

Grants.gov Applicant Overview

Register, Find, and Apply

Maryland Governor's Grants Conference
November 14, 2016

Getting Registered

Getting Registered

Registering with Grants.gov to be an Authorized Organizational Representative (AOR)

The screenshot shows the Grants.gov homepage with a navigation bar at the top. The 'REGISTER' link is highlighted with a red box. Below the navigation bar is a search bar and a main banner area with the word 'REGISTER' in large blue letters. A woman is sitting on a chair in the banner. Below the banner are three registration options: Individual Applicant, Organization Applicant, and Grantor. The 'Individual Applicant' section is highlighted with a red box, and a red arrow points to its 'Register as an Individual Applicant' button.

Grants.gov logo: FIND. APPLY. SUCCEED.™

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

Top Right: HELP | MANAGE SUBSCRIPTION | REGISTER | LOGIN

Search: Grant Opportunities | Enter Keyword... | GO

REGISTER

Individual Applicant
Register as an individual applicant to apply for grant opportunities on your own behalf. When applying, ensure the opportunity is open to individuals.
[Learn about the Individual Registration process »](#)
[Register as an Individual Applicant »](#)

Organization Applicant
Register as an organization applicant to apply for grant opportunities on behalf of an organization. A DUNS Number and SAM registration are required.
[Learn about the Organization Registration process »](#)
[Register as an Organization Applicant »](#)

Grantor
Register as a representative of a federal award-making agency to post and manage funding opportunities on Grants.gov.
[Learn about the Grantor Registration process »](#)
[Register as a Grantor »](#)

CONNECT: Twitter | RSS | XML Extract | Blogger | Get Adobe Reader

HEALTH & HUMAN SERVICES: HHS.gov | EEOC / No Fear Act | Accessibility | Privacy | Site Map

COMMUNITY: USA.gov | WhiteHouse.gov | USAspending.gov | SBA.gov | CFDA.gov | SAM.gov | DUNS Request | Report Fraud

GRANTS.GOV
1-800-518-4726
support@grants.gov

Getting Registered

Dun & Bradstreet (DNB) and the System for Award Management (SAM)

The screenshot shows the Dun & Bradstreet Government iUpdate website. It features a navigation bar with the logo and a 'Webform Home' link. The main content area is titled 'Welcome to Government iUpdate - The easy way to manage Dun & Bradstreet's information on your company!'. Below this, there are three main sections: 'Register or use iUpdate!', 'Find DUNS or Request new DUNS', and 'Already Registered? - Sign-in to iUpdate'. Each section has a 'Start Now' button. At the bottom, there is an alert box with the text: '** Alert ** We made enhancements on 3/13/15, please review the information below and take necessary action to ensure the best user experience. Prior to Sign-in clear your browser cache to automatically download new iUpdate pages. Click here for Internet Explorer instructions. You will be prompted to change your password every 90 days that must contain all of the following: At least: 10 Characters, One Upper case letter, May Not contain the First or Last Name of the user.'



The screenshot shows the System for Award Management (SAM) website. It features a navigation bar with the logo and links for 'HOME', 'SEARCH RECORDS', 'DATA ACCESS', 'GENERAL INFO', and 'HELP'. The main content area is titled 'View assistance for SAM.gov' and contains three main sections: 'CREATE USER ACCOUNT', 'REGISTER, UPDATE ENTITY', and 'SEARCH RECORDS'. Each section has a 'Start Now' button. At the bottom, there is a 'Need Help?' link and a 'NEWS AND ANNOUNCEMENTS' link.

- Register with DNB at <http://fedgov.dnb.com/webform>
- Requires TIN from IRS and organization information
- You will be issued a Data Universal Numbering System (**DUNS**) number
- Takes 1 – 2 business days

- Use DUNS to register with SAM at www.SAM.gov
- Establish E-Business Point of Contact (**EBiz POC**): Individual who oversees all activities for organization within Grants.gov and approves the AOR
- Establish Marketing Partner Identification Number (**MPIN**)
- Takes 7 – 10 business days



Getting Registered

SAM and Grants.gov

View assistance for SAM.gov

USER NAME: PASSWORD: LOG IN

Forgot Username? Forgot Password? Create an Account

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

CREATE USER ACCOUNT

Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOVO information.

Create User Account

REGISTER/UPDATE ENTITY

You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.

Register/Update Entity

SEARCH RECORDS

All entity records from CCR, FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and save ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOVO information.

Search Records

What is SAM?

The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly from this page. User guides and webinars are available under the Help tab.

NEWS AND ANNOUNCEMENTS USER GUIDES/HELPFUL HINTS ATTENTION EXTRACT AND WEB SERVICE USERS



HELP MANAGE SUBSCRIPTIONS REGISTER LOGIN

SEARCH: Grant Opportunities Enter Keyword GO

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

Grants.gov Workspace

Apply for grants by creating a workspace. This allows you and your colleagues to work on the application together.

What is Workspace?

Grants.gov Updates

Grants.gov Calendar

Check out our calendar to get the latest updates about our upcoming releases, maintenance, and outages.

Grants.gov Scheduled Maintenance

July 16-18, 2016

Grants.gov Community Blog

Join the Grants.gov Community Blog to learn about the latest in the grants community.

Grants.gov Notices

For more information on upcoming changes with user impact, browse with the Grants.gov notices page for the latest information.

Grants.gov Releases

For information about recent changes and enhancements to Grants.gov, review the latest release notes.

DATA Act Section 5 Pilot Program Presentation

The Department of Health and Human Services (HHS) recently organized a webinar about the DATA Act Section 5 Pilot Program.

Financial Assistance

Grants.gov does not provide personal financial assistance. Please visit our Grant Programs to learn where you may find personal financial assistance.

Suspect Fraudulent Activity?

The United States Government does not require payment of any kind to receive federal grants. Learn more about suspected fraudulent activity.

Find Grant Opportunities

BROWSE NEWEST BROWSE CATEGORIES BROWSE AGENCIES BROWSE EXPIRED

Opportunity/Number	Opportunity Title	Agency	Opportunity Status
W9124A-16-0001	Fort Huachuca Environmental Training	DOD-AMC ACC/AFSH	Posted
F18A000287	Line Burgeon Restoration Funds	DOI-FWS	Posted
ED-GRANTS-062016-001	Office of Postsecondary Education (OPE) American Overseas Research Centers (AORC) Program CFDA Number 84.274A	ED	Posted
RFA-096-16-00003	Highly Employed Project	USAD-RWA	Posted
DE-FOA-000154	Clean Energy Manufacturing Innovation Institute for Reducing Embedded-energy of Materials and Decreasing Emissions (REMADE) in Manufacturing	DOE-GPO	Posted
F18A000270	Notice of Intent: Promote Research and Preservation on National Park Service Collections	DOI-NPS	Posted
OWB0-2016-01	Women's Business Center	SBA	Posted
RFA-388-16-00006	Social and Behavior Change Communication (SBCC) Activity	USAD-BAN	Posted

- Organization data, EBiz POC information, and MPIN are electronically transferred from SAM to Grants.gov
- The organization is set up in Grants.gov and individuals within the organization are now able to register with Grants.gov
- **NOTE: EBiz POC must renew SAM registration annually**



Getting Registered

About the EBiz Point of Contact and AORs



EBiz POC



AOR 1



AOR 2



AOR 3



AOR 4

- Each organization has one EBiz POC
- EBiz POCs are assigned in SAM

- EBiz POC approves Authorized Organization Representatives
- AORs are allowed to submit grant applications on behalf of their organization

- One organization can have many AORs

Confirm Registration Information

Enter Your Registration Information

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

GRANTS.GOV > Register > Register With Grants.Gov As Organization Applicant

REGISTER WITH GRANTS.GOV AS ORGANIZATION APPLICANT ?

Before you can register as organization applicant with Grants.gov, you will need to obtain a DUNS number and complete registration in SAM. This process can take up to 4 weeks. Once you have completed these two items, enter your organization DUNS or DUNS+4 number below and press the "Register" button.

Once your DUNS number has been verified, you can submit your registration to Grants.gov. An e-mail will be generated to your organization's E-Business Point of Contact.

To register for a username and password, enter the organization's **DUNS OR DUNS+4 Number** and then click the "Register" button below.

Step 1: Complete the **DUNS OR DUNS+4 Number** field.

Step 2: Click the **Register** button.

DUNS or DUNS+4 Number

Register

Getting Registered

Confirm Registration Information

HOME	LEARN GRANTS ▾	SEARCH GRANTS	APPLICANTS ▾	GRANTORS ▾	SYSTEM-TO-SYSTEM ▾	FORMS ▾	OUTREACH ▾	SUPPORT
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GRANTS.GOV > Register > Register With Grants.gov As Organization Applicant > Organization Applicant Registration

ORGANIZATION APPLICANT REGISTRATION ?

Please review the information entered below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please click the Submit button on the bottom of the page.

First Name: George
MI:
Last Name: Washington
Job Title: President
DUNS: 00000000000000
Telephone: 555-555-1234
Email: george.washington@test.com
Secret Question: What is your favorite color?
Secret Answer: Red
UserName: gWASHINGTON1

Searching for Funding Opportunities and Forecasts

Searching for Funding Opportunities

Find – Basic Search

The screenshot shows the Grants.gov search interface. At the top right, there is a search bar with a dropdown menu set to "Grant Opportunities" and a "GO" button. Below the search bar, there are navigation tabs: "HOME", "LEARN GRANTS", "SEARCH GRANTS" (highlighted with a red box), "APPLICANTS", "GRANTORS", "SYSTEM-TO-SYSTEM", "FORMS", "OUTREACH", and "SUPPORT".

On the left side, there is a "SEARCH GRANTS" section with "BASIC SEARCH CRITERIA:" including fields for "Keyword(s)", "Opportunity Number", and "CFDA", and a "SEARCH" button. Below this are sections for "OPPORTUNITY STATUS:" and "FUNDING INSTRUMENT TYPE:" with various checkboxes and dropdown menus.

The main content area shows search results. At the top, it says "1 - 25 OF 2501 MATCHING RESULTS:". Below this is a table with columns: "Opportunity Number", "Opportunity Title", "Agency", "Opportunity Status", "Posted Date", and "Close Date".

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
W9124A-16-0001	Fort Huachuca Environmental Training	DOD-AMC-ACCAPGFH	Posted	06/20/2016	07/20/2016
F16AS00287	Lake Sturgeon Restoration Funds	DOI-FWS	Posted	06/20/2016	06/24/2016
ED-GRANTS-062016-001	Office of Postsecondary Education (OPE): American Overseas Research Centers (AORC) Program CFDA Number 84.274A	ED	Posted	06/20/2016	08/04/2016
RFA-696-16-000003	Youth Employment Project	USAID-RWA	Posted	06/20/2016	08/08/2016
DE-FOA-0001594	Clean Energy Manufacturing Innovation Institute for Reducing Embodied-energy of Materials and Decreasing Emissions (REMADE) in Manufacturing	DOE-GFO	Posted	06/20/2016	09/28/2016
P16AS00270	Notice of Intent: Promote Research and Preservation on National Park Service Collections	DOI-NPS	Posted	06/20/2016	06/30/2016
OWBO-2016-01	Women's Business Center	SBA	Posted	06/20/2016	08/03/2016
DE-FOA-0001590	Request for Information: Advanced HVAC&R Research and Development (R&D)	DOE-GFO	Posted	06/20/2016	07/25/2016
RFA-388-16-000006	Social and Behavior Change Communication (SBCC) Activity	USAID-BAN	Posted	06/19/2016	07/31/2016
16-571	Partnerships for International Research and Education	NSF	Posted	06/19/2016	04/24/2017
16-572	Cooperative Studies Of The Earth's Deep Interior	NSF	Posted	06/19/2016	09/27/2016
RFA-NS-16-024	Planning Grant for NINDS Morris K. Udall Parkinson's Disease Research Center Without Walls (R34)	HHS-NIH11	Posted	06/17/2016	08/30/2016
L16AS00204	BLM CO Northwest District Hazardous Fuels and Forest Management Activities	DOI-BLM	Posted	06/17/2016	08/17/2016

Search for grants and forecasts by entering a keyword, then clicking the Go button

OR by entering:

- **Keyword**
- **Funding Opportunity Number**
- **CFDA Number or Title**

and clicking the Search button

Searching for Funding Opportunities

Opportunity Status

GRANTS.GOV SM
FIND. APPLY. SUCCEED.™

HELP | MANAGE SUBSCRIPTIONS | REGISTER | LOGIN

SEARCH: Grant Opportunities ▾ Enter Keyword... **GO**

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

GRANTS.GOV > Search Grants

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

SEARCH

OPPORTUNITY STATUS:

- Forecasted (133)
- Posted (2,368)**
- Closed (2,173)
- Archived (33,593)

FUNDING INSTRUMENT TYPE:

- All Funding Instruments
- Cooperative Agreement (941)
- Grant (1,706)
- Other (62)
- Procurement Contract (56)

ELIGIBILITY:

- All Eligibilities
- City or township governments (1,031)
- County governments (1,044)
- For profit organizations other than small businesses (994)
- Federally recognized Indian tribes (937)

SORT BY: Posted Date (Descending) ▾ **Update Sort**

DATE RANGE: All Available ▾ **Update Date Range**

1 - 25 OF 2501 MATCHING RESULTS: « Previous 1 2 3 4 5 6 ... 101 Next »

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date ↓	Close Date
W9124A-16-0001	Fort Huachuca Environmental Training	DOD-AMC-ACCAPGFH	Posted	06/20/2016	07/20/2016
F16AS00287	Lake Sturgeon Restoration Funds	DOI-FWS	Posted	06/20/2016	06/24/2016
ED-GRANTS-062016-001	Office of Postsecondary Education (OPE): American Overseas Research Centers (AORC) Program CFDA Number 84.274A	ED	Posted	06/20/2016	08/04/2016
RFA-696-16-000003	Youth Employment Project	USAID-RWA	Posted	06/20/2016	08/08/2016
DE-FOA-0001594	Clean Energy Manufacturing Innovation Institute for Reducing Embodied-energy of Materials and Decreasing Emissions (REMADE) in Manufacturing	DOE-GFO	Posted	06/20/2016	09/28/2016
P16AS00270	Notice of Intent: Promote Research and Preservation on National Park Service Collections	DOI-NPS	Posted	06/20/2016	06/30/2016
OWBO-2016-01	Women's Business Center	SBA	Posted	06/20/2016	08/03/2016
DE-FOA-0001590	Request for Information: Advanced HVAC&R Research and Development (R&D)	DOE-GFO	Posted	06/20/2016	07/25/2016
RFA-388-16-000006	Social and Behavior Change Communication (SBCC) Activity	USAID-BAN	Posted	06/19/2016	07/31/2016
16-571	Partnerships for International Research and Education	NSF	Posted	06/19/2016	04/24/2017
16-572	Cooperative Studies Of The Earth's Deep Interior	NSF	Posted	06/19/2016	09/27/2016
RFA-NS-16-024	Planning Grant for NINDS Morris K. Udall Parkinson's Disease Research Center Without Walls (R34)	HHS-NIH1	Posted	06/17/2016	08/30/2016
L16AS00204	BLM CO Northwest District Hazardous Fuels and Forest Management Activities	DOI-BLM	Posted	06/17/2016	08/17/2016

Select the Opportunity Status to find what you are looking for:

Forecasted - Potential grants in the near future

Posted - Currently open grants

Closed - Recently ended grants

Archived - Past grants available for reference

What's in a Funding Opportunity?

What's in a Funding Opportunity?

Forecast

The screenshot shows the Grants.gov website interface. At the top, there is a navigation bar with links for HELP, MANAGE SUBSCRIPTIONS, REGISTER, and LOGIN. A search bar is present with the text "SEARCH: Grant Opportunities" and a "GO" button. Below the navigation bar, there are tabs for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. The main content area is titled "VIEW GRANT OPPORTUNITY" and displays the following information:

HHS-2017-ACF-OPRE-PD-1201
Behavioral Interventions Scholars
Department of Health and Human Services
Administration for Children and Families - OPRE

Below this information, there are four tabs: FORECAST (highlighted with a red box), VERSION HISTORY, RELATED DOCUMENTS, and PACKAGE. A "Print Forecast Details" link is also visible.

Below the tabs, there is a section for "General Information" with the following details:

Document Type:	Grants Notice	Version:	Forecast 1
Opportunity Number:	HHS-2017-ACF-OPRE-PD-1201	Posted Date:	Jun 15, 2016
Opportunity Title:	Behavioral Interventions Scholars	Last Updated Date:	Jun 15, 2016
Opportunity Category:	Discretionary	Estimated Synopsis Post Date:	Jan 30, 2017
Opportunity Category Explanation:		Estimated Application Due Date:	Mar 31, 2017. Electronically submitted applications must be submitted no later than 11:59 p.m., ET, on the listed application due date.
Funding Instrument Type:	Grant	Estimated Award Date:	Sep 29, 2017
Category of Funding Activity:	Income Security and Social Services	Estimated Project Start Date:	Sep 30, 2017
Category Explanation:		Fiscal Year:	2017
Expected Number of Awards:	4	Archive Date:	
CFDA Number(s):	93.647 -- Social Services Research and		

A Forecast is a projection of an estimated funding opportunity

Contains high level information, such as:

- Estimated Post and Due Dates
- Estimated Program Funding Amount
- Estimated Award Date

A Forecast can become a funding opportunity Synopsis

What's in a Funding Opportunity?

Application Package and Instructions, Part 3

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

GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY

HRSA-16-019
Small Health Care Provider Quality Improvement Program
Department of Health and Human Services
Health Resources and Services Administration

SYNOPSIS VERSION HISTORY RELATED DOCUMENTS PACKAGE

You have chosen the following Opportunity Package:

Funding Opportunity Number – Title: HRSA-16-019 – Small Health Care Provider Quality Improvement Program
Opportunity Package ID: PKG00220352
CFDA: 93.912 – Rural Health Care Services Outreach, Rural Health Network Development and Small Health Care Provider Quality Improvement
Competition ID – Title: HRSA-16-019 – Small Health Care Provider Quality Improvement Program
Agency: Department of Health and Human Services – Health Resources and Services Administration
Opening Date:
Closing Date: Mar 04, 2016

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
[Login to Apply Now »](#)

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 »](#)

Log in and create a workspace package



OR

Click the Download Instructions and Download Package buttons



Workspace



- Workspace is the space where you work on your grant application
- Complete individual forms
- Team of registered applicants have simultaneous access

Legacy Application Package



- Being phased out December 2017
- All forms “stitched” together in one, large PDF
- PDF file must be exchanged via email, flash drive, or file-sharing service to team

Why Use Workspace?



1. Workspace helps **streamline the collaboration process** on grant applications
2. Workspace helps applicants **save time** by allowing reuse of forms across workspaces
3. Forms are **validated** when they are uploaded to the workspace, virtually eliminating last-minute submission errors
4. Workspace is easy to learn thanks to **context-sensitive help articles** accessible on every page and window



Applying with Workspace



Workspace Overview



- Create a workspace
- Add collaborators in Participants tab
- Complete the application in the Forms tab
- Submit when you are done

Create a Workspace



The screenshot shows the 'VIEW GRANT OPPORTUNITY' page on Grants.gov. A red box highlights the 'VIEW GRANT OPPORTUNITY' link in the top navigation bar. Another red box highlights the 'PACKAGE' tab in the sub-navigation bar. A third red box highlights the 'Option 1: Apply Now Using Workspace' section, which includes a text input field for the application filing name and a 'Create Workspace' button. Below this, a table lists available workspaces.

AVAILABLE WORKSPACES:					
Workspace ID	Date Created	Owner	Phone Number	Actions	
WS0003091	09/20/2016	Thomas Jefferson	555555555	Manage Workspace	

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.

Add Collaborators in Participants Tab



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.

Click Add Participants button to add collaborators

The screenshot shows the 'MANAGE MY WORKSPACE' interface on Grants.gov. The 'PARTICIPANTS' tab is selected and highlighted with a red box. The workspace details include: Application Filing Name: NewWorkspaceFor508 [Edit Name], Workspace ID: WS00003091, Workspace Status: New, Opening Date: ---, Closing Date: Sep 27, 2017, AOR Status: Active, Last Submitted Date: ---, Workspace Owner: Thomas Jefferson, and SAM Expiration Date: Nov 25, 2016. The 'Workspace Participants' table lists four members, with the first three highlighted by a red box:

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
George Washington	000-000-0000	george@history.gov	No	Yes	Yes	Remove Make Owner
Thomas Jefferson	5555555555	president@example.com	Yes	Yes	Yes	Remove Make Owner

Complete Workspace Forms



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

GRANTS.GOV > Applicants > Manage My Workspace

MANAGE MY WORKSPACE

TEST 1 09192016-TL-WS-SYN - PKG00033748
09192016-TL-WS-SYN

Application Filing Name: NewWorkspaceFor508 [Edit Name]
Workspace ID: WS00003091
AOR Status: Active
Workspace Owner: Thomas Jefferson

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

Opening Date: ---
Closing Date: Sep 27, 2017

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	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 Activities [V1.2]	Optional	---	---	---	---	Lock Download Upload Reuse
<input type="checkbox"/>	ED-900B Beneficiary Information Form [V1.0]	Optional	---	---	---	---	Lock Download Upload Reuse
<input type="checkbox"/>	ED-900C EDA Application Supplement for Construction Programs [V1.0]	Optional	---	---	---	---	Lock Download Upload Reuse
<input type="checkbox"/>	ED-900D Design and Engineering [V1.0]	Optional	---	---	---	---	Lock Download Upload Reuse

Key Actions:

- Lock/Unlock a form
- Download a form
- Upload a form
- Reuse a form

Complete Workspace Forms



 **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: 09F-12245678
Opportunity Title: Rural Education Support Initiative
Opportunity Package ID: 20000001970
CFDA Number: 00.000
CFDA Description: Not Elsewhere Classified
Competition ID:
Competition Title:
Opening Date: 07/17/2015
Closing Date: 07/14/2017
Agency: General Dynamic Information Technology
Contact Information: Thomas Jefferson
E-mail: thomas@history.gov
Phone: 000-000-0000

APPLICANT & WORKSPACE DETAILS:

Workspace ID: 8500000179
Application Filing Name: Rural Education Grant
DUNS: 00000000000000
Organization: Legal (examplw * Business Name)
Form Name: Application for Federal Assistance (SF-424)
Form Version: 2.1
Requirement: Mandatory
Upload Count: 1
Download Date: 12/18/2015
Form State: No Errors

FORM ACTIONS:

Other Features:

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



Submit Application via Workspace



The screenshot displays the 'MANAGE MY WORKSPACE' page on Grants.gov. The workspace is titled 'TEST 1' and contains application information such as 'Application Filing Name: NewWorkspaceFor [Edit Name]', 'Workspace ID: WS00003094', and 'Workspace Status: In Progress'. A navigation bar includes tabs for 'FORMS', 'PARTICIPANTS', 'ACTIVITY', 'DETAILS', 'GRANTOR IMAGE', and 'PREVIEW GRANTOR VALIDATION'. Below this, a 'Workspace Actions' section features buttons for 'Preview Application Forms', 'Check Application', 'Sign and Submit', and 'Delete'. A table of 'Application Package Forms' is visible, with one form 'SF424 (R & R) [V2.0]' selected. A modal dialog box titled 'Sign and Submit' is overlaid on the screen, containing the following text: 'If you want to submit the application package, enter your password and click the 'Sign and Submit' button below to complete the process.' Below the text is a password input field labeled '*Password:' and two buttons: 'Sign and Submit' and 'Cancel'.

Process:

- Workspace Owner notifies AOR users
- AOR user clicks Sign and Submit

Further Resources



- [Video: Learning Workspace Series](#)
- [How to Create a Workspace](#) help article
- [How to Add and Remove Participants](#) help article
- [Forms Tab—Managing Forms](#) help article
- [How to Submit a Workspace Package](#) help article
- [Example Cases: How Workspace Improves the Applicant Experience on Grants.gov](#) blog article





Navigating a Legacy Application Package



Navigating a Legacy Application Package



- Download the single, legacy application package PDF
- Email single PDF to collaborators to complete using exact same version of Adobe Reader or Acrobat
- Complete all application forms in single PDF
- Submit when you are done



Tips for Applicants

Grants.gov Applicant Support & Resources

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/>