Registration with Grants.gov Checklist

*Recommend: Organizations should begin this process **at least four weeks** before the due date of the grant application.*

1.) **Obtain/create a DUNS number:**
http://fedgov.dnb.com/webform/displayHomePage.do;jsessionid=A6D706654B5622714A39FEA8A92B805C, or by telephone: 1-866-705-5711

What you'll need:

- Legal Name, as well as "dba," or any other name your organization is recognized by
- Physical address of your business and mailing address (if different)
- Telephone Number, Contact Name
- SIC Code (line of Business) - http://www.naics.com/search.htm
- Number of employees at your location
- Headquarters name and address (if applicable)

Estimated time-frame: Immediate to one business day. If your organization already has a DUNS number, the lookup online or via phone is an immediate step. If your organization does not have a DUNS number, it can be created in one business day.

2.) **Register with the System for Award Management**
https://www.sam.gov/portal/public/SAM/?portal:componentId=8db50911-8037-43be-8794-745d38f69084&portal:type=action&interactionstate=JBPNS_rO0ABXc0ABBfanNmQnJpZGdlVmlld0lkAAAAAQATL2pzZi9mdW5jdGlvbmFsLmpzcAAHX19FT0ZfXw**##11
This step establishes the E-Biz Point of Contact (POC), the individual with the authority to designate which employees from the organization are allowed to submit electronic grant applications (Authorized Organization Representatives)
*Select: **Individual Account Details**

What you'll need:
- DUNS number
- Tax ID number and Taxpayer Name used in Federal Tax matters
- Statistical Information about your organization
- Business data (number of employees including all affiliates, average annual receipts)
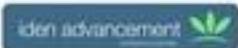
- Banking Information: Electronic Funds Transfer (EFT) information for payment of invoices

Estimated time-frame: 1-3 business days with the EIN information, if the organization does not know the EIN or TIN, two weeks after contacting the IRS for the EIN/TIN information.

3.) **AOR (Authorized Organization Representatives) create a profile on Grants.gov**

NOTE: it is possible for the E-Biz POC and the AOR to be the same person. However, step 4 still needs to be completed **EVEN IF** the individual has the same identity. *The AOR should be the individual who is most likely to submit the grant application materials on behalf of your organization.*

What you'll need:
- General organization information (address, phone number, legal name)
- DUNS number

Estimated time-frame: This step has to be completed at least one business day after completing step 2. After this waiting period, the AOR is able to access their account profile on the same day of registration.

4**.) E-Biz POC confirms and authorizes the AOR by using information provided to them from SAM Registration (Step 2)**

What you'll need:
- DUNS number
- Completed SAM Registration-(from step 2)

How do we know we're done?
- Grants.gov will generate an email to the AOR's email address confirming their approval.
- Once the email is received and the AOR is able to access Grants.gov using the information provided/created by the AOR, Grants.gov registration is complete.*

Estimated time-frame: The email generated from SAM notifying the federal agency(s) of the AOR's submitted profile is generated automatically. It is up to the E-Biz POC to login to Grants.gov, using both the DUNS number and the SAM Registration to approve the AOR. Once they are approved, AOR's can immediately begin submitting grant materials.

Additional Resources:
- Detailed guide, demo video and tutorial of the Grants.gov registration process:
  http://www.grants.gov/applicants/get_registered.jsp

Grants.gov Contact Center
Toll-free: 1-800-518-4726
Hours : Mon-Fri, 7 a.m. to 9 p.m. Eastern Standard Time
Email: support@grants.gov