

US Department of Energy  
Washington, DC  
**Grants.gov 101**



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Booz | Allen | Hamilton

# Agenda

- ▶ What is Grants.gov?
- ▶ Why use Grants.gov?
- ▶ How to use Grants.gov
  - How to Register
  - How to Find
  - How to Apply
  - How to Submit
- ▶ Grants.gov Demonstration
- ▶ Customer Support and Additional Points of Contact

# Grants.gov was created as part of the President's Management Agenda initiative to help streamline the federal grants management process

Grants.gov is:

- ▶ A single source for finding grant opportunities
- ▶ A standardized manner of locating and learning more about funding opportunities
- ▶ A single, secure and reliable source for applying for Federal grants online
- ▶ A simplified grant application process with reduction of paperwork
- ▶ A unified interface for all agencies to announce their grant opportunities, and for all grant applicants to find and apply for those opportunities

# Grants.gov users benefit from several features not previously available to the grant community

- ▶ **One-Stop Access**
  - Register just once for secure access to submit grant applications
- ▶ **Downloadable Applications**
  - Complete applications offline when and where convenient
- ▶ **Online Submission**
  - Click the “submit” button, send it via email directly to the agency
- ▶ **Advanced Search Options**
  - Search a wider selection of grants, from broad to specific subject areas
- ▶ **Online Tools**
  - FAQs, quick reference guides, and online demonstrations at your fingertips
- ▶ **Personalized Support**
  - Receive customized help and solutions based on your needs

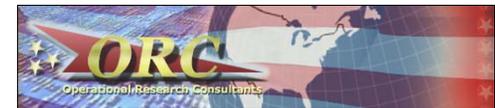
**The following section walks you through searching and applying for the 180(c) grant program using Grants.gov**



## Step one is to complete the registration process

Prior to submitting a 180(c) grant application package using the Grants.gov environment, users must complete the following steps:

- ▶ Request a Data Universal Numbering System (DUNS) number
- ▶ Register with the Central Contractor Registry (CCR)
- ▶ Register with the credential provider
- ▶ Register with Grants.gov
- ▶ Register as an Authorized Organization Representative (AOR)



## Step two is to find the 180(c) grant opportunity

- ▶ Sign up to receive automatic updates regarding the 180(c) Grant Program
- ▶ View 100% of grant opportunities offered by all 26 Federal grant-making agencies on Grants.gov
- ▶ Perform a basic search by either keyword, funding opportunity number or Catalog of Federal Domestic Assistance (CFDA) number
- ▶ Perform an advanced search by category, funding instrument type, agency, and more

## Step three is to download the 180 (c) application package

- ▶ The ability to download the appropriate forms simplifies the application process
- ▶ Having access to downloadable electronic forms allows the applicant to:
  - Review any application
  - Complete applications offline, when and where convenient, without being connected to Internet
  - Share and route applications through organizations for review or completion as an email attachment
  - Manage and save applications and components on desktop

## Step four is to complete the 180(c) application package

- ▶ After downloading the application package, complete it offline - you will not need to be connected to the Internet
- ▶ Instructions on how to complete the application are included in the package
- ▶ For additional help, visit <http://www.grants.gov/CompleteApplication> and click on the button marked “How to complete an application package”

## Step five is to submit the 180(c) application package

- ▶ After you have downloaded the application package, completed all required forms, attached all required documents, and saved your application package, you are ready to submit
- ▶ Click on the "Submit" button to send your completed application to Grants.gov
- ▶ Once Grants.gov has received your submission, 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
  - 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

# Grants.gov Demonstration



## Grants.gov Demonstration - Introduction

- ▶ Introduction to Grants.gov
  - Access homepage via [www.grants.gov](http://www.grants.gov)
  - Main Menu:
    - ▶ Get Started
    - ▶ Find
    - ▶ Apply
    - ▶ Customer Support
  - Introduction to Other Key Links and Information:
    - ▶ Grants.gov Alerts Sign Up
    - ▶ Whats New

## Grants.gov Demonstration - Register

- ▶ Access Registration Page via <http://www.grants.gov/GetStarted>
- ▶ Registration:
  - Register Your Organization
  - Register Your Authorized Individuals
    - E-Business Point of Contact
    - Authorized Organization Representative

***\*\*Also see available Brochures, Checklists and Tools available via above web page.\*\****

## Grants.gov Demonstration - Find

- ▶ Access Find Page via <http://www.grants.gov/Find>
- ▶ Search for Grant Opportunities:
  - Basic Search
  - Browse by Category
  - Browse by Agency
  - Advanced Search
- ▶ Subscribe to Grant Opportunity Notices

## Grants.gov Demonstration – Apply

- ▶ Access Apply Page via <http://www.grants.gov/Apply>

**\*\*\*You must register to create a Grants.gov account and receive approval from your [organization and Grants.gov](#) to submit applications BEFORE applying for a grant.\*\*\***

- ▶ Download Application Package
  - PureEdge Software Download & Required System Specifications
- ▶ Complete Application Package
  - Common Apply Errors
  - Apply Tricks & Tips

## Grants.gov Demonstration – Submit

- ▶ Using the Submit Button in the Application Package
- ▶ Submit Process
  - Common Submit Errors
  - Submit Tricks & Tips
- ▶ After Submitting
  - Track Status of Application Package

## Grants.gov offers several sources for customer support

- ▶ Online user support available via <http://www.grants.gov/CustomerSupport#>
  - Online Tutorial
  - Training Demonstration
  - Context-Sensitive Help
  - Frequently Asked Questions
  - User Guide
  - Quick Reference
  
- ▶ Personalized support
  - Email: [support@grants.gov](mailto:support@grants.gov)
  - Toll-Free Phone Number: 1-800-518-4726 (Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Standard Time)

**For additional information regarding the 180(c) application package and Grants.gov, please contact:**

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