

Help with DUNS numbers – Humanities Kansas Information Sheet

The federal government has adopted the use of DUNS numbers to keep track of how federal grant money is dispersed. Because Humanities Kansas grants and funding are supported by federal funds, all HK grant and funding recipients must provide a DUNS to receive funds, including HK Community Resource funding (TALK and Speakers Bureau).

You must apply for a DUNS number online at <http://fedgov.dnb.com/webform> The DUNS info line is 1-866-705-5711, but recent applicants have been told they must apply online.

Helpful Hints for the DUNS Application

- Click on “Click here to request your D-U-N-S Number via the Web”
- Choose “United States of America” for country or entity
- Click “Continue to Government iUpdate”
- The middle box title “Find DUNS or Request New DUNS,” choose “Start Now”
- Enter your organization name, city, and state. Click “search.”
If your organization is not listed, scroll down and click “Request of D-U-N-S Number”

You are now in the DUNS Application

Personal Info Page>

- The DUNS language is business-centered. “Business” in this context refers to your organization’s name.
- At the bottom of the page, the Complete ReCaptcha ensures that a real person is applying. If you can’t read the words they ask you to identify (I had trouble), click on the refresh symbol (small square with the two arrows in a circle). This will give you new words to identify.

Company Info>

Again, this is a business-centric application, and in their eyes your organization is a business.

- Under Ownership > Legal Structure of the Business: Choose “Corporation”
- Under major shareholders, type “100%” of stock owned by “public”
- Executive Principal: This is the authorizing official of your organization, the one who can write checks
- Owner(s) / Officer: You do not need to fill out Owner

Review Company Details>

- At the bottom of this page, Order Reason > “Reason for needing a DUNS number”:
Choose “Government Grantee”

At this point you should be able to Submit.

NOTE: Although the page states that it takes one business day to receive your DUNS number, mine arrived 6 days later. Other Kansas librarians have reported a similar wait. The American Library Association website says it can take up to 30 days. If you have applied for your DUNS number but are waiting, please email Abigail Kaup so HK can update your file (abigail@humanitieskansas.org)

As always, feel free to call or email with questions. Thank you!