

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**
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: ryuichi.kudo.jp@us.af.mil
Phone: 315-227-7015
DUNS: 7144217030000

After SAM Registration, Principal Investigator (PI) 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/login.faces?cleanSession=1&userType=ebiz> then select Manage Applicants for Organization.

OR

Login as an AOR at <https://apply07.grants.gov/apply/login.faces?cleanSession=1&userType=applicant> 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

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

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LOGIN

[Register as a New User »](#) ?

Select Account Type:

[APPLICANT](#)

[GRANTOR](#)

[EBIZ POC](#)

E-Business Point of Contact Login

Please visit the System for Award Management (SAM) for information about your DUNS or DUNS+4 number and MPIN. At least one individual must register as an Organization Applicant with Grants.gov prior to your initial login of the E-Business Point of Contact (EBiz POC).

For New EBiz POC Login:

- Enter DUNS below.
- Enter the password emailed to you from Grants.gov following the Organization Applicant registration.
- EBiz POC will be prompted to enter MPIN following successful login (first time login only).

DUNS or DUNS+4:

PASSWORD:

(Case Sensitive)

LOGIN

[Change My Password](#)

[I Forgot My Password/Unlock My Account](#)

Warning Notice!

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

NOTICE: The Grants.gov system contains personally identifiable information (PII) and proprietary business information that should be disseminated only to those within your agency, organization, or to individuals with a need to know the information in the course of their official duties. Such information when output in any form from the Grants.gov system must be handled and protected in accordance with applicable federal laws and Executive Orders (including Executive Order 13556 of November 4, 2010, Controlled Unclassified Information and its implementing guidance), as well as agency directives, policies, regulations, standards, and operational requirements.

APPLICANT CENTER

WELCOME:

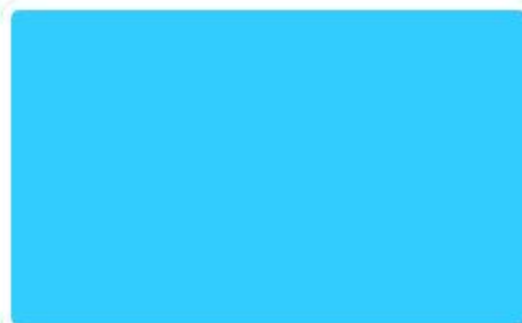
Organization: ASIAN OFFICE OF
AEROSPACE RESEARCH AND
DEVELOPMENT
DUNS: 7144217030000
EBiz
POC: kentaro.minagawa.jp@us.af.mil
SAM Expiration Date: 01/26/2018

EBIZ POC ACTIONS

- » Manage Applicants for Organization
- » Check Application Status for Organization
- » Manage Workspaces for Organization
- » Manage Organization Profile

APPLICANT RESOURCES

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



GRANTS.GOV WORKSPACE FEATURE

Grants.gov's new Workspace feature allows you to complete your application packages as a team more easily. If the grant-making agency created the funding opportunity with Workspace-compatible forms, you can create a Workspace today.

[Explore the Grants.gov Workspace Functionality](#)

GRANTS.GOV COMMUNITY BLOG

Example Cases: How Workspace Improves the Applicant Experience on Grants.gov

Here are two examples of how using Workspace can benefit an applicant that has used the traditional Grants.gov submission method in the past. Read about how you may be able to integrate Workspace with your application process.

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

GRANT FORECAST

In addition to new funding opportunities, grant-making agencies can now post forecasted funding opportunities in the Search Grants tab. Review grant forecasts to better prepare for the application process.

Select the "Forecasted" Opportunity Status, and then click the Search button to review forecasts.

[Begin your search now](#)

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[APPLICANTS](#) ▾

[GRANTORS](#) ▾

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[FORMS](#) ▾

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[SUPPORT](#)

[GRANTS.GOV](#) > [Applicants](#) > [Manage Organization Profile](#)

MANAGE ORGANIZATION PROFILE

Organization Preferences:


*AOR Access Level: ☒ Standard ☐ Expanded - organization level access

Save

Cancel

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GRANTS.GOV Applicant Support

1-800-518-4726

support@grants.gov

HOME

LEARN GRANTS ▾

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SUPPORT

GRANTS.GOV GRANTS LEARNING CENTER Organization Profile

MANAGE ORGANIZATION PROFILE

- » Grants 101
- » Grant Eligibility
- » Grant-Making Agencies
- » Grant Systems
- » Grant Policies
- » Grant Terminology
- » Grant Community
- » Grant Programs

SUCCESS: Organization profile successfully updated. Changes will take effect next time your Organization's AORs login.

Organization Preferences:

*AOR Access Level: ☐ Standard ☒ Expanded - organization level access

Save

Cancel

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.

MANAGE APPLICANTS FOR ORGANIZATION

Export Data



Search By

All

Search

Reassign Roles

Deactivate Applicant

Revoke EBiz POC Access

Manage Workspace Access

Results:

1-1 of 1 Records

| User ID | Last Name | First Name | Ebiz POC | Account Status |
|-------------|-----------|------------|----------|----------------|
| ryuichikudo | Kudo | Ryuichi | No | Active |

1-1 of 1 Records

| | | | | |
|---|----|---|----|---|
| < | << | 1 | >> | > |
|---|----|---|----|---|

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

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 "Applicant" with different E-mail address
2 E-Biz POC assigns E-Biz POC Applicant account as AOR (see next page)

MANAGE APPLICANTS FOR ORGANIZATION

Export Data



Search By

All ▾

Search

Reassign Roles

Deactivate Applicant

Revoke EBiz POC Access

Manage Workspace Access

Now the E-Biz POC Applicant account is visible

Results:

1-2 of 2 Records

1

| User ID ▾ | Last Name ▾ | First Name ▾ | Ebiz POC ▾ | Account Status ▾ |
|-----------------|-------------|--------------|------------|------------------|
| ryuichikudo | Kudo | Ryuichi | No | Active |
| kentarominagawa | Minagawa | Kentaro | No | Active |

1-2 of 2 Records

1

REASSIGN USER ROLES ?

User Name: "Minagawa, Kentaro"
User ID: ORC-kentarominagawa

| Applicant Workspace Access: | | | |
|-----------------------------|----------------------|-----------------------------|--|
| Current Access | Number of Workspaces | Number of Active Workspaces | Consequences of Revoking Role(s) |
| Participant | 0 | 0 | --- |
| Owner | 0 | 0 | Revoking Manage Workspace: Cannot continue working on Workspace without an Owner |

Users with Authorized Applicant (AOR) role must also have Manage Workspace role

Remaining Roles:

Current Roles:

→

→

←

←

Authorized Applicant (AOR)

Manage Workspace

1 Move "Authorized Applicant (AOR)", "Manage Workspace" to right column
2 continue

MINAGAWA, KENTARO JP AFMC AFOSR/AOARD

From: kentaro.minagawa@gmail.com
Sent: Wednesday, February 01, 2017 11:58 AM
To: MINAGAWA, KENTARO JP AFMC AFOSR/AOARD
Subject: Fwd: New Applicant Kentaro Minagawa Registered on Grants.gov and may need roles - Action may be Required

差出人: DoNotReply@grants.gov <mailto:DoNotReply@grants.gov>

日時: 2017 年 2 月 1 日 11:52:18 JST

宛先: kentaro.minagawa.jp@us.af.mil <mailto:kentaro.minagawa.jp@us.af.mil> E-Biz POC

Cc: kentaro.minagawa@gmail.com AOR

件名: New Applicant Kentaro Minagawa Registered on Grants.gov <http://Grants.gov> and may need roles - Action may be Required

Attention E-Business Point of Contact,

The following individual has registered with Grants.gov <http://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 <http://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: Kentaro Minagawa

Job Title: Technical Information Specialist

Email: kentaro.minagawa@gmail.com

Phone: 315-227-7017

DUNS: 7144217030000

To assign role(s), login as the E-Business Point of Contact (EBiz POC) section of Grants.gov <http://Grants.gov> at <https://apply07.grants.gov/apply/login.faces?cleanSession=1&userType=ebiz> then select Manage Applicants for Organization.

OR

Login as an AOR at <https://apply07.grants.gov/apply/login.faces?cleanSession=1&userType=applicant> and select Manage Applicants for Organization and enter your MPIN.

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support@grants.gov <<mailto:support@grants.gov>>

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MINAGAWA, KENTARO JP AFMC AFOSR/AOARD

From: kentaro.minagawa@gmail.com
Sent: Wednesday, February 01, 2017 12:02 PM
To: MINAGAWA, KENTARO JP AFMC AFOSR/AOARD
Subject: Fwd: Grants.gov Authorization

差出人: DoNotReply@grants.gov <mailto:DoNotReply@grants.gov>
日時: 2017 年 2 月 1 日 11:56:43 JST
宛先: kentaro.minagawa@gmail.com
件名: Grants.gov <<http://Grants.gov>> Authorization

Congratulations. Now AOR (E-Biz POC) able to submit Grant Proposal Package

You have been given the following Grants.gov <<http://Grants.gov>> authorization:

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 <<http://Grants.gov>>

If you have questions please contact the Grants.gov <<http://Grants.gov>> Contact Center:

support@grants.gov <mailto:support@grants.gov>

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