

# Find and Apply with Grants.gov

**Grants.gov Contact Center**

**1-800-518-4726**

[support@grants.gov](mailto:support@grants.gov)

## **FIND AND APPLY WITH GRANTS.GOV**

### **Introduction**

- There is a dedicated staff of 9 federal employees in the Grants.gov Program Management Office (PMO) as well as a number of contractor personnel

### **Contact Center Information**

- Grants.gov has a Contact Center staffed with over 90 Customer Service Representatives (CSRs)
- CSRs are trained to handle issues related to information on Grants.gov and technical issues that deal with the submission of a grant application
- You can call the Contact Center at 1-800-518-4726, Monday – Friday 7am to 9pm Eastern Time or you can reach the Contact Center via email at [support@grants.gov](mailto:support@grants.gov)
- The Contact Center does not answer questions or deal with issues pertaining to a specific grant opportunity. Callers with concerns pertaining to the specific opportunity need to contact the Agency Point of Contact listed on the synopsis or cover page of the application

- Established as a Governmental Resource; E-Grants Initiative
  - Part of the President's 2002 Fiscal Year Management Agenda to Improve Government Services to the Public

## INTRODUCTION

### Brief History

- Established as a Governmental Resource - E-grants Initiative
- Part of the President's 2002 management agenda to improve government services to the public
- Grants.gov offers one centralized location to find, apply and succeed with the grant process

### Origin of E-grants Initiative – Grants.gov

- Started with Public Law 106-107 which:
  - Improved the effectiveness and performance of Federal grant programs
  - Simplified grant application and reporting requirements
- Initiative cuts across agencies, and is designed to reduce the differences that exist between programs of similar purpose
- Grants.gov:
  - Now the Federal Government's single site for grant-making agencies to publish grant funding opportunities and application packages online.
  - Enables the grant community, to search for grant opportunities, download, complete and electronically submit applications for the over **\$500 billion worth of awards distributed annually**.

Simplifies the grants management process while creating a centralized, online process to Find and Apply for over 1,000 grant programs from the 26 Federal grant making agencies.

Streamlines the process of awarding over \$500 billion annually to state and local governments, academia, not-for-profits and other organizations.

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## **BENEFITS**

### **Grants.gov**

- Centralized location, for all 26 Federal grant-making agencies to post grant opportunities
- Electronic system eliminates:
  - Paper use
  - Offers user friendly approach to grant submission
  - Allows user to easily manage and track grant submissions
- Over \$500 billion in Grant dollars awarded yearly

### **Before Grants.gov**

- No centralized grant process existed
- Grant making agencies, grant processes varied greatly

# Register Today!



- Registration only required for submitting an application via Grants.gov
- Process is two-phased for increased organizational security and efficiency for conducting business with the federal government.

Phase I: Prepare your organization

Phase II: Prepare yourself

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## REGISTER TODAY!

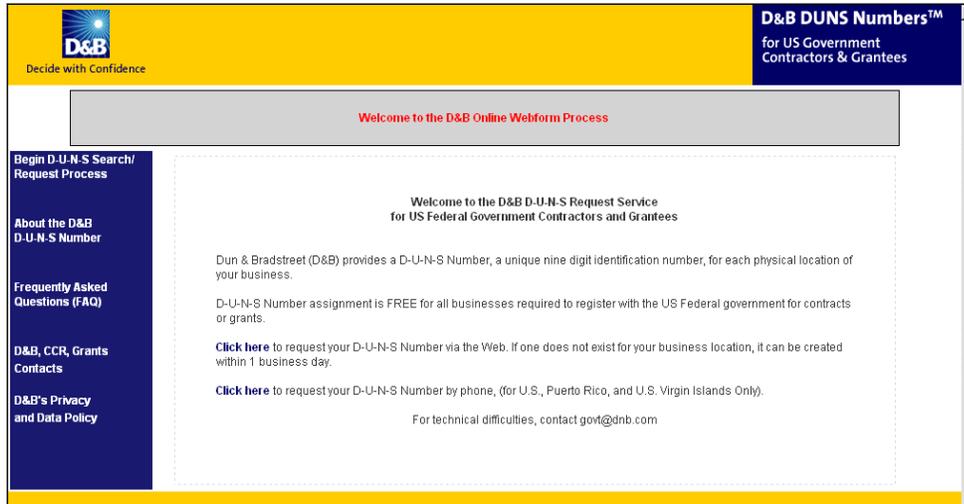
- You can **search for grant opportunities** (download and fill-in a grant application package) **before you register** with Grants.gov; however you **must be registered to submit** a grant application package
- Organization Registration is a one time process which involves 5 steps which can be broken into 2 phases
- The registration process can be broken down into 2 phases:
  1. Organizational preparation
  2. Self preparation
- To start the registration process visit the **Get Registered** section of the website
- A helpful **Registration Checklist** is provided for both Organization and Individual Registration on the **Get Registered** page
- The Registration process normally takes **3-5 business days**, however it may take **up to 4 weeks** due to:
  - Missing Tax Identification Number (TIN)
  - Inconsistent information on record with the IRS
- Register early – **allow 4 weeks** for registration

# Phase I: DUNS

## Data Universal Numbering System



- **Step 1:** Verify your organization has received their unique Data Universal Numbering System (DUNS): <http://fedgov.dnb.com/webform/>



## PHASE I: DUNS

### Preparing Your Organization - Verify Your Organization has a DUNS Number

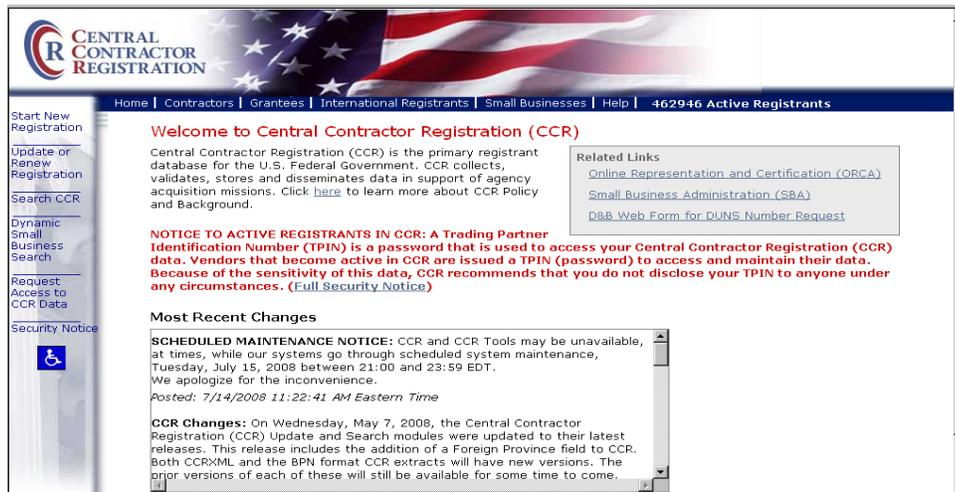
- A DUNS number is a unique 9-digit identification number assigned by DUNS & Bradstreet to each business in the D&B information base (e.g., 80-473-5132).
- For businesses with multiple locations, each location is assigned its own unique D-U-N-S Number.
- If you are unsure if your organization has a DUNS then you can query the [www.dnb.com](http://www.dnb.com) site
- To obtain a DUNS you need the Tax Identification Number (TIN) from the IRS (Foreign Registrants may not require TIN/EIN to obtain DUNS)
- Once you have your DUNS you need to register with the **CCR or Central Contract Registry** to obtain a **\*Cage Code**

# Phase I: CCR

## Central Contractor Registration



- **Step 2:** Verify your organization has registered with (CCR): [www.ccr.gov](http://www.ccr.gov)
- Identify E-business Point of Contact (E-Biz POC) – designates Authorized Organization Representatives (AOR)



## PHASE I: CCR

### Preparing Your Organization - Verify that Your Organization is registered with CCR

- CCR registration must be renewed yearly -keep track of your registration status by querying [www.ccr.gov](http://www.ccr.gov)
- Once you have your DUNS you need to register with the **CCR or Central Contract Registration** to obtain a **\*Cage Code**

*\*Cage Code = A five-character code which identifies companies doing, or planning to do business with the federal government and is assigned through the CCR.*

- Foreign Registrants are required to obtain a NATO Commercial and Government Entity Cage (NCAGE) Code
  - Organizations registering with CCR are required to:
    - Designate an E-Business Point of Contact (E-Biz POC)
    - Create a Marketing Partner Identification Number (MPIN)
- To register in CCR you need to have; DUNS, TIN and Electronic Fund Transfer (EFT) information from your bank
- E-Biz POC is the sole Grants.gov authority for the organization and can designate or revoke Authorized Organization Representative (AOR) rights
- AOR is an individual with the ability to submit grant applications on behalf of their organization to Grants.gov
- The E-Biz POC will use the MPIN and the organization's DUNS number to login to Grants.gov to authorize the AOR
- An e-mail will be generated to the E-Business PoC prior to the CCR registration expiring asking them if they would like to renew

- **Step 3: Grants.gov Username and Password**
- Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step.  
<http://apply07.grants.gov/apply/OrcRegister>.

## PHASE II: AOR

### Preparing Yourself - Becoming an Authorized Organization Representative (AOR)

- An AOR submits a grant on behalf of a company, organization, institution, or government.
  - AORs have the authority to sign grant applications and the required certifications and/or assurances that are necessary to fulfill the requirements of the application process
  - To become an AOR you must register with Grants.gov to establish your username and password as well as a secret question and answer:  
<http://apply07.grants.gov/apply/OrcRegister>
- Individuals applying for individual grant opportunities do not need to register w/ DUNS or CCR
  - Individuals can register with Grants.gov by utilizing the Funding Opportunity Number (FON) from the specific individual eligible grant
- The majority of opportunities on the site are for organizations
- National Endowment for Arts and the National Endowment for Humanities have individual grant opportunities

# Phase II: AOR

## Authorized Organization Representative



GRANTS.GOV™ [Contact Us](#) [SiteMap](#) [Help](#) [RSS](#) [Home](#)

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

### APPLICANT REGISTRATION

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

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

\* DOB:  (MM/DD/YYYY)

\* Job Title:  DUNS:

\* Address 1:

Address 2:

\* City:

State:  \* Zip Code:  (numeric only) Country:

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

\* Secret Question:

\* Secret Answer:

\* User Name:

\* Password:  \* Confirm Password:

**Warning Notice**

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

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

## PHASE II: AOR Profile

### Becoming An Authorized Organization Representative (AOR)

- Your information is then pre-populated and you have the ability to edit the information
- Once you verify your information you click on confirm

# Phase II: AOR Profile



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Contact Us SiteMap Help RSS Home

Home > Applicant Registration

**FOR APPLICANTS**

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

**FOR GRANTORS**

- APPLICANT SYSTEM-TO-SYSTEM
- ABOUT GRANTS.GOV
- HELP
- CONTACT US
- SITE MAP

**APPLICANT REGISTRATION**

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

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

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

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## PHASE II: AOR Profile

### Becoming An Authorized Organization Representative (AOR)

- You create a username (**NOT** case sensitive) and password (**IS** case sensitive) the character limit is 25
- This step can be completed within a couple of minutes and gives the applicant the ability to update and reset their information as desired
- The Secret Question/Answer allows the AOR or E-Biz POC to retrieve or reset a username and password
- The AOR may edit profile information at any time, once it is accurate use the Confirm button to complete the process
- An AOR is the only person able to submit within an organization
- If an E-Biz POC wishes to submit, this person must also create a AOR profile
  - The E-Biz must create an AOR profile using a separate email address from that used during their E-Biz POC registration

## Authorized Organization Representative (AOR)

- **Step 4: AOR Authorization**

The E-Business Point of Contact (E-Biz POC) at your organization must login to Grants.gov to confirm you as an (AOR) Please note that there can be more than one AOR for your organization. In some cases the E-Biz POC is also the AOR for an organization. *\*Time depends on responsiveness of your E-Biz POC.*

- **Step 5: Track AOR Status**

At any time, you can track your AOR status by logging in with your username and password. Login as an Applicant (enter your username & password you obtained in Step 3) using the following link:

[http://www07.grants.gov/applicants/applicant\\_profile.jsp](http://www07.grants.gov/applicants/applicant_profile.jsp)

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## Phase II

### Becoming An Authorized Organization Representative (AOR)

- Step 4 – AOR Authorization - E-Biz POC utilizes their MPIN to authorize a member of their organization to become an AOR
- Step 5 – Track AOR Status – Applicant (organization member) logs into Grants.gov to check that their AOR status has been granted by their E-Biz POC
  - AOR Status is visible from the left hand navigation after login to Applicant Center
  - AOR is able to submit applications if status shows “AOR Approved”



## GRANTS.GOV HOMEPAGE

### “Important Notice” - Recovery Act and System Alleviation Notice

- Agencies accepting ARRA applications alternative to Grants.gov:
  - CNCS, DoD, DoED, DOE, HUD, DOJ, Treasury, DOT, EPA, NASA, DHS, NSF

### Left Navigation Bar

- Applicant information is available under the **For Applicants** section in the left navigation, applicants can use the left navigation to:
  - Find Grant Opportunities, Get Registered with Grants.gov,Track a Submitted Application Package, Find Resources to guide you through the steps of the Grants.gov application process

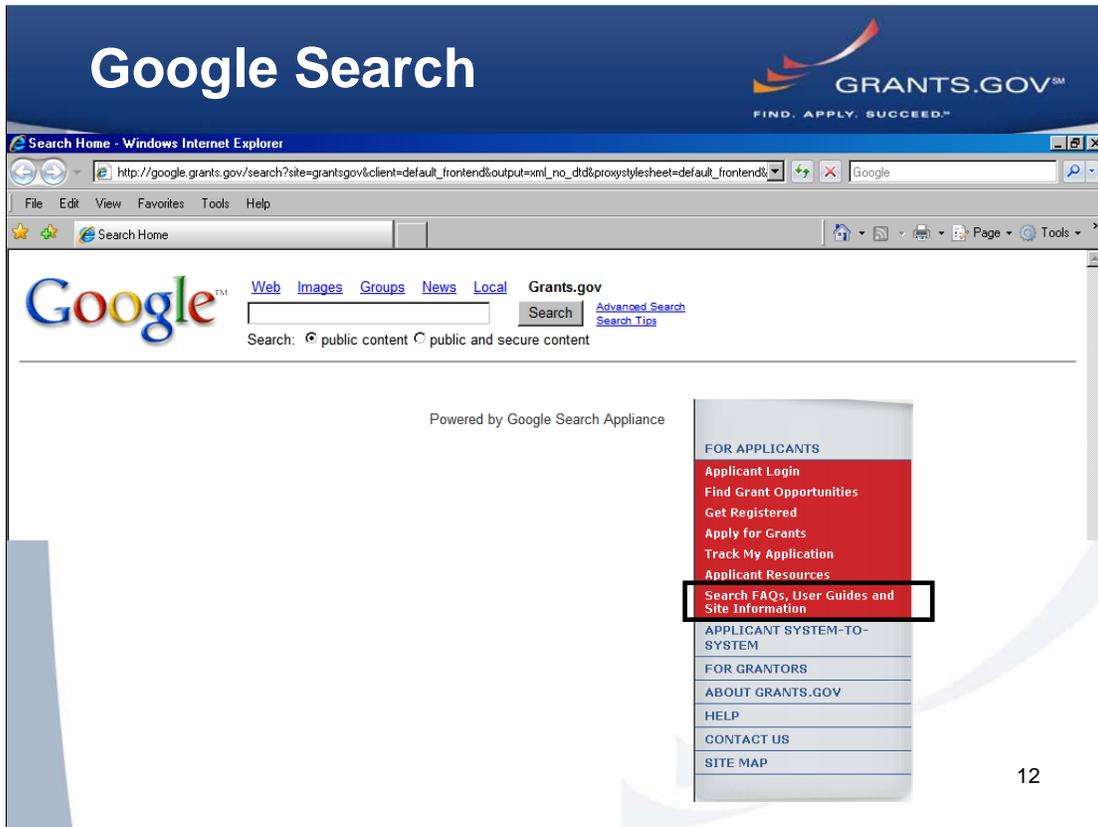
### Right Navigation Bar

- There are also helpful “quick” links in the right hand navigation bar
- “Quick” links allow you to quickly navigate to the most commonly used access points and information
- Grants.gov publishes a quarterly newsletter which you may sign-up for using the “Quick Links”
- You can sign up for alerts on system enhancements, status and other up to the minute information

### What’s New This Week at Grants.gov

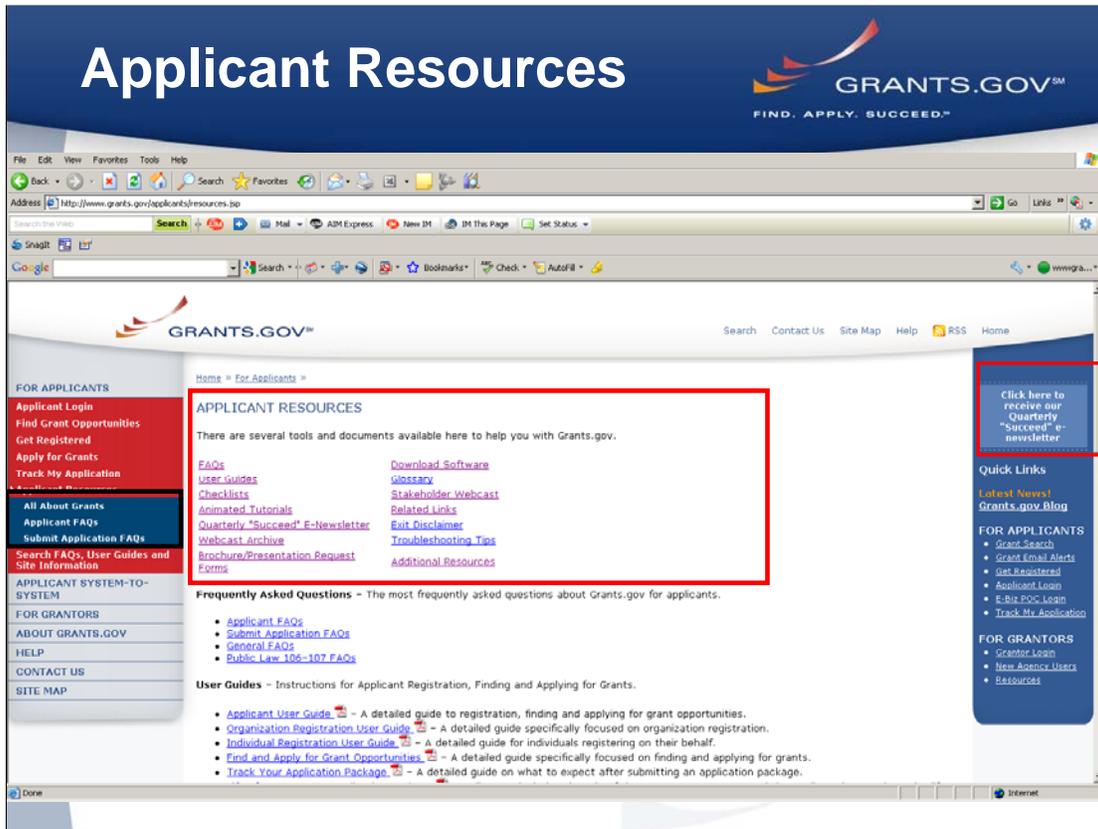
- Section, features new and existing information relevant to current program and system status

**RSS Feed** - New and modified opportunity RSS feeds are also available



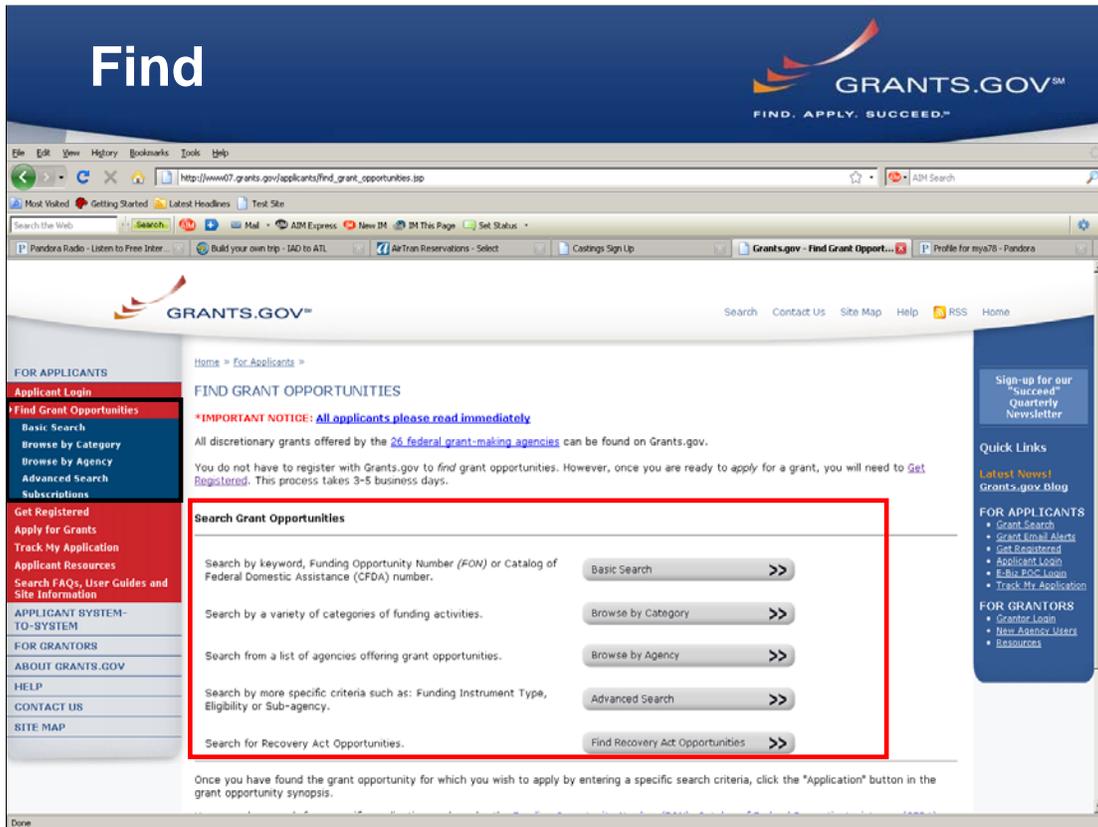
## GOOGLE SEARCH

- A powerful website search tool – powered by Google is also available in the left hand navigation
- To search the User Guides, FAQs or other site information other than grant opportunities click on Search...from the left hand side navigation bar and it will take you to a Google landing page where you type in your criteria
- When navigating to the Google powered search the page will appear as shown



## APPLICANT RESOURCES

- Found under the **For Applicants** section of the **Left Navigation** bar
- There are multiple pages devoted solely to resources for Applicants to assist them with the Find and Apply process such as:
  - Applicant Resources – User Guide, FAQs, animated tutorials
  - All About Grants – Resource with Agency tips on applying for grants
  - Applicant FAQs (All)
  - Submit Application FAQs



## FIND

- There are multiple ways to find grants on Grants.gov
- Start a grant search by using the Find Grant Opportunities section in the left hand navigation or using the Grant search link within the right hand navigation (Quick Links)

### Basic Search

- The easiest way to search is to use the Basic Search
  - Basic Search offers a Keyword Search powered by Google (enter search criteria keywords within quotation marks (“keyword”))
  - You can also locate opportunities using the Funding Opportunity Number (FON)
    - The FON is usually listed in the Federal Register Notice for the opportunity. All grant opportunities have FONs

### Other Search Options

- Browse by category (search by a specific category)
- Browse by Agency (search by a specific agency)
- Advanced Search (enter more specific search criteria to pinpoint a specific opportunity) – CAUTION: a search that is “too” specific may limit search results considerably

# Find - Advanced Search



Further selection allows you to narrow your search:

- By Funding Instrument →

**Search by Funding Instrument Type:**

- All Funding Instrument Types
- Grant
- Cooperative Agreement
- Other
- Procurement Contract

- By Eligibility →

**Search by Eligibility:**

- Special district governments
- Independent school districts
- Public and State controlled institutions of higher education
- Native American tribal governments (Federally recognized)
- Public housing authorities/Indian housing authorities

- By Agency →

**Search by Agency:**

- Department of Commerce
- Department of Defense
- Department of Health and Human Services
- Department of Homeland Security
- Department of Labor

Select Sub Agencies

- By Sub-Agency →

**Search by Sub Agency:**

- Centers for Medicare & Medicaid Services
- Food & Drug Administration
- Health Resources & Services Administration
- Indian Health Service
- National Institutes of Health

Search Clear Form

Use the Shift or Ctrl Key to highlight more than one option in each box!



## ADVANCED SEARCH

- Advanced Search allows you to focus your search, you can search by:

- Funding Instrument
- Eligibility
- Agency
- Sub-Agency

- To select multiple categories in each search box, use **Shift** key or hold down the **Control** key on your keyboard

## FIND - BASIC SEARCH

- You can do a “keyword search” to find what you are looking for by typing in the words of interest that relate to the grant opportunity you are searching for
- You can also use the Funding Opportunity Number (FON) (found on Federal Register Notices) – available for all opportunities
- Or use the Catalog For Domestic Assistance (CFDA) to perform a basic search; not all grant opportunities are posted w/ a CFDA # - available for some opportunities
- In this example we are doing a keyword search that we will utilize to walk you thru an example of how to Find and Apply

**Find Results**

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FOR APPLICANTS

- Applicant Login
- Find Grant Opportunities
- Basic Search
- Browse by Category
- Browse by Agency
- Advanced Search
- Email Subscription
- Get Registered
- Apply for Grants
- Track My Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

FOR GRANTORS

- ABOUT GRANTS.GOV
- HELP
- CONTACT US
- SITE MAP

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

**Search Results**

Sort: Relevance, Descending    Sort by Open Date    Sort by Relevance    Results 1 - 20 of 920

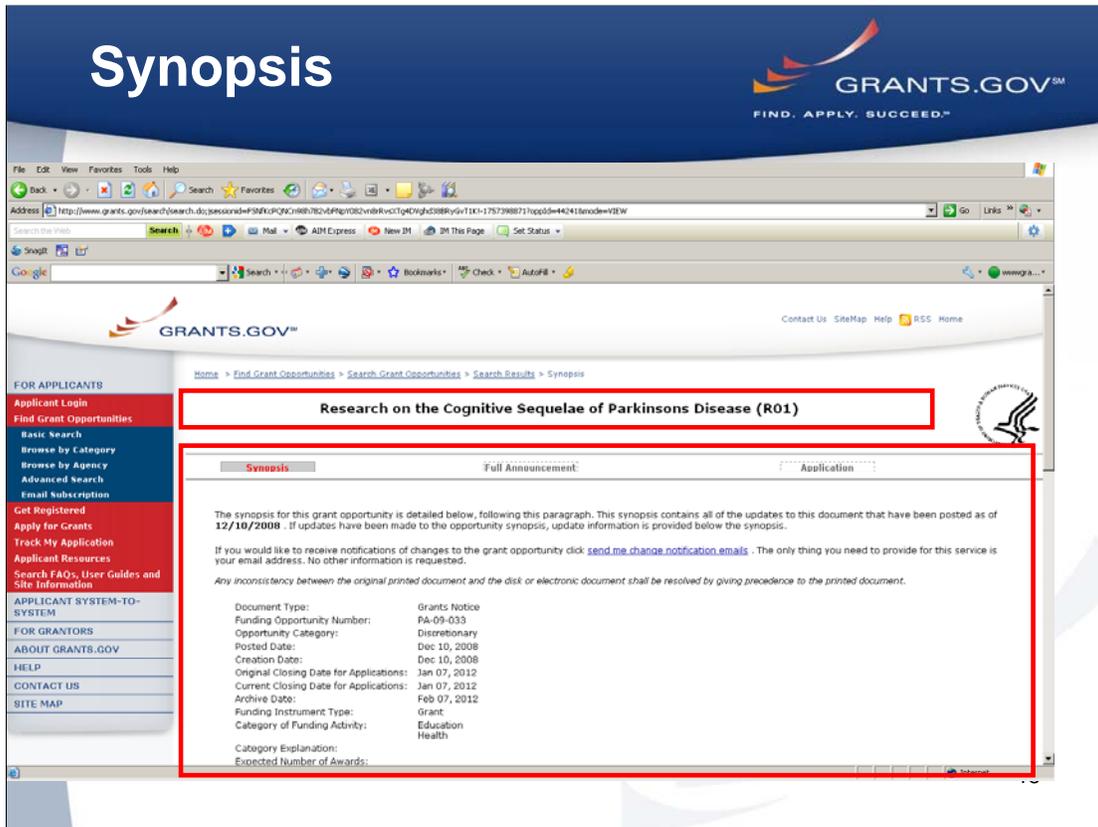
Close Date	Opportunity Title	Agency	Funding Number	Attachment
06/24/2010	<a href="#">Advanced Centers for Intervention and/or Services Research (ACISB) (P30)</a>	National Institutes of Health	PAR-08-088	
04/16/2009	<a href="#">DoD Peer Reviewed Medical Research Program Investigator-Initiated Research Award</a>		WB1XWH-09-PRMRP-119A	
09/22/2009	<a href="#">Specialized Programs of Research Excellence (SPOREs) in Human Cancer for the Year 2008 and 2009 (P50)</a>	National Institutes of Health	PAR-08-020	
09/14/2010	<a href="#">Global Infectious Disease Research Training Program Award (D13)</a>	National Institutes of Health	09-00-154	
01/07/2012	<a href="#">Research on the Cognitive Sequelae of Parkinson's Disease (R01)</a>	National Institutes of Health	PA-09-033	
08/25/2009	<a href="#">Special Education Research Program Schedule B4-3445-1 and B4-3445-1</a>	U.S. Department of Education	08-GRANTS-000001-008	
06/11/2009	<a href="#">Biomass Research and Development Initiative</a>	Golden Field Office	DE-PS36-09G099016	
09/07/2009	<a href="#">Interventions And Practice Research Infrastructure Program (IP-RISP) (R24)</a>	National Institutes of Health	PAR-06-441	
09/18/2009	<a href="#">Focused Research Groups in the Mathematical Sciences</a>	National Science Foundation	06-580	
06/25/2009	<a href="#">Education Research Training Program-Schedule B4-2058 CFDA B4-2058</a>	U.S. Department of Education	ED-GRANTS-032309-003	
05/18/2009	<a href="#">RECOVERY - Air Force Fiscal Year 2009 American Recovery and Reinvestment Act Research Program</a>	Air Force Office of Scientific Research	AFOSR-BAA-2009-3	
05/07/2010	<a href="#">Pilot and Feasibility Studies on Oral Health Promotion Research across the Life Span (R21)</a>	National Institutes of Health	PA-07-223	
05/07/2010	<a href="#">AHRQ Grants for Health Services Research Dissertation (R36)</a>	Agency for Health Care Research and Quality	PAR-06-118	
04/15/2009	<a href="#">High-End Computing University Research Activity</a>	National Science Foundation	09-530	
01/07/2011	<a href="#">Prevention Research with High-Risk Individuals (R03)</a>	National Institutes of Health	PA-10-100	

## SEARCH RESULTS

- Once your search query has been entered you receive a **Search Results** screen
- Ensure you read the synopsis for the opportunity because
  - The program may encompass more funding areas than what the title of the opportunity implies
- To read the **Synopsis** click on the “**Opportunity Title**” which is a hyperlink

## Sorting Your Search Query Results

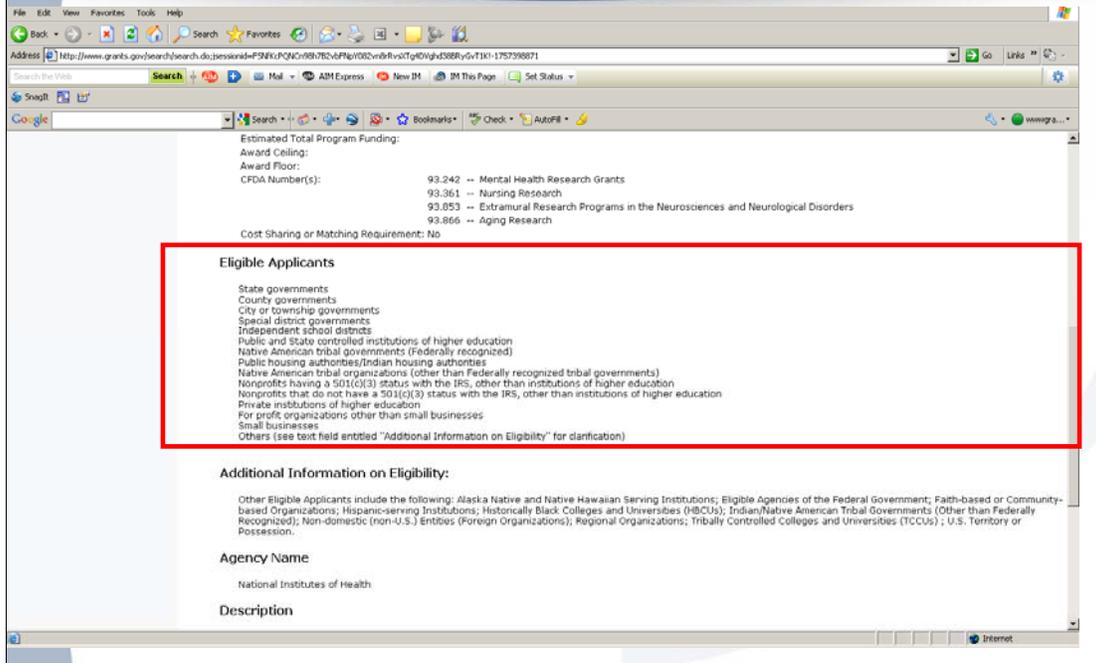
- You may sort your search query results in ascending or descending order by the column headings:
  - Close Date**
  - Opportunity Title**
  - Agency**
- Grants.gov maintains closed opportunities on the site as a resource for the applicant community since some grant opportunities are posted in each fiscal year with some adjustments



## SYNOPSIS

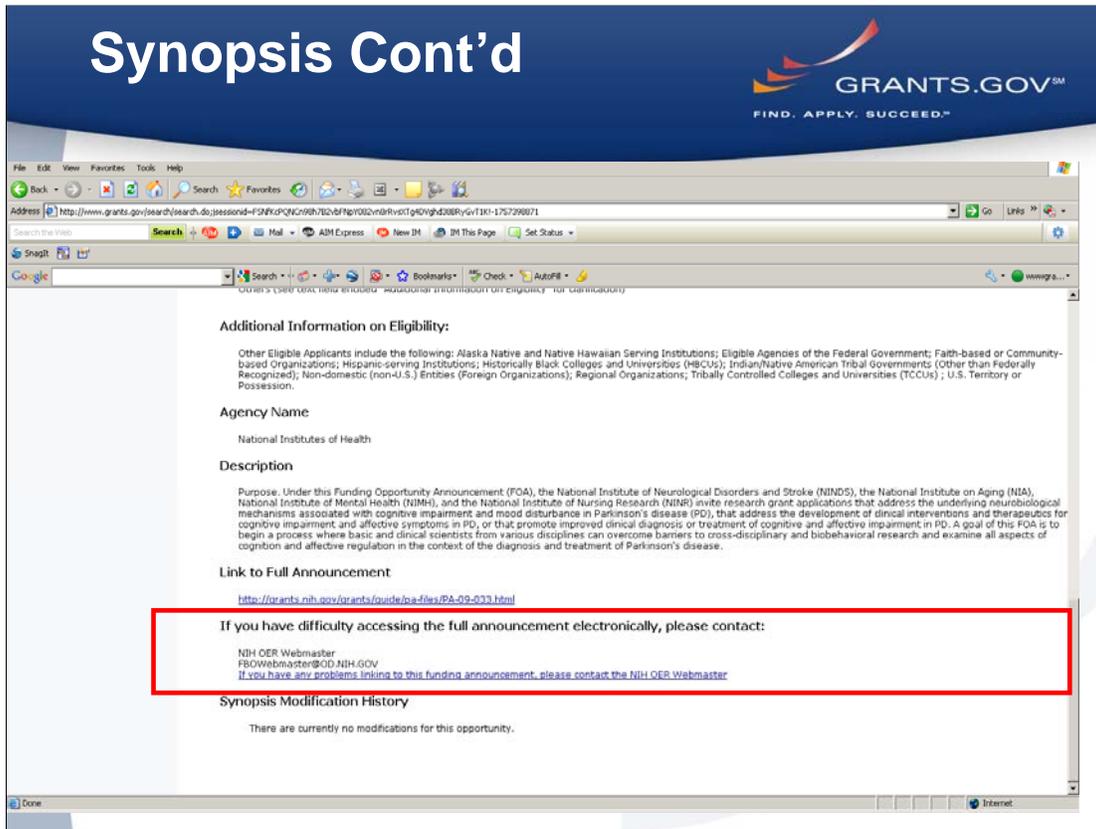
- Opportunity Synopsis is summary of grant information from the entire grant opportunity
  - Some of the most important information to the applicant is found in the synopsis, such as information on:
    - Category of Funding Activity
    - Estimated Total Program Funding
    - Award Ceiling
- You may access the **Full Announcement** and **Application package** by using the radio buttons at the top of the screen
  - Full Announcement shows as the name implies the full announcement and other information the granting agency deems relevant to the funding opportunity
  - A downloadable application package is accessible by clicking on **Application** button
- As we scroll down the synopsis page (next slide)

# Synopsis Cont'd



## SYNOPSIS CONTINUED

- As you scroll down the synopsis page you will see more information about the opportunity such as:
  - Eligible Applicants
  - Additional Information on Eligibility
  - Agency Name
  - Opportunity Description
- Synopsis offers a written description of the grant, you can see a brief write up below
  - The written description helps you determine if this is the proper opportunity for you



## SYNOPSIS CONTINUED

- **Important Note:** if you have questions regarding the grant opportunity itself you contact the Agency PoC listed on the opportunity and NOT Grants.gov
- Since there are over 1000 grant programs listed on the site Grants.gov (not versed on specific opportunities)

**Download Opportunity Application Package**

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Address: http://apply07.grants.gov/apply/GetGrantFromFedGrants;personalid=rlQGTkC5Rb3C2Nc3Qyp0nQdL9PCnkTgn0Qy2JHq1e63hPz5B6P-1757398871?opportunity=PA-09-033&agencycode=HH5-NDH11

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ABOUT GRANTS.GOV

FOR GRANTORS

REBOURCE-B

ABOUT GRANTS.GOV

HELP

CONTACT US

SITE MAP

Home > Applicants > Search Opportunities >

**SELECTED GRANT APPLICATIONS FOR DOWNLOAD**

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

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

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

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

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

**Additional Resources:**

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

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

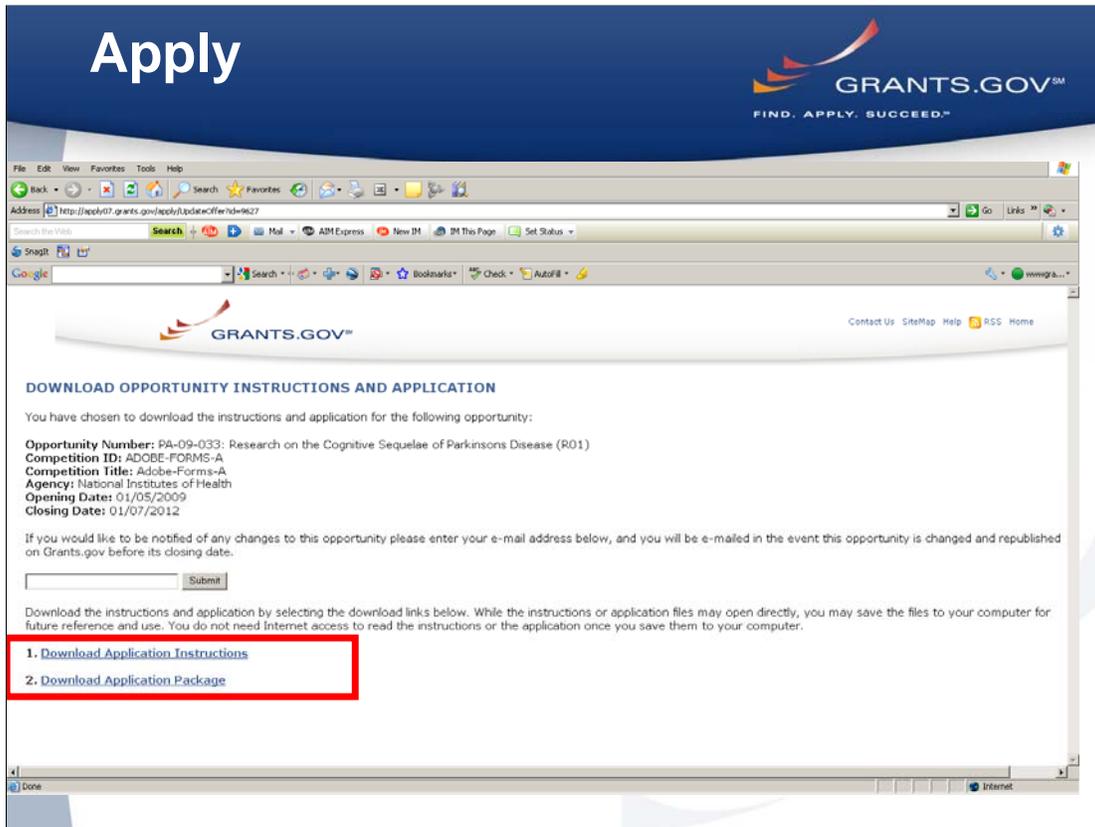
To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
	PA-09-033	ADOBE-FORMS-A	Adobe-Forms-A	National Institutes of Health	download

## DOWNLOAD OPPORTUNITY

### Download an Application Package

- After clicking the Application radio button on the Synopsis screen
- “Selected Grant Applications for Download” screen will offer a downloadable application PDF with the necessary forms to apply for the funding opportunity



## APPLY

- To download the application package you must have Adobe Reader installed on your computer. Adobe Reader is a free software product that can be accessed from Adobe via the Grants.gov download software page
  - There is an FAQ on the site that lists a table of Grants.gov compatible versions of Adobe which are 8.1.1, 8.1.2, 8.1.3, 8.1.4, 8.1.5, 8.1.6, 9.0, 9.1, 9.1.1 and 9.1.2  
[http://grants.gov/help/download\\_software.jsp#adobe811](http://grants.gov/help/download_software.jsp#adobe811)
- Download the Grant Application Package and Instructions link shown
- Instructions are Agency specific, and are unique so it is very important to read the instructions
  - Please Note:** All closings are in Eastern Time
- Save the package to your hard drive, storage device or network drive to keep record of your application and to submit
  - The package will save as one filename as a PDF
- Instructions for completing the application package itself are on the cover sheet of the package

# Cover Sheet

Save & Submit Save Print Cancel Check Package for Errors

GRANTS.GOV<sup>SM</sup> Grant Application Package

Opportunity Title: Research on the Cognitive Sequelae of Parkinsons Disease  
Offering Agency: National Institutes of Health  
CFDA Number:  
CFDA Description:  
Opportunity Number: RA-09-033  
Competition ID: ADOBE-FORMS-A  
Opportunity Open Date: 01/05/2009  
Opportunity Close Date: 01/07/2011  
Agency Contact: Grants Info  
Grants Information  
E-mail: GrantsInfo@nih.gov  
Phone: 301-435-0714

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

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

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

\* Application Filing Name: [Yellow Box]

Mandatory Documents

SP424 (R & R)  
Research & Related Senior/Key Person Profile (E  
Research & Related Other Project Information  
Research & Related Project/Performance Site Loc  
PHS 398 Cover Page Supplement  
PHS 398 Research Plan  
PHS 398 Checklist

Optional Documents

PHS 398 Cover Letter File  
PHS 398 Modular Budget  
Research & Related Budget  
R & R Subaward Budget Attachment(s) Form

Mandatory Documents for Submission

Optional Documents for Submission

Move Forms to Complete [Red Box]

Move Forms to Submission List

Move Form to Delete

Open Form

Open Form

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## COVER SHEET

- When you download the package what opens is a cover sheet
- The cover sheet contains the forms you must fill out to submit your grant application
  - Each cover sheet contains pre-populated information about the opportunity which lets you know you have the right opportunity
  - Agency Contact information is listed on the cover sheet; if you have any questions regarding the grant opportunity applicants should contact this individual
- Forms must be moved from the **Mandatory Documents** (left side) to **Mandatory Documents for Submission** (Right side) by clicking on the **Move Forms to Complete** arrow
- Yellow fields w/ a red rectangle around them are mandatory and must be filled out

# Cover Sheet

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

\* Application Filing Name:

Mandatory Documents	Mandatory Documents for Submission
<input type="text"/>	SF424 (P & R) Research & Related Senior/Key Person Profile (E Research & Related Other Project Information Research & Related Project/Performance Site Loc PHS 398 Cover Page Supplement PHS 398 Research Plan PHS 398 Checklist
<input type="text"/>	<input type="text"/>

Optional Documents	Optional Documents for Submission
PHS 398 Cover Letter File PHS 398 Modular Budget Research & Related Budget R & R Subaward Budget Attachment(s) Form	<input type="text"/>
<input type="text"/>	<input type="text"/>

**Instructions**

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

## COVER SHEET

### Optional Documents

- There may be optional documents that need to be completed as well depending on your individual application and program
- Although they are "optional" Grants.gov recommends you fill them out
  - Just like Mandatory Documents, Optional Documents must be moved to the Documents for Submission box on the right side for submission

# Cover Sheet

**Save & Submit** **Save** **Print** **Cancel** **Check Package for Errors**

GRANTS.GOV<sup>SM</sup> **Grant Application Package**

**Opportunity Title:** Research on the Cognitive Sequelae of Parkinsons Disease  
**Offering Agency:** National Institutes of Health  
**CFDA Number:**  
**CFDA Description:**  
**Opportunity Number:** PA-09-033  
**Competition ID:** ADOBE-FORMS-A  
**Opportunity Open Date:** 01/05/2009  
**Opportunity Close Date:** 01/07/2012  
**Agency Contact:** Grants Info  
Grants Information  
E-Mail: GrantsInfo@nih.gov  
Phone: 301-435-0714

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

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

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

\* Application Filing Name: Example

**Mandatory Documents**

Move Form to Complete [ID] [X]

Move Form to Delete [X] [ID]

**Mandatory Documents for Submission**

SP424 (R & R)  
Research & Related Senior/Key Person Profile (E  
Research & Related Other Project Information  
Research & Related Project/Performance Site Loc  
PHS 398 Cover Page Supplement  
PHS 398 Research Plan  
PHS 398 Checklist **Open Form**

**Optional Documents**

PHS 398 Cover Letter File  
PHS 398 Modular Budget  
Research & Related Budget  
R & R Subaward Budget Attachment(s) Form

Move Form to Submission List [ID] [X]

Move Form to Delete [X] [ID]

**Optional Documents for Submission**

**Open Form**

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## COVER SHEET

### Radio Buttons

- Radio buttons at the top of the cover sheet perform certain functions
  - Save** – saves the application package to your computer or drive you designate
  - Print** – allows you to print the forms you are viewing
  - Cancel** – closes the opportunity without saving changes made
  - Check Package for Errors** – ensures that all fields contain the proper type of information, checks mandatory fields (not a spell check)

### Application Package Errors

- If there are errors in the package a dialog box will pop up listed each error
- If you do not understand the errors then you call the Grants.gov Contact Center for assistance 1-800-518-4726
- Once you correct any errors you Save again and click check package for errors
- With no errors you will receive a dialog box that says "Valid Passed"

### Submit

- At this point the Save & Submit becomes active and you are ready to click on it to submit once the package has been checked for errors and saved

# Adobe Submission Screen

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FIND. APPLY. SUCCEED.™

The screenshot displays the Grants.gov submission interface. At the top, there are buttons for 'Save & Submit', 'Save', 'Print', 'Cancel', and 'Print Database for Errors'. The main content area is titled 'Grant Application Package' and contains various fields for application details. A modal dialog box is overlaid on the screen, titled 'Warning: JavaScript Disabled' and 'GRANTS.GOV'. It contains a warning message about unauthorized access to U.S. Government computer systems and a login section with 'User Name:' and 'Password:' fields, and 'Login' and 'Cancel' buttons. A red circle highlights the login fields. To the right of the dialog, there is a blue box with text: 'This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here. The Federal funding opportunity listed is not the opportunity for which you want to apply. Use this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.'

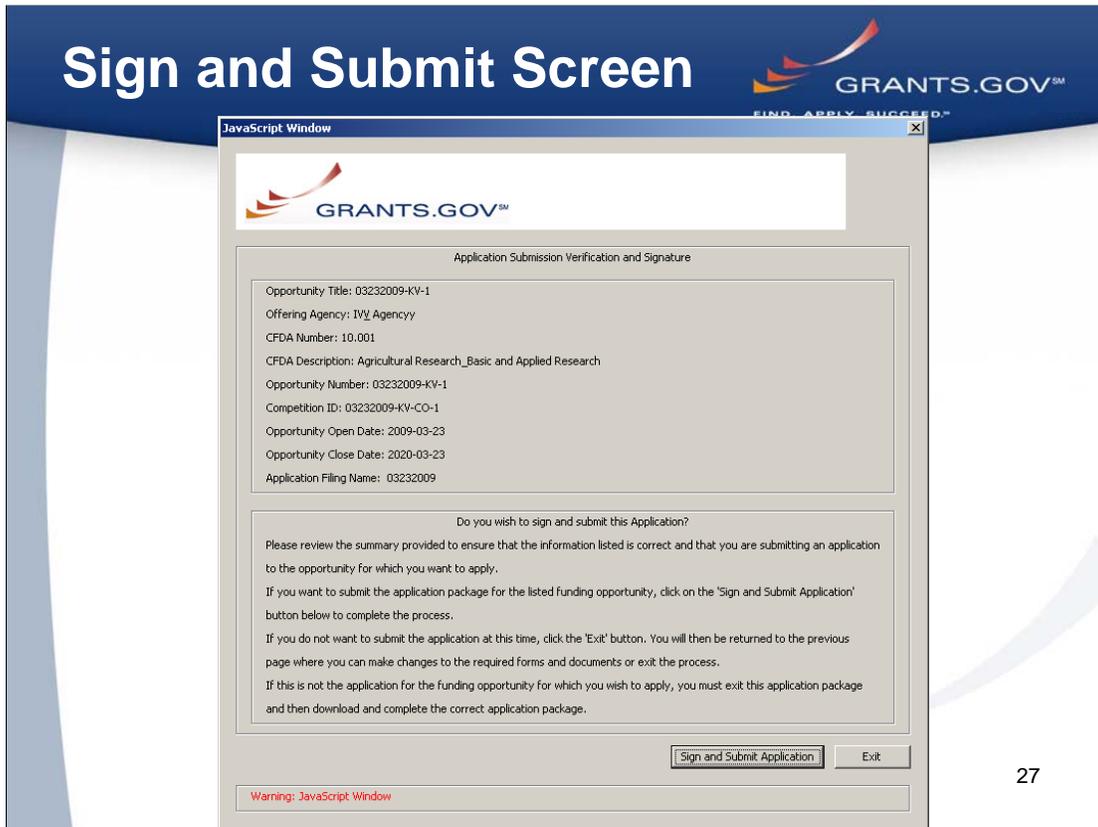
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## ADOBE SUBMISSION SCREEN

### Submitting a Completed Application Package

- Everything we've done so far can be done without being registered but **TO SUBMIT YOU MUST BE REGISTERED**
- After clicking the Save & Submit button you will be prompted to login to Grants.gov with your Grants.gov username and password
  - You obtain the username and password during the registration process
- Once again it takes 3 – 5 business days to register but allow yourself up to 4 weeks
- It is also recommended you submit your application package as early as possible in the event you experience any issues
- In order to submit the package you will need to log on to the internet

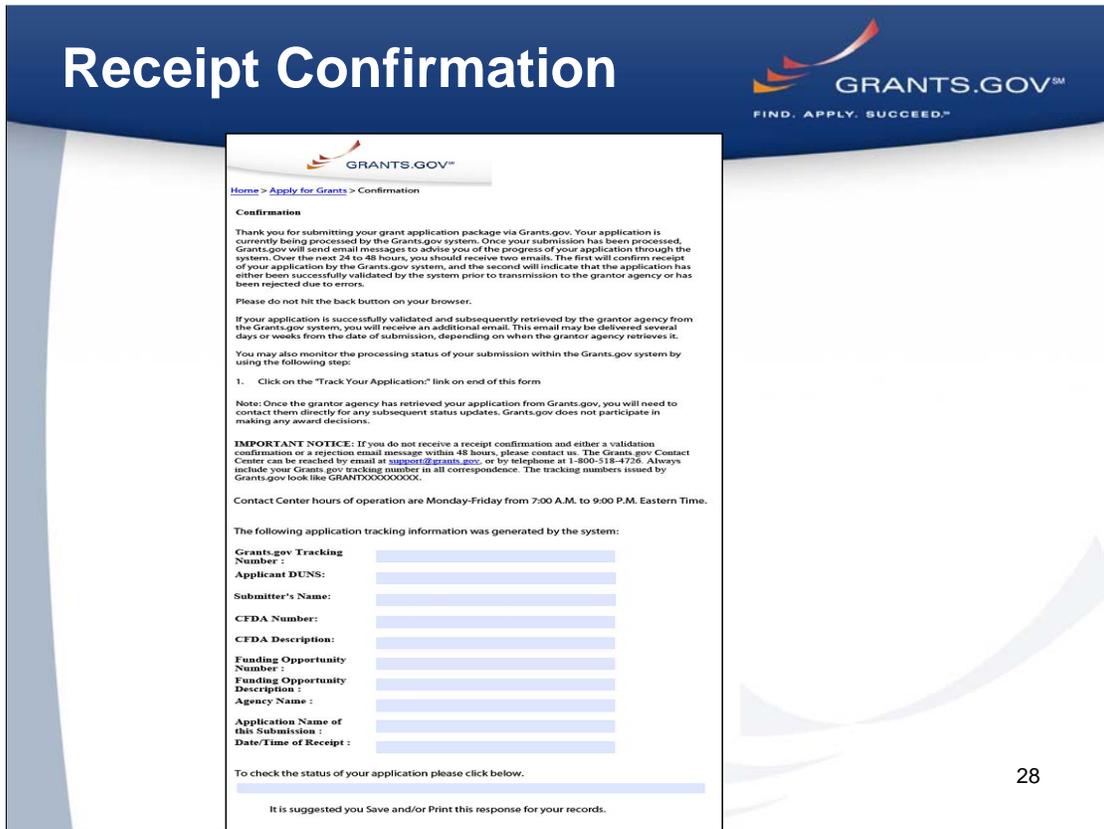
# Sign and Submit Screen



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## SIGN AND SUBMIT SCREEN

- The final step is to click on Sign and Submit
- By doing so you are authenticating your application submission



## RECEIPT CONFIRMATION

### Confirmation for Completing and Submitting an Application

- After submitting your package you will receive a confirmation screen
- This screen will contain a Grants.gov tracking number which can be used to track the status of your application on Grants.gov
- The Tracking Number is the identifier for your specific application and should be utilized if you need to contact the Grants.gov Contact Center or the receiving agency
  - The confirmation page has a URL where you can click to check the status of your application in the Grants.gov system
  - Please Note:** You can utilize the new Track My Application functionality to view the status of up to 5 applications without login to Grants.gov
  - To see the complete status of all submitted packages, you must login
  - This functionality does not provide any status on the award of the opportunity
  - Grants.gov does not maintain award data nor are they involved in the award process
  - The agency will notify you of award
- The receipt confirmation screen contains a date and time stamp of the application submission as well as the submitter's name and DUNS #
- Keep this information for your records

# Track My Application

## Applicant Submission



1. Receipt
  - Grants.gov E-mail Verifying Receipt (*with Track My Application URL*)
2. Validation
  - Grants.gov E-mail Verifying Successful Submission
  - **OR** Rejection Due to Errors
3. Transmission to Agency
  - E-mail Sent Once Agency Retrieves Submission

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### TRACK MY APPLICATION

#### After Application Submission

- You will be contacted via email at least 3 times after your submission
- For each step in the submission process (within 24 to 48 hours after submission)
  - Receipt Email** – confirms receipt of package by Grants.gov system, and gives a URL and tracking number to use to find out the status of a submission without login
  - Validation Email** – confirms validation of package components by Grants.gov system
    - Grants.gov validation is for technical components only (Grants.gov does not review the submission content or evaluate it for awards)
    - The validation does a virus scan and checks to ensure the DUNS # you entered in the application package is the exact same DUNS you utilized for your registration
    - If your package has errors you will receive an e-mail w/ “rejection due to errors”
    - If you receive this you should contact the Grants.gov Contact Center for assistance and to create a customer service record of your issue
    - If you miss the deadline Grants.gov cannot assist you
    - Contact the Agency PoC listed on the opportunity to tell them why you missed the deadline
    - It is at the Agency’s discretion on whether to accept the application after the deadline
- Once the Agency retrieves your application package you will receive an e-mail stating so

**Track My Application**

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**TRACK MY APPLICATION**

Track and check the status of your grant application submissions.

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

Track Grants.gov submissions by entering up to five Grants.gov Tracking Numbers (one Grants.gov tracking number per line):

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

**Warning Notice!**

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

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## TRACK YOUR APPLICATION

- Visit the **Track My Application** page and enter the tracking number of up to 5 specific submissions or login to Grants.gov to view the status of all submissions
- The Grants.gov tracking number assigned to your submission which can be found on:
  - Submission Confirmation Screen
  - Validation
  - Submission Receipt
  - Agency Retrieval Email (received within 24 to 48 hours after submission)

**E-mail Notifications & RSS Feed**

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

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- EDIT FOP# Used
- Track My Application

FOR GRANTORS

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## EMAIL NOTIFICATIONS AND RSS FEED

### Email Notification Subscriptions

- This entire webpage is devoted to email notification for subscriptions of new grant opportunity postings and alerts on system enhancements
- Sign up for:
  - Grants.gov Updates – provides time sensitive updates on all Grants.gov events and critical issues
  - All Grant Notices- notifies you when new funding opportunities are available
  - You can sign up to be notified of all new grant opportunities or by specific agency
  - When an agency posts a new opportunity you will receive an e-mail the next day w/ the Agency title, Opportunity Title and link for the opportunity
- You can unsubscribe from any of the Grants.gov notice services at any time

- Follow Grantor instructions
  - Ensure you answer all questions
  - Proofread follow fonts and formatting guidelines
- Include sufficient program details
  - Emphasize and justify significance of problem
- Be realistic
  - Do not propose more work than can be done during grant period
  - Insufficient budget
- Ensure you submit early
  - In time to meet the Grantor agency deadline

## TIPS

### To Have A Competitive Application

- Follow the instructions given by specific agency for a specific opportunity since they will vary
- Do not overestimate the work that can done, be realistic
- Provide sufficient detail on program and budget
- Justify the significance of the problem you are addressing
- Submit early to avoid any issues you could encounter

- Limit File Attachment Name to Under 50 Characters
- Do Not Use Any Special Characters (Ex. -, %, /, #, ) including periods (.) or Spacing in the File Name or for Word Separation
  - The Exception is Underscore ( \_ )

## TIPS

### To Avoid Submission Errors During Grants.gov Validation

- Limit file size whenever possible (especially when using video/animation and sound files as attachments)
- Limit file names to 50 characters
- Do not use special or proprietary characters such as hyphen, percentage or forward slash
- Do not use spacing or a period ( . ) in file name but you can utilize underscore ( \_ )

# Important Reminders



- Register early
- DUNS in the application package must be the same as your AOR registration
- Follow agency instructions
- Submit early
- Announcements close in Eastern Time
- Adobe Reader 8.1.5 and 9.1.1 latest versions
  - Compatible version table
  - [http://www07.grants.gov/help/download\\_software.jsp#adobe811](http://www07.grants.gov/help/download_software.jsp#adobe811)

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## IMPORTANT REMINDERS

- Remember to register early, you only have to register once with Grants.gov (but CCR registration must be renewed yearly – keep track of your status)
- Be sure to read the instructions for the application
  - Instructions are specific to every announcement
  - Follow the instructions carefully to complete the package
- You cannot make corrections to a package you have submitted
- Be mindful of your time zone and the application closing date and time, most announcement closing dates are in Eastern Time
  - This information can be found on the synopsis page of the application
- Use only compatible Adobe software, Adobe Reader is free download accessible from the Grants.gov download software page of Grants.gov
  - You can also utilize Adobe Professional 8.0 and 9.0

## Grants.gov Contact Center

Hours of Operation

Monday – Friday, 7 A.M. – 9 P.M. ET

1-800-518-4726

[support@grants.gov](mailto:support@grants.gov)

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### GRANTS.GOV SUPPORT

- The Grants.gov Contact Center is open Mon- Fri. 7 A.M. – 9 P.M. Eastern time
- Please contact them at 1-800-518-4726 if needed