



Drug-Free Communities

Local Problems Require Local Solutions

Application Registration Process



Parents



Youth



Business



Media



Schools



Youth Serving Organizations



Law Enforcement



Civic/
Volunteer
Organizations



Religious/
Fraternal
Organizations



Healthcare
Professionals



State/
Local/Tribal
Government



Substance
Abuse
Organizations



Four Registration Processes

To apply for a DFC grant, you are **required to** complete the following registrations:

1. Dun & Bradstreet Data Universal Numbering System (DUNS)
2. System for Award Management (SAM)
3. Grants.gov
4. eRA Commons

Refer to Appendix A in the
FY 2018 DFC FOA to learn
more!



1. DUNS Registration

- Obtaining a DUNS number is **easy** and **free**
- Visit: <http://www.dnb.com> or call **1-866-705-5711**
- To expedite, let DUNS know you are a non-profit organization getting ready to submit a Federal grant application
- DUNS number will then need to be registered and active with SAM



2. SAM Registration

SAM **must** be updated at least every 12 months for the account to remain active!

- Applicants must register their DUNS number with SAM and have an active SAM registration
- To create a SAM user account. Register/Update your account at <https://www.sam.gov>
- It can take SAM up to 72 hours to complete the validation process.
- Grants.gov will reject all applications with an expired or inactive SAM account.



3. Grants.gov Registration

- Grants.gov is the online portal for submitting Federal grant applications
- One-time only registration process
- Person submitting the application **must** be registered with Grants.gov as the Authorized Organization Representative (AOR) for the specific DUNS number cited in the SF-424
- Review the Organization Registration User Guide!



4. eRA Registration

- eRA is the portal that allows applicants, recipients, and federal staff to securely share, manage, and process grant applications
- One-time only registration process
- The Business Official (BO) and Program Director/Principal Investigator (PD/PI) listed on the application must register with eRA and receive a Commons ID in order to have access to the electronic application submission



Technical Assistance

- Grants.gov
 - Email: support@grants.gov
 - Phone: 1-800-518-4726
 - Available: 24hrs a day, 7 days a week
- eRA
 - Email: <http://grants.nih.gov/support/index.html>
 - Phone: 1-866-504-9552
 - Available: Monday – Friday 7am -8pm EST



Registration Processes Reminders



Applicants are strongly encouraged to start these registration processes immediately! **Do not** begin this process the date the application is due.



Applicants are strongly encouraged to save all case numbers/ticket numbers/ reference numbers and emails.



Applications from organizations/coalitions missing **any** of the four registrations or with inactive registrations **will be** rejected.
Applications **will not** be reviewed.



The FY 2018 DFC Application Deadline is:

March 29, 2018