GRANTS.GOV℠

**Authorized Organization Representative
Registration Checklist**

Grants.gov requires that individuals who would like to submit grants on behalf of their organization, Authorized Organization Representatives (AORs), register with Grants.gov. The following checklist provides a guide to completing the registration process for an AOR. The registration process is a **one-time** process, which is **required** before representatives of an organization can submit grant application packages electronically through Grants.gov. The registration process can take **one to three** days depending on your organization.

Note: If you are a grant applicant, who is submitting a grant application on your own behalf and not on behalf of a company, institution, state, local or tribal government, or other type of organization, refer to the http://www.grants.gov/assets/IndividualRegCheck.pdf. If you apply as an individual to a grant application package designated for organizations, your application will be rejected.

Grants.gov Registration Checklist	What is the purpose of this step?	How long should it take?	Completed?
1. Have you registered with the Credential Provider to obtain a username and password? • AORs must register with the Credential Provider to obtain a username and password at https://apply.grants.gov/OrcRegister You will need to know your organization's DUNS Number to complete the process. If your organization does not know its DUNS Number, visit Dun & Bradstreet at http://fedgov.dnb.com/webform/displayHomePage.do. • After your organization registers with the Central Contractor Registry (CCR), you must wait **two business days** before you can obtain your	• Receive a username and password to submit applications through Grants.gov. • Your username and password serve as "electronic signatures" when you submit applications on Grants.gov.	• Same Day. • You will receive a username and password when you submit the information.	☐

username and password. Check with your grant administrator, chief financial officer or authorizing official to see when they completed the CCR registration prior to starting the registration process. If your organization is not registered, your organization can apply by phone (1-888-227-2423) or register online at http://www.ccr.gov. Please refer to the CCR Handbook for assistance at http://www.ccr.gov/handbook.asp.			
2. Have you registered with Grants.gov for an account? • AORs must register with Grants.gov for an account at https://apply.grants.gov/GrantsgovRegister. You will need to enter the username and password that you received when you registered with the Credential Provider (obtained in Step 1).	• This creates an account on Grants.gov that allows you to submit applications on behalf of the organization and track the status of submitted applications.	• Same Day. • You will be registered when you submit the information.	☐
3. Have you received approval from the E-Business Point of Contact (POC) of your organization to submit applications on behalf of the organization? • When you register with Grants.gov, your organization's E-Business POC will receive an email notification. • Your E-Business POC must then login to Grants.gov (using the organization's DUNS Number for a username and the "M-PIN" password) and approve you, thereby giving you permission to submit applications.	• This allows your organization to authorize specific staff members to submit grants.	• Depends on how long it takes the E-Business POC to login and approve you.	☐

• When an E-Business POC approves you, Grants.gov will send you a confirmation email.			
4. Have you checked your AOR status? How do you track application status when you submit an application? • You can also login to the Applicant home page at http://www.grants.gov/ForApplicants using the username and password (obtained in Step 1) to check if you have been approved. • After you login, from the side navigation bar, select "Manage Applicant Profile," then review the "AOR Status" field to determine if you have been approved. To check application status after you have submitted an application, select "Check Application Status" from the side navigation bar.	• Check to see if your E-Business POC has approved for you to submit grant applications electronically through Grants.gov.	• Same Day.	☐