FMCS | FEDERAL MEDIATION &
CONCILIATION SERVICE

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OBTAINING A DUNS NUMBER

The federal government has adopted a new policy that requires organizations to provide a DUNS number as part of their grant applications and proposals.

WHAT IS A DUNS NUMBER?

Dun and Bradstreet (D&B) is a company that provides business information for credit, marketing, and purchasing decisions. Its "data universal numbering system," known as DUNS, issues unique 9-digit numbers that are used by businesses and the federal government to keep track of more than 70 million businesses world-wide. Some entities, such as States and universities, will also have what is known as "DUNS + 4," which is used to identify specific units within a larger entity.

WHY DOES MY ORGANIZATION NEED A DUNS NUMBER?

The Federal Government's Office of Management & Budget (OMB) has adopted the use of DUNS numbers as a way to keep track of how federal grant money is awarded and dispersed.

DO I ALREADY HAVE A DUNS NUMBER?

Your executive director, business manager, board treasurer, or accountant will know and be able to provide your organization's DUNS number if you already have one. Universities and most colleges, State entities and large organizations also are likely to already have DUNS numbers. If you aren't sure, ask the D&B operator when you call to get one (see phone number below).

FEE FOR REGISTRATION?

No. D&B should not charge you a fee. You are also not obligated to purchase any of their products.

WHAT'S THE EASIEST WAY TO OBTAIN A DUNS?

It only takes a day to get a DUNS number from D&B by phone (you may be on hold for a little while), but Internet applications can take up to 30 days! Note that an authorizing official, not a project director, of the organization should request a DUNS number.

Call D&B's special toll-free number for federal grant applicants: 1-866-705-5711 (U.S. and U.S. Virgin Islands); 1-800-234-3867 (Alaska and Puerto Rico; Select Option 2, then Option 1). When you call, tell the operator that you are applying to a federal grant program and need to register for a DUNS number. The process will take about ten minutes. You will be asked to provide the following information (subject to minor changes):

Legal name of organization, physical address (and PO Box if you have one), telephone number, Web address, name of the authorizing official (e.g., president, director, etc.), the purpose of your organization, total number of employees. Your organization can also register for a DUNS number via D&B's website at http://www.dnb.com/. Please note that registration via the website may take up to 30 business days to complete.

REGISTER YOUR ORGANIZATION WITH THE SYSTEM FOR AWARD MANAGEMENT (SAM)

SAM is the federal repository into which an entity must provide information required in order to conduct business as a recipient. This information was previously collected at the Central Contractor Registration (CCR) repository. Additional information about registration procedures may be found at the System for Award Management (SAM.gov).

Grant payments cannot be made to organizations that do not hold current System for Award Management (SAM.gov) registrations.

You must maintain your registration in SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, more frequently if required by changes in your information or by other guidance.

If you have further questions about creating, updating or renewing your SAM registration, please visit the website at SAM.gov or contact the SAM Help Desk at 866-606-8220.

REGISTER WITH CREDENTIAL PROVIDER

To safeguard the security of electronic information, Grants.gov uses a Credential Provider to allow applicants to create a secured username and password. The Credential Provider for Grants.gov is Operational Research Consultants (ORC).

When you register with ORC, you will create a username and a password which allows you to register with Grants.gov as an Authorized Organization Representative (AOR). Once your organization's E-Business Point of Contact has assigned these rights, you will be authorized to submit grant applications on behalf of your organization. Remember to write down your username and password. You will need it to complete your registration, as well as to submit all of your applications at Grants.gov.

Your organization must already be registered with the System for Award Management and have a DUNS number to complete this step.

REGISTER WITH GRANTS.GOV

First, AORs must register with Grants.gov using their UserIDs and passwords.

Second, your organization's E-Business POC must approve registration of AORs.

When an AOR registers with Grants.gov, the E-Business POC will receive an e-mail notification.

Your E-Business POC must then log on to Grants.gov (using the "M-PIN" password) and approve the AOR, thereby giving him or her permission to submit applications. When an E-Business POC approves an AOR, Grants.gov will notify the AOR via e-mail.

This creates an account on Grants.gov that allows AORs to submit applications for your organization and allows your organization to authorize specific individuals to submit applications.