



Before You Can Apply for a Grant: REGISTER



Registration with Grants.gov

- You will NOT be able to submit an application without being registered with Grants.gov
- Allow plenty of time for registration (one month)
- D&B, SAM, Grants.gov
- What you provide
 - Organization name and address
 - Name of CEO/organization owner
 - Legal Structure of the organization
 - Year the organization started
 - Primary type of business
 - Total number of employees



Dun and Bradstreet

- Get a DUNS Number (same day)
<http://fedgov.dnb.com/webform/pages/CCRSearch.jsp>
- Enter the country where your company is physically located and complete the web form.
- DUNS number will be emailed to you the same day you apply for one.



System for Award Management (SAM)

- Register with SAM (2-3 days): <http://www.sam.gov>
- Must be updated annually, which can take up to 5 days!
- Per 2 CFR Part 25, Registration with the SAM is an eligibility **requirement** to submit applications through Grants.gov for Federal funding



SAM Registration

- Designate an E-Biz Point of Contact
 - Has MPIN and gives authority to AOR to submit applications
 - AOR- Authorized Organization Representative
- AORs must have complete profiles
- E-Biz POC must approve AORs to submit applications on behalf of the organization



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- Register with Grants.gov (same day) www.grants.gov
- AORs must complete their profile on Grants.gov.
(wait 1 day after SAM registration)
- Need DUNS
- Create username and password- serve as electronic signature when submitting



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- AOR Authorization (Immediate)
- E-Biz POC will get an email when an AOR registers
- Must login and approve the AOR to submit
- AOR gets confirmation email and can submit
- AOR can also check status
- Registration must be updated annually