

## **Preparing to Apply to USDA Grant Programs Using Electronic Submission**

Information from: <http://www.csrees.usda.gov/funding/electronic.html>

**Do I have to register with Grants.gov before submitting an application through Grants.gov? Yes.**

If you are preparing an application for your organization, be aware that you and/or your organization must register. <http://www.grants.gov/applicants/apply-for-grants.html>. Grants.gov has streamlined the process of finding and applying for federal grant opportunities. The Grants.gov registration process usually takes **3-5 business days** to complete. However, it **can take up to two weeks if all steps are not completed on a timely basis, so register early!**

### **Register Your Organization**

Information from: <http://www.grants.gov/web/grants/applicants/organization-registration.html%20>


Before you can apply for a grant through Grants.gov, your organization must obtain a [Data Universal Number System \(DUNS\) number](#) and register with the [System for Award Management \(SAM\)](#).

### **Individual Registration**

Information from: <http://www.grants.gov/web/grants/applicants/individual-registration.html>

An individual submits grant applications on their own behalf, not representing an organization, institution or government. Individual applicants are only eligible for grants that are open to individuals and are published on the Grants.gov website.

**Individual registration is a one-time process and can take up to one day to complete.** Individuals wishing to submit a grant application using Grants.gov are required to [register with the Credential Provider](#) and [register with Grants.gov](#). *Neither a DUNS number nor the SAM registration (see below) is necessary for an Individual Registration.*

Grants.gov safeguards organizations from individuals attempting to submit grant applications without permission by providing organizations with an E-Business Point of Contact (POC). The E-Business POC determines who in your organization is allowed to submit grant applications via Grants.gov. [Click here for a checklist to login as an E-Business Point of Contact \(POC\)](#) .

[Click here for a handy registration checklist](#) .

**Software and Hardware** What software do I need to apply through Grants.gov? You will need to download the latest version of PureEdge viewer. The [Download Application Viewer page](#) includes PureEdge Viewer system requirements and other information. Additional Recommended Software instructions and compatible operating systems are located on the [Grants.gov Recommended Software Technical Support webpage](#).

For NIFA applicants, software to create PDF files is needed. On the [Grants.gov Customer Support webpage](#) you will find a variety of information and tools. The National Library of Medicine has a nice resource to [Convert Documents to PDF](#) via DocMorph, as the grants.gov converter has been discontinued

**Questions?** If you have any questions related to Grants.gov, contact: 1-800-518-4726, Monday- Friday, 7:00 AM to 9:00 PM EST, excluding federal holidays. You can also email: [support@grants.gov](mailto:support@grants.gov)

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