Registrations Needed to Submit Applications to NIH

In order to apply for any NIH grant, you must complete a series of registrations. These registrations are used for verification of eligibility; validation for legal representation (any organization that accepts a federal grant enters into a binding and lawful contract); tracking and accounting of federal moneys; and reporting purposes. All of these registrations must be completed and active before the time of submission.

- **Register early! Registration is a multi-step process that can take 6-8 weeks to complete.**
- All organizations must register with Dun and Bradstreet, SAM, and Commons. NCAGE is required for non-domestic organizations.
- The registration process is not sequential. As soon as an organization has obtained its DUNS number, it can begin registering with SAM and then Grants.gov and eRA Commons.

Dun & Bradstreet Universal Numbering System (D-U-N-S)

Dun & Bradstreet (D&B) provides a unique nine digit identification number for your business / institution
- Dun & Bradstreet does not charge a fee for assigning a number for doing business with the government
- A D-U-N-S Number is required by NIH for all application submissions
  Begin the process at: http://fedgov.dnb.com/webform

System for Award Management (SAM)

The GSA's System for Award Management
- Replaced the Central Contractor Registration (CCR)
- You must create a SAM account even if you were previously registered in CCR
  - Your e-mail address will link your new SAM account with your old CCR information
- GSA assigns a CAGE Code during the SAM registration process if one is not already assigned
- SAM confirms supplied information with the IRS, a step that may take a few days
- SAM registration must be renewed annually

Steps for Registering Your Entity (Organization) in SAM:
1) **Go to** www.sam.gov
2) **Create a Personal Account and Login**
3) **Click "Register New Entity" under "Manage Entity"**
4) **Select type of Entity**
5) **If you plan to compete for contract awards, select "Yes" to "Do you wish to bid on contracts?**
   a) Additional data may be requested if you select 'Yes'
6) **Select "Yes" to "Do you want to be eligible for grants and other federal assistance?"**
7) **Complete "Core Data"**
8) **Complete "Points of Contact"**
9) **Wait for registration validation**

Be aware of potential issues:
- You should log in to SAM, Grants.gov and Commons prior to the deadline to verify that you can access the required systems
- If you need to renew your record, or modify any of the registration record data, do so well ahead of the deadline
  - When you modify your SAM record, SAM reports to Grants.gov that the record is "in process," resulting in Grants.gov rejecting an application. Grants.gov rejects any submitted applications until the data is synchronized again
  - It takes **at least** one day for SAM registration or modification to become available in Grants.gov
  - If a problem with access arises, it may take more than a day to resolve

NATO Commercial & Government Entity Code (NCAGE)

Non-domestic (foreign) organizations must obtain a NATO Commercial & Government Entity Codes
- It is a 5 character code used to identify the organization, and its specific location
- This code is required for System for Award Management (SAM) registration

Grants.gov

Steps for Registering Your Organization in Grants.gov

1) **Obtain a D-U-N-S Number**
2) **Obtain an NCAGE Code** (foreign applicants only)
   a) Domestic applicants will be assigned a CAGE code automatically
3) **Register with SAM**
   a) Designate an E-business Point of Contact (E-Biz POC) who is responsible for approving requests for application submission authority, and is assigned an MPIN which is required to login and establish an AOR
4) **Establish your Grants.gov Username and Password**
   a) Anyone who will submit or track applications for your organization must complete an Authorized Organization Representative (AOR) profile on Grants.gov and create a username and password
5) **AOR Authorization**
   a) The E-Biz POC will receive an email regarding the AOR request and must login to Grants.gov to approve the request by providing the "Authorized Applicant" role to the user.
   b) You can and should have more than one AOR in your organization to provide backup coverage in case the primary person is not available to submit your application. All AORs can also track the status of submitted applications.
6) **Verify your AOR Status**
   a) At any time, you can track your AOR status by logging in with your username and password

eRA Commons

Steps for Registering Your Organization in eRA Commons

1) **Complete the online Institution Registration Form** at
   https://public.era.nih.gov/commons/public/registration/registrationInstructions.jsp
2) **Print & fax the registration page**
   a. The Signing Official (SO) must sign, date and fax the registration to the number listed on the form
3) **Signing Official must verify email address**
   a. Once the registration is submitted electronically, email verification is sent and the SO must click the link to verify email
   b. The above steps must be completed before NIH can process the registration
   c. The SO will receive an "Approval" email from NIH
   d. The "Approval" email contains a link to information that you must verify as correct before the confirmation process is completed
4) **Account Administrator (AA) receives user names and temporary passwords**
   a. After the completion of the confirmation, the SO and AA will receive two emails that contain the user names and temporary password for the SO and AA accounts created during the registration process
5) **Log into Commons**
   a. The SO and AA log into Commons and administer additional accounts as needed
6) **Affiliate your PIs**
   a. Your Principal Investigators must work with your organization to be registered in eRA Commons if they do not have an existing account. If they have an account, you must affiliate it with your organization. Verify that you've selected the correct PI account!

More information: http://era.nih.gov/commons/faq_commons.cfm#II2

Where to Find Help

NCAGE: Phone: 269-961-7766 http://www.dlis.dla.mil/Forms/Form_AC135.asp.	**D-U-N-S Number:** govt@dnb.com CCRhelp@dnb.com (for customers located outside the US, Puerto Rico and US Virgin Islands)
SAM: Federal Service Desk: https://www.fsd.gov eRA Commons: US Calls: 866-606-8220 International Calls: 334-206-7828 DSN: 866-606-8220	**Grants.gov:** www.grants.gov 24 hours a day, 7 days a week. Closed on federal holidays. US Calls: 1-800-518-4726 International Calls: 606-545-5035 Email: support@grants.gov iPortal: https://grants-portal.psc.gov/Welcome.aspx?pt=Grants
eRA Commons: Web site: https://public.era.nih.gov/commons/ Hours: Mon-Fri, 7 a.m. to 8 p.m. Eastern Time, except for Federal holidays Email: commons@od.nih.gov Toll-free: 1-866-504-9552 Online ticketing: http://era.nih.gov/help/index.cfm Phone: 301-402-7469 TTY: 301-451-5939	