Guide to NSF SBIR/STTR Registrations

Tip 1: Make sure to use the EXACT spelling of your company for all your registrations, down to the punctuation. For example, "Acme, Inc." is different from "Acme, Inc" which is different from "Acme Inc." which is different from "Acme Inc". By spelling all your registrations exactly the same, you will avoid mis-matches, which slow down the registration process.

Tip 2: Use our Registration Checklist to keep track of all your login websites, usernames, and passwords. Do it today!

Tip 3: Remember, ALL REGISTRATIONS ARE FREE! Do not pay for *any* registrations. If a site or a person attempts to charge you a fee, it is a SCAM.

STEP 1 – EIN

Small businesses must have an Employer Identification Number (EIN), also known as a Federal Tax Identification Number (TIN), used to identify a business entity. You may apply online at the following link https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online. This is a free service offered by the IRS. You can apply online, by fax, or by post. The process can take from 1 day – 4 weeks, depending on the method used to apply.

STEP 2 – DUNS

All US federal government contractors and grantees must obtain a Data Universal Numbering System (DUNS) issued by Dun & Bradstreet (D&B). This is a unique 9-digit number for each physical location of your business. The DUNS number is free for all businesses required to register with the US Federal government for contracts or grants. You can request a number by calling 1-866-705-5711 or on the web at http://fedgov.dnb.com/webform. Your DUNS number is issued within 1-2 business days.

STEP 3 – SAM.gov

Each organization must complete a one-time registration with the System for Award Management (SAM). Register at http://www.sam.gov.

First, you will need to register at Login.gov. Click on "Register Entity" under "Getting Started," and that will walk you through the steps required to create a Login.gov account. Once you register at Login.gov, you will be redirected to Sam.gov.

Before you begin you must have:

- ✓ *Employer Identification Number (EIN) or Tax Identification Number (TIN)*
- ✓ *Data Universal Numbering System (D-U-N-S)*
- ✓ *NAICS codes*
- ✓ *Physical mailing address*
- ✓ *Company bank account*
- ✓ *Statistical Information about the business*
- ✓ *CAGE Code – if you do not have one, it will be assigned during the SAM registration process.*

Registration Steps:

1. Begin the registration process by creating a user account. Select "Create User Account" under "Getting Started" on the home page of Sam.gov

2. Select "Create Individual Account," and follow the prompts. You will receive an email to verify your email address. This must be done before you can log in to register the organization.

3. With the new user account information, log into Sam.gov.

4. Register the organization by selecting "Register New Entity" under "Getting Started" on the home page.

5. Select the type of entity.

6. To apply for SBIR/STTR, select "Yes" to "Do you want to be eligible for grants and other federal assistance?" and "NO" to "Do you wish to bid on contracts?"

7. Complete the "Core Data" pages.

8. If you have a CAGE code enter it. If not, one will be assigned to you after your registration is submitted. NOTE: Cage codes are tied to DUNS numbers and cannot be reused.

9. Complete the "Points of Contact" pages.

10. You MUST hit "SUBMIT" after the final review. You should get a confirmation message.

    a. You will receive an email from SAM indicating a successful registration.

        i. NOTE: If you do not have a CAGE code when you register, one will be assigned. The CAGE code is not assigned by SAM, but by the Defense Logistics Agency (DLA). The Welcome email from SAM will explain the process for CAGE code assignment in the email.

        ii. NOTE: Check your email regularly because you may receive emails with questions to clarify or provide more information regarding your submission. These are often time-sensitive requests, as in they want a request within 72 hours, for example. Failure to respond within the allotted time may force you to restart the registration process. Even better, these emails often get sent to your spam folder, so be sure to check it regularly.

    b. YOU ARE NOT DONE: It will likely take a few weeks for your SAM registration to become active. HOWEVER, you must submit a notarized letter appointing the
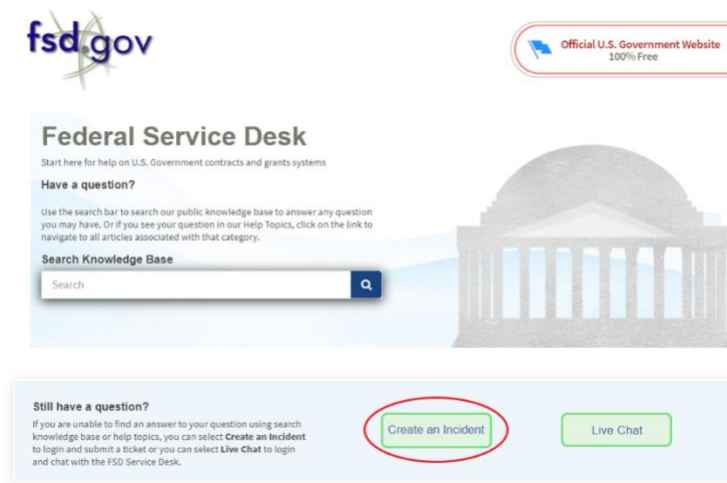
authorized Entity Administrator before your registration will be complete. You have 30 days after your registration is activated to mail in the letter or submit it online, and if not received by that time, your active status may be revoked.

11. **Select and complete the Single domestic Entity template from the fsd.gov website [here](#).**

12. **Cut and paste your entity's letterhead onto the template. If you don't have a letterhead, enter your company's legal name and physical address at the top before printing.**

13. **Sign the completed letter in the presence of a notary.**

14. **Submit your letter online (recommended) by following these steps:**

NOTE: The new Entity Administrator must have an individual SAM User Account created with the e-mail address provided in the notarized letter for the FSD to process your request.

Log in to [FSD.gov](#)

Click "Create an Incident".

Select **System for Award Management (SAM)** in the "System Name" field.

Select **SAM: Notarized Letter** in the "Issue Type" field.

Fill out all remaining fields.

Select the "Paperclip" icon to add attachments and attach your scanned notarized letter.

Once you have filled out all required information and attached your notarized letter, click "Submit".

15. **If you chose to mail your letter over submitting online, then mail the completed, signed, notarized letter to:**

FEDERAL SERVICE DESK
ATTN: SAM.GOV REGISTRATION PROCESSING 460 INDUSTRIAL BLVD
LONDON, KY 40741-7285

The SAM registration is not complete until the CAGE code has been assigned and the approved letter is on file.

This registration can take up to 6 weeks to completely process. When your organization registers with SAM, an individual needs to be designated as the E-Biz Point of Contact (E-Biz POC). The E-Biz POC will be the company contact for all communication with SAM. During the registration, you will create a special code called an "MPIN." WRITE IT DOWN!

STEP 4 – SBIR.gov

All SBIR/STTR applicants to all 11 agencies must register with the SBA prior to submitting an application. Registrants will receive a unique SBC Control ID that will be required for submission. This data will serve as a general registry of SBIR/STTR awards across all agencies to track performance of Phase I recipients. This data is for internal use only and will not be made public.

To register, go to http://sbir.gov/registration

First time SBIR/STTR applicants must have an EIN or DUNS to register. Previous awardees will need the DUNS and EIN to complete the registration. To register, be prepared to answer questions about company ownership and the number of employees. This process takes 1 – 2 business days. NOTE: the email address provided must be the same email address used for the E-Biz POC at SAM.

Once complete, download and save the SBA Registration Documentation as your proof of registration. It will be a pdf file with a name like "SBC_001234567."

STEP 5 – Research.gov / Fastlane

FastLane is where you will prepare and submit your full proposal to the NSF. To register, go to: https://www.research.gov/accountmgmt/#/registration. NOTE: You do NOT need an ORCID ID.

Follow the onscreen instructions.

Once you are registered with Research.gov, you can begin a Fastlane application by selecting the "Prepare new or existing proposals" link to FastLane under the "Prepare and Submit Proposals" section on the Research.gov homepage.