



ezFedGrants Applications Quick Reference

Purpose

This document summarizes the process of applying to grant award opportunities in the ezFedGrants External Portal.

Please refer to the **Application Management Job Aid** for step-by-step instructions, requirements, tips, and greater detail on these procedures.

Creating Applications

1. In the ezFedGrants External Portal, click **My Applications** and **Create Application**. Search for the opportunity you want to apply to and click **Create Application**.
2. Complete the five stages of the **Create Application** screen.
3. Click the **Submit** button to send the completed application for review and signature by a Signatory Official.

Signatory Officials: Reviewing Applications

1. Access application work items through your **Actionable Items** tile.
2. Use the five tabs on the **Application** screen to review the application and select a decision option from the **Please select an option** menu:
 - **Sign and Submit:** Accept the application, digitally sign it, and submit it to the awarding agency for consideration.
 - **Return:** Send the application back to the application creator for editing.
 - **Withdraw:** Void/cancel the application.
3. Complete any additional text fields or other actions to finalize your decision.

Managing Applications

Printing Applications

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.

Accessing Saved Applications

Access in-progress applications through the **Actionable Items** tile.

Editing Applications

- **Draft Applications:** Before an application is submitted to the Signatory Official (SO), it can be edited by the application creator and any Grants Administrative Officers (GAOs) in the same organization.
- **Submitted to SO:** SOs **cannot** edit applications. If changes are required, the SO must select the **Return** option when reviewing the application.
- **Returned by SO:** Only the application creator can edit an application when it is returned by the SO.
- **Returned by Awarding Agency:** Only the application creator can edit an application when it is returned by the awarding agency.

Deleting Applications

Applications cannot be deleted. If you need to restart an application, submit the application to the SO and request the SO to select the **Withdraw** option when reviewing the application. This will void the application and allow you to start a new application for the associated opportunity.

Checking Application Statuses

Once you submit an application to the SO or awarding agency, you can check the application's status through the **Applications under Review** tile on the **Home** page, or by searching for the application through the **My Applications** link on the navigation menu.