Claflin University

Sponsored Programs Office

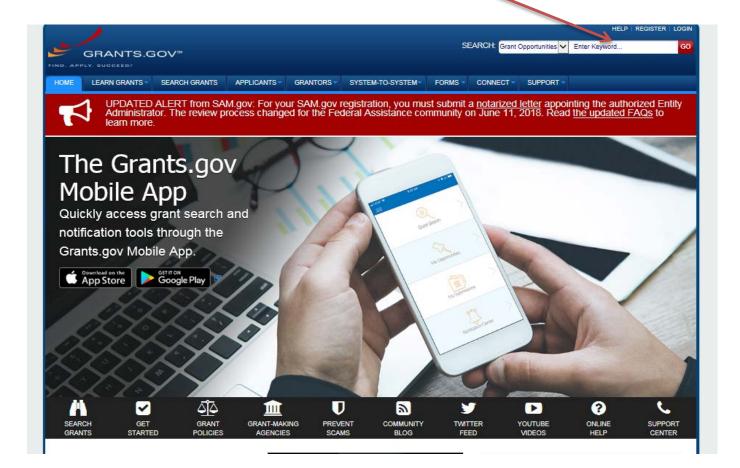Grants.gov Instructional Guide

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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.
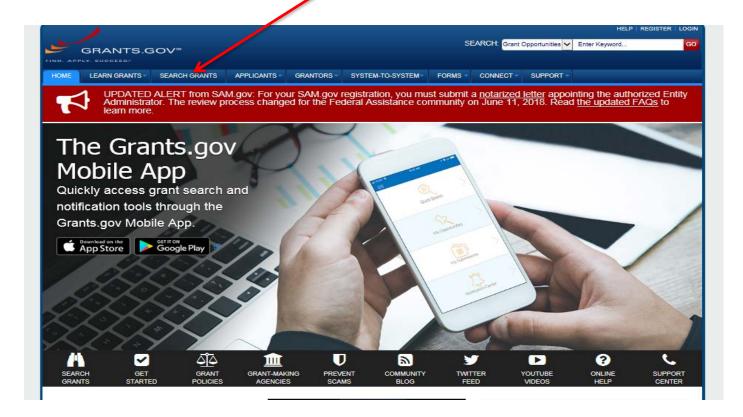
Locating Funding

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

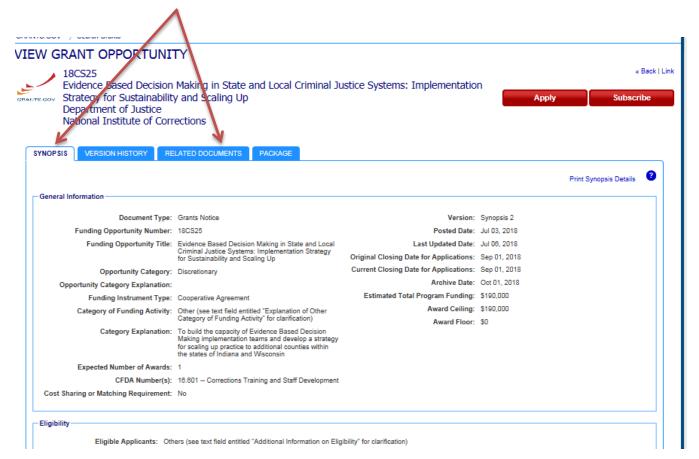2. Clicking on the "Search Grants" tab

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.

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.

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

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

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

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.

4. 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 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).

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.

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.

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.

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--nrIg&feature=youtu.be

Quick Clicks: Accessing Webforms in a Grants.gov Workspace
https://www.youtube.com/watch?v=cSER_8hpblQ

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=kKClPZNOtsc