



# Education Innovation and Research (EIR) Applying in Grants.gov

NOTE: THESE SLIDES ARE INTENDED AS GUIDANCE ONLY. PLEASE REFER TO THE OFFICIAL NOTICES AS THEY ARE PUBLISHED IN THE *FEDERAL REGISTER* AND THE APPLICATION PACKAGES ON THE COMPETITION WEBSITE.

# REGISTERING FOR GRANTS.GOV

The EIR Grant Program requires the electronic submission of applications -- specific requirements and instructions can be found in the *Federal Register* notice.

Applicants **MUST** register with Grants.gov and System Award Management (SAM) system in order to submit applications using Grants.gov.

Registration instructions are found in the EIR Application Packages. (Register **TODAY!**)

Current registrants should confirm that your Grants.gov and SAM accounts are active and up to date.

# SYSTEM FOR AWARD MANAGEMENT (SAM)

HOW DOES AN ENTITY REGISTER,  
OR UPDATE ITS REGISTRATION WITH SAM

To register with SAM, go to <https://sam.gov>

- Click on *Get Started* if a new registrant
- Click *Create the account* on the next screen
- Provide the requested information and submit
- Receive the email from “notifications” and click through the sam.gov link to validate your account
- Log in on the SAM website with the username and password you created



# SEARCH GRANTS.GOV

## FOR FUNDING OPPORTUNITIES

- In the *Search Grants* tab, search by either:
  - Assistance Listing Number: **84.411**
  - Opportunity Number: **See application package.**
- Click the *Grant Opportunity* you are interested in
- Click on the *Package* tab to either preview the application forms or apply
- Log in to create a Workspace to apply on Grants.gov
- ASK yourself, do we have the exact EIR application package we intend to apply for? Applications are reviewed under the competition submitted under.

Only applications that are successfully submitted by the established deadline will be peer reviewed.



# APPLY USING WORKSPACE

Workspace is the online space on Grants.gov where you work on your grant application.

Workspace is a shared, online environment where members of a grant team may simultaneously access and fill out forms within an application.

## Further Resources:

- [Workspace Overview](#) page on Grants.gov
- [Video: Learning Workspace Series](#) on Grants.gov YouTube
- [Manage Workspace](#) help articles
- [Latest Blog Posts about Workspace](#) at Blog.Grants.gov

# FORMS/DOCUMENTS

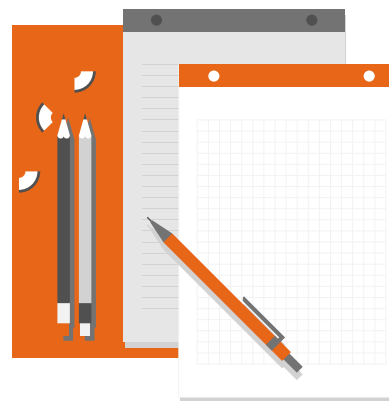
## Part 1: Standard documents

NOTE: Complete the SF-424 form first to enable the common data fields (such as the applicant's name, address, and UEI Number) to automatically transfer to other forms.

- Part 2: Budget Information (SF-524 Form Budget Information Summary)
- Part 3: Abstract
- Part 4: Project Narrative
- Part 5: Budget Narrative
- Part 6: Other Attachments
- Part 7: Assurances and Certifications

NOTE: General Education Provisions Act (GPA) revised form as of spring 2023, 30-minute [computer-based training available](#)

- Part 8: Intergovernmental Review



# FORMS PART 7

# UPDATED GEPA SECTION 427 FORM

[Link to GEPA  
form instructions](#)

## NOTICE TO ALL APPLICANTS: EQUITY FOR STUDENTS, EDUCATORS, AND OTHER PROGRAM BENEFICIARIES

Section 427 of the General Education Provisions Act (GEPA) ([20 U.S.C. 1228a](#)) applies to applicants for grant awards under this program.

**ALL APPLICANTS FOR NEW GRANT AWARDS MUST INCLUDE THE FOLLOWING INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

Please respond to the following requests for information:

1. Describe how your entity's existing mission, policies, or commitments ensure equitable access to, and equitable participation in, the proposed project or activity.

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2. Based on your proposed project or activity, what barriers may impede equitable access and participation of students, educators, or other beneficiaries?

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3. Based on the barriers identified, what steps will you take to address such barriers to equitable access and participation in the proposed project or activity?

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4. What is your timeline, including targeted milestones, for addressing these identified barriers?

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Notes:

# TRACKING YOUR APPLICATION SUBMISSION

After submitting your application

- Make sure you receive an on-screen **confirmation receipt**
- Document your **Grants.gov Tracking Number**
- The **date/time stamp** is the official time of submission
- You will also receive **email confirmations** from Grants.gov and the Department

**Track your application status and information**

By accessing the “Details” tab of the submitted Workspace,

**Or you may track your application status**

By entering your Grant Tracking Number in the “Track My Application” page on Grants.gov.

**Problems With Submission:**

Contact the Grants.gov Help Desk at **1-800-518-4726** or at [support@grants.gov](mailto:support@grants.gov).

**You must obtain a Grants.gov Help Desk Case Number and keep track of your progress to resolve the issue**



# GRANTS.GOV SUBMISSION TIPS

**REGISTER  
EARLY** for  
Grant.gov  
and SAM!

Do It **TODAY!**

This process may take **DAYS** to **WEEKS**  
to complete.

**SUBMIT EARLY**

Depending on the size of the file,  
transmittal may take **SEVERAL  
MINUTES** to **HOURS**.

Don't wait until the deadline date to  
submit. The system will be slow due  
to last minute submissions.

**LATE  
APPLICATIONS  
WILL NOT BE  
READ!**

Applications that are time/date  
stamped after 11:59:59 p.m. Eastern  
Time on deadline date will be marked  
late and will not be read.

## GRANTS.GOV SUBMISSION TIPS (CONT.)

- ▶ Carefully review the FY 2023 Notice Inviting Applications (NIA) and the application package.
- ▶ Applicants should take care in downloading the intended EIR application package and submitting their applications under the intended EIR competition.
- ▶ Ensure that you attach .PDF files only for any attachments to your application, and they must be in a **read-only, flattened format**. Applicants must submit individual .PDF files only when attaching files to their application.

# EIR COMPETITION RESOURCES



[Education Innovation and Research \(EIR\) competition website:](#)

Notices Inviting Applications

Application Packages

Informational PowerPoints

Grants.gov Applicant General Overview and PowerPoint



EIR email:  
[eir@ed.gov](mailto:eir@ed.gov)



EIR phone:  
(202) 453-7122



Grants.gov phone:  
1-800-518-4726

# GRANTS.GOV APPLICANT SUPPORT & RESOURCES

## Support Center

- Support available 24/7; closed on Federal holidays
- Email: [support@grants.gov](mailto:support@grants.gov)
- Toll-Free Phone Number: 1-800-518-4726
- International Callers: 1-606-545-5035
- Grants.gov Self-Service Web Portal:  
<https://www.grants.gov/web/grants/support.html>

## Additional Resources

Workspace Overview:

<https://www.grants.gov/web/grants/applicants/workspace-overview.html>

Online User Guide:

<https://www.grants.gov/help/html/help/index.htm?callingApp=custom#t=GetStarted%2FGetStarted.htm>

FAQs:

<https://www.grants.gov/web/grants/applicants/applicant-faqs.html>

Blog:

<https://blog.grants.gov/>





EIR email: [eir@ed.gov](mailto:eir@ed.gov)

EIR phone: 202-453-7122

Thank you!