How to Search for Federal Grant Opportunities
Many federal agencies now only accept applications submitted over the Internet on a relatively new Website. Agencies that don’t yet use the site are moving in that direction.

The following presentation will assist you to navigate the site as you begin your search for federal funds.
Step 1 of 7

Go to the Web page: www.grants.gov
Step 2 of 7

On the right side of the screen under quick links, click on “Grant Search.”

Be Patient. Pages may take a while to load.
Step 3 of 7

A new window opens with a column on the left side of the page titled “Search Opportunities.” Under it are four search options:
Basic Search allows you to search for grants using key words (e.g., biology, nutrition) or special numbers that identify a specific grant.

Browse by Category allows you to search under broad categories for grants that might be offered by a variety of federal funding sources.

Browse by Agency allows you to search for grants offered by a particular agency.

Advanced Search allows you the option of searching using various criteria. It is only useful for very narrow searches.
Step 4 of 7
After deciding what kind of search to conduct and/or choosing key words, click the search button to scan what grants are available.

“Close Date” means the date an application is due.
Tip

Federal grants have many parts and the application process takes considerable time to complete. Decide how much time you will realistically need to make a competitive application before pursuing a grant.
Step 5 of 7

Scan the list of grants. When you see one that seems interesting, click on its title. You will then be taken to a new window that contains a general description of the grant, including eligible applicants.

UIW is registered as a non-profit organization with the IRS. It is not, however, considered a religious institution, despite being a Catholic university.
**Tip**

The CFDA number near the top of the page is a code that is unique to each grant. Be sure to record it so you can reference the grant quickly if you decide to return to it.
Step 6 of 7

Scroll down the page and click under “Link to Full Announcement.” A new page will open containing information about the grant, including – its purpose, application instructions, evaluation criteria, required forms, allowable/disallowable costs, etc.

💡 This detailed information page will look different for each grant. To view it, you may have to download an application such as Adobe Acrobat.
Step 7 of 7

If you decide to pursue a grant, print and complete the UIW “Preliminary Approval Sheet” (available on Blackboard). This must be signed by your dean and returned to the Grants Office.
Tip

Before submitting a grant, you must print another, more detailed UIW approval form. The “Proposal Summary Sheet” (also on Blackboard) requires authorization of your full project and budget from two vice presidents.
Final Words

You will need a username and password to submit a completed application through grants.gov. Only the Grants Office at UIW has access to these and the authority to submit an application on the Website.

Federal grants have specific rules that must be followed. Failure to do so could result in your application being disqualified. You are strongly encouraged to seek help from the Grants Office. We can assist you in all aspects of the application process from planning your project to reviewing the budget. Our goal is to help you complete the most competitive application possible.

For assistance, contact Robert Sosa (829-2752), Jon Gillespie (829-3948), or Armando Saliba (829-2754), Buckley-Mitchell Building, 2nd floor.
Congratulations you’re done.
Good Luck!