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Organization Registration
User Guide

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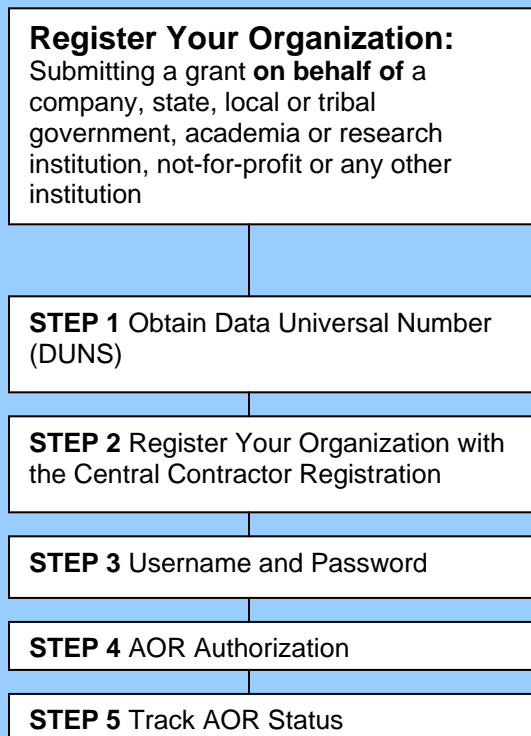# Organization Registration User Guide

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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:
Submitting a grant **on behalf of** a company, state, local or tribal government, academia or research institution, not-for-profit or any other institution

STEP 1 Obtain Data Universal Number (DUNS)

STEP 2 Register Your Organization with the Central Contractor Registration

STEP 3 Username and Password

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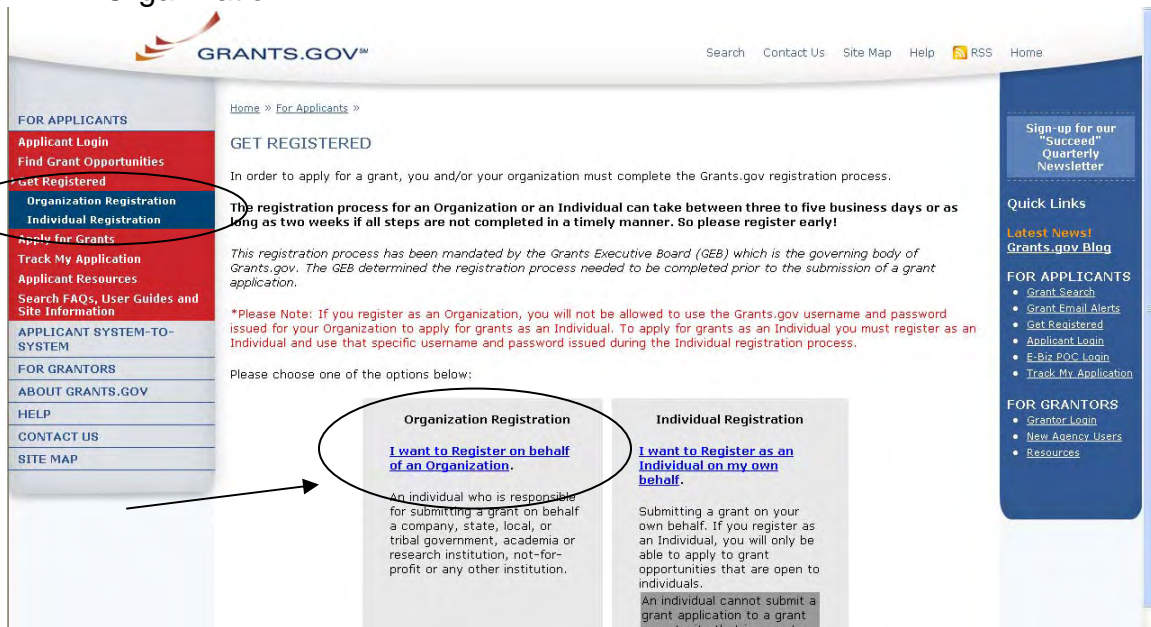
Register Your Organization

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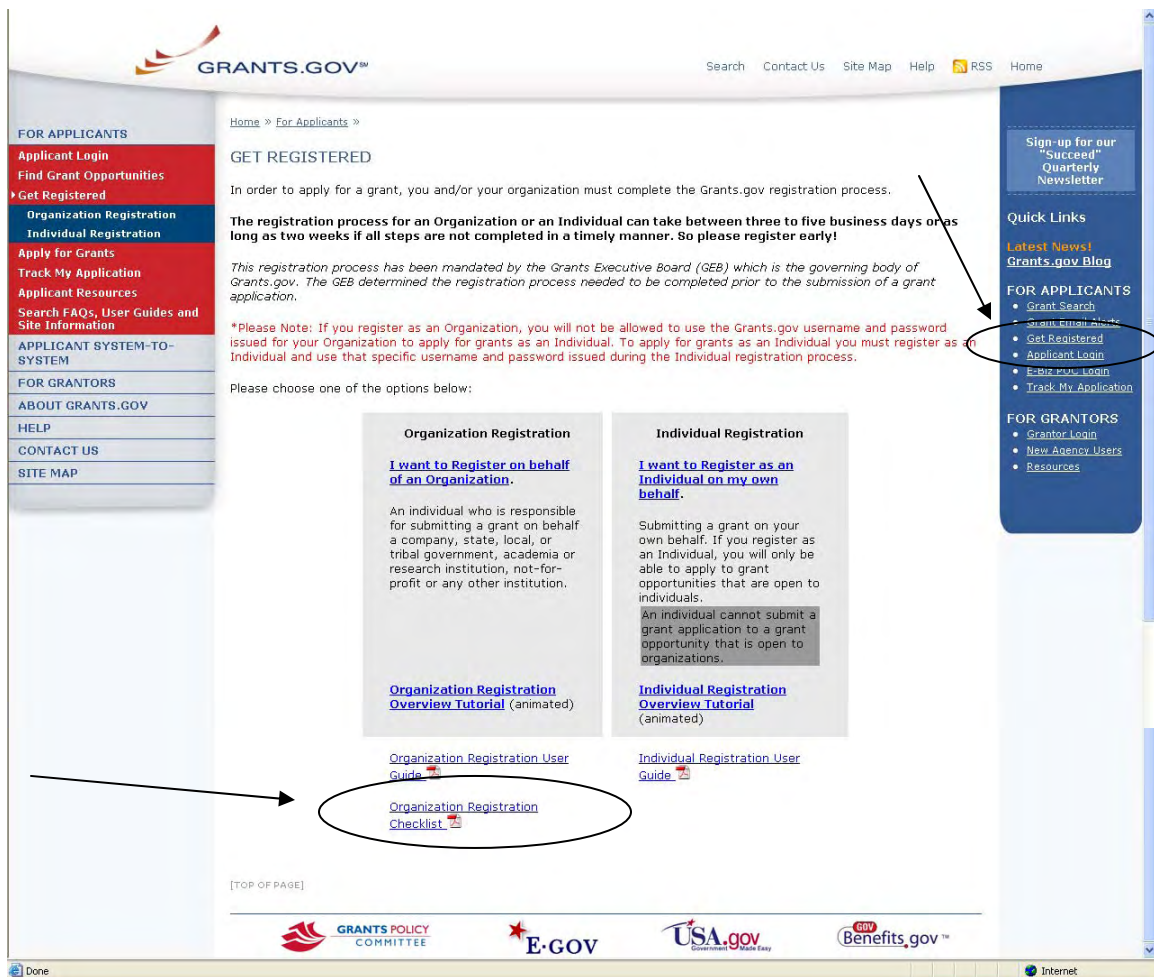
3. The Organization Registration Checklist also appears on the **Organization Registration** page at the top of the screen. Select **Get Registered**, then select **Organization Registration** and select the link for the **Organization Registration Checklist** .

The 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.

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.

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.
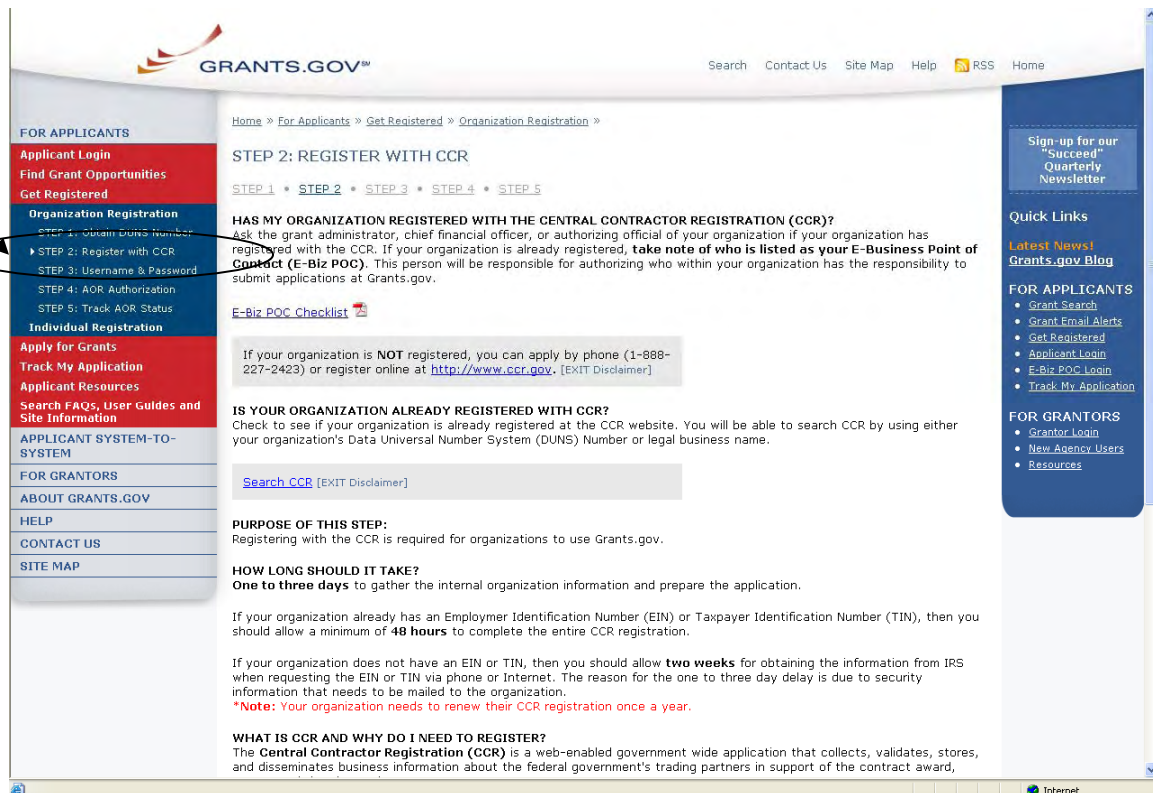
Step 2: Register with CCR

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.

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 to 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.

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

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.

5. 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.
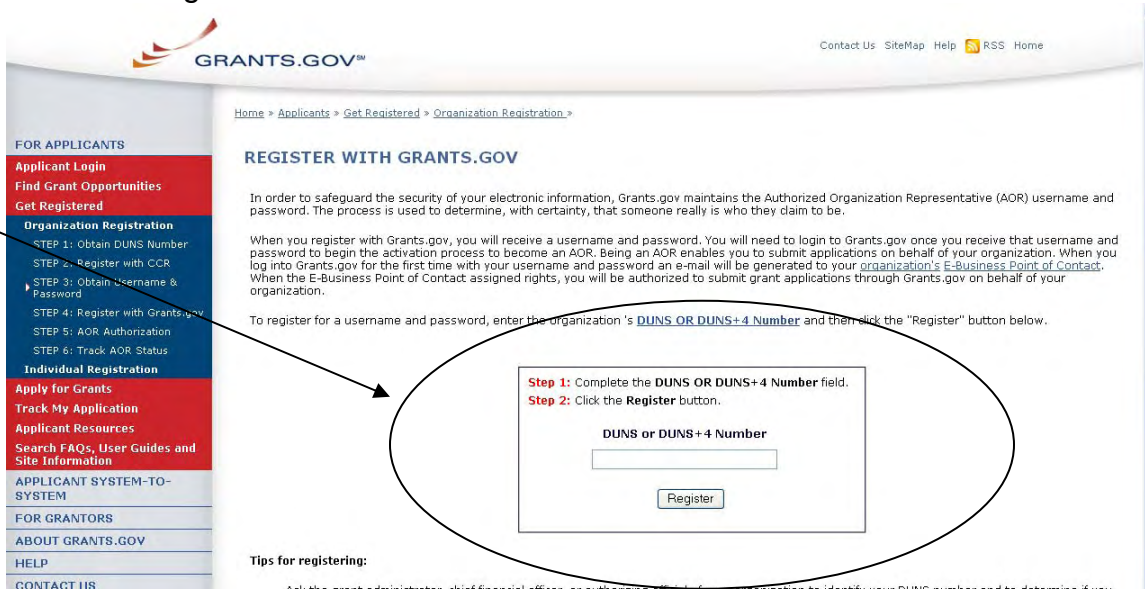
6. After entering your organization's DUNS Number, you will be taken to the online form.

7. 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)

8. 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)

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)

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.

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)

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".
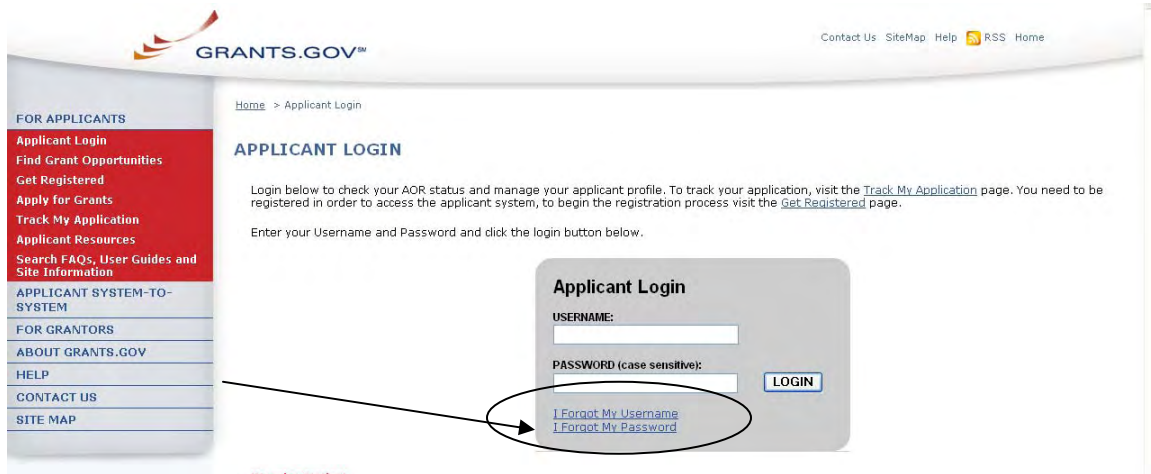
Then enter your username and select the **Login** button.
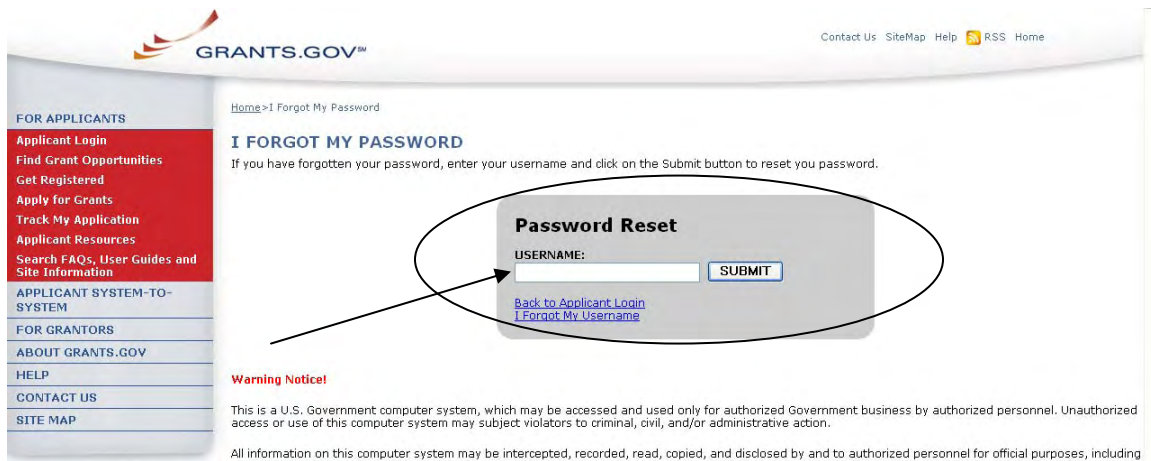
You will be directed to the I Forgot My Password page. Simply enter the answer to your secret question and then select the **Submit** button to reset your password.
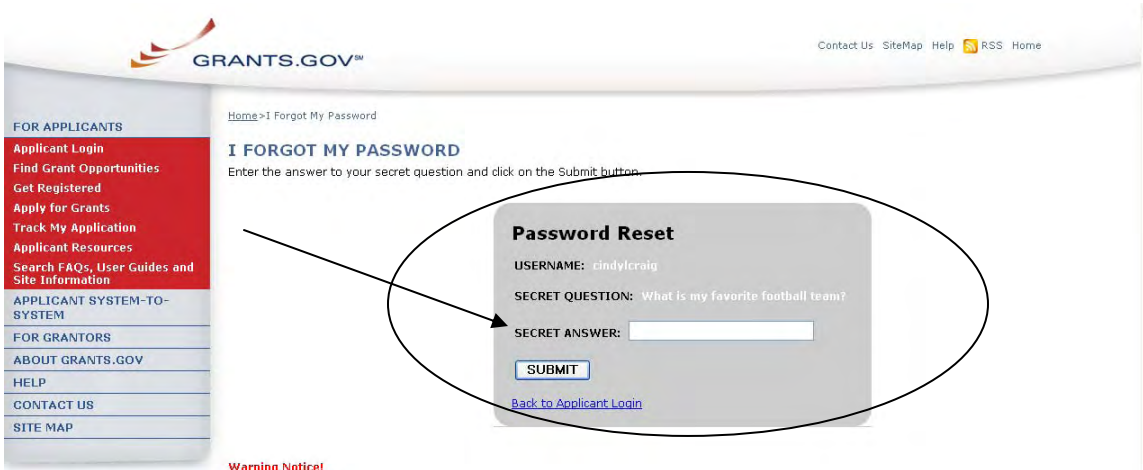
Once your answer is validated you will be directed to enter a new password. Enter a password and then enter it again into the confirm password field and select the **Submit** button.
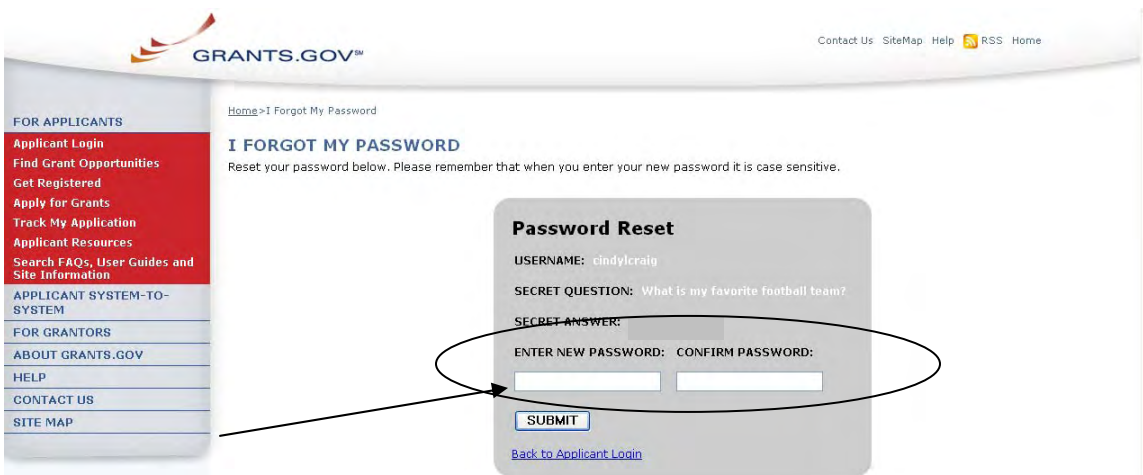
Once you have reset your password a message will appear that your password was reset successfully.
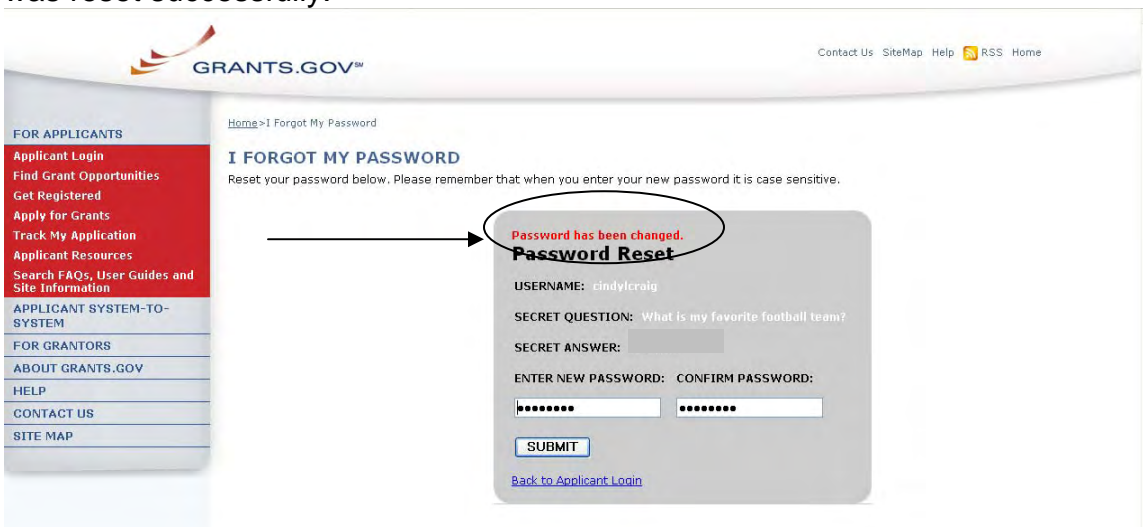
Forgot My Username (Organization)

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."

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

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."

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.

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.

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.
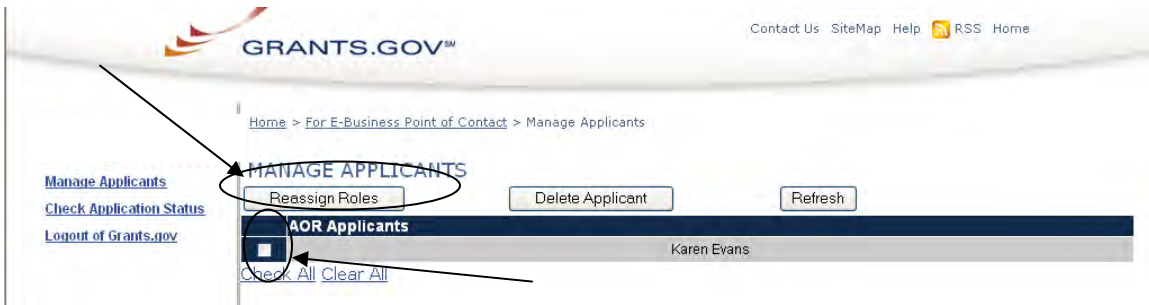
5. This will take you to the Reassign User Roles screen**.** Select the Authorized Applicant role in the Remaining Roles box by selecting it. Select the double arrow pointing toward the Current Roles box.

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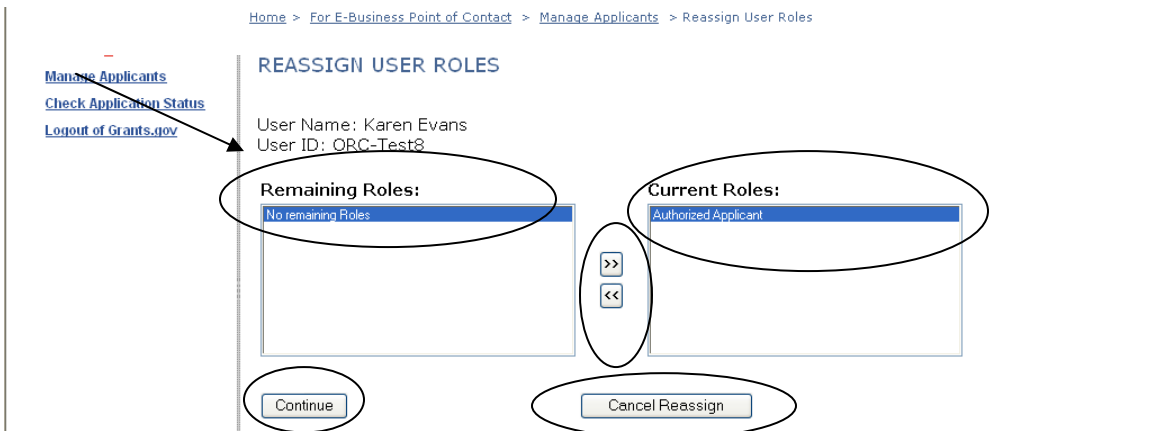
7. Once you have reassigned roles, the applicant is now authorized and can submit applications on Grants.gov.

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.

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.

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.
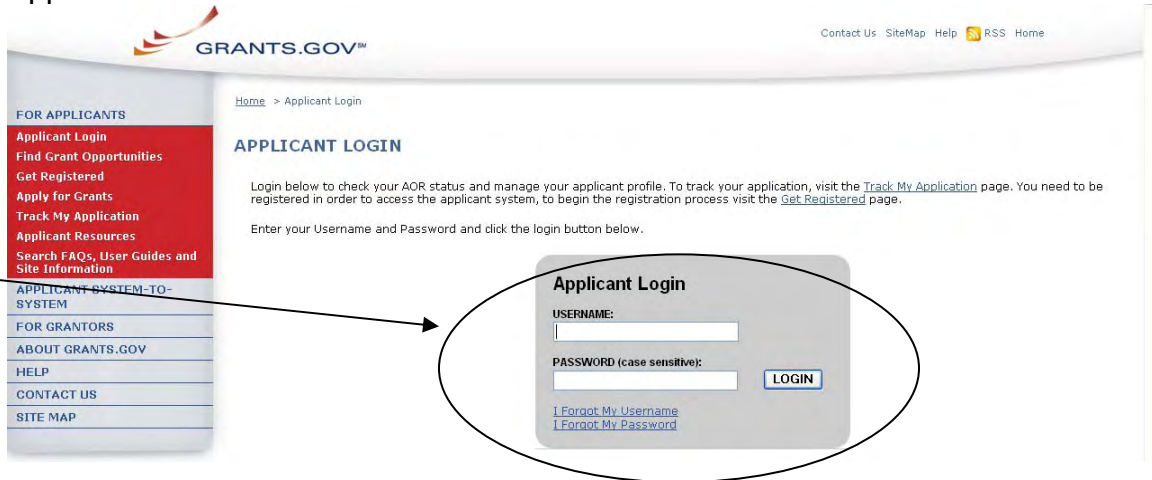
In the Applicant Center you can check your check your AOR status under Manage Applicant Profile and under the left navigation. To check your status select the **Manage Applicant Profile** link on the left navigation menu or review under the left navigation.
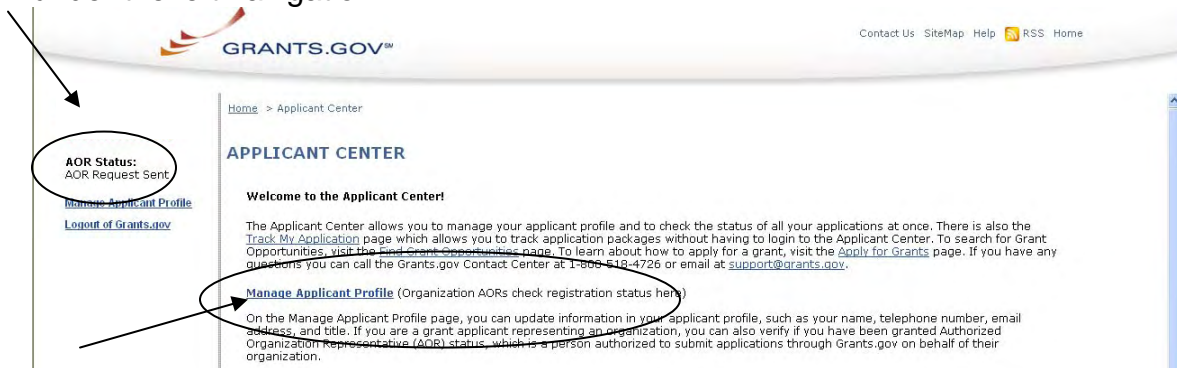
On the Manage Applicant Profile page, check to be sure the information listed is correct. You can also check your AOR Status located at the bottom left of the dialog box.