Office of Research and Sponsored Programs

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Looking Up Entities in SAM.gov

Check to see if your collaborator has a UEI and if they are Debarred or Suspended

SAM (System for Award Management) is the official, free-to-use U.S. government website for registering to do business with the federal government, finding federal contracting and assistance opportunities, and viewing awarded contracts. The platform serves as a central hub for entity registration, award information, and various data reports, including assistance listings.

Entities that are listed as Excluded in SAM.gov have been debarred or suspended from receiving federal contracts or grants due to misconduct like fraud, criminal activity, or severe non-performance. The University is prohibited from entering into contracts or doing business with a debarred or suspended entity.

Link to SAM.gov

Resources

Subrecipient vs. Contractor Determination Form (Kuali Build)
Subrecipient vs. Contractor Determination Form Guide (PDF)
Collaborators: Subrecipients & Contractors/Consultants in Forms, Policies, & Processes Collaborators section of Proposal Development in Grant Lifecycle

Entity Eligibility

Subrecipient Eligibility

- To be eligible as a subrecipient, an entity must have a Unique Entity Identification (UEI) number and not be debarred or suspended.

Contractor/Consultant Eligibility

- To be eligible as a contractor, an entity must not be debarred or suspended.
- Contactors are not required to have a UEI number (unless required by the prime sponsor or program requirements).

Accessing SAM.gov

- Create a login or sign in to your account
    - Access SAM.gov through the link above and follow the site instructions for creating a login if you do not already have one.

- Multifactor authentication (MFA) is required and can be set up using the same Microsoft MFA UMass Boston recommends.

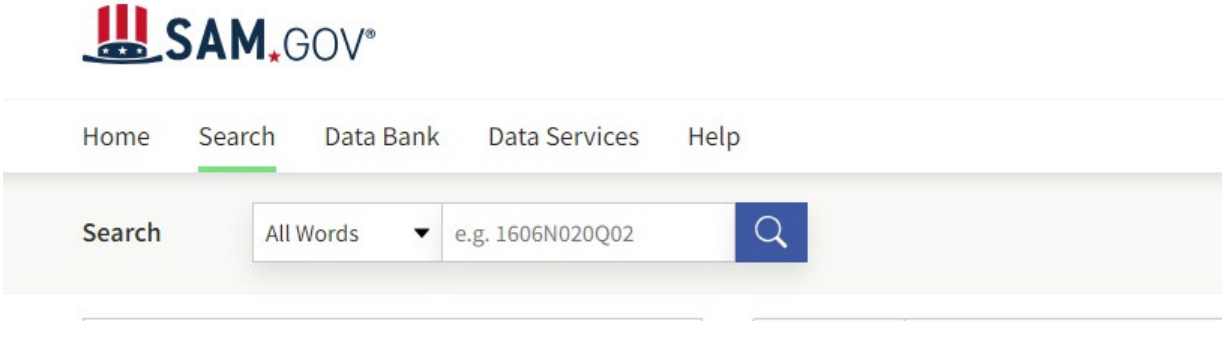
What is in SAM.gov

Entities are included in SAM.gov in the following ways:

- UEI Assigned and Registered with a Profile
  - Entities that are registered with SAM.gov have a profile and UEI
- UEI Assigned
  - Entities are verified by SAM.gov as a unique entity with an assigned UEI but do not have a full registration and profile in SAM.gov
- Excluded (are Debarred or Suspended)
  - Any entity that has been debarred or suspended is listed in SAM.gov with: “Exclusion”
  - This is true even if an entity does not have a UEI

Looking Up Collaborators

- Search for your collaborator
  - Enter your search criteria: You can search by company name, individual name, Unique Entity ID (UEI), or CAGE code.
  - Search tips & tricks:
    - Using the “any words” option with broad search terms may return more results
    - Capitalization, DBA’s, and suffixes like Inc. can impact searches
    - Using address information can be useful in narrowing down search results



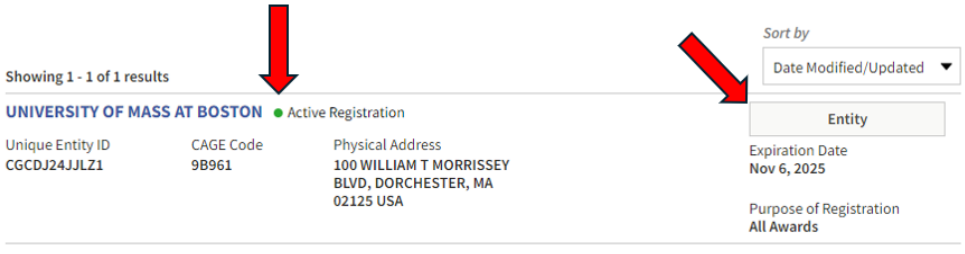
  - Click the "Search" button: The system will display any records that match your search criteria
  - Any information that matches your search criteria will be returned
- Mulitple results returned
  - If multiple results are returned with the same name, you will need to verify the address to determine if you are viewing the correct entity.

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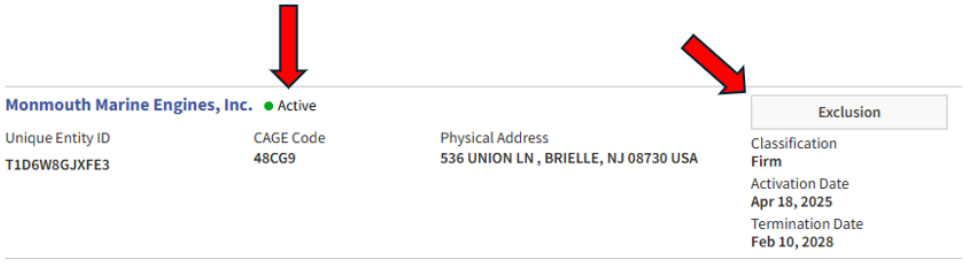
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Understanding Your Search Results

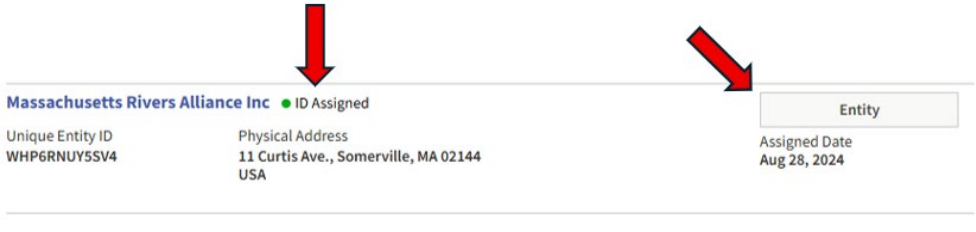
- Interpreting search results
  - Green circle with Active Registration and "Entity" – **this is good**
    - Current and active registration with SAM.gov and in good standing with no exclusions (not debarred or suspended).



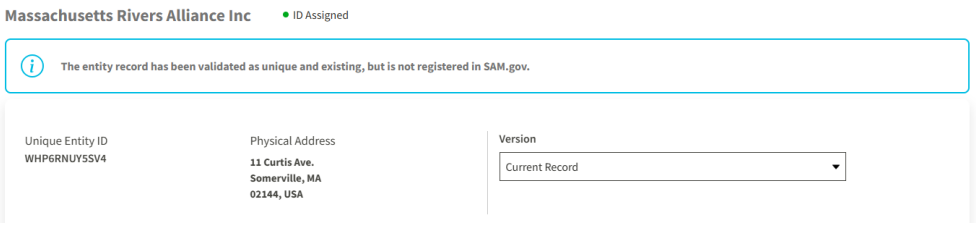
  - Green circle with Active and "Exclusion" – **this is bad**
    - Entity has an active exclusion (is debarred or suspended) – this collaborator cannot be used at all, UMass may not do business with this entity.



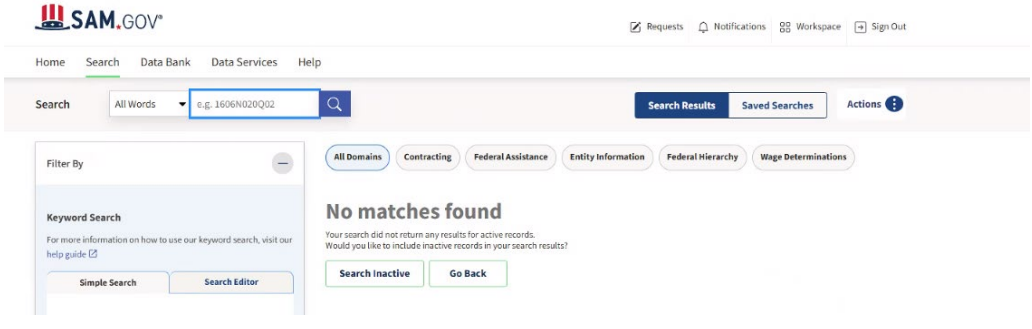
  - Green circle with ID Assigned and "Entity" – **this is Good**
    - Entity is in good standing with no exclusions (not debarred or suspended) and has been verified as unique by SAM.gov with an assigned UEI but does not have a full registration and profile in SAM.gov.
    - This is how the search results return when a UEI is assigned, but the entity has no registration:



    - This is what it looks like when you click into the search result above:



- No Matches Found
  - If your collaborator does not come up during a search, then they are not excluded (debarred or suspended) and may be contracted with as a contractor/consultant but are not eligible as subrecipients.



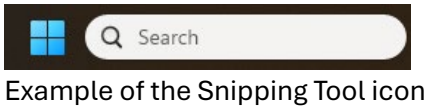
PDF of Collaborator in SAM.gov

Documentation of your search in SAM.gov is needed for your collaborator and you will be asked to upload this documentation to the Subrecipient vs. Contractor Determination form for your proposal.

You may provide this documentation as a screenshot of your search results, or as an export of the entity profile.

Screenshot of Search Results

- Take a screenshot of the search results in SAM.gov
  - Windows users can use the Snipping Tool app to take a screenshot
    - To find the Snipping Tool search the Windows toolbar for Snipping Tool



    - Example of the Snipping Tool icon:



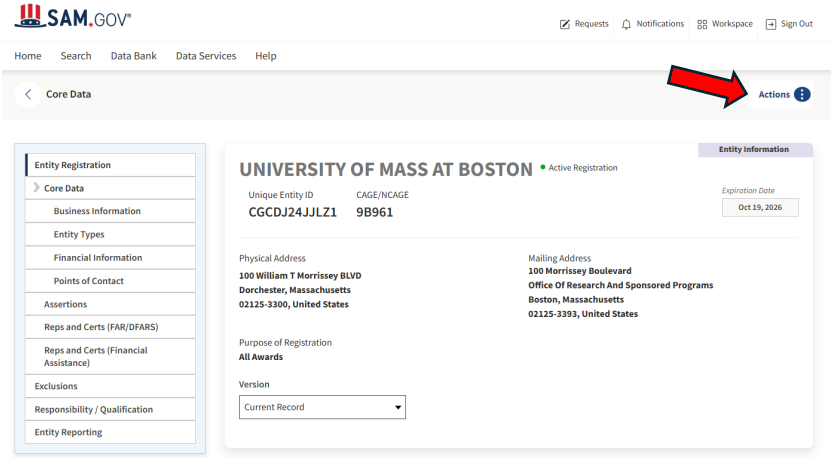
  - Use the save option from the Snipping Tool to save your screenshot or you can access screenshots from the Screenshots folder which is typically found in the Pictures section of your own OneDrive.

Exporting an Entity Profile

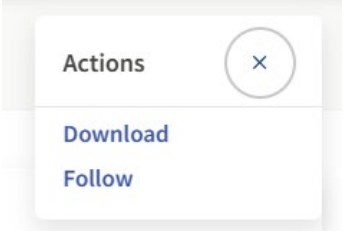
- Viewing the entity record

- Click on the blue link entity name to view the entity record.

- Exporting an entity record as a PDF
  - From within the entity record, click on the Action three dots in the upper right corner.



  - Select Download



  - Click the green Download button



  - A PDF will be generated and downloaded following your browser settings.

FAQs

Entity Not in SAM.gov

What if an entity is not found in SAM.gov?

- First, double check you have made as exhaustive a search as possible.
    - See the Looking Up Collaborators section of this guide
- If there is no record for your collaborator in SAM.gov, then they can only serve as a consultant on your proposal.
- No search results also means your collaborator is not debarred or suspended.
    - See the Understanding Your Search Results section of this guide

Entity's Kuali Data is Wrong

What if the information returning from Kuali on the Contractor vs. Subrecipient form is incorrect?

- The form will walk you through identifying the discrepancy and ORSP will be notified to verify and make the changes in Kuali.
- This determination form takes the place of the New Organization Request form previously available in Preproposal Forms in Kuali Proposal Development