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](http://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.
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.
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
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.
WHAT IS WORKSPACE?

The Activity tab lists the actions that Participants have taken within the workspace.
WHAT IS WORKSPACE?

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?

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.
Workspace is easy to learn thanks to context-sensitive help articles accessible on every page and window.
CREATING A 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.
MANAGING PARTICIPANTS & ROLES

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

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

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.
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
COMPLETING ONLINE FORMS

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

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

- Reuse a form
- Cross-form validations
- Data retained for three years
SUBMITTING VIA WORKSPACE

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

Additional Resources

- Blog: https://blog.grants.gov/
Grants.gov Applicant Support & Resources

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