



Susan Harwood Training Grant Program

Grants.gov

**Registration and
Application Processes**



Grants.gov Website

HELP REGISTER LOGIN

SEARCH: Grant Opportunities Enter Keyword... GO

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Search on the Go

Download the Grants.gov Mobile App to quickly search for and subscribe to funding opportunities.

Download on the App Store GET IT ON Google Play

SEARCH GRANTS GET STARTED GRANT POLICIES GRANT-MAKING AGENCIES PREVENT SCAMS COMMUNITY BLOG TWITTER FEED YOUTUBE VIDEOS ONLINE HELP SUPPORT CENTER

<https://www.grants.gov/>





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
<https://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>





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



A NEW WAY TO SIGN IN - If you already have a SAM account, use your **SAM email** for login.gov.

Log In

[Login.gov FAQs](#)

HOME SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP

- ⚠️ ALERT - June 11, 2018: Entities registering in SAM must submit a [notarized letter](#) appointing their authorized Entity Administrator. Read our [updated FAQs](#) to learn more about changes to the notarized letter review process and other system improvements.
- ⚠️ ALERT - There may be a delay in data updates between the Small Business Administration (SBA) and SAM. If you notice any issues with your entity's SBA status or trouble on the SBA Supplemental page, please contact the Federal Service Desk.
- ⚠️ ALERT - Direct hyperlinks to the Federal Acquisition Regulation (FAR) are not working due to Acquisition.gov maintenance. SAM.gov will restore all hyperlinks as soon as the FAR is restored on Acquisition.gov.

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

<https://www.sam.gov/>

Getting Started

Create A User Account



Start by creating a SAM user account.

Register Entity



After creating your SAM user account, log in to register to do business with the U.S. government.

Search Records



Do a public search for existing entity registration records or exclusion records.

Federal users can log in to see additional information.



IBM-P-20190208-1620
WWW2

[Search Records](#) [Disclaimers](#) [FAPIS.gov](#)
[Data Access](#) [Accessibility](#) [GSA.gov/IAE](#)
[Check Status](#) [Privacy Policy](#) [GSA.gov](#)
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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

The screenshot shows the Grants.gov website interface for applicants. At the top, there is a navigation bar with the Grants.gov logo and the tagline "FIND. APPLY. SUCCEED.". The main navigation menu includes links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS (highlighted), GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. A search bar is located in the top right corner, with a dropdown menu set to "Grant Opportunities" and a "GO" button. Below the navigation is a large banner image showing the lower legs and feet of a diverse group of people walking. The text "FOR APPLICANTS" is overlaid on the banner in large blue letters. Below the banner are eight content boxes, each with an icon, a title, a brief description, and a link. The boxes are: 1. Check Your Eligibility: Are you or your organization eligible for a grant? Learn how to check your eligibility here. Link: Check Your Applicant Eligibility. 2. Get Registered: To apply, you need to register an account with Grants.gov. Begin registering today. Links: Applicant Registration, Organization Registration. 3. Apply for Grants: Ready to apply? Create a workspace to apply for a grant. Link: Apply for a Grant Opportunity. Today. Link: Workspace Overview. 4. Track Your Application: Enter your Grants.gov tracking number to follow the progress of up to five applications at a time. Link: Track Your Application. 5. Adobe Compatibility: Ensure your Adobe Reader or Acrobat software is compatible with Grants.gov. Link: Adobe Compatibility Tip Sheet. 6. Applicant Training: Access training materials, tips and other resources that will help you successfully navigate Grants.gov. Links: Applicant Training, Grants.gov Online User Guide. 7. Applicant FAQs: If you have questions, you are not alone. Here are the answers to frequently asked questions. Link: Applicant FAQs. 8. Manage Subscriptions: Subscribe to funding opportunities, saved searches, RSS feeds, and communications. Link: Sign Up Now. At the bottom of the page, there is a footer with social media links (Blog, Twitter, YouTube, Alerts, RSS, XML Extract, Get Adobe Reader) and contact information for Grants.gov Applicant Support (1-800-518-4726, support@grants.gov). There are also links for various government services like NHS.gov, EEOC, and SBA.gov.

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HELP REGISTER LOGIN

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HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

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 »](#)

Apply for Grants
Ready to apply? Create a workspace to apply for a grant.
[Apply for a Grant Opportunity Today »](#)
[Workspace Overview »](#)

Track Your Application
Enter your Grants.gov tracking number to follow the progress of up to five applications at a time.
[Track Your Application »](#)

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 »](#)

Applicant FAQs
If you have questions, you are not alone. Here are the answers to frequently asked questions.
[Applicant FAQs »](#)

Manage Subscriptions
Subscribe to funding opportunities, saved searches, RSS feeds, and communications.
[Sign Up Now »](#)

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COMMUNITY: [USA.gov](#) | [WhiteHouse.gov](#) | [USAspending.gov](#) | [SBA.gov](#) | [CFDA.gov](#) | [SAM.gov](#) | [DUNS Request](#) | [Report Fraud](#)

GRANTS.GOV Applicant Support
1-800-518-4726
support@grants.gov

<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

GRANTS.GOV™
SEARCH: Grant Opportunities ▾ Enter Keyword... GO

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV Search Grants

VIEW GRANT OPPORTUNITY

« Back | Link

SHTG-FY-18-03
Susan Harwood Capacity Building Developmental and Capacity Building Pilot
Department of Labor
Occupational Safety and Health Administration

SYNOPSIS VERSION HISTORY RELATED DOCUMENTS **PACKAGE**

Print Synopsis Details 2

General Information

Document Type:	Grants Notice	Version:	Synopsis 2
Funding Opportunity Number:	SHTG-FY-18-03	Posted Date:	Aug 03, 2018
Funding Opportunity Title:	Susan Harwood Capacity Building Developmental and Capacity Building Pilot	Last Updated Date:	Aug 03, 2018
Opportunity Category:	Discretionary	Original Closing Date for Applications:	Sep 02, 2018 This FOA closes on September 2, 2018, at 11:59 p.m. eastern time. Applications not validated by Grants.gov, or submitted after this deadline, are ineligible for consideration.
Opportunity Category Explanation:		Current Closing Date for Applications:	Sep 02, 2018 This FOA closes on September 2, 2018, at 11:59 p.m. eastern time. Applications not validated by Grants.gov, or submitted after this deadline, are ineligible for consideration.
Funding Instrument Type:	Grant	Archive Date:	Oct 02, 2018
Category of Funding Activity:	Other (see text field entitled "Explanation of Other Category of Funding Activity" for clarification)	Estimated Total Program Funding:	\$10,500,000
Category Explanation:	Safety and Health Training and Education	Award Ceiling:	\$165,000
Expected Number of Awards:	100	Award Floor:	
CFDA Number(s):	17.502 – Occupational Safety and Health Susan Harwood Training Grants		
Cost Sharing or Matching Requirement:	No		

Eligibility

Eligible Applicants: Others (see text field entitled "Additional Information on Eligibility" for clarification)

Additional Information on Eligibility: Eligible applicants are nonprofit organizations and include qualifying labor unions, community-based and faith-based organizations, and employer associations (may not be an agency of a state or local government), state or local government-supported institutions of higher education, and Indian tribes, tribal organizations, Indian-controlled organizations serving Indians, Alaska Native entities, and Native Hawaiian organizations. Applicants other than state or local government supported institutions of higher education must submit evidence of nonprofit status. All organizations listed in an application as a partner, or as a part of a consortium, must be eligible to be a grantee as defined by this FOA, and must adhere to program requirements. Grant duties may not be sub-awarded. Contracts must meet the award requirements and requirements of 2 CFR 200 and be awarded using full and open competition for procurement to the maximum.

FOA Instructions are located at the "Package" tab



Grant Application Package

Save & Submit Save Print Cancel Check Package for Errors



Grant Application Package

Opportunity Title:	Susan Harwood Training Grant, FY 2012
Offering Agency:	Occupational Safety and Health Administration
CFDA Number:	17.502
CFDA Description:	Occupational Safety and Health_Susan Harwood Training G
Opportunity Number:	SHIG-FY-12-01
Competition ID:	
Opportunity Open Date:	04/04/2012
Opportunity Close Date:	05/17/2012
Agency Contact:	Kimberly Mason Program Analyst Phone 847-759-7700 HarwoodGrants@dol.gov

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name:

Mandatory Documents

Application for Federal Assistance (SF-424)
Faith Based EEO Survey
Attachments
Dept of Education Combined Assurances (ED-80-00)
Assurances for Non-Construction Programs (SF-42)
Budget Information for Non-Construction Program

Move Form to Complete



Move Form to Delete



Mandatory Documents for Submission

Open Form

Optional Documents

Disclosure of Lobbying Activities (SF-LLL)

Move Form to Submission List



Move Form to Delete



Optional Documents for Submission

Open Form

Instructions

- 1 Enter a name for the application in the Application Filing Name field.
 - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
 - You can save your application at any time by clicking the "Save" button at the top of your screen.
 - The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.
- 2 Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.
 - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms, and the user cannot enter data in those fields.

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 grants
 - Allows an individual or a teams to applying 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](https://www.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





Grant.gov

Application Submission and Receipt

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>





Official Submission Date/Time

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/>



Harwood Webpage

<https://www.osha.gov/dte/sharward/>

- Training Requirements and Resources
- Outreach Training 10-Hr/30-Hr Cards
- OTI Education Centers
- Susan Harwood Training Grants

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.

 <p>PROGRAM NEWS AND INFORMATION</p> <ul style="list-style-type: none">Program OverviewCurrent GranteesSuccess StoriesStatisticsProgram and Application FAQsFunding Opportunity AnnouncementsApplyContact Us	 <p>FOR GRANTEES</p> <ul style="list-style-type: none">Reference MaterialsDevelopment, Delivery, and EvaluationOther Resources	 <p>GRANTEE-DEVELOPED TRAINING MATERIALS</p> <ul style="list-style-type: none">By TopicBy LanguageBy Grantee
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