

3PHASE

Access America's Seed Fund

3PhaseSC

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NOTE: YOU SHOULD NEVER HAVE TO PAY FOR A REGISTRATION***

ALL COMPANIES NEED TO REGISTER WITH THE FOLLOWING:

1. **Company Formation** - You will need to make sure you have completed forming your company. This will include registering an LLC, S-Corp or C-Corp. Through this process you will need to obtain an EIN taxation number.
2. **DUNS Registration** - Once you have a company, you will need to register to get a DUNS number. This should take a couple of days. For free expedited DUNS, see: <http://fedgov.dnb.com/webform>. Make sure to specify that you are going after federal grants. This will speed up your process.
3. **SAM.gov Registration** - After you get a DUNS number you will need to register your company on SAM.gov: <https://www.sam.gov/>. This could take weeks, so the sooner you put this together, the better. Make sure you fill out all required information!
 - **NOTE 1:** Select an "Individual User Account" as the account type.
 - **NOTE 2:** Make sure to fill out the page regarding IRS information exactly as the IRS has it listed (i.e. no commas in the company name, if that is the way it is listed). Refer to your EIN letter you received when you registered your company.
 - **NOTE 3:** When filling out the purpose of the registration, make sure to chose "I only want to apply for federal assistance opportunities like grants, loans, and other financial assistance programs" if you only intent to apply for funding through NIH or other grant organizations. This will simplify your registration process. If you intend to apply for funding outside of SBIR / STTR with organization such as DOD, you must chose "I want to bid on federal contracts or other procurement opportunities".
4. **SBA SBIR Registration** - <https://www.sbir.gov/registration> At the end, you will need to download a one page file that includes your registration information. For most applications this will need to be included as an attachment.

For NIH:

- **Grants.gov Registration** - Next, you will need to set up an account on Grants.gov. Instructions can be found at: <http://www.grants.gov/web/grants/applicants/organization-registration.html>. Primarily, you are setting up your AOR (Authorized Organization Representative). As part of this process, your E-Biz POC from SAM.gov will need to log in to confirm your organization. The E-Biz POC will also have to grant your regular Grants.gov login with AOR permissions. This requires the MPIN from SAM.gov.
- **ERA Commons Registration** - Your organization will need to register for an ERA Commons account. Even though you or your PI may personally have an ERA Commons account, your organization must register with ERA Commons as well. You can register at <https://public.era.nih.gov/commons/public/registration/registrationInstructions.jsp>. This process can take up to 2 or 3 weeks.
- **PI Registration in ERA Commons** - If your PI is not already registered in ERA Commons, the PI must register through their home institution or company. In the case of an STTR where the PI is with the university, the university will need administrator will need to create an account for the

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PI. Otherwise, this account will need to be created once the organization has an ERA Commons account.

- **Instructions to create new ERA Commons PI account:**
 - Go to ERA Commons home page
 - Click on Admin, then Accounts, then Account Management
 - Type your First and Last Name and click "Search".
 - Click "Create New Account".
 - Enter required Information and click "Add Roles"
 - Select PI - Principal Investigator and click Add Role(s)
 - Click Create
- To Link your current ERA Commons PI account to the company:
 - Go to ERA Commons home page
 - Click on Admin, then Accounts, then Account Management
 - Type your ERA Commons UserID for you personally in for "User ID" and click "Search".
 - When it finds your User ID, click Manage.
 - Once the Manage Account / User Information screen appears, click Affiliate.
 - Select PI - Principal Investigator and click Add Role(s)
 - Click Save

For NSF:

- Fastlane - Go to <https://www.fastlane.nsf.gov/a0/about/registration.htm>. Follow the directions, which include clicking on **[New Organization and FastLane Contact Registration](#)**.
 - [This video describes how to add an organization to your account:](https://www.research.gov/common/attachment/Desktop/AcctMgmtSIDVideo3.html)
<https://www.research.gov/common/attachment/Desktop/AcctMgmtSIDVideo3.html>

For DOE (Department of Energy):

- **Grants.gov Registration** - Next, you will need to set up an account on Grants.gov. Instructions can be found at: <http://www.grants.gov/web/grants/applicants/organization-registration.html>. Primarily, you are setting up your AOR (Authorized Organization Representative). As part of this process, your E-Biz POC from SAM.gov will need to log in to confirm your organization.

For USDA:

- **Grants.gov Registration** - Next, you will need to set up an account on Grants.gov. Instructions can be found at: <http://www.grants.gov/web/grants/applicants/organization-registration.html>. Primarily, you are setting up your AOR (Authorized Organization Representative). As part of this process, your E-Biz POC from SAM.gov will need to log in to confirm your organization.

For DoEd (Department of Education):

- No other registration besides DUNS and SAM.

For DoD (Department of Defense):

- SBIR / STTR Web Portal: Sign up at <https://sbir.defensebusiness.org/user/login/>.