GRANTS.GOV℠

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Individual

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User Guide

Individual Organization User Guide

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Introduction

Grants.gov has been designed to make it easier for organizations to find and apply for more than $400 billion in federal grants. With electronic access to more than 1,000 grant programs offered by all federal grant-making agencies, Grants.gov leverages the power of the Web to streamline your grant acquisition process.

This user guide has been developed to help you navigate the Grants.gov environment more easily. In it, you'll find detailed instructions on how to register as an individual.

Get Registered: Overview
This is an overview of the steps you will take during the individual registration process.

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Register as an Individual

Review this overview if you are submitting a grant **on your behalf** and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

If you are submitting an application on behalf of an organization, please move to the [Organization Registration](#) section of the user guide.

Instructions for Getting Registered for Individuals

1. Click **Get Registered** in the Quick Links on the blue boxed left navigation of any Grants.gov page. This will take you to the Get Registered screen.

2. Once you land on the Get Registered screen, you will be presented with two options. If you are submitting an application on your own behalf – not on behalf of an organization – click on **Individual Registration** in the left navigation bar or in the right gray bar on the screen.

FOR APPLICANTS
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GET REGISTERED

In order to apply for a grant, you and/or your organization must complete the Grants.gov registration process.

The registration process for an Organization or an Individual can take between three to five business days or as long as two weeks if all steps are not completed in a timely manner. So please register early!

This registration process has been mandated by the Grants Executive Board (GEB) which is the governing body of Grants.gov. The GEB determined the registration process needed to be completed prior to the submission of a grant application.

*Please Note: If you register as an Organization, you will not be allowed to use the Grants.gov username and password issued for your Organization to apply for grants as an Individual. To apply for grants as an Individual you must register as an Individual and use that specific username and password issued during the Individual registration process.

Please choose one of the options below:

Organization Registration

I want to Register on behalf of an Organization.

An individual who is responsible for submitting a grant on behalf a company, state, local, or tribal government, academia or research institution, not-for-profit or any other institution.

Individual Registration

I want to Register as an Individual on my own behalf.

Submitting a grant on your own behalf. If you register as an Individual, you will only be able to apply to grant opportunities that are open to individuals. An individual cannot submit a grant application to a grant opportunity that is open to organizations.

Organization Registration User Guide

Organization Registration Checklist

Individual Registration User Guide

Individual Registration Checklist

Individual Registration Checklist

Instructions for reviewing the Individual Registration Checklist

To view the Credential Provider Registration Checklist, select **Individual Registration** from the left navigation of any Grants.gov page.

Once on the Individual Registration page, select **Individual Registration Checklist** on the page.

The Registration Checklist is a PDF document, which you may review on-screen or print and retain for future reference.

The **Individual Registration Checklist** screen will appear. The checklist helps guide you through the process of completing necessary steps to become registered with the Credential Provider.

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Individual Registration Checklist

The following checklist provides registration guidance for an individual grant applicant who is planning to submit a grant on his or her own behalf, and not on behalf of a company, academic or research institution, state, local or tribal government, or other type of organization. The registration process is a **one-time** process, which is **required** before an individual can submit grant application packages electronically through Grants.gov. The registration process can take **up to a day** to complete.

Note: If you are a grant applicant, who is submitting a grant application on behalf of a company academic or research institution, state, local or tribal government, or other type of organization, refer to the http://www.grants.gov/assets/OrganizationRegCheck.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 Individual	Completed?
STEP 1: USERNAME & PASSWORD **Have you registered with the Operational Research Consultants (ORC), a Credential Provider, to obtain a username and password?** Go to https://apply07.grants.gov/apply/IndCPRegister to obtain a username and password. You will need to know the Funding Opportunity Number (FON) for the grant application package that you intend to apply for on Grants.gov. Search for a FON: http://www.grants.gov/applicants/find_grant_opportunities.jsp **PURPOSE OF THIS STEP:** Your username and password serves as an "electronic signature" and allows you to submit applications through Grants.gov. Grants.gov uses the Credential Provider to verify that an individual is who she/he claims to be. **HOW LONG SHOULD IT TAKE?** Same Day. You will receive a username and password when you submit your	⬭

Username and Password

In order to safeguard the security of your electronic information, Grants.gov utilizes E-Authentication – the federal program that ensures secure transactions. E-Authentication defines the level of trust or trustworthiness of the parties involved in a transaction through the use of Credential Providers. It is the process of determining with certainty that someone really is who he/she claims to be. Grants.gov is using Operational Research Consultants (ORC) as its Credential Provider. Individuals do not need a DUNS number to register to submit applications. The system will generate a default value in that field. **Note:** In order to register as an Individual you will need to obtain the Funding Opportunity number for a grant application that you intend to apply for. Please be sure it is an opportunity that is only applicable for individuals.

Instructions for Individual Registration
1. Click **Get Registered** in the Quick Links on the blue boxed left navigation of any Grants.gov page. This will take you to the Get Registered screen.

2. Under **Get Registered**, click the **Individual Registration** link on the left navigation. This takes you to the Individual Registration screen.

3. Click the **STEP 1: Username and Password** link in the submenu in the left navigation or on the main screen.
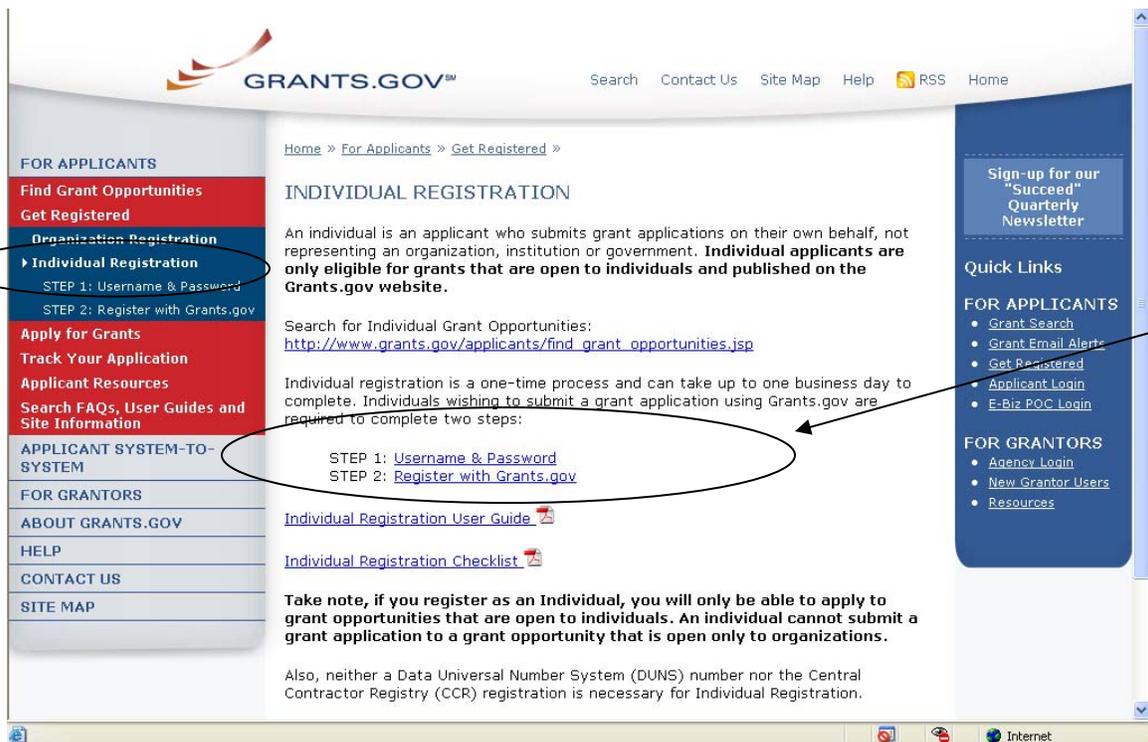
1. This will take you to the **Register with the Credential Provider** screen where you will need to enter the **Funding Opportunity Number** of an Individual opportunity and then click **Register**.

2. You will be taken to the E-Authentication website where you will be able to create your username and password. The E-Authentication screen is now visible. Click the **User ID** button.

3. This will take you to the **User Information** screen. Enter all of the required information in the appropriate fields. Required fields are noted by an asterisk *. Once completed click the **Submit** button.

4. This will take you to the **ORC eAuthentication User Confirmation** screen. Review the information and click the **Submit** button. Record the User ID and password that you entered because you will need this information to register with Grants.gov.

5. Once you have reached the **ORC eAuthentication Registration Success** screen, click on the hyperlink to continue to the next step to **Register with Grants.gov**.

I forgot my password
In the event that you forget your password, you can obtain a new password from the Credential Provider. If you have forgotten your password, you will need to get it reset at the E-Authentication Credential Provider's website.

Go to https://e-auth.orc.com/reg/forgotReset.html and enter your username. You will then be prompted to change your password. This information will automatically be updated at the Grants.gov website.

I forgot my username
Please contact ORC, Grants.gov's Credential Provider at 800-386-6820 or via email at eauthhelp@orc.com. You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register your new username and password with Grants.gov.
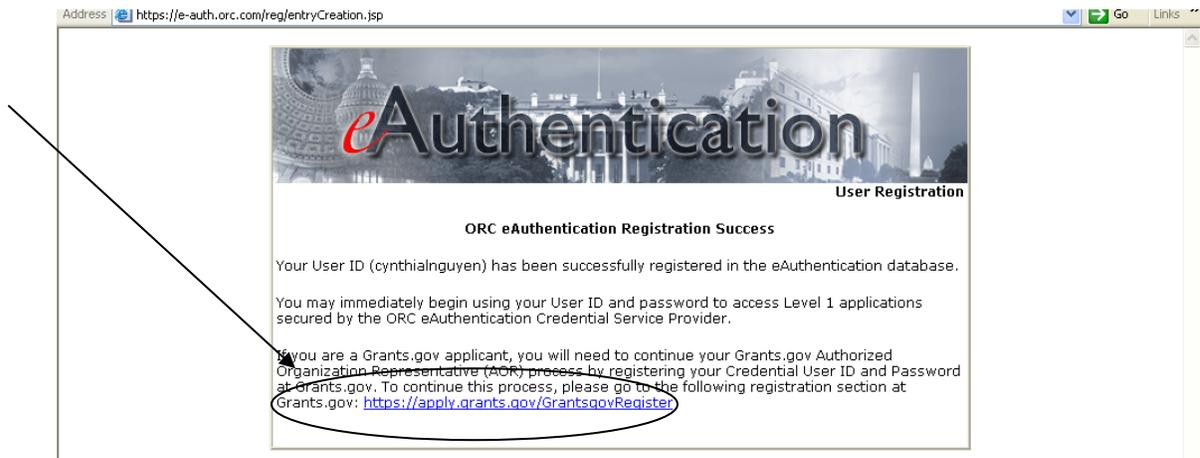
Register with Grants.gov

Once you have registered with ORC, Grants.gov's Credential Provider, and received your username and password, you will need to register with Grants.gov. You should wait approximately 20 minutes after completing the Credential Provider registration before registering with Grants.gov.

There are two ways to complete your registration process.

OPTION 1: From the E-Authentication website, directly after creating your username and password:

1. After receiving your confirmation screen, you will find a link referenced to Grants.gov. Select that link to be directed to the Grants.gov website and set-up your new Grants.gov profile.

2. Next, enter the username and password you just created at the E-Authentication website and select **Register**.

3. At the next screen, check the Individual box. This will default the DUNS number field to 000000000INDV
4. Enter your first name in the **First** field.
5. Enter your last name in the **Last** field.
6. Enter your business telephone number in the **Tel** field.
7. Enter your business email address in the **Email** field.
8. Enter your title in the **Title** field.
9. Click the **Cancel** button to return to the previous screen.
   OR
10. Click the **Submit** button to register with Grants.gov.
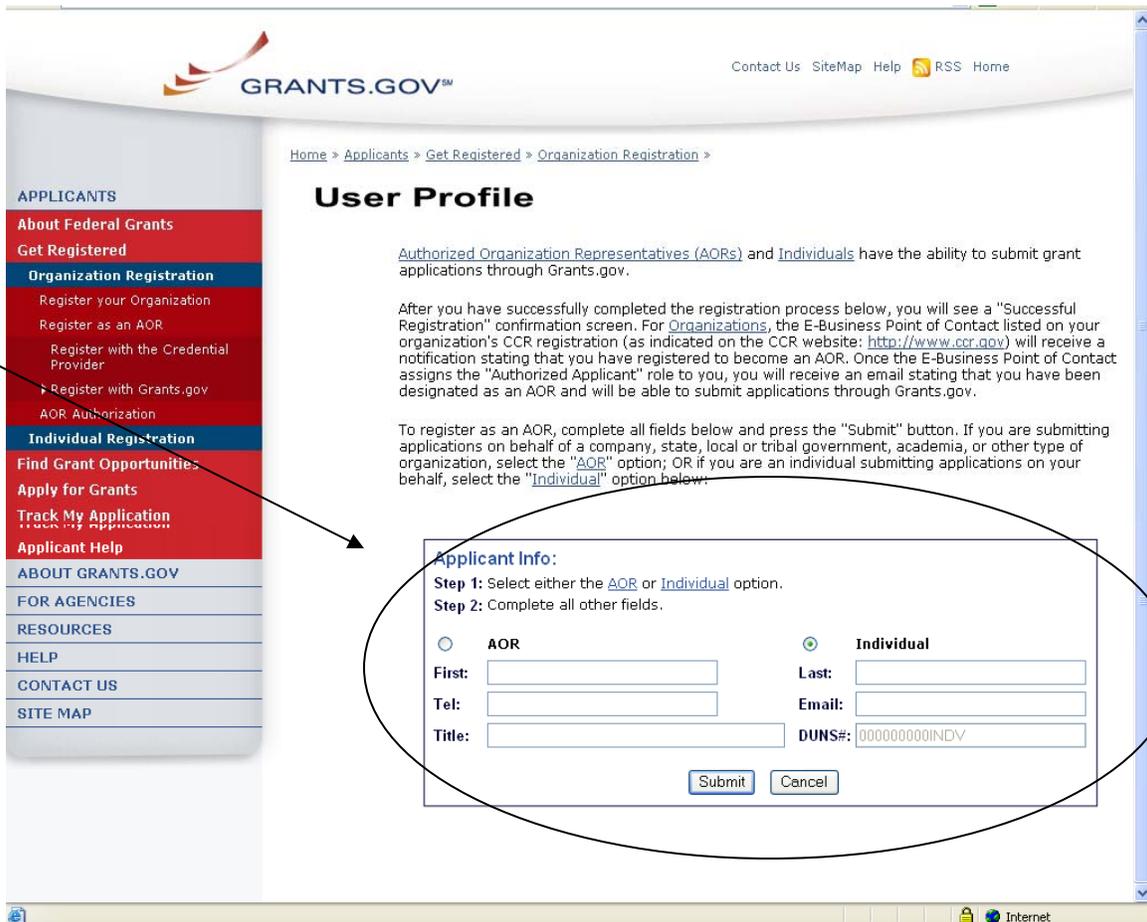
After you have completed the profile, you will a see a confirmation screen. You have now completed the registration process and you will be able to submit applications on Grants.gov.

PLEASE BE AWARE THAT YOU WILL ONLY BE ABLE TO SUBMIT APPLICATIONS TO OPPORTUNITIES THAT ARE OPEN TO INDIVIDUALS.

OPTION 2: You can also register directly from Grants.gov. Follow the instructions below for that information:
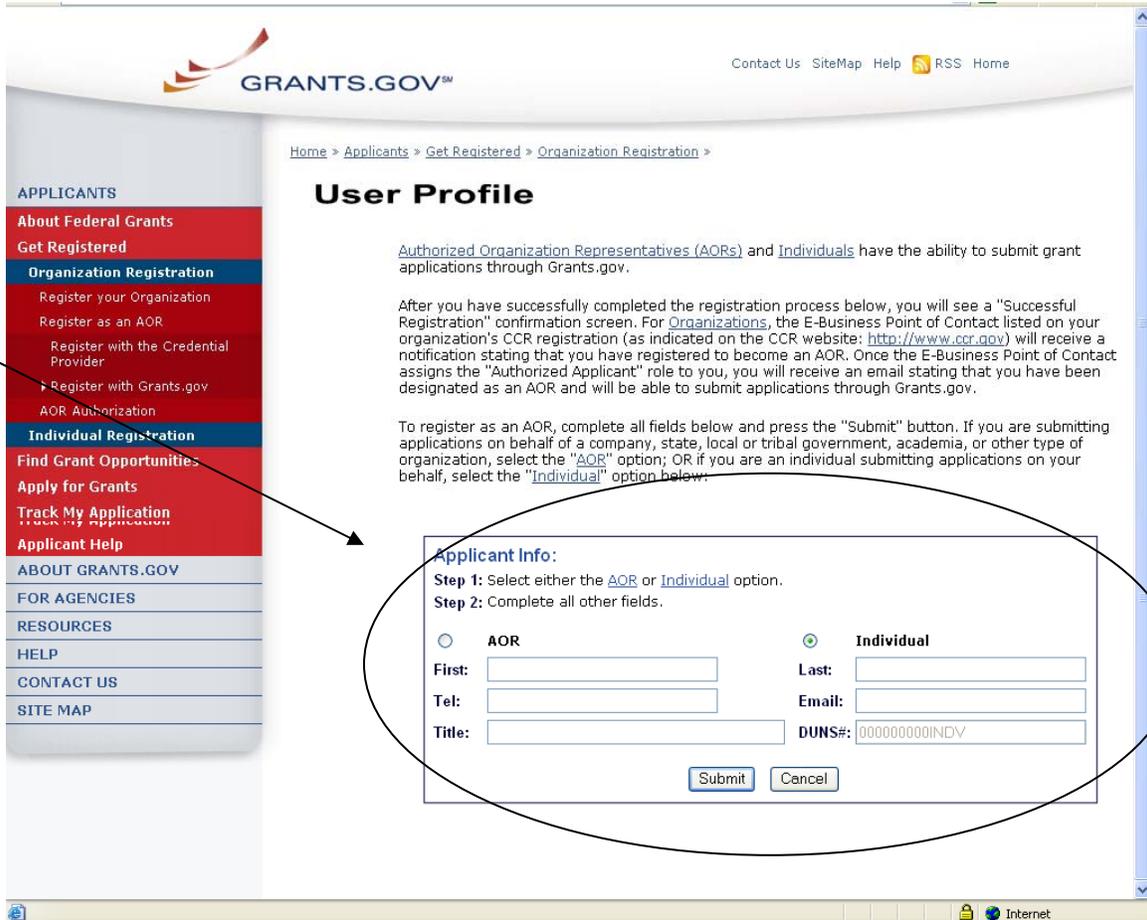
Instructions for Registering with Grants.gov

You must have obtained your Username and Password before you can register with Grants.gov. Follow the steps below to register with Grants.gov.

1. Click **Get Registered** in the Quick Links on the blue boxed left navigation of any Grants.gov page. This will take you to the Get Registered screen.

2. Under the Get Registered heading, click on **Individual Registration** in the submenu on the left navigation.

3. Click **STEP 2: Register with Grants.gov** in the submenu to be taken to the Register with Grants.gov page.

4. This takes you to the **STEP 2: Register with Grants.gov** screen which displays information about how to register as an Individual. Click on the link **Register with Grants.gov**.

5. On the Register with Grants.gov screen, enter your username and password and click **Register**. Enter the username and password that you received from the Credential Provider in the **Username** and **Password** fields. **Remember** – the password you received from the Credential Provider may contain both upper and lowercase letters. Be sure to enter the exact password you received.

6. At the next screen, check the Individual box. This will default the DUNS number field to 000000000INDV
7. Enter your first name in the **First** field.
8. Enter your last name in the **Last** field.
9. Enter your business telephone number in the **Tel** field.
10. Enter your business email address in the **Email** field.
11. Enter your title in the **Title** field.
12. Click the **Cancel** button to return to the previous screen.
    OR
13. Click the **Submit** button to register with Grants.gov.

After you have completed the profile, you will a see a confirmation screen. You have now completed the registration process and you will be able to submit applications on Grants.gov. **PLEASE BE AWARE THAT YOU WILL ONLY BE ABLE TO SUBMIT APPLICATIONS TO OPPORTUNITIES THAT ARE OPEN TO INDIVIDUALS.**

I forgot my password
In the event that you forget your password, you can obtain a new password from the Credential Provider: If you have forgotten your password, complete the following steps:

If you have forgotten your password, you will need to get it reset at the E-Authentication Credential Provider's website. Go to https://e-auth.orc.com/reg/forgotReset.html and enter your username. You will then be prompted to change your password. This information will automatically be updated at the Grants.gov website.

I forgot my username
Please contact ORC, Grants.gov's Credential Provider at 800-386-6820 or via email at eauthhelp@orc.com. You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register your new username and password with Grants.gov.