

Registrations

Before applying, you must create and maintain up-to-date registrations with [Login.gov](#), the System for Award Management (SAM) at [SAM.gov](#), and [Grants.gov](#). Registering and maintaining these accounts is always FREE. Returning applicants should confirm that their existing registrations are active and up to date. No registration is required for the NEA’s Applicant Portal (AP) – instructions on how to access the AP can be found in the instructions PDF for the grant category you are applying to.

These registrations can take **several weeks to finalize**, so begin this process early! Registrations with Login.gov, SAM, and Grants.gov must be active for you to submit your application. Finalize and verify your registrations well before the application deadline. This should allow you time to resolve any issues that may arise.

If you are a first-time applicant, we recommend that you register in the following order: Login.gov, SAM, Grants.gov.

LOGIN.GOV REGISTRATION

Go to [Create an account](#) to set up your Login.gov account. Login.gov is a secure sign in service used by the public to sign in to government sites like Grants.gov and SAM.gov. **Login.gov accounts are tied to an individual, not an organization.** The email account you use when registering should be specific to an individual (e.g., your.name@abc.org or your.name@email.com) and not an account shared by multiple people (e.g., development@abc.org).

SAM REGISTRATION

Go to [SAM Entity Registration](#) to get started on a new entity registration for your organization, or to renew/check the status of an existing registration.

Your entity’s SAM registration must be active and up-to-date in order to be able to submit your application. Additionally, your SAM entity registration must be current at the time a grant is made, and throughout the life of the award. SAM registrations, once activated, can take a day or more to be visible in Grants.gov.

Unique Entity Identifier (UEI): To apply for federal funds, organizations must have a Unique Entity Identifier (UEI). The UEI is a 12-character alpha numeric value assigned by SAM for free during the registration process. **Make sure you complete the registration process after the UEI has been assigned.** Organizations can find their UEI in their SAM record.

When registering/renewing your entity’s SAM registration, you must select “Yes” when completing the “Representations & Certifications” section. All awardees are required to have these accepted representations & certifications in order to receive an award.

Registration Information: Organizational Applicants

GRANTS.GOV REGISTRATION

New Applicants:

- If your organization is not yet registered with Grants.gov, go to [Organization Registration](#), after setting up your Login.gov account, and registering with SAM.
- During the Grants.gov registration process, you will be asked to set up a separate username and password for Grants.gov.
- After creating your Grants.gov account, you may link your Grants.gov and Login.gov accounts.
- After linking accounts, you will use your Login.gov credentials each time you sign in to Grants.gov.

Returning Applicants:

- If your organization already has registered with Grants.gov, renew your registration with SAM and verify that your registration with Grants.gov is current.
- If you have not already linked your Grants.gov and Login.gov accounts, you will be prompted to link your accounts when you click the “login” button on Grants.gov.

You will need the Login.gov username and password that you obtain during the registration process to submit your application in Grants.gov.

LOGIN.GOV, SAM, AND GRANTS.GOV HELP

The NEA does not have access to your Login.gov, SAM, or Grants.gov accounts. If you have any questions about or need assistance with these sites, including questions regarding electronic accessibility, contact them directly:

- **Login.gov Help:** Call 1-844-875-6446, consult the information posted in their [Help Center](#), or use their [online form](#) to submit a question.
- **SAM Federal Service Desk:** Call 1-866-606-8220 or see the information posted on the SAM website at [SAM Help](#). Additional resources:
 - [SAM Quick Start Guide](#)
 - [SAM Registration Checklist](#)
 - [SAM Entity Registration FAQ](#)
- **Grants.gov Contact Center:** Call 1-800-518-4726, email support@grants.gov, consult the information posted on the Grants.gov website at [Support](#), or [create a help ticket](#). The Grants.gov Contact Center is available 24 hours a day, 7 days a week. Additional resources:
 - [Grants.gov FAQ](#)
 - [Grants.gov Online Support](#)
 - [Grants.gov Learning Center](#)
 - [Grants.gov Applicant Training](#)