

MyGrants Application Submission for Recipients Job Aid

This job aid provides an overview for recipients to view, submit, and edit applications in MyGrants. Only recipients with grantee accounts can electronically submit applications in MyGrants.

Funding Opportunity Overview

Grantors post funding opportunities in MyGrants to inform applicants of opportunities and allow applicants to submit their applications directly through MyGrants. Applicants can apply individually or on behalf of an organization through MyGrants or submit applications via email. MyGrants supports all opportunity types: Full and Open Competition, Limited or Directed Competition, and Sole Source. For Full and Open Competition funding opportunities, grantees can always view opportunities through Grants.gov.

Navigate to a Funding Opportunity

Follow the steps below to navigate to a **Funding Opportunity** from the **MyGrants Home** page.

1. Expand the **Apply** drop-down.

2. Select the Funding Opportunities option.

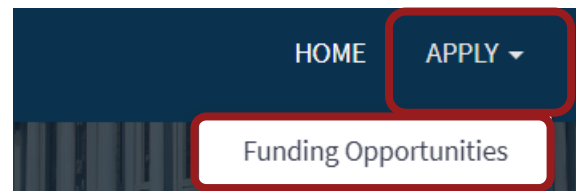


Figure 1: MyGrants Home Page Navigation

3. Use the **Search** fields to locate the desired funding opportunity.

4. Click the **Funding Opportunity Number** to navigate to the desired record.

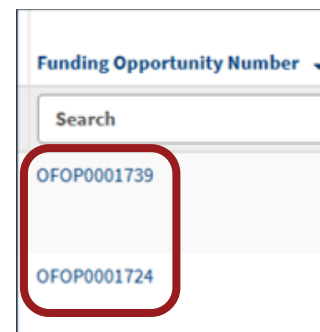


Figure 2: Funding Opportunity Links

Start an Application

The details of a NOFO are available within the record. For example, the **Applicant Instructions** and **eForms to be Submitted** in the **Submission Information** section and the



Information for the Applicants and **Additional Docs to be Submitted** tabs at the bottom of the record all provide guidance for applicants.

Applicants should review the funding opportunity details prior to applying as each opportunity will have unique requirements. The opportunity's guidance may require applicants to submit applications through Grants.gov. If the opportunity allows applicants to submit its application using MyGrants, follow the steps below.

1. Click the **Apply Here** button to start an application from the funding opportunity record.

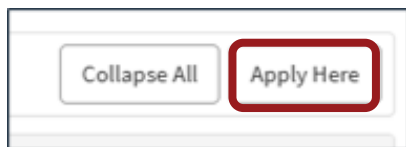


Figure 3: Apply Here Button

2. Under the Applicant Information section, type an **Applicant Organization/Individual**

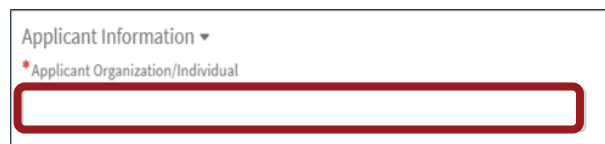


Figure 4: Applicant Organization/Individual Field

3. Type an Applicant UEI.

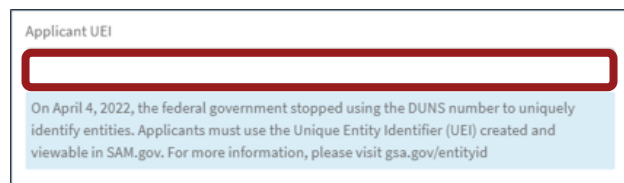


Figure 5: Applicant UEI Field

Note: Applicants must use the **Unique Entity Identifier (UEI)** created and viewable in SAM.gov. For more information, please visit gsa.gov/entityid.

4. If applicable, check the **All users in my Organization can edit this applicant** checkbox. Selecting the checkbox will open the application to all users in your organization but will only provide limited edit permission to those users.
5. For full edit permission, add specific users in the **Users who can edit this application** field. This will enable full application access for selected users in your organization.

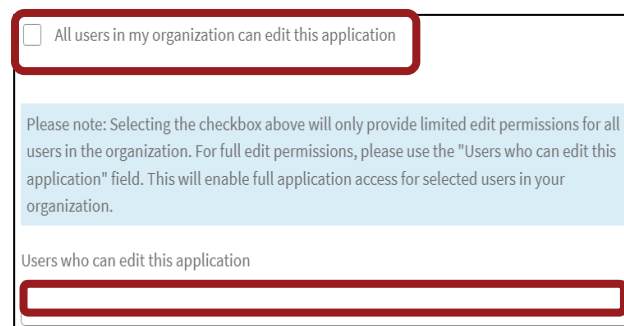


Figure 6: All users in my organization can edit this application checkbox and Users who can edit this application Field

6. Complete the required fields in the **Applicant Address Information** section. If the applicant submits the application through Grants.gov,



organizational information integrates into these fields.



Figure 7: Applicant Address Information Section

7. Click the **Save** button. The **related list** tabs now appear at the bottom of the application record.

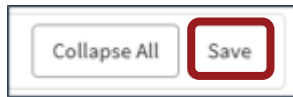


Figure 8: Save Button



Figure 9: Related List

Upload Documentation and Access SF Forms

Each funding opportunity has unique requirements for documents and forms. Applicants upload documentation to an application using the **SF-424 Information** tab and **Application Uploaded Docs** tab.

1. To complete the Standard Form-424, click the **SF-424 Information** tab.

Note: The **Required** column specifies whether each SF Form is optional or required for an application.

2. Select the SF-424 **Class** to complete the desired SF Form.

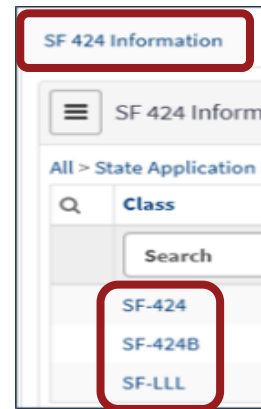


Figure 10: SF-424 Information Tab and SF-424 Class Links

3. Complete each required field in the SF Form marked with a red asterisk.

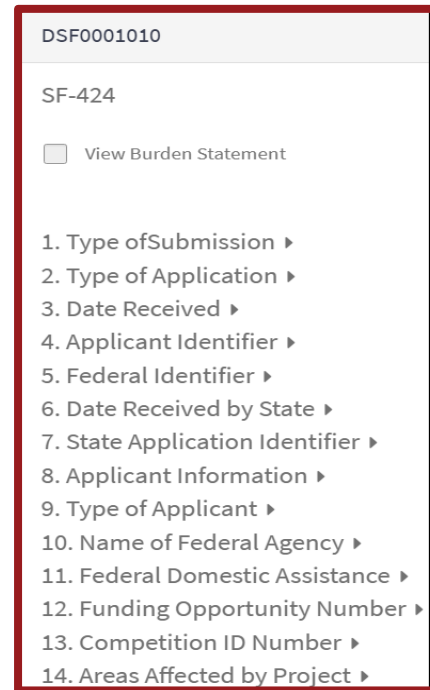


Figure 11: SF Form



4. Select the **Save Draft** button to save the form as a draft.
5. Click the **Complete** button on an **SF-424** form to prompt the user to authenticate the information. If the applicant selects the **Complete** button, the SF Form is still editable if the application is still in **Draft** status.
6. To complete the **SF-424A** form, select the SF-424 **Class** to complete the desired SF Form.
7. Applicants must complete the **Grant Program Function or Activity (1)** field.
8. Select the **Budget Categories** tab.
9. Select the **Object Class Categories** to input the **USD for Program (1)**. The **(i)-Total Direct Charges (Sum of a-h) total** row cannot equal zero. Applicants are unable to complete the form until if this condition is not met.

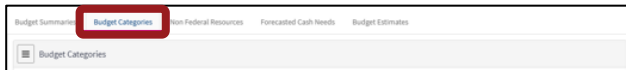


Figure 12: Budget Categories Tab

10. Select the **Save Draft** button to save the form as a draft.
11. Click the **Complete** button on an **SF-424A** form to prompt the user to authenticate the information.
12. Select the **Additional Documents to be Submitted** tab to review the funding opportunity attachments.
13. Click on the document **Sequence** to view an individual record.

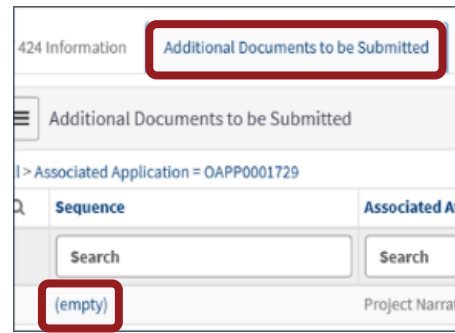


Figure 13: Additional Documents to be Submitted Tab and Sequence Link

14. Click the **Download All** button to download all attachments to the Downloads folder on your computer.

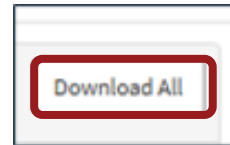


Figure 14: Download All Button

15. Select the **Application Uploaded Docs** tab to upload required application documents.
16. Click the **New** button.

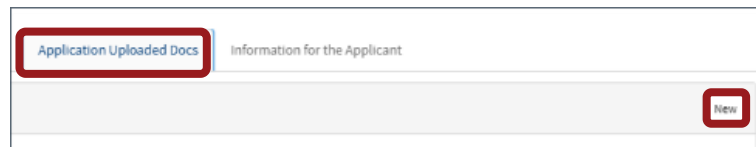


Figure 15: Application Uploaded Docs Tab and New Button

17. Type a title in the **Title** field.
18. Select a **File Type** from the drop-down.
19. If the **File Type** is an **Additional doc to be Submitted**, users must select and upload a document for each **Additional doc to be Submitted** item before submitting the application.



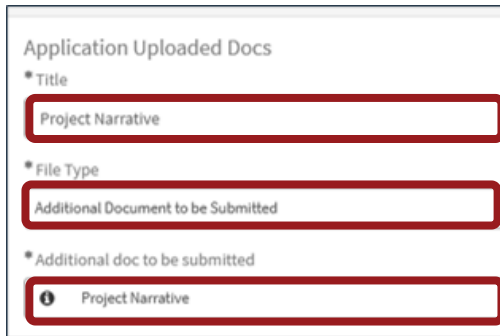


Figure 16: Application Uploaded Docs Tab and New Button

20. Click the **paperclip** icon in the upper-right corner.
21. Select a document to upload to the application and click the **Open** button.
22. Click the **Save** button on the new **Application Uploaded Docs** record.



Figure 17: Paperclip Icon and Save Button

23. Click the **Save** button in the application record to save updates without submitting the application.
24. Once an applicant completes all required forms, the system generates a **Submit** button. Applicants can repeat steps 1-18 to determine remaining forms or documents needed to generate the submission button. To submit the application for review, click the **Submit** button. The status of the application will change to **Pending Review**.



Figure 18: Save and Submit Buttons

Edit a Submitted Application

Applicants can edit submitted applications by initiating edits themselves or when grantors return the application to them. Grantors will manually notify applicants when they return an application, and the application will display a **Returned to Applicant** status. If an applicant wants to initiate edits on a submitted application, the applicant should follow these steps:

1. Expand the **My Applications** drop-down.
2. Select either the **My Applications** or the **My Organizations Applications** option. The **My Organizations Applications** option shows applications from the user’s organization.

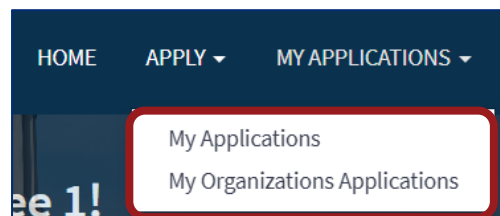


Figure 19: MyGrants Home Page Navigation

3. Use the **Search** filters to locate the desired funding opportunity. Click the **Application Number** to navigate to the desired record.
4. Expand the **Actions** drop-down.



5. Select **Return to Draft**. This will change the status from **Pending Review** to **Draft**. Applicants may only select the **Return to Draft** button when the application is in **Pending Review** status.

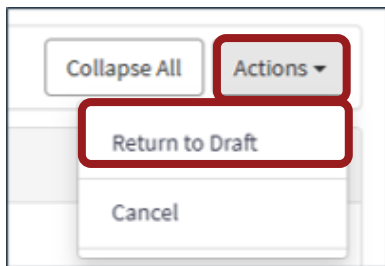


Figure 20: Actions Drop-down and Return to Draft Button

6. When the application is in **Draft** status, the applicant can make edits to the application, including information in the **SF 424 Information** and **Application Uploaded Docs** tabs.
7. Once all the edits are complete, select the **Submit** button to resubmit the application for review. The status of the application changes to **Pending Review**.

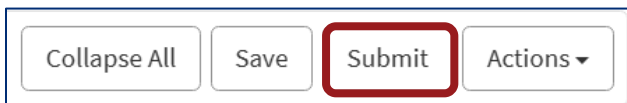


Figure 21: Submit Button

