



VIRGINIA GRANTS



USER GUIDE

September 2015

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WHAT IS VIRGINIA GRANTS?

Virginia Grants is a database that provides assistance to Virginia's state agencies in finding, winning and managing grants.

You can search for an available federal grant and click on links to take you to sites where federal grants are posted.

We have also included training materials at <http://governor.virginia.gov/policy-priorities/grants/resources> on many grant related topics as well as guidance from the federal government for recipients and sub-recipients on how to manage a federal grant.

HOW TO ACCESS VIRGINIA GRANTS

Website address

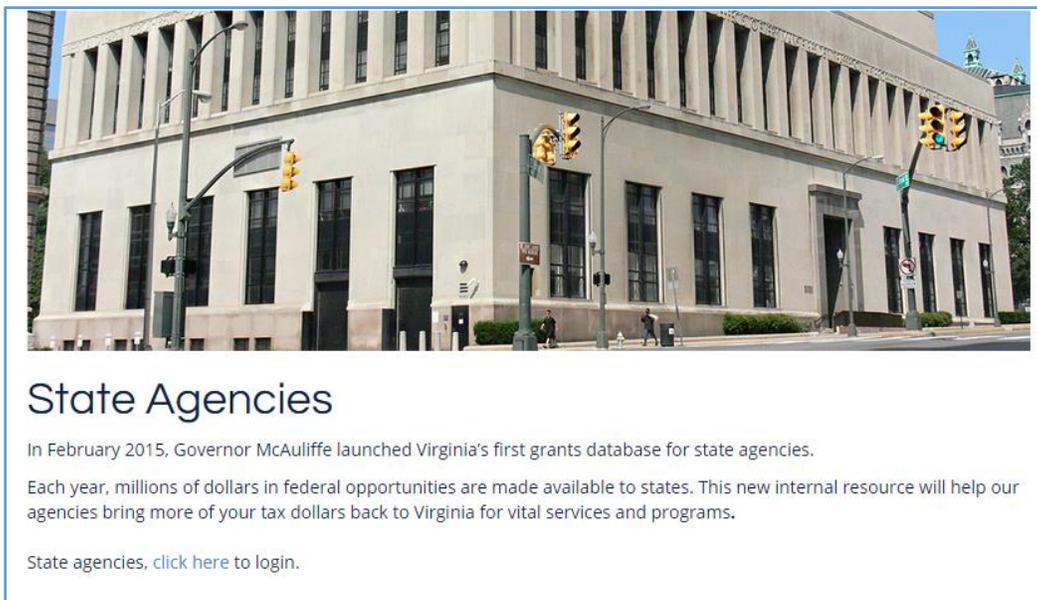
The website address for Virginia Grants is <https://grants.virginia.gov/>.

The system can also be accessed by going through the Governor's website, <http://governor.virginia.gov/policy-priorities/grants>, and then clicking on "State Agency" on the right-hand side of the screen under "I am a ..."



The screenshot shows the Governor Terry McAuliffe website. The header includes the Governor's name and the slogan "Building a New Virginia Economy". A search bar is located in the top right. The main navigation menu includes: About The Governor, The Administration, Constituent Services, Policy Priorities, Newsroom, Executive Actions, and Integrity Commission. Below the navigation, there is a breadcrumb trail: Home > Policy Priorities > Grants. A large photo of Governor McAuliffe is displayed. To the right of the photo is a section titled "I'm Looking For..." with four buttons: State and Local Grants, Federal Grants, Private Grants, and Resources. Below that is another section titled "I am a..." with two buttons: State Agency and Student. The main content area features the heading "Virginia Grants: More Opportunities for All" and a welcome message from the Governor. It states: "Welcome to Virginia's new grants portal. Since taking office, I have made expanding economic opportunities for all Virginians the top priority of my administration. Each year, millions of dollars in federal, state, and private funding opportunities are made available to agencies, organizations, and individuals for a variety of critical needs. My administration launched this site after recognizing the need for a one-stop resource that compiles and regularly updates these often hard to find opportunities. Virginia Grants also offers important resources for navigating the complex grants-application process."

The State Agencies page will appear, click on the blue hyperlink "click here."



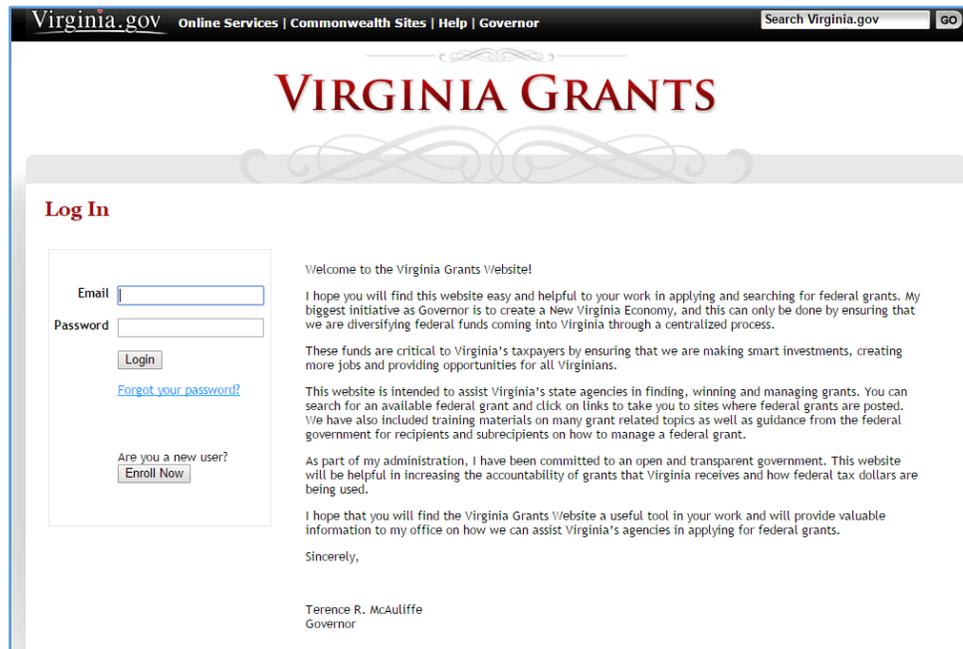
The screenshot shows the "State Agencies" page. At the top is a large photo of a classical building with columns. Below the photo is the heading "State Agencies". The text on the page reads: "In February 2015, Governor McAuliffe launched Virginia's first grants database for state agencies. Each year, millions of dollars in federal opportunities are made available to states. This new internal resource will help our agencies bring more of your tax dollars back to Virginia for vital services and programs. State agencies, [click here](#) to login."

Register as a new user

Users will be enrolled into Virginia Grants as they attend Virginia Grants training.

If this is your first time accessing Virginia Grants and you have not attended training, you will need to enroll as a system user. Please follow these instructions:

- 1) Go to the Virginia Grants home page at <https://grants.virginia.gov/>.



Virginia.gov Online Services | Commonwealth Sites | Help | Governor Search Virginia.gov GO

VIRGINIA GRANTS

Log In

Welcome to the Virginia Grants Website!

I hope you will find this website easy and helpful to your work in applying and searching for federal grants. My biggest initiative as Governor is to create a New Virginia Economy, and this can only be done by ensuring that we are diversifying federal funds coming into Virginia through a centralized process.

These funds are critical to Virginia's taxpayers by ensuring that we are making smart investments, creating more jobs and providing opportunities for all Virginians.

This website is intended to assist Virginia's state agencies in finding, winning and managing grants. You can search for an available federal grant and click on links to take you to sites where federal grants are posted. We have also included training materials on many grant related topics as well as guidance from the federal government for recipients and subrecipients on how to manage a federal grant.

As part of my administration, I have been committed to an open and transparent government. This website will be helpful in increasing the accountability of grants that Virginia receives and how federal tax dollars are being used.

I hope that you will find the Virginia Grants Website a useful tool in your work and will provide valuable information to my office on how we can assist Virginia's agencies in applying for federal grants.

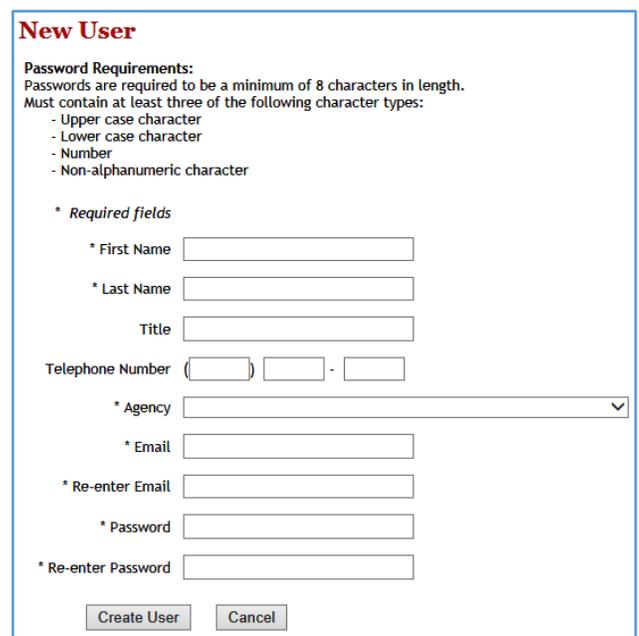
Sincerely,

Terence R. McAuliffe
Governor

Are you a new user?

[Forgot your password?](#)

- 2) Click the "Enroll Now" button.
- 3) The New User screen will appear.
- 4) Complete the user fields. All of the fields are required except for Title and Telephone Number.
- 5) Please make sure you enter your state agency e-mail address. If you enter another e-mail address, you will not be permitted system access using that e-mail address.
- 6) You must use a strong password so passwords are required to be a minimum of eight characters in length and they must contain at least three of the four following character types: Upper case, lower case, number, and non-alphanumeric.
- 7) When you have finished entering your information, click "Create User".



New User

Password Requirements:
Passwords are required to be a minimum of 8 characters in length.
Must contain at least three of the following character types:

- Upper case character
- Lower case character
- Number
- Non-alphanumeric character

* Required fields

* First Name

* Last Name

Title

Telephone Number () -

* Agency

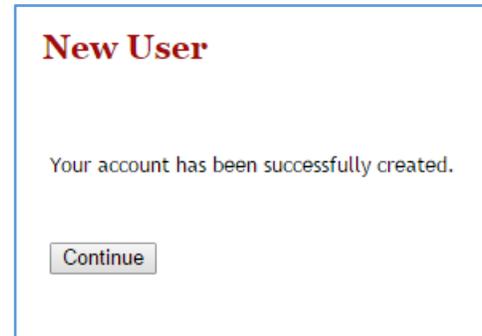
* Email

* Re-enter Email

* Password

* Re-enter Password

- 8) You will receive a message that “Your account has been successfully created.”
- 9) Click “Continue”.
- 10) This will take you to the Search Grants tab in Virginia Grants.



Who can access the system?

Only state agency employees may access the Virginia Grants system. If you enter another e-mail address, you will not be permitted system access using that e-mail address.

Change password when logged in

If you are already logged into the system and want to change your password, click the “Change Password” link that appears at the upper right-hand side of the screen.

Enter your new password and confirm the new password by entering it again. Click Submit.

Forgot password

If you forgot your password, you can have it reset by following these instructions:

- 1) Go to the Virginia Grants home page at <https://grants.virginia.gov/>.
- 2) Click on the blue hyperlink for “Forgot your password?”
- 3) When the Forgot Password screen appears, enter your state agency e-mail address and click Submit.
- 4) A temporary password will be sent to your email. Use the temporary password to login to the system and change your password.

SEARCH GRANTS

The Search Grants tab of the Virginia Grants system is used to find open federal grant opportunities. This page brings in grant data from Grants.gov daily through a System-to-System connection. Once you have found a grant opportunity, you can select to track it from Search Grants.

The screenshot shows the 'Search Grants' tab selected in a navigation menu. Below the menu, there is a search form with the following sections:

- Search by any or all of the following:**
- Keyword:** A text input field.
- Funding Opportunity Number:** A text input field.
- CFDA Number:** A text input field.
- Categories:** A dropdown menu with options: All, Agriculture, Arts (see "Cultural Affairs" in CFDA), Business and Commerce, Community Development, Consumer Protection, Disaster Prevention and Relief, Education, and Employment, Labor and Training.
- Federal Agency(s):** A dropdown menu with options: All, Agency for International Development, Consumer Product Safety Commission, Corporation for National and Community Service, Department of Agriculture, Department of Commerce, Department of Defense, Department of Education, and Department of Energy.
- Eligibility:** A dropdown menu with options: Native American tribal governments (federally recognized), Native American tribal organizations (other than Federally recognized), Nonprofits having a 501 (c) (3) status with the IRS, other than inst, Nonprofits that do not have a 501 (c) (3) status with the IRS, other, Private institutions of higher education, Public and State controlled institutions of higher education, Public housing authorities/Indian housing authorities, Small businesses, and Special district governments.
- Funding Instrument Types:** A dropdown menu with options: All, Cooperative Agreement, Grant, Procurement Contract, and Other.
- Posted within the last:** A dropdown menu with options: Five Weeks, Six Weeks, Seven Weeks, and Eight Weeks.
- Includes closed grant opportunities
- Save this search
-

Keyword search

The keyword search is used to find grant(s) that contain a specific word or phrase.

Enter a single word such as "elephant" or a phrase containing multiple words such as "elephant conservation". Do not use quotes or other characters or you will receive an error message, "Invalid Character Detected".

You can filter your keyword search by selecting any of the other options on this page. For example, if you want to only view grants related to Agriculture, click "Agriculture" under the Categories section. If

you want to see grants related to Agriculture and Education than click "Agriculture" and hold down the Ctrl button to also select "Education".

If you want to see all grant opportunities that are being offered from one agency, leave the keyword field blank and select that agency under Federal Agency.

You can save the search, by clicking "Save this search." If you want to include closed grant opportunities, click "Include closed grant opportunities".

Click "Search" when you have selected all of the options to see the search results.

Funding Opportunity Number

This is the number that a federal agency assigns to its grant announcement.

If you click on an Opportunity Title from the Search Results screen, the Opportunity Information will appear for the grant. You can then click on the Funding Opportunity Number to access the grant opportunity page in Grants.gov.

CFDA Number

This is a five-digit number assigned to a Federal program in the Catalog of Federal Domestic Assistance (CFDA). The number does not apply to Federal contracts and purchase orders or Non-Federal agreements where no Federal pass-through funds have been included. "The CFDA is a directory of the various Federal programs, projects, services and activities that offer financial and nonfinancial assistance and benefits to the American public. The role of the CFDA is to disseminate Federal domestic assistance program information, and to assist users in finding programs that meet certain objectives of prospective applicants. The CFDA is administered by the General Services Administration (GSA)."¹

Categories

These are the browsing categories from Grants.gov. This feature allows the system user to search for one or more categories of grants. The categories are:

- » Agriculture
- » Arts (see "Cultural Affairs" in CFDA)
- » Business and Commerce
- » Community Development
- » Consumer Protection
- » Disaster Prevention and Relief
- » Education
- » Employment, Labor and Training
- » Energy
- » Environment
- » Food and Nutrition
- » Health
- » Housing
- » Humanities (see "Cultural Affairs" in CFDA)
- » Income Security and Social Services
- » Information and Statistics
- » Law, Justice and Legal Services
- » Natural Resources
- » Other (see text field entitled "Explanation of Other Category of Funding Activity" for clarification)
- » Recovery Act
- » Regional Development
- » Science and Technology and other Research and Development
- » Transportation

Federal Agency

This feature is used to filter grant opportunities offered by specific federal agencies. Hold down the Ctrl button to select more than one agency.

¹ <http://www.investopedia.com/terms/c/catalog-of-federal-domestic-assistance-cfda.asp>

Eligibility

Many types of organizations can be eligible to apply for federal funding. Each type of organization listed in the categories below is a specific search criterion in Search Grants. Use this feature to filter based on the type of entity.²

- Government Organizations
- Education Organizations
- Public Housing Organizations
- Nonprofit Organizations
- For-Profit Organizations
- Small Businesses
- Individuals
- Foreign Applicants

Funding Instrument Types

This feature is used to filter by funding instrument type. You can filter by All, Cooperative Agreement, Grant, Procurement Contract, and Other.

- **All:** cooperative agreement, grant, and procurement contract
- **Cooperative agreement**³: A legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302–6305.
- **Grant** [Grant Agreement]⁴: A legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302, 6304.
- **Procurement Contract** [Contract]⁵: A legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in the OMB Uniform Grants Guidance does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward.

² <http://www.grants.gov/web/grants/learn-grants/grant-eligibility.html>

³ <http://www.grants.gov/web/grants/learn-grants/grant-terminology.html>

⁴ Ibid.

⁵ Ibid.

- **Other:** some other funding type that is not specifically a cooperative agreement, grant, or procurement contract such as agency or competition announcements where the estimated funding is generally not available because the funding type is not yet defined and/or the scope of the project is not fully developed.

Posted within the last

This is used to filter the search results to only show recent opportunities. These are the filter options: All, 3 days, one week, two weeks, three weeks, four weeks, five weeks, six weeks, seven weeks, and eight weeks.

Includes closed grant opportunities

The system will only include open grant opportunities unless this box is checked.

Save this search

To save the search so that you can use it again, check this box. It will then appear under your Saved Searches.

When you click “Save this search” the “Search Name” field will pop up. Enter a Search Name to remember your search.

Select to Track

When you have entered all of the filter criteria and/or keyword on the Search Grants screen, click Search at the bottom of the screen to return a list of funding opportunities.

Search Results							
Opportunity Title	Funding Opportunity Number	Estimated Funding	Agency	Posted Date	Closing Date	Archive Date	Select to Track
Animal and Biological Material Resource Centers (P40)	PAR-14-005	Not Available	Department of Health and Human Services	11/21/2013	1/7/2017	2/7/2017	Select
Development and Characterization of Animal Models for Aging Research (R01)	PA-13-155	Not Available	Department of Health and Human Services	3/22/2013	9/7/2016	10/8/2016	Select
Development and Characterization of Animal Models for Aging Research (R21)	PA-13-156	Not Available	Department of Health and Human Services	3/22/2013	9/7/2016	10/8/2016	Select
Development and Commercialization of Technologies to Create, Characterize or Improve Animal Models of Human Disease (SBIR) (R43/R44)	PA-13-092	Not Available	Department of Health and Human Services	1/25/2013	1/7/2016	2/7/2016	Select
Development and Commercialization of Technologies to Create, Characterize or Improve Animal Models of Human Disease (STTR) (R41/R42)	PA-13-093	Not Available	Department of Health and Human Services	1/25/2013	1/7/2016	2/7/2016	Select
Development of Animal Models and Related Biological Materials for Research (R21)	PA-13-145	Not Available	Department of Health and Human Services	3/19/2013	5/7/2016	6/7/2016	Select

To see more information about the funding opportunity, click the Opportunity Title.

To select to Track the opportunity, click Select. You can also Select to Track a funding opportunity from the Opportunity Information screen.

Opportunity Information

Opportunity Title	Development and Commercialization of Technologies to Create, Characterize or Improve Animal Models of Human Disease (STTR)(R41/R42)
Funding Opportunity Number	PA-13-093
Posted Date	1/25/2013
Closing Date	1/7/2016
Archive Date	2/7/2016
Estimated Funding	Not Available
Expected Number of Awards	Not Available
Cost Sharing or Matching Requirement	No
CFDA Number(s)	000000 93.351
Funding Instrument Type	Grant
Category of Funding Activity	Health
Eligible Applications	Small businesses
Agency	Department of Health and Human Services
Contact Information	NIH OER Webmaster FBOWebmaster@OD.NIH.GOV FBOWebmaster@OD.NIH.GOV
Detail	The Division of Comparative Medicine (DCM), Office of Research Infrastructure Programs (ORIP), supports Resources that create, develop, preserve and supply a variety of high-quality animal models and related biological materials to the biomedical community. DCM-supported Resources and the research community will benefit from development and commercialization of technologies that support the husbandry, characterization, improvement and use of animal models and related biological materials. This Funding Opportunity Announcement (FOA) encourages small business concerns to submit Small Business Technology Transfer (STTR) grant applications that propose innovative approaches to further develop, improve and facilitate the use of animal models and related biological materials to meet new biomedical challenges related to improvements in the health of humans and animals.

[<< Return to Search Result](#) Select To Track

When you have clicked Select to Track, the following box will be displayed.

Search Grants	Saved Searches	My Grants	Reports	Contacts List
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Opportunity Title: **Animal and Biological Material Resource Centers (P40)**
 Funding Opportunity Number: **PAR-14-005**
 Select your level of interest or status of this opportunity?
Submit Cancel

Click in the empty box next to Select your level of interest to be presented with the following list. Select the one that most closely represents what you are planning to do with this funding opportunity and then click "Submit".

- Applied/Applying
- Exploratory Only
- Interested
- Interested but Not Applying
- Awarded
- Not Awarded

Applied/Applying, Exploratory Only, or Interested

If you select Applied/Applying, Exploratory Only, or Interested, Virginia Grants will not ask for additional information at this time; it will take you to your list of opportunities in My Grants.

Interested but Not Applying

Select Interested but Not Applying only when you have made a final decision not to apply. If you have not decided, select Exploratory or Interested instead of Interested but Not Applying.

If you select Interested but Not Applying, it will ask you for the following information:

Opportunity Title: Feed the Future Asia Innovative Farmers Activity
Funding Opportunity Number: USAID-RDMA-486-15-000011-PRESOLNOTICE

Select your level of interest or status of this opportunity?

Select all that apply:

- No matching funds available
- Staffing Limitations
- Not in line with Virginia and/or agency policy
- Other (please explain)
(Limit to 200 characters)

Awarded

If you have been awarded the funding opportunity, click Awarded. It will ask you for the following information:

Opportunity Title: Feed the Future Asia Innovative Farmers Activity
Funding Opportunity Number: USAID-RDMA-486-15-000011-PRESOLNOTICE

Select your level of interest or status of this opportunity?

Enter Funding Amount: \$

If amount unknown, check here .

Formula Grant

Award Summary:
(Limit to 500 characters)

Not Awarded

If you applied for the grant and were not awarded it, please provide the reason your agency did not receive the award.

Opportunity Title: Feed the Future Asia Innovative Farmers Activity
Funding Opportunity Number: USAID-RDMA-486-15-000011-PRESOLNOTICE

Select your level of interest or status of this opportunity?

Reason:
(Limit to 200 characters)

SAVED SEARCHES

You can save your frequent searches into your Saved Searches. This gives you a fast way to search for the grants you're interested in every time you return to Virginia Grants without having to reenter the search information.

Search Grants **Saved Searches** My Grants Reports Contacts List

Select to Search	Search Name	Key Words	Funding Opportunity Number	CFDC Number	Funding Activity Category	Agency	Eligibility	Instrument Type	Posted Within	Includes Closed Grants		
<input checked="" type="radio"/>	Agriculture farm grants state government	farm			Agriculture	All	State governments	Grant		No	Edit	Delete

How to add a search to your "Saved Searches"?

You can save your frequent searches into your Saved Searches. This gives you a quicker way to search for the grants you're interested in every time you return. To save your search, select the "Save this search" check box at the bottom of the search form and enter a Search Name to remember it by. Return to this page to view your Saved Searches.

[Add a new search](#)

Save your search

To save your search, select the "Save this search" check box at the bottom of the Search Grants screen and enter a Search Name to remember it by. Click the Saved Searches tab to view your Saved Searches.

Edit

To edit the saved search, click the "Edit" button next to the search information, make the necessary changes to the saved search and click "Update" at the bottom of the screen.

Delete

To remove the saved search from your list, click "Delete". Please note that if you click this button, it will immediately delete your saved search.

Add a new search

To add a new search click "Add a new search" at the bottom of the Saved Searches screen or click on the Search Grants tab.

MY GRANTS

The My Grants screen provides a list of all funding opportunities that you have selected while searching for opportunities through the Search Grants screen. You can update tracking status, delete a grant from your list, and see if another agency is interested in the same opportunity. If another agency is interested, you can also obtain their contact information.

Update Tracking Status

To update the status of a grant you are tracking, go to My Grants and click Edit. Click the most current status in the box next to “Select your level of interest or status of this opportunity?” and click update.

See Select to Track if you need guidance on a specific status type.

Delete a grant

To delete a grant from My Grants, click on My Grants and click the Delete radio button next to the grant that you want to delete. Note: It will be deleted immediately from your screen; there is no warning button to ask if you are certain of your decision.

Other agency interested

If another agency is interested in a grant that you are tracking, a blue “Yes” will appear in the “Other Agency Interested” column.

Submit Date	Opportunity Title	Funding Opportunity Number	Status	Last Updated	Other Agency Interested?	
9/11/2015	Animal and Biological Material Resource Centers (P40)	PAR-14-005	Exploratory Only	9/11/2015	No	Edit Delete
4/13/2015	2015 Farmers Market Promotion Program Grants	USDA-AMS-FMPP-2015	Interested	9/11/2015	No	Edit Delete
4/14/2015	AFRI Food, Agriculture, Natural Resources and Human Sciences Education and Literacy Initiative	USDA-NIFA-AFRI-004797	Interested	4/14/2015	No	Edit Delete
9/11/2015	Assessing Progress in Reducing Child Labor in Cocoa Producing Areas of Côte d'Ivoire and Ghana	NOI-ILAB-15-07	Interested	9/11/2015	Yes	Edit Delete
4/13/2015	FY16 Farm to School Grant	USDA-FNS-F2S-FY2016	Awarded	4/13/2015	No	Edit Delete

Click “Yes” to see who is interested in the opportunity. The agency, contact name, e-mail, title, and phone of the other agency interested in the funding opportunity will appear.

REPORTS

The reports screen allows the user to produce a report by Agency or a Detailed Report of all grant opportunities that have been selected in the Virginia Grants system. Tip: If you generate the report and it shows no grants, your agency has not entered grant work into the system.

Search Grants	Saved Searches	My Grants	Reports	Contacts List
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Start Date:	<input type="text"/>
End Date:	<input type="text"/>
<i>OR</i>	
Fiscal Year:	<input type="text" value="All"/>
Agency:	<input type="text" value="All"/>
User ID:	<input type="text"/>
Funding Opportunity Number:	<input type="text"/>
Status:	<input type="text" value="All"/>
Report Type:	<input checked="" type="radio"/> Summary Report by Agency <input type="radio"/> Detailed Report
<input type="button" value="Generate Report"/> <input type="button" value="Clear"/>	

CONTACTS LIST

This screen is used to find Virginia Grant contacts.

[Search Grants](#) [Saved Searches](#) [My Grants](#) [Reports](#) **[Contacts List](#)**

Search contacts by any or all of the following:

Agency

Last Name

Other users interested in my grants(s)

[Back to Virginia Grants](#)

If you want to see a comprehensive list of Virginia grant contacts, select "All" from the Agency drop-down list. The agency name, contact name, e-mail, title, and phone of all agency contacts will appear.

QUESTIONS

If you need help with the Virginia Grants system, please contact Maribel Ramos, Director of the Office of Intergovernmental Affairs at (202) 783-1769 or maribel.ramos@governor.virginia.gov .