

Essential Information for Applying for CDC Cooperative Agreements

- **All CDC Notice of Funding Opportunities (NOFOs) are published on 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** (the official HHS E-grant web site).

| <u>Step</u> | <u>System</u> | <u>Requirements</u> | <u>Duration</u> | <u>Follow Up</u> |
|-------------|--|---|--|---|
| 1 | Data Universal Number System (DUNS) | <ol style="list-style-type: none"> 1. Click on 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) or call 1-866-705-5711 |
| 2 | System for Award Management (SAM) formerly Central Contractor Registration (CCR) | <ol style="list-style-type: none"> 1. Retrieve organizations DUNS number 2. Go to 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 Calls: 866-606-8220 |
| 3 | Grants.gov “Get Registered Now” | <ol style="list-style-type: none"> 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:**
 - 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.
 - 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.
 - 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!**

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