Applying to Opportunities in the ezFedGrants External Portal
Job Aid

Purpose

This job aid provides details on all aspects of application creation and management in the ezFedGrants External Portal. Please refer to the **Contents** section below for a summary of topics covered.

Contents

Trigger

Use the information in this job aid when you want to apply to an opportunity and need to create, edit, submit, or check the status of an application in the ezFedGrants External Portal.

Signatory Officials may use the information in this job aid when reviewing applications for submission to the awarding agency.

Prerequisites
- You must have access to the ezFedGrants External Portal.
- In order to submit applications through the ezFedGrants External Portal, your organization must have at least two users with access to the ezFedGrants External Portal, and at least one user must have the Signatory Official (SO) role.
- To create an application, you must have either the Grants Administrative Officer or Grants Processor role.
- To edit a returned application, you must be the application creator.
    - Please refer to the **Editing Applications** section for more information.
- To sign an application and submit it to the awarding agency, you must have the Signatory Official role.
    - If you have the Grants Administrative Officer (GAO) or Grants Processor role, you **cannot** also have the Signatory Official role.
    - Please refer to the **ezFedGrants External Portal User Role Definitions** document for more information.

Applying to Opportunities in the ezFedGrants External Portal
Job Aid

Menu Path

Use the following menu path to begin this procedure:

- **Launch ezFedGrants > eAuthentication > ezFedGrants External Portal Home Screen**

Helpful Hints

- All applications in the ezFedGrants External Portal must be linked to a funding opportunity number (grant award opportunity announcement ID number). For this reason, unsolicited applications cannot be submitted through the ezFedGrants External Portal, and applications cannot be started without an opportunity number.
- Not all fields on the **Create Application** screen are covered in this document. Please carefully review the opportunity announcement and the entirety of each application creation stage before submitting your application.
- Click the **Save** button regularly to save your progress.
- To print an application, open the application and click the **Generate Package** button at the top of the **Application** screen. This will generate a PDF document containing the SF-424, SF-424A, and any PDF attachments you uploaded.
- Applications cannot be deleted, but they can be cancelled/voided. To cancel/void an application, you must submit the application to the Signatory Official. The Signatory Official should then select the **Withdraw** option when reviewing the application.
- On certain screens you may need to scroll to view additional data fields.
- Certain screenshots may display only a portion of the screen. Note that when working within a system, only the center body of the screen will change. The navigation options along the left side of the screen and the header bar across the top of the screen will remain the same.

Note: Data used in this procedure is a representative sample for the purpose of training. Actual data in the system may vary based on agency and scenario.
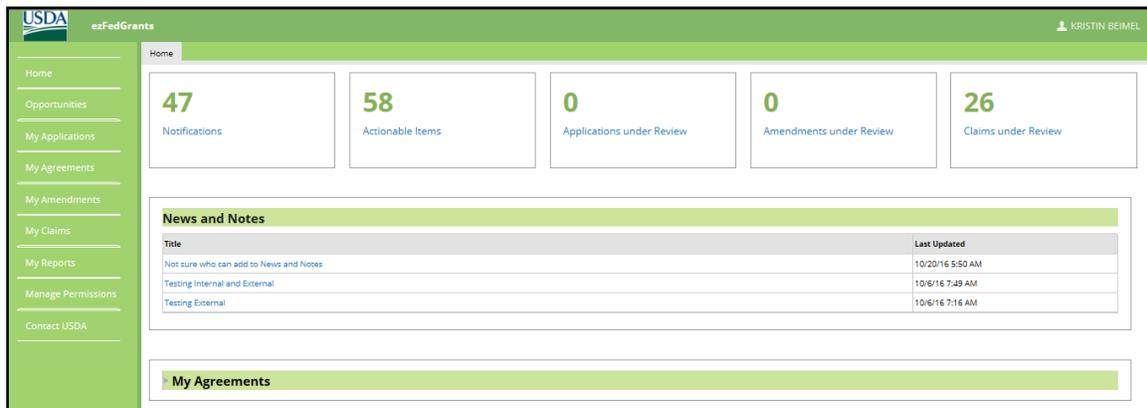
| Procedure |
| --- |

Creating Applications

Initiating Application Creation

1. Start the procedure by accessing the **ezFedGrants External Portal Home** screen.

2. All applications in ezFedGrants must be linked to a grant award opportunity. Therefore, to begin creating an application you must access the **Search Opportunities** screen. You can access this screen either by:
    *   Clicking the **My Applications** option on the left-side navigation menu, and clicking the **Create Application** link.
    *   Clicking the **Opportunities** option on the left-side navigation menu.

    Note: Opportunities may be posted on Grants.gov, ezFedGrants, or both. If an opportunity is posted on both Grants.gov and ezFedGrants, you only need to submit one application. Where an opportunity is posted is determined by the awarding agency. Please review the opportunity announcement entirely before beginning the application process.
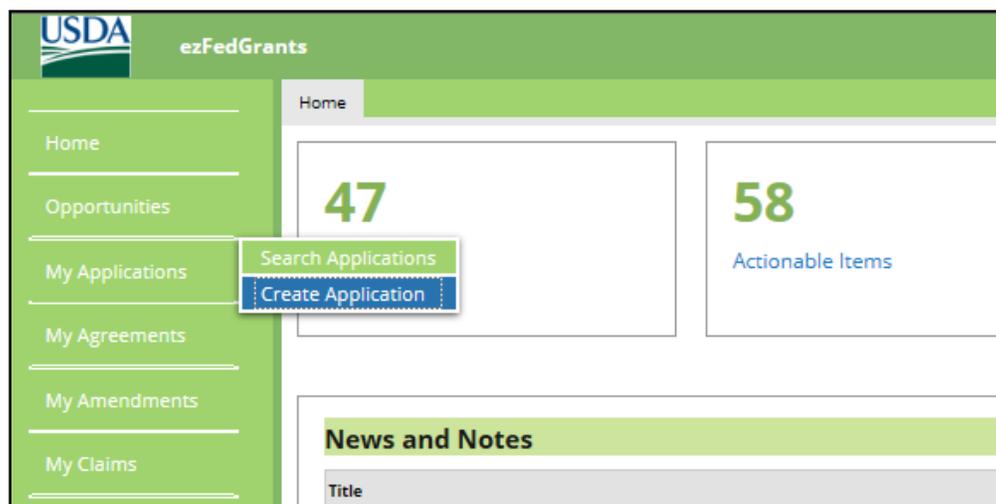
3. On the **Search Opportunities** screen, you will search for the opportunity for which you would like to submit an application. Enter search criteria into any of the available fields and click the **Search** button.

    Note: You can conduct a "wildcard" search by typing a partial term, agency acronym, or single letter into any applicable field (such as the **Funding Opportunity Number** or **Funding Opportunity Title** fields). This will generate any search results containing your partial search term.

    In the example below the user typed the agency acronym "APHIS" into the **Funding Opportunity Number** field. In the screenshot for step four, you can see that all opportunities with Funding Opportunity Numbers containing the acronym "APHIS" are displayed in the **Search Results** table.

4. Locate the opportunity you would like to apply to in the **Search Results** table and click the **Create Application** button to the right of that opportunity. This will open the **Create Application** screen.

5. The **Create Application** screen includes five stages of application creation: **Standard Forms** (two stages), **Partners, Additional Details**, and **Add Attachments**.

   You can jump to any of the five stages by clicking the **Next** or **Previous** buttons in the top right corner of the screen, or by clicking any of the **Numbered Blue Circles** near the top of the **Create Application** screen.

   Click the **Save** button to save your progress. Your application will not save automatically, unless it is submitted to the Signatory Official successfully (after all five stages are completed). Users are encouraged to save frequently to avoid losing progress in the event of an Internet connection, server, or computer failure.

   Click the **Close** button to exit the create application screen. Clicking the **Close** button without saving will discard your application, or any changes you made since your last save.

Stage One: SF-424

The first stage of application creation is the SF-424 form. Minimum required fields are indicated by an asterisk, but you may need to complete additional fields based on the award or your organization's requirements.

Not all fields are covered in this document. Please carefully review the entirety of each application creation stage before submitting your application.

Note: The **Authorizing Official** section will be populated once a Signatory Official digitally signs the application.

1. Locate **section f** of the SF-424 and provide the name and contact information of the person who should be contacted by the awarding agency if there are any questions or concerns about the application. Complete the following fields at minimum:
   - **First Name**
   - **Last Name**
   - **Phone** [This field should follow the format (###) ###-####]
   - **Email**

   Optionally, you may provide a prefix, suffix, or middle name; the individual's occupational/grants-related title, the individual's organizational affiliation, and a fax number.

   Note: There are several boxes which comprise **section f**.

2. Locate section **9. Applicant Details**. Click the **Type of Applicant 1: Select Applicant Type** field and select the relevant type from the dropdown menu.

    You may also make selections for **Type of Applicant 2: Select Applicant Type** and **Type of Applicant 3: Select Applicant Type** if applicable.

Create Application APP-1031

9. APPLICANT DETAILS

* Type of Applicant 1: Select Applicant Type:

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

A: State Government
B: County Government
C: City or Township Government
D: Special District Government
E: Regional Organization
F: U.S. Territory or Possession
G: Independent School District
H: Public/State Controlled Institution of Higher Education
I: Indian/Native American Tribal Government (Federally Recognized)
J: Indian/Native American Tribal Government (Other than Federally Recognized)
K: Indian/Native American Tribally Designated Organization
L: Public/Indian Housing Authority
M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
N: Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
O: Private Institution of Higher Education
P: Individual
Q: For-Profit Organization (Other than Small Business)
R: Small Business
S: Hispanic-serving Institution
T: Historically Black Colleges and Universities (HBCUs)
U: Tribally Controlled Colleges and Universities (TCCUs)
V: Alaska Native and Native Hawaiian Serving Institutions
W: Non-domestic (non-US) Entity
X: Other (specify)

* **10. NAME OF FEDERAL AGENCY:**
Animal and Plant Health Inspection Service

* **11. CATALOG OF FEDERAL DOMESTIC ASSISTANCE**
10.025
CFDA Title:
Animal Care

* **12. FUNDING OPPORTUNITY NUMBER:**

3. Locate section **16. Congressional Districts Of**. Provide the relevant Congressional districts for both the applicant and the program/project in the respective fields.

Create Application APP-1031   Save   Close   Next >>

16. CONGRESSIONAL DISTRICTS OF:

* a. Applicant: * b. Program/Project:

4. Locate section **17. Proposed Project** and provide the proposed start and end dates of the project in the respective fields.

Create Application APP-1031   Save   Close   Next >>

17. PROPOSED PROJECT:

* a. Start Date: * b. End Date:

December 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Today

18. ESTIMATED FUNDING
* a. Federal:
* b. Applicant:
* c. State:

5. Locate section **18. Estimated Funding** and provide the estimated funding for each of the categories: Federal, Applicant, State, Local, Other, and Program Income.

    Line **g. Total** will automatically update based on your entries in the other fields.

18. ESTIMATED FUNDING:	
* a. Federal:	
* b. Applicant:	
* c. State:	
* d. Local:	
* e. Other:	
* f. Program Income:	
g. TOTAL:	$0.00

6. Locate section **19. Is Application Subject to Review by State under Executive Order 12372 Process?** and indicate whether review by state is applicable by selecting the relevant check boxes.

> * **19. IS APPLICATION SUBJECT TO REVIEW BY STATE UNDER EXECUTIVE ORDER 12372 PROCESS?**
>
> ☐ a) This application was made available to the State under the Executive Order 12372 Process for review on
>
> ☐ b) Program is subject to EO 12372 but has not been selected by the State for review
>
> ☑ c) Program is not covered by EO 12372

7. Locate section **20. Is the Applicant Delinquent on Any Federal Debt?** and select **Yes** or **No**, as applicable.

    Note: If you have selected **Yes**, you must provide an attachment explaining the delinquent debt. If the attachment cannot be uploaded from the SF-424, you will need to upload the attachment on the **Attachments** section of the application creation process.

> * 20. Is the Applicant Delinquent On Any Federal Debt? (If Yes, provide explanation in attachment)
>
> ○ Yes
> ⦿ No
>
> If "Yes", provide explanation and attach
>
> [Add Attachment] [Delete Attachment] [View Attachment]
>
> *Please add any relevant attachments to the attachments screen*

8. Once you have completed all necessary fields on the SF-424, click the **Next** button to proceed to stage two of application creation: The SF-424A form.

Stage Two: SF-424A

Complete any necessary fields on the SF-424A form. Minimum required fields are indicated by an asterisk, but you may need to complete additional fields based on the award or your organization's requirements.

Not all fields are covered in this document. Please carefully review the entirety of each application creation stage before submitting your application.

1. Locate **Section A - Budget Summary** and complete the available fields in the **Budget Summary** table as necessary or required.

Create Application APP-1031   Save Close << Previous Next >>

SECTION A- BUDGET SUMMARY

Grant Program Function or Activity	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.	10.025					$0.00
2.						$0.00
3.						$0.00
4.						$0.00
Totals				$0.00	$0.00	$0.00

2. Locate **Section B – Budget Categories** and complete the fields in the **Budget Categories** table as necessary or required. Be sure to complete the fields for **j. Indirect Charges** and **7. Program Income** if applicable.

Create Application APP-1031					Save Close << Previous Next >>
Totals				$25,000.00	$0.00 $25,000.00

Section B - Budget Categories

6. Object Class Categories	Grant Program Function or Activity				Total
	(1) TEST	(2)	(3)	(4)	(5)
a. Personnel					$0.00
b. Fringe Benefits					$0.00
c. Travel					$0.00
d. Equipment					$0.00
e. Supplies					$0.00
f. Contractual					$0.00
g. Construction					$0.00

3. Locate **Section C – Non-Federal Resources** and complete the fields in the **Non-Federal Resources** table as necessary or required.

   Note: The non-federal resources are divided into three columns: **Applicant, State,** and **Other Sources**.

Create Application APP-1031				Save Close << Previous Next >>

SECTION C- NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. TEST				
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)				

4. Complete any fields in **Sections D, E,** and **F** if necessary. Once you have completed all necessary fields on the SF-424A form, click the **Next** button to proceed to stage three of the application creation process: Partners.

Stage Three: Partners

In this stage you will designate partners for the award agreement by providing names for each of the available fields. Not all **Partners** fields are required, but the minimum required **Partners** fields are indicated by an asterisk (*). You may need to designate additional partners based on the award specifications or your organization's requirements.

If you need to designate more partners than allowed by the available fields, please include an attachment with your application listing all additional partners' full names and partner titles. Instructions for adding attachments are provided in the **Application Creation Stage Five: Attachments** subsection of this document.

The **Partners** fields *are not* standard text-entry fields. Please note the following information about using the **Partners** fields:

- Partner names *must be selected from the dropdown menu* for each field. This is because the names on the dropdown menu are tied to ezFedGrants User Profiles, and the Partner fields are tied to application/agreement-specific permissions, events, and triggers in the ezFedGrants System, such as notifications, digital signatures, reports, and claims. Selecting a name from the dropdown menu ties the individual's ezFedGrants User Profile to the permissions, events, and triggers associated with a particular Partner function.
    - o If you include an attachment listing additional partners, this "linking" occurs when the awarding agency adds the additional partners during agreement creation.
- To view the dropdown menu, click in one of the fields and press the **down arrow** key on your keyboard. It may take up to 30 seconds for the dropdown menu to appear depending on the number of users in your organization.
- Alternately, you may begin typing a name and wait for a list of suggested names to appear. This may take up to 30 seconds depending on the volume of text provide and the number of users in your organization.
- For each **Partner** field, you will only be able to select from users with ezFedGrants External Portal access for your organization who have a role capable of being assigned to that partner function.
    - o For example, the **Primary Signatory Official** and **Secondary Signatory Official** fields only show users in your organization who have the Signatory Official roel

Note: Not all fields are described in this document. Please carefully review the entirety of each application creation stage before submitting your application.

1. Locate the **Primary Administrative Contact** field. Click in the field and begin typing the name of the individual you would like to assign as the Primary Administrative Contact. A list of suggested names should appear below the field as you type (it may take a few seconds for the list to load). When you see the desired name on the list, click the name to automatically populate the field.

    Alternately, you can click in the field and press the **down arrow** key on your keyboard to view the entire list of possible names without typing anything. It may take a few seconds for the list to appear.

    Provide a Secondary Administrative Contact in the **Secondary Administrative Contact** field, if applicable.

    Note: If this application is accepted for awarding by the sponsoring agency, only users with the Grants Administrative Officer (GAO) role and those individuals designated as the Recipient Administrative Contacts will be able to create financial/performance reports for this award.

    If you need to provide more Administrative Contacts, please include an attachment listing the additional partners. Attachments are covered in the **Stage Five: Add Attachments** subsection of this document.

Create Application APP-1031	Save Close << Previous Next >>
Select a partner by typing in the name of the individual in the box. Matching names will appear in a drop down box for your selection. A Signatory Official is not a required Partner. However, if no Signatory Official is identified then USDA will send notifications and work items to all Signatory Officials associated to your organization.	
* Primary Administrative Contact KRISTIN BEIMEL	Clear
Secondary Administrative Contact	Clear

2. Repeat a similar process to the above to assign a Primary Program Contact and (optional) Secondary Program Contact.

* Primary Program Contact		Clear
Secondary Program Contact		Clear

3. **Please read the entire text of this step before taking action.**

You have the option to indicate Primary and Secondary Signatory Officials (SOs) by selecting names for the **Primary Signatory Official** and **Secondary Signatory Official** fields. Both fields are *optional*.

If these fields are completed, *only the selected individuals* will be able to review and sign the application. *All other SOs will be excluded.*

- If you have only selected a Primary SO, only the Primary SO will receive a notification and work item to review and sign the application.
- If you have selected both a Primary and Secondary SO, both SOs will receive a notification and work item to review and sign the application, but only one SO needs to complete the work item.

If these fields are left blank, then *all* SOs for your organization will be able to review the application once it is submitted.

- All SOs will receive a notification and work item to review the application, but only one SO needs to complete the work item.

Note: Only users with the Signatory Official role will appear on the dropdown menus for the **Primary Signatory Official** and **Secondary Signatory Official** fields. Your organization must have at least one user with the Signatory Official role in order to submit applications through the ezFedGrants External Portal.

Do not switch users from either the Grants Administrative Office (GAO) or Grants Processor (GP) role as "temporary SOs" for two reasons:

- When a user's role is changed, errors may occur with work items, agreements, claims, reports, etc. the user may have been responsible for or linked to (i.e. as a Partner on an agreement). Pending work items may be lost, and potentially become "stuck" in the system if another user is not able to take action on those items. The user may not be able to edit returned claims, reports, or applications.
- Depending on the awarding agency, the Signatory Official for an application does more than sign the initial application. The *specific* SO that signs an application will be responsible for signing any resulting award agreement and certain amendments that may occur over the life of the agreement.

Primary Authorized Representative		Clear
Secondary Authorized Representative		Clear
Primary Signatory Official		Clear
Secondary Signatory Official		Clear

4. Once you have provided all relevant Partners, click the **Next** button to proceed to stage four of the application creation process: Additional Details.

Save	Close	<< Previous	Next >>

Stage Four: Additional Details

The **Additional Details** stage includes any additional agency-specific application details and reporting requirements. Minimum required fields are indicated by an asterisk, but you may need to complete additional fields based on the award or your organization's requirements.

Not all fields are covered in this document. Please carefully review the entirety of each application creation stage before submitting your application.

1. Locate the **Reporting Details** section and complete the **Recipient Type, Minority Business Enterprise (MBE) Indicator,** and **Minority Serving Institution (MSI)** fields.

Create Application APP-1031

Reporting Details

* Recipient Type
* Minority Business Enterprise (MBE) Indicator
* Minority Serving Institution (MSI)

2. Locate the **FFATA Details** section and complete as many fields as are necessary depending on your project. Additional fields in this section may become required based on your entries in previous fields.

Create Application APP-1031

FFATA Details

The following place of performance data elements enable USDA to implement the Federal Funding Accountability and Transparency Act of 2006 (FFATA), which ensures that the public can access information on entities and organizations receiving Federal funds. The section below requests the primary location of performance under the proposed Federal award. USDA reports FFATA data to www.usaspending.gov.

* 2 CFR § 25.110, DUNS/CCR Exempted Entity?
* Place of Performance Code:
State Sub Entity:
Performance Country Name:
Performance State Name:
Performance County Name:
Performance City Name:
Performance Street Address 1:
Performance Street Address 2:
Performance Zip Code:

3. Locate the **Agency Specific Details** section and complete any necessary or required fields.

Agency Specific Details

Does your proposal include:

* SPOC Review Relevant?	○ Yes ○ No
* International?	○ Yes ○ No

4. Once you have completed all relevant fields on the **Additional Information** section, click the **Next** button to proceed to the fifth and final stage of the application creation process: Add Attachments.

[Save] [Close] [<< Previous] [Next >>]

Stage Five: Add Attachments

On the **Add Attachments** section, you will upload any necessary attachments for your application. Required attachments are indicated by a red asterisk. However, you may need to provide additional attachments depending on the awarding agency's requirements, the information you have provided elsewhere in the application (i.e. delinquent federal debt), and your organizations application requirements.

Note: **Do not include any personal identifying information (PII) on attachments** unless specifically instructed to do so. PII includes details such as dates of birth, Social Security Numbers, and personal criminal history.

1. Click the red **Attach** button to the right of an attachment title to locate the appropriate file on your computer and upload the file.

Create Application APP-1031   [Submit] [Save] [Close] [<< Previous]

Opportunity:	USDA-APHIS-10025-ACXXXXXX-17-0003
Application Deadline:	9/30/2017

(1) SF-424 — (2) SF-424A — (3) Partners — (4) Additional Details — (5) Add Attachments

List of Attached Files:

Title	File	Operator	Date/Time	Delete?
No attachments				

Attachments

Upload attachments by clicking on the Attach button below. Items with a red asterisk and red Attach box are required prior to final submissions. Additional documents can be uploaded by clicking on the "Click Here to Attach Additional Files" hyperlink.

* Work Plan	[Attach]
* Financial Plan	[Attach]

2. When you click the **Attach** button, the **Add Attachment** popup window will appear. Click the **Browse** button to locate the appropriate file on your computer, and then click the **OK** button to upload the file.

    Note: If you do not wish to upload this type of attachment, or to discard your attachment before uploading it, click the **Cancel** button to close the **Add Attachment** popup window.

3. If you would like to add additional attachments beyond those provided, click the **Click Here to Attach Additional Files** link at the bottom of the **Attachments** list.
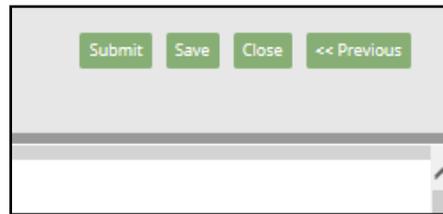
Submitting Applications

1. Once you have completed all sections of the application creation process and you are ready to submit your application, go to the **Add Attachments** stage (stage five), and click the **Submit** button.

   The **Submit** button is only available when viewing the **Add Attachments** stage.

   Clicking the **Submit** button will send your application to the designated Signatory Officials (if any were indicated on the Partners section), or to all Signatory Officials for your organization (if the **Primary Signatory Official** and **Secondary Signatory Official** fields were left blank).

2. Once you click the **Submit** button, you should see confirmation message that the application has been submitted to the Signatory Official(s) for approval. However, if there is a problem with the application, you will see an error message. Common error messages include:
   - "Your organization does not have any Signatory Officials"
     - At least one user from your organization must have the Signatory Official role in order to submit applications and sign agreement documents in the ezFedGrants External Portal.
     - This role is different from the Certifying Official role. Please refer to the **ezFedGrants External Portal User Role Definitions** document for more information.
   - "The application could not be submitted because [required fields] were not completed or [required attachments] were not provided"
     - Correct the deficient items if possible and try to submit your application again.
     - If the error cannot be corrected, contact the Help Desk.

Saving Applications

If you are unable to complete your application in one session, click the **Save** button to save your progress. You may then exit the **Create Application** screen.

You can also click the **Save** button at any time to save your progress. You may wish to do this frequently in the event of a lost Internet connection.

Accessing Saved Applications

1. When you are ready to continue your application, click the **Actionable Items** tile on the **ezFedGrants External Portal Home** screen.

   Note: Do not use the **My Applications** link to access a saved application. The **My Applications** link displays non-editable, read-only versions applications. You must use the **Actionable Items** tile if you wish to edit to a saved application.

   If you need to modify an application that has already been submitted to the Signatory Official or to the awarding agency, please refer to the **Editing Applications** section below.

2. Select the relevant application from the **Actionable Items for Past 90 Days** popup window. This will open the **Create Application** screen and allow you to continue your application.

Note: If your application was saved more than 90 days ago, click the **View All Actionable Items** link in the lower left corner of the screen to view all of your actionable items.

Deleting Applications

Applications cannot be deleted, but they can be cancelled/voided.

To cancel/void an application, submit the application to the Signatory Official, and instruct the Signatory Official to select the **Withdraw** option when reviewing the application.

Please refer to the **Submitting Applications** section for instructions on submitting an application to the Signatory Official, or refer to the **Signatory Officials: Reviewing Applications** section for instructions on withdrawing an application.

Editing Applications

The status of an application, particularly after the application has been submitted to the Signatory Official(s) or awarding agency, determines which users may edit or take action on the application.

Draft Applications

Applications which have not yet been submitted to the Signatory Official are editable when accessed through the **Actionable Items** tile on the **ezFedGrants External Portal Home** screen.

Draft applications that have never been submitted to the Signatory Official or awarding agency can be edited by the application creator and any GAOs in the same organization.

Note: Applications accessed through the **My Applications** links on the left-side navigation menu are read-only and non-editable, regardless of status. You must use the **Actionable Items** tile to edit applications.

Returned by Signatory Official

Once an application has been submitted to the Signatory Official(s), *no changes can be made to the application, nor can any additional attachments be uploaded, by any user*. At this point, only Signatory Officials are able to view a read-only version of the application and make a decision on whether to approve, return, or cancel the application.

To edit or add attachments to an application after it has been submitted to the Signatory Official, the Signatory Official should select the **Return** option when reviewing the application.

When an application is returned by the Signatory Official, *only the application creator* will be able to edit the application. All other users will be unable to edit the application.

Returned by Awarding Agency

To edit or add attachments to an application that has been submitted to an awarding agency for consideration, you must contact the awarding agency directly to ensure your application is not processed with incorrect information.

Alternatively, during review of the application the awarding agency may determine the application requires modification or additional attachments. In this case, the awarding agency can return the application along with instructions for the missing or supplemental information.

When an application is returned by the awarding agency, *only the application creator* can edit the application. All other users will be unable to edit the application.

Signatory Officials: Reviewing Applications

If specific Signatory Officials were designated on the Partners section of an application, only these specific Signatory Officials will receive a work item to review that application.

If no Signatory Officials were designated, then all Signatory Official for the organization will receive a work item to review the application.

1. Signatory Officials may access applications for review by clicking the **Actionable Items** or **Applications Under Review** tiles on the **ezFedGrants External Portal Home** screen.

2. Upon clicking either tile, a popup window will appear containing a list of relevant items for the past 90 days.

   Locate the appropriate application in the list and click the link in the **Application ID** column.

   Note: If the application was sent more than 90 days ago, click the **View All** link in the bottom left corner of the popup window to view all relevant items in that category.

3. Once you have located the appropriate application and clicked the **Application ID** link, the **Application** screen will open.

    On the **Application** screen, review the sections of the application by clicking the **SF-424, SF-424A, Partners, Additional Details, and Attachments** tabs.

    Note: Signatory Officials ***cannot make any changes nor add additional attachments*** to applications at this stage. Please refer to step four of this section for guidance on applications needing modification.

4. Once you have reviewed the application, locate the **Decision** section, and click the **Please select an option** field. Select the appropriate option based on your review of the application.
    - If the application appears correct and should be submitted to the awarding agency for consideration, click the **Sign and Submit** option.
    - If the application requires edits, click the **Return** option. You may need to provide justification comments for the return before finalizing your decision.
    - If the application should be voided or cancelled, click the **Withdraw** option. You may need to provide justification comments for the withdrawal before finalizing your decision.

5. If you have selected the **Sign and Submit** option, you must review and agree to a standard legal notice before being able to finalize your decision.

   You must click the **Legal Notice** button to review the full text of the legal notice.

   Note: Accepting the legal notice *is not* the same as acceptance of an award agreement. Should your application be accepted for awarding, a separate signature process will occur when an agreement is created.

DECISION:

Please select an option ☒

Sign and Submit

By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001).

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Acceptance of the terms described below upon clicking "Legal Notice" is also required.

Legal Notice

Upon your acceptance, click the "Complete Signature" button below to finish the process.

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6. When you click the **Legal Notice** button, the **Legal Notice** popup window will appear. Review the text of the legal notice and scroll to the bottom of the **Legal Notice** popup window.

   If you agree with the legal notice, click the **I agree with the listed Terms and Conditions** checkbox and click the **OK** button. The **Legal Notice** popup window will close when you click the **OK** button.

   Note: If you do not agree with the legal notice, do not click the checkbox. If you do not agree with the legal notice, you will not be able to submit the application to the awarding agency for consideration.

Legal Notice

5. USDA Level 2 e-Authentication enrollment. Your current enrollment in USDA level 2 e-Authentication is required in order for you to obtain Grantor services. APHIS may notify you through email when an Electronic Communication pertaining to Grantor is available. APHIS may also use Grantor and email services for Electronic Communications. It is your responsibility to use Grantor and your email service provided email account regularly to check for Electronic Communications and to check for updates to this Agreement.

6. Hardware, software and operating system. You are responsible for installation, maintenance, and operation of your computer, browser and software. APHIS is not responsible for errors or failures from any malfunction of your computer, browser or software. APHIS is also not responsible for computer viruses or related problems associated with use of an online system. The following are the minimum hardware, software and operating system requirements necessary to use Grantor and receive Electronic Communications:

Processor - IBM compatible Pentium PC running Windows 2000
Memory - 4MB RAM
Disc Space - 50 MB's Free Space
Monitor - 800 x 600 resolution
Browser- Microsoft Internet Explorer 6.0 or higher
Internet access - 28.8 modem or better

7. Controlling Agreement. If this E Signature is for an Amendment to an Agreement, then the resulting Amendment supplements and/or modifies the original Agreement and any previous amendments, as applicable by the terms and conditions of the amendment. To the extent that this Amendment contains conflicting provisions, the provisions in this Amendment will control. All other obligations of the parties remain subject to the terms and conditions of the original Agreement and any previous Amendments.
To obtain electronic services and communications, indicate your consent to the terms and conditions of this Agreement by clicking on the "Complete Signature" button.

☐ I agree with the listed Terms and Conditions

OK   Cancel

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7. If you have agreed with the legal notice and clicked the checkbox, click the **Complete Signature** button on the **Application** screen to finalize your decision and submit the application to the awarding agency for consideration.

8. If you decision was finalized successfully, you will see a confirmation message.

Checking Application Statuses

This section describes how to check the status of an application.

1. From anywhere in the ezFedGrants External Portal, click the **My Applications** link in the navigation menu to access read-only versions of applications. This will open the **Search Applications** screen.

   Note: Depending on your user role, you may need to take an additional step of clicking the **Search Applications** option from the **My Applications** dropdown menu.

Home
Opportunities
My Applications
My Agreements
My Amendments
My Claims
My Reports
Contact USDA

2. Alternately, click the **Applications under Review** tile on the **ezFedGrants External Portal Home** screen to access read-only versions of applications you have previously submitted to either the Signatory Official or the awarding agency.

   Note: The applications you are able to view are limited by your user role and the organization ID you provided on your ezFedGrants External Portal access request.

299	45	46	0
Notifications	Actionable Items	Applications under Review	Amendments under Review

   News and Notes
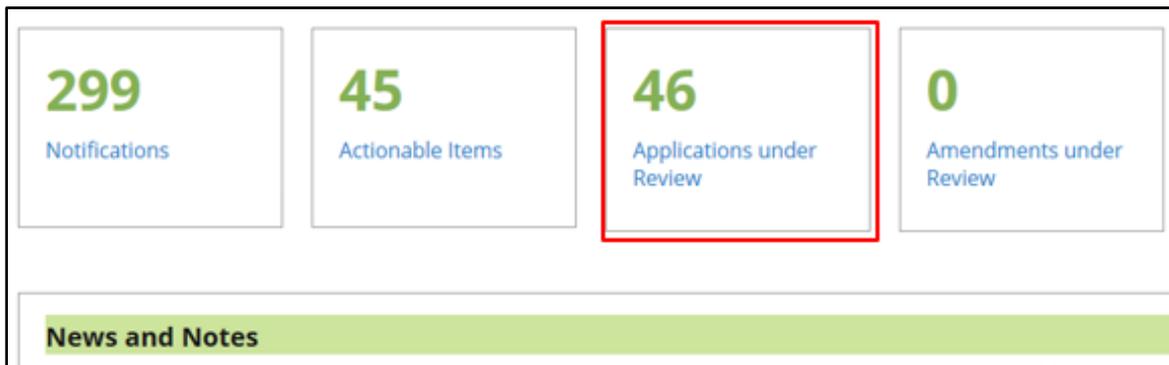
3. Once on the **Search Applications** screen, complete at least one **Search Criteria** field. Some examples are:
   - The **Grants.gov Tracking ID** field can be used to search for applications using the Grants.gov tracking ID. This only applies to applications submitted through Grants.gov.
   - The **Funding Opportunity Number** field can be used to search for applications using the opportunity number.
   - The **Status** field allows you to search for applications with a specific status.

4. Once you have entered your search criteria, click the **Search** button to execute your search and populate the **Search Result** table.

5. Located the relevant application in the **Search Result** table. Check the **Status** column to view the application's status.

   If you would like to review the full application, click the link in the **Application ID** column to open the **Application** screen.

   Note: You will not be able to edit applications accessed through the **My Applications - Search Applications** screen, even if the application is in **Draft** status. Please refer to the **Saving Applications** and **Editing Applications** sections of this document for more information on accessing saved applications and editing applications.

Comments

Additional Materials

Refer to the following additional materials:
- ezFedGrants External Portal Onboarding and Basics Job Aid
- ezFedGrants External Portal User Role Definitions
- Applications and Agreements in ezFedGrants FAQs

Version Control

Name	Date	Changes Made
April Murphy	4/19/2017	Initial Document Created
April Murphy	Apr 2017	**Purpose:** Trigger: Added information re: Signatory Official; Helpful Hints: Added information to hint re: printing, Added Helpful Hint clarifying no print functionality for applications **Procedure:** Submitting Applications subsection: Step 2: Added information on error message "organization has no Signatory Officials" Stage One Subsection: Step 6: Added information on "cannot uncheck box C" error; **:** Added new subsection: Automated Notifications for Applications; Application Creation Stage Three: Introduction: Added info re: additional partners and partners fields; Step 3: Added *Note* re: Signatory Officials; Application Creation Stage Five: Added step 3
April Murphy	5/26/2017	**Purpose:** Added table of contents; Updated introductory paragraph; Updated Trigger to include "checking status of application"; Clarified role requirements in Prerequisites; Clarified information in Helpful Hints; Added Launch ezFedGrants link to Menu Path **Procedure:** Added "Checking Application Statuses" subsection; Switched order of Submitting Applications and Saving Applications; Added subsection title to Saving Applications; Changed heading structure of Creating Applications section; Editing Applications: Clarified who can edit & when; Deleted Notifications section; Creating Applications Stage 5: Added *Note* to introduction **Comments:** Updated title of document in Additional Materials **Throughout:** Corrected/Added bookmarks
April Murphy	6/9/2017	**Purpose:** Added Helpful Hint re: Deleting applications, updated TOC **Procedure:** Added section on deleting applications, updated bookmarks
April Murphy	July 2017	**Purpose:** Added Helpful Hint re: applications without opportunity numbers; updated TOC **Procedure:** Creating Applications: Added subsection heading for initiating application creation; Creating Applications - Initiating Application Creation: Step 2 added info re: where opportunities are posted & opportunity number requirement; Creating Applications - Stage One SF-424: Added *Note* re: Authorizing Official section; Creating Applications - Stage Three Partners: Step 3 Clarified function of Signatory Official fields
April Murphy	8/14/2017	**Purpose:** Updated Helpful Hint re: Printing **Procedure:** Creating Applications Stage One SF-424: Step 6 Removed *Note* because section 19 is now fully modifiable.
Takia Glover	9/13/2017	**Comments:** Updated document title