



*Register Once.  
Access Federal  
Grant Information  
Whenever You Want.*

**A Step-by-step  
Guide to Registration**

## Your Registration Checklist

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- I have my organization's DUNS Number.
- My organization is registered with CCR.
- I know my E-Business POC.
- I have registered with ORC, the Grants.gov Credential Service Provider (CSP).
- I have used my CSP-provided Username and Password to register with Grants.gov.
- I have obtained authorization from my organization's E-Business POC.
- I have secure access to Grants.gov and I'm ready to begin.





# step 1 Register Your Organization

The total time required to complete registration with Grants.gov is 3 to 5 business days.

Any organization that wishes to apply for a Federal grant must first have certain information ready for the registration process. You first need to check with your Grant Administrator or Chief Financial Officer to ensure the following information is available to you:

## ❖ DUNS Number

A 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. These 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 get a DUNS Number.

## ❖ CCR Registration

CCR is the Federal government's *Central Contractor Registry* and any organization seeking Federal grants 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 individuals, like yourself, to submit Federal grant applications. Your organization will receive a special password called a *Marketing Partner Identification Number (M-PIN)*, which will verify all individuals authorized to submit applications for your organization.

Go to <http://www.ccr.gov> to see if your organization is already registered. If not, you can register online. You will need to designate an E-Biz POC and set up an M-PIN.

Remember, to register for Grants.gov and submit grant applications, you will need to have ready both your organization's DUNS Number and its CCR registration information, including your M-PIN.

**TIME REQUIRED:** The DUNS Number should arrive the same business day you apply. Then allow 2 business days to complete your CCR registration. If you have received a new M-PIN, you will need to wait one business day before using it at Grants.gov.

# step 2 Register Yourself

With your organization's CCR and DUNS information in hand, you are ready to go to Grants.gov and register yourself to be an AOR, meaning you are authorized to submit Federal grant applications on behalf of your organization.

## ❖ Get Your Username and Password

To ensure that your electronic submission of grant applications is secure, you will need a secure username and password. These can be obtained from a Credential Service Provider (CSP) recognized by Grants.gov.

- Go to [www.Grants.gov](http://www.Grants.gov);
- Create a username and password with ORC. You can access the ORC website at: <http://apply.grants.gov/OrcRegister>;
- Enter your organization's DUNS Number (see Step 1);
- You will be taken to a registration page where you can create a username and password;
- Allow about 30 minutes for the CSP to transfer your data and you will be ready to register with Grants.gov.

## ❖ Register with Grants.gov

Use your CSP-provided username and password to create your registration profile with Grants.gov. Remember to wait about half an hour to be sure the CSP data has been transferred.

On the "Register with Grants.gov" page, simply complete the form, save your profile, and you are instantly registered as an AOR for the organization with the DUNS Number you entered.

**TIME REQUIRED:** Registration can be completed in one day. Now you only need your organization to verify your authorization, as a final safeguard.

# step 3 Get Authorized by Your Organization

## ❖ AOR Authorization

Now your organization's designated E-Business POC must authorize your registration. This step confirms you are verified to submit Federal grant applications on your organization's behalf.

Grants.gov will send an email to your E-Business POC.

All you have to do is ask your POC to follow the instructions in the email.

Your POC will need to login to Grants.gov, as instructed, and enter your organization's DUNS Number and CCR M-PIN. They must then authorize you as an AOR. Once this step is completed, you will be ready to submit grant applications for your organization.

**TIME REQUIRED:** It should only take a few minutes once your E-Business POC completes this last step.

## ❖ Track Your AOR Status

You can check your status anytime at the "For Applicants" page of Grants.gov.

## WE'RE WORKING TO SIMPLIFY REGISTRATION

Grants.gov is making continuous improvements to speed the registration process in every way we can. Because this process involves the granting of Federal monies, and because it encompasses a number of distinct entities in addition to Grants.gov, there are a number of steps to be navigated.

To help applicants get registered, Grants.gov provides multiple online support options, including online tutorials, webcasts and User Guides. Or find answers in the FAQ's at <http://www.grants.gov/help/faq.jsp>.

All these resources are available to you before you have registered. So visit Grants.gov, explore the instructions and help available and get started today.



## Here's what some registered users of Grants.gov are saying...

*"The Grants.gov system-to-system implementation will help us work more efficiently. A higher proportion of the research dollars will be spent on actual research."*

The Pennsylvania State University

*"The Department of Education has been on board with Grants.gov since the beginning. We are excited to be able to provide more applicants the opportunity to apply electronically, which is really the future of grant applications across the Federal government."*

U.S. Department of Education

*"I love Grants.gov. It is grant submission for dummies."*

Virginia Institute of Marine Science

*"Thanks to Grants.gov, we've become aware of funding opportunities that might have been missed, helping us expand rapidly to meet the growing need for services. We cannot thank Grants.gov enough and emphasize how valuable it has been to us as end users!"*

Town of Lexington, SC

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Get started today. Get registered with Grants.gov. Just follow the steps in this brochure and allow yourself three to five days for the various 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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**GRANTS.GOV**<sup>SM</sup>

FIND. APPLY. SUCCEED.<sup>SM</sup>

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