

## **SUCCEED AT-A-GLANCE**

***NEW! The Apply for Grants feature was launched on October 31, 2003. Finally – a single online source for grant information and the ability to apply for Federal grants!***

***GETTING STARTED WITH GRANTS.GOV, is a feature article detailing the steps the grant community must take to begin submitting grant applications through Grants.gov.***

***Read LOOKING AHEAD for a glimpse of Grants.gov next steps. (Page 2)***

***The WORD ON THE STREET highlights what key stakeholders are saying about Grants.gov. (Page 2)***

***IN THE NEWS features recent Grants.gov speaking engagements and conference participation. (Page 2)***

***See GET INVOLVED to learn how you can shape the future of Grants.gov. (Page 2)***

## **FIND. APPLY. SUCCEED. IT'S A SNAP!**

Finally – a single website that provides information on and the ability to apply for every grant opportunity! With the October 31, 2003 launch of the Apply for Grants feature, Grants.gov now offers the grant community the ability to search for and apply for grants in just one convenient online location. The Find Grant Opportunities feature was implemented earlier in the year, with a requirement that agencies begin to post on Grants.gov all Federal grant opportunities by November 7, 2003. The Find feature allows the grant community to search for information on available grant opportunities using a number of criteria, including a key word search or searching by an Agency. It also includes a registration function to receive email updates as new grant opportunities are added by agencies.

Once the Find feature was well on its way to implementation, the Grants.gov team turned its attention to the development of the Apply for Grants feature. Extensive market research was conducted to gain an in depth understanding of user needs and preferences on everything from site design and navigation to functionality, all of which add up to make or break the success of a website. This input guided development of a pilot that was conducted over the summer. The pilot allowed agencies to post application packages and applicants to submit completed test applications. This valuable experience further focused Grants.gov development efforts on what is most important to grant applicants and agencies.

Grants.gov unveiled the resulting Apply for Grants feature as planned on October 31 to much fanfare. Nine of the 26 Federal grant-making agencies participated in the launch, posting application packages for current grant opportunities and readying their internal operations for applications to be submitted via Grants.gov. They include the U.S. Departments of Agriculture, Commerce, Education, Energy, Interior, Justice, Labor and Health and Human Services, as well as the Environmental Protection Agency. Stay tuned as additional agencies and programs are added in the coming months.

## **GETTING STARTED WITH GRANTS.GOV**

The implementation of the Grants.gov Apply for Grants feature has generated significant excitement in the grant community. To maintain this momentum, it is important to facilitate a clear understanding of the steps a grant applicant must take before using Grants.gov to submit grant application packages. An overview of these steps is provided below. Additional information and detailed instructions can be found on Grants.gov under the **Get Started** tab.

The first thing the grant community must do in order to view and complete applications is download and install a free software program (PureEdge Viewer). This software allows users to view, access, complete and submit grant applications through Grants.gov securely. The October Launch of Grants.gov will use the PureEdge Viewer 6.0, which is an upgrade from the version that was used in the Apply Pilot. Pilot participants should upgrade to the 6.0 version of the Viewer, which is available through the Grants.gov site.

Before actually submitting a completed application package, there are three one-time registration steps the grant community must also perform. The registration process can take a week from start to finish, so it is recommended that the grant community GET STARTED now, so it does not impede their ability to submit on-time grant applications through Grants.gov! Each of the registration steps is detailed on page 2 of this newsletter. (continued on Page 2)

## GETTING STARTED (continued)

Note that additional information and instructions, as well as related links, can be found on Grants.gov under the **Get Started** tab. The three Grants.gov grant community registration steps are as follows:

- Register with Central Contractor Register (CCR): The CCR (<http://www.ccr.gov>) provides one location for grant applicants to record and update organizational information, including where government payments should be made. The registry enables recipients to make a change in one place for all Federal agencies to use. If your organization is not already registered with CCR, you will need to do so to be able to submit applications through Grants.gov. To register with CCR, you will need the Data Universal Numbering System (DUNS) number of your organization from Dun & Bradstreet. See the **Get Started** tab on the Grants.gov website for additional information and instructions.
- Register with a Credential Provider: Once the CCR registration is complete, individuals can register with a Credential Provider via Grants.gov website. Registration with a Credential Provider is only necessary for individuals that will be submitting applications to Grants.gov on behalf of their organization. In order to safeguard the security of your electronic information, Grants.gov utilizes E-Authentication. E-Authentication validates the identity of individuals through the use of Credential Providers. See the **Get Started** tab on Grants.gov for more information and detailed instructions.
- Register with Grants.gov: Once an individual has registered with a Credential Provider, they will be directed to register with Grants.gov. Registration with Grants.gov is used for the purpose of determining if an individual can submit applications on behalf of an organization. After the registration process is complete, the organization's CCR E-Business contact will be notified of the registration for the purpose of assigning a user role. Until a user role is assigned, the registrant cannot submit an application. Additional information and detailed instructions for registering with Grants.gov can be found on the site under the **Get Started** tab on Grants.gov.

## LOOKING AHEAD

Now that both the Find Grant Opportunities and Apply for Grants features are up and running, the Grants.gov team is looking forward to what comes next. First on the list is the rapid ramp up of additional agencies and grant programs on the

Apply feature. There will also be significant focus on advancing the grantor and grant community system-to-system interface, which allows electronic communication with Grants.gov without having to work manually through the site. For instance, with a system-to-system interface, grantors could automatically download applications submitted through Grants.gov into their own internal grants management systems. Grants.gov will also turn its attention to expanded system functionality, such as the addition of progress reporting. Stay tuned to Grants.gov to keep abreast of the latest developments on these items and more...

## THE WORD ON THE STREET

"I like [Grants.gov] because when you are writing a grant there is always the stress, and no matter how far in advance you work, you are at the end; you are scrambling to get things done. The fact that you can upload it rather than have to make multiple copies and find a FedEx box [saves time].

- Grantee Quote from Apply Pilot Focus Group

"I like the idea that [Grants.gov is] going to mean the same interface to all grantees regardless of which federal agency they are dealing with."

- Grantor Quote from Apply Pilot Focus Group

## IN THE NEWS

Grants.gov has been highlighted at a number of recent conferences, including:

- 07/04/03 – Association of Government Accountants Conference in Chicago.
- 07/14/03 – National Association of Counties Conference in Milwaukee
- 08/11/03 to 08/12/03 – Association of Public Safety Communication Officials Conference
- 09/22/03 – Federal Demonstration Partnership Meeting
- 10/20/03 to 10/22/03 – Society for Research Administrators Conference

## GET INVOLVED

- HELP PROMOTE GRANTS.GOV – Get the word out to those who would benefit from Grants.gov
- RECOMMEND AN EVENT OR MEETING – Tell us about a conference Grants.gov should be involved in.
- TELL US WHAT YOU THINK – We need your input to shape the future of Grants.gov.

Contact us at [info@grants.gov](mailto:info@grants.gov). We value your opinion!