



Organization Registration

User Guide

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Organization Registration User Guide

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Introduction

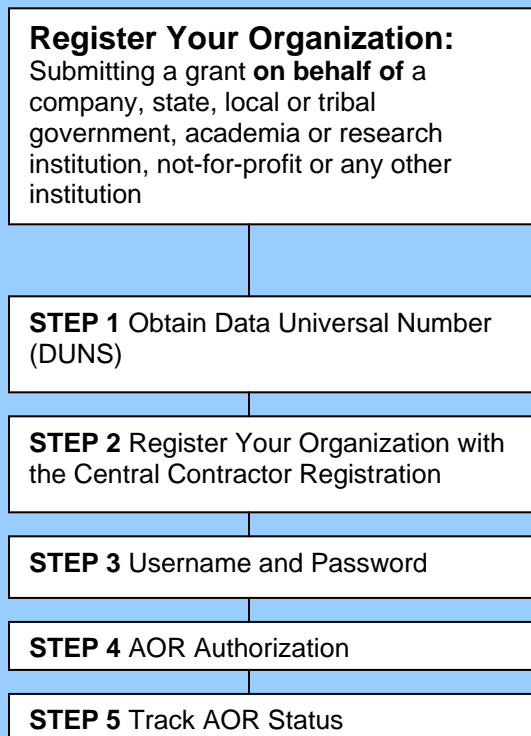
Grants.gov has been designed to make it easier for organizations to find and apply for more than \$500 billion in federal grants. With electronic access to more than 1,000 grant programs offered by all federal grant-making agencies, Grants.gov leverages the power of the Web to streamline your grant acquisition process.

This user guide has been developed to help you navigate the Grants.gov environment more easily. In it, you'll find detailed instructions for registering your organization.

Get Registered: Overview

Organization Registration

This is an overview of the steps you will take during the registration process.



Register Your Organization

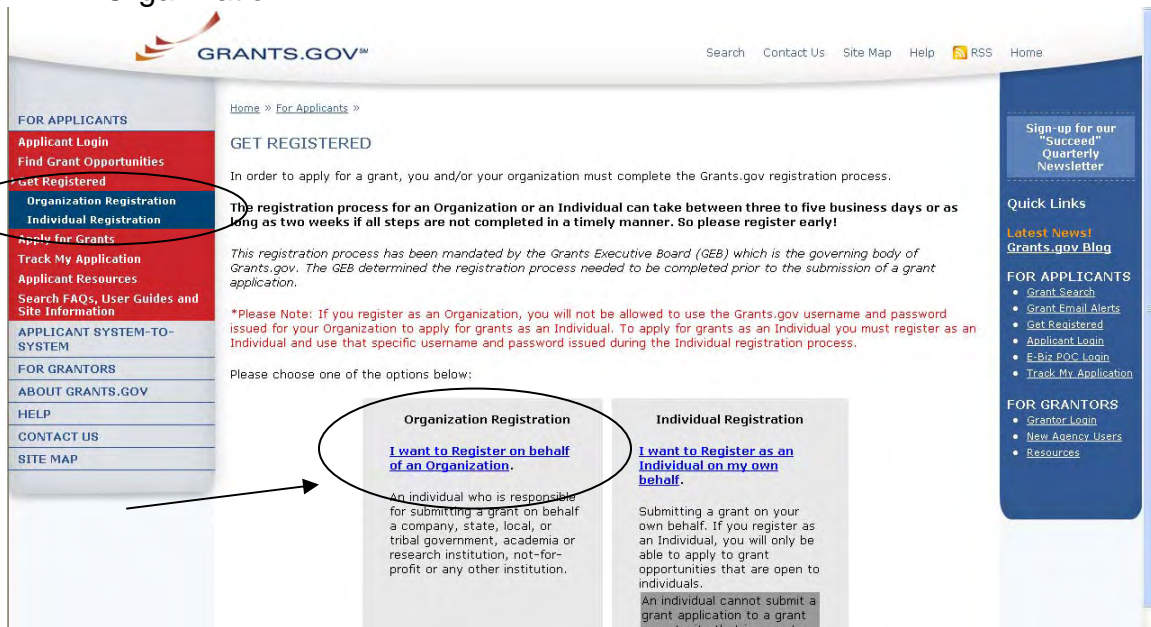
Review this overview if you are submitting a grant **on behalf of** a company, state, local or tribal government, academia or research institution, not-for-profit or any other institution.

Instructions for Registering your Organization:

1. Start registering your organization by selecting **Get Registered** in the navigation bar on the left navigation menu.



2. On the Get Registered screen, you will be presented with two options. Select **Organization Registration** in the left navigation bar or follow the instructions on the page and select "I want to Register on behalf of an Organization."

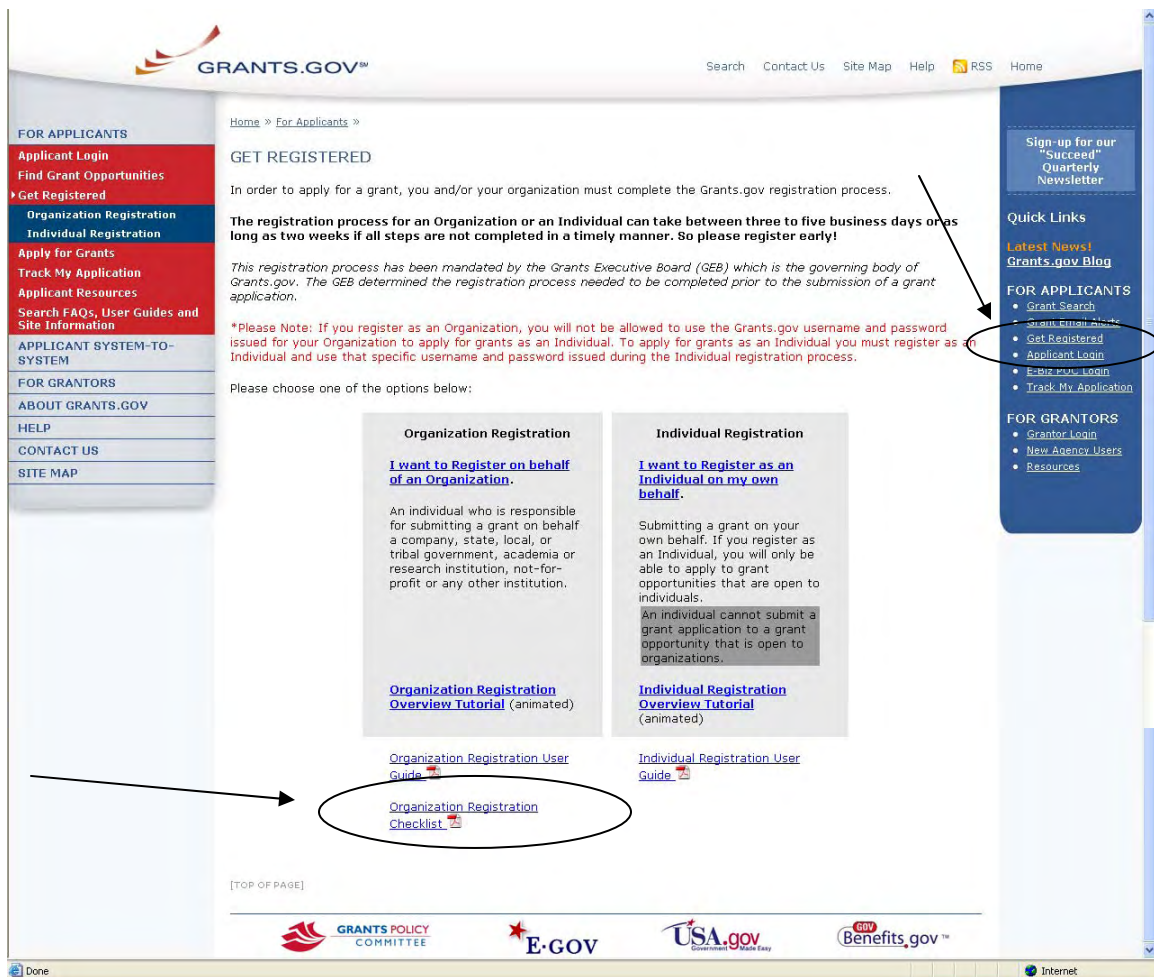


Registration Checklist for Organizations

In order to help you navigate the process of registering your organization, Grants.gov has developed a registration checklist.

Follow the steps below to review the Registration Checklist for Organizations.

1. To access the Registration Checklist for Organizations, select **Get Registered** from the Quick Links on the right side of the screen in the blue boxed navigation of any Grants.gov page.
2. On the **Get Registered** page, select **Organization Registration Checklist** under the Organization Registration gray box.



3. The Organization Registration Checklist also appears on the **Organization Registration** page at the top of the screen. Select **Get Registered**, then select **Organization Registration** and select the link for the [Organization Registration Checklist](#).

The screenshot shows the Grants.gov website interface. The main content area is titled 'ORGANIZATION REGISTRATION'. Below the introductory text, there is a section titled 'Registration in Brief:' which contains a link to the 'Organization Registration Checklist' circled in red. Other links include 'Organization Registration User Guide' and 'Faculty or Staff of Educational Institutions: before you begin the registration process, click here to read important information.'

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

The checklist helps guide you through completing the organization registration steps required to submit grants online through Grants.gov.

The screenshot shows the 'Organization Registration Checklist' PDF document. It includes an introduction, a note about individual vs. organizational registration, and a table with two columns: 'Steps to Complete to Register an Organization' and 'Completed?'. The first step is 'STEP 1: OBTAIN DUNS NUMBER' and the second is 'STEP 2: REGISTER WITH CCR'. Both steps have empty circles in the 'Completed?' column.

| Steps to Complete to Register an Organization | Completed? |
|--|------------|
| <p>STEP 1: OBTAIN DUNS NUMBER Has my organization identified its Data Universal Number System (DUNS) number?</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/dlsnavHomePage.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 Registration (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 identify a special password called an "M-PIN." This M-PIN gives the E-Biz POC authority to designate which staff member(s) from your</p> | ○ |

Step 1: Obtaining a DUNS Number

In order to register with the Central Contractor Registration (CCR), a requirement for registering with Grants.gov, your organization will need a Data Universal Number System (DUNS) number. A DUNS Number is a unique nine-character identification number provided by the commercial company [Dun & Bradstreet \(D&B\)](#). Once you have completed the registration, your DUNS Number should be available the next business day.

Have the following information prepared when requesting a DUNS Number:

- Name of your organization
- Organization address
- Phone number of the organization
- Name of the CEO/organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary line of business
- Total number of employees (full and part time)

Note: As a result of obtaining a DUNS Number, you have the option to be included on D&B's marketing list that is sold to other companies. If you do not want your name/organization included on this marketing list, request not to be listed when you contact D&B.

Instructions for Requesting a DUNS Number

On Grants.gov under, For Applicants >> Get Registered >> Organization Registration, select [Step 1: Obtain DUNS Number](#) to register online.

The screenshot shows the Grants.gov website interface. On the left sidebar, under 'FOR APPLICANTS', the 'Organization Registration' link is circled in red. The main content area displays the following information:

- FOR APPLICANTS**
 - Applicant Login
 - Find Grant Opportunities
 - Get Registered
 - Organization Registration**
 - STEP 1: Obtain DUNS Number
 - STEP 2: Register with LCR
 - STEP 3: Username & Password
 - STEP 4: AOR Authorization
 - STEP 5: Track AOR Status
 - Individual Registration
 - Apply for Grants
 - Track My Application
 - Applicant Resources
 - Search FAQs, User Guides and Site Information
 - APPLICANT SYSTEM-TO-SYSTEM
- FOR GRANTORS**
 - ABOUT GRANTS.GOV
 - HELP
 - CONTACT US
 - SITE MAP

STEP 1: OBTAIN DUNS NUMBER

Home » For Applicants » Get Registered » Organization Registration »

STEP 1 • STEP 2 • STEP 3 • STEP 4 • STEP 5

HAS MY ORGANIZATION IDENTIFIED ITS DATA UNIVERSAL NUMBER SYSTEM (DUNS)?
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 or needs to register for one, visit Dun & Bradstreet website:

Register or Search for a DUNS Number:
<http://fedgov.dnb.com/webform/displayHomePage.do> [EXIT Disclaimer]

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.

HOW LONG SHOULD IT TAKE?
Same Day. You will receive DUNS number information online.

WHAT IS A DUNS NUMBER & WHY DO I NEED OBTAIN ONE?
The **Data Universal Number System (DUNS)** number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed. **Most large organizations, libraries, colleges and research universities already have DUNS numbers.** Ask your grant administrator or chief financial officer to provide your organization's DUNS number.

List of Information you will need to obtain a DUNS number (if your organization does not already have one):

- Name of organization
- Organization address
- Name of the CEO/organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary type of business
- Total number of employees (full and part time)

If your organization does not have a DUNS number, use the Dun & Bradstreet (D&B) online registration to receive one free of charge.

If your organization is located outside the United States, you can request and register for a DUNS number also online via web registration.

Requesting a DUNS Number is a process that is not completed on the Grants.gov website. The following steps below provide an overview of the process to request a DUNS Number on D&B's website:

1. Check to see if your Organization has a DUNS Number:

Prior to requesting a DUNS Number, you should investigate if your organization already has a DUNS Number. Most large organizations, independent libraries, colleges and research universities already have DUNS Numbers. Ask your organization's chief financial officer, grant administrator, or authorizing official to provide your organization's DUNS Number. Alternatively, you can determine if your organization has a DUNS Number online by using the DUNS [web registration](#).

2. Register for a DUNS Number:

If your organization does not have a DUNS Number, ask the chief financial officer, grant administrator, or authorizing official of your organization to register for a DUNS Number. Or request a DUNS Number online via [web registration](#). The process can take up to one business day to complete. If your organization is located outside of the United States, you can also request and register for a DUNS Number online via [web registration](#).

Decide with Confidence

D&B DUNS Numbers™
for US Government
Contractors & Grantees

Welcome to the D&B Online Webform Process for US Govt Contractors and Grantees

Begin D-U-N-S Search/
Request Process

About the D&B
D-U-N-S Number

Frequently Asked
Questions (FAQ)

D&B, CCR, Grants
Contacts

D&B's Privacy
and Data Policy

Welcome to the D&B D-U-N-S Request Service
for US Federal Government Contractors and Grantees

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

Click here to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day.

Click here to request your D-U-N-S Number by phone, (for U.S., Puerto Rico, and U.S. Virgin Islands Only).

For technical difficulties, contact govt@dnb.com

Step 2: Register with CCR

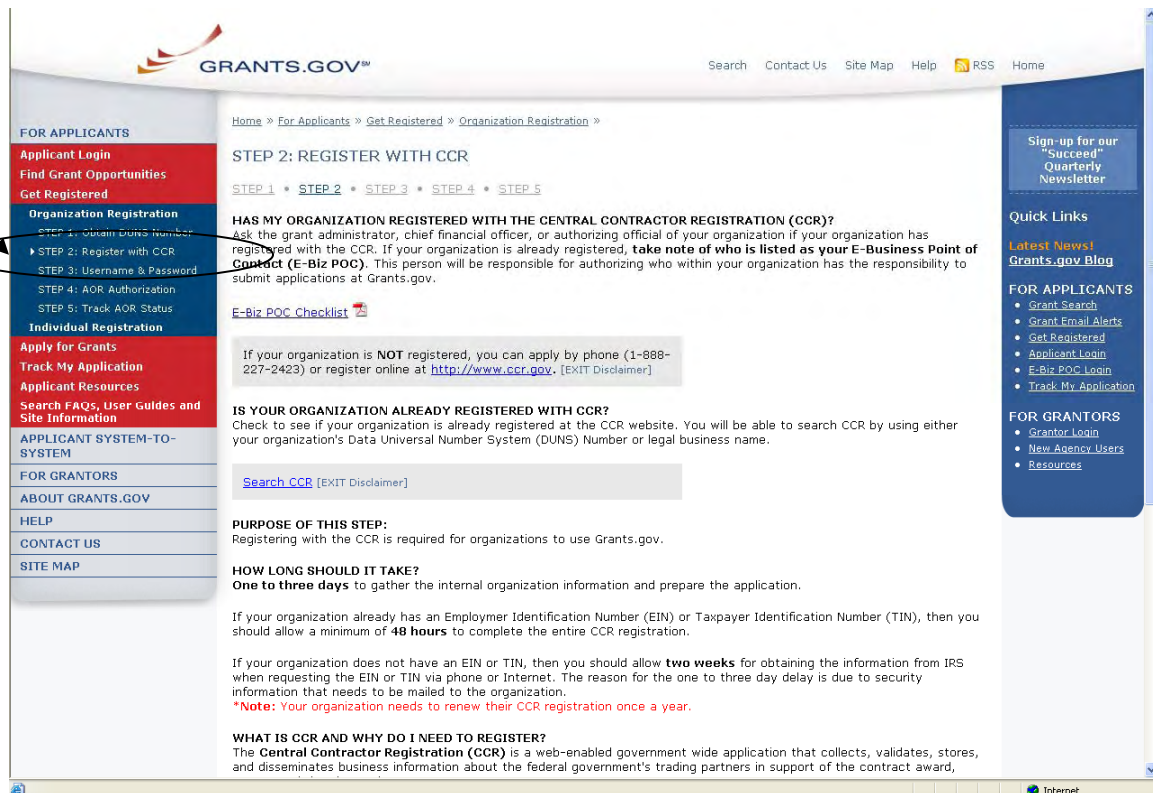
The Central Contractor Registration (CCR) is a government-wide registry for vendors doing business with the federal government. The CCR centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information. Grants.gov uses the CCR to establish roles and IDs for electronic grant applicants.

Tips for registering with CCR

1. Information for registering with the CCR and online documents can be found at <http://www.ccr.gov/>.
2. Before registering, applicants and recipients should review the Central Contractor Registration user guide at <http://www.ccr.gov/handbook.asp>.

Instructions for Registering with CCR

On Grants.gov under For Applicants >> Get Registered >> Organization Registration, select [Step 2: Register with CCR](#) in the left navigation to register online.



The screenshot shows the Grants.gov website interface. The top navigation bar includes 'Search', 'Contact Us', 'Site Map', 'Help', 'RSS', and 'Home'. The left sidebar contains a navigation menu with categories like 'FOR APPLICANTS', 'FOR GRANTORS', and 'ABOUT GRANTS.GOV'. The 'FOR APPLICANTS' section is expanded, showing 'Organization Registration' with sub-items: 'STEP 1: Obtain DUNS Number', 'STEP 2: Register with CCR', 'STEP 3: Username & Password', 'STEP 4: AOR Authorization', and 'STEP 5: Track AOR Status'. 'STEP 2: Register with CCR' is selected. The main content area is titled 'STEP 2: REGISTER WITH CCR' and includes a breadcrumb trail: 'Home > For Applicants > Get Registered > Organization Registration >'. Below the title is a progress indicator: 'STEP 1 * STEP 2 * STEP 3 * STEP 4 * STEP 5'. The main text asks 'HAS MY ORGANIZATION REGISTERED WITH THE CENTRAL CONTRACTOR REGISTRATION (CCR)?' and provides instructions for new and existing registrants. It includes a link for 'E-Biz POC Checklist' and a search bar for 'Search CCR [EXIT Disclaimer]'. The bottom of the page shows the browser's address bar and status bar.

Registering with CCR is a process that is not completed on the Grants.gov website. The following steps below provide an overview of the process for register on CCR's website:

If your organization has the necessary information ready, online registration will

take about 30 minutes to complete, depending upon the size and complexity of your organization. If the organization completes the CCR registration process by 6:00 PM EST and passes the IRS Tax Identification validation, the organizational representatives will be able to begin their registration process the very next business day. Once your CCR registration becomes active, you will be able to register with the Credential Provider.

1. Visit the **CCR** website at <http://www.ccr.gov/>.
2. Select the **Start New Registration** link at the top left of the screen.



3. Next follow the on screen instructions, once you select of the choices, select the **Continue** link to proceed.



4. On the next screen review the four key items you will need before registering. Then select **Continue with Registration** at the bottom of the screen.

Address: <http://www.ccr.gov/StartRegistration.aspx>

CENTRAL CONTRACTOR REGISTRATION

Home | Contractors | Grantees | International Registrants | Small Businesses | Help | **450405 Active Registrants**

Start New Registration

Update or Renew Registration

Search CCR

Dynamic Small Business Search

Request Access to CCR Data

Security Notice

Start New Registration

IMPORTANT: Review the following FOUR key items you need before beginning registration. (International Registrants click [here](#).)

- 1. Data Universal Numbering System (DUNS) Number provided by Dun and Bradstreet (D&B)**
[Click here](#) for more detail.
- 2. Tax Identification Number (TIN) and Taxpayer Name used in Federal tax matters**
Not required for non-U.S. registrants
[Click here](#) for more detail.
- 3. Statistical Information about your business**
[Click here](#) for more detail.
- 4. Electronic Funds Transfer (EFT) Information for payment of invoices**
Not required for non-U.S. registrants
[Click here](#) for more detail.

****NOTE: STEPS 1 AND 2 MAY BE DONE SIMULTANEOUSLY.****

[Click here to see a full listing and descriptions of all information needed to register.](#)

[Continue with Registration](#)

Related Links
[D&B Web Form for DUNS Number Request](#)
[IRS EIN Program](#)
[Information Needed to Register](#)

Done Internet

5. Enter your DUNS Number and select the **Next** button to begin your registration with CCR.

Address: <https://www.bpn.gov/ccr/NewRegistration.aspx>

CENTRAL CONTRACTOR REGISTRATION

CCR Home Search CCR

Quit CCR New Registration Help

New Registration

Enter Your DUNS number

To begin your registration we must verify your company information using your DUNS number provided by D&B. Please use your DUNS number and click submit. If you have received a new DUNS number from D&B, please wait until 24 hours have passed before you begin a New Registration.

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.
Version 4.07.3.

Register Your Organization: CCR Registration Worksheet

General Information

Enter information into all fields with an "M" (Mandatory Required) placed next to the line. You will be unable to submit your registration online unless all of the mandatory information is provided. Additional information about specific fields is listed below: To register fill out the following information.

Cage Code

For U.S. applicants, do not enter a Cage Code. One will be assigned.
For foreign applicants, follow the instructions in the CCR.

Legal Business Name

Enter the name of the business or entity as it appears on legal documents.

Business Name

Enter the name of the organization/entity which is applying for a grant.

Annual Revenue

For some organizations/entities this can be an annual budget.

Type of Organization

In this section, indicate whether the organization/entity is Tax Exempt or Not. Indicate what type or how the organization is recognized. Use "Other" if the organization does not fit in the designated categories.

Owner Information

Fill in if a sole proprietorship.

Business Types

As indicated, check all that apply. Check the ones that are the closest description to your organization. Most grant applicants can use "Nonprofit Institution" plus any other type that may fit the description. (The listing is being revised to include grant applicants' business types.)

Party Performing Certification

Enter information only if the organization has a certification from SBA.
Most grant recipients and applicants do not fall into this category.

Goods and Services

This section is required. It will require the grant applicant/recipient to look up a code and enter the ones that best fit the type of services the organization provides. It is not required to fill-in all the spaces provided for the codes.

NAICS Code

Is required. Follow the instructions.

SIC Code

Is required. Follow the instructions.

Financial Information

Follow the instructions found under "US Federal TIN" (more details can be found on page 9 in the CCR user guide) – the Tax Identification Number information will be validated at IRS; <http://www.ccr.gov/handbook.asp> (Financial information can be found on pg 16 in the user guide)

Registration Acknowledgement and Point of Contact Information

Enter information into all fields with an "M" (Mandatory Required) placed next to the line. You will be unable to submit your registration online unless all of the mandatory information is provided. Additional information about specific fields is listed below:

CCR Point of Contact

Mandatory. Enter the name of the person that knows and acknowledges that the information in the CCR is current, accurate and complete. The Primary and the alternate POC are the only people authorized to share the information with the CCR Assistance Center personnel. An email address is required. An alternate is also required for registration.

Government Business Point of Contact

Not mandatory; review under "Point of Contact;" <http://www.ccr.gov/handbook.asp> (Point of Contact information can be found on pg 18 in the user guide)

Electronic Business Point of Contact

Mandatory. The E-Business Point of Contact is the individual designated by your organization who will become the sole authority within the organization to designate, or revoke, an individual's ability to submit grant applications on behalf of his organization through Grants.gov. Your email address and phone number are required. An alternate is also required for registration. The Grants.gov E-Business Point of Contact will have the responsibility of assigning the "Authorized Applicant" role to all who register to submit applications for their organization. The E-Business Point of Contact will receive an email each time someone registers with Grants.gov in order to be able to submit applications on behalf of their organization. The E-Business Point of Contact will need to login to the E-Business Point of Contact section of Grants.gov and manually assign the "Authorized Applicant" role to designate someone as an "Authorized Organization Representative (AOR)."

Past Performance Point of Contact

Not required.

Marketing Partner ID (MPIN)

Mandatory for Grants.gov submission. This is a self-defined access code that will be shared with authorized electronic partner applications. The MPIN will act as your password in other systems. The MPIN must be nine positions and contain at least one alpha character, one number and no spaces or special characters. The E-Business Point of Contact designated by your organization will need to know the MPIN to login to Grants.gov.

Registration Notification

If your registration was submitted successfully then you will receive an email welcoming you to CCR.

Once the CCR Registration is complete, your organization is finished registering. Now you must register with Grants.gov to establish yourself as an Authorized Organization Representative (AOR), an individual authorized to submit grant applications for your organization.

Step 3: Username & Password

In order to safeguard the security of your electronic information, Grants.gov requires all users to create an account in the Grants.gov system. In order to access the account the user must verify that they are able to obtain a username and password. This process determines that someone really is who he/she claims to be.

Tips for obtaining your username and password

1. Your **CCR registration must be complete** and active before you can obtain your username and password.
2. Once you have completed the online CCR Registration, it will take up to 72 hours before your CCR Registration becomes active. If you are updating or renewing your registration information it will take approximately 24 hours to become active.
3. Upon completing the online form on Grants.gov, you will create a username and password. This username and password is used to submit your application package to the appropriate government agency safely and securely through Grants.gov.

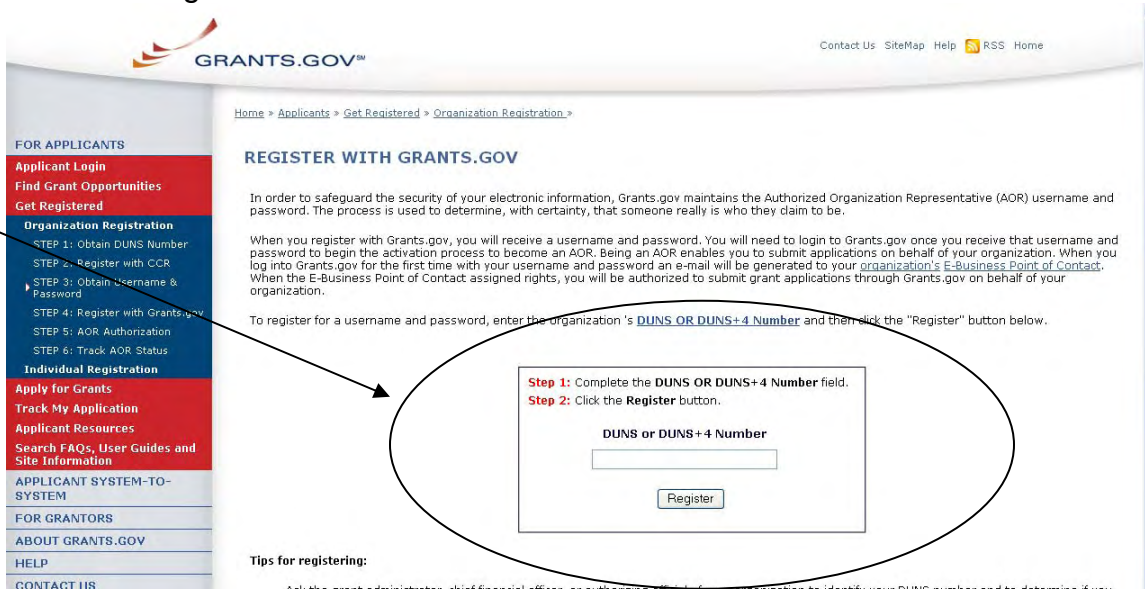
Instructions for obtaining your Username and Password

Your organization's CCR registration must be complete and active before you can obtain a username and password.

1. Select **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, select **Organization Registration** in the left navigation.
3. Under Organization Registration, select **STEP 3: Username & Password**.
4. Once you are on **STEP 3: Username & Password** screen, select the link **Create Username and Password** in the gray bar on the screen.

The screenshot shows the Grants.gov website interface. The top navigation bar includes 'Search', 'Contact Us', 'Site Map', 'Help', 'RSS', and 'Home'. The left sidebar contains a 'FOR APPLICANTS' section with links for 'Applicant Login', 'Find Grant Opportunities', 'Get Registered', 'Organization Registration', 'Individual Registration', and 'Apply for Grants'. The 'Organization Registration' section is expanded, showing 'STEP 1: Obtain DUNS Number', 'STEP 2: Register with CCR', 'STEP 3: Username & Password', and 'STEP 4: AOR Authorization'. The main content area is titled 'STEP 3: USERNAME & PASSWORD' and includes a breadcrumb trail: 'Home > For Applicants > Get Registered > Organization Registration >'. Below the title, there are links for 'STEP 1', 'STEP 2', 'STEP 3', 'STEP 4', and 'STEP 5'. The main text asks 'HAVE YOU CREATED YOUR USERNAME AND PASSWORD?' and provides instructions. A link 'Create a Username and Password: <http://at07apply.grants.gov/apply/OrcRegister>' is highlighted in a gray bar. The right sidebar contains a 'Sign-up for our "Succeed" Quarterly Newsletter' section, 'Quick Links', 'Latest News!', 'FOR APPLICANTS' links, and 'FOR GRANTORS' links.

- At the bottom of the screen you will need to enter your organization's DUNS Number and select the **Register** button. Your organization's CCR registration must be complete and active before you can create a Grants.gov account.



- After entering your organization's DUNS Number, you will be taken to the online form.
- Complete the form. When entering an email address, please keep in mind that all correspondence with Grants.gov will be sent to that email address. For the Secret Question/Answer fields, enter a question only you would be able to answer and will be able to remember in the future. When you have completed the form select the **Continue** button.

(White outlined boxes are in place to protect the privacy for the examples shown)



- Once you have selected the Continue button a confirmation screen will appear, if you have changes you would like to make choose the "Edit" button and the form will return to a screen where you can make changes. If you have no changes select the "Submit" button.

(White outlined boxes are in place to protect the privacy for the examples shown)

FOR APPLICANTS

- Applicant Login
- Find Grant Opportunities
- Get Registered
- Apply for Grants
- Track My Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

APPLICANT SYSTEM-TO-SYSTEM

FOR GRANTORS

ABOUT GRANTS.GOV

HELP

CONTACT US

SITE MAP

Home > Applicant Registration

APPLICANT REGISTRATION

Please review the information entered below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please click the Submit button on the bottom of the page.

First Name: Grant
MI: D
Last Name: Gov
Job Title: Grant Writer
DUNS: [white box]
Telephone: [white box]
Email: grantwriter@grants.gov
Secret Question: What is my favorite site
Secret Answer: [white box]
User Name: [white box]

[Edit] [Submit]

Warning Notice

9. You will see a message at the top of the screen that will read “You are successfully registered.” To continue to the Applicant login page select the **Continue** button on the bottom right. If you don’t receive the successful message, another message will appear stating what issue needs to be addressed with the form. Simply correct the error and select **Submit** until you receive the successful message.

(White outlined boxes are in place to protect the privacy for the examples shown)

FOR APPLICANTS

- Applicant Login
- Find Grant Opportunities
- Get Registered
- Apply for Grants
- Track My Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

APPLICANT SYSTEM-TO-SYSTEM

FOR GRANTORS

ABOUT GRANTS.GOV

HELP

CONTACT US

SITE MAP

Home > Applicant Registration

APPLICANT REGISTRATION

Please review the information entered below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please click the Submit button on the bottom of the page.

• You are successfully registered.

First Name: Grant
MI: D
Last Name: Gov
Job Title: Grant Writer
DUNS: [white box]
Telephone: [white box]
Email: grantwriter@grants.gov
Secret Question: What is my favorite site
Secret Answer: [white box]
User Name: [white box]

[Continue]

10. Using the username and password you just created, fill out the form and select the **Login** button, this is where you can track your AOR status, manage your profile and in the future check your application status.

FOR APPLICANTS

- Applicant Login
- Find Grant Opportunities
- Get Registered
- Apply for Grants
- Track My Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

APPLICANT SYSTEM-TO-SYSTEM

FOR GRANTORS

ABOUT GRANTS.GOV

HELP

CONTACT US

SITE MAP

Home > Applicant Login

APPLICANT LOGIN

Login below to check your AOR status and manage your applicant profile. To track your application, visit the [Track My Application](#) page. You need to be registered in order to access the applicant system, to begin the registration process visit the [Get Registered](#) page.

Enter your Username and Password and click the login button below.

Applicant Login

USERNAME: [white box]
PASSWORD (case sensitive): [white box] [LOGIN]

[I Forgot My Username](#)
[I Forgot My Password](#)

After you have created an account with Grants.gov, the E-Business Point of Contact listed on your organization's CCR registration will receive a notification stating that you have registered by email, you will also receive a copy of this email. The E-Business Point of Contact will need to login to the E-Biz section of Grants.gov and assign the "Authorized Applicant" role to you. You will be able to login to see if you have received your authorized status. You can check your AOR status by visiting the Applicant Center, simply login using the link on the left navigation or in the right quick links throughout the website.

Once logged into the Applicant Center your AOR status appears in the left navigation as shown below.

(White outlined boxes are in place to protect the privacy for the examples shown)

GRANTS.GOVSM Contact Us SiteMap Help RSS Home

Welcome to the Applicant Center!

The Applicant Center allows you to manage your applicant profile and to check the status of all your applications at once. There is also the [Track My Application](#) page which allows you to track application packages without having to login to the Applicant Center. To search for Grant Opportunities, visit the [Find Grant Opportunities](#) page. To learn about how to apply for a grant, visit the [Apply for Grants](#) page. If you have any questions you can call the Grants.gov Contact Center at 1-800-518-4726 or email at support@grants.gov.

Manage Applicant Profile (Organization AORs check registration status here)

On the Manage Applicant Profile page, you can update information in your applicant profile, such as your name, telephone number, email address, and title. If you are a grant applicant representing an organization, you can also verify if you have been granted Authorized Organization Representative (AOR) status, which is a person authorized to submit applications through Grants.gov on behalf of their organization.

The following status information is provided:

- **Approved:** You have received approval to submit on behalf of your organization.
- **AOR Request Sent:** Grants.gov sent an email notification to your E-Business Point of Contact (E-Biz POC) that you have registered to submit grant applications through Grants.gov on behalf of your organization.

Note: Once your E-Biz POC assigns the "Authorized Applicant" role to you, you will receive an email stating that you have been designated as an AOR and will be able to submit applications through Grants.gov.

Check Application Status

Once you have submitted an application, you can check the status of your application submission on the [Track My Application](#) page or in this section. You can identify your application by CFDA Number, Funding Opportunity Number, Competition ID, and/or Grants.gov Tracking Number. The following status information is provided:

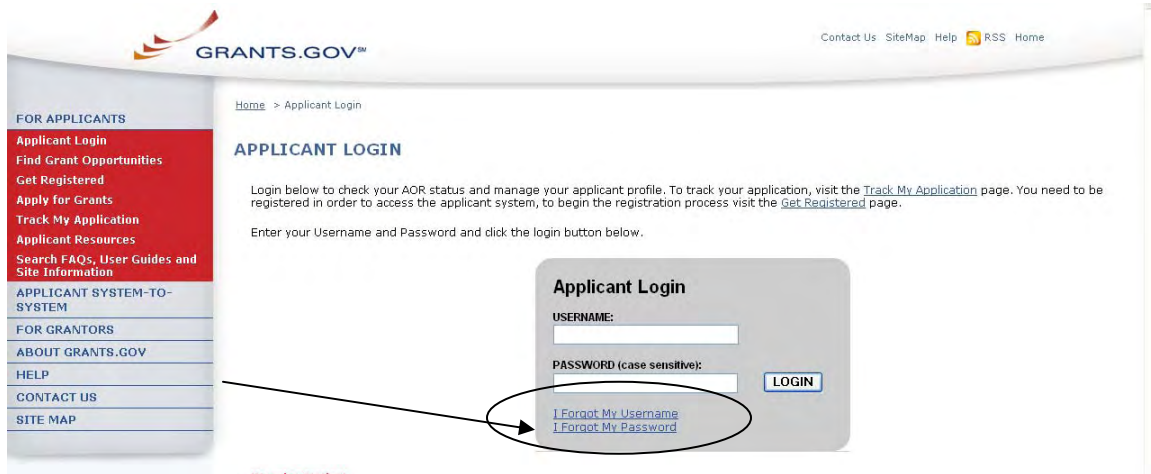
- **Date/Time/Files Received** – The date and time Grants.gov received your application and if hyperlinked, the list of forms and files received by Grants.gov for your application submission
- **Status** – (Application Status Messages Include):
 - **Received** – Grants.gov has received the application, but the application is awaiting validation.
 - **Validated** – Grants.gov validated the application and it is available for the agency to download.
 - **Received by Agency** – The agency has confirmed receipt of the application package.
 - **Agency Tracking Number Assigned** – The agency has assigned an internal tracking number to your application. This is the last status that Grants.gov tracks. Updates beyond this must be checked with the agency directly. Note: All agencies do not assign tracking numbers. If you do not see an agency tracking number, this does not infer that the agency did not receive or process your application. The assignment of tracking numbers is based on the policy of a particular agency.
 - **Rejected with Errors** – Grants.gov was unable to process your application because of an error(s) and cannot accept the application until you correct the errors and successfully resubmit the application. You will receive email notification with information on how to address the error(s). Refer to [Application Error Tips](#) for information on how to address common application errors.
- **Status Date** - The date and time, your application status was updated.
- **Agency Tracking Number** - A Tracking Number assigned by the agency, if applicable.
- **Submission Name/Files** - Includes the Application Filing Name and a listing of the forms and files received.

You will NOT be able to submit applications until the E-Business Point of Contact has completed the authorization of your Grants.gov profile.

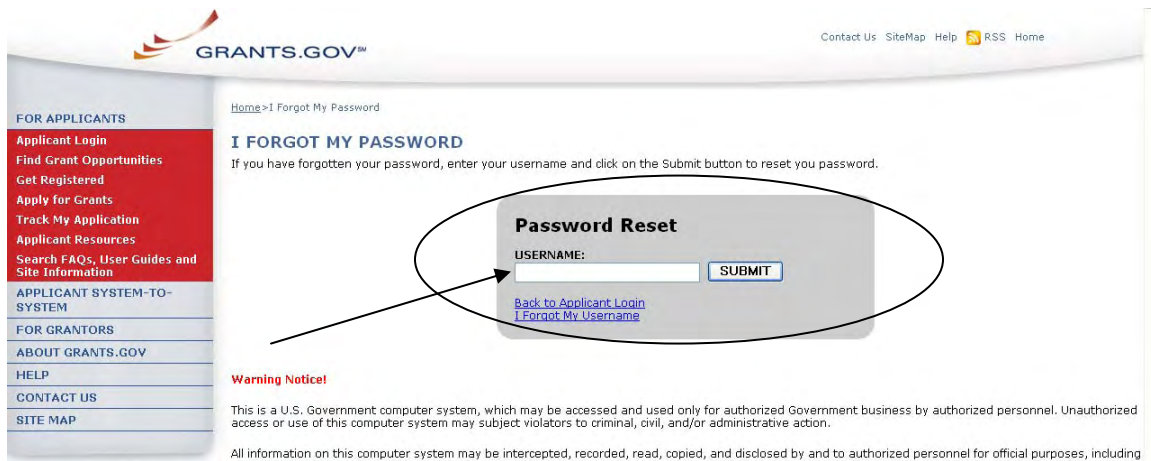
Forgot My Password (Organization)

In the event that you forget your password, you can obtain a new password from the [Applicant Login](#) page.

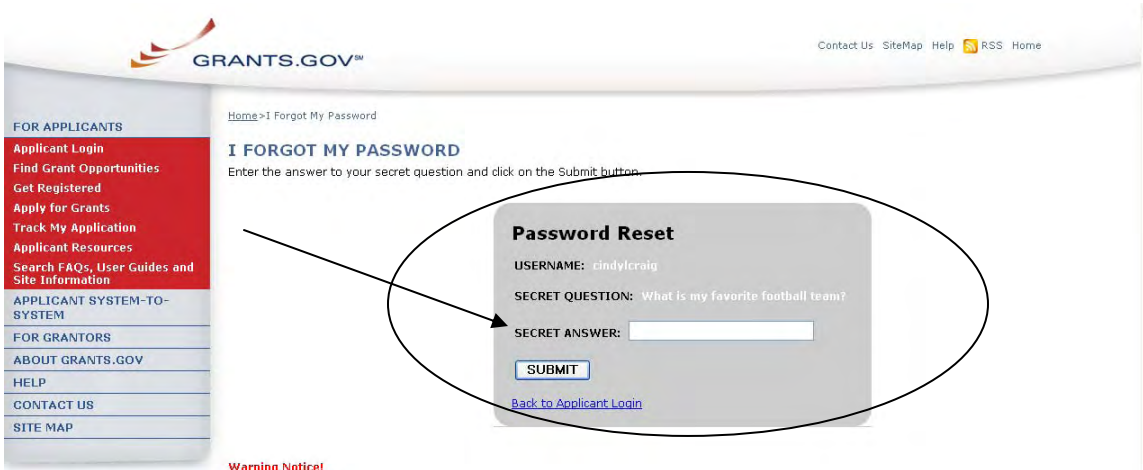
Go to the [Applicant Login](#) page and select the link “I Forgot My Password”.



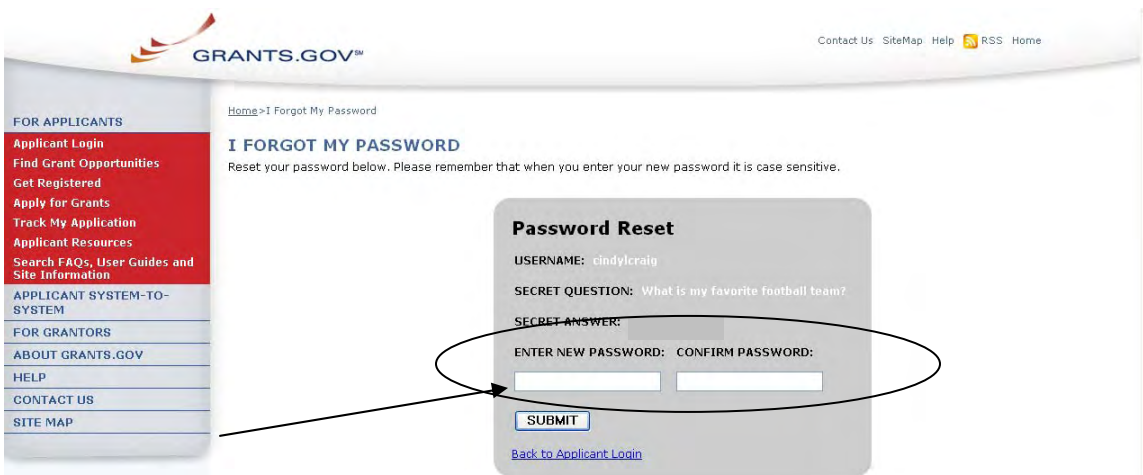
Then enter your username and select the **Login** button.



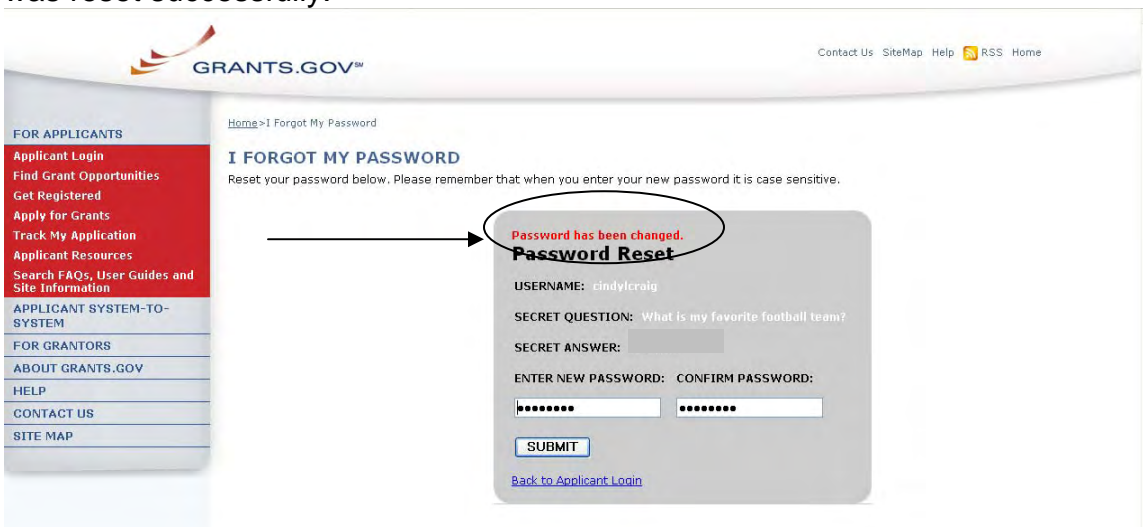
You will be directed to the I Forgot My Password page. Simply enter the answer to your secret question and then select the **Submit** button to reset your password.



Once your answer is validated you will be directed to enter a new password. Enter a password and then enter it again into the confirm password field and select the **Submit** button.



Once you have reset your password a message will appear that your password was reset successfully.



Forgot My Username (Organization)

In the event that you forget your username, you can obtain a new username from the [Applicant Login](#) page. Go to the [Applicant Login](#) page and select the link “Forgot My Username.”

FOR APPLICANTS
Applicant Login
Find Grant Opportunities
Get Registered
Apply for Grants
Track My Application
Applicant Resources
Search FAQs, User Guides and Site Information

APPLICANT SYSTEM-TO-SYSTEM
FOR GRANTORS
ABOUT GRANTS.GOV
HELP
CONTACT US
SITE MAP

APPLICANT LOGIN

Login below to check your AOR status and manage your applicant profile. To track your application, visit the [Track My Application](#) page. You need to be registered in order to access the applicant system, to begin the registration process visit the [Get Registered](#) page.

Enter your Username and Password and click the login button below.

Applicant Login
USERNAME:
PASSWORD (case sensitive):
LOGIN

[I Forgot My Username](#)
[I Forgot My Password](#)

Please select “I am registered as an Organization AOR.” Then enter the email and DUNS Number you used when you registered with Grants.gov.

[Home](#) > [I Forgot My Username](#)

I FORGOT MY USERNAME

If you have forgotten your username, select what type of applicant you are, and then enter the email you used when you registered with Grants.gov. Once all the fields are completed click the Submit button. An email will be sent with your username.

I am registered as an Organization AOR
 I am registered as an Individual

EMAIL:
DUNS:
Submit

[Back to Applicant Login](#)
[I Forgot My Password](#)

Once you have entered the email and DUNS Number you used when you registered with Grants.gov, simply select the **Submit** button. After selecting **Submit** you will see a message stating “An email has been sent with your username.”

[Home](#) > [I Forgot My Username](#)

I FORGOT MY USERNAME

If you have forgotten your username, select what type of applicant you are, and then enter the email you used when you registered with Grants.gov. Once all the fields are completed click the Submit button. An email will be sent with your username.

An email has been sent with your username.
Email My Username

I am registered as an Organization AOR
 I am registered as an Individual

If you are an Applicant Registered on behalf of an Organization and do not know the email or DUNS Number associated with your Grants.gov registration, you should contact the E-Business Point of Contact (E-Biz POC) for your organization. The E-Biz POC will be able to login to their account and give you your username. With your username you will be able to follow the instructions for “Forgot My Password” and will have the ability to reset your password.

Step 4: AOR Authorization

Prior to submitting grant application packages, representatives of your organization need to register to submit on behalf of your organization. Your organization's E-Business Point of Contact (E-Biz POC), identified during CCR Registration must authorize someone to become an Authorized Organization Representative (AOR). This safeguards your organization from individuals who may attempt to submit grant application packages without permission. Only one E-Biz POC is assigned per each of an organization's DUNS (Data Universal Number System) number. If your organization only has one DUNS Number, then there will be only one E-Biz POC for your organization.

Note: In some organizations, a person may serve as both an E-Biz POC and an AOR, in this case you will need perform this step and approve yourself as an AOR. If you are the E-Biz POC and want to submit applications on Grants.gov, you will need to register with Grants.gov as an AOR, using an alternate email than the one used in correlation with the E-Biz POC, and authorize yourself as an AOR.

After an AOR registers with Grants.gov, the E-Biz POC will have to approve the request. After the AOR has submitted their request, the E-Biz POC will complete the fourth step in this process as depicted on the page.

The screenshot shows the Grants.gov website interface. The main content area is titled "STEP 4: AOR AUTHORIZATION" and contains the following text:

HAS THE E-BUSINESS POINT OF CONTACT (E-BIZ POC) APPROVED YOUR AOR STATUS WHICH ALLOWS YOU TO SUBMIT APPLICATIONS ON BEHALF OF THE ORGANIZATION?
When an AOR registers with Grants.gov, your organization's E-Biz POC will receive an email notification.

Your E-Biz POC must then login to Grants.gov using the organization's DUNS number for the username and the "MPIN" 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 email.

E-Biz POC Login: <https://at07.apply.grants.gov/apply/logincontrol.jsp?goto=/secured/AorLogin.jsp&loginpage=/jsp/AorMgrGetID.jsp>

E-Biz POC Checklist

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?
This can be done immediately, but it depends on how long it takes the E-Biz POC to login and approve the AOR.

WHY DOES THE E-BIZ POC HAVE TO APPROVE THE AOR?
Before submitting a grant application package, you must receive approval within your organization to submit applications on their behalf. This authorization protects an organization from individuals who may submit applications without permission.


The E-Business Point of Contact (E-Biz POC) performs the final step in the Grants.gov registration process. **The E-Biz POC authorizes someone to submit a grant application on behalf of their organization.**

Only one E-Biz POC is assigned per each of an organization's Data Universal Number System (DUNS) number. If your organization only has one DUNS number, then there will be only one E-Biz POC for your organization. There is a possibility that you could be both the E-Biz POC, as well as an Authorized Organization Representative (AOR). If you fall into this classification, you are still required to complete this step and authorize your AOR profile.

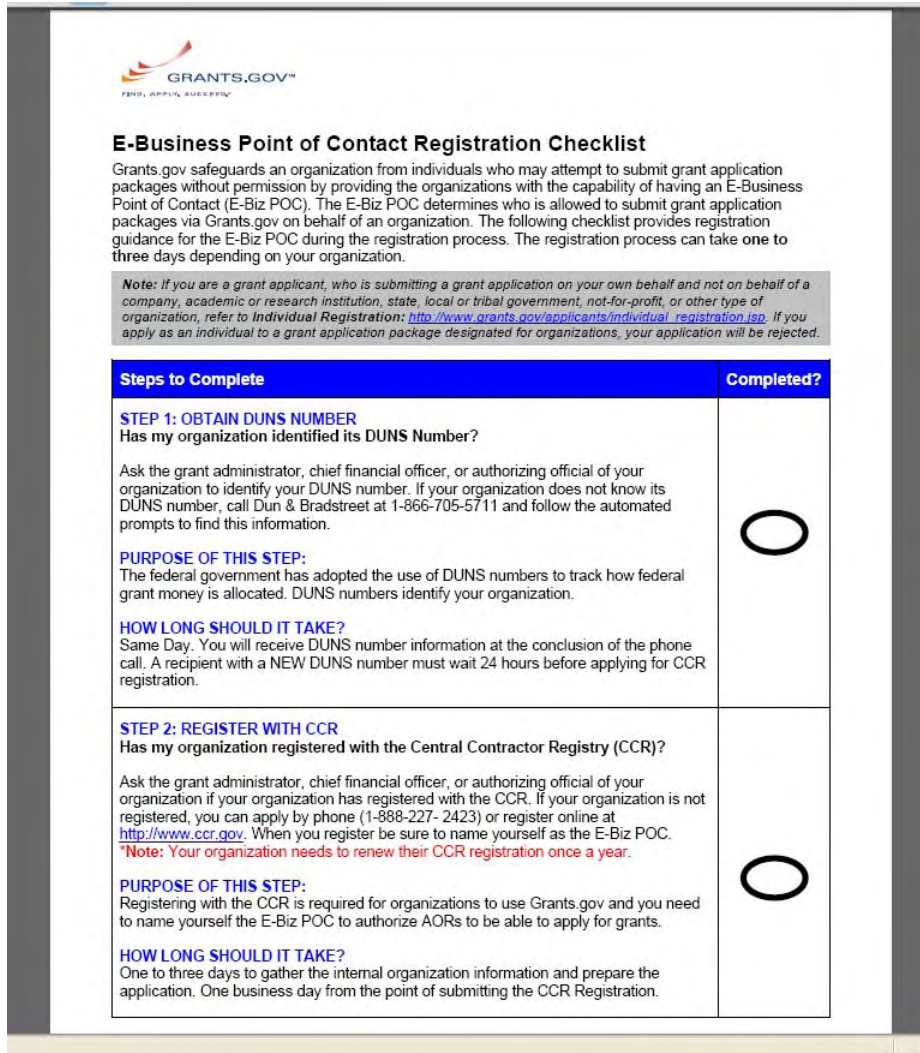
When your organization registers with Central Contractor Registration (CCR), the assignment of the E-Biz POC is required. At this time, a special password will also be created called the "MPIN" (Marketing Partner Identification Number). This password gives you the sole authority to designate which staff members are allowed to submit applications electronically through Grants.gov.

Grants.gov has developed an E-Business Point of Contact (E-Biz POC) Registration checklist to help authorize your organization's AOR (Authorized Organization Representative).

Follow the steps below to review the E-Biz POC Registration Checklist.

1. Select **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. Select **Organization Registration** from the left navigation.
3. Once on the Organization Registration page, select **STEP 4: AOR Authorization** from the navigation.
4. Once on the **STEP 4: AOR Authorization** page, select the [E-Business Point of Contact Registration Checklist](#)  link on the screen.

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



The screenshot shows the 'E-Business Point of Contact Registration Checklist' from Grants.gov. It includes an introduction, a note for grant applicants, and a table with two steps: 'STEP 1: OBTAIN DUNS NUMBER' and 'STEP 2: REGISTER WITH CCR'. Each step includes instructions, purpose, and duration, with a 'Completed?' column containing empty circles.

| Steps to Complete | Completed? |
|--|------------|
| <p>STEP 1: OBTAIN DUNS NUMBER Has my organization identified its DUNS Number?</p> <p>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.</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 at the conclusion of the phone call. A recipient with a NEW DUNS number must wait 24 hours before applying for CCR registration.</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. If your organization is not registered, you can apply by phone (1-888-227- 2423) or register online at http://www.ccr.gov. When you register be sure to name yourself as the E-Biz POC. Note: Your organization needs to renew their CCR registration once a year.</p> <p>PURPOSE OF THIS STEP: Registering with the CCR is required for organizations to use Grants.gov and you need to name yourself the E-Biz POC to authorize AORs to be able to apply for grants.</p> <p>HOW LONG SHOULD IT TAKE? One to three days to gather the internal organization information and prepare the application. One business day from the point of submitting the CCR Registration.</p> | ○ |

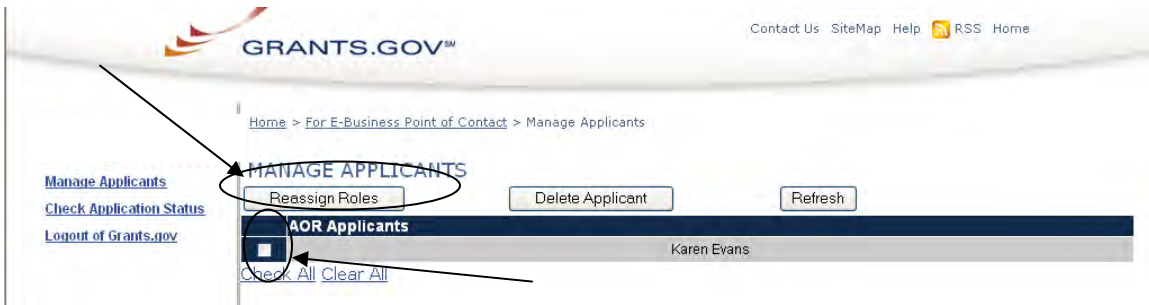
To login and assign the Authorized Applicant Role as an E-Biz POC, select the [E-Biz POC Login](#) link in the right navigation menu under Quick Links in the blue box, on most Grants.gov pages.



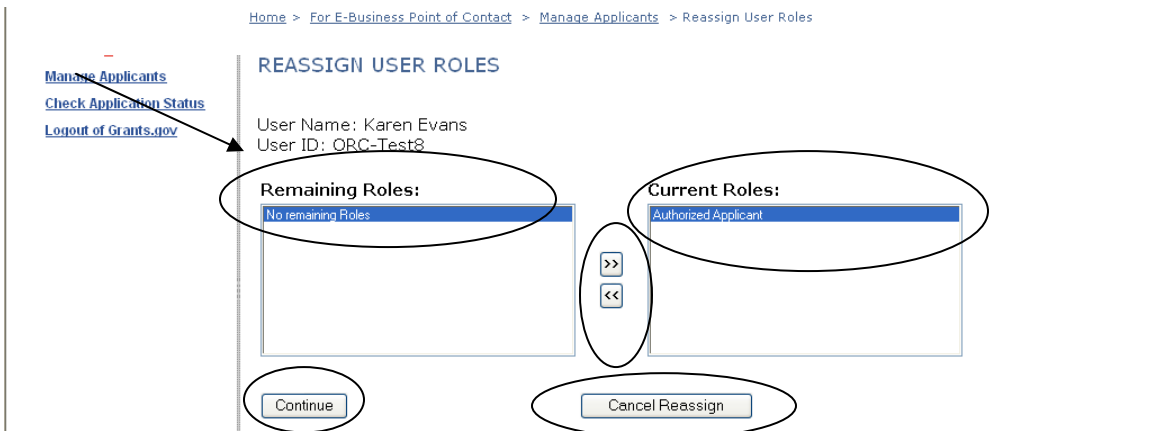
1. On the For E-Business Point of Contact screen enter your organization's DUNS Number and MPIN and select the **Login** button.



2. Once you are logged in, select the **Manage Applicants** link on the left of the screen. This will take you to the Manage Applicants screen.
3. Select the name of the person for whom you want to assign the Authorized Applicant role by selecting in the checkbox next to that person's name.
4. Select the **Reassign Roles** button.



5. This will take you to the Reassign User Roles screen. Select the Authorized Applicant role in the Remaining Roles box by selecting it. Select the double arrow pointing toward the Current Roles box.
6. To save your changes, select the **Continue** button. The AOR will now be able to submit an application. Or to cancel your changes, select the **Cancel Reassign** button.



7. Once you have reassigned roles, the applicant is now authorized and can submit applications on Grants.gov.

Step 5: Track AOR Status

Applicants have the ability to login and check their AOR status by logging in as an applicant. You can learn more on the [Step 5: Track AOR Status](#) page.

The screenshot shows the Grants.gov website with the following content:

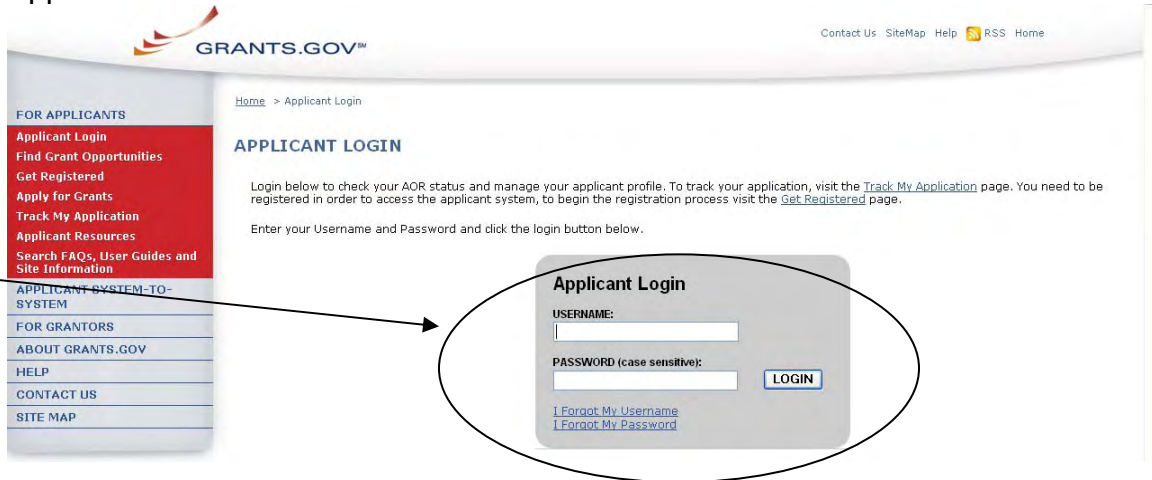
- FOR APPLICANTS** menu: Applicant Login, Find Grant Opportunities, Get Registered, Organization Registration (STEP 1-5), Individual Registration, Apply for Grants, Track My Application, Applicant Resources, Search FAQs, User Guides and Site Information, APPLICANT SYSTEM-TO-SYSTEM, FOR GRANTORS, ABOUT GRANTS.GOV, HELP, CONTACT US, SITE MAP.
- FOR GRANTORS** menu: Grantor Login, New Agency Users, Resources.
- Quick Links** and **Latest News! Grants.gov Blog** in the right blue navigation bar.
- Header:** GRANTS.GOV™, Search, Contact Us, Site Map, Help, RSS, Home.
- Breadcrumb:** Home » For Applicants » Get Registered » Organization Registration »
- Section:** STEP 5: TRACK AOR STATUS
- Navigation:** STEP 1 • STEP 2 • STEP 3 • STEP 4 • STEP 5
- WHERE DO I GO TO TRACK MY AOR STATUS?**
AORs can track their status at any time by clicking on the Applicant Login link on the home page under "Quick Links" using their username and password (obtained in Step 3) to check if they have been approved.
- Check Your AOR Status:**
<https://at07apply.grants.gov/apply/logincontrol.jsp?goto=/secured/ApplicantLogin.jsp&loginpage=/jsp/ApplicantLoginGetID.jsp>
- PURPOSE OF THIS STEP:**
To verify that your organization's E-Biz POC has approved you as an AOR. You cannot apply for grants without approval.
- 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 your AOR status.
- WHAT DOES MY E-BIZ POC NEED TO DO?**
The E-Biz POC will receive an email regarding your AOR registration with links and instructions to complete the process. You will also be carbon-copied on this email. **The authorization process is dependent on the E-Biz POC logging in and providing authorization.** Therefore, you may want to let your E-Biz POC know that you are awaiting this authorization.
- Additional text:** Your organization's E-Biz POC must login to Grants.gov, using the organization's Data Universal Number System (DUNS) number and Marketing Partner ID Number (MPIN) password (The MPIN is part of your organization's Central Contractor Registration (CCR) profile) to give you permission to submit applications. When your E-Biz POC approves your request to become an AOR, Grants.gov will send you a confirmation email.
- Final message:** Once you are authorized by your E-Biz POC you have completed the Organization Registration Process! You are now ready to [Find](#) and [Apply](#) for grant opportunities.
- Footer:** GRANTS POLICY COMMITTEE, E-GOV, USA.gov

Applicants also have the ability to login and check their AOR status from the homepage. To login as an Applicant select the [Applicant Login](#) link on the right navigation or in the Quick Links in the right blue navigation bar on the Grants.gov page.

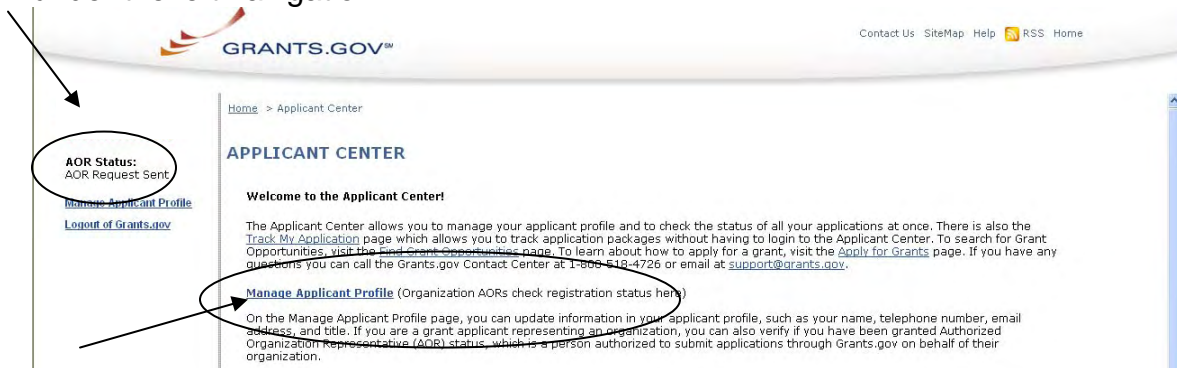
The screenshot shows the Grants.gov homepage with the following content:

- FOR APPLICANTS** menu: Applicant Login, Find Grant Opportunities, Get Registered, Apply for Grants, Track My Application, Applicant Resources, Search FAQs, User Guides and Site Information, APPLICANT SYSTEM-TO-SYSTEM, FOR GRANTORS, ABOUT GRANTS.GOV, HELP, CONTACT US, SITE MAP.
- FOR GRANTORS** menu: Grantor Login, New Agency Users, Resources.
- Quick Links** and **Latest News! Grants.gov Blog** in the right blue navigation bar.
- Header:** GRANTS.GOV™, Search, Contact Us, Site Map, Help, RSS.
- Hero Section:** "Find. Apply. Succeed." with a collage of images.
- Main Content:** Grants.gov is your source to FIND and APPLY for federal government grants. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community. [Learn more](#) about Grants.gov and determine if you are eligible for grant opportunities offered on this site.
- *IMPORTANT NOTICE:** All applicants please read immediately
- What's New This Week at Grants.gov** section: New Opportunities This Week, ***IMPORTANT NOTICE:** All applicants please read immediately, Over 200,000 Submissions Received!, Adobe Reader versions 8.1.5 and 9.1.1 released and compatible with Grants.gov
- Arrows:** One arrow points to "Applicant Login" in the left navigation bar, and another arrow points to "Applicant Login" in the right blue navigation bar.

On the Applicant Login page enter your username and password, obtained while registering with Grants.gov. Then select the **Login** button to enter into the Applicant Center.



In the Applicant Center you can check your AOR status under Manage Applicant Profile and under the left navigation. To check your status select the **Manage Applicant Profile** link on the left navigation menu or review under the left navigation.



On the Manage Applicant Profile page, check to be sure the information listed is correct. You can also check your AOR Status located at the bottom left of the dialog box.

