



Using ezFedGrants - Searching

Job Aid



Before You Begin

This document provides general guidance on the search functionality in ezFedGrants, including executing searches and interacting with your search results.

You Will Need

- An eAuthentication Level 2 Account

Contents

| | |
|---|----------|
| BEFORE YOU BEGIN | 1 |
| YOU WILL NEED | 1 |
| CONTENTS | 1 |
| DATA NOTE | 1 |
| GETTING STARTED | 2 |
| SEARCH SCREEN BASICS | 3 |
| SEARCH CRITERIA | 4 |
| FIELD TYPES | 4 |
| <i>Text-Entry Fields</i> | 4 |
| <i>Dropdown-Menu Fields</i> | 4 |
| <i>Date-Selection Fields</i> | 5 |
| <i>Search-Within Fields</i> | 5 |
| <i>Suggestive Text-Entry Fields</i> | 5 |
| SEARCH RESULTS | 6 |
| VIEWING & SELECTING SEARCH RESULTS | 6 |
| TABLE TOOLS | 6 |
| <i>Table Navigation</i> | 6 |
| <i>Sorting</i> | 7 |
| <i>Filtering</i> | 7 |
| <i>Exporting</i> | 8 |
| SEE ALSO | 9 |
| JOB AIDS | 9 |
| NEED HELP? | 9 |
| VERSION CONTROL | 9 |

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.

The image shows a sequence of two screenshots from the ezFedGrants website. The first screenshot is the main portal page, titled "ezFedGrants (eFG) Grants and Agreements System". It features a navigation bar with icons for "Client Services", "Training", and "I Want to...". Below the navigation bar, there are sections for "ezFedGrants Application" and "About ezFedGrants". A prominent blue button labeled "Launch ezFedGrants" is circled in red. A red arrow points from this button to the second screenshot. The second screenshot shows the "eAuthentication Login" page. It has a green header with the text "eAuthentication Login". Below the header, there are two main sections: "LincPass (PIV)" and "User ID & Password". The "User ID & Password" section contains input fields for "User ID:" and "Password:", both of which are circled in red. Below these fields are links for "I forgot my User ID | Password", a "REGISTER" button, a "LOGIN" button (circled in red), and a "Change my Password" link.

For questions regarding ezFedGrants access, including logging-in and eAuthentication, please review the [Onboarding and Accessing ezFedGrants FAQs](#).

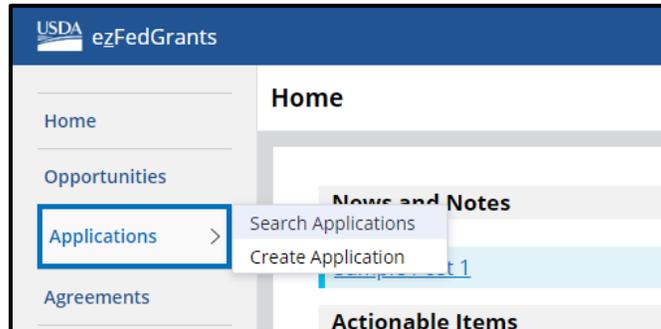


Using ezFedGrants - Searching

Job Aid

Search Screen Basics

Searches are conducted from **Search** screens, which are generally accessed through the navigation tiles on the left side of the screen.



You will also encounter **Search** popup windows, which are used in much the same way as **Search** screens.

All ezFedGrants **Search** screens and popup windows include the following components:

- **Search Criteria Fields:** These fields are used to identify what you are searching for.
- **Search Button:** Click this button to conduct a search.
- **Clear Button:** Click this button to clear the **Search Results** table and reset the **Search Criteria** fields.
- **Search Results Table:** This table appears after you click the **Search** button and contains the results of your search.

Search Applications
Close

Search Criteria

| | | | |
|---------------------------------------|----------------------------|------------------------------------|--------------------------------|
| Application ID | Grants.gov Tracking ID | Desc. Title Of Applicant's Project | Funding Opportunity Title |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Last Updated | Funding Opportunity Number | Created by | Status |
| <input type="text" value="M/d/yyyy"/> | <input type="text"/> | <input type="text"/> | <input type="text" value="v"/> |

ⓘ This search returns read-only Applications. Applications assigned to you can be edited through the Actionable Items section of the Home screen.

Search
Clear

Search Result

Export

| Application ID | Funding Opportunity Title | Funding Opportunity Number | Status | Last Updated | Created by |
|------------------------------|---------------------------|----------------------------|--------|--------------|------------|
| No Search Results Were Found | | | | | |



Using ezFedGrants - Searching

Job Aid

Search Criteria

The **Search Criteria** fields are used to identify what you are searching for. You do not have to use all of the **Search Criteria** fields, but you must use at least one field. The more fields you use, the more restrictive your search will be.

| Search Criteria | | | |
|--|--|--|---|
| Application ID <input style="width: 95%;" type="text"/> | Grants.gov Tracking ID <input style="width: 95%;" type="text"/> | Desc. Title Of Applicant's Project <input style="width: 95%;" type="text"/> | Funding Opportunity Title <input style="width: 95%;" type="text"/> |
| Last Updated M/d/yyyy - M/d/yyyy | Funding Opportunity Number <input style="width: 95%;" type="text"/> | Created by <input style="width: 95%;" type="text"/> | Status <input style="width: 95%;" type="text" value="v"/> |

If you visit the same **Search** screen multiple times during a single browsing session, your previously-entered search criteria (and associated search results) will appear when you reopen the **Search** screen. If this occurs, simply click the **Search** button to refresh the search results or click the **Clear** button to reset the search.

Field Types

There are five types of fields you will encounter in ezFedGrants. Each type is described below.

Text-Entry Fields

Text-entry fields are basic text boxes where you can type whatever text or numbers you like.

When conducting a search, some of these fields allow partial search terms. For example, if you are on the **Search Opportunities** screen and you type **APHIS** into the **Funding Opportunity Number** search criteria field, your search results would include any Opportunities with Funding Opportunity Numbers containing the acronym "APHIS".

| | | |
|--|---|--|
| FAIN <input style="width: 95%;" type="text"/> | Project Title <input style="width: 95%;" type="text"/> | Desc. Title of Applicant's Project <input style="width: 95%;" type="text"/> |
|--|---|--|

Dropdown-Menu Fields

Dropdown menu fields are indicated by a **down arrow** icon on the far right of the field. You cannot type into these fields. Instead, you must select an option from a list of pre-set options.

Click the **down arrow** icon or anywhere in the field to view the available options, then click the desired option on the dropdown menu to select that option.

| Status |
|--|
| <div style="border: 1px solid black; padding: 2px;"> <input style="width: 95%; height: 20px;" type="text" value="v"/> </div> <ul style="list-style-type: none"> <li style="padding: 2px 5px;">Awaiting Org. Signature <li style="padding: 2px 5px;">Awarded <li style="padding: 2px 5px;">Closed <li style="padding: 2px 5px;">Pending Closeout <li style="padding: 2px 5px;">Signed <li style="padding: 2px 5px;">Suspended <li style="padding: 2px 5px;">Terminated |



Using ezFedGrants - Searching

Job Aid

Date-Selection Fields

Date-selection fields are indicated by a **Calendar** icon on the right side of the field. You can either type a date into the field (using MM/DD/YYYY format) or click the **Calendar** icon to select a date from a dropdown calendar.

Date-selection fields appear alone or in pairs. Single date-selection fields allow you to select one date, whereas paired date-selection fields require you to select a date range.

The **Period of Performance End Date** search criteria field in the screenshot below is an example of a paired date-selection field.

The screenshot shows a date selection interface for the field "Period of Performance End Date". It features two input fields for "M/d/yyyy" separated by a hyphen. Below these are dropdown menus for the month (set to "Sep") and the year (set to "2019"). A calendar grid follows, with the date "9" highlighted in blue. At the bottom, there are "Today" and "Close" buttons.

Search-Within Fields

These fields are indicated by the lack of an editable field and an **Arrow** icon. These fields require you to select an entry for the field by conducting a search.

The **Recipient Contact Name** field in the below screenshot is an example of this type of field.

The screenshot shows a search-within field labeled "Recipient Contact Name". The field contains the text "N/A" and a blue arrow icon pointing to the right.

Clicking the **Arrow** icon opens a popup window where you will search for and select the desired term for the field.

The search result you select on the popup window will appear next to the **Arrow** icon on the **Search** screen. You can click the **Arrow** icon again to select a different search term.

Suggestive Text-Entry Fields

Suggestive text-entry fields are a combination of the text-entry and dropdown-menu fields. They are indicated by a **Magnifying Glass** icon on the right side of the field.

*These fields **will not** accept purely typed entries. You **must** select an option from the dropdown menu for your entry to be valid.*

To use these fields, click in the field and press the **Down Arrow** key on your keyboard. Once the dropdown menu appears, select the desired option from the dropdown menu. You can also filter the menu by typing a few letters into the field.

The screenshot shows a suggestive text-entry field labeled "* Primary Certifying Official". It consists of a text input box with a magnifying glass icon on the right, and a "Clear" button to its right.



Using ezFedGrants - Searching

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Search Results

Search results are displayed in the **Search Results** table, which appears after you click the **Search** button. If you change your search criteria after executing a search, you must click the **Search** button again to refresh the **Search Results** table.

If the **Search Results** table does not appear at all, this means no search criteria were provided. You must complete at least one **Search Criteria** field in order to generate search results (or a “no results found” message).

The total number of search results is displayed at the top of the **Search Results** table.

| Search Results | | | | | | | |
|----------------------------------|---------|--------------------------------|------------------------|------------------------|----------------------|----------------------------|---------------------------|
| 80 Results Found | | | | | | | Export |
| FAIN | Status | Project Title | Recipient Contact Name | Performance Start Date | Performance End Date | Total Federal Award Amount | Actions |
| EX170200-10.C006 | Awarded | FAS Convergence Sprint 4 Demo | Sarah Whipple | 1/9/15 | 1/9/17 | \$156,700.00 | I want to |
| EX170200-10.C007 | Awarded | Report Testing | Grace Peterson | 1/10/17 | 12/31/99 | \$5,000.00 | I want to |
| EX170200-10.C008 | Awarded | NRCS Enterprise Demo | app pro1001 | 1/12/17 | 12/31/20 | \$199,999.99 | I want to |
| EX170200-10.G029 | Awarded | NRCS Demo - agreement workflow | app pro1001 | 1/19/17 | 12/31/20 | \$2,000.00 | I want to |
| | | Patrick Rhodey | | | | | |

Viewing & Selecting Search Results

Select a search result by clicking a link or button in the **Search Results** table. There may be more than one link or button in the table. The specific links and buttons depend on the context of the **Search** screen and, in some cases, your user role.

Clicking a link will either open the screen associated with the link or execute an action. For example, clicking a **Funding Opportunity Number** link will open the **Opportunity** screen, whereas clicking the **Create Application** link will initiate the application creation process (and open the **Create Application** screen).

Table Tools

If you have a large number of search results, you can use the table tools to navigate, sort, and filter the **Search Results** table. Table tools can also be used with other, non-search tables in ezFedGrants.

Table Navigation

Tables with a lot of rows may be split into multiple “pages”. When this occurs, use the **Table Navigation** links to view the various pages of the table.

| | | |
|---|---------|------------------------------------|
| AP17PPQCPHSTG006 | Awarded | Patrick Rhodey Test Agreement #3 |
| AP17PPQCPHSTG007 | Awarded | Patrick Rhodey Test Agreement #4 |
| EX17E-10613C001 | Awarded | Agreement Workflow Testing - SIMKO |
| AM17AMAXXXXG018 | Awarded | TEST partners |
| 1 2 3 4 5 6 7 8 ≥ | | |



Using ezFedGrants - Searching

Job Aid

Sorting

The sorting tool reorganizes the information in a table in ascending (lowest to highest, A-Z or 0-9) or descending (highest to lowest, Z-A or 9-0) order.

Click the **Header** cell of any column to sort the column in ascending order. Click again to sort in descending order. Sorting is not available on all columns.

| Search Results | | |
|----------------------------------|---------|-------------------------------------|
| 80 Results Found | | |
| FAIN | Status | Project Title |
| NR17NRCSCENTC012 | Awarded | Valdosta State Conservation Program |
| AO17PC01X464G003 | Awarded | The River Project |

Filtering

The filter tool is used to hide rows so that you can more easily see information that is relevant to you. Filters are used to indicate the information you **want to see** on the table. Any rows not matching your filter criteria are hidden until the filter(s) are removed.

Click the **Filter** icon in the **Header** cell of a column to view the filter option for that column. Not all columns allow filtering.

| Search Result | | |
|-----------------|---------------------------|----------------------------|
| 8 Results Found | | |
| Application ID | Funding Opportunity Title | Funding Opportunity Number |
| | | |

On the **Filter Options** dropdown menu either select checkboxes or dates, depending on the type of data in the column, or type a filter term into the **Search Text** field. Using the **Search Text** field will override any selected checkboxes. Click the **Apply** button to apply your filter to the table.

| Application ID | Funding Opportunity Title | Fund |
|--------------------------|---------------------------|------|
| APP-4695 | | |
| APP-4285 | | |
| APP-4282 | | |
| APP-4009 | | |
| APP-4008 | | |
| APP-3801 | | |
| APP-3761 | | |

[Clear Filter](#)

- APP-3761
- APP-3801
- APP-3856
- APP-4008
- APP-4009

Search Text

[Apply](#) [Cancel](#)

You can apply multiple filters to a single table.

To remove a filter, click the **Filter** icon on the column you want to reset and click the **Clear Filter** link on the **Filter Options** dropdown menu.



Using ezFedGrants - Searching

Job Aid

Exporting

If you want to save or print a copy of the search results, click the **Export** button. This button allows you to download a static copy of the **Search Results** table.

*Exported files **are not** linked to ezFedGrants and **do not** update.*

Exported files contain stagnant data from the date and time of export **only**. To obtain updated data, you must repeat your search in ezFedGrants and re-export the search results.

| Status | Last Updated | Created by |
|-----------|--------------|------------|
| Cancelled | 12/4/18 | GAO1 GAO1 |
| Cancelled | 8/28/19 | TEST GAO |
| Cancelled | 8/2/19 | TEST GAO |

Export



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See Also

Job Aids

- Using ezFedGrants – The Basics Job Aid

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 |