

# Required Registrations for Application Submission



# Disclaimer

*This document is intended solely to assist recipients in better understanding Office of Internet Connectivity and Growth (OICG) grant programs and the requirements set forth in the Notices of Funding Opportunity (NOFOs) for the respective OICG programs. This document does not and is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements, the terms and conditions of the award, or the specific application requirements set forth in the program NOFOs. In all cases, statutory and regulatory mandates, the terms and conditions of the award, the requirements set forth in the NOFOs, and follow-on policies and guidance, shall prevail over any inconsistencies contained in this document.*

# Purpose

This presentation explains the **required registrations** that applicants must complete **before submitting an application for federal funding and the required roles** that will be designated during the registration process. It highlights the following points:

## Required Registrations

- SAM.gov
  - Electronic Business Point of Contact (EBiz POC)
  
- electronic Research Administration (eRA) Commons
  - Signing Official (SO)
  
- Grants.gov
  - Signing Official (SO) and Authorized Organizational Representative (AOR)

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# Required Registrations

# System for Award Management (SAM)

To apply for funding, **all applicants** must have an active registration with [SAM.gov](https://sam.gov) and a Unique Entity ID (UEI).

## Key Items to Remember:

- An Electronic Business Point of Contact (EBiz POC) will be authorized upon the activation of the SAM.gov account.
- Applicants are required to **always maintain an active SAM.gov registration** with current information while having an active federal application or award.
- Applicants that do not have an active SAM.gov registration and/or UEI at the time of application submission and award may be deemed ineligible for funding.
- The annual registration process in SAM.gov is free and **can take up to 2–8 weeks or longer if issues arise**. Contact the Federal Service Desk at [SAM.gov Support](#) or 866-606-8220 for support.



Your SAM.gov username and password are managed by [Login.gov](https://login.gov). Select *Sign In* on SAM.gov to go to Login.gov to sign in or to set up an account. Once you're signed in at Login.gov, you'll be returned to SAM.gov.

# electronic Research Administration (eRA) Commons

Registration in [eRA Commons](#) is a required and free one-time process that authorizes an institution to apply for all Department of Commerce federal assistance programs and must be completed by a Signing Official (SO).



The SO will receive an approval email after submitting the registration request to finalize the process. The email will contain a link the SO must click to confirm the registration.



Once the account is confirmed, the SO will be able to create additional accounts for users within the organization.



The SO **must be the same person as the Authorized Organization Representative (AOR)** assigned in Grants.gov for the final submission of a grant application.

# electronic Research Administration (eRA) Commons

## ! Key Items to Remember:

- An **active** registration in **SAM.gov** and **UEI** are required before you can register in eRA Commons
- **Registration may take 2-4 weeks.** To avoid delays, the SO should initiate registration as early as possible.
- If your organization registered in eRA in the past, there is no need to register again. Use the "Commons Registered Organizations" query tool on the eRA Commons home page to find out if your organization is already registered.
- For support with eRA Commons contact Toll-free: 1-866-504-9552, Locally: 301-402-7469, or submit a ticket online at [eRA Service Desk Support](#).

# Grants.gov

To submit an application for funding, all applicants must have an active Grants.gov account. Registration is free and can be completed at [Grants.gov](https://www.grants.gov).

**To obtain a Grants.gov account Applicants must:**



Complete the initial steps in SAM.gov: Register or renew a SAM.gov account. Applicants must register as an entity first in SAM.gov to create a Grants.gov account.



Create a Grants.gov account with the same email address (created by the EBiz POC) used for SAM.gov and add a profile using the UEI obtained from SAM.gov



Have an Authorized Organization Representative (AOR) assigned by the EBiz POC to submit an application for funding (more than one AOR for an organization may be assigned)



Creating the Grants.gov account typically takes 1 to 3 days. However, the required SAM.gov registration (and obtaining a UEI) is the longest step. Applicants are strongly encouraged to start early.

# Electronic Business Point of Contact (EBiz POC)

The EBiz POC that is authorized during the SAM.gov registration process must register with Grants.gov to create an Organization Applicant Profile before applying for funding.



## Key Items to Remember:

- There can only be one EBiz POC per UEI when registering with SAM.gov.
- Only the EBiz POC can manage Grants.gov access for their organization.
- To make changes to EBiz POC information, applicants will need to log in to SAM.gov.
- Updated information in Grants.gov will occur within approximately one day.

# Electronic Business Point of Contact (EBiz POC)

Prior to submitting an application package, the EBiz POC must authorize roles. This safeguards an organization from individuals who may attempt to submit grant application packages without permission.

## How to Authorize Grants.gov Roles (steps for the EBiz POC)



# Let's Recap



**Register in SAM.gov, obtain a UEI, and authorize an EBiz POC.** An active SAM.gov registration and/or UEI are required at the time of application submission.



**Register in eRA Commons.** An active registration in SAM.gov and UEI are required before eRA registration. The Signing Official (SO) must complete registration. The SO must be the same person as the AOR in Grants.gov to submit the grant application.



**The authorized EBiz POC registers with Grants.gov** (using the same email address used for SAM.gov and same UEI obtained from SAM.gov), creates an Organization Applicant Profile, and assigns roles.



**An active Grants.gov account is required** to submit a complete application for funding.

**Thank you!**

