

U.S. SMALL BUSINESS ADMINISTRATION ON GRANTSOLUTIONS.GOV

INSTRUCTION PACKAGE & NOTICE OF FUNDING OPPORTUNITY

Small Business Development Center Program

Notice of Funding Opportunity Number: SB-OEDSB-26-002

Opening Date: October 19, 2026

Closing Date: December 3, 2026

IMPORTANT:

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY via GRANTSOLUTIONS.GOV. **If your organization has not already done so, it must register with Grantsolutions.gov before applying for this notice of funding opportunity.**

THE REGISTRATION PROCESS, WHICH MAY TAKE UP TO 1-2 WEEKS, MUST BE COMPLETED TO SUBMIT AN APPLICATION ELECTRONICALLY. IT IS STRONGLY SUGGESTED THAT YOU START THE REGISTRATION PROCESS IMMEDIATELY.

If you experience any problems registering with Grantsolutions.gov, please call the Grantsolutions.gov Support Line at 1-866-566-0771 or email at help@grantsolutions.gov. The hours of operation are Monday-Friday, 7 a.m. to 8 p.m., Eastern Time excluding Federal holidays.

1. Registering with Grantsolutions.gov

GrantSolutions is a financial assistance management software platform that provides the capabilities for Federal Agencies to manage grants and cooperative agreements for Recipients throughout the award life cycle including pre-award, award, post-award, and closeout. GrantSolutions can streamline many current financial assistance management tasks through automation, standardization, and transparency. GrantSolutions creates a single system where funding applicants, federal staff, and award recipients can perform and monitor the status of their respective award management activities.

SBA requires the use of the Grantsolutions.gov website for submission of all grant application packages. If your organization has not already done so, it must register with Grantsolutions.gov before it can apply for this notice of funding opportunity.

Registration creates a profile of basic information about your organization including the staff members who are authorized to submit applications on its behalf. These steps take a number of days, so please do not wait until the last minute if you have a deadline approaching! If you have problems registering with Grantsolutions.gov, call the help desk at 1-866-577-0771.

The checklist below has been designed to help guide you through the Grantsolutions.gov registration process.

WHAT YOU NEED TO DO	TIME IT TAKES	TIPS
1. Find your institution's UEI number All institutions applying for federal grants are required to provide a UEI number. The federal government has adopted the use of UEI numbers to keep track of how federal grant money is dispersed. Ask your grant administrator or chief financial officer to provide your institution's UEI number. Research universities and most colleges, independent libraries, and large organizations already have UEI numbers. If your institution does not have a UEI number, please contact https://sam.gov/content/home. If your organization is not registered, you can register online or apply by phone 1-866-606-8220. For international calls dial 1-334-206-7828.	1-2 business days	Record and protect your UEI number and have it available for quick reference in the following steps.

2. Register your institution with System of Award Management (SAM) SAM is a government-wide registry for organizations that seek grants from or otherwise do business with the federal government. SAM will house your organizational information, allowing Grants.gov to verify your identity and to pre-fill organizational information on your grant applications. Ask your chief financial officer, grant administrator, or authorizing official if your organization is already registered with SAM. When your organization registers with SAM, you must designate:	This is the most cumbersome step. We recommend that you allow at minimum, 3 days to gather information and prepare the application. Remember SAM.gov now requires a notarized letter formally appointing the authorized Entity Administrator for your entity before they will activate your SAM.gov entity registration. This can take some time to complete. Allow up to 10 business days after you submit your registration including the Notarized letter for it to become active in SAM and an additional 24 hours before that registration information is available in other government systems.	The SAM site uses terminology that is more appropriate for profit-making organizations than for non-profits. Do not be confused by terms such as vendor, contractor, etc.; just provide the requested information.
1) SAM Point of Contact (SAM POC). This individual is responsible for maintaining the accuracy and timeliness of the information in SAM's registry. Upon successful registration, SAM POC will receive a T-PIN (Trading Partner Identification Number) that will enable him or her to update your organization's SAM information as necessary.		

3. Register with Grantsolutions.gov Finally, your Principal Investigator/Project Director (PI/PD) and Authorizing Official Representative (AOR) must register with Grantsolutions.gov. Registration creates an account on Grantsolutions.gov that enables your organization to name and confirm authorization from one or more PI/PDs & AORs and then allow the PI/PDs & AORs to submit applications on your organization's behalf. For Directed Announcements, Grant Solutions will send an email to all PI/PDs and AORs for each organization to apply to the announcement with GrantSolutions.gov. To register, do the following: 1) Navigate to the following link: https://home.grantsolutions.gov/home/gettingstarted-request-a-user-account/ 2) Scroll to the "Recipient User" section and click "Recipient User Account Request Form" 3) Fill out the account request form digitally, then sign, scan and send to help@grantsolutions.gov via email.	Up to 2 business days. PI/PDs & AORs will receive usernames and passwords after they submit their recipient user registration form.	If you are uncertain about your organization's currently registered PI/PDs and/or AORs, contact Grantsolutions.gov with your UEI number and they can check for you. An organization needs at least one PI/PD and one AOR. PI/PDs submit applications. AORs are required for award acceptance in GrantSolutions. PI/PDs & AORs should record and protect User IDs and passwords and have them available for quick reference.
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2. Accessing & Submitting Required Forms on GRANTSOLUTIONS.GOV

This section provides the guidelines and instructions for the forms that are required for the grant program to which you are applying. These forms must be completed to submit your application. They can be found on SBA's web site at [SBDC Forms and Worksheets](#) and through GrantSolutions.gov. The SF-424 part of your application must be submitted via the electronic form on GrantSolutions.gov. The other requested items for your application may be uploaded as an attachment.

Grant Forms - Instructions and Guidelines

This section provides the guidelines and instructions for the forms that are required for the grant program to which you are applying. These forms must be completed to submit your application. They are the:

- ☐ **SF-424, Application for Federal Assistance** - this form asks for basic information about your organization. This form should be completed on GrantSolutions.gov.
- ☐ **SF-424(A), Budget Information** - this form is the NFE's estimate of the total cost of performing the project or activity for the upcoming program year of this proposal. This form can be completed on GrantSolutions.gov.

All proposed costs reflected in the budget must be necessary to the project, reasonable, and otherwise allowable under applicable cost principles and Agency policies.

- ☐ **GrantSolutions Application Checklist** When you apply for a Notice of Funding Opportunity in GrantSolutions.gov an application control checklist appears that allows you to enter your SF-424 form electronically and also allows you to upload the requested attachments for the NOFO. By clicking on the upload attachment link next to each of the requested items, you will be able to choose the file from your computer that you need to attach.

Please attach the proper file to the corresponding button as listed below. Note that only standard file format types are accepted. (Password protected and ZIP files will not be accepted.)

- ☐ **Upload as ATTACHMENT #1 – List of Attachments submitted through GrantSolutions.gov**
This will assist SBA in verifying all attachments were received. This form/worksheet is available on OSBDC's webpage at: SBDC Forms and Worksheets. **Name this document: List of Attachments.doc** (if in Microsoft Word format) **or List of Attachments.pdf** (if in pdf format).

- ☐ **Upload as ATTACHMENT #2 – Technical Proposal**
The Network Technical Proposal must include a table of contents, program narrative, organization chart, Network listing, resumes and other required information; and must not exceed 35 pages. Pages must be numbered. If the Lead Center has any contracts greater than \$50k (excluding the Service Center contracts) they should provide a statement as part of the technical proposal. It would include a list of each contract above \$10k, the three quotes for each contract and a justification if they do not go with the lowest bidder. In the list of documents for the technical proposal, attach the Applicant's most recently completed **A-133 Audit Report** or **provide the link** to a webpage with instructions on how the report can be viewed and downloaded. **Name this document: A-133 AuditReport.doc** (if in Microsoft Word format) or **A-**

133 AuditReport.pdf (if in pdf format). **Name this document: Technical Proposal.doc** (if in Microsoft Word format) **or Technical Proposal.pdf** (if in pdf format).

☐ **Upload as ATTACHMENT #3 – Planned Milestones Worksheet**

Provide planned milestones for SBDC Network for the following goals: Clients Advised, New Business Starts, Capital Infusion Transactions, and one Focus Area as well as other items requested. See also Appendix A to this Funding Opportunity.

Name this document: Planned Milestones.xls (if in Microsoft Excel format) or **Planned Milestones.pdf** (if in .pdf format).

☐ **Upload as ATTACHMENT #4 – Cost Price Analysis and Budget Justifications Workbook**

This form/worksheet is available at SBDC Forms and Worksheets and should be completed with separate worksheets for the SBDC Lead Center and each subrecipient (i.e. subcontracted Service Center) and include supporting budget narrative and center personnel list. Upload as Attachment #4 **Cost Price Analysis and Budget Justification Workbook**. **Name this document: Cost Proposal Analysis and Budget Justifications Workbook.xls** (if in Microsoft Excel format).

☐ **Upload as ATTACHMENT #5 – Indirect Cost Rate Agreements**

Attach your **Indirect Cost Rate Agreements** negotiated with the cognizant agency for each contracted Service Center that will include indirect costs. **Name this document: Indirect Cost Rate Agreements.doc** (if in Microsoft Word format) or **Indirect Cost Rate Agreements.pdf** (if in .pdf format).

☐ **Upload as Attachment #6 – Cost Sharing Proposal**

Attach your **Cost Sharing Proposal**. This form/worksheet is available at SBDC Forms and Worksheets. **Name this document: Cost SharingProposal.doc** (if in Microsoft Word format) **or CostSharingProposal.pdf** (if in pdf format). The form must have a minimum of a 50 percent cost share from the Recipient and be signed by the AOR for the Recipient.

☐ **Upload as ATTACHMENT #7 – Letter of Support from SBA District Office (optional)**

Attach your **SBA District Office Letter of Support** for the Proposal. **Name this document: SupportLetter.doc** (if in Microsoft Word format) or **SupportLetter.pdf** (if in pdf format).

☐ **Upload as ATTACHMENT #8 – Additional information or other documentation the Applicant deems is necessary to support its Proposal.**

After you submit your electronic application on GrantSolutions you will be assigned an application number and an email will be generated then sent to all PI/PDs and AORs. It will also be available under “My Applications” tab in GrantSolutions.

Glossary (if applicable)

Authorized Organizational Representative - The individual(s), named by the applicant/recipient organization, who is authorized to act for the applicant/recipient and to assume the obligations imposed by the federal laws, regulations, requirements, and conditions that apply to grant applications or awards. (This person must sign the SF-424 and Notice of Award.)

Program Director/Principal Investigator (PD/PI) - The individual(s) designated by the applicant organization/recipient to have the appropriate level of authority and responsibility to direct the project or program to be supported by the award. The applicant organization may designate multiple individuals as

program directors/principal investigators (PD/PIs) who share the authority and responsibility for leading and directing the project, intellectually and logistically. When multiple PD/PIs are named, each is responsible and accountable to the official(s) at the applicant organization/recipient, or as appropriate, to a collaborating organization for the proper conduct of the project, program, or activity including the submission of all required reports. The presence of more than one PD/PI on an application or award diminishes neither the responsibility nor the accountability of any individual PD/PI.

If you have any questions about this OSBDC request, please send questions to Traci.Giddens@sba.gov. Financial questions can be directed to Teresa.Clouser@sba.gov

Useful Links and Resources (if applicable)

GrantSolutions Training:

[Link to training for GrantSolutions.gov](#)

Getting Help:

GrantSolutions Help Desk

Available - Monday through Friday 7 AM – 8 PM ET (closed Federal holidays)

Phone: 1-866-577-0771 or 202-401-5282

Email: help@grantsolutions.gov

FAQs: [GrantSolutions Frequently Asked Questions](#)