What is the attachment file size limit or maximum?

Read the federal award-making agency's application instructions for the file size limit for each grant application package you submit. Optimy suggests limiting the file size of the entire grant application package including all the attachments to 200MB.

Why was my application package rejected by the Optimy system?

Here are five common reasons an application may be rejected:

- The DUNS number of the submitter does not match the DUNS number on the application.
- A virus was detected in a file attachment.
- Attachments do not follow the proper naming convention. Review the application instructions provided by the award-making agency for their attachment restrictions. You should also review the instructions on the form you are completing. If there are no restrictions for file names identified by the agency or in the form, then please use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, equal sign, and limit the file name to 50 or fewer characters.
- The application was submitted after the deadline for receiving applications.
- The submitter does not have an authorized grant applicant registration.

If your application is rejected you will need to address the errors and resubmit the application if the opportunity is still open for submission.

What type of attachments may be added to an application package?

Each agency has their own restrictions on the type of attachments (e.g., .pdf,.xls,.docx) and file sizes allowed for a particular grant opportunity application package.

If you are adding a video (e.g., .mpeg,.mov), image (e.g., tif,. jpg.,.png), or audio (e.g., .wav,.aif,.au, etc.) be sure to compress these files for web usage. There are different types of applications and compression methods, so please be sure to check the agency instructions for guidance on quality, resolution, and bit rate standards they allow for submission.

- Rename attached files with the same name so that no files share the same name.
- Reattach the files.
- Resubmit the application package.

What kind of information can be entered into form fields within my application?

The packages offer fields to enter a set amount of data. When the limit is reached for a certain field, you will no longer be able to enter data into that field. For every form, there are different limitations to the data that you are allowed to enter (this varies between agency and form). Refer to the agency instructions available for download with the application package for more detail..

How long will my submitted application package be retained in the Grants.gov system?

Submitted application packages will be retained for 3 years* after submission and status can be checked using "Track My Application" or "Check My Application Status" pages. Submitted applications with "Validated", "Received By Agency", or "Agency Tracking Number Assigned" status will be available for download from the "Check My Application Status" page during this time.