

**Agricultural Research Service  
Principal Investigator  
“ARS PI”  
Registration Instructions  
For**



**(and other electronic grant application systems)**

**December 2014**



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# 1. ABOUT GRANTS.GOV

**GRANTS.GOV** is your place to FIND and APPLY for federal grants. GRANTS.GOV is an E-Government initiative operating under the governance of the Office of Management and Budget. Managed by the Department of Health and Human Services, the system provides a centralized location for grant seekers to find and apply for federal funding opportunities. Today, the Grants.gov system houses information on over 1,000 grant programs and vets grant applications for [26 federal grant-making agencies](#). Using the Grants.gov system makes it faster, easier and more cost effective for grant applicants to electronically interact with federal grant-making agencies.

**How do I find grant and cooperative agreement funding opportunities?** Grants.gov [“Find Open Grant Opportunities”](#) provides "one-stop shopping" that will allow you to review synopses of all available competing funding opportunities for grants and cooperative agreements (and other types of financial assistance if the funding agency chooses) under the hundreds of discretionary grant programs.

## Find Open Grant Opportunities

NEWEST OPPORTUNITIES			BROWSE CATEGORIES	BROWSE AGENCIES	BROWSE ELIGIBILITIES	View More »
Funding Opportunity Number	Opportunity Title	Agency				
<a href="#">W81XWH-14-GWIRP-ITEA2</a>	Gulf War Illness Innovative Treatment Evaluation Award	Dept. of the Army -- USAMRAA				
<a href="#">P14AS00339</a>	NPS Southeast Regional Communications & Technical Editing Support	National Park Service				
<a href="#">EDA-HDQ-OIE-2014-2004219</a>	FY 2014 Regional Innovation Grants	Department of Commerce				
<a href="#">NPS-14-NERO-0143</a>	Notice of Intent to Award: ?Once Upon A Nation? Interpretive Programs ? Independence National Historical Park in Philadelphia, PA	National Park Service				
<a href="#">W81XWH-14-BCRP-BREAKTHROUGH2-FL12</a>	DoD Breast Cancer Breakthrough Award Levels 1 and 2	Dept. of the Army -- USAMRAA				

You can also “SEARCH GRANTS” by basic search criteria (Keyword(s), Funding Opportunity number, Catalog of Federal Domestic Assistance (CFDA) number, and other parameters.

**GRANTS.GOV** SEARCH: Grant Opportunities Enter Keyword... GO

HOME ABOUT **SEARCH GRANTS** APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Search Grants

### SEARCH GRANTS

**BASIC SEARCH CRITERIA:**

Keyword(s):

Funding Opp #:

CFDA Number:

SEARCH

**OPPORTUNITY STATUS:**

Open (1,873)

Closed (1,806)

Archived (24,900)

**FUNDING INSTRUMENT TYPE:**

All Funding Instruments

**SORT BY:** Open Date (Descending)

**DATE RANGE:** All Available

1 - 25 OF 1873 MATCHING RESULTS: < Previous 1 2 3 4 5 6 ... 75 Next >

Funding Opportunity #	Opportunity Title	Agency	Open Date	Close Date
<a href="#">W81XWH-14-GWIRP-ITEA2</a>	Gulf War Illness Innovative Treatment Evaluation Award	Dept. of the Army -- USAMRAA	09/04/2014	01/27/2015
<a href="#">P14AS00339</a>	NPS Southeast Regional Communications & Technical Editing Support	National Park Service	09/04/2014	
<a href="#">EDA-HDQ-OIE-2014-2004219</a>	FY 2014 Regional Innovation Grants	Department of Commerce	09/04/2014	11/03/2014
<a href="#">NPS-14-NERO-0143</a>	Notice of Intent to Award: ?Once Upon A Nation? Interpretive Programs ? Independence National Historical Park in Philadelphia, PA	National Park Service	09/03/2014	09/08/2014
<a href="#">W81XWH-14-BCRP-BREAKTHROUGH2-FL12</a>	DoD Breast Cancer Breakthrough Award Levels 1 and 2	Dept. of the Army --	09/03/2014	12/17/2014

**E-mail notification** is available to set up notifications for newly posted opportunities based on your chosen parameters.

**\*\* REMINDER \*\***

**It is ARS policy to obtain approval to bring any funds into the Agency, via grant, cooperative agreement, interagency agreement, and CRADA, *at least 30 days prior to submitting a proposal.* The Agricultural Research Information System (ARIS), Incoming Funds Record (IFR) is the official request document. Refer to P&P 321.1v.2 Requirements for Seeking and Accepting Incoming Research Agreements. Consult your AO or location support staff for additional information and requirements prior to applying for a grant.**

## 2. REGISTRATION

When an ARS PI is interested in applying for grants through Grants.gov, they must first **register as an ARS Organization Applicant**. This must be done *before* the ARS PI can use the system to apply for grant opportunities. Registration is relatively quick, however planning to register well in advance of any funding opportunity deadline is always recommended.

Registration normally takes only a business day or two, depending on the availability of the Electronic Business Point of Contact (E-BIZ POC) and time of registration (i.e., a weekend).

### 2.1 Registering with GRANTS.GOV

To apply for grants – *on behalf of ARS* – you must register in Grants.gov.

- ❖ Go to the [GRANTS.GOV](http://GRANTS.GOV) website and select from the top next to LOGIN “**REGISTER**”.
- ❖ You will be asked to Choose Type of Registration, and you are an “**Organization Applicant**”. Do NOT register as an Individual Applicant.

The screenshot shows the Grants.gov registration process. At the top, there are navigation links: CONTACT US, MANAGE SUBSCRIPTIONS, REGISTER, and LOGIN. A search bar is also present. Below the navigation is a menu with links: HOME, ABOUT, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. The main content area is titled 'REGISTER' and 'Get Registered with Grants.gov...'. It contains the following text: 'In order to apply for a grant, you and/or your organization must complete the Grants.gov registration process. The registration process for an Organization or an Individual can take between three to five business days or as long as four weeks if all steps are not completed in a timely manner. So please register early!'. Below this is a section titled '\*PLEASE CHOOSE TYPE OF REGISTRATION:' with three radio button options: 'ORGANIZATION APPLICANT:', 'INDIVIDUAL APPLICANT:', and 'GRANTOR:'. The 'ORGANIZATION APPLICANT:' option is selected and highlighted with a red circle. The 'INDIVIDUAL APPLICANT:' and 'GRANTOR:' options are crossed out with a red 'X'. A 'Next >' button is located at the bottom of the registration form. At the bottom of the page, there are social media links and contact information for Grants.gov.

Click on the “Next” button...

You will now be asked to enter your DUNS Number.

CONTACT US | MANAGE SUBSCRIPTIONS | REGISTER | LOGIN

SEARCH: Grant Opportunities Enter Keyword... GO

HOME ABOUT SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV Register Register With Grants.gov

## REGISTER WITH GRANTS.GOV

Before you can register as organization applicant with Grants.gov, you will need to obtain a DUNS number and complete registration in SAM. This process can take up to 4 weeks. Once you have completed these two items, enter your organization DUNS or DUNS+4 number below and press the "Register" button.

Once your DUNS number has been verified, you can submit your registration to Grants.gov. An e-mail will be generated to your organization's E-Business Point of Contact. Once the E-Business Point of Contact has verified you as an Authorized Organization Representative (AOR) and assigned you rights in the application, you will be authorized to submit grant applications through Grants.gov on behalf of your organization.

To register for a username and password, enter the organization's **DUNS OR DUNS+4 Number** and then click the "Register" button below.

**Step 1:** Complete the **DUNS OR DUNS+4 Number** field.

**Step 2:** Click the **Register** button.

**DUNS or DUNS+4 Number**

ARS has DUNS numbers assigned to each Area Office and all ARS DUNS numbers are registered and maintained in SAM (System for Award Management) by the Grants Management Specialists.

Find your Area **DUNS number** in order to complete the registration process:

### **NORTHEAST AREA**

(DC, MD-Beltsville) = **144272171**

### **NORTHEAST AREA**

(DE, MA, MD-Frederick, ME, NY, PA, WV) = **144273096**

### **SOUTHEAST AREA**

(FL, GA, NC, PR, SC) = **064539612**

### **SOUTHEAST AREA**

(AL, AR, TN, LA, MS) = **136617730**

### **MIDWEST AREA**

(IA, IL, IN, MI, MN, MO, OH, WI, KY) = **136635104**

### **PLAINS AREA**

(CO, KS, MT, ND, NE, SD, WY) = **837350560**

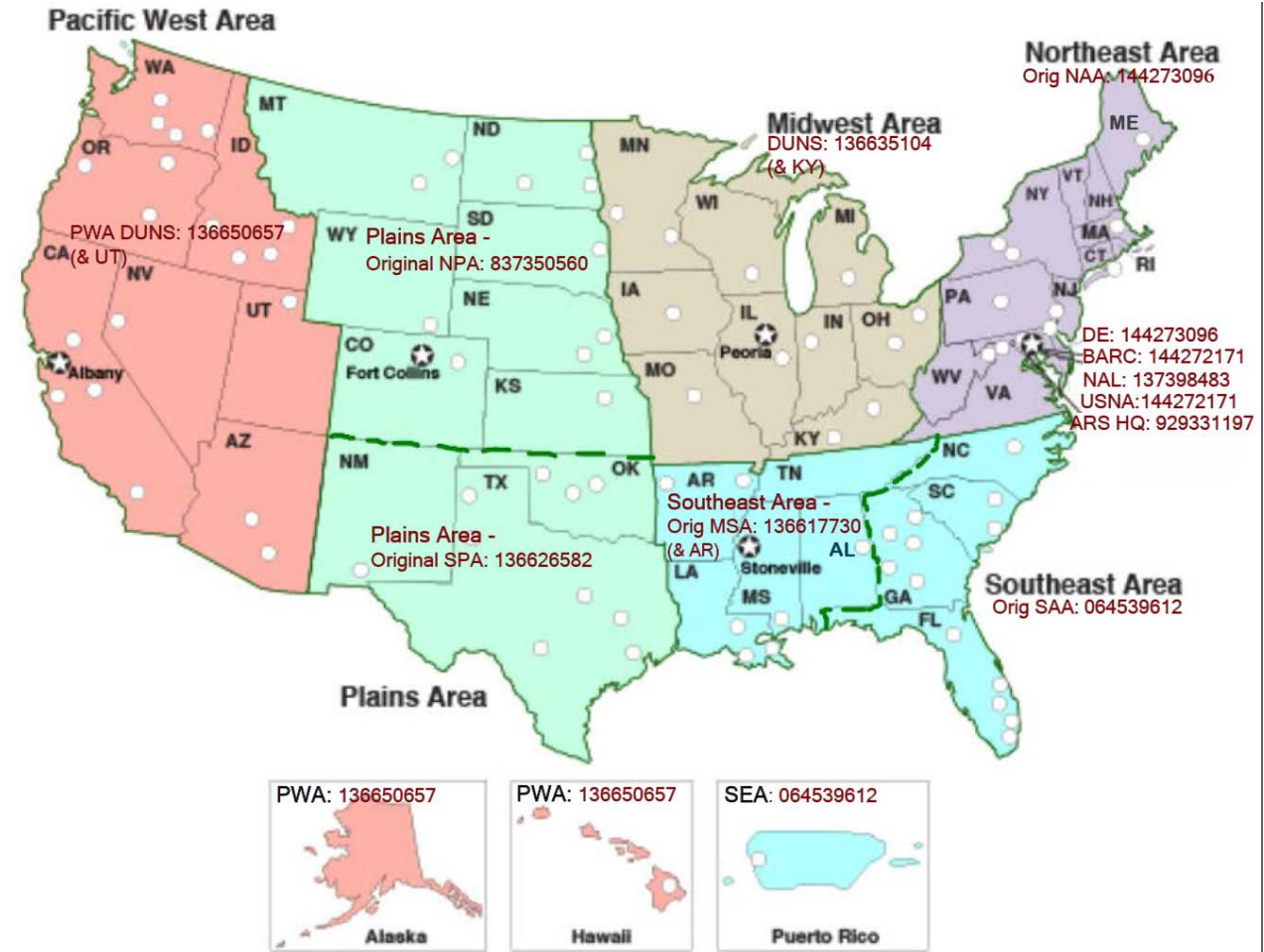
### **PLAINS AREA**

(NM, OK, TX) = **136626582**

### **PACIFIC WEST AREA**

(AZ, CA, HI, ID, NV, OR, UT, WA, AK) = **136650657**

Refer to the map below, if you are having difficulty identifying your DUNS number.



Proceed with registering by typing in your DUNS number (ARS does not have +4).

**Step 1:** Complete the **DUNS OR DUNS+4 Number** field.

**Step 2:** Click the **Register** button.

**DUNS or DUNS+4 Number**

**Register**

Once you click on the “**Register**” button, you will be taken to this screen:

After entering the above information, hit the “**Continue**” button and you will receive a message like this:

**You are successfully registered.**

First Name: Ingrid  
MI: S  
Last Name: Charlton  
Job Title: Grants Management Specialist  
DUNS: 9293311970000  
Telephone: 301-509-7635  
Email: ingrid.charlton@ars.usda.gov  
Secret Question:  
Secret Answer:  
UserName: ischarlton

Continue

There are no further actions on your part. The next step is receiving organizational approval so that you can submit grants, however you can now browse the GRANTS.GOV site.

## 2.2 Receiving Organizational Approval

After completing the Applicant Registration, the E-BIZ POC (a Grants Management Specialist) will receive an e-mail notification stating that you have registered to become an AOR with delegated



approval to submit proposals under the authority of the Area Director. You will be copied on the e-mail to the E-BIZ POC, and the e-mail will look similar to this:

From: DoNotReply@grants.gov [mailto:DoNotReply@grants.gov]  
Sent: Friday, September 05, 2014 3:22 PM  
To: Townson, Kathleen  
Cc: Charlton, Ingrid  
Subject: Applicant Ingrid Charlton Requesting Grants.gov AOR Status - Action Required

Attention E-Business Point of Contact,

The following individual from your organization has registered with Grants.gov and requested to be designated as an Authorized Organization Representative (AOR) for your organization. Designating this person as an AOR will allow them to submit grant applications to federal agencies via Grants.gov on behalf of your organization.

Name: Ingrid Charlton  
Job Title: Grants Management Specialist  
Email: ingrid.charlton@ars.usda.gov  
Phone: 301-509-7635  
DUNS: 9293311970000

This user will not be able to submit an application on behalf of your organization until this designation process has been completed. As the SAM E-Biz POC, you are authorized to approve this individual as an AOR for your organization.

The E-BIZ POC is the only one who can assign the "Authorized Applicant" role to you. When this has been completed, you will receive another email stating that your designation as AOR has been approved. You are now able to submit applications through Grants.gov, on behalf of ARS, and specifically on behalf of your Area Director. The e-mail will look similar to this:

From: DoNotReply@grants.gov [mailto:DoNotReply@grants.gov]  
Sent: Monday, September 08, 2014 1:54 PM  
To: Charlton, Ingrid  
Subject: Grants.gov AOR Authorization

You requested access to submit grant applications through Grants.gov on behalf of your organization. The e-Business Point of Contact for your organization (as indicated in the SAM, <http://www.sam.gov>) approved the request so you are now authorized to submit grant applications through Grants.gov. Your role is known as the Authorized Organizational Representative (AOR) role, which is a person authorized to submit applications on behalf of their organization. Click <http://www.grants.gov/applicants/apply-for-grants.html> for instructions on how to apply for grants.

Thank you.  
Grants.gov  
If you have questions please contact the Grants.gov Contact Center:  
[support@grants.gov](mailto:support@grants.gov)  
1-800-518-4726  
24 hours a day, 7 days a week. Closed on federal holidays.

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

The following table provides a list of the E-BIZ POCs by DUNS numbers:

DUNS Number	Business Service Center	AREA Office	Area Director/ Director	E-Biz Point of Contact
137398483	NCRBSC	National Agricultural Library	Simon Liu	Sandra Jackson
144272171	EBSC	Northeast Area (originally BA)	Dr. Swietlik	Mary Wilkins
144273096	EBSC	Northeast Area (originally NAA)	Dr. Swietlik	Rebekah Huson
136635104	EBSC	Midwest Area (plus KY)	Dr. Matteri	JoAnn Volk
064539612	EBSC	Southeast Area (original SAA)	Dr. Brennan	Jan Moreno
136617730	WBSC	Southeast Area (original MSA minus KY plus AR)	Dr. Brennan	Linda Robinson
136650657	WBSC	Pacific West Area (plus UT)	Dr. Hammond	Chuck Myers
136626582	WBSC	Plains Area (original SPA minus AR)	Dr. Chandler	Patti Toth
837350560	WBSC	Plains Area (original NPA minus UT)	Dr. Chandler	Marcie Currie-Gross

## 4. REGISTRATION FOR OTHER ELECTRONIC GRANT APPLICATION SYSTEMS

There are many *other* electronic grant systems managed by various agencies. Some of the Federal agency systems require you to submit your proposal in GRANTS.GOV, but will require you to register in their system for submission of various grant related items, such as reports.

If you are submitting a grant proposal to one of these Federal agencies, you will need to enroll in their respective systems:

- National Institutes of Health (NIH) = [eRA Commons](#)
- National Science Foundation (NSF) = [FastLane](#)
- Department of Energy (DOE) = [ARPA-E](#)
- National Aeronautics and Space Administration (NASA) = [NSPIRES](#)
- National Oceanic and Atmospheric Administration (NOAA) = [Grants Online](#)
- FedConnect (multiple agencies) = <https://www.fedconnect.net/FedConnect/Default.htm>
- FedCenter.gov = <https://www.fedcenter.gov/opportunities/grants/#general>
- Defense Threat Reduction Agency = [DTRA Online Proposal Submission System](#)

Contact your E-BIZ POC for registration in these particular systems, or any other system for which you are required to enroll/register.

If you are looking for additional information on grants and partnerships, please visit the [ARS Partnership and Grants](#) SharePoint site. To access the site, you only need your ARSnet ID and Password. The [ARS Partnership and Grants](#) site is managed by the Office of National Programs; email [grantsmanship@ars.usda.gov](mailto:grantsmanship@ars.usda.gov).