

# Grants.gov Workspace Overview



# OVERVIEW

- What Is Workspace?
- Why Use Workspace?
- The Process
  - Creating a Workspace
  - Managing Participants & Roles
  - Completing Workspace Forms
  - Submitting Via Workspace
- Organization Management
- Grantor Actions

# 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.

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM TO SYSTEM FORMS OUTREACH 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: 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	0000000000	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**

GRANTS.GOV > Applicants > Manage Workspace

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1-3 of 3 Records

# WHAT IS WORKSPACE?

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 a forms

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GRANTS.GOV > Applicants > Manage Workspace

### MANAGE WORKSPACE

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FORMS PARTICIPANTS ACTIVITY DETAILS GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

Workspace Actions: Preview Application Forms Check Application Sign and Submit Delete

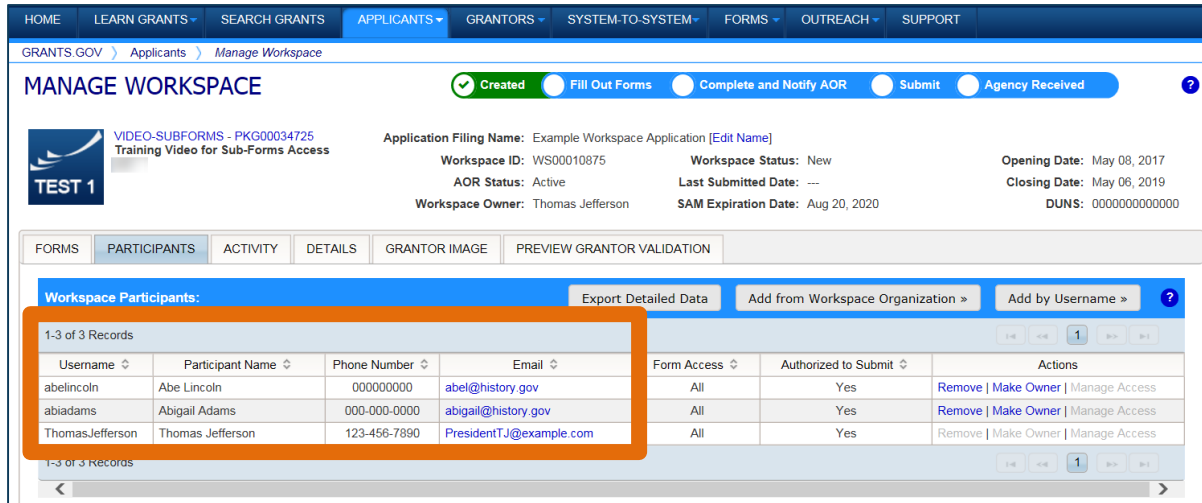
Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms: Download Instructions »

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	---	---	---	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] MANAGE SUBFORMS: 0	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] MANAGE SUBFORMS: 0	Optional	---	---	---	Lock   Download   Upload   Reuse   Webform
<input type="checkbox"/>	R & R Subaward Budget Attachment(s) Form [V1.4] MANAGE SUBFORMS: 0	Optional	---	---	---	Lock   Download   Upload   Reuse   Webform
<input type="checkbox"/>	R & R Subaward Budget Attachment(s) Form 10 YR 30 ATT [V1.4] MANAGE SUBFORMS: 0	Optional	---	---	---	Lock   Download   Upload   Reuse   Webform



# 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.



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GRANTS.GOV > Applicants > Manage Workspace

## MANAGE WORKSPACE

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FORMS PARTICIPANTS ACTIVITY DETAILS GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

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

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 displays the 'MANAGE WORKSPACE' interface on Grants.gov. The top navigation bar includes links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS (selected), GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. Below this, the breadcrumb trail shows 'GRANTS.GOV > Applicants > Manage Workspace'. The main header 'MANAGE WORKSPACE' is followed by a progress bar with five stages: Created (checked), Fill Out Forms, Complete and Notify AOR, Submit, and Agency Received. A sidebar on the left contains a 'TEST 1' logo and a link to 'VIDEO-SUBFORMS - PKG00034725 Training Video for Sub-Forms Access'. The main content area displays application details for 'Example Workspace Application' with fields for Workspace ID (WS00010875), AOR Status (Active), Workspace Owner (Thomas Jefferson), Opening Date (May 08, 2017), Closing Date (May 06, 2019), and SAM Expiration Date (Aug 20, 2020). Below the details is a tabbed interface with 'ACTIVITY' selected. The 'Workspace Activity' section shows a table of 9 records, with the first record highlighted. The table columns are Timestamp, Category, Action, Performed On, Performed By, and Details.

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

The **Activity** tab lists the actions that Participants have taken within the workspace.

# WHAT IS WORKSPACE?

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## 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: 00000000000000

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

**Workspace Details:**

DUNS: 00000000000000 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](#)

0-0 of 0 Records

Grants.gov Number	Date/Time Received	Status	Status Date	Submitted By	Agency Tracking Number	Actions
0-0 of 0 Records						

The **Details** tab lists submission history, including links to download every submitted (and re-submitted) application.

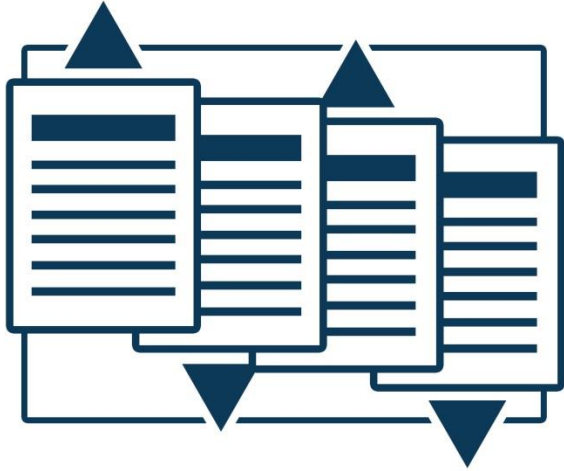
# WHY USE WORKSPACE?



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](#)



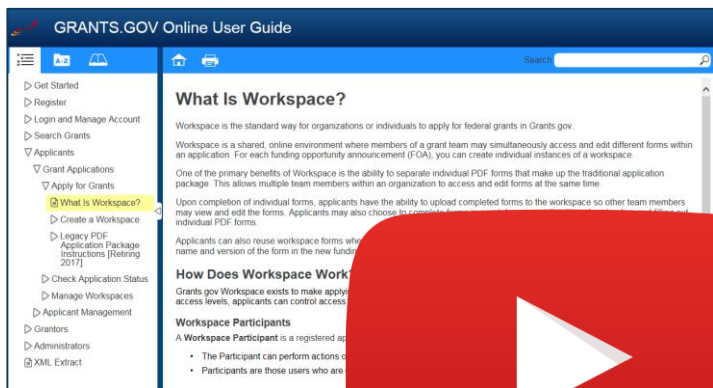
# CREATING A WORKSPACE

The screenshot shows the Grants.gov interface for viewing a grant opportunity. The top navigation bar includes links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. The main header displays 'VIEW GRANT OPPORTUNITY' and the opportunity details: '09142016-KJ-NEW UNDER-NEW-AGENCY!' with a 'TEST 1' label. Below this, there are tabs for FORECAST, VERSION HISTORY, RELATED DOCUMENTS, and PACKAGE. The PACKAGE tab is selected, showing details for the 'Funding Opportunity Number' and 'Opportunity Package ID'. A yellow banner at the bottom of the page reads 'Please review Applicant FAQs as you prepare and submit your application.' The 'Option 1: Apply Now Using Workspace' section is highlighted with an orange box, containing a form to create a workspace with a text input for 'Application Filing Name' and a 'Create Workspace' button.

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.

# CREATING A WORKSPACE



## Resources

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



# MANAGING PARTICIPANTS & ROLES

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Applicants > Manage Workspace

## MANAGE WORKSPACE

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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

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

## 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

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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	<a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a>
abiadams	Abigail Adams	000-000-0000	abigail@history.gov	All	Yes	<a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a>
ThomasJefferson	Thomas Jefferson	123-456-7890	PresidentTJ@example.com	All	Yes	<a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a>

1-3 of 3 Records

## 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

The screenshot displays the 'MANAGE WORKSPACE' page on Grants.gov. At the top, a navigation bar includes links like HOME, LEARN GRANTS, SEARCH GRANTS, and APPLICANTS. Below this, a progress bar shows stages: Created (checked), Fill Out Forms, Complete and Notify AOR, Submit, and Agency Received. The main content area includes a 'TEST 1' logo, a video link for sub-forms access, and application details such as 'Application Filing Name', 'Workspace ID: WS00010875', 'Workspace Status: New', 'Opening Date: May 08, 2017', 'Closing Date: May 06, 2019', 'AOR Status: Active', 'Last Submitted Date: ---', 'Workspace Owner: Thomas Jefferson', 'SAM Expiration Date: Aug 20, 2020', and 'DUNS: 00000000000000'. A tabbed interface at the bottom shows 'PARTICIPANTS' as the active tab. Below the tabs, there are buttons for 'Export Detailed Data', 'Add from Workspace Organization', and 'Add by Username'. A table lists three participants: abelincoln, abiadams, and ThomasJefferson. A red box highlights the 'Form Access' and 'Authorized to Submit' columns for these participants, all of which are set to 'All' and 'Yes' respectively. The 'Actions' column for each participant includes links like 'Remove', 'Make Owner', and 'Manage Access'.

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

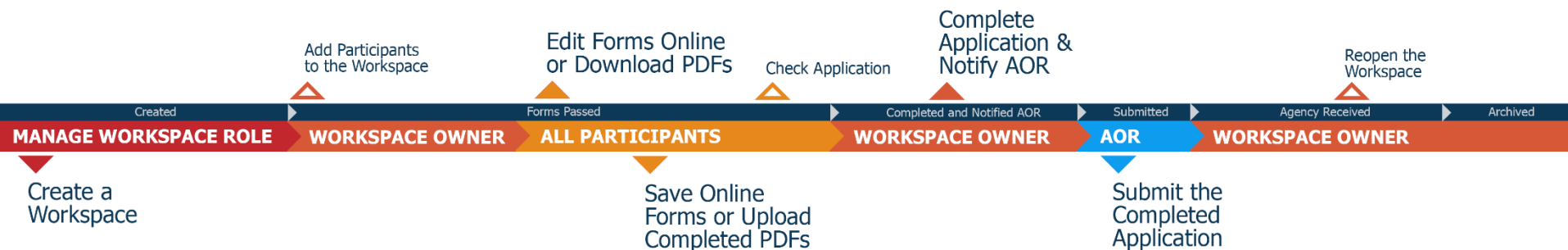
## Access Levels:

- 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](#)
- [Online User Guide: Manage Participants in a Workspace](#)



# COMPLETING WORKSPACE FORMS

## Key Actions:

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

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GRANTS.GOV > Applicants > Manage Workspace

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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	---	---	---	

MANAGE SUBFORMS: 0

Actions

Lock | Download | Upload | Reuse | Webform

# 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:

Is this application being submitted to other agencies?:

**11. DESCRIPTIVE TITLE OF APPLICATION:**

**12. PROPOSED PROJECT:**

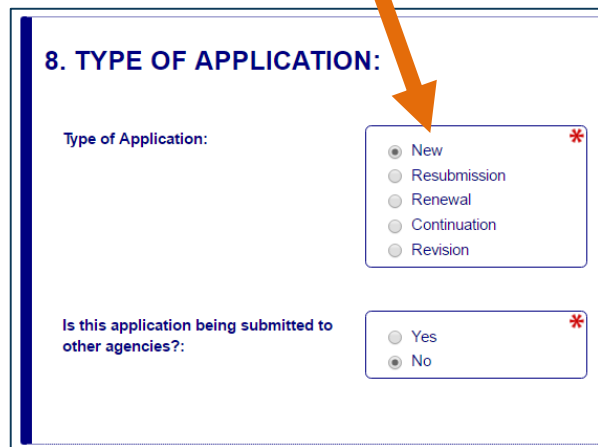
Start Date:

End Date:  \*

# COMPLETING WEBFORMS

## Filling Out Fields:

- Radio buttons (multiple choice)



**8. TYPE OF APPLICATION:**

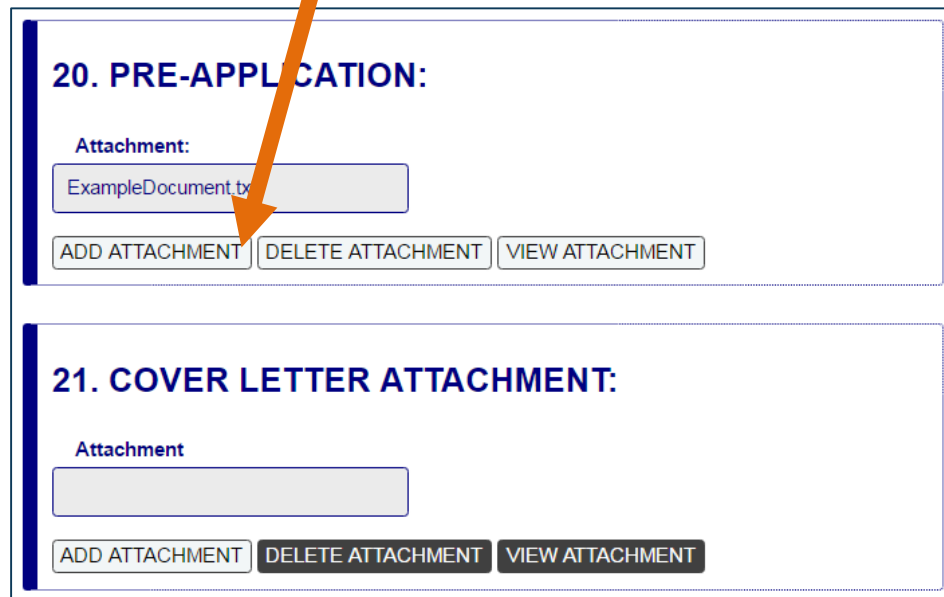
Type of Application:

- ☒ 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.txt

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.

Enter a brief Descriptive Title of the Project. This field is required.

**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

The screenshot displays the SF-424 (R&R) webform interface. At the top, a dark header bar contains the text "SF-424 (R&R) Version 2.0" on the left and "OMB Number: 4040-0001 Expiration Date: 10/31/2019" on the right. A left sidebar lists 15 sections, with "1. Type of Submission" currently selected. The main content area is divided into three sections:

- 1. TYPE OF SUBMISSION:** Contains a "Select Type of Submission:" label and a radio button group with three options: "Pre-application" (unselected), "Application" (selected), and "Changed/Corrected Application" (unselected). A red asterisk icon is next to the "Application" option.
- 2. DATE SUBMITTED:** Contains a "Date Submitted:" label and a text input field, and an "Applicant Identifier:" label and a text input field.
- 3. DATE RECEIVED BY STATE:** Contains a "Date Received by State:" label and a text input field, and a "State Application Identifier:" label and a text input field.

At the bottom of the form, there are three blue buttons: "SAVE", "CHECK FOR ERRORS", and "CLOSE".

## More Features:

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

# COMPLETING WEBFORMS

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

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



# COMPLETING PDF FORMS

**Actions**

[Unlock](#) | [Download](#) | [Upload](#) | [Reuse](#) | [Webform](#)

**GRANTS.GOV** **WORKSPACE FORM** 1-800-518-4729  
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: 28500034285  
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: 9800009142  
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 ACTIONS**

[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

View Burden Statement OMB Number: 4045-0001 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: 00000000000000

Legal Name:   
Department:  Division:   
Street1:   
Street2:   
City:  County / Parish:   
State:  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:   
Position/Title:   
Street1:   
Street2:   
City:  County / Parish:   
State:  Province:   
Country:  USA: UNITED STATES ZIP / Postal Code:   
Phone Number:  Fax Number:   
Email:

6. EMPLOYER IDENTIFICATION (EIN) or (TIN):

7. TYPE OF APPLICANT:  Please select one of the following  
Other (Specify):   
Small Business Organization Type ☐ Women Owned ☐ Socially and Economically Disadvantaged

8. TYPE OF APPLICATION:  
☒ New ☐ Resubmission  
☐ Renewal ☐ Continuation ☐ Revision  
If Revision, mark appropriate box(es):  
☐ A. Increase Award ☐ B. Decrease Award ☐ C. Increase Duration ☐ D. Decrease Duration  
☐ E. Other (specify):   
Is this application being submitted to other agencies? ☒ Yes ☐ No What other Agencies?

9. NAME OF FEDERAL AGENCY:  10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 00.000  
QA TITLE:  (Do Not Enter Here Classified)

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

12. PROPOSED PROJECT:  
Start Date:  Ending Date:   
13. CONGRESSIONAL DISTRICT OF APPLICANT:

## 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

## Workspace Features:

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

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

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: 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

MANAGE SUBFORMS: 0



# 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

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Applicants > Manage Workspace

## MANAGE WORKSPACE

Created Forms Passed 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: 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]					Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	PHS 398 Modular Budget [V1.2]					Unlock   Download   Upload   Reuse   Webform
<input type="checkbox"/>	PHS 398 Training Subaward B					Lock   Download   Upload   Reuse   Webform

### Sign and Submit

If you want to submit the application package, enter your password and click the 'Sign and Submit' button below to complete the process.

\*Password:

Sign and Submit Cancel

## 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 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	00000000000000	In Progress	VIDEO-SUBFORMS	Training Video for Sub-Forms Access	Thomas Jefferson	06/07/2017	<a href="#">Manage Workspace</a>
WS00010891	00000000000000	New	06062017-KJ-RR	RR-FIF		06/07/2017	<a href="#">Manage Workspace</a>
WS00010890	00000000000000	In Progress	06022017-AF-1311	Fed + Non-Fed 5yr 30att		06/07/2017	<a href="#">Manage Workspace</a>
WS00010846	00000000000000	In Progress	06022017-AF-1311	Fed + Non-Fed 5yr 30att		06/07/2017	<a href="#">Manage Workspace</a>

# ORGANIZATION MANAGEMENT



## Resources

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



# GRANTOR ACTIONS

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS **GRANTORS** SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Grantors

## GRANTOR CENTER

**WELCOME:**

**GRANTOR SUPPORT:**

**RELEASE:**  
Version: R16.0  
Date: 06/05/2017

**GRANTOR MANAGEMENT**

- » Manage Grantors
- » Manage Grantor Certificates
- » Set Agency Level
- » Create Agency
- » Modify Agency

**GRANTOR OPPORTUNITIES**

- » Manage Opportunities

**GRANTOR TEMPLATES**

- » Manage Application Package Templates
- » Retrieve Submitted Applications
- » View All Submitted Applications
- » Assign Agency Tracking

**GRANTOR REPORTS**

- » Submission Report
- » Organization Report
- » Rejection Report
- » Published Opportunities Report
- » Subscription Report
- » Audit Report - User Activity
- » Audit Report - Agency Activity
- » Workspace Report

**LEGACY PDF APPLICATION PACKAGE RETIRING**

The legacy PDF application package will be retired on December 31, 2017. Learn about how to prepare your applicants for transitioning to apply with Workspace in Grants.gov.

[Learn about Next Steps Here »](#)

**WORKSPACE FOR YOUR APPLICANTS**

Workspace is the standard way to apply for grants on Grants.gov, making your applicants' process of applying a little easier. Here are resources to learn about Workspace in case your applicants ask you questions about the Grants.gov system.

[Learn about Grants.gov Workspace Functionality »](#)

**POST GRANT FORECASTS ON GRANTS.GOV**

You can create and post grant forecasts on Grants.gov. Creating grant forecasts is similar to creating an opportunity, and the forecast information can be used to create your funding synopsis.

[Create a Forecast »](#)

**GRANTS.GOV COMMUNITY BLOG**

Stay up to date with the latest updates and resources on the Grants.gov system on the Community Blog. Get previews of release updates, grant process and writing basics, eligibility insights, and #FundingFriday.

[Visit the Grants.gov Community Blog »](#)

## Key Actions

- Create application package templates with workspace-compatible forms
- Check the Submission Report for submission method

# GRANTOR ACTIONS

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS **GRANTORS** SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV > Grantors > Workspace Report

## WORKSPACE REPORT

Please enter criteria and click Search:

Funding Opportunity Number:  Workspace ID:  Workspace Status:  
☒ New  
☒ In Progress  
☒ Ready for Submission  
☒ Submitted  
☐ Archived

Funding Opportunity Title:  Application Filing Name:

CFDA Number:  Workspace Owner:

Competition ID:  Workspace AOR Status:

Opportunity Package ID:  Last Activity Date: From:  To:

DUNS:

Agency Code:

**Results:**

1-25 of 4947 Records

Workspace ID	DUNS	Application Filing Name	Workspace Status	Funding Opportunity Number	Funding Opportunity Title	Agency Code	Workspace Owner	Last Activity Date	Actions
WS00000173		Rural Education Grant	In Progress	OPP-12345678	Rural Education Support Initiative			02/21/2017	<a href="#">View Workspace</a>
WS00008162		Example Workspace Application	In Progress	02142017-TL-1	02142017-TL-1			02/21/2017	<a href="#">View Workspace</a>
WS00008220		HUD A1 & A2 - FINAL	In Progress	02172017-SA-WS-1	TITLE-02172017-SA-WS-1			02/21/2017	<a href="#">View Workspace</a>
WS00008223		WS submn	Submitted	02212017-AF-1	Opt			02/21/2017	<a href="#">View Workspace</a>
WS00008188		070-Test-01	In Progress	070-TEST-01	070-Test-01			02/21/2017	<a href="#">View Workspace</a>

Grants.gov Administrators & Grantors with the **Agency Report Viewer** role are able to access the Workspace Report page.

# GRANTOR ACTIONS



## Resources

- [Online User Guide: Create Application Package Template](#)
- [Online User Guide: Submission Report](#)
- [Online User Guide: Workspace Report](#)

