



Find, Apply & Succeed!



Managed by the U.S. Department of Health and Human Services
Fulfilling the President's Management Agenda

Agenda

- What is Grants.gov?
- What can we do at Grants.gov?
- How do we get registered?
- How can we find grant opportunities?
- How can we apply for these opportunities?
- What's next?

The Grants.gov Program...

- Is a cross-agency initiative spanning 1000 grant programs from the 26 grant-making agencies, and over \$400 billion in annual awards
- Is a simple, unified “storefront” for all customers of Federal grants to electronically
 - Find Grant Opportunities
 - Apply for Grants
- Is one of 24 Federal cross-agency E-Government initiatives designed to improve access to services via the Internet
- Part of Public Law 106-107, which sets to streamline grants and grants management within the federal government
- Is managed by the Department of Health and Human Services, the largest provider of Federal grants

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Caters to a Large, Diverse Customer Population

- 26 Federal grant-making agencies
- Over 1M potential applicants, applicants, and grantees
 - State, Local, and Tribal governments
 - Education and Research organizations
 - Non-profit and For-profit organizations
 - Public Housing Authorities
- Address essential and forward-looking Federal program objectives
 - Homeland Security
 - Health
 - Education
 - Housing
 - Transportation
 - Medical and Scientific Research
 - Space Exploration
 - Energy/Environmental Conservation
 - Arts & Literature

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Federal Grants Environment – Past, Present and Future

- Before Grants.gov, there was no single point to obtain information about Federal grants
 - Complex, burdensome, and costly processes
 - 50+ places to search for Federal grant opportunities
 - 100+ application processes and forms
 - 80% paper-based processes
- After Grants.gov, processes and forms were standardized
 - Single site to search for all Federal grant opportunities
 - Standard data set and forms for discretionary grant applications
 - Electronic application submissions

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“Find Grant Opportunities” Overview

- Provides the ability to search for Federal government-wide grant opportunities
 - In November 2003, the Office of Management and Budget mandated that all agencies post competitive grant opportunities on Grants.gov
 - All 26 Federal grant-making agencies posting opportunities at Grants.gov
- Over 1800 active grant opportunities posted
- Over 2.5 million “hits” weekly
- Over 1,000,000 email notifications of new grant opportunities sent weekly

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“Apply for Grants” Overview

- Steady ramp up since October 2003 implementation
 - Over 7,000 application packages posted on Grants.gov to date
 - Over 100,000 applications received by Grants.gov to date
 - FY 2007 goal set by OMB: To have all 26 grant-making agencies post 100% of their discretionary/competitive grant application packages on Grants.gov

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Registration for Organizations

The screenshot displays the Grants.gov website interface. The main content area is titled "GET REGISTERED" and explains that users must register as an individual before applying for grants on behalf of an organization. It lists three basic steps: 1. Register your organization, 2. Register yourself as an Authorized Organization Representative (AOR), and 3. Get authorized as an AOR by your organization. The left sidebar contains navigation links for Applicants, About Federal Grants, and About Grants.gov. The right sidebar features a "Sign up for our newsletter" form and a "Quick Links" section.

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Three Step Process

- Register the Organization: CCR
- Register the Organization's Submitters
 - Authorized Organization Representatives (AORs)
- Organization Authorizes those Submitters (AORs)

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Preparing to Apply via Grants.gov: Step 1 of 3

- Organization registers with the Central Contractor Registry (CCR), the Federal database for conducting business with the U.S. Government
 - DUNS Number is required for registration
 - Two important fields within the CCR:
 - E-Business Point of Contact (E-Biz POC)
 - Will authorize organizational representatives at Grants.gov
 - M-PIN
 - E-Business Point of Contact will use the M-PIN in the authorization process
- Organizations can check to see if they are registered and identify their E-Business POC at the CCR website

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Preparing to Apply via Grants.gov: Step 2 of 3

- Authorized Organization Representative (AOR) gets Registered
 - Obtain a Credential Username and Password
 - The representative will go to the Grants.gov Credential Provider to register
 - Will receive a username and will create their own password
 - Register the Credential Username and Password at Grants.gov
 - The representative will return to Grants.gov and register the username and password by setting up their profile
 - After this step, an email will be sent to the organization's E-Business POC, informing the POC of the registration

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Registering to Apply via Grants.gov: Step 3 of 3

- Organization's E-Business Point of Contact authorizes the organization representative
 - E-Business POC will receive an email that an organization representative is attempting to register at Grants.gov
 - E-Business POC will log into Grants.gov and authorize the organization representative
 - Log-in consists of the organization's M-PIN and DUNS Number
 - After the authorization, the organization representative will now be an Authorized Organization Representative (AOR)
 - Only after the authorization has occurred will the organization representative be able to submit
 - An organization can have more than one AOR

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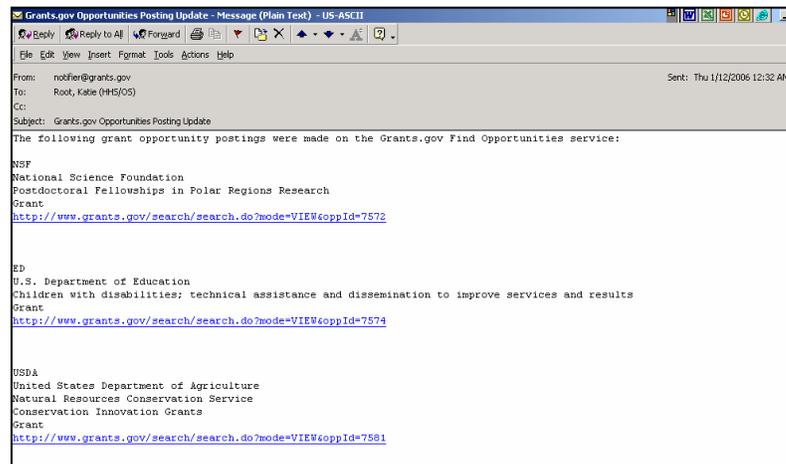
Walkthrough of the Registration Steps

- CCR Registration: <http://www.ccr.gov>
- Organization Representative obtains a Credential: <https://apply.grants.gov/OrcRegister>
- Organization Representative registers at Grants.gov: <https://apply.grants.gov/GrantsgovRegister>
- E-Business POC logs-in to authorize the Organization Representative: <https://agency.grants.gov/AorMgrGetID>
- Organization Representative can log-in to check their authorization at anytime: <https://apply.grants.gov/ApplicantLoginGetID>

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Email Notifications



- Direct link to the grant opportunity synopsis
- Nightly email notifications
- Register and select your specifications

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The "Find" process...

Search or Sign-Up for Email Notifications

Easy access from every page

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The "Find" process...(continued)

Home > Find Grant Opportunities > Search Grant Opportunities

Search Grant Opportunities

Basic Search | Browse by Category | Browse by Agency | **Advanced Search** | [Search Tips](#)

To perform an **advanced search** for a grant, complete any combination of fields and click the "Search" button below.

Access [Search Tips](#) for helpful search strategies, or click the [Help](#) button in the upper right corner to get help with this screen.

Keyword Search:

***Required Search In:**

Open Opportunities Closed Opportunities Archived Opportunities

Search by Funding Opportunity Number:

Dates to Search:

All Days
Last 3 Days
One Week
Two Weeks
Three Weeks

Advanced Search allows you to search through both the open and archived opportunities

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The "Find" process...(continued)

Further selection allows you to narrow your search:

- By Funding Instrument

Search by Funding Instrument Type:

All Funding Instrument Types
 Grant
 Cooperative Agreement
 Other
 Procurement Contract

- By Eligibility

Search by Eligibility:

Special district governments
 Independent school districts
 Public and State controlled institutions of higher education
 Native American tribal governments (Federally recognized)
 Public housing authorities/Indian housing authorities

- By Agency

Search by Agency:

Department of Commerce
 Department of Defense
 Department of Health and Human Services
 Department of Homeland Security
 Department of Labor

Select Sub Agencies

- By Sub-Agency

Search by Sub Agency:

Centers for Medicare & Medicaid Services
 Food & Drug Administration
 Health Resources & Services Administration
 Indian Health Service
 National Institutes of Health

Search Clear Form

Helpful Hint: Use the Shift or Ctrl Key to highlight more than one option in each box!

Basic Search – Select Your Criteria

Search Results/Locating an Opportunity

Select the title of the grant to view the opportunity synopsis



More Helpful Hints:

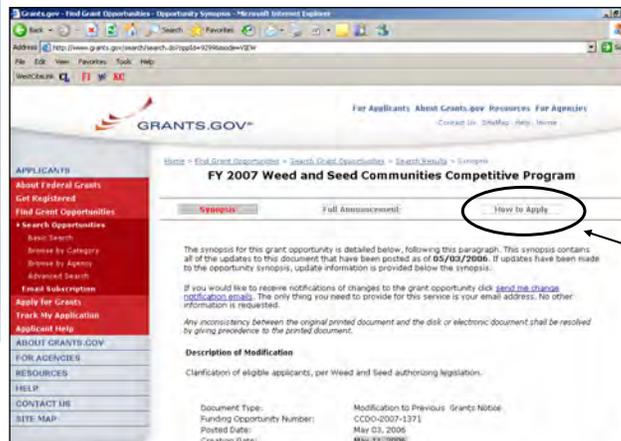
- Results are initially presented by relevancy
- Further sorting can be done by clicking on the “Close Date” or “Open Date”
- Use Boolean Tools to narrow or expand your search, i.e. AND/OR

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Grant Opportunity Synopsis

- Provides a quick overview of an opportunity



- Direct link to the application package

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Grant Opportunity Synopsis Cont.

- Includes program funding and eligibility information

Category Explanation:	
Expected Number of Awards:	
Estimated Total Program Funding:	
Award Ceiling:	\$175,000
Award Floor:	\$0
CFDA Number:	16.595 -- Executive Office for Weed and Seed
Cost Sharing or Matching Requirement:	Yes

Eligible Applicants

Others (see text field entitled "Additional Information on Eligibility" for clarification)

Additional Information on Eligibility:

Per H.R. 3402 Sec. 103(b) and Sec. 105, eligible applicants include these: State governments, including Indian tribal governments; Local governments; and Neighborhood and community-based organizations.

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Grant Opportunity Synopsis Cont.

- Includes an abbreviated description about the opportunity
- Direct link to the full announcement and agency contact
- History of this particular grant opportunity

Description

The Weed and Seed strategy aims to prevent, control, and reduce violent crime, drug abuse, and gang activity. The Weed and Seed initiative is a community-based, comprehensive multi-agency approach to law enforcement, crime prevention, and neighborhood restoration. It is designed for neighborhoods with persistent high levels of serious crime and corresponding social problems. Weed and Seed Communities (WSC) must be developed in partnership with many local organizations—including the United States Attorney's Office (USAO)—to reduce crime and improve the quality of life in a community primarily through the redeployment of existing public and private resources into the community. WSC also help to address related social problems that without proper intervention often lead to violent crime, drug abuse, and gang activity.

Link to Full Announcement

[Full Announcement Link](#)

If you have difficulty accessing the full announcement electronically, please contact:

Mark Sakaley
Policy Analyst
Phone 202-352-4973 [Government](#)

Synopsis Modification History

The following files represent the modifications to this synopsis with the changes noted within the documents. The list of files is arranged from newest to oldest with the newest file representing the current synopsis. Changed sections from the previous document are shown in a light grey background.

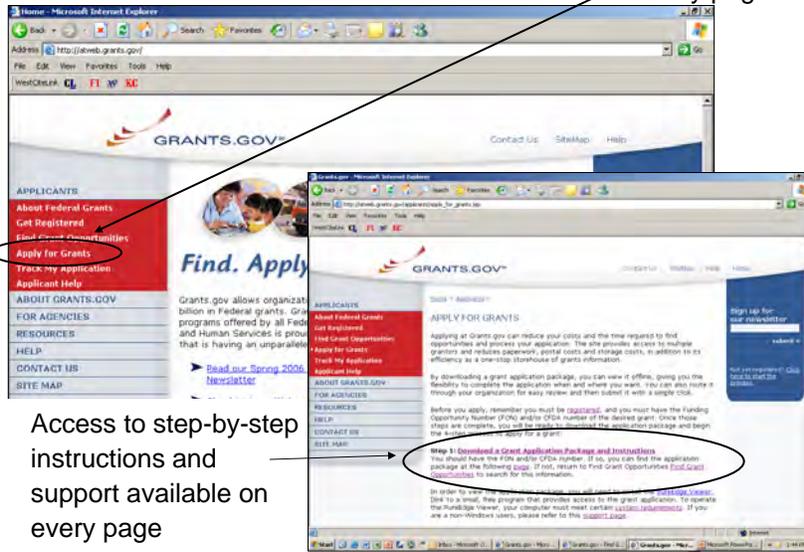
File Name	Date
Modification #1	May 08, 2006
Original Synopsis	May 03, 2006

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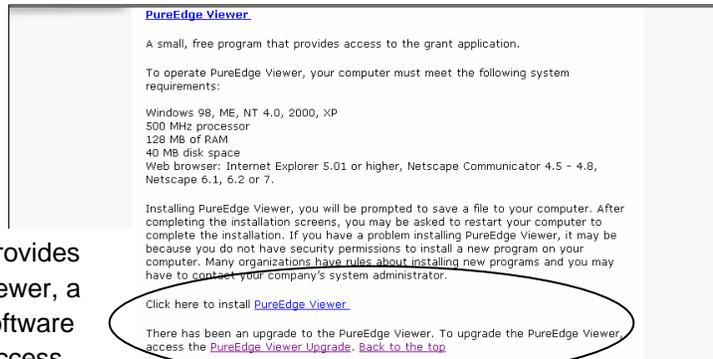


The "Apply" process...

Easy access from every page



The "Apply" process...(continued)



The "Apply" process...(continued)

GRANTS.GOV™

For Applicants About Grants.gov Resources For Agencies

APPLICANTS

- About Federal Grants
- Get Registered
- Find Grant Opportunities
- Apply for Grants
- Track My Application
- Applicant Help

ABOUT GRANTS.GOV

- FOR AGENCIES
- RESOURCES
- HELP
- CONTACT US
- SITE MAP

DOWNLOAD APPLICATION PACKAGE

Note: You will need to download and install [PureEdge Viewer](#), prior to downloading an Application Package.

To download an application package, enter the appropriate CFDA Number OR Funding Opportunity Number and click the "Download Package" button.

CFDA Number:

Funding Opportunity Number:

Funding Opportunity Competition ID:

If you do not remember the Funding Opportunity Number for the grant opportunity, return to the [Find Grant Opportunities](#) page to locate the grant opportunity and then return to this screen to enter the number.

Download link. Save these files to your computer to read the instructions or to download the application once you have them on your computer.

Before you can view and complete an application package, you must have the PureEdge viewer installed. Click here to download the PureEdge Viewer. If you do not have it installed already.

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

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
45.301	CFS-07	CFS-07	Conservation Project Support FY 2007	Institute of Museum and Library Services	Download

Easy to follow pages and instructions to find and download application packages to any desktop

The "Apply" process...(continued)

Register to receive notification of changes to application package before downloading it

GRANTS.GOV™

For Applicants About Grants.gov Resources For Agencies

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

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

CFDA Number: 16.595: Executive Office for Weed and Seed
Opportunity Number: CCDD-2007-1371: FY 2007 Weed and Seed Communities Competitive Program
Agency: Community Capacity Development Office
Opening Dates: 05/03/2006
Closing Date: 01/31/2007

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](#)

Download the application instructions/package from this location

The "Apply" process...(continued)

Select "Save" to save the application package to your hard drive

All mandatory fields are highlighted and denoted with an asterisk

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The "Apply" process...(continued)

All Mandatory Documents must be completed in order to submit the application

Optional documents may or may not need to be filled out – refer to the agency specific instructions

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The "Apply" process...(continued)

To open a form, highlight the form and then click "Open Form"

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: _____

Mandatory Documents

Project Narrative Attachment Form	Move Form to Submission List
Other Attachments Form	Move Form to Submission List
Budget Narrative Attachment Form	Move Form to Submission List
Assurances for Non-Construction Programs (SF 434E)	Move Form to Submission List

Mandatory Completed Documents for Submission

Optional Documents

Optional Completed Documents for Submission

Instructions

- Enter a name for the application in the Application Filing Name field.
 - This application can be completed in its entirety offline, however, you will need to login to the Grants.gov website during the submission process. You can save your application at any time by clicking the "Save" button at the top of your screen.

The "Apply" process...(continued)

Select this icon to receive field-sensitive help

You must use the DUNS Number that matches the DUNS Number you used for the registration process

Close Form Next Print Page About

APPLICATION FOR FEDERAL ASSISTANCE SF424 - MANDATORY Version 01

* 1.a. Type of Submission: <input type="radio"/> Application <input type="radio"/> Plan <input type="radio"/> Funding Request <input type="radio"/> Other * Other (specify) _____	* 1.b. Frequency: <input checked="" type="radio"/> Annual <input type="radio"/> Quarterly <input type="radio"/> Other * Other (specify) _____	* 1.d. Version: <input checked="" type="radio"/> Initial <input type="radio"/> Resubmission <input type="radio"/> Revision <input type="radio"/> Update	* 2. Date Received: Completed Upon Submission to Grants.gov	STATE USE ONLY: 5. Date Received by State: / /
* 1.c. Consolidated Application/Plan/Funding Yes <input type="radio"/> No <input checked="" type="radio"/>		3. Applicant Identifier: _____	4a. Federal Entity Identifier: _____	6. State Application Identifier: _____
7. APPLICANT INFORMATION: * a. Legal Name: _____		4b. Federal Award Identifier: _____	* c. DUNS Number: _____	
* b. Employer/Taxpayer Identification Number (EIN/TIN): _____				

The "Apply" process...(continued)

Submit button will not become activated until the following has been completed:

- All **Mandatory Fields** have been completed
- All **Mandatory Documents** have been completed and move to the Completed box
- All **applicable Optional Documents** have been completed and moved to the Completed box

The screenshot shows a web browser window displaying the Grants.gov application form. The 'Check Package for Errors' button is highlighted with a red box. The form includes fields for Opportunity Number (CCDO 2007-1171), Competition ID (65432006), Opportunity Open Date (11/21/2007), and Opportunity Close Date (11/21/2007). The Agency Contact is Mark Sakaley, Policy Analyst, with email Mark.Sakaley@weeds.gov. A blue informational box on the right states: 'If the Federal funding opportunity listed is not the opportunity for which you want to apply, click 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.' Below the form, there are sections for 'Mandatory Documents' and 'Optional Documents', each with a 'Move Form to Submission List' button.

Helpful Hint: To get the "Submit" button activated, use the "Check Package for Errors" Button to find uncompleted Mandatory Fields

Submitting your application

- You must be fully registered at Grants.gov to submit the application
- Click Submit to begin the upload process
- It may take a few minutes for the upload – it is dependent on the size of your application

The screenshot shows the 'Submission' page on Grants.gov. The 'Submit' button is highlighted with a red box. The form displays Opportunity Title (Biological Criteria Program), Offending Agency (Training 1110), CFDA Number (66.436), CFDA Description (Surveys, Studies, Investigations, Demonstrations and Trials), Opportunity Number (ABC123), Competition ID, Opportunity Open Date (11/01/2004), and Opportunity Close Date (11/19/2005). The Agency Contact is Wanda Smith, Manager, with email wandsmith@aol.com. A blue informational box on the right states: '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, click 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.' Below the form, there are sections for 'Mandatory Documents' and 'Optional Documents', each with a 'Move Form to Submission List' button.

Submitting your application

The application will connect automatically to the Internet and to Grants.gov

Enter your Grants.gov username and password – you must be fully registered to successfully submit

Submitted Application Confirmation

Scroll to the bottom of the confirmation screen to receive:

- Grants.gov Tracking Number
- Date/Time Stamp

Grants.gov Tracking Number :	GRANT0007332
CFDA Number :	86.436
CFDA Description :	Surveys, Studies, Investigations, Demonstrations and Training Grants and Cooperative Agreements, Section 1442 of the Clean Water Act
Funding Opportunity Number :	ABC123
Funding Opportunity Description :	Biological Criteria Program
Agency Name :	Training 1110
Application Name of this Submission :	Test Exchange
Date/Time of Receipt :	2008 01 18 2 03 PM EST

What to expect after submission

- **Successful Submission**
 - The submitter will receive the following emails:
 - Successful Grants.gov verification email
 - Application downloaded by the agency
 - Agency-specific tracking number assignment

This is an optional email notification – if an agency does not assign agency-specific tracking numbers, you will not receive this email
- **Unsuccessful Submission**
 - The submitter will receive an email that the application failed the Grants.gov verification process
 - Email will list what the applicant needs to correct

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Reasons for Unsuccessful Submission

- **Incorrect DUNS Number**
 - You must use the DUNS Number that is listed in your applicant profile
 - Grants.gov validates the DUNS Number provided in the SF-424 Form with the DUNS Number in your applicant profile
- **Virus Detected**
 - Grants.gov conducts a virus scan before it will accept an application
 - If virus is detected, you will need to either redownload the application package or fix the corrupted file
- **The Due Date has Passed**
 - You cannot submit your application if the due date has already passed

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Log-in to Check Your Application Status

The image shows two screenshots of the Grants.gov website. The top screenshot is the homepage, which features a navigation menu on the left, a central banner for 'FOR APPLICANTS', and a 'Sign up for our newsletter' box on the right. A 'Quick Links' section on the right includes a link to 'Applied Login' which is circled in red. The bottom screenshot shows the 'FOR APPLICANTS' page with a login form. The form has a red error message: 'Please enter your Username and Password to login to the Grants.gov system.' Below the message are input fields for 'Username' and 'Password', and a 'Login' button.

- Quick link from the homepage
- Allows you to track your registration and application status



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Applicant Welcome Screen

The image shows a screenshot of the Grants.gov 'FOR APPLICANTS' page. The page has a navigation menu on the left with links like 'Welcome, Best Times of 2014', 'Check Application Status', 'Message Applicant Profile', and 'Logout or Sign Out'. The main content area is titled 'FOR APPLICANTS' and includes a 'Welcome to the Applicants section!' message. It states: 'You have successfully registered with Grants.gov. You can now use this section of the site to manage your applicant profile and to check the status of your applications.' Below this is a 'Check Application Status' section with instructions on how to use the site and a list of application statuses: 'Data/Time', 'Received', 'Validated', 'Received by Agency', 'Agency Tracking Number Assigned', and 'Rejected with Errors'.



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Application Status Page

- Includes all pertinent information about the submission
- Lists the current status for the application
- If rejected, hyperlinks to the specific reason for rejection

CFDA Opportunity Num	Competition Id	Grants.gov #	Date/Time Received	Status	Agency Tracking
14155	09-07-24-06	ORANT0087893	21-Jun-06 04:07:37 PM	Disposed with Errors	06-06 04:07:48 PM
10202	06-12-19-05	ORANT0081869	26-Feb-06 06:27:33 PM	Received by Agency	06-06 10:55:29 AM
12106	06-12-20-05	ORANT0082147	07-Mar-06 03:40:47 PM	Rejected by Agency	05-22-May-06 05:17:25 PM
12106	06-12-20-05	ORANT0082148	01-Mar-06 07:01:18 PM	Agency Tracking Number Assigned	06-06 07:15:30 PM
12106	06-12-20-05	ORANT0082211	09-Mar-06 11:09:38 AM	Received by Agency	06-06 14:07:16 PM
12106	06-12-20-05	ORANT0082437	03-Mar-06 10:00:00 AM	Received	06-06 12:00:00 PM

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What's Next?

- Start searching at Grants.gov
- Sign-Up for the Email Subscription Service
- View a grant application
 - Get familiar with the forms
- Start the Registration Process!!!!

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Contact Information

- Grants.gov Contact Center
 - Monday – Friday, 7 AM – 9 PM ET
 - 1-800-518-4726
 - support@grants.gov

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BJA Grants.gov Contact Information

Christopher Smith
Training Coordinator
Office of the Chief Information Officer
Office of Justice Programs
U.S. Department of Justice
202-305-1775 (phone)
Christopher.Smith3@usdoj.gov

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