

Section 5.1: E-Grant System Registrations

PURPOSE AND POLICY

Grant pursuance is an online process and will require registration in various systems via an online portal. Some registrations are common among all applicants seeking grants funded in whole or in part with federal funding. Other registration will be specific to the type of grant or the funding source.

PROCEDURE

The procedures listed below first are applicable to any organization seeking grants funded in full or in part with federal monies. If the agency does not already have these registrations, the grant program manager should complete registration prior to pursuing grants (allow at least four weeks for this process). The procedures listed next are applicable to the State of Arizona.

Dun & Bradstreet (D&B) registration: <http://fedgov.dnb.com/webform>

Dun & Bradstreet's Data Universal Numbering System, known as the DUNS number, is a nine-digit unique identifier assigned to all types of business organizations including sole proprietorships, corporations, partnerships, non-profits, and government entities. The DUNS number is assigned at the lowest organizational level (i.e., location). Any entity doing business with the federal government must have a DUNS number.

System for Award Management (SAM) registration: <https://sam.gov/portal/SAM/##11>

Any entity doing business with the federal government must register in SAM. To register, the grant program manager will need the organization's DUNS number and Employer Identification Number (EIN). The agency head or other authorized official will need to send a notarized letter to SAM. This process can take two weeks or more. [Beta.SAM.gov](https://beta.sam.gov) is a site where legacy systems are migrating, include the Catalog of Federal Domestic Assistance (CDFA), now called Assistance Listings.

Grants.gov registration: <https://www.grants.gov/web/grants/applicants/registration.html>

Once an organization has its DUNS number and has completed registration with SAM, the grant program manager (or other authorized person) must complete an applicant's registration in Grants.gov in order to apply for federal funding. An organization may have multiple users on the Grants.gov account. The Grants.gov website has a list of [additional grant systems](#) that are relevant to specific awards; grant program managers should review this list to ensure they have registered with the systems applicable to their program requirements.

eCivis: <https://www.ecivis.com/>

The Office of Grants and Federal Resources (GFR) has an enterprise contract with eCivis to provide grant research and management services through a web-based system. State policy (State of Arizona Accounting Manual Topic 70, Section 5 [Grants and eCivis](#)) mandates that state agencies utilize eCivis for grants management. In order to effectively use eCivis in conjunction with the Arizona Financial Information System (AFIS) and to maximize the efficiencies that may be realized from the interface between those systems, grants shall be established in eCivis. If a state agency doesn't already have an account with

eCivis, the grant program manager should contact GFR to establish an account. The request can be emailed to GFR@azdoa.gov.

Any funder-specific systems. Some grant funding sources, public and private, will require registration with their own proprietary systems. Grant program managers should check the grant funding notice for any such requirement and register accordingly.