Individual Registration Checklist

The following checklist provides registration guidance for an individual grant applicant who is planning to submit a grant on his or her own behalf, and not on behalf of a company, academic or research institution, state, local or tribal government, or other type of organization. The registration process is a **one-time** process, which is **required** before an individual can submit grant application packages electronically through Grants.gov. The registration process can take **up to a day** to complete.

> *Note: If you are a grant applicant, who is submitting a grant application on behalf of a company academic or research institution, state, local or tribal government, or other type of organization, refer to the http://www.grants.gov/assets/OrganizationRegCheck.pdf. If you apply as an individual to a grant application package designated for organizations, your application will be rejected.*

Steps to Complete to Register an Individual	Completed?
STEP 1: USERNAME & PASSWORD **Have you registered with the Operational Research Consultants (ORC), a Credential Provider, to obtain a username and password?** Go to https://apply07.grants.gov/apply/IndCPRegister to obtain a username and password. You will need to know the Funding Opportunity Number (FON) for the grant application package that you intend to apply for on Grants.gov. Search for a FON: http://www.grants.gov/applicants/find_grant_opportunities.jsp **PURPOSE OF THIS STEP:** Your username and password serves as an "electronic signature" and allows you to submit applications through Grants.gov. Grants.gov uses the Credential Provider to verify that an individual is who she/he claims to be. **HOW LONG SHOULD IT TAKE?** Same Day. You will receive a username and password when you submit your information.	◯
STEP 2: REGISTER WITH GRANTS.GOV **Have you registered with Grants.gov?** Go to http://apply07.grants.gov/apply/OrcRegister and enter the username and password you received when you registered with the Credential Provider to create a Grants.gov account to submit applications. **PURPOSE OF THIS STEP:** You need to register with Grants.gov to obtain an account to submit applications and track the status of submitted applications. **HOW LONG SHOULD IT TAKE?** Same Day. You will be registered when you submit your information.	◯