

# Registering to Submit an OJP Grant

## *Grants.gov Instructions*

The information below is designed to walk you through the registration and submission steps for Grants.gov.

1. **Acquire a unique entity identifier (currently, a DUNS number).** The Office of Management and Budget requires every applicant for a federal award (other than an individual) to include a "unique entity identifier" in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at <https://www.dnb.com/>. A DUNS number is usually received within 2 business days.

2. **Register or maintain registration with SAM.** Access <https://www.sam.gov> and complete the online registration process. It will take an estimated 45 minutes to complete registration if the applicant has all necessary information on hand, depending on the size and complexity of the organization.

If the applicant already has an Employer Identification Number (EIN), the SAM registration will take **up to 2 weeks to become active**. If the applicant does not have an EIN, then **the applicant should allow 2 to 5 weeks for obtaining an EIN from the Internal Revenue Service**. If the entity does not have an EIN, then **the applicant should allow two to five weeks for obtaining the information from the Internal Revenue Service when requesting the EIN via phone, fax, mail or Internet**. For more information about EIN, visit <https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin>. **There is no fee associated with these processes. Additionally, these processes cannot be expedited.** Once the SAM registration is active, the applicant will be able to complete the Grants.gov registration. **The information transfer from SAM to Grants.gov can take as long as 48 hours.** Therefore, OJP recommends that the applicant register or renew registration with SAM as early as possible.

**Within 60 days of the SAM registration activation**, any applicant for an OJP award creating a new entity registration (or updating or renewing a registration) in SAM.gov must submit an original, signed [notarized letter](#) to SAM appointing the authorized Entity Administrator. **Notarized letters must be submitted via U.S. Postal Service Mail.** Failure to submit the notarized letter within 60 days of SAM registration activation may result in the registration no longer being active. **Organizations must update or renew their SAM registration at least once a year to maintain an active status.**

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, go to <https://www.grants.gov/web/grants/applicants/organization-registration.html>. Individuals registering with Grants.gov should go to <https://www.grants.gov/web/grants/applicants/registration.html>.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Search using the Catalog of Federal Domestic Assistance (CFDA) number and Assistance Listing title and the funding opportunity number from the solicitation.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application. If the solicitation does not have multiple competition IDs, skip this step.
7. **Access Funding Opportunity and Application Package from Grants.gov.** Select "Apply for Grants" under the "Applicants" column. Enter your email address to be notified of any changes to the opportunity package before the closing date. Click the Workspace icon to use Grants.gov Workspace.
8. **Submit a valid application consistent with the solicitation by following the directions in Grants.gov.** To preview the application prior to (or after) submitting, go to the View Application tab in Workspace. For additional information, review the [View Application Tab](#) help article and [Attachments Tab](#) help article.

Within 48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application. The second will state whether the application has been validated and successfully submitted, or whether it has been rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received, and then receive a rejection notice a few minutes or hours later. Submitting an application well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges each applicant to submit its application **at least 72 hours prior** to the application due date, to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. Verify the application deadline (date and time) in the solicitation.

Go to <https://www.grants.gov/web/grants/applicants/organization-registration.html> for further details on DUNS numbers, SAM, and Grants.gov registration steps and timeframes.

**Browser Information:** Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.