

Grants.gov FAQs

1. How can I get Grantor access to Grants.gov as a federal employee?

The Service's process for obtaining access to Grants.gov requires that an employee have his/her supervisor submit a "Request for Access" email to the Systems Branch at fwfqfas@fws.gov requesting access for the employee.

Before the Systems Branch can assign the roles in Grants.gov, the employee will need to register online for a new Grantor user account. The Agency Enrollment Code is DOI-FWS.

Once the Systems Branch receives the "Request for Access" from the supervisor and the employee has completed the registration process, they will assign the required user roles in Grants.gov and will notify the employee of when the account is active.

Please refer to the [Systems Branch User Guides - Establishing and Maintaining a Grantor User Account](#) for additional guidance.

2. Can I post a funding opportunity directly in Grants.gov?

No. All funding opportunities must be created in PRISM and then is transmitted to Grants.gov. Any funding opportunities that are created in Grants.gov will not be imported into PRISM. If the funding opportunity does not exist in PRISM, the applications submitted in Grants.gov will not import to PRISM.

Please refer to the [Systems Branch User Guides - How to Create a Funding Opportunity and Synopsis](#) (accessible by DOI employees only - must use Bison Connect or be connected to the DOI network) for instructions on how to create a funding opportunity and synopsis in PRISM to be transmitted to Grants.gov.

3. If I attached the application package and other supporting documents to PRISM, will the documents transmit to Grants.gov?

No. All application packages and other supporting documents must be attached to the funding opportunity in Grants.gov. Any documents that are attached in PRISM will not be imported into Grants.gov.

4. Do I need to transmit the synopsis every time I make an amendment to the funding opportunity?

Yes. If there are changes to the funding opportunity, you will need to release the amended funding opportunity in PRISM and submit the synopsis based off of the latest amendment in order to transmit the amendment to Grants.gov.

5. What can I do if my first attempt to post a funding opportunity from PRISM to Grants.gov fails? Can I modify the synopsis and retransmit?

If the base funding opportunity/synopsis does not go through, a modification will not work. You will need to submit a ticket to FBMS_Helpdesk@ios.doi.gov to have it post manually out to Grants.gov.

6. The applicant attached documents to their application but it was not available to view in the grantor zip file. How can applicants avoid this issue?

Applicants can avoid this issue by using the correct method to attachment documents to the application package. Applicants should always attach documents by using the appropriate ADD ATTACHMENT button listed in the forms in the application package. If an applicant attaches the document through any other method, the document will not be listed in the grantor zip file.

7. If I have issues with posting to Grants.gov, who should I contact?

If you have issues with posting to Grants.gov, please submit a helpdesk ticket to FBMS_Helpdesk@ios.doi.gov.