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Grantor User Guide

Grants.Gov Release 12.2.0, V2.0
March 5, 2013

Document Control

Release	Version	Date	Owner	Comments
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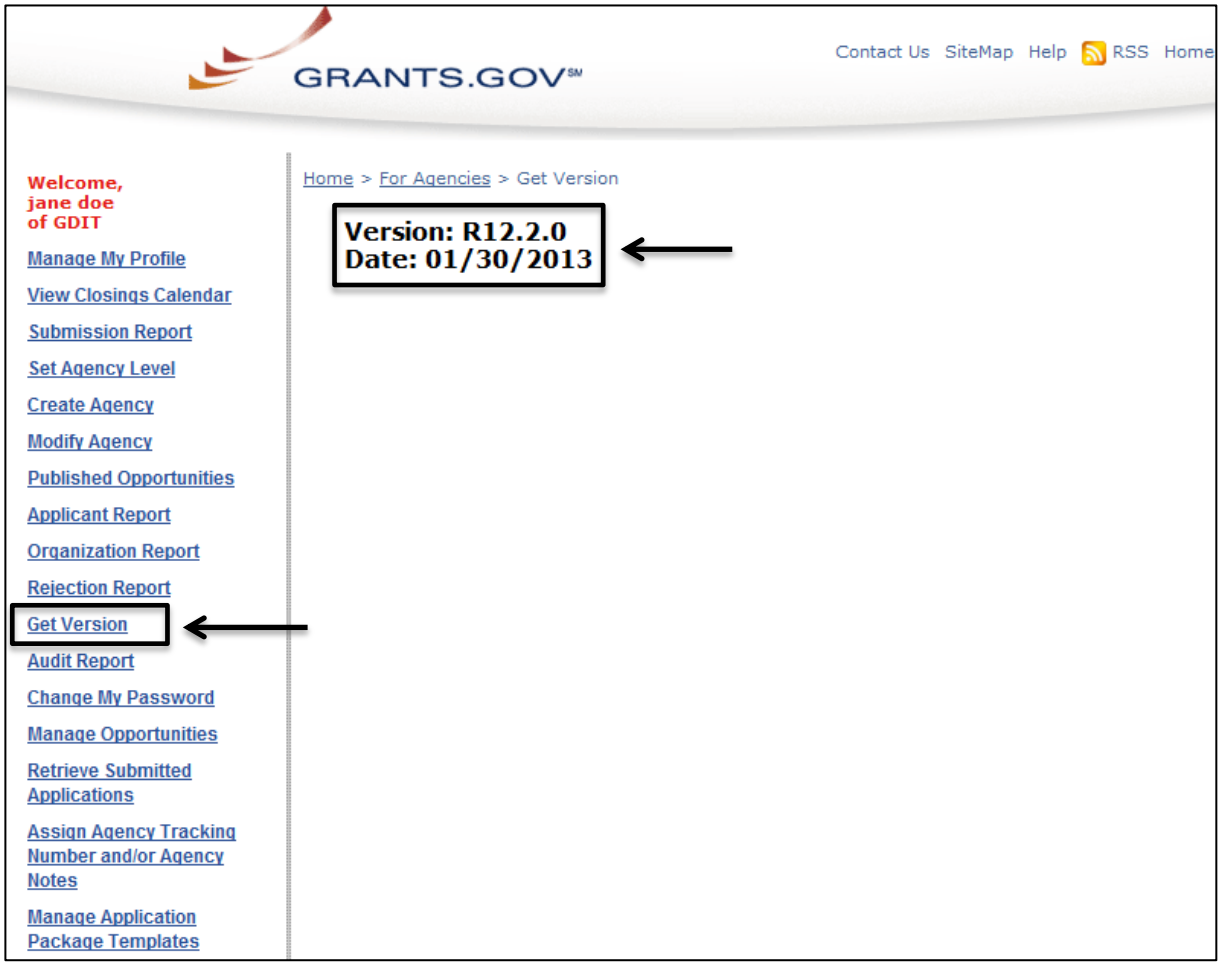
Introduction

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

This user guide has been developed to help you navigate the Grants.gov environment more easily. In it, you'll find an overview of every step of the process. From getting started and registration to viewing and tracking completed applications, this user guide offers clarification where and when you need it.

Version Information

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



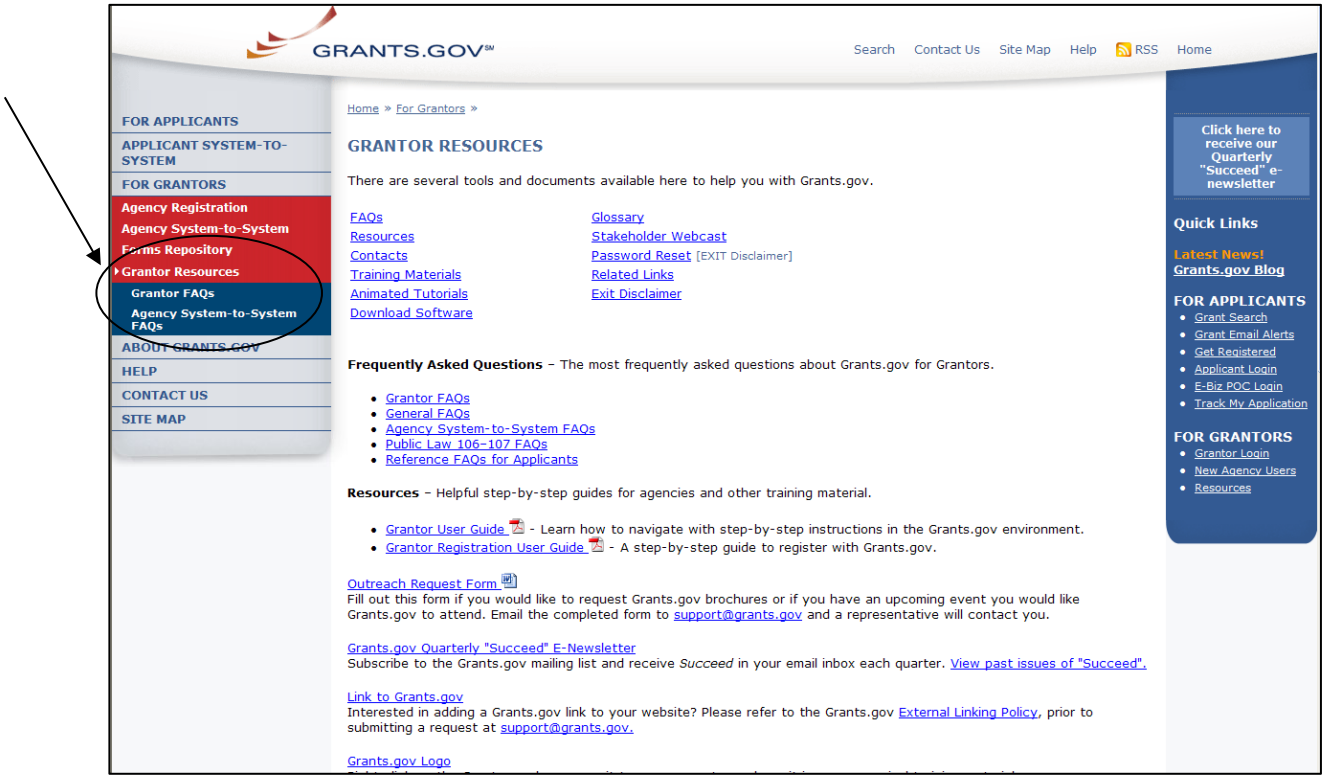
Finding Information about Grants.gov

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

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

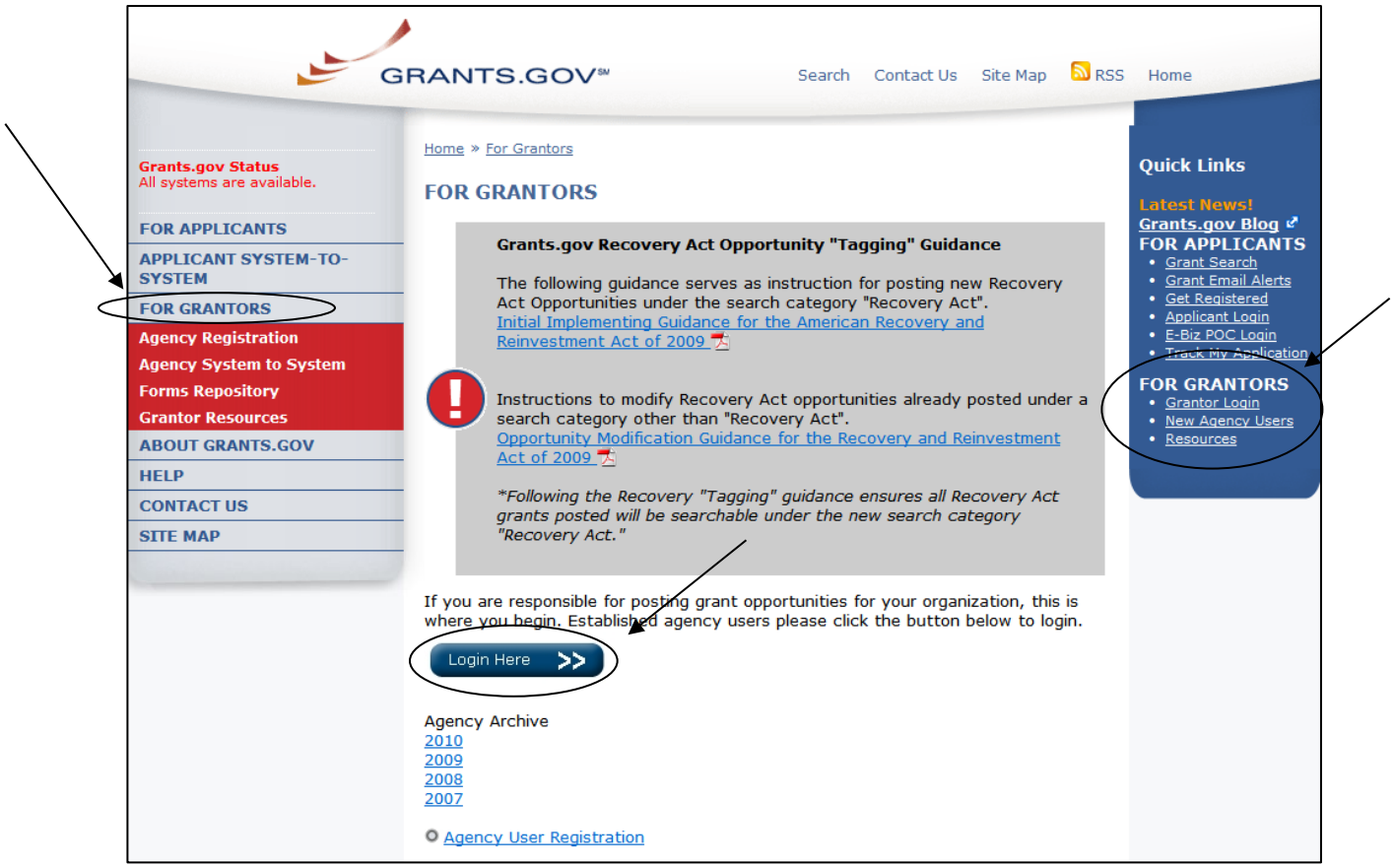
Grantor Resources

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

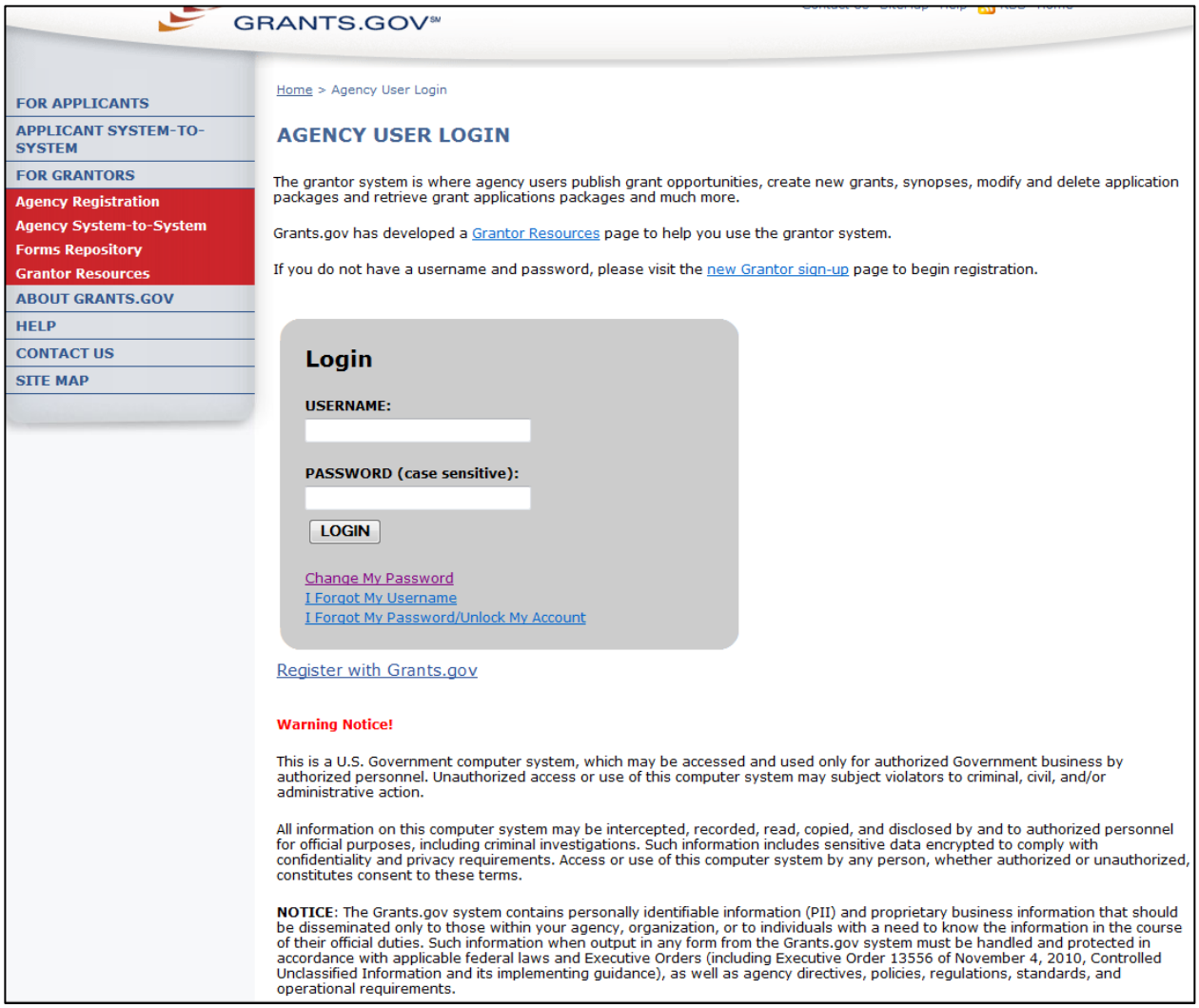


Posting Grant Opportunities

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



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

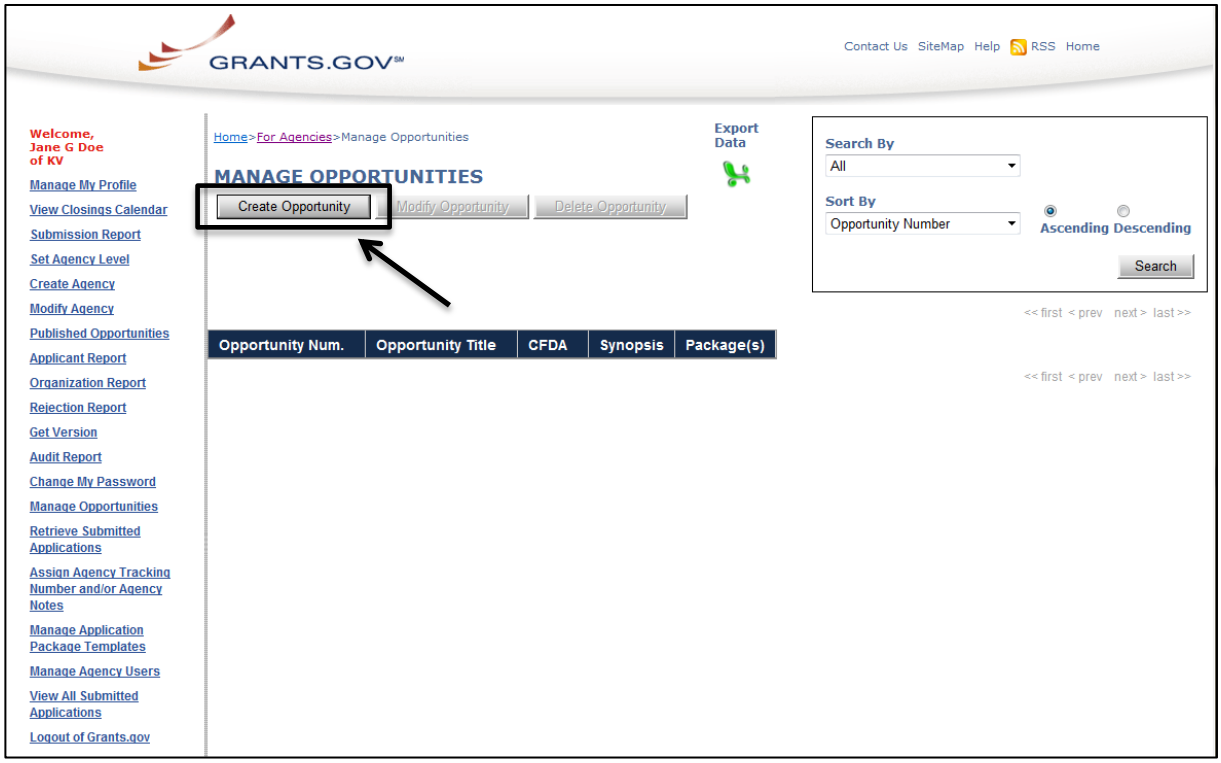


Creating New Grant Opportunities

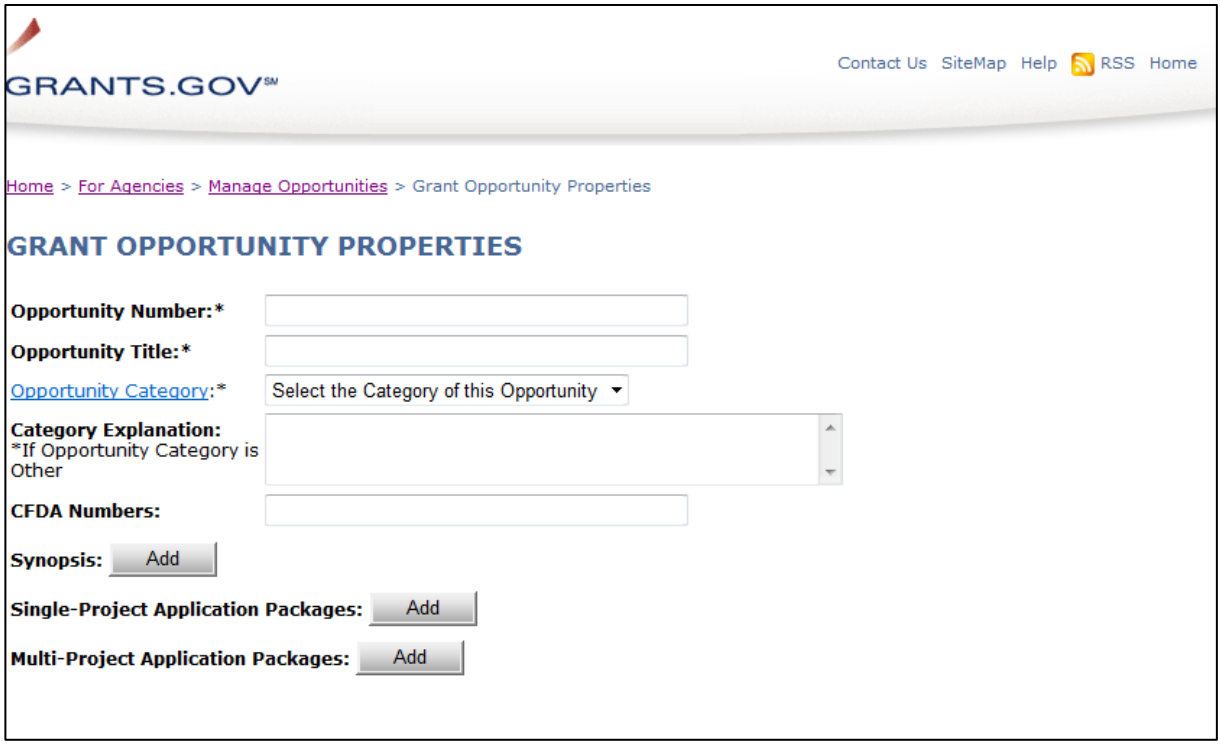
The first step in posting a synopsis and/or a grant application is to create a grant opportunity. When creating an opportunity, you are establishing the groundwork for your grant synopses and grant application packages. To create an opportunity, you must have an agency profile setup and the proper authorization by your main agency point of contact.

From the left navigation, click on the **Manage Opportunities** link. You will be directed to the **Manage Opportunities** screen.

Within the **Manage Opportunities** section, you will be able to create, modify, or delete an opportunity. To create a new opportunity, select the **Create Opportunity** button.



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



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

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

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

** Opportunity Category is not used during the query for American Reinvestment and Recovery Act (ARRA) opportunities. Select **Other** as the opportunity Category and enter ARRA, American Reinvestment and Recovery Act or RA within the Category Explanation field in order for applicants to search for the opportunity under Recovery Act on the site. Recovery Act and related tags should also be included within the Opportunity Title. View specific Recovery Act guidance:*

http://www.grants.gov/assets/AgenciesPostedRA.pdf *.*

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

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

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

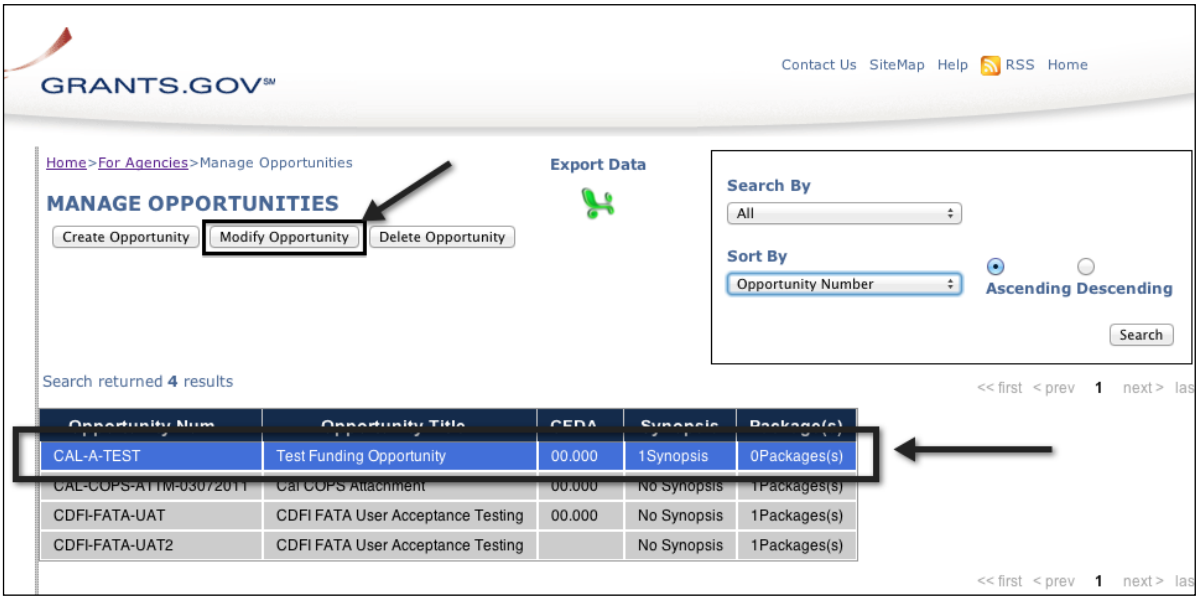
*For Mandatory Grants do not post a synopsis, instead only post the Single-Project Application Packages or the Multi-Project application package. Then email the applicant the Opportunity Number of the grant so they can apply.

Modifying Grant Opportunities

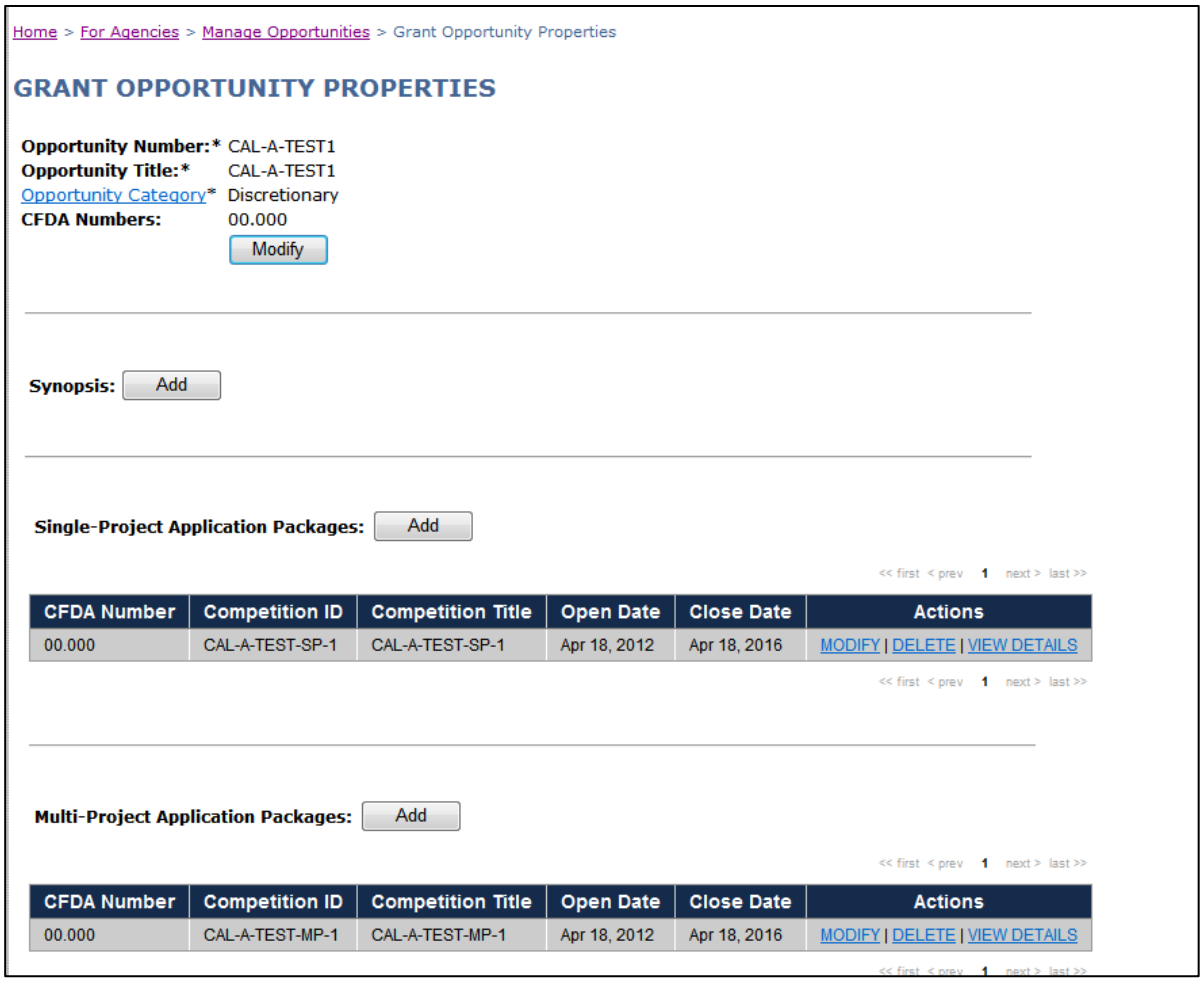
An opportunity can be modified from the Manage Opportunities link. The opportunity can be modified by adding a synopsis or application package, making updates to an existing synopsis or application package, as well as deleting an existing synopsis or application package.

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

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

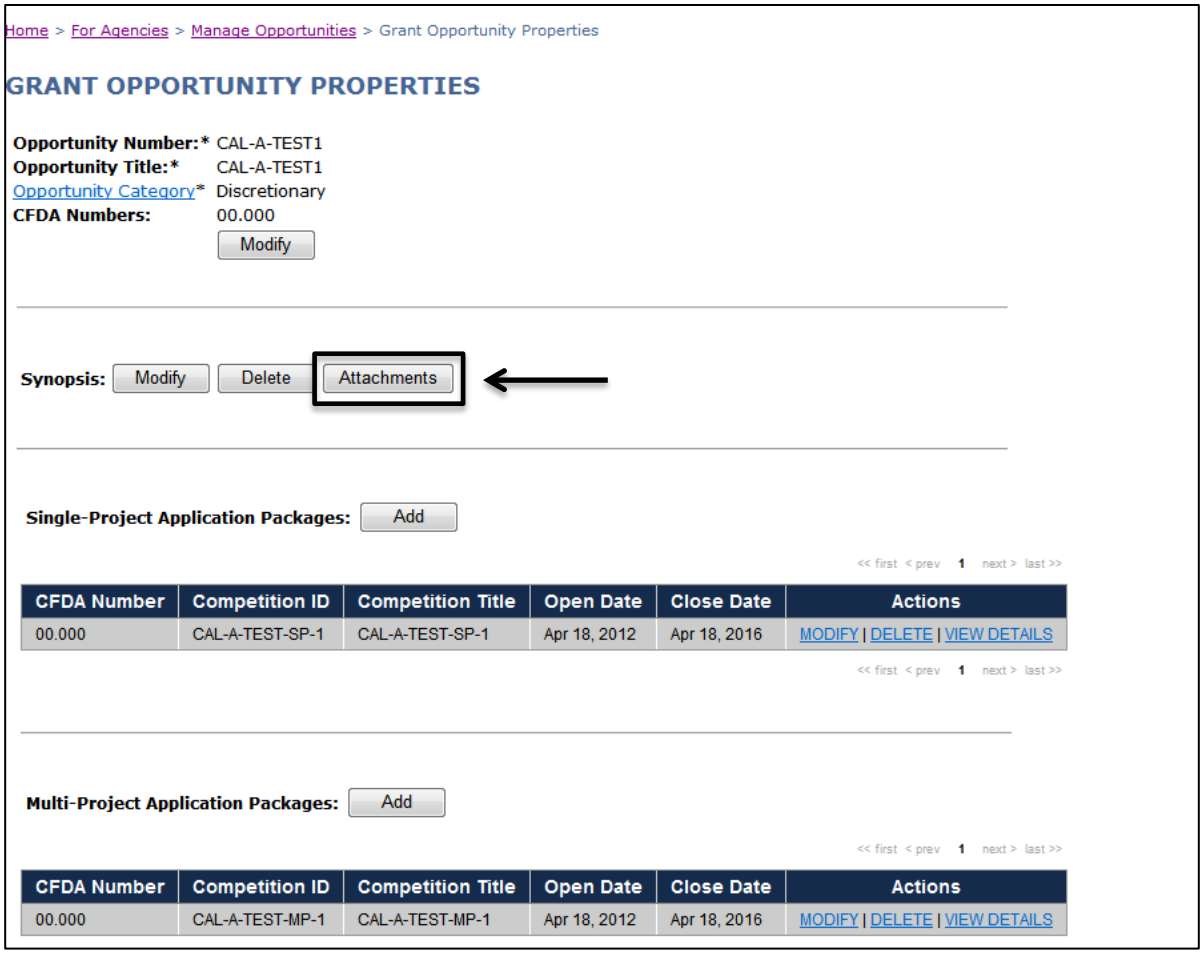


You will be directed to the **Grant Opportunity Properties** scree. You can select to modify the properties of the Grant Opportunity, the Synopsis, the Application Package(s) and Full Announcement Attachments. Just click on the **Modify** button or **Modify** link that is under the section you wish to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



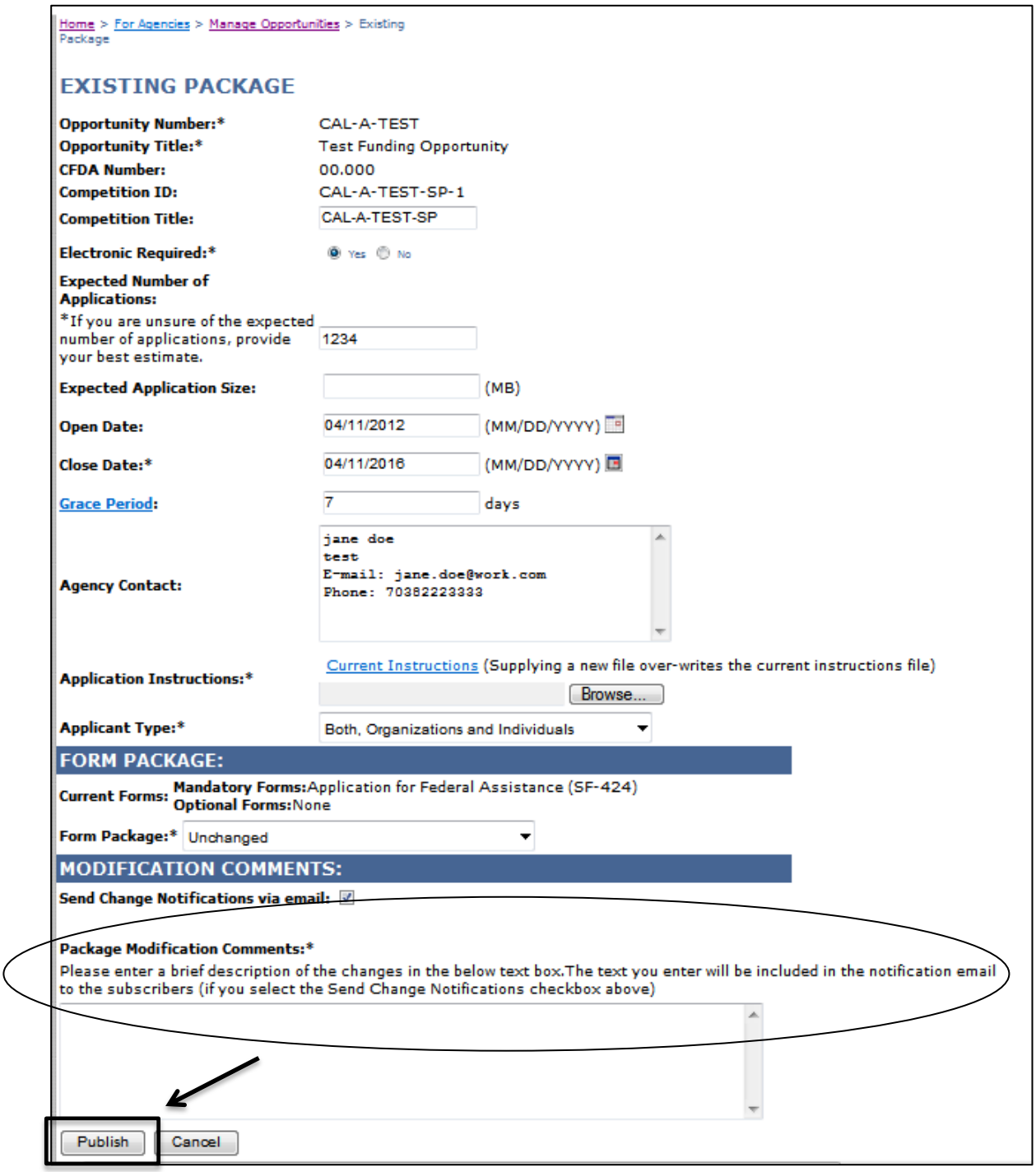
Also, you will be able to add a synopsis, Single-Project application package(s), Multi-Project application package(s), and Full Announcement attachments. To add a Synopsis or Application Package, click the **Add** button next to the section you would like to create.

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

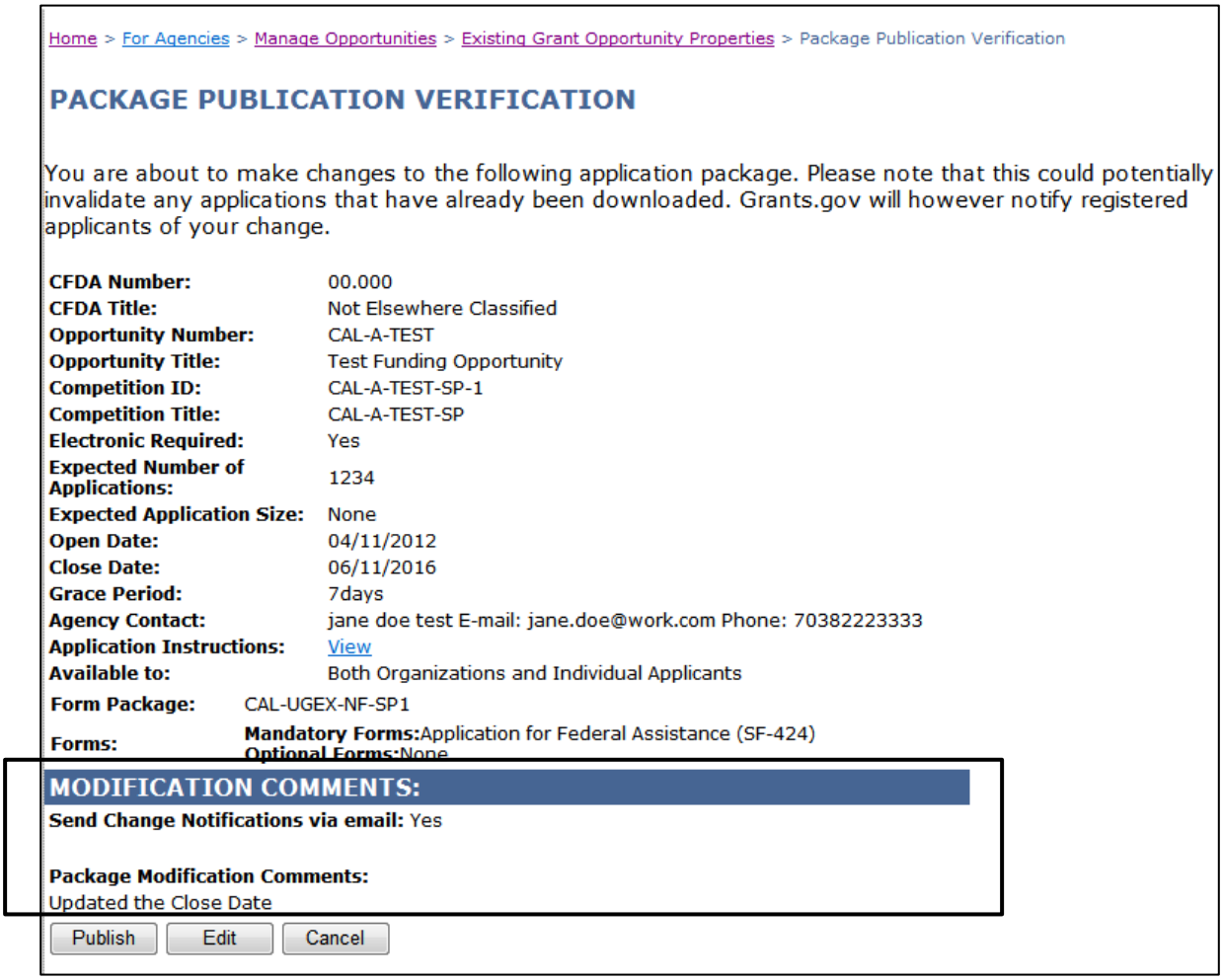


Please remember that the changes to your application package may potentially invalidate any applications that have already been downloaded.

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



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



Home > For Agencies > Manage Opportunities > Existing Grant Opportunity Properties > Package Publication Verification

PACKAGE PUBLICATION VERIFICATION

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

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

MODIFICATION COMMENTS:

Send Change Notifications via email: Yes

Package Modification Comments:
Updated the Close Date

Publish Edit Cancel

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

Home > For Agencies > Manage Opportunities > Package Publication Success

PACKAGE PUBLICATION SUCCESS

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

One user has been sent notification of your change.

Continue

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

From: DoNotReply@grants.gov [DoNotReply@grants.gov]
Sent: Tuesday, December 11, 2012 3:27 PM
To: Jane Doe
Subject: Federal Grant Opportunity with CAL-A-TEST-1 has been modified

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

The grant opportunity for KV with CAL-A-TEST-1 has been modified. It now has the following:

Opportunity Number: CAL-A-TEST-1
Opportunity Title: CAL-A-TEST-1
CFDA Number: 00.000
CFDA Title: Grants.gov Applicant S2S Testing
Competition ID : CAL-A-TEST-SP1
Opening Date:
Closing Date: 10/14/2016

The following are the comments entered by the Grantor Agency for the application package change:
" Updated the Close Date "

Some of the changes made for this package require that you redownload the new application package from the following:
http://at07apply.grants.gov/apply/opportunities/packages/oppCAL-A-TEST-1-cfda00.000-cidCAL-A-TEST-SP1.pdf

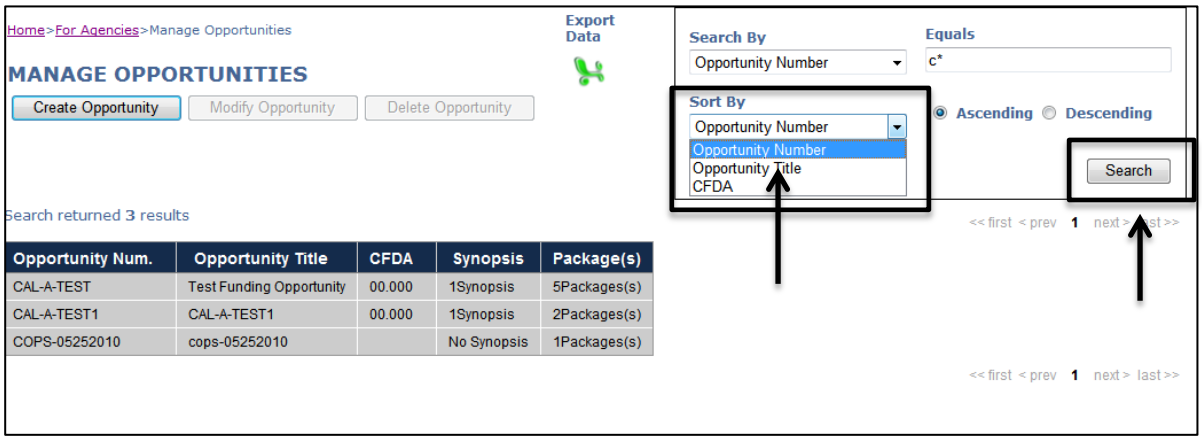
Thank You.
Grants.gov
If you have questions please contact the Grants.gov Contact Center:
support@grants.gov
1-800-518-4726
24 hours a day, 7 days a week, Closed on federal holidays.

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

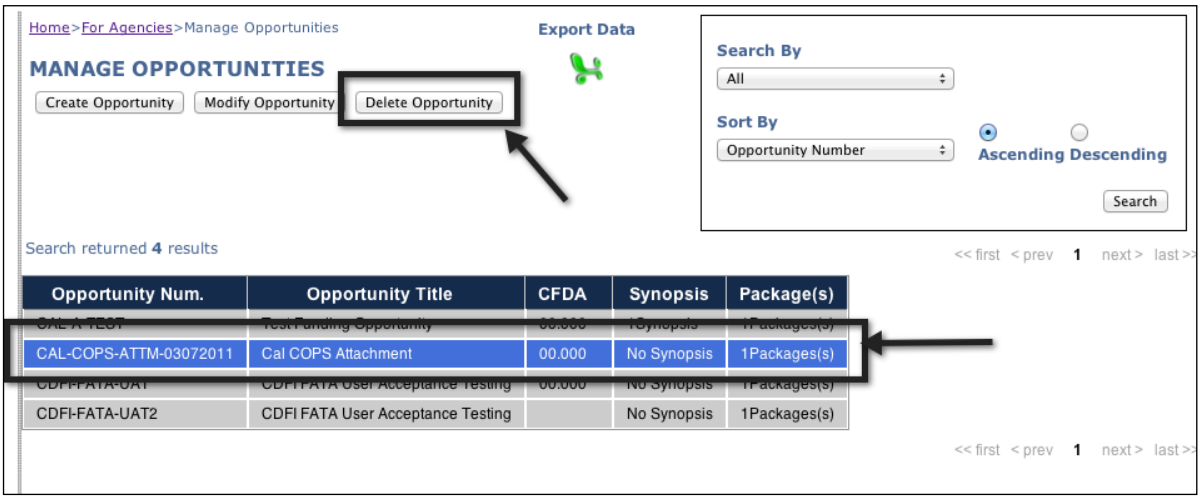
Deleting Grant Opportunities

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

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



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

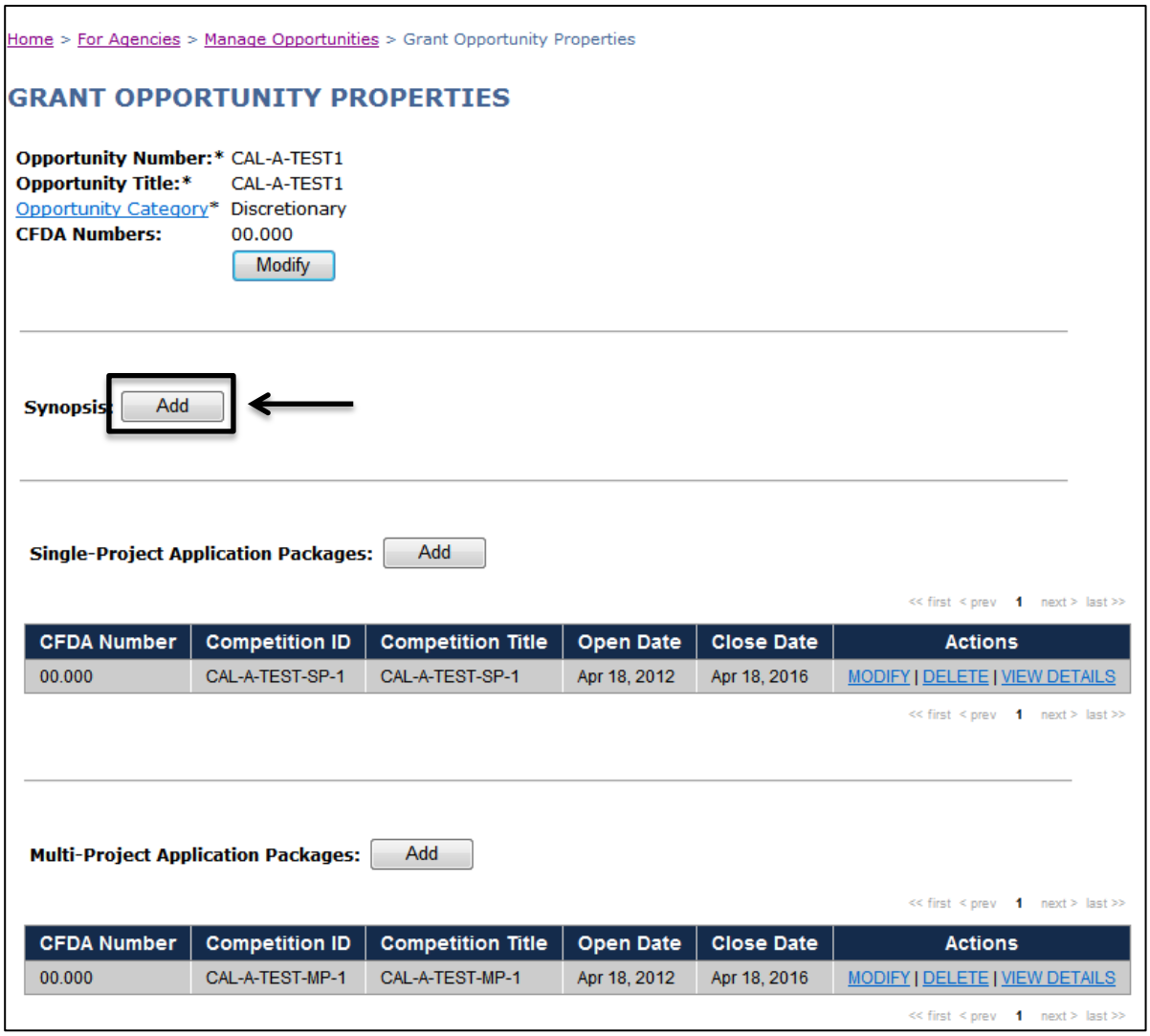


You will receive a confirmation screen when you request to delete an opportunity. This will delete the ENTIRE opportunity and everything that is attached will be deleted. If you just need to delete a portion of an opportunity, refer to the **Modifying Grant Opportunities** section.

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

Publishing New Synopses

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



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

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

Activity Category*: These are the high-level categories found in the Catalog of Federal Domestic Assistance. You can highlight as many categories as you see fit. If

you select **Other**, you will need to add additional information within the Category Explanation regarding your opportunity.

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

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

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

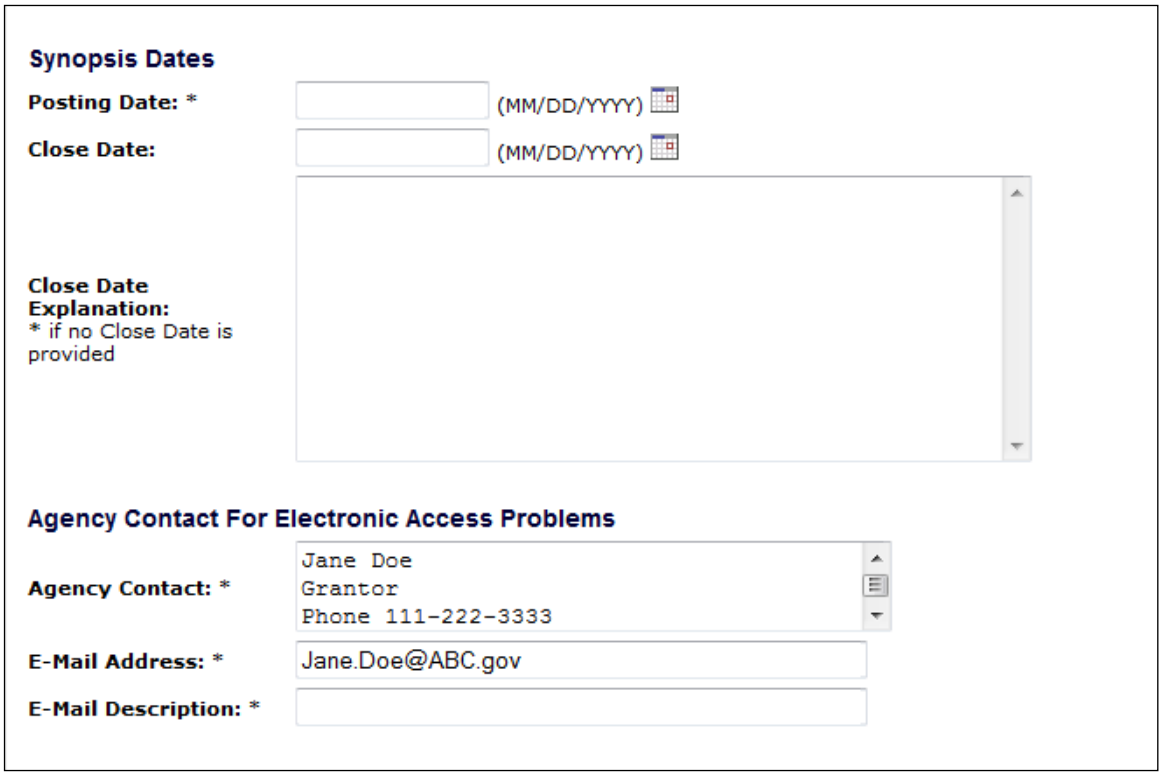
Close Date: This is an optional field, but if you do not enter in a Close Date, you will need to enter information into the **Close Date Explanation** box.

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

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

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

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



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

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

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

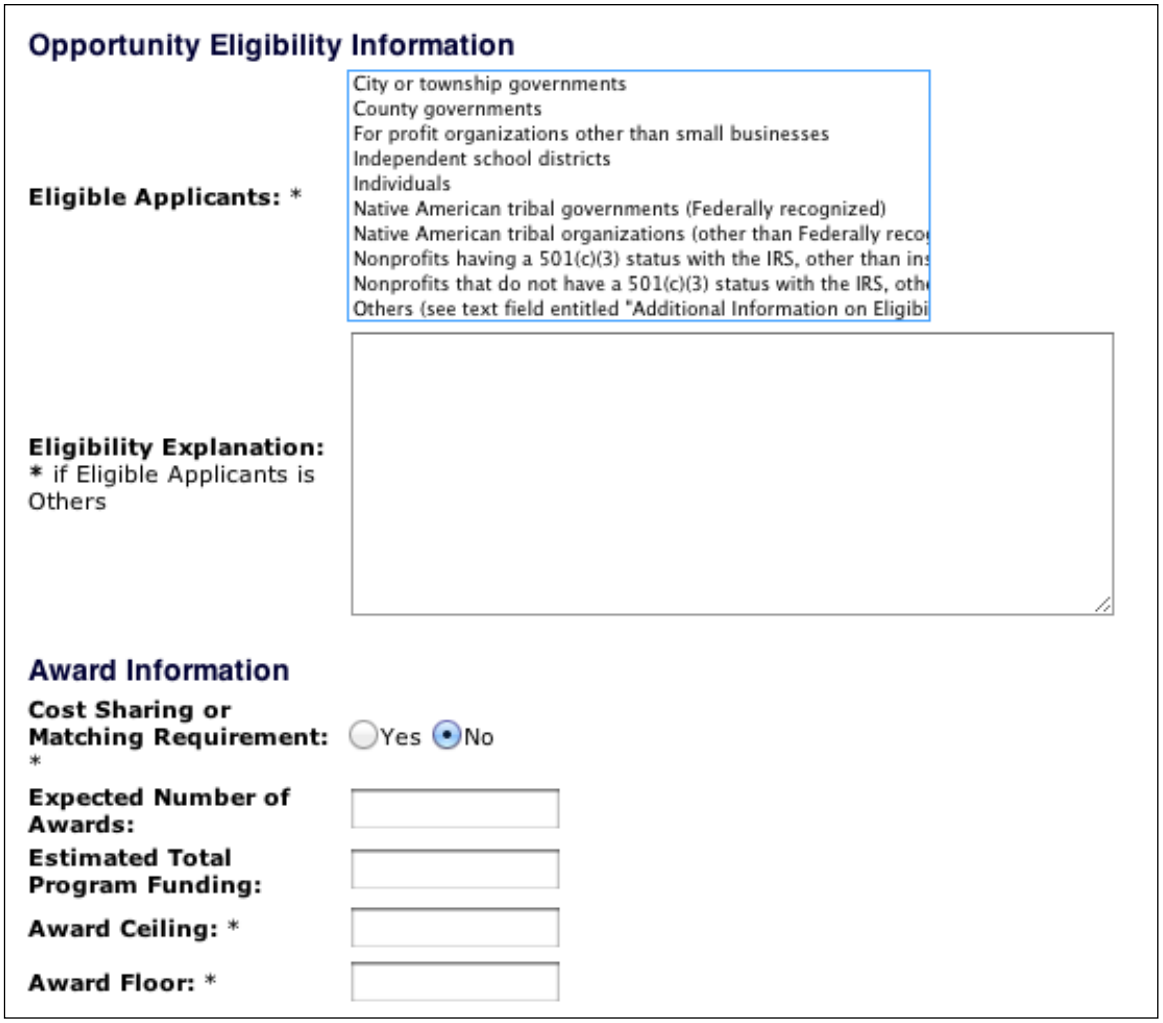
Cost-Sharing or Matching Requirement*: This defaults to No; please select Yes if the applicant will need to match some of the provided federal funds.

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

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

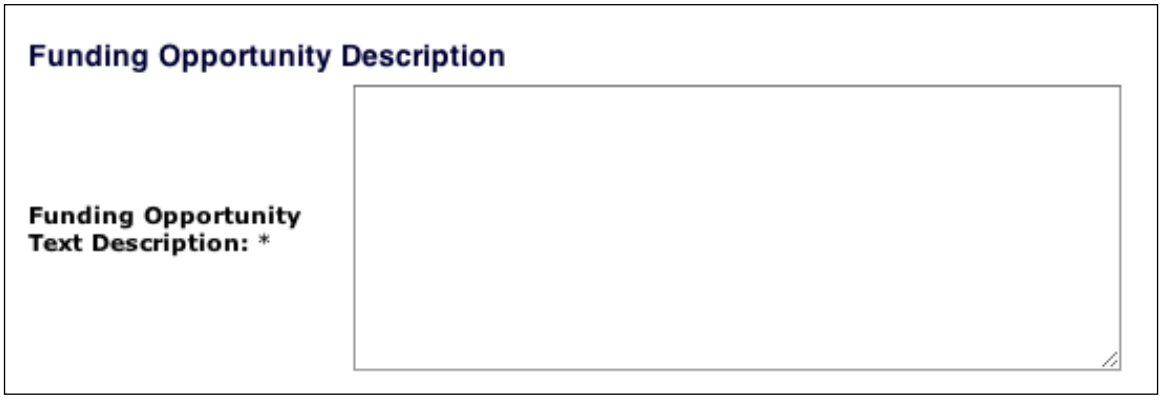
Award Ceiling*: Either enter the dollar amount in numbers or write the word “none” into the field. The dollar amount will be automatically formatted, therefore, you will not need to enter a dollar sign or format the number with commas.

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



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

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



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

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

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

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

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

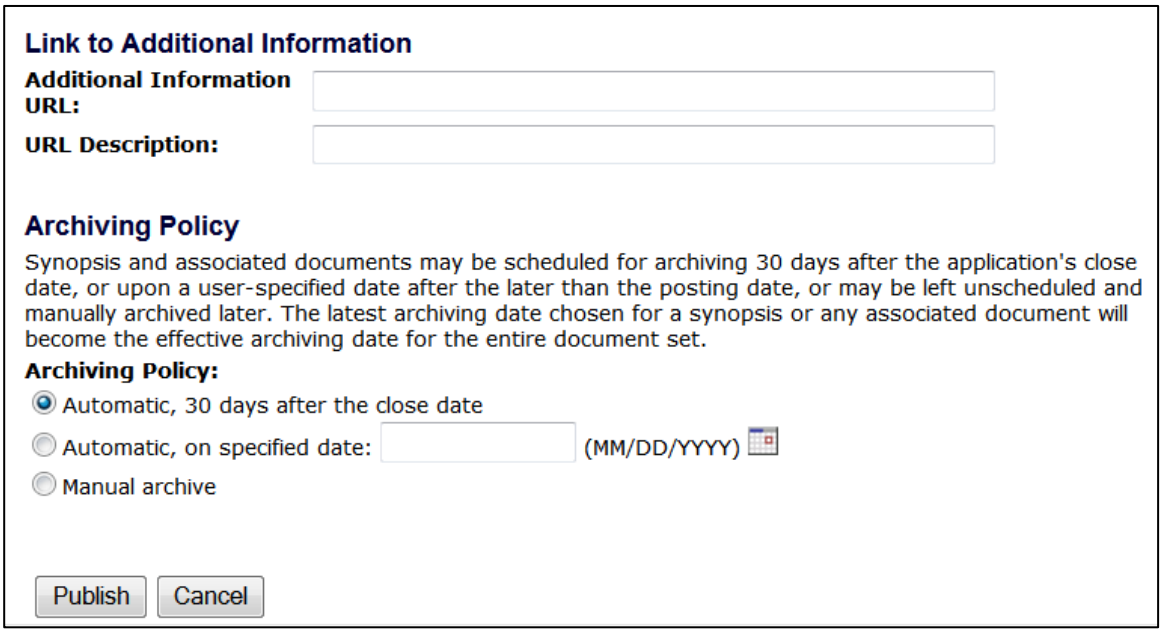
Publish: After you have entered in all the information necessary for your synopsis, select **Publish**. You will be given a confirmation screen that will include all of the information you have previously entered. Review this information and select **Publish** again at the bottom of the screen.

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

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

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

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



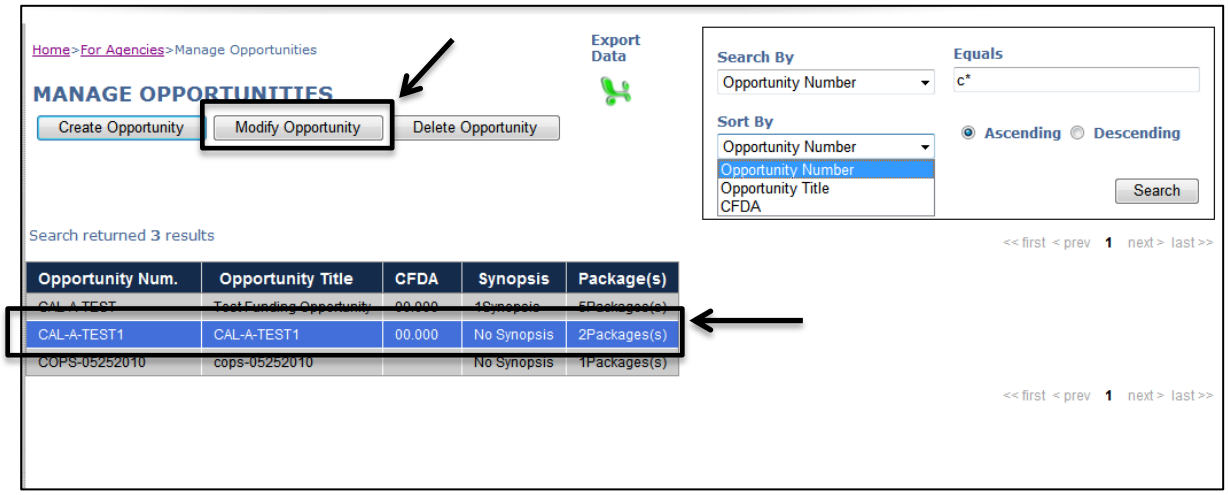
Please be aware that Grants.gov will be updating the content on this confirmation screen to more accurately explain that synopsis with a future post date will not automatically appear on the site until that future date.

Modifying Synopses with a Future Post Date

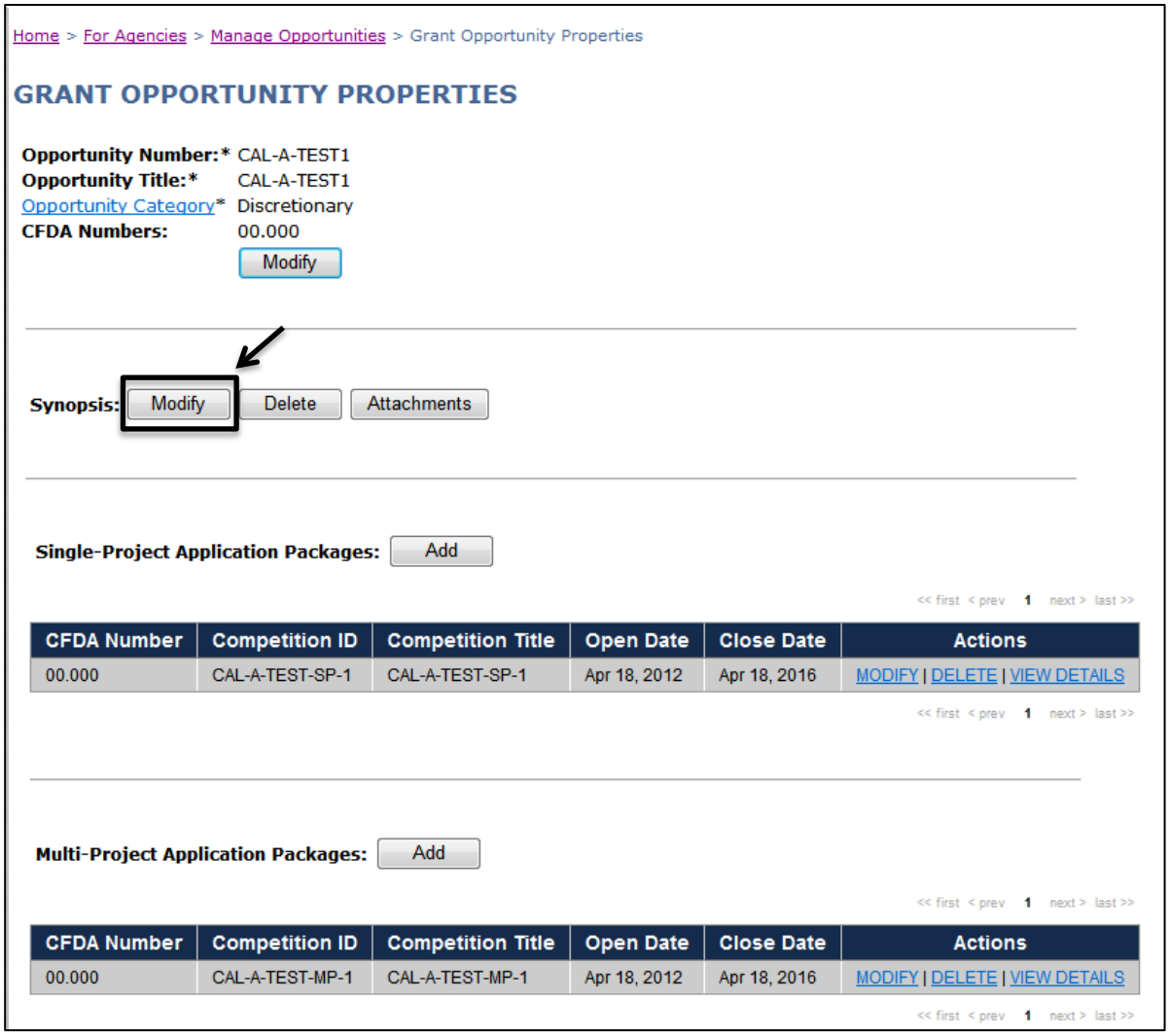
This section is in reference to modifying synopses that have been published, but has a post date that is in the future. These synopses can be modified without the applicants being notified and without the record of these modifications being made public.

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

The Search results are displayed in the table below. In order to modify a synopsis, select the row of the specific opportunity and then click on the **Modify Opportunity** button. You will be directed to the **Grants Opportunity Properties** screen.

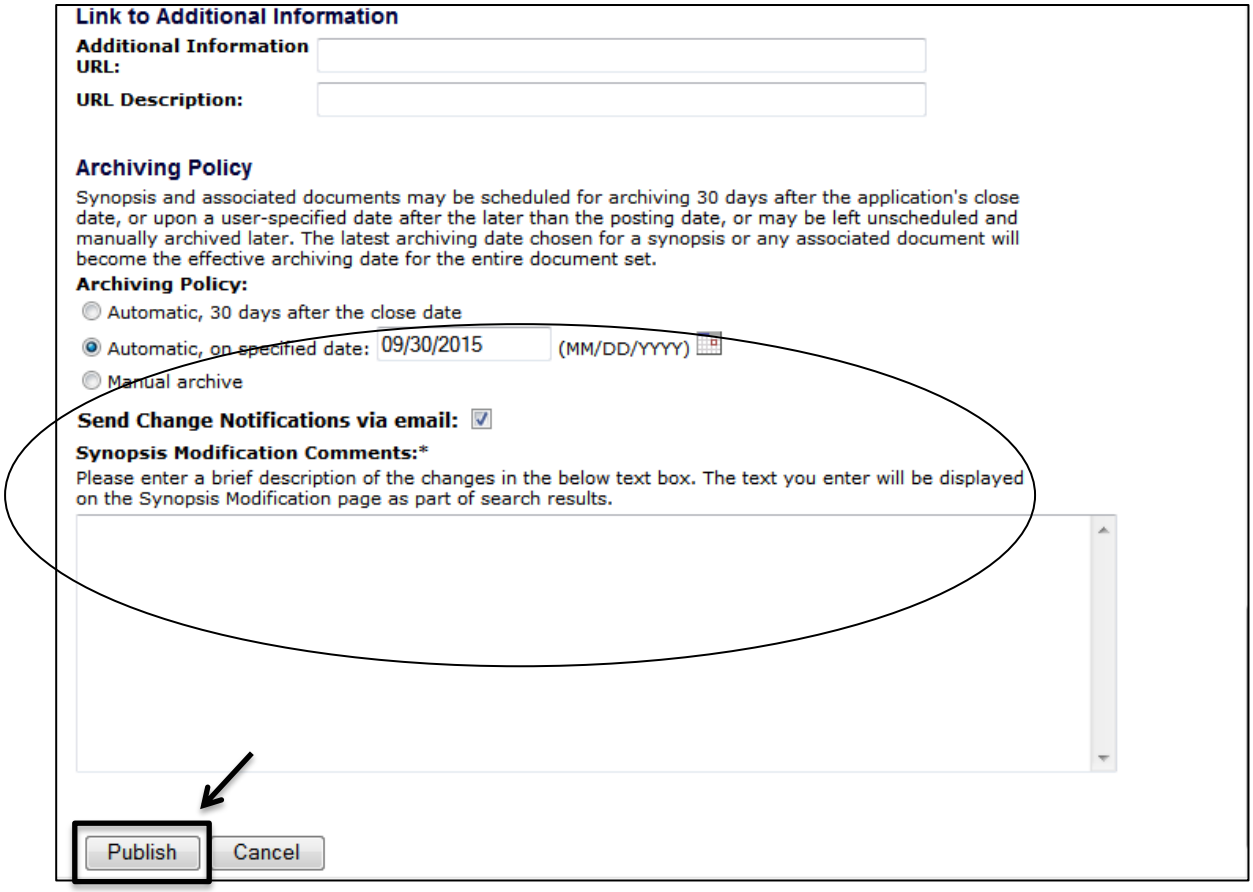


From the **Grant Opportunity Properties** screen, click on the **Modify** button next to **Synopsis**. You will be directed to the **Opportunity Synopsis Properties** screen.



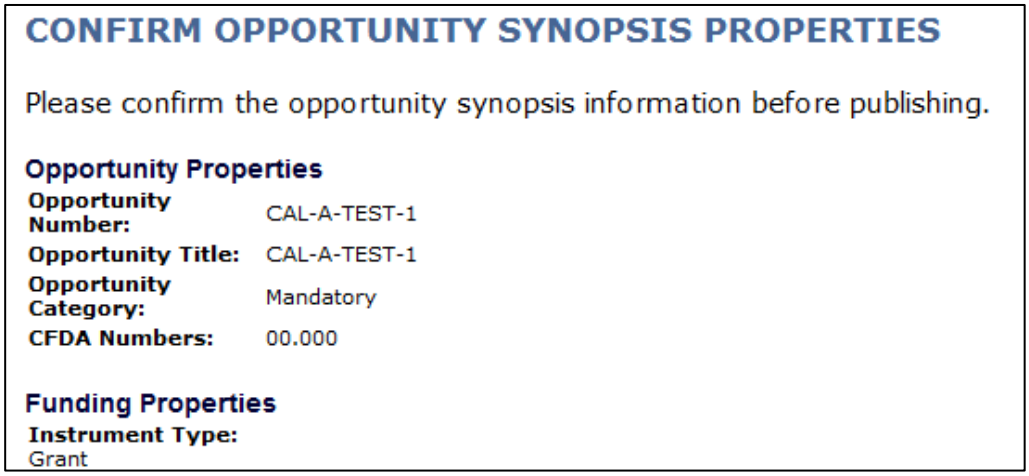
From the **Opportunity Synopsis Properties** screen, you will make the necessary modifications to the Synopsis. At the bottom of the screen, the **Send Change Notification via Email** checkbox will be selected. You are required to enter a description of your changes in the **Synopsis Modification Comments**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

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



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

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



Activity Category:
Agriculture
Arts (see "Cultural Affairs" in CFDA)
Business and Commerce
Community Development
Consumer Protection
Disaster Prevention and Relief
Education
Employment, Labor and Training
Energy
Environment

Category Explanation:
test

Synopsis Dates

Posting Date: 12/06/2012
Close Date: 10/14/2016
Close Date Explanation:

Agency Contact For Electronic Access Problems

Agency Contact: Jane Doe
tester
Phone 111-222-3333
E-Mail Address: jane.doe@jdoe.com
E-Mail Description: Test

Opportunity Eligibility Information

Eligible Applicants:
City or township governments
County governments
For profit organizations other than small businesses
Independent school districts
Individuals
Native American tribal governments (Federally recognized)
Native American tribal organizations (other than Federally recognized tribal governments)
Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

Eligibility Explanation:

Award Information

Cost Sharing or Matching Requirement: No
Expected Number of Awards: 2
Estimated Total Program Funding:
Award Ceiling: 5
Award Floor: 1

Funding Opportunity Description

Funding Opportunity Text Description:
test

Link to Additional Information

Additional Information URL:
URL Description:

Send Change Notifications via email: Yes

Synopsis Modification Comments:
Updated Eligibility Information

Publish Edit Cancel

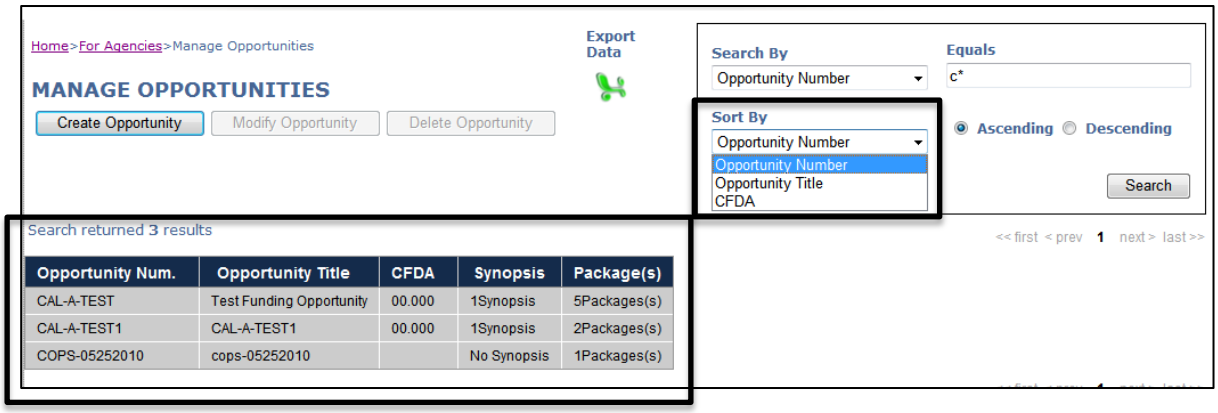
When you have successfully published the modified Synopsis, you will be directed to the **Synopsis Publish Success** screen. Please note that though the text states that the opportunity will be available within 30 minutes, since your post date is in the future, the synopsis will not be published until the specified post date. All modifications made before the post date will not be seen by the public.

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

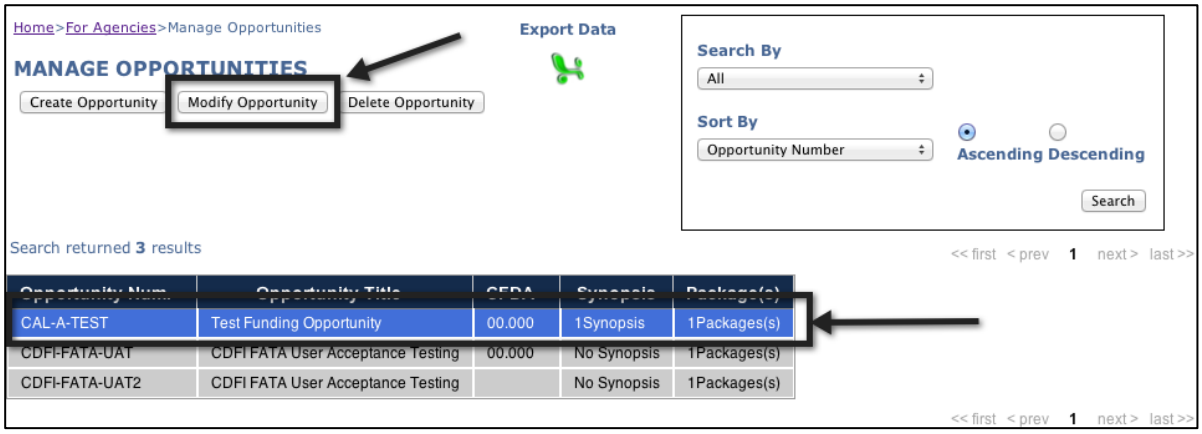
Modifying Posted Synopses

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

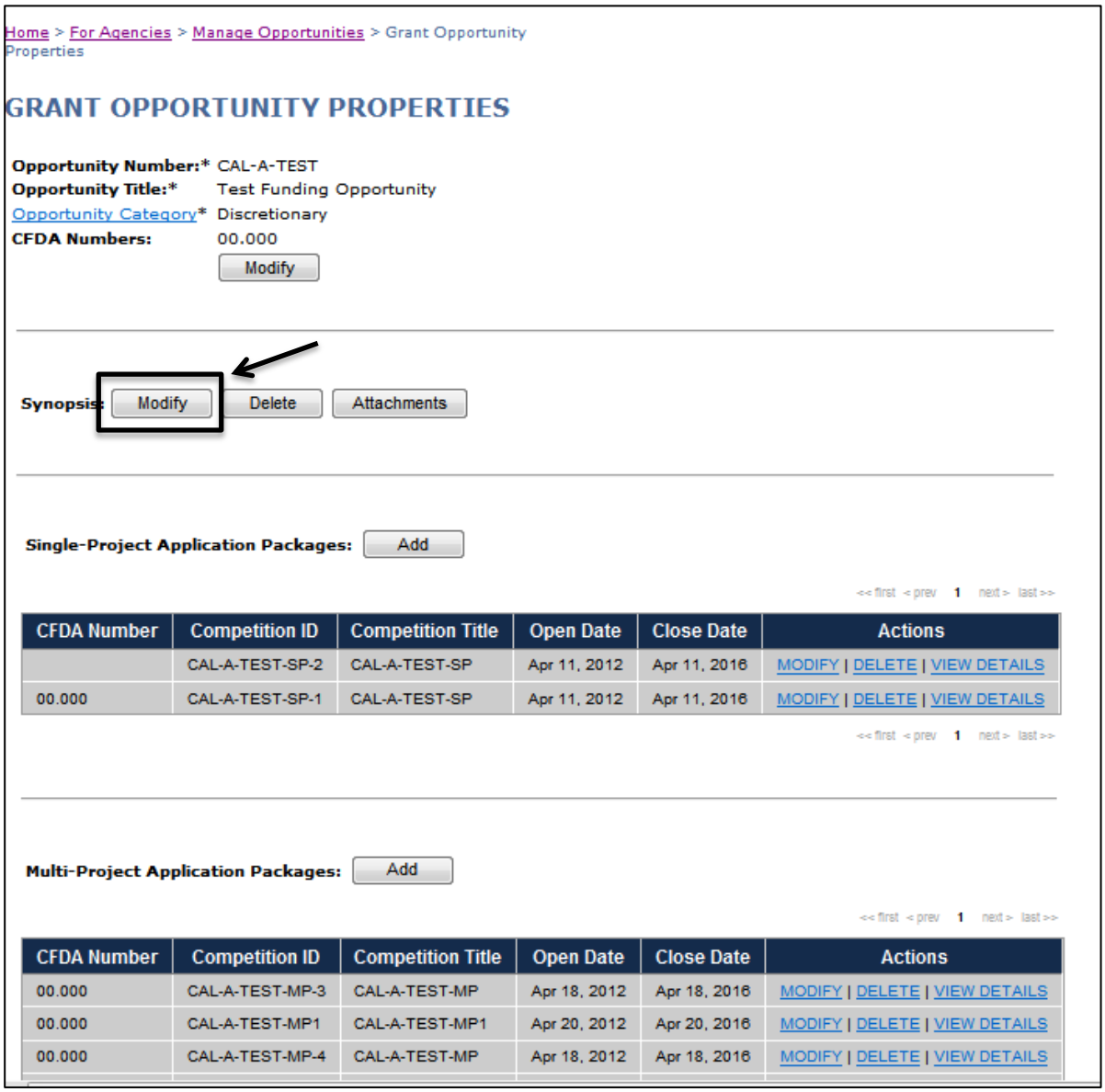
To modify a posted synopsis, select the grant opportunity from the **Manage Opportunities** screen. To find the opportunity, use the Search box on the right. Click on the dropdown boxes to choose the criteria and then select the **Search** button to view the results.



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

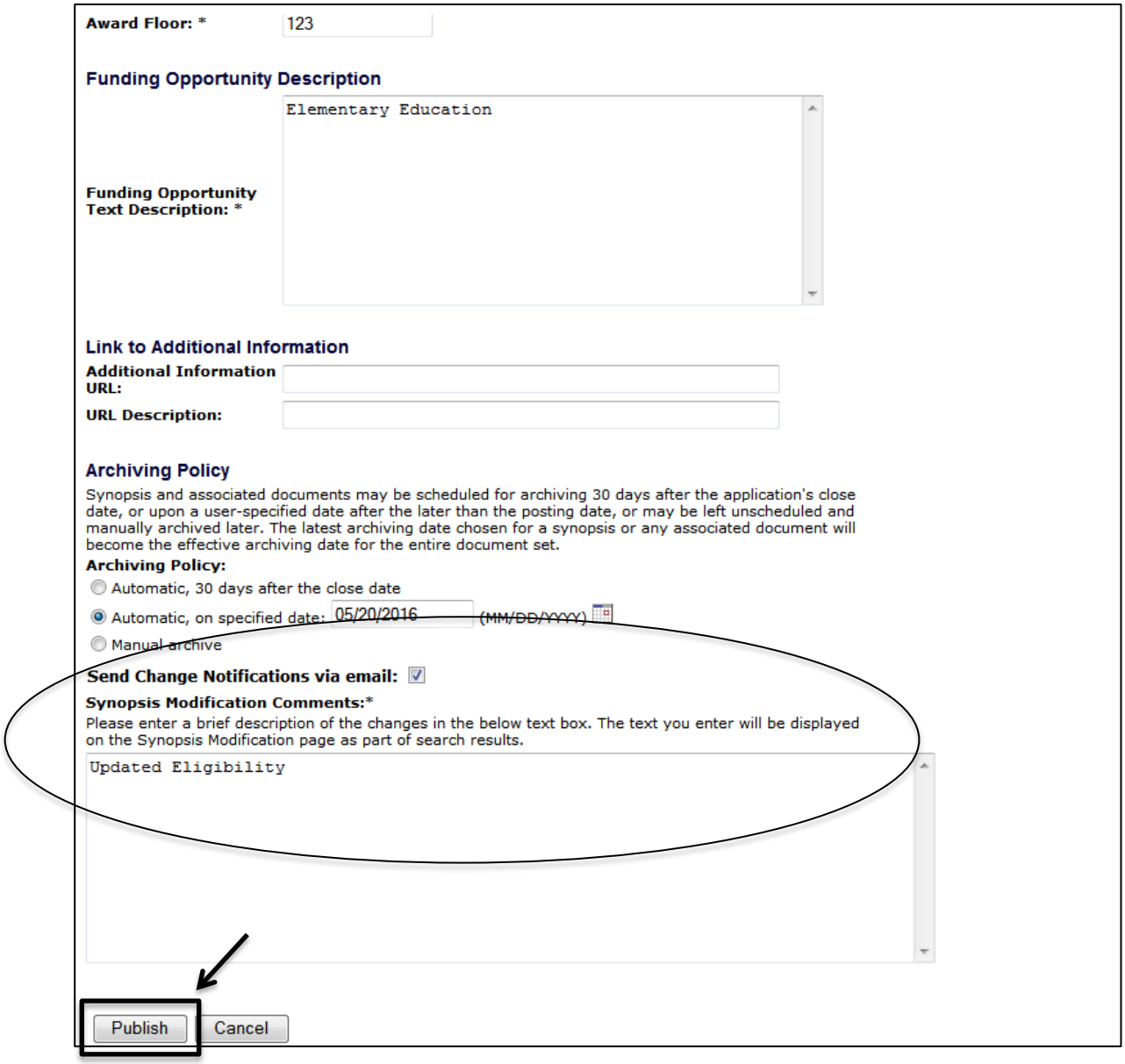


You will be directed to the **Grant Opportunity Properties** screen. Next to Synopsis, click on the **Modify** button.



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

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



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

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

Agency Contact For Electronic Access Problems

Agency Contact: jane doe
test
Phone 7032223333

E-Mail Address: jane.doe@gmail.com

E-Mail Description: test

Opportunity Eligibility Information

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

Eligibility Explanation:

Award Information

Cost Sharing or Matching Requirement: Yes

Expected Number of Awards:

Estimated Total Program Funding:

Award Ceiling: 987654

Award Floor: 123

Funding Opportunity Description

Funding Opportunity Text Description:
Elementary Education

Link to Additional Information

Additional Information URL:

URL Description:

Send Change Notifications via email: Yes

Synopsis Modification Comments:
Updated Eligibility

Publish | Edit | Cancel

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

Home > For Agencies > Manage Opportunities > Grant Opportunity Properties > Synopsis Publish Success

SYNOPSIS PUBLISH SUCCESS

Your opportunity synopsis has been successfully published.

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

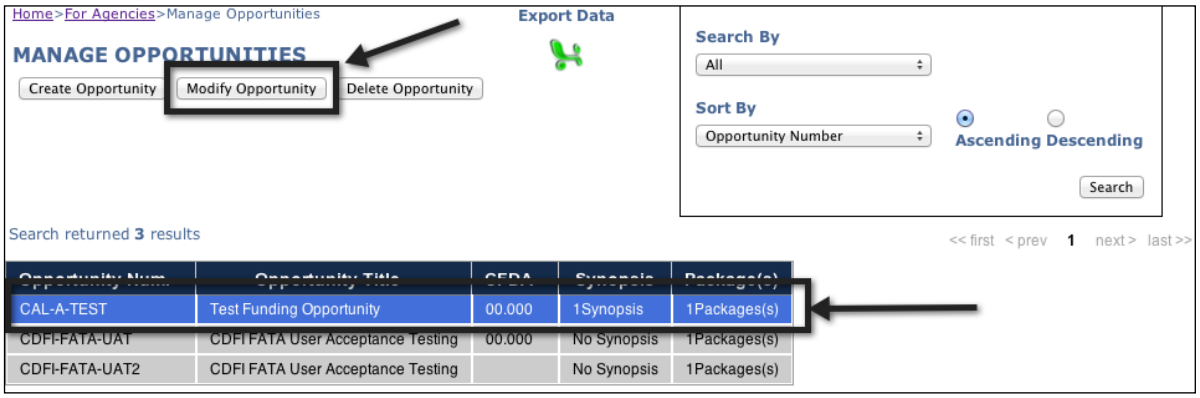
Continue

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

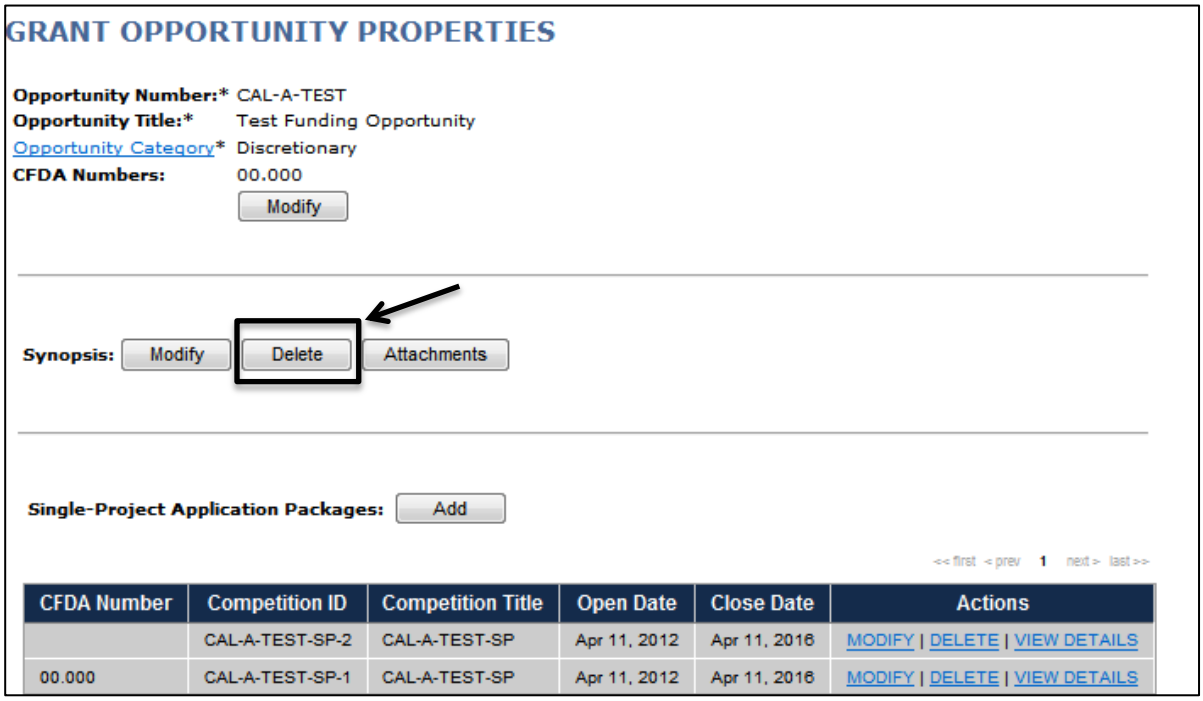
Deleting Synopses

You can only delete a synopsis if there is an existing package within the grant opportunity. If there is not, you will need to delete the entire in order to discard the synopsis. For steps to delete an opportunity, refer to the **Delete Grant Opportunity** section.

To delete a synopsis as part of an opportunity with an existing applicant package, click on the Manage Opportunities link. You will be directed to the Managed Opportunities screen. From this screen, use the search function to find the specific opportunity. Select the row of the grant opportunity and click on the **Modify Opportunity** button.



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

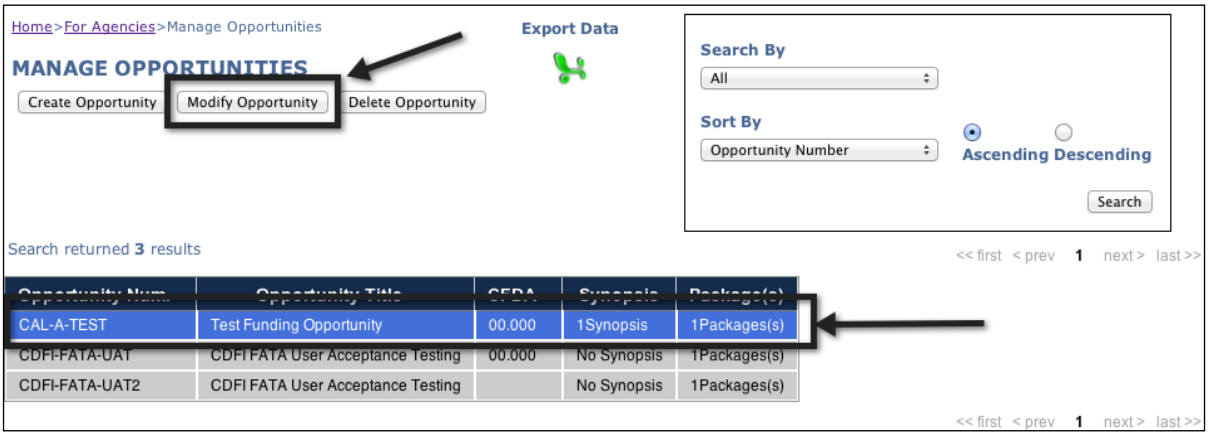


You will be taken to the **Confirm Synopsis Deletion** screen. To confirm that you want to delete the synopsis for the opportunity by clicking on **Continue** and the opportunity synopsis will be deleted. It may take up to 30 minutes for this deletion to occur on the website. If you do not want to delete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

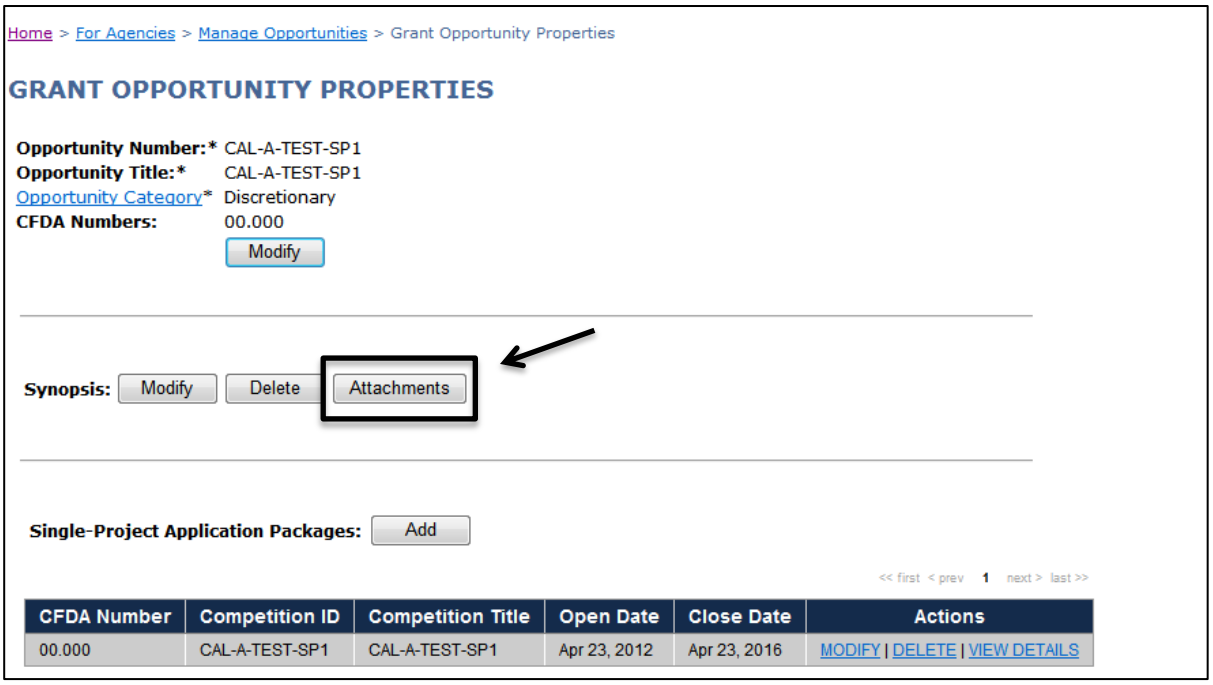
Attaching Full Announcements/Other Documents

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

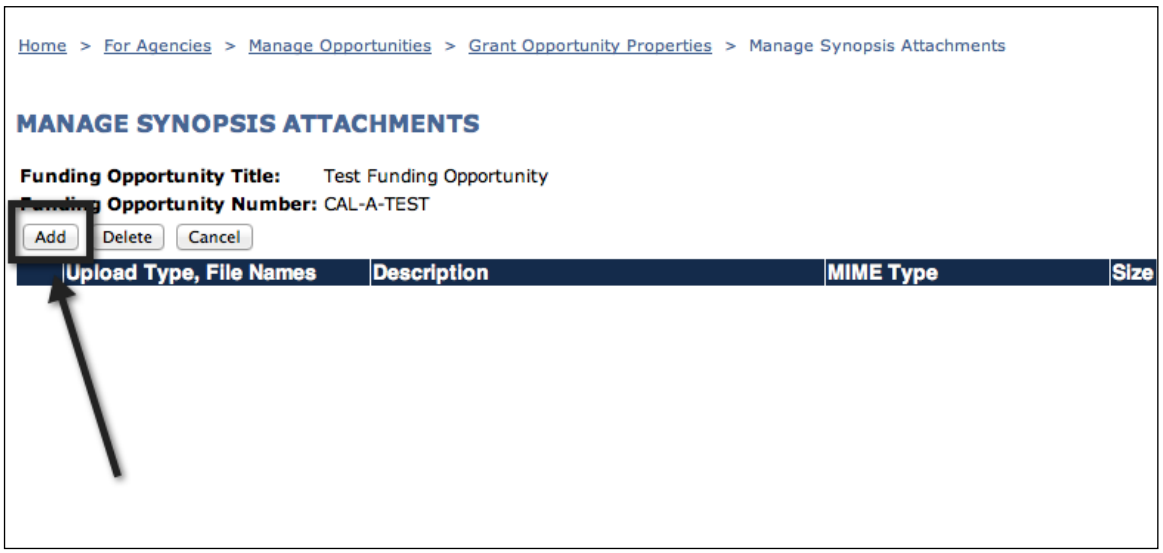
To attach a Full Announcement or other supporting documents, you must create a **Grant Opportunity** and a **Synopsis** for that Opportunity. Then you can select the opportunity from the **Manage Opportunities** screen (use the search box to view a list of your opportunities) and click on the **Modify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



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



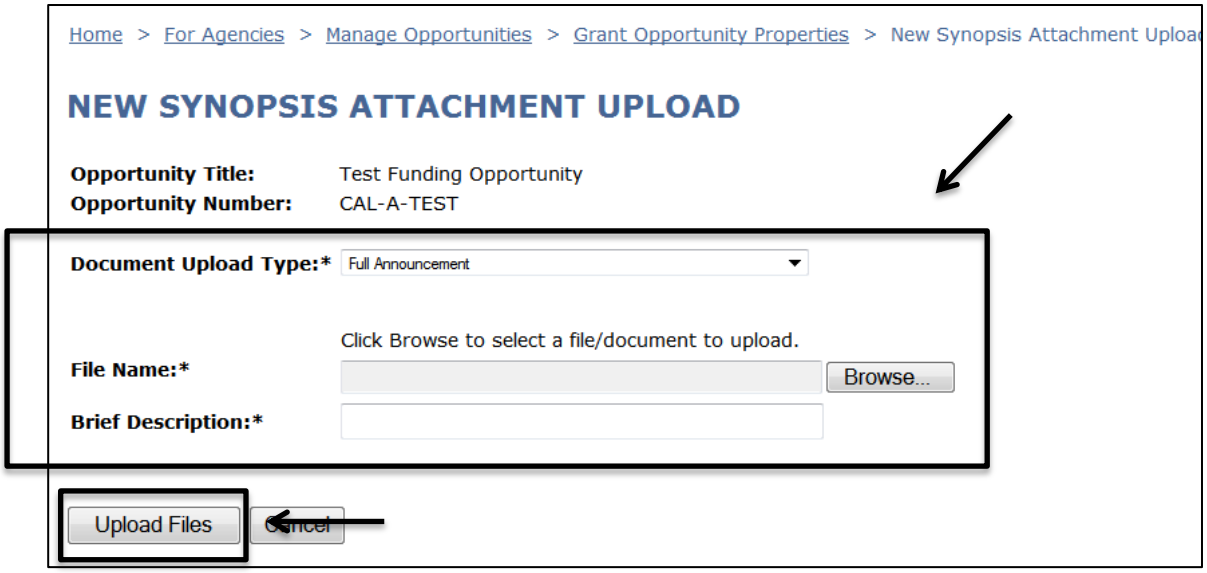
Select the **Add** button on the next screen.



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

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

- Full Announcement
- Revised Full Announcement
- Other Supporting Documents

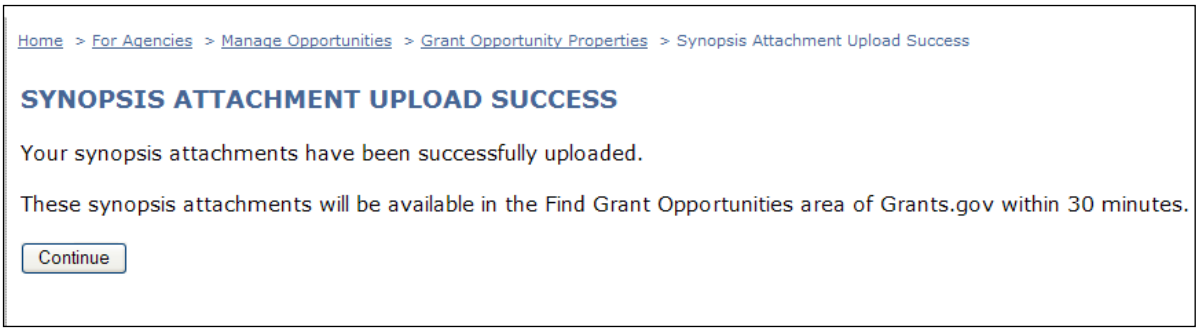


Next, select the **Choose File** button; your file directory will open. Find the file you wish to attach and double click on the icon. The name of the file will appear in the **File Name** box. Enter a brief descriptive title for the attachment in the **Brief Description** box. Repeat this process for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

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

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

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

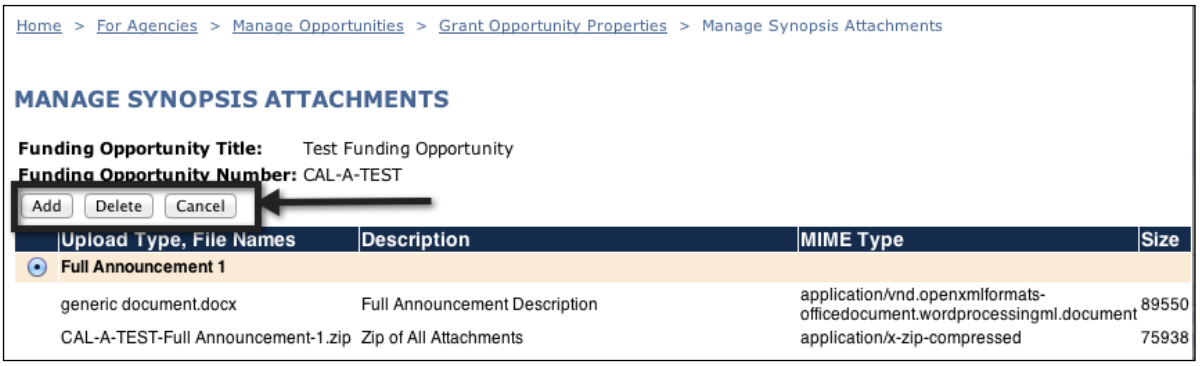


Please be aware that the attachments will be available on the website within 30 minutes of publishing. If you have a post date that is in the future for the synopsis, the attachments will appear at the same time as the future date.

Deleting Full Announcements/Other Documents

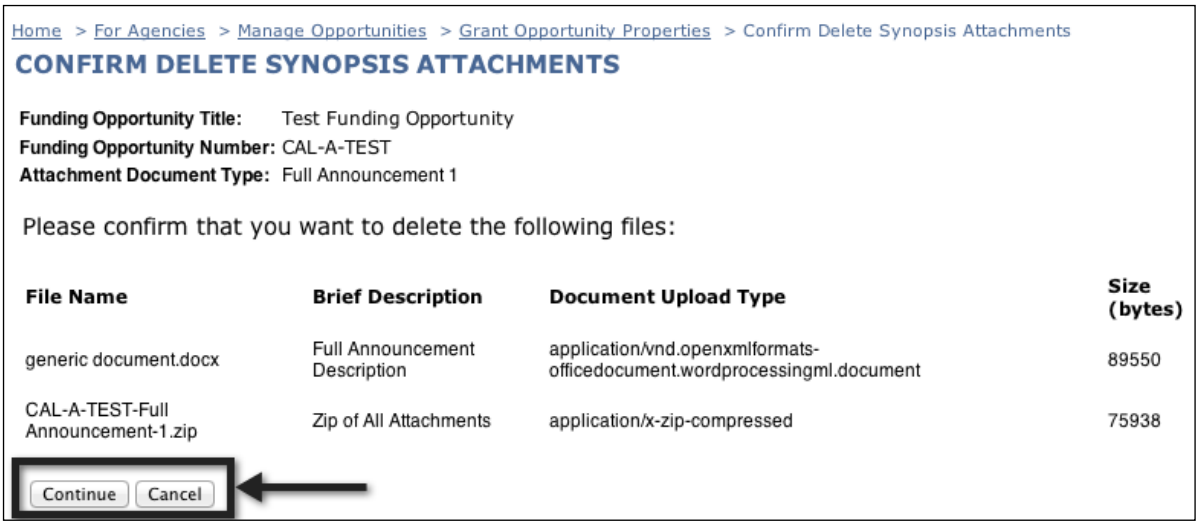
In order to delete a Full Announcement or other supporting documents, select the grant opportunity from the **Manage Opportunities** section (use the search box to view a list of your opportunities) and click on **Modify Opportunity**. Once you enter the **Grant Opportunity Properties** screen, click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

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



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

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



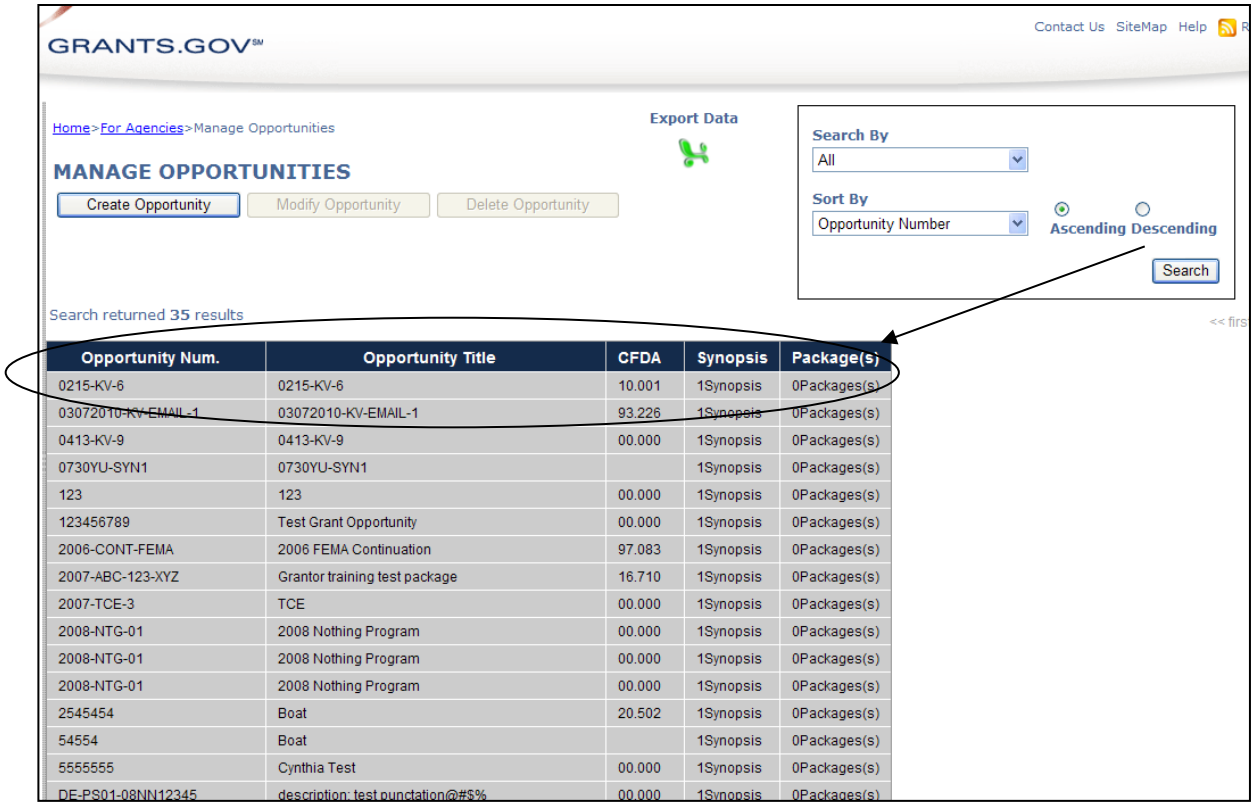
The attachments will be deleted from the website within 30 minutes of reaching this screen. Click **Continue** and you will be directed to the Grant Opportunity Properties Screen.

Publishing Application Packages

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

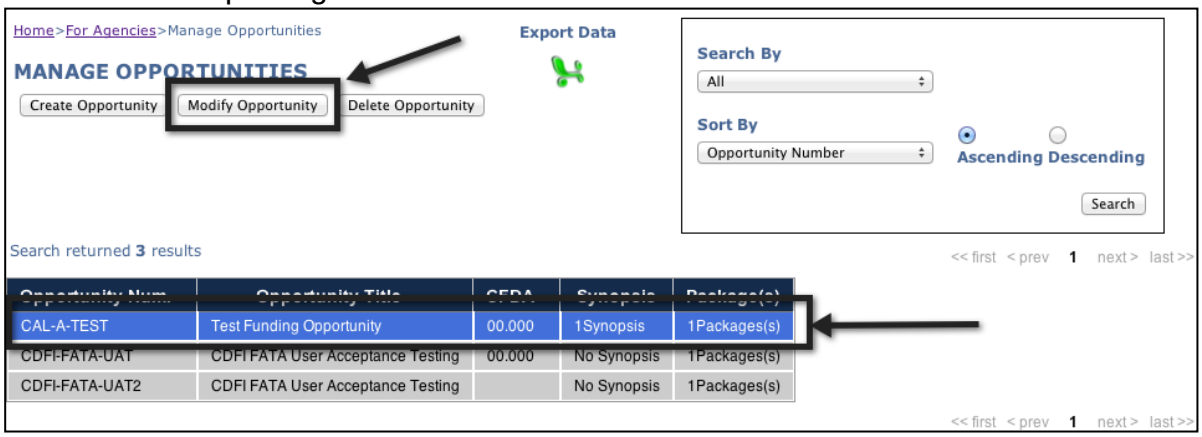
The **Manage Opportunities** screen displays the current grant opportunities for the agency/agencies that you represent. Each opportunity either has a synopsis, a grant Single-Project or Multi-Project application package or both.

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



To create a new application package for an existing opportunity use the search box to view a list of your opportunities, then select the opportunity and click the **Modify**

Opportunity button above the listed opportunities. At the next screen you will be able to create a new package.



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

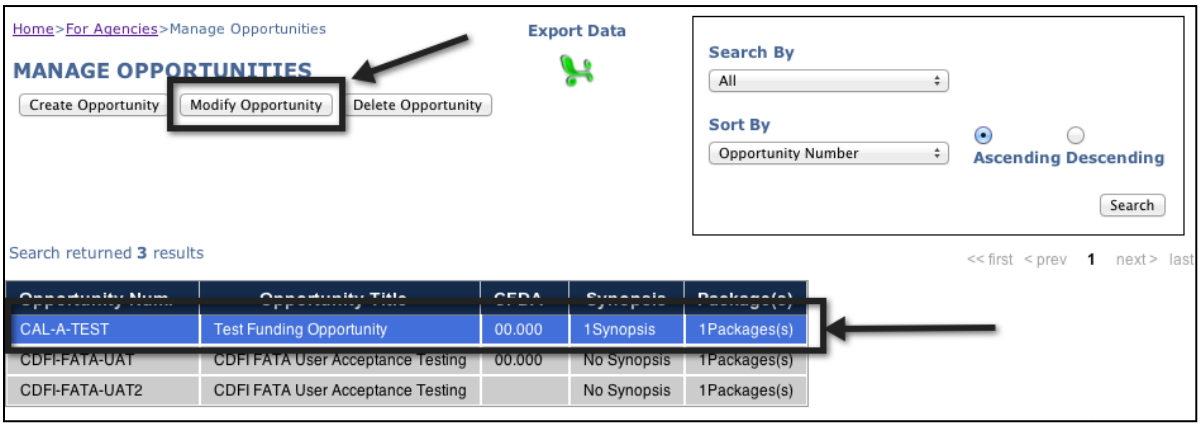
To delete an existing application package, select the opportunity you wish to modify and then click the **Modify Opportunity** button. At the next screen, you will be able to delete the application package. **Note:** You will only be able to delete an application package from the Modify screen, if and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

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

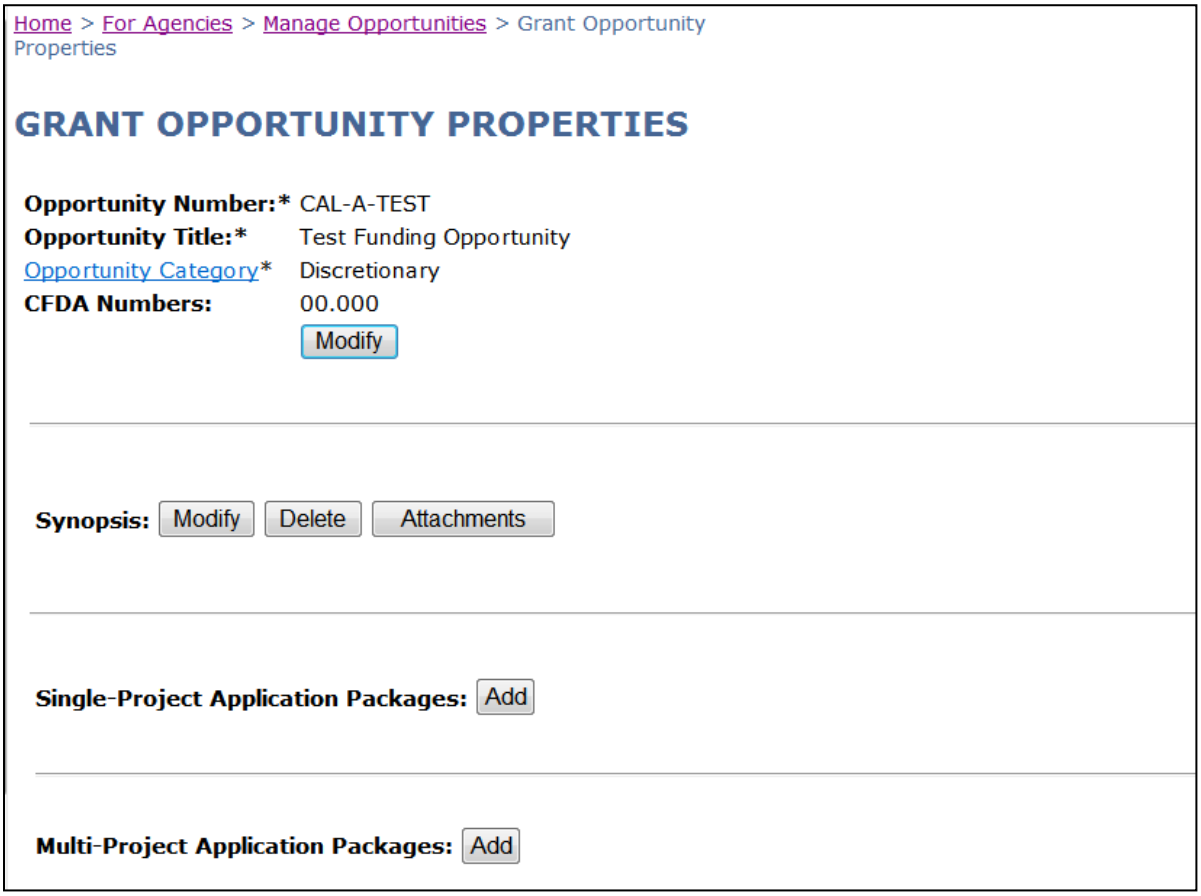
Note: Once an application package is modified or deleted, Grants.gov will no longer accept or process any applications that use the previous version of the package. A notice will be sent to the applicants who registered to receive information pertaining to that opportunity to let them know that the package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

Creating Application Packages

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

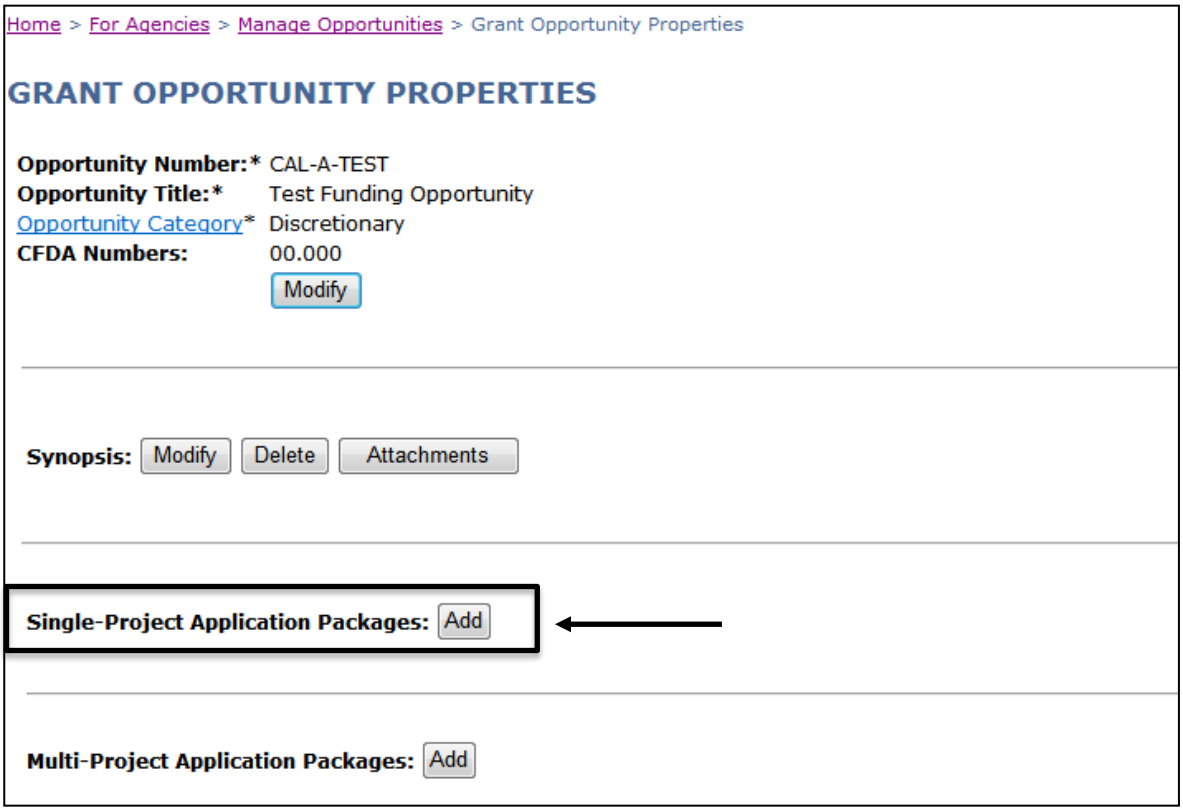


Then click the **Modify Opportunity** button, this will take you to the **Grant Opportunity Properties** screen.

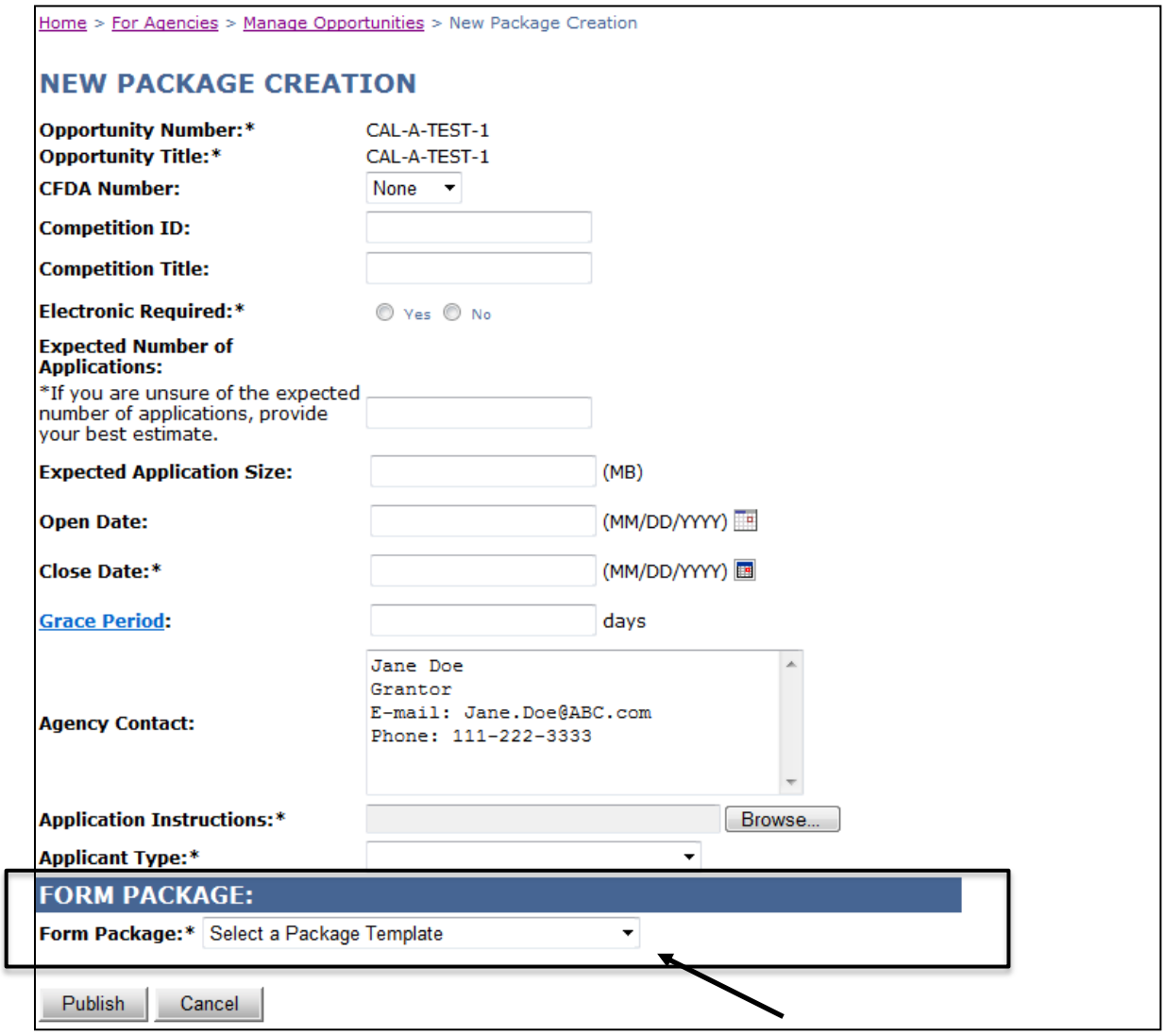


Single-Project Application Package

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



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



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

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

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

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

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

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

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

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

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

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

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

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

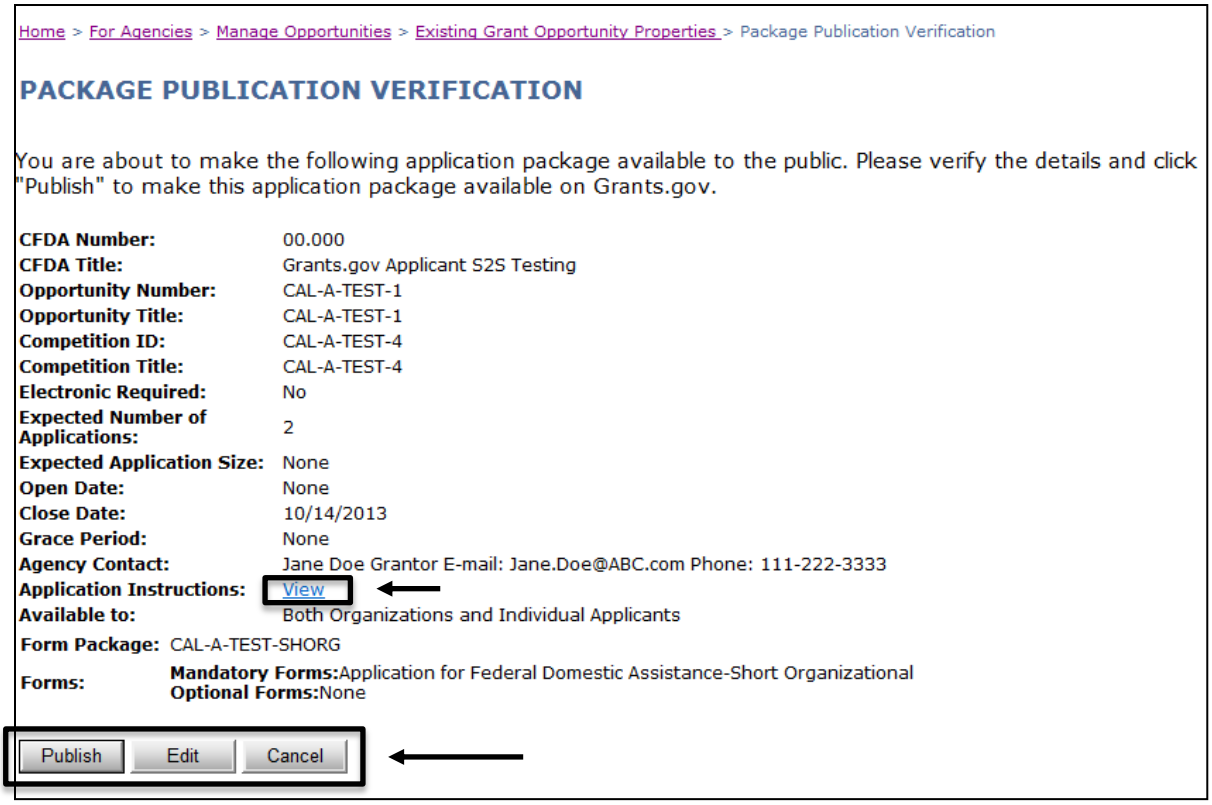
In the **Form Package*** drop-down box, select the application package template for the application. This field must be completed in order to publish the application package.

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

OR

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

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



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

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

OR

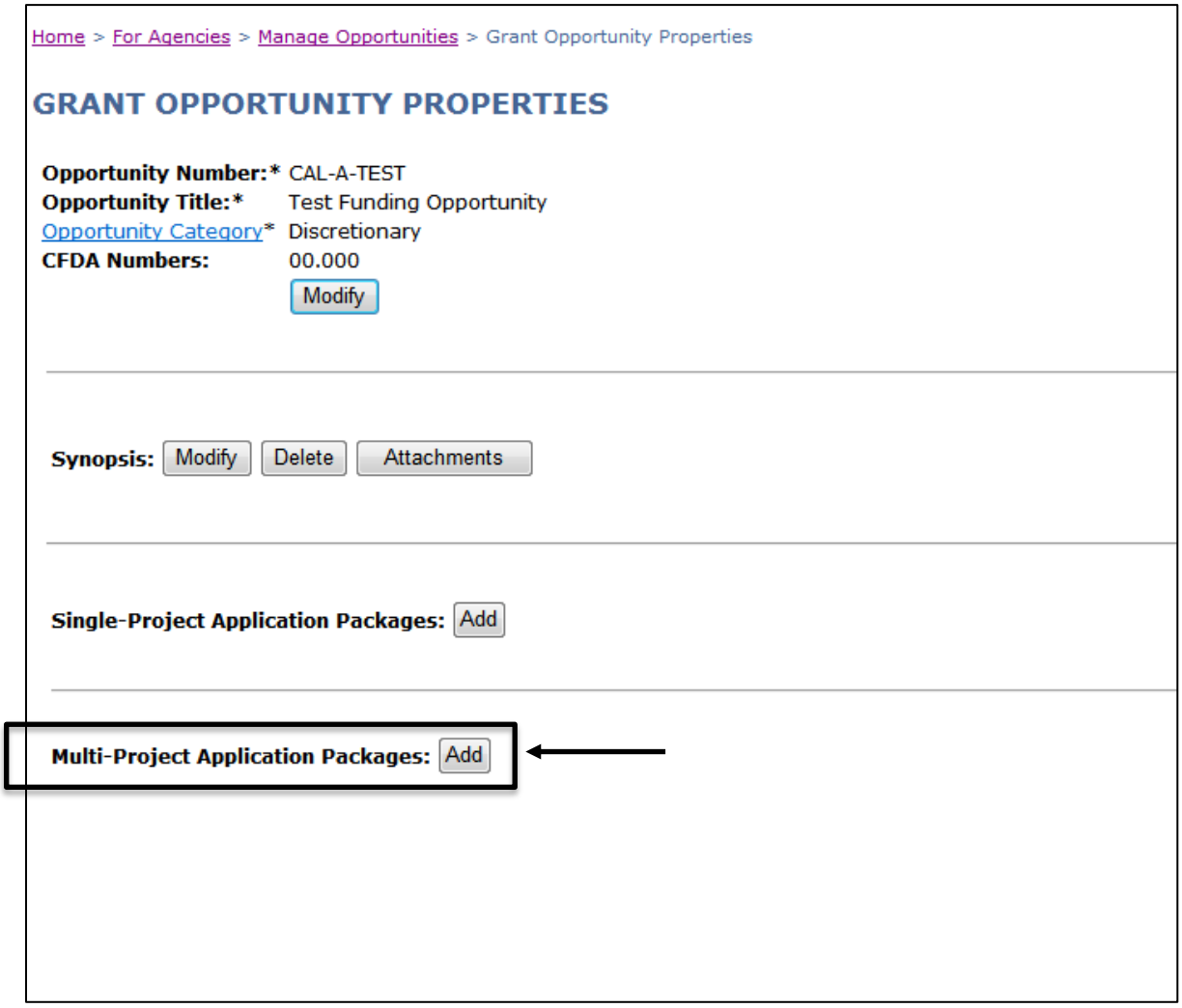
If the information is correct, click the **Publish** button. This will make the new application package available to the public.

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

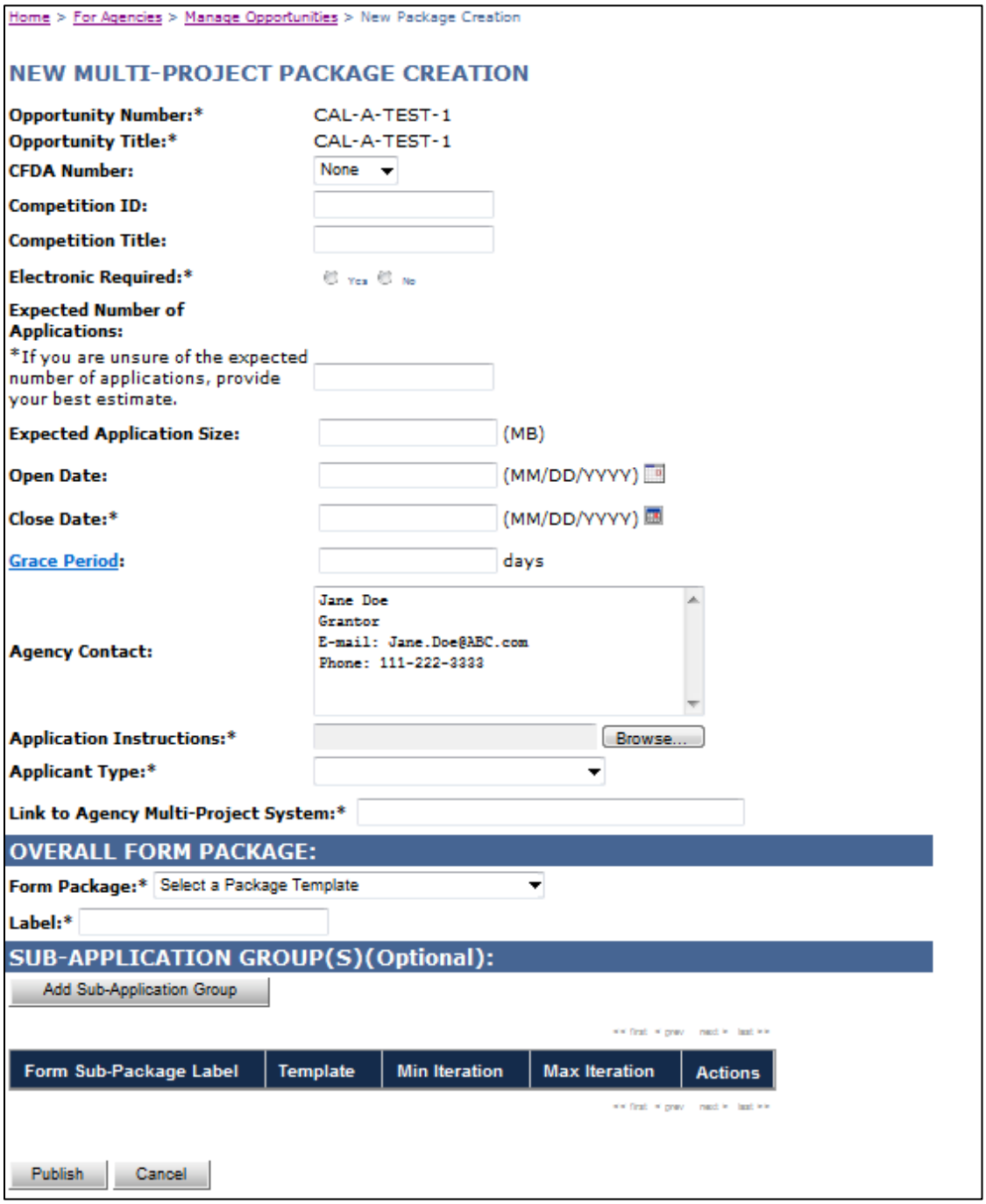
Click the **Continue** button and you will be returned to the **Grant Opportunity Properties** screen. Your new application package will be listed with the other packages published for your agency.

Multi-Project Application Package

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



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



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

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

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

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

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

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

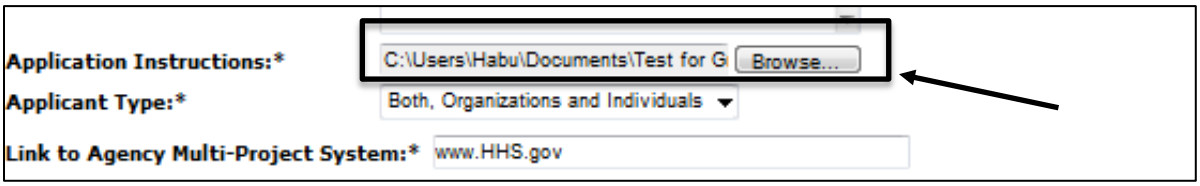
Enter the date by which the opportunity should be made available in the **Open Date** field.

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

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

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

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



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

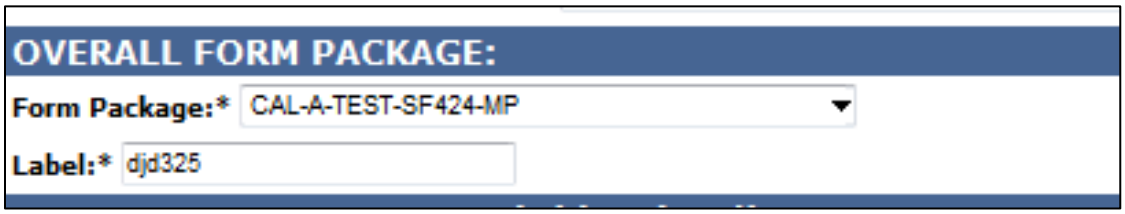
Once you have selected the correct file, click the **Open** button.
You will be returned to the **New Grant Opportunities** screen where the path to the file will now appear in the **Application Instructions** field.

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

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

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

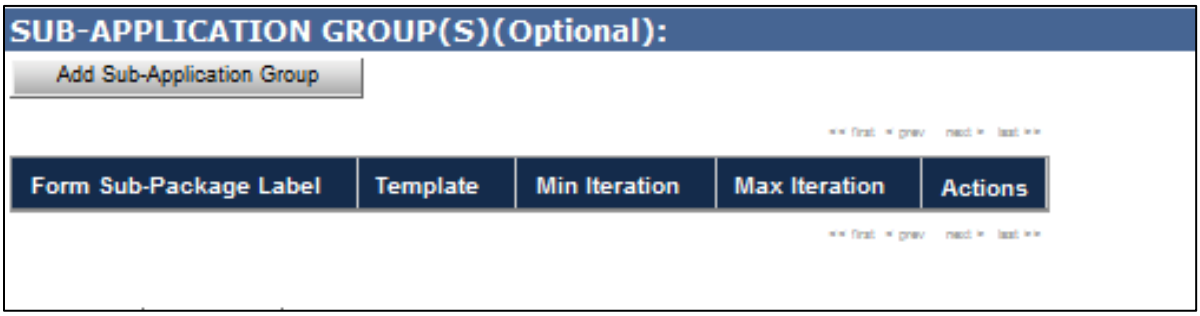
When you scroll down the page you will need to fill out the following under the **Overall Form Package** section:



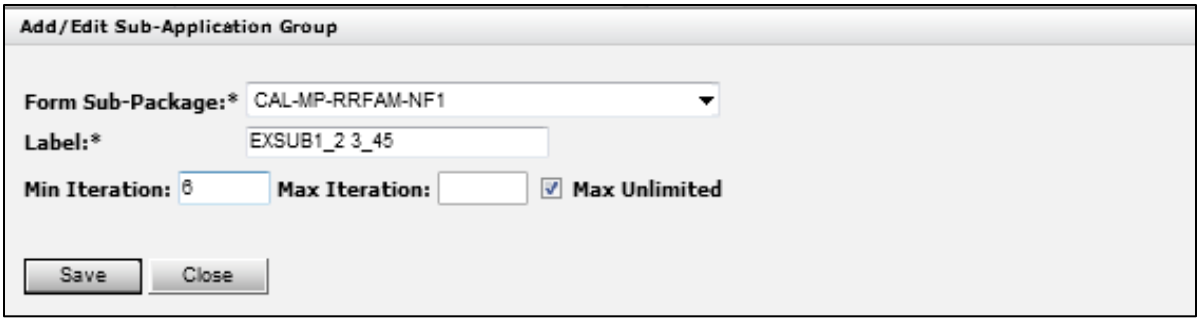
Select the application package template for the application by clicking the arrow next to the **Form Package*** drop-down box. This field must be completed in order to publish the application package.

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

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



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



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

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

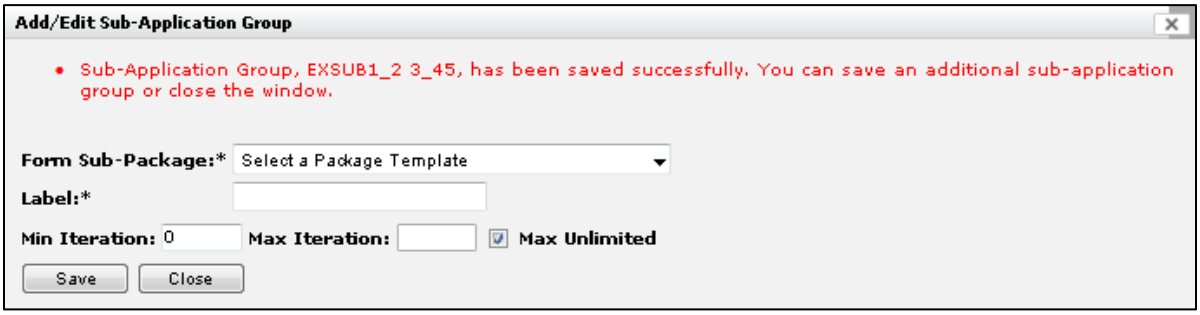
Enter the minimum iteration in the **Min Iteration** field. The field defaults to zero.

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

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

Or

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



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

SUB-APPLICATION GROUP(S)(Optional):

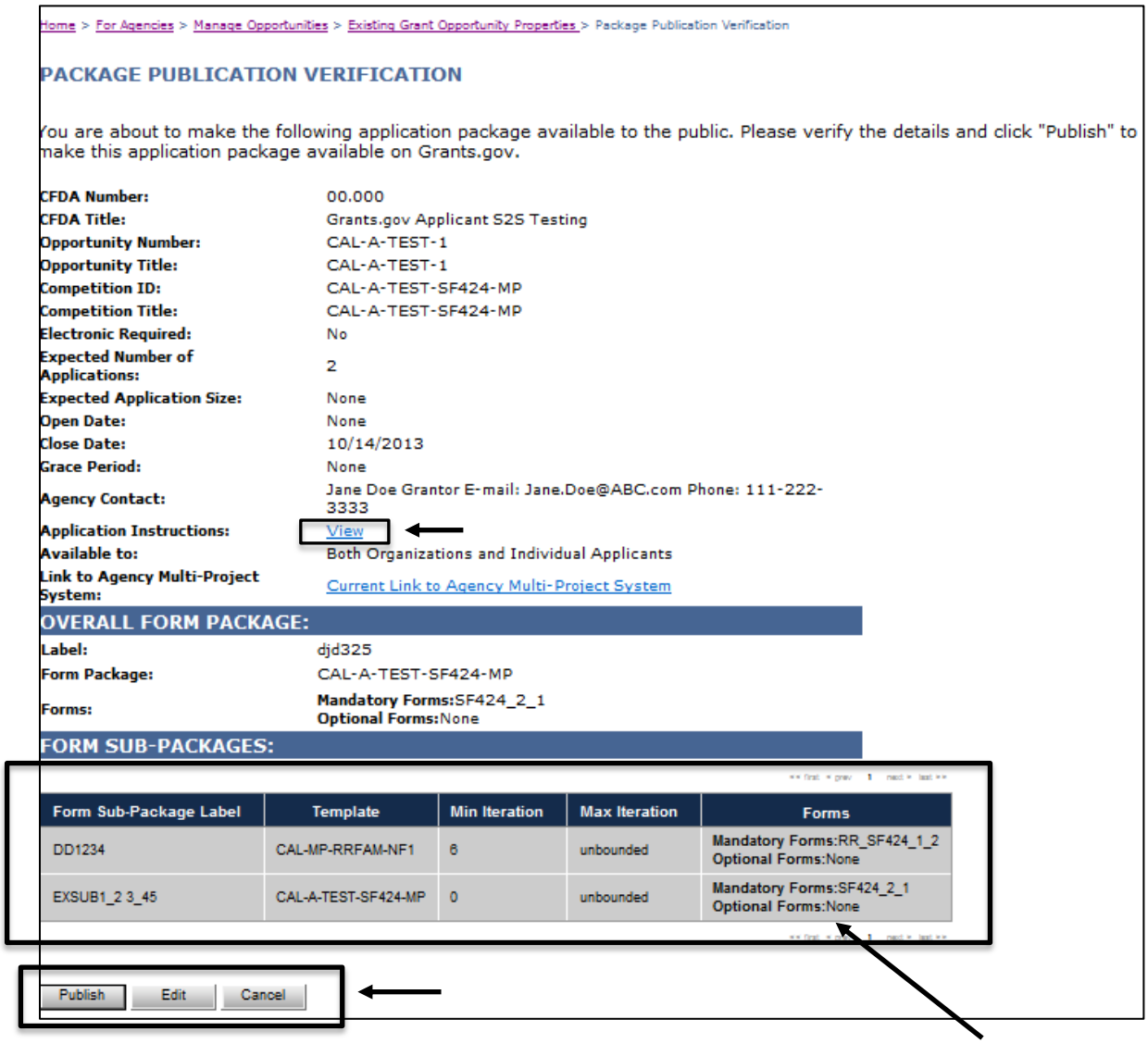
Add Sub-Application Group

<< first < prev 1 next > last >>

Form Sub-Package Label	Template	Min Iteration	Max Iteration	Actions
DD1234	CAL-MP-RRFAM-NF1	6	unbounded	MODIFY | DELETE
EXSUB1_2 3_45	CAL-A-TEST-SF424-MP	0	unbounded	MODIFY | DELETE

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

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



Home > For Agencies > Manage Opportunities > Existing Grant Opportunity Properties > Package Publication Verification

PACKAGE PUBLICATION VERIFICATION

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

CFDA Number:	00.000
CFDA Title:	Grants.gov Applicant S2S Testing
Opportunity Number:	CAL-A-TEST-1
Opportunity Title:	CAL-A-TEST-1
Competition ID:	CAL-A-TEST-SF424-MP
Competition Title:	CAL-A-TEST-SF424-MP
Electronic Required:	No
Expected Number of Applications:	2
Expected Application Size:	None
Open Date:	None
Close Date:	10/14/2013
Grace Period:	None
Agency Contact:	Jane Doe Grantor E-mail: Jane.Doe@ABC.com Phone: 111-222-3333
Application Instructions:	View
Available to:	Both Organizations and Individual Applicants
Link to Agency Multi-Project System:	Current Link to Agency Multi-Project System

OVERALL FORM PACKAGE:

Label:	djd325
Form Package:	CAL-A-TEST-SF424-MP
Forms:	**Mandatory Forms:**SF424_2_1 **Optional Forms:**None

FORM SUB-PACKAGES:

Form Sub-Package Label	Template	Min Iteration	Max Iteration	Forms
DD1234	CAL-MP-RRFAM-NF1	6	unbounded	**Mandatory Forms:**RR_SF424_1_2 **Optional Forms:**None
EXSUB1_2 3_45	CAL-A-TEST-SF424-MP	0	unbounded	**Mandatory Forms:**SF424_2_1 **Optional Forms:**None

Publish Edit Cancel

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

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

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

OR

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

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

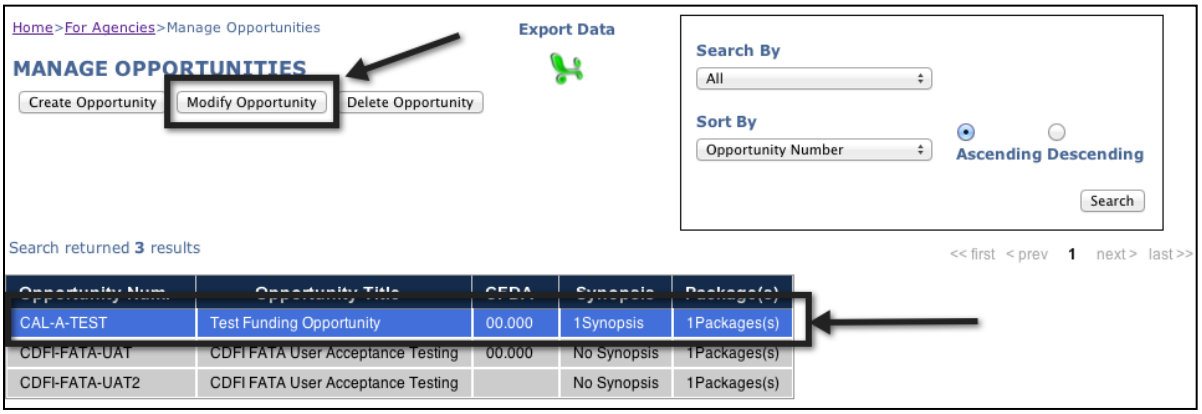
Click the **Continue** button to return to the **Grant Opportunity Properties** screen. Your new application package will be listed with the other packages published for your agency.

Modifying Application Packages

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

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

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



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

Home > For Agencies > Manage Opportunities > Grant Opportunity Properties

GRANT OPPORTUNITY PROPERTIES

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

Modify

Synopsis: Modify | Delete | Attachments

Single-Project Application Packages: Add

<< first < prev 1 next > last >>

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

<< first < prev 1 next > last >>

Multi-Project Application Packages: Add

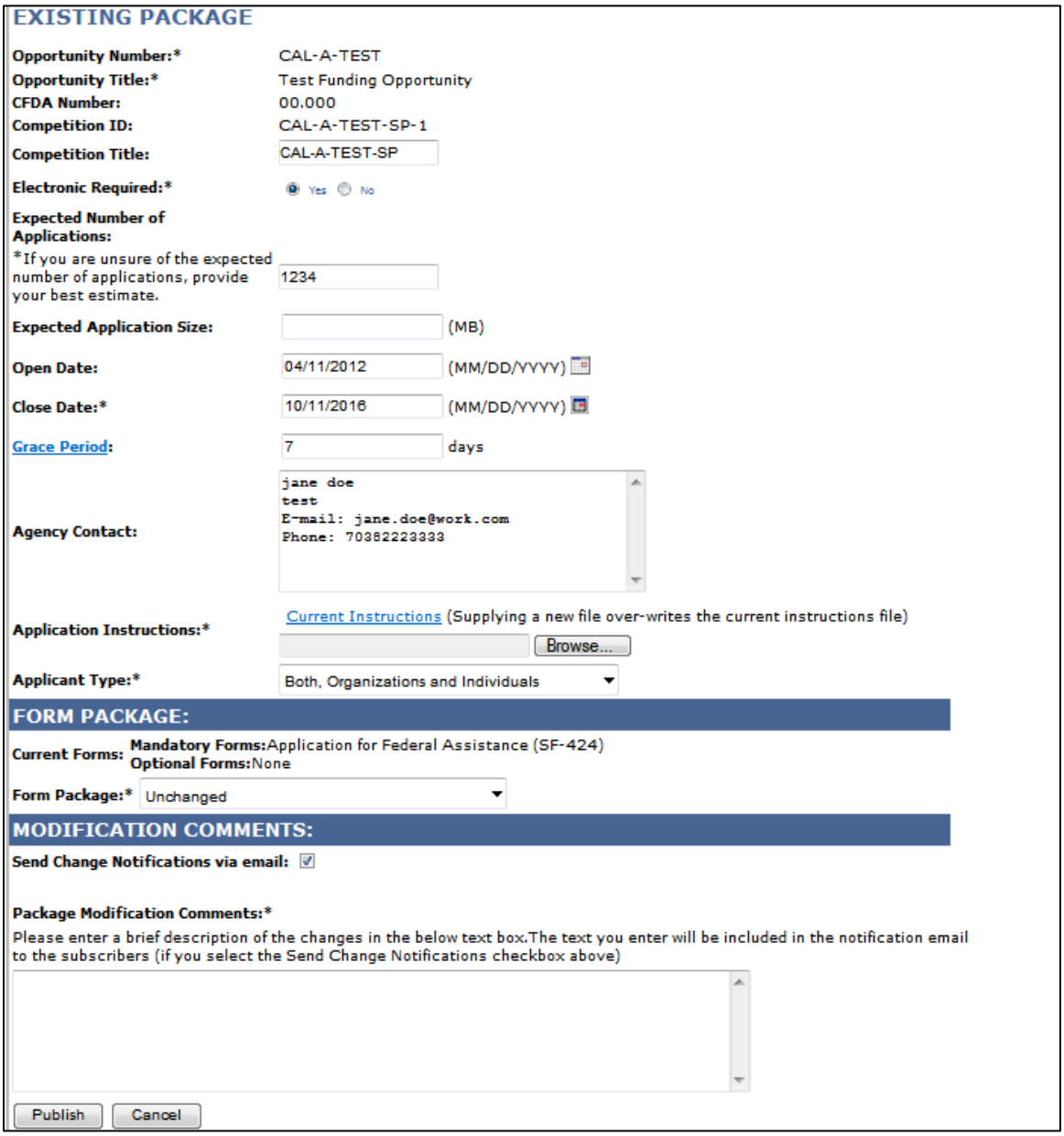
<< first < prev 1 next > last >>

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

Modifying Single-Project Application Packages

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

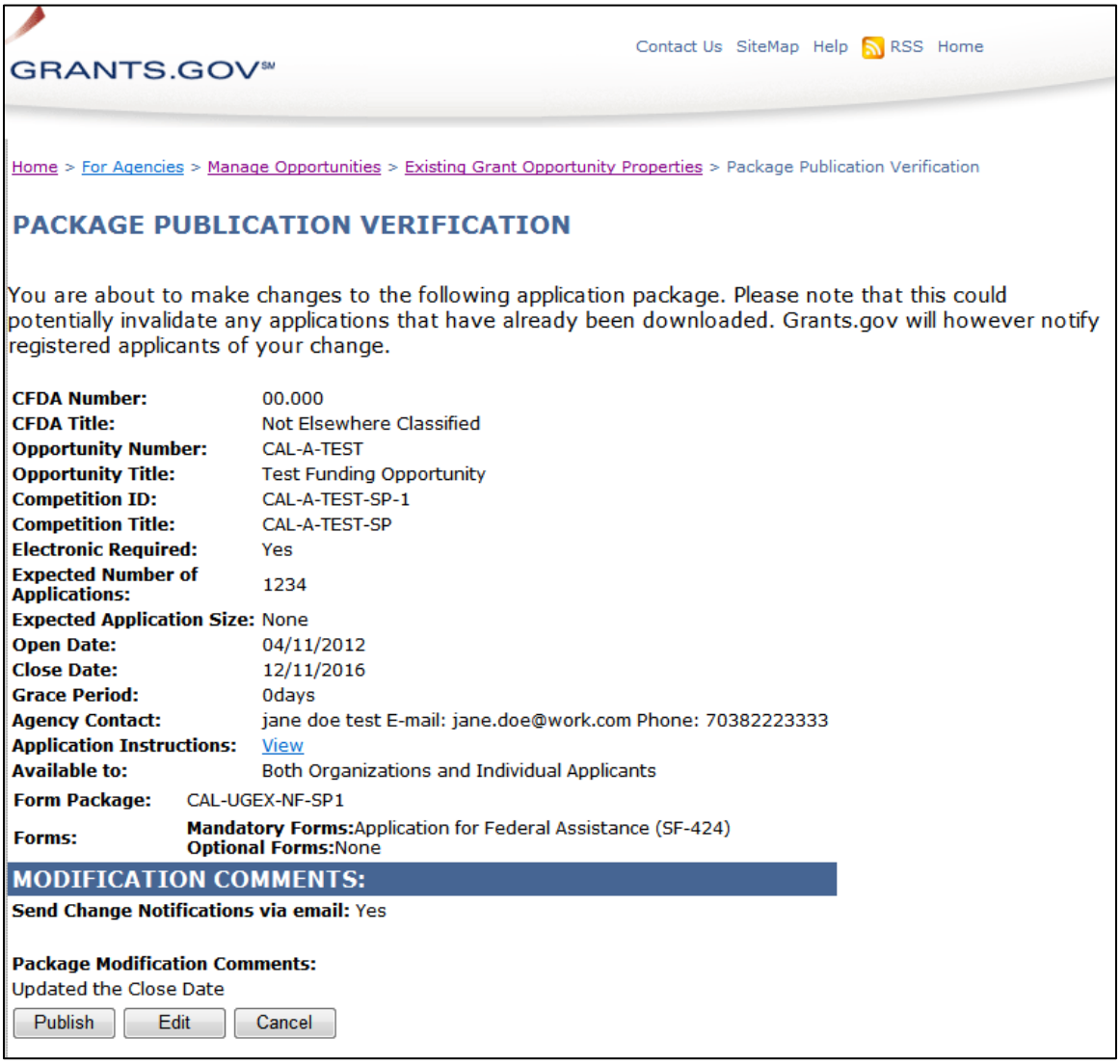
The **Send Change Notifications via email** checkbox is automatically selected. Applicants who have subscribed to be notified of modifications for this package will receive an email. If you do not want to send a change notification, deselect the checkbox. You are required to enter a description of your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



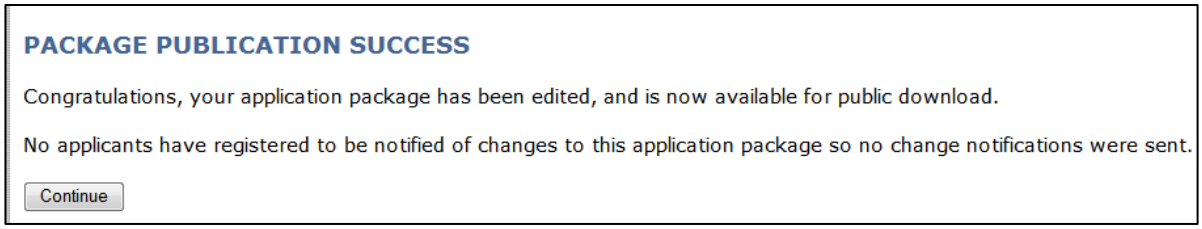
This will take you to the **Package Publication Verification** screen. This is a read-only screen to verify your modifications.

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

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



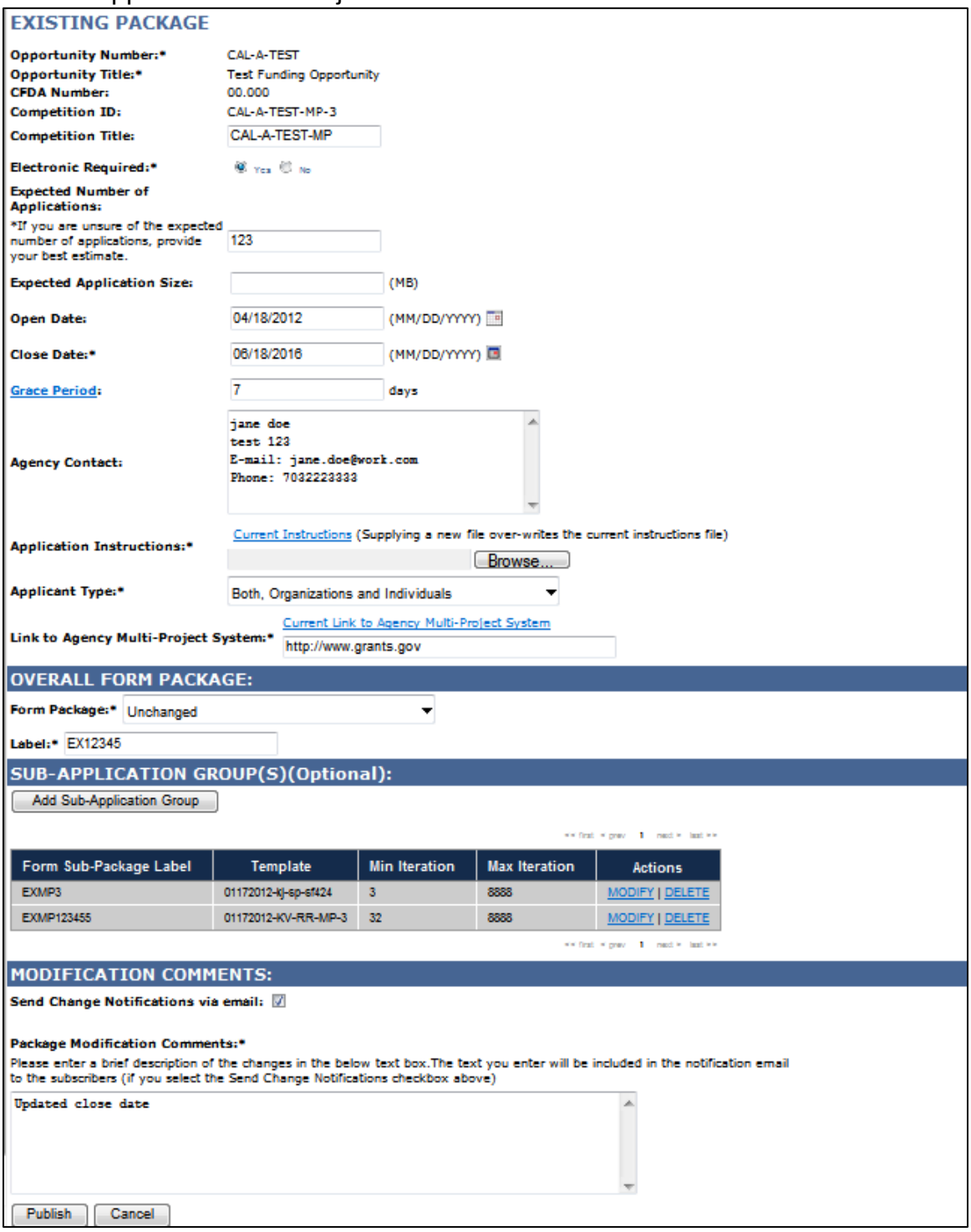
When you have successfully modified your Single-Project package you will be directed to the **Package Publication Success** screen.



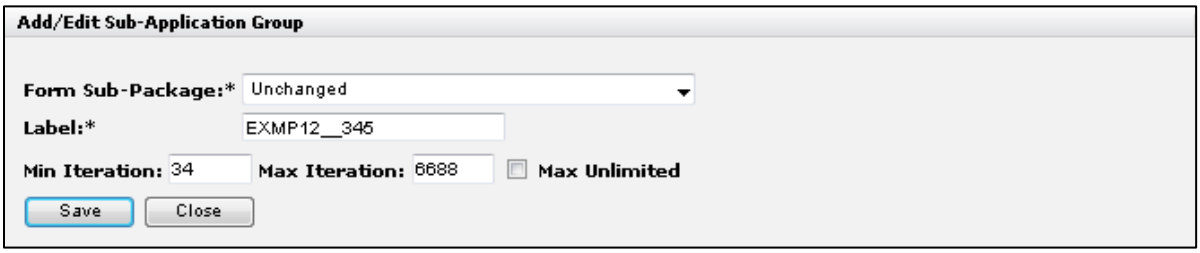
Click the **Continue** button to return to the **Manage Opportunities** screen.

Modifying Multi-Project Application Packages

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

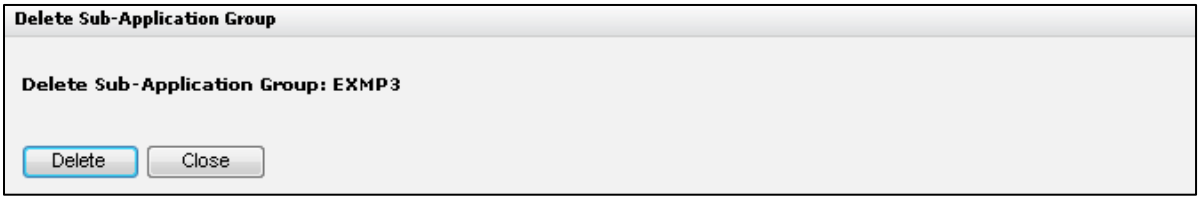


To modify a Sub-Application package, click on the **Modify** link on the specific row in the Form Sub-Package table. The Add/Edit Sub-Application Group box is displayed.



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

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

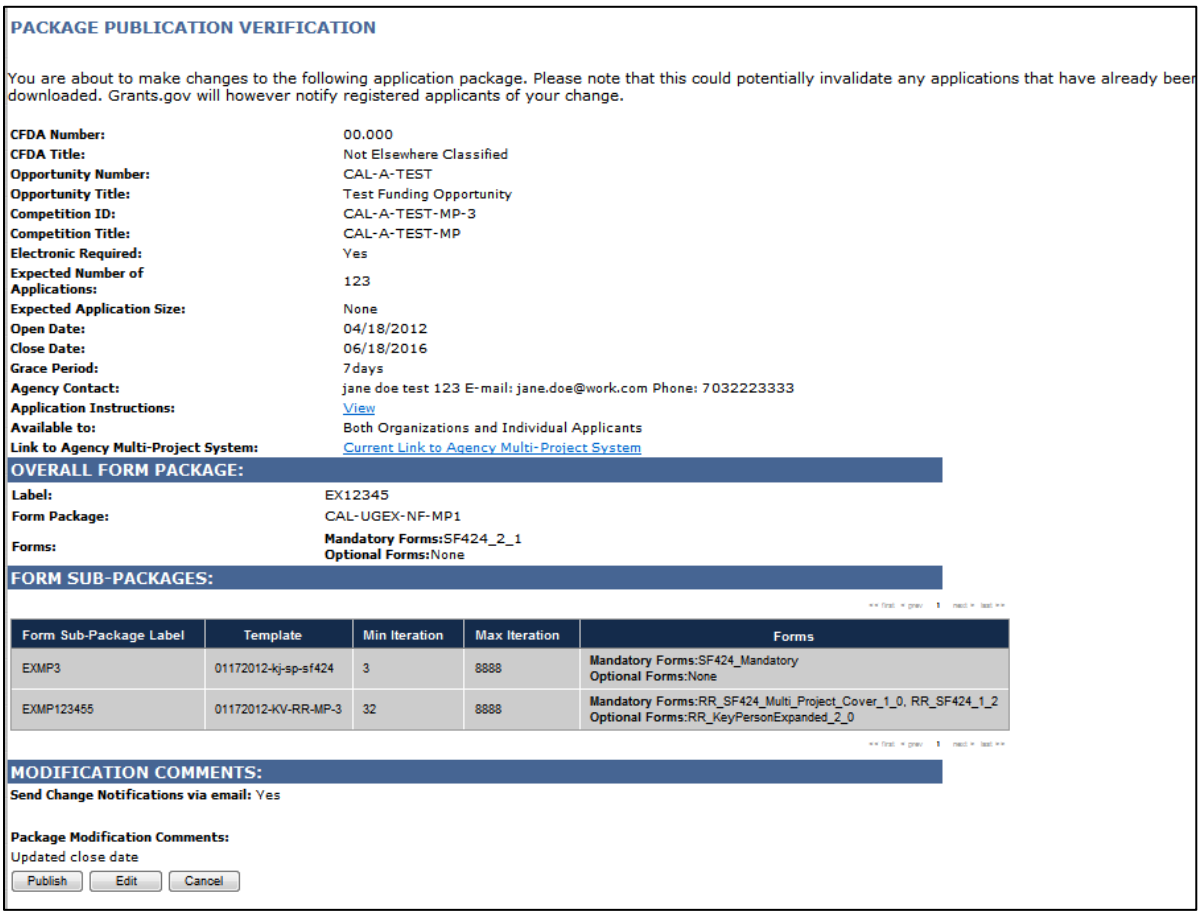


If you do not want to delete the Sub-Application package, click the **Close** button. You will be returned to the **Existing Package** screen and the Sub-Application package will still be displayed in the Sub-Application Group table. If you want to delete the Sub-Application package, click the **Delete**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

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

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

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



PACKAGE PUBLICATION VERIFICATION

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

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

OVERALL FORM PACKAGE:

Label:	EX12345
Form Package:	CAL-UGEX-NF-MP1
Forms:	**Mandatory Forms:**SF424_2_1 **Optional Forms:**None

FORM SUB-PACKAGES:

Form Sub-Package Label	Template	Min Iteration	Max Iteration	Forms
EXMP3	01172012-kj-sp-sf424	3	8888	**Mandatory Forms:**SF424_Mandatory **Optional Forms:**None
EXMP123455	01172012-KV-RR-MP-3	32	8888	**Mandatory Forms:**RR_SF424_Multi_Project_Cover_1_0, RR_SF424_1_2 **Optional Forms:**RR_KeyPersonExpanded_2_0

MODIFICATION COMMENTS:

Send Change Notifications via email: Yes

Package Modification Comments:

Updated close date

Publish Edit Cancel

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

Home > For Agencies > Manage Opportunities > Package Publish Success

PACKAGE PUBLICATION SUCCESS

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

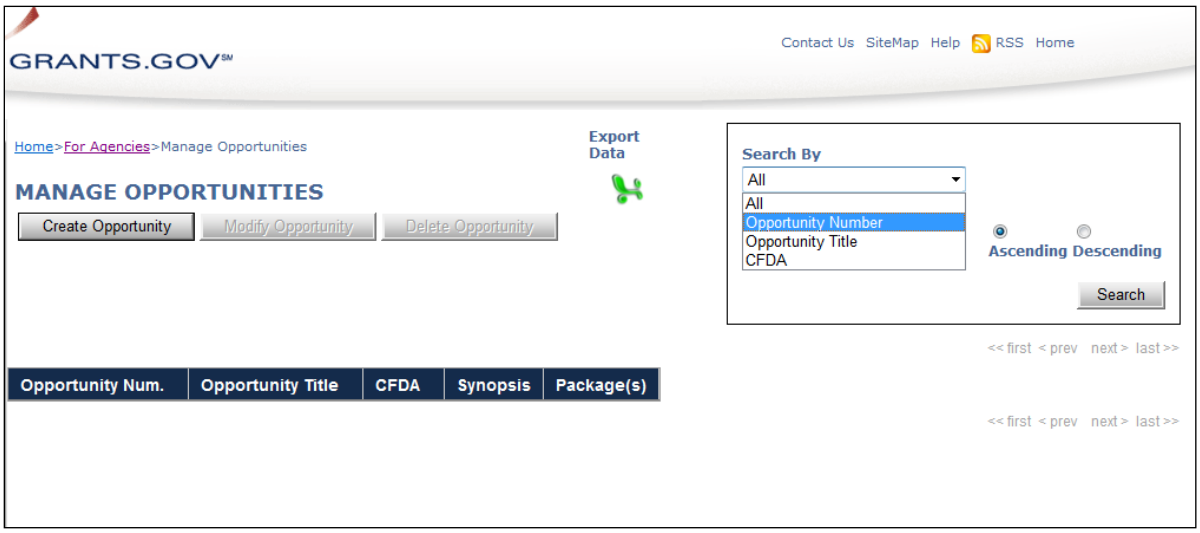
No applicants have registered to be notified of changes to this application package so no change notifications were sent.

Continue

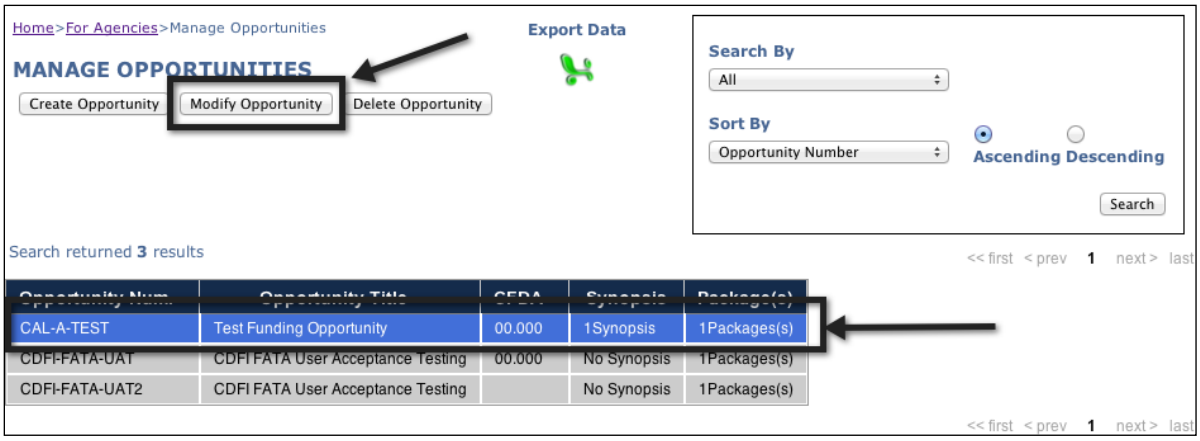
Click the **Continue** button to return to the **Manage Opportunities** screen.

Deleting Application Packages

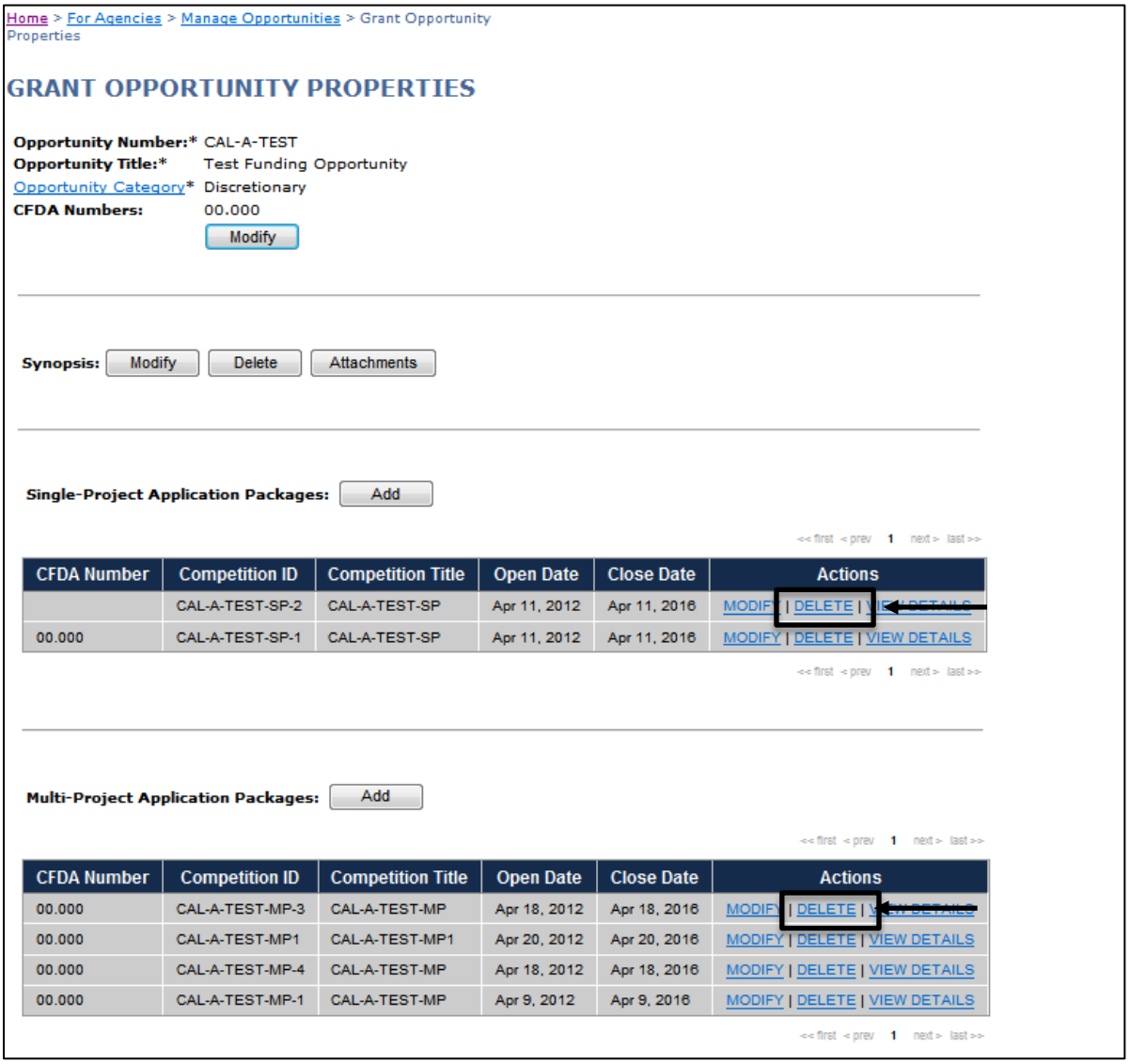
You can delete an application package that is published at Grants.gov. From the left navigation list, click the **Manage Opportunities** link. You will be directed to the Manage Opportunities screen.



From this screen, use the search box to search and view a specific or list of opportunities for your Agency. Select the row of opportunity that contains the application package you want to delete. Then click the **Modify Opportunity** button.



You will be directed to the **Grant Opportunity Properties** screen.



Click on the **Delete** link for the specific application package row. You will be directed to the **Confirm Package Deletion** screen.

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

CONFIRM PACKAGE DELETION

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

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

CFDA Number:	00.000
CFDA Title:	Not Elsewhere Classified
Opportunity Number:	CAL-A-TEST
Opportunity Title:	Test Funding Opportunity
Competition ID:	CAL-A-TEST-SP-1
Open Date:	04/10/2012
Close Date:	04/10/2016
Application Package:	Mandatory Forms: Budget Information for Non-Construction Programs (SF-424A) Budget Narrative Attachment Form BUDGET INFORMATION - Construction Programs SF424 Mandatory Form Optional Forms: Project Abstract Project Narrative Attachment Form Project/Performance Site Location(s)
Application Instructions:	View

Delete Cancel

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

CONFIRM PACKAGE DELETION

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

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

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

OVERALL FORM PACKAGE:

Label:	EX123_4 5
Form Package:	CAL-UGEX-NF-MP1
Forms:	**Mandatory Forms:**SF424_2_1 **Optional Forms:**None

FORM SUB-PACKAGES:

<< first < prev 1 next > last >>

Form Sub-Package Label	Template	Min Iteration	Max Iteration	Forms
EX33gkdotf__	CAL-UGEX-NF-MP1	0	4567	**Mandatory Forms:**SF424_2_1 **Optional Forms:**None
ExSub_f34654	01182012-KV-RR-MP-1	1	unbounded	**Mandatory Forms:**RR_KeyPerson **Optional Forms:**None
EX3245gkfdlrf	01172012-KV-RR-MP-3	0	4345	**Mandatory Forms:**RR_SF424_1_2,RR_SF424_Multi_Project_Cover_1_0 **Optional Forms:**RR_KeyPersonExpanded_2_0

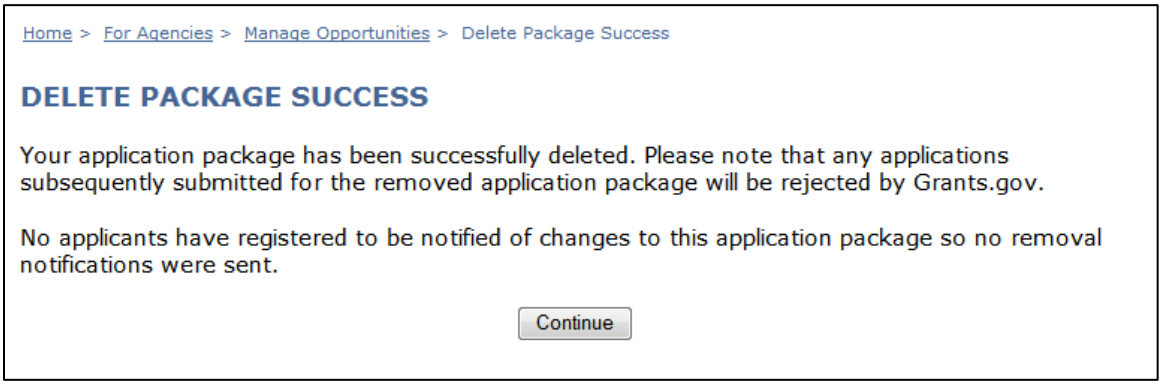
<< first < prev 1 next > last >>

Delete Cancel

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

OR

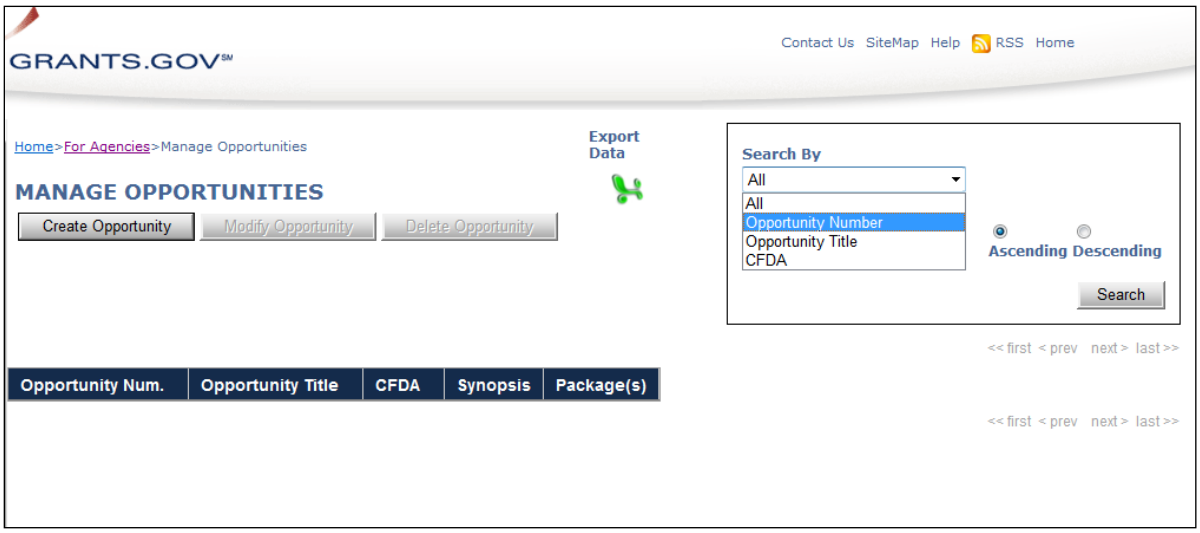
Click the **Delete** button to permanently remove the listed application package. This will take you to the **Delete Package Success** screen.



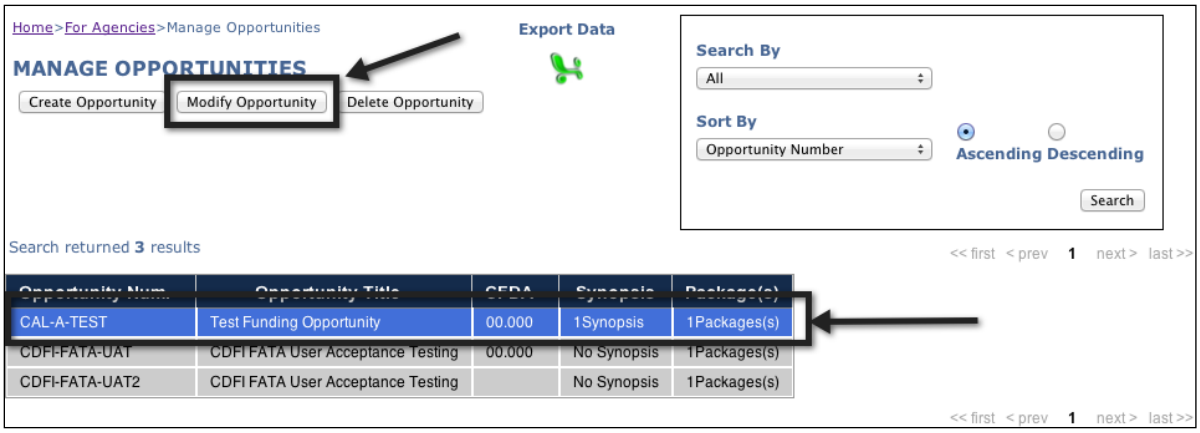
Click the **Continue** button to return to the **Manage Opportunities** screen.

View Application Packages Details

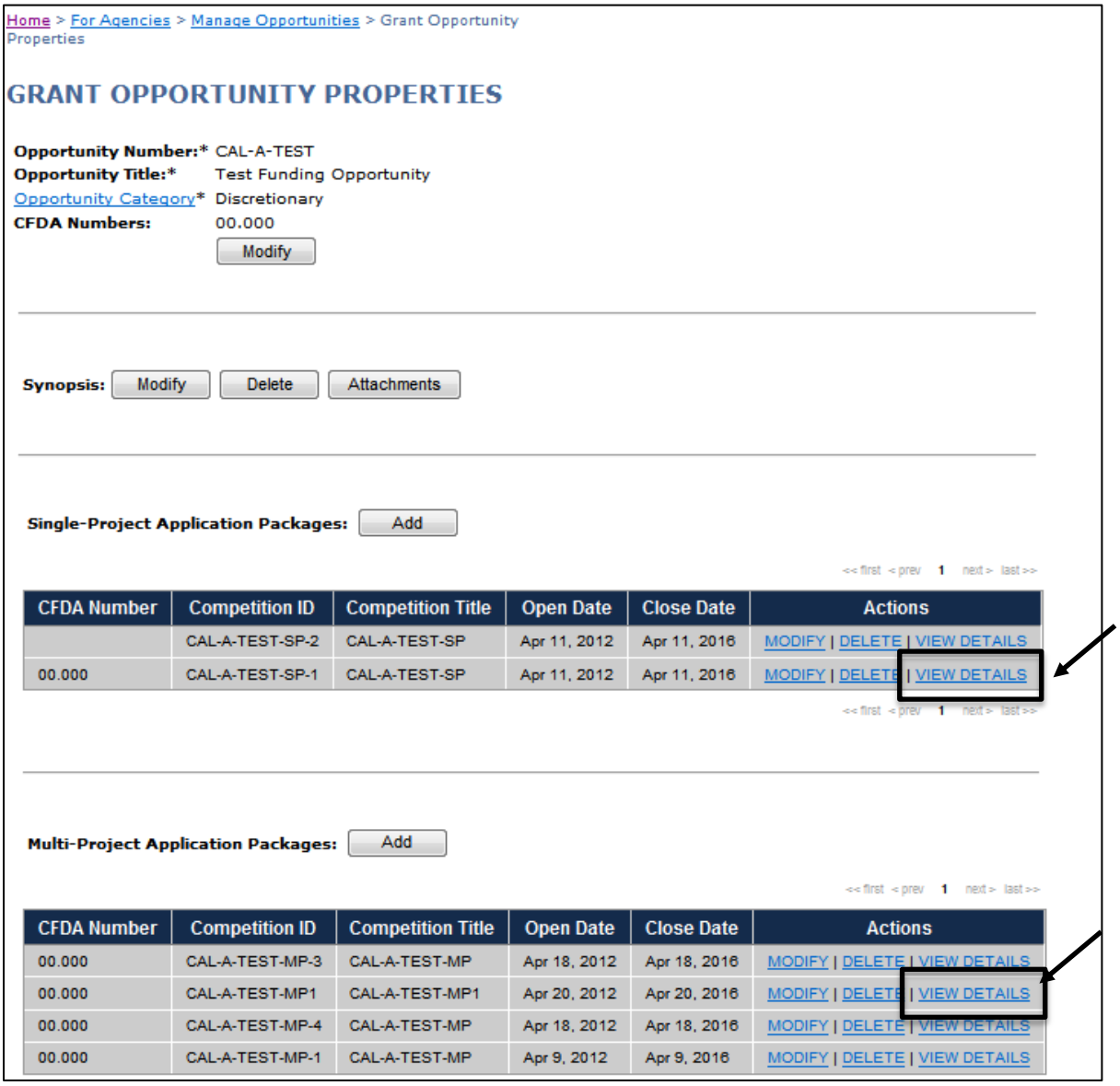
To view the details of an application package that is published at Grants.gov. From the left navigation list, click the **Manage Opportunities** link. You will be directed to the Manage Opportunities screen.



From this screen, use the search box to search and view a specific or list of opportunities for your Agency. Select the row of opportunity that contains the application package you want to view. Then click the **Modify Opportunity** button.

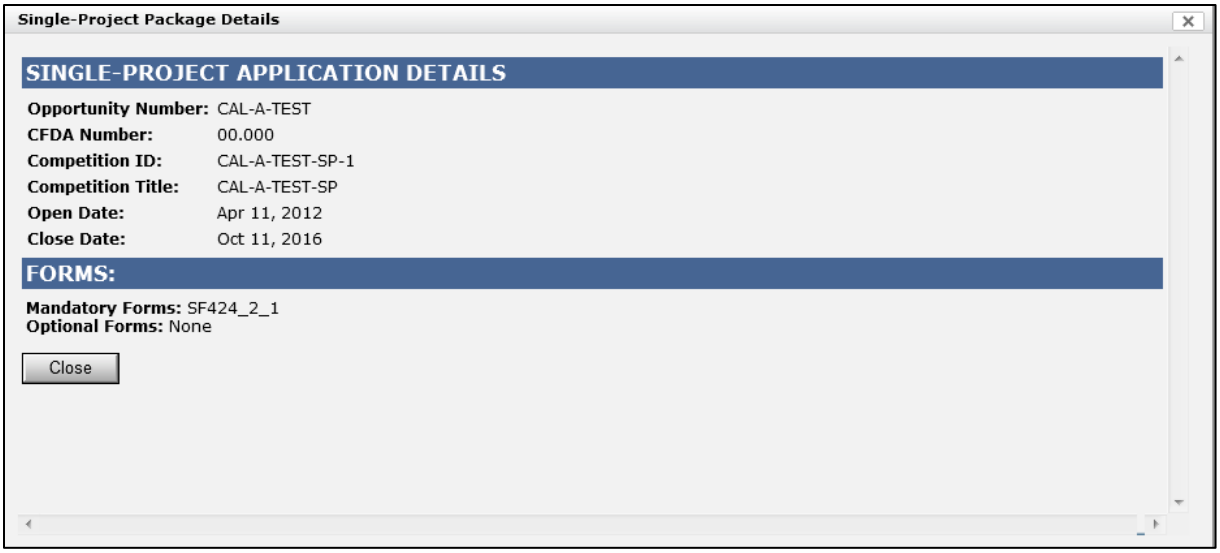


This will direct you to the **Grant Opportunity Properties** screen.

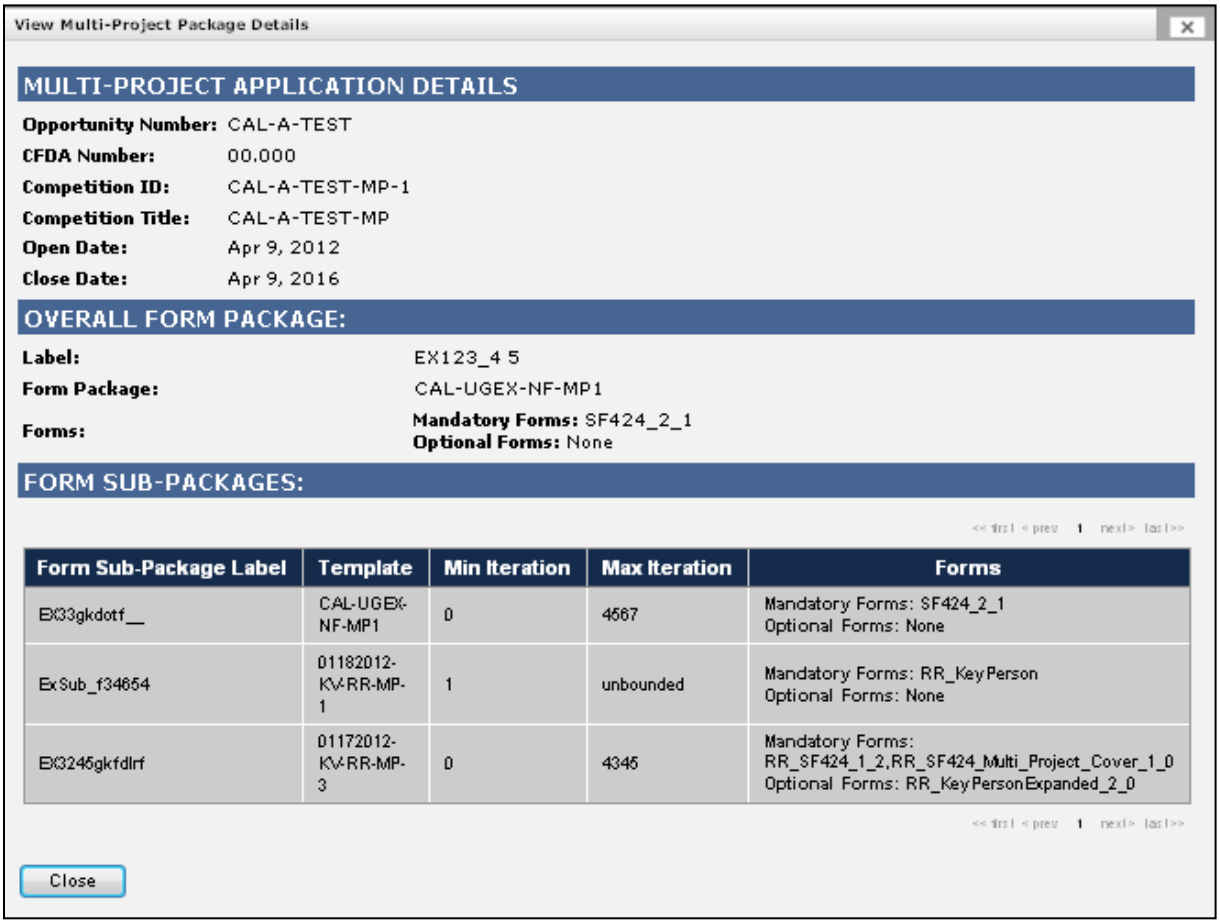


Click the **View Details** link on the specific application package row. The **Package Detail** pop-up screen will display.

Below is an example of a Single-Project Application Package View Details screen.



Below is an example of the Multi-Package Application Package View Details screen.



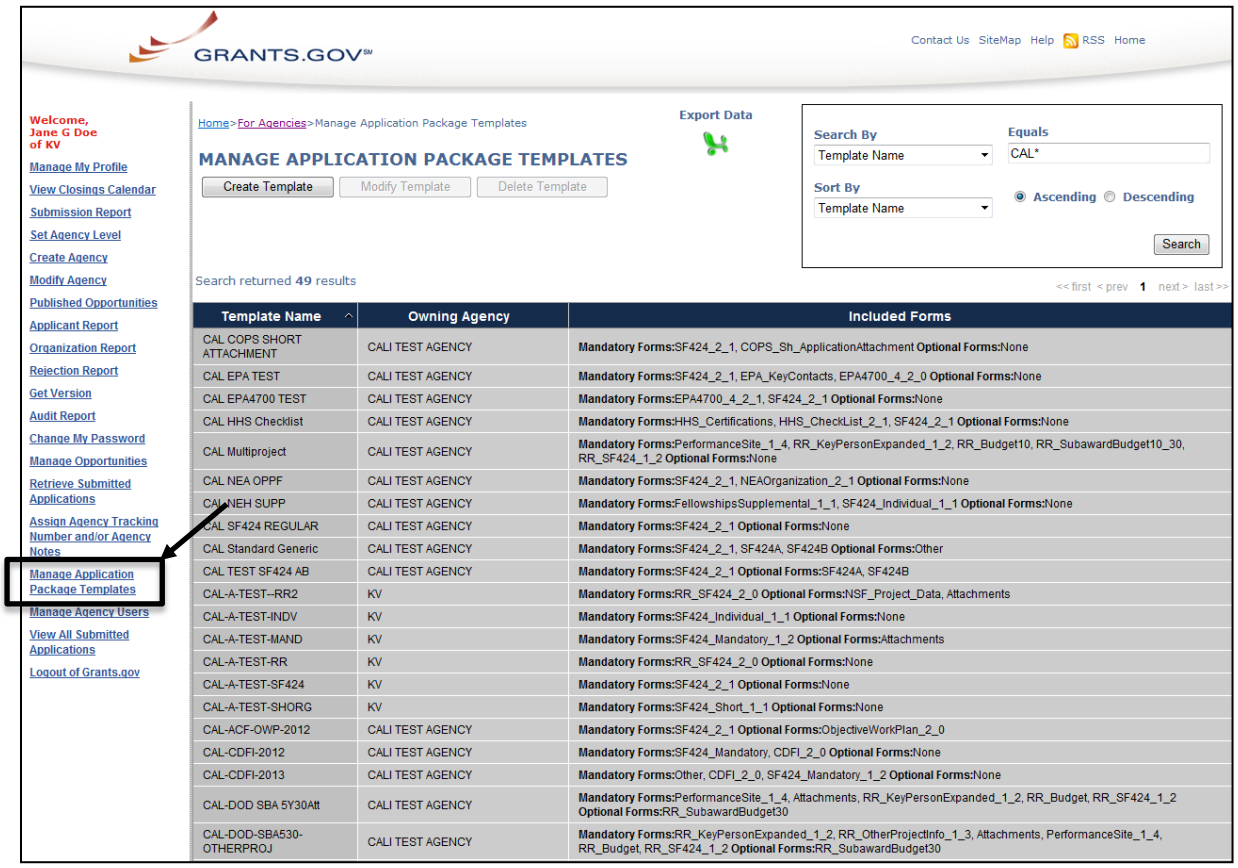
When finished viewing, click the **Close** button. You will be returned to the **Grants Opportunity Properties** screen.

Managing Package Templates

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

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

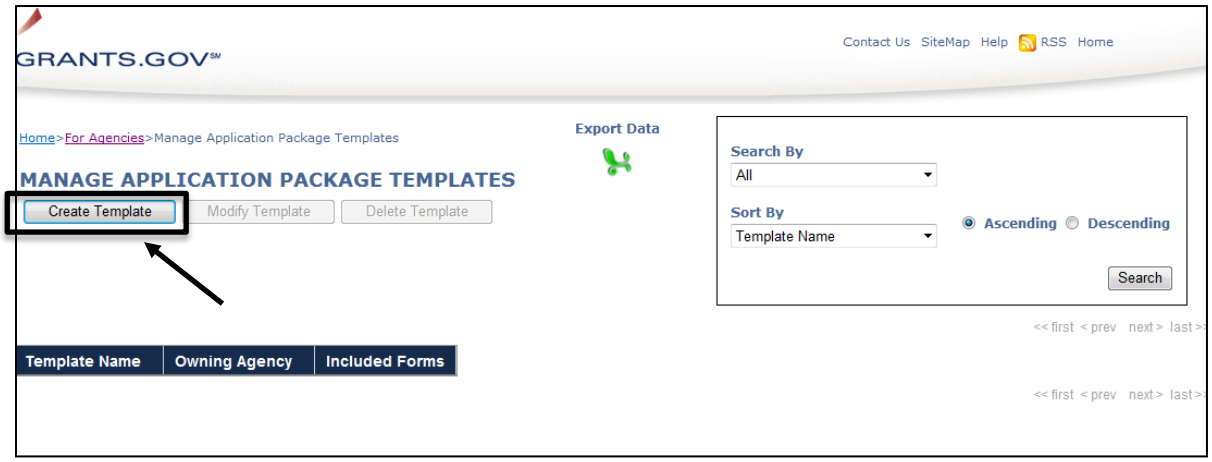
To get to the Manage Application Package Templates page, go to the **Agency Login** from Grants.gov. Once you have logged in click on **Manage Application Package Templates** in the left menu (use the search box to view a list of your opportunities).



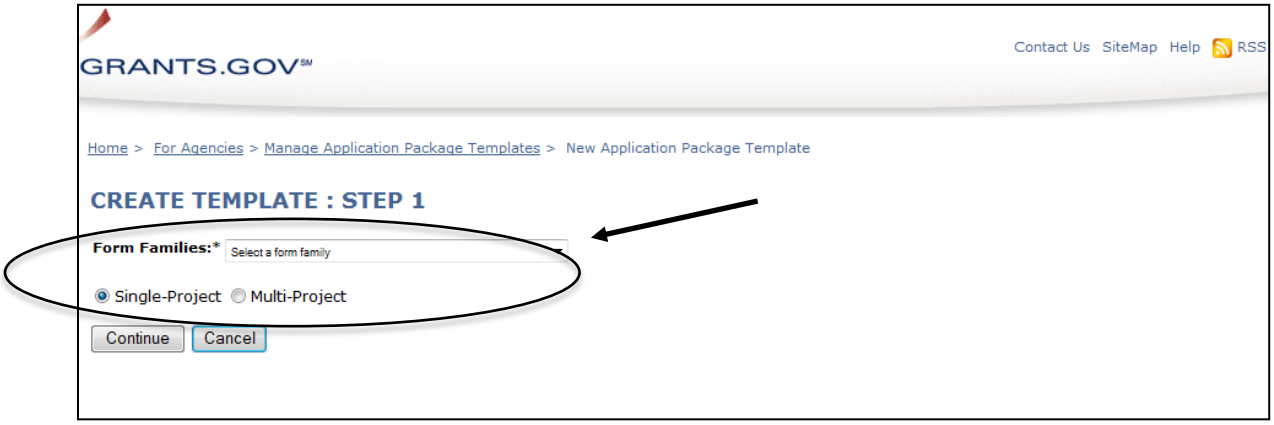
Creating Application Package Templates

You can create an application package template that will be used for multiple opportunity packages. Newly created application package templates have no effect on existing application packages in Grants.gov.

To create application packages, from the left navigation list click the **Manage Application Package Templates** link. You will be directed to the **Manage Application Package Templates** screen. Click the **Create Template** button at the top of the screen.

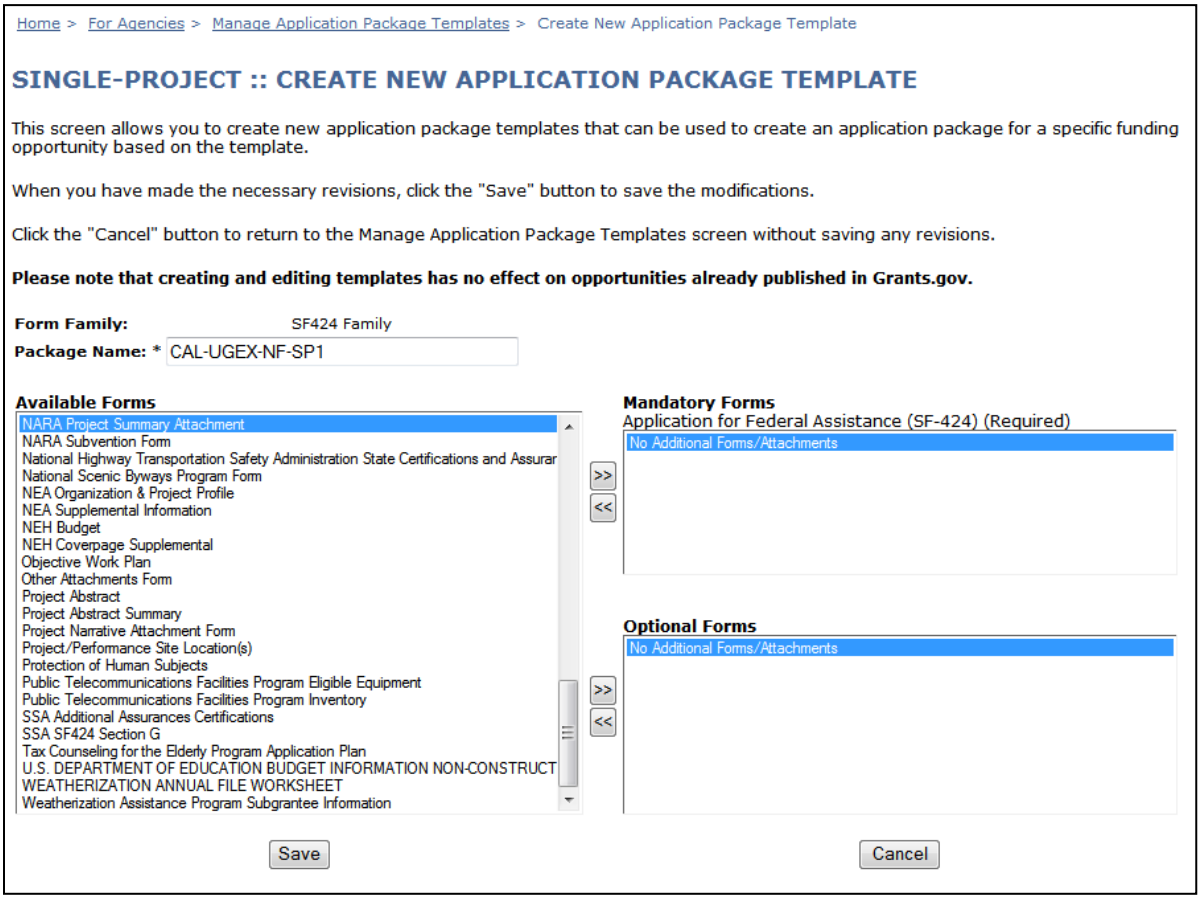


This will take you to the first step to creating a template. You will need to select which form family you will use. To select a form family click on the drop- down menu and choose the form. Select if the template is for a Single-Project or Multi-Project Application Package. Then press the **Continue**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



Creating Single-Project Application Package Templates

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



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

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

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

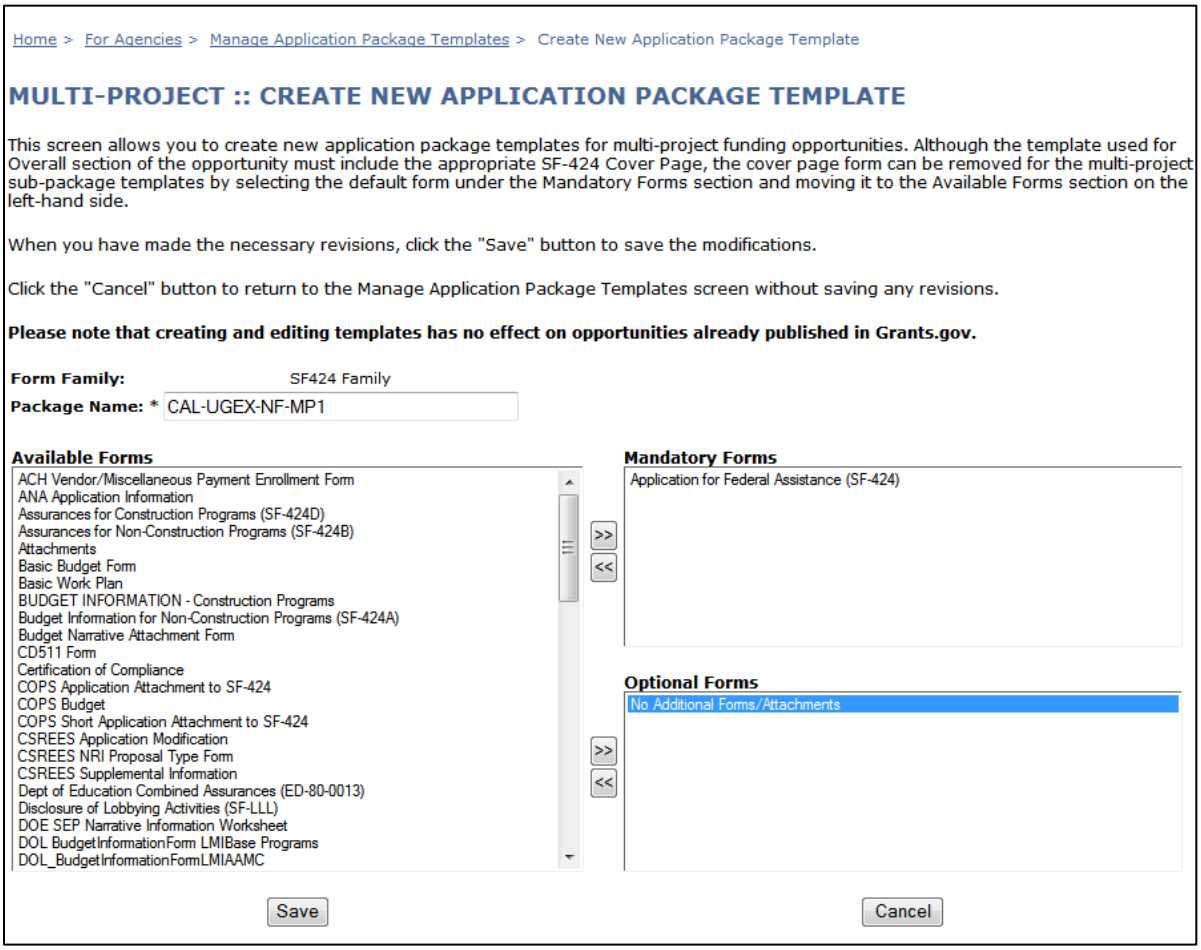
If you do not want to save new the application package template, click the **Cancel** button at the bottom of the screen. You will be returned to the **Manage Application Package Templates** screen where the new Single-Project application package template will not appear.

OR

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

Creating Multi-Project Application Package Templates

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



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

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

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

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

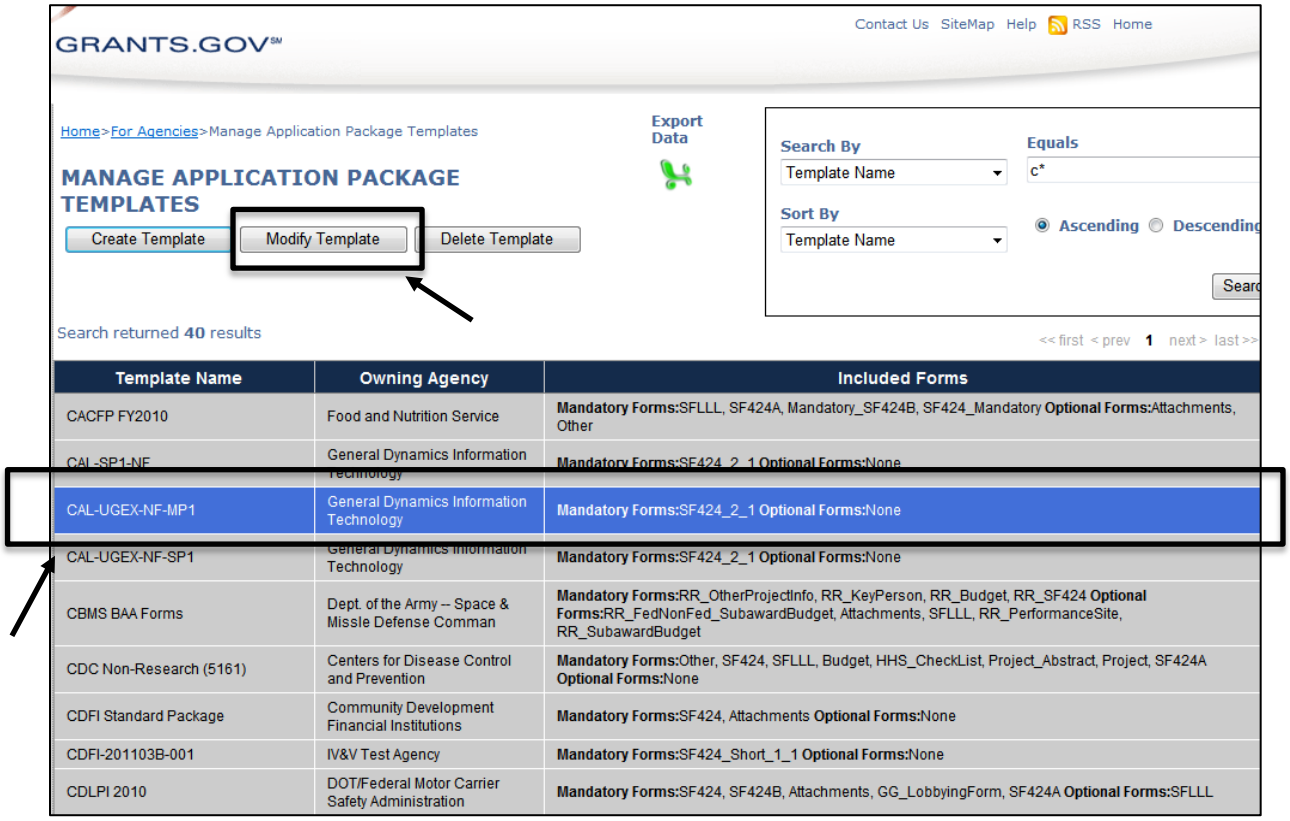
OR

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

Modifying Application Package Templates

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

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



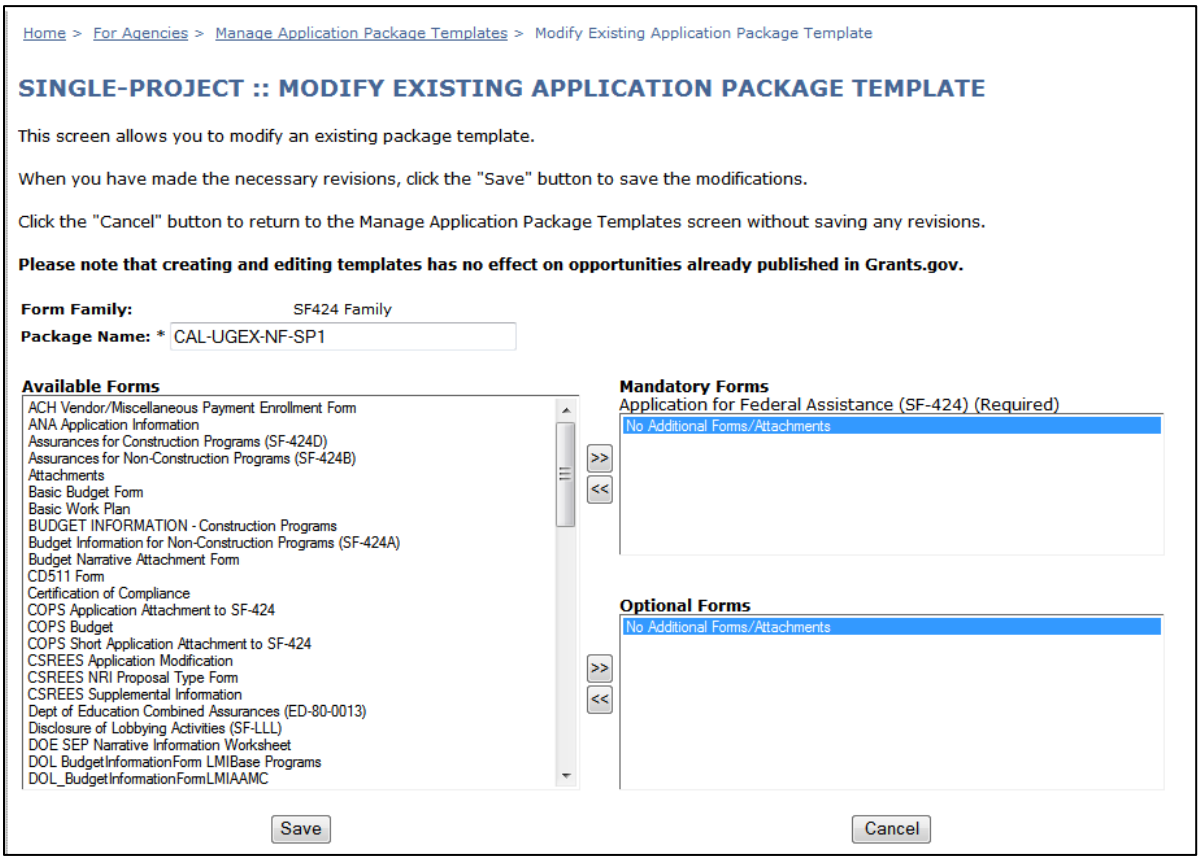
This will take you to the **Manage Application Package Templates** screen. This screen displays the available application package templates. To view all templates please click the **Search** button in the upper right of the page.

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

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

Modifying Single-Project Application Package Templates

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



Make any necessary revisions.

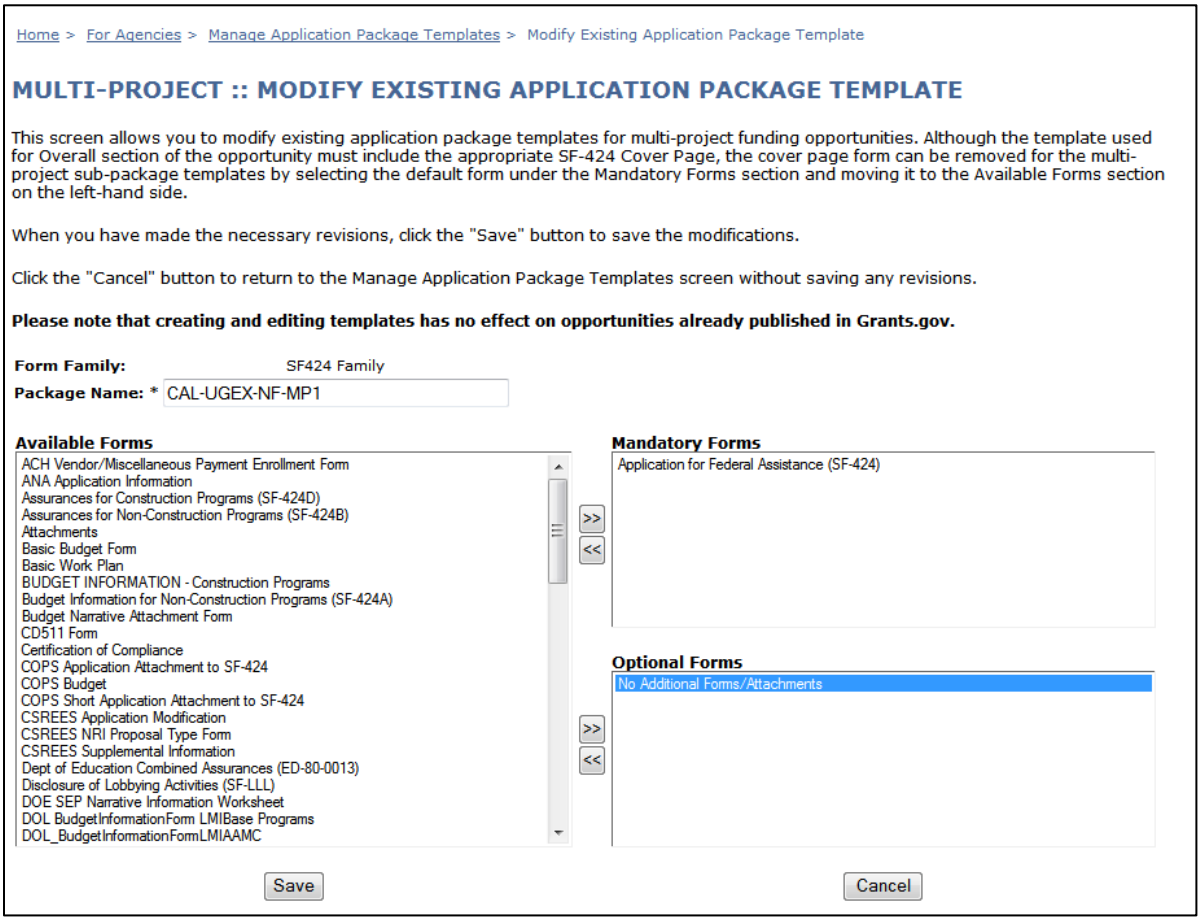
If you do not want to save the changes you made to the Single-Project application package template, click the **Cancel** button at the bottom of the screen. You will be returned to the **Manage Application Package Templates** screen and the revisions will not be saved.

OR

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

Modifying Multi-Project Application Package Templates

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



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

OR

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

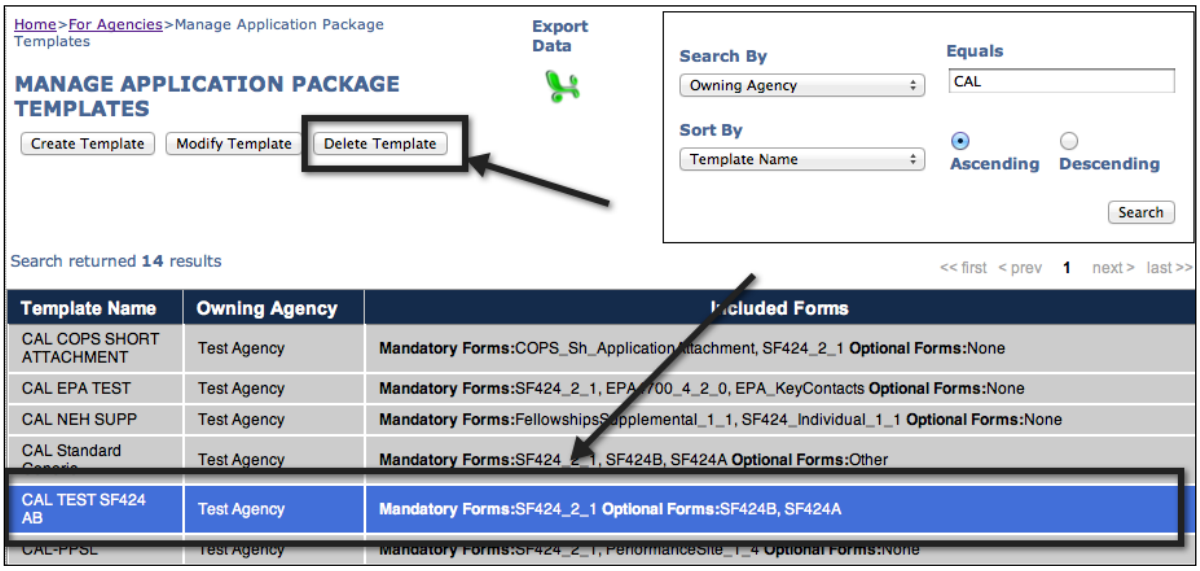
Note: The changes you made to the template will not be reflected in Single-Project or Multi-Project application packages that have already been published using the template. You will need to modify the application package and reselect the template in order for those changes to be reflected.

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

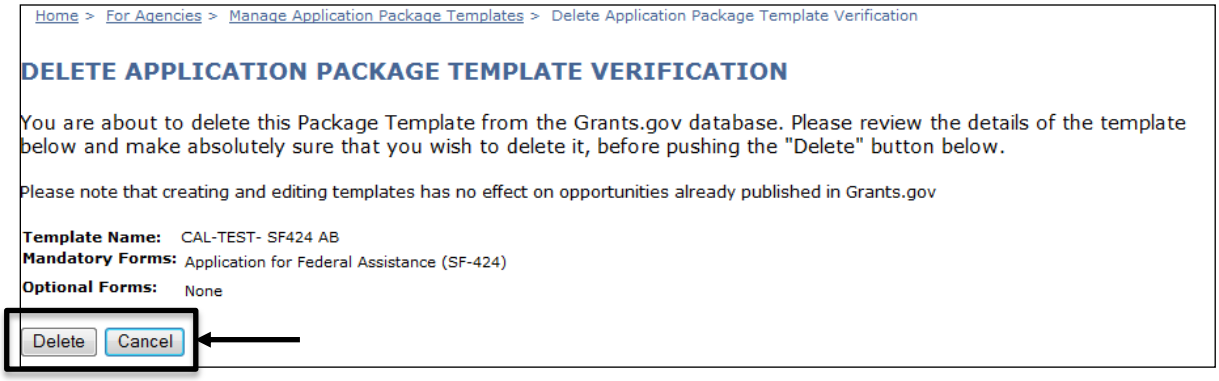
Deleting Application Package Templates

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

You will be directed to the **Manage Application Package Templates** screen.
Use the Search By box to search and view templates. The templates will display on the table below. Select the row of the application package template that you want to delete. **Note:** You will not be able to delete application package templates that your agency did not create. Click the **Delete Template** button at the top of the page.



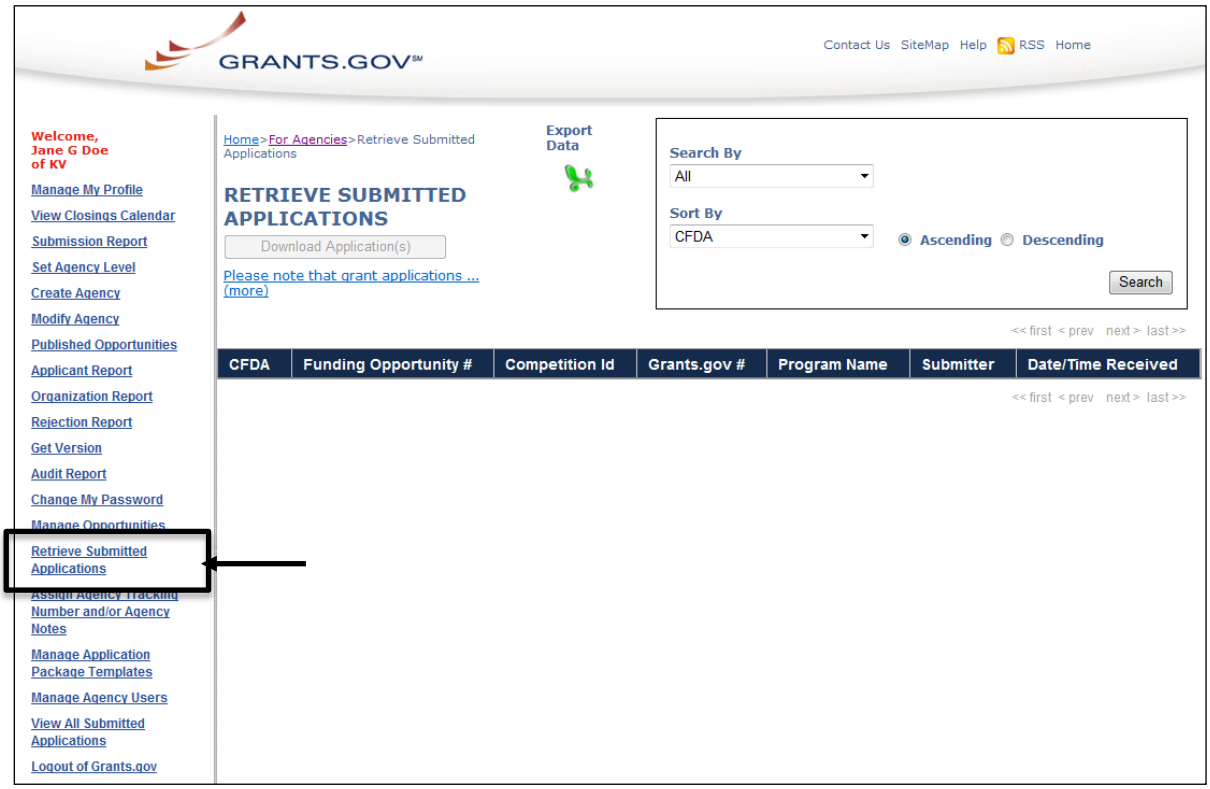
You will be directed to the **Delete Application Package Template Verification** screen. Click the **Delete** button to permanently remove the listed template. You will be returned to the **Manage Application Package Templates** screen
OR
To cancel without deleting, click the **Cancel** button to return to the previous screen and the template will be displayed in the table list.



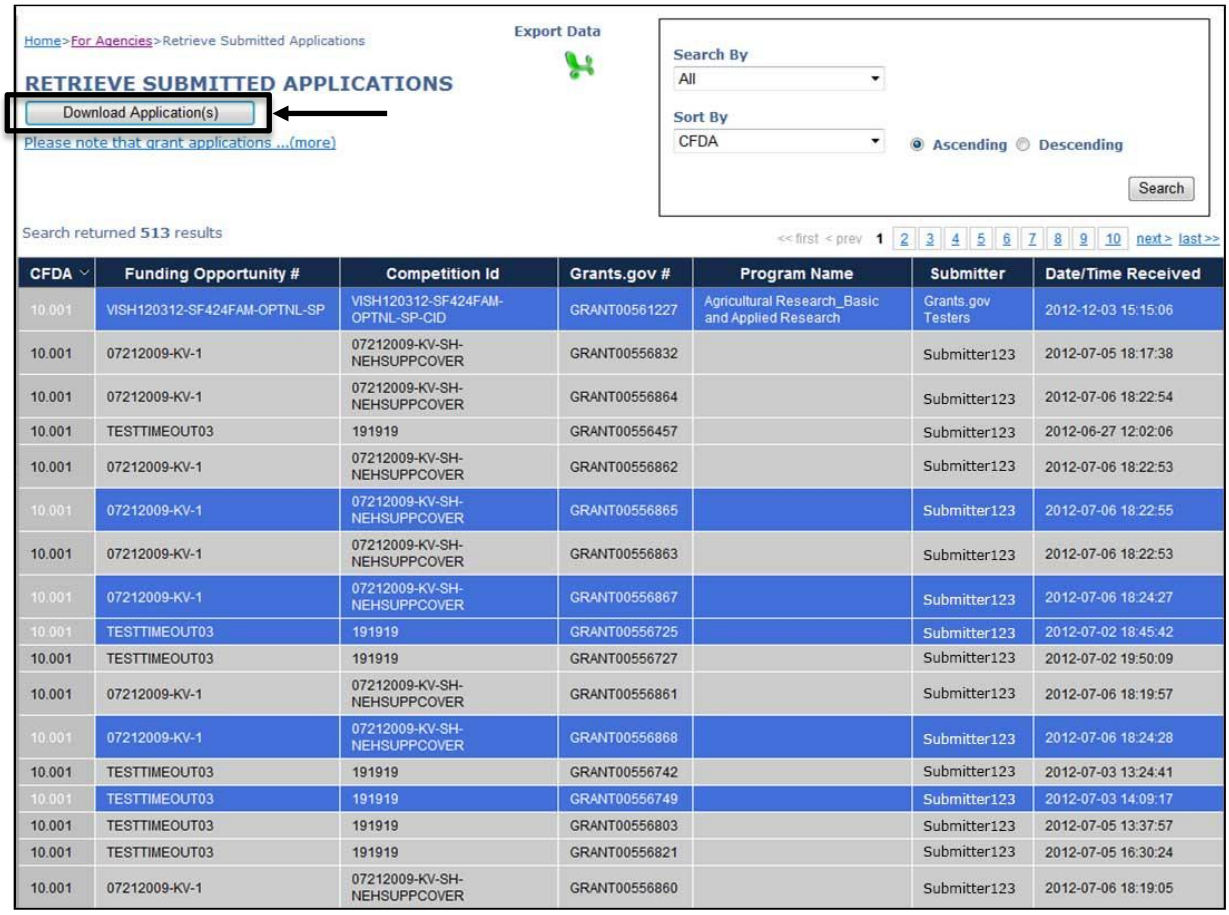
Retrieving Submitted Applications

From Retrieve Submitted Applications Link

To retrieve and download the applications submitted to your agency, click the **Retrieve Submitted Applications** link from the left navigation list. You will be directed to the **Retrieve Submitted Applications** screen.

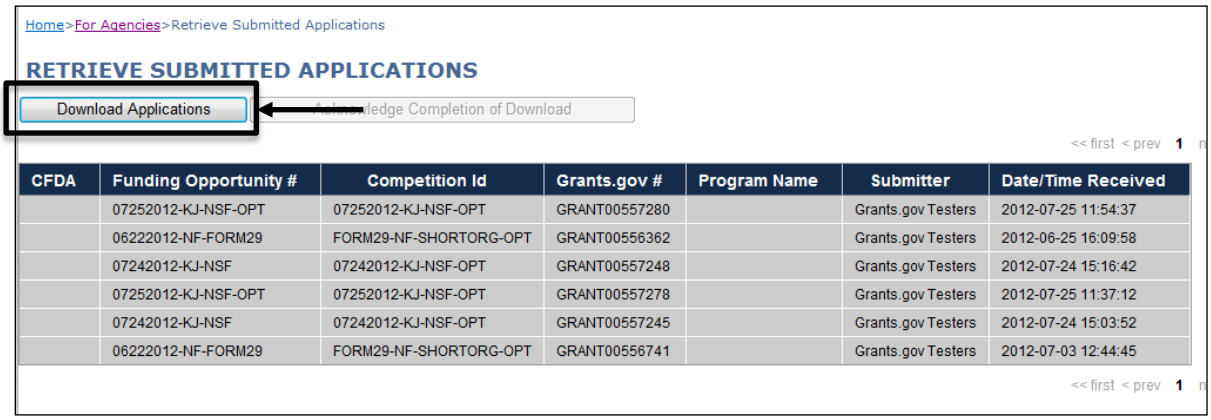


Use the Search By box to search and view the applications available for download. The search results will display in the table below. Select the row(s) of the application you want to download.



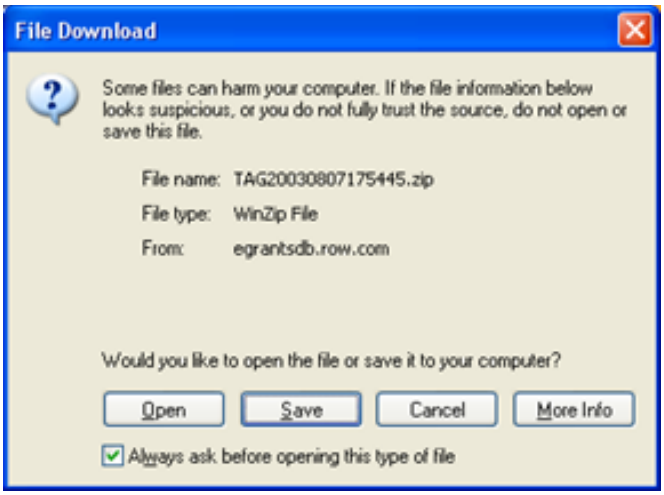
CFDA	Funding Opportunity #	Competition Id	Grants.gov #	Program Name	Submitter	Date/Time Received
10.001	VISH120312-SF424FAM-OPTNL-SP	VISH120312-SF424FAM-OPTNL-SP-CID	GRANT00561227	Agricultural Research_Basic and Applied Research	Grants.gov Testers	2012-12-03 15:15:06
10.001	07212009-KV-1	07212009-KV-SH-NEHSUPPCOVER	GRANT00556832		Submitter123	2012-07-05 18:17:38
10.001	07212009-KV-1	07212009-KV-SH-NEHSUPPCOVER	GRANT00556864		Submitter123	2012-07-06 18:22:54
10.001	TESTTIMEOUT03	191919	GRANT00556457		Submitter123	2012-06-27 12:02:06
10.001	07212009-KV-1	07212009-KV-SH-NEHSUPPCOVER	GRANT00556862		Submitter123	2012-07-06 18:22:53
10.001	07212009-KV-1	07212009-KV-SH-NEHSUPPCOVER	GRANT00556865		Submitter123	2012-07-06 18:22:55
10.001	07212009-KV-1	07212009-KV-SH-NEHSUPPCOVER	GRANT00556863		Submitter123	2012-07-06 18:22:53
10.001	07212009-KV-1	07212009-KV-SH-NEHSUPPCOVER	GRANT00556867		Submitter123	2012-07-06 18:24:27
10.001	TESTTIMEOUT03	191919	GRANT00556725		Submitter123	2012-07-02 18:45:42
10.001	TESTTIMEOUT03	191919	GRANT00556727		Submitter123	2012-07-02 19:50:09
10.001	07212009-KV-1	07212009-KV-SH-NEHSUPPCOVER	GRANT00556861		Submitter123	2012-07-06 18:19:57
10.001	07212009-KV-1	07212009-KV-SH-NEHSUPPCOVER	GRANT00556868		Submitter123	2012-07-06 18:24:28
10.001	TESTTIMEOUT03	191919	GRANT00556742		Submitter123	2012-07-03 13:24:41
10.001	TESTTIMEOUT03	191919	GRANT00556749		Submitter123	2012-07-03 14:09:17
10.001	TESTTIMEOUT03	191919	GRANT00556803		Submitter123	2012-07-05 13:37:57
10.001	TESTTIMEOUT03	191919	GRANT00556821		Submitter123	2012-07-05 16:30:24
10.001	07212009-KV-1	07212009-KV-SH-NEHSUPPCOVER	GRANT00556860		Submitter123	2012-07-06 18:19:05

Once you have selected the application, the **Download Application(s)** button will be enabled. Click the **Download Application(s)** button. You will be directed to a second **Retrieve Submitted Applications** screen that displays the applications you selected to download.



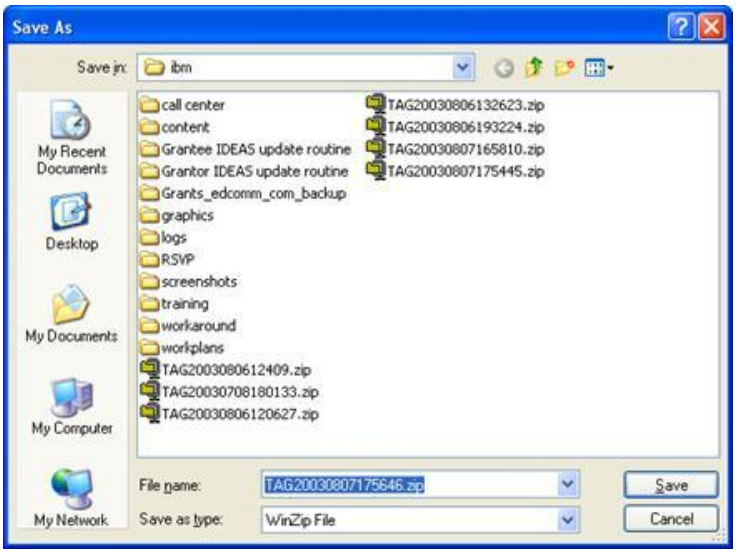
CFDA	Funding Opportunity #	Competition Id	Grants.gov #	Program Name	Submitter	Date/Time Received
	07252012-KJ-NSF-OPT	07252012-KJ-NSF-OPT	GRANT00557280		Grants.gov Testers	2012-07-25 11:54:37
	06222012-NF-FORM29	FORM29-NF-SHORTORG-OPT	GRANT00556362		Grants.gov Testers	2012-06-25 16:09:58
	07242012-KJ-NSF	07242012-KJ-NSF-OPT	GRANT00557248		Grants.gov Testers	2012-07-24 15:16:42
	07252012-KJ-NSF-OPT	07252012-KJ-NSF-OPT	GRANT00557278		Grants.gov Testers	2012-07-25 11:37:12
	07242012-KJ-NSF	07242012-KJ-NSF-OPT	GRANT00557245		Grants.gov Testers	2012-07-24 15:03:52
	06222012-NF-FORM29	FORM29-NF-SHORTORG-OPT	GRANT00556741		Grants.gov Testers	2012-07-03 12:44:45

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

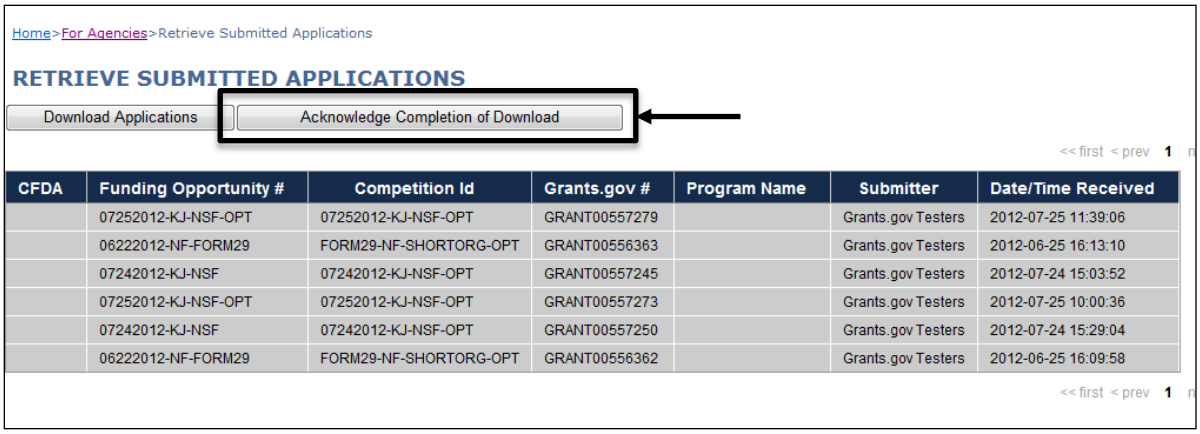


To return to the previous screen without downloading the applications, click the **Back** button. **Note:** If you click the **Open** button, the zip file will appear empty. You must save the application before opening it.

From the File Download screen, click the **Save** button. This will open the **Save As** window.



Select the location where you want to save the application and click the **Save** button. You will be returned to the **Retrieve Submitted Applications** screen where the **Acknowledge Completion of Download** button will become enabled.

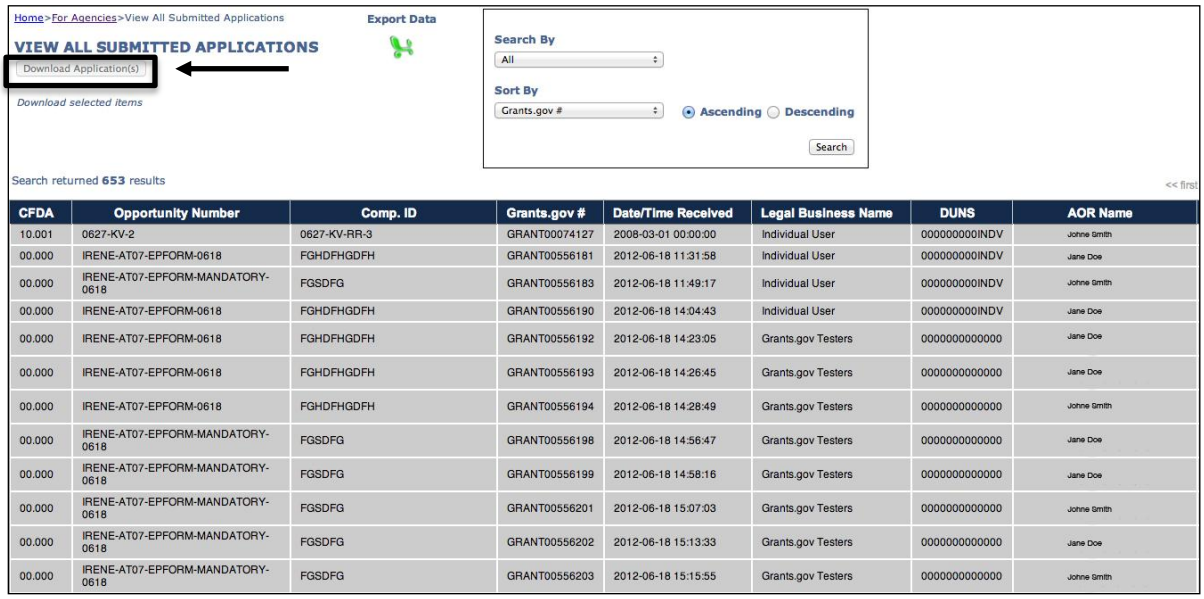


CFDA	Funding Opportunity #	Competition Id	Grants.gov #	Program Name	Submitter	Date/Time Received
	07252012-KJ-NSF-OPT	07252012-KJ-NSF-OPT	GRANT00557279		Grants.gov Testers	2012-07-25 11:39:06
	06222012-NF-FORM29	FORM29-NF-SHORTORG-OPT	GRANT00556363		Grants.gov Testers	2012-06-25 16:13:10
	07242012-KJ-NSF	07242012-KJ-NSF-OPT	GRANT00557245		Grants.gov Testers	2012-07-24 15:03:52
	07252012-KJ-NSF-OPT	07252012-KJ-NSF-OPT	GRANT00557273		Grants.gov Testers	2012-07-25 10:00:36
	07242012-KJ-NSF	07242012-KJ-NSF-OPT	GRANT00557250		Grants.gov Testers	2012-07-24 15:29:04
	06222012-NF-FORM29	FORM29-NF-SHORTORG-OPT	GRANT00556362		Grants.gov Testers	2012-06-25 16:09:58

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

From View All Submitted Applications Link

If you need to "re-retrieve" an application, simply click the **View All Submitted Applications** link on the left of the screen. This will take you to the **View All Submitted Applications** screen. Use the **Search By** box to search and view a list of the applications submitted to your agency.



CFDA	Opportunity Number	Comp. ID	Grants.gov #	Date/Time Received	Legal Business Name	DUNS	AOR Name
10.001	0627-KV-2	0627-KV-RR-3	GRANT00074127	2008-03-01 00:00:00	Individual User	000000000INDV	Johne Smith
00.000	IRENE-AT07-EPFORM-0618	FGHDFHGDFH	GRANT00556181	2012-06-18 11:31:58	Individual User	000000000INDV	Jane Doe
00.000	IRENE-AT07-EPFORM-MANDATORY-0618	FGSDFG	GRANT00556183	2012-06-18 11:49:17	Individual User	000000000INDV	Johne Smith
00.000	IRENE-AT07-EPFORM-0618	FGHDFHGDFH	GRANT00556190	2012-06-18 14:04:43	Individual User	000000000INDV	Jane Doe
00.000	IRENE-AT07-EPFORM-0618	FGHDFHGDFH	GRANT00556192	2012-06-18 14:23:05	Grants.gov Testers	0000000000000	Jane Doe
00.000	IRENE-AT07-EPFORM-0618	FGHDFHGDFH	GRANT00556193	2012-06-18 14:26:45	Grants.gov Testers	0000000000000	Jane Doe
00.000	IRENE-AT07-EPFORM-0618	FGHDFHGDFH	GRANT00556194	2012-06-18 14:28:49	Grants.gov Testers	0000000000000	Johne Smith
00.000	IRENE-AT07-EPFORM-MANDATORY-0618	FGSDFG	GRANT00556198	2012-06-18 14:56:47	Grants.gov Testers	0000000000000	Jane Doe
00.000	IRENE-AT07-EPFORM-MANDATORY-0618	FGSDFG	GRANT00556199	2012-06-18 14:58:16	Grants.gov Testers	0000000000000	Jane Doe
00.000	IRENE-AT07-EPFORM-MANDATORY-0618	FGSDFG	GRANT00556201	2012-06-18 15:07:03	Grants.gov Testers	0000000000000	Johne Smith
00.000	IRENE-AT07-EPFORM-MANDATORY-0618	FGSDFG	GRANT00556202	2012-06-18 15:13:33	Grants.gov Testers	0000000000000	Jane Doe
00.000	IRENE-AT07-EPFORM-MANDATORY-0618	FGSDFG	GRANT00556203	2012-06-18 15:15:55	Grants.gov Testers	0000000000000	Johne Smith

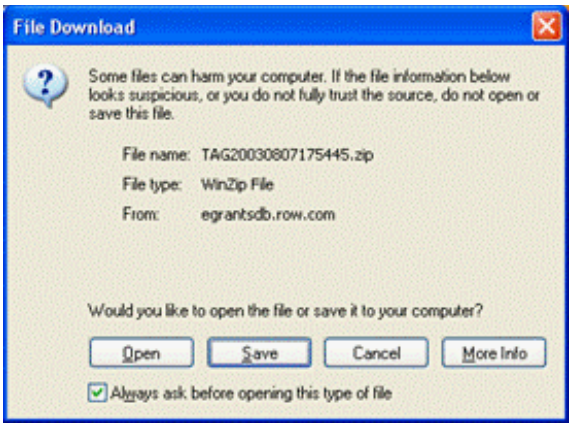
Select the applications that you want to download by selecting the application row. Click the **Download Application(s)** button to download the applications. This will begin

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

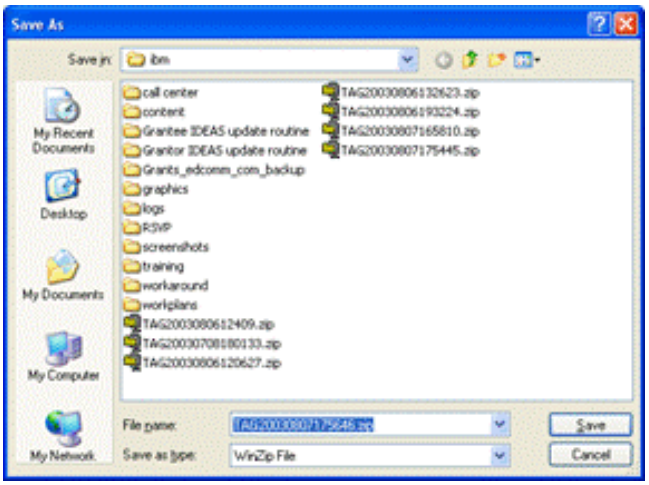
OR

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

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



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



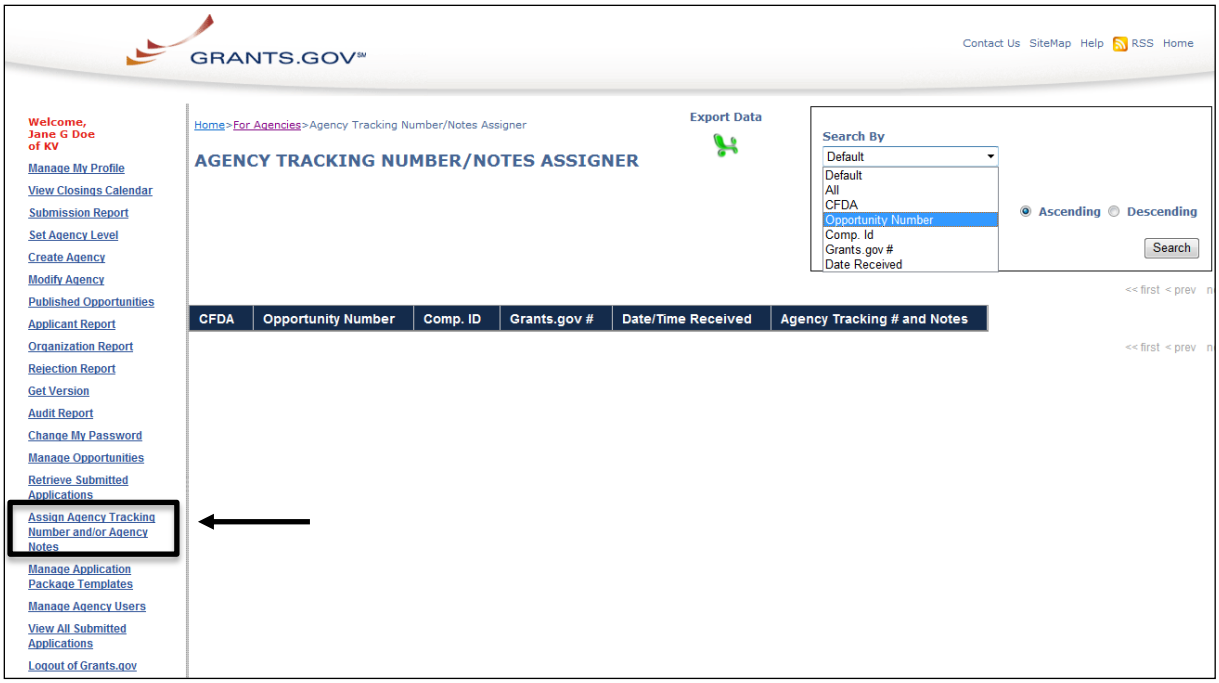
Select the location where you want to save the application and click the **Save** button.

Assigning Agency Tracking Numbers and Agency Notes

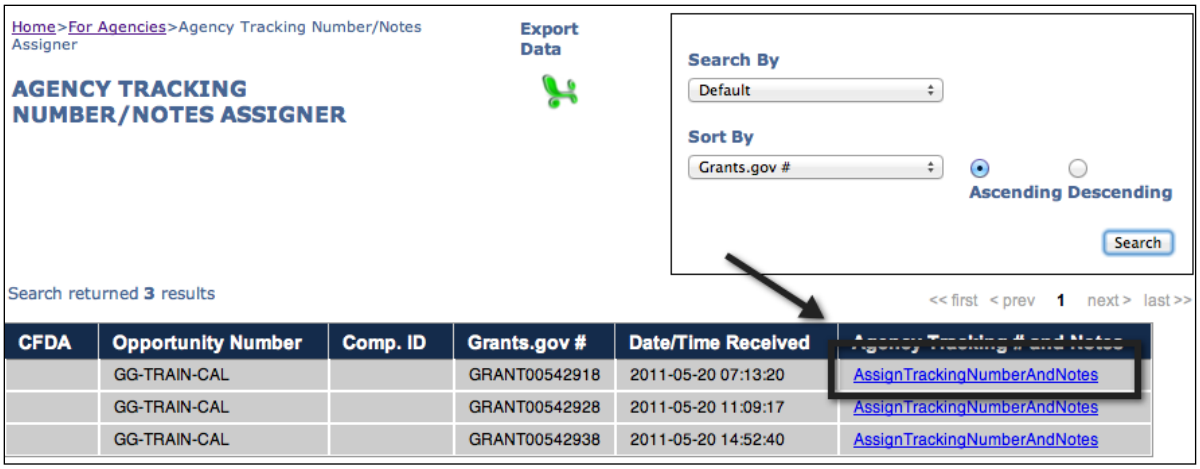
Assigning agency tracking numbers allows you to assign a unique number to a submitted application that your agency can use internally for application identification. Agencies can also assign notes to submitted applications to be viewed by their applicants. Agency notes can be added/updated to application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

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

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



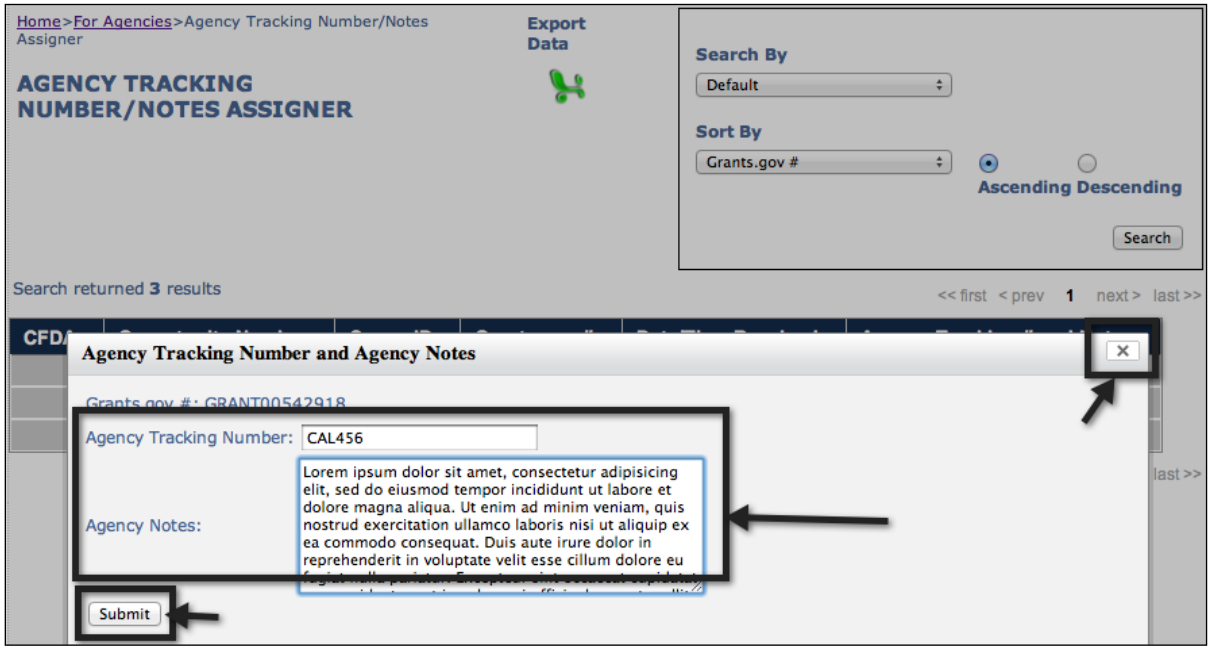
This link will open up the **Agency Tracking Number/Notes Assigner** screen. This screen displays a list of the submitted applications which have not been assigned an agency tracking number and/or agency notes.



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

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

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



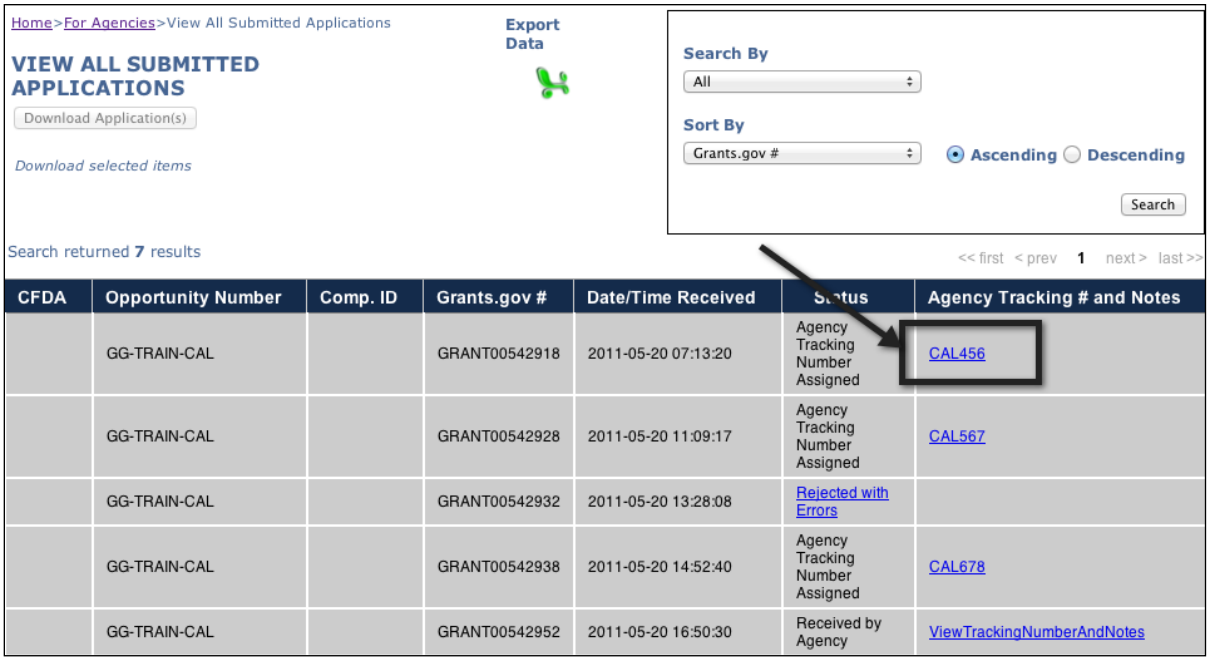
You can view the change by clicking the **View All Submitted Applications** link on the left of the screen. Additionally, Notes may be further edited by clicking the View All Submitted Applications link on the left of the screen. (Agency Tracking Number cannot be edited.)

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

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

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

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



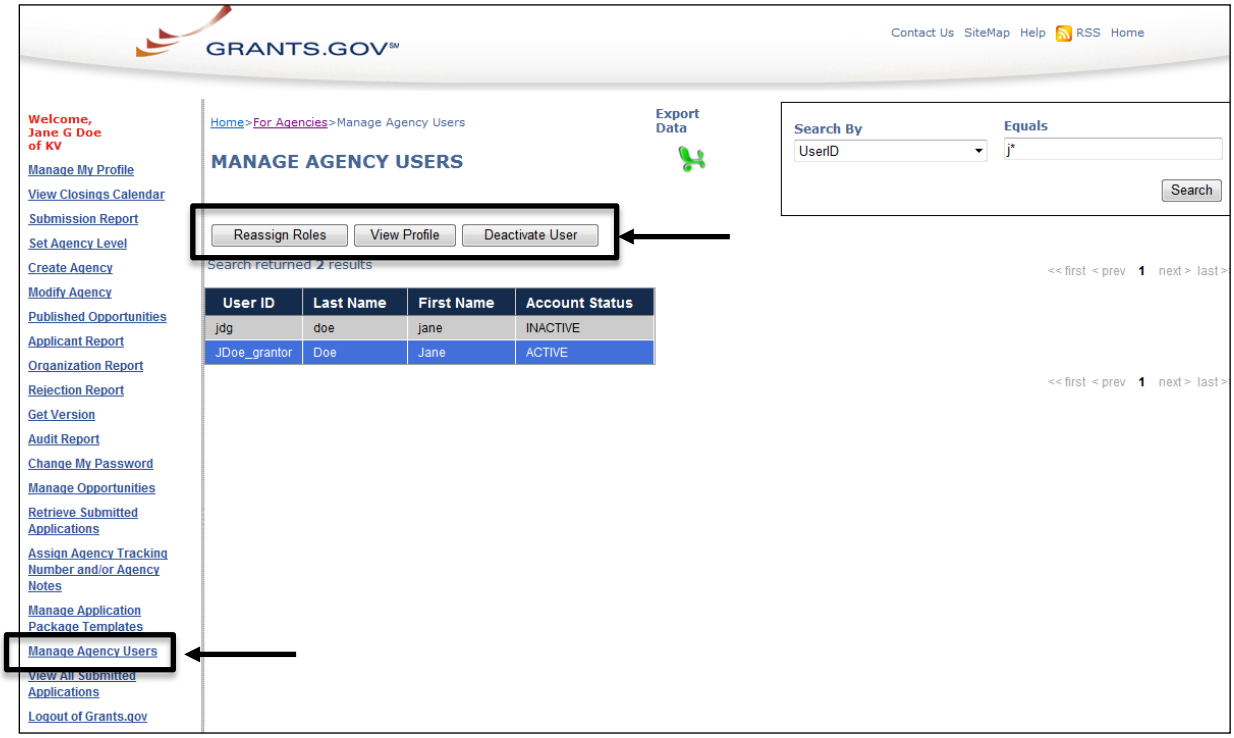
CFDA	Opportunity Number	Comp. ID	Grants.gov #	Date/Time Received	Status	Agency Tracking # and Notes
	GG-TRAIN-CAL		GRANT00542918	2011-05-20 07:13:20	Agency Tracking Number Assigned	CAL456
	GG-TRAIN-CAL		GRANT00542928	2011-05-20 11:09:17	Agency Tracking Number Assigned	CAL567
	GG-TRAIN-CAL		GRANT00542932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

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

Managing Agency Users

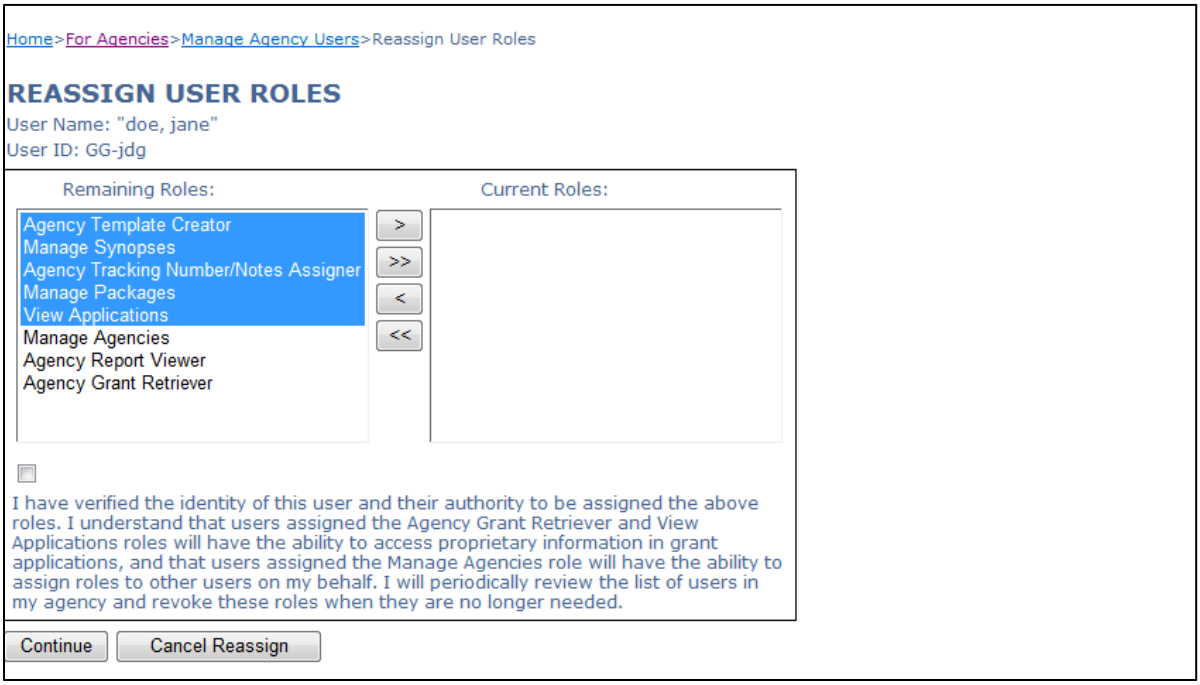
This section of the site enables you to reassign roles, view a user profile and deactivate agency users.

To reassign roles, view a user profile, and/or deactivate an agency user, select the **Manage Agency Users** link from the left navigation list. Use the Search By box to search and view a list of your agency users. This screen displays the users currently registered with the agency that you represent. Click on the row of the specific user and this will enable the **Reassign Roles**, **View Profile** and **Deactivate User** buttons.



Reassigning Roles

To reassign user roles, select the row of the specific user. Then click the **Reassign Roles** button. You will be directed to the **Reassign User Roles** screen.

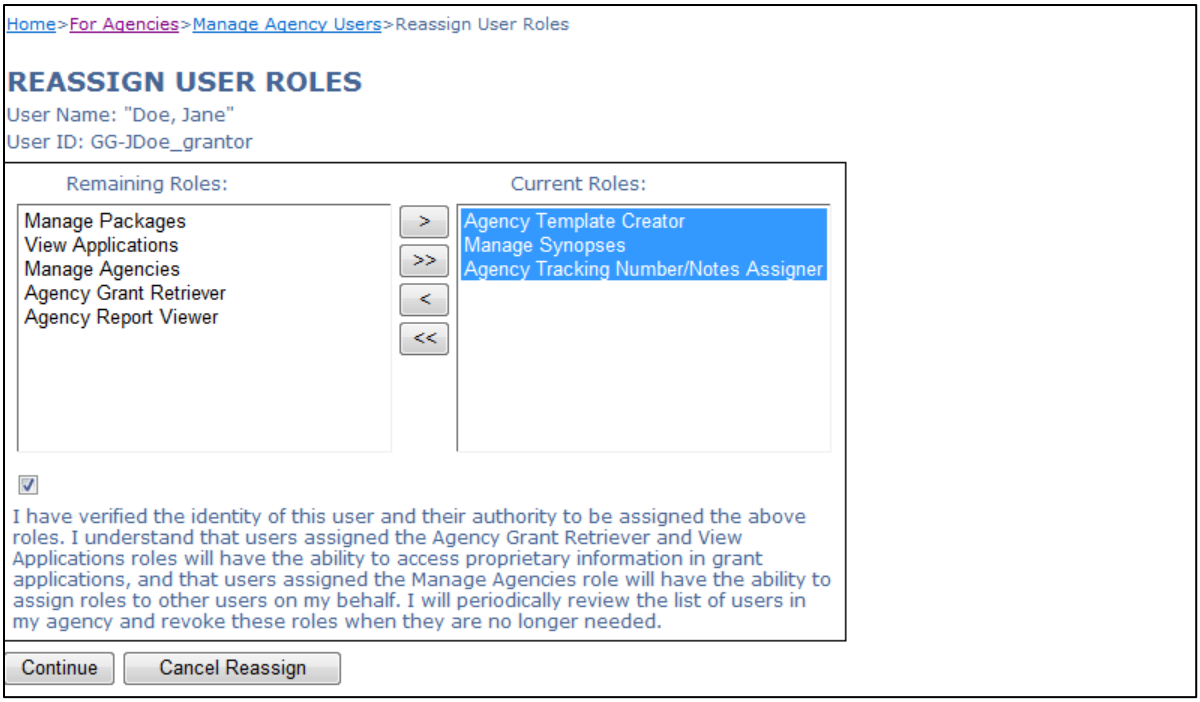


The **Remaining Roles** field lists the roles that have not been assigned to the user. The **Current Roles** field lists the roles which are currently assigned to the user.

To add a role, select one or more roles from the **Remaining Roles** field. Then click the single arrow (**>**) pointing to the right. To add all roles, click the double arrow (**>>**). The role(s) will move from the **Remaining Roles** field to the **Current Roles** field.

To remove a role, select one or more roles from the **Remaining Roles** field. Then click the single arrow (**<**) pointing to the left. To remove all roles, click the double arrow (**<<**). The role(s) will move from the **Current Roles** field to the **Remaining Roles** field.

When complete, check the verification box and select the **Continue**. To cancel the reassign, select the **Cancel Reassign** button. You will be redirected back to the **Manage Agency Users** screen.



Agency Role Definitions:

- **Manage Packages** role allows a user to publish application packages.
- **Agency Grant Retriever** role allows a user to retrieve applications that are submitted to your agency.
- **Agency Tracking Number Assigner** role allows a user to assign tracking numbers to submitted applications.
- **Agency Template Creator** role allows a user to manage application package templates.
- **Manage Agencies** role allows a user to manage agencies.
- **View Applications** role allows a user to view the applications submitted to your agency.
- **Manage Synopses** role allows a user to setup grant synopses within your agency's grant opportunities.
- **Agency Report Viewer** allows a user to view applicant and organization reports regarding their registration statuses.

Viewing Agency User Profile

To view an existing user's profile, from the **Manage Agency Users** screen, select the row of the specific user. Then click on the **View Profile** button. You will be directed to the **View Agency User Profile** screen.

You will be able to view the agency user profile and provide the user with their username, email, and other profile information on file with Grants.gov. If necessary, the user can use this information to reactivate or unlock their account using the **I Forgot My Password/Unlock My Account** functionality. To return back to the Manage Agency Users screen, click your web browser's back button or click on the **Manage Agency Users** link.

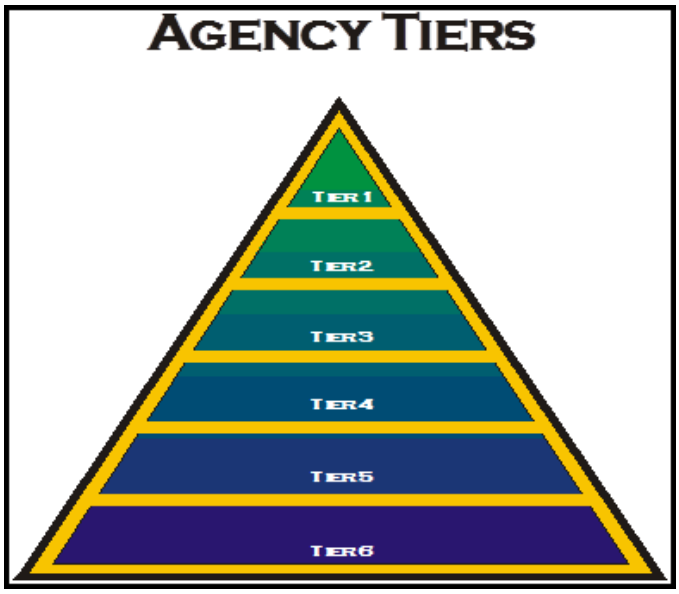
Deactivate Agency User

To deactivate a user, from the **Manage Agency Users** screen, select the row of the specific user. Then click on the **Deactivate User** button. You will be directed to the **Deactivate User Confirmation** screen.

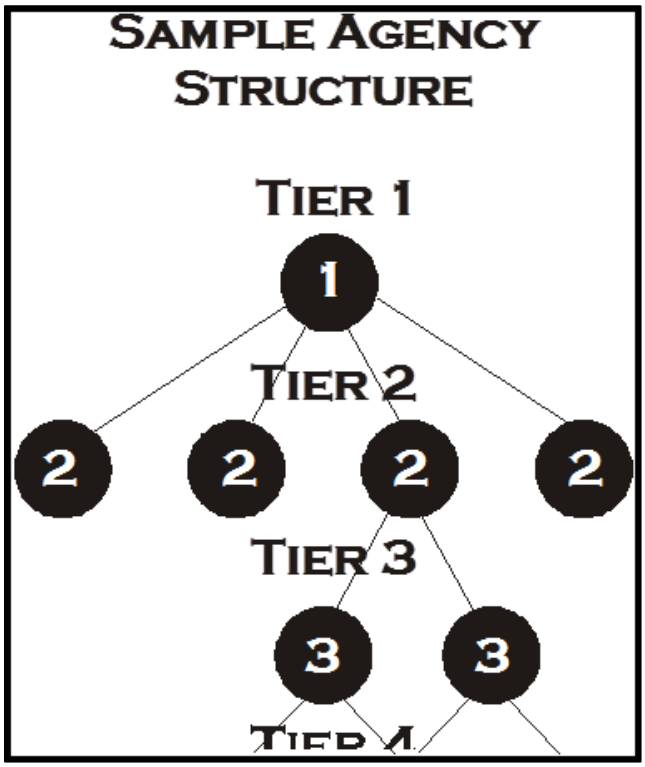
To confirm that you want to deactivate the user, click the **Deactivate User** button. If you do not want to deactivate the listed user, click the **Cancel** button. You will be directed back to the **Manage Agency Users** screen.

Managing Agencies

This section describes how to create and modify agency profiles, and set agency levels. Grants.gov Agencies are organized in tiers. The tiers are linear where the Tier 1 agency is “parent agency” and Tiers 2-6 are “sub-agencies” within the “parent agency.”
Note: To delete an agency or sub-agency you must contact Grants.gov PMO.



You may have numerous sub-agencies registered with the parent agency.



How Agency Enrollment Codes Work

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

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

What You Can See When You Log In

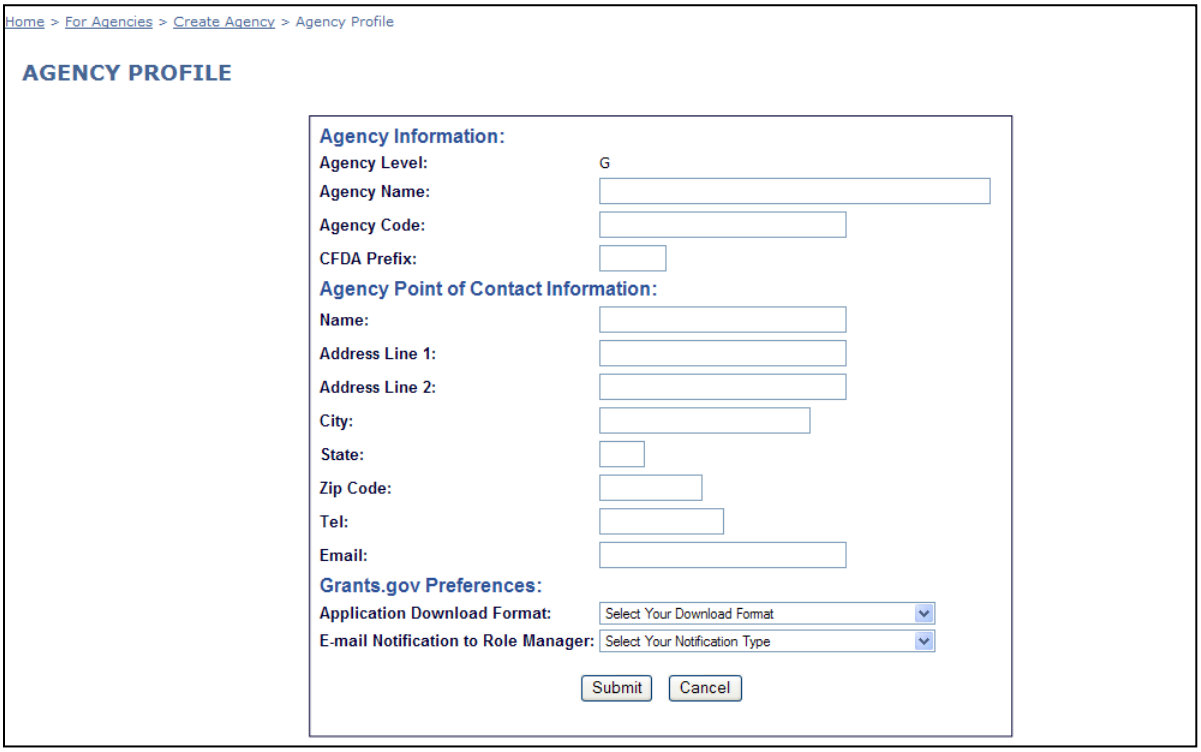
When you log in to the **For Grantors** section, you are logging into a specific agency in a specific tier. What you are able to view depends on your assigned roles, including.

- The application packages created by the current agency you are logged into
- The application package templates created by the current agency you are logged into (you can see all templates but you can only modify your agency's template).
- The application packages which your agency created that have been downloaded, completed and submitted by grant applicants. You will be able to retrieve and assign agency tracking numbers to these applications.
- The users registered with your agency and the agencies which are one tier below your agency.*

To view the users of the agencies registered one tier below your agency, you will need to change the **Set Agency Level** to the tier below the parent agency. You can view the subagency users from **Manage Agency Users** link.

Creating Agencies

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



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

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

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

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

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

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

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

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

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

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

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

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

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

OR

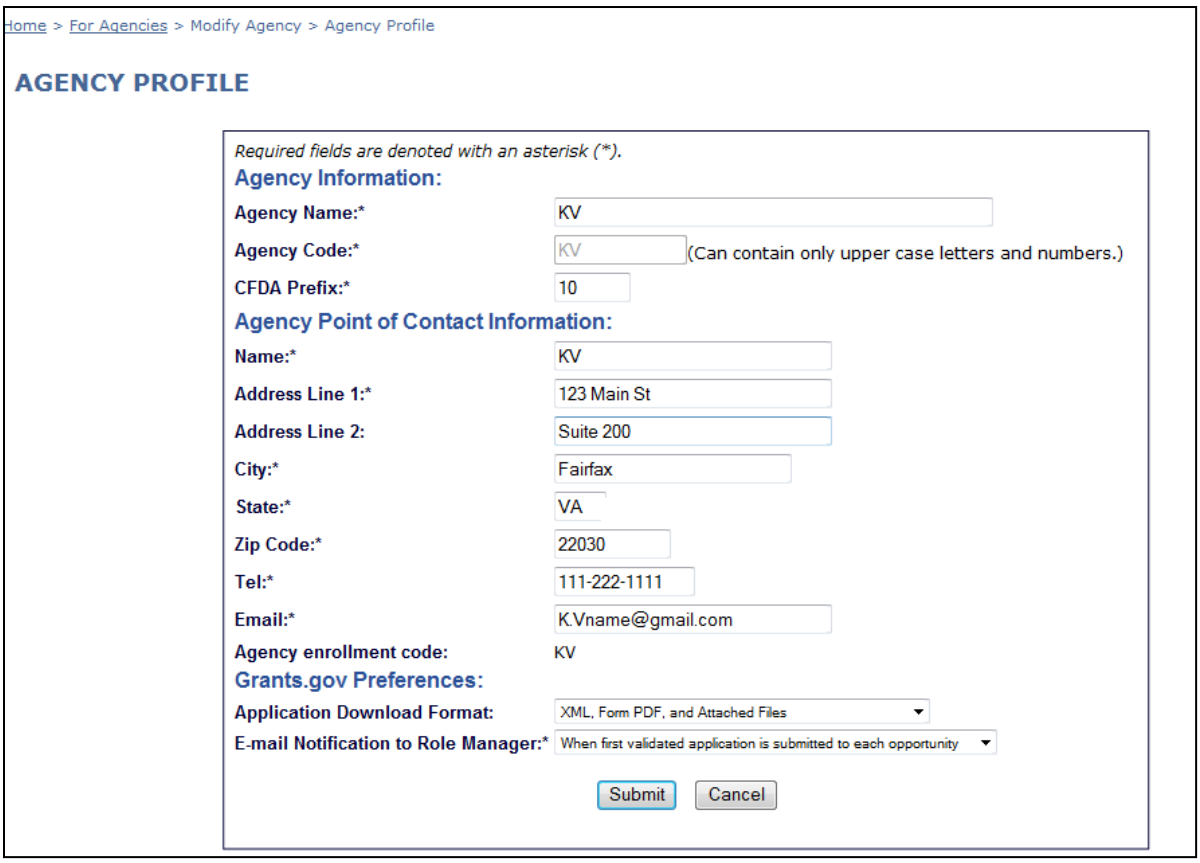
If you want to save the new agency, click the **Submit** button.

Modifying Agencies/Sub-Agencies

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

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

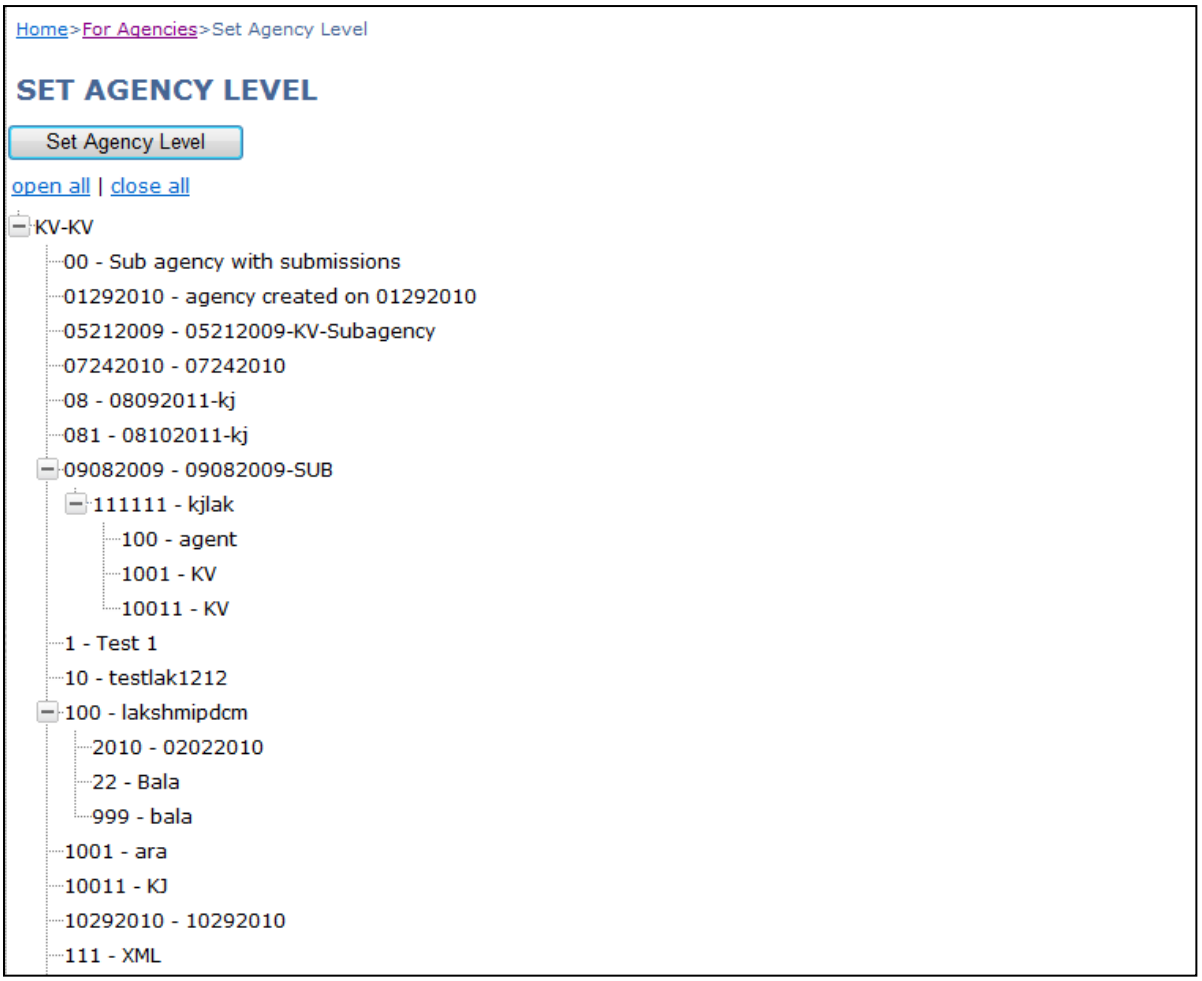
Once you have selected the agency or sub-agency, click **Set Agency Level** button at the top of the screen. Then on the left menu click the **Modify Agency** link. This will take you to the **Agency Profile** screen. Make any necessary revisions.



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

Set Agency Levels

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



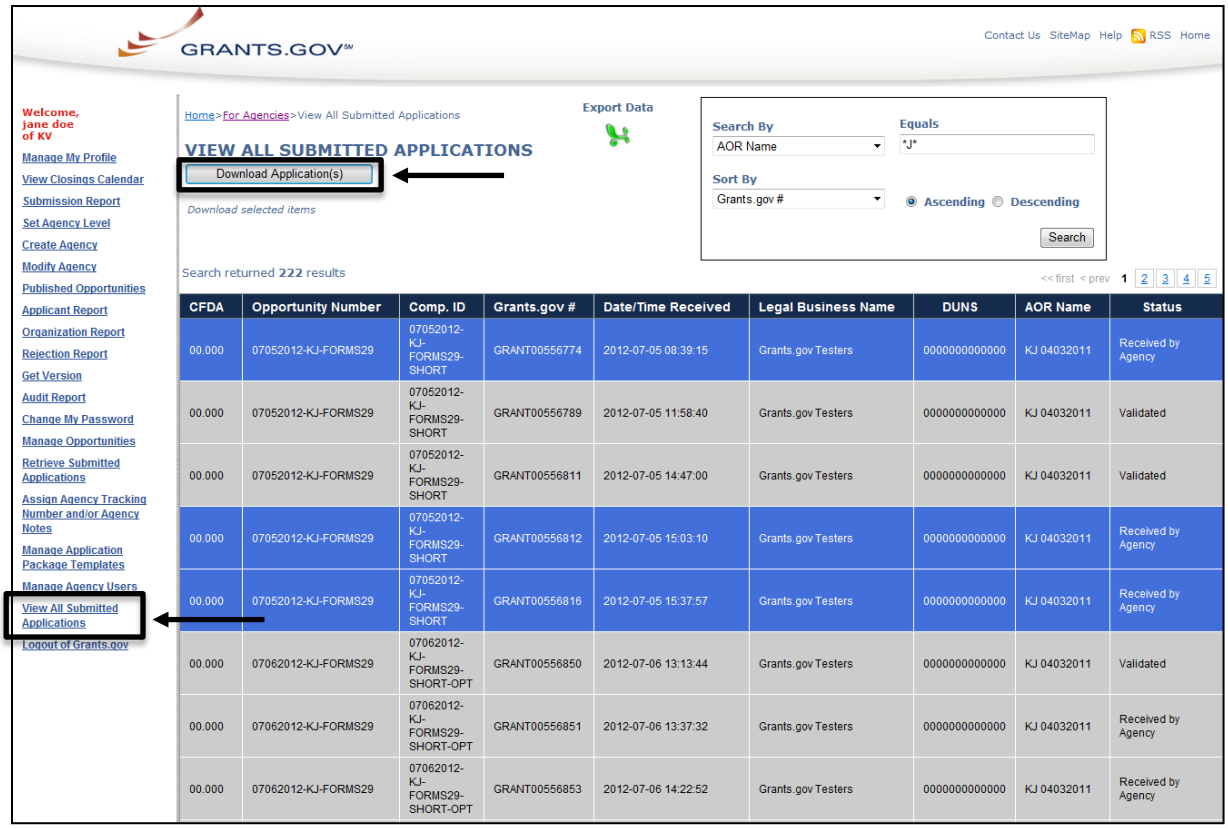
Select the agency level by clicking on the name of the agency you wish to be set to and then select the **Set Agency Level** button at the top of the list.

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

Viewing Applications

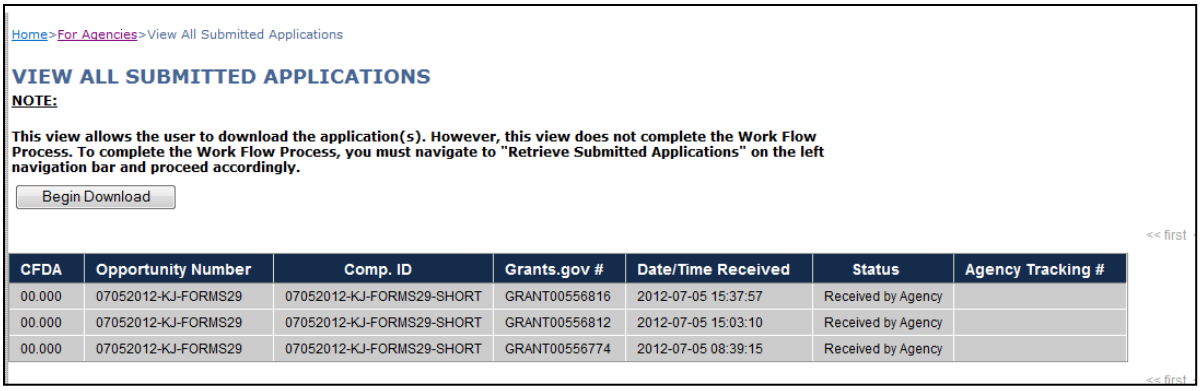
To view the applications submitted to the agency or agencies that you represent, click the **View All Submitted Applications** link on the left navigation list. You will be directed to the **View All Submitted Applications** screen.

To view a listing of applications use the Search By box. You can search for applications by CFDA, Opportunity Number, Competition ID, Grants.gov Number and Agency Tracking Number and then sort the search results by using the drop-down menu. You can also re-retrieve submitted applications from this screen.



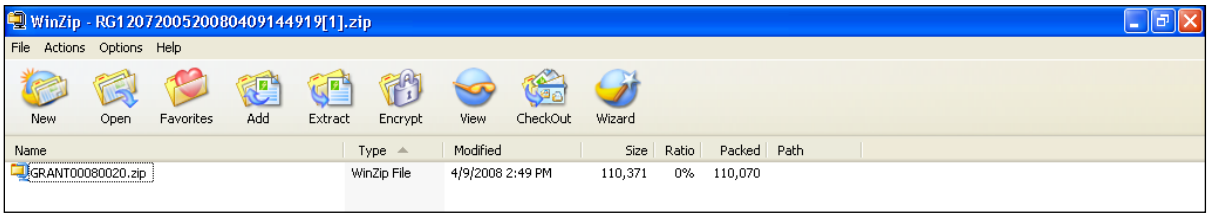
CFDA	Opportunity Number	Comp. ID	Grants.gov #	Date/Time Received	Legal Business Name	DUNS	AOR Name	Status
00.000	07052012-KJ-FORMS29	07052012-KJ-FORMS29-SHORT	GRANT00556774	2012-07-05 08:39:15	Grants.gov Testers	0000000000000	KJ 04032011	Received by Agency
00.000	07052012-KJ-FORMS29	07052012-KJ-FORMS29-SHORT	GRANT00556789	2012-07-05 11:58:40	Grants.gov Testers	0000000000000	KJ 04032011	Validated
00.000	07052012-KJ-FORMS29	07052012-KJ-FORMS29-SHORT	GRANT00556811	2012-07-05 14:47:00	Grants.gov Testers	0000000000000	KJ 04032011	Validated
00.000	07052012-KJ-FORMS29	07052012-KJ-FORMS29-SHORT	GRANT00556812	2012-07-05 15:03:10	Grants.gov Testers	0000000000000	KJ 04032011	Received by Agency
00.000	07052012-KJ-FORMS29	07052012-KJ-FORMS29-SHORT	GRANT00556816	2012-07-05 15:37:57	Grants.gov Testers	0000000000000	KJ 04032011	Received by Agency
00.000	07062012-KJ-FORMS29	07062012-KJ-FORMS29-SHORT-OPT	GRANT00556850	2012-07-06 13:13:44	Grants.gov Testers	0000000000000	KJ 04032011	Validated
00.000	07062012-KJ-FORMS29	07062012-KJ-FORMS29-SHORT-OPT	GRANT00556851	2012-07-06 13:37:32	Grants.gov Testers	0000000000000	KJ 04032011	Received by Agency
00.000	07062012-KJ-FORMS29	07062012-KJ-FORMS29-SHORT-OPT	GRANT00556853	2012-07-06 14:22:52	Grants.gov Testers	0000000000000	KJ 04032011	Received by Agency

To download or re-retrieve a submitted application, select the row of the application(s) that you wish to download, click the **Download Application(s)** button. You will be directed to a second View All Submitted Applications screen. Click on the **Begin Download** button.



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

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



Reporting

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

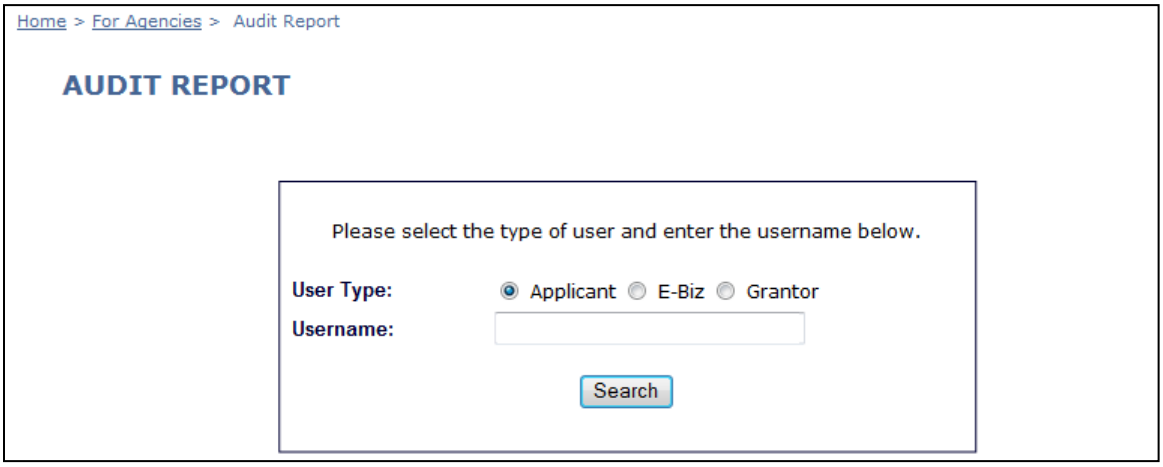
Applicant Report

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

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

Audit Report

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



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

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

Home > For Agencies > Audit Report List

AUDIT REPORT LIST

Performed By	Performed On	Audit Category	Action	Source	Timestamp	Audit Details
AOR-kj0000	kj0000	User	Authorize	HTML	13-Dec-12 10:11:46 AM	Correct MPIN entered
AOR-kj0000	kj0000	User	Login	HTML	13-Dec-12 10:11:39 AM	Successfully logged into Grants.gov
AOR-kj0000	kj0000	User	Authorize	HTML	13-Dec-12 08:37:04 AM	Correct MPIN entered
AOR-kj0000	kj0000	User	Login	HTML	13-Dec-12 08:36:54 AM	Successfully logged into Grants.gov
AOR-kj0000	kj0000	User	Authorize	HTML	11-Dec-12 12:55:38 PM	Correct MPIN entered
AOR-kj0000	kj0000	User	Login	HTML	11-Dec-12 12:55:31 PM	Successfully logged into Grants.gov
AOR-kj0000	kj0000	User	Authorize	HTML	10-Dec-12 03:03:29 PM	Correct MPIN entered
AOR-kj0000	kj0000	User	Login	HTML	10-Dec-12 03:03:18 PM	Successfully logged into Grants.gov
AOR-kj0000	kj0000	Role	Grant	HTML	03-Dec-12 11:45:14 AM	EBIZ Role Granted
AOR-kj0000	kj0000	User	Authorize	HTML	03-Dec-12 11:45:14 AM	Correct MPIN entered
AOR-kj0000	kj0000	User	Login	HTML	03-Dec-12 11:45:04 AM	Successfully logged into Grants.gov
AOR-kj0000	kj0000	Profile	Password Reset	HTML	28-Nov-12 10:18:52 AM	Password reset
AOR-kj0000	kj0000	User	Login Failed	HTML	28-Nov-12 10:18:19 AM	Invalid login attempt
AOR-kj0000	kj0000	User	Authorize	HTML	21-Nov-12 12:18:42 PM	Incorrect MPIN entered
AOR-kj0000	kj0000	User	Authorize	HTML	21-Nov-12 12:18:40 PM	Incorrect MPIN entered
AOR-kj0000	kj0000	User	Authorize	HTML	21-Nov-12 12:18:38 PM	Incorrect MPIN entered
AOR-kj0000	kj0000	User	Authorize	HTML	21-Nov-12 12:18:35 PM	Incorrect MPIN entered
AOR-kj0000	kj0000	Role	Revoke	HTML	21-Nov-12 12:18:35 PM	EBIZ Role Revoked
AOR-kj0000	kj0000	User	Login	HTML	21-Nov-12 12:18:29 PM	Successfully logged into Grants.gov
AOR-kj0000	kj0000	User	Authorize	HTML	21-Nov-12 12:17:36 PM	Correct MPIN entered
AOR-kj0000	kj0000	User	Login	HTML	21-Nov-12 12:17:29 PM	Successfully logged into Grants.gov
AOR-kj0000	kj0000	User	Login Failed	HTML	21-Nov-12 12:16:09 PM	Invalid login attempt
AOR-kj0000	kj0000	User	Login Failed	HTML	21-Nov-12 12:16:05 PM	Invalid login attempt
AOR-kj0000	kj0000	Profile	Password Reset	HTML	21-Nov-12 12:12:47 PM	Password reset
AOR-kj0000	kj0000	User	Locked	HTML	21-Nov-12 12:11:37 PM	Account locked
AOR-kj0000	kj0000	User	Locked	HTML	21-Nov-12 12:09:53 PM	Account locked
AOR-kj0000	kj0000	User	Locked	HTML	21-Nov-12 12:09:46 PM	Account locked
AOR-kj0000	kj0000	User	Locked	HTML	21-Nov-12 12:09:41 PM	Account locked
AOR-kj0000	kj0000	User	Locked	HTML	21-Nov-12 11:58:45 AM	Account locked

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

Home > For Agencies > Audit Report List

AUDIT REPORT LIST

Performed By	Performed On	Audit Category	Action	Source	Timestamp	Audit Details
DUNS-0000000000000	0000000000000	User	Login	HTML	04-Dec-12 03:23:06 PM	Successfully logged into Grants.gov
DUNS-0000000000000	0000000000000	User	Login	HTML	30-Nov-12 10:44:07 AM	Successfully logged into Grants.gov
DUNS-0000000000000	0000000000000	User	Login	HTML	29-Nov-12 10:02:24 AM	Successfully logged into Grants.gov
DUNS-0000000000000	0000000000000	User	Login	HTML	29-Nov-12 09:34:22 AM	Successfully logged into Grants.gov
DUNS-0000000000000	0000000000000	User	Login	HTML	21-Nov-12 12:19:32 PM	Successfully logged into Grants.gov
DUNS-0000000000000	0000000000000	User	Login	HTML	20-Nov-12 12:37:08 PM	Successfully logged into Grants.gov
DUNS-0000000000000	0000000000000	Profile	Password Change	HTML	20-Nov-12 12:36:54 PM	Password changed
grants.gov system	0000000000000	Profile	Password Reset	HTML	20-Nov-12 12:36:03 PM	Password reset
grants.gov system	0000000000000	Profile	Password Reset	HTML	20-Nov-12 12:35:52 PM	Password reset
grants.gov system	0000000000000	Profile	Password Reset	HTML	20-Nov-12 12:35:43 PM	Password reset
grants.gov system	0000000000000	Profile	Password Reset	HTML	20-Nov-12 12:35:34 PM	Password reset
DUNS-0000000000000	0000000000000	User	Login Failed	HTML	20-Nov-12 12:35:24 PM	Invalid login attempt
DUNS-0000000000000	0000000000000	User	Login Failed	HTML	20-Nov-12 12:35:15 PM	Invalid login attempt
DUNS-0000000000000	0000000000000	User	Login Failed	HTML	20-Nov-12 11:41:39 AM	Invalid login attempt
DUNS-0000000000000	0000000000000	User	Login Failed	HTML	20-Nov-12 11:39:55 AM	Invalid login attempt
DUNS-0000000000000	0000000000000	User	Login Failed	HTML	16-Nov-12 06:21:41 AM	Invalid login attempt
DUNS-0000000000000	0000000000000	User	Login Failed	HTML	16-Nov-12 06:21:27 AM	Invalid login attempt
DUNS-0000000000000	0000000000000	User	Login	HTML	15-Nov-12 04:14:19 PM	Successfully logged into Grants.gov
DUNS-0000000000000	0000000000000	Profile	Password Change	HTML	15-Nov-12 04:14:09 PM	Password changed
grants.gov system	0000000000000	Profile	Password Reset	HTML	15-Nov-12 04:12:39 PM	Password reset
DUNS-0000000000000	0000000000000	User	Login Failed	HTML	15-Nov-12 04:12:30 PM	Invalid login attempt
grants.gov system	0000000000000	Profile	Password Reset	HTML	15-Nov-12 03:57:19 PM	Password reset
DUNS-0000000000000	0000000000000	User	Login Failed	HTML	15-Nov-12 03:57:07 PM	Invalid login attempt

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

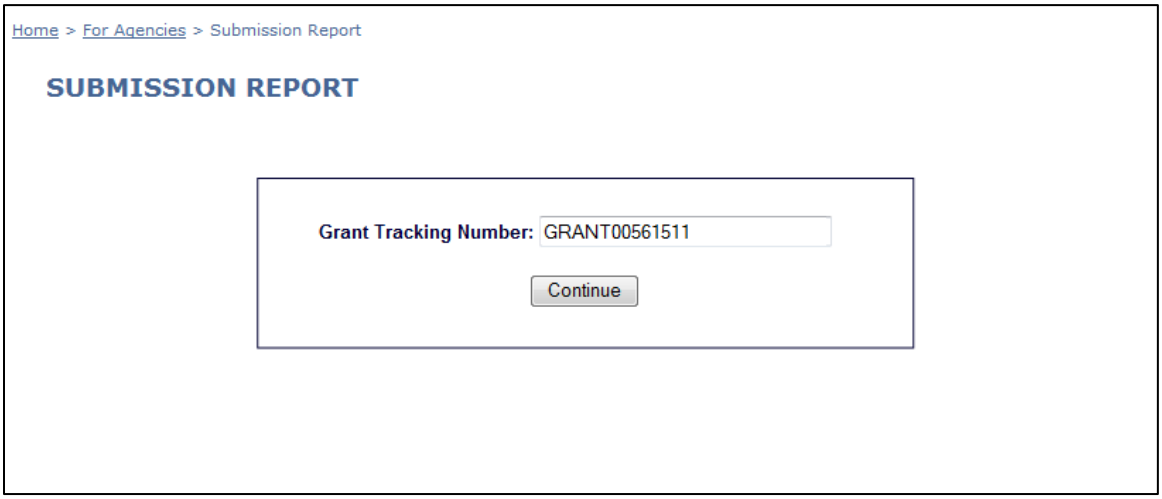
Home > For Agencies > Audit Report List

AUDIT REPORT LIST

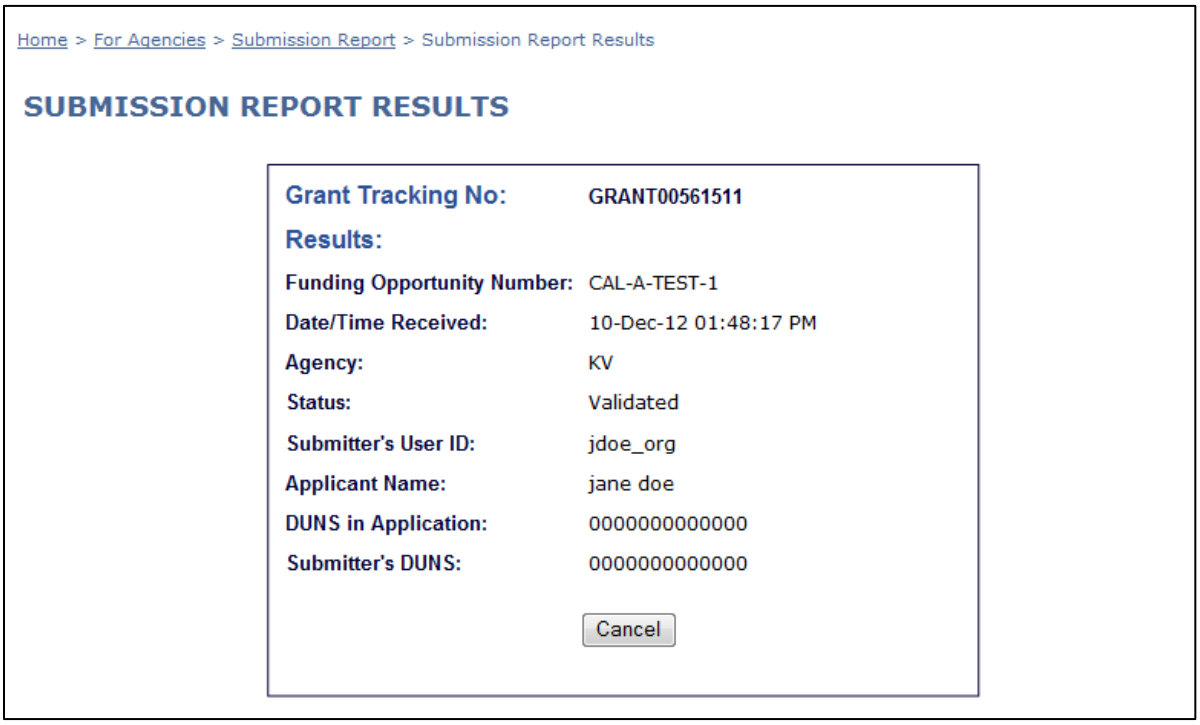
Performed By	Performed On	Audit Category	Action	Source	Timestamp	Audit Details
AGENCY-kj	kj	User	Login	HTML	12-Dec-12 11:57:49 AM	Successfully logged into Grants.gov
AGENCY-kj	kj	User	Login	HTML	11-Dec-12 02:30:46 PM	Successfully logged into Grants.gov
AGENCY-kj	kj	User	Login	HTML	11-Dec-12 02:11:25 PM	Successfully logged into Grants.gov
AGENCY-kj	kj	User	Login	HTML	11-Dec-12 01:27:12 PM	Successfully logged into Grants.gov
AGENCY-kj	kj	User	Login	HTML	11-Dec-12 01:10:56 PM	Successfully logged into Grants.gov
AGENCY-kj	kj	User	Login	HTML	11-Dec-12 12:57:47 PM	Successfully logged into Grants.gov
AGENCY-kj	kj	User	Login	HTML	11-Dec-12 12:22:27 PM	Successfully logged into Grants.gov
AGENCY-kj	kj	User	Login	HTML	11-Dec-12 11:10:46 AM	Successfully logged into Grants.gov
AGENCY-kj	kj	User	Login	HTML	11-Dec-12 10:43:16 AM	Successfully logged into Grants.gov
AGENCY-kj	kj	User	Login	HTML	11-Dec-12 10:37:44 AM	Successfully logged into Grants.gov
AGENCY-kj	kj	User	Login	HTML	11-Dec-12 10:33:17 AM	Successfully logged into Grants.gov
AGENCY-kj	kj	User	Login	HTML	11-Dec-12 10:27:14 AM	Successfully logged into Grants.gov
AGENCY-kj	kj	User	Login Failed	HTML	11-Dec-12 10:27:02 AM	Invalid login attempt
AGENCY-kj	kj	User	Login	HTML	11-Dec-12 10:24:48 AM	Successfully logged into Grants.gov
AGENCY-kj	kj	User	Login	HTML	11-Dec-12 10:22:09 AM	Successfully logged into Grants.gov
AGENCY-kj	kj	User	Login	HTML	11-Dec-12 10:08:06 AM	Successfully logged into Grants.gov
AGENCY-kj	kj	User	Login	HTML	11-Dec-12 10:04:58 AM	Successfully logged into Grants.gov
AGENCY-kj	kj	User	Login	HTML	11-Dec-12 10:01:30 AM	Successfully logged into Grants.gov
AGENCY-kj	kj	User	Login	HTML	11-Dec-12 09:20:40 AM	Successfully logged into Grants.gov
AGENCY-kj	kj	User	Login	HTML	11-Dec-12 08:49:16 AM	Successfully logged into Grants.gov
AGENCY-kj	kj	User	Login	HTML	11-Dec-12 08:38:27 AM	Successfully logged into Grants.gov
AGENCY-kj	kj	User	Login	HTML	11-Dec-12 08:34:05 AM	Successfully logged into Grants.gov
AGENCY-kj	kj	User	Login	HTML	11-Dec-12 08:29:56 AM	Successfully logged into Grants.gov
AGENCY-kj	kj	User	Login	HTML	11-Dec-12 08:22:34 AM	Successfully logged into Grants.gov
AGENCY-kj	kj	User	Login	HTML	10-Dec-12 03:31:24 PM	Successfully logged into Grants.gov

Submission Report

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



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



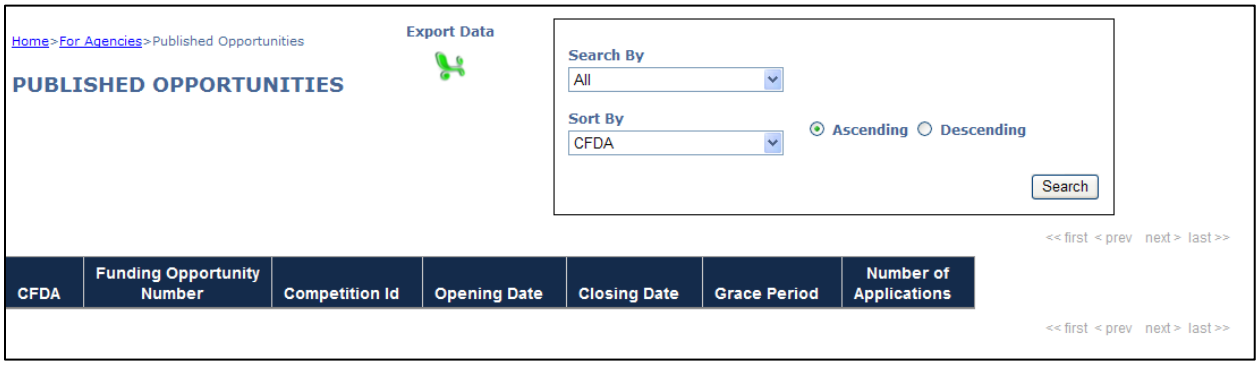
The following reports can be downloaded to Excel:

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

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

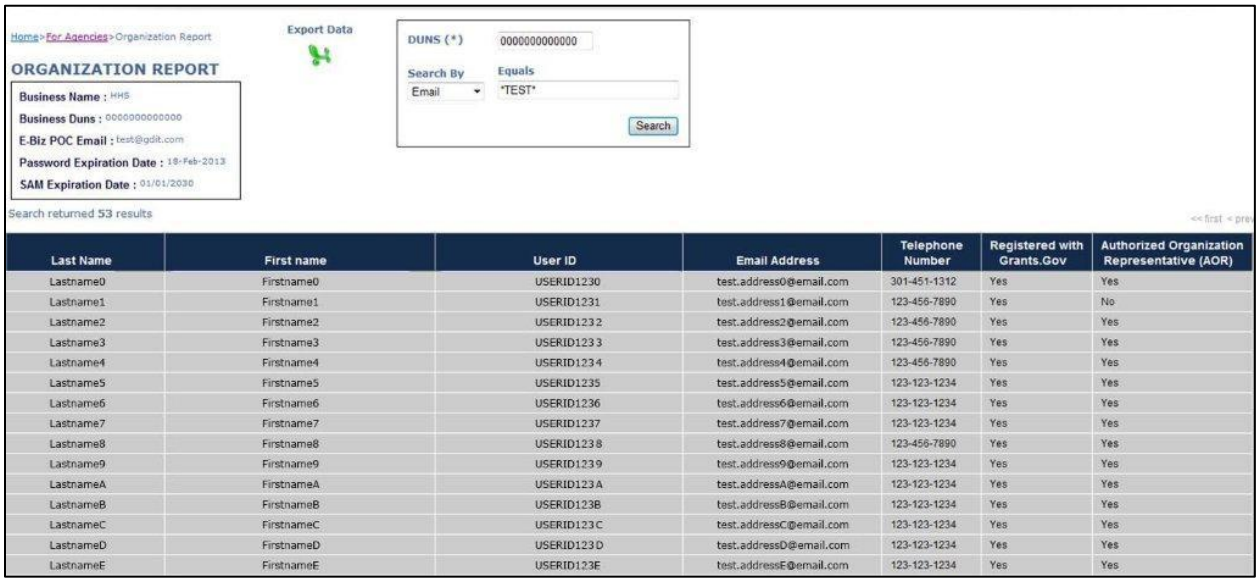
Published Opportunities

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



Organization Report

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



Last Name	First name	User ID	Email Address	Telephone Number	Registered with Grants.Gov	Authorized Organization Representative (AOR)
Lastname0	Firstname0	USERID1230	test.address0@email.com	301-451-1312	Yes	Yes
Lastname1	Firstname1	USERID1231	test.address1@email.com	123-456-7890	Yes	No
Lastname2	Firstname2	USERID1232	test.address2@email.com	123-456-7890	Yes	Yes
Lastname3	Firstname3	USERID1233	test.address3@email.com	123-456-7890	Yes	Yes
Lastname4	Firstname4	USERID1234	test.address4@email.com	123-456-7890	Yes	Yes
Lastname5	Firstname5	USERID1235	test.address5@email.com	123-123-1234	Yes	Yes
Lastname6	Firstname6	USERID1236	test.address6@email.com	123-123-1234	Yes	Yes
Lastname7	Firstname7	USERID1237	test.address7@email.com	123-123-1234	Yes	Yes
Lastname8	Firstname8	USERID1238	test.address8@email.com	123-456-7890	Yes	Yes
Lastname9	Firstname9	USERID1239	test.address9@email.com	123-123-1234	Yes	Yes
LastnameA	FirstnameA	USERID123A	test.addressA@email.com	123-123-1234	Yes	Yes
LastnameB	FirstnameB	USERID123B	test.addressB@email.com	123-123-1234	Yes	Yes
LastnameC	FirstnameC	USERID123C	test.addressC@email.com	123-123-1234	Yes	Yes
LastnameD	FirstnameD	USERID123D	test.addressD@email.com	123-123-1234	Yes	Yes
LastnameE	FirstnameE	USERID123E	test.addressE@email.com	123-123-1234	Yes	Yes

Manage Opportunities

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

Retrieve Submitted Applications

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

Manage Application Package Templates

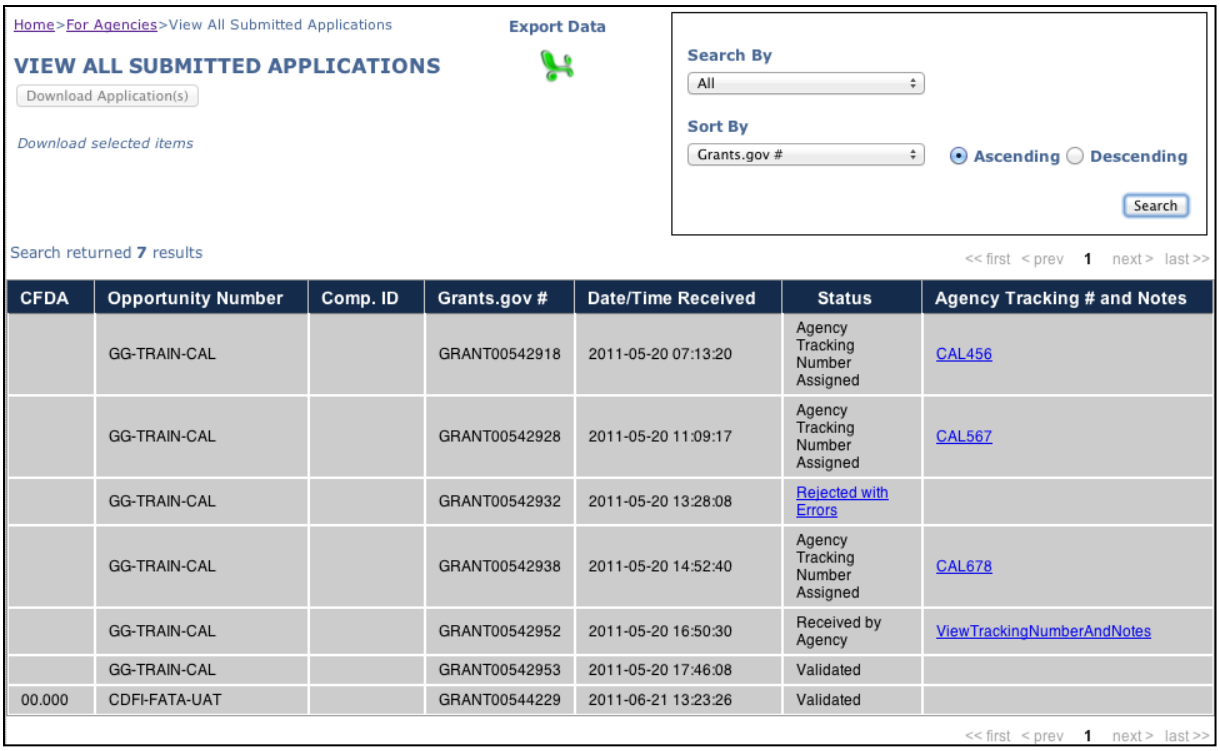
View Information pertaining to your grant opportunities such as the **Template Name**, **Owning Agency** and **Included Forms.**

Manage Agency Users

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

View All Submitted Applications

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



Rejection Report

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

Home>For Agencies>Rejection Report

REJECTION REPORT

Export Data

Search By: All

Sort By: Grants.gov # — Ascending / Descending — Search

Search returned **72** results

<< first < prev 1 2 3 4 5 6 7 8 next >

GG Tracking Number	Received Date/Time	Rejection Message	Rejection/Email Date	DUNS	User ID	AOR Name	AOR Email Address	Legal Business Name	Legal Name
GRANT00556192	2012-06-18 14:23:05	You are not designated by your organization to be an Authorized Organizational Representative and your application cannot be validated. You either have not successfully completed the registration process or your E-Business Point of Contact has not authorized you to submit on behalf of your organization. To verify whether you have been successfully registered with Grants.gov, click https://at07apply.grants.gov/apply/login.faces?userType=applicant&cleanSession=1. For instructions on how to register with Grants.gov and for information on being designated as an AOR, click http://at07web.grants.gov/applicants/organization_registration.jsp. The DUNS number entered in your package is invalid or does not match the DUNS number that is registered with the Central Contractor Registry (CCR). Please verify that the DUNS number is entered correctly, and is the same as in your Central Contractor Registry (CCR) registration. For instructions on how to register with the CCR, click http://www.grants.gov/CCRRegister.	2012-06-18 14:23:14	000000000INDV	1269436847	Johne Smith	JohneSmith@testemail.com	ABO BIZ	ABO Name
GRANT00556193	2012-06-18 14:26:45	Exception caught during S2SReceiving process:Grant Application XML hash is incorrect	2012-06-18 14:26:48	000000000	1269436847	Jane Doe	JaneDoe@testemail.com	ABO BIZ	ABO Name
GRANT00556198	2012-06-18 14:56:47	Exception caught during S2SReceiving process:Grant Application XML hash is incorrect	2012-06-18 14:56:48	000000000	1269436847	Johne Smith	JohneSmith@testemail.com	ABO BIZ	ABO Name
GRANT00556202	2012-06-18 15:13:33	You are not designated by your organization to be an Authorized Organizational Representative and your application cannot be validated. You either have not successfully completed the registration process or your E-Business Point of Contact has not authorized you to submit on behalf of your organization. To verify whether you have been successfully registered with Grants.gov, click https://at07apply.grants.gov/apply/login.faces?userType=applicant&cleanSession=1. For instructions on how to register with Grants.gov and for information on being designated as an AOR, click http://at07web.grants.gov/applicants/organization_registration.jsp. The DUNS number entered in your package is invalid or does not match the DUNS number that is registered with the Central Contractor Registry (CCR). Please verify that the DUNS number is entered correctly, and is the same as in your Central Contractor Registry (CCR) registration. For instructions on how to register with the CCR, click http://www.grants.gov/CCRRegister.	2012-06-18 15:13:41	000000000INDV	1269436847	Jane Doe	JaneDoe@testemail.com	ABO BIZ	ABO Name
GRANT00556218	2012-06-19 15:34:56	Exception caught during S2SReceiving process:Exception caught retrieving submission xml hash value: GrantSubmissionHeader HashValue element is missing.	2012-06-19 15:34:58	8782507730000	127651211527420792798281494923634825527	Jane Doe	JaneDoe@testemail.com	ABO BIZ	ABO Name

Site Content Search

Users can find Grants.gov -related content using the Site Content search. This search allows users to quickly locate Grants.gov information including FAQs, S2S, technical documentation, user guides and webcasts. To access the Site Content search, click on the **Search, FAQs, Userguides and site information** link on the left navigation. Certain pages will display a **Search** link at the top right where Grantors can also access the Site Content search. When you click on either link, you will be directed to the **Search Site** page.

From the **Search Site** page, enter specific words, phrases, and operators in the **Keyword(s):** field to find specific Grants.gov site information and then click on the **Search** button.

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 **Keyword Search Tips** page.

KEYWORD 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 *water conservation*.
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.	*water conservation* This searches for opportunities that contain *water*, *conservation*, or both.
AND or &&	The operator finds results where both words exist. This is equivalent to an intersection using sets.	Example 1: *space* AND *flight* Example 2: *"water conservation"* AND *"habitat restoration"* This searches for opportunities that contain *space* and *flight* (Example 1) or *water conservation* and *habitat restoration* (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"*	*habitat* NOT *"water conservation"* This searches for opportunities that contain *habitat* but not *water conservation*.
+	Require that the word or exact phrase after the operator exists.	*+water conservation* This searches for opportunities that must contain *water* and may or may not contain *conservation*.
-	Exclude opportunities that contain the word or exact phrase after the operator.	*"water conservation" -" habitat restoration "* This searches for opportunities that contain *water conservation* but not *habitat restoration*.
?	To perform a single character wildcard search. This looks for words that match with the single character replaced.	*te?t* This searches for opportunities that contain a word such as *tent*, *test*, or *text*.
*	To perform a multiple character wildcard search. This looks for zero or more characters.	*test** This searches for opportunities that contain a word such as *test*, *tests*, or *tester*.
~ 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 *water* and *conservation* 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: *roam~* This searches for opportunities that contain a word with the default similarity value of 0.5 such as *foam*, *roams*, *rooms*, or *roaming* Example 2: roam~0.8 This searches for opportunities that contain a word with a higher similarity in spelling to *roam*
Complex	Use a combination of operators to perform complex queries.	*water* AND *conservation* NOT *habitat* This searches for opportunities that contain the words *water* and *conservation*, but not "*habitat*" "*water habitat*" AND (*conservation* OR *restoration*) This searches for opportunities that contain the phrase "*water habitat*" in addition to either of *conservation* or *restoration*. *+water conservation* AND *analysis~* This searches for opportunities that must contain *water*, may or may not contain *conservation*, and contain a word similar in spelling to *analysis* such as *analysts* or *analyses*.

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.