

# HOW TO REGISTER TO APPLY FOR **FEDERAL GRANTS**

## Step 1: Register at SAM.gov

- Designate an E-Business Point of Contact to manage the SAM.gov account
- Go to SAM.gov and click the “Get Started” button
- Select “Register for Financial Assistance Awards Only”
- Answer the questions and provide the necessary information

## Step 2. Create a Profile at Grants.gov

- Create a user account with the same email address used in SAM.gov
- Complete your applicant profile using your Unique Entity Identifier (UEI) from SAM.gov

## Step 3. Create Individual Grants.gov Accounts

- Register each member of the organization who will participate in the online grant application process
- Complete the form to create a username and password
- Associate individual accounts with the organization’s UEI to link each profile with the organization’s profile

## Step 4. Learn How to Use Workspace in Grants.gov

- Assign roles in Workspace on Grants.gov:
- Expanded AOR: The most privileges in Workspace
- Standard AOR: Can submit the final application, as well as other actions
- Workspace Manager: Can create a workspace and begin an application

## Step 5. Renew your Registration yearly

- Renew your registration on SAM.gov every year to remain active!

More Information on grant readiness can be found at  
<https://www.epa.gov/grants/how-register-apply-grants>

