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Getting Ready for Grants

Required Federal Agency Registrations

Overview

Prior to applying for a federal grant opportunity, there are a few required registrations that must be completed. Below is a step-by-step registration guide with links to the websites to complete the registrations. Please keep all registration user names and passwords easily accessible as these will be needed to submit federal grant applications. We recommend that at least two individuals have access to the passwords to avoid any last-minute submission issues. (*The source of information below can also be found on the agency websites*).

Notice: On April 4, 2022, the federal government stopped using the DUNS Number to uniquely identify entities. Now, entities doing business with the federal government use the Unique Entity ID created in SAM.gov.

Next Steps

STEP 1: REGISTER WITH SAM.GOV

Registering with the System for Award Management (SAM) is a required step in order for your organization to be able to apply for federal grants. The information below describes SAM and explains the free registration process.

Purpose of SAM

SAM is a web-based, government-wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract awards, grants, and electronic payment processes. If you want to apply for federal awards as a prime awardee, you need a registration.

Before Registering with SAM

Use the [SAM Status Tracker](#) to check your organization's registration status with SAM. You may also contact your grant administrator, financial department, chief financial officer, or authorizing official to identify whether your organization has already registered with SAM. If your organization is already registered, take note of who is listed as the E-Business Point of Contact (EBiz POC).

It is the EBiz POC within your organization who must register your organization with SAM. The EBiz POC is also responsible for approving your Grants.gov roles request.

NOTE: The EBiz POC must renew your organization's SAM registration annually. Updates made in SAM are reflected in Grants.gov the next business day.

How to Register with SAM

To see comprehensive instructions and checklist for entity registration, view SAM.gov's [Entity Registration Checklist](#).

When your organization registers with SAM, you must designate an EBiz POC. The EBiz POC is issued a Marketing Personal Identification Number (MPIN) by SAM, which gives you the authority to designate Authorized Organization Representatives (AOR).



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Last updated 2022-07-05 www.jm-aq.com What's an AOR? They are the staff members in your organization who are allowed to submit applications in Grants.gov. For more information on Grants.gov roles, review the [Workspace Roles page](#).

Looking for more detailed assistance or instructions using SAM?

Check out any of the following resources provided by the General Services Administration (GSA) on [SAM.gov](#):

- <https://sam.gov/content/help#exploreFederalSupportDesk>

How long does it take to register with SAM?

Generally, after completing the online registration and sending your notarized letter confirming the entity administrator, it takes [up to two weeks to register with SAM](#), then 1 business day for updates made in SAM to be reflected in Grants.gov. However, your organization must first have an EIN. If your organization does not have an EIN, you should allow an additional [5 weeks to request and obtain an EIN from the IRS](#). **Entities must renew and revalidate their registration every 12 months. It takes 48 to 72 hours to complete the validation processes.**

STEP 2: OBTAIN A UNIQUE ENTITY IDENTIFIER (UEI)

The process to get a Unique Entity ID to do business with the government changed. With the transition, the federal government made it easier to get a Unique Entity ID by streamlining the request and ongoing management process. You go to a single place, SAM.gov, to:

- Get your Unique Entity ID and register your entity to do business with the U.S. government.
- Make any updates to your legal business name and physical address associated with the Unique Entity ID.
- Find customer support at a single helpdesk for all Unique Entity ID and entity registration issues.

Purpose of UEI ID

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov. Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.

How to view UEI ID

Existing registered entities can find their Unique Entity ID by following the steps [here](#). Keep this UEI ID documented as it will need to be input into other grant submission systems to ensure proper entity validation.

STEP 3 APPLICANT REGISTRATION ON GRANTS.GOV

Before applying for a funding opportunity, you need to register an account with Grants.gov. Whether you are an applicant for an organization or an individual applying for grants on your own, you only need to register one account on Grants.gov. The Grants.gov registration process can be completed in minutes.

Once you have a Grants.gov account, users may [add a profile](#) to associate with an applicant organization and use the My Account features to manage one or more profiles within your account. If you already have a Grants.gov account, you do not need to register another account.

After adding a profile, learn about [how roles are authorized for](#) profiles and [how to track your roles status](#). NOTE: IF YOUR ORGANIZATION IS NEW TO FEDERAL GRANTS OR GRANTS.GOV, REVIEW THE [Organization Registration page](#). How to

Register a Grants.gov Account

1. Click the **Register** link in the top-right corner of the Grants.gov banner.
2. Click the **Get Registered Now** button on the Register page.

Grant Registration Memo

3. Complete the **Contact Information** and **Account Details** sections. All fields with a red asterisk (*) are required.
 - Email Address - When entering an email address, please keep in mind that all correspondence with Grants.gov will be sent to that email address.
 - Username - Enter a username to log in to Grants.gov. It may only contain alphanumeric characters, question marks, periods, dashes, underscores, and the @ symbol. Your username cannot contain a space, nor can it only include numbers. Select a username you will remember.
 - Password - The password you choose must meet the following password requirements:
 - Must contain at least eight (8) characters
 - Must contain at least one (1) uppercase letter (A-Z)
 - Must contain at least one (1) lower case letter (a-z)
 - Must contain at least one (1) number (0-9)
 - Must contain at least one (1) special character (e.g. ! @ # \$ % ^ & *)
 - Cannot be the same as the previous six (6) passwords
 - Cannot contain dictionary words, names, or your Username
4. Select whether to subscribe or unsubscribe from Grants.gov Communications. The **Alerts** are important messages about timesensitive or major system changes. The **Newsletter** features training, system enhancement updates, and other resources to help the federal grants community.
5. Click the **Continue** button.
6. Click the **Send Temporary Code** button, then access your email account to access the temporary code.
7. Enter the temporary code you received in the email from Grants.gov into the **Temporary Code** field and click the **Continue** button.
8. Decide if you would like to add a profile to your Grants.gov account or click the **Continue** button to log in. You need to [add a profile](#) to submit an application. After registering, review the [Workspace Overview page](#) to learn how to apply for a grant.

STEP 4 APPLICANT REGISTRATION ON NSF RESEARCH.GOV

In order to upload and submit federal grant applications to the National Science Foundation, the institution as well as faculty (Principal Investigators, Co-Principal Investigators and any faculty intending to apply for NSF grants) will need to register for an NSF ID number. In 2020, NSF moved to a new online application system, Research.gov. The link to the registration page is [here](#). If you have any questions regarding any stage of the registration process or during the submission of a grant application on Research.gov, the Help Desk may be reached Monday-Friday, 7AM-9PM ET at 1-800-381-1532 or by sending an email: rgov@nsf.gov.

STEP 5 APPLICANT REGISTRATION ON DOJ JUSTGRANTS

The U.S. Department of Justice has transitioned to a new grant award payment and management system on October 15, 2020. This new system is to be used by awardees of grants through the Office of Violence Against Women (OVW), Community Oriented Policing (COPS) and the Office of Justice Programs (OJP). The DOJ has created a checklist to assist in the registration process and training resources for institutions to assist with the transition. The link to the checklist and additional information on registration can be obtained [here](#).

Looking for more detailed assistance or instructions using JustGrants?

Check out any of the following resources provided by JustGrants:

- [Topic-Specific Support](#)
- [Training Modules](#)

STEP 6 APPLICANT REGISTRATION ON ERA COMMONS

The National Institutes of Health has a separate online application system for all grant applications. However, they share this system with the Substance Abuse and Mental Health Services Administration (SAMHSA) grants require that institutions submitting SAMHSA applications through Grants.gov have an eRA Commons ID. It is important that a project director for a SAMHSA grant have an eRA Commons ID, in addition to the AOR. To register, use this [LINK](#) to eRA Commons.