



Applicant

User Guide

Version 5.1
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Document Control

Version Number	Date	Owner	Comments
4.0	August 22, 2011	E. Calimag	<ul style="list-style-type: none">• Creation of Document Control Table in order to baseline document versioning. This information was not previously captured in previous guides.• Language indicating annual renewal of CCR registration is inserted into document.
5.0	April 13, 2012	N. Foreman	<ul style="list-style-type: none">• Update document to add Multi-Project functionality• Other minor editing and replacement of screenshots
5.1	July 26, 2012	L. Brush	<ul style="list-style-type: none">• Change all references to CCR to reflect migration of CCR functionality to SAM.gov.• Sections about accessing the Organization and Grantor Registration checklists simplified.

Introduction

Grants.gov has been designed to make it easier for organizations 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 you navigate the Grants.gov environment more easily. In it, you'll find detailed instructions for every step of the process – whether you're an applicant or grant-making agency.

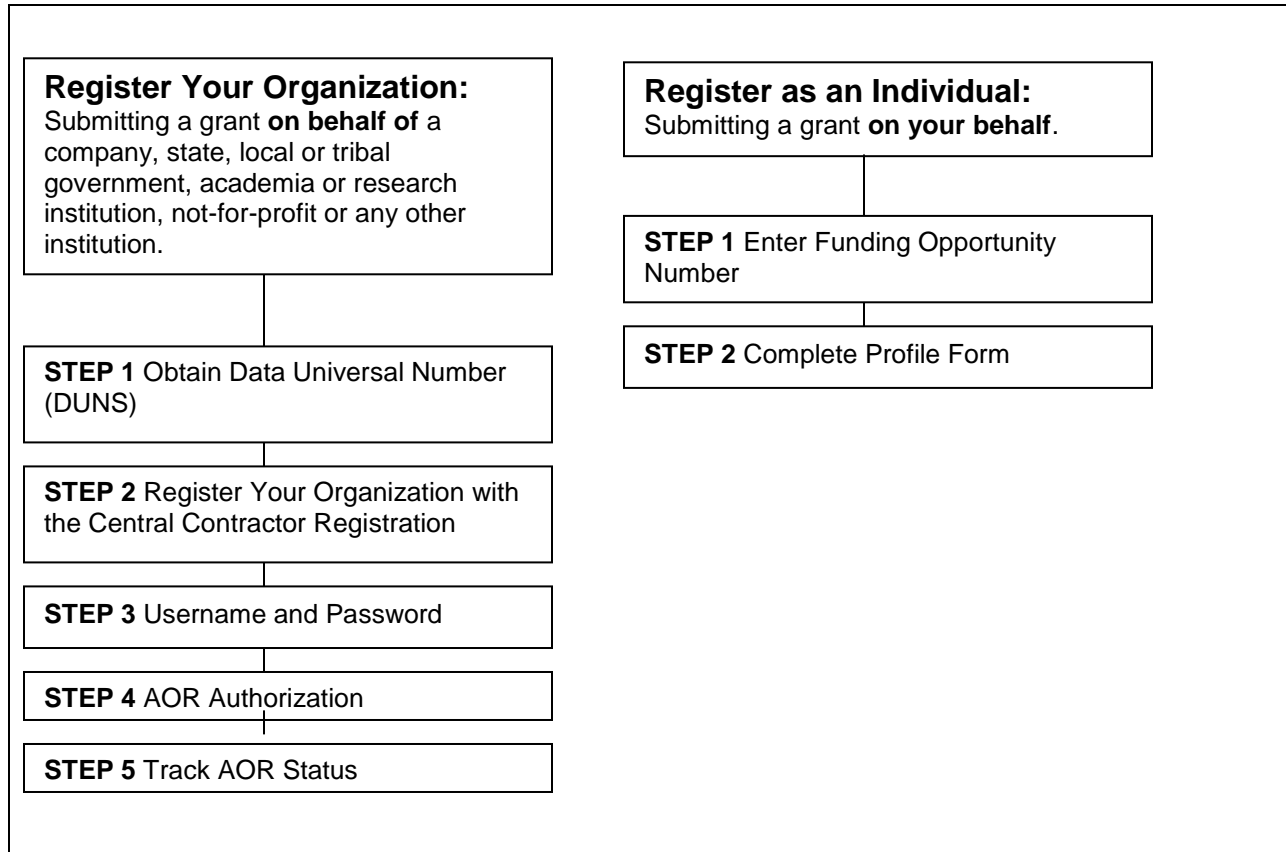
From getting started and registration to viewing and tracking completed applications, this user guide offers clarification throughout the entire process.

Provided information in this user guide:

- How To Register Your Organization
- How To Register As An Authorized Organization Representative
- How To Register As An Individual
- Find and Search Grant Opportunities
- Download Single-Project and Multi-Project Application Packages
- Apply For Grants
- Track Your Application
- And How To Stay Connected

Section I

This is an overview of the steps you will take during the registration process. You will either register your organization or as an individual.



Register Your Organization

Review this overview 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.

Instructions for Registering your Organization

1. Start registering your organization by selecting **Get Registered** in the navigation bar on the left navigation menu.



2. On the Get Registered screen, you will be presented with two options. Select **Organization Registration** in the left navigation bar or follow the instructions on the page and select "Organization Registration."

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FOR APPLICANTS

- Applicant Login
- Find Grant Opportunities
- Get Registered
- Organization Registration
- Individual Registration
- Apply for Grants
- Track My Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

FOR GRANTORS

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SITE MAP

GET REGISTERED

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

Please choose one of the options below:

Organization Registration
An individual who is responsible for submitting a grant on behalf a company, state, local, or tribal government, academia or research institution, not-for-profit or any other institution.

[Organization Registration User Guide](#)

[Organization Registration Checklist](#)

[Organization Registration Overview Tutorial](#)

***Please Note:** If you register as an Organization, you will not be allowed to use the Grants.gov username and password issued for your Organization to apply for grants as an Individual. To apply for grants as an Individual you must register as an Individual and use that specific username and password

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[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

Registration Checklist for Organizations

In order to help you navigate the process of registering your organization, Grants.gov has developed a registration checklist. The Organization Registration Checklist is a PDF document, which you may review on-screen at <http://www.grants.gov/assets/Organization Steps Complete Registration.pdf> or print and retain for future reference.

The checklist helps guide you through completing the organization registration steps required to submit grants online through Grants.gov.

Step 1: Obtaining a DUNS Number

In order to register with the System for Award Management (SAM), a requirement for registering with Grants.gov, your organization will need a Data Universal Number System (DUNS) Number. A DUNS Number is a unique nine-character identification number provided by the commercial company [Dun & Bradstreet \(D&B\)](#). Once you have completed the registration, your DUNS Number should be available the next business day.

Have the following information prepared when requesting 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, request not to be listed when you contact D&B.

Instructions for Requesting a DUNS Number

On Grants.gov under, For Applicants >> Get Registered >> Organization Registration, select [Step 1: Obtain DUNS Number](#) to register online.

The screenshot shows the Grants.gov website interface. At the top, there is a navigation bar with links for Search, Contact Us, Site Map, Help, RSS, and Home. Below this, a breadcrumb trail reads: Home » For Applicants » Get Registered » Organization Registration ». The main content area is titled 'STEP 1: OBTAIN DUNS NUMBER' and includes a sub-header 'HAS MY ORGANIZATION IDENTIFIED ITS DATA UNIVERSAL NUMBER SYSTEM (DUNS)?'. The text explains that organizations should ask their grant administrator, chief financial officer, or authorizing official for their DUNS number. If they do not have one, they are directed to the Dun & Bradstreet website. A box provides a link to 'Register or Search for a DUNS Number' at <http://fedgov.dnb.com/webform/displayHomePage.dq>. The page also includes sections for 'PURPOSE OF THIS STEP', 'HOW LONG SHOULD IT TAKE?', 'WHAT IS A DUNS NUMBER & WHY DO I NEED OBTAIN ONE?', and a 'List of Information you will need to obtain a DUNS number'. The sidebar on the left lists navigation options for Applicants and Grantors, while the sidebar on the right features a newsletter sign-up and quick links.

Requesting a DUNS Number is a process that is not completed on the Grants.gov website. The following steps below provide an overview of the process 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. Or request a DUNS Number online via [web registration](#). 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](#).



Decide with Confidence

D&B DUNS Numbers™

for US Government
Contractors & Grantees

Welcome to the D&B Online Webform Process for US Govt Contractors and Grantees

Begin D-U-N-S Search/
Request Process

About the D&B
D-U-N-S Number

Frequently Asked
Questions (FAQ)

D&B, CCR, Grants
Contacts

D&B's Privacy
and Data Policy

**Welcome to the D&B D-U-N-S Request Service
for US Federal Government Contractors and Grantees**

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

Click here to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day.

Click here to request your D-U-N-S Number by phone, (for U.S., Puerto Rico, and U.S. Virgin Islands Only).

For technical difficulties, contact govt@dnb.com

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.

Tips for registering with SAM

1. Information for registering with SAM and online documents can be found at <http://www.sam.gov/>.

Instructions for Registering with SAM

On Grants.gov under For Applicants >> Get Registered >> Organization Registration, select [Step 2: Register with SAM](#) for information about the SAM registration step.

Registering with SAM is a process that is not completed on the Grants.gov website. The following steps below provide an overview of the process to register on SAM's website:


If your organization has the necessary information ready, 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. SAM registration must be

renewed annually. *If you are updating or renewing your registration information it will take approximately 24 hours to become active.*

1. Visit the System for Award Management website at <http://www.sam.gov>.
2. Follow the online instructions for new SAM users.
3. Follow the on-screen instructions to complete registration with SAM.

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

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

Mandatory. Follow the instructions.


SIC Code

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

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

Not mandatory.

Electronic Business Point of Contact

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 are 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 in order 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

Not mandatory.

Marketing Partner ID (MPIN)

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 hours to become active.*

Once the SAM Registration is complete, your organization is finished registering. Now 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.

Step 3: Username & Password

In order to safeguard the security of your electronic information, Grants.gov requires all users to create an account in the Grants.gov system. In order 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/she claims to be.

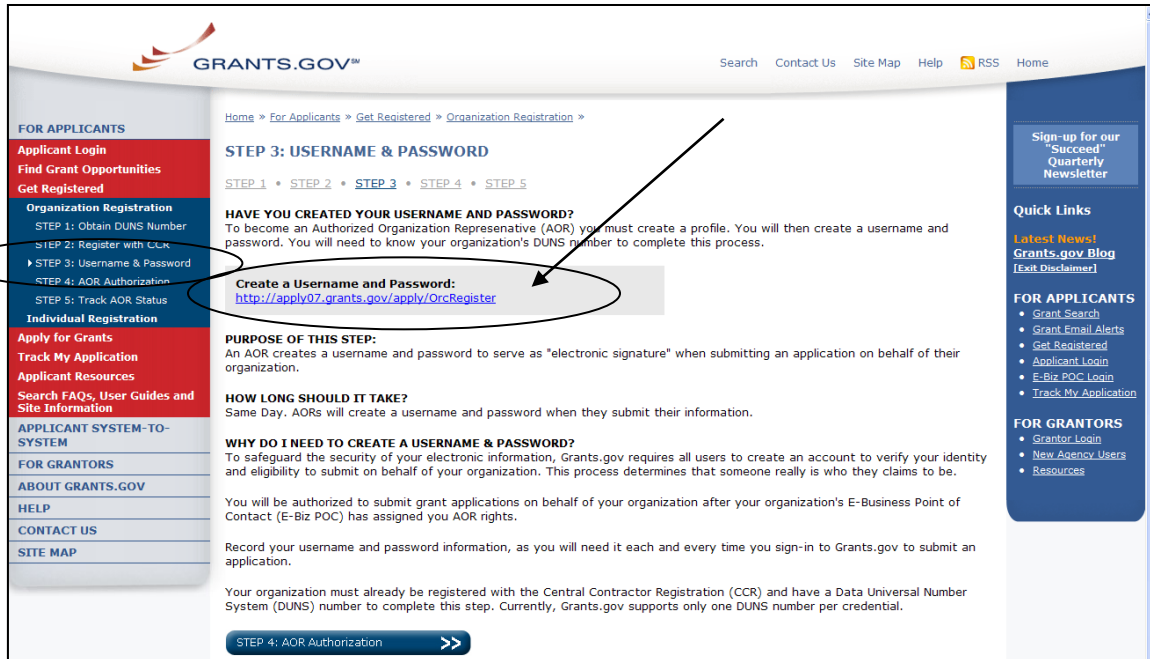
Tips for obtaining your username and password

1. Your **SAM registration must be complete** and active before you can obtain your username and password.
2. 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 hours to become active.
3. Upon completing the online form on Grants.gov, you will create a username and password. This username and password is used to submit your application package to the appropriate government agency safely and securely through Grants.gov.

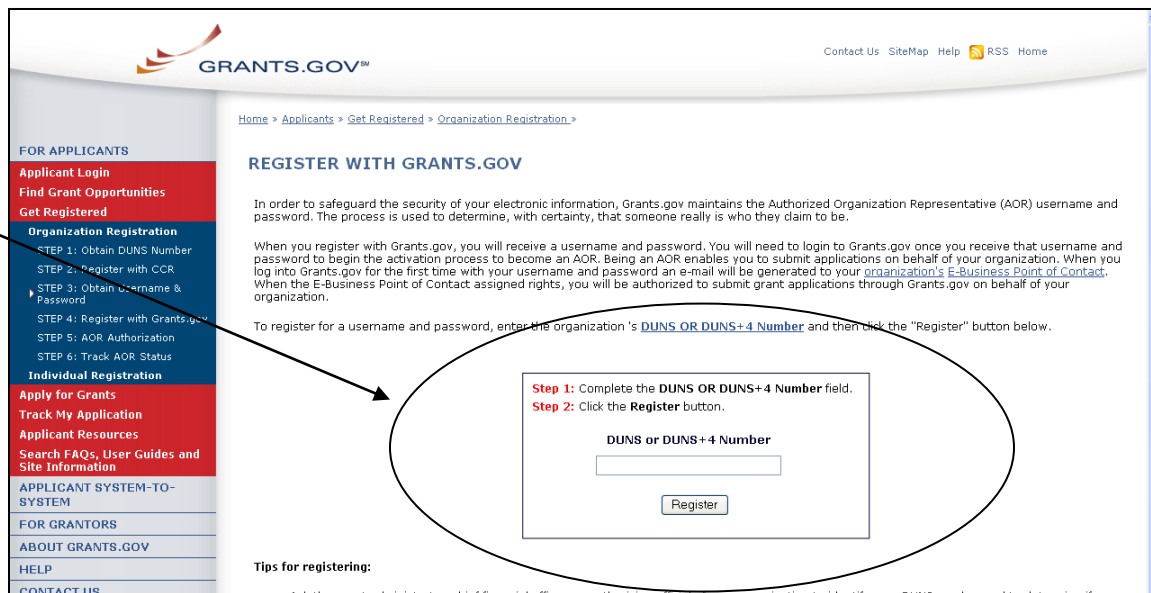
Instructions for obtaining your Username and Password

Your organization's SAM registration must be complete and active before you can obtain a username and password.

1. Select **Get Registered** in the Quick Links on the blue box left navigation of any Grants.gov page. This will take you to the Get Registered screen.
2. Under the Get Registered heading, select **Organization Registration** in the left navigation.
3. Under Organization Registration, select **STEP 3: Username & Password**.
4. Once you are on **STEP 3: Username & Password** screen, select the link [Create Username and Password](#) in the gray bar on the screen.



- At the bottom of the screen you will need to enter your organization's DUNS Number and select the **Register** button. Your organization's SAM registration must be complete and active before you can create a Grants.gov account.



- After entering your organization's DUNS Number, you will be taken to the online form.
- Complete the form. 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); and at least one (1) number (0-9).When you have completed the form select the **Continue** button.

GRANTS.GOVSM

FOR APPLICANTS

Applicant Login
Find Grant Opportunities
Get Registered
Apply for Grants
Track My Application
Applicant Resources
Search FAQs, User Guides and Site Information

APPLICANT SYSTEM-TO-SYSTEM

FOR GRANTORS

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SITE MAP

Home > Applicant Registration

APPLICANT REGISTRATION

Please enter your information below. Required fields are denoted with an asterisk (*).

* First Name: Applicant MI: 1 * Last Name: Grants

* Job Title: Applicant DUNS:

* Telephone: 000-000-0000 * Email: applicant@grants.gov

* Secret Question: Where do I apply for Federal Grants?

* Secret Answer: Grants.gov

* User Name: Applicant1

* Password: ***** * Confirm 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); and at least one (1) number (0-9).

Continue

8. Once you have selected the Continue button a confirmation screen will appear, 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.

GRANTS.GOVSM

Contact Us SiteMap Help RSS Home

Home > Applicant Registration

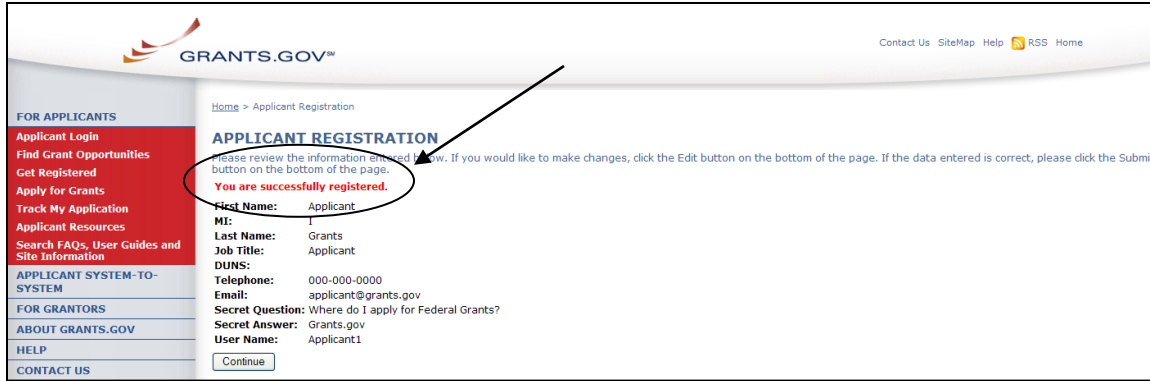
APPLICANT REGISTRATION

Please review the information entered below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please click the Submit button on the bottom of the page.

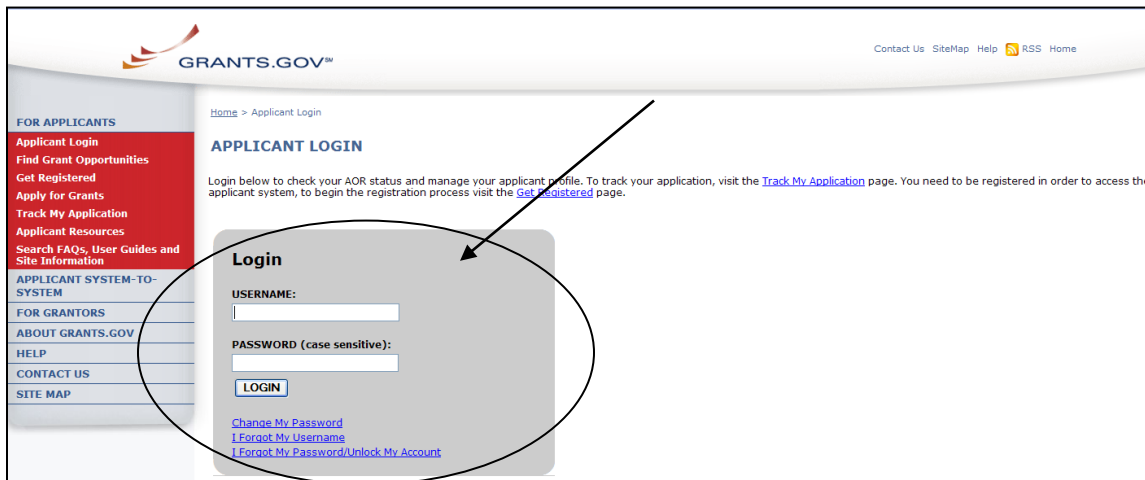
First Name: Applicant
MI: 1
Last Name: Grants
Job Title: Applicant
DUNS:
Telephone: 000-000-0000
Email: applicant@grants.gov
Secret Question: Where do I apply for Federal Grants?
Secret Answer: Grants.gov
User Name: Applicant1

Edit Submit

9. 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 right. 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.



10. After you have created an account with Grants.gov, the E-Business Point of Contact (E-Biz 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 E-Business Point of Contact will need to log in to the E-Biz POC section of Grants.gov and assign the "Authorized Applicant" role to you. You will be able to log in to see if you have received your authorized status. You can check your AOR status by visiting the Applicant Center, simply log in using the link on the left navigation or in the right quick links throughout the website. In the Applicant Center you can track your AOR status, manage your profile and in the future check your application status.



Once logged into the Applicant Center your AOR status appears in the left navigation as shown below.

Welcome,
GrantsGov Trainee
of 000000000000
CCR Exp Date:
01/01/2030

AOR Status:
Approved

Applicant Tools

[Change My Password](#)

[Check My Application Status](#)

[Manage My Profile](#)

E-Biz POC Tools

[Manage Applicants](#)

[View E-Biz Profile](#)

[Check Application Status for Organization](#)

[Logout of Grants.gov](#)

[Home](#) > Applicant Center

APPLICANT CENTER

Welcome to the Applicant Center!

The Applicant Center allows you to manage your applicant profile and to check the status of all your applications at once. If you are the E-Business Point of Contact (E-Biz POC) or know the valid MPIN associated with your DUNS Number, you can access the E-Biz POC Tool links by selecting one of the two links and then entering the valid MPIN.

There is also the [Track My Application](#) page which allows you to track application packages without having to login to the Applicant Center. To search for grant opportunities, visit the [Find Grant Opportunities](#) page. To learn about how to apply for a grant, visit the [Apply for Grants](#) page. If you have any questions you can call the Grants.gov Contact Center at 1-800-518-4726 or email at support@grants.gov.

[Manage My Profile](#) (Organization AORs check registration status here)

On the Manage My Profile page, you can update information in your applicant profile, such as your name, telephone number, email address, and title. If you are a grant applicant representing an organization, you can also verify if you have been granted Authorized Organization Representative (AOR) status, which is a person authorized to submit applications through Grants.gov on behalf of their organization.

The following status information is provided:

- **Approved:** You have received approval to submit on behalf of your organization.
- **AOR Request Sent:** Grants.gov sent an email notification to your E-Business Point of Contact (E-Biz POC) that you have registered to submit grant applications through Grants.gov on behalf of your organization.

Note: Once your E-Biz POC assigns the "Authorized Applicant" role to you, you will receive an email stating that you have been designated as an AOR and will be able to submit applications through Grants.gov. You may also access the E-Biz POC tool links if you know the valid MPIN.

[Check My Application Status](#)

Once you have submitted an application, you can check the status of your application submission on the [Track My Application](#) page or in this section. You can identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number. The following status information is provided:

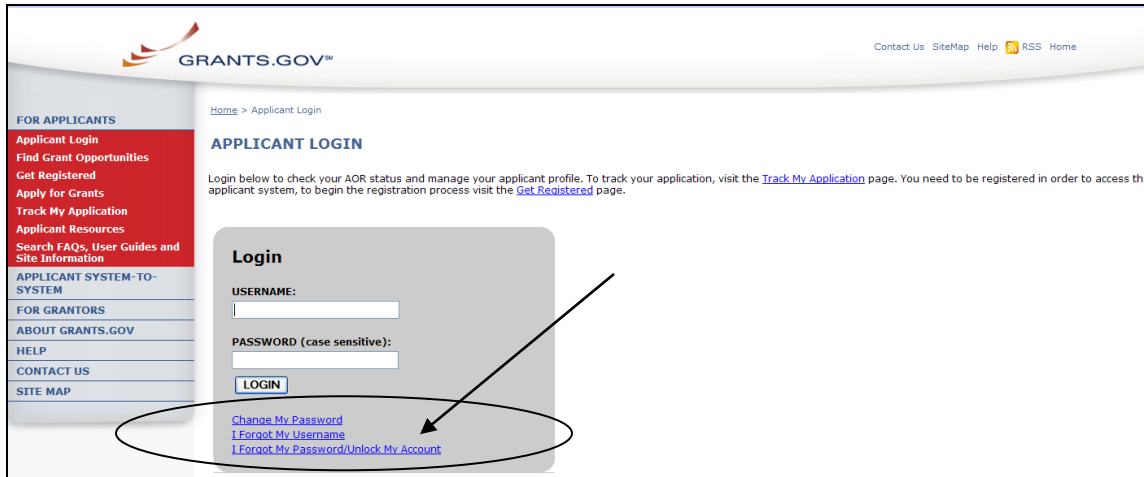
- **Date/Time/Files Received** - The date and time Grants.gov received your application and if hyperlinked, the list of forms and files received by Grants.gov for your application submission
- **Status** - (Application Status Messages Include):
 - **Received** - Grants.gov has received the application, but the application is awaiting validation.
 - **Validated** - Grants.gov validated the application and it is available for the agency to download.
 - **Received by Agency** - The agency has confirmed receipt of the application package.
 - **Agency Tracking Number Assigned** - The agency has assigned an internal tracking number to your application. This is the last status that Grants.gov tracks. Updates beyond this must be checked with the agency directly. Note: All agencies

You will NOT be able to submit applications until the E-Business Point of Contact has completed the authorization of your Grants.gov profile.

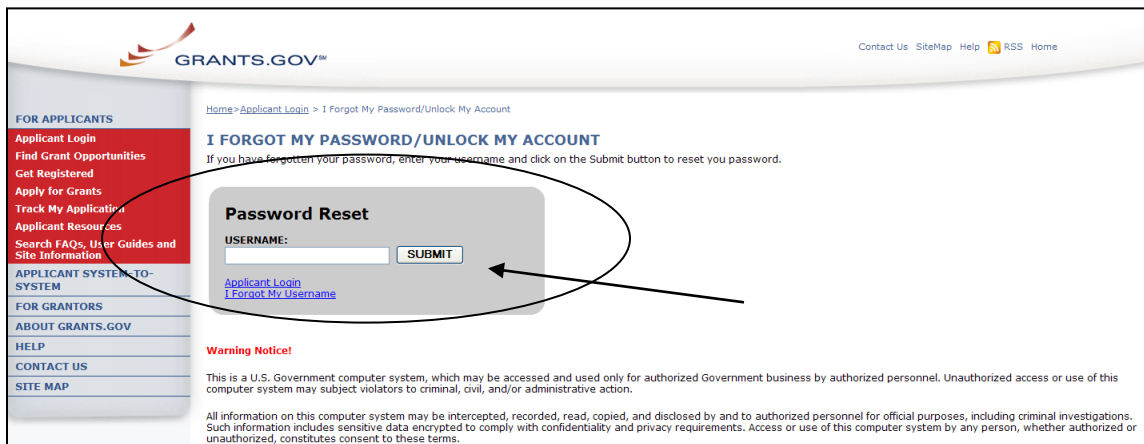
I Forgot My Password/Unlock My Account (Organization)

In the event that you forget your password, you can obtain a new password from the [Applicant Login](#) page.

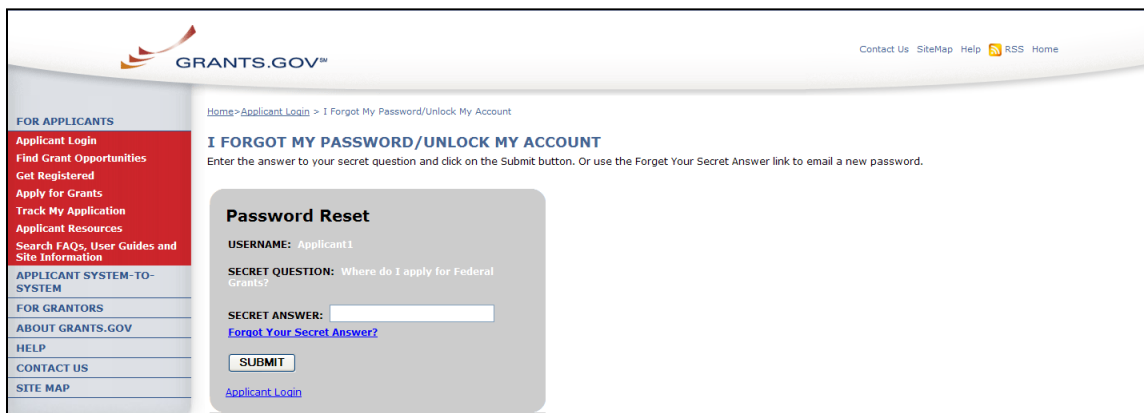
Go to the [Applicant Login](#) page and select the link **I Forgot My Password/Unlock My Account**.



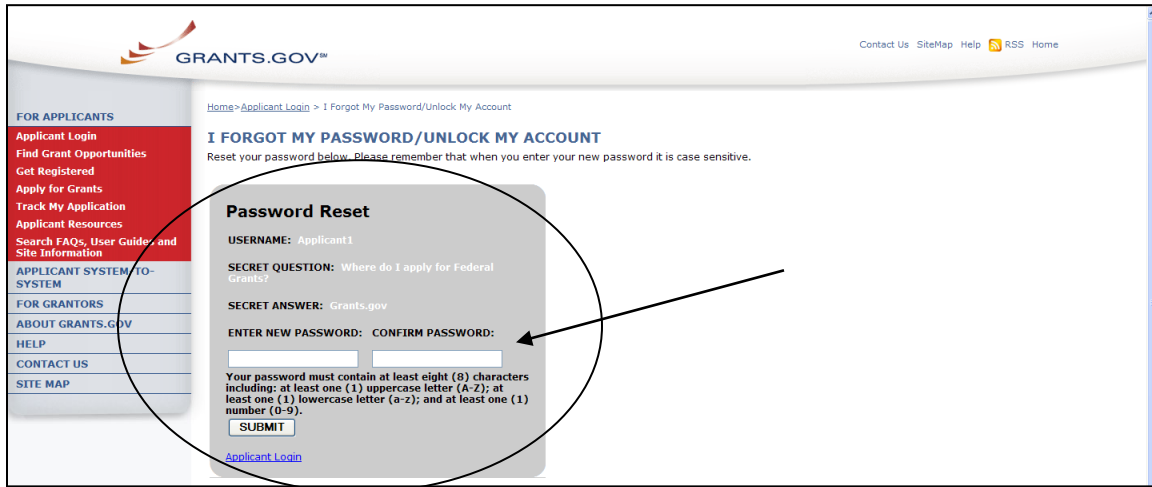
Then enter your username and select the **Submit** button.



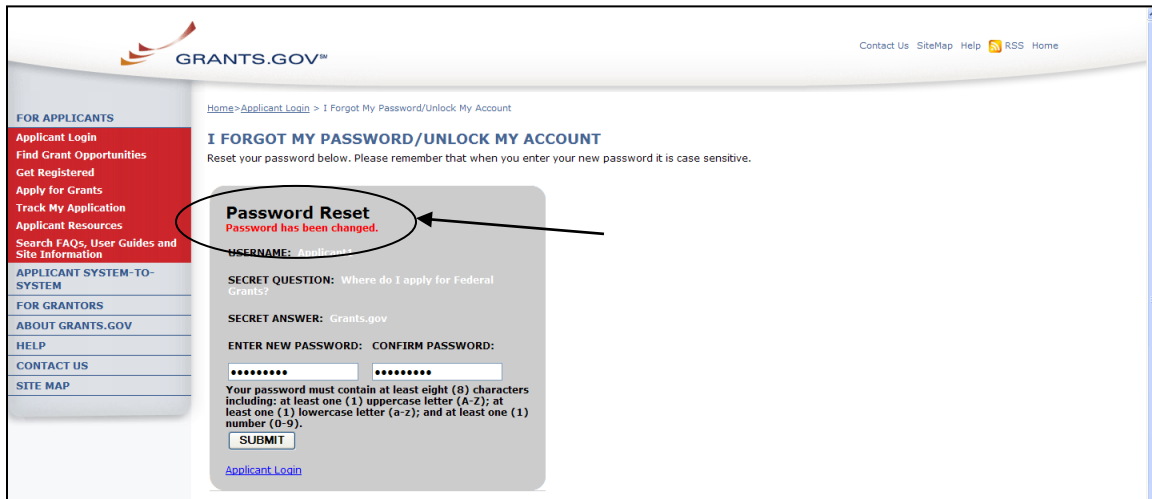
You will be directed to the I Forgot My Password/Unlock My Account page. Simply enter the answer to your secret question and then select the **Submit** button to reset your password.



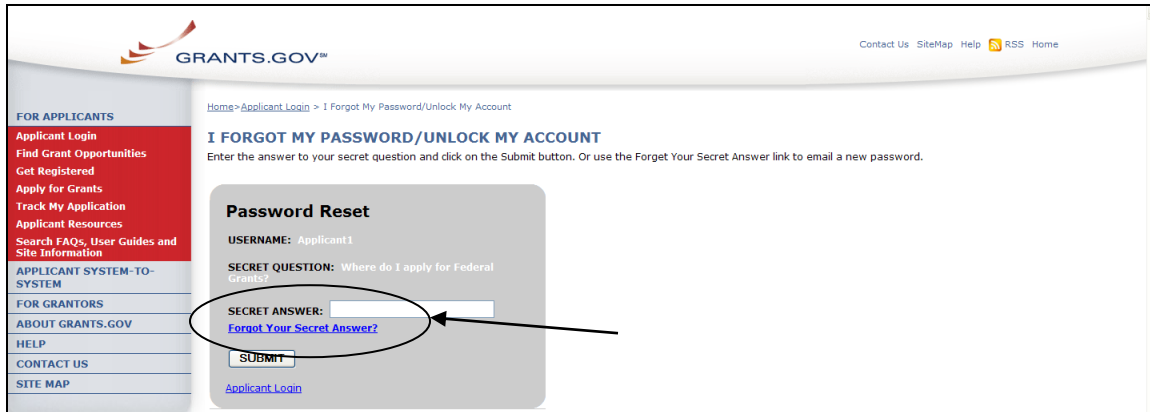
Once your answer is validated you will be directed to enter a new password. Enter a password and then enter it again into the confirm password field and select the **Submit** button.



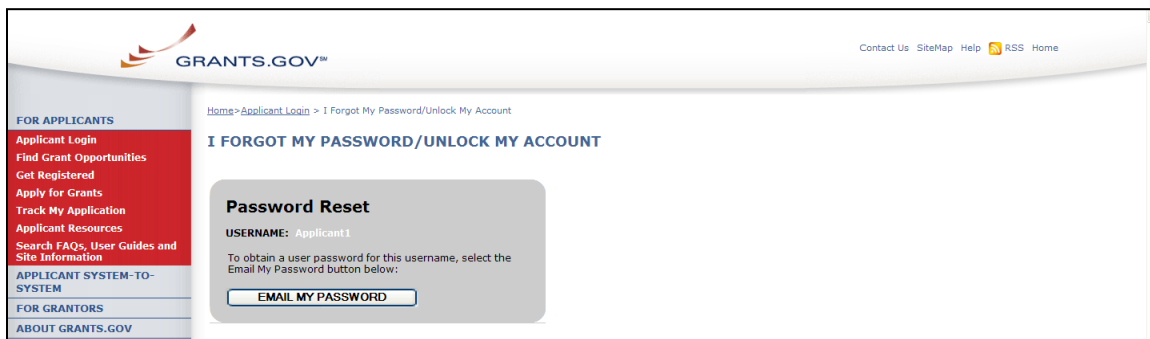
Once you have reset your password an email is sent to the user notifying of the password change.



Alternatively if you forget the answer to your secret question, you may select the link **Forgot Your Secret Answer?**

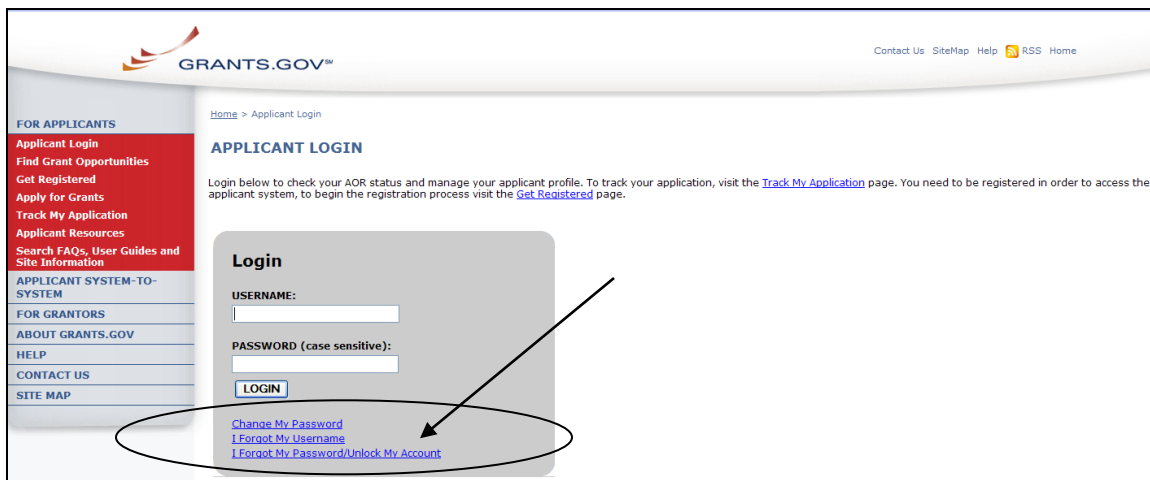


To obtain a system-generated password, select the **Email My Password** button. The password will be sent to the email address on file with Grants.gov.

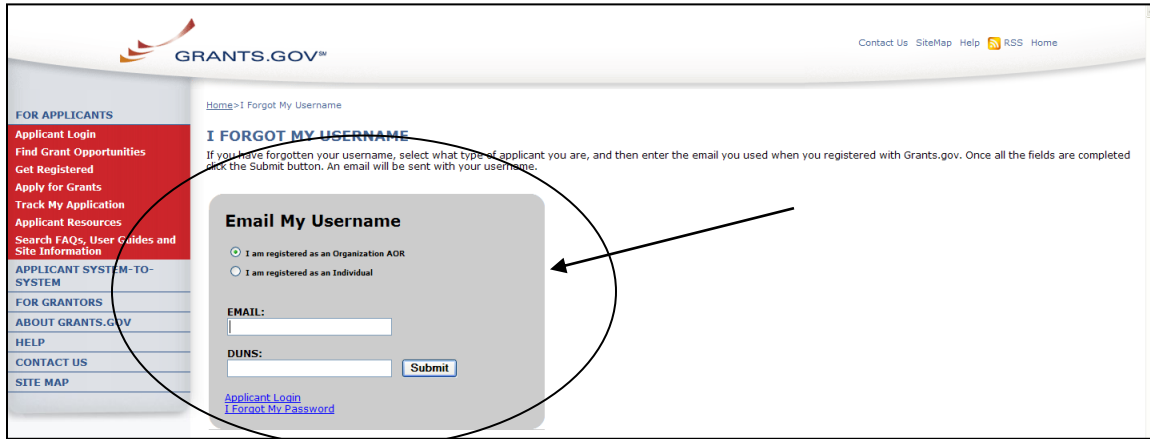


I Forgot My Username (Organization)

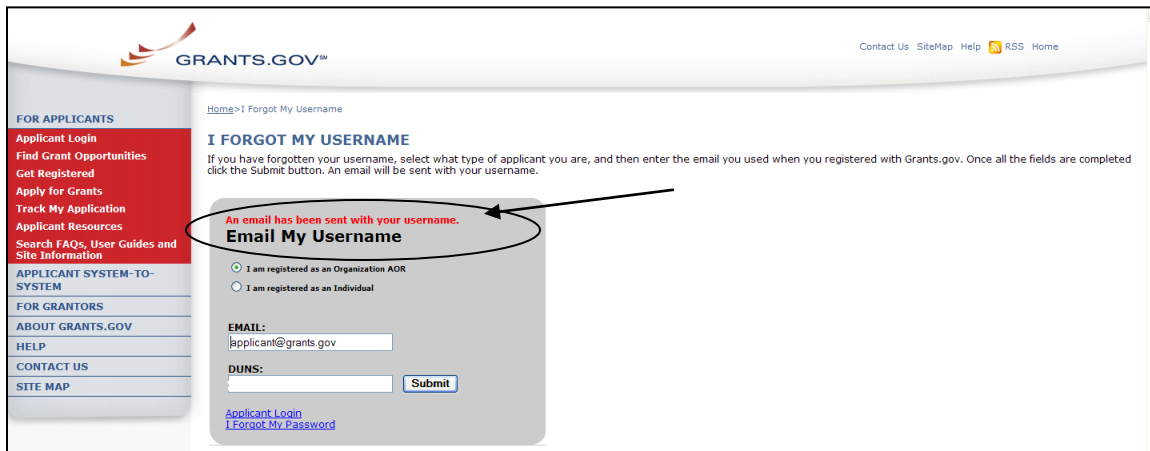
In the event that you forget your username, you can obtain your username from the [Applicant Login](#) page. Go to the [Applicant Login](#) page and select the link **I Forgot My Username**.



Please select **I am registered as an Organization AOR**. 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, simply select the **Submit** button. After selecting **Submit** you will see a message stating “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 (E-Biz POC) for your organization. The E-Biz 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 (E-Biz 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 E-Biz 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 E-Biz POC for your organization.

Note: In some organizations, a person may serve as both an E-Biz POC and an AOR, in this case you will need to perform this step and approve yourself as an AOR. If you are the E-Biz 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 E-Biz POC, and authorize yourself as an AOR.

Once an applicant on behalf of an organization registers with Grants.gov, the E-Biz POC will have to approve the request. After the AOR has submitted their request granting permissions to the applicant to become an Authorized Organization Representative (AOR), the E-Biz POC will complete the fourth step in this process as described on this page: http://www.grants.gov/applicants/org_step5.jsp.

The screenshot shows the Grants.gov website interface. The main content area is titled "STEP 4: AOR AUTHORIZATION" and includes a breadcrumb trail: Home > For Applicants > Get Registered > Organization Registration >. Below the title, there are links for STEP 1, STEP 2, STEP 3, STEP 4 (highlighted), and STEP 5. The main text explains that the E-Biz POC must approve the AOR status to submit applications on behalf of the organization. It provides instructions on how to login and approve the AOR, and mentions that a confirmation email will be sent. A red circle highlights the "E-Biz POC Checklist" link in the "HELP" section of the left navigation menu. The right sidebar contains a "Sign-up for our 'Succeed' Quarterly Newsletter" button, "Quick Links" (Grant Search, Grant Email Alerts, Get Registered, Applicant Login, E-Biz POC Login, Track My Application), "FOR APPLICANTS" (Grant Search, Grant Email Alerts, Get Registered, Applicant Login, E-Biz POC Login, Track My Application), and "FOR GRANTORS" (Grantor Login, New Applicant Users, Resources).

Grants.gov has developed an E-Business Point of Contact (E-Biz POC) Registration checklist to help authorize your organization's AOR (Authorized Organization Representative). The Registration Checklist is a PDF document, which you may review

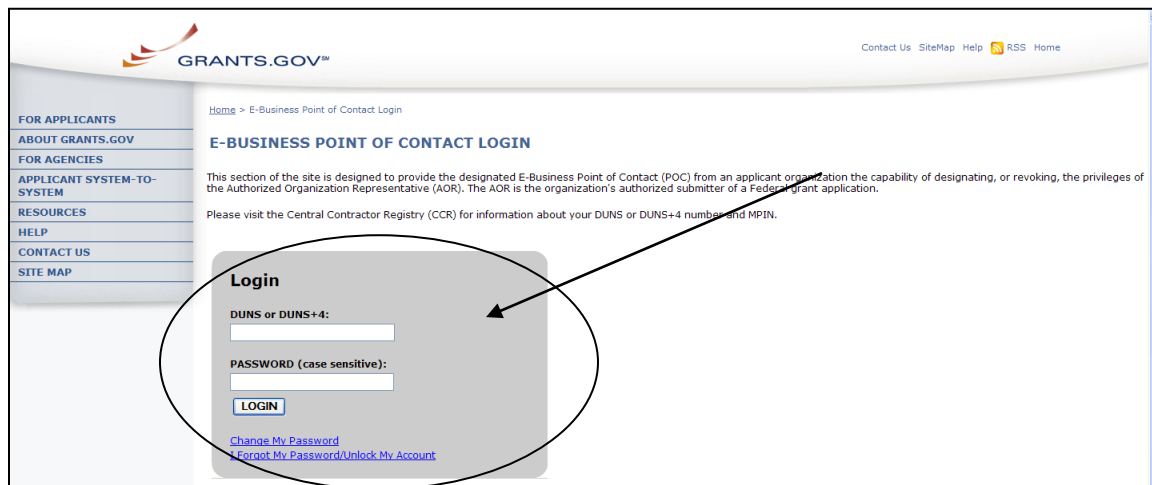
on-screen at http://www.grants.gov/assets/E-Biz_POC_Checklist.pdf or print and retain for future reference.

To login and assign the Authorized Applicant role as an E-Biz POC, select the [E-Biz POC Login](#) link in the right navigation menu under Quick Links in the blue box, on most Grants.gov pages.



1. On the For E-Business Point of Contact Login screen enter your organization's DUNS Number and Password and select the **Login** button.

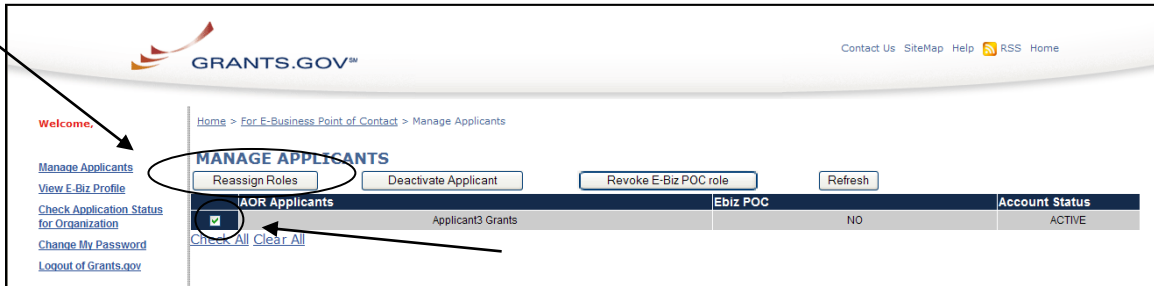
If you are user who has entered your MPIN instead of a Password in the past, enter your MPIN into the Password field and select the **Login** button. You will be prompted to create a password.



2. Once you are logged in, select the **Manage Applicants** link on the left of the screen.

3. Select the name of the person for whom you want to assign the Authorized Applicant role by selecting the checkbox next to that person's name.

4. Select the **Reassign Roles** button.



5. This will take you to the Reassign User Roles screen. Select the **Authorized Applicant** role in the Remaining Roles box. Select the double arrow pointing toward the Current Roles box.

6. To save your changes, select the **Continue** button. Or to cancel your changes, select the **Cancel Reassign** button.

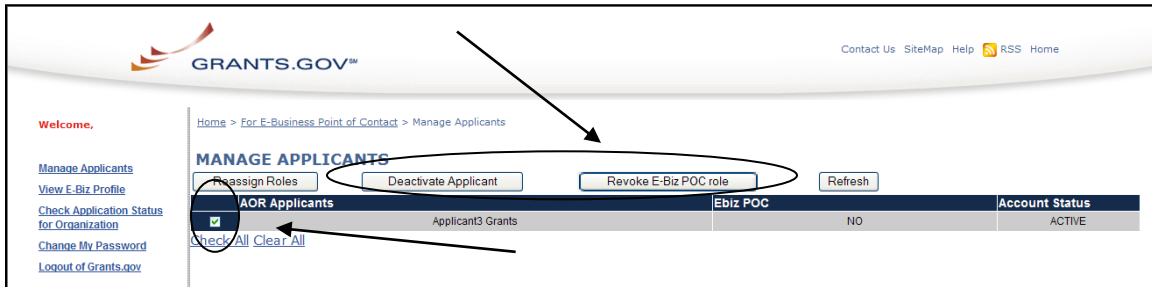


7. Once you have reassigned roles, the applicant is now authorized and can submit applications on Grants.gov.

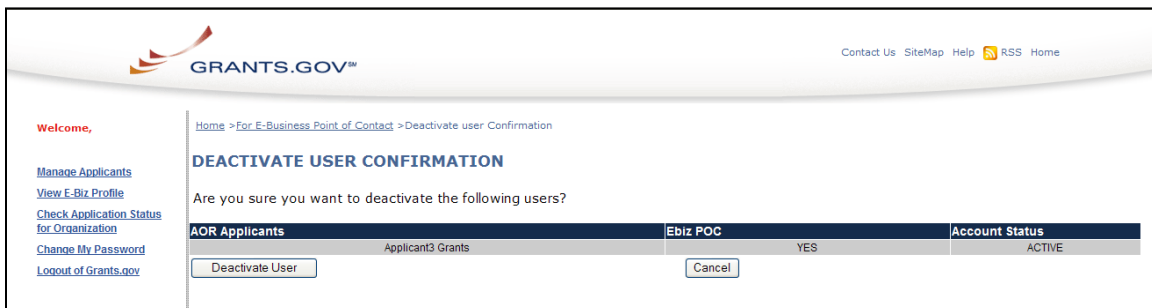
E-Biz POC Manage Applicants

The E-Biz POC can also deactivate and revoke E-Biz POC roles from AORs as desired. When you revoke E-Biz POC role, you are removing the permissions of an AOR to act as an E-Biz POC.

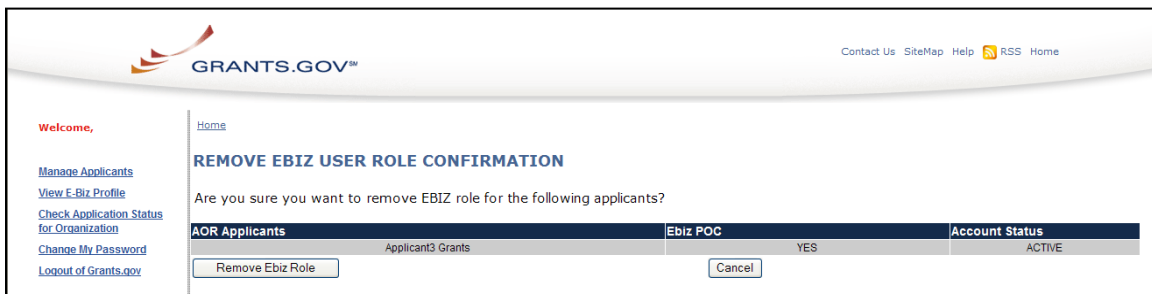
To deactivate an AOR and/or revoke E-Biz POC role select the checkbox next to that person's name and click the **Deactivate Applicant** button or the **Revoke E-Biz POC role** button.



Select the **Deactivate User** button to deactivate the user. If you do not want to deactivate the user, select the **Cancel** button.

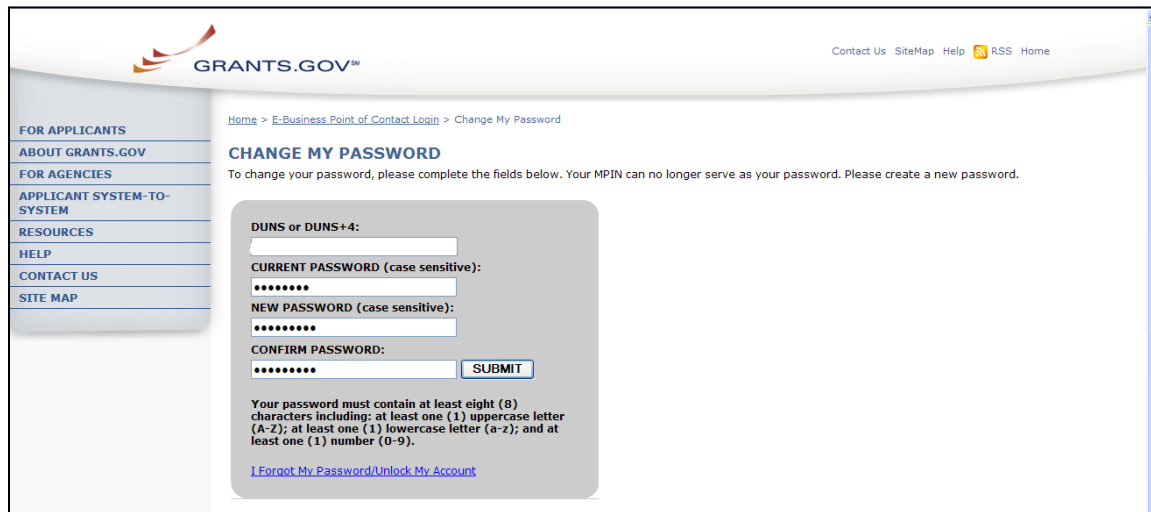


Select the **Remove Ebiz Role** button to deactivate the user. If you do not want to remove the E-Biz role, select the **Cancel** button.



E-Biz POC Change My Password

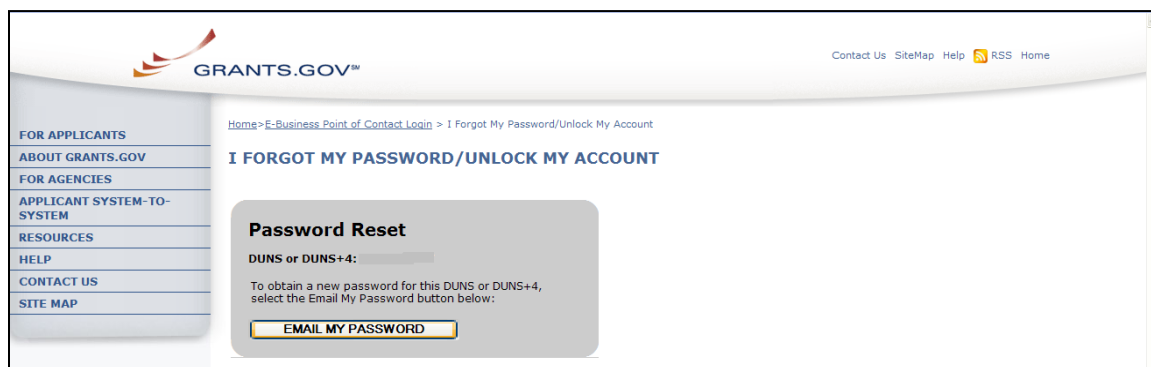
To change your password, select the **Change My Password** link on the E-Business Point of Contact Login screen or on the right navigation when you are logged in. Enter your DUNS Number, current password, new password and confirm the new password. Remember your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); and at least one (1) number (0-9).



The screenshot shows the 'CHANGE MY PASSWORD' page on the GRANTS.GOV website. The page has a navigation menu on the left with links for 'FOR APPLICANTS', 'ABOUT GRANTS.GOV', 'FOR AGENCIES', 'APPLICANT SYSTEM-TO-SYSTEM', 'RESOURCES', 'HELP', 'CONTACT US', and 'SITE MAP'. The main content area includes a breadcrumb trail: 'Home > E-Business Point of Contact Login > Change My Password'. Below the breadcrumb is the heading 'CHANGE MY PASSWORD' and a sub-heading 'To change your password, please complete the fields below. Your MPIN can no longer serve as your password. Please create a new password.' The form contains three input fields: 'DUNS or DUNS+4:', 'CURRENT PASSWORD (case sensitive):', and 'NEW PASSWORD (case sensitive):', each followed by a 'CONFIRM PASSWORD:' field. A 'SUBMIT' button is located at the bottom right of the form. Below the form, there is a password requirement notice: '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); and at least one (1) number (0-9).' and a link: 'I Forgot My Password/Unlock My Account'.

E-Biz POC I Forgot My Password/Unlock My Account

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



The screenshot shows the 'I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT' page on the GRANTS.GOV website. The page has a navigation menu on the left with links for 'FOR APPLICANTS', 'ABOUT GRANTS.GOV', 'FOR AGENCIES', 'APPLICANT SYSTEM-TO-SYSTEM', 'RESOURCES', 'HELP', 'CONTACT US', and 'SITE MAP'. The main content area includes a breadcrumb trail: 'Home > E-Business Point of Contact Login > I Forgot My Password/Unlock My Account'. Below the breadcrumb is the heading 'I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT' and a sub-heading 'Password Reset'. The form contains one input field: 'DUNS or DUNS+4:'. Below the input field, there is a notice: 'To obtain a new password for this DUNS or DUNS+4, select the Email My Password button below:'. A button labeled 'EMAIL MY PASSWORD' is located at the bottom of the form.

E-Biz POC View Profile

To review and verify the information on file is current, select the **View E-Biz Profile** link in the left navigation. You will be presented with the information on file with SAM. In order to update the information shown within the E-Business Point of Contact (E-Biz

Step 5: Track AOR Status

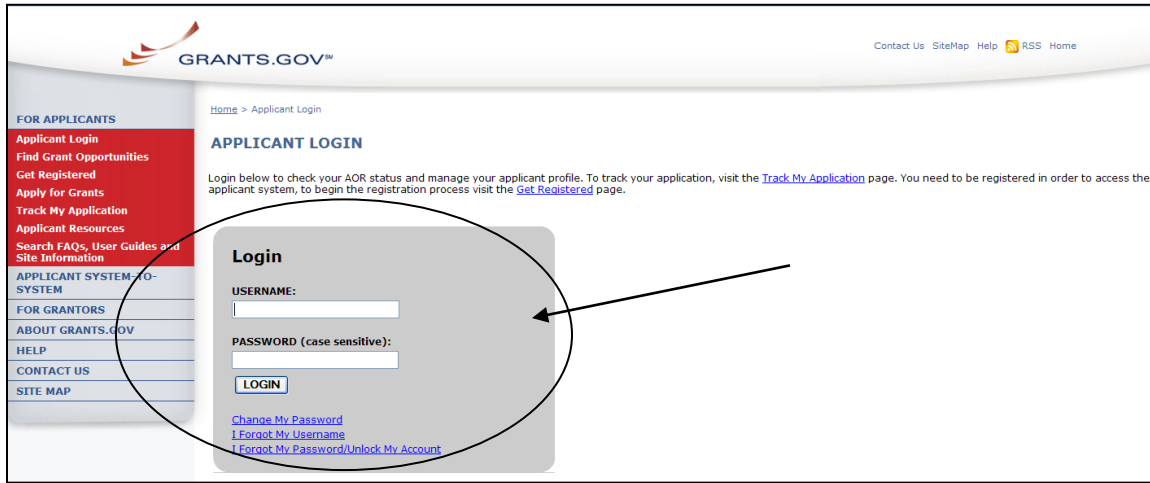
Applicants have the ability to log in and check their AOR status by logging in as an applicant. You can learn more on the [Step 5: Track AOR Status](#) page.

The screenshot shows the Grants.gov website at the 'STEP 5: TRACK AOR STATUS' page. The page title is 'STEP 5: TRACK AOR STATUS' and it includes a breadcrumb trail: Home > For Applicants > Get Registered > Organization Registration >. The main content area is titled 'WHERE DO I GO TO TRACK MY AOR STATUS?' and explains that AORs can track their status at any time by clicking on the Applicant Login link on the home page. It provides a link to 'Check Your AOR Status' with the URL: <https://apply07.grants.gov/apply/logincontrol.jsp?goto=/secured/ApplicantLogin.jsp&loginpage=/jsp/ApplicantLoginGetTD.jsp>. The page also includes sections for 'PURPOSE OF THIS STEP', 'HOW LONG SHOULD IT TAKE?', and 'WHAT DOES MY E-BIZ POC NEED TO DO?'. A sidebar on the left contains navigation links for 'FOR APPLICANTS', 'FOR GRANTORS', and 'ABOUT GRANTS.GOV'. A sidebar on the right contains a 'Sign-up for our "Succeed" Quarterly Newsletter' and 'Quick Links'.

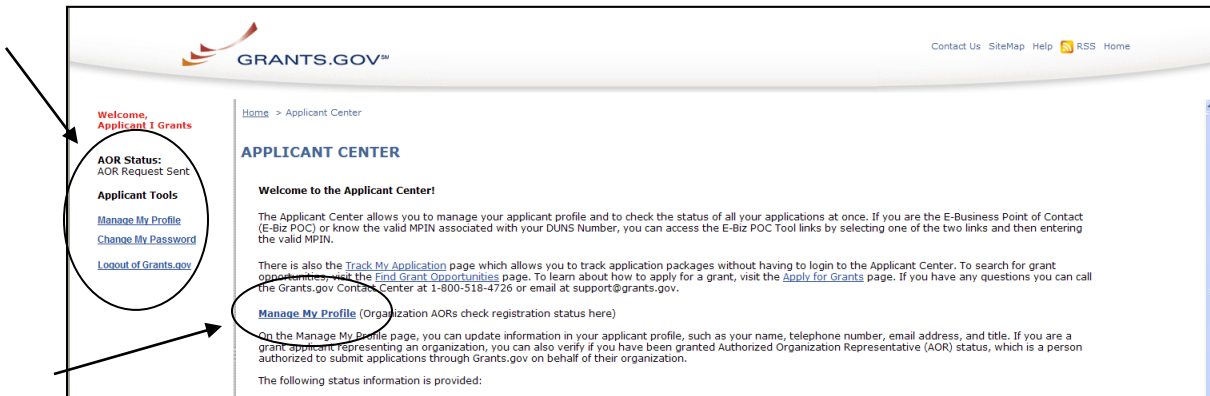
Applicants also have the ability to login and check their AOR status from the home page. To log in as an Applicant select the [Applicant Login](#) link on the right navigation or in the Quick Links in the right blue navigation bar on the Grants.gov page.

The screenshot shows the Grants.gov home page. The main heading is 'Find. Apply. Succeed.' and the page features a 'RECOVERY.GOV' banner. The left sidebar contains navigation links for 'FOR APPLICANTS', 'FOR GRANTORS', and 'ABOUT GRANTS.GOV'. The right sidebar contains a 'Sign-up for our "Succeed" Quarterly Newsletter' and 'Quick Links'. Two arrows point to the 'Applicant Login' link in the left sidebar and the 'Applicant Login' link in the right sidebar's 'FOR APPLICANTS' section.

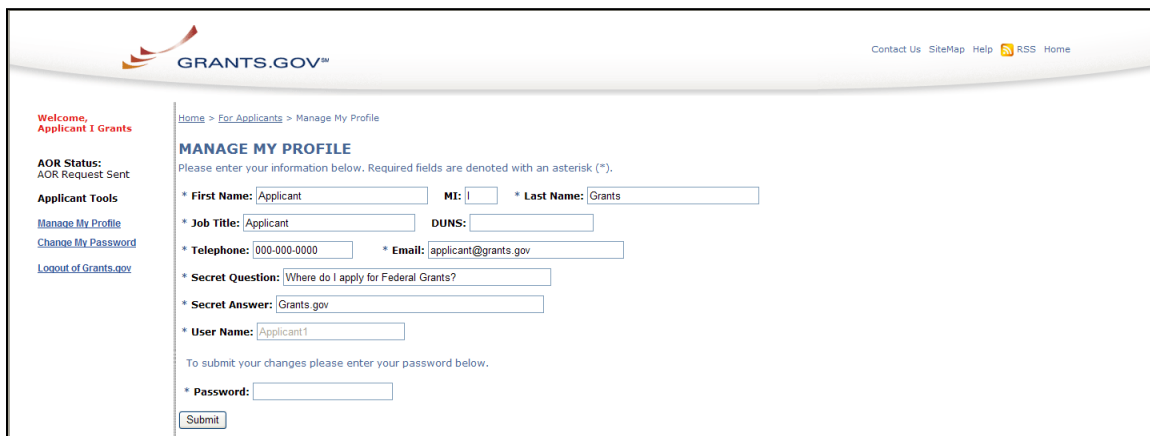
On the Applicant Login page enter your username and password, obtained while registering with Grants.gov. Then select the **Login** button to enter into the Applicant Center.



In the Applicant Center you can check view your AOR status under Manage My Profile from the left navigation. Additionally, select the **Manage My Profile** link on the left navigation menu or select the link on the welcome page.



On the Manage My Profile page, check to be sure the information listed is correct.



Once approved, you will be able to submit applications, check your application status, change your password, manage your profile and if you know the MPIN for your organization, you can utilize the E-Biz POC tools. In the E-Biz POC Tools section, you can manage applicants, view the E-Biz profile and check the application status for your entire organization. Refer to [Step 4](#) for more details about the E-Biz functionality.

GRANTS.GOV™ Contact Us SiteMap Help RSS Home

Home > Applicant Center

APPLICANT CENTER

Welcome to the Applicant Center!

The Applicant Center allows you to manage your applicant profile and to check the status of all your applications at once. If you are the E-Business Point of Contact (E-Biz POC) or know the valid MPIN associated with your DUNS Number, you can access the E-Biz POC Tool links by selecting one of the two links and then entering the valid MPIN.

There is also the [Track My Application](#) page which allows you to track application packages without having to login to the Applicant Center. To search for grant opportunities, visit the [Find Grant Opportunities](#) page. To learn about how to apply for a grant, visit the [Apply for Grants](#) page. If you have any questions you can call the Grants.gov Contact Center at 1-800-518-4726 or email at support@grants.gov.

[Manage My Profile](#) (Organization AORs check registration status here)

On the Manage My Profile page, you can update information in your applicant profile, such as your name, telephone number, email address, and title. If you are a grant applicant representing an organization, you can also verify if you have been granted Authorized Organization Representative (AOR) status, which is a person authorized to submit applications through Grants.gov on behalf of their organization.

The following status information is provided:

- **Approved:** You have received approval to submit on behalf of your organization.
- **AOR Request Sent:** Grants.gov sent an email notification to your E-Business Point of Contact (E-Biz POC) that you have registered to submit grant applications through Grants.gov on behalf of your organization.

Note: Once your E-Biz POC assigns the "Authorized Applicant" role to you, you will receive an email stating that you have been designated as an AOR and will be able to submit applications through Grants.gov. You may also access the E-Biz POC tool links if you know the valid MPIN.

[Check My Application Status](#)

Once you have submitted an application, you can check the status of your application submission on the [Track My Application](#) page or in this section. You can identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number. The following status information is provided:

- **Date/Time/Files Received** – The date and time Grants.gov received your application and if hyperlinked, the list of forms and files received by Grants.gov for your application submission
- **Status** – (Application Status Messages Include):
 - **Received** – Grants.gov has received the application, but the application is awaiting validation.
 - **Validated** – Grants.gov validated the application and it is available for the agency to download.
 - **Received by Agency** – The agency has confirmed receipt of the application package.
 - **Agency Tracking Number Assigned** – The agency has assigned an internal tracking number to your application. This is the last status that Grants.gov tracks. Updates beyond this must be checked with the agency directly. Note: All agencies do not assign tracking numbers. If you do not see an agency tracking number, this does not infer that the agency did not receive or process your application. The assignment of tracking numbers is based on the policy of a particular agency.
 - **Rejected with Errors** – Grants.gov was unable to process your application because of an error(s) and cannot accept the application until you correct the errors and successfully resubmit the application. You will receive email notification with information on how to address the error(s). Refer to [Application Error Tips](#) for information on how to address common application errors.
- **Status Date** – The date and time, your application status was updated.
- **Agency Tracking Number** – A Tracking Number assigned by the agency, if applicable.
- **Submission Name/Files** – Includes the Application Filing Name and a listing of the forms and files received.

Register as an Individual

Review this overview if you are submitting a grant **on your behalf** and **not** on behalf of a company, state, local or tribal government, academia or other type of organization. In order to safeguard the security of your electronic information, Grants.gov requires all users to create an account in the Grants.gov system. In order 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/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: In order 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.

If you are submitting an application on behalf of an organization, please move to the [Organization Registration](#) section of the user guide.

Step 1: Enter Funding Opportunity Number (FON)

Select **Get Registered** in the Quick Links on the blue boxed left navigation of any Grants.gov page. This will take you to the Get Registered screen.

Once you land on the Get Registered screen, you will be presented with two options. If you are submitting an application on your own behalf – not on behalf of an organization – select **Individual Registration** in the left navigation bar or link on the main page.

The screenshot shows the Grants.gov 'GET REGISTERED' page. On the left, a navigation menu under 'FOR APPLICANTS' lists 'Individual Registration' with a blue highlight and a circle around it. The main content area is titled 'GET REGISTERED' and includes instructions: 'In order to apply for a grant, you and/or your organization must complete the Grants.gov registration process. The registration process for an Organization or an Individual can take between three to five business days or as long as four weeks if all steps are not completed in a timely manner. So please register early!'. Below this, it says 'Please choose one of the options below:'. There are two main options: 'Organization Registration' and 'Individual Registration'. The 'Individual Registration' option is circled in blue. On the right sidebar, under 'Quick Links', 'Get Registered' is circled in blue. A 'Warning Notice' is visible at the bottom of the page.

Select the **Register with Grants.gov** option. 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 and then select **Register**.

The screenshot shows the Grants.gov 'REGISTER WITH GRANTS.GOV' page. On the left, a navigation menu under 'FOR APPLICANTS' lists 'Individual Registration' with a blue highlight and a circle around it. The main content area is titled 'REGISTER WITH GRANTS.GOV' and includes instructions: 'In order to safeguard the security of your electronic information, Grants.gov maintains the Authorized Organization Representative (AOR) username and password. It is the process of determining, with certainty, that someone really is who they claim to be. When registering as an individual with Grants.gov, you must know the Funding Opportunity Number (FON) of the Grant opportunity you are applying for. You must use this FON to register. Once you register a Grants.gov username and password to have your grant application forwarded to the appropriate government agency safely and securely. Note: In order for you to apply as an individual, the grant application must be open to individuals and be published on the Grants.gov website. If you would like to submit an application as an individual, please enter the Funding Opportunity Number for a grant application that you intend to apply for and click press the "Register" button below.' Below this, there is a form with a 'Funding Opportunity Number' field and a 'Register' button. The 'Funding Opportunity Number' field and 'Register' button are circled in blue. A 'Warning Notice' is visible at the bottom of the page.

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); and at least one (1) number (0-9). When you have completed the form select the **Continue** button.

GRANTS.GOV™

Contact Us SiteMap Help RSS Home

Home > Applicant Registration

APPLICANT REGISTRATION

Please enter your information below. Required fields are denoted with an asterisk (*).

* First Name: Applicant2 MI: I * Last Name: Grants

* Job Title: Applicant DUNS: INDV

* Telephone: 000-000-0000 * Email: applicant2@grants.gov

* Secret Question: Where do I find Federal Grants?

* Secret Answer: Grants.gov

* User Name: Applicant2

* Password: ***** * Confirm 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); and at least one (1) number (0-9).

[Continue](#)

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.

GRANTS.GOV™

Contact Us SiteMap Help RSS Home

Home > Applicant Registration

APPLICANT REGISTRATION

Please review the information entered below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please click the Submit button on the bottom of the page.

First Name: Applicant2

MI: I

Last Name: Grants

Job Title: Applicant

DUNS: INDV

Telephone: 000-000-0000

Email: applicant2@grants.gov

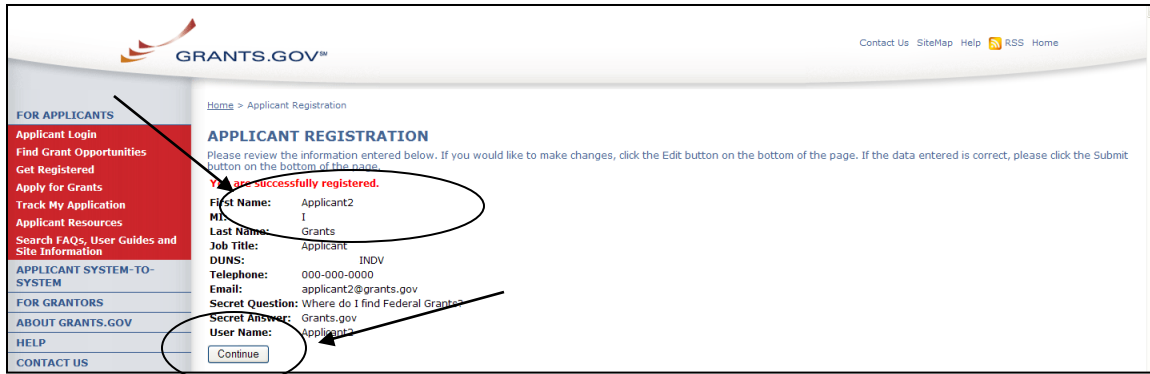
Secret Question: Where do I find Federal Grants?

Secret Answer: Grants.gov

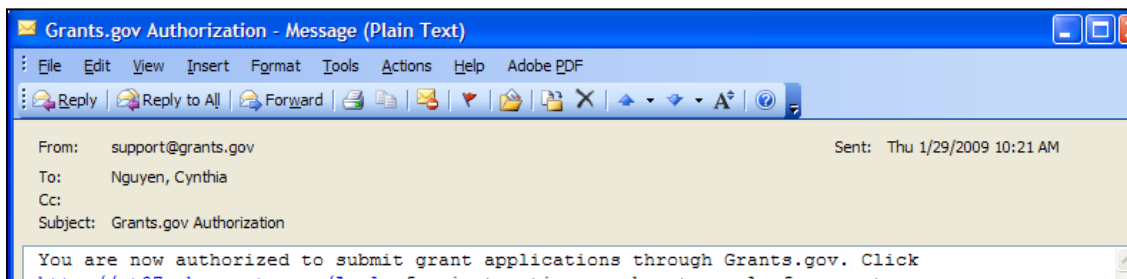
User Name: Applicant2

[Edit](#) [Submit](#)

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. Simply correct the error or contact the Contact Center for further assistance.



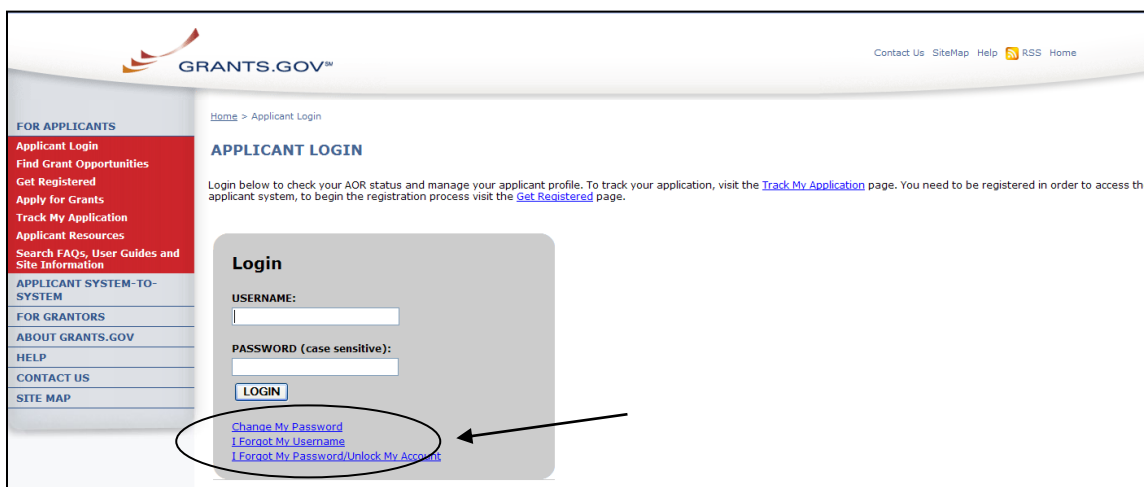
You will receive an email notification that will let you know you are able to apply for grant opportunities as an Individual.



I Forgot My Password/Unlock My Account (Individual)

In the event that you forget your password, you can obtain a new password from the [Applicant Login](#) page.

Go to the [Applicant Login](#) page and select the link **I Forgot My Password/Unlock My Account**.



Then enter your username and select the **Submit** button.

GRANTS.GOV™

Contact Us SiteMap Help RSS Home

Home > Applicant Login > I Forgot My Password/Unlock My Account

I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT
If you have forgotten your password, enter your username and click on the Submit button to reset your password.

Password Reset

USERNAME:

[Applicant Login](#)
[Forgot My Username](#)

FOR APPLICANTS
Applicant Login
Find Grant Opportunities
Get Registered
Apply for Grants
Track My Application
Applicant Resources
Search FAQs, User Guides and Site Information

APPLICANT SYSTEM-TO-SYSTEM

FOR GRANTORS

ABOUT GRANTS.GOV

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

GRANTS.GOV™

Contact Us SiteMap Help RSS Home

Home > Applicant Login > I Forgot My Password/Unlock My Account

I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT
Enter the answer to your secret question and click on the Submit button. Or use the Forget Your Secret Answer link to email a new password.

Password Reset

USERNAME: Applicant2

SECRET QUESTION: Where do I find Federal Grants?

SECRET ANSWER:

[Forgot Your Secret Answer?](#)

[Applicant Login](#)

FOR APPLICANTS
Applicant Login
Find Grant Opportunities
Get Registered
Apply for Grants
Track My Application
Applicant Resources
Search FAQs, User Guides and Site Information

APPLICANT SYSTEM-TO-SYSTEM

FOR GRANTORS

ABOUT GRANTS.GOV

HELP

CONTACT US

SITE MAP

Once your answer is validated you will be directed to enter a new password. Enter a password and then enter it again into the confirm password field and select the **Submit** button.

GRANTS.GOV™

Contact Us SiteMap Help RSS Home

Home > Applicant Login > I Forgot My Password/Unlock My Account

I FORGOT MY PASSWORD/UNLOCK MY ACCOUNT
Reset your password below. Please remember that when you enter your new password it is case sensitive.

Password Reset

USERNAME: Applicant2

SECRET QUESTION: Where do I find Federal Grants?

SECRET ANSWER: Grants.gov

ENTER NEW PASSWORD: CONFIRM 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); and at least one (1) number (0-9).

[Applicant Login](#)

FOR APPLICANTS
Applicant Login
Find Grant Opportunities
Get Registered
Apply for Grants
Track My Application
Applicant Resources
Search FAQs, User Guides and Site Information

APPLICANT SYSTEM-TO-SYSTEM

FOR GRANTORS

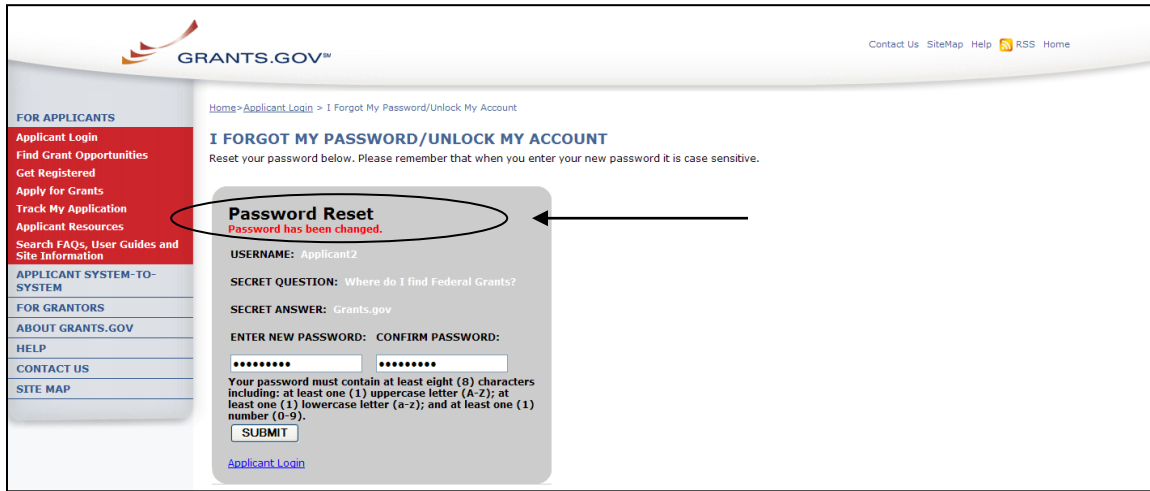
ABOUT GRANTS.GOV

HELP

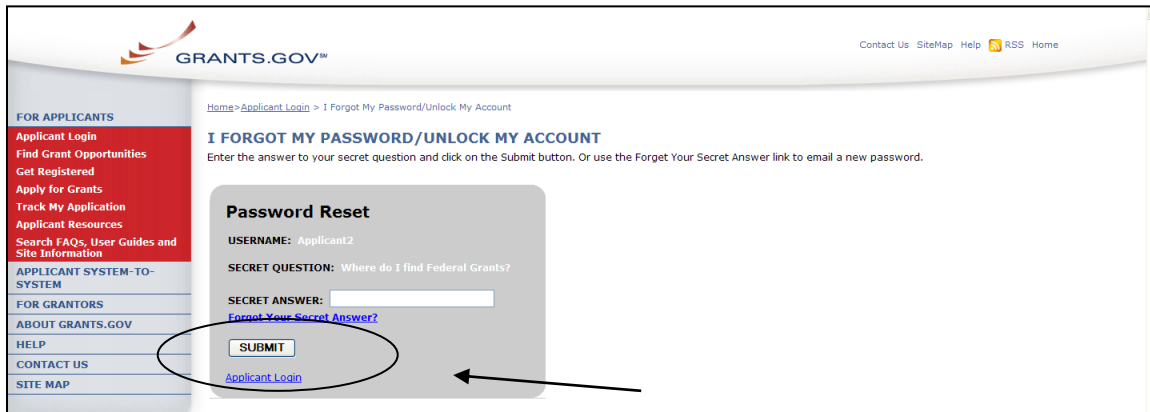
CONTACT US

SITE MAP

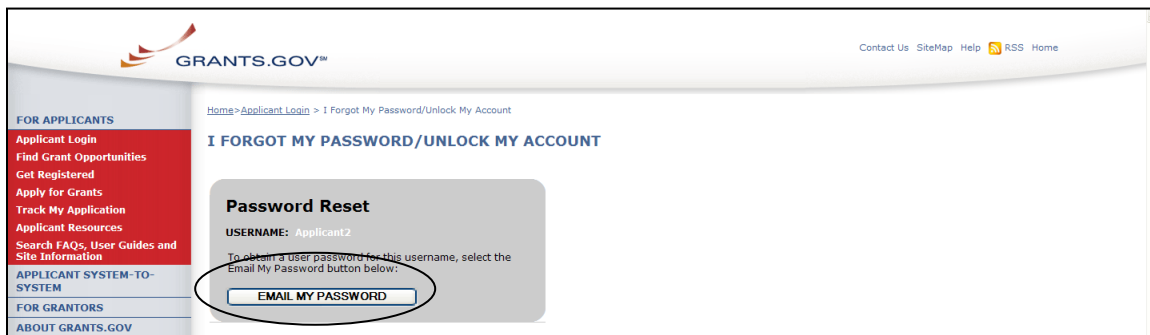
Once you have reset your password, a message will appear saying “Password has been changed” that will inform you that your password was reset successfully. You will also receive a notification email.



Alternatively if you forget the answer to your secret question, you may select the link **Forgot Your Secret Answer?**



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**.

GRANTS.GOV™

Contact Us SiteMap Help RSS Home

Home > Applicant Login

APPLICANT LOGIN

Login below to check your AOR status and manage your applicant profile. To track your application, visit the [Track My Application](#) page. You need to be registered in order to access the applicant system, to begin the registration process visit the [Get Registered](#) page.

Login

USERNAME:
[Text Field]

PASSWORD (case sensitive):
[Text Field]

LOGIN

[Change My Password](#)
[I Forgot My Username](#)
[I Forgot My Password/Unlock My Account](#)

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.

GRANTS.GOV™

Contact Us SiteMap Help RSS Home

Home > I Forgot My Username

I FORGOT MY USERNAME

If you have forgotten your username, select what type of applicant you are, and then enter the email you used when you registered with Grants.gov. Once all the fields are completed click the **Submit** button. An email will be sent with your username.

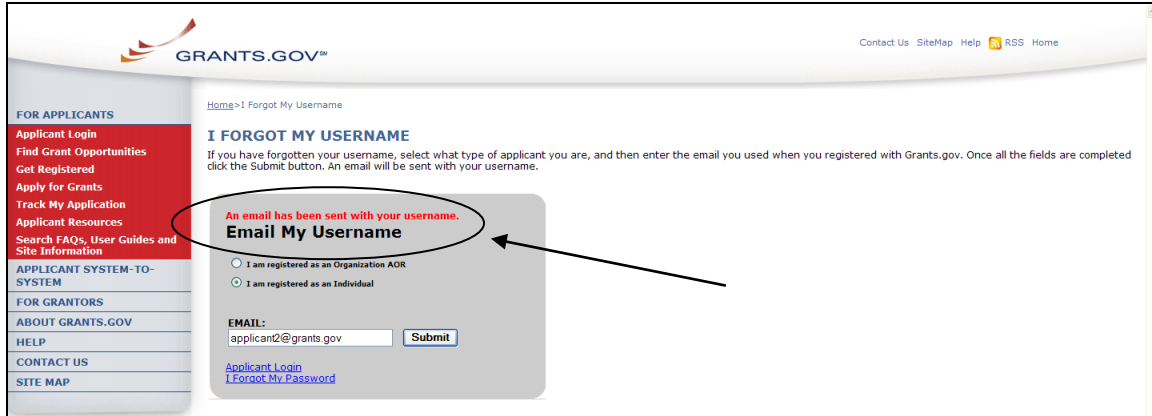
Email My Username

I am registered as an Organization AOR
 I am registered as an Individual

EMAIL:
[Text Field] **Submit**

[Applicant Login](#)
[I Forgot My Password](#)

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



If you are an Applicant registered as an Individual and do not know the email address you used to register with Grants.gov, simply re-register as an Individual with the Funding Opportunity Number (FON) you wish to apply for.

Section II

In this section you can find step-by-step instructions on Finding Grant Opportunities using a basic search, browse by category, browse by Agency or advanced search. How to download, apply, track and signup for email subscription to receive email alerts about new grant opportunities.



Throughout this section you will see this icon; it represents instructions about Quick Links that can be accessed on most Grants.gov Web pages. The Quick Links is a blue box on the right side of the Web page with links to frequently visited pages.

The screenshot shows the Grants.gov website with several annotations. A lightning bolt icon is placed over the 'Find Grant Opportunities' link in the left sidebar. A blue box on the right side of the page is circled, containing 'Quick Links' and 'FOR GRANTORS' sections. Arrows point from the text above to the 'Find Grant Opportunities' link and the blue box. The website content includes a header with the Grants.gov logo and navigation links, a main navigation menu, a central banner for 'RECOVERY.GOV' with a 'View all opportunities' link, and a 'What's New at Grants.gov' section with dates and notices. The footer contains logos for RECOVERY.GOV, USA.gov, Benefits.gov, E-GOV, GRANTS POLICY COMMITTEE, and FEDBIZOPPS.GOV.

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.

To find grant opportunities on Grants.gov, simply select **Find Grant Opportunities** from the navigation on the left side of any Grants.gov screen. This will take you to the [Find Grant Opportunities](#) screen, where you will be able to choose whether you'd like to search grant opportunities online or be notified of new grant postings by email.

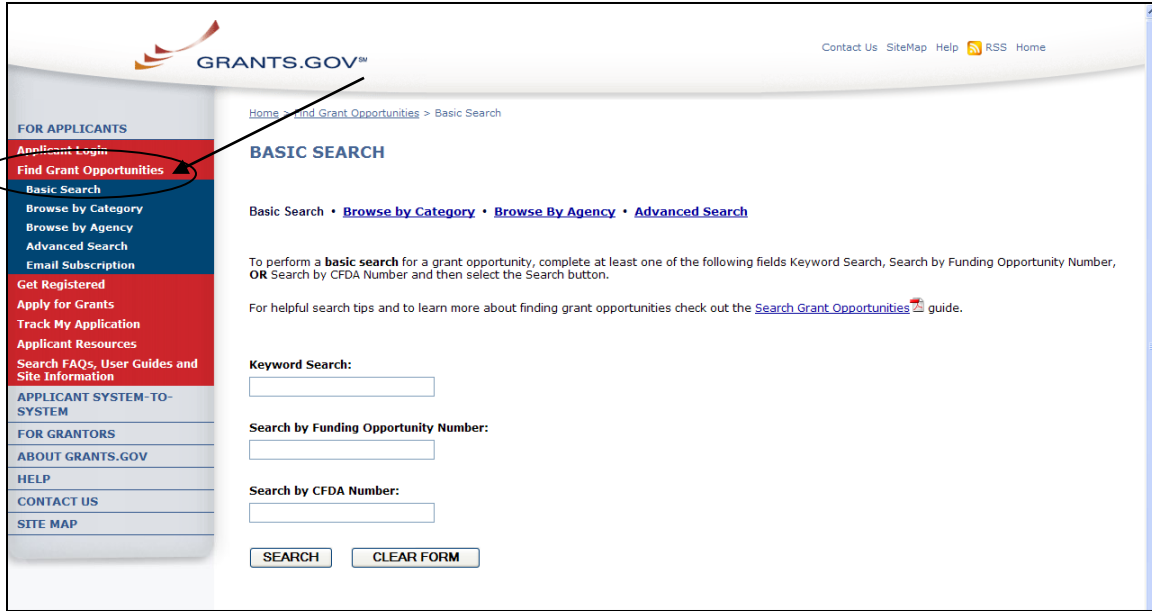
The screenshot shows the Grants.gov website interface. The top navigation bar includes links for Search, Contact Us, Site Map, Help, RSS, and Home. The main content area is titled "FIND GRANT OPPORTUNITIES" and features an important notice: "*IMPORTANT NOTICE: All applicants please read immediately". Below this, there is a section for "Search Grant Opportunities" with several search options: "Basic Search", "Browse by Category", "Browse by Agency", "Advanced Search", and "Find Recovery Act Opportunities". The left sidebar contains a navigation menu with "FOR APPLICANTS" and "FOR GRANTORS" sections. The "FOR APPLICANTS" section includes "Applicant Login", "Find Grant Opportunities", "Basic Search", "Browse by Category", "Browse by Agency", "Advanced Search", "Subscriptions", "Get Registered", "Apply for Grants", "Track My Application", "Applicant Resources", and "Search FAQs, User Guides and Site Information". The "FOR GRANTORS" section includes "Grantor Login", "New Agency Users", and "Resources". The right sidebar contains a "Sign-up for our 'Succeed' Quarterly Newsletter" box, "Quick Links", "Latest News! Grants.gov Blog", and "FOR APPLICANTS" and "FOR GRANTORS" sections. The bottom of the page has a "Subscriptions" link with the text "Sign-up now and receive notifications of new grant opportunity postings delivered right to you."

Once on the Search Opportunities page, you may conduct a basic search, browse by category, browse by agency or conduct an advanced search.

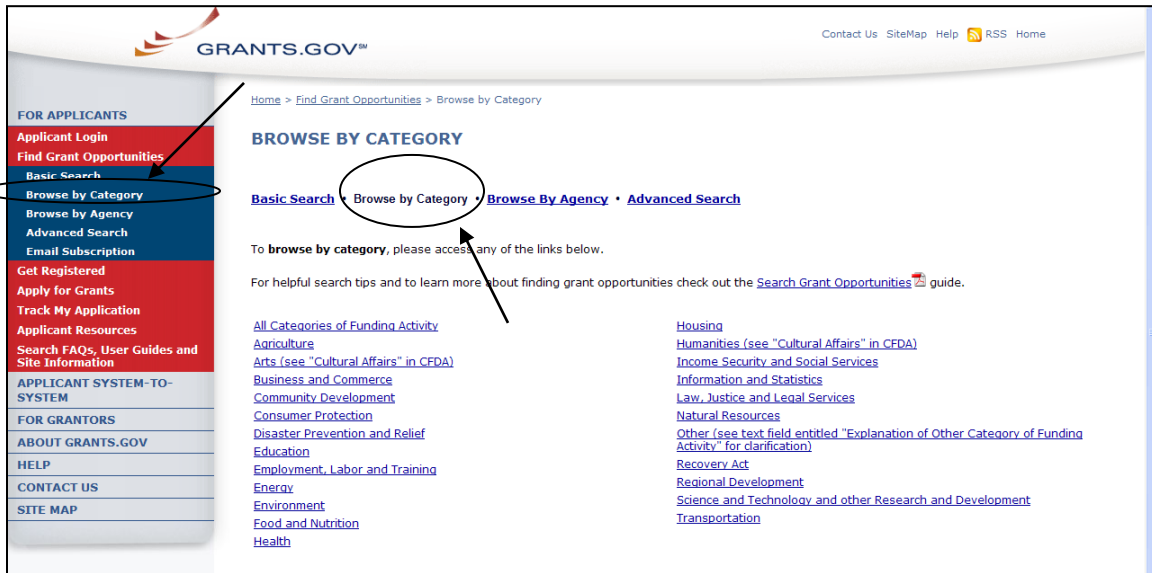


Quick Link Tip: You can also go to the Quick Links box and select **Grant Search** to immediately search for grants.

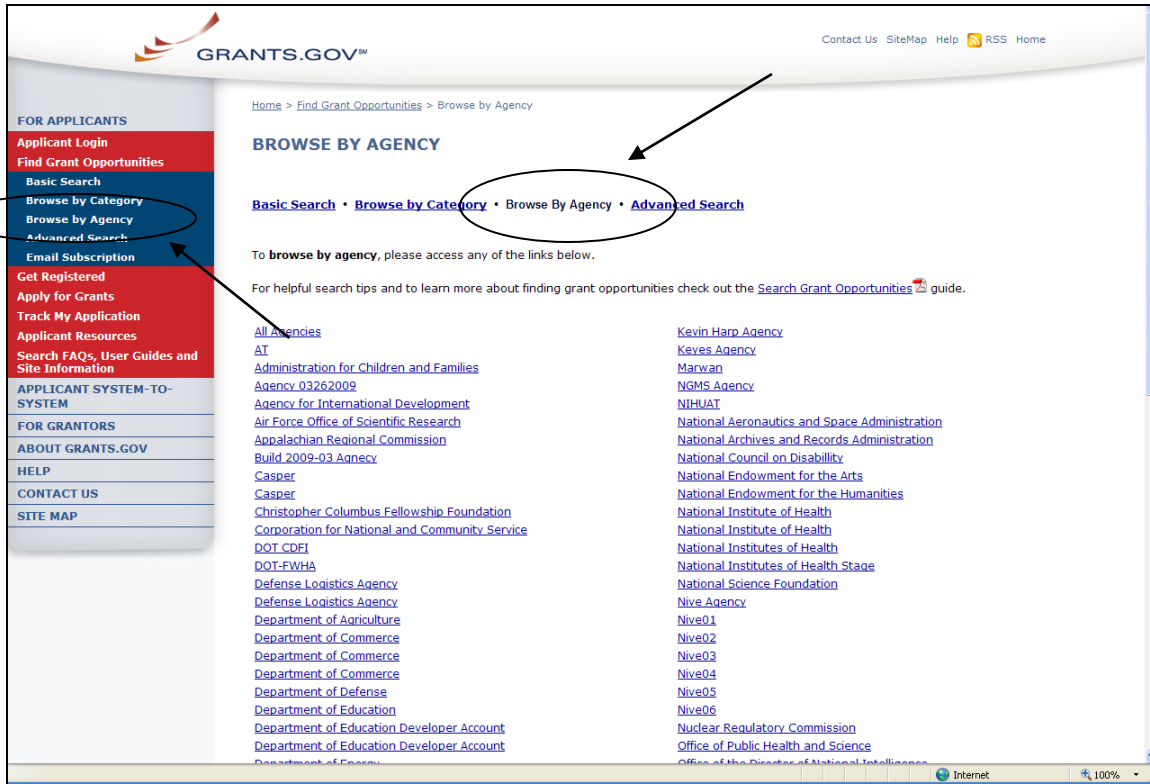
To conduct a basic search, simply select [Basic Search](#) under Find Grant Opportunities in the left navigation menu. Or you can select the **Basic Search** link on Search Grant Opportunities page. The Basic Search page will appear.



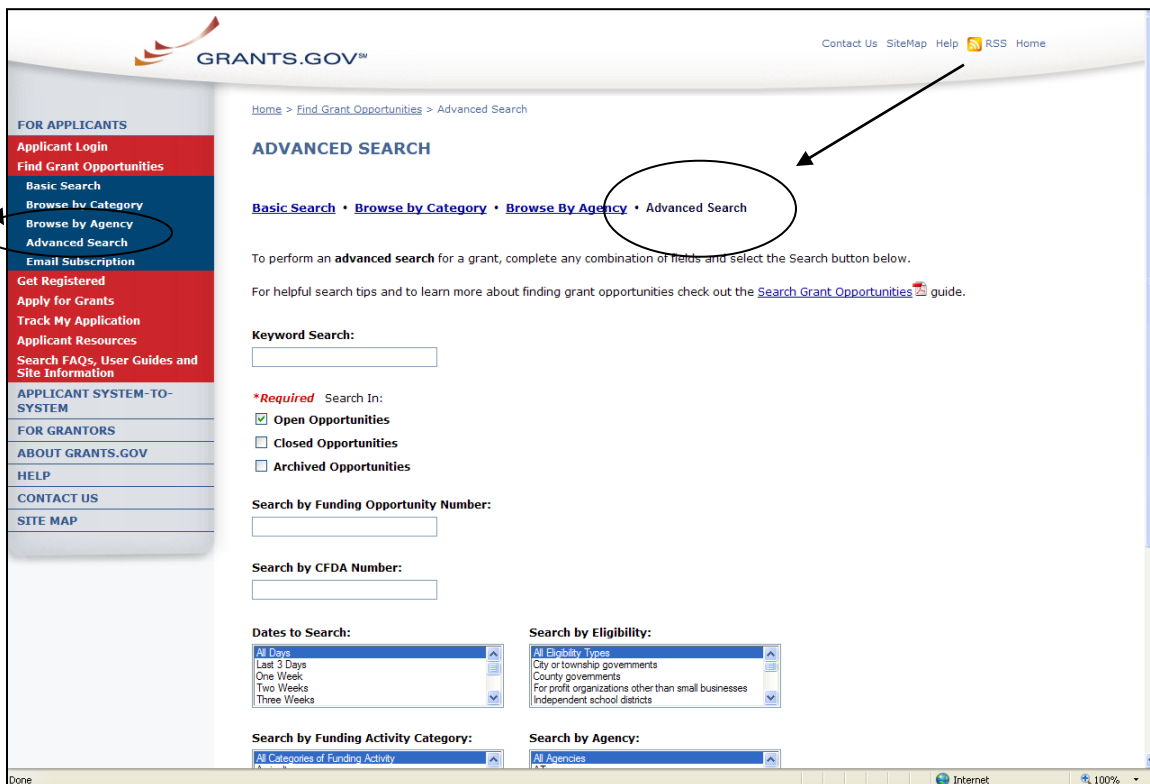
To browse grant opportunities by category, simply select [Browse by Category](#) at the top of the page or in the left navigation. The Browse by Category page will appear.



To browse grant opportunities by agency, simply select [Browse by Agency](#) at the top of the page or in the left navigation. The Browse by Agency page will appear.



To conduct an advanced search, simply select [Advanced Search](#) at the top of the page or in the left navigation. The Advanced Search page will appear.



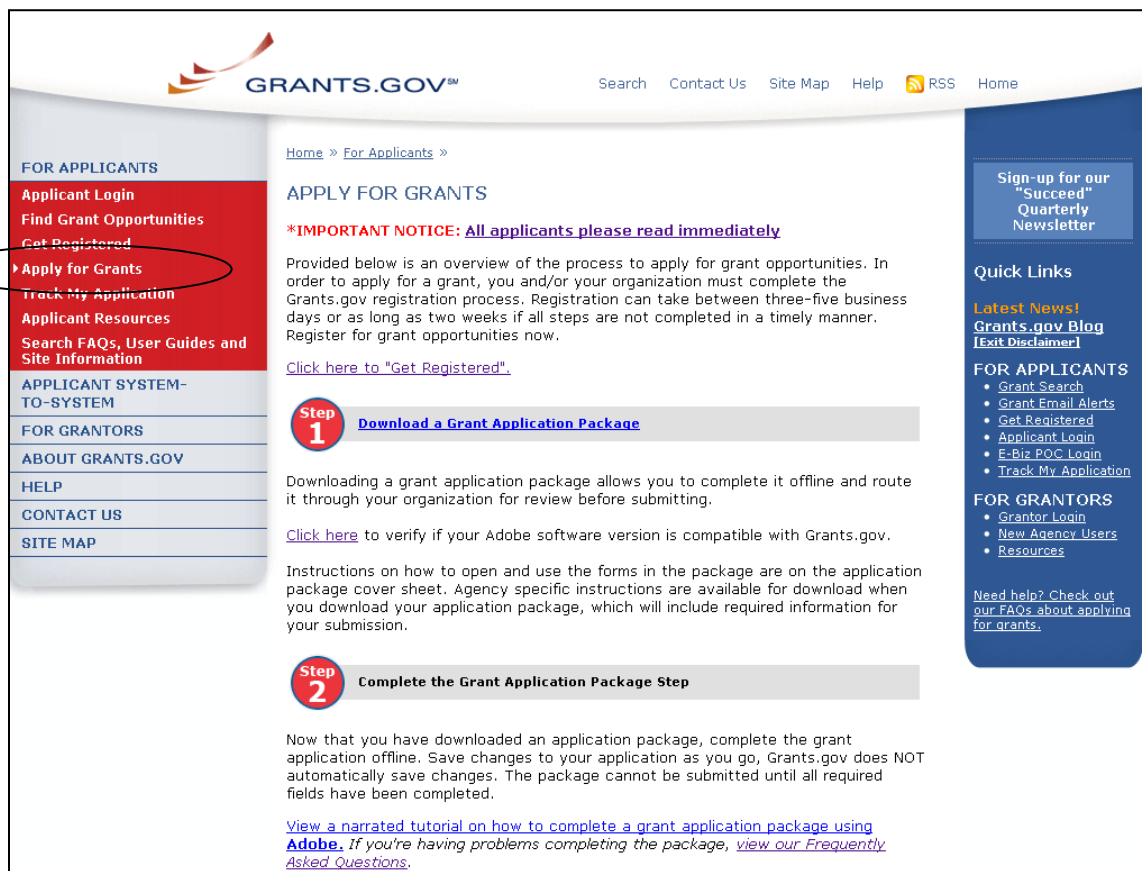
Download Application Packages

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

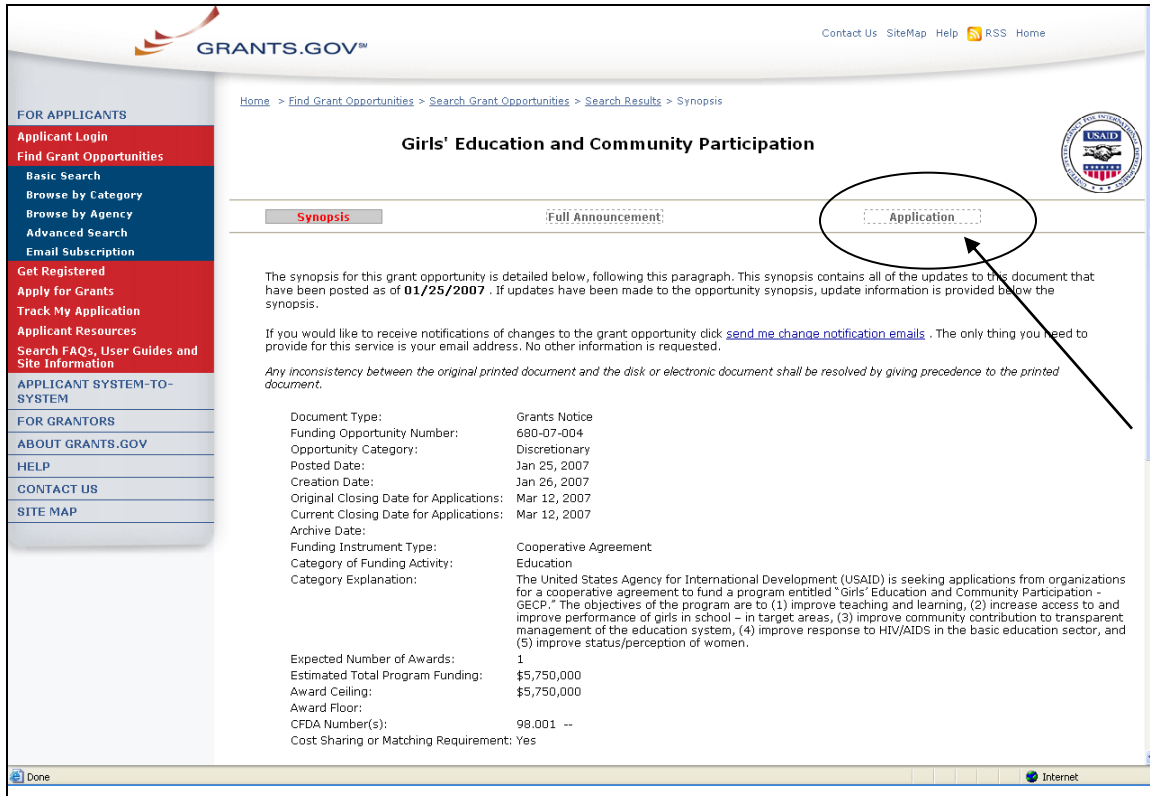
Follow the steps below to download application packages.

After all necessary steps are completed, in the For Applicants section; select the **Apply for Grants** link at the left navigation from the home page on Grants.gov. This will take you to the Apply for Grants screen.

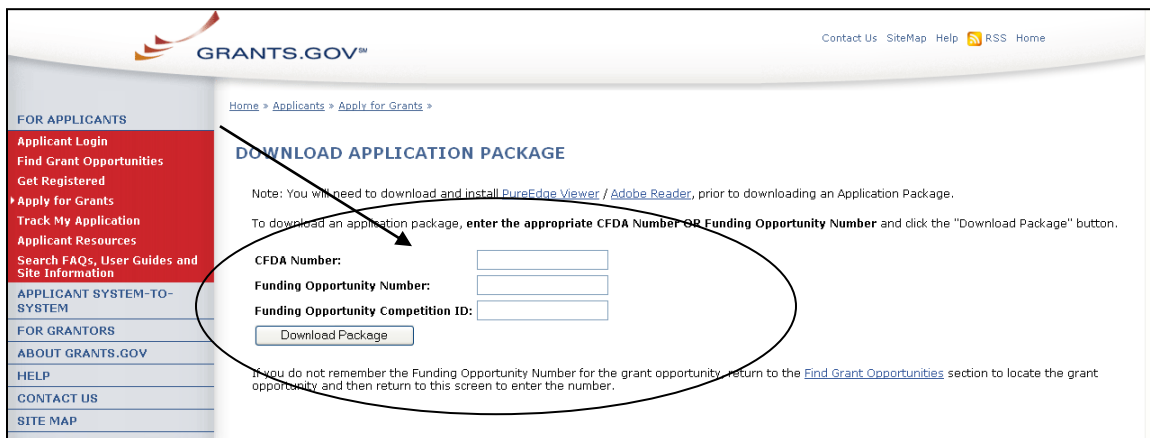


The screenshot displays the Grants.gov website interface. At the top, the Grants.gov logo and navigation links (Search, Contact Us, Site Map, Help, RSS, Home) are visible. The left sidebar contains a navigation menu with the following items: FOR APPLICANTS, Applicant Login, Find Grant Opportunities, Get Registered, **Apply for Grants** (circled in red), Track My Application, Applicant Resources, Search FAQs, User Guides and Site Information, APPLICANT SYSTEM-TO-SYSTEM, FOR GRANTORS, ABOUT GRANTS.GOV, HELP, CONTACT US, and SITE MAP. The main content area is titled 'APPLY FOR GRANTS' and features an important notice: '*IMPORTANT NOTICE: All applicants please read immediately'. Below this, there is an overview of the application process and two numbered steps: 'Step 1: Download a Grant Application Package' and 'Step 2: Complete the Grant Application Package Step'. The right sidebar includes a sign-up for a newsletter, quick links, latest news, and additional navigation options for applicants and grantors.

Or when you are searching for a Grant Opportunity, from the Synopsis page you can select the **Application** button.



On the Apply for Grants page select **Step 1: 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.

If you do not know the Funding Opportunity Number (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.

You must complete at least one of these fields to download an application.

To Download a Single-Project Application Package

1. Select the **Download Package** button. This will take you to the **Selected Grant Applications for Download** screen.
2. To download an application package and its instructions, select the corresponding download link under the Instructions and Application column on the right.

GRANTS.GOVSM Contact Us SiteMap Help RSS Home

Home > Applicants > Apply for Grants >

SELECTED GRANT APPLICATIONS FOR DOWNLOAD

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!

Before you can view and complete an application package, you **MUST** have the Adobe Reader installed. Application packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader .

If more than one person is working on the application package, ALL applicants must be using the same software version.

Click [here](#) to download the required Adobe Reader if you do not have it installed already.

Additional Resources:

- Sign-up for [Grants.gov Updates](#) for the latest issues and news.
- Download [Adobe Reader](#) for free.
- Visit [Help](#) for FAQs and more information on Applying for grants.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions & Application
00.000	CAL-A-TEST	CAL-A-TEST-MP-1	CAL-A-TEST-MP	General Dynamics Information Technology	download
00.000	CAL-A-TEST	CAL-A-TEST-SP-1	CAL-A-TEST-SP	General Dynamics Information Technology	download
00.000	CAL-A-TEST	CAL-A-TEST-MP-2	CAL-A-TEST-MP	General Dynamics Information Technology	download
	CAL-A-TEST	CAL-A-TEST-SP-2	CAL-A-TEST-SP	General Dynamics Information Technology	download

3. When you download an application package, you will first be taken to the **Download Opportunity Package** screen. From this screen, confirm that you are downloading the correct application for the grant you would like to apply to.

4. If you would like to be notified of any changes to this opportunity, enter your email address in the field and then select the Submit button. If you choose not to enter your email address and the application package is deleted or modified, upon submitting the application package to Grants.gov, you may receive a rejection notice.
5. If you would like to be notified of any changes to this opportunity, enter your email address in the field and then select the Submit button. If you choose not to enter your email address and the application package is deleted or modified, upon submitting the application package to Grants.gov, you may receive a rejection notice.
6. To view the Download Application Instructions, select the Download Application Instructions link.
7. To download the Single-Project application package, select the Download Application Package link. You will be directed to the Application Package pdf.

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DOWNLOAD OPPORTUNITY PACKAGE

You have chosen to download the instructions and application for the following opportunity:

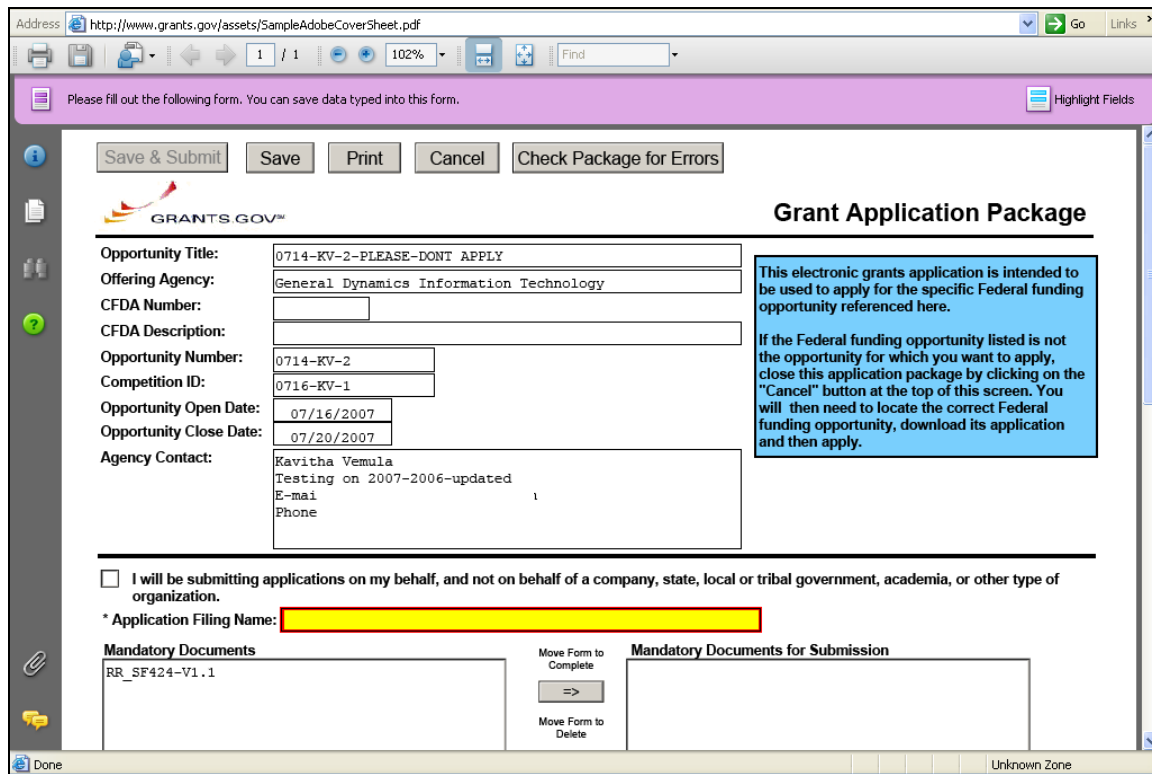
Opportunity Number: CAL-A-TEST: Test Funding Opportunity
Competition ID: CAL-A-TEST-SP-2
Competition Title: CAL-A-TEST-SP
Agency: General Dynamics Information Technology
Opening Date: 04/11/2012
Closing Date: 04/11/2016

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

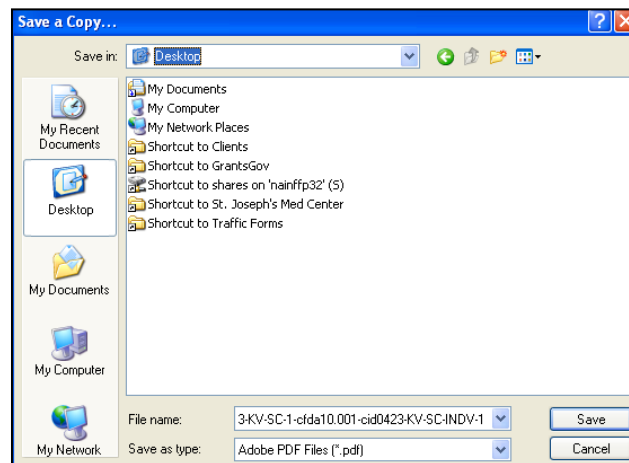
Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

1. [Download Application Instructions](#)
2. [Download Application Package](#)

This screenshot is an example of an Adobe Reader Application Package.



8. Select the **Save** button to save the application to your computer.



9. Browse to the location you will save the application on your computer or network.

10. Enter the name of the application in the **File Name** field.

11. Select the **Save** button. The application will save to your computer. You will not need to be online to complete the application.

To Download a Multi-Project Application Package

1. Select the **Download Package** button. This will take you to the **Selected Grant Applications for Download** screen.
2. To download an application package and its instructions, select the corresponding download link under the Instructions and Application column on the right.

GRANTS.GOVSM Contact Us SiteMap Help RSS Home

Home > Applicants > Apply for Grants >

SELECTED GRANT APPLICATIONS FOR DOWNLOAD

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!

Before you can view and complete an application package, you **MUST** have the Adobe Reader installed. Application packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader .

If more than one person is working on the application package, ALL applicants must be using the same software version.

Click [here](#) to download the required Adobe Reader if you do not have it installed already.

Additional Resources:

- Sign-up for [Grants.gov Updates](#) for the latest issues and news.
- Download [Adobe Reader](#) for free.
- Visit [Help](#) for FAQs and more information on Applying for grants.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions & Application
00.000	CAL-A-TEST	CAL-A-TEST-MP-1	CAL-A-TEST-MP	General Dynamics Information Technology	download
00.000	CAL-A-TEST	CAL-A-TEST-SP-1	CAL-A-TEST-SP	General Dynamics Information Technology	download
00.000	CAL-A-TEST	CAL-A-TEST-MP-2	CAL-A-TEST-MP	General Dynamics Information Technology	download
	CAL-A-TEST	CAL-A-TEST-SP-2	CAL-A-TEST-SP	General Dynamics Information Technology	download

3. When you download an application package, you will first be taken to the **Download Opportunity Package** screen. From this screen, confirm that you are downloading the correct application for the grant you would like to apply to.
4. If you would like to be notified of any changes to this opportunity, enter your email address in the field and then select the **Submit** button. If you choose not to enter your email address and the application package is deleted or modified, upon submitting the application package to Grants.gov, you may receive a rejection notice.

- 5 If you would like to be notified of any changes to this opportunity, enter your email address in the field and then select the **Submit** button. If you choose not to enter your email address and the application package is deleted or modified, upon submitting the application package to Grants.gov, you may receive a rejection notice.
- 6 To view the Download Application Instructions, select the **Download Application Instructions** link.
- 7 To download the Multi-Project application package, click on the **Link to Agency Multi-Project System** link. You will be directed to the Agency's External Multi-System website. Follow the instructions provided on the website.

Contact Us SiteMap Help  RSS Home

DOWNLOAD OPPORTUNITY PACKAGE

You will be taken to an external site to download the application for the following opportunity:

CFDA Number: 00.000: Not Elsewhere Classified
Opportunity Number: CAL-A-TEST: Test Funding Opportunity
Competition ID: CAL-A-TEST-MP-1
Competition Title: CAL-A-TEST-MP
Agency: General Dynamics Information Technology
Opening Date: 04/09/2012
Closing Date: 04/09/2016

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

Download the instructions by selecting the download links below. While the instructions file may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions file once you save them to your computer.

1. [Download Application Instructions](#)
2. [Link to Agency Multi-Project System](#)

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 return to [Find Grant Opportunities](#) 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** button at the top of the screen. 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. In order to view the application package, you will need to install a compatible version of [Adobe Reader](#).

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.

Note: Save your application to your computer, storage device or network drive as changes are NOT automatically saved.

If you're having problems completing the process, view our [Frequently Asked Questions](#). You can also view our training demonstration on [How to Complete an Application Package](#).

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. In order to submit your application, you must already be registered in Grants.gov, your organization's SAM registration must be current, 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, and saved your application package, and your package is free from errors. To submit your application select the **Save & Submit** button... 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 — Remember that 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 can check the status on the Track My Application page. Select **For Applicants** in the left navigation and then select **Track Your Application** below that link, you will need to log in, if not already logged in, and then select **Check Application Status**. You may identify your application by CFDA Number, Funding Opportunity Number (FON), Competition ID and/or Grants.gov Tracking Number.

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. [View a narrated tutorial on how to complete a grant application package using Adobe Reader.](#)

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.

The screenshot shows a web browser window displaying the Grants.gov Grant Application Package form. The browser's address bar shows the URL "http://www.grants.gov/grants/apply/apply.htm". The page title is "Grant Application Package". The form contains the following fields and information:

- Buttons:** Save & Submit, Save, Print, Cancel, Check Package for Errors
- GRANTS.GOV™** logo
- Opportunity Title:** 0714-KV-2-PLEASE-DONT APPLY
- Offering Agency:** General Dynamics Information Technology
- CFDA Number:** [Empty]
- CFDA Description:** [Empty]
- Opportunity Number:** 0714-KV-2
- Competition ID:** 0716-KV-1
- Opportunity Open Date:** 07/16/2007
- Opportunity Close Date:** 07/20/2007
- Agency Contact:** Kavitha Vemula, Testing on 2007-2006-updated, E-mail: kavitha.vemula@gdit.com, Phone: 703-246-0882

A blue callout box on the right side of the form contains the following text:

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.

At the bottom of the form, there is a checkbox for "I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization." and a field for "Application Filing Name:" which is highlighted in yellow.

At the bottom of the page, there are two sections for "Mandatory Documents":

- Mandatory Documents: RR_SF424-V1.1
- Mandatory Documents for Submission: [Empty]

Cover Page

The cover page in the application package is simply 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.

Please fill out the following form. You can save data typed into this form.

Save & Submit Save Print Cancel Check Package for Errors

GRANTS GOV™

Grant Application Package

Opportunity Title: 0714-KV-2-PLEASE-DONT APPLY
Offering Agency: General Dynamics Information Technology
CFDA Number:
CFDA Description:
Opportunity Number: 0714-KV-2
Competition ID: 0716-KV-1
Opportunity Open Date: 07/16/2007
Opportunity Close Date: 07/20/2007
Agency Contact: Kavitha Vemula
Testing on 2007-2006-updated
E-mail: kavitha.vemula@gdit.com
Phone: 703-246-0882

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.

I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: [Redacted]

Mandatory Documents

Mandatory Documents	Mandatory Documents for Submission
RR_SF424-V1.1	

Move Form to Complete
Move Form to Delete

2. Open and complete all of the documents listed in the **Mandatory Documents** box and **Optional Documents** box.

- The documents listed in the Mandatory Documents box and Optional Documents box 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, use your mouse to select the item then select the **Move Form to Complete** arrow. This moves the form to the Mandatory Forms for Submission dialog box. The form opens immediately, scroll down the page or

select the title of the document and select the button below the dialog box that says **Open Form** and it will jump to the first page of the form.

To remove a form/document from the **Mandatory Documents for Submission** box or the **Optional Documents for Submission** box, select the form/document name to select it, and then select the arrow to move it to the other box. This will return the form/document to the Mandatory Documents or Optional Documents box.

The screenshot shows a web browser window displaying a Grants.gov application form. At the top, a purple banner reads "Please fill out the following form. You can save data typed into this form." Below this, there is a checkbox for submitting on behalf of an organization. The "Application Filing Name" field is highlighted in yellow with a red border. The form is divided into two main sections: "Mandatory Documents for Submission" and "Optional Documents for Submission". The "Mandatory Documents" box contains the document "RR_SF424-V1.1" and the "Optional Documents" box contains "SF424C-V1.0". Between these boxes are buttons for moving forms: "Move Form to Complete" (=>), "Move Form to Delete" (<=<), "Move Form to Submission List" (=>), and "Move Form to Delete" (<=<). Below each document box is an "Open Form" button. At the bottom, there is an "Instructions" section with two numbered steps. The browser's address bar shows "Unknown Zone".

- 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 are tabbing out of a required field without completing it, a message will display informing you that it is required to fill out.

Forms

Forms, such as SF-424, are predefined and will require you to enter information into fields. **If the SF-424 is in the package, you must complete the SF-424 first. SF-424 will automatically complete additional fields on other forms with the information you entered.**

Please fill out the following form. You can save data typed into this form. Highlight Fields

Close Form Next Print Page About

APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)

2. DATE SUBMITTED Applicant Identifier

3. DATE RECEIVED BY STATE State Application Identifier

4. Federal Identifier

1. * TYPE OF SUBMISSION

Pre-application Application
 Changed/Corrected Application

5. APPLICANT INFORMATION * Organizational DUNS:

* Legal Name:
 Department: Division:
 * Street1: Street2:
 * City: County: * State:
 Province: * Country: * ZIP / Postal Code:

Person to be contacted on matters involving this application

Prefix: * First Name: Middle Name: * Last Name: Suffix:
 * Phone Number: Fax Number: Email:

6. * EMPLOYER IDENTIFICATION (EIN) or (TIN):

7. * TYPE OF APPLICANT:
 Please select one of the following
 Other (Specify):
 Small Business Organization Type

8. * TYPE OF APPLICATION: New

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

Please fill out the following form. You can save data typed into this form. Highlight Fields

**APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)**

2. DATE SUBMITTED:
 3. DATE RECEIVED BY STATE:
 4. Federal Identifier:

1. * TYPE OF SUBMISSION
 Pre-application Application
 Changed/Corrected Application

5. APPLICANT INFORMATION * Organizational DUNS:
 * Legal Name:
 Department: Division:
 * Street1: Street2:
 * City: County: * State:
 Province: * Country: USA: * ZIP / Postal Code:

Person to be contacted on matters involving this application
 Prefix: * First Name: Middle Name: * Last Name: Suffix:
 * Phone Number: Fax Number: Email:

6. * EMPLOYER IDENTIFICATION (EIN) or (TIN):
 7. * TYPE OF APPLICANT: Please select one of the following
 Other (Specify): Small Business Organization Type

8. * TYPE OF APPLICATION: New

Attachments

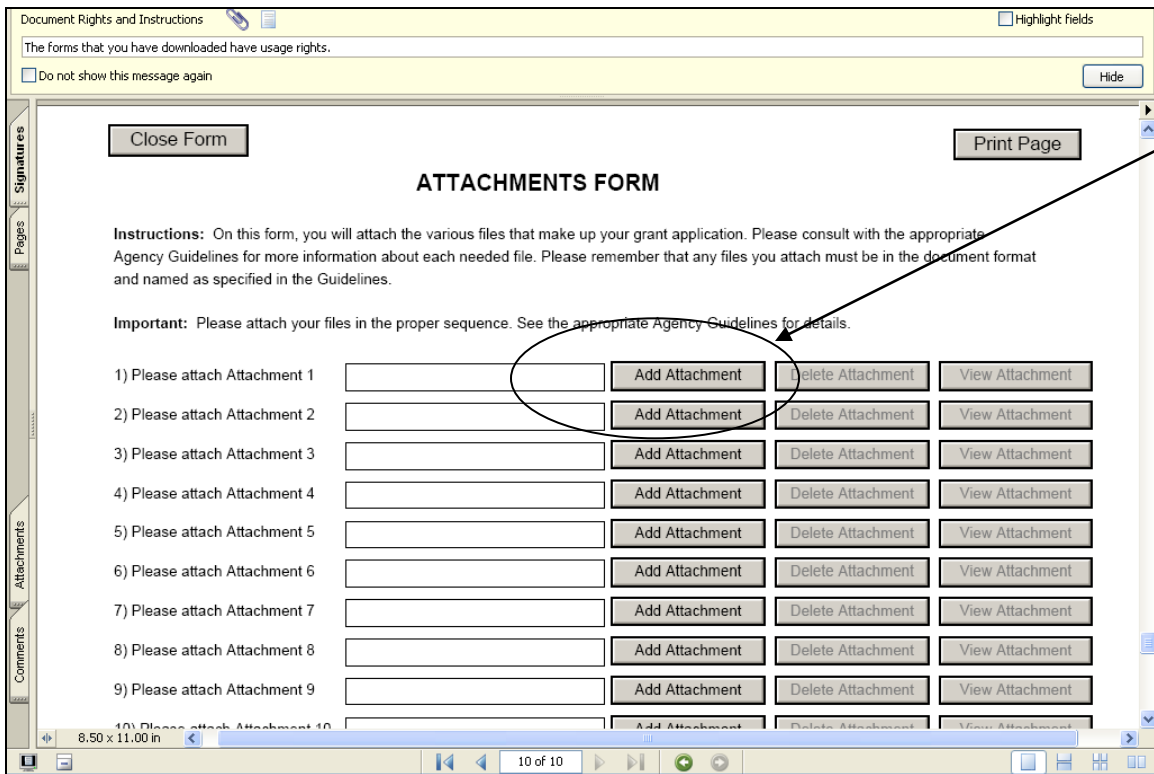
In addition to forms, application packages may also require that you submit specific documentation, such as a program background statement, for example. Specific instructions for additional documentation will be included in the application package instructions.

Follow the steps below to submit additional documentation (at the request of the application package instructions) for an application package.

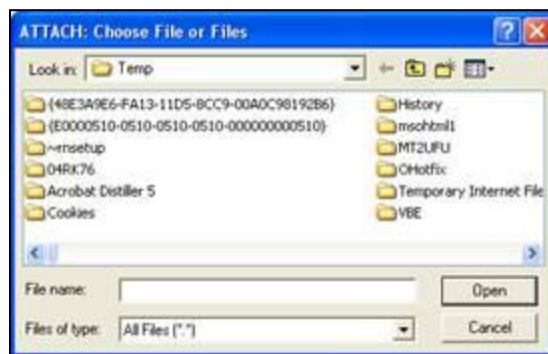
1. To open a form that requires you to attach a document, select the form name to move it to the form for submission list and then select the **Open Form** button which appears below the appropriate box.
2. Once the form is open, you can attach documents from your computer to the form. Depending on the form, you may be able to attach a PDF, Text Document, Word Document or other type of documents. After completing a form, move it to the appropriate **Completed Documents for Submission** box.

To remove the Attachment document from the **Mandatory Documents for Submission** box or the **Optional Documents for Submission** box, select the form/document name to select it, and then select **Move Form to Delete**. This will return the form/document to the Mandatory Documents and or Optional Documents box.

Below is an example for how you may attach additional documents



3. A **Browse** window opens allowing you to select the document on your computer (or network drive) you would like to upload.



4. Once you have selected the document you would like to attach, select 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**.

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

Attaching a Document within the Application Package

Depending on the application you are filling out you may be required to submit attachments within forms. To attach documents to specific questions on a form please follow the instructions below.

1. When you are filling out a form and come to a question requesting you to add attachments, simply select the **Add Attachment** button.

The screenshot shows a web browser window displaying a form. At the top, there is a purple header with the text "Please fill out the following form. You can save data typed into this form." and a "Highlight Fields" button. Below the header, there is a paragraph of text: "true, complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)". Below this text is a red box containing the text "* I agree".

The form is divided into sections. Section 19, "Authorized Representative", contains fields for Prefix, First Name, Middle Name, Last Name, and Suffix. Below these are fields for Position/Title, Organization, Department, Division, Street1, Street2, City, County, State, Province, Country (set to USA), ZIP/Postal Code, Phone Number, Fax Number, and Email. There are also fields for Signature and Date Signed, both containing the text "Completed on submission to Grants.gov".

Section 20, "Pre-application", has a text input field and three buttons: "Add Attachment", "Delete Attachment", and "View Attachment". The "Add Attachment" button is circled in red, and an arrow points to it from the text below. Section 21, "Attach an additional list of Project Congressional Districts if needed.", also has a text input field and the same three buttons.

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) you would like to upload.

The screenshot shows the same web form as in the previous image, but with a "Warning: JavaScript Window - Select a data file to import" dialog box open. The dialog box has a title bar with a question mark and a close button. It shows a file explorer view with "Look in:" set to "My Documents". The file list includes folders like "Adobe Captivate 3", "AIMLogger", "AMF", "AOL", "Benefits Documents", "filelib", "GrantsGov", "Health Diagnostics", "L-3 Communications", "MDA", "My Adobe Captivate Projects", "My Music", "My Pictures", "My Received Files", and "My Videos". It also lists files such as "New Folder", "SJM", "Traffic Forms", "WebEx", "AbigailHirschResume", "AMF_EJBIV4_03.01.07", "Beacon 3 2 PAT Scripts (2)", "Beacon 3 2 PAT Scripts (2)", "Beacon 3 2 PAT Scripts -Cindy Nguyen", "Copy of DC Phone List2", "Copy of Jan Phone List", "DC Phone List", "Grants_Logo_Linking", "LindsayWozniak2", and "Marketing Scenario p1". The "Files of type:" is set to "All Files (*.*)". There are "Open" and "Cancel" buttons at the bottom right. An arrow points from the "Add Attachment" button in the form to the dialog box.

3. Once you have selected the document you would like to attach, select the **Open** button. You will see the file name in the field you selected to attach.

ATTENTION: Limit file names to 50 characters and do not use special characters (example: &, -, *, %, /, #) including periods (.), blank spaces and accent marks, within application form fields and file attachment names. An underscore (_) may be used to separate a file name. 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, either continue filling out the application or 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 if you do so.

The image shows a screenshot of an Adobe Reader application window displaying a form. The form is titled "Please fill out the following form. You can save data typed into this form." and contains several sections. The first section is a declaration: "true, complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)". Below this is a checkbox labeled "* I agree". The second section is "19. Authorized Representative", which includes fields for Prefix, First Name, Middle Name, Last Name, and Suffix. It also has fields for Position/Title, Organization, Department, Division, Street1, Street2, City, County, State, Province, Country (set to USA), ZIP/Postal Code, Phone Number, Fax Number, and Email. There are also fields for Signature and Date Signed, both containing the text "Completed on submission to Grants.gov". The third section is "20. Pre-application" with an "Add Attachment" button and "Delete Attachment" and "View Attachment" buttons. The fourth section is "21. Attach an additional list of Project Congressional Districts if needed." with an "Add Attachment" button and "Delete Attachment" and "View Attachment" buttons. On the left side of the Adobe Reader window, there is a vertical sidebar with a paperclip icon circled in red, and an arrow pointing to it from the text below.

Once you have added an attachment you have the ability to add another attachment (if the form allows), delete attachments and view attachments.

Deleting an Attachment within a Form

1. To delete an attachment within the form, go to the question 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 question number 20.)

The screenshot shows a web form with a sidebar on the left containing icons for help, home, and search. The main content area contains a disclaimer: "resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)" with an "I agree" checkbox. Below this is question 19, "Authorized Representative", with various input fields for name, position, organization, address, and contact information. Question 20, "Pre-application", has three buttons: "Add Attachment", "Delete Attachment", and "View Attachment". The "Delete Attachment" button is circled in red, and an arrow points to it from the right. Question 21, "Attach an additional list of Project Congressional Districts if needed.", also has similar buttons.

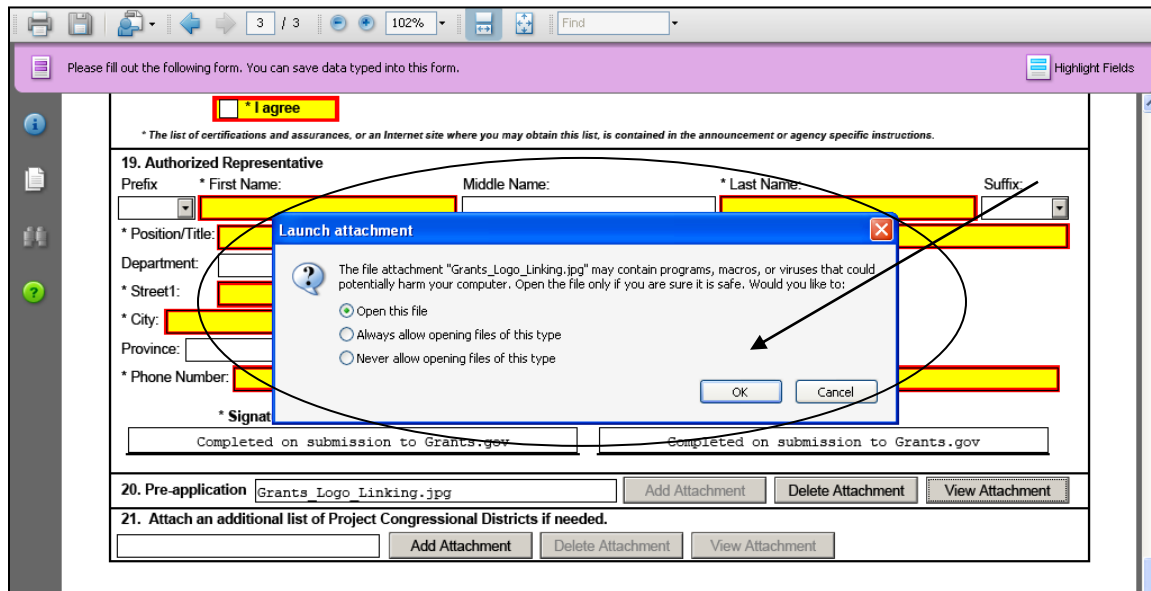
2. After selecting on the Delete Attachment button a dialog box will appear. Select the **Yes** button to delete the attachment.

This screenshot shows the same form as above, but with a dialog box overlaid in the center. The dialog box has a blue title bar that reads "Warning: JavaScript Window - REMOVE ATTACHMENT" and a question mark icon. The text inside the dialog box asks "Are you sure?". At the bottom of the dialog box are two buttons: "Yes" and "No". An arrow from the right points to the "Delete Attachment" button in the background form, and another arrow points from the dialog box to the "Delete Attachment" button, indicating the sequence of actions.

Viewing an Attachment within a Form

To view an attachment within the form, go to the question 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 question number 20.)

1. After selecting the View Attachment button a **Forms Attachment** dialog box will appear. Select Open this file and select the **OK** button.



The screenshot shows a web browser window displaying a form titled "Please fill out the following form. You can save data typed into this form." The form contains several sections, including "19. Authorized Representative" and "20. Pre-application". A dialog box titled "Launch attachment" is overlaid on the form, asking the user to open the file "Grants_Logo_Linking.jpg". The dialog box has three radio button options: "Open this file" (selected), "Always allow opening files of this type", and "Never allow opening files of this type". The "OK" button is highlighted with a red circle, and an arrow points to it from the text in the first step. The form background has yellow highlights on various input fields.

2. When you are finished reviewing the document, close the document, it will still be 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, then save the new document. Once that is saved you will need to attach the new document to the form and delete the outdated attachment from the form. Please see the sections for adding and deleting attachments.

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.

If there are no errors, when you save the package the **Save & Submit** button will be activated.

Select the **Check Package for Errors** button at any time 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.

Please fill out the following form. You can save data typed into this form.

GRANTS.GOV

Grant Application Package

Opportunity Title: 0714-KV-2-PLEASE-DONT APPLY

Offering Agency: General Dynamics Information Technology

CFDA Number:

CFDA Description:

Opportunity Number: 0714-KV-2

Competition ID: 0716-KV-1

Opportunity Open Date: 07/16/2007

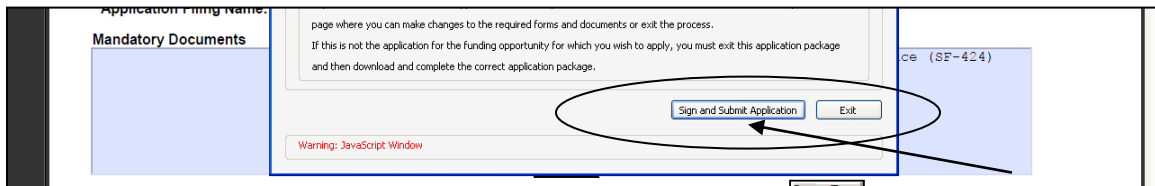
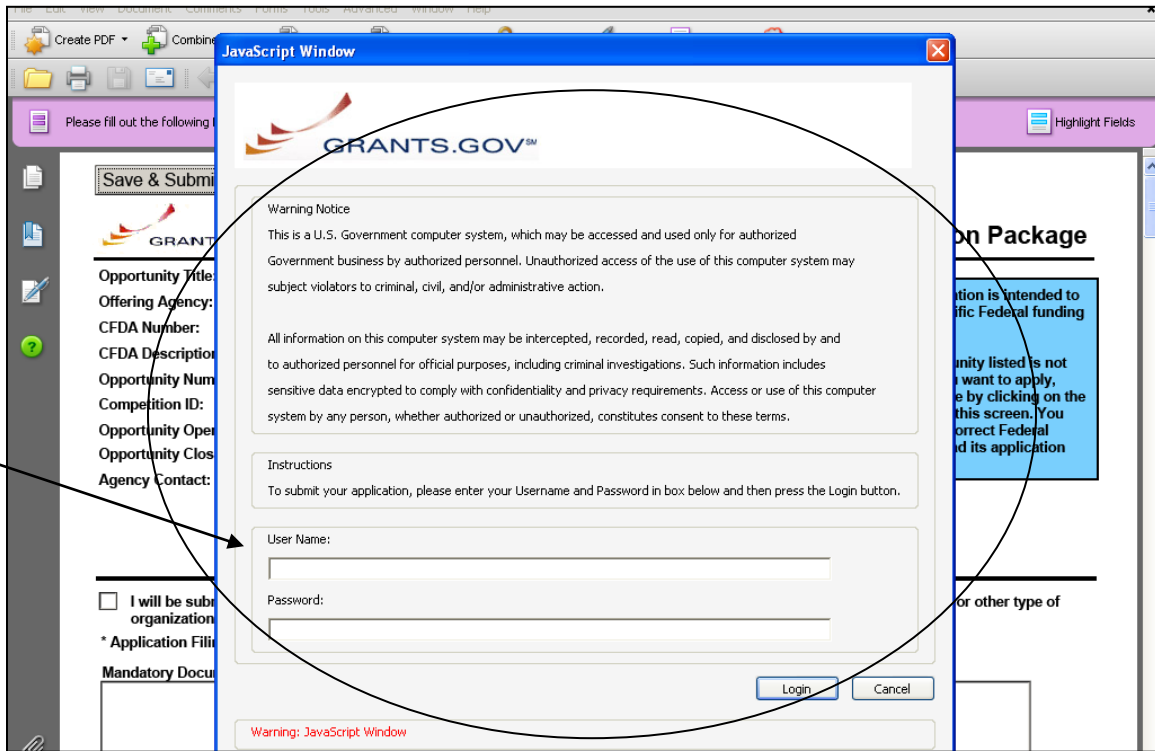
Opportunity Close Date: 07/20/2007

Agency Contact: Kavitha Vemula
Testing on 2007-2006-updated
E-mail: kavitha.vemula@gdit.com
Phone: 703-246-0882

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.


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 in order 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.

Page 1



[Home](#) > [Apply for Grants](#) > Confirmation

Confirmation

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

Please do not hit the back button on your browser.

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

You may also monitor the processing status of your submission within the Grants.gov system by 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 GRANTXXXXXXXX.

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

The following application tracking information was generated by the system:

Grants.gov Tracking Number :	GRANT10577662
Applicant DUNS:	00-000-0000
Submitter's Name:	Nicole Foreman
CFDA Number:	
CFDA Description:	
Funding Opportunity Number :	04132012-SIMPLE-SP-1
Funding Opportunity Description :	04132012-Simple-SP
Agency Name :	General Dynamics Information Technology
Application Name of this Submission :	fdarhdfhfd
Date/Time of Receipt :	2012.04.13 4:02 PM, EDT

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

https://testapply.grants.gov/apply/checkSingleAppStatus.faces?tracking_num=GRANT10577662

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.

Extra line breaks in this message were removed.

From: support@grants.gov
To: Nguyen, Cynthia
Cc:
Subject: GRANT00507358 Grants.gov Submission Receipt

Sent: Thu 4/16/2009 11:38 AM

Your application has been received by Grants.gov, and is currently being validated.
Your submission was received at 16-Apr-09 11:37:31 AM ET

Validation may take up to 2 business days. To check the status of your application please click here https://at07apply.grants.gov/apply/checkSingleApp1Status.faces?tracking_num=GRANT00507358

Type: GRANT

Grants.gov Tracking Number: GRANT00507358

We will notify you via email when your application has been validated by Grants.gov and is ready for the Grantor agency to retrieve and review.

DUNS Number: 00000000000000

AOR name: n

Application Name: Cindy Test

Opportunity Number: ADOBE-VERSIONING-TEST-ONLY

Opportunity Name: ADOBE-VERSIONING-TEST-ONLY

<https://at07apply.grants.gov/apply/logincontrol.jsp?goto=./secured/ApplicantLogin.jsp&loginpage=/jsp/ApplicantLoginGetID.jsp>

Thank you.
Grants.gov
if you have questions please contact the Grants.gov Contact Center:
support@grants.gov
1-800-518-4726(M-F 7:00 AM - 9:00 PM ET)

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

Link provided here on the submission receipt email to check your application status.

Here is an example of the email confirmation you will receive when your application has been validated and being prepared for agency retrieval.

-----Original Message-----
From: support@grants.gov [mailto:support@grants.gov]
Sent: Friday, April 13, 2012 4:03 PM
To: Foreman, Nicole
Subject: GRANT10577662 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: 0000000000000

AOR name: Nicole Foreman

Application Name: [ApplicNameSample](#)

Opportunity Number: 04132012-SIMPLE-SP-1

Opportunity Name: 04132012-Simple-SP

<https://testapply.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: OS Support@Grants.gov
To: Gundulpet, Rathna (HHS/ASRT)
Cc:
Subject: Grants.gov Grantor Agency Retrieval Receipt for Application GRANT00079868
Attachments:
Sent: Tue 4/1/2008 1:41 PM

Your application has been retrieved by the Grantor agency and is currently being reviewed.

Type: GRANT
Grants.gov Tracking Number: GRANT00079868

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

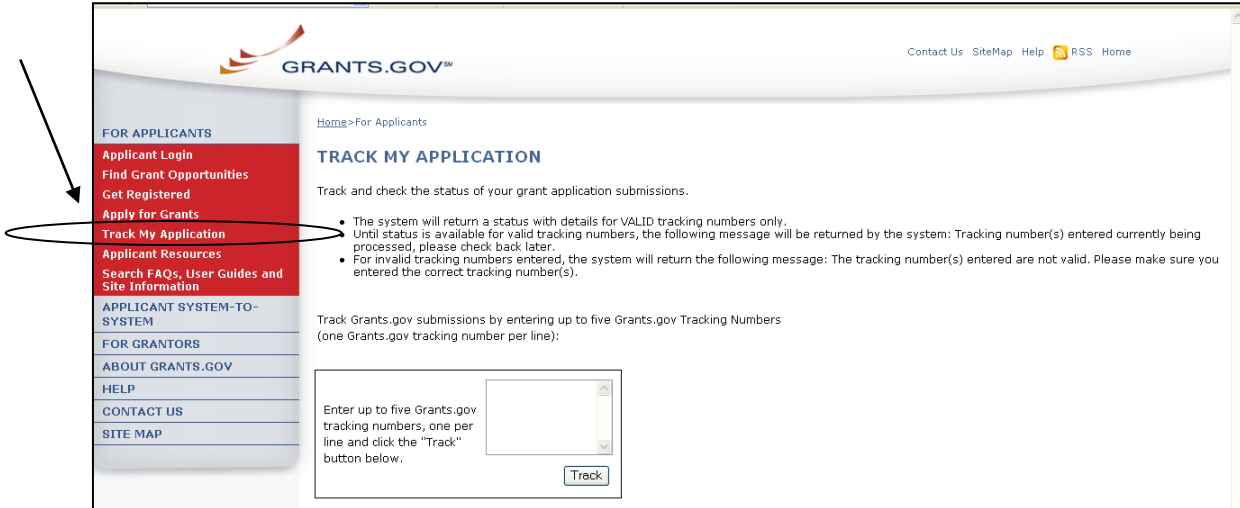
Thank you,

Grants.gov Customer Support
www.support@grants.gov
800-518-4726 (7 a.m. - 9 p.m. ET)

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.
<http://trapply.grants.gov>

Track My Application

To track the progress of your application, in the For Applicants section, select **Track My Application** from the left side navigation from the Grants.gov home page. 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 **Track** 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.

Information listed includes:

- CFDA Number
- Opportunity Number
- Competition ID
- Grants.gov Number
- Date/Time Received
- Status
- Status Date
- Agency Tracking #
- Submission Name
- Amount Requested
- Agency Notes (if applicable)

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TRACK MY APPLICATION

Application status of tracking number(s) are listed below:

CFDA	Opportunity Number	Comp. ID	Grants.gov #	Date/Time Received	Status	Status Date
00.000	20090803TEST1	20090803TEST1	GRANT00515637	03-Aug-09 04:18:48 PM	Validated	03-Aug-09 04:20:28 PM
12.910	12345	12345	GRANT00500889	23-Oct-08 04:26:07 PM	Validated	23-Oct-08 05:19:54 PM
10.001	0612-KV-1	0612-KV-SH-1	GRANT00073817	13-Jun-07 10:42:03 AM	Validated	30-Jul-08 01:41:44 PM

Tracking number(s) entered currently being processed, please check back later.

Grants.gov #

The tracking number(s) entered below are not valid. Please correct and re-submit your request.

Grants.gov #

GRANT34561526

Re-Submit

Submission Name/Files

To view a list of the file(s) and attachment(s) submitted, log in to the Applicant Center and select **Check Application Status** link.

GRANTS.GOVSM Contact Us SiteMap Help RSS Home

Home > Applicant Center

APPLICANT CENTER

Welcome to the Applicant Center!

The Applicant Center allows you to manage your applicant profile and to check the status of all your applications at once. If you are the E-Business Point of Contact (E-Biz POC) or know the valid MPIN associated with your DUNS Number, you can access the E-Biz POC Tool links by selecting one of the two links and then entering the valid MPIN.

There is also the [Track My Application](#) page which allows you to track application packages without having to login to the Applicant Center. To search for grant opportunities, visit the [Find Grant Opportunities](#) page. To learn about how to apply for a grant, visit the [Apply for Grants](#) page. If you have any questions you can call the Grants.gov Contact Center at 1-800-518-4726 or email at support@grants.gov.

Manage My Profile (Organization AORs check registration status here)

On the Manage My Profile page, you can update information in your applicant profile, such as your name, telephone number, email address, and title. If you are a grant applicant representing an organization, you can also verify if you have been granted Authorized Organization Representative (AOR) status, which is a person authorized to submit applications through Grants.gov on behalf of their organization.

The following status information is provided:

- Approved:** You have received approval to submit on behalf of your organization.
- AOR Request Sent:** Grants.gov sent an email notification to your E-Business Point of Contact (E-Biz POC) that you have registered to submit grant applications through Grants.gov on behalf of your organization.

Note: Once your E-Biz POC assigns the "Authorized Applicant" role to you, you will receive an email stating that you have been designated as an AOR and will be able to submit applications through Grants.gov. You may also access the E-Biz POC tool links if you know the valid MPIN.

[Check My Application Status](#)

Once you have submitted an application, you can check the status of your application submission on the [Track My Application](#) page or in this section. You can identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number. The following status information is provided:

- Date/Time/Files Received** - The date and time Grants.gov received your application and if hyperlinked, the list of forms and files received by Grants.gov for your application submission
- Status** - (Application Status Messages Include):
 - Received** - Grants.gov has received the application, but the application is awaiting validation.
 - Validated** - Grants.gov validated the application and it is available for the agency to download.

Under the column header Submission Name/Files are 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.

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Home > For Applicants > Check Application Status

CHECK APPLICATION STATUS

CFDA Num.	Opportunity	Competition	Grants.gov #	Date/Time Received	Status	Status Date	Agency Tracking #	Submission Name/Files	Requested Amount
10.001	0612-KV-1	0612-KV-SH-1	GRANT00073817	13-Jun-07 10:40:06 AM	Validated	30-Jul-08 01:41:44 PM		test1	
12.910	12345	12345	GRANT00500899	23-Oct-08 04:26:07 PM	Validated	23-Oct-08 05:19:54 PM		Downloaded after new RR SF424!	17
00.000	20090803TEST1	20090803TEST1	GRANT00515637	03-Aug-09 04:18:49 PM	Validated	03-Aug-09 04:20:28 PM		20090803TEST1	
	20090803TEST2	20090803TEST2	GRANT00515638	03-Aug-09 04:24:24 PM	Rejected with Errors	03-Aug-09 04:25:43 PM		20090803TEST2	
12.910	ADOBE813	ADOBE813	GRANT00501739	05-Nov-08 02:55:16 PM	Validated	05-Nov-08 02:02:03 PM		ADOBE 8.1.3 Test-modified.DLUSI	300

After selecting the link the applicant can review the list of forms and attachments received for the application they selected and submitted to Grants.gov.

GRANTS.GOV™ Contact Us SiteMap Help RSS Home

LIST OF FORMS AND FILES RECEIVED

Listed below are the forms and files received with your application package. The attachment file names may appear verbose because many are prefixed to include the form name, field name, unique number and attachment name (attachment name which was entered by the applicant) as one entire file name. Not all attachments are prefixed exactly the same, but you will be able to recognize the file name entered by the applicant by reading it through the entire line of text. [Learn more](#) about the prefixed file name.

Grants.gov Tracking Number: GRANT00515637

Forms Received (total 2):

- SF424_Short-V1.0
- Project_Abstract-V1.0

Attachments Received (total 1):

- Project_Abstract Project_Abstract-ProjectAbstractAddAttachment-1234-ICB Agenda 11-20-07.doc application/msword (43520 bytes)

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, in the For Applicants section, select **Find Grant Opportunities** from the left side navigation. Then, select the [Email Subscription](#) from the submenu.

Once on the Email Subscription page, you may elect to be notified of Updates, all grant notices, those with advanced criteria, grants with a specific Funding Opportunity Number (FON), or, you may choose to unsubscribe from receiving email notifications.

Grants.gov Updates

To receive email about Grants.gov Updates, on the Email Subscription page select [Grants.gov Updates](#). The Subscription Services page will appear and allow you to subscribe.

All Grant Notices

To receive email about all grants, on the Email Subscription page select [All Grant Notices](#). The Subscription Services page will appear and allow you to subscribe.

Advanced Criteria

To be notified about grants with Advanced Criteria, in the For Applicants section select Find Grant Opportunities. Then, select **Email Subscription** from the left navigation and select [Advanced Criteria](#). 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), in the For Applicants section select Find Grant Opportunities. Then, select **Email Subscription** from the left navigation, and select [Specific FON](#). The Subscription Services page will appear and allow you to subscribe.

Unsubscribe

To unsubscribe, in the For Applicants section, simply select **Find Grant Opportunities** in the left side navigation from Grants.gov's home page. Then, select **Email Subscriptions** from the left submenu, and select [Unsubscribe](#). 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.



The screenshot shows the Grants.gov website interface. On the left, a navigation menu lists various options for applicants and grantors. The 'Subscriptions' link is circled in red. The main content area is titled 'SUBSCRIPTIONS' and provides information about receiving email notifications. A specific section titled 'Unsubscribe from Grant Notices' is highlighted with a white box and a black border, containing the following text: 'Click on the **Unsubscribe from Grant Notices** link above to unsubscribe from the email notifications. If you receive an error message when you attempt to unsubscribe please send an email to support@grants.gov. To remove one or more subscriptions please include the email(s) in the message. In the subject line please include "Unsubscribe".'



Quick Link Tip: To register to receive grant postings that meet the needs of you or your organization, you can also select the **Grant Email Alerts** in the Quick Links box.

RSS Feeds

RSS stands for Really Simple Syndication. Grants.gov now provides four RSS feeds for new or modified opportunities by agency or by category. This is an alternative way to receive updates on opportunity listings, rather than receiving through email.

In order to receive an RSS feed you must have an RSS reader. Some browsers, such as the current versions of Firefox and Safari have built-in RSS readers. If you are using a browser that doesn't currently support RSS, there are a variety of [RSS readers](#) [EXIT Disclaimer] available on the Internet; most are free to download while others are available for purchase.

How do I use RSS Feeds?

The way an RSS feed is added to an RSS reader is slightly different from one reader to the next. Follow the directions below to add a new feed (a feed is also referred to as a channel) to your RSS reader:

1. Choose an RSS reader (Get an [RSS Reader](#) [EXIT Disclaimer])
2. Select the link or small RSS button near the feed you want. For example, [New/Modified Opportunities by Agency](#) (You will see a page displaying XML code)
3. From your web browser's address bar, copy the URL (web address). For example, the URL you would copy for "New/Modified Opportunities by Agency" is: http://www07.grants.gov/rss/GG_OppModByCategory.xml.
4. Paste that URL into the "Add New Channel" section of the reader. The RSS feed will start to display and regularly update the headlines for you.
5. Read more information on using RSS Feeds on Grants.gov: [Using RSS Feeds](#).

Subscribe to Grants.gov RSS Feeds



[New Opportunities by Agency](#)

Receive a listing of new opportunities by agency name.



[New Opportunities by Category](#)

Receive a listing of new opportunities by category.



[Modified Opportunities by Agency](#)

Receive a listing of recently modified opportunities by agency name.



[Modified Opportunities by Category](#)

Receive a listing of recently modified opportunities by category.