### Maryland Governor's Grants Training Conference 2018 Grants.gov Applicant Overview "New Applicant Deep Dive"



Version: Grants.gov Release 16.3



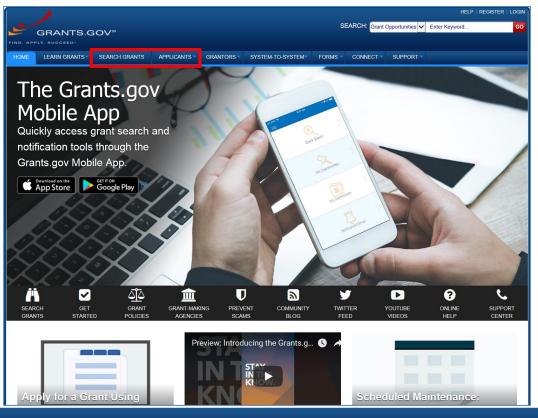
### **Training Topics**

- Navigating Grants.gov
- Registration
- Search Grants
- What's In a Funding Opportunity?
- Applying with Workspace
- Track Application Submission
- Tips and Support Resources
- Grants.gov Mobile App

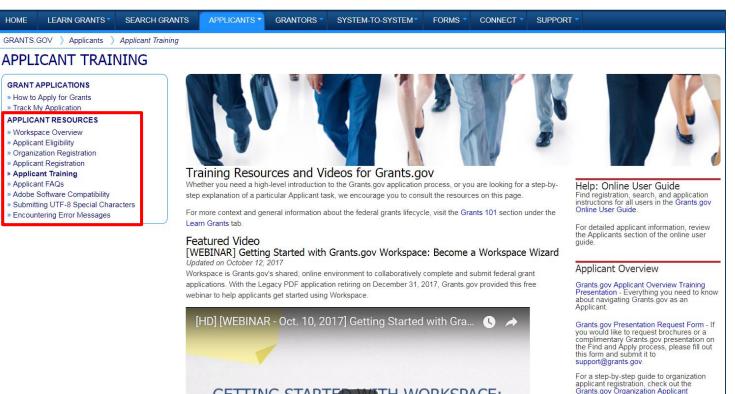




Search Grants and Applicant Tabs on the Homepage



#### Applicant Resources: Videos, User Guide, Training Content, FAQs and More



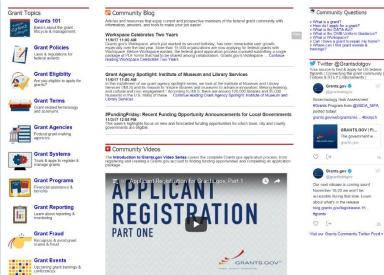
GETTING STARTED WITH WORKSPACE:

GRANTS.GOV<sup>™</sup>

Highlights from the Learn Grants tab



The Grants Learning Center is your gateway to the federal grants world. Bookmark this page and participate in our growing communities on Blog.Grants.gov and Twitter (@grantsdotgov).



**Grants 101**: An introduction to the key phases of the federal grant lifecycle

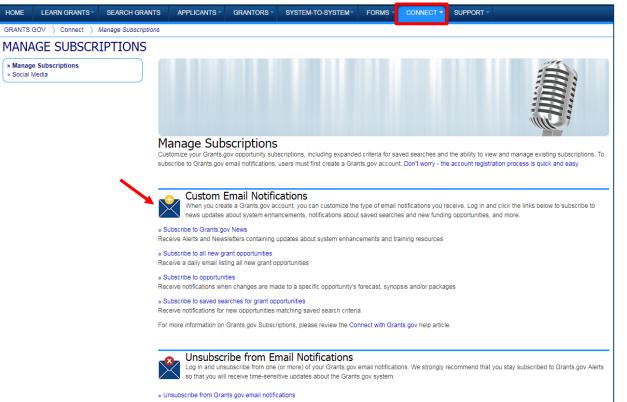
**Grant Policies**: Summaries and tables explaining how federal grant policies are formed

**Grant Terminology**: Essential terms and definitions from the Common Data Element Repository Library (C-DER Library)

**Grant Events**: Upcoming grant trainings, conferences, and webinars



#### Subscriptions and Email Notifications





7

### Registration



### **Registration Overview**

- Organizations need these before using Grants.gov to apply for federal grants:
  - Data Universal Numbering System (DUNS) Number
  - System for Award Management (SAM) registration
- **Grants.gov Account**: You only need one. Uses unique email, username & password.
- Profile(s): Can have multiple within one Grants.gov account. Corresponds to applicant organization you represent (i.e., an applicant), individual applicant, or a federal agency (i.e., a grantor).

GRANTS.GO

### Registration: Before Grants.gov

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

Iun & bradstreet Government iUpdate		Webform Home
Government iUpdate provides non-publicly trad	sy way to manage Dun & Bradstreet's information on your company! ed companies that are doing business with the US Federal Government convenient a red users can view, print, and submit updates to their Dun & Bradstreet record as well a difications are done rapidly and free of charge.	
Register to use IUpdate! Sign-up now to access your company's information. To safeguard your identity, registrants will be asked to answer a short authentication quiz. Click below to get started. Start Now	Find DUNS or Request new DUNS         Already Registered? - Sign-I           Enter here to find your company's DUNS Number         IUpdate ID (Your Email Address)           or request a new DUNS Number.         Password "See Important Aler           Start Now         Start Now	t Below*

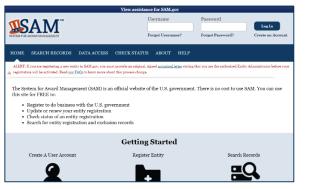
- Register with DNB at
   <u>http://fedgov.dnb.com/webform</u>
- Requires TIN from IRS and organization information
- You will be issued a DUNS Number
- $\sim 1 2$  business days



- Use DUNS to register with SAM at <u>www.SAM.gov</u>
- 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)
- ~7-10 business days after completely registering, including submitting notarized letter to SAM



# Registration: Before Grants.gov





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- Organization data, EBiz POC information, and MPIN are transferred from SAM to Grants.gov
- People within the organization are able to register with Grants.gov and then add a profile to associate with the organization
- For the latest SAM.gov updates, go here: <u>https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update</u>
- NOTE: SAM registration must be renewed annually

### Registration: Grants.gov Account

#### Accounts enable subscription management

		HELP   REGISTER   LOGIN	
GRANTS.GOV#	SEARCH: Grant Opportunities 🗹 Enter Keywo	ord	
HOME LEARN GRANTS* SEARCH GRANTS APPLICANTS* GRANTORS* SYSTEM-TO-S	SYSTEM FORMS CONNECT SUPPORT		
Account Details:	Address:	% ^ & ') - Contact Information: - First Name: Middle Initial:	meterscores, and @ symbol (Password is not subject to these restrictions). ercrase letter (A-2), at least one lowercase letter (a-2), at least one number (0-9), and at least one special character (e.g. I @ # \$
Registering with Grants.gov One account to manage all your profiles, applications, and subscriptions.	[R16.1] How to Register With Grants.gov - FIN	"Last Name: "Email Address: "Phone Number:	
Applicants         1. Complete the required form fields.         2. Confirm your email address.         3. Add an organization applicant profile or individual an individual applicant profile after registering.         Learn more on the Applicant Registration page.	TO ADD AN ORGANIZATION APPLICANT PROFILE, YOU WILL AFED TO	"Username: "Password: "Confirm Password:	(Case Sensitive) (Case Sensitive)
Grantors 1. Complete the required form fields. 2. Confirm your email address. 3. Askyour agency point of contact to associate your email address with the agency. Learn more on the Grantor Registration page.	WILL NEED TO PROVIDE YOUR ORGANIZATION'S DUNS NUMBER	Communications: Subscribe:	GRANTS GOV ALERTS Yes, I want to receive email messages containing time-sensitive information about Grants gov changes that potentially impact users.     GRANTS GOV NEWSLETTER Yes, I want to receive occasional emails highlighting system enhancements, training resources, and other topics relevant to the federal grant community.
Get Registered Now >       2         CONNECT WITH US: So Blog: Twifer       YouTube       Alerts: So RSS   → XML Extract       Get Adobe Reader         HEALTH & HUMAN SERVICES: HHS gov   EEOC / No Fear Act   Accessibility   Pirvacy   Declaimers   Site Map       COMMUNITY: USA.gov   WhiteHouse.gov   USAspending.gov   SBA.gov   CFDA.gov   SAM.gov   DUNS Request @   Reg		GRANTS GOV Applicant Support 1:800:518:4726 support@grants.gov	Centinue » Cancel

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### Registration: Add Profile, Get Roles

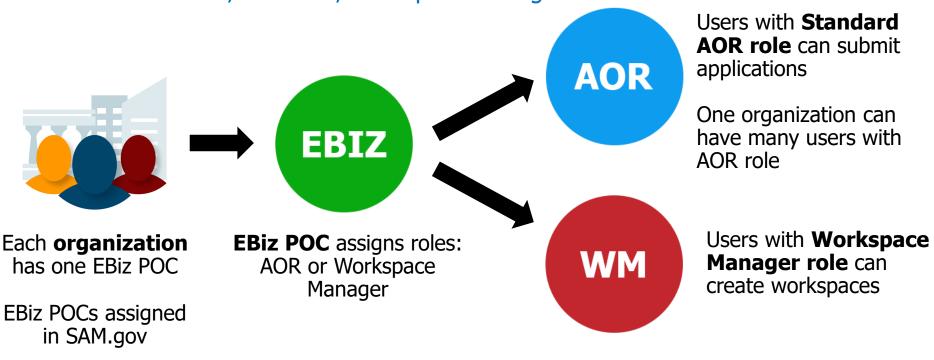
Profile associates you with organization. EBiz POC assigns roles to your profile.

GRANTS.GOV ) Register	
REGISTER	?
Congratulations! Your Grants.gov Account was successfully created.	
If needed, you can add Applicant Profile(s) to your Account now. However, if you do not need a Profile or prefer to add your Profile(s) later, you can Continue to your Grants.gov logged in features.	
How would you like to proceed?	
Continue - Skip adding a profile at this time	
Add Organization Applicant Profile - Affiliates you with an Organization and with additional access allows you to apply for Opportunities on behalf of the Organization	
Add Individual Applicant Profile- Allows you to apply for Opportunities on your own behalf	
Disco complete to Add on Organization Deafile and slick Sever	
Please complete to Add an Organization Profile and click Save:	
*DUNS:	
*Profile Name:	
*Job Title:	
Save	



### Registration: Grants.gov Roles

EBiz Point of Contact, AOR role, Workspace Manager role

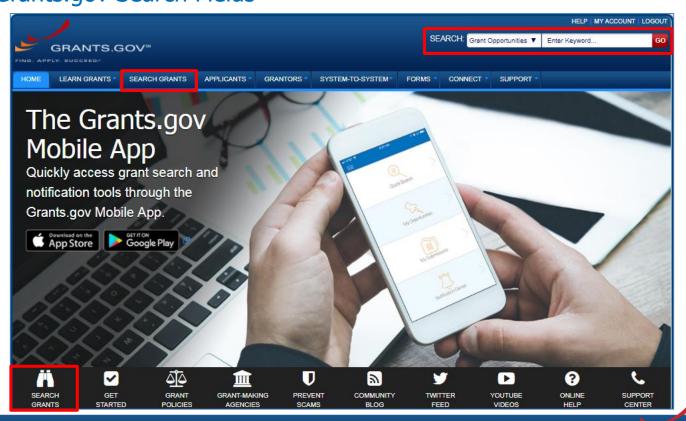


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## Search Grants



### Searching for Funding Opportunities Using the Grants.gov Search Fields





# Searching for Funding Opportunities

					HELP   REG	ISTER   LOGIN
GRANTS.GOV#		SEARCH: Grant	Opportunities	<ul> <li>Enter Keyv</li> </ul>	vord	GO
HOME LEARN GRANTS * SEARCH GRANT	S APPLICANTS - GRAM	TORS SYSTEM-TO-SYSTEM FORMS CONNECT	SUPPOR	ध <b>र −</b>		
GRANTS.GOV > Search Grants						
SEARCH GRANTS BASIC SEARCH CRITERIA: Keyword(s):	SORT BY: Posted Date (D	escending) • Update Sort DATE RANGE	: All Available	S	earch Tips   Expor	? Detailed Data Date Range
Opportunity Number: 8 CFDA: 8	1 - 25 OF 2501 MATCHIN	IG RESULTS:		« Previous	123456.	101 Next »
SEARCH	Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date ↓	Close Date
OPPORTUNITY STATUS: State (133)	W9124A-16-0001	Fort Huachuca Environmental Training	DOD-AMC- ACCAPGFH	Posted	06/20/2016	07/20/2016
Posted (2,368)	F16AS00287	Lake Sturgeon Restoration Funds	DOI-FWS	Posted	06/20/2016	06/24/2016
Closed (2,173) Archived (33,593)	ED-GRANTS-062016-001	Office of Postsecondary Education (OPE): American Overseas Research Centers (AORC) Program CFDA Number 84.274A	ED	Posted	06/20/2016	08/04/2016
	RFA-696-16-000003	Youth Employment Project	USAID-RWA	Posted	06/20/2016	08/08/2016
FUNDING INSTRUMENT TYPE:     All Funding Instruments	DE-FOA-0001594	Clean Energy Manufacturing Innovation Institute for Reducing Embodied-energy of Materials and Decreasing Emissions (REMADE) in Manufacturing	DOE-GFO	Posted	06/20/2016	09/28/2016
Cooperative Agreement (941) Grant (1,706)	P16AS00270	Notice of Intent: Promote Research and Preservation on National Park Service Collections	DOI-NPS	Posted	06/20/2016	06/30/2016
Other (62)	OWBO-2016-01	Women's Business Center	SBA	Posted	06/20/2016	08/03/2016
Procurement Contract (56)	DE-FOA-0001590	Request for Information: Advanced HVAC&R Research and Development (R&D)	DOE-GFO	Posted	06/20/2016	07/25/2016
▼ ELIGIBILITY:	RFA-388-16-000006	Social and Behavior Change Communication (SBCC) Activity	USAID-BAN	Posted	06/19/2016	07/31/2016
All Eligibilities	16-571	Partnerships for International Research and Education	NSF	Posted	06/19/2016	04/24/2017
City or township governments (1,031)	16-572	Cooperative Studies Of The Earth's Deep Interior	NSF	Posted	06/19/2016	09/27/2016
County governments (1,044) For profit organizations other than small	RFA-NS-16-024	Planning Grant for NINDS Morris K. Udall Parkinson's Disease Research Center Without Walls (R34)	HHS-NIH11	Posted	06/17/2016	08/30/2016
businesses (994)	L16AS00204	BLM CO Northwest District Hazardous Fuels and Forest Management Activities.	DOI-BLM	Posted	06/17/2016	08/17/2016

Search for grants and forecasts by entering a keyword.

### In Search Grants tab, search by:

- Keyword
- Opportunity Number

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CFDA Number

# Searching for Funding Opportunities

GRANTS.GOV#				rant Opportunities			SISTER   LOGIN
HOME LEARN GRANTS SEARCH GRANTS	APPLICANTS GRAI	NTORS SYSTEM-TO-SYSTEM F	ORMS CONNE	CT SUPPO	RT 🗸		
GRANTS.GOV > Search Grants							
SEARCH GRANTS BASIC SEARCH CRITERIA: Keyword(s):	SORT BY: Posted Date (D	escending) VDpdate Sort	DATE RAN	IGE: All Available	s	earch Tips   Expor	t Detailed Data Date Range
Opportunity Number:	1 - 25 OF 2501 MATCHIN				« Previous	s <b>1</b> 2 3 4 5 6 .	-
CFDA: SEARCH	Opportunity Number	Opportunity Title		Agency	Opportunity Status	Posted Date ↓	Close Date
OPPORTUNITY STATUS: Forecasted (133)	W9124A-16-0001	Fort Huachuca Environmental Training		DOD-AMC- ACCAPGFH	Posted	06/20/2016	07/20/2016
Posted (2,368)	F16AS00287	Lake Sturgeon Restoration Funds		DOI-FWS	Posted	06/20/2016	06/24/2016
Closed (2,173) Archived (33,593)	ED-GRANTS-062016-001	Office of Postsecondary Education (OPE): Research Centers (AORC) Program CFDA		ED	Posted	06/20/2016	08/04/2016
	RFA-696-16-000003	Youth Employment Project		USAID-RWA	Posted	06/20/2016	08/08/2016
FUNDING INSTRUMENT TYPE:     All Funding Instruments	DE-FOA-0001594	Clean Energy Manufacturing Innovation In Embodied-energy of Materials and Decrea (REMADE) in Manufacturing		DOE-GFO	Posted	06/20/2016	09/28/2016
Cooperative Agreement (941) Grant (1,706)	P16AS00270	Notice of Intent: Promote Research and Pr Park Service Collections	reservation on Nation	nal DOI-NPS	Posted	06/20/2016	06/30/2016
Other (62)	OWBO-2016-01	Women's Business Center		SBA	Posted	06/20/2016	08/03/2016
Procurement Contract (56)	DE-FOA-0001590	Request for Information: Advanced HVAC& Development (R&D)	&R Research and	DOE-GFO	Posted	06/20/2016	07/25/2016
	RFA-388-16-000006	Social and Behavior Change Communicat	tion (SBCC) Activity	USAID-BAN	Posted	06/19/2016	07/31/2016
All Eligibilities	16-571	Partnerships for International Research an	nd Education	NSF	Posted	06/19/2016	04/24/2017
City or township governments (1,031)	16-572	Cooperative Studies Of The Earth's Deep	Interior	NSF	Posted	06/19/2016	09/27/2016
County governments (1,044) For profit organizations other than small	RFA-NS-16-024	Planning Grant for NINDS Morris K. Udall Research Center Without Walls (R34)	Parkinson's Disease	HHS-NIH11	Posted	06/17/2016	08/30/2016
businesses (994)	L16AS00204	BLM CO Northwest District Hazardous Fue Management Activities.	els and Forest	DOI-BLM	Posted	06/17/2016	08/17/2016

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



### Searching for Funding Opportunities Sign In and Save Your Search

HOME LEARN GRANTS * SEARCH GRANTS	APPLICANTS • 0	GRANTORS * SYSTEM-TO-SYSTEM* FORMS * CONNECT *	SUPPO	रा 🔻		
GRANTS.GOV > Search Grants						
SEARCH GRANTS						?
BASIC SEARCH CRITERIA: Keyword(s):	CATEGORY: [X]     ELIGIBILITY: [X]     FUNDING INSTR	Private institutions of higher education, [X] Public and State controlled instit	utions of higl	ner education		
CFDA:		Search Tips   Expo	rt Detailed D	ata   Manage S	earches Save	Search »
SEARCH	SORT BY: Posted Da	te (Descending) • Update Sort	DATE RAN	GE: All Availa	ble 🔻 Update [	Date Range
OPPORTUNITY STATUS:	1 - 25 OF 478 MATCH	IING RESULTS:		« Previous	• <b>1</b> 2 3 4 5 6	20 Next »
<ul> <li>✓ Forecasted (1)</li> <li>✓ Posted (17)</li> </ul>	Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date ↓	Close Date
Closed (16)	ND-NOFO-18-106	Youth Leaders as Change Makers	DOS-IND	Posted	04/10/2018	06/11/2018
Archived (846)	C-NOFO-18-102	This House Believes That: A U.SIndia Comparative Constitutional Law Debate Project	DOS-IND	Posted	04/10/2018	06/11/2018
+ FUNDING INSTRUMENT TYPE:	ND-NOFO-18-112	Art and Heritage Conservationist Summit	DOS-IND	Posted	04/10/2018	06/11/2018
All Funding Instruments	ND-NOFO-18-110	Let's Get Serious: Comic Videos to Promote Study in the U.S.	DOS-IND	Posted	04/10/2018	06/11/2018
Cooperative Agreement (7) Grant (18)	PAR-18-745	Addressing the Challenges of the Opioid Epidemic in Minority Health and Health Disparities Research in the U.S. (R21 Clinical Trial Optional)	HHS- NIH11	Posted	04/10/2018	11/13/2020
Other (6)	PAR-18-747	Addressing the Challenges of the Opioid Epidemic in Minority Health and Health Disparities Research in the U.S. (R01 Clinical Trial Optional)	HHS- NIH11	Posted	04/10/2018	11/13/2020
Procurement Contract (5)	PA-18-748	Research Supplements to Promote Data Sharing in Cancer Epidemiology Studies (Admin Supp Clinical Trial Not Allowed)	HHS- NIH11	Posted	04/10/2018	07/01/2018
▼ ELIGIBILITY:	K-NOFO-18-103	Anti-TIP International Youth Champions Conclave	DOS-IND	Posted	04/09/2018	06/08/2018
Others (see text field entitled 'Additional Information on Eligibility' for clarification) (17) Private institutions of higher education (17)	PAR-18-746	NIDA Mentored Clinical Scientist Development Program Award in Substance Use and Substance Use Disorder Research (K12 Clinical Trial Optional)	HHS- NIH11	Posted	04/06/2018	08/28/2020
<ul> <li>Public and State controlled institutions of higher education (18)</li> </ul>	RUS-18-01-DLT	Distance Learning and Telemedicine Grant Program	USDA- RUS	Posted	04/05/2018	06/04/2018
Public housing authorities/Indian housing	PAR-18-742	Exploring Epigenomic or Non-Coding RNA Regulation in the Development, Maintanance, or Tradment of Chronic Bain (201/222	HHS-	Posted	04/03/2018	02/11/2021

Refine your search by selecting criteria options:

- Category
- Eligibility
- Funding Agency
- Opportunity Status
- Date ranges

Click Save Search button to store this set of search criteria to receive emails

Click Manage Searches link to review your saved searches



### Searching for Funding Opportunities Search Results

HOME	LEARN GRANTS *	SEARCH GRANTS	APPLICANTS •	GRANTORS 🔻	SYSTEM-TO-SYSTEM*	FORMS 🔻		SUPPOR	t <b>π ▼</b>		
GRANTS.	GOV ) Search Grants										
SEAR	CH GRANTS										?
Keyword(s	·	8	<ul> <li>CATEGORY: [X]</li> <li>ELIGIBILITY: [X]</li> <li>FUNDING INSTR</li> </ul>	Private institutio	ns of higher education, [X] Pu ant	ublic and State	controlled institu	utions of high	er education		
Opportunit	y Number:	8				Sea	arch Tips   Expor	t Detailed Da	ata   Manage S	earches   Save	Search »
		SEARCH	SORT BY: Posted Da	ate (Descending)	Update Sort			DATE RANG	GE: All Availat	ole 🔻 Update [	Date Range
OPPORTU	NITY STATUS:		1 - 25 OF 478 MATCH	HING RESULTS	:				« Previous	1 2 3 4 5 6	20 Next »
<ul> <li>Foreca</li> <li>Posted</li> </ul>	(17)		Opportunity Number		Opportunity Tit	tle		Agency	Opportunity Status	Posted Date ↓	Close Date
Closed			ND-NOFO-18-106	Youth Leaders	as Change Makers			DOS-IND	Posted	04/10/2018	06/11/2018
Archive	ed (846)		C-NOFO-18-102	This House Be Debate Project	elieves That: A U.SIndia Cor t	mparative Cons	titutional Law	DOS-IND	Posted	04/10/2018	06/11/2018
+ FUNDING	INSTRUMENT TYPE:		ND-NOFO-18-112	Art and Herita	ge Conservationist Summit			DOS-IND	Posted	04/10/2018	06/11/2018
🔲 All Fur	iding Instruments		ND-NOFO-18-110	Let's Get Serie	ous: Comic Videos to Promote	e Study in the L	J.S.	DOS-IND	Posted	04/10/2018	06/11/2018
□ Coo ✔ Grar	perative Agreement (7)		PAR-18-745		e Challenges of the Opioid Ep ties Research in the U.S. (R2			HHS- NIH11	Posted	04/10/2018	11/13/2020
Cthe Othe	er (6)		PAR-18-747		e Challenges of the Opioid Ep ties Research in the U.S. (R0			HHS- NIH11	Posted	04/10/2018	11/13/2020
Proc	urement Contract (5)	-	PA-18-748		plements to Promote Data Sh n Supp Clinical Trial Not Allov		r Epidemiology	HHS- NIH11	Posted	04/10/2018	07/01/2018
▼ ELIGIBILI			K-NOFO-18-103	Anti-TIP Intern	ational Youth Champions Co	nclave		DOS-IND	Posted	04/09/2018	06/08/2018
Information	ers (see text field entitled on Eligibility' for clarifica ate institutions of higher o	ation) (17)	PAR-18-746		d Clinical Scientist Developm e and Substance Use Disorde			HHS- NIH11	Posted	04/06/2018	08/28/2020
Public	lic and State controlled ir cation (18)	stitutions of	RUS-18-01-DLT	Distance Lear	ning and Telemedicine Grant	Program		USDA- RUS	Posted	04/05/2018	06/04/2018
Pub	lic housing authorities/Ind	dian housing	PAR-18-742	Exploring Epig	enomic or Non-Coding RNA	Regulation in th	ie (Dot/Doo	HHS-	Posted	04/03/2018	02/11/2021

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Search results and criteria are reset when the user clicks the Search button

Search results are refreshed when criteria options are changed

Users have ability to export Search Results

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#### Forecast



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

- Estimated Post and Due Dates
- Estimated Program Funding Amount
- Estimated Award Date

	ELATED DOCUMENTS PACKAGE		
			Print Forecast Details 3
If you would like to receive email notifications of	f changes to this grant opportunity click send	I me change notification emails. You only need to p	rovide your email address.
- General Information			
Document Type:	Grants Notice	Version:	Forecast 1
Opportunity Number:	HHS-2017-ACF-OPRE-PD-1201	Posted Date:	Jun 15, 2016
Opportunity Title:	Behavioral Interventions Scholars	Last Updated Date:	Jun 15, 2016
Opportunity Category:	Discretionary	Estimated Synopsis Post Date:	Jan 30, 2017
Opportunity Category Explanation:		Estimated Application Due Date:	Mar 31, 2017 Electronically submitted applications must be
Funding Instrument Type:	Grant		submitted no later than 11:59 p.m., ET, on the listed application due date.
Category of Funding Activity:	Income Security and Social Services	Estimated Award Date:	Sep 29, 2017
Category Explanation:		Estimated Project Start Date:	Sep 30, 2017
Expected Number of Awards:	4	Fiscal Year:	2017
CFDA Number(s):	93.647 Social Services Research and	Archive Date:	

#### A Forecast can become a funding opportunity Synopsis



#### Synopsis



When agencies receive funding, a Forecast can become a funding opportunity Synopsis

The Synopsis contains basic information about the funding opportunity, such as:

- SYNOPSIS VERSION HISTORY PACKAGE Print Synonsis Details The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of 1/4/2016. If updates have been made to the opportunity synopsis, update information is provided below the synopsis If you would like to receive notifications of changes to the grant opportunity click send me change notification emails. The only thing you need to provide for this service is your email address. No other information is requested Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document -General Information Document Type: Grants Notice Posted Date: Feb 16, 2016 Funding Opportunity Number: HRSA-16-019 Last Updated Date: Feb 16, 2016 Funding Opportunity Title: Small Health Care Provider Quality Improvement Program Original Closing Date for Applications: Feb 29, 2020 Opportunity Category: Discretionary Current Closing Date for Applications: Feb 29, 2020 Opportunity Category Explanation: Archive Date: Mar 30, 2020 Funding Instrument Type: Grant Estimated Total Program Funding: \$4,150,000
- Funding Opportunity Number
  - Open/Close date
  - Program Funding Amount
  - Number of Awards

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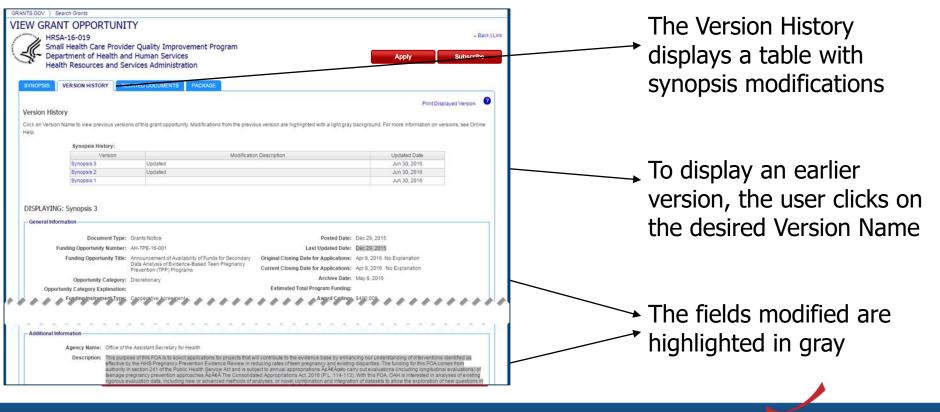
23

#### **Related Opportunities**

GRANTS.GOV ) View Opportunity VIEW GRANT OPPORTUNITY 09212018-TL-3 [Related Opportu	inities]			<b>Apply</b> Pr	« Back   Lir Subscribe int Synopsis Details	Agencies may relate multiple funding opportunities with each other to aid the search process
General Information						
Document Type: Grants Notic	ce		Version: Synopsi	is 6		
Funding Opportunity Number: 09212018-	Related Opportuni	ties				
Funding Opportunity Title:						0
Opportunity Category: Mandatory						• • • • • • • • • • • • • • • • • • •
	Opportunities related to	09212018-TL-3:				
	Opportunity Number	Opportunity Title	Agency Code	Posted Date	Close Date	Relationship Comments
Link to the related opportunity	TL-R16-3-FON	R16.3		Aug 24, 2018	Aug 31, 2019	
				Clos	se	



#### **Version History**



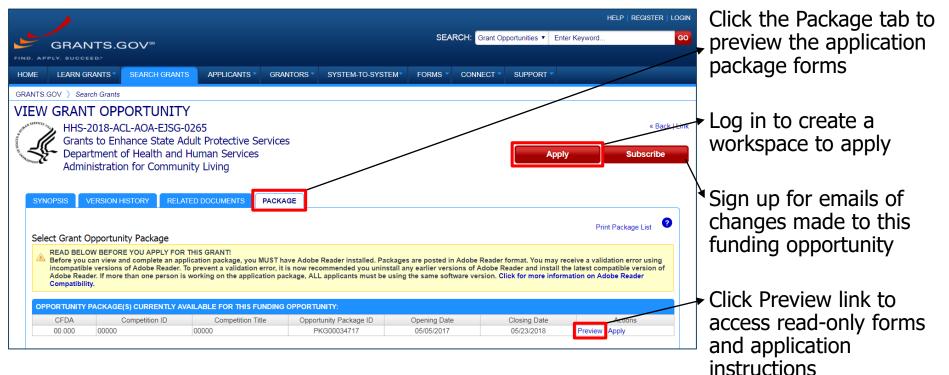
GRANTS.GOV<sup>™</sup>

Full Announcement – Under Related Documents Tab

GRANTS.GOV > Search Grants		Vou con ratriova tha f			
VIEW GRANT OPP 01202016-KJ RD-RL		You can retrieve the f Opportunity Announce Request for Application any supplementary do	ement (FOA), ons (RFA), and	Apply S	« Back   Link ubscribe
SYNOPSIS VERSION H	ISTORY RELATED DOCUMENTS	PACKAGE			
				Print Related Documen	ts List 📀
Click on the following link(s)	to view the related information:				
Description		Link	Last	Updated Date/Time	
Test	http://www.test.grants.gov		Jan 20, 2016 3:25:14 PM		
grants	www.grants.gov		Jan 20, 2016 3:24:49 PM		
Click on the following file linl	k(s) to download the related document(s	):			
F	ile Description	File Name	9	Last Updated Date/Time	File Size
Folder: Full Announcement -	Large Attachments	01202016-KJ-RD-RL-Full Announcement.zip		Jan 20, 2016 4:46:25 PM	2.8 MB
R-15.1		test-mindata.pdf		Jan 20, 2016 4:42:38 PM	1.2 MB
R 14.1		opp01142016-LB-2.pdf		Jan 20, 2016 4:46:25 PM	1.1 MB
R-15.0		test-123.txt		Jan 20, 2016 4:45:59 PM	1.2 MB



Workspace Application and Instructions



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# Applying with Workspace



### Workspace Topics

- What is Workspace?
- Add collaborators in Participants tab
- Complete the application in the Forms tab
- Submit when you are done

### What Is Grants.gov Workspace?

The online space on where you work on your grant application

OME	LEARN GRANTS S	EARCH GRANTS	APPLICANTS -	GRANTORS	SYSTEM-TO-	SYSTEM FORMS	CONNECT	SUPPORT 🔻
ANTS.GO	₩ Applicants > Ma	nage Workspace						
ANAC	GE WORKSPA	<b>CE</b>	Create	d 💮 Fill O	ut Forms 🛛 C	omplete and Notify AOR	Submit (	Agency Received «Back
FRANTS.GOV	VIDEO-SUBFORMS Training Video for S QA AGENCY		W	orkspace ID: \ AOR Status: \	•	Workspace [Edit Name] Workspace Status: Last Submitted Date: SAM Expiration Date:		Opening Date: May 08, 2017 Closing Date: May 06, 2019 DUNS: 00000000000
ORMS	VIEW APPLICATION	ATTACHMENTS	PARTICIPANTS	ACTIVITY	DETAILS	PREVIEW GRANTOR VALIDA	TION	
-Works,	pace Actions:							
		Jsers are encourag	ed to follow <u>antiv</u>	virus best pra	uctices when Dow	mloading Instructions and	Check App	olication Sign and Submit Delete Download Instructions »
	iion Package Forms - I Form	Jsers are encourag	ed to follow <u>antiv</u>	r <mark>irus best pra</mark> Requirement	Ictices when Dow Form Status	mloading Instructions and Last Updated Date/Time		Download Instructions »
Applicati Include in	iion Package Forms - I Form		ed to follow <u>antiv</u>			Last Updated	I Forms:	Download Instructions > by Actions by Unlock   Download   Upload   Reuse
Applicati Include in Package	ion Package Forms - Form	n Name (Click to Edit)	ed to follow <u>antiv</u>	Requirement	Form Status	Last Updated Date/Time Apr 10, 2018 10:42:41 PM	I Forms: Locked B	Download Instructions > by Actions by Unlock   Download   Upload   Reuse
Applicati Include in Package	ion Package Forms - I Form SF424 (R & R) [V2.0]	n Name (Click to Edit) et [V1.2] ward Budget Attachme		Requirement Mandatory	Form Status In Progress [Locked]	Last Updated Date/Time Apr 10, 2018 10:42:41 PM EDT	I Forms: Locked B 1 Thomas Jefferson	Download Instructions » Actions Consecutive States of the security of the secu

Workspace is a **shared**, **online environment** where members of a grant team may simultaneously access and fill out forms within an application.



NTS.GOV ) Ar	oplicants ) Manad	ge Workspace						
, ,	ORKSPAC	,	Crea	ted 💮 Fill Out Forms	Complete and Notify	AOR Submit	Agency Received	«Back
🥒 Train	O-SUBFORMS - Ph ing Video for Sub- GENCY		s	h Filing Name: Training Examp Vorkspace ID: WS00015297 AOR Status: Workspace has	Workspace	Status: In Progress		e: May 08, 2017 e: May 06, 2019
			Work	space Owner: Thomas Jeffers	on SAM Expiratio	n Date: Aug 20, 2020	DUN	<b>S</b> : 0000000000
RMS VIEW	APPLICATION	ATTACHMEN	TS PARTICIPANT	S ACTIVITY DETAILS	PREVIEW GRANTOF	R VALIDATION		
ORMS VIEW	ticipants:		TS PARTICIPANT			R VALIDATION	ization » Add by Us	ername »
Vorkspace Par	ticipants:		TS PARTICIPANT				ization » Add by Us	
Vorkspace Par	ticipants:	) 🕞 🖭 Name 🗘		Expo	t Detailed Data	dd from Workspace Organ		s
Vorkspace Par	ticipants:	) 🕞 🖭 Name 🗘	Phone Number \$	Expo	t Detailed Data 🛛 A	dd from Workspace Organ Authorized to Submit 🗘	Action	s Manage Access
Vorkspace Par	ticipants:	) <b>I⇒I∍</b> Name ≎ gton	Phone Number © 000-0000	Expo	t Detailed Data A	add from Workspace Organ Authorized to Submit © No	Action Remove   Make Owner	s Manage Access Manage Access

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.



NTS.GOV ) Ap	plicants ) Manage Workspace	e					
ANAGE W	ORKSPACE	Creat	ed 💮 Fill Out Forms 🌔	Complete and Notify	AOR Submit	Agency Received	«Back
🥒 Train	O-SUBFORMS - PKG0003472 ing Video for Sub-Forms Acc GENCY	ess V	Filing Name: Training Examp /orkspace ID: WS00015297 AOR Status: Workspace has space Owner: Thomas Jeffers	Workspace AOR Last Submitte	Status: In Progress	Closing Dat	e: May 08, 2017 e: May 06, 2019 \$: 0000000000
RMS VIEW	APPLICATION ATTACHME	NTS PARTICIPANTS	ACTIVITY DETAILS	PREVIEW GRANTO			
	11				IN VALIDATION		
Vorkspace Par	ticipants:				Add from Workspace Organi	ization » Add by Us	ername »
Vorkspace Par	ticipants:	]				ization » Add by Us	ername »
		Phone Number 🗘				ization » Add by Us Action	
-4 of 4 Records		_	Expo	t Detailed Data	Add from Workspace Organi		s
-4 of 4 Records	Participant Name \$	Phone Number 🗘	Expo	t Detailed Data	Add from Workspace Organi Authorized to Submit 🗘	Action	s Manage Access
-4 of 4 Records	Participant Name George Washington	Phone Number \$ 000-000-0000	Expo	t Detailed Data	Add from Workspace Organi Authorized to Submit © No	Action Remove   Make Owner	s Manage Access Manage Access

#### **Adding Participants:**

Click the Add from Workspace Organization button to search for a user within your organization

Click the Add by Username button to add a user from outside your organization

#### **Removing Participants:**

Click the **Remove** link on the Participant record in the workspace

#### **Reassigning Ownership:**

Click the Make Owner link in the Actions column



	oplicants ) Manage I	Norkspace					
NAGE W	ORKSPACE		Creat	ed 💮 Fill Out Forms	Complete and Notify	AOR Submit	Agency Received «Back
🦯 Train	O-SUBFORMS - PKG ing Video for Sub-Fo GENCY		W	Filing Name: Training Exam forkspace ID: WS00015297 AOR Status: Workspace ha	Workspace	Status: In Progress d Date:	Opening Date: May 08, 2017 Closing Date: May 06, 2019 DUNS: 00000000000
RMS VIEW	APPLICATION AT	TACHMENTS	PARTICIPANTS	ACTIVITY DETAILS	•	n Date: Aug 20, 2020	
Vorkspace Par	ticipants:			Expo	ort Detailed Data 🛛 🗛	dd from Workspace Organ	ization » Add by Username » ?
-4 of 4 Records	14 <4 1	8> 1-1					
	Participant Nar	me≎ Pl	hone Number 🗘	Email Address 💠	Form Access 💠	Authorized to Submit 🗘	Actions
Username 🗘		1	000-000-0000		All	No	Remove   Make Owner   Manage Access
Username \$	George Washingtor					No	Remove   Make Owner   Manage Access
Username ≎	George Washingtor Harriet Tubman		000-000-0000		All	110	
Username \$			000-000-0000 1234567890		All	No	Remove   Make Owner   Manage Access



#### **Core Roles:**

- Standard AOR role
- Expanded AOR role\*
- Workspace Manager role
- \*Expanded AOR role enables a user to view and submit the application for any workspace within the organization. Not all organizations will use this version of the AOR role



	pplicants 👌 Manage	Workspace							
ANAGE W	/ORKSPACE	:	Create	ed 💮 Fill Out I	Forms 🧲	Complete and Notify	AOR Submit	Agency Received «E	Back
🦯 Trair	O-SUBFORMS - PK( ning Video for Sub-F AGENCY		w	Filing Name: Trai /orkspace ID: WS AOR Status: Wo space Owner: Tho	00015297 rkspace has A	AOR Last Submitte	Status: In Progress	Opening Date: Ma Closing Date: Ma DUNS: 000	y 06, 2019
ORMS VIEW	APPLICATION A	TTACHMENTS	PARTICIPANTS	PARTICIPANTS ACTIVITY DETAILS PREVIEW GRANTOR VALIDATION					
Vorkspace Par	ticipants:				Export	Detailed Data A	dd from Workspace Organi	zation » Add by Usernam	e »
	14 <4 1	De Dei							
-4 of 4 Records	Participant N	ame 🌣 🛛 P	Phone Number 🗘	Email Addre	ess ≎	Form Access 🗘	Authorized to Submit 🗘	Actions	
-4 of 4 Records Username	Fanticipantin								
	George Washingto	งก	000-000-0000			All	No	Remove   Make Owner   Manag	e Access
		n	000-000-0000			All	No	Remove   Make Owner   Manag Remove   Make Owner   Manag	
	George Washingto								e Access



#### **Account Types:**

- E-Business Point of Contact (EBiz POC)
- Applicant

#### **Access Levels:**

- Workspace Owner
- Workspace Participant



### **Completing Workspace Forms**

ME	LEARN GRANTS -	SEARCH GRANTS	APPLICANTS -	GRANTORS -	SYSTEM-TO-SY	STEM FORMS	CONNECT -	SUPPORT 🔻		
ANTS.GC	OV > Applicants >	Manage Workspace								
ANA	GE WORKS	PACE	Create	d 💮 Fill Out Fo	orms 🔵 Col	mplete and Notify AOR	Submit	Agency	Received	Back
RANTS.GO	Training Video f QA AGENCY	IMS - PKG00034725 or Sub-Forms Access	W	Filing Name: Traini orkspace ID: WS00 AOR Status: Works pace Owner: Thom	0015297 space has AOR	kspace [Edit Name] Workspace Status Last Submitted Date SAM Expiration Date	:		Opening Date: Ma Closing Date: Ma DUNS: 00	
ORMS	VIEW APPLICATI	ON ATTACHMENTS	PARTICIPANTS	ACTIVITY	DETAILS PF	REVIEW GRANTOR VALIE	DATION			
							Check Ap	plication	Sign and Submit	Delete
Applicat		ns - Users are encourag		virus best practice		Last Updated			Sign and Submit Download Instructio Actions	
Include in Package	2	Form Name (Click to E		Requirement	t Form Status	Last Updated Date/Time	nd Forms:	Ву	Download Instructio	ns »
Include in Package Ø	SF424 (R & R) [V2	Form Name (Click to E		Requirement	t Form Status In Progress	Last Updated	nd Forms: Locked PM EDT	By Lock   Do	Download Instructio Actions ownload   Upload   Reuse	ns » 3
Include in Package Ø	SF424 (R & R) [V2 PHS 398 Modular	Form Name (Click to E 2.0] Budget [V1.2]	Edit)	Requirement Mandatory Optional	<ul> <li>Form Status</li> <li>In Progress</li> <li></li> </ul>	Last Updated Date/Time Apr 10, 2018 10:42:41 F	nd Forms: Locked PM EDT	By Lock   Do Lock   Do	Download Instructio Actions ownload   Upload   Reuse ownload   Uploid   Reuse	ns » ?   Webform   Webform
Include in Package	SF424 (R & R) [V2 PHS 398 Modular	Form Name (Click to E 20] Budget [V1.2] Subaward Budget Attachm	Edit)	Requirement	t Form Status In Progress	Last Updated Date/Time	nd Forms: Locked PM EDT	By Lock   Do Lock   Do	Download Instructio Actions ownload   Upload   Reuse	ns » ?   Webform   Webform
Include in Package	SF424 (R & R) [V2 PHS 398 Modular PHS 398 Training	Form Name (Click to E :0] Budget [V1.2] Subaward Budget Attachm ns (1)	Edit)	Requirement Mandatory Optional	<ul> <li>Form Status</li> <li>In Progress</li> <li></li> </ul>	Last Updated Date/Time Apr 10, 2018 10:42:41 F	nd Forms: Locked PM EDT	By Lock   De Lock   De	Download Instructio Actions ownload   Upload   Reuse ownload   Uploid   Reuse	ns » ?   Webform   Webform
Include in Package	SF424 (R & R) [V2 PHS 398 Modular PHS 398 Training Go To Subform	Form Name (Click to E :0] Budget [V1.2] Subaward Budget Attachm ns (1)	Edit)	Requirement Mandatory Optional Optional	<ul> <li>Form Status</li> <li>In Progress</li> <li></li> </ul>	Last Updated Date/Time Apr 10, 2018 10:42:41 F  Apr 10, 2018 10:40:50 F	nd Forms: Locked PM EDT	By Lock   De Lock   De	Download Instructio Actions ownload   Upload   Reuse ownload   Upload   Reuse ownload   Upload   Reuse	ns » ?   Webform   Webform

### **Key Actions:**

- Fill out webforms (*if available*)
- Download and Upload PDF forms
- Lock/Unlock forms
- Reuse forms from other workspace



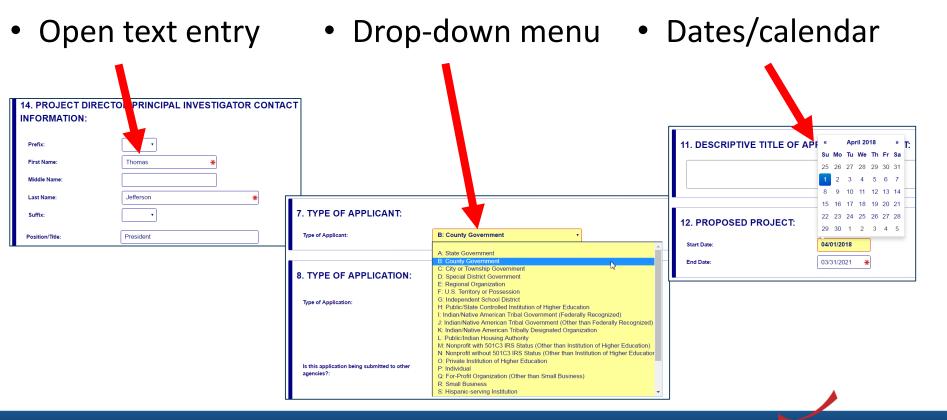
### **Completing Webforms**

ECTIONS:	SF-424 (R&R) Version 2.0	OMB Number: 4040-0001 Expiration Date: 10/31/2019
Type of Submission		
Date Submitted		
. Date Received by State	1. TYPE OF SUBMISSION:	
. Identifiers		
. Applicant nformation	Select Type of Submission:	
A. Person to be Contacted	Changed/Corrected Application	
6. Employer dentification		
Type of Applicant	2. DATE SUBMITTED:	
Type of Application	2. DATE CODMITTED.	
Name of Federal	Date Submitted:	
I0. Catalog of Federal Domestic Assistance Number	Applicant Identifier:	
11. Descriptive Title of Applicant's Project		
2. Proposed Project	3. DATE RECEIVED BY STATE:	
3. Congressional District of Applicant	Date Received by State:	
4. Project		
Director/Principal nvestigator Contact nformation	State Application Identifier:	
		J

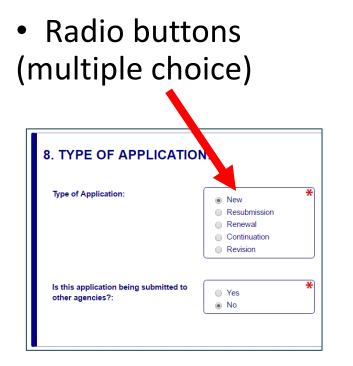
### Webform Basics:

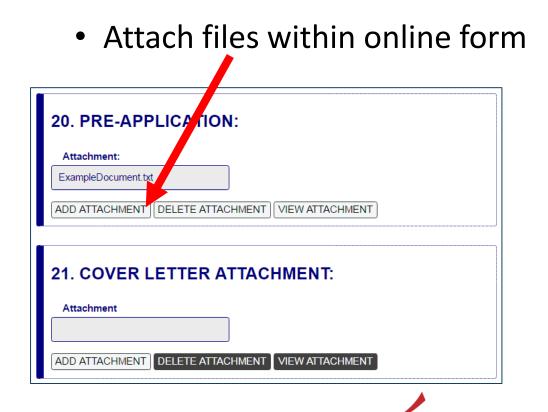
- Complete online forms in web browser
- Navigate by clicking sections
- Tab through form fields
- Required fields have red asterisk





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SECTIONS: 1. Type of Submission	11. DESCR		APPLICANT'S PR	OJECT:		*
2. Date Submitted						
3. Date Received by State				Į		
4. Identifiers					criptive Title of the Project. This field is required.	
5. Applicant Information	Descriptive Title of	Applicant's Project is required: I	Enter a brief Descriptive Title of t	he Projec		
5.A. Person to be Contacted						
6. Employer Identification	12. PROPO	SED PROJECT:				
7. Type of Applicant	Start Date:		04/01/2018			
8. Type of Application	Start Date.		04/01/2010			
9. Name of Federal Agency	End Date:		*			
10. Catalog of Federal Domestic Assistance Number			End Date is required: Enter the Proposed End Date of the Project.			
11. Descriptive Title of Applicant's Project						
12. Proposed Project						
13. Congressional District of Applicant	13. CONGR	ESSIONAL DIST	RICT OF APPLICA	NT:		
14. Project Director/Principal Investigator Contact Information	Congressional D	istrict Code:	Congressional District of <i>i</i> required: Enter the Congr			
15. Estimated Project Funding			District in the format: 2 ch State abbreviation - 3 cha District number. Examples	racter		
16. E.O. 12372 Review			for California's 5th District			
17. Application Certification			for California's 12th Distri outside the US, enter 00-			-
		SAVE	CHECK FOR ERRORS	CLOSE		

#### **More Features:**

- Hover mouse over form fields for help
- Error messages explain how to fill out form fields



SECTIONS:	SF-424 (R&R) Version 2.0	OMB Number: 4040-0001   Expiration Date: 10/31/2019
1. Type of Submission		
2. Date Submitted		
3. Date Received by State	1. TYPE OF SUBMISSION:	
4. Identifiers		
5. Applicant Information	Select Type of Submission: Pre-application     Application	*
5.A. Person to be Contacted	Changed/Corrected Application	
6. Employer Identification		
7. Type of Applicant	2. DATE SUBMITTED:	
8. Type of Application	2. DATE COBINITIED.	
9. Name of Federal Agency	Date Submitted:	
10. Catalog of Federal Domestic Assistance Number	Applicant Identifier:	
11. Descriptive Title of Applicant's Project		
12. Proposed Project	3. DATE RECEIVED BY STATE:	
13. Congressional District of Applicant	Date Received by State:	
14. Project Director/Principal Investigator Contact Information	State Application Identifier:	
15 Estimated Draiast	SAVE CHECK FOR ERRORS CLC	SE

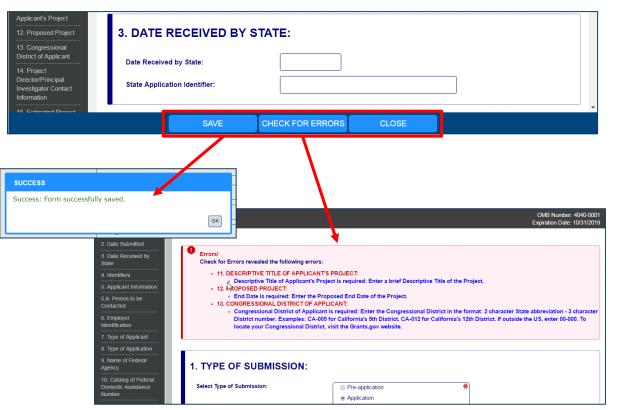
### **More Features:**

 Autosave occurs every 5 minutes

 Complete SF-424 first to pre-populate form fields and save time

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- Save: Stores your form data & attachments to Workspace
- Check for Errors: Form validation & field-level errors
- **Close**: Exits the online form



### **Completing PDF Forms**

	Actions
Unloc	k   Download   Upload   Reuse   Webform
GRANTS.GC	1400 518-472 SUPPORT SUPPORT GRAVITS SOL
	ave your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed form
	ne to Grants.gov using the Workspace feature. quired fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or
when you open a form, rei incomplete information in a Applicants tab.	quired needs are nigningrited in yenow with a red border. Optional needs and completed heids are displayed in write. If you enter invalid or a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.go
OPPORTUNITY & PACK	AGE DETAILS:
Opportunity Number:	02142017-TL-1
Opportunity Title:	02142017-TL-1
Opportunity Package ID:	PKG00034285
FDA Number:	00.000
CFDA Description:	Not Elsewhere Classified
	8D2
competition ID:	
	SV2 Original
Competition Title:	
Competition Title: Opening Date:	Original
Competition Title: Dpening Date: Closing Date:	0rginal 02/14/2017
Competition ID: Competition Title: Dpening Date: Closing Date: Agency: Contact Information:	0rginal 02/14/2017
Competition Title: Dpening Date: Closing Date: Agency:	0rginal 02/14/2017 01/6/2018
Competition Title: Depening Date: Closing Date: Agency: Contact Information: APPLICANT & WORKSP	0rginal 02/14/2017 01/6/2018
Competition Title: Dpening Date: Closing Date: Agency: Contact Information: APPLICANT & WORKSP Workspace ID:	Original 02/14/2017 01/09/2018 ACE DETAILS:
Competition Title: Opening Date: Closing Date: Closing Date: Agency: Contact Information: APPLICANT & WORKSP Workspace ID: Application Filing Name:	Criginal 02/14/2017 01/09/2018 ACE DETAILS: #800008142
Competition Title: Opening Date: Closing Date: Agency: Contact Information: APPLICANT & WORKSP Workspace ID: Application Filing Name: DUNS:	Criginal 02/14/2017 01/09/2018 ACE DETAILS: #800008142
Competition Title: Depening Date: Joeing Date: Joeing Date: Joency: Contact Information: APPLICANT & WORKSPP APPLICANT & WORKSPP UNKS: DUNS: Dranization:	Criginal 02/14/2017 01/09/2018 ACE DETAILS: #800008142
Competition Title: Opening Date: Closing Date: Agency: Contact Information: APPLICANT & WORKSP Workspace ID: Application Filing Name: DVNS: Organization: Form Name:	Criginal 02/14/2017 01/09/2018 ACE DETAILS: MS0000142 Example Workspace Application
Competition Title: Jopening Date: Licoing Date: Licoing Date: Licoing Date: Licoing Date: Licoing Date: Contact Information: APPLECANT & WORKSP Vorkspace ID: Licoing Date: Licoing Date: Lic	Criginal 02/14/2017 01/09/2018 ACE DETAILS MR0000142 Example Workspace Application ST424 (R & F)
Competition Title: Depening Date: Closing Date: Agency: Contact Information:	Original         02/14/2017           01/05/2018         01           ACE DETAILS:         02           MS0000142         02           Example Workspace Application         02           SF424 (R. 4. R)         02           2.0         0

### **PDF Form Basics:**

- Option to download PDF forms to complete in Adobe software
- Upload PDF forms to workspace
- Upon uploading, data shared between online and PDF versions of forms



### **Completing PDF Forms**

View Burden Statement	OMB Number: 4040-0001 Expiration Date: 10/31/2016
APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)	3. DATE RECEIVED BY STATE State Application Identifier
1. TYPE OF SUBMISSION	4. a. Federal Identifier
Pre-application Application Changed/Corrected Applicatio	
2. DATE SUBMITTED Applicant Identifier	
	c. Previous Grants.gov
5. APPLICANT INFORMATION	Organizational DUNS: 00000000000
Legal Name:	
Department: Division:	
Street1:	
Street2:	
City: County / P.	arish:
State:	Province:
Country: USA: UNITED STATES	▼ ZIP / Postal Code:
,	
Person to be contacted on matters involving this application Prefix: First Name:	Middle Name:
Last Name:	Suffix:
Position/Title:	
Street1:	
Street2:	
City: County / P	
State:	Province:
	ZIP / Postal Code:
	V Zir / Postai Code.
Phone Number: Fax Number:	
Email:	
6. EMPLOYER IDENTIFICATION (EIN) or (TIN):	
	se select one of the following 🔹
Other (Specify):	
	ocially and Economically Disadvantaged
	rk appropriate box(es).
	e Award B. Decrease Award C. Increase Duration D. Decrease Duration
Renewal Continuation Revision E. Other (s	
Is this application being submitted to other agencies? Yes No	What other Agencies?
	ALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 00.000
QA TITLE:	Not Elsewhere Classified
11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:	<u></u>
12. PROPOSED PROJECT: 13. CONGRESSIONAL DISTRI	CT OF APPLICANT
Start Date Ending Date	

### **PDF Form Basics:**

- Tab through form fields
- Required fields have red border and yellow shading
- Hover mouse over form fields for help
- Error messages explain how to fill out form fields



### **Completing Workspace Forms**

ME	LEARN GRANTS - S	EARCH GRANTS	APPLICANTS -	GRANTORS 🔻	SYSTEM-TO-S	SYSTEM FORMS CONN	ECT 👻 SU	PPORT 🔻
ANTS.GO	∨ 〉 Applicants 〉 Ma	nage Workspace						
ANAC	GE WORKSP	ACE	Create	d 💮 Fill Out Fo	rms 🔵 Co	omplete and Notify AOR	Submit 🛛	Agency Received «Back
RANTS.GO	VIDEO-SUBFORMS Training Video for S QA AGENCY		We	Filing Name: Trainin orkspace ID: WS00 AOR Status: Works bace Owner: Thoma	015297 pace has AOR	rkspace [Edit Name] Workspace Status: In Pro Last Submitted Date: SAM Expiration Date: Aug 2		Opening Date: May 08, 2017 Closing Date: May 06, 2018 DUNS: 0000000000
ORMS	VIEW APPLICATION	ATTACHMENTS	PARTICIPANTS	ACTIVITY (	DETAILS F	REVIEW GRANTOR VALIDATION		
—Works	pace Actions:		1				Check Applic	ation Sign and Submit Delete
		Users are encourag	jed to follow <u>antiv</u>	irus best practice	s when Down	nloading Instructions and For		ation Sign and Submit Delete
	ion Package Forms -	Users are encourag		rirus best practice Requirement		nloading Instructions and For		
Applicati Include in	ion Package Forms -					nloading Instructions and Forr	ns:	Download Instructions »
Applicati Include in Package	ion Package Forms -	Form Name (Click to Ee		Requirement	Form Status	nloading Instructions and Forr Last Updated Date/Time	ns: Locked By	Download Instructions > Actions
Applicati Include in Package @	ion Package Forms - SF424 (R & R) [V2.0]	Form Name (Click to Ed get [V1.2] award Budget Attachme	dit)	Requirement	Form Status	Iloading Instructions and For Last Updated Date/Time Apr 10, 2018 10.42:41 PM EDT 	ns: Locked By	Download Instructions > Actions Lock   Download   Upload   Reuse   Webform

#### Workspace Features:

- Reuse past forms
- Cross-form & upfront validations
- Data retained for five years

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### **Reusing Workspace Forms**

IE LE	ARN GRANTS - SE	EARCH GRANTS	APPLIC	ANTS - GRANTOF	RS V SYSTEM-TO-SYSTEM	FORMS - CONNE	ECT - SUPPORT -		
NTS.GOV	) Applicants ) Mar	nage Workspace							
ANAGI	e workspa	CE		Created 💮 Fill	Out Forms Complete and	l Notify AOR 🛛 🔵 S	Submit 📃 Agency	Received «Back	2
	02032018-KJ-TEST - I SYS-PACK	PKG00035918	App	olication Filing Name	: Test Application Filing Name [Edi	Name]			
	QA AGENCY			Reuse Workspace	Form	ο	gress	Opening Date: Closing Date: Feb 20, 2020	
ANTS.GOV					the Reuse process, this form (a verwritten once you Select a for		0, 2020	DUNS: 000000000	
ORMS	VIEW APPLICATION	ATTACHMENT	TS PAR	Due to form version check forms for core	n differences, not all data may be	e copied. Please			
Workspa	ce Actions:			Do you want to cor		_			
					Yes No		Check Application	Sign and Submit Delete	
pplication	n Package Forms - L	Jsers are encou	uraged to fc.	<u></u>			ns:	Download Instructions »	?
Include in Package	Form Name (Clie	ck to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By		Actions	
¢.	SF424 (R & R) [V2.0]	l	Mandatory	In Progress	Apr 09, 2018 10:48:26 PM EI	TC	Lock   Download   Up	pload   Reuse   Webform	
	Attachments [V1.2]		Optional					oload   Reuse   Webform	

• Click Reuse link to import a form from another workspace

 Reusing an old form will overwrite all current form data



### **Reusing Workspace Forms**

HOME	LEARN GRANTS -	SEARCH GRANTS	APPLICANTS -	GRANTORS •	SYSTEM-TO-SYSTEM*	FORMS 🔻 CO	NNECT 🔻 S	UPPORT 🔻				
GRANTS.GC	V > Applicants >	Manage Workspace	Reuse Workspace	Form								
REUSE	WORKSPA	ACE FORM							0			
GRANTS.GC	02032018-KJ-TEST - PKG00035918     Application Filing Name: Test Application Filing Name       SYS-PACK QA AGENCY     Workspace ID: WS0015267       Workspace Owner:     Organization Applicant											
Select for	m to reuse. Please e	enter criteria and click	Search:									
	Workspace ID:		Funding Opp	ortunity Number	r: Application Fi	ling Name:		S	Search			
	Workspace Sta All Statuses	atus:	Workspace D	UNS:	Form Last Up From: 04/24/2		4/24/2018					
Select form	n to reuse for SF42	24 (R & R) [V2.0]:										
1-1 of 1 Rec	ords							1-4	< <b>1</b> (b) (b)			
Workspa ID \$	ce Workspa DUNS	ace App \$	lication Filing Name ≎	Workspace Status ≎	Funding Opportunity Number ≎	Agency Code ≎	Form Version \$	Form Last Updated Date 🔻	Actions			
WS0001439	2 0000000000	00 Example Wo	kspace	Submitted	09212017-SA-WS-1	GDIT	V2.0	11/21/2017	Preview   Select			
1-1 of 1 Rec	ords							14				
4									•			
					Cancel							

 Search through past workspace forms with the same form title

 Click Select to import that form into workspace



### **Reusing Workspace Forms**

HOME	LEARN GRANTS -	SEARCH GRANTS	APPLICANTS -	GRANTORS -	SYSTEM-TO-SYSTEM	FORMS	CONNEC	CT ▼ SUPPORT ▼	
GRANTS.G	GOV 〉 Applicants 〉 M	lanage Workspace							
MANA	AGE WORKSP	ACE	🕑 Creat	ed 🛛 💮 Fill Out	Forms Complete	and Notify AOR	su 🕘 Su	bmit Agency Received «Ba	ck 🕜
				F	orm successfully reused.				
GRANTS.C	02032018-KJ-TEST SYS-PACK QA AGENCY	- PKG00035918	w	orkspace ID: WS	rkspace has AOR La	Edit Name] Vorkspace Statu st Submitted Da M Expiration Da	te:	Closing Date: Feb 2	
FORMS	VIEW APPLICATION	ATTACHMENTS	PARTICIPANTS	ACTIVITY	DETAILS PREVIEW	GRANTOR VAL	LIDATION		
Worl	kspace Actions:						Cł	neck Application Sign and Submit D	elete
Applic	ation Package Forms -	Users are encouraç	ged to follow <u>anti</u>	virus best pract	ices when Downloadin	g Instructions	and Forms	: Download Instructions	» ?
Inclu in Pack	Form Name (C	Click to Edit) Re	quirement Fo	rm Status	Last Updated Date/Time	L	ocked By	Actions	
d.	SF424 (R & R) [V2	.0] M	landatory	Passed	Apr 24, 2018 02:50:55 PM	I EDT		Lock   Download   Upload   Reuse   Webform	
1	Attachments [V1.2]	(	Optional					Lock   Download   Upload   Reuse   Webform	

Confirmation
 message appears

 Update or modify the reused form using the Webform or Download links

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### **View Application & Attachments Tabs**

HOME	LEARN GRANTS -	SEARCH GRANTS	APPLICANTS -	GRANTORS -	SYSTEM-TO-SYST	FORMS -	CONNECT -	SUPPORT 🗸		
GRANTS.C	GOV ) Applicants )	Manage Workspace								
MANA	AGE WORKS	PACE	Created	i 🕜 Forms P	assed 🖌 Comple	ted and Notified AOF	x 🖌 Submitt	ed 📃 Agency Received	Back	?
GRANTS.C	Training Video fo QA AGENCY	MS - PKG00034725 or Sub-Forms Access	Wo A	rkspace ID: WS	rkspace has AOR	ace [Edit Name] Workspace Statu: Last Submitted Dat SAM Expiration Dat	e: Apr 10, 2018	Clo	ning Date: May 08, 20 <sup>-</sup> sing Date: May 06, 20 <sup>-</sup> DUNS: 000000000	19
FORMS	VIEW APPLICATIO	ON ATTACHMENTS	PARTICIPANTS	ACTIVITY	DETAILS PREV	/IEW GRANTOR VAL	DATION			
Previou	sly generated Applicatio	n/Form Views including At	tachments are availa	ble by clicking Do	wnload on the REQUE	EST rows. For an upda	ted view click the	Request action on the App	lication/Form rows.	?

For this Opportunity, your Application View will use a Grantor Image service provided by the Grantor Agency. This image includes the full application package, with attachments, exactly as the grant-making Agency will see it.

Application Forms:				Refresh Status
Form Name / Request Status	Requested By	Requested Date/Time	Completed Date/Time	Actions
APPLICATION: ALL FORMS				Request Grantor Image
FORM: SF424 (R & R) [V2.0]				Request View
REQUEST: Successful	Thomas Jefferson	Apr 12, 2018 05:12:14 PM EDT	Apr 12, 2018 05:12:19 PM EDT	Download
	Thomas Jefferson	Apr 12, 2018 05:12:14 PM EDT	Apr 12, 2018 05:12:19 PM EDT	

View Application Tab Download entire application or forms with PDF attachments

### **Attachments Tab**

Download the PDF attachments added to application forms



### Workspace: Submit Application

OME	LEARN GRANTS - SEARC	H GRANTS	APPLICANTS -	GRANTORS -	SYSTEM-TO	D-SYSTEM FC	ORMS -	CONNECT 🔻	SUPPORT		
ANTS.GO	OV > Applicants > Manage	Vorkspace									
ANA	GE WORKSPACE		Created	🖌 Forms	Passed 🔵	Complete and Not	tify AOR	Submit	Agenc	Received	«Back
RANTS.GO	VIDEO-SUBFORMS - PKG Training Video for Sub-Fo QA AGENCY		Worl	kspace ID: WS DR Status: Wo		DR Last Subm	ice Status:	In Progress  Aug 20, 2020		Closing Dat	te: May 08, 2017 te: May 06, 2019 IS: 0000000000000
ORMS	VIEW APPLICATION AT	TACHMENTS	PARTICIPANTS	ACTIVITY	DETAILS	PREVIEW GRAN	TOR VALIDA	ATION			
Include		are encourag	ged to follow <u>antivir</u>	rus best pract	<u>tices</u> when Do	weloading Instru	uctions and	d Forme:		Download Inst	ructions »
in						Last			-		
-аскаде		lame (Click to E	dit)	Requirem	ent Form Stat	Last	Updated te/Time	Locked	I By	Actions	
'ackage 			<sup>idit)</sup> and Submit	Requirem	ent Form Stat	Last	Updated		<b>-</b>		;
		Sign		Requirem	ent Form Stat	Last	Updated		Lock	Actions	Reuse   Webform
4	SF424 (R & R) [V2.0]	.2] Bud To co		the applicat	ion package	us Last Da	Updated te/Time	Locked	Lock   [	Actions Download   Upload   I	Reuse   Webform Reuse   Webform
	SF424 (R & R) [V2.0]       PHS 398 Modular Budget [V'       PHS 398 Training Subaward	2] Bud To co below	and Submit	the applicat process. Of	ion package therwise, cli	us Last Da e, click 'Sign an ck 'Cancel'.	Updated te/Time	Locked	Lock   [ Lock   [ Lock   [	Actions Download   Upload   I Download   Upload   I	Reuse   Webform Reuse   Webform Reuse   Webform
	SF424 (R & R) [V2.0] PHS 398 Modular Budget [V1 PHS 398 Training Subaward Go To Subforms (1)	2] Bud To co below	and Submit ntinue to submit v to complete the Is this a change	the applicat process. Of ed/corrected	ion package therwise, cli	us Last Da , click 'Sign an ck 'Cancel'. ? • Yes	Updated te/Time	Locked	Lock   [ Lock   [ Lock   [	Actions Download   Upload   1 Download   Upload   1 Download   Upload   1	Reuse   Webform Reuse   Webform Reuse   Webform

#### Process:

- Workspace Owner notifies users with AOR role
- User with AOR role submits
- Workspace Owner or user with AOR role may choose to Reopen Workspace
- Related this submission with a past submission, if applicable

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# Tracking Your Application Submission



### After Submitting Your Application

- Make sure you receive an on-screen confirmation receipt
- Document your Grants.gov Tracking Number
- The date/time stamp is the official time of submission
- You will also receive email confirmations



### Submission Confirmation Messages

**Receipt Email** 

- Your application has been received by Grants.gov
- Grants.gov E-mail Verifying Receipt (with Track My Application URL)

Validation or Rejection Email

- Grants.gov E-mail Verifying Successful Submission
- **OR** Rejection Due to Errors with a description of issue

Transmission to Agency

• The Agency has received the Agency Retrieval Email from Grants.gov

Agency Emails

• The Agency may also send you an agency tracking number, notes, or other confirmation emails

GRANTS.GO

### Tracking Your Application Details Tab of Submitted Workspace

HOME	LEARN GRANTS -	SEARCH GRANTS	APPLICANTS - G	RANTORS -	SYSTEM-T	O-SYSTEM	FORMS -	CONNECT -	SUPPORT -		
GRANTS.	GOV ) Applicants )	Manage Workspace									
MANA	AGE WORKS	PACE	Created	Forms F	Passed 🖌	Completed ar	nd Notified AOR	💮 Subm	nit 📃 Agency R	Received	«Back ?
GRANTS	Training Video fo QA AGENCY	MS - PKG00034725 or Sub-Forms Access	AO	space ID: WS R Status: Wo	-	Wo OR Last	dit Name] rkspace Status: Submitted Date: Expiration Date:	Apr 10, 2018		Closing Dat	e: May 08, 2017 e: May 06, 2019 S: 000000000000
FORMS	VIEW APPLICATIO	ON ATTACHMENTS	PARTICIPANTS	ACTIVITY	DETAILS	PREVIEW G	RANTOR VALID	ATION			
Paci	kage Details:			OUNS: 00000 ation: ITS Te			n: Apr 10, 2018 e: Apr 10, 2018				
				npetition ID -	ation: Harriet Budget E-mail:						
	s <mark>pace Grant Trackin</mark> 2 Records	g Numbers:								Export Deta	iled Data ?
	rants.gov umber ▼	Date/Time Received ≎	Status 🗘		Status D	)ate ≎	Submitte	d By ≎	Agency Tracking N	lumber ≎	Actions

Apr 10, 2018 11:24:05 PM EDT

Apr 10, 2018 11:23:22 PM EDT

Thomas Jefferson

Thomas Jefferson

Details | Download

Details | Download

14 <4 1 >> >

Track your application status and information by accessing the **Details tab** of the submitted Workspace

#### **Download link** provides a zip file of the submission

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Apr 10 2018 11:24:04 PM ED

Apr 10, 2018 11:23:07 PM ED

WorkspaceReceiving

Validated

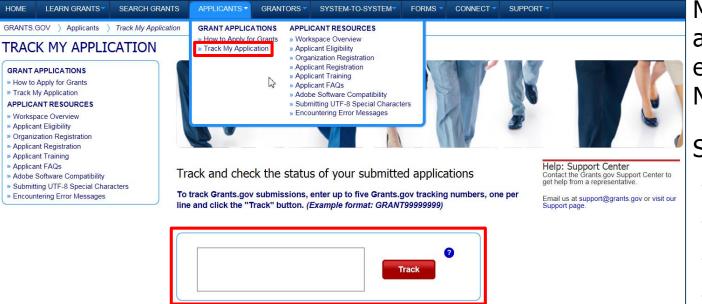
GRANT10602376

GRANT10602375

1-2 of 2 Records

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### Tracking Your Application Track My Application Page



Please note, this only confirms that an application was successfully retrieved by the awarding agency. Thereafter in the process, the awarding agency reviews and processes the applications independent of Grants.gov, and they do not report the status to Grants.gov

May also track application status by entering Grant Tracking Number.

Status information:

- Received
- Validated
- Rejected with Errors
- Retrieved by Agency
- Agency Tracking Number Assigned



# **Applicant Management**



### **Applicant Management**

#### GRANTS.GOV ) Applicant Center

WELCOME:

Thomas Jefferson

#### GRANT APPLICATIONS

» How to Apply for Grants

- » Apply Now
- » Manage Workspaces
- » Check Application Status

#### APPLICANT MANAGEMENT

- » Manage Applicants
- » Manage Certificates
- » Manage Organization Profile
- » Manage Organization Roles

#### APPLICANT RESOURCES

- » Workspace Overview
- » Applicant Eligibility
- » Applicant Training
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages

#### Key Actions

Users with Expanded AOR role can perform workspace actions at organization level

#### • EBiz POC cannot submit a workspace

HOME	LEARN GRANTS	SEARCH C	GRANTS APPLIC	ANTS - GRANTORS	<ul> <li>SYSTE</li> </ul>	M-TO-SYSTEM	FORMS 🔻	CONNECT -	SUPPORT 🔻			
GRANTS.GOV > Applicants > Manage Workspaces												
MANAGE WORKSPACES												
Please enter criteria and click Search:												
	Funding Opportunity Number: Workspace ID:								Workspace Status:			
Funding Opportunity Title: Workspace DUNS: New												
	Opportunity Package ID: Application Filing Name:								✓ In Progress ✓ Ready for Submission			
Last Activity Date: From: 01/10/2018												
	To: 04/10/2018											
										Search		
Results: Export Detailed Data												
1-2 of 2 Records												
Workspac	e ID 🗘 Workspace	DUNS 🗘 V	Vorkspace Status 💠	Funding Opportunity Nur	mber 🗘	Application Filin	g Name ≎	Workspace Owne	er 🗘 🛛 Las	t Activity Date 🔻	Actions	
WS00014	595 000000000	000	In Progress	09212017-SA-WS-1	Exa	Example Workspace				03/29/2018	Copy   Manage	
WS00014	594 000000000	000	In Progress	09212017-SA-WS-1	Exa	ample Workspace				03/29/2018	Copy   Manage	
1-2 of 2 R	lecords									14		



# **Tips for Applicants**



### **Tips for Applicants**

Crafting Grant Proposals and Submitting Applications

- Register and submit early
- Thoroughly read and follow all of the instructions provided by the agency
- Fill out SF-424 forms first
- Include sufficient program and budget details
- Recommend completing the option forms in the application

- Limit application file size / file name characters (50 characters or less)
- Use only UTF-8 characters in file names
- Use correct DUNS number when creating a workspace
- Make sure you have Grants.gov compatible PDF software (Adobe Reader)

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### Grants.gov Mobile App Update – October 2018

### Search on the Go

Download the Grants.gov Mobile App to quickly search for and subscribe to funding opportunities.



Google Play



### Grants.gov Mobile App Update – October 2018

- Mobile app launched in April 2018 for Android and Apple phones
- New features available October 2018
- Installations: ~71,000 (as of October 2018)
  - Android: ~47,000
  - Apple: ~24,000
- Learn more about the mobile app: https://blog.grants.gov/2018/04/24/download-the-grants-gov-mobile-app/





## Grants.gov Mobile App Features

- The Grants.gov Mobile App allows users to search, view, and share opportunities. Features include:
  - Quick Search
    - Locate posted opportunities by keyword, CFDA, Agency
    - Easily share opportunities
  - Add event reminders for package Closing Dates to your phone's calendar
  - Track submission status by entering your Grants.gov Tracking Number
  - Quick access to Grants.gov's Community Blog, Twitter and YouTube training videos
- Login with your Grants.gov credentials to access additional features:
  - My Opportunities
    - View opportunities & corresponding subscriptions
    - Add new opportunity subscriptions
  - My Submissions
    - View latest submissions & submission details
  - Notification Center
    - Notifications sent to mobile phone
    - View latest notifications



### Connect with Grants.gov

Applicant Support Center available 24/7 (closed on Federal holidays) <u>support@grants.gov</u> | 1-800-518-4726 (toll-free) | 1-606-545-5035 (international)



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