

## Benefits of Grants.gov

- ❖ Grants.gov is the one-source access to standardized grant information, application packages and processes for more than 1,000 federal grant programs, across all 26 federal grant-making agencies.
- ❖ Applicants have a secure registered profile that enables them to interact with all federal grantor agencies, from registration through application submission on Grants.gov.
- ❖ Simplifying the grant application process saves both applicants and agencies the expense and time associated with traditional paper-based grant applications.
- ❖ The Grants.gov website helps applicants, with an intuitive website interface and enhanced search features, easily find and use grant information across all grant categories and agencies.
- ❖ Electronic grant application processing simplifies the grant application process by reducing paperwork through downloadable and fillable forms, auto-populated data, error checks, email notifications and online support.

## Want federal grants? You need to learn about Grants.gov.

The U.S. Congress enacted legislation which led to the creation of Grants.gov, the authoritative source for finding information on, and applying for, all competitive grant opportunities from all federal agencies. It is a unique online connection between grant seekers and federal agency grant makers, designed to make grants research, application processing and management easier and more efficient. Grants.gov makes researching and applying for more than 1,000 different grant programs, representing more than \$500 billion in annual grants, available to applicants all in one place.

If you represent state, local or tribal governments, academic, medical or research institutions, non-profits or other organizations, you'll have access to efficiently find and apply for grant opportunities in one convenient online location. Gain government-wide access to all the information, grant descriptions, forms, instructions, helpful hints and knowledgeable support you'll need to find, apply and succeed in the grants process.

**Save Time.**

**Save Paper.**

**Streamline the Process.**

**Use Grants.gov.**



1.800.518.4726  
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200 Independence Ave. SW  
Washington, DC 20201



**Your Single Source  
to Find and Apply  
for Federal  
Government Grants**

# Billions of Grant Dollars Are Waiting for You Inside

## Opening the Door

Grants.gov is the secure, reliable entry way to discretionary federal grants from multiple agencies. Instead of searching multiple federal agency websites, applicants can now go to a single comprehensive site to discover and apply for opportunities from all 26 federal grant-making agencies.

State and local government agencies, academic institutions, research organizations and all other federal grant seekers will find that Grants.gov is a dedicated tool created specifically to help them. Whatever type of grant you seek, from any grant-making agency within the federal government, Grants.gov is your logical entry point.

Applying for federal grant money is a process with necessary checks and safeguards. The goal of Grants.gov is to make the process as efficient and easy as possible, while meeting all federal agency requirements. We do this by helping the applicant every step of the way, from registration to submitting a grant application.

## Get Registered

All Authorized Organization Representatives (AORs) must register with Grants.gov before they can submit grant applications. AORs are individuals who have been authorized by an organization to submit grant applications on its behalf. This one-time process enables the AOR to submit applications to all federal agencies with just one registration.

You can search for and download grant applications without being registered with Grants.gov, but you won't be able to submit an application until you complete the registration process. See the "Registration in Brief" and the estimated time for completion – more detailed instructions are available online at: <http://www.grants.gov>

## REGISTRATION IN BRIEF:

### Step 1 Obtain DUNS Number *Same Day*

Your organization will need to obtain a DUNS Number. If your organization does not have one, you will need to go to the Dun & Bradstreet website at <http://fedgov.dnb.com/webform> to obtain the number.

### Step 2 Register with CCR *Two days or up to one to two weeks.*

Ensure that your organization is registered with the Central Contractor Registration (CCR) at <http://www.ccr.gov>. If it is not, an authorizing official of your organization must register. You will not be able to begin Step 3 until this step is completed.

### Step 3 Username & Password *Same Day*

Complete your AOR (Authorized Organization Representative) profile on Grants.gov and create a username and password. You will need to use your organization's DUNS Number to complete this step. <http://apply.grants.gov/apply/OrcRegister>

### Step 4 AOR Authorization *\*Same Day*

The E-Business Point of Contact (E-Biz POC) at your organization must login to Grants.gov to confirm you as an Authorized Organization Representative (AOR). Please note that there can be more than one AOR for your organization. In some cases the E-Biz POC is also the AOR for an organization.

*\*Time depends on responsiveness of your E-Biz POC.*

### Step 5 TRACK AOR STATUS

At any time, you can track your AOR status. Simply login (with the username and password you obtained in Step 3): [http://www.grants.gov/applicants/applicant\\_profile.jsp](http://www.grants.gov/applicants/applicant_profile.jsp)

## Find

For both registered and unregistered users, finding grants is as simple as using the "Find Grant Opportunities" options on Grants.gov. As soon as discretionary grant programs are announced by federal agencies, they are posted on Grants.gov and available for review. After you receive your search results, you can link to the synopses of the grant opportunities which provide important information about each grant and quick

links to the full announcements and application packages. This allows you to find out quickly if the grant satisfies your needs and provides all the necessary information you will need to apply for these opportunities.

There are many ways to find grants using Grants.gov. You can search by agency, sub-agency, date range, funding activity, and category or even by your eligibility. You can even subscribe to the RSS feeds or Daily Notification Email and have grant opportunity notifications emailed to you. The RSS feeds and Daily Notification Email services allow you to sign-up for specific grant notifications by agency, within a particular category or eligibility.

Once you have found a grant of interest, you can click on the "Application" button at the top of each grant synopsis section to find the appropriate application package and method of application submission. Or, you can look up the appropriate application package at: [http://www.grants.gov/applicants/apply\\_for\\_grants.jsp](http://www.grants.gov/applicants/apply_for_grants.jsp)

## Apply

Submission of grant applications is a secure process at Grants.gov. Only registered AORs are permitted to submit applications, so begin your registration early, allowing three to five business days or in some instances up to two weeks to complete the process before you plan to apply.

As you complete your grant application, comprehensive user support is available at Grants.gov.

## Succeed

Grants.gov has a dedicated customer support team to help answer your questions about using Grants.gov. You can also find answers to your questions at: [http://www.grants.gov/applicants/applicant\\_faqs.jsp](http://www.grants.gov/applicants/applicant_faqs.jsp)

Once you have submitted one or more applications, you can track your success very easily. Simply go to the Applicant login on Grants.gov and select "Track Your Application" from the navigation bar on the left.

Grants.gov is a direct link from the desk of the grantor to the desk of the grant seeker, helping make your journey to find and apply for grants a successful one.