applicant Login link; "Check Your AOR Status:" which provides a URL: <https://at07apply.grants.gov/apply/login.faces?userType=applicant&cleanSession=1>; "PURPOSE OF THIS STEP:" which states that users must be approved by their organization's E-Biz POC; "HOW LONG SHOULD IT TAKE?" which notes that the process is instantaneous; and "WHAT DOES MY E-BIZ POC NEED TO DO?" which details the requirements for the POC, including logging in and providing authorization. A sidebar on the right contains "Quick Links" for Applicants and Grantors, and "Latest News!" for Applicants. The left navigation menu lists various steps, with "STEP 5: Track AOR Status" highlighted and circled, and an arrow pointing to it from the left.

Applicants also have the ability to login and check their AOR status from the home page. To log in as an Applicant select the [Applicant Login](#) link on the right navigation or in the Quick Links in the right blue navigation bar on the Grants.gov page.



On the Applicant Login page enter your username and password, obtained while registering with Grants.gov. Then select the **Login** button to enter into the Applicant Center.



In the Applicant Center you can check view your AOR status under Manage My Profile from the left navigation. Additionally, select the **Manage My Profile** link on the left navigation menu or select the link on the welcome page.

Welcome, Applicant 1 Grants of 000000000000 SAM Exp Date: 05/18/2020

AOR Status:
AOR Request Sent

Applicant Tools

- [Change My Password](#)
- [Manage My Profile](#)
- [Logout of Grants.gov](#)

APPLICANT CENTER

Welcome to the Applicant Center!

The Applicant Center allows you to manage your applicant profile and to check the status of all your applications at once. If you are the E-Business Point of Contact (E-Biz POC) or know the valid MPIN associated with your DUNS Number, you can access the E-Biz POC Tool links by selecting one of the two links and then entering the valid MPIN.

There is also the [Track My Application](#) page which allows you to track application packages without having to login to the Applicant Center. To search for grant opportunities, visit the [Find Grant Opportunities](#) page. To learn about how to apply for a grant, visit the [Apply for Grants](#) page. If you have any questions you can call the Grants.gov Contact Center at 1-800-518-4726 or email at support@grants.gov.

Manage My Profile (Organization AORs check registration status here)

On the Manage My Profile page, you can update information in your applicant profile, such as your name, telephone number, email address, and title. If you are a grant applicant representing an organization, you can also verify if you have been granted Authorized Organization Representative (AOR) status, which is a person authorized to submit applications through Grants.gov on behalf of their organization.

On the Manage My Profile page, check to be sure the information listed is correct.

Welcome, Applicant 1 Grants of 777777770000 SAM Exp Date:

AOR Status:
AOR Request Sent

Applicant Tools

- [Change My Password](#)
- [Manage My Profile](#)
- [Logout of Grants.gov](#)

MANAGE MY PROFILE

Please enter your information below.

- Required fields are denoted with an asterisk (*).
- The following special characters are allowed: **question marks, periods, dashes, underscores, and @ symbol** (Password and username are not subject to these restrictions.)

* **First Name:** Applicant **MI:** I *** Last Name:** Grants

* **Job Title:** Grant Writer **DUNS:** 777777770000

* **Telephone:** 000-000-0000 *** Email:** Applicant.Grants@Example.com

* **Secret Question:** Where do I find Grants?

* **Secret Answer:** Grants.gov

* **User Name:** Applicant1

To submit your changes please enter your password below.

* **Password:**

Once approved, you will be able to submit applications, check your application status, change your password, manage your profile and if you know the MPIN for your organization, you can utilize the E-Biz POC tools. In the E-Biz POC Tools section, you can manage applicants, view the E-Biz profile and check the application status for your entire organization. Refer to [Step 4](#) for more details about the E-Biz functionality.

Welcome,
Applicant 1 Grants
of 000000000000
SAM Exp Date:
05/18/2020

AOR Status:
Approved

Applicant Tools

[Change My Password](#)

[Check My Application
Status](#)

[Manage My Profile](#)

E-Biz POC Tools

[Manage Applicants](#)

[View E-Biz Profile](#)

[Check Application Status
for Organization](#)

[Logout of Grants.gov](#)

[Home](#) > [Applicant Center](#)

APPLICANT CENTER

Welcome to the Applicant Center!

The Applicant Center allows you to manage your applicant profile and to check the status of all your applications at once. If you are the E-Business Point of Contact (E-Biz POC) or know the valid MPIN associated with your DUNS Number, you can access the E-Biz POC Tool links by selecting one of the two links and then entering the valid MPIN.

There is also the [Track My Application](#) page which allows you to track application packages without having to login to the Applicant Center. To search for grant opportunities, visit the [Find Grant Opportunities](#) page. To learn about how to apply for a grant, visit the [Apply for Grants](#) page. If you have any questions you can call the Grants.gov Contact Center at 1-800-518-4726 or email at support@grants.gov.

[Manage My Profile](#) (Organization AORs check registration status here)

On the Manage My Profile page, you can update information in your applicant profile, such as your name, telephone number, email address, and title. If you are a grant applicant representing an organization, you can also verify if you have been granted Authorized Organization Representative (AOR) status, which is a person authorized to submit applications through Grants.gov on behalf of their organization.

The following status information is provided:

- **Approved:** You have received approval to submit on behalf of your organization.
- **AOR Request Sent:** Grants.gov sent an email notification to your E-Business Point of Contact (E-Biz POC) that you have registered to submit grant applications through Grants.gov on behalf of your organization.

Note: Once your E-Biz POC assigns the "Authorized Applicant" role to you, you will receive an email stating that you have been designated as an AOR and will be able to submit applications through Grants.gov. You may also access the E-Biz POC tool links if you know the valid MPIN.

Register as an Individual

Review this overview if you are submitting a grant **on your behalf** and **not** on behalf of a company, state, local or tribal government, academia or other type of organization. In order to safeguard the security of your electronic information, Grants.gov requires all users to create an account in the Grants.gov system. In order to access the account the user must verify that they are able to obtain a username and password. This process determines that someone really is who he/she claims to be. Individuals do not need a DUNS Number to register to submit applications. The system will generate a default value in that field.

Note: In order to register as an Individual you will need to obtain the Funding Opportunity Number (FON) for a grant application that you intend to apply for. Please be sure it is an opportunity that an Individual registrant is eligible to apply for.

If you are submitting an application on behalf of an organization, please review the [Organization Registration](#) section.

Step 1: Enter Funding Opportunity Number (FON)

Select **Get Registered** in the Quick Links on the blue boxed left navigation of any Grants.gov page. This will take you to the Get Registered screen.

On the Get Registered screen, if you are submitting an application on your own behalf – not on behalf of an organization – select [Individual Registration](#) in the left navigation bar or link on the main page.

FOR APPLICANTS

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

APPLICANT SYSTEM-TO-SYSTEM

FOR GRANTORS

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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 User Guide](#)

[Organization Registration Checklist](#)

[Organization Registration Overview Tutorial](#)

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 indicating Individual eligibility.

[Individual Registration User Guide](#)

[Individual Registration Overview Tutorial](#)

***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.

Sign-up for our "Succeed" Quarterly Newsletter

Quick Links

Latest News!
[Grants.gov Blog](#)
[\[Exit Disclaimer\]](#)

FOR APPLICANTS

- Grant Search
- Grant Email Alerts
- Get Registered
- Applicant Login**
- E-Biz POC Login
- Track My Application

FOR GRANTORS

- Grantor Login
- New Agency Users
- Resources

Select the [Register with Grants.gov](#) button on the main screen.

The screenshot shows the Grants.gov homepage. The top navigation bar includes the logo, search, contact, site map, RSS, and home links. The main content area is titled 'INDIVIDUAL REGISTRATION' and contains a description of individual applicants, a search link, and a video player. A red arrow points to a blue button labeled 'Register with Grants.gov' with a right-pointing arrow. A 'Take note' section below the button explains that individual registration is required for certain grant opportunities.

Grants.gov Status
All systems are available.

FOR APPLICANTS

- Applicant Login
- Find Grant Opportunities
- Get Registered
- Organization Registration
- Individual Registration
- Apply for Grants
- Track My Application
- Applicant Resources
- Search, FAQs, Userguides and site information

APPLICANT SYSTEM-TO-SYSTEM

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SITE MAP

Home » For Applicants » Get Registered » Individual Registration

INDIVIDUAL REGISTRATION

An individual is an applicant who submits grant applications on their own behalf, not representing an organization, institution or government. **Individual applicants may only apply for grant opportunities on Grants.gov that indicate individual eligibility within the Synopsis and Full Announcement.**

[Search for Individual Grant Opportunities](#)

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

[Watch an animated overview](#) on how to register with Grants.gov

Register with Grants.gov >>

Take note: if you register as an individual, you will only be able to apply to grant opportunities which indicate Individual eligibility. An individual cannot submit a grant application to a grant opportunity that

Quick Links

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

FOR APPLICANTS

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

FOR GRANTORS

- Grantor Login
- New Agency Users
- Resources

This will take you to the **Register with Grants.gov** screen where you will need to enter the **Funding Opportunity Number (FON)** of an Individual opportunity and then select **Register**.

The screenshot shows the 'REGISTER WITH GRANTS.GOV' screen. The top navigation bar includes contact, site map, help, RSS, and home links. The main content area contains instructions for registration, a note about individual eligibility, and a registration form. A red arrow points to the 'Register' button. A 'Warning Notice!' is visible at the bottom.

Contact Us SiteMap Help RSS Home

Home » Applicants » Get Registered » Individual Registration »

REGISTER WITH GRANTS.GOV

In order to safeguard the security of your electronic information, Grants.gov maintains the Authorized Organization Representative (AOR) username and password. It is the process of determining, with certainty, that someone really is who they claim to be.

When registering as an individual with Grants.gov, you must know the Funding Opportunity Number (FON) of the Grant opportunity you are applying for. You must use this FON to register. Once you register a Grants.gov username and password to have your grant application forwarded to the appropriate government agency safely and securely.

Note: In order for you to apply as an individual, the grant application must be open to individuals and be published on the Grants.gov website.

If you would like to submit an application as an individual, please enter the **Funding Opportunity Number** for a grant application that you intend to apply for and click press the "Register" button below.

Step 1: Complete the **Funding Opportunity Number** field.
Step 2: Click the **Register** button.

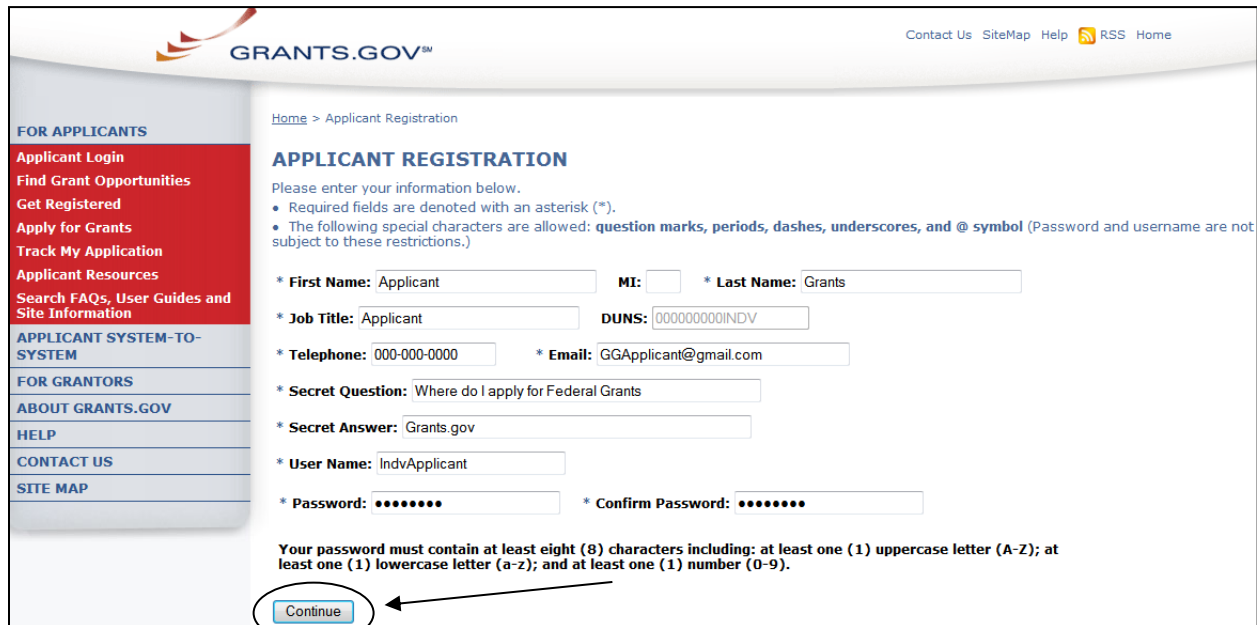
Funding Opportunity Number

Register

Warning Notice!

Step 2: Complete Registration Form

Once you enter a valid Funding Opportunity Number (FON) you will need to complete a profile. When entering an email address, please keep in mind that all correspondence with Grants.gov will be sent to that email address. For the Secret Question/Answer fields, enter a question only you would be able to answer and will be able to remember in the future. The password you choose must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); and at least one (1) number (0-9). When you have completed the form select the **Continue** button.



GRANTS.GOV™

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Home > Applicant Registration

APPLICANT REGISTRATION

Please enter your information below.

- Required fields are denoted with an asterisk (*).
- The following special characters are allowed: **question marks, periods, dashes, underscores, and @ symbol** (Password and username are not subject to these restrictions.)

* First Name: Applicant MI: * Last Name: Grants

* Job Title: Applicant DUNS: 000000000INDV

* Telephone: 000-000-0000 * Email: GGApplicant@gmail.com

* Secret Question: Where do I apply for Federal Grants

* Secret Answer: Grants.gov

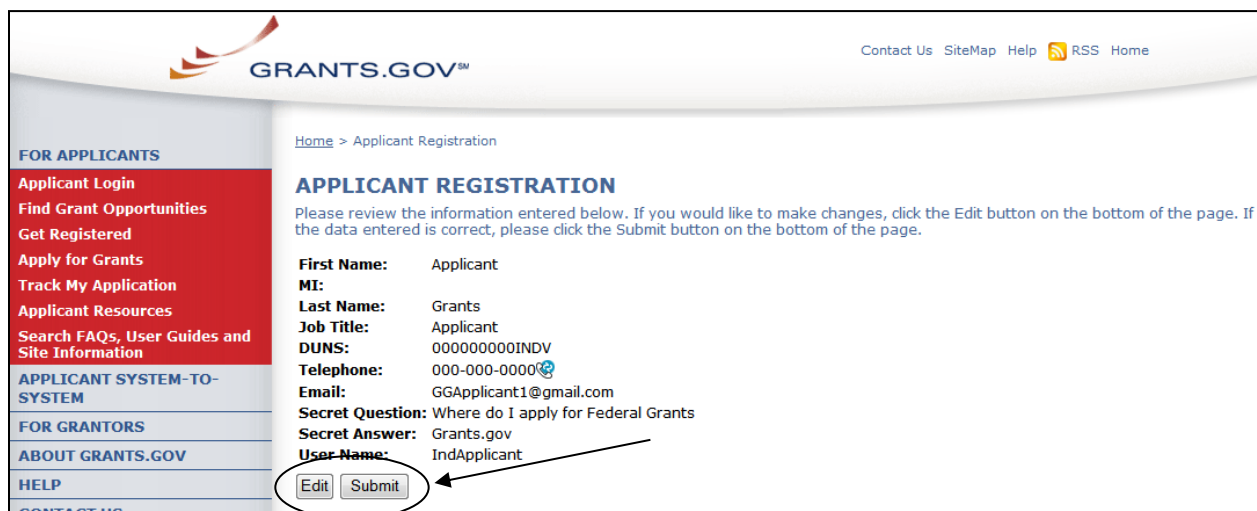
* User Name: IndvApplicant

* Password: ●●●●●● * Confirm Password: ●●●●●●

Your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); and at least one (1) number (0-9).

[Continue](#)

On this screen you will need to validate your information. If you need to change your information select the **Edit** button, if your information is correct as entered select the **Submit** button.



GRANTS.GOV™

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Home > Applicant Registration

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: Applicant
MI:
Last Name: Grants
Job Title: Applicant
DUNS: 000000000INDV
Telephone: 000-000-0000
Email: GGApplicant1@gmail.com
Secret Question: Where do I apply for Federal Grants
Secret Answer: Grants.gov
User Name: IndvApplicant

[Edit](#) [Submit](#)

You will see a message at the top of the screen that will read “You are successfully registered.” To continue to the Applicant login page select the **Continue** button on the bottom of the page. If you don’t receive the successful message another message will appear stating what issue needs to be addressed. Simply correct the error or contact the Contact Center for further assistance.



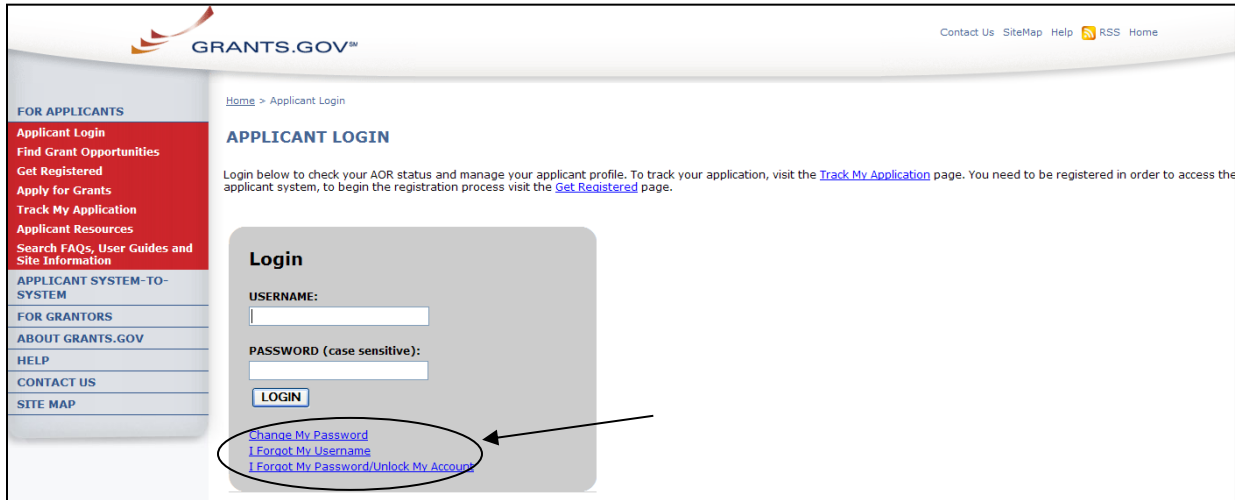
You will receive an email notification that will let you know you are able to apply for grant opportunities as an Individual.



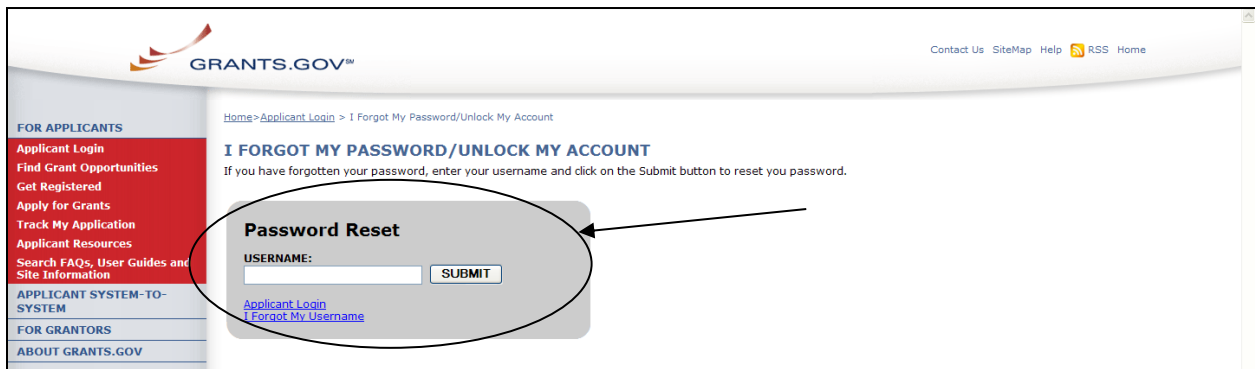
I Forgot My Password/Unlock My Account (Individual)

In the event that you forget your password, you can obtain a new password from the [Applicant Login](#) page.

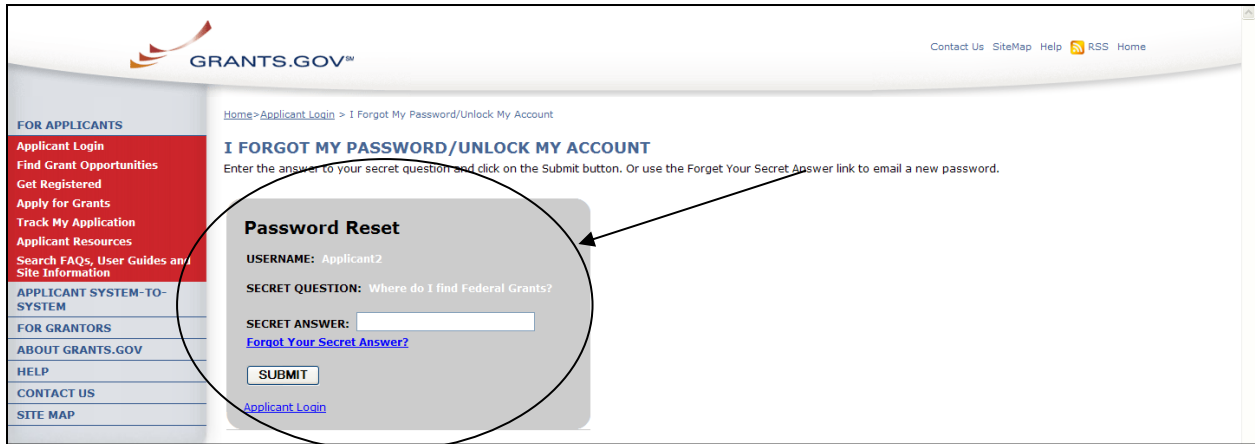
Go to the [Applicant Login](#) page and select the link **I Forgot My Password/Unlock My Account**.



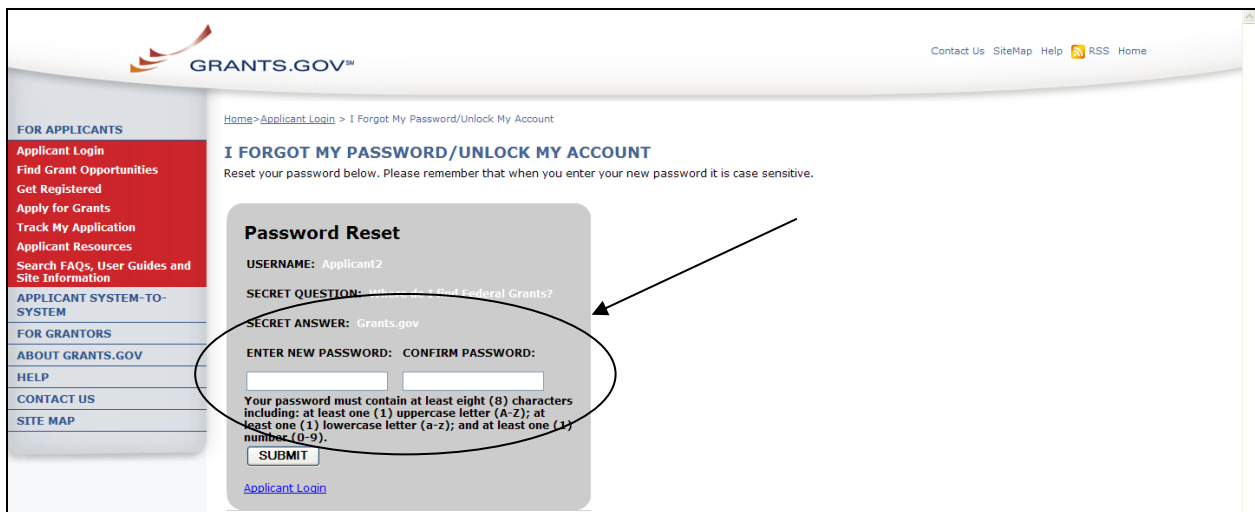
Then enter your username and select the **Submit** button.



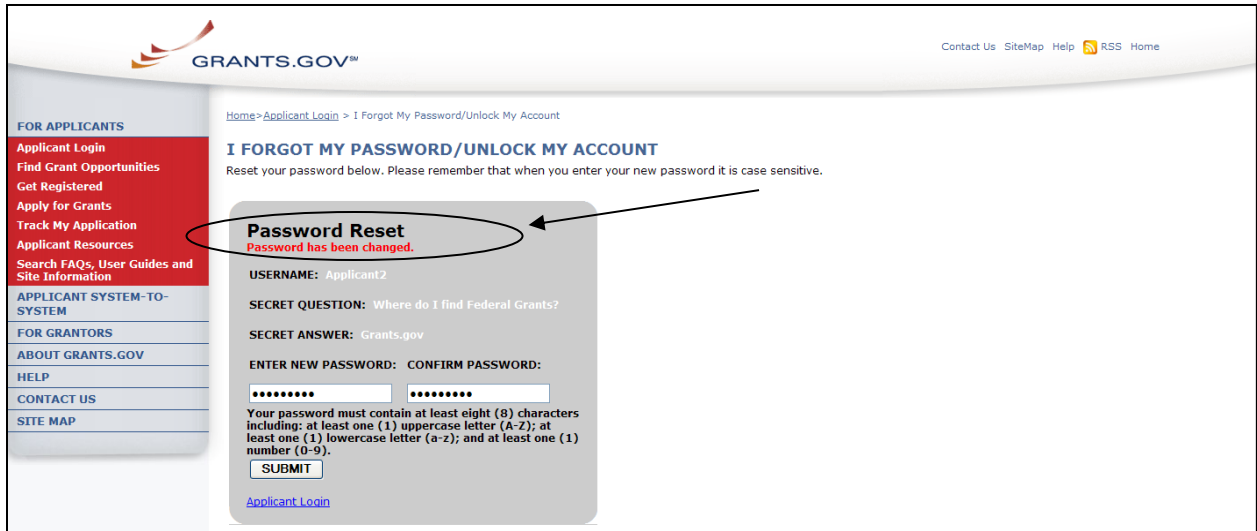
You will be directed to the reset your password. Simply enter the answer to your secret question and then select the **Submit** button to reset your password.



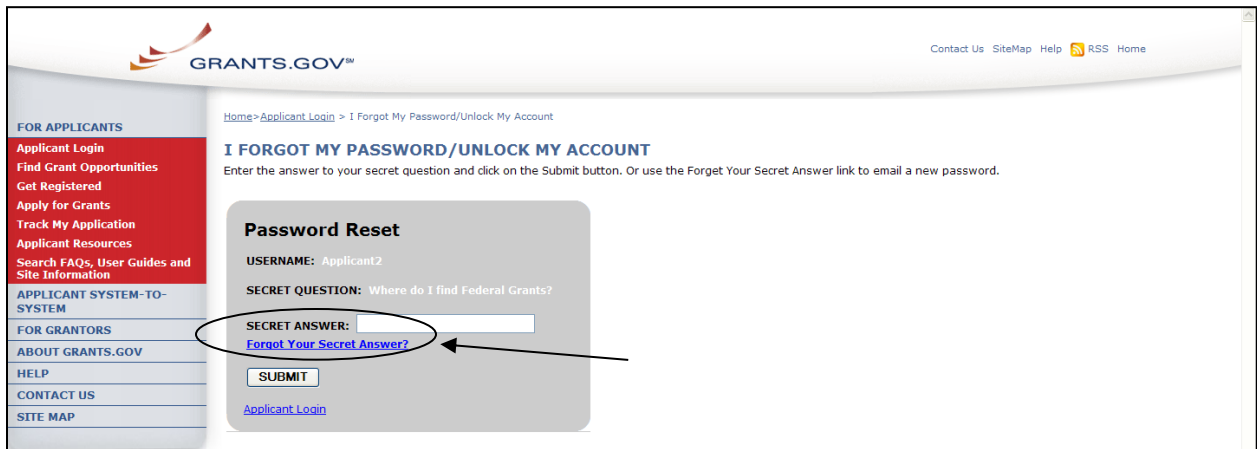
Once your answer is validated you will be directed to enter a new password. Enter a password and then enter it again into the confirm password field and select the **Submit** button.



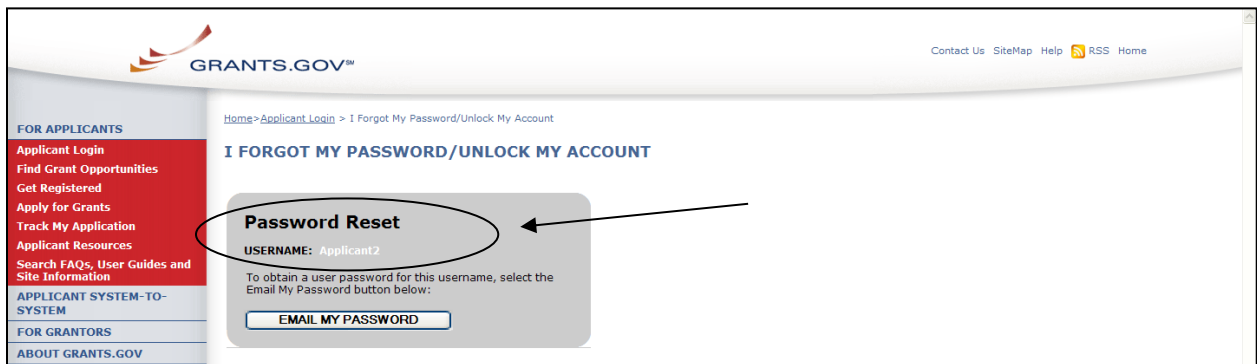
Once you have reset your password, a message will appear saying “Password has been changed” that will inform you that your password was reset successfully. You will also receive a notification email.



Alternatively if you forget the answer to your secret question, you may select the link **Forgot Your Secret Answer?**



To obtain a system generated password, select the **Email My Password** button. The password will be sent to the email address on file with Grants.gov.



I Forgot My Username (Individual)

In the event that you forget your username, you can obtain your username from the [Applicant Login](#) page. Go to the [Applicant Login](#) page and select the link **I Forgot My Username**.

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Search FAQs, User Guides and Site Information

APPLICANT SYSTEM-TO-SYSTEM

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SITE MAP

Home > Applicant Login

APPLICANT LOGIN

Login below to check your AOR status and manage your applicant profile. To track your application, visit the [Track My Application](#) page. You need to be registered in order to access the applicant system, to begin the registration process visit the [Get Registered](#) page.

Login

USERNAME:
[Text Field]

PASSWORD (case sensitive):
[Text Field]

[Change My Password](#)
[I Forgot My Username](#)
[I Forgot My Password/Unlock My Account](#)

Please select **I am registered as an Individual**. Once you select what type of applicant you are then enter the email you used when you registered with Grants.gov.

GRANTS.GOV™

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SITE MAP

Home > I Forgot My Username

I FORGOT MY USERNAME

If you have forgotten your username, select what type of applicant you are, and then enter the email you used when you registered with Grants.gov. Once all the fields are completed click the Submit button. An email will be sent with your username.

Email My Username

I am registered as an Organization AOR
 I am registered as an Individual

EMAIL:
[Text Field]

[Applicant Login](#)
[I Forgot My Password](#)

Once you have entered the email you used when you registered with Grants.gov, simply select the **Submit** button. After selecting **Submit** you will see a message stating “An email was sent with your username.”

GRANTS.GOV™

Contact Us SiteMap Help RSS Home

Home > I Forgot My Username

I FORGOT MY USERNAME

If you have forgotten your username, select what type of applicant you are, and then enter the email you used when you registered with Grants.gov. Once all the fields are completed click the Submit button. An email will be sent with your username.

An email has been sent with your username.
Email My Username

I am registered as an Organization AOR
 I am registered as an Individual

EMAIL:
applicant2@grants.gov

[Applicant Login](#)
[I Forgot My Password](#)

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

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SITE MAP

If you are an Applicant registered as an Individual and do not know the email address you used to register with Grants.gov, simply re-register as an Individual with the Funding Opportunity Number (FON) you wish to apply for.

Section II

In this section you can find step-by-step instructions on Finding Grant Opportunities using a basic search, browse by category, browse by Agency or advanced search. How to download, apply, track and signup for email subscriptions to receive email alerts about new and modified grant opportunities.



Throughout this section 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 Web page with links to frequently visited pages.

The screenshot shows the Grants.gov homepage. At the top, the logo "GRANTS.GOV" is on the left, and navigation links "Search", "Contact Us", "Site Map", "RSS", and "Home" are on the right. The main content area features the slogan "Find. Apply. Succeed." and a paragraph explaining the site's purpose. Below this is a "What's New at Grants.gov" section with several news items. On the left, a sidebar lists navigation options for applicants and grantors. On the right, a blue "Quick Links" sidebar contains links to the latest news and various user actions. Annotations include a lightning bolt icon pointing to the Quick Links sidebar and arrows pointing to "Applicant Login", "Find Grant Opportunities", and "Apply for Grants" in the left sidebar.

Grants.gov Status
All systems are available.

FOR APPLICANTS
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• Grant Search
• Grant Email Alerts
• Get Registered
• Applicant Login
• E-Biz POC Login
• Track My Application

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• Resources

What's New at Grants.gov
New Application Attachment Filename Requirement
Learn about SAM, and how the CCR to SAM migration affects Grants.gov applicants.
New Opportunities This Week
Verify if your Adobe Reader Version is Compatible with Grants.gov
Grants.gov Webcast on Grant Fraud is now available online
OMB Memoranda for the Use of Grants.gov by the Federal Agencies
FSRS Role-Based Training Webinar for FFATA Sub-Award Reporting
Review the Security Build Updates and Their Impact on You

Policies & Disclaimers | FOIA | No FEAR Act | Accessibility | Viewers & Players | Contact Us | Help | Site Map

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.

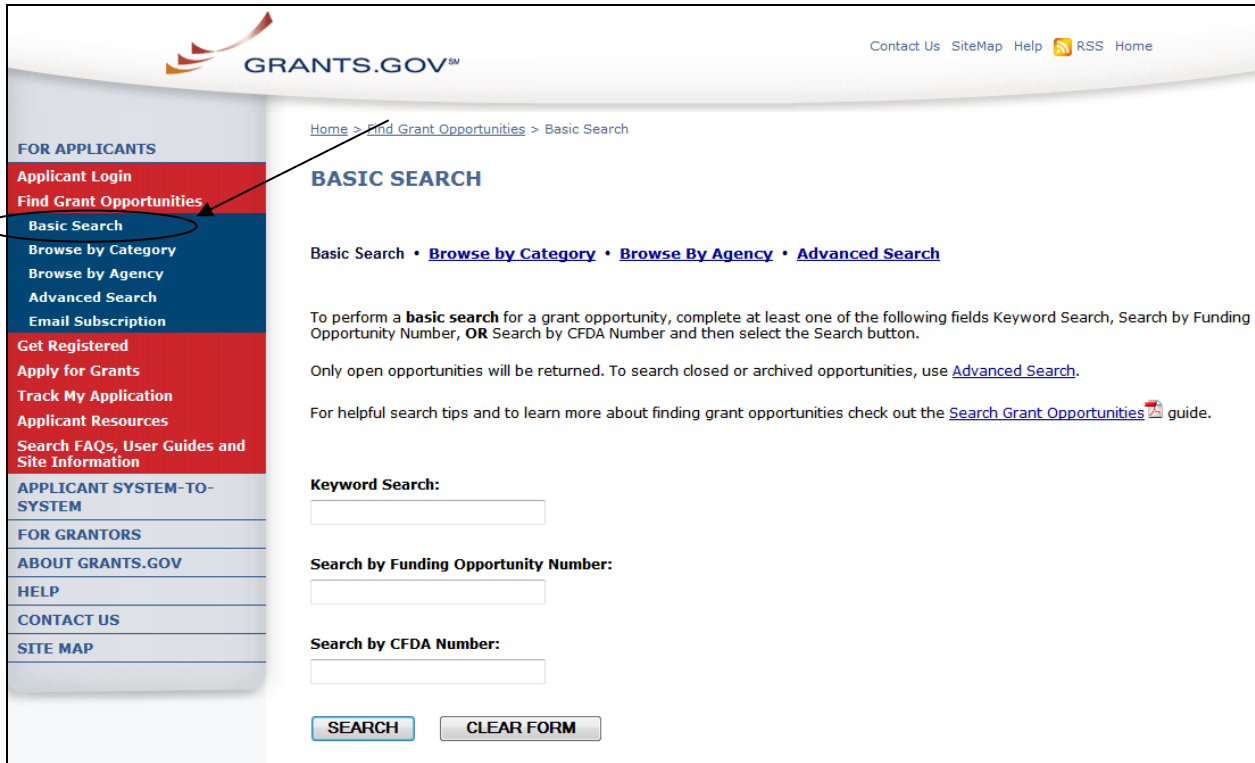
The screenshot shows the Grants.gov website interface. At the top, there's a navigation bar with 'Search', 'Contact Us', 'Site Map', 'RSS', and 'Home'. Below that, a breadcrumb trail reads 'Home > For Applicants > Find Grant Opportunities'. The main heading is 'FIND GRANT OPPORTUNITIES'. A left-hand navigation menu is visible, with 'Find Grant Opportunities' highlighted in red. The main content area includes a search bar and several search options: 'Basic Search', 'Browse by Category', 'Browse by Agency', 'Advanced Search', and 'Find Recovery Act Opportunities'. A 'Quick Links' box on the right contains links for 'Grant Search', 'Grant Email Alerts', 'Get Registered', 'Applicant Login', 'E-Biz POC Login', and 'Track My Application'. At the bottom, there's a section for 'FOR GRANTORS' with links for 'Grantor Login', 'New Agency Users', and 'Resources'. A red circle highlights the 'Apply for Grants' link in the bottom right of the page.

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

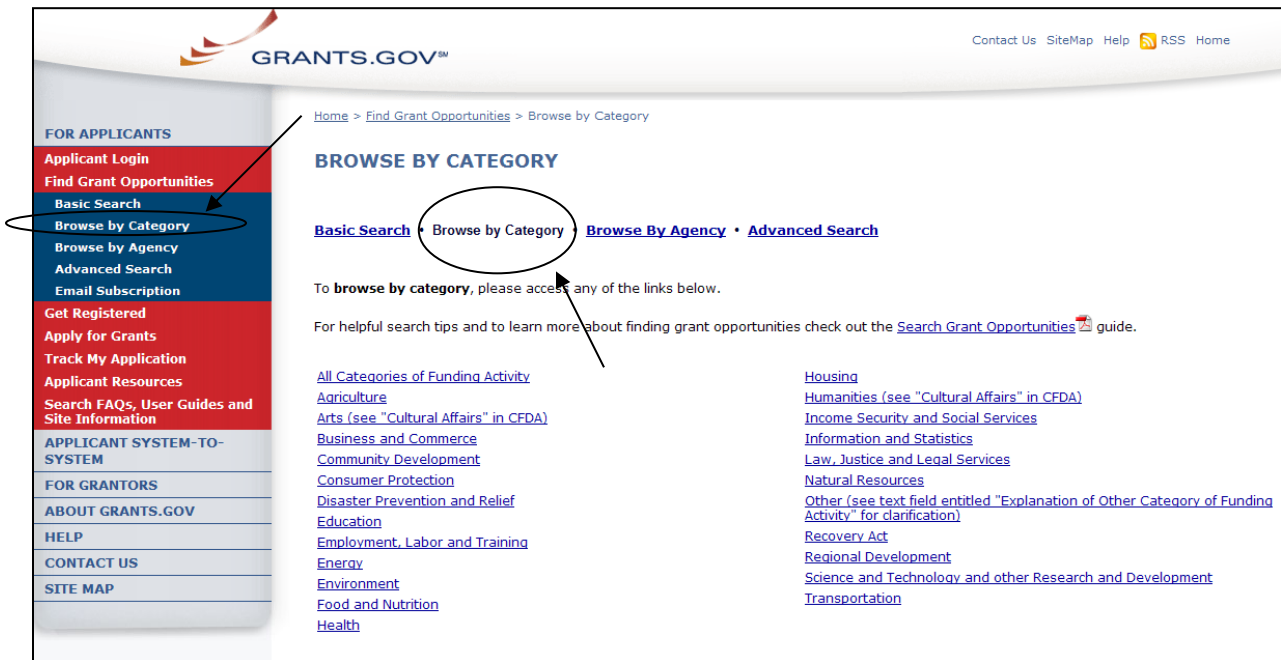


Quick Link Tip: You can also go to the Quick Links box and select **Grant Search** to immediately search for grants.

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.

GRANTS.GOV™

Contact Us SiteMap Help RSS Home

Home > Find Grant Opportunities > Browse by Agency

BROWSE BY AGENCY

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

To **browse by agency**, please access any of the links below.

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

All Agencies AT Administration for Children and Families Agency 03262009 Agency for International Development Air Force Office of Scientific Research Appalachian Regional Commission Build 2009-03 Agency Casper Casper Christopher Columbus Fellowship Foundation Corporation for National and Community Service DOT CDFI DOT-FWHA Defense Logistics Agency Defense Logistics Agency Department of Agriculture Department of Commerce Department of Commerce Department of Commerce Department of Defense Department of Education Department of Education Developer Account Department of Education Developer Account	Kevin Harp Agency Keves Agency Marwan NGMS Agency NIHUAT National Aeronautics and Space Administration National Archives and Records Administration National Council on Disability National Endowment for the Arts National Endowment for the Humanities National Institute of Health National Institute of Health National Institutes of Health National Institutes of Health Stage National Science Foundation Nive Agency Nive01 Nive02 Nive03 Nive04 Nive05 Nive06 Nuclear Regulatory Commission Office of Public Health and Science
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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.

FOR APPLICANTS

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
Search FAQs, User Guides and Site Information

APPLICANT SYSTEM-TO-SYSTEM

FOR GRANTORS

ABOUT GRANTS.GOV

HELP

CONTACT US

SITE MAP

[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:

All Days	▲
Last 3 Days	□
One Week	□
Two Weeks	□
Three Weeks	▼

Search by Eligibility:

All Eligibility Types	▲
City or township governments	□
County governments	□
For profit organizations other than small businesses	□
Independent school districts	▼

Search by Funding Activity Category:

All Categories of Funding Activity	▲
------------------------------------	---

Search by Agency:

All Agencies	▲
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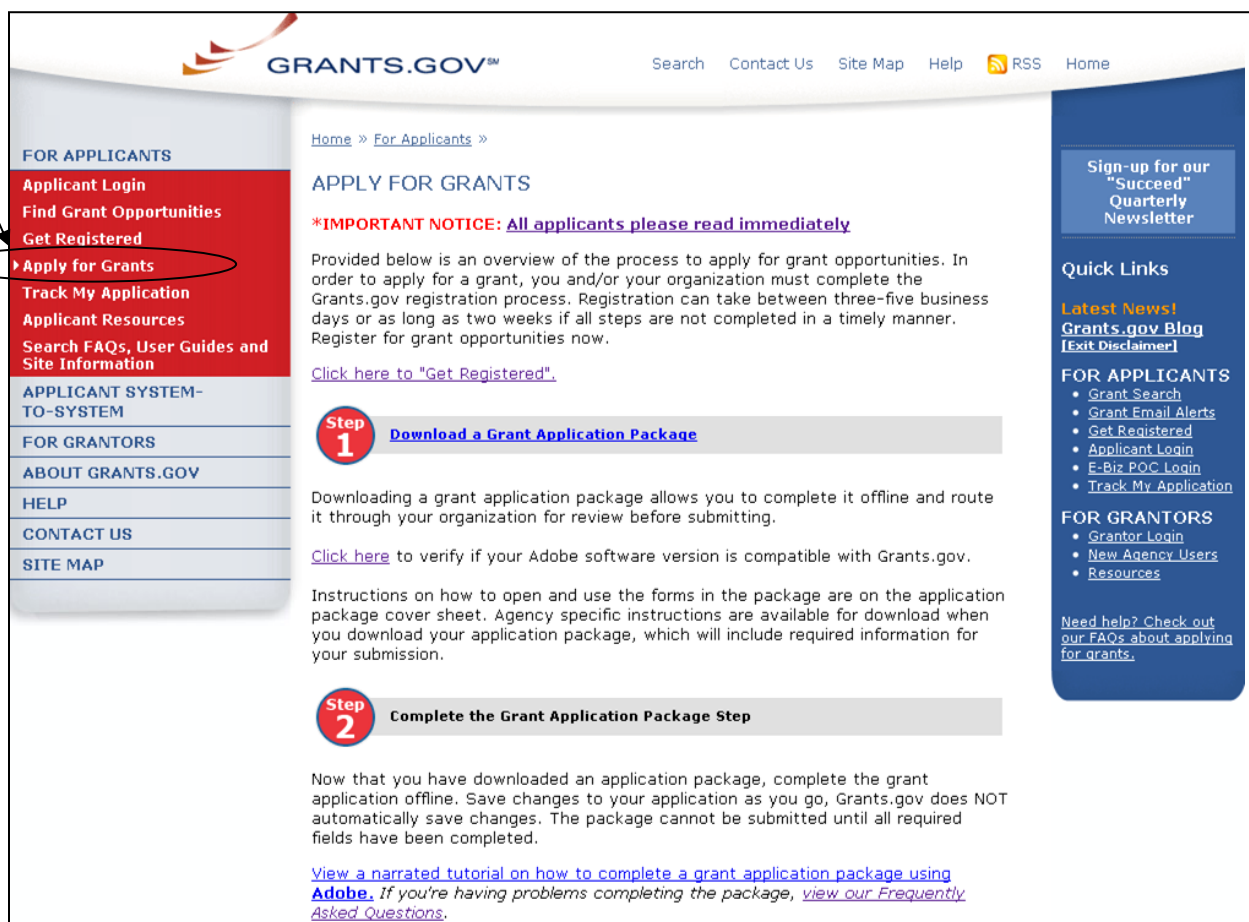
Download Application Packages

You can download and complete an application at any time, but to submit the application you must be registered with Grants.gov. Before 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

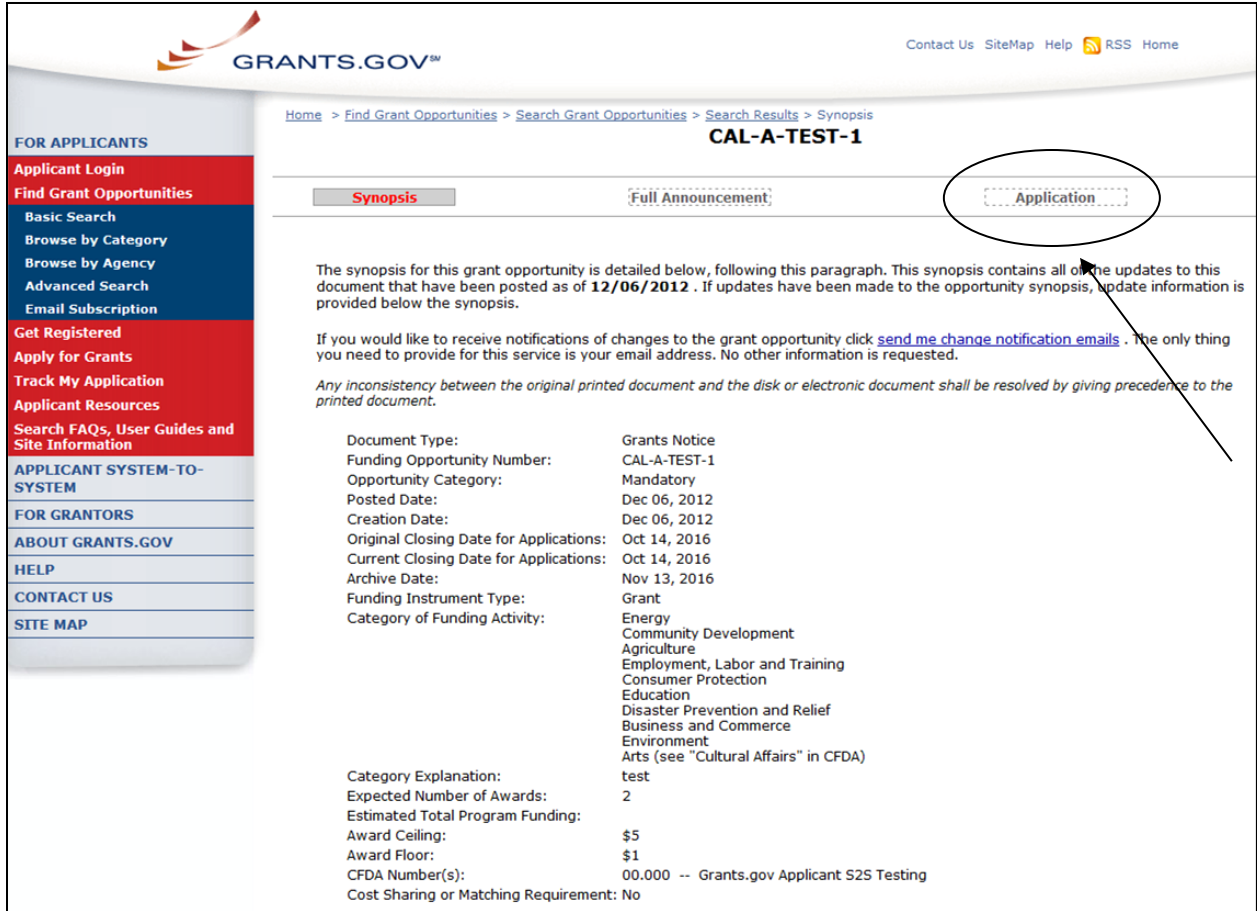
Follow the steps below to download application packages.

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.



The screenshot shows the Grants.gov website interface. At the top, the Grants.gov logo is on the left, and navigation links (Search, Contact Us, Site Map, Help, RSS, Home) are on the right. A left-hand navigation menu is visible, with the 'FOR APPLICANTS' section highlighted in red. Within this section, the 'Apply for Grants' link is circled in red. The main content area is titled 'APPLY FOR GRANTS' and features an important notice: '*IMPORTANT NOTICE: All applicants please read immediately'. Below this, there is an overview of the application process and a link to 'Get Registered'. The page is divided into two main steps: 'Step 1: Download a Grant Application Package' and 'Step 2: Complete the Grant Application Package Step'. Each step includes detailed instructions and links to additional resources like a narrated tutorial and frequently asked questions. On the right side of the page, there are sections for 'Sign-up for our "Succeed" Quarterly Newsletter', 'Quick Links', 'Latest News! Grants.gov Blog', and 'FOR APPLICANTS' and 'FOR GRANTORS' sub-sections with various links.

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



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Home > Find Grant Opportunities > Search Grant Opportunities > Search Results > Synopsis

CAL-A-TEST-1

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 **12/06/2012**. 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.

Document Type:	Grants Notice
Funding Opportunity Number:	CAL-A-TEST-1
Opportunity Category:	Mandatory
Posted Date:	Dec 06, 2012
Creation Date:	Dec 06, 2012
Original Closing Date for Applications:	Oct 14, 2016
Current Closing Date for Applications:	Oct 14, 2016
Archive Date:	Nov 13, 2016
Funding Instrument Type:	Grant
Category of Funding Activity:	Energy Community Development Agriculture Employment, Labor and Training Consumer Protection Education Disaster Prevention and Relief Business and Commerce Environment Arts (see "Cultural Affairs" in CFDA)
Category Explanation:	test
Expected Number of Awards:	2
Estimated Total Program Funding:	
Award Ceiling:	\$5
Award Floor:	\$1
CFDA Number(s):	00.000 -- Grants.gov Applicant S2S Testing
Cost Sharing or Matching Requirement:	No

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.



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Home > Applicants > Apply for Grants >

DOWNLOAD APPLICATION PACKAGE

Note: You will need to download and install [Adobe Reader](#) prior to downloading an Application Package.

To download an application package, enter the appropriate **CFDA Number OR Funding Opportunity Number** and click the "Download Package" button.

CFDA Number: (###.###)

Funding Opportunity Number: (Can contain only letters, numbers and dashes)

Funding Opportunity Competition ID: (Can contain only letters, numbers and dashes)

Download Package

If you do not remember the Funding Opportunity Number for the grant opportunity, return to the [Find Grant Opportunities](#) section to locate the grant opportunity and then return to this screen to enter the number.

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

OR

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.

To Download a Single-Project Application Package

1. Select the **Download Package** button. This will take you to the **Selected Grant Applications for Download** screen.
2. To download an application and its instructions, select the corresponding download link under the Instructions and Application column on the right.

GRANTS.GOVSM Contact Us SiteMap Help RSS Home

Home > Applicants > Apply for Grants >

SELECTED 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 Adobe Reader installed. Application packages are posted in 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 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](#) 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 & Application
00.000	CAL-A-TEST	CAL-A-TEST-MP-1	CAL-A-TEST-MP	General Dynamics Information Technology	download
00.000	CAL-A-TEST	CAL-A-TEST-SP-1	CAL-A-TEST-SP	General Dynamics Information Technology	download
00.000	CAL-A-TEST	CAL-A-TEST-MP-2	CAL-A-TEST-MP	General Dynamics Information Technology	download
	CAL-A-TEST	CAL-A-TEST-SP-2	CAL-A-TEST-SP	General Dynamics Information Technology	download

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

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DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

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

Opportunity Number: CAL-A-TEST: Test Funding Opportunity
Competition ID: CAL-A-TEST-SP-2
Competition Title: CAL-A-TEST-SP
Agency: General Dynamics Information Technology
Opening Date: 04/11/2012
Closing Date: 04/11/2016

To download an application, you will need to submit an email address so that you can be notified of any changes to the application before the closing date. Your e-mail address will allow us to e-mail you in the event this opportunity is changed and republished on Grants.gov before its closing date.

Email: Confirm Email:

Would you like to receive synopsis modification notices as well?

No, I do not wish to provide my email address

4. If you would like to be notified of any changes to this application, enter your email address in the **Email** field and confirm your email address in the **Confirm Email** field. The checkbox is automatically selected for you to be notified of synopsis modifications. Then select the **Submit** button. You will be directed to the **Download Opportunity Instructions and Application** screen containing the “Thank you for registering...” message as shown below.

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

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

Opportunity Number: CAL-A-TEST-1: CAL-A-TEST-1

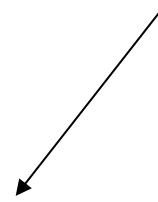
Competition ID: CAL-A-TEST2

Competition Title: CAL-A-TEST2

Agency: KV

Opening Date: None

Closing Date: 10/14/2013



Thank you for registering to receive notification of changes to this opportunity. Should any changes be made to the opportunity or its instructions you will be notified via e-mail at ggapplicant@gmail.com.

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](#)

If you do not want to enter your email address and do not want to be notified of modifications to the applicant or synopsis, select the **No, I do not wish to provide my email address** checkbox. Then select the **Submit** button. You will be directed to the **Download Opportunity Instructions and Application** screen containing the “Since you did not subscribe...” message as shown below.

Please note, if you choose not to enter your email address and the application package is deleted or modified, you may receive a rejection notice upon submitting the application.

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

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

Opportunity Number: CAL-A-TEST: Test Funding Opportunity

Competition ID: CAL-A-TEST-SP-2

Competition Title: CAL-A-TEST-SP

Agency: General Dynamics Information Technology

Opening Date: 04/11/2012

Closing Date: 04/11/2016

Since you did not subscribe, you will not be notified of any future changes to this opportunity. If you would like to receive notifications, [please click here](#).

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](#)

5. To view the Download Application Instructions, click on the **Download Application Instructions** link.
6. To download the Single-Project application package, click on the **Download Application Package** link. You will be directed to the Application Package pdf; an example is shown below.

File Edit Go to Favorites Help

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

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Grant Application Package

Opportunity Title: CAL-A-TEST-1
Offering Agency: KV
CFDA Number: 00.000
CFDA Description: Grants.gov Applicant S2S Testing
Opportunity Number: CAL-A-TEST-1
Competition ID: CAL-A-TEST-SP1
Opportunity Open Date:
Opportunity Close Date: 10/14/2016
Agency Contact:
 Jane Doe
 Agency X
 E-mail: jdoe@AAAgency.com
 Phone: 111224444

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

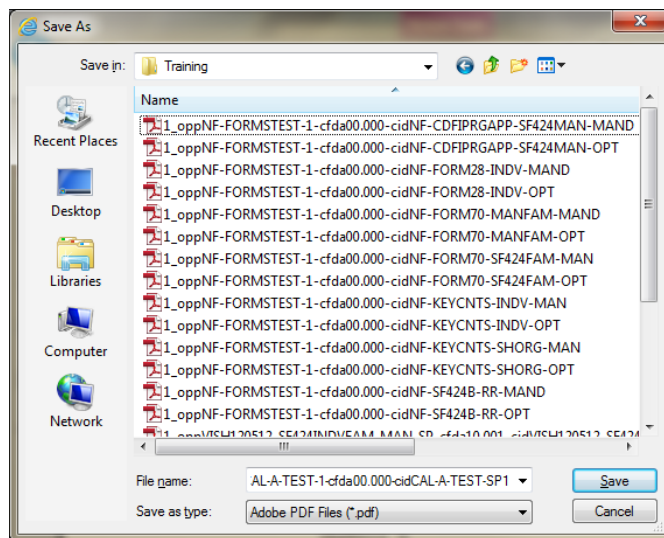
If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

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: [REDACTED]

<p>Mandatory Documents</p> <p>Application for Federal Assistance (SF-424)</p> <p>Optional Documents</p> <p>Key Contacts Grants.gov Lobbying Form EPA Form 4700-4 Assurances for Non-Construction Programs (SF-42) Assurances for Construction Programs (SF-424D)</p>	<p>Move Form to Complete</p> <p>=></p> <p>Move Form to Delete</p> <p>=<</p> <p>Move Form to Submission List</p> <p>=></p> <p>Move Form to Delete</p> <p>=<</p>	<p>Mandatory Documents for Submission</p> <p style="text-align: center;"><input type="button" value="Open Form"/></p> <p>Optional Documents for Submission</p> <p style="text-align: center;"><input type="button" value="Open Form"/></p>
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7. To save the application to your computer, select the **Save** button.



8. Browse to the location where to store the application on your computer or network.
9. Enter the name of the application in the **File Name** field.
10. Select the **Save** button. The application will save to your computer. You do not need to be online to complete the application.

To Download a Multi-Project Application Package

1. Select the **Download Package** button. This will take you to the **Selected Grant Applications for Download** screen.
2. To download an application and instructions, select the corresponding download link under the Instructions and Application column on the right.

GRANTS.GOVSM Contact Us SiteMap Help RSS Home

Home » Applicants » Apply for Grants »

SELECTED 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 Adobe Reader installed. Application packages are posted in 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 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](#) 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 & Application
00.000	CAL-A-TEST	CAL-A-TEST-MP-1	CAL-A-TEST-MP	General Dynamics Information Technology	download
00.000	CAL-A-TEST	CAL-A-TEST-SP-1	CAL-A-TEST-SP	General Dynamics Information Technology	download
00.000	CAL-A-TEST	CAL-A-TEST-MP-2	CAL-A-TEST-MP	General Dynamics Information Technology	download
	CAL-A-TEST	CAL-A-TEST-SP-2	CAL-A-TEST-SP	General Dynamics Information Technology	download

3. When you download an application package, you will 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.

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You will be taken to an external site to download the application for the following opportunity:

CFDA Number: 00.000: Not Elsewhere Classified
Opportunity Number: CAL-A-TEST: Test Funding Opportunity
Competition ID: CAL-A-TEST-MP1
Competition Title: CAL-A-TEST-MP1
Agency: General Dynamics Information Technology
Opening Date: 04/20/2012
Closing Date: 04/20/2016

To download an application, you will need to submit an email address so that you can be notified of any changes to the application before the closing date. Your e-mail address will allow us to e-mail you in the event this opportunity is changed and republished on Grants.gov before its closing date.

Email: Confirm Email:
 Would you like to receive synopsis modification notices as well?
 No, I do not wish to provide my email address

4. If you would like to be notified of any changes to this application, enter your email address in the **Email** field and confirm your email address in the **Confirm Email** field. The checkbox is automatically selected for you to be notified of synopsis modifications. Then select the **Submit** button. You will be directed to the **Download Opportunity Instructions and Application** screen containing the “Thank you for registering...” message as shown below.

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

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

Opportunity Number: CAL-A-TEST-1: CAL-A-TEST-1
Competition ID: CAL-A-TEST2
Competition Title: CAL-A-TEST2
Agency: KV
Opening Date: None
Closing Date: 10/14/2013

Thank you for registering to receive notification of changes to this opportunity. Should any changes be made to the opportunity or its instructions you will be notified via e-mail at ggapplicant@gmail.com.

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](#)

If you do not want to enter your email address and do not want to be notified of modifications to the applicant or synopsis, select the **No, I do not wish to provide my email address** checkbox. Then select the **Submit** button. You will be directed to the **Download Opportunity Instructions and Application** screen containing the “Since you did not subscribe...” message as shown below.

Please note if you choose not to enter your email address and the application package is deleted or modified, you may receive a rejection notice upon submitting the application.

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DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You will be taken to an external site to download the application for the following opportunity:

CFDA Number: 00.000: Not Elsewhere Classified
Opportunity Number: CAL-A-TEST: Test Funding Opportunity
Competition ID: CAL-A-TEST-MP1
Competition Title: CAL-A-TEST-MP1
Agency: General Dynamics Information Technology
Opening Date: 04/20/2012
Closing Date: 04/20/2016

Since you did not subscribe, you will not be notified of any future changes to this opportunity. If you would like to receive notifications, [please click here.](#)

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. [Link to Agency Multi-Project System](#)

6 To view the Download Application Instructions, select the **Download Application Instructions** link.

7 To download the Multi-Project application package, click on the **Link to Agency Multi-Project System** link. You will be directed to the Agency’s External Multi-System website. Follow the instructions provided on the Agency website.

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 in Grants.gov, your organization's SAM registration must be current, 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** screen. Select **For Applicants** link in the left navigation and then select **Track Your Application** 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.

The screenshot shows the Grants.gov application form interface. At the top, there is a toolbar with various icons and a status bar indicating '1 / 1' and '113%'. Below the toolbar, there are buttons for 'Save & Submit', 'Save', 'Print', 'Cancel', and 'Check Package for Errors'. The main content area is titled 'Grant Application Package' and contains the following information:

GRANTS.GOV™

Opportunity Title: CAL-A-TEST-1

Offering Agency: KV

CFDA Number: [Empty field]

CFDA Description: [Empty field]

Opportunity Number: CAL-A-TEST-1

Competition ID: CAL-A-TEST-RR

Opportunity Open Date: [Empty field]

Opportunity Close Date: 10/14/2013

Agency Contact: Jane Doe
ABC Agency
Jane.Doe@ABC.com
703-222-3333

Instructions: 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: [Redacted]

Mandatory Documents [SF424 (R & R)] **Mandatory Documents for Submission** [Move Form to Complete]

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.

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

GRANTS.GOV™ **Grant Application Package**

Opportunity Title: CAL-A-TEST-1
Offering Agency: KV
CFDA Number: 00.000
CFDA Description: Grants.gov Applicant S2S Testing
Opportunity Number: CAL-A-TEST-1
Competition ID: CAL-A-TEST-RR2
Opportunity Open Date:
Opportunity Close Date: 10/14/2013
Agency Contact: Jane Doe
ABC Agency
Jane.Doe@ABC.com
111-222-3333

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
SF424 (R & B)

Mandatory Documents for Submission

Move Form to Complete
 Move Form to Delete

Optional Documents
Project Data Form
Attachments

Optional Documents for Submission

Move Form to Submission List
 Move Form to Delete

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.

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

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: [Redacted]

Mandatory Documents
SF424 (R & R)

Optional Documents
Project Data Form Attachments

Mandatory Documents for Submission

Optional Documents for Submission

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.

- 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 are predefined and contain required and optional fields. **You are encouraged to complete the SF-424 Form first.** The SF-424 form will populate certain fields on additional forms in the package. For example, the SF-424 R&R Family form is shown below.

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

OMB Number: 4040-0001
Expiration Date: 06/30/2011

**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:

c. Previous Grants.gov Tracking ID:

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:

Position/Title:

Street1:
 Street2:

City: County / Parish:

State: Province:

Country: USA: UNITED STATES ZIP / Postal Code:

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?

8.50 x 11.00 in

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 save your work, select the **Save** button (on the cover page) to save your entire application.

Attachments

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

Below describes how to submit and attach additional documentation (and review the application package instructions) for an application package:

To open a form that requires you to attach a document:

1. Select the form to complete and click on the **Move Form to Complete** button.
2. Click on the **Open Form** button below the appropriate box.
3. To attach a document, click on the **Add Attachment** button. Depending on the form, you may attach a PDF, Text document, or Word document. Below is an example of the Attachment Form.

Close Form **Print Page**

ATTACHMENTS FORM

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
8) Please attach Attachment 8	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
10) Please attach Attachment 10	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment

8.50 x 11.00 in

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



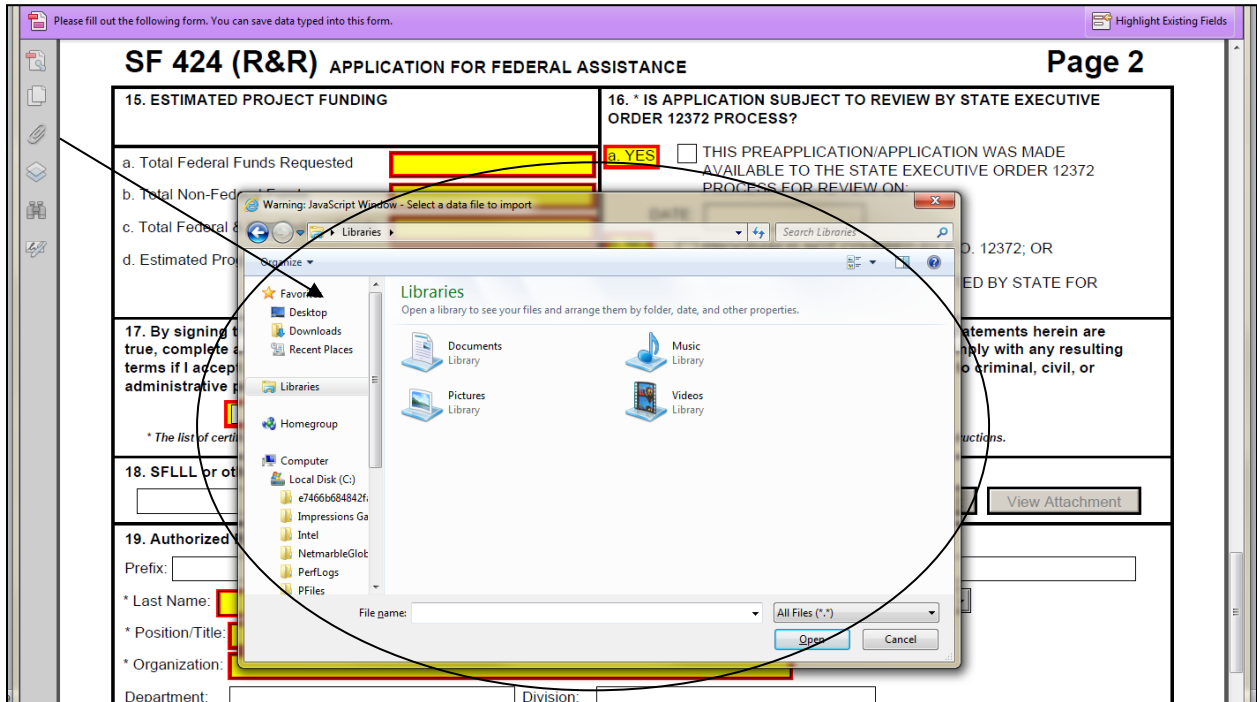
5. Select the document to attach. Click on the **Open** button. You will return to the Attachments Form. The file name of the attachment will now appear in the form on the line of which you selected Add Attachment.
6. Repeat this process until you have attached all of the necessary documents.

Attaching a Document within the Application Package

You may be required to submit attachments within forms. To attach documents to specific questions on a form:

1. When filling out a form requesting you to add attachments, 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) to upload.



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

ATTENTION: Please use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore(_), hyphen (-), space, period and limit the file name to 50 or fewer characters. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing. 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, 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.

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

15. ESTIMATED PROJECT FUNDING

a. Total Federal Funds Requested

b. Total Non-Federal Funds

c. Total Federal & Non-Federal Funds

d. Estimated Program Income

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:
DATE:

b. NO PROGRAM IS NOT COVERED BY E.O. 12372; OR
 PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

I agree

*The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Deleting an Attachment within a Form

1. To delete an attachment within the form, go to the field 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 block 18.)

17. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

I agree

*The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

18. SFLLL (Disclosure of Lobbying Activities) or other Explanatory Documentation

19. Authorized Representative

Prefix: First Name: Middle Name:

2. A Remove Attachment confirmation dialog box will appear. Select the **Yes** button to delete the attachment.

17. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

I agree

*The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

18. SFLLL (Disclosure of Lobbying Activities) or other Explanatory Documentation

19. Authorized Representative

Prefix:

Last Name:

Position/Title:

Organization:

Department:

Street1:

Street2:

City: County / Parish:

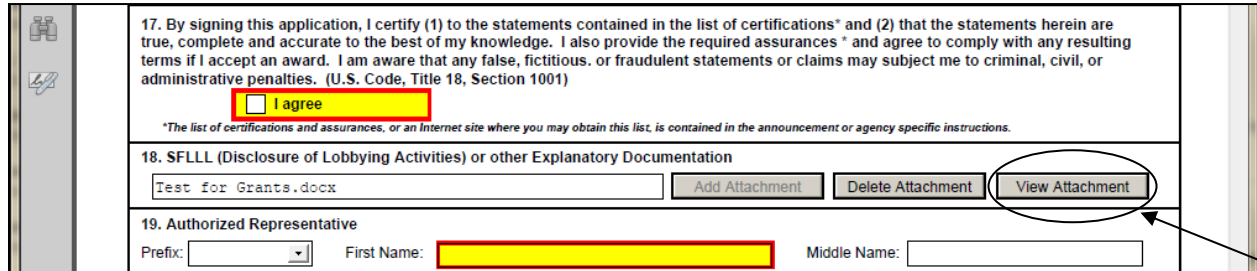
State: Province:

Warning: JavaScript Window - REMOVE ATTACHMENT

Are you sure?

Viewing an Attachment within a Form

1. To view an attachment within the form, go to the field 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 block 18.)



17. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

I agree

*The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

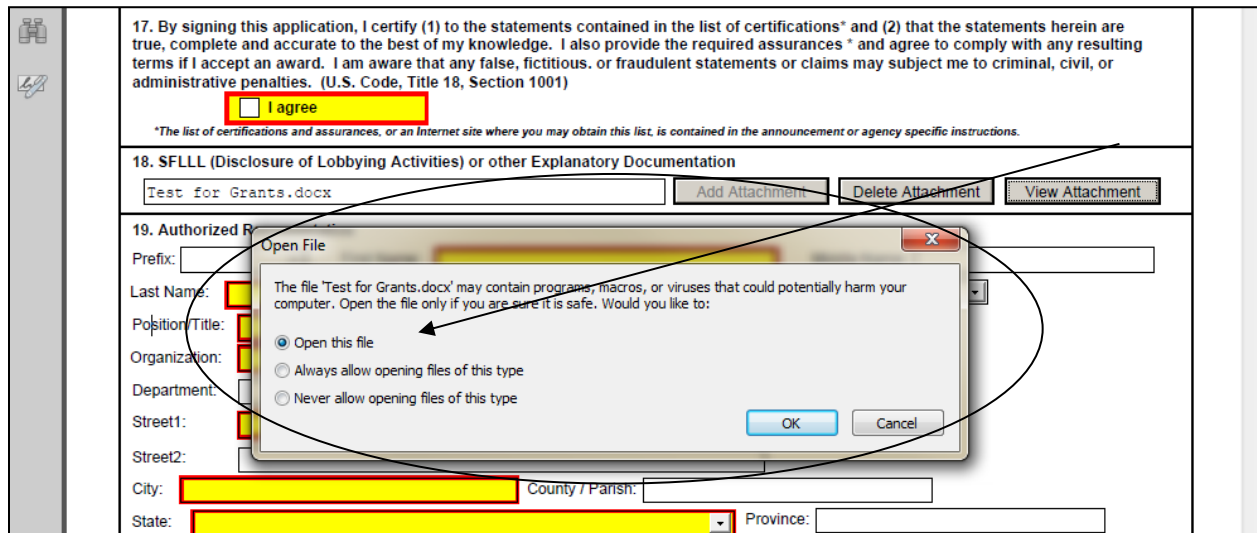
18. SFLLL (Disclosure of Lobbying Activities) or other Explanatory Documentation

Test for Grants.docx Add Attachment Delete Attachment **View Attachment**

19. Authorized Representative

Prefix: First Name: Middle Name:

2. A Forms Attachment dialog box will appear. Select the **Open this file** radio button and click the **OK** button.



17. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

I agree

*The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

18. SFLLL (Disclosure of Lobbying Activities) or other Explanatory Documentation

Test for Grants.docx Add Attachment Delete Attachment View Attachment

19. Authorized Representative

Prefix: Last Name: Position/Title: Organization: Department: Street1: Street2: City: County / Parish: State: Province:

Open File

The file 'Test for Grants.docx' may contain programs, macros, or viruses that could potentially harm your computer. Open the file only if you are sure it is safe. Would you like to:

Open this file

Always allow opening files of this type

Never allow opening files of this type

OK Cancel

3. When you are finished reviewing the document, close the document. It will remain 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, and save the document. Then you will need to attach the new document to the form and delete the outdated attachment from the form.

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. You may select the **Check Package for Errors** button at any time while completing the application to ensure that you have completed all required data fields.

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

GRANTS.GOV™ **Grant Application Package**

Opportunity Title:	CAL-A-TEST-1
Offering Agency:	KV
CFDA Number:	00.000
CFDA Description:	Grants.gov Applicant S2S Testing
Opportunity Number:	CAL-A-TEST-1
Competition ID:	CAL-A-TEST-RR2
Opportunity Open Date:	
Opportunity Close Date:	10/14/2013
Agency Contact:	Jane Doe ABC Agency Jane.Doe@ABC.com 111-222-3333

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.

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.

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

Save & Submit Save Print Cancel Check Package for Errors

GRANTS.GOV™

Grant Application Package

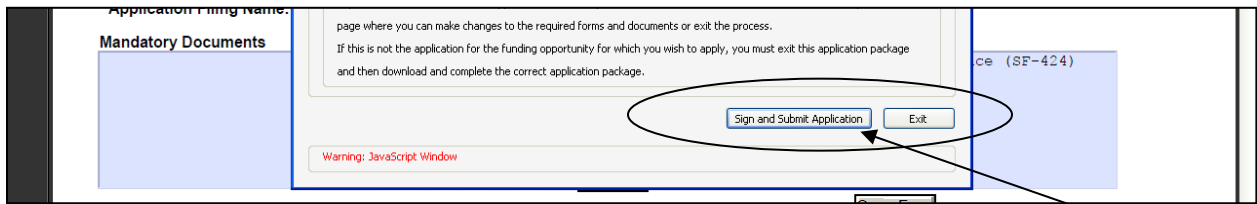
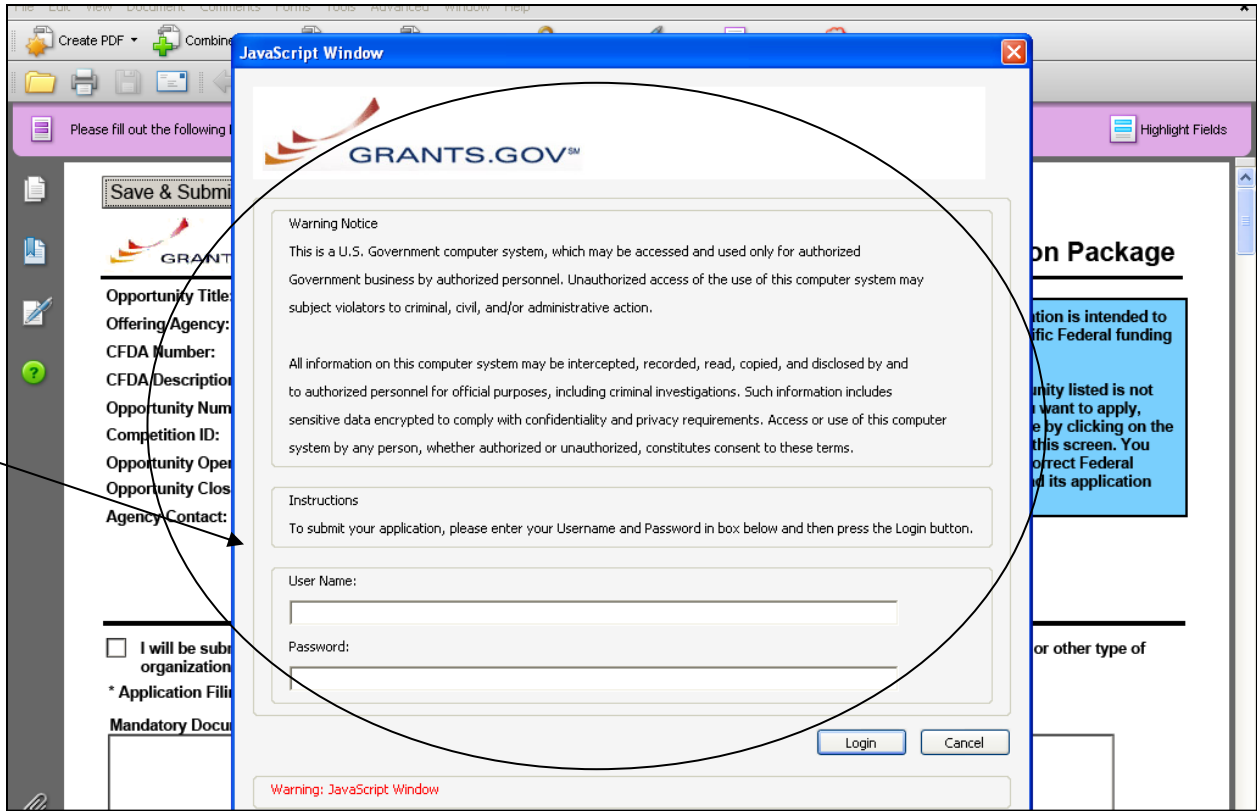
Click on Tools to convert PDF documents to Word or Excel.

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.

Opportunity Title: CAL-A-TEST-1
Offering Agency: KV
CFDA Number: 00.000
CFDA Description: Grants.gov Applicant S2S Testing
Opportunity Number: CAL-A-TEST-1
Competition ID: CAL-A-TEST-MAND
Opportunity Open Date:
Opportunity Close Date: 10/14/2013
Agency Contact: Jane doe
ABC Agency
E-mail: jane.doe@bgmail.com
Phone: 1112224444

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.

Page 1



[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 GRANTXXXXXXXXXX.

If you have questions please contact the Grants.gov Contact Center: support@grants.gov
1-800-518-4726 24 hours a day, 7 days a week. Closed on federal holidays.

The following application tracking information was generated by the system:

Grants.gov Tracking Number:	GRANT00561511
Applicant DUNS:	00-000-0000
Submitter's Name:	jane doe
CFDA Number:	00.000
CFDA Description:	Grants.gov Applicant S2S Testing
Funding Opportunity Number:	CAL-A-TEST-1
Funding Opportunity Description:	CAL-A-TEST-1
Agency Name:	KV

Application Name of this Submission:	AP Name CAL-A-TEST-RR2
Date/Time of Receipt:	2012.12.10 1:48 PM, EST

TRACK MY APPLICATION – To check the status of this application, please click the link below:
https://at07apply.grants.gov/apply/checkSingleApplStatus.faces?tracking_num=GRANT00561511

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.

From: DoNotReply@grants.gov [DoNotReply@grants.gov]
Sent: Monday, December 10, 2012 1:54 PM
To: Jane Doe
Subject: GRANT00561512 Grants.gov Submission Receipt

Your application has been received by Grants.gov, and is currently being validated.
Your submission was received at 10-Dec-12 01:54:34 PM ET

Validation may take up to 2 business days. To check the status of your application please click here
https://at07apply.grants.gov/apply/checkSingleAppStatus.faces?tracking_num=GRANT00561512

Type: GRANT

Grants.gov Tracking Number: GRANT00561512

We will notify you via email when your application has been validated by Grants.gov and is being prepared for Grantor agency retrieval.
DUNS Number: 0000000000000

AOR name: jane doe

Application Name: AP Name CAL-A-TEST-RR2

Opportunity Number: CAL-A-TEST-1

Opportunity Name: CAL-A-TEST-1

<https://at07apply.grants.gov/apply/login.faces?cleanSession=1&userType=applicant>

Thank you.
Grants.gov

If you have questions please contact the Grants.gov Contact Center:
support@grants.gov
1-800-518-4726
24 hours a day, 7 days a week. Closed on federal holidays.

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 has been validated and being prepared for agency retrieval.

From: DoNotReply@grants.gov [DoNotReply@grants.gov]
Sent: Monday, December 10, 2012 1:54 PM
To: Jane Doe
Subject: GRANT00561512 Grants.gov Submission Validation Receipt for Application

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

DUNS Number: 0000000000000

AOR name: jane doe

Application Name: AP Name CAL-A-TEST-RR2

Opportunity Number: CAL-A-TEST-1

Opportunity Name: CAL-A-TEST-1

<https://at07apply.grants.gov/apply/login.faces?cleanSession=1&userType=applicant>

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

Thank you.
Grants.gov
If you have questions please contact the Grants.gov Contact Center:
support@grants.gov
1-800-518-4726
24 hours a day, 7 days a week. Closed on federal holidays.

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

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

From: DoNotReply@grants.gov [DoNotReply@grants.gov]
Sent: Monday, December 10, 2012 2:46 PM
To: Jane Doe
Subject: GRANT00561512 Grants.gov Grantor Agency Retrieval Receipt for Application

Your application has been retrieved by the Grantor agency.

Type: GRANT

Grants.gov Tracking Number: GRANT00561512

DUNS Number: 0000000000000

AOR name: jane doe

Application Name: AP Name CAL-A-TEST-RR2

Opportunity Number: CAL-A-TEST-1

Opportunity Name: CAL-A-TEST-1

<https://at07apply.grants.gov/apply/login.faces?cleanSession=1&userType=applicant>

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

Thank you.

Grants.gov

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

support@grants.gov

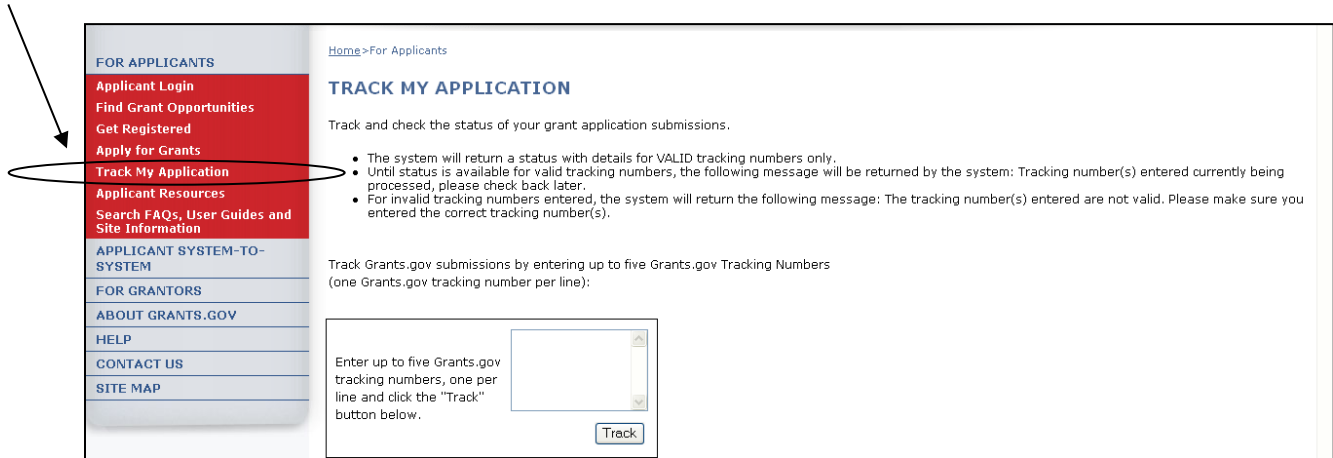
1-800-518-4726

24 hours a day, 7 days a week. Closed on federal holidays.

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

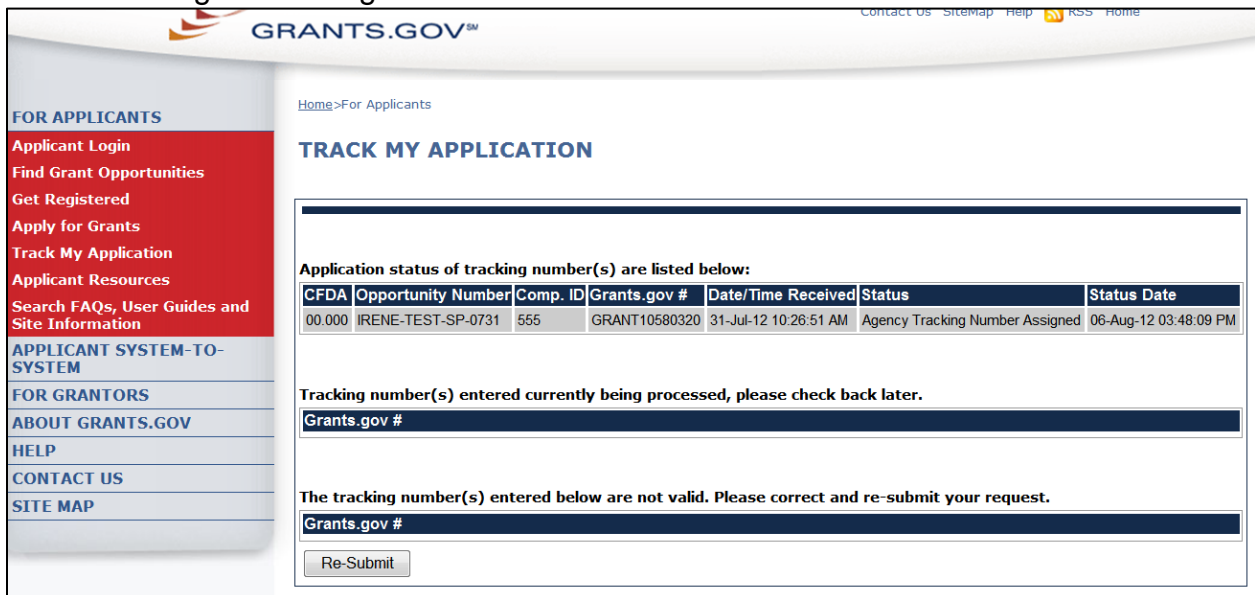
Track My Application

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. The information listed includes:

- CFDA Number
- Opportunity Number
- Competition ID
- Grants.gov Tracking Number
- Date/Time Received
- Status
- Status Date



Submission Name/Files

To view a list of the files and attachments submitted, log into the Applicant Center and select the **Check Application Status** link.

Welcome, Applicant I Grants of 777777770000 SAM Exp Date:

AOR Status:
AOR Request Sent

Applicant Tools

[Change My Password](#)
[Manage My Profile](#)
[Logout of Grants.gov](#)

[Home](#) > Applicant Center

APPLICANT CENTER

Welcome to the Applicant Center!

The Applicant Center allows you to manage your applicant profile and to check the status of all your applications at once. If you are the E-Business Point of Contact (E-Biz POC) or know the valid MPIN associated with your DUNS Number, you can access the E-Biz POC Tool links by selecting one of the two links and then entering the valid MPIN.

There is also the [Track My Application](#) page which allows you to track application packages without having to login to the Applicant Center. To search for grant opportunities, visit the [Find Grant Opportunities](#) page. To learn about how to apply for a grant, visit the [Apply for Grants](#) page. If you have any questions you can call the Grants.gov Contact Center at 1-800-518-4726 or email at support@grants.gov.

[Manage My Profile](#) (Organization AORs check registration status here)

On the Manage My Profile page, you can update information in your applicant profile, such as your name, telephone number, email address, and title. If you are a grant applicant representing an organization, you can also verify if you have been granted Authorized Organization Representative (AOR) status, which is a person authorized to submit applications through Grants.gov on behalf of their organization.

The following status information is provided:

- **Approved:** You have received approval to submit on behalf of your organization.
- **AOR Request Sent:** Grants.gov sent an email notification to your E-Business Point of Contact (E-Biz POC) that you have registered to submit grant applications through Grants.gov on behalf of your organization.

Note: Once your E-Biz POC assigns the "Authorized Applicant" role to you, you will receive an email stating that you have been designated as an AOR and will be able to submit applications through Grants.gov. You may also access the E-Biz POC tool links if you know the valid MPIN.

[Check My Application Status](#)

Once you have submitted an application, you can check the status of your application submission on the [Track My Application](#) page or in this section. You can identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number. The following status information is provided:

- **Date/Time/Files Received** – The date and time Grants.gov received your application and if hyperlinked, the list of forms and files received by Grants.gov for your application submission
- **Status** – (Application Status Messages Include):
 - **Received** – Grants.gov has received the application, but the application is awaiting validation.
 - **Validated** – Grants.gov validated the application and it is available for the agency to download.

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.

[Home](#) > [For Applicants](#) > Check Application Status

CHECK APPLICATION STATUS

Opportunity CFDA Num.	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!	17
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 02:55:48 PM	Validated	05-Nov-08 02:02:04 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.



GRANTS.GOVSM Contact Us SiteMap Help RSS Home

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 the **Find Grant Opportunities** link. Then, select **Email Subscription** from the left navigation and select [Advanced Criteria](#). The **Subscription Services** screen 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** link from the left navigation, and select [Specific FON](#). The **Subscription Services** screen 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** screen 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.

The screenshot shows the Grants.gov website interface. The top navigation bar includes 'Search', 'Contact Us', 'Site Map', 'RSS', and 'Home'. The left sidebar contains a navigation menu with 'FOR APPLICANTS' highlighted. Under 'FOR APPLICANTS', 'Subscriptions' is circled in red, and an arrow points to it from the left. The main content area is titled 'SUBSCRIPTIONS' and contains the following text: '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.' Below this are four subscription options, each with a radio button: 'Grants.gov RSS Feed', 'All Grants Notices', 'Notices Based on Advanced Criteria', and 'Notices Based on Funding Opportunity Number'. A 'Subscription Services - Unsubscribe' link is provided for each option. The right sidebar contains 'Quick Links' and 'FOR APPLICANTS' sections.



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](#))
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.