

ADD  PARTICIPANTS EXTERNAL TO YOUR ORG

ONE EMAIL TO MANAGE MULTIPLE PROFILES 

 TRADE PDF FORMS FOR WEBFORMS

REUSE GRANT APPLICATION FORMS 

 GRANTS.GOV™
Access Our Online Resources for Workspace:

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



WATCH WORKSPACE TRAINING VIDEOS



ONE-CLICK ACCESS TO HELP ARTICLES



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

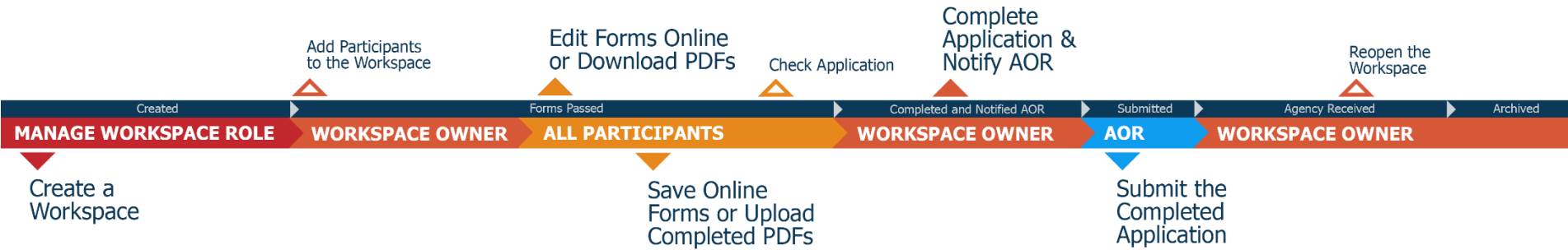


Live Demonstration of Workspace



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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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.

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Fill Out Forms Complete and Notify AOR Submit Agency Received

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

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

FORMS PARTICIPANTS ACTIVITY DETAILS GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

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

1-3 of 3 Records

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

1-3 of 3 Records

WHAT IS WORKSPACE?

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

Each workspace has 4 tabs: **Forms, Participants, Activity and Details**

Some have 2 more tabs based on grantor agency services (*currently NIH-only*): **Grantor Image and Preview Grantor Validation**

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	000000000	abel@history.gov	All	Yes	Remove Make Owner Manage Access
abiadams	Abigail Adams	000-000-0000	abigail@history.gov	All	Yes	Remove Make Owner Manage Access
ThomasJefferson	Thomas Jefferson	123-456-7890	PresidentTJ@example.com	All	Yes	Remove Make Owner Manage Access

1-3 of 3 Records

WHAT IS WORKSPACE?

The screenshot shows the Grants.gov workspace interface. At the top, there is a navigation bar with tabs: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below this, the breadcrumb trail reads: GRANTS.GOV > Applicants > Manage Workspace.

The main section is titled 'MANAGE WORKSPACE' and features a progress bar with the following steps: Created (checked), Fill Out Forms, Complete and Notify AOR, Submit, and Agency Received. A help icon (?) is also present.

Below the progress bar, there is a 'TEST 1' logo and a video link: VIDEO.SUBFORMS - PKG00034725 Training Video for Sub-Forms Access. To the right, application details are listed: Application Filing Name: Example Workspace Application [Edit Name]; Workspace ID: WS00010875; Workspace Status: New; Opening Date: May 08, 2017; AOR Status: Active; Last Submitted Date: ---; Closing Date: May 06, 2019; Workspace Owner: Thomas Jefferson; SAM Expiration Date: Aug 20, 2020; DUNS: 0000000000000.

A horizontal menu contains tabs: FORMS, PARTICIPANTS, ACTIVITY, DETAILS, GRANTOR IMAGE, and PREVIEW GRANTOR VALIDATION. The 'FORMS' tab is selected.

Below the menu, there is a 'Workspace Actions:' section with buttons: Preview Application Forms, Check Application, Sign and Submit, and Delete.

The main content area is titled 'Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms:'. It includes a 'Download Instructions >' button and a help icon (?).

Include in Package	Form Name (Click to Preview)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	SF424 (R & R) [V2.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	PHS 398 Modular Budget [V1.2]	Optional	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	PHS 398 Training Subaward Budget Attachment(s) Form [V2.0] <small>MANAGE SUBFORMS: 0</small>	Optional	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	Research & Related Budget [V1.4]	Optional	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	R & R Subaward Budget Attachment(s) Form 10 YR 10 ATT [V1.4] <small>MANAGE SUBFORMS: 0</small>	Optional	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	R & R Subaward Budget Attachment(s) Form [V1.4] <small>MANAGE SUBFORMS: 0</small>	Optional	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	R & R Subaward Budget Attachment(s) Form 10 YR 30 ATT [V1.4] <small>MANAGE SUBFORMS: 0</small>	Optional	---	---	---	Lock Download Upload Reuse Webform

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

WHAT IS WORKSPACE?

The **Participants** tab lists the members, or “Participants,” of a workspace who work as a team to complete the required forms for a federal grant.

The screenshot shows the 'MANAGE WORKSPACE' interface. At the top, there are navigation tabs: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below this, the breadcrumb path is 'GRANTS.GOV > Applicants > Manage Workspace'. The main heading is 'MANAGE WORKSPACE' with a progress indicator showing 'Created' as the active step, followed by 'Fill Out Forms', 'Complete and Notify AOR', 'Submit', and 'Agency Received'. A logo for 'TEST 1' is visible on the left. The application details include: Application Filing Name: Example Workspace Application [Edit Name], Workspace ID: WS00010875, Workspace Status: New, Opening Date: May 08, 2017, AOR Status: Active, Last Submitted Date: ---, Closing Date: May 06, 2019, Workspace Owner: Thomas Jefferson, SAM Expiration Date: Aug 20, 2020, and DUNS: 00000000000000. Below the details are tabs for FORMS, PARTICIPANTS (selected), ACTIVITY, DETAILS, GRANTOR IMAGE, and PREVIEW GRANTOR VALIDATION. The 'Workspace Participants' section has buttons for 'Export Detailed Data', 'Add from Workspace Organization', and 'Add by Username'. A table lists 3 records, with the first three highlighted in an orange box:

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

WHAT IS WORKSPACE?

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: In Progress Opening Date: May 08, 2017

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

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

FORMS PARTICIPANTS ACTIVITY DETAILS GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

Workspace 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

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: 0000000000000

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

Workspace Details:

DUNS: 0000000000000 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.

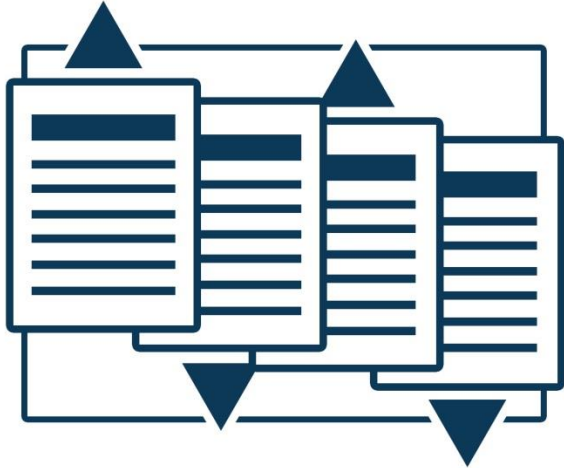
WHY USE WORKSPACE?



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

The screenshot shows the Grants.gov interface for viewing a grant opportunity. The main page displays details for RFA-IP-18-002, Economic Studies of Immunization Policies and Practices. A modal window titled 'Create Workspace' is overlaid on the page. The modal has two radio button options: 'New Workspace' (selected) and 'Copy from Existing Workspace'. Below these options, there is a text input field for 'Application Filing Name' with the value 'Application for FON RFAIP-18'. At the bottom of the modal are 'Create Workspace' and 'Cancel' buttons. An orange box highlights the 'Option 1: Apply Now Using Workspace' section on the main page, which includes a 'Create Workspace »' button. An orange arrow points from this button to the 'Create Workspace' button in the modal.

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

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

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

CREATING A WORKSPACE



Resources

- [Video: How to Create a Workspace](#)
- [Online User Guide: Create a Workspace](#)

MANAGING PARTICIPANTS & ROLES

The screenshot shows the 'MANAGE WORKSPACE' interface. At the top, there are navigation tabs: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below this, the breadcrumb path is 'GRANTS.GOV > Applicants > Manage Workspace'. The main heading is 'MANAGE WORKSPACE' with a progress bar showing 'Created' (checked), 'Fill Out Forms', 'Complete and Notify AOR', 'Submit', and 'Agency Received'. A 'TEST 1' logo is visible on the left. The application details include: Application Filing Name: Example Workspace Application [Edit Name], Workspace ID: WS00010875, Workspace Status: 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, and DUNS: 00000000000000. Below the details 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 Username, Participant Name, Phone Number, Email, Form Access, Authorized to Submit, and Actions. Three participants are listed: abelincolin, abiadams, and ThomasJefferson. The 'Add from Workspace Organization' and 'Add by Username' buttons are highlighted with an orange box.

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

Adding Participants:

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

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

Removing Participants:

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

Reassigning Ownership:

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

MANAGING PARTICIPANTS & ROLES

The screenshot displays the 'MANAGE WORKSPACE' interface. At the top, there is a navigation bar with tabs for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below this, the breadcrumb path is 'GRANTS.GOV > Applicants > Manage Workspace'. The main heading is 'MANAGE WORKSPACE' with a progress indicator showing 'Created' as the current step, followed by 'Fill Out Forms', 'Complete and Notify AOR', 'Submit', and 'Agency Received'. A 'TEST 1' badge is visible on the left. The application details include: Application Filing Name: Example Workspace Application [Edit Name]; Workspace ID: WS00010875; Workspace Status: New; Opening Date: May 08, 2017; AOR Status: Active; Last Submitted Date: ---; Closing Date: May 06, 2019; Workspace Owner: Thomas Jefferson; SAM Expiration Date: Aug 20, 2020; DUNS: 00000000000000. Below the details is a tabbed interface with 'PARTICIPANTS' selected. The 'Workspace Participants' section includes buttons for 'Export Detailed Data', 'Add from Workspace Organization', and 'Add by Username'. A table lists three participants with columns for Username, Participant Name, Phone Number, Email, Form Access, Authorized to Submit, and Actions. The 'Form Access' and 'Authorized to Submit' columns are highlighted with an orange box.

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

Roles:

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

Account Types:

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

MANAGING PARTICIPANTS & ROLES

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Fill Out Forms Complete and Notify AOR Submit Agency Received

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Workspace ID: WS00010875 Workspace Status: New Opening Date: May 08, 2017

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

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

TEST 1

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

FORMS PARTICIPANTS ACTIVITY DETAILS GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

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

1-3 of 3 Records

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

1-3 of 3 Records

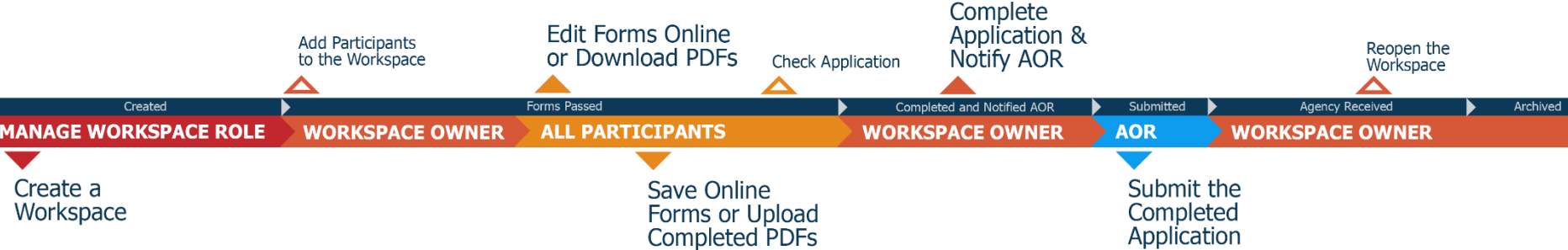
Access Levels:

- 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

The screenshot shows the Grants.gov workspace interface. At the top, there is a navigation bar with links like HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below this, the breadcrumb trail reads GRANTS.GOV > Applicants > Manage Workspace. The main heading is 'MANAGE WORKSPACE'. A progress bar indicates the current status: 'Created' (checked), 'Fill Out Forms' (active), 'Complete and Notify AOR', 'Submit', and 'Agency Received'. The application details include: Application Filing Name: Example Workspace Application [Edit Name]; Workspace ID: WS00010875; Workspace Status: In Progress; Opening Date: May 08, 2017; AOR Status: Active; Last Submitted Date: ---; Closing Date: May 06, 2019; Workspace Owner: Thomas Jefferson; SAM Expiration Date: Aug 20, 2020; DUNS: 00000000000000. Below the details is a 'Workspace Actions' section with buttons for 'Preview Application Forms', 'Check Application', 'Sign and Submit', and 'Delete'. A blue banner reads 'Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms:'. Below this is a table of 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	In Progress	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	PHS 398 Modular Budget [V1.2]	Optional	Passed [Locked]	Jun 06, 2017 04:51:19 PM EDT	Thomas Jefferson	Unlock Download Upload Reuse Webform
<input type="checkbox"/>	PHS 398 Training Subaward Budget Attachment(s) Form [V2.0] <small>MANAGE SUBFORMS: 0</small>	Optional	---	---	---	

A callout box with an orange arrow pointing to the 'Actions' column of the table above. The box contains the text: 'Actions' followed by a horizontal line and the links 'Lock | Download | Upload | Reuse | Webform'.

Key Actions:

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

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:

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

Is this application being submitted to other agencies?:

11. DESCRIPTIVE TITLE OF APPLICANT:

« April 2018 » T:

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

12. PROPOSED PROJECT:

Start Date:

End Date: *

COMPLETING WEBFORMS

Filling Out Fields:

- Radio buttons (multiple choice)

8. TYPE OF APPLICATION:

Type of Application: *

- New
- Resubmission
- Renewal
- Continuation
- Revision

Is this application being submitted to other agencies?: *

- Yes
- No

- Attach files within online form

20. PRE-APPLICATION:

Attachment:

ExampleDocument.tx

ADD ATTACHMENT DELETE ATTACHMENT VIEW ATTACHMENT

21. COVER LETTER ATTACHMENT:

Attachment

ADD ATTACHMENT DELETE ATTACHMENT VIEW ATTACHMENT

COMPLETING WEBFORMS

SECTIONS:

- 1. Type of Submission
- 2. Date Submitted
- 3. Date Received by State
- 4. Identifiers
- 5. Applicant Information
- 5 A. Person to be Contacted
- 6. Employer Identification
- 7. Type of Applicant
- 8. Type of Application
- 9. Name of Federal Agency
- 10. Catalog of Federal Domestic Assistance Number
- 11. Descriptive Title of Applicant's Project
- 12. Proposed Project
- 13. Congressional District of Applicant
- 14. Project Director/Principal Investigator Contact Information
- 15. Estimated Project Funding
- 16. E.O. 12372 Review
- 17. Application Certification

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

Descriptive Title of Applicant's Project is required. Enter a brief Descriptive Title of the Project.

12. PROPOSED PROJECT:

Start Date: *

End Date: *

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

13. CONGRESSIONAL DISTRICT OF APPLICANT:

Congressional District Code: *

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

SAVE **CHECK FOR ERRORS** **CLOSE**

More Features:

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

COMPLETING WEBFORMS

SECTIONS:

- 1. Type of Submission
- 2. Date Submitted
- 3. Date Received by State
- 4. Identifiers
- 5. Applicant Information
- 5.A. Person to be Contacted
- 6. Employer Identification
- 7. Type of Applicant
- 8. Type of Application
- 9. Name of Federal Agency
- 10. Catalog of Federal Domestic Assistance Number
- 11. Descriptive Title of Applicant's Project
- 12. Proposed Project
- 13. Congressional District of Applicant
- 14. Project Director/Principal Investigator Contact Information
- 15. Estimated Project

SF-424 (R&R) Version 2.0 OMB Number: 4040-0001 Expiration Date: 10/31/2019

1. TYPE OF SUBMISSION:

Select Type of Submission:

- Pre-application *
- Application
- Changed/Corrected Application

2. DATE SUBMITTED:

Date Submitted:

Applicant Identifier:

3. DATE RECEIVED BY STATE:

Date Received by State:

State Application Identifier:

SAVE CHECK FOR ERRORS CLOSE

More Features:

- Autosave occurs every 5 minutes
- Complete SF-424 first to pre-populate form fields and save time

COMPLETING WEBFORMS

Applicant's Project
12. Proposed Project
13. Congressional District of Applicant
14. Project Director/Principal Investigator Contact Information
15. Estimated Project

3. DATE RECEIVED BY STATE:

Date Received by State:

State Application Identifier:

SAVE CHECK FOR ERRORS CLOSE

SUCCESS
Success: Form successfully saved.
OK

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

Errors!

Check for Errors revealed the following errors:

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

1. TYPE OF SUBMISSION:

Select Type of Submission:

Pre-application Application

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

COMPLETING PDF FORMS

Actions

Unlock | Download | Upload | Reuse | Webform

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

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.gov Applicants tab.

OPPORTUNITY & PACKAGE DETAILS:

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

APPLICANT & WORKSPACE DETAILS:

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

FORM ACTION

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

The image shows a screenshot of the SF 424 (R&R) application form. The form is titled 'APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)'. It includes various sections for submission type, date, applicant information, employer identification, and project details. Red borders and yellow shading are used to highlight specific fields and sections, such as the 'Pre-application' option in section 1, and the 'First Name', 'Middle Name', 'Last Name', 'Position/Title', 'Street1', 'Street2', 'City', 'State', 'Country', 'Phone Number', 'Fax Number', 'Email', and 'Descriptive Title of Applicant's Project' fields. The form also includes a 'View Burden Statement' link and OMB Number: 4040-0001, Expiration Date: 10/31/2019.

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

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

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

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

Application Filing Name: Example Workspace Application [Edit Name]

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

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

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

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

Workspace Actions:

Preview Application Forms | Check Application | Sign and Submit | Delete

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

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

Workspace Features:

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

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 shows the Grants.gov workspace interface. At the top, there is a navigation bar with tabs: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below this, the breadcrumb path is GRANTS.GOV > Applicants > Manage Workspace. The main heading is 'MANAGE WORKSPACE' with a progress indicator showing 'Created' and 'Forms Passed' as completed, and 'Complete and Notify AOR', 'Submit', and 'Agency Received' as pending. The application details include: Application Filing Name: Example Workspace Application [Edit Name], Workspace ID: WS00010875, Workspace Status: In Progress, Opening Date: May 08, 2017, AOR Status: Active, Last Submitted Date: ---, Closing Date: May 06, 2019, Workspace Owner: Thomas Jefferson, SAM Expiration Date: Aug 20, 2020, and DUNS: 0000000000000. Below the details are tabs for FORMS, PARTICIPANTS, ACTIVITY, DETAILS, GRANTOR IMAGE, and PREVIEW GRANTOR VALIDATION. The 'Workspace Actions' section contains buttons for 'Preview Application Forms', 'Check Application', 'Sign and Submit' (highlighted in orange), and 'Delete'. A blue banner below the actions 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 contains three rows: SF424 (R & R) [V2.0], PHS 398 Modular Budget [V1.2], and PHS 398 Training Subaward B. A modal dialog box 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.' Below the text is a password input field labeled '*Password:' and two buttons: 'Sign and Submit' and 'Cancel'. The modal and the 'Sign and Submit' button in the workspace are both highlighted with orange borders.

Process:

- Workspace Owner notifies users with AOR role
- User with AOR role submits
- Workspace Owner or user with AOR role may choose to Reopen Workspace

SUBMITTING VIA WORKSPACE



Resources

- [Video: How to Submit an Application in Workspace](#)
- [Video: Reopen a Workspace for Additional Edits](#)
- [Online User Guide: Check Application in Workspace](#)
- [Online User Guide: Submit a Workspace Package](#)

ORGANIZATION MANAGEMENT

Key Actions

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

HOME LEARN GRANTS SEARCH

GRANTS.GOV > Applicant Center

APPLICANT CENTER

WELCOME:
Thomas Jefferson

GRANT APPLICATIONS

- » Apply for Grants
- » Manage Workspaces
- APPLICANT MANAGEMENT**
- » Manage Applicants
- » Manage Certificates
- » Manage Organization Profile
- » Workspace Overview
- » Applicant Eligibility
- » Applicant Training
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages

GRANTS.GOV > Applicants > Manage Workspaces

MANAGE WORKSPACES

Please enter criteria and click Search:

Funding Opportunity Number: Workspace ID:

Funding Opportunity Title: Workspace DUNS:

CFDA Number:

Competition ID: Last Activity Date: From: To:

Opportunity Package ID:

Workspace Status:

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

Search

Results: [Export Detailed Data](#)

1-25 of 2258 Records

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

ORGANIZATION MANAGEMENT



Resources

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