



## Completing Grant Award Activities – ezFedGrants & Other USDA Systems

### Quick Reference

#### Purpose

This document summarizes the activities external users (grant award applicants/recipients) complete when applying for grant awards and during/after a grant is awarded. The particular method or system used to complete an activity is determined by 1) the awarding agency and 2) the award terms.

This information is intended **only as a summary**. Please refer to information in the opportunity announcement or grant award documentation, or contact a USDA agency point of contact if you have questions about completing activities for a particular award.

If an agency **does not** use a particular function, the function may still be available to you in the ezFedGrants External Portal. For example, the claims function is always available in the ezFedGrants External Portal, but not all agencies accept claims through the ezFedGrants External Portal **and** not all claims can be submitted through the ezFedGrants External Portal. Therefore, it is important to understand how and where to submit claims, reports, etc. for each of your grant awards.

#### Glossary

The following vocabulary appears in the below table:

- **eFG:** Abbreviation for ezFedGrants.
- **Agreements:** Refers to grant award documents, also referred to as Notice of Award/NOA or Award Package, and including amended award documents.
- **Reimbursements:** Requests for refund of expenses previously incurred
- **Advance Payments:** Requests for funds in advance of incurring expenses
- **Combination Claims:** Requests for both Reimbursement and Advance Payment
- **Justifications:** Documents submitted after Advance Payments are disbursed to explain how the funds were used

#### Activities by Agency

This table only includes information for USDA agencies that are (or will soon be) using the ezFedGrants System, and will be updated as new ezFedGrants features are released, as agencies are onboarded, and as agencies modify processes.

Agency	View Opportunities	Submit Applications	Sign Agreements	View Agreements	Submit Reimbursements	Submit Advance Payments	Submit Combination Claims	Submit Justifications	Submit Financial Reports	Submit Performance Reports
APHIS	eFG	eFG	eFG	eFG	eFG	Email	Email	Email	eFG	eFG
NIFA	Grants.gov	Grants.gov	N/A	eFG	ASAP	N/A	N/A	N/A	eFG	REEport
FAS	eFG or Grants.gov	eFG or Grants.gov	eFG or Email	eFG or Grants.gov	eFG	Email	Email	Email	eFG	eFG
OPPE	Grants.gov	Grants.gov	eFG	eFG	eFG	Email	Email	Email	eFG	eFG
AMS	eFG or Grants.gov	eFG or Grants.gov	eFG	eFG	eFG	Email	Email	Email	eFG	eFG
NRCS	eFG or Grants.gov	eFG or Grants.gov	eFG	eFG	eFG	Email	Email	Email	eFG	eFG