Organization Registration Checklist

The following checklist provides registration guidance for a company, institution, state, local or tribal government, or other type of organization. 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 weeks** 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. Has my organization identified its DUNS Number? • 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, visit Dun & Bradstreet at http://fedgov.dnb.com/webform/displayHomePage.do.	• 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 online.	☐
2. Has my organization registered with the Central Contractor Registry (CCR)? • Ask the grant administrator, chief financial officer, or authorizing official of your organization if your organization has registered with the CCR.	• Designating an E-Business Point of Contact safeguards organizations from individuals who may attempt to submit grant application packages without	• 1-3 days to gather the internal organization information and prepare the application. • If your organization already has an Employment	☐

• If your organization is not registered, you can apply by phone (1-888-227-2423) or register online at http://www.ccr.gov. CCR has developed a handbook to help you with the process, which can be accessed at http://www.ccr.gov/handbook.asp. • When your organization registers with CCR, you will be required to designate an E-Business Point of Contact (E-Business POC). This person will be given a special password called an "M-PIN." This password gives him or her the sole authority to designate which staff members from your organization are allowed to submit applications electronically though Grants.gov. • Staff members from your organization designated to submit applications are called Authorized Organization Representatives (AORs). • If your E-Business POC has forgotten the M-PIN password, call 1-888-227-2423.	permission. • Registering with the CCR is required for organizations to use Grants.gov.	Identification Number (EIN) or Taxpayer Identification Number (TIN), then you should allow a minimum of 5 business days to complete the entire CCR registration. If your organization does not have an EIN or TIN, then you should allow two weeks for obtaining the information from IRS when requesting the EIN or TIN via phone or internet. • The reason for the 1-3 day delay is due to security information that needs to be mailed to the organization.	
3. Have the AORs who officially submit applications on behalf of your organization registered with the Credential Provider to obtain 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	• 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.	☐

business day before they can obtain their usernames and passwords.			
4. Have the AORs who will officially submit applications on behalf of the organization registered with 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 (obtained in Step 3).	• This creates an account on Grants.gov that allows AORs to submit applications on behalf of the organization and track the status of submitted applications.	• Same Day. • AORs will be registered when they submit the information.	☐
5. Has the E-Business Point of Contact (POC) approved AORs to submit applications on behalf of the organization? • When an AOR registers with Grants.gov, your organization's E-Business POC will receive an e-mail notification. • Your E-Business POC must then log into 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. • When an E-Business POC approves an AOR, Grants.gov will send the AOR a confirmation e-mail. • AORs can also log in to the Applicant home page at http://www.grants.gov/ForApplicants using their username and password (obtained in Step 3) to check if they have been approved.	• Only the E-Business POC can approve AORs. • This allows your organization to authorize specific staff members to submit grants.	• Depends on how long it takes the E-Business POC to log in and approve the AOR. • AORs can also log into Grants.gov to check if they have been approved.	☐