

# How to apply AOARD Grant?

**1 Does the institution have an active SAM account?**

<https://www.sam.gov/portal/SAM/#1>

If Yes, Go to “5” to submit your Grant Application Package

If No, Go to “2”

**2 Does the institution have a DUNS Number?**

<http://fedgov.dnb.com/webform/CCRSearch.do?val=1>

If Yes, Go to “3”

If No, the institution Business Office needs to request a DUNS #

See file “1 DUNS Guidance” [For Business Office]

**3 Does the institution have an NCage Number?**

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

If Yes, Go to “4”

If No, the institution Business Office needs to request an NCage #.

See file “2 Ncage Registration” [For Business Office]

**4 The institution Business Office creates a SAM Account and registers the institution**

<https://www.sam.gov/portal/SAM/#1>

See “3 SAM Create Account [For Business Office], “4 SAM Registration [For Business Office]

**5 After registering your institution in SAM, PI (applicant) creates a Grants.gov account and fills out the Grant Application Package.**

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

See “5 Grants.gov [For Applicant PI]”

**6 After PI (applicant) creates an account in Grants.gov, a notification letter will be issued to the institution’s E-Biz POC (SAM Electronic POC)**

See “6-1 Grants.gov [For E-Biz POC]”

**7 Authorized Organization Representative (AOR) creates an “Applicant Account” in Grants.gov**

(Note: E-Biz POC can be the AOR but must create an Applicant account using a different email. The AOR should be someone with authority to represent the institution and to submit the grant application.)

See “6-2 Grants.gov [For AOR]”

**8 E-Biz POC assigns AOR in Grants.gov**

See “6-1 Grants.gov [For E-Biz POC]”

**9 Applicant (PI) forwards the Grant Application Package to the AOR**

See “5 Grants.gov [For Applicant PI]”

**10 AOR submits Grant Application Package to AOARD**

See “6-2 Grants.gov [For AOR]”