

Registrations Needed to Submit Applications to NIH

In order to apply for any NIH grant, you must complete a series of registrations. These registrations are used for verification of eligibility; validation for legal representation (any organization that accepts a federal grant enters into a binding and lawful contract); tracking and accounting of federal moneys; and reporting purposes. All of these registrations must be completed and active before the time of submission.

- **Register early! Registration is a multi-step process that can take 6-8 weeks to complete.**
- All organizations must register with Dun and Bradstreet, SAM, and Commons. NCAGE is required for non-domestic organizations.
- The registration process is not sequential. As soon as an organization has obtained its DUNS number, it can begin registering with SAM and then Grants.gov and eRA Commons.

Dun & Bradstreet Universal Numbering System (D-U-N-S)

Dun & Bradstreet (D&B) provides a unique nine digit identification number for your business / institution

- Dun & Bradstreet does not charge a fee for assigning a number for doing business with the government
 - A D-U-N-S Number is required by NIH for all application submissions
- Begin the process at: <http://fedgov.dnb.com/webform>

System for Award Management (SAM)

The GSA's System for Award Management

- GSA assigns a CAGE Code during the SAM registration process if one is not already assigned
- SAM confirms supplied information with the IRS, a step that may take a few days
- **SAM registration must be renewed annually**

Steps for Registering Your Entity (Organization) in SAM:

- 1) Go to www.sam.gov
- 2) Create a Personal Account and Login
- 3) Click "Register New Entity" under "Manage Entity"
- 4) Select type of Entity
- 5) If you plan to compete for contract awards, select "Yes" to "Do you wish to bid on contracts?"
 - a) Additional data may be requested if you select 'Yes'
- 6) Select "Yes" to "Do you want to be eligible for grants and other federal assistance?"
- 7) Complete "Core Data"
- 8) Complete "Points of Contact"
- 9) Wait for registration validation

Be aware of potential issues:

- You should log in to SAM, Grants.gov and Commons prior to the deadline to verify that you can access the required systems
- If you need to renew your record, or modify any of the registration record data, do so well ahead of the deadline
 - When you modify your SAM record, SAM reports to Grants.gov that the record is "in process," resulting in Grants.gov rejecting an application. Grants.gov rejects any submitted applications until the data is synchronized again
 - It takes **at least** one day for SAM registration or modification to become available in Grants.gov
 - If a problem with access arises, it may take more than a day to resolve

NATO Commercial & Government Entity Code (NCAGE)

Non-domestic (foreign) organizations must obtain a NATO Commercial & Government Entity Codes

- It is a 5 character code used to identify the organization, and its specific location
- This code is required for System for Award Management (SAM) registration

Grants.gov

Steps for Registering Your Organization in Grants.gov

- 1) **Obtain a D-U-N-S Number**
- 2) **Obtain an NCAGE Code** (foreign applicants only)
 - a) Domestic applicants will be assigned a CAGE code automatically
- 3) **Register with SAM**
 - a) Designate an E-business Point of Contact (E-Biz POC) who is responsible for approving requests for application submission authority, and is assigned an MPIN which is required to login and establish an AOR
- 4) **Establish your Grants.gov Username and Password**
 - a) Anyone who will submit or track applications for your organization must complete an Authorized Organization Representative (AOR) profile on Grants.gov and create a username and password
- 5) **AOR Authorization**
 - a) The E-Biz POC will receive an email regarding the AOR request and must login to Grants.gov to approve the request by providing the "Authorized Applicant" role to the user.
 - b) You can and should have more than one AOR in your organization to provide backup coverage in case the primary person is not available to submit your application. All AORs can also track the status of submitted applications.
- 6) **Verify your AOR Status**
 - a) At any time, you can track your AOR status by logging in with your username and password

eRA Commons

Steps for Registering Your Organization in eRA Commons

- 1) Complete the online Institution Registration form at the link below and click submit: <https://public.era.nih.gov/commons/public/registration/registrationInstructions.jsp>
- 2) Agency will send you an email with the link to confirm your email address.
- 3) Once email address is verified, the Agency will review your request and let you know the result via email.
- 4) If your request is denied, you will get an email notifying you of the reason.
- 5) If your request is approved, you will get an email with your Commons user ID and temporary password.
- 6) Log into Commons with your temporary password and the system will prompt you to change the temporary password to a permanent one. The contact Signing Official will be prompted to electronically sign your registration request (Please review your registration information carefully).
- 7) Once the contact SO has electronically signed the request, your organization will be active in Commons and you may create and maintain additional accounts for your institution staff.

More information: http://era.nih.gov/commons/faq_commons.cfm#I12

Where to Find Help

NCAGE: Phone: 269-961-7766 http://www.dlis.dla.mil/Forms/Form_AC135.asp .	D-U-N-S Number: govt@dnb.com CCRhelp@dnb.com (for customers located outside the US, Puerto Rico and US Virgin Islands)
SAM: Federal Service Desk: https://www.fsd.gov eRA Commons: US Calls: 866-606-8220 International Calls: 334-206-7828 DSN: 866-606-8220	Grants.gov: www.grants.gov 24 hours a day, 7 days a week. Closed on federal holidays. US Calls: 1-800-518-4726 International Calls: 606-545-5035 Email: support@grants.gov iPortal: https://grants-portal.psc.gov/Welcome.aspx?pt=Grants
eRA Commons: Web site: https://public.era.nih.gov/commons/ Hours: Mon-Fri, 7 a.m. to 8 p.m. Eastern Time, except for Federal holidays	
Online ticketing: http://grants.nih.gov/support/index.html	Toll-free: 1-866-504-9552 Phone: 301-402-7469