

## **Federal Grant Opportunities Organization Registration Checklist:**

*For a more in-depth overview of each step, please see the grants.gov user manual:*

<http://www.grants.gov/assets/OrgRegUserGuide.pdf>

### **Step 1. Obtain Data Universal Number System (DUNS) Number**

- Ask your organization's grants advisor, chief financial officer, or authorizing official to identify your DUNS number. If your organization does not know its number, or if it needs to obtain one, please visit the following website in order to register: <http://fedgov.dnb.com/webform/displayHomePage.do>
- This step allows the federal government to use your organizations DUNS number to track how grant money is allocated.

### **Step 2. Register with the Central Contractor Registration (CCR)**

- Ask your organization's grants advisor, chief financial officer, or authorizing official if your organization has registered with the CCR. If your organization has not registered, you may do so online (<http://www.ccr.gov/>) or by phone: 1-888-227-2423. For more detailed instructions for CCR registration, please use the following handbook: <http://www.ccr.gov/Handbook.aspx>
- When you register with CCR, you must designate an E-Business Point of Contact (E-Biz POC) for your organization. Staff members from your organization who are permitted to submit grant applications are designated as Authorized Organization Representatives (AORs).
- Registration with CCR is required in order for organizations to use grants.gov.  
\*Note: Your organization must renew their CCR registration once every year.

### **Step 3. Username and Password**

- Have your organization's AORs complete their profile with grants.gov in order to create a username and password. AORs will need to know the organization's DUNS number in order to complete this step.

### **Step 4. AOR Authorization**

- Once your organization's AOR has completed their profile on grants.gov, the E-Biz POC will receive an e-mail notification. The E-Biz POC must then login to grants.gov (using the DUNS number from Step 2) and approve the AOR which will enable them to submit grant applications.
- Once the E-Biz POC has approved the AOR, the AOR will receive an e-mail notification.

**Step 5. Track AOR Status**

- AORs are able to login to grants.gov (using the username and password obtained in Step 3) in order to track their status and to verify that they have been approved by the E-Biz POC.