

Grants.gov Registration Checklist



Purpose: The Lead Applicant must be registered in SAM.gov and Grants.gov to be able to submit a grant application (NOFO Section IV.A). The System for Award Management (SAM) registers organizations to conduct business with the U.S. Government. Grants.gov is where organizations manage their grant application. The lead applicant should complete the SAM.gov registration first (see [SAM.gov Registration Checklist](#)).



Glossary

Electronic Business Point of Contact (EBiz POC): Assigned as part of your organization's SAM.gov application. The EBiz POC manages the SAM.gov account and login, sets up the Grants.gov profile for the organization, oversees the organization's activities in Grants.gov, and assigns all roles in Grants.gov for others from the organization. The EBiz POC cannot submit the grant application in Grants.gov.

Authorized Organization Representative (AOR): Submits the grant proposal in Grants.gov. The AOR role can be given additional privileges by the EBiz POC.

- Expanded AOR role: Grants all the access and privileges of the Standard AOR role, in addition to privileges that allow the user to modify organization-level settings.

Workplace Manager: Authorized to create new workspaces and manage users' access to workspaces within the organization on Grants.gov.

Lead Applicant: Register at Grants.gov

The EBiz POC should complete the following steps to register at Grants.gov.

- On the Grants.gov home page, click Register.
- At the bottom of the Register page, click the "Get Registered Now" button.
- Enter your information in the form, using the same email address as used in SAM.gov for the EBiz POC and click Continue.
 - You will need the first name, last name, email address, and primary phone number of the EBiz POC. The email address should be the same one used to register at SAM.gov. You will have to create a username and password for your Grants.gov account.

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- Click the Send Temporary Code button.
 - Check your email for a message from Grants.gov containing your temporary code number.
 - Enter the number in the Temporary Code box and click Continue.
- Select Add Organization Application Profile.
- Enter the unique entity identifier (UEI) you obtained from SAM.gov.
- Enter a name for this profile. This can be the name of the organization or any other name that you will use to refer to the profile.
- Enter the job title for the person who will use this profile. This may be helpful to other users.
- Click Save.
- Go to the [Environmental and Climate Justice Community Change Grants Program](#) 'View Grant Opportunity' page to view the opportunity, subscribe, and submit your application.