

U.S. SMALL BUSINESS ADMINISTRATION ON GRANTSOLUTIONS.GOV

INSTRUCTION PACKAGE & DIRECTED PROGRAM ANNOUNCEMENT

Office of Entrepreneurship Education SCORE Program Technical Assistance Grant

Funding Opportunity Number: SCORE-2026-01

IMPORTANT:

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY via GRANTSOLUTIONS.GOV.

If your organization hasn't already done so, it must register with Grantsolutions.gov before applying for this funding opportunity.
<https://www.grantsolutions.gov/home/getting-started-request-a-user-account/>

THE REGISTRATION PROCESS, WHICH MAY TAKE UP TO 1-2 DAYS, MUST BE COMPLETED TO SUBMIT AN APPLICATION ELECTRONICALLY. IT IS STRONGLY SUGGESTED THAT YOU START THE REGISTRATION PROCESS **IMMEDIATELY**.

If you experience any problems registering with GrantSolutions.gov, call the GrantSolutions.gov Support Line at 1-866-577-0771.
The hours of operation are 24/7 (except federal holidays).

1. Registering with GrantSolutions.gov

SBA requires the use of the GrantSolutions.gov website for submission of all directed announcement grant application packages. If your organization hasn't already done so, it must register with Grantsolutions.gov before it can apply for this funding opportunity.

Registration creates a profile of basic information about your organization including the staff members who are authorized to submit applications on its behalf. These steps take several days, so please don't wait until the last minute if you have a deadline approaching! If you have problems registering with GrantSolutions.gov, call the help desk at 1-866-577-0771.

The checklist below has been designed to help guide you through the GrantSolutions.gov registration process. Complete instructions for registering with GrantSolutions.gov are located at [Getting Started – Request a User Account - GrantSolutions](#).

A glossary of terms and links to important online resources follow the checklist.

WHAT YOU NEED TO DO	TIME IT TAKES	TIPS
1. Find your institution's Unique Entity Identification (UEI) number All institutions applying for federal grants are required to provide a UEI number. The federal government has adopted the use of UEI numbers to keep track of how federal grant money is dispersed. Ask your grant administrator or chief financial officer to provide your institution's UEI number. Research universities and most colleges, independent libraries, and large organizations already have UEI numbers. If your institution does not have a UEI number, please contact Sam.gov online at https://sam.gov or apply by phone at (1-888-227-2423)	1-2 business days	Record and protect your UEI number and have it available for quick reference in the following steps.
2. Register your institution with System of Award Management (SAM) SAM is a government-wide registry for organizations that seek grants from or otherwise do business with the federal government. SAM will house your organizational information, allowing Grantsolutions.gov to verify your identity and to pre-fill organizational information on your grant applications. Ask your chief financial officer, grant administrator, or authorizing official if your organization is already registered with SAM. To be eligible for Federal assistance agreements, Non-Federal entities must be registered in SAM and have an active registration when applying for the award. Remember that registration with the System of Award Management must be confirmed each year for your Grantsolutions.gov registration to remain valid. If your organization is not registered, you can register online at http://www.sam.gov or apply by phone (1-866-606-8220). When your organization registers with SAM, you must designate: 1) SAM Point of Contact (SAM POC). This individual is responsible for maintaining the accuracy and timeliness of the information in SAM's registry. Upon successful registration, SAM POC will receive a T-PIN (Trading Partner Identification Number) that will enable him or her to update your organization's SAM information as necessary.	This is the most cumbersome step. We recommend that you allow up to 3 days to gather information and prepare the application. After you submit your registration information, SAM will send an e-mail confirmation, generally on the same day.	The SAM site uses terminology that is more appropriate for profit-making organizations than for non-profits. Do not be confused by terms such as vendor, contractor, etc.; just provide the requested information. Record and protect your T-PIN and M-PIN. Keep track of the staff designated as Points of Contact. For SAM Customer Service, contact: Federal Service Desk URL: www.fsd.gov Hours: 8am – 8pm (Eastern) Phone: 866-606-8220

WHAT YOU NEED TO DO	TIME IT TAKES	TIPS
2) An Ebiz Point of Contact (Ebiz POC). This individual will have sole authority to designate the staff member(s) who can submit grant applications on your organization's behalf through Grantsolutions.gov. The same individual may serve as both SAM POC and as Ebiz POC. During registration, you also will be asked to designate a special password called a Marketing Partner ID or "M-PIN." This password will be used in Step 3 below.		
3. Register with GrantSolutions.gov Finally, your organization's AOR(s) must register with GrantSolutions at www.grantsolutions.gov Please use the following link to register as an applicant to apply in GrantSolutions: https://www.grantsolutions.gov/home/getting-started-request-a-user-account/ Registration creates an account on GrantSolutions.gov that enables your organization to name and confirm an authorized AOR which will allow submission of applications on your organization's behalf. **Note - For Directed Announcements GrantSolutions will send the PI/PD and AOR for each organization an invite to register with GrantSolutions.gov to apply for the announcement.	Same day. PI/PD and AOR will receive usernames and passwords when they submit their information.	If you are uncertain about your organization's AORs, contact Grantsolutions.gov with your DUNS or UEI number and they can check for you. An organization does not need more than one AOR. While the AOR is the only individual who can submit applications, others (e.g. project director, development director, etc.) can work on the proposal prior to submission. AORs should record and protect User IDs and passwords and have them available for quick reference.

Glossary

Authorized Organization Representative (AOR): A person authorized by your E-Business POC to submit applications to Grantsolutions.gov.

Principal Investigator/Program Director (PI/PD): A person responsible for the oversight of activities performed.

System for Award Management (SAM): To be eligible for Federal assistance agreements, Non-Federal entities must be registered in SAM and have an active registration when applying for the award.

Useful Links and Resources

System for Award Management (SAM): <https://sam.gov/SAM>

If using IE, recipients must use an Internet Versions older than IE9 to access this website.

Register with GrantSolutions: [Getting Started – Request a User Account - GrantSolutions](#)

GrantSolutions.gov website: www.grantsolutions.gov

GrantSolutions.gov e-mail: help@grantsolutions.gov

GrantSolutions.gov Support Line: 1-866-577-0771

2. Accessing & Submitting Required Forms on GRANTSOLUTIONS.GOV

This section provides the guidelines and instructions for the forms that are required for the grant program to which you are applying. These forms must be completed to submit your application. They can be found on www.grantsolutions.gov. The SF-424 part of your application must be submitted via the electronic form on GrantSolutions.gov. The other requested items for your application may be uploaded as an attachment.

To apply for this funding opportunity, the forms listed below must be submitted through GrantSolutions:

- ☐ **SF-424, Application for Federal Assistance** - this form asks for basic information about your organization. This form can be completed on www.grantsolutions.gov.
- ☐ **SF-424(a), Budget Information** - this form is the applicant's estimate of the total cost of performing the project or activity for the upcoming program year of this proposal. This form can be completed on www.grantsolutions.gov.

All proposed costs reflected in the budget must be necessary to the project, reasonable and otherwise allowable under applicable cost principles and Agency policies.

- ☐ **GrantSolutions Application Checklist** when you apply for an opportunity in GrantSolutions an application control checklist appears that allows you to enter your SF-424 form family electronically and the checklist also allows you to upload the requested attachments for the opportunity. By clicking on the upload attachment link next to each of the requested items, you will be able to choose the file from your computer that you wish to attach.

Please attach the proper file to the proper button as listed below. Please note that additional documents can be put in a zip file and submitted as an attachment. Please note that files uploaded to GrantSolutions should not be password protected.

☐ **ATTACHMENT 1 - List of Attachments**

Create a list outlining all attachments. This will assist SBA in verifying all attachments were received. Name this document: List of Attachments.

☐ **ATTACHMENT 2 - Technical Proposal**

Refer to the Notice of Funding Opportunity for information to be included in this section.

☐ **ATTACHMENT 3 – CPA Workbook**

SBA/OED recommends the use of the updated template provided by SBA which includes a template for the SCORE's Cost Price Analysis and Budget Justifications Worksheet, including SCORE budget narrative, detailed budget justification by line item, personnel listing and other required cost detail for each Network Service Center.

☐ **ATTACHMENT 4 – Other**

Additional information deems (e.g., A-133 Audit specific to the SCORE Program, Tax Identification Documentation, 501(c)(3) letter; Copy of Most Recent Audit Report or link to website where the report can be located; Technical Assistance Milestones) or other documentation the Grantor and the Applicant deems necessary to include.

Attach other applicable documents, such as copies of Contractual/Consultant Agreements.

After you submit your electronic application to GrantSolutions.gov, you will be assigned a GrantSolutions.gov tracking number on the screen. It will also be e-mailed to your AOR. For additional help on how to use GrantSolutions.gov, you can send an e-mail to the GrantSolutions.gov helpdesk at help@grantsolutions.gov or call 1-866-577-0771.

Questions concerning general information contained in this Funding Opportunity Announcement should be directed to Rachel Karton at rachel.newman-karton@sba.gov.