

WHOI Guide to Using Grants.gov  
V. Finding an Application Package

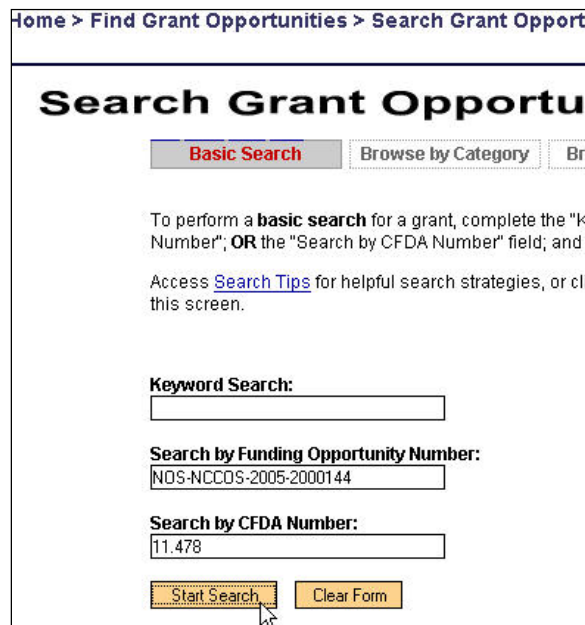
## FINDING A GRANT APPLICATION PACKAGE

Because grants.gov covers the entire federal government's funding opportunities, searching and finding a specific application package can be a frustrating experience the first time you do it.

In order to download the correct application package you will need to know the CFDA and funding opportunity numbers. Finding those numbers can be accomplished via grants.gov under the 'Find Grant Opportunities' section.

We have some tips for you:

1. If you know the funding opportunity number and CFDA number already, then you will be able to enter them directly in the basic search page.



Home > Find Grant Opportunities > Search Grant Opportu

### Search Grant Opportu

**Basic Search** Browse by Category Bro

To perform a **basic search** for a grant, complete the "K Number"; **OR** the "Search by CFDA Number" field; and t

Access [Search Tips](#) for helpful search strategies, or cli this screen.

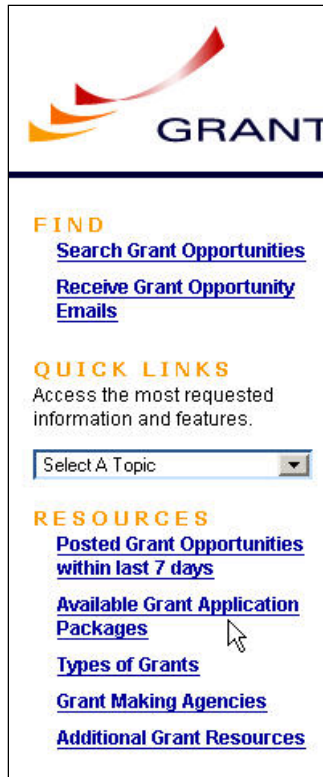
**Keyword Search:**

**Search by Funding Opportunity Number:**

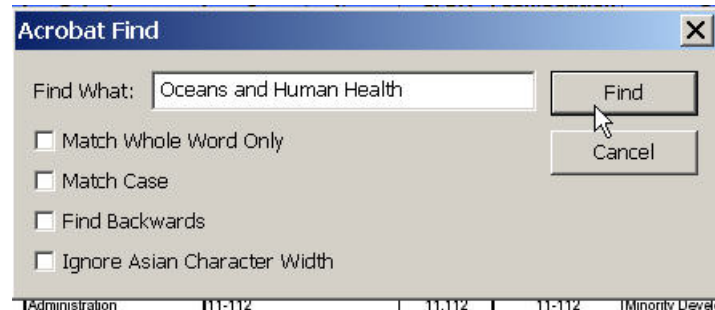
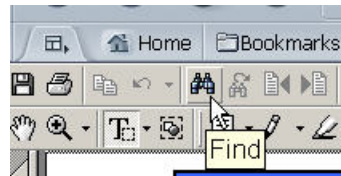
**Search by CFDA Number:**

2. If using the grants.gov keyword search, make sure that multiple word phrases are entered inside quotes for the system to search for that exact phrase.
3. If using the grants.gov advanced search, you may select more than one item from the drop-down lists by holding down the control key as you click on the items you wish to include.
4. The left-hand menu in the 'Find Grant Opportunities' section of grants.gov has some useful links to help you find the package you need. (See figure on next page.)

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We have found that the Adobe Acrobat PDF file ‘Available Grant Application Packages’ is the least frustrating resource on this menu. This PDF file is a listing of all available packages listed by closing date in descending order. Use the ‘Find’ feature of your PDF viewer to search for a text string you know to be related to the funding opportunity.



Still frustrated by grants.gov? An alternative method to finding the application package you need to complete is to use the FedGrants website.

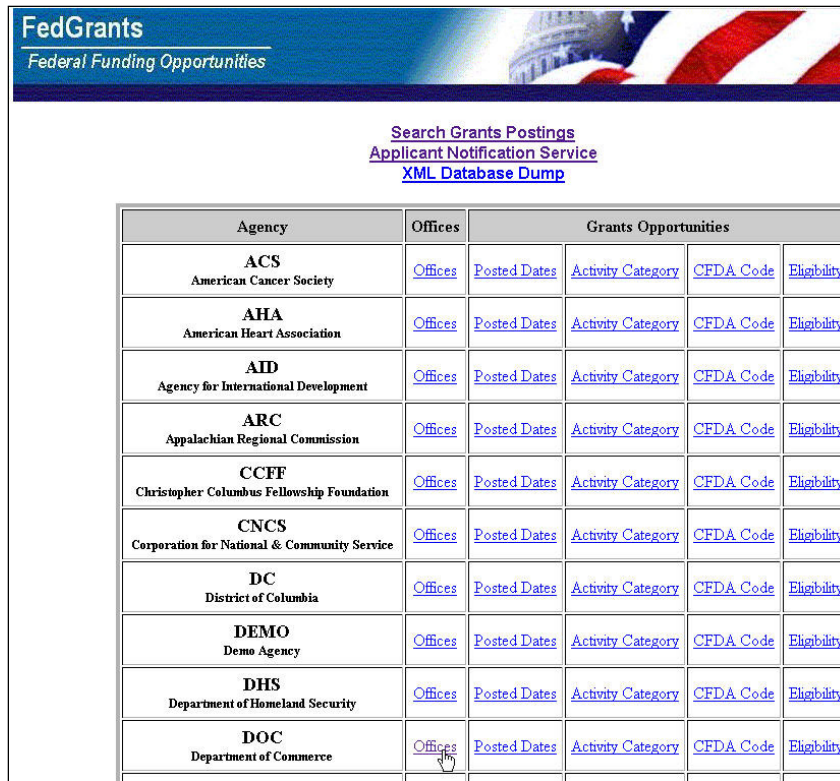
URL: <http://fedgrants.gov/Applicants/>

FedGrants is the site where agencies upload and maintain their funding opportunities. Grants.gov accesses the FedGrants site from within the grants.gov application. However, the grants.gov way of searching for funding opportunities is not as helpful as it could be.

We recommend NOT using the search capabilities of the FedGrants site. Instead we recommend you scroll down the list of agencies to the one in which you are interested. An example search is illustrated on the following pages.

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For our example, we will look for a NOAA proposal. Therefore, we need to scroll down to the Dept. of Commerce, NOAA's parent agency.



**FedGrants**  
*Federal Funding Opportunities*

[Search Grants Postings](#)  
[Applicant Notification Service](#)  
[XML Database Dump](#)

Agency	Offices	Grants Opportunities			
<b>ACS</b> American Cancer Society	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Activity Category</a>	<a href="#">CFDA Code</a>	<a href="#">Eligibility</a>
<b>AHA</b> American Heart Association	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Activity Category</a>	<a href="#">CFDA Code</a>	<a href="#">Eligibility</a>
<b>AID</b> Agency for International Development	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Activity Category</a>	<a href="#">CFDA Code</a>	<a href="#">Eligibility</a>
<b>ARC</b> Appalachian Regional Commission	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Activity Category</a>	<a href="#">CFDA Code</a>	<a href="#">Eligibility</a>
<b>CCFF</b> Christopher Columbus Fellowship Foundation	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Activity Category</a>	<a href="#">CFDA Code</a>	<a href="#">Eligibility</a>
<b>CNCS</b> Corporation for National & Community Service	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Activity Category</a>	<a href="#">CFDA Code</a>	<a href="#">Eligibility</a>
<b>DC</b> District of Columbia	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Activity Category</a>	<a href="#">CFDA Code</a>	<a href="#">Eligibility</a>
<b>DEMO</b> Demo Agency	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Activity Category</a>	<a href="#">CFDA Code</a>	<a href="#">Eligibility</a>
<b>DHS</b> Department of Homeland Security	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Activity Category</a>	<a href="#">CFDA Code</a>	<a href="#">Eligibility</a>
<b>DOC</b> Department of Commerce	<a href="#">Offices</a>	<a href="#">Posted Dates</a>	<a href="#">Activity Category</a>	<a href="#">CFDA Code</a>	<a href="#">Eligibility</a>

We then choose 'Offices' at the Dept. of Commerce.



**Post by Offices of DOC**

Please use [Search of Grants Postings](#) to view complete result set.

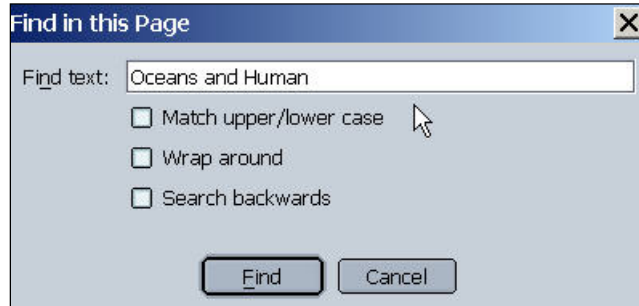
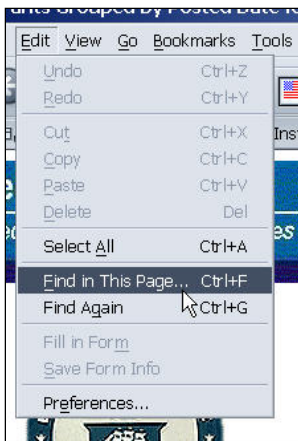
Office	Locations	DOC Grants Opportunities			
<b>Economic Development Administration</b>	<a href="#">Locations</a>	<a href="#">Posted Dates</a>	<a href="#">Activity Category</a>	<a href="#">CFDA Code</a>	<a href="#">Eligibility</a>
<b>International Trade Administration</b>	<a href="#">Locations</a>	<a href="#">Posted Dates</a>	<a href="#">Activity Category</a>	<a href="#">CFDA Code</a>	<a href="#">Eligibility</a>
<b>Minority Business Development Agency</b>	<a href="#">Locations</a>	<a href="#">Posted Dates</a>	<a href="#">Activity Category</a>	<a href="#">CFDA Code</a>	<a href="#">Eligibility</a>
<b>National Institute of Standards and Technology</b>	<a href="#">Locations</a>	<a href="#">Posted Dates</a>	<a href="#">Activity Category</a>	<a href="#">CFDA Code</a>	<a href="#">Eligibility</a>
<b>National Oceanic and Atmospheric Administration</b>	<a href="#">Locations</a>	<a href="#">Posted Dates</a>	<a href="#">Activity Category</a>	<a href="#">CFDA Code</a>	<a href="#">Eligibility</a>

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Next, we choose 'Locations' for NOAA.



For this example, we choose 'Posted Dates.' To find our package quickly, we can use our browser's find features found under the Edit menu.



**Mar 29, 2005**  
**Agency:** Department of Commerce  
**Office:** National Oceanic and Atmospheric Administration  
**Location:** Grants Management Division  
♦ **Posted:** Mar 29, 2005 **Type:** [Grant](#) **Title:** [Oceans and Human](#) Health Initiative, External Grants Program **Funding Opportunity**  
**Number:** NOS-NCCOS-2005-2000144  
♦ **Posted:** Mar 29, 2005 **Type:** [Full Announcement 1](#) **Title:** Oceans and Human Health Initiative, External Grants Program **Funding Opportunity**  
**Number:** NOS-NCCOS-2005-2000144

No matter whether you used grants.gov or fedgrants.gov to find your specific Funding Opportunity, you will want to click on the Full Announcement and Grant to make sure you have the correct opportunity.



## WHOI Guide to Using Grants.gov V. Finding an Application Package

The electronic grants application package can be found by scrolling to the bottom of the 'Grant' link and clicking on the button labeled, 'Apply for Grant Electronically.'

**Fund number :** NOS-NCCOS-2005-2000144  
**Title :** Oceans and Human Health Initiative, External Grants Program

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[Grant](#) - Posted on Mar 29, 2005  
[Full Announcement 1](#) - Posted on Mar 29, 2005

t:  
Email [Steve.J.Drescher@noaa.gov](mailto:Steve.J.Drescher@noaa.gov) [Drescher, Steve](#)

GRANTS.GOV<sup>SM</sup>

Grantors Applicants EBiz About Us Resources P.L. 106-107 Privacy FAQs Site Map HELP

Get Started Find Grant Opportunities Apply For Grants Customer Support

Home > Apply for Grants > Forms & Applications > Selected Grant Applications for Download

### Selected Grant Applications for Download

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

CFDA	Opportunity Number	Competition ID	Agency	Instructions	Application
11.478	NOS-NCCOS-2005-2000144	2001952	National Oceanic and Atmospheric Administration	<a href="#">download</a>	<a href="#">download</a>

Download and read the Instructions in addition to downloading the Application package.

### Download Opportunity Application Package

You have chosen to download the application package for the following opportunity:

**CFDA Number:** 11.478: Center for Sponsored Coastal Ocean Research\_Coastal Ocean Program  
**Opportunity Number:** NOS-NCCOS-2005-2000144: Oceans and Human Health Initiative, External Grants Program  
**Competition ID:** 2001952  
**Agency:** National Oceanic and Atmospheric Administration  
**Opening Date:** 03/29/2005  
**Closing Date:** 04/26/2005

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is changed and republished on Grants.gov before its closing date.

Download the application package by selecting the download link below. While the package file may open directly, you may save the file to your computer for future reference and use. You do not need Internet access to complete the application once you save it to your computer.

[Download Application Package](#)

## WHOI Guide to Using Grants.gov V. Finding an Application Package

Save the application and its instructions to your new 'My Documents\grants.gov' folder. Please name the application file with the appropriate WHOI proposal number. Use an underscore in place of the period in the proposal number. Application package files have the filename extension of .xfd.

Example:      Proposal Number ZZ12345.00  
                  Filename: ZZ12345\_00.xfd

Because the PureEdge Viewer acts as a plugin for Netscape for 'Internet Forms Documents,' when you click on the link to download the Application Package, the document may open directly in your browser window. If that happens, then simply select 'Save Page As' from the browser's file menu and save the file to your 'MyDocuments\grants.gov' folder with its appropriate WHOI proposal number (ZZ12345\_00.xfd).

