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Organization Registration Checklist

The following checklist provides registration guidance for a company, academic or research institution, state, local or tribal government, not-for-profit, or other type of organization. The registration 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 business days or one to three weeks** depending on your organization and if all steps are met in a timely manner.

Note: *If you are an individual applying for a grant on your own behalf and not on behalf of a company, academic or research institution, state, local or tribal government, not-for-profit, or other type of organization, refer to the* ***Individual Registration****: http://www.grants.gov/applicants/individual_registration.jsp. If you apply as an individual to a grant application package designated for organizations, your application will be rejected.*

Steps to Complete to Register an Organization	Completed?
STEP 1: OBTAIN DUNS NUMBER **Has my organization identified its Data Universal Number System (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 or needs to register for one, visit Dun & Bradstreet at http://fedgov.dnb.com/webform/displayHomePage.do. **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.	○
STEP 2: REGISTER WITH CCR **Has my organization registered with the Central Contractor Registration (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 (1-866-606-8220) 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. 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 organization are allowed to submit applications electronically through Grants.gov. Staff	○

members from your organization designated to submit applications are called Authorized Organization Representatives (AORs).

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

HOW LONG SHOULD IT TAKE?

If your organization already has an Employment Identification Number (EIN) or Taxpayer Identification Number (TIN), then you should allow one – three business days to complete the entire CCR registration. The EIN and TIN will come from the Internal Revenue Service (IRS)

If your organization does not have an EIN or TIN, then you should allow two weeks for obtaining the information from the IRS when requesting the EIN or TIN via phone or Internet. The additional number of days needed is a result of security information that needs to be mailed to the organization.
***Note:** Your organization needs to renew their CCR registration once a year. *You will not be able to move on to Step 3 until this step is completed. This step may take up to **5 business days**.*

STEP 3: USERNAME & PASSWORD

Have the AORs who officially submit applications on behalf of your organization completed their profile with Grants.gov to create their username and password?

To create a username and password, AORs must complete their profile on Grants.gov. AORs will need to know the DUNS number of the organization for which they will be submitting applications to complete the process.

After your organization registers with the CCR, AORs must wait one business day before they can complete a profile and create their usernames and passwords on Grants.gov.

PURPOSE OF THIS STEP:
An AOR username and password serves as an "electronic signature" when submitting a Grants.gov application.

HOW LONG SHOULD IT TAKE?
Same Day. After the AOR has completed their profile they will be prompted to create a username and password that will allow the user to login and check their approval status immediately.

STEP 4: AOR AUTHORIZATION

Has the E-Business Point of Contact (E-Biz POC) approved AORs to submit applications on behalf of the organization?

When an AOR registers with Grants.gov to submit applications on behalf of an organization, that organization's E-Biz POC will receive an email notification. The email the AOR submitted in the profile will be the email used when sending the automatic notification from Grants.gov to the E-Biz POC with the AOR copied on the

correspondence. The E-Biz POC must then login to 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 him or her permission to submit applications. When an E-Biz POC approves an AOR, Grants.gov will send the AOR a confirmation email. **PURPOSE OF THIS STEP:** Only the E-Biz POC can approve AORs. This allows the organization to authorize specific staff members or consultants/grant writers to submit grants. Only those who have been authorized by the E-Biz POC can submit applications on behalf of the organization. **HOW LONG SHOULD IT TAKE?** This depends on how long it takes the E-Biz POC to login and approve the AOR, once the approval is completed the AOR can immediately submit an application.	
STEP 5: TRACK AOR STATUS AORs can also login to track their AOR status using their username and password (obtained in Step 3) to check if they have been approved by the E-Biz POC. **PURPOSE OF THIS STEP:** To verify that the organization's E-Biz POC has approved the AOR. **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 the AOR.	