GRANTS.GOV℠

Organization Registration Checklist

The following checklist provides registration guidance for a company, institution, state, local or tribal government, or other type of organization. The registration process is a **one-time** process, which is **required** before representatives of an organization can submit grant application packages electronically through Grants.gov. The registration process can take **three to five** days depending on your organization.

> *Note: If you are a grant applicant, who is submitting a grant application on your own behalf and not on behalf of a company, institution, state, local or tribal government, or other type of organization, refer to the http://www.grants.gov/assets/IndividualRegCheck.pdf. If you apply as an individual to a grant application package designated for organizations, your application will be rejected.*

Grants.gov Registration Checklist	What is the purpose of this step?	How long should it take?	Completed?
1. Has my organization identified its DUNS Number? • 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.	• The Federal government has adopted the use of DUNS numbers to track of how federal grant money is allocated. • DUNS Numbers identify your organization.	• Same Day. • You will receive DUNS Number information at the conclusion of the phone call.	☐
2. Has my organization registered with the Central Contractor Registry (CCR)? • 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. CCR has developed a worksheet/checklist (7-page PDF) to help you with the process, which can be accessed at http://www.ccr.gov/CCRRegTemplate.pdf.	• Designating an E-Business Point of Contact safeguards organizations from individuals who may attempt to submit grant application packages without permission. • Registering with the CCR is required for organizations to use Grants.gov.	• 1-3 days to gather the internal organization information and prepare the application. • 2-3 days from the point of submitting the CCR Registration.	☐

Grants.gov Registration Checklist	What is the purpose of this step?	How long should it take?	Completed?
• When your organization registers with CCR, you will be required to designate an **E-Business Point of Contact (E-Business POC)**. This person will be given a special password called an "M-PIN." This password gives him or her the sole authority to designate which staff members from your organization are allowed to submit applications electronically though Grants.gov. • Staff members from your organization designated to submit applications are called **Authorized Organization Representatives (AORs)**. • If your E-Business POC has forgotten the M-PIN password, call 1-888-227-2423.		• The reason for the 2-3 day delay is due to security information that needs to be mailed to the organization.	
3. **Have the AORs who officially submit applications on behalf of your organization registered with the Credential Provider to obtain a username and password?** • AORs must register with the Credential Provider to obtain their usernames and passwords at https://apply.grants.gov/OrcRegister. They will need to know your organization's DUNS number to complete the process. • After your organization registers with the CCR, AORs must wait **3 business days** before they can obtain their usernames and passwords.	• Receive a username and password to submit applications through Grants.gov. • AOR usernames and passwords serve as "electronic signatures" when your organization submits applications on Grants.gov.	• Same Day. • AORs will receive a username and password when they submit the information.	☐
4. **Have the AORs who will officially submit applications on behalf of the organization registered with Grants.gov for an account?** • AORs must register with Grants.gov for an account at https://apply.grants.gov/GrantsgovRegister. They will need to enter the username and password they received when they registered with the Credential Provider (obtained in Step 3).	• This creates an account on Grants.gov that allows AORs to submit applications on behalf of the organization and track the status of submitted applications.	• Same Day. • AORs will be registered when they submit the information.	☐
5. **Has the E-Business Point of Contact (POC) approved AORs to submit applications on behalf of the organization?**	• Only the E-Business POC can approve AORs.	• Depends on how long it takes the E-Business	☐

Grants.gov Registration Checklist	What is the purpose of this step?	How long should it take?	Completed?
• When an AOR registers with Grants.gov, your organization's E-Business POC will receive an e-mail notification. • Your E-Business POC must then log into Grants.gov (using the organization's DUNS number for the username and the "M-PIN" password obtained in Step 2) and approve the AOR, thereby giving he or she permission to submit applications. • When an E-Business POC approves an AOR, Grants.gov will send the AOR a confirmation e-mail. • AORs can also log in to the Applicant home page at http://www.grants.gov/ForApplicants using their username and password (obtained in Step 3) to check if they have been approved.	• This allows your organization to authorize specific staff members to submit grants.	POC to log in and approve the AOR. • AORs can also log into Grants.gov to check if they have been approved.	