

Section 5.8: Application Submission

PURPOSE AND POLICY

Submitting the grant application is generally the final step in pursuing a grant. The process can be time-consuming and cumbersome, especially for new grant program managers or when utilizing a new grants application software. Preparation is essential for timely and error-free grant submission. The submission process should be included in the grant development schedule. The grant program manager should not wait until the last date of the submission period to submit the application. Instead, the grant program manager should schedule the submission process at least 48 hours ahead of the deadline.

PROCEDURE

The grant program manager should carefully review the application submission instructions and ensure the required documents are in the grant application file. For private foundation or smaller community grants, submitting the application may be as simple as emailing the proposal to the foundation's giving officer. Other foundations may have a dedicated web portal where grant program managers can upload their application materials.

For automated grant application systems, the grant program manager should have an account established (see [Section 5.1](#)) and should be familiar with the functionality of the system. He/she should also have the phone number for the customer support for the grant application system in case he/she runs into technical issues. If the system is new to the grant program manager, he/she should learn the mechanics of the application submission process:

- The type of naming convention required for the files
- The formatting requirements (i.e., PDF, Word, etc.)
- The file size limitation
- Type of files allowed (i.e., spreadsheets, data exports, etc.).
- Software compatibility issues (i.e., does the system only work with Microsoft Explorer browser)
- Can the work be saved as a draft to allow the grant program manager to log-off and return to complete at a later time.

Grants.gov. The [Workspace](#) feature in Grants.gov allows a grant program manager to research, prepare and submit federal grant applications. Workspace allows for the grant program manager to invite team members to participate in preparing the application.

Federal agency grant portals. Some federal agencies or subagencies (i.e., the Federal Emergency Management Agency within the Department of Homeland Security) may require grant program managers to submit directly to the agency. Grant program managers should be aware of any such requirement (this information is included in the grant solicitation) and ensure he/she is registered before he/she begins developing the grant application.