USING WORKSPACE

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

Office of Sponsored Programs
Worcester Polytechnic Institute
Questions? Contact your department representative here
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 Application Profile” (shown below) and enter WPI’s **UEI Number: HJNQME41NBU4**

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

5. You can view a video series here on how to fill out the application forms in the proposal here