
GRANT GUIDANCE:

APPLICATION SUBMISSION BASICS FOR FEDERAL GRANTS



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OVERVIEW

This guide provides basic instructions for submitting federal discretionary grant applications using the Grants.gov portal. Grants.gov is the primary method required by the U.S. Department of Transportation (USDOT) for submitting applications under USDOT grant programs. Fortunately, Grants.gov provides a reasonably straightforward user experience when applying for grant opportunities.

WHAT YOU WILL LEARN

Specifically, this guide covers the following information to assist applicants through the grant submission process:

- **Searching and selecting** the desired grant opportunity using keywords, federal grant opportunity numbers, and filters;
- **Accessing** the Notice of Funding Opportunity (NOFO) and **previewing** required forms and documents;
- **Creating and managing** the application workspace, including completing and attaching required forms and documents;
- **Submitting** applications and **verifying** submission; and
- **Additional resources** to help you with using Grants.gov



BEFORE YOU START

Prepare to submit by gathering the following information and documents to ensure a smooth application process and save time when completing required forms and attachments:

- Grant.gov login—first time applicants will need to register;¹
- UEI number (formerly SAM number);
- Federal grant opportunity number and/or name of federal grant program (see NOFO for this information);
- Employer/Taxpayer Identification Number (EIN/TIN);
- Congressional District (Wyoming applicants put WY-All for Wyoming’s at-large district);
- Any required documents that the NOFO lists under the Application and Submission section (such as project narrative and Benefit-Cost Analysis).

Note: All documents submitted through Grants.gov should be in PDF format.²

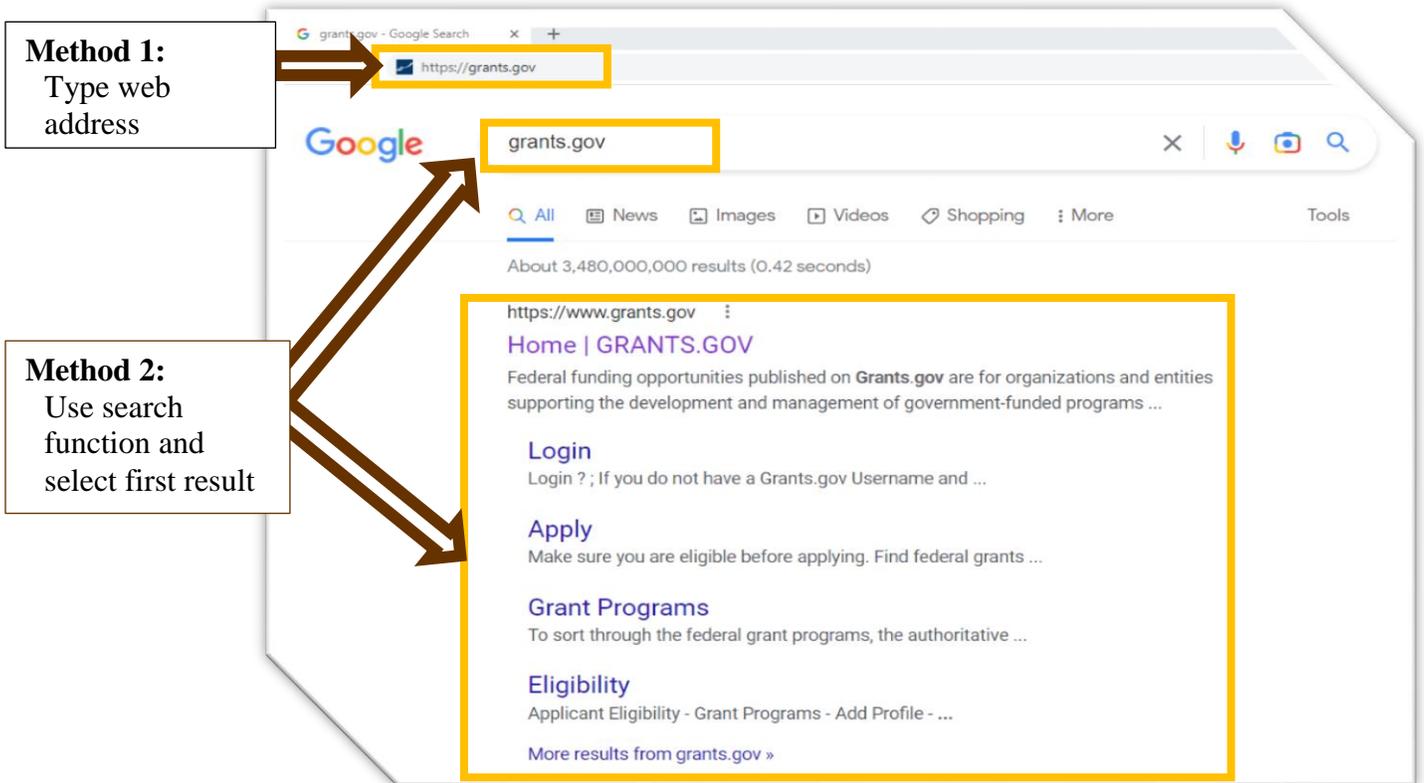
¹ [How To Register with Grants.gov](#) [Grants.gov >Applicants tab>Applicant Resources>Applicant Training>Introduction to Grants.gov Video Series>How to Register with Grants.gov]

² [Adobe Software Compatibility Tip Sheet](#) [Grants.gov>Applicants tab>Applicant Resources>Adobe Software Compatibility]

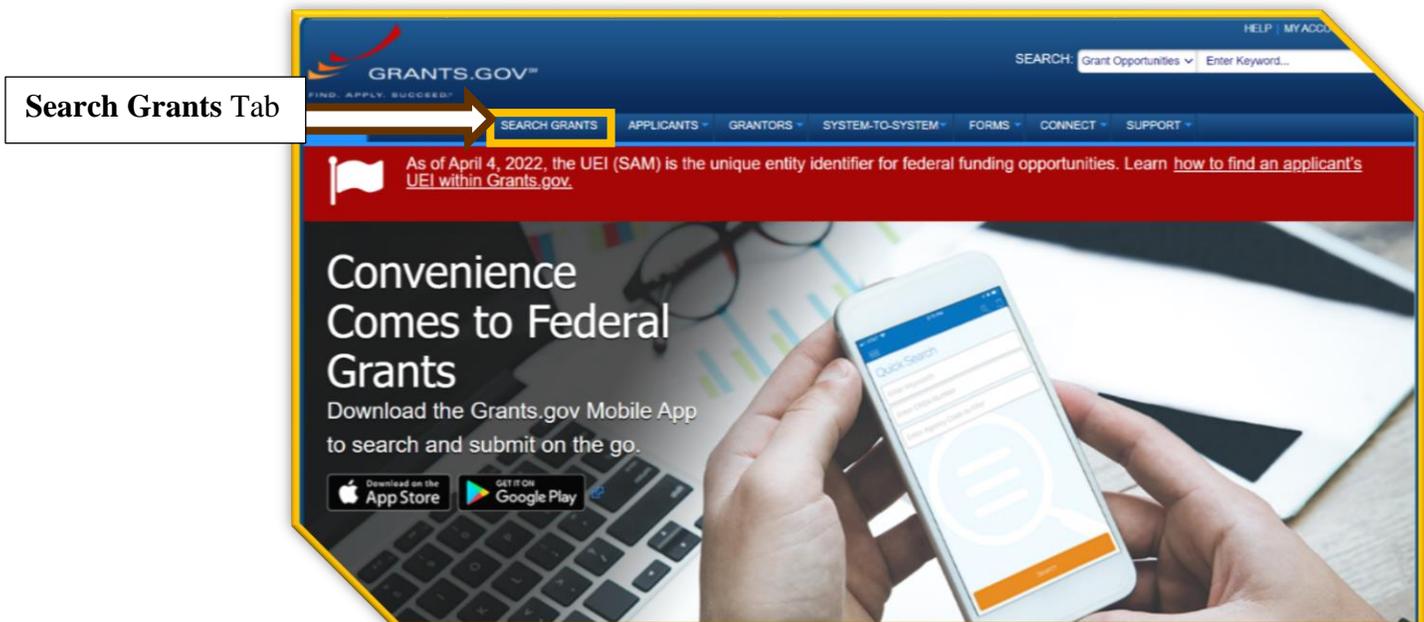
SEARCH AND SELECT

To apply for a grant opportunity using Grants.gov, applicants must search and select the desired opportunity.

1. To access Grants.gov, open a web browser and type in the web address: <https://www.grants.gov>. Alternately, you can type “grants.gov” into the search bar and select the top result.



2. Once on the Grants.gov homepage, select the **Search Grants** tab at the top of the screen.



3. Selecting the **Search Grants** tab brings you to the Search Grants page where you can use different methods to find the desired opportunity. You may also use tools such as the **Sort By** and **Date Range** dropdowns to help narrow and organize your search. Search methods include using keyword(s), an opportunity number, or filters. You may also use a combination methods to help narrow down your search.³

KEYWORD SEARCH

A keyword search is the easiest method to quickly narrow results as long as you select a useful keyword and spell it correctly.

- 1) At the top left of the Search Grants page, under **Basic Search Criteria**, type in your keyword(s) in the **Keyword(s)** field—usually the name of the grant opportunity or acronym. For instance, if you are applying for a Rural/INFRA/Mega grant, you could type “Rural” into the search field.
- 2) Select the **Search** button below the Basic Search Criteria fields.

OPPORTUNITY NUMBER

If you know the grant’s opportunity number (Example: RSTGP-22-RURAL-22), type it into the **Opportunity Number** field under Basic Search Criteria. Using this method is the most direct way to find a specific grant opportunity although locating the opportunity number can be tricky as the NOFO does not always provide it.

FILTERS

Using filters is an easy way to narrow a search. Use this method either independently or with a keyword if the keyword used provides too many results. Filter options include:

- Opportunity Status (active, closed, posted, etc.),
- Funding Instrument Type (grant, cooperative agreement, other, etc.),
- Eligibility (city, county, tribal government, etc.),
- Category (transportation, education, energy etc.), and
- Agency (DOT, DOD, USDA, etc.).

The Agency filter is the most effective filter to use when searching for USDOT grants.

- 1) Simply scroll down to the **Agency** filter and select the check box titled **All Department of Transportation (DOT)**. The results will only show USDOT grant opportunities.
- 2) Applicants can further narrow results based on grant opportunities that only provide eligibilities suited to your applicant type, such as city or tribal governments. Under the **Eligibility** filter, select the checkbox that best describes what type of applicant you represent, so the results only show opportunities for which your applicant type is eligible.
- 3) All selected and active filters will show at the top of the screen. To remove filters, uncheck the box to the left of the filter(s) selected.

³ Select [Search Tips](#) at the top right of the Search Grants page if you need more detailed assistance.

SORT BY

The **Sort By** dropdown menu at the top of the Search Grants page allows you to organize your search results in a way that brings the desired opportunity to the top of the list. This is a useful tool if you know the grant opportunity number, posted date, or closing date. To use this function:

- 1) Select the **Sort By** drop down menu.
- 2) Click on the information you wish to sort by (relevance, posted date, opportunity number, etc.).
- 3) Then select the **Update Sort** button to the right of the dropdown menu.

DATE RANGE

The **Date Range** dropdown menu at the top left of the Search Grants page will help narrow results based on posted dates. To use this function:

- 1) Select the **Date Range** dropdown menu.
- 2) Select the date range you wish to filter by (all available, posted date – last 3 weeks, etc.).
- 3) Then select the **Update Date Range** button to the right of the dropdown menu.

The screenshot shows the Search Grants interface with several callouts:

- Active Filters:** Points to the top navigation bar.
- Basic Search Criteria Fields:** Points to the search input fields on the left.
- Filters:** Points to the filter sections on the left.
- Sort By/Date Range Dropdowns:** Points to the 'SORT BY' and 'DATE RANGE' dropdowns and the 'Update Sort' button.
- Search Tips:** Points to the 'Search Tips' link.

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
FAA-ARP-2021-001	FY 2022 Competitive Funding Opportunity: Airport Improvement Program Discretionary Grants	DOT-FAA	Posted	04/20/2022	06/30/2022
FTA-2022-005-TPM-BEPS	FY21 Standards Development for Bus	DOT-FTA	Posted	04/12/2022	06/13/2022
DTMASSG22	FY 2022 Notice of Funding Opportunity for Small Shipyard Grants	DOT-MA	Posted	04/08/2022	05/16/2022
USDOT-OST-OSDBU-CENTRAL-2022-2	Central Regional Small Business Transportation Resource Center	DOT-OSDBU	Posted	04/04/2022	06/03/2022
NIPA-22-MEGA-22	Mega Grants	DOT-DOT X-50	Posted	03/22/2022	05/23/2022
RSTGP-22-RURAL-22	Rural Surface Transportation Program	DOT-DOT X-50	Posted	03/22/2022	05/23/2022
NSMFHP-22-INFRA-22	INFRA Grants	DOT-DOT X-50	Posted	03/22/2022	05/23/2022
693JK322NF0007	FY 2022 State Dam Prevention (SDP) Grants	DOT-PHMSA	Posted	03/17/2022	04/27/2022
693JK322NF0004	FY 2022 Technical Assistance Grant (TAG)	DOT-PHMSA	Posted	03/17/2022	04/27/2022
693JK322NF0005	FY 2022 Pipeline Safety One-Call Grant	DOT-PHMSA	Posted	03/17/2022	04/27/2022
693JJ322NF00008	2022 NATIONAL HIGHWAY CONSTRUCTION PROGRAM	DOT-FHWA	Posted	03/16/2022	06/20/2022
FTA-2022-002-TPM-BUSC	FY 2022 Competitive Funding Opportunity: Buses and Bus Facilities Competitive Program	DOT-FTA	Posted	03/07/2022	05/31/2022
FTA-2022-001-TPM-LWNO	FY 2022 Competitive Funding Opportunity: Low or No Emission Vehicle Grant Program	DOT-FTA	Posted	03/07/2022	05/31/2022
693JF722R000012	Infrastructure Investment and Jobs Act (IIJA) Notice of Funding Opportunity: America's Highway Program	DOT-MA	Posted	03/07/2022	06/17/2022
693JK322NF0003	Competitive Discretionary Grant Agreement	DOT-PHMSA	Posted	02/28/2022	04/29/2022

- Once you find the desired grant opportunity, select the grant opportunity by clicking the blue opportunity number. This action will take you to a **View Grant Opportunity** page, which provides general information about the grant, version history, and related documents.

Hyperlinked opportunity number

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
RSTGP-22-RURAL-22	Rural Surface Transportation Grant Program	DOT-DOT X-50	Posted	03/22/2022	05/23/2022

ACCESSING THE NOTICE OF FUNDING OPPORTUNITY (NOFO) AND PREVIEWING REQUIRED FORMS

After selecting the desired grant opportunity, Grants.gov will direct you to the **View Grant Opportunity** page that provides a grant synopsis with general information (such as posting and closing dates, award ceiling, eligibility requirements, and additional information). The View Grant Opportunity page also provides access to the following tabs:

- **Version History** – shows any previous versions of the posted grant opportunity and highlights any modifications made to the opportunity.
- **Related Documents** – shows all NOFO announcements, including any updates.
- **Package** – allows you to preview required forms and provides a link to apply.

Opportunity Number
Grant Program
Federal Agency

Related Documents

Document Type: Grants Notice
Version: Synopsis 2
Funding Opportunity Number: RSTGP-22-RURAL-22
Posted Date: Mar 22, 2022
Funding Opportunity Title: Rural Surface Transportation Grant Program
Last Updated Date: Mar 22, 2022

1. To access the NOFO, select the **Related Documents** tab.
2. Now you can select the blue file name to download the NOFO. If multiple NOFOs are posted, refer to the Last Updated Date/Time column to select the most current version.
3. To preview the required forms for the selected grant opportunity, go to the **Package** tab to the right of the Related Documents tab. Here you will find basic information, such as the closing date, along with the opportunity to preview the required forms or start the application process.
4. Select **Preview** under the Actions column to see a list of required forms. A new window will open with a Mandatory Forms list and an Optional Forms list. You may click to preview any of the forms. This is especially helpful when gathering necessary information to complete the mandatory forms, so when it comes time to apply, you have all the required information. To assist you in completing the mandatory forms, you may select the **Download Instructions** button located at the right of the screen.

Package Tab → PACKAGE

Actions Column Preview Forms Apply → Preview | Apply

Download Instructions Button → Download Instructions

Mandatory Forms/Optional Forms Columns → Mandatory Forms (Click to Preview) / Optional Forms (Click to Preview)

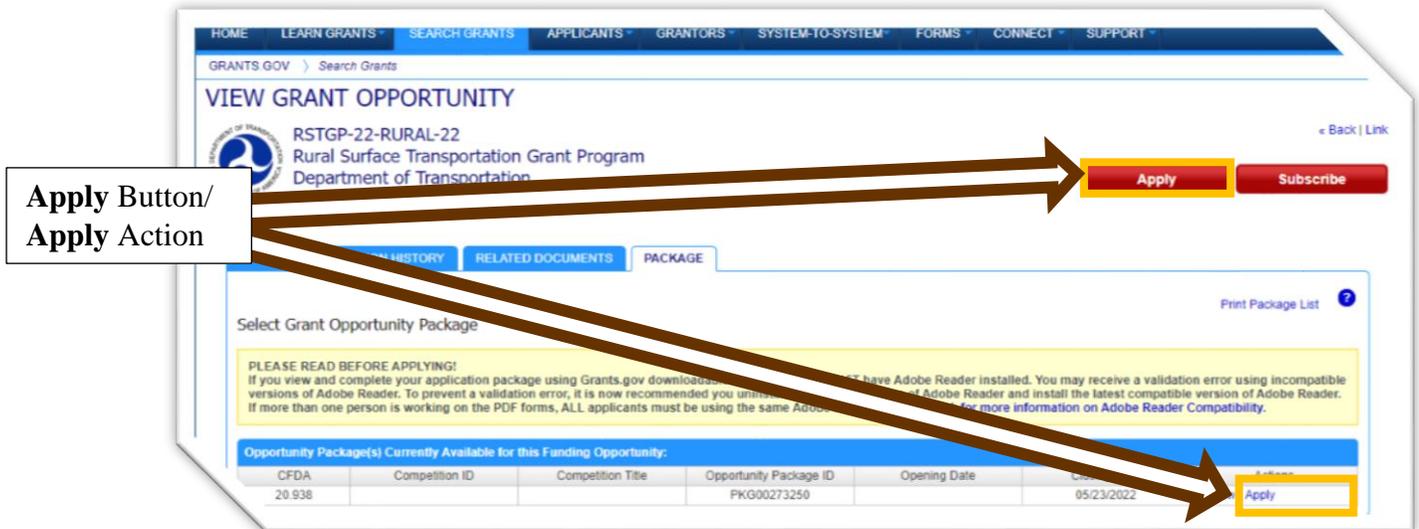
Forms → Application for Federal Assistance (SF-424) [V4.0]
 Budget Information for Construction Programs (SF-424C) [V2.0]
 Project Narrative Attachment Form [V1.2]
 Attachments [V1.2]

CREATING AND MANAGING THE APPLICATION WORKSPACE

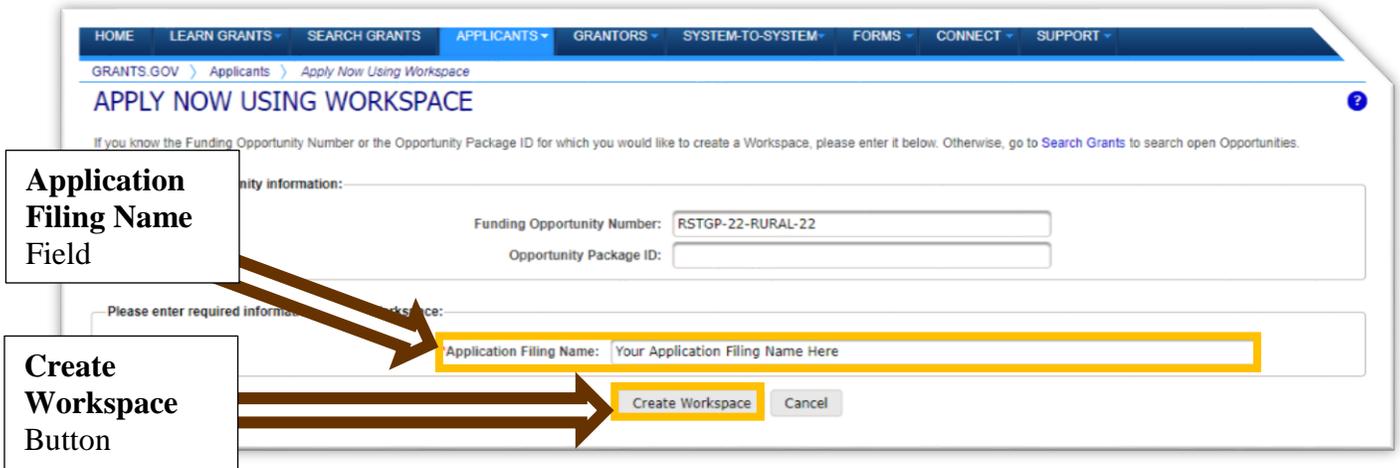
When you are ready to start applying, you must create an application workspace. From the workspace, you can manage forms and attachments and ultimately submit your materials.

CREATING THE APPLICATION WORKSPACE

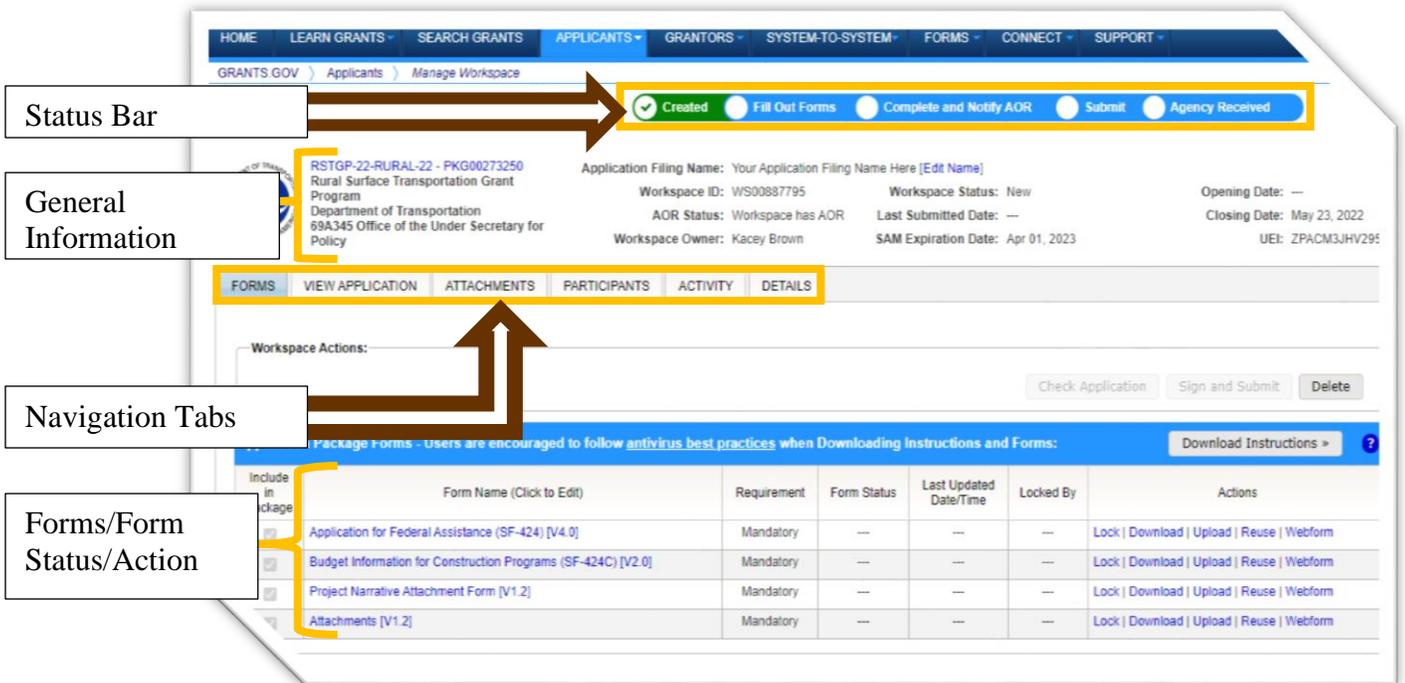
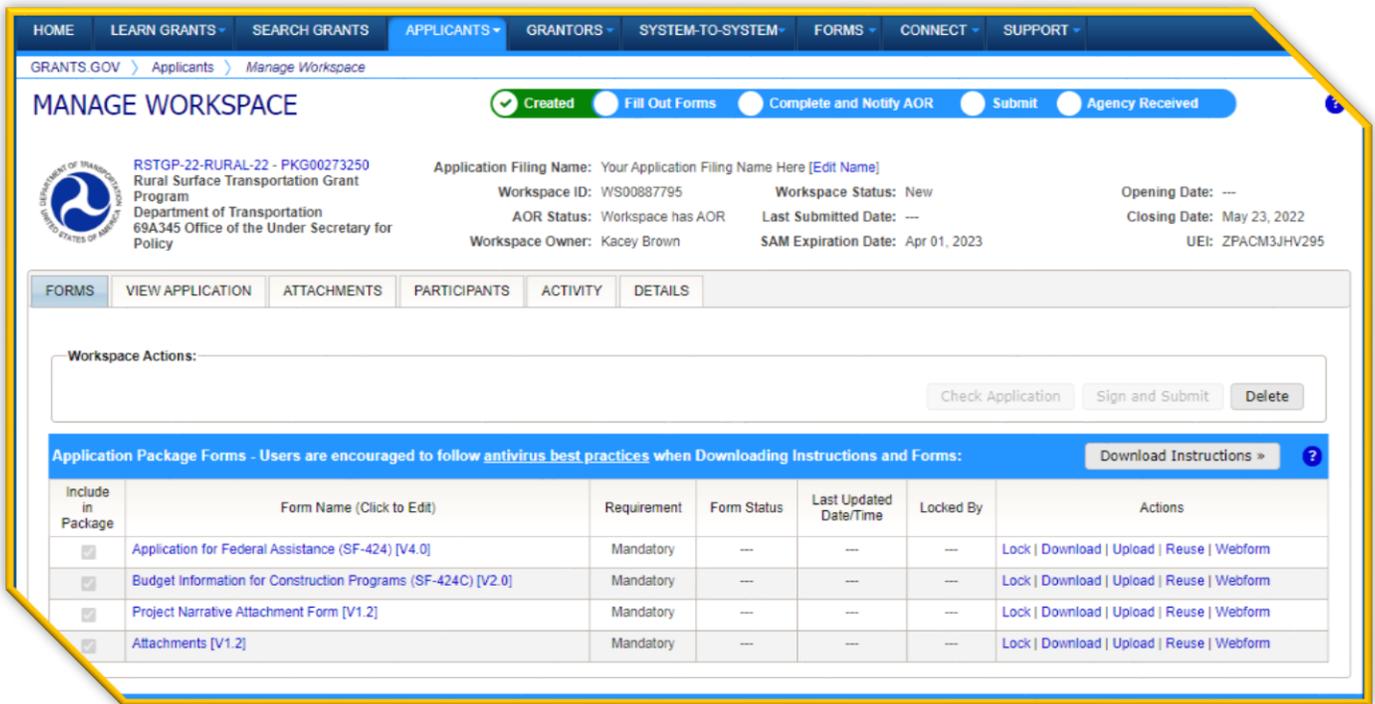
- 1) To create the application workspace, select either the red **Apply** button at the top right of the screen or, if in the Package tab, select the blue **Apply** option under the Actions column.



- 2) If you have not logged in yet, you will be prompted to do so. Otherwise, you will be asked for an Application Filing Name. Once you have typed in the filing name, press the **Create Workspace** button.



- 3) After creating the application workspace, you can manage the workspace, complete forms, upload attachments, and view the application's status.



COMPLETING FORMS AND ATTACHMENTS

Now that the workspace is created, you can start completing the forms listed under the **Forms** tab. The column to the right of the listed forms indicates if a form is mandatory.

- 1) To start completing forms, simply select the form you would like to open. This will open a new window that allows you to fill out the form.

The screenshot shows the 'MANAGE WORKSPACE' page for application RSTGP-22-RURAL-22 - PKG00273250. It includes a progress bar with steps: Created, Fill Out Forms, Complete and Notify AOR, Submit, and Agency Received. Below this is a table of forms:

Include	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input type="checkbox"/>	Application for Federal Assistance (SF-424) [V4.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	Budget Information for Construction Programs (SF-424C) [V2.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	Project Narrative Attachment Form [V1.2]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	Attachments [V1.2]	Mandatory	---	---	---	Lock Download Upload Reuse Webform

A callout box with the text "Select a form to start" has an arrow pointing to the first row of the table.

- 2) For any form, as you work or once you complete it, you can press the **Check for Errors** button to ensure all required fields are complete.

The screenshot shows the 'APPLICATION FOR FEDERAL ASSISTANCE (SF-424) Version 4.0' form. On the left is a 'SECTIONS:' sidebar with a list of form sections. The main content area has two sections:

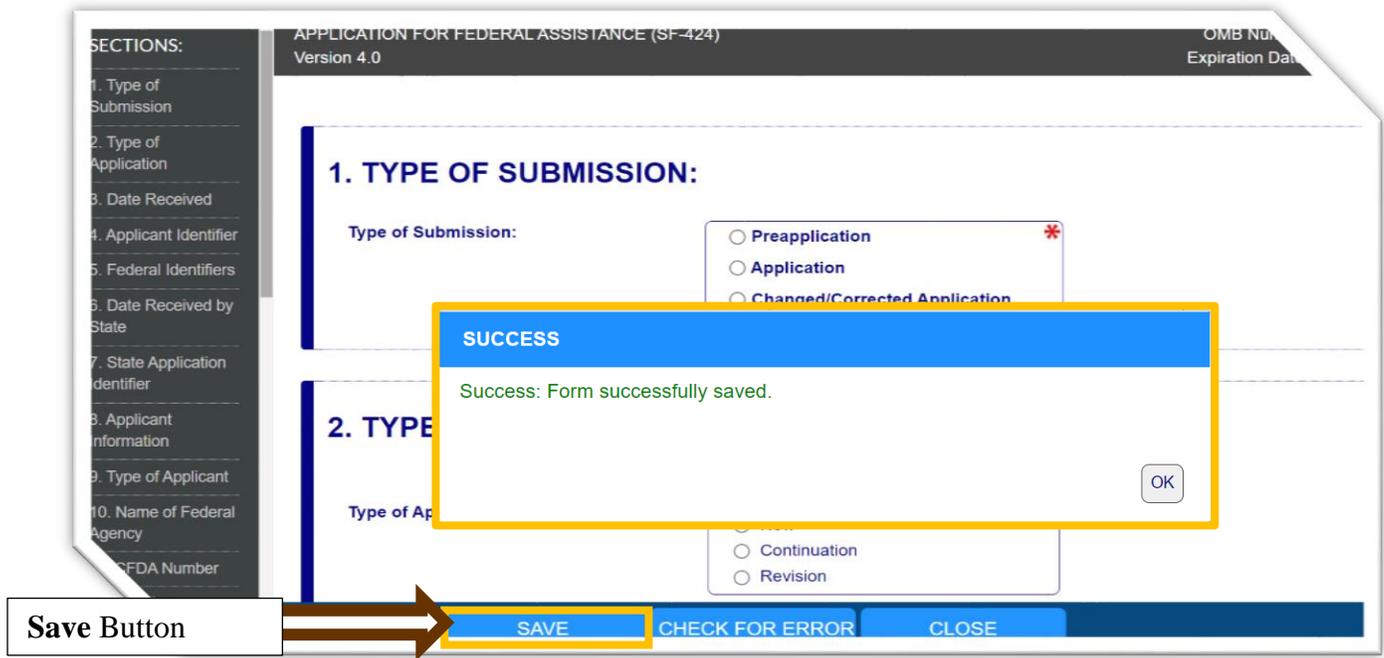
1. TYPE OF SUBMISSION:
 Type of Submission: Preapplication Application Changed/Corrected Application

2. TYPE OF APPLICATION:
 Type of Application: New Continuation Revision

Red asterisks (*) are next to the 'Preapplication' and 'New' options, indicating they are required fields. At the bottom of the form, there are two buttons: 'CHECK FOR ERROR' and 'CLOSE'. A callout box with the text "Check for Errors Button" has an arrow pointing to the 'CHECK FOR ERROR' button.

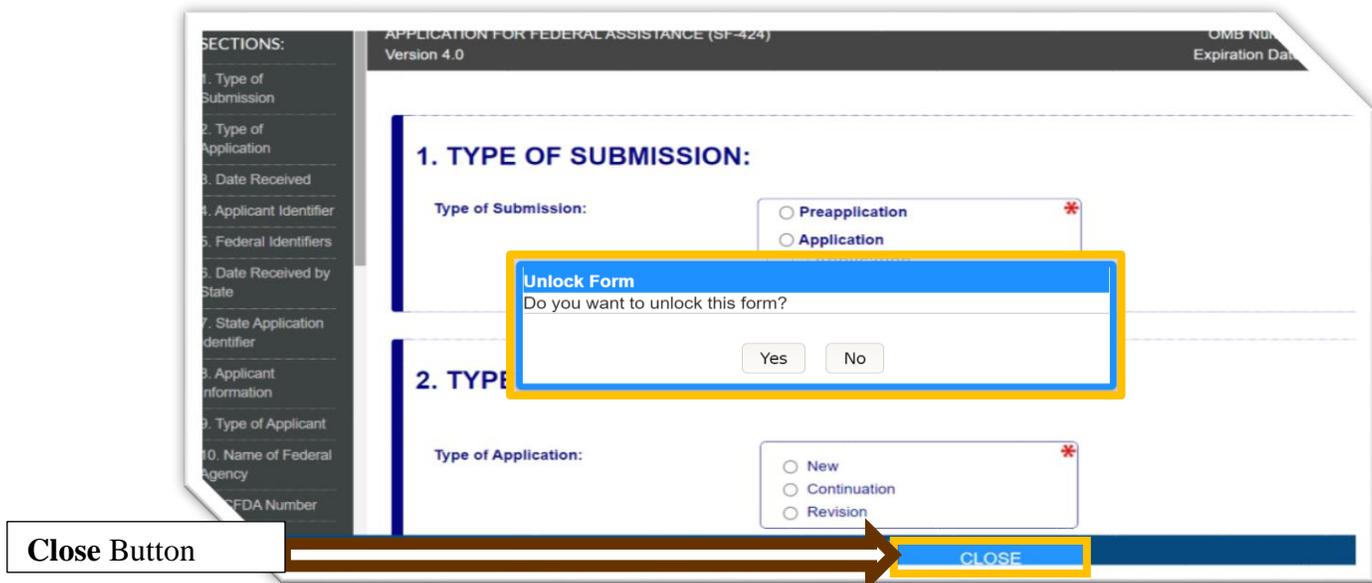
Note: A red asterisk (*) indicates a required field.

- 3) To save your work before exiting a form, select the **Save** button. A separate window will confirm if the save was successful and prompt you to select **OK**.



Note: You can exit a form even if it is incomplete. You can return to a completed form and edit it until the entire application is submitted.

- 4) Once you are ready to exit your form, whether or not it is completed, select the **Close** button. Then you will be asked if you want to unlock the form.
 - **Locked Forms** – when you open any form, other workspace users may not access or edit the form.
 - **Unlocked Forms** – if you unlock a form, even one that is still in progress, other workspace users may access and edit the form.



The Form Status column under the Forms tab of the workspace indicates whether a form is locked or unlocked.

- To complete mandatory attachments, such as the Project Narrative, select the appropriate blue attachment name under the Forms tab.

The screenshot shows the 'MANAGE WORKSPACE' interface. At the top, there are navigation tabs: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below this, the breadcrumb path is 'GRANTS.GOV > Applicants > Manage Workspace'. The main heading is 'MANAGE WORKSPACE' with a progress bar showing 'Created' (checked), 'Fill Out Forms', 'Complete and Notify AOR', 'Submit', and 'Agency Received'. The workspace details include: RSTGP-22-RURAL-22 - PKG00273250 Rural Surface Transportation Grant Program, Department of Transportation, 69A345 Office of the Under Secretary for Policy. Application Filing Name: Your Application Filing Name Here [Edit Name], Workspace ID: W500887795, Workspace Status: New, Opening Date: —, AOR Status: Workspace has AOR, Last Submitted Date: —, Closing Date: May 23, 2022, Workspace Owner: Kacey Brown, SAM Expiration Date: Apr 01, 2023, UEL: ZPACM3JHV295. Below this is a 'Workspace Actions' section with 'Check Application', 'Sign and Submit', and 'Delete' buttons. The main section is 'Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms:'. It contains a table with columns: Include in Package, Form Name (Click to Edit), Requirement, Form Status, Last Updated Date/Time, Locked By, and Actions. The table lists four forms: 'Application for Federal Assistance (SF-424) [V4.0]', 'Budget Information for Construction Programs (SF-424C) [V2.0]', 'Project Narrative Attachment Form [V1.2]', and 'Attachments [V1.2]'. The 'Attachments [V1.2]' row is highlighted in yellow, and a callout box labeled 'Select an Attachments' points to it.

- This will take you to a new screen where you can select the **Add Attachment** button. Then you will be prompted to select a file from your computer.
- After adding an attachment, you can select the **Delete Attachment** button to remove the attachment or select the **View Attachment** to ensure the attachment uploaded correctly.
- Once you are ready to save an attachment, select the **Save** button before clicking on the **Close** button. You may also select the **Check for Errors** button before exiting.

The screenshot shows the 'ATTACHMENTS FORM' interface. On the left, there is a 'SECTIONS' sidebar with 'Instructions', 'Important Note', and 'Attachments'. The main content area has three sections: 'INSTRUCTIONS:', 'IMPORTANT:', and 'ATTACHMENTS:'. The 'ATTACHMENTS:' section contains four rows, each with a text input field and three buttons: 'ADD ATTACHMENT', 'DELETE ATTACHMENT', and 'VIEW ATTACHMENT'. The first row is highlighted in yellow. Below the attachment rows is a blue bar with three buttons: 'SAVE', 'CHECK FOR ERRORS', and 'CLOSE'. Two callout boxes are present: one labeled 'Add Attachment/Delete Attachment/View Attachment Buttons' pointing to the buttons in the first row, and another labeled 'Save/Check for Errors/Close Buttons' pointing to the bottom bar.

MANAGING THE WORKSPACE

If multiple individuals have access to the workspace, the Forms tab provides other helpful information and actions including:

- **Form Status** – this column shows if a form is In Progress, Passed, In Progress (Locked), or Passed (Locked).
- **Last Updated Date** – this column indicates the last date and time a form was updated.
- **Locked By** – if a form is locked, this column will indicate who locked the form.
- **Actions** – this column provides options to unlock or lock a form, download or upload a form, reuse a form from a previous Grants.gov application, or open the form via the web.

MANAGE WORKSPACE

Created | Fill Out Forms | Complete and Notify AOR | Submit | Agency Received

Form successfully saved and unlocked

RSTGP-22-RURAL-22 - PKG00273250
 Rural Surface Transportation Grant Program
 Department of Transportation
 69A345 Office of the Under Secretary for Policy

Application Filing Name: Your Application Filing Name Here [Edit Name]
 Workspace ID: WS00887795
 AOR Status: Workspace has AOR
 Workspace Owner: Kacey Brown

Workspace Status: In Progress
 Last Submitted Date: ---
 SAM Expiration Date: Apr 01, 2023

Opening Date: ---
 Closing Date: May 23, 2022
 UEI: ZPACM3JHV295

FORMS | VIEW APPLICATION | ATTACHMENTS | PARTICIPANTS | ACTIVITY | DETAILS

Workspace Actions:

Check Application | Sign and Submit | Delete

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: [Download Instructions >](#)

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V4.0]	Mandatory	In Progress [Locked]	Apr 26, 2022 02:03:35 PM EDT	Kacey Brown	Unlock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Budget Information for Construction Programs (SF-424C) [V2.0]	Mandatory	In Progress	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	Project Narrative Attachment Form [V1.2]	Mandatory	Passed	Apr 26, 2022 02:20:45 PM EDT	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	Attachments [V1.2]	Mandatory	---	---	---	Lock Download Upload Reuse Webform

The other workspace tabs also provide helpful information, especially when multiple individuals have access to the workspace. Specifically, the **Participants** and **Activity** tabs allow workspace users to see who has worked on the application and a log of activities regarding work done in the workspace.

MANAGE WORKSPACE

Created | Fill Out Forms | Complete and Notify AOR | Submit | Agency Received

RSTGP-22-RURAL-22 - PKG00273250
 Rural Surface Transportation Grant Program
 Department of Transportation
 69A345 Office of the Under Secretary for Policy

Application Filing Name: Your Application Filing Name Here [Edit Name]
 Workspace ID: WS00887795
 AOR Status: Workspace has AOR
 Workspace Owner: Kacey Brown

Workspace Status: In Progress
 Last Submitted Date: ---
 SAM Expiration Date: Apr 01, 2023

Opening Date: ---
 Closing Date: May 23, 2022
 UEI: ZPACM3JHV295

FORMS | PARTICIPANTS | ACTIVITY | DETAILS

Workspace Participants: [Export Detailed Data](#) [Add from Workspace Organization >](#) [Add by Username or Email Address >](#)

1-1 of 1 Records

Username	Participant Name	Phone Number	Email Address	Form Access	Authorized to Submit	Actions
KBrow	Kacey Brown	3077774161	kacey.brown@wyo.gov	All	Yes	Remove Make Owner Manage Access

of 1 Records

Participant Tab →

Participant Information →

MANAGE WORKSPACE

Created Fill Out Forms Complete and Notify AOR Submit Agency Received


RSTGP-22-RURAL-22 - PKG00273250
 Rural Surface Transportation Grant Program
 Department of Transportation
 69A345 Office of the Under Secretary for Policy

Application Filing Name: Your Application Filing Name Here [Edit Name]
 Workspace ID: WS00887795 Workspace Status: In Progress
 AOR Status: Workspace has AOR Last Submitted Date: ---
 Workspace Owner: Kacey Brown SAM Expiration Date: Apr 01, 2023
 Opening Date: --- Closing Date: May 23, 2022
 UEI: ZPACM3JHV29E

Activity Tab → **ACTIVITY** | DETAILS

Workspace Activity: Export Detailed Data

1-25 of 27 Records

Timestamp	Category	Action	Performed On	Performed By	Details
Apr 26, 2022 02:48:12 PM EDT	Form	Edited	Application for Federal Assistance (SF-424) [V4.0]	Kacey Brown	
Apr 26, 2022 02:38:46 PM EDT	Form	Saved	Attachments [V1.2]	Kacey Brown	
Apr 26, 2022 02:31:54 PM EDT	Form	Edited	Attachments [V1.2]	Kacey Brown	
Apr 26, 2022 02:29:18 PM EDT	Form	Saved	Attachments [V1.2]	Kacey Brown	
Apr 26, 2022 02:28:58 PM EDT	Form	Edited	Attachments [V1.2]	Kacey Brown	
2022 02:28:58 PM	Form	Locked	Attachments [V1.2]	Kacey Brown	

Activity Information

ACCESSING YOUR WORKSPACE

Once created, you may leave a workspace and return to it as many times as you like before and after submission.

- 1) To access a workspace, go to Grants.gov and login at the top right hand corner of the home screen.

Login → **LOGIN**

GRANTS.GOV™

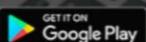
SEARCH: Grant Opportunities | Enter Keyword... **GO**

[HOME](#) | [LEARN GRANTS](#) | [SEARCH GRANTS](#) | [APPLICANTS](#) | [GRANTORS](#) | [SYSTEM-TO-SYSTEM](#) | [FORMS](#) | [CONNECT](#) | [SUPPORT](#)

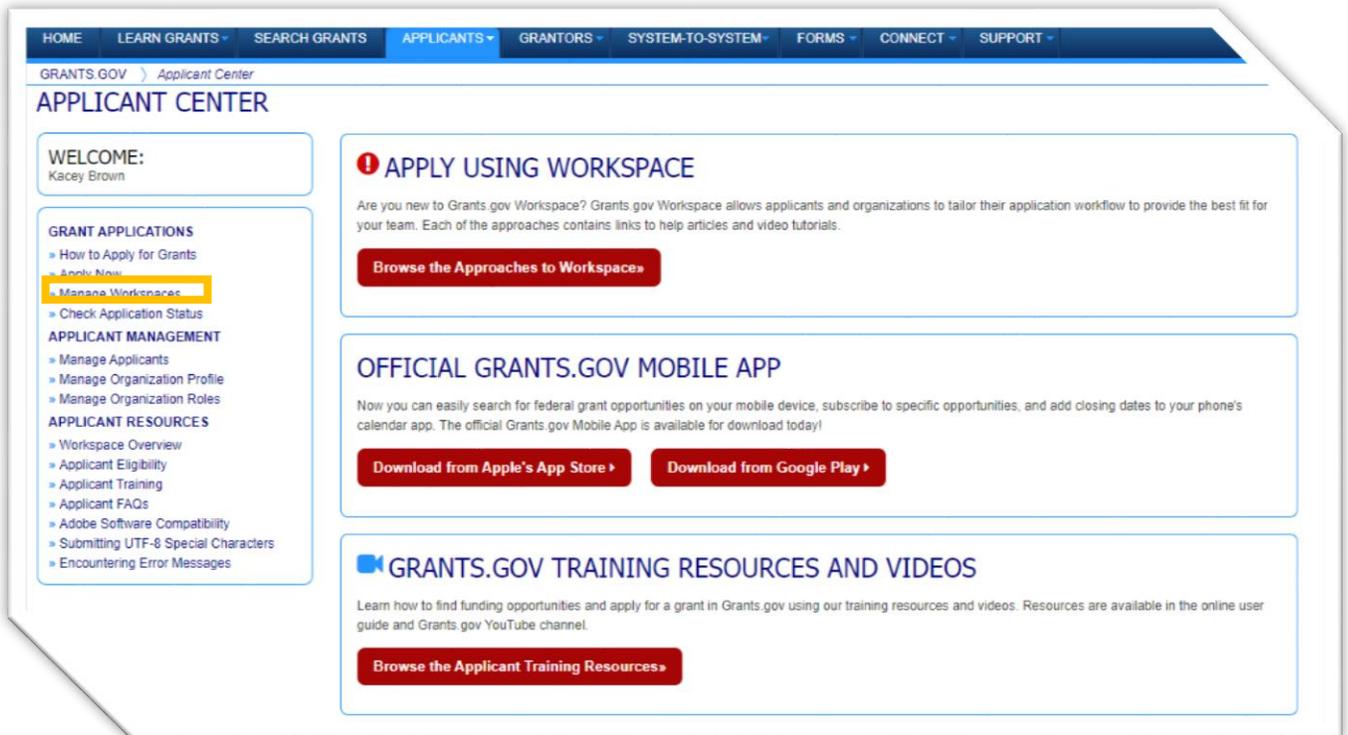
As of April 4, 2022, the UEI (SAM) is the unique entity identifier for federal funding opportunities. [Learn how to find an applicant's UEI within Grants.gov.](#)

Convenience Comes to Federal Grants

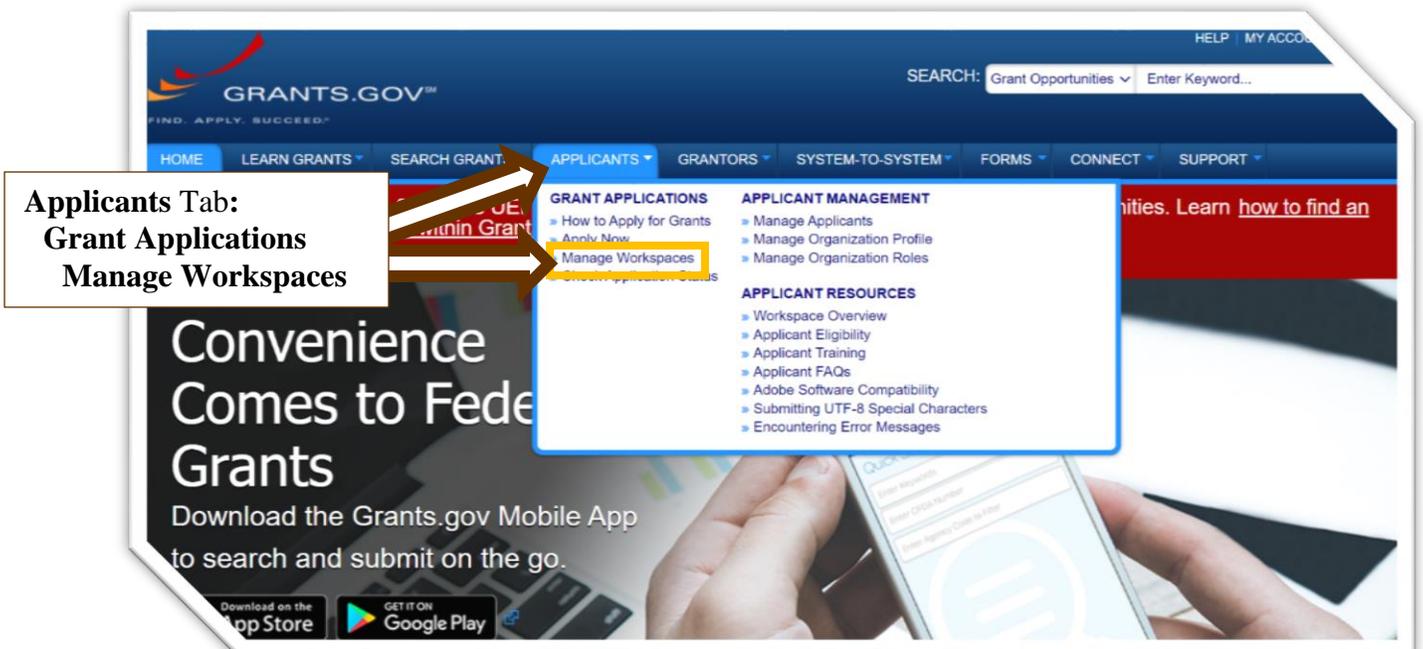
Download the Grants.gov Mobile App to search and submit on the go.

- 2) Once you have logged in, you will be automatically directed to the **Application Center**. Here you will select **Manage Workspaces** on the left hand side of the screen under Grant Applications.



- 3) If you are already logged in but have exited out of the workspace you want to reenter, go to the **Applicants** tab to see a dropdown menu, under **Grant Applications** select **Manage Workspaces**.



- 4) After selecting **Manage Workspaces**, you can search for the workspace using various criteria. Input the criteria on the Manage Workspaces page and then select **Search**. A list of workspaces for any applications you have meeting the entered criteria will appear.
- 5.) To select the desired application workspace, select **Manage** under the Actions column.

Note: Use this to access applications even after they have been submitted.

The screenshot shows the 'MANAGE WORKSPACES' interface. It includes a search form with fields for Funding Opportunity Number, Title, Package ID, Workspace ID, UEI, Application Filing Name, Workspace Owner, and Grant Tracking Number. There are also date pickers for 'Last Activity Date' (From: 02/02/2022, To: 05/02/2022) and a 'Workspace Status' filter with checkboxes for New, In Progress, Ready for Submission, Submitted, and Archived. A 'Search' button is located to the right of the search form. Below the search form is a table with 3 records. The table has columns for Workspace ID, UEI, Workspace Status, Funding Opportunity Number, Closing Date, Application Filing Name, Workspace Owner, Last Activity Date, and Actions. The Actions column contains 'Copy | Manage' for each row. Callouts with arrows point to the search form fields (labeled 'Search Criteria'), the Search button (labeled 'Search Button'), and the 'Manage' link in the Actions column (labeled 'Manage').

SUBMIT AND VERIFY

Once all required forms and attachments have been completed and you are ready to submit, follow these steps.

1. Go to the **Forms** tab on the Mange Workspaces main page and select **Check Application**. This step will ensure your application package is not missing required documents. However, this function will not check to ensure your application or project narrative have met all detailed requirements found in the NOFO.

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created
 Forms Passed
 Complete and Notify AOR
 Submit
 Agency Received
 [«Back](#)

RSTGP-22-RURAL-22 - PKG00273250
 Rural Surface Transportation Grant Program
 Department of Transportation
 69A345 Office of the Under Secretary for Policy

Application Filing Name: Your Application Filing Name Here [\[Edit Name\]](#)
 Workspace ID: WS00887795 Workspace Status: In Progress
 AOR Status: Workspace has AOR Last Submitted Date: ---
 Opening Date: ---
 Workspace Owner: Kacey Brown SAM Expiration Date: **Deactivated** [Verify](#) Closing Date: May 23, 2022
 UEI: ZFACM3JHV295

[FORMS](#) | [VIEW APPLICATION](#) | [ATTACHMENTS](#) | [PARTICIPANTS](#) | [ACTIVITY](#) | [DETAILS](#)

Check Application Sign and Submit Delete

Include	Form Name (Click to Edit)	Requirement	Form Status
			Passed
			Passed
	Project Narrative Attachment Form [V1.2]	Mandatory	Passed
	Attachments [V1.2]	Mandatory	Passed [Locked]

Check Application

No errors found in Application Package. Additional validations may occur once you submit your application and it is retrieved by the Federal Agency. Separate notifications may be sent via email from the sponsoring agency.

[OK](#)

- After you have checked the application, press the **Sign and Submit** button to complete and submit your application. A window will open asking if the submission is a first time submission or a resubmission—select the appropriate option. Upon successful submission, the system will generate a generic submission verification PDF and multiple verification emails. Over three separate emails, Grants.gov sends notification of the following:
 - **Submission Receipt** (including a tracking number),
 - **Submission Validation Receipt** noting that Grants.gov has validated the application and is preparing it for the grantor agency, and
 - **Grantor Agency Retrieval Receipt** noting that the grantor agency has successfully received the application.

Note: If you enter the workspace again, the status bar at the top of the page will show green for all steps.

ADDITIONAL RESOURCES

As this guide only covers the basics of finding and submitting grant applications through Grants.gov, many additional resources exist for potential applicants who need further assistance navigating and using Grants.gov.

1. To access applicant resources—such as videos, guides, and Frequently Asked Question (FAQs)—simply login to Grants.gov. This will automatically direct you to the **Applicant Center**.
2. Under the Applicant Center, scroll down to **Grants.gov Training Resources and Videos** and select the red **Browse the Applicant Training Resources** button.

The screenshot shows the Grants.gov Applicant Center interface. The navigation bar at the top includes links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The main content area is titled 'APPLICANT CENTER' and features a 'WELCOME' message for Kacey Brown. A sidebar on the left lists various categories: GRANT APPLICATIONS, APPLICANT MANAGEMENT, and APPLICANT RESOURCES. The main content area contains several sections: 'APPLY USING WORKSPACE' with a 'Browse the Approaches to Workspaces' button; 'OFFICIAL GRANTS.GOV MOBILE APP' with buttons for 'Download from Apple's App Store' and 'Download from Google Play'; 'GRANTS.GOV TRAINING RESOURCES AND VIDEOS' with a 'Browse the Applicant Training Resources' button highlighted by a yellow box and a callout box; 'GRANTS.GOV COMMUNITY BLOG' with a 'Visit the Grants.gov Community Blog' button; and 'GRANTS.GOV DISCUSSION FORUM'.

Browse Applicant Training Resources Button

APPLICANT TRAINING

GRANT APPLICATIONS

- » How to Apply for Grants
- » Apply Now
- » Manage Workspaces
- » Check Application Status

APPLICANT MANAGEMENT

- » Manage Applicants
- » Manage Organization Profile
- » Manage Organization Roles

APPLICANT RESOURCES

- » Workspace Overview
- » Applicant Eligibility
- » Applicant Training
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages



Training Resources and Videos for Grants.gov

Whether you need a high-level introduction to the Grants.gov application process, or you are looking for a step-by-step explanation of a particular Applicant task, we encourage you to consult the resources on this page.

For more context and general information about the federal grants lifecycle, visit the [Grants 101](#) section under the [Learn Grants](#) tab.

Featured Video How to Create a Workspace

Updated on July 9, 2019

Workspace is Grants.gov's shared, online environment to collaboratively complete and submit federal grant applications.



Introduction to Grants.gov Video Series

The [Introduction to Grants.gov Video Series](#) covers the complete Grants.gov application process, from registering and creating a Grants.gov account to finding funding opportunities and completing an application package.



How to Register with Grants.gov

Updated on March 21, 2020

Learn how to create a Grants.gov account so you can subscribe to funding opportunity notifications and apply for federal grants using Grants.gov Workspace. This video also explains how to associate a UEI with an applicant account. (Note: This is an optional step).

Help: Online User Guide

Find registration, search, and application instructions for all users in the [Grants.gov Online User Guide](#).

For detailed applicant information, review the Applicants section of the online user guide.

Applicant Overview

[Grants.gov Applicant Overview Training Presentation](#) - Everything you need to know about navigating Grants.gov as an Applicant.

[Grants.gov Presentation Request Form](#) - If you would like to request brochures or a complimentary Grants.gov presentation on the Find and Apply process, please fill out this form and submit it to support@grants.gov.

For a step-by-step guide to organization applicant registration, check out the [Grants.gov Organization Applicant Registration](#) pages.

SAM Quick Start Guide

The [SAM Quick Start Guide For Grantee Registration](#) is a tool created by the General Services Administration to assist those registering with the System for Award Management (SAM).

If you have questions or concerns about your SAM registration, please contact the Federal Support desk at <https://www.fsd.gov>.

Help: Support Center

Contact the Grants.gov Support Center to get help from a representative.

Email us at support@grants.gov or visit our [Support page](#).