Grants.gov Search Guide

To access, navigate to www.grants.gov

Basic Search Tips

**Browsing**

- You can browse grants by posted date, category, agency, and eligibility
  - Clicking any of the links within category, agency, or eligibility will take you to the “Search Grants” page with the selected item applied as a filter
  - Once at the “Search Grants” page, listed opportunities can be further narrowed by applying additional filters (see below)

**Reviewing Funding Opportunities**

- To view an individual opportunity, click on the funding opportunity number in list on the “Search Grants” page (highlighted blue)
Individual funding opportunity pages include:

- “Synopsis Details” – Quick summary of information relating to opportunity
- “Version History” – you can view all previously announcements for this opportunity along with a summary of what was changed from the previous version
- “Full Announcement” – Link to the complete funding announcement (if available)
- “Application Package” – link and instructions for how to apply for opportunity through Grants.gov (see Grants.gov Registration and Application Guide for further details)

**Basic Searches**

- Click on the “Search Grants” link
- Alternatively you may access this page by selected a browsed item (above) or by searching for a specific keyword on using the “Search” feature on the homepage
Basic Search Criteria

- It is a good idea to begin with a “Keyword(s)” search
  - Start with a broad search (i.e. discipline/field of study)
  - Then use the filters to narrow your search
  - See below for advanced keyword search tips

Filters

- The fields on the left side of the screen allow you to narrow your search by: FUNDING INSTRUMENT TYPE, ELIGIBILITY, CATEGORY (field/subject), and AGENCY
  - You can also use the “Opportunity Status” field to view closed and archived funding opportunities for reference to anticipate upcoming funding announcements
  - The number of grants fitting a filter criteria is displayed in parentheses next to the filter
    - As new keywords and filters are applied, these numbers will reduce
    - Filters without any applicable grants are not displayed
  - Active filters will be displayed above the list of results and sorted by field
    - To remove a filter, click on the “[X]”displayed before it

Sort and Filter by Recently Posted Grants

- At the top of the results list are two drop down boxes:
  1. SORT BY – allows you to sort your grants list by a number of criteria
     - By default, “Open Date (Descending)” is selected, but you may also find it useful to sort by “Close Date (Ascending)” to see which grants are due soon
  2. DATE RANGE – allows you to view only grants which have been posted within the selected period
     - This is useful if you only wish to see grants posted since your last visit to the Grants.gov
     - As with the filters (above) the number in parentheses is the number of grants posted within that date range

- After making a selection in either category, be sure to click the button next to the drop down box
  - “Update Sort” for “SORT BY” or “Update Date Range” for “DATE RANGE”
Export Results

- You can export a grants list by clicking “Export Results” in the top right corner above the list.
  - This will prompt you to save a .csv file which can be opened with Microsoft Excel.
  - The resulting spreadsheet will only include the information on each grant displayed on the list page (Funding Opportunity Number, Opportunity Title, Agency, Open Date, and Close Date).
  - The spreadsheet does not link back to any Grants.gov page, but you can search by the funding opportunity number or title to review a grant on your list.

Advanced Search Tips

- Use quotation marks sparingly: It is best to narrow down a broad list using the filters provided first.
  - However, when two or more words logically go together in a certain order, using quotation marks may be necessary (e.g., “Latin America”, “South Africa”, etc.)
- If the keyword(s) you are entering match a common search term, you will see a window immediately beneath the search bar with the suggestion(s).
  - Be careful, as these suggestions may not be the same as what you are intending to search for.
  - For example, in the case below economic policy and economic policymaking produce different results, so it may be a good idea to use wildcard operator (see below) to search multiple potential combinations of these terms at once (i.e., economy* policy*)

- Appropriate use of BOOLEAN operators is the best way to get the most out of your keyword searchers.
  - To see a full list and descriptions of the operators used by the Grants.gov search click on the “Search Tips” link to the top right above the grants list (next to “Export Results”).