Additional Grants.gov Submission Instructions

The following is provided as additional instructions beyond what is already available on the www.grants.gov website. In the event you encounter a problem with www.grants.gov and do not find a resolution in any of the other resources, call 1-800-518-4726 or 606-545-5035 to speak to a Customer Support Representative, or email support@grants.gov.

States are strongly advised to initiate the application submission and validation process via www.grants.gov as soon as possible and to plan for time to resolve technical problems. Please note that validation does not mean the State's application has been accepted as complete or has been accepted for review. Rather, www.grants.gov only verifies the submission of certain parts of the application.

Before you begin to write the application, the U.S. Department of Labor (Department) strongly recommends that you initiate and complete the "Get Registered" registration steps at https://www.grants.gov/web/grants/register.html.

Before registering, you should read through the registration process carefully. These steps can take as many as four weeks to complete, and this time should be factored into plans for timely electronic submission to avoid unexpected delays that could result in the rejection of your application. The www.grants.gov website also contains the Step-By-Step Guide to Organization Registration to help applicants walk through the process.

The next step in the registration process is creating a username and password with www.grants.gov to become an Authorized Organizational Representative (AOR). AORs will need to know the Unique Entity Identifier (UEI) number of the organization for which they will be submitting applications to complete this process. To read more detailed instructions for creating a profile on www.grants.gov visit https://www.grants.gov/web/grants/applicants/registration.html.

After creating a profile on www.grants.gov, the E-Biz Point of Contact (E-Biz POC), a representative from your organization who is the contact listed for System of Award Management (SAM), will receive an email to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log into www.grants.gov and approve an individual as the AOR, thereby giving him or her permission to submit applications. To learn more about AOR Authorization visit https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html or to track AOR status visit https://www.grants.gov/web/grants/applicants/registration/track-role-status.html.

An application submitted through www.grants.gov constitutes a submission as an electronically signed application. The registration and account creation with www.grants.gov, with E-Biz POC approval, establishes an AOR. When an application is submitted through www.grants.gov, the name of the AOR on file will be inserted into the

signature line of the application. **State Workforce Agencies must register the individual who is able to make legally binding commitments for their organizations as the AOR**. This step is often missed, and it is crucial for valid submissions.

When a registered applicant submits an application with www.grants.gov, an electronic time stamp is generated within the system when the application is successfully received by www.grants.gov. Within two business days of application submission, www.grants.gov will send the applicant two email messages to provide the status of the application's progress through the system.

- The first email, sent almost immediately, will contain a tracking number and will confirm receipt of the application by www.grants.gov.
- The second email will indicate that the application either has been successfully validated or has been rejected due to errors.

If the applicant's registration in SAM is expired, www.grants.gov will reject the application. Only applications that have been successfully submitted in www.grants.gov by the deadline and subsequently successfully validated will be considered. It is the State's responsibility to ensure a timely submission. While it is not required that an application be successfully validated before the deadline for submission, it is prudent to reserve time before the deadline in case it is necessary to resubmit an application that has not been successfully validated in www.grants.gov. Therefore, adequate time should be allotted for submission (two business days recommended) and additional time to address any errors and requiring validation upon resubmission (an additional two business days for each ensuing submission).

To ensure consideration, the components of the application must be saved as .doc, .docx, .xls, .xlsx, .rtf or .pdf files. If submitted in any other format, the applicant bears the risk of compatibility or other issues preventing a state's application from being considered. The Department will attempt to open the document but will not take any additional measures in the event of problems with opening it (e.g., conversions of any kind).

The Department strongly advises applicants to use the various tools and documents, including Frequently Asked Questions, which are available on the "Applicant Resources" page at https://www.grants.gov/web/grants/applicants/applicant-faqs.html.

To receive updated information about critical issues, new tips for users, and other time sensitive updates, you may subscribe to www.grants.gov updates at https://www.grants.gov/web/grants/manage-subscriptions.html.