



## Getting Ready for Grants

Prior to applying for a federal grant opportunity, your LEA or school will need to establish both a SAM.gov and Grants.gov account. Below is summarized guidance with website links provided to assist this process. Keep all registrations, usernames, and passwords easily accessible as these will be needed each time you submit a grant application. Please note there are no fees involved in these registration processes.

Grants.gov, managed by the U.S. Department of Health and Human Services under governance of the Office of Management and Budget, serves as the federal government's central portal for organizations and individuals to locate and pursue discretionary funding opportunities. Grants.gov also offers a broad range of instructional tools and services designed not only to guide applicants through the proposal preparation and submission process, but also to provide general information on federal grants and Grantmakers and the post-award compliance issues associated with award acceptance.

### Basic Technical Requirements:

SAM.gov Registration	
Unique Entity Identifier (UEI)	
Grants.gov Registration	
Employer Identification Number (EIN)	
IRS Determination Letter (designating tax-exempt status)	

**Step 1: Locate your LEA's Employer Identification Number (EIN)** – Your LEA must first locate its Employer Identification Number (EIN) to begin the registration processes. This number is available via your LEA's financial documents or IRS letter. If unable to locate your EIN, you may contact the IRS Business and Tax specialty line by calling 800-829-4933.

**Step 2: Register with SAM.gov** – The System for Award Management (SAM.gov) registration is what enables any organization to apply for federal assistance. To see comprehensive instructions and a checklist for entity registration, view SAM.gov's [Entity Registration Checklist](#).

When your LEA registers with SAM.gov, you will need to designate an EBiz Point of Contact (POC). The EBiz POC is typically someone from the finance department of an entity who will hold authority over assigning roles to additional personnel in the grant submission portals.

After completing the online registration, it can take 7-10 business days to fully process. Once registered, a Unique Entity Identifier (UEI), which is a 12-character alphanumeric ID, will be assigned to your LEA by SAM.gov. You will need to keep this UEI ID documented as it will need to be input into other grant submission systems to ensure proper entity validation. Existing registered entities can find their Unique Entity ID by following the steps [here](#).

**Step 3: Register with Grants.gov** – After obtaining the UEI for the LEA from SAM.gov, the EBiz POC will need to register with the entity in Grants.gov before applying for any federal opportunity.

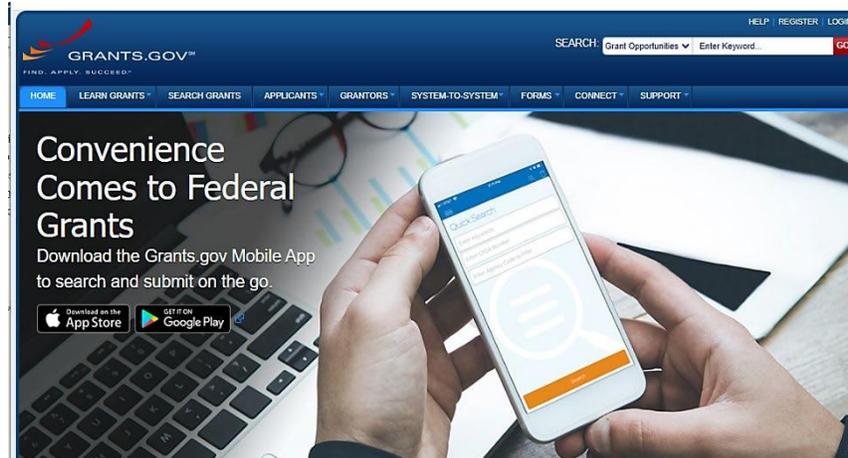
The EBiz POC must:

1. Create a Grants.gov account with the same email address as used in SAM.gov for EBiz POC, and

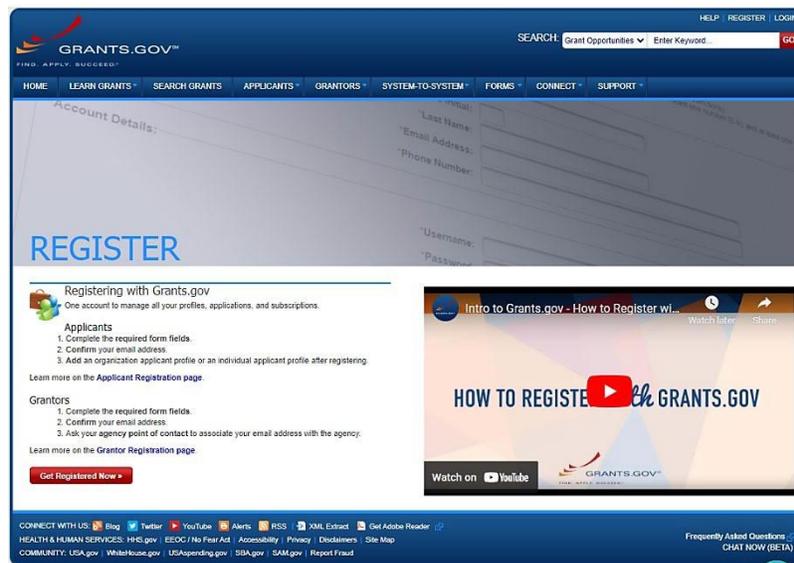
2. Add a profile with Grants.gov using the UEI obtained from SAM.gov.
3. The EBiz POC can then delegate administrative roles to other users. For full guidance on role privileges and management, see [Manage Roles for Applicant](#) and [Adding a Profile](#). Only profiles with Standard Authorized Organization Representative (AOR) or Expanded AOR roles may submit a federal grant application.

**To register:**

1. Go to <https://www.grants.gov/> and click the **Register** link in the top-right corner of the Grants.gov banner.

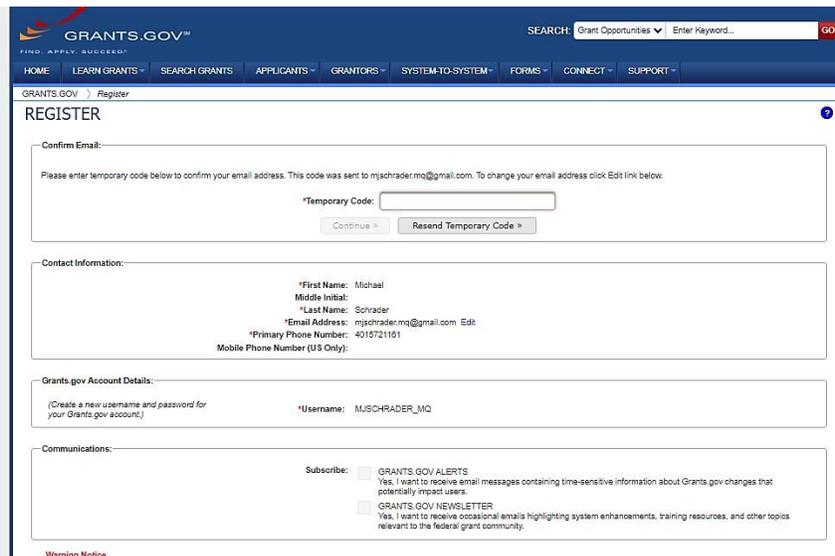


2. Click the **Get Registered Now** button on the Register page.



3. Complete the Contact Information and Account Details sections. All fields with a red asterisk (\*) are required.
  - a. Email Address – All correspondence with Grants.gov will be sent to that email address.

- b. Primary Phone Number and Mobile Phone Number- You are required to enter a primary phone number, and you have the option of adding a unique mobile phone number to reset a forgotten password.
- c. Username- Enter a username to log in to Grants.gov. It may only contain alphanumeric characters, question marks, periods, dashes, underscores, and the @ symbol. Usernames cannot resemble a Unique Entity Identifier (UEI); 12-character usernames must contain one of the above special characters, or an "I" or "O". Your username cannot contain a space, nor can it only include numbers.
- d. Password - The password you choose must meet the following password requirements:
  - i. Must contain at least eight (8) characters
  - ii. Must contain at least one (1) uppercase letter (A-Z)
  - iii. Must contain one (1) lower case letter (a-z)
  - iv. Must contain at least one (1) number (0-9)
  - v. Must contain one (1) special character (e.g. ! @ # \$ % ^ & \*)
  - vi. Cannot be the same as the previous six (6) passwords
  - vii. Cannot contain dictionary words, names, or your Username
  - viii. Cannot contain common password sequences (e.g. 1234, !@#%)
4. Select whether to subscribe or unsubscribe from Grants.gov Communications.
5. Click the **Continue** button. Click the **Send Temporary Code** button, then access your email account to get the temporary code.

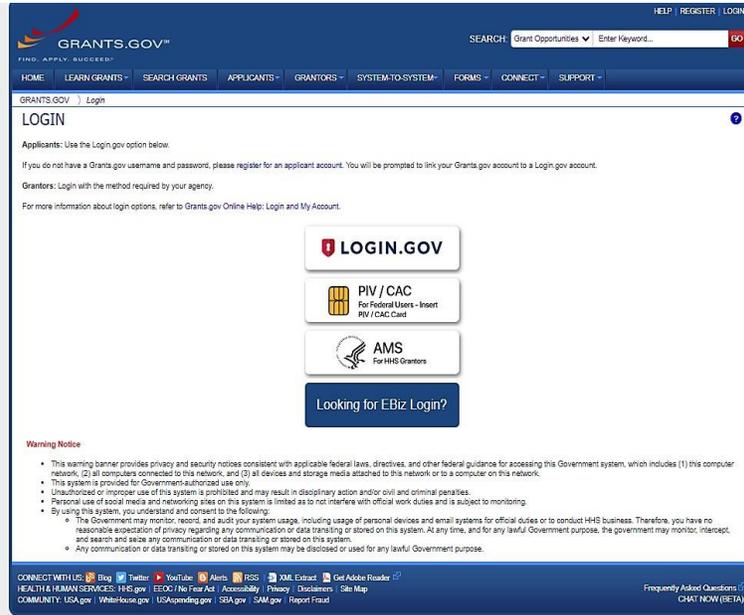


6. Enter the code into the **Temporary Code** field and click the **Continue** button.
7. On the **Register** page under "*How would you like to proceed?*," select **Add Organization Applicant Profile**, insert UEI, give your profile a name, and add a job title. Select **Save**. Your profile will be created, and you will be transferred to a Grants.gov page where you can access a link to Login.gov.

\*If you do not have a Login.gov account, then proceed to the next section, "Register with Login.gov."

**To register with Login.gov:**

Grants.gov links to Login.gov, the federal government’s sign-in platform for access to participating agencies’ services. Immediately after completing your Grants.gov registration, you will be transferred to the page pictured below.



1. Select Login.gov.
2. Enter your email address, select a language, read and acknowledge acceptance of Rules of Use. Select **Submit**. Go to your email, open the confirmation message, and click on the link.
3. Create a password and select **Continue**.
4. Select one or more authentication methods and select **Continue**. Proceed through the process for whichever authentication method(s) you selected.
5. Make any required modifications to your account information. You should be taken back to Grants.gov and prompted to add your Grants.gov Username and Password. You will access Grants.gov through Login.gov in the future.

If having difficulty troubleshooting at any step of the process, you are encouraged to reach out to the Grants.gov helpdesk at 1-800-518-4726 (U.S.).