

# Special Registration Instructions for Unaffiliated/Independent Applicants

Individual applicants not affiliated with an organization or who want to submit an application independently must complete all the required registrations as though they are an organization. There should NOT be any cost associated with ANY of these registrations.

When all is said and done, you will have multiple accounts (sometimes more than one for the same system) and serve many roles.

In addition to our standard registration guidance:

<http://grants.nih.gov/grants/how-to-apply-application-guide/prepare-to-apply-and-register/registration.htm>

here are some tips to help you successfully navigate the registration process.

## Dun and Bradstreet Universal Numbering System (DUNS)

Purpose: To obtain a unique, identifier for your organization (referred to as your DUNS number).

What you need to know:

- You must obtain your DUNS number prior to starting any other registration.
- Once on the D&B site, follow the instructions to obtain a DUNS number for “doing business with the government”.
- Use the guidance provided for Sole Proprietorships
  - Select “Owner” as your “Title at this Business”
  - Sole Proprietorships must use the owner’s full legal name. E.g., John H Smith Junior should be entered as “Smith Jr, John H.”

## System for Award Management (SAM)

Purpose: To register your entity (i.e. organization) to do business with the Federal government. SAM confirms supplied information with the Internal Revenue Service (IRS).

What you need to know:

- You must obtain your DUNS number prior to starting your SAM registration.
- The government uses lots of identifiers. As part of the SAM registration process, you will be assigned a Commercial & Government Entity Code (CAGE) code. It is simply a 5-character ID used to identify vendors. You will see the CAGE code mentioned in documentation, but we will not request it as part of your application so don’t worry too much about it.
- You will be asked to identify an E-Business Point-of-Contact (E-Biz POC) – you can provide your own information.

## Grants.gov

Purpose: To register your organization and the individuals authorized to do business on behalf of your organization to submit grant applications to Federal agencies.

What you need to know:

- Grants.gov is the federal-wide portal used to find and apply for Federal grant funding. All NIH competing grant applications must be submitted through Grants.gov.
- You must have registered in both DUNS and SAM prior to starting your Grants.gov registration.

- DUNS is the primary identifier used in Grants.gov.
- Follow the instructions found at <http://www.grants.gov/web/grants/applicants/organization-registration.html> for registering an Organization.
  - DO NOT use the “Registering as an Individual” instructions. NIH posts all opportunities such that only organizations can apply.
- Your E-Biz POC is responsible for authorizing individuals at your organization to submit grant applications. Those individuals are referred to as Authorized Organization Representatives (AORs). If you are the E-Biz POC and the AOR, you will need to authorize yourself by giving your Grants.gov account the AOR role.

## eRA Commons

Purpose: To register your organization and key individuals in NIH’s system used to exchange information between, applicants, grantees and NIH Staff.

What you need to know:

- You must obtain your DUNS number prior to starting your eRA Commons organization [registration](#).
- On the registration form, which you access by clicking the “Register Now” button, use “INDEPENDENT SCHOLAR – followed by your full legal name. For example, “INDEPENDENT SCHOLAR - John H Smith Junior”. You will be the Signing Official (SO; same authority in eRA Commons that the AOR has in Grants.gov).

U.S. Department of Health & Human Services | www.hhs.gov

**eRA Commons**  
A program of the National Institutes of Health

Home | eRA Partners

### Register Institution ?

**Online Registration**

Welcome to the ERA Commons On-Line Registration Process.  
Completing this process will register your institution into the ERA Commons and establish up to two accounts for your institution. Selected staff at your institution can then create additional accounts appropriate to the needs of your institution.

Before registering your institution please read through the registration material provided here. It is recommended that you print a copy of this page to use as a reference when completing the form. To print a copy select the "Print" button on your browser button bar or select "File/Print" from the menu bar.

\* indicates required field

**Institution Information**

Institution Name :\* INDEPENDENT SCHOLAR - John H Smith Junio

DUNS Number :\* 123456789 1234

Street 1 :\* 123 My Street

Street 2 :\*

Street 3 :\*

Street 4 :\*

Closeout E-mail :\* you@you.com

NoA E-mail :\* you@you.com

City :\* My city

State :\* MARYLAND

Zip Code :\* (20873) or (208733423) 208921234

Country :\* UNITED STATES

**Accounts Information**

**Principal Signing Official**

Name Prefix :\* Dr.

First Name :\* John

Middle Name :\* H

Last Name :\* Smith

Title :\* Lasker Scholar Applicant

User Name :\* JHSmith-SO

Phone :\* 301-555-1111

Fax :\*

E-mail :\* you@you.com

**Accounts Administrator**

This entire section is optional; however if any information is entered then all required fields must be entered

Name Prefix :\*

First Name :\*

Middle Name :\*

Last Name :\*

Title :\*

User Name :\*

Phone :\*

Fax :\*

E-mail :\*

Save Reset Cancel

- Once your registration is complete and your SO account is created, you can create a separate Principal Investigator account for yourself with the PI role. You will need both your SO and your PI accounts to complete the application process. The specific roles on each account indicate the actions you can take in eRA Commons. The SO account allows you to sign legal documents and administer your application/grant while your PI account is included in your application and identifies you as having scientific oversight for the proposed application. Only accounts with the PI role can view review outcome information in eRA Commons.