

DEPARTMENT OF THE ARMY  
CHEMICAL BIOLOGICAL MEDICAL SYSTEMS JOINT PROJECT  
MANAGEMENT OFFICE

BROAD AGENCY ANNOUNCEMENT  
MEDICAL CHEMICAL BIOLOGICAL RADIOLOGICAL AND  
NUCLEAR COUNTERMEASURE RESEARCH AND  
DEVELOPMENT

APPENDIX 1  
ELECTRONIC PROPOSAL SUBMISSION THROUGH THE  
GRANTS.GOV PORTAL

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## **APPENDIX 1. ELECTRONIC PROPOSAL SUBMISSION THROUGH THE GRANTS.GOV PORTAL**

Prospective applicants will need to complete the following actions in order to participate in the Grants.Gov application process. It cannot be emphasized how important it is to **START EARLY** since it may take up to 14 days to get through all of the steps.

### **1. Registration**

Each organization that desires to submit a proposal via Grants.Gov must complete the one-time registration (all steps) at <http://www.grants.gov/GetStarted>. To prepare for this process, you will need to do the following steps:

- a) Request a DUNS Number – Follow the instructions at: <http://www.grants.gov/RequestaDUNS> to obtain a DUNS number. It is highly recommended that you request the number by telephone at 1-866-705-5711. This will take about 10 minutes to complete and there is no charge. NOTE: Once the telephone registration is completed, you must call 24 hours before attempting to use that DUNS for registration in the Central Contractor Registry (CCR).
- b) Register in the Central Contractor Registry (CCR) – Go to <http://www.grants.gov/CCRRegister> and click on the “Help” button to locate the tutorial. It is recommended that you print the tutorial for reference and follow the instructions in the link above. It is also recommended that you print and complete the 7-page CCR Worksheet at <http://www.ccr.gov/CCRRegTemplate.pdf> prior to registration, as it may take up to 3 days to gather the information needed for the worksheet. You are required to designate an Electronic Business Point of Contact (E-Business POC) and a Marketing Partner Identification Number (MPIN) in CCR. It is important to provide the MPIN to the E-Business POC. For assistance with the CCR, contact the Assistance Center at 1-888-227-2423 or at [CCR@dliis.dla.mil](mailto:CCR@dliis.dla.mil). You may also access the CCR Handbook at <http://www.ccr.gov/handbook.asp>. **VERY IMPORTANT: Knowing the MPIN and who is designated as your organization’s E-Business POC in the CCR is a significant step in the process. This person will function as the organizational agent to approve personnel who can submit binding proposals on behalf of your organization.**
- c) Install the PureEdge Viewer – Authorized Organizational Representatives (AORs) approved by the E-Business POC are the individuals that will be given the authority to submit proposals on behalf of your organization. All AORs must download and install the PureEdge Viewer on their computer workstation by following the instructions at: <http://www.grants.gov/DownloadViewer>. This small, free program will allow AORs to access, complete, and submit applications electronically and securely. Should you encounter any problems, contact customer support at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov).
- d) Register with the Credential Provider – AORs must register with the Credential Provider. AORs must wait a minimum of 3 business days for the CCR to activate the organization’s account before attempting to register with the Credential Provider at: <http://www.grants.gov/CredentialProvider> and click on the “Help” button to locate the tutorial.

Print the tutorial for reference and follow the instructions in the link above. Record the user ID and the password that you enter because you will need this information to register with Grants.gov as an AOR. AORs must wait approximately 20 minutes after completing the Credential Provider registration before going to the next step of registering with Grants.Gov. If you encounter any problems, the Credential Provider may be reached at 1-800-386-6820 or via email at [eauthhelp@arc.com](mailto:eauthhelp@arc.com) or [pkihelp@orc.com](mailto:pkihelp@orc.com).

e) Register with Grants.Gov – AORs must register with Grants.Gov, utilizing their User ID and Password obtained from registering with the Credential Provider. Go to [http://www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp) and click on the “Help” button to locate the tutorial for reference and follow the instructions in the link above. After you have completed the Grants.Gov registration process, you will receive a confirmation that indicates whether your registration was successful. After an AOR successfully registers with Grants.Gov, an email will be generated to your organization’s E-Business POC to notify them that an individual has registered in Grants.Gov to be an AOR capable of submitting applications in Grants.Gov on behalf of your organization. AORs will not be able to submit electronic applications until they receive authorization from the E-Business POC. Normally, the E-Business POC should process these requests within 1 Business Day. If you encounter any problems, please contact customer support at 1-800-518-4726 or [support@Grants.Gov](mailto:support@Grants.Gov).

f) Designation of Privileges to the AOR – The E-Business POC is the sole authority of the organization with the capability of designating or revoking an individual’s ability to submit grant applications on behalf of their organization through Grants.Gov. Once the E-Business POC receives the email notification from the individual wishing to be recognized as an AOR, the E-Business POC should go to: <https://apply.grants.gov/AorMgrGetID> and click on the “Help” button to locate the tutorial, then log into the system using the DUNS number and Marketing Partner Identification Number (MPIN) designated for their organization when CCR registration was performed. Once in the system the E-Business POC should follow the instructions for designating privileges to the AOR. If the E-Business POC cannot locate the CCR MPIN, contact the CCR Assistance Center at 1-888-227-2423 or at [CCR@dliis.dla.mil](mailto:CCR@dliis.dla.mil).

## **2. Submission of Grant Applications to Grants.Gov**

Once the E-Business POC has authorized privileges to the AOR, the AOR will receive an email notification that they have been given authorization. The AOR may then proceed to submit applications to Grants.Gov. For application instructions, go to <http://www.grants.gov/Apply>. The training demonstration at <http://www.grants.gov/CompleteApplication> will assist AORs in the application process.

Remember that you must open and complete the Application for Federal Assistance (Research and Related) SF 424 (R&R) first, as this form will automatically populate data fields in other forms (See section 2a for supplemental instructions). If you encounter any problems, contact customer support at 1-800-518-4726 or at [support@grants.gov](mailto:support@grants.gov). If you forget your user name or password, follow the instructions provided in the Credential Provider tutorial. Tutorials may be printed by right-clicking on the tutorial and selecting “Print”. The User Guide is found at: [http://www.grants.gov/help/user\\_guides.jsp](http://www.grants.gov/help/user_guides.jsp).