## UEI registration

For the UEI (*Unique Entity ID*) registration with [SAM.gov](https://sam.gov/), we would need the following information from PROSE:

* **Legal Business Name**. It must match with the name in the state filing office (or tax documents).  
  Currently assumption value: Prose Technology Co. Ltd.
* **Doing Business As**. This is the common name that the business adopts.  
  Currently assumption value: Prose
* **Physical Address**. This should be the company's primary mailing address in the US. It cannot be a P.O. Box.  
  Currently assumption value: 550 Clark Dr, Budd Lake, NJ 07828, USA
* **Start Year**. This is the year in which Prose legally establish itself as a business. It is also sometimes referred to as "**Year of Incorporation**"  
  Currently assumption value: 2022
* **State of Incorporation**. Pick the State in which Prose legally operates under. It should also be the state where Prose files its State Taxes.  
  Currently assumption value: New Jersey

To prove the validity of the previously mentioned information, Prose will need to provide legal documents that will display:

* **Legal Business Name** and **Physical Address** in the same document
* **Legal Business Name** and **Doing Business As** name in the same document
* **Legal Business Name** and **U.S. State of Incorporation** in the same document
* **Legal Business Name** and **Start Year** in the same document

The *State Tax* document of Prose would be the best option for providing validity of all the information.  
But otherwise, the following are also accepted as pieces of proofs:

* Certiﬁed articles of incorporation information
* Certiﬁed business ﬁling from your Secretary of State's office
* Employer Identification Number (EIN) assignment letter from the IRS
* Recent bank statement (redacted, less than ﬁve years old)
* Recent utility bill (less than five years old)
* Any other document listed in the official list here: [pdf link](https://www.fsd.gov/sys_attachment.do?sys_id=731a33d31b2039106397ec21f54bcb49)

Here are also a few examples of unacceptable and acceptable forms of documents: [pdf link](https://www.fsd.gov/sys_attachment.do?sys_id=882a33d31b2039106397ec21f54bcb4c).  
And if needed, you can check out the specifics on [fsd.gov](https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0055230).

## Complete list of required documents for the application

These are to be filled *after* acquiring a UEI.

Forms:

* **SF-424**, Application for Federal Assistance. see: [online pdf link](https://apply07.grants.gov/apply/forms/readonly/SF424_4_0-V4.0.pdf), or [local pdf link](application_documents/(mandatory)%20SF424_4_0-V4.0.pdf)
* **SF-424A**, Budget Information for Non-Construction Programs. see: [online pdf link](https://apply07.grants.gov/apply/forms/readonly/SF424A-V1.0.pdf), or [local pdf link](application_documents/(mandatory)%20SF424A-V1.0.pdf)
* **RR-SF-424**, Project/Performance Site Locations Form. see: [online pdf link](https://grants.nih.gov/grants/funding/forms-h/RR_SF424_5_0-V5.0.pdf)
* **CD-511**, Certification Regarding Lobbying. see: [online pdf link](https://apply07.grants.gov/apply/forms/readonly/CD511-V1.1.pdf), or [local pdf link](application_documents/(mandatory)%20CD511-V1.1.pdf)
* **SF-LLL**, Disclosure of Lobbying Activities (if applicable). see: [online pdf link](https://apply07.grants.gov/apply/forms/readonly/SFLLL_2_0-V2.0.pdf), or [local pdf link](application_documents/(optional)%20SFLLL_2_0-V2.0.pdf)
* **SF-328**, Certification Pertaining to Foreign Interests. see: [online pdf link](https://apply07.grants.gov/grantsws/rest/opportunity/att/download/338956), or [local pdf link](related_documents/SF328-18b.pdf)
* **Budget Narrative and Justification**. see: [online excel-sheet link](https://apply07.grants.gov/grantsws/rest/opportunity/att/download/338955), or [local excel-sheet link](related_documents/PWSCIF_Budget%20Narrative%20and%20Justification%20Form.xlsx)
* **Indirect Cost Rate Agreement** (if applicable). see: [sample guide](https://www2.ed.gov/about/offices/list/ope/trio/indirect-costs-guidance.pdf)

Proposal papers:

* Technical Proposal
* Work Plan
* Commercial Transition Plan
* Intellectual Property Plan (if applicable)
* Product Security and Cybersecurity Management Plan
* Letter(s) of Commitment for Consultants, Contracts and Subawards
* MNO Letter(s) of Partnership Intent (Required only for SFRA 1)
* Current and Pending Support Attachment (Required only for SFRA 2)
* Other Materials (Optional)