



GETTING STARTED

REGISTERING WITH

GRANTS.GOV IS AS
EASY AS 1,2,3

*More Federal grants are now available
through Grants.gov.*

*Use this handy guide to get started. Learn how you
can register to use Grants.gov to access Federal
grants. Find, apply and register to submit your grant
applications online today.*



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GET

STARTED WITH GRANTS.GOV

All Federal grant-making agencies have partnered with Grants.gov, the Federal Government's free, single and secure Internet source for all Federal grants to expand postings of grant announcements. Now, at Grants.gov you can Find and Apply for more than \$400 billion in annual grants from all Federal grant-making agencies. *So register today!*

Prepare to Apply

Get started now and complete the one-time registration process to begin submitting grant applications today. You don't need to be registered to search or to begin selecting, downloading and completing grant applications. Registration is required to submit applications, so be sure you complete the process early. Register once and apply for all Federal grant opportunities on Grants.gov.

Get Started Early

Once you have completed your registration you will have the secure access you need to submit as many Federal grant applications as you want through Grants.gov. **Be sure to get started early — the registration process can take approximately 3 to 5 days.**

It's as Easy as 1,2,3

Step 1: Register your organization

Step 2: Register yourself as an Authorized Organization Representative

Step 3: Get authorized by your organization to submit grants

To help get you started, this guide will walk you through the 3 basic registration steps. By following these simple instructions, you will now be ready to submit your grant application for all upcoming grant opportunities.

WWW.GRANTS.GOV

STEP 1

REGISTER YOUR ORGANIZATION

Before you can apply for a grant via Grants.gov, your organization must obtain a Data Universal Number System (DUNS) number and register early with the Central Contractor Registry (CCR).

■ Obtain your organization's DUNS number

A DUNS number is a unique number that identifies an organization. It has been adopted by the Federal government to help track how Federal grant money is distributed. Ask your grant administrator or chief financial officer to provide your organization's DUNS number.

> **How do you do it?** If your organization does not have a DUNS number, call the special Dun & Bradstreet hotline at 1-866-705-5711 to receive one free of charge.

> **How long will this take?** You will receive a DUNS number at the conclusion of the phone call.

■ Register your organization with CCR

The CCR is the central government repository for organizations working with the Federal government. Check to see if your organization is already registered at the CCR website. If your organization is not already registered, identify the primary contact who should register your organization.

When your organization registers with CCR, it will be required to designate an E-Business Point of Contact (E-Business POC). The designee authorizes individuals to submit grant applications on behalf of the organization and creates a special password called a Marketing Partner ID Number (M-PIN) to verify individuals authorized to submit grant applications for the organization.

> **How do you do it?** Visit the CCR website at <http://www.ccr.gov>. Check whether your organization is already registered or register your organization right online.

> **How long will this take?** It may take a couple of days for you to collect the information needed for your organization's registration, but once you finish the registration process, you can move on to Step 2 the very next business day.

STEP 2

REGISTER YOURSELF as an Authorized Organization Representative (AOR)

Once the CCR Registration is complete, your organization is finished registering. Now it's time for you to register with Grants.gov and establish yourself as an Authorized Organization Representative (AOR), an individual authorized to submit grant applications on behalf of your organization. There are two elements required to complete this step — both must be completed to move onto Step 3.

■ **Obtain your username and password**

In order to safeguard the security of your electronic information, and to submit a Federal grant application via Grants.gov, you must first obtain a username and password from the Grants.gov Credential Provider.

> **How do you do it?** Just register with Grants.gov's Credential Provider at <http://www.grants.gov/Register1>. You will need to enter your organization's DUNS number to access the registration form. Once you complete the registration form you will be given your username and you will create your own password.

> **How long will this take?** Same day. When you submit your information you will receive your username and be able to create your password.

■ **Register with Grants.gov**

Now that you have your username and password, allow about 30 minutes for your data to transfer from the Credential Provider, then you must register with Grants.gov to set up a short profile.

> **How do you do it?** Simply visit <http://www.grants.gov/Register2> to register your username and password and set up your profile. Remember, you will only be authorized for the DUNS number which you register in your Grants.gov profile.

> **How long will this take?** Same day. Your AOR profile will be complete after you finish filling in the profile information and save the information at Grants.gov.

STEP 3

GET AUTHORIZED as an AOR by Your Organization

The registration process is almost complete. All that remains is the final step — getting authorized. Even though you have registered, your E-Business POC must authorize you so Grants.gov will know that you are verified to submit applications.

■ **Obtain your E-Business POC authorization**

After your AOR profile is completed, your organization's E-Business POC will receive an email regarding your requested AOR registration with links and instructions to authorize you as an AOR.

> **How do you do it?** Instruct your E-Business POC to login to Grants.gov at <http://www.grants.gov/ForEbiz> and enter your organization's DUNS number and M-PIN. They will select you as an AOR they wish to authorize and you will be verified to submit grant applications.

> **How long will this take?** It depends on how long it takes your E-Business POC to log in and authorize your AOR status. You can check your AOR status by logging in to Grants.gov at <http://www.grants.gov/ForApplicants>.

THAT'S IT!

**Now you have one-stop access
to apply for all Federal grants!**

For more details visit www.grants.gov

HELP AT YOUR FINGERTIPS!

If you have questions or need additional information, Grants.gov provides a variety of support options. Online Help includes everything from Context-Sensitive Help, Online Tutorials, and FAQs, to the Training Demonstration, User Guide, and Quick Reference Guide.

Personalized help is always available via email and phone from a dedicated Grants.gov Customer Support team. Visit <http://www.grants.gov/Support> for more details.

GET STARTED NOW...

IT'S AS EASY AS 1,2,3

Use this quick checklist to complete your registration—for one-stop access to apply for all Federal grants.

STEP 1 *Register Your Organization*

- Obtain your organization's Data Universal Number System (DUNS) number
- Register your organization with Central Contractor Registry (CCR)
- Identify your organization's E-Business POC (Point of Contact)
- Confirm your organization's CCR "Marketing Partner ID Number (M-PIN)" password

STEP 2 *Register Yourself as an Authorized Organization Representative (AOR)*

- Obtain your username and password
- Register your username and password with Grants.gov

STEP 3 *Get Yourself Authorized as an AOR*

- Contact your E-Business POC to ensure your AOR status
- Log in to Grants.gov to check your AOR status

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- Find grants faster and receive email notifications of new grant opportunities
<http://www.grants.gov/Find>
- Download grant application packages and then view and complete them offline
<http://www.grants.gov/Apply>
- Access tips, tools and a training demonstration
<http://www.grants.gov/CustomerSupport>

FIND. APPLY. SUCCEED.