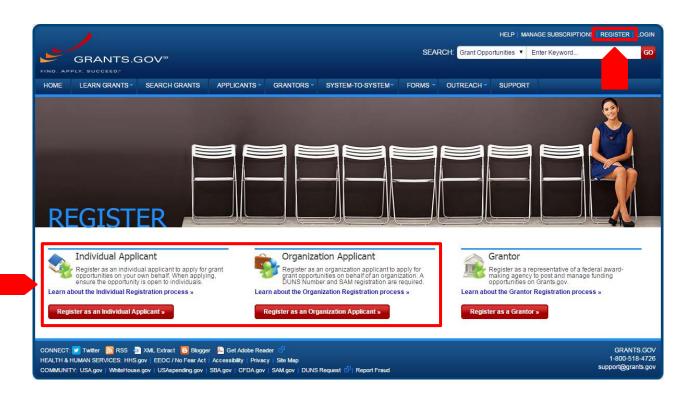# Grants.gov Applicant Overview

Register, Find, and Apply

Maryland Governor's Grants Conference
November 14, 2016
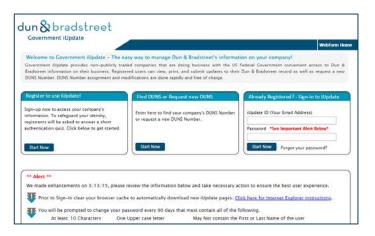
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Getting Registered

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Getting Registered

Registering with Grants.gov to be an Authorized Organizational Representative (AOR)

Getting Registered
Dun & Bradstreet (DNB) and the System for Award Management (SAM)
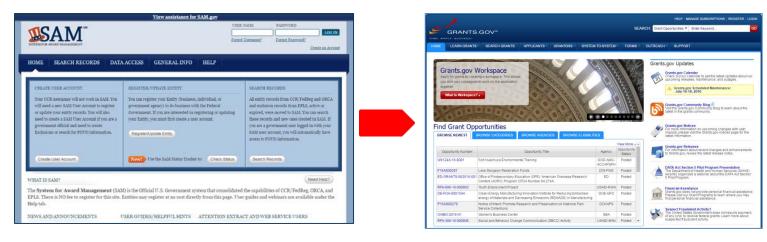

- Register with DNB at http://fedgov.dnb.com/webform
- Requires TIN from IRS and organization information
- You will be issued a Data Universal Numbering System (**DUNS**) number
- Takes 1 – 2 business days

- Use DUNS to register with SAM at www.SAM.gov
- Establish E-Business Point of Contact (**EBiz POC**): Individual who oversees all activities for organization within Grants.gov and approves the AOR
- Establish Marketing Partner Identification Number (**MPIN**)
- Takes 7 – 10 business days

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Getting Registered
SAM and Grants.gov

- Organization data, EBiz POC information, and MPIN are electronically transferred from SAM to Grants.gov

- The organization is set up in Grants.gov and individuals within the organization are now able to register with Grants.gov

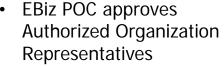- **NOTE: EBiz POC must <u>renew SAM registration annually</u>**

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Getting Registered
About the EBiz Point of Contact and AORs

EBiz POC

AOR 1

AOR 2

AOR 3

AOR 4

- Each organization has one EBiz POC
- EBiz POCs are assigned in SAM

- EBiz POC approves Authorized Organization Representatives
- AORs are allowed to submit grant applications on behalf of their organization
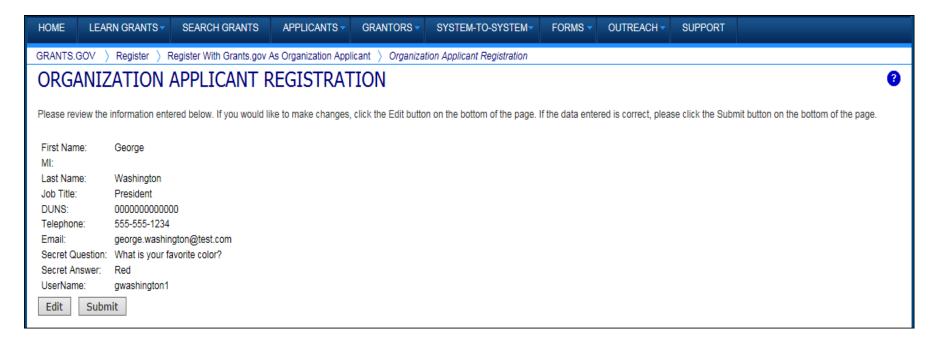
- One organization can have many AORs

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Confirm Registration Information
Enter Your Registration Information

Getting Registered
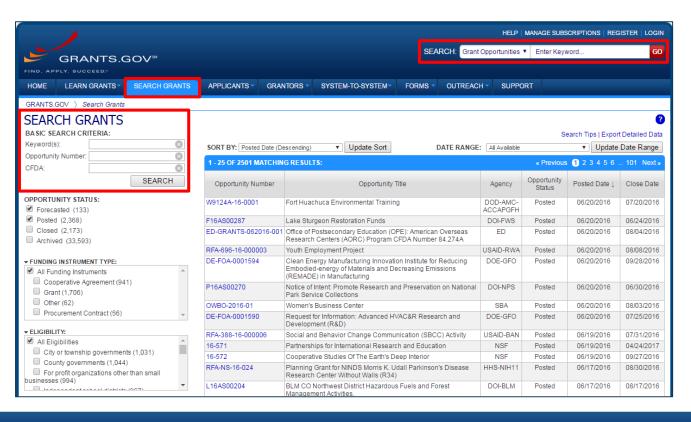## Confirm Registration Information

Searching for Funding Opportunities and Forecasts

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Searching for Funding Opportunities
Find – Basic Search

Search for grants and forecasts by entering a keyword, then clicking the Go button
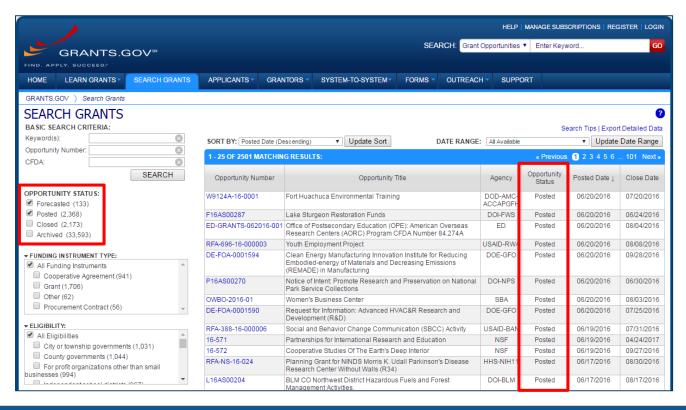
OR by entering:

- **Keyword**
- **Funding Opportunity Number**
- **CFDA Number or Title**

and clicking the Search button

Searching for Funding Opportunities
Opportunity Status

Select the Opportunity Status to find what you are looking for:

Forecasted - Potential grants in the near future

Posted - Currently open grants
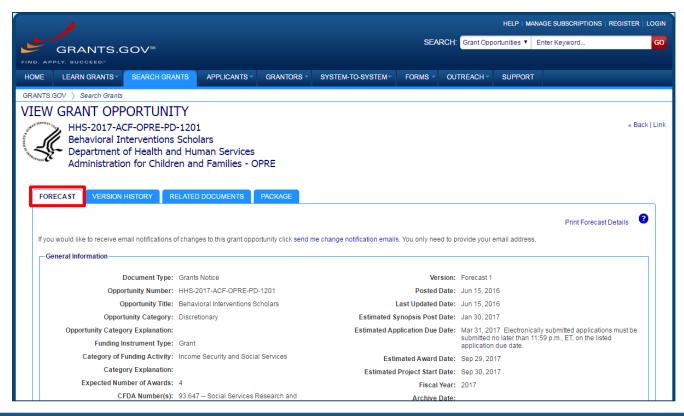
Closed - Recently ended grants

Archived - Past grants available for reference

What's in a Funding Opportunity?

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What's in a Funding Opportunity?
Forecast

A Forecast is a projection of an estimated funding opportunity
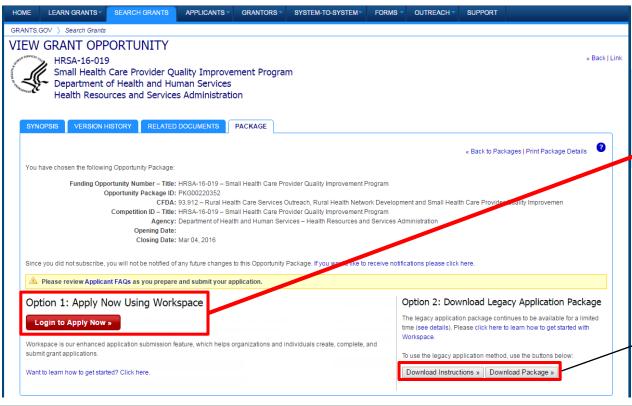
Contains high level information, such as:

- Estimated Post and Due Dates

- Estimated Program Funding Amount

- Estimated Award Date

A Forecast can become a funding opportunity Synopsis

What's in a Funding Opportunity?

Application Package and Instructions, Part 3

Log in and create a workspace package

OR

Click the Download Instructions and Download Package buttons

Workspace

- Workspace is the space where you work on your grant application

- Complete individual forms

- Team of registered applicants have simultaneous access

Legacy Application Package

- Being phased out December 2017

- All forms "stitched" together in one, large PDF

- PDF file must be exchanged via email, flash drive, or file-sharing service to team

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Why Use Workspace?

1. Workspace helps **streamline the collaboration process** on grant applications

2. Workspace helps applicants **save time** by allowing reuse of forms across workspaces

3. Forms are **validated** when they are uploaded to the workspace, virtually eliminating last-minute submission errors

4. Workspace is easy to learn thanks to **context-sensitive help articles** accessible on every page and window

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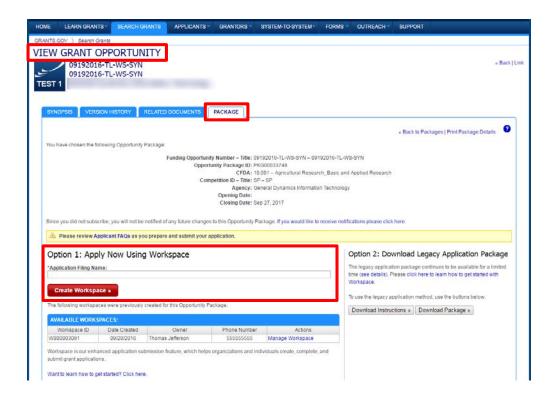
Applying with Workspace

Workspace Overview

- Create a workspace

- Add collaborators in Participants tab

- Complete the application in the Forms tab

- Submit when you are done

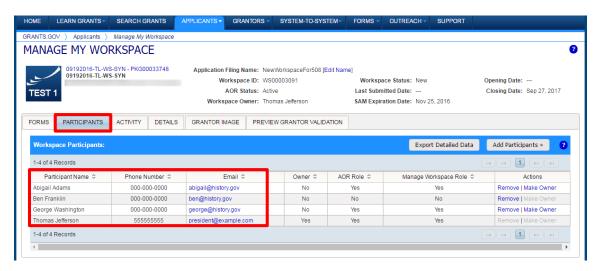GRANTS.GOV℠

Create a Workspace

After logging in, create a workspace by visiting the **View Grant Opportunity** page and clicking the Package tab.

If the application package is compatible with Workspace, you will be able to create a new workspace.

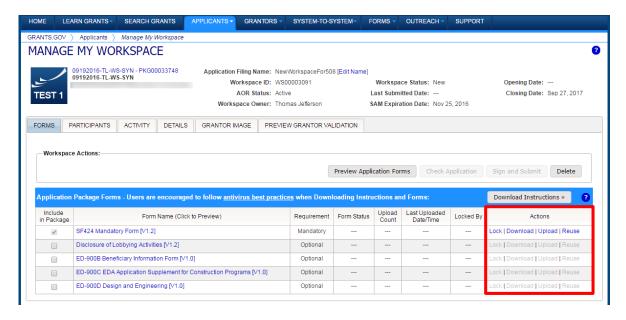GRANTS.GOV℠

Add Collaborators in Participants Tab

The **Participants** tab lists the members, or "Participants," of a workspace who work as a team to complete the required forms for a federal grant.

Click Add Participants button to add collaborators
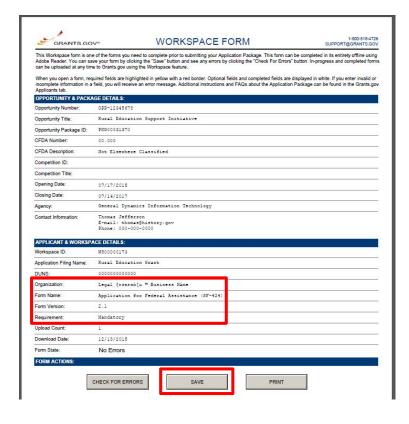
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Complete Workspace Forms

Key Actions:

- Lock/Unlock a form

- Download a form

- Upload a form

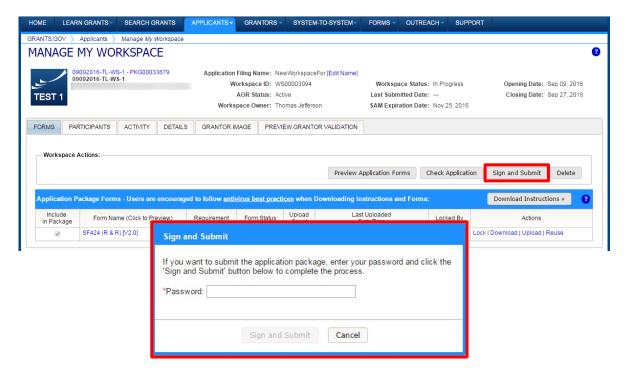- Reuse a form

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Complete Workspace Forms

Other Features:

- Save a form

- Reuse a form

- Cross-form validations

- Data retained for three years

Submit Application via Workspace

Process:

- Workspace Owner notifies AOR users

- AOR user clicks Sign and Submit

Further Resources

- [Video: Learning Workspace Series](#)

- [How to Create a Workspace](#) help article

- [How to Add and Remove Participants](#) help article

- [Forms Tab—Managing Forms](#) help article

- [How to Submit a Workspace Package](#) help article

- [Example Cases: How Workspace Improves the Applicant Experience on Grants.gov](#) blog article

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Navigating a Legacy Application Package

Navigating a Legacy Application Package

- Download the single, legacy application package PDF

- Email single PDF to collaborators to complete using exact same version of Adobe Reader or Acrobat

- Complete all application forms in single PDF

- Submit when you are done

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Tips for Applicants
Grants.gov Applicant Support & Resources

Contact Center

- Support available 24/7; closed on Federal holidays

- Email: support@grants.gov

- Toll-Free Phone Number: 1-800-518-4726

- International Callers: 1-606-545-5035

- Grants.gov Self-Service Web Portal: https://grants-portal.psc.gov

Additional Resources

- Online User Guide: http://www.grants.gov/help/html/help/index.htm

- FAQs: http://www.grants.gov/web/grants/applicants/applicant-faqs.html

- Blog: https://blog.grants.gov/

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