Preparing to submit a Grant application to the Federal Government
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Introduction

• Michael Lobsinger
  – Phone: 518-289-5205
  – Email: mjlobsinger@lightingcultivator.org

• Linc | The Lighting Cultivator
  – Director of Business Development
  – non-profit organization assisting lighting technology and related businesses with technology development and business start-up services.
  – Supported by NYSERDA and partnership with the Lighting Research Center at RPI
GET REGISTERED!

• Six Steps to Getting Registered
  STEP 1: Obtain a DUNS Number
  STEP 2: Register with CCR
  STEP 3: Create “GRANTS.gov” Username & Password and/or Other
  STEP 4: AOR Authorization
  STEP 5: Track AOR Status
  STEP 6: Others? ...
Terminology

• DUNS Number
  – The **Data Universal Number System (DUNS)** number is a unique nine-character number that identifies your organization.

• CCR
  – The **Central Contractor Registration (CCR)** is a Web-enabled government wide application that collects, validates, stores and disseminates business information about the federal government's trading partners in support of the contract award, grants and the electronic payment processes.

• E-Biz POC
  – The **E-Business Point of Contact** uses the MPIN (Marketing Personal Identification Number) given by the CCR to login to Grants.gov and to designate which staff members from your organization are allowed to submit applications electronically through Grants.gov

• AOR
  – The **Authorized Organization Representatives** are staff members from your organization designated to submit applications
Step 1) Obtain and DUNS Number

- Dun & Bradstreet (D&B) Registration
  - Free of charge

- Information you’ll need:
  - Name of organization
  - Organization address
  - Name of the CEO/organization owner
  - Legal structure of the organization (corporation, partnership, proprietorship)
  - Year the organization started
  - Primary type of business
  - Total number of employees (full and part time)

- How long does it take?
  - Over the phone: Immediate
  - Web application: 1 to 2 Days
Step 2) Register with CCR

- Register at: [https://www.bpn.gov/ccr/default.aspx](https://www.bpn.gov/ccr/default.aspx)
- Identify the E-Biz POC. Your business may already have one identified? **ONLY ONE!**
- E-Biz POC uses a MPIN to log into Grants.gov
- E-Biz POC will be notified with individuals from organization register on Grants.gov
- Must **Renew ONCE A YEAR!**
- How long does it take:  
  - 1 to 2 weeks
Step 3) GRANTS.gov Username & Password

- Register at: (90 Days)
  - Grants.gov: [https://apply07.grants.gov/apply/OrcRegister](https://apply07.grants.gov/apply/OrcRegister)
  - DoD: [https://www.dodsbir.net/submission/Firm/Firm.asp?view=add](https://www.dodsbir.net/submission/Firm/Firm.asp?view=add)
  - DOE: FedConnect ([https://www.fedconnect.net](https://www.fedconnect.net))
  - DOE (EERE): Funding Opportunity Exchange ([https://eere-exchange.energy.gov](https://eere-exchange.energy.gov))

- An AOR creates a username and password
  - Your organization must have
    - DUNS number
    - CCR Registration
  - E-Biz POC will Grant Permission to AOR
    - E-Biz POC will need MPIN

- How long does it take:
  - Registration is Immediate
Step 4) AOR Authorization

• Login: https://apply07.grants.gov/apply/login.faces?useType=ebiz&cleanSession=1

• Only the E-Biz POC can approve AORs.
• Allows organization to authorize specific staff members to submit grants
• Notifications are coordinated through email
• How long does it take?
  – Dependent on how long it takes E-Biz POC to review and approve
Step 5) Track AOR Status

• AOR Logs into Grants.gov account

• Check Status: [https://apply07.grants.gov/apply/login.faces?userType=applicant&cleanSession=1](https://apply07.grants.gov/apply/login.faces?userType=applicant&cleanSession=1)

• AOR will be notified by email
• Not all federal grant agencies use Grants.gov
  – Example: Funding Opportunity Exchange, DOE’s EERE, others.
  – Will still require DUNS and CCR Registration
• Other agencies may require other registrations:
  – Example: NIH requires eRACommons
    • https://commons.era.nih.gov/commons/
• Read solicitation on application and instructions carefully.
• Changes to CCR Process: www.SAM.gov - July 2012
Coordinate Key Personnel

- E-Biz POC
- AOR’s
- PI and Co-PI’s (Primary Investigator)
- Sub Contractors
- Government Agency Program/Project Mgr.
- Etc.
Finding Solicitations and Topics

Many agencies have an SBIR page

- DOD
  - http://www.dodsbir.net/
- NIH
- NSF
- DOE
  - http://science.energy.gov/sbir/

And more....

A excellent resource is Zyn Systems newsletter and website: http://www.zyn.com/sbir/
Finding Solicitations and Topics

• Many sites have list serves or email updates that will inform you of new solicitations
• Example: Grants.gov
  – New Weekly Updates
    • http://www.grants.gov/search/search.do?mode=Search&dates=7&docs1=doc_open_checked
  – General Search
    • http://www07.grants.gov/applicants/find_grant_opportunities.jsp
  – Email Subscriptions
    • http://www07.grants.gov/applicants/email_subscription.jsp
Resources

• Main SBIR Site
  – http://www.sbir.gov/
• Grants.gov Site
  – www.grants.gov
  – Tutorials: http://www07.grants.gov/applicants/get_registered.jsp
  – Subscriptions & Alerts: http://www07.grants.gov/applicants/email_subscription.jsp
• DUNS Number
  – http://fedgov.dnb.com/webform/displayHomePage.do
• CCR Registration
• NIH ERA Commons
  – https://commons.era.nih.gov/commons/
• Zyn Systems SBIR Resource
  – http://www.zyn.com/sbir/
• DoD SBIR Tutorial
  – http://www.dodsbir.net/tutorial/default.htm
• NSF Fastlane – Check out Help Section
  – https://www.fastlane.nsf.gov/index.jsp
Thank You

Questions?