

Grants.gov Workspace Overview

for Federal Demonstration Partnership

May 11, 2017



Agenda

- Objective and Benefits of Workspace
- Retire Legacy PDF Application Package
- Live-Demonstration of Workspace
- Upcoming Changes in June 2017
- Upcoming Changes in October 2017
- Questions and Feedback

Objective of Workspace

To enhance the Grants.gov Apply functionality by providing applicants with a shared, online environment to collaboratively complete and submit grant applications



Benefits of Workspace

- Multiple users can concurrently complete the application forms
- Reuse/copy prior Workspace forms to pre-populate a new Workspace
- Upfront validation allows applicants to correct application errors prior to submission thus drastically reducing the number of Grants.gov rejections



Benefits of Workspace

- Complete an application form using our new online webforms or downloading/uploading the PDF form; applicants can seamlessly switch between online and offline
- Grantor changes to the Opportunity Package are immediately reflected in Workspace



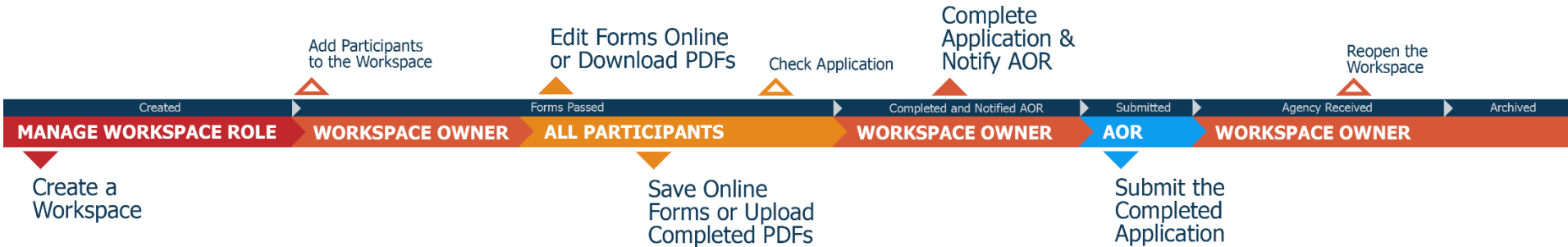
Retire Legacy PDF Application Package

Legacy PDF Application Package will be phased out on December 31, 2017.

- Applicants will no longer be able to download the older, single PDF application package of forms.
- Applicants can apply for grants using Grants.gov Workspace, which separates the application package into individual forms. Applicants can create a workspace, complete the webforms online or by filling out the separate PDF forms, and submit their application workspace package.
- The online webforms interface is now available in Grants.gov and is only accessible through Workspace.
- For any funding opportunities where applicants have downloaded the legacy PDF application package, they will be able to continue to submit that package until March 31, 2018.
- S2S Submissions will continue to be supported.



Live Demonstration of Workspace



In this live demonstration, we will cover the following key actions for applying on Grants.gov using Workspace:

- Workspace Process and Roles Overview
- Creating a Workspace
- Managing Participants & Roles
- Completing Online and Offline Workspace Forms
- Submitting via Workspace

Workspace Resources

- For more information about Grants.gov Workspace, please visit our various Workspace resources:
 - [Grants.gov Workspace Overview](#)
 - [Grants.gov Workspace Training Video Series](#)
 - [Grants.gov Community Blog articles on Workspace](#)
 - [Grants.gov Online User Guide](#)
- Grants.gov Applicant Support
 - 1-800-518-4726
 - support@grants.gov
- Grants.gov Community Blog article: “7 Tips for Transitioning Your Organization to Grants.gov Workspace”
<https://blog.grants.gov/2016/10/18/7-tips-for-transitioning-your-organization-to-workspace/>
- Grants.gov Workspace Roles and Access Levels
 - Training video: <https://www.youtube.com/watch?v=4RnSfnZJB6w>
 - Blog: “Defining Grants.gov Workspace Roles and Access Levels”
<https://blog.grants.gov/2017/03/13/defining-grants-gov-workspace-roles-and-access-levels/>

Upcoming Changes in June 2017

- Allow Applicants to be added to a Workspace regardless of Organization affiliation
- Forms-Level Access Control for applicants within Workspace
- Workspace Progress Bar
- Clarify link to access Webforms by renaming Edit link to Webform

For more details, please review R16.0 Release Notes available at: <https://www.grants.gov/web/grants/outreach/releases.html>

Upcoming Changes in October 2017

- Workspace Enhancements
 - Enhanced Workspace copy features
 - Include PDF attachments in Application Preview
- Subscription Management
 - View and Manage subscriptions
 - One-Click Subscribe to Opportunity and Saved Search
 - Requires a Grants.gov account
 - Streamlined registration process

Questions and Feedback

Please provide your name, organization, and email address on the sign-in sheet

- We will send you a follow-up email with this presentation which includes summary slides with information covered in the live demonstration.
- We will also ask for your feedback about this Grants.gov Workspace demonstration
 - Was this session beneficial and would you like more training offered at future Federal Demonstration Partnership conferences?
- If you have any feedback or follow-up questions about this presentation, please contact us via email at community@grants.gov
- For all other Grants.gov inquiries and assistance, please contact the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726

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Email Us:
Community@grants.gov

GRANTS.GOV WORKSPACE OVERVIEW

OVERVIEW

- What Is Workspace?
- Why Use Workspace?
- The Process
 - Creating a Workspace
 - Managing Participants & Roles
 - Completing Workspace Forms
 - Submitting Via Workspace
- EBiz POC Actions

WHAT IS WORKSPACE?

The space where you work on your grant application

Workspace is a **shared, online environment** where members of the same organization may simultaneously access and edit different forms within an application.

GRANTS.GOV > Applicants > Manage My Workspace

MANAGE MY WORKSPACE

TEST 1 02142017-TL-1 - PKG00034285
02142017-TL-1

Application Filing Name: Example Workspace Application [Edit Name]
Workspace ID: WS00008162
Workspace Status: New
Opening Date: Feb 14, 2017
AOR Status: Active
Last Submitted Date: ---
Closing Date: Jan 09, 2018
Workspace Owner: Thomas Jefferson
SAM Expiration Date: Aug 20, 2020

FORMS PARTICIPANTS ACTIVITY DETAILS GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

Workspace Participants: Export Detailed Data Add Participants » ?

1-3 of 3 Records

Participant Name	Phone Number	Email	Owner	AOR Role	Manage Workspace Role	Actions
Abigail Adams	000-000-0000	abigail@history.gov	No	Yes	Yes	Remove Make Owner
Ben Franklin	000-000-0000	ben@history.gov	No	No	No	Remove Make Owner
Thomas Jefferson	5555555555	president@example.com	Yes	Yes	Yes	Remove Make Owner

1-3 of 3 Records

WHAT IS WORKSPACE?

Each workspace has 4 tabs:
Forms, Participants, Activity
and **Details**

Some have 2 more tabs
based on grantor agency
services (*currently NIH-only*):
Grantor Image and **Preview
Grantor Validation**

The top section of each
workspace contains key
information about the
application status.

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Applicants > Manage My Workspace

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1-3 of 3 Records

WHAT IS WORKSPACE?

The **Forms** tab contains individual forms that are part of the workspace application package.

Key Actions:

- Edit online forms (*if available*)
- Lock/Unlock forms
- Download/Upload PDF forms
- Reuse a forms

GRANTS.GOV > Applicants > Manage My Workspace

MANAGE MY WORKSPACE

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Last Submitted Date: ---
SAM Expiration Date: Aug 20, 2020

Opening Date: Feb 14, 2017
Closing Date: Jan 09, 2018

FORMS PARTICIPANTS ACTIVITY DETAILS GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

Workspace Actions:

Preview Application Forms Check Application Sign and Submit Delete

Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms: Download Instructions »

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 Edit
<input type="checkbox"/>	Assurances for Non-Construction Programs (SF-424B - R & R) [V1.1]	Optional	---	---	---	Lock Download Upload Reuse Edit
<input type="checkbox"/>	Attachments [V1.2]	Optional	---	---	---	Lock Download Upload Reuse

WHAT IS WORKSPACE?

The **Participants** tab lists the members, or “Participants,” of a workspace who work as a team to complete the required forms for a federal grant.

GRANTS.GOV > Applicants > Manage My Workspace

MANAGE MY WORKSPACE

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1-3 of 3 Records

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WHAT IS WORKSPACE?

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Applicants > Manage My Workspace

MANAGE MY WORKSPACE

TEST 1 09092016-TL-WS-1 - PKG00033679
09092016-TL-WS-1

Application Filing Name: NewWorkspaceFor [Edit Name]
Workspace ID: WS00003094
AOR Status: Active
Workspace Owner: Thomas Jefferson

Workspace Status: In Progress
Last Submitted Date: ---
SAM Expiration Date: Nov 25, 2016

Opening Date: Sep 09, 2016
Closing Date: Sep 27, 2016

FORMS PARTICIPANTS **ACTIVITY** DETAILS GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

Workspace Activity: Export Detailed Data

1-13 of 13 Records

Timestamp	Category	Action	Performed On	Performed By	Details
Nov 09, 2016 01:46:03 PM EST	Participant	Added	Abe Lincoln	Thomas Jefferson	Roles: AOR, Manage Workspace
Nov 09, 2016 01:46:03 PM EST	Participant	Added	Abigail Adams	Thomas Jefferson	Roles: AOR, Manage Workspace
Sep 20, 2016 04:43:42 PM EDT	Form	Unlocked	SF424 (R & R) [V2.0]	Thomas Jefferson	
Sep 20, 2016 04:43:37 PM EDT	Form	Uploaded	SF424 (R & R) [V2.0]	Thomas Jefferson	Upload Count: 3; User uploaded form with mismatch upload count as follows: Form Upload Count: 0 and Workspace Upload Count: 2
Sep 20, 2016 04:43:14 PM EDT	Form	Locked	SF424 (R & R) [V2.0]	Thomas Jefferson	
Sep 20, 2016 04:42:54 PM EDT	Form	Unlocked	SF424 (R & R) [V2.0]	Thomas Jefferson	
Sep 20, 2016 04:42:50 PM EDT	Form	Uploaded	SF424 (R & R) [V2.0]	Thomas Jefferson	Upload Count: 2; User uploaded form with mismatch upload count as follows: Form Upload Count: 0 and Workspace Upload Count: 1
Sep 20, 2016 04:39:43 PM EDT	Form	Locked	SF424 (R & R) [V2.0]	Thomas Jefferson	
Sep 20, 2016 04:39:36 PM EDT	Form	Unlocked	SF424 (R & R) [V2.0]	Thomas Jefferson	
Sep 20, 2016 04:39:33 PM EDT	Form	Uploaded	SF424 (R & R) [V2.0]	Thomas Jefferson	Upload Count: 1
Sep 20, 2016 04:35:03 PM	Form	Downloaded	SF424 (R & R)	Thomas	Upload count: 0

The **Activity** tab lists the actions that Participants have taken within the workspace.

WHAT IS WORKSPACE?

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Applicants > Manage My Workspace

MANAGE MY WORKSPACE

09092016-TL-WS-1 - PKG00033679
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Workspace ID: WS00003094
AOR Status: Active
Workspace Owner: Thomas Jefferson

Workspace Status: In Progress
Last Submitted Date: ---
SAM Expiration Date: Nov 25, 2018

Opening Date: Sep 09, 2016
Closing Date: Sep 27, 2016

TEST 1

FORMS PARTICIPANTS ACTIVITY DETAILS GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

Workspace Details:

DUNS: 00000000000000 Created on: Sep 20, 2016
Organization: SEA BREEZE FRUIT FLAVORS, INC. Last Activity Date: Nov 09, 2016

Package Details:

CFDA: 10.001 - Agricultural Research, Basic and Applied Research
Competition ID - Title: SP - SP
Contact Information:

Workspace Grant Tracking Numbers: Export Detailed Data

0-0 of 0 Records

Grants.gov Number	Date/Time Received	Status	Status Date	Submitted By	Agency Tracking Number and Notes (Click to View Notes)	Actions
0-0 of 0 Records						

The **Details** tab lists submission history, including links to download every submitted (and re-submitted) application.

WHY USE WORKSPACE?



1

Workspace helps to
**streamline the
collaboration process** on
a federal grant
application.

WHY USE WORKSPACE?



2

Workspace helps applicants to **save time** by allowing for the reuse of forms across multiple workspaces.

WHY USE WORKSPACE?



3

Forms are **validated** when they are uploaded to the workspace, virtually eliminating last-minute submission errors.

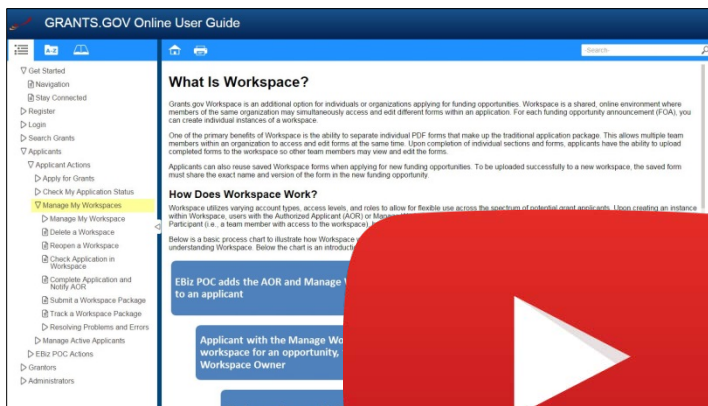
WHY USE WORKSPACE?



4

Workspace is easy to learn thanks to **context-sensitive help articles** accessible on every page and window.

WHY USE WORKSPACE?



Resources

- [Video: Introducing Workspace Functionality](#)
- [Grants.gov: Workspace Overview](#)

CREATING A WORKSPACE

GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY

09192016-TL-WS-SYN
09192016-TL-WS-SYN

TEST 1

SYNOPSIS | VERSION HISTORY | RELATED DOCUMENTS | **PACKAGE**

Back | Link

You have chosen the following Opportunity Package:

Funding Opportunity Number – Title: 09192016-TL-WS-SYN – 09192016-TL-WS-SYN
Opportunity Package ID: PK000033748
CFDA: 10.001 – Agricultural Research, Basic and Applied Research
Competition ID – Title: 0P – 0P
Agency: General Dynamics Information Technology
Opening Date:
Closing Date: Sep 27, 2017

Since you did not subscribe, you will not be notified of any future changes to this Opportunity Package. If you would like to receive notifications please click here.

Please review Applicant FAQs as you prepare and submit your application.

Option 1: Apply Now Using Workspace

*Application Filing Name:

Create Workspace

The following workspaces were previously created for this Opportunity Package.

AVAILABLE WORKSPACES:				
Workspace ID	Date Created	Owner	Phone Number	Actions
WS00003091	09/20/2016	Thomas Jefferson	5555555555	Manage Workspace

Workspace is our enhanced application submission feature, which helps organizations and individuals create, complete, and submit grant applications.

Want to learn how to get started? Click here.

Option 2: Download Legacy Application Package

The legacy application package continues to be available for a limited time (see details). Please click here to learn how to get started with Workspace.

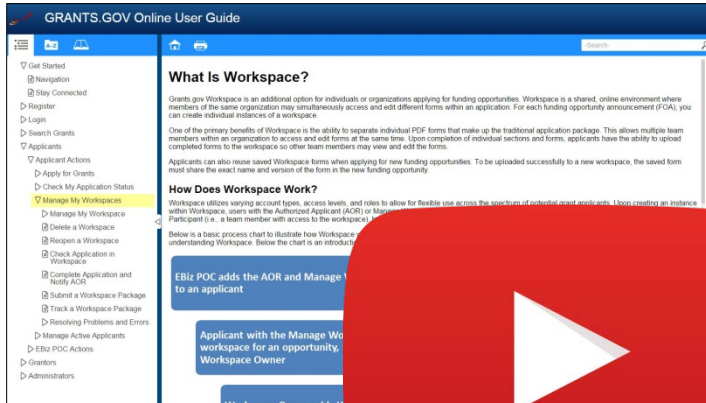
To use the legacy application method, use the buttons below:

Download Instructions | Download Package

After logging in, create a workspace by visiting the **View Grant Opportunity** page and clicking the Package tab.

If the application package is compatible with Workspace, you will be able to create a new workspace.

CREATING A WORKSPACE



Resources

- [Video: How to Create a Workspace](#)
- [Online User Guide: Create a Workspace](#)



MANAGING PARTICIPANTS & ROLES

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Applicants > Manage My Workspace

MANAGE MY WORKSPACE

02142017-TL-1 - PKG00034285
02142017-TL-1

Application Filing Name: Example Workspace Application [Edit Name]

Workspace ID: WS00008162 Workspace Status: New Opening Date: Feb 14, 2017

AOR Status: Active Last Submitted Date: --- Closing Date: Jan 09, 2018

Workspace Owner: Thomas Jefferson SAM Expiration Date: Aug 20, 2020

FORMS PARTICIPANTS ACTIVITY DETAILS GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

Workspace Participants: Export Detailed Data Add Participants » ?

1-3 of 3 Records

Participant Name	Phone Number	Email	Owner	AOR Role	Manage Workspace Role
Abigail Adams	000-000-0000	abigail@history.gov	No	Yes	Yes
Ben Franklin	000-000-0000	ben@history.gov	No	No	No
Thomas Jefferson	5555555555	president@example.com	Yes	Yes	Yes

1-3 of 3 Records

Actions
[Remove](#) | [Make Owner](#)
[Remove](#) | [Make Owner](#)
[Remove](#) | [Make Owner](#)

Adding Participants:

Click the **Add Participants** button and search for an active user account

Removing Participants:

Click the **Remove** link on the Participant record in the workspace

Reassigning Ownership:

Click the **Make Owner** link on the Participant record in the workspace

MANAGING PARTICIPANTS & ROLES

GRANTS.GOV > Applicants > Manage My Workspace

MANAGE MY WORKSPACE

TEST 1

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1-3 of 3 Records

Roles:

- AOR role (*automatically receive Manage Workspace role*)
- Manage Workspace role

Account Types:

- E-Business Point of Contact (EBiz POC)
- Individual Applicant
- Organization Applicant

MANAGING PARTICIPANTS & ROLES

GRANTS.GOV > Applicants > Manage My Workspace

MANAGE MY WORKSPACE

TEST 1

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1-3 of 3 Records

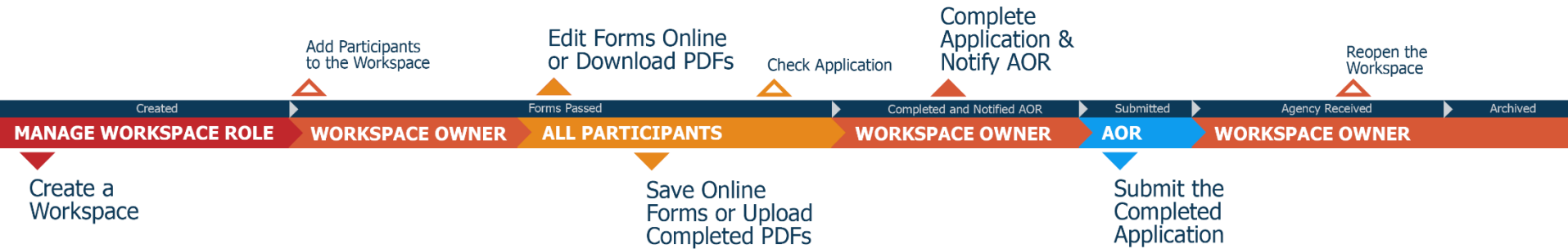
Access Levels:

- Workspace Owner
- Workspace Participant
- AOR with MPIN
- AOR with standard access
- AOR with expanded access*

***AORs with expanded access** are able to view and submit the application for any workspace within the organization.

MANAGING PARTICIPANTS & ROLES

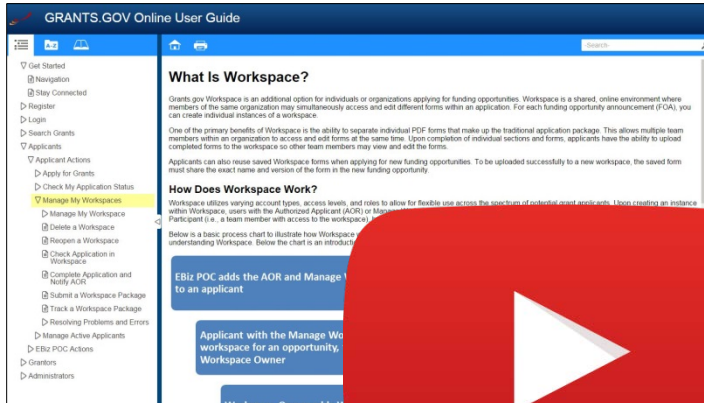
This timeline shows how each user fits into the workspace workflow:



MANAGING PARTICIPANTS & ROLES

Resources

- [Grants.gov: Workspace Process](#)
- [Grants.gov: Workspace Roles and Access](#)
- [Video: Understanding User Roles in Workspace](#)
- [Video: Reassign Ownership of a Workspace](#)
- [Online User Guide: Roles for Workspace Participants](#)
- [Online User Guide: Add and Remove Participants](#)



COMPLETING WORKSPACE FORMS

Key Actions:

- Edit online webforms *(if available)*
- Download and Upload PDF forms
- Lock/Unlock forms

GRANTS.GOV | Applicants | Manage My Workspace

MANAGE MY WORKSPACE

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FORMS | PARTICIPANTS | ACTIVITY | DETAILS | GRANTOR IMAGE | PREVIEW GRANTOR VALIDATION

Workspace Actions:

Preview Application Forms | Check Application | Sign and Submit | Delete

Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms: [Download Instructions]

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 Edit
<input type="checkbox"/>	Assurances for Non-Construction Programs (SF-424B - R & R) [V1.1]	Optional	---	---	---	Lock Download Upload Reuse Edit
<input type="checkbox"/>	Attachments [V1.2]	Optional	---	---	---	Lock Download Upload Reuse

Actions

Unlock | Download | Upload | Reuse | Edit

COMPLETING ONLINE WEBFORMS

SECTIONS:

- 1. Type of Submission
- 2. Date Submitted
- 3. Date Received by State
- 4. Identifiers
- 5. Applicant Information
- 5.A. Person to be Contacted
- 6. Employer Identification
- 7. Type of Applicant
- 8. Type of Application
- 9. Name of Federal Agency
- 10. Catalog of Federal Domestic Assistance Number
- 11. Descriptive Title of Applicant's Project
- 12. Proposed Project
- 13. Congressional District of Applicant
- 14. Project Director/Principal Investigator Contact Information

SF-424 (R&R) Version 2.0 OMB Number: 4040-0001 Expiration Date: 10/31/2019

1. TYPE OF SUBMISSION:

Select Type of Submission:

- ☐ Pro-application
- ☒ Application
- ☐ Changed/Corrected Application

2. DATE SUBMITTED:

Date Submitted:

Applicant Identifier:

3. DATE RECEIVED BY STATE:

Date Received by State:

State Application Identifier:

SAVE CHECK FOR ERRORS CLOSE

Online Form Basics:

- Complete online webforms in browser
- Navigate by clicking sections
- Tab through form fields
- Required fields have red asterisk

COMPLETING ONLINE WEBFORMS

Filling Out Fields:

- Open text entry
- Drop-down menu
- Dates/calendar

14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION:

Prefix:

First Name: *

Middle Name:

Last Name: *

Suffix:

Position/Title:

7. TYPE OF APPLICANT:

Type of Applicant:

8. TYPE OF APPLICATION:

Type of Application:

Is this application being submitted to other agencies?:

11. DESCRIPTIVE TITLE OF APPLICATION:

12. PROPOSED PROJECT:

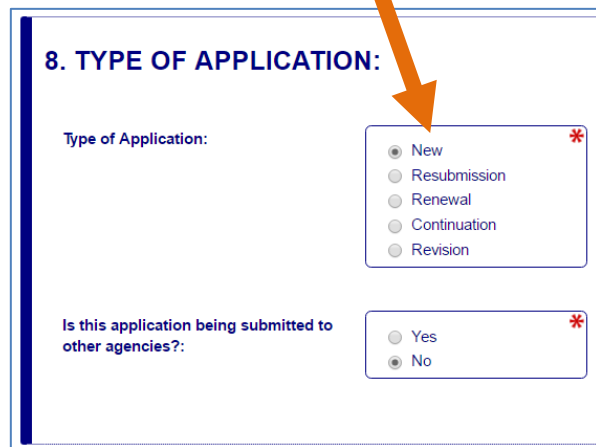
Start Date:

End Date: *

COMPLETING ONLINE WEBFORMS

Filling Out Fields:

- Radio buttons (multiple choice)



8. TYPE OF APPLICATION:

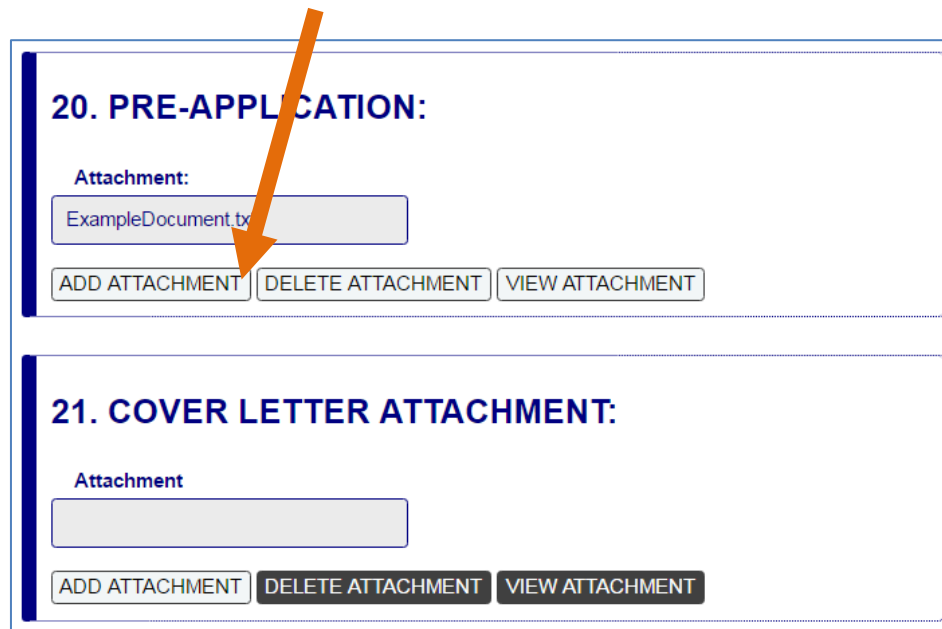
Type of Application:

- ☒ New
- ☐ Resubmission
- ☐ Renewal
- ☐ Continuation
- ☐ Revision

Is this application being submitted to other agencies?:

- ☐ Yes
- ☒ No

- Attach files within online webform



20. PRE-APPLICATION:

Attachment:

ExampleDocument.txt

ADD ATTACHMENT DELETE ATTACHMENT VIEW ATTACHMENT

21. COVER LETTER ATTACHMENT:

Attachment

ADD ATTACHMENT DELETE ATTACHMENT VIEW ATTACHMENT

COMPLETING ONLINE WEBFORMS

SECTIONS:

- 1. Type of Submission
- 2. Date Submitted
- 3. Date Received by State
- 4. Identifiers
- 5. Applicant Information
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- 6. Employer Identification
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- 8. Type of Application
- 9. Name of Federal Agency
- 10. Catalog of Federal Domestic Assistance Number
- 11. Descriptive Title of Applicant's Project
- 12. Proposed Project
- 13. Congressional District of Applicant
- 14. Project Director/Principal Investigator Contact Information
- 15. Estimated Project Funding
- 16. E.O. 12372 Review
- 17. Application Certification

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

Descriptive Title of Applicant's Project is required: Enter a brief Descriptive Title of the Project.

Enter a brief Descriptive Title of the Project. This field is required.

12. PROPOSED PROJECT:

Start Date: 04/01/2018 *

End Date: *

End Date is required:
Enter the Proposed
End Date of the
Project.

13. CONGRESSIONAL DISTRICT OF APPLICANT:

Congressional District Code: *

Congressional District of Applicant is required. Enter the Congressional District in the format: 2 character State abbreviation - 3 character District number. Examples: CA-005 for California's 5th District, CA-012 for California's 12th District. If outside the US, enter 00-000. To

SAVE CHECK FOR ERRORS CLOSE

More Features:

- Hover mouse over form fields for help
- Error messages explain how to fill out form fields

COMPLETING ONLINE WEBFORMS

SECTIONS:

- 1. Type of Submission
- 2. Date Submitted
- 3. Date Received by State
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- 5. Applicant Information
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- 12. Proposed Project
- 13. Congressional District of Applicant
- 14. Project Director/Principal Investigator Contact Information
- 15. Estimated Project

SF-424 (R&R)
Version 2.0

OMB Number: 4040-0001
Expiration Date: 10/31/2019

1. TYPE OF SUBMISSION:

Select Type of Submission:

- ☐ Pre-application *
- ☒ Application
- ☐ Changed/Corrected Application

2. DATE SUBMITTED:

Date Submitted:

Applicant Identifier:

3. DATE RECEIVED BY STATE:

Date Received by State:

State Application Identifier:

SAVE **CHECK FOR ERRORS** **CLOSE**

More Features:

- Autosave occurs every 5 minutes
- Complete SF-424 first to pre-populate form fields and save time

COMPLETING ONLINE WEBFORMS

Applicant's Project

12. Proposed Project

13. Congressional District of Applicant

14. Project Director/Principal Investigator Contact Information

15. Estimated Budget

3. DATE RECEIVED BY STATE:

Date Received by State:

State Application Identifier:

SAVE CHECK FOR ERRORS CLOSE

- **Save:** Stores your form data & attachments to Workspace
- **Check for Errors:** Form validation & field-level errors
- **Close:** Exits the online form

SUCCESS

Success: Form successfully saved.

OK

2. Date Submitted

3. Date Received by State

4. Identifiers

5. Applicant Information

5.A. Person to be Contacted

6. Employer Identification

7. Type of Applicant

8. Type of Application

9. Name of Federal Agency

10. Catalog of Federal Domestic Assistance Number

Errors!

Check for Errors revealed the following errors:

- 11. **DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:**
Descriptive Title of Applicant's Project is required: Enter a brief Descriptive Title of the Project.
- 12. **PROPOSED PROJECT:**
End Date is required: Enter the Proposed End Date of the Project.
- 13. **CONGRESSIONAL DISTRICT OF APPLICANT:**
Congressional District of Applicant is required: Enter the Congressional District in the format: 2 character State abbreviation - 3 character District number. Examples: CA-005 for California's 5th District, CA-012 for California's 12th District. If outside the US, enter 00-000. To locate your Congressional District, visit the Grants.gov website.

1. TYPE OF SUBMISSION:

Select Type of Submission:

☐ Pre-application


☒ Application


OMB Number: 4040-0001
Expiration Date: 10/31/2019

COMPLETING PDF FORMS

Actions

Unlock | Download | Upload | Reuse | Edit



1-800-518-4729
SUPPORT@GRANTS.GOV

WORKSPACE FORM

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.gov Applicants tab.

OPPORTUNITY & PACKAGE DETAILS:

Opportunity Number: 02142017-T2-1
Opportunity Title: 02142017-T2-1
Opportunity Package ID: 98500034266
CFDA Number: 00.000
CFDA Description: Not Elsewhere Classified
Competition ID: 992
Competition Title: Original
Opening Date: 02/14/2017
Closing Date: 01/09/2018
Agency:
Contact information:

APPLICANT & WORKSPACE DETAILS:

Workspace ID: 98500034262
Application Filing Name: Example Workspace Application
DUNS:
Organization:
Form Name: 9F424 (R & R)
Form Version: 2.0
Requirement: Standard
Download Date/Time: Feb 21, 2017 01:13:16 PM EST
Form State:

FORM ACTIONS:

CHECK FOR ERRORS

SAVE

PRINT

PDF Form Basics:

- Option to download PDF forms to complete in Adobe software
- Upload PDF forms to workspace
- Upon uploading, data shared between online webform and PDF versions of forms

COMPLETING PDF FORMS

View Burden Statement OMB Number: 4040-0001 Expiration Date: 10/31/2019

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)

3. DATE RECEIVED BY STATE State Application Identifier

1. TYPE OF SUBMISSION
☒ Pre-application ☐ Application ☐ Changed/Corrected Application

2. DATE SUBMITTED Applicant Identifier

4. a. Federal Identifier
b. Agency Routing Identifier

c. Previous Grants.gov Tracking ID

5. APPLICANT INFORMATION
Organizational DUNS: 00000000000000

Legal Name: [Redacted]
Department: [Redacted] Division: [Redacted]
Street1: [Redacted]
Street2: [Redacted]
City: [Redacted] County / Parish: [Redacted]
State: [Redacted] Province: [Redacted]
Country: USA: UNITED STATES ZIP / Postal Code: [Redacted]

Person to be contacted on matters involving this application
Prefix: [Redacted] First Name: [Redacted] Middle Name: [Redacted]
Last Name: [Redacted] Suffix: [Redacted]
Position/Title: [Redacted]
Street1: [Redacted]
Street2: [Redacted]
City: [Redacted] County / Parish: [Redacted]
State: [Redacted] Province: [Redacted]
Country: USA: UNITED STATES ZIP / Postal Code: [Redacted]
Phone Number: [Redacted] Fax Number: [Redacted]
Email: [Redacted]

6. EMPLOYER IDENTIFICATION (EIN) or (TIN): [Redacted]

7. TYPE OF APPLICANT: Please select one of the following
Other (Specify): [Redacted]
Small Business Organization Type ☐ Women Owned ☐ Socially and Economically Disadvantaged

8. TYPE OF APPLICATION:
☒ New ☐ Resubmission
☐ Renewal ☐ Continuation ☐ Revision
If Revision, mark appropriate box(es):
☐ A. Increase Award ☐ B. Decrease Award ☐ C. Increase Duration ☐ D. Decrease Duration
☐ E. Other (specify): [Redacted]

Is this application being submitted to other agencies? ☒ Yes ☐ No What other Agencies? [Redacted]

9. NAME OF FEDERAL AGENCY: QA 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 00.000
TITLE: [Redacted]

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: [Redacted]

12. PROPOSED PROJECT: Start Date [Redacted] Ending Date [Redacted] 13. CONGRESSIONAL DISTRICT OF APPLICANT [Redacted]

PDF Form Basics:

- Tab through form fields
- Required fields have red border and yellow shading
- Hover mouse over form fields for help
- Error messages explain how to fill out form fields

COMPLETING WORKSPACE FORMS


Workspace Features:

- Reuse past forms
- Cross-form validations
- Data retained for three years

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Applicants > Manage My Workspace

MANAGE MY WORKSPACE

 02142017-TL-1 - PKG00034285
02142017-TL-1

Application Filing Name: Example Workspace Application [Edit Name]
Workspace ID: WS00008162 Workspace Status: New Opening Date: Feb 14, 2017
AOR Status: Active Last Submitted Date: --- Closing Date: Jan 09, 2018
Workspace Owner: Thomas Jefferson SAM Expiration Date: Aug 20, 2020

FORMS PARTICIPANTS ACTIVITY DETAILS GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

Workspace Actions:

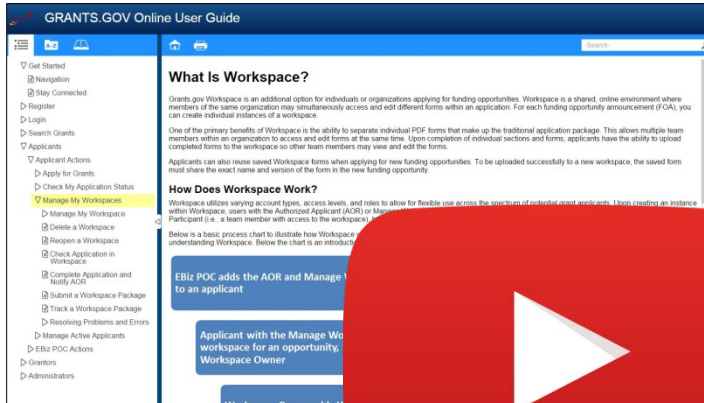
Preview Application Forms Check Application Sign and Submit Delete

Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms: Download Instructions

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 Edit
<input type="checkbox"/>	Assurances for Non-Construction Programs (SF-424B - R & R) [V1.1]	Optional	---	---	---	Lock Download Upload Reuse Edit
<input type="checkbox"/>	Attachments [V1.2]	Optional	---	---	---	Lock Download Upload Reuse

COMPLETING WORKSPACE FORMS

Resources



- [Video: How to Complete Forms in a Workspace](#)
- [Video: Reuse a Saved Workspace Form](#)
- [Video: Locking and Unlocking Forms in a Workspace](#)
- [Online User Guide: Forms Tab—Managing Forms](#)

SUBMITTING VIA WORKSPACE

GRANTS.GOV > Applicants > Manage My Workspace

MANAGE MY WORKSPACE

TEST 1 02142017-TL-1 - PKG00034285
02142017-TL-1 QA

Application Filing Name: Example Workspace Application [\[Edit Name\]](#)
Workspace ID: WS00008162
AOR Status: Active
Workspace Owner: Thomas Jefferson

Workspace Status: In Progress
Last Submitted Date: —
SAM Expiration Date: Aug 20, 2020

Opening Date: Feb 14, 2017
Closing Date: Jan 09, 2018

Workspace Actions:

[Preview Application Forms](#) [Check Application](#) **[Sign and Submit](#)** [Delete](#)

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: [Download Instructions >](#)

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	Passed	Feb 21, 2017 01:25:40 PM EST	—	Lock Download Upload Reuse Edit
<input type="checkbox"/>	Assurances for Non-Construction Projects (SF 1012 - R & R) [V1.1]	Mandatory	Not Started	Feb 21, 2017 01:25:40 PM EST	—	Lock Download Upload Reuse Edit
<input type="checkbox"/>	Attachments [V1.2]					Lock Download Upload Reuse

Sign and Submit

If you want to submit the application package, enter your password and click the 'Sign and Submit' button below to complete the process.

*Password:

[Sign and Submit](#) [Cancel](#)

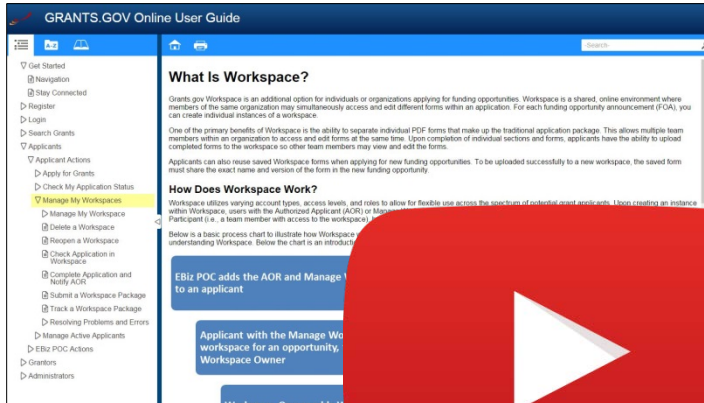
Process:

- Workspace Owner notifies AOR users
- AOR user submits
- Workspace Owner or AOR users may choose to Reopen Workspace

SUBMITTING VIA WORKSPACE

Resources

- [Video: How to Submit an Application in Workspace](#)
- [Video: Reopen a Workspace for Additional Edits](#)
- [Online User Guide: Check Application in Workspace](#)
- [Online User Guide: Submit a Workspace Package](#)



EBIZ POC ACTIONS

Key Actions

- EBiz POC performs workspace actions at organization level
- EBiz POC cannot submit a workspace

Notes: AOR with MPIN and Expanded AOR can also perform EBiz POC actions.

HOME LEARN GRANTS SEARCH

GRANTS.GOV Applicant Center

APPLICANT CENTER

WELCOME:
Organization: [REDACTED]
DUNS: [REDACTED]
EBiz POC: [REDACTED]
SAM Expiration Date: 08/20/2020

EBIZ POC ACTIONS

- » Manage Applicants for Organization
- » Manage Certificates for Organization
- » Check Application Status for
- » Manage Workspaces for Organization

MANAGE WORKSPACES FOR ORGANIZATION

Please enter criteria and click Search:

Funding Opportunity Number: Workspace ID: Workspace Status: ☒ New ☒ In Progress ☒ Ready for Submission ☒ Submitted ☐ Archived

Funding Opportunity Title: Application Filing Name:

CFDA Number: Workspace Owner First Name:

Competition ID: Workspace Owner Last Name:

Opportunity Package ID: Workspace AOR Status: All AOR Statuses

Last Activity Date: From: 11/21/2016 To: 02/21/2017 Search

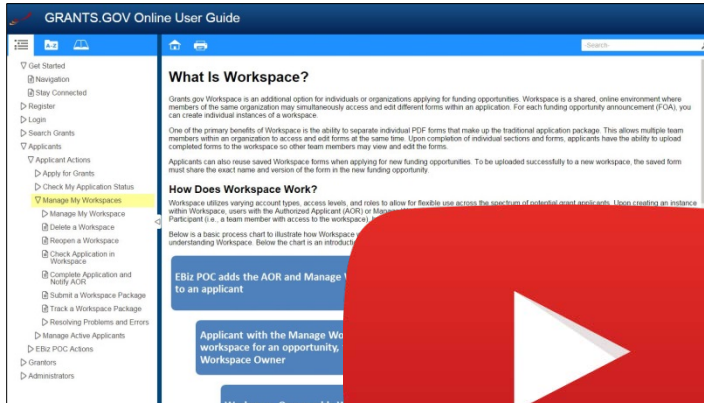
Results: Export Detailed Data

1-25 of 4788 Records

Workspace ID	Application Filing Name	Workspace Status	Funding Opportunity Number	Funding Opportunity Title	Workspace Owner	Last Activity Date	Actions
WS00008224	Training Video 15.4	In Progress	TRAINING15-4	Freedom of the Press Initiative	Abe Lincoln	02/21/2017	Manage Workspace
WS00008162	Example Workspace Application	In Progress	02142017-TL-1	02142017-TL-1	Thomas Jefferson	02/21/2017	Manage Workspace
WS00005778	05052016-KV-3	In Progress	05052016-KV-3	Opportunity with package for now!	DevTeam Applicant1	02/21/2017	Manage Workspace
WS00000173	Rural Education Grant	In Progress	OPP-12345678	Rural Education Support Initiative	Harriet Tubman	02/21/2017	Manage Workspace



EBIZ POC ACTIONS



Resources

- [Online User Guide: Manage Access to Workspace for Organization](#)
- [Online User Guide: Manage Workspaces for Organization](#)

