Special Registration Instructions for Unaffiliated/Independent Applicants

Individual applicants not affiliated with an organization or who want to submit an application independently must complete all the required registrations as though they are an organization. There should NOT be any cost associated with ANY of these registrations.

When all is said and done, you will have multiple accounts (sometimes more than one for the same system) and serve many roles.

In addition to our standard registration guidance:
(http://grants.nih.gov/grants/how-to-apply-application-guide/prepare-to-apply-and-register/registration.htm)
here are some tips to help you successfully navigate the registration process.

Dun and Bradstreet Universal Numbering System (DUNS)

Purpose: To obtain a unique, identifier for your organization (referred to as your DUNS number).

What you need to know:

- You must obtain your DUNS number prior to starting any other registration.
- Once on the D&B site, follow the instructions to obtain a DUNS number for "doing business with the government".
- Use the guidance provided for Sole Proprietorships
    - Select "Owner" as your "Title at this Business"
    - Sole Proprietorships must use the owner's full legal name. E.g., John H Smith Junior should be entered as "Smith Jr, John H."

System for Award Management (SAM)

Purpose: To register your entity (i.e. organization) to do business with the Federal government. SAM confirms supplied information with the Internal Revenue Service (IRS).

What you need to know:

- You must obtain your DUNS number prior to starting your SAM registration.
- The government uses lots of identifiers. As part of the SAM registration process, you will be assigned a Commercial & Government Entity Code (CAGE) code. It is simply a 5-character ID used to identify vendors. You will see the CAGE code mentioned in documentation, but we will not request it as part of your application so don't worry too much about it.
- You will be asked to identify an E-Business Point-of-Contact (E-Biz POC) – you can provide your own information.

Grants.gov

Purpose: To register your organization and the individuals authorized to do business on behalf of your organization to submit grant applications to Federal agencies.

What you need to know:

- Grants.gov is the federal-wide portal used to find and apply for Federal grant funding. All NIH competing grant applications must be submitted through Grants.gov.
- You must have registered in both DUNS and SAM prior to starting your Grants.gov registration.

- o DUNS is the primary identifier used in Grants.gov.
- Follow the instructions found at http://www.grants.gov/web/grants/applicants/organization-registration.html for registering an Organization.
  - o DO NOT use the "Registering as an Individual" instructions. NIH posts all opportunities such that only organizations can apply.
- Your E-Biz POC is responsible for authorizing individuals at your organization to submit grant applications. Those individuals are referred to as Authorized Organization Representatives (AORs). If you are the E-Biz POC and the AOR, you will need to authorize yourself by giving your Grants.gov account the AOR role.

eRA Commons

Purpose: To register your organization and key individuals in NIH's system used to exchange information between, applicants, grantees and NIH Staff.

What you need to know:

- You must obtain your DUNS number prior to starting your eRA Commons organization registration.
- On the registration form, which you access by clicking the "*Register Now*" button, use "INDEPENDENT SCHOLAR – "followed by your full legal name. For example, "INDEPENDENT SCHOLAR - John H Smith Junior". You will be the Signing Official (SO; same authority in eRA Commons that the AOR has in Grants.gov).

- Once your registration is complete and your SO account is created, you can create a separate Principal Investigator account for yourself with the PI role. You will need both your SO and your PI accounts to complete the application process. The specific roles on each account indicate the actions you can take in eRA Commons. The SO account allows you to sign legal documents and administer your application/grant while your PI account is included in your application and identifies you as having scientific oversight for the proposed application. Only accounts with the PI role can view review outcome information in eRA Commons.