

Grant Applications FAQs

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Where can I access a User Guide?

Click below, to download the pertinent Application User Guide:

- [User Guide for SF-424 Applications.](#)
- [User Guide for SF-424 R&R Applications.](#)



In Word 2013, if you don't see the Print Layout version of the document:

1. On the Word menu, click VIEW.
2. Click Layout.
3. Click Paper Layout.

Additional funding-specific User Guides may also be available. Make sure to review the related notice of funding opportunity for information about available resources.

How do I create/begin an application?

1. Click the [Grants](#) tab,
2. Click on [Funding Opportunities](#) sub tab, locate the Opportunity you want to apply for.
3. If the opportunity allows completion in EHBs, click [Apply in EHBs](#).
4. Select the organization for which you want to apply for funding, and then click [Begin Application](#).
5. If the opportunity allows completion in Grants.gov, click [Apply in Grants.gov](#) to complete the application from Grants.gov.

How do I validate a Grants.gov Submitted Application?

1. On the [Tasks](#) tab, click [Applications](#) in the left navigation panel.
2. Click [Validate](#) displayed beside **Grants.gov Applications Pending Validation**.
3. Enter the required information to validate the application.

How do I edit an existing application?

Click the [Tasks](#) tab and then select the **Edit** context menu option for the application you want to edit.

OR

Click the [Tasks](#) tab, click [Applications](#) in the left navigation panel, and then select the **Edit** context menu option for an application you want to edit.

How do I access a submitted application?

1. On the [Tasks](#) tab, click [Applications](#) in the left navigation panel.
2. Click the [Recently Completed](#) tab or the [All](#) tab and search for an application.

How do I authorize my peers to work on an application?

1. On the [Tasks](#) tab, click [Applications](#) in the left navigation panel.
2. Select the **Manage Peer Access** context menu option for the application you want to authorize or update for peer access.
3. To authorize new users, click the **Authorize New Users** button.
4. Click [Authorize Access](#) for your peer, select the privileges, and then Save your work.
5. To change your peer's privileges, click the corresponding [Update](#) button, edit the privileges, and then Save your work.

How do I make changes to a submitted application? (New Feature as of 6/26/2020)

 An application can only be reopened before the application deadline.

As an AO:

1. Hover over the **Grants** tab.
2. Select **View My Applications**.
3. Search for the application in **Recently Completed** or **All**.
4. Open the drop-down menu on the right side of the row next to Application and click **Reopen Application**.
5. Go to the **Not Completed** tab and search for the application.
6. Use the drop-down menu on the right side of the row to select **Edit** if you want to edit the application yourself, or select **Request Changes** to send the application to the Application Owner for changes.
7. After all updates are made, be sure to resubmit by the original application deadline, as this does not change. If you do not submit by the application deadline, the application will not be reviewed by HRSA.


As an Application Owner:

1. Hover over the **Grants** tab.
2. Select **View My Applications**.
3. Go to the **Not Completed** tab and search for the application.
4. Use the drop-down menu on the right side of the row to select **Edit** and make changes to the application.
5. After all updates are made, be sure to send the application to the AO so it can be resubmitted. Only the AO is able to resubmit the application, and it must be resubmitted by the original application deadline, as this does not change. If it is not resubmitted by the AO by the application deadline, the application will not be reviewed by HRSA.

For additional details and step by step instructions with screenshots, refer to the [Reopen Submitted Applications Help page](#).

Who can make changes to a submitted application? (New Feature as of 6/26/2020)

1. The Authorizing Official (AO), as designated on the application, is the only role that can reopen and submit the application.
2. The Application Owner is able to update the application only after the AO reopens it and sends it back to the Application Owner for changes. When changes are complete, the Application Owner must send the application back to the AO, for the AO to resubmit.

 Only the AO can resubmit the application. The application must be resubmitted before the application deadline to be reviewed by HRSA.

For additional details and step by step instructions with screenshots, refer to the [Reopen Submitted Applications Help page](#).

Are there guidelines on when an application can be reopened? (New Feature as of 6/26/2020)

1. An application can only be reopened before the application deadline. After the application deadline, you are not able to reopen an application.
2. Applications can be reopened if the funding opportunity is set up to allow reopening applications. Refer to the [Reopen Submitted Application Help page](#) for information on how to see if an application can be reopened.

For additional details and step by step instructions with screenshots, refer to the [Reopen Submitted Applications Help page](#).