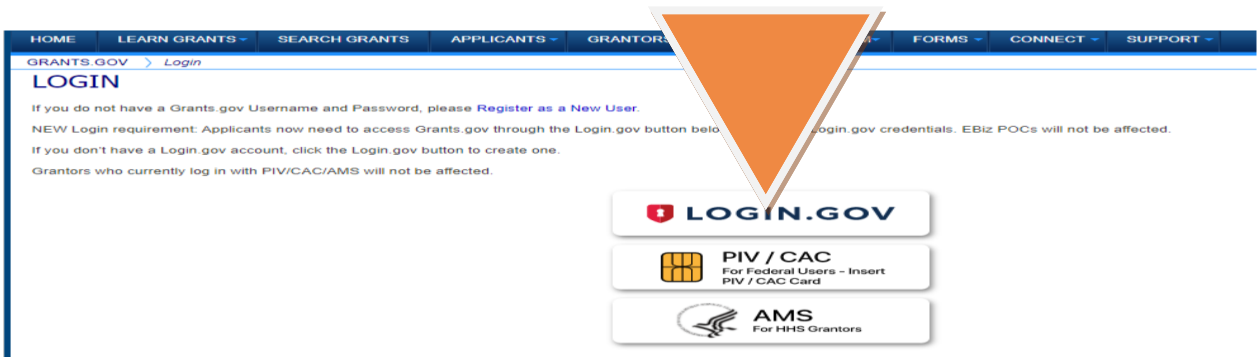
USING WORKSPACE

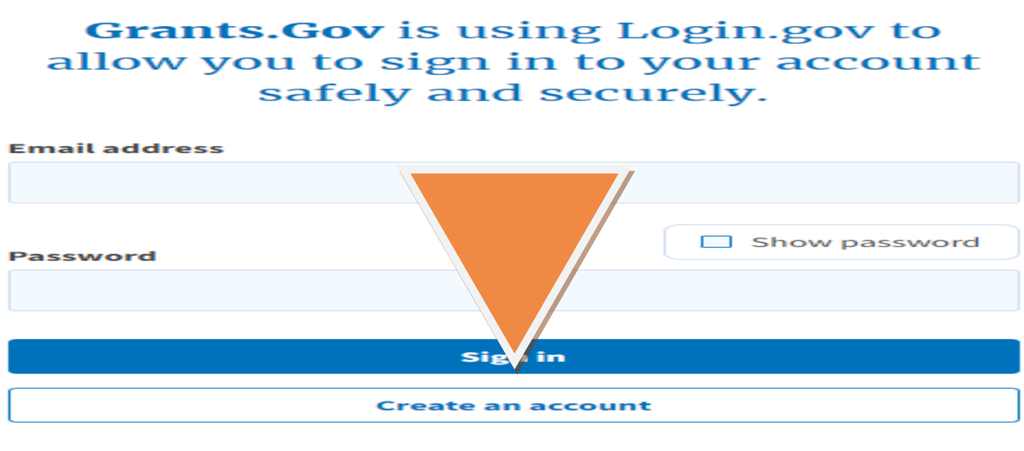
Contents

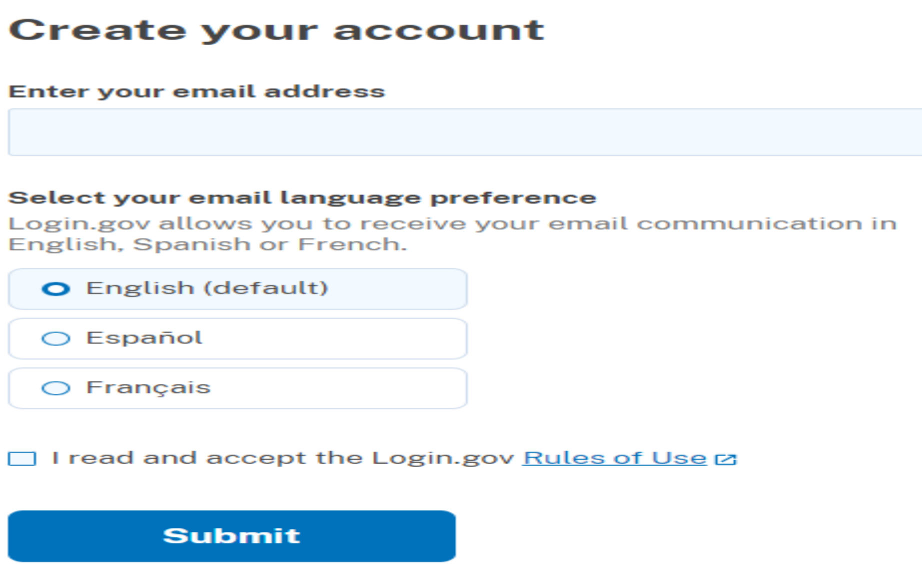
How to Apply for a Grant Using Grants.gov

1. **Login using Login.gov. credentials**. Users must sign in to Grants.gov with Login.gov. credentials. If you do not have a Login.gov account, you will need to create an account through Login.gov on the Home screen of Grants.gov.



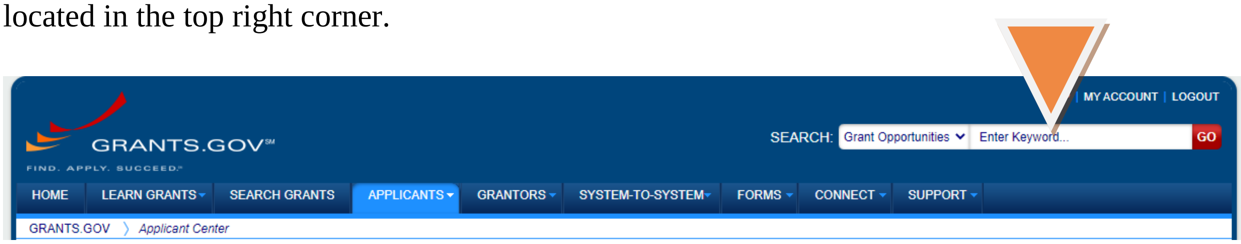
Users would click Create an Account and follow the prompts.



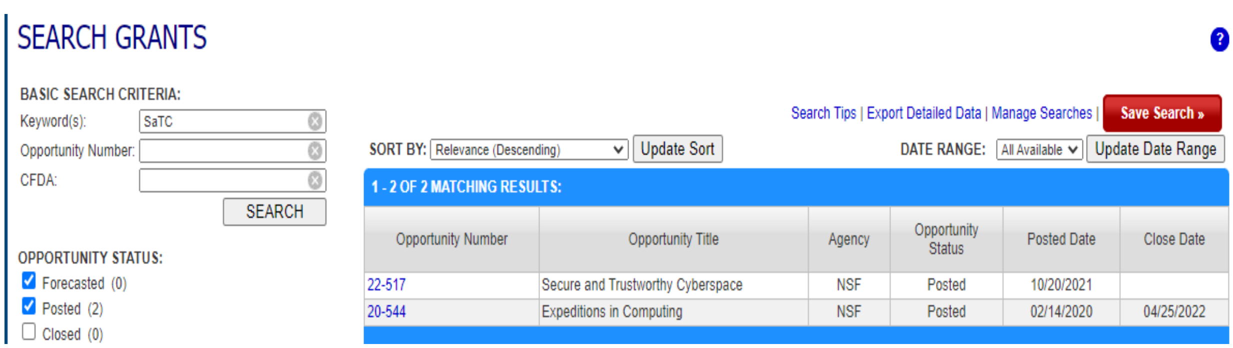


Once an account has been created in Login.gov, you will return to Grants.gov and use the Login.gov account information to sign in to Grants.gov.

2. **Search**. Type in the name of the grant that you are applying for using the search bar located in the top right corner.

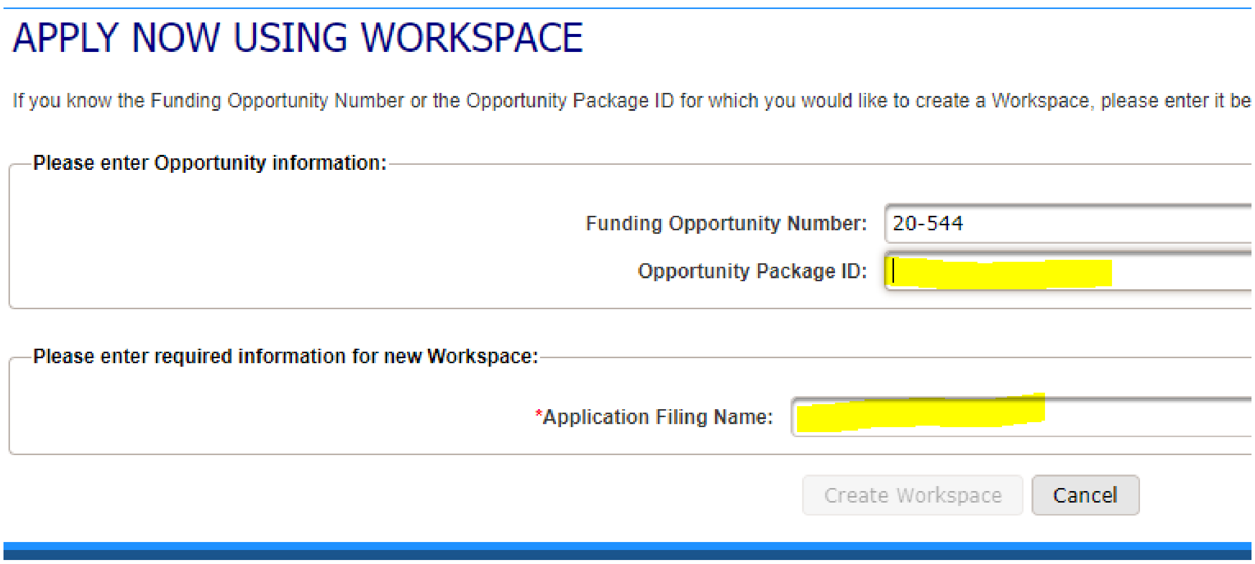


Verify the solicitation and confirm it is the correct grant by clicking on the Opportunity Number. The Opportunity Number will open the solicitation.



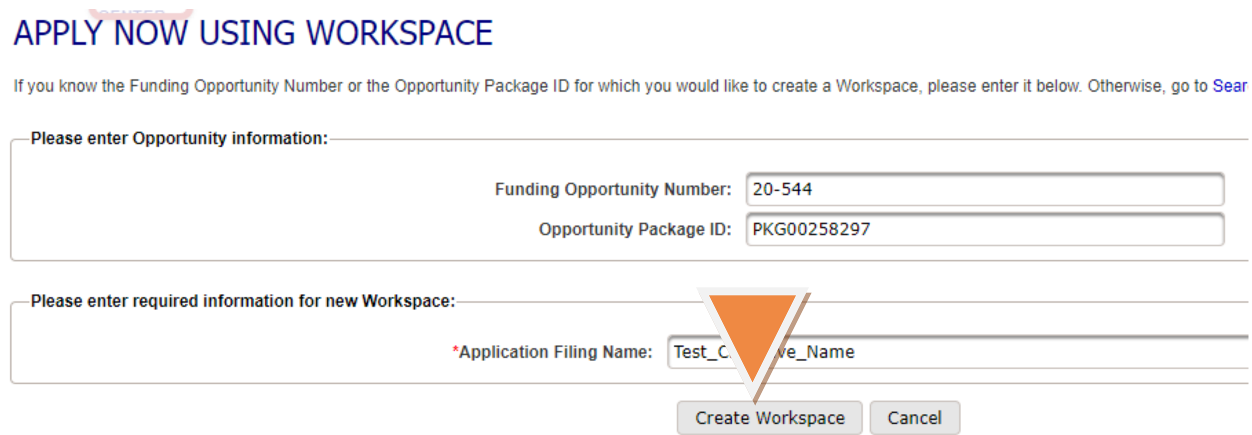
3. **Locate & Apply**. Once confirmed, hit Apply, Creating your Workspace.

A new window will open requiring you to enter an Opportunity Package ID & Application Filing Name.

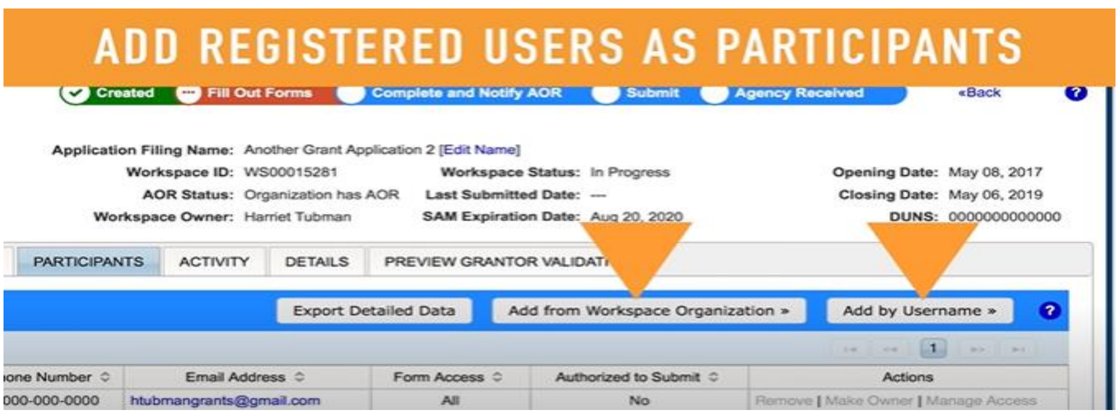


Enter the Opportunity Package ID that is located on the Package tab of the Grant Opportunity overview section & enter a descriptive application name in the Application Filing Name field.

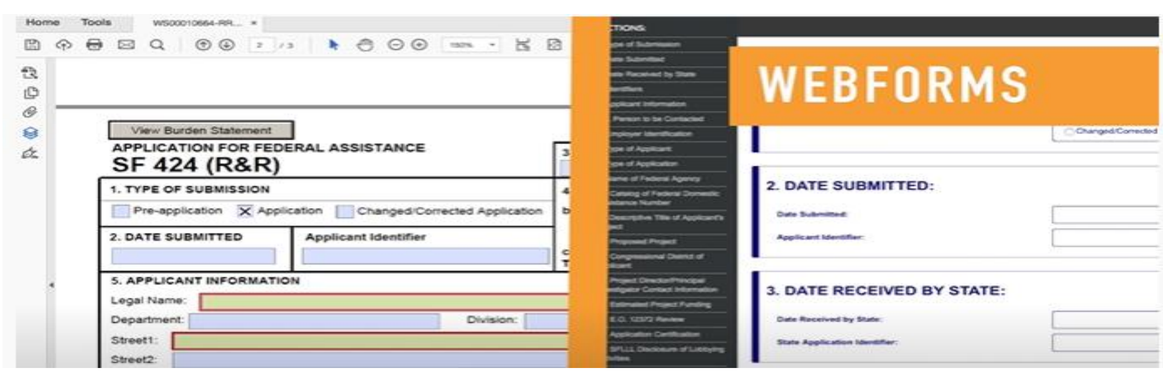
Click the Create Workspace button to continue.



4. **Add Users**. Once the workspace has been created, you can add other registered Grants.gov users as Participants so they can help complete the application forms.



5. **Fill Out Forms**. When you begin to fill out forms, you can select PDFs, webforms or a mix of both. You can reuse forms from previous workspaces. Additional instructions on filing out forms can be found below in Completing Forms in Workspace.



6. **Validate.** After completing a form's required fields, look for the "Passed" validation status under the Forms tab. When all the selected forms are in the "Passed" status, you are safe to submit the application.

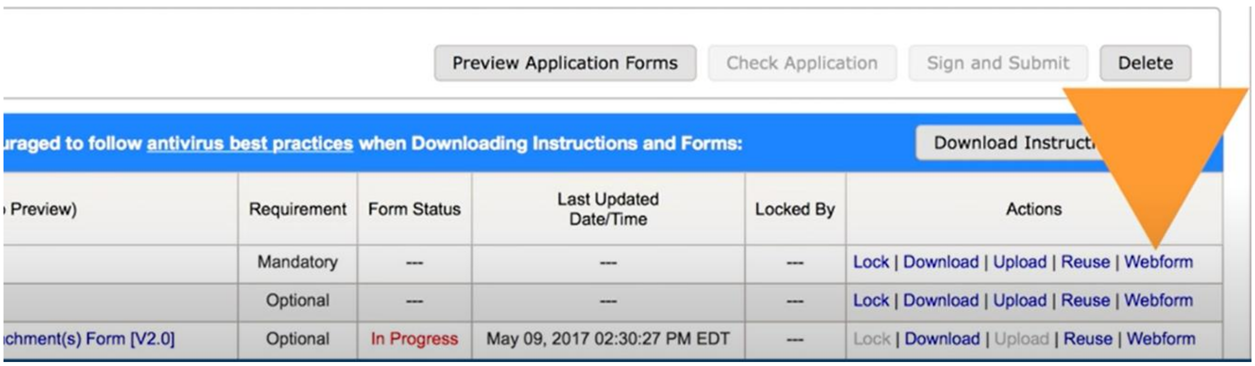
Completing Forms in Workspace

If you prefer to watch a short video on how to complete forms in Workspace, please click the link below:

https://www.youtube.com/watch?v=dtU0b9863ag

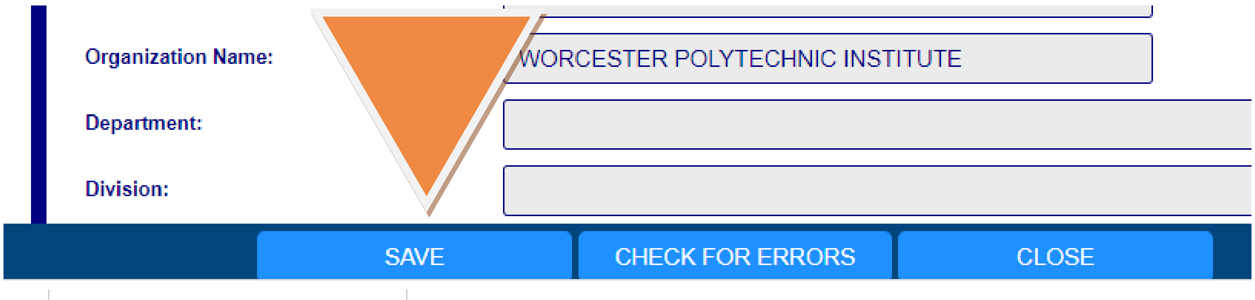
There are three ways to complete grant application forms within a workspace:

1. **Webforms**. You can complete forms online within a web browser. To fill out a webform, first, click the form's Webform link.

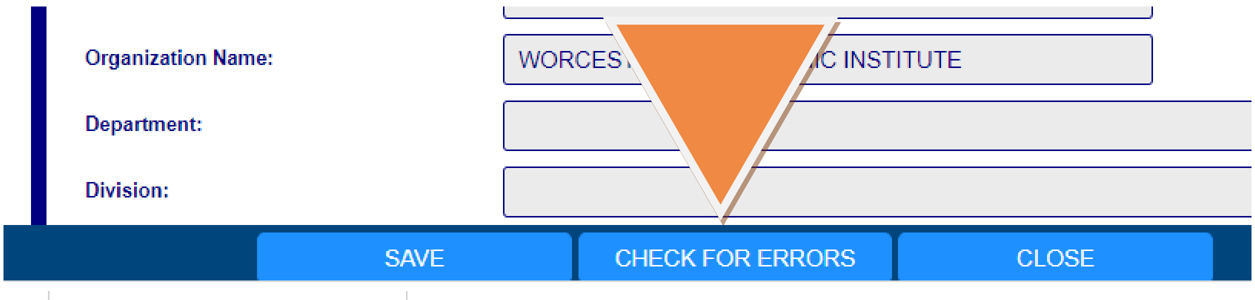


A new browser window will open. You can jump to different parts of the form via the section's menu to the left.

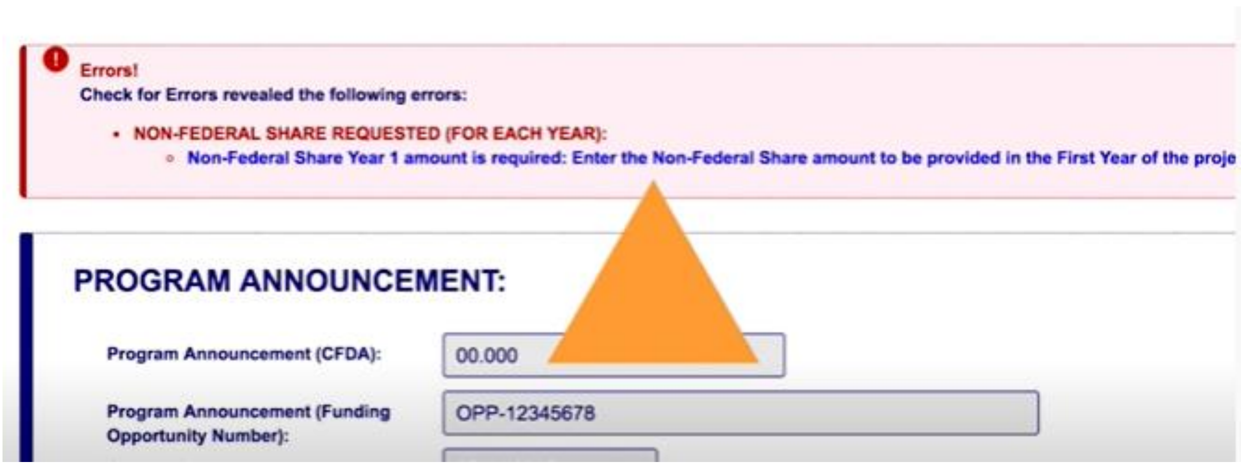
As you edit an online form data will be autosaved every 5 minutes. The data and attachments will be autosaved, but the workspace will not be updated until you hit the saved button at the bottom of the screen. You should use the save button often.



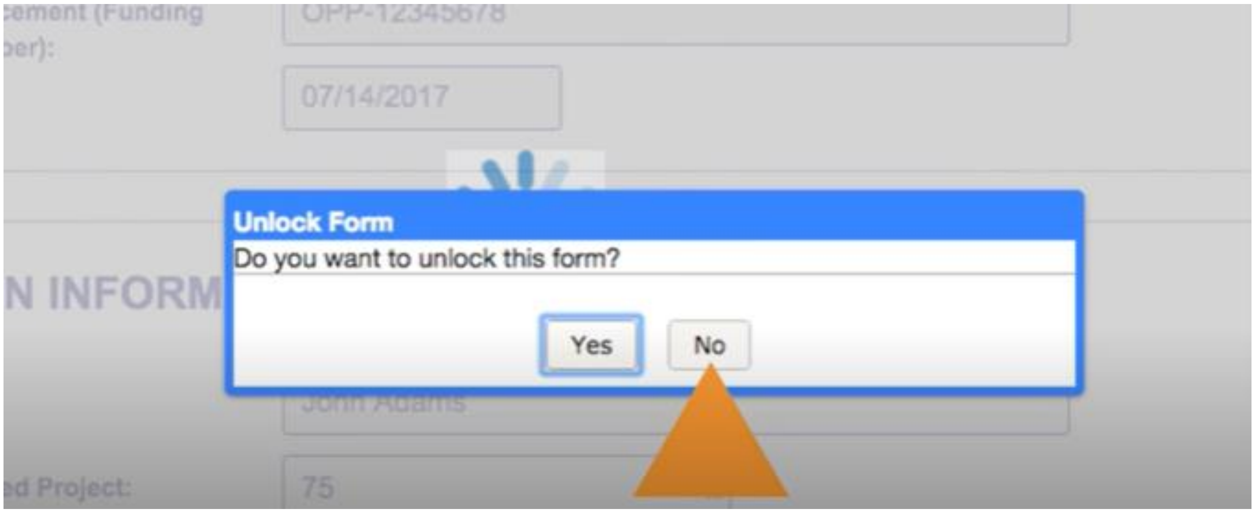
Click the Check for Errors button to receive a list of errors or missing data in the online form.



The error list will specify the section and data field with the error.

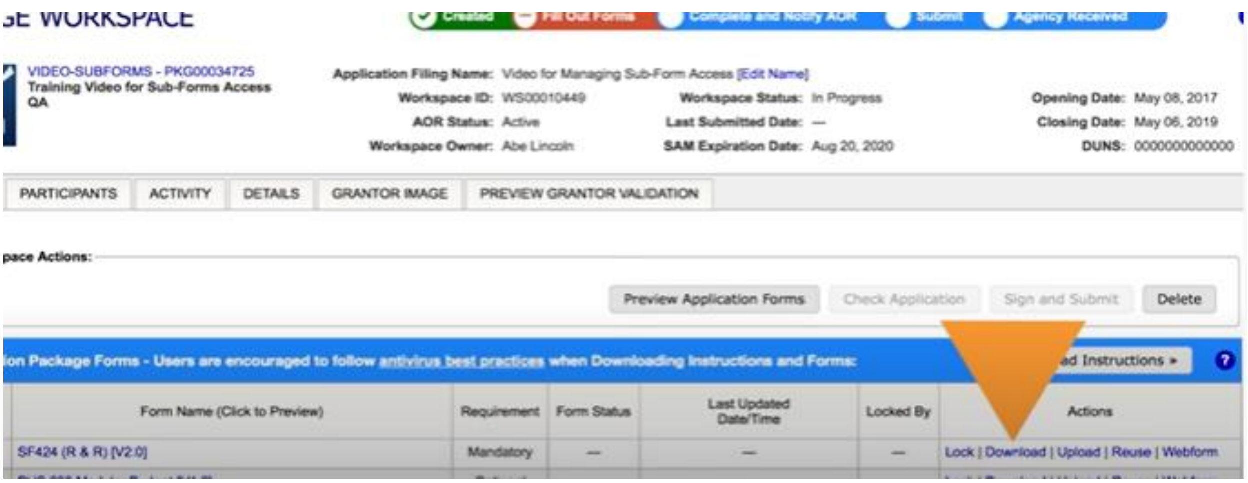


Click the Close button when you are done completing the form and decide if you want the form to be locked to other users.

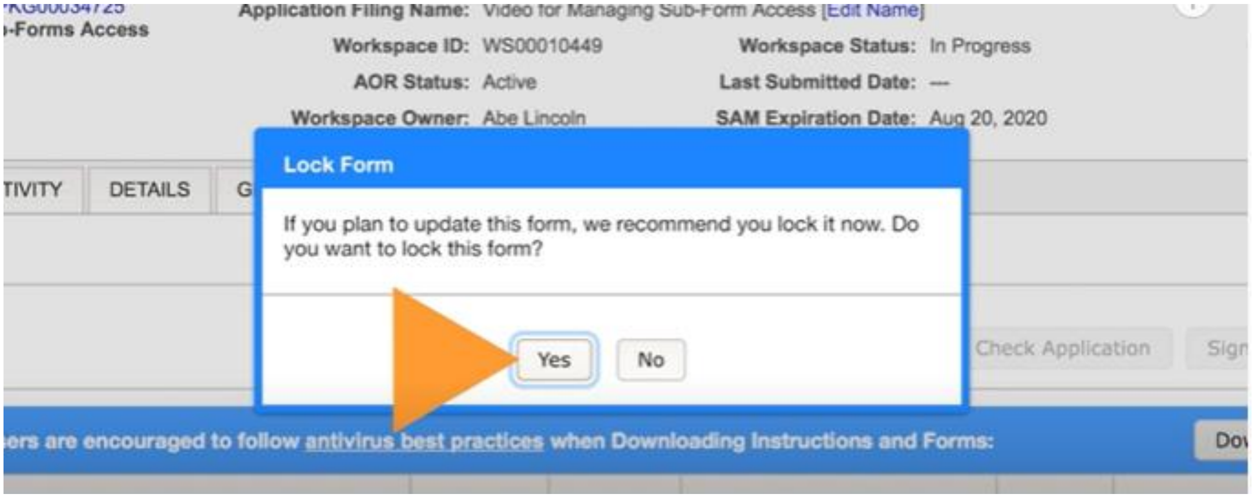


2. **Download PDF.** Download PDFs of individual forms and fill them out offline.

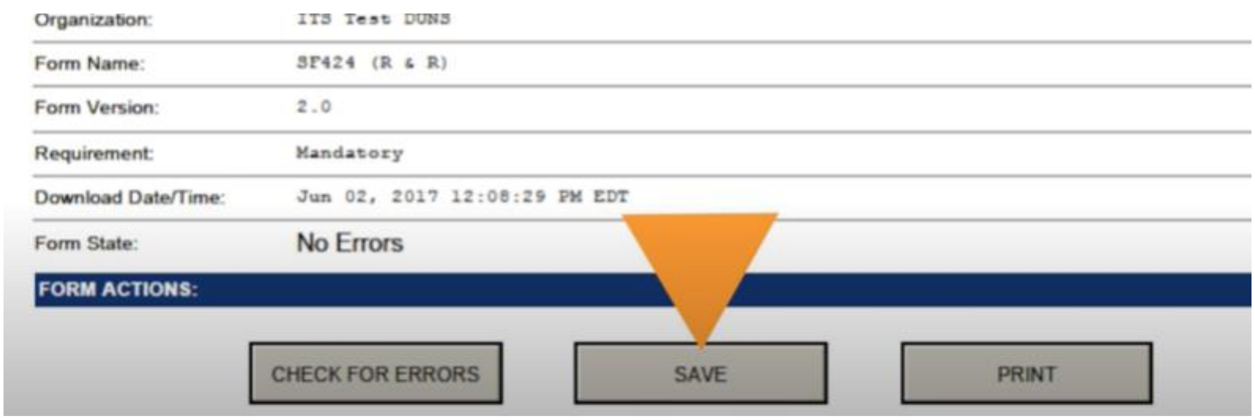
To download the PDF version of a form, click the form's Download link.



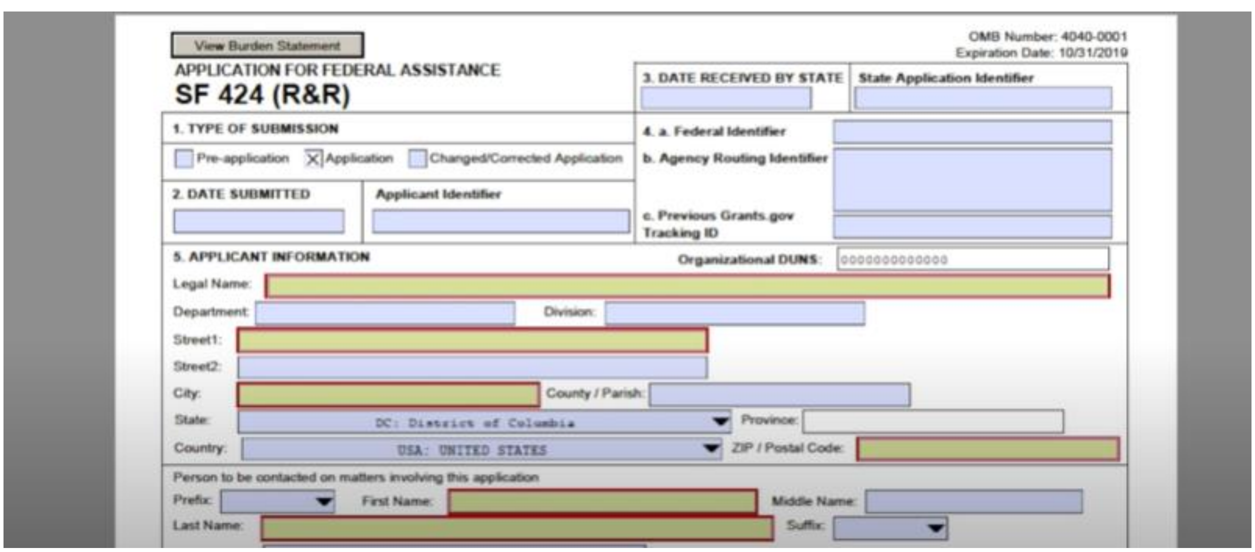
If the form is unlocked, a popup window will asl if you want to lock the form. Click the Yes button, as locking the form will prevent other Participants in the workspace from updating the form while you are filing it out.



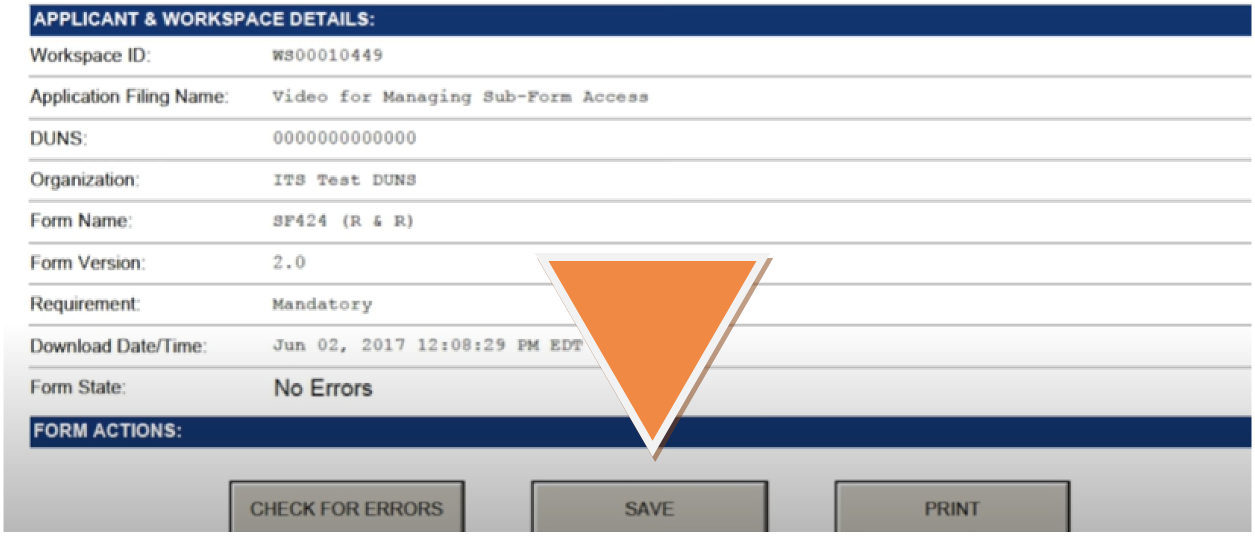
The form will open in a new window. Click the Save button under the Form Actions section to save the form to your computer.



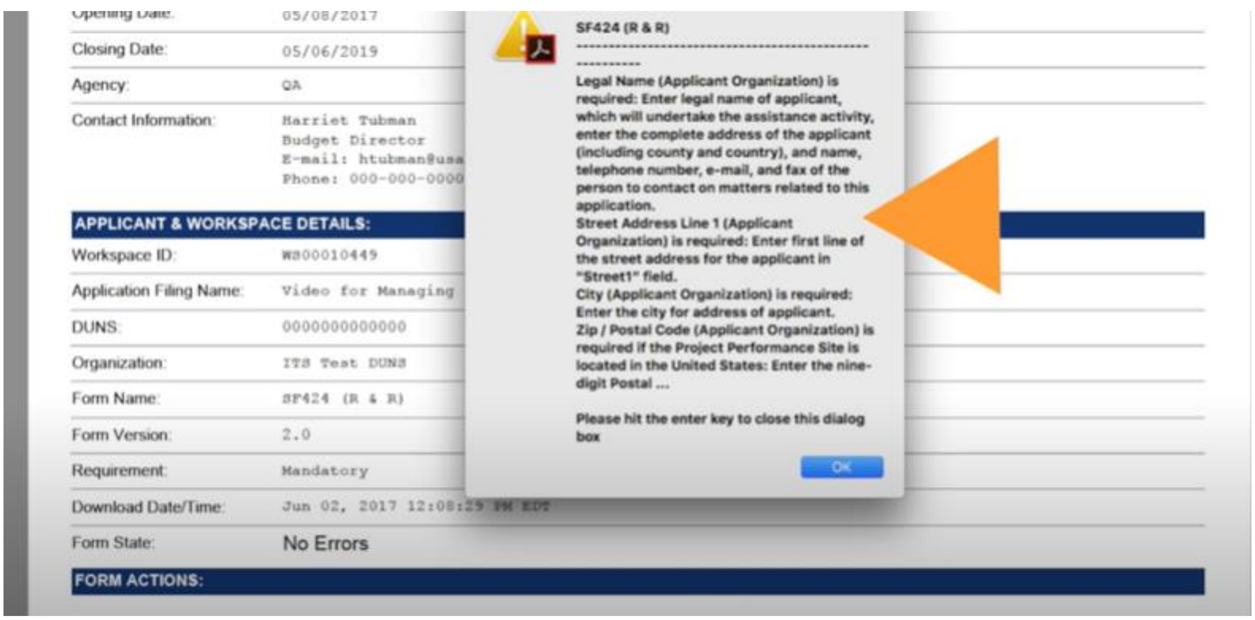
Next, begin filling out the form, saving your progress as you go along.



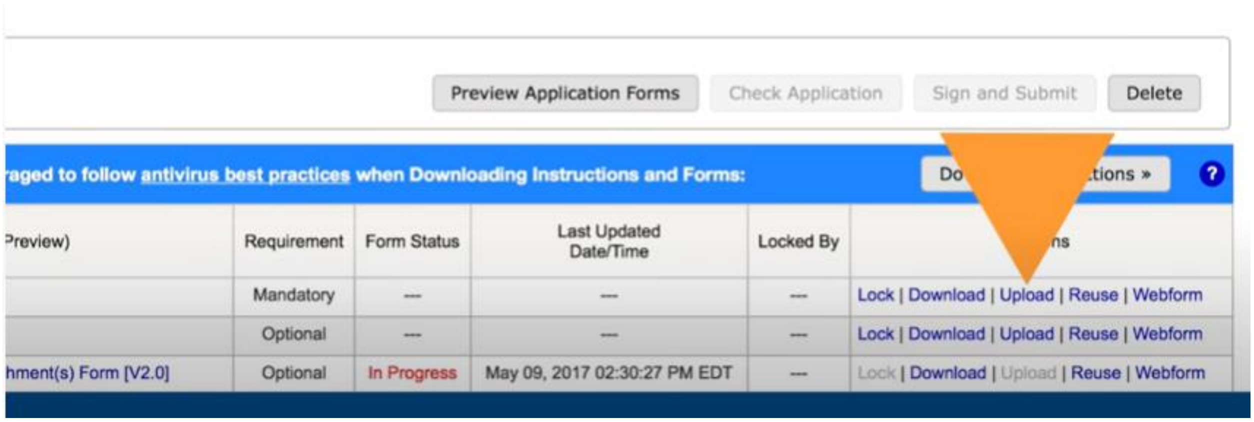
When the form has been completely filled out, click the save button. Then click the Check for Errors button.



A popup window will list any field errors in the form. The errors will also be outlined in red on the form. Fix any error fields and click, save again.

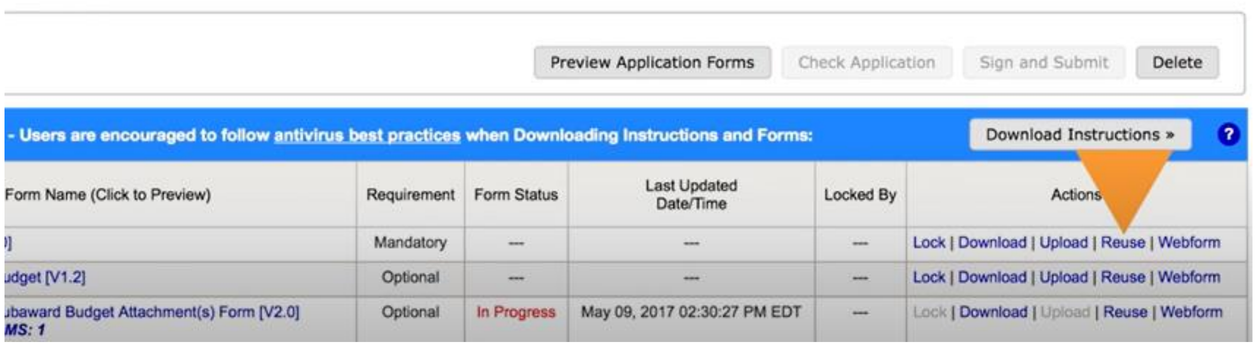


You are ready to upload the completed form to your workspace.

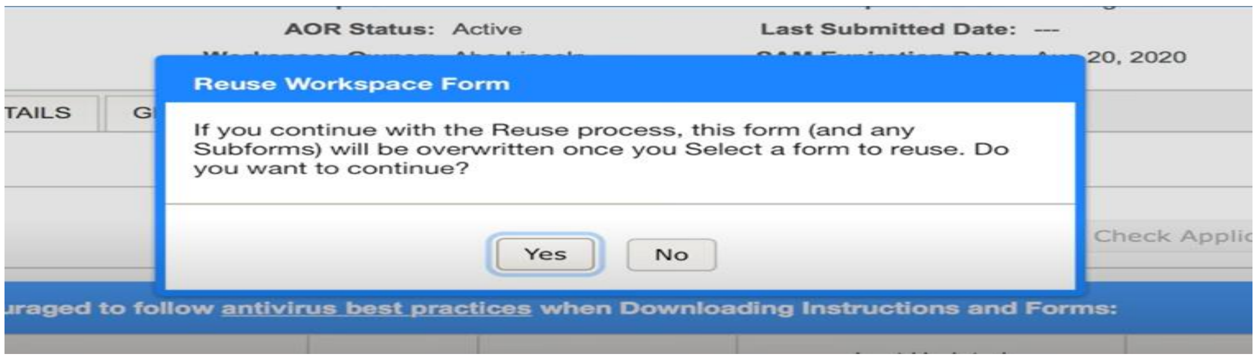


3. **Reuse forms**.

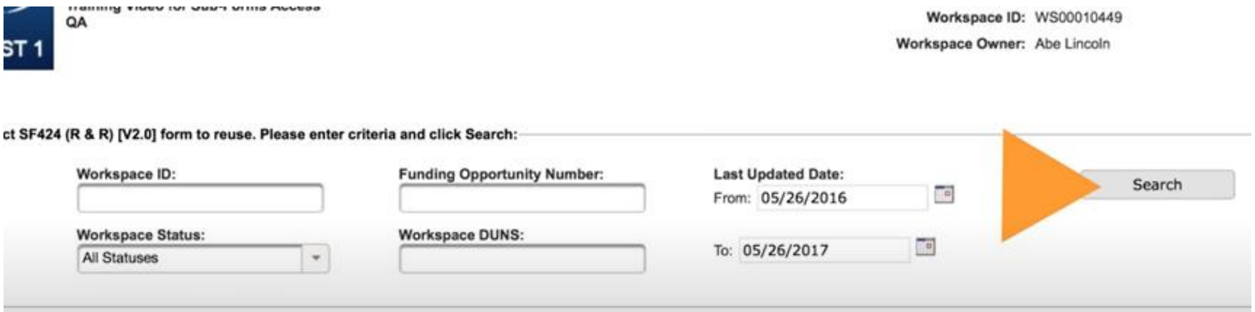
To reuse a form, click the Reuse link.



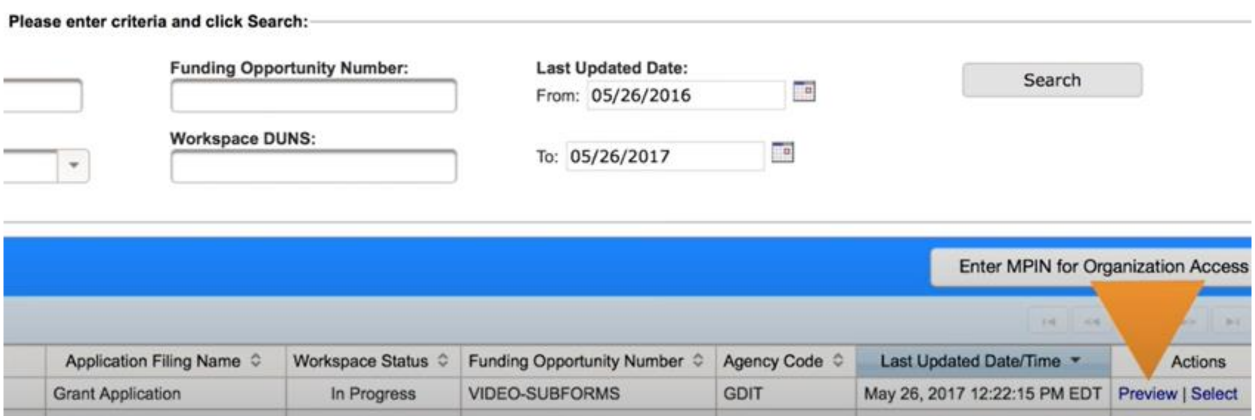
Next, in the Reuse Workspace Form pop-up window, you will see a message stating that the selected form will be overwritten once you select a form to reuse. Click Yes to continue.



In the pop-up window, search for the desired workspace form by Workspace ID, Funding Opportunity Number, Workspace Status, Workspace DUNS or by last updated date.

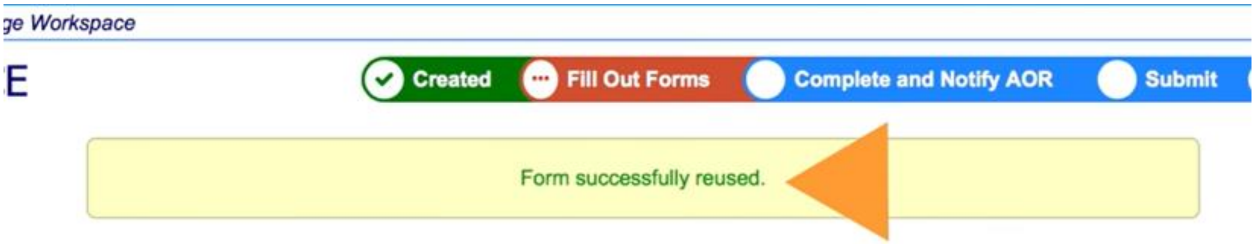


You can preview the desired form by clicking the Preview link in the Actions column.



To reuse a specific form, click the Select link.

You will be taken back to the Forms tab of the Manage Workspace page and a message will read Form Successfully Reused.



You can also reuse forms by uploading a PDF form from a previous workspace application. Keep in mind, the form needs to have the same title and version number.

Helpful Links

https://www.grants.gov/web/grants/applicants/applicant-faqs.html?inheritRedirect=true

https://www.grants.gov/web/grants/applicants/workspace-overview.html

https://www.grants.gov/web/grants/applicants/applicant-training.html