Grant Submission Information for Preschool Development Grants

PLEASE REGISTER EARLY

Data Universal Numbering System (DUNS)

If you have not applied for a grant before, the first step in the process is obtaining a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. You can request a DUNS number for free in order to do business with the Federal government. Visit their website at http://fedgov.dnb.com/webform It takes approximately 1-2 days to obtain a DUNS number.

System for Award Management (SAM)

Next you will need to ensure that your organization is registered with the System for Award Management (SAM), which is located at www.sam.gov. In order to complete your SAM registration, you must have your organization's Taxpayer ID Number (TIN) and taxpayer name. If you have a SAM registration and have not updated since last year, please make sure it is active. You may need to reactivate your account as accounts must be updated annually.

The SAM registration can take a couple of weeks, depending upon if you need to obtain a DUNS, TIN, reactivate your account, CAGE code validation, or have errors in your registration. Thus, it is recommended that you register immediately at the SAM website in order that this process is completed early and in time for submitting your application on Grants.gov. Please note: An active SAM account is needed in order to submit your application on Grants.gov. **Also, once your SAM registration is active, it will take 24-48 hours for the information from SAM to upload to Grants.gov and be available so you can submit your application through Grants.gov.**

For assistance registering on SAM, you may refer to the Quick Start Guide for Grant Registration under the HELP Section of the SAM website. You may also contact the Federal Service Desk located under the Help Section.

Authorized Organization Representative (AOR) profile

You must complete an Authorized Organization Representative (AOR) profile and enter a user name and password on Grants.gov in order to submit an application. Instructions for completing this are on the Grants.gov website

under the Registration link. The E-Business (e-Biz) Point of Contact at your organization must confirm you as an AOR through the Grants.gov system. The time for this validation depends upon the responsiveness of your e-Biz point of contact. At any time, you can track your AOR status on the Grants.gov website.

Submitting an Application on Grants.gov
When submitting an application, please allow enough time for the file to upload by the deadline. We strongly recommend that you do not wait until the last day to upload your application because if there are problems with your submission, you still have time to fix your application and resubmit. Information regarding submitting your application and checking the status can be found starting on page 24 of the application package.

An application **must be fully uploaded and received** by the deadline of 4:30 pm Washington DC time on October 14, 2014. This does not mean that as long as you hit the submit button by this timeframe it is accepted. Since the baud rate of transmission, size of your application, internet connection, and firewalls within your organization may play a part in how fast your application transmits, it is recommended that you not wait until the application deadline date to begin transmitting your application.

Receipts

After you submit your application to Grants.gov, you will receive from Grants.gov an automatic notification of receipt that contains a Grants.gov tracking number. This notification indicates receipt by Grants.gov only and is not a receipt by the Department. The Department will retrieve your application from Grants.gov and send a second notification to you by email. This second notification will let you know if your application was submitted successfully and will assign your application a PR/Award number, which identifies your application at the Department.

Please make sure you have received this second notification before considering your application uploaded. We have had in the past applicants upload their application, receive the first confirmation from Grants.gov and then log off Grants.gov, and go on leave. When they returned to the office much later, they read in the second email that there were problems with their upload. Since they didn't wait to receive the second email, they were unable to correct their application and resubmit before the application deadline and were considered ineligible. This is another reason for not waiting until the last minute to submit your application.

Attaching Files

When attaching files to your application, they must be in a .PDF read-only, non-modifiable format, except for your Excel files. PDF files are the only Education approved file type accepted as written in the Federal Register notice. We will not accept any other attachments so make sure your Word documents are converted to PDF. Also, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files, or a fillable .PDF file. Any attachments that contain password protected files cannot be accessed by our system and thus will not be read. Please make sure you do not password protect any documents uploaded to Grants.gov

Naming Restrictions

There are naming restrictions for files uploaded on Grants.gov as mentioned in the application package. An application cannot be processed if there are two or more files with the same name or if your application name is 50 characters in length or contains special characters. Applications will be rejected if they do not meet the Grants.gov guidelines.