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# USING WORKSPACE

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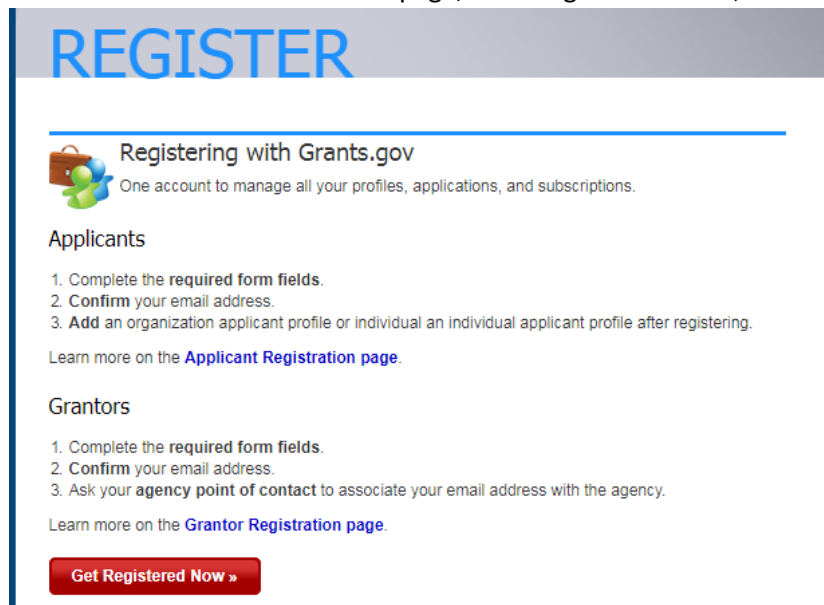
How to Register in Grants.gov and Access Your Workspace Proposal

Office of Sponsored Programs  
Worcester Polytechnic Institute  
Questions? Contact your department representative [here](#)

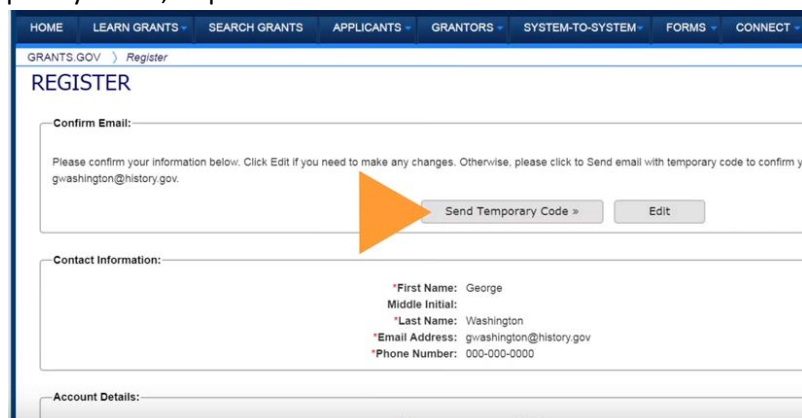


# Workspace Registration

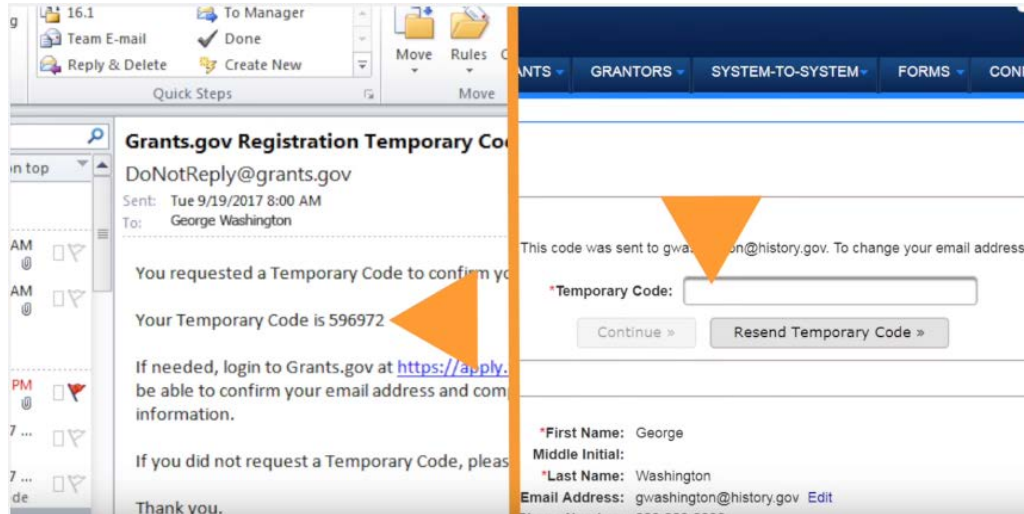
1. We suggest you begin by watching [this brief 2 minute video](#) on Workspace Registration
2. Begin by opening up the [Grants.gov registration page](#) or by going to Grants.gov and clicking “register” at the top right corner of the webpage
3. Then click on the red button at the bottom of the page, “Get Registered Now”, as seen in the image below:



4. Fill out your demographic information on the following page as directed, including your name, your WPI email, and WPI’s Institutional Address: 100 Institute Rd, Worcester, MA 01609
5. Then click “send a temporary code”, as pictured below:



6. A code will be emailed to the email address you provided during registration. Once you receive that code, enter it in the text box as shown below:



7. Your grants.gov account will have successfully been created at that point. You will be shown a screen to “Add an Applicant Profile”. You will want to select “Add an Organizational Applicant Profile” (shown below) and enter WPI’s DUNS number: **041508581**



8. Your registration is complete. WPI OSP will then approve your affiliation with WPI.

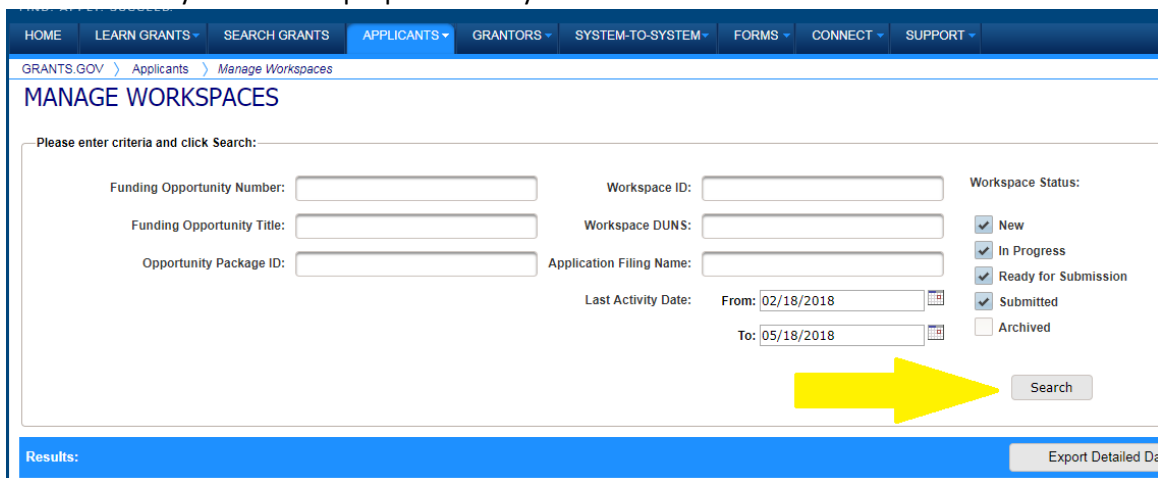


# Accessing Your Proposal in Workspace

1. Log into Workspace and click on the “Applicants” tab on the top banner
2. Select “Manage Workspaces” on the left as shown below



3. You will then see a blank “Manage Workspaces” page. Click “Search” without entering any search criteria. This will allow you to see all proposals that you have access to.



4. Once your proposals appear, you can access them by selecting the blue “Manage” link to the far right

WS00106054	0415085810000	In Progress	PA-18-489	Test 2.27	Michelle Mulkern	05/15/2018	<a href="#">Copy</a>   <a href="#">Manage</a>
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5. You can view a video series here on how to fill out the application forms in the proposal [here](#)