

## GRANTS.GOV Registration

The Office of the Middle East Partnership Initiative requires that all applications for funding be submitted through Grants.gov. In order to APPLY, your organization must complete the Grants.gov registration process.

To register, please go to [www.grants.gov](http://www.grants.gov) and click on “Get Registered.” The registration process can take 10 business days or longer, even if all the registration steps are completed in a timely manner. Registration is a five-step process:

- 1) Obtain a DUNS number
- 2) Register with Central Contracting Registration (CCR). CCR registration expires each year and must be updated annually.
- 3) Create a profile, including username and password
- 4) Obtain Authorize Organization Representative (AOR) authorization; and
- 5) Track AOR status.

**Attention Foreign Organizations:** Additional guidance on registering with Grants.gov can be found at the link below.

[Guide to Foreign Organization Registration \(English Version\)](#)  
[Guide to Foreign Organization Registration \(Arabic Version\)](#)

## SUBMIT AN APPLICATION VIA GRANTS.GOV

### *Download the Application Package*

To download the application package, applicants must go to [www.grants.gov](http://www.grants.gov), and follow the steps below:

1. Select “Apply for Grants” under the “For Applicants” category on the left-hand side of the Grants.gov home page.
2. Select “Download a Grant Application package.”
3. Complete the search engine you wish to use and click “Download Application”
4. Review the search results at the bottom of the page and click the “Download” link next to the correct program announcement.

**NOTE:** When downloading the Grant Application Package, applicants must be sure to select and move the following mandatory forms to the “Mandatory Documents for Submission” field displayed on Grants.gov:

- Application for Federal Assistance (SF-424)
- Budget Information for Non-Construction Programs (SF-424a)
- Project Narrative Attachment Form

- Budget Narrative Attachment Form
- Assurances for Non-Construction Programs (SF-424b)

To include attachments applicants should select and move the optional form “Attachments” to the displayed “Optional Documents for Submission” field.

Applicants who wish to disclose any lobbying activities should select and move the optional form “Disclosure for Lobbying Activities (SF-LLL)” to the displayed “Optional Documents for Submission” field for completion.

For more information about downloading the application package, please read the instructions in the User Guide found at the Grants.gov apply site, on the Help page.

### ***Submit Your Application***

**Please allow sufficient time for entering your application into Grants.gov.** The process of electronic submission through Grants.gov includes multiple e-mails from Grants.gov. When an applicant submits an application, a notice that the application is being processed will be sent and the individual whose e-mail address was entered will receive two e-mails from Grants.gov within 24-48 hours. One e-mail will confirm receipt of the application in Grants.gov, and the other will indicate that the application was either successfully validated by the system (**with a tracking number**) or rejected due to errors. It will also provide instructions that if the named individual did not receive a receipt confirmation **and** a validation confirmation or a rejection e-mail within 48 hours, he/she must contact Grants.gov directly.

It is important to understand that **the application process is not complete until an applicant has received a Grants.gov tracking number.** Receipt of the tracking number is the only indication that Grants.gov has successfully received and validated an application. If an applicant does not receive a Grants.gov tracking number, contact the Grants.gov Contact Center for assistance.

Please note that it is incumbent on applicants to monitor their applications to ensure that they are successfully received and validated by Grants.gov. **If an application is not successfully validated by Grants.gov, it will not be forwarded to MEPI as the receiving institution.**