CFDA No. 45.024
NEAPS1804

Program Solicitation: Documentary Sustainability Project

Proposal Receipt Deadline: August 14, 2018

The National Endowment for the Arts (NEA) requires organizations to submit their proposals electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your proposal no later than 11:59 p.m. Eastern Time on the deadline date above. We strongly recommend that you **submit your application by August 4, 2018** to give yourself ample time to resolve any problems that you might encounter.

Background

The purpose of this program solicitation is to select an organization (Cooperator) to administer the Documentary Sustainability Project, a program of the National Endowment for the Arts (NEA) aimed at strengthening the documentary filmmaking field through knowledge exchange, cross-sector collaboration, and research.

In 2017, the NEA hosted a one-day Documentary Sustainability Summit featuring filmmakers, producers, distributors, film festival representatives, funders, and other stakeholders to discuss the documentary filmmaking field. A State of the Field Report was subsequently published, which identified key issues and action items necessary to ensure the sustainability and future growth of the field.

The Documentary Sustainability Project is being established to address certain areas identified through the work described above. The Cooperator selected as a result of this program solicitation will:

- Assemble a steering committee and a research working group to identify action items, strengthen cross-sector collaborations, and advise on the dissemination of field research;
- Provide a central liaison to the documentary filmmaking field;
- Develop and support activities to engage cross-sector stakeholders, including the public; and
- Create a centralized online resource of research and related materials of importance to the field.

The NEA will provide general guidance and financial support for the project through this Cooperative Agreement.

Scope of Work

The purpose of this program solicitation is to select a Cooperator to administer the Documentary Sustainability Project as described below. In brief, the Cooperator will:

- Administer the project to support the fulfillment of its objectives.
- Assemble and convene a steering committee and research working group to advise the activities supported by this Cooperative Agreement.
- Provide a central liaison to the documentary filmmaking field, who will develop a comprehensive work plan and manage the project activities.
- Develop and support activities to engage cross-sector stakeholders, including the public.
- Develop, host, and maintain a centralized online resource of research and other related materials that are relevant to this project.

More information can be found under Detailed Requirements below.

Detailed Requirements

The Cooperator will work with the NEA's Project Director, and through the NEA's Project Director with other agency staff as appropriate, on all aspects of this program. The NEA's Project Director will be the Director of Media Arts.

The Cooperator will consult with, and will secure the approval of, the NEA's Project Director in carrying out the responsibilities below.

The Cooperator will:

- Work with the NEA Project Director to refine the details, budget, and schedule of all project components.

- Provide a central liaison to the documentary filmmaking field, as well as all necessary administrative support.

- Supervise the central liaison to the field, who will:

  − Develop a work plan to implement the activities supported by this Cooperative Agreement.
  − Manage projects and administer resources that support the work plan.
  − Meet regularly with the NEA Project Director to monitor progress in completing the project activities.

- Assemble and virtually convene on a regular basis (at least four times per year), a steering committee of national and regional stakeholders around documentary filmmaking policy and practice to advise the field liaison on strategies and a work plan of action items to sustain the field.

- Develop and support activities (e.g., convenings, forums, webinars) relating to the work plan that will engage cross-sector stakeholders, including the public.

- Propose activity formats, dates, topics, and speakers related to the activities.
- Arrange for any resources necessary to undertake these activities (e.g., materials, room rental, supplies, marketing).
- Directly pay the travel expenses and fees of any speakers, participants, consultants, or contractors, as appropriate.

- Assemble and virtually convene on a regular basis (at least four times per year), a research working group comprised of cross-sector academics, researchers, and practitioners to prioritize research topics related to the documentary filmmaking field (e.g., economics, audiences, revenue streams) and advise the structure of a centralized online resource of research on issues of field sustainability.

- Develop, host, and maintain a centralized online resource housing research and other related materials such as topical reports and publications.

  - Provide plans for the site's functionality and design to the NEA Project Director for review.
  - Provide all information necessary for the NEA Project Director to have full access to and use of this site throughout the Cooperative Agreement period of performance and in the future should the online resource need to be transferred to a new cooperator.

- Through discussions with the NEA's Office of Public Affairs (OPA), facilitated by the NEA Project Director, produce all communications and materials in a format and style compatible for dissemination through the agency's online platforms.

  - Include NEA-designated crediting language in all appropriate communications and materials produced for and by the project.

- Provide the NEA Project Director with project updates and records in a mutually-agreed-upon format and timeline.

- Secure NEA approval of any other organizations or individuals that might offer to sponsor activities in conjunction with the project. Coordinate with any such sources as appropriate.

- Follow the Cooperator's approved written procurement policies if consultants or vendors are selected by the Cooperator as part of this project. In addition, the Cooperator should be aware of and comply with all requirements of the Uniform Guidance procurement standards described in 2 CFR 200.318. Consultants or vendors engaged by the Cooperator as part of this project will be required to agree that any information gathered will be used only for the purposes described in the Cooperative Agreement.

- Secure all necessary rights, permissions, licenses, and releases as appropriate to the project (the "Rights"). The Rights may include, but are not limited to, permissions for visual images, video, and other online project components. If relevant, the NEA Project Director will coordinate discussions or meetings between the Cooperator and the NEA's Office of General Counsel (OGC) to ensure that the rights secured meet the NEA's needs. The NEA reserves the right, in its sole discretion, to determine whether the Rights provided are satisfactory to it. The Cooperator accepts sole responsibility for, and will defend, indemnify and hold harmless the NEA from, any liability arising from deficient Rights and/or the Cooperator's warrants or statements about the Rights. Copies of the permissions/releases must be provided to the NEA in accordance with the requirements provided by the OGC.

- No later than 90 days after the completion or termination of the Cooperative Agreement, submit through the Cooperator's NEA REACH online account, a Final Descriptive Report (FDR) and a Federal Financial Report (FFR), Standard Form 425.

The NEA Project Director will:

- Work with the Cooperator to refine the project plans, budget, and schedule of all program components.

- Make recommendations on, review, and/or approve:

  – Project staff, consultants, contractors, sponsors, or partners proposed by the Cooperator.
  – Individuals to serve on the steering committee and research working group before candidates are invited to participate.
  – Project work plan and strategies to engage the documentary film field.
  – Plans for event or activity formats, dates, topics, speakers, and other related materials.
  – Plans for and content posted to a centralized online resource housing research and other related materials.
  – All communications and materials (overall strategy, contacts with the press, and publications). Review and approval of all communications will be in conjunction with the NEA's Office of Public Affairs.

- Act as liaison between the Cooperator and other Federal agencies and NEA staff (e.g., Office of Public Affairs, Office of General Counsel) involved in the project.

- Provide crediting requirements to the Cooperator.

Estimated Schedule

The Cooperative Agreement resulting from this Program Solicitation can start no earlier than January 1, 2019. The NEA will work with the Cooperator to identify dates related to specific project activities before the Cooperative Agreement is finalized.

Cooperative Agreement Amount

The NEA expects to award one Cooperative Agreement of up to $100,000, contingent upon the availability of funds.

This Cooperative Agreement requires a nonfederal cost share of at least 50% of the Cooperative Agreement amount. Matching funds cannot include funds from any NEA or other federal sources.

Period of Performance

This Cooperative Agreement will begin on or after January 1, 2019, and may extend for up to 12 months.

An organization may not receive more than one NEA award for the same costs during the same or an overlapping period of performance. In addition, different awardees may not receive federal funds for the same project costs during the same or an overlapping period of performance.

We may enter into subsequent Cooperative Agreements with the organization selected as a result of the Program Solicitation. See "Subsequent Cooperative Agreements" below.

Applicant Eligibility

Nonprofit, tax-exempt 501(c)(3), U.S. organizations; units of State or local government; or federally recognized tribal communities or tribes may apply. To be eligible, the applicant organization must:

- Meet the National Endowment for the Arts' "Legal Requirements" at the time of application.
- Have submitted acceptable Final Report packages by the due date(s) for all National Endowment for the Arts award(s) previously received.

An organization may submit only one proposal under this program solicitation.

You may apply to other NEA funding opportunities, including Art Works, in addition to this program solicitation. In each case, the request must be for a **distinctly different project.**

How to Prepare and Submit an Application

Organizations are required to submit their applications electronically through Grants.gov, the federal government's online application system. The Grants.gov system must receive your validated and accepted application **no later than 11:59 p.m., Eastern Time, on August 14, 2018.** We strongly recommend that you submit by **August 4, 2018** to give yourself ample time to resolve any problems that you might encounter.

Submitting an application is a two-step process:

1. Before you submit through Grants.gov for the first time, you must be registered. This is a multi-step process for which you should allow at least two weeks. Registration must be completed before you can apply. See "Get Registered" for details. If you have already registered with Grants.gov, renew/verify your registration with Grants.gov and make sure that all of your information is current before you apply. Before you submit through Grants.gov for the first time, see "Apply Electronically Through Grants.gov" beginning on page 9 for further instructions.

2. Follow the detailed instructions for submitting items such as the application narrative, bios, project budget, and supporting information in the "How to Prepare and Submit an Application" section beginning on page 15.

UPDATE: SAM.gov Notarized Letter Process Changes

Entities who create or update their registration in SAM.gov will **no longer** need to have an approved Entity Administrator notarized letter on file *before* their registration is activated. The timing of when this process change is effective (June 11 or 29, 2018) will depend upon the type of registration you have. See here.

Entities seeking Federal Assistance still must mail the original, signed copy of the notarized letter to the Federal Service Desk. Failure to do so within 30 days of activation may result in the registration no longer being active.

Unfortunately, the NEA has no control over the SAM requirements and we are unable to allow extensions to posted deadlines due to delays caused by the SAM requirements.

Application Review

Proposals will be reviewed on the basis of the following criteria:

The **artistic excellence** of the project, which includes the:

- Degree to which the proposal demonstrates a comprehensive understanding of the requirements of the Documentary Sustainability Project.
- Quality of the services that the project will involve.
- Quality of similar or related programs administered by the applicant organization, including experience managing the interests of cross-sector stakeholders.

The **artistic merit** of the project, which includes the:

- Degree to which the project correlates to the applicant's mission and programs.
- Ability to provide guidance and structure for the program based on a sound understanding of current policies and practices in the documentary filmmaking field.
- Ability to carry out the project on time and within budget, as well as the qualifications of the project personnel.

Proposals are reviewed by an advisory panel. Panel recommendations are forwarded to the National Council on the Arts, which then makes recommendations to the NEA Chairman. The Chairman makes the final decisions on all awards. It is anticipated that applicants will be notified about the selection of a Cooperator in November 2018.

All recommended NEA applications undergo a review to evaluate risk posed by the applicant prior to making a federal award. This may include past performance on grants, meeting reporting deadlines, compliance with terms and conditions, audit findings, etc.

Award Administration

Travel Policy

Travel costs – including lodging, meals, and incidental expenses – must be reasonable and allowable in accordance with 2 CFR Part 200.474 as applicable. These costs must not exceed:

- Travel charges normally allowed by the applicant's institutional policy. (The selected organization must submit a copy of this policy, if it exists, to the Grants Office before a Cooperative Agreement can be finalized.)
- In the absence of an institutional policy on travel costs, costs established in the government-wide Federal Travel Regulation.

No federal or matching funds can be used to support federal staff travel or National Council on the Arts Members' travel.

Crediting Requirement

The Cooperator must clearly acknowledge support from the NEA in all material related to this project. We will provide the Cooperator with specific requirements for this acknowledgment.

Subsequent Cooperative Agreements

The NEA may enter into subsequent Cooperative Agreements with the recipient of this Cooperative Agreement. Any such future Cooperative Agreements, however, would be subject to agency priorities, the availability of funds, Cooperator performance, and the agency's regular review process.

General Terms and Conditions

NEA Cooperative Agreements are subject to the General Terms and Conditions for Grants and Cooperative Agreements to Organizations.

Project Reporting and Evaluation

Through this program we intend to achieve the following objective: *Engagement: (Public engagement with, and access to, various forms of excellent art across the nation).* If an award is received, the Cooperator also will be asked to provide evidence of those results. Before applying, please review the reporting requirements.

Agency Contacts

If you have questions about *programmatic requirements*, contact:

Jax Deluca, NEA Director of Media Arts
202/682-5742 or delucaj@arts.gov

If you have questions about *award administration,* contact:

Nicki Jacobs, NEA Director of Grants Management
202/682-5403 or jacobsn@arts.gov

REMINDER: If you have questions about your Grants.gov registration or the mechanics of getting your application through the Grants.gov system, you should contact Grants.gov, not the Arts Endowment. Call the Grants.gov help desk at 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov website at **Support**. The Grants.gov Contact Center is available 24 hours per day, seven days a week.

Paperwork Reduction Act Statement

OMB No. 3135
Expires 12/31/2019

Apply Electronically Through Grants.gov

Organizations are required to submit their applications electronically through Grants.gov, the federal government's online application system.

The Grants.gov system must receive your validated and accepted application no later than 11:59 p.m., Eastern Time, on August 14, 2018. We strongly recommend that you submit your application by August 4, 2018 to give yourself ample time to resolve any problems that you might encounter. The National Endowment for the Arts will not accept late applications.

Register or Renew/Verify Your Registration with Grants.gov

It is your organization's responsibility to create and maintain a regularly updated registration with Grants.gov. This includes registration with the System for Award Management (SAM), where your organization's information must be renewed annually. **Finalize a new or renew an existing registration at least two weeks before the application deadline.** This should allow you time to resolve any issues that may arise with Grants.gov or SAM. Failure to comply with these requirements may result in your inability to submit your application.

If your organization is not yet registered, go to Grants.gov's Get Registered. **Allow a minimum of two weeks for this multi-step, one-time process.** If your organization already has registered, **renew your registration with SAM and verify that your registration with Grants.gov is current.**

If you have problems with registration:

- SAM Federal Service Desk: Call 1-866-606-8220 or see the information posted on the SAM website at SAM User Help.
- Grants.gov Contact Center: Call 1-800-518-4726, e-mail support@grants.gov, or consult the information posted on the Grants.gov website at Support. The Grants.gov Contact Center is available 24 hours a day, 7 days a week.

Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline.

You do not need to complete the registration process to download the application package and begin to prepare your material (see below). However, you will need your Grants.gov Username and Password that you obtain during the registration process to submit your application.

Registration Tips:

- **Register early**. Registration is by far the hardest part of the whole process. Don't put it off to the last minute. Grants.gov advises that registration usually takes up to 5 business days but it can take longer; we recommend that you allow at least two weeks.
- **Be extremely careful when entering your registration information and make sure your information on file with the entities involved is correct and consistent**. In the second step of the registration process, your information will be validated with the IRS and Dun & Bradstreet (D&B). If your information doesn't match exactly -- like having a comma in your organization's name on file with the IRS, but not with D&B -- it can snag your registration.
- **Make sure your registration information is up to date**. Your organization's System for Award Management (SAM) registration -- part of the Grants.gov registration process -- must be renewed every year. SAM will alert your organization's SAM Point of Contact when it is time for renewal. You can check your current SAM registration status by entering your DUNS number at "Search SAM" at www.sam.gov. Also verify your registration with Grants.gov and make sure it is current before you apply, especially if your e-mail address has changed.
- **Even if you aren't registered, you can work on an electronic application**. While you need to be registered in order to submit an application, you don't need to be registered (or an AOR) in order to work on one.

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Entities seeking Federal Assistance still must mail the original, signed copy of the notarized letter to the Federal Service Desk. Failure to do so within 30 days of activation may result in the registration no longer being active. Unfortunately, the NEA has no control over the SAM requirements and we are unable to allow extensions to posted deadlines due to delays caused by the SAM requirements.

Download the Application Package

1. Verify your software.

    You must have a version of Adobe Reader that is supported by Grants.gov installed on your computer before you download your application package from Grants.gov. Non-compatible versions of Adobe Reader or other Adobe products will lead to errors and prevent you from submitting your application. If more than one computer will be involved in the preparation of the application package, ensure that the same version of Adobe Reader is used.

    Please go to "Recommended Software" to see the compatible versions of Adobe Reader or to download and install Adobe Reader. Please see important information about versions of Adobe Reader DC here.

2. Access the application package on Grants.gov by clicking on the link below:

    <div align="center">

    DOWNLOAD

    [Funding Opportunity Number: NEAPS1804]

    </div>

    When you download the application package, the Grants.gov "View Grant Opportunity" screen will open. Choose "Apply" and follow the screens from there. You will be prompted to apply using a Grants.gov Workspace. If you want to learn more about using Grants.gov's Workspace, see here.

    You must be logged on to Grants.gov in order to create a Workspace. Look for the "Application Filing Name" field above the "Create Workspace" button. Enter the legal name of your organization here and then click the "Create Workspace" button.

3. You can access each Mandatory form by clicking on it OR you can scroll down your screen and you will come to each form in succession.

    The two forms are:

    - **Application for Federal Domestic Assistance/Short Organizational Form (SF-424)**: This form asks for basic information about your organization and project. Complete this form first. Data entered here will populate fields of other forms where possible. Instructions for completing this form begin on page 12.

- **Attachments Form:** This is not a form in the conventional sense, but rather a place to attach additional items (e.g., your application narrative and the Project Budget Form) that must be included for your Grants.gov application package to be considered complete. Instructions for completing this form begin on page 14.

Application Instructions

For a complete application, follow Steps 1 and 2 below:

Step 1: Fill out the Application for Federal Domestic Assistance/Short Organizational Form (SF-424)

NOTE: All asterisked (*) items and yellow fields on this form are required and must be completed before you will be able to submit the form. Do not type in all capital letters when completing the form. Enter information directly into the form. Do not copy from an old application package or another document and paste into the form.

1. Name of Federal Agency: Pre-populated.

2. Catalog of Federal Domestic Assistance Number: Pre-populated.

3. Date Received: This will be filled automatically with the date that you submit your application; leave blank.

4. Funding Opportunity Number: Pre-populated.

5. Applicant Information:

a. Legal Name: Enter the legal name of your organization as it appears in the current IRS 501(c)(3) status letter or in the official document that identifies the organization as a unit of state or local government, or as a federally recognized tribal community or tribe. (Do not use your organization's popular name, if different.)

b. Address: Use Street 1 for your street address or post office box number, whichever is used for your U.S. Postal Service mailing address. Street 2 is not a required field and should be used **only** when a Suite or Room Number or other similar information is a necessary part of your address. Do **not** use Street 2 to give a second address for your organization.

In the Zip/Postal Code box, enter your **full 9-digit zip code that was assigned by the U.S. Postal Service.** (You may look it up at www.usps.com/zip4/.)

d. Type of Applicant: Select the item that best characterizes your organization from the menu in the first drop down box. Additional choices are optional.

e. Employer/Taxpayer Identification Number (EIN/TIN): Enter the 9-digit number that was assigned by the Internal Revenue Service; do not use a Social Security Number.

f. Organizational DUNS: All organizational applicants for federal funds must have a DUNS number, which is recognized as the universal standard for identifying organizations worldwide. **The number that you enter here must agree with the number (either 9 or 13 digits) that you used with the SAM (System for Award Management) as part of the Grants.gov registration. Otherwise, your application will not be validated by Grants.gov and will be rejected.**

g. Congressional District: Enter the number of the Congressional District where the applicant organization is located. Use the following format: 2 character State Abbreviation-3 character District Number. For example, if your organization is located in the 5th Congressional District of California, enter "CA-005." If your state has a single At-Large Representative or your territory has a single Delegate, enter your two-digit state/territory abbreviation and "-000." If you need help determining your district, go to www.house.gov and use the "Find Your Representative" tool.

6. Project Information:

a. Project Title: Documentary Sustainability Project.

b. Project Description: Provide a two or three sentence summary description.

Please note: This field on the form has a character limit of 1,000. Even if you have less than 1,000 characters, Grants.gov may translate special characters (e.g., apostrophes) in a way that will cause your application to be rejected. This can happen if you copy from an old application package or another document and paste into the form. We strongly encourage you to write a succinct project description and double check the number of characters.

c. Proposed Project Start Date/End Date: Enter a start date no earlier than January 1, 2019. Your project may extend for up to 12 months.

7. Project Director**:** Provide the requested information for the Project Director. Select a Prefix (e.g., Ms., Mr.) even though this is not a required field. Provide contact information, including an e-mail address that will be valid throughout the proposed period of performance. Due to restrictions from the Department of Homeland Security we are not able to send emails to alias addresses that forward to another email account. Please do not enter this type of email address.

8. Primary Contact/Grant Administrator**:** Provide the requested information for the individual who should be contacted on all matters involving this application and the administration of any Cooperative Agreement that may be awarded. Select a Prefix even though this is not a required field. Due to restrictions from the Department of

Homeland Security we are not able to send emails to alias addresses that forward to another email account. Please do not enter this type of email address.

If this individual is the same as the Project Director, you may check the "Same as Project Director" box and not repeat information that you have already provided in Item 7. (If the Primary Contact/Grant Administrator is the same as the Authorizing Official, please complete all items under both 8 and 9 even though there will be some repetition.)

9. Authorized Representative**:** Enter the requested information for the AOR (Authorized Organization Representative) who will be submitting this application to Grants.gov. Select a Prefix even though this is not a required field. The AOR must have the legal authority to obligate your organization. By clicking the "I Agree" box at the top of Item 9, this individual will be certifying compliance with relevant federal requirements on your organization's behalf. (These requirements can be found in the "Assurance of Compliance" section.) The "Signature of Authorized Representative" and "Date Signed" boxes will be populated by Grants.gov upon submission of the application. Due to restrictions from the Department of Homeland Security we are not able to send emails to alias addresses that forward to another email account. Please do not enter this type of email address.

Step 2: Complete and Attach Required Items to the Attachments Form

This "form" is not a form in the conventional sense. Rather, it is a place to attach documents that you have completed and saved elsewhere on your computer.

Several important points:

1. Attachment 1 is a fillable form. A link will appear to locate it. This form can be filled in, saved to your computer, and attached without the need for special software or conversion to PDF. **Please be sure you are using Adobe Reader** (version 9 or higher) when filling out our PDF forms.

    Note to Mac users: Your computer may be set to open PDF files using Preview (you can tell which program is being used to view a PDF file by looking at the left-most item in the menu bar). Please verify that you are using Adobe Reader and not Preview. If you don't have Adobe Reader installed, you can download it here: http://get.adobe.com/reader/.

2. All other attachments are documents (e.g., narratives, bios) that you will develop in accordance with the instructions provided. **These items must be submitted as PDF files.**

    Do not create PDFs of your electronic documents by scanning. In the past, some applicants have printed their electronic documents and then scanned them,

saving the scan in PDF format. PDFs created this way are much larger, and of lower quality, than PDFs created by the methods we recommend. **Do not embed non-printable media files (video and/or sound) in your PDF documents**. Static images (e.g., pictures) are acceptable. Please do not enable any document security settings or password-protect any PDF file you submit to us.

3. No attachment should be more than 2 MB. For non-form documents, label pages clearly with the name of the item (e.g., Application Narrative) and your organization's legal name. **Leave a margin of at least one inch at the top, bottom, and sides of all pages**. **Do not reduce type below 12 point font size**. Do not type in all capital letters. Within each attachment, number pages sequentially; place numbers on the bottom right hand corner of each page. **Excess pages will be removed and not be reviewed**.

4. **Name your files as indicated below and attach them in the proper order**. Limit file names to 50 or fewer characters and use only the following characters when naming your attachments: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period. If you do not follow this rule, your application may be rejected. Please note that you cannot change the name of a file on the Attachments Form. Therefore make certain that each file is named correctly **before** you attach it.

When you open the Grants.gov Attachments Form, you will find 15 attachment buttons. By clicking on a button, you will be able to choose the PDF file from your computer that you wish to attach. Please attach the proper file to the proper button as listed below.

How to Prepare and Submit an Application

The Attachments

ATTACHMENT 1: To this button attach a **narrative** (no more than 5 pages in length) that addresses the points below. The file name should indicate the name of your organization or a recognizable acronym followed by "Narrative" (e.g., "ABCOrgNarrative").

The information that you provide will be reviewed in accordance with the "Review Criteria" for this initiative. Please organize your response a), b), c), etc., and use the boldfaced language below as a heading for each item.

a) Your organization's **mission** and how it relates to the Documentary Sustainability Project. Include information for any organizations you propose to partner with on this project.

b) Describe the **expertise and experience** that qualify your organization for this project, providing specific programming examples where possible.

Submit Your Electronic Application

1. Check the size of your electronic application. The total size should not exceed 10 MB.

2. To begin the submission process, click the "**Save & Submit**" button. This button will not become active (and turn from light to dark gray) until you have saved your application with all required fields completed. Clicking this button will prompt you to save your application package one last time. When asked if you want to replace the existing file, click "Yes." You will then be reconnected to Grants.gov and the Internet. **You will be prompted to provide your Grants.gov Username and Password that you obtained during registration**.

3. Click the "**Login**" button. This will bring you to the "Application Submission Verification and Signature" screen, which provides a summary of the Funding Opportunity for which you are applying. Click the "Sign and Submit Application" button to complete the process. **Be certain that you are satisfied with your application before you click this button. No revisions to your application are possible through Grants.gov once it is submitted**. If you have difficulty submitting, go to Adobe Reader Error Messages or Applicant Resources for several tools and documents to help you.

4. Ensure that your application was validated and accepted by the Grants.gov system. Go to Track My Application to track the validation and progress of your application submission through Grants.gov.