


Maryland Governor's Grants Training Conference 2017



Grants.gov Workspace Overview



 **If you have been impacted by natural disasters and are looking for more information, or to apply for assistance, please visit www.DisasterAssistance.gov.**



Switch to Workspace Now

The Download Legacy PDF Application Package option to apply retires December 31, 2017. Apply using Grants.gov Workspace!

Get Started with Workspace »

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.

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

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.

GRANTS GOV > Applicants > Manage My Workspace

MANAGE MY WORKSPACE

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

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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
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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?

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

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

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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

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

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

Application Filing Name: Example Workspace Application [Edit Name]
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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

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

Application Filing Name: NewWorkspaceFor [Edit Name]
Workspace ID: WS00003094
Workspace Status: In Progress
Opening Date: Sep 09, 2016
AOR Status: Active
Last Submitted Date: ---
Closing Date: Sep 27, 2018
Workspace Owner: Thomas Jefferson
SAM Expiration Date: Nov 25, 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

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, 2018

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

Workspace Details:

DUNS: 0000000000000 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.

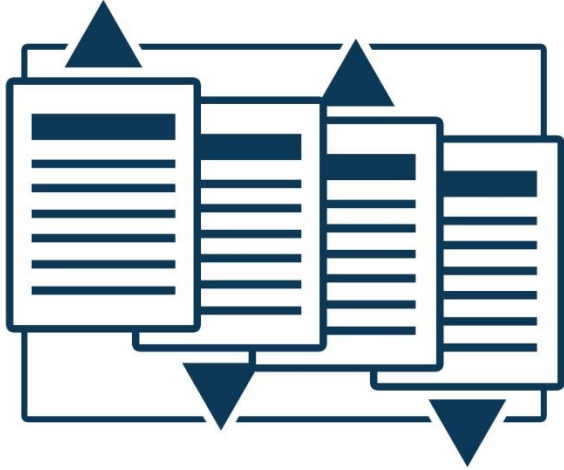
WHY USE WORKSPACE?



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.

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**

You have chosen the following Opportunity Package:

Funding Opportunity Number – Title: 09192016-TL-WS-SYN – 09192016-TL-WS-SYN
Opportunity Package ID: PKG00033748
CFDA: 10.001 – Agricultural Research_Basic and Applied Research
Competition ID – Title: SP – SP
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.

MANAGING PARTICIPANTS & ROLES

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	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

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

The screenshot shows the 'MANAGE MY WORKSPACE' page for a workspace application. The page includes a navigation menu at the top with options like HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. The main content area displays workspace details such as Application Filing Name, Workspace ID, Workspace Status, AOR Status, Opening Date, Last Submitted Date, Closing Date, Workspace Owner, and SAM Expiration Date. Below this, there are tabs for FORMS, PARTICIPANTS, ACTIVITY, DETAILS, GRANTOR IMAGE, and PREVIEW GRANTOR VALIDATION. The 'PARTICIPANTS' tab is active, showing a table of workspace participants. The table has columns for Participant Name, Phone Number, Email, Owner, AOR Role, Manage Workspace Role, and Actions. The 'Owner', 'AOR Role', and 'Manage Workspace Role' columns are highlighted with an orange box. The table lists three participants: Abigail Adams, Ben Franklin, and Thomas Jefferson.

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

Roles:

- AOR (with Manage Workspace role)
- Manage Workspace role

Account Types:

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

MANAGING PARTICIPANTS & ROLES

The screenshot shows the 'MANAGE MY WORKSPACE' page. At the top, there's a navigation bar with 'APPLICANTS' selected. Below it, the workspace details are displayed, including the application filing name, workspace ID, status, and dates. A table titled 'Workspace Participants' is shown with the following data:

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

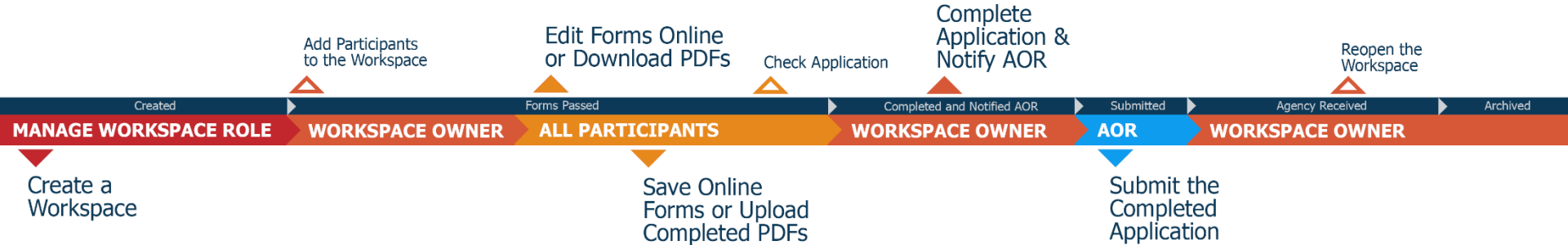
Access Levels:

- 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:



COMPLETING WORKSPACE FORMS

Key Actions:

- Edit online forms *(if available)*
- Download, upload, and reuse forms
- Lock/Unlock forms

GRANTS.GOV > Applicants > Manage My Workspace

MANAGE MY WORKSPACE

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

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

FORMS PARTICIPANTS ACTIVITY DETAILS GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

Workspace Actions:

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

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 FORMS

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

- Complete online forms in web browser
- Saves progress and auto-fills matching fields on other application forms
- Complete SF-424 first

COMPLETING PDF FORMS

GRANTS.GOVSM **WORKSPACE FORM** 1-800-518-4726
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: OPP-12245678
Opportunity Title: Rural Education Support Initiative
Opportunity Package ID: 202000021970
CFDA Number: 00.000
CFDA Description: Not Elsewhere Classified
Competition ID:
Competition Title:
Opening Date: 07/17/2018
Closing Date: 07/14/2017
Agency: General Dynamic Information Technology
Contact Information: Thomas Jefferson
E-mail: thomas@tjagency.gov
Phone: 000-000-0000

APPLICANT & WORKSPACE DETAILS:

Workspace ID: 20200000179
Application Filing Name: Rural Education Grant
DUNS: 00000000000000
Organization: Legal [example] Business Name
Form Name: Application for Federal Assistance (SF-424)
Form Version: 2.1
Requirement: Mandatory
Upload Count: 1
Download Date: 12/18/2018
Form State: No Errors

FORM ACTIONS

CHECK FOR ERRORS SAVE PRINT

- Option to complete individual PDF forms by downloading
- Upon uploading, data shared between online and PDF versions of forms

COMPLETING WORKSPACE FORMS

GRANTS.GOV > Applicants > Manage My Workspace

MANAGE MY WORKSPACE

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

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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

- Reuse a form
- Cross-form validations
- Data retained for three years

SUBMITTING VIA WORKSPACE

GRANTS.GOV > Applicants > Manage My Workspace

MANAGE MY WORKSPACE

09192016-TL-WS-SYN - PKG00033748
09192016-TL-WS-SYN

Application Filing Name: NewWorkspaceFor508 [Edit Name]
Workspace ID: WS00003091
Workspace Status: New
Opening Date: ---
AOR Status: Active
Last Submitted Date: ---
Closing Date: Sep 27, 2017
Workspace Owner: Thomas Jefferson
SAM Expiration Date: Nov 25, 2016

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	Upload Count	Last Uploaded Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	SF424 Mandatory Form [V1.2]	Mandatory	---	---	---	---	Lock Download Upload Reuse
<input type="checkbox"/>	Disclosure of Lobbying Acti						Lock Download Upload Reuse
<input type="checkbox"/>	ED-9008 Beneficiary Inform						Lock Download Upload Reuse
<input type="checkbox"/>	ED-900C EDA Application S						Lock Download Upload Reuse
<input type="checkbox"/>	ED-900D Design and Engin						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

Contact Center

- Support available 24/7; closed on Federal holidays
- Email: support@grants.gov
- Toll-Free Phone Number: 1-800-518-4726
- International Callers: 1-606-545-5035
- Grants.gov Self-Service Web Portal: <https://grants-portal.psc.gov>

Additional Resources

- Online User Guide: <http://www.grants.gov/help/html/help/index.htm>
- FAQs: <http://www.grants.gov/web/grants/applicants/applicant-faqs.html>
- Blog: <https://blog.grants.gov/>

Grants.gov Applicant Support & Resources

Contact Center

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- FAQs: <http://www.grants.gov/web/grants/applicants/applicant-faqs.html>
- Blog: <https://blog.grants.gov/>

