NEH on GRANTS.GOV
Registering with Grants.gov

Before you can apply for an NEH grant via Grants.gov, your organization must register with Grants.gov. The following checklist has been designed to help guide you through the Grants.gov registration process.

The registration process can take up to two weeks to complete! Please start early.

Registration creates a profile of basic information about your organization including the staff members who are authorized to submit applications on its behalf. These steps take a number of days, so please don't wait until the last minute if you have a deadline approaching!

If you have problems registering with Grants.gov, call the help desk at 1-800-518-4726.

A glossary of terms and links to important online resources follow the checklist.

What you need to do	Time it takes	Tips
1. Find out your institution's DUNS number All institutions applying for federal grants are required to provide a DUNS number. The federal government has adopted the use of DUNS numbers to keep track of how federal grant money is dispersed. Ask your grant administrator or chief financial officer to provide your institution's DUNS number. Research universities and most colleges, independent libraries, and large organizations already have DUNS numbers. If your institution doesn't have a DUNS number, call the special Dun & Bradstreet hotline at 1-866-705-5711 to receive one free of charge. More information about DUNS numbers is available here.	You will receive a DUNS number at the conclusion of the phone call.	Record and protect your DUNS number and have it available for quick reference in the following steps.
2. Register your institution with Central Contractor Registry (CCR) CCR is a government-wide registry for organizations	This is the most cumbersome step. We recommend that you allow up to 3	The CCR site uses terminology that is more

that seek grants from or otherwise do business with the federal government. CCR will house your organizational information, allowing Grants.gov to verify your identity and to pre-fill organizational information on your grant applications. Ask your chief financial officer, grant administrator, or authorizing official if your organization is already registered with CCR. If your organization is not registered, you can register online at http://www.ccr.gov/ or apply by phone (1-888-227-2423). CCR has developed a worksheet at www.ccr.gov/CCRRegTemplate.pdf (7-page PDF) to help you with the process. You will need your DUNS number (Step 1 above) to register with CCR. When your organization registers with CCR, you must designate: 1) CCR Point of Contact (CCR POC). This individual is responsible for maintaining the accuracy and timeliness of the information in CCR's registry. Upon successful registration, CCR POC will receive a T-PIN (Trading Partner Identification Number) that will enable him or her to update your organization's CCR information as necessary. 2) An Ebiz Point of Contact (Ebiz POC). This individual will have sole authority to designate the staff member(s) who can submit grant applications on your organization's behalf through Grants.gov. The same individual may serve as both CCR POC and as Ebiz POC. During registration, you also will be asked to designate a special password called a Marketing Partner ID or "M-PIN." This password will be used in Step 4 below.	days to gather information and prepare the application. After you submit your registration information, CCR will send an e-mail confirmation, generally on the same day.	appropriate for profit-making organizations than for non-profits. Do not be confused by terms such as vendor, contractor, etc; just provide the requested information. Record and protect your T-PIN and M-PIN. Keep track of the staff designated as Points of Contact.
3. Register with Grants.gov credential provider Each staff member who will be submitting applications on your organization's behalf must first register with Grants.gov's credential provider. These staff members are called Authorized Organization Representatives (AORs). Before starting on this step, your CCR registration (Step 2 above) must be complete. Grants.gov recommends that you wait one business day between registering with CCR and registering with Grants.gov's credential provider. To register, each AOR must apply for a UserID and	Same day. AORs will receive usernames and passwords when they submit their information.	An organization does not need more than one AOR. While the AOR is the only one who can submit applications, others (e.g., project

password from Operational Research Consultants (ORC) at apply.grants.gov/OrcRegister. AORs will need to know your organization's DUNS number in order to complete the process. We recommend that each AOR print out the ORC eAuthentication Account Confirmation and keep it for his/her records. AOR UserIDs and passwords serve as "electronic signatures" when your organization submits applications through Grants.gov. It is possible for the individual who serves as your organization's CCR POC and/or Ebiz POC to also serve as the AOR (or as one of the AORs).		director, development director) can work on the proposal prior to submission. AORs should record and protect their UserIDs and passwords, and have them available for quick reference.
4. Register with Grants.gov Finally, your organization's AOR(s) must register with Grants.gov at https://apply.grants.gov/GrantsgovRegister using their UserIDs and passwords obtained in Step 3. Registration creates an account on Grants.gov that enables your organization to name and confirm authorization for one or more AORs and then allows the AOR(s) to submit applications on your organization's behalf. When an AOR registers with Grants.gov, the Ebiz POC for your organization will receive an e-mail notification. Your Ebiz POC must then log on to Grants.gov (using the DUNS number from Step 1 and the MPIN password from Step 2) and approve the AOR, thereby giving him or her permission to submit applications. When an Ebiz POC approves an AOR, Grants.gov will notify the AOR via e-mail. AORs can also log in to the Applicant home page at http://www.grants.gov/www.grants.gov/ForApplicants using their username and password (obtained in Step 3) to check if they have been approved.	Same day. Registration will be complete when the AOR submits his or her information. Registration approval depends on the time it takes your Ebiz POC to log on and approve the AOR.	If you are uncertain about your organization's AORs, contact Grants.gov with your DUNS number and they can check for you.

Glossary

Authorized Organization Representative (AOR): A person authorized by your E-Business POC to submit applications to Grants.gov.

Central Contractor Registry (CCR): Institutions receiving any type of award from the federal government must register with CCR.

DUNS Number: DUNS stands for "data universal numbering system." DUNS numbers are issued by Dun and Bradstreet (D&B) and consist of nine digits. If your institution does not have one, call 1-866-705-5711 to receive one free of charge.

E-Business Point of Contact (Ebiz POC): Person who will designate which staff members can submit applications through Grants.gov. When you register with CCR, your institution will be asked to designate an Ebiz POC.

M-PIN: Password used by your Ebiz POC to designate which staff members can submit applications to Grants.gov.

Useful links and resources
DUNS Number information:
http://www.neh.gov/grants/guidelines/duns.html

Central Contractor Registry (CCR):
http://www.ccr.gov/

Worksheet to help you register with CCR:
http://www.ccr.gov/CCRRegTemplate.pdf
(7-page PDF)

Obtain usernames and passwords for AORs:
https://apply.grants.gov/OrcRegister

Grants.gov:
http://www.grants.gov

Grants.gov Helpdesk:
support@grants.gov

Grants.gov Customer Support Tutorials and Manuals:
http://www.grants.gov/CustomerSupport

Grant.gov Support Line:
1-800-518-GRANTS (4726)