GRANTS.GOV℠

Authorized Organization Representative
Registration Checklist

Grants.gov requires that individuals who would like to submit grants on behalf of their organization, Authorized Organization Representatives (AORs), register with Grants.gov. The following checklist provides a guide to completing the registration process for an AOR. The registration process is a **one-time** process, which is **required** before representatives of an organization can submit grant application packages electronically through Grants.gov. 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, institution, state, local or tribal government, or other type of organization, refer to the 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.*

Grants.gov Registration Checklist	What is the purpose of this step?	How long should it take?	Completed?
1. Have you registered with the Credential Provider to obtain a username and password? • AORs must register with the Credential Provider to obtain a username and password at http://apply07.grants.gov/apply/OrcRegister. You will need to know your organization's DUNS Number to complete the process. If your organization does not know its DUNS Number, visit Dun & Bradstreet at http://fedgov.dnb.com/webform/displayHomePage.do. • After your organization registers with the Central Contractor Registry (CCR), you must wait **two business days** before you can obtain your username and password. Check with your grant administrator, chief financial officer, or authorizing	• The Federal government has adopted the use of DUNS numbers to track of how federal grant money is allocated. • DUNS Numbers identify your organization.	• Same Day. • You will receive DUNS Number information at the conclusion of the phone call. • Recipient with NEW DUNS number must wait 24 hours before applying for CCR registration.	

official, to see when they completed the CCR registration prior to starting the registration process. If your organization is not registered, your organization can apply by phone (1-888-227-2423) or register online at http://www.ccr.gov. Please refer to the CCR Handbook for assistance at http://www.ccr.gov/handbook.asp.			
2. Have you registered with Grants.gov for an account? • AORs must register with Grants.gov for an account at https://apply07.grants.gov/apply/GrantsgovRegister. You will need to enter the username and password that you received when you registered with the Credential Provider (obtained in Step 1).	• Designating an E-Business Point of Contact safeguards organizations from individuals who may attempt to submit grant application packages without permission. • Registering with the CCR is required for organizations to use Grants.gov.	• 1-3 days to gather the internal organization information and prepare the application. • 1 business day from the point of submitting the CCR Registration.	
3. Have you received approval from the E-Business Point of Contact (POC) of your organization to submit applications on behalf of the organization? • When you register with Grants.gov, your organization's E-Business POC will receive an email notification. • Your E-Business POC must then log into Grants.gov (using the organization's DUNS Number for a username and the "M-PIN" password) and approve you, thereby giving you permission to submit applications. • When an E-Business POC approves you, Grants.gov will send you a confirmation email. Contact your E-Biz POC. The E-Biz POC will be given a special		• Please allow 3 business days for CCR to become active before registering with credential provider.	

password called an "M-PIN." This password gives the E-Biz POC the sole authority to designate which staff members from your organization are allowed to submit applications electronically through Grants.gov. • Staff members from your organization designated to submit applications are called **Authorized Organization Representatives (AORs)**. • If you are the E-Biz POC and you have forgotten the M-PIN password, call 1-888-227-2423.			
3. Have you authorized your organization's AORs?			
Have the AORs from your organization registered with the Credential Provider for a username and password?			
• AORs must register with the Credential Provider to obtain their usernames and passwords at http://apply07.grants.gov/apply/OrcRegister. They will need to know your organization's DUNS number to complete the process. • After your organization registers with the CCR, AORs must wait **one business day** before they can obtain their usernames and passwords.	• Receive a username and password to submit applications through Grants.gov. • AOR usernames and passwords serve as "electronic signatures" when your organization submits applications on Grants.gov.	• Same Day. • AORs will receive a username and password when they submit the information.	
Have the AORs from your organization registered with the Grants.gov for an account?			
• AORs must register with Grants.gov for an account at https://apply07.grants.gov/apply/GrantsgovRegister. They will need to enter the username and password they received when they registered with the Credential Provider.	• This creates an account on Grants.gov that allows AORs to submit applications on behalf of the organization and track the status of	• Same Day. • AORs will be registered when they submit the information.	

	submitted applications.		
Have you approved AORs from your organization?			
• When an AOR registers with Grants.gov, you will receive an e-mail notification. • You then need to log into Grants.gov (using your organization's DUNS number for a username and the "M-PIN" password obtained in Step 2) and approve the AOR, thereby giving he or she permission to submit applications at http://www.grants.gov/ForEbiz. • You will not be able to log into the EBiz section of Grants.gov, https://apply07.grants.gov/apply/AorMgrGetID, until an individual from your organization registers with Grants.gov. • When you approve an AOR, Grants.gov will send the AOR confirmation e-mail. AORs can log in to the Applicant home page at http://www.grants.gov/ForApplicants using their username and password to check if they have been approved.	• Only you can approve AORs. • This allows your organization to authorize specific staff members to submit grants.	• Depends on how long it takes you to log in and approve the AOR. • AORs can also log into Grants.gov to check if they have been approved.	