

Grants.gov Workspace Overview

Becoming a Workspace Wizard

September 7, 2017



Agenda

- Objective and Benefits of Workspace
- Retire Legacy PDF Application Package
- Live-Demonstration of Workspace
- Recent Changes from June 2017
- Upcoming Changes in November 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 existing Workspace forms
- Upfront validation allows applicants to correct application errors prior to submission, which minimized the rejection rate
- Seamless integration between online webforms and offline PDF forms
- Collaborate with Users External to Your Organization
- Any changes to the Opportunity Package are immediately reflected in Workspace



Retire Legacy PDF Application Package

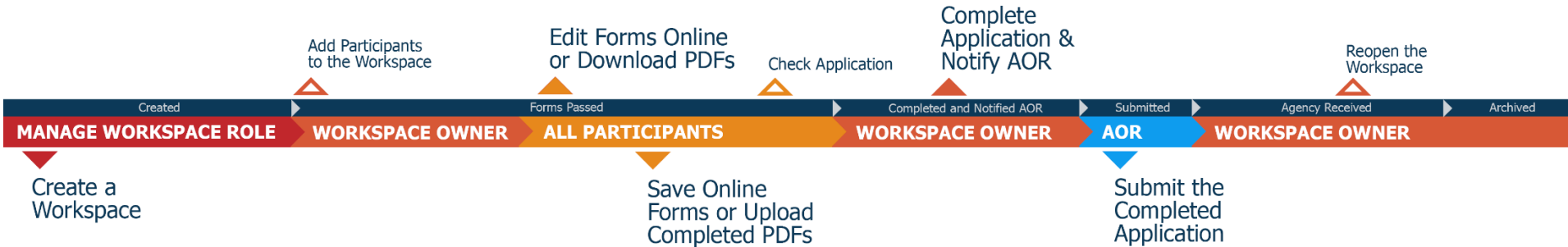
Legacy PDF Application Package will be phased out on December 31, 2017.



- 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.

Are you ready? If you have any questions or concerns, please contact us at community@grants.gov.

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 articles:
 - “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 for Colleges and Universities” (3 Part Series)
<https://blog.grants.gov/2017/06/06/grants-gov-workspace-for-colleges-and-universities-part-1-of-3/>
- Grants.gov Workspace Roles and Access Levels
 - Training video: https://www.youtube.com/watch?v=zWSjX_Lfmc
 - 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 November 2017

- Workspace Enhancements
 - Reuse/Copy across form versions
 - Streamline Workspace creation
- Subscription Management
 - View and Manage subscriptions
 - New subscription types: News and Saved Searches
 - One-Click Subscribe to Opportunity
 - Requires Grants.gov account/login
- Streamline Account Creation & Login
- New Forms Status Report for In Progress Forms

Grants.gov Helpdesk Support

- If you have any issues or questions while you are using Workspace to complete your application, please contact the Grants.gov Support Center at support@grants.gov or call 1-800-518-4726

Feedback

- If you have general questions, feedback or concerns about workspace functionality or user-based suggestions and/or requirements, for transformation efforts, please email community@grants.gov.

Connect with Grants.gov

- Stay connected, with Grants.gov, to find out more about what's coming; new and interactive training opportunities; and, updated resources to assist with "Find, Apply and Succeed" objectives.



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Video tutorials
on [YouTube](https://www.youtube.com/watch?v=...)

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Email Us:
Community@grants.gov

GRANTS.GOV WORKSPACE OVERVIEW

SUPPLEMENT

FOR RELEASE 16.0



OVERVIEW

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

WHAT IS WORKSPACE?

The online space where you work on your grant application

Workspace is a shared, online environment where members of a grant team may simultaneously access and fill out forms within an application.

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

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Fill Out Forms Complete and Notify AOR Submit Agency Received

TEST 1 VIDEO-SUBFORMS - PKG00034725
Training Video for Sub-Forms Access

Application Filing Name: Example Workspace Application [Edit Name]
Workspace ID: WS00010875 Workspace Status: New Opening Date: May 08, 2017
AOR Status: Active Last Submitted Date: --- Closing Date: May 06, 2019
Workspace Owner: Thomas Jefferson SAM Expiration Date: Aug 20, 2020 DUNS: 00000000000000

FORMS PARTICIPANTS ACTIVITY DETAILS GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

Workspace Participants: Export Detailed Data Add from Workspace Organization > Add by Username >

1-3 of 3 Records

Username	Participant Name	Phone Number	Email	Form Access	Authorized to Submit	Actions
abelincoln	Abe Lincoln	000000000	abel@history.gov	All	Yes	Remove Make Owner Manage Access
abiadams	Abigail Adams	000-000-0000	abigail@history.gov	All	Yes	Remove Make Owner Manage Access
ThomasJefferson	Thomas Jefferson	123-456-7890	PresidentTJ@example.com	All	Yes	Remove Make Owner Manage Access

1-3 of 3 Records

WHAT IS WORKSPACE?

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

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**

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

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

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TEST 1

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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:

- Fill out webforms (*if available*)
- Lock/Unlock forms
- Download/Upload PDF forms
- Reuse forms

The screenshot shows the Grants.gov workspace interface. At the top, there is a navigation bar with tabs: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. Below this, the breadcrumb trail reads: GRANTS.GOV > Applicants > Manage Workspace. The main heading is 'MANAGE WORKSPACE' with a progress bar showing: Created (checked), Fill Out Forms, Complete and Notify AOR, Submit, and Agency Received. A 'TEST 1' logo is visible on the left. The application details include: Application Filing Name: Example Workspace Application [Edit Name]; Workspace ID: WS00010875; Workspace Status: New; Opening Date: May 08, 2017; AOR Status: Active; Last Submitted Date: ---; Closing Date: May 06, 2019; Workspace Owner: Thomas Jefferson; SAM Expiration Date: Aug 20, 2020; DUNS: 0000000000000. Below the details is a tabbed interface with 'FORMS' selected. Under the 'Workspace Actions' section, there are buttons for 'Preview Application Forms', 'Check Application', 'Sign and Submit', and 'Delete'. A blue banner reads: 'Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms:'. Below this is a table with columns: Include in Package, Form Name (Click to Preview), Requirement, Form Status, Last Updated Date/Time, Locked By, and Actions. The table contains six rows of forms, with the first row selected.

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 type="checkbox"/>	PHS 398 Modular Budget [V1.2]	Optional	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	PHS 398 Training Subaward Budget Attachment(s) Form [V2.0] <small>MANAGE SUBFORMS: 0</small>	Optional	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	Research & Related Budget [V1.4]	Optional	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	R & R Subaward Budget Attachment(s) Form 10 YR 10 ATT [V1.4] <small>MANAGE SUBFORMS: 0</small>	Optional	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	R & R Subaward Budget Attachment(s) Form [V1.4] <small>MANAGE SUBFORMS: 0</small>	Optional	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	R & R Subaward Budget Attachment(s) Form 10 YR 30 ATT [V1.4] <small>MANAGE SUBFORMS: 0</small>	Optional	---	---	---	Lock Download Upload Reuse Webform



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.

The screenshot displays the 'MANAGE WORKSPACE' interface on Grants.gov. At the top, there is a navigation bar with tabs: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. Below this, the breadcrumb path is 'GRANTS.GOV > Applicants > Manage Workspace'. The main header shows the workspace status: 'Created' (checked), 'Fill Out Forms', 'Complete and Notify AOR', 'Submit', and 'Agency Received'. A progress indicator shows '1' out of 5 steps completed.

Key information displayed includes:

- Application Filing Name: Example Workspace Application [Edit Name]
- Workspace ID: WS00010875
- Workspace Status: New
- Opening Date: May 08, 2017
- AOR Status: Active
- Last Submitted Date: ---
- Closing Date: May 06, 2019
- Workspace Owner: Thomas Jefferson
- SAM Expiration Date: Aug 20, 2020
- DUNS: 00000000000000

The 'PARTICIPANTS' tab is selected, showing a table of workspace members. The table has columns for Username, Participant Name, Phone Number, Email, Form Access, Authorized to Submit, and Actions. Three records are listed, with the first three rows highlighted by an orange box:

Username	Participant Name	Phone Number	Email	Form Access	Authorized to Submit	Actions
abelincoln	Abe Lincoln	000000000	abel@history.gov	All	Yes	Remove Make Owner Manage Access
abiadams	Abigail Adams	000-000-0000	abigail@history.gov	All	Yes	Remove Make Owner Manage Access
ThomasJefferson	Thomas Jefferson	123-456-7890	PresidentTJ@example.com	All	Yes	Remove Make Owner Manage Access

WHAT IS WORKSPACE?

The screenshot displays the 'MANAGE WORKSPACE' page on Grants.gov. At the top, there are navigation tabs: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. Below these, the breadcrumb path is 'GRANTS.GOV > Applicants > Manage Workspace'. The main heading is 'MANAGE WORKSPACE' with a progress bar showing 'Created' (checked), 'Fill Out Forms', 'Complete and Notify AOR', 'Submit', and 'Agency Received'. A 'TEST 1' logo is visible on the left. The application details include: Application Filing Name: Example Workspace Application [Edit Name]; Workspace ID: WS00010875; Workspace Status: In Progress; Opening Date: May 08, 2017; AOR Status: Active; Last Submitted Date: ---; Closing Date: May 06, 2019; Workspace Owner: Thomas Jefferson; SAM Expiration Date: Aug 20, 2020; DUNS: 0000000000000. Below the details are tabs for FORMS, PARTICIPANTS, ACTIVITY, DETAILS, GRANTOR IMAGE, and PREVIEW GRANTOR VALIDATION. The 'ACTIVITY' tab is selected, showing a 'Workspace Activity' table with 9 records. The table has columns for Timestamp, Category, Action, Performed On, Performed By, and Details. The records show various actions like Downloaded, Locked, Saved, Edited, Selected for Package, Added, and Created.

Timestamp	Category	Action	Performed On	Performed By	Details
Jun 06, 2017 04:51:44 PM EDT	Form	Downloaded	SF424 (R & R) [V2.0]	Thomas Jefferson	
Jun 06, 2017 04:51:33 PM EDT	Form	Locked	SF424 (R & R) [V2.0]	Thomas Jefferson	
Jun 06, 2017 04:51:20 PM EDT	Form	Saved	PHS 398 Modular Budget [V1.2]	Thomas Jefferson	
Jun 06, 2017 04:50:39 PM EDT	Form	Edited	PHS 398 Modular Budget [V1.2]	Thomas Jefferson	
Jun 06, 2017 04:50:38 PM EDT	Form	Locked	PHS 398 Modular Budget [V1.2]	Thomas Jefferson	
Jun 06, 2017 04:50:34 PM EDT	Form	Selected for Package	PHS 398 Modular Budget [V1.2]	Thomas Jefferson	
Jun 06, 2017 04:47:08 PM EDT	Participant	Added	Abigail Adams	Thomas Jefferson	Roles: AOR, Manage Workspace; Form Access: All Forms including Budget
Jun 06, 2017 04:47:08 PM EDT	Participant	Added	Abe Lincoln	Thomas Jefferson	Roles: AOR, Manage Workspace; Form Access: All Forms including Budget
Jun 06, 2017 04:46:19 PM EDT	Workspace	Created	WS00010875	Thomas Jefferson	Example Workspace Application

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 Workspace

MANAGE WORKSPACE

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AOR Status: Active Last Submitted Date: --- Closing Date: May 06, 2019
Workspace Owner: Thomas Jefferson SAM Expiration Date: Aug 20, 2020 DUNS: 0000000000000

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

Workspace Details:

DUNS: 00000000000000 Created on: Jun 06, 2017
Organization: ITS Test DUNS Last Activity Date: Jun 06, 2017

Package Details:

CFDA: 00 000 - Not Elsewhere Classified
Competition ID - Title: ---
Contact Information: Harriet Tubman
Budget Director
E-mail: htubman@usc.history.gov
Phone: 000-000-0000

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
GRANT10599213	Jul 12, 2017 01:26:46 PM EDT	Validated	Jul 12, 2017 01:26:57 PM EDT	Thomas Jefferson	---	Details Download

1-1 of 1 Records

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

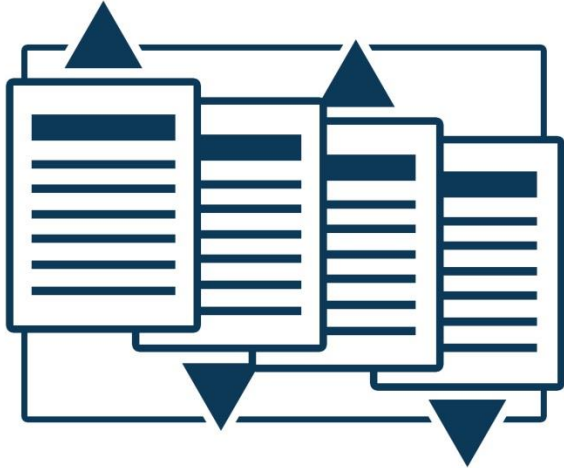
WHY USE WORKSPACE?



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](#)
- [Workspace Overview Page on Grants.gov](#)

CREATING A WORKSPACE

GRANTS.GOV Search Grants

VIEW GRANT OPPORTUNITY

09142016-KJ-NEW
UNDER-NEW-AGENCY!
TEST 1

« Back | Link

FORECAST | VERSION HISTORY | RELATED DOCUMENTS | **PACKAGE**

« Back to Packages | Print Package Details

You have chosen the following Opportunity Package:

Funding Opportunity Number – Title: 09142016-KJ-NEW – UNDER-NEW-AGENCY1
Opportunity Package ID: PKG00033727
CFDA: 00.000 – Not Elsewhere Classified
Competition ID – Title: NEW-A – NEW-A
Agency:
Opening Date:
Closing Date: Nov 23, 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

Please enter required information to Create Workspace:

*Application Filing Name:

Create 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.

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 Workspace

MANAGE WORKSPACE

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Workspace Participants: Export Detailed Data Add from Workspace Organization » Add by Username »

1-3 of 3 Records

Username	Participant Name	Phone Number	Email	Form Access	Authorized to Submit	Actions
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1-3 of 3 Records

Adding Participants:

Click the **Add from Workspace Organization** button to search for a user within your organization

Click the **Add by Username** button to add a user from outside your organization

Removing Participants:

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

Reassigning Ownership:

Click the **Make Owner** link in the Actions column

MANAGING PARTICIPANTS & ROLES

The screenshot displays the 'MANAGE WORKSPACE' interface on Grants.gov. At the top, there is a navigation menu with options like HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. Below this, the breadcrumb path is 'GRANTS.GOV > Applicants > Manage Workspace'. The main heading is 'MANAGE WORKSPACE' with a progress bar showing steps: Created (checked), Fill Out Forms, Complete and Notify AOR, Submit, and Agency Received. A 'TEST 1' logo is visible on the left. The application details include: Application Filing Name: Example Workspace Application [Edit Name]; Workspace ID: WS00010875; Workspace Status: New; Opening Date: May 08, 2017; Closing Date: May 06, 2019; AOR Status: Active; Last Submitted Date: ---; Workspace Owner: Thomas Jefferson; SAM Expiration Date: Aug 20, 2020; DUNS: 00000000000000. Below the details are tabs for FORMS, PARTICIPANTS (selected), ACTIVITY, DETAILS, GRANTOR IMAGE, and PREVIEW GRANTOR VALIDATION. The 'Workspace Participants' section shows a table with 3 records. The table has columns for Username, Participant Name, Phone Number, Email, Form Access, Authorized to Submit, and Actions. The 'Form Access' and 'Authorized to Submit' columns are highlighted with an orange box. The Actions column contains links like 'Remove | Make Owner | Manage Access'.

Username	Participant Name	Phone Number	Email	Form Access	Authorized to Submit	Actions
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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 Workspace

MANAGE WORKSPACE

Created | Fill Out Forms | Complete and Notify AOR | Submit | Agency Received

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

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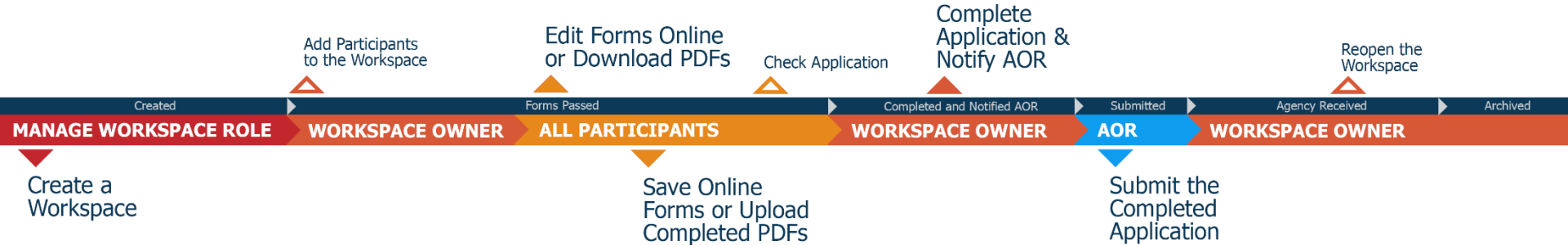
Access Levels:

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

*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

- [Video: Understanding User Roles and Access in Workspace](#)
- [Video: How to Add Participants to a Workspace](#)
- [Video: How Do I Add Participants Who Are Outside My Org?](#)
- [Online User Guide: Manage Participants in a Workspace](#)

COMPLETING WORKSPACE FORMS

Key Actions:

- Fill out webforms *(if available)*
- Download and Upload PDF forms
- Lock/Unlock forms

GRANTS.GOV > Applicants > Manage Workspace

MANAGE 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	In Progress	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	PHS 398 Modular Budget [V1.2]	Optional	Passed [Locked]	Jun 06, 2017 04:51:19 PM EDT	Thomas Jefferson	Unlock Download Upload Reuse Webform
<input type="checkbox"/>	PHS 398 Training Subaward Budget Attachment(s) Form [V2.0] <small>MANAGE SUBFORMS: 0</small>	Optional	---	---	---	

Actions

Lock | Download | Upload | Reuse | Webform

COMPLETING 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:

- 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

Webform Basics:

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

COMPLETING 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?:

- A. State Government
- B. County Government**
- C. City or Township Government
- D. Special District Government
- E. Regional Organization
- F. U.S. Territory or Possession
- G. Independent School District
- H. Public/State Controlled Institution of Higher Education
- I. Indian/Native American Tribal Government (Federally Recognized)
- J. Indian/Native American Tribal Government (Other than Federally Recognized)
- K. Indian/Native American Tribally Designated Organization
- L. Public/Indian Housing Authority
- M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
- N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
- O. Private Institution of Higher Education
- P. Individual
- Q. For-Profit Organization (Other than Small Business)
- R. Small Business
- S. Hispanic-serving Institution

11. DESCRIPTIVE TITLE OF APP:

« April 2018 » T:

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

12. PROPOSED PROJECT:

Start Date:

End Date: *

COMPLETING 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 form

20. PRE-APPLICATION:

Attachment:

ExampleDocument.tx

ADD ATTACHMENT DELETE ATTACHMENT VIEW ATTACHMENT

21. COVER LETTER ATTACHMENT:

Attachment

ADD ATTACHMENT DELETE ATTACHMENT VIEW ATTACHMENT

COMPLETING 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
- 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: *

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 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
- 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 WEBFORMS

Applicant's Project

12. Proposed Project

13. Congressional District of Applicant

14. Project Director/Principal Investigator Contact Information

15. Estimated Project

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

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

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

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

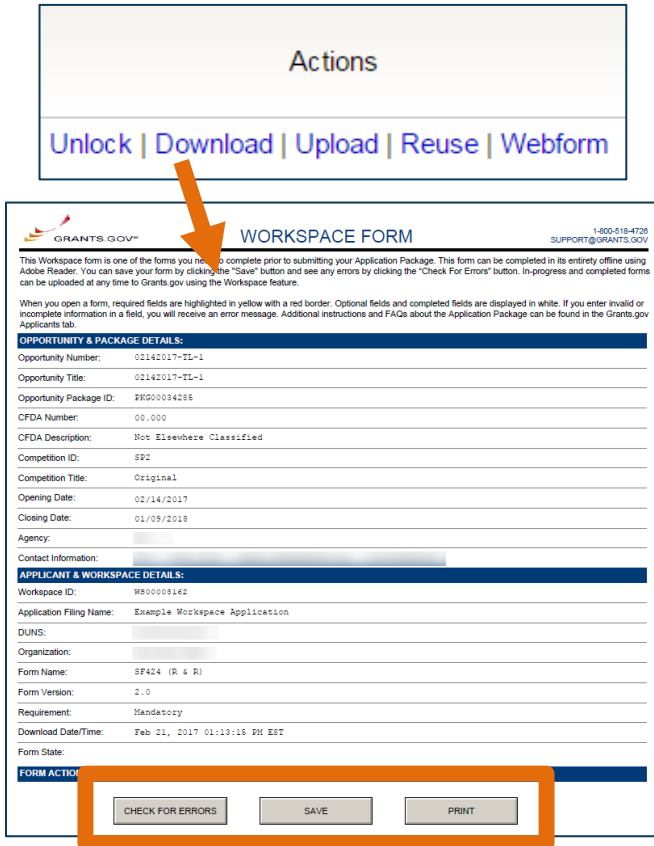
9. Name of Federal Agency

10. Catalog of Federal Domestic Assistance Number

COMPLETING PDF FORMS

Actions

[Unlock](#) | [Download](#) | [Upload](#) | [Reuse](#) | [Webform](#)



GRANTS.GOV WORKSPACE FORM 1-800-518-4728 SUPPORT@GRANTS.GOV

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-TL-1
Opportunity Title: 02142017-TL-1
Opportunity Package ID: 28000034285
CFDA Number: 00.000
CFDA Description: Not Elsewhere Classified
Competition ID: SP2
Competition Title: Original
Opening Date: 02/14/2017
Closing Date: 01/09/2018
Agency: [REDACTED]
Contact information: [REDACTED]

APPLICANT & WORKSPACE DETAILS:

Workspace ID: 880000142
Application Filing Name: Example Workspace Application
DUNS: [REDACTED]
Organization: [REDACTED]
Form Name: SF424 (R & R)
Form Version: 2.0
Requirement: Mandatory
Download Date/Time: Feb 21, 2017 01:13:15 PM EST
Form State: [REDACTED]

FORM ACTION

PDF Form Basics:

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

4. a. Federal Identifier
b. Agency Routing Identifier

2. DATE SUBMITTED Applicant Identifier

c. Previous Grants.gov Tracking ID

5. APPLICANT INFORMATION
Organizational DUNS: 00000000000000

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

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

6. EMPLOYER IDENTIFICATION (EIN) or (TIN): _____

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

8. TYPE OF APPLICATION:
 New Resubmission
 Renewal Continuation Revision
If Revision, mark appropriate boxes:
 A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration
 E. Other (specify): _____
Is this application being submitted to other agencies? Yes No What other Agencies? _____

9. NAME OF FEDERAL AGENCY: GA
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 00.000
TITLE: (See Elsewhere Classified)

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: _____

12. PROPOSED PROJECT: Start Date _____ Ending Date _____
13. CONGRESSIONAL DISTRICT OF APPLICANT _____

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

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created | Fill Out Forms | Complete and Notify AOR | Submit | Agency Received

VIDEO-SUBFORMS - PKG00034725
Training Video for Sub-Forms Access

Application Filing Name: Example Workspace Application [Edit Name]

Workspace ID: WS00010875 Workspace Status: In Progress Opening Date: May 08, 2017

AOR Status: Active Last Submitted Date: --- Closing Date: May 06, 2019

Workspace Owner: Thomas Jefferson SAM Expiration Date: Aug 20, 2020 DUNS: 00000000000000

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	In Progress	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	PHS 398 Modular Budget [V1.2]	Optional	Passed [Locked]	Jun 06, 2017 04:51:19 PM EDT	Thomas Jefferson	Unlock Download Upload Reuse Webform
<input type="checkbox"/>	PHS 398 Training Subaward Budget Attachment(s) Form [V2.0]	Optional	---	---	---	Lock Download Upload Reuse Webform

COMPLETING WORKSPACE FORMS



Resources

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

SUBMITTING VIA WORKSPACE

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Forms Passed Complete and Notify AOR Submit Agency Received

VIDEO-SUBFORMS - PKG00034725
Training Video for Sub-Forms Access

Application Filing Name: Example Workspace Application [Edit Name]

Workspace ID: WS00010875 Workspace Status: In Progress Opening Date: May 08, 2017

AOR Status: Active Last Submitted Date: --- Closing Date: May 06, 2019

Workspace Owner: Thomas Jefferson SAM Expiration Date: Aug 20, 2020 DUNS: 0000000000000

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]					Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	PHS 398 Modular Budget [V1.2]					Unlock Download Upload Reuse Webform
<input type="checkbox"/>	PHS 398 Training Subaward B					Lock Download Upload Reuse Webform

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 users with AOR role
- User with AOR role submits
- Workspace Owner or user with AOR role 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](#)

ORGANIZATION MANAGEMENT

Key Actions

- EBiz POC and users with AOR with MPIN can perform workspace actions at organization level
- EBiz POC cannot create or submit a workspace

HOME LEARN GRANTS SEARCH

GRANTS.GOV > Applicant Center

APPLICANT CENTER

WELCOME:
Thomas Jefferson

GRANT APPLICATIONS

- » Apply for Grants
- » Manage Workspaces

APPLICANT MANAGEMENT

- » Manage Applicants
- » Manage Certificates
- » Manage Organization Profile

» Workspace Overview

» Applicant Eligibility

» Applicant Training

» Applicant FAQs

» Adobe Software Compatibility

» Submitting UTF-8 Special Characters

» Encountering Error Messages

GRANTS.GOV > Applicants > Manage Workspaces

MANAGE WORKSPACES

Please enter criteria and click Search:

Funding Opportunity Number: Workspace ID:

Funding Opportunity Title: Workspace DUNS:

CFDA Number:

Competition ID: Last Activity Date: From: To:

Opportunity Package ID:

Workspace Status:

- New
- In Progress
- Ready for Submission
- Submitted
- Archived

Search

Results: [Export Detailed Data](#)

1-25 of 2258 Records

Workspace ID	Workspace DUNS	Workspace Status	Funding Opportunity Number	Funding Opportunity Title	Workspace Owner	Last Activity Date	Actions
WS00010875	0000000000000	In Progress	VIDEO-SUBFORMS	Training Video for Sub-Forms Access	Thomas Jefferson	06/07/2017	Manage Workspace
WS00010891	0000000000000	New	06062017-KJ-RR	RR-FIF		06/07/2017	Manage Workspace
WS00010890	0000000000000	In Progress	06022017-AF-1311	Fed + Non-Fed 5yr 30att		06/07/2017	Manage Workspace
WS00010846	0000000000000	In Progress	06022017-AF-1311	Fed + Non-Fed 5yr 30att		06/07/2017	Manage Workspace



ORGANIZATION MANAGEMENT



Resources

- [Online User Guide: Manage Applicants](#)
- [Online User Guide: Manage Workspaces](#)