Grants.gov Applicant Overview

Register, Find, and Apply

Maryland Governor’s Grants Conference

November 14, 2016
Getting Registered
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 (MPI N)
- Takes 7 - 10 business days
• 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 **renew SAM registration annually**
Getting Registered

About the EBiz Point of Contact and AORs

- 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
Confirm Registration Information

Enter Your Registration Information

REGISTER WITH GRANTS.GOV AS ORGANIZATION APPLICANT

Before you can register as organization applicant with Grants.gov, you will need to obtain a DUNS number and complete registration in SAM. This process can take up to 4 weeks. Once you have completed these two items, enter your organization DUNS or DUNS+4 number below and press the "Register" button.

Once your DUNS number has been verified, you can submit your registration to Grants.gov. An e-mail will be generated to your organization’s E-Business Point of Contact.

To register for a username and password, enter the organization’s DUNS OR DUNS+4 Number and then click the "Register" button below.

Step 1: Complete the DUNS OR DUNS+4 Number field.
Step 2: Click the Register button.
Confirm Registration Information

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: George
MI:
Last Name: Washington
Job Title: President
DUNS: 000000000000
Telephone: 555-555-1234
Email: george.washington@test.com
Secret Question: What is your favorite color?
Secret Answer: Red
UserName: gwashington1

Edit  Submit
Searching for Funding Opportunities and Forecasts
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
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?
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
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
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
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.
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.
Complete Workspace Forms

Key Actions:

• Lock/Unlock a form
• Download a form
• Upload a form
• Reuse a form
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
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
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

Additional Resources

• FAQs: http://www.grants.gov/web/grants/applicants/applicant-faqs.html
• Blog: https://blog.grants.gov/