

# Ready, Set, Submit!

## Concept Paper & Invited Full Application Preparation & Submission



NATIONAL INSTITUTE OF  
STANDARDS AND TECHNOLOGY  
U.S. DEPARTMENT OF COMMERCE



Grants Management Division

# Agenda

PLAN AHEAD TO  
STAY AHEAD

**SAM.gov Registration**

**Grants.gov Registration**

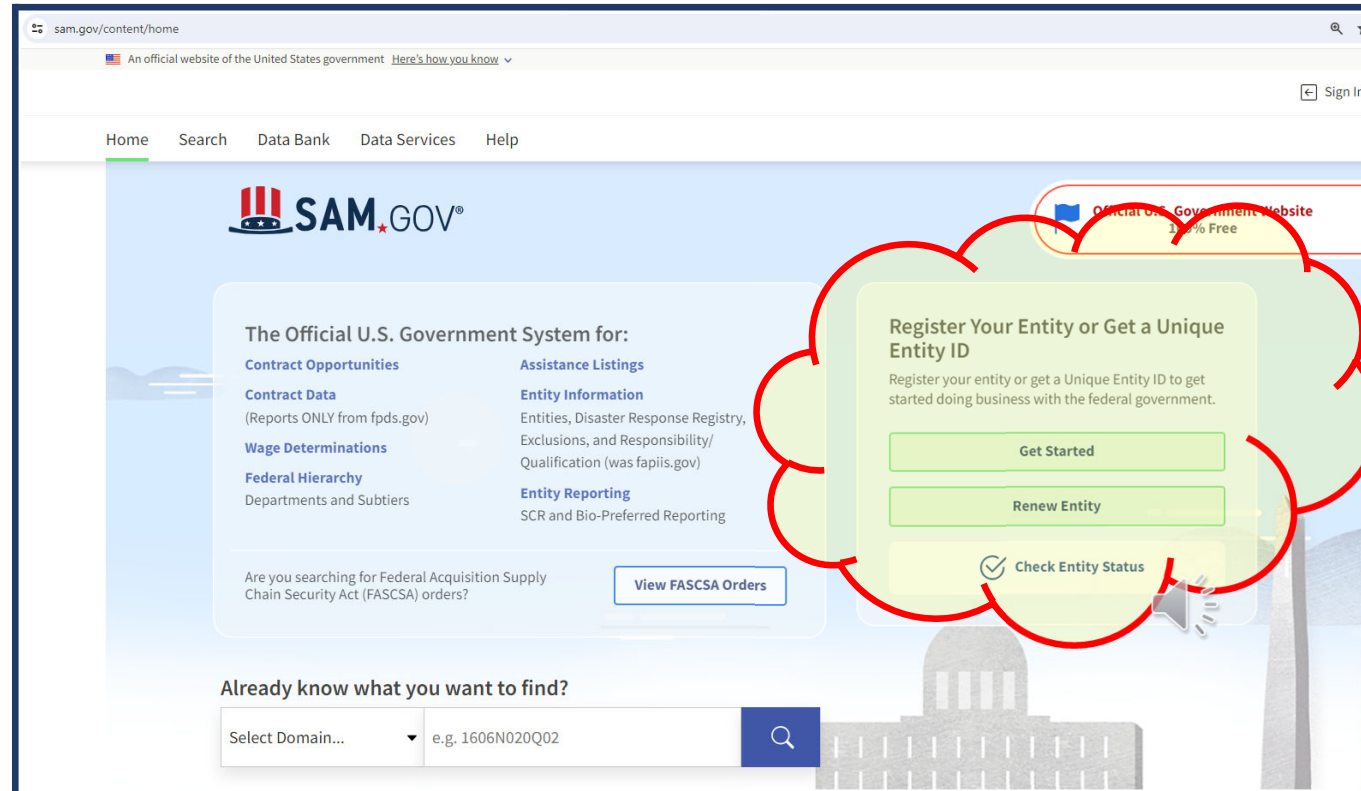
**Tips for Success**



Link: <https://sam.gov/content/home>

Help Desk: Monday - Friday from 8am - 8pm EST U.S. calls: 866-606-8220

- 100% FREE to register
- Must have an active account
- Unique Entity ID (UEI)
- Start Early: the process takes about 10 days, but can take up to 6 weeks!
- Complete the Representations & Certifications, especially the Financial Assistance Response page
- Register in SAM.gov before Grants.gov



After obtaining a UEI for your organization from SAM.gov, you must register in Grants.gov. There is no fee for registering with Grants.gov. Your organization's EBiz POC must:

1. Create a Grants.gov account with the same email address as used in SAM.gov for the EBiz POC, and
2. Add a profile with Grants.gov using the UEI obtained from SAM.gov.

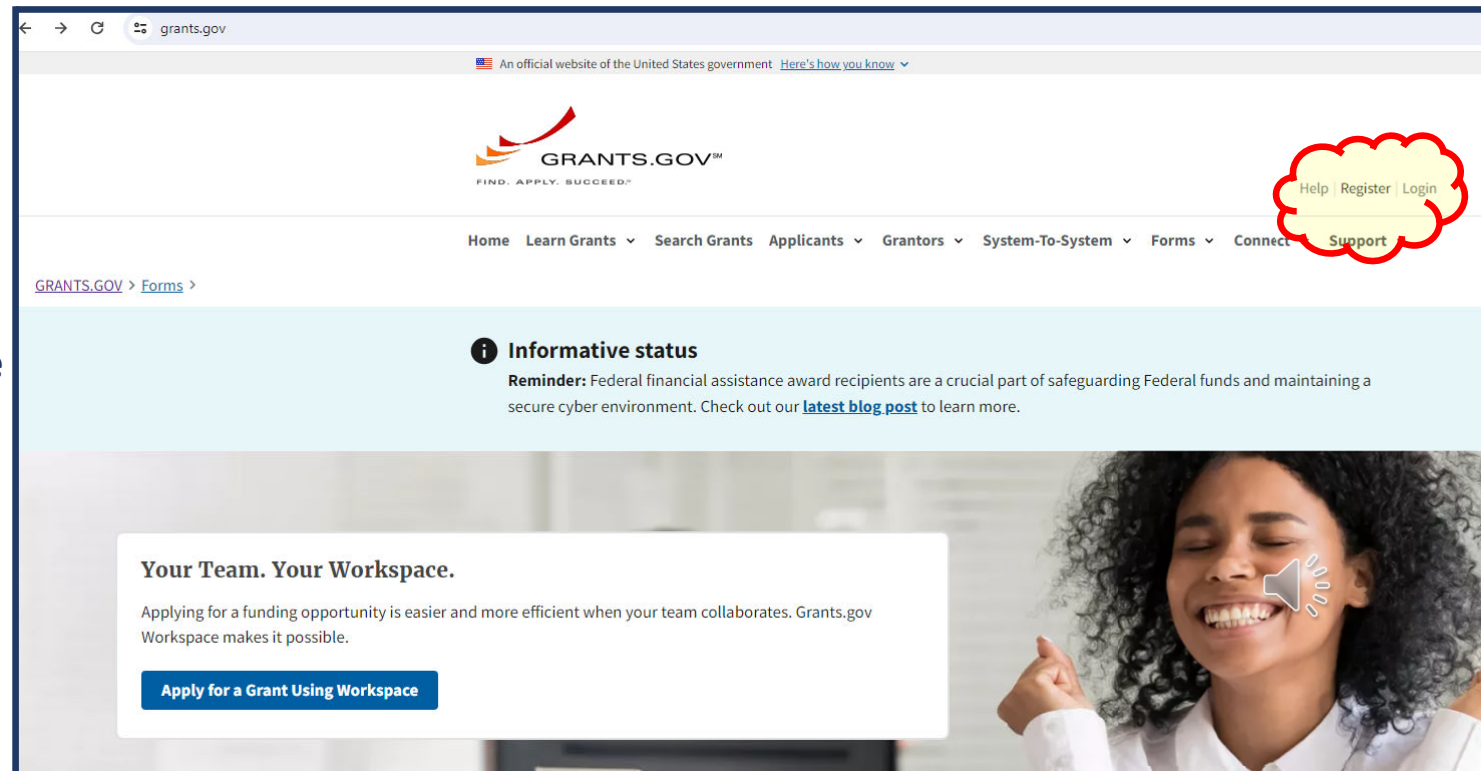
The EBiz POC can then delegate administrative roles to other users. Read the Help article, [Manage Roles for Applicant](#) for instructions.

Visit the [Grants Learning Center](#) to find information about every phase of the grant management process, from applying and reporting to the award closeout. 



Link: <https://www.grants.gov/applicants/applicant-registration>

Help Desk: 1-800-518-4726 (24/7 excluding holidays) or [support@grants.gov](mailto:support@grants.gov)

- 100% FREE to register
- Grants.gov will be used to submit concept papers
- Separate instructions will be provided to applicants who are invited to submit full applications (after concept paper review)
- [User Guide](#)
- [Applicant FAQs](#)



# On-Time Submission

- All registrations, including SAM.gov, must be completed before the deadline
  - Concept Paper & Full Application must be free of Grants.gov errors; corrective submissions must be made BEFORE the submission deadline and will overwrite previous submissions
    -  ○ Errors stop application processing and must be corrected
    -  ○ Warnings do not stop application processing and are corrected at your discretion based on your circumstances
  - **Submit early to allow time to correct any unexpected errors or submission issues**
    - Depending on the size of the file, transmittal may take SEVERAL MINUTES to HOURS.
    - Don't wait until the deadline date to submit. The system may be slow due to last minute submissions.



# Tips for Success

- Understand submission process in NOFO
- Do NOT apply with a full application in Grants.gov until invited
- SAM.gov registration must be active to apply in Grants.gov (Concept Paper & Full Application)
- Use correct UEI and EIN
- Designate the proper roles in the systems (e.g. - Authorized Rep in Grants.gov)
- Utilize “workspace” feature in Grants.gov to draft applications
- Limit the application file size / character limits / page limits per the NOFO
- Make sure you are using compatible software (e.g. - Adobe Reader)
- Do not pay to create accounts
- Late applications will not be accepted
- Register to SAM.gov and Grants.gov early!





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Other Transaction Agreements Officer

E-mail: [Lisa.Ko@nist.gov](mailto:Lisa.Ko@nist.gov) with “2024-NISTCHIPS-MFGUSA-01 Questions” in subject line

