

# NDFS FY2015 Grant Application Tutorial

**Step 1 - Saving Your Document:** Save the grant to your computer and open it from that saved location. This step needs to be completed before starting work on your grant or there could be issues when submitting/saving your grant. There are a multitude of ways this can be accomplished. Several Methods are listed below.

Method 1.

**#2 Click here to finalize your saved document**

**#1 Click here to save your document. (If you don't see this menu, hover your mouse over the general area.)**

Method 2. (If using Internet Explorer or Mozilla Firefox.)

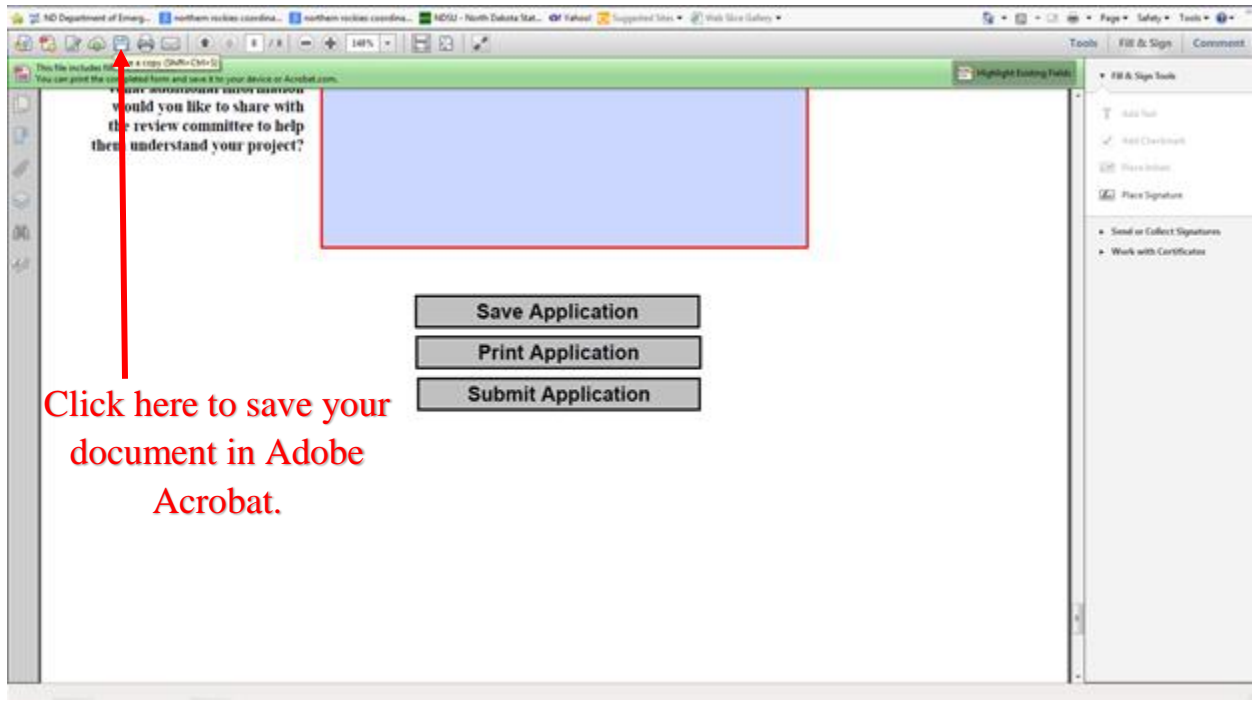
What additional information would you like to share with the review committee to help them understand your project?

Save Application  
Print Application  
Submit Application

**# 1 Scroll to the bottom of the application and press the save button.**

This grant is subject to the following Office of Management and Budget (OMB) Circular:  
\* OMB Circular 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule. The OMB Circular is available on the Internet at <http://www.whitehouse.gov/omb/grants.docx>  
\*\*In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.  
Any publications or outreach materials related to this project shall include the statement "This publication is made possible through a grant from the USDA Forest Service and the North Dakota Forest Service."  
\*North Dakota State University does not discriminate on the basis of age, color, disability, gender expression/identity, genetic information, marital status, national origin, public assistance status, sex, sexual orientation, status as a U.S. veteran, race or religion. Direct inquiries to the Vice President for Equity, Diversity and Global Outreach, 205 Old Main, (701) 231-7708.\*

### Method 3.



**Step 2 – Complete your grant:** Fill out all required information within the grant. Every field is required and the image below represents the first page of the grant.

#### Fire Department Information

Fire Department Name

Fire Department Street Address

City  State

Zip Code

Fire Department ID#

\*Federal Tax ID/ Duns #

\*A DUNS number is a unique nine digit identification number that is assigned by Dun & Bradstreet for each physical location of your business. A DUNS number is assigned free to all businesses/entities required to register with the US Federal Government for contracts or grants. If you do not know your organization's DUNS number call 1-866-705-5711 or visit the Dun & Bradstreet web page at: <http://fedgov.dnb.com/webform/displayHomePage.do>\*

Fire Chief

Phone Number  E-Mail Address

Contact Person (if different)

Title

Phone Number  E-Mail Address

Alternate Contact Person

Phone Number  E-Mail Address

#### District Information

What is the population within your RFD's area of response?

Does your department report fires to the NDFS?  Yes  No

Does your department report wildland fires using the NDFS online reporting tool?  Yes  No

If your department protects federal lands, are fires reported to that agency?  Yes  No

Total number of wildland fire responses last year

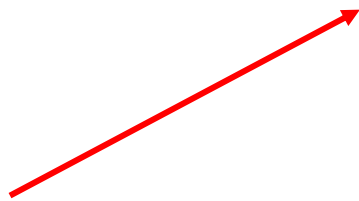
**Step 3 – Save your completed application:** Save the completed application to the computer. To do this simply follow the instruction below. You can also save your document and return at a later date to complete.

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Submit Application



Click here to save your application.

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**Step 4 – Print a copy for your records:**

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Submit Application



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**Step 5 – Submit your application:** To submit your application follow the steps below.

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Save Application

Print Application

Submit Application



Click here submit your grant.

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If using Microsoft Outlook as your email, go ahead and press click continue and utilize out look to send a message containing your application and you're done!

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Send Email

How would you like to send this email?

Default email application (Microsoft Outlook)

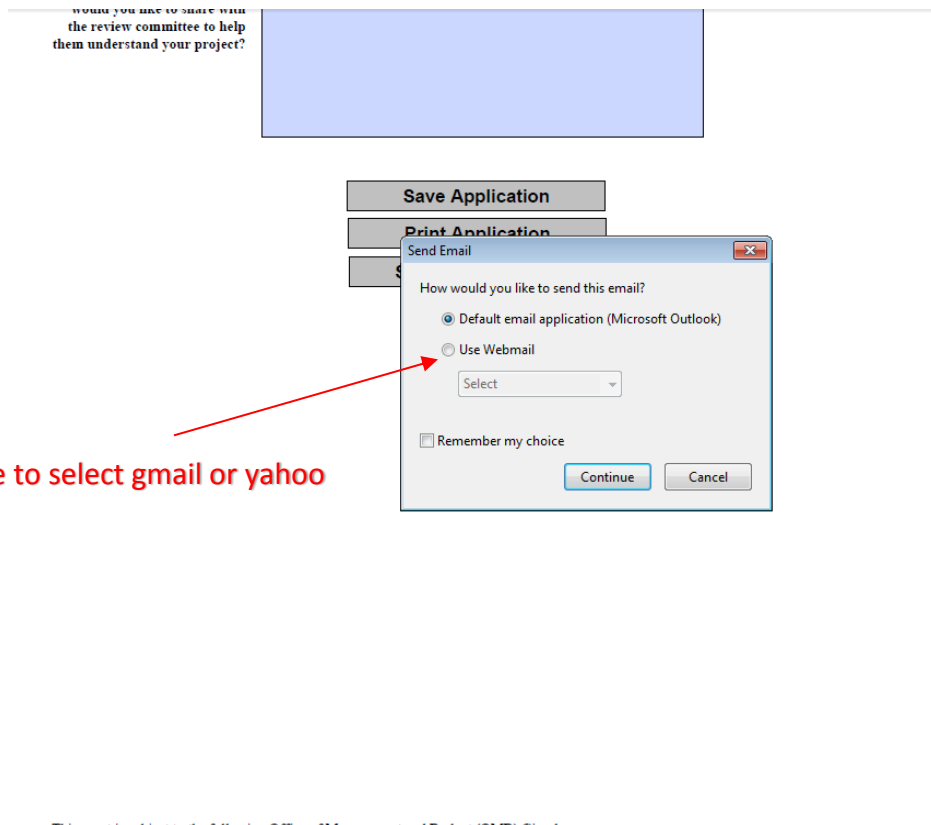
Use Webmail

Select

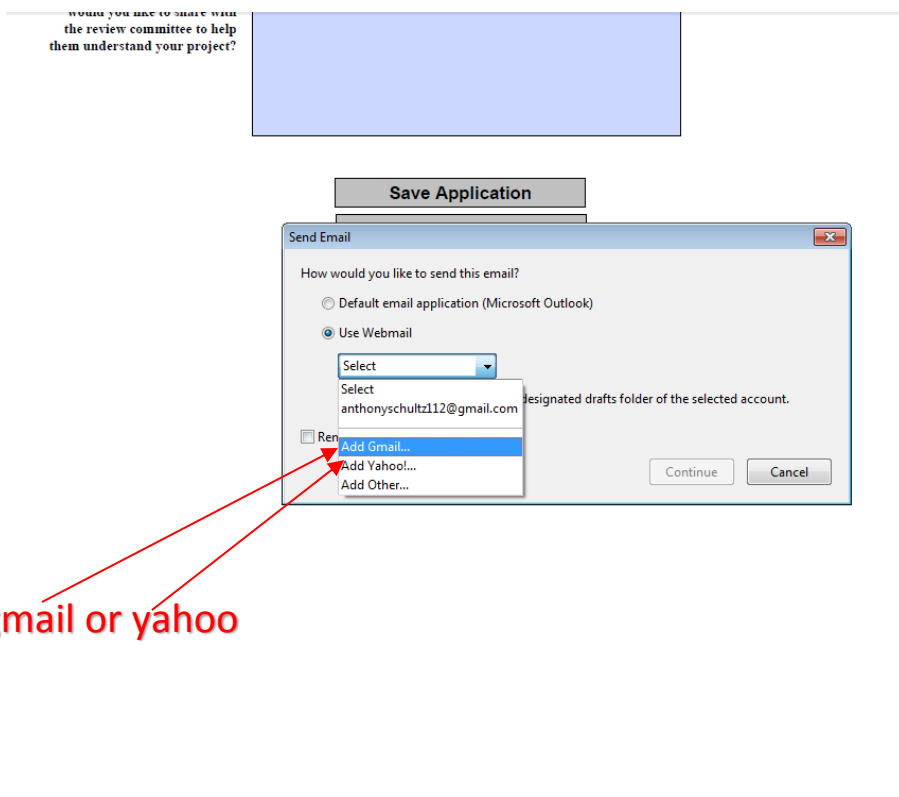
Remember my choice

Continue Cancel

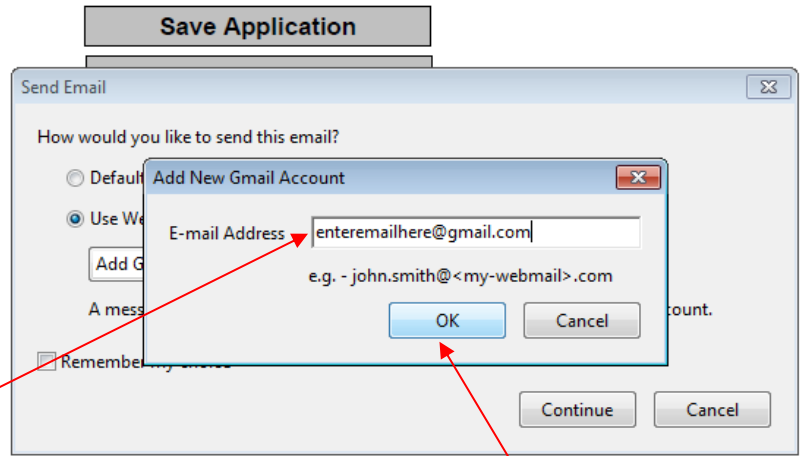
If using yahoo or gmail follow the below instructions:



Select gmail or yahoo from the drop-down list provided:



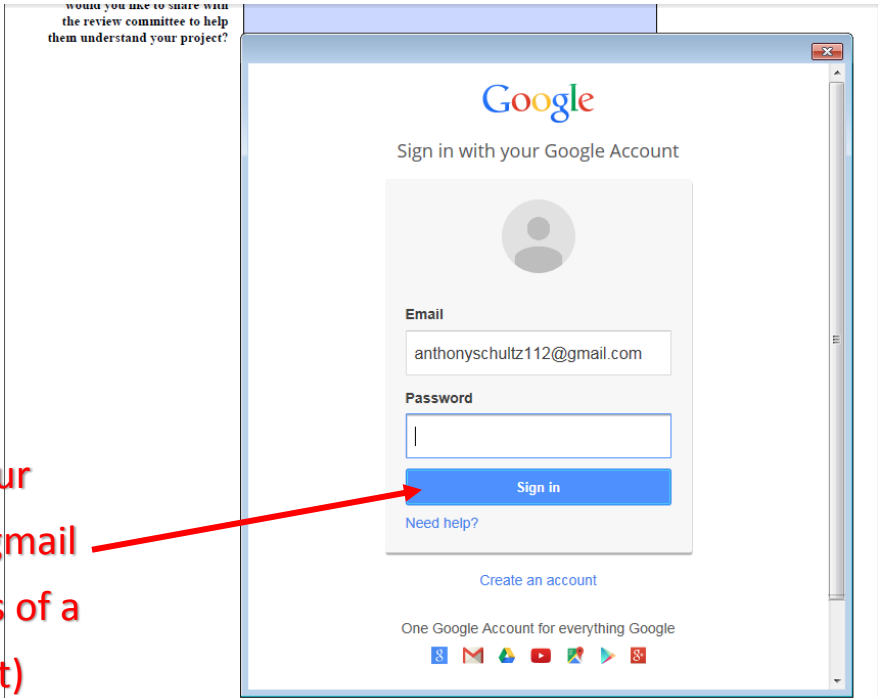
Once gmail or yahoo is selected press the continue button and enter your respective email address for gmail or yahoo:



# 1 Enter your gmail or yahoo email

# 2 Press ok after your email has been entered

Sign in with your respective gmail/yahoo account and send your application



Sign in with your specified yahoo/gmail account. (Image is of a google account)