

ADDITIONAL REQUIREMENTS FOR ORGANIZATIONS APPLYING FOR FEDERAL ASSISTANCE

All organizations applying to receive Federal assistance must have a Dun & Bradstreet Number (DUNS) before the application is submitted, a CCR (NCAGE) number, a letter identifying the authorized Entity Administrator, and an active account with the System for Award Management ([SAM.gov](https://sam.gov)) before an award can be made.

Please note that process of registration on the [SAM.gov](https://sam.gov) portal can take substantial amount of time, so we recommend starting the process as early as possible.

Dun&Bradstreet DUNS – A DUNS number may be acquired at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or requesting on-line at www.dnb.com.

The DUNS number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. All organizations applying for U.S. government grant funds must have a DUNS number. To obtain a DUNS number, please follow the steps below:

1. Go to <https://fedgov.dnb.com/webform/pages/CCRSearch.jsp> .
2. Select the country where your organization is physically located.
3. Complete and submit the form. Organizations will need to provide basic information, including physical and mailing addresses, name and title of the chief executive, primary Standard Industrial Code (SIC), and annual revenue. Typically, organizations can complete this process in one day and have a DUNS number emailed to them. For technical difficulties in obtaining this number, please contact D&B at: govt@dnb.com.

System for Award Management (SAM) – SAM is a U.S.-government wide registry of vendors doing business with the U.S. federal government and requires annual renewal. The system centralizes information about grant applicants/recipients, and provides a central location for grant applicants/recipients to change organizational information. More information about [SAM.gov](https://sam.gov) and useful guides for setting-up a new account, updating an existing account, or renewing an expired account can be found at: https://www.fsd.gov/fsd-gov/learning-center-system.do?sysparm_system=SAM .

Foreign-based applicants are strongly encouraged to review these guides when creating an account with [SAM.gov](https://sam.gov). Further, applicants must maintain an active account, with current information, while its application is under consideration for funding. To keep an active [SAM.gov](https://sam.gov) account, Applicants must renew it at least once each year. If an account expires, the Organization cannot submit a grant application until it is renewed.

Only individuals who are authorized to represent a particular entity, or individuals representing themselves as an entity, may register an entity in SAM. Accessing or using SAM, or information contained therein, for any unauthorized or illegal purposes, may have

civil and criminal penalties, and may negatively impact the status of the SAM registration maintained for the entity.

Recommendations how to fill in the letter identifying the authorized Entity Administrator:

- Formally appoint an Entity Administrator for registration in [SAM.GOV](https://www.sam.gov) and the letter submission.
- Use the letter template provided at <https://www.fsd.gov> and complete it.
- Print the letter on your entity's letterhead. If you don't have letterhead, enter your entity's legal business name and physical address at the top of the letter before printing.
- Sign the completed letter. Make sure the person who signs the letter is someone with signatory authority, i.e. who can make commitments on behalf of the entity like an executive, officer, partner, or other authorized representative.
- Scan the completed, signed letter. Submit a copy to the Federal Service Desk by creating a service ticket at <https://www.fsd.gov> and attaching the scanned letter.
- In some cases you may be required to send a hard copy of the letter. For details please check <https://www.fsd.gov>.
- Ukrainian entities registering in SAM must NOT submit a notarized letter appointing their authorized Entity Administrator!

To create a new account on [SAM.GOV](https://www.sam.gov), please follow the steps below:

1.Go to <http://www.sam.gov>

2.Select Create User Account, and then select Create an Account on the left-hand side of the screen under Individual Account Details. Organizations must have DUNS number and a CAGE number (US Domestic Organizations) or a NCAGE number (Foreign Organizations), to create an account.

3.Complete and submit the online form. If the applying organization already has the necessary information on hand (see the SAM User Guide – https://www.sam.gov/SAM/SAM_Guide/SAM_User_Guide.htm), the online form takes approximately one hour to complete, depending upon the size and complexity of the applying entity. Because of the different steps in the process, it can take anywhere from three to fourteen days to complete the process of creating an account with the system. For help with [SAM.GOV](https://www.sam.gov), please visit their support page at: <https://www.fsd.gov> or contact them at: (+1) 334-206-7828.

Resources relevant to users registering an entity located outside the U.S. and its outlying areas in SAM.

Useful links:

- [Quick Start Guide for International Registrations \(PDF 90 KB\)](#)
- [CAGE Code Search](#) – The Defense Logistics Agency (DLA) Commercial and Government Entity (CAGE) portal to search for domestic and foreign entity CAGE Code information.

- [DUNS Number Request](#) – The web form where Dun & Bradstreet (D&B) provides a DUNS Number, a unique nine-digit identification number, for each physical location of your business. DUNS Number assignment and maintenance is free for all entities required to register with the U.S. government for contracts or grants.
- [NCAGE Code Request](#) – The online portal for international entities to request a new NATO CAGE (NCAGE) Code or submit updates to an existing NCAGE Code record.