



GRANTS.GOVSM

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*Individual
Organization*

User Guide

Individual Organization User Guide

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Introduction

Grants.gov has been designed to make it easier for organizations to find and apply for more than \$400 billion in federal grants. With electronic access to more than 1,000 grant programs offered by all federal grant-making agencies, Grants.gov leverages the power of the Web to streamline your grant acquisition process.

This user guide has been developed to help you navigate the Grants.gov environment more easily. In it, you'll find detailed instructions on how to register as an individual.

Get Registered: Overview

This is an overview of the steps you will take during the individual registration process.

Register as an Individual:
Submitting a grant **on your behalf**

STEP 1 Register with the Grants.gov's
Credential Provider

*Central Contractor Registration (CCR) must
be complete and active before you can
register with the Credential Provider

STEP 2 Register with Grants.gov

Register as an Individual

Review this overview if you are submitting a grant **on your behalf** and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

If you are submitting an application on behalf of an organization, please move to the [Organization Registration](#) section of the user guide.

Instructions for Getting Registered for Individuals

1. Click **Get Registered** in the Quick Links on the blue boxed left navigation of any Grants.gov page. This will take you to the Get Registered screen.
2. Once you land on the Get Registered screen, you will be presented with two options. If you are submitting an application on your own behalf – not on behalf of an organization – click on **Individual Registration** in the left navigation bar or in the right gray bar on the screen.

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- Individual Registration
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GET REGISTERED

In order to apply for a grant, you and/or your organization must complete the Grants.gov registration process.

The registration process for an Organization or an Individual can take between three to five business days or as long as two weeks if all steps are not completed in a timely manner. So please register early!

This registration process has been mandated by the Grants Executive Board (GEB) which is the governing body of Grants.gov. The GEB determined the registration process needed to be completed prior to the submission of a grant application.

***Please Note:** If you register as an Organization, you will not be allowed to use the Grants.gov username and password issued for your Organization to apply for grants as an Individual. To apply for grants as an Individual you must register as an Individual and use that specific username and password issued during the Individual registration process.

Please choose one of the options below:

Organization Registration

[I want to Register on behalf of an Organization.](#)

An individual who is responsible for submitting a grant on behalf a company, state, local, or tribal government, academia or research institution, not-for-profit or any other institution.

[Organization Registration User Guide](#)

[Organization Registration Checklist](#)

Individual Registration

[I want to Register as an Individual on my own behalf.](#)

Submitting a grant on your own behalf. If you register as an Individual, you will only be able to apply to grant opportunities that are open to individuals. An individual cannot submit a grant application to a grant opportunity that is open to organizations.

[Individual Registration User Guide](#)

[Individual Registration Checklist](#)

Sign-up for our "Succeed" Quarterly Newsletter

Quick Links

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- Grant Email Alerts
- Get Registered
- Applicant Login
- E-Biz POC Login

FOR GRANTORS

- Agency Login
- New Grantor Users
- Resources

Glossary Term:
Operational Research
Operational Research
Consultants (ORC) –
The organization that
Grants.gov has selected
to validate the electronic
identity of an individual
through electronic
credentials, PINS,
passwords and PKI
certificates.

Individual Registration Checklist

Instructions for reviewing the Individual Registration Checklist

To view the Credential Provider Registration Checklist, select **Individual Registration** from the left navigation of any Grants.gov page.

Once on the Individual Registration page, select **Individual Registration Checklist** on the page.

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INDIVIDUAL REGISTRATION

An individual is an applicant who 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 published on the Grants.gov website.**

Search for Individual Grant Opportunities:
http://www.grants.gov/applicants/find_grant_opportunities.jsp

Individual registration is a one-time process and can take up to one business day to complete. Individuals wishing to submit a grant application using Grants.gov are required to complete two steps:

STEP 1: [Username & Password](#)
STEP 2: [Register with Grants.gov](#)

[Individual Registration User Guide](#) 
[Individual Registration Checklist](#) 

Take note, if you register as an Individual, you will only be able to apply to grant opportunities that are open to individuals. An individual cannot submit a grant application to a grant opportunity that is open only to organizations.

Also, neither a Data Universal Number System (DUNS) number nor the Central Contractor Registry (CCR) registration is necessary for Individual Registration.

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The Registration Checklist is a PDF document, which you may review on-screen or print and retain for future reference.

The **Individual Registration Checklist** screen will appear. The checklist helps guide you through the process of completing necessary steps to become registered with the Credential Provider.

Adobe Reader - [Individual Steps to Complete Registration.pdf]

File Edit View Document Tools Window Help

Save a Copy Search Select 100% Help Search Web Adobe Reader 7.0

Zoom Out



Individual Registration Checklist

The following checklist provides registration guidance for an individual grant applicant who is planning to submit a grant on his or her own behalf, and not on behalf of a company, academic or research institution, state, local or tribal government, or other type of organization. The registration process is a **one-time** process, which is **required** before an individual can submit grant application packages electronically through Grants.gov. The registration process can take **up to a day** to complete.

Note: If you are a grant applicant, who is submitting a grant application on behalf of a company academic or research institution, state, local or tribal government, or other type of organization, refer to the <http://www.grants.gov/assets/OrganizationReqCheck.pdf>. If you apply as an individual to a grant application package designated for organizations, your application will be rejected.

Steps to Complete to Register an Individual	Completed?
<p>STEP 1: USERNAME & PASSWORD Have you registered with the Operational Research Consultants (ORC), a Credential Provider, to obtain a username and password?</p> <p>Go to https://apply07.grants.gov/apply/IndCPRRegister to obtain a username and password. You will need to know the Funding Opportunity Number (FON) for the grant application package that you intend to apply for on Grants.gov. Search for a FON: http://www.grants.gov/applicants/find_grant_opportunities.jsp</p> <p>PURPOSE OF THIS STEP: Your username and password serves as an "electronic signature" and allows you to submit applications through Grants.gov. Grants.gov uses the Credential Provider to verify that an individual is who she/he claims to be.</p> <p>HOW LONG SHOULD IT TAKE? Same Day. You will receive a username and password when you submit your</p>	

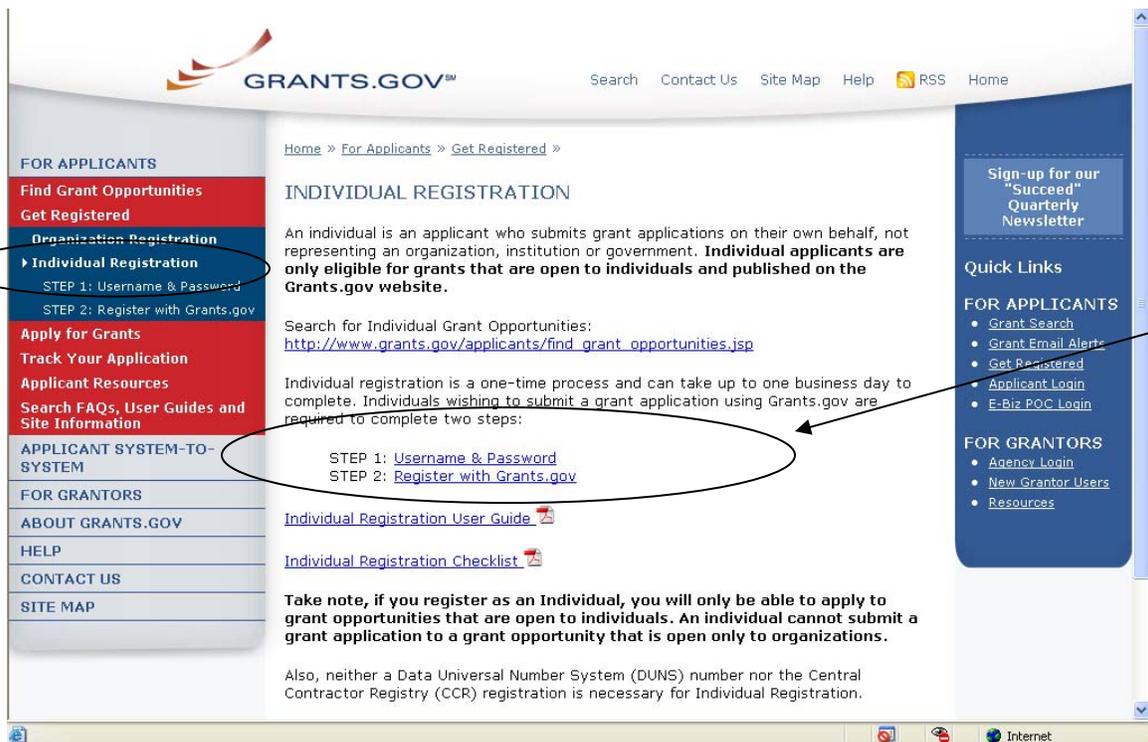
1 of 1

Username and Password

In order to safeguard the security of your electronic information, Grants.gov utilizes E-Authentication – the federal program that ensures secure transactions. E-Authentication defines the level of trust or trustworthiness of the parties involved in a transaction through the use of Credential Providers. It is the process of determining with certainty that someone really is who he/she claims to be. Grants.gov is using Operational Research Consultants (ORC) as its Credential Provider. Individuals do not need a DUNS number to register to submit applications. The system will generate a default value in that field. **Note:** In order to register as an Individual you will need to obtain the Funding Opportunity number for a grant application that you intend to apply for. Please be sure it is an opportunity that is only applicable for individuals.

Instructions for Individual Registration

1. Click **Get Registered** in the Quick Links on the blue boxed left navigation of any Grants.gov page. This will take you to the Get Registered screen.
2. Under **Get Registered**, click the **Individual Registration** link on the left navigation. This takes you to the Individual Registration screen.
3. Click the **STEP 1: Username and Password** link in the submenu in the left navigation or on the main screen.



1. This will take you to the **Register with the Credential Provider** screen where you will need to enter the **Funding Opportunity Number** of an Individual opportunity and then click **Register**.

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REGISTER WITH THE CREDENTIAL PROVIDER

In order to safeguard the security of your electronic information, Grants.gov utilizes a [Credential Provider](#). It is the process of determining, with certainty, that someone really is who they claim to be.

The Credential Provider for Grants.gov is [Operational Research Consultants \(ORC\)](#). When registering as an [individual](#) with ORC, you will receive an ID and password to have your grant application forwarded to the appropriate government agency safely and securely.

Note: In order for you to apply as an individual, the grant application must be open to individuals and be published on the Grants.gov website.

If you would like to submit an application as an individual, please enter the **Funding Opportunity Number** for a grant application that you intend to apply for and click press the "Register" button below.

Step 1: Complete the **Funding Opportunity Number** field.

Step 2: Click the **Register** button.

Funding Opportunity Number

Tips for registering with the Credential Provider:

Done Internet

2. You will be taken to the E-Authentication website where you will be able to create your username and password. The E-Authentication screen is now visible. Click the **User ID** button.

The screenshot shows a web browser window with the address bar displaying "http://e-auth.orc.com/". The page features a header with the "eAuthentication" logo and a "Home" link. A navigation menu on the left includes links for Instructions, Policies, General Info, Agency Applications, User Administration, Help Desk, Privacy Policy, and Home. The main content area is titled "Welcome to the ORC eAuthentication Credential Service" and includes a paragraph of text and a bulleted list of service uses. At the bottom, the text "Get your Credentials here:" is followed by a red button labeled "User ID", which is circled in red. An arrow points from the text to the button.

Address http://e-auth.orc.com/ Go Links

eAuthentication

Home

Instructions
Policies
General Info
Agency Applications
User Administration
Help Desk
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Home

Welcome to the ORC eAuthentication Credential Service

Operational Research Consultants, Incorporated is a GSA Approved Credential Service Provider to the eAuthentication Service.

This service is authorized to issue authentication credentials for use by the FirstGov and participating Government agencies. The purpose of eAuthentication is to facilitate public access to the services offered by Government agencies through use of information technologies, including on-line access to computers for purposes of reviewing, retrieving, providing, and exchanging information. These Credentials can be used to:

- Authenticate to government websites
- Contract for the purchase of goods or services of modest value
- Verify the identity of electronic mail correspondents (digital certificate only)
- Verify the identity of web servers (digital certificate only)
- Verify the identity of individuals accessing data servers (digital certificate only)
- Verify the integrity of software and documents posted on data servers (digital certificate only)

Get your Credentials here: [User ID](#)

Internet

3. This will take you to the **User Information** screen. Enter all of the required information in the appropriate fields. Required fields are noted by an asterisk *. Once completed click the **Submit** button.

The screenshot shows a web browser window with the address bar displaying <https://e-auth.orc.com/reg/>. The page features a header with the text "eAuthentication" and "User Registration" over a background image of a government building. On the left side, there is a vertical menu with the following items: Instructions, Policies, General Info, Agency Applications, User Administration, Help Desk, Privacy Policy, and Home. The main content area is titled "ORC eAuthentication User Information" and contains the following text: "Please provide the following information and click the Submit button at the bottom when finished." Below this, a red asterisk indicates that certain fields are required. The form includes input fields for "First Name: *", "M.I.", and "Last Name: *". A "Date of Birth" section has a "Month" dropdown menu, "Day" and "Year" input boxes, and a "Job Title" input box. A section titled "Select either Business or Home address" has two radio buttons: "Business address" (unchecked) and "Home address" (checked). The "Home Address and Phone Number" section includes input boxes for "Address1: *", "Address2:", "City: *", and "State:" (with a dropdown menu), followed by "Or Region:" with an input box. The browser's status bar at the bottom shows "Done" and "Internet".

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Address: <https://e-auth.orc.com/reg/> Go Links

eAuthentication

User Registration

ORC eAuthentication User Information

Please provide the following information and click the Submit button at the bottom when finished.

** - Field is required*

First Name: * **M.I.:** **Last Name: ***

Month: Select... Day: Year:

Date of Birth:

Job Title:

Select either Business or Home address

Business address Home address

Home Address and Phone Number

Address1: * Address2: City: * State: Or Region:

Done Internet

4. This will take you to the **ORC eAuthentication User Confirmation** screen. Review the information and click the **Submit** button. Record the User ID and password that you entered because you will need this information to register with Grants.gov.

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Address <https://e-auth.orc.com/reg/confirm.jsp> Go Links

eAuthentication

User Registration

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ORC eAuthentication User Confirmation

Please confirm that the following information is correct then click the Submit button at the bottom when finished.

You are requesting Level 1 access credentials

First Name: **M.I.:** **Last Name:**

Date of Birth:
October 28, 1980

Job Title: PJM

Business Address and Phone Number:

Primary Email: _____

If the above information is correct please continue with the process otherwise click "Make a Change" to edit the information

Done Internet

User Name:* **Password:*** **Confirm Password:***

NOTE: Your password must be at least 8 Characters long and include at least one Special Character, one Number, and one Capital letter.

Secret Question:* _____

Secret Answer:* _____

By clicking the submit button you are confirming that the information you have provided is accurate and complete.

Done Internet

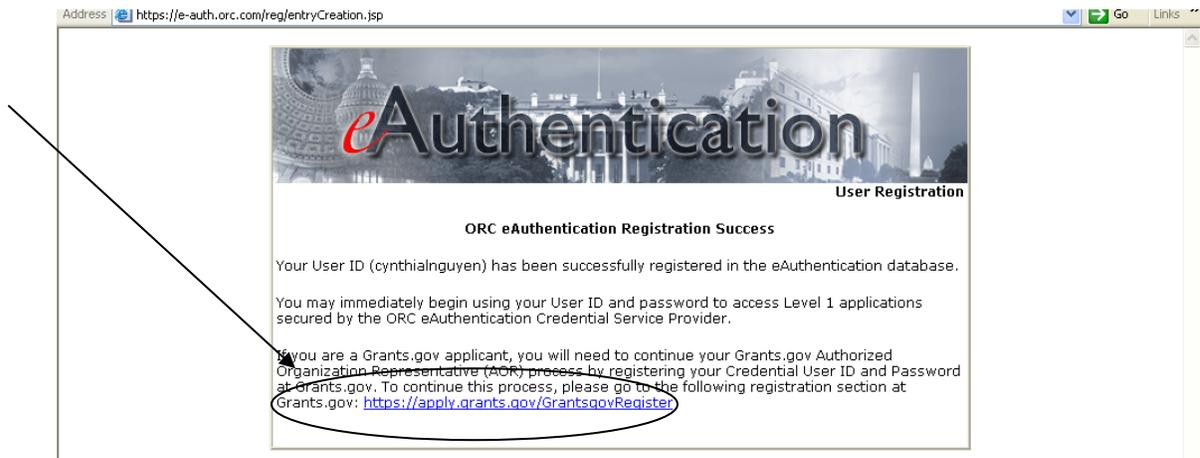
Register with Grants.gov

Once you have registered with ORC, Grants.gov's Credential Provider, and received your username and password, you will need to register with Grants.gov. You should wait approximately 20 minutes after completing the Credential Provider registration before registering with Grants.gov.

There are two ways to complete your registration process.

OPTION 1: From the E-Authentication website, directly after creating your username and password:

1. After receiving your confirmation screen, you will find a link referenced to Grants.gov. Select that link to be directed to the Grants.gov website and set-up your new Grants.gov profile.



- Next, enter the username and password you just created at the E-Authentication website and select **Register**.

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REGISTER WITH GRANTS.GOV

Once you have [registered with a Credential Provider](#), you will need to register with Grants.gov.

Enter the username and password from registering with the Credential Provider. You will then be asked to provide the **Funding Opportunity Number** associated with your grant application.

Please enter your Username and Password to Register with Grants.gov.

Username

Password

Register

Tips for registering with Grants.gov:

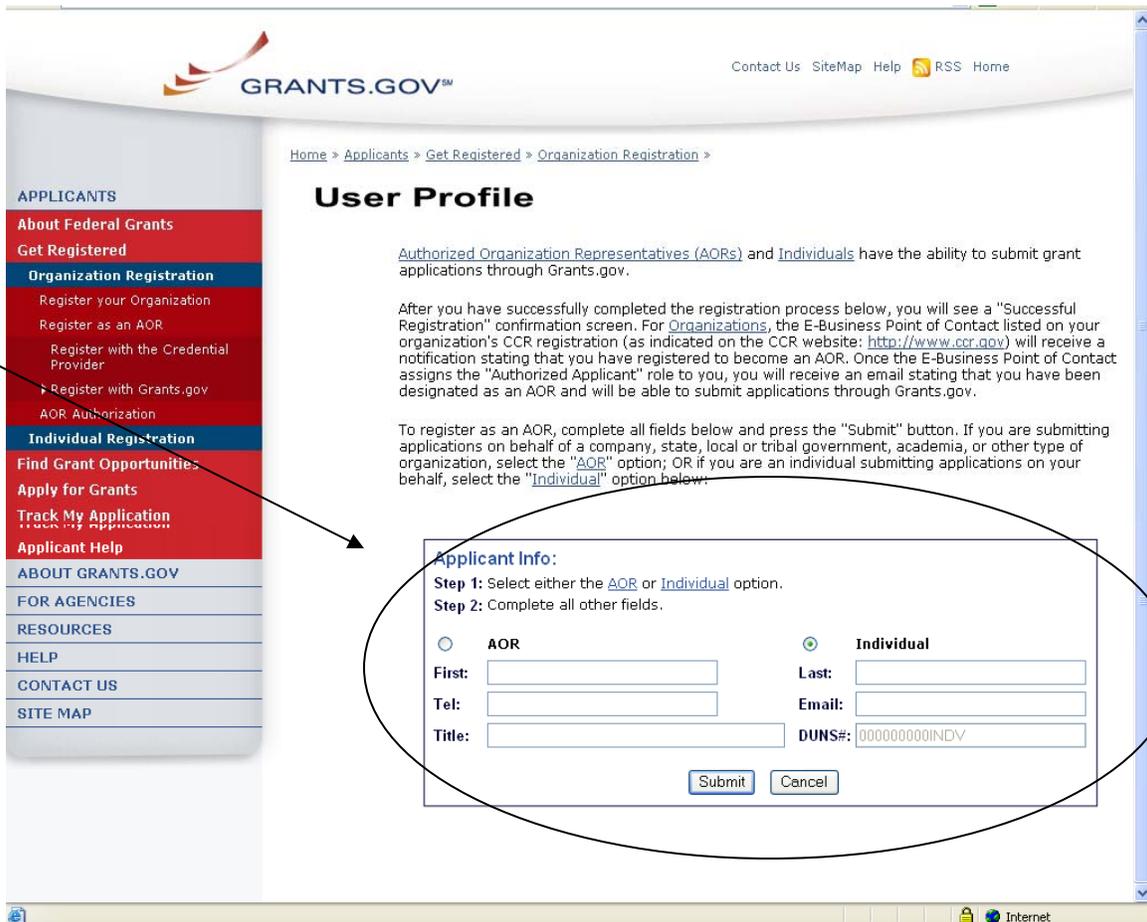
Guidance on this process is provided on the [Register with Grants.gov](#) section of the site.

Warning Notice!

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

Done Internet

3. At the next screen, check the Individual box. This will default the DUNS number field to 000000000INDV
4. Enter your first name in the **First** field.
5. Enter your last name in the **Last** field.
6. Enter your business telephone number in the **Tel** field.
7. Enter your business email address in the **Email** field.
8. Enter your title in the **Title** field.
9. Click the **Cancel** button to return to the previous screen.
- OR
10. Click the **Submit** button to register with Grants.gov.



After you have completed the profile, you will see a confirmation screen. You have now completed the registration process and you will be able to submit applications on Grants.gov.

PLEASE BE AWARE THAT YOU WILL ONLY BE ABLE TO SUBMIT APPLICATIONS TO OPPORTUNITIES THAT ARE OPEN TO INDIVIDUALS.

OPTION 2: You can also register directly from Grants.gov. Follow the instructions below for that information:

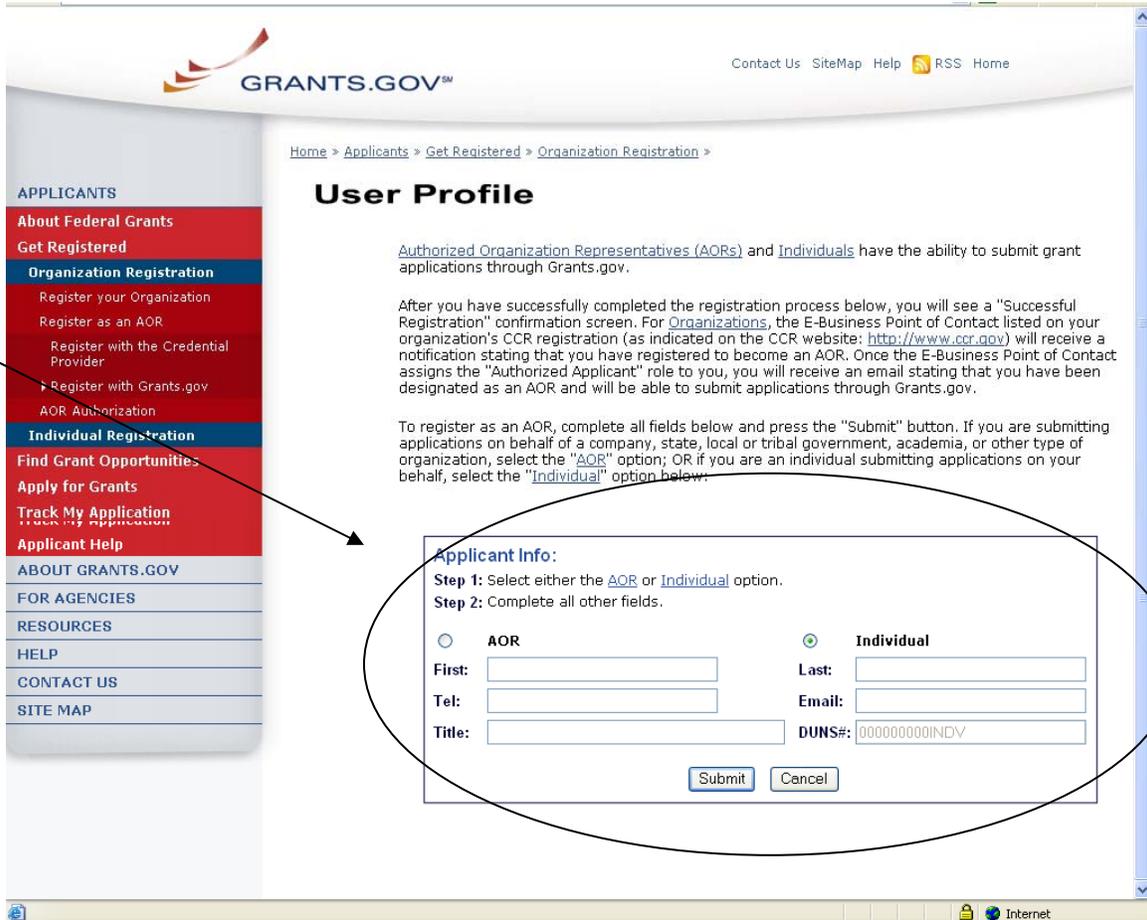
Instructions for Registering with Grants.gov

You must have obtained your Username and Password before you can register with Grants.gov. Follow the steps below to register with Grants.gov.

1. Click **Get Registered** in the Quick Links on the blue boxed left navigation of any Grants.gov page. This will take you to the Get Registered screen.
2. Under the Get Registered heading, click on **Individual Registration** in the submenu on the left navigation.
3. Click **STEP 2: Register with Grants.gov** in the submenu to be taken to the Register with Grants.gov page.
4. This takes you to the **STEP 2: Register with Grants.gov** screen which displays information about how to register as an Individual. Click on the link **Register with Grants.gov**.

The screenshot shows the Grants.gov website interface. At the top, there is a search bar and navigation links: Search, Contact Us, Site Map, Help, RSS, and Home. The main content area is titled "STEP 2: REGISTER WITH GRANTS.GOV" and includes a breadcrumb trail: Home » For Applicants » Get Registered » Individual Registration ». Below the title, there are two steps: STEP 1 and STEP 2. The current step is STEP 2, which is titled "REGISTER WITH GRANTS.GOV". The page content includes a heading "HAVE YOU REGISTERED WITH GRANTS.GOV FOR AN ACCOUNT?" followed by instructions to enter a username and password. A link "Register with Grants.gov: https://apply07.grants.gov/apply/IndGGRegister" is highlighted with a red circle. Below this, there are sections for "PURPOSE OF THIS STEP:", "HOW LONG SHOULD IT TAKE?", and "HOW DO I REGISTER WITH GRANTS.GOV?". The left sidebar contains a navigation menu with categories like "FOR APPLICANTS", "FOR GRANTORS", and "HELP". The right sidebar contains "Quick Links" and "FOR APPLICANTS" links. A red circle highlights the "STEP 2: Register with Grants.gov" link in the left navigation menu, and an arrow points to it from the left. Another arrow points to the "Register with Grants.gov" link in the main content area.

- On the Register with Grants.gov screen, enter your username and password and click **Register**. Enter the username and password that you received from the Credential Provider in the **Username** and **Password** fields. **Remember** – the password you received from the Credential Provider may contain both upper and lowercase letters. Be sure to enter the exact password you received.



- At the next screen, check the Individual box. This will default the DUNS number field to 000000000INDV
- Enter your first name in the **First** field.
- Enter your last name in the **Last** field.
- Enter your business telephone number in the **Tel** field.
- Enter your business email address in the **Email** field.
- Enter your title in the **Title** field.
- Click the **Cancel** button to return to the previous screen.
- OR
- Click the **Submit** button to register with Grants.gov.

After you have completed the profile, you will see a confirmation screen. You have now completed the registration process and you will be able to submit applications on Grants.gov. **PLEASE BE AWARE THAT YOU WILL ONLY BE ABLE TO SUBMIT APPLICATIONS TO OPPORTUNITIES THAT ARE OPEN TO INDIVIDUALS.**

I forgot my password

In the event that you forget your password, you can obtain a new password from the Credential Provider: If you have forgotten your password, complete the following steps:

If you have forgotten your password, you will need to get it reset at the E-Authentication Credential Provider's website. Go to <https://e-auth.orc.com/reg/forgotReset.html> and enter your username. You will then be prompted to change your password. This information will automatically be updated at the Grants.gov website.

I forgot my username

Please contact ORC, Grants.gov's Credential Provider at 800-386-6820 or via email at eauthhelp@orc.com. You may be required to re-register. If you are required to re-register with the Credential Provider, you will need to re-register your new username and password with Grants.gov.