



# How To Apply For Grants using Grants.gov

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Office of Departmental Grants Management and  
Oversight

U.S. Department of Housing and Urban Development

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# Download Application Viewer

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- **What You Need for the viewer**

- In order for PureEdge Viewer to function properly on your computer, you must meet the following system requirements:
  - Windows 95/98, ME, XP, NT, 2000
  - Pentium 133 processor (Pentium 200 recommended)
  - 24 MB of RAM (64 MB Recommended)
  - 10 MB disk space (20 MB at installation)
  - Web Browser: Internet Explorer 4.0 or higher or
  - Netscape Communicator 4.0 or higher (including 6.1 but excluding 6.0 and 7.0)



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- **After completing the necessary installation screens**
  - You may be asked to restart your computer to complete the installation. This is perfectly normal and when your computer restarts, simply proceed to the next “Get Started” step.
- **If you have problems setting up the software**
  - You may not have security permissions to install new programs on your computer. If this is the case, you should contact your system administrator.
- **Guidance on this process is included in the Tutorial**
  - User Guide and Help sections of this site. Just click the “Tutorial” the “Customer Support” tab or the Question Mark (?) link above for assistance.



# Register with Central Contractor Registry

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**You must be registered with the Central Contractor Registry (CCR) before you can submit a grant application through Grants.gov.**

- Data Universal Numbering System (DUNS) number is required as part of the CCR registration process.
- The DUNS number is a unique nine-character identification number provided by the commercial company Dun & Bradstreet (D&B).
- The process to request a DUNS number takes about 10 minutes and is free of charge. **Just call D&B at 1-800-333-0505.**
- You may register for the CCR by calling the **CCR Assistance Center at 1-888-227-2423** or you may register online at [www.ccr.gov](http://www.ccr.gov).
- To make the process easier, we suggest that you download CCR's Registration Worksheet and complete it prior to registering.
- It is important to note, however, that the entire process, including the steps that need to be taken by CCR, takes about 5 days.



# Register with Credential Provider

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**In order to safeguard the security of your electronic information, Grants.gov utilizes E-Authentication – the Federal program that ensures secure transactions**

- E-Authentication defines the level of trust or trustworthiness of the parties involved in a transaction through the use of **Credential Providers**. It is the process of determining with certainty that someone really is who they claim to be.
- Once you are registered, you will have received an ID and password to have your grant application forwarded to the appropriate government agency safely and securely.



# Register with Grants.gov

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**As a Role Manager, you will be able to designate who from your organization can be an AOR.** *(Note that this functionality is not available during the pilot.)*

- As an AOR, you will be authorized to submit grant applications through Grants.gov on behalf of your organization.