

FACT SHEET

Active Registrations in System for Award Management (SAM) Required for VITA and TCE Grant Programs February 2014



Key Messages

Active SAM registration required to:

- **Apply for a VITA or TCE grant;**
- **Be considered for a VITA or TCE grant; and**
- **Receive a VITA or TCE grant.**

Take Action to:

- **Secure registration early in order to submit application by June 2, 2014.**
- **Keep registration active to prevent any problems with submission.**
- **Update systems accordingly when changes occur to registration data.**
- **Verify registration status periodically. Don't be surprised.**

Useful Websites

- **SAM.gov**
- **Grants.gov**
- **[D&B DUNS Request for Grantees](#)**

This fact sheet provides information for potential VITA and TCE grant applicants.

Background

Organizations interested in receiving any federal grant must be registered in the System for Award Management (SAM) at SAM.gov. Each applicant is required to:

- (i) Be registered in SAM before submitting its application;
- (ii) Provide a valid DUNS number in its application; and
- (iii) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

Secure Early

Failure to complete the registration process in SAM will prevent organizations from submitting its application as required through Grants.gov. All applications must be received electronically through this system and an active registration is one of the requirements to submit. The grant application period is May 1 through May 31. Since May 31, 2014, is a Saturday, applications will be due by 11:59 p.m. the next business day, which is June 2, 2014.

Keep Active

Registration must be updated annually or when information changes. SAM will send notifications to the registered user via email 60, 30, and 15 days prior to expiration.

Update When Changes Occur

SAM validates key fields within the registration against the *Dun and Bradstreet Universal Numbering System* and Internal Revenue Service data. Changes in incorporation, name changes, mergers or any change associated with the employer identification number (EIN) require additional time to update as all systems must match.

Key personnel changes and changes to email addresses of the organization's designated points of contact may prevent reminder messages from being received.

Verify Status

Visit SAM.gov and research your organization's registration status periodically. Account sign in is only required if your organization elected not to share basic registration information publicly. Other useful websites include Grants.gov for application submission and the D&B (Dun and Bradstreet) D-U-N-S request service for United States federal government contractors and grantees to obtain a DUNS number.