

Web-Based Ways to Search for and Locate RERC funding opportunities.

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Assumptions About This Guide

Assumption 1: This guide is written primarily for Windows’ users because the author of this guide currently does not have access to a Macintosh computer. However, many of the basic keyboard shortcuts (e.g., **up and down arrows**, and the **Tab** and **Shift +Tab keys**) do the same thing in operating systems like Apple/Macintosh and Linux systems. Mac users are encouraged to consult the [**Mac keyboard shortcuts article**](#).

Assumption 2: The operating system used does not really matter as much because this guide describes two websites ([**Search page of grants.gov**](#) and [**Funding Opportunities Page of ACL.gov**](#)) to locate and search for Rehabilitation Engineering Research Center funding opportunities. Web browsers are tools that are commonly used to search web pages. Some of the most common web browsers, their keyboard shortcuts and accessibility features are listed below.

- [**Microsoft Edge Keyboard Shortcuts**](#)
- [**Accessibility features in Microsoft Edge**](#)
- [**Google Chrome Keyboard Shortcuts**](#)
- [**Use Chrome with Accessibility Extensions**](#)

- [**Firefox Keyboard Shortcuts**](#)
- [**Accessibility features in Firefox - Make Firefox and web content work for all users**](#)
- [**Safari Keyboard Shortcuts**](#)

Assumption 3: Some folks will be using screen readers to access Grants.gov and ACL's Funding Opportunities' web pages. It is beyond the scope of this brief guide to provide detailed help on how to use the most common screen readers. Below are a list of help pages and manuals for the most commonly used screen readers.

- [**JAWS Screen Reader Documentation**](#)
- [**Complete Guide for the built-in Windows Narrator Screen Reader**](#)
- [**VoiceOver User Guide for Mac**](#)
- [**Turn on and practice VoiceOver on iPhone**](#)
- [**User Guide for the Free Windows NVDA Screen Reader**](#)
- [**Use the built-in screen reader on a Google Chromebook**](#)

Assumption 4: Despite the existence of written documentation, some folks may need to talk to the accessibility experts for help with keyboard shortcuts or assistive technologies they may be using to read this guide or search for RERC funding opportunities. Listed below are ways to contact the accessibility experts for a specific operating system or piece of assistive technology made by Microsoft, Apple, or Google.

- [**Microsoft Disability Answer Desk Main Landing Page**](#)
 - [**Use the Be My Eyes App**](#): A free app that connects blind and low vision users with volunteers for visual assistance through a live video call.
 - [**Chat with the Disability Answer Desk**](#): This launches a chat window. Chat with an expert Monday through 5 a.m. to 9 p.m. and Saturday and Sunday 6 a.m. to 5 p.m. [**Pacific Standard Time**](#).

- Call the Disability Answer Desk at 1 800 936-5900 Monday through 5 a.m. to 9 p.m. and Saturday and Sunday 6 a.m. to 5 p.m. **Pacific Standard Time.**
- Use ASL Videophone Support with a disability answer desk expert. Videophone: 1 503-427-1234 Monday through Friday 8:30 a.m. to 5:30 p.m. **Pacific Standard Time**
- **Apple Accessibility Support Main Landing Page**
 - **How to contact Apple for accessibility support**
 - **Contact Apple using SignTime**: Get help from Apple Support using sign language, You can start a SignTime session to be connected to an interpreter.
- **Contact the Google Disability support team main Landing Page:** This landing page lists all the ways to contact the disability support team.
 - **Talk to a Google Disability support specialist**
 - **Chat with a Google Disability support specialist**
 - **Email a Google Disability support specialist**
 - **Contact a Google Disability support specialist through BeMyEyes**
 - **Connect with an ASL specialist**
- Hours and Languages for Google Disability Support Team
 - All support available Monday through Friday
 - Phone, Chat & Be My Eyes English: 4 AM–7 PM PT, 11 AM–2 AM GMT
 - Email: English, French, Spanish, German, Italian & Brazilian Portuguese: 4 AM–7 PM PT, 11 AM–2 AM GMT
 - American Sign Language (ASL) 8 AM–5 PM PT

Using Grants.gov

Instructions for Mouse Users

Step 1: Go to the [Grants.Gov Search Page](#). The **Search Grants'** page will appear in your web browser.

Step 2: Type ***RERC*** in the Keyword(s) Search text box. Be sure to surround the word RERC in asterisks as above. Then click the **Search** button. All Forecasted and Posted RERC funding opportunities will be displayed on screen. This happens automatically because the Forecasted and Posted checkboxes under the **OPPORTUNITY STATUS** area are checked by default.

Step 3: After executing this search, no results may appear. If that happens, make sure the "closed" and "archived" checkboxes are also checked. You should now see all "closed" and all "archived" RERC funding opportunity announcements.

Step 4 (Optional): You may want to change the sorting order of the results. To do this locate the sort by drop-down box near the top of the page. Change the sort options to suit your needs. For example, you may want to see the results sorted in descending order (with most recent date first) by "Close Date". Make sure the choice in the drop-down box reads "Close Date (Descending)". Then click the "Update Sort" button located to the right of drop-down box. Now the results should be displayed with most recent closed date listed at the top of the list.

Step 5 (Optional): Once satisfied with the results you see on your screen, you may want to save the search results. To save your results, locate the "Export Results" hyperlink at the top right of your screen. Left click on the link. And after a few moments, a "Downloads Open or Save As" window or pop-up should appear, depending on the internet browser. Left click the "Save As" choice. Then a "Save As" window appears. You may wish to rename the default file name to a filename that is something easier to remember. Leave the "Save As type" box alone as Microsoft Excel Comma Separated Values. Then click "Save" the file to your computer.

Step 6 (Optional): Finally, remember the location. Navigate to the file and double-click on it. It will open in Excel automatically. Then left click "File>>Save As" and make sure the drop-down box reads "Excel Workbook (xlsx)". Finally save the file.

Instructions for Keyboard Users/Screen Reader Users.

Many use cases exist for why a person would only use a keyboard and not a mouse. It is beyond the scope of this brief guide to describe these use cases. Individuals interested in learning more about the many keyboard-only use cases are directed to an article called **Is the classic persona of the sighted keyboard-only user too coarse or too simplistic?** The steps below are the steps a keyboard user might use to navigate and interact with the grants.gov search page in an effort to find Rehabilitation Engineering Research Center funding opportunities.

Step 1: Go to the [Grants.Gov Search Page](#). The **Search Grants'** page will appear in your web browser.

Step 2: The **down arrow key** can be pressed repeatedly to quickly move through the horizontal menus and other sections of the grants.gov search page after it loads in a web browser. In fact, repeatedly press the **down arrow key** until a rectangle encircles the **BASIC SEARCH CRITERIA** area.

Step 3: Next press the **Tab** key once and the cursor will be placed in the **Keyword(s)** textbox.

Step 4: Type ***RERC*** in the Keyword(s) Search text box. Be sure to surround the word RERC in asterisks.

Step 5: Press the **Tab** key three times in a row. A rectangle should encircle the **Search** button.

Step 6: Press the **Enter** key to execute the search. All Forecasted and Posted RERC funding opportunities will be displayed on screen. This happens automatically because the **Forecasted** and **Posted** checkboxes under the **OPPORTUNITY STATUS** area are checked by default.

Step 7: After executing this search, no results may appear. If that happens, make sure the "closed" and "archived" checkboxes are also checked. Assuming you have not moved off the **Search button**, press the **Tab** key three times. A rectangle should encircle the checkbox labeled **Closed**. Press the **spacebar** once and a checkmark should appear in that checkbox. Press the **Tab key** once and a rectangle should encircle the checkbox labeled **Archived**. Press the **spacebar** once and a checkmark should appear in that checkbox. You should now see all "closed" and all "archived" RERC funding opportunity announcements.

Step 8 (Optional): You may want to change the sorting order of the results. To do this locate the sort by drop-down box near the top of the page. Change the sort options to suit your needs. For example, you may want to see the results sorted in descending order (with most recent date first) by "Close Date". Assuming a rectangle is still encircling the checkbox labeled **Closed**, keep pressing the **Tab key** repeatedly. As you keep pressing it, note advancement down the left margin, one checkbox at a time, section by section. Keep pressing the **Tab** key until the **Export results** hyperlink in the top right corner of the screen is encircled by a rectangle. Press the **Tab key** one more time. The drop-down text box, below the Sort by heading, is encircled by a rectangle. The default choice in the box reads "Post Date (Descending)". Press the **Enter** key and a list of sort-by options is displayed. Press the **down or up arrow keys** to highlight the sorting order desired, i.e., **Close date descending**. Then press the **Enter** key to select it. The sort-by box is still encircled by a rectangle. Now, press the **Tab key** once and the **Update Sort** button has a rectangle encircled around it. Finally, press the **Enter** key to execute the sort. After a few moments, the RERC funding opportunity announcements are displayed in descending order with the most recent first.

Step 9 (Optional): Once the results are sorted to your liking, you may want to save the search results. To save your results, press **Shift + Tab keys** twice. The **Export Results** hyperlink is now encircled by a rectangle.

- If using Google Chrome, press the **Enter key**. after a few moments a "Save As" window should appear. A **highlighted pre-populated filename** is listed in the filename text box. And **Microsoft Excel Comma Separated Values File** appears in the "Save As" type box. None of these default options need to be changed.
 - However, if you wish you can press the **Delete** key to remove the filename that is already in the filename box. Then, type in a filename that is easier to remember.
 - Press the **ALT + S keys**. to save the file. Make note of the location where the comma-separated values file is being saved. Also, make note of the name of file being saved.
- If using Microsoft Edge, press the **Enter key**, a downloads' pop-up window will appear with "Open" and "Save As" buttons.

- Press the **ESC** key in the top left corner of the keyboard followed by pressing the **CTRL + J** keys. The “**Open**” and “**Save As**” small pop window is now encircled by a rectangle.
- Press the **Tab Key** once and the “**Open**” button is encircled by a rectangle. If you want to open the file directly in Excel, press the **Enter** key.
- Press the **Tab Key** twice and the “**Save As**” button is encircled by a rectangle. If you want to save the file to a location on your computer, press the **Enter** key. Make note of the location where the file is saved, you will need it in Step 10,

Step 10 (Optional): The most likely place the file was saved to is the **Downloads**’ directory, assuming the original download settings were not changed. Navigate to the location where you saved the file in Step 9. Windows users can use [these basic keyboard instructions](#) for navigating in Windows File Explorer. Then use **the up or down arrow keys to highlight the file**. Press the **Enter** key. After a few moments, the file opens in Excel.

Using ACL.gov’s Funding Opportunities’ Landing Page

Instructions for Mouse Users

Step 1: Go to the [ACL.gov’s Funding Opportunities’ Landing Page](#).

Step 2: At the top of the page, ensure the **Sort by Program** drop-down menu shows **NIDILRR**. Then click **Apply**. All funding opportunities related to NIDILRR will be displayed.

Step 3: Press the **CTRL + F** keys. This will open the Find/text box and the cursor will be inside of it. The Find/text box will be located either in the top right corner of the screen or the bottom left, depending on the browser used. Type the word **RERC** in the box and the cursor will jump to the first RERC funding opportunity and the word **RERC** will be highlighted. Also note to the right of the Find/text box, the number of occurrences of the phrase **RERC** on this page is displayed. If interested in applying for the first opportunity, left click on the **View on Grants.gov** button. A pop-up window will appear. The **OK** button will be highlighted. The message will indicate you are leaving the ACL.gov website and going to the funding opportunity announcement posted on Grants.gov Left click on the **Ok** button. In a few moments, a page titled **View Grant**

Opportunity will appear on your screen. This page contains the details needed to apply under this RERC funding opportunity.

If not interested in applying for the first funding opportunity, press the **Enter key** again and the cursor will highlight the next occurrence of the phrase **RERC**.

If interested in applying for this opportunity, left click on the **View on Grants.gov button**. A pop-up window will appear. The **OK button** will be highlighted. The message will indicate you are leaving the ACL.gov website and going to the funding opportunity announcement posted on Grants.gov. Left click on the **Ok** button. In a few moments, a page titled **View Grant Opportunity** will appear on your screen. This page contains the details needed to apply under this RERC funding opportunity.

Instructions for Keyboard Users

Step 1: Go the [ACL.gov's Funding Opportunities' Landing Page](#)

Step 2: Once the page loads in a web browser, press the **Tab key** twice. The phrase **Skip to Main Content** will be encircled in a rectangle. Press the **Enter key** and the cursor will be left of the **Sort by Program** drop-down box.

Step 3: Press the **Tab key** once and the drop-down box will be lightly highlighted. Press the **Enter key** and all the choices in the drop-down box will be listed.

Step 4: Press the **down arrow key** repeatedly until the **NIDILRR= National Institute on Disability Independent Living and Rehabilitation Research** choice is highlighted.

Step 5: Press the **Tab key** once until the **Apply** Button is encircled by a rectangle. Then press the **Enter** key. After a few moments, a list of open NIDILRR Funding Opportunity Announcements is displayed for all NIDILRR programs.

Step 6: Press the **CTRL + F** keys. This will open the Find/text box and the cursor will be inside of it. The Find/text box will be located either in the top right corner of the screen or the bottom left, depending on the browser used. Type the word **RERC** in the box and the cursor will jump to the first RERC funding opportunity and the word **RERC** will be

highlighted. Also note to the right of the Find/text box, the number of occurrences of the phrase **RERC** on this page is displayed.

If interested in applying for the first opportunity **Press the F7 key**. A pop-up window will ask if you want to turn on Caret browsing and the **Turn On button** will be highlighted. Press the **Enter Key**.

Press the **ESC key**. Now when pressing the **left or right arrow keys** on the keyboard, the cursor should move left or right under the title of the RERC funding opportunity. Press the **Tab key** once and then press the **Enter key**. A pop-up window will appear. The **OK** button will be highlighted. The message will indicate you are leaving the ACL.gov website and going to the funding opportunity announcement posted on Grants.gov. Press the **Enter key**. In a few moments, a page titled **View Grant Opportunity** will appear on your screen. This page contains the details needed to apply under this RERC funding opportunity.

If not interested in applying for the first funding opportunity, press the **Enter key** again and the cursor will highlight the next occurrence of the phrase RERC. You may have to press the **Enter key** several times to reach the next RERC Funding opportunity. Press the **ESC key**. Now when pressing the **left or right arrow keys** on the keyboard, the cursor should move left or right under the title of the RERC funding opportunity. Press the **Tab key** once and then press the **Enter key**. A pop-up window will appear. The **OK** button will be highlighted. The message will indicate you are leaving the ACL.gov website and going to the funding opportunity announcement posted on Grants.gov. Press the **Enter key**. In a few moments, a page titled **View Grant Opportunity** will appear on your screen. This page contains the details needed to apply under this RERC funding opportunity.