

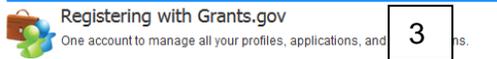
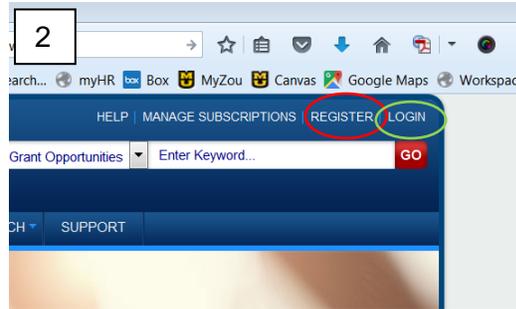
Grants.gov Workspace

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



Applicants

1. Complete the **required form fields**.
 2. **Confirm** your email address.
 3. **Add** an organization applicant profile or individual an individual applicant profile after re
- Learn more on the [Applicant Registration page](#).

Grantors

1. Complete the **required form fields**.
 2. **Confirm** your email address.
 3. Ask your **agency point of contact** to associate your email address with the agency.
- Learn more on the [Grantor Registration page](#).



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.

GRANTS.GOV > Register

REGISTER

Congratulations! Your Grants.gov Account was successfully created.

If needed, you can add Applicant Profile(s) to your Account now. However, if you do not need a Profile or prefer to add your Profile(s) later, you can Continue to your Grants.gov logged in features.

How would you like to proceed?

Continue - Skip adding a profile at this time

Add Organization Applicant Profile - Affiliates you with an Organization and with additional access allows you to apply for Opportunities on behalf of the Organization

Add Individual Applicant Profile- Allows you to apply for Opportunities on your own behalf

Please complete to Add an Organization Profile and click Save:

*DUNS:

*Profile Name:

*Job Title:

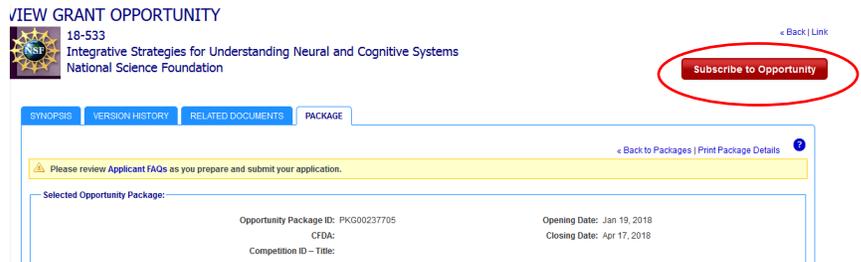
The Institutions authorized official will receive notification of your request automatically and will process your permissions. You can now apply for grants!

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”

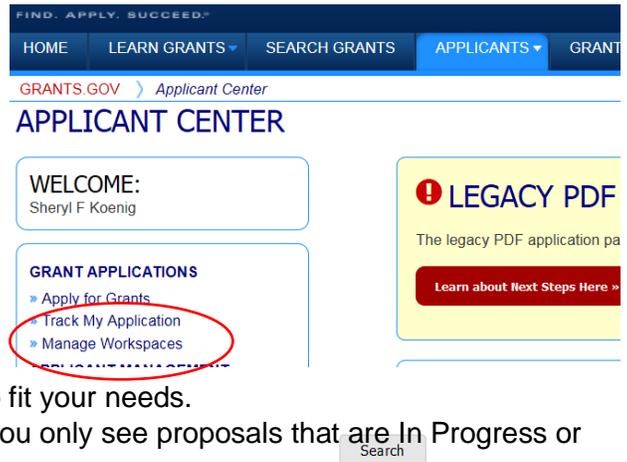


Opening an Existing Proposal

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.



| Results: | | | | | | | | Export Detailed Data |
|--------------|----------------|------------------|----------------------------|--|----------------------|--------------------|----------------------------------|----------------------|
| 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 screenshot displays the 'MANAGE WORKSPACE' page for application 'Trial #1'. It includes a progress bar at the top with stages: Created, Fill Out Forms, Complete and Notify AOR, Submit, and Agency Received. Below this, application details are provided, including the filing name, workspace ID, status, and dates. A table of application package forms is shown, with the 'Actions' column highlighted by a red box. The actions for each form are: Lock | Download | Upload | Reuse | Webform.

| Include in Package | Form Name (Click to Preview) | Requirement | Form Status | Last Updated Date/Time | Locked By | Actions |
|-------------------------------------|--|-------------|-------------|------------------------|-----------|--|
| <input checked="" type="checkbox"/> | SF424 (R & R) [V2.0] | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Research & Related Budget [V1.4] | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Research and Related Senior/Key Person Profile (Expanded) [V2.0] | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Project/Performance Site Location(s) [V2.0] | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Attachments [V1.2] | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input type="checkbox"/> | R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT [V1.4] <i>MANAGE SUBFORMS: 0</i> | Optional | --- | --- | --- | Lock Download Upload Reuse Webform |

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, they must first be registered in Grants.gov.
7. You can remove names from the Participants list, if you want, by clicking on “Remove”.

MANAGE WORKSPACE

Dept. of the Army -- USAMRAA

| Username | Participant Name | Phone Number | Email | Form Access | Authorized to Submit | Actions |
|--------------|----------------------|--------------|---------------------------|-------------|----------------------|-------------------------------------|
| leuenbergerb | Brenda K Leuenberger | 573-882-8307 | leuenbergerb@missouri.edu | All | Yes | Remove Make Owner Manage Access |
| koenigsh | Sheryl F Koenig | 573-884-1784 | koenigsh@missouri.edu | All | No | Remove Make Owner Manage Access |

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.



rch Application Filing Name: [\[redacted\]](#) [Edit]
ices **Workspace ID: WS00065775**
AOR Status: Active
Workspace Owner: Angela M Hake

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 | | | | | | |