



# *Grantor User Guide*

---

Grants.Gov Release 12.0  
Document Version 11.1  
August 17, 2012

# Table of Contents

<b>INTRODUCTION .....</b>	<b>5</b>
<b>VERSION INFORMATION .....</b>	<b>5</b>
<b>FINDING INFORMATION ABOUT GRANTS.GOV .....</b>	<b>6</b>
<b>GRANTOR RESOURCES .....</b>	<b>7</b>
<b>POSTING GRANT OPPORTUNITIES .....</b>	<b>8</b>
<b>CREATING NEW GRANT OPPORTUNITIES .....</b>	<b>9</b>
<b>MODIFYING GRANT OPPORTUNITIES .....</b>	<b>13</b>
<b>DELETING GRANT OPPORTUNITIES .....</b>	<b>19</b>
<b>PUBLISHING NEW SYNOPSES .....</b>	<b>21</b>
<b>MODIFYING SYNOPSES WITH A FUTURE POST DATE .....</b>	<b>27</b>
<b>MODIFYING POSTED SYNOPSES .....</b>	<b>32</b>
<b>DELETING SYNOPSES .....</b>	<b>37</b>
<b>ATTACHING FULL ANNOUNCEMENTS/OTHER DOCUMENTS .....</b>	<b>40</b>
<b>DELETING FULL ANNOUNCEMENTS/OTHER DOCUMENTS .....</b>	<b>44</b>
<b>PUBLISHING APPLICATION PACKAGES .....</b>	<b>45</b>
<b>CREATING APPLICATION PACKAGES .....</b>	<b>46</b>
SINGLE-PROJECT APPLICATION PACKAGE .....	48
MULTI-PROJECT APPLICATION PACKAGE .....	53
<b>MODIFYING APPLICATION PACKAGES .....</b>	<b>60</b>
MODIFYING SINGLE-PROJECT APPLICATION PACKAGES .....	62
MODIFYING MULTI-PROJECT APPLICATION PACKAGES .....	65
<b>DELETING APPLICATION PACKAGES .....</b>	<b>68</b>
<b>VIEW APPLICATION PACKAGES DETAILS .....</b>	<b>73</b>
<b>MANAGING PACKAGE TEMPLATES .....</b>	<b>75</b>
<b>CREATING APPLICATION PACKAGE TEMPLATES .....</b>	<b>76</b>
CREATING SINGLE-PROJECT APPLICATION PACKAGE TEMPLATES .....	78
CREATING MULTI-PROJECT APPLICATION PACKAGE TEMPLATES .....	79
<b>MODIFYING APPLICATION PACKAGE TEMPLATES .....</b>	<b>80</b>
MODIFYING SINGLE-PROJECT APPLICATION PACKAGE TEMPLATES .....	82
MODIFYING MULTI-PROJECT APPLICATION PACKAGE TEMPLATES .....	83
<b>DELETING APPLICATION PACKAGE TEMPLATES .....</b>	<b>84</b>
<b>RETRIEVING SUBMITTED APPLICATIONS .....</b>	<b>85</b>
<b>ASSIGNING AGENCY TRACKING NUMBERS AND AGENCY NOTES .....</b>	<b>88</b>
<b>MANAGING AGENCY USERS .....</b>	<b>91</b>
<b>REASSIGNING ROLES .....</b>	<b>94</b>
<b>VIEWING AGENCY USER PROFILE .....</b>	<b>96</b>

<b>DEACTIVATE AGENCY USER .....</b>	<b>97</b>
<b>MANAGING AGENCIES .....</b>	<b>98</b>
<b>CREATING AGENCIES.....</b>	<b>101</b>
<b>MODIFYING AGENCIES/SUB-AGENCIES.....</b>	<b>103</b>
<b>SET AGENCY LEVELS.....</b>	<b>104</b>
<b>VIEWING APPLICATIONS .....</b>	<b>105</b>
<b>REPORTING .....</b>	<b>107</b>
APPLICANT REPORT .....	107
AUDIT REPORT.....	108
SUBMISSION REPORT .....	111
PUBLISHED OPPORTUNITIES.....	113
ORGANIZATION REPORT.....	113
MANAGE OPPORTUNITIES.....	114
RETRIEVE SUBMITTED APPLICATIONS.....	114
MANAGE APPLICATION PACKAGE TEMPLATES .....	114
MANAGE AGENCY USERS.....	115
VIEW ALL SUBMITTED APPLICATIONS.....	115
REJECTION REPORT.....	116

## Document Control

Version Number	Date	Owner	Comments
7.0	August 19, 2011	E. Calimag	<ul style="list-style-type: none"> <li>• Creation of Document Control Table in order to baseline document versioning. This information was not previously captured in previous guides.</li> <li>• Updated screen captures in overall document to reflect any cosmetic changes to Grantor user interface.</li> <li>• Updated section Assigning Agency Tracking Number and Agency Notes in order to incorporate the Agency Notes functionality. (Section was formerly Assigning Agency Tracking Number)</li> </ul>
8.0		N Foreman	<ul style="list-style-type: none"> <li>• Added Multi-Project Application Package screens and description</li> </ul>
9.0	April 18, 2012	N Foreman	<ul style="list-style-type: none"> <li>• Updated document for new Modify/Delete/View Details link and description</li> <li>• Updated document to include new Sub-Application package process/screenshots and description.</li> <li>• Delivered to COTR for review</li> </ul>
10	April 26, 2012	N Foreman	<ul style="list-style-type: none"> <li>• Updated Multi-Project Application Package and Sub-Application screenshots</li> <li>• Added Applicant Report and Audit Report screenshots and descriptions</li> </ul>
11	August 10, 2012	N Foreman	<ul style="list-style-type: none"> <li>• Updated to include 12.0 UI Enhancements</li> </ul>
11.1	August 17, 2012	N Foreman	<ul style="list-style-type: none"> <li>• Updated logo on title page.</li> <li>• Updated screenshots to reflect CCR to SAM migrations</li> </ul>

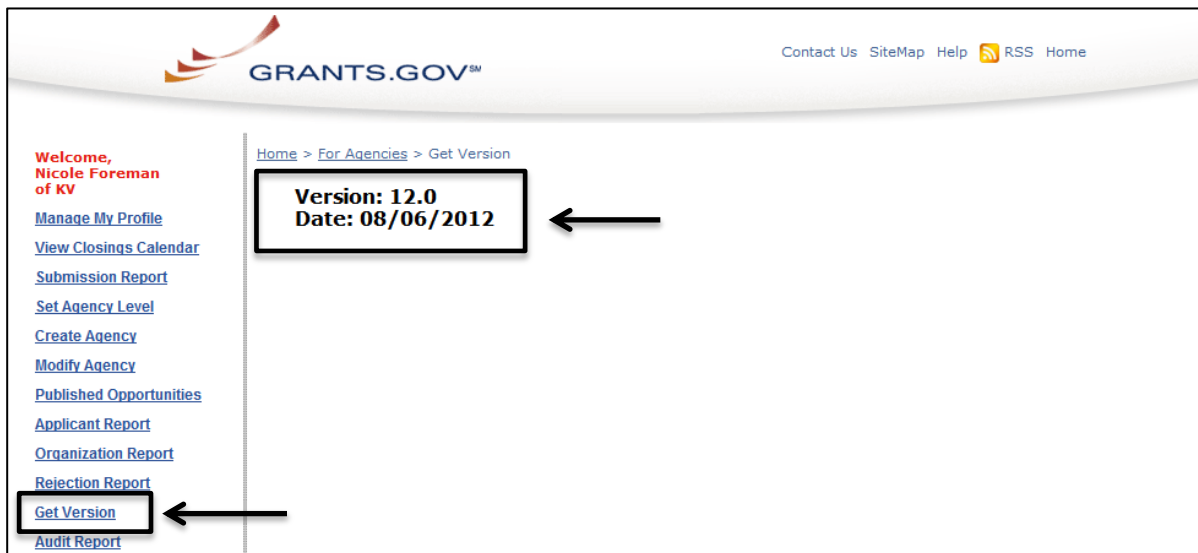
## Introduction

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 an overview of every step of the process. From getting started and registration to viewing and tracking completed applications, this user guide offers clarification where and when you need it.

## Version Information

The grantor interface provides version information for when the system was updated. The system build version number and date the system is updated is presented on the page. This new feature will help grantors update internal communication and will facilitate interagency training and education on using the system (i.e. User Guides/New Grantor instruction.)



## Finding Information about Grants.gov

Grants.gov provides information for federal grant-making agencies in the **For Grantors** section of the website. To access specific information about Grants.gov, simply click **For Grantors** in the left side navigation on any Grants.gov page. This will take you to the **For Grantors** page.

Once on the For Grantors page, you may post grant opportunities, publish and retrieve grant applications and access resources specifically for grant-making agencies. Inform co-workers and constituents about Grants.gov, and receive help to make using Grants.gov easier.

The screenshot shows the Grants.gov website interface. At the top, the logo 'GRANTS.GOV<sup>SM</sup>' is displayed alongside navigation links for Search, Contact Us, Site Map, RSS, and Home. The left sidebar contains a navigation menu with the following items: CCR / SAM migration: Learn more on the Grants.gov Blog; FOR APPLICANTS; APPLICANT SYSTEM-TO-SYSTEM; FOR GRANTORS (highlighted in red); Agency Registration; Agency System to System; Forms Repository; Grantor Resources; ABOUT GRANTS.GOV; HELP; CONTACT US; and SITE MAP. The main content area is titled 'FOR GRANTORS' and features a section for 'Grants.gov Recovery Act Opportunity "Tagging" Guidance'. This section includes instructions for posting new Recovery Act Opportunities and modifying existing ones, with links to 'Initial Implementing Guidance for the American Recovery and Reinvestment Act of 2009' and 'Opportunity Modification Guidance for the Recovery and Reinvestment Act of 2009'. A red exclamation mark icon precedes the modification instructions. Below this, a note states: '\*Following the Recovery "Tagging" guidance ensures all Recovery Act grants posted will be searchable under the new search category "Recovery Act."' A 'Login Here >>' button is provided for agency users. At the bottom, there is an 'Agency Archive' section with links for 2010, 2009, 2008, and 2007, and a link for 'Agency User Registration'. The right sidebar contains 'Quick Links' and 'FOR GRANTORS' sections with various utility links.

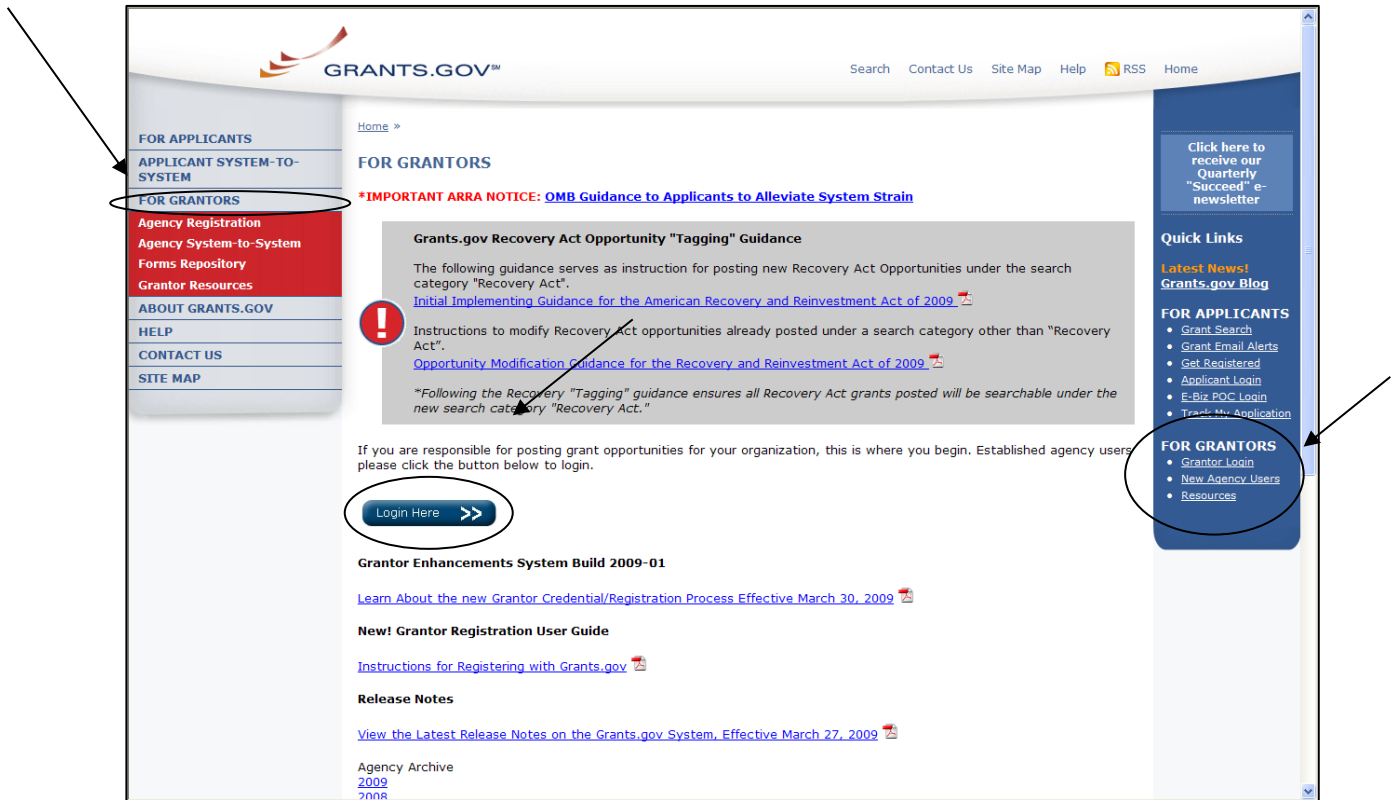
# Grantor Resources

To view resources specifically for grantors, click on For Grantors in the left side navigation on any Grants.gov page. Then, select **Grantor Resources**, and the Grantor Resources page will appear. On this page you will have access to FAQs, training material, animated tutorials, key contacts and other important information.

The screenshot shows the Grants.gov website interface. At the top, the logo 'GRANTS.GOV' is visible along with navigation links for Search, Contact Us, Site Map, Help, RSS, and Home. The left sidebar contains a navigation menu with categories: FOR APPLICANTS, APPLICANT SYSTEM-TO-SYSTEM, FOR GRANTORS, ABOUT GRANTS.GOV, HELP, CONTACT US, and SITE MAP. Under 'FOR GRANTORS', several items are listed, with 'Grantor Resources' highlighted in blue and circled. An arrow points from the left towards this highlighted item. The main content area is titled 'GRANTOR RESOURCES' and includes a breadcrumb trail 'Home > For Grantors >'. Below the title, there is a brief introduction and a list of links: FAQs, Resources, Contacts, Training Materials, Animated Tutorials, Download Software, Glossary, Stakeholder Webcast, Password Reset, Related Links, and Exit Disclaimer. The 'Frequently Asked Questions' section lists links for Grantor FAQs, General FAQs, Agency System-to-System FAQs, Public Law 106-107 FAQs, and Reference FAQs for Applicants. The 'Resources' section provides links for the Grantor User Guide and Grantor Registration User Guide. There are also links for an Outreach Request Form, a quarterly newsletter, a link to Grants.gov, and the Grants.gov logo.

# Posting Grant Opportunities

To **post grant opportunities**, simply click on **For Grantors** in the left side navigation on any Grants.gov page. For established agency users, click the login link at the center of the page, or in the Quick Links right navigation menu.



The login page will appear and you will need to log in with your username and password to continue.



## Creating New Grant Opportunities

To post a synopsis and/or a grant application, you must first create a grant opportunity.

The first step you must accomplish is logging into the system. On the home page of Grants.gov, click on **Grantor Login** on the right side of the screen in the Quick Links menu. You will need to have an agency profile setup and be authorized by your main agency point of contact in order to be able to create grant opportunities.

After you have logged into Grants.gov, you will see a listing of the different roles that have been authorized to you, including Manage Opportunities.

You will be able to create a new opportunity, modify or delete an existing opportunity within the **Manage Opportunities** section. When creating a new opportunity, you will establish the groundwork information that will be used for the creation of your grant opportunity synopses and grant application packages.

The screenshot shows the Grants.gov website interface. At the top, there is a logo for GRANTS.GOV and navigation links: Contact Us, SiteMap, Help, RSS, Home. The main content area is titled 'GRANTOR CENTER' and includes a welcome message: 'Welcome to the Grantor Center. Depending on the level of access granted by your Agency Super User, this is where you can manage your profile, run reports, view and retrieve submitted applications. For Grantor information please visit the [Grantor section](#) of Grants.gov. If you have any issues or questions please contact your agency representative on the [PMO staff](#).' On the left side, there is a vertical navigation menu with various links. The link 'Manage Opportunities' is highlighted with a black box and a black arrow pointing to it from the right. Other links in the menu include: Welcome, Edward Calimag of GrantsGovAdmin, Manage My Profile, View Closings Calendar, Submission Report, Set Agency Level, Create Agency, Modify Agency, Published Opportunities, Applicant Report, Organization Report, Rejection Report, Get Version, Audit Report, Change My Password, Retrieve Submitted Applications, Assign Agency Tracking Number and/or Agency Notes, Set Closing Date Limits, Manage Application Package Templates, Manage Agency Users, View All Submitted Applications, and Logout of Grants.gov.

After you have logged into Grants.gov and selected **Manage Opportunities** from the left-hand side, you will be given a listing of all opportunities currently posted for your agency.

To create a new opportunity, select the **Create Opportunity** button.

The screenshot displays the Grants.gov interface for managing opportunities. At the top, the Grants.gov logo and navigation links (Contact Us, SiteMap, Help, RSS, Home) are visible. The left sidebar contains a user profile section for Edward Calimag and a list of navigation links, with 'Manage Opportunities' highlighted. The main content area features a 'MANAGE OPPORTUNITIES' header with three buttons: 'Create Opportunity', 'Modify Opportunity', and 'Delete Opportunity'. A search and sort panel on the right allows filtering by 'All' and sorting by 'Opportunity Number' in 'Ascending' or 'Descending' order. Below this is a table with columns for 'Opportunity Num.', 'Opportunity Title', 'CFDA', 'Synopsis', and 'Package(s)'. Arrows indicate the 'Create Opportunity' button and the 'Manage Opportunities' menu item.

The Grant Opportunity Properties screen will provide the basic properties that you will need to enter for the new Grant Opportunity. These elements include the following: (\* *Mandatory fields*)

Welcome,  
Nicole Foreman  
of GDIT

- [Manage My Profile](#)
- [View Closings Calendar](#)
- [Submission Report](#)
- [Set Agency Level](#)
- [Create Agency](#)
- [Modify Agency](#)
- [Published Opportunities](#)
- [Applicant Report](#)
- [Organization Report](#)
- [Rejection Report](#)
- [Get Version](#)
- [Audit Report](#)
- [Change My Password](#)
- [Manage Opportunities](#)
- [Retrieve Submitted Applications](#)
- [Assign Agency Tracking Number and/or Agency Notes](#)
- [Manage Application Package Templates](#)
- [Manage Agency Users](#)
- [View All Submitted Applications](#)
- [Logout of Grants.gov](#)

[Home](#) > [For Agencies](#) > [Manage Opportunities](#) > Grant Opportunity Properties

## GRANT OPPORTUNITY PROPERTIES

**Opportunity Number:\***

**Opportunity Title:\***

**Opportunity Category:\***

**Category Explanation:**  
\*If Opportunity Category is Other

**CFDA Numbers:**

**Synopsis:**

**Single-Project Application Packages:**

**Multi-Project Application Packages:**

**Opportunity Number\*:** The Opportunity Number is a number that you choose to identify your grant opportunity within the Grants.gov system. You must enter a number into this section – the system will not automatically generate a number for you.

**Opportunity Title\*:** This is the title of your grant opportunity. Your Opportunity Title should accurately reflect the nature of your funding opportunity.

**Opportunity Category\*:** You need to select a category for this particular opportunity. The choices are Discretionary, Continuation, Mandatory, Earmark or Other. If the opportunity falls in between one or more of these choices, please select the option that is closest to the description of the opportunity. Choose **Other** if the opportunity is not related to either of the category options and provide a category explanation.

*\* Opportunity Category is not used during the query for American Reinvestment and Recovery Act (ARRA) opportunities. Select **Other** as the opportunity Category and enter ARRA, American Reinvestment and Recovery Act or RA within the Category*

*Explanation field in order for applicants to search for the opportunity under Recovery Act on the site. Recovery Act and related tags should also be included within the Opportunity Title. View specific Recovery Act guidance:*

<http://www.grants.gov/assets/AgenciesPostedRA.pdf> .

**Category Explanation (\*if opportunity category is other):** In this field please indicate the category and a brief explanation. This field is required if **Other** is selected as the Opportunity Category.

**CFDA Number:** You can enter numerous CFDA numbers if your opportunity falls under different CFDA programs. This is an optional field. If it is a new program number, you will need to wait for your program to be published to CFDA.gov before you will be able use the CFDA number.

After you have entered this information, you must add either a synopsis or application package in order to have the grant opportunity properties saved.

\*For Mandatory Grants do not post a synopsis, instead only post the Single-Project Application Packages or the Multi-Project application package. Then email the applicant the Opportunity Number of the grant so they can apply.

## Modifying Grant Opportunities

An opportunity can be modified from the Manage Opportunities link. The opportunity can be modified by adding a synopsis or application package, making updates to an existing synopsis or application package, as well as deleting an existing synopsis or application package.

To view the opportunity, use the search box on the right to select the criteria. Then select the **Search** button to view the results.

The screenshot shows the 'MANAGE OPPORTUNITIES' section of the GRANTS.GOV website. On the right, there is a search interface with a 'Search By' dropdown set to 'Opportunity Number' and an 'Equals' input field containing 'c\*'. Below this, a 'Sort By' dropdown is open, showing options: 'Opportunity Number', 'Opportunity Title', and 'CFDA'. The 'Search' button is highlighted with a black box and an arrow pointing to it from below. The search results table below shows 4 results.

Opportunity Num.	Opportunity Title	CFDA	Synopsis	Package(s)
CAL-A-TEST	Test Funding Opportunity	00.000	1Synopsis	6Package(s)
CAL-A-TEST-SP1	CAL-A-TEST-SP1	00.000	No Synopsis	1Package(s)
CAL-A-TEST1	CAL-A-TEST1	00.000	1Synopsis	3Package(s)
COPS-05252010	cops-05252010		No Synopsis	1Package(s)

From the results table, click on the row of opportunity you wish to modify and then select the **Modify Opportunity** button.

The screenshot shows the 'MANAGE OPPORTUNITIES' section of the GRANTS.GOV website. The search interface on the right is now set to 'All' for 'Search By' and 'Opportunity Number' for 'Sort By'. The 'Search' button is visible. The search results table below shows 4 results. The first row, 'CAL-A-TEST', is highlighted with a blue background and a black box, with an arrow pointing to it from the right. The 'Modify Opportunity' button is also highlighted with a black box and an arrow pointing to it from above.

Opportunity Num.	Opportunity Title	CFDA	Synopsis	Package(s)
CAL-A-TEST	Test Funding Opportunity	00.000	1Synopsis	6Package(s)
CAL-COPS-ATM-03072011	Cal COPS Attachment	00.000	No Synopsis	1Package(s)
CDFI-FATA-UAT	CDFI FATA User Acceptance Testing	00.000	No Synopsis	1Package(s)
CDFI-FATA-UAT2	CDFI FATA User Acceptance Testing		No Synopsis	1Package(s)

You will be directed to the **Grant Opportunity Properties** screen. You can select to modify the properties of the Grant Opportunity, the Synopsis, the Application Package(s) and Full Announcement Attachments. Just click on the **Modify** button or **Modify** link that is under the section you wish to modify.

**GRANTS.GOV** Contact Us SiteMap Help

Welcome, **nicole foreman** of GDIT

[Manage My Profile](#)  
[View Closings Calendar](#)  
[Submission Report](#)  
[Set Agency Level](#)  
[Create Agency](#)  
[Modify Agency](#)  
[Published Opportunities](#)  
[Applicant Report](#)  
[Organization Report](#)  
[Rejection Report](#)  
[Get Version](#)  
[Audit Report](#)  
[Change My Password](#)  
[Manage Opportunities](#)  
[Retrieve Submitted Applications](#)  
[Assign Agency Tracking Number and/or Agency Notes](#)  
[Manage Application Package Templates](#)  
[Manage Agency Users](#)  
[View All Submitted Applications](#)  
[Logout of Grants.gov](#)

Home > [For Agencies](#) > [Manage Opportunities](#) > Grant Opportunity Properties

### GRANT OPPORTUNITY PROPERTIES

**Opportunity Number:\*** CAL-A-TEST1  
**Opportunity Title:\*** CAL-A-TEST1  
**Opportunity Category\*** Discretionary  
**CFDA Numbers:** 00.000

---

**Synopsis:**

---

**Single-Project Application Packages:**

<< first < prev 1 next > last >>

CFDA Number	Competition ID	Competition Title	Open Date	Close Date	Actions
00.000	CAL-A-TEST-SP-1	CAL-A-TEST-SP-1	Apr 18, 2012	Apr 18, 2016	<a href="#">MODIFY</a>   <a href="#">DELETE</a>   <a href="#">VIEW DETAILS</a>

<< first < prev 1 next > last >>

---

**Multi-Project Application Packages:**


<< first < prev 1 next > last >>

CFDA Number	Competition ID	Competition Title	Open Date	Close Date	Actions
00.000	CAL-A-TEST-MP-1	CAL-A-TEST-MP-1	Apr 18, 2012	Apr 18, 2016	<a href="#">MODIFY</a>   <a href="#">DELETE</a>   <a href="#">VIEW DETAILS</a>

Also, you will be able to add a synopsis, Single-Project application package(s), Multi-Project application package(s), and Full Announcement attachments. To add a Synopsis or Application Package, click the **Add** button next to the section you would like to create.

You can also delete the synopsis, application package(s) and Full Announcement Attachments within this opportunity. To add or delete attachments for a synopsis, click on the **Attachments** button. You can only add or delete.

Contact Us SiteMap Help RSS Home



Home > For Agencies > Manage Opportunities > Grant Opportunity Properties

**GRANT OPPORTUNITY PROPERTIES**

**Opportunity Number:\*** CAL-A-TEST1  
**Opportunity Title:\*** CAL-A-TEST1  
**Opportunity Category\*** Discretionary  
**CFDA Numbers:** 00.000

---

**Synopsis:**    ←

---

**Single-Project Application Packages:**

CFDA Number	Competition ID	Competition Title	Open Date	Close Date	Actions
00.000	CAL-A-TEST-SP-1	CAL-A-TEST-SP-1	Apr 18, 2012	Apr 18, 2016	<a href="#">MODIFY</a>   <a href="#">DELETE</a>   <a href="#">VIEW DETAILS</a>

<< first < prev 1 next > last >>

---

**Multi-Project Application Packages:**

CFDA Number	Competition ID	Competition Title	Open Date	Close Date	Actions
00.000	CAL-A-TEST-MP-1	CAL-A-TEST-MP-1	Apr 18, 2012	Apr 18, 2016	<a href="#">MODIFY</a>   <a href="#">DELETE</a>   <a href="#">VIEW DETAILS</a>

<< first < prev 1 next > last >>

Please remember that the changes to your application package may potentially invalidate any applications that have already been downloaded.

On the Existing Package screen, an email can be sent to applicants who have subscribed to be notified regarding these modifications. The **Send Change Notification via Email** checkbox is automatically selected. You are required to enter a description of the change in the **Package Modification Comments** box below. Then click the **Publish** button.

**GRANTS.GOV™** Contact Us SiteMap Help RSS Home

Welcome, Nicole Foreman of GDIT

[Manage My Profile](#)  
[View Closings Calendar](#)  
[Submission Report](#)  
[Set Agency Level](#)  
[Create Agency](#)  
[Modify Agency](#)  
[Published Opportunities](#)  
[Applicant Report](#)  
[Organization Report](#)  
[Rejection Report](#)  
[Get Version](#)  
[Audit Report](#)  
[Change My Password](#)  
[Manage Opportunities](#)  
[Retrieve Submitted Applications](#)  
[Assign Agency Tracking Number and/or Agency Notes](#)  
[Manage Application Package Templates](#)  
[Manage Agency Users](#)  
[View All Submitted Applications](#)  
[Logout of Grants.gov](#)

Home > For Agencies > Manage Opportunities > Existing Package

### EXISTING PACKAGE

**Opportunity Number:\*** CAL-A-TEST  
**Opportunity Title:\*** Test Funding Opportunity  
**CFDA Number:** 00.000  
**Competition ID:** CAL-A-TEST-SP-1  
**Competition Title:**

**Electronic Required:\***  Yes  No

**Expected Number of Applications:**  
\*If you are unsure of the expected number of applications, provide your best estimate.

**Expected Application Size:**  (MB)

**Open Date:**  (MM/DD/YYYY)

**Close Date:\***  (MM/DD/YYYY)

**Grace Period:**  days

**Agency Contact:**  
  
  
E-mail:   
Phone:

**Application Instructions:\*** [Current Instructions](#) (Supplying a new file over-writes the current instructions file)

**Applicant Type:\***

**FORM PACKAGE:**

**Current Forms:** **Mandatory Forms:** Application for Federal Assistance (SF-424)  
**Optional Forms:** None

**Form Package:\***

**MODIFICATION COMMENTS:**

**Send Change Notifications via email:**

**Package Modification Comments:\***  
Please enter a brief description of the changes in the below text box. The text you enter will be included in the notification email to the subscribers (if you select the Send Change Notifications checkbox above)



You will be directed to the **Package Publication Verification** screen. This is a read-only screen to verify your changes. If you are satisfied with the Package modifications, select the **Publish** button. If you need to make additional changes, select the **Edit** button. You will be returned to the **Existing Package** screen. If you do not want to modify the Synopsis, select the **Cancel** button and you will be returned to the **Grant Opportunity Properties** screen.

**GRANTS.GOV** Contact Us SiteMap Help RSS Home

Welcome, Nicole Foreman of GDIT

[Manage My Profile](#)  
[View Closings Calendar](#)  
[Submission Report](#)  
[Set Agency Level](#)  
[Create Agency](#)  
[Modify Agency](#)  
[Published Opportunities](#)  
[Applicant Report](#)  
[Organization Report](#)  
[Rejection Report](#)  
[Get Version](#)  
[Audit Report](#)  
[Change My Password](#)  
[Manage Opportunities](#)  
[Retrieve Submitted Applications](#)  
[Assign Agency Tracking Number and/or Agency Notes](#)  
[Manage Application Package Templates](#)  
[Manage Agency Users](#)  
[View All Submitted Applications](#)  
[Logout of Grants.gov](#)

[Home](#) > [For Agencies](#) > [Manage Opportunities](#) > [Existing Grant Opportunity Properties](#) > Package Publication Verification

### PACKAGE PUBLICATION VERIFICATION

You are about to make changes to the following application package. Please note that this could potentially invalidate any applications that have already been downloaded. Grants.gov will however notify registered applicants of your change.


**CFDA Number:** 00.000  
**CFDA Title:** Not Elsewhere Classified  
**Opportunity Number:** CAL-A-TEST  
**Opportunity Title:** Test Funding Opportunity  
**Competition ID:** CAL-A-TEST-SP-1  
**Competition Title:** CAL-A-TEST-SP  
**Electronic Required:** Yes  
**Expected Number of Applications:** 1234  
**Expected Application Size:** None  
**Open Date:** 04/11/2012  
**Close Date:** 06/11/2016  
**Grace Period:** 7days  
**Agency Contact:** jane doe test E-mail: jane.doe@work.com Phone: 70382223333  
**Application Instructions:** [View](#)  
**Available to:** Both Organizations and Individual Applicants  
**Form Package:** CAL-UGEX-NF-SP1  
**Forms:** **Mandatory Forms:**Application for Federal Assistance (SF-424)  
**Optional Forms:**None


**MODIFICATION COMMENTS:**

**Send Change Notifications via email:** Yes

**Package Modification Comments:**  
Updated the Close Date

If your modified package is successfully published, you will be directed to the **Package Publication Success** screen. This screen notifies you of the number of applicants that have subscribed to be notified of modifications to this package. Select the **Continue** button to be returned to the **Managed Opportunities** screen.



Contact Us SiteMap Help  RSS Home

---

**Welcome,  
Nicole Foreman  
of KV**

- [Manage My Profile](#)
- [View Closings Calendar](#)
- [Submission Report](#)
- [Set Agency Level](#)
- [Create Agency](#)
- [Modify Agency](#)
- [Published Opportunities](#)

[Home](#) > [For Agencies](#) > [Manage Opportunities](#) > Package Publication Success

### PACKAGE PUBLICATION SUCCESS

Congratulations, your application package has been edited, and is now available for public download. One user has been sent notification of your change.

An email will be automatically sent to the applicants who have subscribed to be notified of the updates.

**Federal Grant Opportunity with CAL-A-TEST has been modified**

---

support@grants.gov

To: [Foreman, Nicole](#) Thursday, August 09, 2012 2:39 PM

A grant opportunity you have previously subscribed to from Grants.gov has been modified by the Grantor Agency:


The grant opportunity for General Dynamics Information Technology with CAL-A-TEST has been modified. It now has the following:

- Opportunity Number: CAL-A-TEST
- Opportunity Title: Test Funding Opportunity
- CFDA Number: 00.000
- CFDA Title: Not Elsewhere Classified
- Competition ID : CAL-A-TEST-SP-1
- Opening Date: 04/11/2012
- Closing Date: 10/11/2016

The following are the comments entered by the Grantor Agency for the application package change:

Extended the Close Date

You can download the new application package from  
<http://testapply.grants.gov/apply/opportunities/packages/oppCAL-A-TEST-cfda00.000-cidCAL-A-TEST-SP-1.pdf>

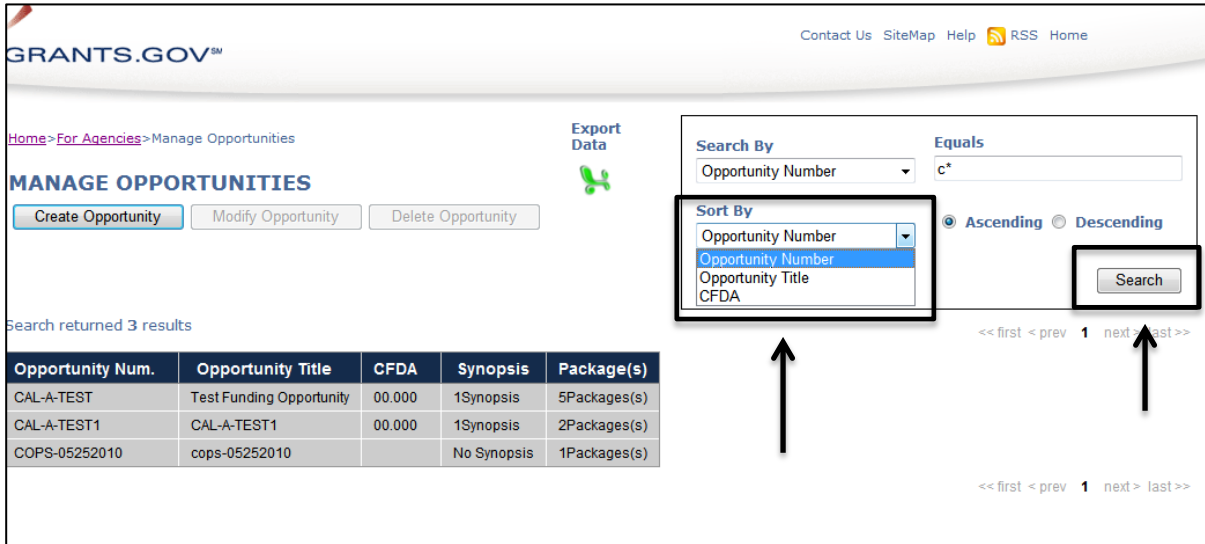
Thank you.  
 Grants.gov  
 If you have questions please contact the Grants.gov Contact Center:  
 support@grants.gov  
 1-800-518-4726   
 24 hours a day, 7 days a week. Closed on federal holidays.

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

## Deleting Grant Opportunities

After creating a grant opportunity, it will be listed as one of the available opportunities that you may delete within your agency's Manage Opportunities listing.

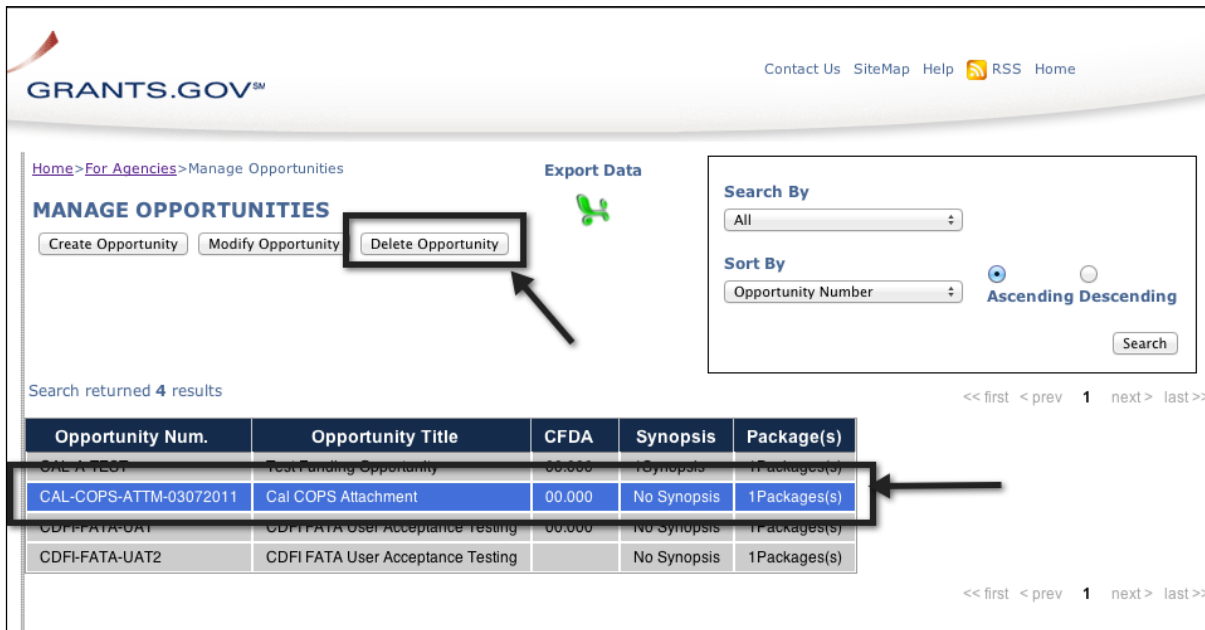
To view the listing of the opportunities, use the search box on the right. In the search box use the dropdowns to select the criteria and then select the **Search** button to view the results.



The screenshot shows the 'MANAGE OPPORTUNITIES' section of the GRANTS.GOV website. It includes buttons for 'Create Opportunity', 'Modify Opportunity', and 'Delete Opportunity'. A search box on the right has 'Search By' set to 'Opportunity Number' and 'Sort By' set to 'Opportunity Number'. The search results table is as follows:

Opportunity Num.	Opportunity Title	CFDA	Synopsis	Package(s)
CAL-A-TEST	Test Funding Opportunity	00.000	1Synopsis	5Packages(s)
CAL-A-TEST1	CAL-A-TEST1	00.000	1Synopsis	2Packages(s)
COPS-05252010	cops-05252010		No Synopsis	1Packages(s)

To delete the grant opportunity (e.g. the synopsis, application packages and all attachments), select the opportunity you wish to delete by clicking on the opportunity listed and then select the **Delete Opportunity** button.



The screenshot shows the 'MANAGE OPPORTUNITIES' section of the GRANTS.GOV website. The 'Delete Opportunity' button is highlighted with a red box and an arrow. The search box on the right has 'Search By' set to 'All' and 'Sort By' set to 'Opportunity Number'. The search results table is as follows:

Opportunity Num.	Opportunity Title	CFDA	Synopsis	Package(s)
CAL-A-TEST	Test Funding Opportunity	00.000	1Synopsis	1Packages(s)
CAL-COPS-ATTM-03072011	Cal COPS Attachment	00.000	No Synopsis	1Packages(s)
CDFI-FATA-UAT	CDFI FATA User Acceptance Testing	00.000	No Synopsis	1Packages(s)
CDFI-FATA-UAT2	CDFI FATA User Acceptance Testing		No Synopsis	1Packages(s)

You will receive a confirmation screen when you request to delete an opportunity. This will delete the ENTIRE opportunity and everything that is attached will be deleted. If you just need to delete a portion of an opportunity, refer to the [Modifying Grant Opportunities](#) section.

Welcome, Edward Calimag of GrantsGovAdmin  
Agency level: CAL - Test Agency  
[Manage My Profile](#)  
[View Closings Calendar](#)  
[Submission Report](#)  
[Set Agency Level](#)  
[Create Agency](#)  
[Modify Agency](#)  
[Published Opportunities](#)  
[Applicant Report](#)  
[Organization Report](#)  
[Rejection Report](#)  
[Get Version](#)  
[Audit Report](#)  
[Change My Password](#)  
[Manage Opportunities](#)  
[Retrieve Submitted Applications](#)  
[Assign Agency Tracking Number and/or Agency Notes](#)  
[Set Closing Date Limits](#)  
[Manage Application](#)

Home > [For Agencies](#) > [Manage Opportunities](#) > Delete Opportunity

### DELETE OPPORTUNITY VERIFICATION

Please verify that you want to delete this opportunity.

**Opportunity Number:** CAL-COPS-ATTM-03072011  
**Opportunity Title:** Cal COPS Attachment  
**Opportunity Category:** Discretionary  
**CFDA Numbers:** 00.000

If you do want to delete the entire opportunity, select the **Delete** button and the opportunity will be deleted. An applicant will no longer be able to find the opportunity on the website nor will they be able to submit an application for this opportunity.

# Publishing New Synopses

In order to post a synopsis, you must first [create a new grant opportunity](#). Once you have entered the required information of a new Grant Opportunity, click on the **Add** button next to **Synopsis**.

The screenshot shows the GRANTS.GOV website interface. The main content area is titled "GRANT OPPORTUNITY PROPERTIES" and contains the following information:

- Opportunity Number:\*** CAL-A-TEST1
- Opportunity Title:\*** CAL-A-TEST1
- Opportunity Category\*** Discretionary
- CFDA Numbers:** 00.000

Below this information is a "Synopsis:" label with an "Add" button highlighted by a red box and an arrow. There are also "Single-Project Application Packages:" and "Multi-Project Application Packages:" sections, each with an "Add" button.

Two tables are displayed below, showing application packages. The first table is for "Single-Project Application Packages" and the second is for "Multi-Project Application Packages".

CFDA Number	Competition ID	Competition Title	Open Date	Close Date	Actions
00.000	CAL-A-TEST-SP-1	CAL-A-TEST-SP-1	Apr 18, 2012	Apr 18, 2016	<a href="#">MODIFY</a>   <a href="#">DELETE</a>   <a href="#">VIEW DETAILS</a>

CFDA Number	Competition ID	Competition Title	Open Date	Close Date	Actions
00.000	CAL-A-TEST-MP-1	CAL-A-TEST-MP-1	Apr 18, 2012	Apr 18, 2016	<a href="#">MODIFY</a>   <a href="#">DELETE</a>   <a href="#">VIEW DETAILS</a>

When you are on the **Opportunity Synopsis Properties** page you will need to fill out the following forms under **Funding Properties**:

**Instrument Type\*:** Select the particular type of funding that represents the grant opportunity. You can highlight more than one option by using either the SHIFT or CTRL key.

**Activity Category\*:** These are the high-level categories found in the Catalog of Federal Domestic Assistance. You can highlight as many categories as you see fit. If you select **Other**, you will need to add additional information within the Category Explanation regarding your opportunity.

**Category Explanation:** This box becomes mandatory if you have selected **Other** in the **Activity Category** section. If you have not, then this box becomes optional and you may input additional information if needed.

<b>Opportunity Properties</b>	
<b>Opportunity Number:</b>	CAL-A-TEST
<b>Opportunity Title:</b>	Test Funding Opportunity
<b>Opportunity Category:*</b>	Discretionary
<b>CFDA Numbers:</b>	00.000
<b>Funding Properties</b>	
<b>Instrument Type: *</b>	<input type="text" value="Cooperative Agreement"/> Grant Other Procurement Contract
<b>Activity Category: *</b>	<input type="text" value="Agriculture"/> Arts (see "Cultural Affairs" in CFDA) Business and Commerce Community Development Consumer Protection Disaster Prevention and Relief Education Employment, Labor and Training Energy Environment
<b>Category Explanation:</b> * if Activity Category is Other	<input type="text"/>

When you continue to scroll down the page you will need to fill out the following:

**Posting Date\*:** This is the date that the opportunity will be posted to the Grants.gov website. If you set the date in the future, the opportunity will not get posted until that date. If you set it for today's date, then the opportunity will be automatically posted today after you publish the opportunity. If you set the post date for the future, any changes and modifications you perform on the synopsis will not be made public. It is only AFTER the synopsis has been posted to the website that all future modifications will be made public.



**Close Date:** This is an optional field, but if you do not enter in a Close Date, you will need to enter information into the **Close Date Explanation** box.

**Close Date Explanation:** This is a mandatory field if you do not enter anything into the above **Close Date** box. Also, you can use this as an optional box if you need to include any other information pertaining to the Close Date.

**Agency Contact\*:** This information is pre-populated by the system and is the user information for whoever is currently logged into the system.

**Email Address\*:** This is also pre-populated by the system and can be overwritten.

**Email Description\*:** Enter text, which will be presented as a hyperlink to the email address provided. For example, if you entered “Help Desk”, then when the synopsis is published and someone clicks on “Help Desk” it will open up an email with the email address already pre-populated in the “To” field.

<b>Synopsis Dates</b>	
<b>Posting Date: *</b>	<input type="text"/> (MM/DD/YYYY) 
<b>Close Date:</b>	<input type="text"/> (MM/DD/YYYY) 
<b>Close Date Explanation:</b> * if no Close Date is provided	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
<b>Agency Contact For Electronic Access Problems</b>	
<b>Agency Contact: *</b>	<input type="text" value="Edward Calimag&lt;br/&gt;IT Supervisor&lt;br/&gt;Phone 2026907569"/>
<b>E-Mail Address: *</b>	<input type="text" value="ed.calimag@hhs.gov"/>
<b>E-Mail Description: *</b>	<input type="text"/>

As you continue to scroll down the page you will need to fill out the following in the **Opportunity Eligibility Information** and the **Award Information** Section:

**Eligible Applicants\*:** Select the eligible groups for this synopsis. Again, you can select more than one group by using the SHIFT or CTRL option.

**Eligibility Explanation:** If you select “Other” as your eligible group, you will need to enter text into this field. Also, if you need to include additional information on the eligibility, you can use this text field to provide that further explanation.

**Cost-Sharing or Matching Requirement\*:** This defaults to No; please select Yes if the applicant will need to match some of the provided federal funds.

**Expected Number of Awards:** This is an optional field. If you know this information, please enter a numerical amount into the box. It will only accept numbers.

**Estimated Total Program Funding:** This is an optional field. If you know this information, please enter the total program funding. It will only accept numbers – do not enter a dollar sign, it will be automatically inserted.

**Award Ceiling\*:** Either enter the dollar amount in numbers or write the word “none” into the field. The dollar amount will be automatically formatted, therefore, you will not need to enter a dollar sign or format the number with commas.

**Award Floor\*:** Either enter the dollar amount in numbers or write the word “none” into the field. The dollar amount will be automatically formatted, therefore, you will not need to enter a dollar sign or format the number with commas.

<b>Opportunity Eligibility Information</b>	
<b>Eligible Applicants: *</b>	<ul style="list-style-type: none"><li>City or township governments</li><li>County governments</li><li>For profit organizations other than small businesses</li><li>Independent school districts</li><li>Individuals</li><li>Native American tribal governments (Federally recognized)</li><li>Native American tribal organizations (other than Federally recognized)</li><li>Nonprofits having a 501(c)(3) status with the IRS, other than individuals</li><li>Nonprofits that do not have a 501(c)(3) status with the IRS, other than individuals</li><li>Others (see text field entitled "Additional Information on Eligibility")</li></ul>
<b>Eligibility Explanation:</b> * if Eligible Applicants is Others	<div style="border: 1px solid black; height: 100px;"></div>
<b>Award Information</b>	
<b>Cost Sharing or Matching Requirement: *</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>Expected Number of Awards:</b>	<input type="text"/>
<b>Estimated Total Program Funding:</b>	<input type="text"/>
<b>Award Ceiling: *</b>	<input type="text"/>
<b>Award Floor: *</b>	<input type="text"/>

As you continue to scroll down the page you will need to fill out the following in the **Funding Opportunity Description** Section:



**Funding Opportunity Description\*:** Enter a description about the funding opportunity. Do not use any special characters or HTML encoding. If you copy and paste text into this box, please review to ensure that the paragraphs have been formatted correctly and any special characters have been removed.

**Funding Opportunity Description**

**Funding Opportunity Text Description: \***

As you continue to scroll down the page you will need to fill out the following in the **Link to Additional Information & Archiving Policy** sections:

**Additional Information URL:** This is an optional field. Enter the full URL where the full announcement for this opportunity is located. If you do not enter the URL, then you will need to upload the Full Announcement. Refer to the **URL Description:** section (Pg 36) for more information. You must enter the full URL, including the “http://” (example: <http://www.grants.gov>)

**URL Description:** If you enter an Announcement URL, you will need to enter text into this field. The text will appear hyperlinked on Grants.gov and the applicant can click on the text to be linked to wherever you have the Full Announcement hosted.

**Archiving Policy:** By default, the Archive Policy is set for 30 days from the Close Date. There are three options to select from:

- Automatic, 30 days after the close date
- Automatic, on the date that you specify
- Manual Archive – you will need to return to Grants.gov and manually archive by modifying the synopsis and selecting the option to automatically archive on a specified date – you will need to enter in the date for the archive to occur.

**Publish:** After you have entered in all the information necessary for your synopsis, select **Publish**. You will be given a confirmation screen that will include all of the information you have previously entered. Review this information and select **Publish** again at the bottom of the screen.

If you need to correct any information, select **Edit** to return to the previous screen to allow you to edit. If you select **Cancel**, you will return to the **Manage Grant Properties** screen and none of your work will be saved.

If you select **Publish**, you will receive a confirmation screen regarding the successful publishing of the opportunity.

If the post date you have entered is today's date, then the synopsis will appear on the site within 30 minutes.

If the post date is in the future, then you will also receive a confirmation screen regarding a successful publishing of the opportunity, but it will not be present on the screen until the actual post date you entered. You will be able to edit and modify this synopsis until the post date without any of those edits being visible to the applicant.

**Link to Additional Information**

**Additional Information**

**URL:**


**URL Description:**

**Archiving Policy**

Synopsis and associated documents may be scheduled for archiving 30 days after the application's close date, or upon a user-specified date after the later than the posting date, or may be left unscheduled and manually archived later. The latest archiving date chosen for a synopsis or any associated document will become the effective archiving date for the entire document set.

**Archiving Policy:**

Automatic, 30 days after the close date

Automatic, on specified date:  (MM/DD/YYYY) 

Manual archive

*Please be aware that Grants.gov will be updating the content on this confirmation screen to more accurately explain that synopsis with a future post date will not automatically appear on the site until that future date.*

## Modifying Synopses with a Future Post Date

This section is in reference to modifying synopses that have been published, but has a post date that is in the future. These synopses can be modified without the applicants being notified and without the record of these modifications being made public.

In order to modify a synopsis, you must select the grant opportunity from the **Manage Opportunities** section. To view the listing of the opportunities, use the search box on the right. In the search box use the dropdowns to select the criteria and then select the **Search** button to view the results.

The screenshot shows the 'MANAGE OPPORTUNITIES' section of the GRANTS.GOV website. On the left, a sidebar contains various navigation links, with 'Manage Opportunities' highlighted and an arrow pointing to it. The main content area features a search box with a dropdown menu open, showing options: 'Opportunity Number', 'All', 'Opportunity Number', 'Opportunity Title', and 'CFDA'. The 'Search' button is highlighted with a box and an arrow. Below the search box is a table with columns: 'Opportunity Num.', 'Opportunity Title', 'CFDA', 'Synopsis', and 'Package(s)'. The table is currently empty.

In order to modify a synopsis, you must select the row of the specific opportunity and then click on the **Modify Opportunity** button.

The screenshot shows the 'MANAGE OPPORTUNITIES' section of the GRANTS.GOV website. The search box is filled with 'c\*' and the 'Search' button is highlighted. Below the search box, the text 'Search returned 3 results' is displayed. A table with columns: 'Opportunity Num.', 'Opportunity Title', 'CFDA', 'Synopsis', and 'Package(s)' is shown. The first row of the table is highlighted with a box and an arrow. The 'Modify Opportunity' button is also highlighted with a box and an arrow.

Opportunity Num.	Opportunity Title	CFDA	Synopsis	Package(s)
CAL-A-TEST	Test Funding Opportunity	00.000	1Synopsis	5Package(s)
CAL-A-TEST1	CAL-A-TEST1	00.000	No Synopsis	2Package(s)
COPS-05252010	cops-05252010		No Synopsis	1Package(s)

Once you enter the **Grant Opportunity Properties** screen, click on the **Modify** button next to **Synopsis**.

Home > For Agencies > Manage Opportunities > Grant Opportunity Properties

## GRANT OPPORTUNITY PROPERTIES

**Opportunity Number:\*** CAL-A-TEST1  
**Opportunity Title:\*** CAL-A-TEST1  
**Opportunity Category\*** Discretionary  
**CFDA Numbers:** 00.000

---

**Synopsis:**

---

**Single-Project Application Packages:**

CFDA Number	Competition ID	Competition Title	Open Date	Close Date	Actions
00.000	CAL-A-TEST-SP-1	CAL-A-TEST-SP-1	Apr 18, 2012	Apr 18, 2016	<a href="#">MODIFY</a>   <a href="#">DELETE</a>   <a href="#">VIEW DETAILS</a>

---

**Multi-Project Application Packages:**

CFDA Number	Competition ID	Competition Title	Open Date	Close Date	Actions
00.000	CAL-A-TEST-MP-1	CAL-A-TEST-MP-1	Apr 18, 2012	Apr 18, 2016	<a href="#">MODIFY</a>   <a href="#">DELETE</a>   <a href="#">VIEW DETAILS</a>

You will be directed to the **Opportunity Synopsis Properties** screen. Here you will make the necessary modifications to the Synopsis. At the bottom of the screen, the **Send Change Notification via Email** checkbox will be selected. You are required to enter a description of your changes in the **Synopsis Modification Comments** box. Then select the **Publish** button.

Since the post date is in the future, an email will not be sent and the comments will not be made public, rather it will serve as a record of what you have modified. After this synopsis is posted, any future modification comments will be emailed and made public so the applicant knows what has been modified based on the original posted synopsis.

**Link to Additional Information**

**Additional Information**

**URL:**

**URL Description:**

**Archiving Policy**

Synopsis and associated documents may be scheduled for archiving 30 days after the application's close date, or upon a user-specified date after the later than the posting date, or may be left unscheduled and manually archived later. The latest archiving date chosen for a synopsis or any associated document will become the effective archiving date for the entire document set.

**Archiving Policy:**

Automatic, 30 days after the close date

Automatic, on specified date:  (MM/DD/YYYY)

Manual archive

**Send Change Notifications via email:**

**Synopsis Modification Comments:\***

Please enter a brief description of the changes in the below text box. The text you enter will be displayed on the Synopsis Modification page as part of search results.

You will be directed to the **Confirm Opportunity Synopsis Properties** screen. This is a read-only screen to verify your changes to the Synopsis.

If you are satisfied with the Synopsis modifications, select the **Publish** button. If you need to make additional changes, select the **Edit** button. You will be returned to the **Opportunity Synopsis Properties** screen. If you do not want to modify the Synopsis, select the **Cancel** button and you will be returned to the **Grant Opportunity Properties** screen.

## CONFIRM OPPORTUNITY SYNOPSIS PROPERTIES

Please confirm the opportunity synopsis information before publishing.

### Opportunity Properties

**Opportunity Number:** CAL-TEST-1  
**Opportunity Title:** CAL-TEST-1  
**Opportunity Category:** Mandatory  
**CFDA Numbers:** 00.000

### Funding Properties

**Instrument Type:**  
Grant

**Activity Category:**

Agriculture  
Arts (see "Cultural Affairs" in CFDA)  
Business and Commerce  
Community Development  
Disaster Prevention and Relief

**Category Explanation:**

### Synopsis Dates

**Posting Date:** 10/31/2012  
**Close Date:** 10/31/2015  
**Close Date Explanation:**

### Agency Contact For Electronic Access Problems

**Agency Contact:** Nicole Foreman  
Test  
Phone 7777777777  
**E-Mail Address:** twolefthandz@gmail.com  
**E-Mail Description:** Contact Information

### Opportunity Eligibility Information

**Eligible Applicants:**  
City or township governments  
For profit organizations other than small businesses  
Individuals

**Eligibility Explanation:**

### Award Information

**Cost Sharing or Matching Requirement:** No  
**Expected Number of Awards:** 12  
**Estimated Total Program Funding:**  
**Award Ceiling:** 50000  
**Award Floor:** 10000

### Funding Opportunity Description

**Funding Opportunity Text Description:**  
Education

### Link to Additional Information

**Additional Information URL:**  
**URL Description:**

**Send Change Notifications via email:** Yes

**Synopsis Modification Comments:**  
Updated Eligibility Information

When you have successfully published the modified Synopsis, you will be directed to the **Synopsis Publish Success** screen. Please note that though the text states that

the opportunity will be available within 30 minutes, since your post date is in the future, the synopsis will not be published until the specified post date. All modifications made before the post date will not be seen by the public.

[Home](#) > [For Agencies](#) > [Manage Opportunities](#) > [Grant Opportunity Properties](#) > Synopsis Publish Success

### SYNOPSIS PUBLISH SUCCESS

Your opportunity synopsis has been successfully published.

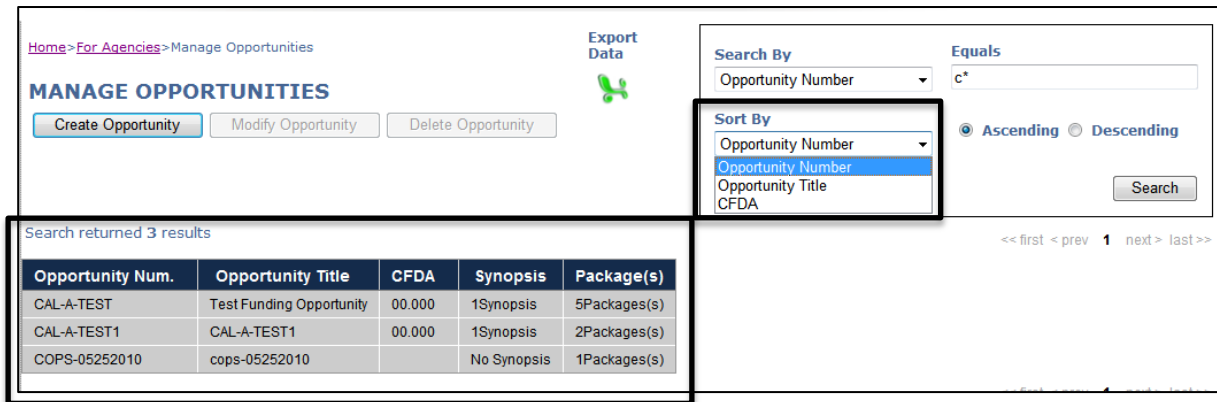
This opportunity synopsis will be available in the Find Grant Opportunities area of Grants.gov within 30 minutes.

Click **Continue** and you will be returned to the **Grant Opportunity Properties** Screen.

## Modifying Posted Synopses

This section is in reference to modifying synopses that have been published and posted to the website. These synopses can still be modified and the modifications will be made available for the public.

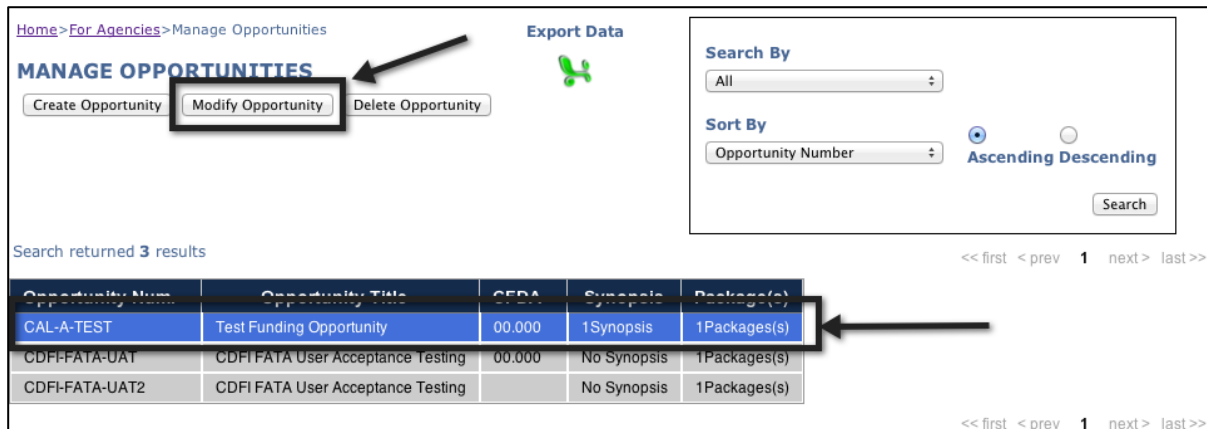
To modify a posted synopsis, select the grant opportunity from the **Manage Opportunities** screen. To find the opportunity, use the Search box on the right. Click on the dropdown boxes to choose the criteria and then select the **Search** button to view the results.



The screenshot shows the 'MANAGE OPPORTUNITIES' interface. At the top left, there are navigation links: 'Home > For Agencies > Manage Opportunities'. Below this are three buttons: 'Create Opportunity', 'Modify Opportunity', and 'Delete Opportunity'. On the right side, there is a search section with 'Search By' and 'Equals' dropdowns. The 'Search By' dropdown is open, showing options: 'Opportunity Number', 'Opportunity Title', and 'CFDA'. The 'Equals' field contains 'c\*'. Below the search section, there is a table with 3 results. The table has columns: Opportunity Num., Opportunity Title, CFDA, Synopsis, and Package(s). The first row is highlighted in blue.

Opportunity Num.	Opportunity Title	CFDA	Synopsis	Package(s)
CAL-A-TEST	Test Funding Opportunity	00.000	1Synopsis	5Packages(s)
CAL-A-TEST1	CAL-A-TEST1	00.000	1Synopsis	2Packages(s)
COPS-05252010	cops-05252010		No Synopsis	1Packages(s)

To modify a posted synopsis, you must click on the row of the specific opportunity and then click on the **Modify Opportunity** button.



The screenshot shows the 'MANAGE OPPORTUNITIES' interface. At the top left, there are navigation links: 'Home > For Agencies > Manage Opportunities'. Below this are three buttons: 'Create Opportunity', 'Modify Opportunity', and 'Delete Opportunity'. The 'Modify Opportunity' button is highlighted with a black box and an arrow pointing to it from the left. On the right side, there is a search section with 'Search By' and 'Sort By' dropdowns. The 'Search By' dropdown is set to 'All'. The 'Sort By' dropdown is set to 'Opportunity Number'. Below the search section, there is a table with 3 results. The first row is highlighted in blue. An arrow points to the first row of the table from the right.

Opportunity Num.	Opportunity Title	CFDA	Synopsis	Package(s)
CAL-A-TEST	Test Funding Opportunity	00.000	1Synopsis	1Packages(s)
CDFI-FATA-UAT	CDFI FATA User Acceptance Testing	00.000	No Synopsis	1Packages(s)
CDFI-FATA-UAT2	CDFI FATA User Acceptance Testing		No Synopsis	1Packages(s)



You will be directed to the **Grant Opportunity Properties** screen. Next to Synopsis, click on the **Modify** button.

Home > For Agencies > Manage Opportunities > Grant Opportunity Properties

## GRANT OPPORTUNITY PROPERTIES

**Opportunity Number:\*** CAL-A-TEST  
**Opportunity Title:\*** Test Funding Opportunity  
**Opportunity Category\*** Discretionary  
**CFDA Numbers:** 00.000

---

**Synopsis:**

---

**Single-Project Application Packages:**

<< first < prev 1 next > last >>

CFDA Number	Competition ID	Competition Title	Open Date	Close Date	Actions
	CAL-A-TEST-SP-2	CAL-A-TEST-SP	Apr 11, 2012	Apr 11, 2016	<a href="#">MODIFY</a>   <a href="#">DELETE</a>   <a href="#">VIEW DETAILS</a>
00.000	CAL-A-TEST-SP-1	CAL-A-TEST-SP	Apr 11, 2012	Apr 11, 2016	<a href="#">MODIFY</a>   <a href="#">DELETE</a>   <a href="#">VIEW DETAILS</a>

<< first < prev 1 next > last >>

---

**Multi-Project Application Packages:**

<< first < prev 1 next > last >>

CFDA Number	Competition ID	Competition Title	Open Date	Close Date	Actions
00.000	CAL-A-TEST-MP-3	CAL-A-TEST-MP	Apr 18, 2012	Apr 18, 2016	<a href="#">MODIFY</a>   <a href="#">DELETE</a>   <a href="#">VIEW DETAILS</a>
00.000	CAL-A-TEST-MP1	CAL-A-TEST-MP1	Apr 20, 2012	Apr 20, 2016	<a href="#">MODIFY</a>   <a href="#">DELETE</a>   <a href="#">VIEW DETAILS</a>
00.000	CAL-A-TEST-MP-4	CAL-A-TEST-MP	Apr 18, 2012	Apr 18, 2016	<a href="#">MODIFY</a>   <a href="#">DELETE</a>   <a href="#">VIEW DETAILS</a>

You will be directed to the Opportunity Synopsis Properties screen. This screen will display the original synopsis content. Make the necessary modifications.

The **Send Change Notifications via email** checkbox is automatically selected. Users who subscribe to be notified of new or modified opportunities via email will be advised of this Synopsis modification. If you do not want to send a change notification, deselect the checkbox. You are required to enter a description of your changes in the **Synopsis Modification Comments** box. Then select the **Publish** button.

Welcome,  
Nicole Foreman  
of GDIT

- [Manage My Profile](#)
- [View Closings Calendar](#)
- [Submission Report](#)
- [Set Agency Level](#)
- [Create Agency](#)
- [Modify Agency](#)
- [Published Opportunities](#)
- [Applicant Report](#)
- [Organization Report](#)
- [Rejection Report](#)
- [Get Version](#)
- [Audit Report](#)
- [Change My Password](#)
- [Manage Opportunities](#)
- [Retrieve Submitted Applications](#)
- [Assign Agency Tracking Number and/or Agency Notes](#)
- [Manage Application Package Templates](#)
- [Manage Agency Users](#)
- [View All Submitted Applications](#)
- [Logout of Grants.gov](#)

Award Floor: \* 123

**Funding Opportunity Description**

Elementary Education

**Funding Opportunity Text Description: \***

**Link to Additional Information**

**Additional Information URL:**   
**URL Description:**

**Archiving Policy**

Synopsis and associated documents may be scheduled for archiving 30 days after the application's close date, or upon a user-specified date after the later than the posting date, or may be left unscheduled and manually archived later. The latest archiving date chosen for a synopsis or any associated document will become the effective archiving date for the entire document set.

**Archiving Policy:**

- Automatic, 30 days after the close date
- Automatic, on specified date: 05/20/2016 (MM/DD/YYYY)
- Manual archive

**Send Change Notifications via email:**

**Synopsis Modification Comments:\***

Please enter a brief description of the changes in the below text box. The text you enter will be displayed on the Synopsis Modification page as part of search results.

Updated Eligibility

You will be directed to the **Confirm Opportunity Synopsis Properties** screen. This is a read-only screen to verify your changes to the Synopsis.

If you are satisfied with the Synopsis modifications, select the **Publish** button. If you need to make additional changes, select the **Edit** button. You will be returned to the **Opportunity Synopsis Properties** screen. If you do not want to modify the Synopsis, select the **Cancel** button and you will be returned to the **Grant Opportunity Properties** screen.

**GRANTS.GOV** Contact Us SiteMap Help RSS Home

Welcome, Nicole Foreman of GDIT

- [Manage My Profile](#)
- [View Closings Calendar](#)
- [Submission Report](#)
- [Set Agency Level](#)
- [Create Agency](#)
- [Modify Agency](#)
- [Published Opportunities](#)
- [Applicant Report](#)
- [Organization Report](#)
- [Rejection Report](#)
- [Get Version](#)
- [Audit Report](#)
- [Change My Password](#)
- [Manage Opportunities](#)
- [Retrieve Submitted Applications](#)
- [Assign Agency Tracking Number and/or Agency Notes](#)
- [Manage Application Package Templates](#)
- [Manage Agency Users](#)
- [View All Submitted Applications](#)
- [Logout of Grants.gov](#)

**Education**

**Category Explanation:**

**Synopsis Dates**  
Posting Date: 04/20/2012  
Close Date: 04/20/2016  
Close Date Explanation:

**Agency Contact For Electronic Access Problems**  
Agency Contact: jane doe  
test  
Phone 7032223333  
E-Mail Address: jane.doe@gmail.com  
E-Mail Description: test

**Opportunity Eligibility Information**  
**Eligible Applicants:**  
City or township governments  
County governments  
Independent school districts  
Individuals  
Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education  
Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education

**Eligibility Explanation:**

**Award Information**  
Cost Sharing or Matching Requirement: Yes  
Expected Number of Awards:  
Estimated Total Program Funding:  
Award Ceiling: 987654  
Award Floor: 123

**Funding Opportunity Description**  
Funding Opportunity Text Description:  
Elementary Education

**Link to Additional Information**  
Additional Information URL:  
URL Description:

Send Change Notifications via email: Yes

**Synopsis Modification Comments:**  
Updated Eligibility

Once you have successfully published your modified Synopsis, you will be directed to the **Synopsis Publish Success** screen. The modification will be posted on the Synopsis page. Please note that it may take up to 30 minutes for it to be made public.

Welcome,  
Nicole Foreman  
of GDIT

[Manage My Profile](#)

[View Closings Calendar](#)

[Submission Report](#)

[Set Agency Level](#)

[Create Agency](#)

[Modify Agency](#)

[Published Opportunities](#)

[Applicant Report](#)

[Organization Report](#)

[Rejection Report](#)

[Get Version](#)

[Audit Report](#)

[Home](#) > [For Agencies](#) > [Manage Opportunities](#) > [Grant Opportunity Properties](#) > Synopsis Publish Success

## SYNOPSIS PUBLISH SUCCESS

Your opportunity synopsis has been successfully published.

This opportunity synopsis will be available in the Find Grant Opportunities area of Grants.gov within 30 minutes.

Click **Continue** and you will be directed back to the **Grant Opportunity Properties** screen.

## Deleting Synopses

You will only be able to delete a synopsis if there is already an application package posted as part of the grant opportunity properties. If there is not, then you will need to refer to the **Delete Grant Opportunity** section in order to discard the synopsis and recreate the opportunity.

If you want to delete a synopsis and the opportunity does have an application package, in the Manage Opportunities section, use the search function to find the opportunity. Select the grant opportunity and click on the **Modify Opportunity** button.

The screenshot shows the 'MANAGE OPPORTUNITIES' section of a web application. At the top, there are navigation links: 'Home > For Agencies > Manage Opportunities' and an 'Export Data' button. Below the title, there are three buttons: 'Create Opportunity', 'Modify Opportunity' (highlighted with a red box and an arrow), and 'Delete Opportunity'. To the right, there is a search panel with 'Search By' (set to 'All') and 'Sort By' (set to 'Opportunity Number' with 'Ascending' selected). A 'Search' button is at the bottom of the panel. Below the search panel, it says 'Search returned 3 results'. A table of results is shown with columns: Opportunity Num, Opportunity Title, CFDA, Synopsis, and Package(s). The first row is highlighted in blue and has an arrow pointing to the 'Package(s)' column. The table has pagination controls at the bottom: '<< first < prev 1 next > last >>'. The table data is as follows:

Opportunity Num	Opportunity Title	CFDA	Synopsis	Package(s)
CAL-A-TEST	Test Funding Opportunity	00.000	1Synopsis	1Package(s)
CDFI-FATA-UAT	CDFI FATA User Acceptance Testing	00.000	No Synopsis	1Package(s)
CDFI-FATA-UAT2	CDFI FATA User Acceptance Testing		No Synopsis	1Package(s)

You will be directed to the **Grant Opportunity Properties** screen, click on **Delete** next to **Synopsis**.

## GRANT OPPORTUNITY PROPERTIES

**Opportunity Number:\*** CAL-A-TEST  
**Opportunity Title:\*** Test Funding Opportunity  
**Opportunity Category\*** Discretionary  
**CFDA Numbers:** 00.000

**Synopsis:**

**Single-Project Application Packages:**

<< first < prev 1 next > last >>

CFDA Number	Competition ID	Competition Title	Open Date	Close Date	Actions
	CAL-A-TEST-SP-2	CAL-A-TEST-SP	Apr 11, 2012	Apr 11, 2016	<a href="#">MODIFY</a>   <a href="#">DELETE</a>   <a href="#">VIEW DETAILS</a>
00.000	CAL-A-TEST-SP-1	CAL-A-TEST-SP	Apr 11, 2012	Apr 11, 2016	<a href="#">MODIFY</a>   <a href="#">DELETE</a>   <a href="#">VIEW DETAILS</a>

<< first < prev 1 next > last >>

**Multi-Project Application Packages:**

<< first < prev 1 next > last >>

CFDA Number	Competition ID	Competition Title	Open Date	Close Date	Actions
00.000	CAL-A-TEST-MP-3	CAL-A-TEST-MP	Apr 18, 2012	Apr 18, 2016	<a href="#">MODIFY</a>   <a href="#">DELETE</a>   <a href="#">VIEW DETAILS</a>
00.000	CAL-A-TEST-MP1	CAL-A-TEST-MP1	Apr 20, 2012	Apr 20, 2016	<a href="#">MODIFY</a>   <a href="#">DELETE</a>   <a href="#">VIEW DETAILS</a>
00.000	CAL-A-TEST-MP-4	CAL-A-TEST-MP	Apr 18, 2012	Apr 18, 2016	<a href="#">MODIFY</a>   <a href="#">DELETE</a>   <a href="#">VIEW DETAILS</a>

You will be taken to the **Confirm Synopsis Deletion** screen. To confirm that you want to delete the synopsis for the opportunity by clicking on **Continue** and the opportunity synopsis will be deleted. It may take up to 30 minutes for this deletion to occur on the website. If you do not want to delete the synopsis for the opportunity you selected simply click the on the **Cancel** button and you will be returned to the **Grant Opportunities Properties** screen.

## CONFIRM SYNOPSIS DELETION

Please confirm that you want to delete the synopsis for the following opportunity:

### Opportunity Properties

**Opportunity Number:** CAL-A-TEST

**Opportunity Title:** Test Funding Opportunity



## Attaching Full Announcements/Other Documents

This is an optional function on Grants.gov. Please note that you must provide either a direct link to a discretionary/competitive grant opportunity's Full Announcement or attach the Full Announcement as a document. The following provide information on how to attach the Full Announcement as a document.

To attach a Full Announcement or other supporting documents, you must create a **Grant Opportunity** and a **Synopsis** for that Opportunity. Then you can select the opportunity from the **Manage Opportunities** screen (use the search box to view a list of your opportunities) and click on the **Modify Opportunity** button.

Home > For Agencies > Manage Opportunities

**MANAGE OPPORTUNITIES**

Create Opportunity **Modify Opportunity** Delete Opportunity

Export Data

Search By: All

Sort By: Opportunity Number Ascending Descending

Search

Search returned 3 results

Opportunity Num	Opportunity Title	CFDA	Synopsis	Packages(s)
CAL-A-TEST	Test Funding Opportunity	00.000	1Synopsis	1Packages(s)
CDFI-FATA-UAT	CDFI FATA User Acceptance Testing	00.000	No Synopsis	1Packages(s)
CDFI-FATA-UAT2	CDFI FATA User Acceptance Testing		No Synopsis	1Packages(s)

You will be directed to the **Grant Opportunity Properties** screen, click on **Attachments** next to **Synopsis**.



Home > For Agencies > Manage Opportunities > Grant Opportunity Properties

## GRANT OPPORTUNITY PROPERTIES

**Opportunity Number:\*** CAL-A-TEST-SP1  
**Opportunity Title:\*** CAL-A-TEST-SP1  
**Opportunity Category\*** Discretionary  
**CFDA Numbers:** 00.000

---

**Synopsis:**

---

**Single-Project Application Packages:**

<< first < prev 1 next > last >>

CFDA Number	Competition ID	Competition Title	Open Date	Close Date	Actions
00.000	CAL-A-TEST-SP1	CAL-A-TEST-SP1	Apr 23, 2012	Apr 23, 2016	<a href="#">MODIFY</a>   <a href="#">DELETE</a>   <a href="#">VIEW DETAILS</a>

<< first < prev 1 next > last >>

---

**Multi-Project Application Packages:**

Select the **Add** button on the next screen.

Welcome, Edward Calimag of GrantsGovAdmin  
 Agency level: CAL - Test Agency  
[Manage My Profile](#)  
[View Closings Calendar](#)  
[Submission Report](#)  
[Set Agency Level](#)  
[Create Agency](#)  
[Modify Agency](#)  
[Published Opportunities](#)  
[Applicant Report](#)  
[Organization Report](#)  
[Rejection Report](#)  
[Get Version](#)  
[Audit Report](#)  
[Change My Password](#)  
[Manage Opportunities](#)  
[Retrieve Submitted Applications](#)  
[Assign Agency Tracking Number and/or Agency Notes](#)  
[Set Closing Date Limits](#)  
[Manage Application Package Templates](#)  
[Manage Agency Users](#)

Home > For Agencies > Manage Opportunities > Grant Opportunity Properties > Manage Synopsis Attachments

## MANAGE SYNOPSIS ATTACHMENTS

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

Upload Type, File Names	Description	MIME Type	Size
-------------------------	-------------	-----------	------

On the next screen, select the number of files you wish to upload and click the **Continue** button.

GRANTS.GOV<sup>SM</sup> Contact Us SiteMap Help RSS Home

Welcome, Edward Calimag of GrantsGovAdmin  
Agency level: CAL - Test Agency  
[Manage My Profile](#)  
[View Closings Calendar](#)  
[Submission Report](#)  
[Set Agency Level](#)

Home > For Agencies > Manage Opportunities > Grant Opportunity Properties > New Synopsis Attachment Upload

**NEW SYNOPSIS ATTACHMENT UPLOAD**

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

Number of files to upload:\* 1

Continue Cancel

At the next screen, first select the type of document you wish to attach at **Document Upload Type**. There are three options:

- Full Announcement
- Revised Full Announcement
- Other Supporting Documents

Home > For Agencies > Manage Opportunities > Grant Opportunity Properties > New Synopsis Attachment Upload

**NEW SYNOPSIS ATTACHMENT UPLOAD**

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

Document Upload Type:\* Full Announcement

Click Browse to select a file/document to upload.

File Name:\*  Browse...

Brief Description:\*

Upload Files Cancel

Next, select the **Choose File** button; your file directory will open. Find the file you wish to attach and double click on the icon. The name of the file will appear in the **File Name** box. Enter a brief descriptive title for the attachment in the **Brief Description** box. Repeat this process for each file that you are attaching.

Next, select the **Upload Files** button. Or, select **Cancel** to return back to the **Grant Opportunity Properties** screen.

You will receive a confirmation screen. Review the information and if it is correct, select **Upload Files**. If not, select **Cancel**, and this will return you to the **Grant Opportunity Properties** screen.

[Home](#) > [For Agencies](#) > [Manage Opportunities](#) > [Grant Opportunity Properties](#) > Confirm Synopsis Attachment Upload

### CONFIRM SYNOPSIS ATTACHMENT UPLOAD

**Opportunity Title** Test Funding Opportunity  
**Opportunity Number** CAL-A-TEST  
**Document Upload Type** Full Announcement

File Name	File Type	Size	Description	Passed Virus Scan
generic-document.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document	89550	Full Announcement Description	YES



After confirming the upload, you will get a **Synopsis Attachment Upload Success** screen. Click **Continue** and you will be directed to the Grant Opportunity Properties Screen.

[Home](#) > [For Agencies](#) > [Manage Opportunities](#) > [Grant Opportunity Properties](#) > Synopsis Attachment Upload Success

### SYNOPSIS ATTACHMENT UPLOAD SUCCESS

Your synopsis attachments have been successfully uploaded.

These synopsis attachments will be available in the Find Grant Opportunities area of Grants.gov within 30 minutes.

Please be aware that the attachments will be available on the website within 30 minutes of publishing. If you have a post date that is in the future for the synopsis, the attachments will appear at the same time as the future date.

## Deleting Full Announcements/Other Documents

In order to delete a Full Announcement or other supporting documents, select the grant opportunity from the **Manage Opportunities** section (use the search box to view a list of your opportunities) and click on **Modify Opportunity**. Once you enter the **Grant Opportunity Properties** screen, click on **Attachments** next to **Synopsis**.

At the next screen, the listing of attachments will be provided. Select the attachments you wish to delete and select **Delete**.

Home > For Agencies > Manage Opportunities > Grant Opportunity Properties > Manage Synopsis Attachments

### MANAGE SYNOPSIS ATTACHMENTS

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

Add Delete Cancel

Upload Type, File Names	Description	MIME Type	Size
<input checked="" type="radio"/> Full Announcement 1			
generic document.docx	Full Announcement Description	application/vnd.openxmlformats-officedocument.wordprocessingml.document	89550
CAL-A-TEST-Full Announcement-1.zip	Zip of All Attachments	application/x-zip-compressed	75938

You will not be able to modify these attachments. If you have attached the wrong document, you will need to delete the attachment and then add the correct one by following the directions in **Attaching Full Announcements/Other Documents**.

On the next screen, you will receive a confirmation screen. Select either **Continue** or **Cancel**. Selecting **Cancel** will return you to the Grant Opportunity Properties screen. If you select **Continue**, you will get the Delete Synopsis Attachments Success screen.

Home > For Agencies > Manage Opportunities > Grant Opportunity Properties > Confirm Delete Synopsis Attachments

### CONFIRM DELETE SYNOPSIS ATTACHMENTS

Funding Opportunity Title: Test Funding Opportunity  
Funding Opportunity Number: CAL-A-TEST  
Attachment Document Type: Full Announcement 1

Please confirm that you want to delete the following files:

File Name	Brief Description	Document Upload Type	Size (bytes)
generic document.docx	Full Announcement Description	application/vnd.openxmlformats-officedocument.wordprocessingml.document	89550
CAL-A-TEST-Full Announcement-1.zip	Zip of All Attachments	application/x-zip-compressed	75938

Continue Cancel

The attachments will be deleted from the website within 30 minutes of reaching this screen. Click **Continue** and you will be directed to the Grant Opportunity Properties Screen.

## Publishing Application Packages

This section of the site enables you to create, modify, and delete Single-Project and Multi-Project application packages published on Grants.gov. In publishing an application package, you will need to already have created a new grant opportunity and then utilize the templates created in the Manage Application Package Templates section. As part of this, you will also be able to add instructions specific to each opportunity and review your compiled application package before publishing it to Grants.gov for public view.

The **Manage Opportunities** screen displays the current grant opportunities for the agency/agencies that you represent. Each opportunity either has a synopsis, a grant Single-Project or Multi-Project application package or both.

To create a new application package for a new opportunity, click the **Create Opportunity** button above the listed opportunities.

The screenshot shows the Grants.gov 'Manage Opportunities' page. At the top, there is a navigation bar with 'GRANTS.GOV' and links for 'Contact Us', 'SiteMap', 'Help', 'RSS', and 'Home'. Below the navigation bar, there is a 'Welcome,' message and a breadcrumb trail: 'Home > For Agencies > Manage Opportunities'. The main heading is 'MANAGE OPPORTUNITIES', with buttons for 'Create Opportunity', 'Modify Opportunity', and 'Delete Opportunity'. A search box is located in the top right, with 'Search By' set to 'All' and 'Sort By' set to 'Opportunity Number'. A table of opportunities is displayed below, with columns for 'Opportunity Num.', 'Opportunity Title', 'CFDA', 'Synopsis', and 'Package(s)'. A red circle highlights the 'Package(s)' column. A search box is also visible in the top right, with 'Search By' set to 'All' and 'Sort By' set to 'Opportunity Number'. A search button is located below the search box.

Opportunity Num.	Opportunity Title	CFDA	Synopsis	Package(s)
0215-KV-6	0215-KV-6	10.001	1Synopsis	0Package(s)
03072010-KV-EMAIL-1	03072010-KV-EMAIL-1	93.226	1Synopsis	0Package(s)
0413-KV-9	0413-KV-9	00.000	1Synopsis	0Package(s)
0730YU-SYN1	0730YU-SYN1		1Synopsis	0Package(s)
123	123	00.000	1Synopsis	0Package(s)
123456789	Test Grant Opportunity	00.000	1Synopsis	0Package(s)
2006-CONT-FEMA	2006 FEMA Continuation	97.083	1Synopsis	0Package(s)
2007-ABC-123-XYZ	Grantor training test package	16.710	1Synopsis	0Package(s)
2007-TCE-3	TCE	00.000	1Synopsis	0Package(s)
2008-NTG-01	2008 Nothing Program	00.000	1Synopsis	0Package(s)
2008-NTG-01	2008 Nothing Program	00.000	1Synopsis	0Package(s)
2008-NTG-01	2008 Nothing Program	00.000	1Synopsis	0Package(s)
2545454	Boat	20.502	1Synopsis	0Package(s)
54554	Boat		1Synopsis	0Package(s)
5555555	Cynthia Test	00.000	1Synopsis	0Package(s)
DE-PS01-08NN12345	description; test punctuation@#5%	00.000	1Synopsis	0Package(s)
DFKDJ	dklfkdi	11.001	1Synopsis	0Package(s)

To create a new application package for an existing opportunity use the search box to view a list of your opportunities, then select the opportunity and click the **Modify Opportunity** button above the listed opportunities. At the next screen you will be able to create a new package.

To modify an existing application package, select the opportunity that you want to modify and then click the **Modify Opportunity** button. At the next screen you will be able to select and modify the application package.

To delete an existing application package, select the opportunity you wish to modify and then click the **Modify Opportunity** button. At the next screen, you will be able to delete the application package. **Note:** You will only be able to delete an application package from the Modify screen, if and only if, more than one application package exists. Otherwise, you will need to delete the entire grant opportunity in order to remove the application package from the system.

If there is only one application package that needs to be deleted, then select the grant opportunity that needs to be deleted and then click the **Delete Opportunity** button.

**Note:** Once an application package is modified or deleted, Grants.gov will no longer accept or process any applications that use the previous version of the package. A notice will be sent to the applicants who registered to receive information pertaining to that opportunity to let them know that the package has been deleted as well.

## Creating Application Packages

To create a new package to an existing opportunity on the **Manage Opportunities** screen, (use the search box to view a list of your opportunities) select the opportunity you would like to create a new package for.

Home > For Agencies > Manage Opportunities

**MANAGE OPPORTUNITIES**

Create Opportunity **Modify Opportunity** Delete Opportunity

Export Data

Search By: All

Sort By: Opportunity Number Ascending Descending

Search

Search returned 3 results

Opportunity Num.	Opportunity Title	CFDA	Synopsis	Package(s)
CAL-A-TEST	Test Funding Opportunity	00.000	1Synopsis	1Package(s)
CDFI-FATA-UAT	CDFI FATA User Acceptance Testing	00.000	No Synopsis	1Package(s)
CDFI-FATA-UAT2	CDFI FATA User Acceptance Testing		No Synopsis	1Package(s)

<< first < prev 1 next > last >>

Then click the **Modify Opportunity** button, this will take you to the **Grant Opportunity Properties** screen.

Welcome, **nicole foreman** of GDIT

Home > For Agencies > Manage Opportunities > Grant Opportunity Properties

**GRANT OPPORTUNITY PROPERTIES**

Opportunity Number:\* CAL-A-TEST

Opportunity Title:\* Test Funding Opportunity

Opportunity Category\* Discretionary

CFDA Numbers: 00.000

---

Synopsis:

---

Single-Project Application Packages:

---

Multi-Project Application Packages:

## Single-Project Application Package

To create a Single-Project Application Package from an existing opportunity, click on the **Add** button next to Single-Project Application Packages.

[Home](#) > [For Agencies](#) > [Manage Opportunities](#) > Grant Opportunity Properties

### GRANT OPPORTUNITY PROPERTIES

**Opportunity Number:\*** CAL-A-TEST  
**Opportunity Title:\*** Test Funding Opportunity  
**Opportunity Category\*** Discretionary  
**CFDA Numbers:** 00.000

---

**Synopsis:**

---

**Single-Project Application Packages:**  ←

---

**Multi-Project Application Packages:**



You will be directed to the **New Package Creation** screen. An asterisk marks mandatory fields.

The screenshot shows the 'NEW PACKAGE CREATION' form on the GRANTS.GOV website. The form is titled 'NEW PACKAGE CREATION' and is located under the navigation path 'Home > For Agencies > Manage Opportunities > New Package Creation'. The form includes the following fields and options:

- Opportunity Number:** CAL-08012012-1
- Opportunity Title:** CAL-08012012-1
- CFDA Number:** None (dropdown menu)
- Competition ID:** (text input field)
- Competition Title:** (text input field)
- Electronic Required:** Yes (selected) / No (radio buttons)
- Expected Number of Applications:** (text input field) with a note: '\*If you are unsure of the expected number of applications, provide your best estimate.'
- Expected Application Size:** (text input field) (MB)
- Open Date:** (text input field) (MM/DD/YYYY) with a calendar icon
- Close Date:** (text input field) (MM/DD/YYYY) with a calendar icon
- Grace Period:** (text input field) days
- Agency Contact:** Nicole Foreman, Test, E-mail: twolefthandz@gmail.com, Phone: 7777777777
- Application Instructions:** (text input field) with a 'Browse...' button
- Applicant Type:** (dropdown menu)
- FORM PACKAGE:** (highlighted section) Form Package: \* Select a Package Template (dropdown menu)

At the bottom of the form, there are 'Publish' and 'Cancel' buttons. A red box highlights the 'FORM PACKAGE' section, and an arrow points to it from the bottom right.

In the drop-down menu **CFDA Number** field, select your agency's CFDA number. This must be a valid CFDA number and published in CFDA.gov.

In the **Competition ID** field, enter a Competition ID.

In the **Competition Title** field, enter a title for the application package.

In the **Electronic Required\*** field, select Yes or No. This will notify the applicant whether they will be required to submit electronically or by mail.

In the **Expected Number of Applications** field, enter the number of applicants you are expecting to apply.

In the **Expected Application Size** field, enter the size of the file you expect the grant application to be.

In the **Open Date** field, enter the date by which the opportunity should be made available.

In the **Close Date\*** field, enter the date by which the opportunity should no longer be available.

In the **Grace Period** field, enter the number of days for which the package will have. This period reflects the number of days after the closing date that Grants.gov will continue to accept applications for a grant opportunity. It also represents the day (Closing Date + Grace Period) that applicants will no longer be able to download the application package. This value is entered by an agency when creating a grant opportunity and is not visible to grant applicants.

The **Agency Contact** field lists the first and last name, title, email address and phone number that was entered in your user profile. This information will be listed on the cover page of the application package as the agency contact information. You can edit any of the information listed simply by selecting the text and typing any revisions.

In the **Application Instructions\*** field, you can upload application instructions by attaching a file from your computer by clicking the **Browse** button or you can enter a URL to a website in this field. This field must be completed in order to publish the application package.

In the **Applicant Type** drop-down box, select the Applicant. This will appear to the applicants who are eligible to apply for the opportunity you are publishing.

In the **Form Package\*** drop-down box, select the application package template for the application. This field must be completed in order to publish the application package.

If you do not want to save the new the application package, click the **Cancel** button at the bottom of the screen. You will be returned to the **Grant Opportunity Properties** screen where the new application package will not appear.

OR

If you want to save the new the application package, click the **Publish** button at the bottom of the screen.

You will be directed to the **Package Publication Verification** screen. This is a read-only screen to verify your new package before publication.

**GRANTS.GOV** Contact Us SiteMap Help RSS Home

Welcome, Nicole Foreman of GDT

[Manage My Profile](#)  
[View Closings Calendar](#)  
[Submission Report](#)  
[Set Agency Level](#)  
[Create Agency](#)  
[Modify Agency](#)  
[Published Opportunities](#)  
[Applicant Report](#)  
[Organization Report](#)  
[Rejection Report](#)  
[Get Version](#)  
[Audit Report](#)  
[Change My Password](#)  
[Manage Opportunities](#)  
[Retrieve Submitted Applications](#)  
[Assign Agency Tracking Number and/or Agency Notes](#)  
[Manage Application Package Templates](#)  
[Manage Agency Users](#)  
[View All Submitted Applications](#)  
[Logout of Grants.gov](#)

[Home](#) > [For Agencies](#) > [Manage Opportunities](#) > [Existing Grant Opportunity Properties](#) > Package Publication Verification

### PACKAGE PUBLICATION VERIFICATION

You are about to make the following application package available to the public. Please verify the details and click "Publish" to make this application package available on Grants.gov.

**CFDA Number:** 00.000  
**CFDA Title:** Not Elsewhere Classified  
**Opportunity Number:** CAL-08012012-1  
**Opportunity Title:** CAL-08012012-1  
**Competition ID:** CAL-08012012-SP  
**Competition Title:** CAL-08012012-SP  
**Electronic Required:** Yes  
**Expected Number of Applications:** 123  
**Expected Application Size:** None  
**Open Date:** 08/31/2012  
**Close Date:** 08/31/2016  
**Grace Period:** 7 days  
**Agency Contact:** Nicole Foreman Test E-mail: twolefthandz@gmail.com  
Phone: 7777777777

**Application Instructions:** [View](#)  
**Available to:** Both Organizations and Individual Applicants

**Form Package:** NF-0810-SP  
**Forms:** **Mandatory Forms:**Application for Federal Domestic Assistance-Short Organizational  
**Optional Forms:**Attachments

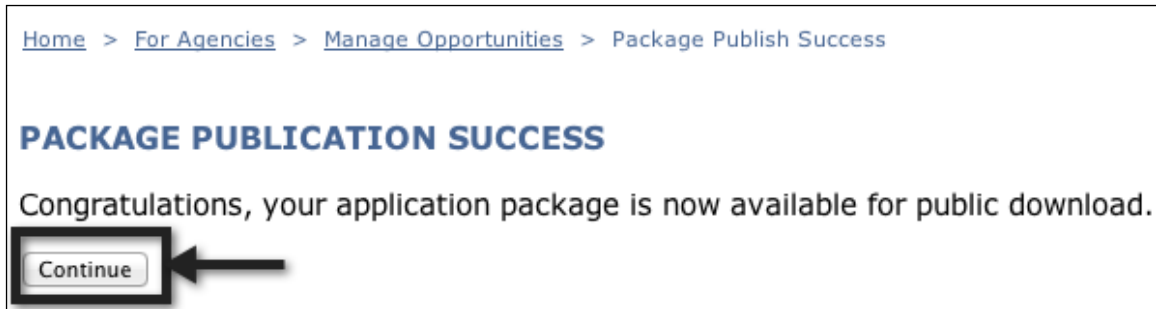
To view the application instructions that you uploaded, click the **View** link in the **Application Instructions** field.

If the information listed is not correct, click the **Edit** button to return to the previous screen so that you can make any necessary revisions, or click the **Cancel** button to return to the **Grant Opportunity Properties** screen without creating the new application package.

OR

If the information is correct, click the **Publish** button. This will make the new application package available to the public.

When you successfully publish your package, you will be directed to the **Package Publication Success** screen. You will confirm that the new application package is now available for public download.



Click the **Continue** button and you will be returned to the **Grant Opportunity Properties** screen. Your new application package will be listed with the other packages published for your agency.

## Multi-Project Application Package

To create a Multi-Project Application Package from an existing opportunity, click on the **Add** button next to Multi-Project Application Packages.

[Home](#) > [For Agencies](#) > [Manage Opportunities](#) > Grant Opportunity Properties

### GRANT OPPORTUNITY PROPERTIES

**Opportunity Number:\*** CAL-A-TEST  
**Opportunity Title:\*** Test Funding Opportunity  
[Opportunity Category\\*](#) Discretionary  
**CFDA Numbers:** 00.000

---

**Synopsis:**

---

**Single-Project Application Packages:**

---

**Multi-Project Application Packages:**  ←

This will take you to the **New Multi-Project Package Creation** screen. An asterisk marks mandatory fields.

### NEW MULTI-PROJECT PACKAGE CREATION

**Opportunity Number:\*** CAL-08012012-1  
**Opportunity Title:\*** CAL-08012012-1  
**CFDA Number:** 00.000 ▾  
**Competition ID:** CAL-08012012-MP  
**Competition Title:** CAL-08012012-MP  
**Electronic Required:\***  Yes  No  
**Expected Number of Applications:**  
\*If you are unsure of the expected number of applications, provide your best estimate. 123  
**Expected Application Size:** (MB)  
**Open Date:** 08/31/2012 (MM/DD/YYYY) 📅  
**Close Date:\*** 08/31/2016 (MM/DD/YYYY) 📅  
**Grace Period:** 7 days  
**Agency Contact:**  
 Nicole Foreman  
 Test  
 E-mail: twolefthandz@gmail.com  
 Phone: 7777777777  
**Application Instructions:\*** Browse...  
**Applicant Type:\*** Both, Organizations and Individuals ▾  
**Link to Agency Multi-Project System:\*** www.NIH.gov

**OVERALL FORM PACKAGE:**

**Form Package:\*** NF\_MP\_template2 ▾  
**Label:\*** ws3345

**SUB-APPLICATION GROUP(S)(Optional):**

Add Sub-Application Group

<< first < prev next > last >>

Form Sub-Package Label	Template	Min Iteration	Max Iteration	Actions
<< first < prev next > last >>				

Publish Cancel

Select your agency's CFDA number in the drop-down menu **CFDA Number** field. This must be a valid CFDA number and published in CFDA.gov.

Entering a Competition ID is necessary if there are multiple packages for an opportunity.

Enter a title for the application package in the **Competition Title** field.

Select Yes or No for the **Electronic Required\*** field. This will notify the applicant whether they will be required to submit electronically or by mail.

Enter the **Expected Number of Applications** field. This is the number of applicants you are expecting to apply.

Enter **Expected Application Size** field. This is the size of the file you expect the grant application to be.

Enter the date by which the opportunity should be made available in the **Open Date** field.

Enter the date by which the opportunity should no longer be available in the **Close Date\*** field.

Enter the number of days for which the package will have a **Grace Period** field. This period reflects the number of days after the closing date that Grants.gov will continue to accept applications for a grant opportunity. It also represents the day (Closing Date + Grace Period) that applicants will no longer be able to download the application package. This value is entered by an agency when creating a grant opportunity and is not visible to grant applicants.

The **Agency Contact** field lists the first and last name, title, email address and phone number that was entered in your user profile. This information will be listed on the cover page of the application package as the agency contact information. You can edit any of the information listed simply by selecting the text and typing any revisions.

You can upload application instructions by attaching a file from your computer by clicking the Browse button next to the **Application Instructions\*** field or you can enter a URL to a website in this field. This field must be completed in order to publish the application package.

Application Instructions:\* c:\users\nicole.foreman\documents\grantsgov\testing\2000chartest.doc (Supplying a new file overwrites the current instructions file)

Browse...

Applicant Type:\* Both, Organizations and Individuals

Link to Agency Multi-Project System:\* http://www.grants.gov

Click the Browse button to open a **Choose File** window where you can browse on your computer to the file, which contains the application instructions.

Once you have selected the correct file, click the **Open** button. You will be returned to the **New Grant Opportunities** screen where the path to the file will now appear in the **Application Instructions** field.

If you want to select a new file, simply click the **Browse** button again, select the correct file, and click the **Open** button.

Select the Applicant Type by clicking the arrow next to the **Applicant Type** drop-down box. This will appear to the applicants who are eligible to apply for the opportunity you are publishing.

Enter the URL to the Agency's Multi-Project system in the **Link to Agency Multi-Project System\*** field.

When you scroll down the page you will need to fill out the following under the **Overall Form Package** section:



**OVERALL FORM PACKAGE:**

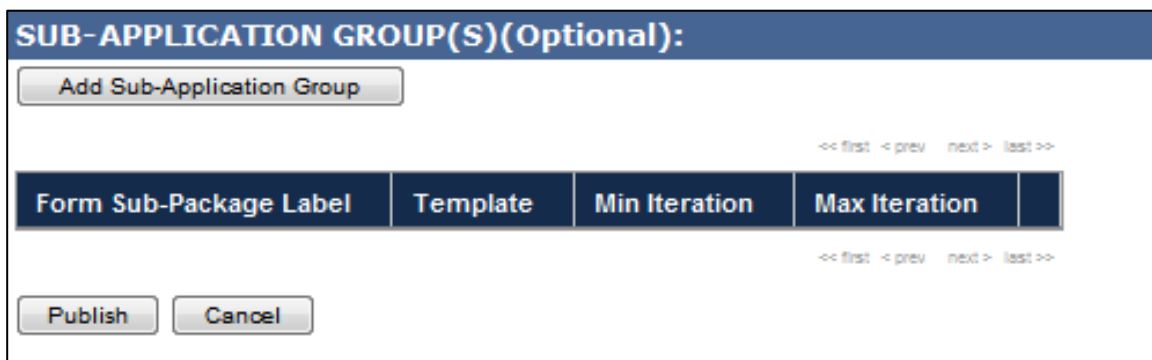
**Form Package:\*** CAL-UGEX-NF-MP1

**Label:\*** EX123\_4 5

Select the application package template for the application by clicking the arrow next to the **Form Package\*** drop-down box. This field must be completed in order to publish the application package.

Enter the Form Package label in the **Label\*** field. The label has a maximum of 30 alphanumeric characters. Spaces and underscores can be used but no other special characters are allowed.

The next section is the Sub-Application Group(s). It is an optional section but there is no limit to the number of form sub-packages created in it.



**SUB-APPLICATION GROUP(S)(Optional):**

Add Sub-Application Group

<< first < prev next > last >>

Form Sub-Package Label	Template	Min Iteration	Max Iteration
------------------------	----------	---------------	---------------

<< first < prev next > last >>

Publish Cancel

To create a Sub-Application Package, click on the **Add Sub-Application Group** button. The **Add/Edit Sub-Application Group** box will be displayed.



**Add/Edit Sub-Application Group**

**Form Sub-Package:\*** NF\_MP\_template2

**Label:\*** EXSUB1\_2\_3\_45

**Min Iteration:** 0 **Max Iteration:**   **Max Unlimited**

Select the Sub-Application Package template for the application by clicking the arrow next to the **Form Sub-Package** drop-down box.

Enter the Sub-Application Package label in the **Label** field. The label has a maximum of 30 alphanumeric characters. Spaces and underscores can be used but no other special characters are allowed.

Enter the minimum iteration in the **Min Iteration** field. The field defaults to zero.

The maximum iteration defaults to unlimited. If you want to enter a specific maximum iteration, unselect the **Max Unlimited** checkbox and enter the maximum iteration in the **Max Iteration** field.

If you do not want to save the new the Sub-Application package, click the **Close** button. You will be returned to the **New Multi-Project Package Creation** screen where this Sub-Application package will not display.

Or

Then click the **Save** button. The Sub-Application package will be saved. A message will display that the Sub-Application group has been saved successfully and that you can save an additional Sub-Application group or close the window.

**Add/Edit Sub-Application Group**

• Sub-Application Group, EXSUB1\_2\_3\_45, has been saved successfully. You can save an additional sub-application group or close the window.

**Form Sub-Package:\*** Select a Package Template

**Label:\***

**Min Iteration:** 0 **Max Iteration:**   **Max Unlimited**

There is no limit to the number of Sub-Application packages you can create. When you have finished creating the Sub-Application packages, click the **Close** button. You will be returned to the New Multi-Project Package Creation page. The new Sub-Application package(s) will display in the Sub-Application Group table.

**SUB-APPLICATION GROUP(S)(Optional):**

Add Sub-Application Group

<< first < prev **1** next > last >>

Form Sub-Package Label	Template	Min Iteration	Max Iteration	
EXMP3	01172012-kj-sp-sf424	3	8888	<a href="#">MODIFY</a>   <a href="#">DELETE</a>
EXMP123455	01172012-KV-RR-MP-3	32	8888	<a href="#">MODIFY</a>   <a href="#">DELETE</a>

<< first < prev **1** next > last >>

Publish Cancel

If you do not want to save the new Multi-Project application package, click the **Cancel** button. You will be returned to the **Grant Opportunity Properties** screen where the new application package will not appear.

OR

If you want to save the new Multi-Project application package, click the **Publish** button.

You will be directed to the **Package Publication Verification** screen. This is a read-only screen to verify the package you are about to publish.

### PACKAGE PUBLICATION VERIFICATION

You are about to make the following application package available to the public. Please verify the details and click "Publish" to make this application package available on Grants.gov.

**CFDA Number:** 00.000  
**CFDA Title:** Not Elsewhere Classified  
**Opportunity Number:** CAL-08012012-1  
**Opportunity Title:** CAL-08012012-1  
**Competition ID:** CAL-08012012-MP  
**Competition Title:** CAL-08012012-MP  
**Electronic Required:** Yes  
**Expected Number of Applications:** 123  
**Expected Application Size:** None  
**Open Date:** 08/31/2012  
**Close Date:** 08/31/2016  
**Grace Period:** 7 days  
**Agency Contact:** Nicole Foreman Test E-mail: twolefthandz@gmail.com Phone: 7777777777  
**Application Instructions:** [View](#) ←  
**Available to:** Both Organizations and Individual Applicants  
**Link to Agency Multi-Project System:** [Current Link to Agency Multi-Project System](#)

**OVERALL FORM PACKAGE:**

**Label:** ws3345  
**Form Package:** NF\_MP\_template2  
**Forms:** **Mandatory Forms:**Key\_Contacts, Attachments, SF424\_Short\_1\_1  
**Optional Forms:**PerformanceSite\_2\_0, SupplementaryCoverSheetforNEHGrantPrograms

**FORM SUB-PACKAGES:**

Form Sub-Package Label	Template	Min Iteration	Max Iteration	Forms
EX33jlkusero	CAL-UGEX-NF-MP1	0	unbounded	<b>Mandatory Forms:</b> SF424_2_1 <b>Optional Forms:</b> None

<< first < prev 1 next > last >>

← Publish Edit Cancel

To view the application instructions that you uploaded, click the **View** link in the **Application Instructions** field.

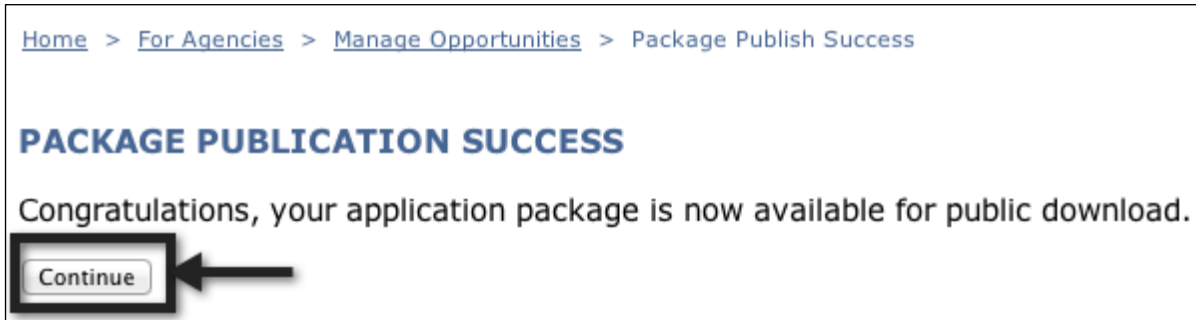
To view the web address to the Agency’s Multi-Project system that you entered, click the **Current Link to the Agency Multi-Project System** link in the **Link to the Agency Multi-Project System** field.

If the information listed is not correct, click the **Edit** button to return to the previous screen so that you can make any necessary revisions, or click the **Cancel** button to return to the **Grant Opportunity Properties** screen without creating the new application package.

OR

If the information is correct, click the **Publish** button.

When you successfully published the multi-project package, you will be directed to the **Package Publication Success** screen that will confirm that the new application package is now available for public download.



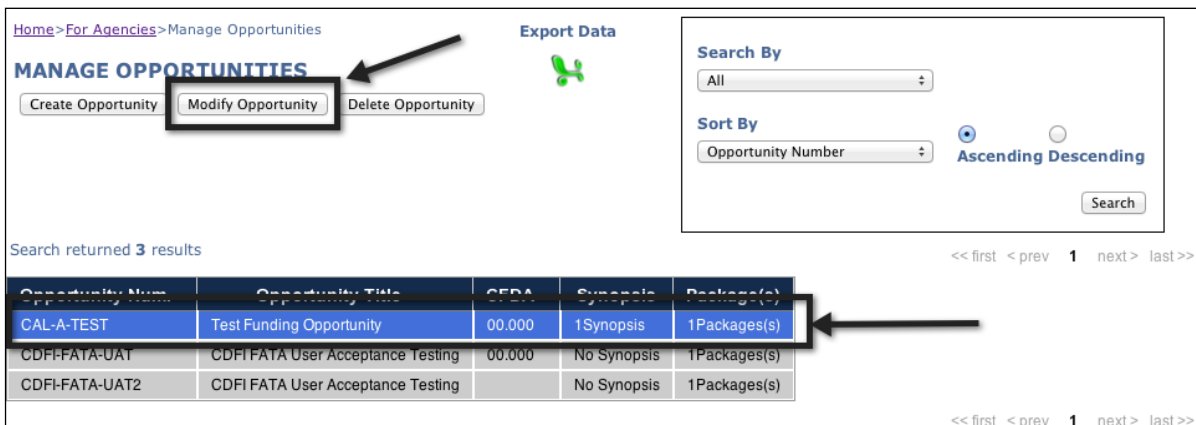
Click the **Continue** button to return to the **Grant Opportunity Properties** screen. Your new application package will be listed with the other packages published for your agency.

## Modifying Application Packages

To modify an application package that is published at Grants.gov, click the **Manage Opportunities** link on the left of your screen.

This will take you to the **Manage Opportunities** screen. This screen displays the current opportunities for the agency/agencies that you represent (use the search box to view a list of your opportunities).

Select the application package that you want to modify by clicking in the circle in the first column of that application's row. Click the **Modify Opportunity** button above the listed application packages.



You will be directed to the **Grant Opportunity Properties** screen. Select the Single-Project or Multi-Project application package by clicking on the **Modify** link in the specific package row.

[Home](#) > [For Agencies](#) > [Manage Opportunities](#) > Grant Opportunity Properties

## GRANT OPPORTUNITY PROPERTIES

**Opportunity Number:\*** CAL-A-TEST  
**Opportunity Title:\*** Test Funding Opportunity  
**Opportunity Category\*** Discretionary  
**CFDA Numbers:** 00.000

---

**Synopsis:**

---

**Single-Project Application Packages:**

<< first < prev 1 next > last >>

CFDA Number	Competition ID	Competition Title	Open Date	Close Date	Actions
	CAL-A-TEST-SP-2	CAL-A-TEST-SP	Apr 11, 2012	Apr 11, 2016	<a href="#">MODIFY</a>   <a href="#">DELETE</a>   <a href="#">VIEW DETAILS</a>
00.000	CAL-A-TEST-SP-1	CAL-A-TEST-SP	Apr 11, 2012	Apr 11, 2016	<a href="#">MODIFY</a>   <a href="#">DELETE</a>   <a href="#">VIEW DETAILS</a>

<< first < prev 1 next > last >>

---

**Multi-Project Application Packages:**

<< first < prev 1 next > last >>

CFDA Number	Competition ID	Competition Title	Open Date	Close Date	Actions
00.000	CAL-A-TEST-MP-3	CAL-A-TEST-MP	Apr 18, 2012	Apr 18, 2016	<a href="#">MODIFY</a>   <a href="#">DELETE</a>   <a href="#">VIEW DETAILS</a>
00.000	CAL-A-TEST-MP1	CAL-A-TEST-MP1	Apr 20, 2012	Apr 20, 2016	<a href="#">MODIFY</a>   <a href="#">DELETE</a>   <a href="#">VIEW DETAILS</a>
00.000	CAL-A-TEST-MP-4	CAL-A-TEST-MP	Apr 18, 2012	Apr 18, 2016	<a href="#">MODIFY</a>   <a href="#">DELETE</a>   <a href="#">VIEW DETAILS</a>
00.000	CAL-A-TEST-MP-1	CAL-A-TEST-MP	Apr 9, 2012	Apr 9, 2016	<a href="#">MODIFY</a>   <a href="#">DELETE</a>   <a href="#">VIEW DETAILS</a>

<< first < prev 1 next > last >>

## Modifying Single-Project Application Packages

On the **Existing Package** screen, make any necessary changes to the package. Please note, if you change the template associated with a published application package and an applicant submits an application that has the old template in it, then the application will be rejected.

The **Send Change Notifications via email** checkbox is automatically selected. Applicants who have subscribed to be notified of modifications for this package will receive an email. If you do not want to send a change notification, deselect the checkbox. You are required to enter a description of your changes in the **Package Modification Comments** box. Then select the **Publish** button.

### EXISTING PACKAGE

Opportunity Number:*	CAL-A-TEST
Opportunity Title:*	Test Funding Opportunity
CFDA Number:	00.000
Competition ID:	CAL-A-TEST-SP-1
Competition Title:	<input type="text" value="CAL-A-TEST-SP"/>
Electronic Required:*	<input checked="" type="radio"/> Yes <input type="radio"/> No
Expected Number of Applications:	
*If you are unsure of the expected number of applications, provide your best estimate.	<input type="text" value="1234"/>
Expected Application Size:	<input type="text"/> (MB)
Open Date:	<input type="text" value="04/11/2012"/> (MM/DD/YYYY)
Close Date:*	<input type="text" value="10/11/2018"/> (MM/DD/YYYY)
Grace Period:	<input type="text" value="7"/> days
Agency Contact:	<div style="border: 1px solid gray; padding: 2px;">jane doe test E-mail: jane.doe@work.com Phone: 7038222333</div>
Application Instructions:*	<a href="#">Current Instructions</a> (Supplying a new file over-writes the current instructions file) <input type="text"/> <input type="button" value="Browse..."/>
Applicant Type:*	<input type="text" value="Both, Organizations and Individuals"/>

### FORM PACKAGE:

Current Forms: **Mandatory Forms:**Application for Federal Assistance (SF-424)  
**Optional Forms:**None

Form Package:\*

### MODIFICATION COMMENTS:

Send Change Notifications via email:

Package Modification Comments:\*

Please enter a brief description of the changes in the below text box. The text you enter will be included in the notification email to the subscribers (if you select the Send Change Notifications checkbox above)

This will take you to the **Package Publication Verification** screen. This is a read-only screen to verify your modifications.

To view the application instructions, click the **View** link in the Application Instructions field. Enter an explanation for updates in the **Comments** field.

If you do not want to save the changes you made to the opportunity, click the **Cancel** button. You will be returned to the **Manage Opportunities** screen and the changes will not be saved. If you need to made more changes, click the **Edit** button and you will be returned to the **Existing Package** screen. If you are satisfied with the changes you made to the opportunity, click the **Publish** button.

**GRANTS.GOV**<sup>SM</sup> [Contact Us](#) [SiteMap](#) [Help](#) [RSS](#) [Home](#)

[Home](#) > [For Agencies](#) > [Manage Opportunities](#) > [Existing Grant Opportunity Properties](#) > Package Publication Verification

## PACKAGE PUBLICATION VERIFICATION

You are about to make changes to the following application package. Please note that this could potentially invalidate any applications that have already been downloaded. Grants.gov will however notify registered applicants of your change.

**CFDA Number:** 00.000  
**CFDA Title:** Not Elsewhere Classified  
**Opportunity Number:** CAL-A-TEST  
**Opportunity Title:** Test Funding Opportunity  
**Competition ID:** CAL-A-TEST-SP-1  
**Competition Title:** CAL-A-TEST-SP  
**Electronic Required:** Yes  
**Expected Number of Applications:** 1234  
**Expected Application Size:** None  
**Open Date:** 04/11/2012  
**Close Date:** 12/11/2016  
**Grace Period:** 0days  
**Agency Contact:** jane doe test E-mail: jane.doe@work.com Phone: 70382223333  
**Application Instructions:** [View](#)  
**Available to:** Both Organizations and Individual Applicants  
**Form Package:** CAL-UGEX-NF-SP1  
**Forms:** **Mandatory Forms:**Application for Federal Assistance (SF-424)  
**Optional Forms:**None

**MODIFICATION COMMENTS:**

**Send Change Notifications via email:** Yes

**Package Modification Comments:**  
Updated the Close Date

When you have successfully modified your Single-Project package you will be directed to the **Package Publication Success** screen.

**PACKAGE PUBLICATION SUCCESS**

Congratulations, your application package has been edited, and is now available for public download.

No applicants have registered to be notified of changes to this application package so no change notifications were sent.

Click the **Continue** button to return to the **Manage Opportunities** screen.



## Modifying Multi-Project Application Packages

On the **Existing Package** screen, make any necessary changes to the package or subpackage(s). Please note, if you change the template(s) associated with a published application package and an applicant submits an application that has the old template in it, then the application will be rejected.

**EXISTING PACKAGE**

**Opportunity Number:\*** CAL-A-TEST  
**Opportunity Title:\*** Test Funding Opportunity  
**CFDA Number:** 00.000  
**Competition ID:** CAL-A-TEST-MP-3  
**Competition Title:**

**Electronic Required:\***  Yes  No

**Expected Number of Applications:**  
\*If you are unsure of the expected number of applications, provide your best estimate.

**Expected Application Size:**  (MB)

**Open Date:**  (MM/DD/YYYY)

**Close Date:\***  (MM/DD/YYYY)

**Grace Period:**  days

**Agency Contact:**  
  
  
 E-mail:   
 Phone:

**Application Instructions:\*** [Current Instructions](#) (Supplying a new file over-writes the current instructions file)

**Applicant Type:\***

**Link to Agency Multi-Project System:\*** [Current Link to Agency Multi-Project System](#)

**OVERALL FORM PACKAGE:**

**Form Package:\***

**Label:\***

**SUB-APPLICATION GROUP(S)(Optional):**

\*\* first | prev | 1 | next | last \*\*

Form Sub-Package Label	Template	Min Iteration	Max Iteration	Actions
EXMP3	01172012-ty-sp-6424	3	8888	<a href="#">MODIFY</a>   <a href="#">DELETE</a>
EXMP123455	01172012-KV-RR-MP-3	32	8888	<a href="#">MODIFY</a>   <a href="#">DELETE</a>

\*\* first | prev | 1 | next | last \*\*

**MODIFICATION COMMENTS:**

**Send Change Notifications via email:**

**Package Modification Comments:\***  
Please enter a brief description of the changes in the below text box. The text you enter will be included in the notification email to the subscribers (if you select the Send Change Notifications checkbox above)

To modify a Sub-Application package, click on the **Modify** link on the specific row in the Form Sub-Package table. The Add/Edit Sub-Application Group box is displayed.

Make the necessary updates to the Sub-Application package. If you do not want to save the changes you made to the Sub-Application package, click the **Close** button. You will be returned to the **Existing Package** screen and the changes will not be saved. If you want to save the changes you made to the Sub-Application package, click the **Save** button. You will be returned to the **Existing Package** screen and the changes will be displayed in the Sub-Application Group table.

If you want to delete a Sub-Application package, click the **Delete** link on the specific row in the Sub-Application Group table. The **Delete Sub-Application Group** box is displayed.

If you do not want to delete the Sub-Application package, click the **Close** button. You will be returned to the **Existing Package** screen and the Sub-Application package will still be displayed in the Sub-Application Group table. If you want to delete the Sub-Application package, click the **Delete** button. You will be returned to the **Existing Package** screen and the Sub-Application package row will no longer appear in the Sub-Application Group table.

On the **Existing Package** screen, the **Send Change Notifications via email** checkbox is automatically selected. Applicants who have subscribed to be notified of modifications for this package will receive an email. If you do not want to send a change notification, deselect the checkbox. You are required to enter a description of your changes in the **Package Modification Comments** box. Then select the **Publish** button.

You will be directed to the **Package Publication Verification** screen. This is a read-only screen to verify your modifications. To view the application instructions, click the **View** link in the Application Instructions field.

If you do not want to save the changes you made to the opportunity, click the **Cancel** button. You will be returned to the **Manage Opportunities** screen and the changes will not be saved. If you need to make more changes, click the **Edit** button and you

will be returned to the **Existing Package** screen. If you are satisfied with the changes you made to the opportunity, click the **Publish** button.

**PACKAGE PUBLICATION VERIFICATION**

You are about to make changes to the following application package. Please note that this could potentially invalidate any applications that have already been downloaded. Grants.gov will however notify registered applicants of your change.

**CFDA Number:** 00.000  
**CFDA Title:** Not Elsewhere Classified  
**Opportunity Number:** CAL-A-TEST  
**Opportunity Title:** Test Funding Opportunity  
**Competition ID:** CAL-A-TEST-MP-3  
**Competition Title:** CAL-A-TEST-MP  
**Electronic Required:** Yes  
**Expected Number of Applications:** 123  
**Expected Application Size:** None  
**Open Date:** 04/18/2012  
**Close Date:** 06/18/2016  
**Grace Period:** 7 days  
**Agency Contact:** jane doe test 123 E-mail: jane.doe@work.com Phone: 7032223333  
**Application Instructions:** [View](#)  
**Available to:** Both Organizations and Individual Applicants  
**Link to Agency Multi-Project System:** [Current Link to Agency Multi-Project System](#)

**OVERALL FORM PACKAGE:**

**Label:** EX12345  
**Form Package:** CAL-UGEX-NF-MP1  
**Forms:** **Mandatory Forms:**SF424\_2\_1  
**Optional Forms:**None

**FORM SUB-PACKAGES:**

Form Sub-Package Label	Template	Min Iteration	Max Iteration	Forms
EXMP3	01172012-kj-sp-sf424	3	8888	Mandatory Forms:Sf424_Mandatory Optional Forms:None
EXMP123455	01172012-KV-RR-MP-3	32	8888	Mandatory Forms:RR_SF424_Multi_Project_Cover_1_0, RR_SF424_1_2 Optional Forms:RR_KeyPersonExpanded_2_0

**MODIFICATION COMMENTS:**

Send Change Notifications via email: Yes

Package Modification Comments:  
Updated close date

When you have successfully modified your Single-Project package you will be directed to the **Package Publication Success** screen. The screen will list the number of applicant who will be notified via email of the package modification.

[Home](#) > [For Agencies](#) > [Manage Opportunities](#) > Package Publish Success

**PACKAGE PUBLICATION SUCCESS**

Congratulations, your application package has been edited, and is now available for public download.

No applicants have registered to be notified of changes to this application package so no change notifications were sent.

Click the **Continue** button to return to the **Manage Opportunities** screen.

## Deleting Application Packages

To delete an application package that is published at Grants.gov, click the **Manage Opportunities** link in the **For Grantors** section, on the left of your screen.

The screenshot displays the Grants.gov user interface for a Grantor. On the left is a vertical navigation menu with the following links: [Manage My Profile](#), [View Closings Calendar](#), [Submission Report](#), [Set Agency Level](#), [Create Agency](#), [Modify Agency](#), [Published Opportunities](#), [Applicant Report](#), [Organization Report](#), [Rejection Report](#), [Get Version](#), [Audit Report](#), [Change My Password](#), [Manage Opportunities](#) (highlighted with a black box and an arrow), [Retrieve Submitted Applications](#), [Assign Agency Tracking Number and/or Agency Notes](#), [Set Closing Date Limits](#), [Manage Application Package Templates](#), [Manage Agency Users](#), [View All Submitted Applications](#), and [Logout of Grants.gov](#). The main content area on the right is titled 'GRANTOR CENTER' and includes a breadcrumb trail 'Home > Grantor Center', a welcome message, and instructions on how to use the center.

You will be directed to the **Manage Opportunities** screen (use the search box to view a list of your opportunities). This screen displays the current opportunities for the agency/agencies that you represent.

Select the application package that you want to modify by selecting the opportunity. Click the **Modify Opportunity** button above the listed application packages.

Home > For Agencies > Manage Opportunities

**MANAGE OPPORTUNITIES**

Create Opportunity **Modify Opportunity** Delete Opportunity

Export Data

Search By: All

Sort By: Opportunity Number Ascending Descending

Search

Search returned 3 results

Opportunity Num.	Opportunity Title	CFDA	Synopsis	Package(s)
CAL-A-TEST	Test Funding Opportunity	00.000	1Synopsis	1Package(s)
CDFI-FATA-UAT	CDFI FATA User Acceptance Testing	00.000	No Synopsis	1Package(s)
CDFI-FATA-UAT2	CDFI FATA User Acceptance Testing		No Synopsis	1Package(s)

This will take you to the **Grant Opportunity Properties** screen.

Home > For Agencies > Manage Opportunities > Grant Opportunity Properties

**GRANT OPPORTUNITY PROPERTIES**

Opportunity Number:\* CAL-A-TEST  
 Opportunity Title:\* Test Funding Opportunity  
 Opportunity Category\* Discretionary  
 CFDA Numbers: 00.000

Modify

Synopsis: Modify Delete Attachments

Single-Project Application Packages: Add

CFDA Number	Competition ID	Competition Title	Open Date	Close Date	Actions
	CAL-A-TEST-SP-2	CAL-A-TEST-SP	Apr 11, 2012	Apr 11, 2016	MODIFY   DELETE   VIEW DETAILS
00.000	CAL-A-TEST-SP-1	CAL-A-TEST-SP	Apr 11, 2012	Apr 11, 2016	MODIFY   DELETE   VIEW DETAILS

Multi-Project Application Packages: Add

CFDA Number	Competition ID	Competition Title	Open Date	Close Date	Actions
00.000	CAL-A-TEST-MP-3	CAL-A-TEST-MP	Apr 18, 2012	Apr 18, 2016	MODIFY   DELETE   VIEW DETAILS
00.000	CAL-A-TEST-MP1	CAL-A-TEST-MP1	Apr 20, 2012	Apr 20, 2016	MODIFY   DELETE   VIEW DETAILS
00.000	CAL-A-TEST-MP-4	CAL-A-TEST-MP	Apr 18, 2012	Apr 18, 2016	MODIFY   DELETE   VIEW DETAILS
00.000	CAL-A-TEST-MP-1	CAL-A-TEST-MP	Apr 9, 2012	Apr 9, 2016	MODIFY   DELETE   VIEW DETAILS

Select the Single-Project or Multi-Project application package by clicking on the **Delete** link on the specific application package row and select the **Delete** button. This will take you to the **Confirm Package Deletion** screen.

Below is an example of the Confirm Package Deletion screen for the Single-Project application package.

[Home](#) > [For Agencies](#) > [Manage Opportunities](#) > Confirm Package Deletion

### CONFIRM PACKAGE DELETION

You are about to delete this application package from the Grants.gov database. Please review the details of the package below and make absolutely sure that you wish to delete it, before pushing the "Delete" button below.

**WARNING:** Once this application package has been deleted Grants.gov will no longer accept or process submissions for this application package.

**CFDA Number:** 00.000  
**CFDA Title:** Not Elsewhere Classified  
**Opportunity Number:** CAL-A-TEST  
**Opportunity Title:** Test Funding Opportunity  
**Competition ID:** CAL-A-TEST-SP-1  
**Open Date:** 04/10/2012  
**Close Date:** 04/10/2016

**Application Package:** Mandatory Forms: Budget Information for Non-Construction Programs (SF-424A)  
Budget Narrative Attachment Form  
BUDGET INFORMATION - Construction Programs  
SF424 Mandatory Form

Optional Forms: Project Abstract  
Project Narrative Attachment Form  
Project/Performance Site Location(s)

**Application Instructions:** [View](#)

Below is an example of the Confirm Package Deletion screen for the Multi-Project application package.

## CONFIRM PACKAGE DELETION

You are about to delete this application package from the Grants.gov database. Please review the details of the package below and make absolutely sure that you wish to delete it, before pushing the "Delete" button below.

**WARNING:** Once this application package has been deleted Grants.gov will no longer accept or process submissions for this application package.

**CFDA Number:** 00.000  
**CFDA Title:** Not Elsewhere Classified  
**Opportunity Number:** CAL-A-TEST  
**Opportunity Title:** Test Funding Opportunity  
**Competition ID:** CAL-A-TEST-MP-1  
**Competition Title:** CAL-A-TEST-MP  
**Electronic Required:** YES  
**Expected Number of Applications:** 1234  
**Expected Application Size:** None  
**Open Date:** 04/09/2012  
**Close Date:** 04/09/2016  
**Grace Period:** 7days  
**Agency Contact:** jane doe test E-mail: jane.doe@work.com Phone: 7032223333  
**Application Instructions:** [View](#)  
**Available to:** Both Organizations and Individual Applicants  
**Link to Agency Multi-Project System:** [Current Link to Agency Multi-Project System](#)

### OVERALL FORM PACKAGE:

**Label:** EX123\_4 5  
**Form Package:** CAL-UGEX-NF-MP1  
**Forms:** **Mandatory Forms:**SF424\_2\_1  
**Optional Forms:**None

### FORM SUB-PACKAGES:

<< first < prev 1 next > last >>

Form Sub-Package Label	Template	Min Iteration	Max Iteration	Forms
EX33gkdotf__	CAL-UGEX-NF-MP1	0	4567	Mandatory Forms:SF424_2_1 Optional Forms:None
ExSub_f34654	01182012-KV-RR-MP-1	1	unbounded	Mandatory Forms:RR_KeyPerson Optional Forms:None
EX3245gktdlrf	01172012-KV-RR-MP-3	0	4345	Mandatory Forms:RR_SF424_1_2,RR_SF424_Multi_Project_Cover_1_0 Optional Forms:RR_KeyPersonExpanded_2_0

<< first < prev 1 next > last >>

If you do not want to delete the application package, click the **Cancel** button to return to the Grant Opportunity Properties screen.

OR

Click the **Delete** button to permanently remove the listed application package. This will take you to the **Delete Package Success** screen.

[Home](#) > [For Agencies](#) > [Manage Opportunities](#) > Delete Package Success

## DELETE PACKAGE SUCCESS

Your application package has been successfully deleted. Please note that any applications subsequently submitted for the removed application package will be rejected by Grants.gov.

No applicants have registered to be notified of changes to this application package so no removal notifications were sent.

[Continue](#)

Click the **Continue** button to return to the **Manage Opportunities** screen.



## View Application Packages Details

To view the details of a Multi-Project application package that is published at Grants.gov, click the **Manage Opportunities** link in the **For Grantors** section, on the left of your screen.

The screenshot displays the Grants.gov Grantor Center interface. On the left, a vertical sidebar lists various user actions. The 'Manage Opportunities' link is highlighted with a black rectangular box, and a black arrow points from this box towards the right. The main content area on the right features a breadcrumb trail 'Home > Grantor Center', the title 'GRANTOR CENTER', and a welcome message: 'Welcome to the Grantor Center. Depending on the level of access granted by your Agency Super User, this is where you can manage your profile, run reports, view and retrieve submitted applications. For Grantor information please visit the [Grantor section](#) of Grants.gov. If you have any issues or questions please contact your agency representative on the [PMO staff](#).'

You will be directed to the **Manage Opportunities** screen (use the search box to view a list of your opportunities). This screen displays the current opportunities for the agency/agencies that you represent.

Select the row of the application package that you want view. Click the **Modify Opportunity** button above the listed application packages.

Home > For Agencies > Manage Opportunities

**MANAGE OPPORTUNITIES**

Create Opportunity **Modify Opportunity** Delete Opportunity

Export Data

Search By: All

Sort By: Opportunity Number Ascending Descending

Search

Search returned 3 results

Opportunity Num.	Opportunity Title	CFDA	Synopsis	Package(s)
CAL-A-TEST	Test Funding Opportunity	00.000	1Synopsis	1Package(s)
CDFI-FATA-UAT	CDFI FATA User Acceptance Testing	00.000	No Synopsis	1Package(s)
CDFI-FATA-UAT2	CDFI FATA User Acceptance Testing		No Synopsis	1Package(s)

This will take you to the **Grant Opportunity Properties** screen.

Home > For Agencies > Manage Opportunities > Grant Opportunity Properties

**GRANT OPPORTUNITY PROPERTIES**

Opportunity Number:\* CAL-A-TEST  
 Opportunity Title:\* Test Funding Opportunity  
 Opportunity Category\* Discretionary  
 CFDA Numbers: 00.000  
 Modify

Synopsis: Modify Delete Attachments

Single-Project Application Packages: Add

CFDA Number	Competition ID	Competition Title	Open Date	Close Date	Actions
	CAL-A-TEST-SP-2	CAL-A-TEST-SP	Apr 11, 2012	Apr 11, 2016	MODIFY   DELETE   VIEW DETAILS
00.000	CAL-A-TEST-SP-1	CAL-A-TEST-SP	Apr 11, 2012	Apr 11, 2016	MODIFY   DELETE   VIEW DETAILS

Multi-Project Application Packages: Add

CFDA Number	Competition ID	Competition Title	Open Date	Close Date	Actions
00.000	CAL-A-TEST-MP-3	CAL-A-TEST-MP	Apr 18, 2012	Apr 18, 2016	MODIFY   DELETE   VIEW DETAILS
00.000	CAL-A-TEST-MP1	CAL-A-TEST-MP1	Apr 20, 2012	Apr 20, 2016	MODIFY   DELETE   VIEW DETAILS
00.000	CAL-A-TEST-MP-4	CAL-A-TEST-MP	Apr 18, 2012	Apr 18, 2016	MODIFY   DELETE   VIEW DETAILS
00.000	CAL-A-TEST-MP-1	CAL-A-TEST-MP	Apr 9, 2012	Apr 9, 2016	MODIFY   DELETE   VIEW DETAILS

Select the Multi-Project application package by clicking the **View Details** link on the specific application package row. This will take you to the **Package Detail** screen.

**MULTI-PROJECT APPLICATION DETAILS**

**Opportunity Number:** CAL-A-TEST  
**CFDA Number:** 00.000  
**Competition ID:** CAL-A-TEST-MP-1  
**Competition Title:** CAL-A-TEST-MP  
**Open Date:** Apr 9, 2012  
**Close Date:** Apr 9, 2016

**OVERALL FORM PACKAGE:**

**Label:** EX123\_4 5  
**Form Package:** CAL-UGEX-NF-MP1  
**Forms:** **Mandatory Forms:** SF424\_2\_1  
**Optional Forms:** None

**FORM SUB-PACKAGES:**

Form Sub-Package Label	Template	Min Iteration	Max Iteration	Forms
Ex33gkdotf__	CAL-UGEX-NF-MP1	0	4667	Mandatory Forms: SF424_2_1 Optional Forms: None
ExSub_f34654	01182012-KV-RR-MP-1	1	unbounded	Mandatory Forms: RR_KeyPerson Optional Forms: None
Ex3245gkfdlrf	01172012-KV-RR-MP-3	0	4345	Mandatory Forms: RR_SF424_1_2,RR_SF424_Multi_Project_Cover_1_0 Optional Forms: RR_KeyPersonExpanded_2_0

Close

When finished viewing, click the **Close** button to return to the **Grants Opportunity Properties** screen.

## Managing Package Templates

This section of the site enables you to create, edit and delete Single-Project and Multi-Project application package templates that can be reused for multiple opportunity-specific application packages. Once a template is created, you can then add instructions specific to a particular funding opportunity and publish the application package to Grants.gov through the Publish Application Packages section.

Creating, modifying, and deleting application package templates have no effect on application packages already published on Grants.gov.

To get to the Manage Application Package Templates page, go to the **Agency Login** from Grants.gov. Once you have logged in click on **Manage Application Package Templates** in the left menu (use the search box to view a list of your opportunities).

Welcome, Edward Calimag of GrantsGovAdmin  
 Agency level: CAL - Test Agency

Home > For Agencies > Manage Application Package Templates

MANAGE APPLICATION PACKAGE TEMPLATES

Search returned 14 results

Template Name	Owning Agency	Included Forms
CAL COPS SHORT ATTACHMENT	Test Agency	Mandatory Forms:COPS_Sh_ApplicationAttachment, SF424_2_1 Optional Forms:None
CAL EPA TEST	Test Agency	Mandatory Forms:SF424_2_1, EPA4700_4_2_0, EPA_KeyContacts Optional Forms:None
CAL NEH SUPP	Test Agency	Mandatory Forms:FellowshipsSupplemental_1_1, SF424_Individual_1_1 Optional Forms:None
CAL Standard Generic	Test Agency	Mandatory Forms:SF424_2_1, SF424B, SF424A Optional Forms:Other
CAL TEST SF424 AB	Test Agency	Mandatory Forms:SF424_2_1 Optional Forms:SF424B, SF424A
CAL-PPSL	Test Agency	Mandatory Forms:SF424_2_1, PerformanceSite_1_4 Optional Forms:None
CAL-SF424A	Test Agency	Mandatory Forms:SF424A, SF424_2_1 Optional Forms:None
CDFI FATA CAL	Test Agency	Mandatory Forms:CDFI_2011, SF424_Mandatory Optional Forms:None
COPS APP ATTACHMENT	Test Agency	Mandatory Forms:COPS_ApplicationAttachment_3_0, SF424_2_1 Optional Forms:None
Calimag HHS Checklist and Certs	Test Agency	Mandatory Forms:SF424_2_1 Optional Forms:HHS_CheckList_2_1, HHS_Certifications
Calimag Short Org	Test Agency	Mandatory Forms:SF424_Short_1_1 Optional Forms:None
FTDETTRICK TEST	Test Agency	Mandatory Forms:RR_KeyPerson, RR_SF424_1_2, RR_Budget Optional Forms:RR_PersonalData_1_2, RR_SubawardBudget
HUD TEST EAC	Test Agency	Mandatory Forms:HUD_FiscalActivity, HUD_LeadFactor3, FaithBased_SurveyOnEEO, HUD_RaceEthnic, HUD_DetailedBudget, HUD_DisclosureUpdateReport, HUD_FaxTransmittal, SF424_2_1 Optional Forms:EPA_KeyContacts, EPA4700_4_2_0
NEH TEST	Test Agency	Mandatory Forms:NEHInstitutionalProfile, SF424_Short_1_1 Optional Forms:None

## Creating Application Package Templates

To create a new application package template that can be used to create multiple opportunity specific application packages, click the **Manage Application Package Templates** link on the left of your screen.

This will take you to the **Manage Application Package Templates** screen (use the search box to view a list of your opportunities). This screen displays the available application package templates.

Creating application package templates has no effect on application packages already published on Grants.gov.

Click the **Create Template** button above the listed application package templates.

GRANTS.GOV™

Home > For Agencies > Manage Application Package Templates

Export Data

Search By: Owning Agency: CAL Equals: CAL

Sort By: Template Name Ascending Descending

Search returned 14 results

Template Name	Owning Agency	Included Forms
CAL COPS SHORT ATTACHMENT	Test Agency	Mandatory Forms:COPS_Sh_ApplicationAttachment, SF424_2_1 Optional Forms:None
CAL EPA TEST	Test Agency	Mandatory Forms:SF424_2_1, EPA4700_4_2_0, EPA_KeyContacts Optional Forms:None
CAL NEH SUPP	Test Agency	Mandatory Forms:FellowshipsSupplemental_1_1, SF424_Individual_1_1 Optional Forms:None
CAL Standard Generic	Test Agency	Mandatory Forms:SF424_2_1, SF424B, SF424A Optional Forms:Other
CAL TEST SF424 AB	Test Agency	Mandatory Forms:SF424_2_1 Optional Forms:SF424B, SF424A
CAL-PPSL	Test Agency	Mandatory Forms:SF424_2_1, PerformanceSite_1_4 Optional Forms:None
CAL-SF424A	Test Agency	Mandatory Forms:SF424A, SF424_2_1 Optional Forms:None
CDFI FATA CAL	Test Agency	Mandatory Forms:CDFI_2011, SF424_Mandatory Optional Forms:None
COPS APP ATTACHMENT	Test Agency	Mandatory Forms:COPS_ApplicationAttachment_3_0, SF424_2_1 Optional Forms:None
Calimag HHS Checklist and Certs	Test Agency	Mandatory Forms:SF424_2_1 Optional Forms:HHS_CheckList_2_1, HHS_Certifications
Calimag Short Org	Test Agency	Mandatory Forms:SF424_Short_1_1 Optional Forms:None
FTDETRICK TEST	Test Agency	Mandatory Forms:RR_KeyPerson, RR_SF424_1_2, RR_Budget Optional Forms:RR_PersonalData_1_2, RR_SubawardBudget
HUD TEST EAC	Test Agency	Mandatory Forms:HUD_FiscalActivity, HUD_LeadFactor3, FaithBased_SurveyOnEEO, HUD_RaceEthnic, HUD_DetailedBudget, HUD_DisclosureUpdateReport, HUD_FaxTransmittal, SF424_2_1 Optional Forms:EPA_KeyContacts, EPA4700_4_2_0
NEH TEST	Test Agency	Mandatory Forms:NEHInstitutionalProfile, SF424_Short_1_1 Optional Forms:None

This will take you to the first step to creating a template. You will need to select which form family you will use. To select a form family click on the drop-down menu and choose the form. Select if the template is for a Single-Project or Multi-Project Application Package. Then press the **Continue** button.

Home > For Agencies > Manage Application Package Templates > New Application Package Template

### CREATE TEMPLATE : STEP 1

Form Families:\* Select a form family

Single-Project  Multi-Project

Continue Cancel

## Creating Single-Project Application Package Templates

On the Single-Project :: Create New Application Package Template screen, start to enter the information for the template. You will only see the forms that have been developed to be used with your selected forms family.

Home > For Agencies > Manage Application Package Templates > Create New Application Package Template

### SINGLE-PROJECT :: CREATE NEW APPLICATION PACKAGE TEMPLATE

This screen allows you to create new application package templates that can be used to create an application package for a specific funding opportunity based on the template.

When you have made the necessary revisions, click the "Save" button to save the modifications.

Click the "Cancel" button to return to the Manage Application Package Templates screen without saving any revisions.

**Please note that creating and editing templates has no effect on opportunities already published in Grants.gov.**

**Form Family:** SF424 Family

**Package Name:** \* CAL-UGEX-NF-SP1

**Available Forms**

- NARA Project Summary Attachment
- NARA Subvention Form
- National Highway Transportation Safety Administration State Certifications and Assur
- National Scenic Byways Program Form
- NEA Organization & Project Profile
- NEA Supplemental Information
- NEH Budget
- NEH Coverpage Supplemental
- Objective Work Plan
- Other Attachments Form
- Project Abstract
- Project Abstract Summary
- Project Narrative Attachment Form
- Project/Performance Site Location(s)
- Protection of Human Subjects
- Public Telecommunications Facilities Program Eligible Equipment
- Public Telecommunications Facilities Program Inventory
- SSA Additional Assurances Certifications
- SSA SF424 Section G
- Tax Counseling for the Elderly Program Application Plan
- U.S. DEPARTMENT OF EDUCATION BUDGET INFORMATION NON-CONSTRUCT
- WEATHERIZATION ANNUAL FILE WORKSHEET
- Weatherization Assistance Program Subgrantee Information

**Mandatory Forms**

Application for Federal Assistance (SF-424) (Required)

- No Additional Forms/Attachments

**Optional Forms**

- No Additional Forms/Attachments

Save Cancel

Enter a name for the Single-Project application package template in the **Package Name** field. This field must be completed in order to create the new application package template.

The **Available Forms** box lists the documents and forms that can be included in the template. **Note:** The SF-424 is a required form for all applications. To assign the forms that are not required but may be used to provide additional support for the application, select the form name by clicking on it. Then click the double arrows pointing toward the right >> next to the **Optional Forms** box.

To assign the forms required for the application, select the form name by clicking on it and click the double arrows pointing toward the right >> next to the **Mandatory Forms** box. To remove a form from the **Mandatory Forms** or **Optional Forms** box, select the form name by clicking on it. Then click the double arrows pointing toward the left << next to the appropriate box.

If you do not want to save new the application package template, click the **Cancel** button at the bottom of the screen. You will be returned to the **Manage Application Package Templates** screen where the new Single-Project application package template will not appear.

OR

If you want to save the new application package template, click the **Save** button at the bottom of the screen. You will be returned to the **Manage Application Package Templates** screen where the new Single-Project application package template will appear.

### ***Creating Multi-Project Application Package Templates***

On the Multi-Project :: Create New Application Package Template screen, start to enter the information for the template. You will only see the forms that have been developed to be used with your selected forms family.

Home > For Agencies > Manage Application Package Templates > Create New Application Package Template

### MULTI-PROJECT :: CREATE NEW APPLICATION PACKAGE TEMPLATE

This screen allows you to create new application package templates for multi-project funding opportunities. Although the template used for Overall section of the opportunity must include the appropriate SF-424 Cover Page, the cover page form can be removed for the multi-project sub-package templates by selecting the default form under the Mandatory Forms section and moving it to the Available Forms section on the left-hand side.

When you have made the necessary revisions, click the "Save" button to save the modifications.

Click the "Cancel" button to return to the Manage Application Package Templates screen without saving any revisions.

**Please note that creating and editing templates has no effect on opportunities already published in Grants.gov.**

**Form Family:** SF424 Family

**Package Name:** \* CAL-UGEX-NF-MP1

**Available Forms**

- ACH Vendor/Miscellaneous Payment Enrollment Form
- ANA Application Information
- Assurances for Construction Programs (SF-424D)
- Assurances for Non-Construction Programs (SF-424B)
- Attachments
- Basic Budget Form
- Basic Work Plan
- BUDGET INFORMATION - Construction Programs
- Budget Information for Non-Construction Programs (SF-424A)
- Budget Narrative Attachment Form
- CD511 Form
- Certification of Compliance
- COPS Application Attachment to SF-424
- COPS Budget
- COPS Short Application Attachment to SF-424
- CSREES Application Modification
- CSREES NRI Proposal Type Form
- CSREES Supplemental Information
- Dept of Education Combined Assurances (ED-80-0013)
- Disclosure of Lobbying Activities (SF-LLL)
- DOE SEP Narrative Information Worksheet
- DOL BudgetInformationForm LMIBase Programs
- DOL\_BudgetInformationFormLMIAAMC

**Mandatory Forms**

- Application for Federal Assistance (SF-424)

**Optional Forms**

- No Additional Forms/Attachments

Save Cancel

Enter a name for the Multi-Project application package template in the **Package Name** field. This field must be completed in order to create the new application package template.

The **Available Forms** box lists the documents and forms that can be included in the template. **Note:** The SF-424 is a required form for all applications. To assign the forms that are not required but may be used to provide additional support for the application, select the form name by clicking on it. Then click the double arrows pointing toward the right >> next to the **Optional Forms** box.

To assign the forms required for the application, select the form name by clicking on it and click the double arrows pointing toward the right >> next to the **Mandatory Forms** box. To remove a form from the **Mandatory Forms** or **Optional Forms** box, select the form name by clicking on it. Then click the double arrows pointing toward the left << next to the appropriate box.

If you do not want to save new the application package template, click the **Cancel** button at the bottom of the screen. You will be returned to the **Manage Application Package Templates** screen where the new Multi-Project application package template will not appear.

OR

If you want to save the new application package template, click the **Save** button at the bottom of the screen. You will be returned to the **Manage Application Package Templates** screen where the new Multi-Project application package template will appear.

## Modifying Application Package Templates

To modify an existing application package template, click the **Manage Application Package Templates** link on the left of your screen.

**Note:** Modifying application package templates has no effect on application packages already published on Grants.gov, but it is suggested that you rename the application package template to a name to differentiate it from your existing agency application package templates.



GRANTS.GOV™

Home > For Agencies > Manage Application Package Templates

**MANAGE APPLICATION PACKAGE TEMPLATES**

Create Template **Modify Template** Delete Template

Search returned 40 results

Template Name	Owning Agency	Included Forms
CACFP FY2010	Food and Nutrition Service	Mandatory Forms:SFLLL, SF424A, Mandatory_SF424B, SF424_Mandatory Optional Forms:Attachments, Other
CAL-UGEX-NF-IMP1	General Dynamics Information Technology	Mandatory Forms:SF424_2_1 Optional Forms:None
CAL-UGEX-NF-SP1	General Dynamics Information Technology	Mandatory Forms:SF424_2_1 Optional Forms:None
CBMS BAA Forms	Dept. of the Army -- Space & Missile Defense Command	Mandatory Forms:RR_OtherProjectInfo, RR_KeyPerson, RR_Budget, RR_SF424 Optional Forms:RR_FedNonFed_SubawardBudget, Attachments, SFLLL, RR_PerformanceSite, RR_SubawardBudget
CDC Non-Research (5161)	Centers for Disease Control and Prevention	Mandatory Forms:Other, SF424, SFLLL, Budget, HHS_CheckList, Project_Abstract, Project, SF424A Optional Forms:None
CDFI Standard Package	Community Development Financial Institutions	Mandatory Forms:SF424, Attachments Optional Forms:None
CDFI-201103B-001	IV&V Test Agency	Mandatory Forms:SF424_Short_1_1 Optional Forms:None
CDLPI 2010	DOT/Federal Motor Carrier Safety Administration	Mandatory Forms:SF424, SF424B, Attachments, GG_LobbyingForm, SF424A Optional Forms:SFLLL
CELP Application	National Oceanic and Atmospheric Administration	Mandatory Forms:SF424 Optional Forms:Other

This will take you to the **Manage Application Package Templates** screen. This screen displays the available application package templates. To view all templates please click the **Search** button in the upper right of the page.

Select the application package template that you want to modify by clicking on the row of the specific template.

Click the **Modify Template** button at the top of the page. You will be directed to the **Edit Template : Step 1** screen. Select if you are editing a Single-Project or a Multi-Project template. Click the Continue button.

Home > For Agencies > Manage Application Package Templates > Edit Application Package Template

**EDIT TEMPLATE : STEP 1**

Single-Project  Multi-Project

Continue Cancel

## Modifying Single-Project Application Package Templates

If you selected to edit a Single-Project application package template, this will take you to the **Single-Project :: Modify Existing Application Package Template** screen.

[Home](#) > [For Agencies](#) > [Manage Application Package Templates](#) > [Modify Existing Application Package Template](#)

### SINGLE-PROJECT :: MODIFY EXISTING APPLICATION PACKAGE TEMPLATE

This screen allows you to modify an existing package template.

When you have made the necessary revisions, click the "Save" button to save the modifications.

Click the "Cancel" button to return to the Manage Application Package Templates screen without saving any revisions.

**Please note that creating and editing templates has no effect on opportunities already published in Grants.gov.**

**Form Family:** SF424 Family  
**Package Name:** \* CAL-UGEX-NF-SP1

Available Forms	Mandatory Forms
ACH Vendor/Miscellaneous Payment Enrollment Form ANA Application Information Assurances for Construction Programs (SF-424D) Assurances for Non-Construction Programs (SF-424B) Attachments Basic Budget Form Basic Work Plan BUDGET INFORMATION - Construction Programs Budget Information for Non-Construction Programs (SF-424A) Budget Narrative Attachment Form CD511 Form Certification of Compliance COPS Application Attachment to SF-424 COPS Budget COPS Short Application Attachment to SF-424 CSREES Application Modification CSREES NRI Proposal Type Form CSREES Supplemental Information Dept of Education Combined Assurances (ED-80-0013) Disclosure of Lobbying Activities (SF-LLL) DOE SEP Narrative Information Worksheet DOL BudgetInformationForm LMIBase Programs DOL_BudgetInformationFormLMIAAMC	Application for Federal Assistance (SF-424) (Required) No Additional Forms/Attachments
	Optional Forms No Additional Forms/Attachments

Make any necessary revisions.

If you do not want to save the changes you made to the Single-Project application package template, click the **Cancel** button at the bottom of the screen. You will be returned to the **Manage Application Package Templates** screen and the revisions will not be saved.

OR

If you want to save the changes you made to the Single-Project application package template, click the **Save** button at the bottom of the screen. You will be returned to the **Manage Application Package Templates** screen and the revisions will be saved.

## Modifying Multi-Project Application Package Templates

If you selected to edit a Multi-Project application package template, this will take you to the **Multi-Project :: Modify Existing Application Package Template** screen.

Home > For Agencies > Manage Application Package Templates > Modify Existing Application Package Template

### MULTI-PROJECT :: MODIFY EXISTING APPLICATION PACKAGE TEMPLATE

This screen allows you to modify existing application package templates for multi-project funding opportunities. Although the template used for Overall section of the opportunity must include the appropriate SF-424 Cover Page, the cover page form can be removed for the multi-project sub-package templates by selecting the default form under the Mandatory Forms section and moving it to the Available Forms section on the left-hand side.

When you have made the necessary revisions, click the "Save" button to save the modifications.

Click the "Cancel" button to return to the Manage Application Package Templates screen without saving any revisions.

**Please note that creating and editing templates has no effect on opportunities already published in Grants.gov.**

**Form Family:** SF424 Family

**Package Name:** \* CAL-UGEX-NF-MP1

**Available Forms**

- ACH Vendor/Miscellaneous Payment Enrollment Form
- ANA Application Information
- Assurances for Construction Programs (SF-424D)
- Assurances for Non-Construction Programs (SF-424B)
- Attachments
- Basic Budget Form
- Basic Work Plan
- BUDGET INFORMATION - Construction Programs
- Budget Information for Non-Construction Programs (SF-424A)
- Budget Narrative Attachment Form
- CD511 Form
- Certification of Compliance
- COPS Application Attachment to SF-424
- COPS Budget
- COPS Short Application Attachment to SF-424
- CSREES Application Modification
- CSREES NRI Proposal Type Form
- CSREES Supplemental Information
- Dept of Education Combined Assurances (ED-80-0013)
- Disclosure of Lobbying Activities (SF-LLL)
- DOE SEP Narrative Information Worksheet
- DOL BudgetInformationForm LMIBase Programs
- DOL\_BudgetInformationFormLMIAAMC

**Mandatory Forms**

- Application for Federal Assistance (SF-424)

**Optional Forms**

- No Additional Forms/Attachments

Save Cancel

Make any necessary revisions.

If you do not want to save the changes you made to the Multi-Project application package template, click the **Cancel** button at the bottom of the screen. You will be returned to the **Manage Application Package Templates** screen and the revisions will not be saved.

OR

If you want to save the changes you made to the Multi-Project application package template, click the **Save** button at the bottom of the screen. You will be returned to the **Manage Application Package Templates** screen and the revisions will be saved.

**Note:** The changes you made to the template will not be reflected in Single-Project or Multi-Project application packages that have already been published using the

template. You will need to modify the application package and reselect the template in order for those changes to be reflected.

Also, you will only be able to modify templates that belong to your agency. You may give it a different name and save the template to your organization.

## Deleting Application Package Templates

To delete an existing application package template, click the **Manage Application Package Templates** link on the left of your screen. **Note:** Deleting application package templates has no effect on application packages already published on Grants.gov.

This will take you to the **Manage Application Package Templates** screen. This screen displays the available application package templates. To view all templates please click the **Search** button in the upper right of the page.

Home > For Agencies > Manage Application Package Templates

**MANAGE APPLICATION PACKAGE TEMPLATES**

Create Template Modify Template **Delete Template**

Export Data

Search By: Owing Agency (dropdown) Equals: CAL

Sort By: Template Name (dropdown) Ascending (selected) Descending

Search

Search returned 14 results

Template Name	Owning Agency	Included Forms
CAL COPS SHORT ATTACHMENT	Test Agency	Mandatory Forms:COPS_Sh_Application Attachment, SF424_2_1 Optional Forms:None
CAL EPA TEST	Test Agency	Mandatory Forms:SF424_2_1, EPA_700_4_2_0, EPA_KeyContacts Optional Forms:None
CAL NEH SUPP	Test Agency	Mandatory Forms:FellowshipsSupplemental_1_1, SF424_Individual_1_1 Optional Forms:None
CAL Standard Generic	Test Agency	Mandatory Forms:SF424_2_1, SF424B, SF424A Optional Forms:Other
<b>CAL TEST SF424 AB</b>	Test Agency	Mandatory Forms:SF424_2_1 Optional Forms:SF424B, SF424A
CAL-PPSL	Test Agency	Mandatory Forms:SF424_2_1, PerformanceSite_1_4 Optional Forms:None

Select the application package template that you want to delete by clicking in the checkbox in the first column of that template's row. **Note:** You will not be able to delete application package templates that your agency did not create.

Click the **Delete Template** button at the top of the page. This will take you to the **Delete Application Package Template Verification** screen.

[Home](#) > [For Agencies](#) > [Manage Application Package Templates](#) > Delete Application Package Template Verification

### DELETE APPLICATION PACKAGE TEMPLATE VERIFICATION

You are about to delete this Package Template from the Grants.gov database. Please review the details of the template below and make absolutely sure that you wish to delete it, before pushing the "Delete" button below.

Please note that creating and editing templates has no effect on opportunities already published in Grants.gov

**Template Name:** CAL TEST SF424 AB  
**Mandatory Forms:** Application for Federal Assistance (SF-424)  
**Optional Forms:** Assurances for Non-Construction Programs (SF-424B)  
Budget Information for Non-Construction Programs (SF-424A)



Click the **Delete** button to permanently remove the listed template. OR Click the **Cancel** button to return to the previous screen without deleting the listed template.

## Retrieving Submitted Applications

To retrieve and download the applications submitted to your agency, simply click the **Retrieve Submitted Applications** link on the left of your screen.

This will take you to the **Retrieve Submitted Applications** screen (use the search box to list the applications available for download).

Select the applications that you want to download by selecting the applications.

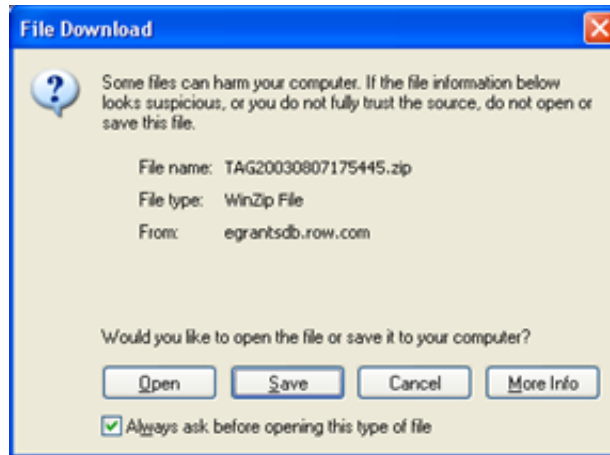
Once you have selected the application, the **Download Application(s)** button will become active. Click the **Download Application(s)** to begin the retrieval process.

To return to the previous screen without downloading the applications, click the **Back** button.

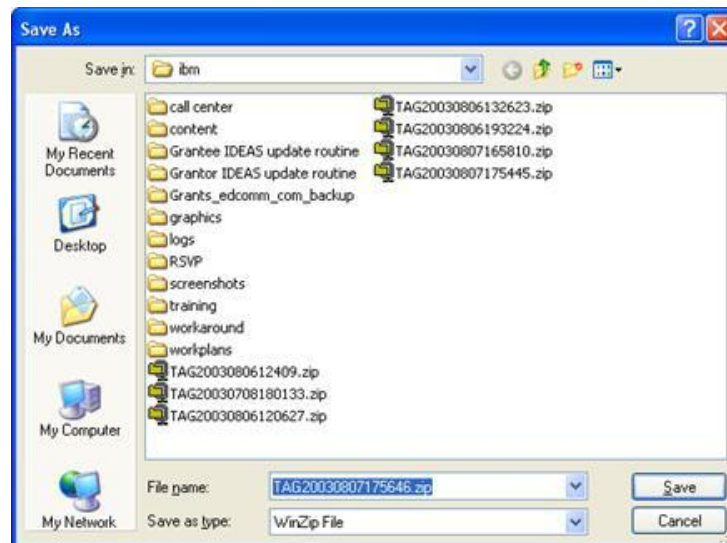
OR

To download the listed applications, click the **Download Applications** button. This will open the **File Download** screen and you will be prompted to save the application to your computer.

Click the **Save** button. This will open the **Save As** window.



**Note:** If you click the **Open** button, the zip file will appear empty. You must save the application before opening it.



Select the location where you want to save the application and click the **Save** button.

This will return you to the Retrieve Submitted Applications screen where the **Acknowledge Completion of Download** button will be active.

[Home](#)>[For Agencies](#)>Retrieve Submitted Applications

## RETRIEVE SUBMITTED APPLICATIONS

Download Applications **Acknowledge Completion of Download** ←

<< first < prev 1 next > last >>

CFDA	Funding Opportunity #	Competition Id	Grants.gov #	Program Name	Submitter	Date/Time Received
	GG-TRAIN-CAL		GRANT00542928		Grants.gov Testers	2011-05-20 11:09:17
	GG-TRAIN-CAL		GRANT00542938		Grants.gov Testers	2011-05-20 14:52:40
	GG-TRAIN-CAL		GRANT00542918		Grants.gov Testers	2011-05-20 07:13:20

<< first < prev 1 next > last >>

Verify that the application downloaded properly to your computer and then click the **Acknowledge Completion of Download** button. This will complete the download process and return you to the **Retrieve Submitted Applications** screen where the application will no longer appear.

If you need to “re-retrieve” an application, simply click the **View All Submitted Applications** link on the left of the screen.

This will take you to the **View All Submitted Applications** screen (use the search box to view a list of the applications) where all applications submitted to your agency will be listed.

Select the applications that you want to download by selecting the application row.

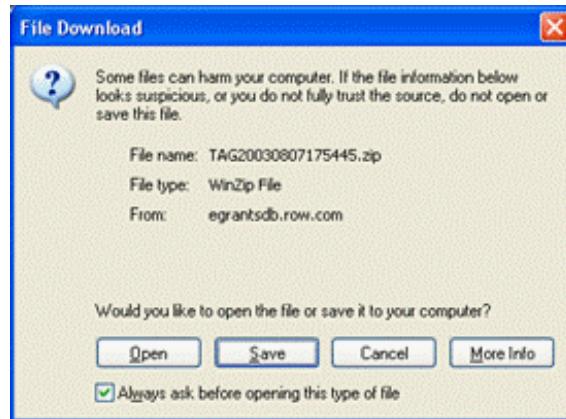
Click the **Download Application(s)** button to download the applications. This will begin the retrieval process.

To return to the previous screen without downloading the applications, click the **Back** button.

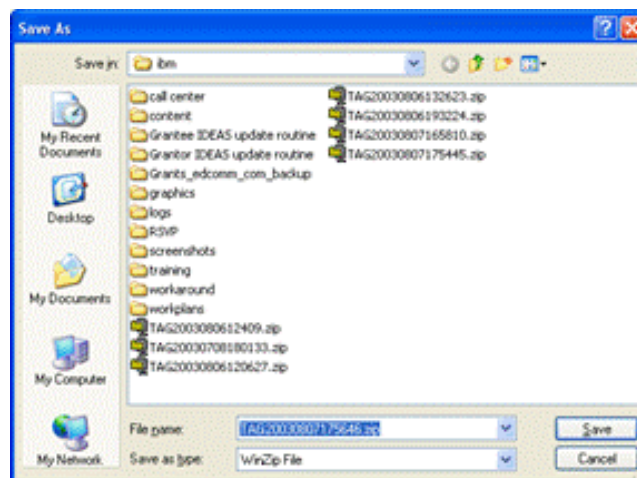
OR

To download the listed applications, click the **Begin Download** button.

This will open the **File Download** screen and you will be prompted to save the application to your computer.



Click the **Save** button. This will open the **Save As** window.



Select the location where you want to save the application and click the **Save** button.

## Assigning Agency Tracking Numbers and Agency Notes

Assigning agency tracking numbers allows you to assign a unique number to a submitted application that your agency can use internally for application identification. Agencies can also assign notes to submitted applications to be viewed by their applicants. Agency notes can be added/updated to application submissions that are in “Received by Agency” state or “Agency Tracking Number Assigned” state.

Before you can assign a tracking number or applicant notes, you will need to retrieve the submitted applications. This procedure can be found in the **Retrieving Submitted Applications** topic.

To view the submitted applications which need a tracking number or agency notes assigned, click on the **Assign Agency Tracking Number and/or Agency Notes** on the left of the screen.



Welcome, Edward Calimag of GrantsGovAdmin  
 Agency level: CAL - Test Agency

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

## GRANTOR CENTER

**Welcome to the Grantor Center.**

Depending on the level of access granted by your Agency Super User, this is where you can manage your profile, run reports, view and retrieve submitted applications. For Grantor information please visit the [Grantor section](#) of Grants.gov. If you have any issues or questions please contact your agency representative on the [PMO staff](#).

- [Manage My Profile](#)
- [View Closings Calendar](#)
- [Submission Report](#)
- [Set Agency Level](#)
- [Create Agency](#)
- [Modify Agency](#)
- [Published Opportunities](#)
- [Applicant Report](#)
- [Organization Report](#)
- [Rejection Report](#)
- [Get Version](#)
- [Audit Report](#)
- [Change My Password](#)
- [Manage Opportunities](#)
- [Retrieve Submitted Applications](#)
- [Assign Agency Tracking Number and/or Agency Notes](#)**
- [Set Closing Date Limits](#)
- [Manage Application Package Templates](#)
- [Manage Agency Users](#)
- [View All Submitted Applications](#)
- [Logout of Grants.gov](#)

This link will open up the **Agency Tracking Number/Notes Assigner** screen. This screen displays a list of the submitted applications which have not been assigned an agency tracking number and/or agency notes.

[Home](#) > [For Agencies](#) > Agency Tracking Number/Notes Assigner

**AGENCY TRACKING NUMBER/NOTES ASSIGNER**

[Export Data](#)

**Search By**

**Sort By**  
  Ascending  Descending

Search returned 3 results

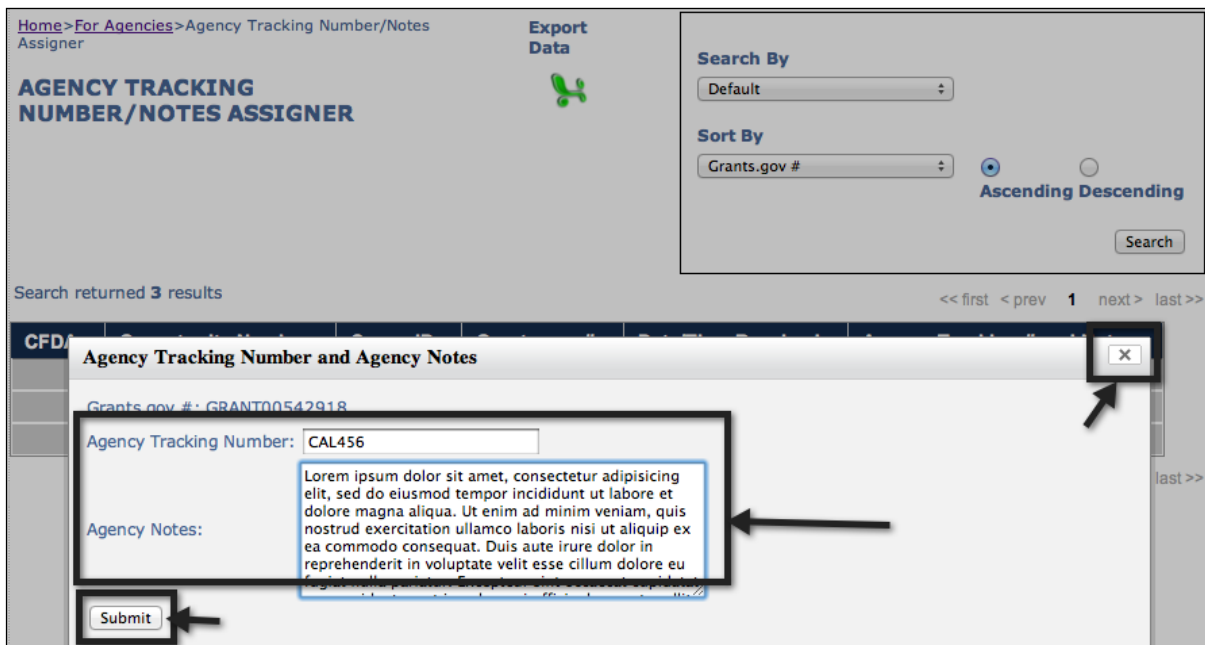
CFDA	Opportunity Number	Comp. ID	Grants.gov #	Date/Time Received	Agency Tracking # and Notes
	GG-TRAIN-CAL		GRANT00542918	2011-05-20 07:13:20	<a href="#">AssignTrackingNumberAndNotes</a>
	GG-TRAIN-CAL		GRANT00542928	2011-05-20 11:09:17	<a href="#">AssignTrackingNumberAndNotes</a>
	GG-TRAIN-CAL		GRANT00542938	2011-05-20 14:52:40	<a href="#">AssignTrackingNumberAndNotes</a>

<< first < prev 1 next > last >>

To assign both Agency Tracking Number and/or Agency Notes, simply click on the **AssignTrackingNumberAndNotes** link within the Agency Tracking # and Notes field of the specific application submission you need to assign a tracking number and/or agency notes to.

A pop-up screen will appear with fields to enter the Agency Tracking Number and Notes. Both of these fields are optional. You may assign Notes without assigning an Agency Tracking Number. You may assign an Agency Tracking Number without assigning Notes.

Click the Submit button in order to complete the assignment or Click the box at the right-hand corner in order to cancel.



You can view the change by clicking the **View All Submitted Applications** link on the left of the screen. Additionally, Notes may be further edited by clicking the View All Submitted Applications link on the left of the screen. (Agency Tracking Number cannot be edited.)

Note: Every time notes are added or edited, AOR's will receive email notification including the actual notes added/edited to the application submission.

To narrow your search, you can search by several categories. Categories include the following: Default; All; CFDA; Opportunity Number; Comp ID; Grants.gov #; and Date Received.

The Default search result provides all applications in "Received by Agency" status" (i.e., applications that have been acknowledged by the agency).

The All search result provides all applications in "Received by Agency" status and "Agency Tracking Number Assigned" status.

Home > For Agencies > View All Submitted Applications

**VIEW ALL SUBMITTED APPLICATIONS**

Download Application(s)

Download selected items

Export Data

Search By: All

Sort By: Grants.gov # Ascending Descending

Search

Search returned 7 results

CFDA	Opportunity Number	Comp. ID	Grants.gov #	Date/Time Received	Status	Agency Tracking # and Notes
	GG-TRAIN-CAL		GRANT00542918	2011-05-20 07:13:20	Agency Tracking Number Assigned	<a href="#">CAL456</a>
	GG-TRAIN-CAL		GRANT00542928	2011-05-20 11:09:17	Agency Tracking Number Assigned	<a href="#">CAL567</a>
	GG-TRAIN-CAL		GRANT00542932	2011-05-20 13:28:08	<a href="#">Rejected with Errors</a>	
	GG-TRAIN-CAL		GRANT00542938	2011-05-20 14:52:40	Agency Tracking Number Assigned	<a href="#">CAL678</a>
	GG-TRAIN-CAL		GRANT00542952	2011-05-20 16:50:30	Received by Agency	<a href="#">ViewTrackingNumberAndNotes</a>

**Note: Grantors can only assign Agency Tracking Numbers one time. There is no limit to the number of times Agency Notes can be assigned/edited.**

## Managing Agency Users

This section of the site enables you to reassign roles, view a user profile and deactivate agency users.

To reassign roles, view a user profile and/or deactivate an agency user select the **Manage Agency Users** link on the left menu. Use the search box to view a list of your agency users.

This screen displays the users currently registered with the agency or agencies that you represent. Select the user you want to reassign roles, view profile/or deactivate. Selecting the user will activate the **Reassign Roles**, **View Profile** and **Deactivate User** buttons.

GRANTS.GOV<sup>SM</sup> Contact Us SiteMap Help RSS Home

Edward Calimag of GrantsGovAdmin  
 Agency level: CAL - Test Agency  
[Manage My Profile](#)  
[View Closings Calendar](#)  
[Submission Report](#)  
[Set Agency Level](#)  
[Create Agency](#)  
[Modify Agency](#)  
[Published Opportunities](#)  
[Applicant Report](#)  
[Organization Report](#)  
[Rejection Report](#)  
[Get Version](#)  
[Audit Report](#)  
[Change My Password](#)  
[Manage Opportunities](#)  
[Retrieve Submitted Applications](#)  
[Assign Agency Tracking Number and/or Agency Notes](#)  
[Set Closing Date Limits](#)  
[Manage Application Package Templates](#)  
[Manage Agency Users](#)  
[View All Submitted Applications](#)

Home > For Agencies > Manage Agency Users Export Data

**MANAGE AGENCY USERS**

Search returned 1 results

User ID	Last Name	First Name	Account Status
edcalimagCAL	Calimag	Ed	ACTIVE

Search By: All [Search]

To reassign user roles, select the **Reassign Roles** button. Select the roles for the user and use the arrows pointing to the right for the role to appear in the Current Roles box. Once completed, check the verification box and select the **Continue** button to assign roles. To cancel, select the **Cancel Reassign** button.

[Home](#)>[For Agencies](#)>[Manage Agency Users](#)>Reassign User Roles

## REASSIGN USER ROLES

User Name: "Calimag, Ed"  
User ID: GG-edcalimagCAL

Remaining Roles:		Current Roles:
<ul style="list-style-type: none"> <li>Manage Agencies</li> <li>Manage Packages</li> <li>Agency Grant Retriever</li> <li style="background-color: #0056b3; color: white;">Manage Synopses</li> <li>Agency Template Creator</li> <li>Agency Tracking Number Assigner</li> <li>Agency Report Viewer</li> <li>View Applications</li> </ul>	<input type="button" value="&gt;"/> <input type="button" value="&gt;&gt;"/> <input type="button" value="&lt;"/> <input type="button" value="&lt;&lt;"/>	

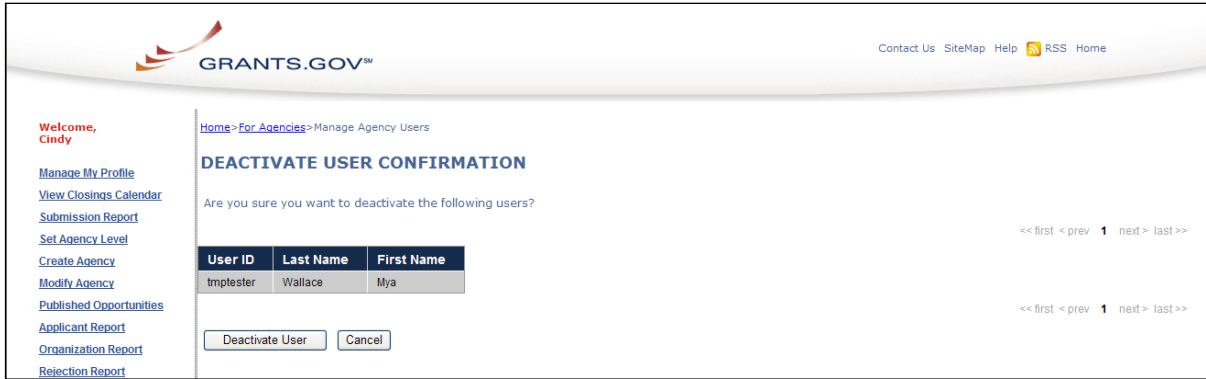
I have verified the identity of this user and their authority to be assigned the above roles. I understand that users assigned the Agency Grant Retriever and View Applications roles will have the ability to access proprietary information in grant applications, and that users assigned the Manage Agencies role will have the ability to assign roles to other users on my behalf. I will periodically review the list of users in my agency and revoke these roles when they are no longer needed.

To view an existing user's profile, select the user and then select the **View Profile** button. For more details on how to view a user profile, go to the [View Agency User Profile](#) section of this document.

The screenshot shows the GRANTS.GOV website header with the logo and navigation links (Contact Us, SiteMap, Help, RSS, Home). The breadcrumb trail is: Home > For Agencies > Manage Agency Users > View Agency User Profile. The page title is "VIEW AGENCY USER PROFILE". On the left, there is a sidebar with a "Welcome, Cindy" message and a list of links: Manage My Profile, View Closings Calendar, Submission Report, Set Agency Level, Create Agency, Modify Agency, Published Opportunities, Applicant Report, Organization Report, and Rejection Report. The main content area displays the user's profile information:

<b>First Name:</b>	Cindy
<b>MI:</b>	
<b>Last Name:</b>	Nguyen
<b>Job Title:</b>	Grantor
<b>Agency Code:</b>	T
<b>Telephone:</b>	703-269-
<b>Email:</b>	cynthia.nguyen
<b>User Name:</b>	t

To deactivate an existing user, select the user and then select the **Deactivate User** button. To cancel, select the **Cancel** button. For more details on how to deactivate a user profile, go to the [Deactivate Agency User](#) section of this document.



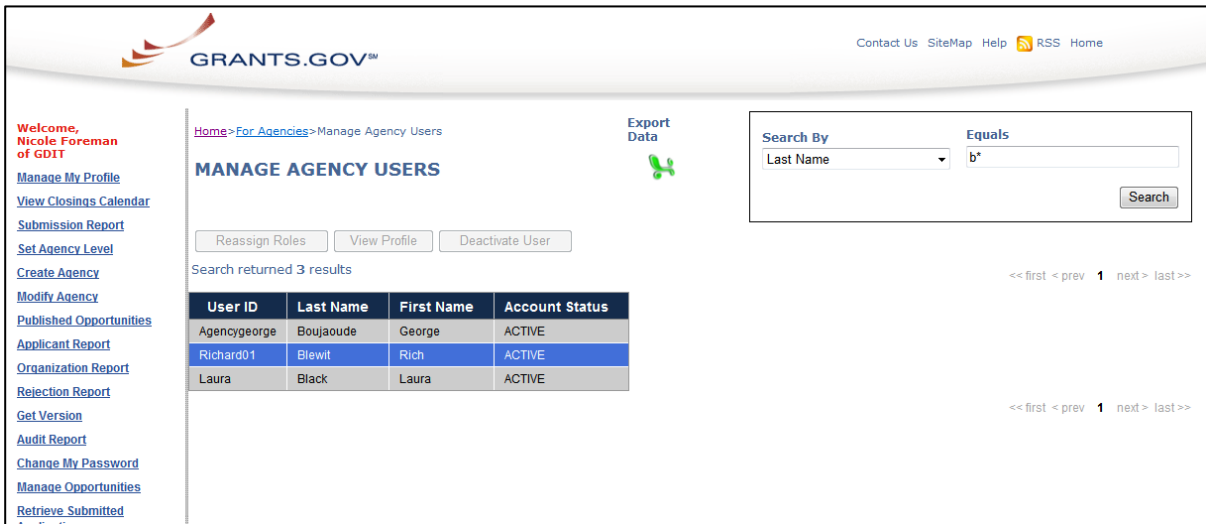
## Reassigning Roles

To reassign user roles, click the **Manage Agency Users** link on the left of your screen.

This will take you to the **Manage Agency Users** screen. Use the search box to display the list of users.

This screen displays the users currently registered with the agency or agencies that you represent.

Select the user you want to modify and then select the **Reassign Roles** button above the listed users.



This will take you to the **Reassign User Roles** screen.

The **Current Roles** table lists the roles which are currently assigned to the user.

To add a role to the user, select the role that you want to assign to the user in the **Remaining Roles** table by clicking it. Then click the double arrow pointing to the right **>>**. The role will move from the **Remaining Roles** table to the **Current Roles** table.

To remove a role from the **Current Roles** table, select the role by clicking it and then click the double arrow pointing to the left **<<**. The role will move from the **Current Roles** table to the **Remaining Roles** table.

Welcome, Nicole Foreman of GDIT

Manage My Profile  
View Closings Calendar  
Submission Report  
Set Agency Level  
Create Agency  
Modify Agency  
Published Opportunities  
Applicant Report  
Organization Report  
Rejection Report  
Get Version  
Audit Report  
Change My Password  
Manage Opportunities  
Retrieve Submitted Applications  
Assign Agency Tracking Number and/or Agency Notes  
Manage Application

Home > For Agencies > Manage Agency Users > Reassign User Roles

### REASSIGN USER ROLES

User Name: "Blewit, Rich"  
User ID: GG-Richard01

Remaining Roles:		Current Roles:
	>	Manage Agencies
	>>	Manage Packages
	<	Manage Synopses
	<<	Agency Grant Retriever
		Agency Template Creator
		Agency Tracking Number/Notes Assigner
		Agency Report Viewer
		View Applications

I have verified the identity of this user and their authority to be assigned the above roles. I understand that users assigned the Agency Grant Retriever and View Applications roles will have the ability to access proprietary information in grant applications, and that users assigned the Manage Agencies role will have the ability to assign roles to other users on my behalf. I will periodically review the list of users in my agency and revoke these roles when they are no longer needed.

Continue Cancel Reassign

If you do not want to save the changes to the user roles, click the **Cancel Reassign** button at the bottom of the screen. You will be returned to the **Manage Agency Users** screen and the changes will not be saved.

OR

If you want to save the changes to the user roles, check the box on the screen stating that you have verified the users and their authority to be assigned the roles you have assigned. Then click the **Continue** button at the bottom of the screen. You will be returned to the **Manage Agency Users** screen and the changes will be saved.

### Role Definitions:

The **Manage Packages** role allows a user to publish application packages.

The **Agency Grant Retriever** role allows a user to retrieve applications that are submitted to your agency.

The **Agency Tracking Number Assigner** role allows a user to assign tracking numbers to submitted applications.

The **Agency Template Creator** role allows a user to manage application package templates.

The **Manage Agencies** role allows a user to manage agencies.

The **View Applications** role allows a user to view the applications submitted to your agency.

The **Manage Synopses** role allows a user to setup grant synopses within your agency's grant opportunities.

The **Agency Report Viewer** allows a user to view applicant and organization reports regarding their registration statuses.

## Viewing Agency User Profile

To modify an existing agency user profile, click the **Manage Agency Users** link on the left of your screen.

This will take you to the **Manage Agency Users** screen. Use the search box to display the list of users.

This screen displays the users currently registered with the agency or agencies that you represent.

To view an existing user's profile, select the user and then select the **View Profile** button.

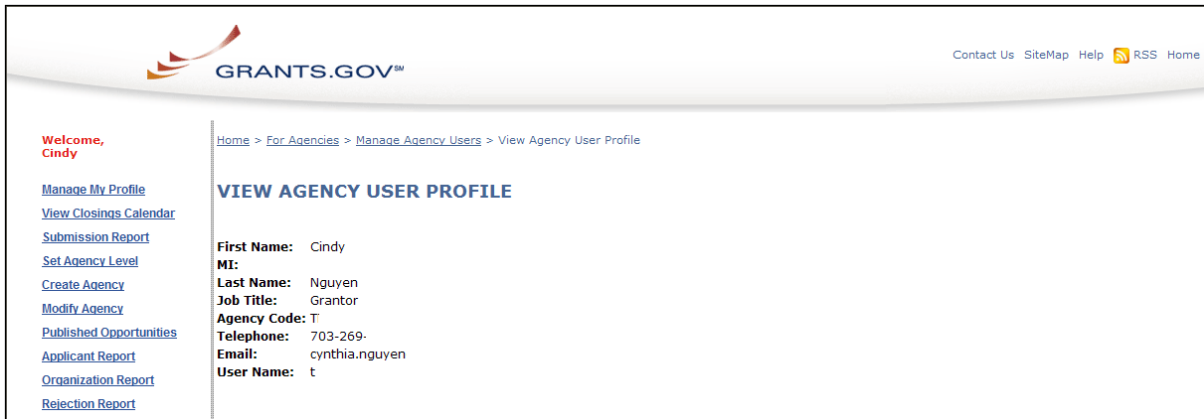
The screenshot shows the 'MANAGE AGENCY USERS' interface on GRANTS.GOV. At the top, there is a navigation bar with 'GRANTS.GOV' and links for 'Contact Us', 'SiteMap', 'Help', 'RSS', and 'Home'. On the left, a sidebar contains a 'Welcome, Cindy' message and a list of navigation links including 'Manage My Profile', 'View Closings Calendar', 'Submission Report', 'Set Agency Level', 'Create Agency', 'Modify Agency', 'Published Opportunities', 'Applicant Report', 'Organization Report', 'Rejection Report', and 'Get Version'. The main content area is titled 'MANAGE AGENCY USERS' and includes a breadcrumb trail 'Home > For Agencies > Manage Agency Users'. Below the title are three buttons: 'Reassign Roles', 'View Profile', and 'Deactivate User'. A search box with a dropdown menu set to 'All' and a 'Search' button is located to the right. Below the buttons, it says 'Search returned 2 results'. A table displays the search results:

User ID	Last Name	First Name	Account Status
Imptester	Wallace	Mya	INACTIVE
Impcreative	Nguyen	Cindy	ACTIVE

At the bottom right of the table, there are pagination controls: '<< first < prev 1' and '<< first < prev 1'. An arrow points to the 'View Profile' button for the user 'Impcreative'.



Once selected you will be able to view the agency user profile and provide the user with their username and email on file with Grants.gov to access their account using the **I Forgot My Password/Unlock My Account** functionality.



## Deactivate Agency User

To deactivate an existing agency user profile, click the **Manage Agency Users** link on the left of your screen. You will be directed to the **Manage Agency Users** screen. Use the search box to display the list of users.

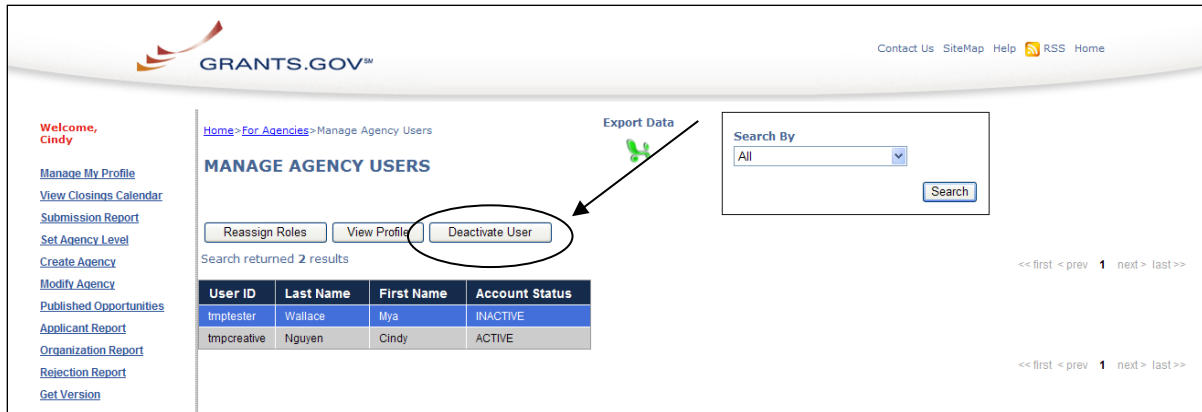
Select the user profile that you want to deactivate by clicking in the check box in the first column of that user's row. Click the **Deactivate User** button above the listed users.

This will take you to the **Deactivation Confirmation** screen. Click the **Delete** button to permanently remove the listed user.

OR

Click the **Cancel** button to return to the previous screen without deleting the listed user.

If a user has the Manage Agencies role, they cannot be deleted until that role is removed. If you try to delete a user with the Manage Agencies role you will get a message that you need to "reassign roles" before deleting the user, and you will get a **Return** button on the Delete User Confirmation screen rather than a Cancel or Delete button.



## Managing Agencies

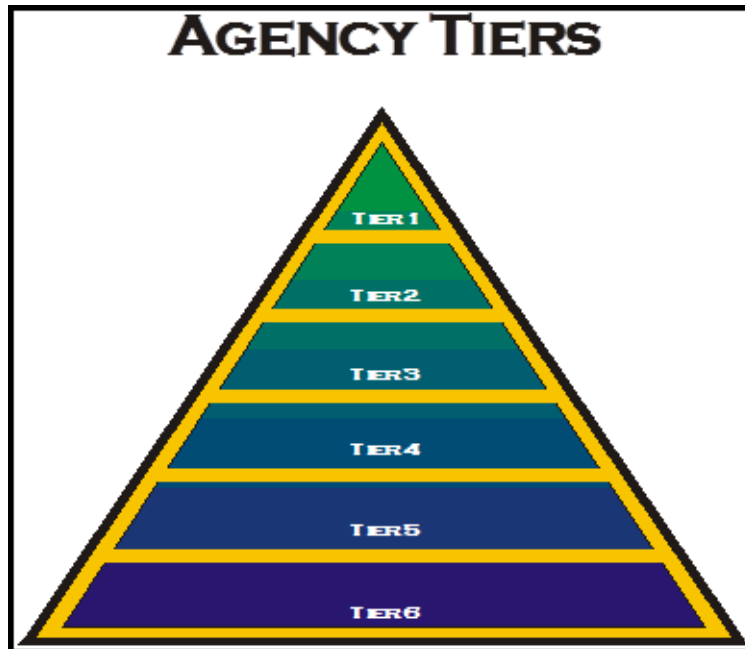
This section shows you how to create and modify agency/sub-agency profiles, and set agency levels. **Note:** If an agency or sub-agency needs to delete an agency or sub-agency you will need to contact Grants.gov PMO to do so.

To modify your agency profile, click the **Modify Agency** link in the left menu.

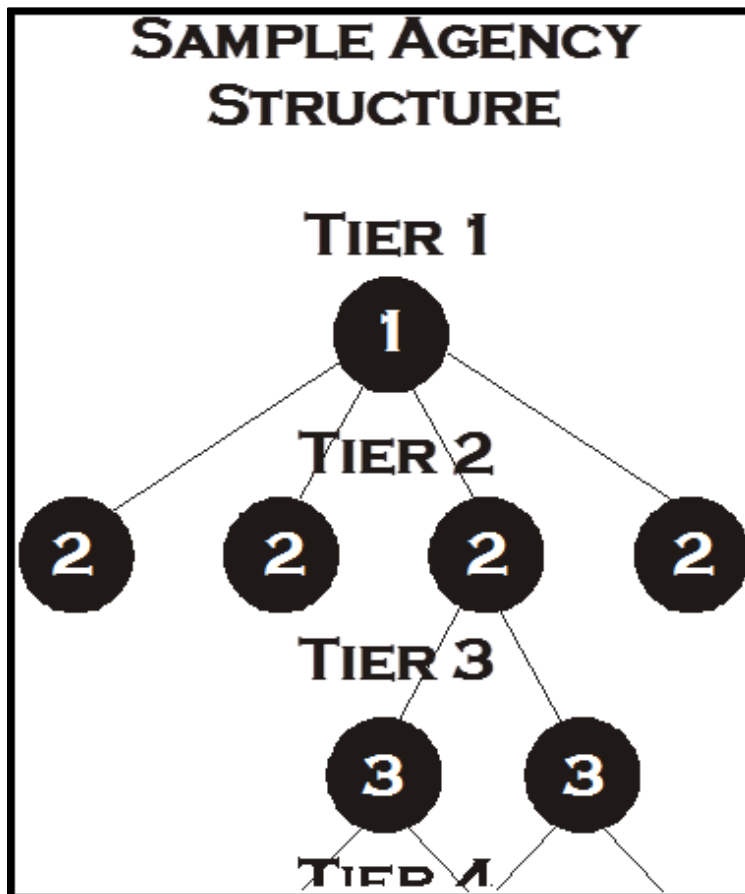
To create an agency, click the **Create Agency** link in the left menu.

To set your agency level, click the **Set Agency Level** link in the left menu.

To modify an existing sub-agency, select the sub-agency that you want to modify by clicking on the sub-agency's name and then click the **Set Agency Level** button above the list. Once you have set the agency level you can modify the agency profile by clicking on the **Modify Agency** link in the left menu.



The Grants.gov tiers are linear in that the Tier 1 agency is referred to as the “parent agency.” Tiers 2-6 are “sub-agencies” within the “parent agency.”



The above graphic is a sample of how the agency and sub-agency structure might look. You may have numerous sub-agencies registered with the parent agency.

### **How Agency Enrollment Codes Work**

When you sign up as a new user, you are required to enter an Agency Enrollment Code. This code designates to which agency you are assigned. The Agency Enrollment Code is created from the Agency Code entered when creating an agency. The code combines the Agency Codes of your agency and those of your “parent” agencies, separating them by hyphens.

For example, if Tier 1’s agency code is T1, Tier 2’s agency code is T2, Tier 3’s agency code is T3 and so on, and you wanted to register with the Tier 3 “sub-agency,” your Agency Enrollment Code would be T1-T2-T3

### **What You Can See When You Log In**

When you login to the **For Grantors** section of the site, you are logging into a specific agency in a specific tier.

You will be able to view the following (depending on your assigned roles):  
The application packages created by the current agency you are logged into

The application package templates created by the current agency you are logged into (you can see all templates but you can only modify your agency’s template).

The application packages which your agency created that have been downloaded, completed and submitted by grant applicants. You will be able to retrieve and assign agency tracking numbers to these applications.

The users registered with your agency and the agencies which are one tier below your agency.\*

\*To view the users of the agencies registered one tier below your agency, you will need to change the **Set Agency Level** to the tier below the parent agency. And then to view the users you will need to click on **Manage Agency Users** link in the left menu.

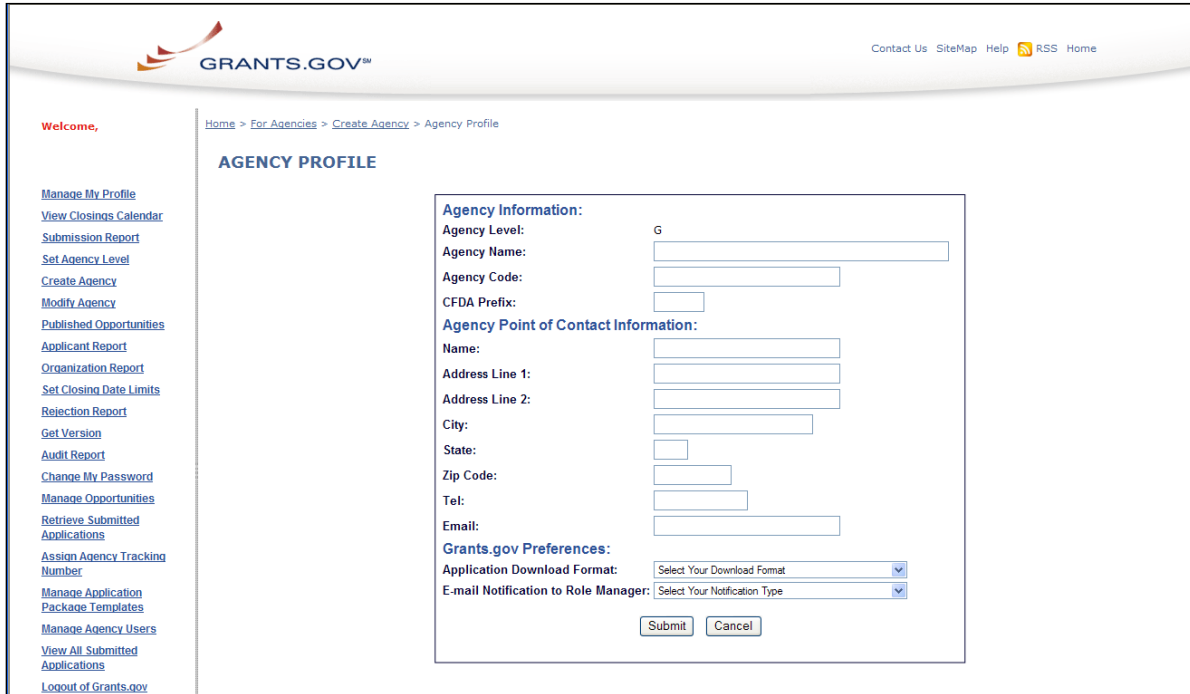
The agencies which are registered one tier directly below your agency.

For example, a user registered with a Tier 2 Agency will be able to see:

- All the application packages and package templates that his/her Tier 2 Agency created.
- All the application packages that his/her Tier 2 Agency created which have been downloaded, completed and submitted by grant applicants.
- The users registered with his/her Tier 2 Agency.

## Creating Agencies

To create a new agency, click the **Create Agency** link on the left of your screen. You will be directed to the **Agency Profile** screen.



The screenshot shows the GRANTS.GOV website interface. At the top, there is a logo for GRANTS.GOV and navigation links: Contact Us, SiteMap, Help, RSS, and Home. Below the logo, there is a breadcrumb trail: Home > For Agencies > Create Agency > Agency Profile. The main heading is "AGENCY PROFILE". On the left side, there is a vertical menu of links: Manage My Profile, View Closings Calendar, Submission Report, Set Agency Level, Create Agency, Modify Agency, Published Opportunities, Applicant Report, Organization Report, Set Closing Date Limits, Rejection Report, Get Version, Audit Report, Change My Password, Manage Opportunities, Retrieve Submitted Applications, Assign Agency Tracking Number, Manage Application Package Templates, Manage Agency Users, View All Submitted Applications, and Logout of Grants.gov. The main content area contains a form titled "Agency Information:" with the following fields: Agency Level (set to G), Agency Name (text input), Agency Code (text input), CFDA Prefix (text input), Agency Point of Contact Information: Name (text input), Address Line 1 (text input), Address Line 2 (text input), City (text input), State (text input), Zip Code (text input), Tel (text input), and Email (text input). Below these fields are "Grants.gov Preferences:" with two dropdown menus: "Application Download Format" (set to "Select Your Download Format") and "E-mail Notification to Role Manager" (set to "Select Your Notification Type"). At the bottom of the form are "Submit" and "Cancel" buttons.

Enter the agency's name in the **Agency Name** field. You only need to enter the name for the specific agency that you are registering.

Enter a code for the agency which you are creating in the **Agency Code** field. When the new agency is completed, it will have the prefix of the Parent Agency and the newly created sub-agency. Example: HHS-NIH or DOD-AFOSR-DURIP

Enter the agency's CFDA prefix in the **CFDA Prefix** field.

Enter a point of contact name for the agency in the **Name** field.

Enter the street address at which the agency contact works in the **Address** field.

Enter the city in which the agency contact works in the **City** field.

Enter the state in which the agency contact works in the **State** field.

Enter the zip code in which the agency contact works in the **Zip Code** field.

Enter the business phone number for the agency contact in the **Tel** field.

Enter the business email address for the agency contact in the **Email** field.

Select the format for which applications will be able to be downloaded by clicking the arrow next to the **Application Download Format** drop-down box.

Select the email notification to the agency's role manager by clicking the arrow next to the **Email Notification to Role Manager** drop-down box.

If you do not want to save the new agency, click the **Cancel** button.

OR

If you want to save the new agency, click the **Submit** button.

## Modifying Agencies/Sub-Agencies

To modify an agency or sub-agency click the **Set Agency Level** link on the left of your screen.

You will be directed to the **Set Agency Level** screen. This screen displays the registered agencies that you represent. Select the agency or sub-agency profile that you want to modify by clicking in the name of the agency or sub-agency in the list.

Once you have selected the agency or sub-agency, click **Set Agency Level** button at the top of the screen. Then on the left menu click the **Modify Agency** link. This will take you to the **Agency Profile** screen. Make any necessary revisions.

GRANTS.GOV™

Contact Us SiteMap Help RSS Home

Welcome, Rathna Gundulpet of RG12072005

Home > For Agencies > Modify Agency > Agency Profile

**AGENCY PROFILE**

**Agency Information:**

Agency Name: Rathna-Agency-12072005

Agency Code: RG12072005

CFDA Prefix: 16

**Agency Point of Contact Information:**

Name: Rathna's Agency

Address Line 1: Created on Dec 7th 2005

Address Line 2: on ATWEB!

City: Washington DC

State: DC

Zip Code: 249217

Tel: (800) 225-1122

Email: rathna.gundulpet@hhs.gov

Agency enrollment code: RG12072005

**Grants.gov Preferences:**

Application Download Format: XML, Form PDF, and Attached Files

E-mail Notification to Role Manager: Any time an application is submitted

Submit Cancel

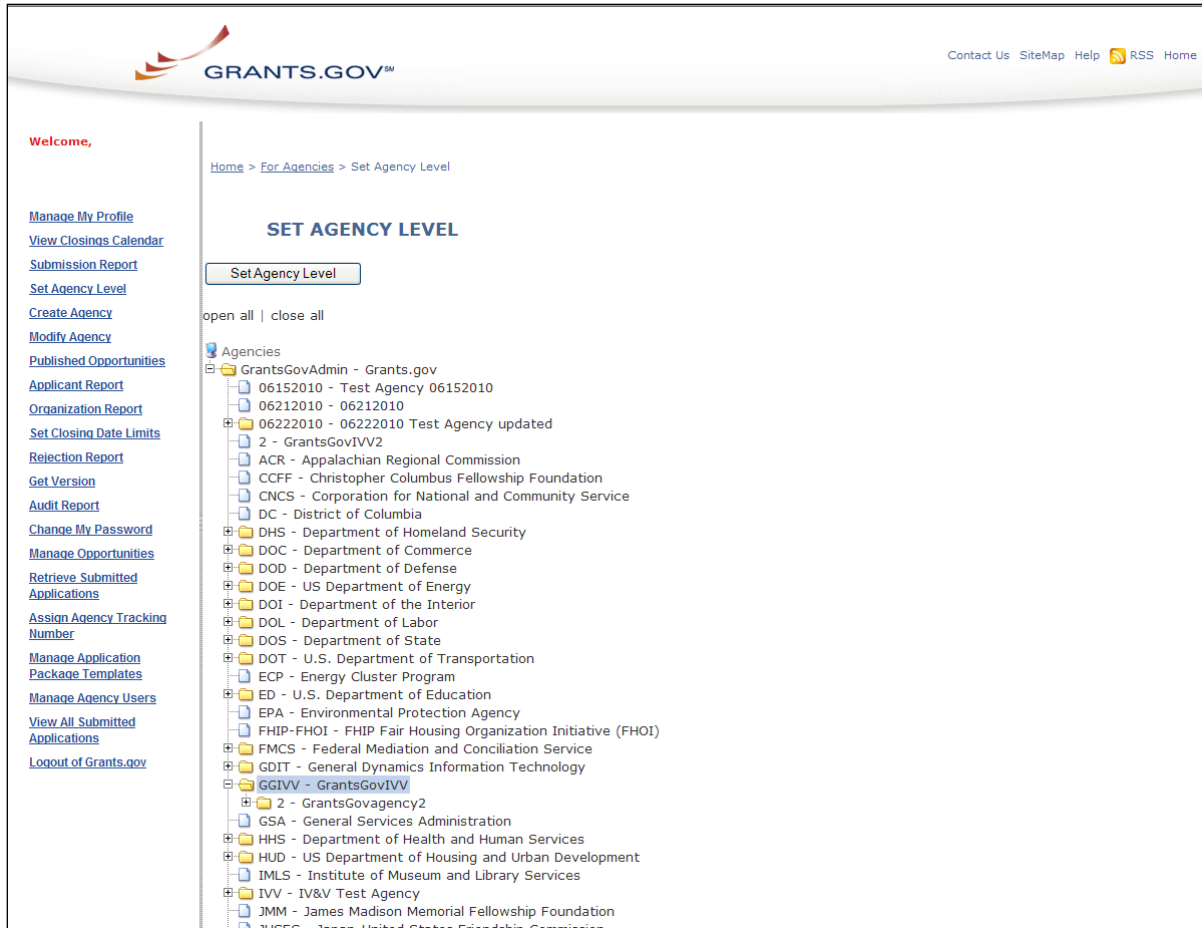
If you do not want to save the changes you made to the agency or sub-agency profile, click the **Cancel** button at the bottom of the screen.

OR

If you want to save the changes you made to the agency or sub-agency profile, click the **Submit** button at the bottom of the screen to save the changes.

## Set Agency Levels

To set a new agency level, click the **Set Agency Level** link on the left of your screen. This will take you to the **Set Agency Level** screen. This screen displays the registered agencies that you represent.



The screenshot shows the GRANTS.GOV website interface. At the top, there is a navigation bar with links for Contact Us, SiteMap, Help, RSS, and Home. The main content area is titled "SET AGENCY LEVEL" and features a "Set Agency Level" button. Below the button, there is a list of agencies, each with a folder icon and a name. The agencies listed include GrantsGovAdmin - Grants.gov, 06152010 - Test Agency 06152010, 06212010 - 06212010, 06222010 - 06222010 Test Agency updated, 2 - GrantsGovIVV2, ACR - Appalachian Regional Commission, CCFF - Christopher Columbus Fellowship Foundation, CNCS - Corporation for National and Community Service, DC - District of Columbia, DHS - Department of Homeland Security, DOC - Department of Commerce, DOD - Department of Defense, DOE - US Department of Energy, DOI - Department of the Interior, DOL - Department of Labor, DOS - Department of State, DOT - U.S. Department of Transportation, ECP - Energy Cluster Program, ED - U.S. Department of Education, EPA - Environmental Protection Agency, FHIP-FHOI - FHIP Fair Housing Organization Initiative (FHOI), FMCS - Federal Mediation and Conciliation Service, GDIT - General Dynamics Information Technology, GGIVV - GrantsGovIVV, 2 - GrantsGovagency2, GSA - General Services Administration, HHS - Department of Health and Human Services, HUD - US Department of Housing and Urban Development, IMLS - Institute of Museum and Library Services, IVV - IV&V Test Agency, JMM - James Madison Memorial Fellowship Foundation, and JUSFC - Japan-United States Friendship Commission. The left sidebar contains a "Welcome," message and a list of navigation links such as "Manage My Profile", "View Closings Calendar", "Submission Report", "Set Agency Level", "Create Agency", "Modify Agency", "Published Opportunities", "Applicant Report", "Organization Report", "Set Closing Date Limits", "Rejection Report", "Get Version", "Audit Report", "Change My Password", "Manage Opportunities", "Retrieve Submitted Applications", "Assign Agency Tracking Number", "Manage Application Package Templates", "Manage Agency Users", "View All Submitted Applications", and "Logout of Grants.gov".

Select the agency level by clicking on the name of the agency you wish to be set to and then select the **Set Agency Level** button at the top of the list.

You will now be in the level that you selected. Reference your name with the agency you selected in the left-hand top side of the screen. It should now say your name with the level you are currently in underneath your name.



## Viewing Applications

To view the applications submitted to the agency or agencies that you represent, click the **View All Submitted Applications** link on the left of your screen.

This will take you to the **View All Submitted Applications** screen. To view a listing of applications use the search box. You can search for applications by CFDA, Opportunity Number, Competition ID, Grants.gov Number and Agency Tracking Number and then sort the search results by using the drop-down menu.

You can also re-retrieve submitted applications from this screen. For more information, refer to the [Retrieving Submitted Applications](#) topic.

The screenshot displays the GRANTS.GOV interface for viewing submitted applications. The page title is "VIEW ALL SUBMITTED APPLICATIONS". A search box is located on the right, and a table of application results is shown below. The table has columns for CFDA, Opportunity Number, Comp. ID, Grants.gov #, Date/Time Received, Status, and Agency Tracking # and Notes. The table contains 7 rows of data. A sidebar on the left contains various navigation links, including "View All Submitted Applications". Two arrows point to the "Download Application(s)" button and the "View All Submitted Applications" link.

CFDA	Opportunity Number	Comp. ID	Grants.gov #	Date/Time Received	Status	Agency Tracking # and Notes
	GG-TRAIN-CAL		GRANT00542918	2011-05-20 07:13:20	Agency Tracking Number Assigned	<a href="#">CAL456</a>
	GG-TRAIN-CAL		GRANT00542928	2011-05-20 11:09:17	Agency Tracking Number Assigned	<a href="#">CAL567</a>
	GG-TRAIN-CAL		GRANT00542932	2011-05-20 13:28:08	<a href="#">Rejected with Errors</a>	
	GG-TRAIN-CAL		GRANT00542938	2011-05-20 14:52:40	Agency Tracking Number Assigned	<a href="#">CAL678</a>
	GG-TRAIN-CAL		GRANT00542952	2011-05-20 16:50:30	Received by Agency	<a href="#">View Tracking Number And Notes</a>
	GG-TRAIN-CAL		GRANT00542953	2011-05-20 17:46:08	Validated	
00.000	CDFI-FATA-UAT		GRANT00544229	2011-06-21 13:23:26	Validated	

Once you have selected the application(s) that you wish to download, click the **Begin Download** button.

[Home](#) > [For Agencies](#) > View All Submitted Applications

## VIEW ALL SUBMITTED APPLICATIONS

**NOTE:**  
 This view allows the user to download the application(s). However, this view does not complete the Work Flow Process. To complete the Work Flow Process, you must navigate to "Retrieve Submitted Applications" on the left navigation bar and proceed accordingly.

←

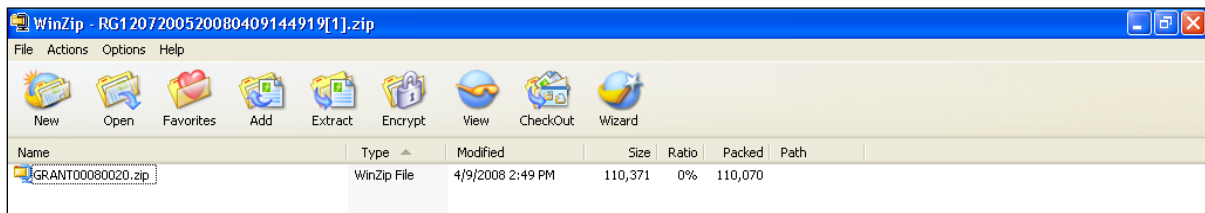
<< first < prev 1 next > last >>

CFDA	Opportunity Number	Comp. ID	Grants.gov #	Date/Time Received	Status	Agency Tracking #
	GG-TRAIN-CAL		GRANT00542918	2011-05-20 07:13:20	Agency Tracking Number Assigned	CAL456

<< first < prev 1 next > last >>

Click the **Open** button to open the zip file, or you can save the file on your computer or storage device.

To obtain the manifest double click on the file name and the manifest text file will be included in the zip.



## Reporting

Grants.gov provides a variety of reporting features for Grantors to review and verify Grants.gov user and Submission data.

### ***Applicant Report***

To view information on a registered Applicant, enter their username in the **Applicant Username** field and click the **Verify** button.

The screenshot shows the 'Applicant Report' page. On the left is a navigation menu with links: Manage My Profile, View Closings Calendar, Submission Report, Set Agency Level, Create Agency, Modify Agency, Published Opportunities, Applicant Report, Organization Report, Rejection Report, Get Version, and Audit Report. The main content area has a breadcrumb trail: Home > For Agencies > Applicant Report. Below the breadcrumb is the heading 'APPLICANT REPORT'. A form contains the label 'Applicant Username:' followed by a text input field containing 'ED' and a 'Verify' button.

The **Applicant Report Results** page will display the **Applicant Username**, **DUNS**, if it is a **Valid DUNS**, whether an **E-Business Point of Contact (POC) Exists**, an **E-Business MPIN Exists**, and if the applicant is an **Authorized Organization Representative (AOR)**.

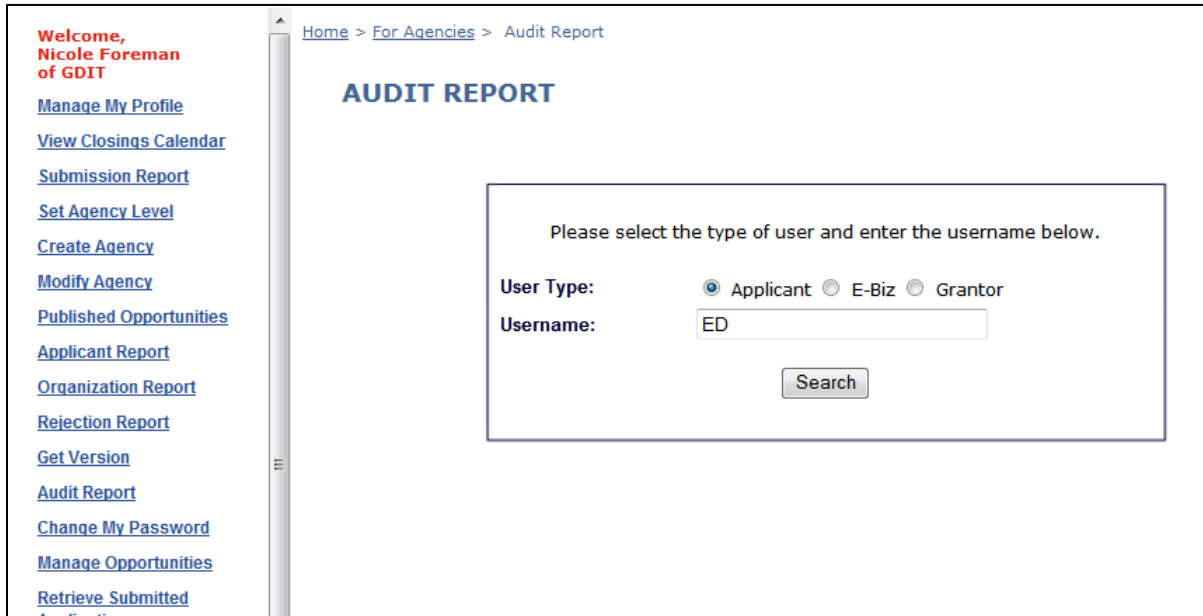
The screenshot shows the 'Applicant Report Results' page. The breadcrumb trail is: Home > For Agencies > Applicant Report > Applicant Report Results. The heading is 'APPLICANT REPORT RESULTS'. The results are displayed in a table format:

Applicant Username:	ED
DUNS:	0796694950000
<b>Results:</b>	
Valid DUNS:	Yes
E-Business Point of Contact (POC) Exists:	Yes
E-Business MPIN Exists:	Yes
Authorized Organization Representative (AOR):	No

At the bottom of the results box is a 'Cancel' button.

## Audit Report

To view information on a registered Applicant, E-Biz user, or Grantor, select the **User Type** radio button (Applicant, E-Biz, or Grantor) and enter their username in the **Username** field and click the **Search** button.



The screenshot shows a web application interface for an Audit Report. On the left is a navigation menu with links such as 'Manage My Profile', 'View Closings Calendar', 'Submission Report', 'Set Agency Level', 'Create Agency', 'Modify Agency', 'Published Opportunities', 'Applicant Report', 'Organization Report', 'Rejection Report', 'Get Version', 'Audit Report', 'Change My Password', 'Manage Opportunities', and 'Retrieve Submitted'. The main content area has a breadcrumb trail 'Home > For Agencies > Audit Report' and a heading 'AUDIT REPORT'. Below the heading is a search form with the instruction 'Please select the type of user and enter the username below.' The form includes a 'User Type' section with radio buttons for 'Applicant' (selected), 'E-Biz', and 'Grantor'. Below that is a 'Username' field containing the text 'ED' and a 'Search' button.

The Audit Report List page will provide the following audit data; **Performed By**, **Performed On**, **Audit Category**, **Action**, **Source**, **Timestamp**, and **Audit Details**.

The following is an example of an Audit report for an Applicant.

AUDIT REPORT LIST						
Performed By	Performed On	Audit Category	Action	Source	Timestamp	Audit Details
grants.gov system	ed	User	Deactivate	HTML	30-Dec-11 05:40:13 PM	User deactivated
grants.gov system	ed	User	Deactivate	HTML	22-Dec-11 01:33:39 PM	User deactivated
DUNS-0796694950000	ed	Role	Revoke	HTML	14-Sep-10 11:56:59 AM	AuthorizedApplicant
DUNS-0796694950000	ed	Role	Revoke	HTML	14-Sep-10 11:56:59 AM	AuthorizedApplicant
DUNS-0796694950000	ed	Role	Grant	HTML	14-Sep-10 11:54:12 AM	AuthorizedApplicant
DUNS-0796694950000	ed	Role	Grant	HTML	14-Sep-10 11:54:12 AM	AuthorizedApplicant
DUNS-0796694950000	ed	Role	Grant	HTML	14-Sep-10 11:54:12 AM	AuthorizedApplicant
DUNS-0796694950000	ed	Role	Revoke	HTML	14-Sep-10 11:54:12 AM	AuthorizedApplicant
DUNS-0796694950000	ed	Role	Grant	HTML	14-Sep-10 11:54:12 AM	AuthorizedApplicant
DUNS-0796694950000	ed	Role	Grant	HTML	14-Sep-10 11:54:12 AM	AuthorizedApplicant
DUNS-0796694950000	ed	Role	Revoke	HTML	14-Sep-10 11:54:12 AM	AuthorizedApplicant
DUNS-0796694950000	ed	Role	Revoke	HTML	14-Sep-10 11:54:12 AM	AuthorizedApplicant

The following is an example of an Audit report for an E-Biz.

AUDIT REPORT LIST						
Performed By	Performed On	Audit Category	Action	Source	Timestamp	Audit Details
DUNS-0000000000000	0000000000000	User	Login Failed	HTML	22-Apr-12 07:53:55 PM	Invalid login attempt
DUNS-0000000000000	0000000000000	User	Login Failed	HTML	17-Apr-12 11:23:28 AM	Invalid login attempt
DUNS-0000000000000	0000000000000	User	Locked	HTML	16-Apr-12 10:29:19 AM	Account locked
DUNS-0000000000000	0000000000000	User	Locked	HTML	16-Apr-12 10:28:58 AM	Account locked
DUNS-0000000000000	0000000000000	User	Locked	HTML	16-Apr-12 10:28:52 AM	Account locked
DUNS-0000000000000	0000000000000	User	Login Failed	HTML	16-Apr-12 10:28:48 AM	Invalid login attempt
DUNS-0000000000000	0000000000000	User	Login Failed	HTML	16-Apr-12 10:28:43 AM	Invalid login attempt
DUNS-0000000000000	0000000000000	User	Locked	HTML	16-Apr-12 10:09:46 AM	Account locked
DUNS-0000000000000	0000000000000	User	Locked	HTML	16-Apr-12 10:06:15 AM	Account locked
DUNS-0000000000000	0000000000000	User	Login Failed	HTML	16-Apr-12 10:05:56 AM	Invalid login attempt
DUNS-0000000000000	0000000000000	User	Login Failed	HTML	16-Apr-12 10:05:50 AM	Invalid login attempt
DUNS-0000000000000	0000000000000	User	Login Failed	HTML	16-Apr-12 09:59:10 AM	Invalid login attempt
DUNS-0000000000000	0000000000000	User	Login Failed	HTML	16-Apr-12 09:52:06 AM	Invalid login attempt

The following is an example of an Audit report for a Grantor.

AUDIT REPORT LIST						
Performed By	Performed On	Audit Category	Action	Source	Timestamp	Audit Details
AGENCY-nforemang	nforemang	User	Login	HTML	26-Apr-12 02:23:04 PM	Successfully logged into Grants.gov
AGENCY-nforemang	nforemang	User	Login	HTML	26-Apr-12 01:23:40 PM	Successfully logged into Grants.gov
AGENCY-nforemang	nforemang	User	Login	HTML	25-Apr-12 05:27:56 PM	Successfully logged into Grants.gov
AGENCY-nforemang	nforemang	User	Login	HTML	25-Apr-12 05:21:57 PM	Successfully logged into Grants.gov
AGENCY-nforemang	nforemang	User	Login	HTML	25-Apr-12 04:26:03 PM	Successfully logged into Grants.gov
AGENCY-nforemang	nforemang	User	Login Failed	HTML	25-Apr-12 04:25:54 PM	Invalid login attempt
AGENCY-nforemang	nforemang	User	Login	HTML	25-Apr-12 03:59:39 PM	Successfully logged into Grants.gov
AGENCY-nforemang	nforemang	User	Login	HTML	25-Apr-12 03:47:53 PM	Successfully logged into Grants.gov
AGENCY-nforemang	nforemang	User	Login	HTML	25-Apr-12 03:44:59 PM	Successfully logged into Grants.gov
AGENCY-nforemang	nforemang	User	Login	HTML	25-Apr-12 03:17:21 PM	Successfully logged into Grants.gov
AGENCY-nforemang	nforemang	User	Login	HTML	25-Apr-12 10:48:09 AM	Successfully logged into Grants.gov
AGENCY-nforemang	nforemang	User	Login	HTML	25-Apr-12 10:46:01 AM	Successfully logged into Grants.gov
AGENCY-nforemang	nforemang	Profile	Password Change	HTML	25-Apr-12 10:09:57 AM	Password changed
AGENCY-nforemang	nforemang	User	Login	HTML	25-Apr-12 10:09:14 AM	Successfully logged into Grants.gov
AGENCY-nforemang	nforemang	User	Login	HTML	24-Apr-12 03:23:15 PM	Successfully logged into Grants.gov
AGENCY-nforemang	nforemang	User	Login	HTML	24-Apr-12 03:17:24 PM	Successfully logged into Grants.gov
AGENCY-nforemang	nforemang	User	Login	HTML	24-Apr-12 02:05:16 PM	Successfully logged into Grants.gov
AGENCY-nforemang	nforemang	User	Login	HTML	24-Apr-12 12:29:26 PM	Successfully logged into Grants.gov
AGENCY-nforemang	nforemang	User	Login	HTML	24-Apr-12 11:28:41 AM	Successfully logged into Grants.gov
AGENCY-nforemang	nforemang	User	Login	HTML	24-Apr-12 10:19:57 AM	Successfully logged into Grants.gov
AGENCY-nforemang	nforemang	User	Login	HTML	23-Apr-12 12:41:45 PM	Successfully logged into Grants.gov
AGENCY-nforemang	nforemang	User	Login	HTML	23-Apr-12 12:40:33 PM	Successfully logged into Grants.gov
AGENCY-nforemang	nforemang	User	Login	HTML	23-Apr-12 09:53:43 AM	Successfully logged into Grants.gov
AGENCY-nforemang	nforemang	User	Login	HTML	21-Apr-12 12:41:54 PM	Successfully logged into Grants.gov
AGENCY-nforemang	nforemang	User	Login	HTML	21-Apr-12 12:24:31 PM	Successfully logged into Grants.gov
AGENCY-nforemang	nforemang	User	Login	HTML	21-Apr-12 12:19:39 PM	Successfully logged into Grants.gov
AGENCY-nforemang	nforemang	User	Login	HTML	21-Apr-12 12:04:11 PM	Successfully logged into Grants.gov
AGENCY-nforemang	nforemang	Profile	Edit	HTML	21-Apr-12 12:03:31 PM	Last Name(foreman), First Name(nicole)
AGENCY-nforemang	nforemang	Profile	Edit	HTML	21-Apr-12 12:02:04 PM	Job Title(test)
AGENCY-nforemang	nforemang	Profile	Password Change	HTML	21-Apr-12 11:59:06 AM	Password changed
AGENCY-nforemang	nforemang	User	Login	HTML	21-Apr-12 11:58:21 AM	Successfully logged into Grants.gov
AGENCY-nforemang	nforemang	User	Login	HTML	20-Apr-12 05:34:41 PM	Successfully logged into Grants.gov

## Submission Report

To view information on a specific submitted application, select the Submission Report link. The **Submission Report** screen will display. In the **Grant Tracking Number** field, enter the specific Grant Tracking number and then select the **Continue** button.

The screenshot shows the GRANTS.GOV website interface. At the top, the logo and navigation links (Contact Us, SiteMap, Help, RSS, Home) are visible. The user is logged in as Nicole Foreman of GDIT. The main content area is titled "SUBMISSION REPORT" and contains a form with a "Grant Tracking Number:" label, an input field, and a "Continue" button. The left sidebar lists various user actions such as "Manage My Profile", "View Closings Calendar", "Submission Report", "Set Agency Level", "Create Agency", "Modify Agency", "Published Opportunities", "Applicant Report", "Organization Report", "Rejection Report", "Get Version", "Audit Report", "Change My Password", "Manage Opportunities", "Retrieve Submitted Applications", "Assign Agency Tracking Number and/or Agency Notes", "Manage Application Package Templates", "Manage Agency Users", "View All Submitted Applications", and "Logout of Grants.gov".

You will be directed to the Submission Report Results screen. The screen will display the following information for the application; **Grants Tracking Number, Funding Opportunity Number, Date/Time Received, Agency, Status, Submitter's User ID, Applicant Name, DUNS in Application, and Submitter's DUNS.**

### SUBMISSION REPORT RESULTS

**Grant Tracking No:** GRANT10580056

**Results:**

**Funding Opportunity Number:** NF-S25-1

**Date/Time Received:** 17-Jul-12 12:08:21 PM

**Agency:** General Dynamics Information Technology

**Status:** Validated

**Submitter's User ID:** nforemano

**Applicant Name:** Nicole Foreman

**DUNS in Application:** 0000000000000

**Submitter's DUNS:** 0000000000000

The following reports can be downloaded to Excel:

- Published Opportunities
- Organization Report
- Submission Report
- Manage Opportunities
- Retrieve Submitted Applications
- Manage Opportunities
- Retrieve Submitted Applications
- Manage Agency Users
- View All Submitted
- Rejection Report.

A green "X" icon representing the Microsoft Excel logo has been added to the report screens to provide a visual cue so grantors know which reports will generate an Excel spreadsheet. All data pertaining to a particular report will be included within an easily managed Excel spreadsheet format, which can be modified according to your agency's needs. To download any of the reports in the areas the report is available, select the Export Data icon and save the file to your storage device (e.g., desktop, hard drive or CD).



## Published Opportunities

View Information pertaining to your grant opportunities such as the **CFDA Number**, **Funding Opportunity Number (FON)**, **Competition ID**, **Opening Date**, **Grace Period**, and **Number of Applications**.

Home > For Agencies > Published Opportunities

**PUBLISHED OPPORTUNITIES**

Export Data

Search By: All

Sort By: CFDA  Ascending  Descending

Search

<< first < prev next > last >>

CFDA	Funding Opportunity Number	Competition Id	Opening Date	Closing Date	Grace Period	Number of Applications
------	----------------------------	----------------	--------------	--------------	--------------	------------------------

<< first < prev next > last >>

## Organization Report

View Information pertaining to your grant opportunities such as the organization representative's Grantor can view information about organization such as **Last Name**, **First Name**, **User ID**, **Email Address**, **Telephone Number**, **Registered with Grants.gov** (status), **Authorized Organization Representative (AOR)** status and **CCR Expiration Date**.

Home > For Agencies > Organization Report

**ORGANIZATION REPORT**

Export Data

DUNS (\*): 000000000

Search By: All

Search

Search returned 616 results

<< first < prev 1 2 3 4 5 7 8 9 10 next > last >>

Last Name	First name	User ID	Email Address	Telephone Number	Registered with Grants.Gov	Authorized Organization Representative (AOR)
James	Keenon	keenon	Keenon.James@hhs.gov	123-123-1234	Yes	Yes

Business Name : HHS  
 Business Duns : 000000000  
 E-Biz POC Email : kavitha.venula@gdt.com  
 Password Expiration Date : 14-Nov-2011  
 CCR Expiration Date : 01/01/2030

## Manage Opportunities

View Information pertaining to your grant opportunities such as the **Opportunity Number**, **Opportunity Title**, **CFDA Number**, **Synopsis** and related application **Packages** for the Manage Opportunities report.

Home > For Agencies > Manage Opportunities Export Data 

### MANAGE OPPORTUNITIES

[Create Opportunity](#) [Modify Opportunity](#) [Delete Opportunity](#)

Search By

Sort By  
  Ascending  Descending

[Search](#)

<< first < prev next > last >>

Opportunity Num.	Opportunity Title	CFDA	Synopsis	Package(s)
------------------	-------------------	------	----------	------------

<< first < prev next > last >>

## Retrieve Submitted Applications

View Information pertaining to your grant opportunities such as the **Opportunity Number**, **Opportunity Title**, **CFDA Number**, **Synopsis** and related application **Packages** for the Retrieve Submitted Applications report.

Home > For Agencies > Retrieve Submitted Applications Export Data 

### RETRIEVE SUBMITTED APPLICATIONS

[Download Application\(s\)](#)

[Please note that grant applications ... \(more\)](#)

Search By

Sort By  
  Ascending  Descending

[Search](#)

<< first < prev next > last >>

CFDA	Funding Opportunity #	Competition Id	Grants.gov #	Program Name	Submitter	Date/Time Received
------	-----------------------	----------------	--------------	--------------	-----------	--------------------

<< first < prev next > last >>

## Manage Application Package Templates

View Information pertaining to your grant opportunities such as the **Template Name**, **Owning Agency** and **Included Forms**.

Home > For Agencies > Manage Application Package Templates Export Data 

### MANAGE APPLICATION PACKAGE TEMPLATES

[Create Template](#) [Modify Template](#) [Delete Template](#)

Search By

Sort By  
  Ascending  Descending

[Search](#)

<< first < prev next > last >>

Template Name	Owning Agency	Included Forms
---------------	---------------	----------------

<< first < prev next > last >>

## Manage Agency Users

View Information pertaining to your grant opportunities such as the agency users **User ID, Last Name and First Name**.

Home > For Agencies > Manage Agency Users

Export Data 

**MANAGE AGENCY USERS**

Reassign Roles View Profile Deactivate User

Search By  
All

<< first < prev next > last >>


User ID	Last Name	First Name	Account Status
---------	-----------	------------	----------------

<< first < prev next > last >>

## View All Submitted Applications

View Information pertaining to your grant opportunities such as the **CFDA Number, Opportunity Number, Comp. ID, and Grants.gov Tracking #, Submission Date/Time Received, Status, Agency Tracking and Agency Notes** to submitted applications.

Home > For Agencies > View All Submitted Applications

Export Data 

**VIEW ALL SUBMITTED APPLICATIONS**

Download Application(s)

Download selected items

Search By  
All

Sort By  
Grants.gov #  Ascending  Descending

Search returned 7 results

<< first < prev 1 next > last >>

CFDA	Opportunity Number	Comp. ID	Grants.gov #	Date/Time Received	Status	Agency Tracking # and Notes
	GG-TRAIN-CAL		GRANT00542918	2011-05-20 07:13:20	Agency Tracking Number Assigned	<a href="#">CAL456</a>
	GG-TRAIN-CAL		GRANT00542928	2011-05-20 11:09:17	Agency Tracking Number Assigned	<a href="#">CAL567</a>
	GG-TRAIN-CAL		GRANT00542932	2011-05-20 13:28:08	<a href="#">Rejected with Errors</a>	
	GG-TRAIN-CAL		GRANT00542938	2011-05-20 14:52:40	Agency Tracking Number Assigned	<a href="#">CAL678</a>
	GG-TRAIN-CAL		GRANT00542952	2011-05-20 16:50:30	Received by Agency	<a href="#">ViewTrackingNumberAndNotes</a>
	GG-TRAIN-CAL		GRANT00542953	2011-05-20 17:46:08	Validated	
00.000	CDFI-FATA-UAT		GRANT00544229	2011-06-21 13:23:26	Validated	

<< first < prev 1 next > last >>

## Rejection Report

The **Rejection Report** feature allows grantor users to identify the exact cause of an application rejection. **Agency Rejection** report provides a detailed explanation as to why a submission was rejected, it also gives information on every aspect of the submission and allows you to search and sort all information associated with the submission including: **Grants.gov Tracking Number, Received Date/Time, Rejection Message, Status Date, DUNS, Owner (AOR's User ID), Legal Business Name, AOR Name, AOR Email Address, Legal Name, Project Name (CFDA Title), CFDA, Opportunity Number, Comp. ID, Opening Date and Closing Date** Use the scroll bar (at the bottom of the Rejection Report screen) to view all the information in this report.

Home > For Agencies > Rejection Report

**REJECTION REPORT**

Search returned 1 results

Export Data

Search By Equals

Grants.gov #

Sort By

Grants.gov #  Ascending  Descending

GG Tracking Number	Received Date/Time	Rejection Message	Rejection/Email Date	DUNS	User ID	AOR Name	AOR Email Address	Legal Business Name	Legal Name	Project Name	CFDA	Opportunity Number	Competition ID	Opening Date	Closing Date
GRANT10580422	2012-08-06 10:22:25	You are not designated by your organization to be an Authorized Organizational Representative and your application cannot be validated. You either have not successfully completed the registration process or your E-Business Point of Contact has not authorized you to submit on behalf of your organization. To verify whether you have been successfully registered with Grants.gov, click <a href="https://testapply.grants.gov/ApplicantLogin/GetID">https://testapply.grants.gov/ApplicantLogin/GetID</a> . For instructions on how to register with Grants.gov and for information on being designated as an AOR, click <a href="https://testapply.grants.gov/Grantagov/Register">https://testapply.grants.gov/Grantagov/Register</a> . The DUNS number entered in your package is invalid or does not match the DUNS number that is registered with the Central Contractor Registry (CCR). Please verify that the DUNS number is entered correctly, and is the same as in your Central Contractor Registry (CCR) registration. For instructions on how to register with the CCR, click <a href="http://www.grants.gov/CCR/Register">http://www.grants.gov/CCR/Register</a> . Unable to determine if Duns is Active; hence failing the DunsActiveRule check, please check the System Configuration The DUNS number entered in your package is invalid or does not match the DUNS number that is registered with the Central Contractor Registry (CCR). Please verify that the DUNS number is entered correctly, and is the same as in your Central Contractor Registry (CCR) registration. For instructions on how to register with the CCR, click <a href="http://www.grants.gov/CCR/Register">http://www.grants.gov/CCR/Register</a> .	2012-08-06 10:57:27	1233211233211	ORC-TEST0000	Test 0000	4vemula@gmail.com		Legal name	Not Elsewhere Classified	00.000	04112012-KV-AMP	04112012-KV-AMP		2014-04-12

<< first < prev 1 next > last >>

<< first < prev 1 next > last >>

End of Document