HOW TO USE GRANTS.GOV

Source: This guide is taken in part from the Grants.gov slide presentation "Grants.gov Applicant General Overview available at http://www.grants.gov/web/grants/outreach/grantsgov-training.html
• Whether you are a faculty member or a graduate student, this program will be helpful to you.
• Graduate students must remember that they can apply for federal fellowships to cover the cost of their education OR they can be written into a faculty research proposal as a research assistant (graduate student assistant). Grads may not apply for research grants as they are not eligible.
• Each slide addresses an aspect of the Grants.gov portal that affects the way an applicant uses the system to obtain and complete a grant application package
• Each instruction slide has a “side-bar” to the right that states the main points of instruction
• Each instruction slide has a red box surrounding the point discussed on the slide
• If an instruction slide does not have a red box simply follow the “side-bar” instructions
How To Navigate Grants.gov
Applicant Resources

- Applicant Resources include
  - FAQs
  - User Guides
  - Check lists
Subscribe now and receive notifications of new grant opportunity postings and updates on Grants.gov. You do not need to be a registered user of Grants.gov to sign-up for this service.

Grants.gov RSS Feed
Stay informed about new and updated grant opportunities. Once you see all of the benefits of receiving the Grants.gov RSS feed, you may want to discontinue your email notification subscription. Subscription Services - Unsubscribe

All Grants Notices
Receive daily notification of all new grant opportunities.

Notices Based on Advanced Criteria
Select notifications based on specific criteria such as funding instrument type, eligibility or sub-agency.

Notices Based on Funding Opportunity Number
Select this option to receive notifications based on Funding Opportunity Number (FON). A FON is a number that a federal agency assigns to its grant announcement.

Subscription Services - Unsubscribe
If you receive an error message when you attempt to unsubscribe please send an email to support@grants.gov. To remove one or more subscriptions please include the email(s) in the message. In the subject line please verify it says “Unsubscribe.”
How to Search for Funding Opportunities
- Find grants by clicking links in the home page tabs:
  - Newest Opportunities (based on open date)
  - Browse Categories (e.g., health, environment, housing, etc.)
  - Browse Agencies (e.g., HHS, EPA, Education, DHS, etc.)
  - Browse Eligibility (type of organization; e.g., state or local governments, non-profits, tribal, universities, etc.)
Find – Basic Search

- Search for grants by entering Keyword in the Header and Clicking the Go button
- OR by entering:
  - Keyword
  - Funding Opportunity Number, or
  - CFDA Number and Clicking the Search button
Find – Advanced Search

- Refine your Search results for grants by selecting or deselecting criteria options including, but not limited to:
  - Funding Agency
  - Eligibility
  - Category
  - Date ranges

- As options are selected, they are displayed in the blue filter box above the search results. Users have an alternative method of removing criteria by clicking the “X” in the filter box.
**Search Results**

- Search results and criteria options are reset when the user clicks Search or Go buttons.
- Search results are immediately refreshed when criteria options are selected and deselected.
- Uses have the ability to export refined Search Results.
What’s in a Funding Opportunity?
The Synopsis contains high level information about the funding opportunity such as:
- Funding Opportunity Number
- Open/Close date
- Program Funding Amount
- Number of Awards
- Program Contact Information
The Version History displays a table with synopsis modifications. To display an earlier version, the user clicks on the desired Version Name. The fields modified are highlighted in gray.
Full Announcement

- You can retrieve the full RFA, Funding Opportunity Announcement, and any supplementary documentation.
The Application Package and Instructions

- Click on the Application Tab in order to download the Application Package and the Application Instructions
- Read the instructions to insure that you have the correct Adobe Reader
- Click on download link in order to access the Application Package and the Application Instructions
• Enter your email address and click submit here if you wish to be notified of any changes to the funding opportunity (highly recommended)
• If you do not wish to provide your email address click the box at the bottom of this page to the right of the submit button.
- Right-click on "Download Application Instructions" and then "Save As" to your computer
- Repeat the same action with "Download Application Package"
Navigating The Application Package
- The grant application is a PDF file composed of forms
  - Requires Adobe Reader which is a free download from Adobe.com
  - Can be saved to your computer
- The application home page has many components
  - Information on the funding opportunity
  - Closing date
  - Agency contact information
  - Forms to be filled out

Instructions
Show instructions >>

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.
1. Click on a mandatory form to begin working

<table>
<thead>
<tr>
<th>Form</th>
<th>Mandatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for Federal Assistance (SF-424)</td>
<td><img src="image_url" alt="Image" /></td>
</tr>
<tr>
<td>Project Abstract Summary</td>
<td><img src="image_url" alt="Image" /></td>
</tr>
<tr>
<td>Project Narrative Attachment Form</td>
<td><img src="image_url" alt="Image" /></td>
</tr>
<tr>
<td>Budget Narrative Attachment Form</td>
<td><img src="image_url" alt="Image" /></td>
</tr>
<tr>
<td>Budget Information for Non-Construction Programs (SF-424A)</td>
<td><img src="image_url" alt="Image" /></td>
</tr>
<tr>
<td>Assurances for Non-Construction Programs (SF-424B)</td>
<td><img src="image_url" alt="Image" /></td>
</tr>
</tbody>
</table>

2. Select an optional form, open it, and begin working

<table>
<thead>
<tr>
<th>Form</th>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Attachments Form</td>
<td><img src="image_url" alt="Image" /></td>
</tr>
<tr>
<td>Project/Performance Site Location(s)</td>
<td><img src="image_url" alt="Image" /></td>
</tr>
<tr>
<td>Disclosure of Lobbying Activities (SF-LLL)</td>
<td><img src="image_url" alt="Image" /></td>
</tr>
</tbody>
</table>

**Instructions**

Show Instructions >>
• Fields in yellow are mandatory and must be filled in.
• Error messages will pop-up if a mandatory field is not filled in.
• If a mandatory field is not filled in, then you will be unable to submit the application.
Submitting Your Application Package
CSU OFFICE OF SPONSORED PROGRAMS IS THE AUTHORIZED ORGANIZATIONAL REPRESENTATIVE FOR CSU SUBMISSIONS TO GRANTS.GOV

→ YOU MUST SEND YOUR COMPLETED APPLICATION TO OSPR FOR SUBMISSION TO GRANTS.GOV
  • (Unless you are applying for an individual fellowship in which case you have to set up your submission through Grants.Gov on your own)

→ OSPR WILL REVIEW YOUR PACKAGE WITH YOU AND THEN SUBMIT IT.

→ BE SURE TO DO THE FOLLOWING:
  • Notify OSPR as soon as you find the grant program to which you intend to apply
  • Follow the directions that OSPR provides you to ensure that your grant application is submitted on time.
  • Contact OSPR at 216-687-3630
1. Receipt Email
   - Your application has been received by Grants.gov
   - Grants.gov E-mail Verifying Receipt *(with Track My Application URL)*

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

3. Transmission to Agency
   - The Agency has picked up your application from Grants.gov
Track My Application

- Track your application status by entering the Grant Tracking Number
- Status information:
  - Received
  - Validated or Rejected
  - Retrieved by Agency
Tips for Applicants

Grant Proposal Tips

• **Register and Submit Early**

• Thoroughly read and follow all of the instructions provided by the agency

• Include Sufficient Program and Budget Details

• Strongly recommend filling out optional forms in the app package

Grants.gov Application Tips

• Limit Application File Size/ File Name Characters (50 or less)

• Avoid Special Characters in File Names ($, %, &, *, etc.)

• Use Correct DUNS Number in the SF-424 Cover Page

• Make sure you have Grants.gov compatible software (Adobe Reader)
Contact Center

- Support available 24/7
- Email: support@grants.gov
- Toll-Free Phone Number: 1-800-518-4726
- International Callers 1-606-545-503
- Self-help iPortal: (http://grants.gov/iportal)

Additional Resources

- FAQs
- User Guides
ADDITIONAL HELP
Download from Grants.gov Home Page

*SAMS Quick Start Guide For New Grantee Registration* and *SAMS Video Tutorial for New Applicants*. These two training guides are tools created by the General Services Administration to assist those registering with the System for Award Management (SAM). If you have questions or concerns about your SAM registration, please contact the Federal Support desk at [https://www.fsd.gov](https://www.fsd.gov)