



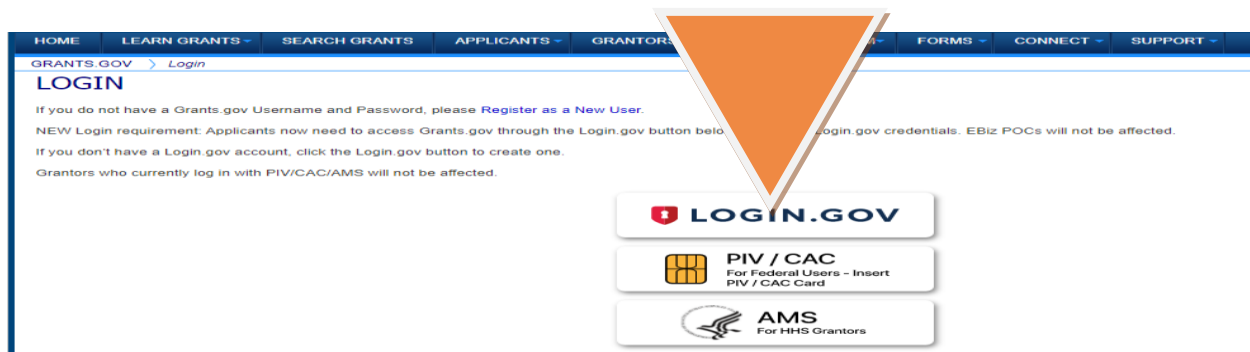
USING WORKSPACE

Contents

| | |
|--|-----------|
| How to Apply for a Grant Using Grants.gov | 2 |
| 1. Login using Login.gov. credentials | 2 |
| 2. Search | 3 |
| 3. Locate & Apply | 4 |
| 4. Add Users | 5 |
| 5. Fill Out Forms | 5 |
| 6. Validate | 6 |
| Completing Forms in Workspace | 7 |
| 1. Webforms | 7 |
| 2. Download PDF | 9 |
| 3. Reuse forms | 12 |
| Helpful Links | 14 |

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.

Grants.Gov is using Login.gov to allow you to sign in to your account safely and securely.

Email address

Password

☐ Show password

Sign in

Create an account

Sign in with your government employee ID

Create your account

Enter your email address

Select your email language preference

Login.gov allows you to receive your email communication in English, Spanish or French.

☒ English (default)

☐ Español

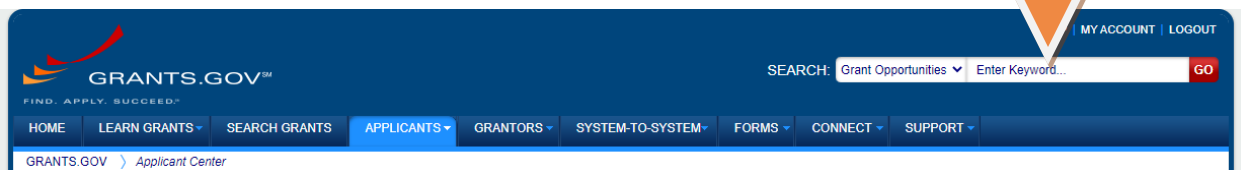
☐ Français

☐ I read and accept the Login.gov [Rules of Use](#)

Submit

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.

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

SEARCH

OPPORTUNITY STATUS:

☒ Forecasted (0)

☒ Posted (2)

☐ Closed (0)

[Search Tips](#) | [Export Detailed Data](#) | [Manage Searches](#) | [Save Search »](#)

SORT BY: Relevance (Descending) **Update Sort**

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

1 - 2 OF 2 MATCHING RESULTS:

| Opportunity Number | Opportunity Title | Agency | Opportunity Status | Posted Date | Close Date |
|------------------------|-----------------------------------|--------|--------------------|-------------|------------|
| 22-517 | Secure and Trustworthy Cyberspace | NSF | Posted | 10/20/2021 | |
| 20-544 | Expeditions in Computing | NSF | Posted | 02/14/2020 | 04/25/2022 |

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.

APPLY NOW USING 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.

Please enter Opportunity information:

Funding Opportunity Number: 20-544

Opportunity Package ID: [REDACTED]

Please enter required information for new Workspace:

*Application Filing Name: [REDACTED]

Create Workspace Cancel

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.

VIEW GRANT OPPORTUNITY

20-544
Expeditions in Computing
National Science Foundation

Apply Subscribe

SYNOPSIS VERSION HISTORY RELATED DOCUMENTS PACKAGE

Opportunity Package(s) Currently Available for this Funding Opportunity:

| CFDA | Competition ID | Competition Title | Opportunity Package ID | Opening Date | Closing Date | Actions |
|------|----------------|-------------------|------------------------|--------------|--------------|---|
| | | | PKG00258297 | 02/14/2020 | 04/25/2022 | Preview Apply |

Click the Create Workspace button to continue.

APPLY NOW USING 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](#)

Please enter Opportunity information:

Funding Opportunity Number:

Opportunity Package ID:

Please enter required information for new Workspace:

*Application Filing Name:

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.

ADD REGISTERED USERS AS PARTICIPANTS

Application Filing Name: Another Grant Application 2 [Edit Name]

Workspace ID: WS00015281 Workspace Status: In Progress Opening Date: May 08, 2017

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

Workspace Owner: Harriet Tubman SAM Expiration Date: Aug 20, 2020 DUNS: 0000000000000

PARTICIPANTS ACTIVITY DETAILS PREVIEW GRANTOR VALIDATION

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

| Phone Number | Email Address | Form Access | Authorized to Submit | Actions |
|--------------|-------------------------|-------------|----------------------|-------------------------------------|
| 000-000-0000 | htubmangrants@gmail.com | All | No | Remove Make Owner Manage Access |

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.

Home Tools WS00010664-RR...

View Burden Statement

APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)

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

2. DATE SUBMITTED Applicant Identifier

5. APPLICANT INFORMATION

Legal Name:

Department: Division:

Street1:

Street2:

WEBFORMS

2. DATE SUBMITTED:

Date Submitted:

Applicant Identifier:

3. DATE RECEIVED BY STATE:

Date Received by State:

State Application Identifier:

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.

SUBMIT WHEN ALL SELECTED FORMS ARE IN THE 'PASSED' STATUS

Workspace Actions:

[Check App](#)

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

| Include in Package | Form Name (Click to Edit) | Requirement | Form Status | Last Updated Date/Time |
|-------------------------------------|--|-------------|-------------|------------------------|
| <input checked="" type="checkbox"/> | SF424 (R & R) [V2.0] | Mandatory | Passed | 2018 08:46:56 AM E |
| <input checked="" type="checkbox"/> | PHS 398 Modular Budget [V1.2] | Optional | In Progress | --- |
| <input checked="" type="checkbox"/> | PHS 398 Training Subaward Budget Attachment(s) Form [V2.0] | Optional | Passed | --- |
| Go To Subforms (0) | | | | |
| <input checked="" type="checkbox"/> | Research & Related Budget [V1.4] | Optional | In Progress | --- |
| <input checked="" type="checkbox"/> | R & R Subaward Budget Attachment(s) Form 10 YR 10 ATT [V1.4] | Optional | Passed | --- |

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.

| <div> <div>Preview Application Forms</div> <div>Check Application</div> <div>Sign and Submit</div> <div>Delete</div> </div> | | | | | |
|---|-------------|-------------|------------------------------|-----------|--|
| <div> <div>uraged to follow antivirus best practices when Downloading Instructions and Forms:</div> <div>Download Instructions</div> </div> | | | | | |
| Preview) | Requirement | Form Status | Last Updated Date/Time | Locked By | Actions |
| | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| | Optional | --- | --- | --- | Lock Download Upload Reuse Webform |
| Attachment(s) Form [V2.0] | Optional | In Progress | May 09, 2017 02:30:27 PM EDT | --- | Lock Download Upload Reuse Webform |

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

Program Announcement

Application Information

Federal Share Requested

Non-Federal Share Requested

Project Information

Burden Statement

PROGRAM ANNOUNCEMENT:

Program Announcement (CFDA):

00.000

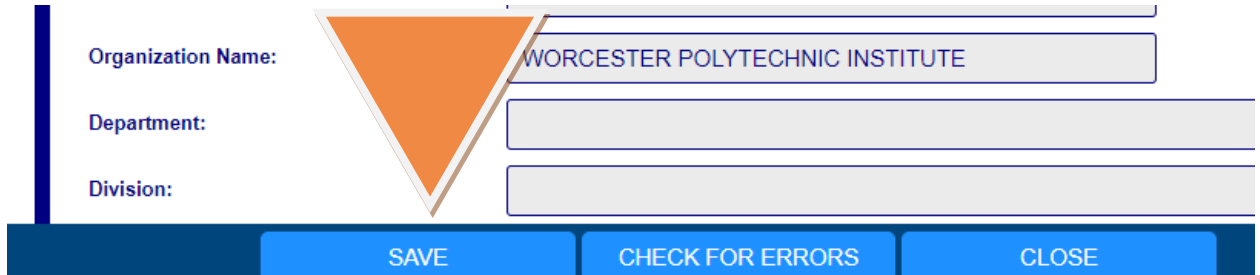
Program Announcement (Funding Opportunity Number):

OPP-12345678

Closing Date:

07/14/2017

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.



Organization Name: WORCESTER POLYTECHNIC INSTITUTE

Department:

Division:

SAVE CHECK FOR ERRORS CLOSE

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



Organization Name: WORCES...IC INSTITUTE

Department:

Division:

SAVE CHECK FOR ERRORS CLOSE

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



Errors!
Check for Errors revealed the following errors:

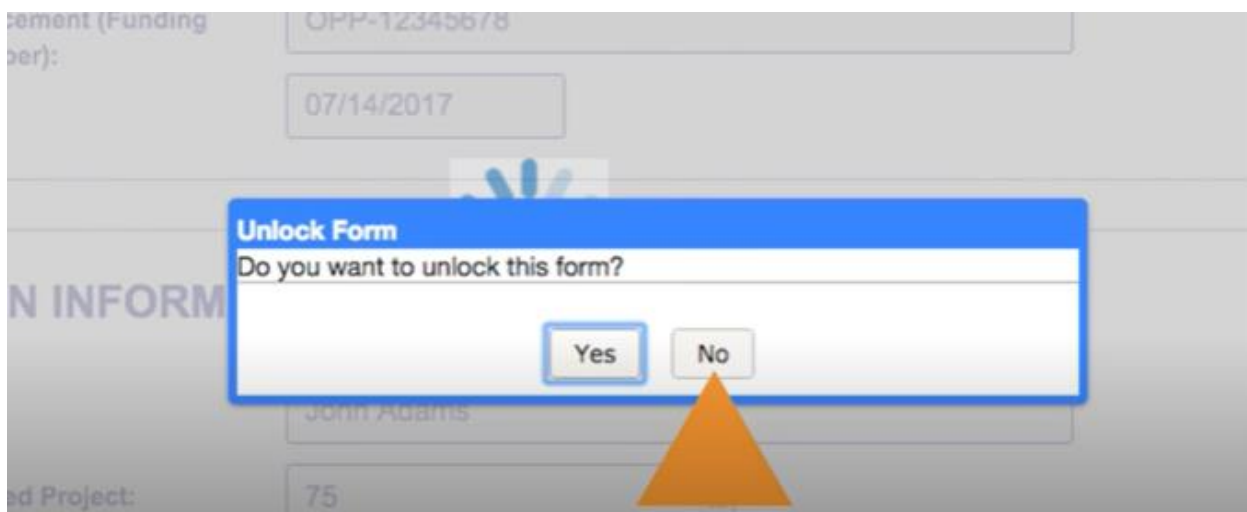
- **NON-FEDERAL SHARE REQUESTED (FOR EACH YEAR):**
 - Non-Federal Share Year 1 amount is required: Enter the Non-Federal Share amount to be provided in the First Year of the proje

PROGRAM ANNOUNCEMENT:

Program Announcement (CFDA): 00.000

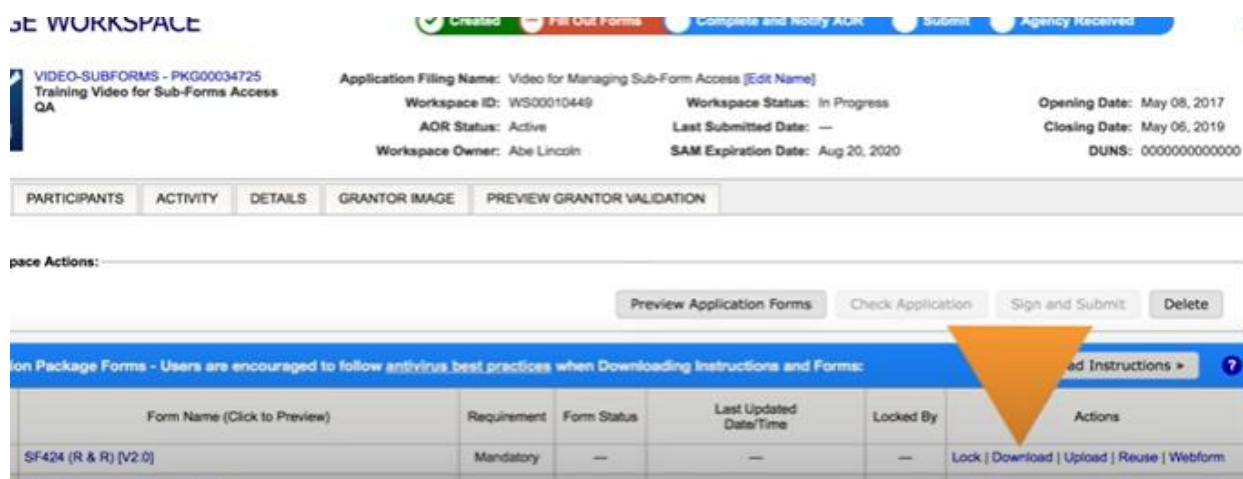
Program Announcement (Funding Opportunity Number): OPP-12345678

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 ask 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.

Application Filing Name: Video for Managing Sub-Form Access [Edit Name]
 Workspace ID: WS00010449 Workspace Status: In Progress
 AOR Status: Active Last Submitted Date: ---
 Workspace Owner: Abe Lincoln SAM Expiration Date: Aug 20, 2020

Lock Form

If you plan to update this form, we recommend you lock it now. Do you want to lock this form?

Yes No

Check Application Sign

Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: Download

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

Organization: ITS Test DUNS
 Form Name: SF424 (R & R)
 Form Version: 2.0
 Requirement: Mandatory
 Download Date/Time: Jun 02, 2017 12:08:29 PM EDT
 Form State: No Errors

FORM ACTIONS:

CHECK FOR ERRORS SAVE PRINT

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

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

**APPLICATION FOR FEDERAL ASSISTANCE
 SF 424 (R&R)**

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

2. DATE SUBMITTED Applicant Identifier

3. DATE RECEIVED BY STATE State Application Identifier

4. a. Federal Identifier
 b. Agency Routing Identifier
 c. Previous Grants.gov Tracking ID

5. APPLICANT INFORMATION Organizational DUNS: 000000000000

Legal Name: _____
 Department: _____ Division: _____
 Street1: _____
 Street2: _____
 City: _____ County / Parish: _____
 State: DC: District of Columbia Province: _____
 Country: USA: UNITED STATES ZIP / Postal Code: _____

Person to be contacted on matters involving this application
 Prefix: _____ First Name: _____ Middle Name: _____
 Last Name: _____ Suffix: _____

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

| APPLICANT & WORKSPACE DETAILS: | |
|--------------------------------|------------------------------------|
| Workspace ID: | WS00010449 |
| Application Filing Name: | Video for Managing Sub-Form Access |
| DUNS: | 00000000000000 |
| Organization: | ITS Test DUNS |
| Form Name: | SF424 (R & R) |
| Form Version: | 2.0 |
| Requirement: | Mandatory |
| Download Date/Time: | Jun 02, 2017 12:08:29 PM EDT |
| Form State: | No Errors |

| FORM ACTIONS: | |
|---|-------------------------------------|
| <input type="button" value="CHECK FOR ERRORS"/> | <input type="button" value="SAVE"/> |
| <input type="button" value="PRINT"/> | |

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.

| | |
|----------------------|---|
| Opening Date: | 05/08/2017 |
| Closing Date: | 05/06/2019 |
| Agency: | QA |
| Contact Information: | Harriet Tubman Budget Director E-mail: htubman@usa Phone: 000-000-0000 |

| APPLICANT & WORKSPACE DETAILS: | |
|--------------------------------|------------------------------|
| Workspace ID: | WS00010449 |
| Application Filing Name: | Video for Managing |
| DUNS: | 00000000000000 |
| Organization: | ITS Test DUNS |
| Form Name: | SF424 (R & R) |
| Form Version: | 2.0 |
| Requirement: | Mandatory |
| Download Date/Time: | Jun 02, 2017 12:08:29 PM EDT |
| Form State: | No Errors |

| FORM ACTIONS: | |
|---|-------------------------------------|
| <input type="button" value="CHECK FOR ERRORS"/> | <input type="button" value="SAVE"/> |
| <input type="button" value="PRINT"/> | |

SF424 (R & R)

Legal Name (Applicant Organization) is required: Enter legal name of applicant, which will undertake the assistance activity, enter the complete address of the applicant (including county and country), and name, telephone number, e-mail, and fax of the person to contact on matters related to this application.

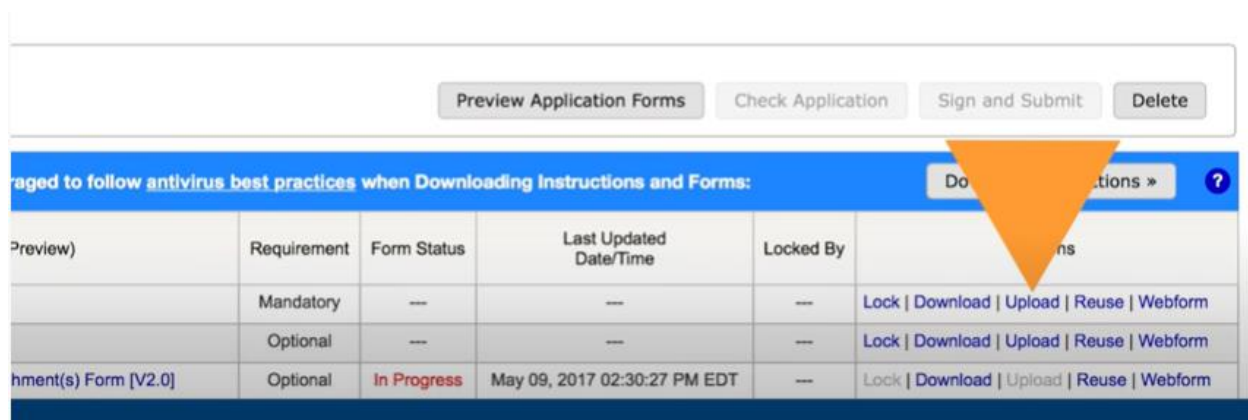
Street Address Line 1 (Applicant Organization) is required: Enter first line of the street address for the applicant in "Street1" field.

City (Applicant Organization) is required: Enter the city for address of applicant.

Zip / Postal Code (Applicant Organization) is required if the Project Performance Site is located in the United States: Enter the nine-digit Postal ...

Please hit the enter key to close this dialog box

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



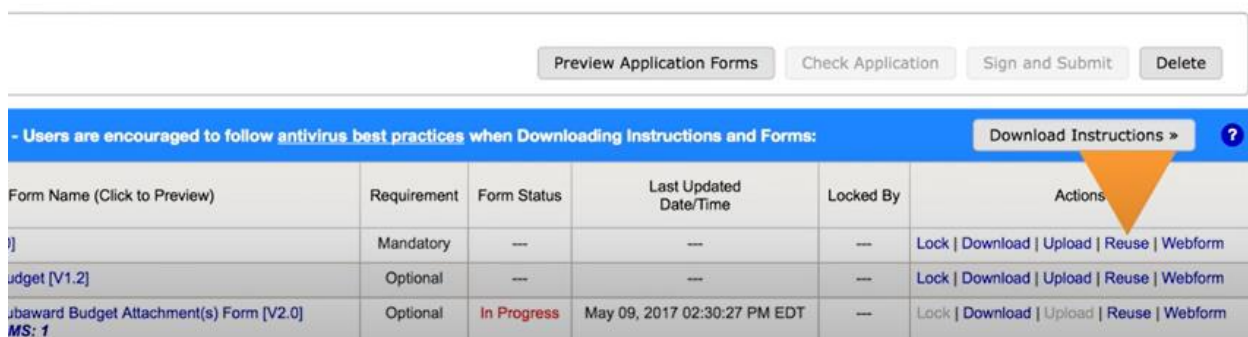
Preview Application Forms Check Application Sign and Submit Delete

Encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: Download Instructions » ?

| Form Name (Click to Preview) | Requirement | Form Status | Last Updated Date/Time | Locked By | Actions |
|------------------------------|-------------|-------------|------------------------------|-----------|--|
| | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| | Optional | --- | --- | --- | Lock Download Upload Reuse Webform |
| Attachment(s) Form [V2.0] | Optional | In Progress | May 09, 2017 02:30:27 PM EDT | --- | Lock Download Upload Reuse Webform |

3. Reuse forms.

To reuse a form, click the Reuse link.

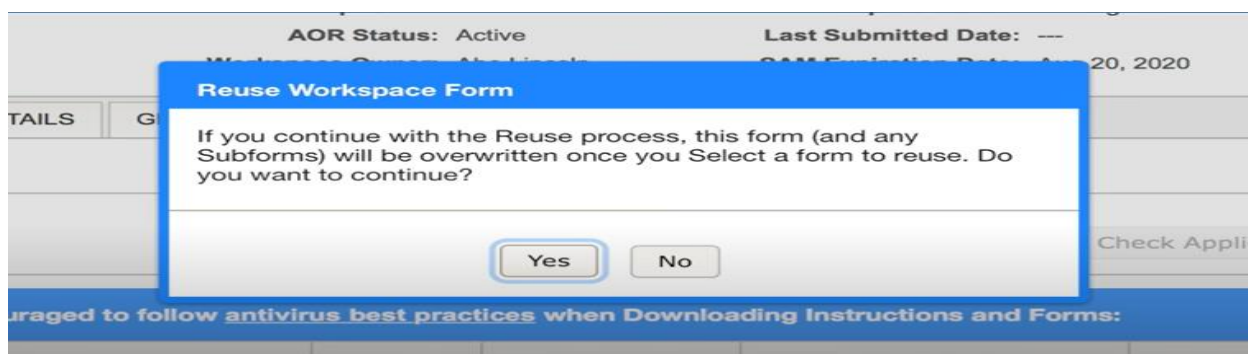


Preview Application Forms Check Application Sign and Submit Delete

- Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: Download Instructions » ?

| Form Name (Click to Preview) | Requirement | Form Status | Last Updated Date/Time | Locked By | Actions |
|--|-------------|-------------|------------------------------|-----------|--|
| | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| Budget [V1.2] | Optional | --- | --- | --- | Lock Download Upload Reuse Webform |
| Subaward Budget Attachment(s) Form [V2.0] MS: 1 | Optional | In Progress | May 09, 2017 02:30:27 PM EDT | --- | Lock Download Upload Reuse Webform |

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.



AOR Status: Active Last Submitted Date: ---

Workspace Current Attachments: CAM Expiration Date: Aug 20, 2020

TAILOS G

Reuse Workspace Form

If you continue with the Reuse process, this form (and any Subforms) will be overwritten once you Select a form to reuse. Do you want to continue?

Yes No

Check Application

Encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms:

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.

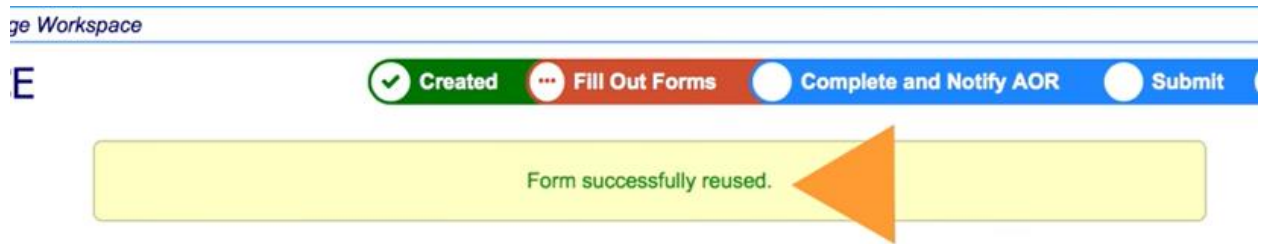
You can preview the desired form by clicking the Preview link in the Actions column.

| Application Filing Name | Workspace Status | Funding Opportunity Number | Agency Code | Last Updated Date/Time | Actions |
|-------------------------|------------------|----------------------------|-------------|------------------------------|--|
| Grant Application | In Progress | VIDEO-SUBFORMS | GDIT | May 26, 2017 12:22:15 PM EDT | Preview Select |

To reuse a specific form, click the Select link.

| Application Filing Name | Workspace Status | Funding Opportunity Number | Agency Code | Last Updated Date/Time | Actions |
|-------------------------|------------------|----------------------------|-------------|------------------------------|--|
| Grant Application | In Progress | VIDEO-SUBFORMS | GDIT | May 26, 2017 12:22:15 PM EDT | Preview Select |
| NewWorkspaceFor | In Progress | 09092016-TL-WS-1 | GDIT | Jan 13, 2017 04:23:50 PM EST | Preview Select |

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>