



Establishing and Maintaining a Grantor User Account User Guide

Grants.gov (www.grants.gov) is the Federal portal for the public to find and apply for financial assistance (FA) funding opportunities. U.S. Fish and Wildlife Service (Service) employees responsible for publishing opportunities for Federal funding under Service FA programs must have a Grantor user account to complete the Funding Opportunity posting on Grants.gov. The first part of the Funding Opportunity process is completed in PRISM and requires an FBMS access.

The Grantor user account roles allow the user to create and modify funding opportunity synopses, to attach FA program-specific documents, and to create and attach accompanying application packages and instructions.

Change/Version Control

No.	Date	Object	Description of Change	Name
V1	4/7/15	Update	Added Change/Version Control	Debbie Unbehagen
V2	8/12/15	Update	Updated Step 4 to remove Agency Template Creator as a user role and updated wiki links.	Hong Nguyen
V2	11/7/16	Update	Changed FAS to Systems Branch.	Hong Nguyen

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1. FWS employee requiring Grantor access must have their supervisor submit an email to the Systems Branch at fwhqfas@fws.gov.

The request ensure the appropriate staff is given access to the system, identifies the user's FA Program affiliation for future Grants.gov messaging, and provides information for user tracking and management.

Sample email:

Subject: Request for Grants.gov Access

This email is to request access for [insert employee's name] to Grants.gov in order to post and maintain funding opportunities, including application packages and submitted applications, for [insert Name of FA Program/Branch/Division].

[insert name and title of Supervisor]

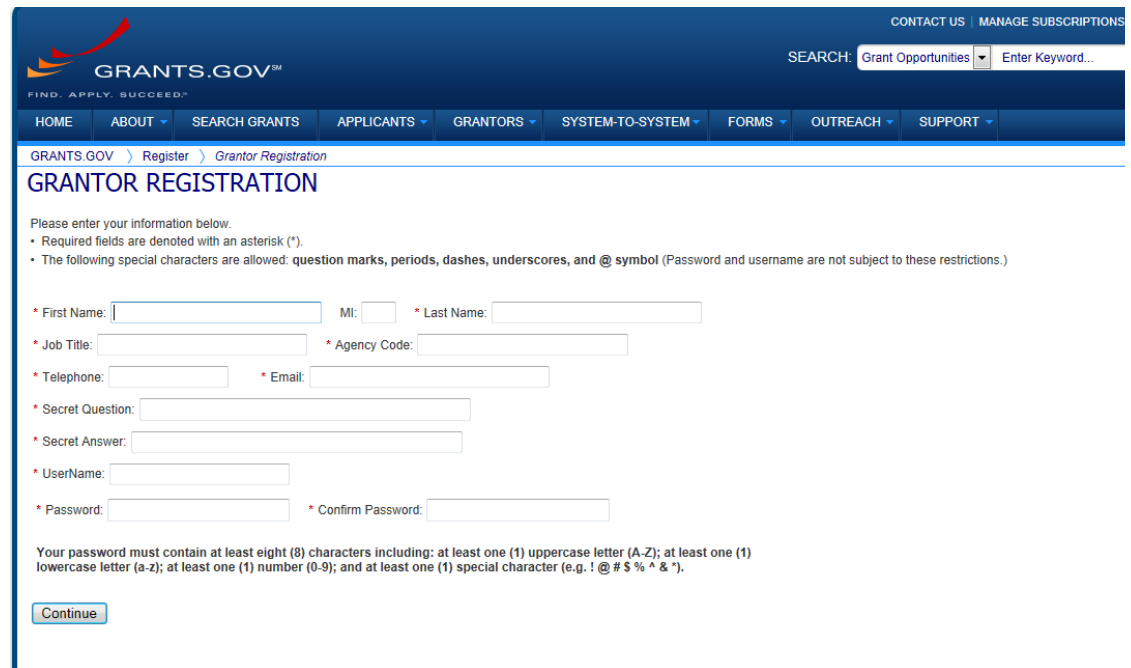


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2. The FWS employee will register online for a new Grantor user account in Grants.gov. **REGISTER > GRANTOR > GRANTOR REGISTRATION.**

The Service's Agency Enrollment Code to complete this process is **DOI-FWS**.

For instructions on how to register as a Grantor, go to www.grants.gov and click Help > Register > Register as a Grantor.



3. After the Service employee registers for a new Grantor user account, the Systems Branch receives a Grants.gov system-generated email notification that a new Agency user has registered for a user account.



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4. Once the Systems Branch receives the Grants.gov notification email and the supervisor email to request access, they will assign the roles to the new Grantor user account.

These roles enable the Grantor user to access all functions necessary to add/modify application packages; as well as to retrieve applications submitted under funding opportunity announcements.

Note: All funding opportunities and synopsis must be created and released in PRISM only. Application packages must be uploaded to the funding opportunity in Grants.gov separately.

For instructions on how to create and post funding opportunities and synopsis, refer to the **FBMS User Guide – How to Create and Post a Funding Opportunity and Synopsis**, which provides instructions on how to create funding opportunities in PRISM and developing the Synopsis in PRISM to be transmitted to Grants.gov. The user guide is available on the Systems Branch wiki site at <http://fawiki.fws.gov/display/GGOV/FWS+Grants.gov+Guidance+Information>. The sites also contain a training overview and policy related to Grants.gov.

Roles assigned:

Current Roles:

Manage Synopses
Agency Tracking Number/Notes
Assigner
Manage Packages
View Applications
Agency Grant Retriever

5. The Systems Branch will send an email notifying the user that the Grantor user account is active.



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6. The Grantor user is expected to periodically check the Grants.gov website and be aware of any system alerts posted that might impact their FA program's posted funding opportunities or potential applicants.

The Systems Branch will send other notices of importance related to the Grants.gov system through their listserv as necessary. To sign up on the listserv, go to <https://fawiki.fws.gov/display/ABFS/Systems+Branch+Listserv> and click on Subscribe to FASystemsNews Listserv.

The screenshot shows the 'FA Systems' section of the U.S. Fish and Wildlife Service website. The navigation menu includes 'Dashboard', 'FA Wiki', 'FA Systems', 'FA Training', 'WSFR', and 'ADMIN'. The 'FA Systems' section is active, displaying a sidebar with links: 'About Branch of FA Systems Home', 'Contact Branch of FA Systems', and 'FA System News Listserv'. The main content area is titled 'FA System News Listserv' and contains the following text:

The Branch of Financial Assistance Systems (FAS) sends out news via the Listserv related to the systems used for information includes: system issues, updated guidance, where to find guidance, quarterly conference call information.

We recommend that you subscribe to the Listserv to receive the latest information on resources that will assist you and Grants.gov.

Please click the link below to subscribe to the Listserv. Once you subscribe, you will receive an email from the Listserv complete the verification step in order to receive the messages.

[Subscribe to FASystemNews Listserv](#)

If you have any issues when subscribing, please send an email to FAS at fwfqfas@fws.gov.

7. Service employees with Grantor user accounts are responsible for maintaining an active account by updating their password every 90 days and for routinely checking the Grants.gov website for system alerts and the Systems Branch Grants.gov wiki page for news and system updates.