





Steps to Complete to Register an Organization

The following checklist provides registration guidance for a company, academic or research institution, state, local or tribal government, not-for-profit, 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 business days or 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, academic or research institution, state, local or tribal government, not-for-profit, or other type of organization, refer to the **Individual Registration Checklist:** [Hhttp://www.grants.gov/assets/IndividualRegCheck.pdf](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.

Steps to Complete to Register an Organization	Completed?
<p>STEP 1: OBTAIN DUNS NUMBER Has my organization identified its Data Universal Number System (DUNS)?</p> <p>Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number.</p> <p>If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet at http://fedgov.dnb.com/webform/displayHomePage.do.</p> <p>PURPOSE OF THIS STEP: The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. DUNS numbers identify your organization.</p> <p>HOW LONG SHOULD IT TAKE? Same Day. You will receive DUNS number information online.</p>	
<p>STEP 2: REGISTER WITH CCR Has my organization registered with the Central Contractor Registry (CCR)?</p> <p>Ask the grant administrator, chief financial officer, or authorizing official of your organization if your organization has registered with the CCR.</p> <p>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 (http://www.ccr.gov/handbook.asp) to help you with the process.</p> <p>When your organization registers with CCR, you must designate an E-Business Point of Contact (E-Biz POC). This person will be given a special password called an "M-PIN." This M-PIN gives the E-Biz POC 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</p>	

Steps to Complete to Register an Organization

<p>Authorized Organization Representatives (AOR).</p> <p>PURPOSE OF THIS STEP: Registering with the CCR is required for organizations to use Grants.gov.</p> <p>HOW LONG SHOULD IT TAKE? One to three days to gather the internal organization information and prepare the application.</p> <p>If your organization already has an Employment Identification Number (EIN) or Taxpayer Identification Number (TIN), then you should allow a minimum of five business days to complete the entire CCR registration.</p> <p>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 one to three day delay is due to security information that needs to be mailed to the organization.</p> <p>*Note: Your organization needs to renew their CCR registration once a year.</p>	
<p>STEP 3: USERNAME & PASSWORD Have the AORs who officially submit applications on behalf of your organization registered with the Operational Research Consultants (ORC), a Credential Provider, to obtain their username and password?</p> <p>AORs must register with the Credential Provider (ORC) 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.</p> <p>After your organization registers with the CCR, AORs must wait one business day before they can obtain their usernames and passwords.</p> <p>PURPOSE OF THIS STEP: AOR usernames and passwords serve as "electronic signatures" when your organization submits applications on Grants.gov.</p> <p>HOW LONG SHOULD IT TAKE? Same Day. AORs will receive a username and password when they submit the information.</p>	
<p>STEP 4: REGISTER WITH GRANTS.GOV Have the AORs who will officially submit applications on behalf of the organization registered with Grants.gov for an account?</p> <p>AORs must register with Grants.gov for an account at https://apply07.grants.gov/apply/GrantsgovRegister. They will need to enter the</p>	

Steps to Complete to Register an Organization

username and password they received when they registered with the Credential Provider (obtained in Step 3).

PURPOSE OF THIS STEP:

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.

HOW LONG SHOULD IT TAKE?

Same Day. AORs will be registered when they submit the information.

STEP 5: AOR AUTHORIZATION

Has the E-Business Point of Contact (E-Biz POC) approved AORs to submit applications on behalf of the organization?

When an AOR registers with Grants.gov, your organization's E-Biz POC will receive an e-mail notification.

Your E-Biz POC must then login to 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-Biz POC approves an AOR, Grants.gov will send the AOR a confirmation e-mail. E-Biz POC Login: <https://apply07.grants.gov/apply/AorMgrGetID>

PURPOSE OF THIS STEP:

Only the E-Biz POC can approve AORs. This allows your organization to authorize specific staff members to submit grants.

HOW LONG SHOULD IT TAKE?

Depends on how long it takes the E-Biz POC to login and approve the AOR.



STEP 6: TRACK AOR STATUS

AORs can also login 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.

PURPOSE OF THIS STEP:

To verify that your organization's E-Biz POC has approved you as the AOR.

HOW LONG SHOULD IT TAKE?

Logging in as an applicant is instantaneous, the approval process to become an AOR depends on how long it takes the E-Biz POC to login and approve the AOR.

