



Find, Apply, Succeed: An Introduction to Grants.gov



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What is Grants.gov?

- One of 24 E-Government Initiatives of the President's 2002 Management Agenda to improve government services to the public
- Purpose: to provide a simple, unified electronic storefront for interactions between grant applicants and the Federal agencies that manage grant funds
- Single source for finding and applying for federal grants
- Standardized application packages with a reduction of paperwork

Grants.gov Quick Facts

- More than \$400 billion in annual grants
- 26 Federal agencies
- More than 1,000 different grant programs
- Millions of grant information pages viewed every week

Registration

- You do not need to register to use grants.gov.
- ECU is already registered as an institution; no additional user accounts are needed.
- There is only one Authorized Organizational Representative who has the authority to submit proposals on behalf of the University.

PureEdge Viewer/Adobe Reader

- Free downloadable programs that allow users to download and complete electronic applications.
- Currently in transition phase; PureEdge will become obsolete.
- Adobe Reader 8.1.2 is Grants.gov compatible.
- Download both software packages at http://www.grants.gov/help/download_software.jsp

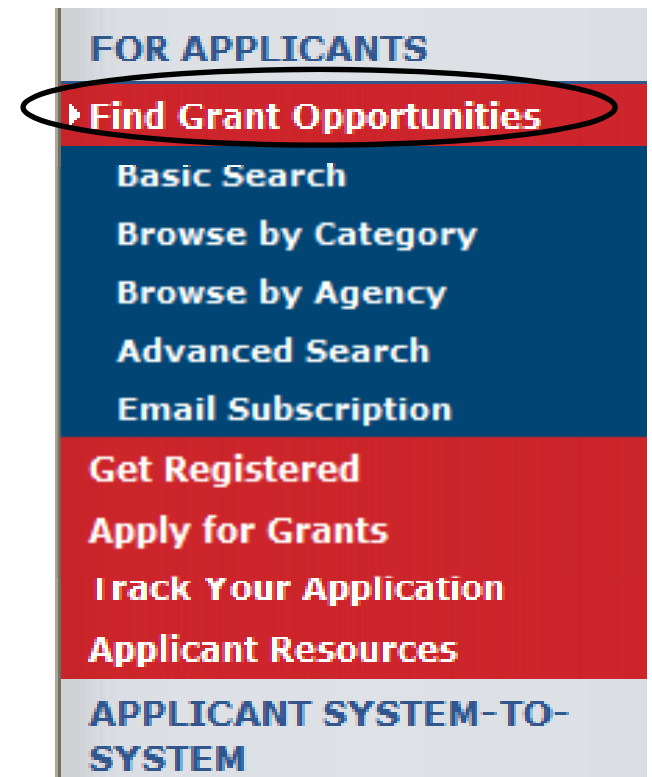
System Compatibility

- PureEdge Viewer
 - Windows XP
- Adobe Reader 8.1.2*
 - Windows XP
 - Windows Vista
 - Mac Tiger
 - Mac Leopard

*Adobe Reader 8.1.2 must be used, not Adobe Professional.

Finding Grants

- From the homepage (www.grants.gov), click **Find Grant Opportunities** from the left menu
- Choose from
 - Basic Search
 - Browse by Category
 - Browse by Agency
 - Advanced Search



Basic Search

- Search by
 - Keyword
 - Funding Opportunity Number
 - CFDA Number

Keyword Search:

Search by Funding Opportunity Number:

Search by CFDA Number:

Search

Clear Form

- Click on Opportunity Title from the list to view funding opportunity

Browse by Category

- Choose a category
 - Agriculture
 - Education
 - Environment
 - Food & Nutrition
 - Health
- Click on Opportunity Title from the list to view funding opportunity

Browse by Agency

- Choose from departments, institutes, commissions, etc.
 - National Science Foundation
 - National Endowment for the Humanities
 - Department of Homeland Security
 - Department of Education
- Click on Opportunity Title from the list to view funding opportunity

Advanced Search

- Determine how specific you want results to be
- Select from
 - Keyword
 - Funding Opportunity Number
 - Dates
 - CFDA Number
 - Funding Instrument Type (grant, agreement, contract, etc.)
 - Eligibility
 - Agency
- Specify open, closed, or archived opportunities
- Click on Opportunity Title from the list to view opportunity

Email Alert Service

- Sends an email notification each time a new grant is posted on grants.gov
- To register, go to
 - http://www07.grants.gov/applicants/email_subscription.jsp
- Choose from
 - Selected notices based on funding opportunity number
 - Selected notices based on advanced criteria
 - All grant notices

Email Alert Service

- Enter your email address
- If appropriate, enter funding opportunity number or select from advanced criteria
- Click **Subscribe to Mailing List**
- You will receive a confirmation email

SUBSCRIPTION SERVICES

Disclaimer: This service is provided for convenience only and does not serve as a guarantee of email notification. Subscribers to this list service are ultimately responsible for reviewing the [Grants Opportunities](#) site for all information relevant to desired funding opportunities.

Your E-mail address: * *(Use full email address in the form of account@mailserver; ex: testacct@aol.com)*

***Required**

Subscribe to Mailing List

Downloading the Application

- When viewing a funding opportunity, there will be a menu above the text



- Choose *How to Apply*
- Click on *download* under Instructions and Application

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
84.327	ED-GRANTS-032007-001	84-327C2007-1	Television Access	U.S. Department of Education	download

Downloading the Instructions

- Choose Download Application Instructions
 1. Download Application Instructions
 2. Download Application Package
- Possible instruction types:
 - PDF file
 - Word document
 - Link to instructions from the agency's web page
 - ZIP folder with multiple files

Downloading the Application

- Choose Download Application Package

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

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

CFDA Number: 84.327: Special Education_Technology and Media Services for Individuals with Disabilities

Opportunity Number: ED-GRANTS-032007-001: Technology and Media Services for Individuals with Disabilities Program CFDA 84.327C

Competition ID: 84-327C2007-1

Competition Title: Television Access

Agency: U.S. Department of Education

Opening Date: 03/20/2007

Closing Date: 05/04/2007

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](#)


Application Package

- Application package will be in PureEdge or Adobe format

Submission _ □ ×

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Submit Save Print Cancel Check Package for Errors



Grant Application Package

Opportunity Title:	Technology and Media Services for Individuals with Disab
Offering Agency:	U.S. Department of Education
CFDA Number:	84.327
CFDA Description:	Special Education_Technology and Media Services for Inc
Opportunity Number:	ED-GRANTS-032007-001
Competition ID:	84-327C2007-1
Opportunity Open Date:	03/20/2007
Opportunity Close Date:	05/04/2007
Agency Contact:	Jo Ann McCann Education Program Specialist E-mail: Jo Ann.McCann@ed.gov

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.

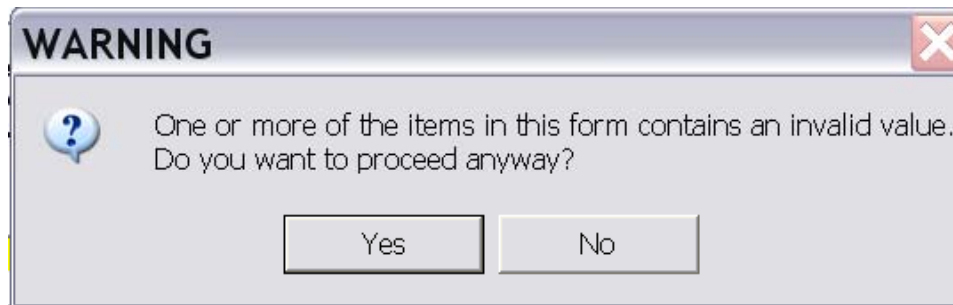
This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

*** Application Filing Name:**

Mandatory Documents <div style="border: 1px solid gray; padding: 2px; min-height: 100px;"> Application for Federal Assistance (SF-424) Dept of Education Supplemental Information for SF-424 Dept of Education Budget Information for Non-Construction Prc Assurances for Non-Construction Programs (SF-424B) ED Abstract Form ... </div> <div style="text-align: center; margin-top: 5px;">Open Form</div>	Move Form to Submission List => Move Form to Documents List <=	Mandatory Completed Documents for Submission <div style="border: 1px solid gray; height: 80px;"></div> <div style="text-align: center; margin-top: 5px;">Open Form</div>
Optional Documents ED GEPA427 Form Faith Based EEO Survey	Move Form to Submission List =>	Optional Completed Documents for Submission <div style="border: 1px solid gray; height: 40px;"></div>

Saving the Package

- Save application to your Desktop or other easily accessible location on your computer
 - You will get a warning message.



- Click on **Yes**. This is just to let you know the application is not complete.
- Applications are completed entirely offline

Completing Applications

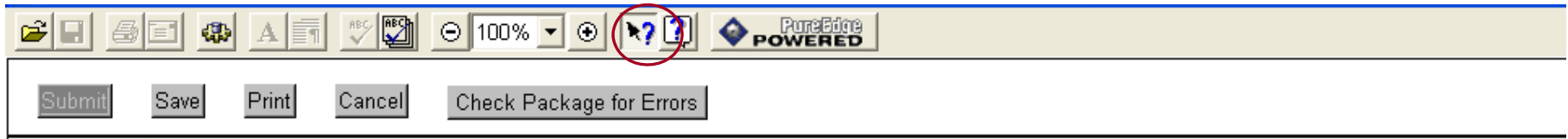
- All documents that are required to apply are listed under **Mandatory Documents**.
- Other documents that may be included (if any) are listed under **Optional Documents**.
- To open a form, click on the name of the form and then on **Open Form**.
- Required information is usually highlighted in yellow.

Completing Applications

- Follow the agency's instructions for completing grants.gov applications
 - NIH Grants.gov Application Guide
 - http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Ver2.pdf
 - NSF Grants.gov Application Guide
 - <http://www.nsf.gov/bfa/dias/policy/docs/grantsgovguide.pdf>
 - HRSA Electronic Submission User Guide
 - <http://www.hrsa.gov/grants/userguide.htm>
 - USDA CSREES Grants.gov Application Guide
 - http://www.csrees.usda.gov/funding/grant_forms/electronic_app_guide.pdf
 - EPA Guide to Grants.gov
 - <http://www.epa.gov/ogd/guide/index.htm>

Completing Applications

- Help Mode provides field-specific instructions.



This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name:

Mandatory Documents	Mandatory Completed Documents for Submission
<p>Application for Federal Assistance (SF-424) Dept of Education Supplemental Information for SF-424 Assurances for Non-Construction Programs (SF-424B) Dept of Education Budget Information for Non-Construction Programs ED GEPA427 Form</p>	<p>Enter the name or alias of this application. This field is required.</p> <p>Submission List</p> <p>Move Form to Documents List</p>

Completing Applications

- When you are finished working on a form, click on **Close Form**.
- Click **Save**.



- Save with the same name and in the same location each time to avoid the confusion of multiple versions of the same application.
- You do not have to complete every item at the same time; you can always go back and finish the form later.

Completing Applications

- All packages will contain the SF-424 form.
 - See the Basic Information page of the Sponsored Programs website: <http://www.sponsoredprograms.eku.edu/resources/>

Application for Federal Assistance SF-424		Version 02
* 1. Type of Submission: <input type="radio"/> Preapplication <input type="radio"/> Application <input type="radio"/> Changed/Corrected Application		* 2. Type of Application: * If Revision, select appropriate letter(s): <input type="radio"/> New <input type="radio"/> Continuation <input type="radio"/> Revision * Other (Specify)
* 3. Date Received: <input type="text" value="Completed by Grants.gov upon submission."/>		4. Applicant Identifier: <input type="text"/>
5a. Federal Entity Identifier: <input type="text"/>		* 5b. Federal Award Identifier: <input type="text"/>
State Use Only:		
6. Date Received by State: <input type="text" value="/ /"/>		7. State Application Identifier: <input type="text"/>
8. APPLICANT INFORMATION:		
* a. Legal Name: <input type="text"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>		* c. Organizational DUNS: <input type="text"/>
d. Address:		
* Street1: <input type="text"/>		

Completing Applications

- Some forms will require you to upload narrative attachments (such as the Project Narrative)

Mandatory Project Narrative File Filename:

Add Mandatory Project Narrative File

Delete Mandatory Project Narrative File

View Mandatory Project Narrative File

To add more Project Narrative File attachments, please use the attachment buttons below.

Add Optional Project Narrative File

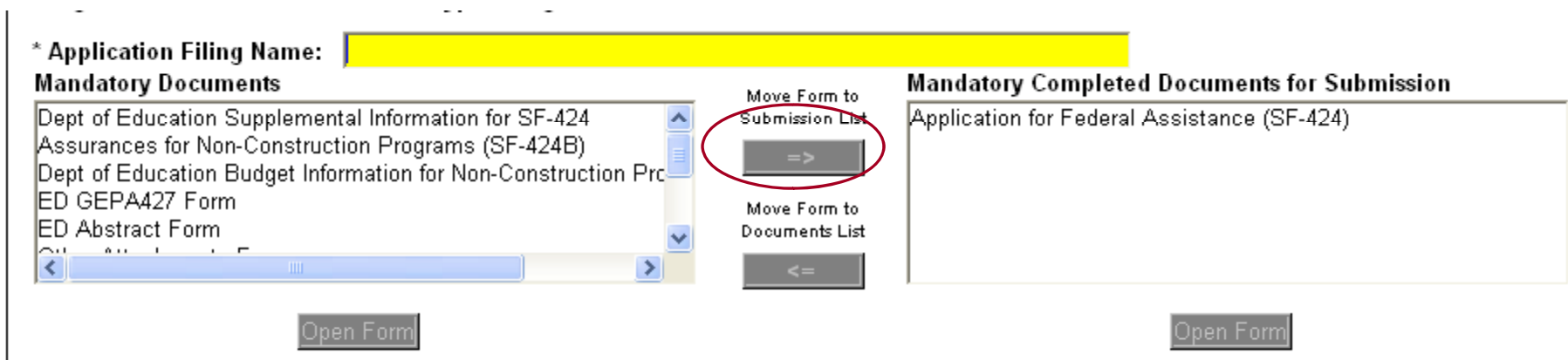
Delete Optional Project Narrative File

View Optional Project Narrative File

Attached at least one Optional Project Narrative File?:

Completing Applications

- When you are satisfied that a form is completely finished, move it to the **Completed Documents for Submission** side.
 - Select the name of the form.
 - Click the **Move Form to Submission List** arrow.



* Application Filing Name: [Redacted]

Mandatory Documents

- Dept of Education Supplemental Information for SF-424
- Assurances for Non-Construction Programs (SF-424B)
- Dept of Education Budget Information for Non-Construction Proc
- ED GEPA427 Form
- ED Abstract Form

Move Form to Submission List [=>]

Move Form to Documents List [<=]

Mandatory Completed Documents for Submission

- Application for Federal Assistance (SF-424)

[Open Form] [Open Form]

Completing Applications

- At any time, you can check the application package for errors.



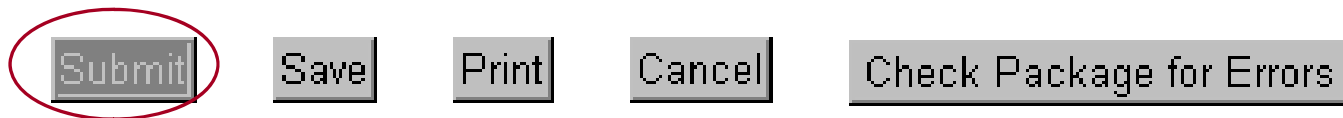
- Only one error will be displayed at a time, so it is recommended that you wait until you believe you are finished to check for errors.
- This checks whether required fields are completed, not whether fields are completed correctly.

Submitting Applications

- Your application is ready to be submitted if you have:
 - Completed all forms.
 - Uploaded all attachments.
 - Moved all documents to the **Completed Documents for Submission** side.
 - Checked and corrected any package errors.
 - Saved the application.

Submitting Applications

- The **Submit** button will become active.



- At this point, you are ready for Sponsored Programs to submit your proposal.
- If we have received your approved Internal Review and Approval form with a copy of all grant documents, we will complete the submission process.
- You will email the completed XFD or PDF package to us for submission.

Tips

- Get started early.
- Download the application package before you begin working on the application.
- Complete Form 424 first because it populates fields in other forms.
- If sponsors have provided file names, always use those.
- Upload only the file types specified by the sponsor (PDF, Word).

Tips

- Save the package often.
- Be ready to submit several days before the deadline.
 - If your application is rejected with errors, we do not get more time to resubmit, and we may not receive the rejection notice for several hours.
- Submit completed and approved Internal Review and Approval Form at least five days in advance of the deadline.
 - The IRAF, budget, and proposal must be approved before an application can be submitted through grants.gov.

Grants.gov Resources

- Newsletter
 - Read at <http://www.grants.gov/resources/newsletter.jsp>
 - Subscribe at <http://www.grants.gov/resources/subscribe.jsp>
- Adobe/PureEdge Frequently Asked Questions
 - <http://www.grants.gov/assets/AdobePEFAQs.pdf>
- Other Applicant Resources
 - http://www07.grants.gov/applicants/app_help_reso.jsp

Getting Help from Grants.gov

- Online
 - <http://www.grants.gov/help/help.jsp>
- Via telephone
 - 1-800-518-4726
- Via email
 - Support@grants.gov
- Call or email Sponsored Programs

We're here to help you!

EKU Division of Sponsored Programs

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