



*Organization  
Registration*

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*User Guide*

# Organization Registration User Guide

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## **Introduction**

Grants.gov has been designed to make it easier for organizations to find and apply for more than \$400 billion in federal grants. With electronic access to more than 1,000 grant programs offered by all federal grant-making agencies, Grants.gov leverages the power of the Web to streamline your grant acquisition process.

This user guide has been developed to help you navigate the Grants.gov environment more easily. In it, you'll find detailed instructions for registering your organization.

# Get Registered: Overview

## Organization Registration

This is an overview of the steps you will take during the registration process.

### **Register Your Organization:**

Submitting a grant **on behalf of** a company, state, local or tribal government, academia or research institution, not-for-profit or any other institution

**STEP 1** Obtain Data Universal Number (DUNS)

**STEP 2** Register Your Organization with the Central Contractor Registry (CCR)

**STEP 3** Register with the Grants.gov's Credential Provider and Obtain a Username and Password

**STEP 4** Register with Grants.gov to establish yourself as an AOR

**STEP 5** E-Biz POC Assigns the "Authorized Applicant Role" to you

# Register Your Organization

Review this overview if you are submitting a grant **on behalf of** a company, state, local or tribal government, academia or research institution, not-for-profit or any other institution.

If you are submitting an application as an individual, please go to the [Individual Registration](#) section of the user guide.

Instructions for Registering your Organization:

1. Start registering your organization by selecting **Get Registered** in the navigation bar on the left navigation menu.



The screenshot shows the Grants.gov website interface. At the top, the logo 'GRANTS.GOV' is displayed alongside navigation links for Search, Contact Us, Site Map, Help, and RSS. A central banner features a collage of images and the slogan 'Find. Apply. Succeed.' Below this, a paragraph explains that Grants.gov is the source for finding and applying for federal government grants, managed by the U.S. Department of Health and Human Services. A note specifies that certain types of individual assistance, such as Personal Financial Assistance, Student Loans, and Small Business Loans, are not available on the site. A 'What's New This Week at Grants.gov' section lists recent updates, including new opportunities, RSS feed tips, website enhancements, and an Adobe Reader error message. On the left, a navigation menu lists various options, with 'Get Registered' highlighted in red and circled. On the right, there are sections for newsletter sign-ups, quick links for applicants and grantors, and a 'Trusted sites' indicator at the bottom.

2. On the Get Registered screen, you will be presented with two options. Click on **Organization Registration** in the left navigation bar or follow the instructions on the page and select “I want to Register on behalf of an Organization”.

**GRANTS.GOV** Search Contact Us Site Map Help RSS Home

Home » For Applicants »

**FOR APPLICANTS**

- Find Grant Opportunities
- Get Registered
- Organization Registration**
- Individual Registration
- Apply for Grants
- Track Your Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

**APPLICANT SYSTEM-TO-SYSTEM**

**FOR GRANTORS**

**ABOUT GRANTS.GOV**

**HELP**

**CONTACT US**

**SITE MAP**

**GET REGISTERED**

In order to apply for a grant, you and/or your organization must complete the Grants.gov registration process.

**The registration process for an Organization or an Individual can take between three to five business days or as long as two weeks if all steps are not completed in a timely manner. So please register early!**

*This registration process has been mandated by the Grants Executive Board (GEB) which is the governing body of Grants.gov. The GEB determined the registration process needed to be completed prior to the submission of a grant application.*

**\*Please Note: If you register as an Organization, you will not be allowed to use the Grants.gov username and password issued for your Organization to apply for grants as an Individual. To apply for grants as an Individual you must register as an Individual and use that specific username and password issued during the Individual registration process.**

Please choose one of the options below:

**Organization Registration**

[I want to Register on behalf of an Organization.](#)

An individual who is responsible for submitting a grant on behalf of an organization.

**Individual Registration**

[I want to Register as an Individual on my own behalf.](#)

Submitting a grant on your own behalf.

Sign-up for our "Succeed" Quarterly Newsletter

**Quick Links**

**FOR APPLICANTS**

- Grant Search
- Grant Email Alerts
- Get Registered
- Applicant Login
- E-Biz POC Login

**FOR GRANTORS**

- Agency Login
- New Grantor Users
- Resources

**Glossary Term: Operational Research Consultants (ORC) –**  
The organization that Grants.gov has selected to validate the electronic identity of an individual through electronic credentials, PINS, passwords and PKI certificates.

Trusted sites

# Register Checklist for Organizations

In order to help you navigate the process of registering your organization, Grants.gov has developed a registration checklist.

Follow the steps below to review the Registration Checklist for Organizations.

1. To access the Registration Checklist for Organizations, select **Get Registered** from the Quick Links on the right side of the screen in the blue boxed navigation of any Grants.gov page.
2. On the **Get Registered** page, select **Organization Registration Checklist** under the Organization Registration gray box.

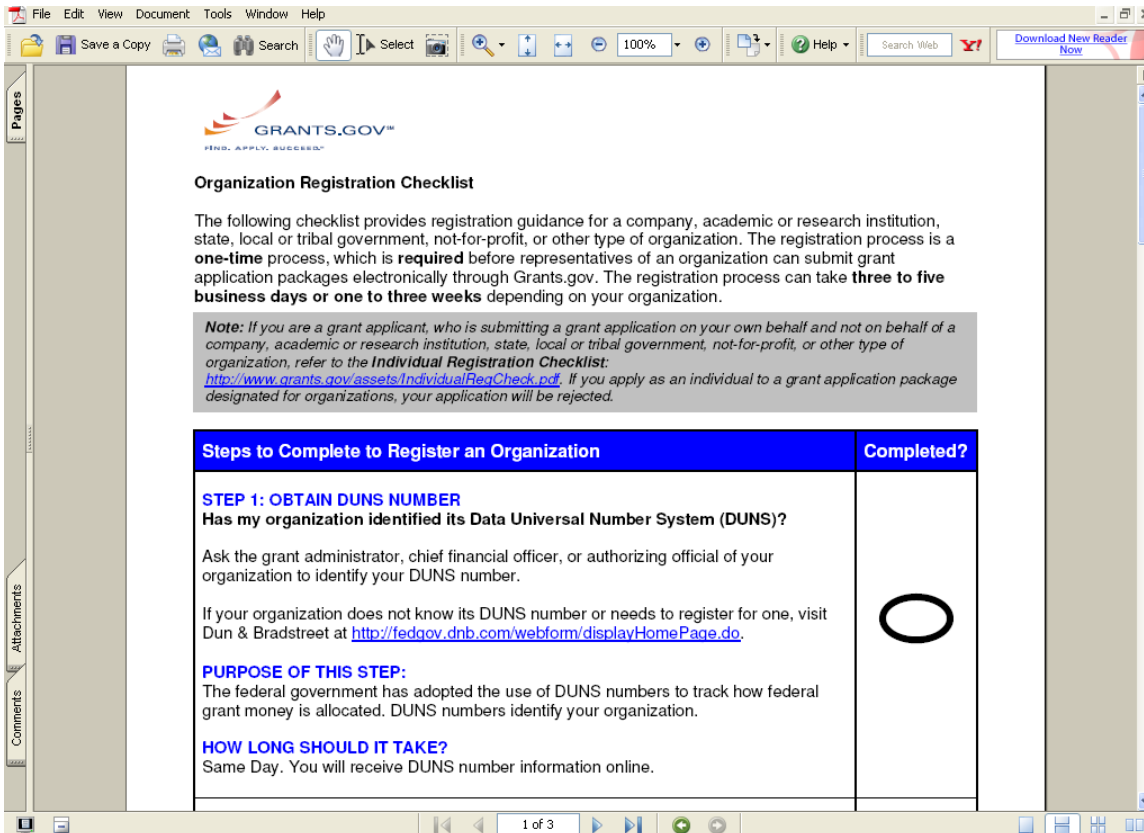
The screenshot shows the Grants.gov website's 'GET REGISTERED' page. At the top, the Grants.gov logo and navigation links (Search, Contact Us, Site Map, Help, RSS, Home) are visible. The left sidebar contains navigation options for applicants and grantors. The main content area is titled 'GET REGISTERED' and includes a navigation menu with 'Get Registered' highlighted in blue. Below this, there are two registration options: 'Organization Registration' and 'Individual Registration'. The 'Organization Registration' option is highlighted in a gray box, and its 'Organization Registration Checklist' link is circled. The right sidebar contains 'Quick Links' and 'FOR GRANTORS' sections, with 'Get Registered' also highlighted in blue. A glossary term for Operational Research Consultants (ORC) is provided at the bottom right. The footer includes logos for the Grants Policy Committee, E-GoV, USA.gov, and Benefits.gov.

3. The Organization Registration Checklist also appears on the **Organization Registration** page at the top of the screen. Select **Get Registered**, then select **Organization Registration** and click on the link for the **Organization Registration Checklist**.



The Organization Registration Checklist is a PDF document, which you may review on-screen or print and retain for future reference.

The checklist helps guide you through completing the organization registration steps required to submit grants online through Grants.gov.





# Obtaining a DUNS Number

In order to register with the Central Contractor Registry (CCR), a requirement for registering with Grants.gov, your organization will need a Data Universal Number System (DUNS) number. A DUNS number is a unique nine-character identification number provided by the commercial company [Dun & Bradstreet \(D&B\)](#). Once you have completed the registration, your DUNS number should be available the next business day.

## Have the following information prepared when requesting a DUNS number:

- Name of your organization
- Organization address
- Phone number of the organization
- Name of the CEO/organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary line of business
- Total number of employees (full and part time)

**Note:** As a result of obtaining a DUNS number, you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request not to be listed when you contact D&B.

You can find further online instructions under, For Applicants >> Get Registered >> Step 1: Obtain DUNS Number.

The screenshot shows the Grants.gov website interface. At the top, there is a search bar and navigation links for Contact Us, Site Map, Help, RSS, and Home. The main content area is titled "STEP 1: OBTAIN DUNS NUMBER" and includes a breadcrumb trail: Home > For Applicants > Get Registered > Organization Registration >. Below the title, there are links for STEP 1 through STEP 6. The main text asks if the organization has identified its Data Universal Number System (DUNS) and provides instructions on how to obtain one. A link is provided to register or search for a DUNS number: <http://fedgov.dnb.com/webform/displayHomePage.do>. The page also includes sections for the purpose of this step, how long it should take, and what a DUNS number is. On the left side, there is a navigation menu with categories like "FOR APPLICANTS", "Individual Registration", "Apply for Grants", and "FOR GRANTORS". An arrow points to the "Organization Registration" link in the "FOR APPLICANTS" section. On the right side, there is a sidebar with a "Sign-up for our 'Succeed' Quarterly Newsletter" and "Quick Links" for applicants and grantors.

## Instructions for Requesting a DUNS Number

Follow the steps below to request a DUNS number:

### 1. Check to see if your Organization has a DUNS number:

Prior to requesting a DUNS number, you should investigate if your organization already has a DUNS number. Most large organizations, independent libraries, colleges and research universities already have DUNS numbers. You should ask your organization's chief financial officer, grant administrator, or authorizing official to provide your organization's DUNS number. Alternatively, you can determine if your organization has a DUNS number online by using the [DUNS web registration](#).

### 2. Register for a DUNS Number:

If your organization does not have a DUNS number, ask the chief financial officer, grant administrator, or authorizing official of your organization to register for a DUNS number. Or request a DUNS number online via [web registration](#). The process can take up to one business day to complete. If your organization is located outside of the United States, you can also request and register for a DUNS number online via [web registration](#).

**D&B**  
Decide with Confidence

**D&B DUNS Numbers™**  
for US Government  
Contractors & Grantees

Welcome to the D&B Online Webform Process for US Govt Contractors and Grantees

Begin D-U-N-S Search/  
Request Process

About the D&B  
D-U-N-S Number

Frequently Asked  
Questions (FAQ)

D&B, CCR, Grants  
Contacts

D&B's Privacy  
and Data Policy

Welcome to the D&B D-U-N-S Request Service  
for US Federal Government Contractors and Grantees

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

**Click here** to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day.

**Click here** to request your D-U-N-S Number by phone, (for U.S., Puerto Rico, and U.S. Virgin Islands Only).

For technical difficulties, contact [govt@dnb.com](mailto:govt@dnb.com)

## Registering with CCR

The Central Contractor Registry (CCR) is a government-wide registry for vendors doing business with the federal government. The CCR centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses the CCR to establish roles and IDs for electronic grant applicants.

### Tips for registering with CCR

1. Information for registering with the CCR and online documents can be found at <http://www.ccr.gov/>.
2. Before registering, applicants and recipients should review the Central Contractor Registration Handbook at <http://www.ccr.gov/handbook.asp>.

You can find further online instructions under, For Applicants >> Get Registered >> Step 2: Register with CCR.

The screenshot shows the Grants.gov website interface. The top navigation bar includes 'Search', 'Contact Us', 'Site Map', 'Help', 'RSS', and 'Home'. The left sidebar contains a navigation menu with categories like 'FOR APPLICANTS', 'Apply for Grants', 'FOR GRANTORS', and 'ABOUT GRANTS.GOV'. The 'Organization Registration' section is expanded, showing a list of steps from 'STEP 1: Obtain DUNS Number' to 'STEP 6: Track AOR Status'. 'STEP 2: Register with CCR' is selected and highlighted. The main content area is titled 'STEP 2: REGISTER WITH CCR' and includes a breadcrumb trail: 'Home > For Applicants > Get Registered > Organization Registration >'. Below the title is a progress indicator for steps 1 through 6. The main text asks 'HAS MY ORGANIZATION REGISTERED WITH THE CENTRAL CONTRACTOR REGISTRY (CCR)?' and provides instructions for checking registration status and applying if not registered. A search bar labeled 'Search CCR [EXIT Disclaimer]' is present. The right sidebar features a 'Sign-up for our "Succeed" Quarterly Newsletter' and 'Quick Links' for applicants and grantors. The bottom of the page shows a 'Trusted sites' icon.

### Instructions for Registering with CCR

If your organization has the necessary information ready, online registration will take about 30 minutes to complete, depending upon the size and complexity of your organization. If the organization completes the CCR registration process by 6:00 PM EST and passes the IRS Tax Identification validation, the organizational representatives will be able to begin their registration process the very next business day. Once your CCR registration becomes active, you will be able to register with the Credential Provider.

1. Visit the **CCR** website at <http://www.ccr.gov/>.
2. Click the **Start New Registration** link at the top left of the screen.

3. Next follow the on screen instructions, once you select one of the choices, click on the **Continue** link to proceed.

4. On the next screen review the four key items you will need before registering. Then click **Continue with Registration** at the bottom of the screen.

Address: <http://www.ccr.gov/StartRegistration.aspx>

**CENTRAL CONTRACTOR REGISTRATION**

Home | Contractors | Grantees | International Registrants | Small Businesses | Help | 450405 Active Registrants

**Start New Registration**

**IMPORTANT: Review the following FOUR key items you need before beginning registration. (International Registrants click [here](#).)**

- 1. Data Universal Numbering System (DUNS) Number provided by Dun and Bradstreet(D&B)**  
[Click here](#) for more detail.
- 2. Tax Identification Number (TIN) and Taxpayer Name used in Federal tax matters**  
\*Not required for non-U.S. registrants\*  
[Click here](#) for more detail.
- 3. Statistical Information about your business**  
[Click here](#) for more detail.
- 4. Electronic Funds Transfer (EFT) Information for payment of invoices**  
\*Not required for non-U.S. registrants\*  
[Click here](#) for more detail.

\*\*NOTE: STEPS 1 AND 2 MAY BE DONE SIMULTANEOUSLY.\*\*

[Click here to see a full listing and descriptions of all information needed to register.](#)

[Continue with Registration](#)

Related Links:  
[D&B Web Form for DUNS Number Request](#)  
[IRS EIN Program](#)  
[Information Needed to Register](#)

5. Enter your DUNS Number and click on the **Next** button to begin your registration with CCR.

Address: <https://www.bpn.gov/ccr/NewRegistration.aspx>

**CENTRAL CONTRACTOR REGISTRATION**

CCR Home Search CCR  
Quit CCR New Registration Help

**New Registration**

Enter Your DUNS number

To begin your registration we must verify your company information using your DUNS number provided by D&B. Please use your DUNS number and click submit. If you have received a new DUNS number from D&B, please wait until 24 hours have passed before you begin a New Registration.

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.  
Version 4.07.3.

Integrated Acquisition Environment

**USA.gov**  
Government Made Easy

# CCR Registration Worksheet for Grant Applicants

## **General Information**

Enter information into all fields with an "M" (Mandatory Required) placed next to the line. You will be unable to submit your registration online unless all of the mandatory information is provided. Additional information about specific fields is listed below: To register fill out the following information.

### **Cage Code**

For U.S. applicants, do not enter a Cage Code. One will be assigned.

For foreign applicants, follow the instructions in the CCR.

### **Legal Business Name**

Enter the name of the business or entity as it appears on legal documents.

### **Business Name**

Enter the name of the organization/entity which is applying for a grant.

### **Annual Revenue**

For some organizations/entities this can be an annual budget.

## **Type of Organization**

In this section, indicate whether the organization/entity is Tax Exempt or Not. Indicate what type or how the organization is recognized. Use "Other" if the organization does not fit in the designated categories.

### **Owner Information**

Fill in if a sole proprietorship.

### **Business Types**

As indicated, check all that apply. Check the ones that are the closest description to your organization. Most grant applicants can use "Nonprofit Institution" plus any other type that may fit the description. (The listing is being revised to include grant applicants' business types.)

### **Party Performing Certification**

Enter information only if the organization has a certification from SBA.

Most grant recipients and applicants do not fall into this category.

### **Goods and Services**

This section is required. It will require the grant applicant/recipient to look up a code and enter the ones that best fit the type of services the organization provides. It is not required to fill-in all the spaces provided for the codes.

### **NAICS Code**

Is required. Follow the instructions.

### **SIC Code**

Is required. Follow the instructions.

### **Financial Information**

Follow the instructions found under "US Federal TIN" – the Tax Identification Number information will be validated at IRS;

<http://www.ccr.gov/handbook.asp> (Financial information can be found on pg 13 in the handbook)

## **Registration Acknowledgement and Point of Contact Information**

Enter information into all fields with an "M" (Mandatory Required) placed next to the line. You will be unable to submit your registration online unless all of the mandatory information is provided. Additional information about specific fields is listed below:

### **CCR Point of Contact**

Mandatory. Enter the name of the person that knows and acknowledges that the information in the CCR is current, accurate and complete. The person named here will be the only person within the registering organization to receive the Trading Partner Identification Number (TPIN) via email or U.S. mail services. The registrant and the alternate are the only people authorized to share the information with the CCR Assistance Center personnel. An email address is required. An alternate is also required for registration.

### **Government Business Point of Contact**

Not mandatory; review under "Point of Contact;" <http://www.ccr.gov/handbook.asp> (Point of Contact information can be found on pg 14 in the handbook)

### **Electronic Business Point of Contact**

Mandatory. The E-Business Point of Contact is the individual designated by your organization who will become the sole authority within the organization to designate, or revoke, an individual's ability to submit grant applications on behalf of his organization through Grants.gov. Your email address and phone number are required. An alternate is also required for registration. The Grants.gov E-Business Point of Contact will have the responsibility of assigning the "Authorized Applicant" role to all who register to submit applications for their organization. The E-Business Point of Contact will receive an email each time someone registers with Grants.gov in order to be able to submit applications on behalf of their organization. The E-Business Point of Contact will need to login to the E-Business Point of Contact section of Grants.gov and manually assign the "Authorized Applicant" role to designate someone as an "Authorized Organization Representative (AOR)."

### **Past Performance Point of Contact**

Not required.

### **Marketing Partner ID (MPIN)**

Mandatory for Grants.gov submission. This is a self-defined access code that will be shared with authorized electronic partner applications. The MPIN will act as your password in other systems. The MPIN must be nine positions and contain at least one alpha character, one number and no spaces or special characters. The E-Business Point of Contact designated by your organization will need to know the MPIN to login to Grants.gov.

### **Registration Notification**

If your registration was submitted successfully then you will receive two letters via U.S. mail or email. This first notice is to welcome you to CCR

and will include a copy of your registration. The second notice contains your confidential Trading Partner Identification Number (TPIN). Receipt of your TPIN not only confirms that you are successfully registered in CCR, it is your confidential password, to change your CCR information.

Once the CCR Registration is complete, your organization is finished registering. Now you must register with Grants.gov to establish yourself as an Authorized Organization Representative (AOR), an individual authorized to submit grant applications for your organization.

There are two elements required to complete this step – obtaining a username and password from the Grants.gov Credential Provider and then registering with Grants.gov. Both of these elements must be completed before receiving authorization by your organization.

## **Obtain Username and Password**

In order to safeguard the security of your electronic information, Grants.gov utilizes E-Authentication – the federal program that ensures secure transactions. E-Authentication defines the level of trust or trustworthiness of the parties involved in a transaction through the use of Credential Providers. It is the process of determining with certainty that someone really is who he/she claims to be. Grants.gov uses Operational Research Consultants (ORC) as its Credential Provider.

### **Tips for registering with the Credential Provider**

1. Your **CCR registration must be complete** and active before you can register with the Credential Provider.
2. Once you have completed the online CCR Registration, it will take up to 72 hours before your CCR Registration becomes active. If you are updating or renewing your registration information it will take approximately 24 hours to become active.
3. Once you are registered with the Credential Provider, you will create a username and password. You will use this username and password for your registration at Grants.gov. This username and password is used to submit your application package to the appropriate government agency safely and securely through Grants.gov.

### **Instructions for Registering with the Credential Provider**

Your organization's CCR registration must be complete and active before you can register with the Credential Provider.



1. Click **Get Registered** in the Quick Links on the blue boxed left navigation of any Grants.gov page. This will take you to the Get Registered screen.
2. Under the Get Registered heading, click **Organization Registration** in the left navigation.
3. Under Organization Registration, click **STEP 3: Obtain Username & Password**.
4. Once you are on the **STEP 3: Obtain Username & Password** screen, click on the **Create Username and Password with ORC** in the gray bar on the screen.

The screenshot shows the Grants.gov website interface. At the top, there is a search bar and navigation links for Contact Us, Site Map, Help, RSS, and Home. The main content area is titled "STEP 3: OBTAIN USERNAME & PASSWORD" and includes a breadcrumb trail: Home » For Applicants » Get Registered » Organization Registration. Below the title, there are links for STEP 1 through STEP 6, with STEP 3 being the active step. The main heading is "HAVE YOU OBTAINED YOUR USERNAME AND PASSWORD?" followed by a paragraph explaining that an Authorized Organization Representative (AOR) must register with the Credential Provider (Operational Research Consultants, ORC) to obtain a username and password. A gray button labeled "Create a Username and Password with ORC:" is prominently displayed, with a link to <https://apply07.grants.gov/apply/OrcRegister>. Below this, there are sections for "PURPOSE OF THIS STEP:", "HOW LONG SHOULD IT TAKE?" (Same Day), and "WHY DO I NEED TO OBTAIN A USERNAME & PASSWORD?". The left navigation menu is visible, with "Organization Registration" and "STEP 3: Obtain Username & Password" highlighted. The right sidebar contains a "Sign-up for our 'Succeed' Quarterly Newsletter" and "Quick Links" for Applicants and Grantors.

5. At the bottom of the screen you will need to enter your organization's DUNS Number and click the **Register** button. Your organization's CCR registration must be complete and active before you can register with the Credential Provider.

GRANTS.GOV<sup>SM</sup>

Contact Us SiteMap Help RSS Home

Home > Applicants > Get Registered > Individual Registration >

### REGISTER WITH THE CREDENTIAL PROVIDER

In order to safeguard the security of your electronic information, Grants.gov utilizes a [Credential Provider](#). It is the process of determining, with certainty, that someone really is who they claim to be.

The Credential Provider for Grants.gov is [Operational Research Consultants \(ORC\)](#). When you register with ORC, you will receive a username and password which you will need to [Register with Grants.gov](#) as an [Authorized Organization Representative \(AOR\)](#). Once your organization's [E-Business Point of Contact](#) has assigned these rights, you will be authorized to submit grant applications through Grants.gov on behalf of your organization.

**NOTE:** Your organization will need to be registered with the [Central Contractor Registry \(CCR\)](#) and you will need to have your organization's DUNS number available to complete this process. After your organization registers with the CCR, you must wait 3 business days before you can obtain a username and password.

To register for a username and password, enter your organization's [DUNS OR DUNS+ 4 Number](#) and then click the "Register" button below.

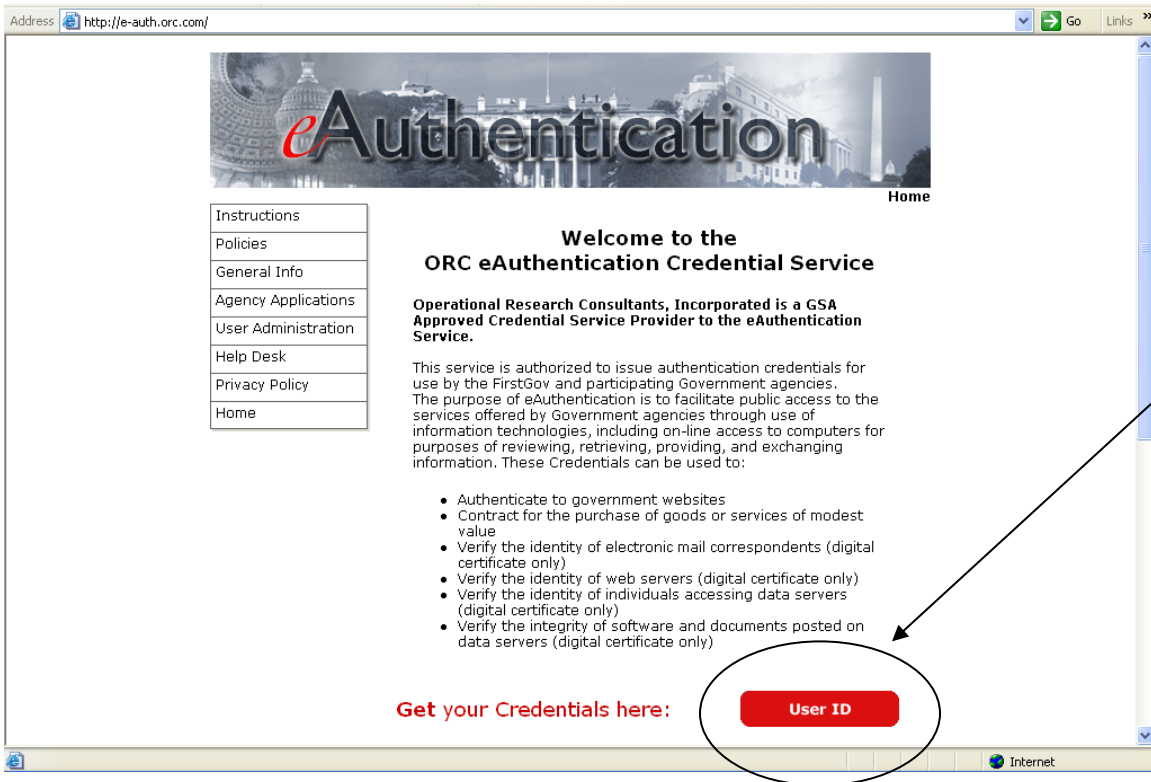
**Step 1:** Complete the **DUNS OR DUNS+ 4 Number** field.  
**Step 2:** Click the **Register** button.

DUNS or DUNS+ 4 Number

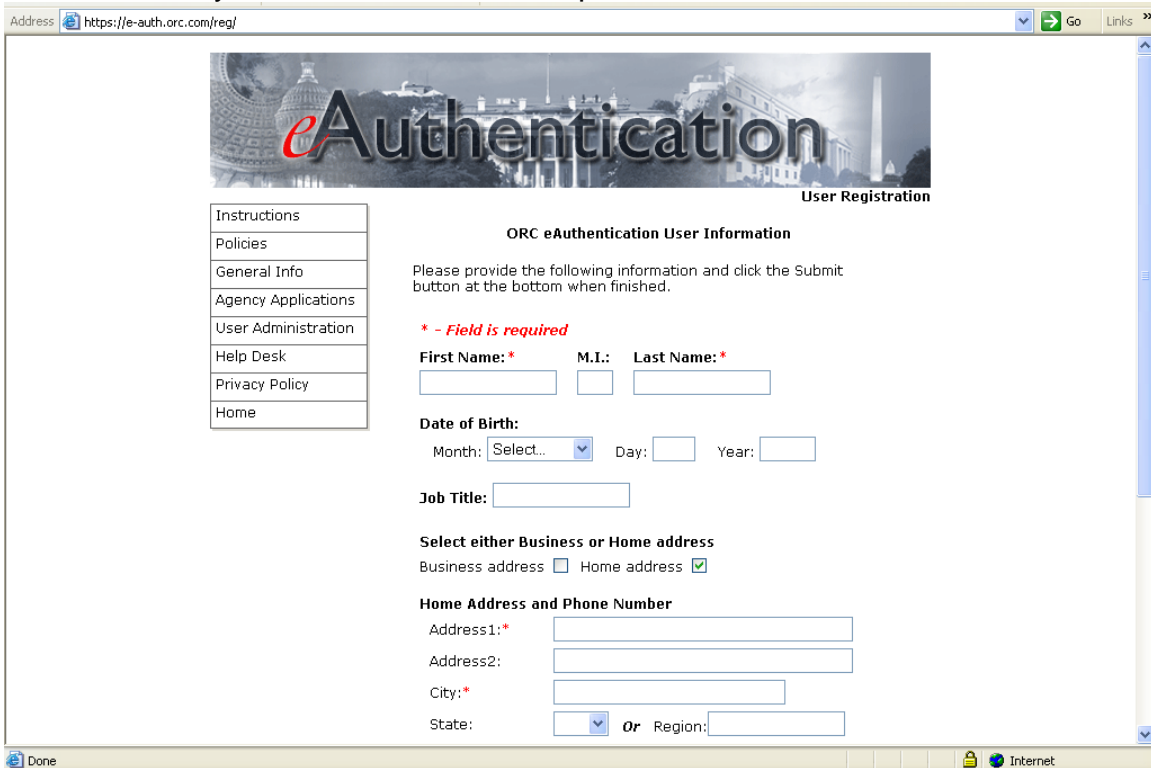
Register

6. After entering your organization's DUNS Number, you will be taken to the E-Authentication website where you will be able to create your Username and Password.

8. The E-Authentication screen is now visible. Click the **User ID** button.



9. This will take you to the **ORC eAuthentication User Information** screen. Enter all of the required information in the appropriate fields. Required fields are noted by an asterisk \*. Once completed click the **Submit** button.



10. This will take you to the ORC eAuthentication User Confirmation screen. Complete all of the necessary fields and click the **Submit** button. Record the User ID and Password that you entered because you will need this information to Register with Grants.gov.

Address <https://e-auth.orc.com/reg/confirm.jsp> Go Links

**User Registration**

**ORC eAuthentication User Confirmation**

Please confirm that the following information is correct then click the Submit button at the bottom when finished.

**You are requesting Level 1 access credentials**

**First Name:** Cindy      **Last Name:** Nguyen

**Home Address and Phone Number**  
8280 Greensboro Dr  
McLean, VA 22102 US  
703-269-0047

**Primary Email:** cynthia.nguyen@tmp.com

If the above information is correct please continue with the process otherwise click "Make a Change" to edit the information

**User Name: \***      **Password: \***      **Confirm Password: \***

**NOTE:** Your password must be at least 8 Characters long and include at least one Special Character, one Number, and one Capital letter.

**Secret Question: \***

Done Internet

11. This will take you the ORC eAuthentication Registration Success screen.

Address <https://e-auth.orc.com/reg/entryCreation.jsp> Go Links

**eAuthentication**

**User Registration**

**ORC eAuthentication Registration Success**

Your User ID (cynthianguyen) has been successfully registered in the eAuthentication database.

You may immediately begin using your User ID and password to access Level 1 applications secured by the ORC eAuthentication Credential Service Provider.

If you are a Grants.gov applicant, you will need to continue your Grants.gov Authorized Organization Representative (AOR) process by registering your Credential User ID and Password at Grants.gov. To continue this process, please go to the following registration section at Grants.gov: <https://apply.grants.gov/GrantsgovRegister>

Once you have registered with ORC, Grants.gov's Credential Provider, and received your username and password, you will need to register with Grants.gov (you can click on the URL to go straight to Grants.gov Registration). After you have registered with Grants.gov, the E-Business Point of Contact listed on your organization's CCR registration will receive a notification stating that you have

registered. The E-Business Point of Contact will then need to log into the E-Biz section of Grants.gov and assign the "Authorized Applicant" role to you. You will be able to login to see if you have received your authorized status by logging-in as an Applicant. You can find the Applicant Login quick link on the right side of any screen throughout the website.

**YOU WILL NOT BE ABLE TO SUBMIT APPLICATIONS UNTIL THE E-BUSINESS POINT OF CONTACT HAS COMPLETED THE AUTHORIZATION OF YOUR GRANTS.GOV PROFILE.**

**I forgot my password**

In the event that you forget your password, you can obtain a new password from the Credential Provider:

If you have forgotten your password, you will need to get it reset at the E-Authentication Credential Provider's website.

Go to <https://e-auth.orc.com/reg/forgotReset.html> and enter your username. You will then be prompted to change your password. This information will automatically be updated at the Grants.gov website.

**I forgot my username**

Please contact ORC, Grants.gov's Credential Provider at 800-386-6820 or via email at [eauthhelp@orc.com](mailto:eauthhelp@orc.com). You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register your new username and password with Grants.gov.

## Register with Grants.gov

Once your registration with ORC, Grants.gov's Credential Provider, is complete, you must register with Grants.gov.

### Tips for registering with Grants.gov

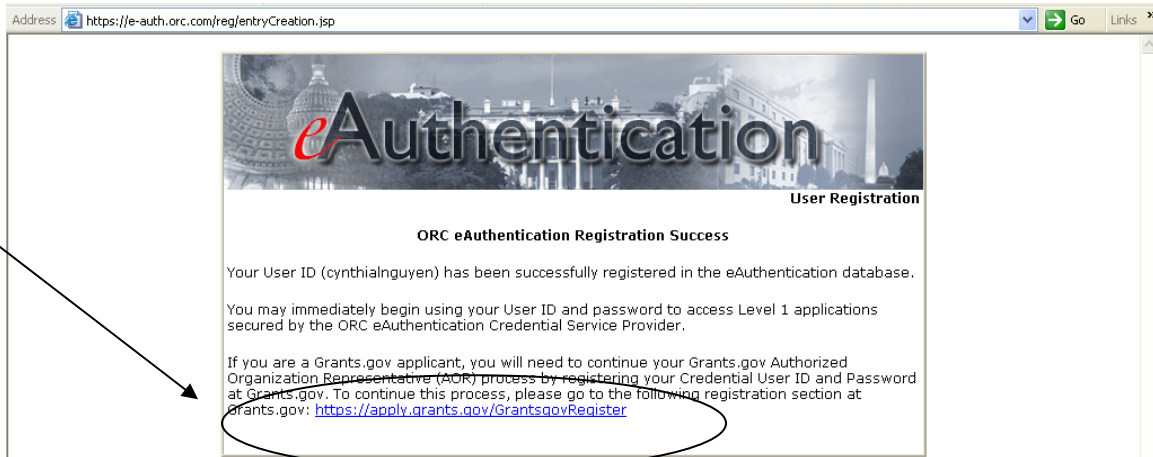
1. You should wait approximately 30 minutes after completing the Credential Provider registration before registering with Grants.gov.
2. After you have registered with Grants.gov, the E-Business Point of Contact (E-Biz POC) listed on your organization's CCR registration will receive a notification stating that you have registered.
3. The E-Biz POC will then need to login to the E-Biz POC section of Grants.gov and assign the "Authorized Applicant" role to you. Once the E-Biz POC completes this process, you will receive an email confirming that you can submit grants on behalf of your organization. You will then be able to submit grants through Grants.gov.

There are two paths to complete your registration. Both are outlined below.

### OPTION 1:

From the E-Authentication website, directly after creating your username and password:

1. After receiving your confirmation screen, you will find a link referenced to Grants.gov. Select that link to be directed to the Grants.gov website and set-up your new Grants.gov profile once you enter your username and password.



2. Next, enter the username and password you just created at the E-Authentication website and select "Register".



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## REGISTER WITH GRANTS.GOV

Once you have [registered with a Credential Provider](#), you will need to register with Grants.gov.

Enter the username and password from registering with the Credential Provider. You will then be asked to provide the **Funding Opportunity Number** associated with your grant application.

Please enter your Username and Password to Register with Grants.gov.

Username

Password

Register

### Tips for registering with Grants.gov:

Guidance on this process is provided on the [Register with Grants.gov](#) section of the site.

### Warning Notice!

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

- At the next screen, enter in the information to set-up your User Profile. If you are registering on behalf of an organization, make sure that the AOR button is selected.

Address <https://apply.grants.gov/GrantsgovRegister> Go Links »

GRANTS.GOV™ Contact Us SiteMap Help Home

Home > Applicants > Get Registered > Organization Registration >

### User Profile

[Authorized Organization Representatives \(AORs\)](#) and [Individuals](#) have the ability to submit grant applications through Grants.gov.

After you have successfully completed the registration process below, you will see a "Successful Registration" confirmation screen. For [Organizations](#), the E-Business Point of Contact listed on your organization's CCR registration (as indicated on the CCR website: <http://www.ccr.gov>) will receive a notification stating that you have registered to become an AOR. Once the E-Business Point of Contact assigns the "Authorized Applicant" role to you, you will receive an email stating that you have been designated as an AOR and will be able to submit applications through Grants.gov.

To register as an AOR, complete all fields below and press the "Submit" button. If you are submitting applications on behalf of a company, state, local or tribal government, academia, or other type of organization, select the "AOR" option; OR if you are an individual submitting applications on your behalf, select the "Individual" option below:

**Applicant Info:**

Step 1: Select either the [AOR](#) or [Individual](#) option.  
Step 2: Complete all other fields.

**AOR**  **Individual**

First:  Last:

Tel:  Email:

Title:  DUNS#:

- Enter your first name in the **First** field.
- Enter your last name in the **Last** field.
- Enter your business telephone number in the **Tel** field.
- Enter your business email address in the **Email** field.
- Enter your title in the **Title** field.
- Enter your DUNS number that was entered in the CCR registration in the DUNS or DUNS + 4 field.
- Click the **Cancel** button to return to the previous screen.
- OR
- Click the **Submit** button to register with Grants.gov.

After you have registered with Grants.gov, the E-Biz POC listed on your organization's CCR registration will receive a notification stating that you have registered. The E-Biz POC will then need to log into the E-Biz POC section of Grants.gov and assign the "Authorized Applicant" role to you.

After you have completed the profile, you will get an AOR Initiated confirmation screen. You will still need to have your E-Biz POC login and authorize your profile.



## OPTION 2:

Another option to register with Grants.gov is from the Grants.gov website, you must still have completed your Credential Provider registration and received your username and password before you can register with Grants.gov. Follow the steps below to register with Grants.gov.

1. Click **Get Registered** in the Quick Links on the blue boxed left navigation of any Grants.gov page. This will take you to the Get Registered screen.
2. Under the **Get Registered** heading, click the **Organization Registration** link on the left navigation.
3. Next, select **STEP 4: Register with Grants.gov** link from the left navigation menu.
4. Click on the **Register with Grants.gov** link in the gray bar on the screen.

The screenshot displays the Grants.gov website interface. At the top, the logo and navigation links (Search, Contact Us, Site Map, Help, RSS, Home) are visible. The left sidebar contains a navigation menu with categories like 'FOR APPLICANTS', 'FOR GRANTORS', and 'HELP'. The 'Organization Registration' section is expanded, showing steps 1 through 6. Step 4, 'Register with Grants.gov', is highlighted with a blue background and a white arrow pointing to it. Below this step, a gray bar contains the text 'Register with Grants.gov:' followed by a blue hyperlink: <https://apply07.grants.gov/apply/GrantsgovRegister>. A white arrow points to this link. The main content area shows the title 'STEP 4: REGISTER WITH GRANTS.GOV' and a breadcrumb trail. Below the title, there is a section titled 'HAVE YOU REGISTERED WITH GRANTS.GOV FOR AN ACCOUNT?' with a sub-section 'PURPOSE OF THIS STEP:' and a 'HOW LONG SHOULD IT TAKE?' section. The right sidebar features a 'Sign-up for our "Succeed" Quarterly Newsletter' and 'Quick Links' for both applicants and grantors.

- Once on the Register with Grants.gov screen, enter the username and password that you received from the Credential Provider in the **Username** and **Password** fields. **Remember** – the password you received from the Credential Provider may contain both upper and lowercase letters. Be sure to enter the exact password you received.

Home > Applicants > Get Registered > Organization Registration >

## REGISTER WITH GRANTS.GOV

Once you have [registered with the Credential Provider](#), you will need to register with Grants.gov as an [Authorized Organization Representative \(AOR\)](#). As an AOR, you will be authorized to submit grant applications through Grants.gov on behalf of your organization.

Enter the username and password from registering with the Credential Provider. You will then be asked to provide identifying information and your organization's DUNS number. After you have completed the registration process, Grants.gov will notify the [E-Business Point of Contact](#) for assignment of user privileges.

**Please enter your Username and Password to Register with Grants.gov.**

Username

Password

**Tips for registering with Grants.gov:**

Guidance on this process is provided on the [Register with Grants.gov](#) section of the site.

**Warning Notice!**

- At the next screen, enter in the information to set-up your User Profile. If you are registering on behalf of an organization, make sure that the AOR button is selected.

Home > Applicants > Get Registered > Organization Registration >

## User Profile

[Authorized Organization Representatives \(AORs\)](#) and [Individuals](#) have the ability to submit grant applications through Grants.gov.

After you have successfully completed the registration process below, you will see a "Successful Registration" confirmation screen. For [Organizations](#), the E-Business Point of Contact listed on your organization's CCR registration (as indicated on the CCR website: <http://www.ccr.gov>) will receive a notification stating that you have registered to become an AOR. Once the E-Business Point of Contact assigns the "Authorized Applicant" role to you, you will receive an email stating that you have been designated as an AOR and will be able to submit applications through Grants.gov.

To register as an AOR, complete all fields below and press the "Submit" button. If you are submitting applications on behalf of a company, state, local or tribal government, academia, or other type of organization, select the "AOR" option; OR if you are an individual submitting applications on your behalf, select the "Individual" option below:

**Applicant Info:**

**Step 1:** Select either the [AOR](#) or [Individual](#) option.

**Step 2:** Complete all other fields.

AOR  Individual

First:  Last:

Tel:  Email:

Title:  DUNS#:

7. Enter your first name in the **First** field.
8. Enter your last name in the **Last** field.
9. Enter your business telephone number in the **Tel** field.
10. Enter your business email address in the **Email** field.
11. Enter your title in the **Title** field.
12. Enter your DUNS number that was entered in the CCR registration in the DUNS or DUNS + 4 field.
13. Click the **Cancel** button to return to the previous screen.  
OR
14. Click the **Submit** button to register with Grants.gov.

After you have registered with Grants.gov, the E-Biz POC listed on your organization's CCR registration will receive a notification stating that you have registered. The E-Biz POC will then need to log into the E-Biz POC section of Grants.gov and assign the "Authorized Applicant" role to you.

After you have completed the profile, you will get an AOR Initiated confirmation screen. You will still need to have your E-Biz POC log-in and authorize your profile.

**Note:** The E-Biz POC will not be able to log into the E-Biz POC section of Grants.gov for the first time until one AOR has completed the Credential Provider and Grants.gov registration.

Once the E-Biz POC assigns the "Authorized Applicant" role to you, you will receive an email stating that you have been designated as an AOR and will be able to submit grants through Grants.gov.

### **If you forget your password**

In the event that you forget your password, you can obtain a new password from the Credential Provider:

If you have forgotten your password, you will need to get it reset at the E-Authentication Credential Provider's website.

Go to <https://e-auth.orc.com/reg/forgotReset.html> and enter your username. You will then be prompted to change your password. This information will automatically be updated at the Grants.gov website.

### **If you forget your username**

Please contact ORC, Grants.gov's Credential Provider at 800-386-6820 or via email at [eauthhelp@orc.com](mailto:eauthhelp@orc.com). You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register your new username and password with Grants.gov.

# AOR Authorization

## Authorize Your AORs

Prior to submitting grant application packages, representatives of your organization need to register to submit on behalf of your organization. Your organization's E-Business Point of Contact (E-Biz POC), identified during CCR Registration, and must authorize someone to become an Authorized Organization Representative (AOR). This safeguards your organization from individuals who may attempt to submit grant application packages without permission.

**Note:** In some organizations, a person may serve as both an E-Biz POC and an AOR.

After an AOR registers with Grants.gov, the E-Biz POC will have to approve the request. The E-Biz POC will approve the request after the AOR has completed the following two steps:

1. AORs Register with the Credential Provider (ORC)
2. AORs Register with Grants.gov

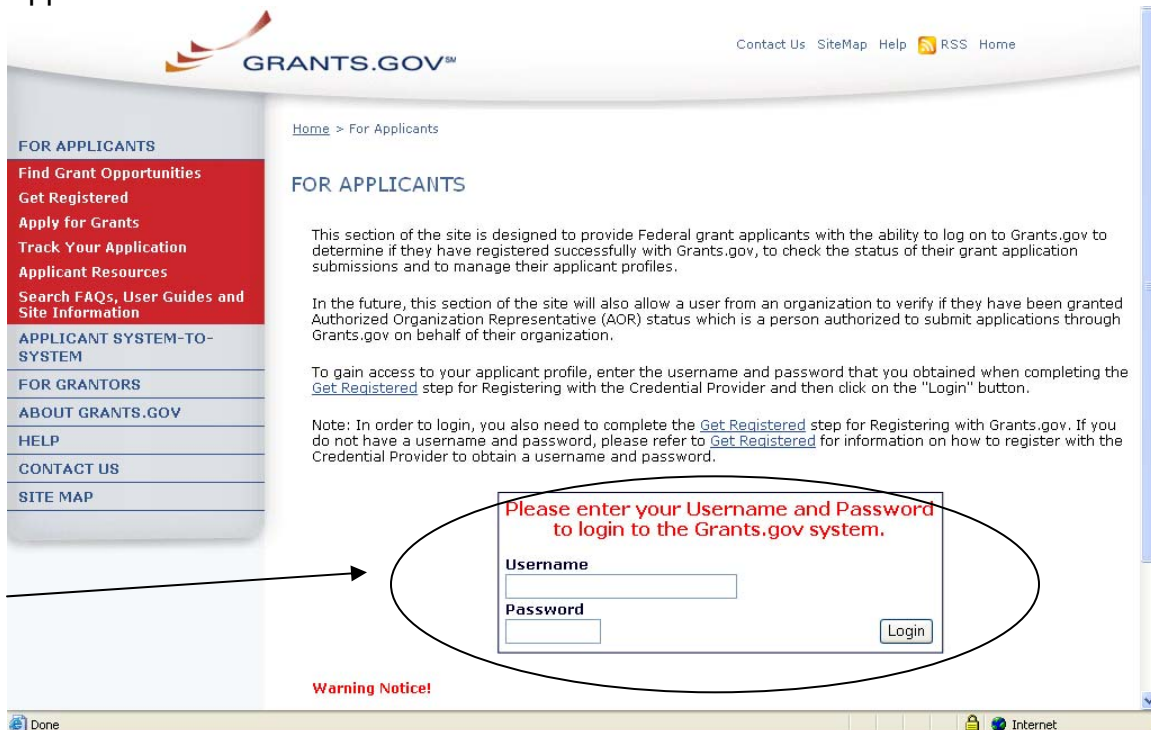
After the AOR has submitted their request, the E-Biz POC will complete the fifth step in this process as depicted on the page.

The screenshot shows the Grants.gov website interface. At the top, the Grants.gov logo is on the left, and navigation links (Search, Contact Us, Site Map, Help, RSS, Home) are on the right. The main content area is titled "STEP 5: AUTHORIZE THE AOR" and includes a breadcrumb trail: Home » For Applicants » Get Registered » Organization Registration ». Below the title, there are links for STEP 1 through STEP 6. The main text asks: "HAS THE E-BUSINESS POINT OF CONTACT (E-BIZ POC) APPROVED AORS TO SUBMIT APPLICATIONS ON BEHALF OF THE ORGANIZATION?" and explains that when an AOR registers, the E-Biz POC receives an email notification. It then states: "Your E-Biz POC must then login to Grants.gov (using the organization's DUNS number for the username and the 'M-PIN' password obtained in Step 2) and approve the AOR, thereby giving him or her permission to submit applications." Below this, it says: "When an E-Biz POC approves an AOR, Grants.gov will send the AOR a confirmation email." A box contains the "E-Biz POC Login" URL: <https://apply07.grants.gov/apply/AorMgrGetID>. There is also a link to the "E-Business Point of Contact Checklist". The "PURPOSE OF THIS STEP:" section states: "Only the E-Biz POC can approve AORs. This allows your organization to authorize specific staff members to submit grants." The "HOW LONG SHOULD IT TAKE?" section states: "Depends on how long it takes the E-Biz POC to login and approve the AOR." The left sidebar has a "FOR APPLICANTS" section with links like "Find Grant Opportunities", "Get Registered", "Organization Registration" (with sub-steps 1-6), "Individual Registration", "Apply for Grants", "Track Your Application", "Applicant Resources", and "APPLICANT SYSTEM-TO-SYSTEM". The right sidebar has a "Sign-up for our 'Succeed' Quarterly Newsletter" and "Quick Links" for "FOR APPLICANTS" (Grant Search, Grant Email Alerts, Get Registered, Applicant Login, E-Biz POC Login) and "FOR GRANTORS" (Agency Login, New Grantor Users, Resources).

Applicants also have the ability to login and check their AOR status by logging in as an applicant. To login as an Applicant click the **Applicant Login** link on the Quick Links in the right blue navigation bar on the Grants.gov page.



On the For Applicants page enter your username and password, obtained while registering with Grants.gov. Then click the Login button to enter into the Applicant section.



In the Applicant section you can check your check your AOR status under Manage Applicant Profile. Click the Manage Applicant Profile link on the left navigation menu.

GRANTS.GOV<sup>SM</sup> [Contact Us](#) [SiteMap](#) [Help](#)

[Home](#) > [For Applicants](#)

[Check Application Status](#)  
[Manage Applicant Profile](#)  
[Logout of Grants.gov](#)

## FOR APPLICANTS

Welcome to the Applicants section!

You have successfully registered with Grants.gov. You can now use this section of the site to manage your applicant profile and to check the status of your applications.

[Check Application Status](#)

Once you have submitted an application, you can check the status of your application submission in this section. You can identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number. The following status information is provided:

- Date/Time: The date and time Grants.gov received your application.
- Status: Application statuses include the following:
  - Received: Grants.gov has received the application, but the application is awaiting validation.
  - Validated: Grants.gov validated the application and it is available for the agency to download.
  - Received by Agency: The agency has confirmed receipt of the application package.
  - Agency Tracking Number Assigned: The agency has assigned an internal tracking number to your application. This is the last status that Grants.gov tracks. Updates beyond this must be checked with the agency directly. Note: All agencies do not assign tracking numbers. If you do not see an agency tracking number, this does not infer that the agency did not receive or process your application. The assignment of tracking numbers is based on the policy of a particular agency.
  - Rejected with Errors: Grants.gov was unable to process your application because of an error(s) and cannot accept the application until you correct the errors and successfully resubmit the application. You will receive email notification with information on how to address the error(s). Refer to [Application Error Tips](#) for information on how to address common application errors.

On the Manage Applicant Profile page, check to be sure the information listed is correct. You can also check your AOR Status located at the bottom left of the dialog box.

GRANTS.GOV<sup>SM</sup> [Contact Us](#) [SiteMap](#) [Help](#)

[Home](#) > [For Applicants](#) > [Manage Applicant Profile](#)

[Check Application Status](#)  
[Manage Applicant Profile](#)  
[Logout of Grants.gov](#)

## Applicant Profile

First:	<input type="text" value="Keenon"/>	Last:	
Tel:	<input type="text" value="000-000-0000"/>	Email:	
Title:	<input type="text" value="PMO-DO NOT CHANGE!!!"/>	DUNS#:	
AOR Status:	Approved		

Grants.gov has developed an E-Business Point of Contact (E-Biz POC) Registration checklist to help authorize your organization's AOR (Authorized Organization Representative).

## Instructions for reviewing the E-Business Point of Contact Registration Checklist

Follow the steps below to review the E-Biz POC Registration Checklist.

1. Click **Get Registered** in the Quick Links on the blue boxed left navigation of any Grants.gov page. This will take you to the Get Registered screen.
2. Select **Organization Registration** from the left navigation.
3. Once on the Organization Registration page, select **STEP 5: AOR Authorization** from the navigation.
4. Once on the **STEP 5: AOR Authorization** page, click on the **E-Business Point of Contact Registration Checklist** link on the screen.

The Registration Checklist is a PDF document, which you may review on-screen or print and retain for future reference.

**GRANTS.GOV™**  
FIND. APPLY. SUCCEED.

**E-Business Point of Contact Registration Checklist**

Grants.gov safeguards an organization from individuals who may attempt to submit grant application packages without permission by providing the organizations with the capability of having an E-Business Point of Contact (E-Biz POC). The E-Biz POC determines who is allowed to submit grant application packages via Grants.gov on behalf of an organization. The following checklist provides registration guidance for the E-Biz POC during the registration process. The registration process can take **one to three** days depending on your organization.

**Note:** If you are a grant applicant, who is submitting a grant application on your own behalf and not on behalf of a company, academic or research institution, state, local or tribal government, not-for-profit, or other type of organization, refer to the **Individual Registration Checklist**: <http://www.grants.gov/assets/IndividualRegCheck.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?
<p><b>STEP 1: OBTAIN DUNS Number</b>  <b>Has my organization identified its DUNS Number?</b></p> <p>Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number. If your organization does not know its DUNS number, call Dun &amp; Bradstreet at 1-866-705-5711 and follow the automated prompts to find this information.</p> <p><b>PURPOSE OF THIS STEP:</b>                      The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. DUNS numbers identify your organization.</p> <p><b>HOW LONG SHOULD IT TAKE?</b>                      Same Day. You will receive DUNS number information at the conclusion of the phone call. A recipient with a NEW DUNS number must wait 24 hours before applying for CCR</p>	○

# Login as an E-Biz POC

The E-Business Point of Contact (E-Biz POC) performs the final step in the Grants.gov registration process. The E-Biz POC actually authorizes someone to submit a grant application on behalf of their organization. This step safeguards an organization from individuals who may attempt to submit a grant application package without permission. Only one E-Biz POC is assigned per each of an organization's DUNS (Data Universal Number System) number. If your organization only has one DUNS number, then there will be only one E-Biz POC for your organization.

1. To login as an E-Biz POC, click on the **E-Biz POC Login** link in the right navigation menu under Quick Links in the blue box, on any Grants.gov page.
2. Or Under Get Registered>Organization Registration> select **STEP 5: AOR Authorization**. Then click on **E-Biz POC Login** in the gray bar on the screen.

The screenshot displays the Grants.gov website interface. At the top, the Grants.gov logo and navigation links (Search, Contact Us, Site Map, Help, RSS, Home) are visible. The main content area is titled "STEP 5: AUTHORIZE THE AOR" and includes a breadcrumb trail: Home » For Applicants » Get Registered » Organization Registration ». Below the title, there are links for STEP 1 through STEP 6, with STEP 5 highlighted. The main text asks: "HAS THE E-BUSINESS POINT OF CONTACT (E-BIZ POC) APPROVED AORS TO SUBMIT APPLICATIONS ON BEHALF OF THE ORGANIZATION?" and provides instructions on how to login and approve the AOR. A link for "E-Biz POC Login" is provided with the URL: <https://apply07.grants.gov/apply/AorMgrGetID>. The right sidebar contains a "Quick Links" section with a list of links: Grant Search, Grant Email Alerts, Get Registered, Applicant Login, and E-Biz POC Login. The "E-Biz POC Login" link is circled in red. Two arrows point from the right side of the page to the "E-Biz POC Login" link in the sidebar and the link in the main content area.



3. On the For E-Business Point of Contact screen enter your organization's DUNS number and MPIN.

The screenshot shows the Grants.gov website interface. At the top, the Grants.gov logo is on the left, and navigation links (Contact Us, SiteMap, Help, RSS, Home) are on the right. A left-hand navigation menu lists categories like 'FOR APPLICANTS', 'ABOUT GRANTS.GOV', 'FOR AGENCIES', 'APPLICANT SYSTEM-TO-SYSTEM', 'RESOURCES', 'HELP', 'CONTACT US', and 'SITE MAP'. The main content area is titled 'FOR E-BUSINESS POINT OF CONTACT' and includes a breadcrumb trail 'Home > For E-Business Point of Contact'. Below the title, there are two paragraphs of text explaining the E-Business Point of Contact (POC) and the Authorized Organization Representative (AOR) role. A third paragraph states that users need to enter their DUNS or DUNS + 4 number and their designated MPIN from the Central Contractor Registry (CCR). A fourth paragraph provides a link to www.CCR.gov for information on obtaining an MPIN. A red-bordered box with a red background contains the text 'Please enter your DUNS Number and MPIN to login to the Grants.gov system.' Below this text are two input fields: 'DUNS or DUNS+4' and 'MPIN', followed by a 'Login' button. A red arrow points from the right side of the screen to the login box. Below the login box is a 'Warning Notice!' section with a disclaimer about the U.S. Government computer system. At the bottom of the page, there is a status bar with 'Done' and 'Internet' icons.

**FOR APPLICANTS**

**ABOUT GRANTS.GOV**

**FOR AGENCIES**

**APPLICANT SYSTEM-TO-SYSTEM**

**RESOURCES**

**HELP**

**CONTACT US**

**SITE MAP**

**GRANTS.GOV<sup>SM</sup>**

Contact Us SiteMap Help RSS Home

Home > For E-Business Point of Contact

### FOR E-BUSINESS POINT OF CONTACT

This section of the site is designed to provide the designated E-Business Point of Contact (POC) from an applicant organization the capability of designating, or revoking, the privileges of the Authorized Organization Representative (AOR). The AOR is the organization's authorized submitter of a Federal grant application.

You will need to enter your DUNS or DUNS + 4 number and your designated MPIN from the Central Contractor Registry (CCR).

If you do not have an MPIN, please visit [www.CCR.gov](http://www.CCR.gov) for further information on obtaining an MPIN for your organization.

**Please enter your DUNS Number and MPIN to login to the Grants.gov system.**

**DUNS or DUNS+4**

**MPIN**

Login

**Warning Notice!**

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to

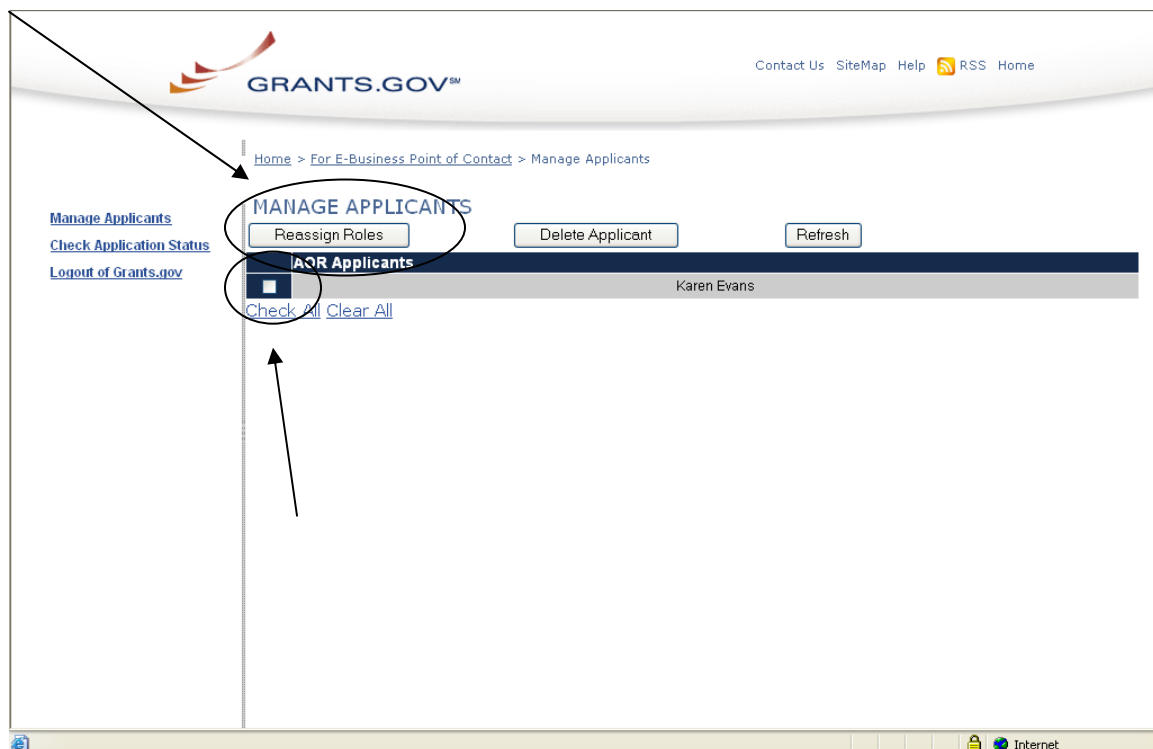
Done Internet

# Assigning the Authorized Applicant Role

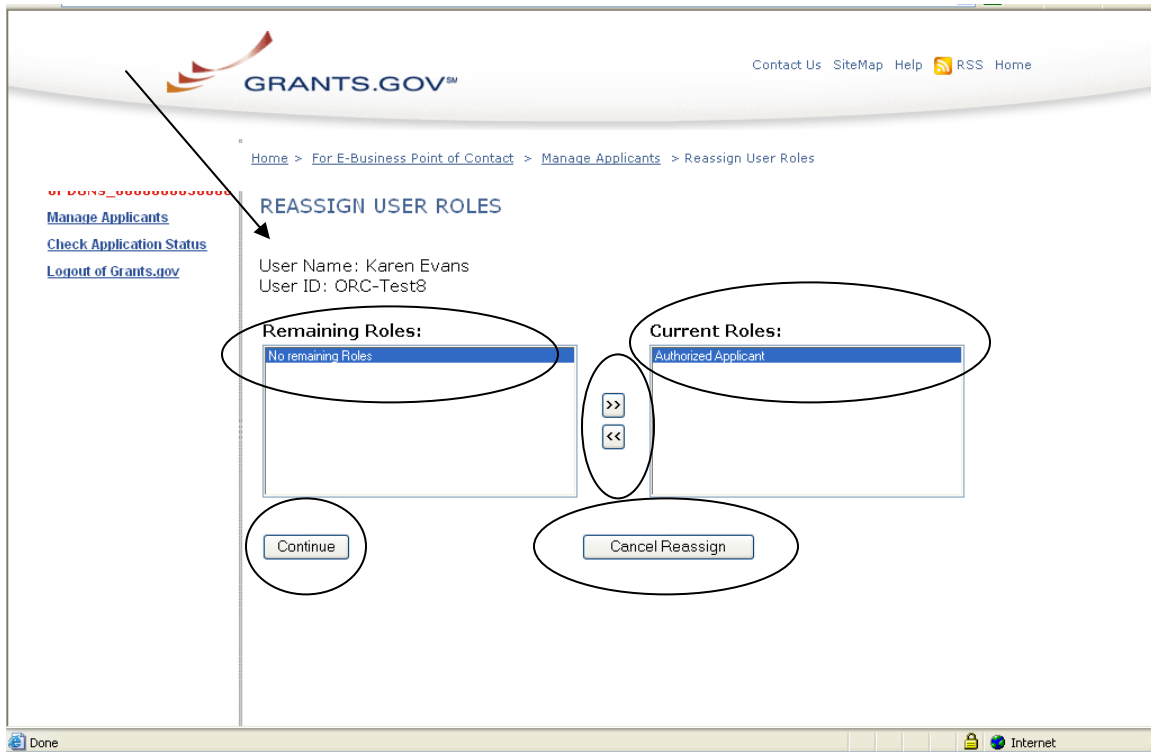
## Instructions for Assigning the Authorized Applicant Role

Follow the steps below to assign the Authorized Applicant Role.

1. Login to the E-Biz POC section of Grants.gov by clicking on the link in the right navigation menu under Quick Links in the blue box, **E-Biz POC Login** on any Grants.gov page.
2. This will take you to the For E-Business Point of Contact screen. Enter your organization's DUNS number and MPIN.
3. Once you are logged in, click the **Manage Applicants** link on the left of the screen. This will take you to the Manage Applicants screen.
4. Select the name of the person for whom you want to assign the Authorized Applicant role by clicking in the checkbox next to that person's name.
5. Click the **Reassign Roles** button.



6. This will take you to the Reassign User Roles screen. Select the Authorized Applicant role in the Remaining Roles box by clicking it. Click the double arrow pointing toward the Current Roles box.
7. To save your changes, click the **Continue** button. The AOR will now be able to submit an application. OR to cancel your changes, click the **Cancel Reassign** button.



8. Once you have reassigned roles, the applicant is now authorized and can submit applications on Grants.gov.