

## SUBMISSION INSTRUCTIONS & TIPS

**\*\*Applicants must register in SAM.gov and provide a valid UEI in their application. \*\***

- Keep an active registration in SAM.gov with current information for active awards or applications.
- Individuals applying as natural persons (unrelated to a business or nonprofit) are exempt from these requirements per [2 CFR 25.110\(b\)](#).
- This program may allow applicant to apply while SAM.gov registration is in progress, with prior approval and following bureau or office policy.

Application System Technical Support  
For Grants.gov assistance, contact:  
Grants.gov Customer Support  
1-800-518-4726

## SYSTEM REGISTRATIONS

### SAM.GOV

☐ Register in [SAM.gov](#) or make sure your current registration is up to date. Begin as soon as possible. It can take 2 weeks or more to complete this step.

☐ Get a UEI. You will receive your UEI when you [register in SAM.gov](#).

Available resources to complete registration.

- **Already registered?** [Review and update your entity information](#) and financial assistance certification compliance if needed.
- **Financial assistance registrants** must review and certify compliance with the SAM.gov “Financial Assistance General Representations and Certifications”.
- **Need help?** Find help topics and contact information on the [SAM.gov Help page](#).

### GRANTS.GOV

☐ Register in Grants.gov. See [how to register in Grants.gov](#).

Grants.gov has helpful pages to assist with this process:

- How to register in Grants.gov, see [Applicant Registration](#)
- How to add a profile for your organization in your Grants.gov account, see [Applicant Registration](#).
- How to request role creation for the people who need to access Grants.gov, see How to Authorize Grants.gov Roles.
- This function also assigns your authorized organization representative and point of contact. See Applicant Contacts.
- How to track your role creation request see Track Profile Status.

# HOW TO APPLY

## GRANTS.GOV

TIP: Make sure that at least one person in your organization has a role that allows them to create a workspace for your grant application. For more information about assigning roles, visit [Manage Roles for Applicant](#) in the Grants.gov Online Help.

**Workspaces provide flexibility for submitting application forms that fit your organization. Benefits:**

- Control access to draft forms
- Anyone with AOR or workspace manager can create a workspace

Three approaches:

1. Basic: Fill out online or download PDFs, then upload completed forms.
2. Intermediate: Workspace owner controls access. Ideal for complex organizations.
3. Advanced: Share access with team members without your UEI, limited access to forms.

Grants.gov provides step-by-step guides with training videos for each approach:

- Basic Approach guide: Quick start
- Intermediate Approach guide: For complex setups
- Advanced Approach guide: Detailed with videos

1. **Select the grant opportunity** you want to apply for.

Click **Search Grants** and enter your criteria or an opportunity number. A list of results will appear.

2. Click an opportunity number.

The system will display the View Grant Opportunity page.

3. Click the **Apply** button.

The system will display the Apply Now Using Workspace page.

4. Enter a name for your application.

Select a profile if needed, or a workspace owner if you lack privileges.

5. Click **Create Workspace**.

The system will display the Manage Workspace page. You can now add participants.

**Ways to complete forms:**

- Online within your workspace.

- Download, complete offline, then upload.
- Reuse forms from a past application.

Before you submit your application, make sure you have completed all required forms. It is best to submit your application well before the deadline, just in case a submission error occurs.

**On the Forms tab, click the Check Application button.**

If there are any issues, a list of errors will be displayed. Resolve any errors before clicking the Check Application button again.

**Click the Complete and Notify AOR button, if it is available.**

This button will be available only if you do not have an AOR role. When you click it, all users in your organization with an AOR role (or a custom role with one of the Submit Applications privileges) will receive an email telling them that the application is ready to submit.

**Click the Sign and Submit button, if it is available.**

This button will be available only if you have a standard or expanded AOR role, or if you have been assigned a custom role with one of the Submit Applications privileges. If you have one of these roles, the Sign and Submit button will be available when:

- The forms you select for submission have passed the check application process.
- Your organization's SAM.gov registration is active.
- The grant application deadline has not passed.

**Submitting a revised grant application:**

If you already submitted a grant application for this opportunity, you will be asked if you want this submission to replace it. Select Yes. If you submitted your grant application from the same workspace, the previous grant tracking number will be preserved.

A confirmation window will be displayed with information about tracking your grant application.

**Tracking Your Application**

To see whether your application has been received by the awarding agency, you can go to Check Application Status. You will be notified by the awarding agency after they complete their own process.

**Grants.gov provides 24/7 support.** Call 1-800-518-4726 or email [support@grants.gov](mailto:support@grants.gov). You will be assigned a ticket number, which we'll need to locate your issue later.

You can also find training and videos at [Training Resources and Videos for Grants.gov](#).

**For help with SAM.gov**, call 866-606-8220. You can also chat with the [Federal Service Desk](#).

## GRANTSOLUTIONS

Go to [Getting Started – Request a User Account - GrantSolutions](#).

To apply through GrantSolutions, follow these steps:

**1. Register your organization.** Send an e-mail to [help@grantsolutions.gov](mailto:help@grantsolutions.gov) with:

- Subject: New Organization Request
- Entity name (organization or individual applying as a natural person)
- Entity type
- SAM.gov Unique Entity Identifier (not required for individuals)
- Employer Identification Number (individuals, do not include your SSN)
- Address
- Contact details (First and last name, e-mail, phone)

For entities required to register in SAM.gov, this information should be the same as entered on the entity's SAM.gov profile.

**2. Assign system user roles.** Follow the [GrantSolutions “Recipient user” registration instructions](#). Submit a separate Recipient User Account Request form for each official to be assigned a system role. At minimum, the Authorizing Official (ADO) and Principal Investigator/Program Director (PI/PD) must be assigned.

**3. Log in.** GrantSolutions requires users to log in through Login.gov. Each user must create a [Login.gov](#) account. For instructions, see the [GrantSolutions Training Resources web page](#).

**4. Find and apply to this Funding Opportunity.** After logging in, click on either the “Begin an application” link (first time applicants) or the “Funding Opportunity” link to go to the “Competing Announcements-Application Kits” list screen. Search the list for this Funding Opportunity's title and number. Click on the associated “Apply” link. Follow the prompts from there. For detailed instructions, see the [GrantSolutions Training Resources web page](#).

**5. Need help?** Find help topics and contact information on the [GrantSolutions Contact Us page](#).