

Tips for Submitting Proposals through Grants.gov

- In preparation for submitting your grant application through www.grants.gov, your group first must obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number and register with the federal government's System for Award Management (SAM) at www.SAM.gov. Register **at least two weeks prior** to the proposal submission deadline. Additionally, some companies may charge a fee to register your organization into www.SAM.gov, however **registration is FREE**. Any fee incurred to register in www.SAM.gov is not reimbursable with brownfields grant funds.
- Ensure you can sign into www.grants.gov using an active username and password now. This will elevate last minute log-in issues.
- www.grants.gov supports Adobe Reader version 9.0.0 and later. The most recent version of Adobe Reader can be downloaded from <http://get.adobe.com/reader/otherversions/>
- Submit the fewest number of files you can through www.grants.gov. This will ensure that the competition receives your entire proposal package and the proposal package is in the order that you intended.
- If you choose to submit multiple files, name each file so it is clear whether the file is the project narrative, the State letter, a letter of commitment from a community organization, etc.
- When submitting PDF files, make them searchable by creating the PDF from its source document (e.g., a MS Word file). Searchable PDF files make it easier for reviewers to review your proposal. The easiest way to do this is to use the "Create PDF/XPS Document" feature, found under the Export Tab.
- Do not submit files more than once.
- Ensure that your files are not corrupt or forcing any errors prior to uploading them to www.grants.gov.
- Do not submit password-protected files.
- Try to submit your proposal early. By submitting at least two days early, you will ensure that your proposal has been received, is free of errors and will be received by the deadline.
- Within 24 to 48 hours after www.grants.gov has received your submission, www.grants.gov will send you two email messages. The first will confirm receipt of your application by the www.grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors.

You also can check the status of your application anytime after submission, by logging into www.grants.gov using the "Applicants" link at the top of any page, and clicking on the "Check Application Status" link.

- If you have not received a confirmation of receipt from EPA within 30 days of the application deadline, please contact the Agency Contact listed in the grant application package on the www.grants.gov website. Failure to do so may result in your application not being reviewed.
- Please find additional instructions on submitting applications through www.grants.gov and in Appendix 2 of the Assessment, Revolving Loan Fund, and Cleanup Grant solicitations.
- Please note, the courtesy copy of your proposal emailed to your Regional Brownfields Contact cannot exceed 25MB per email.