

Applying for Federal Funding Using Grants.gov

- 1: Understand the federal funding agency
- 2: Grants.gov: Search and apply
- 3: Tips for Applicants

RECLAMATION

1. The federal funding agency

Each agency has its own mission, goals, and expectations on the use of federal funds.

Sometimes a proposed project will complement the work of multiple federal agencies.

The NOFO should detail how to find information about the funding agency: website, regional or local office contact, *etc.*

As an executive agency, we do what the legislative branch tells us to do. In the absence of such direction, we can exercise discretion.

If you understand the agency's perspective, you might be able to design a project that has a more meaningful ROI for the funding agency.

RECLAMATION

2. Grants.gov

- Funding is for your project; your project is not for funding.
- Money is competitively awarded through Notices of Funding Opportunities (NOFOs).
- NOFOs are “forecasted”, “posted”, “closed”, or “archived”.
- Previous NOFOs can provide insight into current and future NOFOs and how to apply.

RECLAMATION

Navigating Grants.gov

Applicant Resources: Videos, User Guide, Training Content, FAQs and More

[HOME](#) [LEARN GRANTS](#) [SEARCH GRANTS](#) [APPLICANTS](#) [GRANTORS](#) [SYSTEM-TO-SYSTEM](#) [FORMS](#) [CONNECT](#) [SUPPORT](#)

GRANTS.GOV > [Applicants](#) > [Applicant Training](#)


APPLICANT TRAINING

GRANT APPLICATIONS

- » [How to Apply for Grants](#)
- » [Track My Application](#)

APPLICANT RESOURCES

- » [Workspace Overview](#)
- » [Applicant Eligibility](#)
- » [Organization Registration](#)
- » [Applicant Registration](#)
- » **Applicant Training**
- » [Applicant FAQs](#)
- » [Adobe Software Compatibility](#)
- » [Submitting UTF-8 Special Characters](#)
- » [Encountering Error Messages](#)



Training Resources and Videos for Grants.gov

Whether you need a high-level introduction to the Grants.gov application process, or you are looking for a step-by-step explanation of a particular Applicant task, we encourage you to consult the resources on this page.

For more context and general information about the federal grants lifecycle, visit the [Grants 101](#) section under the [Learn Grants](#) tab.

Featured Video

[WEBINAR] Getting Started with Grants.gov Workspace: Become a Workspace Wizard
Updated on October 12, 2017

Workspace is Grants.gov's shared, online environment to collaboratively complete and submit federal grant applications. With the Legacy PDF application retiring on December 31, 2017, Grants.gov provided this free webinar to help applicants get started using Workspace.

[HD] [WEBINAR - Oct. 10, 2017] Getting Started with Gra... ⌚ ➦

GETTING STARTED WITH WORKSPACE

Help: Online User Guide

Find registration, search, and application instructions for all users in the [Grants.gov Online User Guide](#).

For detailed applicant information, review the Applicants section of the online user guide.

Applicant Overview

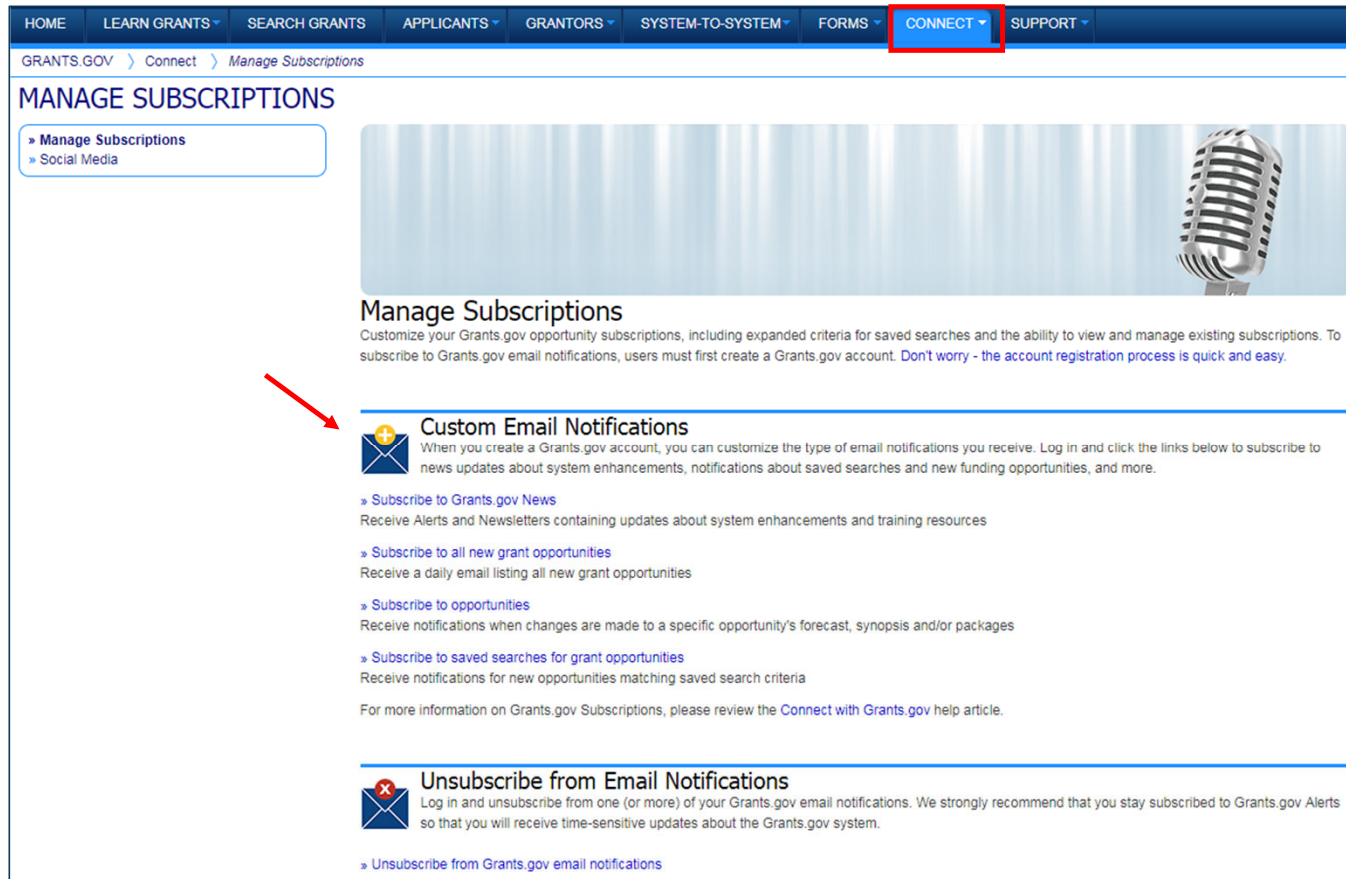
[Grants.gov Applicant Overview Training Presentation](#) - Everything you need to know about navigating Grants.gov as an Applicant.

[Grants.gov Presentation Request Form](#) - If you would like to request brochures or a complimentary Grants.gov presentation on the Find and Apply process, please fill out this form and submit it to support@grants.gov.

For a step-by-step guide to organization applicant registration, check out the [Grants.gov Organization Applicant Registration page](#).

Navigating Grants.gov

Subscriptions and Email Notifications



HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS **CONNECT** SUPPORT

GRANTS.GOV > Connect > Manage Subscriptions

MANAGE SUBSCRIPTIONS

- » Manage Subscriptions
- » Social Media

Manage Subscriptions

Customize your Grants.gov opportunity subscriptions, including expanded criteria for saved searches and the ability to view and manage existing subscriptions. To subscribe to Grants.gov email notifications, users must first create a Grants.gov account. [Don't worry - the account registration process is quick and easy.](#)

Custom Email Notifications

When you create a Grants.gov account, you can customize the type of email notifications you receive. Log in and click the links below to subscribe to news updates about system enhancements, notifications about saved searches and new funding opportunities, and more.

- » [Subscribe to Grants.gov News](#)
Receive Alerts and Newsletters containing updates about system enhancements and training resources
- » [Subscribe to all new grant opportunities](#)
Receive a daily email listing all new grant opportunities
- » [Subscribe to opportunities](#)
Receive notifications when changes are made to a specific opportunity's forecast, synopsis and/or packages
- » [Subscribe to saved searches for grant opportunities](#)
Receive notifications for new opportunities matching saved search criteria

For more information on Grants.gov Subscriptions, please review the [Connect with Grants.gov](#) help article.

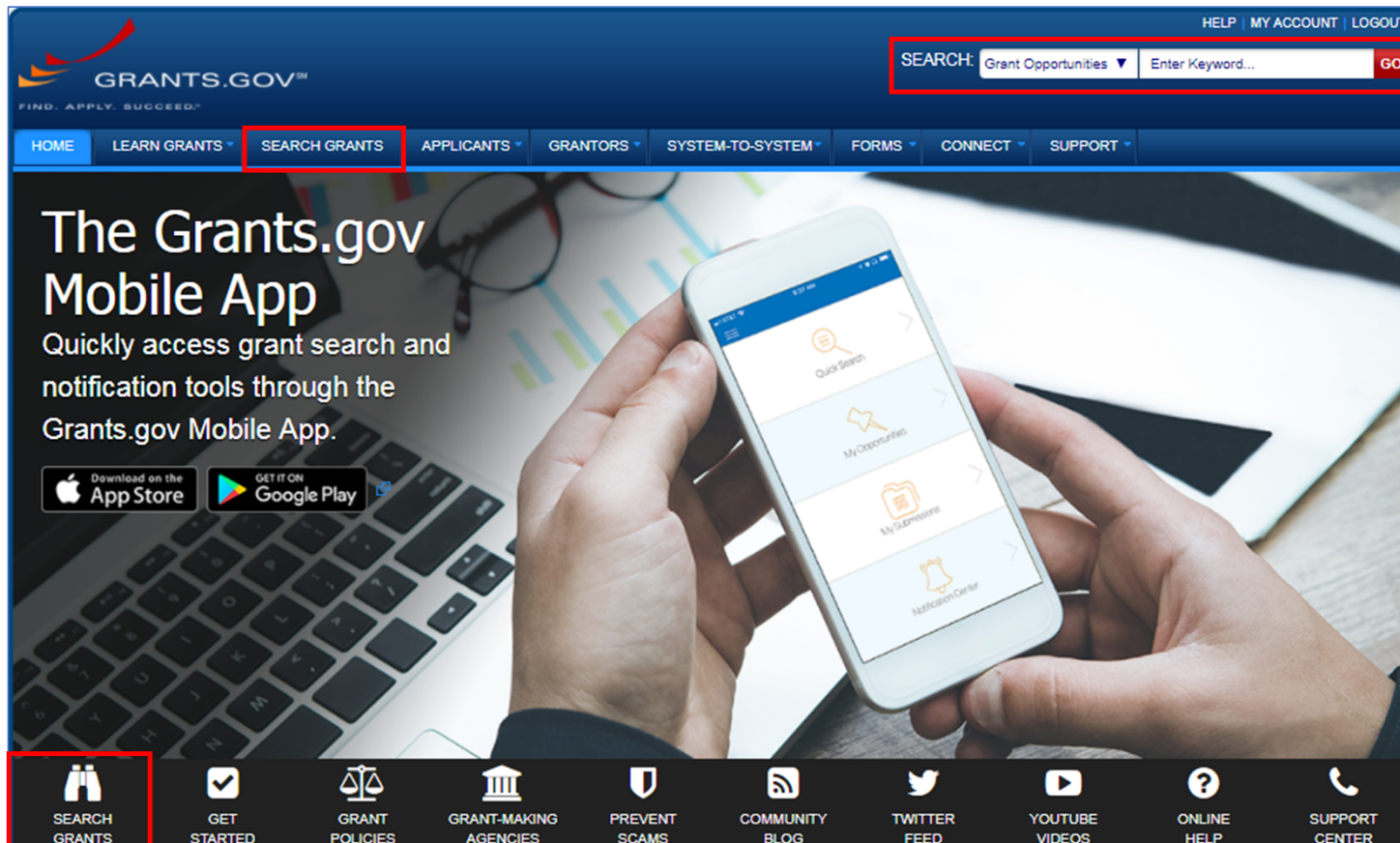
Unsubscribe from Email Notifications

Log in and unsubscribe from one (or more) of your Grants.gov email notifications. We strongly recommend that you stay subscribed to Grants.gov Alerts so that you will receive time-sensitive updates about the Grants.gov system.

- » [Unsubscribe from Grants.gov email notifications](#)

Searching for Funding Opportunities

Using the Grants.gov Search Fields



Searching for Funding Opportunities

GRANTS.GOVSM
FIND. APPLY. SUCCEED.SM

SEARCH: Grant Opportunities ▾ Enter Keyword... GO

HOME LEARN GRANTS ▾ SEARCH GRANTS APPLICANTS ▾ GRANTORS ▾ SYSTEM-TO-SYSTEM ▾ FORMS ▾ CONNECT ▾ SUPPORT ▾

GRANTS.GOV > Search Grants

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

SEARCH

OPPORTUNITY STATUS:

- ☒ Forecasted (209)
- ☒ Posted (2,287)
- ☐ Closed (3,222)
- ☐ Archived (50,984)

FUNDING INSTRUMENT TYPE:

- ☒ All Funding Instruments
- ☐ Cooperative Agreement (723)
- ☐ Grant (1,884)
- ☐ Other (82)
- ☐ Procurement Contract (48)

ELIGIBILITY:

- ☒ All Eligibilities
- ☐ City or township governments (1,344)
- ☐ County governments (1,355)
- ☐ For profit organizations other than small businesses (1,328)
- ☐ Independent school districts (1,313)

SORT BY: Posted Date (Descending) ▾ Update Sort

DATE RANGE: All Available ▾ Update Date Range

1 - 25 OF 2496 MATCHING RESULTS:

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date ↓	Close Date
PD-19-127Y	The Science of Learning and Augmented Intelligence Program	NSF	Posted	09/19/2019	01/15/2020
F19AS00398	15.678	DOI-FWS	Posted	09/19/2019	
F19AS00400	15.678	DOI-FWS	Posted	09/19/2019	
DE-FOA-0002171	PERFORMANCE-BASED ENERGY RESOURCE FEEDBACK, OPTIMIZATION, AND RISK MANAGEMENT (PERFORM)	DOE-ARPAE	Posted	09/19/2019	10/28/2019
RFA-DK-19-013	NIDDK Hematology Central Coordinating Center (U24 Clinical Trial Not Allowed)	HHS-NIH11	Posted	09/19/2019	11/21/2019
F19AS00399	Endangered Species Conservation - Recovery Implementation Funds	DOI-FWS	Posted	09/19/2019	09/26/2019
P19AS00619	Avian and Habitat Research, Monitoring, and Restoration at the Channel Islands	DOI-NPS	Posted	09/19/2019	
P19AS00608	The Earliest Americans National Historic Landmark Theme Study for Alaska	DOI-NPS	Posted	09/18/2019	09/19/2019
PAR-19-373	Research on biopsychosocial factors of social connectedness and isolation on health, wellbeing, illness, and recovery (R01 Clinical Trials Not Allowed)	HHS-NIH11	Posted	09/18/2019	03/17/2021
FR-SAN-19-001	FY19 River to River Rail Resilience (R4) Project	DOT-FRA	Posted	09/18/2019	09/23/2019
G20AS00004	Cooperative Research Units Program FY 2020	DOI-USGS1	Posted	09/18/2019	
FTA-2019-010-TPE	Pilot Program for Transit-Oriented Development (TOD) Planning	DOT-FTA	Posted	09/18/2019	11/18/2019
CDC-RFA-GH20-2091	Accelerating Sustainability of Public Health Systems in India to Prevent, Detect, and Respond to Infectious Disease Outbreaks and	HHS-CDC-	Forecasted	09/18/2019	

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

Searching for Funding Opportunities

Sign In and Save Your Search

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Search Grants

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

SEARCH

OPPORTUNITY STATUS:

☒ Forecasted (1)

☒ Posted (17)

☐ Closed (16)

☐ Archived (846)

FUNDING INSTRUMENT TYPE:

☐ All Funding Instruments

☐ Cooperative Agreement (7)

☒ Grant (18)

☐ Other (6)

☐ Procurement Contract (5)

ELIGIBILITY:

☐ Others (see text field entitled 'Additional Information on Eligibility' for clarification) (17)

☒ Private institutions of higher education (17)

☒ Public and State controlled institutions of higher education (18)

☐ Public housing authorities/Indian housing

CATEGORY: [X] Education

ELIGIBILITY: [X] Private institutions of higher education, [X] Public and State controlled institutions of higher education

FUNDING INSTRUMENT: [X] Grant

Search Tips | Export Detailed Data | Manage Searches **Save Search »**

SORT BY: Posted Date (Descending) **Update Sort**

DATE RANGE: All Available **Update Date Range**

1 - 25 OF 478 MATCHING RESULTS:

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date ↓	Close Date
ND-NOFO-18-106	Youth Leaders as Change Makers	DOS-IND	Posted	04/10/2018	06/11/2018
C-NOFO-18-102	This House Believes That: A U.S.-India Comparative Constitutional Law Debate Project	DOS-IND	Posted	04/10/2018	06/11/2018
ND-NOFO-18-112	Art and Heritage Conservationist Summit	DOS-IND	Posted	04/10/2018	06/11/2018
ND-NOFO-18-110	Let's Get Serious: Comic Videos to Promote Study in the U.S.	DOS-IND	Posted	04/10/2018	06/11/2018
PAR-18-745	Addressing the Challenges of the Opioid Epidemic in Minority Health and Health Disparities Research in the U.S. (R21 Clinical Trial Optional)	HHS-NIH11	Posted	04/10/2018	11/13/2020
PAR-18-747	Addressing the Challenges of the Opioid Epidemic in Minority Health and Health Disparities Research in the U.S. (R01 Clinical Trial Optional)	HHS-NIH11	Posted	04/10/2018	11/13/2020
PA-18-748	Research Supplements to Promote Data Sharing in Cancer Epidemiology Studies (Admin Supp Clinical Trial Not Allowed)	HHS-NIH11	Posted	04/10/2018	07/01/2018
K-NOFO-18-103	Anti-TIP International Youth Champions Conclave	DOS-IND	Posted	04/09/2018	06/08/2018
PAR-18-746	NIDA Mentored Clinical Scientist Development Program Award in Substance Use and Substance Use Disorder Research (K12 Clinical Trial Optional)	HHS-NIH11	Posted	04/06/2018	08/28/2020
RUS-18-01-DLT	Distance Learning and Telemedicine Grant Program	USDA-RUS	Posted	04/05/2018	06/04/2018
PAR-18-742	Exploring Epigenomic or Non-Coding RNA Regulation in the Development, Maintenance, or Treatment of Chronic Pain (R01/R21)	HHS-NIH11	Posted	04/03/2018	02/11/2021

Search:

- CFDA Number
- Keyword
- Eligibility
- Funding Agency
- Opportunity Status

Click "Save Search" button to store this set of search criteria to receive emails

Click "Manage Searches" link to review your saved searches

What's in a Funding Opportunity?

Full Announcement – Under “Related Documents” Tab

VIEW GRANT OPPORTUNITY



TEST-OPP-NUMBER-20190221 [Related Opportunities]
Test Opportunity Title 20190221
QA AGENCY

« Back | Link

Apply

Subscribe

SYNOPSIS

VERSION HISTORY

RELATED DOCUMENTS

PACKAGE

Notification History:

Type	Date	
Related Documents	02/27/2019	Updated the Program Announcement.
Related Documents	02/25/2019	Updated Program Announcement

Click on the following link(s) to view the related information:

Description	Link	Last Updated Date/Time
Grants.gov Test Link to Related Documents for TEST-OPP-NUMBER-20190221	https://www.grants.gov	Feb 25, 2019 09:40:50 AM EST

Click on the following file link(s) to download the related document(s):

File Description	File Name	Last Updated Date/Time	File Size
Folder: Full Announcement - TEST-OPP-NUMBER-20190221	TEST-OPP-NUMBER-20190221-Full Announcement - TEST-OPP-NUMBER-20190221.zip	Feb 27, 2019 10:03:51 AM EST	338.6 KB
Eligibility Statement	TEST-OPP-NUMBER-20190221-Eligibility Statement_TestFile.pdf	Feb 25, 2019 09:47:35 AM EST	16.5 KB
Program Announcement (Updated)	TEST-OPP-NUMBER-20190221-ProgramAnnouncement_TestFile - Copy.pdf	Feb 27, 2019 10:03:51 AM EST	348.4 KB

ated Documents List ?

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

RECLAMATION

NOFO: Understanding the Goals



Funding Opportunity Announcement No: R15AS00026

Bay-Delta Restoration Program: CALFED Water Use Efficiency Grants



U.S. Department of the Interior
Mid-Pacific Region
Sacramento, California
Bureau of Reclamation

January 2015

Synopsis

Synopsis

Federal Agency Name:	Department of the Interior, Bureau of Reclamation, Mid-Pacific Region
Funding Opportunity Title:	Bay-Delta Restoration Program: CALFED Water Use Efficiency Grants, California Bay-Delta Constituents
Announcement Type:	Funding Opportunity Announcement (FOA)
Funding Opportunity Number:	R15AS00026
Catalog of Federal Domestic Assistance (CFDA) Number:	15.533
Dates: (See FOA Sec. IV.B)	Application due date: March 20, 2015 12:00 p.m. Pacific Daylight Time
Eligible Applicants: (See FOA Sec. III.A)	Indian tribes, irrigation districts, water districts, or other organizations with water or power delivery authority located in the state of California.
Recipient Cost Share: (See FOA Sec. III.E)	Non-Federal Sources: 50% or more of project costs
Estimated Federal Funding Amount: (See FOA Sec. II.B)	Up to \$750,000.00 per agreement.
Estimated Number of Agreements to be Awarded: (See FOA Sec. II.B)	Approximately 4-12, depending on requested funding amounts for selected projects and final Fiscal Year (FY) 2015 appropriations.
Estimated Total Amount of Funding Available for Award: (See FOA Sec. II.A)	Up to \$8.0 million is estimated to be available for award under this FOA. Applications submitted under this FOA also may be considered if other funding becomes available in FY 2015 or thereafter. This FOA may be canceled at any time if sufficient funding is not available.

RECLAMATION

NOFO: The Criteria

Section IV. Application and Submission Information

The evaluation criteria portion of your application should thoroughly address each criterion and sub-criterion in the order presented to assist in the complete and accurate evaluation of your proposal.

It is suggested that applicants copy and paste the evaluation criteria and sub-criteria in into their applications to ensure that all necessary information is adequately addressed.

Table 1. Evaluation Categories and Point Distribution

Category	Possible Points
1. Conservation Benefits	20
2. Water Benefits in Relation to Delta Supply	15
3. Environmental Benefits	15
4. Technical/Scientific Merit	10
5. Cost Effective Budget and Project Costs	10
6. Performance Measures and Project Monitoring	10
8. Ability to Implement the Proposed Project	15
9. Water Management Plan	05
Total	100

The Technical Proposal should thoroughly address, in the order presented below, each of the following categories.

1. Conservation Benefits (20 points maximum)

Please calculate the *lifetime* project water savings as related to the percentage of the applicant's water supply received from the Bay-Delta by multiplying the project's total *lifetime* conserved water benefit by the percent of Bay-Delta water supply received by the applicant. For implementation projects that ONLY result in water better managed, attribute 10% of benefits to conservation (*i.e.*, multiply benefit by 0.1 in calculation).

Example:

A subcontractor of a primary contractor (Contractor) has submitted a project proposal. The project is estimated to save 1,670 AF of water over the life of the project. The subcontractor gets 65% of their water from the Contractor (the rest is groundwater and recycled). The Contractor receives 60% of their water from the Delta.

*1,670 X .65 (65% of subcontractor's water is from Contractor) = 1,085 AF
1,085 X .60 (60% of Contractor's water is from the Delta) = 651 AF of water is their Delta Water Savings*

2. Water Benefits in Relation to Delta Supply (15 points maximum)

Using the *annual* quantity of Delta water conservation benefits, please calculate and state the percentage of Delta water supply that will be conserved by the project. For implementation projects that better manage water, attribute only 10% of benefits to conservation (*i.e.*, multiply benefit by 0.1 in calculation)

Example (Based upon the same application as above):

*The project is estimated to save 85 AF/year. 85 X .65 = 54 AF of water from Contractor
54 X .60 = 32 AF of water is attributed to Delta water
32 AF divided by 180,000 AF (total annual supply for the subcontractor) = 0.01%*

3. Environmental Benefits (15 points maximum).

Using qualitative and quantitative data about the proposed project, please address the following:

- Contribution towards one or more of the CALFED objectives: improving flows in the Bay-Delta, reducing irrecoverable water losses, attaining water quality benefits or attaining ecosystem benefits.
- Describe measurable benefits that are quantified or qualitative targets.
- Identify the direct benefits of the proposed work, including estimated acre-feet of water conserved or better managed, and any indirect benefits. Provide support for how estimates of the benefits were made (*e.g.*, calculations, measurements and references).
- Identify the estimated period of time during which direct and indirect benefits will be derived (*i.e.*, life of the project in number of years and whether benefits would occur year-round).
- Describe any long-term direct Bay-Delta benefits.
- Describe any State-wide (*i.e.*, not local) benefits.
- Complete and include the following Project Benefit Table:

Benefit	Calculated Amount
Reduce Leaks and Seepage	Acre-Feet/Year
Reduces System Spills	Acre-Feet/Year
Makes More Water Available for Crop Use	Acre-Feet/Year
Reduces Diversions	Acre-Feet/Year
Reduces Operation Costs	\$/Year
Reduces Energy Costs	\$/Year
Reduces Waste Treatment Cost	\$/Year
Improves Crop Yield	%/Year
Reduces On-Farm Costs	\$/Year
Reduces Per Capita Use	Gals/Capita/Day
Provides Technical Training	# of People
Provides Water Conservation Education	# of People
Improves Water Supply Reliability	Frequency (Years)
Reduces Drainage Induced Erosion	Tons/year
Improves Water Quality	% Reduction of
Enhances Aquatic/Riparian Habitat	Acres
Endangered Species	Yes/No

RECLAMATION

Grants.gov—The Application Package

GRANTS.GOV™
FIND. APPLY. SUCCEED.™

SEARCH: Grant Opportunities Enter Keyword... GO

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV Search Grants

VIEW GRANT OPPORTUNITY

HHS-2018-ACL-AOA-EJSG-0265
Grants to Enhance State Adult Protective Services
Department of Health and Human Services
Administration for Community Living

« Back | Link

Apply Subscribe

SYNOPSIS VERSION HISTORY RELATED DOCUMENTS **PACKAGE**

Select Grant Opportunity Package

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!
Before you can view and complete an application package, you MUST have Adobe Reader installed. Packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the application package, ALL applicants must be using the same software version. [Click for more information on Adobe Reader Compatibility.](#)

Print Package List ?

OPPORTUNITY PACKAGE(S) CURRENTLY AVAILABLE FOR THIS FUNDING OPPORTUNITY:

CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Actions
00.000	00000	00000	PKG00034717	05/05/2017	05/23/2018	Preview Apply

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

*Any Closed packages associated with the NOFO will be listed near the bottom of the Package tab, within a separate grid.

RECLAMATION

What Is Grants.gov Workspace?

The online space on where you work on your grant application

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

00-579 - PKG00035946
00-579
Test Agency

Application Filing Name: 00-579 [Edit Name]
Workspace ID: W500020165
AOR Status: Workspace has AOR
Workspace Owner: [Redacted]

Workspace Status: In Progress
Last Submitted Date: ---
SAM Expiration Date: Jan 01, 2025

Opening Date: Feb 20, 2018
Closing Date: Feb 27, 2025
UEI: 00000000000000

Created Fill Out Forms Complete and Notify AOR Submit Agency Received «Back ?

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS

Workspace Actions:

Check Application Sign and Submit Delete

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: Download Instructions » ?

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Financial Management and System of Internal Controls Questionnaire [V1.1]	Optional	In Progress [Locked]	---	Philip S Shim	Unlock Download Upload Reuse Webform

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

RECLAMATION

Completing Workspace Forms

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

VIDEO-SUBFORMS - PKG00034725
Training Video for Sub-Forms Access
QA AGENCY

Application Filing Name: Training Example Workspace [Edit Name]
Workspace ID: WS00015297 Workspace Status: In Progress Opening Date: May 08, 2017
AOR Status: Workspace has AOR Last Submitted Date: --- Closing Date: May 06, 2019
Workspace Owner: Thomas Jefferson SAM Expiration Date: Aug 20, 2020 UEI: 0000000000000

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS PREVIEW GRANTOR VALIDATION

Workspace Actions:

Check Application Sign and Submit Delete

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: Download Instructions »

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	SF424 (R & R) [V2.0]	Mandatory	In Progress	Apr 10, 2018 10:42:41 PM EDT	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	PHS 398 Modular Budget [V1.2]	Optional	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	PHS 398 Training Subaward Budget Attachment(s) Form [V2.0]	Optional	In Progress	Apr 10, 2018 10:40:50 PM EDT	---	Lock Download Upload Reuse Webform
Go To Subforms (1)						
<input type="checkbox"/>	Research & Related Budget [V1.4]	Optional	---	---	---	Lock Download Upload Reuse Webform

Actions

Lock | Download | Upload | Reuse | Webform

Key Actions:

- Fill out webforms (*if available*)
- Download and Upload PDF forms
- Lock/Unlock forms
- Reuse forms from other workspace

RECLAMATION

Workspace: Submit Application

Process:

- Workspace Manager notifies users with AOR role
- User with AOR role submits
- Workspace Manager or AOR may choose to Reopen Workspace

The screenshot displays the 'MANAGE WORKSPACE' page on Grants.gov. The top navigation bar includes links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The breadcrumb trail shows 'GRANTS.GOV > Applicants > Manage Workspace'.

The main section, 'MANAGE WORKSPACE', features a progress bar with five steps: 'Created' (checked), 'Forms Passed' (checked), 'Complete and Notify AOR' (selected), 'Submit' (disabled), and 'Agency Received' (disabled). A '«Back' link is available.

Below the progress bar, the workspace details are shown: 'VIDEO-SUBFORMS - PKG00034725 Training Video for Sub-Forms Access QA AGENCY'. The 'Application Filing Name' is 'Training Example Workspace [Edit Name]'. Other details include 'Workspace ID: WS00015297', 'Workspace Status: In Progress', 'Opening Date: May 08, 2017', 'Closing Date: May 06, 2019', 'AOR Status: Workspace has AOR', 'Last Submitted Date: ---', 'Workspace Owner: Thomas Jefferson', 'SAM Expiration Date: Aug 20, 2020', and 'UEI: 00000000000000'.

A tabbed interface below the details shows 'FORMS' as the active tab. The 'Workspace Actions' section contains 'Check Application', 'Sign and Submit' (highlighted with a red box), and 'Delete' buttons.

The 'Application Package Forms' section includes a table with columns: 'Include in Package', 'Form Name (Click to Edit)', 'Requirement', 'Form Status', 'Last Updated Date/Time', 'Locked By', and 'Actions'. The table lists three forms: 'SF424 (R & R) [V2.0]', 'PHS 398 Modular Budget [V1.2]', and 'PHS 398 Training Subaward Budget [V1.2]'. The 'PHS 398 Training Subaward Budget' form is selected, and a 'Go To Subforms (1)' button is visible.

A modal dialog titled 'Sign and Submit' is overlaid on the table. It contains the text: 'To continue to submit the application package, click \'Sign and Submit\' button below to complete the process. Otherwise, click \'Cancel\'.' Below this text are two radio buttons for 'Is this a changed/corrected application?' with 'Yes' selected. A text input field for 'Previous Grant Tracking Number:' is also present. At the bottom of the modal are 'Sign and Submit' and 'Cancel' buttons.

RECLAMATION

After Submitting Your Application

- Make sure you receive an on-screen confirmation receipt
- Document your Grants.gov Tracking Number (GRANTXXXXXXXX)
- The date/time stamp is the official time of submission
- You will also receive email confirmations

RECLAMATION

Submission Confirmation Messages

Grants.gov Submission Receipt Email

- Your application has been received by Grants.gov
- Grants.gov E-mail Verifying Receipt *(with Track My Application URL)*

Grants.gov Submission 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

RECLAMATION

3. Tips for Applicants

- Register and submit early
- 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 optional forms in the application
- Your project will be evaluated based solely on what is in the application.
- Tell a compelling story about your project.
- Limit application file size / file name characters (50 characters or less)
- Use only UTF-8 characters in file names
- Use correct DUNS number (Unique Entity Identifier or UEI) when creating a workspace
- Make sure you have Grants.gov compatible PDF software (Adobe Reader)
- NEPA compliance is not required prior to award, but must be completed prior to any ground-disturbing activities. NEPA cannot be retrospective.

RECLAMATION