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IMPORTANT – PLEASE READ FIRST
U.S.D.A., Risk Management Agency
Grants.gov Submission Procedures and Tips for Applicants
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To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the USDA, Risk Management Agency.

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ATTENTION
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1) **REGISTER EARLY** – Grants.gov registration may take five or more business days to complete. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. For detailed information on the Registration Steps, please go to: http://www.grants.gov/applicants/get_registered.jsp. [Note: Your organization will need to update its Central Contractor Registry (CCR) registration annually.]

2) **SUBMIT EARLY** – **We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded.** The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application (see step three below), you will need to resubmit successfully before 4:30 pm on the deadline date.

Note: To submit successfully, you must provide the DUNS number on your application that was used when your organization registered with the CCR (Central Contractor Registry).

3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov and the USDA, Risk Management Agency receive your Grants.gov submission timely and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 5:00 p.m. on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned.

If the date/time received is later than 5:00 p.m. Washington, D.C. time, on the closing date, your application is late. Once Grants.gov has received your submission, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next two business days, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors. Once your submission is retrieved by the grantor

agency, you will receive a third email. You can check the status of your application(s) anytime after submission, by using the "Track My Application" feature available from the left hand navigation. You may also check the status of a submission by logging into your Grants.gov account using the Applicant Login. After you login click on the "Check Application Status" link on the left hand menu.

If the status is "Rejected with Errors," your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: http://www.grants.gov/applicants/submit_application_faqs.jsp.

Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

SUBMISSION PROBLEMS – WHAT SHOULD YOU DO?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov 24 hour Customer Support at 1-800-518-4726 or email the Grants Program Management Office at support@grants.gov.

Please have the following information available when contacting Grants.gov:
- Funding Opporunity Number (FON)
- Name of Agency You Are Applying To
- Specific Area of Concern

HELPFUL HINTS WHEN WORKING WITH GRANTS.GOV

- Please go to http://www.grants.gov/help/help.jsp for assistance with Grants.gov.
- When using Grants.gov to apply, RMA strongly recommends that you submit the online application at least two weeks prior to the application due date

DIAL-UP INTERNET CONNECTIONS

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection.

MAC USERS

If you do not have a Windows operating System, you will need to use the Citrix solution discussed on Grants.gov or a Windows Emulation program to submit an application using Grants.gov. For additional information, review the FAQs for non-windows users http://www.grants.gov/resources/download_software.jsp#non_window. Also, to view white paper for Macintosh users published by Pure Edge go to the following link: http://www.grants.gov/section678/PureEdgeSupportforMacintosh.pdf, and/or contact Grants.gov Customer Support (http://www.grants.gov/contactus/contactus.jsp) for more information.