

## Instructions for Nonprofit Organizations applying for the MISTEM Advisory Grant

Nonprofits interested in the MiSTEM Advisory Grant should complete the instructions below to successfully apply.

### **STEP 1: Ensure that you have a federal ID number.**

- This will be a requirement if the agency is approved for funding.

### **STEP 2: [Register in the EEM](#)**

- From the EEM link above, click on Other Non-School Recipient (ONSR) Security Agreement.
- Follow the instructions on this document. There are two main steps – one for adding the agency and another for gaining access to the system. (There are also instructions for checking to see if you are already registered on this document).
- Registration in the EEM is what will allow your agency to populate in MEGS+. All actual grant work is completed in MEGS+.
- Only move on to the next step once CEPI has notified you that your agency has been registered in the EEM.

### **STEP 3: Complete a Security Authorization form for [MEGS+](#)**

- You must complete Step 2 (Register in the EEM) before completing STEP 3
- [Link to Security Form](#)
- E-mail [Eric Lipinski](#) and [Ruth Anne Hodges](#) (in a single message) to request that your entity is eligible for the grant in MEGS+. Make sure to include your entity code/agreement number that you received in STEP 3.

### **STEP 4: Ensure that the entity has [DUNS number](#)**

- This is another requirement for payment

### **STEP 5: Register in [SIGMA](#)**

- Nonprofits are required to be in this system to receive payment if funded.