

# Grant Assurances/Certification Uploading Instructions

This website will enable organizations to submit their Grant Assurances and Certifications to CDC annually rather than with each grant application. Also, Grant Principal Investigators (PI's) will be able to search this site to see if their organization's Fiscal Officer has already submitted their Grant Assurances and Certifications to CDC by their DUNS number. CDC will keep these documents on file until they expire or replacements are submitted. Please let us know if you have any questions or concerns at [grantassurances@cdc.gov](mailto:grantassurances@cdc.gov).

1. Please go to [wwwn.cdc.gov/grantassurances](http://wwwn.cdc.gov/grantassurances)
  - Click the link to download instructions and forms.
  
2. Go to the Grantee Search Page and search by your organization's DUNS number.
  - a. If documents are found, your organization has already submitted the documents listed and they will not have to be re-submitted until the expiration date.
  - b. If the documents are not found, please continue to step #3 to submit your organizations Assurances and Certifications.
  
3. Submitting Documents
  - a. Go to the Submit Documents page and download the three documents provided, if not done so earlier (Certifications, Construction Assurances, and Non-Construction Assurances).
  - b. Complete all the forms and have them signed by your Fiscal Officer (This name must match the name on the Grant Applications submitted to CDC on the Checklist Form under Part C: Business Official). Save the documents to your computer using the following naming convention [DUNS][Document Type] (ex: - 123456789Construction, 123456789NonConstruction, 123456789Certification).
  - c. Once you have saved the files to your computer, please enter your DUNS number and click "Search".
    - i. If you have submitted an application to the Federal Government, your organization's name or names should populate below. Please select the appropriate name from the list provided and enter the address.
    - ii. If you have not submitted an application before, please enter your organization's name and address in the field provided.
  - d. Next, enter the Fiscal Officer's name and email address that has signed the documents to be uploaded. This name must match the name on the Grant Applications submitted to CDC on the Checklist Form under Part C: Business Official.



- e. If someone other than the fiscal officer is submitting the documents, please enter your email in the appropriate field. An email will be sent to both the Fiscal Officer and submitter to confirm that your submission has been received at CDC.
  - f. Upload Documents
    - i. Browse your documents and upload your Certifications Document
    - ii. Browse your documents and upload your Non-Constructions Assurances Document
    - iii. Browse your documents and upload your Construction Assurances Document
  - g. Click Submit
  - h. You should receive a verification email shortly for your records.
4. Document Expiration - The documents that you have submitted will be valid for one year from the signature date.

