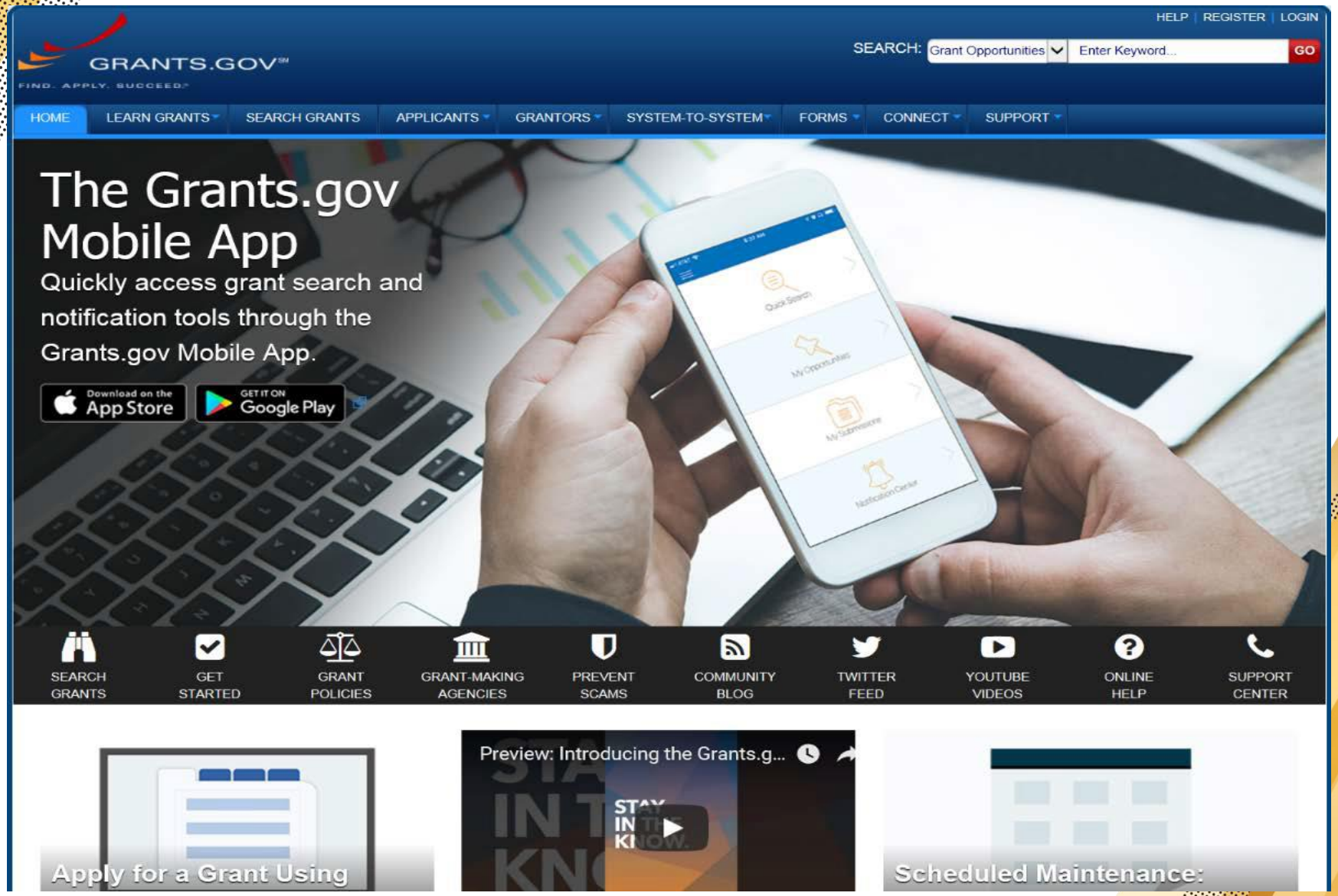
NKU

Research, Grants and Contracts

Grants.gov Overview

Navigating Grants.gov and Applicant Tabs



Applicant Resources: Videos, User Guide, Training, FAQs

HOME | LEARN GRANTS | SEARCH GRANTS | APPLICANTS | GRANTORS | SYSTEM-TO-SYSTEM | FORMS | CONNECT | SUPPORT

GRANTS.GOV 〉 Applicants 〉 *Applicant Training*

APPLICANT TRAINING

GRANT APPLICATIONS
- How to Apply for Grants
- Track My Application

APPLICANT RESOURCES
- Workspace Overview
- Applicant Eligibility
- Organization Registration
- Applicant Registration
- **Applicant Training**
- Applicant FAQs
- Adobe Software Compatibility
- Submitting UTF-8 Special Characters
- Encountering Error Messages

Training Resources and Videos for Grants.gov

Whether you need a high-level introduction to the Grants.gov application process, or you are looking for a step-by-step explanation of a particular Applicant task, we encourage you to consult the resources on this page.

For more context and general information about the federal grants lifecycle, visit the Grants 101 section under the Learn Grants tab.

Featured Video

[WEBINAR] Getting Started with Grants.gov Workspace: Become a Workspace Wizard

Updated on October 12, 2017

Workspace is Grants.gov's shared, online environment to collaboratively complete and submit federal grant applications. With the Legacy PDF application retiring on December 31, 2017, Grants.gov provided this free webinar to help applicants get started using Workspace.

Help: Online User Guide

Find registration, search, and application instructions for all users in the Grants.gov Online User Guide.

For detailed applicant information, review the Applicants section of the online user guide.

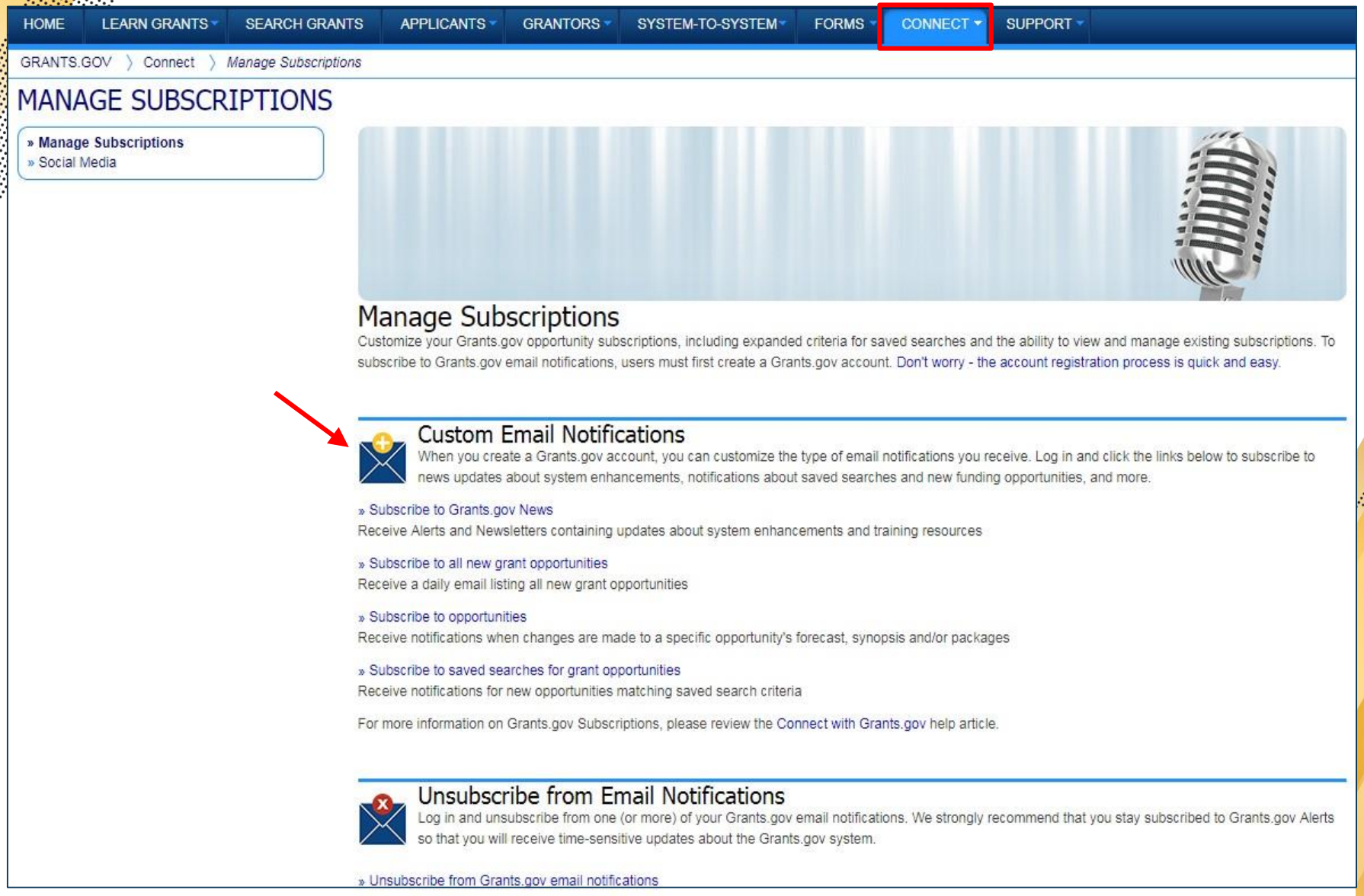
Applicant Overview

Grants.gov Applicant Overview Training Presentation - Everything you need to know about navigating Grants.gov as an Applicant.

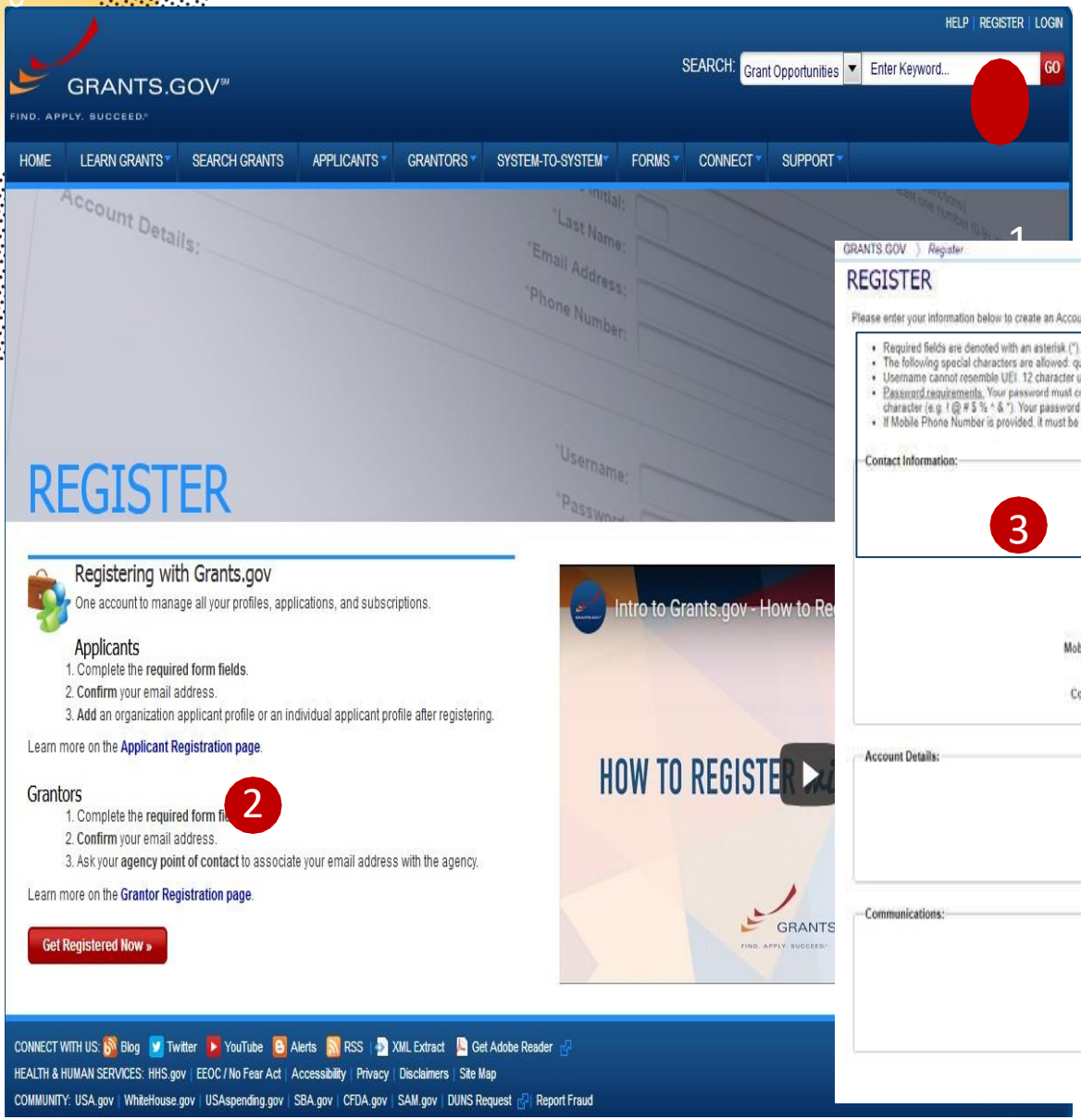
Grants.gov Presentation Request Form - If you would like to request brochures or a complimentary Grants.gov presentation on the Find and Apply process, please fill out this form and submit it to support@grants.gov.

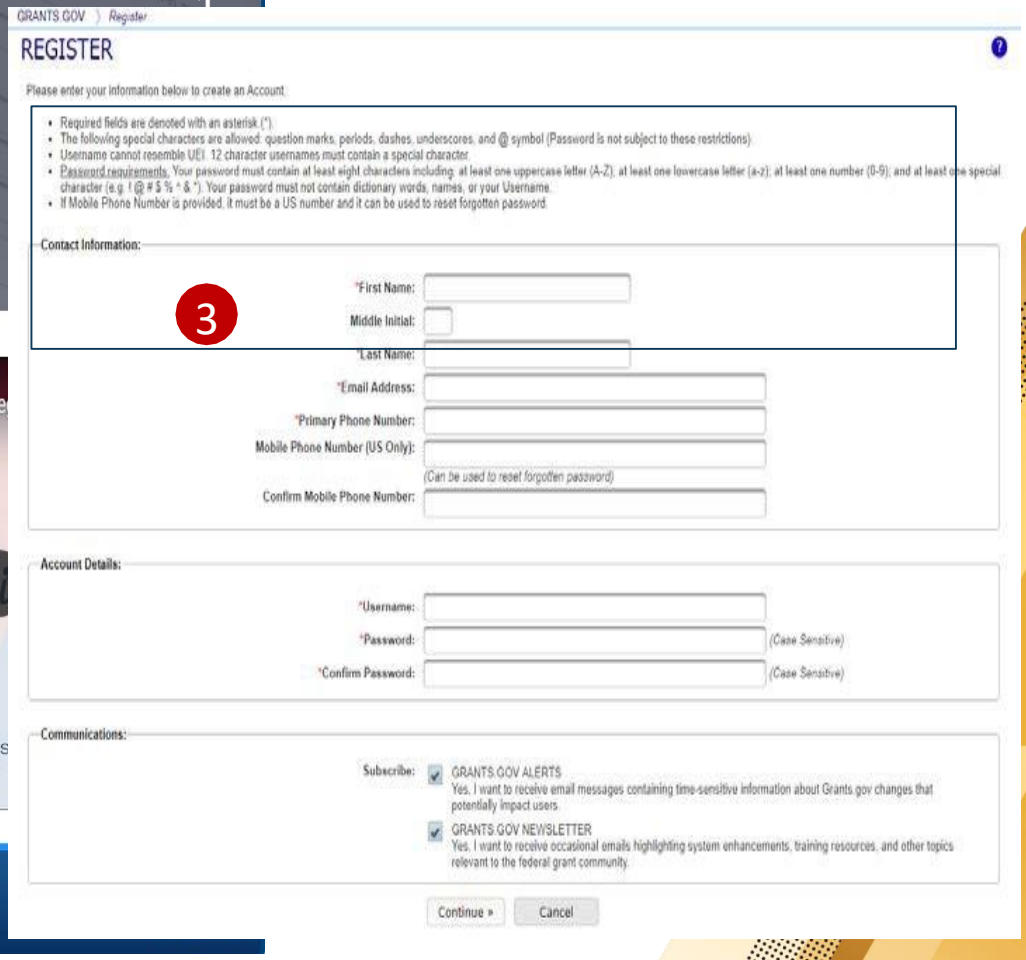
For a step-by-step guide to organization applicant registration, check out the Grants.gov Organization Applicant Registration pages.

Subscriptions and Email Notifications



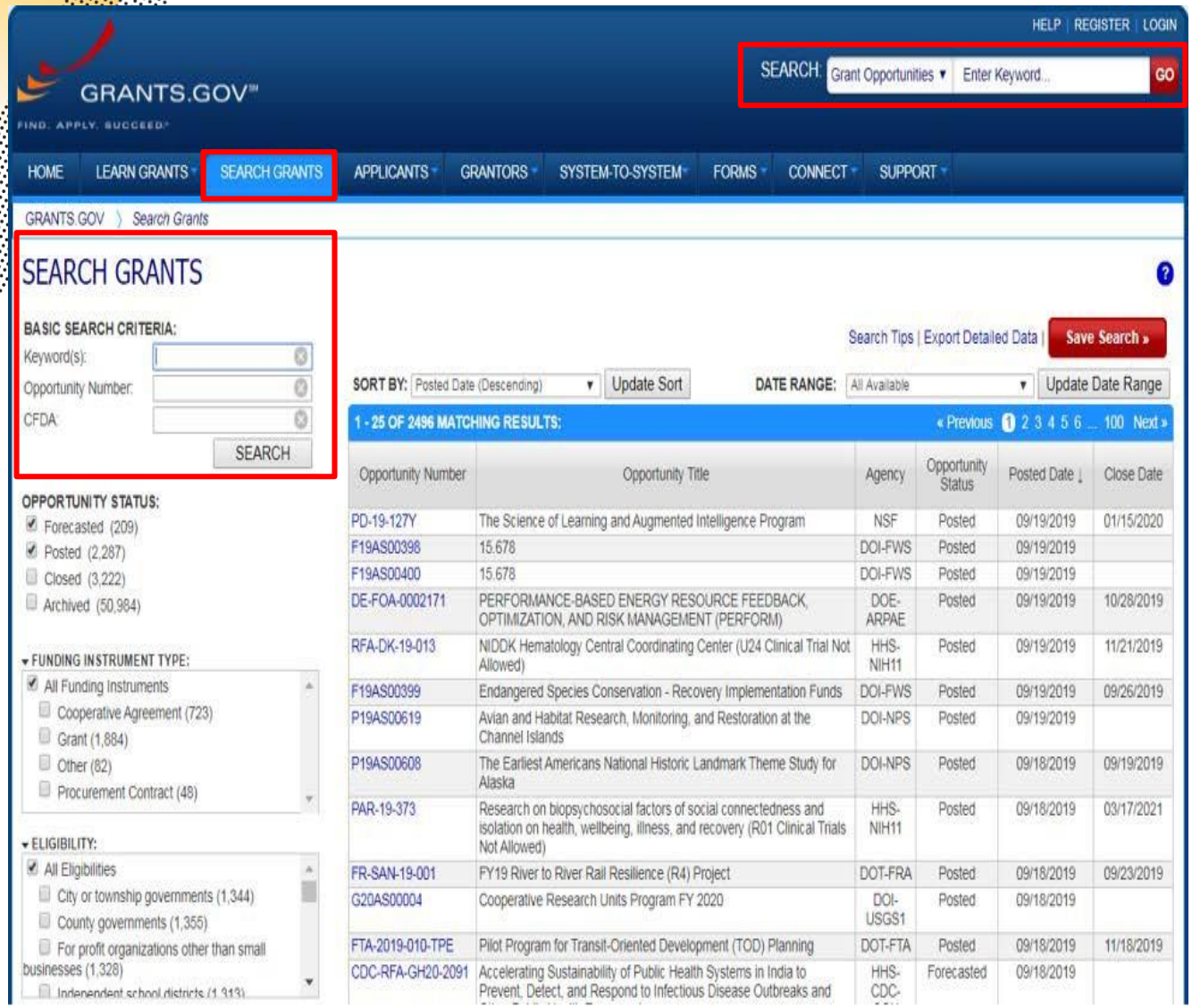
Registration





Search Grants

Searching for Funding: Find – Basic Search



Search for grants and forecasts by entering a keyword.

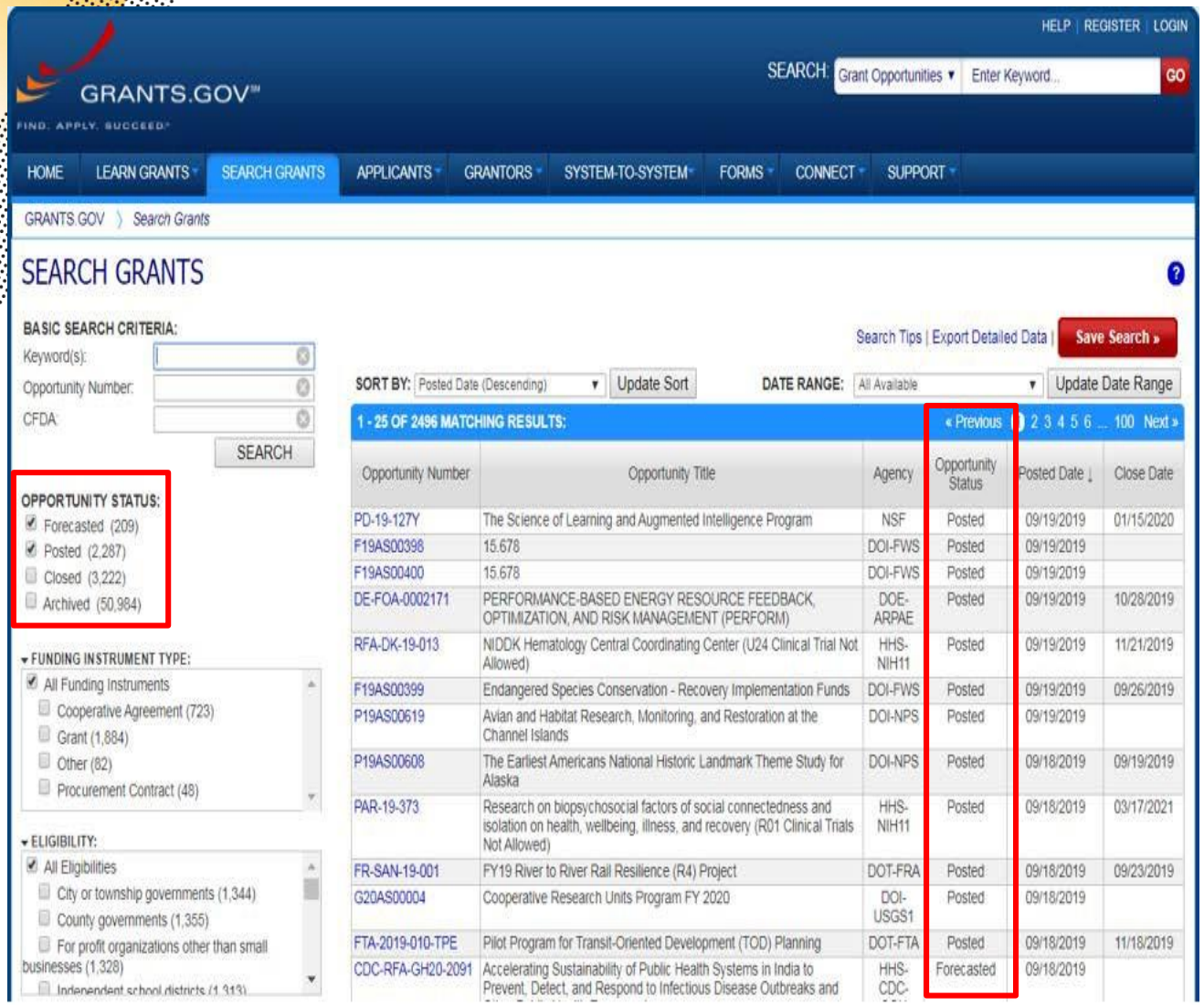
In Search Grants tab, search by:

- Keyword
- Opportunity Number
- CFDA Number or Title

Search tips:

https://www.grants.gov/search-tips.html

Opportunity Status



Select the Opportunity Status to find what you are looking for:

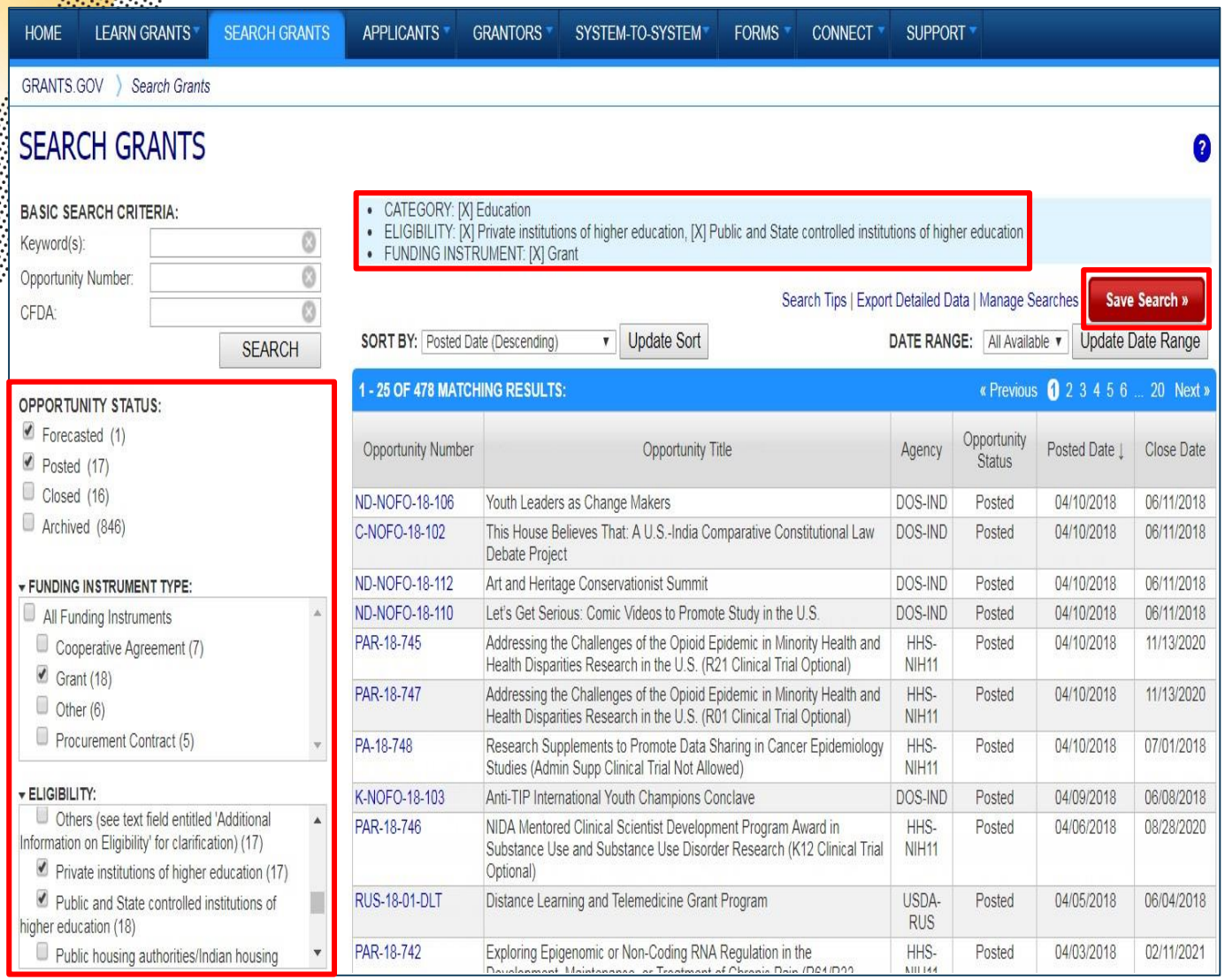
Forecasted - Potential grants in the near future

Posted - Currently open grants

Closed - Recently ended grants

Archived - Past grants available for reference

Sign In and Save Your Search



Refine your search by selecting criteria options:

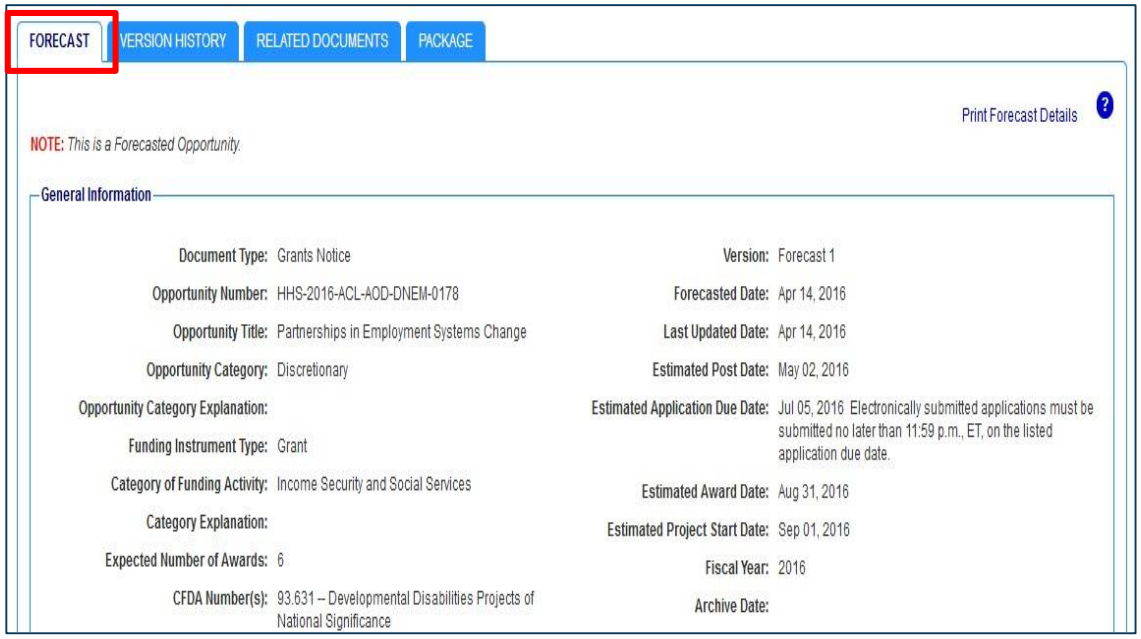
- Category
- Eligibility
- Funding Agency
- Opportunity Status
- Date ranges

Click Save Search button to store this set of search criteria to receive emails

Click Manage Searches link to review your saved searches

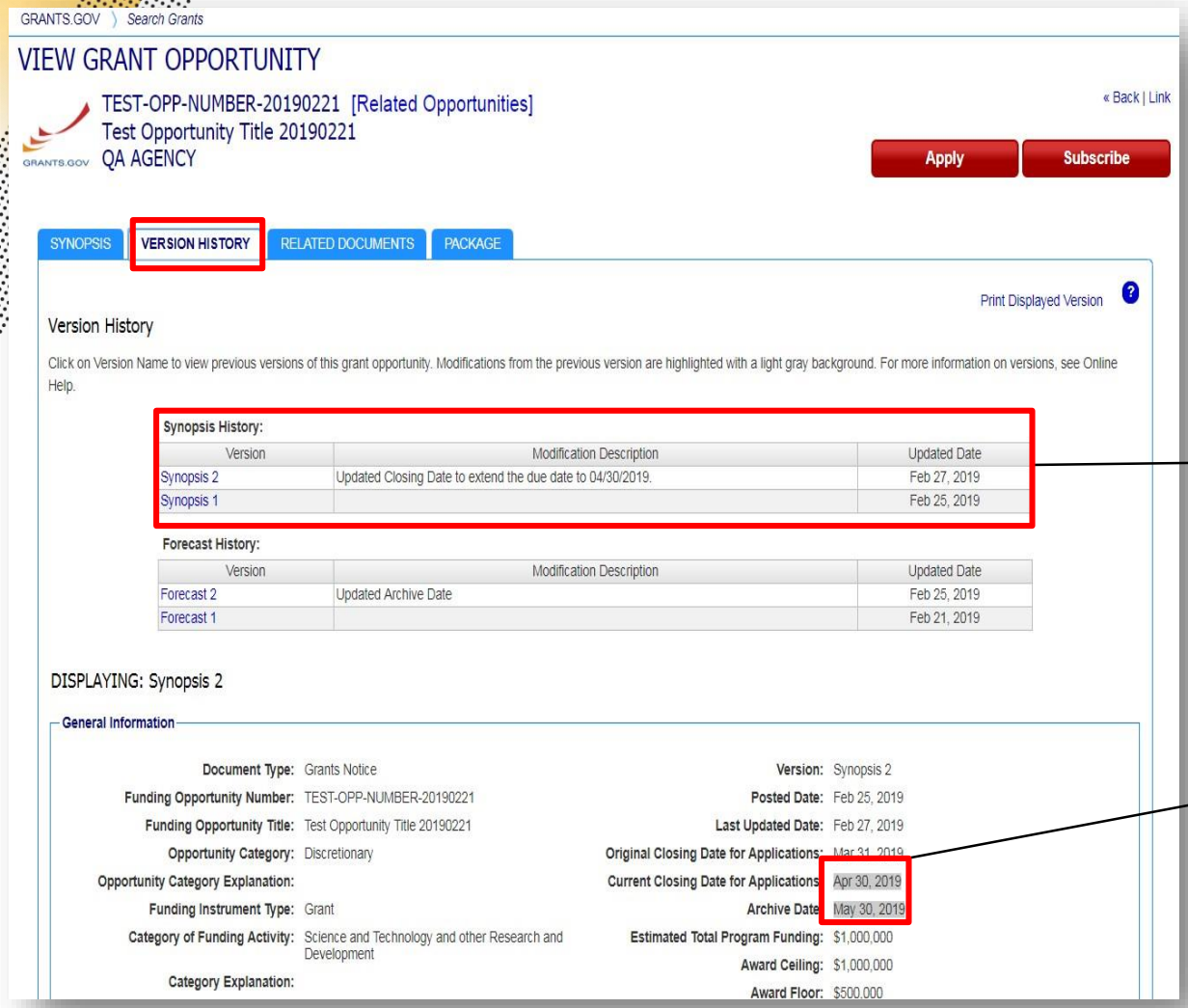
What's In A Funding Opportunity?

- A Forecast is a projection of an estimated funding opportunity. Contains information, such as:
  - Estimated Post and Due Dates
  - Estimated Program Funding Amount
  - Estimated Award Date



- **A Forecast can become a funding opportunity Synopsis**

Version History Tab

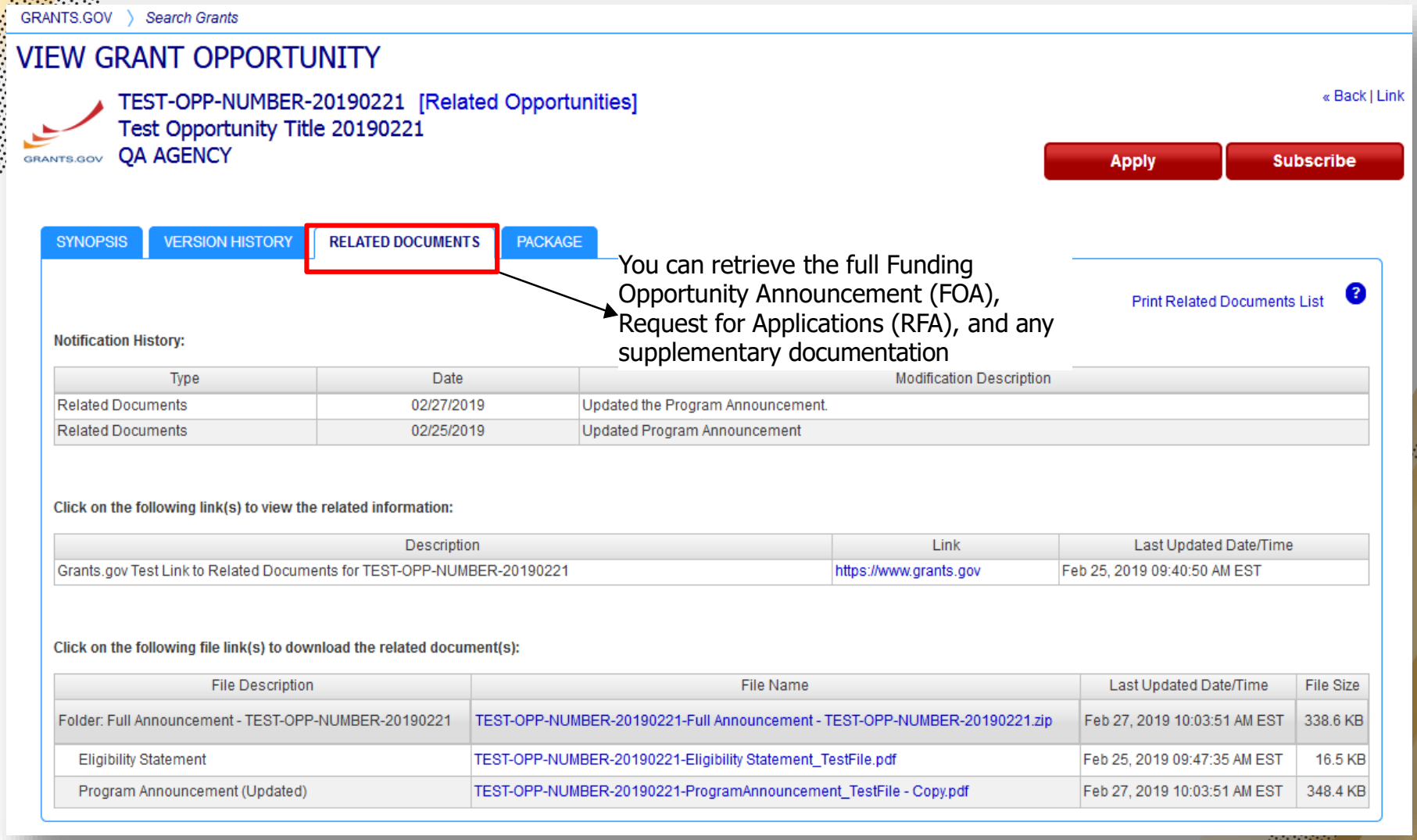


The Version History displays a table with synopsis modifications

To display an earlier version, the user clicks on the desired Version Name

The fields modified are highlighted in gray

Full Announcement (Related Documents Tab)



GRANTS.GOV 〉 *Search Grants*

VIEW GRANT OPPORTUNITY

TEST-OPP-NUMBER-20190221 [Related Opportunities]
Test Opportunity Title 20190221
QA AGENCY

« Back | Link

Apply | Subscribe

SYNOPSIS | VERSION HISTORY | RELATED DOCUMENTS | PACKAGE

You can retrieve the full Funding Opportunity Announcement (FOA), Request for Applications (RFA), and any supplementary documentation

Print Related Documents List

Notification History:

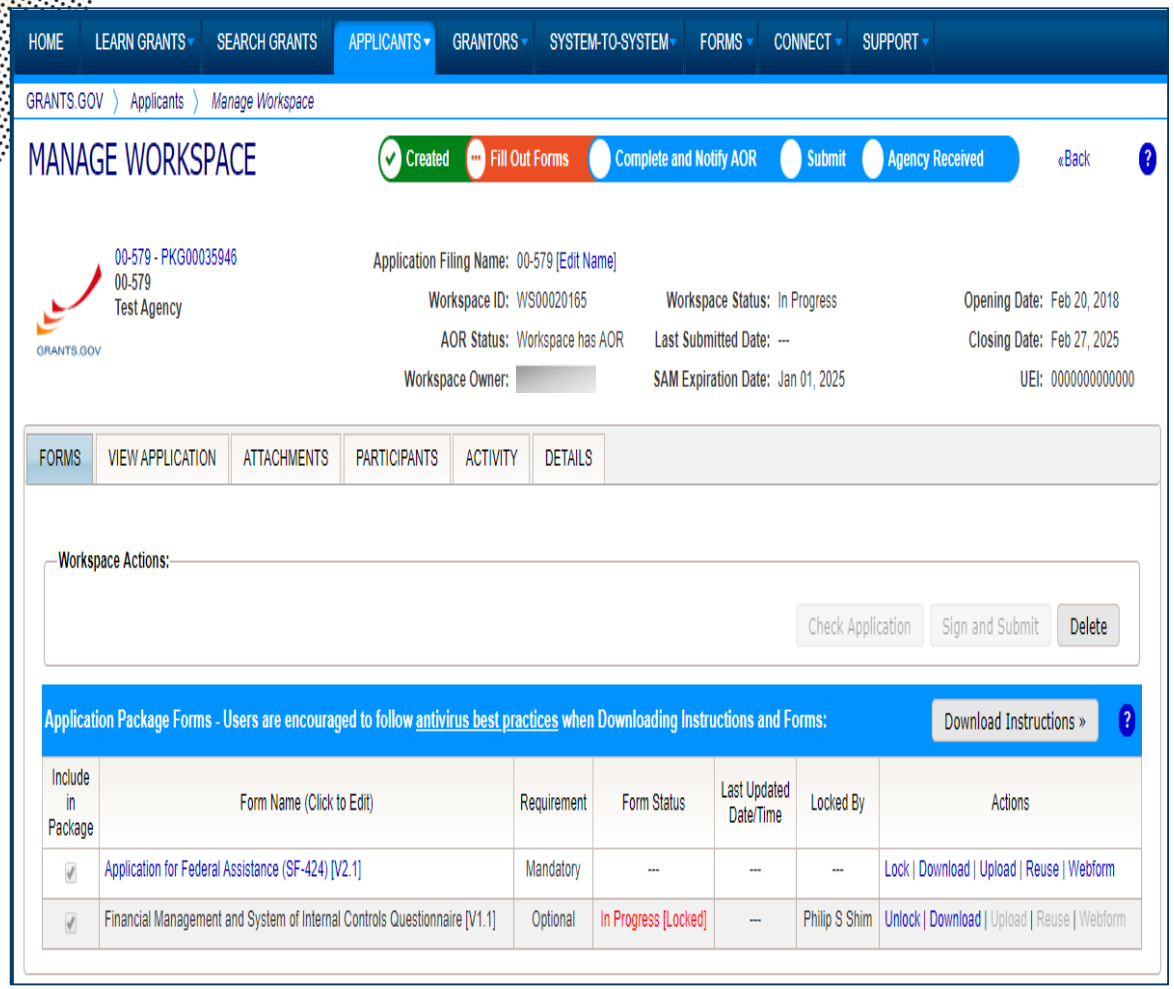
Type	Date	Modification Description
Related Documents	02/27/2019	Updated the Program Announcement.
Related Documents	02/25/2019	Updated Program Announcement

Click on the following link(s) to view the related information:

Description	Link	Last Updated Date/Time
Grants.gov Test Link to Related Documents for TEST-OPP-NUMBER-20190221	https://www.grants.gov	Feb 25, 2019 09:40:50 AM EST

Click on the following file link(s) to download the related document(s):

File Description	File Name	Last Updated Date/Time	File Size
Folder: Full Announcement - TEST-OPP-NUMBER-20190221	TEST-OPP-NUMBER-20190221-Full Announcement - TEST-OPP-NUMBER-20190221.zip	Feb 27, 2019 10:03:51 AM EST	338.6 KB
Eligibility Statement	TEST-OPP-NUMBER-20190221-Eligibility Statement_TestFile.pdf	Feb 25, 2019 09:47:35 AM EST	16.5 KB
Program Announcement (Updated)	TEST-OPP-NUMBER-20190221-ProgramAnnouncement_TestFile - Copy.pdf	Feb 27, 2019 10:03:51 AM EST	348.4 KB



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

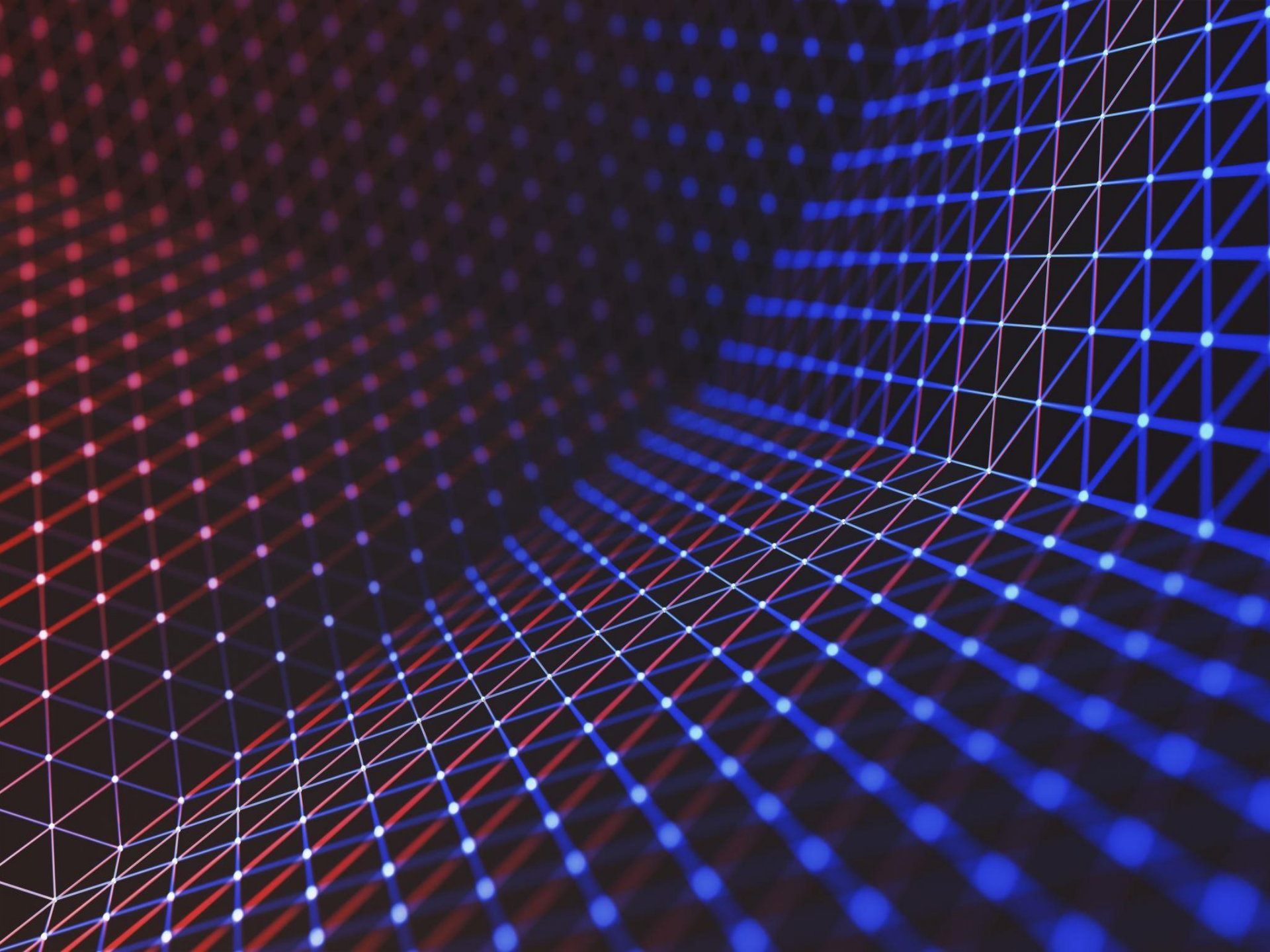
After Submission

- You will receive an on-screen confirmation receipt
- Document your Grants.gov Tracking Number
- The date/time stamp is the official time of submission
- You will also receive email confirmations

Tips for Applicants

- Plan to submit early
- Limit application file name to 50 characters or less
- Be sure you have compatible PDF software (Adobe Reader)
- Be aware there is a 4-step confirmation cycle for all Grants.gov submissions

If you have any questions or need additional information about anything shared within this presentation, please contact the RGC office.

RGC@nku.edu

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