

# Applying for Federal Funding Using Grants.gov

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

# 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.

## 2. Grants.gov

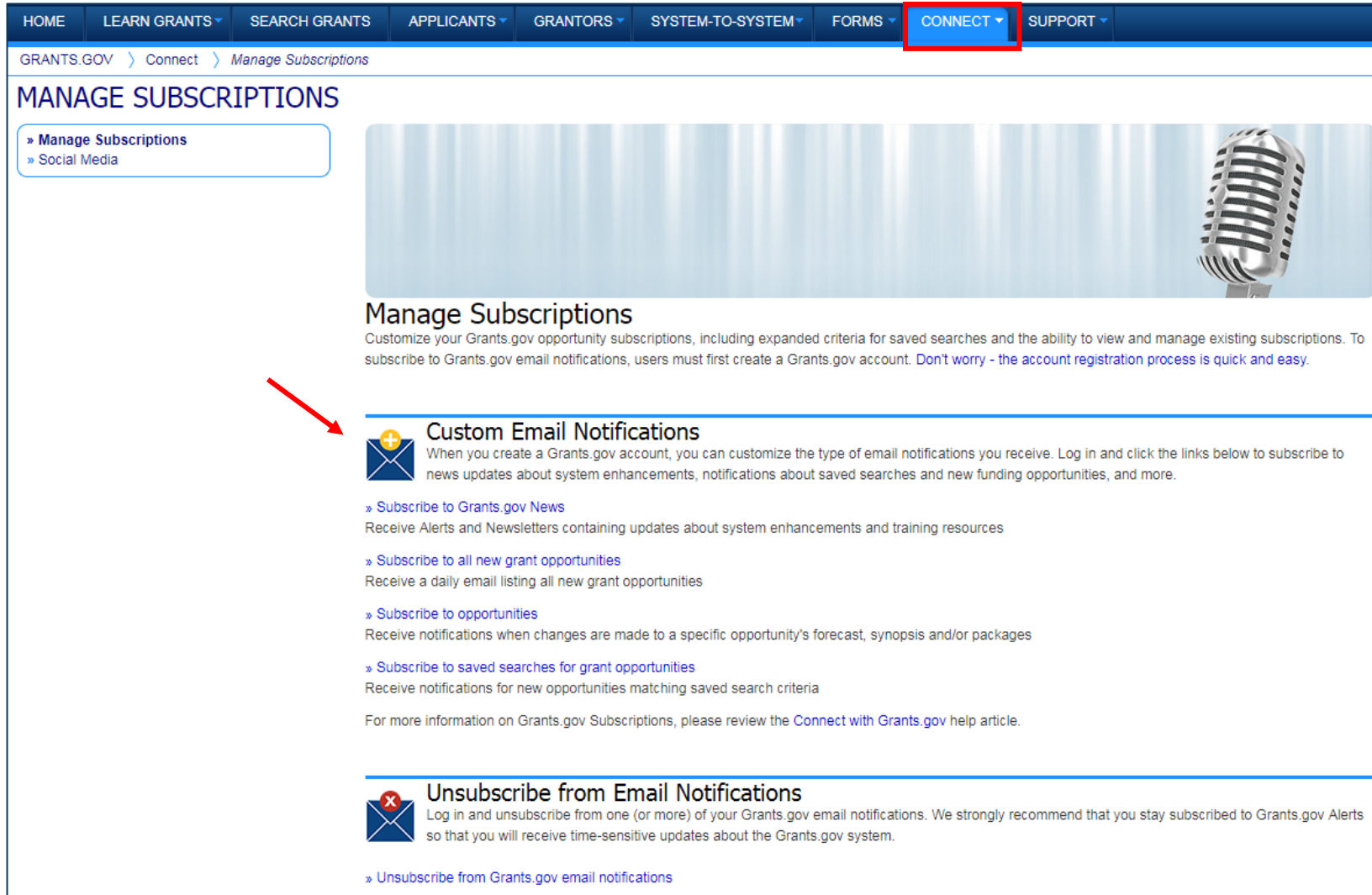
- Funding is for your project; your project is not for funding.
- Money is competitively awarded through Notices of Funding Opportunities (NOFOs).
- NOFOs are “forecasted”, “posted”, “closed”, or “archived”.
- Previous NOFOs can provide insight into current and future NOFOs and how to apply.

# Navigating Grants.gov

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

# 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.](#)

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#### 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.

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#### 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

The screenshot displays the Grants.gov website interface. At the top right, there are links for 'HELP', 'MY ACCOUNT', and 'LOGOUT'. Below these is a search bar with a dropdown menu set to 'Grant Opportunities', a text input field containing 'Enter Keyword...', and a red 'GO' button. A red box highlights this search area. The main navigation bar includes 'HOME', 'LEARN GRANTS', 'SEARCH GRANTS' (highlighted with a red box), 'APPLICANTS', 'GRANTORS', 'SYSTEM-TO-SYSTEM', 'FORMS', 'CONNECT', and 'SUPPORT'. The central banner features the text 'The Grants.gov Mobile App' and 'Quickly access grant search and notification tools through the Grants.gov Mobile App.' Below this are 'Download on the App Store' and 'GET IT ON Google Play' buttons. The background image shows a person's hands holding a smartphone displaying the app's interface with icons for 'Quick Search', 'My Opportunities', 'My Submissions', and 'Notification Center'. At the bottom, a dark navigation bar contains icons and labels for 'SEARCH GRANTS' (highlighted with a red box), 'GET STARTED', 'GRANT POLICIES', 'GRANT-MAKING AGENCIES', 'PREVENT SCAMS', 'COMMUNITY BLOG', 'TWITTER FEED', 'YOUTUBE VIDEOS', 'ONLINE HELP', and 'SUPPORT CENTER'.

# Searching for Funding Opportunities

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

## 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)

SEARCH TIPS | EXPORT DETAILED DATA | Save Search »

SORT BY: Posted Date (Descending) Update Sort DATE RANGE: All Available Update Date Range

1 - 25 OF 2496 MATCHING RESULTS: < Previous 2 3 4 5 6 ... 100 Next >

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

The screenshot shows the Grants.gov search results page. The search criteria are highlighted in red:

- BASIC SEARCH CRITERIA:**
  - Keyword(s):
  - Opportunity Number:
  - CFDA:
- 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

Search filters and results:

- CATEGORY:** [X] Education
- ELIGIBILITY:** [X] Private institutions of higher education, [X] Public and State controlled institutions of higher education
- FUNDING INSTRUMENT:** [X] Grant
- SEARCH 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
<a href="#">ND-NOFO-18-106</a>	Youth Leaders as Change Makers	DOS-IND	Posted	04/10/2018	06/11/2018
<a href="#">C-NOFO-18-102</a>	This House Believes That: A U.S.-India Comparative Constitutional Law Debate Project	DOS-IND	Posted	04/10/2018	06/11/2018
<a href="#">ND-NOFO-18-112</a>	Art and Heritage Conservationist Summit	DOS-IND	Posted	04/10/2018	06/11/2018
<a href="#">ND-NOFO-18-110</a>	Let's Get Serious: Comic Videos to Promote Study in the U.S.	DOS-IND	Posted	04/10/2018	06/11/2018
<a href="#">PAR-18-745</a>	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
<a href="#">PAR-18-747</a>	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
<a href="#">PA-18-748</a>	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
<a href="#">K-NOFO-18-103</a>	Anti-TIP International Youth Champions Conclave	DOS-IND	Posted	04/09/2018	06/08/2018
<a href="#">PAR-18-746</a>	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
<a href="#">RUS-18-01-DLT</a>	Distance Learning and Telemedicine Grant Program	USDA-RUS	Posted	04/05/2018	06/04/2018
<a href="#">PAR-18-742</a>	Exploring Epigenomic or Non-Coding RNA Regulation in the Development, Maintenance, or Treatment of Chronic Pain (R61/R23)	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

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

[Related Documents List](#)

#### Notification History:

Type	Date	Notification Description
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	<a href="https://www.grants.gov">https://www.grants.gov</a>	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	<a href="#">TEST-OPP-NUMBER-20190221-Full Announcement - TEST-OPP-NUMBER-20190221.zip</a>	Feb 27, 2019 10:03:51 AM EST	338.6 KB
Eligibility Statement	<a href="#">TEST-OPP-NUMBER-20190221-Eligibility Statement_TestFile.pdf</a>	Feb 25, 2019 09:47:35 AM EST	16.5 KB
Program Announcement (Updated)	<a href="#">TEST-OPP-NUMBER-20190221-ProgramAnnouncement_TestFile - Copy.pdf</a>	Feb 27, 2019 10:03:51 AM EST	348.4 KB

# 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

<b>Federal Agency Name:</b>	Department of the Interior, Bureau of Reclamation, Mid-Pacific Region
<b>Funding Opportunity Title:</b>	Bay-Delta Restoration Program: CALFED Water Use Efficiency Grants, California Bay-Delta Constituents
<b>Announcement Type:</b>	Funding Opportunity Announcement (FOA)
<b>Funding Opportunity Number:</b>	R15AS00026
<b>Catalog of Federal Domestic Assistance (CFDA) Number:</b>	15.533
<b>Dates:</b> (See FOA Sec. IV.B)	Application due date: <b>March 20, 2015 12:00 p.m. Pacific Daylight Time</b>
<b>Eligible Applicants:</b> (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.
<b>Recipient Cost Share:</b> (See FOA Sec. III.E)	Non-Federal Sources: 50% or more of project costs
<b>Estimated Federal Funding Amount:</b> (See FOA Sec. II.B)	Up to \$750,000.00 per agreement.
<b>Estimated Number of Agreements to be Awarded:</b> (See FOA Sec. II.B)	Approximately 4-12, depending on requested funding amounts for selected projects and final Fiscal Year (FY) 2015 appropriations.
<b>Estimated Total Amount of Funding Available for Award:</b> (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
<b>Total</b>	<b>100</b>

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.*

*$1,670 \times .65$  (65% of subcontractor's water is from Contractor) = 1,085 AF*

*$1,085 \times .60$  (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.  $85 \times .65 = 54$  AF of water from Contractor*

*$54 \times .60 = 32$  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

# Grants.gov—The Application Package

GRANTS.GOV™  
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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	<a href="#">Preview</a> <a href="#">Apply</a>

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

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

00-579 - PKG00035946  
00-579  
Test Agency

Application Filing Name: 00-579 [Edit Name]  
Workspace ID: WS00020165  
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

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

GRANTS.GOV > Applicants > Manage Workspace

## MANAGE WORKSPACE

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

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

## Key Actions:

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

Actions

Lock | Download | Upload | Reuse | Webform

# 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

GRANTS.GOV > Applicants > Manage Workspace

### MANAGE WORKSPACE

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

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]					Lock   Download   Upload   Reuse   Webform
<input type="checkbox"/>	PHS 398 Modular Budget [V1.2]					Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	PHS 398 Training Subaward Bud					Lock   Download   Upload   Reuse   Webform
<input type="checkbox"/>	Research & Related Budget [V1.4]					Lock   Download   Upload   Reuse   Webform

#### Sign and Submit

To continue to submit the application package, click 'Sign and Submit' button below to complete the process. Otherwise, click 'Cancel'.

Is this a changed/corrected application?  Yes  No

Previous Grant Tracking Number:

**Sign and Submit** Cancel

# 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

# 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

# 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.