Moderator: Welcome and thank you for joining us for today's "Spread the Word" web cast. The presentation will last approximately 45 minutes followed by a live Question and Answer session. If you have questions regarding any of the information being covered, you may submit them at any time during the presentation by entering them in the box located on the bottom of the web cast interface and click "Submit". The questions will be answered today during the Question and Answer session, which will take place at the conclusion of the presentation. If you would like a copy of today's presentation, it is available to download from the link at the bottom of your browser window.

Today's web cast will highlight ways for Grants.gov's Collaboration and Agency Partners to elicit support and promote the understanding of Grants.gov to the grant communities and will also highlight Grants.gov features, benefits and successes, its future direction, and ways you can share this information. Please be advised that at the conclusion of our web cast, the presentation will be available within 24 hours from Grants.gov's home page under the what's new section.

Today's speakers are the frontline leadership for the Grants.gov initiative: Ms. Rebecca Spitzgo, Program Manager and Mr. John Etcheverry, Deputy Program Manager. Now at this time, I would like to turn the program over to Ms. Rebecca Spitzgo.

Rebecca Spitzgo: Thank you Sovia. Before we begin I would like to take a moment to personally thank everyone who is participating in the first Grants.gov web cast. You have the opportunity to invite anyone else who might be interested in participating. To invite a friend, simply use the "Email a friend" button on the bottom of the web cast interface. The goals for today's web cast are: To assist agencies with preparing their applicant communities to use Grants.gov. For our Collaboration Partners, we will share ways to increase awareness and promote the understanding of Grants.gov within your grant communities. Overall provide a brief overview and increase the understanding of Grants.gov features and benefits. So let's get started.

For our Agenda today we will start with a brief overview of Grants.gov followed by a snapshot of the program "then and now" illustrating the progress that we've made since inception and why there is a Grants.gov. In the find, apply and succeed we will review the functionality of the site and how it benefits users across the grant community. We will wrap things up with three reasons to know about Grants.gov followed by what users can expect to see from us and how you can Help Spread the Word.

For those of you new to Grants.gov, it is one of the 24 Federal electronic government initiatives designed to improve access to government services through the Internet. It is also a cross-agency initiative spanning over 900 different grant programs from the 26 Federal grant-making agencies making Grants.gov the single government website for over $360 billion in Federal grants, which is approximately 25% of the Federal budget. Grants.gov grew out of a call from the Federal Grant community for a simpler way to find and apply for federal funds. It was also mandated by the President's Management Agenda and Public Law 106-107, both of which aimed to: allow applicants for Federal

grants to apply through a common website streamline and simplify grant application requirements and reduce applicant and grantee administrative burden and costs.

Originally, Grants.gov, managed by the United States Department of Health and Human Services, was a collaborative effort by the 11 partner agencies listed here. They provided financial support and executive oversight, which was crucial for agency implementation, as well as providing an avenue for partner agencies to track progress, status, and agency participation. Now, Grants.gov operates as a fee-for-service model for all 26 agencies contribute executive leadership and Federal funding to the Program. These agencies can easily be found on the Grants.gov website.

As shown here, Grants.gov serves as the storefront for Federal Grants, providing the "Front Office" or customer-facing functionalities of find and apply, while the agencies' systems support the "Back Office" or internal agency business processes. This customer-centric model can be extended throughout the grants life cycle.

Grants.gov's "Front Office" caters to a diverse grant community population, over 1 million potential applicants and grantees across state, local, tribal governments and educational and research organizations, as well as non-profit and for-profit organizations and public housing authorities. So as you can see, Grants.gov is the solution to level the playing field across a large and diverse grant community population and connect those people to the 26 Federal grant-making agencies.

Before Grants.gov, there was no single point to obtain information about Federal grants. This resulting in complex, burdensome, and costly processes over 50 places to search for Federal grant opportunities over a 100 application processes and forms and an 80% paper-based process. Now, with Grants.gov, the process of Finding and Applying for Federal grants is streamlined and simplified from many to many lines of communications to a one to one relationship, like that of a post office where Grants.gov serves as the trusted broker between Federal agencies and the grant community.

Using Grants.gov offers significant benefits to the Grant community by simplifying the grant application process and significantly reducing paperwork through a secure and reliable source to apply for Federal grants. Examples of potential cost savings by using Grants.gov include reduced costs associated with postage, copying and distributing applications and applying for different grants. Grants.gov also reduces the amount of time it takes to find the grant funding opportunities because all opportunities are located on one site. Users can also sign up to receive a daily email as new grant opportunities that are posted. There are also quality assurance measures in place, such as a built in error checking and the application completion confirmation to help facilitate the submission of accurate applications.

And next we are going to show you how all of this translates into helping the grant community to find, apply, and succeed at Grants.gov.

Moderator: "I love Grants.gov. It is grants submission for dummies." A testimonial by Jane Lopez, Director of Sponsored Research Administration at the Virginia Institute of Marine Science. Now at this time, I would like to turn it over to John Etcheverry to walk you through the next portion of the presentation.

John Etcheverry: Thank you Sovia. This will be a brief overview of Grants.gov functionality and will provide points for you to communicate with your potential applicants and grant community members. Finding a grant opportunity is easy on Grants.gov with all 26 federal grant-making agencies posting 100% of their grant opportunity notices on FIND. As you can see in this slide, users can easily research and find grant opportunities from the home page and every page throughout the site, using the navigation tabs across the top of the page.

If a user doesn't find the right opportunity in one visit, they can sign up to receive email notifications for future opportunities that match their desired specifications. They can also opt to have all new grant opportunity notices emailed to them, or they can specify by CFDA number, selected agencies or categories, or even have notifications sent based on their interest and eligibility groups. This functionality saves them time from having to search for the right opportunity daily or weekly when it can be emailed directly to them with links back to the details. As many as 880,000 grant opportunity email notices have been sent to users in a single week.

Grants.gov "Find" is tailored to support novice to seasoned grant applicants with multiple search options and levels. Flexible searches can be conducted on numerous data elements such as: funding opportunity number, competition identification number, funding activity category, funding instrument type. Also there are over 20 diverse grant categories ranging from Agriculture and Education to Housing, to Transportation and everything in between. And users no longer have to struggle to locate the basic information they need to determine their eligibility for a given opportunity.

For ease of use, each grant opportunity is presented in a consistent format with the key information that applicants seek. This is useful to applicants when determining their eligibility or the relevance of the opportunity to their needs. Grant opportunity notice updates and grant application packages can be directly accessed from these pages.

Moderator: The greatest obstacle for county officials searching for Federal grant opportunities is a lack of awareness of opportunities and a lack of staff with grant-writing skills. The need is obvious. The solution fits the need a testimonial by Larry Naake, Executive Director of the National Association of Counties.

John Etcheverry: Using Grants.gov Apply is easy. Once applicants are ready to apply, easy to access step-by-step instructions are available to assist them from downloading the application package to submitting a completed proposal. Just as there are many benefits to searching for opportunities on Grants.gov, there are so many reasons for users to apply for grants through Grants.gov. Let me tell you about a few. Getting started to apply on Grants.gov is a one-time registration process, allowing applicants instant access to all Federal grants. What this means is that once you are registered with one agency you can apply for any agency opportunity that's on Apply. Plus, everything you need to apply is

available in one place along with the instructions. The application forms have built-in error checks as well as automatic activation of the "submit" button when an application is complete and ready for submission.

Other features include the ability to link grant application packages directly from opportunity announcement. Applications can also be downloaded and completed offline, allowing the flexibility to work when and where the applicant wants, without having to be connected to the Internet. Plus, the application package can be shared and routed through the organization for review or completion as an email attachment. After the application package has been downloaded, it is ready to complete it offline. For assistance, Grants.gov offers an online, downloadable training demonstration of the process, guiding the applicants as they go. This slide shows what users will see when an application package has been downloaded.

As pointed out, each package has Helpful Links, as well as detailed instructions at the bottom of every page. Also included are the forms needed to complete in order to submit an application package. These packages are created by Federal agencies through standardized forms made available through Grants.gov's Forms Factory, which now has over 60 forms that agencies can share and reuse. Submitting an application electronically on Grants.gov is simple there are a number of checkpoints to assist applicants in completing and submitting an application package.

For instance, an application summary is provided as a confirmation that the completed application package has been submitted to the intended program. In addition, applicants will receive an application tracking number online and via email after submission. But before a user can apply, it is necessary to complete a one-time registration process that begins with registering their organization with the Central Contractor Registry. Next, the user must be authenticated through a Grants.gov Credential Provider and then be approved by their organization as an authorized organization representative. Now the user can log in to Grants.gov as a registered member. We encourage you to remind your grant community to start preparing to apply as early as possible, since the registration and authentication process can take 3-5 days.

Registration at first may seem complicated but the good news is that users only need to register once, and then they can apply with any agency throughout the Federal government. Why all this effort? Grants.gov takes security and privacy very seriously and we want to be sure that we provide a secure environment to protect every applicant and their organization.

Moderator: Thanks to Grants.gov, we've become aware of funding opportunities that might have been missed or we didn't know to think of, helping us expand rapidly to meet the growing need for services. The Town of Lexington, South Carolina cannot thank Grants.gov enough and emphasize how valuable it's been to us and its end users. A testimonial by Mary Louise Resch, former Grants Administrator for the Town of Lexington, South Carolina.

John Etcheverry: Here's the story of a real customer who benefited from using Grants.gov. Mary Louise Resch, former Grants Administrator for the Town of Lexington, South Carolina had a challenge. She spent numerous hours every day hunting for grant opportunities and she needed a new way of doing it. Thanks to Grants.gov, Mary Louise was able to reduce the time dedicated to searching for grants by an astounding 90%. Plus, Grants.gov helped her identify new opportunities in areas she never knew existed, resulting in: The ability to leverage local resources to expand a rapidly growing need for services. An influx of grant awards, which diminished the need for tax increases and ramping up new and innovative programs between budget cycles.

This is just one example of how a grant community member excelled and benefited from using Grants.gov. By continuing to spread the word, we hope that other grant communities, like your members, clients, and constituents, will have the same results. There so are many reasons to get to know more about Grants.gov. The top three to share with your grant communities are: participation and growth, usability and support, and the convenience of using Grants.gov.

Grants.gov continues to grow as you can see from the statistics listed here. Currently, over 2100 active grant opportunity notices are available daily and already, nearly 4000 groups and organizations have registered to use Grants.gov. Plus, we've already experienced over 50 million page views. So far, we've received more than 1600 electronic grant applications and the number continues to grow. As you can see, more and more users are coming to Grants.gov as the solution for finding and applying for Federal grants.

This graph shows the total number of application packages posted for electronic submission by federal agencies, with the numbers steadily rising. And with the agencies ramping up for 2005, there will be many more to come. Here are just a few examples of the types of grant opportunities that are currently available, listed out by agency. Note that the Funding Opportunity Number and CFDA number are listed as well as their closing dates. Grants.gov continues to enhance its capabilities and functionality, especially when it comes to helping our users.

We've created a number of tools to help your grant communities by way of customizable search capabilities, expanded user support tools, context and content sensitive help, step-by-step checklists and personalized customer support by phone or email. Grants.gov is a convenient free federal resource, available 24 hours a day, 7 days a week. And with submission complete in just a few clicks of a mouse, Grants.gov eliminates the need for applicants to learn multiple grant application systems and processes. There's more to come for Grants.gov.

So be on the lookout for more grant applications to share with your grant communities as new agencies continue to ramp up to post on Grants.gov. Plus, we're continuing, just as we know you will be doing soon, to reach out to the grant community to make that strong presence felt, focusing on increasing awareness and adoption. We're doing this through post card mailings and we're even testing advertising in print and trade journals. We're

also very active in participating at speaking events and conferences applicable to the grant community across the US. Our goal in partnering with the federal agencies is to receive over 15,000 grant application submissions this year. Now I'll turn the presentation back to Becky to discuss the many ways Grants.gov can help you share this wealth of information with your grant communities.

Rebecca Spitzgo: Thank you John. With so much to come with Grants.gov, we want to get the word out to as many organizations as possible. General awareness of Grants.gov is increasing due to marketing efforts and word-of-mouth buzz in the grants community, but we still have many more individuals and organizations to reach across the grant universe. Grants.gov can assist you in your outreach efforts by: providing tools to educate your grant community, offering resources to help you reach out to the grant community members, clients and constituents. Forming partnerships and alliances to encourage broader utilization of Grants.gov.

On Grants.gov, there are many tools available at your fingertips for you to share with your grant communities, instead of building your own, all of which are available to download, forward and reuse. Some example resources include Grants.gov success stories like that of the Town of Lexington, South Carolina as well as our quarterly succeed newsletter, which contains key program updates. Our essentials fact sheet also provides a comprehensive overview of the program and interesting facts and statistics. By clicking on the "Help Spread the Word" located on the resources page, you will be directed to our Grants.gov communications page where our available tools are listed, with brief descriptions, so that you can easily identify the appropriate method to reach out to your communities.

Grants.gov also offers a number of resources, in conjunction with our tools, to help spread the word. Members of the Grants.gov program management office can speak and participate in conferences, trade shows and special events that you host. To support these events, we distribute Grants.gov materials like those listed on the resource page of our website, and we can help coordinate and design a workshop specific to your needs.

We encourage you to become a Grants.gov community partner. By doing so, you are helping your grant's communities to prepare to apply early and you're promoting the benefits of electronic grants submission. How can you become a Grants.gov partner? You can leverage your existing communication vehicles to introduce and support Grants.gov by linking to our site from your organization's website, as well as provide content about Grants.gov on that site in any publication that you distribute. Also try reinforcing the Grants.gov message at your speaking engagements and sponsored events as well as distributing a joint organizational and Grants.gov partnership announcement press release. A couple examples of partnering agencies include the National Endowment for Humanities, which developed a customized Grants.gov website and the US Department of Housing and Urban Development grants brochure.

Other ways that you can leverage a Grants.gov partnership and support training within your grant community include, distributing registration checklist to assist with the

registration process or using our animated overview, a quick and fun way to learn about Grants.gov. We also encourage you to incorporate Grants.gov updates and news within your communication vehicles to keep the information fresh and your grant communities informed, and to provide us input through participating in our surveys.

We have covered a lot of information today about Grants.gov during the webcast, and at this time to wrap things up, there are a couple of things we would appreciate from you. At the end of this webcast, there will be a short survey that we ask you to complete. Your feedback is important to us in designing future webcast and improving services to better meet the needs of the Grants.gov customers.

We also encourage you to contact Grants.gov to discuss any upcoming events that you would like us to participate in or perhaps you would like to have some Grants.gov materials sent to you.

Grants.gov would love to hear form you on how Grants.gov improved the process for Finding and Applying for federal funding opportunities.

There's still a lot of work to do. As we continue to improve the Grants.gov services and website, we look forward to working with you to "Spread the Word" about Grants.gov

Moderator: Thank you Becky. We are now going to answer some questions from the audience. Again, if you would like to submit a question, please do so by entering your question in the Question box located on the bottom portion of the Webcast interface and click submit. After the Question and Answer session, we kindly ask that you complete a short survey.

Now, I would like to turn it back to Ms. Rebecca Spitzgo who will be moderating the Question and Answer session today.

Moderator: We now have our first question from the audience.
1) Moderator: We only award grants that have been mandated by Congress in our annual appropriation bill. My department's position is that we do not assign CFDA numbers to one-time mandatory grants. Can I still use Grants.gov?

Rebecca: Thank you for your question. If you don't have a CFDA number, can you still use Grants.gov? The answer is yes. We can work with you on that. A CFDA number is required, but we can work on getting another identifier in the system if you are not assigning numbers and you don't have the need to do that. We don't want to impose another process. And that question was from the Department of Transportation.

2) Moderator: Our second question is from Denise from Northwestern Connecticut Community College. What is a CFDA number?

Rebecca: CFDA stands for the Catalog of Federal Domestic Assistance. Every competitive Federal program is assigned a CFDA number – this goes across the whole

Federal government. The catalog is available out on the internet at www.CFDA.gov and you can look at all the programs. It is a static document that basically tells you the purpose and the name. It is updated once or twice during the year. So those numbers are what we key off of in the Find opportunity section of Grants.gov as well as the funding opportunity number.

3) Moderator: Our third question is from Waverly, at the Morehouse School of Medicine. Is NIH currently accepting applications using Grants.gov?

Rebecca: NIH had an opportunity on Grants.gov that was posted last summer which was the Pioneer Award program. They are planning to post that competition again in the next couple of months, as well as in June they are currently planning to launch their first program on Grants.gov and then from there, we will be ramping up to include others.

4) Moderator: Our next question is from David. Will NIH still require PHS398 to be used in addition to the online application process?

Rebecca: NIH is switching over to the Research and Related (R&R) dataset or the forms that were recently released on Grants.gov in November. The Department of Energy is currently using these. You can view them on the Grants.gov site – so that you can see what they look like. But [NIH is] switching from the 398. They also do have some NIH specific forms that will work hand-in-hand with the R&R data set that will be available within the next month.

5) Moderator: Our next question is from Rebecca at Kirkwood Community College. Does Grants.gov include a search for NIH opportunities and NIH application packages?

Rebecca: NIH opportunities are published on the Grants.gov Find site, and soon they will be publishing application packages as well. We expect that to start in June 2005.

6) Moderator: Our next question is from Rex at Cen-Clear Child Services, Inc. – Why is it necessary to have a 3-stage registration process?

Rebecca: The registration process is in three stages because it includes very different pieces. The first is the registration with the Contractor Central Registry System that is about the organization. Who the organization is and identifying a point of contact who can give access to specific individuals. So it serves as a repository of information about the organization. Next, the person who is going to submit for that organization needs to get a set of credentials. Credentials are different from what people typically use as a User ID and password because they do not include roles with them. So they are credentials that say who you are and we need to authenticate that. Then next step is you register with Grants.gov and there the e-business point of contact, which is the person who was identified in the Central Registry System, then gives access to whether a person can actually submit for an organization or not. So this allows the organization the ability to

choose who submits for them and not the Government deciding what kind of access you should get. It is a completely decentralized process and it resides with the organization.

7) Moderator: Our next question is from Sarah at INOVA Juniper Programs. Do the daily announcement emails provide all the new RFAs [Request For Applications] if you sign up without any limitations on what is sent?

Rebecca: Yes. If you sign up and want to get all announcements you will get every opportunity that is published on Grants.gov the previous day. So what you get in the morning is everything that was published yesterday.

8) Moderator: Our next question is from Renee at Pharmacon International Incorporated. Are all the grant opportunities available via Grants.gov found in FedBizOpps?

Rebecca: No. FedBizOps does not have any of the grant opportunities. You can access all Federal grant opportunities by visiting www.grants.gov and use the Find tab. Grants.gov, the Find piece, was modeled after FedBizOps, but the grant opportunities are not there. Those are contract opportunities as opposed to grant opportunities.

Moderator: Now at this time, our Question and Answer session has concluded. If you have any questions or comments, please contact us at support@grants.gov. We thank you for your time today.