

Claflin University
Sponsored Programs Office
Grants.gov Instructional Guide

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Grants.gov

Grants.gov is an online electronic system that helps to locate and submit an application to grant opportunities issued by federal grant making agencies. The following is a tutorial on how to use Grants.gov.

Locating Funding

Finding Funding

Grants.gov can be accessed by clicking on the following link <https://www.grants.gov/>. You can search for funding opportunities in 1 of 2 ways.

1. Entering a keyword in the Search box and click “Go”, or

HELP | REGISTER | LOGIN

SEARCH: Grant Opportunities | Enter Keyword... | GO

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

UPDATED ALERT from SAM.gov: For your SAM.gov registration, you must submit a notarized letter appointing the authorized Entity Administrator. The review process changed for the Federal Assistance community on June 11, 2018. Read the [updated FAQs](#) to learn more.

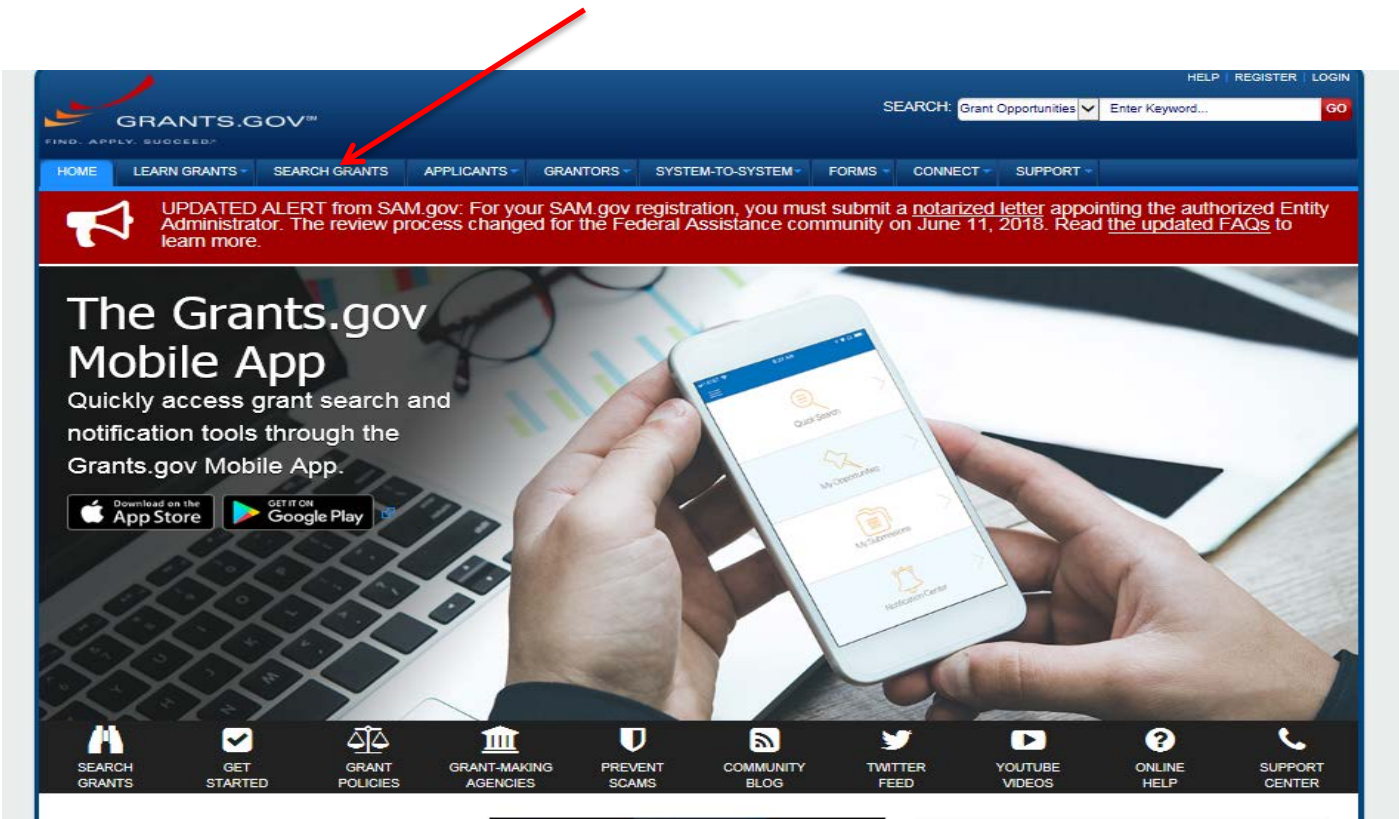
The Grants.gov Mobile App

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

Download on the App Store | GET IT ON Google Play

SEARCH GRANTS | GET STARTED | GRANT POLICIES | GRANT-MAKING AGENCIES | PREVENT SCAMS | COMMUNITY BLOG | TWITTER FEED | YOUTUBE VIDEOS | ONLINE HELP | SUPPORT CENTER

2. Clicking on the "Search Grants" tab



On the Search Grants screen, there will be a series of "Basic Search Criteria" that will allow you to search by eligibility, category of funding, and/or agency.

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

OPPORTUNITY STATUS:

Forecasted (109)

Posted (2,082)

Closed (1,987)

Archived (37,241)

FUNDING INSTRUMENT TYPE:

All Funding Instruments

Cooperative Agreement (630)

Grant (1,631)

Other (50)

Procurement Contract (41)

ELIGIBILITY:

All Eligibilities

City or township governments (1,077)

County governments (1,088)

For profit organizations other than small businesses (1,010)

Independent school districts (967)

CATEGORY:

All Categories

Affordable Care Act (1)

Agriculture (38)

Arts (see 'Cultural Affairs' in CFDA) (18)

Business and Commerce (11)

Community Development (22)

AGENCY:

All Agencies

All Agency for International Development [USAID] (58)

All Corporation for National and Community Service [CNCS] (2)

SEARCH RESULTS:

1 - 25 OF 2191 MATCHING RESULTS: [Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [...](#) [88](#) [Next](#)

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date ↓	Close Date
L17AS00015	BLM Utah Urban Rangers Program	DOI-BLM	Posted	01/20/2017	03/20/2017
L17AS00016	BLM Idaho State Wildlife Action Plan	DOI-BLM	Posted	01/20/2017	06/30/2017
L17AS00018	BLM NV SNDO Silver State South Native Plant Replacement Restoration and Research	DOI-BLM	Posted	01/20/2017	03/20/2017
CDC-RFA-PS13-130605CONT17	STD Surveillance Network (SSuN)	HHS-CDC-NCHHSTP	Posted	01/20/2017	04/13/2017
PASAU-NOFO-FY17-1	Notice of Funding Opportunity: U.S.-Australia Conference on 21st Century Alliances	DOS-AUS	Posted	01/20/2017	03/10/2017
USGS-FA-17-0058	Notice of Intent: Improving the Quality & Dissemination of Measured Earthquake Ground Motions & Associated Metadata used as Basis for Development of Ground Motion Predictive Equations, Earthquake Engineering Design Criteria, & Post-Earthquake Evaluations	DOI-USGS1	Posted	01/20/2017	02/03/2017
NNJ17BR10995R	JSC Strategic Education Alliance (SEA) for: STEM Engagement; Internships, Fellowships and Scholarships; Educator Professional Development, and Institutional Engagement	NASA-JSC	Posted	01/20/2017	03/17/2017
RFA-TS-17-001	Identify and Characterize Potential Environmental Risk Factors for Amyotrophic Lateral Sclerosis (ALS) and Evaluate Their Impact on ALS Disease Incidence and Progression	HHS-CDC-HHSCDCERA	Posted	01/20/2017	04/21/2017
ECA-ECAPEC-17-015	FY 2017 International Sports Programming Initiative	DOS-ECA	Posted	01/19/2017	03/17/2017
NPSNOFONTIR170001	Route 66 Grant Program	DOI-NPS	Posted	01/19/2017	04/03/2017
FOA-AFRL-RQKM-2017-0006	Defense Production Act (DPA) Title III Advanced Drop-In Biofuels Production Project (ADBPP) Biofuels 2	DOD-AFRL	Posted	01/19/2017	05/25/2017
USDA-NRCS-IA-CCG-17-01	Iowa Conservation Collaboration Grants - Fiscal Year 2017	USDA-NRCS-UTSO	Posted	01/19/2017	05/31/2017
FTA-2017-002-TPM	Tribal Transit Program 2017	DOT-FTA	Posted	01/19/2017	03/20/2017
L17AS00013	BLM CA Carrizo Kit Fox Conservation Demographic and Ecological Attributes Study	DOI-BLM	Posted	01/19/2017	03/19/2017
P17AS00059	Capacity Building and Network Development	DOI-NPS	Posted	01/19/2017	
L17AS00012	BLM-Alaska, State of Alaska Review of Title Recovery Native Allotments	DOI-BLM	Posted	01/19/2017	02/21/2017
HRSA-17-045	Health Information Technology Capacity Building for the Integration of Medicaid and Ryan White HIV/AIDS Program	HHS-HRSA	Posted	01/19/2017	03/22/2017

Once you have completed your search, Grants.gov will provide a list of the opportunities that meets your search requirements. Click on the hyperlink for your chosen funding opportunity and a page will open the package that contains all of the instructions needed to applying to the funding opportunity.

GRANTS.GOV™
FIND. APPLY. SUCCEED.™

SEARCH: Grant Opportunities | Enter Keyword... **GO**

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

GRANTS.GOV > Search Grants

SEARCH GRANTS

BASIC SEARCH CRITERIA:
 Keyword(s):
 Opportunity Number:
 CFDA:
SEARCH

OPPORTUNITY STATUS:
 Forecasted (0)
 Posted (22)
 Closed (561)
 Archived (2,735)

FUNDING INSTRUMENT TYPE:
 All Funding Instruments
 Cooperative Agreement (9)
 Grant (15)

AGENCY: [X] All Department of Justice, [X] All Environmental Protection Agency, [X] All National Archives and Records Administration, [X] All National Endowment for the Arts, [X] All National Endowment for the Humanities

SORT BY: Posted Date (Descending) | Update Sort | DATE RANGE: All Available | Update Date Range

1 - 22 OF 22 MATCHING RESULTS:

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date ↓	Close Date
2019NEA03LFTP	NEA Literature Fellowships: Translation Projects, FY2020	NEA	Posted	08/14/2018	12/05/2018
EPA-G2018-STAR-C1	Advancing Actionable Alternatives to Vertebrate Animal Testing for Chemical Safety Assessment	EPA	Posted	08/08/2018	09/25/2018
2019NEAORA	NEA Research: Art Works, FY2019	NEA	Posted	08/03/2018	10/09/2018
20180926-HZ	Humanities Open Book Program	NEH	Posted	08/01/2018	09/26/2018
EPA-HQ-OPPT-2018-002	FY 2018 and FY 2019 Source Reduction Assistance Grant Program	EPA	Posted	07/12/2018	08/23/2018
EPA-GM-2018-FARMER	Gulf of Mexico Program Farmer to Farmer Cooperative Agreements - 2018	EPA	Posted	07/12/2018	09/12/2018
20180822-RA	Fellowship Programs at Independent Research Institutions	NEH	Posted	07/12/2018	08/22/2018
20180829-GW	Public Humanities Projects	NEH	Posted	07/11/2018	08/29/2018

The solicitation and/or additional instructions can be found on the Synopsis or Related Documents Tab.

GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY

18CS25
 Evidence Based Decision Making in State and Local Criminal Justice Systems: Implementation Strategy for Sustainability and Scaling Up
 Department of Justice
 National Institute of Corrections

« Back | Link

Apply | Subscribe

SYNOPSIS | VERSION HISTORY | RELATED DOCUMENTS | PACKAGE

Print Synopsis Details ?

General Information

Document Type: Grants Notice	Version: Synopsis 2
Funding Opportunity Number: 18CS25	Posted Date: Jul 03, 2018
Funding Opportunity Title: Evidence Based Decision Making in State and Local Criminal Justice Systems: Implementation Strategy for Sustainability and Scaling Up	Last Updated Date: Jul 06, 2018
Opportunity Category: Discretionary	Original Closing Date for Applications: Sep 01, 2018
Opportunity Category Explanation:	Current Closing Date for Applications: Sep 01, 2018
Funding Instrument Type: Cooperative Agreement	Archive Date: Oct 01, 2018
Category of Funding Activity: Other (see text field entitled "Explanation of Other Category of Funding Activity" for clarification)	Estimated Total Program Funding: \$190,000
Category Explanation: To build the capacity of Evidence Based Decision Making implementation teams and develop a strategy for scaling up practice to additional counties within the states of Indiana and Wisconsin	Award Ceiling: \$190,000
Expected Number of Awards: 1	Award Floor: \$0
CFDA Number(s): 16.601 -- Corrections Training and Staff Development	
Cost Sharing or Matching Requirement: No	

Eligibility

Eligible Applicants: Others (see text field entitled "Additional Information on Eligibility" for clarification)

Click the "Apply" tab at the top of the screen to start preparing your Workspace application

The screenshot shows the Grants.gov website interface. At the top, there is a navigation bar with the Grants.gov logo and a search bar. Below the navigation bar, the page title is "VIEW GRANT OPPORTUNITY". The main content area displays the grant details for 18CS25, including the title "Evidence Based Decision Making in State and Local Criminal Justice Systems: Implementation Strategy for Sustainability and Scaling Up" and the funding agency "Department of Justice National Institute of Corrections". There are two buttons: "Apply" and "Subscribe". A red arrow points to the "Apply" button. Below the main content, there are tabs for "SYNOPSIS", "VERSION HISTORY", "RELATED DOCUMENTS", and "PACKAGE". The "PACKAGE" tab is selected, showing a table of available opportunity packages. A yellow warning box is present above the table, advising users to read before applying and to use the latest version of Adobe Reader.

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

GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY

18CS25
Evidence Based Decision Making in State and Local Criminal Justice Systems: Implementation Strategy for Sustainability and Scaling Up
Department of Justice
National Institute of Corrections

« Back | Link

Apply | Subscribe

SYNOPSIS | VERSION HISTORY | RELATED DOCUMENTS | PACKAGE

Select Grant Opportunity Package [Print Package List](#) ?

PLEASE READ BEFORE APPLYING!
If you view and complete your application package using Grants.gov downloadable PDF forms, you MUST have Adobe Reader installed. 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 PDF forms, ALL applicants must be using the same Adobe Reader version. Click for more information on Adobe Reader Compatibility.

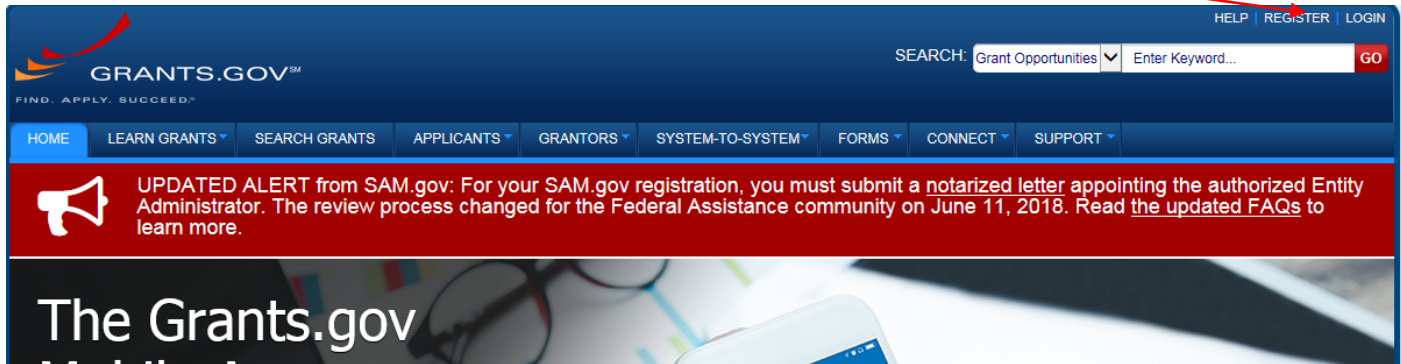
OPPORTUNITY PACKAGE(S) CURRENTLY AVAILABLE FOR THIS FUNDING OPPORTUNITY:

CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Actions
16.801	18CS25	Evidence Based Decision Making in State and Local Criminal Justice Systems: Implementation Strategy for Sustainability and Scaling Up	PKG00243533	07/03/2018	09/01/2018	Preview Apply

Grants.gov Registration

In order to create a Workspace and apply for funding through Grants.gov, you must have an active registration. To register:

1. Go to the following link - www.grants.gov.
2. Click the **REGISTER** link in the top right corner



[Get Registered Now »](#)

3. Initiate the Applicants registration by clicking the [Get Registered Now »](#) button. Complete the registration page and Grants.gov will send you a temporary registration code to confirm your account.

REGISTER

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 individual 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](#).

[Get Registered Now »](#)

- Once you have confirmed your account using the temporary code, you will be directed to the following screen. On this screen, you must choose “Add Organizational Applicant Profile to become affiliated with Claflin University.

Add Claflin University’s DUNS number 014778158, your name, and your job title. Then click “Save”.

The screenshot shows the 'REGISTER' page on Grants.gov. At the top, it says 'GRANTS.GOV > Register'. Below that, the heading 'REGISTER' is displayed. A message reads: 'Congratulations! Your Grants.gov Account was successfully created. If needed, you can add Applicant Profile(s) to your Account now. However, if you do not need a Profile or prefer to add your Profile(s) later, you can Continue to your Grants.gov logged in features.'

The section 'How would you like to proceed?' contains three radio button options:

- Continue - Skip adding a profile at this time
- Add Organization Applicant Profile - Affiliates you with an Organization and with additional access allows you to apply for Opportunities on behalf of the Organization
- Add Individual Applicant Profile- Allows you to apply for Opportunities on your own behalf

Below this, a section titled 'Please complete to Add an Organization Profile and click Save:' contains three input fields:

- *DUNS: [input field]
- *Profile Name: [input field]
- *Job Title: [input field]

A 'Save' button is located at the bottom center of the form area.

The applicant will receive an auto generated email from grants.gov that their request was forwarded to the institutional authorized official for review and approval.

SPO will approve the request for the applicant to become affiliated with the university.

Once the applicant is affiliated with the university, he/she may begin to create a Workspace application.

Creating a Workspace Application

You will need the most updated version of Adobe Reader on your computer.

1. Once you start the Workspace you will be prompted to Enter an Application Name. The Application Filing Name should consist of the following: name of the project_Letter of IntentID# (e.g., *Claflin University Project_1402*)

Data can be entered in the Workspace application either by completing the Webform **Or** downloading the form:

1. To enter information in the Webform (click the Webform).

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: Download Instructions » ?

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	SF424 Mandatory Form [V1.2]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Project Narrative Attachment Form [V1.2]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Other Attachments Form [V1.2]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Assurances for Non-Construction Programs (SF-424B - Mandatory) [V1.1] READ-ONLY	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Disclosure of Lobbying Activities (SF-LLL) [V1.2]	Mandatory	---	---	---	Lock Download Upload Reuse Webform

- a. When using the Webform, it is important to Check for Errors and Save your edits.

2. If you download the form, you will have to save it to your computer, complete the form, and then upload it into the Workspace.

Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms: [Download Instructions »](#)

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	SF424 Mandatory Form [V1.2]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Project Narrative Attachment Form [V1.2]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Other Attachments Form [V1.2]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Assurances for Non-Construction Programs (SF-424B - Mandatory) [V1.1] READ-ONLY	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Disclosure of Lobbying Activities (SF-LLL) [V1.2]	Mandatory	---	---	---	Lock Download Upload Reuse Webform

- a. If you download the form, it is important to Check for Errors and Save the download before you upload the completed version into the Workspace.

APPLICANT & WORKSPACE DETAILS:

Workspace ID: WS00197448

Application Filing Name:

DUNS: 0147781580000

Organization: CLAFLIN UNIVERSITY

Form Name: SF424 Mandatory Form

Form Version: 1.2

Requirement: Mandatory

Download Date/Time: Aug 17, 2018 02:30:58 PM EDT

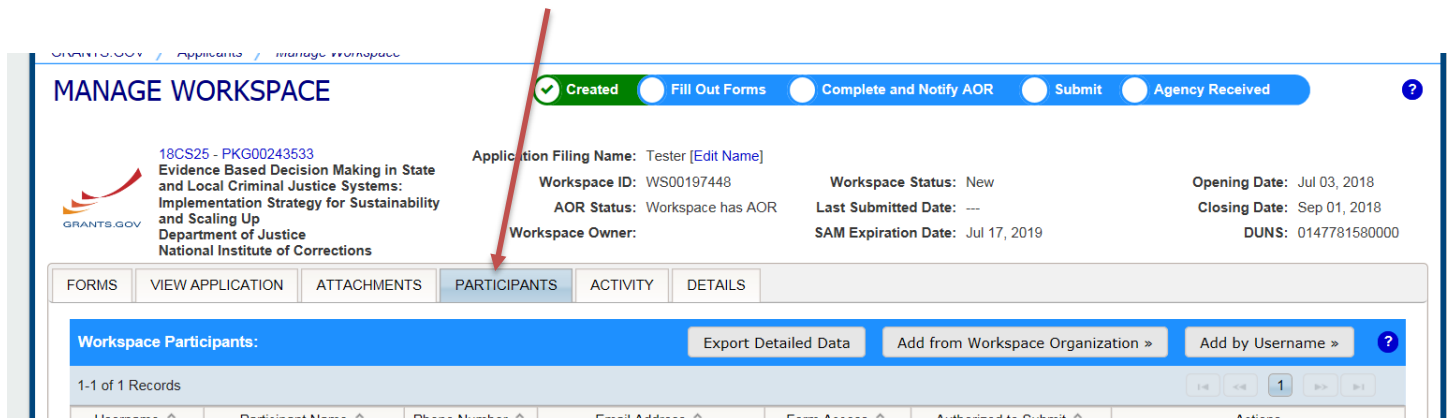
Form State:

FORM ACTIONS:

CHECK FOR ERRORS SAVE PRINT

Adding a Participant

You can give another person who is registered in Grants.gov access to the Workspace application to assist with editing the form by clicking on the Participants tab. You can limit their access to Forms and Budget, or Sub Forms only.



The screenshot displays the 'MANAGE WORKSPACE' interface. At the top, a progress bar shows stages: Created (checked), Fill Out Forms, Complete and Notify AOR, Submit, and Agency Received. Below this, workspace details are listed: Application Filing Name (Tester), Workspace ID (WS00197448), Workspace Status (New), Opening Date (Jul 03, 2018), AOR Status (Workspace has AOR), Last Submitted Date (---), Closing Date (Sep 01, 2018), Workspace Owner (Department of Justice), SAM Expiration Date (Jul 17, 2019), and DUNS (0147781580000). A navigation bar includes tabs for FORMS, VIEW APPLICATION, ATTACHMENTS, PARTICIPANTS (highlighted with a red arrow), ACTIVITY, and DETAILS. Below the tabs, there are buttons for 'Export Detailed Data', 'Add from Workspace Organization', and 'Add by Username'. A table titled 'Workspace Participants' shows 1-1 of 1 Records with columns for Username, Participant Name, Phone Number, Email Address, Form Access, Authorized to Submit, and Actions.

To allow a Co-PI from another institution or sub-award PI to edit the Workspace, please contact the SPO office for assistance with getting them access to the Workspace.

Once a participant is added to the Workspace, he/she will receive an auto-generated email from Grants.gov confirming access to the application.

Once you have completed the Workspace, click on the **Complete and Notify AOR button** to release the application to SPO for review.

Helpful Tips

- Lock your forms while you are working on them to ensure that other participants cannot override your edits.
- As you completed each form - Check for Errors.
- Go into each form to ensure that you have addressed all of the questions in the Workspace.
- When you are finished with your Workspace application, make sure each application is indicated as "Passed" in the Form Status. This means the application is ready for review by SPO.

Additional Video Resources:

Learning Workspace: How to Create a Grants.gov Workspace

<https://www.youtube.com/watch?v=gOjwumQz0G8>

For additional instruction, please view the following video on how to register with Grants.gov.

<https://www.youtube.com/watch?v=E1-ik--nrlg&feature=youtu.be>

Quick Clicks: Accessing Webforms in a Grants.gov Workspace

https://www.youtube.com/watch?v=cSER_8hpbIQ

How to Add Participants to a Grants.gov Workspace

<https://www.youtube.com/watch?v=E3QaePcD3ps>

Quick Clicks: Adding Subforms in a Workspace

<https://www.youtube.com/watch?v=kKCIPZNOtsc>