

Checklist for Foreign Organization Leading PF5 Component	AFTER SUBMISSION
SAM.gov Phase 2 – Financial Compliance and Activation Begin these steps immediately after the proposal is submitted. These steps can take several months. They must be completed by six months after the submission, to ensure prompt response to any NIH <i>Just In Time</i> request.	
Obtain an NCAGE code	Immediately after submission
Go to NSPA ePortal and use UEI	Takes up to 3 days
Connect SAM.gov account to Entity as Administrator	Immediately after submission
Prepare NOTARIZED letter to request administrator role	
Create a Helpdesk incident with the Federal Service Desk	
Submit notarized letter and request	
Log in to SAM.gov via login.gov, return to saved profile	Immediately after submission
Return to “Register Entity”	Sign in as administrator to see option
Provide any additional core data not already included	
Provide assigned NCAGE code in previous step	
Provide accurate NAICS code for your organization	
(Optionally) provide accurate Product Service Code	
Complete FAR Response Items on your financial practices	
Read and certify all representations and certifications	
Provide mandatory Points of Contact	
<ul style="list-style-type: none"> • Accounts Receivable 	
<ul style="list-style-type: none"> • Electronic Business 	Will use this email for grants.gov
<ul style="list-style-type: none"> • Government Business 	
Provide additional (optional) Points of Contact	
<ul style="list-style-type: none"> • Past Performance 	
<ul style="list-style-type: none"> • Alternate Contacts 	
(If applicable) Add Small Business Certification	Depends on NAICS code
Check Entity Registration Status	Within six months of submission
Sign in as entity administrator, “check registration”	
Search by UEI, look for green checkmark and “validated”	Validate within six months of submission
eRA Commons Requirements	Within six months of submission
Verify identification with UEI	Registration instructions here
Confirm details populated by SAM.gov or update	
Finalize Signing Official account and submit request	
Use temporary password to log into new account	
Use Account Management menu to find and set affiliation/roles for existing personnel	Project Lead must be affiliated to org before PD/PI role can be assigned
Create new accounts for any personnel without, affiliate to organization and assign roles	
GRANTS.gov Requirements	Before award is issued
Registration must be started by SAM.gov electronic business contact. At grants.gov home page, click ‘register.’	Full registration instructions here . Also see Quick-Start Guide
Enter UEI and organizational information	
Confirm email with same email as SAM.gov electronic business contact; return to grants.gov	
Select ‘Add Organizational Profile’ and complete information	
Assign roles to other individuals	