Introduction to Grants.gov

Register an Account with Grants.gov

How to Register with Grants.gov – **1:42 minute video**

Step 1: **Click 'Register'** in the top right-hand corner of Grants.gov, or go to the Registration Form

Step 2: **Fill out the <u>short form</u>** with your First & Last Name, Email Address, Phone number, username and password

Step 3: **Click 'Send Temporary Code' button** to confirm your email address

Step 4: **Check email for temporary code and copy numerical code to registration page**. *If you don't see the email, check your SPAM folder.* Your account is created.

Step 5: **Click 'Add Organization Applicant Profile'** to affiliate your profile with WPI.
WPI's UEI #: HJNQME41NBU4

Step 6: WPI OSP will approve your affiliation with WPI and assign you the role Workspace Manager. Your registration is complete.

NOTE: Once you are registered with Grants.gov, you will access your account through LOGIN.GOV.

Search for a Federal Grant

How to Search for a Federal Grant – **2:10 minute video**

There are 2 ways to conduct a search:

1. **Keyword Search using the search bar in the top right-hand corner.** **Click 'Go'** and the results will appear below. You can **narrow your search** by using selections at the left.
2. **Search Grants tab will take you to the main search page.** Here you can search by **Keyword, Funding Opportunity Number, and CFDA.** Results can be filtered by:
   - Status (i.e. posted or forecasted)
   - Funding instrument type (i.e. grant or cooperative agreement)
   - Eligibility (i.e. county governments)
   - Category (i.e. energy or education)
   - Agency (i.e. NASA or Dept. of Energy)

Click on 'Funding Opportunity number' to go to the Grant Opportunity page.

Manage your Searches:

1. **Export** to a .CSV file
2. **Save** and manage through your account (you need to be registered and logged in). Click the red 'save search' button in the top right of your search.

Create a Workspace to Apply for Funding

[How to create a Grants.gov Workspace](#) – **2:17 minute video**

        Step 1: Login to your Grants.gov account.

        Step 2: Locate the grant opportunity you want to apply for. Go to the *View Grant Opportunity* page.

        Step 3: Click 'Apply' button in the top right.

        Step 4: Enter an Application Filing Name on the following page *Apply Now Using Workspace*.

        Step 5: Select a profile from the drop-down menu.

        Step 6: Click the 'Create Workspace' button. This will take you to the new workspace. You will be able to manage this workspace as the owner.

        Step 7: Add your [OSP Pre-Award departmental contact](#) to your Workspace. Your OSP departmental contact will be the person who will submit your application. See below for quick instructions on how to add your contact.

Complete Forms in your Workspace

[How to complete forms in a workspace](#) – **3:11 minute video**

There are three ways to complete grant application forms within a workspace.

1. Webforms

        Step 1: Click the 'Webform' link under the Actions column.

        Step 2: Click Sections menu on the left to just to specific parts of the form.

        Step 3: Click the 'Save' button often to update your workspace. **Click the 'Errors' button** to receive a list of errors or missing data.

        Step 4: Click the 'Close' button once you've completed the form. You will be asked if you want to the form to be locked for other users.

2. Downloadable PDFs

        Step 1: Click the 'Download' link under the Actions column. Answer **'Yes'** to lock the form.

        Step 2: Save the form to your computer by clicking the button under the Form Actions Section.

        Step 3: Click the Save button and the 'Check for Errors' button once form is filled out. Error messages will highlight in red on the form.

        Step 4: Upload completed form by clicking the Upload link under Actions.

3. Reuse Previous forms

        Step 1: Click the 'Reuse' link under the Actions column. Note, the form you select will be overwritten once you select a form to use. Not all data may be copied over.

        Step 2: Search for the workspace form you want to reuse, in the pop-up window.

        Step 3: Click 'Select' under the Actions column and you will return to your Manage My Workspace. 'Form successfully reused' will appear at the top.