Applying to Opportunities in ezFedGrants

Job Aid

Before You Begin

This document describes how to prepare, edit, sign, and submit an application against a Federal funding opportunity announced on ezFedGrants[1]. This document also describes how to withdraw or discard applications and how to check the status of applications while they are being reviewed by a USDA agency.

To submit applications and manage awards in ezFedGrants, at least two individuals from your organization must have access to ezFedGrants. At least one of these individuals must have the Signatory Official role. The Signatory Official who signs an application will also be required to sign any resulting agreement.

In ezFedGrants, all applications must be linked to an opportunity; therefore, ezFedGrants cannot be used to submit unsolicited applications directly to an agency, nor will ezFedGrants allow you to start an application without an opportunity.

Key Terms

- **Opportunity:** An announcement informing the public of the availability of Federal funds. Also referred to as Notice of Funding Opportunity (NOFO), funding opportunity announcement (FOA), or grant award opportunity.
- **Application:** A proposal package that an organization submits to a Federal agency for funding consideration. This package includes standard forms along with budgetary, project, and other information.
- **Signatory Official (SO):** An ezFedGrants user role that is responsible for signing application packages prior to submission to the relevant agency. The SO would also sign any resultant agreement/award.
- **Partner:** An individual from an organization or agency who is involved with an agreement/award in some capacity. Each partner has a "partner function" that designates the partner's primary role under a specific agreement. Examples include administrative contacts, program contacts, signatory officials, key personnel, authorized representatives, and financial contacts.

You Will Need

- An eAuthentication Level 2 Account
- The appropriate ezFedGrants External Portal user role:
  - To create or edit applications: Grants Processor or Grants Administrative Officer (GAO) role
  - To sign and submit applications for agency consideration: Signatory Official (SO) role
- An opportunity which is accepting applications
- All materials and information for the application, which is usually detailed in the opportunity announcement and may include:
  - Project narrative and scope of work or work plan
  - Project place of performance information, including congressional district
  - Budgetary information, including project areas, cost categories, and indirect costs
  - A list of partners and their partner functions
  - Required and optional supporting documentation

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[1] Agencies may publish funding opportunity announcements in multiple locations (Grants.gov, ezFedGrants, etc.); however, your organization should only submit one application per opportunity (depending on the opportunity, additional applications may invalidate prior applications). This document only provides instructions for preparing applications in ezFedGrants. If you are submitting an application through Grants.gov, please refer to instructions provided on Grants.gov.

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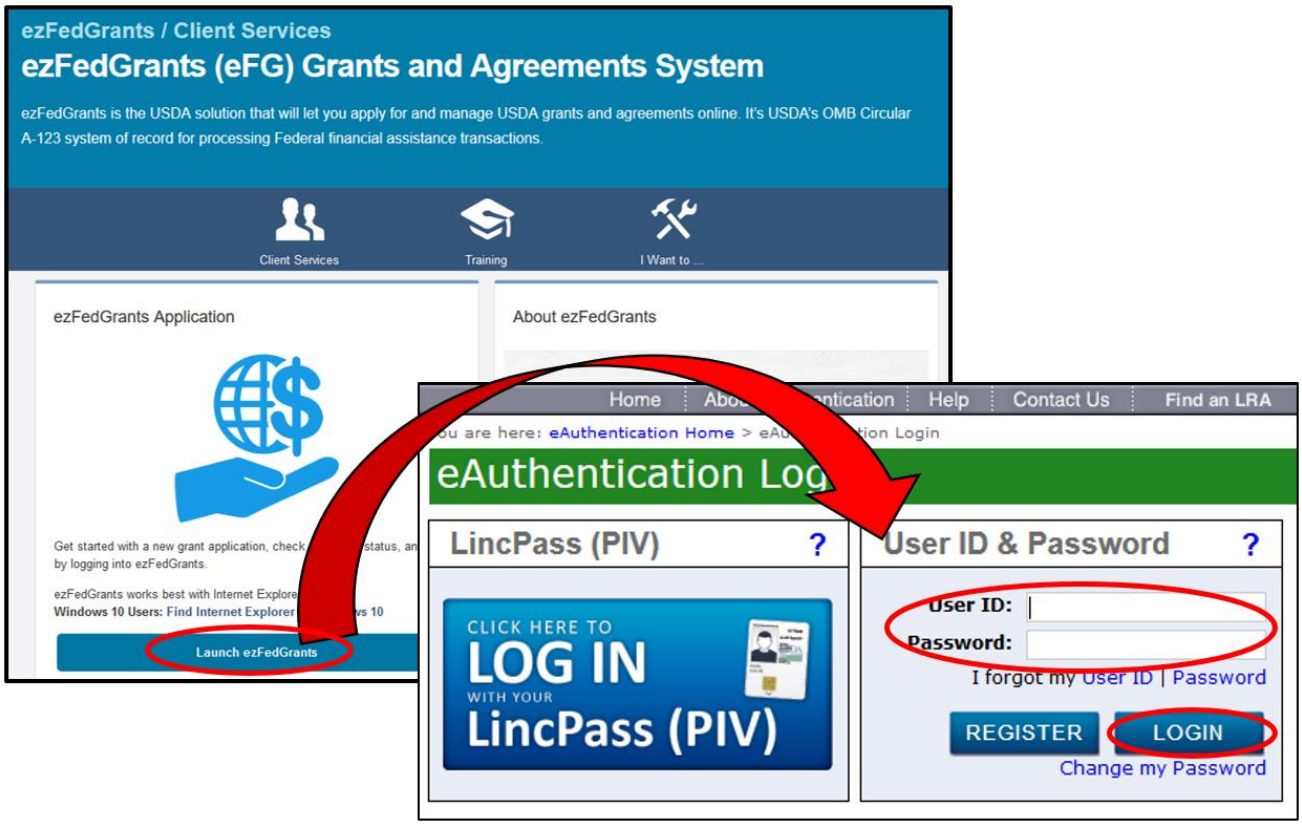
Data Note

The screenshots provided with these instructions are a representative sample for the purpose of training, which contain sample data and may not depict the entire screen.

In addition, these instructions focus on the **minimum system requirements** for the above-described procedure(s). You may need to complete additional fields or provide additional information not specifically described in this document.

Getting Started

Launch the ezFedGrants External Portal (from the NFC ezFedGrants website) and log in with your eAuthentication Level 2 Account.



For questions regarding ezFedGrants access, including logging-in and eAuthentication, please review the Onboarding and Accessing ezFedGrants FAQs.

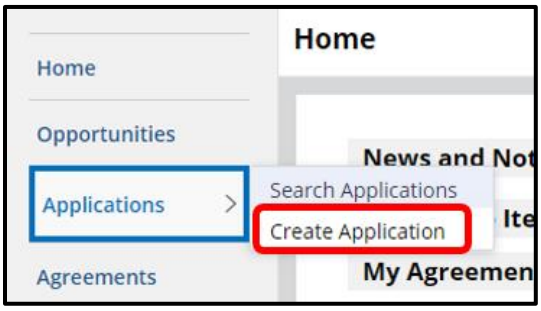
Create an Application

To prepare an application in ezFedGrants, you must complete the standard application forms (SF-424 and SF-424A), identify individuals from your organization who would be involved with any resulting agreement/award, address agency- or award-specific criteria, and upload any supporting attachments.

Start New Application

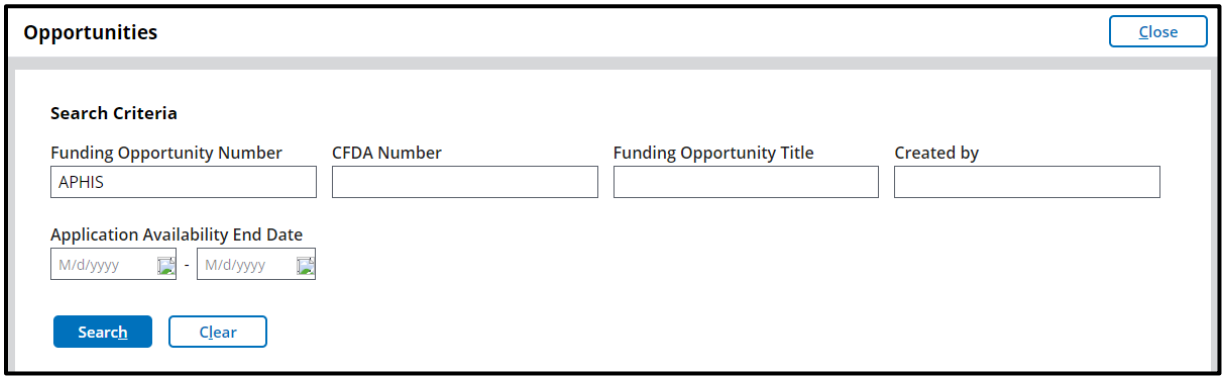
1. From the **ezFedGrants External Portal Home** screen, click the **Applications** tile on the navigation menu and then click the **Create Application** link on the dropdown menu. The **Search Opportunities** screen will open.

   Note: You can also click the **Opportunities** tile to go directly to the **Search Opportunities** screen.



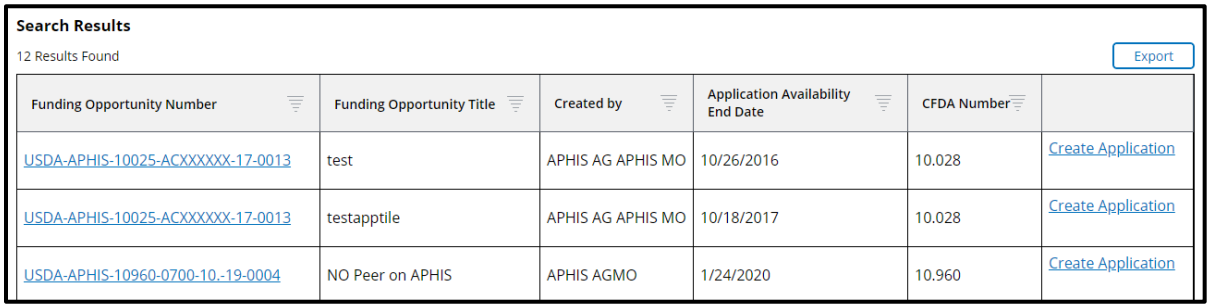
2. On the **Search Opportunities** screen, complete at least one **Search Criteria** field and click the **Search** button to locate the opportunity for which you want to submit an application.

   Note: You do not have to enter the full Funding Opportunity Number or Title. For example, if you type just "APHIS" in the **Funding Opportunity Number** field, the search will find all opportunities with "APHIS" somewhere in the Funding Opportunity Number.



3. Locate the relevant opportunity in the **Search Results** table. To view the complete opportunity announcement, click the **Funding Opportunity Number** link to open the **Opportunity** screen.

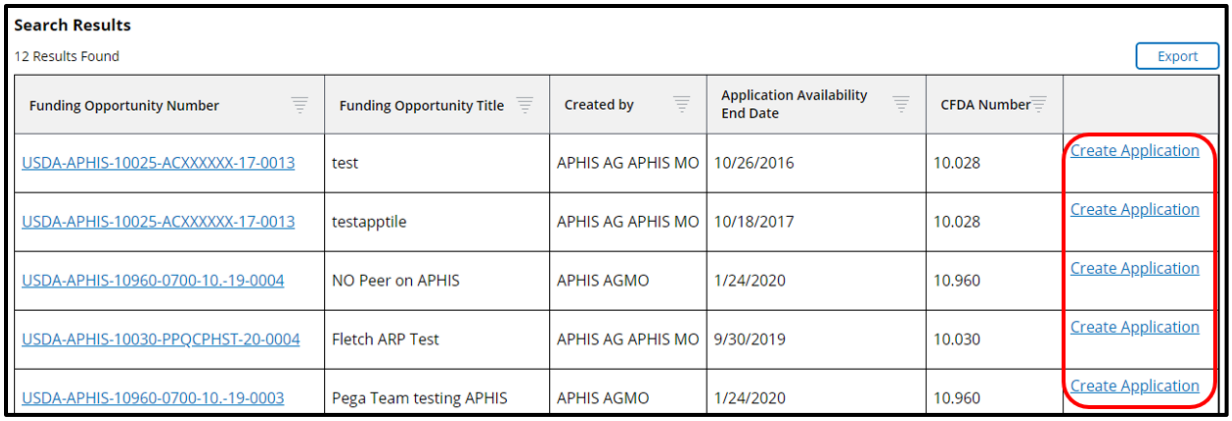
   From the **Opportunity** screen, you can click the **Close** button to go back to your search results.



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	testapptile	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

4. Once you have located the correct opportunity, click the **Create Application** link or button[2] to create a draft application for this opportunity.

   Note: If the **Create Application** link or button is missing, this means the opportunity is no longer accepting applications. If you believe your organization is still eligible to apply for the award after the application window has closed, please contact an agency representative.

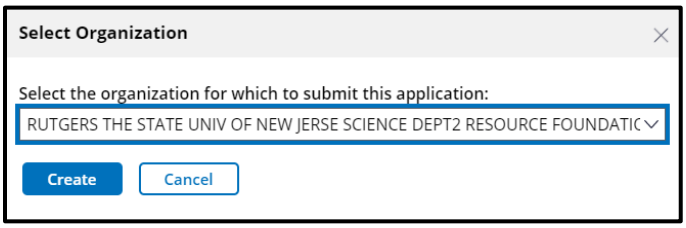


Funding Opportunity Number	Funding Opportunity Title	Created by	Application Availability End Date	CFDA Number	
USDA-APHIS-10025-ACXXXXXX-17-0013	test	APHIS AG APHIS MO	10/26/2016	10.028	Create Application
USDA-APHIS-10025-ACXXXXXX-17-0013	testapptile	APHIS AG APHIS MO	10/18/2017	10.028	Create Application
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
USDA-APHIS-10960-0700-10,-19-0003	Pega Team testing APHIS	APHIS AGMO	1/24/2020	10.960	Create Application

5. If you are affiliated with multiple organizations in ezFedGrants, the **Select Organization** popup window will appear. Select the organization for which you are submitting this application and click the **OK** button to proceed to the **Create Application** screen.

   If you are only affiliated with one organization, you will proceed directly to the **Create Application** screen without seeing the **Select Organization** popup window.

   Note: Refer to the **Working with Multiple Organizations in ezFedGrants Quick Reference** for more information on becoming affiliated with multiple organizations in ezFedGrants.



Complete SF-424

The first stage of the **Create Application** screen is the standard application form, SF-424. You must complete the mandatory fields [indicated by an asterisk (*)] along with (usually) some non-mandatory fields.

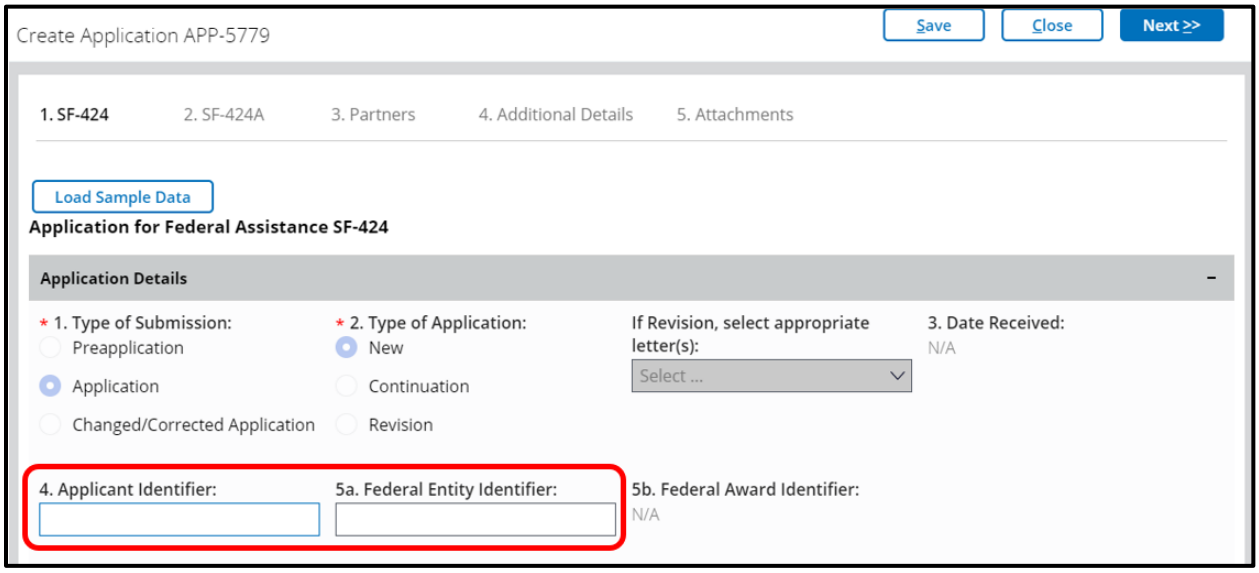
Throughout the application creation process, it is recommended to save your progress often by clicking the **Save** button. To exit without saving, click the **Close** button. To discard an application after you have saved it, click the **Withdraw** button.

*This document only describes the **minimum** requirements for submitting an application in ezFedGrants. Usually, you will need to complete additional non-mandatory fields or upload additional attachments. To avoid delays in processing, please take your time to ensure that all fields, attachments, etc. are complete and correct (to the best of your knowledge).*

Some fields are pre-populated from the associated agreement and cannot be edited. If the information in a locked field appears incorrect, please contact an agency representative.

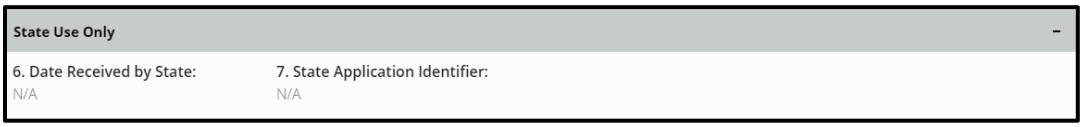
[2] If you are on the **Opportunity** screen, you will see the **Create Application** button in the upper-right corner. If you are on the **Search Opportunities** screen, you will see **Create Application** links in the **Search Results** table.

1. Once you reach the **Create Application** screen, you may enter an **Applicant Identifier** or **Federal Entity Identifier** in **Boxes 4** or **5a**, respectively. These are alternative organization identifiers that may be assigned to your organization by a specific federal agency.

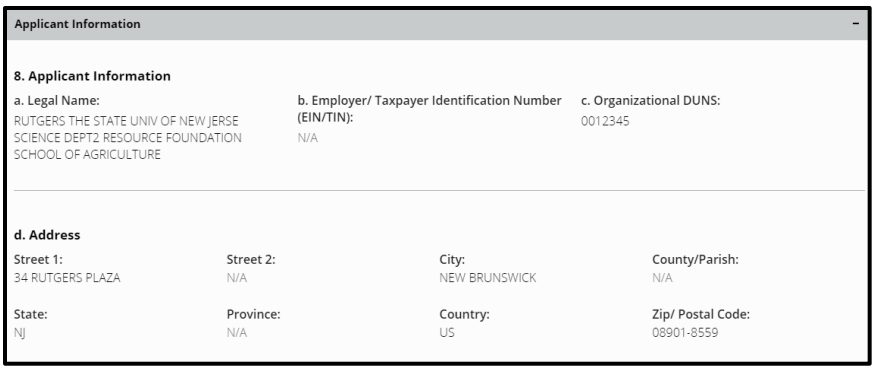


Note: Details are provided below about locked fields in the first part of the SF-424:

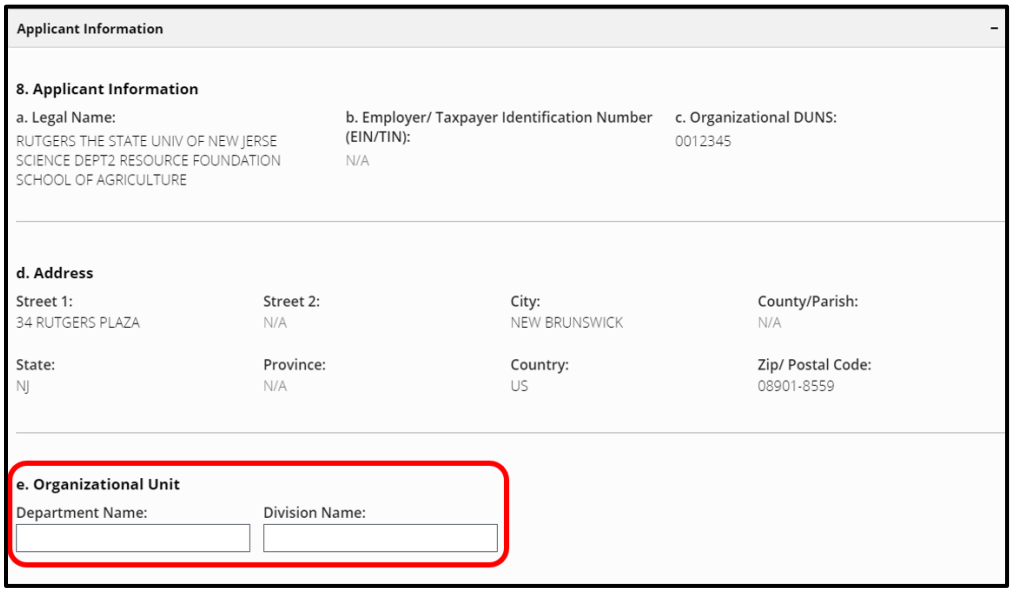
- **Box 1 (Type of Submission), Box 2 (Type of Application), If Revision,** and **Box 5b (Federal Award Identifier):** You can only submit new applications through ezFedGrants. Amendments are handled separately. If this application is intended as a continuation of a prior award/project, please upload an attachment (on the **Attachments** stage, later in this procedure) containing the relevant Federal Award Identifiers (i.e. FAINs) and a brief explanation.
- **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.



- **Applicant Information (Section 8), Boxes a-d:** These fields automatically populate based on your organizational affiliation or selection.
  - If these details appear incorrect, please ensure that you have selected the correct organization (some organizations have multiple DUNS numbers), compare the details with your organization's SAM.gov profile, or contact an agency representative.
  - If you are affiliated with multiple organizations and you selected the wrong organization, click the **Close** or **Withdraw** button to discard the draft application and restart the application creation process.
  - If you are affiliated with one organization and these details appear to be incorrect, please contact an agency representative.

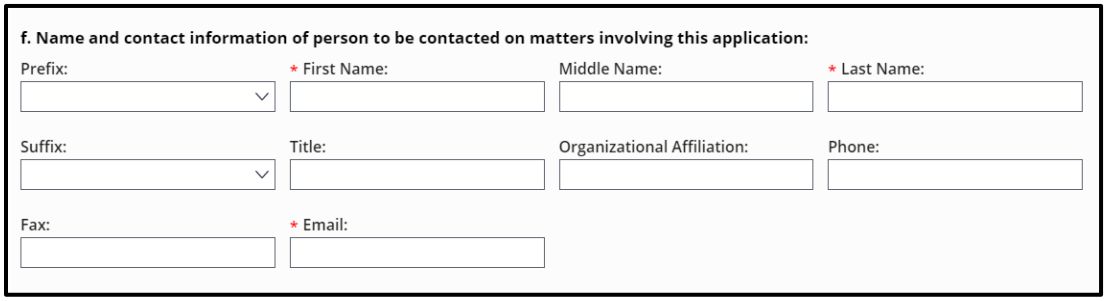


2. Locate **Applicant Information Box E (Organizational Unit)**. If the project will be undertaken by a subsection of your organization (such as a specific department and/or division), you may enter this information in the **Department Name** and/or **Division Name** fields. Otherwise, leave these fields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



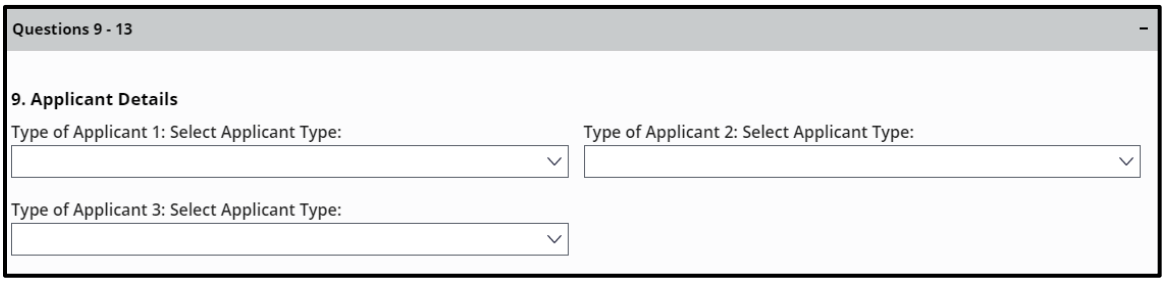
3. Complete the fields in **Applicant Information Box F** to identify a person from your organization whom the awarding agency should contact if there are any questions or concerns about the application. At minimum you must provide the individual's full name and email address.

   Note: If there are multiple contacts or the contact person has a non-US phone number, please include the additional contacts or phone number(s) as an attachment on the **Attachments** stage, later in this procedure.



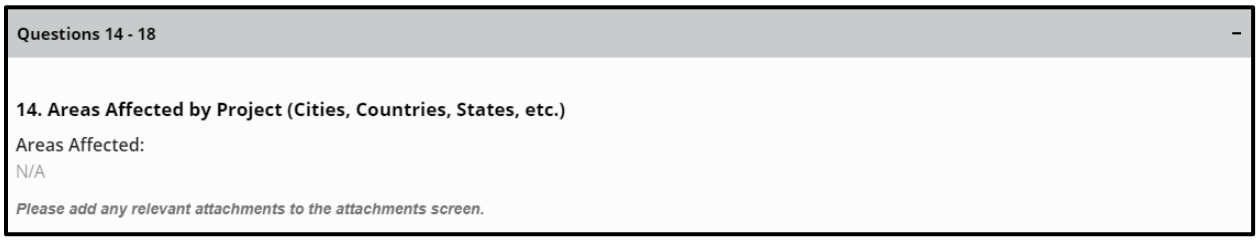
4. In **Applicant Details (Section 9)**, select at least one organization type using the **Applicant Type** fields.

   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.

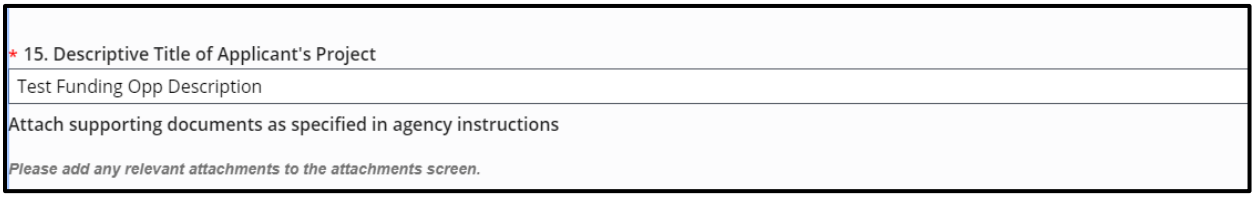


   Note: The fields in **Federal Agency Information (Section 10), Catalogue of Federal Domestic Assistance Information (Section 11), Funding Opportunity Information (Section 12),** and **Competition Identification Information (Section 13)** are automatically populated from the opportunity announcement.

5. **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.



6. **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.

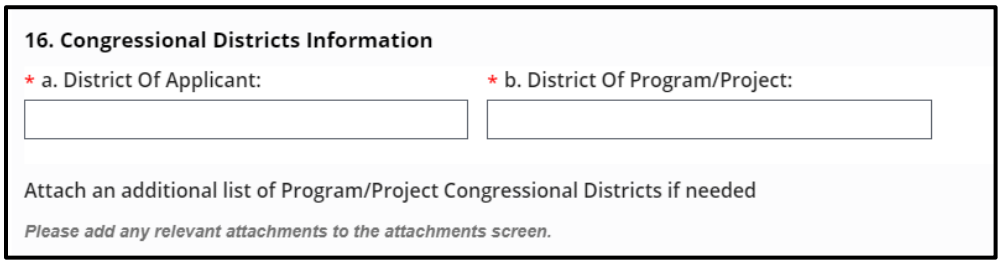


7. In **Section 16 (Congressional Districts Information),** you will enter congressional district codes relevant to the proposed project. Congressional districts should be entered as a two-letter state abbreviation followed by a three-digit district number with a dash between. For example, you would enter CA-005 for California 5th district. You can find congressional districts using the **Find Your Representative** search at https://www.house.gov.[3]

   In **Box A**, input the code for your organization's congressional district. If your organization is outside the US, enter 00.000.

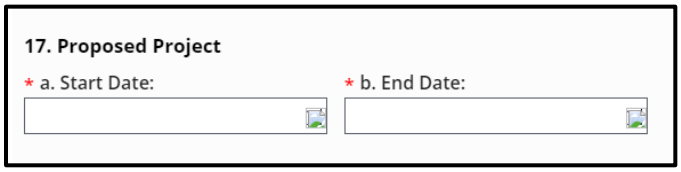
   In **Box B,** input the appropriate code, as described below, for the area impacted by the proposed project (which may not be the same as the designated Place of Performance):
   - If the project impacts only one district, input the code for that district.
   - If the project impacts multiple districts in one or more states, enter the primary/largest congressional district that will be impacted by the proposed project.
   - If the project impacts all districts in one state, replace the three-digit congressional code with the word "all". For example, you would use MD-all for a project impacting the entire state of Maryland.
   - If the project impacts every district in every date (i.e. a nationwide project), input US-all.
   - If the project impacts an area outside the US, enter 00.000.

   If necessary, attach a complete list of congressional districts impacted by the project.



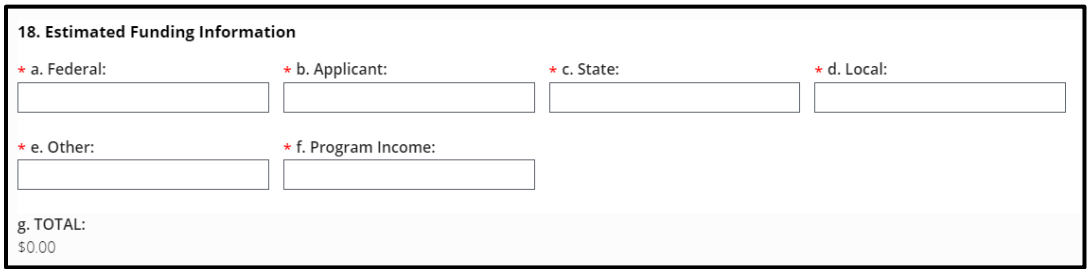
[3] Detailed instructions are provided on the Grants.gov blog: How to Find Your Congressional District for the SF-424 Form.

8. 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.



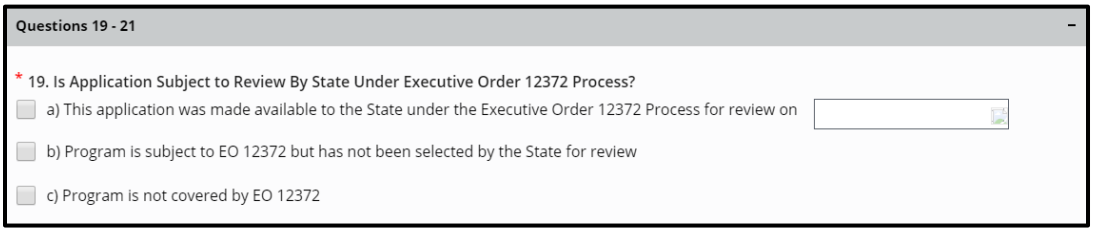
9. In **Estimated Funding Information (Section 18)**, provide estimated funding for each of the given categories (Federal, Applicant, State, Local, Other, and Program Income).

   Box G (Total) will automatically calculate based on your entries in **Boxes A-F**.

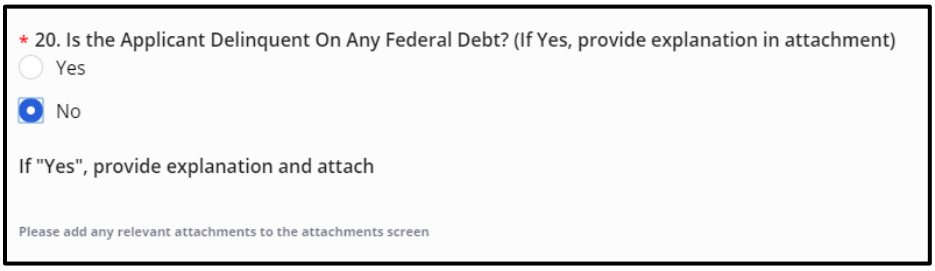


10. Select an option **for Section 19 (Is Application Subject to Review by State Under Executive Order 12372 Process?)**:

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

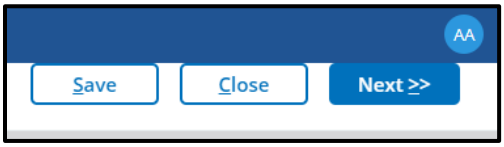


11. Locate **Section 20 (Is the Applicant Delinquent on Any Federal Debt?).** No is selected by default. If applicable to your organization, select **Yes** and provide an attachment containing an explanation of the delinquency. Attachments are covered later in this procedure.



   Note: **Section 21** will populate once a Signatory Official signs the application (after you have prepared the entire application).

12. Once you have completed all necessary fields on the SF-424, click the **Next** button to proceed to the SF-424A form.



Complete SF-424A

The second stage of application creation is the **SF-424A** form. This is form captures detailed budget information for the proposed project.

How to input your proposed budget:

In **Sections A-D**, enter budget estimates for the entire project, **except** if the application is for funds that require incremental Federal authorization (ex. annually or quarterly). For incrementally-authorized funds, enter budget estimates for **only the first budget period** (ex. first year) in **Sections A-D**, then enter estimated Federal assistance for subsequent budget periods in **Section E.**

*To avoid losing your work, please click the **Save** button regularly.*

If you need to go back to the SF-424, click the **Previous** button.

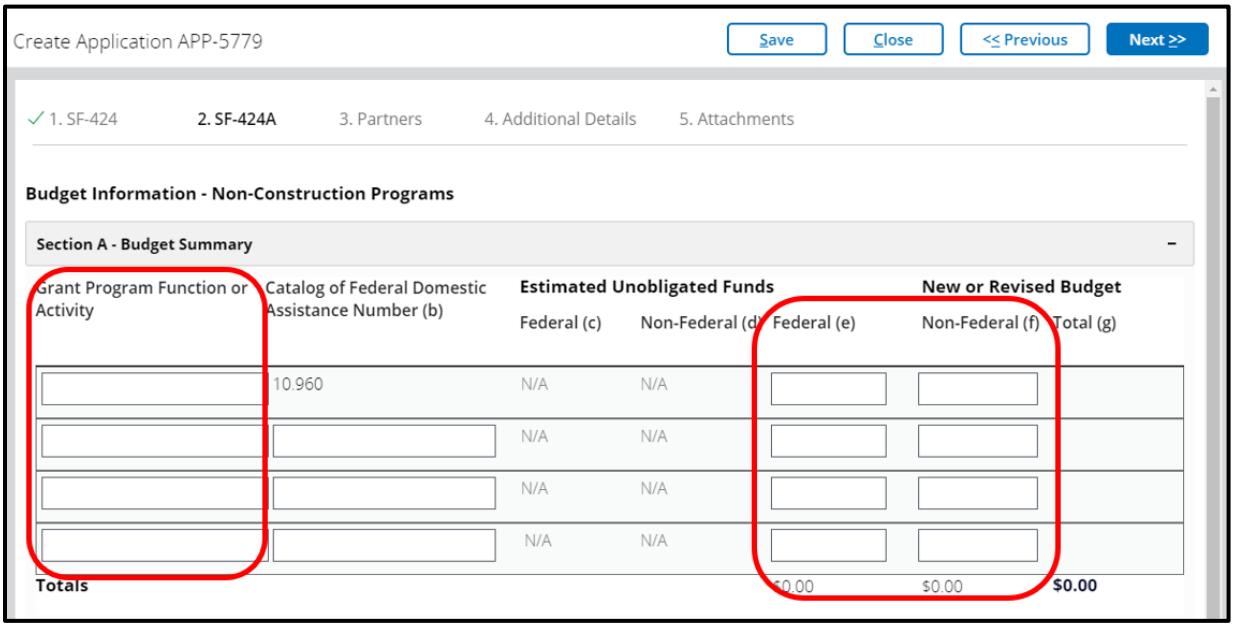
1. Locate **Section A (Budget Summary).**

   Please refer to the instructions in the paragraphs above before proceeding.

   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.

   If the opportunity/agency does not require division by activity or function, use only one row and enter the program or opportunity title in the first column.

   If you require more space, enter summary totals on the digital SF-424A and provide one or more attachments containing full budget details (later in this procedure). **This digital SF-424A form must capture the entire proposed budget.** For example, if you have six activities, you would provide an attachment detailing all six activities, but on the digital form, you would group similar activities such that four or fewer categories are required.



   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 more or less match the total from **Section 18** of the SF-424 (described in step 10 in the previous section of this document).

2. 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**).

Section B - Budget Categories

6. Object Class Categories	Grant Program Function or Activity				
	(1) Cat 1	(2) Cat 2	(3) Cat 3	(4) Cat 4	(5) Total
a. Personnel					$0.00
b. Fringe Benefits					$0.00
c. Travel					$0.00
d. Equipment					$0.00
e. Supplies					$0.00
f. Contractual					$0.00
g. Construction					$0.00
h. Other					$0.00
i. Total Direct Charges (sum of 6a-6h)	$0.00	$0.00	$0.00	$0.00	
j. Indirect Charges					$0.00
k. Totals (sum of 6i and 6j)	$0.00	$0.00	$0.00	$0.00	$0.00
7. Program Income					$0.00

3. 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**.

   Please include an explanation of the nature and source of the expected income as an attachment (later in this procedure).

Section B - Budget Categories

6. Object Class Categories	Grant Program Function or Activity				
	(1) Cat 1	(2) Cat 2	(3) Cat 3	(4) Cat 4	(5) Total
a. Personnel					$0.00
b. Fringe Benefits					$0.00
c. Travel					$0.00
d. Equipment					$0.00
e. Supplies					$0.00
f. Contractual					$0.00
g. Construction					$0.00
h. Other					$0.00
i. Total Direct Charges (sum of 6a-6h)	$0.00	$0.00	$0.00	$0.00	
j. Indirect Charges					$0.00
k. Totals (sum of 6i and 6j)	$0.00	$0.00	$0.00	$0.00	$0.00
7. Program Income					$0.00

4. 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**).

   Please 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. Cat 1				
9. Cat 2				
10. Cat 3				
11. Cat 4				
12. Total (sum of lines 8 - 11)				

5. 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					

6. 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.**

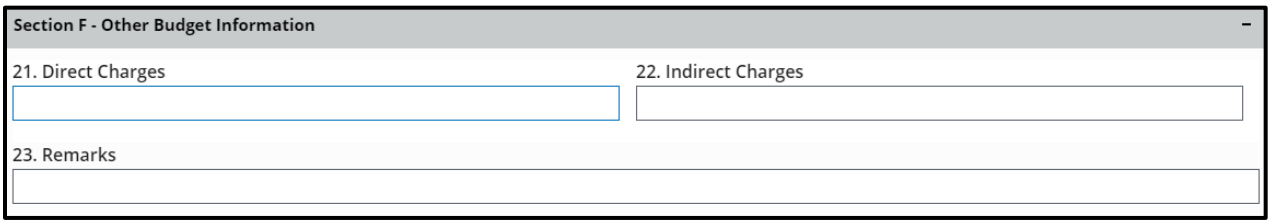
   For each category, enter in **Columns B-E** the amount of Federal funds necessary for each funding period for the entire project (usually years, i.e. **Column B** represents year 1, **Column C** represents year 2, etc.).

Section E - Budget Estimates Of Federal Funds Needed For Balance Of The Project

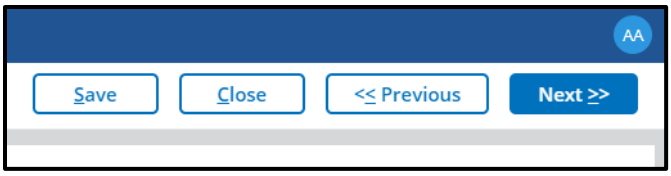
(a) Grant Program	(b) First	(c) Second	(d) Third	(e) Fourth
16. Cat 1				
17. Cat 2				
18. Cat 3				
19. Cat 4				
20. Total (sum of lines 16-19)				

7. 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.



8. Once you have completed all necessary fields on the SF-424A form, click the **Next** button to proceed to the **Partners** stage.



Identify Partners

In the **Partners** stage, you will identify the primary partners and their appropriate partner functions (these terms are defined at the beginning of this document). At minimum, you must identify the **Primary Administrative Contact** and the **Primary Program Contact**. Additional partner requirements may be described in the opportunity announcement.

*The **Partners** fields on the **Create Application** screen will only allow you to select users with access to ezFedGrants for your organization. Furthermore, some fields may be limited by user role (for example, the **Signatory Official** fields only allow you to select users with the Signatory Official role). This is because these partner functions are associated with application and (if awarded) agreement tasks that will occur in ezFedGrants, such as signatures and financial/performance reporting.*

Please include an attachment containing the full names and partner functions for any additional partners that you are not able to capture on this screen, such as:

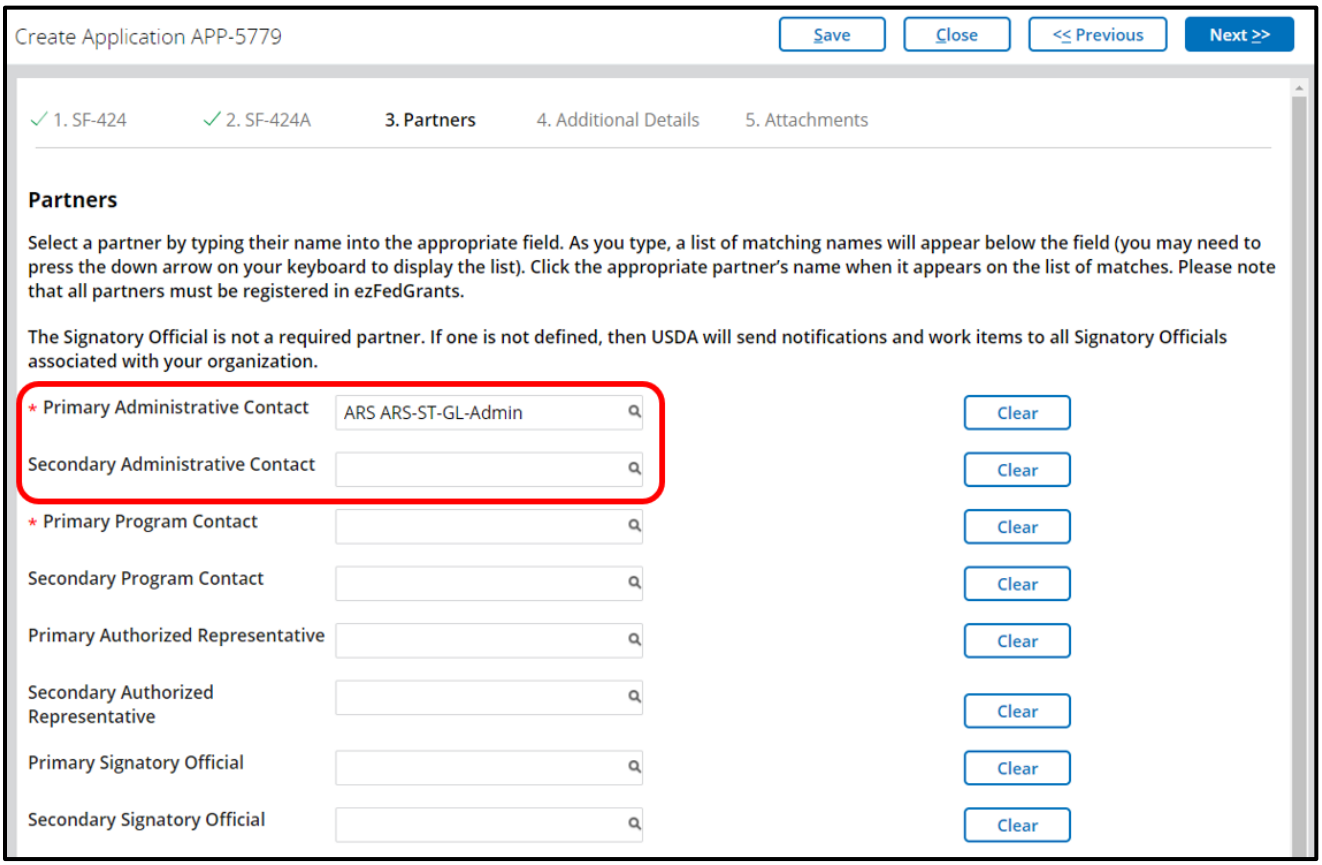
- Additional alternative Administrative Contact, Program Contact, or Signatory Official partners (beyond the two entered on the **Create Application** screen).
- Partners who have a function other than those listed on the **Create Application** screen
- A secondary Administrative or Program Contact partner who does not yet have access to ezFedGrants and, therefore, cannot be assigned to a partner function on this screen.

1. Identify at least one Administrative Contact by clicking in the **Primary Administrative Contact** field, pressing the **Down Arrow** key on your keyboard, and then selecting the relevant user from the dropdown menu. It may take several seconds for the dropdown menu to appear, depending on the number of users in your organization.

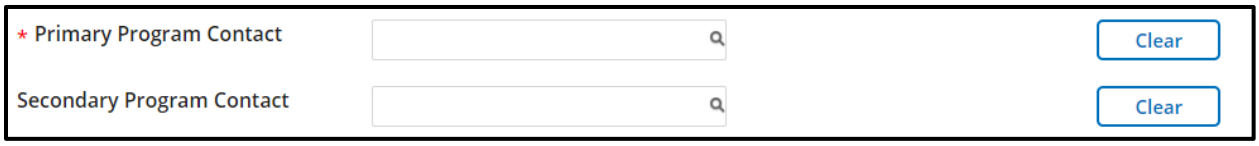
   You can filter the menu by typing one or more letters into the field. For example, if you want to assign Geoffrey Chaucer to this partner function, you could type “ge” to see all users with “ge” in their name.

   *This field **will not** accept typed entries; you **must** select the username from the dropdown menu.*

   Use the **Secondary Administrative Contact** field to identify a second Administrative Contact, if desired.



2. Use the same method detailed in step one to select a **Primary Program Contact**. You may also select a **Secondary Program Contact,** if desired.



3. 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. Please review the below information carefully before taking action.

Please read the entire text of this step before taking action.

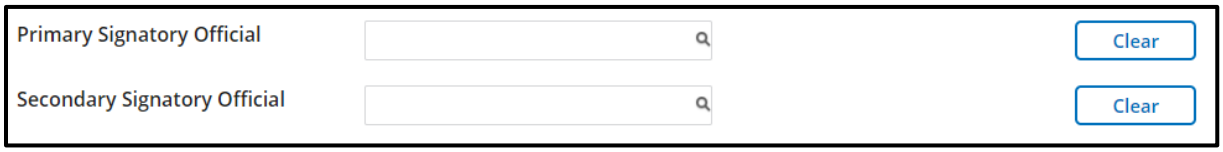
A Signatory Official (SO) must review and sign every application before the application is submitted to the relevant agency for consideration. In ezFedGrants, the specific SO who signs an application will also be responsible for signing any resulting agreement/award and any amendments made to the hypothetical agreement.

*Both the **Primary** and **Secondary Signatory Official** fields are optional. If one or both of these fields are completed, **only the designated individual(s)** will be able to sign the application and submit it to the agency for consideration. If **both** fields are left **blank**, then **all** SOs in your organization will be able to sign the application.*

To clarify, the **Primary** and **Secondary Signatory Official** fields determine how many SOs will have the option to sign a specific application (one specific SO, two specific SOs, or all SOs). No more than one Signatory Official will sign an application regardless of the number of Signatory Officials who have the option to sign the application.

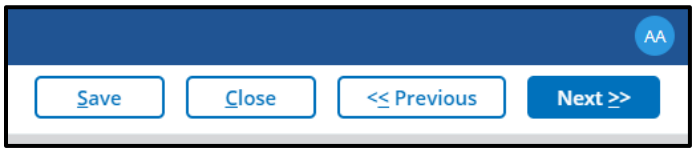
Your organization must have at least one user with the Signatory Official role in ezFedGrants to submit applications in ezFedGrants, but you do not have to specify a Signatory Official on your applications.

Do not swap user roles (i.e. change someone from Grants Processor to SO long enough to sign an application, then switch them back to Grants Processor) just to sign applications, because Signatory Officials sign applications **and** any agreements/awards resulting from those applications. **Your organization should have at least one consistent, designated Signatory Officials at all times.** When the designated SO changes, ensure that any existing agreements and in-progress applications (including those pending an agency decision) are updated appropriately.



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

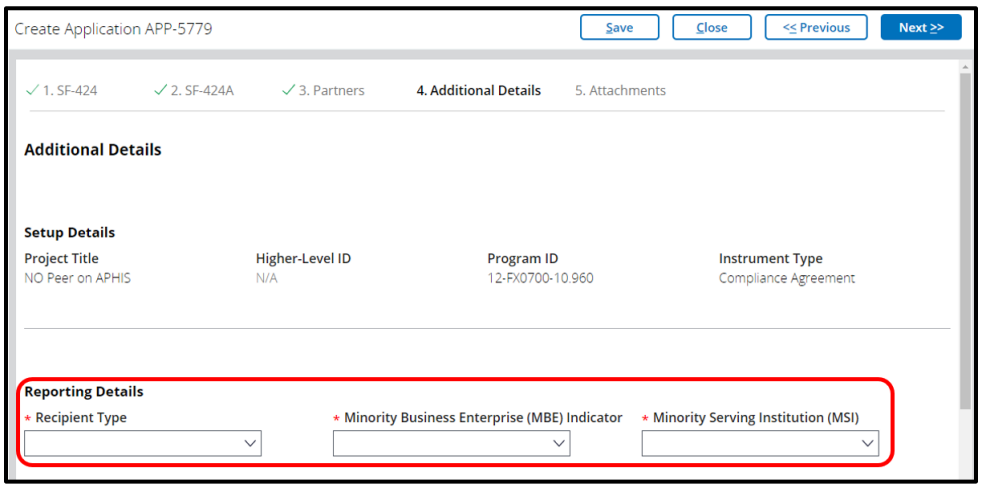
Note: If you need to go back to an earlier stage, click the **Previous** button.



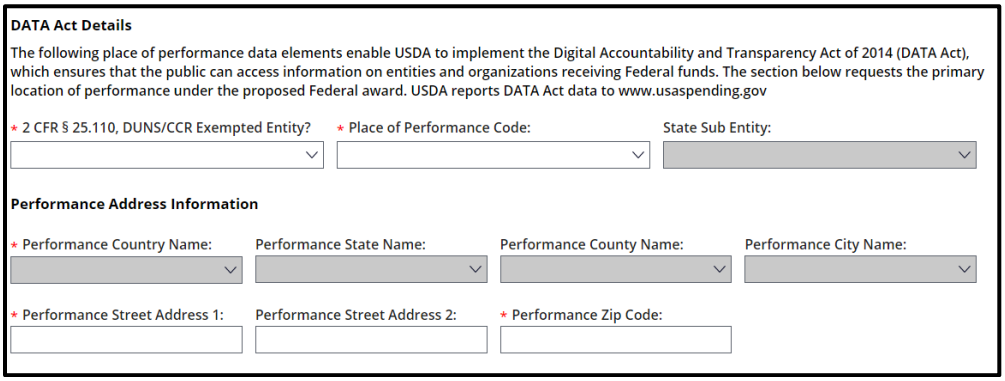
Provide Additional Details

In the **Additional Details** stage, you will provide organization and place of performance details for FFATA/DATA Act reporting purposes and address any additional application requirements/questions provided by the awarding agency.

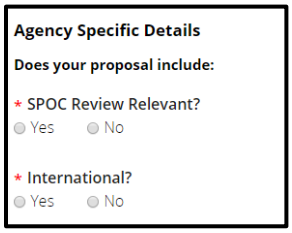
1. In the **Reporting Details** section, select the appropriate options as they apply to your organization for the **Recipient Type, Minority Business Enterprise (MBE) Indicator,** and **Minority Serving Institution (MSI)** fields.



2. 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.



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



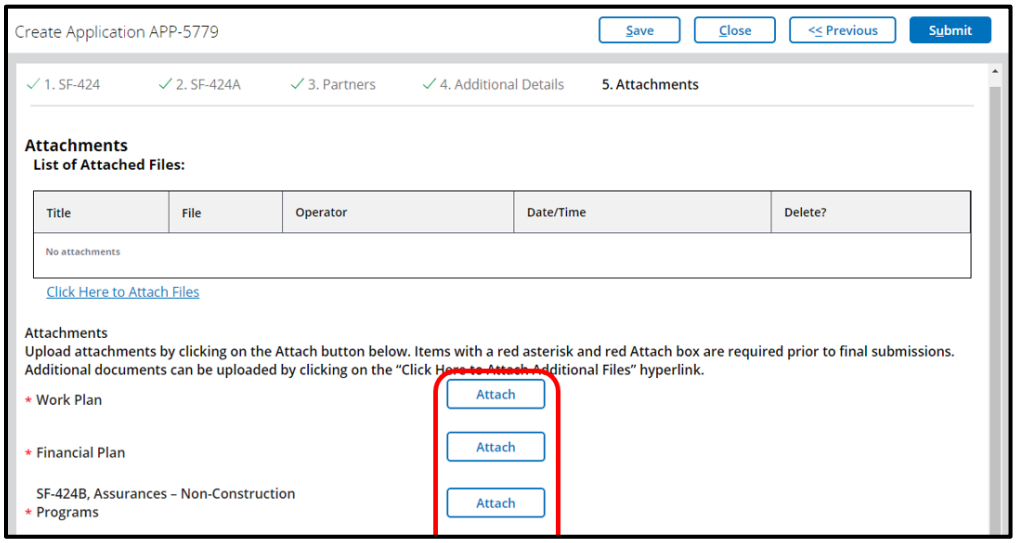
4. Once you have completed all relevant fields on the **Additional Information** stage, click the **Next** button to proceed to the **Attachments** stage, which is the final stage of the **Create Application** screen.

Add Attachments

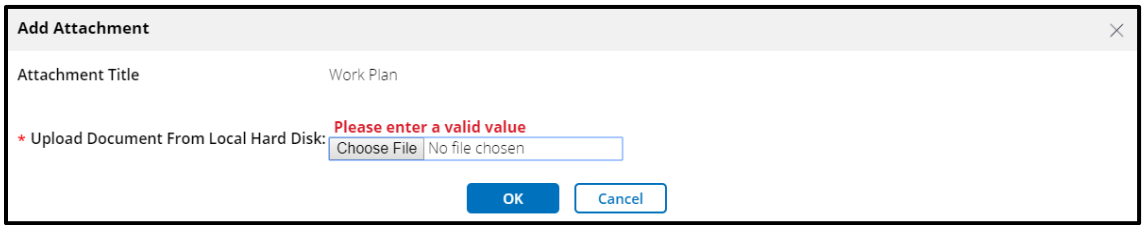
1. At minimum, you must upload a file for each of the mandatory attachments, which are listed below the **List of Attached Files**.

   Click the **Attach** button to open the **Add Attachment** popup window.

   Note: Do not include any personal identifying information (PII) on attachments unless it is specifically requested. PII includes details such as dates of birth, social security numbers, and personal criminal history.

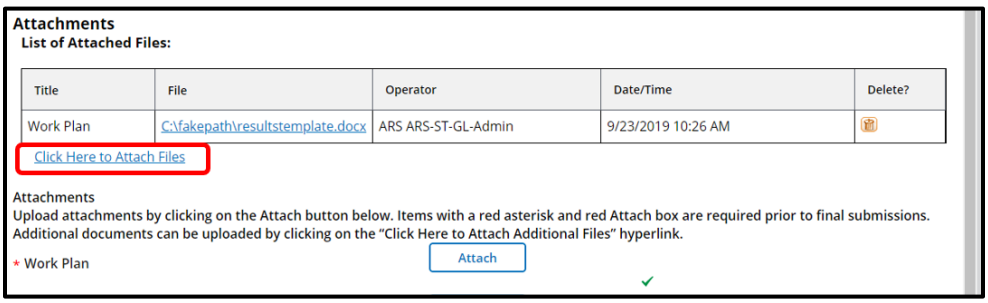


2. On the **Add Attachment** popup window, click the **Choose File** button to locate the relevant file on your computer, then click the **OK** button to upload the file.



3. 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. The **Add Attachment** popup window will open where you will enter an attachment title and locate the file on your computer.

   You may need to provide additional attachments depending on the awarding agency's requirements, the details of the opportunity announcement, the information you have provided elsewhere in the application (i.e. delinquent federal debt, additional budget details, additional partners), and your organization's application requirements.



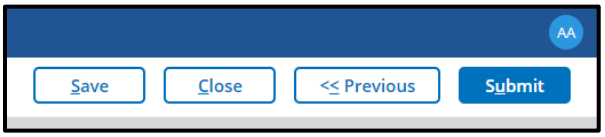
4. Repeat until all necessary documents are uploaded.
5. To remove an attachment, click the button in the **Delete** column.

Finalize the Application

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.

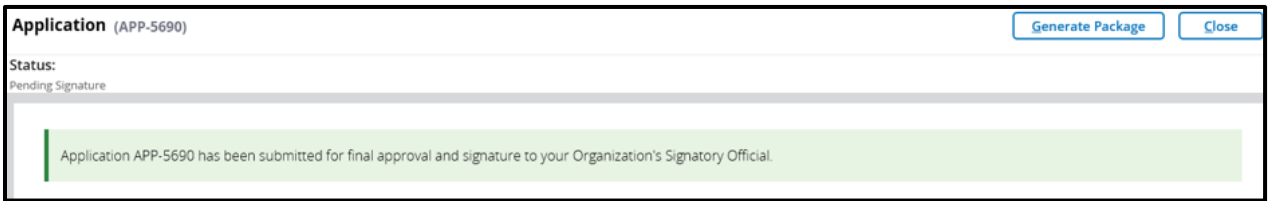
1. Click the **Submit** button to send the application to the Signatory Official(s). The **Submit** button is only available when viewing the **Attachments** stage.

   Note: If you selected one or two specific Signatory Officials on the Partners stage, the application will be sent to the designated Signatory Official(s). Alternately, if you did not specify a Signatory Official, the application will be sent to all users with the Signatory Official role in your organization.

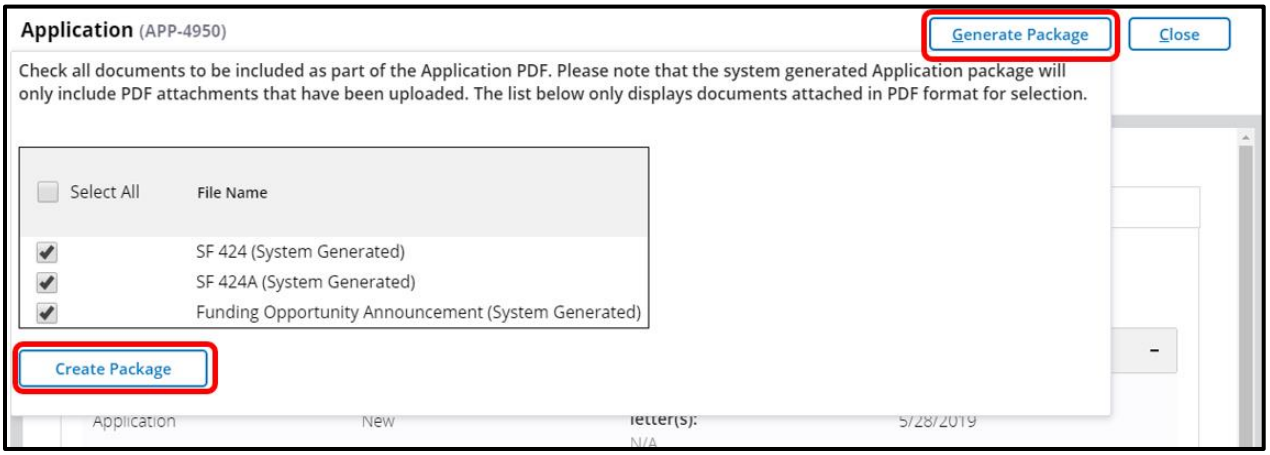


2. ezFedGrants will check that your application meets all minimum requirements. If submission is successful, a confirmation message will appear at the top of the screen. Otherwise, you will see one or more error messages indicating what must be corrected before the application can be submitted.

   Once submitted, notifications and work items are sent to one or more Signatory Official(s), as explained in the ***Note*** in the previous step.



3. After submitting an application to the Signatory Official(s), you can print a copy of the application by clicking the **Generate Package** button. This allows you to generate a PDF document containing the SF-424, SF-424A, and any PDF attachments you uploaded. The PDF **will not** include any non-PDF attachments (such as .doc or .xls files), nor will it include the Partners or Additional Details sections.



Signatory Official: Review & Sign Application

If you are a Signatory Official, you will receive a work item (Actionable Item) to review and sign an application when one is ready for your signature. This section describes how to open and complete application signature work items.

Each application may be open to all Signatory Officials or may have up to two designated Signatory Officials; however, only one Signatory Official needs to complete the application signature work item. If you receive a work item notification, but do not see the work item in your **Actionable Items** list, another Signatory Official may have already completed the work item.

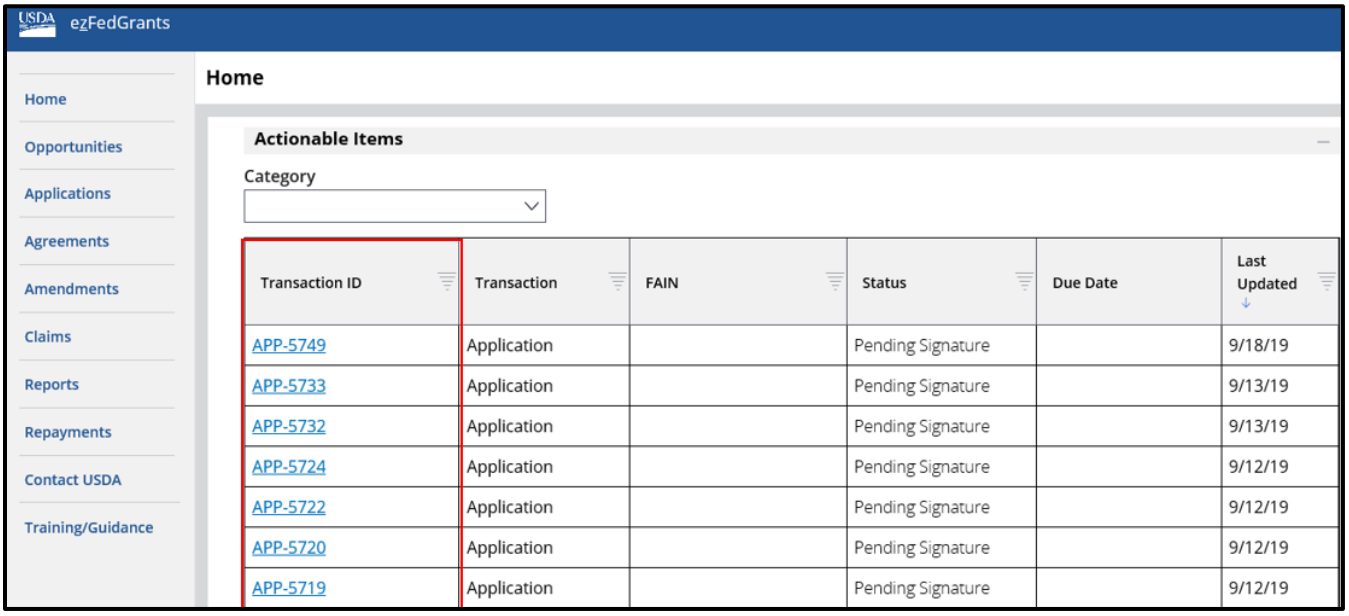
Once an application is signed, it is submitted to the relevant agency.

The Signatory Official who signs an application in ezFedGrants will be required to sign any resulting agreement and amendment(s).

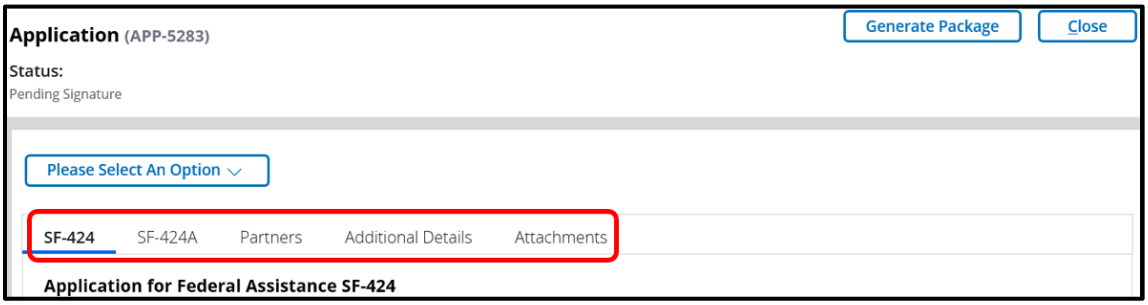
Users who have the Signatory Official role in ezFedGrants should stay with this role. ***Do not switch roles just to sign an application and then switch back!*** *This will cause problems later if an agreement results from the application.*

1. 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.

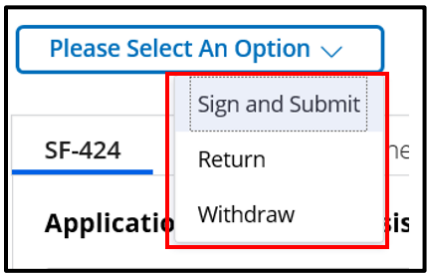
   Note: If you have a lot of work items, use the **Category** field to filter your work items.



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



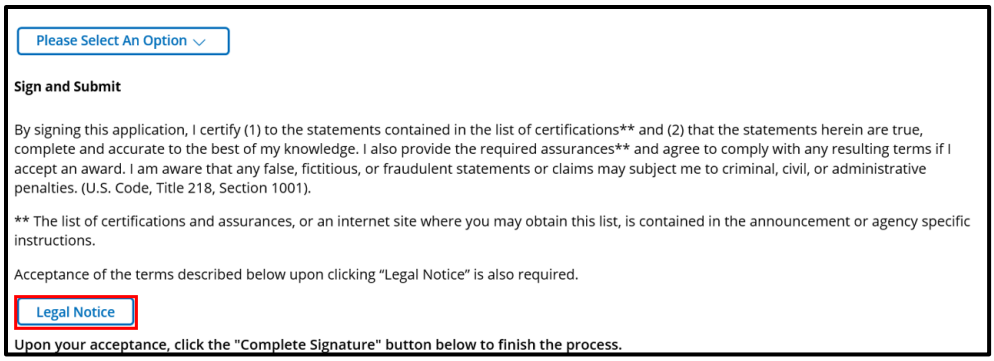
3. After reviewing the application, select **Sign and Submit, Return,** or **Withdraw** from the **Please select an option** dropdown menu.
   - **Sign and Submit:** The application is ready to be submitted to the awarding agency for consideration.
   - **Return:** The application needs to be corrected before submission to the agency.
   - **Withdraw:** The application should be discarded.



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

   If you selected the **Sign and Submit** option, you must click the **Legal Notice** button and accept the legal notice before finalizing your decision. Acceptance of the legal notice is required to submit your application to the agency. If you disagree with the legal notice, please contact an agency representative.

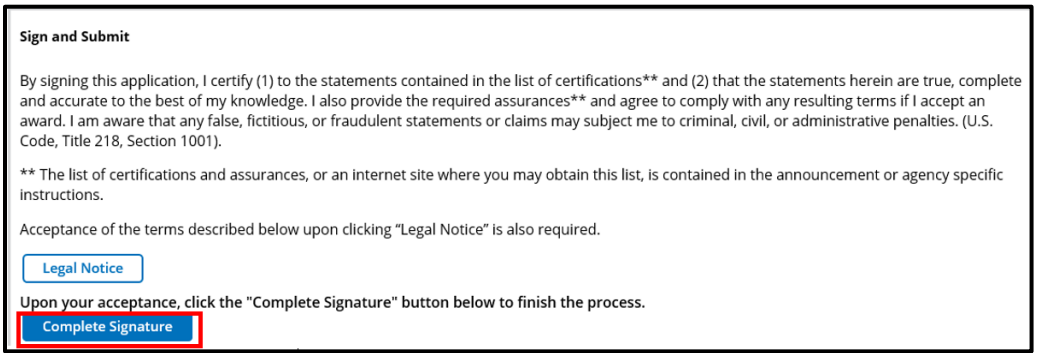
   Note: Acceptance of the legal notice **does not** constitute acceptance of any award or agreement. Should your application be accepted by the agency for awarding, a separate signature process will occur when an agreement is prepared.



5. Click the **Complete Signature** or **Submit** 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.

   Based on your decision, one of the following outcomes will occur:
   - **Sign and Submit:** The application is sent to the appropriate agency for consideration.
   - **Return:** The application is returned to the creator for modification. You will receive a new work item when the creator resubmits the application.
   - **Withdraw:** The application is voided and no further action can be taken.



Discard or Withdraw Application

Once you save an application, it cannot be deleted, however it can be withdrawn or discarded by clicking the **Withdraw** button on the **Application** screen.

Applications can also be discarded/withdrawn after being submitted to the Signatory Official if the Signatory Official selects the **Withdraw** option when reviewing the application.

Once an application is withdrawn, it is locked and cannot be edited again; however, you can start a new application against the same opportunity (if the opportunity is still accepting applications).

Edit Application

Although all users with either the Grants Administrative Officer (GAO) or Grants Processor role can create new applications, once an application is saved, sent to the Signatory Official, or submitted the awarding agency, the status of the application determines who can edit the claim.

Users with the GAO role can reassign draft and returned applications if they are stuck with a Grants Processor who is unavailable or otherwise unable to act on the application.

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.

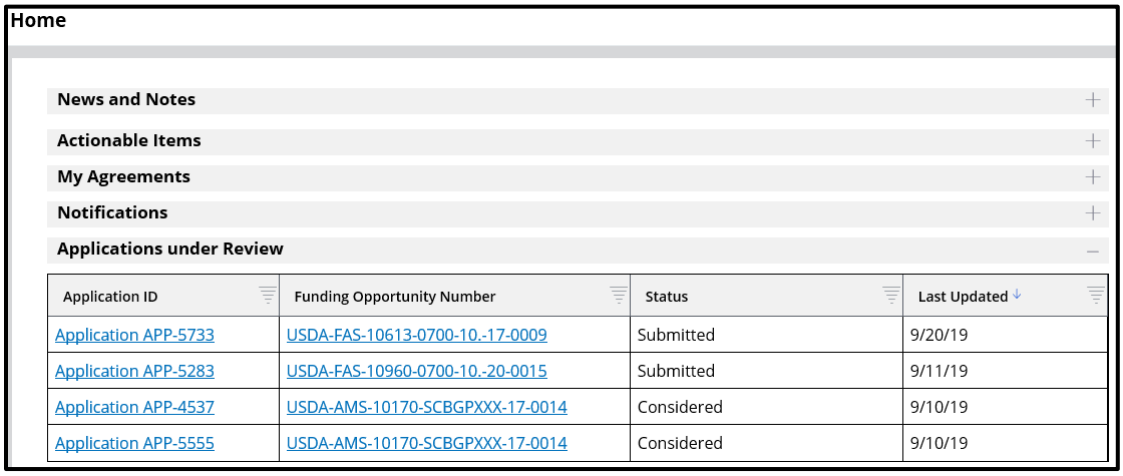
Submitted
If you need to make changes to an application after it has been submitted to the awarding agency, please contact the agency to request return of the application.

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

Check Application Status

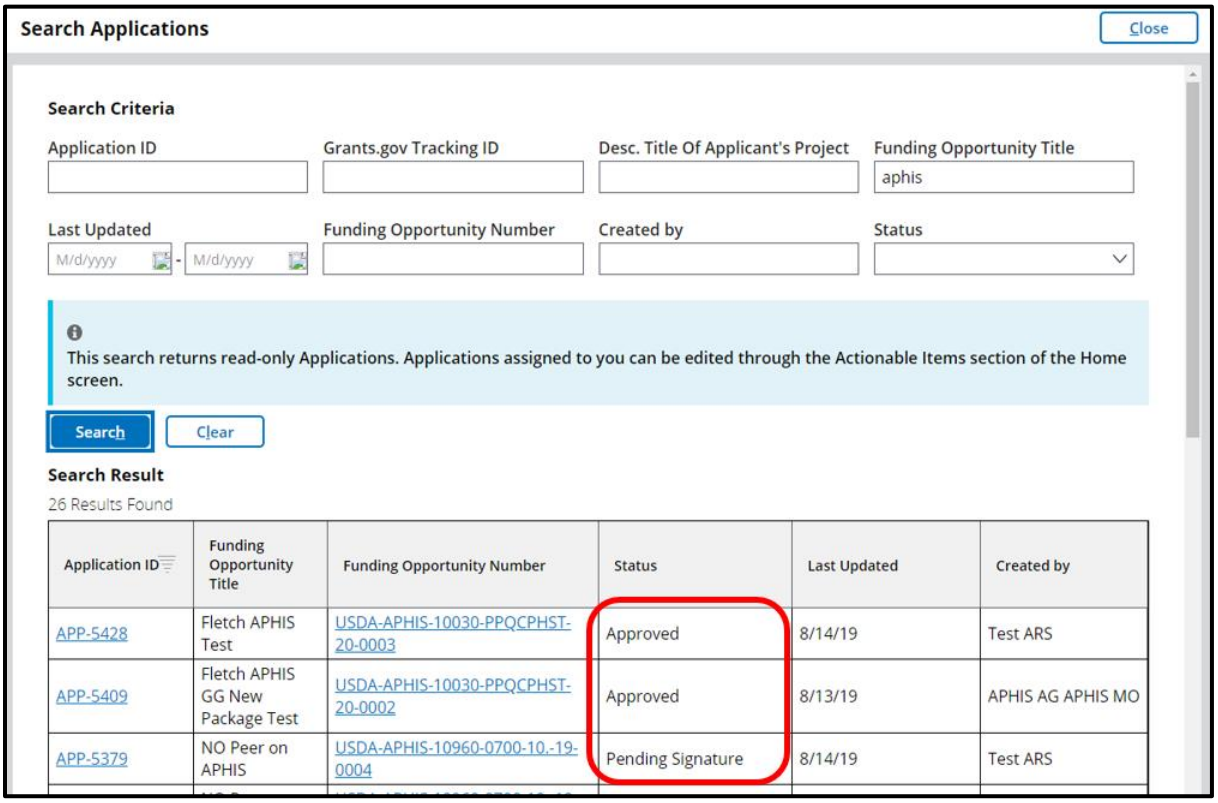
There are two ways to check the status of an application.

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



Application ID	Funding Opportunity Number	Status	Last Updated
Application APP-5733	USDA-FAS-10613-0700-10.-17-0009	Submitted	9/20/19
Application APP-5283	USDA-FAS-10960-0700-10.-20-0015	Submitted	9/11/19
Application APP-4537	USDA-AMS-10170-SCBGPXXX-17-0014	Considered	9/10/19
Application APP-5555	USDA-AMS-10170-SCBGPXXX-17-0014	Considered	9/10/19

To see the status of any application, click the **Applications** tile (on the left-side navigation menu) and then click the **Search Applications** link on the dropdown menu. You will see the status in the **Search Results** table after searching for the relevant application.



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

See Also

Job Aids

- Using ezFedGrants – The Basics Job Aid
- ezFedGrants External Portal User Roles Quick Reference
- Reassigning Work Items in ezFedGrants Quick Reference
- Working with Multiple Organizations in ezFedGrants Quick Reference

Frequently Asked Questions

- Applications and Agreements in ezFedGrants FAQs

Need Help?

Contact the ezFedGrants Help Desk at ezFedGrants@cfo.usda.gov.

Version Control

Name	Date	Changes Made
April Murphy	Sept. 2019	Initial document created