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

GOVERNOR'S GRANTS OFFICE

October 29, 2018

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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

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Navigating Grants.gov

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Navigating Grants.gov
Search Grants and Applicant Tabs on the Homepage

Navigating Grants.gov
Applicant Resources: Videos, User Guide, Training Content, FAQs and More

Navigating Grants.gov
Highlights from the Learn Grants tab

Grants 101: An introduction to the key phases of the federal grant lifecycle
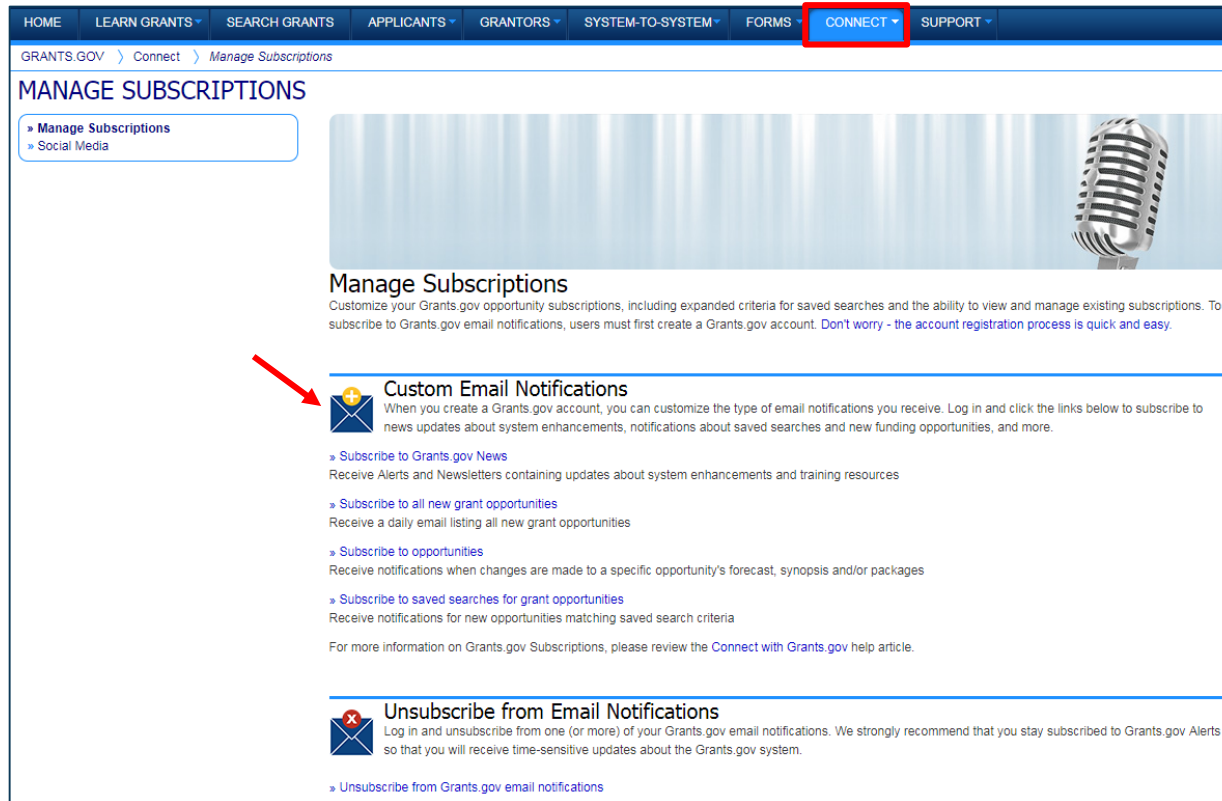
Grant Policies: Summaries and tables explaining how federal grant policies are formed

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

Grant Events: Upcoming grant trainings, conferences, and webinars

Navigating Grants.gov
Subscriptions and Email Notifications

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).

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Registration: Before Grants.gov
Dun & Bradstreet (DNB) and the System for Award Management (SAM)

- Register with DNB at http://fedgov.dnb.com/webform

- Requires TIN from IRS and organization information

- You will be issued a **DUNS Number**

- ~1 – 2 business days

- Use DUNS to register with SAM at www.SAM.gov

- Establish E-Business Point of Contact (**EBiz POC**): Individual who oversees all activities for organization within Grants.gov and approves the AOR

- Establish Marketing Partner Identification Number (**MPIN**)

- ~7-10 business days after completely registering, including submitting notarized letter to SAM

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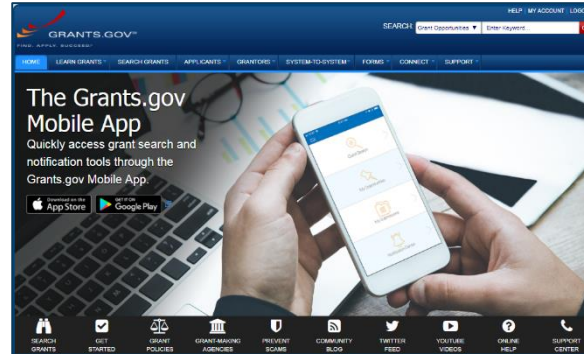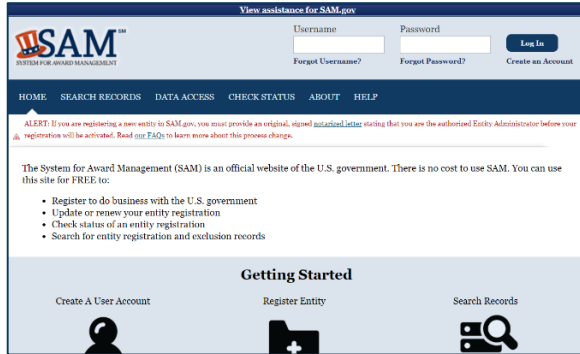
- Organization data, EBiz POC information, and MPIN are transferred from SAM to Grants.gov

- 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: https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update

- **NOTE: SAM registration must be renewed annually**

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Registration: Grants.gov Account
Accounts enable subscription management

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

Please complete to Add an Organization Profile and click Save:

*DUNS:

*Profile Name:

*Job Title:

Save

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Registration: Grants.gov Roles
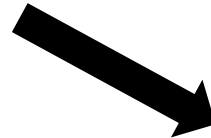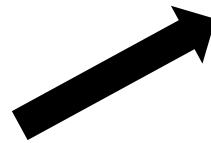
EBiz Point of Contact, AOR role, Workspace Manager role

Users with **Standard AOR role** can submit applications

One organization can have many users with AOR role

Users with **Workspace Manager role** can create workspaces

Each **organization** has one EBiz POC

EBiz POCs assigned in SAM.gov

EBiz POC assigns roles: AOR or Workspace Manager

Search Grants

Searching for Funding Opportunities
Using the Grants.gov Search Fields

Searching for Funding Opportunities
Find – Basic Search

Search for grants and forecasts by entering a keyword.

In Search Grants tab, search by:

- Keyword
- Opportunity Number
- CFDA Number

Searching for Funding Opportunities
Opportunity Status

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

Forecasted - Potential grants in the near future

Posted - Currently open grants

Closed - Recently ended grants

Archived - Past grants available for reference

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Searching for Funding Opportunities
Sign In and Save Your Search

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

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

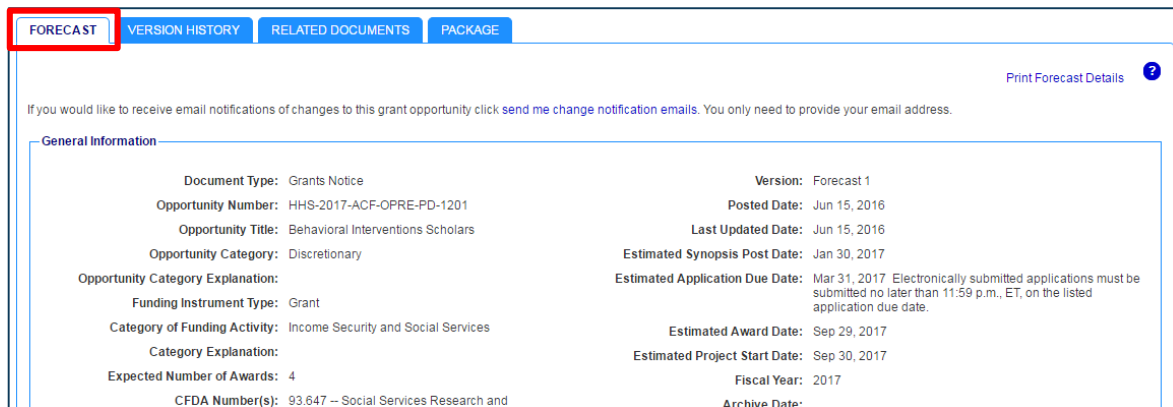# What's in a Funding Opportunity?

What's in a Funding Opportunity?

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

A Forecast can become a funding opportunity Synopsis

Print Forecast Details

If you would like to receive email notifications of changes to this grant opportunity click send me change notification emails. You only need to provide your email address.

General Information

Document Type:	Grants Notice
Opportunity Number:	HHS-2017-ACF-OPRE-PD-1201
Opportunity Title:	Behavioral Interventions Scholars
Opportunity Category:	Discretionary
Opportunity Category Explanation:	
Funding Instrument Type:	Grant
Category of Funding Activity:	Income Security and Social Services
Category Explanation:	
Expected Number of Awards:	4
CFDA Number(s):	93.647 -- Social Services Research and

Version:	Forecast 1
Posted Date:	Jun 15, 2016
Last Updated Date:	Jun 15, 2016
Estimated Synopsis Post Date:	Jan 30, 2017
Estimated Application Due Date:	Mar 31, 2017 Electronically submitted applications must be submitted no later than 11:59 p.m., ET, on the listed application due date.
Estimated Award Date:	Sep 29, 2017
Estimated Project Start Date:	Sep 30, 2017
Fiscal Year:	2017
Archive Date:	

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What's in a Funding Opportunity?
Synopsis
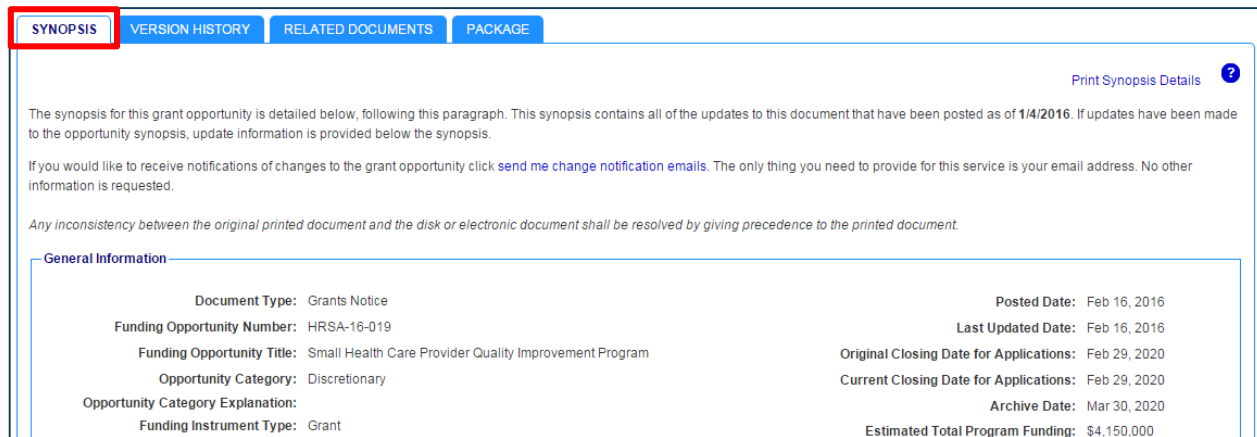
When agencies receive funding, a Forecast can become a funding opportunity Synopsis

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

- Funding Opportunity Number

- Open/Close date

- Program Funding Amount

- Number of Awards

What's in a Funding Opportunity?

Related Opportunities

Agencies may relate multiple funding opportunities with each other to aid the search process

Link to the related opportunity

What's in a Funding Opportunity?
Version History

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

What's in a Funding Opportunity?

Full Announcement – Under Related Documents Tab

You can retrieve the full Funding Opportunity Announcement (FOA), Request for Applications (RFA), and any supplementary documentation

What's in a Funding Opportunity?

Workspace Application and Instructions

Click the Package tab to preview the application package forms

Log in to create a workspace to apply

Sign up for emails of changes made to this funding opportunity

Click Preview link to access read-only forms and application instructions

Applying with Workspace

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Workspace Topics

- What is Workspace?

- Add collaborators in Participants tab

- Complete the application in the Forms tab

- Submit when you are done

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What Is Grants.gov Workspace?

The online space on where you work on your grant application

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

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Workspace: Add Participants

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.

Workspace: Add Participants

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

Workspace: Add Participants

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

Workspace: Add Participants

Account Types:

- E-Business Point of Contact (EBiz POC)

- Applicant

Access Levels:

- Workspace Owner

- Workspace Participant

Completing Workspace Forms

Key Actions:

- Fill out webforms (*if available*)

- Download and Upload PDF forms

- Lock/Unlock forms

- Reuse forms from other workspace

Completing Webforms

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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Completing Webforms

- Open text entry
- Drop-down menu
- Dates/calendar

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Completing Webforms

- Radio buttons (multiple choice)

- Attach files within online form

Completing Webforms

More Features:

- Hover mouse over form fields for help

- Error messages explain how to fill out form fields

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Completing Webforms

More Features:

- Autosave occurs every 5 minutes

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

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Completing Webforms

- **Save**: Stores your form data & attachments to Workspace

- **Check for Errors**: Form validation & field-level errors

- **Close**: Exits the online form

Completing PDF Forms

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

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

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Completing Workspace Forms

Workspace Features:

- Reuse past forms

- Cross-form & up-front validations

- Data retained for five years

Reusing Workspace Forms

- Click Reuse link to import a form from another workspace

- Reusing an old form will overwrite all current form data

Reusing Workspace Forms

- Search through past workspace forms with the same form title

- Click Select to import that form into workspace

Reusing Workspace Forms

- Confirmation message appears

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

View Application & Attachments Tabs

View Application Tab

Download entire application or forms with PDF attachments

Attachments Tab

Download the PDF attachments added to application forms

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Workspace: Submit Application

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

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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

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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

Tracking Your Application
Details Tab of Submitted Workspace

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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Tracking Your Application
Track My Application Page

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

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Applicant Management

Key Actions

- Users with Expanded AOR role can perform workspace actions at organization level
- EBiz POC cannot submit a workspace

Tips for Applicants

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Tips for Applicants
Crafting Grant Proposals and Submitting Applications

- <u>Register and submit early</u>

- 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

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/

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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

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Connect with Grants.gov

Applicant Support Center available 24/7 (closed on Federal holidays)

support@grants.gov | 1-800-518-4726 (toll-free) | 1-606-545-5035 (international)

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