1. Please begin by opening up the Grants.gov registration page:
   https://www.grants.gov/web/grants/register.html

2. Click on the red button at the bottom of the page, “Get Registered Now”
3. Fill out your demographic information on the following page
   a. You may need some institutional information for WPI, including
      i. DUNS: 041508581
      ii. EIN: 042121659
      iii. Institutional Address: 100 Institute Rd, Worcester, MA 01609

4. WPI OSP complete the set up by affiliating your profile with WPI