Electronic Grant Applications: Basic Requirements

University of Puerto Rico Mayaguez
Prepared by Evelyn Albino (R&D Center, RUM)
Edited by Dr. José I. Vega & David Santiago (CNDE-RUM)

Agenda

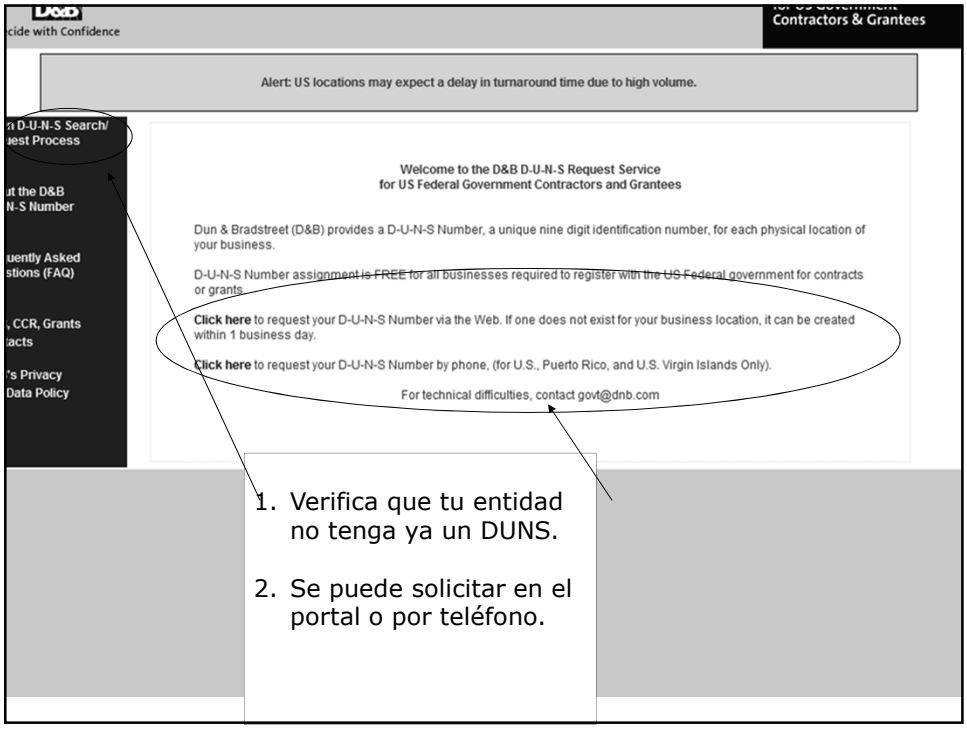
- Pasos necesarios para solicitar fondos al gobierno federal
- Cómo recibir avisos o “grants opportunities alerts”
- Repaso de Grants.gov
- Tips on Getting Started & completing an Application Package

What you need to apply for grants or contracts with Federal Government?

1. Obtain a **DUNS** number http://fedgov.dnb.com/webform/displayHomePage.do
2. Register with **SAM** (System for Award Management) http://www.sam.gov
3. Organizational Registration with **Grants.gov**

1. What is the D-U-N-S Number?

- Data Universal Numbering System is a nine digit number which uniquely identifies an individual business.
- The U.S. government and many major corporations require their suppliers and contractors to have a D-U-N-S Number
- http://www.dnb.com/us/
- It is **free** and requested by internet
- The first step is verifying online if your organization already has a DUNS number.
- http://fedgov.dnb.com/webform/displayHomePage.do

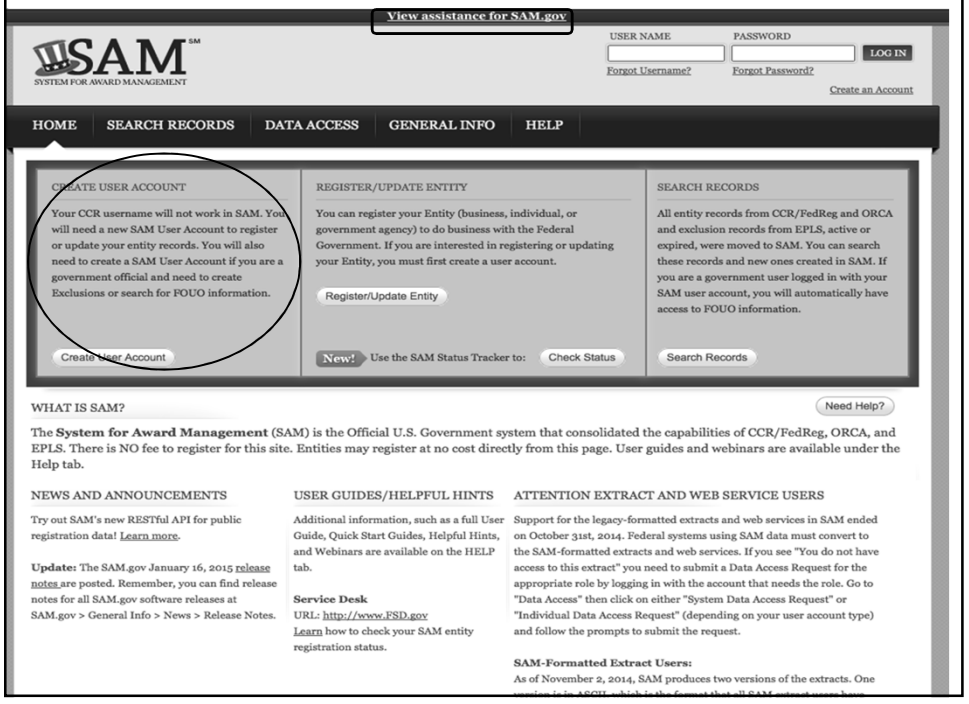


1. Verifica que tu entidad no tenga ya un DUNS.
2. Se puede solicitar en el portal o por teléfono.

Search Results if you already have a DUNS

2. System for Award Management (SAM)

- Offcial U.S. Government Database system that consolidated CCR/FedReg, ORCA, and EPLS
- Required for any institution (private, NPO, government) desiring to do business with the federal government.
- Requires some information like: DUNS number, company name, Federal Tax Identification Number (TIN ó EIN), location, receipts, employee numbers, web site address, business type, NAICS code, Financial Information, and Point of Contact (POC) Information.
- Registration is FREE, might take a week.



What is Grants.gov?

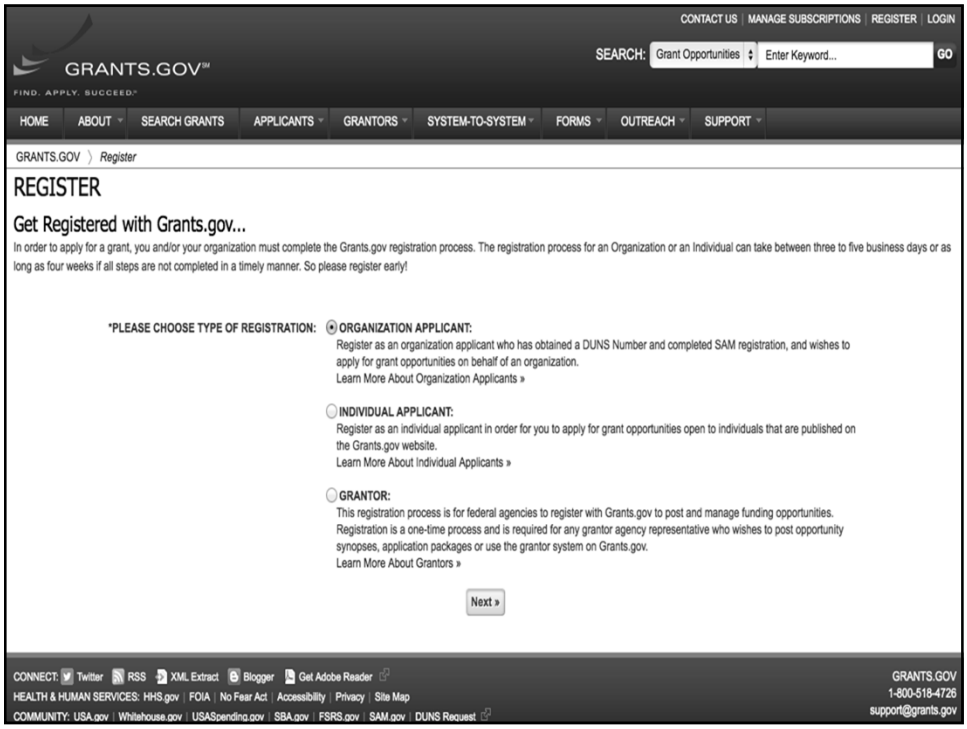
- A Federal web page that allows users to electronically find, apply for, and manage Federal Grant Opportunities.
- Creates a centralized, on-line process to find and apply for over 1000 grant programs from the 26 Federal grant-making agencies.
- It can be accessed at www.grants.gov
- **Guide to register Organization** www.grants.gov/web/grants/applicants/organization-registration.html

3. Grants.gov Registration

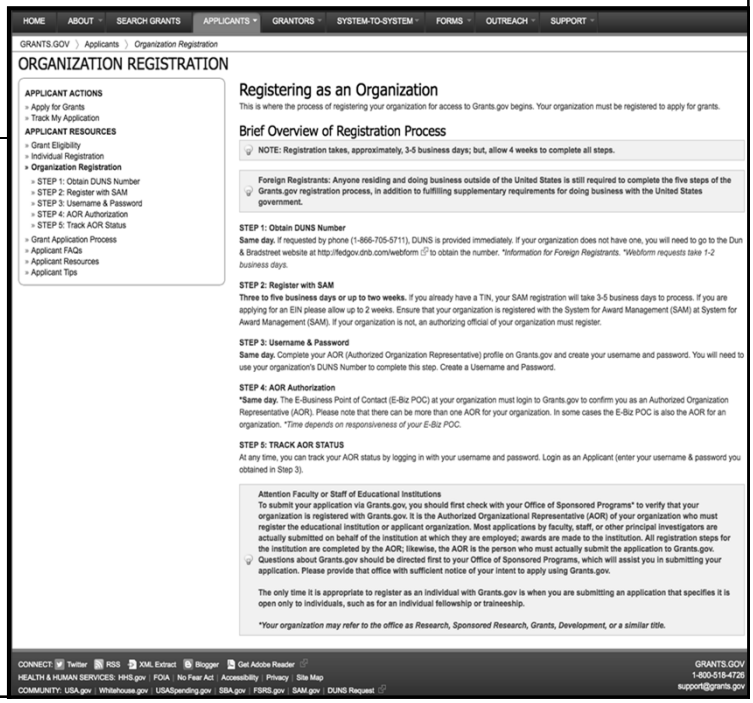
- Registration is Free
- Need to have your Duns number, and an active SAM Registration.
- **Grants.gov registration and instructions at:**

http://www.grants.gov/web/grants/register.html

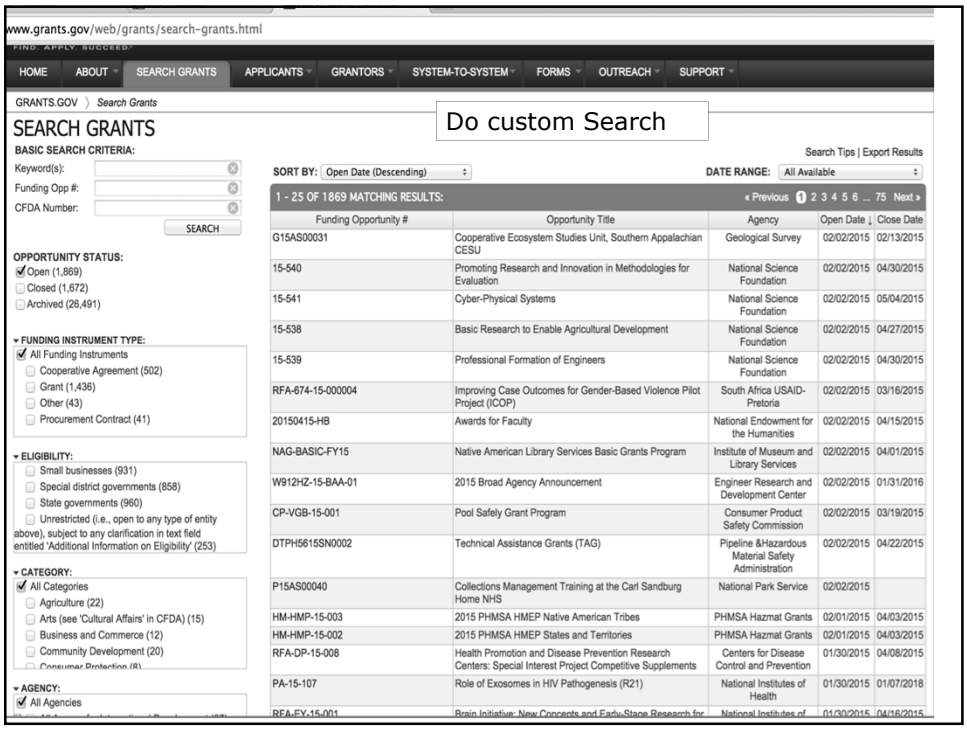
CONTACT US | MANAGE SUBSCRIPTIONS | REGISTER | LOGIN
GRANTS.GOV
FIND. APPLY. SUCCEED.
SEARCH: Grant Opportunities Enter Keyword... GO
HOME ABOUT SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT
Find Grants
SEARCH Grants.gov for your federal grants by keywords or more specific criteria. All discretionary grants offered by the 26 federal grant-making agencies can be found on Grants.gov. You do not have to register with Grants.gov to find grant opportunities.
Search Grant Opportunities »
Grants.gov Updates
Grants.gov Calendar
Check out our calendar to get the latest updates about our upcoming releases, maintenance, and outages.
Grants.gov Scheduled Maintenance Outage: February 14-17, 2015.
Grants.gov Notices
For more information on upcoming changes with user impacts, please visit the Grants.gov notices page for the latest information.
View the Summary of User Impacts for upcoming changes. (Revised January 12, 2015)
Grants.gov Releases
For more information about recent changes and enhancements, please see the latest release notes.
Grants.gov Blog
Visit the Grants.gov Blog to get up-to-date status of upcoming maintenance and outages.
Financial Assistance
Grants.gov does not provide personal financial assistance. Please visit USA.gov, to learn where you may find personal financial assistance.
Suspect Fraudulent Activity?
The United States Government does not require payment, of any kind, to receive federal grants. Click here, to report suspected fraudulent activity.
Find Open Grant Opportunities
NEWEST OPPORTUNITIES BROWSE CATEGORIES BROWSE AGENCIES BROWSE ELIGIBILITIES
View More »
Funding Opportunity Number | Opportunity Title | Agency
G15AS00031 | Cooperative Ecosystem Studies Unit, Southern Appalachian CESU | Geological Survey
RFA-674-15-000004 | Improving Case Outcomes for Gender-Based Violence Pilot Project (ICOP) | South Africa USAID-Pretoria
20150415-HB | Awards for Faculty | National Endowment for the Humanities
NAG-BASIC-FY15 | Native American Library Services Basic Grants Program | Institute of Museum and Library Services
W912HZ-15-BAA-01 | 2015 Broad Agency Announcement | Engineer Research and Development Center
CP-VGB-15-001 | Pool Safely Grant Program | Consumer Product Safety Commission
15-538 | Basic Research to Enable Agricultural Development | National Science Foundation
15-539 | Professional Formation of Engineers | National Science Foundation
CONNECT: Twitter RSS XML Extract Blogger Get Adobe Reader
HEALTH & HUMAN SERVICES: HHS.gov | FOIA | No Fear Act | Accessibility | Privacy | Site Map
COMMUNITY: USA.gov | Whitehouse.gov | USASpending.gov | SBA.gov | FSRS.gov | SAM.gov | DUNS Request
GRANTS.GOV
1-800-518-4726
support@grants.gov

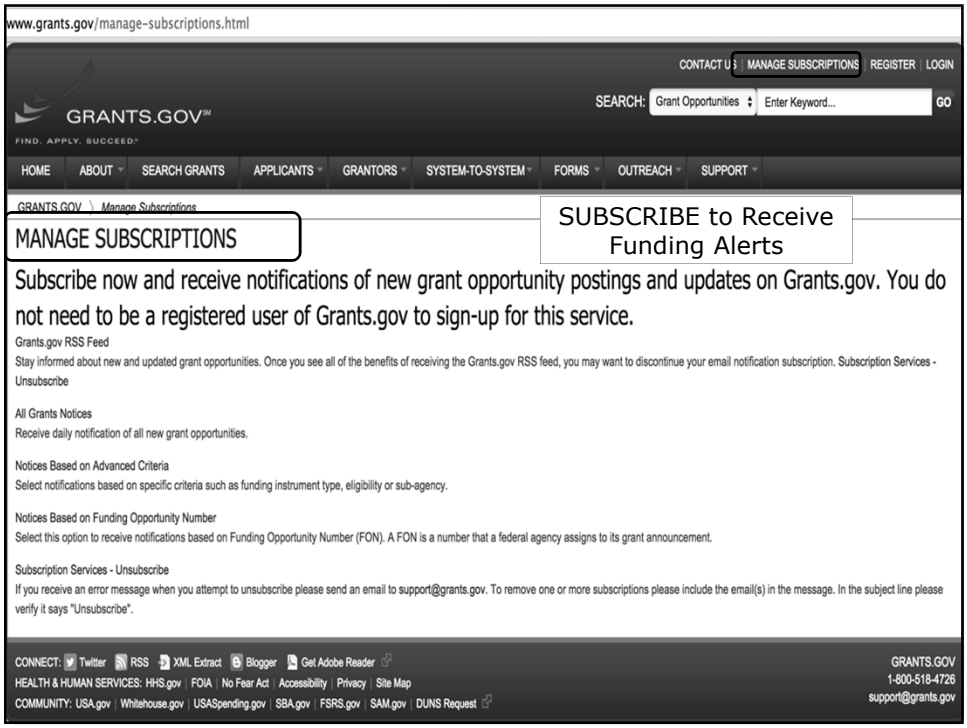

CONTACT US | MANAGE SUBSCRIPTIONS | REGISTER | LOGIN
GRANTS.GOV
FIND. APPLY. SUCCEED.
SEARCH: Grant Opportunities Enter Keyword... GO
HOME ABOUT SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT
GRANTS.GOV 〉 Register
REGISTER
Get Registered with Grants.gov...
In order to apply for a grant, you and/or your organization must complete the Grants.gov registration process. The registration process for an Organization or an Individual can take between three to five business days or as long as four weeks if all steps are not completed in a timely manner. So please register early!
*PLEASE CHOOSE TYPE OF REGISTRATION:
ORGANIZATION APPLICANT:
Register as an organization applicant who has obtained a DUNS Number and completed SAM registration, and wishes to apply for grant opportunities on behalf of an organization.
Learn More About Organization Applicants »
INDIVIDUAL APPLICANT:
Register as an individual applicant in order for you to apply for grant opportunities open to individuals that are published on the Grants.gov website.
Learn More About Individual Applicants »
GRANTOR:
This registration process is for federal agencies to register with Grants.gov to post and manage funding opportunities. Registration is a one-time process and is required for any grantor agency representative who wishes to post opportunity synopses, application packages or use the grantor system on Grants.gov.
Learn More About Grantors »
Next »
CONNECT: Twitter RSS XML Extract Blogger Get Adobe Reader
HEALTH & HUMAN SERVICES: HHS.gov | FOIA | No Fear Act | Accessibility | Privacy | Site Map
COMMUNITY: USA.gov | Whitehouse.gov | USASpending.gov | SBA.gov | FSRS.gov | SAM.gov | DUNS Request
GRANTS.GOV
1-800-518-4726
support@grants.gov

Pasos detallads para el Registro



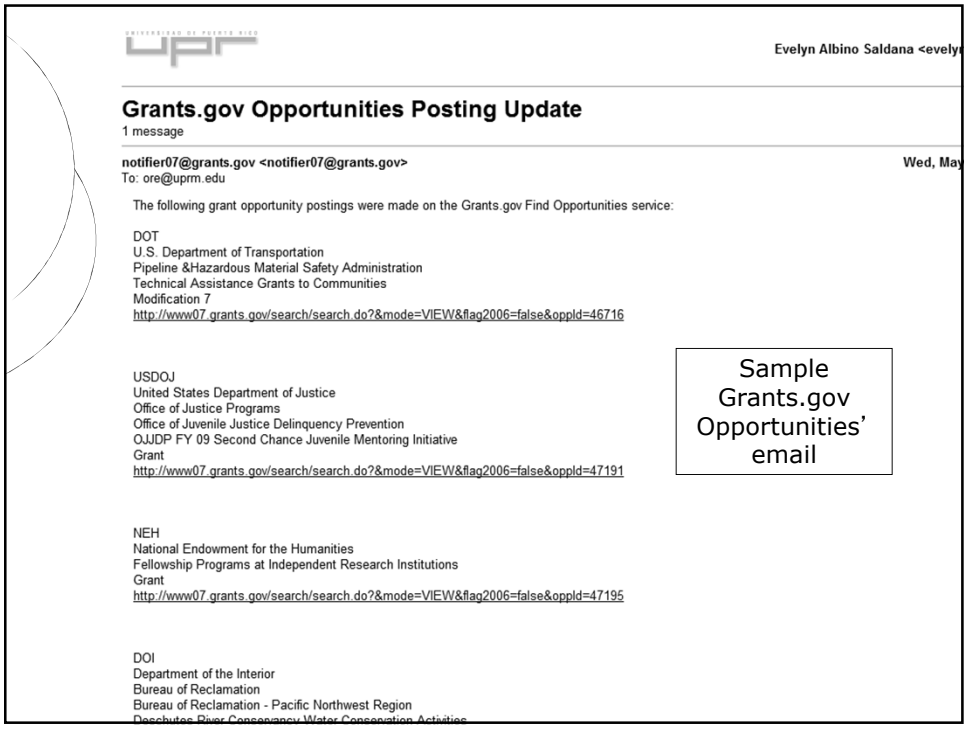
Do custom Search





Recommendations

1. Register to receive alerts of funding opportunities from Grants.gov
2. Do a quick check of the program announcements (deadline, eligibility, matching requirements, etc) until you find one that suits your needs
3. Be aware of the new e-Government registration requirements for submitting proposals to apply for Federal Funds
4. **Use the Find and Apply Guide at Grants.gov** http://www.grants.gov/documents/19/18243/GrantsgovApplicantUserGuide.pdf
5. Start early!!!



Evelyn Albino Saldana <evelyn

Grants.gov Opportunities Posting Update
1 message

notifier07@grants.gov <notifier07@grants.gov> Wed, May
To: ore@uprm.edu

The following grant opportunity postings were made on the Grants.gov Find Opportunities service:

DOT
U.S. Department of Transportation
Pipeline &Hazardous Material Safety Administration
Technical Assistance Grants to Communities
Modification 7
http://www07.grants.gov/search/search.do?&mode=VIEW&flag2006=false&oppId=46716

USDOJ
United States Department of Justice
Office of Justice Programs
Office of Juvenile Justice Delinquency Prevention
OJJDP FY 09 Second Chance Juvenile Mentoring Initiative
Grant
http://www07.grants.gov/search/search.do?&mode=VIEW&flag2006=false&oppId=47191

NEH
National Endowment for the Humanities
Fellowship Programs at Independent Research Institutions
Grant
http://www07.grants.gov/search/search.do?&mode=VIEW&flag2006=false&oppId=47195

DOI
Department of the Interior
Bureau of Reclamation
Bureau of Reclamation - Pacific Northwest Region
Deschutes River Conservancy Water Conservation Activities

Sample Grants.gov Opportunities' email

Tips for Searching Opportunities

- Use key words and come up with combinations
- Do not give up, it is a time intensive task
- Take your time to scan Agency websites
- Found a good but closed opportunity? Keep the CFDA for searching again, most programs will repeat the opportunity. Also you could get information about what proposals were funded in the past…

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Browse by Agency
Advanced Search
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Track Your Application
Applicant Resources
APPLICANT SYSTEM-TO-SYSTEM
FOR GRANTORS
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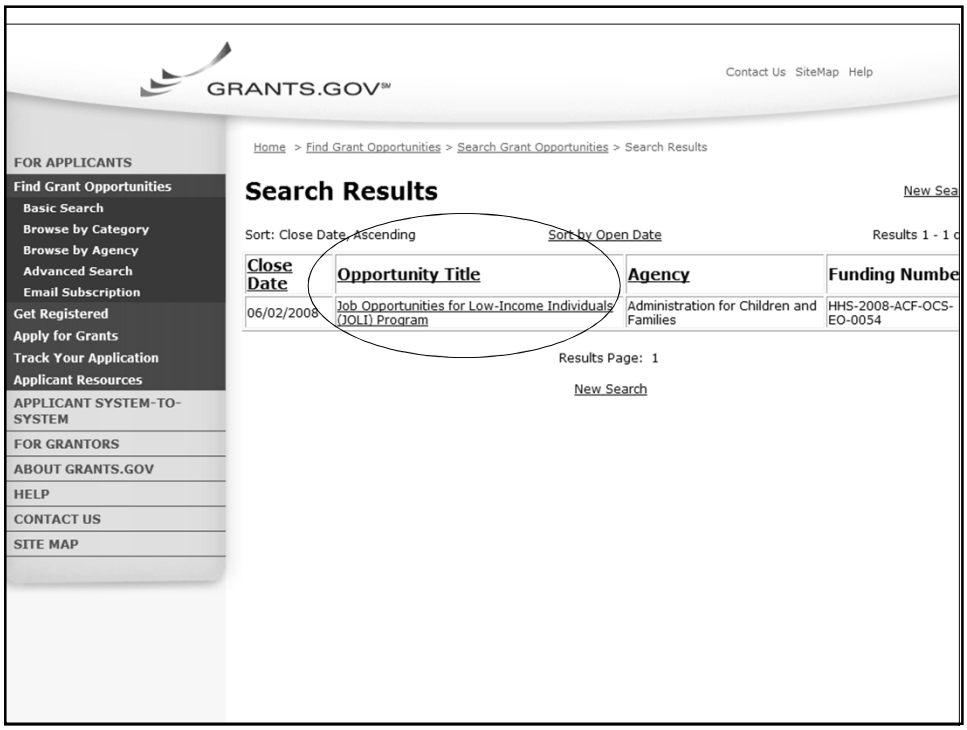
CONTACT US
SITE MAP
Home > Find Grant Opportunities > Search Grant Opportunities
Search Grant Opportunities
Basic Search
Browse by Category
Browse by Agency
Advanced Search
To perform a basic search for a grant, complete the "Keyword Search"; the "Search by Funding Opportunity Number"; OR the "Search by CFDA Number" field; and then click the "Search" button below.
Access Search Tips for helpful search strategies, or click the Help button in the upper right corner to get help with this screen.
Keyword Search:
Search by Funding Opportunity Number:
Search by CFDA Number:
93.593
Search
Clear Form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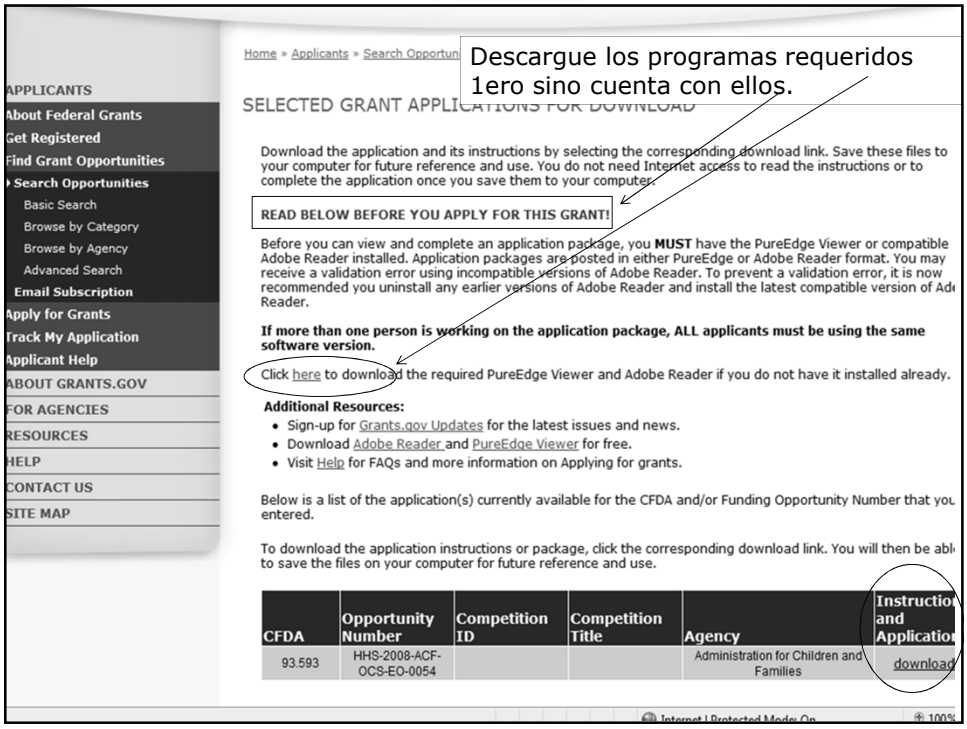
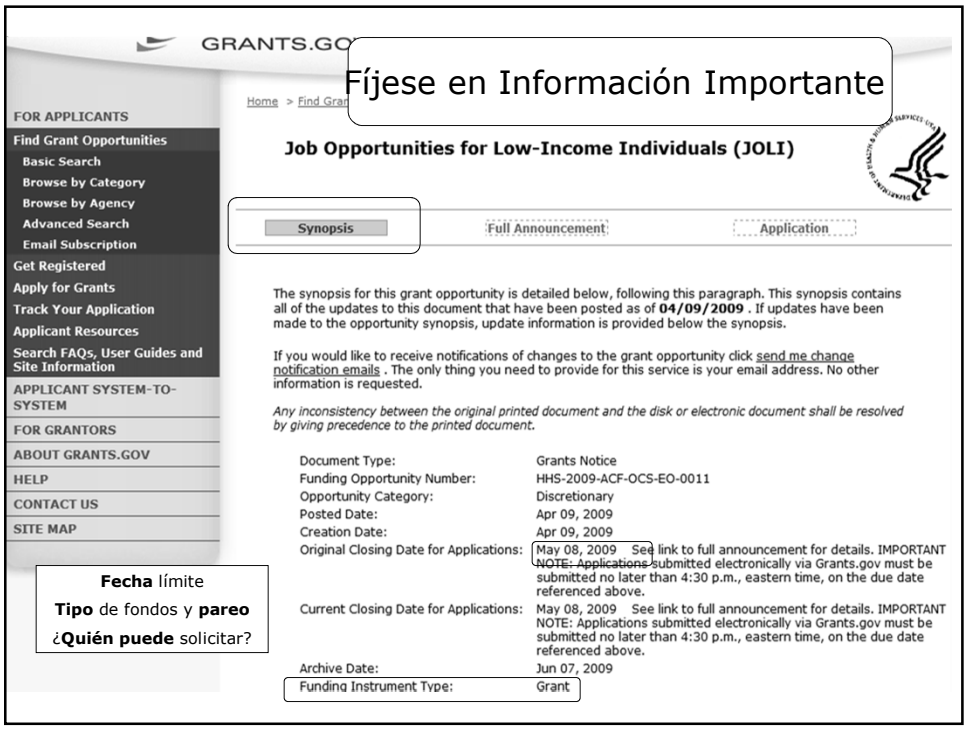
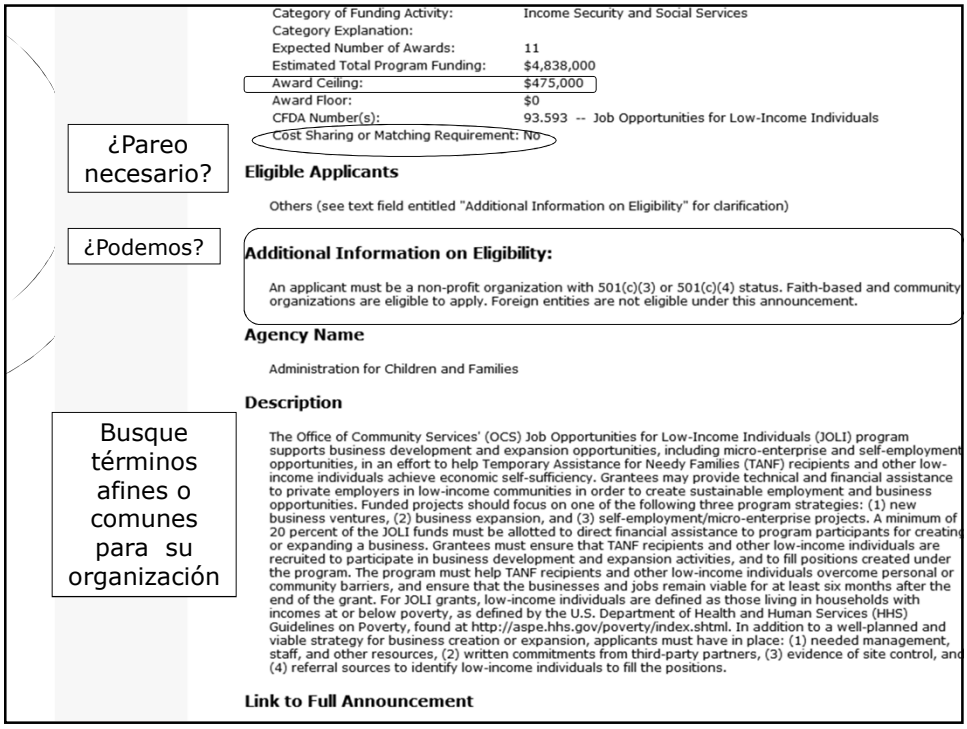
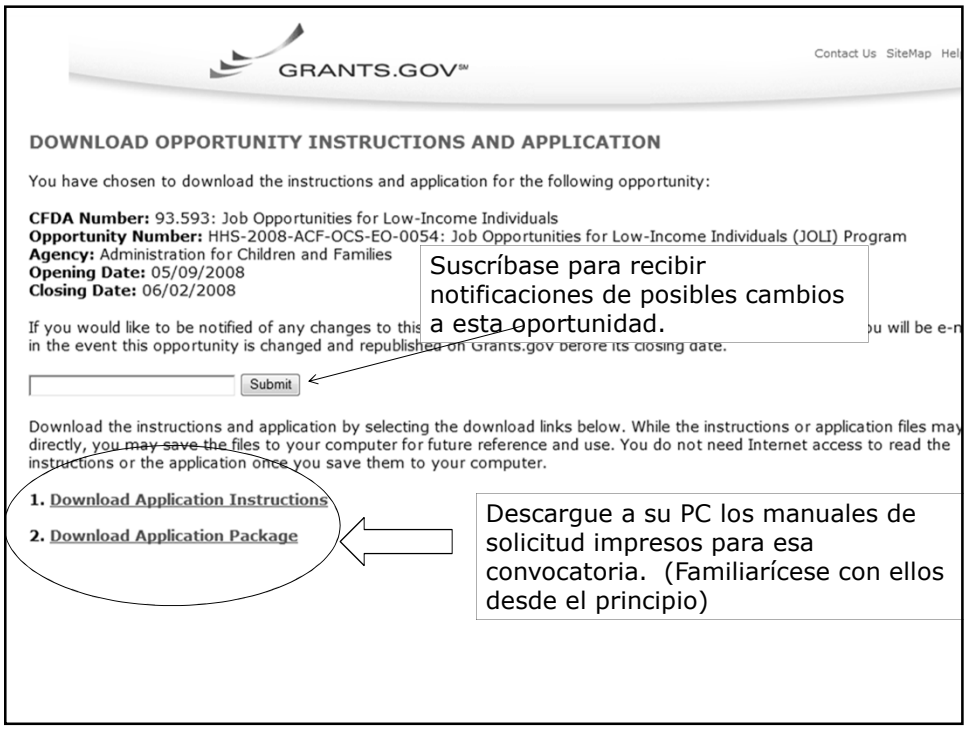
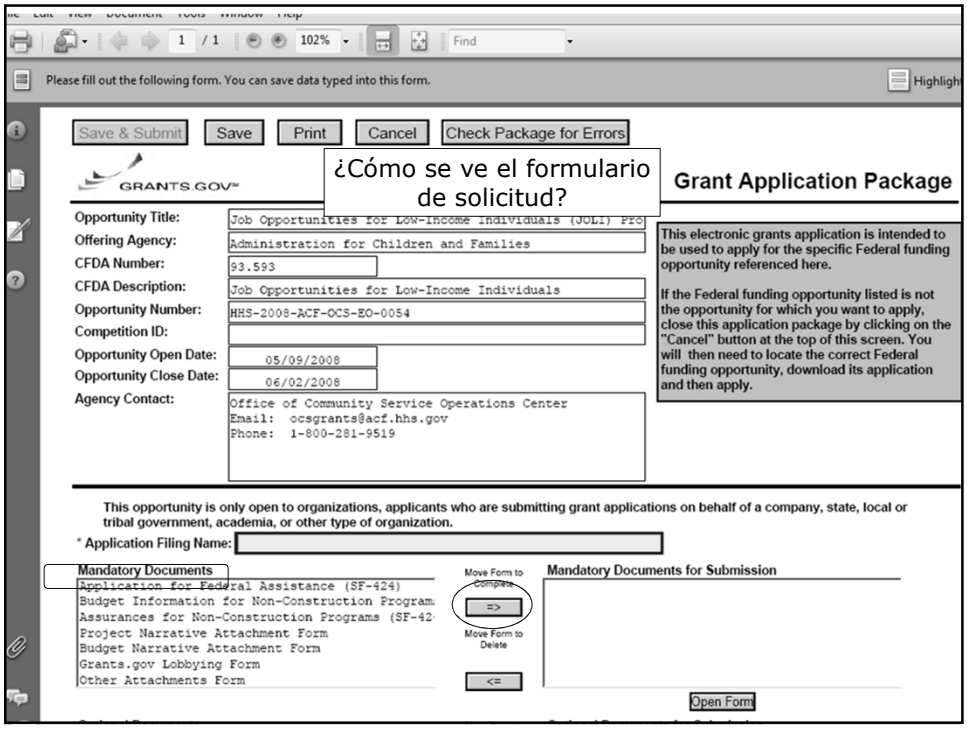
Get Registered
Apply for Grants
Track Your Application
Applicant Resources
APPLICANT SYSTEM-TO-SYSTEM
FOR GRANTORS
ABOUT GRANTS.GOV
HELP
CONTACT US
SITE MAP
Home > Find Grant Opportunities > Search Grant Opportunities > Search Results
Search Results
Sort: Close Date, Ascending
Sort by Open Date
Results 1 - 1
Close Date
Opportunity Title
Agency
Funding Numbe
06/02/2008
Job Opportunities for Low-Income Individuals (JOLI) Program
Administration for Children and Families
HHS-2008-ACF-OCS-EO-0054
Results Page: 1
New Search

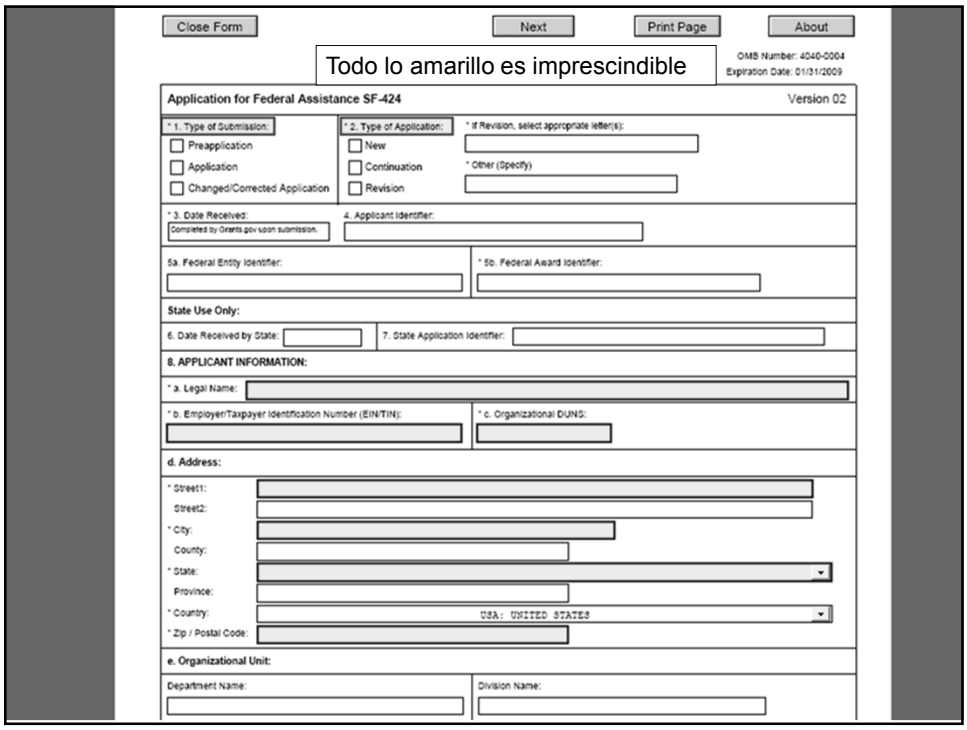

Descargue los programas requeridos 1ero sino cuenta con ellos.
APPLICANTS
About Federal Grants
Get Registered
Find Grant Opportunities
Search Opportunities
Basic Search
Browse by Category
Browse by Agency
Advanced Search
Email Subscription
Apply for Grants
Track My Application
Applicant Help
ABOUT GRANTS.GOV
FOR AGENCIES
RESOURCES
HELP
CONTACT US
SITE MAP
Home » Applicants » Search Opportun
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 Ad 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 abl to save the files on your computer for future reference and use.
CFDA
Opportunity Number
Competition ID
Competition Title
Agency
Instructio and Applicatio
93.593
HHS-2008-ACF-OCS-EO-0054
Administration for Children and Families
download


GRANTS.GO
Fíjese en Información Importante
FOR APPLICANTS
Find Grant 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
APPLICANT SYSTEM-TO-SYSTEM
FOR GRANTORS
ABOUT GRANTS.GOV
HELP
CONTACT US
SITE MAP
Home > Find Gran
Job Opportunities for Low-Income Individuals (JOLI)
Synopsis
Full Announcement
Application
The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of 04/09/2009 . If updates have been made to the opportunity synopsis, update information is provided below the synopsis.
If you would like to receive notifications of changes to the grant opportunity click send me change notification emails . The only thing you need to provide for this service is your email address. No other information is requested.
Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.
Document Type: Grants Notice
Funding Opportunity Number: HHS-2009-ACF-OCS-EO-0011
Opportunity Category: Discretionary
Posted Date: Apr 09, 2009
Creation Date: Apr 09, 2009
Original Closing Date for Applications: May 08, 2009 See link to full announcement for details. IMPORTANT NOTE: Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.
Current Closing Date for Applications: May 08, 2009 See link to full announcement for details. IMPORTANT NOTE: Applications submitted electronically via Grants.gov must be submitted no later than 4:30 p.m., eastern time, on the due date referenced above.
Archive Date: Jun 07, 2009
Funding Instrument Type: Grant
Fecha límite
Tipo de fondos y pareo
¿Quién puede solicitar?


Category of Funding Activity: Income Security and Social Services
Category Explanation:
Expected Number of Awards: 11
Estimated Total Program Funding: $4,838,000
Award Ceiling: $475,000
Award Floor: $0
CFDA Number(s): 93.593 -- Job Opportunities for Low-Income Individuals
Cost Sharing or Matching Requirement: No
¿Pareo necesario?
Eligible Applicants
Others (see text field entitled "Additional Information on Eligibility" for clarification)
¿Podemos?
Additional Information on Eligibility:
An applicant must be a non-profit organization with 501(c)(3) or 501(c)(4) status. Faith-based and community organizations are eligible to apply. Foreign entities are not eligible under this announcement.
Agency Name
Administration for Children and Families
Description
Busque términos afines o comunes para su organización
The Office of Community Services' (OCS) Job Opportunities for Low-Income Individuals (JOLI) program supports business development and expansion opportunities, including micro-enterprise and self-employment opportunities, in an effort to help Temporary Assistance for Needy Families (TANF) recipients and other low-income individuals achieve economic self-sufficiency. Grantees may provide technical and financial assistance to private employers in low-income communities in order to create sustainable employment and business opportunities. Funded projects should focus on one of the following three program strategies: (1) new business ventures, (2) business expansion, and (3) self-employment/micro-enterprise projects. A minimum of 20 percent of the JOLI funds must be allotted to direct financial assistance to program participants for creating or expanding a business. Grantees must ensure that TANF recipients and other low-income individuals are recruited to participate in business development and expansion activities, and to fill positions created under the program. The program must help TANF recipients and other low-income individuals overcome personal or community barriers, and ensure that the businesses and jobs remain viable for at least six months after the end of the grant. For JOLI grants, low-income individuals are defined as those living in households with incomes at or below poverty, as defined by the U.S. Department of Health and Human Services (HHS) Guidelines on Poverty, found at http://aspe.hhs.gov/poverty/index.shtml. In addition to a well-planned and viable strategy for business creation or expansion, applicants must have in place: (1) needed management, staff, and other resources, (2) written commitments from third-party partners, (3) evidence of site control, and (4) referral sources to identify low-income individuals to fill the positions.
Link to Full Announcement


GRANTS.GOV
Contact Us SiteMap
DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION
You have chosen to download the instructions and application for the following opportunity:
CFDA Number: 93.593: Job Opportunities for Low-Income Individuals
Opportunity Number: HHS-2008-ACF-OCS-EO-0054: Job Opportunities for Low-Income Individuals (JOLI) Program
Agency: Administration for Children and Families
Opening Date: 05/09/2008
Closing Date: 06/02/2008
Suscríbase para recibir notificaciones de posibles cambios a esta oportunidad.
in the event this opportunity is changed and republished on Grants.gov before its closing date.
Submit
Download the instructions and application by selecting the download links below. While the instructions or application files may 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
Descargue a su PC los manuales de solicitud impresos para esa convocatoria. (Familiarícese con ellos desde el principio)


Please fill out the following form. You can save data typed into this form.
Save & Submit
Save
Print
Cancel
Check Package for Errors
¿Cómo se ve el formulario de solicitud?
GRANTS.GOV
Grant Application Package
Opportunity Title:
Job Opportunities for Low-Income Individuals (JOLI) Pro
Offering Agency:
Administration for Children and Families
CFDA Number:
93.593
CFDA Description:
Job Opportunities for Low-Income Individuals
Opportunity Number:
HHS-2008-ACF-OCS-EO-0054
Competition ID:
Opportunity Open Date:
05/09/2008
Opportunity Close Date:
06/02/2008
Agency Contact:
Office of Community Service Operations Center
Email: ocsgrants@acf.hhs.gov
Phone: 1-800-281-9519
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.
This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.
* Application Filing Name:
Mandatory Documents
Application for Federal Assistance (SF-424)
Budget Information for Non-Construction Program
Assurances for Non-Construction Programs (SF-42
Project Narrative Attachment Form
Budget Narrative Attachment Form
Grants.gov Lobbying Form
Other Attachments Form
Move Form to Complete
=>
Move Form to Delete
<=
Mandatory Documents for Submission
Open Form


Close Form
Next
Print Page
About
Todo lo amarillo es imprescindible
OMB Number: 4040-0004
Expiration Date: 01/31/2009
Application for Federal Assistance SF-424
Version 02
* 1. Type of Submission:
Preapplication
Application
Changed/Corrected Application
* 2. Type of Application:
New
Continuation
Revision
* If Revision, select appropriate letter(s):
* Other (Specify)
* 3. Date Received:
Completed by Grants.gov upon submission.
4. Applicant Identifier:
5a. Federal Entity Identifier:
* 5b. Federal Award Identifier:
State Use Only:
6. Date Received by State:
7. State Application Identifier:
8. APPLICANT INFORMATION:
* a. Legal Name:
* b. Employer/Taxpayer Identification Number (EIN/TIN):
* c. Organizational DUNS:
d. Address:
* Street1:
Street2:
* City:
County:
* State:
Province:
* Country:
USA: UNITED STATES
* Zip / Postal Code:
e. Organizational Unit:
Department Name:
Division Name:

Tips for Completing Application Package

- Espacios amarillo son campos obligatorios de la solicitud. Se marcan como errores y no permiten la radicación si no los llena.
- Siga al pie de la letra las instrucciones de los formularios. (i.e. incluir todos los anejos en un sólo archivo vs muchos archivos separados)
- Recuerde que los formularios de solicitud son las instrucciones de esa Agencia particular.
- Normalmente anejos en formato pdf es requerido en algunas agencias. (Use pdf creator ó Primo PD entre otros.)
- Trabaje el presupuesto en Excel antes de entrar la solicitud en los Application's R&R Budget Forms
- Grants.gov hace un cotejo mínimo de que la solicitud cumpla con los requerimientos en sistema ante de redirigir su solicitud a la agencia particular.
  - Siga las instrucciones
  - Sea minucioso.

Grants.gov User Support

- Frequent Questions http://www.grants.gov/help/faq.jsp
- User Guide http://www.grants.gov/help/user_guides.jsp
- Applicant Quick Reference http://www.grants.gov/applicants/apply_for_grants.jsp
- Support For Grantees Email: support@grants.gov
- Toll-Free Phone Number: 1-800-518-4726 M-F 7 a.m. – 9 p.m. ET

Any Questions?

Yo sí tengo las mías…

- ¿Cómo se llama el código de clasificación de organizaciones?
- ¿Una entidad puede tener más de uno?
- ¿Qué significa SAM?