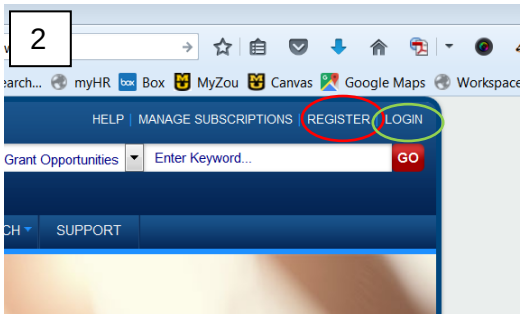
Grants.gov Workspace

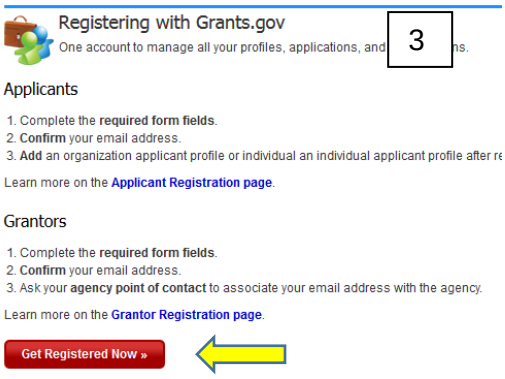
Must have Adobe Reader or Pro

Register

Must be registered in Grants.gov

1. Go to www.grants.gov
2. Click on "Register" in the upper right corner

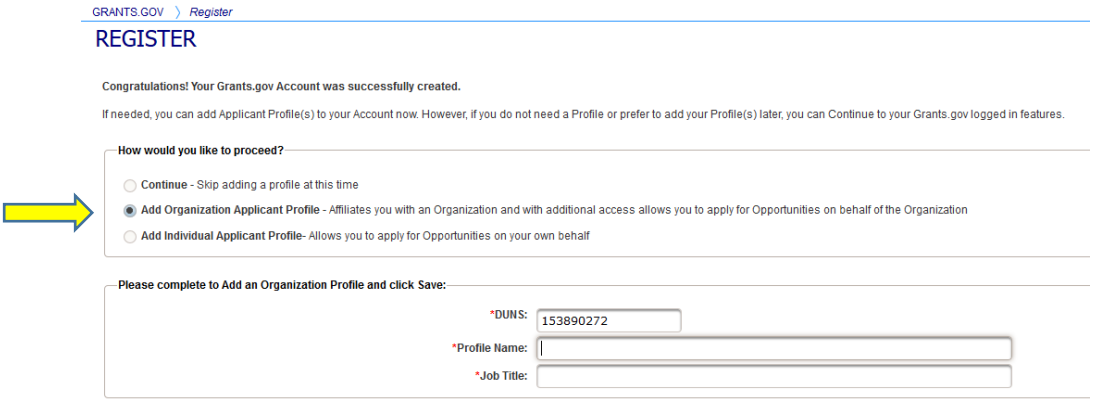




3. Click on "Get Registered Now" link near bottom of the page. On the following page, fill in requested information and select "Continue".

4. Click "Send Temporary Code" on the next screen. The email you have registered on the earlier screen will receive a six digit code from the Grants.gov Registration Team. Retrieve from your email, enter where indicated, and select Continue.

5. Affiliate with our Institution by Selecting "Add Organization Applicant Profile", enter UMKU DUNS number (010989619), a profile name (your choice), and your title. Save.



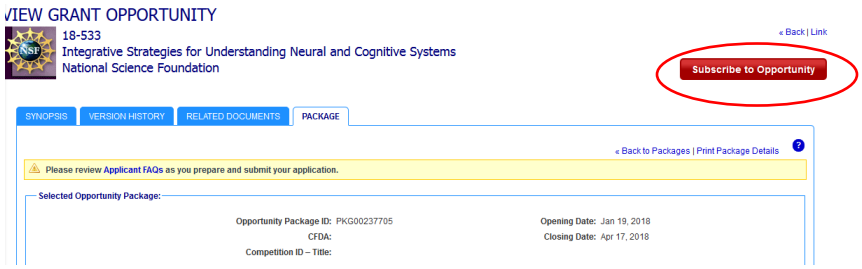
The Institutions authorized official will receive notification of your request automatically and will process your permissions. You can now apply for grants!

Initiate Workspace Application

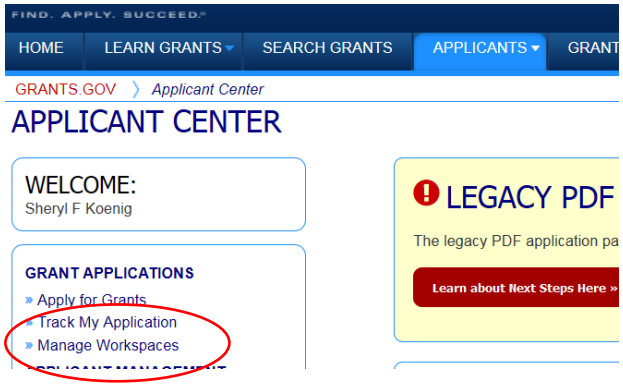
Once you're registered, on the Grants.gov home page you can now select Login, which is in the upper right corner next to Register.

There are couple of ways you can get to the correct application forms.

- Within the guidelines for the funding opportunity announcement (FOA), you can click on "Go to Grants.gov" to download an application package.
- You can search for the FOA from "Search Grants" tab in Grants.gov.
  - Once you find it, click on the Opp Number
  - Then click on "Package"
  - Then click on "Apply"
  - To receive updates on this funding opportunity, Select Subscribe to Opportunity in the top right of this page.
  - Click "Create Workspace"



Opening an Existing Proposal

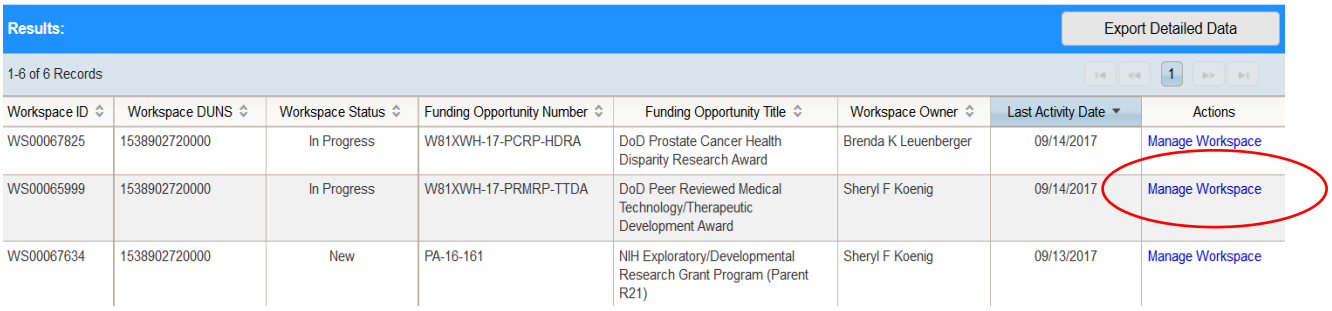


Click on "Manage Workspaces" in the menu on the left side of the page in the Applicant Center. You can also click on the Applicants tab at the top and choose Manage Workspaces from the drop-down list.

Click on the "Search" button.

- This will give you a list of all proposals you have access to within the dates listed. The default is the last three months, but you can change those dates to fit your needs.
- You can also change the Workspace Status so that you only see proposals that are In Progress or whatever status you need to find your proposal.

Search

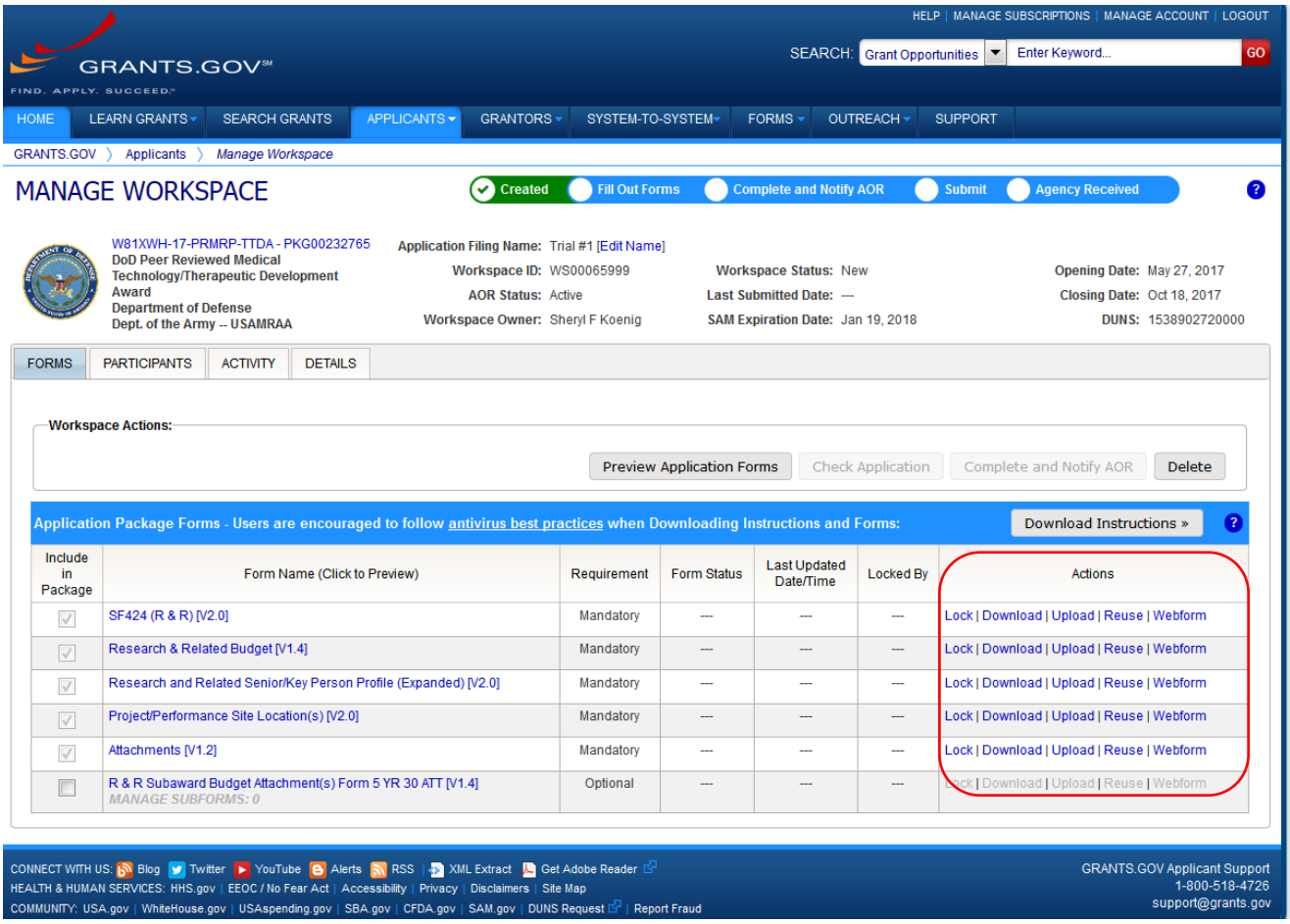


Workspace ID	Workspace DUNS	Workspace Status	Funding Opportunity Number	Funding Opportunity Title	Workspace Owner	Last Activity Date	Actions
WS00067825	1538902720000	In Progress	W81XWH-17-PCRP-HDRA	DoD Prostate Cancer Health Disparity Research Award	Brenda K Leuenberger	09/14/2017	Manage Workspace
WS00065999	1538902720000	In Progress	W81XWH-17-PRMRP-TTDA	DoD Peer Reviewed Medical Technology/Therapeutic Development Award	Sheryl F Koenig	09/14/2017	Manage Workspace
WS00067634	1538902720000	New	PA-16-161	NIH Exploratory/Developmental Research Grant Program (Parent R21)	Sheryl F Koenig	09/13/2017	Manage Workspace

Working on the Proposal

Locate the proposal you wish to work on and click “Manage Workspace” for that line.

You will see something like the following:

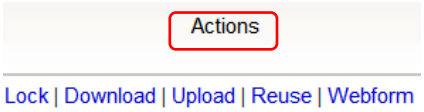


The forms within Workspace are identical to the Grants.gov packets. The trick is maneuvering.

Maneuvering within Workspace

1. The logical thing to do would be to click on the Form Name. Don’t. It will just open up the form but will not allow you to do anything with it except view it.

2. To the right of each form are five Actions for each.
   Lock – this will allow you to lock the form so no one else can change it. However, they will be able to view the form by clicking the Form Name.

   Download – by clicking on this you can download the form to work independently of the system, much like the old Grants.gov packet, only one form at a time.

   Upload – if you have downloaded the form and saved it, then save it to the Workspace by clicking on Upload, locating the file, then saving it to the web.

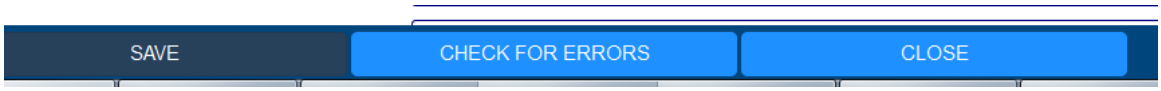
   Reuse – this allows you to take a form from one proposal and save it to another proposal which you have started. This process is discouraged, however, as it will be easy to neglect to update

something that requires updating. Reused forms pull in prior project dates which must be corrected using the calendar "drop down" rather than entering and saving the dates. Although it appears to allow you to save the dates, it doesn't correct the dates on subsequent pages – and won't allow changes to those form fields.

Webform – finally the spot you really want to go to. This is where you enter information and attach files just as you did in the Grants.gov packets, only it's online. It's in the same order as the old packets, just laid out differently on the page. Oh, and there aren't those annoying yellow boxes that make you hurry to fill in info to make them go away.

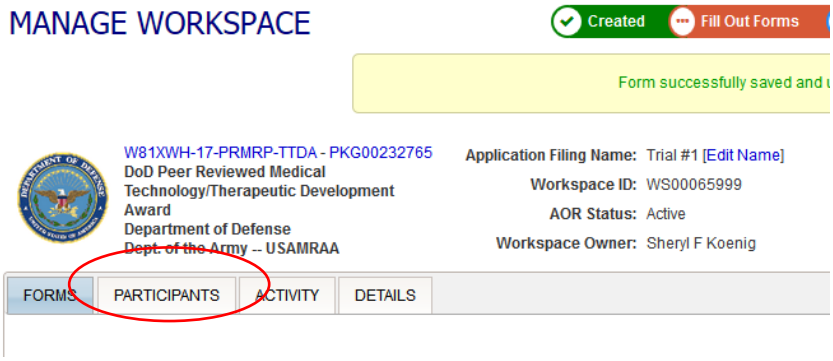
When working within Webform, there are three buttons at the bottom of the page. No need to scroll down to access them, they're always there.

Save – be sure to click this before exiting the form or it all goes away
Check for Errors – same error checks as Grants.gov
Close – returns you to the main proposal page. It's safer to use this instead of the Back Arrow. Your work might not be saved otherwise.



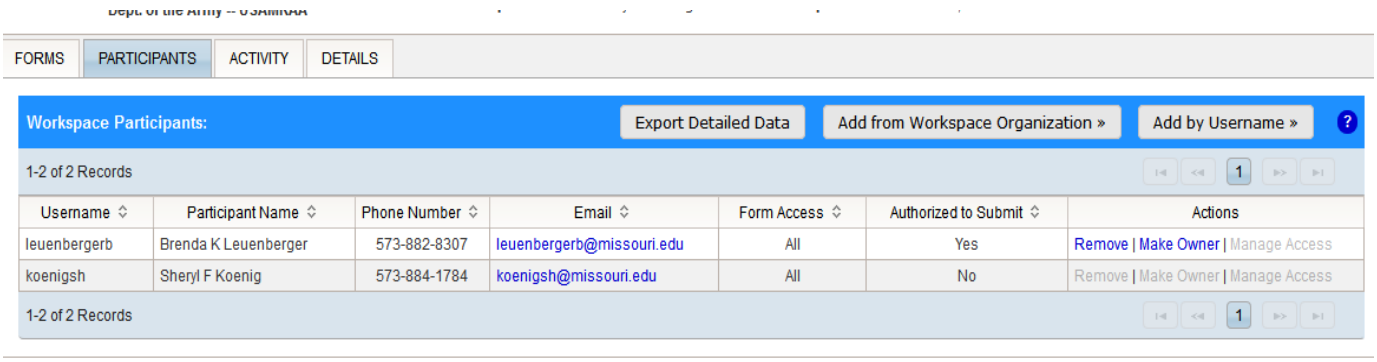
When you are working in a Webform, it will automatically lock the form. When you close the page, it will ask if you want the page unlocked or not.

Giving Others Access to the Application



You will need to give access to your Senior Grants & Contracts Administrator (SGCA) and perhaps other people who want/need to work on the proposal.

1. Click on the Participants tab in the middle of the home page.
2. Add your SGCA by choosing their name from the "Add from Workspace Organization".
3. Locate the appropriate name and click on the box in front of "Add" at the right end of their line.
4. Their name will then appear on the list of Workspace Participants.
5. You should then make the SGCA the Owner of the proposal by clicking on "Make Owner" in the Actions area after their name. You'll still have the access you need to put the proposal together. However, making them the owner will allow them to submit.
6. If you wish to give anyone else access to the proposal, <u>they must first be registered in Grants.gov</u>.
7. You can remove names from the Participants list, if you want, by clicking on "Remove".



Check Application

You can check for errors as you go along, within each form. There's a button at the bottom of the page between the Save button and the Close button.

Previewing the Proposal

If you are submitting to NIH, you can preview the proposal in pdf form before submitting it by clicking on the Grantor Image tab, then on "Request Grantor Image". Wait a minute. Then click on "Refresh Status". Then the word "Download" should show in the Actions column. Click that.

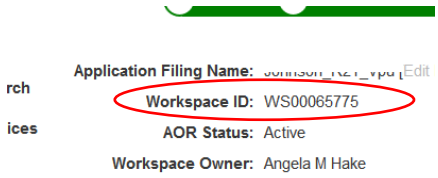
Sadly, most other agencies do not provide that nice feature.

Activity Log

You can see who's been working on the proposal and when by clicking on the Activity tab. It can act as a safety feature so you can see if someone else has made a change. Be aware that the log will show "edited" when anyone opens and views a form, whether it was changed or not. So, even though OSPA doesn't change your forms when they review, it will still show their name and date for each of the forms they look at.

Submitting the Proposal to OSPA

You'll follow the usual procedure for submission to OSPA by sending the SGCA an email with supporting documents. Also, include the Workspace ID (WS000#####) which is listed in the top section.



Tracking the Proposal in Grants.gov

The Details tab allows you to track the proposal as it makes its way through Grants.gov.

Workspace Grant Tracking Numbers: Export Detailed Data

1-1 of 1 Records

Grants.gov Number	Date/Time Received	Status	Status Date	Submitted By	Agency Tracking Number	Actions
GRANT12474170	Sep 01, 2017 05:10:13 PM EDT	Agency Tracking Number Assigned	Sep 01, 2017 05:16:35 PM EDT	Karen M Geren	4083857	Details | Download

1-1 of 1 Records