



February Grant Newsletter

February 26, 2014

Dear Hoosier,

Applying for federal funding is not an easy process. Federal grants require hard work and diligent preparation long before the application is submitted. Unfortunately, even careful planning can be wasted if all of the application guidelines are not followed exactly.

My staff has addressed some of the most common errors that are often made during the application process. I hope they help you avoid the heartbreak of a rejected application.

Sincerely,

Senator Joe Donnelly



All applicants for federal funding are required to register with Dun and Bradstreet (DUNS Number), System for Award Management (SAM), and Grants.gov. Without proper registration, your application will be rejected, so be sure to complete these registrations well before the due date. Always double check, long before the grant due date, that your registrations and contact names are current.

Everyone doing business with the federal government must obtain a DUNS number, which is a unique, nine digit identification number. Because federal grant applicants enter into a contract with the government, they too must comply. A DUNS number is free and will be tied to your

organization for whatever interactions you have with the federal government.

1. You can request your DUNS Number at [this link](#). If one does not already exist for your business location, it can be created within 1 business day.

NOTE: The DUNS Number is attached to a Point of Contact in your organization. Don't assume your DUNS number is up to date, especially if there have been changes in personnel at your organization.

2. Register with System for Award Management. In the past, applicants registered with CCR; that registration has been replaced by SAM. SAM has a new, quick start guide for new registrants that can be found at [this link](#).

In addition, SAM has a video that is worth your time to view. You can find it at [this link](#). When you register with SAM, you must select an E-Business Point of Contact (E-Biz POC) for your organization. Be sure that contact's name is current. Always check to see if your SAM registration is up to date AT LEAST two weeks before the grant deadline; it takes that long to re-register.

3. Complete your Authorized Organization Representative (AOR) profile on Grants.gov and create your username and password. The AOR is then able to submit applications on behalf of your organization. You will need to use your organization's DUNS Number to complete this step. You will need to create a Grants.gov user profile by visiting the Get Registered section of the website [here](#).

Follow the directions in any email sent from one of the above agencies or the granting agency. Important deadlines or procedure changes may be included. The AOR can be different from the SAM POC, but both must share any emails they receive regarding the grant with all staff involved with the application submission. It is important to not ignore important updates.

Deadlines are nonnegotiable. Don't wait until the last day to submit your application. Allow time for unexpected glitches such as Grants.Gov overloading or not having the right DUNS number. Set an internal deadline at least two weeks before the actual grant deadline. At this time, double check all of your registration information.

Use all of the grant information available to you.

- Many agencies offer webinars about their grants. If webinars are offered, be sure to watch them. Often, the webinars are available online on the grant program site.
- Go to the agency website and find information about past award winners. Often, you can access their applications or program summaries. Also, read all information available about the grant.
- Make an introductory call or send an email to the grant program contact at the federal agency (listed in the grant guidance). This is the go-to person when questions or problems arise.
- Carefully follow the guidelines. Every detail must be included in your application.
- Formatting requirements must be strictly followed. If the guidelines call for double spacing, you MUST double space. Word limits are strictly enforced. Applications have been rejected simply for ignoring font requirements.

What to do when a problem arises.

- If you encounter any technical difficulties in using Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov. It is important that you do not wait until one minute before deadline to call.
- If you have questions about a content or formatting issue, communicate with the grant program contact person listed on the grant announcement.
- If you cannot get a resolution from the federal agency, contact Senator Donnelly's office at beth_barrett@donnelly.senate.gov. Contact us if you confront problems with SAM or DUNS registration.
- Overall, it is most important that you do not wait until the grant is due to find solutions.

[Click here to view this message in your browser.](#)

Please do not reply to this email. To contact my office, [please click here.](#)

Senator Joe Donnelly
Office Locations



Washington, D.C.

720 Hart Senate Office Building
Washington, D.C. 20510
Phone: (202) 224-4814
Fax: (202) 224-5011



Indianapolis, IN

10 West Market Street Suite 1180
Indianapolis, IN 46204
Phone: (317) 226-5555
Fax: (855) 772-7518

For a full list of office locations, please [click here.](#)

[Unsubscribe](#)