

## Required registration procedures for Grants.gov

If you wish to submit a proposal for funding under the **U.S. Embassy Baghdad Ambassador's Funds**, you will need to use the online system [Grants.gov](http://www.grants.gov).

Instructions for registering with Grants.gov have been provided below. Please keep in mind that the registration process can be lengthy and it is important to start as soon as possible.

### Applicants located outside the U.S.:

1. If you do not already have a DUNS number you will need to register with Dun & Bradstreet (D&B) at: <http://fedgov.dnb.com/webform>

2. After you have received your DUNS number, the next step is to obtain an NCAGE:

#### United Kingdom / France

Request an NCAGE. <http://www.isisweb.mod.uk/webisis/navigate.do>

**Note:** Once the Website has loaded, click on the Create UK NCAGE link. An NCAGE Code will automatically generate upon completion of the information. UK will no longer be found in the dropdown list in Block 2 of the form.

#### All other countries outside the U.S. (this applies to Iraq):

a. Use the NATO Support Agency (NSPA) CAGE tool to see if an NCAGE/CAGE Code is already assigned to the company at: <https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

b. If your search does not identify an existing NCAGE/CAGE Code, click on the **Request New CAGE button** at the bottom of the search results screen.

**Note:** You must click the search button (the magnifying glass icon) or press the enter key to see the Request New CAGE button, even if you don't enter any information.

After you submit your request, you will immediately receive a request confirmation/validation e-mail message. A second e-mail message will come later once the NCAGE/CAGE Code request is processed (either assignment of the code or rejection of the request).

**Note:** The form will be sent automatically via e-mail to the National Codification Bureau (NCB) of the country you selected in your form.

3. After receiving your NCAGE code, the next step is to register with [System for Award Management \(SAM\)](http://www.sam.gov/portal/public/SAM/)( <https://www.sam.gov/portal/public/SAM/>)

4. Create an account in the Grants.gov system ([www.grants.gov](http://www.grants.gov)).

## Applicants located in the U.S.:

1. If you do not already have a DUNS number you will need to register with [Dun & Bradstreet \(D&B\)](http://fedgov.dnb.com/webform).  
<http://fedgov.dnb.com/webform>.

2. After you have received your DUNS number, the next step is to register with [System for Award Management \(SAM\)](https://www.sam.gov/portal/public/SAM/) at  
<https://www.sam.gov/portal/public/SAM/>.

**Note:** Approximately 4-5 business days after your SAM application is approved, CAGE Codes will be assigned and delivered by e-mail.

**Note:** Organizations with an address containing APO, FPO, or AE will be assigned by the U.S. and must register in SAM.

3. Create an account in the Grants.gov system ([www.grants.gov](http://www.grants.gov)).