



Application Management

GM 302

Version 3.0





Agenda



- Course Introduction
- Module 1 – Searching for Funding Opportunities
- Module 2 – Creating and Submitting Applications
- Module 3 – Application Review and Approval
- Course Summary



Introduction



- Name
- Role
- Training Purpose





Agenda



- Course Introduction
- Module 1 – Searching for Funding Opportunities
- Module 2 – Creating and Submitting Applications
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- Course Summary



Objectives



After completing this module, you will be able to:

- Describe how to search for a funding opportunity in ezFedGrants





Searching for Funding Opportunities



Begin by accessing the ezFedGrants home screen.

The screenshot shows the ezFedGrants home screen. On the left is a navigation menu with items like 'The Office of the Chief Financial Officer (OCFO)', 'About OCFO', 'Plans and Reports', 'Federal Financial Assistance Policy', 'Travel Express', 'ezFedGrants', 'About ezFedGrants', 'eFG Training Schedule', 'FAQ and General Information', and 'Using ezFedGrants - Job Aid Library'. The main content area features the title 'ezFedGrants (eFG) Grants and Agreements System' and a description of the system. A blue button labeled 'Launch ezFedGrants' is highlighted with a blue box. A red arrow points from this button to an overlaid 'Login' window. The login window has a title 'Login' and a question mark icon. Below the title is the instruction 'Select your user type to continue' and a checkbox for 'Remember my user type'. There are three user type options, each with a right-pointing arrow: 'Customer' (Public citizens conducting business with USDA Agencies), 'USDA Employee/Contractor' (Federal employees and contractors working for USDA), and 'Other Federal Employee/Contractor' (Non-USDA federal agency employees and contractors).



Searching for Funding Opportunities



Select **My Applications** and then **Create Application** from the drop-down menu.

News and Notes

Actionable Items

Transaction ID	Transaction	FAIN	Status	Due Date	Last Updated
AO172501X443C008-PE-Q2-19	Performance Report	AO172501X443C008	Not started	10/6/19	9/10/19
CLM-2600	Claim	NR18NRCSCEPNTG008	Draft: Pending Signature		9/10/19
CLM-2598	Claim	NR18NRCSCEPNTG008	Draft: Pending Signature		9/10/19
CLM-2597	Claim	AM18AM/XXXXXG001	Draft: Pending Signature		9/10/19
CLM-2591	Claim	AM17AM/XXXXXG002	Draft		9/10/19
AO172501X443G009-PE-Q2-19	Performance Report	AO172501X443G009	Not started	10/6/19	9/9/19
TA-CR-16-057-FI-SA2-18	Financial Report	TA-CR-16-057	Not started	7/15/18	9/9/19
NI18OPRREAFXG001-FI-Q3-17	Financial Report	NI18OPRREAFXG001	Draft: Pending Signature	12/29/17	9/9/19
APP-5386	Application		Draft		9/9/19
FX170200-10-G030-FI-SA2-2016	Financial Report	FX170200-10-G030	Draft	12/28/16	9/9/19
APP-5565	Application		Draft		9/9/19



Searching for Funding Opportunities



Opportunities Close

Search Criteria

Funding Opportunity Number

CFDA Number

Funding Opportunity Title

Created by

Application Availability End Date -

Enter any search criteria into the appropriate field. The system does allow for the use of a wildcards (i.e., an asterisk or *) to help make searching easier.



Searching for Funding Opportunities



After entering your criteria, click the Search button to perform the search.

Opportunities Close

Search Criteria

Funding Opportunity Number: CFDA Number: Funding Opportunity Title: Created by:

Application Availability End Date: -

Search

Search Results Export

12 Results Found

Funding Opportunity Number	Funding Opportunity Title	Created by	Application Availability End Date	CFDA Number	
USDA-APHIS-10025-ACXXXXX-17-0013	test	APHIS AG APHIS MO	10/26/2016	10.028	Create Application
USDA-APHIS-10025-ACXXXXX-17-0013	testapptitle	APHIS AG APHIS MO	10/18/2017	10.028	Create Application
USDA-APHIS-10960-0700-10-19-0004	NO Peer on APHIS	APHIS AGMO	1/24/2020	10.960	Create Application
USDA-APHIS-10030-PPQCPHST-20-0004	Fletch ARP Test	APHIS AG APHIS MO	9/30/2019	10.030	Create Application



Searching for Funding Opportunities



Search results will appear below. You can filter or sort search results by clicking the arrow on the column headers.

Opportunities Close

Search Criteria

Funding Opportunity Number: CFDA Number: Funding Opportunity Title: Created by:

Application Availability End Date: -

Search Results Export

12 Results Found

Funding Opportunity Number	Funding Opportunity Title	Created by	Application Availability End Date	CFDA Number	
USDA-APHIS-10025-ACXXXXX-17-0013	test	APHIS AG APHIS MO	10/26/2016	10.028	Create Application
USDA-APHIS-10025-ACXXXXX-17-0013	testapptitle	APHIS AG APHIS MO	10/18/2017	10.028	Create Application
USDA-APHIS-10960-0700-10-19-0004	NO Peer on APHIS	APHIS AGMO	1/24/2020	10.960	Create Application
USDA-APHIS-10030-PPQCPHST-20-0004	Fletch ARP Test	APHIS AG APHIS MO	9/30/2019	10.030	Create Application



Module Summary



In this module, you have learned to:

- Describe the ezFedGrants opportunity search process





Agenda



- Course Introduction
- Module 1 – Searching for Funding Opportunities
- Module 2 – Creating and Submitting Applications
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Objectives



After completing this module, you will be able to:

- Explain how to create an application in ezFedGrants
- Describe the application submittal process in ezFedGrants





Creating and Submitting Applications



Search for a relevant funding opportunity in the way described previously. **Select** a Funding Opportunity from the search results by clicking on the **Create Application** link associated with one of the results.

Opportunities Close

Search Criteria

Funding Opportunity Number: CFDA Number: Funding Opportunity Title: Created by:

Application Availability End Date: -

Search Results Export

12 Results Found

Funding Opportunity Number	Funding Opportunity Title	Created by	Application Availability End Date	CFDA Number	
USDA-APHIS-10025-ACXXXXXX-17-0013	test	APHIS AG APHIS MO	10/26/2016	10.028	Create Application
USDA-APHIS-10025-ACXXXXXX-17-0013	testapptitle	APHIS AG APHIS MO	10/18/2017	10.028	Create Application
USDA-APHIS-10960-0700-10-19-0004	NO Peer on APHIS	APHIS AGMO	1/24/2020	10.960	Create Application
USDA-APHIS-10030-PPQC2HST-20-0004	Fletch ARP Test	APHIS AG APHIS MO	9/30/2019	10.030	Create Application

Create Application



Creating and Submitting Applications



The SF-424 should appear. You can use the numbered navigation choices to move from screen to screen or hit Next at the top of the screen.

Create Application APP-12985

[Save](#) [Withdraw](#) [Generate Package](#) [Close](#) [Next >>](#)

Application for Federal Assistance SF-424

Application Details

* 1. Type of Submission:	* 2. Type of Application:	If Revision, select appropriate letter(s):
<input type="radio"/> Preapplication	<input checked="" type="radio"/> New	Select ...
<input checked="" type="radio"/> Application	<input type="radio"/> Continuation	
<input type="radio"/> Changed/Corrected Application	<input type="radio"/> Revision	

3. Date Received: N/A

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier: N/A



Creating and Submitting Applications



Application for Federal Assistance SF-424	
Application Details +	
State Use Only -	
6. Date Received by State: N/A	7. State Application Identifier: N/A

State Use Only, Box 6 and 7: If relevant to your application, you will add this information as an attachment when you reach the Attachments stage, later in this procedure.



Creating and Submitting Applications



Applicant Information

8. Applicant Information

a. Legal Name:
RUTGERS THE STATE UNIVERSITY OF NEW JERSEY RESOURCE FOUNDATION DEPT OF AGRICULTURE

b. Employer/ Taxpayer Identification Number (EIN/TIN):
N/A

c. UEI:
CHANGEUE1000

d. Address

Street 1: 34 RUTGERS PLAZA

Street 2: N/A

City: NEW BRUNSWICK

County/Parish: N/A

State: NJ

Province: N/A

Country: US

Zip/ Postal Code: 08901-8559

e. Organizational Unit

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

*** First Name:**

Middle Name:

*** Last Name:**

Suffix:

Title:

Organizational Affiliation:

Phone:

Fax:

*** Email:**

Applicant Information (Section 8), Boxes A-D:
These fields automatically populate based on
your organizational affiliation or selection.



Creating and Submitting Applications



Locate **Applicant Information Box E (Organizational Unit)**. If the project will be undertaken by a subsection of your organization (such as a specific department and/or division), you may enter this information in the **Department Name** and/or **Division Name** fields. Otherwise, leave these fields blank.

e. Organizational Unit

Department Name:

Division Name:



Creating and Submitting Applications



Complete the fields in **Applicant Information Box F** to identify a person from your organization whom the awarding agency should contact if there are any questions or concerns about the application. Fields marked with a red asterisk (*) are required fields.

f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	* First Name:	Middle Name:	* Last Name:
<input type="text"/>	<input type="text" value="Ken"/>	<input type="text"/>	<input type="text" value="Ordone"/>
Suffix:	Title:	Organizational Affiliation:	Phone:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="5093719168"/>
Fax:	* Email:		
<input type="text"/>	<input type="text" value="Ken@USDA.gov"/>		



Creating and Submitting Applications



In **Applicant Details (Section 9)**, select at least one organization type using the **Applicant Type** fields. Your organization may have multiple designations. Please refer to the opportunity announcement or contact an agency representative if you are not sure which designation(s) should take precedence for this application.

9. Applicant Details	
Type of Applicant 1: Select Applicant Type:	Type of Applicant 2: Select Applicant Type:
Type of Applicant 3: Select Applicant Type:	
10. Federal Agency Information	
Federal Agency Name: Animal and Plant Health Inspection Service	
11. Catalog of Federal Domestic Assistance Information	
CFDA Number: 10.028	CFDA Title: APHIS MARI-1
12. Funding Opportunity Information	
Funding Opportunity Number: USDA-APHS-10028-AC00006-17-0013	Title: test
13. Competition Identification Information	
Competition Identification Number: 100	Title: 100

The **Federal Agency Information (Section 10), Catalogue of Federal Domestic Assistance Information (Section 11), Funding Opportunity Information (Section 12), and Competition Identification Information (Section 13)** fields are automatically populated from the opportunity announcement.



Creating and Submitting Applications



Areas Affected by Project (Section 14) only applies to projects that will ultimately impact an area outside of the designated Place of Performance (which you will indicate in the **Additional Details** stage, later in this procedure). If this applies to your project, you must upload an attachment containing the information relevant to **Section 14**. Attachments are covered later in this procedure.

14. Areas Affected by Project (Cities, Countries, States, etc.)

Areas Affected:

N/A

Please add any relevant attachments to the attachments screen.



Creating and Submitting Applications



Descriptive Title of Applicant's Project (Section 15) will display the funding opportunity title by default. If your organization's proposed title is not provided elsewhere (ex. in a project narrative), please include an attachment containing a title and brief description of the proposed project. Attachments are covered later in this procedure.

• 15. Descriptive Title of Applicant's Project

Attach supporting documents as specified in agency instructions

Please add any relevant attachments to the attachments screen.



Creating and Submitting Applications



16. Congressional Districts Information

* a. District Of Applicant: * b. District Of Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed

Please add any relevant attachments to the attachments screen.

In **Section 16 (Congressional Districts Information)**, you will enter congressional district codes relevant to the proposed project. Congressional districts should be entered as a two-letter state abbreviation followed by a three-digit district number with a dash between. For example, you would enter CA-005 for California 5th district. You can find congressional districts using the **Find Your Representative** search at <https://www.house.gov>. Detailed instructions are provided on the Grants.gov blog: [How to Find Your Congressional District for the SF-424 Form.](#)



Creating and Submitting Applications



Input the proposed **start and end dates** for your project in **Proposed Project Information (Section 17)**. To enter a date, either click the **Calendar** icon and select a date from the dropdown calendar or type a date using the MM/DD/YYYY format.

17. Proposed Project

* a. Start Date:

* b. End Date:

Jun 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Today Close

* b. Applicant:

* f. Program Income:



Creating and Submitting Applications



In **Estimated Funding Information (Section 18)**, provide estimated funding for each of the given categories (Federal, Applicant, State, Local, Other, and Program Income). **Box G (Total)** will automatically calculate based on your entries in **Boxes A-F**.

18. Estimated Funding Information			
* a. Federal:	* b. Applicant:	* c. State:	* d. Local:
\$100,000.00	\$5,000.00	\$5,000.00	\$5,000.00
* e. Other:	* f. Program Income:		
\$5,000.00	\$50,000.00		
g. TOTAL:			
\$170,000.00			



Creating and Submitting Applications



Select an option for **Section 19 (Is Application Subject to Review by State Under Executive Order 12372 Process?)**:

If you select **Option A**, you must enter the date on which the review was completed.

* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

a) This application was made available to the State under the Executive Order 12372 Process for review on

b) Program is subject to EO 12372 but has not been selected by the State for review

c) Program is not covered by EO 12372



Creating and Submitting Applications



Locate **Section 20 (Is the Applicant Delinquent on Any Federal Debt?)**. No is selected by default. If applicable to your organization, select **Yes** and provide an attachment containing an explanation of the delinquency in Step 5 of this process.

* 20. Is the Applicant Delinquent On Any Federal Debt? (If Yes, provide explanation in attachment)

Yes

No

If "Yes", provide explanation and attach

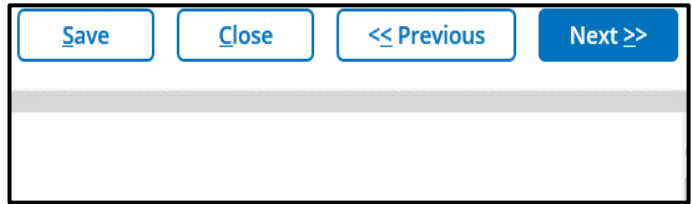
Please add any relevant attachments to the attachments screen



Creating and Submitting Applications



Once you have completed the SF-424, select **Next** to complete SF-424A.





Creating and Submitting Applications



Locate **Section A (Budget Summary)**. In the first column, enter up to four major activities or functions under the proposed project, then enter the total estimated amount of Federal (**Column E**) and Non-Federal (**Column F**) funds for each category. The **Totals** row and column will automatically calculate based on your entries in **Column E** and **F**. The overall total (last row of **Column G**) should match the total from **Section 18** of the SF-424.

Budget Information - Non-Construction Programs						
Section A - Budget Summary						
Grant Program Function or Activity	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds			New or Revised Budget	
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
Growing vegetables	10.028	N/A	N/A	\$124,500.00	\$500.00	\$125,000.00
		N/A	N/A			\$0.00
		N/A	N/A			\$0.00
		N/A	N/A			\$0.00
Totals				\$124,500.00	\$500.00	\$125,000.00



Creating and Submitting Applications



Locate **Section B (Budget Categories)**. Across the top of the table, you will see your activity/function categories from **Section A**. Enter the estimated amount for each applicable cost category (**Row A-H**) and the indirect charges (**Row J**). The totals (**Row I, Row K, and Column 5**) will automatically calculate based on your entries in **Row A-H** and **Row J**. The overall total for **Section B (Column 5, Row K)** should match the overall total from **Section A (last row of Column G in Section A)**.

Create Application APP-5659 Save Close << Previous Next >>

Section B - Budget Categories

6. Object Class Categories	Grant Program Function or Activity				(5) Total
	(1) Growing vegetables	(2)	(3)	(4)	
a. Personnel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
b. Fringe Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
c. Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
d. Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
e. Supplies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
f. Contractual	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
g. Construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
h. Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
i. Total Direct Charges (sum of 6a-6h)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
j. Indirect Charges	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00
k. Totals (sum of 6i and 6j)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00



Creating and Submitting Applications



If the project is expected to generate any income, enter the estimated income from each activity/function in **Row 7 (Program Income)** of **Section B**. Include an explanation of the nature and source of the expected income as an attachment.

7. Program Income					50.00
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Creating and Submitting Applications



Locate **Section C (Non-Federal Resources)**. In the first column, you will see your activity/function categories from **Section A**. For each category, enter the estimated amount of non-Federal resources contributed to the proposed project from your organization (**Column B**), the state government (**Column C**), and other sources (**Column D**). Include an attachment explaining any in-kind contributions.

Note: If your organization (the Applicant) is a state government or state government agency, only use **Column B**. Leave **Column C** blank.

Section C - Non-Federal Resources				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals
8. Growing vegetables	<input type="text"/>	<input type="text"/>	<input type="text"/>	
9. N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>	
10. N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>	
11. N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>	
12. Total (sum of lines 8 - 11)				



Creating and Submitting Applications



Locate **Section D (Forecasted Cash Needs)**. In **Row 13 (Federal)**, enter the estimated total amount of cash the awarding agency will need to provide to your organization for each quarter of the first year of the project. In **Row 14 (Non-Federal)**, enter the estimated total amount of cash your organization will require from non-Federal sources for each quarter of the first year of the project. The totals (**Row 15 and Column 2**) will auto-calculate based on your entries in **Row 13 and Row 14**.

Section D - Forecasted Cash Needs					
	Total (1st Year)	Total (Quarter 1)	Total (Quarter 2)	Total (Quarter 3)	Total (Quarter 4)
13. Federal					
14. Non-Federal					
15. Total					



Creating and Submitting Applications



Locate **Section E (Budget Estimates of Federal Funds Needed for Balance of the Project)**. In the first column, you will see your activity/function categories from **Section A**. For each category, enter in **Columns B-E** the amount of Federal funds necessary for each funding period for the entire project (usually years, i.e. **Column B** represents year 1, **Column C** represents year 2, etc.).

Section E - Budget Estimates Of Federal Funds Needed For Balance Of The Project				
(a) Grant Program	(b) First	(c) Second	(d) Third	(e) Fourth
16. Growing vegetables	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
17. N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
18. N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
19. N/A	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
20. Total (sum of lines 16-19)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Creating and Submitting Applications



Section F - Other Budget Information	
21. Direct Charges	22. Indirect Charges
<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>
23. Remarks	
<input type="text"/>	

Locate **Section F (Other Budget Information)**. Input comments in **Box 21, 22, and/or 23** per the instructions below:

21. Direct Charges: Enter a brief explanation of any individual direct cost categories as requested by the agency or for unusual direct cost categories.

22. Indirect Charges: Enter the relevant type of indirect rate (final, fixed, predetermined, or provisional), the estimated base amount to which the rate will be applied, and the total indirect expense.

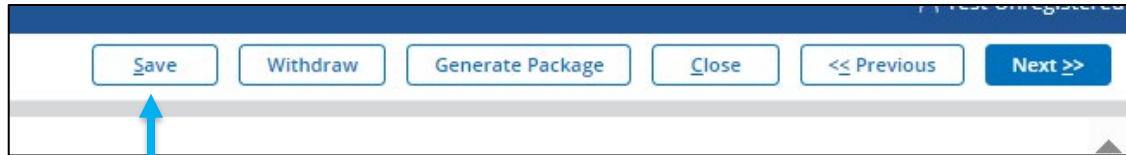
23. Remarks: Input additional brief comments if necessary.

Lengthy explanations or details should be included as an attachment.

Please type “see attachment” in **Box 21, 22, or 23** if necessary.



Creating and Submitting Applications



Your information in the *SF-424A* form can be saved at any time by clicking the **Save** button on the top right of the screen. Once completed, click the **Next** button on the top right of the screen.



Creating and Submitting Applications



Create Application APP-5659 Save Close << Previous Next >>

✓ 1. SF-424 ✓ 2. SF-424A **3. Partners** 4. Additional Details 5. Attachments

Partners

Select a partner by typing their name into the appropriate field. As you type, a list of matching names will appear below the field (you may need to press the down arrow on your keyboard to display the list). Click the appropriate partner's name when it appears on the list of matches. Please note that all partners must be registered in ezFedGrants.

The Signatory Official is not a required partner. If one is not defined, then USDA will send notifications and work items to all Signatory Officials associated with your organization.

* Primary Administrative Contact Clear

Secondary Administrative Contact Clear

* Primary Program Contact Clear

Secondary Program Contact Clear

Complete the *Partners* section. The required fields, *The Primary Administrative Contact* and *The Primary Program POC*, are marked with a red asterisk.



Creating and Submitting Applications



Using the same method detailed in step one, you **have the option** to complete the **Primary** and **Secondary Signatory Official** fields. Neither field is mandatory. The Signatory Official designation and these fields are unique. A Signatory Official (SO) must review and sign every application before the application is submitted to the relevant agency for consideration. Your organization must have at least one user with the Signatory Official role in ezFedGrants to submit applications in ezFedGrants, but you do not have to specify a Signatory Official on your applications.

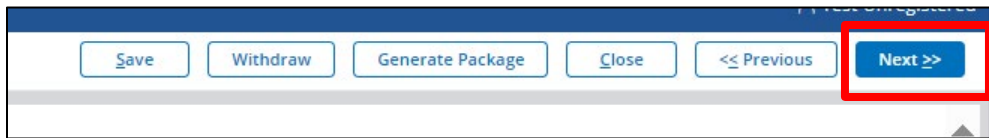
Primary Signatory Official	<input type="text"/>	<input type="button" value="Clear"/>
Secondary Signatory Official	<input type="text"/>	<input type="button" value="Clear"/>



Creating and Submitting Applications



Click the **Next** button to proceed to the **Additional Information** stage.





Creating and Submitting Applications



Complete the *Additional Details* section. Required fields are marked with a red asterisk.

In the **Reporting Details** section, select the appropriate options as they apply to your organization for the **Recipient Type**, **Minority Business Enterprise (MBE) Indicator**, and **Minority Serving Institution (MSI)** fields.

The screenshot shows a web form titled "Create Application APP-5659". At the top right are buttons for "Save", "Close", "<< Previous", and "Next >>". Below the title is a progress bar with five steps: "1. SF-424", "2. SF-424A", "3. Partners", "4. Additional Details" (which is highlighted), and "5. Attachments".

The "Additional Details" section is divided into two parts:

- Setup Details:** A table with four columns: "Project Title" (value: test), "Higher-Level ID" (value: N/A), "Program ID" (value: AP-01), and "Instrument Type" (value: Grant).
- Reporting Details:** Three dropdown menus, each with a red asterisk indicating it is a required field:
 - Recipient Type:** Value is "00 = State Government".
 - Minority Business Enterprise (MBE) Indicator:** Value is "B".
 - Minority Serving Institution (MSI):** Value is "Asian American/Pacific Islander Serving Institi".



Creating and Submitting Applications



In the **DATA Act Details** section, select the appropriate option for the **2 CFR 25.110 DUNS/CCR Exempted Entity** and **Place of Performance Code** fields, then complete as many of the remaining fields as necessary, depending on the specificity of the place of performance for your proposed project.

DATA Act Details

The following place of performance data elements enable USDA to implement the Digital Accountability and Transparency Act of 2014 (DATA Act), which ensures that the public can access information on entities and organizations receiving Federal funds. The section below requests the primary location of performance under the proposed Federal award. USDA reports DATA Act data to www.usaspending.gov

* 2 CFR § 25.110, DUNS/CCR Exempted Entity?	* Place of Performance Code:	State Sub Entity:
Yes	State/DC/Territories	City



Creating and Submitting Applications



In the **Agency Specific** Details section, answer **Yes** or **No** for any of the provided questions and complete any additional fields that are present.

Agency Specific Details

Does your proposal include:

* SPOC Review Relevant?
 Yes No

* International?
 Yes No



Creating and Submitting Applications



Create Application APP-12985

✓ 1. SF-424 ✓ 2. SF-424A 3. Partners 4. Additional Details 5. Attachments

Once you have completed all relevant fields on the **Additional Information** stage, click the **Next** button to proceed to the **Attachments** stage, which is the final stage of the **Create Application** screen.



Creating and Submitting Applications



Complete the *Attachments* section by clicking on the **Click Here to Attach Files** button.

Create Application APP-5665 [Save] [Close] [Previous] [Submit]

✓ 1. SF-424 ✓ 2. SF-424A ✓ 3. Partners ✓ 4. Additional Details 5. Attachments

Attachments
List of Attached Files:

Title	File	Operator	Date/Time	Delete?
No attachments				

[Click Here to Attach Files](#)

Add Attachment [X]

Title:
Other

+ Other Attachment Title:

Please enter a valid value

Upload PDF Document From Local Hard Disk: No file chosen

PDF documents only

Please do not attach digitally signed documents.

Please do not attach fillable form documents.

Please do not attach password-encrypted documents.

For invalid pdf, digital signature, password encrypted, fillable form error messages: create a copy of the document by printing to pdf, then attach the new document.

For Word and Excel files use 'Save as Adobe PDF'.

[OK] [Cancel]

On the Add Attachment popup window, click the **Browse** button to locate the relevant file on your computer, then click the OK button to upload the file. The **Add Attachment** popup window will open where you will enter an attachment title and locate the file on your computer. All attachments must be less than 10MB and in PDF format.



Creating and Submitting Applications



After uploading all mandatory attachments, you can upload additional files by clicking the **Click Here to Attach Files** link below the list of mandatory attachments.

[✓ 1. SF-424](#)
 [✓ 2. SF-424A](#)
 [✓ 3. Partners](#)
 [✓ 4. Additional Details](#)
 5. Attachments

Attachments
List of Attached Files:

Title	File	Operator	Date/Time	Delete?
Application	C:\Users\Abael.Solomon\Document	ARS ARS-ST-GL-Admin	9/11/2019 12:17 PM	

[Click Here to Attach Files](#)

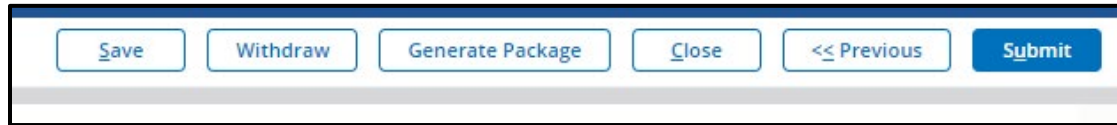
Attachments

Upload attachments by clicking on the Attach buttons below. Forms with a red asterisk are required for submission. Additional documents may be uploaded by clicking the 'Click Here to Attach Files' link above.

- * Detailed Project Budget / Narrative
- * Project Narrative/Scope of Work/Operating Plan
- SF-424B, Assurances - Non-Construction Programs
- SF-424C, Budget Information Construction Programs
- SF-424D, Assurances Construction Programs
- * Certification Regarding Lobbying



Creating and Submitting Applications



Once you have completed the SF-424, SF-424A, designated the minimum-required partners, addressed agency- and award-specific details, and uploaded all relevant attachments, you are ready to submit the application to the Signatory Official for review and signature prior to submission to the relevant agency.

Click the **Submit** button to send the application to the Signatory Official(s). The Submit button is only available when viewing the Attachments stage.



Creating and Submitting Applications



If submission is successful, a confirmation message will appear at the top of the screen. Otherwise, you will see one or more error messages indicating what must be corrected before the application can be submitted. Once submitted, notifications and work items are sent to one or more Signatory Official(s).

Application (APP-5690) Generate Package Close

Status:
Pending Signature

Application APP-5690 has been submitted for final approval and signature to your Organization's Signatory Official

SF-424 SF-424A Partners Additional Details Attachments

[Load Sample Data](#)

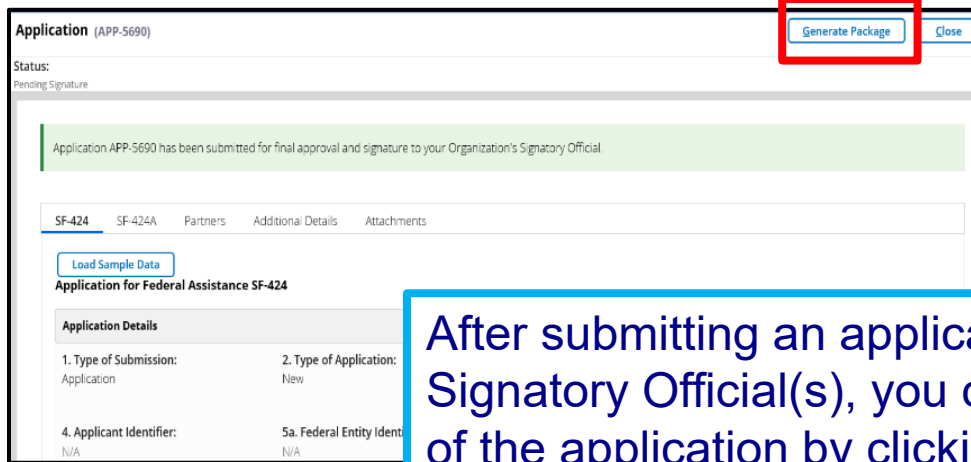
Application for Federal Assistance SF-424

Application Details

1. Type of Submission: Application	2. Type of Application: New	If Revision, select appropriate letter(s): N/A	3. Date Received: N/A
4. Applicant Identifier: N/A	5a. Federal Entity Identifier: N/A	5b. Federal Award Identifier: N/A	



Creating and Submitting Applications



After submitting an application to the Signatory Official(s), you can print a copy of the application by clicking the **Generate Package** button. This will generate a PDF document containing the SF-424, SF-424A, and any PDF attachments you uploaded. The PDF **will not** include the Partners or Additional Details sections.



Module Summary



In this module, you have learned to:

- Create an application in ezFedGrants





Agenda



- Course Introduction
- Module 1 – Searching for Funding Opportunities
- Module 2 – Creating and Submitting Applications
- Module 3 – Application Review and Approval
- Course Summary



Objectives



After completing this module, you will be able to:

- Understand how to submit an application for review and approval.





Reviewing Applications



On the ezFedGrants External Portal Home screen, locate the application you want to review in the Actionable Items section. Click the Transaction ID link to open the application work item.

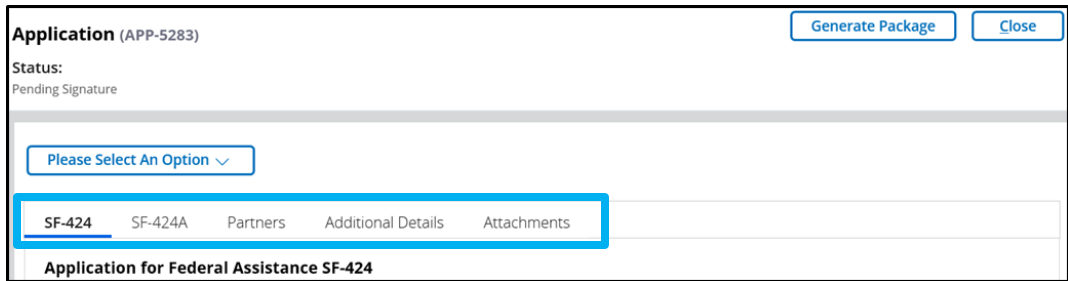
Transaction ID	Transaction	FAIN	Status	Due Date	Last Updated
APP-5688	Application		Pending Signature		9/11/19
APP-5680	Application		Pending Signature		9/11/19



Reviewing Applications



On the Application screen, review the contents of the application by clicking the SF-424, SF-424A, Partners, Additional Details, and Attachments tabs.





Reviewing Applications

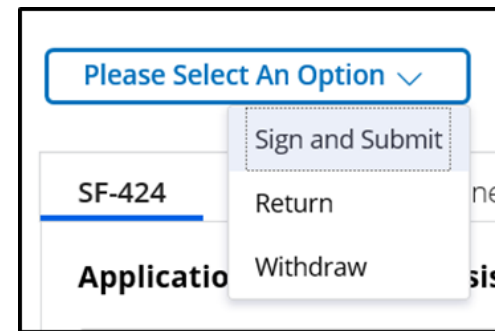


After reviewing the application, select Sign and Submit, Return, or Withdraw from the Please select an option dropdown menu.

Sign and Submit: The application is ready to be submitted to the awarding agency for consideration.

Return: The application needs to be corrected and returned to the creator for modification before submission to the agency. A new work item will appear when the application is resubmitted.

Withdraw: The application should be discarded/voided, and no further action can be taken.



If you selected the Return or Withdraw option, enter relevant comments in the Comments text box.



Reviewing Applications



Please Select An Option ▾

Sign and Submit

By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001).

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Acceptance of the terms described below upon clicking "Legal Notice" is also required.

[Legal Notice](#)

Upon your acceptance, click the "Complete Signature" button below to finish the process.

If **Sign and Submit** is selected, a Legal Notice must be review and accepted before the **Complete Signature** button can be selected.

Reviewing Applications

Legal Notice

If you have read and agreed to the Legal Notice, please check the I Agree checkbox located at the bottom of the screen.

1. **Electronic Signature Agreement.** By selecting the "Complete Signature" button, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting "Complete Signature" you consent to be legally bound by this Agreement's terms and conditions. You further agree that your use of a key pad, mouse or other device to select an item, button, icon or similar act button, or to otherwise provide Foreign Agricultural Service (FAS) instructions via Greater, or in accessing or making any transaction regarding any Greater related transactions, including, but not limited to, application (such as the SF-424), agreement, request for payment (such as the SF-270), and amendment documents constitute your signature (hereinafter referred to as "E-Signature"), acceptance and agreement as if actually signed by you in writing. You also agree that no certification authority or other third party verification is necessary to validate your E-Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your E-Signature or any resulting contract between you and FAS. You also represent that you are authorized to enter into this Agreement for all persons who own or are authorized to access any of your accounts and that such persons will be bound by the terms of this Agreement. You further agree that each use of your E-Signature in obtaining a FAS service constitutes your agreement to be bound by the terms and conditions of the FAS Disclosures and Agreements as they exist on the date of your E-Signature.

2. **Consent to Electronic Delivery.** You specifically agree to receive and/or obtain any and all FAS related "Electronic Communications" (defined below) via Greater. The term "Electronic Communications" includes, but is not limited to, any and all current and future notices and/or disclosures that various federal laws require that we provide to you, as well as such other document, statements, data, records and any other communication regarding your relationship with FAS. You acknowledge that, for your records, you are able to use Greater to retain Electronic Communications by printing and/or downloading and saving this Agreement and any other agreements and Electronic Communications, documents, or records that you agree to using your E-Signature, including, but not limited to, application documents (such as the SF-424), agreement, request for payments (such as the SF-270), and amendment documents. You accept Electronic Communications provided via Greater as reasonable and proper notice, for the purpose of any and all laws, rules, and regulations, except where prohibited, and agree that such electronic form fully satisfies any requirement that such communication be provided to you in writing or in a form that you may keep.

3. **Paper version of Electronic Communication.** You may request a paper version of an Electronic Communication. To request a paper copy of an Electronic Communication contact us at GreaterHelpDesk@fas.usda.gov.

4. **Revocation of electronic delivery.** You have the right to withdraw your consent to receive obtain communications via Greater at any time. You acknowledge that FAS reserves the right to restrict or terminate your access to Greater if you withdraw your consent to receive Electronic Communication. If you wish to withdraw your consent, contact us at GreaterHelpDesk@fas.usda.gov.

5. **USDA Level 2 e-Authentication enrollment.** Your current enrollment in USDA level 2 e-Authentication is required in order for you to obtain Greater service. FAS may notify you through email when an Electronic Communication pertaining to Greater is available. FAS may also use Greater and email services for Electronic Communication. It is your responsibility to use Greater and your email service provided email account regularly to check for Electronic Communications and to check for updates to this Agreement.

6. **Hardware, software and operating system.** You are responsible for installation, maintenance, and operation of your computer, browser and software. FAS is not responsible for errors or failures from any malfunction of your computer, browser or software. FAS is also not responsible for computer viruses or related problems associated with use of an online system. The following are the minimum hardware, software and operating system requirements necessary to use Greater and receive Electronic Communications:

Processor - IBM compatible Pentium PC running Windows 2000
Memory - 4MB RAM
Disc Space - 80 MB's Free Space
Monitor - 800 x 600 resolution
Browser - Microsoft Internet Explorer 6.0 or higher
Internet access - 28.8 modem or better

7. **Controlling Agreement.** If this E-Signature is for an Amendment to an Agreement, then the resulting Amendment supersedes and/or modifies the original Agreement. All other obligations of the parties remain subject to the terms and conditions of the original Agreement and any previous Amendments. To obtain electronic services and communications, indicate your consent to the terms and conditions of this Agreement by clicking on the "Complete Signature" button.

I agree with the listed Terms and Conditions

Check the box to indicate I agree with the listed Terms and Conditions. Then select OK to close the Legal Notice window.

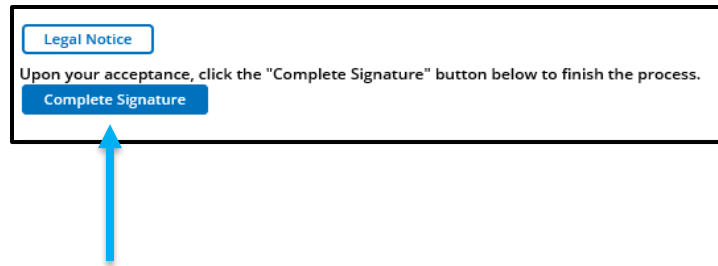


Reviewing Applications



Click the **Complete Signature** button to finalize your decision.

If submission is successful, you will see a confirmation message. Otherwise, you will see an error message explaining why your decision was not accepted.

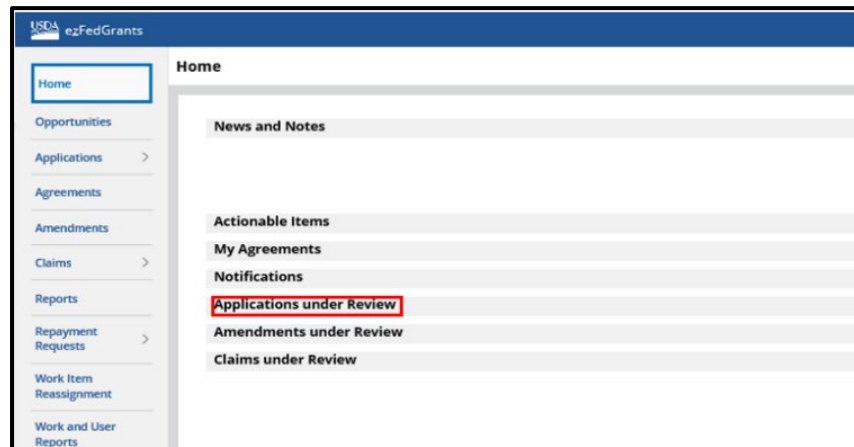




Reviewing Applications



To see the status of applications awaiting action by the Signatory Official or agency, check the **Applications under Review** section of the **Home** screen.





Reviewing Applications



Alternatively, to see the status of applications awaiting action by the Signatory Official or agency, you can, click the **Applications** tile (on the navigation menu) and then click the **Search Applications** link on the dropdown menu. You will be able to see the status in the **Search Results** table after searching for the relevant application.

Search Applications Close

Search Criteria

Application ID Grants.gov Tracking ID Desc. Title Of Applicant's Project Funding Opportunity Title

Last Updated Funding Opportunity Number Created by Status

Search **Clear**

Search Result
26 Results Found

Application ID	Funding Opportunity Title	Funding Opportunity Number	Status	Last Updated	Created by
APP-5428	Fletch APHIS Test	USDA-APHIS-10030-PPQCPHST-20-0003	Approved	8/14/19	Test ARS
APP-5409	Fletch APHIS GG New Package Test	USDA-APHIS-10030-PPQCPHST-20-0002	Approved	8/13/19	APHIS AG APHIS MO
APP-5379	NO Peer on APHIS	USDA-APHIS-10960-0700-10-19-0004	Pending Signature	8/14/19	Test ARS



Reviewing Applications: Statuses



Draft: The application creator and anyone with the GAO role can edit the application.

Pending Signature: If an application must be edited after it has been submitted to the Signatory Official, the Signatory Official must send the application back by selecting the Return option when reviewing the application.

Returned by Signatory Official: The application creator and anyone with the GAO role can edit the application.

Submitted: If you need to make changes to an application after it has been submitted to the awarding agency, please contact the agency to request return of the application.

Returned by Awarding Agency: The application creator and anyone with the GAO role can edit the application



Module Summary



In this module, you have learned to:

- Review and submit an application for approval.





Agenda



- Course Introduction
- Module 1 – Searching for Funding Opportunities
- Module 2 – Creating and Submitting Applications
- Module 3 – Application Review and Approval
- Course Summary



Module Summary



In this training, you have learned to:

- Search for funding opportunities.
- Create and submit applications.
- Review and submit an application for approval.





Additional Resources and Training



- Job aids available on the ezFedGrants website
- Your Agency Representative
- Monthly FAQ Session
- ezFedGrants Help Desk: ezFedGrants-cfo@usda.gov
- For eAuthentication issues including password resets, contact the eAuthentication helpdesk at <https://www.eauth.usda.gov/eauth/b/usda/helpdesk>





Questions?

