

### AUTHORIZED ORGANIZATION REPRESENTATIVE (AOR):

For your state/territory, who is the **Authorized Organization Representative (AOR)** for your Grant Program? \_\_\_\_\_



*Only a registered Authorized Organization Representative can submit a grant on behalf of an organization.*

Have you spoken to the **AOR** assigned to your EMSC State Partnership grant about this year's competing grant and submission?

- Yes
- No *If not, please do so soon*
- Not Applicable, I am the AOR

According to your **AOR**, how many days prior to the grant submission deadline do you need to have the final grant submitted to your **AOR**? \_\_\_\_\_

If the grant submission deadline is \_\_\_\_\_, then the EMSC State Partnership grant for my state/territory **needs to be to my AOR by**

\_\_\_\_\_.

*Might need to complete this later if the NOFO has not come out by the workshop.*



*HINT: Your Project Director should know the answers to these questions.*

### GRANTS.GOV REGISTRATION:

What is your Data Universal Numbering System (DUNS)? \_\_\_\_\_

Is your department/organization registered with [grants.gov](https://www.grants.gov)? (check with your AOR)

- Yes
- No *If not, please have the AOR do so before the workshop as the process can take up to 4 weeks*

If you are the **AOR** for your Grant Program, are you registered as an individual at [grants.gov](https://www.grants.gov)?

- Yes
- No *If not, please do so before the workshop*
- Not Applicable, I am **NOT** the AOR

Grants.gov resources: *check off as you complete*

- [Tutorial for registering as an organization with grants.gov.](#)



*HINT: Your Project Director should know the answers to these questions. Grants.gov Contact Center: 1-800-518-4726*

**TO DO:**

Who is the **Project Director (PD)** for your EMSC State Partnership grant?

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Have you spoken to the **PD** of your EMSC State Partnership grant about this year's competing grant?

- Yes
- No *If not, please do so before the workshop*
- Not Applicable, I am the PD

When do you plan to meet and talk to your **PD** about the grant? \_\_\_\_\_

Have you spoken to your State EMSC **Advisory Board** about this year's competing grant?

- Yes
- No *If not, please do so before the workshop*

When do you plan to meet and talk to your **Advisory Board** about the grant?

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Who is your **HRSA project officer** and what is their contact information?

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

Who is your **Grants Management Specialist** and what is their contact information?

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_