



## ezFedGrants Applications

### Quick Reference

#### Before You Begin

This document summarizes the process of submitting applications against opportunities in ezFedGrants. Detailed instructions are provided in the **Applying to Opportunities in ezFedGrants Job Aid**.

Please refer to instructions, help, and FAQ material provided on Grants.gov for assistance applying to opportunities on Grants.gov.

#### Key Terms

- **Opportunity:** An announcement informing the public of the availability of Federal funds. Also referred to as Notice of Funding Opportunity (NOFO), opportunity announcement, or grant award opportunity.
- **Application:** A proposal package that an organization submits to a Federal agency for funding consideration. This package includes standard forms and budgetary, project, and other information.
- **Signatory Official:** An ezFedGrants user role that is responsible for signing application packages prior to submission to the relevant agency.

#### View Opportunities

After logging in to ezFedGrants, click the **Opportunities** tile on the navigation menu to view opportunities that have been posted on ezFedGrants.

Non-ezFedGrants opportunities **are not** shown on ezFedGrants. If an opportunity is posted on Grants.gov **but not** ezFedGrants, you must go to Grants.gov to view and apply to that opportunity.

#### Create Applications

1. There are two ways to start an application in ezFedGrants:
  - a. When viewing an opportunity, click the **Create Application** button at the top of the **Opportunity** screen.
  - b. Click the **Applications** tile on navigation menu and then click the **Create Application** link on the dropdown menu. After searching for an opportunity, click the **Create Application** link in the **Search Results** table.
2. If you are affiliated with multiple organizations, select the organization for which you are submitting this application.  
If you are affiliated with only one organization, disregard this step.
3. Complete all stages of the **Application** screen. It is recommended to periodically save your application so you do not lose your progress.
4. When the application package is complete, click the **Submit** button. The application package will be sent to the Signatory Official for signature before being submitted to the relevant agency.

#### Signatory Officials: Sign Applications

1. Open the application work item through the **Actionable Items** section of the **ezFedGrants Home** screen.
2. Review the application package, then select **Sign and Submit, Return,** or **Withdraw** from the dropdown menu near the top of the screen.
  - **Sign and Submit:** The application is ready for agency consideration.
  - **Return:** The application needs to be edited.
  - **Withdraw:** The application will be cancelled, locked, and marked as withdrawn.
3. Click the **Submit** button to finalize your decision.

#### Manage Applications

##### Print

After submission to the agency, click the **Generate Package** button at the top of the **Application** screen to create a PDF version of the SF-424, SF-424A and any PDF attachments. Non-PDF attachments, such as .doc or .docx, **will not** be included.

##### Check Application Status

You can check the application's status on the **Application** screen or in the **Applications under Review** section of the **Home** screen.

##### Edit

Draft and returned applications can be edited by the application creator and any Grants Administrative Officers (GAOs) in the same organization. GAOs can reassign the application to another Grants Processor if necessary.

Signatory Officials (SOs) cannot edit applications. Once an application is submitted to the SO, the SO must **Return** the application if any changes are needed.

##### Delete/Withdraw

Applications cannot be deleted, but they can be cancelled by clicking the **Withdraw** button on the **Application** screen. Alternately, the Signatory Official can select the **Withdraw** option when reviewing the application.

Withdrawn applications cannot be "reactivated" or edited; however, you can start a new application for the same opportunity.

#### Need Help?

Contact the ezFedGrants Help Desk at [ezFedGrants@cfo.usda.gov](mailto:ezFedGrants@cfo.usda.gov).