

Guide to Foreign Organization Registration

INTRODUCTION

This document summarizes the Grants.gov organization registration process that must be completed by foreign registrants in order to successfully register with Grants.gov. Grants.gov registration is required for all organizations and individuals wishing to submit applications to Grants.gov. Registration is a one-time process which takes approximately three to five business days; however it is recommended you allow four weeks to register in the event you do not have all the necessary information available. Check with your organization's grant administrator to verify whether your organization is already registered.

DEFINITION OF A FOREIGN REGISTRANT

A foreign registrant is anyone residing and doing business outside of the United States. Foreign registrants are required to complete the five steps of the Grants.gov registration process, in addition to fulfilling supplementary requirements for doing business with the United States government.

Registration Steps for Foreign Organization Registrants

1. Obtain a DUNS Number
Determine if you need to apply for federal Tax Identification Number (TIN/EIN)
(Not Required in All Cases)
2. Register with SAM
Obtain NCAGE *(Required)*
3. Username and Password
4. AOR Authorization
5. Track AOR Status.

STEP 1: OBTAIN DUNS NUMBER

Time to complete: Same day.

Your organization will need to obtain a DUNS Number. If your organization does not have one, you will need to go to the Dun & Bradstreet website at <http://fedgov.dnb.com/webform> to obtain the number.

Do I need to apply for a federal Tax Identification Number (TIN)?

You are not required to obtain a federal Tax Identification Number (TIN) also known as an Employer Identification Number (EIN) in order to register with Dun & Bradstreet or System for Award Management (SAM). Simply leave the TIN/EIN information blank when registering.

Although a TIN/EIN is not necessary to complete the registration process, you will need to determine whether you will need to apply for a TIN/EIN, in order to meet Internal Revenue Service (IRS) tax reporting requirements. In general, anyone doing business with the federal government will need to obtain a TIN/EIN. Also, many federal agencies use the tax identification number, assigned by the Internal Revenue Service (IRS), to identify your organization.

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Depending on the intended usage of the grant you are applying for, you may need to file a U.S. tax return and will need to apply for a TIN/EIN. For activities to be performed outside the United States, for scholarships, fellowship grants, targeted grants, and achievement awards received by non-resident aliens for activities performed, or to be performed, outside the United States are not U.S. source income, and therefore a TIN/EIN is not necessary.

For more information, view the **Internal Revenue Service - U.S. Tax Guide for Aliens:** <http://www.irs.gov/publications/p519/index.html> or visit the IRS "Help With Tax Questions - International Taxpayers" page: <http://www.irs.gov/help/page/0,,id=133197,00.html>. You may also, contact the Agency Point of Contact listed for the grant opportunity to get more information on a specific grant opportunity.

STEP 2: OBTAIN NCAGE/REGISTER WITH SAM

Time to complete: Three to five business days or up to two weeks.

Prior to registering with the System for Award Management (SAM), foreign registrants must have a NATO Commercial and Governmental Entity (NCAGE) Code assigned. If your organization does not already have an NCAGE assigned, for most countries you can obtain one using the "Request for a NATO Commercial and Government Entity Code (NCAGE) Form" (see below).

Request for a NATO Commercial and Government Entity Code (NCAGE) Form at:
http://www.dlis.dla.mil/Forms/Form_AC135.asp.

If you cannot submit this form by Internet, you can obtain an NCAGE by contacting the National Codification Bureau of the country where your organization is located. For a list of addresses, go to http://www.dlis.dla.mil/nato_poc.asp.

Once you have obtained an NCAGE, ensure that your organization is registered with the System for Award Management (SAM) at <http://www.sam.gov>. If your organization is not, an authorizing official of your organization must register.

Please Note: U.S. organizations with an address containing APO, FPO, or AE do **NOT** need an NCAGE assigned by an Allied Nation and should **NOT** fill out this form. Instead, register in the System for Award Management (SAM) at <http://www.sam.gov> and you will receive a U.S. CAGE Code.

STEP 3: USERNAME & PASSWORD

Time to complete: Same day.

Complete your AOR (Authorized Organization Representative) profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. <https://apply07.grants.gov/apply/OrcRegister>.

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STEP 4: AOR AUTHORIZATION

Time to complete: *Same day.

The E-Business Point of Contact (E-Biz POC) at your organization must log in to Grants.gov to confirm you as an Authorized Organization Representative (AOR). Please note that 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 depends on responsiveness of your E-Biz POC.*

STEP 5: TRACK AOR STATUS

You can track your AOR status by logging in with your username and password at anytime. To log in as an Applicant (enter your username and password you obtained in Step 3) using the following link: <https://apply07.grants.gov/apply/login.faces?userType=applicant&cleanSession=1>.

You will be unable to submit grant applications to Grants.gov until you have completed all the registration steps. For a full description of the registration process, please visit the Organization Registration page: http://grants.gov/applicants/organization_registration.jsp.