



Accounts Required for Submission of Federal Grants

Name	Definition	Description	Registration Process	Notes
EIN	Employer Identification Number	Used by the IRS for tax/reporting purposes. Required to open a bank account and to register for the accounts noted below.	Register via the IRS website	Registration is a simple process. An EIN is necessary to open a bank account in an organization's name, and to register for all the accounts described below.
Login.gov	Login.gov credentials are the official government login for various sites.	Login.gov is the official government site to establish a login for various government portals, including Grants.gov	You can create a new account on the Login.gov site	The Login.gov credential is tied to each individual, not to an organization. It is also used for a variety of other government systems, not just Grants.gov.
SAM	System for Award Management	You must have an active SAM account to apply for federal grants. SAM centralizes information about grant recipients and also provides a central location for grant recipients to change organizational information.	Registration can take 3-15+ days. Notifications should be provided upon each milestone in the process (i.e., when the DUNS info you provided is validated). As part of this process your organization will receive a CAGE number and a UEI (Unique Entity Identifier).	Any mismatches with info in your DUNS account (such as using "St" vs. "Street" may cause a delay. Take care during the registration process. Annual renewal is required. The help desk (866-606-8220) is actually quite helpful.

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Grants.gov	The portal for federal grant proposals; this website also lists federal grant opportunities.		Register at grants.gov . Registration can be completed only after a SAM registration has been finalized.	Once your organization is registered, you must also register an Authorized Organization Representative (AOR). Only users designated as an AOR have the permissions to submit grant applications. Call the helpline (1-800-518-4726) if you need assistance.
Workspace	--	Once logged in to Grants.gov you must establish a "Workspace" to apply for grants.	No registration is needed. You can set this up from within your Grants.gov account.	If you find a grant you want to apply for and the "apply" button is not clickable, the reason is most likely that you are not registered as an AOR.
DUNS	Data Universal Numbering System	Dun & Bradstreet that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. It was introduced in 1963 to support D&B's credit reporting practice. It is no longer needed for the federal grant application process, but you will still see references to it.	A unique DUNS number is assigned to an organization; the organization must have an EIN number and bank account to register. Registration is free.	A DUNS number used to be required before SAM and Grants.gov accounts could be registered. However, the DUNS number is no longer required. Instead, you will receive a UEI (Unique Entity Identifier) from SAM.gov. You may continue to see references to the need for a DUNS number, but these are out-of-date; you no longer need it.

Notes:

- Registering for the accounts listed above is free.
- You will likely be contacted by unscrupulous companies to register your organization for SAM, or renew your SAM registration, for a significant fee (\$500-\$1000+). DO NOT BE FOOLED: there is no need to waste money in this way.
- A short tutorial describing how to set up a Grants.gov Workspace can be found [here](#):

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