

For E-Biz POC process for Grants.gov

MINAGAWA, KENTARO JP AFMC AFOSR/AOARD

From: DoNotReply@grants.gov
Sent: Tuesday, January 31, 2017 11:52 AM
To: MINAGAWA, KENTARO JP AFMC AFOSR/AOARD **E-Biz POC**
Cc: KUDO, RYUICHI JP USAF AFMC AFOSR/AFRL/AFOSR/IOA **Grant Applicant/ AOR**
Subject: New Applicant Ryuichi Kudo Registered on Grants.gov and may need roles - Action may be Required

Attention E-Business Point of Contact,

The following individual has registered with Grants.gov for your organization. If this person is an Authorized Organization Representative (AOR), please assign them the Authorized Applicant (AOR) role, which allows them to submit grant applications to federal agencies via Grants.gov on behalf of your organization.

As the SAM EBiz POC, you are authorized to assign the AOR role to registered applicants of your organization. You can also assign the Manage Workspace role, and add to Workspace(s) as a participant or owner.

Name: Ryuichi Kudo
Job Title: Professor
Email:
Phone:
DUNS: 7144217030000

After SAM Registration, Principal Investigator (PI) and AOR creates an account at Grants.gov to create the grant application (proposal) package. The E-biz POC will receive "2" e-mails for (1) notification & (2) password. Check applied account information is valid and read below for more detail.

To assign role(s), login as the E-Business Point of Contact (EBiz POC) section of Grants.gov at

<https://apply07.grants.gov/apply/XXXXXXXXXXXXXXXXXXXXXXXXXXXX> then select Manage Applicants for Organization.

OR

Login as an AOR at <https://apply07.grants.gov/apply/loginXXXXXXXXXXXXXXXXXXXXXXXXXXXX> and select Manage Applicants for Organization and enter your MPIN.

If you determine this individual should not be given any access, do not update the user roles when you review the request in Grants.gov. You can also deactivate Applicants and remove roles and access by using this functionality.

If you have questions regarding the EBiz POC role assignment process, information is available on Grants.gov at <http://www.grants.gov/applicants/organization-registration.html>.

Thank you.

Grants.gov

If you have questions please contact the Grants.gov Contact Center:

support@grants.gov

1-800-518-4726

24 hours a day, 7 days a week. Closed on federal holidays.

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

MINAGAWA, KENTARO JP AFMC AFOSR/AOARD

From: DoNotReply@grants.gov
Sent: Tuesday, January 31, 2017 11:52 AM
To: MINAGAWA, KENTARO JP AFMC AFOSR/AOARD
Subject: New Grants.gov E-Business Point of Contact Account

Access site as "E-Biz POC"

Your account has been created on Grants.gov. Your password is: To access your account visit <https://apply07.grants.gov/apply/login.faces?cleanSession=1&userType=ebiz> .

Thank you.

Grants.gov

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<https://www.grants.gov/>

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LOGIN AS EBIZ POC

?

Login below as the EBiz POC. For more information about registering your organization with Grants.gov, please visit the [Organization Applicant Registration](#) page.

*DUNS: *Password: (Case Sensitive)[Forgot My Password/Unlock My Account](#)

Warning Notice

- This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.
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 - Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

APPLICANT CENTER

WELCOME:

Organization: ASIAN OFFICE OF
AEROSPACE RESEARCH AND
DEVELOPMENT
DUNS: 7144217030000
EBiz
POC: kentaro.minagawa.jp@us.af.mil
SAM Expiration Date: 03/05/2019

GRANT APPLICATIONS

- » Check Application Status
- » Manage Workspaces

APPLICANT MANAGEMENT

- » Manage Applicants
- » Manage Organization Profile

APPLICANT RESOURCES

- » Workspace Overview
- » Applicant Eligibility
- » Applicant Training
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages

APPLY USING WORKSPACE

The legacy PDF application package will be retired on December 31, 2017, which will end the 2+ year lead time to transition to applying with Workspace.

[Learn about Next Steps Here](#)

WORKSPACE TRAINING RESOURCES

Workspace is the standard way to apply for grants on Grants.gov. You and members of your grants team may simultaneously access and fill out different webforms or PDF forms. Applicants can also reuse workspace forms for future opportunities.

[Learn about Grants.gov Workspace Functionality](#)

GRANTS.GOV COMMUNITY BLOG

Stay up to date with the latest updates and resources on the Grants.gov system on the Community Blog. Get previews of release updates, grant process and writing basics, eligibility insights, and #FundingFriday.

[Visit the Grants.gov Community Blog](#)

WEBFORMS IN WORKSPACE

Online webforms are available to make the application process more accessible for you. Fill out and complete grant application forms in your web browser using Workspace. Resources are available in the online user guide and Grants.gov YouTube channel.

[Video Tutorial on Webforms](#)

E-BIZ POC ACCESS



A change in your SAM information has been detected. Enter the MPIN number associated with your DUNS number.

MPIN :

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GRANTS.GOV Applicant Support
1-800-518-4726
support@grants.gov

MANAGE APPLICANTS

Please enter criteria and click Search:

Username: First Name: Last Name: Search

Applicants:

[Export Detailed Data](#)

1-3 of 3 Records

1

Username ▾	First Name ▾	Middle Initial ▾	Last Name ▾	Email Address ▾	Phone Number ▾	EBiz POC ▾	Has Roles ▾	Account Status ▾	Actions		
	Jun	---	Hiratsuka		315-227-7019	No	No	Active	Delete	Manage Roles	Manage Workspace Access
	Kentaro	---	Minagawa		315-227-7017	No	Yes	Active	Delete	Manage Roles	Manage Workspace Access
	Ryuichi	---	Kudo		315-227-7015	No	Yes	Active	Delete	Manage Roles	Manage Workspace Access

1-3 of 3 Records

1

To register E-Biz POC as Applicant, also:
See File "6-2 Grants.gov [For AOR]
1 E-Biz POC creates account in Grants.gov as "E-Biz POC
USER ID: DUNS Number"

E-Biz POC is able to see Organization Applicant status.
No account listed for E-Biz POC because E-Biz POC is not
registered as Applicant

MANAGE ROLES FOR APPLICANT

Applicant Profile:

Username: kentarominagawa

Job Title: Technical Information Specialist

Email Address:

DUNS: 7144217030000

Name: Kentaro Minagawa

Applicant Workspace Access:

Current Access	Number of Workspaces	Number of Active Workspaces
Participant	2	1
Owner	2	1

Applicant Roles:

Assigned Roles:

- ☒ Expanded AOR [\[Details\]](#)
- ☒ Standard AOR [\[Details\]](#)
- ☒ Workspace Manager [\[Details\]](#)

Select Appropriate roles.
see after page for detail AOR roles and Workspace Manager
information

Save

Cancel

MANAGE ROLES FOR APPLICANT ?

Applicant Profile:

Username: kentarominagawa
Job Title: Technical Information Specialist

Email Address: ken4soul@gmail.com
DUNS: 7144217030000

Name: Kentaro Minagawa

Applicant Workspace Access:

Current Access

Participant

Owner

Number of Active Workspaces

1

1

Applicant Roles:

View Role Privileges ?

Role Name: Expanded AOR
Role Privileges:

- Manage Organization
- Manage Applicants - All Roles
- Manage Certificates
- Create Workspace
- Own Workspace
- Manage Participants for Organization Workspaces
- Participant Activities for Organization Workspaces
- Submit Applications for Organization Workspaces
- Check Application Status for Organization

Close

Save

Cancel



MANAGE ROLES FOR APPLICANT

Applicant Profile:

Username: kentarominagawa
Job Title: Technical Information Specialist

Email Address: ken4soul@gmail.com
DUNS: 7144217030000

Name: Kentaro Minagawa

Applicant Workspace Access:

Current Access

Participant

Owner

Number of Active Workspaces

1

1

Applicant Roles:

View Role Privileges



Role Name: Standard AOR
Role Privileges:

- View Organization
- Manage Applicants - Basic Workspace Roles
- Create Workspace
- Own Workspace
- Manage Participants for My Workspaces
- Submit Applications for My Workspaces

Close

Save

Cancel

MANAGE ROLES FOR APPLICANT

Applicant Profile:

Username: kentarominagawa
Job Title: Technical Information Specialist

Email Address: ken4soul@gmail.com
DUNS: 7144217030000

Name: Kentaro Minagawa

Applicant Workspace Access:

Current Access	Number of Workspaces	Number of Active Workspaces
Participant		1
Owner		1

Applicant Roles:

View Role Privileges

Role Name:

Workspace Manager

Role Privileges:

- Create Workspace
- Own Workspace

Close

☒ [Workspace Manager](#) [\[Details\]](#)

Save

Cancel

MANAGE APPLICANTS



Please enter criteria and click Search:

Username: First Name: Last Name: Search

Applicants:

Export Detailed Data

1-3 of 3 Records

1

Username ▾	First Name ▾	Middle Initial ▾	Last Name ▾	Email Address ▾	Phone Number ▾	EBiz POC ▾	Has Roles ▾	Account Status ▾	Actions
	Jun	---	Hiratsuka		315-227-7019	No	Yes	Active	Delete Manage Roles Manage Workspace Access
	Kentaro	---	Minagawa		315-227-7017	No	Yes	Active	Delete Manage Roles Manage Workspace Access
	Ryuichi	---	Kudo		315-227-7015	No	Yes	Active	Delete Manage Roles Manage Workspace Access

1-3 of 3 Records

1

HIRATSUKA, JUN JP DOD AFMC AFOSR/AOARD

From: DoNotReply@grants.gov
Sent: Friday, March 30, 2018 3:05 PM
To: HIRATSUKA, JUN JP DOD AFMC AFOSR/AOARD **Grant Applicant/ AOR**
Subject: [Non-DoD Source] Grants.gov Authorization

You have been given the following Grants.gov authorization for your organization with DUNS 7144217030000:

Authorized Organization Representative (AOR) - As an AOR, you are authorized to submit applications on behalf of your organization.

Manage Workspace - You are authorized to create and manage Workspaces for your organization.

Thank you.

Grants.gov

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support@grants.gov

1-800-518-4726

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Step 4: EBiz POC Authorizes Grants.gov Roles

The final step in registering to apply for grants is the E-Business Point of Contact (EBiz POC) authorizing your roles request, which includes the Authorized Organization Representative (AOR) role.

Purpose of EBiz POC Authorization

Your organization's EBiz POC can authorize the AOR role, which allows your organization to only approve specific people to submit grants on behalf of the organization. This authorization protects an organization from individuals who may submit applications without permission.

The EBiz POC is likely to be your organization's chief financial officer or authorizing official, and there can only be one EBiz POC per DUNS number when [registering with SAM](#).

How to Authorize Grants.gov Roles (*steps for the EBiz POC*)

1. [Log in to Grants.gov](#) under the EBiz POC tab, using your username and password. Legacy users may need to use their organization's DUNS number for the username and the MPIN password obtained in [Step 2: Register with SAM](#).
2. Click the Manage Applicants for Organization link, search for the new user, and assign the appropriate roles in Grants.gov. For more detailed instructions, review the [Authorize User Role help article](#).
3. After approval, Grants.gov automatically sends the organization applicant a confirmation email.

How long does it take to authorize roles?

This can be completed on the same day, but it depends on how long it takes the EBiz POC to log in and complete the steps listed above. ***Recommend: E-Biz POC = AOR (Different E-mail Address)

Frequently Asked Questions

Can I be the EBiz POC and an AOR?

Yes, but only with two separate Grants.gov accounts. If you, the EBiz POC, wish to submit applications on behalf of the organization, then you must create a separate Grants.gov organizational applicant account with the AOR role. Review [Step 3 of the registration process](#) for instructions on creating an organizational applicant account. ***E-biz POC can be AOR using Applicant account with different E-mail***

After creating a separate Grants.gov account, the EBiz POC should follow the How to Authorize Grants.gov Roles instructions described above. The EBiz POC will need to approve their own roles for the new, separate account.