

Grants.gov guidance

NOAA Office for Coastal Management
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Introduction

Grants.gov uses the System for Award Management (SAM) to verify the business information for organizations wishing to electronically apply for grants. Sam.gov is a government-wide registry for vendors doing business with the federal government.

Registration with SAM is beneficial to grant applicants because it allows you to register and update your information in one place instead of updating information in several places with several different agencies. SAM is also the place where your organization designates the e-business point of contact (EBIZ POC) and obtains the Unique Entity Identifier (UEI).

First-time users of [Grants.gov](https://www.grants.gov) must complete several steps to register. Applicants should begin the *Grants.gov* process at least **four weeks** before a proposal submission deadline (three weeks to complete registration and one week for completing and submitting an application). Applicants from universities should first contact their Office of Sponsored Programs to determine if their organization has already registered to use *Grants.gov* and if other mandatory information has been established, such as the organization’s Unique Entity Identifier (UEI) number. Applicants from other organizations should check with their business or financial offices to determine if their organization is registered to use *Grants.gov*.

While anyone can explore *Grants.gov* and download grant applications, only an authorized organizational representative has the authority to sign and submit these applications on behalf of a company, organization, institution, or government. To become an authorized organizational representative, applicants must register with *Grants.gov* and gain authorization from their organization’s e-business point of contact. The e-business point of contact determines who is allowed to submit grant application packages on behalf of an organization and is a primary role established through the *Grants.gov* registration process. There is no limit to the number of people who can register from an institution to use *Grants.gov*.

Steps and Estimated Times to Register on *Grants.gov*

The registration process with the System for Award Management can take up to three weeks to complete.

1. **Register with the System for Award Management (SAM) and Obtain a Unique Entity Identifier (7 to 14 business days).** New registrations can take an average of seven to 10 business days to process if you or your organization already has a Taxpayer Identification Number or an Employer Identification Number. Otherwise, the process can take up to two and a half weeks to complete. An authorizing official of your organization must register with SAM in order to apply for a federal contract or financial assistance. Register at [Sam.gov](https://sam.gov).

Users will be required to provide their Taxpayer Identification Number and their Employer Identification Number as part of the SAM registration process. If you do not have either of these numbers, the Internal Revenue Service provides [instructions for obtaining a Taxpayer Identification Number](#) on their website, as well as [instructions for obtaining an Employer Identification Number](#). The process of applying for these numbers can take up to two weeks to complete.

You can begin your registration by going to the Sam.gov website. Make sure that when you begin the Sam.gov registration that you choose “Register Entity” instead of “Get a Unique Entity ID”. Choosing “Get a Unique Entity ID” would make you a Non-Sam.gov registrant, resulting in you being ineligible for most opportunities on Grants.gov. You must be fully registered in SAM to apply via Grants.gov.

The Unique Entity Identifier will automatically be assigned as part of the SAM registration process. All applicants for federal funding must have a Unique Entity Identifier to complete their application package. This is a unique 12-character alphanumeric value that is assigned, managed, and owned by the federal government. The Unique Entity Identifier is used to validate your organization’s legal business name and address when applying for a federal contract or financial assistance.

If you notice your registration has had a status of “submitted” for longer than 14 business days, and you have not otherwise contacted them to correct or update the information, refer to the [Federal Service Desk](#) and you can contact them using the “live chat” feature, Monday to Friday from 8 a.m. to 8 p.m. Eastern.

Although registration is a one-time process, successful applicants who receive awards and become recipients have to be registered on *Sam.gov*, and they must update their *Sam.gov* registration annually to maintain funding.

2. **Become an authorized organizational representative (takes 1 day to complete).** The e-business point of contact at your organization must log on to *Grants.gov* to confirm you as an authorized organizational representative. Note that there can be more than one

authorized organizational representative for your organization. In some cases, the e-business point of contact is also the authorized organizational representative for an organization. The total estimated time for completing this step will depend on the responsiveness of your e-business point of contact.

You can track your authorized organizational representative status at any time by logging on as an applicant through the [Grants.gov login page](#).

Steps for Applying for Funds through *Grants.gov*

1. **Find the grant opportunity you are interested in** by using the [Grants.gov search interface](#). You can search by using basic or advanced information.

Basic search criteria include a keyword, funding opportunity number, or a Catalog of Federal Domestic Assistance number.

Advanced searches can factor in funding opportunity dates, funding activity category, funding instrument type, eligibility, and agency name, along with any of the basic search criteria.

Grants.gov also allows anyone to [subscribe to receive e-mail updates](#) as new grant opportunities are posted to the website. Anyone can also sign up to receive email notices of any changes to any specific grant application packages or federal funding opportunity announcements.

2. **Apply for the grant you are interested in** by selecting the “package” tab associated with the federal funding opportunity announcement. Then refer to the “select package” option, which will allow you to navigate to the “apply now using workspace” selection. Check out the *Grants.gov* website for more [information and tips](#) on the grant application process.
 - a. Download the grant application package and application instructions for the grant you wish to apply for. You will need to enter the funding opportunity or the federal assistance listing number to access the application package and instructions. The NOAA Office for Coastal Management’s assistance listing numbers are 11.419, 11.420, 11.473, and 11.482.
 - b. Complete the selected grant application package.
 - c. Submit the completed grant application package online.

Tracking an Application Package Submitted through *Grants.gov*

After successful electronic submission of the application through *Grants.gov*, the person submitting the application will receive three emails from *Grants.gov* updating them on the progress of their application.

1. The first email will be delivered within 24 to 48 hours after submission of the application to confirm receipt of the application by the *Grants.gov* system.
2. The second email will be delivered within 24 to 48 hours after submission of the application to indicate that the application has either been successfully validated by the system before transmission to the grantor agency or has been rejected because of errors.
3. The third email will be sent when the application has been downloaded by the federal agency. Only validated applications are sent to NOAA for review.