



Find & Apply

User Guide

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Grants.gov Find and Apply User Guide

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Introduction

In this user guide you can find step-by-step instructions on Finding Grant Opportunities using a basic search, browse by category, browse by Agency or advanced search. There are also instructions on how to sign-up for email subscription to receive email alerts about new Grant Opportunities as well as how to apply, download, complete and track an application.



Throughout this user guide you will see this icon; it represents instructions about Quick Links that can be accessed on most Grants.gov web pages. The Quick Links is a blue box on the right side of the webpage with links to frequently visited pages.

Grants.gov - Windows Internet Explorer provided by TMP Worldwide

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <http://www07.grants.gov/> Go Links

GRANTS.GOVSM Search Contact Us Site Map Help RSS

FOR APPLICANTS

- Find Grant Opportunities
- Get Registered
- Apply for Grants
- Track Your Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

FOR GRANTORS

- Agency Login
- New Grantor Users
- Resources

ABOUT GRANTS.GOV

HELP

CONTACT US

SITE MAP

Find. Apply. Succeed.

Grants.gov is your source to **FIND** and **APPLY** for federal government grants. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community. [Learn more](#) about Grants.gov.

To find out if you are eligible for grant opportunities offered on this site, [click here](#).

What's New This Week at Grants.gov

New Opportunities This Week

- Get Started Tips to Use the New RSS Feeds
- System Build 2008-02: View the Latest Website Features and Enhancements
- "Broken Pipe" - Adobe Reader Error Message
- Understanding PureEdge Error Messages

Sign-up for our "Succeed" Quarterly Newsletter

Quick Links

FOR APPLICANTS

- Grant Search
- Grant Email Alerts
- Get Registered
- Applicant Login
- E-Biz POC Login

FOR GRANTORS

- Agency Login
- New Grantor Users
- Resources

Find Grant Opportunities

Grants.gov has been designed to help you search for grant opportunities throughout the federal government. You have two options: Search Grant Opportunities online and in real time, or Receive Email Alerts detailing new grant postings.

To find grant opportunities on Grants.gov, simply select **Find Grant Opportunities** from the navigation on the left side of any Grants.gov screen. This will take you to the **Find Grant Opportunities** screen, where you will be able to choose whether you'd like to search grant opportunities online or be notified of new grant postings by email.

The screenshot displays the Grants.gov website interface. At the top, the logo and navigation links (Search, Contact Us, Site Map, Help, RSS, Home) are visible. The left sidebar contains a navigation menu with categories: FOR APPLICANTS, APPLICANT SYSTEM-TO-SYSTEM, FOR GRANTORS, ABOUT GRANTS.GOV, HELP, CONTACT US, and SITE MAP. Under 'FOR APPLICANTS', the 'Find Grant Opportunities' link is highlighted with a red circle, and the 'Email Subscription' link is highlighted with a red oval. Arrows from the left point to these two elements. The main content area is titled 'FIND GRANT OPPORTUNITIES' and includes a breadcrumb trail (Home » For Applicants »), a search introduction, and three search methods: Basic Search, Browse by Category, and Browse by Agency. A 'Sign-up for our "Succeed" Quarterly Newsletter' box is on the right, along with 'Quick Links' for applicants and grantors. The footer shows the browser status bar with 'Internet'.

Search Grant Opportunities

To search for opportunities online, in the For Applicants section, click on **Find Grant Opportunities** in the left navigation.

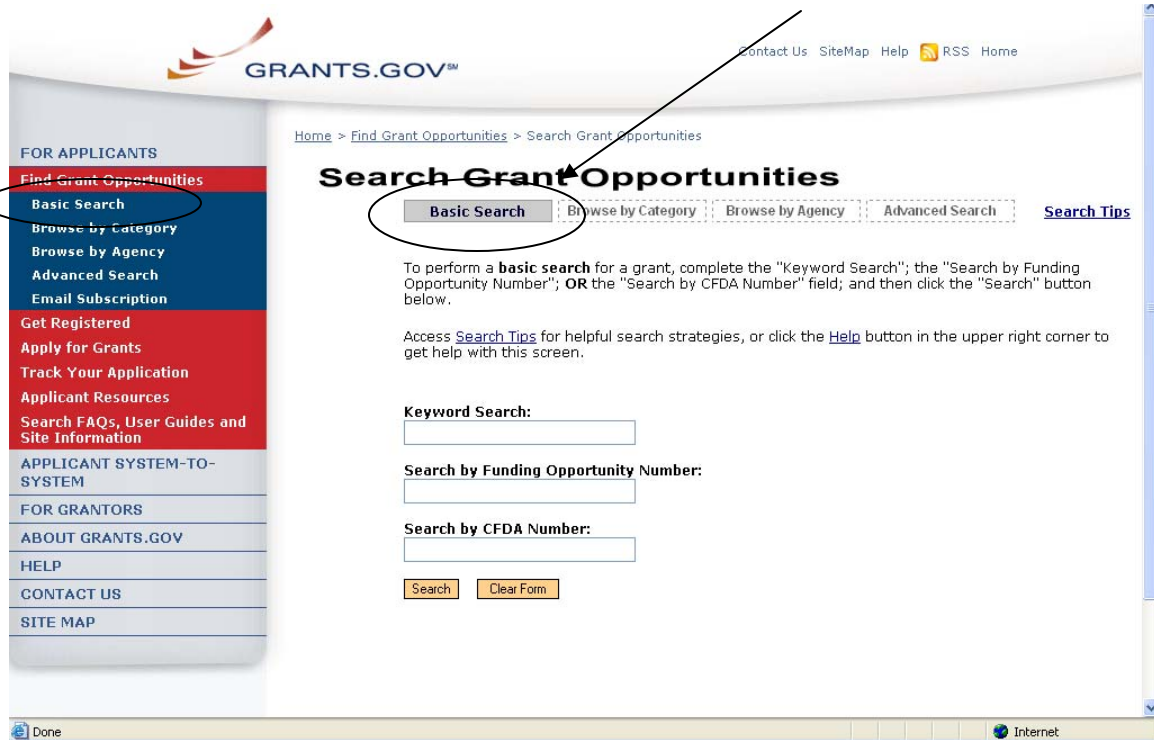
The screenshot shows the Grants.gov website interface. The left navigation menu is highlighted in red, with 'Find Grant Opportunities' circled in red and an arrow pointing to it. The main content area is titled 'FIND GRANT OPPORTUNITIES' and includes a search introduction, a 'Search Grant Opportunities' section with three options: 'Basic Search', 'Browse by Category', and 'Browse by Agency', and an 'Advanced Search' option. The right sidebar contains a 'Sign-up for our "Succeed" Quarterly Newsletter' section and a 'Quick Links' section with links for 'FOR APPLICANTS' and 'FOR GRANTORS'.

Once on the Search Opportunities page, you may conduct a basic search, browse by category, browse by agency or conduct an advanced search.



Quick Link Tip: You can also go to the Quick Links box and click on **Grant Search** to begin to immediately search for grants.

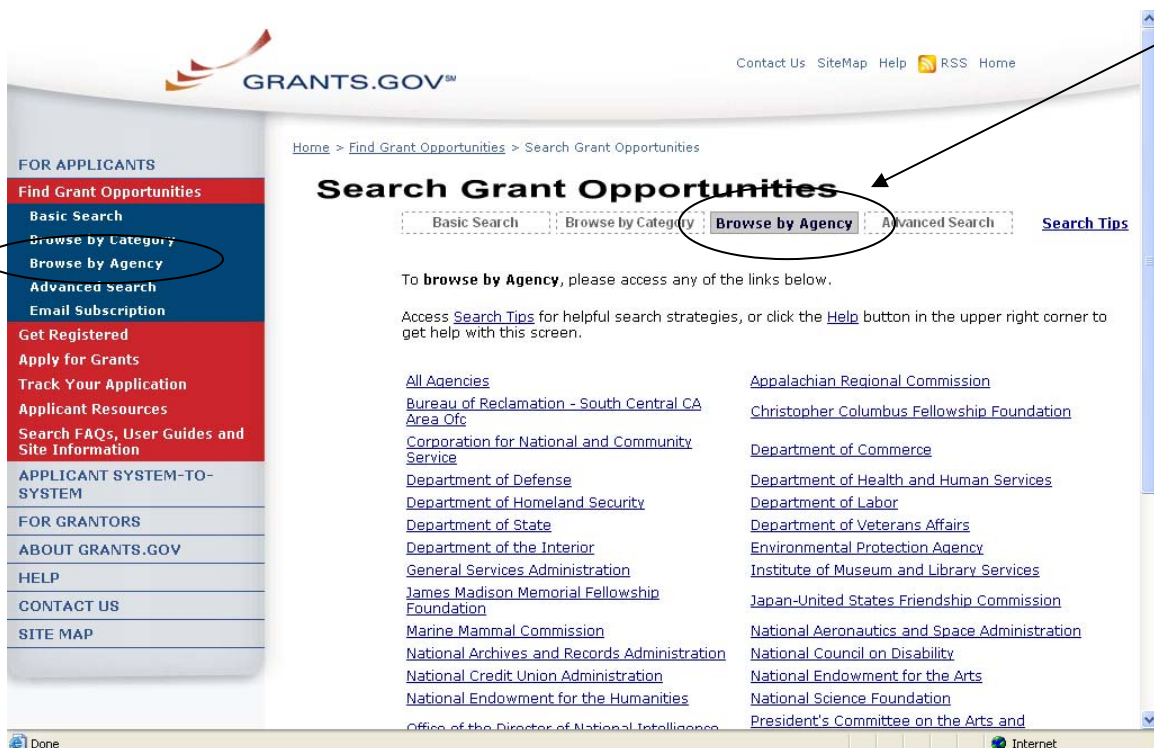
To **conduct a basic search**, simply click on **Basic Search** under Find Grant Opportunities in the left navigation menu. Or you can click on the **Basic Search** link on Search Grant Opportunities page. The Basic Search page will appear.



To **browse grant opportunities by category**, simply click on **Browse by Category** at the top of the page or in the left navigation. The Browse by Category page will appear.



To browse grant opportunities by agency, simply click on **Browse by Agency** at the top of the page or in the left navigation. The Browse by Agency page will appear.



To **conduct an advanced search**, simply click on **Advanced Search** at the top of the page or in the left navigation. The Advanced Search page will appear.

The screenshot shows the Grants.gov website interface. At the top, the logo 'GRANTS.GOV' is visible along with navigation links: 'Contact Us', 'SiteMap', 'Help', 'RSS', and 'Home'. Below the logo, a breadcrumb trail reads 'Home > Find Grant Opportunities > Search Grant Opportunities'. The main heading is 'Search Grant Opportunities'. Below this heading are four search filter buttons: 'Basic Search', 'Browse by Category', 'Browse by Agency', and 'Advanced Search'. The 'Advanced Search' button is circled, and an arrow points to it from the right. In the left-hand navigation menu, under the 'FOR APPLICANTS' section, the 'Advanced Search' link is also circled, with an arrow pointing to it from the left. Below the search filters, there is instructional text: 'To perform an **advanced search** for a grant, complete any combination of fields and click the "Search" button below.' This is followed by a link to 'Search Tips' and a 'Help' button. The search form includes a 'Keyword Search' text box, a '*Required Search In:' section with radio buttons for 'Open Opportunities' (checked), 'Closed Opportunities', and 'Archived Opportunities', a 'Search by Funding Opportunity Number:' text box, a 'Dates to Search:' dropdown menu (set to 'All Days'), and a 'Search by CFDA Number:' text box. The browser's status bar at the bottom shows 'Done' and 'Internet'.

Email Subscription

Grants.gov is designed to allow users to register (subscribe) to receive email notifications of new grant postings that meet specific criteria.

To register to receive grant postings that meet the needs of you or your organization, in the For Applicants section, click **Find Grant Opportunities** from the left side navigation. Then, click on the **Email Subscription** from the submenu.

Once on the Email Subscription page, you may elect to be notified of Updates, all grant notices, those with advanced criteria, grants with a specific Funding Opportunity Number (FON), or, you may choose to unsubscribe from receiving email notifications.

Grants.gov Updates

To receive email about Grants.gov Updates, on the Email Subscription page click on **Grants.gov Updates** or click on **Updates** under the Email Subscription left submenu. The Subscription Services page will appear and allow you to subscribe.

All Grant Notices

To receive email about all grants, on the Email Subscription page click on **All Grant Notices** or click on **All Grants** under the Email Subscription left submenu. The Subscription Services page will appear and allow you to subscribe.

Advanced Criteria

To be notified about grants with Advanced Criteria, in the For Applicants section click on Find Grant Opportunities. Then, click **Email Subscription** from the left navigation and click on **Advanced Criteria** on the Email Subscription left submenu. The Subscription Services page will appear and allow you to subscribe.

Specific FON

To be notified about grants with a specific Funding Opportunity Number (FON), in the For Applicants section click on Find Grant Opportunities. Then, select **Email Subscription** from the left navigation, and click on **Specific FON** or click Selected Notices based on Funding Opportunity Number link in the Email Subscription page. The Subscription Services page will appear and allow you to subscribe.

Unsubscribe

To unsubscribe, in the For Applicants section, simply click on **Find Grant Opportunities** in the left side navigation from Grants.gov's homepage. Then, select **Email Subscriptions** from the left submenu, and click **Unsubscribe**. The Subscription Services page will appear and allow you to unsubscribe from

receiving emails. You will need to confirm your unsubscription. An email will be sent to your registered email address. Click the link enclosed in the email and the unsubscription will be completed.

GRANTS.GOVSM Search Contact Us Site Map Help RSS Home

Home » For Applicants » Find Grant Opportunities »

EMAIL SUBSCRIPTION

Register now and receive notifications of new grant postings and updates on Grants.gov delivered right to your email inbox. You do not need to be a registered user of Grants.gov to sign up for this service. You can add to your email subscriptions or unsubscribe at any time.

- [Grants.gov Updates](#)
Receive updated information about critical issues, new tips for users and other time sensitive updates as information is available. To unsubscribe from this update you will need to follow the instructions provided in the bottom of the email.
- [All Grant Notices](#)
Receive daily notification of all new grant opportunities.
- [Notices Based on Advanced Criteria](#)
Select notifications based on specific criteria such as funding instrument type, eligibility or sub-agency.
- [Notices Based on Funding Opportunity Number](#)
Select this option to receive notifications based on Funding Opportunity Number (FON). A FON is a number that a federal agency assigns to its grant announcement.
- [Unsubscribe from Grant Notices](#)
You can unsubscribe at any time. Click on the **Unsubscribe from Grant Notices** link above to unsubscribe from the email notifications. If you receive an error message when you attempt to unsubscribe please send an email to support@grants.gov. To remove one or more subscriptions please include the email(s) in the message. In the subject line please include "Unsubscribe".

[TOP OF PAGE]

GRANTS POLICY COMMITTEE E-GOV USA.gov GOV Benefits.govTM Internet



Quick Link Tip: To register to receive grant postings that meet the needs of you or your organization, you can also click on the **Grant Email Alerts** in the Quick Links box.

RSS Feeds

RSS stands for Really Simple Syndication. Grants.gov now provides two RSS feeds for new/modified opportunities. This is an alternative way to receive updates on opportunity listings, rather than receiving through email.

In order to receive an RSS feed you must have an RSS reader. Some browsers, such as the current versions of Firefox and Safari have built in RSS readers. If you are using a browser that doesn't currently support RSS, there are a variety of [RSS readers](#) available on the Internet; most are free to download while others are available for purchase.

How do I use RSS Feeds?

The way an RSS feed is added to an RSS reader is slightly different from one reader to the next. Follow the directions below to add a new feed (a feed is also referred to as a channel) to your RSS reader:

1. Choose an RSS reader (Get an [RSS Reader](#))
2. Click on the link or small RSS button near the feed you want. For example, "[New/Modified Opportunities by Agency](#)" (You will see a page displaying XML code)
3. From your web browser's address bar, copy the URL (web address). For example, the URL you would copy for "New/Modified Opportunities by Agency" is: http://www07.grants.gov/rss/GG_OppModByCategory.xml.
4. Paste that URL into the "Add New Channel" section of the reader. The RSS feed will start to display and regularly update the headlines for you.
5. Read more information on using RSS Feeds on Grants.gov: [Using RSS Feeds](#)

Subscribe to Grants.gov RSS Feeds



[New Opportunities by Agency](#)

Receive a listing of new opportunities by agency name.



[New Opportunities by Category](#)

Receive a listing of new opportunities by category.



[Modified Opportunities by Agency](#)

Receive a listing of recently modified opportunities by agency name.



[Modified Opportunities by Category](#)

Receive a listing of recently modified opportunities by category.

Apply for Grants with Adobe Reader Quick Overview

[Click here](#) to view Apply for Grants Instructions for PureEdge.

Notice: Grants.gov is currently transitioning from phasing out of PureEdge software to using Adobe Reader software exclusively. For a period of time applicants will still be able to use PureEdge as it is applicable.

By downloading a grant application package, you can view it offline, giving you the flexibility to complete the application when and where you want. You can also route it through your organization for easy review and then submit it with a simple click. Before you apply, remember you must be [registered](#), and it is helpful to have the Funding Opportunity Number (FON) and/or CFDA number of the desired grant. If you don't have a FON and or CFDA number return to [Find Grant Opportunities](#) to search for this information. Once those steps are complete, you will be ready to download the application package and begin the 4-step process to apply for a grant.

Step 1: Download a Grant Application Package and Instructions

You can find the grant application package from your search results on Grants.gov. From your search results click on the opportunity you wish to apply for. When you are looking at the Opportunity you can click the **Application** button at the top of the screen. In the next screen, you will be able to access the application package and instructions. Or you can enter the FON and/or CFDA number into the **Download Application Package** screen. In order to view the application package, you will need to install [Adobe Reader](#).

Step 2: Complete the Downloaded Grant Application Package

Once you have downloaded the application package, you can complete it offline, share the document within your office and complete it at your own pace. Instructions are available to assist you on the application package cover sheet to explain how to open and use the forms in the application package. Also, you will have direct access to the agency application instructions, which will include all the necessary information on what is required for your submission.

Note: Save your application to your computer as changes are NOT automatically saved.

If you're having problems completing the process, view our [Frequently Asked Questions](#). You can also view our training demonstration of [How to Complete an Application Package](#).

Step 3: Submit a completed Grant Application Package

To submit your application click the **Save & Submit** button. The Save & Submit button on the application package cover page will only become active after you have completed all required forms, attached all required documents, and saved your application package. Your package also cannot have any errors. To check for errors click the **Check Package for Errors** button. Using the username ID and password you entered when you registered with a Credential Provider, you can submit your application package. In order to submit your application, you must already be registered and you will need to have already completed the application package using [Adobe Reader](#). Click on the **Save & Submit** button once this process is complete and you are ready to send the completed application to Grants.gov.

Next, on the Application Verification and Signature page click on **Sign and Submit Application** or you can click on **Exit** and be returned to the application. If you are not already connected to the Internet, you will be directed to do so and will need to login to Grants.gov using your username ID and password. After you have clicked the Sign and Submit button on the summary page, your application package will automatically be uploaded to Grants.gov. A confirmation screen will appear once the upload is complete. **Note:** A Grants.gov tracking number will be provided at the bottom of this screen, as well as the submission's date and time stamp. Record this number so that you may refer to it should you need to contact the [Contact Center](#) for assistance.

Helpful Hints — Remember that all username ID and passwords are case sensitive. If the **Save & Submit** button is not active, please check to be sure you have:

- Completed all mandatory fields in all mandatory forms and moved them to the Mandatory Documents for Submission box.
- Clicked the Save button AFTER all documents have been moved to the Mandatory Documents for Submission box.
- Completed all mandatory fields in all optional forms that have been moved to the Optional Documents for Submission box.
- Closed all Internet browser windows.
- If the Submit button is active and you are still unable to submit the form, make sure that your computer meets the system requirements and you have [Adobe Reader](#) installed.
- If you are using a dial-up modem, it may take several minutes for the application to upload and be submitted. It is recommended to use a high-speed Internet connection or DSL connection. It will process the application faster.

Step 4: Track the Status of a Completed Grant Application Package

Once an application has been submitted, you can check the status on the Track My Application page. Click on **For Applicants** in the left navigation and then click on **Track Your Application** below that link, you will need to login, if not already

logged in, and then click **Check Application Status**. You may identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number.

Apply for Grants with PureEdge Quick Overview

[Click here](#) to view Apply for Grants Instructions for Adobe Reader.

Notice: Grants.gov is currently transitioning from phasing out of PureEdge software to using Adobe Reader software exclusively. For a period of time applicants will still be able to use PureEdge as it is applicable.

Before you apply, remember you must be [registered](#), and it is helpful to have the Funding Opportunity Number (FON) and/or CFDA number of the desired grant. Once those steps are complete, you will be ready to download the application package and begin the 4-step process to apply for a grant:

Step 1: Download a Grant Application Package and Instructions

You should have the FON and/or CFDA number. If not, return to [Find Grant Opportunities](#) to search for this information. In order to view the application package, you will need to install the [PureEdge Viewer](#) [link to a small, free program that provides access to the grant application]. To operate the PureEdge Viewer, your computer must meet certain system requirements. If you are a non-Windows user, please refer to this [support page](#).

You can also find the grant application package from your search results. From your search results click on the opportunity you wish to apply for. When you are looking at the Opportunity you can click the **How to Apply** button at the top of the screen. In the next screen, you will be able to access the application package and instructions.

Step 2: Complete the Downloaded Grant Application Package

Once you have downloaded the application package, you can complete it offline, a handy feature that allows you to share the document in your office and complete it at your own pace. Instructions are available to assist you on the application package cover sheet to explain how to open and use the forms in the application package. Also, you will have direct access to the agency application instructions, which will include all the necessary information on what is required for your submission.

Note:

- Save your application to your computer as changes are NOT automatically saved.
- Remember to click the **Save** button when you have completed the package and are ready to submit it.

- The package cannot be submitted until all required fields have been completed.

If you're having problems completing the process, view our [Frequently Asked Questions](#). You can also view our training demonstration of [How to Complete an Application Package](#).

Step 3: Submit a Completed Grant Application Package

Using the username ID and password you entered when you registered with a Credential Provider, you can submit your application package. In order to submit your application, you must already be registered and you will need to have already completed the application package using the PureEdge Viewer. The **Submit** button on the application package cover page will only become active after you have completed all required forms, attached all required documents, and saved your application package. Click on the "Submit" button once this process is complete and you are ready to send the completed application to Grants.gov.

Next, review the provided application summary to confirm the application will be submitted to the correct program. Click the **Yes** button if this information is correct and you are ready to submit the application. If you are not already connected to the Internet, you will be directed to do so and will need to login to Grants.gov using your username ID and password.

After you have clicked the **Sign and Submit** button on the summary page, your application package will automatically be uploaded to Grants.gov. A confirmation screen will appear once the upload is complete. Note that a Grants.gov tracking number will be provided at the bottom of this screen, as well as the submission's official date and time. Record this number so that you may refer to it should you need to contact [Customer Support](#).

Step 4: Track the Status of a Completed Grant Application Package

Once an application has been submitted, you can check the status on the [Track Your Application](#) page. You may identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number.

Helpful Hints: Remember that all username IDs and passwords are case sensitive. If the Submit button is not active, please check to be sure you have: Completed all mandatory fields in all mandatory forms and moved them to the Mandatory Completed Documents for Submission box.

- Clicked the Save button AFTER all documents have been moved to the Mandatory Completed Documents for Submission box.
- Completed all mandatory fields in all optional forms that have been moved to the Optional Completed Documents for Submission box.
- Closed all Internet browser windows.

- If the Submit button is active and you are still unable to submit the form, make sure that your computer meets the [system requirements](#) and you have the latest version for the [PureEdge Viewer](#). If you are using a dial-up modem, it may take several minutes for the application to upload and be submitted. It is recommended to use a high-speed Internet connection or DSL connection. It will process the application faster.

Download Application Packages

Note: You can download and complete an application at any time, but to submit the application you must be registered with Grants.gov. Before applying for a grant, the steps below must be completed. You will not be able to submit applications if all the steps listed below are not complete.

- Download the Application Viewers (PureEdge and Adobe Reader)
- Request a DUNS number
- Register with the CCR
- Register with Grants.gov

Instructions for Downloading Application Packages

Follow the steps below to download application packages.

1. After all necessary steps are completed, in the For Applicants section, click the **Apply for Grants** link at the left navigation from the homepage on Grants.gov. This will take you to the **Apply for Grants** screen.

The screenshot shows the Grants.gov homepage. The left navigation menu is highlighted in red, and the 'Apply for Grants' link is circled in red. An arrow points to this link. The main content area shows the 'APPLY FOR GRANTS' section with a 'Step 1 Download a Grant Application Package' banner. The right sidebar contains a newsletter sign-up and quick links for applicants and grantors.

*[Click here](#) to verify if your Adobe Reader version is compatible with Grants.gov.

Instructions on how to open and use the forms in the package are on the application package cover sheet. Agency specific instructions are available for download when you download your application package, which will include required information for your submission.

Note: Grants.gov is currently transitioning to phase out of PureEdge software to using Adobe Reader software exclusively. For a period of time applicants will still be able to use PureEdge as it is applicable.

Step 2 Complete the Grant Application Package Step

Now that you have downloaded an application package, complete the grant application offline. Save changes to your application as you go. Grants.gov does NOT

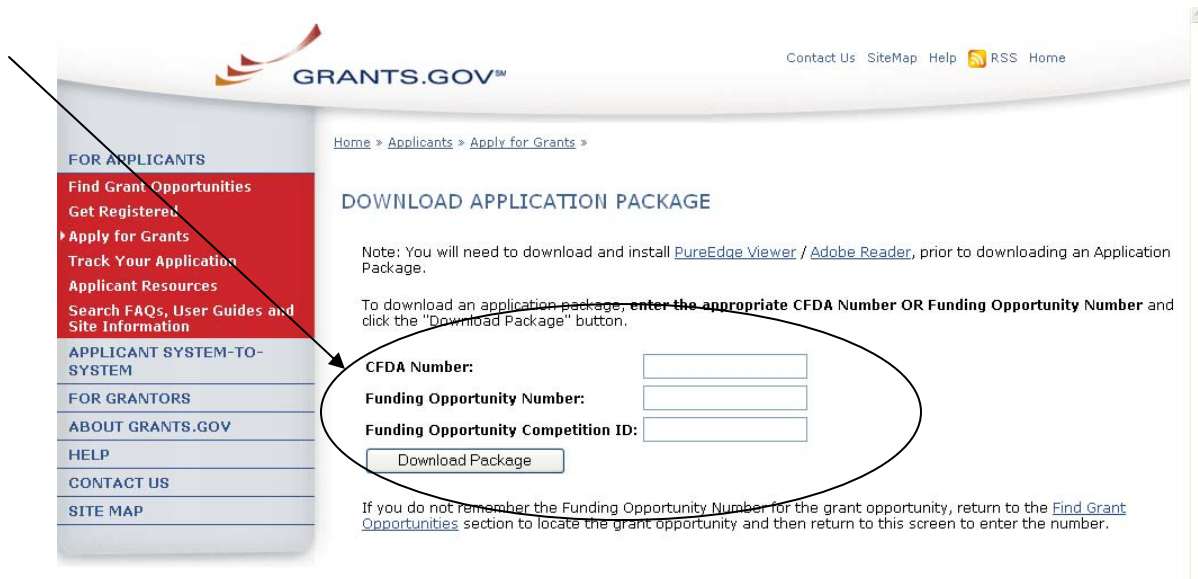
Need help? Check out our FAQs about applying for grants.

Or when you are searching for a Grant Opportunity, from the Synopsis page you can click on the **Application** button.

The screenshot shows the Grants.gov website interface. At the top, the logo and navigation links (Contact Us, SiteMap, Help, RSS, Home) are visible. The breadcrumb trail reads: Home > Find Grant Opportunities > Search Grant Opportunities > Search Results > Synopsis. The main heading is "Drug Abuse Prevention Intervention Research (R21)". Below the heading are three buttons: "Synopsis" (highlighted in red), "Full Announcement", and "Application" (circled in red with an arrow). The left sidebar contains navigation options for applicants, grantors, and site information. The main content area contains a synopsis paragraph, a link for "send me change notification emails", and a table of grant details.

Document Type:	Grants Notice
Funding Opportunity Number:	PA-08-218
Opportunity Category:	Discretionary
Posted Date:	Jul 28, 2008
Creation Date:	Jul 25, 2008
Original Closing Date for Applications:	Sep 07, 2011
Current Closing Date for Applications:	Sep 07, 2011
Archive Date:	Oct 08, 2011
Funding Instrument Type:	Grant

2. On the Apply for Grants page click on **Step 1: Download a Grant Application Package** link. This will take you to the **Download Application Package** screen.



3. Enter the Funding Opportunity Number of the opportunity for which you want to apply in the **Funding Opportunity Number** field.

OR

Enter the CFDA number of the agency which is offering the opportunity for which you want to apply in the **CFDA Number** field.

If you do not know the Funding Opportunity Number or CFDA Number for the grant for which you want to apply, you will need to search for the grant opportunity following the steps in Searching Grant Opportunities. **You must complete at least one of these fields to download an application.**

4. Click the **Download Package** button. This will take you to the **Selected Grant Applications for Download** screen.
5. To download an application package and its instructions, click the corresponding download link under the Instructions and Application column on the right.

[Home](#) > [Applicants](#) > [Search Opportunities](#) >

FOR APPLICANTS
Find Grant Opportunities
Search Opportunities
[Basic Search](#)
[Browse by Category](#)
[Browse by Agency](#)
[Advanced Search](#)
[Email Subscription](#)
Get Registered
[Apply for Grants](#)
[Track Your Application](#)
[Applicant Resources](#)
[Search FAQs, User Guides and Site Information](#)
ABOUT GRANTS.GOV
FOR GRANTORS
RESOURCES
ABOUT GRANTS.GOV
HELP
CONTACT US
SITE MAP
SELECTED GRANT APPLICATIONS FOR DOWNLOAD

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!

Before you can view and complete an application package, you **MUST** have the PureEdge Viewer or compatible Adobe Reader installed. Application packages are posted in either PureEdge or 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 [here](#) to download the required PureEdge Viewer and Adobe Reader if you do not have it installed already.

Additional Resources:

- Sign-up for [Grants.gov Updates](#) for the latest issues and news.
- Download [Adobe Reader](#) and [PureEdge Viewer](#) for free.
- Visit [Help](#) for FAQs and more information on Applying for grants.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
93.279	PA-08-218	VERSION-2A-FORMS	Version-2a-Forms	National Institutes of Health	download

- When you download an application package, you will first be taken to the **Download Opportunity Instructions and Application** screen. From this screen, confirm that you are downloading the correct application for the grant you would like to apply to.
- If you would like to be notified of any changes to this opportunity, enter your email address in the field and then click the **Submit** button. If you choose not to enter your email address and the application package is deleted or modified, upon submitting the application package to Grants.gov, you may receive a rejection notice.
- Click the **Download Application Package** link. The application package will open in the PureEdge Viewer or Adobe Reader.

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

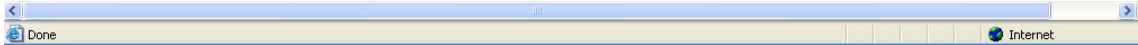
You have chosen to download the instructions and application for the following opportunity:

CFDA Number: 93.279: Drug Abuse and Addiction Research Programs
Opportunity Number: PA-08-218: Drug Abuse Prevention Intervention Research (R21)
Competition ID: VERSION-2A-FORMS
Competition Title: Version-2a-Forms
Agency: National Institutes of Health
Opening Date: 09/05/2008
Closing Date: 09/07/2011

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](#)



This screen shot is an example of an Adobe Reader Application Package.

Address: http://www.grants.gov/assets/SampleAdobeCoverSheet.pdf

Please fill out the following form. You can save data typed into this form.

Save & Submit Save Print Cancel Check Package for Errors

GRANTS.GOV™ **Grant Application Package**

Opportunity Title: 0714-KV-2-PLEASE-DONT APPLY
 Offering Agency: General Dynamics Information Technology
 CFDA Number:
 CFDA Description:
 Opportunity Number: 0714-KV-2
 Competition ID: 0716-KV-1
 Opportunity Open Date: 07/16/2007
 Opportunity Close Date: 07/20/2007
 Agency Contact: Kavitha Vemula
 Testing on 2007-2006-updated
 E-mail:
 Phone:

I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: [Redacted]

Mandatory Documents: RR_SF424-V1.1
 Move Form to Complete =>
 Move Form to Delete <=<

Mandatory Documents for Submission

Done Unknown Zone

This screen shot is an example of a PureEdge Application Package.

Address: http://atapply.grants.gov/opportunities/packages/opp123456-cfda12.800-0d001..ofd

Submit Save Print Cancel Check Package for Errors

GRANTS.GOV™ **Grant Application Package**

Opportunity Title: Test DK
 Offering Agency: Kevin Harp Agency
 CFDA Number: 12.800
 CFDA Description: Air Force Defense Research Sciences Program
 Opportunity Number: 123456
 Competition ID: 001
 Opportunity Open Date:
 Opportunity Close Date: 04/10/2008
 Agency Contact: Grants GovAdmin
 E-mail: Someone@grants.gov

I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: [Redacted]

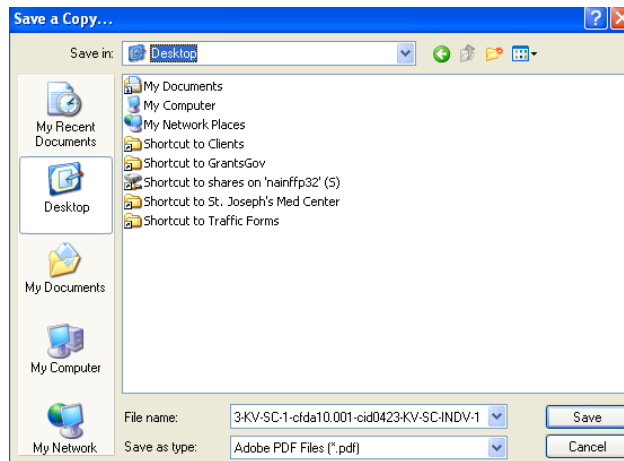
Mandatory Documents: SF424 (R&R)
 Move Form to Submission List =>
 Move Form to Documents List <=<

Mandatory Completed Documents for Submission

Open Form Open Form

Unknown Zone

9. Click the **Save** button to save the application to your computer.



10. Browse to the location you will save the application on your computer or network.

11. Enter the name of the application in the **File Name** field.

12. Click the **Save** button. The application will save to your computer. You will not need to be online to complete the application.

Complete Application Packages with Adobe Reader

[Click here](#) to view Complete Application Packages Instructions for PureEdge.

Notice: Grants.gov is currently transitioning from phasing out of PureEdge software to using Adobe Reader software exclusively. For a period of time applicants will still be able to use PureEdge as it is applicable.

Once you have downloaded the application and saved it to your computer, you do not need to be online to complete the application. Follow the steps below to complete an application package using Grants.gov. [View a narrated tutorial on how to complete a grant application package using Adobe Reader.](#)

1. Open the saved application.
2. Verify that the pre-entered information is for the grant opportunity for which you want to apply. If the federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking the **Cancel** button at the top of the screen. You will then need to locate the correct federal funding opportunity, download its application and then apply. If the federal funding opportunity listed is the opportunity for which you want to apply, complete the application in its entirety before submitting it.

Applications can be completed in their entirety offline; however, to submit an application you will need to be connected to the internet. The **Save & Submit** button at the top of the screen will not be functional until the application is properly completed and saved. If you have any application specific questions, contact the offering agency directly, using the contact information provided on the application's cover page.

Please fill out the following form. You can save data typed into this form.

Save & Submit Save Print Cancel Check Package for Errors

GRANTS.GOV™

Grant Application Package

Opportunity Title: 0714-KV-2-PLEASE-DONT APPLY

Offering Agency: General Dynamics Information Technology

CFDA Number:

CFDA Description:

Opportunity Number: 0714-KV-2

Competition ID: 0716-KV-1

Opportunity Open Date: 07/16/2007

Opportunity Close Date: 07/20/2007

Agency Contact: Kavitha Vemula
Testing on 2007-2006-updated
E-mail: kavitha.vemula@gdit.com
Phone: 703-246-0882

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.

I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: [Redacted]

Mandatory Documents: RR_SF424-V1.1

Move Form to Complete

Mandatory Documents for Submission

Cover Page

The cover page in the application package is simply the first page in the application package which includes the Opportunity Title, Offering Agency, CFDA

Number, CFDA Description, Opportunity Number, Competition ID, Opportunity Open and Close Date, and Agency Contact information. Also included on the cover page for you the applicant to fill out are the Application Filing Name, Mandatory Documents and Optional Documents.

Follow the steps below to complete the cover page of an application package.

1. Enter a name for the application in the **Application Filing Name** field.
 - This application can be completed in its entirety offline; however, you will need to be connected to the internet during the submission process.
 - You can save your application at any time by clicking the **Save** button at the top of your screen.
 - The **Save & Submit** button will not be functional until the application is completed and saved.

Please fill out the following form. You can save data typed into this form. Highlight Fields

Save & Submit **Save** **Print** **Cancel** **Check Package for Errors**

GRANTS.GOV™

Grant Application Package

Opportunity Title: 0714-KV-2-PLEASE-DONT APPLY
Offering Agency: General Dynamics Information Technology
CFDA Number:
CFDA Description:
Opportunity Number: 0714-KV-2
Competition ID: 0716-KV-1
Opportunity Open Date: 07/16/2007
Opportunity Close Date: 07/20/2007
Agency Contact: Kavitha Vemula
Testing on 2007-2006-updated
E-mail: kavitha.vemula@gdit.com
Phone: 703-246-0882

I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name:

Mandatory Documents **Mandatory Documents for Submission**

RR_SF424-V1.1

Done Unknown Zone

2. Open and complete all of the documents listed in the **Mandatory Documents** box and **Optional Documents** box.
 - The documents listed in the **Mandatory Documents** box and **Optional Documents** box may be predefined forms, such as SF-424, or documents that need to be attached, such as a program background statement. **Mandatory Documents** are required for this application. **Optional Documents** can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding **Optional Documents**.

- To open an item, simply click on the item to select it and then click on the **Move Form to Complete** arrow. This moves the form to the Mandatory Forms for Submission dialog. The form opens immediately, scroll down the page or click on the title of the document and click the button below the dialog box that says **Open Form** and it will jump to the first page of the form.
- To remove a form/document from the **Mandatory Documents for Submission** box or the **Optional Documents for Submission** box, click the form/document name to select it, and then click on the arrow to move it to the other box. This will return the form/document to the **Mandatory Documents** or **Optional Documents** box. **EXECUTING THIS COMMAND WILL ELIMINATE THE DATA YOU POPULATED IN THE FIELDS.**

Please fill out the following form. You can save data typed into this form. Highlight Fields

I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: RR_SF424-V1.1

<p>Mandatory Documents</p> <p>RR_SF424-V1.1</p>	<p>Move Form to Complete =></p> <p>Move Form to Delete <=<</p>	<p>Mandatory Documents for Submission</p> <p style="text-align: center;">Open Form</p>
<p>Optional Documents</p> <p>SF424C-V1.0</p>	<p>Move Form to Submission List =></p> <p>Move Form to Delete <=<</p>	<p>Optional Documents for Submission</p> <p style="text-align: center;">Open Form</p>

Instructions

- Enter a name for the application in the Application Filing Name field.
 - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
 - You can save your application at any time by clicking the "Save" button at the top of your screen.
 - The "Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.
- Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.

Unknown Zone

- When you open a required form, the fields which must be completed are noted by an asterisk and highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.
- To exit a form within the application, click on the **Close Form** button at the top of the form you are filling out. Then to save your work, click the **Save** button (on the cover page) to resave your entire application.

Note: When you are tabbing out of a required field without completing it, a message will display informing you that it is required to fill out.

Forms

Forms, such as SF-424, are predefined and will require you to enter information into fields. **If the SF-424 is in the package, you must complete the SF-424 first. SF-424 will automatically complete additional fields on other forms with the information you entered.**

Please fill out the following form. You can save data typed into this form. Highlight Fields

Close Form Next Print Page About

**APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)**

2. DATE SUBMITTED Applicant Identifier

3. DATE RECEIVED BY STATE State Application Identifier

1. * TYPE OF SUBMISSION

Pre-application Application
 Changed/Corrected Application

4. Federal Identifier

5. APPLICANT INFORMATION * Organizational DUNS: [Redacted]

* Legal Name: [Redacted]

Department: [Redacted] Division: [Redacted]

* Street1: [Redacted] Street2: [Redacted]

* City: [Redacted] County: [Redacted] * State: [Redacted]

Province: [Redacted] * Country: USA: [Redacted] * ZIP / Postal Code: [Redacted]

Person to be contacted on matters involving this application

Prefix: * First Name: [Redacted] Middle Name: [Redacted] * Last Name: [Redacted] Suffix: [Redacted]

* Phone Number: [Redacted] Fax Number: [Redacted] Email: [Redacted]

6. * EMPLOYER IDENTIFICATION (EIN) or (TIN): [Redacted]

7. * TYPE OF APPLICANT: [Redacted]

Other (Specify): [Redacted]
Small Business Organization Type

8. * TYPE OF APPLICATION: New

Follow the steps below to complete forms contained within an application package.

1. When you open a required form, all required fields are noted by an asterisk and sometimes highlighted in yellow with a red border.
2. Optional fields and completed fields are displayed in white.
3. You can click any field to enter the necessary information.
4. You can also use the **TAB** button on your keyboard to move from field to field.
5. If you enter invalid or incomplete information in a required field, you will receive an error message upon leaving the field.
6. To exit a form within the application, click on the **Close Form** button at the top of the form you are filling out. This will take you to the cover page. Then to save your work, click the **Save** button (on the cover page) to resave your entire application.

Please fill out the following form. You can save data typed into this form. Highlight Fields

**APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)**

2. DATE SUBMITTED: Applicant Identifier:

3. DATE RECEIVED BY STATE: State Application Identifier:

4. Federal Identifier:

1. * TYPE OF SUBMISSION
 Pre-application Application
 Changed/Corrected Application

5. APPLICANT INFORMATION * Organizational DUNS:

* Legal Name:

Department: Division:

* Street1: Street2:

* City: County: * State:

Province: * Country: USA: * ZIP / Postal Code:

Person to be contacted on matters involving this application

Prefix: * First Name: Middle Name: * Last Name: Suffix:

* Phone Number: Fax Number: Email:

6. * EMPLOYER IDENTIFICATION (EIN) or (TIN):

7. * TYPE OF APPLICANT:
Please select one of the following:

Other (Specify):

8. * TYPE OF APPLICATION: New Small Business Organization Type

Done Unknown Zone

Attaching Documents

In addition to forms, application packages may also require that you submit specific documentation, such as a program background statement, for example. Specific instructions for additional documentation will be included in the application package instructions.

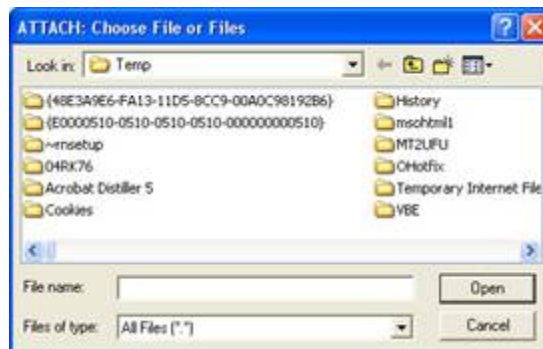
Follow the steps below to submit additional documentation (at the request of the application package instructions) for an application package.

1. To open a form that requires you to attach a document, click on the form name to move it to the form for submission list and then click the **Open Form** button which appears below the appropriate box.
2. Once the form is open, you can attach documents from your computer to the form. Depending on the form, you may be able to attach a PDF, Text Document, Word Document or other type of documents. After completing a form, move it to the appropriate **Completed Documents for Submission** box.

To remove the Attachment document from the **Mandatory Documents for Submission** box or the **Optional Documents for Submission** box, click the form/document name to select it, and then click the **Move Form to Delete**. This will return the form/document to the **Mandatory Documents** and or **Optional Documents** box. **EXECUTING THIS COMMAND WILL ELIMINATE THE DATA YOU POPULATED IN THE FIELD.**

(Below is an example for how you may attach additional documents)

3. A **Browse** window opens allowing you to select the document on your computer (or network drive) you would like to upload.



4. Once you have selected the document you would like to attach, click the **Open** button. You will return to the **Attachments Form**. The file name of the attachment will now appear in the form on the line of which you selected **Add Attachment**.

5. Repeat this process until you have attached all of the necessary documents.

Attaching a Document within the Application Package

Depending on the application you are filling out you may be required to submit attachments within forms. To attach documents to specific questions on a form please follow the instructions below.

1. When you are filling out a form and come to a question requesting you to add attachments, simply click on the **Add Attachment** button.

The screenshot shows a web browser window displaying a form. At the top, a purple banner reads "Please fill out the following form. You can save data typed into this form." Below this, there is a section for a declaration: "true, complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)". A checkbox labeled "* I agree" is present. Below the declaration is a section titled "19. Authorized Representative" with fields for Prefix, First Name, Middle Name, Last Name, Suffix, Position/Title, Organization, Department, Division, Street1, Street2, City, County, State, Province, Country (set to USA), ZIP/Postal Code, Phone Number, Fax Number, and Email. There are also fields for "Signature of Authorized Representative" and "Date Signed", both containing the text "Completed on submission to Grants.gov". Below this is section "20. Pre-application" with an "Add Attachment" button circled in red. Section "21. Attach an additional list of Project Congressional Districts if needed" also has an "Add Attachment" button circled in red. A black arrow points from the text in step 1 to the "Add Attachment" button in section 20.

2. After clicking on the Add Attachment button a **Browse** window will open allowing you to select the document on your computer (or network drive) you would like to upload.

The screenshot shows the same web form as above, but with a "Warning: JavaScript Window - Select a data file to import" dialog box open. The dialog box has a "Look in:" field set to "My Documents" and a list of files and folders. The "File name:" field is empty, and the "Files of type:" field is set to "All Files (*.*)". The "Open" and "Cancel" buttons are visible. A black arrow points from the text in step 2 to the "Add Attachment" button in section 20 of the form, which is now partially obscured by the dialog box.

3. Once you have selected the document you would like to attach, click the **Open** button. You will see the file name in the field you selected to attach.

4. Repeat this process until you have attached all of the necessary documents.

5. Once you are finished, either continue filling out the application or click the **Save** button at the top of the form to save your work.

ATTENTION: There is a paper clip icon in Adobe Reader forms on the left side of the page in every application. You **CANNOT** attach documents with this function. Please do not attach documents under this function as your application will be incomplete and cause errors if you do so.

The screenshot shows a form in Adobe Reader. At the top, there is a purple header bar with the text "Please fill out the following form. You can save data typed into this form." and a "Highlight Fields" button. Below the header, there is a section for a declaration: "true, complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)". Below this is a checkbox labeled "* I agree".

The main form area is divided into sections. Section 19, "Authorized Representative", contains fields for Prefix, First Name, Middle Name, Last Name, and Suffix. Below these are fields for Position/Title, Organization, Department, Division, Street1, Street2, City, County, State, Province, Country (set to USA), ZIP/Postal Code, Phone Number, Fax Number, and Email. There are also fields for Signature of Authorized Representative and Date Signed, both containing the text "Completed on submission to Grants.gov".

Section 20, "Pre-application", has a text input field and three buttons: "Add Attachment", "Delete Attachment", and "View Attachment".

Section 21, "Attach an additional list of Project Congressional Districts if needed.", also has a text input field and three buttons: "Add Attachment", "Delete Attachment", and "View Attachment".

On the left side of the form, there is a vertical toolbar with several icons. A paper clip icon is circled in red, and an arrow points to it from the bottom left. The Adobe Reader interface includes a top toolbar with icons for file operations, a search bar, and a status bar at the bottom right that says "Unknown Zone".

Once you have added an attachment you have the ability to add another attachment (if the form allows), delete attachments and view attachments.

Deleting an Attachment within a Form

1. To delete an attachment within the form, go to the question you would like to delete the attachment from and click on the **Delete Attachments** button. (In the example below the user is deleting an attachment from question number 20.)

Address <http://www.grants.gov/assets/SampleAdobeCoverSheet.pdf>

Please fill out the following form. You can save data typed into this form. Highlight Fields

true, complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

* I agree

* The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

19. Authorized Representative

Prefix * First Name: Middle Name: * Last Name: Suffix:

* Position/Title: * Organization:

Department: Division:

* Street1: Street2:

* City: County: * State:

Province: * Country: USA: * ZIP / Postal Code:

* Phone Number: Fax Number: * Email:

* Signature of Authorized Representative * Date Signed

Completed on submission to Grants.gov Completed on submission to Grants.gov

20. Pre-application Add Attachment Delete Attachment View Attachment

21. Attach an additional list of Project Congressional Districts if needed.

Add Attachment Delete Attachment View Attachment

2. After clicking on the Delete Attachments button a dialog box will appear. Click the **Yes** button to delete the attachment.

Warning: JavaScript Window - REMOVE ATTACHMENT

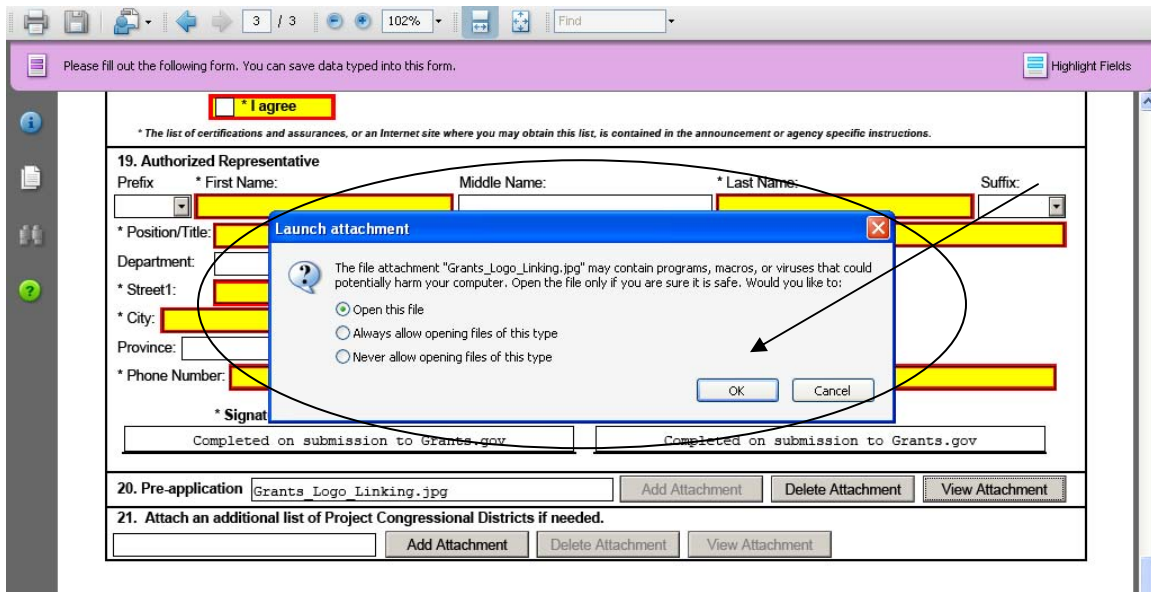
Are you sure?

Yes No

Viewing an Attachment within a Form

To view an attachment within the form, go to the question you would like to view the attachment from and click on the **View Attachment** button. (In the example below the user is viewing an attachment from question number 20.)

1. After clicking on the View Attachments button a **Forms Attachment** dialog box will appear. Select Open this file and click the **OK** button.



2. When you are finished reviewing the document, close the document, it will still be attached to the form. **NOTE:** If you want to make any edits to an attachment you will need to save the attachment to your computer, make the edits, then save the new document. Once that is saved you will need to attach the new document to the form and delete the outdated attachment from the form. Please see the sections for adding and deleting attachments.

Saving Your Application

To save your application before submitting it to Grants.gov, click on the **Save** button on the cover page at the top of the screen.

Printing Your Application

To print your application, click the **Print** button on the cover page at the top of your screen. Make sure your documents are in the Mandatory and/or Optional documents submission box on the right of the application in order for your attachments to print.

Finalizing Your Application

Once you have completed all required documents and attached any required or optional documentation, click on **Save** to save your package. If errors are found, click on the **Check Package for Errors** button which will identify each error. Then correct each error.

If there are no errors, when you save the package the **Save & Submit** button will be activated.

Click on the **Check Package for Errors** button at any time to ensure that you have completed all required data fields.

The **Save & Submit** button will become active after all errors have been resolved and the package has been saved. Click on the **Save & Submit** button and save the application again. You are required to save the application at this point to begin the application submission process.

Please fill out the following form. You can save data typed into this form.

Highlight Fields

Save & Submit Save Print Cancel Check Package for Errors

GRANTS GOV™

Grant Application Package

Opportunity Title: 0714-KV-2-PLEASE-DONT APPLY
Offering Agency: General Dynamics Information Technology
CFDA Number:
CFDA Description:
Opportunity Number: 0714-KV-2
Competition ID: 0716-KV-1
Opportunity Open Date: 07/16/2007
Opportunity Close Date: 07/20/2007
Agency Contact: Kavitha Vemula
Testing on 2007-2006-updated
E-mail: kavitha.vemula@gdit.com
Phone: 703-246-0882

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.

Once you have saved the application using the **Save & Submit** button, a dialog box will appear and you will need to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

JavaScript Window

GRANTS.GOV™

Warning Notice

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Instructions

To submit your application, please enter your Username and Password in box below and then press the Login button.

User Name:
Password:

Login Cancel

Warning: JavaScript Window

Complete Application Packages with PureEdge

[Click here](#) to view Complete Application Packages Instructions for Adobe Reader.

Notice: Grants.gov is currently transitioning from phasing out of PureEdge software to using Adobe Reader software exclusively. For a period of time applicants will still be able to use PureEdge as it is applicable.

Follow the steps below to complete an application package using Grants.gov.

1. As the application downloads, it will automatically open in PureEdge Viewer. Save the application to your computer. Once the application is saved, you do not need to be online to complete the application.

Address: <http://atapply.grants.gov/opportunities/packages/opp.123456-cfda12.800-cid001..xfd>

Submit Save Print Cancel Check Package for Errors

GRANTS.GOV™ Grant Application Package

Opportunity Title: Test DK
Offering Agency: Kevin Harp Agency
CFDA Number: 12.800
CFDA Description: Air Force Defense Research Sciences Program
Opportunity Number: 123456
Competition ID: 001
Opportunity Open Date:
Opportunity Close Date: 04/10/2008
Agency Contact: Grants GovAdmin
E-mail: Someone@grants.gov

I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name: [Redacted]

Mandatory Documents: SF424 (R&R)

Mandatory Completed Documents for Submission

Move Form to Submission List (=>)
Move Form to Documents List (<=)

Open Form (x2)

2. Verify that the pre-entered information is for the grant opportunity for which you want to apply. If the federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking the **Cancel** button at the top of the screen. You will then need to locate the correct federal funding opportunity, download its application and then apply. If the federal funding opportunity listed is the opportunity for which you want to apply, complete the application in its entirety before submitting it.

Applications can be completed in their entirety offline; however, you will need to login to the Grants.gov website during the submission process.

The **Submit** button at the top of the screen will not be functional until the application is properly completed and saved.

If you have any application specific questions, contact the offering agency directly using the contact information provided on the application's cover page.

Cover Page

Follow the steps below to complete the cover page of an application package.

1. Enter a name for the application in the **Application Filing Name** field.
 - You can save your application at any time by clicking the **Save** button at the top of your screen.
 - The **Submit** button will not be functional until the application is complete and saved.
 2. Open and complete all of the documents listed in the **Mandatory Documents** box and **Optional Documents** box.
 - **Mandatory Documents** are required for this application. **Optional Documents** can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding **Optional Documents**.
 - To open an item, simply click on it to select the item and then click on the **Open** button. When you have completed a form or document, click the form/document name to select it, and then click the **=>>** button. This will move the form/document to the **Mandatory Completed Documents** or **Optional Completed Documents** box for submission. To remove a form/document from the **Completed Documents** box, click the form/document name to select it, and then click the **<<=** button. This will return the form/document to the **Mandatory Documents** or **Optional Documents** box.
 - When you open a required form, the fields which must be completed are noted by an *, and on some computers highlighted in yellow. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.
 - To exit a form, click on the **Close** button at the top of the screen. Then, click the **Save** button to resave your entire application.
- Note**—Please make sure all of the following conditions have been met:
- All mandatory fields in all mandatory forms have been completed and moved to the Mandatory Completed Documents for Submission box.
 - The Save button has been clicked AFTER all documents have been moved to the Mandatory Completed Documents for Submission box.

- All mandatory fields in all optional forms that have been moved to the Optional Completed Documents for Submission box have been completed.
- All Internet browser windows must be closed.

Forms

Forms, such as SF-424, are predefined and will require you to enter information into fields. **If the SF-424 is in the package, you must complete the SF-424 first. SF-424 will automatically complete additional fields on other forms with the information you entered.** Follow the steps below to complete forms contained within an application package.

Note:

1. To open a form in the **Mandatory** or **Optional Documents** box, simply click on the form name to select it and click the **Open Form** button which appears below the appropriate box. When you have completed a form, you will need to move it to the appropriate **Completed Documents for Submission** box.

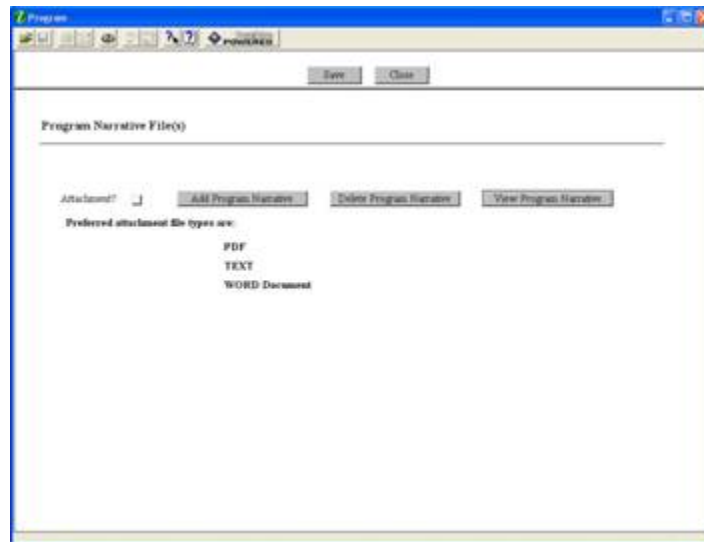
2. When you open a mandatory form, all required fields are noted by an * and sometimes highlighted in yellow.
3. Optional fields and completed fields are displayed in white.
4. You can click any field to enter the necessary information.
5. You can also use the **TAB** button on your keyboard to move from field to field.

6. If you enter invalid or incomplete information in a required field, you will receive an error message upon leaving the field.
7. To exit a form, click the **Close** button at the top of the screen. Then click the **Save** button to save your application.

Documents

In addition to forms, application packages may also require that you submit specific documentation, such as a program background statement. Follow the steps below to submit documentation for an application package.

1. To open a form that requires you to attach a document, click on the form name to select it and then click the **Open Form** button which appears below the appropriate box.
2. Once the form is open, you can attach documents from your computer to the form. Depending on the form, you may be able to attach a PDF, Text Document, Word Document or other type of documents. After completing a form, move it to the appropriate **Completed Documents for Submission** box.



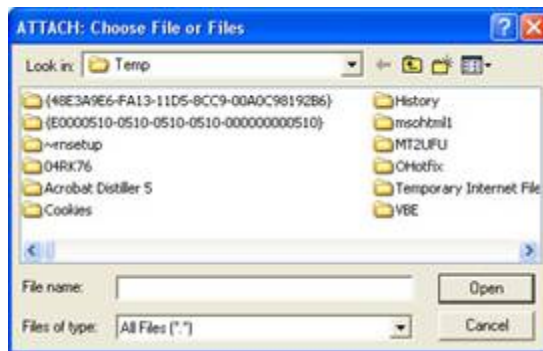
Attaching a Document

Follow the steps below to attach a document to a form.

1. To upload a document, simply click the **Add** button.
2. This will open an **Attachment** window.



3. Click the **Attach** button. A **Browse** window opens allowing you to select the document on your computer you would like to upload.

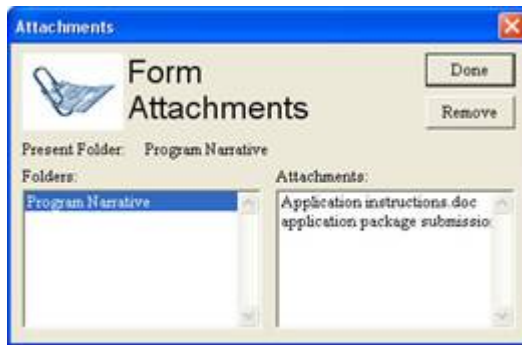


4. Once you have selected the document you would like to attach, click the **Open** button. You will return to the **Attach** window.
5. Repeat this process until you have attached all of the necessary documents.
6. When you have selected all of the documents you want to include for this requirement, click the **Done** button. If multiple files are attached to the field, the box next to Attachment will be checked. If only one file is attached, the name of the file will be displayed in the box next to Attachment.

Deleting a Document

Follow the steps below to delete a document that you have uploaded to the form.

1. Open the form and click the **Delete** button.
2. If multiple documents are attached, the **Delete Attachment** window will open.



3. From the **Delete Attachment** window, select the document or documents which you want to delete and click the **Remove** button.
4. Click the **Done** button when you are finished deleting the documents.
5. Once all the attached documents have been removed, the check mark after the attachment will be removed. If there is only one attachment, press the **Delete** button.
6. The **Remove Attachment** window will appear. Click **Yes** to delete or **No** to return back to the form. The file name will be removed from the display box on the form.

Viewing a Document

Follow the steps below to view a document that you have uploaded to the form.

1. Open the form and click the **View** button.
2. If only one document was attached, the document will open. If multiple documents are attached, the **View Attachment** window will open.



3. From the **View Attachment** window, select the document or documents you would like to view and click the **Display** button.
4. Click the **Done** button to return back to the form without displaying the attachment. Closing the open document returns you back to the form.
5. To exit the mandatory documents page, click the **Close** button.

Saving Your Application

Follow the step below to save your application.

1. To save your application, click the **Save** button at the top of your screen.

Printing Your Application

Follow the step below to print your application.

1. To print your application, click the **Print** button at the top of your screen.

Finalizing Your Application

Follow the steps below to finalize your application.

1. You can save your application at any time by clicking the **Save** button at the top of your screen.
2. Once you have properly completed and saved the application, the **Submit** button will become active and you will be able to submit your application to Grants.gov. (You will need to be connected to the Internet and login with your Grants.gov username and password.)

Track Your Application

Once you complete and submit your application, you will see a confirmation screen explaining that once your submission has been processed.

GRANTS.GOVSM

[Home](#) > [Apply for Grants](#) > Confirmation

Confirmation

Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, 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, and 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.

Please do not hit the back button on your browser.

The following application tracking information was generated by the system:

Grants.gov Tracking Number :	GRANT00079864
Applicant DUNS:	00-000-0000
Submitter's Name:	IBM Tester - Individual
CFDA Number:	93.223
CFDA Description:	Development and Coordination of Rural Health Services
Funding Opportunity Number :	RG-03312008-ADOBE-OPP1
Funding Opportunity Description :	RG-03312008-Adobe-Opp1-Today's posting date!
Agency Name :	Rathna-Agency-12072005
Application Name of this Submission :	Test Submission!
Date/Time of Receipt :	

Grants.gov will send email messages to advise you of the progress of your application through the system.

Here is an example of the email confirmation you will receive from Grants.gov.

From: OS Support@Grants.gov
To: Gundupet, Ratna (HHS/ASRT)
Cc:
Subject: GRANT00079765 Grants.gov Submission Receipt
Attachments:

Sent: Fri 3/21/2008 8:34 AM

Your application has been received by Grants.gov, and is currently being validated.
Your submission was received at 21-Mar-08 08:33:52 AM ET

Validation may take up to 2 business days.

Type: GRANT

Grants.gov Tracking Number: GRANT00079765

We will notify you via email when your application has been validated by Grants.gov and is ready for the Grantor agency to retrieve and review.

DUNS Number: 000000000INDV

AOR name: IBM Tester - Individual

Application Name: Check Confirmation Page!

Opportunity Number: RG-03172008-SCR-TEST

Opportunity Name: RG-03172008-SCR-Test

<https://apply.grants.gov/ApplicantLoginGetID>

Thank you.
Grants.gov
if you have questions please contact the Grants.gov
Contact Center:
support@grants.gov
1-800-518-4726 (M-F 7:00 AM - 9:00 PM ET)

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

Here is an example of the email confirmation you will receive when your application is being reviewed by the Grantor Agency.

From: OS Support@Grants.gov
To: Gundupet, Ratna (HHS/ASRT)
Cc:
Subject: Grants.gov Grantor Agency Retrieval Receipt for Application GRANT00079868
Attachments:

Sent: Tue 4/1/2008 1:41 PM

Your application has been retrieved by the Grantor agency and is currently being reviewed.

Type: GRANT

Grants.gov Tracking Number: GRANT00079868

We will notify you via email when your Grantor agency has assigned an Agency Tracking Number to your application.

Thank you,

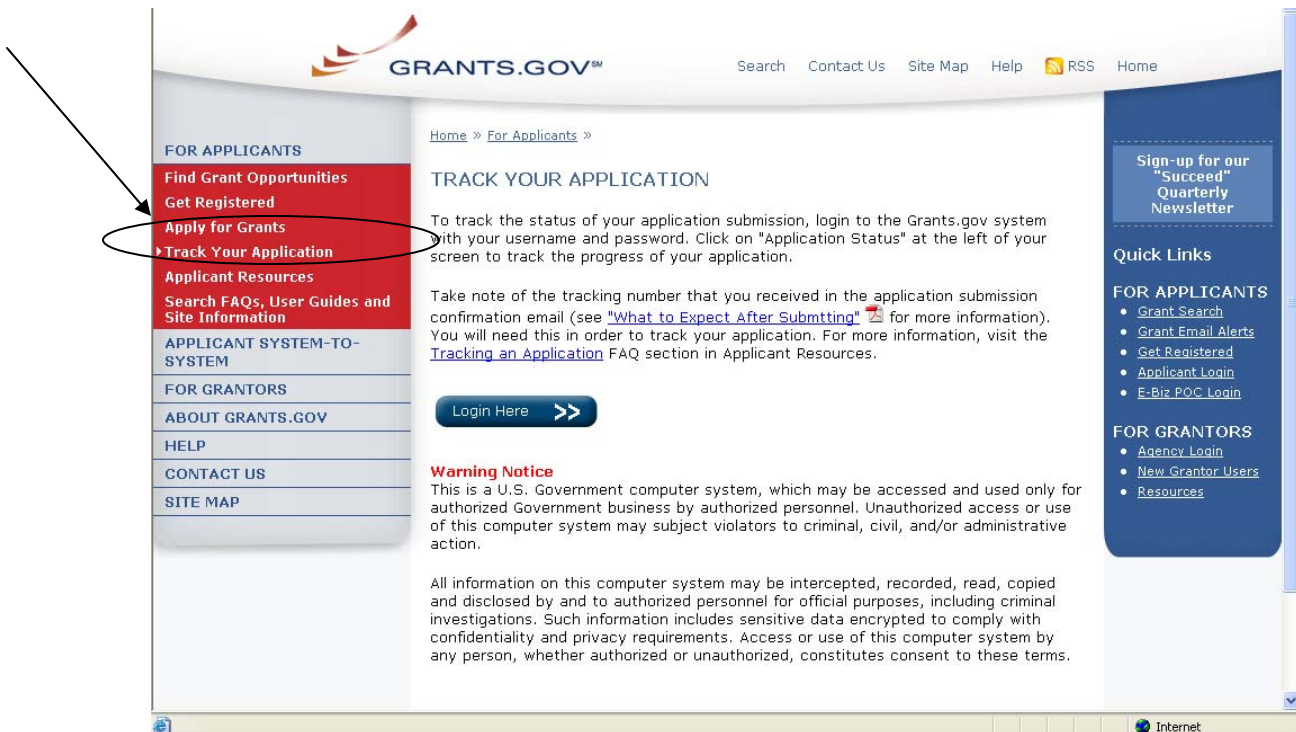
Grants.gov Customer Support
www.support@grants.gov
800-518-4726 (7 a.m. - 9 p.m. ET)

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.
<http://trapply.grants.gov>

Should you choose to track the progress of your application further, you may login with your username and password to receive information about the current status of your application.

Instructions for Tracking Your Application

To track the progress of your application, in the For Applicants section, select **Track Your Application** from the left side navigation from the Grants.gov homepage. This will take you to the Track Your Application screen.



Once on the Track Your Application screen, select the **Click here to login** link. This will take you to the Applicant login page. Enter your username and password to proceed.

Once you enter your username and password, you will be logged into the Grants.gov system. Click on **Check Application Status** on the left side of the screen to track the progress of your application.

NOTE: It is important to retain the application tracking number that you received in the application submission confirmation email in order to track your application. If the agency assigns an agency-specific tracking number, you may receive an email with a second tracking number from the agency that is offering the grant.

[Home](#) > [For Applicants](#)[Check Application Status](#)[Manage Applicant Profile](#)[Logout of Grants.gov](#)

FOR APPLICANTS

Welcome to the Applicants section!

You have successfully registered with Grants.gov. You can now use this section of the site to manage your applicant profile and to check the status of your applications.

[Check Application Status](#)

Once you have submitted an application, you can check the status of your application submission in this section. You can identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number. The following status information is provided:

- Date/Time: The date and time Grants.gov received your application.
- Status: Application statuses include the following:
 - Received: Grants.gov has received the application, but the application is awaiting validation.
 - Validated: Grants.gov validated the application and it is available for the agency to download.
 - Received by Agency: The agency has confirmed receipt of the application package.
 - Agency Tracking Number Assigned: The agency has assigned an internal tracking number to your application. This is the last status that Grants.gov tracks. Updates beyond this must be checked with the agency directly. Note: All agencies do not assign tracking numbers. If you do not see an agency tracking number, this does not infer that the agency did not receive or process your application. The assignment of tracking numbers is based on the policy of a particular agency.
 - Rejected with Errors: Grants.gov was unable to process your application because of an error(s) and cannot accept the application until you correct the errors and successfully resubmit the application. You will receive email notification with information on how to address the error(s). Refer to [Application Error Tips](#) for information on how to address common application errors.

Clicking Date: The date and time your application status was updated.