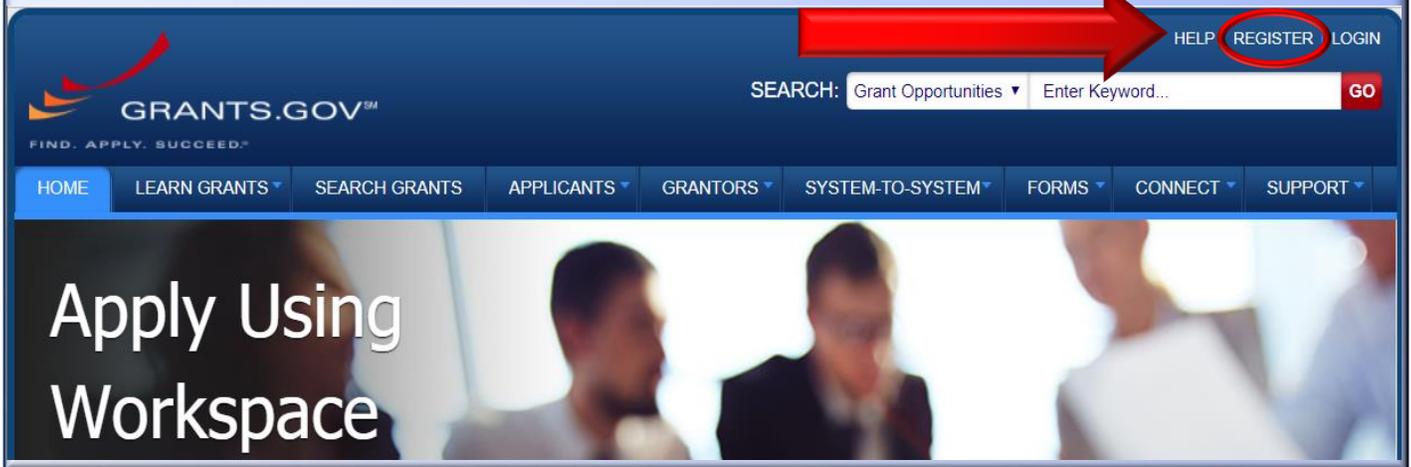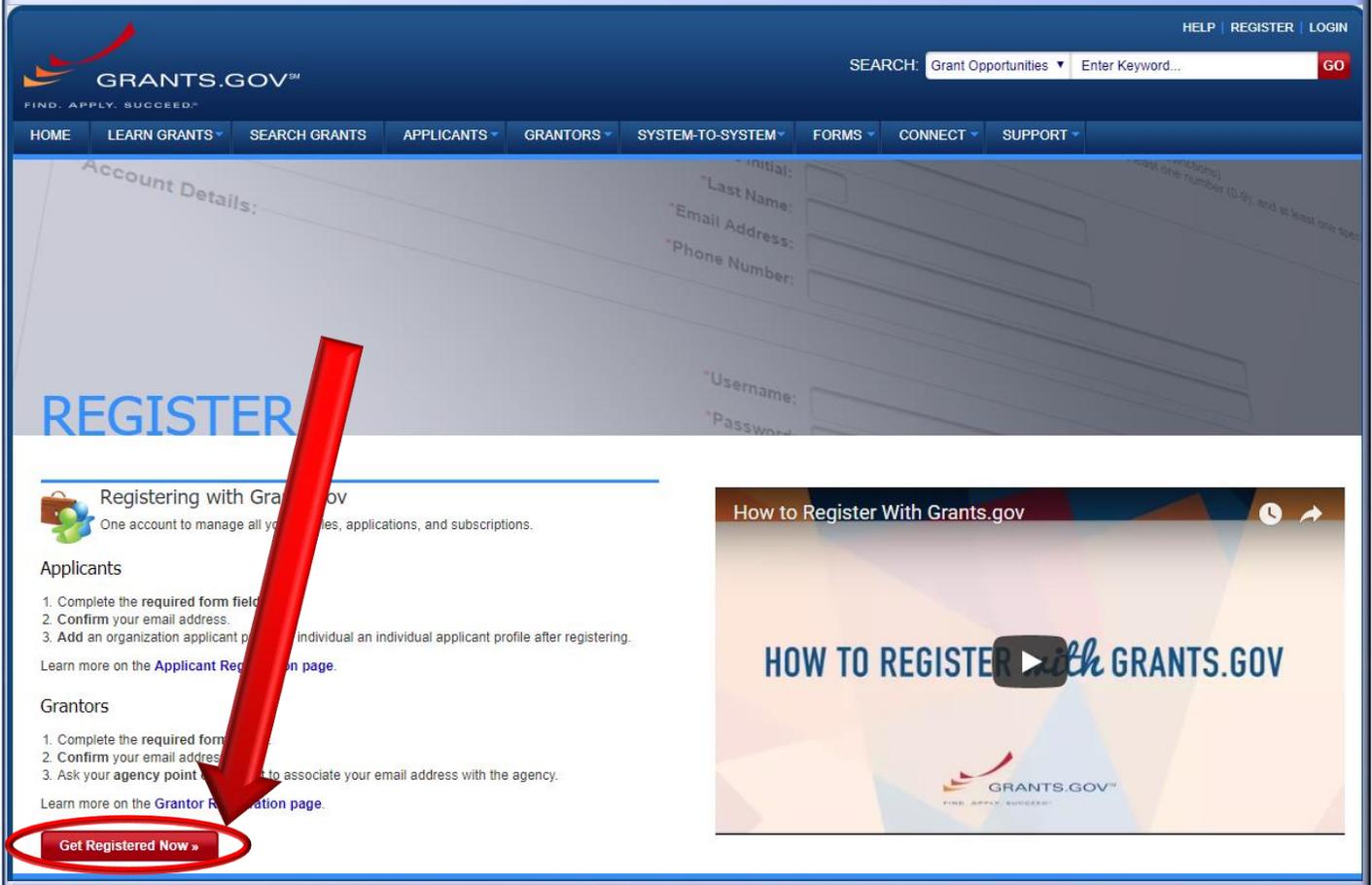# Quick Steps to Register for a Grants.gov Account

In order to apply for an opportunity using the Grants.gov Workspace platform, you will need an account with Grants.gov. Follow the steps below to register as an **Organization Applicant** in Grants.gov.

Step 1: Click **Register** on the top, right-hand side of the Grants.gov Home Page (https://grants.gov)

Step 2: Click **Get Registered Now** in the lower, left-hand side of this page.

Step 3: Fill out all the required information and click **Continue.** Please be aware the Username you choose CANNOT be changed and will remain with you even if you change universities.

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REGISTER

Please enter your information below to create an Account.

- Required fields are denoted with an asterisk (*).
- The following special characters are allowed: question marks, periods, dashes, underscores, and @ symbol (Password is not subject to these restrictions).
- Your password must contain at least eight characters including: at least one uppercase letter (A-Z); at least one lowercase letter (a-z); at least one number (0-9); and at least one special character (e.g. ! @ # $ % ^ & *).

Contact Information:

*First Name:

Middle Initial:

*Last Name:

*Email Address:

*Phone Number:

Account Details:

*Username:

Step 4: Be sure to choose **Add Organization Applicant Profile**, then enter the University of Arkansas' DUNS number.
The DUNS number is: **191429745**
For your Profile Name you can use: **University of Arkansas**

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REGISTER

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: 191429745

*Profile Name: University of Arkansas

*Job Title:

Save