



Alaska Native Education Program

G5/Grants.gov

Application Submittal

G5



G5 is the Department of Education's Grants Management system. G5 replaces the former e-Grants, Grant Administration and Payment systems. G5 is available to applicants, grantees, payees as well as internal Education staff.

Registering with G5

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Login to G5

Email ID

Password
(Case Sensitive)

In order to log into G5, you must accept the Department of Education's [terms](#).

Yes, I Accept the Terms

Login to G5

Not registered [Sign up >](#)
Forgot [Email ID](#) or [Password?](#) >

Help Desk

Help is available through e-mail or by calling the GAPS Hotline.

- Hours of Operation: 8:00 AM to 6:00 PM, Monday - Friday, EST
- Toll-Free: 1-888-336-8930
- TTY: 1-866-697-2696
- Local: 202-401-6238
- Email: edcaps.user@ed.gov

We appreciate your patience.

Heavy traffic on the U.S. Department of Education's G5 Website may cause problems for some users, including difficulty logging in, session timeouts and generally slow processing of grant management and payment activities. We apologize for any problems you may experience, and thank you for your patience as we work to increase server capacity and make other adjustments.

Your G5 session may be more reliable if you use the system outside of the peak weekday hours, 11:00 AM to 4:00 PM ET. [more >](#)

News and Events

12/23/2009 Delayed Payments - Please read if you submitted a request for a payment after 3 PM on Friday December 18th through Tuesday, December [more >](#)

12/07/2009 NEW URGENT MESSAGE - New guidance for providing federal funds to ACORN... [more >](#)

07/23/2009 TEACH DRAWDOWNS - Where to go in G5 to process a TEACH drawdown... [more >](#)

02/23/2009 Registration - G5 External Registration Process. DO NOT FAX YOUR FORM... [more >](#)

07/01/2008 Banking - Banking information for new TEACH recipients... [more >](#)

03/24/2008 Unlock Email ID/Password - If you failed to log into G5 successfully after your third attempt... [more >](#)

03/24/2008 User ID - After registering as a new or existing user in G5, what is my user ID? [more >](#)

To register go to www.g5.gov and click the Sign up > link.

The image displays the e-Grants Welcome Page and has an arrow pointing at the continue, which indicates where a user should click to get the e-Grants Portal Page.

Registering with G5

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ED Employee / ED Contractor *	<input type="text" value="No"/>
First Name *	<input type="text" value="John"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text" value="Smith"/>
<hr/>	
Telephone No. *	<input type="text" value="1231231234"/>
Fax No.	<input type="text"/>
Email Address *	<input type="text" value="johnsmith@reviewer.com"/>
Confirm Email Address *	<input type="text" value="johnsmith@reviewer.com"/>
<hr/>	
Address 1 *	<input type="text" value="4000 Massachusetts Ave"/>
Address 2	<input type="text"/>
City *	<input type="text" value="Washington"/>
State * +	<input type="text" value="DISTRICT OF COLUMBIA"/>
Province	<input type="text"/>
Zip / Postal Code * +	<input type="text" value="20002"/>
Country *	<input type="text" value="USA"/>

Clear

Continue >



The Sign up > link brings you to the User Registration screen. This screen requires you to enter the fields marked by a red asterisk. The telephone and fax number must be ten numbers only. **You must register with a valid email address in order to receive the activation link for your account.** When you have finished completing the form click the Continue button.

G5



- All applicants must register to use the G5 system at www.G5.gov
- G5 is used for the following grant management functions:
 - Application intake
 - Peer review
 - Awards & Payments
 - Performance Monitoring (APRs & Final Reports)

G5



- **Applicants must use Grants.gov to submit applications for grant competitions. Applications are moved electronically to the U.S. Department of Education's G5 System.**

www.Grants.gov



Applications for grant competitions must be submitted electronically using the Grants.gov Apply site (Grants.gov) at www.Grants.gov.

What is Grants.gov?

- ❖ A Federal portal that allows users to electronically find, apply for and manage Federal Grant Opportunities**
- ❖ Grants.gov is THE single access point for over 1000 grant programs offered by 26 Federal Granting Agencies.**

www.Grants.gov (cont.)



It allows the grant community to:

- ❖ **search for available grant opportunities and related application packages**
- ❖ **receive automatic e-mail notices about new grant opportunities from the Department or other agencies**
- ❖ **download application packages**
- ❖ **submit completed application packages**
- ❖ **track the status of submitted applications**

Getting Started



Grants.gov - Get Registered - Mozilla Firefox

File Edit View History Bookmarks Favorites Tools Help

http://grants.gov/applicants/get_registered.jsp

Most Visited Getting Started Latest Headlines http://connected/ http://praisedc.com/

Grants.gov - Get Registered

GRANTS.GOV Search Contact Us Site Map Help RSS Home

Home » For Applicants »

GET REGISTERED

In order to apply for a grant, you and/or your organization must complete the Grants.gov registration process. The registration process for an Organization or an Individual can take between three to five business days or as long as four weeks if all steps are not completed in a timely manner. So please register early!

Please choose one of the options below:

Organization Registration

An individual who is responsible for submitting a grant on behalf a company, state, local, or tribal government, academia or research institution, not-for-profit or any other institution.

[Organization Registration User Guide](#)

[Organization Registration Checklist](#)

[Organization Registration Overview Tutorial](#)

***Please Note:** If you register as an Organization, you will not be allowed to use the Grants.gov username and password issued for your Organization to apply for grants as an Individual. To apply for grants as an Individual you must register as an Individual and use that specific username and password issued during the Individual registration process.

FOR APPLICANTS

- Applicant Login
- Find Grant Opportunities
- Get Registered
- Organization Registration
- Individual Registration
- Apply for Grants
- Track My Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

FOR APPLICANTS

- Grant Search
- Grant Email Alerts
- Get Registered
- Applicant Login
- E-Biz POC Login
- Track My Application

FOR GRANTORS

- Grantor Login
- New Agency Users
- Resources

Sign-up for our "Succeed" Quarterly Newsletter

Latest News!
[Grants.gov Blog](#)
[\[Exit Disclaimer\]](#)

Done

2 Firefox powerpoint pre... 7 Microsoft O... LSL 2011 Projec... 2 Microsoft O... 1:38 PM

Registration Process



Registration in Brief:

Registration takes approximately 3-5 business days, but allow 4 weeks for completion of all steps.

- ❖ **Step 1: Obtain a DUNS Number**
- ❖ **Step 2: Register with Central Contractor Registry (CCR)**
- ❖ **Step 3: Username & Password**
- ❖ **Step 4: AOR Authorization**
- ❖ **Step 5: Track AOR Status**

Getting Started (cont.)



Adobe compatibility:

A compatible version of Adobe Reader is required (Adobe Reader 8.1.2 or higher is recommended) for anyone who will be participate in the preparation of the proposal.

Grants.gov offers a tool that will verify whether you have an acceptable version of Adobe installed on your computer. The link to this tool is:

<http://www.grants.gov/applicants/AdobeVersioningTestonly.jsp>

Register with Grants.gov - Step 1



STEP 1: Obtain DUNS Number

Same day. If requested by phone (1-866-705-5711) DUNS is provided immediately.

If your organization does not have one, you will need to go to the Dun & Bradstreet website at <http://fedgov.dnb.com/webform> **[EXIT Disclaimer] to obtain the number.**

****Information for Foreign Registrants.***

****Webform requests take 1-2 business days.***

Register with Grants.gov - Step 2



STEP 2: Register with CCR

Three to five business days or up to two weeks. If you already have a TIN, your CCR registration will take 3-5 business days to process. If you are applying for an EIN please allow up to 2 weeks.

Ensure that your organization is registered with the Central Contractor Registration (CCR) at <http://www.ccr.gov> **[EXIT Disclaimer]. If your organization is not, an authorizing official of your organization must register.**

Register with Grants.gov - Step 3



STEP 3: Username & Password

Same day. Complete your AOR (Authorized Organization Representative) profile on Grants.gov and create your username and password.

You will need to use your organization's DUNS Number to complete this step.

<https://apply07.grants.gov/apply/OrcRegister>

Register with Grants.gov - Step 4



STEP 4: AOR Authorization

Same day. The E-Business Point of Contact (E-Biz POC) at your organization must login to Grants.gov to confirm you as an Authorized Organization Representative (AOR).

Please note that there can be more than one AOR for your organization. In some cases the E-Biz POC is also the AOR for an organization. **Time depends on responsiveness of your E-Biz POC.*

Register with Grants.gov - Step 5



STEP 5: TRACK AOR STATUS

At any time, you can track your AOR status by logging in with your username and password. Login as an Applicant (enter your username & password you obtained in Step 3) using the following link: [applicant_profile.jsp](#)

Grants.gov Helpful Hints



- If you are a corporate entity, agency, institution, or organization, you can obtain a TIN (Tax Identification Number) from the Internal Revenue Service. If you are an individual, you can obtain a TIN from the Internal Revenue Service or the Social Security Administration. If you need a new TIN, please allow 2-5 weeks for your TIN to become active.**
- The CCR registration process may take five or more business days to complete. If you are currently registered with the CCR, you may not need to make any changes. However, please make certain that the TIN associated with your DUNS number is correct. Also note that you will need to update your CCR registration on an annual basis. This may take three or more business days to complete.**

Grants.gov Helpful Hints (cont.)



For additional information on the registration process please view the overview tutorial located on the Grants.gov website.

If you have problems with Grants.gov



Grants.gov Contact Center:

1-800-518-4726

or support@grants.gov.

Get a case #.

Document your problems and case #.

U.S. Department of Education's G5 System



- **Applicants must use [Grants.gov](https://www.grants.gov) to submit applications for this competition. Applications are moved electronically to the U.S. Department of Education's G5 System.**

Download an Application Package from Grants.gov



You do not need to be registered to download an application package from Grants.gov. You can download an application package and work on it offline.

Go to www.grants.gov.

Then click on Apply for Grants.

Then choose Step 1 Download a grant application package.

For CFDA # type in 84.356

Then click on Download Package

Then click on download at the bottom right hand corner.

Then click on Download Application Instructions and Download Application Package.

Exception to Electronic Submission Requirement:



- **You qualify for an exception to the electronic submission requirement, and may submit your application in paper format, if you are unable to submit an application through the Grants.gov system because—**
- **You do not have access to the Internet; or**
- **You do not have the capacity to upload large documents to the Grants.gov system; And**
- **No later than two weeks before the application deadline date (14 calendar days or, if the fourteenth calendar day before the application deadline date falls on a Federal holiday, the next business day following the Federal holiday), you mail or fax a written statement to the Department, explaining which of the two grounds for an exception prevent you from using the Internet to submit your application.**

Exception to Electronic Submission Requirement (cont.)



- **If you mail your written statement to the Department, it must be postmarked no later than two weeks before the application deadline date. If you fax your written statement to the Department, we must receive the faxed statement no later than two weeks before the application deadline date. Address and mail or fax your statement to: Almita Reed, U.S. Department of Education, 400 Maryland Avenue, SW., room 3E335, Washington, DC 20202-6200. FAX: (202)260-8969. Your paper application must be submitted in accordance with the mail or hand delivery instructions described in the Federal Register notice.**

Visit the ANE program website



- Just go to www2.ed.gov/programs/alaskanative/index.html

Contact



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