



ezFedGrants Manual Application Retrieval Job Aid

Purpose

Recipient organizations may submit applications on opportunities through Grants.gov, the ezFedGrants External Portal, or directly to the awarding agency (through email, fax, or physical mail). Applications submitted through Grants.gov must be retrieved and migrated into the ezFedGrants External Portal before they can be reviewed.

The ezFedGrants External Portal automatically conducts a retrieval process every four hours, which pulls any new applications from Grants.gov into the ezFedGrants External Portal. However, you may also manually initiate this retrieval process at any time. This job aid provides details on manually initiating the Grants.gov application retrieval process.

Trigger

Perform this procedure whenever you want to migrate applications from Grants.gov into the ezFedGrants External Portal.

Prerequisites

- You must have access to the ezFedGrants External Portal with a role capable of manually retrieving applications. This includes:
 - Specific user roles with this permission
 - The user who originally created the opportunity for which you are retrieving applications
- In order to query applications for an opportunity on Grants.gov, the opportunity must exist in **Published** status in the ezFedGrants External Portal.

Menu Path

Use the following menu path to begin this procedure:

- **eAuthentication > FMMI Portal > Grantor Management > Grants and Agreements Management > Grants and Agreements Management External Portal**

The screenshot displays the USDA Financial Management Modernization Initiative web application. The header includes the USDA logo and the text "United States Department of Agriculture Financial Management Modernization Initiative". The navigation menu shows "Welcome", "Funds Management", "Grantor Management" (selected), and "Base Role". Below the navigation menu, the "Grants and Agreements Management" section is active. In the "Business Activity" sidebar, the "Grants and Agreements Management External Portal" option is highlighted with a red box.



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Helpful Hints

- Manual application retrieval only retrieves those applications submitted through Grants.gov since the last automatic or manual retrieval.
 - If no applications have been submitted since the last retrieval, the retrieval attempt will return no results.
- To check if an application has already been retrieved from Grants.gov, click the **Applications** link on the navigation bar to access the **Search: Applications** screen. Conduct a search using the relevant Funding Opportunity Number. If the application does not appear in the search results, it has not yet been retrieved from Grants.gov.
 - More information on searching in the ezFedGrants External Portal is available in the **ezFedGrants External Portal Overview and Navigation for Internal Users Job Aid**.
- Once an opportunity closes, or is otherwise no longer in **Published** status, applications for that opportunity can no longer be manually retrieved.
 - Any applications submitted between the last automatic or manual retrieval and the closing of the opportunity will be retrieved during the next automatic system retrieval (up to four hours after the time of closing).
- On certain screens you may need to scroll to view additional data fields.
- Certain screenshots may display only a portion of the screen. Note that when working within a system, only the center body of the screen will change. The navigation options along the left side of the screen and the header bar across the top of the screen will remain the same.

Note: Data used in this procedure is a representative sample for the purpose of training. Actual data in the system may vary based on agency and scenario.



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Procedure

1. Start the procedure by accessing the **ezFedGrants External Portal Home** screen.

Title	User Type	Last Updated	Edit	Delete
Test	Both	8/3/16 2:11 PM	Edit	Delete
	Internal	7/27/16 11:11 AM	Edit	Delete

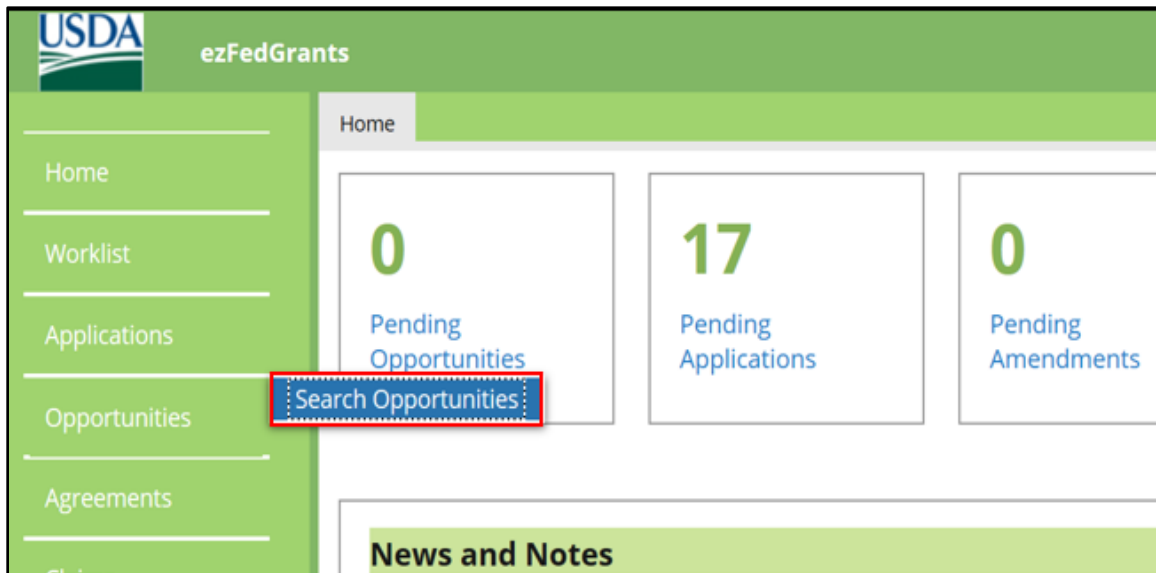
2. You may only retrieve applications for one opportunity at a time. Therefore, you must first locate the opportunity for which you would like to retrieve applications. To begin, click the **Opportunities** link in the navigation bar.

The screenshot shows the same dashboard as above, but the 'Opportunities' link in the left-hand navigation menu is highlighted with a red rectangular box.



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3. Click the **Search Opportunities** link to open the **Search Opportunities** screen.



4. On the **Search Opportunities** screen, type your search criteria in the available fields, and click the **Search** button to execute your search.

If you know the Funding Opportunity Number of the opportunity for which you are retrieving applications, it is recommended to use the **Funding Opportunity Number** field.

Note: This search will also display opportunities that are not posted on Grants.gov. If an opportunity is not posted on Grants.gov, you will not have the option to retrieve applications for that opportunity.

Search Opportunities Close

Search Criteria

Funding Opportunity Number	<input type="text"/>	Created by	<input type="text"/>
Funding Opportunity Title	<input type="text"/>	Program ID	<input type="text"/>
Application Availability End Date	<input type="text"/> - <input type="text"/>	Status	<input type="text"/>
CFDA Number	<input type="text"/>		



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- Once you click the **Search** button, your search results will appear in the **Search Results** table.

Locate the opportunity for which you would like to retrieve applications and click the link in the **Funding Opportunity Number** column. Clicking a **Funding Opportunity Number** link will open the **Opportunity** screen.

Note: In order to retrieve applications, an opportunity must be posted on Grants.gov and exist in **Published** status. Check the **Status** column to confirm if an opportunity is in **Published** status.

Search Opportunities

Search Criteria

Funding Opportunity Number: Created by:

Funding Opportunity Title: Program ID:

Application Availability End Date: - Status:

CFDA Number:

Search Results

1 Result Found

Funding Opportunity Number	Funding Opportunity Title	Created By	Status	Application Availability End Date	CFDA Number
USDA-NIFA-10500-SLBCXXX-16-001	NIFA Hook Opp 626 001	Teresa Kemmer	Published	6/30/2017	10.500

- On the **Opportunity** screen, click the **Retrieve Grants.gov Applications** button to migrate applications for this opportunity from Grants.gov into the ezFedGrants External Portal.

Note: If the **Retrieve Grants.gov Applications** button is not available, and the opportunity is in **Published** status, the opportunity was not advertised on Grants.gov.

Opportunity (USDA-NIFA-10500-SLBCXXX-16-001)

Status: Published

(A) Summary Information of Funding Opportunity Announcement



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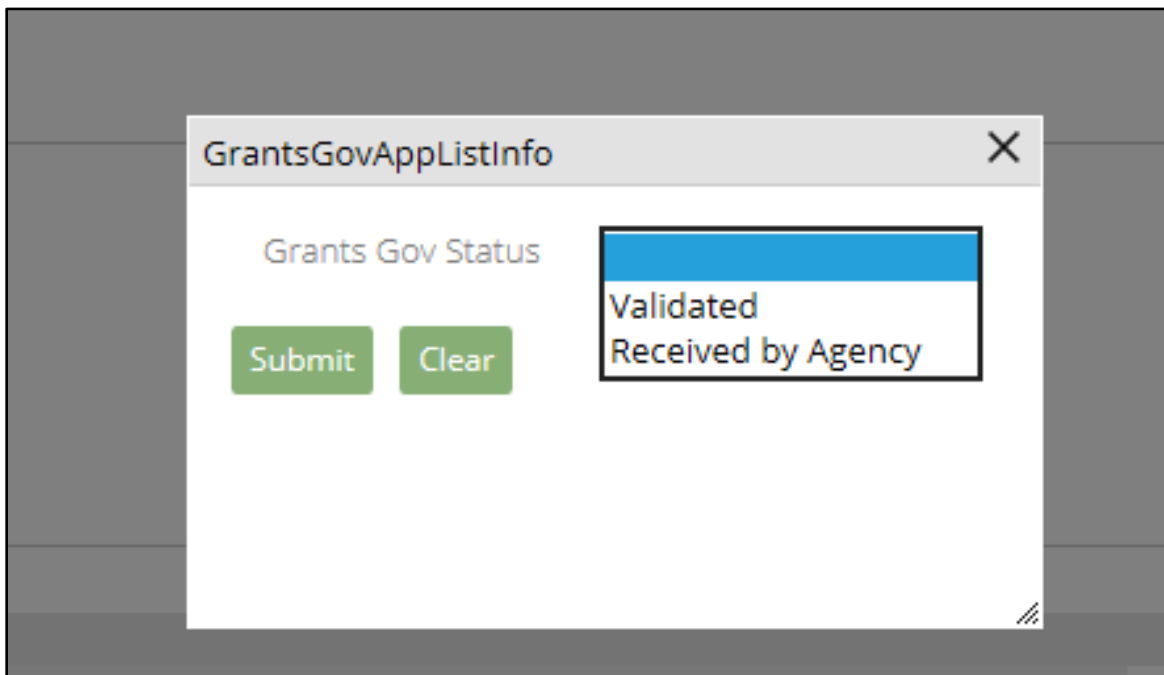


- When you click the **Retrieve Grants.gov Applications** button, the **GrantsGovAppListInfo** popup window will appear. In this window you must select the status of applications you would like to retrieve. Click the **Grants Gov Status** field to view the **Status** dropdown menu, and select the desired status from the dropdown menu. Click the **Submit** button to initiate the retrieval.

Note: The statuses on the **Grants Gov Status** dropdown menu are Grants.gov application statuses:

- Validated:** Indicates that the Grants.gov system has validated that the contents of the application package meet formatting standards (such as file size), and the application is ready for retrieval.
- Received by Agency:** Indicates that the application has been retrieved by any USDA application retrieval system (ezFedGrants or otherwise) or any USDA agency.

If you need to retrieve applications for more than one status, you will need to repeat the retrieval for each status.





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8. Once you have clicked the **Submit** button, the retrieval process will begin and the **Available Applications** screen will open. The **Available Applications** screen may appear frozen or incomplete during the retrieval process, as the retrieval process may take several minutes. The elapsed time for the retrieval process depends on the number and size of applications. Total time may exceed 30 minutes if there are a great number of applications or several very large applications.

Once the retrieval process is complete, a list of retrieved applications (if any) will appear on the **Available Applications** screen. This table displays each application's Grants.gov tracking number and retrieval status. The retrieval statuses are:

- **Success:** Indicates that an application was retrieved and migrated into the ezFedGrants External Portal
- **Fail:** Indicates the application could not be retrieved, usually due to excessive file size
 - If you believe the application package is too large (over 20MB), you can check the file size by viewing the application in Grants.gov.
 - If the application exceeds 20MB, notify the applicant of the oversized application.
 - If the application is already less than 20MB, contact the FMMI Help Desk to investigate the failed application retrieval.
 - You may also wait to see if the system succeeds in retrieving the application during the automated retrieval, or you can attempt the retrieval again at a later time by repeating the procedure outlined in this job aid.

Note: During application retrieval, the system may reject individual attachments if an attachment is larger than 10MB. In this case, the application will be retrieved without the oversized attachment. To check if an attachment has been rejected, view the **Change History** section of the **Application** screen for that application. The **Change History** section will include the file name of the rejected attachment. You may view rejected attachments through Grants.gov.

Available Applications	
Available Application: 1 Number	
Grants gov tracking number	Status
GRANT00653043	Success



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Comments

Additional Information

Refer to the following additional materials:

- ezFedGrants Agency-Specific Reference Guides
- ezFedGrants External Portal Overview and Navigation for Internal Users Job Aid
- ezFedGrants Opportunity Management Job Aid
- ezFedGrants Application Approval Process Job Aid

Version Control

Name	Date	Changes Made
April Murphy	Prior to 2/20/2017	Initial Document Created
April Murphy	3/7/2017	Comments: added section headings; added version control table Purpose: clarified helpful hints and prerequisites Procedure: Generally clarified information throughout Throughout: Improved 508 alt text and image descriptions; Corrected header formatting