

**AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)  
HEALTH INFORMATION TECHNOLOGY GRANTS – GETTING STARTED**

**GRANTS.GOV ([HTTP://GRANTS.GOV/](http://grants.gov/))**

Grants.gov is a primary source to FIND and APPLY for Federal grants. All Federal grant making agencies are required to post synopses of grant funding announcement on Grants.gov. In addition, many agencies post the full funding announcement on Grants.gov and accept applications through Grants.gov. As such, potential applicants are strongly encouraged to navigate Grants.gov and, in doing so, become familiar with:

- The FIND function ([http://grants.gov/applicants/find\\_grant\\_opportunities.jsp](http://grants.gov/applicants/find_grant_opportunities.jsp))
- The APPLY function ([http://grants.gov/applicants/apply\\_for\\_grants.jsp](http://grants.gov/applicants/apply_for_grants.jsp)). Please note that you do not have to register with Grants.gov to FIND grant opportunities. However, once you are ready to APPLY for a grant, you will need to register in accordance with the steps below if you have not previously applied for a grant.
- Available applicant resources ([http://grants.gov/applicants/app\\_help\\_reso.jsp](http://grants.gov/applicants/app_help_reso.jsp)) including, but not limited to, FAQs, checklists, and User Guides.

**GRANTSNET ([HTTP://WWW.HHS.GOV/GRANTSNET/](http://www.hhs.gov/grantsnet/))**

GrantsNet is a primary source of information for HHS potential and existing grantees including:

- An overview of the grants process (<http://www.hhs.gov/grantsnet/OverviewGrantMgtProcess.htm>)
- Tips for writing grant proposals (<http://www.hhs.gov/grantsnet/AppTips.htm>)

**Organization Registration Checklist** -- *If you never applied for a Federal grant, you need to complete the steps encompassed in the Organizational Registration Checklist. This registration process typically takes 3-5 business days.*

- |        |  |
|--------|--|
| Step 1 | Obtain a Data Universal Number System (DUNS) number by going to <a href="http://fedgov.dnb.com/webform/displayHomePage.do">http://fedgov.dnb.com/webform/displayHomePage.do</a>  |
| Step 2 | Register with the Central Contractor Registration (CCR) by going to <a href="http://www.ccr.gov/">http://www.ccr.gov/</a> . When your organization registers with the CCR, you must designate an E-business point of contact (E-Biz POC). The E-Biz POC will designate which staff member(s) from your organization are allowed to submit applications electronically through Grants.gov. These designated staff members are called Authorized Organization Representatives (AORs) |
| Step 3 | After the organization registers with the CCR, AORs must wait one business day, at which time they can complete their profile on Grants.gov to create their user name and password. AORs will need to know the DUNS number to complete the process.  |
| Step 4 | After the AOR registers with Grants.gov to submit applications, the E-Biz POC will receive an e-mail notification. The E-Biz POC must then login to Grants.gov and approve the AOR. When an E-Biz POC approves an AOR, Grants.gov will send the AOR a confirmation e-mail.   |

**COST PRINCIPLES AND ADMINISTRATIVE REQUIREMENTS**

The cost principles and administrative requirements governing a grant are determined by the type of organization receiving the grant as follows. OMB Circulars can be found at ([http://www.whitehouse.gov/omb/grants/grants\\_circulars.html](http://www.whitehouse.gov/omb/grants/grants_circulars.html))

- OMB Circular A-21, Cost Principles for Educational Institutions
- OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments
- OMB Circular A-122, Cost Principles for Non-Profit Organizations
- Appendix E of 45 CFR Part 74, Principles for Determining Costs Applicable to R&D under Grants and Contracts to Hospitals
- OMB Circular, A-102 Grants and Cooperative Agreements with State and Local Governments. HHS' implementation of OMB's administrative grant guidance can be found at 45 CFR, Part 92 [http://www.access.gpo.gov/nara/cfr/waisidx\\_03/45cfr92\\_03.html](http://www.access.gpo.gov/nara/cfr/waisidx_03/45cfr92_03.html)
- OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations. HHS' implementation of OMB's administrative grant guidance can be found at 45 CFR, Part 74 [http://www.access.gpo.gov/nara/cfr/waisidx\\_03/45cfr74\\_03.html](http://www.access.gpo.gov/nara/cfr/waisidx_03/45cfr74_03.html)

**CONTACT US**

Marc Weisman – Office of the National Coordinator, Executive Director, [onc\\_grantinfo@hhs.gov](mailto:onc_grantinfo@hhs.gov)

ONC Website: <http://healthit.hhs.gov>

To keep informed, **SIGN UP FOR ONC LISTSERV** (<https://list.nih.gov/archives/health-it.html>)