Agenda

Welcome

Opening Remarks and Introductions

Presentations
  • Grants.gov
  • SAM

Question and Answer

Closing
USDA Rural Development Innovation Center

Chief Innovation Officer
Jacqueline Ponti-Lazaruk
The Interagency Working Group (IWG) was established by Executive Order 14008, Sec. 218, on Jan. 27.

The IWG released an Initial Report with recommendations to catalyze robust economic activity and support workers in America’s energy sector.
Today's Presenters

Heather Honkomp
Program Analyst
USDA Rural Development

Judy Ceresa
Senior Program Advisor
Grants.gov

Heather Honkomp
Program Analyst
USDA Rural Development
Training Topics

• Navigating Grants.gov
• Registration
• Search Grants
• What’s In a Funding Opportunity?
• Applying with Workspace
• Track Application Submission
• Tips and Support Resources
Navigating Grants.gov
Navigating Grants.gov
Search Grants and Applicant Tabs on the Homepage
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.

Getting Started with Workspace:

[HD] [WEBINAR - Oct. 10, 2017] Getting Started with Gra...
Navigating Grants.gov

Grants 101: An introduction to the key phases of the federal grant lifecycle

Grant Policies: Summaries and tables explaining how federal grant policies are formed

Grant Terminology: Essential terms and definitions from the Common Data Element Repository Library (CDER Library)

Grant Events: Upcoming grant trainings, conferences, and webinars
Navigating Grants.gov

Subscriptions and Email Notifications

- 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

- 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
Registration
Registration: Before Grants.gov
System for Award Management (SAM)

• Register with SAM at www.SAM.gov to receive Universal Entity Identifier (UEI) (formerly known as DUNS)

• Establish E-Business Point of Contact (EBiz POC): Individual who oversees all activities for organization within Grants.gov and approves the applicant AOR

• ~7-10 business days after completely registering, including submitting notarized letter to SAM
Organization account data: **UEI and EBiz POC** information are transferred electronically from SAM to Grants.gov.

Applicants within the organization can add a new profile to their account to associate with the organization.


**NOTE:** SAM registration must be renewed annually by Ebiz POC.
Registration: Grants.gov Account
Accounts enable subscription management

1. Registering with Grants.gov
   - One account to manage all your profiles, applications, and subscriptions.
   - Applicants
     1. Complete the required form fields.
     2. Confirm your email address.
     3. Add an organization applicant profile or an individual applicant profile after registering.
   - Learn more on the Applicant Registration page.
   - Grantors
     1. Complete the required form fields.
     2. Confirm your email address.
     3. Ask your agency point of contact to associate your email address with the agency.
   - Learn more on the Grantor Registration page.

2. Registration: Grants.gov Account
   - One account to manage all your profiles, applications, and subscriptions.
   - Applicants
     1. Complete the required form fields.
     2. Confirm your email address.
     3. Add an organization applicant profile or an individual applicant profile after registering.
   - Learn more on the Applicant Registration page.
   - Grantors
     1. Complete the required form fields.
     2. Confirm your email address.
     3. Ask your agency point of contact to associate your email address with the agency.
   - Learn more on the Grantor Registration page.
Registration: Grants.gov Roles

EBiz Point of Contact, AOR role, Workspace Manager role

Each organization has one EBiz POC

EBiz POC assigns roles: AOR or Workspace Manager

Users with Standard AOR role can submit applications

One organization can have many users with AOR role

Users with Workspace Manager role can create workspaces

EBiz POCs assigned in SAM.gov
Search Grants
Searching for Funding Opportunities
Using the Grants.gov Search Fields
Searching for Funding Opportunities

Find – Basic Search

Search for grants and forecasts by entering a keyword.

In Search Grants tab, search by:

- Keyword
- Opportunity Number
- CFDA Number or Title
Searching for Funding Opportunities

Opportunity Status

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

Refine your search by selecting criteria options:

- Category
- Eligibility
- Funding Agency
- Opportunity Status
- Date ranges

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?
What’s in a Funding Opportunity?

Forecast

A Forecast is a projection of an estimated funding opportunity. Contains information, such as:

- Estimated Post and Due Dates
- Estimated Program Funding Amount
- Estimated Award Date
What’s in a Funding Opportunity?

Synopsis

The Synopsis contains basic information about the funding opportunity as:

- Funding Opportunity Number
- Open/Close date
- Program Funding Amount
- Number of Awards
What’s in a Funding Opportunity?

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.
What’s in a Funding Opportunity?

Full Announcement – Under Related Documents Tab

You can retrieve the full Funding Opportunity Announcement (FOA), Request for Applications (RFA), and any supplementary documentation.
What’s in a Funding Opportunity?
Workspace Application and Instructions

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 FOA will be listed near the bottom of the Package tab, within a separate grid. No “Apply” action will be available.
Applying with Workspace
Workspace Topics

• What is Workspace?
• Add collaborators in Participants tab
• Complete the application in the Forms tab
• Submit when you are done
What Is Grants.gov Workspace?
The online space on where you work on your grant application

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

The **Participants** tab lists the members, or “Participants,” of a workspace who work as a team to complete the required forms for a federal grant.
Workspace: Participants

Account Types:
- E-Business Point of Contact (EBiz POC) Assigns roles to Organization members
- Applicant (AOR) Submits applications

Access Levels:
- Workspace Manager (WM) Creates Workspace and Adds Participants to Workspace
- Workspace Participant has no specific roles
Adding Participants:
Click the Add from Workspace Organization button to search for a user within your organization.

Click the Add by Username or Email Address button to add a user from outside your organization.

Removing Participants:
Click the Remove link on the Participant record in the workspace.

Reassigning Ownership:
Click the Make Owner link in the Actions column.
Completing Workspace Forms

Key Actions:

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

Webform Basics:

- Complete online forms in web browser
- Navigate by clicking sections
- Tab through form fields
- Required fields have red asterisk
Completing Webforms

- Open text entry
- Drop-down menu
- Dates/calendar

14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION:

Prefix: 
First Name: Thomas
Middle Name: 
Last Name: Jefferson
Suffix: 
Position/Title: President

7. TYPE OF APPLICANT:

Type of Applicant:
A. State Government
B. County Government
C. City or Township Government
D. Special District Government
E. Regional Organization
F. U.S. Territory or Possession
G. Independent School District
H. Public/State Controlled Institution of Higher Education
I. Indian/Native American Tribal Government (Federally Recognized)
J. Indian/Native American Tribal Government (Other than Federally Recognized)
K. Indian/Native American Tribally Designated Organization
L. Public/Indian Housing Authority
M. Nonprofit with 501(c)3 IRS Status (Other than Institution of Higher Education)
N. Nonprofit without 501(c)3 IRS Status (Other than Institution of Higher Education)
O. Private Institution of Higher Education
P. Individual
Q. For-Profit Organization (Other than Small Business)
R. Small Business
S. Hispanic-serving Institution

8. TYPE OF APPLICATION:

Type of Application:

Is this application being submitted to other agencies:

11. DESCRIPTIVE TITLE OF APPLICATION:

12. PROPOSED PROJECT:

Start Date: 04/01/2018
End Date: 03/31/2021
Completing Webforms

- Radio buttons (multiple choice)

20. PRE-APPLICATION:

Type of Application:

- New
- Resubmission
- Renewal
- Continuation
- Revision

Is this application being submitted to other agencies?:

- Yes
- No

Attachment:
ExampleDocument.txt

ADD ATTACHMENT  DELETE ATTACHMENT  VIEW ATTACHMENT

21. COVER LETTER ATTACHMENT:

Attachment

ADD ATTACHMENT  DELETE ATTACHMENT  VIEW ATTACHMENT

- Attach files within online form
Completing Webforms

More Features:
- Hover mouse over form fields for help
- Error messages explain how to fill out form fields
More Features:

- Autosave occurs every 5 minutes
- Complete SF-424 first to pre-populate form fields and save time
Completing Webforms

- **Save**: Stores your form data & attachments to Workspace
- **Check for Errors**: Form validation & field-level errors
- **Close**: Exits the online form
Completing PDF Forms

PDF Form Basics:

- Option to download PDF forms to complete in Adobe software
- Upload PDF forms to workspace
- Upon uploading, data shared between online and PDF versions of forms
Completing PDF Forms

PDF Form Basics:

- Tab through form fields
- Required fields have red border and yellow shading
- Hover mouse over form fields for help
- Error messages explain how to fill out form fields
Reusing Workspace Forms

- Click Reuse link to import a form from another workspace
- Reusing an old form will overwrite all current form data
Reusing Workspace Forms

- Search through past workspace forms with the same form title
- Click Select to import that form into workspace
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
Tracking Your Application Submission
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

• Applicant AOR will also receive items above via 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
Tracking Your Application
Details Tab of Submitted Workspace

Track your application status and information by accessing the **Details tab** of the submitted Workspace.

Click on the **Details** link to view the Submission Details.
Tracking Your Application
Submission Details of Submitted Workspace

Download ZIP provides a zip file of the submission

Download Full PDF provides a single PDF file of the submission
Tracking Your Application

Track My Application Page

May also track application status by entering Grant Tracking Number.

Status information:

- Received
- Validated
- Rejected with Errors
- Retrieved by Agency
- Agency Tracking Number Assigned

Please note, this only confirms that an application was successfully retrieved by the awarding agency. Thereafter in the process, the awarding agency reviews and processes the applications independent of Grants.gov, and they do not report the status to Grants.gov.
Grants.gov Mobile App
Download the Mobile App

Key Actions
• Search for grants on the go
• Add and edit Saved Search queries
• Receive Notifications about new opportunities and submitted applications
• Submit completed applications within the app
• Available on Google Play and Apple’s App Store
Tips for Applicants
Tips for Applicants
Crafting Grant Proposals and Submitting Applications

- 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

- Limit application file size / file name characters (50 characters or less)
- Use only UTF-8 characters in file names
- Use correct UEI (Unique Entity Identifier) when creating a workspace
- Make sure you have Grants.gov compatible PDF software (Adobe Reader)
Connect with Grants.gov

Applicant Support Center available 24/7 (closed on Federal holidays)
support@grants.gov | 1-800-518-4726 (toll-free) | 1-606-545-5035 (international)

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Video tutorials on YouTube
Subscribe to our blog: Blog.Grants.gov
Bookmark for System Alerts

Grants.gov Mobile App
Bookmark our Online Help
Email Newsletter & Alerts: Community@grants.gov
SAM Registration

- Required per Title 2 Code of Federal Regulation (CFR) Part 25
- Visit [https://sam.gov/](https://sam.gov/) to register
- Complete a *full* SAM Registration
  - Including Representations and Certifications
SAM Registration

• SAM is a General Services Administration (GSA) site
• Help link – bottom of each page
• Search FAQs – Find Guides
• Use Live Chat or call for assistance
Questions
Let’s Connect!
Carolyn (Carol) Wetuski
Program Development Specialist / RWIN Lead
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www.rd.usda.gov/rwin

Next Workshop:
RWIN Grants Workshop – Part 2
April 28, 2022, at 3:00 pm ET