N Northeastern University
Research Enterprise Services

How to Register in Grants.gov

1) **Go to**
   https://www.grants.gov/web/grants/register.html

2) **Click the Get Registered Now button**

   # REGISTER

   Registering with Grants.gov
   One account to manage all your profiles, applications, and subscriptions.
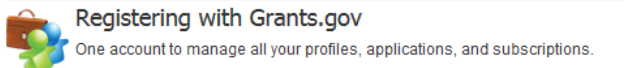
   Applicants
   1. Complete the **required form fields**.
   2. **Confirm** your email address.
   3. **Add** an organization applicant profile or individual an individual applicant profile after registering.

   Learn more on the **Applicant Registration page**.

   Grantors
   1. Complete the **required form fields**.
   2. **Confirm** your email address.
   3. Ask your **agency point of contact** to associate your email address with the agency.

   Learn more on the **Grantor Registration page**.

   [Get Registered Now »]

3) **Complete the Contact Information and Account Details sections. All fields with a red asterisk (*) are required.**
   a. Click the Continue button

Contact Information:

*First Name:	
Middle Initial:	
*Last Name:	
*Email Address:	
*Phone Number:	

Account Details:

*Username:	
*Password:	(Case Sensitive)
*Confirm Password:	(Case Sensitive)
*Secret Question:	
*Secret Answer:	

Communications:

Subscribe:
- ☑ GRANTS.GOV ALERTS
  Yes, I want to receive email messages containing time-sensitive information about Grants.gov changes that potentially impact users.
- ☑ GRANTS.GOV NEWSLETTER
  Yes, I want to receive occasional emails highlighting system enhancements, training resources, and other topics relevant to the federal grant community.

[Continue »] [Cancel]

4) **Click the Send Temporary Code button, then access your email account to access the temporary code**

Confirm Email:

Please confirm your information below. Click Edit if you need to make any changes. Otherwise, please click to Send email with temporary code to confirm your email address. The email will be sent to ▒▒▒▒▒

[Send Temporary Code »] [Edit]

5) **Enter the Temporary code you received in the email from Grants.gov account into the Temporary Code field and click the Continue button.**

Confirm Email:

Please enter temporary code below to confirm your email address. This code was sent to acramos75@gmail.com. To change your email address click Edit link below.

*Temporary Code: [ ]

[Continue »] [Resend Temporary Code »]

6) **Add an Organization Applicant Profile**
   a. Enter Northeastern' s DUNS Number#: 001423631
   b. Enter your Profile Name
   c. Enter your Job Title
   d. Click the Save button

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Congratulations! Your Grants.gov Account was successfully created.

If needed, you can add Applicant Profile(s) to your Account now. However, if you do not need a Profile or prefer to add your Profile(s) later, you can Continue to your Grants.gov logged in features.

How would you like to proceed?

○ **Continue** - Skip adding a profile at this time

◉ **Add Organization Applicant Profile** - Affiliates you with an Organization and with additional access allows you to apply for Opportunities on behalf of the Organization

○ **Add Individual Applicant Profile**- Allows you to apply for Opportunities on your own behalf

Please complete to Add an Organization Profile and click Save:

*DUNS: [   ]

*Profile Name: [   ]

*Job Title: [   ]

[Save]