Office of Entrepreneurial Development
CYBERSECURITY FOR SMALL BUSINESS PILOT PROGRAM
Notice of Funding Opportunity Number: OED-2023-001

IMPORTANT
ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH GRANTS.GOV.
APPLICATIONS WILL NOT BE ACCEPTED THROUGH THE MAIL.

If your organization hasn't already done so, it must register with Grants.gov before you will be able to apply for this funding opportunity.

THE REGISTRATION PROCESS, WHICH MAY TAKE UP TO 1 - 2 WEEKS, IS REQUIRED TO SUBMIT YOUR APPLICATION ELECTRONICALLY.

WE STRONGLY SUGGEST THAT YOU START THE REGISTRATION PROCESS IMMEDIATELY.

If you have any problems registering with Grants.gov, call the Grants.gov Support Line at 1-800-518-4726. The hours of operation are Monday-Friday, 7 a.m. to 9 p.m., Eastern Standard Time.

1. Electronic Delivery

SBA is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. Applicants must submit their applications online through Grants.gov.

2. How to Register to Apply through Grants.gov

a. *Instructions:* Read the instructions below about registering to apply for Cybersecurity for Small Business Pilot Program funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.
Organizations must have a Unique Entity Identifier (UEI) number, active System for Award Management (SAM) registration, and Grants.gov account to apply for grants. If individual applicants are eligible to apply for this funding opportunity, then you may begin with step 3, Create a Grants.gov Account, listed below.

As of February 2, 2019, under the provisions of the Paperwork Reduction Act of 1995, the Regulatory Secretariat Division of the Office of Management and Budget (OMB) implemented a new process in the System for Award Management (SAM), to the currently approved information collection requirement regarding the pre-award registration requirements for federal Prime Grant Recipients. These revisions will enable non-Federal entities to submit common federal government-wide certifications and representations for Federal financial assistance at the time of registration in SAM. You must have an up-to-date SAM profile before your grant application can be reviewed for possible award.

Creating a Grants.gov account can be completed online in minutes, but UEI and SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines.

Complete organization instructions can be found on Grants.gov here: www.Grants.gov

1) *Obtain a UEI* All entities applying for funding, including renewal funding, must have a UEI. Applicants must enter the UEI Number in the data entry field labeled "Organizational UEI" on the SF-424 form. For more detailed instructions for obtaining a UEI, refer to:
www.Grants.gov

2) *Register with SAM*: All organizations applying online through Grants.gov must register with the System for Award Management (SAM). Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For more detailed instructions for registering with SAM, refer to:
www.Grants.gov

3) *Create a Grants.gov Account*: The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here: www.Grants.gov

4) *Add a Profile to a Grants.gov Account*: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the UEI Number for the organization in the UEI field while adding a profile. For more detailed instructions about creating a profile on Grants.gov, refer to: www.Grants.gov

5) *EBiz POC Authorized Profile Roles*: After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the Authorized Organization Representative (AOR) role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role. For more detailed instructions about creating a profile on Grants.gov, refer to:
www.Grants.gov

6) *Track Role Status*: To track your role request, refer to:
www.Grants.gov

b. *Electronic Signature*: When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC **must** authorize people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; **this step is often missed, and it is crucial for valid and timely submissions.**

3. How to Submit an Application to SBA via Grants.gov

Grants.gov applicants must apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different web

forms within an application. For each Notice of Funding Opportunity (NOFO), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: www.Grants.gov

1) *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

2) *Complete a Workspace*: Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

a. *Adobe Reader*: If you decide not to apply by filling out web forms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: www.Grants.gov

b. *Mandatory Fields in Forms:* In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

c. *Complete SF-424 Fields First*: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and UEI Number. Once it is completed, the information will transfer to the other forms.

3) *Submit a Workspace*: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.

4) *Track a Workspace Submission*: After successfully submitting a workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to: www.Grants.gov

Applicant Support: Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the SBA with tracking your issue and understanding background information on the issue.

4. Timely Receipt Requirements and Proof of Timely Submission

a. *Online Submission.* All applications must be received by [11:59 p.m.] Eastern Standard Time on May 12, 2023. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov tracking number in an email serving as proof of their timely submission.

When SBA successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by SBA.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role attempting to submit the application. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

What you need to do	Time it takes	Tips
1. Find out your institution's UEI number All institutions applying for federal grants are required to provide a UEI number. The federal government has adopted the use of UEI numbers to keep track of how federal grant money is dispersed. Ask your grant administrator or chief financial officer to provide your institution's UEI number. Research universities and most colleges, independent libraries, and large organizations already have UEI numbers. If your organization does not have a UEI number, please contact SAM.gov. If your organization is not registered, you can register online at https://sam.gov or call 1-888-227-2423.	1 – 2 business days.	Record and protect your UEI number and have it available for quick reference in the following steps.
2. Register your institution with System for Award Management (SAM)		

SAM is a government-wide registry for organizations that seek grants from or otherwise do business with the federal government. SAM will house your organizational information, allowing Grants.gov to verify your identity and to pre-fill organizational information on your grant applications. Ask your chief financial officer, grant administrator, or authorizing official if your organization is already registered with SAM. **Remember that registration with the System for Award Management must be confirmed each year for your Grants.gov registration to remain valid.** If your organization is not registered, you can register online at https://www.sam.gov/portal/SAM/#1 or apply by phone at the SAM Federal Service Desk (1-866-606-8220). When your organization registers with SAM, you must designate: 1) SAM Point of Contact (SAM POC). This individual is responsible for maintaining the accuracy and timeliness of the information in SAM's registry. Upon successful registration, SAM POC will receive a T-PIN (Trading Partner Identification Number) that will enable him or her to update your organization's SAM information as necessary. 2) An Ebiz Point of Contact (Ebiz POC). This individual will have sole authority to designate the staff member(s) who can submit grant applications on your organization's behalf through Grants.gov. The same individual may serve as both SAM POC and as Ebiz POC. During registration, you also will be asked to designate a special password called a Marketing Partner ID or "M-PIN." This password will be used in Step 4 below.	This is the most cumbersome step. We recommend that you allow up to 3 days to gather information and prepare the application. After you submit your registration information, SAM will send an e-mail confirmation, generally on the same day.	The SAM site uses terminology that is more appropriate for profit-making organizations than for non-profits. Do not be confused by terms such as vendor, contractor, etc.; just provide the requested information. Record and protect your T-PIN and M-PIN. Keep track of the staff designated as Points of Contact.
3. Register with Grants.gov Finally, your organization's AOR(s) must register with Grants.gov at www.Grants.gov using their User IDs and passwords obtained in Step 3. Registration creates an account on Grants.gov that enables your organization to name and confirm authorization for one or more AORs and then allows the AOR(s) to submit applications on your organization's behalf. When an AOR registers with Grants.gov, the Ebiz POC for your organization will receive an e-mail notification. Your Ebiz POC must then log on to Grants.gov (using the UEI number from Step 1 and the MPIN password from Step 2) and approve the AOR, thereby giving him or her permission	Same day. Registration will be complete when the AOR submits his or her information. Registration approval depends on the time it takes your Ebiz POC to log on and approve the AOR. AORs will receive usernames and	If you are uncertain about your organization's AORs, contact Grants.gov with your UEI number and they can check AOR information for you.

to submit applications. When an Ebiz POC approves an AOR, Grants.gov will notify the AOR via e-mail.	passwords when they submit their information.	AORs should record and protect their UserIDs and passwords, and have them available for quick reference.

Glossary

Authorized Organization Representative (AOR): A person authorized by your E-Business POC to submit applications to Grants.gov.

System for Award Management (SAM): Institutions receiving any type of award from the federal government must register with SAM.

UEI UEI stands for "Unique Entity Identifier." UEI numbers are issued by SAM.gov and consist of nine digits. If your organization does not have one, please contact SAM.gov

E-Business Point of Contact (Ebiz POC): Person who will designate which staff members can submit applications through Grants.gov. When you register with SAM, your institution will be asked to designate an Ebiz POC.

M-PIN: Password used by your Ebiz POC to designate which staff members can submit applications to Grants.gov.

Useful links and resources

UEI Number information:

System for Award Management (SAM): https://www.sam.gov/portal/SAM/#1

Register with Grants.gov: www.Grants.gov

Grants.gov website: http://www.grants.gov

Contact Grants.gov via e-mail: support@grants.gov

Grants.gov Customer Support Tutorials and Manuals: http://www.grants.gov/web/grants/applicants.html

Grants.gov Support Line: 1-800-518-4726

SBA on GRANTS.GOV

Grant Forms - Instructions and Guidelines

All applications successfully submitted to SBA via Grants.gov will undergo a screening process, consisting of a review for Applicant eligibility and application completeness. Applications will be rejected without further evaluation if they are submitted by ineligible

entities or they are non-responsive to the requirements of this Notice of Funding Opportunity.

The following documents are completed as part of the electronic application form on Grants.gov:

1) SF-424 V4, Application Federal Assistance. Please be sure to use the SF 424 V4 form.

2) SF-424A, Budget Information,

All documents must be submitted as separate attachments due to new Grants.gov workspace requirements. Documents cannot be bundled together.

Instructions for file naming conventions: Please include the following attachments from the Notice of Funding Opportunity separately using the exact name and standard order outlined below. The Application elements as described below should be named with the Attachment number [#], Applicant's State abbreviation (do not spell out state name), and name of document (identified in the left hand side of chart below). Do not add the word "attachment" in the file name.
For example: [1] [State abbreviation] Cover Letter. Applications must upload the following elements as attachments in Grants.gov:

REQUIRED APPLICATION ELEMENTS

The following Financial Assistance General Certifications and Representations are located within the System for Award Management (SAM.gov) and do not need to be submitted with this application:

Lobbying Disclosure Act of 1995, 2 U.S.C. 1601 et seq.
Financial Management Certification – 2 CFR 200.302 & 2 CFR 200.303
Debarment and Suspension – 2 CFR Part 180
Drug-Free Workplace – 41 U.S.C. 8103
Tax Compliance – Section 543 of PL 112-55
Conflict of Interest – 2 CFR 200.112

Additional Information to be Submitted:

1.A-9 thru A-12 Budget Detail Worksheet for 24-Months Budget Period
2. Budget Narrative
3. Commitment Letter
4. Copy of the Applicant's Cost Policy Statement
5. Governor Designation Letter
6. Key Personnel Resumes and Position Descriptions
7. List of Contractual and Consulting Agreements
8. A-133 Audit Report
9. Indirect Cost Rate Agreement from Cognizant Agency or Extension Letter