



U.S. Department of Education
Office of Elementary & Secondary Education
Charter Schools Program
Recording Transcript – May 2025
FY 2025 Pre-Application Webinar

Submitting Your CSP Grant Application

Hello. In this presentation, we will talk about submitting an application for a Fiscal Year 2025 grant from the U.S. Department of Education's Charter Schools Program, referred to as CSP.

All applications must be submitted electronically, via grants.gov, unless you qualify for an exception to this requirement.

The deadline to submit varies for each CSP grant. Review the deadlines on the slide for grants you intend to apply for.

The NIA is your guide to submitting a CSP application. Please read it thoroughly as it includes the due date and time, program contact information, recommended page limits and formatting, allowable file types, mandatory or optional electronic submission, exemptions to mandatory electronic submission, and the system for submitting your application.

Please ensure that only U.S. Department of Education approved file types are attached. See the NIA and application package instructions for a detailed description of these files (i.e. read-only, non-modifiable .pdf files). Also, do not upload any password-protected files to your application. Lengthy file names could result in difficulties with opening and processing your application. We recommend file names be less than 50 characters.

Each grant program has different requirements, so ensure you are reviewing the correct NIA.

All FY 2025 CSP grant applications must be submitted via the government-wide Grants.gov system. We'll now walk you through some instructions about using Grants.gov for your electronic submission.

Grants.gov is an external application system used throughout the federal government. Here is a screenshot of what the homepage looks like.

- Your organization must have a Unique Entity Identifier (or UEI) to submit an application on grants.gov.
- First, register with SAM.gov to obtain a UEI.
- Next, set up an Authorized Organization Representative (AOR) profile.
- Then you will need to be authorized as an AOR by your organization's e-Biz point of contact.
- Then you can track your AOR status.

The registration process for grants.gov outlined on the previous slide can take up to 4 weeks to complete, so start the process now!

- You must be registered on grants.gov to submit an application.
- However, you can search grant opportunities or download application packages without a registration.

Here are some other tips to help you use grants.gov:

- For detailed instructions, review the “Grants.gov Submission Procedures and Tips for Applicants” in the application package.
- An applicant must download the correct version of Adobe in order to read any Grants.gov application packages.
 - In Adobe, applicants must move all mandatory forms from left to right, in order to open each form.
 - Once the form is on the right side, an applicant can complete and SAVE each form; while in process, the application package is saved offline.
- Once you download the application, multiple people can work on it and you can work offline.
- Make sure to save often!
- Include both forms and attachments in your application.
- Submit all documents as PDF files.
- Once the application is complete, the “save and submit” button becomes active.
- Press the final SAVE & SUBMIT button before the final submission of the application.

As a reminder: The federal government has transitioned away from the DUNS number. Applicants must register for a UEI via SAM.gov. There is no cost associated with applying for or maintaining a UEI. The process for receiving a UEI is intended to be completed by the entity itself and does not require an outside vendor for this process.

Here are ways to tell if your application submission in grants.gov was successful or unsuccessful. With a successful submission, the applicant should receive:

1. A confirmation email with a time and date stamp and an assigned tracking number from Grants.gov
2. A validation email from Grants.gov. This means the application is ready for Department retrieval
3. An email with their assigned PR Award # (S282A25XXXX)

The signs that a submission was not successful include:

- **Not** receiving a confirmation email with a time and date stamp and an assigned tracking number from Grants.gov
- If the application is received after the deadline of 11:59:59 p.m. ET on the due date or validation is not successful, applicant should receive an error email
- The email may list the error, or applicants can use their tracking number to find the submission error

This slide will give instructions on how to track your application submission or check on a submission error. The screenshot shows the navigation on grants.gov on where to track your application in the “Track My Application” link.

- Once you’ve navigated there, step one is to verify that your submission was on time and validated successfully. The date/time received should be earlier than 11:59:59 PM ET on the deadline.
- The application status should be “validated”
- **Do not rely solely on email to confirm whether your application has been received on time and validated successfully.** Take these steps outlined here to track your application and confirm on grants.gov.

Here are some additional tips for application submission:

- Save a copy of your application
- Make sure that the signer of the application (i.e., the person logged in and submitting in Grants.gov) matches the authorized representative named on the application forms. Original signatures on forms may be requested by the Department at a later time.
- Applications cannot be “unsubmitted”
- Applicants may resubmit an application at any point before the closing deadline. The Department will review the most recent submission before the closing date and time.

Deadlines are enforced via the electronic grants.gov system. Therefore, you are strongly encouraged to submit your application early.

- Grants.gov is available 24/7 excluding Federal holidays to support you with technical challenges.
- You can resubmit your application prior to the deadline if you need to update your application.

If you experience problems submitting your application via grants.gov, reach out to the Support Desk at the number or email address provided on this slide. Make sure to keep a record of the Case Support Number.

- If these documented technical issues cause you to submit an application after 11:59:59 p.m. ET on the deadline, contact the person listed in the Notice and provide an explanation of the technical problem you experienced with Grants.gov, along with the Grants.gov Support Desk Case Number.
- We will accept your explanation and grant a one-day extension if we can confirm that a technical problem occurred with the Grants.gov system and that a problem affected your ability to submit your application by the deadline.
- The Department will contact you after a determination is made on whether your application will be accepted.

An extension may be granted only due to the unavailability of, or technical problems with, the Grants.gov system. We will not grant you an extension if you failed to fully register to submit your application on Grants.gov before the application deadline, or if the technical problem you experienced is unrelated to the Grants.gov system. We recommend you take a few minutes today to make sure your organization has an active Grants.gov account.

In this section we will provide an overview of the application review process after an application has been submitted.

The application review process follows 4 stages:

First the Eligibility Review—Before making awards, the Department will screen applications submitted in accordance with the requirements in the NIA to determine whether applications have met eligibility and other requirements. This screening process may additionally occur at various stages in the review process. Applicants that are determined to be ineligible will not receive a grant, regardless of peer reviewer scores or comments.

Next is the Peer Review—During this stage, applications are evaluated by a three-person, non-federal panel. Each reviewer individually reads, evaluates, and scores their assigned applications based on the selection criteria listed in the notice. The panel is given time to discuss the applications as well as their respective scores and comments. The three reviewer scores are then averaged to create an overall application score.

After the Peer Review, the Rank Order is Created—The rank order list is prepared based on the overall application scores. The Department uses this list to estimate how many applications will be funded based on rank order scores.

Finally, prior to making final awards, the Department's Office of Elementary and Secondary Education, in consultation with the Office of General Counsel and other Departmental offices, as appropriate, will work together to develop funding recommendations and identify any special terms and conditions that may be needed on the grant. Following the vetting of the highest rated applications, the competition manager will prepare and submit a funding slate to the Secretary for review and approval.

You may have questions regarding the grant application process.

Each grant program has its own email competition email address. Those email addresses are shown on the screen.

Remember, all questions regarding grants.gov must be submitted to the helpline. The email address to request support from the grants.gov team is support@grants.gov. You may also call them at 800.518.4726.

Thank you for your interest in leveraging a CSP grant to bring more high-quality choice options to students and families in your communities.