Preparing to apply for an FDA grant

Is your organization thinking about applying for an FDA grant?

Did you know that there are time-sensitive registration steps that can take weeks to complete, and must be done before you can submit your application?

Here are the time-sensitive steps that you need to know about!

⇒ Registering your organization for access to Grants.gov

 Allow 4 weeks for completion of all steps

- Step 1: Obtain a DUNS Number
  Estimated time: Immediate or up to 2 business days, depending on method used

- Step 2: Register with the Central Contractor Registration (CCR)
  Estimated time: Can take 3-5 business days or up to two weeks

- Step 3: Username and Password
  Estimated time: Same day

- Step 4: Authorized Organization Representatives (AOR) Authorization
  Estimated time: Depends on how long it takes the E-Biz POC to log in and approve the AOR

- Step 5: Track AOR Status
  Estimated time: Instantaneous once AOR status is approved by E-Biz POC

The following webpage will walk you through the process:
http://www.grants.gov/applicants/organization_registration.jsp

⇒ Registering in eRA Commons

 You must start the registration process at least 4 weeks prior to grant application submission deadline

- Signing Officials, Principal Investigators (PIs) and anyone else assisting with the grant application submission will need an eRA Commons account

- Allow time for the PI to register once the organization has been registered in Commons. A PI must confirm Commons registration before application submission

The following webpage will walk you through the process:
http://era.nih.gov/commons/faq_commons.cfm#II2

Prepared by: FDA/ORA/DFSR

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