GRANTS.GOV℠

E-Business Point of Contact Registration Checklist

The E-Biz POC determines who is allowed to submit grant application packages via Grants.gov on behalf of an applicant organization. Grants.gov safeguards applicant organizations from individuals who may attempt to submit grant application packages without permission by providing applicant organizations with the capability to assign an E-Business Point of Contact (E-Biz POC). The following checklist provides guidance for the E-Biz POC during the registration process. The registration process can take one to three 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/IndvUserGuide.pdf*. If you apply as an individual to a grant application package designated for organizations, your application will be rejected.

E-Business Point of Contact Registration Checklist	
Steps to Complete	**Complete?**
1. OBTAIN A DUNS NUMBER	
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 you do not know the DUNS number for your organization, call Dun & Bradstreet at 1-866-594-2464 and follow the automated prompts to find this information. *PURPOSE OF THIS STEP:* The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. The DUNS number uniquely identifies your organization. *HOW LONG SHOULD IT TAKE?* Same day. You will receive the DUNS number for your organization at the conclusion of the phone call. A recipient with a new DUNS number must wait 24 hours before applying for SAM registration.	☐
2a. REGISTER WITH THE SYSTEM FOR AWARD MANAGEMENT (SAM)	
Has my organization registered with the System for Award Management (SAM)? Ask the grant administrator, chief financial officer or authorizing official of your organization if your organization has registered with the SAM. If your organization is not registered, you can apply online by going to http://www.sam.gov. If AFTER having	☐

registered in SAM, you experience any registration problems, you can get help by going to the Federal Service Desk at https://www.fsd.gov. When you register be sure to name yourself as the E-Biz POC.

*Note: Your organization needs to renew their SAM registration once a year.

PURPOSE OF THIS STEP:
Registration with the SAM is required for organizations to use Grants.gov.

HOW LONG SHOULD IT TAKE?
Three to five business days or up to two weeks. If your organization already has an Employer Identification Number (EIN), your SAM registration will take three to five business days to process.

If your organization does not have an EIN, then you should allow two weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet.

2b. DESIGNATE YOURSELF AS THE E-BIZ POC

Have you designated yourself as the E-Biz POC when you registered with SAM?

When your organization registers with SAM, you will need to be designated as the E-Biz POC. You will be given a special code called an "MPIN." This code will allow you 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 (AOR). If you have forgotten the MPIN, call 1-866-606-8220.

PURPOSE OF THIS STEP:
Designating E-Biz POC safeguards organizations from individuals who may attempt to submit grant application packages without permission.

HOW LONG SHOULD IT TAKE?
Please allow one business day for SAM to become active.

3. AUTHORIZE YOUR AORS

Have you authorized your organization's AORs?
AORs must complete a profile with Grants.gov to obtain their usernames and passwords. You will not be able to login to the E-Biz POC section of Grants.gov, until an individual from your organization registers with Grants.gov.

When an AOR registers with Grants.gov, you will receive an email notification. You then need to login to Grants.gov, if you are a new E-Biz POC you will need to use the password sent in the email from Grants.gov. If you already have a password, login and

| approve the AOR, thereby giving him or her permission to submit applications. When you approve an AOR, Grants.gov will send the AOR confirmation email. AORs can login using their username and password to check if they have been approved.

PURPOSE OF THIS STEP:
An E-Biz POC can approve AORs, or AORs who have been authorized and know the organization's MPIN can also approve an AOR. This allows your organization to authorize specific staff members to submit grants.

HOW LONG SHOULD IT TAKE?
Depends on how long it takes you to log in and approve the AOR, once the approval is completed the AOR can immediately submit an application. | |