

Guidance for First-Time Grants.Gov Users

For applicants who have never used Grants.gov, there are several one-time-only first steps to complete. The steps may take a few weeks to complete, so applicants should begin the Grants.gov process at least three weeks before proposal submission deadlines. Applicants from universities should contact the Office of Sponsored Programs to determine whether their organization is already registered to use Grants.gov and if other mandatory information has been established, such as the organization's DUNS number (see step one below). Other organizations should check with their business or financial office to determine if their organization is registered to use Grants.gov.

Each person planning to submit grant applications for an organization should register as an authorized organizational representative (AOR). An AOR is the only person who has the authority to sign and submit grant applications on behalf of a company, organization, institution, or government. Registration is not required if you do not plan to submit applications. There is no limit on the number of people who can register from an institution to use Grants.gov. All can explore Grants.gov and download grant applications without being registered, but they will not be able to submit an application until they complete their Grants.gov registration and gain authorization from their organization's e-business point of contact. The e-business point of contact determines who is allowed to submit a grant application package on behalf of an organization and is a primary role established through the Grants.gov registration process.

Steps for first-time users completing the Grants.gov registration process

1. Obtain a DUNS number
All applicants for federal funding must have a Dun and Bradstreet, or DUNS, number to complete their application package. A DUNS number is a unique nine-digit identification number issued by Dun and Bradstreet. This number is issued free of charge and many organizations already have one. You are encouraged to first check with your organization's business or financial office to find out if your organization already has a DUNS number. You may also contact Dun and Bradstreet at (866) 705-5711 or refer to www.dnb.com/US/duns_update/index.html to check if your organization has a DUNS number, or to get one. If your organization does not have a DUNS number, the estimated time to complete this step is an hour.
2. Register with the Central Contractor Registry
Your organization must register with Central Contractor Registry (CCR) on-line at www.ccr.gov. Be sure to complete the marketing partner ID (MPIN) and electronic business primary point of contact fields during the CCR registration process. These are mandatory fields required when submitting grant applications through Grants.gov. You will not be able to access Grants.gov until you receive your user name and password, which should arrive with your CCR registration in 7 to 10 business days. Organizations must have a taxpayer identification number or an employee identification number to complete the CCR registration. Refer to the Internal Revenue Service websites identified in the list of grant sites referenced in the link at the top this website for information on how to get one of these numbers. The total estimated time for completing this step could take up to three weeks, especially if your organization does not already have a taxpayer identification number or an employee identification number.
3. Username and Password
Complete your authorized organization representative (AOR) profile on Grants.gov by referring to <http://apply.grants.gov/apply/OrcRegister> to create your username and password. You will

need to use your organization's DUNS number to complete this step. The total estimated time for completing this step is one day.

4. **Authorized Organization Representative Authorization**
The e-business point of contact (E-Biz POC) at your organization must log in to Grants.gov to confirm you as an authorized organization representative (AOR). Please note that there can be more than one AOR for your organization. In some cases the E-Biz POC is also the AOR for an organization. The total estimated time for completing this step will depend on the responsiveness of your E-Biz POC.
5. **Track Authorized Organization Representative (AOR) Status**
At any time, you can track your AOR status by logging in with your username and password. Log in as an applicant (enter the username and password you obtained in step 3) using the following link: http://www07.grants.gov/applicants/applicant_profile.jsp

Steps for applying for funds through Grants.gov

1. Find the grant opportunity you are interested in by using the Grants.gov search interface at www.grants.gov/search/basic.do . You can conduct a basic or advanced search. In a basic search, you can search for information on available grant opportunities using a keyword, funding opportunity number, or a Catalog of Federal Domestic Assistance (CFDA) number. Advanced searches allow you to search by funding opportunity dates, funding activity category, funding instrument type, eligibility, agency name, and any of the basic search parameters. Grants.gov also allows anyone to [register to receive e-mail updates](#) as new grant opportunities are added. Anyone can also sign up to receive e-mail notices of any changes to a specific grant application package or federal funding opportunity announcement.
2. Apply for the grant you are interested in by using the [Apply for Grants](#) tab. The Apply for Grants feature enables users to apply for competitive federal grant opportunities through a single, unified process.
3. Download the grant application package and application instructions for the grant you wish to apply for. You will need to enter the funding opportunity or the CFDA number to access the application package and instructions. The Center's CDFA number is 11.473.
4. Complete the selected grant application package. Once it has been downloaded, you can complete the application off-line.
5. Submit the completed grant application package on-line. Once Grants.gov has received your submission, within the next 24 to 48 hours, you should receive two e-mail messages from Grants.gov updating you on the progress of your application. The first e-mail will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system before transmission to the grantor agency or has been rejected because of errors. After the application has been validated, you will receive another e-mail when the application has been downloaded by the federal agency. If the federal agency assigns an agency-specific tracking number, then you will also receive an e-mail about this application.