



Find & Apply

User Guide

Version 4.0
Updated October 9, 2010

Grants.gov Find and Apply User Guide

Introduction	3
Find Grant Opportunities.....	4
Download Application Packages.....	7
Apply for Grants Overview	13
Completing an Application	15
Track My Application.....	29
Stay Connected	32
Email	32
RSS Feeds.....	33

Introduction

In this user guide you can find step-by-step instructions on Finding Grant Opportunities using a basic search, browse by category, browse by Agency or advanced search. There are also instructions on how to sign-up for email subscription to receive email alerts about new Grant Opportunities as well as how to apply, download, complete and track an application.



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

The screenshot shows the Grants.gov homepage with several annotations. A lightning bolt icon is placed over the 'Find Grant Opportunities' link in the left sidebar. A blue box on the right side of the page is circled and labeled 'Quick Links'. A search bar is located at the top right of the page. The main content area features a 'RECOVERY.GOV' banner with text about the American Recovery and Reinvestment Act of 2009. Below the banner is a 'What's New at Grants.gov' section with a list of recent events and notices. The footer contains logos for RECOVERY.GOV, USA.gov, Benefits.gov, E.GOV, GRANTS POLICY COMMITTEE, and FEDBIZOPPS.GOV.

FOR APPLICANTS

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

FOR GRANTORS

- Grantor Login
- New Agency Users
- Resources

FOR APPLICANTS

- Grant Search
- Grant Email Alerts
- Get Registered
- Applicant Login
- E-Biz POC Login
- Track My Application

FOR GRANTORS

- Grantor Login
- New Agency Users
- Resources

Quick Links

- Latest News!
- Grants.gov Blog
- [Exit Disclaimer]

Sign-up for our "Succeed" Quarterly Newsletter

What's New at Grants.gov

New Opportunities This Week

- October 21, 2009: Grants.gov Quarterly Stakeholder Webcast 1:00 - 2:00 p.m. ET
- October 12, 2009: Grants.gov Contact Center closed in Observance of Columbus Day

Important Notice for Applicants

Notices and System Information

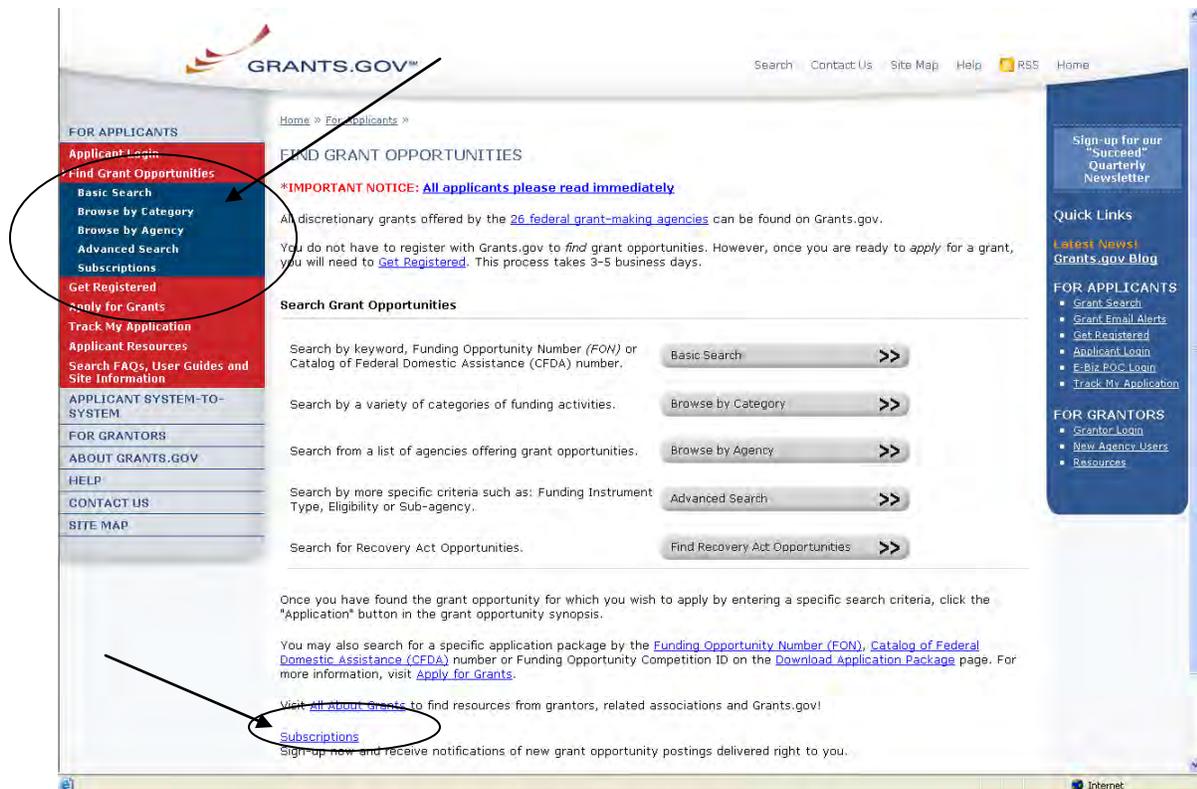
Verify if you are an Authorized Organization Representative (AOR)

Verify if your Adobe Reader version is compatible with Grants.gov

Find Grant Opportunities

Grants.gov has been designed to help you search for grant opportunities throughout the federal government. You have two options: Search Grant Opportunities online and in real time, or receive email alerts detailing new grant postings.

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



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



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

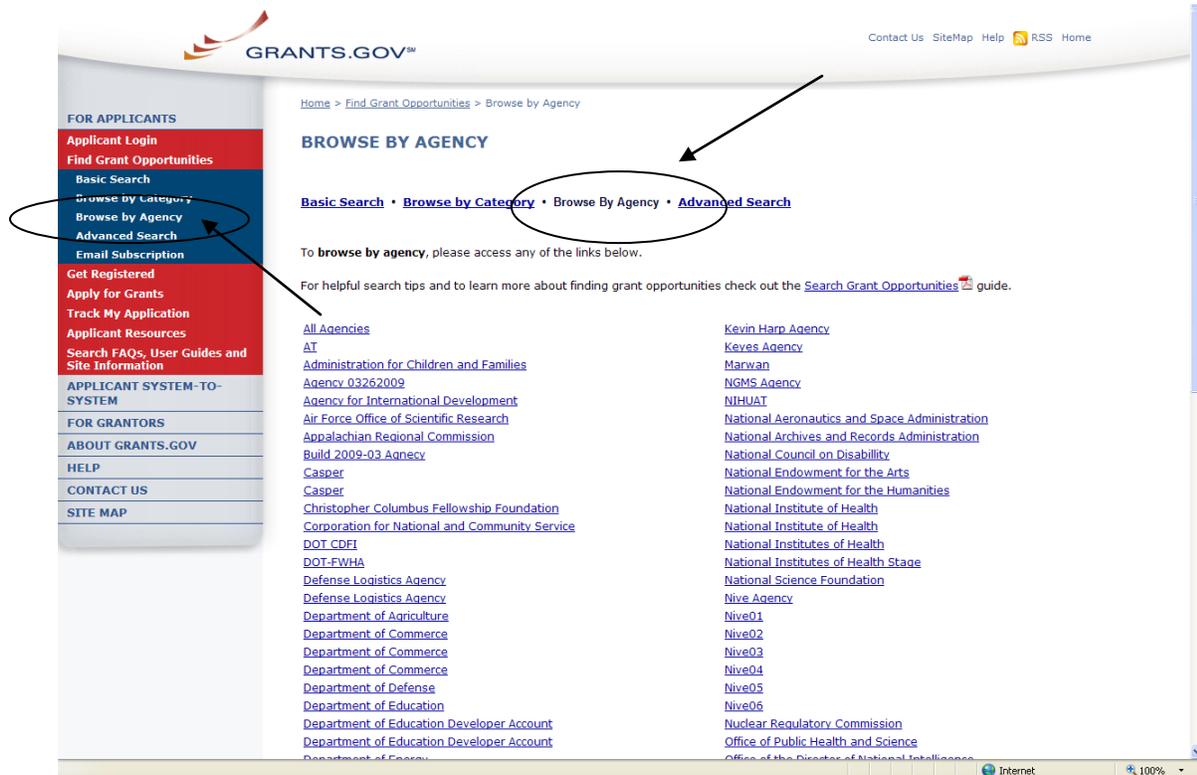
To conduct a basic search, simply select [Basic Search](#) under Find Grant Opportunities in the left navigation menu. Or you can select the **Basic Search** link on Search Grant Opportunities page. The Basic Search page will appear.

The screenshot shows the Grants.gov website. The left navigation menu is visible, with 'Find Grant Opportunities' circled in red. The main content area displays the 'BASIC SEARCH' page. At the top of the main content area, there is a breadcrumb trail: 'Home > Find Grant Opportunities > Basic Search'. Below this, the page title is 'BASIC SEARCH'. There are three links: 'Basic Search', 'Browse by Category', 'Browse By Agency', and 'Advanced Search'. A paragraph explains that to perform a basic search, at least one of the following fields must be completed: Keyword Search, Search by Funding Opportunity Number, or Search by CFDA Number. Below this, there are three search input fields: 'Keyword Search:', 'Search by Funding Opportunity Number:', and 'Search by CFDA Number:'. At the bottom of the search section, there are two buttons: 'SEARCH' and 'CLEAR FORM'.

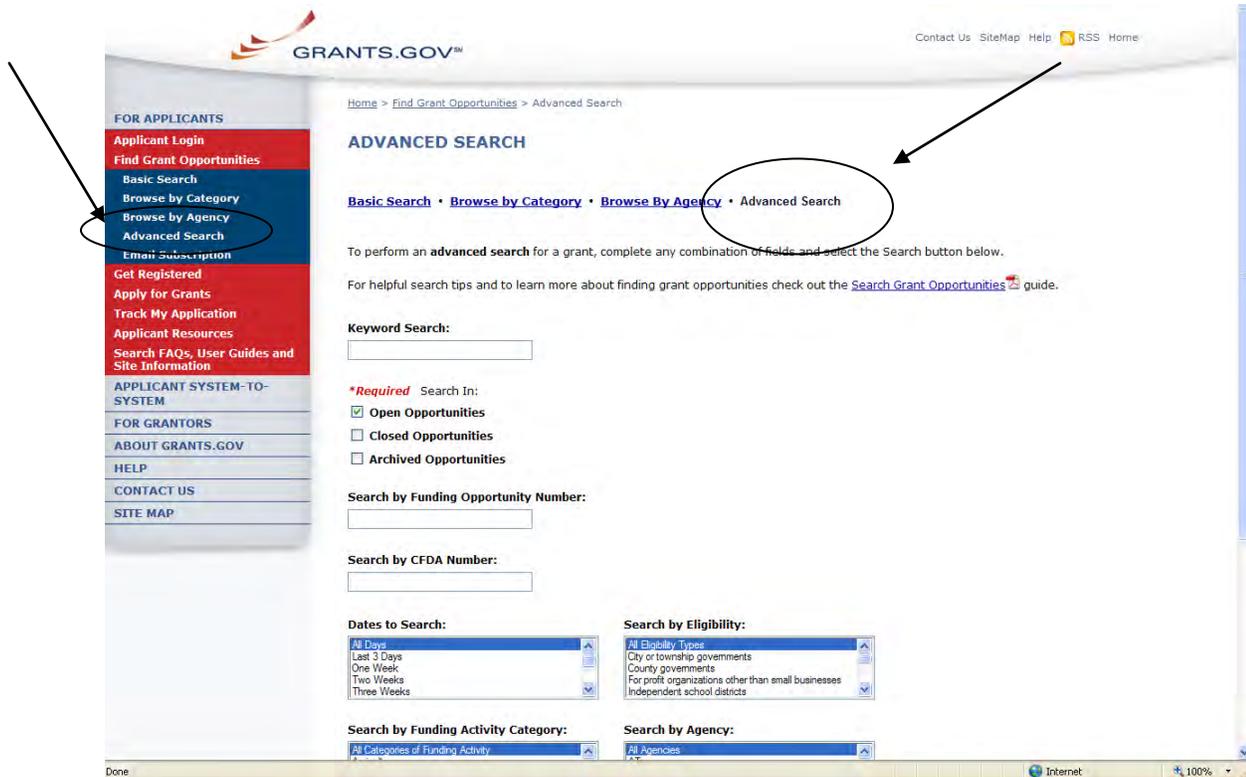
To browse grant opportunities by category, simply select [Browse by Category](#) at the top of the page or in the left navigation. The Browse by Category page will appear.

The screenshot shows the Grants.gov website. The left navigation menu is visible, with 'Browse by Category' circled in blue. The main content area displays the 'BROWSE BY CATEGORY' page. At the top of the main content area, there is a breadcrumb trail: 'Home > Find Grant Opportunities > Browse by Category'. Below this, the page title is 'BROWSE BY CATEGORY'. There are four links: 'Basic Search', 'Browse by Category', 'Browse By Agency', and 'Advanced Search'. A paragraph explains that to browse by category, users should access any of the links below. Below this, there are two columns of links under the heading 'All Categories of Funding Activity'. The first column includes: Agriculture, Arts (see "Cultural Affairs" in CFDA), Business and Commerce, Community Development, Consumer Protection, Disaster Prevention and Relief, Education, Employment, Labor and Training, Energy, Environment, Food and Nutrition, and Health. The second column includes: Housing, Humanities (see "Cultural Affairs" in CFDA), Income Security and Social Services, Information and Statistics, Law, Justice and Legal Services, Natural Resources, Other (see text field entitled "Explanation of Other Category of Funding Activity" for clarification), Recovery Act, Regional Development, Science and Technology and other Research and Development, and Transportation.

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



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



Download Application Packages

Note: You can download and complete an application at any time, but to submit the application you must be registered with Grants.gov. Before applying for a grant, the steps below must be completed. You will not be able to submit applications if all the steps listed below are not complete.

- Download the Application Viewer: Adobe Reader
- Register with Grants.gov

Follow the steps below to download application packages.

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

The screenshot shows the Grants.gov homepage. In the left sidebar, under the 'FOR APPLICANTS' section, the 'Apply for Grants' link is circled in red. An arrow points from the top left towards this link. The main content area is titled 'APPLY FOR GRANTS' and features an important notice: '*IMPORTANT NOTICE: All applicants please read immediately'. Below this, there are two steps: 'Step 1: Download a Grant Application Package' and 'Step 2: Complete the Grant Application Package Step'. The right sidebar contains a newsletter sign-up, quick links, and latest news.

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

The screenshot shows a specific grant opportunity page for 'Girls' Education and Community Participation'. The page has a breadcrumb trail: Home > Find Grant Opportunities > Search Grant Opportunities > Search Results > Synopsis. On the left sidebar, the 'Apply for Grants' link is highlighted in red. In the main content area, there are three buttons: 'Synopsis', 'Full Announcement', and 'Application'. The 'Application' button is circled in red, and an arrow points to it from the right. Below the buttons, there is a paragraph of text and a table of metadata.

Document Type:	Grants Notice
Funding Opportunity Number:	680-07-004
Opportunity Category:	Discretionary
Posted Date:	Jan 25, 2007
Creation Date:	Jan 26, 2007
Original Closing Date for Applications:	Mar 12, 2007
Current Closing Date for Applications:	Mar 12, 2007
Archive Date:	
Funding Instrument Type:	Cooperative Agreement
Category of Funding Activity:	Education
Category Explanation:	The United States Agency for International Development (USAID) is seeking applications from organizations for a cooperative agreement to fund a program entitled "Girls' Education and Community Participation - GECP." The objectives of the program are to (1) improve teaching and learning, (2) increase access to and improve performance of girls in school - in target areas, (3) improve community contribution to transparent management of the education system, (4) improve response to HIV/AIDS in the basic education sector, and (5) improve status/perception of women.
Expected Number of Awards:	1
Estimated Total Program Funding:	\$5,750,000
Award Ceiling:	\$5,750,000
Award Floor:	
CFDA Number(s):	98.001 --
Cost Sharing or Matching Requirement:	Yes

On the Apply for Grants page select **Step 1: Download a Grant Application Package** link. This will take you to the **Download Application Package** screen.

Enter the Funding Opportunity Number (FON) of the opportunity for which you want to apply in the **Funding Opportunity Number** field.

OR

Enter the Catalog of Federal Domestic Assistance (CFDA) Number of the agency which is offering the opportunity for which you want to apply in the **CFDA Number** field.

If you do not know the Funding Opportunity Number (FON) or CFDA Number for the grant for which you want to apply, you will need to search for the grant opportunity following the steps in the Search Opportunities section.

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

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

GRANTS.GOV™

Contact Us SiteMap Help RSS Home

Home » Applicants » Search Opportunities »

FOR APPLICANTS

- Find Grant Opportunities
- Search Opportunities
 - Basic Search
 - Browse by Category
 - Browse by Agency
 - Advanced Search
 - Email Subscription
- Get Registered
- Apply for Grants
- Track Your Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

ABOUT GRANTS.GOV

FOR GRANTORS

RESOURCES

ABOUT GRANTS.GOV

HELP

CONTACT US

SITE MAP

SELECTED GRANT APPLICATIONS FOR DOWNLOAD

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

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!

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

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

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

Additional Resources:

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

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

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

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
93.279	PA-08-218	VERSION-2A-FORMS	Version-2a-Forms	National Institutes of Health	download

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

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

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

CFDA Number: 93.279; Drug Abuse and Addiction Research Programs
Opportunity Number: PA-08-218; Drug Abuse Prevention Intervention Research (R21)
Competition ID: VERSION-2A-FORMS
Competition Title: Version-2a-Forms
Agency: National Institutes of Health
Opening Date: 09/05/2008
Closing Date: 09/07/2011

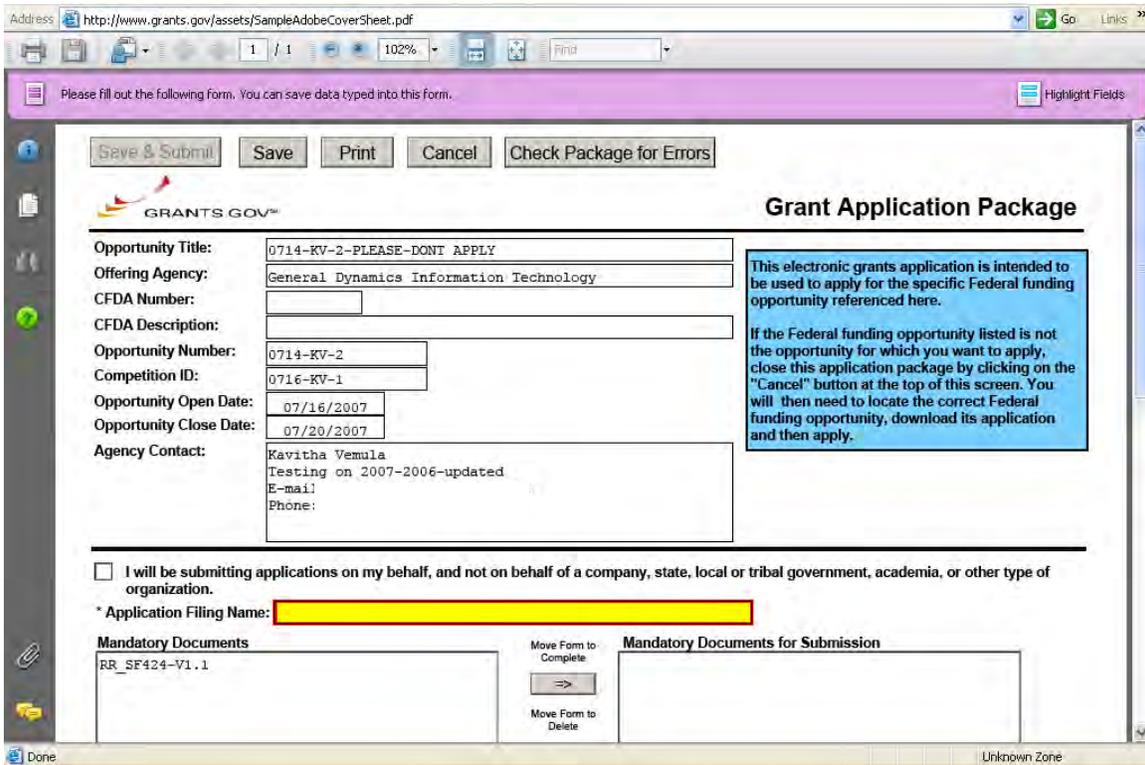
If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

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

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



This screen shot is an example of an Adobe Reader Application Package.



Address: <http://www.grants.gov/assets/SampleAdobeCoverSheet.pdf>

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

Save & Submit Save Print Cancel Check Package for Errors

GRANTS GOV™

Grant Application Package

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

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

* Application Filing Name:

Mandatory Documents
 RR_SF424-V1.1

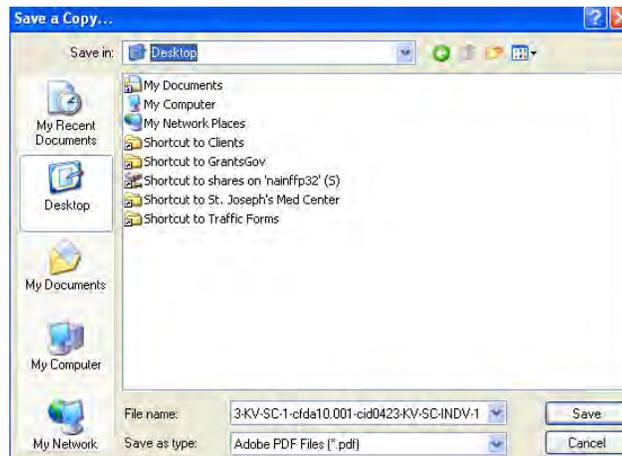
Mandatory Documents for Submission

Move Form to Complete

 Move Form to Delete

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.
 If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

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



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

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

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

Apply for Grants Overview

By downloading a grant application package, you can view it offline, giving you the flexibility to complete the application when and where you want. You can also route it through your organization for easy review. Before you apply, remember you must be [registered](#), and it is helpful to have the Funding Opportunity Number (FON) and/or CFDA Number of the desired grant. If you don't have a FON and or CFDA Number return to [Find Grant Opportunities](#) to search for this information. Once those steps are complete, you will be ready to download the application package and begin the four step process to apply for a grant.

Step 1: Download a Grant Application Package and Instructions

You can find the grant application package from your search results on Grants.gov. From your search results select the opportunity you wish to apply for. When you are looking at the Opportunity you can select the **Application** button at the top of the screen. In the next screen, you will be able to access the application package and instructions. Or you can enter the FON and/or CFDA Number into the **Download Application Package** screen. In order to view the application package, you will need to install a compatible version of [Adobe Reader](#).

Step 2: Complete the Downloaded Grant Application Package

Once you have downloaded the application package, you can complete it offline, share the document within your office and complete it at your own pace. Instructions are available to assist you on the application package cover page to explain how to open and use the forms in the application package. Also, you will have direct access to the agency application instructions, which will include all the necessary information on what is required for your submission.

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

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

Step 3: Submit a Completed Grant Application Package

Using the username and password you entered when you registered with a Grants.gov, you can submit your application package. In order to submit your application, you must already be registered and you will need to have already completed the application package using [Adobe Reader](#). To check for errors as you complete your application package, select the **Check Package for Errors** button. The Save & Submit button on the application package cover page will only become active after you have completed all required forms, attached all required documents, and saved your application package, and your package is free from errors. To submit your application select the **Save & Submit** button... Select the **Save & Submit** button once this process is complete and you are ready to send the completed application to Grants.gov.

On the application verification and signature page select **Sign and Submit Application** or you can select **Exit** and be returned to the application. If you are not already connected to the Internet, you will be directed to do so and will need to log in to Grants.gov using your username and password. After you have selected the **Sign and Submit** button on the summary page, your application package will automatically be uploaded to Grants.gov. A confirmation screen will appear once the upload is complete. **Note:** A Grants.gov tracking number will be provided at the bottom of this screen, as well as the submission's date and time stamp. Record this number so that you may refer to it should you need to contact the [Contact Center](#) for assistance.

Helpful Hints — Remember that all passwords are case sensitive. If the **Save & Submit** button is not active, please check to be sure you have:

- Completed all mandatory fields (mandatory fields are yellow with a red border) in all mandatory forms and moved them to the Mandatory Documents for Submission box.
- Selected the Save button AFTER all documents have been moved to the Mandatory Documents for Submission box.
- Completed all mandatory fields in all optional forms that have been moved to the Optional Documents for Submission box.
- Closed all Internet browser windows.
- If the Submit button is active and you are still unable to submit the form, make sure that your computer meets the system requirements and you have [Adobe Reader](#) installed.
- If you are using a dial-up modem, it may take several minutes for the application to upload and be submitted. It is recommended to use a high-speed Internet connection or DSL connection. It will process the application faster.

Step 4: Track the Status of a Completed Grant Application Package

Once an application has been submitted, you can check the status on the Track My Application page. Select **For Applicants** in the left navigation and then select **Track Your Application** below that link, you will need to log in, if not already logged in, and then select **Check Application Status**. You may identify your application by CFDA Number, Funding Opportunity Number (FON), Competition ID and/or Grants.gov Tracking Number.

cover page for you the applicant to fill out are the Application Filing Name, Mandatory Documents and Optional Documents.

Follow the steps below to complete the cover page of an application package.

1. Enter a name for the application in the **Application Filing Name** field.

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

Save & Submit Save Print Cancel Check Package for Errors

GRANTS GOVSM Grant Application Package

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

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.
If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

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

* Application Filing Name: [REDACTED]

Mandatory Documents

RR_SF424-V1.1	Move Form to Complete	Mandatory Documents for Submission
---------------	-----------------------	------------------------------------

Move Form to Delete

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

- The documents listed in the Mandatory Documents box and Optional Documents box may be predefined forms, such as SF-424, or documents that need to be attached, such as a program background statement. Mandatory Documents are required for this application. Optional Documents can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding Optional Documents.
- To open a form, use your mouse to select the item then select the **Move Form to Complete** arrow. This moves the form to the Mandatory Forms for Submission dialog box. The form opens immediately, scroll down the page or select the title of the document and select the button below the dialog box that says **Open Form** and it will jump to the first page of the form.

To remove a form/document from the **Mandatory Documents for Submission** box or the **Optional Documents for Submission** box, select the form/document

name to select it, and then select the arrow to move it to the other box. This will return the form/document to the Mandatory Documents or Optional Documents box.

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

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

* Application Filing Name: [Redacted]

Mandatory Documents

BB_SF424-V1.1

Optional Documents

SF424C-V1.0

Mandatory Documents for Submission

Optional Documents for Submission

Move Form to Complete =>

Move Form to Delete <=>

Move Form to Submission List =>

Move Form to Delete <=>

Open Form

Open Form

Instructions

- 1 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 "Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.
- 2 Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.

Done Unknown Zone

- When you open a required form, the fields which must be completed are noted by an asterisk and highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.
- To exit a form within the application, select the **Close Form** button at the top of the form you are filling out. Then to save your work, select the **Save** button (on the cover page) to save your entire application.

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

Forms

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

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

APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)

1. * TYPE OF SUBMISSION <input type="checkbox"/> Pre-application <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	2. DATE SUBMITTED <input type="text"/>	Applicant Identifier <input type="text"/>
	3. DATE RECEIVED BY STATE <input type="text"/>	State Application Identifier <input type="text"/>
	4. Federal Identifier <input type="text"/>	
5. APPLICANT INFORMATION		
* Organizational DUNS: <input type="text"/>		
* Legal Name: <input type="text"/>		
Department: <input type="text"/>	Division: <input type="text"/>	
* Street1: <input type="text"/>	Street2: <input type="text"/>	
* City: <input type="text"/>	County: <input type="text"/>	* State: <input type="text"/>
Province: <input type="text"/>	* Country: USA: <input type="text"/>	* ZIP / Postal Code: <input type="text"/>
Person to be contacted on matters involving this application Prefix: <input type="text"/> * First Name: <input type="text"/> Middle Name: <input type="text"/> * Last Name: <input type="text"/> Suffix: <input type="text"/>		
* Phone Number: <input type="text"/> Fax Number: <input type="text"/> Email: <input type="text"/>		
6. * EMPLOYER IDENTIFICATION (EIN) or (TIN): <input type="text"/>		7. * TYPE OF APPLICANT: <input type="text" value="Please select one of the following"/>
8. * TYPE OF APPLICATION: <input type="checkbox"/> New		Other (Specify): <input type="text"/> Small Business Organization Type

Done Unknown Zone

Follow the steps below to complete forms contained within an application package.

1. When you open a required form, all required fields are noted by an asterisk and sometimes highlighted in yellow with a red border.
2. Optional fields and completed fields are displayed in white.
3. You can select any field to enter the necessary information.
4. You can also use the **Tab** button on your keyboard to move from field to field.
5. If you enter invalid or incomplete information in a required field, you will receive an error message upon leaving the field.
6. To exit a form within the application, select the **Close Form** button at the top of the form you are filling out. This will take you to the cover page. Then to save your work, select the **Save** button (on the cover page) to save your entire application.

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

Close Form Next Print Page About

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

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

2. DATE SUBMITTED Applicant Identifier

3. DATE RECEIVED BY STATE State Application Identifier

4. Federal Identifier

5. APPLICANT INFORMATION * Organizational DUNS:

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

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

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

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

8. * TYPE OF APPLICATION: New

Attaching Documents

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

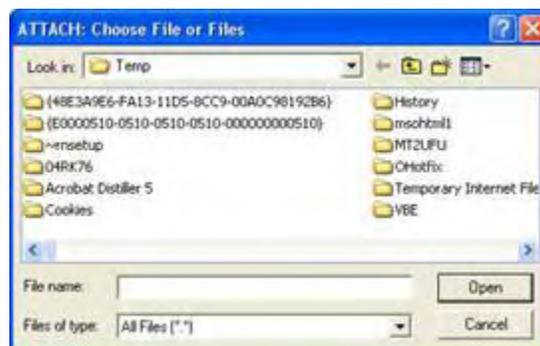
Follow the steps below to submit additional documentation (at the request of the application package instructions) for an application package.

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

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

(Below is an example for how you may attach additional documents)

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



4. Once you have selected the document you would like to attach, select the **Open** button. You will return to the **Attachments Form**. The file name of the attachment will now appear in the form on the line of which you selected **Add Attachment**.

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

Attaching a Document within the Application Package

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

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

The screenshot shows a web browser window displaying a form. At the top, there is a purple header with the text "Please fill out the following form. You can save data typed into this form." and a "Highlight Fields" button. Below the header, there is a section for a declaration with a red box around the "* I agree" checkbox. The main part of the form is section 19, "Authorized Representative", which contains various input fields for personal and organizational information, all of which are redacted with yellow boxes. At the bottom of this section, there are two buttons: "Add Attachment" and "Delete Attachment". The "Add Attachment" button is circled in red, and a black arrow points to it from the text below. Below section 19 is section 20, "Pre-application", and section 21, "Attach an additional list of Project Congressional Districts if needed.", both with their own "Add Attachment" buttons.

2. After selecting on the Add Attachment button, a **Browse** window will open allowing you to select the document on your computer (or network drive) you would like to upload.

The screenshot shows the same web form as in the previous image, but with a "Warning: JavaScript Window - Select a data file to import" dialog box open over it. The dialog box is a standard Windows file explorer window showing the contents of the "My Documents" folder. It lists various files and folders, including "Adobe Captivate 3", "AIMLogger", "AMF", "AOL", "Benefits Documents", "filelib", "GrantsGov", "Health Diagnostics", "L-3 Communications", "MDA", "My Adobe Captivate Projects", "My Music", "My Pictures", "My Received Files", "My Videos", "New Folder", "SJMJC", "Traffic Forms", "WebEx", "AbigailHirschResume", "AMF_EJBV4_03.01.07", "Beacon 3 2 PAT Scripts (2)", "Beacon 3 2 PAT Scripts (2)", "Beacon 3 2 PAT Scripts -Cindy Nguyen", "Copy of DC Phone List2", "Copy of Jan Phone List", "DC Phone List", "Grants_Logo_Linking", "LindsayWozniak2", and "Marketing Scenario p1". The "File name" field is empty, and the "Files of type" is set to "All Files (*.*)". The "Open" button is highlighted with a red circle, and a black arrow points to it from the text below. The background form is partially obscured by the dialog box.

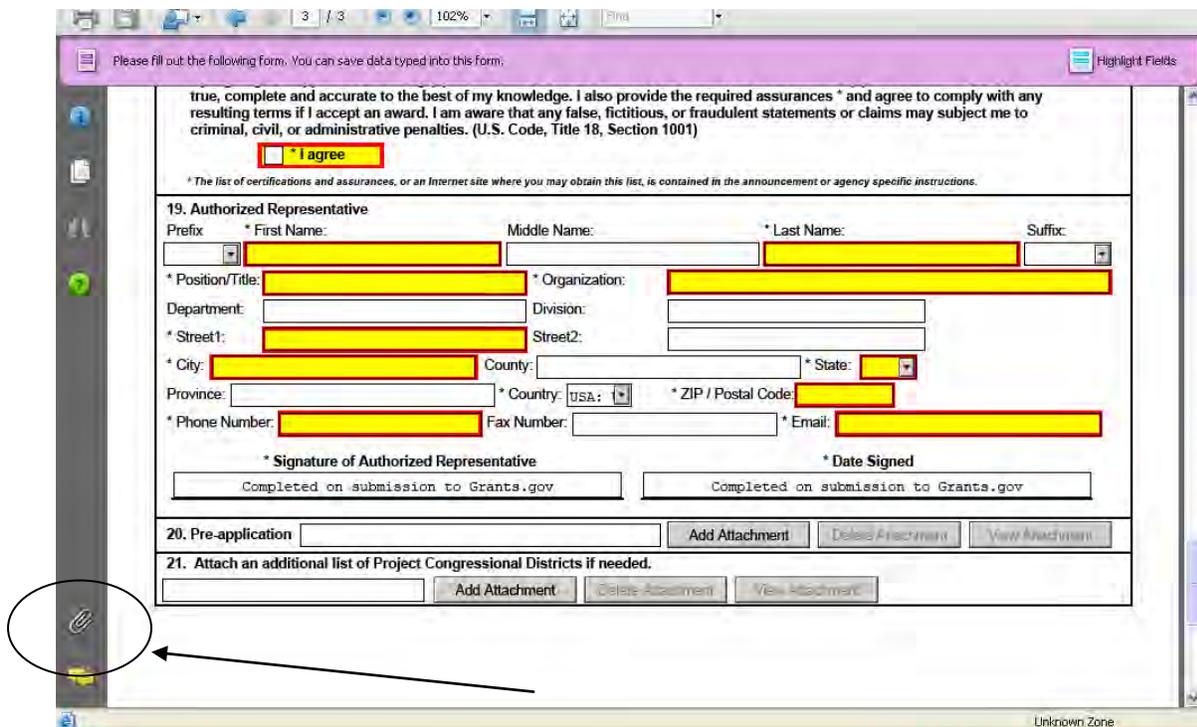
3. Once you have selected the document you would like to attach, select the **Open** button. You will see the file name in the field you selected to attach.

ATTENTION: Limit file names to 50 characters and do not use special characters (example: &, -, *, %, /, #) including periods (.), blank spaces

and accent marks, within application form fields and file attachment names. An underscore (_) may be used to separate a file name. Also do not attach multiple documents with the same file name.

4. Repeat this process until you have attached all of the necessary documents.
5. Once you are finished, either continue filling out the application or select the **Save** button at the top of the form to save your work.

ATTENTION: There is a paper clip icon in Adobe Reader forms on the left side of the page in every application. You **CANNOT** attach documents with this function. Please do not attach documents under this function as your application will be incomplete and cause errors if you do so.



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

Deleting an Attachment within a Form

1. To delete an attachment within the form, go to the question you would like to delete the attachment from and select the **Delete Attachment** button. (In the example below the user is deleting an attachment from question number 20.)

resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

* I agree

* The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

19. Authorized Representative

Prefix: * First Name: Middle Name: * Last Name: Suffix:

* Position/Title: * Organization:

Department: Division:

* Street1: Street2:

* City: County: * State:

Province: * Country: USA: * ZIP / Postal Code:

* Phone Number: Fax Number: * Email:

* Signature of Authorized Representative: Completed on submission to Grants.gov

* Date Signed: Completed on submission to Grants.gov

20. Pre-application

21. Attach an additional list of Project Congressional Districts if needed.

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

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

true, complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

* I agree

* The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

19. Authorized Representative

Prefix: * First Name: Middle Name: * Last Name: Suffix:

* Position/Title: * Organization:

Department: Division:

* Street1: Street2:

* City: County: * State:

Province: * Country: USA: * ZIP / Postal Code:

* Phone Number: Fax Number: * Email:

* Signature of Authorized Representative: Completed on submission to Grants.gov

* Date Signed: Completed on submission to Grants.gov

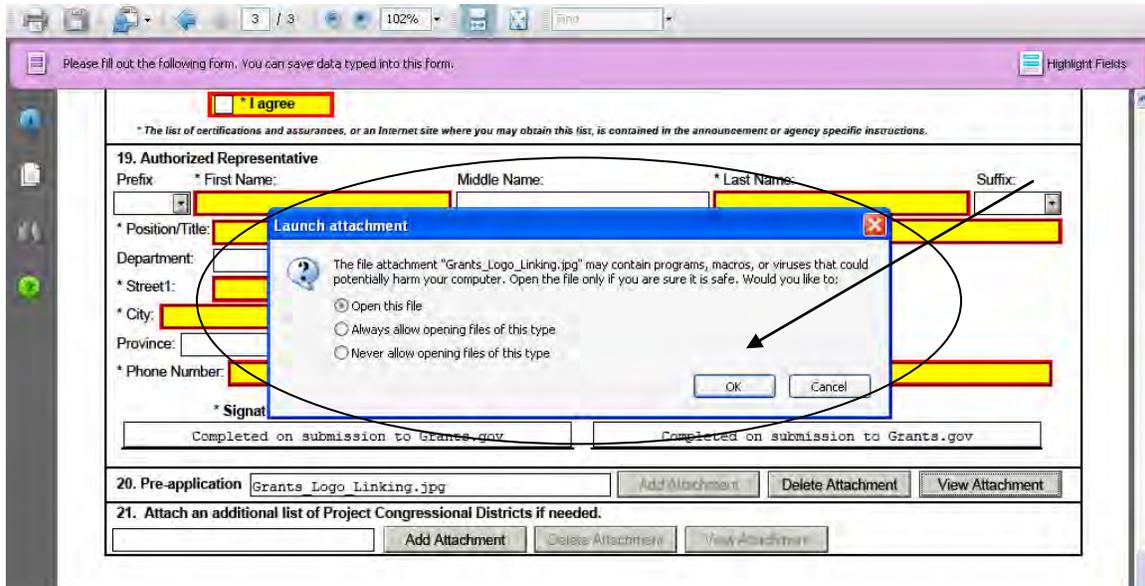
Warning: JavaScript Window - REMOVE ATTACHMENT

Are you sure?

Viewing an Attachment within a Form

To view an attachment within the form, go to the question you would like to view the attachment from and select the **View Attachment** button. (In the example below the user is viewing an attachment from question number 20.)

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



2. When you are finished reviewing the document, close the document, it will still be attached to the form. **NOTE:** If you want to make any edits to an attachment you will need to save the attachment to your computer, make the edits, then save the new document. Once that is saved you will need to attach the new document to the form and delete the outdated attachment from the form. Please see the sections for adding and deleting attachments.

Saving Your Application

To save your application before submitting it to Grants.gov, select the **Save** button on the cover page at the top of the screen.

Printing Your Application

To print your application, select the **Print** button on the cover page at the top of your screen. Make sure your documents are in the Mandatory and/or Optional documents submission box on the right of the application in order for your attachments to print.

The functionality to print all attachments within an application package, such as forms for budget years and Senior Key Person (also known as “form-in-form” attachments) at once is currently not available. Each attachment must be opened manually and printed separately.

You may however print all forms open within the application, excluding attachments. To open and print all forms within an application package, such as mandatory and optional forms (excluding attachments) ensure that these forms have been moved to the Forms for Submission Box (on the right side of the application package cover page) and click the **Open Form** button. Once all forms are open and visible, click the **Print** button at the top of the screen. All open forms will then be printed at once.

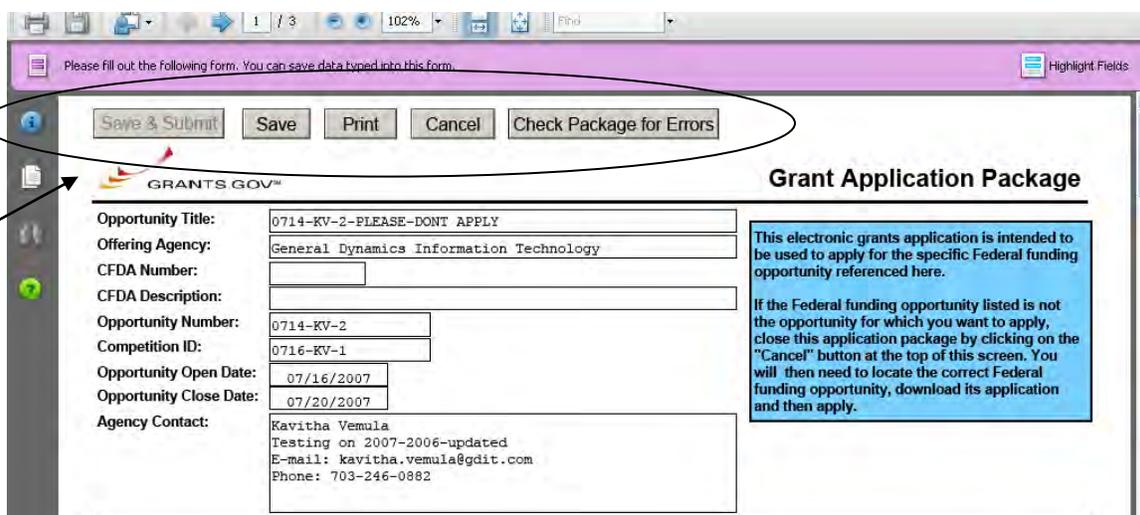
Finalizing Your Application

Once you have completed all required documents and attached any required or optional documentation, select **Save** to save your package. If errors are found, select the **Check Package for Errors** button which will identify each error. Then correct each error.

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

Select the **Check Package for Errors** button at any time to ensure that you have completed all required data fields.

The **Save & Submit** button will become active after all errors have been resolved and the package has been saved. Select the **Save & Submit** button and save the application again. You are required to save the application at this point to begin the application submission process.



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

Highlight Fields

Save & Submit Save Print Cancel Check Package for Errors

GRANTS.GOV®

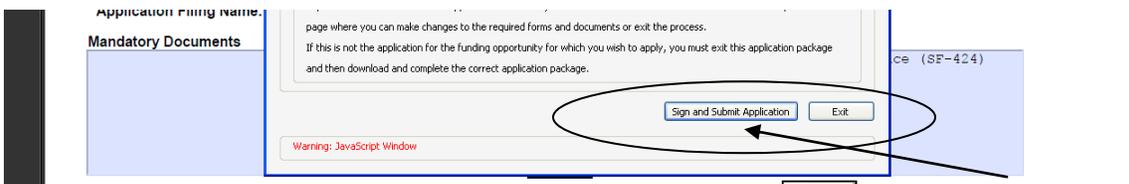
Grant Application Package

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

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

Once you have saved the application using the **Save & Submit** button, a dialog box will appear and you will need to enter your Grants.gov username and password. Follow all on-screen instructions for submission.



Once you complete and submit your application, you will see a confirmation screen explaining that your submission is being processed and a link will be provided to track your application.

NOTE: It is important to retain the application tracking number that you receive in the application submission confirmation screen and email in order to track your application. If the agency assigns an agency-specific tracking number, you may receive an email with a second tracking number from the agency that is offering the grant.



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

Confirmation

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

Please do not hit the back button on your browser.

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

You may also monitor the processing status of your submission within the Grants.gov system by clicking on the "Track My Application" link listed at the end of this form.

Note: Once the grantor agency has retrieved your application from Grants.gov, you will need to contact them directly for any subsequent status updates. Grants.gov does not participate in making any award decisions.

IMPORTANT NOTICE: If you do not receive a receipt confirmation and either a validation confirmation or a rejection email message within 48 hours, please contact us. The Grants.gov Contact Center can be reached by email at support@grants.gov, or by telephone at 1-800-518-4726. Always include your Grants.gov tracking number in all correspondence. The tracking numbers issued by Grants.gov look like GRANTXXXXXXXX.

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

The following application tracking information was generated by the system:

Grants.gov Tracking Number :	GRANT00512867
Applicant DUNS:	00-000-0000
Submitter's Name:	Test Testing
CFDA Number:	
CFDA Description:	
Funding Opportunity Number :	ADOBE-VERSIONING-TEST-ONLY
Funding Opportunity Description :	ADOBE-VERSIONING-TEST-ONLY
Agency Name :	PA Test Agency
Application Name of this Submission :	Cindy2
Date/Time of Receipt :	2009.05.26 3:05 PM, EDT

TRACK MY APPLICATION – To check the status of this application, please click the link below:
https://at07apply.grants.gov/apply/checkSingleAppStatus.faces?tracking_num=GRANT00512867

It is suggested you Save and/or Print this response for your records.

Grants.gov will send email messages to advise you of the progress of your application through the system. Here is an example of the email confirmation you will receive from Grants.gov with the link to track your application status.

Extra line breaks in this message were removed.

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

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

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

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

Type: GRANT

Grants.gov Tracking Number: GRANT00507358

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

DUNS Number: 0000000000000

AOR name: 1

Application Name: Cindy Test

Opportunity Number: ADOBE-VERSIONING-TEST-ONLY

Opportunity Name: ADOBE-VERSIONING-TEST-ONLY

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

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

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

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

Here is an example of the email confirmation you will receive when your application is being reviewed by the Grantor Agency.

From: OS Support@Grants.gov
To: Gundupet, Ratna (HHS/ASRT)
Cc:
Subject: Grants.gov Grantor Agency Retrieval Receipt for Application GRANT00079868
Attachments:

Sent: Tue 4/1/2008 1:41 PM

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

Type: GRANT
Grants.gov Tracking Number: GRANT00079868

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

Thank you,

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

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

Track My Application

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



Once on the Track My Application page, enter up to five Grants.gov tracking numbers, one per line and select the **Track** button.

After you enter your Grants.gov tracking number(s) on the Track My Application page, the results page will appear with a listing of the valid tracking numbers entered.

Information listed includes:

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

GRANTS.GOV™

Contact Us SiteMap Help RSS Home

Home > For Applicants

TRACK MY APPLICATION

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

CFDA	Opportunity Number	Comp. ID	Grants.gov #	Date/Time Received	Status	Status Date
00.000	20090803TEST1	20090803TEST1	GRANT00515637	03-Aug-09 04:18:48 PM	Validated	03-Aug-09 04:20:28 PM
12.910	12345	12345	GRANT00500869	23-Oct-08 04:26:07 PM	Validated	23-Oct-08 05:19:54 PM
10.001	0612-KV-1	0612-KV-SH-1	GRANT00073817	13-Jun-07 10:42:03 AM	Validated	30-Jul-08 01:41:44 PM

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

Grants.gov #

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

Grants.gov #

GRANT34561526

Re-Submit

Submission Name/Files

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

GRANTS.GOV™

Contact Us SiteMap Help RSS Home

Home > Applicant Center

APPLICANT CENTER

Welcome to the Applicant Center!

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

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

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

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

The following status information is provided:

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

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

[Check My Application Status](#)

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

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

Under the column header Submission Name/Files are a list of file names. Choose the application you wish to view the list of file(s) and attachment(s) submitted by selecting the link in the Submission Name/Files column.

Home > For Applicants > Check Application Status

CHECK APPLICATION STATUS

CFDA Num.	Opportunity	Competition	Grants.gov #	Date/Time Received	Status	Status Date	Agency Tracking #	Submission Name/Files	Requested Amount
10.001	0612-KV-1	0612-KV-SH-1	GRANT00073817	13-Jun-07 10:40:06 AM	Validated	30-Jul-08 01:41:44 PM		test1	
12.910	12345	12345	GRANT00500869	23-Oct-08 04:26:07 PM	Validated	23-Oct-08 05:19:54 PM		Downloaded after new RR SF424	7
00.000	20090803TEST1	20090803TEST1	GRANT00515637	03-Aug-09 04:18:46 PM	Validated	03-Aug-09 04:20:28 PM		20090803TEST1	
	20090803TEST2	20090803TEST2	GRANT00515638	03-Aug-09 04:24:24 PM	Rejected with Errors	03-Aug-09 04:25:43 PM		20090803TEST2	
12.910	ADOBE813	ADOBE813	GRANT00501739	05-Nov-08 02:55:46 PM	Validated	05-Nov-08 02:00:04 PM		ADOBE 8.1.3 Test- modified.DLL	300

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

LIST OF FORMS AND FILES RECEIVED

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

Grants.gov Tracking Number: GRANT00515637

Forms Received (total 2):

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

Attachments Received (total 1):

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

Stay Connected

Email

Grants.gov is designed to allow users to register (subscribe) to receive email notifications of new grant postings that meet specific criteria.

To register to receive grant postings that meet the needs of you or your organization, in the For Applicants section, select **Find Grant Opportunities** from the left side navigation. Then, select the [Email Subscription](#) from the submenu.

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

Grants.gov Updates

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

All Grant Notices

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

Advanced Criteria

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

Specific FON

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

Unsubscribe

To unsubscribe, in the For Applicants section, simply select **Find Grant Opportunities** in the left side navigation from Grants.gov's home page. Then, select **Email Subscriptions** from the left submenu, and select [Unsubscribe](#). The Subscription Services page will appear and allow you to unsubscribe from receiving emails. You will need to confirm your removal from the subscription. An email will be sent to your registered email address. Select the link enclosed in the email and the unsubscribe process will be completed.

Please Note: Email spam guards put in place by your internet service provider may prevent you from receiving email notifications from Grants.gov. Check your spam guard settings and or junk email box to make sure that a notification was not blocked or sent to the incorrect folder.



The screenshot shows the Grants.gov website interface. The top navigation bar includes 'Search', 'Contact Us', 'Site Map', 'Help', 'RSS', and 'Home'. The left sidebar contains various navigation options for applicants and grantors. The main content area is titled 'SUBSCRIPTIONS' and provides information on how to receive email notifications. A red circle in the sidebar highlights the 'Subscriptions' menu item. A black box highlights the 'Unsubscribe from Grant Notices' link in the main content area. A lightning bolt icon is in the bottom left corner of the screenshot.

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

RSS Feeds

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

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

How do I use RSS Feeds?

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

1. Choose an RSS reader (Get an [RSS Reader](#) [EXIT Disclaimer])
2. Select the link or small RSS button near the feed you want. For example, [New/Modified Opportunities by Agency](#) (You will see a page displaying XML code)

3. From your web browser's address bar, copy the URL (web address). For example, the URL you would copy for "New/Modified Opportunities by Agency" is: http://www07.grants.gov/rss/GG_OppModByCategory.xml.
4. Paste that URL into the "Add New Channel" section of the reader. The RSS feed will start to display and regularly update the headlines for you.
5. Read more information on using RSS Feeds on Grants.gov: [Using RSS Feeds](#).

Subscribe to Grants.gov RSS Feeds



[New Opportunities by Agency](#)

Receive a listing of new opportunities by agency name.



[New Opportunities by Category](#)

Receive a listing of new opportunities by category.



[Modified Opportunities by Agency](#)

Receive a listing of recently modified opportunities by agency name.



[Modified Opportunities by Category](#)

Receive a listing of recently modified opportunities by category.