ELECTRONIC GRANTS MANAGEMENT SYSTEMS USED TO APPLY FOR AND RECEIVE GRANTS

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I. Introduction

Organizations that have never applied for a federal grant must register with these three systems (see below). This process can take at least six weeks to complete.

- *eRA.nih.gov*
- *SAM.gov*
- *Grants.gov*

II. electronic Research Administration Commons

To apply for NOAA funding, registration in multiple systems is required, in addition to registration in eRA Commons. Applicant organizations must start the registration process at least six weeks before the grant application submission deadline to allow time to address unforeseen issues along the way. Allow time for the principal investigator to register once the organization has been registered in eRA Commons. A principal investigator must confirm eRA Commons registration before the application submission.

Grant applicants will continue to apply via *Grants.gov* just as they have in the past. Department of Commerce applicants will not be using the eRA Commons "ASSIST" module to submit applications directly into the eRA system. However, they do still need to be registered as an organization in eRA Commons because their applications will not be able to be pulled into eRA from Grants.gov for processing unless their organizations are registered in eRA Commons.

Registering with eRA Commons is a one-time process. If your organization is already registered due to previous interactions with National Institutes of Health (NIH) grants, there is no need to register again.

The following are resources to facilitate eRA registration:

- *era.nih.gov/faqs.htm*
- *grants.nih.gov/grants/how-to-apply-application-guide/prepare-to-apply-and-register/ register.htm*
- *era.nih.gov/register-accounts/register-in-era-commons.htm*
- *youtube.com/watch?v=i5N6pTl7OjQ (a 16-min video on how to register with eRA)*

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

First-time users of *Grants.gov* must complete several steps to register.

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 (see step one below). 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*.

1. **Register with the System for Award Management (SAM) and obtain a unique entity identifier.** New registrations take on average two weeks to process if you or your organization already has a taxpayer identification number or an employer identification number. Otherwise, the process can take at least several 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*.

   Users will be required to provide their taxpayer identification number or 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 three weeks to complete.

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

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 that your registration has had a status of "submitted" for longer than 14 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 time.

2. **Become an authorized organizational representative (takes one 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.

IV. 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 federal assistance listing 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 email 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. The *Grants.gov* website provides information and resources to facilitate 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.

V. 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.