

**ORDER OF REGISTRATION IN PREPARATION FOR ELECTRONIC SUBMISSION OF SBIR/STTR GRANT PROPOSALS**

1. **State Registration:** Register your company with the State of Iowa business registration site (this is usually first step in company registration, so that that the name you want is available in your state).
2. **EIN:** [www.irs.gov](http://www.irs.gov) , <https://www.irs.gov/businesses/small-businesses-self-employed/starting-a-business> , or type 'EIN' in an online search and look for "irs.gov" in the link.
  - **Tip:** Use the exact legal business name that you used to incorporate or begin your business in your state
  - **Tip:** Keep track of exact name/address that you used to obtain EIN number for DUNS and SAM.
  - **Tip:** Using a founder's home address will make the registration process easier.
3. **DUNS number:** <http://fedgov.dnb.com/webform> - Use the same name/address as EIN, and email or call DUNS (use "Contact Us" link) if you have not received your DUNS number via email within 48 hours.
4. **SAM Registration:** [www.sam.gov](http://www.sam.gov)- System for Award Management
  - **Tip:** Fill out Corde Data and Points of Contact sections, and make sure it has been "submitted."
  - **Tip:** Start a business bank account ASAP, because you need to enter that account number and information about the account into the SAM registration. Make sure you write down the bank's phone number and an email contact for the bank.
  - **Tip:** Your submission is not complete until the IRS validation and CAGE code validation have been completed. Keep checking your application with the SAM system, and look for an "Active" Status.
  - **Tip:** Write down your **MPIN** and your **Electronic Point of Contact email**, & double-check your typing for the Electronic Point of Contact email (E-Biz POC for Grants.gov) before submission to SAM.
5. **SBIR.gov Small Business Registration:** <http://www.sbir.gov/registration>
  - **Tip:** Log in with the temporary password sent to you by SBIR.gov upon registration, download and save your unique SBC Control ID PDF to be entered where directed for electronic submissions.