Application Management

GM 302

Transforming Financials
at the People's Department

Agenda

- Module 1 – Course Introduction
- Module 2 – Search for Funding Opportunities
- Module 3 – Create and Submit Applications
- Module 4 – Application Review and Approval
- Module 5 – Course Summary

Module 1
Course Introduction

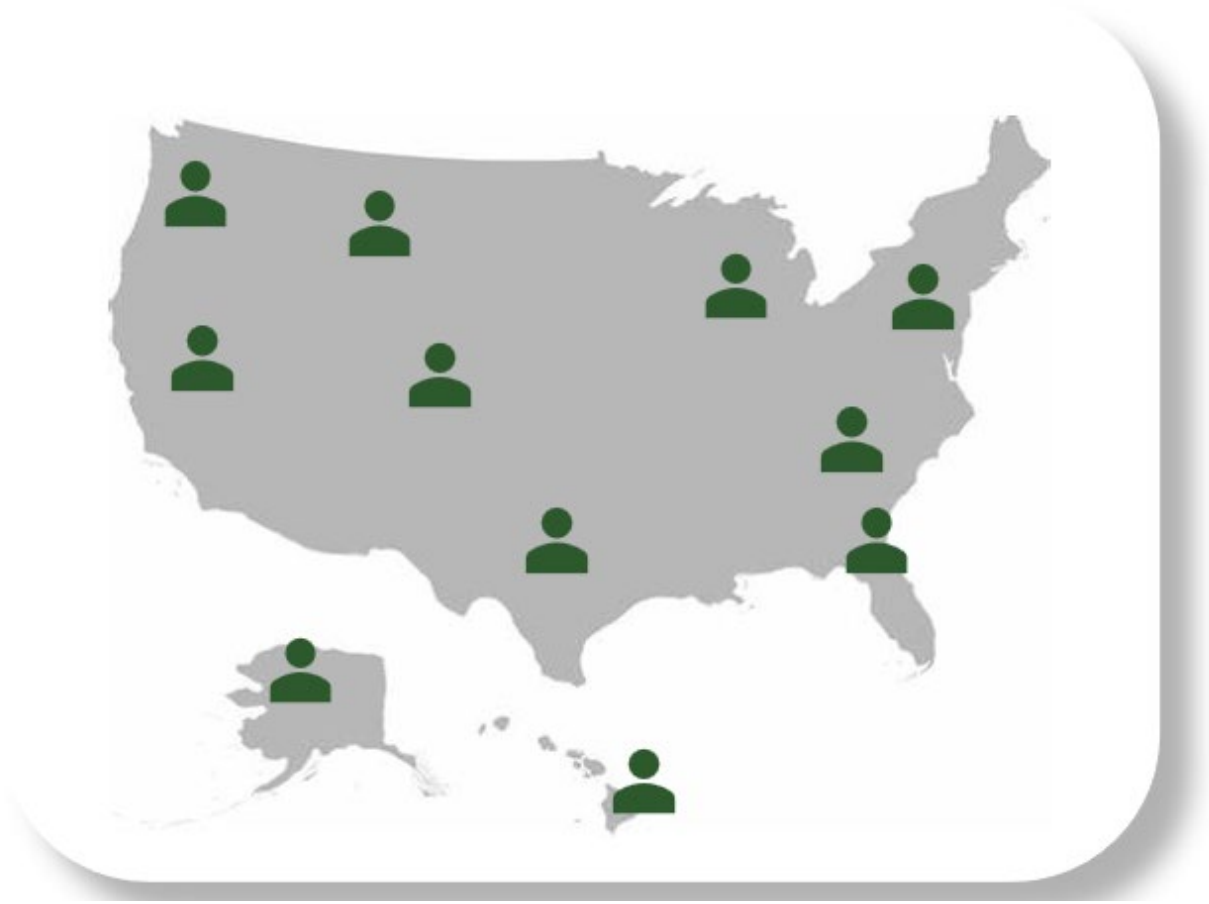
Course Overview

- The purpose of this course is to explain the ezFedGrants application management process.
- This course is also designed to help users understand where to find help and training materials.

Introduction
Instructor and Students

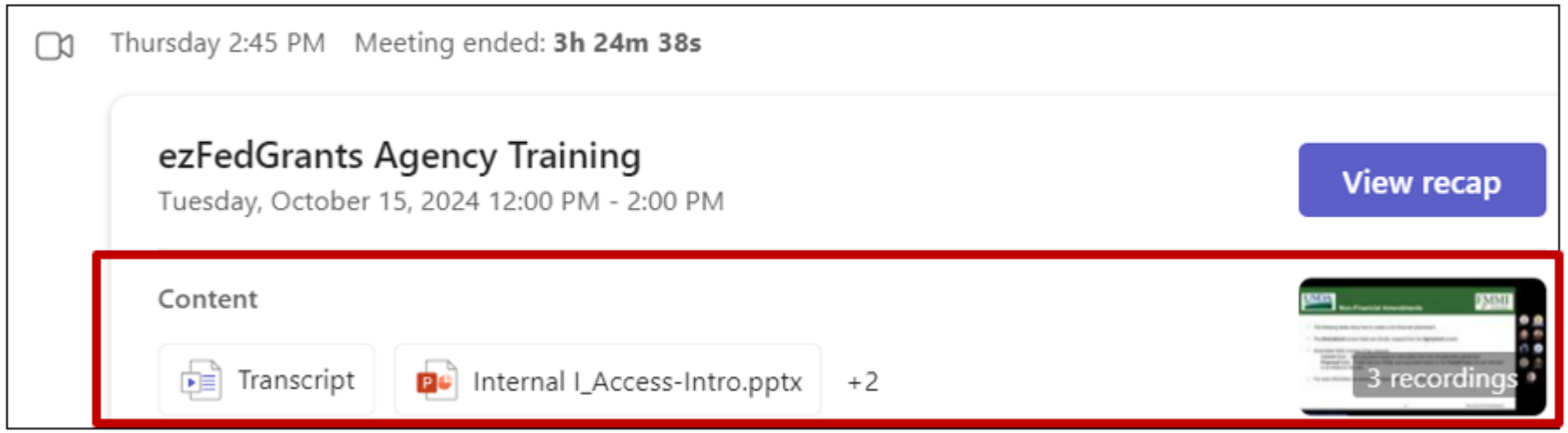
In the chat, please share your:

- Location
- Organization
- Role
- Expectations



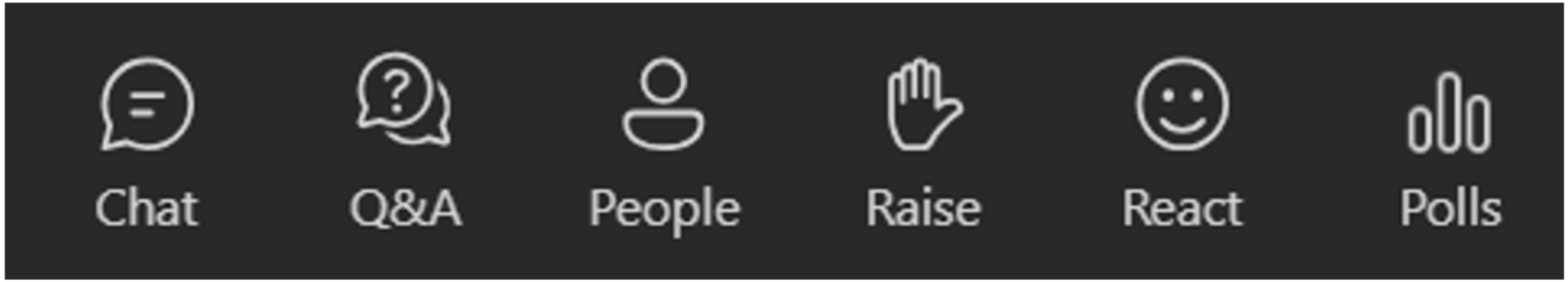
Session Recorded

- Session is being recorded and will be available for attendees after the session within the Teams chat.
- Transcripts are also provided.



Participation

- Participation is encouraged!
- Feel free to ask questions in the **Chat** or in the **Q&A** section of Teams.
- **Raise** your hand or **React** in Teams.



How to Get Answers to Your Questions

Login.Gov

- Login.gov password/account issues, contact the eAuth helpdesk at www.eauth.usda.gov/helpdesk.
- For Login.gov, call (844) 875-6446. Operating hours are 24 hours a day, seven days a week.
- Login.gov FAQs

ezFedGrants

- Contact the ezFedGrants Help Desk: ezFedGrants-cfo@usda.gov.
- Training Schedule eFG Training Schedule
- Recipient job aids: Job Aid Library

Bookmark or favorite these links!

Module 2
Search for Funding Opportunities

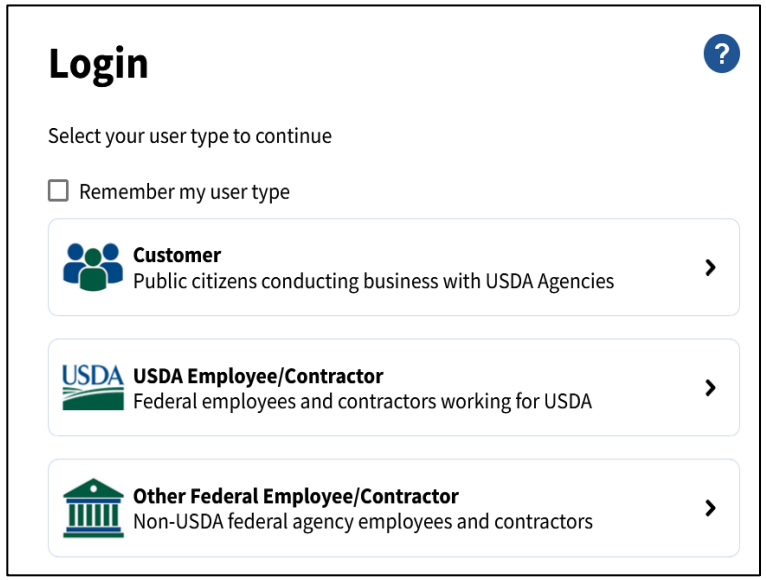
Module 1 – Search for Funding Opportunities Objectives

After completing this module, you should be able to:

- Search for a funding opportunity in ezFedGrants.

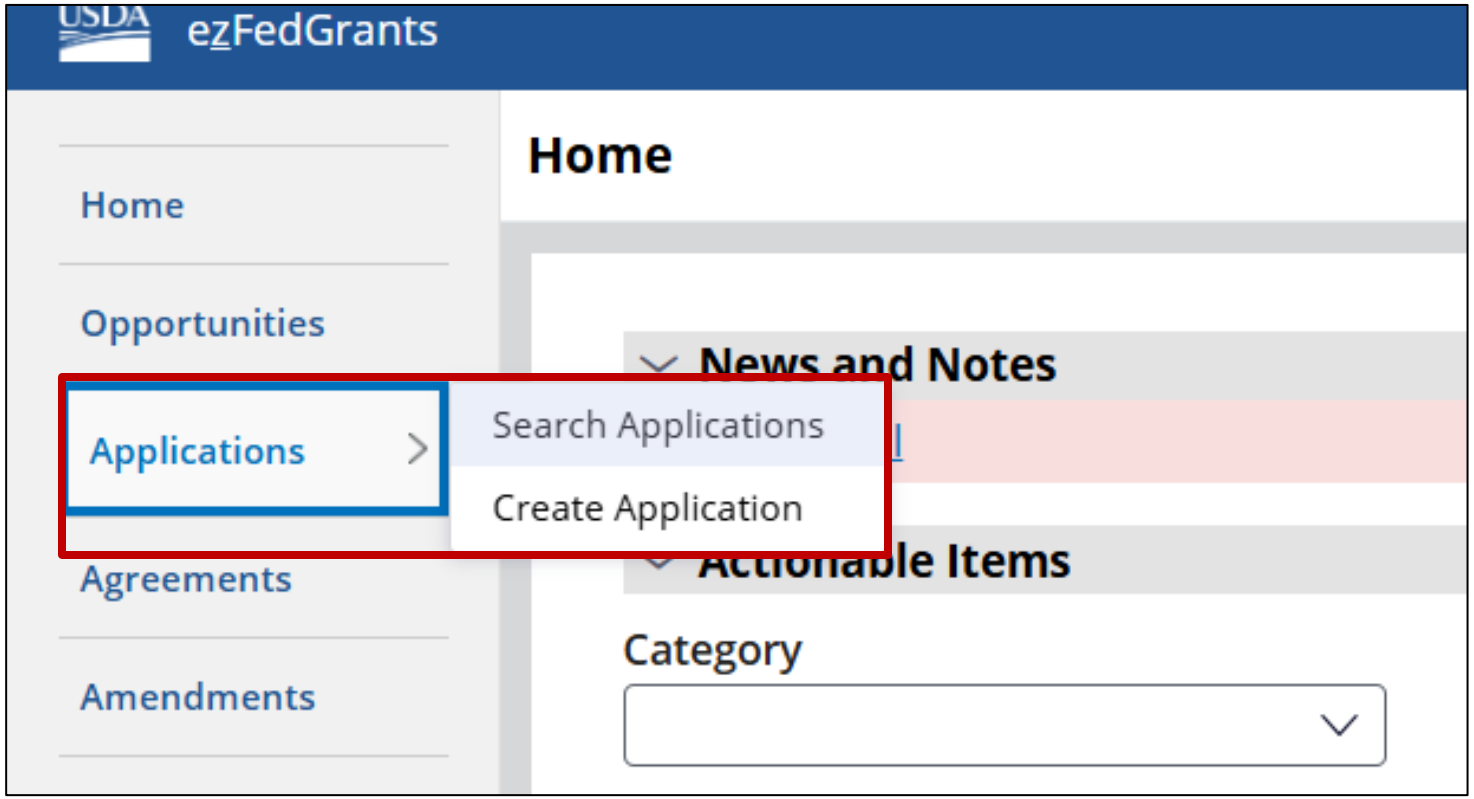
Search for Funding Opportunities
Access ezFedGrants

1. Access external portal **ezFedGrants** home screen.
2. Click **Launch Applications**.
3. Select **User Type**.



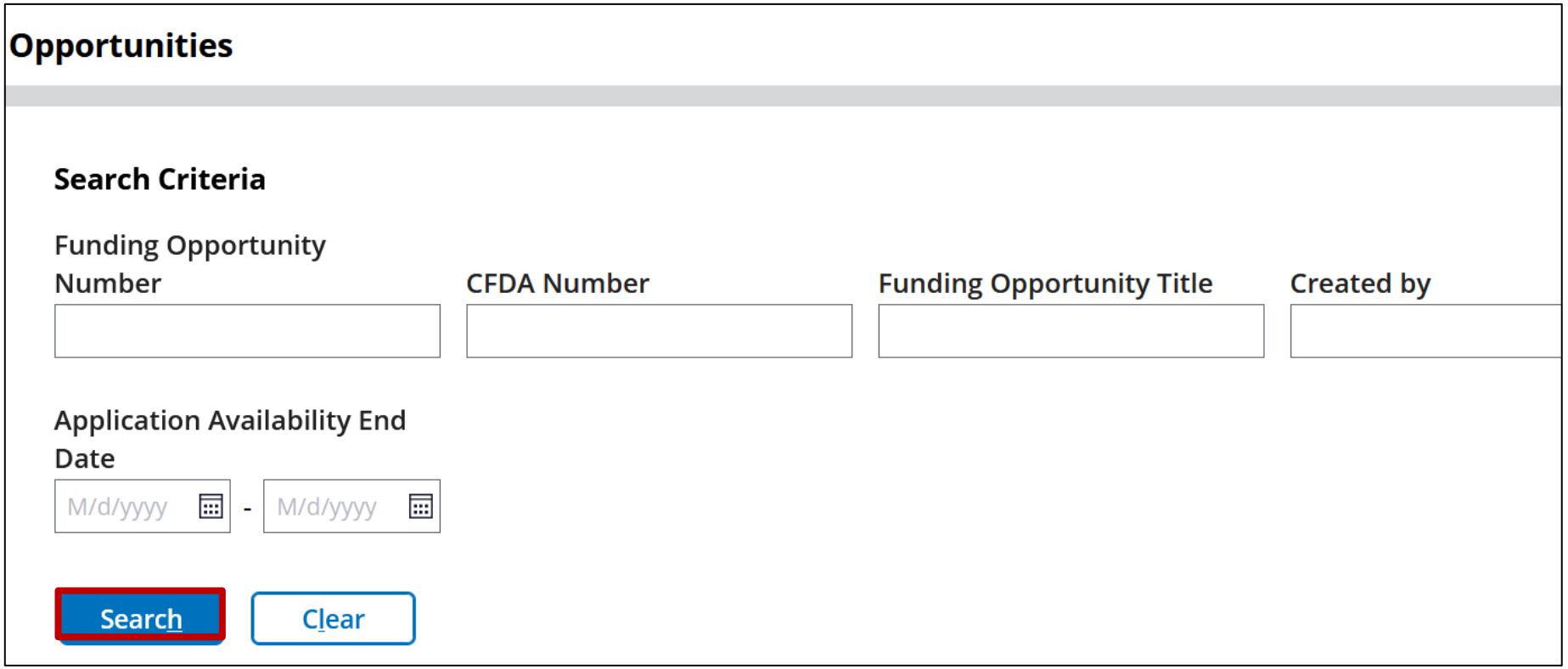
Applications > Create Applications

1. Select **Applications**
2. Click **Create Application**.



Search Criteria

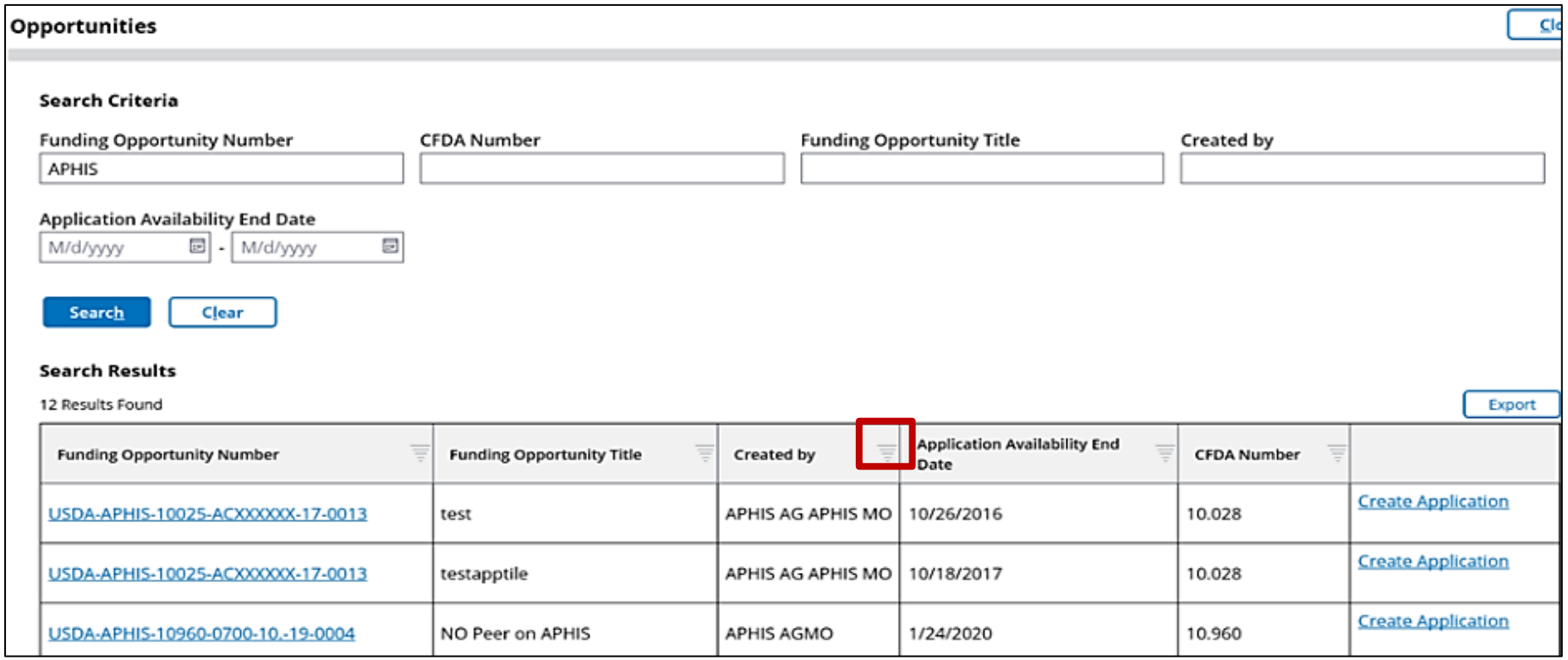
1. Enter search criteria into appropriate field(s).
2. Note the system allows for partial entry.
3. Click **Search** to perform the search.



Search Results

Funding Opportunity Number	Funding Opportunity Title	Created by	Application Availability End Date	CFDA Number

- Search results appear.
- Click column headers arrows to filter or sort in ascending or descending order.
- The filtering option opens another window with a text box to search.



Module 1 – Search for Funding Opportunities Summary

Transforming Financials at the People's Department

You should now be able to:

- Search for ezFedGrants opportunities.

Module 3
Create and Submit Applications

Module 2 – Create and Submit Applications Objectives

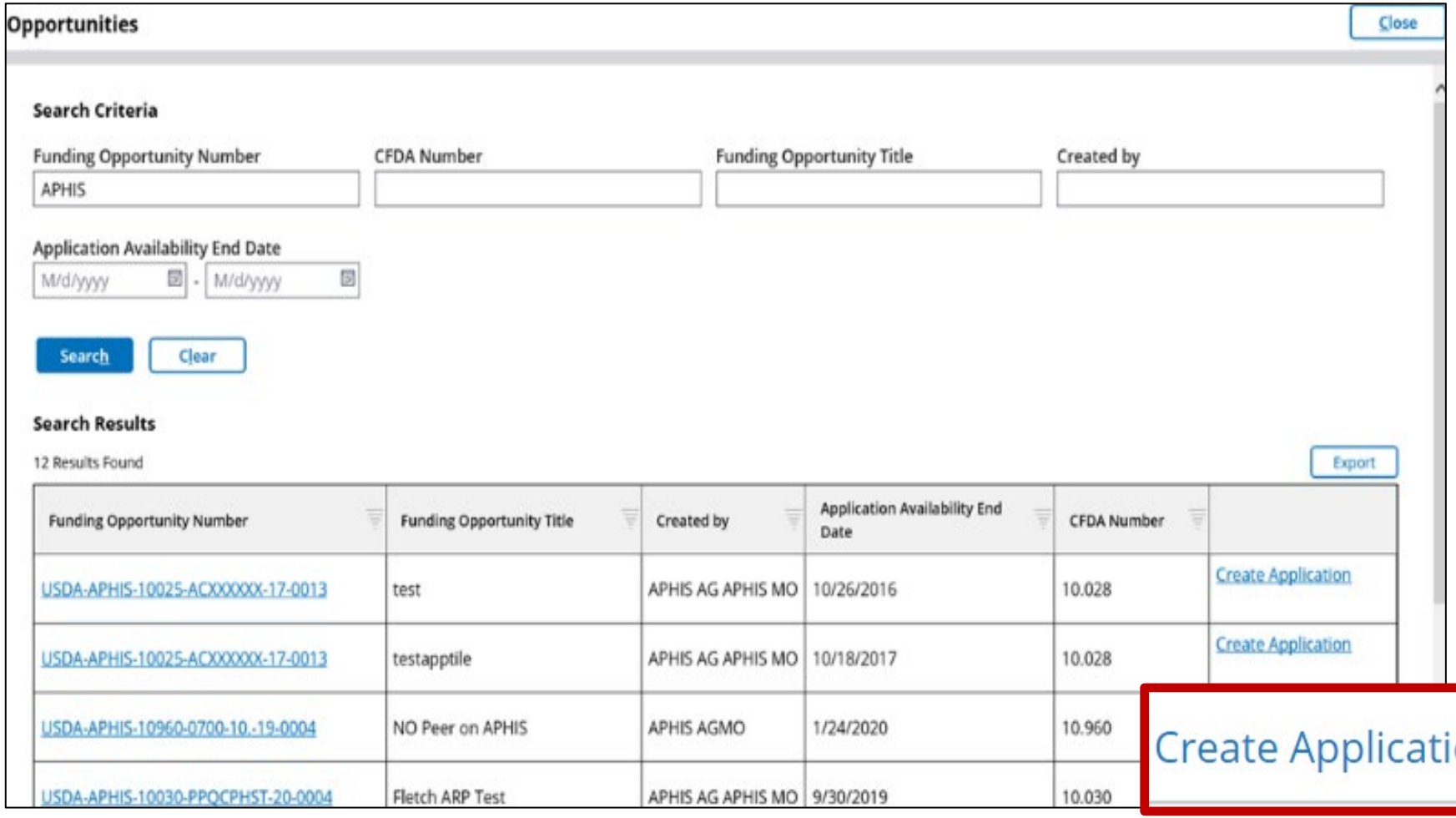
After completing this module, you should be able to:

- Create an application.
- Submit an application.

Select Opportunity

1. Search for funding opportunity in the way described previously.

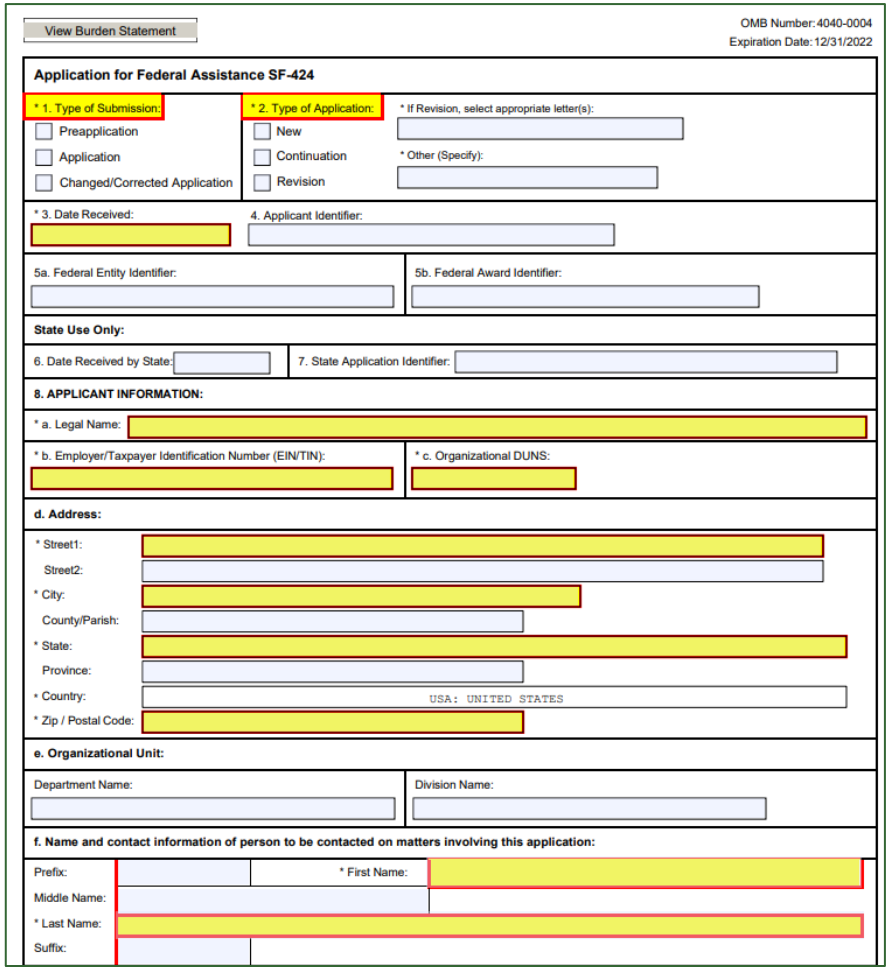
2. Click **Create Application** link.



App for Federal Assistance and Budget Print and Manually Enter

Transforming Financials at the People's Department

SF-424



View Burden Statement

OMB Number: 4040-0004
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424

* 1. Type of Submission:
- Preapplication
- Application
- Changed/Corrected Application

* 2. Type of Application:
- New
- Continuation
- Revision

* If Revision, select appropriate letter(s):

* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN):

* c. Organizational DUNS:

d. Address:

* Street1:
Street2:
* City:
County/Parish:
* State:
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code:

e. Organizational Unit:

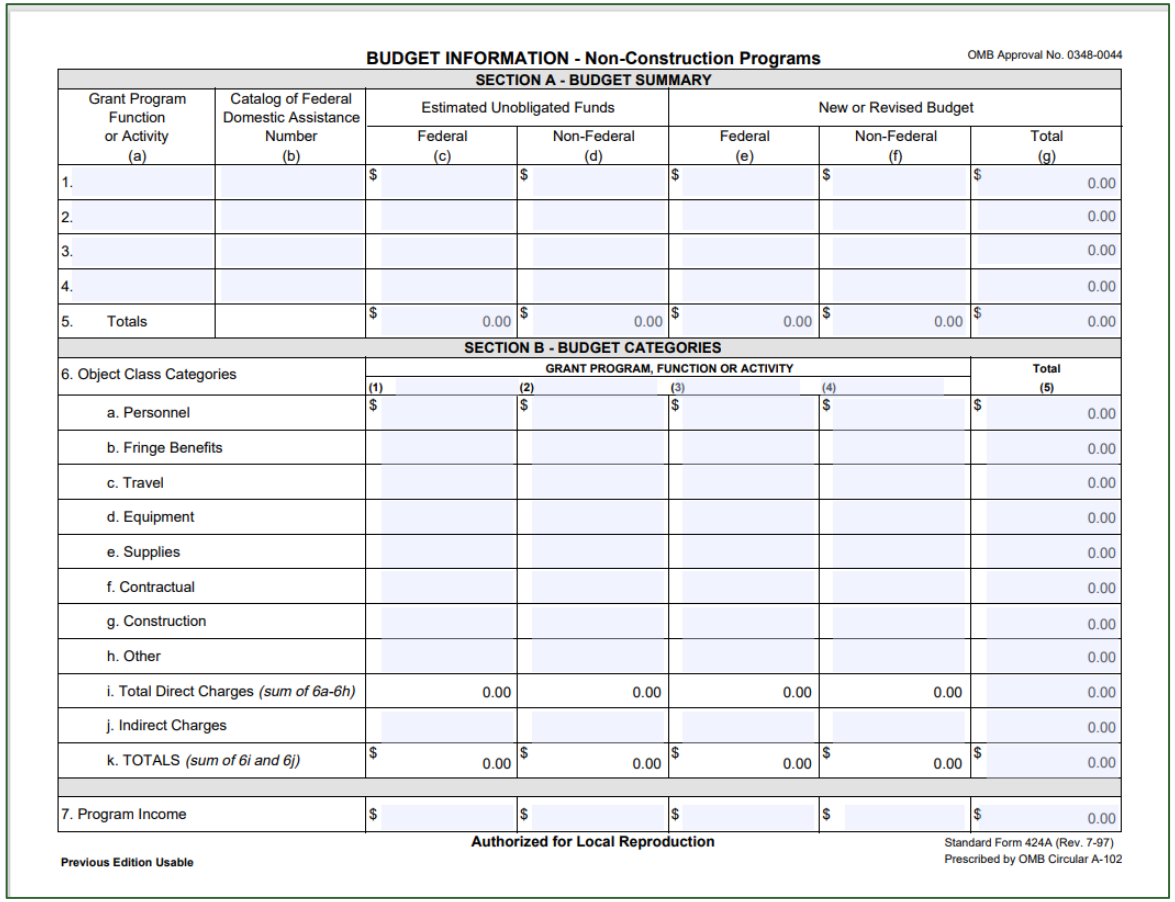
Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:
* First Name:
Middle Name:
* Last Name:
Suffix:

SF-424A



BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		$	$	$	$	$ 0.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY (1)	(2)	(3)	(4)	Total (5)
a. Personnel	$	$	$	$	$ 0.00
b. Fringe Benefits					0.00
c. Travel					0.00
d. Equipment					0.00
e. Supplies					0.00
f. Contractual					0.00
g. Construction					0.00
h. Other					0.00
i. Total Direct Charges *(sum of 6a-6h)*	0.00	0.00	0.00	0.00	0.00
j. Indirect Charges					0.00
k. TOTALS *(sum of 6i and 6j)*	$ 0.00	$ 0.00	$ 0.00	$ 0.00	$ 0.00
7. Program Income	$	$	$	$	$ 0.00

Authorized for Local Reproduction

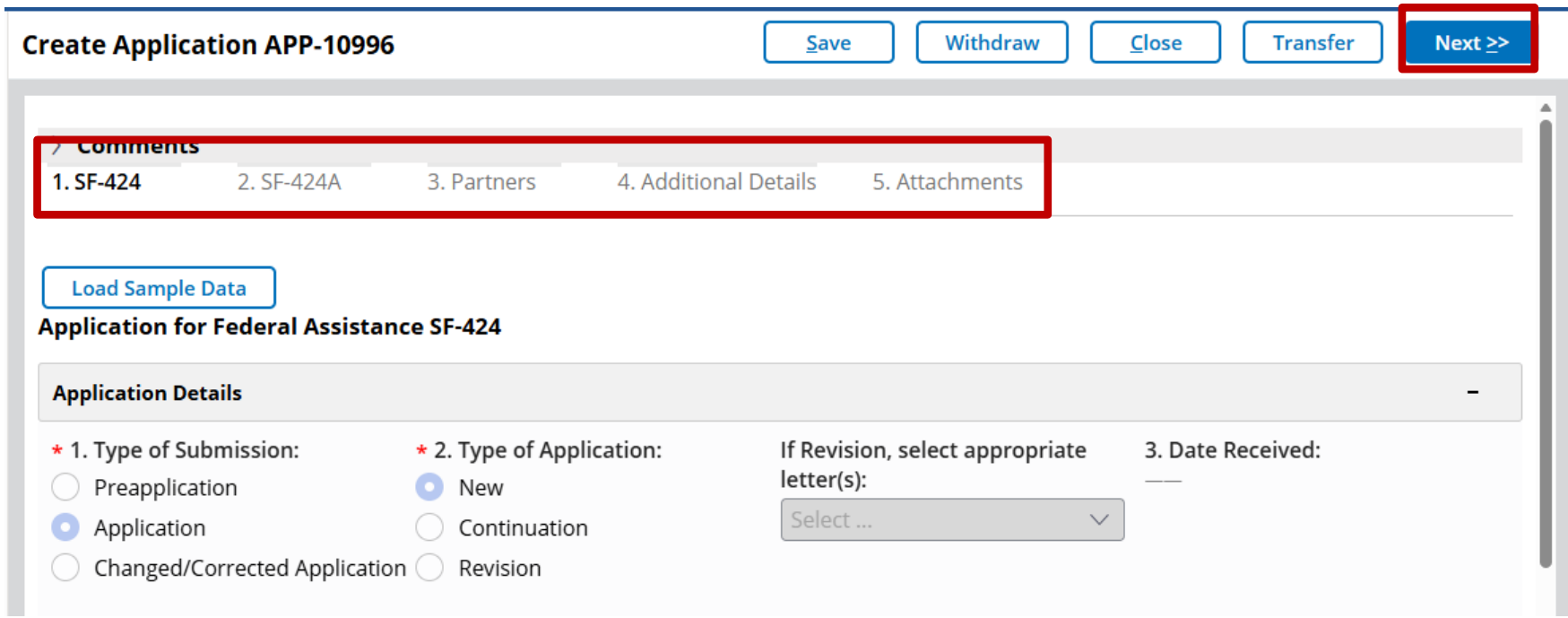
Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

Previous Edition Usable

www.usda.gov/ocfo/ezfedgrants

Standard Form 424 (SF-424) and Navigation

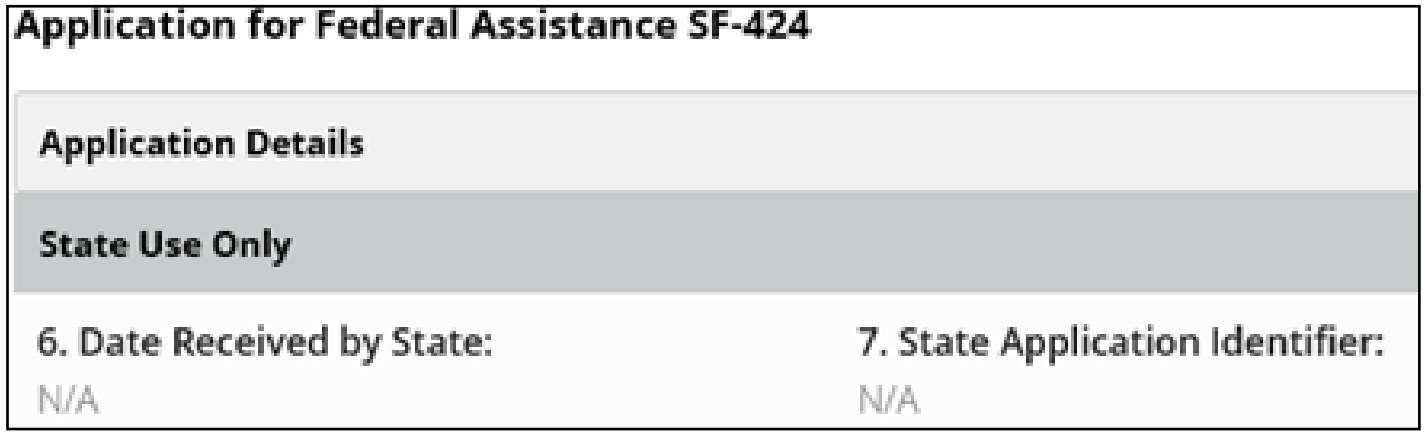
- Application for Federal Assistance (SF-424) displays.
- Some fields from the opportunity prefill.
- Fields marked with red asterisk (*) are system required fields.
- **Transfer** application to another user within your organization to complete.
- Click tabs to move from screen to screen or click **Next**.



State Boxes 6 and 7

State Use Only, Box 6 and 7:

- Does not typically apply to applicants.
- If applicable—for example, state governments—reach out to agency for process.
- If box 6 and 7 are applicable, upload this content as an attachment.



Application for Federal Assistance SF-424

Application Details

State Use Only

6. Date Received by State:	7. State Application Identifier:
N/A	N/A

Applicant Information (Section B)

Applicant Information (Section 8), Boxes A-D

The following fields automatically populate based on the organizational affiliation or selection:

- Legal Name
- Employer Taxpayer Identification Number (EIN/TIN)
- UEI
- Address

Applicant Information

8. Applicant Information

a. Legal Name:	b. Employer/ Taxpayer Identification Number (EIN/TIN):	c. UEI:
RUTGERS THE STATE UNIVERSITY OF NEW JERSEY RESOURCE FOUNDATION DEPT OF AGRICULTURE	N/A	CHANGEUE1000

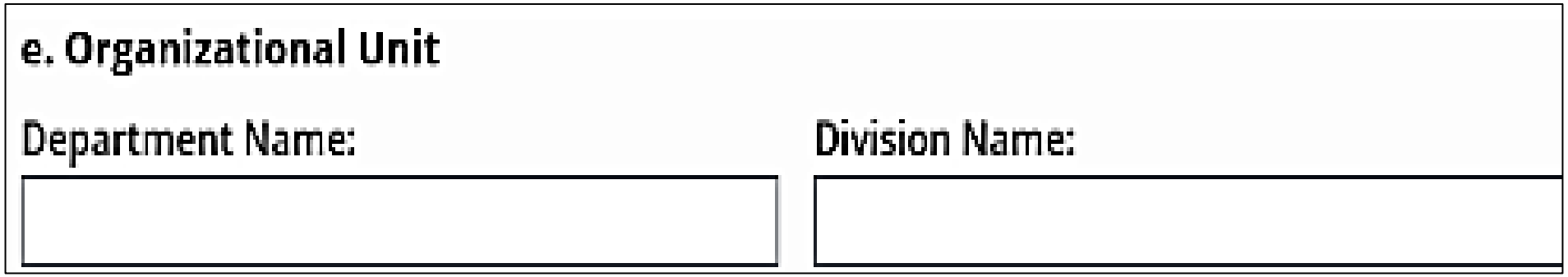
d. Address

Street 1:	Street 2:	City:	County/Parish:
34 RUTGERS PLAZA	N/A	NEW BRUNSWICK	N/A
State:	**Province:**	**Country:**	**Zip/ Postal Code:**
NJ	N/A	US	08901-8559

Applicant Information (Organizational Unit)

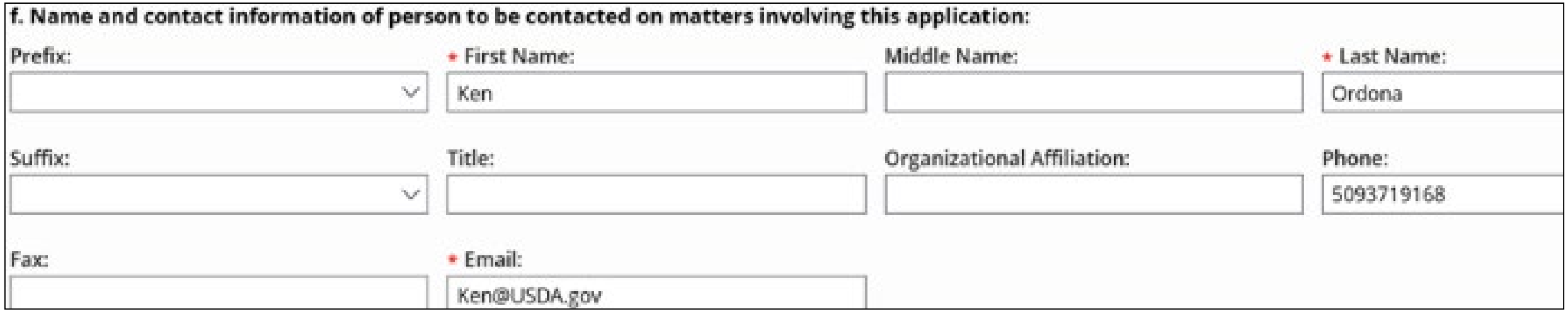
Box E. Organizational Unit

- Some projects are managed within a subsection (department or division) of an organization.
- Enter this information in **Department Name** and/or **Division Name**.
- Otherwise, leave these fields blank.



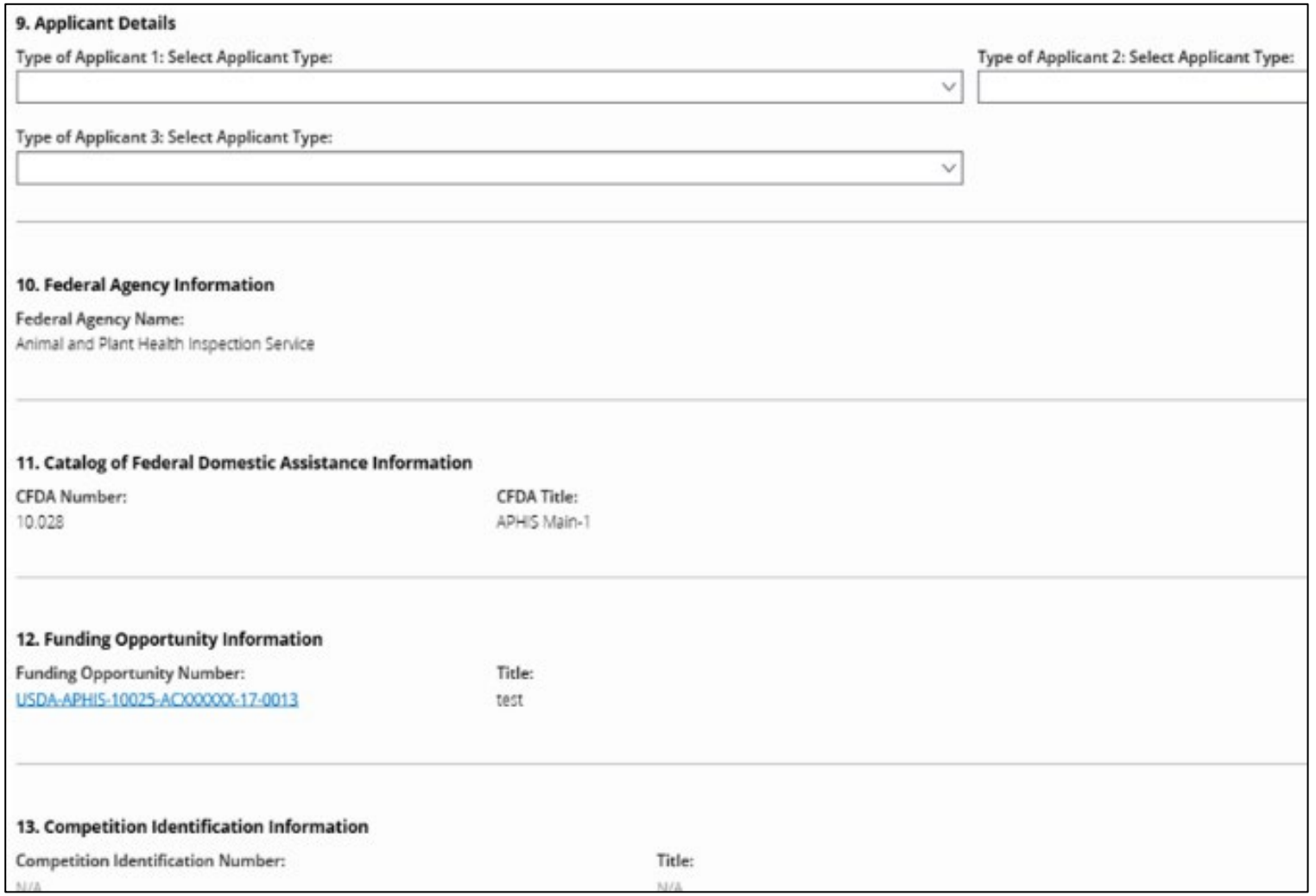
Applicant Information Box F

- Complete the fields in **Applicant Information Box F**.
- This section is used to identify a person from the recipient organization.
- Awarding agency should contact this individual with application questions or concerns.



Applicant Details (Section 9)

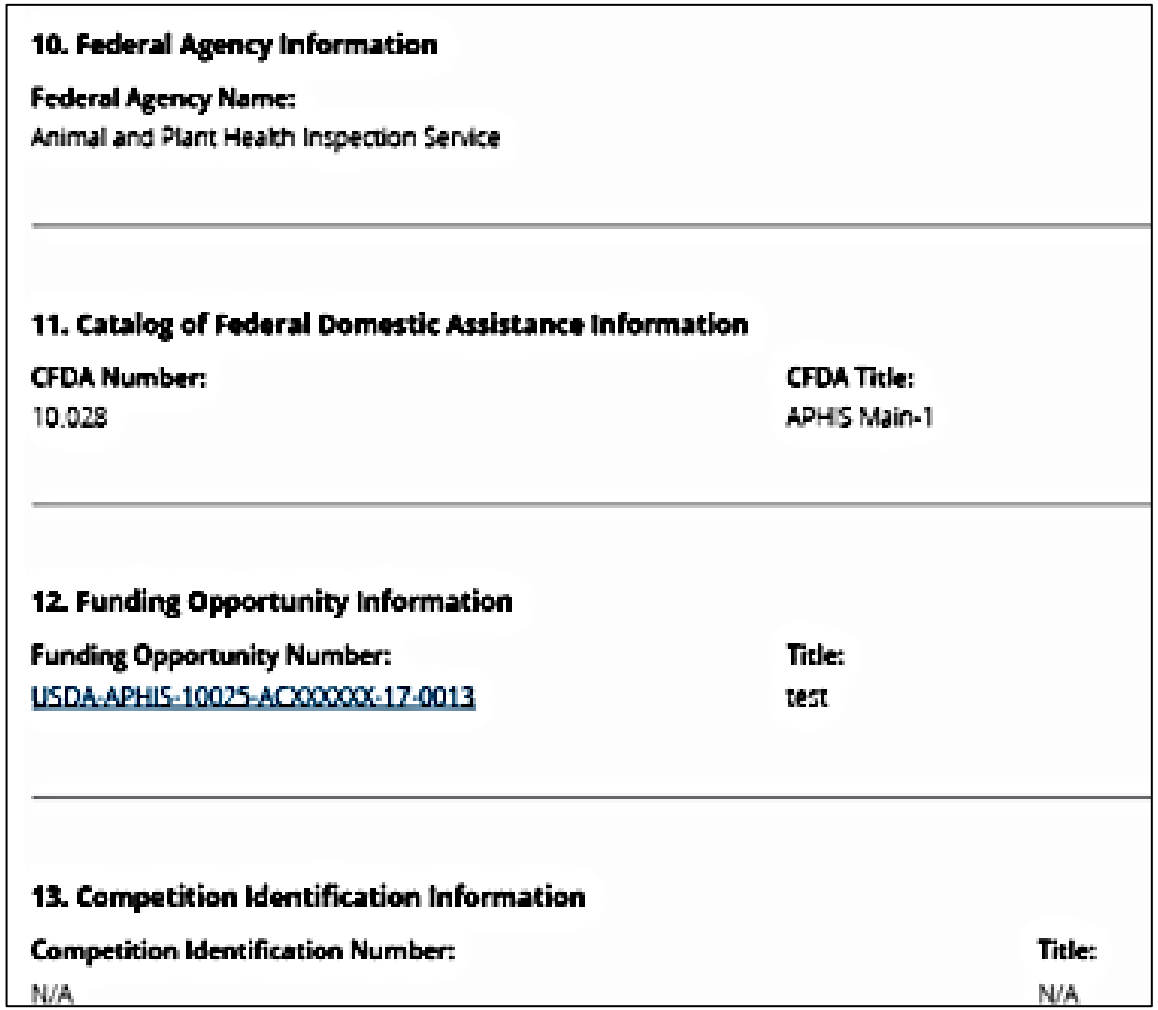
- Select one to three organization types using **Applicant Type**.
- For example, Indian Native American Tribal Government, Other than Federally Recognized**.**
- May have multiple designations.
- Refer to opportunity announcement or contact agency representative if unsure which designation(s) should be used.



Sections 10-13

These fields automatically populate from opportunity announcement:

- **Federal Agency Information (Section 10)**
- **Catalogue of Federal Domestic Assistance Information (Section 11)**
- **Funding Opportunity Information (Section 12)**
- **Competition Identification Information (Section 13)**



10. Federal Agency Information

Federal Agency Name:
Animal and Plant Health Inspection Service

11. Catalog of Federal Domestic Assistance Information

CFDA Number:	CFDA Title:
10.028	APHIS Main-1

12. Funding Opportunity Information

Funding Opportunity Number:	Title:
USDA-APHIS-10025-ACXXXXXX-17-0013	test

13. Competition Identification Information

Competition Identification Number:	Title:
N/A	N/A

Areas Affected by Project (Section 14)

- Only applies to projects that impact areas outside of Place of Performance (POP).
- POP is located in **Additional Details** stage, later in procedure.
- If this applies to project, upload an attachment containing information relevant to **Section 14**.
- Attachments are covered later in this procedure.


14. Areas Affected by Project (Cities, Countries, States, etc.)

Areas Affected:

N/A

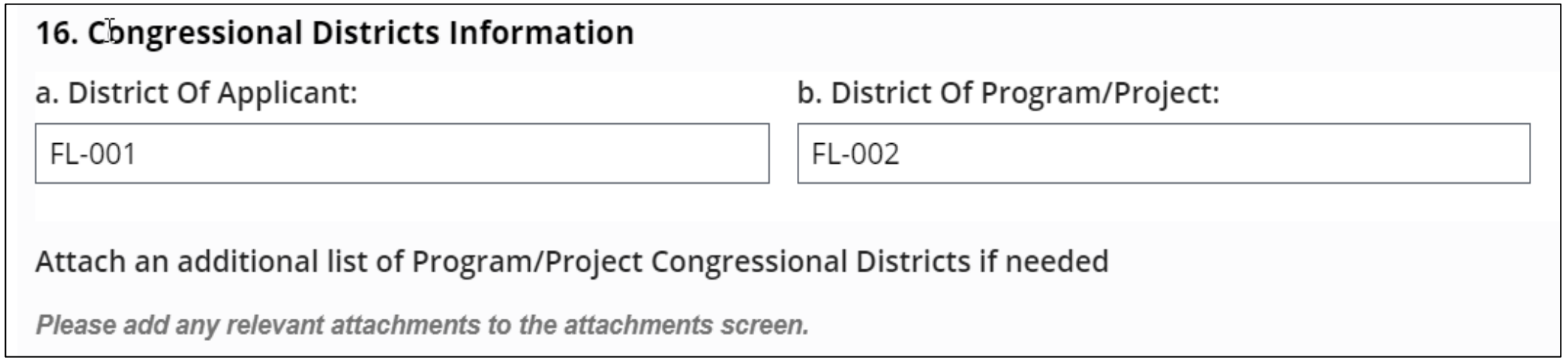
Please add any relevant attachments to the attachments screen.

Descriptive Title of Applicant's Project (Section 15)

- This is a required field that allows up to 200 characters.
- Be succinct but descriptive.
- Enter enough to clearly represent project intent.

Section 16 (Congressional Districts Information)

- These fields no longer require entry.
- Automatically determined based on information provided later in application.



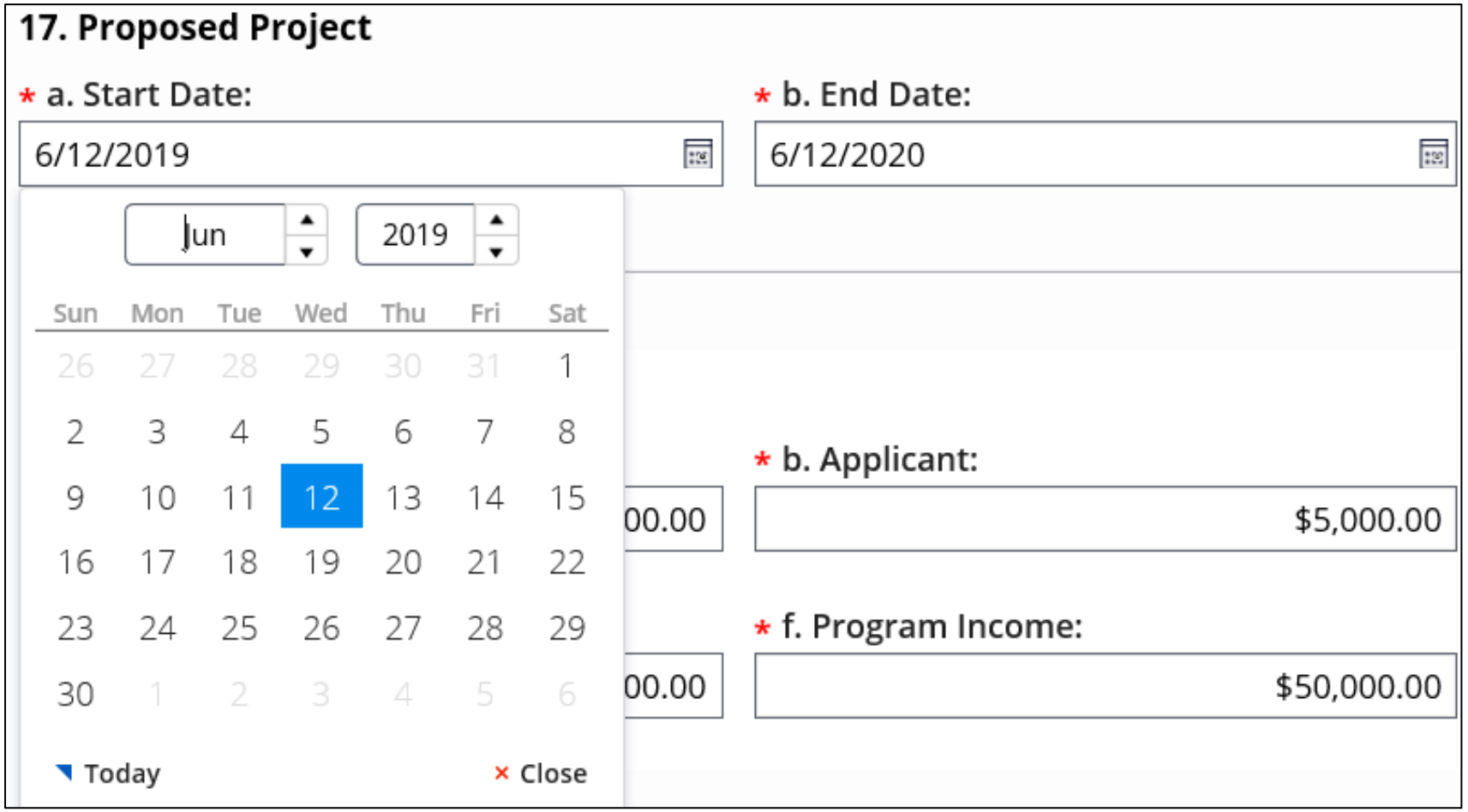
Proposed Project Information (Section 17)

Enter project proposed **start and end dates**.

To enter a date, either:

- Click **Calendar** icon and select a date from calendar
- Or type a date using MM/DD/YYYY format

The end date must be a date in the future.

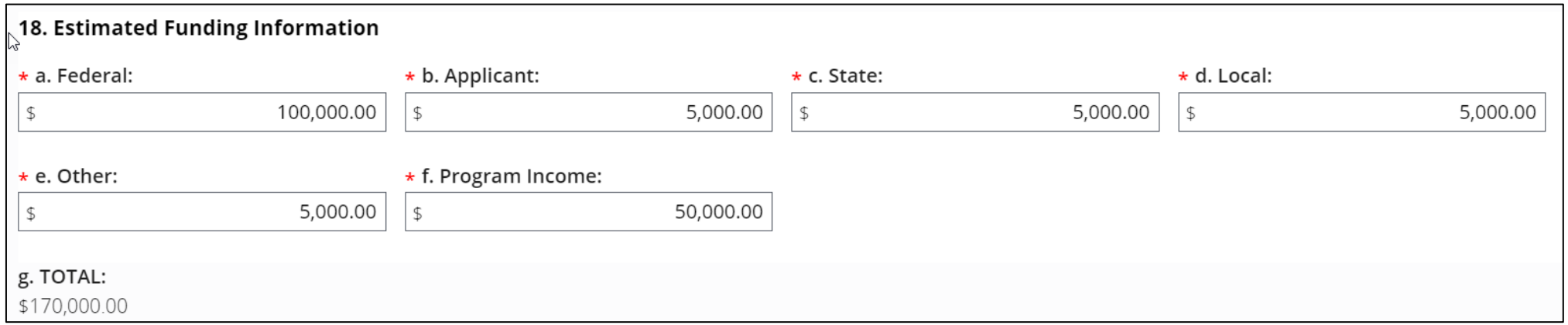


Estimated Funding Information (Section 18)

Provide estimated funding for each of the categories:

- Federal
- Applicant
- State
- Local
- Other
- Program Income

Box G (Total) automatically calculates based on entries in **Boxes A-F**.

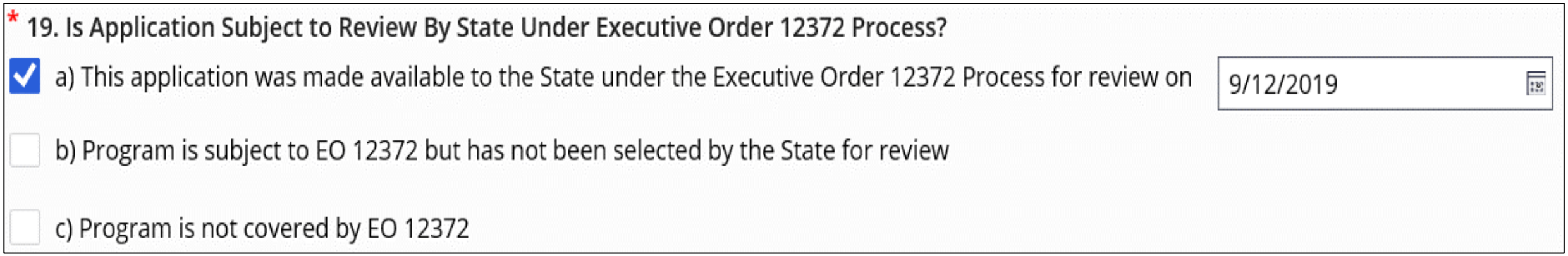


Subject to Review by State Under Executive Order 12372?

Is Application Subject to Review by State Under Executive Order 12372 Process? (Section 19)

Select the option that applies.

If **Option A** selected, enter review completion date.

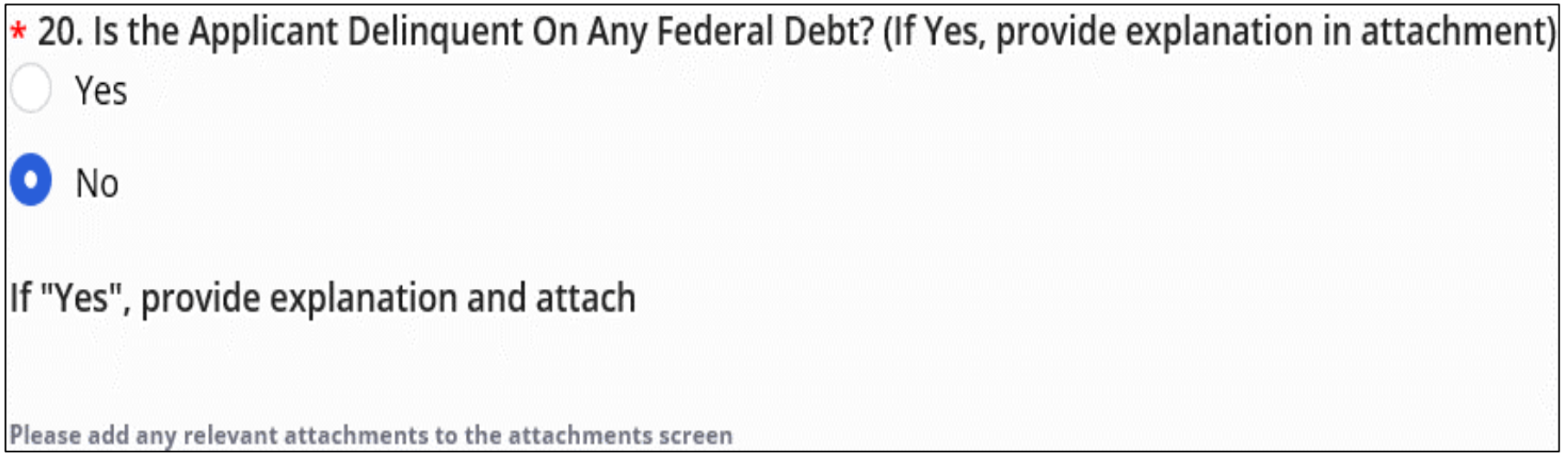


Is the Applicant Delinquent on Any Federal Debt? (Section 20)

No is selected by default.

If applicable to your organization:

1. Select **Yes**.
2. Provide explanation of delinquency attachment later in process.



SF-424 Complete

Once the SF-424 is completed, select **Next**.

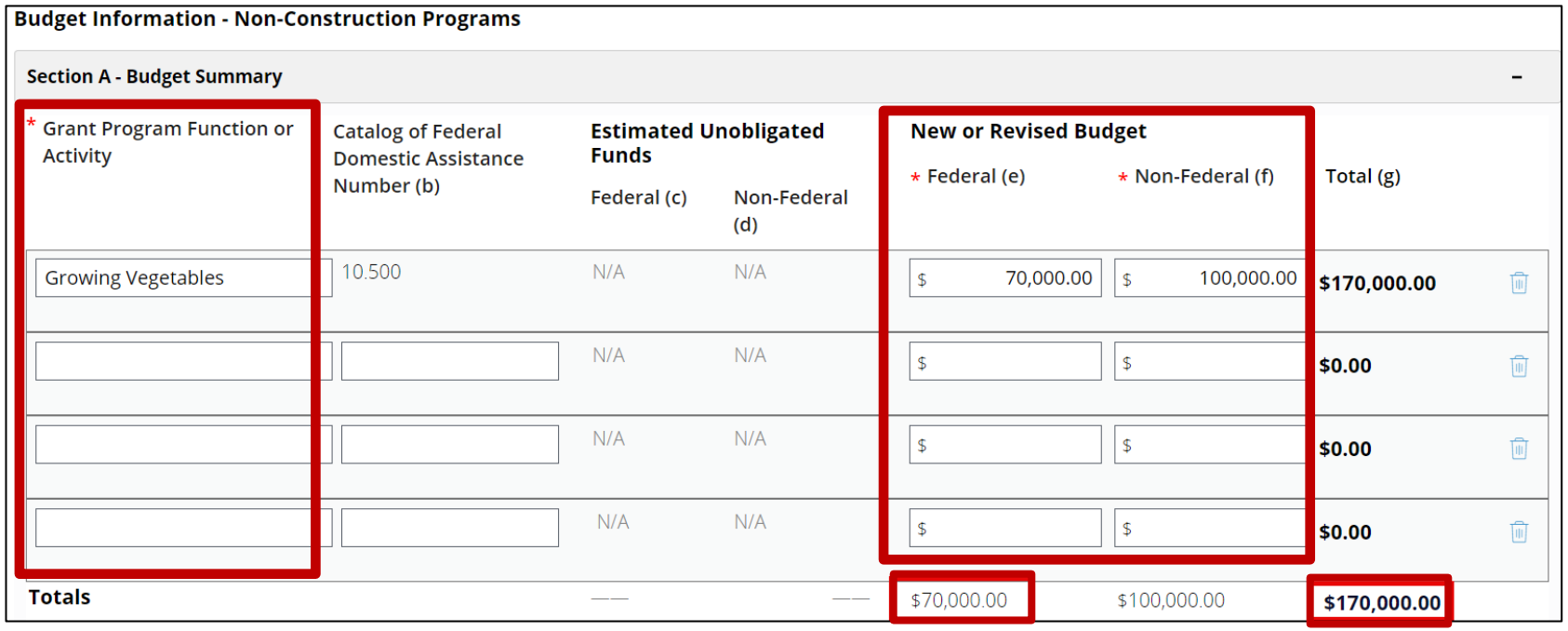
Section A (Budget Summary)

1. In the first column, enter up to four project **Grant Program Functions or Activities**.

2. Enter total estimated amount of **Federal** (**Column E**) funds for each row.

3. Enter total estimated amount of **Non-Federal** (**Column F**) funds for each row.

   Totals row automatically calculates based on column **e** and **f** entries.



Budget Information - Non-Construction Programs

Section A - Budget Summary

* Grant Program Function or Activity	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	* Federal (e)	* Non-Federal (f)	
Growing Vegetables	10.500	N/A	N/A	$ 70,000.00	$ 100,000.00	$170,000.00
		N/A	N/A	$	$	$0.00
		N/A	N/A	$	$	$0.00
		N/A	N/A	$	$	$0.00
Totals		——	——	$70,000.00	$100,000.00	$170,000.00

Totals

- **Federal total (e)** must match federal total within section 18, estimated funding.
- **Overall total (g)** must match the total from section 18 of the SF-424, application for federal assistance.

Budget Information - Non-Construction Programs

Section A - Budget Summary

* Grant Program Function or Activity	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	* Federal (e)	* Non-Federal (f)	Total (g)
Growing Vegetables	10.500	N/A	N/A	$ 70,000.00	$ 100,000.00	**$170,000.00**
		N/A	N/A	$	$	**$0.00**
		N/A	N/A	$	$	**$0.00**
		N/A	N/A	$	$	**$0.00**
Totals		——	——	$70,000.00	$100,000.00	**$170,000.00**

Estimated Amounts

- Across the top of the table, the activity/function categories from **Section A** display.
- Enter estimated amount for each applicable cost category row (**a-h**).
- Enter estimated amount for **Indirect Charges** row (**j**).
- If your organization has a NICRA, the indirect cost should generate automatically.

Section B - Budget Categories

6. Object Class Categories	Grant Program Function or Activity (1) Growing vegetables	(2)	(3)	(4)	(5) Total
a. Personnel	$ 10,000.00	$	$	$	$10,000.00
b. Fringe Benefits	$	$	$	$	$0.00
c. Travel	$ 50.00	$	$	$	$50.00
d. Equipment	$	$	$	$	$0.00
e. Supplies	$	$	$	$	$0.00
f. Contractual	$	$	$	$	$0.00
g. Construction	$	$	$	$	$0.00
h. Other	$	$	$	$	$0.00
i. Total Direct Charges (sum of 6a-6h)	$10,050.00	$0.00	$0.00	$0.00	$10,050.00
j. Indirect Charges	$	$	$	$	$0.00
k. Totals (sum of 6i and 6j)	$10,050.00	$0.00	$0.00	$0.00	$10,050.00
7. Program Income	$	$	$	$	$0.00

Section B Total Rows

The totals row (**i and k**) and column **5** automatically calculates based on entries in rows **a-h** and row **j**

Section B - Budget Categories

6. Object Class Categories	Grant Program Function or Activity (1) Growing vegetables	(2)	(3)	(4)	(5) Total
a. Personnel	$ 10,000.00	$	$	$	$10,000.00
b. Fringe Benefits	$	$	$	$	$0.00
c. Travel	$ 50.00	$	$	$	$50.00
d. Equipment	$	$	$	$	$0.00
e. Supplies	$	$	$	$	$0.00
f. Contractual	$	$	$	$	$0.00
g. Construction	$	$	$	$	$0.00
h. Other	$	$	$	$	$0.00
i. Total Direct Charges (sum of 6a-6h)	$10,050.00	$0.00	$0.00	$0.00	$10,050.00
j. Indirect Charges	$	$	$	$	$0.00
k. Totals (sum of 6i and 6j)	$10,050.00	$0.00	$0.00	$0.00	$10,050.00
7. Program Income	$	$	$	$	$0.00

Section B (Overall Total)

The overall total for **Section B** (**Column 5, Row K**) should match the overall total from the last row of **Column G** in **Section A**.

Section B - Budget Categories

6. Object Class Categories	Grant Program Function or Activity				
	(1) Growing vegetables	(2)	(3)	(4)	(5) Total
a. Personnel	$ 10,000.00	$	$	$	$10,000.00
b. Fringe Benefits	$	$	$	$	$0.00
c. Travel	$ 50.00	$	$	$	$50.00
d. Equipment	$	$	$	$	$0.00
e. Supplies	$	$	$	$	$0.00
f. Contractual	$	$	$	$	$0.00
g. Construction	$	$	$	$	$0.00
h. Other	$	$	$	$	$0.00
i. Total Direct Charges (sum of 6a-6h)	$10,050.00	$0.00	$0.00	$0.00	$10,050.00
j. Indirect Charges	$	$	$	$	$0.00
k. Totals (sum of 6i and 6j)	$10,050.00	$0.00	$0.00	$0.00	$10,050.00
7. Program Income	$	$	$	$	$0.00

Row 7 (Program Income) of Section B

- If the project is expected to generate any income, enter the estimated income from each activity/function in **Row 7 (Program Income)** of **Section B**.
- Include attachment with an explanation of the nature and source of expected income.

7. Program Income					$0.00

Section C (Non-Federal Resources)

- In the first column, activity/function categories from **Section A** display.
- For each category, enter the estimated amount of non-Federal resources contributed to the proposed project from:
  - Organization (**Column B**)
  - State government (**Column C**)
  - Other sources (**Column D**)

Section C - Non-Federal Resources

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals
8. Growing vegetables				
9. N/A				
10. N/A				
11. N/A				
12. Total (sum of lines 8 - 11)				

Non-Federal Resources

- Include an attachment explaining any in-kind contributions.
- In kind meaning donated, outside of organization/agency funds.
- If organization is a state government or state government agency, only use **Column B**. Leave **Column C** blank.

Section C - Non-Federal Resources				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals
8. Growing vegetables				
9. N/A				
10. N/A				
11. N/A				
12. Total (sum of lines 8 - 11)				

Section D (Forecasted Cash Needs)

In **Row 13 (Federal)**, estimated total amount of cash awarding **agency** needs to provide to your organization for **each quarter of the first year** of the project.

In **Row 14 (Non-Federal)**, enter the estimated total amount of cash your organization require from **non-Federal** sources for **each quarter of the first year of the project**.

The totals (**Row 15** and **Column 2**) **auto-calculate** based on your entries in **Row 13** and **Row 14**.

Section D - Forecasted Cash Needs					
	Total (1st Year)	Total (Quarter 1)	Total (Quarter 2)	Total (Quarter 3)	Total (Quarter 4)
13. Federal					
14. Non-Federal					
15. Total					

Section E (Budget Estimates)

Section E (Budget Estimates of Federal Funds Needed for Balance of the Project)

- In the first column, activity/function categories from **Section A** display.
- For each category, enter columns **B-E, first through fourth**.
- For example, **(b) First** represents fiscal year one and **(c) Second** represents fiscal year two.
- Enter federal fund amounts necessary for each funding period for the entire project.

Section E - Budget Estimates Of Federal Funds Needed For Balance Of The Project				
(a) Grant Program	(b) First	(c) Second	(d) Third	(e) Fourth
16. Growing vegetables				
17. N/A				
18. N/A				
19. N/A				
20. Total (sum of lines 16-19)				

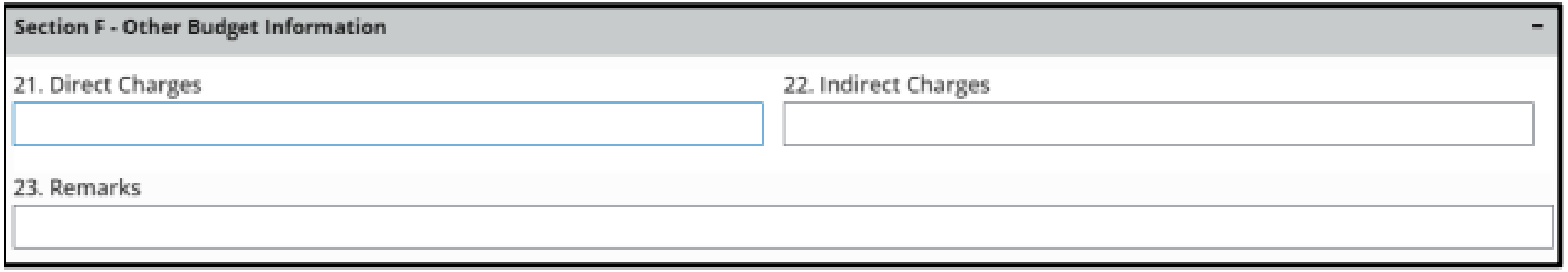
Section F (Other Budget Information)

21. **Direct Charges:** Enter brief explanation of individual direct cost categories as requested by agency or for unusual direct cost categories.

22. **Indirect Charges:** Enter the type of indirect rate (final, fixed, predetermined, or provisional), estimated base amount the rate is applied to, and total indirect expense.

23. **Remarks:** Enter additional brief comments, if necessary.

Lengthy explanations or details should be included as an attachment.
Type “See attachment” in **Box 21, 22,** or 23, if necessary.



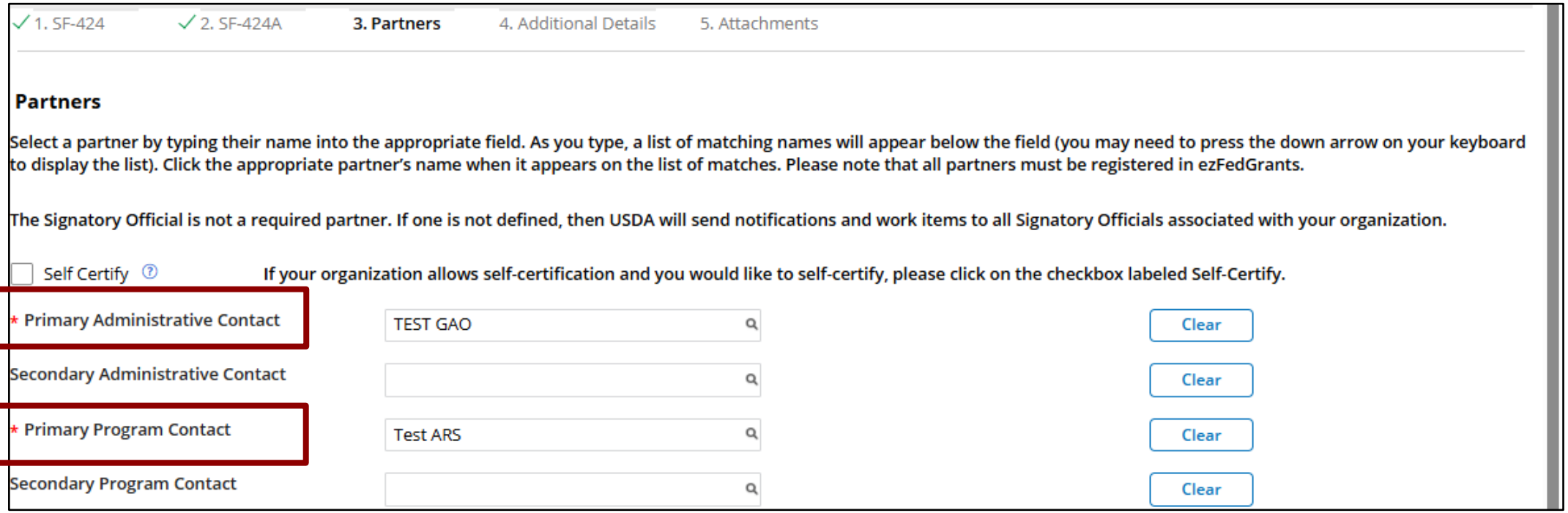
Save and Next

Click **Save** (top right of the screen) to save information entered at any time.

Click the **Next** button on the top right of the screen, once completed.

Partners Section

- Required **Primary Administrative Contact** and **Primary Program Contact** fields are marked with a red asterisk (*).
- Contacts listed in these fields must be active ezFedGrants users.
- To locate user, start typing name or click magnifying glass for a complete list.

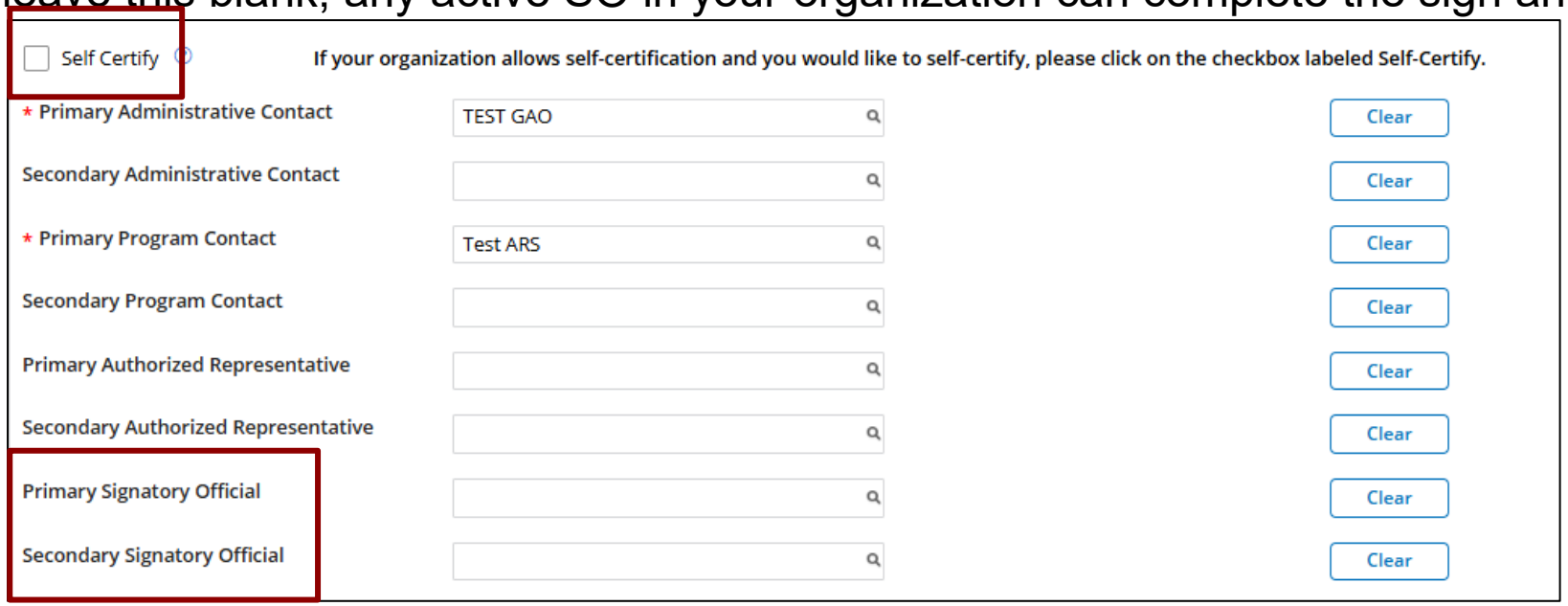


Signatory Officials

- Using the same method detailed for adding Partner contacts, you have the option to complete **Primary** and **Secondary Signatory Official** fields. Neither field is mandatory to be selected during this step.

- A Signatory Official (SO) is required to review and sign an application before it is submitted to the relevant agency for consideration**.**

- If you leave this blank, any active SO in your organization can complete the sign and submit step.



Proceed to Additional Information

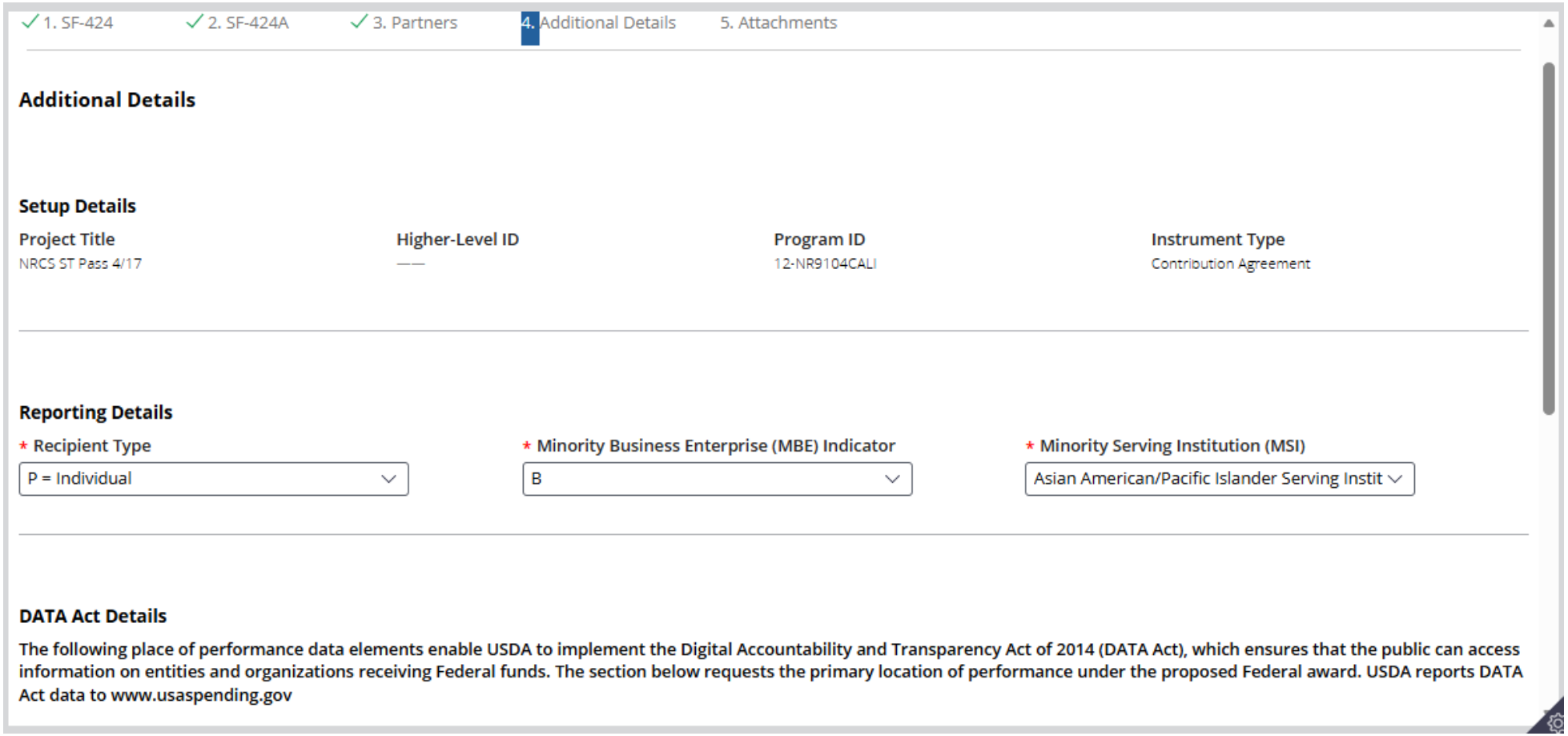
Click the **Next** button to proceed to the **Additional Information** stage.

Reporting Details Section

Required fields are marked with a red asterisk.

Reporting Details:

- Recipient Type
- Minority Business Enterprise (MBE) Indicator
- Minority Serving Institution (MSI)

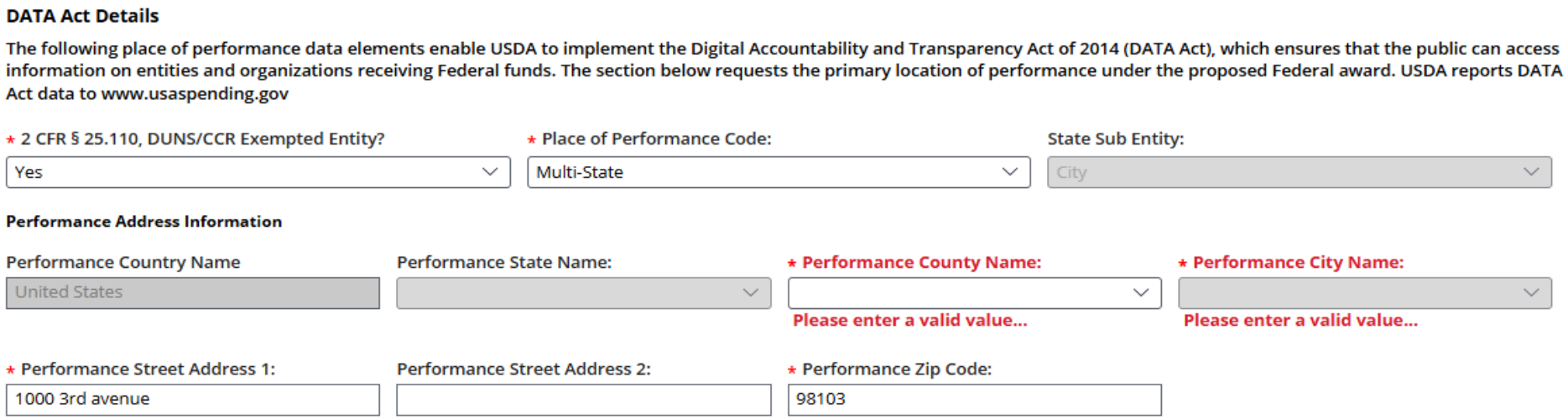


Data Act Details Section

Select appropriate option for **2 CFR 25.110 DUNS/CCR Exempted Entity** and **Place of Performance Code** fields.

The congressional district information is determined based on the information in this section.

Complete as many of the remaining fields as necessary, depending on the specificity of the place of performance for proposed project.



Agency Specific Details

In the **Agency Specific Details** section, questions vary based on the agency.

Answer **Yes** or **No** to any of the questions.

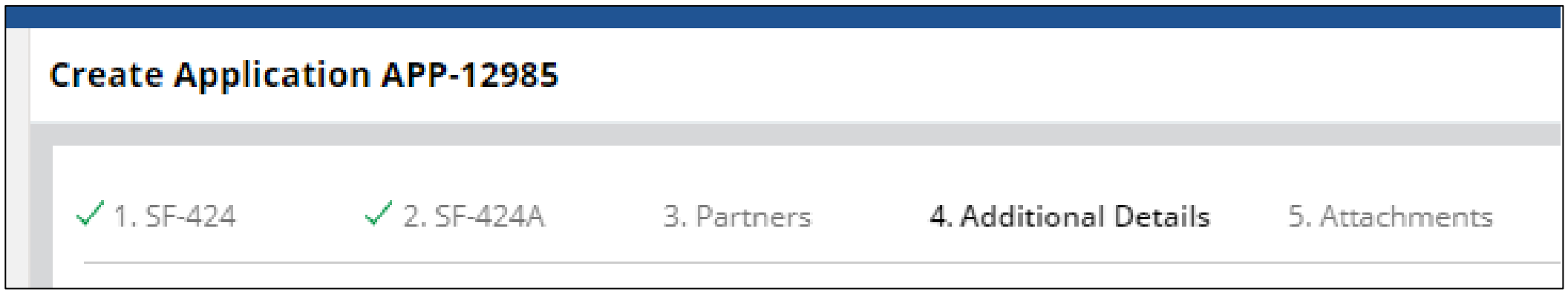
For example, **SPOC** (single point of contact) **Review Relevant**.

- SPOC is an intergovernmental review, when a variety of government agencies work together to review.
- The review panel may consist of individuals from various agencies and/or organizations.

Complete any fields that are required.

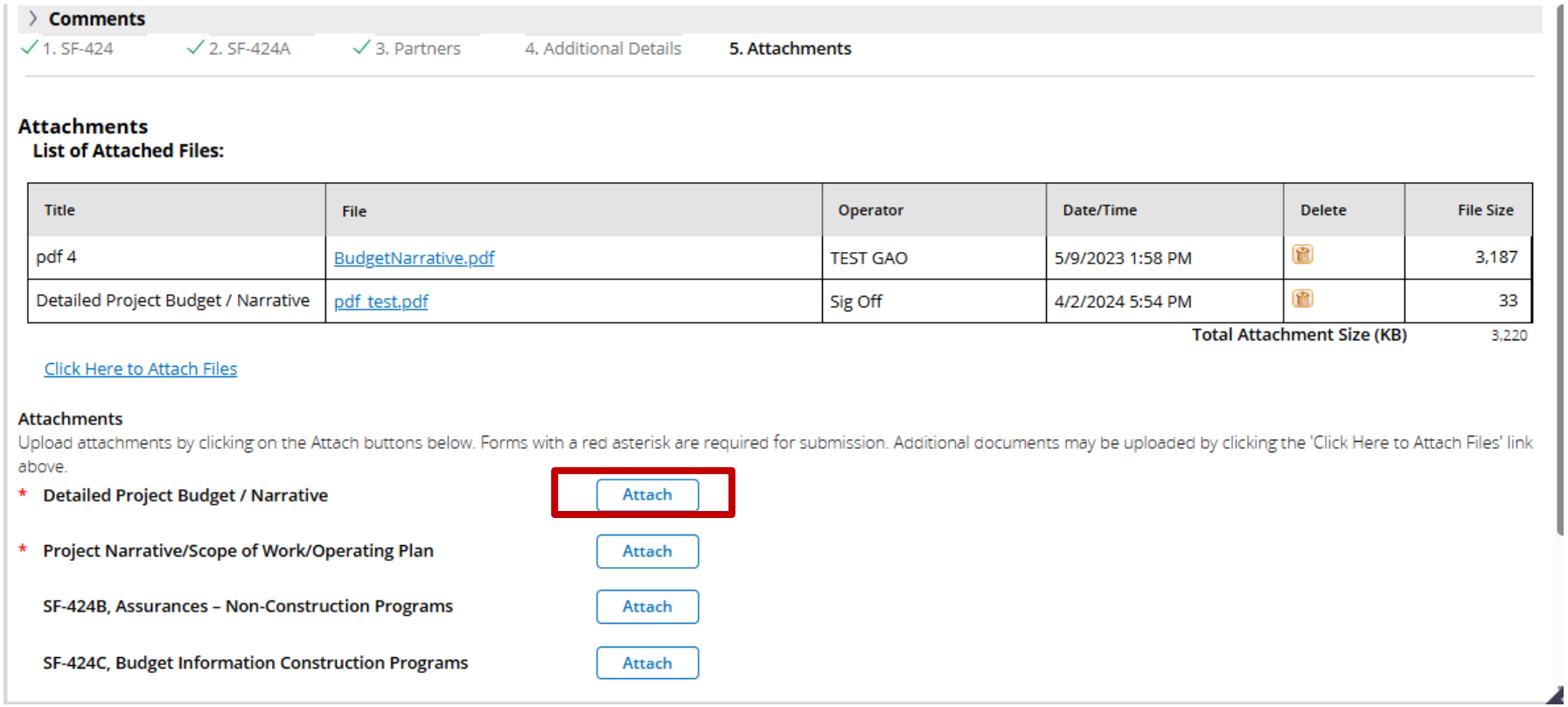
Proceed to Attachments

Once the **Additional Details** section is completed, click **Next** to proceed to **Attachments** stage.



Attachments (Final Stage of Application)

- Common attachments are listed. Required attachments have a red asterisk by them.
- The following slides are an example. Each Agency has different requirements for their attachments.
- Click **Attachments** to initiate document upload step.



Comments

✓ 1. SF-424 ✓ 2. SF-424A ✓ 3. Partners 4. Additional Details **5. Attachments**

Attachments

List of Attached Files:

Title	File	Operator	Date/Time	Delete	File Size
pdf 4	BudgetNarrative.pdf	TEST GAO	5/9/2023 1:58 PM		3,187
Detailed Project Budget / Narrative	pdf_test.pdf	Sig Off	4/2/2024 5:54 PM		33
			Total Attachment Size (KB)		3,220

Click Here to Attach Files

Attachments

Upload attachments by clicking on the Attach buttons below. Forms with a red asterisk are required for submission. Additional documents may be uploaded by clicking the 'Click Here to Attach Files' link above.

* **Detailed Project Budget / Narrative** Attach

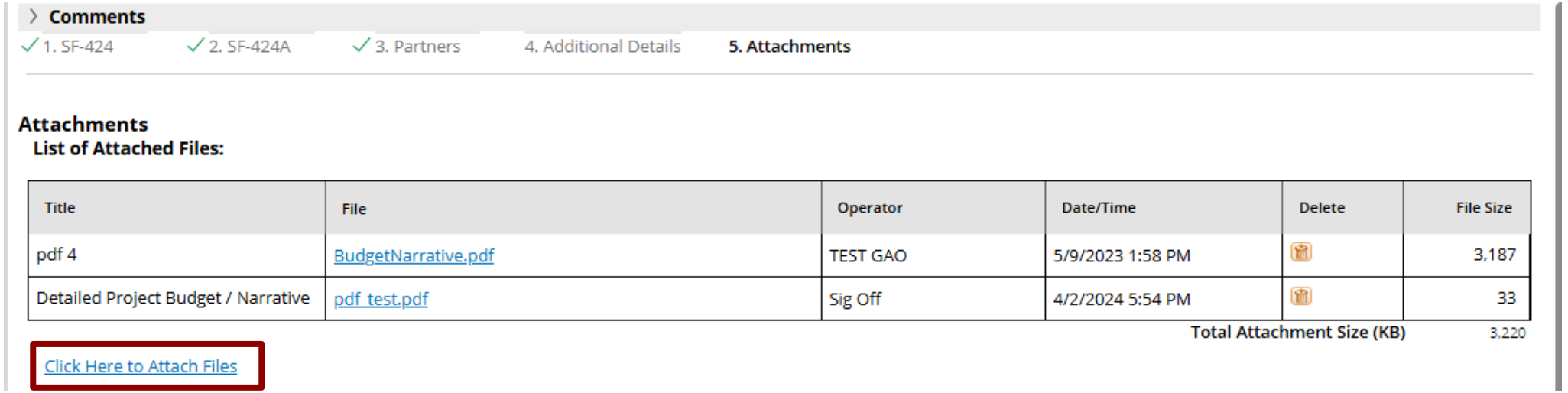
* **Project Narrative/Scope of Work/Operating Plan** Attach

SF-424B, Assurances – Non-Construction Programs Attach

SF-424C, Budget Information Construction Programs Attach

Additional Files

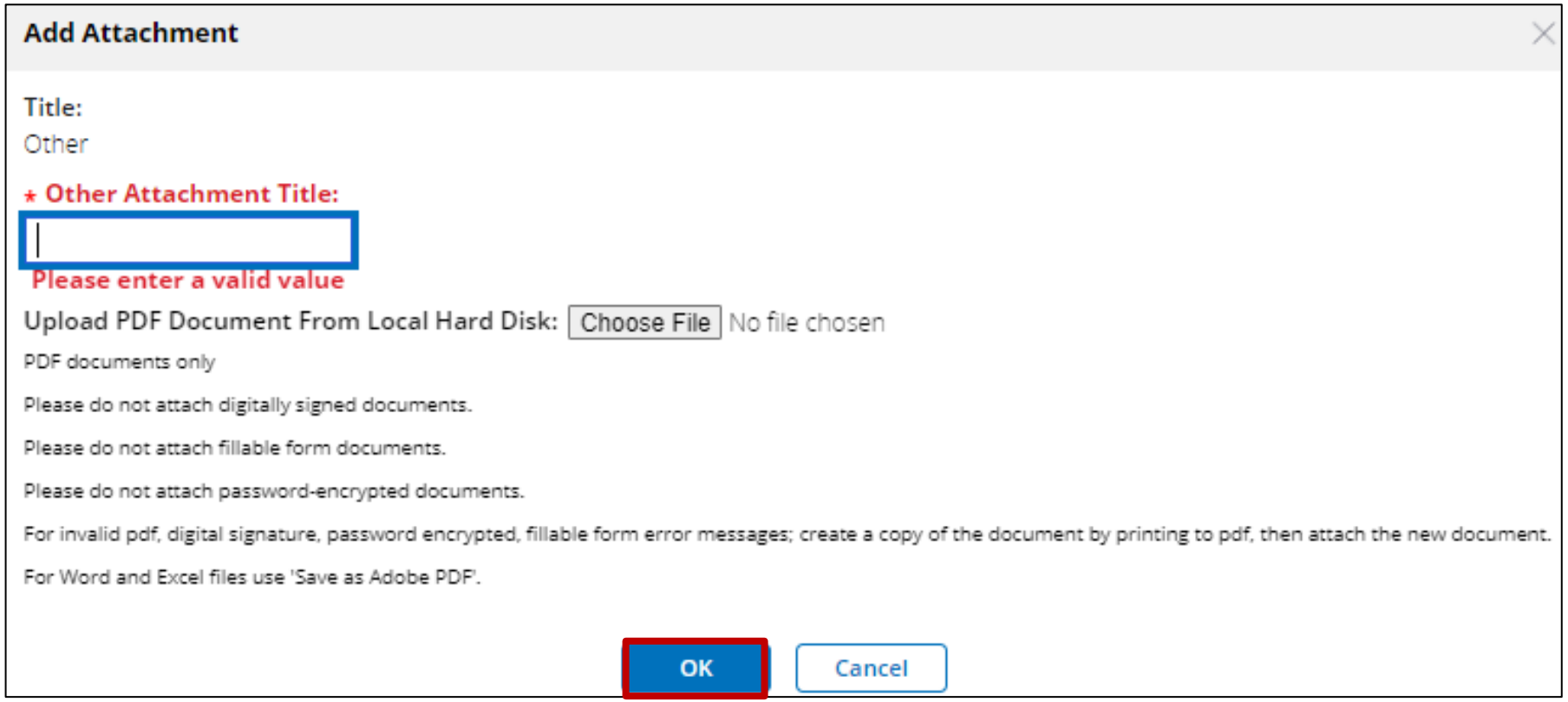
Select **Click Here to Attach** to upload additional mandatory attachments.



- All attachments must be in PDF format by saving or printing as an Adobe PDF file.
- Individual files must be less than 10MB.
- All attachments combined must be less than 20MB.
- Password protected, encrypted, digitally signed, and fillable form documents cannot be uploaded but can be converted to Adobe PDF.

Attachment Title and Upload

1. Enter **Other Attachment Title** field.
2. Click **Choose File** to locate the file on computer.
3. Select file and click **Open**.
4. Click **OK** to upload the file.



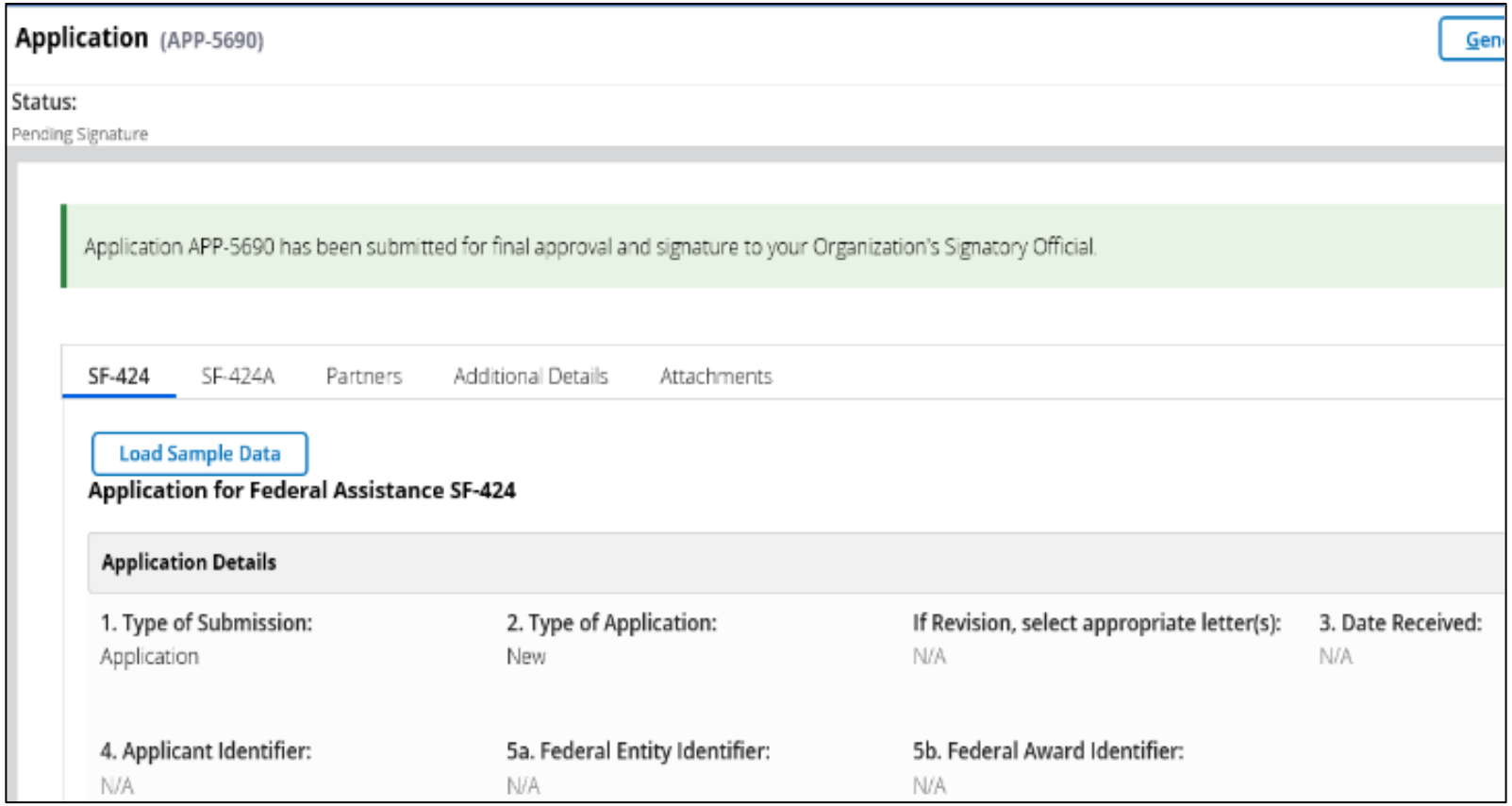
Complete and Submit

1. Ensure the following sections are complete:
   - SF-424
   - Designated minimum-required partners
   - Uploaded all attachments
   - SF-424A
   - Addressed agency-and award-specific details
2. Click the **Send to Certifier** button to send the application to the recipient Signatory Official for review.

Note: The **Send to Certifier** button is only available when viewing the Attachments stage.

Confirmation Message

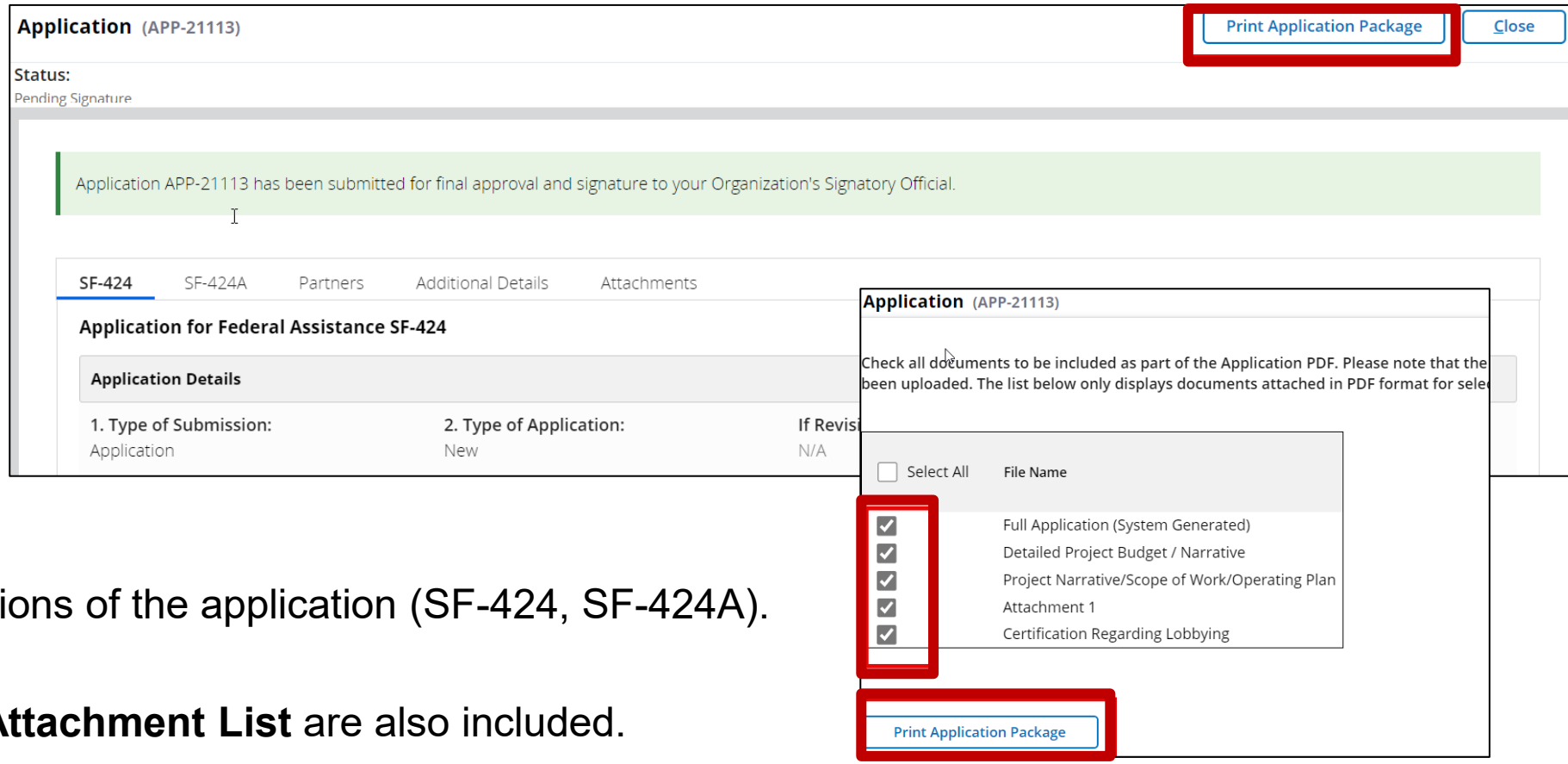
- If submission is successful, a confirmation message appears at the top of the screen.
- Otherwise, one or more error message displays with what must be corrected prior to application submission.
- Once submitted, notifications and work items are sent to one or more Signatory Official(s).



Export Application

1. Click **Print Application Package** to print a copy of the application after submitting application to Signatory Official(s).

2. Click checkboxes to select items to include in a combined PDF for your records.



Full application includes all sections of the application (SF-424, SF-424A).

Partners, Additional Details, Attachment List are also included.

Module 2 – Create and Submit Applications Summary

In this module, you have learned to:

- Create an application in ezFedGrants.

Module 4
Application Review and Approval

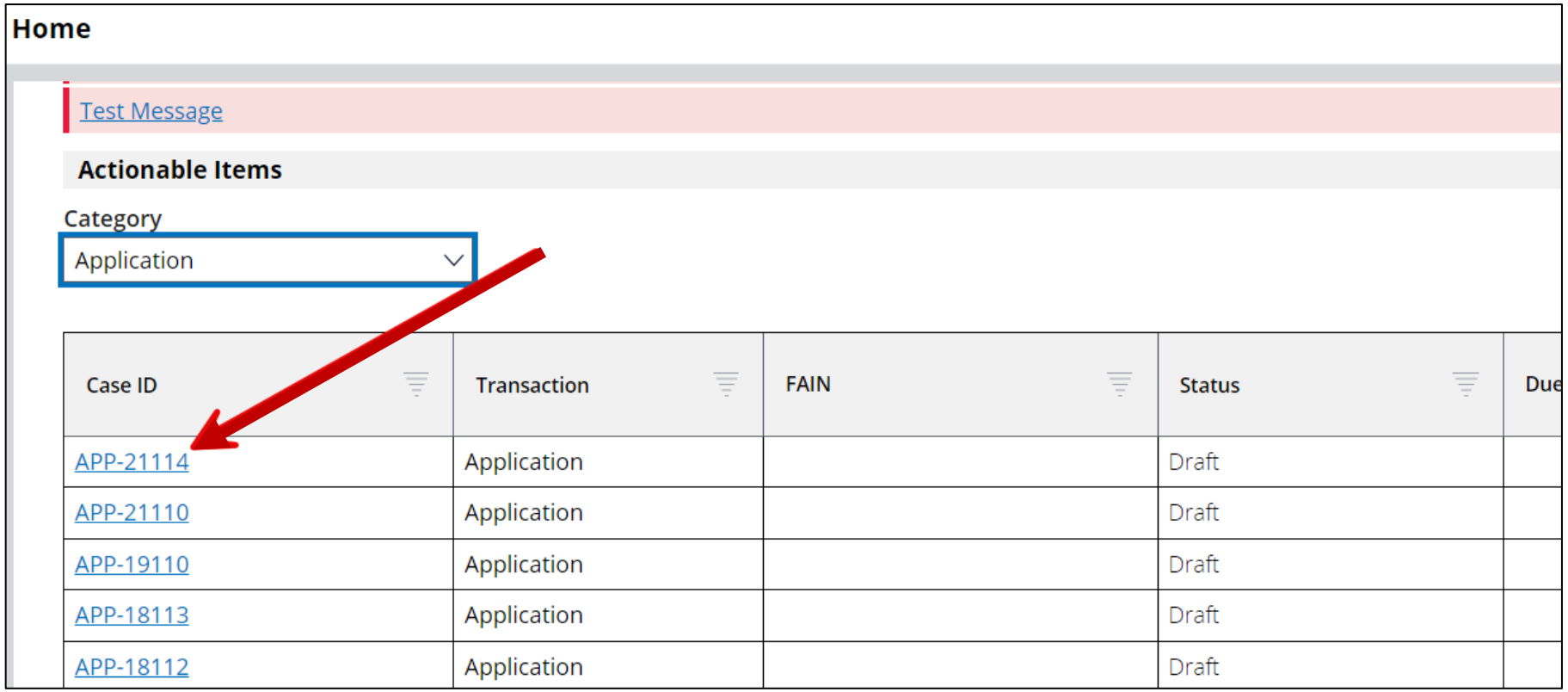
Module 3 – Application Review and Approval Objectives

After completing this module, you should be able to:

- Submit an application for review and approval to the USDA agency as a signatory official.

Select Application for Review

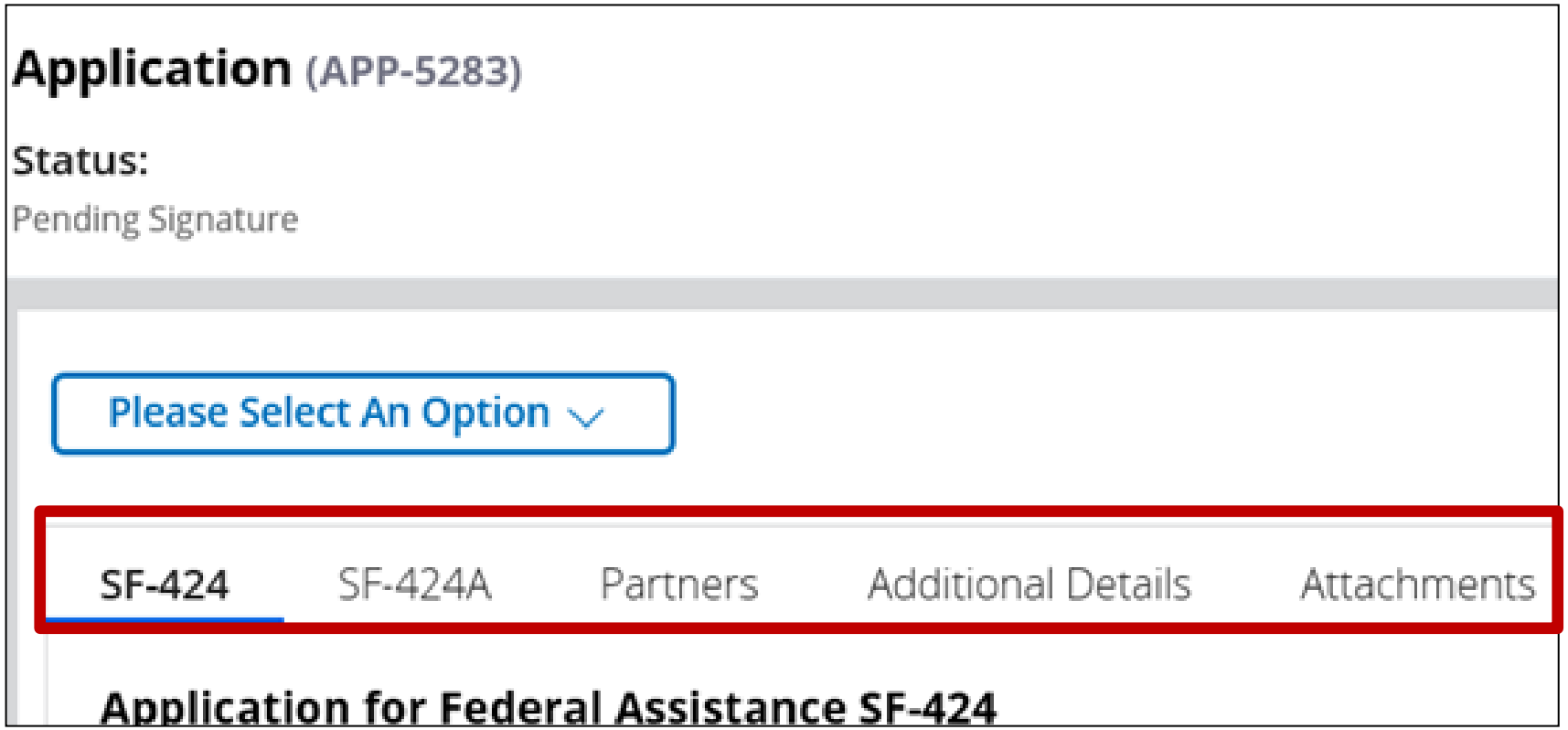
1. Access **ezFedGrants External Portal Home** screen.
2. Locate the application to review in the **Actionable Items** section.
3. Select **Case ID** link to open the application work item.



Review Application Tabs

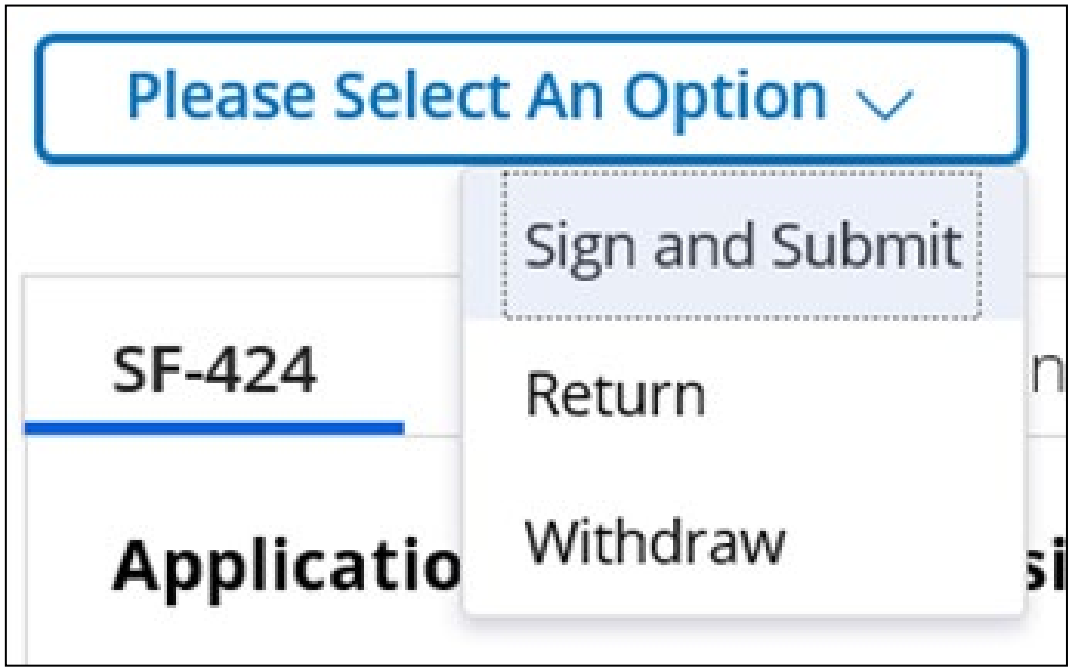
On the **Application** screen, carefully review application contents by clicking the following tabs:

- SF-424
- SF-424A
- Partners
- Additional Details
- Attachments



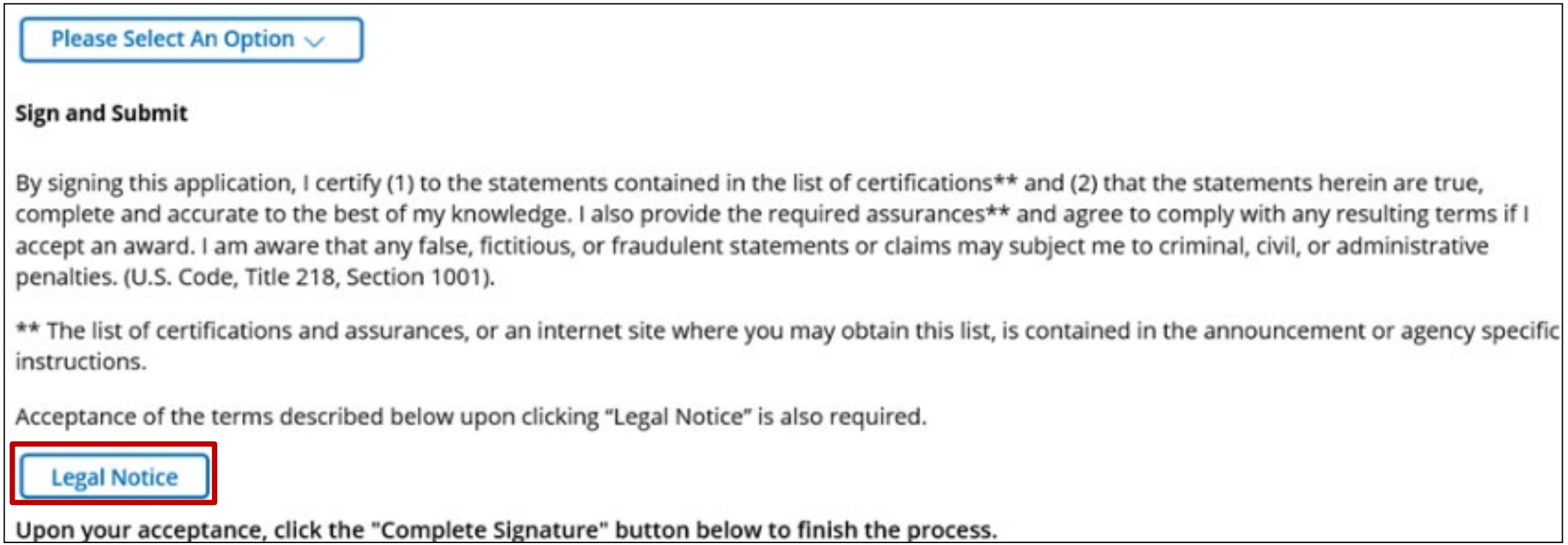
Review Application Decision Options

- Click the **Please Select An option** dropdown menu to select **Sign and Submit, Return,** or **Withdraw**.
  - **Sign and Submit**: Application ready to be submitted to awarding agency for consideration.
  - **Return**: Application needs to be corrected and returned to creator for modification before submission to the agency. The work item moves to creator's **Actionable Items** list.
  - **Withdraw**: Application should be discarded/voided, and no further action can be taken.
- If you selected the **Return** or **Withdraw** option, enter relevant comments in the **Comments** text box.



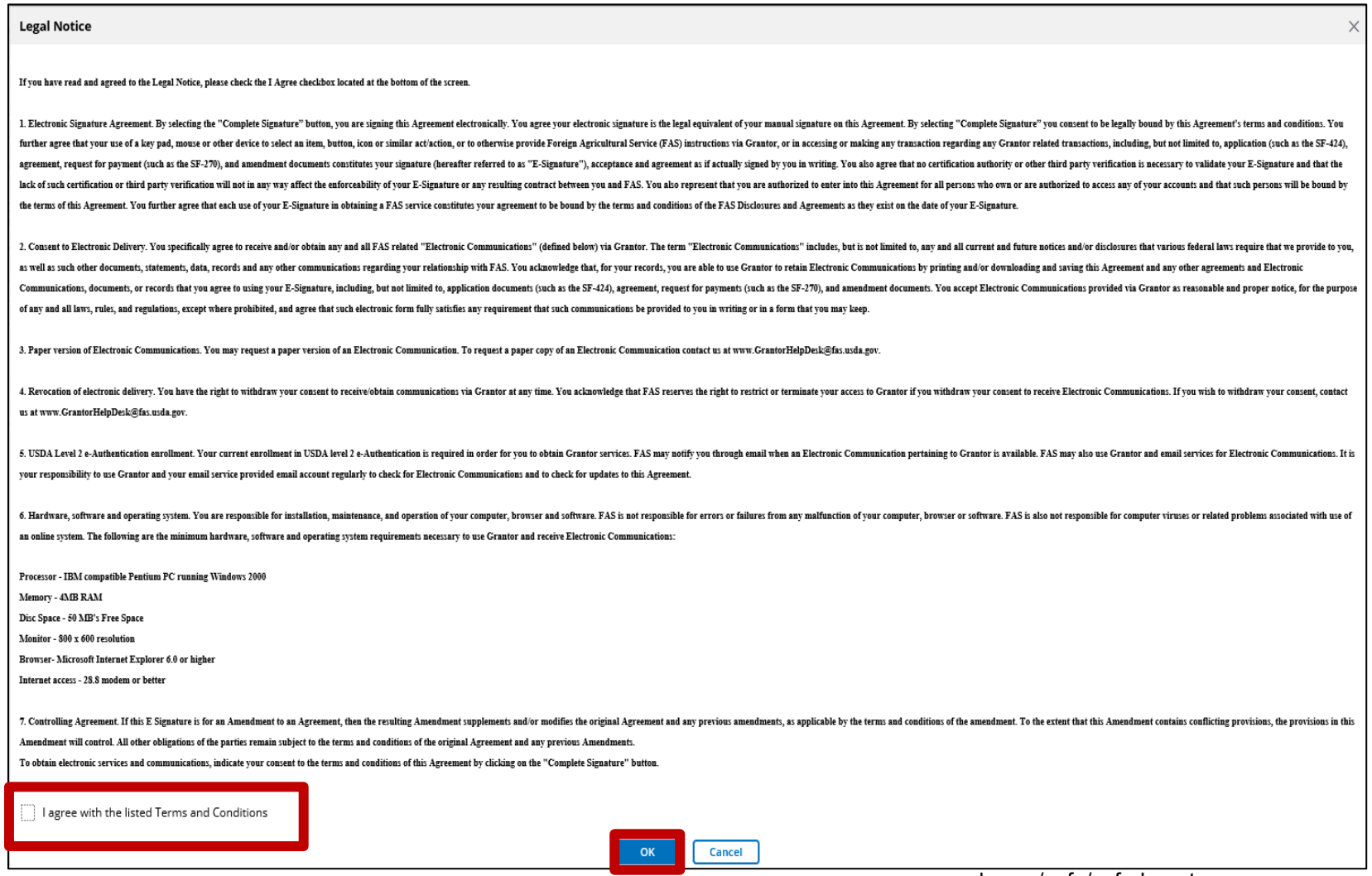
Review Application
Legal Notice

If **Sign and Submit** is selected, a **Legal Notice** must be reviewed and accepted before the **Complete Signature** button can be selected.



Review Application Terms and Conditions

1. Click **I agree with the listed Terms and Conditions** checkbox.
2. Click **OK** to close the **Legal Notice** window.



Review Application
Digital Signature

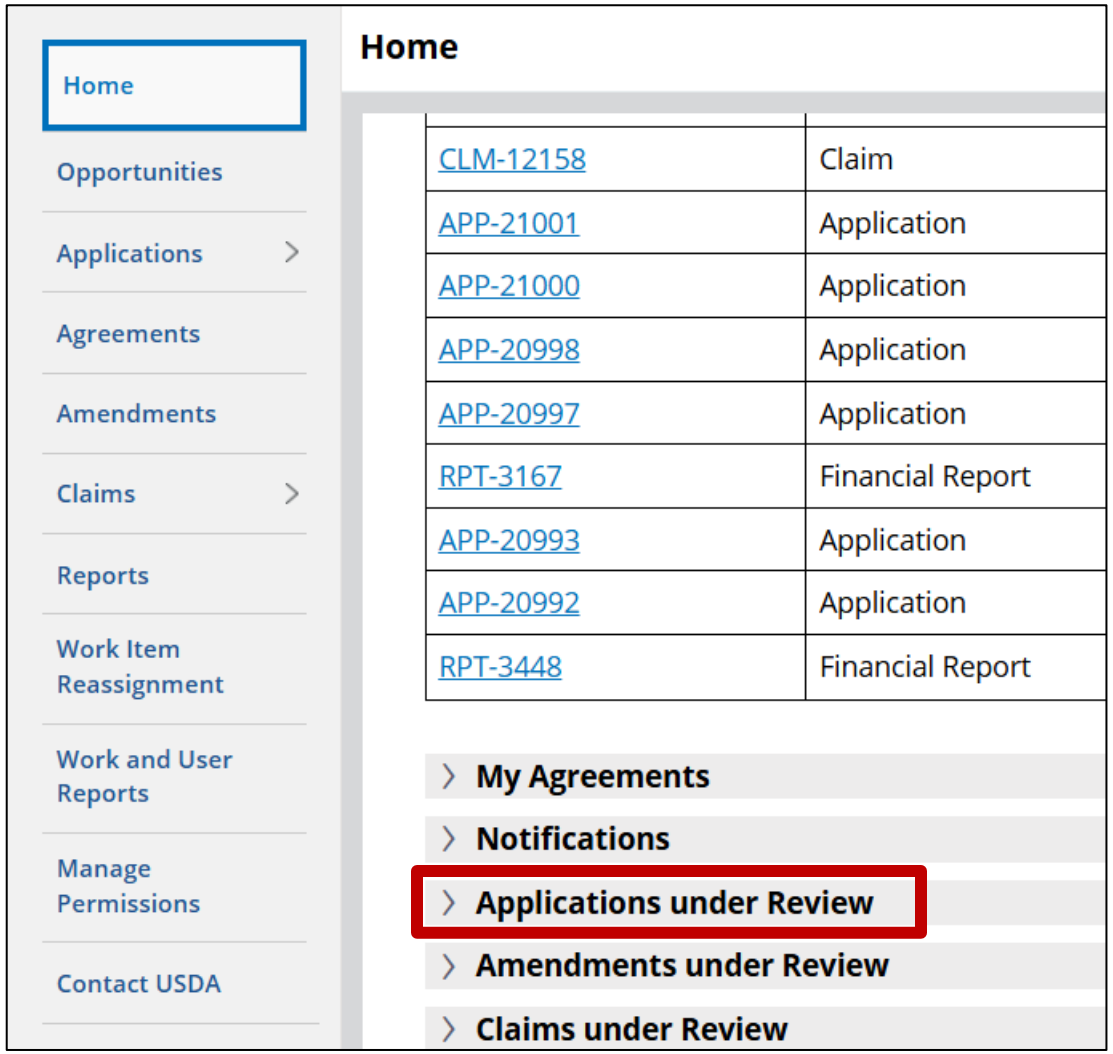
Click **Complete Signature** to finalize decision.

View Applications Under Review

Approval timelines are based on the agency and schedule established within the opportunity.

1. Access the **Home** screen to review pending applications within the ezFedGrants External Portal.

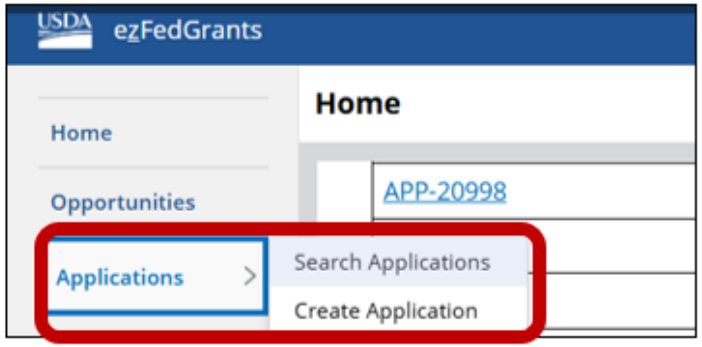
2. Expand **Applications under Review** section to display applications awaiting action by Signatory Official or Agency.

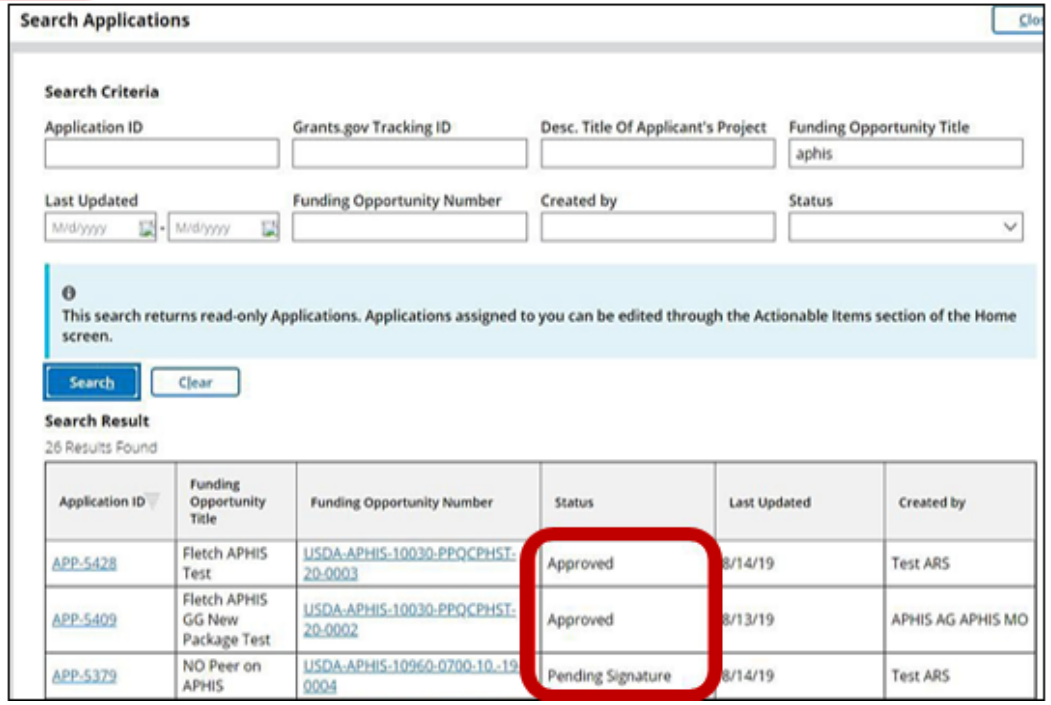


Search Application Status

Alternatively, to display the status of applications awaiting action by Signatory Official or Agency:

1. Click **Applications** tile (on the navigation panel)
2. Click **Search Applications**
3. Enter **Search Criteria**
4. Click **Search**.
5. The status displays in the search results





Application Statuses

Draft: Application incomplete and creator can edit application.

Pending Signature: Application is awaiting Signatory Official (SO) review.

Returned by Signatory Official: Signatory Official (SO) returned application for changes. The application creator can edit application.

Submitted: The application is awaiting Agency review. If application changes are needed after submission to the agency, contact the agency to request that the application be returned.

Returned by Awarding Agency: The Agency returns the application to the creator for changes.

NOTE: Returned applications must go through the same steps, including review and signature from the SO and re-submission to the agency.

Module 3 – Application Review and Approval Summary

You should now be able to:

- Review and submit an application for approval.

Module 5
Course Summary

Course Summary

You should now be able to:

- Search for funding opportunities.
- Create and submit applications.
- Review and submit an application for approval.

Getting Help

Login.Gov

- Login.gov password/account issues, contact the eAuth helpdesk at www.eauth.usda.gov/helpdesk.
- For Login.gov, call (844) 875-6446. Operating hours are 24 hours a day, seven days a week.
- Login.gov FAQs

ezFedGrants

- Contact the ezFedGrants Help Desk: ezFedGrants-cfo@usda.gov.
- Training Schedule eFG Training Schedule
- Recipient job aids: Job Aid Library

Bookmark or favorite these links!

Course Questions and Poll