

The Montana Technology Innovation Partnership (MTIP) program assists tech-based individuals and companies to fund Research and Development (R&D) efforts and commercialize their innovations. Those companies interested in applying for federal grants and contracts must first register their company for application eligibility. Company Registrations Tech Talk™ Guide will provide the instructions for getting your company registered within the federal system.

WHAT REGISTRATIONS ARE NEEDED

Under SBIR and STTR Policy Directives, all SBIR/STTR applicants are required to register with the Small Business Administration (SBA) Company Registry Database at www.sbir.gov at the time of application. Also, each company must have a System for Award Management (SAM) registration, which is required to win contracts and receive grants. SAM has replaced the previous Federal Contractor Registry and many SBIR/STTR agencies will require codes generated from the SAM registration in order to submit a proposal. Each agency has different submission procedures, some requiring online registrations. Read your agency solicitation carefully and complete registrations well in advance of submission dates.

The Registrations discussed in this Guide do not have associated costs. If you are seeing costs for a registration service, this may be a non-federal organization offering fee-based services to assist the process.

HOW TO REGISTER

MTIP recommends that you initiate your registrations a minimum of 2 weeks before proposal submission.

- 1) **Employers Identification Number (EIN):** Every business entity requires a federal EIN. This number is similar to the Social Security Number representing an individual, and is issued by the IRS for United States operating entities. Registering for an EIN can be done [here](http://irs.gov) at IRS.gov. Applying for an EIN will not create a taxable event for your company. However, it is necessary for meeting tax obligations related to having employees and company revenue. An EIN is also necessary for the SAM registration discussed below.
- 2) **Dun and Bradstreet Universal Numbering System (DUNS):** A DUNS number is also necessary for the SAM registration discussed below. This is issued by Dun & Bradstreet to any entity or individual in the world. DUNS number assignment is free for all businesses required to register with the US Federal government. Registration can be done [here](http://dunandbradstreet.com) for prospective grantees. The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. The same DUNS number must be used for all registrations, as well as on the grant application. This number can be assigned immediately via phone or take 1 to 2 days via webform.
- 3) **System for Award Management (SAM):** The SAM is the primary contracting registrant database for the US Government. Most SBIR/STTR agencies require that each small business must complete and maintain an active registration in the SAM database for consideration of a proposal submission, and all require SAM for contracting an award. The SAM registration includes assignment of a Commercial and Government Entity (CAGE) Code that may be required in your SBIR/STTR applications. To register in the SAM, go to www.sam.gov. Be sure to use the exact name of the company under which you will submit your SBIR/STTR proposals. If you already have an EIN, registration will take 3-5 days but allow up to two weeks. A small business can get no-cost assistance for its SAM registration from any qualified Procurement Technical Assistance Center (PTAC). Big Sky Economic Development is a statewide Montana PTAC and their information can be seen at: <http://bigskyeconomicdevelopment.org/selling-to-the-government.php>.

- 4) **The Company Registry:** The SBA now maintains a central Company Registry as a means to house all SBIR/STTR company data in one place. This database is a means to update program eligibility and to submit information that is required under federal statute. The Company Registry allows an applicant to enter the data once instead of at the time of each application being submitted. A company will need its DUNS number before doing this registration. It will be necessary to update the registration (same name and identifying number) for each application. SBIR/STTR applicants can initiate and manage their registration at https://www.sbir.gov/firm_user_register. Once completed and eligibility certified, click "Complete Registration". A username and password will then be sent to you. If you are a returning applicant, you can go to <http://sbir.gov/registration> to search for your information. The SBA Company Registration is NOT required before the SAM registration.

READY FOR THE NEXT STEP?

This Tech Talk™ Guide has been prepared by the Montana Technology Innovation Partnership (MTIP). A program of the Montana Department of Commerce, MTIP provides free coaching to Montana technology-based companies seeking help in applying to federal and state R&D and commercialization funding programs. For more information, contact the MTIP Program Manager at DOCMTIP@mt.gov or visit MTIP's website at www.mtip.mt.gov.

