

RECOVERY ACT MONEY AND YOU

Get Registered to Apply for Recovery Act Opportunities

Series 3

Grants.gov Contact Center

1-800-518-4726

support@grants.gov

RECOVERY ACT MONEY AND YOU

Introduction

- On behalf of the Department of Health and Human Services' Grants.gov program office, welcome to today's webinar "Recovery Act Money and You – Get Registered to Apply for Recovery Act Opportunities"

Ground Rules

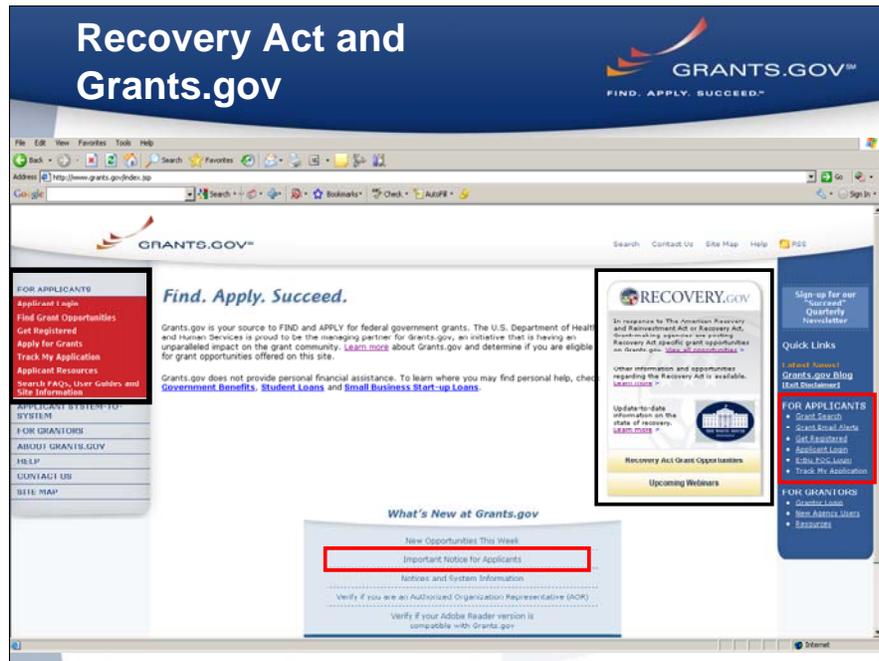
- A few ground rules to note before we begin:
 - We are recording this webinar for quality assurance purposes AND a copy will be posted on the Grants.gov website for your future reference
 - ALL Attendees are in listen-only mode. HOWEVER you can use the question pane to submit text questions to the organizer
 - We will be taking questions via the phone after today's discussion
 - We will make note of all the questions asked during this session and post the consolidated questions and answers on the website

During This Presentation

- Today we will provide an overview of the Grants.gov registration and application processes, which enable you to apply for Recovery Act and other grant opportunities on Grants.gov
- This is the third and final webinar of a three part series on finding and applying for Recovery Act funded grants on Grants.gov
- Grants.gov provides a unified and streamlined process to find and apply for all federal grant opportunities
- Grants.gov now features a centralized location to find all grant opportunities and funding information pertaining to the American Recovery and Reinvestment Act (ARRA) of 2009 or "Recovery Act"

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 7:00 a.m. to 9:00 p.m. Eastern Time or you can reach the Contact Center via email at 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



RECOVERY ACT AND GRANTS.GOV - HOMEPAGE

Recovery Act Feature

- Grants.gov now features a central location for all Recovery Act and related resources on the homepage, to visit the Recovery Act site just click on the Recovery.gov logo
- Links on the Recovery Act feature include a listing of all Recovery Act related grant opportunities that can be found on Grants.gov (click the "View all opportunities" link or Recovery Act Grant Opportunities button)
- The "Recovery Money and You" page is the second link listed, it's an additional resource to find other opportunities related to the Recovery Act funds listed on Grants.gov
- The White House Web site is also listed as additional resource for Recovery Act information
- And finally a listing of " Archived Webinars" can be accessed by clicking on the "Upcoming Webinars" button
- This is series three of a three part series of webinars on finding and applying for Recovery Act opportunities

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 at Grants.gov

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

"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

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

Recovery Act and Grants.gov



RECOVERY ACT MONEY AND YOU! RECOVERY.GOV

LEARN IF YOU OR YOUR FAMILY ARE ELIGIBLE FOR BENEFITS AND LOANS

- [GetBenefits](#): Learn about eligibility for more than 1,200 benefit and assistance programs across the country.
- [GetLoans](#): Learn about eligibility for various federal loan programs such as student loans and small business loans.
- [Student Aid](#): Learn about grants and loans for funding higher education.
- [Grants.gov](#): Find a job, get help, or apply for benefits if you or a family member has a disability.

FIND AND APPLY FOR BUSINESS/ORGANIZATIONAL/COMMUNITY FUNDING

- [FedBizOpps](#): Businesses of all sizes, including small-disadvantaged, woman- and veteran-owned businesses, faith-based and community organizations can find and apply for federal contracts.
- [Grants.gov](#): Find and apply for federal grants for your organization or agency. This site does not include personal financial assistance or business start-up funding.
- [Recovery.gov](#): Find state, local, tribal and territory Recovery Act Web sites for specific Recovery Act funding in your area.

RELATED RECOVERY ACT INFORMATION

- [Recovery.gov](#): Learn everything about the Recovery Act, including implementation plans, program announcements, grant and contract awards.
- [American Recovery and Reinvestment Act of 2009](#): Read the entire Act.
- [USASpending.gov](#): Track federal spending of Recovery Act funds. Data sources include:
 - [Federal Assistance Award Data System](#) (contracts); and the
 - [Federal Procurement Data System](#) (grants, loans, insurance and direct subsidies like Social Security).
- [USA.gov](#): Through the "Front door" learn about assistance programs, state consumer protection offices, passports and a variety of other programs and agencies across the government.

[CFDA](#): Find the comprehensive listing of all federal programs in the Catalog of Federal Domestic Assistance (CFDA). It provides information about all types of federal program information for recipients, including not-for-profit organizations, individuals and other specialized groups.

RECOVERY.GOV

GRANTS.GOV RECOVERY ACT WEBINAR SERIES

Grants.gov will be hosting a three part series on finding and applying for Recovery Act money on Grants.gov. Registration for the series will open on August 10, 2009.

[Sign up](#) today to receive Grants.gov updates via email and an invitation for this webinar series. All webinars will be recorded and made available to view on Grants.gov after each series is complete.

GRANTS.GOV AND FEDBIZOPPS: FINDING RECOVERY ACT OPPORTUNITIES*
Wednesday, August 12, 2009
3:00 – 4:00 P.M. ET
Learn the difference between the opportunities listed on Grants.gov and FedBizOpps.gov. *In addition to the three part series, Grants.gov has partnered with FedBizOpps to present detailed information on finding Recovery Act opportunities.

SERIES 1: INTRODUCTION TO GRANTS.GOV AND THE RECOVERY ACT
Thursday, August 13, 2009
3:00 – 4:00 P.M. ET
Learn about Grants.gov, the Recovery Act and your eligibility to apply for Recovery Act opportunities.

SERIES 2: FINDING RECOVERY ACT OPPORTUNITIES
Tuesday, August 18, 2009
3:00 – 4:00 P.M. ET
Learn to use Grants.gov "Advanced Search" to find Recovery Act opportunities, identify alternative information sources and an overview on formula and block grants.

SERIES 3: REGISTRATION TO SUBMIT RECOVERY ACT OPPORTUNITIES
Thursday, August 20, 2009
3:00 – 4:00 P.M. ET
Learn about the Grants.gov registration and application submission processes.

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RECOVERY ACT AND GRANTS.GOV – RECOVERY ACT MONEY AND YOU

New "Recovery Act Money and You" page

- This page features three areas of resources:
 1. Information to help you determine if your family is eligible for Benefits and Loans
 2. Links to information on finding business, organization and community funding and
 3. Related Recovery Act Information, such as a link to the Recovery.gov site, the Act and other sites providing additional Recovery Act information

Recovery Act Webinar Series

- You are currently participating in the third and final webinar of a three part series on finding and applying for Recovery Act grant opportunities on Grants.gov
- All webinars are recorded and archived on Grants.gov after it is complete, the first to webinars Series 1 and 2 have been archived here: http://www.grants.gov/applicants/recovery_webinar.jsp

SERIES 1: Introduction to Grants.gov and the Recovery Act

- Learn about Grants.gov, the Recovery Act and your eligibility to apply for Recovery Act opportunities

SERIES 2: Finding Recovery Act Opportunities

- Learn to use Grants.gov "Advanced Search" to find Recovery Act opportunities, identify alternative information sources and an overview on formula and block grants

SERIES 3: Registration to Submit Recovery Act Opportunities

- **You are currently participating in series 3**
- During this series you will learn about the Grants.gov registration and application submission processes
- All webinars including this one will be archived on the Grants.gov Recovery Webinars page of the Web site

Access These Resources

- To access these resources visit the homepage Recovery feature (on the right side of screen - as previously shown)
- Or visit:<http://grants.gov/applicants/recovery.jsp> to view the "**Recovery Act Money and You**" page
- **To view the archived webinar series, visit:** http://grants.gov/applicants/recovery_webinar.jsp

Find Recovery Act Opportunities



Search Results

Close Date	Opportunity Title	Agency	Funding Number
04/06/2009	ODDP FY 09 Recovery Act Internet Comes Against Children Task Force Program Grants	Office of Juvenile Justice Delinquency Prevention	000P-2009-2099
04/06/2009	ODDP FY 09 Recovery Act Local Youth Mentoring Initiative	Office of Juvenile Justice Delinquency Prevention	000P-2009-2118
04/02/2009	RECOVERY ACT JERMIAL - APPLICATIONS OF NUCLEAR SCIENCE AND TECHNOLOGY	Chicago Service Center	DE-F502-09ER09-13
04/01/2009	UJIAF FY 09 Recovery Act National Youth Mentoring Programs	Office of Juvenile Justice Delinquency Prevention	000M-0909-0166
04/01/2009	RECOVERY ACT JERMIAL - R & D in ALTERNATIVE ISOTOPE PRODUCTION TECHNIQUES	Chicago Service Center	DE-F502-09ER09-14
03/06/2009	RECOVERY ACT JERMIAL - Submission of Supplemental Applications for Phase II JERMIAL Grants	Chicago Service Center	DE-F502-09ER09-20
03/04/2009	ODDP FY 09 Recovery Act IJC Task Force Training and Technical Assistance Grants	Office of Juvenile Justice Delinquency Prevention	000P-2009-2119
03/14/2009	ODDP FY 09 Recovery Act Internet Comes Against Children Research Grants	Office of Juvenile Justice Delinquency Prevention	000P-2009-2120
03/14/2009	ODDP FY 09 Recovery Act National Internet Comes Against Children Data System (NICDS)	Office of Juvenile Justice Delinquency Prevention	000P-2009-2121
03/18/2009	RECOVERY Act Force Fiscal Year 2009 American Recovery and Reinvestment Act Research Program	Air Force Office of Scientific Research	AFOSR-BA-2009-3
03/17/2009	Recovery Act - Energy Stone Island Battery and Component Manufacturing Initiative	National Energy Technology Laboratory	DE-FOA-0900020
03/25/2009	Transacation Security Administration (TSA) AFSA Asset Checked Reliable Inspection System	Department of Homeland Security	DHS09TSA117-001AWRA
06/10/2009	RECOVERY ACT Advanced Research Projects Agency - Energy (ARPA-E)	Headquarters	DE-FOA-0900065
06/30/2009	Recovery Act - Demonstration of Integrated Bioenergy Operations	Golden Field Office	DE-FOA-0900096
06/30/2009	TSA Advanced Surveillance Programs	Department of Homeland Security	DHS09TSA118-001
07/09/2009	The American Recovery and Reinvestment Act of 2009 - Early Head Start Expansion	Administration for Children and Families	HHS-2009-ACF-OHS-SA-0007
07/10/2009	FY 2009 American Recovery and Reinvestment Act Fire Station Construction Grant Program	Department of Homeland Security - FEMA	DHS-09-09-115-00R
07/14/2009	Recovery Act JERMIAL - Industrial Energy Efficiency	National Energy Technology Laboratory	DE-FOA-0900044
07/15/2009	Recovery Act - National Laboratories Call for Foundational Photonics and Concentrations Solar Power Research and Development	Golden Field Office	DE-FOA-0900067
07/17/2009	Recovery Act Limited-Competition, Extramural Research Facilities Improvement Program (LCOI)	National Institutes of Health	RR-RR-09-009

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FIND RECOVERY ACT OPPORTUNITIES – ALL RECOVERY ACT OPPORTUNITIES

All Recovery Act Opportunities

- A listing of all Recovery Act Opportunities is available from the Recovery Act feature on the homepage
 - Click the yellow button “Recovery Act Grant Opportunities”

Search Features on Left Navigation Bar

There are multiple ways to search for grant opportunities, including Basic Search, Browse By Category, Browse By Agency and Advanced Search

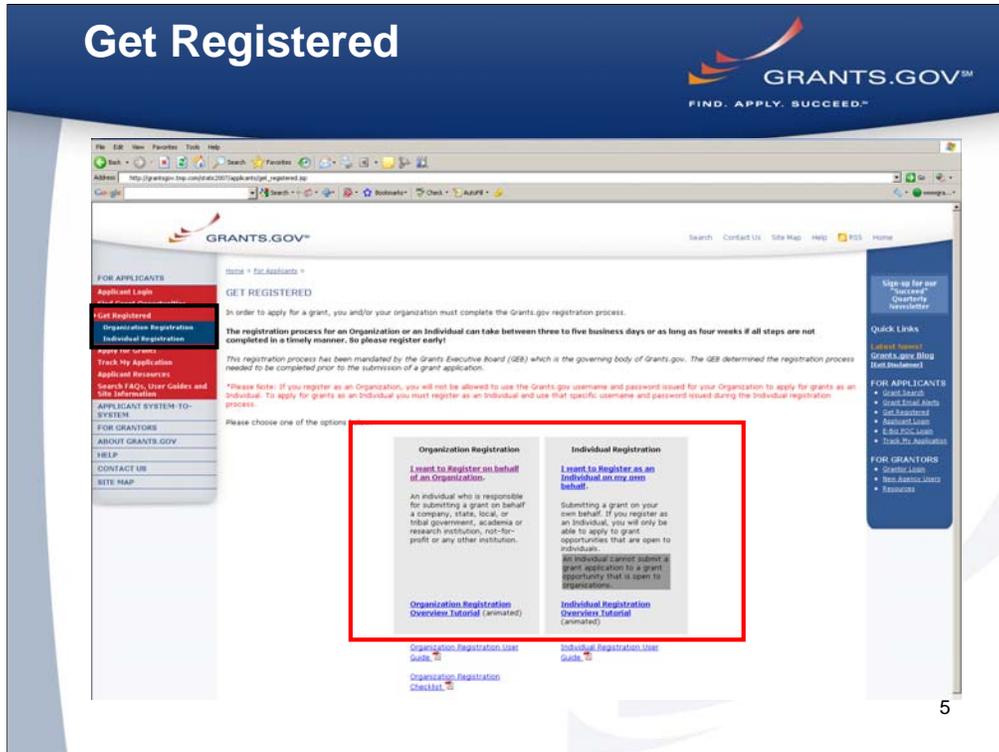
- Basic Search** allows you to enter keywords, a Funding Opportunity Number (FON) or CFDA (Catalog of Federal Domestic Assistance) Number specific to a particular opportunity
- Browse by Category**, provides a listing of different categories to choose from, there is a Recovery category that brings you back to the full listing of Recovery Act opportunities (screen shown)
- Browse by Agency**, if you are looking for opportunities from a specific grantor agency, you can select the agency from the list
- Advanced Search** helps you narrow your search criteria and manage the type of opportunity results displayed for your search
 - Advance Search was discussed in detail during Grants.gov Recovery Act Webinar - Series 2: Finding Recovery Act Opportunities (which is now archived on the site)

Recovery Act Search Results

- If you choose to do a search, your search query will return a **Search Results** screen (similar to screen displayed on this slide, depending on your search criteria)
- Ensure you read the synopsis for the opportunity
 - 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
 - Information within the synopsis will give you a good idea as to whether the grant is of value to you

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 re-posted every fiscal year with some adjustments

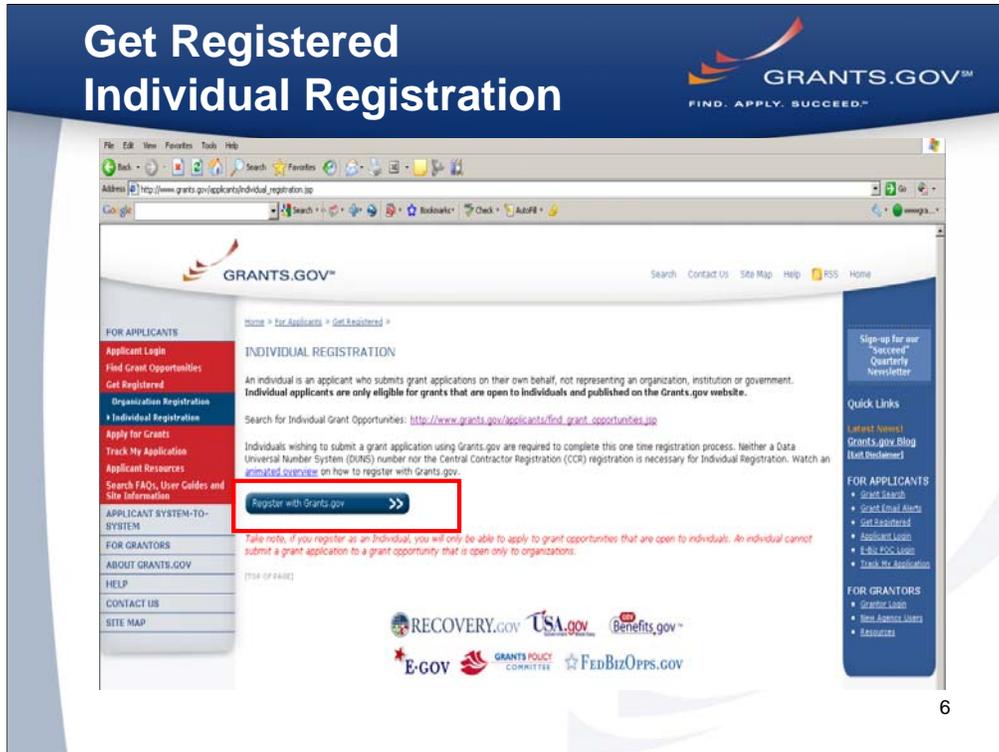


GET REGISTERED

Get Registered 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
- To start the registration process, visit the “Get Registered” page of the website: http://grants.gov/applicants/get_registered.jsp (shown on screen)
- Determine which registration is right for you
 - There are two separate registration processes for applicants:
 1. Those registering to apply for grants on their own behalf (**Individual Registration**)
 2. Those registering to apply for grants on behalf of an organization (**Organization Registration**)

Get Registered Individual Registration

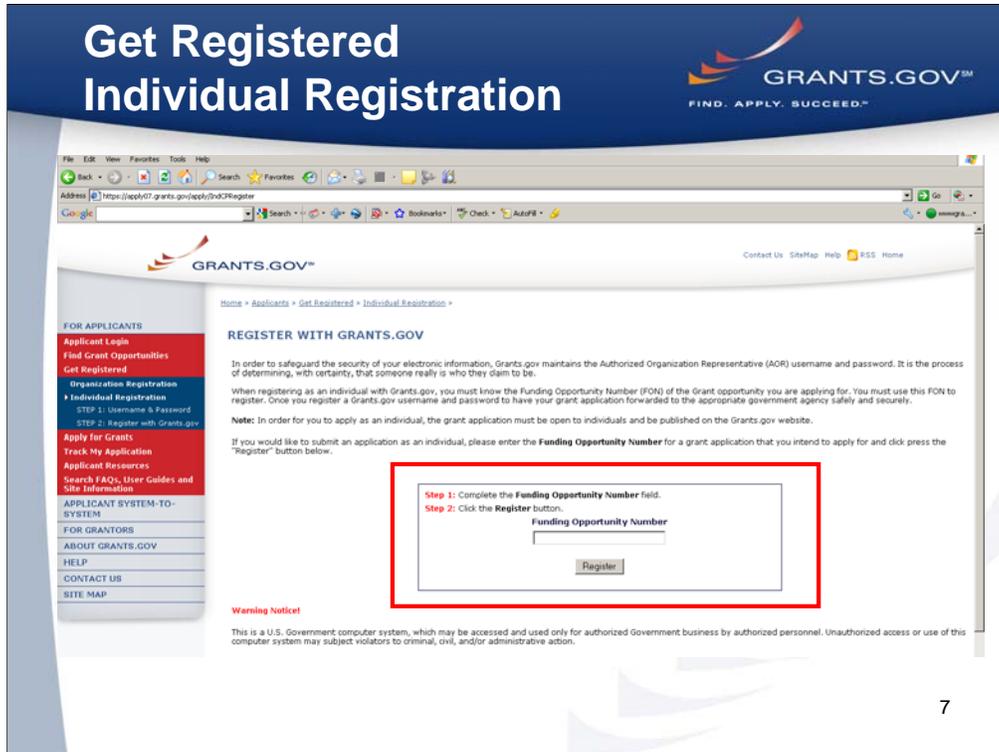


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GET REGISTERED - INDIVIDUAL REGISTRATION

Individual Registration

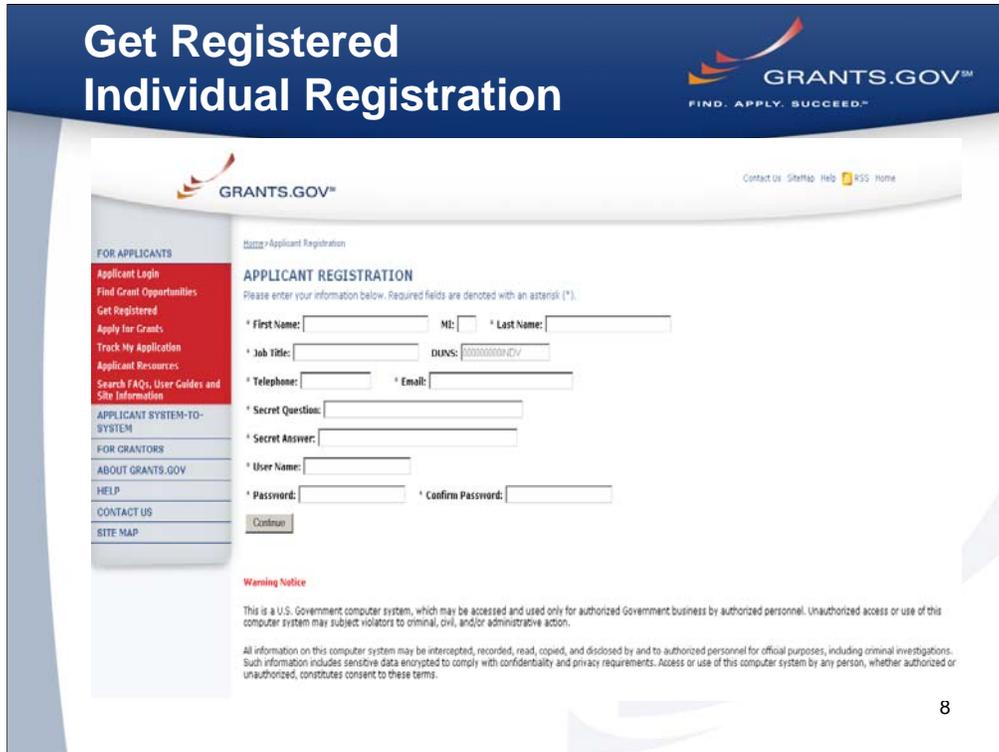
- Individual Registration consists of one step – with two parts, providing a Funding Opportunity Number and completing a Grants.gov profile
- You need to provide a Funding Opportunity Number (FON) for the grant you wish to apply for, this must be an opportunity open to Individuals (check eligibility requirements within the Synopsis)
- Next, you will need to create a Grants.gov profile by entering your information, create a username, password and a secret question and answer to retrieve or reset username and password information
- Registration is complete once the Individual applicant has completed their profile they are ready to submit a grant application package



GET REGISTERED - INDIVIDUAL REGISTRATION

Enter A Valid Funding Opportunity Number

- You need to provide a valid Funding Opportunity Number (FON) for the grant you wish to apply for (**FON used during presentation - Recovery Act Funds - Environmental Internships (ARRA-FWS-09-010)**)
 - The opportunity must be open to Individuals (check eligibility requirements within the opportunity Synopsis)
 - National Endowment for Arts and the National Endowment for Humanities has a number grant opportunities open to individuals
- Next, you will need to create a Grants.gov profile by entering your information, create a username, password and a secret question and answer to retrieve or reset username and password information



GET REGISTERED – INDIVIDUAL REGISTRATION

Individual Profile

- Once you enter the funding opportunity for the grant of interest (Recovery Act Funds - Environmental Internships (ARRA-FWS-09-010))
 - The applicant profile form will appear (shown on screen)
- The applicant profile used during registration will allow applicant to view manage their submissions
- Username is **NOT** case sensitive and password **IS** case sensitive, both have character limit of 25
 - The profile Secret Question and Answer also allow an applicant to retrieve or reset forgotten username and password information
- Registration is complete once the Individual applicant has completed their profile they are ready to submit a grant application package

PHASE 1 - ORGANIZATION REGISTRATION

Organization Registration

- Organization registration is a one time process which involves 5 steps which can be broken into 2 phases:
 1. Organizational preparation
 2. Self preparation
- The Organization 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 as many as 4 weeks** for Organization registration in order to meet all deadlines

Phase 1 - STEP I: Obtain a DUNS Number

- Phase 1 of organization registration involves preparing your organization**
- Step 1- Verify Your Organization has a DUNS Number**
 - A DUNS number is a unique 9-digit identification number assigned by DUN & 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 site
 - To obtain a DUNS you need the Tax Identification Number (TIN) from the IRS
 - Once you have your DUNS Number, you will need to complete Step 2 of organization registration and register with **CCR or Central Contractor Registration** to obtain a ***Cage Code**

Get Registered Organization Registration

GRANTS.GOVSM
FIND. APPLY. SUCCEED.SM

CENTRAL CONTRACTOR REGISTRATION

Home | Contractors | Grantees | International Registrants | Small Businesses | Help | **462946 Active Registrants**

Welcome to Central Contractor Registration (CCR)

Central Contractor Registration (CCR) is the primary registrant database for the U.S. Federal Government. CCR collects, validates, stores and disseminates data in support of agency acquisition missions. Click [here](#) to learn more about CCR Policy and Background.

Related Links

- [Online Representation and Certification \(ORCA\)](#)
- [Small Business Administration \(SBA\)](#)
- [D&B Web Form for DUNS Number Request](#)

NOTICE TO ACTIVE REGISTRANTS IN CCR: A Trading Partner Identification Number (TPIN) is a password that is used to access your Central Contractor Registration (CCR) data. Vendors that become active in CCR are issued a TPIN (password) to access and maintain their data. Because of the sensitivity of this data, CCR recommends that you do not disclose your TPIN to anyone under any circumstances. (Full Security Notice)

Most Recent Changes

SCHEDULED MAINTENANCE NOTICE: CCR and CCR Tools may be unavailable, at times, while our systems go through scheduled system maintenance, Tuesday, July 15, 2008 between 21:00 and 23:59 EDT. We apologize for the inconvenience.
Posted: 7/14/2008 11:22:41 AM Eastern Time

CCR Changes: On Wednesday, May 7, 2008, the Central Contractor Registration (CCR) Update and Search modules were updated to their latest releases. This release includes the addition of a Foreign Province field to CCR. Both CCRXML and the BPN format CCR extracts will have new versions. The prior versions of each of these will still be available for some time to come.

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PHASE 1 - ORGANIZATION REGISTRATION

Phase 1 - STEP 2: Register with CCR

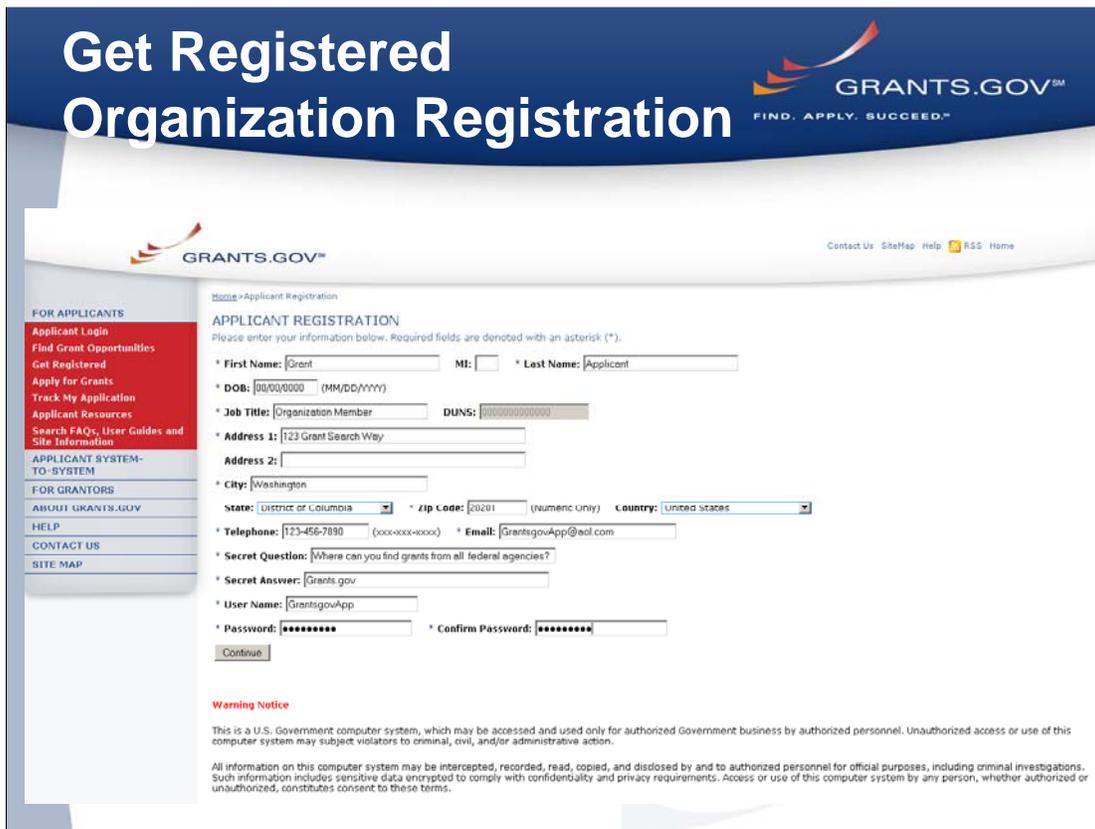
- Prepare your organization, verify that your organization is registered with Central Contractor Registration (CCR)
- Your organization will need obtain a DUNS number prior to registering with the CCR or Central Contract Registration
- CCR Registration allows you:
 - To obtain a *Cage Code - (A five-character code which identifies companies doing, or planning to do business with the federal government)
 - Designate an E-Business Point of Contact (E-Biz POC) - (Person who oversees all activities within Grants.gov and assigns Authorized Organization Representatives (AOR) to submit applications)
 - 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

Role of E-Business Point of Contact (E-Biz POC)

- An 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 (STEP 4 of Organization Registration)

Renew CCR Registration Yearly

- CCR registration must be renewed yearly - keep track of your registration status by querying www.ccr.gov
 - An e-mail will be generated to the E-Biz POC prior to the CCR registration expiring asking them if they would like to renew



GET REGISTERED - ORGANIZATION REGISTRATION

Phase II - STEP 3 - Create AOR Profile

✓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

Become An Authorized Organization Representative (AOR)

- After receiving your DUNS Number (STEP 1) and registering with CCR (STEP 2) you will need to create a Grants.gov Profile
- Your profile will be associated with the Username and Password you create
- Username is **NOT** case sensitive and password **IS** case sensitive, both have character limit of 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
- To create a profile, visit: <http://apply.grants.gov/apply/OrcRegister>

Get Registered Organization Registration



GRANTS.GOV™ [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

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.

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GET REGISTERED - ORGANIZATION REGISTRATION

Phase II- Step 3 (cont) - Confirm and Submit AOR Profile Information

- ✓Once the AOR verifies and confirms their information (screen not shown)
- They will need to submit their information to complete the AOR profile
- 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

Get Registered Organization Registration



- **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

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GET REGISTERED - ORGANIZATION REGISTRATION

Phase II - Step 4 and Step 5 - 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
 - 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)
 - Visit: http://www07.grants.gov/applicants/applicant_profile.jsp

The Application

Save & Submit Save Print Cancel Check Package for Errors

GRANTS.GOVSM 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
SF24 (R & R)
Research & Related Senior/Key Person Profile (E)
Research & Related Other Project Information
Research & Related Project/Performance Site Location
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 Form to Complete
Move Form to Submission List
Delete
Open Form

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THE APPLICATION - COVER SHEET

Download a Grant Application

- An application package maybe downloaded from the top of the synopsis for the opportunity
- Or by going to Apply for a grant from the left hand navigation bar
- Once you have downloaded the Instructions and Application package
- Open the application to complete it

Cover Sheet

- When you open an application package what first appears 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 with a red rectangle around them are mandatory and must be filled out

The Application

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="button" value="Move Form to Complete"/> <input type="button" value="=>"/>	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="button" value="Open Form"/>
<input type="button" value="Move Form to Delete"/> <input type="button" value="=<"/>	
Optional Documents	Optional Documents for Submission
PHS 398 Cover Letter File PHS 398 Modular Budget Research & Related Budget P & R Subaward Budget Attachment(s) Form	<input type="button" value="Move Form to Submission List"/> <input type="button" value="=>"/> <input type="button" value="Move Form to Delete"/> <input type="button" value="=<"/> <input type="button" value="Open Form"/>

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.

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THE APPLICATION - COVER SHEET (cont)

Optional Documents

- There may be optional documents that need to be completed as well depending on your individual application and program
- Check the instructions for the opportunity, some documents within the "optional documents" box may be required for your particular application
- Just like Mandatory Documents, Optional Documents must be moved to the Documents for Submission box on the right side for submission

The Application

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

GRANTS.GOVSM **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

Mandatory Documents for Submission

- SP424 (R & P)
- Research & Related Senior/Key Person Profile (R&R)
- Research & Related Other Project Information
- Research & Related Project/Performance Site Location
- FHS 398 Cover Page Supplement
- FHS 398 Research Plan
- FHS 398 Checklist

Optional Documents

Optional Documents for Submission

- FHS 398 Cover Letter File
- FHS 398 Modular Budget
- Research & Related Budget
- R & R subaward Budget Attachment(s) Form

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THE APPLICATION - COVER SHEET (cont)

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)

Check 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, Save the application package 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)

The Application

The screenshot displays the Grants.gov application submission interface. A modal dialog box is open, titled "Warning Notice" and "Instructions". The dialog box contains the following text:

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 the computer system may subject violators to criminal, civil, and/or administrative action.

Instructions
To submit your applications, please enter your Username and Password in box below and then press the Login button.

User Name: _____
Password: _____

Buttons: Login, Cancel

The background of the application screen shows a "Grant Application Package" form with fields for Opportunity Title, Offering Agency, CFDA Number, CFDA Description, Opportunity Number, Competition ID, Opportunity Open Date, Opportunity Close Date, and Agency Contact. A red circle highlights the login dialog box.

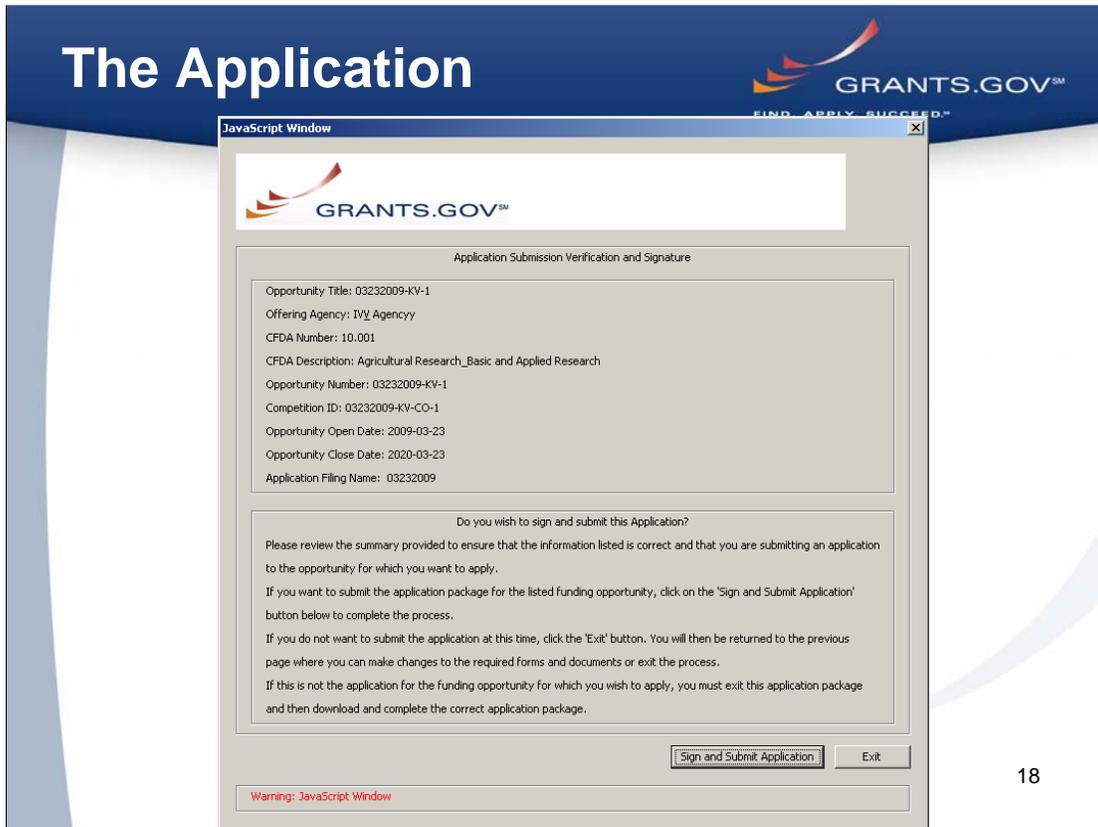
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THE APPLICATION - ADOBE SUBMISSION SCREEN

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

The Application



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THE APPLICATION - SIGN AND SUBMIT

Sign and Submit

- The final step is to click on Sign and Submit
- By doing so you are authenticating your application submission
- This is just like a written signature, so be sure to guard your username and password information

The Application

GRANTS.GOVSM

Home > Apply for Grants > Confirmation

Confirmation

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

Please do not hit the back button on your browser.

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

You may also monitor the processing status of your submission within the Grants.gov system by using the following step:

1. Click on the "Track Your Application" link on end of this form

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

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

Contact Center hours of operation are Monday-Friday from 7:00 A.M. to 9:00 P.M. Eastern Time.

The following application tracking information was generated by the system:

Grants.gov Tracking Number :	
Applicant DUNS:	
Submitter's Name:	
CFDA Number:	
CFDA Description:	
Funding Opportunity Number :	
Funding Opportunity Description :	
Agency Name :	
Application Name of this Submission :	
Date/Time of Receipt :	

To check the status of your application please click below.

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

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THE APPLICATION - 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 and reporting procedures
- 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

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

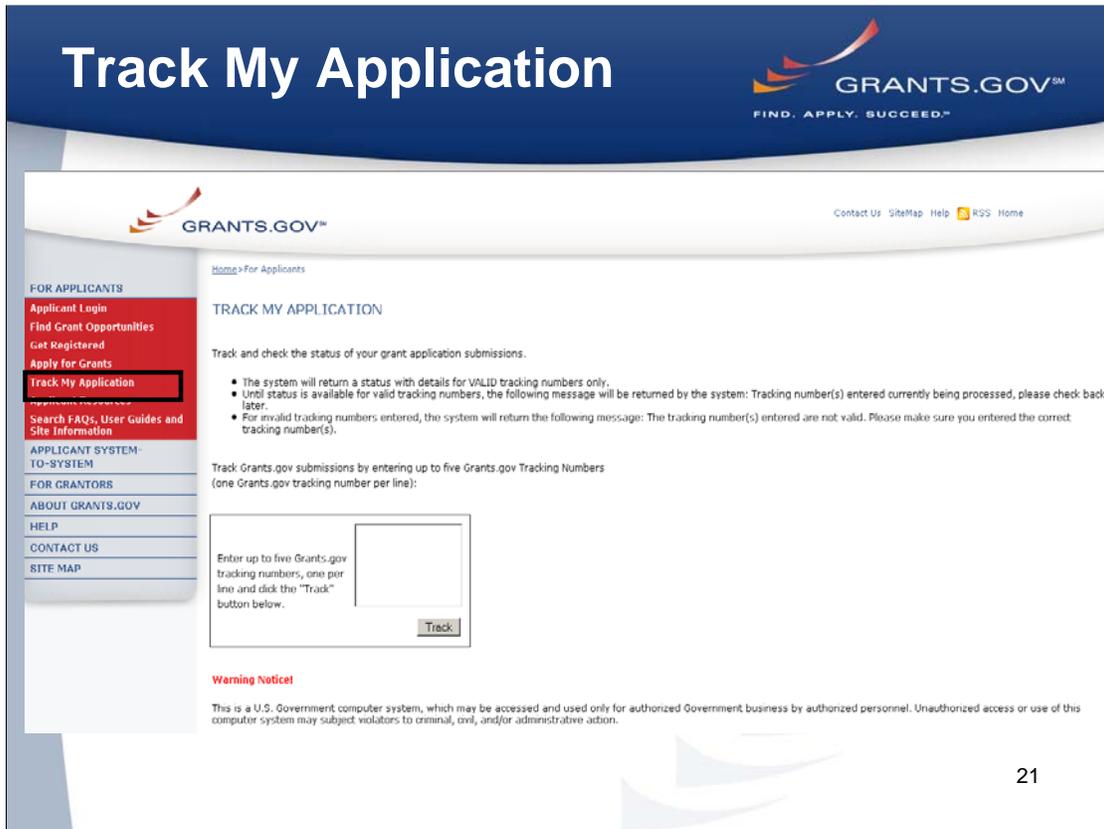
- E-mail Sent Once Agency Retrieves Submission

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TRACK MY APPLICATION - APPLICATION SUBMISSION NOTIFICATIONS

Application Submission Notification Emails

- 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
 - Transmission to Agency** - Once the Agency retrieves your application package you will receive an e-mail stating so



TRACK MY APPLICATION - SUBMISSION TRACKING FEATURE

Track My Application Feature

- 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
- Enter the Grants.gov tracking number assigned to your submission which can be found on:
 - Submission Confirmation Screen
 - Validation
 - Submission Receipt
 - Transmission to Agency /Agency Retrieval Email (received within 24 to 48 hours after submission)

Grant Proposal Tips

- Follow Grantor Instructions
- Include Sufficient Program and Budget Details
- Be Realistic

Grants.gov Application Tips

- Limit Application File Size/ File Name Characters (50 or less)
- Avoid Special Characters in File Names
- Use Correct DUNS Number
- Use Grants.gov Compatible Software
- Register and Submit Early

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TIPS

Grant Proposal Tips

- **To Have A Competitive Application:**
 - Follow the instructions given by specific agency for a specific opportunity since they will vary
 - Ensure you answer all questions
 - Proofread follow fonts and formatting guidelines
 - Include sufficient program details
 - Emphasize and justify significance of problem you are addressing
 - Be realistic
 - Do not overestimate the work that can done with the proposed budget or during a grant period
 - Provide sufficient detail on program and budget
- **For Resources and Other Tips, visit the All About Grants page:** http://grants.gov/applicants/all_about_grants.jsp
 - Here you will find resources and links to articles, agency information and grant writing tips

Grants.gov Application Tips

- **To Avoid Submission Errors During Grants.gov Validation:**
 - Limit File size /File Names
 - Limit file size whenever possible try to limit all files to 200MB
 - Especially when using video/animation and sound files as attachments
 - Limit file name to 50 characters It is not necessary to include extra details in the file name, such as your full name
 - All file attachments within your application package are associate with you (your DUNS), and this particular application
 - Avoid Special 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 (_)
 - Use Correct DUNS Number
 - DUNS in the application package must be the same as your AOR registration
 - Use Grants.gov compatible software (Adobe Reader 8.1.6 and 9.1.2 are the latest versions)
 - Compatible Software version table: http://www07.grants.gov/help/download_software.jsp#adobe811
- Submit Early
 - In time to meet the Grantor agency deadline
 - To avoid any issues you could encounter
 - Announcements close in Eastern Time

Connect with Grants.gov and Additional Resources



Connect with Grants.gov

- Succeed Quarterly Newsletter & Stakeholder Webcast invite
- Grants.gov Updates
- RSS Feeds or email notifications
- Contact Center
 - Email: support@grants.gov
 - Toll-Free Phone Number: 1-800-518-4726
 - Support available Monday - Friday 7:00 a.m. – 9:00 p.m. ET

Additional Resources

http://grants.gov/applicants/app_help_reso.jsp

- Animated Tutorials
- Brochures (Overview/Registration)
- FAQs
- User Guides

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CONNECT WITH GRANTS.GOV AND ADDITIONAL RESOURCES

Connect with Grants.gov

- Sign-up for
 - Succeed Quarterly Newsletter & Stakeholder Webcast invite
 - Grants.gov Updates
 - RSS Feeds or email notifications
- Contact Center
 - Email: support@grants.gov
 - Toll-Free Phone Number: 1-800-518-4726
 - Support available Monday - Friday 7:00 a.m. – 9:00 p.m. ET

Additional Resources include the Applicant Resources Page http://grants.gov/applicants/app_help_reso.jsp

- Animated Tutorials
- Brochures (Overview/Registration)
- FAQs
- User Guides
- Troubleshooting Tips

Thank You

To view the entire “Recovery Act Money and You” Webinar Series

Please visit:

http://www.grants.gov/applicants/recovery_webinar.jsp

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THANK YOU - CONCLUSION

Conclusion

- This concludes today's “Series 3: Recovery Act Money and You – Get Registered to Apply for Recovery Act Opportunities” webinar
- On behalf of the Department of Health & Human Services, we would like to thank you for attending
- We hope that you found this session to be informative and beneficial

View Entire Recorded Webinar Series

- As noted earlier, ALL questions posed online during this session will be answered and a consolidated response will be posted on the Recovery Webinar page: http://www.grants.gov/applicants/recovery_webinar.jsp
- The entire “Recovery Act Money and You” webinar series is also available here for you to view