GRANTS.GOV℠

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 three to five days depending on your organization. The CCR registration information should be updated annually.

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, call Dun & Bradstreet at 1-866-705-5711 and follow the automated prompts to find this information.	• The Federal government has adopted the use of DUNS numbers to track 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.	☐
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. • 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 worksheet/checklist (7-page PDF) to help you with the process, which can be accessed at http://www.ccr.gov/CCRRegTemplate.pdf. • When your organization registers with the 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 sole authority to designate which staff members from your organization are allowed to submit applications	• 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. • 2-3 days from the point of submitting the CCR Registration. • The reason for the 2-3 day delay is due to security information that needs to be mailed to the organization.	☐

Grants.gov Registration Checklist	What is the purpose of this step?	How long should it take?	Completed?
electronically through 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. • The E-Business Point of Contact will need to know the M-PIN within the CCR Profile in order to be able to login at Grants.gov. • Use the worksheet located on the CCR website (http://www.ccr.gov/CCRRegTemplate.pdf) to aid you with the CCR registration. Your organization can apply by phone: 1-888-227-2423 or you may register online at http://www.ccr.gov.			
3. **Have the AORs who officially submit applications on behalf of your organization registered with the Credential Provider to obtain a unsername and password?** • AORs must register with the Credential Provider to obtain their usernames and passwords at https://apply.grants.gov/OrcRegister. • After your organization registers with the CCR, AORs must wait **3 business days** 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.	☐
4. **Have those individuals 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://apply.grants.gov/GrantsgovRegister . They will need to enter the username and password they	• This creates an account on Grants.gov that allows AORs to submit application son behalf of the organization and track the status of submitted applications.	• Same Day. • AORs will be registered when they submit the information.	☐

Grants.gov Registration Checklist	What is the purpose of this step?	How long should it take?	Completed?
received when they registered with the Credential Provider (obtained in Step 3).			
5. Has my 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 email 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: https://www.grants.gov/ForEbiz. *(You will only be able to log into the EBiz section of Grants.gov, after an individual from your organization registers with Grants.gov.)* • When an E--Business POC approves an AOR, Grants.gov will send the AOR 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.	☐