

Registration Checklist

- I have my organization's Data Universal Number System (DUNS) Number.
- My organization is registered with the Central Contractor Registration (CCR).
- I know who my E-Business Point of Contact (E-Biz POC) is.
- I have completed my Authorized Organization Representative (AOR) profile and created a username and password.
- I have obtained authorization from my organization's E-Biz POC.

Get Started Today!

Register with Grants.gov. Just follow the steps in this brochure and allow yourself up to four weeks for the various information gathering, submissions and verifications required. More help is available on the website. We look forward to welcoming you as a registered user and helping you find, apply and succeed in your federal grants initiative.



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STEP-BY-STEP GUIDE

TO ORGANIZATION REGISTRATION

Managed by the U.S. Department of Health and Human Services
Fulfilling The President's Management Agenda



Grants.gov is the central storehouse for information on more than 1,000 grant programs and approximately \$500 billion in annual awards from 26 grant-making federal agencies.

All applicants, also known as Authorized Organization Representatives (AORs), must register with Grants.gov before they can submit grant applications. AORs are individuals who have been authorized by an organization to submit grant applications on its behalf. This one-time process enables the AOR to submit applications to all federal agencies.

Registration with Grants.gov can take three to five business days if all steps are completed in a timely manner, however please allow up to four weeks. The added time will allow you to complete the process and ensure you meet the closing deadline for the grant opportunity you are seeking.

Any organization that wishes to apply for a federal grant must have certain information ready for the registration process. You first need to check with your Grant Administrator or Chief Financial Officer since your organization may already have a DUNS number and be registered with Central Contractor Registration (CCR), if so please see "Step 3: Username and Password." If your organization does not have a DUNS number and/or is not registered with CCR then all steps below must be completed in order to submit a grant application on Grants.gov. Here is an overview:

► Step 1: Obtain DUNS Number

The Data Universal Number System (DUNS) number is a unique identifier for your organization required by the federal government to track how federal grant money is distributed. DUNS numbers are issued by Dun & Bradstreet. If your organization does not already have a DUNS number you can apply for one free of charge:

Go to <http://fedgov.dnb.com/webform> to obtain a DUNS number.

Please Note: Foreign registrants are not required to obtain a federal Tax Identification Number (TIN) or an Employer Identification Number (EIN) in order to obtain a DUNS number or register with CCR.

Time Required: *If requested over the phone, a DUNS number is provided within five to ten minutes. Web form requests take one business day.*

► Step 2: Register with CCR

Central Contractor Registration (CCR) is the primary registrant database

for the federal government. Any organization applying for federal grants on Grants.gov is required to register. Check with your Grant Administrator or Chief Financial Officer to see if your organization is already registered.

If your organization is already registered with CCR, you will have a designated Electronic Business Point of Contact (E-Biz POC), who can authorize themselves or individuals, like you, as an Authorized Organization Representative (AOR). Only an AOR is authorized to submit federal grant applications for an organization. Your organization will receive a special password called a Marketing Partner Identification Number (MPIN), which will verify all individuals authorized to submit applications for your organization.

To see if your organization is already registered, go to <https://www.bpn.gov/CCRSearch/Search.aspx>.

If not, you can register online at <http://www.ccr.gov>.

To register for Grants.gov and submit grant applications, you will need to have both your organization's DUNS number and its CCR registration information, including your MPIN.

Please Note: Foreign registrants are required to obtain a North Atlantic Treaty Organization (NATO) CAGE (NCAGE) code before registering with CCR. A NCAGE code can be obtained from http://www.dlis.dla.mil/Forms/Form_AC135.asp.

Time Required: *Allow three to five business days or up to two weeks to complete your CCR registration. If you are updating or renewing your registration information it will take approximately 24 hours to become active.*

► Step 3: Username and Password

To ensure the electronic submission of your grant applications is secure, you will need to complete an Authorized Organization Representative (AOR) profile and create a username and password.

Use the following URL to complete an AOR profile and create a username and password:

<https://apply07.grants.gov/apply/OrcRegister>.

- First enter your organization's DUNS number (see Step 1 if you don't have a DUNS number).
- Next complete the profile form.

You will then be able to log in to Grants.gov; however you will need to be approved by the E-Biz POC before you are able to submit a grant application (see "Step 4: Authorize the AOR" for details).

Time Required: *Completing a Grants.gov profile can be done within minutes, and you will be able to log in to Grants.gov.*

► Step 4: Authorize the AOR

Upon completion of Step 3, your organization's designated E-Business Point of Contact (E-Biz POC) will receive an email that you have completed the registration process. The E-Biz POC must authorize you as an AOR to complete the registration process. This step confirms you are verified to submit federal grant applications on your organization's behalf.

Your E-Biz POC will need to log in to Grants.gov, as instructed in the email, and enter your organization's DUNS number and password. They must then authorize you as an Authorized Organization Representative (AOR). Once this step is completed, you will be ready to submit grant applications for your organization.

Please Note: There can be more than one AOR for your organization. In some cases the E-Biz POC is also the AOR for an organization.

Time Required: *It will only take a few minutes for your E-Biz POC to complete the last step.*

► Step 5: Track AOR Status

You can check your AOR status at any time on the Track AOR status page at: <http://www.grants.gov/track>.

