Registration Checklist

☐ I have my organization's Data Universal Number System (DUNS) Number.

☐ My organization is registered with Central Contractor Registration (CCR).

☐ I know who my E-Business Point of Contact (E-Biz POC) is.

☐ I have completed my AOR profile and created a username and password.

☐ I have obtained authorization from my organization's E-Biz POC.

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Get Started Today!

Get Registered with Grants.gov. Just follow the steps in this brochure and allow yourself three to five business days for the various submissions and verifications required. More help is available on the website. We look forward to welcoming you as a registered user and helping you find, apply and succeed in your federal grants initiative.

Here's what some registered users of Grants.gov are saying…

"I love Grants.gov. It is grant submission for dummies."
Virginia Institute of Marine Science

"The Department of Education has been on board with Grants.gov since the beginning. We are excited to be able to provide more applicants the opportunity to apply electronically, which is really the future of grant applications across the federal government."
U.S. Department of Education

"Thanks to Grants.gov, we've become aware of funding opportunities that might have been missed, helping us expand rapidly to meet the growing need for services. We cannot thank Grants.gov enough and emphasize how valuable it has been to us as end users!"
Town of Lexington, SC

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⠿ Step-by-Step Guide to Organization Registration

Register Your Organization

The total time required to complete registration with Grants.gov is three to five business days if all steps are completed in a timely manner.

Any organization that wishes to apply for a federal grant must have certain information ready for the registration process. You first need to check with your Grant Administrator or Chief Financial Officer since your organization may already have a DUNS Number and be registered with CCR, if so please see Step 3 below. If your organization does not have a DUNS Number and/or is not registered with CCR then all steps below must be completed in order to submit a grant application on Grants.gov. Here is an overview:

STEP 1: Obtain DUNS Number

The Data Universal Number System (DUNS) Number is a unique identifier for your organization required by the federal government to track how federal grant money is distributed. DUNS Numbers are issued by Dun & Bradstreet. If your organization does not already have a DUNS Number you can apply for one free of charge:

> Go to http://fedgov.dnb.com/webform to obtain a DUNS Number.

STEP 2: Register with CCR

Central Contractor Registration (CCR) is the primary registrant database for the federal government. Any organization seeking federal grants on Grants.gov is required to register. Check with your Grant Administrator or Chief Financial Officer to see if your organization is already registered.

If your organization is already registered with CCR, you will have a designated Electronic Business Point of Contact (E-Biz POC), who can authorize individuals, like yourself, to submit federal grant applications. Your organization will receive a special password called a Marketing Partner Identification Number (MPIN), which will verify all individuals authorized to submit applications for your organization.

Get Your Username and Password

> Go to http://www.ccr.gov to see if your organization is already registered. If not, you can register online. You will need to designate an E-Biz POC and set up an MPIN.

Remember, to register for Grants.gov and submit grant applications, you will need to have both your organization's DUNS Number and its CCR registration information, including your MPIN.

TIME REQUIRED: The DUNS Number should arrive the same business day you apply. Then allow two business days to complete your CCR registration. If you have received a new MPIN, you will need to wait one business day before using it at Grants.gov.

STEP 3: Username and Password

To ensure the electronic submission of your grant applications is secure, you will need to complete an Authorized Organization Representative (AOR) profile and create a username and password.

> Use the following URL to complete an AOR profile and create a username and password: http://apply07.grants.gov/apply/OrcRegister

- First enter your organization's DUNS Number (see Step 1 if you don't have a DUNS Number)
- Next complete the profile form and create a "secret question" and "secret answer"
- Enter your organization's DUNS Number (see Step 1 if you don't have a DUNS Number)
- Then create a username and password
- Finally, you will be able to login to Grants.gov

Track Your Status

STEP 4: Authorize the AOR

Upon completion of Step 3, your organization's designated E-Business Point of Contact (E-Biz POC) will receive an email that you have completed the registration process. The E-Biz POC must authorize you as an AOR to complete the registration process. This step confirms you are verified to submit federal grant applications on your organization's behalf.

Your E-Biz POC will need to login to Grants.gov, as instructed in the email, and enter your organization's DUNS Number and CCR MPIN. They must then authorize you as an Authorized Organization Representative (AOR). Once this step is completed, you will be ready to submit grant applications for your organization.

STEP 5: Track Your AOR Status

You can check your AOR status at any time on the "Applicant Login" page at: http://www.grants.gov/applicants/applicant_profile.jsp

> **Additional Help**
> To help applicants get registered, Grants.gov provides multiple online support options, including online tutorials, webcasts and user guides.
>
> Please also refer to the Frequently Asked Questions page: http://www.grants.gov/applicants/applicant_faqs.jsp
>
> **Visit Grants.gov for additional details and get started today!**

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