

# *U.S. Department of Education's Electronic Grant Initiatives*

*FY 2009*

*e-Application*



# ***e-Grants Hours of Operation***

## **Hours of e-Grants Website Operation**

**Regular Weekly Schedule (Please scroll down to see a list of exceptions to the regular schedule):**

<b>Hours of operation: (Washington DC time)</b>	
Sunday	12 midnight-08:00pm
Monday	06:00am-12 midnight
Tuesday	Available 24 hours
Wednesday	12 midnight-07:00pm
Thursday	06:00am-12 midnight
Friday	Available 24 hours
Saturday	Available 24 hours

All e-Grants users have access to the e-Grants website during the following hours (Washington, DC time):

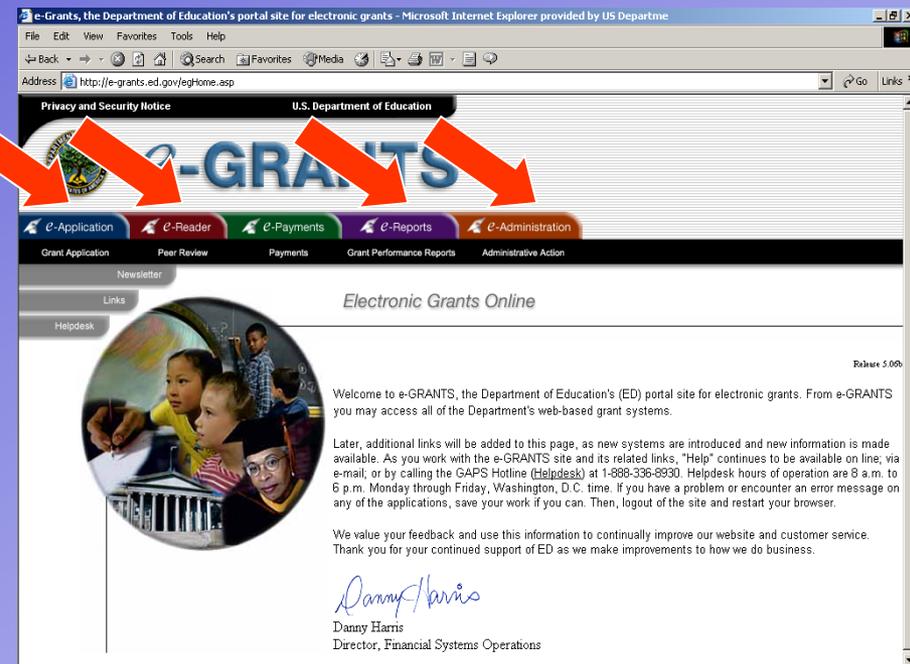
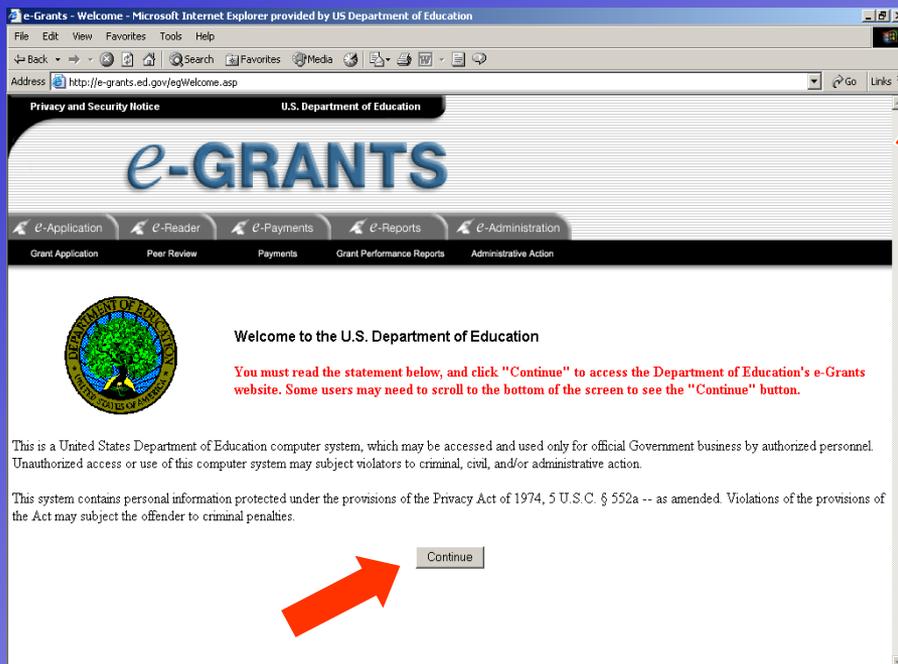
- Monday 6:00 am - Wednesday 7:00 pm
- Thursday 6:00 am – Sunday 8:00 pm

Any one-time exceptions to this regular schedule will be posted on the site under the Hours of Operation link.

**Help Desk hours are: 8 am- 6 pm Monday-Friday**

# e-Grants Registration Process

- Go to <http://e-grants.ed.gov> and click the continue button.
- Click the appropriate tab to be directed to the desired section of e-Grants.
- e-Application will be selected for the purpose of this example. This process would be similar for each e-Grants module.



# e-Grants Registration Process

- New e-Grants users need to register to for a username and receive a system generated password to use e-Grants. When registering for the first time, users should register from the appropriate e-Grants module.
- Once users have a password, it can be used to log into any e-Grants module in the future as well as log back into the module you registered in. They simply log into the desired e-Grants module with their existing username/password.

U.S. Department of Education  
**e-Application**

Grant Application Peer Review Payments Grant Performance Reports Administrative Action

9 Steps to Submission  
e-Application User Guide  
Application Packages  
Demo  
Links  
Survey  
Helpdesk  
e-Grants Portal

**Welcome to e-Application**

Hours of Operation

e-Application allows applicants to apply on-line to a specially selected group of grants. To see a list of these grants, use a [Packages](#) link or an APPLY button. If you are new to e-Application, our [User Guide](#) will help get you on your way.

To apply for a grant through e-Application you will have to register with our site. Please register only if you are actually going to use e-Application to apply for a grant.

We appreciate any feedback you may have. In order to provide better service for our customers in the future, please take a few minutes and fill out the optional [e-Grants Survey](#).

**Attention FIPSE (84.116A) Applicants:**

Please note after submitting an application using e-Application, users are prompted to fax in a signed copy of the SF-

Existing (Registered) users  
User Name:   
Password:   
Login  
[I forgot my username/password](#)  
If you are a new user click  
Register

To view a list of available packages, click  
Apply

# e-Grants Registration Process

- After clicking the Register button to on the previous page, answer any question prompts.
- The user completes a user profile (which includes address, phone, fax, etc.).
- On the Profile screen, the user also creates a User Name. After clicking the Submit button, a system generated password is e-mailed to the user.

**User Registration**

\*Are you a new user?

\*Are you an existing project director?  
(This applies if you are a project director and want to complete an Annual Performance Report using e-Reports or submit an Administrative Action request using e-Administration.)

\*Are you registering as a Fellowship Fulbright-Hays Doctoral Dissertation or Faculty Research Abroad director?

**User Registration**

Asterisks(\*) indicate mandatory fields. **Bold** text indicates that you are required to provide unique values in these fields.

\*Last Name:

\*First Name:

Middle Initial:

\*Address Line 1:

Address Line 2:

\*City:

\*State:

\*Zip:  Zip+4:

\*Telephone #:

Fax #:

\*E-Mail Address:

\*Repeat E-Mail Address:

\*Subscribe to Newsletter:  No  Yes

\*Username:  Please enter a username of your choice. We recommend the username to have up to 12 letters and/or numbers (i.e. JSMITH23).

User Type( What is Impact Aid? )  Discretionary/Other Formula Grants  
 Impact Aid Formula Grant  
 Both

Impact Aid #  Enter only the numeric State code and Applicant code. Do not include the State abbreviation, Fiscal Year, or hyphens (e.g. For 99-SC-2002-9999, please enter 999999).

# *E-Grants Registration*

- Registration Tip for Existing Users:
- If you previously used e-Grants, you do not need to register again.
- Users who may have forgotten their username or password can simply click on the "I Forgot My Username/Password" link.
- Next enter your username if you know it or simply enter your email address.
- The system will email you your username and a temporary password.



# *What is e-Application?*

- Internet-based electronic grant application system
- Web-enabled the current paper-based ED Grant Application Process
- Applicants can prepare and submit applications to ED via the Internet
- Integrated with the GAPS Database
- Applicants must fax a signed copy of the ED 424 or the Application Cover Page to the Department within 3 days of submission

# *Benefits to the Applicant*

- Provides online help - User Guide and *9 Steps To Prepare an e-Application*.
- Allows multiple users to work on the same application.
- Provides users with a status of the application.
- Immediate confirmation of receipt is provided.
- E-mail message to all users identifying PR Award# of the submitted application.
- e-Application Demo feature available.

# e-Application Start Page

- The Start Page lists all applications that you have initiated. It is displayed once the registration process is complete or after logging into e-Application.
- To apply, click the add button on the start page.

You are logged in as **Sample Username**  
**Start Page**

Below is a list of the application packages with which you are currently associated. To work on an Application Package, click on the underlined Application Package Title from the My Application Packages List below.

\*Applicants must submit their application by 4:30 PM Washington DC time on the due date.

In order to better provide for our customers in the future, please take a few minutes and fill out the optional [e-Grants Survey](#).

Fiscal Year	CFDA #	My Application Packages (click on  to download completed package)	Descriptive Title of Applicant's Project	*Due Date	Status
(You have not started any applications)					

To add a new Application Package to your Start Page, click on the Add button below. Clicking the Add button will display a list of application packages. From that list, you may choose a currently available e-Application package to add to your Start Page.

- The Packages Page is then displayed listing all applications that are available .
- To add the package, click on the package title

<a href="#">Field Initiated Research Program</a>	84.133G	11/18/2004	01/18/2005 4:30 PM	Develop methods, procedures, & rehab technology to maximize inclusion & integration into society/employment/independent living/family support/economic/social self-sufficiency of individuals w/ disabilities and/ or improve the effectiveness of the Rehab Act. <a href="#">more</a>	<a href="#">Donna Nangle (202-245-7462)</a>
<a href="#">Field Initiated Program - Development</a>	84.133G	11/18/2004	01/18/2005 4:30 PM	Disability related-Development project (not for service) use knowledge and understanding gained from research to create materials, devices, systems, or methods beneficial to the target population, including design & development of prototypes & processes. <a href="#">more</a>	<a href="#">Donna Nangle (202-245-7462)</a>
Advanced Rehabilitation Research Training Program	84.133P	09/30/2004	11/29/2004 4:30 PM	Provides research training and experience at an advanced level to individuals with doctorates or similar advanced degrees, who have clinical or other relevant experience. Only Institutions of Higher Education are eligible to apply. <a href="#">more</a>	<a href="#">Donna Nangle (202-245-7462)</a>

# *e-Application Start Page*

- This screen displays all e-Applications associated with this User Name.
- Click on the Application Title to enter the application package.
- This screen displays the status of the application (Blank, Draft, Submitted, Unsubmitted, Closed-Not Submitted).

You are logged in as **Sample Username**

**Start Page**

Below is a list of the application packages with which you are currently associated. To work on an Application Package, click on the underlined Application Package Title from the My Application Packages List below.

<b>Fiscal Year</b>	<b>CFDA #</b>	<b>My Application Packages</b> (click on  to download completed package)	<b>Descriptive Title of Applicant's Project</b>	<b>*Due Date</b>	<b>Status</b>
2005	84.133G	<u>Field Initiated Research Program</u>		01/18/2005 4:30 PM	Blank

*\*Applicants must submit their application by 4:30 PM Washington DC time on the due date.*

In order to better provide for our customers in the future, please take a few minutes and fill out the optional [e-Grants Survey](#).

To add a new Application Package to your Start Page, click on the Add button below. Clicking the Add button will display a list of application packages. From that list, you may choose a currently available e-Application package to add to your Start Page.

# e-Application Package

- After clicking on the application title from your Start Page, the next screen lists all forms and narratives associated with an application package.

You are logged in as **Sample Username** (Application Manager)

**Application for Grants under Field Initiated Research Program**

Legend	
<input type="checkbox"/>	Blank
<input type="checkbox"/>	Draft
<input checked="" type="checkbox"/>	Completed
	Print/View
	Locked

Application Forms	Important Information
<input type="checkbox"/> <a href="#">Standard Face Sheet (ED 424)</a> (01/13/2005 12:37 PM)	<b>Due Date:</b> 01/18/2005 4:30 PM
<input type="checkbox"/> <a href="#">Standard Budget Sheet (ED 524)</a> (01/13/2005 12:37 PM)	<b>Last Updated:</b> 01/13/2005 12:37 PM
<input type="checkbox"/> <a href="#">SF 424B - Assurances Non-Construction Programs</a> (01/13/2005 12:37 PM)	<b>Contact Person:</b> ]
<input type="checkbox"/> <a href="#">Disclosure of Lobbying Activities</a> (01/13/2005 12:37 PM)	<b>Important Information:</b> Develop methods, procedures, & rehab technology to maximize inclusion & integration into society/employment/independent living/family support/economic/social self-sufficiency of individuals w/ disabilities and/or improve the effectiveness of the Rehab Act
<input type="checkbox"/> <a href="#">ED 80-0014 Certification</a> (01/13/2005 12:37 PM)	
<input type="checkbox"/> <a href="#">ED 80-0013 Certification</a> (01/13/2005 12:37 PM)	
<input type="checkbox"/> <a href="#">Project Narrative - Abstract</a> The ONE-PAGE abstract should be a comprehensive description of what the whole (all 3 years) project is, not a description of the competency of the institution or project director. It is not an executive summary. It can be single or dou... (01/13/2005 12:37 PM)	
<input type="checkbox"/> <a href="#">Project Narrative - Optional Cover Letter</a> (01/13/2005 12:37 PM)	
<input type="checkbox"/> <a href="#">Project Narrative - Table of Contents (optional)</a> (01/13/2005 12:37 PM)	

Documents & Instructions
<a href="#">Dear Colleague Letter</a>
<a href="#">Application Package</a>
<a href="#">Standard Facesheet (ED 424) Instructions</a>
<a href="#">Standard Budget Sheet (524) Instructions</a>
<a href="#">Disclosure of Lobbying Activities Instructions</a>

# Completing Forms

- This image displays the beginning of the Standard Form 424 cover sheet.
- Form data is stored directly in the GAPS database.

You are logged in as **khrris**

Page 1 Page 2 Page 3 Page 4

Asterisks(\*) indicate mandatory fields.

Application for Federal Assistance SF-424		Version 02
* 1. Type of Submission <input type="radio"/> Preapplication <input type="radio"/> Application <input type="radio"/> Changed/Corrected Application	* 2. Type of Application: * If Revision, select appropriate letter(s): <input type="radio"/> New <input type="radio"/> Continuation <input type="radio"/> Revision	* Other (Specify) <input type="text"/>
* 3. Date Received: Completed upon submission	4. Applicant Identifier: <input type="text"/>	
5a. Federal Entity Identifier: <input type="text"/>	* 5b. Federal Award Identifier: <input type="text"/>	
<b>State Use Only:</b>		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: <input type="text"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>	* c. Organizational DUNS: <input type="text"/>	
<b>d. Address:</b>		
* Street1: <input type="text"/>		

- The Form Completed box must be checked for a form to be listed in Completed status.
- Click *Save* to save the entered information

Check *Form Completed* box when you have completed the entire form (all parts)

Form Completed

# Completing Narrative Sections

- Narrative sections are completed by uploading a .doc, .rtf, .pdf attachment; if you are using Word 2007, please save your document(s) in a lower version of Word.
- The Form Completed box must be checked for a narrative to be listed in Completed status.
- Click *Save* to save the entered information.

You are logged in as **Sample Username**

Use "File:" boxes to attach files

"Save" button uploads all your attachments to the server. Please be patient - it could take up to 45 minutes depending on the size of an attachment and your connection speed

You can edit title or page count of an uploaded attachment at any time

If you need to check an uploaded attachment - use "Attachment" hyperlinks for download

**Links**

[Education Federal Register Documents](#)

### Project Narrative

**Abstract**

The ONE-PAGE abstract should be a comprehensive description of what the whole (all 3 years) project is, not a description of the competency of the institution or project director. It is not an executive summary. It can be single or double-spaced

Total maximum size of attachment(s) is 6 MB

**Attachment1:**

Title :  Pages :

File :

Only the following file formats will be accepted: MS Word (.doc), Rich Text Format (.rtf) or Adobe Portable Document Format (.pdf). Please do not upload any password protected files.

Form Completed

# Privileges

- Applicants can assign privileges so others can work on the application by clicking on the "user privileges" link on the e-Application Package page.



- The Application Manager controls view/print and edit access to an application by form. By default, the user that initiates the application is the Application Manager.

You are logged in as **Sample Username** (Application Manager)

### User Privileges - Field Initiated Research Program

Users assigned to this application:

User	
SGOODY	<input type="button" value="Delete"/>
New: <input type="text"/>	<input type="button" value="Assign"/>

Application Manager:

Authorized to Submit:

Forms:

Form	View Privilege	Edit Privilege
Standard Face Sheet (ED 424)	<input checked="" type="checkbox"/> SAMPLE USERNAME <input checked="" type="checkbox"/> SGOODY	<input checked="" type="checkbox"/> SAMPLE USERNAME <input checked="" type="checkbox"/> SGOODY
Standard Budget Sheet (ED 524)	<input checked="" type="checkbox"/> SAMPLE USERNAME <input checked="" type="checkbox"/> SGOODY	<input checked="" type="checkbox"/> SAMPLE USERNAME <input checked="" type="checkbox"/> SGOODY
SF 424B - Assurances Non-Construction Programs	<input checked="" type="checkbox"/> SAMPLE USERNAME <input checked="" type="checkbox"/> SGOODY	<input checked="" type="checkbox"/> SAMPLE USERNAME <input checked="" type="checkbox"/> SGOODY

If you want to assign users who have not registered yet, you can send an invitation e-mail. Click below.

# Application Submission

- After the user clicks on the *Ready to Submit* button, the user will enter the Authorized Representative Information and click the *Submit* button.

**Warning! You are submitting this information on behalf of the Authorized Representative.**

**You are required to fax the ED 424 or the program specific cover page (containing the original signature) to the Application Control Center within (3) working days of submitting this electronic application.**

**Authorized Representative Information:**

To the best of my knowledge and belief, all data in this preapplication/application are true and correct. The document has been fully authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

a. Authorized Representative (First Name, Middle Initial, Last Name):

Sample  Username

b. Title:

c. Tel. #:  Fax. #:

d. E-Mail Address:

e. Date: 1/13/2005 1:17:49 PM

This application is being submitted on behalf of:  
**Test**

**Test, DC 20006**

A confirmation message will be sent to the authorized representative if an e-mail address is provided above.

**Warning! All applicants must follow the internal administrative and clearance procedures of their organization. BY SUBMITTING THIS APPLICATION, I CERTIFY THAT THIS APPLICATION HAS BEEN APPROVED BY THE AUTHORIZING REPRESENTATIVE OF THE INSTITUTION.**

# ***Fax the Signed Application Cover Page***

- The user is required to fax the signed SF-424 Cover Page or the program specific cover page to the Application Control Center at (202) \_\_\_-\_\_\_\_. Do not forget to include the PR/Award Number in the upper right hand corner of the form.
- From this page, a user may also request a complete PDF package of their application by clicking on the "Request Complete Package in PDF" button.

**Done. Thank you!**

Your application has been received and stored. The PR/Award number is **H133G050003**. You should also receive a confirmation e-mail within two business days. This PR/Award number is to be written in the upper right hand corner of your printed ED Form 424 or program specific cover page. After the form is signed by the Authorized Representative and the PR/Award number is added, it should be faxed to the Application Control Center on (202) 245-6272.

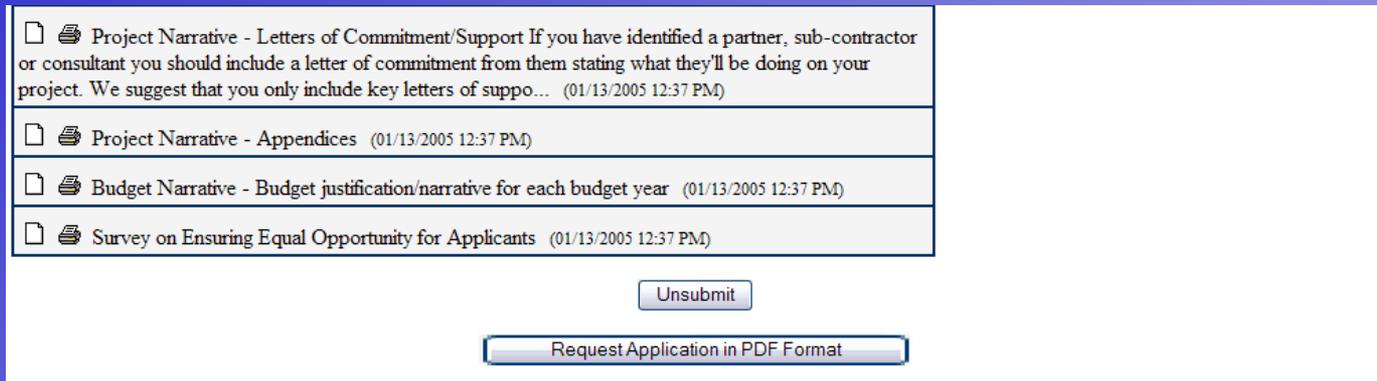
PLEASE PRINT OR SAVE THIS CONFIRMATION FOR YOUR RECORDS

[Print in HTML](#)

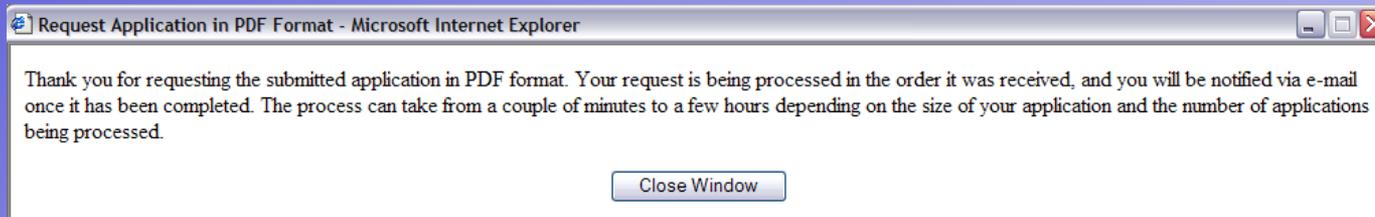
[Request Complete Package in PDF](#)

# Complete PDF Package

- A user may also request a complete PDF package of their submitted application from the package page. If not requested, the system will automatically generate the PDF package. The PDF symbol will be next to your package.



- If you request a package, a message will then be displayed indicating an email will be sent when the complete PDF package is available. The time required for the PDF to generate can take a few minutes or up to 24 hours depending upon the volume of applications being received.



- The user would receive the email, click on the link and then be directed to login.
- Complete PDF packages of the submitted applications are also available for Education competition managers through e-Application and GAPS

# *Unsubmit the Application*

- The user may unsubmit the application at any point up until the closing date and time.
- Please note that an application that has been unsubmitted cannot be resubmitted AFTER the closing date and time and will not be considered for funding.

  Project Narrative - Letters of Commitment/Support If you have identified a partner, sub-contractor or consultant you should include a letter of commitment from them stating what they'll be doing on your project. We suggest that you only include key letters of suppo... (01/13/2005 12:37 PM)
  Project Narrative - Appendices (01/13/2005 12:37 PM)
  Budget Narrative - Budget justification/narrative for each budget year (01/13/2005 12:37 PM)
  Survey on Ensuring Equal Opportunity for Applicants (01/13/2005 12:37 PM)



Unsubmit

Request Application in PDF Format



# *Online Help*

- Help Desk: 8 am- 6 pm Monday-Friday
- Help Desk via e-mail at: [EDCAPS.USER@ed.gov](mailto:EDCAPS.USER@ed.gov)
- e-Application User Guide
- e-Application Demo
- 9 Steps to Prepare an e-Application
- Links to EDGAR, What Should I Know About ED Grants, Program Offices, etc

The image displays the Application Support Box listing Technical Support information:

Helpdesk 1-888-336-8930 (TTY 1-866-967-2696, local 202-401-8363) Hours of Operation 8am-6pm Washington DC Time, Monday-Friday.

## **e-Application Support**

**Technical support:** [Helpdesk](#) 1-888-336-8930 (TTY: 1-866-697-2696, local 202-401-8363) Hours of operation: 8am-6pm Washington DC time Monday-Friday.

**Application content or program specific support:** See [Packages](#) for contact information