TIGER TIPS RESOURCES FOR AUBURN RESEARCHERS

Updates to Grants.gov

On August 2, 2013, the Grants.gov website experienced a facelift with a new look and feel. With this update, we thought it would be a good time to provide a refresher on the functionality and use of the system.

Grants.gov Electronic Submission

Use of the Grants.gov website to research and apply for funding opportunities can be outlined in four simple steps.

- 1. **Register with Grants.gov** <u>NOTE</u>: Auburn University is already registered with Grants.gov therefore this step should be skipped by faculty and staff submitting proposals through the University.
- 2. **Find available grant opportunities** The Grants.gov website provides a searchable list of all discretionary grants offered by the 26 federal grant-making agencies.
- 3. **Apply** Follow the steps you must complete to apply for grant opportunities.



4. **Track your application** - After submitting your application, use the Grants.gov tracking number to monitor the processing status of your application.

The following document (which can also be found on the Grants.gov <u>website</u>) provides helpful information on how to navigate the updated website. Of course, any questions related to Grants.gov issues can directed to the <u>appropriate Contract & Grants Administrator or Collegelevel designee</u>.

1 8/30/2013

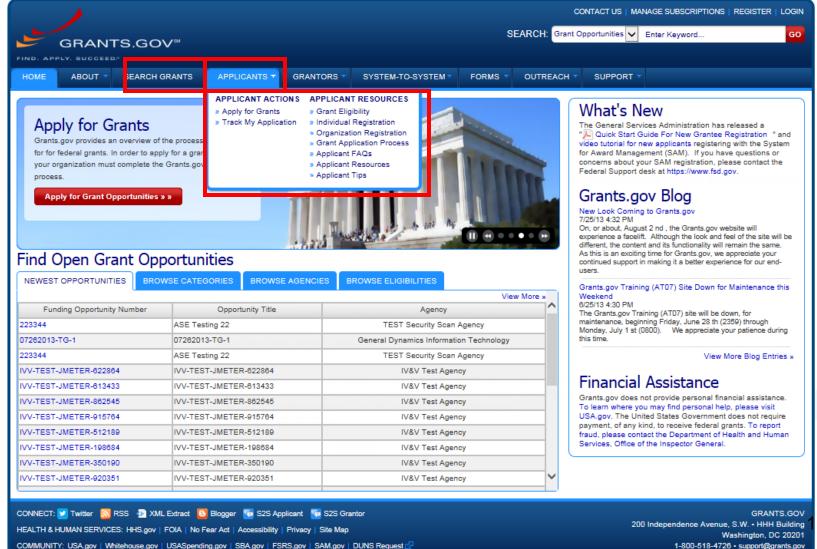


How To Navigate Grants.gov

Grants.gov Homepage

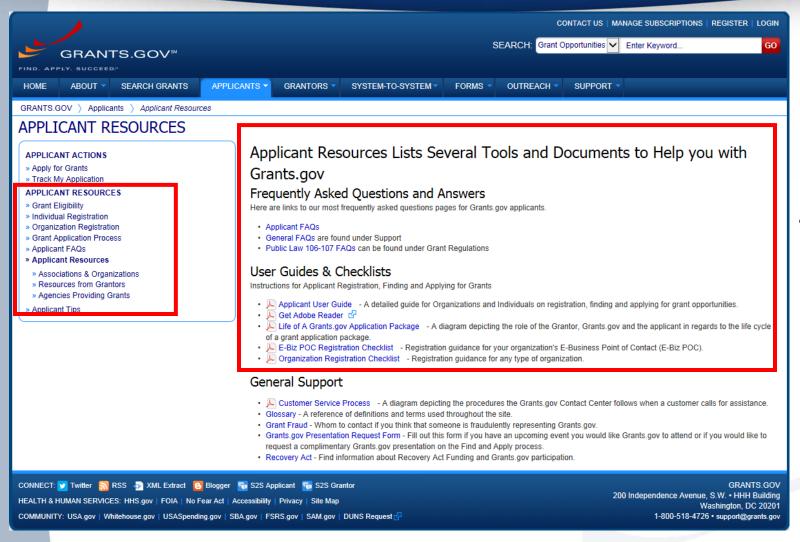


FIND, APPLY, SUCCEED."



Applicant Resources



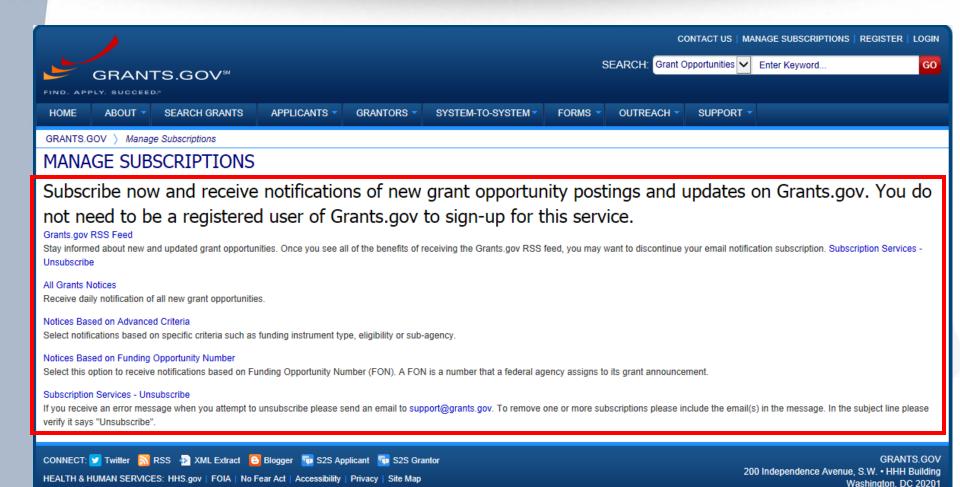


- Applicant Resources include
 - FAQs
 - User Guides
 - Check lists

Subscriptions and E-mail Notifications

COMMUNITY: USA.gov | Whitehouse.gov | USASpending.gov | SBA.gov | FSRS.gov | SAM.gov | DUNS Request 127





1-800-518-4726 • support@grants.gov

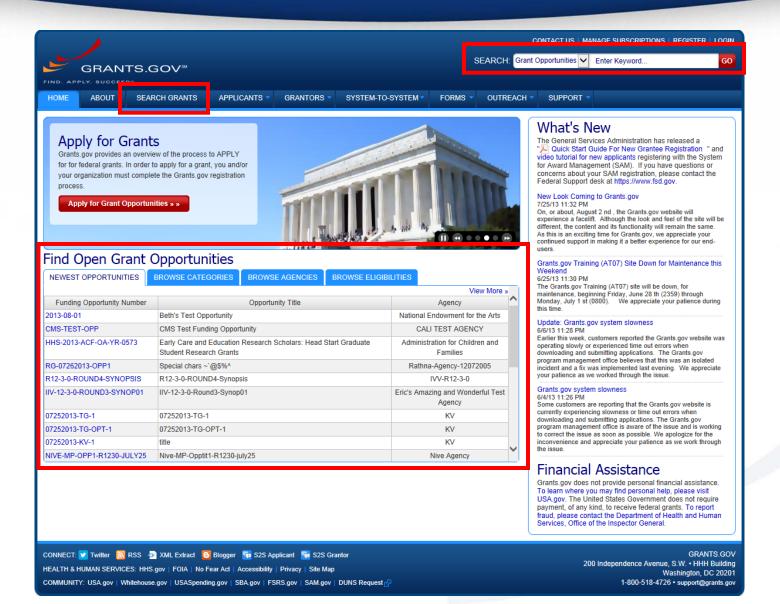


How to Search for Funding Opportunities

Find Grant Opportunities



FIND, APPLY, SUCCEED."



High Function Home Page GRANTS.GOV®



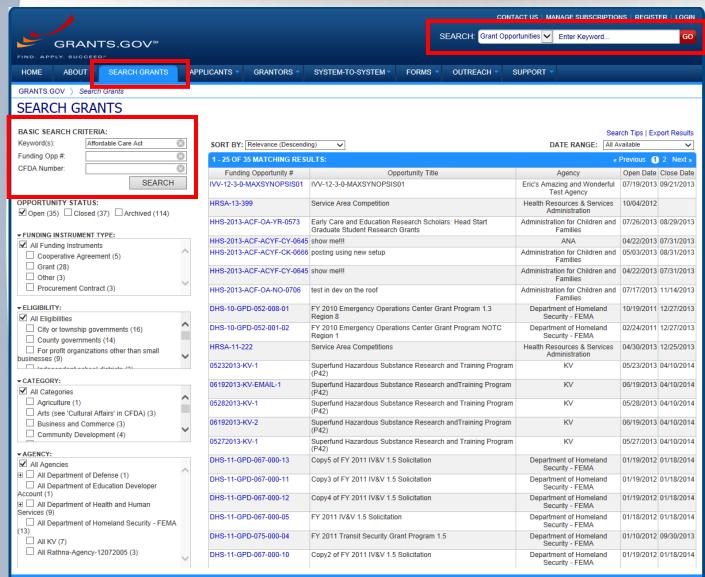
FIND, APPLY, SUCCEED."



- 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, nonprofits, tribal, universities, etc.)

Find – Basic Search



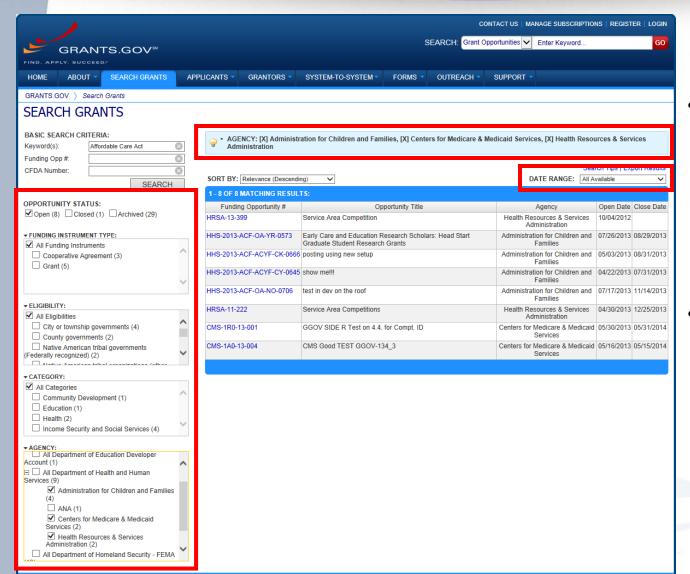


- Search for grants
 by entering
 Keyword in the
 Header and Clicking
 the Go button
- **OR** by entering:
 - Keyword
 - Funding Opportunity Number, or
 - CFDA Number
 and Clicking the
 Search button

Find – Advanced Search



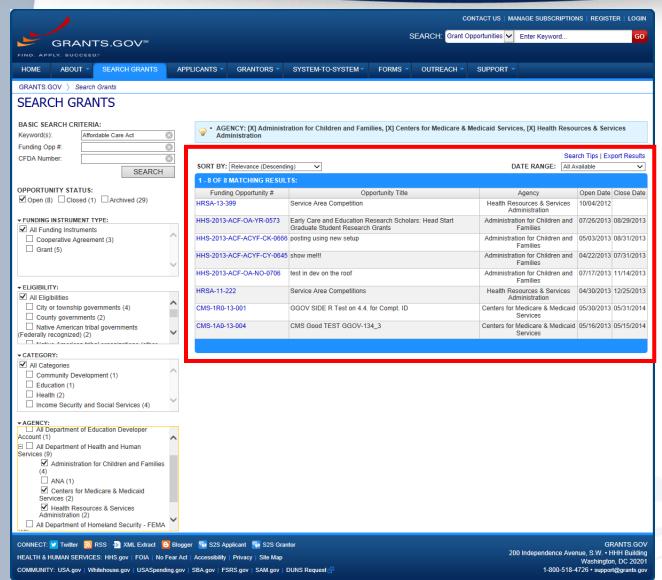
FIND. APPLY, SUCCEED.



- 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





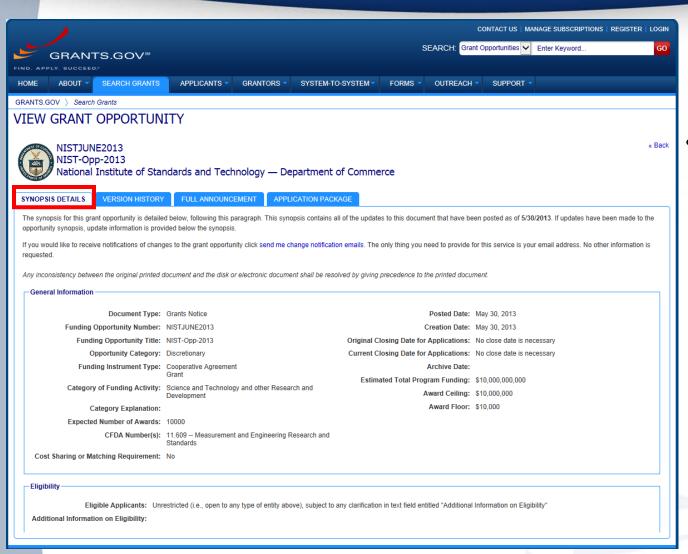
- Search results and criteria options are reset when the user clicks Search or Go buttons
- Search results are immediately refreshed when criteria options are selected and deselected.
- Uses have the ability to export refined Search Results



What's in a Funding Opportunity?

Synopsis



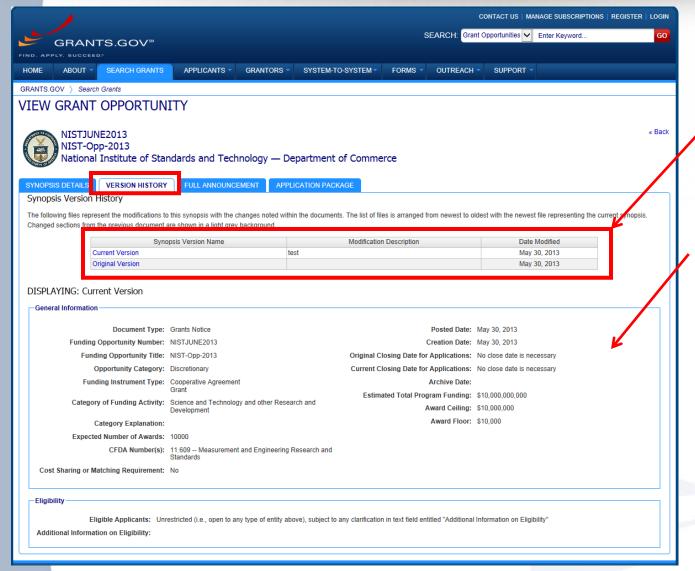


- The Synopsis contains high level information about the funding opportunity such as:
 - Funding Opportunity Number
 - Open/Close date
 - Program Funding Amount
 - Number of Awards
 - Program Contact Information

Synopsis Version History

GRANTS.GOV™

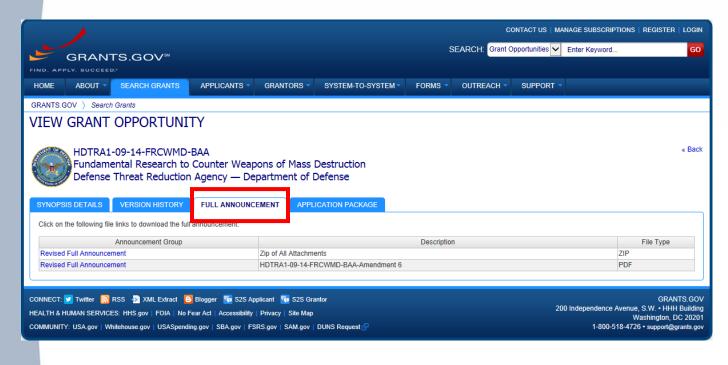
FIND. APPLY, SUCCEED."



- 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

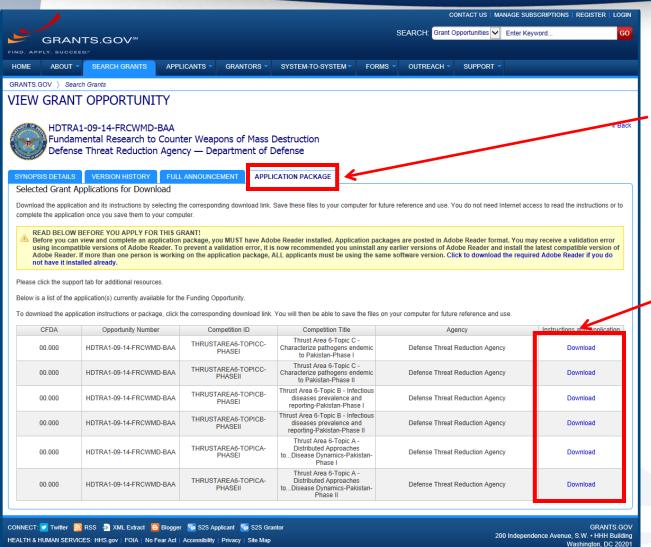




 You can retrieve the full RFA, Funding Opportunity Announcement, and any supplementary documentation

The Application Package and Instructions





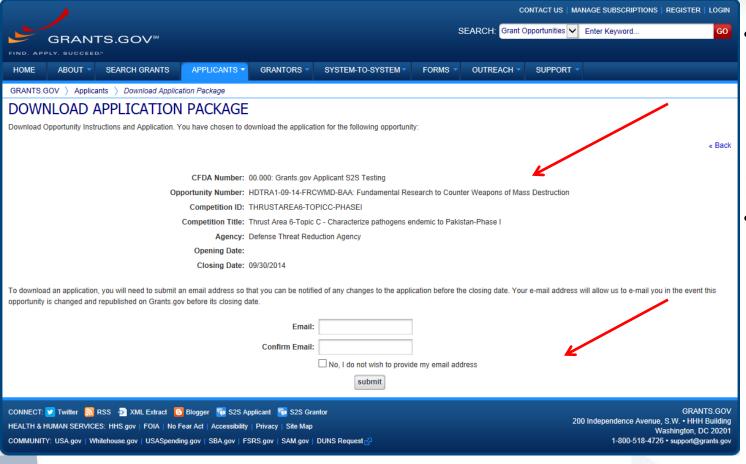
COMMUNITY: USA.gov | Whitehouse.gov | USASpending.gov | SBA.gov | FSRS.gov | SAM.gov | DUNS Request &

- 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

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Download the Application Package and Instructions - 2

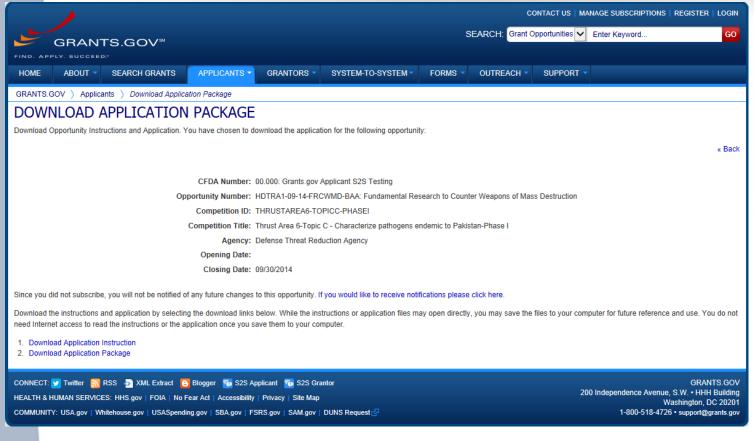




- Enter your email address and click submit here if you wish to be notified of any changes to the funding opportunity (highly recommended)
- If you do not wish to provide your email address click the box at the bottom of this page to the right of the submit button.

Download the Application Package and Instructions - 4





- 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

GRANTS.GO	Grant Application Package Print Cancel					
Opportunity Title:	ACA SHIP and ADRC Options Counseling for Medicare Medic					
Offering Agency:	Centers for Medicare & Medicaid Services					
CFDA Number:	93,626					
CFDA Description:	Affordable Care Act State Health Insurance Assistance P					
Opportunity Number:	CMS-1N1-12-001					
Competition ID:	CMS-1N1-12-001-015676					
Opportunity Open Date:						
Opportunity Close Date:	08/15/2013					
Agency Contact:	Christopher Clark					
	E-mail: Christopher.Clark@hhs.gov Phone: 301-492-4239					
	nly open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or					
tribal government, a	cademia, or other type of organization.					
Application Filing Name:						
Select Forms to Cor	nplete					
Mandatory Save Save & Submit Check Package for Errors						
Application for Federal Assistance (SF-424)						
Project Abstract Summary						
Project Narrative Attachment Form						
Budget Narrative Attachment Form						
Budget Information for Non-Construction Programs (SF-424A)						
Assurances for Non-Construction Programs (SF-424B)						
Optional						
X Other Attachments Form						
Project/Performance Site Location(s)						
Disclosure of Lobbying Activities (SF-LLL)						
Instructions						
Show Instructions >>						
This electronic grants a	pplication 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						



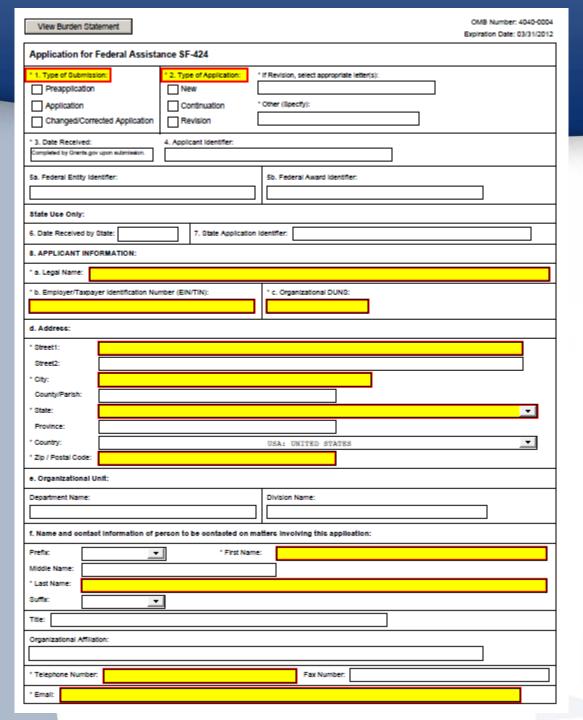
- The grant application is a PDF file composed of forms
 - Requires Adobe Reader which is a free download from Adobe.com
 - Can be saved to your computer
- The application home page has many components
 - Information on the funding opportunity
 - Closing date
 - Agency contact information
 - Forms to be filled out

Working on Forms



1. Click on a mandatory form to begin working

	9 1					
Select For	rms to Complete					
Mandato	ory	Save	Save & Submit	Check Package for Errors		
	Application for Federal Assistance (SF-424)					
	Project Abstract Summary					
	Project Narrative Attachment Form					
	Budget Narrative Attachment Form					
	Budget Information for Non-Construction Programs (SF-424A)					
	Assurances for Non-Construction Programs (SF-424B	3)				
Optional						
X	Other Attachments Form					
	iect/Performance Site Location(s) 2. Select an optional form, ope		et an optional form, open			
	Disclosure of Lobbying Activities (SF-LLL)		and beg	in working		
Instructio	ns					
Show Ins	structions >>					





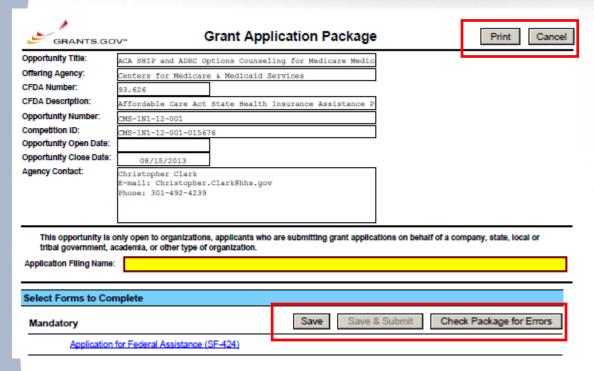
- Fields in yellow are mandatory and must be filled in.
- Error messages will pop-up if a mandatory field is not filled in.
- If a mandatory field is not filled in, then you will be unable to submit the application.



Submitting Your Application Package

Save, Check, and Submit Your Application





- Buttons at the top of the home page of the application allow you to:
 - Save
 - Check Package for Errors
 - Print your application
- Once your application is free of any of errors, the "Save & Submit" button will become activated.
- Make sure you are connected to the Internet when ready to submit.

Adobe Submission Screen



File Edit View Document Tools Window Help 🗎 🚵 • 🤻 👍 🕹 🗆 17 📵 🖲 147% • 🔛 🚱 Find Highlight Fields Please fill out the following form. You can save data typed into this form. avaScript Window Save & Submit Save GRANTS.GOV™ Application Package GRANTS.GOV™ Opportunity Title: Service This is a U.S. Government computer system, which may be accessed and used only for authorized ic grants application is intended to Government business by authorized personnel. Unauthorized access of the use of this computer system may Offering Agency: Health ply for the specific Federal funding subject violators to criminal, civil, and/or administrative action CFDA Number: eferenced here. 93.224 CFDA Description: All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and Consoli funding opportunity listed is not to authorized personnel for official purposes, including criminal investigations. Such information includes ity for which you want to apply, Opportunity Number: HRSA-10 sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer blication package by clicking on the Competition ID: 3575 system by any person, whether authorized or unauthorized, constitutes consent to these terms on at the top of this screen. You Opportunity Open Date: d to locate the correct Federal rtunity, download its application Opportunity Close Date: ubmit your application, please enter your Username and Password in box below and then press the Agency Contact: User Name: elepho This opportunity is only then of a company, state, local or tribal government, academia, Warning: JavaScript Window * Application Filing Name: Examp Mandatory Documents actory Documents for Submission Application for Federal Assistance (SF-424) HHS Checklist Form PHS-5161 =>

- Upon clicking Save & Submit, you will be prompted to enter your Grants.gov user name and password.
- If you are not authorized as an AOR for your organization, you will receive an error message and will be unable to submit your application.

Sign and Submit Screen





- You'll be prompted again to "Sign and Submit".
- This serves as the electronic signature for your application.

Receipt Confirmation





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 using the following step:

1. Click on the "Track Your Application:" link on 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.

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 :	
Applicant DUNS:	
Submitter's Name:	
CFDA Number:	
CFDA Description:	
Funding Opportunity Number :	
Funding Opportunity Description :	
Agency Name :	
Application Name of	
this Submission :	

To check the status of your application please click below.

Date/Time of Receipt :

 A confirmation screen will have your Grants.gov Tracking Number

- Use this number to track your application
- The date/time stamp serves as the official time of submission
- You will also receive emails indicating the status of your application

Confirmation Emails



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

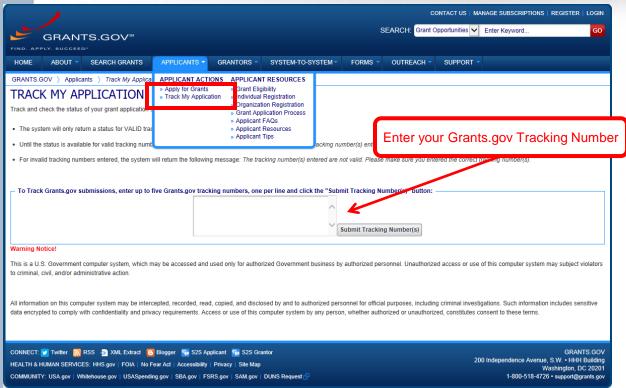
- Grants.gov E-mail Verifying Successful Submission
- OR Rejection Due to Errors with a description of issue

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)

Grants.gov Applicant Support & Resources



Contact Center

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

Additional Resources

- <u>http://www.grants.gov/web/grants/applicants/applicant-resources.html</u>
- FAQs
- User Guides