



Individual:

An individual is an applicant who submits grant applications on their own behalf, not representing an organization, institution or government.

The first step in submitting an application online is to complete a one- time registration process. Individuals wishing to submit a grant application, using Grants.gov, are required to complete this one-time registration process. Neither a Unique Entity Identifier (UEI) nor the System for Award Management (SAM) registration is necessary for Individual Registration.

Organization:

STEP 1: System for Award Management (SAM) – All Applicant Organizations (optional for Individual Applicants) must complete and maintain an active registration. New registrations take an average of fourteen (14) business days. The renewal process may require as much time as the initial registration. SAM registration includes the assignment of a Commercial and Government Entity (CAGE) Code for domestic organizations which have not already been assigned a CAGE Code. To register, go to: <http://www.SAM.gov>.

STEP 2: Grants.gov Username & Password

Same day. Complete your AOR (Authorized Organization Representative) profile on Grants.gov and create your username and password.

STEP 3: AOR Authorization

\*Same day. The E-Business Point of Contact (E-Biz POC) at your organization must login 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.

NOTE: Registration takes approximately 3-5 business days; but allow 4 weeks to complete all steps.

Complete and Submit the Application Package

**What to Expect After Submitting an Application**

When submitting a grant application package to Grants.gov, you will receive a confirmation screen as well as up to four emails from Grants.gov.

**Submission Confirmation Screen**

After you submit your grant application package, a confirmation screen will appear on your computer screen. This screen confirms that you have submitted an application to Grants.gov. This page also

contains a tracking number for use while tracking the status of the submission as well as a "Track My Application" link, to use to see the progress of your submission.

**Submission Receipt Email (with "Track My Application" link)**

Within two business days after your application package has been received by the Grants.gov system, you will receive a submission receipt email which indicates that your submission has entered the Grants.gov system and is ready for validation.

This email also contains a tracking number for use while tracking the status of the submission as well as a "Track My Application" link, to use to see the progress of your submission

**Submission Validation (or Rejection with Errors)**

After you receive the submission receipt email, the next email you will receive will be a message validating or rejecting your submitted application package with errors. The Grants.gov system is designed to check for technical errors within the submitted application package. Grants.gov does not review application content for award determination.