

Imperial College London

INTERNAL USER GUIDE

A Guide to Applicants for Grants.gov On-Line Registration

A Quick Guide for Applicants applying for funding to the National Institutes for Health
NIH web page: <http://www.nih.gov/>



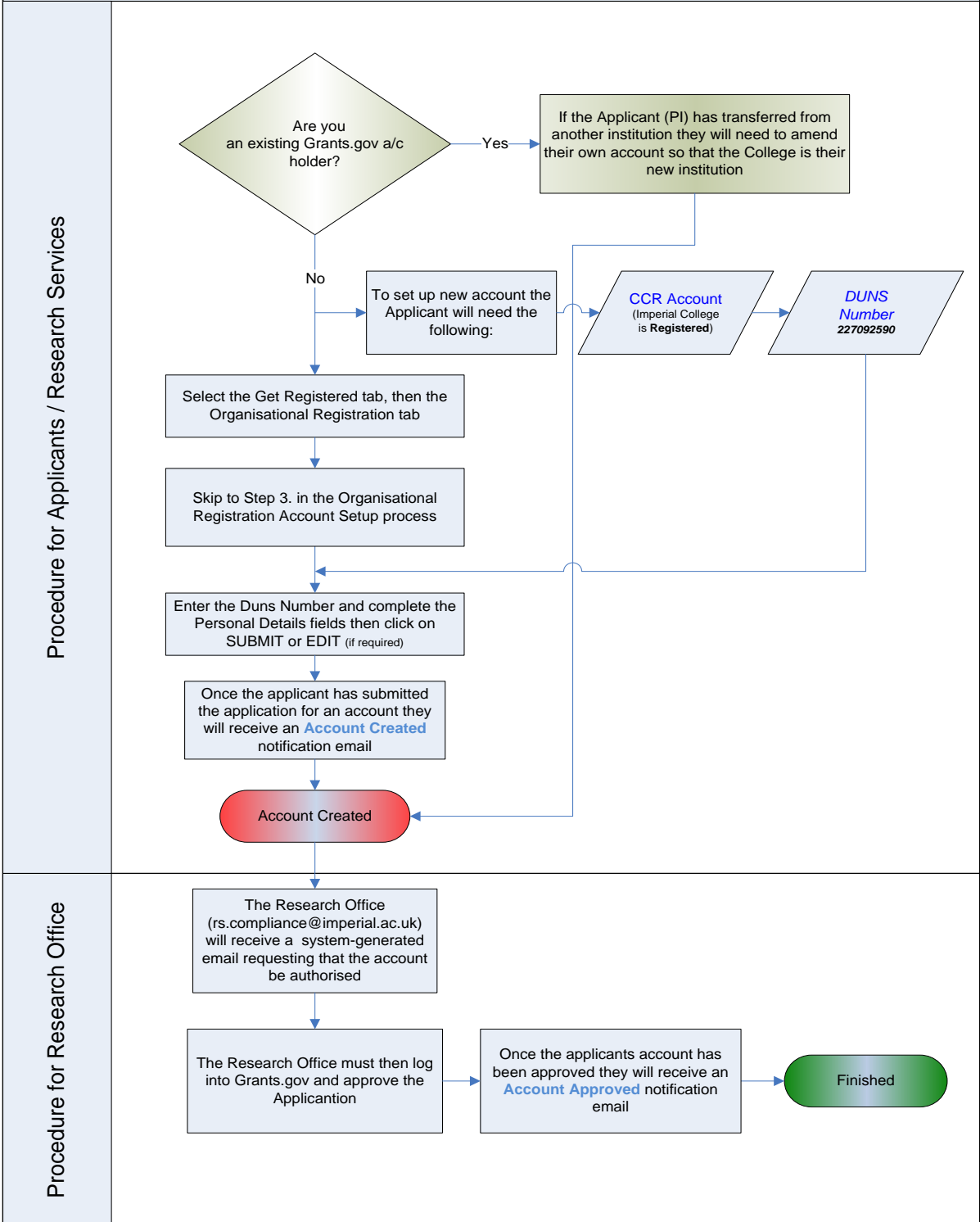
It is recommended that the registration request be carried out at least 2 to 4 weeks prior to the submittal date of any Grants.gov submission.


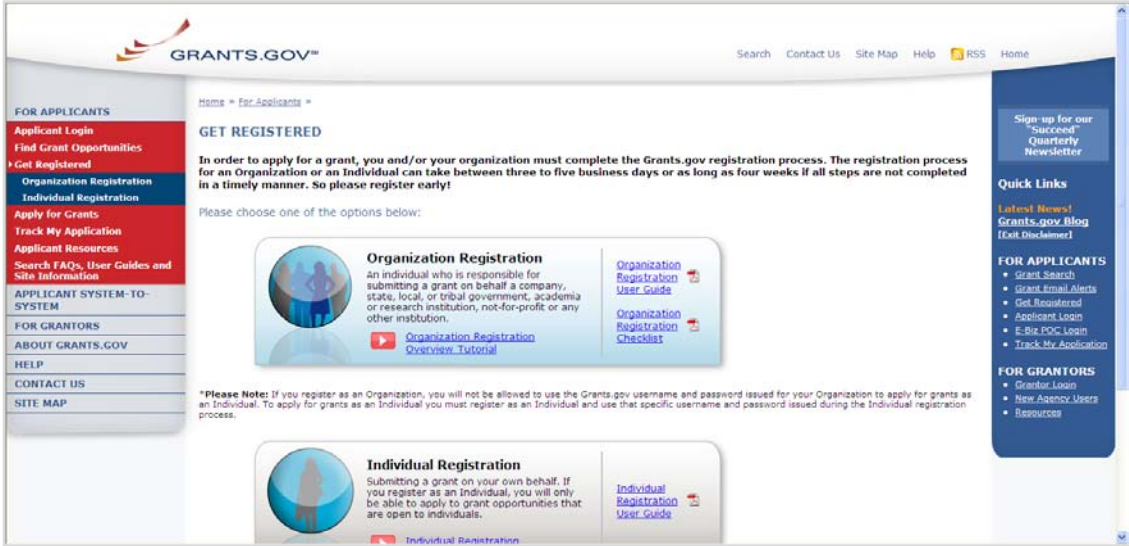

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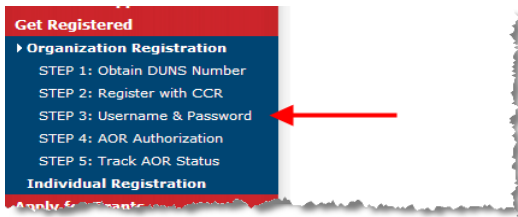
Overview of the Applicant Account Set-up

Grants.gov flowchart – Applicant Registration

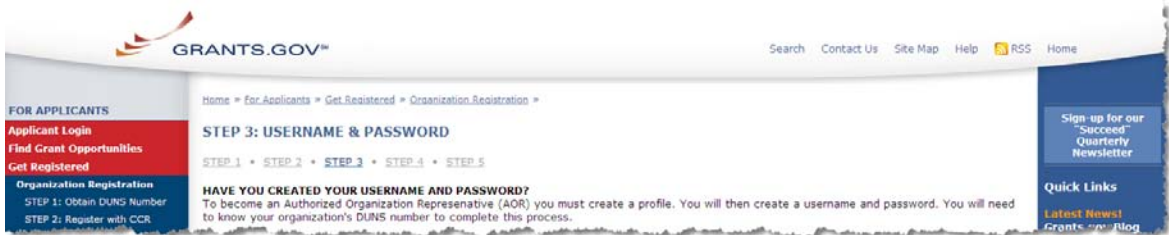


<p>A.</p>	<p>REGISTRATION PROCESS</p>
<p>1.</p>	<p>Go to the Grants.gov web page http://www.grants.gov/index.jsp and the following screen will appear:</p> 
<p>2.</p>	<p>Click on Get Registered in the For Applicants menu on the Grant.gov page.</p>  <ul style="list-style-type: none"> Under the Get Registered heading, select (<i>double click</i>) Organisation Registration in the left navigation bar.(see below). 

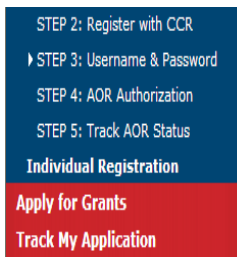
- Under Organisation Registration, select **STEP 3: Username & Password.**



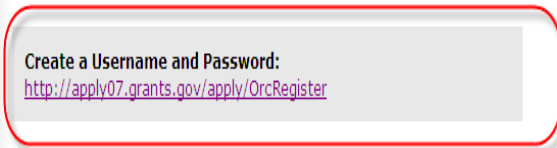
- Once you are on **STEP 3: Username & Password.**: The following window will be displayed.



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



to know your organization's DUNS number to complete this process.



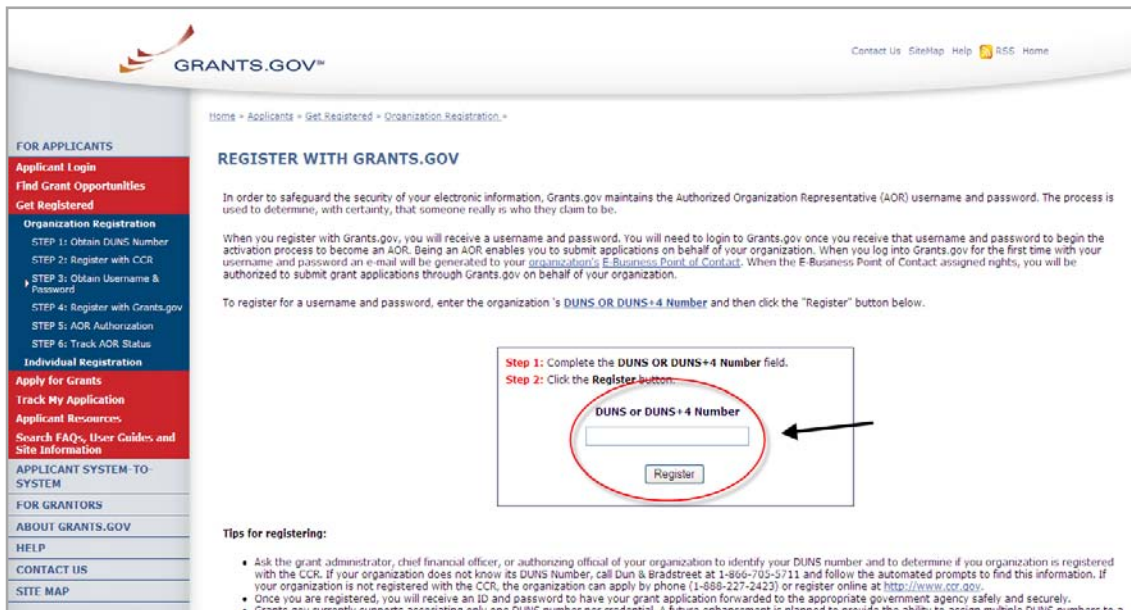
PURPOSE OF THIS STEP:

An AOR creates a username and password to serve as their "electronic signature" when submitting an application on behalf of their org.

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.

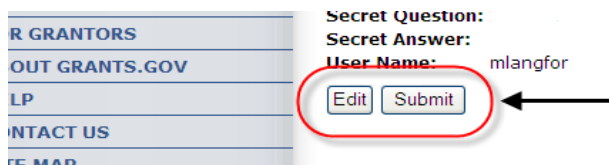
If for any reason you have forgotten your Password the Research Office will be able to reset your account. This will enable you to select a new Password.

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

4.

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

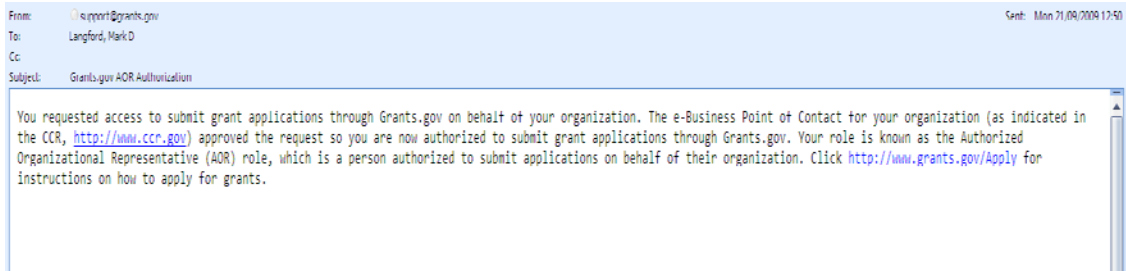
- Click on **EDIT** button to make any changes to the application form or Click on **SUBMIT** button to submit the application to Grants.gov.



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:

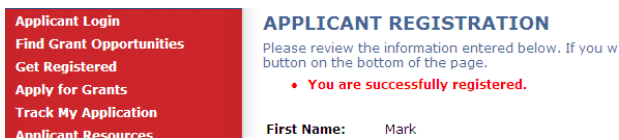


- An example the system generated email for the Research Office:

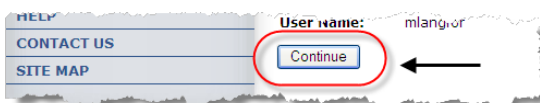


6.

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



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.



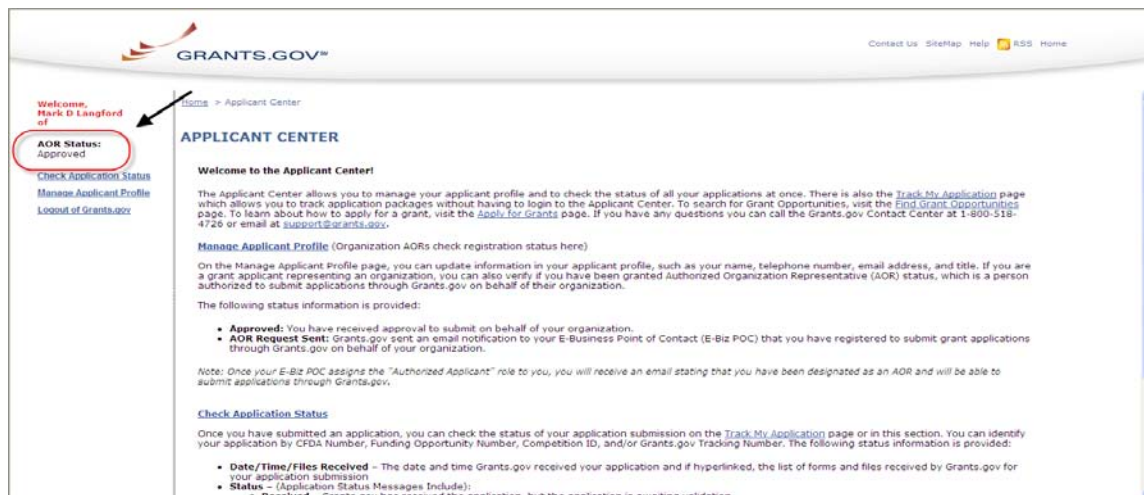
Using the username and password that you have just created, fill out the form and select the **Login** button. This is where you can track the approval of your online application for a Grants.gov account, track your status, manage your profile and check your applications for funding.

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).



7. 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 **Authorized 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 (<http://grants.gov/>)

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>

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