



Before applying for any GRANTS, the below steps must be completed to avoid delays in accessing, applying for, and receiving awards. The process can take from 3-14 business days:

1. Obtain a [Data Universal Numbering System \(DUNS\)](#)  
DUNS Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants. If one does not exist for your business location, it can be created within 1 business day.  
For additional help, contact [SAMHelp@dnb.com](mailto:SAMHelp@dnb.com) or call 1-866-705-5711.
2. Register for a [System for Award Management \(SAM\)](#) account
  - a. You will need your organization's DUNS number and Tax ID number or Employer Identification Number (EIN).
  - b. If you are already registered, please ensure that your account is active at least through June 2020.
  - c. Reference [Registration instructions for SAM](#) and the [SAM Quick Start Guide](#) for additional information.
  - d. For help, contact the supporting Federal Service Desk (FSD) via [their website](#) or at 1-866-606-8220.
3. Register your organization on [Grants.gov](#)
  - a. Before applying for a funding opportunity, you need to register an account with [Grants.gov](#) which can be completed in minutes.
  - b. Reference the Grants.gov [Online Help Portal](#) for additional information.
  - c. For help, contact [support@grants.gov](mailto:support@grants.gov) or call 1-800-518-4726.

It is VERY important to be aware of deadlines and any addendums, additions, extensions, etc. when looking for, and applying for, grants from any agency.