

ADD
PARTICIPANTS
EXTERNAL TO
YOUR ORG



ONE EMAIL
TO MANAGE
MULTIPLE
PROFILES



TRADE
PDF
FORMS FOR
WEBFORMS



REUSE
GRANT
APPLICATION
FORMS



Access Our Online Resources for Workspace:

Twitter: @grantsdotgov
Community Blog: Blog.Grants.gov
Training Videos: YouTube.com/GrantsGovUS
Feedback: Community@Grants.gov

ONE-CLICK
ACCESS
TO HELP
ARTICLES



WATCH
WORKSPACE
TRAINING
VIDEOS



Grants.gov Workspace Overview

Become a Workspace Wizard

January 9, 2018



For OGAPA 2018 Grants Management Conference

Agenda

- Retired Legacy PDF Application Package
- Benefits of Workspace
- Live-Demonstration of Workspace
- Questions and Feedback



Retire Legacy PDF Application Package



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

- Applicants are no longer 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 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 11:59 PM ET.
- S2S Submissions will continue to be supported.

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



Benefits of Workspace

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

- 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

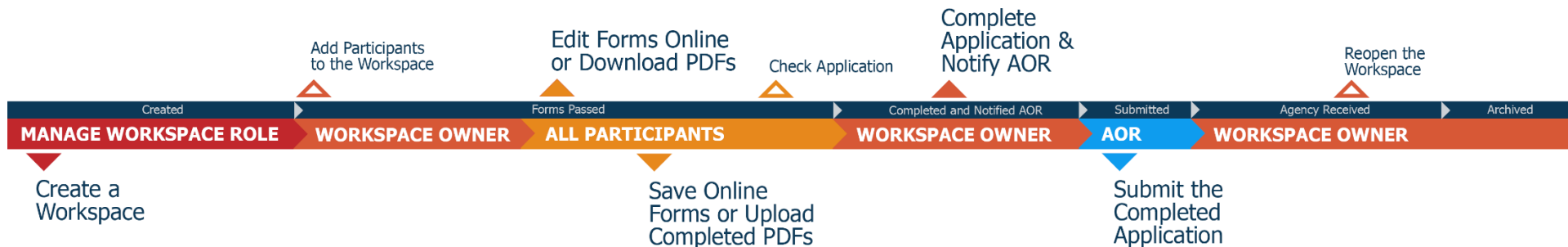


Live Demonstration of Workspace



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

- 1) Creating a Workspace
- 2) Adding Participants to the Workspace
- 3) Completing the Application Forms within Workspace
 - Online Webforms
 - Offline PDF Forms
- 4) Submitting via Workspace



Grants.gov Workspace Resources



Grants.gov Website

- [Workspace Overview](#)
- [Interactive Workspace Workflow Graphic](#)
- [Infographic: Roles and Access Levels in Workspace](#)

Webinar Video

- [Grants.gov Workspace Webinar: Become a Workspace Wizard \(October 10, 2017\)](#)

Training Videos

- Watch the [Learning Workspace Video Series](#) [Playlist], which includes the following tutorials:
 - *Introducing Grants.gov Workspace Functionality*
 - *User Roles & Access Levels in Workspace*
 - *How to Create a Grants.gov Workspace*
 - *How to Add Participants to a Workspace*
 - *Completing Forms in a Workspace*
 - *How to Complete a Federal Grant Application in Workspace*

Grants.gov Community Blog Posts

- [Grants.gov Workspace: Fast, Easy to Use, and Secure](#)
- [7 Tips for Transitioning Your Organization to Grants.gov Workspace](#)
- [Grants.gov Workspace for Colleges and Universities](#)

Online Help Articles

- [How to Add or Remove Roles for a Specific User](#)
- [How to Create a Workspace](#)
- [How to Add Participants \(Registered Grants.gov Users\) to a Workspace](#)
- [How to Complete Webforms Within a Workspace](#)
- [How to Add an Attachment to a Webform](#)
- [How to Restrict Access to Budget Forms](#)
- [How to Submit an Application in Workspace](#)



Contact Us



- If you have any general questions, feedback or concerns about Grants.gov Workspace, please contact us via email at community@grants.gov
- If you have issues while completing your Workspace application, please contact the Grants.gov Support Center at support@grants.gov or call 1-800-518-4726



Connect with Grants.gov



- Stay connected with Grants.gov through social media to find out more about what's coming, new training opportunities, and updated resources



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[@grantsdotgov](https://twitter.com/grantsdotgov)



Video tutorials
on [YouTube](https://www.youtube.com/grantsgov)

Community Blog

Subscribe to our blog:
[Blog.Grants.gov](https://blog.grants.gov)



Bookmark our
[Online User Guide](#)



Email Us:
Community@grants.gov



GRANTS.GOV WORKSPACE OVERVIEW SUPPLEMENT

FOR RELEASE 16.1



OVERVIEW

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

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 CONNECT SUPPORT

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

TEST 1

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	0000000000	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 CONNECT SUPPORT

GRANTS.GOV > Applicants > Manage Workspace

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

1-3 of 3 Records

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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 **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

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

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

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

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

FORMS PARTICIPANTS ACTIVITY DETAILS GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

Workspace Actions:

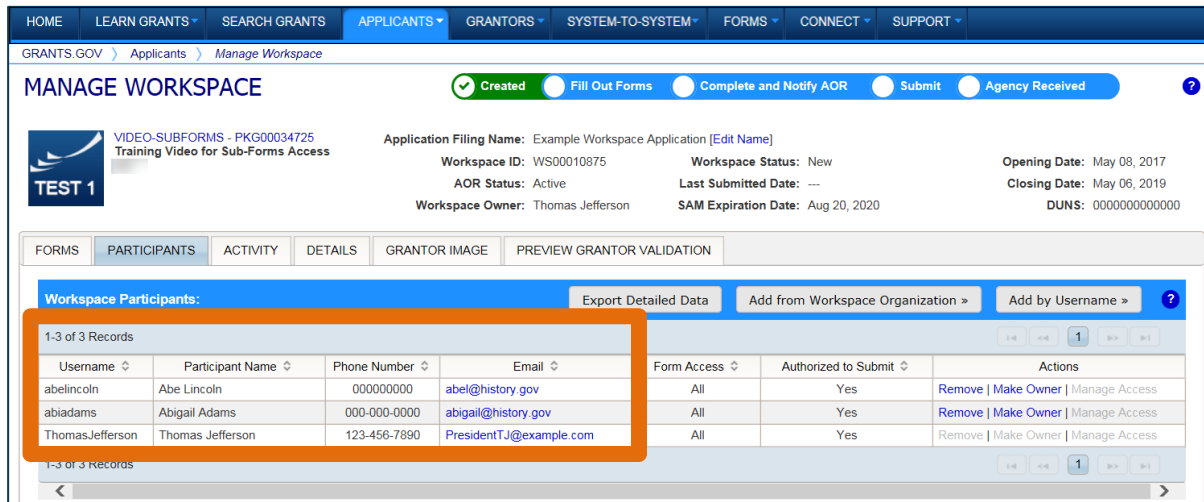
Preview Application Forms Check Application Sign and Submit Delete

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
☒	SF424 (R & R) [V2.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
☐	PHS 398 Modular Budget [V1.2]	Optional	---	---	---	Lock Download Upload Reuse Webform
☐	PHS 398 Training Subaward Budget Attachment(s) Form [V2.0] MANAGE SUBFORMS: 0	Optional	---	---	---	Lock Download Upload Reuse Webform
☐	Research & Related Budget [V1.4]	Optional	---	---	---	Lock Download Upload Reuse Webform
☐	R & R Subaward Budget Attachment(s) Form 10 YR 10 ATT [V1.4] MANAGE SUBFORMS: 0	Optional	---	---	---	Lock Download Upload Reuse Webform
☐	R & R Subaward Budget Attachment(s) Form [V1.4] MANAGE SUBFORMS: 0	Optional	---	---	---	Lock Download Upload Reuse Webform
☐	R & R Subaward Budget Attachment(s) Form 10 YR 30 ATT [V1.4] MANAGE SUBFORMS: 0	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.



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

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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
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1-3 of 3 Records

WHAT IS WORKSPACE?

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

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

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

Workspace Activity: [Export Detailed Data](#)

1-9 of 9 Records

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

1-9 of 9 Records

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 CONNECT SUPPORT

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

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

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@usahistory.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

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

GRANTS.GOV Search Grants

VIEW GRANT OPPORTUNITY

RFA-IP-18-002
Economic Studies of Immunization Policies and Practices
Department of Health and Human Services
Centers for Disease Control and Prevention - ERA

« Back | Link

Subscribe to Opportunity

SYNOPSIS VERSION HISTORY RELATED DOCUMENTS PACKAGE

« Back to Packages | Print Package Details ?

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

Selected Opportunity Package:

Opportunity Package ID: PKG00236891
CFDA: 93.185 – Immunization Research, Demonstration, Public Health, and Clinical Skills Improvement Projects
Competition ID – RFA-IP-18-002 – Economic Studies of Immunization Policies and Practices

Option 1: Apply Now Using Workspace

Create Workspace »

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

Want to learn how to get started? Click here.

Create Workspace Cancel

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.

CREATE WORKSPACE

APPLICANT CENTER

WELCOME:
Abe Lincoln

GRANT APPLICATIONS

- » Apply for Grants
- » Check Application Status
- » Create Workspace
- » Manage Workspaces

Alternatively, if you know the Funding Opportunity Number or Opportunity Package ID, then create a workspace by selecting the **Create Workspace** menu option.

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

GRANTS.GOV > Applicants > Create Workspace

CREATE WORKSPACE

If you know the Funding Opportunity Number or the Opportunity Package ID for which you would like to create a Workspace, please enter it below. Otherwise, go to [Search Grants](#) to search open Opportunities.

Please enter Opportunity information:

Funding Opportunity Number:

Opportunity Package ID:

Please enter required information for new Workspace:

*Application Filing Name:

Create Workspace Cancel

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 CONNECT SUPPORT

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

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

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FORMS PARTICIPANTS ACTIVITY DETAILS GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

Workspace Participants: Export Detailed Data

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

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

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

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

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1-3 of 3 Records

Roles:

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

Account Types:

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

MANAGING PARTICIPANTS & ROLES

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

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

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
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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

Access Levels:

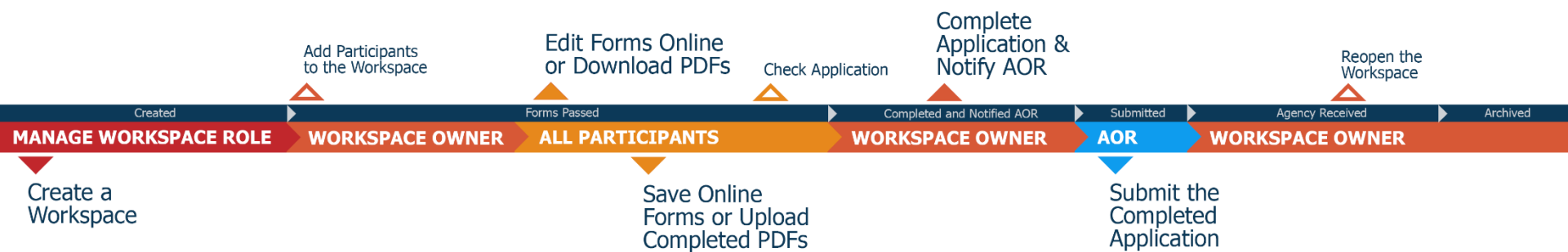
- Workspace Owner
- Workspace Participant
- AOR with MPIN
- AOR with standard access
- AOR with expanded access*
- Form Level

*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

The screenshot displays the Grants.gov Workspace Overview page. At the top, a navigation bar includes links like HOME, LEARN GRANTS, SEARCH GRANTS, and APPLICANTS. Below this, the 'MANAGE WORKSPACE' section shows the application filing name 'Example Workspace Application' and various status indicators. A table titled 'Application Package Forms' lists three forms: 'SF424 (R & R) [V2.0]', 'PHS 398 Modular Budget [V1.2]', and 'PHS 398 Training Subaward Budget Attachment(s) Form [V2.0]'. An orange callout box highlights the 'Actions' column for the first two forms, showing links like 'Lock | Download | Upload | Reuse | Webform'. A separate box below the table, also labeled 'Actions', shows a detailed view of these links: 'Lock | Download | Upload | Reuse | Webform'.

Include in Package	Form Name (Click to Preview)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
☒	SF424 (R & R) [V2.0]	Mandatory	In Progress	---	---	Lock Download Upload Reuse Webform
☒	PHS 398 Modular Budget [V1.2]	Optional	Passed [Locked]	Jun 06, 2017 04:51:19 PM EDT	Thomas Jefferson	Unlock Download Upload Reuse Webform
☐	PHS 398 Training Subaward Budget Attachment(s) Form [V2.0]	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?:

11. DESCRIPTIVE TITLE OF APPLICATION:

12. PROPOSED PROJECT:

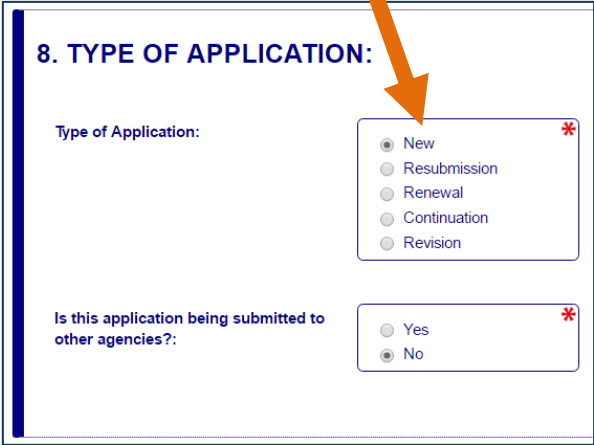
Start Date:

End Date: *

COMPLETING WEBFORMS

Filling Out Fields:

- Radio buttons (multiple choice)



8. TYPE OF APPLICATION:

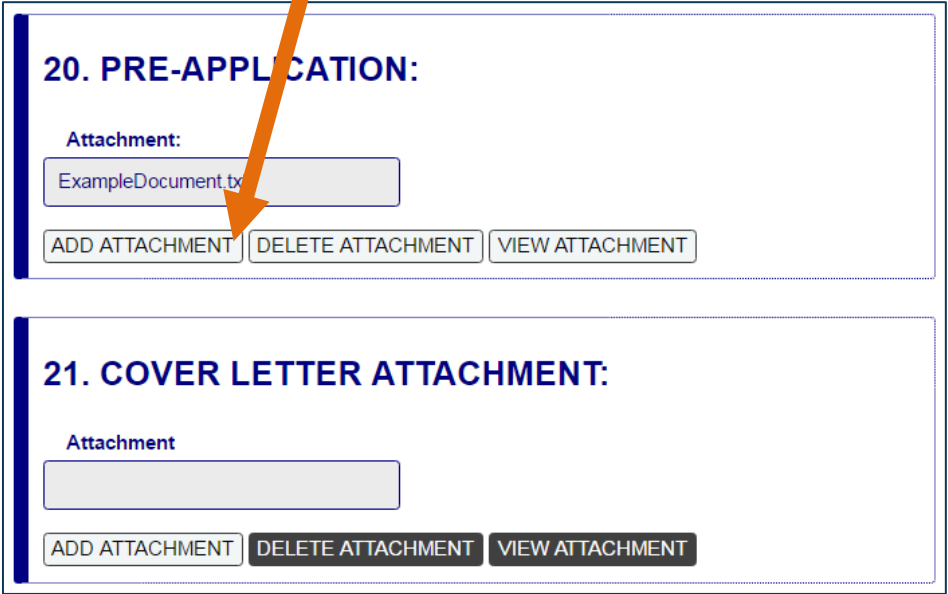
Type of Application:

- ☒ 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.txt

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: 04/01/2018 *

End Date: *

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

13. CONGRESSIONAL DISTRICT OF APPLICANT:

Congressional District Code: *

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

SAVE CHECK FOR ERRORS CLOSE

More Features:

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

COMPLETING 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

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

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

SUCCESS

Success: Form successfully saved.

OK

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

2. Date Submitted

3. Date Received by State

4. Identifiers

5. Applicant Information

5.A. Person to be Contacted

6. Employer Identification

7. Type of Applicant

8. Type of Application

9. Name of Federal Agency

10. Catalog of Federal Domestic Assistance Number

Errors!

Check for Errors revealed the following errors:

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

1. TYPE OF SUBMISSION:

Select Type of Submission:

☐ Pre-application

☒ Application

COMPLETING PDF FORMS

Actions

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

GRANTS.GOV **WORKSPACE FORM** 1-800-518-4729
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: 28500034285
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: 9800009142
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 ACTIONS:

[CHECK FOR ERRORS](#) [SAVE](#) [PRINT](#)

PDF Form Basics:

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

COMPLETING PDF FORMS

View Burden Statement

OMB Number: 4045-0001
Expiration Date: 10/31/2019

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)

3. DATE RECEIVED BY STATE: State Application Identifier

4. a. Federal Identifier
b. Agency Routing Identifier

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

2. DATE SUBMITTED: Applicant Identifier

c. Previous Grants.gov Tracking ID

5. APPLICANT INFORMATION
Organizational DUNS: 00000000000000

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

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

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

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

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

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

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

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

PDF Form Basics:

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

COMPLETING WORKSPACE FORMS

Workspace Features:

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

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

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
☒	SF424 (R & R) [V2.0]	Mandatory	In Progress	---	---	Lock Download Upload Reuse Webform
☒	PHS 398 Modular Budget [V1.2]	Optional	Passed [Locked]	Jun 06, 2017 04:51:19 PM EDT	Thomas Jefferson	Unlock Download Upload Reuse Webform
☐	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

The screenshot displays the Grants.gov workspace interface. At the top, a navigation bar includes links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below this, a breadcrumb trail shows GRANTS.GOV > Applicants > Manage Workspace. The main heading is 'MANAGE WORKSPACE'. A progress bar indicates the status: Created (checked), Forms Passed (checked), Complete and Notify AOR (unchecked), Submit (unchecked), and Agency Received (unchecked). The workspace details for 'VIDEO-SUBFORMS - PKG00034725' are shown, including the Application Filing Name, Workspace ID (WS00010875), Workspace Status (In Progress), AOR Status (Active), Workspace Owner (Thomas Jefferson), Opening Date (May 08, 2017), Closing Date (May 06, 2019), Last Submitted Date (---), SAM Expiration Date (Aug 20, 2020), and DUNS (00000000000000). A tabbed interface shows 'FORMS' selected. Below the tabs, a 'Workspace Actions' section contains buttons for 'Preview Application Forms', 'Check Application', 'Sign and Submit' (highlighted with an orange box), and 'Delete'. A blue banner below this section reads 'Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms:' with a 'Download Instructions >' button. A table lists application forms with columns for 'Include in Package', 'Form Name (Click to Preview)', 'Requirement', 'Form Status', 'Last Updated Date/Time', 'Locked By', and 'Actions'. The table includes rows for 'SF424 (R & R) [V2.0]', 'PHS 398 Modular Budget [V1.2]', and 'PHS 398 Training Subaward B'. A modal dialog titled 'Sign and Submit' is overlaid on the bottom, containing the text: 'If you want to submit the application package, enter your password and click the "Sign and Submit" button below to complete the process.' It has a password input field labeled '*Password:' and two buttons: 'Sign and Submit' and 'Cancel'. The 'Sign and Submit' button in the modal is also highlighted with an orange box.

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	00000000000000	In Progress	VIDEO-SUBFORMS	Training Video for Sub-Forms Access	Thomas Jefferson	06/07/2017	Manage Workspace
WS00010891	00000000000000	New	06062017-KJ-RR	RR-FIF		06/07/2017	Manage Workspace
WS00010890	00000000000000	In Progress	06022017-AF-1311	Fed + Non-Fed 5yr 30att		06/07/2017	Manage Workspace
WS00010846	00000000000000	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](#)