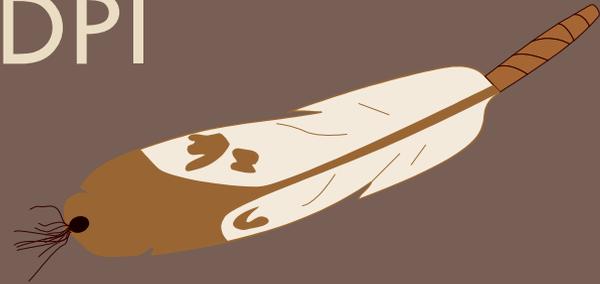


# ORGANIZATION REGISTRATION FOR SDPI



*April 14, 2022*

Nancy Haugen, Great Plains Area Diabetes Consultant

# Abbreviations

- AI/AN = American Indian/Alaska Native
- ADC = Area Diabetes Consultant
- **AOR = Authorized Organization Representative**
- DDTP = IHS Division of Diabetes Treatment and Prevention
- DGM = IHS Division of Grants Management
- DTLL = Dear Tribal Leader Letter
- DUIOLL = Dear Urban Indian Organization Letter
- DUNS = Data Universal Numbering System
- IHS = Indian Health Service
- MOA = Memorandum of Agreement
- NOFO = Notice of Funding Opportunity (also known as FOA)
- ORC = Objective Review Committee
- SAM.gov = System for Award Management
- SDPI = Special Diabetes Program for Indians
- TLDC = Tribal Leaders Diabetes Committee
- **UEI = Unique Entity Identifier**
- UIO = Urban Indian Organization

# FY23 Considerations

## SDPI Application Challenges

- History of supportive SDPI continuation process
- Knowledge of grants.gov & AOR processes
- Influence of outside assistance/"grant writers"
- Shift in application nexus/process for SDPI Directors, Tribes, Urban Programs and Area/IHS facilities & ADCs

## Support Actions- *Today's Objectives*

- Employ early supportive measures
- Share resources & successful processes
- Engage all influencers
- Gain awareness of required registrations, grants.gov/AOR process and E-BIZ-POCs

# What to do NOW to prepare for the FY23 Application Process

- **Items to check with your organization's grant/financial office NOW:**
  1. **DUNS Registration:** Ensure your organization's DUNS registration is current. Government transitioning from DUNS number to new Unique Entity Identifier (UEI) April of 2022
  2. **SAM.gov:** Ensure your organization's SAM.gov is current.
  3. **AOR:** Ensure your organization has an Authorized Organization Representative (AOR) and make sure they can submit the SDPI application. Also keep track of your AOR.
  4. **Grants.gov:** Ensure your organization is registered in Grants.gov.
    - Grants.gov is the site used to submit competitive applications.
- All current grantees had these in place to apply for and receive an SDPI grant for the 2016 grant cycle
  - **Please be sure that these are now (and remain) up-to-date throughout the 2023 application process!**

# Unique Entity Identifier

The screenshot shows a web browser window with two tabs: "GrantSolutions.gov login - Search" and "Home - innovative Federal grant". The address bar shows "https://home.grantsolutions.gov/home/". The website header is blue with the GrantSolutions logo (PARTNERS IN INNOVATION) on the left and navigation links (ABOUT, BENEFITS, SERVICES, RISK MANAGEMENT, PARTNERS, NEWS) and a LOGIN button on the right. The main content area features a large blue heading "Unique Entity Identifier" and a paragraph: "OMB has mandated moving from DUNS (the current unique identifier used when doing business with the Federal government) to a non-proprietary UEI requested in and assigned by SAM.gov. The implementation date for the new UEI of April 4, 2022 is quickly approaching." Below the text is a red button labeled "LEARN MORE FROM GSA". To the right of the text is a photograph of a man in a white shirt and glasses looking at a laptop displaying data charts. At the bottom of the browser window, the Windows taskbar is visible with the search bar, taskbar icons, and system tray showing the date and time as 2:54 PM on 3/29/2022.

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## Unique Entity Identifier

OMB has mandated moving from DUNS (the current unique identifier used when doing business with the Federal government) to a non-proprietary UEI requested in and assigned by SAM.gov. The implementation date for the new UEI of April 4, 2022 is quickly approaching.

[LEARN MORE FROM GSA](#)

2:54 PM  
3/29/2022

# What do I need to know about the new Unique Entity ID in SAM.gov?

- On April 4, 2022, the U.S. government switched from using the DUNS Number to a new Unique Entity ID (SAM), also known as a UEI (Unique Entity Identifier). Integrated Award Environment (IAE) systems such as SAM.gov (entity registration, contract award notification), FPDS.gov, eSRS, FSRS, FAPIIS, and CPARS now require the use of your UEI.
- Entities doing business with the federal government will use a Unique Entity Identifier (SAM) created in SAM.gov. They will no longer have to go to a third-party website to obtain their identifier. This transition allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

# What Action Do I Need to Take?

- If your entity is registered in SAM.gov as of today, your Unique Entity ID (SAM) has already been assigned and is viewable in SAM.gov. This includes inactive registrations. The Unique Entity ID is currently located below the DUNS Number on your entity registration record. Remember, you must be signed in to your SAM.gov account to view entity records. To learn how to view your Unique Entity ID (SAM) [go to this help article](#).

# 2 Mandatory Organization Registrations

## □ **How to Complete Mandatory Registrations**

- Before applying for a grant, you must complete and/or confirm two registrations.
  - System for Award Management (SAM)
  - Grants.gov
- It could take up to three weeks to complete new organization registrations. Provide complete and consistent information across the two sites.



# Register with the SAM

- **Estimated time to complete:** one-three days
- If you are already registered with SAM, check your SAM organizational registration to ensure it is active.

*Grant application may be rejected if it is not.*

- **Contact Grants.gov:** Call 800-518-4726 or [Email grants.gov support](mailto:grants.gov_support)

# Register with the SAM – Steps 1 - 2

1. Access <https://www.sam.gov> and complete the online SAM registration process to obtain a UEI (SAM) or verify if your organization already has one.
2. Select *Create User Account (new)* or *Register/Update Entity (existing)*
  - ▣ **IMPORTANT:** Ensure you enter your EBiz POC name and EBiz POC email on SAM, this will allow you to register with Grants.gov (Step 2) the next day.
  - ▣ Contact the [Federal Support Help Desk](#) for help with the UEI.

# Register with the SAM – Step 3

## Completing the Form

### 3. Complete the form. This will take about 1 hour.

- You will need:
  - DUNS/UEI number
  - Tax ID number (Employer Identification Number (EIN)). (Don't have one? [Apply For An EIN.](#))
  - Other information, like: business start date, congressional district, and physical and mailing addresses
- To designate an E-Business Point of Contact (E-BIZ POC), and a Marketing Partner Identification Number (MPIN)
  - The MPIN is your organization's personal code, which serves as a password.
  - The E-BIZ POC will use the MPIN to approve Authorized Organization Representatives (AORs) in Grants.gov.

# Register with the SAM – Step 4

4. Submit your SAM registration. The SAM will email you once they validate your information and activate your registration.

- ▣ *Note: If you see the question “Is my information available for viewing by the public?” answer “Yes.” This way, you can easily access and review your information.*
- ▣ **Keep your SAM registration active - renew at least once each year.** Renewal can take five days or longer if you provide incomplete or incorrect information.
- ▣ If your registration expires, you cannot submit a grant application until you renew it.

# Register with Grants.gov

- One day after you submit your SAM registration, your organization's Authorized Organization Representatives (AORs) can register in Grants.gov.
  - Your organization designates AORs to submit applications to Grants.gov.
  - Your organization can have one or more AORs.
  - To submit applications, the E-BIZ POC must also register as an AOR and approve the registration.

# Register with Grants.gov – Cont'd

- Once you have your SAM registration, AORs can complete the Grants.gov registration in as little as one day. But the E-BIZ POC must approve it immediately (They'll receive an email from grants.gov to do so.)
  1. Go to [Register With Grants.Gov](#).
  2. Each AOR should register on Grants.gov using the organization's correct DUNS number.
  3. The E-BIZ POC can approve AORs as soon as Grants.gov prompts them to do so via email.
    - They will need the organization's MPIN to approve AOR registrations.
  4. Grants.gov will send emails to AORs once approved. AORs can then submit applications.
- **Each AOR must update their Grants.gov registration every year (or account roles removed) and their Grants.gov password every 60 days.**

HELP | REGISTER | LOGIN

SEARCH: Grant Opportunities ▾ Enter Keyword... **GO**

HOME | LEARN GRANTS ▾ | SEARCH GRANTS | **APPLICANTS ▾** | GRANTORS ▾ | SYSTEM-TO-SYSTEM ▾ | FORMS ▾ | CONNECT ▾ | SUPPORT ▾

GRANTS.GOV > Applicants > How to Apply for Grants

## HOW TO APPLY FOR GRANTS

**GRANT APPLICATIONS**

- » [How to Apply for Grants](#)
- » [Track My Application](#)

**APPLICANT RESOURCES**

- » [Workspace Overview](#)
- » [Applicant Eligibility](#)
- » [Organization Registration](#)
- » [Applicant Registration](#)
- » [Applicant Training](#)
- » [Applicant FAQs](#)
- » [Adobe Software Compatibility](#)
- » [Submitting UTF-8 Special Characters](#)
- » [Encountering Error Messages](#)



### How to Apply for Grants: Getting Started



**Learn**

Go to the Grants Learning Center for an overview of grants.



**Check**

Make sure you are eligible before applying.



**Search**

Find federal grants that align with your work.



**Register**

Sign up with Grants.gov to apply using Workspace.



**Apply**

Complete and submit your application using Workspace.



**Track**

Enter your Grants.gov tracking number(s) for submission status.

**Save Time & Apply Using Workspace**

[Click Here to Learn More](#)



**Search for Opportunity Package**

If you know the specific Funding Opportunity Number or Opportunity Package ID, quickly search for the package:

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## Resource: [Grants.gov](https://www.grants.gov) for Applicants

Activity: Review of Applicants Resource & *Grantgov Applicant Overview Training*

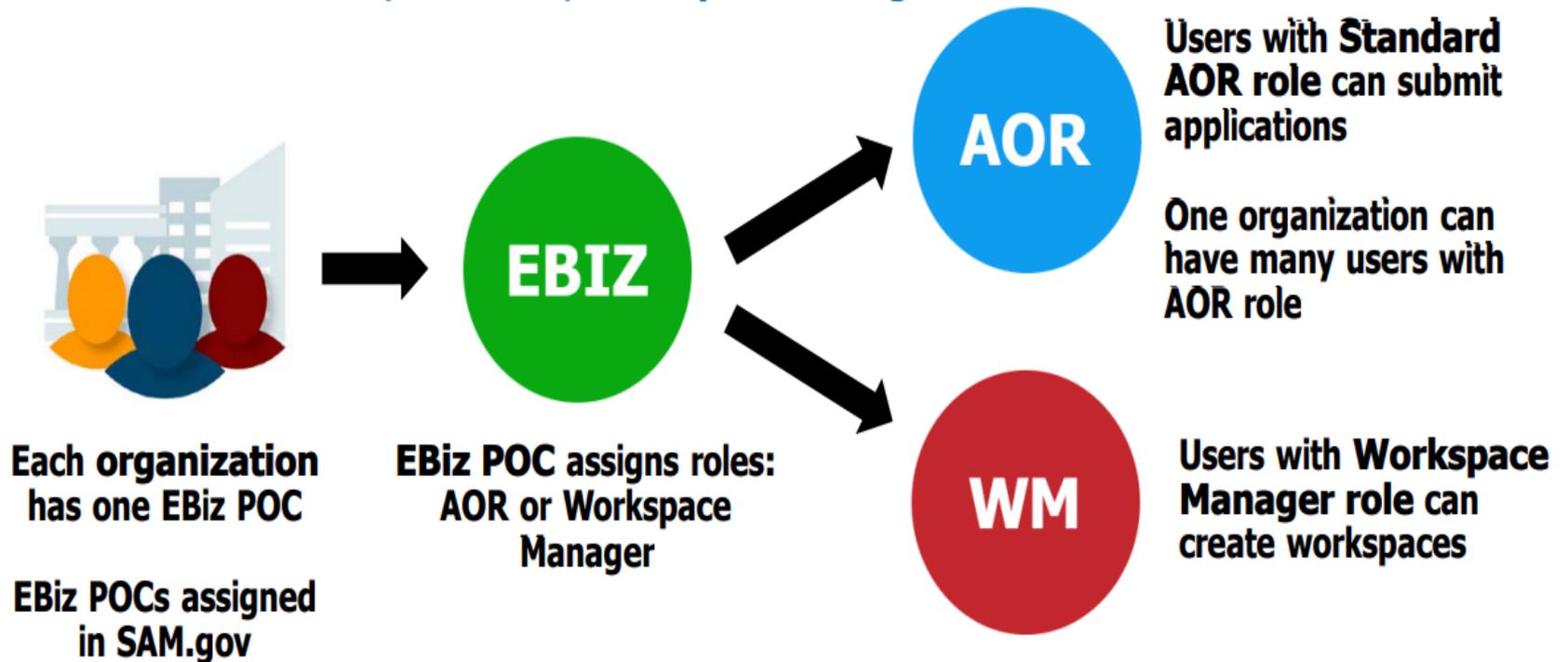
# Key Application Reminders

- SAM.gov
  - ▣ See *Quick Start Guide for Grantee Registrations*
  - ▣ Ebiz Point of Contact
- Grants.gov
  - ▣ Resources
    - Applicant Overview Training
    - Workspace Overview
    - Frequently Asked Questions
    - Encountering Error Messages
  - ▣ Apply Early!

# EBiz Point of Contact

## Registration: Grants.gov Roles

EBiz Point of Contact, AOR role, Workspace Manager role



# Submission Information

## Submission Details Page

- Provides important information related to the grant application on one page. The Grant Tracking Number, along with pertinent submission information like method of submission and organization information, appear in the Submission Details section at the top of the page.
- Submission Forms/Attachments Received table lists all of the forms and files that were transferred through Grants.gov to the federal grant-making agency upon submission. To download these forms and files in a .zip file, click the Download ZIP button in the Submission Forms/Attachments Received table header. To download a single .pdf file of the entire application, click the Download Full PDF button.
- Agency Notes will only be available if the grantor adds a message to communicate with applicants. If the grantor added a message, it will appear below the Submission Details section.
- **If your application submission was Rejected with Errors, the Reason for Rejection section will display all of the specific errors.**

## Workspace Submission

- When an application package is submitted successfully, the Status field in the Workspace Grant Tracking Numbers table will contain one of the following messages:
  - Validated: This means that Grants.gov has found the uploaded package to be without field errors
  - Received by Agency: This means that the agency has retrieved the package from Grants.gov
  - Agency Tracking Number Assigned: This means that the agency has given the package a unique tracking number.. Note: This is optional and different than the Grants.gov number.
- Rejected Packages
  - If the application was rejected after submission due to field errors, the Status field will read “Rejected with Errors”. Click the Details link in the Actions column to view information about the reasons for the rejection. The Details link directs you to the Check Application Status page for this information.

# Track Application

- To track Grants.gov submissions, enter up to five Grants.gov tracking numbers, one per line and click the "Track" button. (Example format: GRANT999999999)
  - <https://www.grants.gov/web/grants/applicants/track-my-application.html>
- Please note, this only confirms that an application was successfully retrieved by the awarding agency. Thereafter in the process, the awarding agency reviews and processes the applications independent of Grants.gov, and they do not report the status to Grants.gov.

QUESTIONS?



THANK YOU

