Essential Information for Applying for CDC Cooperative Agreements

- All CDC Notice of Funding Opportunities (NOFOs) are published on [www.grants.gov](http://www.grants.gov).
  - Forthcoming competitive NOFOs are “Forecasted” for planning purposes up to a year in advance of accepting applications. “Posted” NOFOs indicate an open application period.
  - Applicants may “Subscribe” to individual NOFOs to be notified of amendments.

- Applicants must be fully registered before submitting applications for funding.
  - The registration and approval process can take up to 8 weeks and must be updated annually.
  - Applicants must obtain a DUNS Number (universal identifier when applying for federal awards), register with SAM (the primary registrant database for the federal government), and create a username and password at [Grants.gov](http://www.grants.gov) (the official HHS E-grant web site).

<table>
<thead>
<tr>
<th>Step</th>
<th>System</th>
<th>Requirements</th>
<th>Duration</th>
<th>Follow Up</th>
</tr>
</thead>
</table>
| 1    | Data Universal Number System (DUNS) | 1. Click on [http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform)  
2. Select Begin DUNS search/request process  
3. Select your country or territory and follow the instructions to obtain your DUNS 9-digit #  
4. Request appropriate staff member(s) to obtain DUNS number, verify & update information under DUNS number | 1-2 Business Days | To confirm that you have been issued a new DUNS number check online at [http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform) or call 1-866-705-5711 |
| 2    | System for Award Management (SAM) formerly Central Contractor Registration (CCR) | 1. Retrieve organizations DUNS number  
2. Go to [www.sam.gov](http://www.sam.gov) and designate an E-Biz POC (note CCR username will not work in SAM and you will need to have an active SAM account before you can register on grants.gov) | 3-5 Business Days but up to 2 weeks and must be renewed once a year | For SAM Customer Service Contact [https://fsd.gov/fsd.gov/home.do](https://fsd.gov/fsd.gov/home.do) Calls: 866-606-8220 |
| 3    | Grants.gov “Get Registered Now” | 1. Set up an individual account in Grants.gov using organization new DUNS number to become an authorized organization representative (AOR)  
2. Once the account is set up the E-BIZ POC will be notified via email  
3. Log into grants.gov using the password the E-BIZ POC received and create new password  
4. This authorizes the AOR to submit applications on behalf of the organization | Same day but can take 8 weeks to be fully registered and approved in the system (note, applicants MUST obtain a DUNS number and SAM account before applying on grants.gov) | Register early! Log into grants.gov and check AOR status until it shows you have been approved |

*Published CDC NOFOs contain more detailed application submission instructions and guidance.*
• Carefully follow requirements found in the NOFO:
  o Phase I Responsiveness criteria:
    ▪ Applications must be received by the published closing date.
    ▪ Applicants must apply to the correct NOFO.
    ▪ Requested funding for Year 1 cannot exceed Year 1 Award Ceiling.
  o Application components must be correctly submitted and within the relevant page limits:
    ▪ The Project Narrative has a 20-page limit and must contain all of the following: Background, Approach, Applicant Evaluation and Performance Measurement Plan, Organizational Capacity to Implement the Approach, and Work Plan.
    ▪ Pages exceeding the 20-page limit will not be reviewed.
    ▪ CDC will not review content submitted in the appendix that was required in the Project Narrative.
    ▪ The Appendix has a 90-page limit and should contain only what the NOFO requests (refer to “Organizational Capacity of Recipients to Implement the Approach” and “Other Information”):
      ▪ Pages exceeding the 90-page limit will not be reviewed.
      ▪ CDC will not review content submitted in the appendix that was not requested in the NOFO.
  o Provide and label documentation for Phase III Review: Funding Preferences (if applicable).

• Submit any questions electronically within the published 15-day Question and Answer (Q&A) period for competitive NOFOs. CDC will not accept applicant questions after the Q&A period ends.

• All new applications must be submitted electronically on www.grants.gov early or by the published closing date – late applications will not be accepted!

*Published CDC NOFOs contain more detailed application submission instructions and guidance.*