

# Preparing to apply for an FDA grant

## Is your organization thinking about applying for an FDA grant?

Did you know that there are time-sensitive registration steps that can take weeks to complete, and must be done before you can submit your application?

Here are the time-sensitive steps that you need to know about!

### ⇒ Registering your organization for access to Grants.gov

*Allow 4 weeks for completion of all steps*

- Step 1: Obtain a DUNS Number  
*Estimated time: Immediate or up to 2 business days, depending on method used*
- Step 2: Register with the Central Contractor Registration (CCR)  
*Estimated time: Can take 3-5 business days or up to two weeks*
- Step 3: Username and Password  
*Estimated time: Same day*
- Step 4: Authorized Organization Representatives (AOR) Authorization  
*Estimated time: Depends on how long it takes the E-Biz POC to log in and approve the AOR*
- Step 5: Track AOR Status  
*Estimated time: Instantaneous once AOR status is approved by E-Biz POC*

The following webpage will walk you through the process:

[http://www.grants.gov/applicants/organization\\_registration.jsp](http://www.grants.gov/applicants/organization_registration.jsp)

### ⇒ Registering in eRA Commons

*You must start the registration process **at least 4 weeks prior** to grant application submission deadline*

- Signing Officials, Principal Investigators (PIs) and anyone else assisting with the grant application submission will need an eRA Commons account
- Allow time for the PI to register once the organization has been registered in Commons. A PI must confirm Commons registration before application submission

The following webpage will walk you through the process:

[http://era.nih.gov/commons/faq\\_commons.cfm#II2](http://era.nih.gov/commons/faq_commons.cfm#II2)