



GRANTS.GOVSM

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Applicant User Guide

Grants.Gov Release 14.1

May 1, 2015

Document Control

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Introduction

Grants.gov is designed to enable organizations and individuals to find and apply for 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 Internet to streamline your grant acquisition process.

This user guide helps applicants navigate and utilize the Grants.gov environment. In it, you will find detailed instructions for every step of the process – from getting started and registering to viewing, submitting, and tracking submitted applications.

Section I: Getting Registered

This is an overview of the steps to register to apply for grants through Grants.gov. You will register either as an organization or as an individual.

Register Your Organization

Registering as an organizations means you will submit an application on behalf of a company, state, local or tribal government, academia or research institution, nonprofit organization, or any other institution.

STEP 1: Obtain a Data Universal Numbering System (DUNS) Number

STEP 2: Register with the System for Award Management (SAM)

STEP 3: Create a Username and Password with Grants.gov

STEP 4: Authorize the AOR

STEP 5: Track AOR Status

Register as an Individual

Registering as an individual means you will submit an application on behalf of yourself, not representing an organization, government, or any other institution.

STEP 1: Find a funding opportunity individuals are eligible for

STEP 2: Enter a Funding Opportunity Number (FON)

STEP 3: Complete Registration Form

Register Your Organization

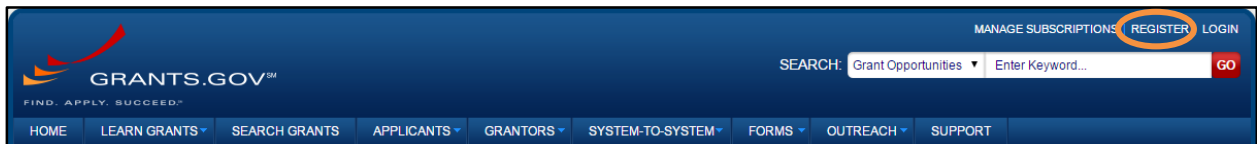
Review this section if you are submitting a grant **on behalf of** a company, state, local or tribal government, academia or research institution, nonprofit organization, or any other institution.

If you are submitting an application as an individual, please go to the **Individual Registration** section of the user guide.

If you have obtained your DUNS Number and SAM Registration information, then you are ready to register for Grants.gov as an Organization applicant.

Note: Please remember that the system will prevent you from continuing the registration process if a session is already active for your browser.

1. To register, select the **Register** link on the right hand side of the Global Banner.



2. On the Register page, you will be presented with three options. Click the **Register as an Organization Applicant** button.



3. If you know your DUNS number, follow the on-screen instructions to enter your DUNS and create an applicant username and password to complete the registration process.

If you have not obtained a DUNS Number and SAM Registration, the following section describes these steps of the Organization Registration process. To begin the registration process, select the Organization Registration link from the Applicant menu.

HOME
LEARN GRANTS ▾
SEARCH GRANTS
APPLICANTS ▾
GRANTORS ▾
SYSTEM-TO-SYSTEM ▾
FORMS ▾
OUTREACH ▾
SUPPORT

GRANTS.GOV > Applicants > Organization Registration


ORGANIZATION REGISTRATION

APPLICANT ACTIONS

- » Apply for Grants
- » Track My Application

APPLICANT RESOURCES

- » Applicant Eligibility
- » Individual Registration
- » **Organization Registration**
- » STEP 1: Obtain DUNS Number
- » STEP 2: Register with SAM
- » STEP 3: Username & Password
- » STEP 4: AOR Authorization
- » STEP 5: Track AOR Status
- » Applicant Tools & Tips
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages



Registering as an Organization

Before applying for a funding opportunity, your organization needs to register with Grants.gov, and so do you as an Authorized Organization Representative (AOR). We recognize registration activities are not fun and take up your time, but these are parts of the security process the U.S. Government must use to prevent fraud and abuse of funds. Below are instructions for registering as an organization.

An **organization** is an entity that submits grant applications on behalf of the group, such as a state government, nonprofit organization, or a private business. Registering as an organization has five main steps. Below is an overview of the registration process. Click one of the steps to view more detailed instructions.

Please make sure to begin registration early, as the process takes between three business days and three weeks. If you do not complete your registration by the submission deadline, then you are unlikely to be allowed to submit an application. You should contact the agency point of contact listed on the grant opportunity to discuss that agency's policy.

1. Obtain a DUNS Number

<p>How do I get a DUNS number?</p>	<p>→ Call 1-866-705-5711 or access the Dun & Bradstreet website http://fedgov.dnb.com/webform</p>	<p>→ How long does this step usually take? → 1-2 business days</p>
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2. Register with SAM

<p>How do I register with the System Award Management (SAM)?</p>	<p>→ Access https://www.sam.gov. You'll also need the authorizing official of your organization and an Employer Identification Number (EIN).</p>	<p>→ How long does this step usually take? → 7-10 business days (2 more weeks to acquire)</p>
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Step 1: Obtain a DUNS Number

To register with SAM, your organization is first required to obtain a DUNS Number. A DUNS Number is a unique nine-character identification number provided by the commercial company [Dun & Bradstreet \(D&B\)](#). Your DUNS Number should be available the next business day.

GRANTS.GOV > Applicants > Organization Registration > STEP 1: Obtain DUNS Number


STEP 1: OBTAIN DUNS NUMBER

APPLICANT ACTIONS

- » Apply for Grants
- » Track My Application

APPLICANT RESOURCES

- » Applicant Eligibility
- » Individual Registration
- » Organization Registration
- » STEP 1: Obtain DUNS Number**
- » STEP 2: Register with SAM
- » STEP 3: Username & Password
- » STEP 4: AOR Authorization
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[STEP 1](#) > [STEP 2](#) > [STEP 3](#) > [STEP 4](#) > [STEP 5](#)

Step 1: Obtain a DUNS Number

Obtaining a Data Universal Number System (DUNS) number is the first step in registering your organization with Grants.gov. The instructions below describe DUNS and walk you through the process of acquiring a free DUNS number.

Purpose of DUNS

A **DUNS number** is a unique nine-character number used to identify your organization. The federal government uses this number to track how federal money is allocated.

Before Registering for a DUNS Number

Does my organization already have a DUNS number? Most large organizations, libraries, colleges, and research universities already has a DUNS number. You should contact your grant administrator, financial department, chief financial officer, or authorizing official to identify your organization's DUNS number.

How to Register for a DUNS Number

If your organization does not yet have a DUNS number, or no one knows it, visit the [Dun & Bradstreet \(D&B\) website](#) or call 1-866-705-5711 to register or search for a DUNS number.

Registering for a DUNS number is free of charge, so if you encounter any organizations or websites

for eligibility information, check out the [Are You Eligible?](#) section of Learn Grants. For tax and TIN information, visit the [IRS website](#) and search for their most recent guidance for Aliens and International Taxpayers. You may also contact the Agency Point of Contact listed for the grant opportunity to get more information on a specific grant opportunity.

PROCEED TO STEP 2: Register with SAM »

You will need the following information to request a DUNS Number:

- Name of your organization
- Organization address
- Phone number of the organization
- Name of the CEO/organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started

- Primary line of business
- Total number of employees (full and part time)

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

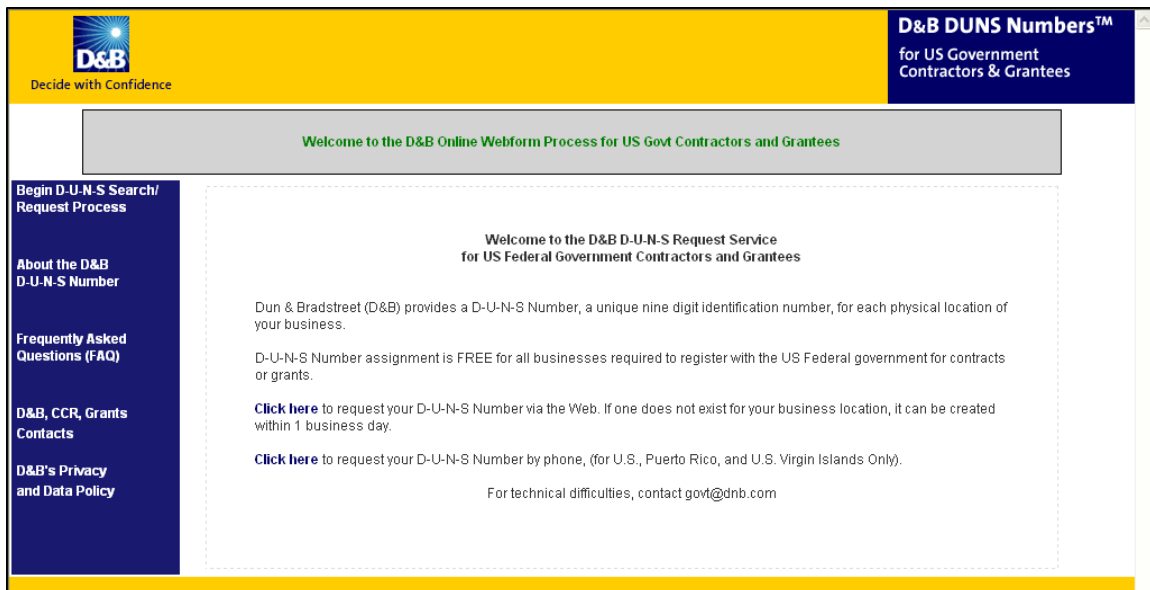
Requesting a DUNS Number is not completed on the Grants.gov website. The following steps below provide an overview to request a DUNS Number on D&B's website:

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

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

2. Register for a DUNS Number:

If your organization does not have a DUNS Number, ask the chief financial officer, grant administrator, or authorizing official of your organization to register for a DUNS Number. It can be done online via web registration at <http://fedgov.dnb.com/webform>. The process can take up to one business day to complete. If your organization is located outside of the United States, you can also request and register for a DUNS Number online via web registration.



Step 2: Register with SAM

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

GRANTS.GOV > Applicants > Organization Registration > STEP 2: Register With SAM

STEP 2: REGISTER WITH SAM

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APPLICANT RESOURCES

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- » Organization Registration
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- » STEP 3: Username & Password
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STEP 1 > **STEP 2** > STEP 3 > STEP 4 > STEP 5

Step 2: Register with SAM

Registering with the System for Award Management (SAM) is the second step of registering your organization with Grants.gov. The questions below describe SAM and walk you through the free registration process.

Purpose of SAM

SAM is a web-based, government-wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract awards, grants, and the electronic payment processes.

Before Registering with SAM

U.S. federal agencies awarding federal business days, registered in SAM. If you, your organization must first have an EIN. If your organization does not have an EIN, you should allow an additional two weeks to request and obtain an EIN from the IRS.

PROCEED TO STEP 3: Username & Password »

SAM registration is not completed on the Grants.gov website. Once the SAM Registration is complete, you must return to Grants.gov to continue registration and establish yourself as an Authorized Organization Representative (AOR). Only an AOR is authorized to submit grant applications for your organization.


To register with SAM:

1. Visit the System for Award Management website at <http://www.sam.gov/>.
2. Follow the online instructions to create a user account and register (or update, if applicable) your entity's SAM account.

The online registration takes about 30 minutes to complete, depending upon the size and complexity of your organization. Once your SAM registration is active, you can return to Grants.gov and complete registration. It takes seven to ten business days before your SAM Registration activate. SAM registration must be renewed annually. If you are updating or renewing your registration, it takes approximately 24 hours to activate.

Register Your Organization: SAM Registration Worksheet

General Information

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

Cage Code

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

For foreign applicants, follow the instructions in SAM.

Legal Business Name

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

Business Name

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

Annual Revenue

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

Type of Organization

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

Owner Information

Fill in if a sole proprietorship.

Business Types

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

Party Performing Certification

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

Goods and Services

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

NAICS Code

This is mandatory. Follow the instructions.


SIC Code

This is mandatory. Follow the instructions.

Financial Information

The Tax Identification Number information will be validated at IRS.

Registration Acknowledgement and Point of Contact Information

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

SAM Point of Contact

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

Government Business Point of Contact

This is not mandatory.

Electronic Business Point of Contact

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

Past Performance Point of Contact

This is not mandatory.

Marketing Partner ID (MPIN)

This is mandatory - This is a self-defined access code that will be shared with authorized electronic partner applications. The MPIN will act as your password in other systems. The MPIN must be nine positions and contain at least one alpha character, one number and no spaces or special characters. The E-Biz POC

designated by your organization will need to know the MPIN to log in to Grants.gov.

Registration Notification

If your registration was submitted successfully, then you will receive an email welcoming you to SAM. It will take up to three to five business days or up to two weeks before your SAM Registration becomes active. *If you are updating or renewing your registration information it will take approximately 24 to 48 hours to become active.*

Step 3: Create a Username & Password

To safeguard the security of your electronic information, Grants.gov requires all users to create an account in the Grants.gov system. The user must verify they are able to obtain a username and password. This process confirms the identity of the Organization applicant.

Before you can create your Grants.gov Organization username and password, your **SAM registration must be complete and active.**

To create a username and password:

1. From the Applicant menu, select the **STEP 3: Username & Password** link.

GRANTS.GOV > Applicants > Organization Registration > STEP 3: Username & Password

STEP 3: USERNAME & PASSWORD

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- » **STEP 3: Username & Password**
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STEP 1 > STEP 2 > **STEP 3** > STEP 4 > STEP 5

Step 3: Create a Username and Password

With your DUNS number and SAM registration complete, you are ready to create a Grants.gov account and to request Authorized Organization Representative (AOR) status within your organization.

What is a Grants.gov AOR Account?

AORs are members of your organization who are authorized to submit grant applications in Grants.gov on behalf of the organization. Each organization has a single E-Business Point of Contact (E-Biz POC), who is the only person in an organization who can approve an AOR request.

NOTE: Grants.gov currently supports associations only, one DUNS number per account.

Have the DUNS? Get Registered »

2. Click on the red **Have the DUNS? Get Registered** button on the **STEP 3: Username & Password** page.
3. Enter your organization's DUNS or DUNS+4 Number on the **Register with Grants.gov** page. Once complete, click the **Register** button.

GRANTS.GOV > Register > Register With Grants.gov

REGISTER WITH GRANTS.GOV

Before you can register as organization applicant with Grants.gov, you will need to obtain a DUNS number and complete registration in SAM. This process can take up to 4 weeks. Once you have completed these two items, enter your organization DUNS or DUNS+4 number below and press the "Register" button.

Once your DUNS number has been verified, you can submit your registration to Grants.gov. An e-mail will be generated to your organization's E-Business Point of Contact. Once the E-Business Point of Contact has verified you as an Authorized Organization Representative (AOR) and assigned you rights in the application, you will be authorized to submit grant applications through Grants.gov on behalf of your organization.

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

Step 1: Complete the **DUNS OR DUNS+4 Number** field.
Step 2: Click the **Register** button.

DUNS or DUNS+4 Number

Register

Note: The system will prevent you from continuing the registration process if a session is already active for your browser.

4. You will be directed to the **Applicant Registration** page where you will be prompted to complete the online form. All fields with a red asterisk (*) are required.

When entering an email address, please keep in mind that all correspondence with Grants.gov will be sent to that email address.

For the Secret Question/Answer fields, enter a question only you would be able to answer and will be able to remember in the future. The password you choose must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); at least one (1) number (0-9); and at least one (1) special character (e.g. ! @ # \$ % ^ & *).

5. When you have completed the form, click on the **Continue** button.

GRANTS.GOV > Register > Register With Grants.Gov > Applicant Registration

APPLICANT REGISTRATION

Please enter your information below.

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

* First Name: MI: * Last Name:

* Job Title: DUNS:

* Telephone: * Email:

* Secret Question:

* Secret Answer:

* UserName:

* Password: * Confirm Password:

Your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); at least one (1) number (0-9); and at least one (1) special character (e.g. ! @ # \$ % ^ & *).

6. A confirmation screen will display. If you have changes you would like to make, click the **Edit** button and the form will return to a screen where you can make changes. If you have no changes, click the **Submit** button.

GRANTS.GOV > Register > Register With Grants.Gov > Applicant Registration

APPLICANT REGISTRATION

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

First Name: Applicant
 MI:
 Last Name: Grants
 Job Title: Applicant
 DUNS: 0000000000000
 Telephone: 000-000-0000
 Email: applicant@organization.org
 Secret Question:
 Secret Answer:
 UserName:

7. A message will display that you are successfully registered. To continue to the **Applicant Login** screen, click the **Continue** button.

If you don't receive the successful message, another message will appear stating what issue needs to be addressed with the form. Simply correct the error and click the **Submit** button until you receive the successful message.

GRANTS.GOV > Register > Register With Grants.Gov > Applicant Registration

APPLICANT REGISTRATION

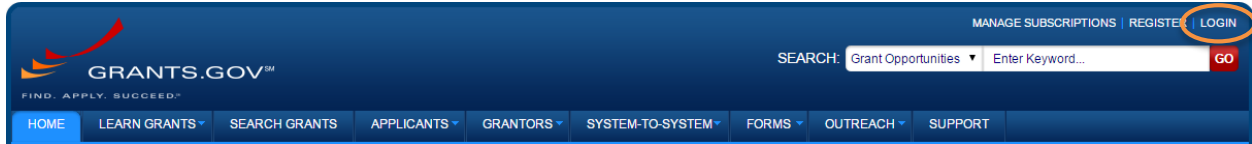
You are successfully registered.

First Name: Applicant
 MI:
 Last Name: Grants
 Job Title: Applicant
 DUNS: 0000000000000
 Telephone: 000-000-0000
 Email: applicant@organization.org
 Secret Question:
 Secret Answer:
 UserName:

After you have created an account with Grants.gov, the E-Biz POC listed on your organization's SAM registration will receive an email notification stating that you have registered. You will also receive a copy of this email. The E-Biz POC will need to log into the E-Biz POC section of Grants.gov and assign the **Authorized Applicant** role to you.

Applicant Login

The Organization applicant can log in to view their AOR status and their most recently submitted applications. To log in, click on the Login link in the upper-right of the Grants.gov Global Banner.



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

A screenshot of the Grants.gov Applicant Login screen. The page title is "LOGIN" and there is a link to "Register as a New User". The main heading is "Select Account Type:" with three tabs: "APPLICANT", "GRANTOR", and "EBIZ POC". The "APPLICANT" tab is selected. Below the tabs is a box titled "Applicant Login" containing instructions: "Login below to check your AOR status and manage your applicant profile. To track your application, visit the Track My Application page. You need to be registered in order to access the applicant system, to begin the registration process visit the Get Registered page." Below the instructions are two input fields: "USERNAME:" and "PASSWORD:" (with a note "(Case Sensitive)"). A "LOGIN" button is to the right of the password field. Below the input fields are three links: "Change My Password", "I Forgot My Username", and "I Forgot My Password/Unlock My Account". At the bottom of the page, there is a "Warning Notice!" section with text about U.S. Government computer system access and a "NOTICE" section about personally identifiable information (PII) and proprietary business information.

Once logged in, the **Applicant Center** screen will display your AOR status in the left navigation. You will NOT be able to submit applications until the E-Biz POC has completed the authorization of your Grants.gov profile.

GRANTS.GOV >

WELCOME:
 Applicant Grants
 DUNS: 0000000000000
 SAM Expiration Date: 11/11/2031

AOR STATUS:
 AOR Request Sent

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 » Applicant Tips

Find Grants
 SEARCH Grants.gov for your federal grants by keywords or more specific criteria. All discretionary grants offered by the 26 federal grant-making agencies can be found on Grants.gov. You do not have to register with Grants.gov to find grant opportunities.
[Search Grant Opportunities »](#)

Apply for Grants
 Grants.gov provides an overview of the process to APPLY for for federal grants. In order to apply for a grant, you and/or your organization must complete the Grants.gov registration process.
[Apply for Grant Opportunities »](#)

Track Your Grants
 Grants.gov makes it easy to TRACK your federal grants that you have applied for. Enter the Grants.gov tracking number you received after submitting your application to track the processing status.
[Track your Grants »](#)

Once you have been granted with AOR status, when you log in, the **Applicant Center** screen will display as below.

GRANTS.GOV > Applicants

GRANT APPLICANT CENTER

WELCOME:
 DUNS: 0000000000000
 SAM Expiration Date: 11/11/2031

AOR STATUS:
 Approved

APPLICANT ACTIONS
 » Apply for Grants
 » Check My Application Status

EBIZ POC ACTIONS
 » Manage Applicants
 » View EBIZ POC Profile
 » Check Application Status for Organization

APPLICANT RESOURCES
 » Grant Eligibility
 » Grant Application Process
 » Applicant FAQs
 » Applicant Resources
 » Applicant Tips

MY RECENTLY SUBMITTED APPLICATIONS (TOP 5) [View Report »](#)

CFDA	Funding Opportunity Number	Comp. ID	Grants.gov #	Date/Time Received	Status	Status Date	Agency Tracking #
	03072013AG-MAN		GRANT10583246	2013-03-07 16:48:26	Received by Agency	2013-03-07 16:49:47	
00.000	03072013AG-MAN	OPT	GRANT10583243	2013-03-07 16:33:53	Received by Agency	2013-03-07 16:35:19	
00.000	03072013AG-MAN	OPT	GRANT10583242	2013-03-07 16:27:50	Received by Agency	2013-03-07 16:29:24	
00.000	03072013AG-MAN	OPT	GRANT10583241	2013-03-07 16:26:33	Rejected with Errors	2013-03-07 16:26:52	
00.000	03072013AG-MAN	OPT	GRANT10583240	2013-03-07 16:23:51	Rejected with Errors	2013-03-07 16:24:10	

I Forgot My Password/Unlock My Account (Organization)

In the event that you forget your password, you can obtain a new password from the **Applicant Login** page.

From the **Login** page that defaults to the Applicant tab, select the **I Forgot My Password/Unlock My Account** link.

GRANTS.GOV > Login

LOGIN

Select Account Type:

APPLICANT GRANTOR EBIZ POC

Applicant Login

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

USERNAME:

PASSWORD:

(Case Sensitive)

LOGIN

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

You will be directed to the **I Forgot My Password/Unlock My Account** page. Enter your username and click the **Submit** button.

GRANTS.GOV > Applicant Login > I Forgot My Password/Unlock My Account

I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT

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

Password Reset

USERNAME:

SUBMIT

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

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

GRANTS.GOV > Applicant Login > I Forgot My Password/Unlock My Account

I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT

Enter the answer to your secret question and click on the Submit button. Or use the Forget Your Secret Answer link to email a new password.

Password Reset

USERNAME: Applicant3

SECRET QUESTION: Where do I apply for Federal Grants?

SECRET ANSWER:

[Forget Your Secret Answer?](#)

[Applicant Login](#)

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

Once your answer is validated you will be directed to enter a new password. Type a new password in the Enter New Password box, enter it again in Confirm Password, then click the **Submit** button.

GRANTS.GOV > Applicant Login > I Forgot My Password/Unlock My Account

I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT

Reset your password below. Please remember that when you enter your new password it is case sensitive.

Password Reset

USERNAME:

SECRET QUESTION:

SECRET ANSWER:

ENTER NEW PASSWORD: CONFIRM PASSWORD:

Your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); at least one (1) number (0-9); and at least one (1) special character (e.g. ! @ # \$ % ^ & *).

[Applicant Login](#)

Once you have reset your password, and the confirmation entry matches it, the system displays a message indicating the password change. It sends an email to the address you registered, notifying the password change.

GRANTS.GOV > Applicant Login > I Forgot My Password/Unlock My Account

I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT

Reset your password below. Please remember that when you enter your new password it is case sensitive.

Password Reset

Password has been changed.

USERNAME:

SECRET QUESTION:

SECRET ANSWER:

ENTER NEW PASSWORD: CONFIRM PASSWORD:

.....

Your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); at least one (1) number (0-9); and at least one (1) special character (e.g. ! @ # \$ % ^ & *).

[Applicant Login](#)

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

GRANTS.GOV > Applicant Login > I Forgot My Password/Unlock My Account

I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT

Enter the answer to your secret question and click on the Submit button. Or use the Forget Your Secret Answer link to email a new password.

Password Reset

USERNAME:

SECRET QUESTION:

SECRET ANSWER:

[Forgot Your Secret Answer?](#)

[Applicant Login](#)

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

GRANTS.GOV > Applicant Login > I Forgot My Password/Unlock My Account

I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT

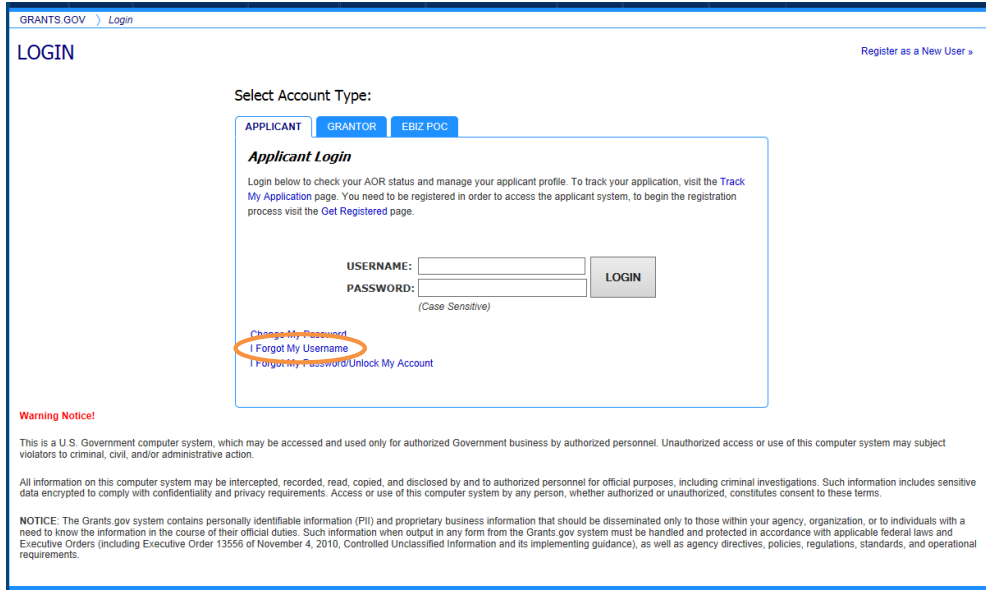
Password Reset

USERNAME:

To obtain a new password for this username, select the Email My Password button below:

I Forgot My Username (Organization)

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



GRANTS.GOV > Login

Register as a New User >

LOGIN

Select Account Type:

APPLICANT GRANTOR EBIZ POC

Applicant Login

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

USERNAME:

PASSWORD:

(Case Sensitive)

LOGIN

[Change My Password](#)

I Forgot My Username

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

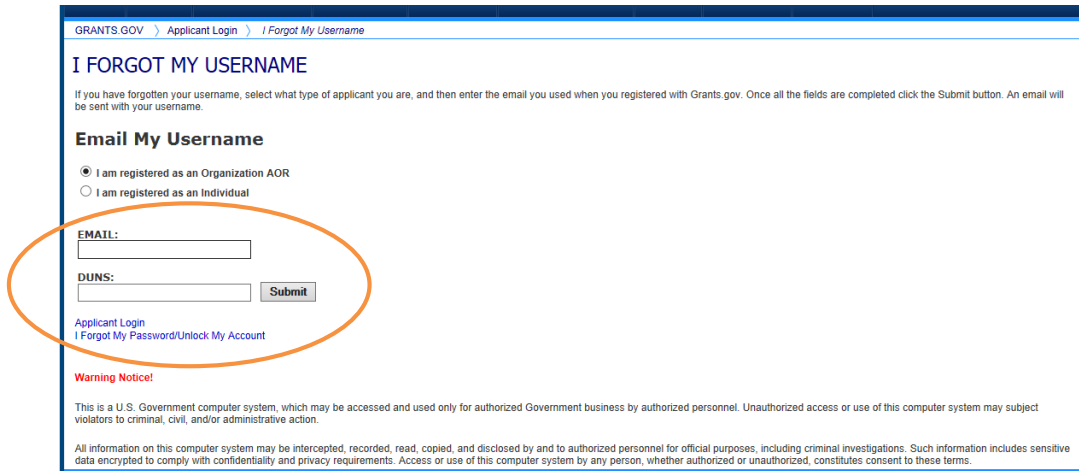
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NOTICE: The Grants.gov system contains personally identifiable information (PII) and proprietary business information that should be disseminated only to those within your agency, organization, or to individuals with a need to know the information in the course of their official duties. Such information when output in any form from the Grants.gov system must be handled and protected in accordance with applicable federal laws and Executive Orders (including Executive Order 13556 of November 4, 2010, Controlled Unclassified Information and its implementing guidance), as well as agency directives, policies, regulations, standards, and operational requirements.

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



GRANTS.GOV > Applicant Login > I Forgot My Username

I FORGOT MY USERNAME

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

Email My Username

I am registered as an Organization AOR

I am registered as an Individual

EMAIL:

DUNS:

Submit

Applicant Login

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

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Once you have entered the email and DUNS Number you used when you registered with Grants.gov, click the **Submit** button: the system then displays a message, “An email has been sent with your username.”

GRANTS.GOV > Applicant Login > I Forgot My Username

I FORGOT MY USERNAME

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

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

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

EMAIL:
applicant3@grants.gov x

DUNS:
00000000000000

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

Warning Notice!

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

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

Step 4: Authorize the AOR

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

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

Grants.gov has developed an E-Biz POC Registration checklist to help authorize your organization's AOR. The Registration Checklist is a PDF document, which you may review on-screen or print and retain for future reference.

GRANTS.GOV > Applicants > Organization Registration > STEP 4: AOR Authorization


STEP 4: AOR AUTHORIZATION

APPLICANT ACTIONS

- » Apply for Grants
- » Track My Application

APPLICANT RESOURCES

- » Applicant Eligibility
- » Individual Registration
- » Organization Registration
 - » STEP 1: Obtain DUNS Number
 - » STEP 2: Register with SAM
 - » STEP 3: Username & Password
 - » STEP 4: AOR Authorization**
 - » STEP 5: Track AOR Status
- » Applicant Tools & Tips
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages



STEP 1 > STEP 2 > STEP 3 > **STEP 4** > STEP 5

Step 4: Authorize the AOR

The final step in registering to apply for grants is the E-Business Point of Contact (E-Biz POC) authorizing your request to be an Authorized Organization Representative (AOR).

Purpose of E-Biz POC Authorization

The E-Biz POC is likely to be your organization's chief financial officer or authorizing official, and there can only be one E-Biz POC per DUNS number when [registering with SAM](#).

The E-Biz POC is the only person who can approve AORs, which allows your organization to authorize specific staff members to submit grants on behalf of the organization. This authorization protects an organization from individuals who may submit applications without permission.

How to Authorize the AOR (*steps for the E-Biz POC*)

1. [Log in to Grants.gov](#) under the E-Biz POC tab, using your organization's DUNS number for the username and the MPIN password obtained in [Step 2](#).

Si +24 .gnv .re p .ge .is n .d is .to- .pu .ed t .ng y dr n .a . (la .n .n .an .rst .me combined) from your AOR account. Please ensure that your name in your login credentials does not exceed 30 characters. You can edit your name in your account by logging in and clicking the "Manage Applicant Profile" link in the menu to the left of the screen.

PROCEED TO STEP 5: Track AOR Status »


To Reassign Roles:

1. To login as an E-Biz POC, select the **Login** link in the Global Banner. Then, select the **E-Biz POC** tab and enter your DUNS number and password. If you are an AOR with the E-Biz role, you can also log in under the Applicant tab.

The screenshot shows the Grants.gov website interface. At the top right, there are links for 'MANAGE SUBSCRIPTIONS', 'REGISTER', and 'LOGIN'. A search bar is located below these links. The main navigation menu includes 'HOME', 'LEARN GRANTS', 'SEARCH GRANTS', 'APPLICANTS', 'GRANTORS', 'SYSTEM-TO-SYSTEM', 'FORMS', 'OUTREACH', and 'SUPPORT'. The current page is 'GRANTS.GOV > Login'. The 'LOGIN' heading is on the left, and 'Register as a New User >' is on the right. Under 'Select Account Type:', there are three tabs: 'APPLICANT', 'GRANTOR', and 'EBIZ POC'. The 'EBIZ POC' tab is selected. Below the tabs, the section is titled 'E-Business Point of Contact Login'. It contains a paragraph explaining the role and a list of instructions for new and existing users. At the bottom, there are input fields for 'DUNS or DUNS+4:' and 'PASSWORD:', followed by a 'LOGIN' button. A note '(Case Sensitive)' is below the password field.

2. From the **Applicant Center** page, select the **Manage Applicant** link. If you logged in as an AOR, you will be prompted to enter an MPIN password.
3. From the **Manage Applicant** screen, you can search for the applicant by entering their UserID, Last Name, or First Name in the Search By box.
4. Click on the specific row of the Applicant for whom you want to assign the Authorized Applicant role. The row will become highlighted.
5. Click the **Reassign Roles** button. This will take you to the Reassign User Roles screen.

MANAGE APPLICANTS

Export Data 

Search By

Results:

1-25 of 463 Records

User ID ↕	Last Name ▲	First Name ↕	Ebiz POC ↕	Account Status ↕
appl0000	0000	appl	NO	ACTIVE
org0000	0000	Appl	YES	ACTIVE

6. Select the Authorized Applicant role in the Remaining Roles box, then click the single or double arrow pointing toward the Current Roles box.

REASSIGN USER ROLES

User Name: "0000, Appl"
 User ID: ORC-org0000

Remaining Roles:

Current Roles:

Authorized Applicant

7. To save your changes, click the Continue button: the applicant is now authorized to submit applications on Grants.gov (or, to cancel your changes, click Cancel Reassign).

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

To Deactivate an AOR:

1. From the **Manage Applicants** screen, search for the Applicant by entering their UserID, Last Name, or First Name in the Search By box.
2. When the system returns a list of Applicants, click the row of the Applicant to be deactivated: the system highlights the row.
3. Click the **Deactivate Applicant** button.

The screenshot shows the 'MANAGE APPLICANTS' interface. At the top, there is a breadcrumb trail: 'GRANTS.GOV > Applicants > Manage Applicants'. Below this is the title 'MANAGE APPLICANTS'. On the left, there is an 'Export Data' link with a green icon. In the center, there is a search box with a 'Search By' dropdown menu set to 'All' and a 'Search' button. Below the search box, there are three buttons: 'Reassign Roles', 'Deactivate Applicant' (which is circled in orange), and 'Revoke E-Biz POC Role'. Below the buttons is a 'Results:' section with a blue header. It shows '1-25 of 463 Records' and a pagination control with buttons for '1-4', '<<', '1', '2', '3', '4', '5', '6', '7', '8', '9', '10', '>>', and '>1'. Below the pagination is a table with the following data:

User ID	Last Name	First Name	Ebiz POC	Account Status
appl0000	0000	appl	NO	ACTIVE
org0000	0000	Appl	YES	ACTIVE
lvomula	0000	lvomula	NO	INACTIVE

4. Click the **Deactivate User** button to deactivate the user: the user will show a status of Inactive on the Management Applicant screen (or, if you decide not to deactivate the user, click the **Cancel** button).

GRANTS.GOV > Applicants > Manage Applicants > Deactivate user Confirmation

DEACTIVATE USER CONFIRMATION

Are you sure you want to deactivate the following users?

Results:

1-1 of 1 Records

User ID	Last Name	First Name	Ebiz POC	Account Status
org0000	0000	Appl	YES	ACTIVE

1-1 of 1 Records


Deactivate User Cancel

To Revoke E-Biz POC Role

1. From the **Manage Applicants** screen, search for the Applicant by entering their UserID, Last Name, or First Name in the Search By box: the system returns a list of Applicant records meeting the criteria.
2. Click the row of the Applicant whose E-Biz POC role you want to revoke: the system will highlight the selection.
3. Click the **Revoke E-Biz POC Role** button. The **Remove E-Biz User Role Confirmation** screen is displayed.

GRANTS.GOV > Applicants > Manage Applicants

MANAGE APPLICANTS

Export Data 

Search By
All Search

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

Results:

1-25 of 463 Records

User ID	Last Name	First Name	Ebiz POC	Account Status
appl0000	0000	appl	NO	ACTIVE
org0000	0000	Appl	YES	ACTIVE
lvemula	0000	lvemula	NO	INACTIVE

4. Click the **Remove E-Biz Role** button to revoke the user's E-Biz Role (or, if you decide not to remove the E-Biz role, click the **Cancel** button).

REMOVE EBIZ USER ROLE CONFIRMATION

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

1-1 of 1 Records

User ID	Last Name	First Name	Ebiz POC	Account Status
org0000	0000	Appl	YES	ACTIVE

1-1 of 1 Records

Remove Ebiz Role Cancel

E-Biz POC Login

To login is as an E-BIZ POC, you are required to enter the MPIN associated with the account. The MPIN will be validated against the SAM data in the database.

GRANTS.GOV > Applicants > E-Biz POC Access

E-BIZ POC ACCESS

E-Business Point of Contacts and Authorized Organization Representatives can only access the E-Biz POC tools and functionality with a valid MPIN. You will only need to enter your MPIN once per login session. To continue, please enter the MPIN for your organization below.

MPIN :

If the MPIN cannot be validated in SAM, an error message will be displayed.

GRANTS.GOV > Applicants > E-Biz POC Access

E-BIZ POC ACCESS

E-Business Point of Contacts and Authorized Organization Representatives can only access the E-Biz POC tools and functionality with a valid MPIN. You will only need to enter your MPIN once per login session. To continue, please enter the MPIN for your organization below.

The MPIN you entered is invalid.

MPIN :

E-Biz POC Change My Password

To change your password, select the **Change My Password** link on the E-Business Point of Contact Login screen or on the right navigation when you are logged in. Enter your DUNS Number, current password, new password and confirm the new password.

Your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); at least one (1) number (0-9); and at least one (1) special character (e.g. ! @ # \$ % ^ & *).

GRANTS.GOV > E-Business Point Of Contact Login > Change My Password

CHANGE MY PASSWORD

DUNS or DUNS+4:

CURRENT PASSWORD (case sensitive):

NEW PASSWORD (case sensitive):

CONFIRM PASSWORD:

Your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); at least one (1) number (0-9); and at least one (1) special character (e.g. ! @ # \$ % ^ & *).

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

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

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

GRANTS.GOV > E-Business Point Of Contact Login > I Forgot My Password/Unlock My Account

I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT

Password Reset

DUNS or DUNS+4:

To obtain a new password for this DUNS or DUNS+4, select the Email My Password button below:

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

If there is a missing email address for the E-Biz POC, an error message will be displayed.

GRANTS.GOV > E-Business Point Of Contact Login > I Forgot My Password/Unlock My Account

I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT

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

Password Reset

DUNS or DUNS+4:

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

E-Biz POC View Profile

To review and verify the information on file is current, select the **View E-Biz Profile** link in the left navigation.

The screenshot shows the 'GRANT APPLICANT CENTER' page. The left navigation menu includes 'WELCOME:', 'APPLICANT ACTIONS', 'EBIZ POC ACTIONS' (circled in orange), and 'APPLICANT RESOURCES'. The main content area displays 'MY RECENTLY SUBMITTED APPLICATIONS (TOP 1):' with a table of application details.

CFDA	Funding Opportunity Number	Comp. ID	Grants.gov #	Date/Time Received	Status	Status Date	Agency Tracking #	Submission Name	Requ
10.001	01272015-TL-1	SP	GRANT10588671	Feb 10, 2015 11:58:17 AM EST	Validated	Feb 10, 2015 11:58:24 AM EST		asdf	331

You will be presented with the information on file with SAM. To update the information shown within the E-Biz POC/applicant profile, the E-Biz POC must visit the SAM website.

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

The screenshot shows the 'VIEW E-BIZ PROFILE' page. The page displays the following information:

- Business Name :** Updated - UTF8
- Business Duns :** 00000000000000
- E-Biz POC Email :** [Redacted]

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

E-Biz POC View SAM Expiration Date

The E-Biz POC can view the **SAM Expiration Date**. If the SAM registration has expired, the system will display **Deactivated** instead of the expiration date for a DUNS deactivated in SAM.

GRANTS.GOV > Applicants

GRANT APPLICANT CENTER

WELCOME:
DUNS: 0000000000000000
SAM Expiration Date: Deactivated
AOR STATUS:
Approved

MY RECENTLY SUBMITTED APPLICATIONS (TOP 1): [View Report »](#)

CFDA	Funding Opportunity Number	Comp. ID	Grants.gov #	Date/Time Received	Status	Status Date	Agency Tracking #	Submission Name	Requ
10.001	01272015-TL-1	SP	GRANT10588671	Feb 10, 2015 11:58:17 AM EST	Validated	Feb 10, 2015 11:58:24 AM EST		asdf	331

APPLICANT ACTIONS

- » Apply for Grants
- » Check My Application Status

EBIZ POC ACTIONS

- » Manage Applicants
- » View EBIZ POC Profile
- » Check Application Status for Organization

APPLICANT RESOURCES

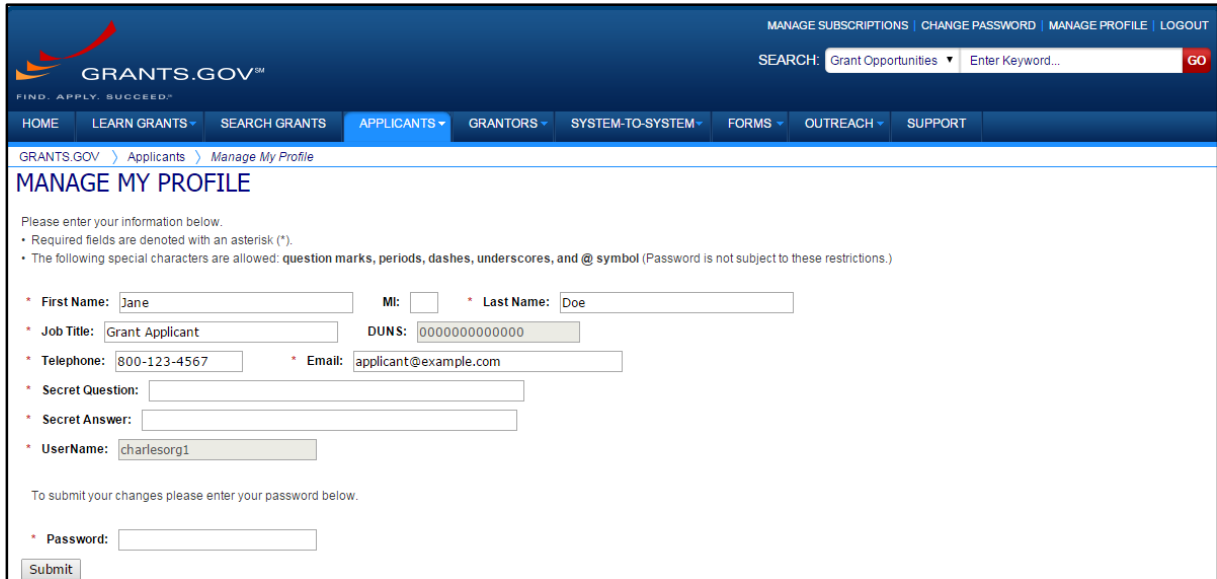
- » Applicant Eligibility
- » Applicant Tools & Tips
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages

When an application is submitted, the SAM Registration status of the applicant organization will be validated against the information that is in SAM. If there is a discrepancy between the data in Grants.gov and the data in SAM, SAM will be considered correct and the data stored by Grants.gov will be updated

Step 5: Track AOR Status

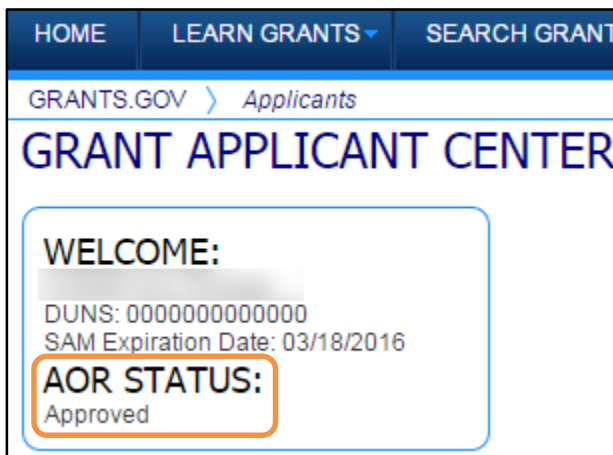
Applicants can track their AOR status by logging in to their Applicant account.

1. Log in to Grants.gov using the username and password you created in Step 3 of the Organization Registration process. For log in instructions, review the **Applicant Login** section of this user guide.
2. Ensure your applicant information is correct by selecting the **Manage Profile** link in the Global Banner. From the **Manage My Profile** page, you can view and update your profile. To make any updates, you must enter your password.



The screenshot shows the 'MANAGE MY PROFILE' page on Grants.gov. The page includes a navigation bar with links like 'HOME', 'LEARN GRANTS', 'SEARCH GRANTS', 'APPLICANTS', 'GRANTORS', 'SYSTEM-TO-SYSTEM', 'FORMS', 'OUTREACH', and 'SUPPORT'. Below the navigation bar, there is a breadcrumb trail: 'GRANTS.GOV > Applicants > Manage My Profile'. The main content area is titled 'MANAGE MY PROFILE' and contains a form for updating user information. The form includes fields for First Name (Jane), MI, Last Name (Doe), Job Title (Grant Applicant), DUNS (000000000000), Telephone (800-123-4567), Email (applicant@example.com), Secret Question, Secret Answer, and Username (charlesorg1). There is also a Password field. A 'Submit' button is located at the bottom left of the form. The page also features a search bar at the top right with the text 'SEARCH: Grant Opportunities | Enter Keyword...' and a 'GO' button.

3. Check your **AOR Status** in the Grant Applicant Center welcome box.



The screenshot shows the 'GRANT APPLICANT CENTER' page on Grants.gov. The page includes a navigation bar with links like 'HOME', 'LEARN GRANTS', and 'SEARCH GRANT'. Below the navigation bar, there is a breadcrumb trail: 'GRANTS.GOV > Applicants'. The main content area is titled 'GRANT APPLICANT CENTER' and contains a 'WELCOME:' message. The message includes the following information: DUNS: 000000000000, SAM Expiration Date: 03/18/2016, and AOR STATUS: Approved. The 'AOR STATUS: Approved' text is highlighted with an orange box.

Note: Once approved, you will be able to submit applications, check your application status, change your password, and manage your profile. Also, if you know the MPIN for your organization, you can utilize the E-Biz POC tools.

In the E-Biz POC Tools section, you can manage applicants, view the E-Biz profile and check the application status for your entire organization.

Register as an Individual

To safeguard the security of your electronic information, Grants.gov requires that all users register an account in the Grants.gov system. You must register as an individual if you are applying for a grant **on your behalf** and **not** on behalf of a company; state, local or tribal government; academic institution; or other type of organization.

To access the account the user must verify that they are able to obtain a username and password. This process determines that someone really is who he or she claims to be. Individuals do not need a DUNS Number to register to submit applications. The system will generate a default value in that field.

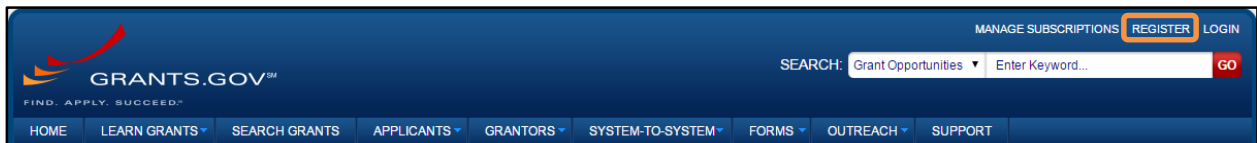
Note: To register as an Individual, you will need to obtain the Funding Opportunity Number (FON) for a grant application that you intend to apply for. Please be sure it is an opportunity that an Individual registrant is eligible to apply for.

Please remember that the system will prevent you from continuing the registration process if a session is already active for your browser.

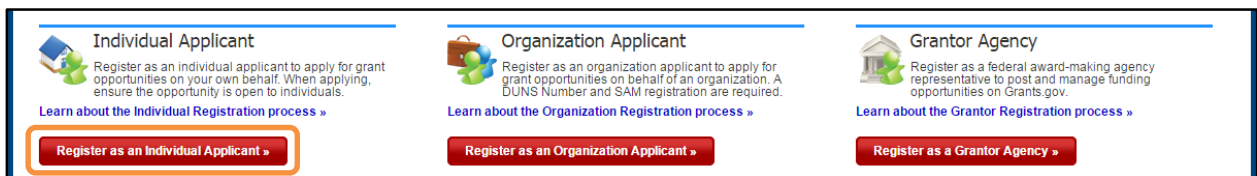
If you are submitting an application on behalf of an organization, please review the **Register as an Organization** section.

Step 1: Enter Funding Opportunity Number

1. Select **Register** on the right hand side of the Global Banner. This will take you to the Register screen.



2. On the Register screen, click the **Register as an Individual Applicant** button.



3. This will take you to the **Register with Grants.gov** screen where you will need to enter the **FON** of an Individual opportunity; then, click **Register**.

GRANTS.GOV > Register > Register With Grants.gov

REGISTER WITH GRANTS.GOV

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

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

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

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

Step 1: Complete the **Funding Opportunity Number** field.

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

Funding Opportunity Number

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Step 2: Complete Registration Form

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

GRANTS.GOV > Register > Register With Grants.Gov > Applicant Registration

APPLICANT REGISTRATION

Please enter your information below.

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

* First Name: MI: * Last Name:

* Job Title: DUNS:

* Telephone: * Email:

* Secret Question:

* Secret Answer:

* UserName:

* Password: * Confirm Password:

Your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); at least one (1) number (0-9); and at least one (1) special character (e.g. ! @ # \$ % ^ & *).

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

GRANTS.GOV > Register > Register With Grants.Gov > Applicant Registration

APPLICANT REGISTRATION

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

First Name: John
MI:
Last Name: Doe
Job Title: Grant Applicant
DUNS: 000000000INDV
Telephone: 800-123-4567
Email: applicant@example.com
Secret Question:
Secret Answer:
UserName:

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

GRANTS.GOV > Register > Register With Grants.Gov > Applicant Registration

APPLICANT REGISTRATION

You are successfully registered.

First Name: John
MI:
Last Name: Doe
Job Title: Grant Applicant
DUNS: 000000000INDV
Telephone: 800-123-4567
Email: applicant@example.com
Secret Question:
Secret Answer:
UserName:

When you have successfully registered, the system will send you an email letting you know you are authorized to apply for grant opportunities as an Individual.

From: DoNotReply@grants.gov [DoNotReply@grants.gov]

Sent: Thursday, December 06, 2014 4:15 PM

To: Jane Doe

Subject: Grants.gov Authorization

You are now authorized to submit grant applications through Grants.gov. Click <http://training.grants.gov/web/grants/applicants.html> for instructions on how to apply for grants.

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.

I Forgot My Password/Unlock My Account (Individual)

In the event that you forget your password, you can obtain a new one from the **Applicant Login** page. Go to the **Applicant Login** page and select the link for **I Forgot My Password/Unlock My Account**.

GRANTS.GOV > Login

Register as a New User >

LOGIN

Select Account Type:

APPLICANT GRANTOR EBIZ POC

Applicant Login

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

USERNAME:

PASSWORD: (Case Sensitive)

LOGIN

[Change My Password](#)

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

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NOTICE: The Grants gov system contains personally identifiable information (PII) and proprietary business information that should be disseminated only to those within your agency, organization, or to individuals with a need to know the information in the course of their official duties. Such information when output in any form from the Grants gov system must be handled and protected in accordance with applicable federal laws and Executive Orders (including Executive Order 13556 of November 4, 2010, Controlled Unclassified Information and its implementing guidance), as well as agency directives, policies, regulations, standards, and operational requirements.

Next, enter your username and click the **Submit** button.

GRANTS.GOV > Applicant Login > I Forgot My Password/Unlock My Account

I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT

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

Password Reset

USERNAME:

SUBMIT

[Applicant Login](#)

[I Forgot My Username](#)

You will be directed to the reset your password. Enter the answer to your secret question and then click the **Submit** button to reset your password.

GRANTS.GOV > Applicant Login > I Forgot My Password/Unlock My Account

I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT

Enter the answer to your secret question and click on the Submit button. Or use the Forget Your Secret Answer link to email a new password.

Password Reset

USERNAME:

SECRET QUESTION:

SECRET ANSWER:

[Forgot Your Secret Answer?](#)

SUBMIT

[Applicant Login](#)

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Once your answer is validated, you will be directed to enter a new password.

Enter a password, enter it again into the Confirm Password field, then click the **Submit** button.

GRANTS.GOV > Applicant Login > I Forgot My Password/Unlock My Account

I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT

Reset your password below. Please remember that when you enter your new password it is case sensitive.

Password Reset

USERNAME:

SECRET QUESTION:

SECRET ANSWER:

ENTER NEW PASSWORD: CONFIRM PASSWORD:

Your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); at least one (1) number (0-9); and at least one (1) special character (e.g. ! @ # \$ % ^ & *).

SUBMIT

[Applicant Login](#)

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

GRANTS.GOV > Applicant Login > I Forgot My Password/Unlock My Account

I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT

Reset your password below. Please remember that when you enter your new password it is case sensitive.

Password Reset
Password has been changed.

USERNAME:

SECRET QUESTION:

SECRET ANSWER:

ENTER NEW PASSWORD: CONFIRM PASSWORD:

Your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); at least one (1) number (0-9); and at least one (1) special character (e.g. ! @ # \$ % ^ & *).

[Applicant Login](#)

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

GRANTS.GOV > Applicant Login > I Forgot My Password/Unlock My Account

I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT

Enter the answer to your secret question and click on the Submit button. Or use the [Forgot Your Secret Answer](#) link to email a new password.

Password Reset

USERNAME:

SECRET QUESTION:

SECRET ANSWER:

[Forgot Your Secret Answer?](#)

[Applicant Login](#)

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

GRANTS.GOV > Applicant Login > I Forgot My Password/Unlock My Account

I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT

Password Reset

USERNAME:

To obtain a new password for this username, select the Email My Password button below:

EMAIL MY PASSWORD

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I Forgot My Username (Individual)

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

GRANTS.GOV > Login

LOGIN

[Register as a New User >](#)

Select Account Type:

APPLICANT GRANTOR EBIZ POC

Applicant Login

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

USERNAME:

PASSWORD:

LOGIN

(Case Sensitive)

[Change My Password](#)

[I Forgot My Username](#)

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

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

GRANTS.GOV > Applicant Login > I Forgot My Username

I FORGOT MY USERNAME

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

Email My Username

I am registered as an Organization AOR

I am registered as an Individual

EMAIL:

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

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

GRANTS.GOV > Applicant Login > I Forgot My Username

I FORGOT MY USERNAME

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

An email has been sent with your username.

Email My Username

I am registered as an Organization AOR

I am registered as an Individual

EMAIL:

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

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NOTE: If you are an Applicant registered as an Individual and do not know the email address you used to register with Grants.gov, re-register as an Individual with your FON.

Section II: Find and Apply

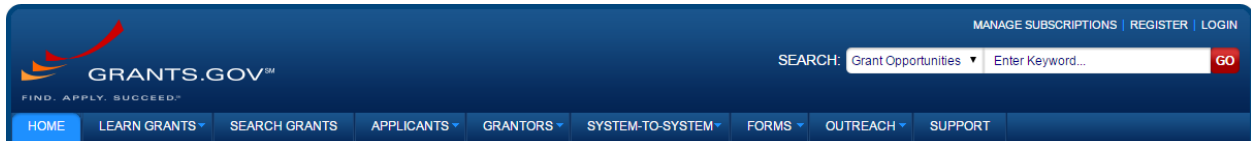
In this section, you can find step-by-step instructions to find grant opportunities, download templates, apply for grants, track application status, and sign up for email subscriptions to receive email alerts about new and modified grant opportunities.

The screenshot displays the Grants.gov website interface. At the top, there is a search bar with the text "SEARCH: Grant Opportunities" and a "GO" button. Navigation links include "MANAGE SUBSCRIPTIONS", "REGISTER", and "LOGIN". The main navigation menu includes "HOME", "LEARN GRANTS", "SEARCH GRANTS", "APPLICANTS", "GRANTORS", "SYSTEM-TO-SYSTEM", "FORMS", "OUTREACH", and "SUPPORT". A dropdown menu for "APPLICANTS" is open, showing "APPLICANT ACTIONS" (Apply for Grants, Track My Application) and "APPLICANT RESOURCES" (Applicant Eligibility, Individual Registration, Organization Registration, Applicant Tools & Tips, Applicant FAQs, Adobe Software Compatibility, Submitting UTF-8 Special Characters, Encountering Error Messages). The "SEARCH GRANTS" menu item is circled in orange. Below the navigation, there is a "Learn Grants" section with a "Explore our Grants Learning Center" button. The "Find Open Grant Opportunities" section features tabs for "NEWEST OPPORTUNITIES", "BROWSE CATEGORIES", "BROWSE AGENCIES", and "BROWSE ELIGIBILITIES". A list of categories is shown, including Agriculture (296), Arts (116), Business and Commerce (115), Community Development (123), Consumer Protection (108), Disaster Prevention and Relief (89), Education (231), Employment, Labor and Training (57), Energy (46), Environment (176), Food and Nutrition (22), Health (419), Housing (18), Humanities (15), Income Security and Social Services (18), Information and Statistics (13), Law, Justice and Legal Services (13), Natural Resources (18), Other (35), Recovery Act (13), Regional Development (10), Science and Technology and other Research and Development (40), and Transportation (13). On the right, there is a "Grants.gov Updates" section with links to "Grants.gov Calendar", "Grants.gov Production Release Outage: April 18-20, 2015", "Grants.gov Notices - Updated March 3, 2015", "Grants.gov Releases", "Grants.gov Blog", "DATA Act Section 5 Pilot Program Presentation", "Financial Assistance", and "Suspect Fraudulent Activity?". At the bottom, there are three sections: "Grants Learning Center", "Applicants", and "Grantors".

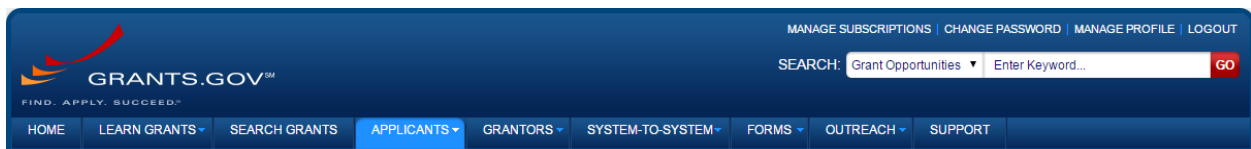
Global Banner and Footer

The Global Banner and Footer are displayed on every screen of the Grants.gov website. The Global Banner contains the Grants.gov logo, common links that will change whether the user is logged in or out of the system, a navigation menu, and a Global Search box to look up Grant Funding Opportunities and site content information by keyword.

The following figure displays the Global Banner links and menu from a public view or when a user is not logged in.



The following figure displays the Global Banner link and menu when an Individual Applicant, Organization Applicant, or Grantor is logged in. The common links at the top of the Global Banner change to include Change Password and Manage Profile links.



The Grants.gov Footer provides links to RSS Feeds, XML Extract, and external Grant-related sites –the Grants.gov blog, Twitter page, and a link to Adobe Reader. The blog, Adobe Reader and Twitter links direct you away from Grants.gov and open these sites in a separate browser window. Grants.gov will remain available in its current browser session. The footer also provides the Grants.gov phone number and IT Support email.



Search from the Global Banner

From any Grants.gov screen, users can perform a keyword search for funding opportunities or website content.

Grant Opportunities Search

To perform a keyword search for Grant Funding Opportunities, from the Global Search, select Grant Opportunities, enter a keyword, and click on the **Go** button. You will be directed to the Search Grants screen. The search results based on the keyword will display.

SEARCH: Grant Opportunities

The screenshot shows the Grants.gov Search Grants interface. On the left, there are search criteria and filters. The main area displays a table of 910 matching results. The table has columns for Funding Opportunity Number, Opportunity Title, Agency, Posted Date, and Close Date. The results are sorted by Opportunity Title (Ascending).

Funding Opportunity Number	Opportunity Title	Agency	Posted Date	Close Date
11062013-KV-1	11062013-KV-TITLE		11/06/2013	07/06/2018
EMAIL-KV-AGENCY06222010	EMAIL-KV-AGENCY06222010		06/22/2010	
03122015-SA-11	XZXXZXXZXXZXXZXXZXX#12;		03/12/2015	03/02/2016
10052013-KV-V3	%3c- Test -KV-V2-TITLE		10/05/2013	09/10/2015
10052013-KV-V4	%3c- Test%3e -KV-V2-TITLE		10/05/2013	09/10/2015
01062015-TL-V1-1	01062015-TL-V1-1		01/06/2015	
01062015-TL-V1-2	01062015-TL-V1-2		01/06/2015	
01082015-TL-V1-446	01082015-TL-V1-446		01/08/2015	
01092015-TL-1	01092015-TL-MP		01/09/2015	01/01/2017
01092015-TL-V1-443	01092015-TL-V1-443		01/09/2015	
01092015-TL-V2	01092015-TL-V2		01/09/2015	02/16/2017
01122015-KV-V0	01122015-KV-V0-TITLE		01/12/2015	
01132011-KV-1	01132011-KV-1-title		07/30/2013	07/30/2016
01142013-EMAIL-NOCLOSEDATE	01142013EMAILNOCLOSEDATE		01/14/2013	
01142014-TG-S2S-V0-1	01142014-TG-S2S-V0-1		01/14/2014	
01152013-EMAIL-OPP1	01152013-EMAIL-OPP1		01/15/2013	
01152013-EMAIL-OPP5	01152013-EMAIL-OPP5		01/15/2013	
01152013EMAILOPP2	01152013EMAILOPP2		01/15/2013	
01152013-EMAIL-OPP4	01152013EMAILOPP4TT		01/15/2013	
01152014-TG-S2S-V0-1	01152014-TG-S2S-V0-1		01/15/2014	
01162013-V2-S2S	01162013-V2-S2S		01/16/2013	
0121203-KV-1	01212013-KV-1 telupu		01/21/2013	
01212015-SA-EMAIL-11	01212015-TL-EMAIL-1		01/21/2015	
01222015-TL-1	01222015-TL-1		01/22/2015	01/01/2016
01222015-TL-V2	01222015-TL-V2		01/22/2015	02/16/2017

Site Content Search

To perform a keyword search for Site Content from the Global Banner Search, select Site Content, enter a keyword, and click the **Go** button.

You will be directed to the Search Site screen. This search allows users to locate Grants.gov information including FAQs, S2S, technical documentation, and user guides. The search results based on the keyword will display.

SEARCH: Site Content

Users can filter the results by selecting an option from the left menu bar. The following illustration shows filtering options for site search results based for “grants overview.”

If another key word is entered into the search, the previous results will not be shown.

GRANTS.GOV > Search Site

Search: Search

1 - 15 of 186 Matching Results: Sort by: **Relevance** | Date

FILTER BY:

- Everything (186)
- Learn Grants (51)
- Grantor S2S (27)
- Applicant S2S (22)
- Grant Applicants (15)
- Grantors (6)
- About Grants (5)
- Grant Forms (2)
- Grants Support (2)
- Outreach (2)

TOOLS:

- Search Tips

Grants 101
 What is a grant? A grant is a way the government funds your ideas and projects to stimulate the economy and provide public services. Grants support critical recovery initiatives, innovative...
<http://www.test.grants.gov/web/grants/learn-grants/grants-101.html>

GrantsGovApplicantGeneralOverview.pdf
http://www.test.grants.gov/web/grants/search-site.html?p_auth=fOdDZG28&p_p_auth=6PbtvZl5&p_p_id=20&p_p_lifecycle=1&p_p_state=exclusive&p_p_mode=view&_20_struts_action=%2Fdocument_I...

Grants Funding Synopsis
 GrantsFundingSynopsis is used by the Agency Web Services V2.0 WSDL.
<http://www.test.grants.gov/web/grants/s2s/grantor/schemas/grants-funding-synopsis.html>

Grants Common Elements
 GrantsCommonElements is part of the common schemas include re-usable elements and element type definitions.
<http://www.test.grants.gov/web/grants/s2s/grantor/schemas/grants-common-elements.html>

For a list of operators you can use to assist in your search, click on the **Search Tips** link. You will be directed to the **Search Tips** page.

GRANTS.GOV > Search Site > Search Tips

SEARCH TIPS

Keyword search is comprised of two components: words and operators.

Words

There are two types: single word (e.g. *water*) or phrases (containing multiple words such as *water conservation*). Phrases may or may not be surrounded by double quotes.

Operators

Operator	Description	Example
" "	Exact phrase: To search for an exact phrase match	"water conservation" This searches for opportunities that contain the exact phrase of <i>water conservation</i> .
OR or	This is the default conjunction operator. If there is no operator between two words, the operator is used. The operator links two words and if either or both of the words exist then display them in the results. This is equivalent to a union of sets.	<i>water conservation</i> This searches for opportunities that contain <i>water</i> , <i>conservation</i> , or both.
AND or &&	The operator finds results where both words exist. This is equivalent to an intersection using sets.	Example 1: <i>space</i> AND <i>flight</i> Example 2: "water conservation" AND "habitat restoration" This searches for opportunities that contain <i>space</i> and <i>flight</i> (Example 1) or <i>water conservation</i> and <i>habitat restoration</i> (Example 2).
NOT or !	Exclude opportunities that contain the word after this operator. This is equivalent to a difference using sets. Note: The NOT operator cannot be used with just one word or exact phrase. For example, the following search will return no results: NOT "water conservation"	<i>habitat</i> NOT "water conservation" This searches for opportunities that contain <i>habitat</i> but not <i>water conservation</i> .
+	Require that the word or exact phrase after the operator exists.	+ <i>water conservation</i> This searches for opportunities that must contain <i>water</i> and may or may not contain <i>conservation</i> .
-	Exclude opportunities that contain the word or exact phrase after the operator.	"water conservation"-"habitat restoration" This searches for opportunities that contain <i>water conservation</i> but not <i>habitat restoration</i> .
?	To perform a single character wildcard search. This looks for words that match with the single character replaced.	<i>te?</i> This searches for opportunities that contain a word such as <i>tent</i> , <i>test</i> , or <i>text</i> .
*	To perform a multiple character wildcard search. This looks for zero or more characters.	<i>test*</i> This searches for opportunities that contain a word such as <i>test</i> , <i>tests</i> , or <i>tester</i> .
~ followed by an integer greater than 1	Proximity search: The search supports finding words that are within a specific distance away from each other in a data set. To do a proximity search, use the operator at the end of a phrase.	"water conservation"~10 This searches for opportunities that contain the words <i>water</i> and <i>conservation</i> within 10 words of each other.
~ or ~ followed by a number between 0 and 1	Fuzzy search: Use the operator at the end of a single word to do a fuzzy search. An additional parameter can specify the required similarity. The value is between 0 and 1, with a value closer to 1 only words with a higher similarity will be matched. Similarity is defined as by the minimum number of operations needed to transform one string into the other, where an operation is an insertion, deletion, or substitution of a single character. The default of 0.5 is used if the parameter is not given.	Example 1: <i>roam</i> ~ This searches for opportunities that contain a word with the default similarity value of 0.5 such as <i>foam</i> , <i>rooms</i> , <i>rooms</i> , or <i>roaming</i> Example 2: <i>roam</i> ~0.8 This searches for opportunities that contain a word with a higher similarity in spelling to <i>roam</i>
Complex	Use a combination of operators to perform complex queries.	<i>water</i> AND <i>conservation</i> NOT <i>habitat</i> This searches for opportunities that contain the words <i>water</i> and <i>conservation</i> , but not <i>habitat</i> "water habitat" AND (<i>conservation</i> OR <i>restoration</i>) This searches for opportunities that contain the phrase "water habitat" in addition to either of <i>conservation</i> or <i>restoration</i> . + <i>water conservation</i> AND <i>analysis</i> ~ This searches for opportunities that must contain <i>water</i> , may or may not contain <i>conservation</i> , and contain a word similar in spelling to <i>analysis</i> such as <i>analysts</i> or <i>analyses</i> .

Notes:

- AND, OR, NOT must be in ALL CAPS otherwise they are interpreted as search words.
- The "*" or "?" operator cannot be used as the only character in a search.

High Function Home Page

The **Find Open Grant Opportunities** section in the Grants.gov home page enables you to search for grants at a high level.

Under the **Find Open Grant Opportunities** section, the **Newest Opportunities** tab opens by default. If you're working on another tab on the home page, you can click **Newest Opportunities** to return. The top 25 newest opportunities results will be displayed. If you'd like to view all the newest opportunities created, click on the **View More** link.

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SEARCH: Grant Opportunities ▾ Enter Keyword... **GO**

HOME | LEARN GRANTS ▾ | SEARCH GRANTS | APPLICANTS ▾ | GRANTORS ▾ | SYSTEM-TO-SYSTEM ▾ | FORMS ▾ | OUTREACH ▾ | SUPPORT

Find Grants

SEARCH Grants.gov for your federal grants by keywords or more specific criteria. All discretionary grants offered by the 26 federal grant-making agencies can be found on Grants.gov.

Search Grant Opportunities »

Find Open Grant Opportunities

NEWEST OPPORTUNITIES | BROWSE CATEGORIES | BROWSE AGENCIES | BROWSE ELIGIBILITIES | **View More »**

Funding Opportunity Number	Opportunity Title	Agency
04222015-KV-V2-2	04222015-KV-V2-title	KV Updated
04222015-KV-V2-1	04222015-KV-V2-title	KV Updated
04222015-KV-V2-3	04222015-KV-V2-title	KV Updated
DODDEMO	R&D testing	Small Business Administration
OPTTEST-42220151008	Solicitation Title	Office of Justice Programs
YYZ-771066-14-CPO-978-05-02	JUnit Test Grants Gov Publish 1429744387317	COCO NDGRANTS 01
2016-04221040	Corrections Concept Paper	Office of Justice Programs
CSSGG	R&D	Small Business Administration
SMART-2016-0422130	DNA Capacity Enhancement Program	Office of Justice

Grants.gov Updates

- Grants.gov Calendar**
Check out our calendar to get the latest updates about our upcoming releases, maintenance, and outages.
- Grants.gov Production Release Outage:**
May 16-18, 2015
- Grants.gov Notices - Updated March 3, 2015**
For more information on upcoming changes with user impacts, please visit the Grants.gov notices page for the latest information.
- Grants.gov Releases**
For information about recent changes and enhancements to Grants.gov, review the latest release notes.
- Grants.gov Blog**
Visit the Grants.gov Blog to get up-to-date status of upcoming maintenance and outages.
- DATA Act Section 5 Pilot Program Presentation**
The Department of Health and Human Services (DHHS) recently organized a webinar about the DATA Act Section 5 Pilot Program.
- Financial Assistance**
Grants.gov does not provide personal financial assistance. Please visit our Grant Programs to learn where you may find personal financial assistance.
- Suspect Fraudulent Activity?**
The United States Government does not require payment, of any kind, to receive federal grants. Learn more about suspected fraudulent activity.

Grants Learning Center

Learn more about the federal grants lifecycle, policies on grants management, and profiles on grant-making agencies.

- » Grants 101
- » Grant Eligibility
- » Grant-Making Agencies
- » Grant Systems
- » Grant Reporting
- » Grant Policies
- » Grant Terminology
- » Grant Community
- » Grant Programs
- » Grant Fraud

Applicants

Register with Grants.gov, search for federal grant opportunities, and begin the application process.

- » Applicant Eligibility
- » Individual Registration
- » Organization Registration
- » Applicant Tools & Tips
- » Applicant FAQs
- » Search Grants
- » Apply for Grants
- » Track My Application
- » Manage Subscriptions
- » More

Grantors

Manage your agency profile, run reports, and retrieve submitted applications.

- » Grantor Registration
- » Grantor Tools & Tips
- » Grantor Standard Language
- » Grantor FAQs
- » Grantor Help

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HEALTH & HUMAN SERVICES: [HHS.gov](#) | [FOIA](#) | [No Fear Act](#) | [Accessibility](#) | [Privacy](#) | [Site Map](#)

COMMUNITY: [USA.gov](#) | [Whitehouse.gov](#) | [USASpending.gov](#) | [SBA.gov](#) | [FSRS.gov](#) | [SAM.gov](#) | [DUNS Request](#)

GRANTS.GOV
1-800-518-4726
support@grants.gov

To conduct a search for opportunities by categories, go the **Browse Categories** tab under the **Find Open Grant Opportunities** section. A grid with all categories with funding opportunities will appear.

The screenshot shows the Grants.gov homepage with the 'Browse Categories' tab selected. The 'Find Open Grant Opportunities' section displays a grid of categories with their respective counts:

- » Agriculture (348)
- » Arts (see "Cultural Affairs" in CFDA) (147)
- » Business and Commerce (192)
- » Community Development (362)
- » Consumer Protection (140)
- » Disaster Prevention and Relief (93)
- » Education (213)
- » Employment, Labor and Training (63)
- » Energy (88)
- » Environment (120)
- » Food and Nutrition (44)
- » Health (378)
- » Housing (39)
- » Humanities (see "Cultural Affairs" in CFDA) (38)
- » Income Security and Social Services (48)
- » Information and Statistics (28)
- » Law, Justice and Legal Services (33)
- » Natural Resources (25)
- » Other (see text field entitled "Explanation of Other Category of Funding Activity" for clarification) (109)
- » Recovery Act (24)
- » Regional Development (19)
- » Science and Technology and other Research and Development (218)
- » Transportation (34)

The right sidebar contains 'Grants.gov Updates' with sections for: Grants.gov Calendar, Grants.gov Production Release Outage (April 18-20, 2015), Grants.gov Notices - Updated March 3, 2015, Grants.gov Releases, Grants.gov Blog, DATA Act Section 5 Pilot Program Presentation, Financial Assistance, and Suspect Fraudulent Activity?

To conduct a search for opportunities by agencies, select the **Browse Agencies** tab under the **Find Open Grant Opportunities** section: the page will display a grid showing all federal agencies offering grant opportunities.

The screenshot shows the Grants.gov homepage with the 'Browse Agencies' tab selected. The 'Find Open Grant Opportunities' section displays a grid of agencies with their respective counts:

- » Agency 03262009 (2)
- » CALI TEST AGENCY (9)
- » Department of Agriculture (8)
- » Department of Commerce (18)
- » Department of Defense (46)
- » Department of Education (2)
- » Department of Education Developer Account (1)
- » Department of Energy (5)
- » Department of Energy - Office of Science (4)
- » Department of Health and Human Services (142)
- » Department of Homeland Security - FEMA (279)
- » Department of Justice (30)
- » Department of State (2)
- » Department of the Interior (2)
- » Department of Transportation (7)
- » Department of Treasury (13)
- » Grants.gov Program Management Office (11)
- » GrantsGov Test Agency (1)
- » IBM Testing (1)
- » KV Updated (67)
- » Marwan (1)
- » National Council on Disability (1)
- » National Endowment for the Humanities (10)
- » National Institutes of Health (1)
- » National Institutes of Health (7)
- » National Institutes of Health (11)
- » National Science Foundation (116)
- » NGMS Agency (3)
- » Nive Agency (17)
- » Raj's Agency (1)
- » Rathna-Agency-12072005 (219)
- » Security Scan (1)

The right sidebar contains 'Grants.gov Updates' with sections for: Grants.gov Calendar, Grants.gov Production Release Outage (April 18-20, 2015), Grants.gov Notices - Updated March 3, 2015, Grants.gov Releases, Grants.gov Blog, DATA Act Section 5 Pilot Program Presentation, Financial Assistance, and Suspect Fraudulent Activity?

To conduct a search for opportunities by entities eligible to receive opportunities, select the **Browse Eligibilities** tab under the **Find Open Grant Opportunities** section. The system will display a grid showing all entities eligible to apply for opportunities. A count of all opportunities for which the entity is eligible, given in parentheses, accompanies each entity.

The screenshot shows the Grants.gov website interface. At the top is a navigation bar with links: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. Below this is a banner for 'Apply for Grants' with a video player showing the Lincoln Memorial. The main section is 'Find Open Grant Opportunities', with four tabs: NEWEST OPPORTUNITIES, BROWSE CATEGORIES, BROWSE AGENCIES, and BROWSE ELIGIBILITIES (which is highlighted). Under the 'BROWSE ELIGIBILITIES' tab, a list of entity types is shown with their corresponding opportunity counts in parentheses:

- » City or township governments (466)
- » County governments (518)
- » For profit organizations other than small businesses (173)
- » Independent school districts (586)
- » Individuals (217)
- » Native American tribal governments (Federally recognized) (406)
- » Native American tribal organizations (other than Federally recognized tribal governments) (422)
- » Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education (435)
- » Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education (337)
- » Others (see text field entitled "Additional Information on Eligibility" for clarification) (503)
- » Private institutions of higher education (303)
- » Public and State controlled institutions of higher education (328)
- » Public housing authorities/Indian housing authorities (324)
- » Small businesses (81)
- » Special district governments (284)
- » State governments (390)

On the right side, there is a 'Grants.gov Updates' sidebar with several items:

- Grants.gov Calendar**: Check out our calendar to get the latest updates about our upcoming releases, maintenance, and outages.
- Grants.gov Production Release Outage: April 18-20, 2015**: A warning message about a production release outage.
- Grants.gov Notices - Updated March 3, 2015**: For more information on upcoming changes with user impacts, please visit the Grants.gov notices page for the latest information.
- Grants.gov Releases**: For information about recent changes and enhancements to Grants.gov, review the latest release notes.
- Grants.gov Blog**: Visit the Grants.gov Blog to get up-to-date status of upcoming maintenance and outages.
- DATA Act Section 5 Pilot Program Presentation**: The Department of Health and Human Services (DHHS) recently organized a webinar about the DATA Act Section 5 Pilot Program. Download the presentation PDF.
- Financial Assistance**: Grants.gov does not provide personal financial assistance. Please visit our Grant Programs to learn where you may find personal financial assistance.
- Suspect Fraudulent Activity?**: The United States Government does not require payment, of any kind, to receive federal grants. Learn more about suspected fraudulent activity.

Find Grant Opportunities

Grants.gov has been designed to help you search for grant opportunities throughout the federal government. You have two options: Search Grant Opportunities online and in real time, or receive email alerts detailing new grant postings.

There are two ways to find grant opportunities on Grants.gov. One way to search for grants is to search for a specific Grant Opportunities number from the top right side of Global Banner and click the **Go** button. The other way is to select **Search Grants** from the Global Banner.

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SEARCH: Grant Opportunities ▾ Enter Keyword... **GO**

HOME | LEARN GRANTS | **SEARCH GRANTS** | APPLICANTS ▾ | GRANTORS ▾ | SYSTEM-TO-SYSTEM ▾ | FORMS ▾ | OUTREACH ▾ | SUPPORT

GRANTS.GOV > Search Grants

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

Funding Opportunity Number:

CFDA Number:

SEARCH

OPPORTUNITY STATUS:

Posted (908)

Closed (975)

Archived (8,706)

FUNDING INSTRUMENT TYPE:

All Funding Instruments

- Cooperative Agreement (113)
- Grant (790)
- Other (110)
- Procurement Contract (27)

ELIGIBILITY:

All Eligibilities

- City or township governments (473)
- County governments (464)
- For profit organizations other than small businesses (128)
- State or territorial governments (475)

CATEGORY:

All Categories

- Agriculture (298)
- Arts (see 'Cultural Affairs' in CFDA) (116)
- Business and Commerce (115)
- Community Development (124)

AGENCY:

All Agencies

- All 06222010 Test Agency updated (2)
- All 12.3.6 - Agency (2)
- All Agency for International Development (6)
- All Department of Agriculture (2)
- All Department of Commerce (6)
- All Department of Defense (6)
- All Department of Education (2)
- All Department of Health and Human Services (4)
- All Department of Homeland Security (5)

SORT BY: [Agency (Ascending)] ▾ Update Sort

DATE RANGE: [All Available] ▾ Update Date Range

1 - 25 OF 908 MATCHING RESULTS: « Previous 1 2 3 4 5 6 ... 37 Next »

Funding Opportunity Number	Opportunity Title	Agency ↑	Posted Date	Close Date
06272013-TG-SUB-TEST-1	06272013-TG-SUB-TEST-1	06182013TG	06/27/2013	10/31/2015
EMAIL-KV-AGENCY06222010	EMAIL-KV-AGENCY06222010	06222010 Test Agency updated	06/22/2010	
06242010-KV-S2S-TEST-6	06224010-KV-S2S-TEST-6	06232010-KJ	06/24/2010	
06172014-KV-5	title	12.3.6 - Agency	06/17/2014	06/17/2015
08282012-KV-V1-1	08282012-KV-V1-1	12.3.6 - Agency	08/18/2014	
10112013-KV-5	<Opp title>	Agency Name 9?_@	10/11/2013	10/12/2018
M-OAA-GH-POP-10-001	APS - Support for International Family Planning Organizations (SIFPO)	Agency for International Development	11/06/2009	
USAFA-BAA-2009-1	Research Interests of the US Air Force Academy	Air Force Academy	10/02/2009	09/30/2019
AFOSR-BAA-2010-1	Research Interests of the Air Force Office of Scientific Research	Air Force Office of Scientific Research	02/05/2010	
RDBCP-09-RBEG-ARRA	Rural Business Enterprise Grant Programs (RBEG)	Business and Cooperative Programs	03/27/2009	
DTFH61-10-R-00015	Research on Clarus System Data	DOT Federal Highway Administration	02/26/2010	
USDOT-FMC-PRISM-10-001	2010 PRISM Grant Opportunity	DOT/Federal Motor Carrier Safety Administration	10/05/2009	
FTA-09004-TPM-TRTR	Recovery Act - American Recovery and Reinvestment Act (ARRA): Tribal Transit Program	DOT/Federal Transit Administration	03/10/2009	
DLA-022510-001	Procurement Technical Assistance Program (PTAP) - (CURRENT RECIPIENTS ONLY)	Defense Logistics Agency	02/25/2010	
HDTRA1-08-10-BRCWMD-BAA	DTRA FY2009 - 2011 Basic Research for Combating Weapons of Mass Destruction (WMD) Broad Agency Announcement (BAA)	Defense Threat Reduction Agency	02/12/2009	
NOAA-OAR-CPO-2010-2001720	Climate Program Office for FY 2010	Department of Commerce	07/17/2009	
09-3009	Low-Power Television and Translator Upgrade Program	Department of Commerce	05/27/2009	
DHS-09-FEMA-029-001	Flood Mitigation Assistance (FMA) Grant Program FY2009	Department of Homeland Security - FEMA	06/20/2008	
DHS-09-FEMA-110-001	Severe Repetitive Loss (SRL) Grant Program FY2009	Department of Homeland Security - FEMA	06/20/2008	
W912HZ09BAA02	U. S. Army Engineer Research & Development Center - Broad Agency Announcement	Dept. of the Army -- Corps of Engineers	08/28/2009	
PRE-SOLICITATION-NOTICE-USAID-YEMEN	National Governance Project in Yemen	Egypt USAID-Cairo	12/03/2009	

« Previous 1 2 3 4 5 6 ... 37 Next »

Once on the **Search Grants** page, you can refine your search results by selecting any of the following facets: Basic Search Criteria, Opportunity Status, Funding Instrument Type, Eligibility, Category, and Agency.

Note: The facets selected to refine the search are displayed at the top of the search results.

The screenshot shows the Grants.gov Search Grants page. At the top, there is a search bar with the text "Grant Opportunities" and a "GO" button. Below the search bar is a navigation menu with options like HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. The main content area is titled "SEARCH GRANTS" and includes a "BASIC SEARCH CRITERIA" section with input fields for Keyword(s), Funding Opportunity Number, and CFDA Number. To the right of these fields, there is a summary of selected filters: CATEGORY: [X] Disaster Prevention and Relief, [X] Employment, Labor and Training, [X] Environment; ELIGIBILITY: [X] City or township governments; FUNDING INSTRUMENT: [X] Grant. Below this, there are links for "Search Tips" and "Export Results". The main results section is titled "1 - 25 OF 47 MATCHING RESULTS:" and contains a table with columns for Funding Opportunity Number, Opportunity Title, Agency, Posted Date, and Close Date. The table lists various grant opportunities, including those from General Dynamics Information Technology and the Test Agency.

Funding Opportunity Number	Opportunity Title	Agency	Posted Date	Close Date
03052014-TG-1	03052014-TG-1	General Dynamics Information Technology	03/05/2014	04/30/2015
03062013-TG-RR-1	03062013-TG-RR-1-MOD	General Dynamics Information Technology	03/06/2013	10/31/2016
03102014-OPP-TL	03102014-OPP-TL	General Dynamics Information Technology	03/10/2014	03/01/2017
03122012-KV-2	03122012-KV-2	General Dynamics Information Technology	03/12/2012	
04212012-NF-REG1	04212012-NF-REG1	General Dynamics Information Technology	10/20/2012	
04282014-TG-2	04282014-TG-2	General Dynamics Information Technology	04/28/2014	05/15/2015
04292014-TG-1	04292014-TG-1	General Dynamics Information Technology	04/29/2014	05/20/2015
05012014-TG-1	05012014-TG-1	General Dynamics Information Technology	05/01/2014	05/15/2015
06162014-TG-1	06162014-TG-1	General Dynamics Information Technology	06/16/2014	06/30/2015
06182013-SUB-TG-RR-1	06182013-SUB-TG-RR-1	TG	06/18/2013	10/31/2015
06182013-TG-2	06182013-TG-2	General Dynamics Information Technology	06/18/2013	10/31/2015
06182013-TG-RR-1	06182013-TG-RR-1	General Dynamics Information Technology	06/22/2013	10/31/2015
06212013-RR-TG-2	06212013-RR-TG-2	General Dynamics Information Technology	06/21/2013	10/31/2015
06222010-KV-SUBAGENCY06222010	06222010-KV-SUBAGENCY06222010	Sub agency update 06222010	06/22/2010	
06242013-RR-TG-1	06242013-RR-TG-1-MOD	General Dynamics Information Technology	06/24/2013	10/31/2015
06242013-TG-1	06242013-TG-1	General Dynamics Information Technology	06/24/2013	10/31/2015
06242014-TG-1	06242014-TG-1	General Dynamics Information Technology	06/24/2014	06/23/2015
06252013-TG-TEST-1	06252013-TG-TEST-1	General Dynamics Information Technology	06/25/2013	10/31/2015
06282013-TG-1	06282013-TG-1	General Dynamics Information Technology	06/28/2013	10/31/2015
06292013-TG-1	06292013-TG-1	General Dynamics Information Technology	06/29/2013	10/31/2015
07012014-TG-1	07012014-TG-1	General Dynamics Information Technology	07/01/2014	07/29/2015
07092013-TG-5	07092013-TG-5	General Dynamics Information Technology	07/09/2013	10/31/2015
07112013-AG-1	07112013-ag-1	General Dynamics Information Technology	07/11/2013	
07122011-KV-3	07122011-KV-3	General Dynamics Information Technology	07/12/2011	07/12/2020
07142011-KV-S2S-2	07142011-KV-S2S-2	General Dynamics Information Technology	07/14/2011	07/14/2020

The **Search Tips** and **Export Results** links are located towards the top right of each Search Grants page. The **Search Tips** link will direct you to the **Keyword Search Tips** page, and the **Export Results** link will export the current Search Grants results in a CSV format.

This screenshot is similar to the previous one but highlights the "Search Tips" and "Export Results" links in the top right corner of the search results section with an orange circle.

The **Search Tips** page provides suggestions and examples using words, phrases, and operators to further narrow down Keyword Search results.

SEARCH TIPS

Keyword search is comprised of two components: words and operators.

Words

There are two types: single word (e.g. *water*) or phrases (containing multiple words such as *water conservation*). Phrases may or may not be surrounded by double quotes.

Operators

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-	Exclude opportunities that contain the word or exact phrase after the operator.	<i>"water conservation" - "habitat restoration"</i> This searches for opportunities that contain <i>water conservation</i> but not <i>habitat restoration</i> .
?	To perform a single character wildcard search. This looks for words that match with the single character replaced.	<i>te??</i> This searches for opportunities that contain a word such as <i>tent</i> , <i>test</i> , or <i>text</i> .
*	To perform a multiple character wildcard search. This looks for zero or more characters.	<i>test*</i> This searches for opportunities that contain a word such as <i>test</i> , <i>tests</i> , or <i>tester</i> .
~ followed by an integer greater than 1	Proximity search: The search supports finding words that are within a specific distance away from each other in a data set. To do a proximity search, use the operator at the end of a phrase.	<i>"water conservation"~10</i> This searches for opportunities that contain the words <i>water</i> and <i>conservation</i> within 10 words of each other.
~ or ~ followed by a number between 0 and 1	Fuzzy search: Use the operator at the end of a single word to do a fuzzy search. An additional parameter can specify the required similarity. The value is between 0 and 1, with a value closer to 1 only words with a higher similarity will be matched. Similarity is defined as by the minimum number of operations needed to transform one string into the other, where an operation is an insertion, deletion, or substitution of a single character. The default of 0.5 is used if the parameter is not given.	Example 1: <i>roam~</i> This searches for opportunities that contain a word with the default similarity value of 0.5 such as <i>foam</i> , <i>roams</i> , <i>rooms</i> , or <i>roaming</i> Example 2: <i>roam~0.8</i> This searches for opportunities that contain a word with a higher similarity in spelling to <i>roam</i>
Complex	Use a combination of operators to perform complex queries.	<i>water AND conservation NOT habitat</i> This searches for opportunities that contain the words <i>water</i> and <i>conservation</i> , but not <i>habitat</i> . <i>"water habitat" AND (conservation OR restoration)</i> This searches for opportunities that contain the phrase <i>"water habitat"</i> in addition to either of <i>conservation OR restoration. +water conservation AND analysis~</i> This searches for opportunities that must contain <i>water</i> , may or may not contain <i>conservation</i> , and contain a word similar in spelling to <i>analysis</i> such as <i>analysts</i> or <i>analyses</i> .

Notes:

- AND, OR, NOT must be in ALL CAPS otherwise they are interpreted as search words.
- The "" or "?" operator cannot be used as the only character in a search.

View Grant Opportunity

By clicking on a **Funding Opportunity** link, from the **Search Grant** results list, you can view a grant opportunity. The **View Grant Opportunity** page details important information related to the opportunity, broken into four tabs: **Synopsis Details**, **Version History**, **Related Documents**, and **Application Package**.

On each of the tabs, you have the ability to print information related to the opportunity.

GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY

01232015-MS-1
01232015-MS-1

[Back | Link](#)

SYNOPSIS DETAILS | **VERSION HISTORY** | **RELATED DOCUMENTS** | **APPLICATION PACKAGE**

[Print Synopsis Details](#)

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of 4/1/2015. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

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

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

General Information

Document Type:	Grants Notice	Posted Date:	Apr 1, 2015
Funding Opportunity Number:	01232015-MS-1	Creation Date:	Apr 1, 2015
Funding Opportunity Title:	01232015-MS-1	Original Closing Date for Applications:	Jun 8, 2015
Opportunity Category:	Discretionary	Current Closing Date for Applications:	Jun 8, 2015
Funding Instrument Type:	Grant	Archive Date:	Jul 8, 2015
Category of Funding Activity:	Agriculture Arts (see "Cultural Affairs" in CFDA) Business and Commerce Community Development Consumer Protection	Estimated Total Program Funding:	
Category Explanation:		Award Ceiling:	\$500,000
Expected Number of Awards:	5	Award Floor:	\$0
CFDA Number(s):			
Cost Sharing or Matching Requirement:	No		

Eligibility

Eligible Applicants: County governments
City or township governments
Independent school districts
For profit organizations other than small businesses

Additional Information on Eligibility:

Additional Information

Agency Name: [Redacted]

Description: test

Link to Additional Information:

Contact information: If you have difficulty accessing the full announcement electronically, please contact
Matt Shim Help Desk Special Phone 7033002592
[test](#)

Once you click on the **Print Synopsis Details** link, a printer-friendly version of the **Synopsis Details** are displayed.

01232015-MS-1
01232015-MS-1
[Print](#) | [Close Window](#)

GENERAL INFORMATION


Document Type:	Grants Notice
Funding Opportunity Number:	01232015-MS-1
Funding Opportunity Title:	01232015-MS-1
Opportunity Category:	Discretionary
Funding Instrument Type:	Grant
Category of Funding Activity:	Agriculture Arts (see "Cultural Affairs" in CFDA) Business and Commerce Community Development Consumer Protection
Category Explanation:	
Expected Number of Awards:	5
CFDA Number(s):	
Cost Sharing or Matching Requirement:	No
Posted Date:	Apr 1, 2015
Creation Date:	Apr 1, 2015
Original Closing Date for Applications:	Jun 8, 2015
Current Closing Date for Applications:	Jun 8, 2015
Archive Date:	Jul 8, 2015
Estimated Total Program Funding:	
Award Ceiling:	\$500,000
Award Floor:	\$0

ELIGIBILITY

Eligible Applicants:	County governments City or township governments Independent school districts For profit organizations other than small businesses
Additional Information on Eligibility:	

ADDITIONAL INFORMATION

Agency Name:	
Description:	test
Link to Additional Information:	
Contact Information:	If you have difficulty accessing the full announcement electronically, please contact: Matt Shim Help Desk Special Phone 7033002592 test



FIND. APPLY. SUCCEED.™

The print version for each tab (**Synopsis Details**, **Version History**, **Related Documents**, and **Application Package**) is displayed in a similar manner.

Forms Menu

The Forms menu contains active Federal Forms for creating Grant Application packages. The Forms menu provides links to the Form families, Retired Forms, and the Forms Process.

MANAGE SUBSCRIPTIONS | REGISTER | LOGIN

SEARCH: Grant Opportunities ▾ Enter Keyword... **GO**

FORMS ▾ | OUTREACH ▾ | SUPPORT

GRANT FORMS

- » R&R Family
- » SF-424 Family
- » SF-424 Individual Family
- » SF-424 Mandatory Family
- » SF-424 Short Organization Family
- » Form Instructions
- » Form Status Definitions
- » Retired Forms
- » Forms Process

HOME | LEARN GRANTS ▾ | SEARCH GRANTS | APPLICANTS ▾ | GRANTORS ▾ | SYSTEM-TO-SYSTEM ▾ | **FORMS** ▾ | OUTREACH ▾ | SUPPORT

GRANT FORMS

About Grant Forms

Grant Forms contains copies of the federal forms currently used by awarding agencies to create grant application packages in Grants.gov, as well as forms that have been retired from the system. These include both government-wide and agency-specific forms.

The Standard Forms 424 (SF-424) Form Families represent the government-wide standard data sets and forms for grant application packages, which were developed in partnership with federal grant-making agencies and the applicant community.

For more details or further assistance with creating Grants.gov forms, please contact the **agency-assigned Agency Program Advisors**.

Grant Forms Notice

Applicants: The forms available on this portion of the site are for information only and cannot be submitted with your application package.

If you are **applying for a grant**, you must download and complete the application package through the opportunity posted by the awarding agency and using only the Grants.gov **compatible software**.

Grant Forms Information

Click on the following links to find information about grant forms.

- » Form Instructions
- » Form Status Definitions
- » Forms Process
- » Retired Forms

Grant Form Families

Click on the form family to view the forms within that family.

- » R&R Family
- » SF-424 Family
- » SF-424 Individual Family
- » SF-424 Mandatory Family
- » SF-424 Short Organization Family

Grant Forms Instructions

Click on the following links to view the available form instructions.

- » SF-424 Instructions
- » SF-424 Application Assistance Individual Instructions
- » SF-424 Short Application Attachment Instructions
- » SF-424B Instructions
- » SF-424B Instructions
- » SF-424A Instructions
- » SF-424C Instructions
- » Key Contacts Instructions
- » Project Abstract Instructions
- » Site-Location(s) Instructions

Training and Production environments require users to open and save PDF forms using Adobe Acrobat Reader. Forms cannot be accessed via the internet browser.

Planned Forms								
Agency Owner	Form Name	Adobe Form	Data Analysis	GG Version	OMB Number	OMB Expiration	Target Production Date	In Progress Status
HRSA	Advanced Education Nursing Traineeship (AENT)			1.0	0915-0375	01/31/2017		Return for Detail
IVV	IVV Test Form 1	PDF*		1.0		03/16/2014	03/30/2014	Development
IVV	IVV Test Form 2		DAT	1.0	9999-0000			Requirements
IVV	IVV Test Form 3	PDF	DAT	1.0			03/30/2015	Requirements
HRSA	Nurse Anesthesia Traineeship (NAT)			1.0				Return for Detail



NOTE: Save and Download behavior may differ based on which browser is being used to download the PDF. Please use your browser Help icon for assistance with downloading files to your computer. Some browsers ask you to specify the location to save the file once you click to download. Other browsers automatically save to your default download location.

For help with downloading Form PDFs, please refer to [Application Package and PDF Download Help](#).

Planned Forms

An Enhanced Forms Repository is located in the Training environment, which displays Planned and In Progress forms.

The Training forms repository pages display **In Progress Status** and **Target Production Date** columns. In addition, Training and Production environments require users to download and save PDF forms on to their computer prior to opening.

Planned Forms								
Agency Owner	Form Name	Adobe Form	Data Analysis	GG Version	OMB Number	OMB Expiration	Target Production Date	In Progress Status
HRSA	Advanced Education Nursing Traineeship (AENT)			1.0	0915-0375	01/31/2017		Return for Detail
IVV	IVV Test Form 1	PDF*		1.0		03/16/2014	03/30/2014	Development
IVV	IVV Test Form 2		DAT	1.0	9999-0000			Requirements
IVV	IVV Test Form 3	PDF	DAT	1.0			03/30/2015	Requirements
HRSA	Nurse Anesthesia Traineeship (NAT)			1.0				Return for Detail


Retired Forms

The **Retired Forms** page displays retired forms in Grants.gov, This page displays **Date**, **Ownership**, **Name** (of the form), **Schema Name** and **Retired Versions** of each form.

GRANTS.GOV > Forms > Retired Forms

RETIRED FORMS

- » R&R Family
- » SF-424 Family
- » SF-424 Individual Family
- » SF-424 Mandatory Family
- » SF-424 Short Organization Family
- » Form Instructions
- » Form Status Definitions
- » Retired Forms
- » Forms Process



Below is a table of Grants.gov Retired Forms

Grants.gov Retired Forms

Date	Ownership	Name	Schema Name	Retired Production Versions
03/28/2014	TREAS	5Yr CDFI Program Combined Application - Financial Assistance and Technical Assistance	CDFI_2011_1_1, CDFI_2011	1.1, 1.0
06/12/2013	HHS	ANA Application Information	ANA_ApplicationInfo	1.0
02/26/2013	DOJ	COPS Application Attachment to SF-424	COPS_ApplicationAttachment_3_0, COPS_ApplicationAttachment2, COPS_ApplicationAttachment	3.0, 2.0, 1.0
04/12/2013	DOJ	CSREES Application Modification	CSREES_Application_Modification	1.0
02/20/2014	DOJ	Certification of Compliance	DOJ_CertificationCompliance	1.1
	DOI	DOI Project Details	DOI_Project_Details	1.0
04/12/2013	NSF	Directorate for Biological Sciences Division of Environmental Biology Proposal Classification Form	NSF_BIO_DEB	1.0
04/12/2013	NSF	Directorate for Biological Sciences Division of Integrative Organismal Systems Proposal Classification Form	NSF_JOB	1.0
02/12/2013	ED	ED FIPSE Budget Summary	ED_FIPSEBudgetSummary	1.0
02/12/2013	HUD	HUD Comment Suggestions Form	HUD_CommentSuggestions	1.1
03/28/2014	TREAS	NACA Applicant Information Form	NACA_0001	1.0
04/12/2013	NSF	NSF Application Checklist	NSF_ApplicationChecklist_1_3, NSF_ApplicationChecklist_1_2, NSF_ApplicationChecklist	1.3, 1.2, 1.1
02/13/2013	HHS	Objective Work Plan	ObjectiveWorkPlan_2_0, ObjectiveWorkPlan	2.0, 1.1
05/17/2013	SSA	SSA SF424 Section G	SSA_SF424_SectionG	1.1

Grants.gov Retired Form Versions

Date	Ownership	Name	Schema Name	Retired Production Versions
02/20/2014	TREAS	Low Income Taxpayer Clinic (LITC) Detailed Budget Worksheet	Form_13424J	1.0
04/09/2013	NSF	NSF Cover Page	NSF_CoverPage_1_4, NSF_CoverPage_1_2, NSF_CoverPage	1.4, 1.2, 1.1
04/11/2013	NSF	NSF FastLane System Registration	NSF_Registration_1_2, NSF_Registration	1.2, 1.1

Download Application Packages

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

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

Application Package and PDF Download Help

Save and Download behavior may differ based on which browser is being used to download the PDF. Please use your browser Help icon for assistance with downloading files to your computer. Some browsers ask you to specify the location to save the file once you click to download. Other browsers automatically save to your default download location. Below are helpful links for Microsoft Internet Explorer (IE), Google Chrome, Mozilla Firefox, and Apple Safari.



Microsoft IE Help

<http://windows.microsoft.com/en-us/internet-explorer/download-files#ie=ie-10-win-7>



Google Chrome Help

https://support.google.com/chrome/topic/14681?hl=en&ref_topic=3434353



Mozilla Firefox Help

<https://support.mozilla.org/en-US/kb/find-and-manage-downloaded-files>



Apple Safari Help

<http://support.apple.com/kb/PH4973>

To Download an Application Package (Single- or Multi-Project)

These download instructions begin from the View Grant Opportunity page. Grants.gov provides two search methods to arrive at the View Grant Opportunity page, so please review the Find Grant Opportunities section or the Alternate Search and Download Application Package section for instructions on navigating to the View Grant Opportunity page.

Awarding agencies can post single-project and multi-project application packages in Grants.gov. The steps to download either type of application package share the first five steps, and then differ at the sixth step. To download either a single- or multi-project application package, follow steps 1-5 below, then navigate to the subsequent single- or multi-project download instructions.

1. To download an application and its instructions, select the corresponding **Select Application Package to Download** link under the **Actions** column.

GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY

03252015-TL-2
03252015-TL-2

« Back | Link

SYNOPSIS DETAILS | VERSION HISTORY | RELATED DOCUMENTS | **APPLICATION PACKAGE**

Print Package List

Selected Grant Applications for Download

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

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!
Before you can view and complete an application package, you **MUST** have Adobe Reader installed. Application packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the application package, ALL applicants must be using the same software version. [Click for more information on Adobe Reader Compatibility.](#)

Please click the support tab for additional resources.

Below is a list of the application(s) currently available for the Funding Opportunity.

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

CFDA	Competition ID	Competition Title	Open Date	Close Date	Actions
00.000	SP	SP	03/25/2015	04/20/2015	Select Application Package to Download
00.000	MP	MP	03/25/2015	05/01/2015	Select Application Package to Download

2. Review the on-screen information to confirm you are downloading the correct application package.
3. Decide whether to enroll in automated email notifications. These emails notify you when the application package you downloaded are changed and republished on Grants.gov by the awarding agency.
 - **To Enroll:** Enter your email address in both the **Email** and **Confirm Email** fields, then click the **Submit** button.
 - **To Not Enroll:** Select the **No, I do not wish to provide my email address** option, then click the **Submit** button.

GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY

03252015-TL-2
03252015-TL-2

« Back | Link

SYNOPSIS DETAILS | VERSION HISTORY | RELATED DOCUMENTS | **APPLICATION PACKAGE**

« Back to Packages | Print Package Details

Download Opportunity Instructions and Application. You have chosen to download the application for the following opportunity.

CFDA Number: 00.000 - Not Elsewhere Classified
 Opportunity Number: 03252015-TL-2
 Competition ID: SP
 Competition Title: SP
 Agency: [REDACTED]
 Opening Date: 03/25/2015
 Closing Date: 04/20/2015

⚠ Please review [Applicant FAQs](#) as you prepare and submit your application.

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

Email:

Confirm Email:

No, I do not wish to provide my email address

Warning: If you choose not to enter your email address and the application package is deleted or modified by the awarding agency, you may receive a rejection notice upon submitting the application package.

4. A message will appear on-screen confirming your decision either to register for the notifications or to elect not to receive the change notifications.
5. To view the Download Application Instruction, click on the **Download Application Instruction** link. Thoroughly review the Application Instructions.

SYNOPSIS DETAILS | VERSION HISTORY | RELATED DOCUMENTS | **APPLICATION PACKAGE**

« Back to Packages | Print Package Details

Download Opportunity Instructions and Application. You have chosen to download the application for the following opportunity.

CFDA Number: 00.000 - Not Elsewhere Classified
 Opportunity Number: 03252015-TL-2
 Competition ID: SP
 Competition Title: SP
 Agency: [REDACTED]
 Opening Date: 03/25/2015
 Closing Date: 04/20/2015

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

⚠ Please review [Applicant FAQs](#) as you prepare and submit your application.

Download the instructions and the application by selecting the appropriate link below. Instructions will open directly in your browser and can be saved to your computer. Packages must be saved directly to your computer. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. [Download Application Instruction](#)

2. [Download Application Package](#)

6. Follow the instructions based on whether you are downloading a single-project or multi-project application package:
 - Multi-Project: Link 2 is “Link to Agency Multi-Project System”
 - Single-Project: Link 2 is “Download Application Package”

To Download a Multi-Project Application Package

These instructions to download a multi-project application package follow immediately from steps 1-5 of the **To Download an Application Package (Single- or Multi-Project)** instructions.

1. Select the **Link to Agency Multi-Project System** link from the Application Package tab on the View Grant Opportunity page.

The screenshot shows the Grants.gov interface for viewing a grant opportunity. The top navigation bar includes links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. The main content area is titled 'VIEW GRANT OPPORTUNITY' and shows the opportunity number '03252015-TL-2'. Below this, there are tabs for SYNOPSIS DETAILS, VERSION HISTORY, RELATED DOCUMENTS, and APPLICATION PACKAGE. The APPLICATION PACKAGE tab is active, displaying instructions to download the opportunity and application. Key details include: CFDA Number: 00.000 - Not Elsewhere Classified, Opportunity Number: 03252015-TL-2, Competition ID: MP, Competition Title: MP, Agency: [redacted], Opening Date: 03/25/2015, and Closing Date: 05/01/2015. A yellow warning box prompts the user to review Applicant FAQs. At the bottom, a list of links is provided, with '2. Link to Agency Multi-Project System' highlighted in an orange box.

2. The system will open the Federal awarding agency's external multi-project system website. Note: This website is external to Grants.gov and will open in a separate browser window.
3. Follow the instructions provided on the awarding agency's website.

To Download a Single-Project Application Package

These instructions to download a single-project application package follow immediately from steps 1-5 of the **To Download an Application Package (Single- or Multi-Project)** instructions.

1. Select the **Download Application Package** link. You will be directed to open or save the Application Package PDF to your computer.

The screenshot shows the GRANTS.GOV website interface. At the top, there is a search bar and navigation links. The main content area is titled 'VIEW GRANT OPPORTUNITY' and displays the opportunity number '03252015-TL-2'. Below this, there are tabs for 'SYNOPSIS DETAILS', 'VERSION HISTORY', 'RELATED DOCUMENTS', and 'APPLICATION PACKAGE'. The 'APPLICATION PACKAGE' tab is selected, and it contains a section for downloading the application package. A yellow box highlights the 'Download Application Package' link. Other details include the CFDA Number, Opportunity Number, Competition ID, Competition Title, Agency, Opening Date, and Closing Date.

2. There are several options for opening and saving an application package. Review options a. through d. below.

The screenshot shows a file download dialog box. The text reads: 'Do you want to open or save opp04032014-TG-1-cfda10.001-cid04032014-TG-1.pdf (290 KB) from at07apply.grants.gov?'. There are three buttons: 'Open', 'Save', and 'Save and open'. The 'Save' button is highlighted with a blue border, and a dropdown menu is open next to it, showing three options: 'Save', 'Save as', and 'Save and open'. The 'Save and open' option is circled in orange.

- a. To open the application package, click **Open** and the application package will open in Adobe Acrobat Reader.

The screenshot shows the Adobe Acrobat Reader interface with a PDF form titled "Grant Application Package" from GRANTS.GOV. The form contains the following fields:

- Opportunity Title: 04032014-TG-1
- Offering Agency: BV
- CFDA Number: 10.001
- CFDA Description: Agricultural Research, Basic and Applied Research
- Opportunity Number: 04032014-TG-1
- Competition ID: 04032014-TG-1
- Opportunity Open Date: 04/03/2014
- Opportunity Close Date: 04/03/2015
- Agency Contact: [Redacted]
- Phone: 1111112789

Below the form fields, there is a checkbox: I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name: [Redacted]

Select Forms to Complete

Mandatory [Save] [Save & Submit] [Check Package for Errors]

[SF424 \(R & R\)](#)

Optional

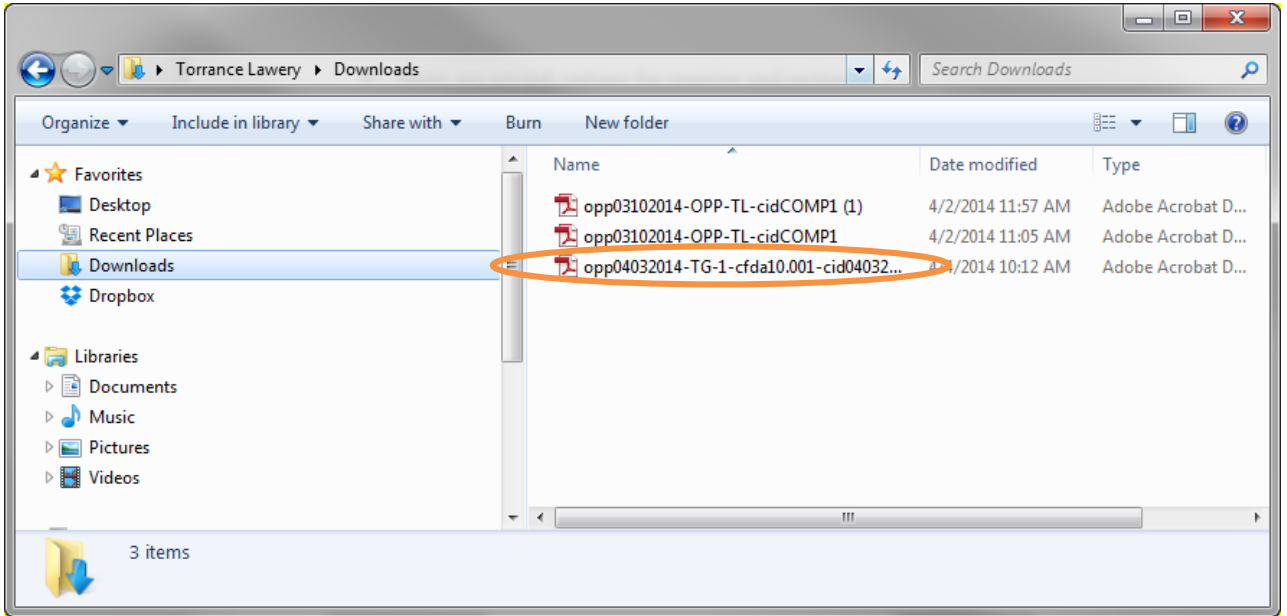
Instructions

[Show Instructions >>](#)

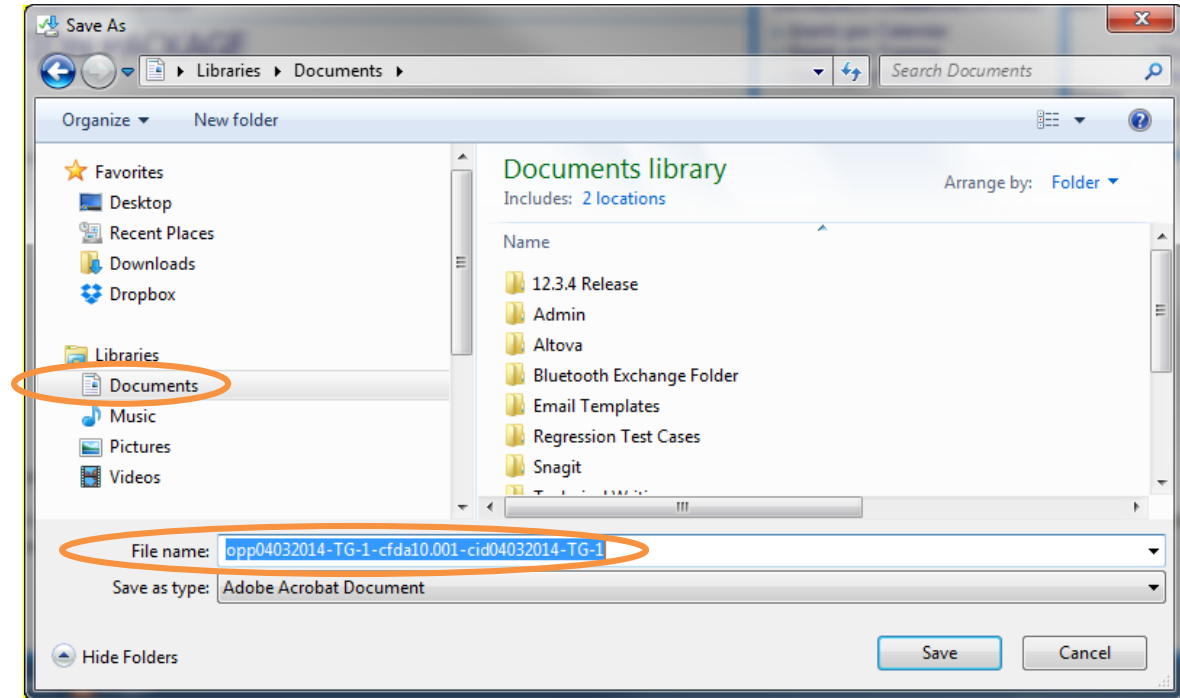
This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here. If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of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

The Adobe Acrobat Reader interface includes a top menu bar (File, Edit, View, Window, Help), a toolbar with navigation and editing tools, and a right-hand panel with "Export PDF" and "Create PDF" options.

- b. To save the application package, click **Save** and the file will be saved to the default download location on your computer.



- c. To save the application package, click **Save as** and browse to the location where you would like to store the application package on your computer or network and enter the name of the application in the **File Name** field a specific location on your computer and click **Save**.



- d. To save the application package to your default download location and have it to automatically open in Adobe Acrobat Reader, click **Save and open** and the file will be saved and automatically open.

The screenshot shows the Adobe Acrobat Reader interface with a form titled "Grant Application Package" from GRANTS.GOV. The form contains the following fields and sections:

- Opportunity Title:** 04032014-TG-1
- Offering Agency:** GY
- CFDA Number:** 10.001
- CFDA Description:** Agricultural Research_Basic and Applied Research
- Opportunity Number:** 04032014-TG-1
- Competition ID:** 04032014-TG-1
- Opportunity Open Date:** 04/03/2014
- Opportunity Close Date:** 04/03/2015
- Agency Contact:** (Redacted)
- Phone:** 1111112789

Below the form, there is a checkbox: I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name: (Redacted)

Select Forms to Complete

- Mandatory:** [SF424 \(R & B\)](#)
- Optional:** (Empty)


Instructions

[Show Instructions >>](#)

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

Buttons: Print, Cancel, Save, Save & Submit, Check Package for Errors.

3. To view the **Application Package**, open the PDF file that you saved to your computer. An example is given in the following illustration.

 **Grant Application Package** Print Cancel

Opportunity Title:

Offering Agency:

CFDA Number:

CFDA Description:

Opportunity Number:

Competition ID:

Opportunity Open Date:

Opportunity Close Date:

Agency Contact:

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

Application Filing Name:

Select Forms to Complete

Mandatory Save Save & Submit Check Package for Errors

[Application for Federal Assistance \(SF-424\)](#)

Optional

Instructions

[Show Instructions >>](#)

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

Alternate Search and Download an Application Package Process

Users can download an application package by searching with a CFDA Number, FON, or Funding Opportunity Competition ID. Follow the steps below to download an application package.

1. Hover your mouse pointer over the **Applicants** tab.
2. Select the **Apply for Grants** link.



3. Click the **Download Application Package** button.

A screenshot of the 'Apply for Grants' page on Grants.gov. The page has a breadcrumb trail: 'GRANTS.GOV > Applicants > Apply For Grants'. The main heading is 'APPLY FOR GRANTS'. On the left is a sidebar with 'APPLICANT ACTIONS' and 'APPLICANT RESOURCES'. The main content area features a large image of people's legs walking, followed by the heading 'Apply for Grants' and a paragraph of introductory text. Below this is a section titled '1. Download an application package' which includes a 'How do I download an application?' section with a 'Download Application Package' button highlighted in a red box. To the right of the button is a 'Are there additional instructions?' section with a link to 'Download an Application Package page or check out the Applicant User Guide'. Below this is a section titled '2. Complete your application package' with a 'How do I complete an application?' section and a 'There's more to it than that, right?' section with a link to 'Complete Your Application page or go'.

4. Enter the CFDA Number, FON, or Funding Opportunity Competition ID in the appropriately labeled field, then click the **Search** button.

Download My Application Package Now

To download an application package, enter the appropriate CFDA Number OR Funding Opportunity Number and click the "Search" button. If you do not remember the Funding Opportunity Number for the grant opportunity, return to the [Search Grants](#) section to locate the grant opportunity.

CFDA Number: (##.###)

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

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

5. In the search results, click the **Funding Opportunity Number** link to access the **View Grant Opportunity** page for the funding opportunity you wish to download.

Note: If you do not know the FON or CFDA Number for the grant for which you want to apply, review the Find Grant Opportunities section of this user guide.

Apply for Grants Overview

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

Step 1: Download a Grant Application Package and Instructions

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

Note: You must save the package to your computer before you will be allowed to access the file.

Step 2: Complete the Downloaded Grant Application Package

Once you have downloaded the application package, you can complete it offline, share the document within your office and complete it at your own pace. Instructions are available to assist you on the application package cover page to explain how to open and use the forms in the application package. Also, you will have direct access to the agency application instructions, which will include all the necessary information on what is required for your submission. See the section Complete an Application below for more details.

Note: Save your application to your computer, storage device, or network drive as changes are NOT automatically saved. Additionally, Grants.gov recommends applicants submit their completed application packages for all funding opportunities at least 24-48 hours before the Closing Date.

Step 3: Submit a Completed Grant Application Package

Using the username and password you entered when you registered with a Grants.gov, you can submit your application package. To submit your application, you must already be registered in Grants.gov, your organization's SAM registration must be current if you registered as an organization applicant, and you will need to have already completed the application package using **Adobe Reader**. To check for errors as you complete your

application package, click the **Check Package for Errors** button. The **Save & Submit** button on the application package cover page will only become active after you have completed all required forms, attached all required documents, saved your application package, and your package is free from errors. Click the **Save & Submit** button once this process is complete and you are ready to send the completed application to Grants.gov.

On the application verification and signature page, click **Sign and Submit Application** or you can click **Exit** and be returned to the application. If you are not already connected to the Internet, you will be directed to do so and will need to log in to Grants.gov using your username and password. After you have clicked the **Sign and Submit** button on the summary page, your application package will automatically be uploaded to Grants.gov. A confirmation screen will appear once the upload is complete.

Note: A Grants.gov tracking number will be provided at the bottom of this screen, as well as the submission's date and time stamp. Record this number so that you may refer to it should you need to contact the **Contact Center** for assistance.

Helpful Hints —All passwords are case sensitive. If the **Save & Submit** button is not active, please check to be sure you have:

- Completed all mandatory fields (mandatory fields are yellow with a red border) in all mandatory forms and moved them to the Mandatory Documents for Submission box.
- Clicked the **Save** button AFTER all documents have been moved to the Mandatory Documents for Submission box.
- Completed all mandatory fields in all optional forms that have been moved to the Optional Documents for Submission box.
- Closed all Internet browser windows.
- If the Submit button is active and you are still unable to submit the form, make sure that your computer meets the system requirements and you have **Adobe Reader** installed.
- If you are using a dial-up modem, it may take several minutes for the application to upload and be submitted. It is recommended to use a high-speed Internet connection or DSL connection. It will process the application faster.

Step 4: Track the Status of a Completed Grant Application Package

Once an application has been submitted, you are able to check its status. Please refer to the Track My Application section of this user guide for more details.

Completing an Application

Once you have downloaded the application and saved it to your computer, you do not need to be online to complete the application. Follow the steps below to complete an application package using Grants.gov.

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

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

The screenshot shows the 'Grant Application Package' interface on Grants.gov. At the top left is the Grants.gov logo. The title 'Grant Application Package' is centered, with 'Print' and 'Cancel' buttons on the right. The form contains several input fields: 'Opportunity Title' (Test Funding Opportunity), 'Offering Agency' (blurred), 'CFDA Number' (00.000), 'CFDA Description' (Not Elsewhere Classified), 'Opportunity Number' (CAL-A-TEST), 'Competition ID' (CAL-A-TEST-SP-1), 'Opportunity Open Date' (04/11/2012), 'Opportunity Close Date' (10/11/2016), and 'Agency Contact' (Jane Doe, Test, E-mail: jane.doe@work.com, Phone: 70382223333). Below these fields is a checkbox for submitting on behalf of an organization, which is unchecked. An 'Application Filing Name' field is highlighted in yellow. A blue bar labeled 'Select Forms to Complete' is present, with 'Mandatory' listed below it. At the bottom are 'Save', 'Save & Submit', and 'Check Package for Errors' buttons. A link for 'Application for Federal Assistance (SF-424)' is at the very bottom.

Opportunity Title:	Test Funding Opportunity
Offering Agency:	[Blurred]
CFDA Number:	00.000
CFDA Description:	Not Elsewhere Classified
Opportunity Number:	CAL-A-TEST
Competition ID:	CAL-A-TEST-SP-1
Opportunity Open Date:	04/11/2012
Opportunity Close Date:	10/11/2016
Agency Contact:	Jane doe Test E-mail: jane.doe@work.com Phone: 70382223333

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

Application Filing Name: [Yellow Highlighted Field]

Select Forms to Complete

Mandatory

[Application for Federal Assistance \(SF-424\)](#)

Cover Page

The cover page in the application package is the first page in the application package which includes the Opportunity Title, Offering Agency, CFDA Number, CFDA Description, Opportunity Number, Competition ID, Opportunity Open and Close Date, and Agency Contact information. Also included on the cover page for you the applicant to fill out are the Application Filing Name, Mandatory Documents and Optional Documents.

Follow the steps below to complete the cover page of an application package.

1. Enter a name for the application in the **Application Filing Name** field.

File Edit View Window Help

1 / 3 95.8%

Tools Sign Comment Extended

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

GRANTS.GOV™ **Grant Application Package** Print Cancel

Opportunity Title: CAL-A-TEST-1

Offering Agency: KV

CFDA Number: 00.000

CFDA Description: Grants.gov Applicant S2S Testing

Opportunity Number: CAL-A-TEST-1

Competition ID: CAL-A-TEST-RR2

Opportunity Open Date:

Opportunity Close Date: 04/09/2013

Agency Contact: Jane Doe
ABC Agency
Jane.Doe@ABC.com
111-222-3333

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

Application Filing Name:

Select Forms to Complete

Mandatory Save Save & Submit Check Package for Errors

[SF424 \(R & R\)](#)

Optional

[Project Data Form](#)

[Attachments](#)

Instructions

[Show Instructions >>](#)

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

2. Open and complete all of the documents listed under **Mandatory Documents**, as well as the relevant documents under **Optional Documents**.

- The documents listed under Mandatory Documents and Optional Documents may be predefined forms, such as SF-424, or documents that need to be attached, such as a program background statement. Mandatory Documents are required for this application. Optional Documents can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding Optional Documents.
- To open a form, click on the form name. It will jump to the first page of the form. For Optional forms, tick first the box on the left of the form name
- To remove an optional form, unselect the box on the left of the form name.
- When you open a required form, the fields which must be completed are noted by an asterisk and highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.
- To exit a form within the application, click the **Close Form** button at the top of the form you are filling out. Then to save your work, click the **Save** button (on the cover page) to save your entire application.

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

Forms

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

View Burden Statement

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

**APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)**

3. DATE RECEIVED BY STATE: [] State Application Identifier: []

1. TYPE OF SUBMISSION
 Pre-application Application Changed/Corrected Application

4. a. Federal Identifier: []
b. Agency Routing Identifier: []
c. Previous Grants.gov Tracking ID: []

2. DATE SUBMITTED: [] Applicant Identifier: []

5. APPLICANT INFORMATION
Organizational DUNS: []

Legal Name: []
Department: [] Division: []
Street1: []
Street2: []
City: [] County / Parish: []
State: [] Province: []
Country: [USA: UNITED STATES] ZIP / Postal Code: []

Person to be contacted on matters involving this application
Prefix: [] First Name: [] Middle Name: []
Last Name: [] Suffix: []
Position/Title: []
Street1: []
Street2: []
City: [] County / Parish: []
State: [] Province: []
Country: [USA: UNITED STATES] ZIP / Postal Code: []
Phone Number: [] Fax Number: []
Email: []

6. EMPLOYER IDENTIFICATION (EIN) or (TIN): []

7. TYPE OF APPLICANT: [Please select one of the following]
Other (Specify): []
Small Business Organization Type Women Owned Socially and Economically Disadvantaged

8. TYPE OF APPLICATION:
 New Resubmission
 Renewal Continuation Revision

If Revision, mark appropriate box(es).
 A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration
 E. Other (specify): []

Is this application being submitted to other agencies? Yes No What other Agencies? []

Instructions for completing the form are given on the next page.

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

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

Attachments

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

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

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

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

Close Form **Print Page**

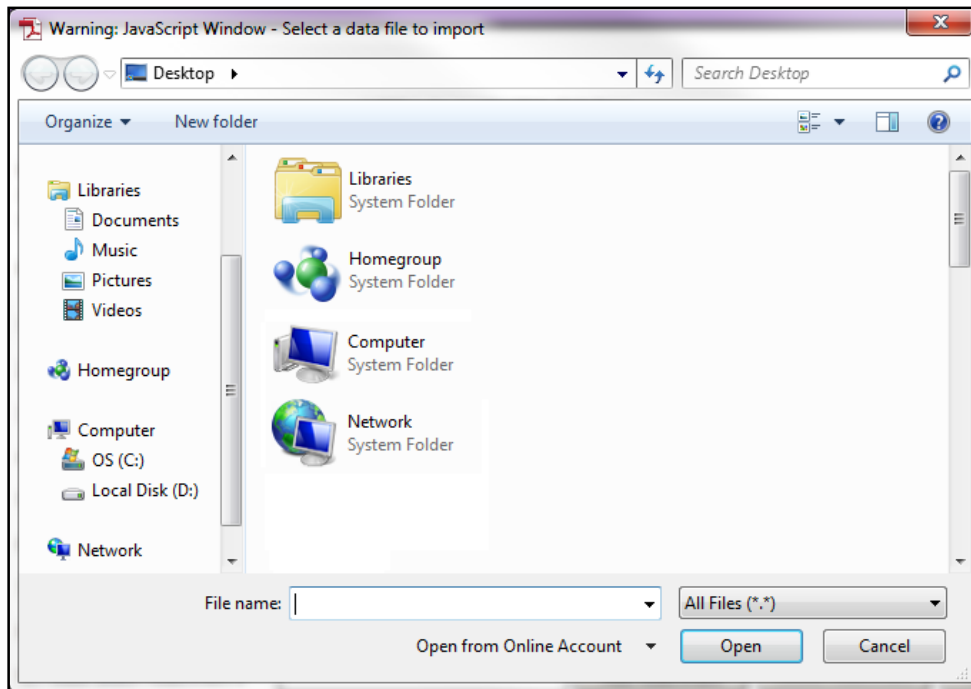
ATTACHMENTS FORM

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

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

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

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



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

Attaching a Document within the Application Package

You may be required to submit attachments within forms. To attach documents to specific questions on a form, follow the procedure.

1. When filling out a form requesting you to add attachments, click the **Add Attachment** button.

The screenshot shows a section of a Grants.gov application form. At the top, there is a question: "18. SFLLL (Disclosure of Lobbying Activities) or other Explanatory Documentation:". Below this question are three buttons: "Add Attachment", "Delete Attachment", and "View Attachment". The "Add Attachment" button is circled in orange. Below this is section "19. Authorized Representative" with various input fields for name, address, and contact information. At the bottom of this section are two buttons: "Add Attachment", "Delete Attachment", and "View Attachment". The "Add Attachment" button is also circled in orange. Below this is section "20. Pre-application" and "21. Cover Letter Attachment", both with "Add Attachment", "Delete Attachment", and "View Attachment" buttons. The "Add Attachment" buttons in sections 20 and 21 are also circled in orange.

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

The screenshot shows a Grants.gov application form titled "SF 424 (R&R) APPLICATION FOR FEDERAL ASSISTANCE Page 2". The form has several sections, including "15. ESTIMATED PROJECT FUNDING" and "16. * IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?". A "Warning: JavaScript Window - Select a data file to import" message is visible. A Windows File Explorer window is open over the form, showing the "Libraries" view. The File Explorer window has "Libraries" selected in the left pane, and the main pane shows "Documents Library", "Music Library", "Pictures Library", and "Videos Library". The "File name" field is empty, and the "File type" is set to "All Files (*.*)". The "Open" and "Cancel" buttons are visible at the bottom of the File Explorer window.

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

ATTENTION: Please only use special characters listed by the Grantor in the application package set of instructions for creating attachment file names. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing. Also do not attach multiple documents with the same file name.

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

5. Once you are finished, click the **Save** button at the top of the form to save your work.

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

The screenshot shows an Adobe Reader interface with a form titled "Please fill out the following form. You can save data typed into this form." The form contains several sections: "15. ESTIMATED PROJECT FUNDING" with four input fields (a-d), "16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?" with two radio button options (a. YES and b. NO), and "17. By signing this application, I certify..." with an "I agree" checkbox. A paper clip icon in the left sidebar is circled in orange. The "I agree" checkbox is also highlighted with a yellow box.

Deleting an Attachment within a Form

To delete an attachment within the form:

1. Go to the field you would like to delete the attachment from and click the **Delete Attachment** button. (In the example below the user is deleting an attachment from block 18.)

The screenshot shows a section of the form with a certification statement and an "I agree" checkbox. Below this is section "18. SFLL (Disclosure of Lobbying Activities) or other Explanatory Documentation" with a text field containing "Test for Grants.docx" and three buttons: "Add Attachment", "Delete Attachment" (circled in orange), and "View Attachment". Below this is section "19. Authorized Representative" with fields for "Prefix", "First Name", and "Middle Name".

A "Remove Attachment" confirmation dialog box will appear.

2. Click the **Yes** button to delete the attachment.

REVIEW

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

I agree

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

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

Test for Grants.docx

19. Authorized Representative

Prefix:

Last Name:

Position/Title:

Organization:

Department:

Street1:

Street2:

City: County / Parish:

State: Province:

Warning: JavaScript Window - REMOVE ATTACHMENT

Are you sure?

Viewing an Attachment within a Form

1. To view an attachment within the form, go to the field you would like to view the attachment from and click the **View Attachment** button. (In the example below the user is viewing an attachment from block 18.)

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

I agree

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

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

Test for Grants.docx

19. Authorized Representative

Prefix: First Name: Middle Name:

A Forms Attachment dialog box will appear.

2. Click the **Open this file** radio button and click the **OK** button.

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

I agree

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

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

Test for Grants.docx

19. Authorized Representative

Prefix:

Last Name:

Position/Title:

Organization:

Department:

Street1:

Street2:

City: County / Parish:

State: Province:

Open File

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

Open this file

Always allow opening files of this type

Never allow opening files of this type

3. When you are finished reviewing the document, close the document. It will remain attached to the form.

Note: If you want to make any edits to an attachment, you will need to save the attachment to your computer, make the edits, and save the document. Then you will need to attach the new document to the form and delete the outdated attachment from the form.

Saving Your Application

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

Printing Your Application

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

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

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

Finalizing Your Application

Once you have completed all required documents and attached any required or optional documentation, click **Save** to save your package. If errors are found, click the **Check Package for Errors** button which will identify each error. Then correct each error. You may click the **Check Package for Errors** button at any time while completing the application to ensure that you have completed all required data fields.

File Edit View Window Help

1 / 3 95.8% Tools Sign Comment Extended

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

GRANTS.GOV Grant Application Package Print Cancel

Opportunity Title: CAL-A-TEST-1
Offering Agency: NY
CFDA Number: 00.000
CFDA Description: Grants.gov Applicant S2S Testing
Opportunity Number: CAL-A-TEST-1
Competition ID: CAL-A-TEST-RR2
Opportunity Open Date:
Opportunity Close Date: 04/09/2013
Agency Contact: Jane Doe
ABC Agency
Jane.Doe@ABC.com
111-222-3333

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

Application Filing Name: [Redacted]

Select Forms to Complete

Mandatory **Save** Save & Submit **Check Package for Errors**

[SF424 \(R & R\)](#)

Optional

[Project Data Form](#)

[Attachments](#)

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

The screenshot shows a web browser window displaying the Grants.gov Grant Application Package form. The browser's address bar shows the URL '1 / 3' and a zoom level of '95.8%'. The page title is 'Grant Application Package'. The form contains the following fields:

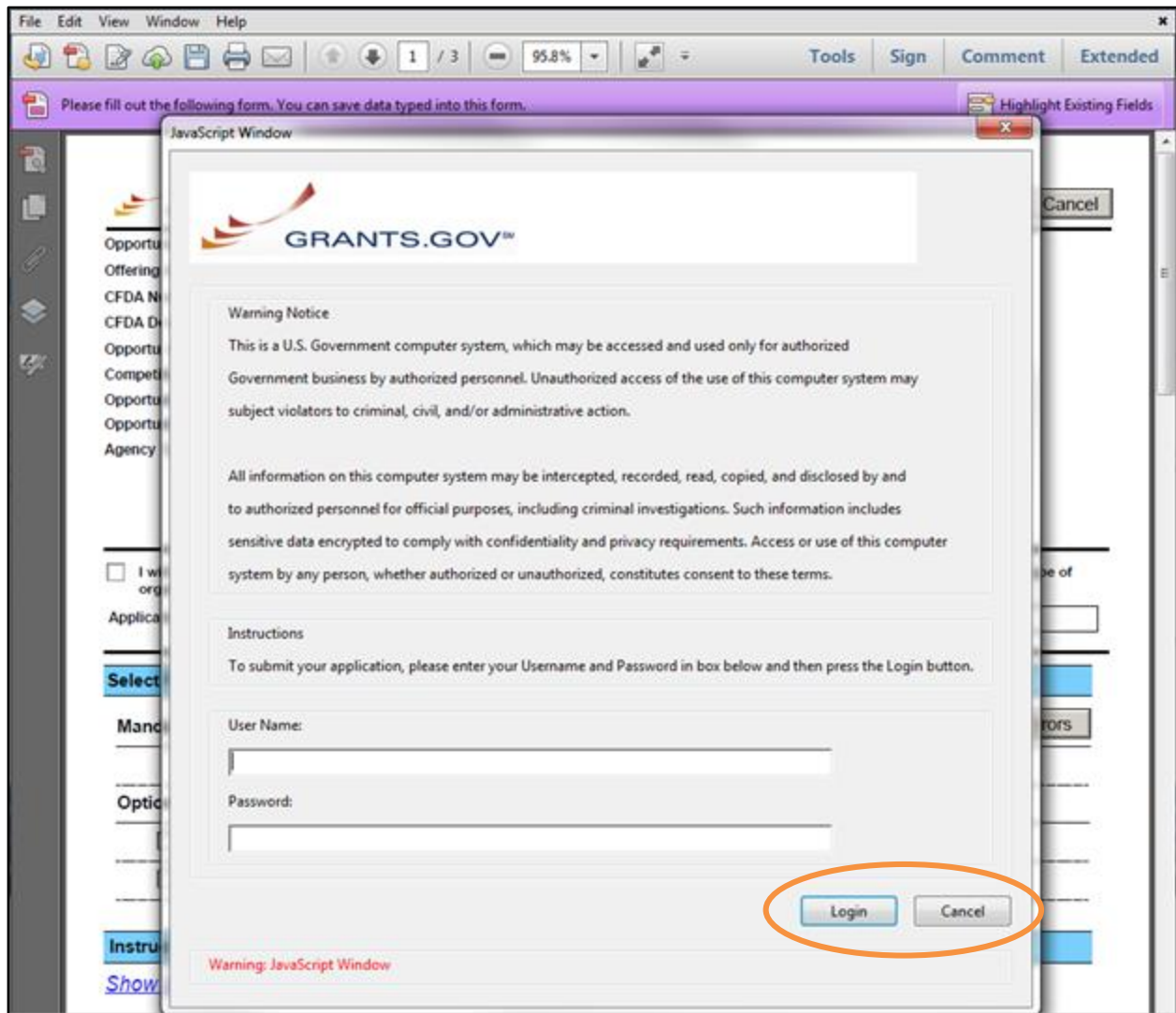
- Opportunity Title: CAL-A-TEST-1
- Offering Agency: KY
- CFDA Number: 00.000
- CFDA Description: Grants.gov Applicant S2S Testing
- Opportunity Number: CAL-A-TEST-1
- Competition ID: CAL-A-TEST-RR2
- Opportunity Open Date: (empty)
- Opportunity Close Date: 04/09/2013
- Agency Contact: Jane Doe, ABC Agency, Jane.Doe@ABC.com, 111-222-3333

Below the form, there is a checkbox for 'I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.' and an 'Application Filing Name' field containing 'This is a test'.

The 'Select Forms to Complete' section is highlighted in blue. It contains the following information:

- Mandatory** section with buttons for 'Save', 'Save & Submit' (circled in orange), and 'Check Package for Errors'. Below this is a link for 'SF424 (R & R)' and a 'Complete' button.
- Optional** section with checkboxes for 'Project Data Form' and 'Attachments'.

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



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

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

Page 1



[Home](#) > [Apply for Grants](#) > Confirmation

Confirmation

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

Please do not hit the back button on your browser.

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

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

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

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

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

The following application tracking information was generated by the system:

Grants.gov Tracking Number:	GRANT10589371
Applicant DUNS:	00-000-0000
Submitter's Name:	
CFDA Number:	00.000
CFDA Description:	Not Elsewhere Classified
Funding Opportunity Number:	04132015-TL-2
Funding Opportunity Description:	Test
Agency Name:	
Application Name of this Submission:	Sample Submission
Date/Time of Receipt:	Apr 15, 2015 02:49:13 PM EDT

TRACK MY APPLICATION – To check the status of this application, please click the link below:
http://www.test.grants.gov/web/grants/applicants/track-my-application.html?tracking_num=GRANT10589371

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

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

From: DoNotReply@grants.gov [DoNotReply@grants.gov]

Sent: Monday, December 08, 2014 1:54 PM

To: Jane Doe

Subject: GRANT00561512 Grants.gov Submission Receipt

Your application has been received by Grants.gov, and is currently being validated.

Your submission was received at Dec 14, 2015 01:54:34 PM EST

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

Type: GRANT

Grants.gov Tracking Number: GRANT00561512

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

DUNS Number: 0000000000000

AOR Name: Jane Doe

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

Opportunity Number: CAL-A-TEST-1

Opportunity Name: CAL-A-TEST-1

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

Thank you.

Grants.gov

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

support@grants.gov

1-800-518-4726

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

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

Here is an example of the email confirmation you will receive when your application has been validated and being prepared for agency retrieval.

From: DoNotReply@grants.gov [DoNotReply@grants.gov]

Sent: Monday, December 08, 2014 1:54 PM

To: Jane Doe

Subject: GRANT00561512 Grants.gov Submission Validation Receipt for Application

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

DUNS Number: 0000000000000

AOR Name: Jane Doe

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

Opportunity Number: CAL-A-TEST-1

Opportunity Name: CAL-A-TEST-1

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

Thank you.

Grants.gov

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support@grants.gov

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

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

From: DoNotReply@grants.gov [DoNotReply@grants.gov]

Sent: Monday, December 08, 2014 2:46 PM

To: Jane Doe

Subject: GRANT00561512 Grants.gov Grantor Agency Retrieval Receipt for Application

Your application has been retrieved by the Grantor agency.

Type: GRANT

Grants.gov Tracking Number: GRANT00561512

DUNS Number: 0000000000000

AOR Name: Jane Doe

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

Opportunity Number: CAL-A-TEST-1

Opportunity Name: CAL-A-TEST-1

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

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

Thank you.

Grants.gov

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

support@grants.gov

1-800-518-4726

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

Track My Application

To track the progress of your application, access the Applicants section and select **Track My Application** link under Applicant Actions. This will take you to the Track My Application page.

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Applicants > Track My Application

TRACK MY APPLICATION

APPLICANT ACTIONS

- » Apply for Grants
- » Track My Application

APPLICANT RESOURCES

- » Applicant Eligibility
- » Individual Registration
- » Organization Registration
- » Applicant Tools & Tips
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages

Track and check the status of your submitted applications

- The system will only return a status for valid tracking numbers.
- Until the status is available for valid tracking numbers, the following message will be returned by the system: *Tracking number(s) entered currently being processed, please check back later.*
- For invalid tracking numbers entered, the system will return the following message: *The tracking number(s) entered are not valid. Please make sure you entered the correct tracking number(s).*

To Track Grants.gov submissions, enter up to five Grants.gov tracking numbers, one per line and click the "Submit Tracking Number(s)" button:

Submit Tracking Number(s)

Learn more about Track My Application »

Once on the **Track My Application** page, enter up to five Grants.gov tracking numbers, one per line and click the **Submit Tracking Number(s)** button.

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

The information listed includes:

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

- **Status Date**

GRANTS.GOV > Applicants > Track My Application


TRACK MY APPLICATION

APPLICANT ACTIONS

- » Apply for Grants
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- » Applicant Eligibility
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To Track Grants.gov submissions, enter up to five Grants.gov tracking numbers, one per line and click the "Submit Tracking Number(s)" button:

APPLICATION STATUS OF TRACKING NUMBER(S) ARE LISTED BELOW:

CFDA	Opportunity Number	Comp. ID	Grants.gov#	Date/Time Received	Status	Status Date
10.001	01022009-KV-1	01022009-KV-RR-RRSF424	GRANT00607175	Apr 03, 2015 09:49:36 AM EDT	Validated	Apr 03, 2015 09:49:40 AM EDT

Re-Submit

Get the Applicant User Guide
If you have other questions relating to your Applicant account, please download and refer to the [Grants.gov Applicant User Guide](#).

Reach out and Get Help
Contact the Grants.gov Support Center to get help from a Contact Center Representative
Visit our [Support page](#)
Email us: [support@grants.gov](mailto:us.support@grants.gov)

Submission Name/Files

To download submitted applications or to view a list of forms and attachments of a submitted application, log into the Grant Applicant Center and select the **Check My Application Status** link.

GRANTS.GOV **APPLICANTS**

GRANT APPLICANT CENTER

WELCOME:
 TestFirst TestLast
 DUNS: 00000000000000
 SAM Expiration Date: 01/31/2020
AOR STATUS:
 Approved

APPLICANT ACTIONS

- » Apply for Grants
- » Check My Application Status

EBIZ POC ACTIONS

- » Manage Applicants
- » View EBIZ POC Profile
- » Check Application Status for Organization

APPLICANT RESOURCES

- » Applicant Eligibility
- » Applicant Tools & Tips
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages

MY RECENTLY SUBMITTED APPLICATIONS (TOP 1): [View Report >](#)

CFDA	Funding Opportunity Number	Comp. ID	Grants.gov #	Date/Time Received	Status	Status Date	Agency Tracking #	Submission Name	Re
10.001	01022009-KV-1	01022009-KV-RR-RRSF424	GRANT00607175	Apr 03, 2015 09:49:36 AM EDT	Validated	Apr 03, 2015 09:49:40 AM EDT		ExampleFilingName	101

The **Check My Application Status** page displays. Click the **Search** button to view the results of your search. To review your search results in Excel, click the **Export Data** button.

GRANTS.GOV **APPLICANTS** **Check My Application Status**

CHECK MY APPLICATION STATUS

[Download Application](#)

Export Data

Search By: All
 Sort By: Grants.gov #
 Ascending Descending
[Search](#)

Results:

1-1 of 1 Records

CFDA	Opportunity Number	Comp. ID	Grants.gov #	Date/Time Received	Status	Status Date	Agency Tracking # and Notes	Submission Name/Files	Requested Amount
10.001	01022009-KV-1	01022009-KV-RR-RRSF424	GRANT00607175	Apr 03, 2015 09:49:36 AM EDT	Validated	Apr 03, 2015 09:49:40 AM EDT		ExampleFilingName	1000000

1-1 of 1 Records

View List of Forms and Attachments


Under the column header Submission Name/Files is a list of forms and attachment file names. Click the link in the Submission Name/Files column to view the list of form(s) and attachment(s) that were submitted.

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Applicants > Check My Application Status

CHECK MY APPLICATION STATUS

[Download Application](#)

Export Data 

Search By: All
Sort By: Grants.gov #
Ascending Descending
[Search](#)

Only applications in the following statuses can be downloaded:
- Validated
- Received by Agency
- Agency Tracking Number Assigned
To download the Grantor view of the submitted application, please select the desired row and click the "Download Application" button.

Results:

1-1 of 1 Records

CFDA	Opportunity Number	Comp. ID	Grants.gov #	Date/Time Received	Status	Status Date	Agency Tracking # and Notes	Submission Name/Files	Requested Amount
10.001	01022009-KV-1	01022009-KV-RR-RRSF424	GRANT00607175	Apr 03, 2015 09:49:36 AM EDT	Validated	Apr 03, 2015 09:49:40 AM EDT		ExampleFilingName	1000000

1-1 of 1 Records

LIST OF FORMS AND FILES RECEIVED

[Return to Search Results](#)

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

Grants.gov Tracking Number: GRANT00607175

Forms Received (total 1):

- RR_SF424_1_2-V1.2

Attachments Received (total 0):
No attachment details found

Download Zip File

Applicants can download applications only when the submitted application is in one of the following statuses: Validated, Received by Agency, or Agency Tracking Number Assigned.

Select a submitted application record from the search results, then click the Download Application button to download a zip file of previously submitted applications.

GRANTS.GOV > Applicants > Check My Application Status

CHECK MY APPLICATION STATUS

[Download Application](#) Export Data

Only applications in the following statuses can be downloaded:
- Validated
- Received by Agency
- Agency Tracking Number Assigned
To download the Grantor view of the submitted application, please select the desired row and click the "Download Application" button.

Search By: All
Sort By: Grants.gov #
 Ascending Descending
Search

Results:
1-1 of 1 Records

CFDA	Opportunity Number	Comp. ID	Grants.gov #	Date/Time Received	Status	Status Date	Agency Tracking # and Notes	Submission Name/Files	Requested Amount
10.001	01022009-KV-1	01022009-KV-RR-RRSF424	GRANT00607175	Apr 03, 2015 09:49:36 AM EDT	Validated	Apr 03, 2015 09:49:40 AM EDT		ExampleFilingName	1000000

1-1 of 1 Records

Stay Connected

Email

Grants.gov is designed to allow users to register (subscribe) to receive email notifications of new grant postings that meet specific criteria. To register to receive grant postings that meet the needs of you or your organization, select the **Manage Subscriptions** link in the upper right corner.

Once on the Manage Subscriptions page, there are several options to select from or you may choose to unsubscribe from receiving email notifications.

The screenshot shows the Grants.gov website header. At the top right, there are links for **MANAGE SUBSCRIPTIONS**, **CHANGE PASSWORD**, **MANAGE PROFILE**, and **LOGOUT**. Below these is a search bar with the text "SEARCH: Grant Opportunities" and a "GO" button. The main navigation menu includes **HOME**, **LEARN GRANTS**, **SEARCH GRANTS**, **APPLICANTS**, **GRANTORS**, **SYSTEM-TO-SYSTEM**, **FORMS**, **OUTREACH**, and **SUPPORT**. Below the navigation menu, there are three columns of content:

- Email Notifications:** Sign up to be notified by email regarding new grant opportunities. (Note: Subscribers do not need to register with Grants.gov.)
 - » **Subscribe to a specific grant opportunity**
Receive notifications based on a Funding Opportunity Number (FON). Federal agencies assign unique FONs to their grant announcements.
 - » **Subscribe to saved searches for grant opportunities**
Receive email notifications about grant opportunities associated with specific search criteria, such as funding instrument type, eligibility, and sub-agency.
 - » **Subscribe to new grant opportunities**
Receive a daily email listing all new grant opportunities.
- RSS Feeds:** Subscribe to grant opportunity RSS feeds and keep track of new announcements that matter to you:
 - » **Learn about Grants.gov RSS Feeds**
After subscribing to a Grants.gov RSS feed, you may want to discontinue your email notification subscription(s).
 - » **Feed of new opportunities by Agency**
 - » **Feed of new opportunities by Category**
 - » **Feed of modified opportunities by Agency**
 - » **Feed of modified opportunities by Category**
- Unsubscribe:** There are two ways to unsubscribe from grant opportunity communications:
 - » **Unsubscribe via our online request form**
Complete the requested information and submit.
 - » **Email us to Unsubscribe**
If you receive an error message when you attempt to unsubscribe via the online request form, please send an email to support@grants.gov.
To remove one or more subscriptions, please include the email address(es) in the body of the message. The email subject line should read "Unsubscribe".

All New Grant Opportunities

To receive email about all grants, on the Manage Subscriptions page select the **Subscribe to new grant opportunities** link. The Subscription Services page will appear and allow you to subscribe.

Saved Searches for Grant Opportunities

To be notified about grants with Advanced Criteria, on the Manage Subscriptions page select the **Subscribe to saved searches for grant opportunities** link. The Subscription Services page will appear and allow you to subscribe.

Specific Grant Opportunity Based on FON

To be notified about grants with a specific Funding Opportunity Number (FON), on the **Manage Subscriptions** page select **Subscribe to a specific grant opportunity** link. The Subscription Services page will appear and allow you to subscribe.

Unsubscribe

To unsubscribe, on the Manage Subscriptions page select **Unsubscribe via our online request form** link. The **Subscription Services** page will appear and allow you to unsubscribe from receiving emails. You will need to confirm your removal from the subscription. An email will be sent to your registered email address. Select the link enclosed in the email and the unsubscribe process will be completed.

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

RSS Feeds

To use RSS Feeds, from the Global Footer, select the **RSS Feeds** link. The **RSS Feeds** page will appear. There are 4 available RSS Feeds for new or existing grant opportunities by agency or category.

HOME | LEARN GRANTS | SEARCH GRANTS | APPLICANTS | GRANTORS | SYSTEM-TO-SYSTEM | FORMS | OUTREACH | SUPPORT

GRANTS.GOV > RSS

RSS FEEDS

How to Use Grants.gov RSS Feeds

What is an RSS feed?
An RSS feed is a stream of information that can be delivered conveniently and automatically through a simple application. RSS (Really Simple Syndication) information is transferred as XML code. Subscribing to an RSS feed is an easy way to keep up with news and information that's important to you, without having to browse or search for information on websites.

What is an RSS reader?
An RSS reader is a piece of software that collects and displays an RSS feed's XML information in a form that people can read. RSS readers allow users to manage and organize their feed subscriptions in a central location.

Where can I get an RSS reader?
Some browsers have built-in RSS readers. If you are using a browser that doesn't currently support RSS, an online search will quickly produce a range of options. Most RSS Readers are free to download and use.

How do I use RSS Feeds?
The process of adding an RSS feed differs slightly from one RSS reader to the next. Follow the steps below to add a new feed (also referred to as a "channel") to your RSS reader:

1. Choose an RSS reader.
2. Click on the link or small RSS button near the feed you want to add -- for example, " New/Modified Opportunities by Agency ." (You will see a page displaying XML code.)
3. From your web browser's address bar, copy the URL (web address). For example, the URL you would copy for "New/Modified Opportunities by Agency" is: http://www.grants.gov/rss/GG_OppModByCategory.xml
4. Paste that URL into the "Add New Channel" section of the RSS reader. The RSS feed will start to display and regularly update the headlines for you.

Using RSS Feeds:
Grants.gov introduced the Opportunity Modification RSS feeds as an alternative to receiving multiple emails for updates to grant opportunities. Now, applicants can view -- at their convenience and in one place -- all new grant opportunities and updates to existing grant opportunities.

Available RSS Feeds:

- New Opportunities by Agency** - Receive a listing of new opportunities by agency name.
- New Opportunities by Category** - Receive a listing of new opportunities by category.
- Modified Opportunities by Agency** - Receive a listing of recently modified opportunities by agency name.
- Modified Opportunities by Category** - Receive a listing of recently modified opportunities by category.

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COMMUNITY: [USA.gov](http://usa.gov) | [Whitehouse.gov](http://whitehouse.gov) | [USASpending.gov](http://usaspending.gov) | [SBA.gov](http://sba.gov) | [FSRS.gov](http://fsrs.gov) | [SAM.gov](http://sam.gov) | [DUNS Request](http://dunsrequest.gov)

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