



# Guide for Getting a Unique Entity ID (SAM-UEI)

## Who should use this guide?

This is the guide you should use if you have applied for a federal grant before, either through the National Endowment for the Arts or another federal agency. In this scenario, because you are already in the federal System of Award Management (SAM.gov), you have been “pre-assigned” a SAM-UEI. This is true whether your profile is active or inactive. Your entity registration record is viewable by logging into your SAM.gov account.

If you have applied to a grant from RISCA before, but not a grant from the federal government, you will want to read the **Have DUNS but not in SAM.gov** guide. If you have not applied for a RISCA grant before and plan on applying for an organizational grant (Project Grant for Organizations, Project Grants in Healthcare, or General Operating Support for Organizations) at the April 1, 2022 deadline, you will want to read the **Have no DUNS before April 2** guide.

## The easiest way to find your entity’s Unique Entity ID (SAM-UEI) is to:

1. Log in to SAM.gov.
2. In your Workspace, select the numbered bubble above Active in the Entity Management widget.

The screenshot shows the 'Workspace' interface. The main content area is titled 'Entity Management' and includes a 'Register Entity' button. Below this, there are two sections: 'Entity Registration' and 'Unique Entity ID'. Each section has five status categories with corresponding counts in colored bubbles. The 'Entity Registration' counts are: Active (1), Draft (1), Work in Progress (0), Submitted (0), and Prior (0). The 'Unique Entity ID' counts are: Active (0), Draft (0), Work in Progress (0), and Submitted (0). A 'Next Update Due: Jun 10, 2022' and 'Due in Next 30 days: 0 Entity Registrations' are also displayed. On the right side of the workspace, there is a 'Profile' section with a user icon, a 'Download' button, and a 'Pending' section. Below that is a 'Notifica' section with a notification icon and the letters 'E U'.

*Special thanks to our colleagues at the Texas Commission on the Arts for developing this guide.*



3. You should then see your record(s) appear, and the SAM-UEI number(s) appear on the left side of each record.

The screenshot displays a web interface for managing grant records. On the left, a sidebar titled 'Show Workspace For Non-Federal Entities' contains a search bar and filter options. The main area shows a list of records, with one record for 'VILLAGE' expanded to show details. The details include the DUNS and SAM Unique Entity IDs, the Purpose of Registration (Federal Assistance Awards), the Registration Status (Active), and the Expiration Date (Jan 30, 2022).

**Once you have your SAM-UEI you need to update your Organization Information in Foundant, RISCA’s online grant system.**

In order to change the Organization Information, you must be the **Grantee Primary Contact**.

- Login to RISCA’s online grant system: <https://www.grantinterface.com/Home/Logon?urlkey=artsri>
- Click on the small white house icon on the blue menu header at the top of the screen – this will take you to the Applicant Dashboard.
- Click the Edit Organization button (pencil icon) found in the upper right corner of Applicant and Organization information box.
- Enter the organization’s 12-character Unique Entity Identifier (UEI) in the space labeled “12-character Unique Entity ID (SAM)”.

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