

Register to Apply for Grants - 5 Critical Steps

Organizations wishing to receive Federal grants must register with the Central Contractor Registry (CCR). Individuals who intend to submit applications on behalf of organizations must be registered at Grants.gov and approved by the applicant organization. Grants.gov and the CCR are separate databases maintained by two different agencies.

Before you can apply for a HUD grant via Grants.gov, your organization must complete all of the items on this checklist. These steps take a number of days; so please begin immediately! Don't wait until two weeks before your application is due!

When you are done, you will have established profiles on CCR and Grants.gov that contain basic information about your organization and designated staff members who are authorized to submit applications.

If you have problems registering with Grants.gov, call the help desk at 1-800-518-4726.

A glossary of terms and links to important online resources follow the checklist.

What you need to do.	Purpose	How long will it take?	Done?
<p>1. Find out your organization's Dun & Bradstreet Numbering System (DUNS) number</p> <p>All organizations applying for federal grants are required to provide a DUNS number.</p> <p>Ask your grant administrator or chief financial officer to provide your organization's DUNS number. Research universities and most colleges, independent libraries, and large organizations already have DUNS numbers.</p> <p>If your organization doesn't have a DUNS number, call the special Dun & Bradstreet hotline at 1-866-705-5711 (or 1-866-814-7818, TTY for callers with hearing impairment) to receive one free of charge.</p> <p>More information about DUNS numbers is available here.</p>	<p>DUNS numbers identify an organization.</p> <p>The federal government has adopted the use of DUNS numbers to keep track of how federal grant money is dispersed.</p>	<p>This will take about 10 minutes and is free of charge.</p> <p>You will receive a DUNS number at the conclusion of the phone call.</p>	

<p>2. Register your organization with Central Contractor Registry (CCR)</p> <p>You must have a DUNS number to register with CCR</p> <p>Ask your chief financial officer, grant administrator, or authorizing official if your organization is registered with CCR.</p> <p>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 (7-page PDF) to help you with the process.</p> <p>When your organization registers with CCR, you will be required to designate an E-Business Point of Contact (E-Business POC). The E-POC must create a special password called an "M-PIN." This password, in combination with the organization's DUNS Number allows the E-POC to designate which staff members from your organization are allowed to submit applications through Grants.gov.</p> <p>Staff members designated to submit applications are called authorized organization representatives (AORs).</p> <p>If your organization has registered, but your E-Business POC has forgotten the M-PIN password, call 1-888-227-2423.</p>	<p>Registering with CCR is required for an organization to use Grants.gov.</p> <p>Designating AORs ensures that only authorized individuals can submit grant applications on behalf of the organization.</p>	<p>1-3 days to gather information about your organization and prepare the application.</p> <p>5 days from the time your organization registers with CCR. The 5-day window is necessary to mail you security information.</p>	
<p>3. AORs apply for usernames and passwords</p> <p>To obtain their usernames and passwords, AORs must register with Grants.gov's "credential provider" at https://apply.grants.gov/OrcRegister. They will need to know your organization's DUNS number in order to complete the process.</p> <p>After your organization registers with CCR, AORs must wait <i>five business days</i> before they can obtain their usernames and passwords.</p>	<p>AOR usernames and passwords serve as "electronic signatures" when your organization submits applications on Grants.gov.</p>	<p>Same day.</p> <p>AORs will receive usernames and passwords when they submit their information.</p>	

<p>4. AORs register with Grants.gov</p> <p>AORs must register their usernames and passwords obtained in step 3, with Grants.gov at https://apply.grants.gov/GrantsgovRegister.</p>	<p>This creates an account on Grants.gov that, <u>after approval by your organization's E-POC</u> (see step 5), will allow AORs, to submit applications on behalf of your organization.</p>	<p>Same day.</p> <p>This step in the registration process will be complete when the AOR submits the online form.</p>	
<p>5. E-Business POC approves registration of AORs</p> <p>The final step in the process is to approve the AOR registration for your organization.</p> <p>When an AOR registers with Grants.gov, your organization's E-Business POC will receive an e-mail notification. You don't need to wait for notification – when an AOR registers with Grants.gov, he or she should ask the E-Business POC to login to Grants.gov and approve the registration.</p> <p>Your E-Business POC must then log into Grants.gov (using the DUNS Number for Username and "M-PIN" as password) and approve the AOR, thereby giving the AOR permission to submit applications.</p> <p>When an E-Business POC approves an AOR, Grants.gov will send the AOR a confirmation e-mail.</p>	<p>Only E-Business POCs or another person who knows both the DUNS Number and MPIN can approve AORs.</p> <p>This allows your organization to authorize specific individuals to submit grants.</p>	<p>It depends on how long it takes E-Business POC to log in and approve AOR.</p> <p>AORs can log into Grants.gov to see if they have been approved.</p> <p>https://apply.grants.gov/ApplicantLoginGetID</p>	

GLOSSARY

Authorized Organization Representative (AOR): A person authorized by your E-Business POC to submit applications to Grants.gov.

Central Contractor Registry (CCR): Organizations receiving any type of award from the federal government must register with CCR. This database is maintained by the General Services Administration (GSA) and has a toll free help line open 24 hours/ 7 days a week (1-888-227-2423).

DUNS Number: DUNS stands for "data universal numbering system." DUNS numbers are issued by Dun and Bradstreet (D&B) and consist of nine digits. If your organization does not have one, call 1-866-705-5711 to receive one free of charge.

E-Business Point of Contact (POC): Person who will designate which staff members can submit applications through Grants.gov. When you register with CCR, your organization will be asked to designate an E-Business POC.

M-PIN: Password used by your e-business point of contact to designate which staff members can submit applications to Grants.gov.

Grants.gov: Grants.gov is the Federal web portal for Federal grants. All Federal Agencies must list all grant funding announcements on Grants.gov and, by 2008, all agencies will accept applications for all grant programs electronically, through Grants.gov. Grants.gov is managed by the Department of Health and Human Services and has a toll free helpline open from 7:00 am to 9:00 pm Eastern Time, Monday – Friday.

Useful links and resources

DUNS Number information: <http://www.neh.gov/grants/guidelines/duns.html>

Central Contractor Registry (CCR): <http://www.ccr.gov/>

Central Contractor Registry Support Line: 1-888--227-2423

Worksheet to help you register with CCR: <http://www.ccr.gov/CCRRegTemplate.pdf> (7-page PDF)

Obtain usernames and passwords for AORs: <https://apply.grants.gov/OrcRegister>

Grants.gov: <http://www.grants.gov/>

Grants.gov Helpdesk: support@grants.gov

Grants.gov Customer Support Tutorials and Manuals: <http://www.grants.gov/CustomerSupport>

Grants.gov Support Line: 1-800-518-GRANTS (4726)