

DUNS Number Policy

Institutional Policy


Title:	DUNS Number Policy	
Responsible Officer:	Grant Manager; Vice President Research Administration	
Effective Date:	10/1/16	
Revised Date:	10/1/16	
Renewed Date:	10/1/19	
Approved By:		

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1 Purpose

The purpose of this document is to define the requirements and procedure for obtaining the DUNS number for all contracted subawardees

2 Scope

The policy applies to all federally funded subcontracts awarded by HRC.

3 Definitions

DUNS Number - The definition of The Data Universal Numbering System, abbreviated as DUNS or D-U-N-S, is a proprietary system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity.

FP - The form page 1, is the cover sheet of a paper grant application to the NIH. It is available as a form on the NIH website.

4 Policy Statement

Research Administration must ensure that all subrecipients have received a DUNS number at the time the subaward obligation is made, regardless of the dollar level of the subawardee.

5 Procedures

The subrecipient's DUNS number will be collected at the time of a new grant application by the grant manager. For already existing subawardees, their number should be on file in the electronic database, and verified by the SF424 electronic application form. For new subrecipients, an FP1 form from the NIH shall be collected from the subaward.