



April 2020

## Higher Education Emergency Relief Fund (HEERF)

As previously discussed in our email identified under the subject “HEERF Update 04/11/2020”, applications being submitted for the HEERF awards authorized by the CARES Act require multiple processes through existing governmental systems. The processes in use include the System for Awards Management (SAM) and the Grants.gov systems. The first thing to understand before proceeding is that any additional locations that you may operate under the umbrella of your main campus are irrelevant with respect to SAM and to Grants.gov. These additional locations are considered part of your main campus and will not receive separate funding from HEERF awards.

### **System for Awards Management** ([www.sam.gov](http://www.sam.gov))

The first step is to create/register an account in SAM for your corporate entity. Complete this registration for your corporate entity. When prompted for bank account information, we recommend using your general operating account. The HEERF money will ultimately flow to you through G5 and your federal funds account in similar fashion as the daily FSA drawdowns that we currently initiate.

If you have multiple main campuses, each under a separate and unique corporate tax ID, you will need to create a separate SAM account for each corporation. If you have multiple main campuses that operate collectively under a single corporate tax ID, then only one SAM account is necessary. However, you will have to create a separate “**profile**” in the grants.gov for each main campus. When your SAM account is active, you can proceed with grants.gov.

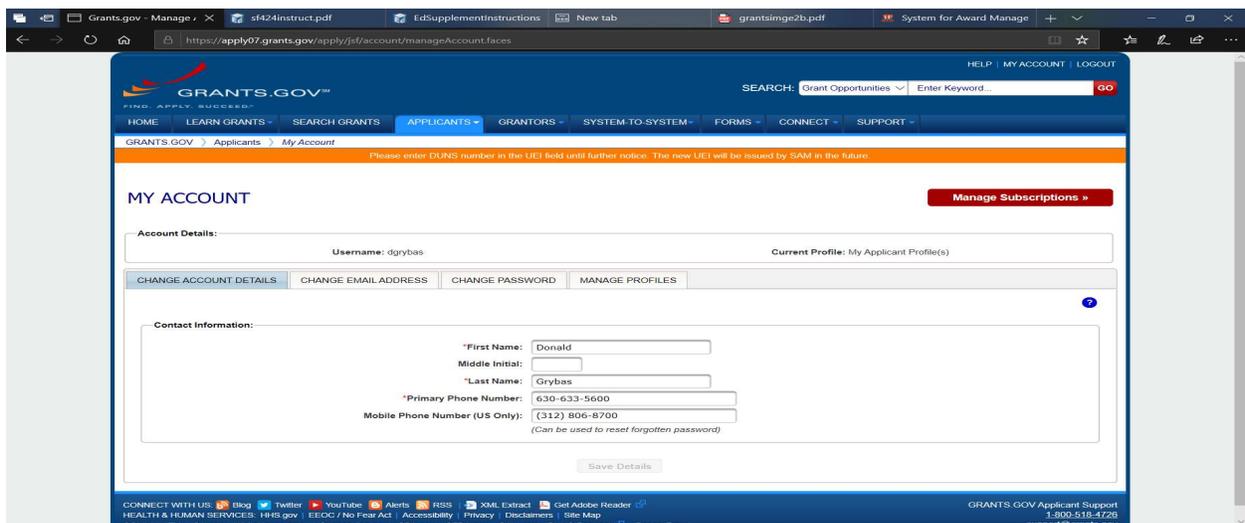
### **Grants.gov** (<https://apply07.grants.gov/apply/login.faces?userType=applicant&cleanSession=1>)

The process in grants.gov is far more complex. Before beginning to create your account it’s important to understand the purpose of the grants.gov system. This system manages all federal grants across all governmental departments and agencies. It is designed for use by some of the largest organizations and agencies to manage any federal grant program. Each grant will ultimately be assigned to a “**workspace**”, and additional users can be assigned to that workspace to manage the application for the grant. Some federal grants require research information from numerous people working to obtain the grant. In those situations, multiple users can be allowed to access the workspace to add their individual content to the grant application. Fortunately for the HEERF grant, you might only have one or two people with permissions to manage the grant application, and those persons must have the appropriate “**roles**” assigned to them by the “**point of contact**” (POC). Here is an outline of the steps to complete in grants.gov:

- Register/Create a user account for yourself in grants.gov
- Add a profile for your institution/main campus
- Establish yourself as a Point of Contact (POC)
- Assign appropriate roles to your user account and to any other user who will also be working on the grant application
- Create a Workspace for the grant
- Complete and upload the required documents

Creating an account for your corporate entity in SAM and creating a user account for yourself in grants.gov are somewhat painless. The rest will require some time and patience.

## Adding a Profile for Your Institution



Login to your grants.gov account and select “MY ACCOUNT” at the top right corner of the window. The image above will be displayed. Select the “MANAGE PROFILES” tab and then select “Add Profile” to add a profile for your institution. If you have multiple main campuses under a single corporate entity, you must add a Profile for each of your main campuses.

See the image on the following page. Select “Organization Applicant” to add your institution to your Grants.gov profile. Enter the institution’s DUNS ID in the UEI field. Enter the name of your institution in the Profile Name. The Job Title is not relevant for Organization Applicants but may require an entry.

**Add Profile** ?

Please select Add Profile option:

New Profile  From Existing Account

Please select Profile Type, enter required information, and click Save:

\*Profile Type:  Organization Applicant  
 UEI:   
 \*Required for Organization Applicant  
 Individual Applicant

\*Profile Name:

\*Job Title:

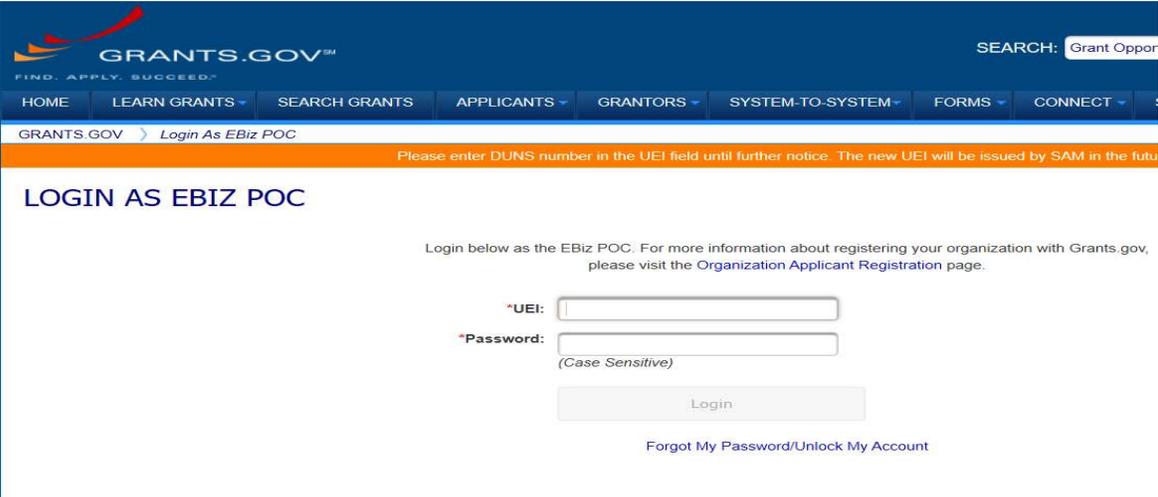
### Establishing Yourself as Point of Contact (POC)

Only Points of Contact (aka administrators) can assign roles to users and create workspaces. To perform POC functions you must login as "EBiz POC".

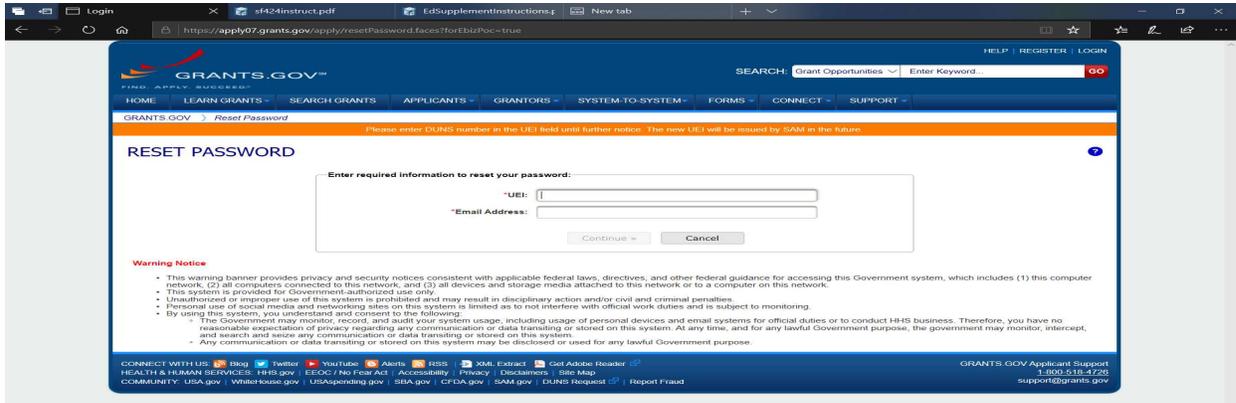
This option can be found at the bottom of the standard login screen for Grants.gov.



When you select "Login as EBiz POC from the Grants.gov login screen, the image below will be displayed. Enter your DUNS ID in the UEI field, then select "Forgot My Password/Unlock My Account".



On the Reset Password screen, enter your DUNS ID and email address. This will unlock your account and allow you to login again with the new credentials as POC so you can establish roles (permissions) for yourself as well as any other users you elect to work on the grant application.



## Assigning Roles

From the APPLICANTS option on the menu bar you can set roles which will allow the user (yourself in most cases) to manage grant applications. Assign the necessary roles by checking the box to assign that role to the user. After saving this record, the required roles will be assigned, and you will be able to proceed with the grant application.

Applicant Workspace Access:		
Current Access	Number of Workspaces	Number of Active Workspaces
Participant	1	1
Owner	1	1

Applicant Roles:

Assigned Roles:

- Expanded AOR [\[Details\]](#)
- Standard AOR [\[Details\]](#)
- Workspace Manager [\[Details\]](#)
- Admin [\[Details\]](#)

## Creating an Application Workspace

At the top right corner of the Grants.gov screen you will see a SEARCH See image on the following page area where you can search for grants. If you enter IHE into the "Enter Keyword" field, grants matching these characters will be displayed on the screen and the HEERF grant will be the first one in the list. See the image on the following page.

**SEARCH GRANTS**

**BASIC SEARCH CRITERIA:**  
 Keyword(s): IHE  
 Opportunity Number:  
 CFDA:

**OPPORTUNITY STATUS:**  
 Forecasted (0)  
 Posted (109)  
 Closed (141)  
 Archived (1,496)

**FUNDING INSTRUMENT TYPE:**  
 All Funding Instruments  
 Cooperative Agreement (76)  
 Grant (36)  
 Other (1)  
 Procurement Contract (2)

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
ED-GRANTS-041020-003	Higher Education Emergency Relief Fund – IHEs	ED	Posted	04/10/2020	09/30/2020
SFOP006412	Support to American-Style Higher Education in Iraq	DOS-NEA-AC	Posted	03/24/2020	04/30/2020
BAA-AFRL-AFOSR-2016-0008	Air Force Defense Research Sciences Conference and Workshop Support	DOD-AFOSR	Posted	07/22/2016	
18-571	Advanced Technological Education	NSF	Posted	07/16/2018	10/01/2020
20-554	ADVANCE Organizational Change for Gender Equity in STEM Academic Professions	NSF	Posted	03/07/2020	08/07/2020
20-555	NSF Convergence Accelerator Pilot Phase II	NSF	Posted	03/10/2020	05/11/2020
18-577	SOCIOLOGY PROGRAM - Doctoral Dissertation Research Improvement Awards	NSF	Posted	08/01/2018	10/15/2020
20-526	NSF Scholarships in Science, Technology, Engineering, and Mathematics Program	NSF	Posted	12/09/2019	04/22/2020

Select the grant by clicking on the grant’s “Opportunity Number”. This will lead you to the following screen from which you can apply for the grant.

**VIEW GRANT OPPORTUNITY**

ED-GRANTS-041020-003  
 Higher Education Emergency Relief Fund – IHEs  
 Department of Education

**SYNOPSIS** | VERSION HISTORY | RELATED DOCUMENTS | PACKAGE

**General Information**

Document Type:	Grants Notice	Version:	Synopsis 1
Funding Opportunity Number:	ED-GRANTS-041020-003	Posted Date:	Apr 10, 2020
Funding Opportunity Title:	Higher Education Emergency Relief Fund – IHEs	Last Updated Date:	Apr 10, 2020
Opportunity Category:	Mandatory	Original Closing Date for Applications:	Sep 30, 2020
Opportunity Category Explanation:		Current Closing Date for Applications:	Sep 30, 2020
Funding Instrument Type:	Grant	Archive Date:	Oct 30, 2020
Category of Funding Activity:	Education	Estimated Total Program Funding:	
Category Explanation:		Award Ceiling:	
Expected Number of Awards:		Award Floor:	
CFDA Number(s):	84.425 -- Education Stabilization Fund		
Cost Sharing or Matching Requirement:	No		

**Apply** **Subscribe**

Select the APPLY button on the right to create a Workspace to manage the grant application.

**APPLY NOW USING WORKSPACE**

If you know the Funding Opportunity Number or the Opportunity Package ID for which you would like to create a Workspace, please enter it below. Otherwise, go to Search Grants to search open Opportunities.

Please enter Opportunity information:

Funding Opportunity Number: ED-GRANTS-041020-003  
 Opportunity Package ID:

Please enter required information for new Workspace:

\*Profile: Select Profile  
 \*Application Filing Name:

**Create Workspace** **Cancel**

CONNECT WITH US: Blog | Twitter | YouTube | Alerts | RSS | XML Extract | Get Adobe Reader  
 HEALTH & HUMAN SERVICES: HHS.gov | EEOC / No Fear Act | Accessibility | Privacy | Disclaimers | Site Map  
 COMMUNITY: USA.gov | WhiteHouse.gov | USAspending.gov | SBA.gov | CFDA.gov | SAM.gov | DUNS Request | Report Fraud

GRANTS.GOV Applicant Support  
 1-800-518-4724  
 support@grants.gov

Use the above screen to create a workspace for the grant. If you have multiple main campuses under a single corporate tax ID, you will have to create separate workspaces for each main campus. You will not have multiple profiles if you have only one main campus under a unique corporate tax ID. After you click “Create Workspace”, you will finally be able to review and submit documents.

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	In Progress [Locked]	---	Donald Grybas	Unlock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	ED SF424 Supplement [V1.3]	Mandatory	In Progress	---	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Other Attachments Form [V1.2]	Mandatory	In Progress	---	---	Lock   Download   Upload   Reuse   Webform

After the grant Workspace has been created, you will be able to process the forms required. There are three documents to submit to apply for the HEERF grant.

- Sf-424
- SF-424 Supplement
- Certifications and Agreement

At the right side of each form are options to Download, Upload, or Webform. It’s your choice whether you wish to download the form, complete it and then upload it, or if you want to try the webform option. The “Other Attachments” entry refers to the certifications and agreement that was originally published with Secretary DeVos’s press release on 4/9.

Whichever way you choose, all three documents must be completed/uploaded to complete your application for the grants authorized under the HEERF program.

You can also find helpful assistance with the completion of the SF-424 and the SF-424 Supplement at the links below:

### Instructions for completing the SF-424

<https://www2.ed.gov/fund/grant/apply/appforms/sf424instruct.pdf>

### Instructions for completing the SF-424 Supplement

<https://www2.ed.gov/fund/grant/apply/appforms/EdSupplementInstructions.pdf>

We hope you find this information helpful with this complex process!

**GEMCOR, Inc.**