## Document Control

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<tr>
<th>Release</th>
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• Language indicating annual renewal of CCR registration is inserted into document. |
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Introduction

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

This user guide has been developed to help applicants navigate the Grants.gov environment more easily. In it, you’ll find detailed instructions for every step of the process – whether you are an individual or organization applicant.

From getting started and registration to viewing and tracking completed applications, this user guide offers clarification throughout the entire process.
Section I
This is an overview of the steps you will take during the registration process. You will register either as an organization or as an individual.

Register Your Organization:
Submitting a grant on behalf of a company, state, local or tribal government, academia or research institution, not-for-profit or any other institution.

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Register as an Individual:
Submitting a grant on your behalf

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STEP 1 Obtain Data Universal Number (DUNS)
Register Your Organization

Review this section if you are submitting a grant on behalf of a company, state, local or tribal government, academia or research institution, not-for-profit, or any other institution.

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

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

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

1. To register, select the Register link on the right hand side of the Global Banner.
2. On the Register screen, you will be presented with three options. Select the Organization Applicant and click the Next button.

3. If you know your DUNS number, follow the screen instructions to enter your DUNS and create an applicant username and password to complete the registration process.
If you have not obtained a DUNS Number and SAM Registration, the following section details the entire Organization Registration process. To begin the registration process, from the Applicant menu, select the Organization Registration link.

**Registering as an Organization**

This is where the process of registering your organization for access to Grants.gov begins. Your organization must be registered to apply for grants.

**Brief Overview of Registration Process**

- **NOTE:** Registration takes, approximately, 3-5 business days; but, allow 4 weeks to complete all steps.

- Foreign Registrants: Anyone residing and doing business outside of the United States is still required to complete the five steps of the Grants.gov registration process, in addition to fulfilling supplementary requirements for doing business with the United States government.

**STEP 1: Obtain DUNS Number**

Same day. If requested by phone (1-866-765-7711), DUNS is provided immediately. If your organization does not have one, you will need to go to the Dun & Bradstreet website at [http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform) to obtain the number. *Information for Foreign Registrants. *Webform requests take 1-2 business days.

**STEP 2: Register with SAM**

Three to five business days or up to two weeks. If you already have a TIN, your SAM registration will take 3-5 business days to process. If you are applying for an EIN please allow up to 2 weeks. Ensure that your organization is registered with the System for Award Management (SAM) at System for Award Management (SAM). If your organization is not, an authorized official of your organization must register.

**STEP 3: Username & Password**

Same day. Complete your AOR (Authorized Organization Representative) profile on Grants.gov and create your username and password. You will need to use your organization’s DUNS Number to complete this step. Create a Username and Password.

**STEP 4: AOR Authorization**

Same day. The E-Business Point of Contact (E-Biz POC) at your organization must login to Grants.gov to confirm you as an Authorized Organization Representative (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 response time 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).

- **Attention Faculty or Staff of Educational Institutions**
  
  To submit your application via Grants.gov, you should first check with your Office of Sponsored Programs to verify that your organization is registered with Grants.gov. It is the Authorized Organizational Representative (AOR) of your organization who must register the educational institution or applicant organization. Most applications by faculty, staff, or other principal investigators are actually submitted on behalf of the institution at which they are employed; awards are made to the institution. All registration steps for the institution are completed by the AOR; likewise, the AOR is the person who must actually submit the application to Grants.gov.

- **Questions about Grants.gov should be directed first to your Office of Sponsored Programs, which will assist you in submitting your application. Please provide that office with sufficient notice of your intent to apply using Grants.gov.**

The only time it is appropriate to register as an individual with Grants.gov is when you are submitting an application that specifies it is open only to individuals, such as for an individual fellowship or traineeship.

- **Your organization may refer to the office as Research, Sponsored Research, Grants, Development, or a similar title.**
Step 1: Obtain a DUNS Number

To register with the System for Award Management (SAM), your organization is required to obtain a Data Universal Number System (DUNS) Number. A DUNS Number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). Your DUNS Number should be available the next business day.

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

- Name of your organization
- Organization address
- Phone number of the organization
- Name of the CEO/organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary line of business
- Total number of employees (full and part time)
Note: As a result of obtaining a DUNS Number, you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, then request not to be listed when you contact D&B.

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

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

2. Register for a DUNS Number:
   If your organization does not have a DUNS Number, ask the chief financial officer, grant administrator, or authorizing official of your organization to register for a DUNS Number. It can be done online via web registration at http://fedgov.dnb.com/webform. The process can take up to one business day to complete. If your organization is located outside of the United States, you can also request and register for a DUNS Number online via web registration.
Step 2: Register with SAM

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

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

To register with SAM:

2. Follow the online instructions for new SAM users.
3. Follow the on-screen instructions to complete registration with SAM.

The online registration will take about 30 minutes to complete, depending upon the size and complexity of your organization. Once your SAM registration becomes active, you will be able to return to Grants.gov and complete registration. It will take up to three to five business days or up to two weeks before your SAM Registration becomes active. The SAM registration must be renewed annually.
If you are updating or renewing your registration information it will take approximately 24 hours to become active.

Register Your Organization: SAM Registration Worksheet

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

**Cage Code**
For U.S. applicants do not enter a Cage Code. One will be assigned.
For foreign applicants, follow the instructions in SAM.

**Legal Business Name**
Enter the name of the business or entity as it appears on legal documents.

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

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

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

**Owner Information**
Fill in if a sole proprietorship.

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

**Party Performing Certification**
Enter information only if the organization has a certification from SBA. Most grant recipients and applicants do not fall into this category.
Goods and Services
   This is mandatory. It will require the grant applicant/recipient to look up a code and enter the ones that best fit the type of services the organization provides. It is not required to fill-in all the spaces provided for the codes.

NAICS Code
   This is mandatory. Follow the instructions.

SIC Code
   This is mandatory. Follow the instructions.

Financial Information
   The Tax Identification Number information will be validated at IRS.

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

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

Government Business Point of Contact
   This is not mandatory.

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

Past Performance Point of Contact
   This is not mandatory.

Marketing Partner ID (MPIN)
   This is mandatory - This is a self-defined access code that will be shared with authorized electronic partner applications. The MPIN will act as your password in other systems. The MPIN must be nine positions and contain at least one alpha character, one number and no spaces or special characters. The E-Business Point of Contact designated by your organization will need to know the MPIN to log in to Grants.gov.
Registration Notification

If your registration was submitted successfully, then you will receive an email welcoming you to SAM. It will take up to three to five business days or up to two weeks before your SAM Registration becomes active. If you are updating or renewing your registration information it will take approximately 24 to 48 hours to become active.
Step 3: Username & Password

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

Before you can create your Grants.gov Organization username and password, your SAM registration must be complete and active before you can obtain your username and password. Once you have completed the online SAM Registration, it will take up to three to five business days before your SAM Registration becomes active. If you are updating or renewing (which is required annually) your registration information it will take approximately 24 to 48 hours (1 to 2 business days) to become active.

To create a username and password:

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

2. You will be directed to the Step 3: Username & Password page. Click on the red Create a Username and Password button.
3. You will be directed to a page where you will be prompted to enter your organization’s DUNS or DUNS+4 Number. The click on the Register button.

![Register with Grants.gov](image)

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

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

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

For the Secret Question/Answer fields, enter a question only you would be able to answer and will be able to remember in the future. The password you choose must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); at least one (1) number (0-9); and at least one (1) special character (e.g. ! @ # $ % ^ & *).
5. When you have completed the form, click on the **Continue** button.
6. A confirmation screen will display. If you have changes you would like to make, choose the **Edit** button and the form will return to a screen where you can make changes. If you have no changes, select the **Submit** button.
7. A message will display that you are successfully registered. To continue to the Applicant Login screen, select the Continue button.

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

![Successful Registration Message](image)

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

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

The login screen will appear and you will need to log in with your username and password to continue.
Once logged in, the **Applicant Center** screen will display your AOR status in the left navigation. You will **NOT** be able to submit applications until the E-Business Point of Contact has completed the authorization of your Grants.gov profile.

Once you have been granted with AOR status, when you log in, the **Applicant Center** screen will display as below.
I Forgot My Password/Unlock My Account (Organization)

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

From the Login page that defaults to the Applicant tab, select the I Forgot My Password/Unlock My Account link.
You will be directed to the I Forgot My Password/Unlock My Account page. Enter your username and select the Submit button.

You will be directed to the I Forgot My Password/Unlock My Account page. Enter the answer to your secret question and then select the Submit button to reset your password.
Once your answer is validated you will be directed to enter a new password. Type a new password in the Enter New Password box, enter it again in Confirm Password, then click the Submit button.

Once you have reset your password, and the confirmation entry matches it, the system displays a message indicating the password change. It sends an email to the address you registered, notifying the password change.
Alternatively if you forget the answer to your secret question, you can select the link **Forgot Your Secret Answer?**

To obtain a system-generated password, click the **Email My Password** button. The password will be sent to the email address on file with Grants.gov.
I Forgot My Username (Organization)
In the event that you forget your username, you can obtain your username from the Applicant Login page. Go to the Applicant Login page and select the I Forgot My Username link.

Select the I am registered as an Organization AOR radio button. Then enter the email and DUNS Number you used when you registered with Grants.gov.
Once you have entered the email and DUNS Number you used when you registered with Grants.gov, select the **Submit** button: the system then displays a message, “An email has been sent with your username.”

If you are an Applicant registered on behalf of an Organization and do not know the email or DUNS Number associated with your Grants.gov registration, you should contact the E-Business Point of Contact (EBiz POC) for your organization. The EBiz POC will be able to log in to their account and give you your username. With your username you will be able to follow the instructions for **I Forgot My Password/Unlock My Account** and will have the ability to reset your password.
**Step 4: AOR Authorization**

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

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

Grants.gov has developed an E-Business Point of Contact (EBiz POC) Registration checklist to help authorize your organization’s AOR (Authorized Organization Representative). The Registration Checklist is a PDF document, which you may review on-screen or print and retain for future reference.

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**To Reassign Roles:**
1. To login as an EBiz POC, from the Global Banner, select the Login link. You will be directed to the Login page. Select the EBiz POC tab and enter your DUNS number and password.

If you are an AOR with the EBiz role, you can also log in using the Applicant tab. Enter your username and password.

2. From the Applicant Center page, select the Manage Applicant link. If you logged in as an AOR, you will be prompted to enter an MPIN password.

3. From the Manage Applicant screen, you can search for the applicant by entering their UserID, Last Name, or First Name in the Search By box.

4. Click on the specific row of the Applicant for whom you want to assign the Authorized Applicant role. The row will become highlighted.
5. Select the Reassign Roles button. This will take you to the Reassign User Roles screen.

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

7. To save your changes, select the Continue button: the applicant is now authorized to submit applications on Grants.gov (or, to cancel your changes, click Cancel Reassign).
The EBiz POC can also deactivate an applicant and revoke EBiz POC roles from AORs as desired. When you revoke EBiz POC role, you are removing the permissions of an AOR to act as an EBiz POC.

**To Deactivate an AOR:**

1. From the *Manage Applicants* screen, search for the Applicant by entering their UserID, Last Name, or First Name in the Search By box.

2. When the system returns a list of Applicants, click the row of the Applicant to be deactivated: the system highlights the row.

3. Select the *Deactivate Applicant* button.

   ![Managing Applicants Screen]

   This will take you to the *Deactivate User Confirmation* screen.

4. Select the *Deactivate User* button to deactivate the user: the user will show a status of Inactive on the Management Applicant screen (or, if you decide not to deactivate the user, select the *Cancel* button).
To Revoke EBiz POC Role:

1. From the Manage Applicants screen, search for the Applicant by entering their UserID, Last Name, or First Name in the Search By box: the system returns a list of Applicant records meeting the criteria.

2. Click the row of the Applicant whose EBiz POC role you want to revoke: the system will highlight the selection.

3. Select the Revoke EBiz POC Role button.

   ![Manage Applicants Screen]

   The Remove EBiz User Role Confirmation screen is displayed.

   ![Remove EBiz User Role Confirmation Screen]

4. Select the Remove EBiz Role button to the revoke the user’s EBiz Role (or, if you decide not to remove the EBiz role, select the Cancel button).
EBiz POC Login

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

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

EBiz POC Change My Password

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

Your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); at least one (1) number (0-9); and at least one (1) special character (e.g. ! @ $ % ^ & *).
EBiz POC I Forgot My Password/Unlock My Account

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

If there is a missing email address for the EBiz POC, an error message will be displayed.
**EBiz POC View Profile**

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

You will be presented with the information on file with SAM. To update the information shown within the E-Business Point of Contact (EBiz POC)/applicant profile, the EBiz POC must visit the SAM website.

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

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

When an application is submitted, the SAM Registration status of the applicant organization will be validated against the information that is in SAM. If there is a discrepancy between the data in Grants.gov and the data in SAM, SAM will be considered correct and the data stored by Grants.gov will be updated.
Step 5: Track AOR Status

Applicants can obtain information on how to track their AOR status. From the Applicant menu, click the Organization Registration link, then click the STEP 5: Track AOR Status link.

Then, to check your AOR status, click the red Check Your AOR Status button.
Also, you can check your AOR status by logging in with your Applicant username and password. From the Global Banner, select the Login link.
The Login page is displayed and defaults to the Applicant tab. Enter your Username and Password, then select the Login button to enter into the Applicant Center.

To ensure your applicant information is correct, select the Manage Profile link in the Global Banner. From the Manage My Profile page, you can view and update your profile. To make any updates, you must enter your password.
Once approved, you will be able to submit applications, check your application status, change your password, and manage your profile. And, if you know the MPIN for your organization, you can utilize the EBiz POC tools. In the EBiz POC Tools section, you can manage applicants, view the EBiz profile and check the application status for your entire organization.
Register as an Individual

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

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

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

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

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

**Step 1: Enter Funding Opportunity Number (FON)**

Select Register on the right hand side of the Global Banner. This will take you to the Register screen. On the Registered screen, select the Individual Applicant radio button and click the Next button.
This will take you to the **Register with Grants.gov** screen where you will need to enter the **Funding Opportunity Number (FON)** of an Individual opportunity; then, select **Register**.
Step 2: Complete Registration Form

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

You will see a message at the top of the screen that will read “You are successfully registered.” To continue to the Applicant login page, select the Continue button on the bottom of the page. If you don’t receive the successful message, another message will appear stating what issue needs to be addressed: correct the error or contact the Contact Center for further assistance.
When you have successfully registered, the system will send you an email letting you know you are authorized to apply for grant opportunities as an Individual.

From: DoNotReply@grants.gov [DoNotReply@grants.gov]
Sent: Thursday, December 06, 2012 4:15 PM
To: Jane Doe
Subject: Grants.gov Authorization

You are now authorized to submit grant applications through Grants.gov. Click http://at07web.grants.gov/Apply for instructions on how to apply for grants.

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

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.
I Forgot My Password/Unlock My Account (Individual)

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

Go to the Applicant Login page and select the link for I Forgot My Password/Unlock My Account.

Next, enter your username and select the Submit button.
You will be directed to the reset your password. Enter the answer to your secret question and then select the **Submit** button to reset your password.

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

Enter a password, enter it again into the Confirm Password field, then select the **Submit** button.
Once you have reset your password, a message will appear saying “Password has been changed,” which will inform you that your password was reset successfully. You will also receive a notification email.

Alternatively, if you forget the answer to your secret question, you can select the **Forgot Your Secret Answer?** link.
To obtain a system generated password, select the **Email My Password** button. The password will be sent to the email address on file with Grants.gov.

**I Forgot My Username (Individual)**

In the event that you forget your username, you can obtain your username from the **Applicant Login** page. Go to the **Applicant Login** page and select the link **I Forgot My Username**.
Please select **I am registered as an Individual.** Once you select what type of applicant you are then enter the email you used when you registered with Grants.gov.

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

**NOTE:** If you are an Applicant registered as an Individual and do not know the email address you used to register with Grants.gov, re-register as an Individual with your Funding Opportunity Number (FON).
Section II
In this section, you can find step-by-step instructions to find grant opportunities, download templates, apply for grants, track application status, and sign up for email subscriptions to receive email alerts about new and modified grant opportunities.
Global Banner and Footer

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

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

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

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

The footer also provides the Grants.gov phone number and IT Support email.
Global Banner Search

From any Grants.gov screen, users can perform a keyword search for funding opportunities or website content. To perform a keyword search for Grant Funding Opportunities, from the Global Search, select Grant Opportunities, enter a keyword, and click on the Go button. You will be directed to the Search Grants screen. The search results based on the keyword will display.
To perform a keyword search for Site Content:

From the Global Banner Search, select Site Content, enter a keyword, and click the Go button.

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

Users can filter the results by selecting an option from the left menu bar. The following illustration shows filtering options for site search results based on the keyword “FAQs” (Frequently Asked Questions).

If another key word is entered into the search, the previous results will not be shown.
For a list of operators you can use to assist in your search, click on the **Search Tips** link. You will be directed to the **Search Tips** page.
High Function Home Page

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

Under the Find Open Grant Opportunities section, the Newest Opportunities tab opens by default. If you’re working on another tab on the home page, you can click Newest Opportunities to return.

The top 25 newest opportunities results will be displayed. If you’d like to view all the newest opportunities created, click on the View More link.
To conduct a search for opportunities by categories, go the **Browse Categories** tab under the **Find Open Grant Opportunities** section. A grid with all categories with funding opportunities will appear.
To conduct a search for opportunities by agencies, select the **Browse Agencies** tab under the **Find Open Grant Opportunities** section: the page will display a grid showing all federal agencies offering grant opportunities.
To conduct a search for opportunities by entities eligible to receive opportunities, select the **Browse Eligibilities** tab under the **Find Open Grant Opportunities** section. The system will display a grid showing all entities eligible to apply for opportunities. A count of all opportunities for which the entity is eligible, given in parentheses, accompanies each entity.
Find Grant Opportunities
Grants.gov has been designed to help you search for grant opportunities throughout the federal government. You have two options: Search Grant Opportunities online and in real time, or receive email alerts detailing new grant postings.

There are two ways to find grant opportunities on Grants.gov. One way to search for grants is to search for a specific Grant Opportunities number from the top right side of Global Banner and select the Go button. The other way is to select Search Grants from the Global Banner.
Once on the **Search Grants** page, you can refine your search results by selecting any of the following facets: Basic Search Criteria, Opportunity Status, Funding Instrument Type, Eligibility, Category, and Agency.

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

The **Search Tips** and **Export Results** links are located towards the top right of each Search Grants page. The **Search Tips** link will direct you to the **Keyword Search Tips** page, and the **Export Results** link will export the current Search Grants results in a CSV format.
The **Search Tips** page provides suggestions and examples using words, phrases, and operators to further narrow down Keyword Search results.
View Grant Opportunity

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

On each of the tabs, you have the ability to print information related to the opportunity.
Once you click on the **Print Synopsis Details** link, a printer-friendly version of the **Synopsis Details** are displayed.

The print version for each tab (**Synopsis Details, Version History, Full Announcement, and Application Package**) is displayed in a similar manner.
Forms Menu
The Forms menu contains active Federal Forms for creating Grant Application packages. The Forms menu provides links to the Form families, Retired Forms, and the Forms Process.
Test, Training, and Production environments require users to open and save PDF forms using Adobe Acrobat Reader. Forms cannot be accessed via the internet browser.

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

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

An Enhanced Forms Repository is located in the Test and Training (AT07) environments which displays Planned and In Progress forms.

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

The Retired Forms page displays retired forms in Grants.gov. This page displays Date, Ownership, Name (of the form), Schema Name and Retired Versions of each form.
Download Application Packages
You can download and complete an application at any time, but to submit the application you must be registered with Grants.gov. Before applying for a grant, the steps below must be completed. You will not be able to submit applications if all the steps listed below are not complete.

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

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

- Microsoft Internet Explorer (IE) Help

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

- Mozilla Firefox Help

- Apple Safari Help
  http://support.apple.com/kb/PH4973
Follow the steps below to download application packages.

After all necessary steps are completed, in the Applicants section, hover over the menu in the top navigation from the home page, and select the Apply for Grants link. This will take you to the Apply for Grants screen.
From the Apply for Grants page select **Download a Grant Application Package** link. This will take you to the **Download Application Package** screen.

Enter the Funding Opportunity Number (FON) of the opportunity for which you want to apply in the **Funding Opportunity Number** field.

OR

Enter the Catalog of Federal Domestic Assistance (CFDA) Number of the agency which is offering the opportunity for which you want to apply in the **CFDA Number** field. To narrow your results, with the CFDA, you can enter the Funding Opportunity Competition ID in the **Funding Opportunity Competition ID** field.

If you do not know the FON or CFDA Number for the grant for which you want to apply, you will need to search for the grant opportunity following the steps in the Search Opportunities section.
Alternate Download Method from Search Grants:
If you’ve selected a Grant Opportunity from Search Results, you can select the tab for Application Package, then click the Download link in the Instructions and Application column.
To Download a Single-Project Application Package

1. Select the Download Package button.

2. To download an application and its instructions, select the corresponding download link under the Instructions and Application column on the right.
3. When you click the download link, you’ll be taken to the screen detailing the information for the selected package. From this screen, you can confirm that you’re downloading the correct application for the specific grant.

If you would like to be notified of any changes to this application, enter your email address in the Email field, confirm your email address in the Confirm Email field, then select Submit.
4. When you enter your email, confirm, and submit, the system displays “Thank you for registering” message as shown below (provided the email and confirmation addresses match; if not, you’ll be prompted to try again).

5. If you do not want to enter your email address and do not want to be notified of modifications to the applicant or synopsis, select the checkbox for **No, I do not wish to provide my email address**; then, select **Submit**.

   In this case, the system displays the message “Since you did not subscribe” as shown in the following illustration.

Please note, if you choose not to enter your email address and the application package is deleted or modified, you may receive a rejection notice upon submitting the application.
6. To view the Download Application Instructions, click on the Download Application Instructions link.

7. To download the Single-Project application package, click the Download Application Package link. You will be directed to open or save the Application Package PDF to your computer.

8. There are several options for opening and saving an application package.
To open the application package, click **Open** and the application package will open in Adobe Acrobat Reader.
To save the application package, click **Save** and the file will be saved to the default download location on your computer.

To save the application package, click **Save as** and browse to the location where you would like to store the application package on your computer or network and enter the name of the application in the **File Name** field a specific location on your computer and click **Save**.
• To save the application package to your default download location and have it to automatically open in Adobe Acrobat Reader, click **Save and open** and the file will be saved and automatically open.
9. To view the **Application Package**, open the PDF file that you saved to your computer. An example is given in the following illustration.
To Download a Multi-Project Application Package

1. Select the Download Package button. This will show you the packages corresponding to the criteria you entered.

2. To download an application and instructions, select the corresponding download link under the Instructions and Application column on the right.

3. When you download an application package, you will be taken to the screen detailing the information for the selected package. From this screen, you can confirm that you’re downloading the correct application for the specific grant.
4. If you would like to be notified of any changes to this application, enter your email address in the Email field, confirm your email address in the Confirm Email field, then select Submit.

When you enter your email, confirm, and submit, the system displays “Thank you for registering” message as shown below (provided the email and confirmation addresses match; if not, you’ll be prompted to try again).
5. If you do not want to enter your email address and do not want to be notified of modifications to the applicant or synopsis, select the checkbox for **No, I do not wish to provide my email address**; then, select **Submit**.

In this case, the system displays the message “Since you did not subscribe” as shown in the following illustration.

Please note that if you choose not to enter your email address and the application package is deleted or modified, you may receive a rejection notice upon submitting the application.

6. Complete the application process with the following steps:

   a. To view the Download Application Instructions, select the **Download Application Instructions** link.

   b. To download the Multi-Project application package, select **Link to Agency Multi-Project System**: The system will open the Agency’s External Multi-System website – this website is external to Grants.gov and will open in a separate browser window.

   c. Follow the instructions provided on the Agency website.
Apply for Grants Overview

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

Step 1: Download a Grant Application Package and Instructions

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

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

Step 2: Complete the Downloaded Grant Application Package

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

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

Step 3: Submit a Completed Grant Application Package

Using the username and password you entered when you registered with a Grants.gov, you can submit your application package. To submit your application, you must already be registered in Grants.gov, your organization’s SAM registration must be current if you registered as an organization applicant, and you will need to have already completed the application package using Adobe Reader. To check for errors as you complete your application package, select the Check Package for Errors button. The Save & Submit button on the application package cover page will only become active after you have completed all required forms, attached all required documents, saved your application package, and your package is free from errors. Select the
Save & Submit button once this process is complete and you are ready to send the completed application to Grants.gov.

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

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

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

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

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

Once an application has been submitted, you are able to check its status. Please refer to the Track My Application section of this user guide for more details.
Completing an Application
Once you have downloaded the application and saved it to your computer, you do not need to be online to complete the application. Follow the steps below to complete an application package using Grants.gov.

1. Open the saved application.

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

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

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

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

1. Enter a name for the application in the Application Filing Name field.
2. Open and complete all of the documents listed under **Mandatory Documents**, as well as the relevant documents under **Optional Documents**.

- The documents listed under Mandatory Documents and Optional Documents may be predefined forms, such as SF-424, or documents that need to be attached, such as a program background statement. Mandatory Documents are required for this application. Optional Documents can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding Optional Documents.

- To open a form, click on the form name. It will jump to the first page of the form. For Optional forms, tick first the box on the left of the form name.

- To remove an optional form, unselect the box on the left of the form name.

- When you open a required form, the fields which must be completed are noted by an asterisk and highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.

- To exit a form within the application, select the **Close Form** button at the top of the form you are filling out. Then to save your work, select the **Save** button (on the cover page) to save your entire application.

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

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

Instructions for completing the form are given on the next page.
Follow the steps below to complete forms contained within an application package.

1. When you open a required form, all required fields are noted by an asterisk and sometimes highlighted in yellow with a red border.

2. Optional fields and completed fields are displayed in white.

3. You can select any field to enter the necessary information.

4. You can also use the Tab button on your keyboard to move from field to field.

5. If you enter invalid or incomplete information in a required field, you will receive an error message upon leaving the field.

6. To save your work, select the Save button (on the cover page) to save your entire application.
**Attachments**

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

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

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

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

   ![Attachment Form Example](image)

   4. A window opens allowing you to select the document on your computer (or network drive) you would like to upload.
5. Select the document to attach. Click on the Open button. You will return to the Attachments Form. The file name of the attachment will now appear in the form on the line of which you selected Add Attachment.

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

**Attaching a Document within the Application Package**
You may be required to submit attachments within forms. To attach documents to specific questions on a form, follow the procedure beginning on the next page.
1. When filling out a form requesting you to add attachments, select the **Add Attachment** button.

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

3. Once you have selected the document to attach, select the **Open** button. You will see the attached file name in the field.
ATTENTION: Please only use special characters listed by the Grantor in the application package set of instructions for creating attachment file names. Attachments that do not follow this rule may cause the entire application to be rejected or cause issues during processing. Also do not attach multiple documents with the same file name.

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

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

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

Deleting an Attachment within a Form
To delete an attachment within the form:

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

A “Remove Attachment” confirmation dialog box will appear.

2. Select the Yes button to delete the attachment.
Viewing an Attachment within a Form

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

A Forms Attachment dialog box will appear (shown on next page).
2. Select the **Open this file** radio button and click the **OK** button.

![Image of Open File dialog box]

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

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

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

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

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

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

Once you have completed all required documents and attached any required or optional documentation, select **Save** to save your package. If errors are found, select the **Check Package for Errors** button which will identify each error. Then correct each error. You may select the **Check Package for Errors** button at any time while completing the application to ensure that you have completed all required data fields.
The **Save & Submit** button will become active after all errors have been resolved and the package has been saved. Select the **Save & Submit** button and save the application again. You are required to save the application at this point to begin the application submission process.
Once you have saved the application using the **Save & Submit** button, a dialog box will appear and you will need to enter your Grants.gov username and password. Follow all on-screen instructions for submission.
Once you complete and submit your application, you will see a confirmation screen explaining that your submission is being processed and a link will be provided to track your application.

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

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**Confirmation**

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

Please do not hit the back button on your browser.

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

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

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

**IMPORTANT NOTICE:** If you do not receive a receipt confirmation and either a validation confirmation or a rejection email message within 48 hours, please contact us. The Grants.gov Contact Center can be reached by email at support@grants.gov, or by telephone at 1-800-518-4726. Always include your Grants.gov tracking number in all correspondence. The tracking numbers issued by Grants.gov look like GRANTXXXXXXXXX.
If you have questions please contact the Grants.gov Contact Center: support@grants.gov
1-800-518-4726 24 hours a day, 7 days a week. Closed on federal holidays.

The following application tracking information was generated by the system:

<table>
<thead>
<tr>
<th>Grants.gov Tracking Number:</th>
<th>GRANT00561511</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant DUNS:</td>
<td>00-000-0000</td>
</tr>
<tr>
<td>Submitter's Name:</td>
<td>jane doe</td>
</tr>
<tr>
<td>CFDA Number:</td>
<td>00.000</td>
</tr>
<tr>
<td>CFDA Description:</td>
<td>Grants.gov Applicant S25 Testing</td>
</tr>
<tr>
<td>Funding Opportunity Number:</td>
<td>CAL-A-TEST-1</td>
</tr>
<tr>
<td>Funding Opportunity Description:</td>
<td>CAL-A-TEST-1</td>
</tr>
<tr>
<td>Agency Name:</td>
<td>KV</td>
</tr>
</tbody>
</table>

Application Name of this Submission: AP Name CAL-A-TEST-RR2
Date/Time of Receipt: 2012.12.10 1:48 PM, EST

TRACK MY APPLICATION – To check the status of this application, please click the link below:

It is suggested you Save and/or Print this response for your records.
Grants.gov will send email messages to advise you of the progress of your application through the system. Here is an example of the email confirmation you will receive from Grants.gov with the link to track your application status.

From: DoNotReply@grants.gov [DoNotReply@grants.gov]
Sent: Monday, December 10, 2012 1:54 PM
To: Jane Doe
Subject: GRANT00561512 Grants.gov Submission Receipt

Your application has been received by Grants.gov, and is currently being validated.
Your submission was received at 10-Dec-12 01:54:34 PM ET

Validation may take up to 2 business days. To check the status of your application please click here

Type: GRANT
Grants.gov Tracking Number: GRANT00561512
We will notify you via email when your application has been validated by Grants.gov and is being prepared for Grantor agency retrieval:
DUNS Number: 000000000000
AOR Name: Jane Doe
Application Name: AP Name CAL-A-TEST-RR2
Opportunity Number: CAL-A-TEST-1
Opportunity Name: CAL-A-TEST-1
https://eZapply.grants.gov/apply/login.faces?cleanSession=1&userType=applicant

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

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.
Here is an example of the email confirmation you will receive when your application has been validated and being prepared for agency retrieval.

From: DoNotReply@grants.gov [DoNotReply@grants.gov]
Sent: Monday, December 10, 2012 1:54 PM
To: Jane Doe
Subject: GRANT00561512 Grants.gov Submission Validation Receipt for Application

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

DUNS Number: 000000000000

AOR name: jane doe

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

Opportunity Number: CAL-A-TEST-1

Opportunity Name: CAL-A-TEST-1

https://at07apply.grants.gov/apply/login.faces?cleanSession=1&usertype=applicant

You will be notified via email when your application has been retrieved by Grantor agency.

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

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.
Here is an example of the email confirmation you will receive when your application is being reviewed by the Grantor Agency.

From: DoNotReply@grants.gov [DoNotReply@grants.gov]
Sent: Monday, December 10, 2012 2:46 PM
To: Jane Doe
Subject: GRANT00561512 Grants.gov Grantor Agency Retrieval Receipt for Application

Your application has been retrieved by the Grantor agency.

  Type: GRANT

  Grants.gov Tracking Number: GRANT00561512

  DUNS Number: 00000000000000

  AOR name: jane doe

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

  Opportunity Number: CAL-A-TEST-1

  Opportunity Name: CAL-A-TEST-1

  https://at07apply.grants.gov/apply/login.faces?cleanSession=1&userType=applicant

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

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

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

To track the progress of your application, in the Applicants tab, select Track My Application under Applicant Actions. This will take you to the Track My Application page.

Once on the Track My Application page, enter up to five Grants.gov tracking numbers, one per line and select the Submit Tracking Number(s) button. After you enter your Grants.gov tracking number(s) on the Track My Application page, the results page will appear with a listing of the valid tracking numbers entered.

The information listed includes:

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

Track and check the status of your grant application submissions.

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

<table>
<thead>
<tr>
<th>CFDA</th>
<th>Opportunity Number</th>
<th>Comp. ID</th>
<th>Grants.gov#</th>
<th>Date/Time Received</th>
<th>Status</th>
<th>Status Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10.001</td>
<td>07242013-TG-2</td>
<td>07242013-TG-2</td>
<td>GRANT10583094</td>
<td>24-Jul-13 03:29:04 PM</td>
<td>Validated</td>
<td>24-Jul-13 03:29:35 PM</td>
</tr>
</tbody>
</table>

Re-Submit

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.
Submission Name/Files
To view a list of the files and attachments submitted, log into the Grant Applicant Center and select the **Check My Application Status** link.
The Check My Application Status page displays. Search for any application(s) and the results will display.
Under the column header Submission Name/Files is a list of file names. Choose the application you wish to view the list of file(s) and attachment(s) submitted by selecting the link in the Submission Name/Files column.
After selecting the link, the applicant can review the list of forms and attachments submitted to Grants.gov.
Stay Connected

Email
Grants.gov is designed to allow users to register (subscribe) to receive email notifications of new grant postings that meet specific criteria.

To register to receive grant postings that meet the needs of you or your organization, select the Manage Subscriptions link in the upper right corner.

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

All Grant Notices
To receive email about all grants, on the Manage Subscriptions page select the All Grants Notices link. The Subscription Services page will appear and allow you to subscribe.

Advanced Criteria
To be notified about grants with Advanced Criteria, on the Manage Subscriptions page select Notices Based on Advanced Criteria link. The Subscription Services page will appear and allow you to subscribe.

Specific FON
To be notified about grants with a specific Funding Opportunity Number (FON), on the Manage Subscriptions page select Notices Based on Funding Opportunity Number link. The Subscription Services page will appear and allow you to subscribe.
Unsubscribe
To unsubscribe, on the Manage Subscriptions page select Subscription Services - Unsubscribe link. The Subscription Services page will appear and allow you to unsubscribe from receiving emails. You will need to confirm your removal from the subscription. An email will be sent to your registered email address. Select the link enclosed in the email and the unsubscribe process will be completed.

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

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