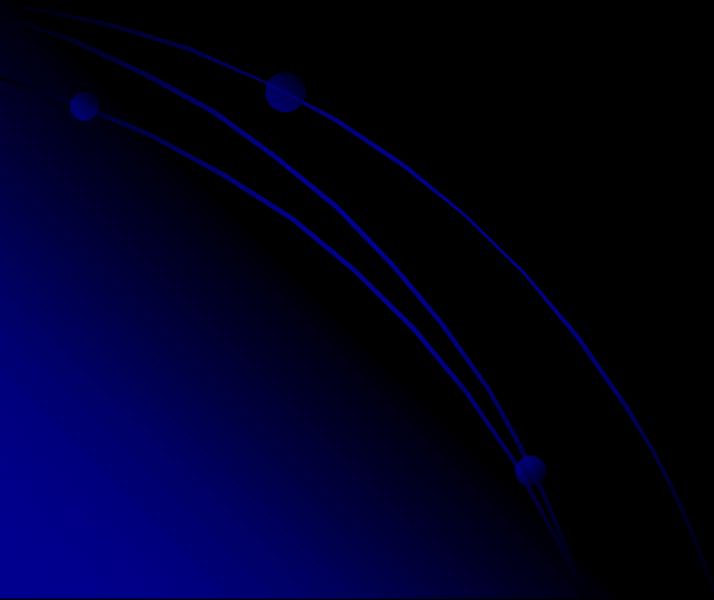


# Grants.Gov Applicant Registration



# Objective

The objective of this presentation is to provide an overview of the process and requirements for registering with Grants.gov as well as tips and tricks to mitigate common technical issues.



# Registration Steps

## Organization Registration

- Obtain Data Universal Number System (DUNS) number
- Register with Central Contractor Registry

## Registering yourself as AOR

- Register with Credential Provider
- Register with Grants.gov

## Final Steps

- Grants administrator authorize your profile for ability to download and submit packages
- Download PureEdge Viewer to view packages

# Organization Registration

## DUNS Registration

- Talk to your CFO, Grants Administrator, or Authorized Official and have them go to [Http://fedgov.dnb.com/webform/displayHomePage.do](http://fedgov.dnb.com/webform/displayHomePage.do) (this link is Case sensitive).
- They will need the following information:
  - Name of Your Organization
  - Organization Address
  - Local Phone Number
  - Name of CEO/Organization Owner
  - Legal Structure of Organization (corporation, partnership, proprietorship)
  - Year organization started
  - Primary Line of Business
  - Total number of employees (full and part time)

# Organization Registration

## CCR Registration

- Go to [www.ccr.gov](http://www.ccr.gov)
- Click “Start New Registration”
- You will need your DUNS number
- Fill out all information, any marked with a “M” is mandatory

# AOR Registration Credential Registration

## Grants.gov Left menu Navigation:

- Click “Get Registered”
- Click “Organization Registration”
- Click Register as on AOR”
- Click “Register with the Credential Provider”
- Click on checklist link at the bottom of the page and follow each step using the links inside the steps to complete each step

OR

## Direct Link

- Go to <https://apply.grants.gov/OrcRegister> and fill out the registration form

# AOR Registration

## Grants.gov Registration

### Grants.gov Left Menu Navigation:

- Click “Get Registered”
- Click “Organization Registration”
- Click Register as on AOR”
- Click “Register with Grants.gov”
- Click on the link “Register with Grants.gov”
- Fill out the fields, then submit

# Final Steps

- Have your Grants Administrator (E-Biz POC) login and Authorize you as an AOR
  - An e-mail is sent automatically upon registering on Grants.gov to your Grants Administrator (E-Biz POC) informing them you have registered as an AOR.
  - If you do not know your Grants Administrator (E-Biz POC), then you can call 1-888-227-2423 or 269-961-5757 (DSN: 661-5757) internationally for individual help from Central Contractor Registry
- Download and install PureEdge Viewer from [http://www.grants.gov/PEViewer/ICSViewer602\\_grants.exe](http://www.grants.gov/PEViewer/ICSViewer602_grants.exe)
  - Must be an Administrator on your computer
  - Must have your helpdesk install it if you are not an Administrator

# Tips

- A wait period of one day is required after registering with CCR to start AOR registrations
- May take up to 20 minutes after successful registration with Credential Provider before you can register with Grants.gov
- Must have Administrator Rights to your computer to install PureEdge Viewer
- Applicant's User manual found at [http://www.grants.gov/resources/doc/UserGuide\\_Applicant.doc](http://www.grants.gov/resources/doc/UserGuide_Applicant.doc)
  - Manual provides in depth details, step-by-step instructions, and screenshots
- Grants.gov Helpdesk number 1-800-518-4726
- Grants.gov Helpdesk page <http://www.grants.gov/contactus/contactus.jsp>
- Grants.gov Applicant FAQs found at [http://www.grants.gov/help/applicant\\_faqs.jsp](http://www.grants.gov/help/applicant_faqs.jsp)

## Common Computer Remedies:

- Restart computer
- Clear temporary internet files
  - Tools -> options
  - Click "Delete Cookies" and "Delete Files" buttons
- Make sure you can reach other web pages
  - Check cable going from the wall to your computer and make sure it is secure at both ends
- Call your Helpdesk for further assistance

# Sources

Grants.gov Applicant's User Guide

[http://www.grants.gov/resources/doc/UserGuide\\_Applicant.doc](http://www.grants.gov/resources/doc/UserGuide_Applicant.doc)

Grants.gov Applicant's FAQs

[http://www.grants.gov/help/applicant\\_faqs.jsp](http://www.grants.gov/help/applicant_faqs.jsp)

Grants.gov Helpdesk

<http://www.grants.gov/contactus/contactus.jsp>