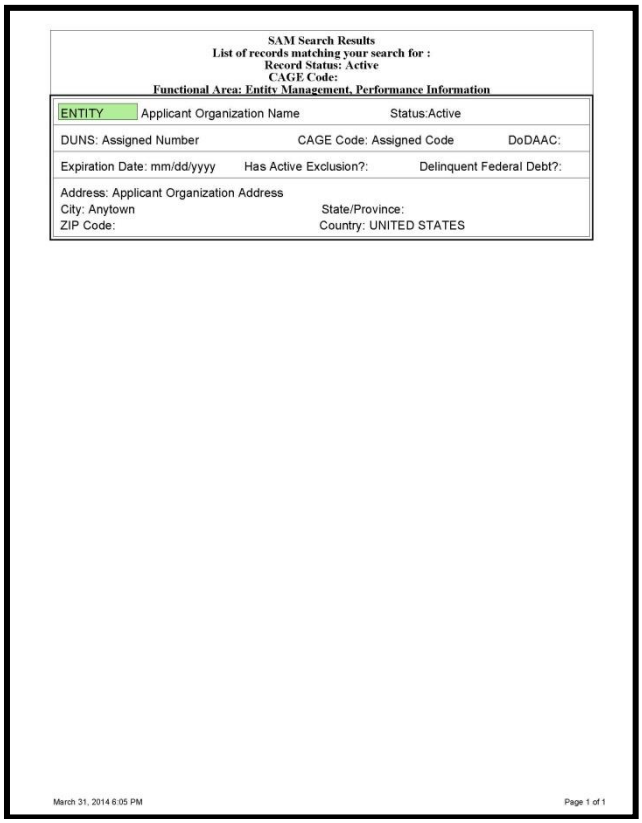
D-U-N-S® and SAM Registration

This section pertains to information required with the completion of your Project Grant Cover Sheet.

Arizona Humanities grants are funded through a larger federal grant from the National Endowment for the Humanities. The federal government requires that all grant applicants register with Dun & Bradstreet and the System for Award Management (SAM) to be eligible for federal funding. This registration aids the federal government in tracking how federal money is distributed. There is no fee to register with either entity.

NOTE: Your organization needs to obtain a DUNS number with Dun & Bradstreet in order to begin registration with SAM. Printed verification from SAM must be submitted with your application materials:

- Once your SAM registration is complete, go to www.sam.gov to search for your organization within the system. Select "Search Records" from the main navigation header. You can search by either your DUNS Number or your assigned CAGE Code from SAM. Save this page as a PDF or print directly from the website:



SAM Search Results
List of records matching your search for :
Record Status: Active
CAGE Code:
Functional Area: Entity Management, Performance Information

ENTITY Applicant Organization Name	Status:Active	
DUNS: Assigned Number	CAGE Code: Assigned Code	DoDAAC:
Expiration Date: mm/dd/yyyy	Has Active Exclusion?:	Delinquent Federal Debt?:
Address: Applicant Organization Address City: Anytown ZIP Code:	State/Province: Country: UNITED STATES	

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Data Universal Number System (DUNS)

- The Data Universal Numbering System (DUNS) number is a unique nine-digit identification number provided by Dun & Bradstreet (D&B).
- Most large organizations, libraries, colleges and research universities already have DUNS numbers. Ask your grant administrator or authorizing official to provide your organization's DUNS number.
- The DUNS Number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number. Organizations should try and keep DUNS numbers to a minimum. In many instances, a central DUNS number with a DUNS number for each major division/department/agency that applies for a grant may be sufficient.
- Answers to DUNS FAQs are available at http://fedgov.dnb.com/webform/displayFAQPage.do

How do I obtain a DUNS number?

You can register for a DUNS number online at http://fedgov.dnb.com/webform
Requests take 1 to 2 business days.

Indicate that you are a Federal grant applicant/prospective applicant. D&B will tell you if you already have a number. If you do not have a DUNS number, D&B will ask you to provide the information listed below and will immediately assign you a number, free of charge.

You will need to provide the following information:

- Name of organization
- DBA or other name by which your organization is commonly known or recognized
- Organization address / contact information
- Name of CEO/organization owner
- Legal structure of organization (corporation, educational institution, government entity)
- Total number of employees / Number of employees at your physical location

NOTE: Obtaining a DUNS Number places your organization on D&B's marketing list that is sold to other companies. You may request not to be added to this list during your application.

System for Award Management (SAM)

- SAM is an official US government system that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of contract awards, grants and the electronic payment processes. *Prior to July 2012, this functionality was handled by the Central Contractor Registration (CCR). SAM now consolidates the capabilities of CCR/FedReg, ORCA, and EPLS.*
- Ask the grant administrator, chief financial officer, or authorizing official of your organization if your organization has registered with SAM.
- Your organization needs a DUNS number in order to begin registration for SAM.
- Answers to SAM FAQs are available through the help tab at www.SAM.gov

How do I obtain a SAM CAGE Code?

To register with SAM, go to www.SAM.gov You will need to create a User ID and Password to begin or enter your existing User ID and Password.

You can check to see if your organization is already registered at the SAM website. You will be able to search SAM by using either your organization's Data Universal Number System (DUNS) Number or legal business name.

Your registration in SAM is known as an **Entity Management Record**. You can enter information about your organization in the core data section in stages. Each time you save your entity record, all information that you have completed is stored and will auto-populate the next time you log in to continue working on your record. Your entered information will undergo a validation process, which can take approximately 7-10 days. If your organization passes external validation, it will become **Active** in SAM.

Your entity record will remain active for 365 days, unless it is deactivated by an Entity Administrator. *You must log in and update the record at least once within the 365 days, or your record will expire.*

For more information on the registration and validation process, visit:
https://www.sam.gov/sam/helpPage/SAM_Reg_Status_Help_Page.html#