

REGISTER WITH SAM

WHAT IS SAM?

SAM (the System for Awards Management) is a web-based, government-wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract awards, grants, and electronic payment processes.

WHY REGISTER?

As of November 2018, the National Endowment for the Humanities requires all of SC Humanities' sub-grantees to be registered in the System for Awards Management (SAM): <https://www.sam.gov/SAM/>.

If your organization is not currently registered with SAM, your organization will need to have an active account before SC Humanities can release any awarded grant funds. Organizations can apply for funds while they are still in the process of creating their account.

HOW TO REGISTER?

Go to <https://www.sam.gov/SAM/> to register a new entity. Use the registration checklist on the right to prepare.

Generally, after completing the online registration and sending your notarized letter confirming the entity administrator, it takes [up to two weeks to register with SAM](#), then 1 business day for updates made in SAM to be reflected in Grants.gov. However, your organization must first have an EIN. If your organization does not have an EIN, you should [allow an additional 5 weeks to request and obtain an EIN from the IRS](#).

Registration Checklist

Check SAMS Status

Your organization may already have a registration with SAM, especially if your organization receives federal funds. You can check if your organization is registered with SAM here: <https://www.sam.gov/SAM/pages/public/samStatusTracker.jsf>. If your organization is already registered, take note of who is listed as the E-Business Point of Contact (EBiz POC).

DUNS Number

Be prepared to fill out the registration form with your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record. If you don't already have one, you can request a DUNS Number for FREE from Dun & Bradstreet (D&B).

TIN/EIN

Your [Taxpayer Identification Number \(TIN\)](#) and Taxpayer Name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name.

Bank Information

Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT).

Notarized Letter

When you register a new entity in SAM to do business with the U.S. government, SAM requires [a notarized letter](#) stating you are the authorized entity administrator before SAM will activate your entity registration in SAM.gov.

Designated EBiz POC

The E-Business Point of Contact (EBiz POC) must register your organization with SAM. The EBiz POC is also responsible for approving your Grants.gov roles request.

Questions?

Find registration, search, and application instructions in the [Grants.gov Online User Guide](#) OR contact the Grants.gov Support Center to get help from a representative (support@grants.gov).