



EDGE Training

Questions about EDGE?

Email
grantHDsupport@eda.gov
and TechHubs@eda.gov

Read through our EDGE
Reference Guides:
<https://sfgrants.eda.gov/s/resources/documents>

Step 0) Register Lead Applicant in SAM.GOV (TODAY!)



Lead Applicants are required to: (i) be registered in SAM; (ii) provide a valid unique entity identifier (UEI) in the application (The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov); (iii) make certain certifications (see section H.5 of the NOFO); and (iv) continue to maintain an active SAM registration with current information at all times during which they have an active federal award, or an application or plan under consideration by a federal awarding agency.

If your organization has not previously registered, please do this as soon as possible on <https://sam.gov/content/home>

Resources:

- Prepare to register in SAM.GOV by going through the Entity Registration [checklist](#)
- Need help? Head to the Federal Service [help desk](#). If your question isn't answered there, [create an incident](#) or use the [live chat function](#).

Step 1) Sign up for EDGE

Click “Log In” on the Tech Hubs EDGE homepage - <https://doc-eda.my.site.com/EDAGrants/s/funding-program/a2j3d00000013MxAAI/fy-2023-regional-technology-and-innovation-hub-program-phase-1>

Application Assistance

Please reach out to an EDA representative for assistance in filling out your application. Click on the following link for contact information: EDA.Gov

FY 2023 Regional Technology and Innovation Hub Program - Phase 1

Program Description

Subject to the availability of funds, awards made under this NOFO will seek to strengthen U.S. economic and national security through place-based investments in regions with the assets, resources, capacity, and potential to become globally competitive Tech Hubs, within approximately ten years, in the technologies and industries of the future, and for those industries, companies, and the good jobs they create to start, grow, and remain in the United States.

Program Details

Current Program Status: [Log In](#)

Important Dates

No dates are currently set for this program.

Resources

Name
Applicant Selected Geography Template (optional)
Tech Hubs Strategy Development Budget Template (optional)
FY 2023 Regional Technology and Innovation Hub Program Phase 1 - NOFO

Step 1) Sign up for EDGE

Click “Not a member?”

The image shows a login interface with the following elements:

- A text input field with a person icon and the label "Username".
- A text input field with a lock icon and the label "Password".
- A blue button with the text "Log in".
- A link labeled "Forgot Username or Password?" with a right-pointing arrow.
- A link labeled "Not a member?" which is circled in red.

A red dashed line starts from the "Not a member?" link, curves upwards and to the left, and ends pointing towards the "Click 'Not a member?'" instruction.

Step 1) Sign up for EDGE

Fill in Contact information

Note: Once you register, others in your organization will be able to join your organization as users.

Contact

* First Name	* Last Name
<input type="text"/>	<input type="text"/>
* Email	* Contact Phone
<input type="text"/>	<input type="text"/>
* Title	
<input type="text"/>	

Step 1) Sign up for EDGE

Fill in Organization information

If you are the Lead Applicant:

You need a UEI to sign up for EDGE. You will need a CAGE code if selected for an award, but do not need it to sign up for EDGE.

If you are NOT the Lead Applicant:

You do not need a UEI or CAGE code to sign up for EDGE. You do need your TIN (also known as EIN)

Organization

* Are you registering only as a Member (not as a Lead) of a Consortium for Tech Hubs or of a Coalition for Reconnect? Yes No

* Organization Name

* Street Name

* City * State * Zip Code * Country

* Organization Phone * UEI CAGE Code

* TIN

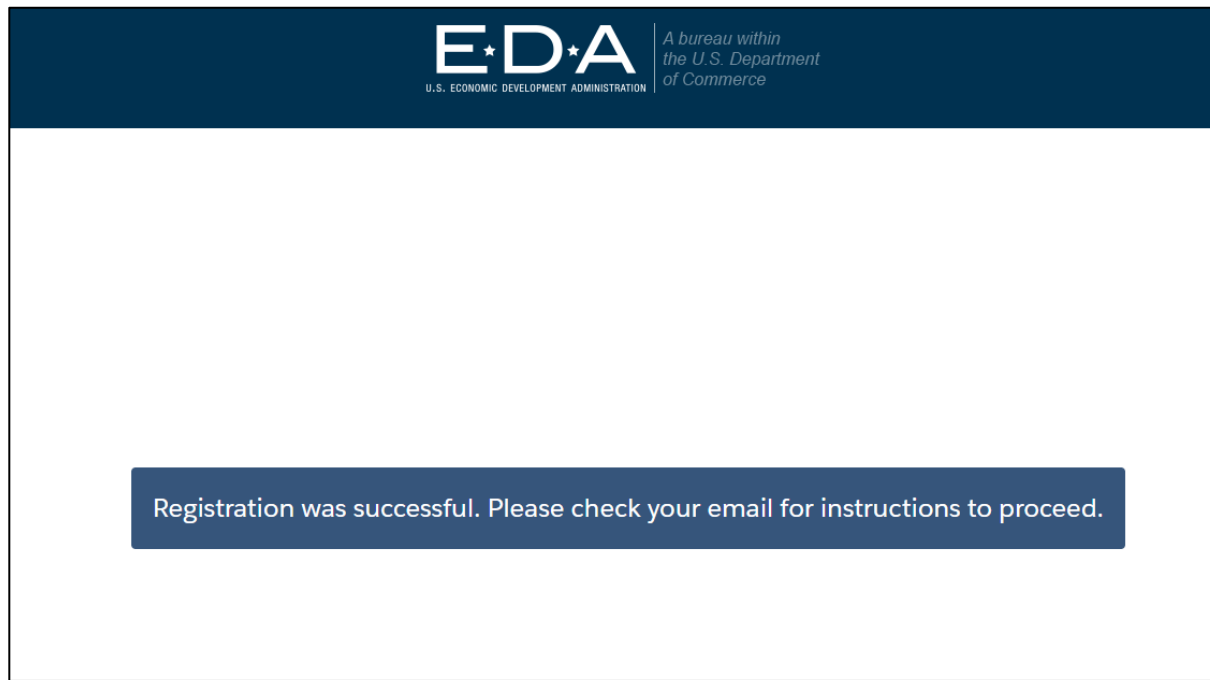
UEI = Unique Entity ID (need to register in SAM.gov for this)

CAGE Code = a five-character ID number used by the Federal Government to identify vendors. CAGE stands for "Commercial And Government Entity." (need to register in SAM.gov for this)

TIN = Your organization's Tax ID number (also known as EIN - Employer Identification Number)

Step 1) Sign up for EDGE

You should see this screen after you fill in your information.



Step 1) Sign up for EDGE

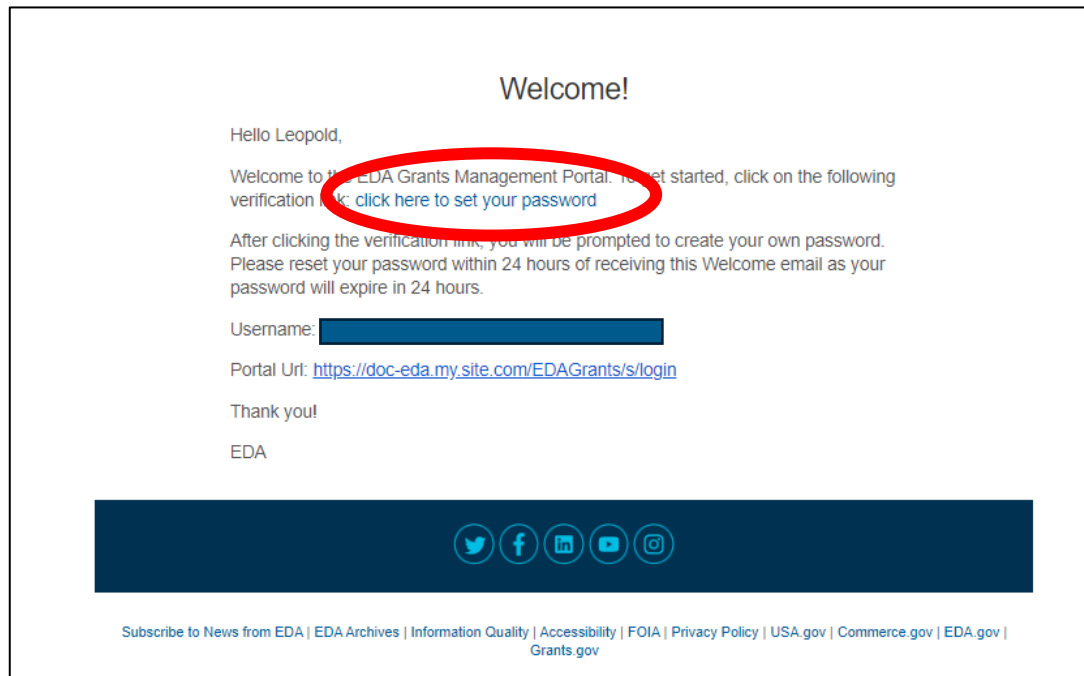
Go to your email. Click “click here to set your password”

Note: Your username will be your email address + .eda

Example:

My email address:
techhubs@eda.gov

My EDGE username:
[techhubs@eda.gov.eda](mailto:techhubs@eda.gov)



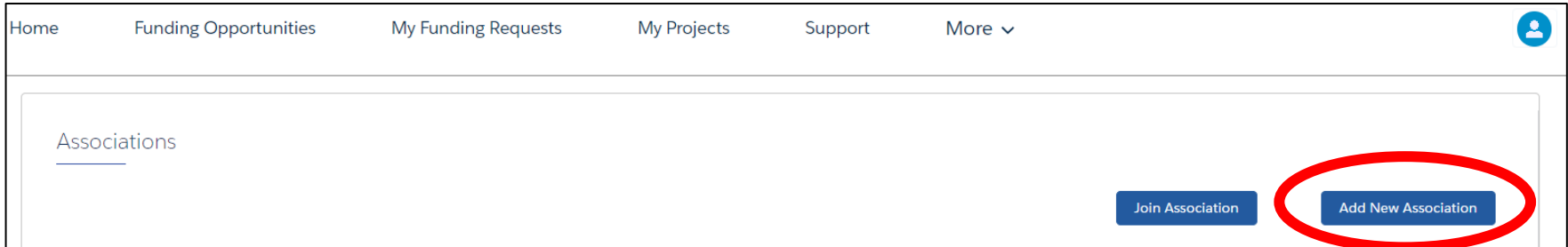
Step 2) Create a Consortium in “My Associations”

In the upper right corner of EDGE, click the person icon. Then, click “My Associations”.



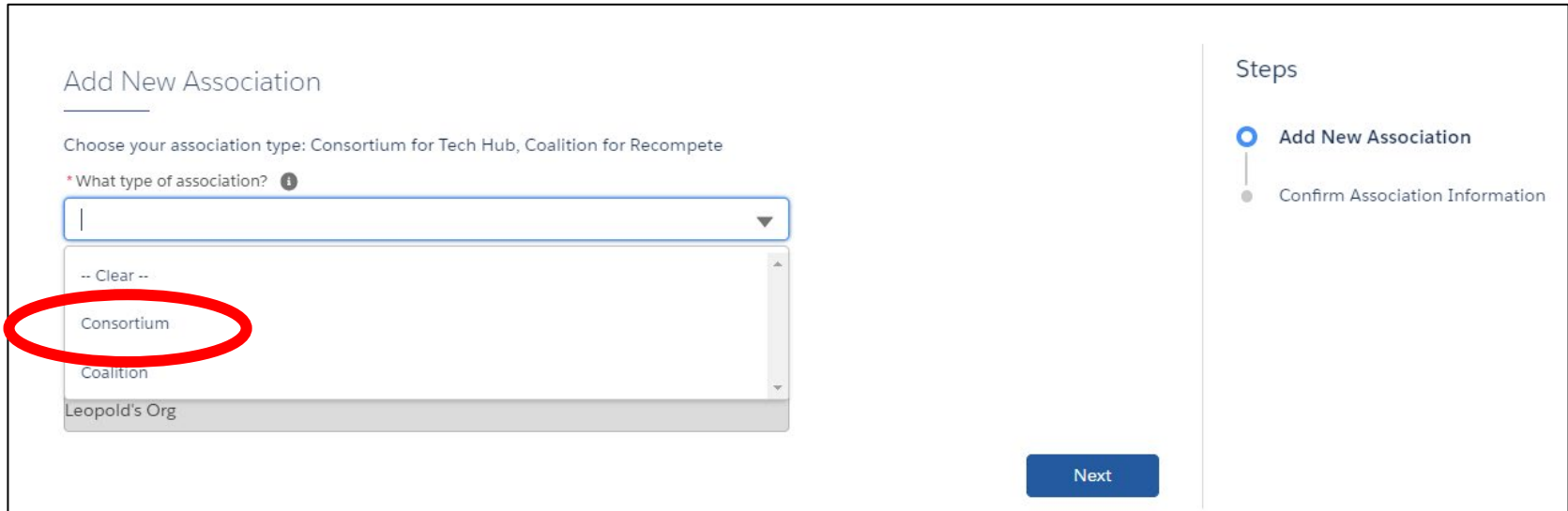
Step 2) Create a Consortium in “My Associations”

Click “Add New Association”



Step 2) Create a Consortium in “My Associations”

You **MUST** select “Consortium” for Tech Hubs. DO NOT select Coalition.



The screenshot shows a web form titled "Add New Association". Below the title, it says "Choose your association type: Consortium for Tech Hub, Coalition for Reconnect". A label asks "*What type of association?" with an information icon. A dropdown menu is open, showing options: "-- Clear --", "Consortium", "Coalition", and "Leopold's Org". The "Consortium" option is circled in red. To the right, a "Steps" sidebar shows "Add New Association" as the current step (indicated by a blue circle) and "Confirm Association Information" as the next step (indicated by a grey circle). A blue "Next" button is located at the bottom right of the form area.

Step 2) Create a Consortium in “My Associations”

Name your coalition.

Add New Association

Choose your association type: Consortium for Tech Hub, Coalition for Reconnect

* What type of association? ⓘ

Consortium ▼

Association Name

MY TEST TECH HUBS CONSORTIUM

Lead Organization

Leopold's Org

Next

Steps

- Add New Association
- Confirm Association Information

Step 2) Create a Consortium in “My Associations”

Click “Finish”

Confirm Association Information

The following association will be created:

- * Association Name
MY TEST TECH HUBS CONSORTIUM
- * Association Type
Consortium
- * Lead Organization
Leopold's Org

Previous **Finish**

Steps

- ✓ Add New Association
- Confirm Association Information

Step 2) Create a Consortium in “My Associations”

Edit your organization to add your entity type

Association Information

Association Id
A-000065


Add Contact Role

Add Member Organization

Name
MY TEST TECH HUBS CONSORTIUM

Lead Organization
Leopold's Org

Type
Consortium

Organization Name	En...	Role	Status	
Leopold's Org		Lead Organization	Current	

Step 2) Create a Consortium in “My Associations”

Select your entity type

The screenshot shows a web form titled "Edit Member Organization's Status". The form contains several input fields and dropdown menus:

- Organization Name:** Text input field containing "Leopold's Org".
- Role:** Text input field containing "Lead Organization".
- Status:** Dropdown menu with "Current" selected.
- Association Type:** Dropdown menu with "Consortium" selected.
- * Entity Type:** A dropdown menu is open, showing a list of options. The top option, "--None--", is circled in red. Other visible options include:
 - Institutions of Higher Ed (may incl HBCUs, Tribal Colleges/Unis, & MSIs)
 - State, Territorial, local, Tribal gov't or other political subdiv, or consortium thereof
 - Tech/Innovation/Manufacturing industry or firms
 - Economic development orgs or similar w/ required primary focus
 - Labor orgs, workforce training orgs, or state/local WF development board
 - Economic Development Entities, incl district orgs
 - Org increasing participation of underserved pops in science/tech/innovation/entrepr...

A blue "Save" button is located at the bottom right of the form.

Step 2) Create a Consortium in “My Associations”

Click “Add Member Organization”

Association Information


Association Id
A-000247

Name
TEST TECH HUBS CONSORTIUM LEOPOLD

Type
Consortium

Lead Organization
Leopold TEST ORG

[Add Contact Role](#) [Add Member Organization](#)

Organization Name	E...	Role	Status	
Leopold TEST ORG		Lead Organization	Current	

Step 2) Create a Consortium in “My Associations”

Use the email they used to sign up for EDGE.

The screenshot shows a web form titled "Add Organization to Association". The form includes a question: "* Would you like to invite an association member?" with radio buttons for "Yes" (selected) and "No". Below this is a text prompt: "Please enter the contact email." followed by a text input field with a red asterisk and the label "* Email". A blue "Next" button is positioned at the bottom right of the form. On the right side of the form, there is a "Steps" section with a vertical list: "Add Organization to Association" (indicated by a blue circle) and "Confirmation" (indicated by a grey circle).

Step 2) Create a Consortium in “My Associations”

This screen will come up if they don't have an account in EDGE. Send them an invitation to apply for EDGE. Then add them to your consortium.

Invite To Apply

The contact you entered does not exist. Click Next to send invitation email for the contact to apply to be an association member or click Previous to enter a different email address.

Previous Next

Steps

- ✓ Add Organization to Association
- Invite To Apply
- Confirmation

Step 2) Create a Consortium in “My Associations”

This screen should come up if they already signed up for EDGE.

Organization Details

The following organization was found:

Organization Name

* Is this the correct organization?

Yes No

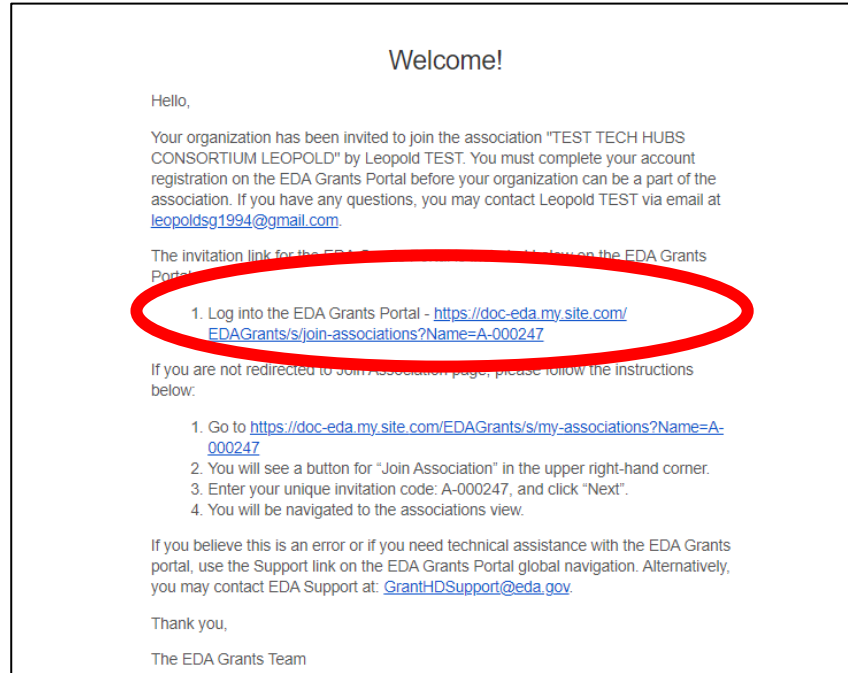
[Previous](#) [Next](#)

Steps

- Add Organization to Association
- Organization Details
- Confirmation

Step 2) Create a Consortium in “My Associations”

Your consortium members should click the link provided to join the consortium.



Welcome!

Hello,

Your organization has been invited to join the association "TEST TECH HUBS CONSORTIUM LEOPOLD" by Leopold TEST. You must complete your account registration on the EDA Grants Portal before your organization can be a part of the association. If you have any questions, you may contact Leopold TEST via email at leopoldsg1994@gmail.com.

The invitation link for the EDA Grants Portal is located on the EDA Grants Portal.

1. Log into the EDA Grants Portal - <https://doc-eda.my.site.com/EDAGrants/s/join-associations?Name=A-000247>

If you are not redirected to Join Association page, please follow the instructions below:

1. Go to <https://doc-eda.my.site.com/EDAGrants/s/my-associations?Name=A-000247>
2. You will see a button for "Join Association" in the upper right-hand corner.
3. Enter your unique invitation code: A-000247, and click "Next".
4. You will be navigated to the associations view.

If you believe this is an error or if you need technical assistance with the EDA Grants portal, use the Support link on the EDA Grants Portal global navigation. Alternatively, you may contact EDA Support at: GrantHDSupport@eda.gov.

Thank you,

The EDA Grants Team

Step 2) Create a Consortium in “My Associations”

Your consortium members will need to select their primary entity type.

Join An Association

Enter the Association ID to add your organization as a member of the Association.

* Association ID

Choose the entity type that best describes your organization as a member of this Association (Coalition or Consortium).

Entity Type

Association Type

Please select an Entity Type.

Step 2) Create a Consortium in “My Associations”

Once this is complete your association should show the member organization. Continue adding all your consortium members.

Association Information



Association Id
A-000247

[Add Contact Role](#)
[Add Member Organization](#)

Name
TEST TECH HUBS CONSORTIUM LEOPOLD

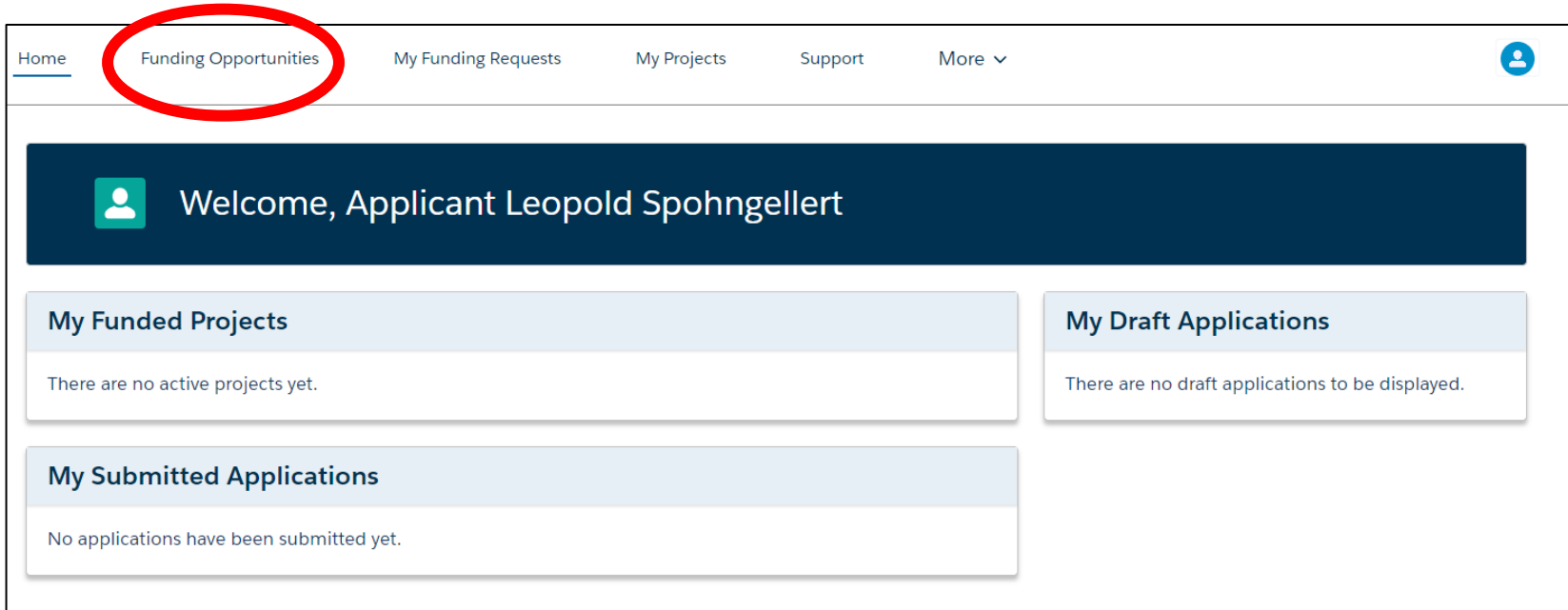
Lead Organization
Leopold TEST ORG

Type
Consortium

Organization Name	Entity Type	Role	Status	
Leopold TEST ORG	State, Territorial, local, Tribal gov't or other political subdiv, or consortium thereof	Lead Organization	Current	
My TEST ORG 2.0	Institutions of Higher Ed (may incl HBCUs, Tribal Colleges/Unis, & MSIs)	Member Organization	Current	

Step 3) Select Funding Opportunities

Now that you've created a consortium you can start an application.



The screenshot displays the user interface of the ED A system. The navigation bar at the top includes links for Home, Funding Opportunities (highlighted with a red circle), My Funding Requests, My Projects, Support, and More. A user profile icon is visible in the top right corner. Below the navigation bar, a dark blue banner displays a welcome message: "Welcome, Applicant Leopold Spohngellert" next to a user profile icon. The main content area is divided into three sections: "My Funded Projects" (with the message "There are no active projects yet."), "My Submitted Applications" (with the message "No applications have been submitted yet."), and "My Draft Applications" (with the message "There are no draft applications to be displayed.").

Step 4) Select Tech Hubs

Accepting Applications

EDA-DISASTER-2023

FY 2023 Disaster Supplemental

Applicants will seek to help communities and regions devise and implement long-term economic recovery strategies through a variety of non-construction and construction projects to address economic challenges in areas affected by a disaster.

[View](#)

Accepting Applications

PWEAA2023

FY 2023 EDA Public Works and Economic Adjustment Assistance Programs

Funds projects that support construction, non-construction, planning, technical assistance, and RLF projects which leverage existing regional assets and support the implementation of strategies that advance economic prosperity in distressed communities.

[View](#)

Accepting Applications

EDA-RECOMPETEPHASE1-2023

FY 2023 Recompete Pilot Program - Phase 1

Applicants will seek to alleviate persistent economic distress and support long-term comprehensive economic development and job creation, in places with a high prime-age (25 to 54 years) employment gap.

[View](#)

Accepting Applications

EDA*TECHHUBSPHASE1-2023

FY 2023 Regional Technology and Innovation Hub Program - Phase 1

Applicants will seek to strengthen U.S. economic and national security through place-based investments in regions with the assets, capacity, and potential to become globally competitive Tech Hubs, within approximately ten years.

[View](#)

Application Review

EDA-UC-2023

FY2023 EDA University Center Economic Development Program

The FY23 UC NOFO covers EDA's Austin and Denver Regional Offices

[View](#)

Accepting Applications

PLITA2021

Planning and Local Technical Assistance

Funds projects that help fill the knowledge and information gaps that may prevent leaders in the public and nonprofit sectors in distressed areas from making optimal decisions on local economic development issues.

[View](#)

Step 5) Select the correct application

Note – If you are applying to BOTH, you must create two applications.


Select Competition

Please select a competition that you intend to apply for.

Competitions ▼

Strategy Development - Regional Technology and Innovation Hub Program Phase 1

Designation - Regional Technology and Innovation Hub Program Phase 1

 Please select child NOFO from the list

[Next](#)

Step 6) Give your application a “Project Title”

Enter Project Details

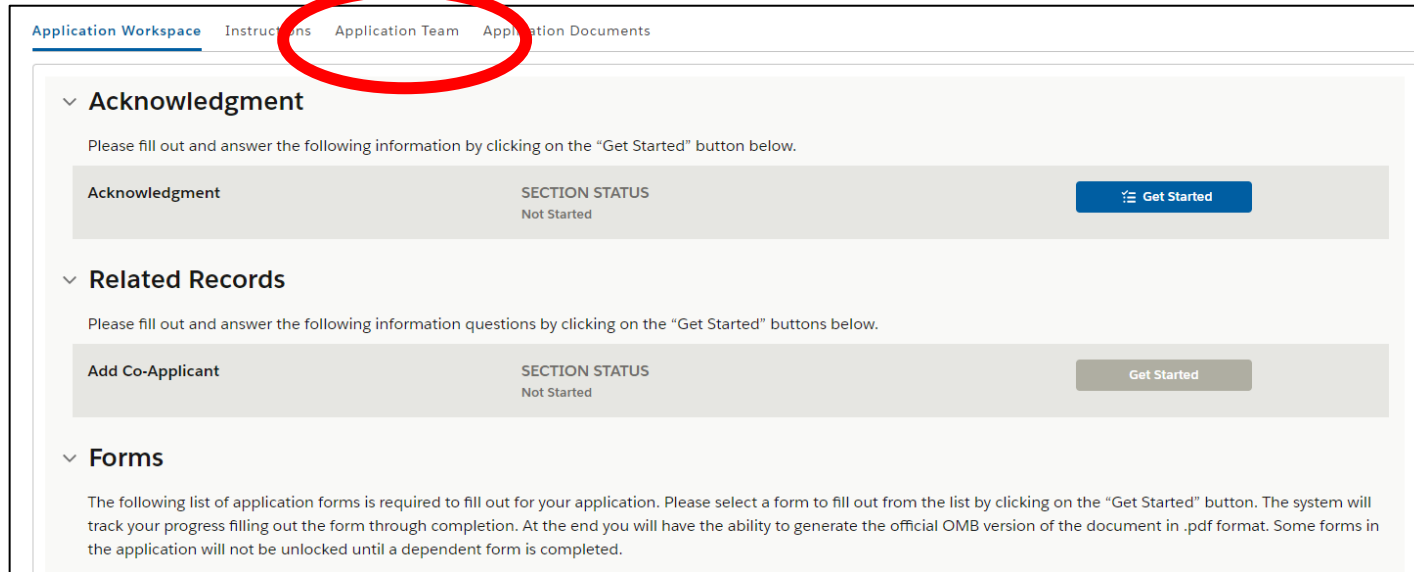
Enter a Project Title for your application

*Project Title

Previous Continue

Step 7) Add your application team

Your application team is the individuals who will need to log into EDGE and work directly on the application materials. You do not need to add your consortium to your application team. Please add your consortium members in “My Associations”



The screenshot shows the 'Application Workspace' interface with the 'Application Team' tab selected and circled in red. The interface is divided into three main sections: Acknowledgment, Related Records, and Forms.

Acknowledgment
Please fill out and answer the following information by clicking on the “Get Started” button below.

Acknowledgment	SECTION STATUS	Get Started
	Not Started	Get Started

Related Records
Please fill out and answer the following information questions by clicking on the “Get Started” buttons below.

Add Co-Applicant	SECTION STATUS	Get Started
	Not Started	Get Started

Forms
The following list of application forms is required to fill out for your application. Please select a form to fill out from the list by clicking on the “Get Started” button. The system will track your progress filling out the form through completion. At the end you will have the ability to generate the official OMB version of the document in .pdf format. Some forms in the application will not be unlocked until a dependent form is completed.


Step 7) Add your application team

Application Workspace Instructions **Application Team** Application Documents

Application Team Members

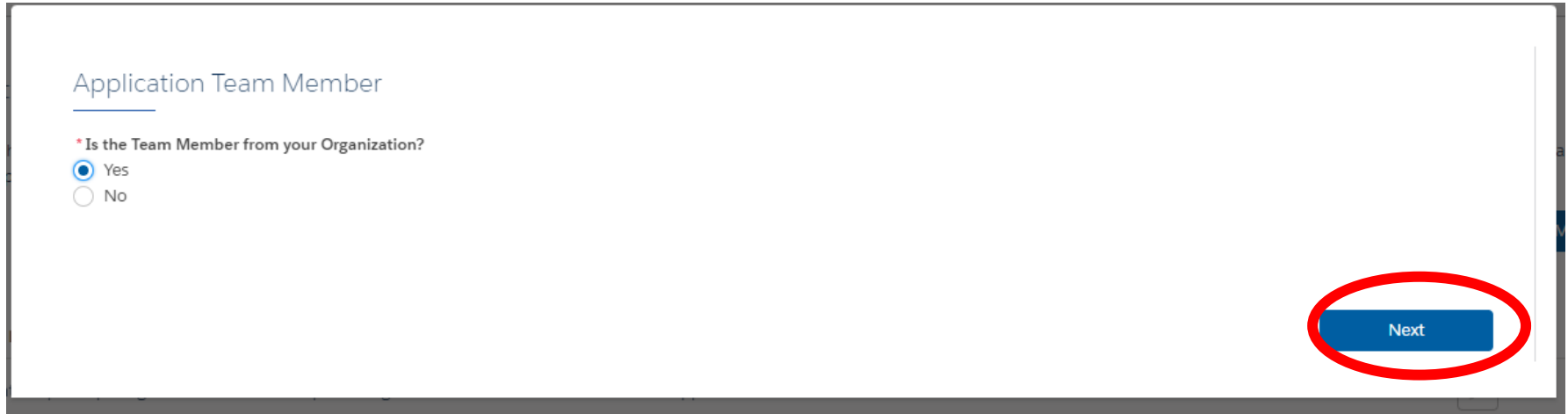
Please use the Add Contact capability to add additional team members who need access to this Application. Only one Lead Applicant and only one Authorized Organizational Representative can be assigned to an application and will be populated into the SF-424 in the appropriate sections.

Add Team Member

Contact Name	Organization	Role	Status	
Leopold TEST	Leopold TEST ORG	Lead Applicant	Current	

Step 7) Add your application team

Note: We suggest you start by adding users from your Lead Organization. Then add users from your coalition organizations and/or from 3rd parties.



Application Team Member

* Is the Team Member from your Organization?

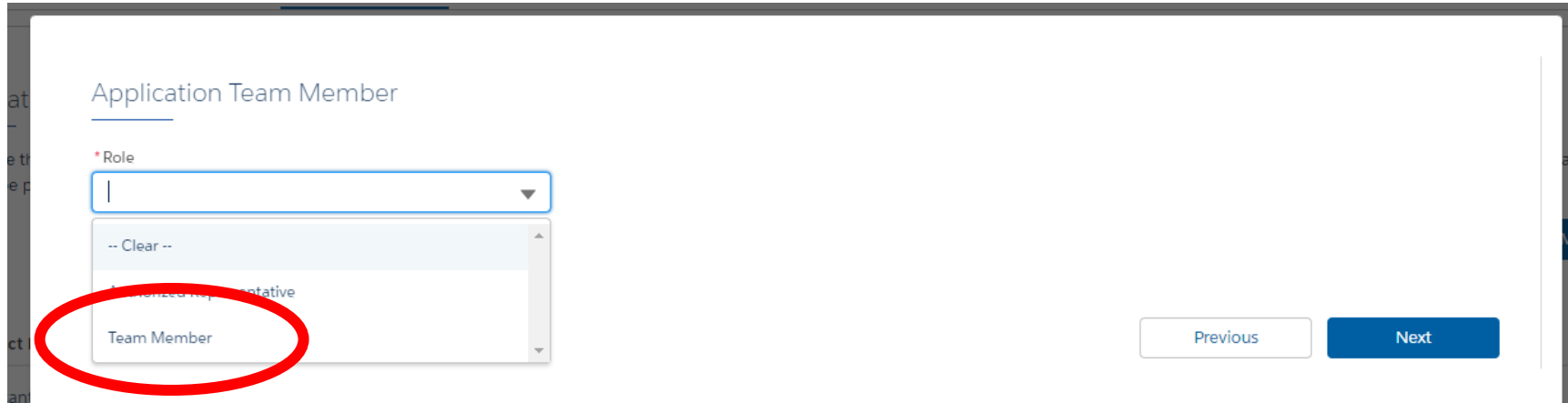
Yes

No

Next

Step 7) Add your application team

Select “Team Member”.



The screenshot shows a web form titled "Application Team Member". The form has a field labeled "* Role" which is a dropdown menu. The dropdown menu is open, showing a list of options. The option "Team Member" is highlighted with a red circle. To the right of the form, there are two buttons: "Previous" and "Next".

Application Team Member

* Role

-- Clear --

Team Member

Previous Next

Step 7) Add your application team

If they haven't registered for EDGE yet: Enter the email address, they will use to set up their EDGE account. This will send them an invite to join.

If they have registered for EDGE: Enter the email address, they used to register.

Team Member Email

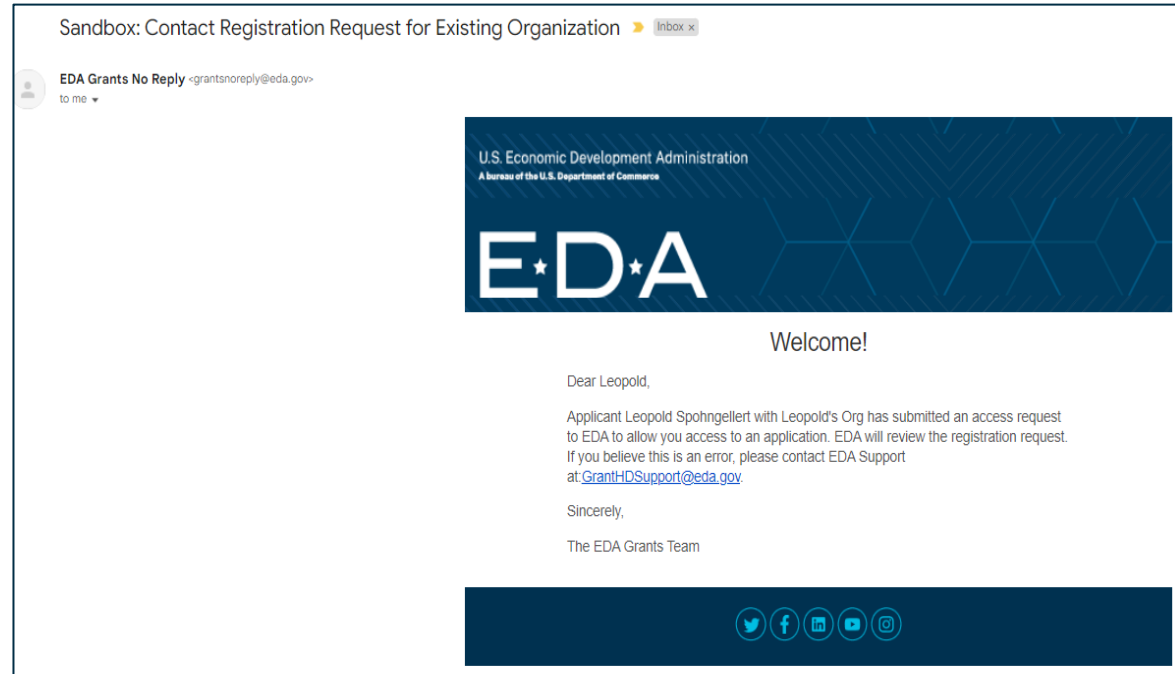
Please enter the team member email.

* Email

[Previous](#) [Next](#)

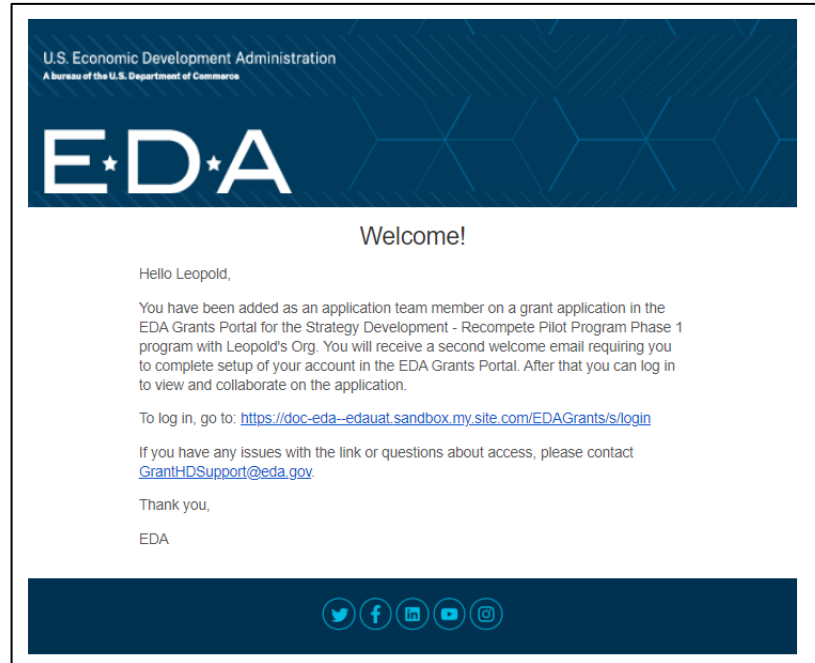
Step 7) Add your application team

EDA's team will quickly approve the request, then you will be able to access your organization's application.



Step 7) Add your application team

The team member should receive an email that looks like this.



Step 8) Add your application team (outside lead org)

Once you are done adding team members from your organization, add any team members who are from outside organizations.

Remember: You only need to add consortium members in “My Associations”. Team Members are only those who will work on the application in EDGE.



Application Team Member

* Is the Team Member from your Organization?

Yes

No

Next

Step 8) Add your application team (outside lead org)

Note: Do NOT add team members as “Co-Applicant” under any circumstance.

Application Team Member

* Role

-- Clear --

Co-Applicant

3rd Party Consultant

Previous Next

A screenshot of a web form titled "Application Team Member". It features a dropdown menu for selecting a role. The dropdown is open, showing two options: "Co-Applicant" and "3rd Party Consultant". The "3rd Party Consultant" option is highlighted and circled in red. To the right of the dropdown are two buttons: "Previous" (disabled) and "Next" (active).

Step 8) Add your application team (outside lead org)

Enter your outside team member's Tax ID (also known as EIN – Employer Identification Number). Note – They must have an EDGE account for their organization before you complete this step.

Application Team Member Lookup

* Tax ID

Previous

Next

Step 8) Add your application team (outside lead org)

Make sure you have identified the correct organization.

Organization Details

The following Organization was found:

Organization Name
My TEST ORG 2.0

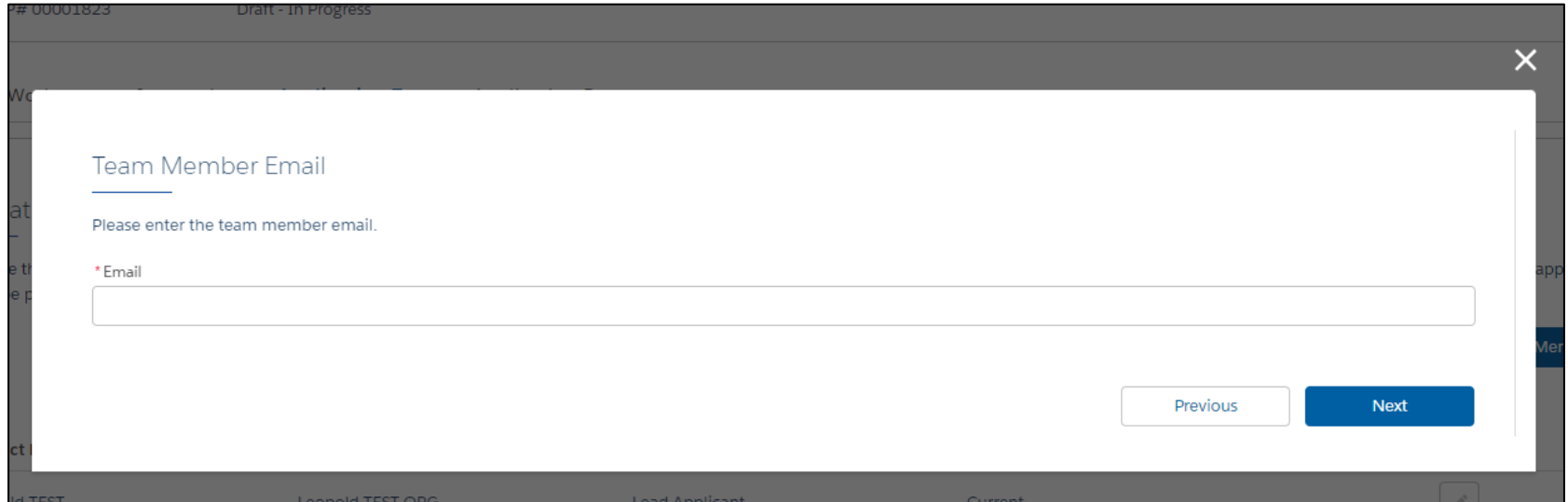
Tax ID: 23-9234823

* Is this the correct organization?
 Yes No

[Previous](#) [Next](#)

Step 8) Add your application team (outside lead org)

Make sure you have entered the email this user used to sign up for EDGE.



The screenshot shows a web application interface for adding a team member. At the top, it indicates the draft is in progress with the ID "# 00001823". The main heading is "Team Member Email". Below this, a prompt asks the user to "Please enter the team member email." A red asterisk and the word "Email" are positioned above a large, empty text input field. At the bottom right of the form, there are two buttons: a light blue "Previous" button and a dark blue "Next" button. The background shows a blurred view of the application's main content area with some text like "at", "e t", "e p", "app", "Mer", and "ct".



Step 8) Add your application team (outside lead org)

Once you add them, they will show up on your application team.

Application Team Members

Please use the Add Contact capability to add additional team members who need access to this Application. Only one Lead Applicant and only one Authorized Organizational Representative can be assigned to an application and will be populated into the SF-424 in the appropriate sections.

[Add Team Member](#)

Contact Name	Organization	Role	Status	
Leopold TEST	Leopold TEST ORG	Lead Applicant	Current	
Leopold TEST 2	My TEST ORG 2.0	3rd Party Consultant	Current	

Step 9) Add your “Authorized Representative”

Only one user can be the “Authorized Representative”.

Only the Authorized Representative can submit the application once complete.

The screenshot shows the 'Application Workspace' interface. The 'Application Team' tab is highlighted with a red circle. Below the navigation bar, there are three main sections:

- Acknowledgment**: A section with a 'Get Started' button. The status is 'Not Started'.
- Related Records**: A section with a 'Get Started' button. The status is 'Not Started'.
- Forms**: A section with a 'Get Started' button. The status is 'Not Started'.

The 'Get Started' buttons are blue for 'Acknowledgment' and grey for 'Related Records' and 'Forms'.



Step 9) Add your “Authorized Representative”

Click “Add Team Member”

Application Team Members

Please use the Add Contact capability to add additional team members who need access to this Application. Only one Lead Applicant and only one Authorized Organizational Representative can be assigned to an application and will be populated into the SF-424 in the appropriate sections.

Add Team Member

Contact Name	Organization	Role	Status	
Leopold TEST	Leopold TEST ORG	Lead Applicant	Current	
Leopold TEST 2	My TEST ORG 2.0	3rd Party Consultant	Current	

Step 9) Add your “Authorized Representative”

The Authorized Representative should be from the Lead Organization.

Application Team Member

* Is the Team Member from your Organization?

Yes

No

Next

Step 9) Add your “Authorized Representative”

Only one user can be the “Authorized Representative”.

Only the Authorized Representative can submit the application once complete.



The screenshot displays a web form titled "Application Team Member". A dropdown menu for the "Role" field is open, showing a list of options. The option "Authorized Representative" is highlighted with a red oval. To the right of the form are two buttons: "Previous" and "Next".

Step 9) Add your “Authorized Representative”

If adding yourself as Authorized Representative, enter the same email you used for your EDGE account.

Team Member Email

Please enter the team member email.

* Email

Previous

Next



Step 9) Add your “Authorized Representative”

Once complete you should see an “Authorized Representative” on your Application Team Members tab.

Application Team Members

Please use the Add Contact capability to add additional team members who need access to this Application. Only one Lead Applicant and only one Authorized Organizational Representative can be assigned to an application and will be populated into the SF-424 in the appropriate sections.

Add Team Member

Contact Name	Organization	Role	Status	
Applicant Leopold Spohngellert	Leopold's Org	Authorized Representative	Current	
Applicant Leopold Spohngellert	Leopold's Org	Lead Applicant	Current	


Step 10) Start your application!

Note – DO NOT add co-applicants. Consortium members should be added in the “My Associations” tab. Team members working on the application in EDGE should be added in the “Application Team” tab.

Application Workspace Instructions Application Team Application Documents


▼ Acknowledgment

Please fill out and answer the following information by clicking on the “Get Started” button below.

Acknowledgment	SECTION STATUS Not Started	
----------------	-------------------------------	---

▼ Related Records

Please fill out and answer the following information questions by clicking on the “Get Started” buttons below.

Add Co-Applicant	SECTION STATUS Not Started	
------------------	-------------------------------	---