



## Coeus Sponsor or Organization Request: Required Information

A. Mucci - 2022-06-29 - Comments (0) - Business Systems

Coeus Sponsor and Organization requests require full information to process your request. Organizations also require an associated contact person's information and a [UEI](#) (formerly DUNS) number as well as Congressional District (*unless Foreign entity that does not have a UEI/DUNS [some do]. District is for U.S. only*).

Omitting information may cause the request ticket to be returned for further information. Requests are processed within 1-2 business days.

*If your request is related to a proposal that is due to the sponsor **today**, please state that in your request notes section.*

### **Required information:**

#### Sponsors

- Legal name or dba name (that matches UEI name)
- Official address (that matches UEI address)
- UEI (formerly DUNS number)
- Website
- Phone and email

#### Organizations

- Contact's First & Last Name
- Title/Position
- Official address (that matches UEI address)
- Zip + 4 must be included
- Phone and email
- UEI (formerly DUNS number)
- U.S. Congressional District [format: 2 Letters-3 digits]

**Organization Request Resources:**

- [USPS zip code + 4 lookup](#)
- [U.S. Congressional District lookup by city/state/address](#)