It is recommended that the registration request be carried out at least 2 to 4 weeks prior to the submittal date of any Grants.gov submission.
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Overview of the Applicant Account Set-up

Grants.gov flowchart – Applicant Registration

Procedure for Applicants / Research Services

Are you an existing Grants.gov a/c holder?

Yes

To set up new account the Applicant will need the following:

Select the Get Registered tab, then the Organisational Registration tab

No

If the Applicant (PI) has transferred from another institution they will need to amend their own account so that the College is their new institution

To Skip to Step 3. in the Organisational Registration Account Setup process

Enter the Duns Number and complete the Personal Details fields then click on SUBMIT or EDIT (if required)

Once the applicant has submitted the application for an account they will receive an Account Created notification email

Account Created

The Research Office (rs.compliance@imperial.ac.uk) will receive a system-generated email requesting that the account be authorised

The Research Office must then log into Grants.gov and approve the Application

Once the applicants account has been approved they will receive an Account Approved notification email

Finished

Procedure for Research Office

CCR Account

(Imperial College is Registered)

DUNS Number

227092590
A. **REGISTRATION PROCESS**

1. Go to the Grants.gov web page [http://www.grants.gov/index.jsp](http://www.grants.gov/index.jsp) and the following screen will appear:

   ![Image of Grants.gov registration process](image1)

   - Under the Get Registered heading, select *(double click)* *Organisation Registration* in the left navigation bar. (see below)

2. Click on **Get Registered** in the For Applicants menu on the Grant.gov page.

   ![Image of Organisation Registration](image2)
• Under Organisation Registration, select **STEP 3: Username & Password**.

• Once you are on **STEP 3: Username & Password**., the following window will be displayed.

• Select **Create a Username and Password** in the grey box in the middle of the screen (see below).

3. At the bottom of the screen enter the **DUNS Number** and select the **Register** button.
   - The Imperial College DUNS Number is: **227092590**
After you have entered the College DUNS Number the Applicant Registration form will be displayed.

Complete the form (when entering the email address, please bear in mind that all correspondence with Grants.gov will be sent to that email address). For the Secret Question/Answer fields, enter the question only you would be able to answer and will be able to remember in the future.

If for any reason you have forgotten your Password the Research Office will be able to reset your account. This will enable you to select a new Password.

When you have completed the form select the **CONTINUE** button.

**4.** Once you have selected the Continue button a confirmation screen will appear:

- Click on **EDIT** button to make any changes to the application form or **Submit** button to submit the application to Grants.gov.
5. Within a few minutes of submitting the online form, a system-generated email will be sent to the Research Office informing them that an application now requires approval.

- An example the system generated email for the Applicant:

```
You requested access to submit grant applications through Grants.gov on behalf of your organization. The e-Business Point of Contact for your organization (as indicated in the GUI, http://www.grants.gov) approved the request so you are now authorized to submit grant applications through Grants.gov. Your role is known as the Authorized Organization Representative (AOR) role, which is a person authorized to submit applications on behalf of their organization. Click http://www.grants.gov/apply for instructions on how to apply for grants.
```

- An example the system generated email for the Research Office:

```
Attention e-Business Point of Contact,

The following individual from your organization has registered with Grants.gov and requested to be designated as an Authorized Organization Representative (AOR) for your organization. Designating this person as an AOR will allow them to submit grant applications to Federal agencies via Grants.gov on behalf of your organization.

Name: Jane Smith
Title: Research Administrator
Email: j.smith@yourorganization.com
Phone: 555-123-4567
DUNS: 123456789

This user will not be able to submit an application on behalf of your organization until this designation process has been completed. As the CSE E-Dir MAC, you are the only person authorized for your organization to approve this individual as an AOR.

To authorize this AOR, login to the e-Business Point of Contact (E-Dir MAC) section of Grants.gov at https://openid.grants.gov拒绝申请/AccountingLogic/jsp/AccountingLogic.jsp?language=src&locale=zh
```

6. Once you have selected the Continue button a confirmation screen will appear:

```
APPLICANT REGISTRATION

You are successfully registered.
```

You will see a message at the top of the screen that will read “You are successfully registered.” To continue to the applicant login page select the **Continue** button on the bottom right of the screen.

```
CONTACT US
SITEMAP
```

Using the username and password that you have just created, fill out the form and select the **Login** button. This is where you can track the approval of your online application for a Grants.gov account, track you status, manage your profile and check your applications for funding.

Your Email Address and Password in the existing user boxes (the system is case sensitive for both Email and Password details so please ensure that you enter them correctly).
After you have created an account, the Grants.gov E-Business Point of Contact (Imperial College – Research Office) will receive a notification stating that you have registered by email (you will also receive a copy of this email).

The Research Office will login to the E-Biz section of Grants.gov and approve/assign the **Authorised User** status to your role. Once you have logged in, your AOR Status appears on the left hand side of the screen *(as shown below)*.

### B HELP AND FURTHER INFORMATION

1. If you have any questions check the resources available on the Grants.gov website


   There are detailed instruction and help pages on the Grant.gov website

   - Registration User Guide – A detailed guide specifically focused on registration.
   - [http://era.nih.gov/ElectronicReceipt/support.htm](http://era.nih.gov/ElectronicReceipt/support.htm)

Grants Helpdesk

Phone: 001-301-435-0714

Hours: Mon-Fri, 07:00 to 21:00 Eastern Standard Time (the UK is five hours ahead)

Email: GrantsInfo@nih.gov