

# How to Apply using Grants.gov

## Quick Reference Guide

**U of M Resources:** [www.ospa.umn.edu](http://www.ospa.umn.edu)

For help or more information

Electronic Grant Applications: SPA: 612-624-5599 or your Grant Administrator; EGMS: 612-624-1600 or [help@EGMS.umn.edu](mailto:help@EGMS.umn.edu)

### 1. What is **Grants.gov**?

- The single access point for over 1,000 grant programs offered by all federal grant-making agencies.
- A standardized method for transmitting applications to federal sponsors.
  - Applies to grants and cooperative agreements, not contracts.
  - No registration required to use Grants.gov.

### 2. What can you do at **Grants.gov**?

- Find grant opportunities.
  - Search options for finding many funding opportunities.
  - Grant opportunity e-mail subscriptions.
  - Apply for grant opportunities.
  - Descriptions of funding opportunities, detailed instructions on how to apply, and application packages.

### 3. Check computer to see if you have an approved version of Adobe Reader

- Go to [http://www.grants.gov/resources/download\\_software.jsp](http://www.grants.gov/resources/download_software.jsp) to review what versions are approved.

### 4. First steps in preparing the **Grants.gov** application

- Identify the right application package on Grants.gov using **Find**.
- Download the application package and instructions using **Apply**.
- Save the application package (to a local or shared drive).
- Complete all the application forms.
- Be sure to read application instructions carefully.

### 5. When the application is ready for submission

- Complete the PRF in EGMS and electronically route for approvers' signatures.
- E-mail the application to [proposal@umn.edu](mailto:proposal@umn.edu) with **PRF #, PI last name, and sponsoring agency (e.g., NIH, NSF) in the subject line**.
  - SPA will conduct standard administrative review.
  - PI and or departmental staff must make changes, if required.
  - E-mail the corrected application to SPA referencing the PRF #, PI last name, sponsoring agency, and revision # in the subject line.
- Submit to SPA at least five (5) working days prior to the sponsor's official published submission deadline (<http://www.ospa.umn.edu/policiesandprocedures/deadlines/deadlineFAQs.html>).

### 6. SPA submits application to **Grants.gov**

- SPA will receive e-mail from Grants.gov to confirm acceptance by Grants.gov.
- Grants.gov transmits application to the funding agency.
- Agency systems will then verify the application according to their business rules.
  - If errors, the proposal will need to go back through step 5.
- PIs and SPA will receive e-mails regarding the status of the proposal from the agency.