

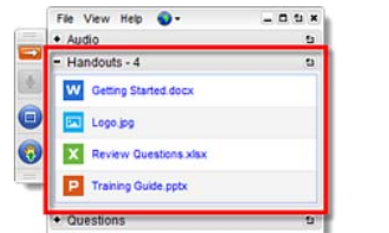


Are You Ready to Apply for Federal Funding?

Hosted by: The Eastern Region Training and Technical Assistance Center
A Resource of the Administration for Native Americans
 November 17, 2016

Using GoToWebinar

- You are muted when you join the webinar
- If you have dialed in by phone, select **Telephone** on the Control Panel and enter the audio PIN number to eliminate echoing
- Handouts are available – go to the Control Panel
- We will have a Q & A session at the conclusion of the webinar



Today's Presenter



Eastern Region Training and Technical Assistance Center

1 (888) 221-9686
www.anaeastern.org



Candi Carmi
Technical Assistance Specialist

Webinar Overview

➤ 3 Steps to Register for Grants.gov

1 → DUNS Number

2 → SAM Registration

3 → Grants.gov Registration

➤ Upcoming ANA Competition

➤ Q & A

What is a DUNS Number?

- A Dun & Bradstreet Number, or D-U-N-S Number, is a nine-digit location-specific identification number.
- In order to apply for federal grants or contracts, you MUST have a DUNS Number.
- Getting a DUNS Number is FREE for all entities required to register with the federal government for contracts or grants.

Requesting a DUNS Number

- Go to: <http://fedgov.dnb.com/webform/>

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NOTICE: If you are attempting to join the Apple Developer Program please go to <https://developer.apple.com/support/D-U-N-S/>

Begin D-U-N-S Search/
Request Process

About the D&B
D-U-N-S Number

Frequently Asked
Questions (FAQ)

D&B, SAM, Grants
Contacts

D&B's Privacy
and Data Policy

Accessibility

Welcome to the D&B D-U-N-S Request Service
for US Federal Government Contractors and Assistance Awardees

Dun & Bradstreet (D&B) provides a D-U-N-S Number, a unique nine digit identification number, for each physical location of your business.

D-U-N-S Number assignment is FREE for all businesses required to register with the US Federal government for contracts or grants.

Click here to request your D-U-N-S Number via the Web. If one does not exist for your business location, it can be created within 1 business day.

For technical difficulties, contact govt@dnb.com

Spam-blockers and other security features on your computer or network could block our email responses which may include your DUNS Number. Please ensure that you are able to receive email

Requesting a DUNS Number (2)

Suggested Sites With Trump's signatu...

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Company Lookup > Search >

Search

Please select the country or territory where your company is physically located, then click continue.

Please DO NOT enter any periods or special characters anywhere in the form, including a + or () in the phone number. Invalid characters include > < () # % { } + ;

For questions regarding the countries listed please contact Dun & Bradstreet at SAMHelp@dnb.com

Select a country or territory ...

D&B D-U-N-S Request Home Page

About the D&B D-U-N-S Number

Frequently Asked Questions (FAQ)

D&B, SAM, Grants Contacts

D&B's Privacy and Data Policy

Accessibility

Requesting a DUNS Number (3)

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Government iUpdate

Webform Home

Welcome to Government iUpdate – The easy way to manage Dun & Bradstreet's information on your company!

Government iUpdate provides non-publicly traded companies that are doing business with the US Federal Government convenient access to Dun & Bradstreet information on their business. Registered users can view, print and update their information. Registered users can also request a new DUNS Number. DUNS Number assignment and modifications are done rapidly and at no charge.

Register to use iUpdate!

Sign-up now to access your company's information. To safeguard your identity, registrants will be asked to answer a short authentication quiz. Click below to get started.

Find DUNS or Request new DUNS

Enter here to find your company's DUNS Number or request a new DUNS Number.

Already Registered? - Sign-in to iUpdate

iUpdate ID (Your Email Address)

Password

| [Forgot your password?](#)

****New to iUpdate? Read this first****

If you are attempting to join the Apple Developer Program [Click here](#) to continue.

Requesting a DUNS Number (4)

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Government iUpdate

Home > Company Look-up

STEP 1 2 3 4 5 0% Completed

Company Look-up Verify Identity Authentication Security Settings Registration Complete

Get Started, Locate Your Company

Select Your Company from the List Below

Search Tips

Enter your company information below and click Search to find out if your company is currently listed with Dun & Bradstreet.

* Business Name

* City

AK Search

Company Name Bus. Type Company Address

© Dun & Bradstreet, Inc., 2000-2015. All rights reserved. FAQs

Requesting a DUNS Number (5)

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Government iUpdate

Home > Company Look-up

STEP 1 2 3 4 5 0% Completed

Company Look-up Verify Identity Authentication Security Settings Registration Complete

Get Started, Locate Your Company

Select Your Company from the List Below

Search Tips

Enter your company information below and click Search to find out if your company is currently listed with Dun & Bradstreet.

* Business Name

* City

AK Search

The company name entered was not found in our database. Re-enter your search criteria removing any symbols or abbreviations. Click [Search Tips](#) for additional suggestions.

If still not found, select an option below to get this company listed in Dun & Bradstreet's database.

If you believe this result to be in error, please contact us directly at 1-866-705-5711, Mon - Fri from 7am - 8pm CT, for assistance. Reference Error Code: **CNREG101**

Please [Click Here](#) to return to **Main Menu**.

Don't see your company listed, Select an option below

Request a D-U-N-S number

Requesting a DUNS Number (6)

You will need to provide the following information to apply for a DUNS number:

- Legal Name
- Headquarters name and address for your organization
- Doing business as (DBA) or other name by which your organization is commonly known or recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate from Headquarters and/or physical address)
- Telephone Number
- **Email address**
- Contact Name and Title

Requesting a DUNS Number (7)

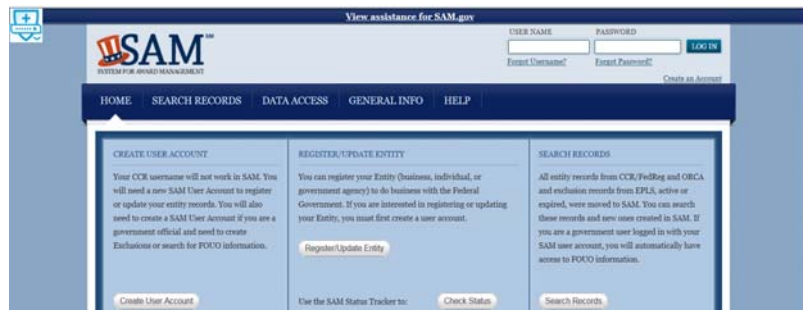
Standard Authentication and Security Screenings:

- Newer organizations may have to go through additional steps to authenticate, which could take a week or two.
- More established organizations should get their DUNS Number shortly after submitting the form.

Need help? Call Dun & Bradstreet at 1-800-234-3867

What is SAM?

- SAM = System for Award Management
- <https://www.sam.gov/>

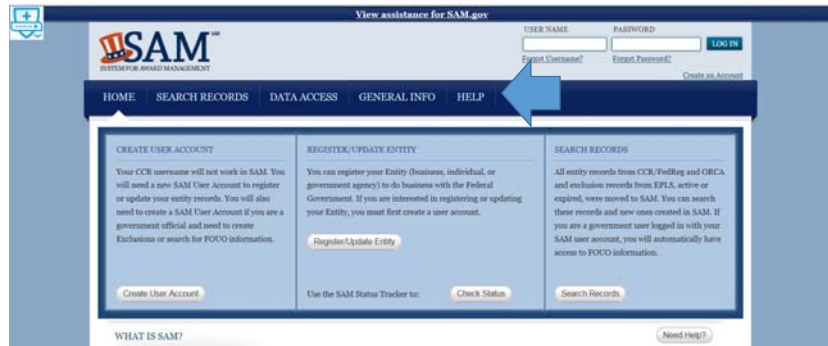


What is SAM? (2)

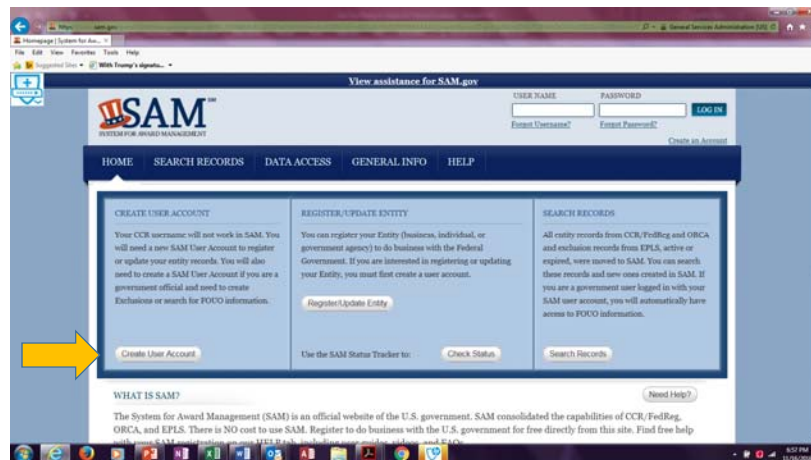
- Required to be eligible for government contracts and awards.
- Registration is FREE. Beware of “official” looking sites that charge a fee!
- SAM was created so that entities don’t have to repeat the same information for each federal agency.
- If you previously registered for CCR, you are automatically registered with SAM. However, you will still need to create an account in SAM.

What is SAM? (3)

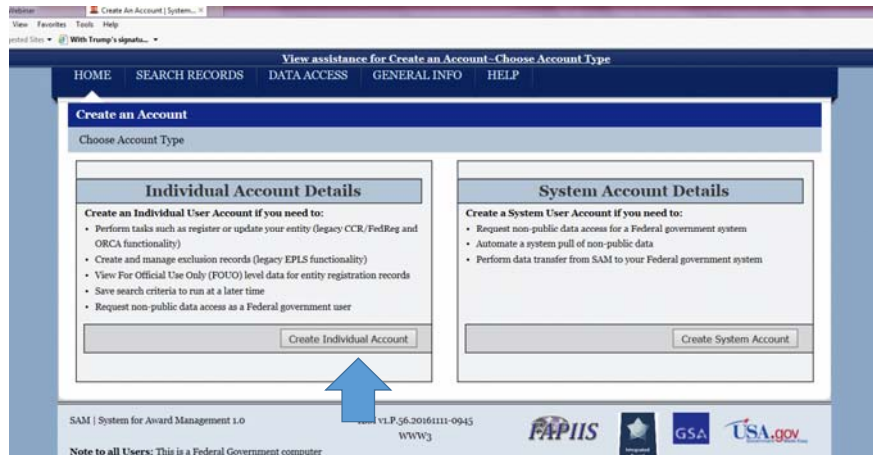
- The website has Quick Start Guides and Videos on how to get started. Go to the "Help" tab to access these resources.



Registering with SAM



Registering with SAM (2)



Registering with SAM (3)

Once you have created an account you can now register with SAM:

- Go to <https://www.sam.gov> and click "Register/Update Entity" button.
- Log In with your Account information and complete and submit the online registration.
- Establish your Marketing Partner Identification Number (MPIN).
- Assign your Electronic Business Point of Contact (E-Biz POC).
- Registration process will take approximately 30 minutes depending upon the size and complexity of your entity.

Final Word on SAM Account

- Takes approximately 7 – 10 business for the registration to become active.
- Need help? Contact the Federal Service Desk at <https://www.fsd.gov>.
- Your SAM E-Business Point of Contact (EBiz POC) must update your SAM profile *at least* once a year.
 - To renew simply log into your SAM account.
 - Select “Register/Update Entity” and then “Complete Registrations”.
- Also update it if any information changes.
- **Failure to update the profile can prevent you from being able to submit your application.**

Register for Grants.gov

The screenshot shows the Grants.gov website interface. At the top, there is a navigation bar with links for 'HELP', 'MANAGE SUBSCRIPTIONS', 'REGISTER', and 'LOGIN'. Below this is a search bar with the text 'SEARCH: Grant Opportunities' and a 'GO' button. The main content area features a large banner with the word 'REGISTER' and a row of chairs. A woman is sitting on the rightmost chair. Below the banner are three registration options: 'Individual Applicant', 'Organization Applicant', and 'Grantor'. A red arrow points to the 'REGISTER' link in the top navigation bar, and a yellow arrow points to the 'Organization Applicant' registration option.

About Roles in Grants.gov

- Each organization has one EBiz POC
- EBiz POC approves Authorized Organization Representatives (AORs)
- AORs can submit grant applications on behalf of their organization



Enter Your DUNS

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Register > Register With Grants.Gov As Organization Applicant

REGISTER WITH GRANTS.GOV AS ORGANIZATION APPLICANT

Before you can register as organization applicant with Grants.gov, you will need to obtain a DUNS number and complete registration in SAM. This process can take up to 4 weeks. Once you have completed these two items, enter your organization DUNS or DUNS+4 number below and press the "Register" button.

Once your DUNS number has been verified, you can submit your registration to Grants.gov. An e-mail will be generated to your organization's E-Business Point of Contact.

To register for a username and password, enter the organization's **DUNS OR DUNS+4 Number** and then click the "Register" button below.

Step 1: Complete the **DUNS OR DUNS+4 Number** field.
Step 2: Click the **Register** button.

DUNS or DUNS+4 Number

Register

Confirm Your Registration Information

The screenshot shows the 'ORGANIZATION APPLICANT REGISTRATION' page on Grants.gov. The page has a blue header with navigation links: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. Below the header, the breadcrumb trail reads: GRANTS.GOV > Register > Register With Grants.gov As Organization Applicant > Organization Applicant Registration. The main heading is 'ORGANIZATION APPLICANT REGISTRATION' with a help icon. A message states: 'Please review the information entered below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please click the Submit button on the bottom of the page.' The registration details are as follows:

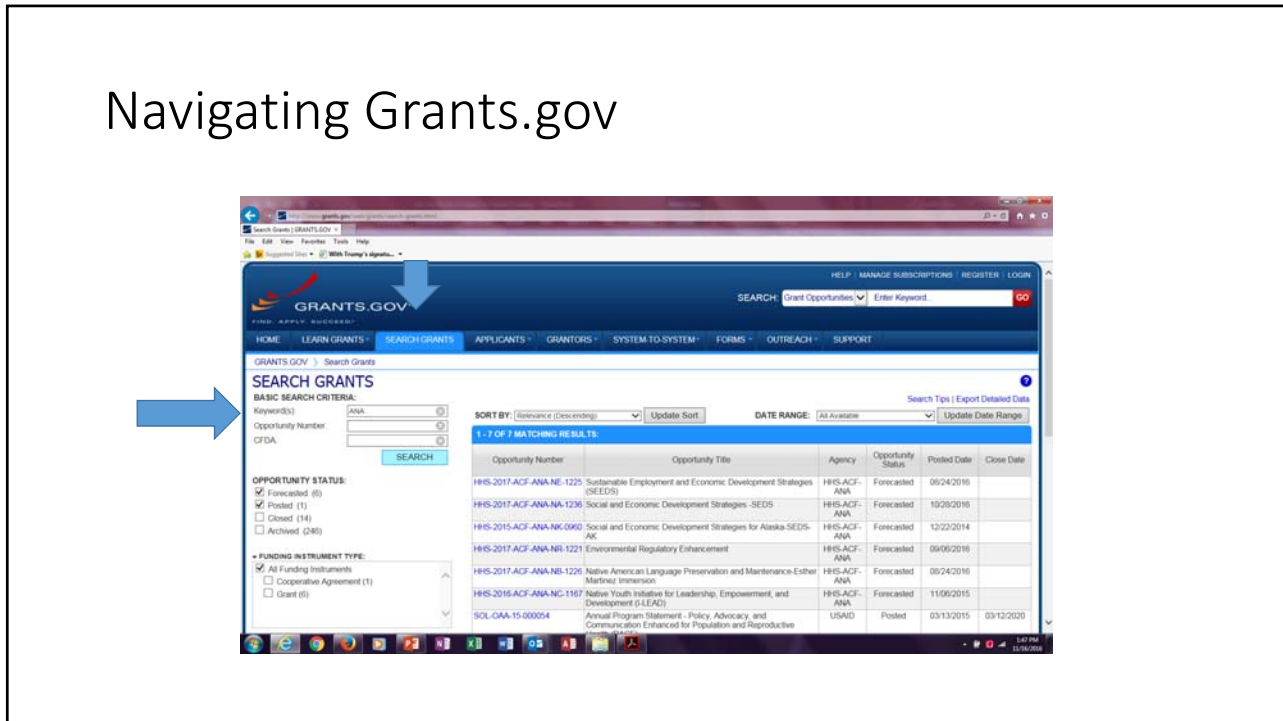
First Name:	George
MI:	
Last Name:	Washington
Job Title:	President
DUNS:	000000000000
Telephone:	555-555-1234
Email:	george.washington@test.com
Secret Question:	What is your favorite color?
Secret Answer:	Red
UserName:	gswashington1

At the bottom of the form are two buttons: 'Edit' and 'Submit'.

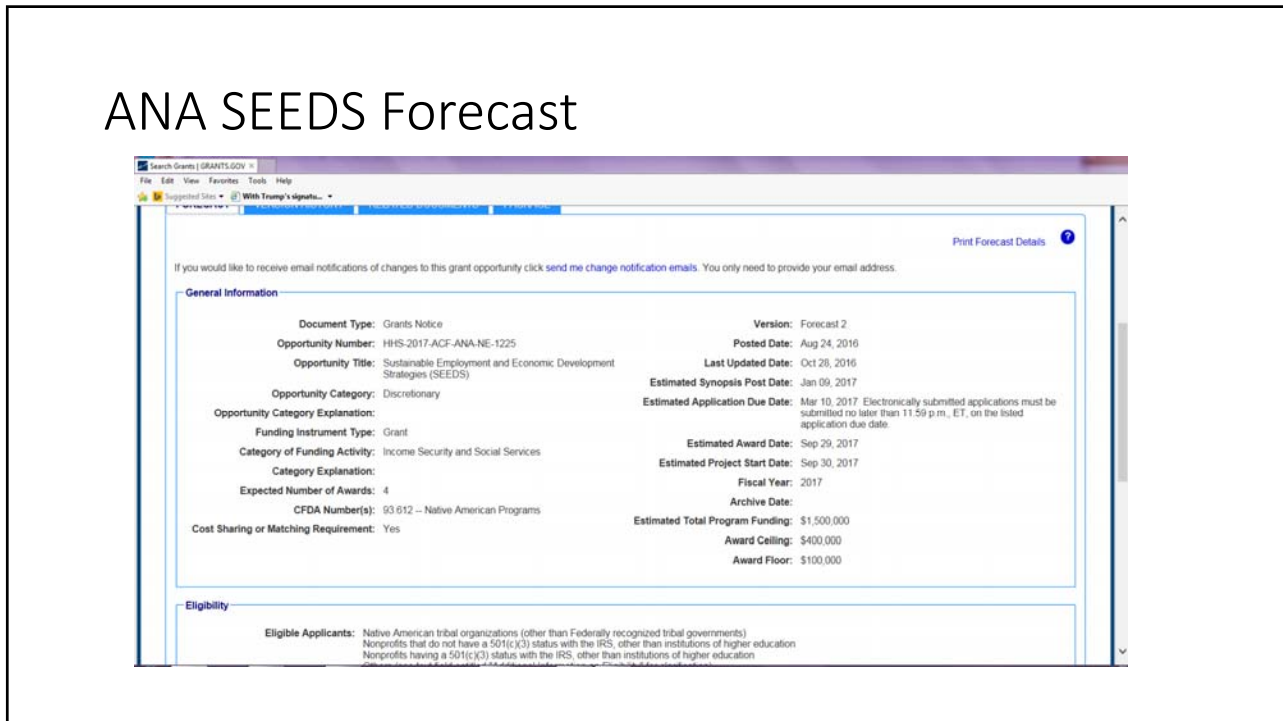
Completing Your Grants.gov Registration

- The EBiz POC will receive an email notifying them that you have registered.
- The EBiz POC will then have to login to Grants.gov to confirm you as an AOR.
- You will be unable to submit a grant application unless you are confirmed as an AOR.
- You can track your AOR status by logging in with your username and password.
- You will receive an email notifying you that you have been approved as an AOR.

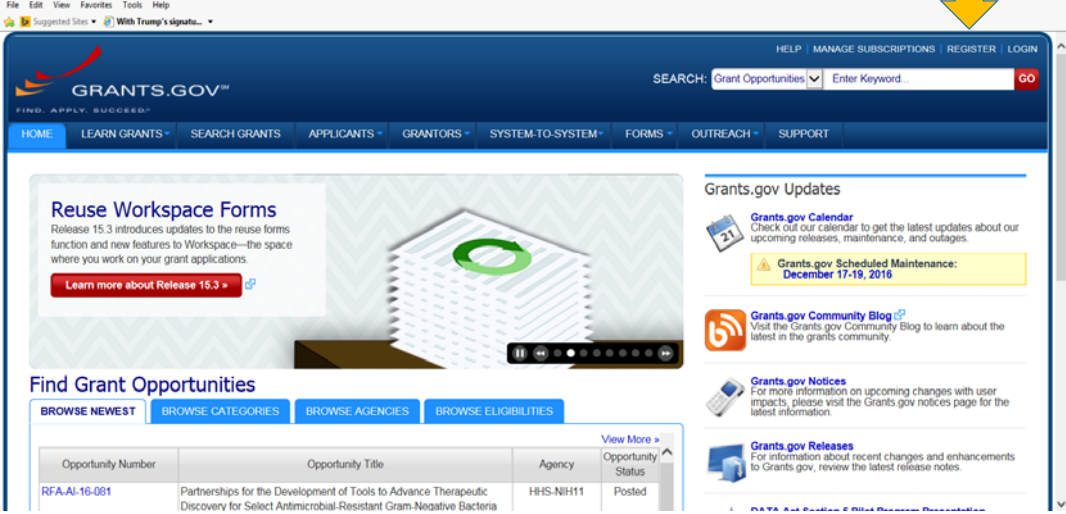
Navigating Grants.gov



ANA SEEDS Forecast



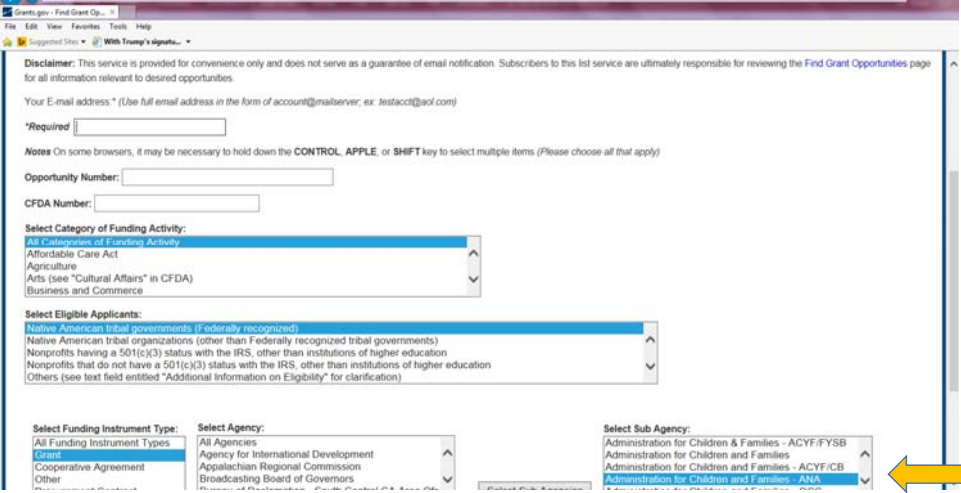
Subscribing to Receive Notifications



The screenshot shows the Grants.gov homepage. In the top right corner, there is a navigation bar with links for 'HELP', 'MANAGE SUBSCRIPTIONS', 'REGISTER', and 'LOGIN'. A yellow arrow points to the 'MANAGE SUBSCRIPTIONS' link. Below the navigation bar is a search bar with the text 'SEARCH: Grant Opportunities' and a 'GO' button. The main content area features a 'Reuse Workspace Forms' banner, a 'Find Grant Opportunities' section with filters for 'BROWSE NEWEST', 'BROWSE CATEGORIES', 'BROWSE AGENCIES', and 'BROWSE ELIGIBILITIES', and a 'Grants.gov Updates' section with links to 'Grants.gov Calendar', 'Grants.gov Scheduled Maintenance: December 17-19, 2016', 'Grants.gov Community Blog', 'Grants.gov Notices', and 'Grants.gov Releases'.

Opportunity Number	Opportunity Title	Agency	Opportunity Status
RFA-AI-16-081	Partnerships for the Development of Tools to Advance Therapeutic Discovery for Select Antimicrobial-Resistant Gram-Negative Bacteria	HHS-NIH11	Posted

Subscribing to Receive ANA Notifications



The screenshot shows the subscription form on Grants.gov. It includes a disclaimer, a field for 'Your E-mail address', and several dropdown menus for selecting funding activity, eligible applicants, funding instrument type, agency, and sub agency. A yellow arrow points to the 'Administration for Children and Families - ANA' option in the 'Select Sub Agency' dropdown menu.

Select Sub Agency:

- Administration for Children & Families - ACYF/FY5B
- Administration for Children and Families
- Administration for Children and Families - ACYF/CB
- Administration for Children and Families - ANA

Grants.gov Workspace

- Workspace is where you can work collaboratively with your team to complete your grant application
- Work on forms simultaneously
- Information can be stored
- Can be a time-saver – you can reuse forms across Workspaces
- Forms are validated when they are uploaded to the Workspace, eliminating last minute submission errors

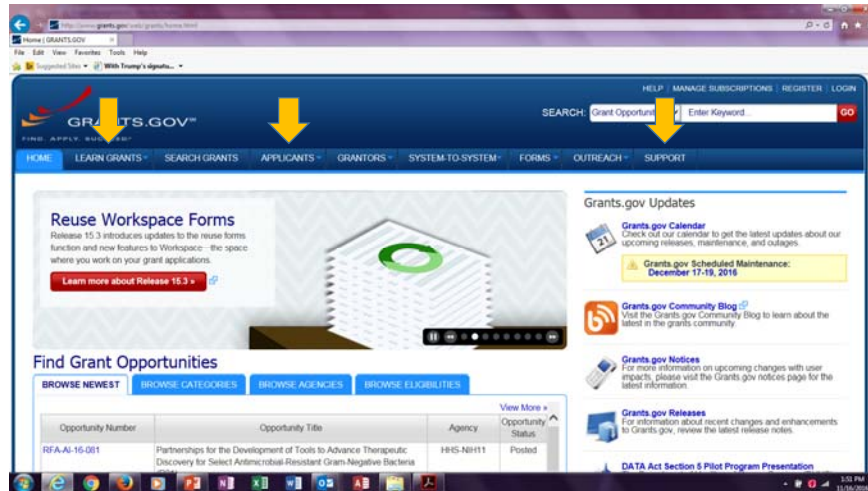
Info on Grants.gov Workspace

The screenshot shows the Grants.gov website interface. The navigation bar includes links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM TO SYSTEM, FORMS, OUTREACH, and SUPPORT. The main content area is titled 'WORKSPACE OVERVIEW' and is divided into several sections:

- APPLICANT ACTIONS:**
 - Apply for Grants
 - Track My Application
- APPLICANT RESOURCES:**
 - Applicant Eligibility
 - Individual Registration
 - Organization Applicant Registration
 - Workspace Overview** (highlighted by a blue arrow)
 - Workspace Process and Roles
 - STEP 1. Create a Workspace Package
 - STEP 2. Complete a Workspace Package
 - STEP 3. Submit a Workspace Package
 - STEP 4. Track a Workspace Package
 - Applicant Tools & Tips
 - Applicant FAQs
 - Adobe Software Compatibility
 - Submitting UTF-8 Special Characters
 - Encountering Error Messages

Below the resources, there is a video player titled 'Apply for Grants using Workspace' with the text 'Apply for Federal Grants as a Team with Grants.gov Workspa...' and 'GRANTS.GOV WORKSPACE APPLY AS A TEAM'. To the right, there are links for 'Grants.gov Online User Guide' and 'Reach Out and Get Help'.

Getting Help with Grants.gov



Getting Help with Grants.gov

- Grants.gov support is available 24/7
- Email: support@grants.gov
- Toll-Free: 1-800-518-4726
- Grants.gov has videos, user guides and tutorials on their website
- Additional Resources:
 - YouTube Channel "Grants Gov". There is also a SAM channel called "GSASAM Videos"

Upcoming ANA Competition

- The following ANA funding opportunities will be offered in the next competition:
 - SEDS
 - SEEDS
 - Language Preservation and Maintenance
 - Esther Martinez Immersion
 - Environmental Regulatory Enhancement
 - I-LEAD (Native Youth Initiative for Leadership, Empowerment, and Development)
- *Forecasted* to be published January 9, 2017
- *Estimated* due date: March 10, 2017

This is Confusing. Can I Submit a Paper Application?

- ANA requires electronic submission of applications at www.Grants.gov.
- Applicants that do NOT have an Internet connection or sufficient computer capacity to upload large documents may contact ACF for an exemption.
- Requests must be received by ACF no later than 2 weeks before the application due dates.
- Refer to Section IV.2 of the FOA "Request an Exemption from Required Electronic Application Submission" for full instructions.

Help is Available!

- Visit your regional provider's website to find information on upcoming trainings in your area, to request technical assistance, or to ask questions:
 - Eastern Region – www.anaeastern.org
 - Western Region – www.anawestern.org
 - Alaska Region – www.anaalaska.org
 - Pacific Region – www.anapacificbasin.org



Questions?

- Type in your question in the Control Panel on the right hand side of your screen
- Or click the “Raise Hand” button and we can unmute you so you can ask your question

Thank You For Joining Us Today!

The recording of this webinar will be available in approximately two weeks on
<http://www.anaeastern.org>