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** – **NOTE**: 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 [website](https://www.grants.gov)) provides helpful information on how to navigate the updated website. Of course, any questions related to Grants.gov issues can directed to the [appropriate Contract & Grants Administrator](https://www.auburn.edu/centers/offices/facilities-and-administration/contracts-grants) or College-level designee.
How To Navigate Grants.gov
Grants.gov Homepage

Find Open Grant Opportunities

<table>
<thead>
<tr>
<th>Funding Opportunity Number</th>
<th>Opportunity Title</th>
<th>Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>022344</td>
<td>ASE Testing 22</td>
<td>TEST Security Scan Agency</td>
</tr>
<tr>
<td>022906</td>
<td>OIT Testing 22</td>
<td>OIT Security Scan Agency</td>
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</tbody>
</table>

What's New

The General Services Administration has released a "Quick Start Guide For New Grantee Registration" and video tutorial for new applicants 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.fed.gov.

Grants.gov Blog

New Look Coming to Grants.gov
7/25/13 4:02 PM
On or about, August 2nd, the Grants.gov website will experience a facelift. Although the look and feel of the site will be different, the content and its functionality will remain the same. As this is an existing time for Grants.gov, we appreciate your continued support in making it a better experience for our end users.

Grants.gov Training (AT07) Site Down for Maintenance this Weekend
8/26/13 4:30 PM
The Grants.gov Training (AT07) site will be down for maintenance, beginning Friday, June 28th (2013) through Monday, July 1st (2013). We appreciate your patience during this time.

Financial Assistance

Grants.gov does not provide personal financial assistance. To learn where you may find personal help, please visit USA.gov. The United States Government does not require payment of any kind to receive federal grants. To report fraud, please contact the Department of Health and Human Services, Office of Inspector General.
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 vary it says "Unsubscribe".
How to Search for Funding Opportunities
Find Grant Opportunities

Apply for Grants
Grants.gov provides an overview of the process to APPLY for federal grants. In order to apply for a grant, you or your organization must complete the Grants.gov registration process.

Find Open Grant Opportunities

<table>
<thead>
<tr>
<th>Funding Opportunity Number</th>
<th>Opportunity Title</th>
<th>Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beth's Test Opportunity</td>
<td>National Endowment for the Arts</td>
<td></td>
</tr>
<tr>
<td>CMS-TEST OPP</td>
<td>CALI Test Funding Opportunity</td>
<td></td>
</tr>
<tr>
<td>HHS-2013-ACF-OA-yr-657</td>
<td>Administration for Children and Families</td>
<td></td>
</tr>
<tr>
<td>RG-07262013-OPF1</td>
<td>Ratha Agency-1207805</td>
<td></td>
</tr>
<tr>
<td>R12-3-J-ROUND4-SYNOPSIS</td>
<td>IVY-R12-3-0</td>
<td></td>
</tr>
<tr>
<td>IVY-12-3-J-ROUND3-SYNOPSIS</td>
<td>Eric's Amazing and Wonderful Test Agency</td>
<td></td>
</tr>
<tr>
<td>D72502013-TG-1</td>
<td>KV</td>
<td></td>
</tr>
<tr>
<td>D72502013-TG-CPT-1</td>
<td>KV</td>
<td></td>
</tr>
<tr>
<td>D72502013-TG-CY-1</td>
<td>KV</td>
<td></td>
</tr>
<tr>
<td>NIVE-MP-OPPP1-R1230-JULY25</td>
<td>Nive Agency</td>
<td></td>
</tr>
</tbody>
</table>
High Function Home Page

- 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.)
• 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
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.
• 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
1. Click on a mandatory form to begin working

### Select Forms to Complete

**Mandatory**

- 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**

- **Other Attachments Form**
- Project/Performance Site Location(s)
- Disclosure of Lobbying Activities (SF-LLL)

**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
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.
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

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**

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.

**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:

<table>
<thead>
<tr>
<th>Grants.gov Tracking Number :</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant DUNS:</td>
</tr>
<tr>
<td>Submitter’s Name:</td>
</tr>
<tr>
<td>CFDA Number:</td>
</tr>
<tr>
<td>CFDA Description:</td>
</tr>
<tr>
<td>Funding Opportunity Number :</td>
</tr>
<tr>
<td>Funding Opportunity Description :</td>
</tr>
<tr>
<td>Agency Name :</td>
</tr>
<tr>
<td>Application Name of this Submission :</td>
</tr>
<tr>
<td>Date/Time of Receipt :</td>
</tr>
</tbody>
</table>

To check the status of your application please click below.

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