

Electronic Submission

Required Registration: Electronic submission of grant applications is required for most NIH application types. Applicants from foreign institutions and international organizations must fulfill additional requirements to register for electronic submission of grant applications. Registration can be a lengthy process and foreign organizations are especially encouraged to register early.

Applicant Organizations: Applicant organizations must complete and maintain the following registrations as described in the [SF 424 \(R&R\) Application Guide](#) to be eligible to apply for or receive an award. All registrations must be completed prior to the application being submitted. Registration can take 6 weeks or more, so applicants should begin the registration process as soon as possible.

The NIH Policy on Late Submission of Grant Applications states that failure to complete registrations in advance of a due date is not a valid reason for a late submission.

- 1. Dun and Bradstreet Universal Numbering System (DUNS)** - All registrations require that applicants be issued a DUNS number. After obtaining a DUNS number, applicants can begin both SAM and eRA Commons registrations. The same DUNS number must be used for all registrations, as well as on the grant application. More information and links can be found here: <http://grants.nih.gov/grants/how-to-apply-application-guide/prepare-to-apply-and-register/registration/org-representative-registration/dun-bradstreet-registration.htm>
- 2. System for Award Management (SAM) (formerly CCR)** – Applicants must complete and maintain an active registration, which requires renewal at least annually. The renewal process may require as much time as the initial registration. SAM registration includes the assignment of a Commercial and Government Entity (CAGE) Code for domestic organizations which have not already been assigned a CAGE Code.
- 3. NATO Commercial and Government Entity (NCAGE) Code** – Foreign organizations must obtain an NCAGE code (instead of a CAGE code) in order to register in SAM. More information on both SAM and NCAGE as well as relevant links can be found here: <http://grants.nih.gov/grants/how-to-apply-application-guide/prepare-to-apply-and-register/registration/org-representative-registration/sam-org-registration.htm>
- 4. eRA Commons** – This is the NIH electronic Research Administration system that allows applicants/grantees to electronically receive and transmit application and award information. All PD(s)/PI(s) must have an eRA Commons account. PD(s)/PI(s) should work with their organizational officials to either create a new account or to affiliate their existing account with the applicant organization in eRA Commons. If the PD/PI is also the organizational Signing Official, they must have two distinct eRA Commons accounts, one for each role. Applicants must have an active DUNS number and SAM registration in order to complete the eRA Commons registration. Organizations can register with the eRA Commons as they are working through their SAM or Grants.gov registration.
Allow 2–4 weeks to complete organization registration in the eRA Commons.

Register here:

<https://commons.era.nih.gov/commons/registration/registrationInstructions.jsp>

5. **Grants.gov** – This is the U.S. Federal government’s single online portal to find and apply for Federal funding. Applicants must have an active DUNS number and SAM registration in order to complete the Grants.gov registration. Institutions and the Authorized Organization Representative (AOR) should register on Grants.gov.

Grants.gov registration can take up to 8 weeks for international organizations.

Register here: http://grants.nih.gov/grants/ElectronicReceipt/preparing_grantsgov_reg.htm