



## How to Register on Grants.gov

Please use this document as a checklist to ensure that your institution has up-to-date administrative information in place, so you are well-prepared to successfully submit a federal grant or your Department of Education CARES Act Allocation Agreement.

- Step 1: Do you have the institution's DUNS number?**
- Step 2: Is the institution registered with SAM?**
- Step 3: Is the institution registered with Grants.gov?**

If you answered “no” to any of the above, please find more information below on what to do next:

- Do you have the institution's DUNS number?**

**What is a DUNS number?** D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants. Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

It is very likely that your institution already has a DUNS number, so – if your office is not aware of it – please first check with your compliance, legal, and finance teams to confirm that the institution doesn't already have one. If you do have one, just be sure to keep it handy for all submissions, as you will need to include it for reference.

**How long does this process take?** The good news is that this process is very quick – typically 1-2 business days.

**What's the process?** You can obtain your DUNS number by calling: 1-866-705-5711 or accessing the Dun & Bradstreet website: <http://fedgov.dnb.com/webform>.

For more information, you can access the Dun & Bradstreet FAQ page [here](#).

- Is the institution registered with SAM?**

**What is SAM?** SAM is the System for Award Management. The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. For more information visit <https://www.sam.gov/SAM/pages/public/generalInfo/aboutSAM.jsf>

You can find the full SAM User Guide, Quick Start Guides, Helpful Hints, and Demonstration Videos on the HELP tab.

**Note: You will need a DUNS number to register with SAM.** All activities related to D&B and the DUNS number will remain the same. The DUNS will be needed to begin your registration and any updates to your company name or address need to be made at D&B prior to entering SAM.



**How long does this process take?** This process takes up to 2 weeks. *If your organization does not have an EIN, you should allow an additional 5 weeks to obtain an EIN from the IRS.*

**What do I need?** A notarized letter from an authorized official at your institution appointing your authorized Entity Administrator and an Employer Identification Number (EIN). Please view this [website](#) for directions on how to prepare a notarized letter and example templates.

**How do I begin?** Have your EIN handy and access <https://www.sam.gov/SAM/>.

From here, you can “search records” to see if your institution already has a SAM account/registration.

- If it does, you can review the information to be sure all information is current and updated;
- If it does not or it has expired, you can create a user profile and register your entity.

Helpdesk contact information is also on the website if you have any further questions.

## □ **Is your institution registered with Grants.gov?**

**What is it?** Grants.gov provides a unified site for interaction between grant applicants and the US Federal agencies that manage grant funds. It is the portal that the federal government mandates for all federal grant submissions, with the exception of the National Science Foundation, which uses Research.gov and FastLane. Grants.gov also provides valuable information on grants, the general application process, how to read a solicitation, and more – so it can serve as a helpful resource to you as well.

Grants.gov uses a system called Workspace as the standard way for organizations or individuals to apply for federal grants in Grants.gov. Workspace allows a grant team to simultaneously access and edit different forms within an application. In addition, the forms can be filled out online or offline—your choice.

Once you are ready to submit a grant on Workspace, start early and review the following resources for instruction: <https://www.grants.gov/applicants/workspace-overview.html>

### **To Register your Organization:**

Before applying for a funding opportunity, your organization needs to register with Grants.gov, and so does your Authorized Organization Representative (AOR). These are parts of the security process the U.S. Government uses to prevent fraud and abuse of funds. Below are instructions for registering as an organization. The Grants.gov registration process can be completed in minutes.

### **How to Register a Grants.gov Account:**

1. Click the [Register](#) link in the top-right corner of the Grants.gov banner.
2. Click the **Get Registered Now** button on the Register page.
3. Complete the **Contact Information** and **Account Details** sections. All fields with a red asterisk (\*) are required.
  - Email Address - When entering an email address, please keep in mind that all correspondence with Grants.gov will be sent to that email address.
  - Username - Enter a username to log in to Grants.gov. It may only contain alphanumeric characters, question marks, periods, dashes, underscores, and the @ symbol. Your username cannot contain a space, nor can it only include numbers. Select a username you will remember.
  - Password - The password you choose must meet the following password requirements:
    - Must contain at least eight (8) characters
    - Must contain at least one (1) uppercase letter (A-Z)
    - Must contain at least one (1) lower case letter (a-z)
    - Must contain at least one (1) number (0-9)
    - Must contain at least one (1) special character (e.g. ! @ # \$ % ^ & \*)



- Cannot be the same as the previous six (6) passwords
  - Cannot contain dictionary words, names, or your Username
4. Select whether to subscribe or unsubscribe from Grants.gov Communications. The **Alerts** are important messages about time-sensitive or major system changes. The **Newsletter** features training, system enhancement updates, and other resources to help the federal grants community.
  5. Click the **Continue** button.
  6. Click the **Send Temporary Code** button, then access your email account to access the temporary code.
  7. Enter the temporary code you received in the email from Grants.gov into the **Temporary Code** field and click the **Continue** button.
  8. Decide if you would like to add a profile to your Grants.gov account or click the **Continue** button to log in. You need to [add a profile](#) to submit an application.

[Link to webpage](#)

#### How to Add a Profile During the Registration Process:

1. Complete the Grants.gov account registration process.
2. Under the **How would you like to proceed?** heading, select either the **Add Organization Applicant Profile** option or the **Add Individual Applicant Profile** option.
  1. An Organization Applicant Profile is for those of you who contribute to grant applications that are submitted on behalf of an organization, such as an institution of higher learning, nonprofit organization, or state government.
  2. An Individual Applicant Profile is for those who apply for a grant for themselves and not on behalf of an organization. Read more in the [Variations for Individual Applicants help article](#).
3. Enter the DUNS Number for the organization in the **UEI (Unique Entity Identifier)** field if you selected the Organization Applicant Profile option. A DUNS Number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B). If you need more information, read the [Obtain a DUNS Number page](#).
4. Create a profile name that will distinguish this organization profile from any other profiles you may have within your Grants.gov account.
5. Enter your job title for this organization in the **Job Title** field.
6. Click the **Save** button to complete the profile creation process.

[Link to webpage](#)

#### Authorizing Profile Roles (E-Biz POC):

After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. Prior to being able to complete or submit application packages on behalf of your organization, your organization's EBiz POC must authorize roles. This safeguards your organization from individuals who may attempt to submit grant application packages without permission.

The EBiz POC is likely to be your organization's chief financial officer or authorizing official, and there can only be one EBiz POC per DUNS number when registering with SAM. If you are not the EBiz POC, then you do not take any actions in this step. You have to await approval from the EBiz POC.

#### How to Authorize Grants.gov Roles (*steps for the EBiz POC*):

1. [Log in to Grants.gov as an EBiz POC](#), using your DUNS number and password.
2. Click the Manage Applicants link, search for the new user, and assign the appropriate roles in Grants.gov. For more detailed instructions, review the [Applicant Management help article](#).
3. After approval, Grants.gov automatically sends the registered applicant a notification email.

[Link to webpage](#)

*Disclaimer: This information was taken from the grants.gov website.*

