Susan Harwood Training Grant Program

Grants.gov

Registration and Application Processes
Grants.gov Website

https://www.grants.gov/
Grants.gov (https://www.grants.gov) is an official website of the U. S. Government used for receiving and processing grant applications

- Use Grants.gov to submit a grant application
- Applicants must register to Grants.gov
- There is no cost to use Grants.gov
- Use Grants.gov website resources and training videos to learn how to use the website and submit a grant application
OSHA Grant Applications

- All applications are submitted at Grants.gov
- Organizations must be registered with Grants.gov
  - Organization/Applicant Registration (use “Applicants” tab)
    https://www.grants.gov/web/grants/applicants/registration.html
- The E-Business Point of Contact listed in the organization’s SAM registration is authorized to submit an application
  - E-Business Point of Contact
  - Authorizes Grants.gov Roles
Grants.gov Registration

New applicants

- Register at https://www.grants.gov/ as soon as possible
- Register as an “Organization Applicant”
- Your organization must have a DUNS number
- Your organization must have an active registration with the System for Awards Management (SAM)

Returning applicants

- Verify that your Organization is active in SAM
- Ensure your Organization’s information is accurate in SAM
- Ensure your Organization’s information is accurate in Grants.gov
System for Awards Management

https://www.sam.gov/
System for Award Management (SAM)

SAM is an official website of the U.S. government

- You must have an active registration with SAM before you can apply for a grant
- There is no cost to register or use SAM
  - Register to do business with the U.S. government
  - Update or renew your registration
  - Check status of your registration
  - Search for an entity registration
  - Search for an entity exclusion records
SAM Registration

To Register with SAM you will need:

- Your DUNS Number, Legal Business Name, and Physical Address from Dun & Bradstreet (D&B)
  - If you don't already have one, you can request a DUNS Number for FREE from D&B
- Your Taxpayer name and Taxpayer Identification Number (TIN)
  - Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name
- Your bank account number, bank's routing number, and type of bank account (checking or savings) for establishing Electronic Funds Transfer (EFT)
Active SAM Records

Your SAM record must be active to apply for a grant

- SAM registrations become active records when all the external validation processes are successfully completed
- SAM records are active for 365 days from the date you submitted your registration for processing
- SAM records must be reviewed and updated at least once within the 365 days or the SAM record will become inactive
SAM Reminders

- SAM is used to register organizations who want to receive federal funds.
- SAM registration is required for organizations to use Grants.gov.
- An active SAM record is required before grants.gov will accept an application.
- SAM records must remain active throughout the grant lifecycle for the organization to receive grant funds.
Grants.gov for Applicants

FOR APPLICANTS

- Check Your Eligibility
  Are you or your organization eligible for a grant? Learn how to check your eligibility here.
  Check Your Applicant Eligibility »

- Get Registered
  To apply, you need to register an account with Grants.gov. Begin registering today.
  Applicant Registration »
  Organization Registration »

- Adobe Compatibility
  Ensure your Adobe Reader or Acrobat software is compatible with Grants.gov.
  Adobe Compatibility Tip Sheet »

- Applicant Training
  Access training materials, tips and other resources that will help you successfully navigate Grants.gov.
  Applicant Training »
  Grants.gov Online User Guide »

- Apply for Grants
  Ready to apply? Create a workspace to apply for a grant.
  Apply for a Grant Opportunity
  Today »
  Workspace Overview »

- Applicant FAQs
  If you have questions, you are not alone. Here are the answers to frequently asked questions.
  Applicant FAQs »

- Track Your Application
  Enter your Grants.gov tracking number to follow the progress of up to five applications at a time.
  Track Your Application »

- Manage Subscriptions
  Subscribe to funding opportunities, saved searches, RSS feeds, and communications.
  Sign Up Now »

https://www.grants.gov/web/grants/applicants.html/
Funding Opportunity Announcement (FOA)

Search Grants.gov for a FOA using:

- Funding Opportunity Number
- Catalog of Federal Domestic Assistance number - 17.502
- Key words
  - Susan Harwood
  - Occupational Safety and Health Administration
  - Department of Labor
FOA Instructions on Grants.gov

FOA Instructions are located at the "Package" tab.
Grant Application Package

The application package may be downloaded to work with offline and then uploaded to Grants.gov. prior to submission.

Don’t forget to attach mandatory and optional documents to your application.
Grants.gov
Application Instructions

Funding Opportunity Announcement (FOA)

- Read the entire announcement
- Follow the directions in the FOA
- Use the checklist in the FOA to ensure your application is complete prior to submission
- Upload all mandatory and optional documents prior to submission
- Complete and submit the application in Grants.gov
Grants.gov Workspace

- Apply for Grants using Workspace
  - Workspace is the standard way to apply for a grant
  - Allows an individual or a team to apply on behalf of an organization
  - Includes a variety of features
Attachments

Attach other required documents to your application

- Use the Add Attachments buttons in the form to attach a document to the application

- Other attachment functions, such as those built into Adobe Reader or the menu bar, will cause errors in the submission and the attachments will not actually transmit to the federal agency
Application Submission

- Use the correct FOA when submitting the application
- Follow Grants.gov submission
- Submit required application documents listed in the FOA
- Submit the application at Grants.gov
  - Applicants new to Grants.gov are advised to register with Grants.gov early
  - Prior Grants.gov users should review and update their Grants.gov and SAM registrations
- Submit the application as early as possible
  - Applications will not be accepted after 11:59 pm Eastern Time on the closing date stated in the funding opportunity announcement
- Track your application in Grants.gov
Application submission and receipt instructions for U.S. Department of Labor, Occupational Safety and Health Administration (OSHA) program applications are administered by Grants.gov.

Read the information provided by Grants.gov: https://www.grants.gov/web/grants/grantors/grantor-standard-language.html
An electronic date/time stamp is generated when the application is successfully received by Grants.gov.

This is the official date and time stamp and used as proof of timely submission of your application.
Reminders!

- Register and/or update your information in SAM and Grants.gov immediately!
- Submit the application early to allow time for corrections (if needed)
- Use Grants.gov to track the status of your submitted application
Questions

Send questions about the Funding Opportunity to the OSHA Harwood Grant Coordinator at HarwoodGrants@dol.gov.

Send questions about submitting the application contact Grants.gov at support@grants.gov or call 1-800-518-4726.

Grants.gov has a 24-hour self-help portal at that may answers your questions https://grants-portal.psc.gov/.
Susan Harwood Training Grants

FY 2018 Grant Awards Announced

Susan Harwood Training Grants provide training and education for workers and employers on workplace safety and health hazards, responsibilities and rights. Target audiences include underserved, low-literacy, and high-hazard industry workers and employers.

- Program Overview
- Current Grantees
- Success Stories
- Statistics
- Program and Application FAQs
- Funding Opportunity Announcements
- Apply
- Contact Us

- Reference Materials
- Development, Delivery, and Evaluation
- Other Resources

- By Topic
- By Language
- By Grantee