Everything You Wanted to Know About Grants.gov
Through the Eyes of the Applicant
Register, Find, and Apply
Getting Registered
Register with Dun & Bradstreet at http://www.dnb.com
Requires TIN from IRS and organization information
You will be issued a DUNS number
Takes 3 – 5 business days

Upon receipt use the DUNS to register with the System for Award Management (SAM) at www.SAM.gov

Establish the following:
- **EBIZ POC**: Individual oversees all activities for organization within Grants.gov and grants permissions to Authorized Organization Representatives
- **MPIN**: Marketing Partner Identification Number
Takes 3 – 5 business days
• Organization data, EBIZ POC information, and MPIN are electronically transferred from SAM to Grants.gov.

• The organization is set up in Grants.gov and individuals within the organization are now able to register with Grants.gov

• NOTE: EBIZ POC must renew SAM registration annually
Each organization has one EBIZ POC
EBIZ POCs are assigned in SAM.

- The EBIZ POC approves Authorized Organization Representatives.
- AORs are allowed to submit grant applications on behalf of their organization.

One organization can have MANY AORs
Get Registered -
Registering with Grants.gov to be an AOR

**Get Registered with Grants.gov...**
In order to apply for a grant, you and/or your organization must complete the Grants.gov registration process. The registration process for an organization or an individual can take between three to five business days or as long as four weeks if all steps are not completed in a timely manner. So please register early!

**PLEASE CHOOSE TYPE OF REGISTRATION:**

- **ORGANIZATION APPLICANT:**
  Register as an organization applicant who has obtained a DUNS Number and completed SAM registration, and wishes to apply for grant opportunities on behalf of an organization.
  Learn More About Organization Applicants

- **INDIVIDUAL APPLICANT:**
  Register as an individual applicant in order for you to apply for grant opportunities open to individuals that are published on the Grants.gov website.
  Learn More About Individual Applicants

- **GRANTOR:**
  This registration process is for federal agencies to register with Grants.gov to post and manage funding opportunities. Registration is a one-time process and is required for any grantor agency representative who wishes to post opportunity synopses, application packages or use the grantor system on Grants.gov.
  Learn More About Grantors
Get Registered - Enter your Registration Information

**REGISTER WITH GRANTS.GOV**

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

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

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

- **Enter Your DUNS**

**Tips for registering:**

- Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number and to determine if your organization is registered with the SAM. If your organization does not know its DUNS Number, call Dun & Bradstreet at 1-866-705-0711 and follow the automated prompts to obtain this information. If your organization is not registered with SAM, apply by phone (1-866-606-8220) or register online at http://www.sam.gov.
- Once you have a DUNS number and are registered with SAM, you must create a Grants.gov account to begin the process of applying for federal grants.
- Grants.gov currently supports associating only one DUNS number per credential. A future enhancement is planned to provide the ability to assign multiple DUNS numbers to a credential.
- Registering with Grants.gov is a simple process. Guidance on this process is included in the tutorial, user guide and Help section of this site. Please click on the Applicant tab for further assistance.
Get Registered -
Enter your Registration Information

APPLICANT REGISTRATION

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

* First Name: Applicant
* Last Name: Grants
* Phone: 000-000-0000
* Email: applicant3@grante.gov
* Secret Question: Where do I apply for Federal Grants?
* Secret Answer: Grants.gov
* UserName: Applicant3
* Password: ***********
* Confirm Password: ***********

DUNS will be pre-filled

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

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, 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.

Continue
An EBIZ POC account is automatically created when the first applicant for an organization registers under that DUNS.

A temporary password is emailed to EBIZ POC email address that was received from SAM.
Get Registered — Completing Your Registration

• **AOR Authorization by your EBIZ POC**
  - The EBIZ POC at your organization will receive an email notifying him/her of your registration.
  - The EBIZ POC must login to Grants.gov to confirm you as an AOR.
  - You will be unable to submit a grant application unless you are confirmed as an AOR by your EBIZ POC.
  - An AOR can assign roles if they have access to the organizational MPIN.

• **Track AOR Status**
  - At any time, you can track your AOR status by logging in with your username and password.
  - You will receive a confirmation email notifying you that you’ve been authorized as an AOR for your organization.
How To Navigate Grants.gov
Applicant Resources include:

- FAQs
- User Guides
- Checklists
- General Support
- Technical Support & Self-Help
- Grants Community
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.

Grants.gov RSS Feed
Stay informed about new and updated grant opportunities. Once you see all of the benefits of receiving the Grants.gov RSS feed, you may want to discontinue your email notification subscription. Subscription Services - Unsubscribe

All Grants Notices
Receive daily notification of all new grant opportunities.

Notifications Based on Advanced Criteria
Select notifications based on specific criteria such as funding instrument type, eligibility or sub-agency.

Notifications Based on Funding Opportunity Number
Select this option to receive notifications based on Funding Opportunity Number (FON). A FON is a number that a federal agency assigns to its grant announcement.

Subscription Services - Unsubscribe
If you receive an error message when you attempt to unsubscribe please send an email to support@grants.gov. To remove one or more subscriptions please include the email(s) in the message. In the subject line please verify it says "Unsubscribe".
How to Search for Funding Opportunities
Find grants by clicking links in the home page tabs:

- **Newest Opportunities** (based on open date)
- **Browse Categories** (e.g., health, environment, housing, etc.)
- **Browse Agencies** (e.g. HHS, EPA, Education, DHS, etc.)
- **Browse Eligibility** (type of organization; e.g., state or local governments, non-profits, tribal, universities, etc.)
Search for grants by entering a keyword in the Header Search and Clicking the **Go** button

- **OR** by entering:
  - Keyword
  - Funding Opportunity Number, or
  - CFDA Number

- **OR** by entering:
  - Filtering search results on left side of the page

and Clicking the **Search** button
Find – Search Grants

- Refine your Search results for grants by selecting or deselecting criteria options including, but not limited to:
  - Funding Agency
  - Eligibility
  - Category
  - Date ranges
- As options are selected, they are displayed in the blue filter box above the search results. Users have an alternative method of removing criteria by clicking the “X” in the filter box.
• Search results and criteria options are reset when the user clicks Search or Go buttons
• Search results are immediately refreshed when criteria options are selected or when previously selected options are deselected.
• Uses have the ability to export refined Search Results
What’s in a Funding Opportunity?
The Synopsis contains high level information about the funding opportunity such as:
- Funding Opportunity Number
- Open/Close date
- Program Funding Amount
- Number of Awards
- Program Contact Information

Synopsis Details can be printed by Clicking the Print Synopsis Details link.
The Version History displays a table with synopsis modifications. To display an earlier version, the user clicks on the desired Version Name. The fields modified are highlighted in gray.
You can retrieve the full RFA, Funding Opportunity Announcement, and any supplementary documentation.
The Application Package and Instructions

- Click on the Application Tab in order to download the Application Package and the Application Instructions.
- Read the instructions to insure that you have the correct Adobe Reader.
- Click on download link in order to access the Application Package and the Application Instructions.
• Enter your email address and click submit here if you wish to be notified of any changes to the application package (highly recommended).

• If you do not wish to provide your email address click the box at the bottom of this page to the right of the submit button.
Click on “Download Application Instructions” and then ‘Save, “Save As”, or ‘Save and open’ to your access Application Instructions
Repeat the same action with “Download Application Package”
Navigating The Application Package
The grant application is a PDF file composed of forms

- Requires Adobe Reader which is a free download from Adobe.com
- Can be saved to your computer

The cover page has many components

- Information on the funding opportunity
- Closing date
- Agency contact information
- Forms to be filled out
1. Click on a mandatory form to begin working

2. If there is an error on the form a message will be displayed

3. Select an optional form, open it, and begin working
• Fields in yellow are mandatory and must be filled in.

• If a mandatory field is not filled in, then you will be unable to submit the application.
Submitting Your Application Package
Save, Check, and Submit Your Application

• Buttons at the top of the cover page of the application allow you to:
  – Save
  – Check Package for Errors
  – Print your application

• Check Package For Errors
  – By clicking the button, if errors are found, a list of errors will be displayed on the form.
  – If no errors are found, the **Save & Submit** button will become activated.

• Make sure you are connected to the Internet when ready to submit.
Upon clicking **Save & Submit**, you will be prompted to enter your Grants.gov user name and password.

If you are not authorized as an AOR for your organization, you will receive an error message and will be unable to submit your application.
You’ll be prompted again to “Sign and Submit”.  
This serves as the electronic signature for your application.
A confirmation screen will have your Grants.gov Tracking Number
- Use this number to track your application

The date/time stamp serves as the official time of submission

You will also receive emails indicating the status of your application
Confirmation Emails

1. Receipt Email
   - Your application has been received by Grants.gov
   - Grants.gov E-mail Verifying Receipt *(with Track My Application URL)*

2. Validation or Rejection Email
   - Grants.gov E-mail Verifying Successful Submission
   - **OR** Rejection Due to Errors with a description of issue

3. Transmission to Agency
   - The Agency has picked up your application from Grants.gov
   - Agency Tracking Number Assigned
   - Agency Notes Added
Track My Application

- Track your application status by entering the Grant Tracking Number

- Status information:
  - Received
  - Validated or Rejected
  - Retrieved by Agency
  - Agency Tracking Number Assigned
Tips for Applicants

Grant Proposal Tips

• **Register and Submit Early**
• Thoroughly read and follow all of the instructions provided by the agency
• Include Sufficient Program and Budget Details
• Strongly recommend filling out optional forms in the application package

Grants.gov Application Tips

• Limit Application File Size/File Name Characters (50 or less)
• All applicants MUST follow the guidance on file naming conventions
• Use Correct DUNS Number in the SF-424 Cover Page
• Make sure you have Grants.gov compatible software (Adobe Reader)
Contact Center

- Support available 24/7
- Email: support@grants.gov
- Toll-Free Phone Number: 1-800-518-4726
- International Callers 1-606-545-503
Thank You