Dear Prospective Applicant:

Notices Inviting Applications for the fiscal year 2018 Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) Grant Competitions were published on June 7, 2018. Successful registration in the System for Award Management (SAM) is a prerequisite to being able to register in [Grants.gov](http://Grants.gov) and submit an application electronically. This letter is to inform you that SAM has a new registration process that requires applicants to submit a notarized letter appointing a designated entity administrator.  It has come to our attention that at least some applicants have experienced difficulties renewing their SAM registration as a result of the new process.

The U.S. Department of Education (Department) is informing potential applicants that, if they experience any difficulty in establishing or renewing their SAM registration because of the notarized letter requirement, they have the option of submitting a hard copy of their application, even if the two week deadline for requesting to do so passes, or as a PDF file that can be transmitted as an attachment to an e-mail. You should also note that the Department’s e-mail system will not accept attachments that are larger than 25 MB. Applicants that choose to submit an application as a PDF file attached to an e-mail should therefore confirm that it is not larger than 25 MB and confirm the maximum file size that their own e-mail can transmit. If necessary, applicants should divide their applications into sections and submit in multiple e-mails.

If an applicant has not been able to access [Grants.gov](http://Grants.gov) because of the notarized letter requirement and cannot submit an application as an attachment to an e-mail, the applicant has the option of submitting a hard copy application through a delivery service that provides next day delivery.  If you exercise the option to submit a hard copy rather than e-mailing your application or submitting it electronically through [Grants.gov](http://Grants.gov), please include with your application a dated invoice or mail receipt that proves your application was mailed or submitted for delivery by the application closing date. Your application must be sent to the following address:

U.S. Department of Education,

Application Control Center, Attention:

CFDA Number 84.334A and 84.334S

LBJ Basement Level 1,

400 Maryland Avenue SW, Washington,

DC 20202–4260.

Please note that applicants that receive a GEAR UP grant will need to complete their SAM registration before they can draw down funds.  If you need further assistance for your SAM’s account, please go to [SAM](file:///C:\Users\Monique.Bolton\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\D0LECAJ1\SAM) ,click on the "Submit a Question" Webform or the Webchat link to correspond with an agent. It will be necessary for you to sign-in to your FSD Account. The 'Submit a Question' will accept submissions 24 hours 7 days a week. Federal Service Desk Agents will respond to your request during normal business hours.

If there are any other issues, please contact Karmon Simms-Coates at [Karmon.Simms-Coates@ed.gov](mailto:Karmon.Simms-Coates@ed.gov) and please remember to document your issue.