Research, Grants and Contracts
Grants.gov Overview
Navigating Grants.gov and Applicant Tabs

The Grants.gov Mobile App
Quickly access grant search and notification tools through the Grants.gov Mobile App.

Download on the App Store | Get it on Google Play
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.
Subscriptions and Email Notifications

MANAGE SUBSCRIPTIONS

Manage Subscriptions
Customize your Grants.gov opportunity subscriptions, including expanded criteria for saved searches and the ability to view and manage existing subscriptions. To subscribe to Grants.gov email notifications, users must first create a Grants.gov account. Don't worry - the account registration process is quick and easy.

Custom Email Notifications
When you create a Grants.gov account, you can customize the type of email notifications you receive. Log in and click the links below to subscribe to news updates about system enhancements, notifications about saved searches and new funding opportunities, and more.

- Subscribe to Grants.gov News
  Receive Alerts and Newsletters containing updates about system enhancements and training resources

- Subscribe to all new grant opportunities
  Receive a daily email listing all new grant opportunities

- Subscribe to opportunities
  Receive notifications when changes are made to a specific opportunity’s forecast, synopsis and/or packages

- Subscribe to saved searches for grant opportunities
  Receive notifications for new opportunities matching saved search criteria

For more information on Grants.gov Subscriptions, please review the Connect with Grants.gov help article.

Unsubscribe from Email Notifications
Log in and unsubscribe from one (or more) of your Grants.gov email notifications. We strongly recommend that you stay subscribed to Grants.gov Alerts so that you will receive time-sensitive updates about the Grants.gov system.

- Unsubscribe from Grants.gov email notifications
Registration

(Register page)

Registering with Grants.gov

One account to manage all your profiles, applications, and subscriptions.

Applicants
1. Complete the required form fields.
2. Confirm your email address.
3. Add an organization applicant profile or an individual applicant profile after registering.

Learn more on the Applicant Registration Page.

Grantors
1. Complete the required form fields.
2. Confirm your email address.
3. Ask your agency point of contact to associate your email address with the agency.

Learn more on the Grantor Registration Page.

How to Register

Intro to Grants.gov - How to Register

(Account Details, Contact Information)

[Image of the Grants.gov registration page with fields for First Name, Last Name, Email Address, Username, Password, Confirm Password, Primary Phone Number, Mobile Phone Number (US Only), and more.]

Contact Information:

- First Name:
- Last Name:
- Email Address:
- Primary Phone Number:
- Mobile Phone Number (US Only):
- Confirm Mobile Phone Number:

Account Details:

- Username:
- Password:
- Confirm Password:

Communications:

- Subscribe to Grants.gov Alerts
- Subscribe to Grants.gov Newsletter

[Options to continue or cancel the registration process.]
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
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.
You can retrieve the full Funding Opportunity Announcement (FOA), Request for Applications (RFA), and any supplementary documentation.
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