

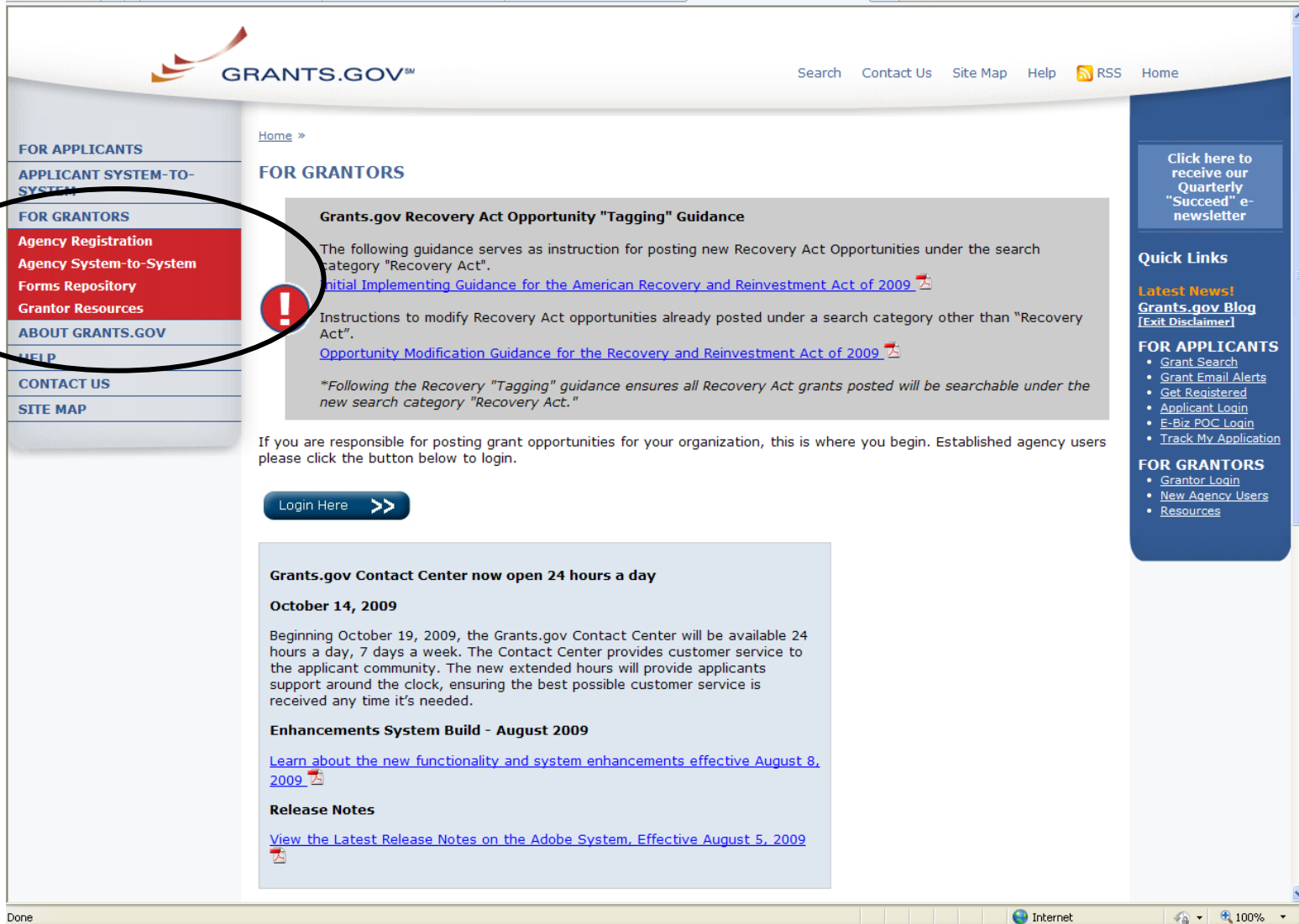
# Grantor Overview

[www.grants.gov](http://www.grants.gov)

# Agenda

- Grants.gov's Mission
- Grantor Resources
- What's New with Grants.gov
- Overview of Adobe Reader
- Overview of Grantor Process.

- Improve the effectiveness and performance of federal financial assistance programs.
- Simplify federal assistance application and reporting requirements.
- Improve the delivery of services to the public.
- Facilitate greater coordination among those responsible for delivering the services.



**FOR APPLICANTS**

- APPLICANT SYSTEM-TO-SYSTEM
- FOR GRANTORS
- Agency Registration**
- Agency System-to-System
- Forms Repository
- Grantor Resources**
- ABOUT GRANTS.GOV
- HELP
- CONTACT US
- SITE MAP


Home >

## FOR GRANTORS

### Grants.gov Recovery Act Opportunity "Tagging" Guidance

The following guidance serves as instruction for posting new Recovery Act Opportunities under the search category "Recovery Act".

[Initial Implementing Guidance for the American Recovery and Reinvestment Act of 2009](#)

 Instructions to modify Recovery Act opportunities already posted under a search category other than "Recovery Act".

[Opportunity Modification Guidance for the Recovery and Reinvestment Act of 2009](#)

*\*Following the Recovery "Tagging" guidance ensures all Recovery Act grants posted will be searchable under the new search category "Recovery Act."*

If you are responsible for posting grant opportunities for your organization, this is where you begin. Established agency users please click the button below to login.

[Login Here >>](#)

### Grants.gov Contact Center now open 24 hours a day

**October 14, 2009**

Beginning October 19, 2009, the Grants.gov Contact Center will be available 24 hours a day, 7 days a week. The Contact Center provides customer service to the applicant community. The new extended hours will provide applicants support around the clock, ensuring the best possible customer service is received any time it's needed.

### Enhancements System Build - August 2009

[Learn about the new functionality and system enhancements effective August 8, 2009](#)

### Release Notes

[View the Latest Release Notes on the Adobe System, Effective August 5, 2009](#)

Click here to receive our Quarterly "Succeed" e-newsletter

### Quick Links

**Latest News!**  
[Grants.gov Blog](#)  
[\[Exit Disclaimer\]](#)

### FOR APPLICANTS

- Grant Search
- Grant Email Alerts
- Get Registered
- Applicant Login
- E-Biz POC Login
- Track My Application

### FOR GRANTORS




- Grantor Login
- New Agency Users
- Resources













Done Internet 100%


- **Agency User Guide** <http://www.grants.gov/agencies/agencies.jsp>
- **Frequently Asked Questions**  
[http://www.grants.gov/agencies/agency\\_faqs.jsp](http://www.grants.gov/agencies/agency_faqs.jsp)
- **Grants.gov Agency Program Advisors**  
<http://www.grants.gov/assets/GrantsgovAgencyContactList.pdf>  
The contacts at Grants.gov specific to your agency to assist you.
- **Agency Points of Contact**  
<http://www.grants.gov/assets/AgencyPointsofContacts.pdf>  
A list of colleagues in your agency who act as your agency's liaison with Grants.gov.
- **Glossary** <http://www.grants.gov/help/glossary.jsp>  
A reference of definitions and terms used throughout the site.

- Adobe Reader
    - You must download a compatible version of Adobe Reader in order to generate or process applications.
    - Other versions of Adobe may lead to errors and other complications.
    - Adobe Reader is available for free – you can visit the Grants.gov's website to download the software.
    - Adobe FAQs are a valuable resource that can help you become familiar with the software.
- <http://www.grants.gov/assets/AdobePEFAQs.pdf>


# Example of Adobe Reader Application Package






Address  http://at07apply.grants.gov/apply/opportunities/packages/opp0423-KV-SC-1-cfda10.001-cid0423-KV-SC-INDV-1.pdf  Go  Links


        118%   Forms   

Document Rights and Instructions   Highlight fields

The forms that you have downloaded have usage rights.

Do not show this message again 

 **Grant Application Package**


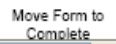
Opportunity Title:	0423-KV-SC-1
Offering Agency:	IV&V Agency
CFDA Number:	10.001
CFDA Description:	Agricultural Research Basic and Applied Research
Opportunity Number:	0423-KV-SC-1
Competition ID:	0423-KV-SC-INDV-1
Opportunity Open Date:	04/23/2007
Opportunity Close Date:	04/23/2008
Agency Contact:	GDIT Testing GDIT-Testing - DO NOT CHANGE! E-mail: kavitha.vemula@gdit.com Phone: 444444444

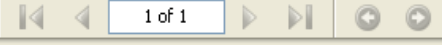
This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.



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

This opportunity is open only to individuals, applicants who are submitting grant applications on their behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

\* Application Filing Name:

Mandatory Documents  SE424\_Individual-WI 0  Mandatory Documents for Submission

1 of 1 

Done   Unknown Zone

# Example of Adobe SF-424 Form

Adobe Reader - [oppPA07-TEST1.pdf]

File Edit View Document Tools Window Help

Document Rights and Instructions  Highlight fields

The forms that you have downloaded have usage rights.

Do not show this message again Hide

Close Form Next Print Page About

OMB Number: 4040-0004  
Expiration Date: 01/31/2009

**Application for Federal Assistance SF-424** Version 02

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text" value="Completed by Grants.gov upon submission."/>	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	* 5b. Federal Award Identifier: <input type="text"/>	
<b>State Use Only:</b>		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: <input type="text" value="Test Agency"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="44-4444444"/>	* c. Organizational DUNS: <input type="text" value="00000000000000"/>	
d. Address:		

2 of 11



# Overview of the Grantor Process

- Agency Login
- Creating, Modifying & Deleting Opportunities
- Creating, Modifying, Deleting & Retrieving Applications
- Creating Agencies, Modifying Agencies/Sub-Agencies & Set Agency Levels.

# Agency Login

- The first step for any Grantor process is to log in at the Agency Login link

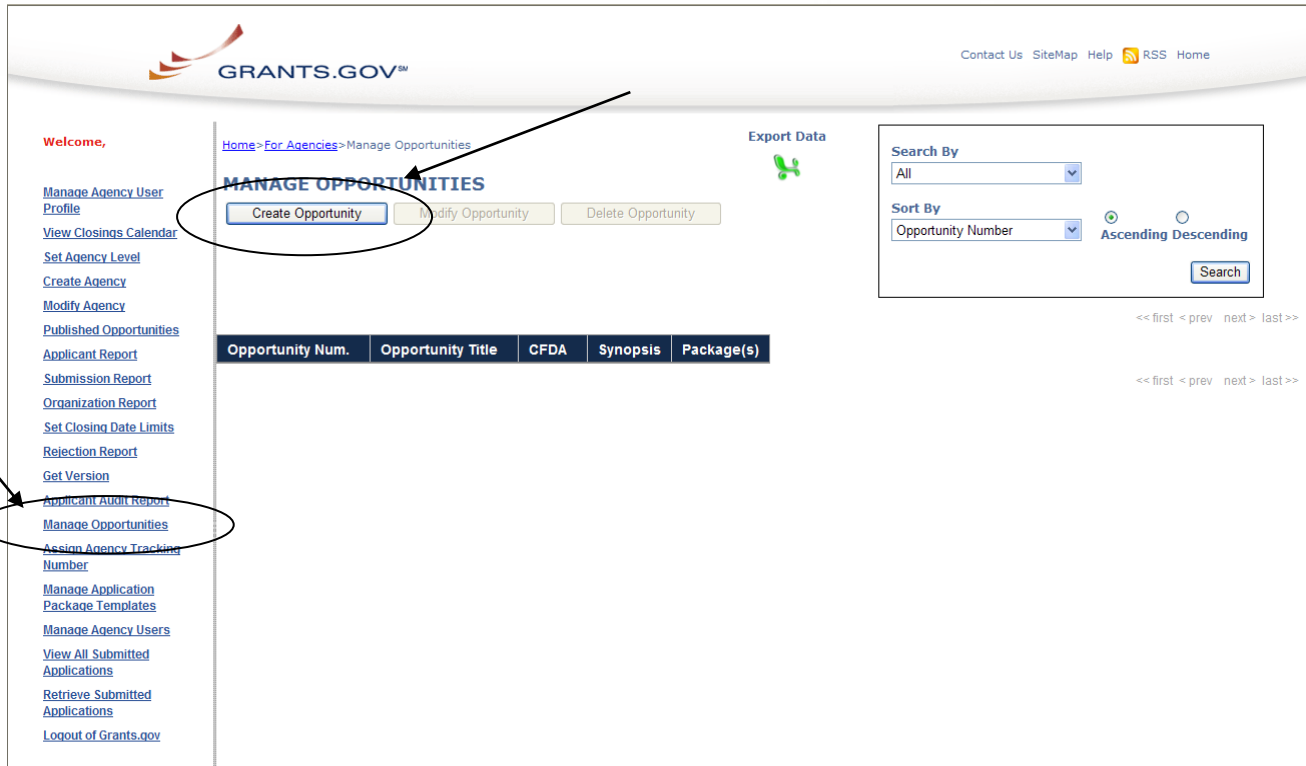


The screenshot displays the GRANTS.GOV website interface. At the top, the logo and tagline "FIND. APPLY. SUCCEED.™" are visible. A navigation bar includes links for Search, Contact Us, Site Map, Help, and RSS. A left sidebar contains a menu for "FOR APPLICANTS" with items like Applicant Login, Find Grant Opportunities, Get Registered, Apply for Grants, Track My Application, Applicant Resources, and Search FAQs, User Guides and Site Information. Below this is a section for "APPLICANT SYSTEM-TO-SYSTEM" and "FOR GRANTORS". The main content area features the slogan "Find. Apply. Succeed." and a paragraph explaining that Grants.gov is the source for finding and applying for federal government grants, managed by the U.S. Department of Health and Human Services. It includes a link to "Learn more" and a section for "Recovery Act Grant Opportunities" with a "View all opportunities" link. A "Recovery Act Grant Opportunities" banner is also present. A right sidebar contains a "Sign-up for our 'Succeed' Quarterly Newsletter" box, "Quick Links" for "Latest News! Grants.gov Blog [Exit Disclaimer]", and a "FOR APPLICANTS" list including Grant Search, Grant Email Alerts, Get Registered, Applicant Login, E-Biz POC Login, and Track My Application. Below that is a "FOR GRANTORS" list with Grantor Login, New Agency Users, and Resources. An arrow points to the "New Agency Users" link. At the bottom, a "What's New at Grants.gov" section is partially visible, showing "New Opportunities This Week".

New Opportunities This Week

# Create Opportunities

- After you log in click the **Manage Opportunities** link
- Then click the **Create Opportunity** button



GRANTS.GOV<sup>SM</sup> Contact Us SiteMap Help RSS Home

Welcome,

[Home > For Agencies > Manage Opportunities](#)

## MANAGE OPPORTUNITIES

[Create Opportunity](#) [Modify Opportunity](#) [Delete Opportunity](#)

Export Data

Search By  
All

Sort By  
Opportunity Number  Ascending  Descending

Search

<< first < prev next > last >>

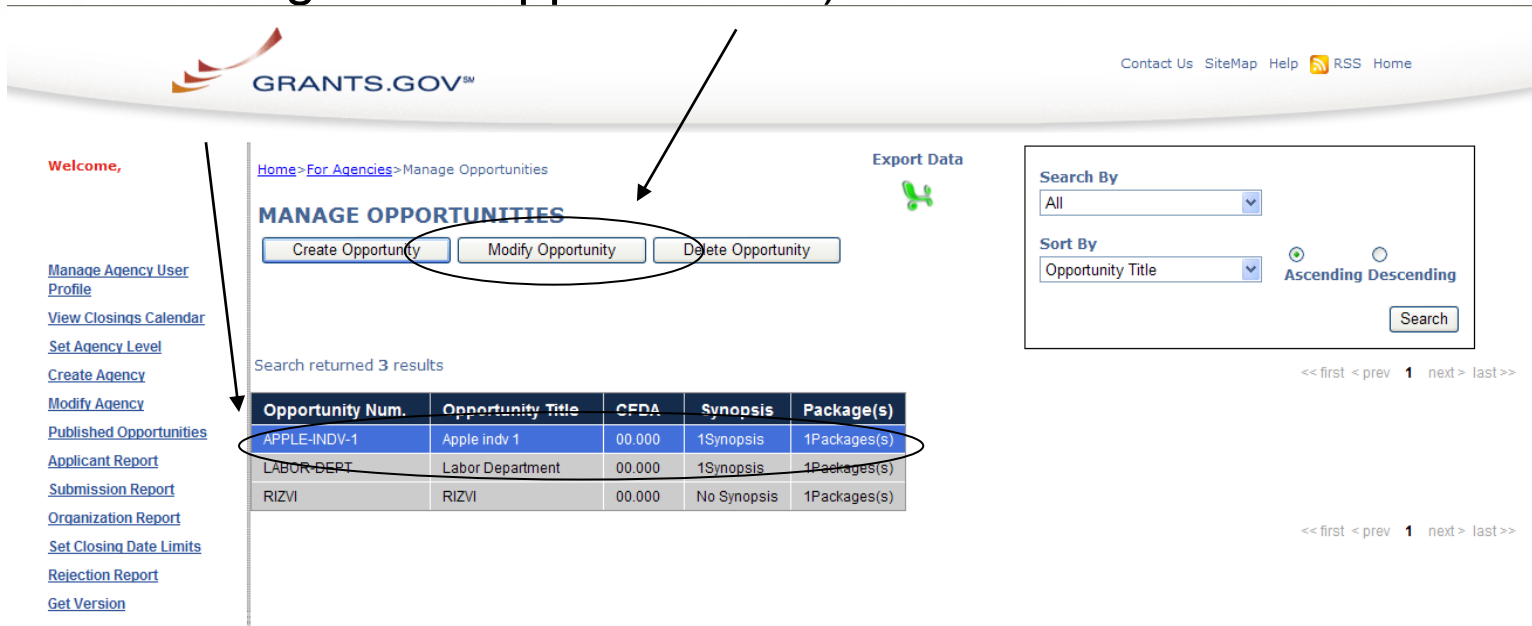
Opportunity Num.	Opportunity Title	CFDA	Synopsis	Package(s)
------------------	-------------------	------	----------	------------

<< first < prev next > last >>

[Manage Agency User Profile](#)  
[View Closings Calendar](#)  
[Set Agency Level](#)  
[Create Agency](#)  
[Modify Agency](#)  
[Published Opportunities](#)  
[Applicant Report](#)  
[Submission Report](#)  
[Organization Report](#)  
[Set Closing Date Limits](#)  
[Rejection Report](#)  
[Get Version](#)  
[Applicant Audit Report](#)  
[Manage Opportunities](#)  
[Assign Agency Tracking Number](#)  
[Manage Application Package Templates](#)  
[Manage Agency Users](#)  
[View All Submitted Applications](#)  
[Retrieve Submitted Applications](#)  
[Logout of Grants.gov](#)

# Modify Opportunities

- From the **Manage Opportunities** Screen, select the opportunity you wish to modify and then click the **Modify Opportunity** button. (Use the search box to view a listing of the opportunities.)



Welcome,

[Home](#) > [For Agencies](#) > Manage Opportunities

**MANAGE OPPORTUNITIES**

[Create Opportunity](#) [Modify Opportunity](#) [Delete Opportunity](#)

Search returned 3 results

Opportunity Num.	Opportunity Title	CFDA	Synopsis	Package(s)
APPLE-INDV-1	Apple indiv 1	00.000	1Synopsis	1Package(s)
LABOR-DEPT	Labor Department	00.000	1Synopsis	1Package(s)
RIZVI	RIZVI	00.000	No Synopsis	1Package(s)

Search By: All

Sort By: Opportunity Title

Ascending Descending

Search

<< first < prev 1 next > last >>

<< first < prev 1 next > last >>

# Modify/Delete/Add: Grant Opportunity, Synopsis & Application Packages

[Home](#) > [For Agencies](#) > [Manage Opportunities](#) > Grant Opportunity Properties

## GRANT OPPORTUNITY PROPERTIES

**Opportunity Number:\*** APPLE-INDV-1  
**Opportunity Title:\*** Apple indiv 1  
**Opportunity Category:\*** Mandatory  
**CFDA Numbers:** 00.000

**Synopsis:**

**Application Packages:**

CFDA Number	Comp. ID	Competition Title	Open Date	Close Date	Forms
00.000	12-APPLE	Apple 1	15-Apr-2007	15-Apr-2010	Mandatory: SF424_Individual Optional: None

[Manage Agency User Profile](#)

[View Closings Calendar](#)

[Set Agency Level](#)

[Create Agency](#)

[Modify Agency](#)

[Published Opportunities](#)

[Applicant Report](#)

[Submission Report](#)

[Organization Report](#)

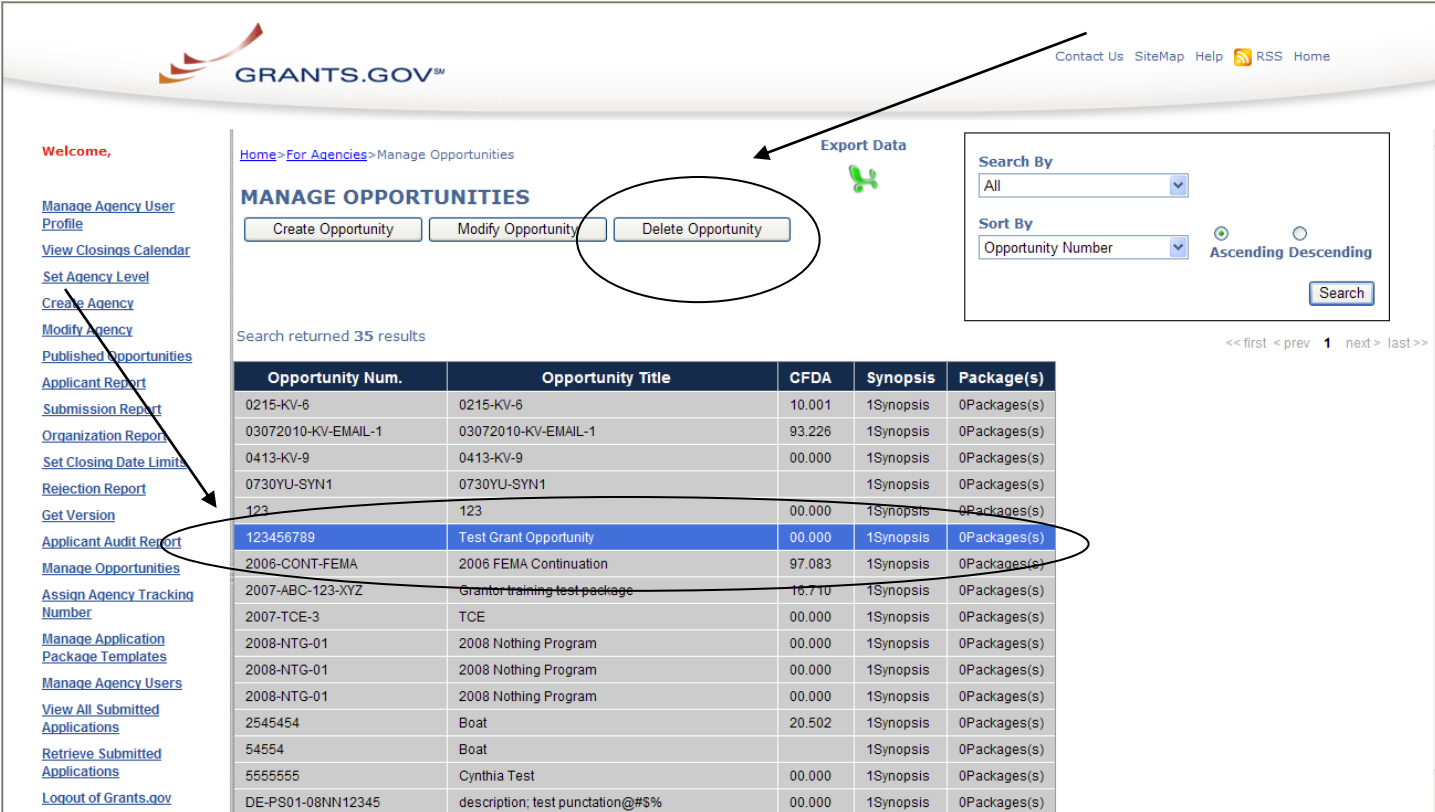
[Set Closing Date Limits](#)

[Rejection Report](#)

[Get Version](#)

# Delete Opportunities

- From the Manage Opportunities page select the Opportunity you wish to delete and click the **Delete Opportunity** button. (Use the search box to view a listing of the opportunities.)



GRANTS.GOV<sup>SM</sup> Contact Us SiteMap Help RSS Home

Welcome,

[Home](#) > [For Agencies](#) > Manage Opportunities

**MANAGE OPPORTUNITIES**

Create Opportunity Modify Opportunity **Delete Opportunity** Export Data

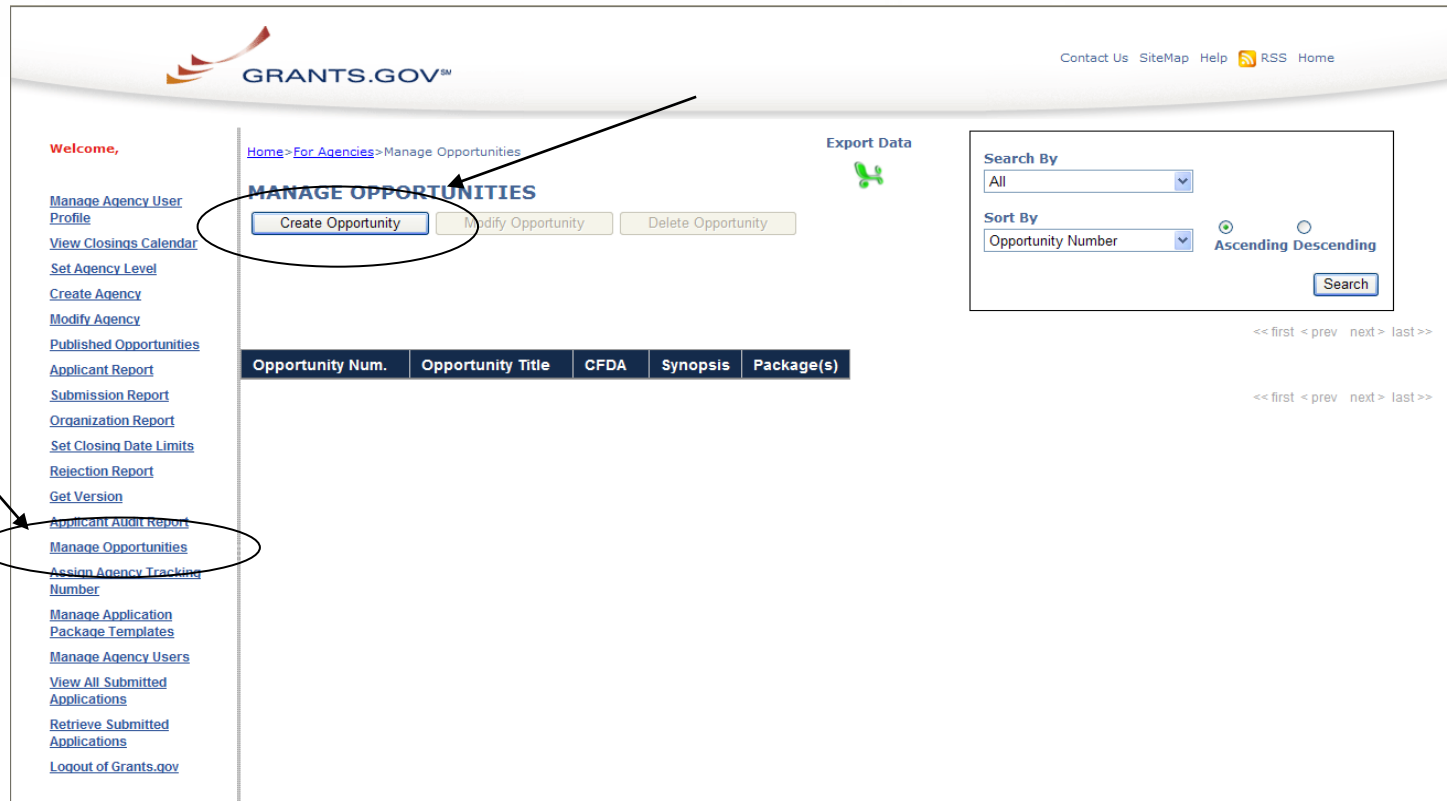
Search returned 35 results

Search By: All  
Sort By: Opportunity Number Ascending Descending

Opportunity Num.	Opportunity Title	CFDA	Synopsis	Package(s)
0215-KV-6	0215-KV-6	10.001	1Synopsis	0Package(s)
03072010-KV-EMAIL-1	03072010-KV-EMAIL-1	93.226	1Synopsis	0Package(s)
0413-KV-9	0413-KV-9	00.000	1Synopsis	0Package(s)
0730YU-SYN1	0730YU-SYN1	1Synopsis	0Package(s)	0Package(s)
123	123	00.000	1Synopsis	0Package(s)
123456789	Test Grant Opportunity	00.000	1Synopsis	0Package(s)
2006-CONT-FEMA	2006 FEMA Continuation	97.083	1Synopsis	0Package(s)
2007-ABC-123-XYZ	Grantor training test package	16.710	1Synopsis	0Package(s)
2007-TCE-3	TCE	00.000	1Synopsis	0Package(s)
2008-NTG-01	2008 Nothing Program	00.000	1Synopsis	0Package(s)
2008-NTG-01	2008 Nothing Program	00.000	1Synopsis	0Package(s)
2008-NTG-01	2008 Nothing Program	00.000	1Synopsis	0Package(s)
2545454	Boat	20.502	1Synopsis	0Package(s)
54554	Boat	1Synopsis	0Package(s)	0Package(s)
5555555	Cynthia Test	00.000	1Synopsis	0Package(s)
DE-PS01-08NN12345	description; test punctuation@#%\$	00.000	1Synopsis	0Package(s)

# Creating Application Packages

- From the Manage Opportunities page click the **Create Opportunity** button to create a new application package

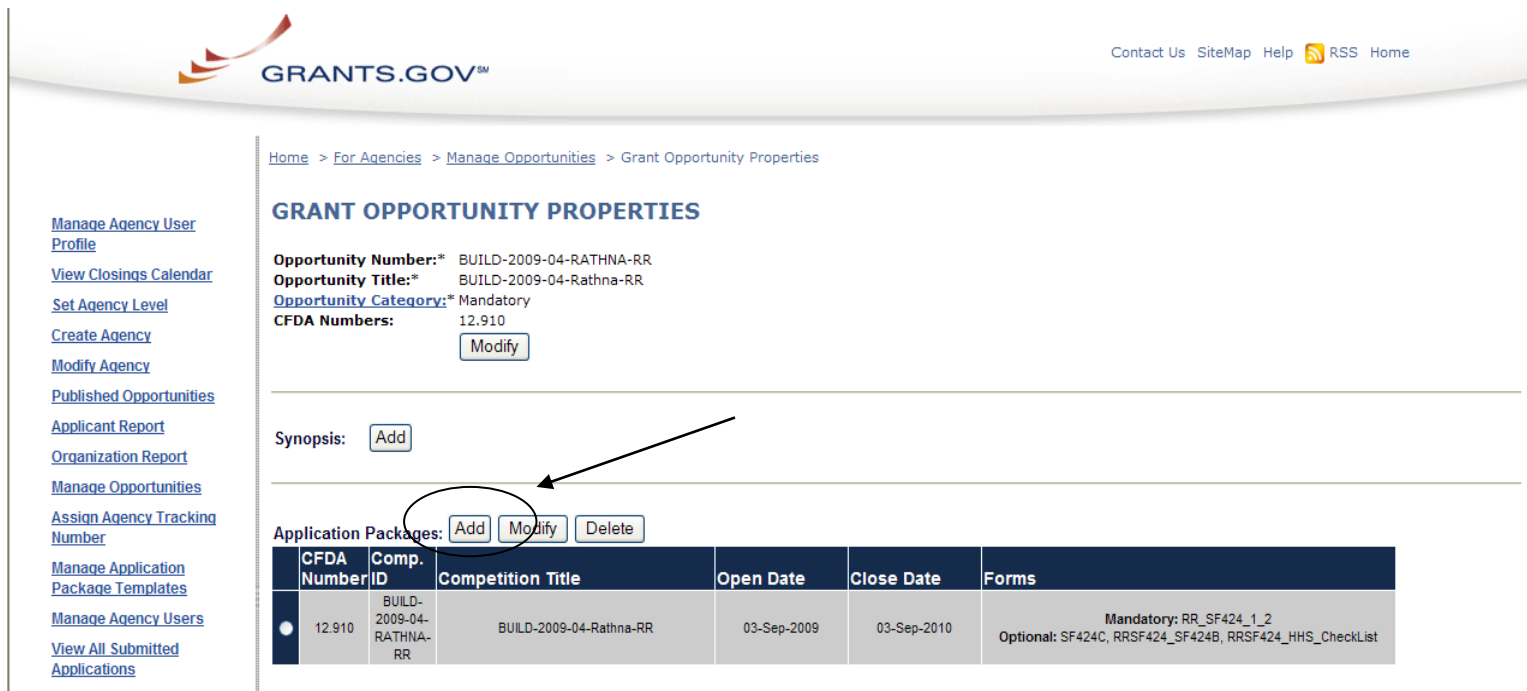


The screenshot shows the GRANTS.GOV website interface. At the top right, there are links for Contact Us, SiteMap, Help, RSS, and Home. The main header features the GRANTS.GOV logo and the text "Home > For Agencies > Manage Opportunities". Below this, the "MANAGE OPPORTUNITIES" section contains three buttons: "Create Opportunity", "Modify Opportunity", and "Delete Opportunity". The "Create Opportunity" button is circled in red. To the right of these buttons is an "Export Data" link with a green icon. Below the buttons is a table with columns: Opportunity Num., Opportunity Title, CFDA, Synopsis, and Package(s). The table is currently empty. To the right of the table is a search and sort section with "Search By" (set to All), "Sort By" (set to Opportunity Number), and radio buttons for "Ascending" and "Descending". A "Search" button is also present. At the bottom of the search section are pagination links: "<< first < prev next > last >>". On the left side, there is a navigation menu with various links. The "Manage Opportunities" link in this menu is circled in red. An arrow points from the "Create Opportunity" button to the "Manage Opportunities" link in the navigation menu.



# Create a New Application Package to an Existing Opportunity

- To create a new application package to an existing opportunity, select the opportunity and then click the **Modify** button. On the next screen click on the **Add** button in the Application Packages Section.



GRANTS.GOV<sup>SM</sup> Contact Us SiteMap Help RSS Home

Home > For Agencies > Manage Opportunities > Grant Opportunity Properties

### GRANT OPPORTUNITY PROPERTIES

**Opportunity Number:\*** BUILD-2009-04-RATHNA-RR  
**Opportunity Title:\*** BUILD-2009-04-Rathna-RR  
**Opportunity Category:\*** Mandatory  
**CFDA Numbers:** 12.910

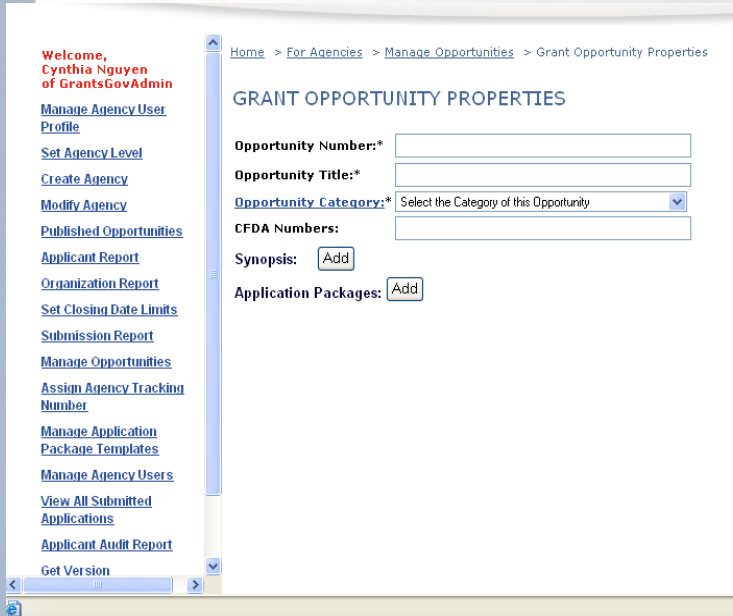
Synopsis:

Application Packages:

CFDA Number	Comp. ID	Competition Title	Open Date	Close Date	Forms
12.910	BUILD-2009-04-RATHNA-RR	BUILD-2009-04-Rathna-RR	03-Sep-2009	03-Sep-2010	Mandatory: RR_SF424_1_2 Optional: SF424C, RRSF424_SF424B, RRSF424_HHS_CheckList



# Creating Application Packages Cont.



Welcome, Cynthia Nguyen of GrantsGovAdmin

Home > For Agencies > Manage Opportunities > Grant Opportunity Properties

### GRANT OPPORTUNITY PROPERTIES

Opportunity Number:\*

Opportunity Title:\*

Opportunity Category:\*

CFDA Numbers:

Synopsis:

Application Packages:

Manage Agency User Profile

Set Agency Level

Create Agency

Modify Agency

Published Opportunities

Applicant Report

Organization Report

Set Closing Date Limits

Submission Report

Manage Opportunities

Assign Agency Tracking Number

Manage Application Package Templates

Manage Agency Users

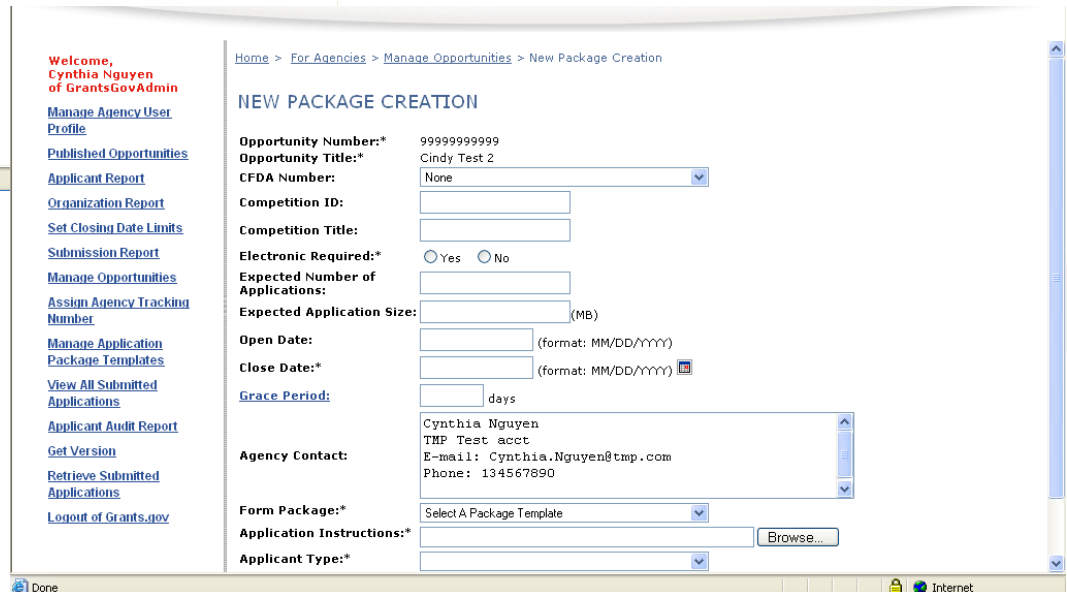
View All Submitted Applications

Applicant Audit Report

Get Version

- Then fill out the fields on the New Package Creation page and click on the **Publish** button once completed

- Enter information about the new Opportunity on the Grant Opportunities Properties page and click **Add** next to Application Packages



Welcome, Cynthia Nguyen of GrantsGovAdmin

Home > For Agencies > Manage Opportunities > New Package Creation

### NEW PACKAGE CREATION

Opportunity Number:\* 9999999999

Opportunity Title:\* Cindy Test 2

CFDA Number:

Competition ID:

Competition Title:

Electronic Required:\*  Yes  No

Expected Number of Applications:

Expected Application Size:  (MB)

Open Date:  (format: MM/DD/YYYY)

Close Date:\*  (format: MM/DD/YYYY)

Grace Period:  days

Agency Contact: Cynthia Nguyen  
THP Test acct  
E-mail: Cynthia.Nguyen@tmp.com  
Phone: 134567890

Form Package:\*

Application Instructions:\*

Applicant Type:\*

Manage Agency User Profile

Published Opportunities

Applicant Report

Organization Report

Set Closing Date Limits

Submission Report

Manage Opportunities

Assign Agency Tracking Number

Manage Application Package Templates

View All Submitted Applications

Applicant Audit Report

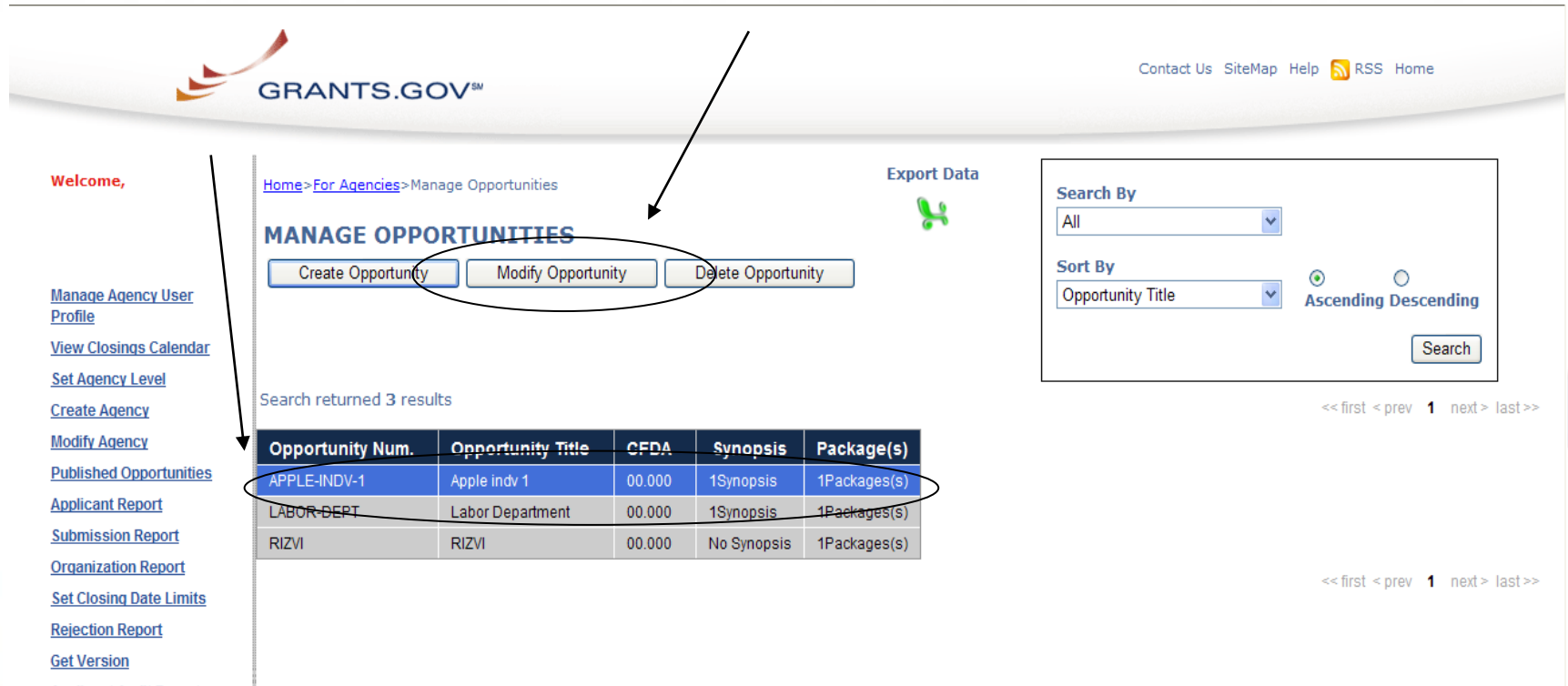
Get Version

Retrieve Submitted Applications

Logout of Grants.gov

# Modifying Applications

- From the Manage Opportunities screen, select the opportunity you want to modify then click the **Modify Opportunity** button. (Use the search box to view a listing of the opportunities.)



Welcome,

[Home](#) > [For Agencies](#) > Manage Opportunities

Export Data

Search By: All

Sort By: Opportunity Title

Ascending Descending

Search

Search returned 3 results

Opportunity Num.	Opportunity Title	CFDA	Synopsis	Package(s)
APPLE-INDV-1	Apple indiv 1	00.000	1Synopsis	1Packages(s)
LABOR-DEPT	Labor Department	00.000	1Synopsis	1Packages(s)
RIZVI	RIZVI	00.000	No Synopsis	1Packages(s)

<< first < prev 1 next > last >>

<< first < prev 1 next > last >>

# Modifying Applications Cont.

- On the Grant Opportunities Properties Screen in the Application Packages section, select the application package you want to modify and then click the **Modify** button.

[Home](#) > [For Agencies](#) > [Manage Opportunities](#) > Grant Opportunity Properties

## GRANT OPPORTUNITY PROPERTIES

**Opportunity Number:\*** APPLE-INDV-1  
**Opportunity Title:\*** Apple indiv 1  
**Opportunity Category:\*** Mandatory  
**CFDA Numbers:** 00.000

Synopsis:

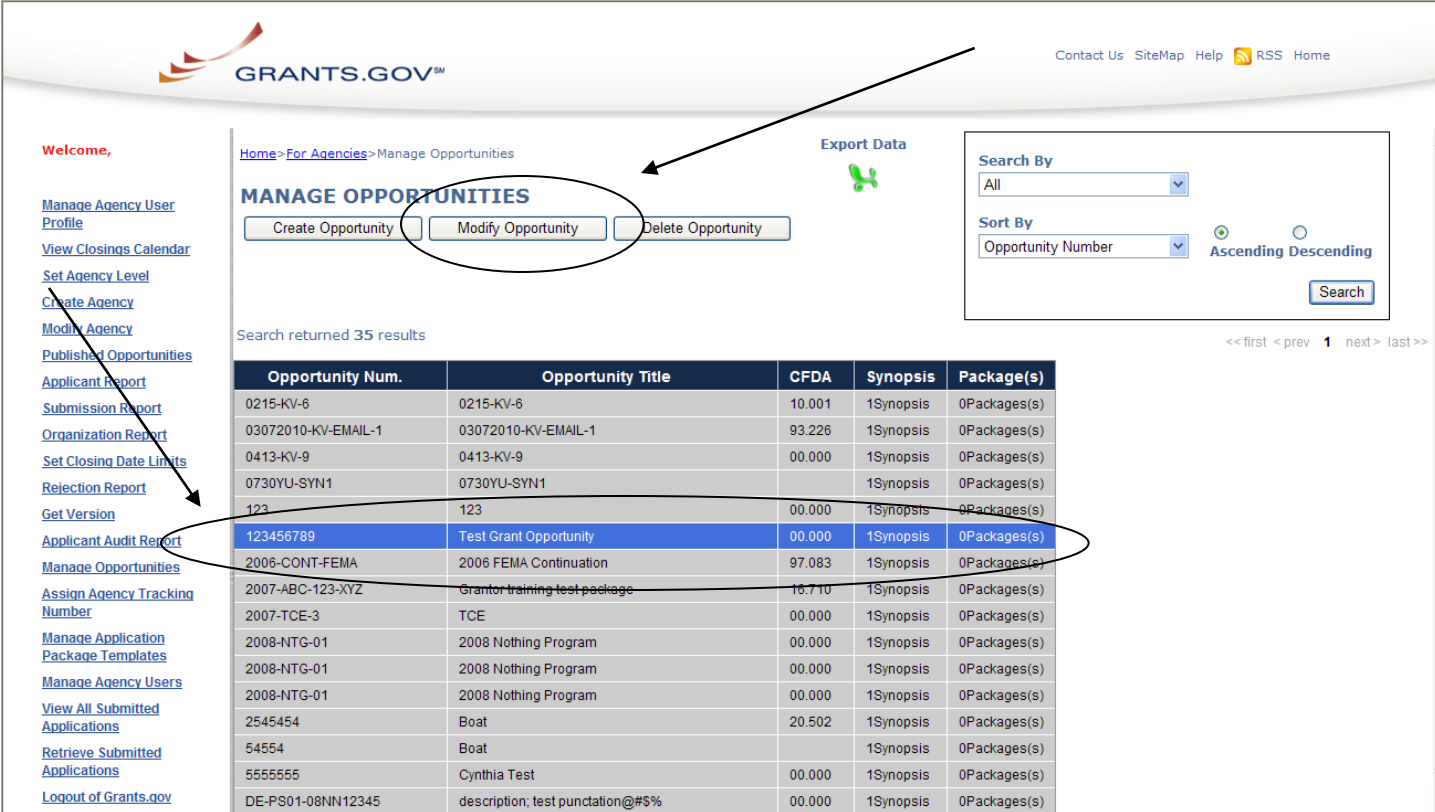
Application Packages:

	CFDA Number	Comp. ID	Competition Title	Open Date	Close Date	Forms
●	00.000	12-APPLE	Apple 1	15-Apr-2007	15-Apr-2010	Mandatory: SF424_Individual Optional: None

[Manage Agency User Profile](#)  
[View Closings Calendar](#)  
[Set Agency Level](#)  
[Create Agency](#)  
[Modify Agency](#)  
[Published Opportunities](#)  
[Applicant Report](#)  
[Submission Report](#)  
[Organization Report](#)  
[Set Closing Date Limits](#)  
[Rejection Report](#)  
[Get Version](#)

# Deleting Applications

- From the Manage Opportunities screen, select the opportunity you want to modify then click the **Modify Opportunity** button. (Use the search box to view a listing of the opportunities.)



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Welcome,

[Manage Agency User Profile](#)  
[View Closings Calendar](#)  
[Set Agency Level](#)  
[Create Agency](#)  
[Modify Agency](#)  
[Published Opportunities](#)  
[Applicant Report](#)  
[Submission Report](#)  
[Organization Report](#)  
[Set Closing Date Limits](#)  
[Rejection Report](#)  
[Get Version](#)  
[Applicant Audit Report](#)  
[Manage Opportunities](#)  
[Assign Agency Tracking Number](#)  
[Manage Application Package Templates](#)  
[Manage Agency Users](#)  
[View All Submitted Applications](#)  
[Retrieve Submitted Applications](#)  
[Logout of Grants.gov](#)

[Home > For Agencies > Manage Opportunities](#) [Export Data](#)

## MANAGE OPPORTUNITIES

Search returned 35 results

Opportunity Num.	Opportunity Title	CFDA	Synopsis	Package(s)
0215-KV-6	0215-KV-6	10.001	1Synopsis	0Package(s)
03072010-KV-EMAIL-1	03072010-KV-EMAIL-1	93.226	1Synopsis	0Package(s)
0413-KV-9	0413-KV-9	00.000	1Synopsis	0Package(s)
0730YU-SYN1	0730YU-SYN1		1Synopsis	0Package(s)
123	123	00.000	1Synopsis	0Package(s)
123456789	Test Grant Opportunity	00.000	1Synopsis	0Package(s)
2006-CONT-FEMA	2006 FEMA Continuation	97.083	1Synopsis	0Package(s)
2007-ABC-123-XYZ	Grantor training test package	16.710	1Synopsis	0Package(s)
2007-TCE-3	TCE	00.000	1Synopsis	0Package(s)
2008-NTG-01	2008 Nothing Program	00.000	1Synopsis	0Package(s)
2008-NTG-01	2008 Nothing Program	00.000	1Synopsis	0Package(s)
2008-NTG-01	2008 Nothing Program	00.000	1Synopsis	0Package(s)
2545454	Boat	20.502	1Synopsis	0Package(s)
54554	Boat		1Synopsis	0Package(s)
5555555	Cynthia Test	00.000	1Synopsis	0Package(s)
DE-PS01-08NN12345	description; test punctuation@#%\$	00.000	1Synopsis	0Package(s)

Search By: All  
Sort By: Opportunity Number Ascending Descending  
Search

<< first < prev 1 next > last >>

# Deleting Applications

- On the Grant Opportunities Properties Screen in the Application Packages section, select the application package you want to delete and then click the **Delete** button.

[Home](#) > [For Agencies](#) > [Manage Opportunities](#) > Grant Opportunity Properties

## GRANT OPPORTUNITY PROPERTIES

**Opportunity Number:\*** APPLE-INDV-1  
**Opportunity Title:\*** Apple indiv 1  
**Opportunity Category:\*** Mandatory  
**CFDA Numbers:** 00.000

Synopsis:

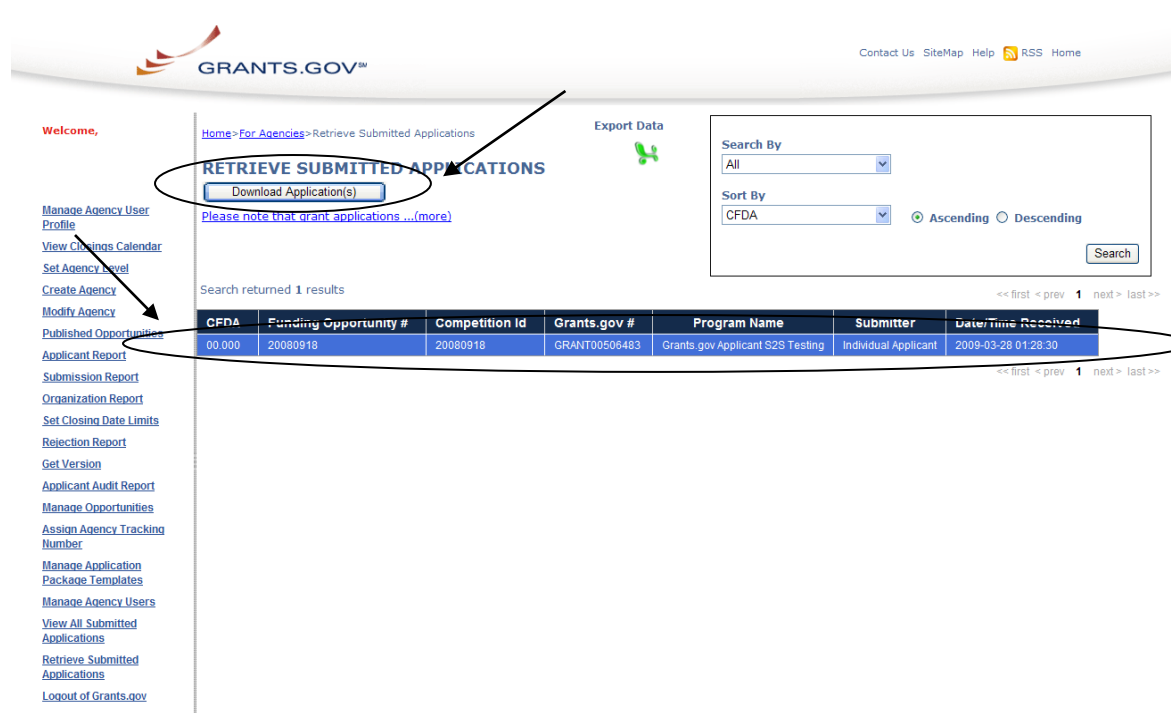
Application Packages:

	CFDA Number	Comp. ID	Competition Title	Open Date	Close Date	Forms
<input checked="" type="radio"/>	00.000	12-APPLE	Apple 1	15-Apr-2007	15-Apr-2010	Mandatory: SF424_Individual Optional: None

[Manage Agency User Profile](#)  
[View Closings Calendar](#)  
[Set Agency Level](#)  
[Create Agency](#)  
[Modify Agency](#)  
[Published Opportunities](#)  
[Applicant Report](#)  
[Submission Report](#)  
[Organization Report](#)  
[Set Closing Date Limits](#)  
[Rejection Report](#)  
[Get Version](#)

# Retrieving Submitted Applications

- After you log in, click on the **Retrieve Submitted Applications** link on the left navigation.
- Select the applications that you want to download and click the **Continue Download** button. (Use the search box to view a listing of the opportunities.)



Welcome,

[Home > For Agencies > Retrieve Submitted Applications](#)

**RETRIEVE SUBMITTED APPLICATIONS**

[Download Application\(s\)](#)

Please note that grant applications ...[\(more\)](#)

Search returned 1 results

CFDA	Funding Opportunity #	Competition Id	Grants.gov #	Program Name	Submitter	Date/Time Received
00.000	20080918	20080918	GRANT00506483	Grants.gov Applicant S2S Testing	Individual Applicant	2009-03-28 01:28:30

Search By: All

Sort By: CFDA  Ascending  Descending

Search

Navigation: << first < prev 1 next > last >>

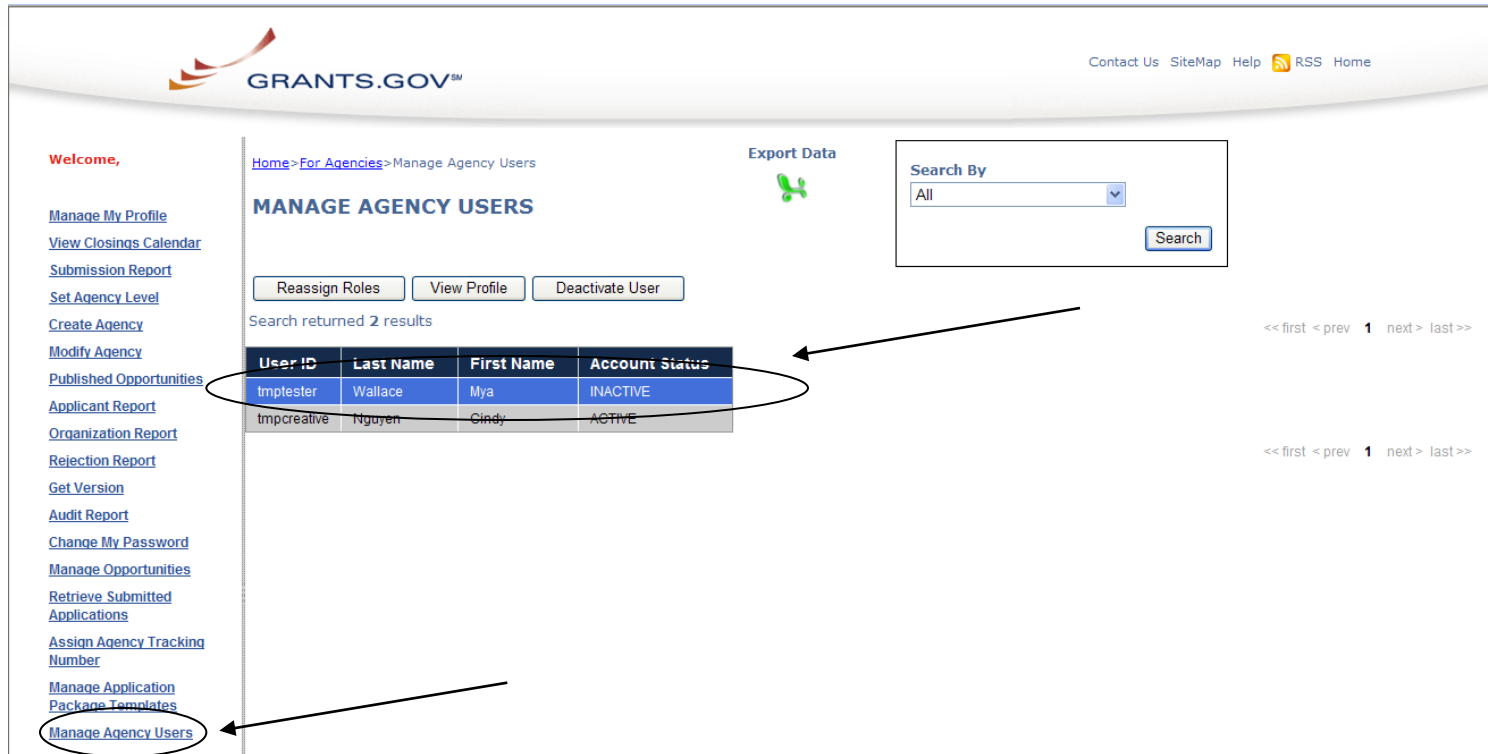
Navigation: << first < prev 1 next > last >>

Left Navigation Menu:

- Manage Agency User Profile
- View Closings Calendar
- Set Agency Level
- Create Agency
- Modify Agency
- Published Opportunities
- Applicant Report
- Submission Report
- Organization Report
- Set Closing Date Limits
- Rejection Report
- Get Version
- Applicant Audit Report
- Manage Opportunities
- Assign Agency Tracking Number
- Manage Application Package Templates
- Manage Agency Users
- View All Submitted Applications
- Retrieve Submitted Applications
- Logout of Grants.gov

# Manage Agency Users

- After you log in, click on the **Manage Agency Users** link on the left navigation. (Use the search box to view a list of users.)
- Select the user you would like to modify.



Welcome,

[Home](#) > [For Agencies](#) > Manage Agency Users

**MANAGE AGENCY USERS**

Export Data

Search By: All [v] [Search]

Reassign Roles View Profile Deactivate User

Search returned 2 results

User ID	Last Name	First Name	Account Status
tmplester	Wallace	Mya	INACTIVE
tmcreative	Nguyen	Cindy	ACTIVE

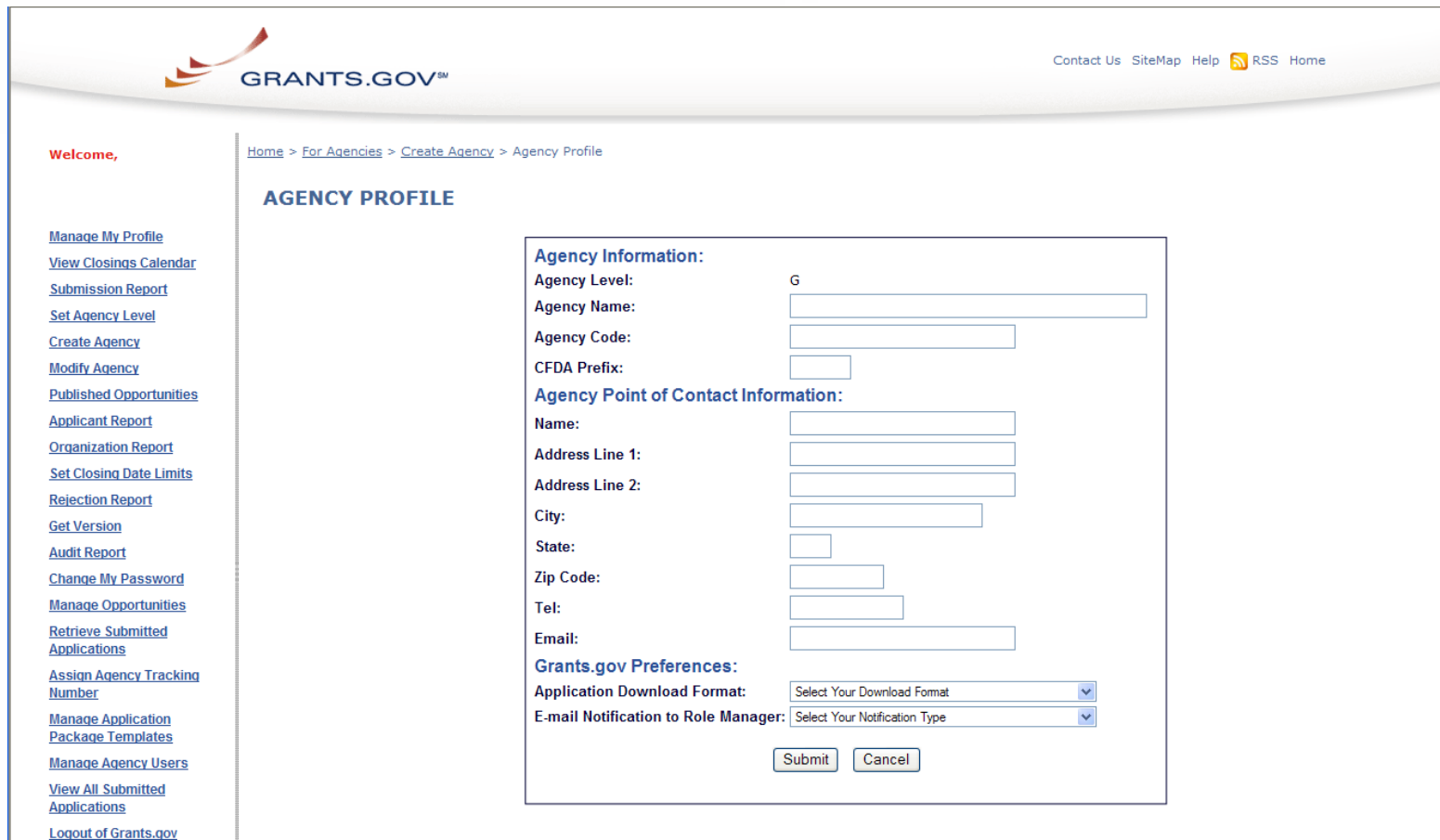
<< first < prev 1 next > last >>

<< first < prev 1 next > last >>

Manage My Profile  
View Closings Calendar  
Submission Report  
Set Agency Level  
Create Agency  
Modify Agency  
Published Opportunities  
Applicant Report  
Organization Report  
Rejection Report  
Get Version  
Audit Report  
Change My Password  
Manage Opportunities  
Retrieve Submitted Applications  
Assign Agency Tracking Number  
Manage Application Package Templates  
**Manage Agency Users**



- After you log in click on the **Create Agency** link in the left navigation, then fill out the form on the page.



The screenshot shows the GRANTS.GOV website interface. At the top left is the GRANTS.GOV logo. At the top right are links for Contact Us, SiteMap, Help, RSS, and Home. Below the logo is a navigation menu with links such as Manage My Profile, View Closings Calendar, Submission Report, Set Agency Level, Create Agency, Modify Agency, Published Opportunities, Applicant Report, Organization Report, Set Closing Date Limits, Rejection Report, Get Version, Audit Report, Change My Password, Manage Opportunities, Retrieve Submitted Applications, Assign Agency Tracking Number, Manage Application Package Templates, Manage Agency Users, View All Submitted Applications, and Logout of Grants.gov. The main content area is titled "AGENCY PROFILE" and contains a form with the following sections:

- Agency Information:**
  - Agency Level: G
  - Agency Name:
  - Agency Code:
  - CFDA Prefix:
- Agency Point of Contact Information:**
  - Name:
  - Address Line 1:
  - Address Line 2:
  - City:
  - State:
  - Zip Code:
  - Tel:
  - Email:
- Grants.gov Preferences:**
  - Application Download Format:
  - E-mail Notification to Role Manager:

At the bottom of the form are "Submit" and "Cancel" buttons.



# Modifying Agencies/Sub-Agencies

- After you log in click the **Set Agency Level** link on the left of your screen.
- This screen displays the registered agencies that you represent. Select the agency or sub-agency profile that you want to modify by clicking in the name of the agency or sub-agency in the list.
- Next you will click the **Modify Agency** link on the left navigation.



The screenshot shows the Grants.gov Agency Profile page. The header includes the Grants.gov logo and navigation links: "For Applicants", "About Grants.gov", "Resources", "For Agencies", "Contact Us", "SiteMap", "Help", and "Home". The breadcrumb trail is "Home > For Agencies > Modify Agency > Agency Profile". The main heading is "AGENCY PROFILE".

On the left side, there is a navigation menu with the following items:

- Welcome, Cynthia Nguyen of GrantsGovAdmin  
Agency level: HUD - US Department of Housing and Urban Development
- [Manage Agency User Profile](#)
- [Set Agency Level](#)
- [Create Agency](#)
- [Modify Agency](#)
- [Published Opportunities](#)
- [Applicant Report](#)

The main content area displays "Agency Information:" with the following fields:

- Agency Name: US Department of Housing and Urban Development
- Agency Code: HUD
- CFDA Prefix: 14
- Agency Point of Contact Information:
  - Name: [Empty field]

# Set Agency Levels

- After you log in, click the **Set Agency Level** link on the left of your screen
- Select the agency level by clicking on the name of the agency you wish to be set to and then select the **Set Agency Level** button at the top of the list.



GRANTS.GOV<sup>SM</sup>

For Applicants About Grants.gov Resources For Agencies  
Contact Us SiteMap Help Home

Welcome,  
Cynthia Nguyen  
of GrantsGovAdmin  
Agency level:  
HHS-ACF - Administration  
for Children and Families

[Manage Agency User Profile](#)  
[Set Agency Level](#)  
[Create Agency](#)  
[Modify Agency](#)  
[Published Opportunities](#)  
[Applicant Report](#)  
[Organization Report](#)  
[Set Closing Date Limits](#)  
[Submission Report](#)  
[Manage Opportunities](#)  
[Assign Agency Tracking Number](#)

Home > For Agencies > Set Agency Level

SET AGENCY LEVEL

Set Agency Level

open all | close all

Agencies

- GrantsGovAdmin - Grants.gov
  - 0001 - General Dynamics Information Technology
  - 05152006 - Test1 Agency
  - 06222006 - Kama's Main Agency
  - 06232006 - Gaithersburg-1
  - 099 - Raj's Agency
    - 123 - Casper
    - 1231 - Casper
    - 2001 - Nive02
    - ABCF - Testing 123