

# Grants.gov Applicant Overview



# Training Topics

- Navigating Grants.gov
- Registration
- Search Grants
- What's In a Funding Opportunity?
- Applying with Workspace
- Track Application Submission
- Tips and Support Resources

# Navigating Grants.gov

# Navigating Grants.gov

## Search Grants and Applicant Tabs on the Homepage

The screenshot displays the Grants.gov homepage. At the top right, there are links for 'HELP', 'REGISTER', and 'LOGIN'. Below these is a search bar with a dropdown menu set to 'Grant Opportunities' and a 'GO' button. A navigation bar contains several tabs: 'HOME', 'LEARN GRANTS', 'SEARCH GRANTS', 'APPLICANTS', 'GRANTORS', 'SYSTEM-TO-SYSTEM', 'FORMS', 'CONNECT', and 'SUPPORT'. The 'SEARCH GRANTS' and 'APPLICANTS' tabs are highlighted with a red box. The main content area features a large banner for 'The Grants.gov Mobile App' with the text 'Quickly access grant search and notification tools through the Grants.gov Mobile App.' Below this text are 'Download on the App Store' and 'GET IT ON Google Play' buttons. The banner image shows a person's hands holding a smartphone displaying the app's interface. At the bottom of the page is a navigation bar with icons and labels for: 'SEARCH GRANTS', 'GET STARTED', 'GRANT POLICIES', 'GRANT-MAKING AGENCIES', 'PREVENT SCAMS', 'COMMUNITY BLOG', 'TWITTER FEED', 'YOUTUBE VIDEOS', 'ONLINE HELP', and 'SUPPORT CENTER'. Below the navigation bar are three preview cards: 'Apply for a Grant Using', 'Preview: Introducing the Grants.g...', and 'Scheduled Maintenance:'.

# Navigating Grants.gov

## Applicant Resources: Videos, User Guide, Training Content, FAQs and More

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

GRANTS.GOV > Applicants > Applicant Training

### APPLICANT TRAINING

- GRANT APPLICATIONS
  - » How to Apply for Grants
  - » Track My Application
- APPLICANT RESOURCES**
  - » Workspace Overview
  - » Applicant Eligibility
  - » Organization Registration
  - » Applicant Registration
  - » Applicant Training**
  - » Applicant FAQs
  - » Adobe Software Compatibility
  - » Submitting UTF-8 Special Characters
  - » Encountering Error Messages

#### Training Resources and Videos for Grants.gov

Whether you need a high-level introduction to the Grants.gov application process, or you are looking for a step-by-step explanation of a particular Applicant task, we encourage you to consult the resources on this page.

For more context and general information about the federal grants lifecycle, visit the [Grants 101](#) section under the [Learn Grants](#) tab.

#### Featured Video

**[WEBINAR] Getting Started with Grants.gov Workspace: Become a Workspace Wizard**  
*Updated on October 12, 2017*

Workspace is Grants.gov's shared, online environment to collaboratively complete and submit federal grant applications. With the Legacy PDF application retiring on December 31, 2017, Grants.gov provided this free webinar to help applicants get started using Workspace.

[HD] [WEBINAR - Oct. 10, 2017] Getting Started with Gra...

#### Help: Online User Guide

Find registration, search, and application instructions for all users in the [Grants.gov Online User Guide](#).

For detailed applicant information, review the Applicants section of the online user guide.

#### Applicant Overview

[Grants.gov Applicant Overview Training Presentation](#) - Everything you need to know about navigating Grants.gov as an Applicant.

[Grants.gov Presentation Request Form](#) - If you would like to request brochures or a complimentary Grants.gov presentation on the Find and Apply process, please fill out this form and submit it to [support@grants.gov](mailto:support@grants.gov).

For a step-by-step guide to organization applicant registration, check out the [Grants.gov Organization Applicant Registration page](#).

GETTING STARTED WITH WORKSPACE

# Navigating Grants.gov

## Highlights from the Learn Grants tab

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

### GRANTS LEARNING CENTER

The Grants Learning Center is your gateway to the federal grants world. Bookmark this page and participate in our growing communities on Blog.Grants.gov and Twitter (@grantsdotgov).

#### Grant Topics

- Grants 101**  
Basics about the grant lifecycle & management
- Grant Policies**  
Laws & regulations for federal awards
- Grant Eligibility**  
Are you eligible to apply for grants?
- Grant Terms**  
Grant related terminology and acronyms
- Grant Agencies**  
Federal grant-making agencies
- Grant Systems**  
Tools & apps to register & manage grants
- Grant Programs**  
Financial assistance & benefits
- Grant Reporting**  
Learn about reporting & monitoring
- Grant Fraud**  
Recognition & avoid grant scams & fraud
- Grant Events**  
Upcoming grant trainings & conferences

#### Community Blog

**Workspace Celebrates Two Years**  
11:07 11:00 AM  
Grants.gov's Workspace, which just marked its second birthday, has seen remarkable user growth, especially over the last year. More than 15,000 organizations are now applying for federal grants with Workspace. Before Workspace existed, the federal grant application process involved submitting a single package of PDF forms that had to be obtained from collaborators. Grants.gov's Workspace... Continue reading [Workspace Celebrates Two Years](#)

**Grant Agency Spotlight: Institute of Museum and Library Services**  
11:07 11:00 AM  
In this installment of our grant agency spotlight series, we look at the Institute of Museum and Library Services (IMLS) and its mission to "inspire libraries and museums to advance innovation, lifelong learning and cultural and civic engagement." According to IMLS, there are around 120,000 libraries and 50,000 museums in the U.S. Many of these... Continue reading [Grant Agency Spotlight: Institute of Museum and Library Services](#)

**#FundingFriday: Recent Funding Opportunity Announcements for Local Governments**  
11:07 12:00 PM  
This week's highlights focus on new and forecasted funding opportunities for which town, city and county governments are eligible.

#### Community Videos

The **Introduction to Grants.gov Video Series** covers the complete Grants.gov application process, from registering and creating a Grants.gov account to finding funding opportunities and completing an application package.

#### Community Questions

- What is a grant?
- How do I apply for a grant?
- What is the DATA Act?
- What is the OIG's Uniform Guidance?
- What is Workspace?
- Can I have a grant to repair my home?
- Where can I find grant events & trainings?

#### Twitter @Grantsdotgov

Your source to find & apply for US federal grants. (Connecting the grant community | Follows & RTs # Endorsements)

**Grants.gov** @grantsdotgov  
Biotechnology Risk Assessment #Grants Program from @USDA\_NIFA posted today  
[grants.gov/learn/grants/... #biotech](#)

**GRANTS.GOV | F...**  
The government w...  
[grants.gov](#)

**Grants.gov** @grantsdotgov  
Our next release is coming soon! November 18-20 we won't be accessible during that time. Learn about what's in the release: [blog.grants.gov/governance-16-grants](#)

Visit our Grants Community Twitter Feed >

**Grants 101:** An introduction to the key phases of the federal grant lifecycle

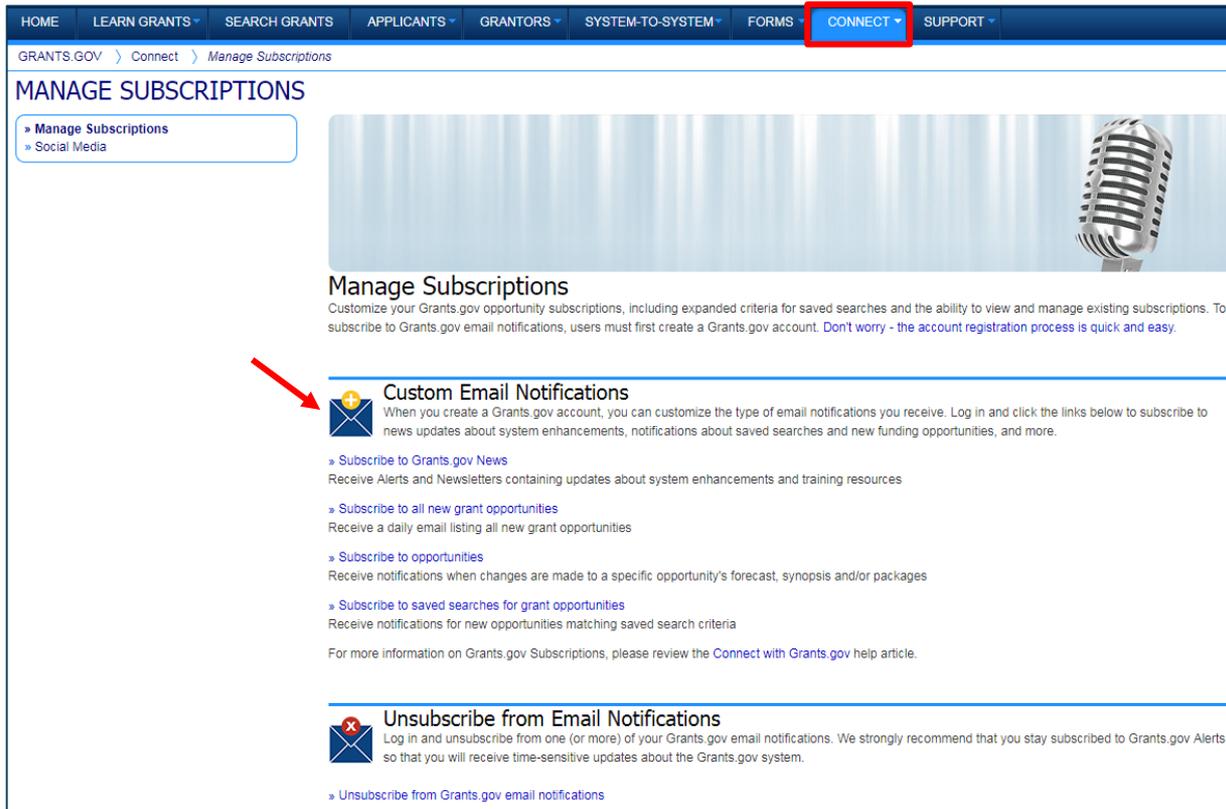
**Grant Policies:** Summaries and tables explaining how federal grant policies are formed

**Grant Terminology:** Essential terms and definitions from the Common Data Element Repository Library (C-DER Library)

**Grant Events:** Upcoming grant trainings, conferences, and webinars

# Navigating Grants.gov

## Subscriptions and Email Notifications



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

GRANTS.GOV > Connect > Manage Subscriptions

### MANAGE SUBSCRIPTIONS

- » Manage Subscriptions
- » Social Media



### Manage Subscriptions

Customize your Grants.gov opportunity subscriptions, including expanded criteria for saved searches and the ability to view and manage existing subscriptions. To subscribe to Grants.gov email notifications, users must first create a Grants.gov account. [Don't worry - the account registration process is quick and easy.](#)

---

#### Custom Email Notifications



When you create a Grants.gov account, you can customize the type of email notifications you receive. Log in and click the links below to subscribe to news updates about system enhancements, notifications about saved searches and new funding opportunities, and more.

- » [Subscribe to Grants.gov News](#)  
Receive Alerts and Newsletters containing updates about system enhancements and training resources
- » [Subscribe to all new grant opportunities](#)  
Receive a daily email listing all new grant opportunities
- » [Subscribe to opportunities](#)  
Receive notifications when changes are made to a specific opportunity's forecast, synopsis and/or packages
- » [Subscribe to saved searches for grant opportunities](#)  
Receive notifications for new opportunities matching saved search criteria

For more information on Grants.gov Subscriptions, please review the [Connect with Grants.gov](#) help article.

---

#### Unsubscribe from Email Notifications



Log in and unsubscribe from one (or more) of your Grants.gov email notifications. We strongly recommend that you stay subscribed to Grants.gov Alerts so that you will receive time-sensitive updates about the Grants.gov system.

- » [Unsubscribe from Grants.gov email notifications](#)

# Registration

# Registration Overview

- Organizations need these before using Grants.gov to apply for federal grants:
  - Data Universal Numbering System (DUNS) Number
  - System for Award Management (SAM) registration
- **Grants.gov Account:** You only need one. Uses unique email, username & password.
- **Profile(s):** Can have multiple within one Grants.gov account. Corresponds to applicant organization you represent (i.e., an applicant), individual applicant, or a federal agency (i.e., a grantor).

# Registration: Before Grants.gov

## Dun & Bradstreet (DNB) and the System for Award Management (SAM)

**dun & bradstreet**  
Government iUpdate

Welcome to Government iUpdate - The easy way to manage Dun & Bradstreet's information on your company!  
Government iUpdate provides non-publicly traded companies that are doing business with the US Federal Government convenient access to Dun & Bradstreet information on their business. Registered users can view, print, and submit updates to their Dun & Bradstreet record as well as request a new DUNS Number. DUNS Number assignment and modifications are done rapidly and free of charge.

**Register to use iUpdate!**  
Sign-up now to access your company's information. To safeguard your identity, registrants will be asked to answer a short authentication quiz. Click below to get started.  
**Start Now**

**Find DUNS or Request new DUNS**  
Enter here to find your company's DUNS Number or request a new DUNS Number.  
**Start Now**

**Already Registered? - Sign-in to iUpdate**  
iUpdate ID (Your Email Address)  
Password \*See Important Alert Below\*  
**Start Now** Forgot your password?

View assistance for SAM.gov

**SAM**  
SYSTEM FOR AWARD MANAGEMENT

Username Password  
Forgot Username? Forgot Password? Log In Create an Account

HOME SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP

**ALERT:** If you are registering a new entity in SAM.gov, you must provide an original, signed statement certifying that you are the authorized Entity Administrator before your registration will be activated. Read our FAQs to learn more about this process change.

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

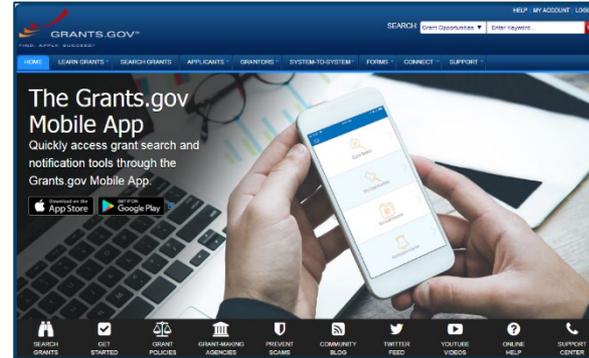
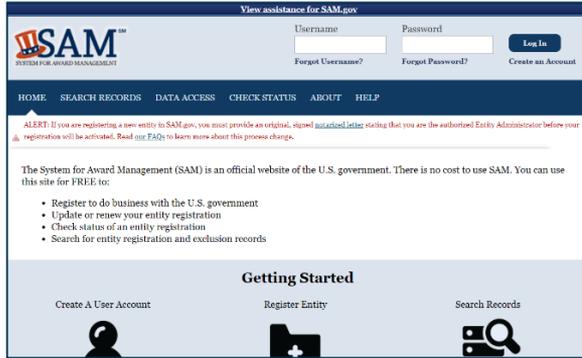
- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

**Getting Started**

- Register with DNB at <http://fedgov.dnb.com/webform>
- Requires TIN from IRS and organization information
- You will be issued a **DUNS Number**
- ~1 – 2 business days
- Use DUNS to register with SAM at [www.SAM.gov](http://www.SAM.gov)
- Establish E-Business Point of Contact (**EBiz POC**): Individual who oversees all activities for organization within Grants.gov and approves the AOR
- Establish Marketing Partner Identification Number (**MPIN**)
- ~7-10 business days after completely registering, including submitting notarized letter to SAM

# Registration: Before Grants.gov

## SAM and Grants.gov



- Organization data, EBiz POC information, and MPIN are transferred from SAM to Grants.gov
- The organization is set up in Grants.gov and people within the organization are now able to register with Grants.gov and add profile to associate with organization
- For the latest SAM.gov updates, go here: <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update>
- **NOTE: EBiz POC must renew SAM registration annually**



# Registration: Grants.gov Account

## Accounts enable subscription management

GRANTS.GOV<sup>SM</sup>  
FIND. APPLY. SUCCEED.<sup>SM</sup>

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

Account Details:  
\*Last Name:  
\*Email Address:  
\*Phone Number:  
\*Username:  
\*Password:

## REGISTER

Registering with Grants.gov  
One account to manage all your profiles, applications, and subscriptions.

**Applicants**

1. Complete the **required form fields**.
2. **Confirm** your email address.
3. **Add** an organization applicant profile or individual an individual applicant profile after registering.

Learn more on the [Applicant Registration page](#)

**Grantors**

1. Complete the **required form fields**.
2. **Confirm** your email address.
3. Ask your **agency point of contact** to associate your email address with the agency.

Learn more on the [Grantor Registration page](#).

[Get Registered Now »](#) **2**

CONNECT WITH US: [Blog](#) [Twitter](#) [YouTube](#) [Alerts](#) [RSS](#) [XML Extract](#) [Get Adobe Reader](#)

HEALTH & HUMAN SERVICES: [HHS.gov](#) | [EEOC / No Fear Act](#) | [Accessibility](#) | [Privacy](#) | [Disclaimers](#) | [Site Map](#)

COMMUNITY: [USA.gov](#) | [WhiteHouse.gov](#) | [USAspending.gov](#) | [SBA.gov](#) | [CFDA.gov](#) | [SAM.gov](#) | [DUNS Request](#) | [Report Fraud](#)

GRANTS.GOV Applicant Support  
1-800-518-4726  
support@grants.gov

[R16.1] How to Register With Grants.gov - FIN

TO ADD AN ORGANIZATION APPLICANT PROFILE, YOU WILL NEED TO PROVIDE YOUR ORGANIZATION'S DUNS NUMBER

GRANTS.GOV Register REGISTER

Congratulations! Your Grant Application has been submitted. If you are an individual applicant, you can add Applicant Profiles.

How would you like to proceed?

- Continue - Skip adding Applicant Profiles
- Add Organization Applicant Profile
- Add Individual Applicant Profile

GRANTS.GOV Register REGISTER

Please enter your information below to create an Account.

- Required fields are denoted with an asterisk (\*)
- The following special characters are allowed: question marks, periods, dashes, underscores, and @ symbol (Password is not subject to these restrictions)
- Your password must contain at least eight characters including: at least one uppercase letter (A-Z), at least one lowercase letter (a-z), at least one number (0-9), and at least one special character (e.g. ! @ # % & ').

**Contact Information:**

\*First Name:

Middle Initial:

\*Last Name:

\*Email Address:

\*Phone Number:

**Account Details:**

\*Username:

\*Password:  (Case Sensitive)

\*Confirm Password:  (Case Sensitive)

**Communications:**

Subscribe:  GRANTS.GOV ALERTS  
Yes, I want to receive email messages containing time-sensitive information about Grants.gov changes that potentially impact users.

GRANTS.GOV NEWSLETTER  
Yes, I want to receive occasional emails highlighting system enhancements, training resources, and other topics relevant to the federal grant community.

# Registration: Add Profile, Get Roles

Profile associates you with organization. EBiz POC assigns roles to your profile.

GRANTS.GOV > Register

## REGISTER



Congratulations! Your Grants.gov Account was successfully created.

If needed, you can add Applicant Profile(s) to your Account now. However, if you do not need a Profile or prefer to add your Profile(s) later, you can Continue to your Grants.gov logged in features.

### How would you like to proceed?

- Continue** - Skip adding a profile at this time
- Add Organization Applicant Profile** - Affiliates you with an Organization and with additional access allows you to apply for Opportunities on behalf of the Organization
- Add Individual Applicant Profile**- Allows you to apply for Opportunities on your own behalf

### Please complete to Add an Organization Profile and click Save:

\*DUNS:

\*Profile Name:

\*Job Title:

Save



# Registration: Grants.gov Roles

EBiz Point of Contact, AOR role, Workspace Manager role



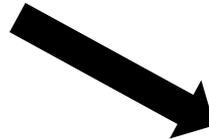
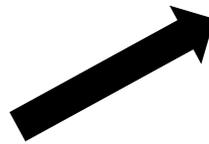
Each **organization** has one EBiz POC

EBiz POCs assigned in SAM.gov



**EBiz POC** approves users' affiliation with organization

EBiz POC assigns roles: AOR or Workspace Manager



Users with **Standard AOR role** can submit applications

One organization can have many users with AOR role



Users with **Workspace Manager role** can create workspaces



# Search Grants

# Searching for Funding Opportunities

## Using the Grants.gov Search Fields

The screenshot displays the Grants.gov website interface. At the top right, there is a search bar with a dropdown menu set to "Grant Opportunities" and a "GO" button. Below the search bar is a navigation menu with several options: HOME, LEARN GRANTS, SEARCH GRANTS (highlighted with a red box), APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The main content area features a large banner for the "The Grants.gov Mobile App" with a description: "Quickly access grant search and notification tools through the Grants.gov Mobile App." Below the banner are two buttons for downloading the app: "Download on the App Store" and "GET IT ON Google Play". At the bottom of the page is a dark navigation bar with ten icons and their corresponding labels: SEARCH GRANTS (highlighted with a red box), GET STARTED, GRANT POLICIES, GRANT-MAKING AGENCIES, PREVENT SCAMS, COMMUNITY BLOG, TWITTER FEED, YOUTUBE VIDEOS, ONLINE HELP, and SUPPORT CENTER.

# Searching for Funding Opportunities

## Find – Basic Search

The screenshot displays the GRANTS.GOV search interface. At the top right, there is a search bar with a dropdown menu set to 'Grant Opportunities' and a 'GO' button. Below the search bar is a navigation menu with 'SEARCH GRANTS' highlighted. On the left side, there is a 'SEARCH GRANTS' sidebar with 'BASIC SEARCH CRITERIA' (Keyword(s), Opportunity Number, CFDA) and 'OPPORTUNITY STATUS' (Forecasted, Posted, Closed, Archived) sections. The main area shows search results for 'Grant Opportunities' with 2501 matching results. The results are sorted by 'Posted Date (Descending)' and include columns for Opportunity Number, Opportunity Title, Agency, Opportunity Status, Posted Date, and Close Date.

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
W9124A-16-0001	Fort Huachuca Environmental Training	DOD-AMC-ACCAPGFH	Posted	06/20/2016	07/20/2016
F16AS00287	Lake Sturgeon Restoration Funds	DOI-FWS	Posted	06/20/2016	06/24/2016
ED-GRANTS-062016-001	Office of Postsecondary Education (OPE): American Overseas Research Centers (AORC) Program CFDA Number 84.274A	ED	Posted	06/20/2016	08/04/2016
RFA-696-16-000003	Youth Employment Project	USAID-RWA	Posted	06/20/2016	08/08/2016
DE-FOA-0001594	Clean Energy Manufacturing Innovation Institute for Reducing Embodied-energy of Materials and Decreasing Emissions (REMADE) in Manufacturing	DOE-GFO	Posted	06/20/2016	09/28/2016
P16AS00270	Notice of Intent: Promote Research and Preservation on National Park Service Collections	DOI-NPS	Posted	06/20/2016	06/30/2016
OWBO-2016-01	Women's Business Center	SBA	Posted	06/20/2016	08/03/2016
DE-FOA-0001590	Request for Information: Advanced HVAC&R Research and Development (R&D)	DOE-GFO	Posted	06/20/2016	07/25/2016
RFA-388-16-000006	Social and Behavior Change Communication (SBCC) Activity	USAID-BAN	Posted	06/19/2016	07/31/2016
16-571	Partnerships for International Research and Education	NSF	Posted	06/19/2016	04/24/2017
16-572	Cooperative Studies Of The Earth's Deep Interior	NSF	Posted	06/19/2016	09/27/2016
RFA-NS-16-024	Planning Grant for NINDS Morris K. Udall Parkinson's Disease Research Center Without Walls (R34)	HHS-NIH11	Posted	06/17/2016	08/30/2016
L16AS00204	BLM CO Northwest District Hazardous Fuels and Forest Management Activities	DOI-BLM	Posted	06/17/2016	08/17/2016

Search for grants and forecasts by entering a keyword.

In Search Grants tab, search by:

- Keyword
- Opportunity Number
- CFDA Number

# Searching for Funding Opportunities

## Opportunity Status

GRANTS.GOV™  
FIND. APPLY. SUCCEED.®

SEARCH: Grant Opportunities ▾ Enter Keyword... GO

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

GRANTS.GOV > Search Grants

### SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

SEARCH

OPPORTUNITY STATUS:

- Forecasted (133)
- Posted (2,368)
- Closed (2,173)
- Archived (33,593)

FUNDING INSTRUMENT TYPE:

- All Funding Instruments
- Cooperative Agreement (941)
- Grant (1,706)
- Other (62)
- Procurement Contract (56)

ELIGIBILITY:

- All Eligibilities
- City or township governments (1,031)
- County governments (1,044)
- For profit organizations other than small businesses (994)

SORT BY: Posted Date (Descending) Update Sort

DATE RANGE: All Available Update Date Range

1 - 25 OF 2501 MATCHING RESULTS: Previous 1 2 3 4 5 6 ... 101 Next

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date ↓	Close Date
W9124A-16-0001	Fort Huachuca Environmental Training	DOD-AMC-ACCAPGFH	Posted	06/20/2016	07/20/2016
F16AS00287	Lake Sturgeon Restoration Funds	DOI-FWS	Posted	06/20/2016	06/24/2016
ED-GRANTS-062016-001	Office of Postsecondary Education (OPE): American Overseas Research Centers (AORC) Program CFDA Number 84.274A	ED	Posted	06/20/2016	08/04/2016
RFA-696-16-000003	Youth Employment Project	USAID-RWA	Posted	06/20/2016	08/08/2016
DE-FOA-0001594	Clean Energy Manufacturing Innovation Institute for Reducing Embodied-energy of Materials and Decreasing Emissions (REMADE) in Manufacturing	DOE-GFO	Posted	06/20/2016	09/28/2016
P16AS00270	Notice of Intent: Promote Research and Preservation on National Park Service Collections	DOI-NPS	Posted	06/20/2016	06/30/2016
OWBO-2016-01	Women's Business Center	SBA	Posted	06/20/2016	08/03/2016
DE-FOA-0001590	Request for Information: Advanced HVAC&R Research and Development (R&D)	DOE-GFO	Posted	06/20/2016	07/25/2016
RFA-388-16-000006	Social and Behavior Change Communication (SBCC) Activity	USAID-BAN	Posted	06/19/2016	07/31/2016
16-571	Partnerships for International Research and Education	NSF	Posted	06/19/2016	04/24/2017
16-572	Cooperative Studies Of The Earth's Deep Interior	NSF	Posted	06/19/2016	09/27/2016
RFA-NS-16-024	Planning Grant for NINDS Morris K. Udall Parkinson's Disease Research Center Without Walls (R34)	HHS-NIH1	Posted	06/17/2016	08/30/2016
L16AS00204	BLM CO Northwest District Hazardous Fuels and Forest Management Activities	DOI-BLM	Posted	06/17/2016	08/17/2016

Select the Opportunity Status to find what you are looking for:

**Forecasted** - Potential grants in the near future

**Posted** - Currently open grants

**Closed** - Recently ended grants

**Archived** - Past grants available for reference

# Searching for Funding Opportunities

## Sign In and Save Your Search

The screenshot shows the Grants.gov search results page. At the top, there is a navigation bar with links: HOME, LEARN GRANTS, SEARCH GRANTS (active), APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below the navigation bar, the breadcrumb trail reads "GRANTS.GOV > Search Grants".

The main section is titled "SEARCH GRANTS". On the left, there are search filters:

- BASIC SEARCH CRITERIA:** Keyword(s), Opportunity Number, and CFDA fields with a "SEARCH" button.
- OPPORTUNITY STATUS:** A list of checkboxes for Forecasted (1), Posted (17), Closed (16), and Archived (846).
- FUNDING INSTRUMENT TYPE:** A dropdown menu with options: All Funding Instruments, Cooperative Agreement (7), Grant (18) (checked), Other (6), and Procurement Contract (5).
- ELIGIBILITY:** A dropdown menu with options: Others (see text field entitled 'Additional Information on Eligibility' for clarification) (17), Private institutions of higher education (17) (checked), Public and State controlled institutions of higher education (18) (checked), and Public housing authorities/Indian housing.

On the right side of the search filters, there is a red box containing the following criteria:

- CATEGORY: [X] Education
- ELIGIBILITY: [X] Private institutions of higher education, [X] Public and State controlled institutions of higher education
- FUNDING INSTRUMENT: [X] Grant

Below the filters, there are options for "SORT BY: Posted Date (Descending)" and "DATE RANGE: All Available". A red box highlights the "Save Search" button.

The main content area displays "1 - 25 OF 478 MATCHING RESULTS:" and a table of funding opportunities. The table has columns for Opportunity Number, Opportunity Title, Agency, Opportunity Status, Posted Date, and Close Date.

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
ND-NOFO-18-106	Youth Leaders as Change Makers	DOS-IND	Posted	04/10/2018	06/11/2018
C-NOFO-18-102	This House Believes That: A U.S.-India Comparative Constitutional Law Debate Project	DOS-IND	Posted	04/10/2018	06/11/2018
ND-NOFO-18-112	Art and Heritage Conservationist Summit	DOS-IND	Posted	04/10/2018	06/11/2018
ND-NOFO-18-110	Let's Get Serious: Comic Videos to Promote Study in the U.S.	DOS-IND	Posted	04/10/2018	06/11/2018
PAR-18-745	Addressing the Challenges of the Opioid Epidemic in Minority Health and Health Disparities Research in the U.S. (R21 Clinical Trial Optional)	HHS-NIH11	Posted	04/10/2018	11/13/2020
PAR-18-747	Addressing the Challenges of the Opioid Epidemic in Minority Health and Health Disparities Research in the U.S. (R01 Clinical Trial Optional)	HHS-NIH11	Posted	04/10/2018	11/13/2020
PA-18-748	Research Supplements to Promote Data Sharing in Cancer Epidemiology Studies (Admin Supp Clinical Trial Not Allowed)	HHS-NIH11	Posted	04/10/2018	07/01/2018
K-NOFO-18-103	Anti-TIP International Youth Champions Conclave	DOS-IND	Posted	04/09/2018	06/08/2018
PAR-18-746	NIDA Mentored Clinical Scientist Development Program Award in Substance Use and Substance Use Disorder Research (K12 Clinical Trial Optional)	HHS-NIH11	Posted	04/06/2018	08/28/2020
RUS-18-01-DLT	Distance Learning and Telemedicine Grant Program	USDA-RUS	Posted	04/05/2018	06/04/2018
PAR-18-742	Exploring Epigenomic or Non-Coding RNA Regulation in the Development, Histology, or Treatment of Glioblastoma (R64/R03)	HHS-NIH11	Posted	04/03/2018	02/11/2021

Refine your search by selecting criteria options:

- Category
- Eligibility
- Funding Agency
- Opportunity Status
- Date ranges

Click Save Search button to store this set of search criteria to receive emails

Click Manage Searches link to review your saved searches

# Searching for Funding Opportunities

## Search Results

GRANTS.GOV > Search Grants

### SEARCH GRANTS

**BASIC SEARCH CRITERIA:**

Keyword(s):

Opportunity Number:

CFDA:

**OPPORTUNITY STATUS:**

Forecasted (1)

Posted (17)

Closed (16)

Archived (846)

**FUNDING INSTRUMENT TYPE:**

All Funding Instruments

Cooperative Agreement (7)

Grant (18)

Other (6)

Procurement Contract (5)

**ELIGIBILITY:**

Others (see text field entitled 'Additional Information on Eligibility' for clarification) (17)

Private institutions of higher education (17)

Public and State controlled institutions of higher education (18)

Public housing authorities/Indian housing

**CATEGORY:** [X] Education

**ELIGIBILITY:** [X] Private institutions of higher education, [X] Public and State controlled institutions of higher education

**FUNDING INSTRUMENT:** [X] Grant

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

**SORT BY:** Posted Date (Descending)

**DATE RANGE:** All Available

**1 - 25 OF 478 MATCHING RESULTS:** [« Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) ... [20](#) [Next »](#)

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date ↓	Close Date
<a href="#">ND-NOFO-18-106</a>	Youth Leaders as Change Makers	DOS-IND	Posted	04/10/2018	06/11/2018
<a href="#">C-NOFO-18-102</a>	This House Believes That: A U.S.-India Comparative Constitutional Law Debate Project	DOS-IND	Posted	04/10/2018	06/11/2018
<a href="#">ND-NOFO-18-112</a>	Art and Heritage Conservationist Summit	DOS-IND	Posted	04/10/2018	06/11/2018
<a href="#">ND-NOFO-18-110</a>	Let's Get Serious: Comic Videos to Promote Study in the U.S.	DOS-IND	Posted	04/10/2018	06/11/2018
<a href="#">PAR-18-745</a>	Addressing the Challenges of the Opioid Epidemic in Minority Health and Health Disparities Research in the U.S. (R21 Clinical Trial Optional)	HHS-NIH11	Posted	04/10/2018	11/13/2020
<a href="#">PAR-18-747</a>	Addressing the Challenges of the Opioid Epidemic in Minority Health and Health Disparities Research in the U.S. (R01 Clinical Trial Optional)	HHS-NIH11	Posted	04/10/2018	11/13/2020
<a href="#">PA-18-748</a>	Research Supplements to Promote Data Sharing in Cancer Epidemiology Studies (Admin Supp Clinical Trial Not Allowed)	HHS-NIH11	Posted	04/10/2018	07/01/2018
<a href="#">K-NOFO-18-103</a>	Anti-TIP International Youth Champions Conclave	DOS-IND	Posted	04/09/2018	06/08/2018
<a href="#">PAR-18-746</a>	NIDA Mentored Clinical Scientist Development Program Award in Substance Use and Substance Use Disorder Research (K12 Clinical Trial Optional)	HHS-NIH11	Posted	04/06/2018	08/28/2020
<a href="#">RUS-18-01-DLT</a>	Distance Learning and Telemedicine Grant Program	USDA-RUS	Posted	04/05/2018	06/04/2018
<a href="#">PAR-18-742</a>	Exploring Epigenomic or Non-Coding RNA Regulation in the	HHS-	Posted	04/03/2018	02/11/2021

Search results and criteria are reset when the user clicks the Search button

Search results are refreshed when criteria options are changed

Users have ability to export Search Results



# What's in a Funding Opportunity?

# What's in a Funding Opportunity?

## Forecast



GRANTS.GOV™  
FIND. APPLY. SUCCEED.™

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTO

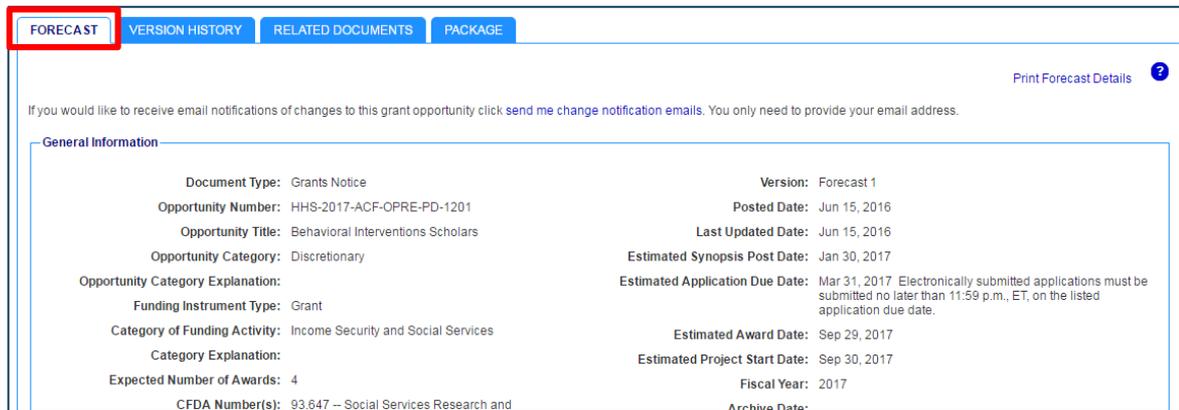
GRANTS.GOV > Search Grants

### VIEW GRANT OPPORTUNITY

HHS-2017-ACF-OPRE-PD-1201  
Behavioral Interventions Scholars  
Department of Health and Human Services  
Administration for Children and Families - OPRE

A Forecast is a projection of an estimated funding opportunity. Contains information, such as:

- Estimated Post and Due Dates
- Estimated Program Funding Amount
- Estimated Award Date



FORECAST VERSION HISTORY RELATED DOCUMENTS PACKAGE

[Print Forecast Details](#)

If you would like to receive email notifications of changes to this grant opportunity click [send me change notification emails](#). You only need to provide your email address.

#### General Information

Document Type:	Grants Notice	Version:	Forecast 1
Opportunity Number:	HHS-2017-ACF-OPRE-PD-1201	Posted Date:	Jun 15, 2016
Opportunity Title:	Behavioral Interventions Scholars	Last Updated Date:	Jun 15, 2016
Opportunity Category:	Discretionary	Estimated Synopsis Post Date:	Jan 30, 2017
Opportunity Category Explanation:		Estimated Application Due Date:	Mar 31, 2017. Electronically submitted applications must be submitted no later than 11:59 p.m., ET, on the listed application due date.
Funding Instrument Type:	Grant	Estimated Award Date:	Sep 29, 2017
Category of Funding Activity:	Income Security and Social Services	Estimated Project Start Date:	Sep 30, 2017
Category Explanation:		Fiscal Year:	2017
Expected Number of Awards:	4	Archive Date:	
CFDA Number(s):	93.647 -- Social Services Research and		

**A Forecast can become a funding opportunity Synopsis**

# What's in a Funding Opportunity?

## Synopsis



GRANTS.GOV™  
FIND. APPLY. SUCCEED.®

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS

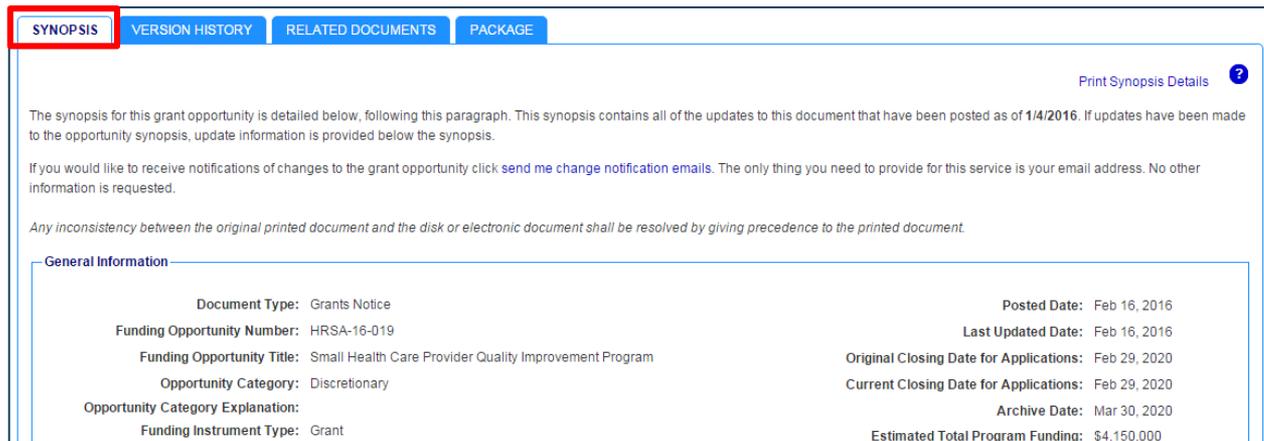
GRANTS.GOV > Search Grants

**VIEW GRANT OPPORTUNITY**

HRSA-16-019  
Small Health Care Provider Quality Improvement Program  
Department of Health and Human Services  
Health Resources and Services Administration

When agencies receive funding, a Forecast can become a funding opportunity Synopsis

The Synopsis contains basic information about the funding opportunity, such as:



SYNOPSIS | VERSION HISTORY | RELATED DOCUMENTS | PACKAGE

[Print Synopsis Details](#) ?

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of 1/4/2016. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

*Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.*

**General Information**

Document Type:	Grants Notice	Posted Date:	Feb 16, 2016
Funding Opportunity Number:	HRSA-16-019	Last Updated Date:	Feb 16, 2016
Funding Opportunity Title:	Small Health Care Provider Quality Improvement Program	Original Closing Date for Applications:	Feb 29, 2020
Opportunity Category:	Discretionary	Current Closing Date for Applications:	Feb 29, 2020
Opportunity Category Explanation:		Archive Date:	Mar 30, 2020
Funding Instrument Type:	Grant	Estimated Total Program Funding:	\$4,150,000

- Funding Opportunity Number
- Open/Close date
- Program Funding Amount
- Number of Awards

# What's in a Funding Opportunity?

## Related Opportunities

Agencies may relate multiple funding opportunities with each other to aid the search process

GRANTS.GOV > View Opportunity

### VIEW GRANT OPPORTUNITY

09212018-TL-3 [\[Related Opportunities\]](#) [« Back | Link](#)

[Apply](#) [Subscribe](#)

[SYNOPSIS](#) [VERSION HISTORY](#) [RELATED DOCUMENTS](#) [PACKAGE](#)

[Print SynopsiS Details](#) ?

**General Information**

Document Type: Grants Notice Version: SynopsiS 6

Funding Opportunity Number: 09212018-

Funding Opportunity Title:

Opportunity Category: Mandatory

### Related Opportunities

Opportunities related to 09212018-TL-3:

Opportunity Number	Opportunity Title	Agency Code	Posted Date	Close Date	Relationship Comments
TL-R16-3-FON	R16.3		Aug 24, 2018	Aug 31, 2019	

[Close](#)

Link to the related opportunity

# What's in a Funding Opportunity?

## Version History

GRANTS.GOV Search Grants

**VIEW GRANT OPPORTUNITY**

HRSA-16-019  
Small Health Care Provider Quality Improvement Program  
Department of Health and Human Services  
Health Resources and Services Administration

Apply Subscribe

VERSION HISTORY

Version History

Click on Version Name to view previous versions of this grant opportunity. Modifications from the previous version are highlighted with a light gray background. For more information on versions, see Online Help.

Version	Modification Description	Updated Date
Synopsis 3	Updated	Jun 30, 2016
Synopsis 2	Updated	Jun 30, 2016
Synopsis 1		Jun 30, 2016

DISPLAYING: Synopsis 3

General Information

Document Type: Grants Notice Posted Date: Dec 28, 2015  
Funding Opportunity Number: AH-TPE-16-001 Last Updated Date: **Dec 29, 2015**  
Funding Opportunity Title: Announcement of Availability of Funds for Secondary Data Analysis of Evidence-Based Teen Pregnancy Prevention (TPP) Programs Original Closing Date for Applications: Apr 8, 2016 No Explanation  
Current Closing Date for Applications: Apr 8, 2016 No Explanation  
Opportunity Category: Discretionary Archive Date: May 8, 2016  
Opportunity Category Explanation: Estimated Total Program Funding:  
Funding Instrument Type: Cooperative Agreement Award Ceiling: \$400,000

Additional Information

Agency Name: Office of the Assistant Secretary for Health  
Description: This purpose of this FOA is to solicit applications for projects that will contribute to the evidence base by enhancing our understanding of interventions identified as effective by the HHS Pregnancy Prevention Evidence Review in reducing rates of teen pregnancy and existing disparities. The funding for this FOA comes from authority in section 241 of the Public Health Service Act and is subject to annual appropriations. As of the Consolidated Appropriations Act, 2016 (P.L. 114-113). With this FOA, OAH is interested in analyses of existing rigorous evaluation data, including new or advanced methods of analyses, or novel combination and integration of datasets to allow the exploration of new questions in

The Version History displays a table with synopsis modifications

To display an earlier version, the user clicks on the desired Version Name

The fields modified are highlighted in gray

# What's in a Funding Opportunity?

## Full Announcement – Under Related Documents Tab

GRANTS.GOV > Search Grants

### VIEW GRANT OPPORTUNITY

01202016-KJ-RD-RL  
RD-RL

You can retrieve the full Funding Opportunity Announcement (FOA), Request for Applications (RFA), and any supplementary documentation

[« Back | Link](#)

[Apply](#) [Subscribe](#)

[SYNOPSIS](#) [VERSION HISTORY](#) [RELATED DOCUMENTS](#) [PACKAGE](#)

[Print Related Documents List](#) ?

Click on the following link(s) to view the related information:

Description	Link	Last Updated Date/Time
Test	<a href="http://www.test.grants.gov">http://www.test.grants.gov</a>	Jan 20, 2016 3:25:14 PM
grants	<a href="http://www.grants.gov">www.grants.gov</a>	Jan 20, 2016 3:24:49 PM

Click on the following file link(s) to download the related document(s):

File Description	File Name	Last Updated Date/Time	File Size
Folder: Full Announcement - Large Attachments	<a href="#">01202016-KJ-RD-RL-Full Announcement.zip</a>	Jan 20, 2016 4:46:25 PM	2.8 MB
R-15.1	<a href="#">test-mindata.pdf</a>	Jan 20, 2016 4:42:38 PM	1.2 MB
R 14.1	<a href="#">opp01142016-LB-2.pdf</a>	Jan 20, 2016 4:46:25 PM	1.1 MB
R-15.0	<a href="#">test-123.txt</a>	Jan 20, 2016 4:45:59 PM	1.2 MB

# What's in a Funding Opportunity?

## Workspace Application and Instructions

The screenshot shows the Grants.gov website interface. At the top, there is a navigation bar with the Grants.gov logo and a search bar. Below the navigation bar, there is a main content area with a header for the funding opportunity. The header includes the opportunity ID (HHS-2018-ACL-AOA-EJSG-0265) and the title (Grants to Enhance State Adult Protective Services). Below the header, there are two buttons: "Apply" and "Subscribe". A red box highlights the "Apply" button. Below the buttons, there is a tabbed interface with tabs for "SYNOPSIS", "VERSION HISTORY", "RELATED DOCUMENTS", and "PACKAGE". The "PACKAGE" tab is selected and highlighted with a red box. Below the tabs, there is a section titled "Select Grant Opportunity Package" with a yellow warning box. Below the warning box, there is a table with the following data:

CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Actions
00.000	00000	00000	PKG00034717	05/05/2017	05/23/2018	<a href="#">Preview</a> <a href="#">Apply</a>

Click the Package tab to preview the application package forms

Log in to create a workspace to apply

Sign up for emails of changes made to this funding opportunity

Click Preview link to access read-only forms and application instructions

# Applying with Workspace

# Workspace Topics

- What is Workspace?
- Add collaborators in Participants tab
- Complete the application in the Forms tab
- Submit when you are done

# What Is Grants.gov Workspace?

The online space on where you work on your grant application

The screenshot displays the Grants.gov Workspace interface. At the top, there is a navigation menu with options: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS (selected), GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below the menu, the breadcrumb trail reads: GRANTS.GOV > Applicants > Manage Workspace. The main heading is "MANAGE WORKSPACE". A progress bar shows the current status: Created (checked), Fill Out Forms (active), Complete and Notify AOR, Submit, and Agency Received. A "Back" button is also present. The application details section includes: Application Filling Name: Training Example Workspace [Edit Name]; Workspace ID: WS00015297; Workspace Status: In Progress; Opening Date: May 08, 2017; AOR Status: Workspace has AOR; Last Submitted Date: ---; Closing Date: May 06, 2019; Workspace Owner: Thomas Jefferson; SAM Expiration Date: Aug 20, 2020; DUNS: 00000000000000. Below this is a tabbed interface with "FORMS" selected. The "Workspace Actions" section contains buttons for "Check Application", "Sign and Submit", and "Delete". A blue banner reads: "Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms:" with a "Download Instructions" button. The main table lists forms with columns: Include in Package, Form Name (Click to Edit), Requirement, Form Status, Last Updated Date/Time, Locked By, and Actions.

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	SF424 (R & R) [V2.0]	Mandatory	In Progress [Locked]	Apr 10, 2018 10:42:41 PM EDT	Thomas Jefferson	Unlock   Download   Upload   Reuse   Webform
<input type="checkbox"/>	PHS 398 Modular Budget [V1.2]	Optional	---	---	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	PHS 398 Training Subaward Budget Attachment(s) Form [V2.0]	Optional	In Progress	Apr 10, 2018 10:40:50 PM EDT	---	Lock   Download   Upload   Reuse   Webform
Go To Subforms (1)						
<input type="checkbox"/>	Research & Related Budget [V1.4]	Optional	---	---	---	Lock   Download   Upload   Reuse   Webform

Workspace is a **shared, online environment** where members of a grant team may simultaneously access and fill out forms within an application.

# Workspace: Add Participants

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.

**MANAGE WORKSPACE**

Application Filing Name: Training Example Workspace [Edit Name]  
Workspace ID: WS00015297    Workspace Status: In Progress    Opening Date: May 08, 2017  
AOR Status: Workspace has AOR    Last Submitted Date: ---    Closing Date: May 06, 2019  
Workspace Owner: Thomas Jefferson    SAM Expiration Date: Aug 20, 2020    DUNS: 00000000000000

Workspace Participants:

Username	Participant Name	Phone Number	Email Address	Form Access	Authorized to Submit	Actions
	George Washington	000-000-0000		All	No	<a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a>
	Harriet Tubman	000-000-0000		All	No	<a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a>
	Martha Washington	1234567890		All	No	<a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a>
	Thomas Jefferson	5555555555		All	Yes	<a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a>

# Workspace: Add Participants

The screenshot shows the 'MANAGE WORKSPACE' interface. At the top, there are navigation tabs: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below this, the workspace details are displayed, including the application filing name, workspace ID, status, opening and closing dates, AOR status, last submitted date, workspace owner, SAM expiration date, and DUNS number. The 'PARTICIPANTS' tab is selected, showing a table of workspace participants. The table has columns for Username, Participant Name, Phone Number, Email Address, Form Access, Authorized to Submit, and Actions. The 'Add from Workspace Organization' and 'Add by Username' buttons are highlighted with a red box.

**MANAGE WORKSPACE**

VIDEO-SUBFORMS - PKG00034725  
Training Video for Sub-Forms Access  
QA AGENCY

Application Filing Name: Training Example Workspace [Edit Name]  
Workspace ID: WS00015297    Workspace Status: In Progress    Opening Date: May 08, 2017  
AOR Status: Workspace has AOR    Last Submitted Date: ---    Closing Date: May 06, 2019  
Workspace Owner: Thomas Jefferson    SAM Expiration Date: Aug 20, 2020    DUNS: 00000000000000

Workspace Participants:    Export Detailed Data    Add from Workspace Organization >    Add by Username > ?

Username	Participant Name	Phone Number	Email Address	Form Access	Authorized to Submit	Actions
	George Washington	000-000-0000		All	No	<a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a>
	Harriet Tubman	000-000-0000		All	No	<a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a>
	Martha Washington	1234567890		All	No	<a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a>
	Thomas Jefferson	5555555555		All	Yes	<a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a>

## 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

# Workspace: Add Participants

## Core Roles:

- Standard AOR role
- Expanded AOR role\*
- Workspace Manager role

\***Expanded AOR role** enables a user to view and submit the application for any workspace within the organization. Not all organizations will use this version of the AOR role

Username	Participant Name	Phone Number	Email Address	Form Access	Authorized to Submit	Actions
	George Washington	000-000-0000		All	No	<a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a>
	Harriet Tubman	000-000-0000		All	No	<a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a>
	Martha Washington	1234567890		All	No	<a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a>
	Thomas Jefferson	5555555555		All	Yes	<a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a>



# Workspace: Add Participants

GRANTS.GOV > Applicants > Manage Workspace

## MANAGE WORKSPACE

Created  Fill Out Forms  Complete and Notify AOR  Submit  Agency Received  «Back

VIDEO-SUBFORMS - PKG00034725  
Training Video for Sub-Forms Access  
QA AGENCY

Application Filing Name: Training Example Workspace [Edit Name]  
Workspace ID: WS00015297    Workspace Status: In Progress    Opening Date: May 08, 2017  
AOR Status: Workspace has AOR    Last Submitted Date: ---    Closing Date: May 06, 2019  
Workspace Owner: Thomas Jefferson    SAM Expiration Date: Aug 20, 2020    DUNS: 0000000000000

FORMS   VIEW APPLICATION   ATTACHMENTS   **PARTICIPANTS**   ACTIVITY   DETAILS   PREVIEW GRANTOR VALIDATION

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

1-4 of 4 Records

Username	Participant Name	Phone Number	Email Address	Form Access	Authorized to Submit	Actions
	George Washington	000-000-0000		All	No	<a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a>
	Harriet Tubman	000-000-0000		All	No	<a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a>
	Martha Washington	1234567890		All	No	<a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a>
	Thomas Jefferson	5555555555		All	Yes	<a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a>

1-4 of 4 Records

## Account Types:

- E-Business Point of Contact (EBiz POC)
- Applicant

## Access Levels:

- Workspace Owner
- Workspace Participant



# Completing Workspace Forms

## Key Actions:

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

GRANTS.GOV > Applicants > Manage Workspace

### MANAGE WORKSPACE

Created  Fill Out Forms  Complete and Notify AOR  Submit  Agency Received [Back](#)

VIDEO-SUBFORMS - PKG00034725  
Training Video for Sub-Forms Access  
QA AGENCY

Application Filing Name: Training Example Workspace [\[Edit Name\]](#)  
Workspace ID: WS00015297      Workspace Status: In Progress      Opening Date: May 08, 2017  
AOR Status: Workspace has AOR      Last Submitted Date: ---      Closing Date: May 06, 2019  
Workspace Owner: Thomas Jefferson      SAM Expiration Date: Aug 20, 2020      DUNS: 0000000000000

FORMS | VIEW APPLICATION | ATTACHMENTS | PARTICIPANTS | ACTIVITY | DETAILS | PREVIEW GRANTOR VALIDATION

Workspace Actions:  [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 Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	SF424 (R & R) [V2.0]	Mandatory	In Progress	Apr 10, 2018 10:42:41 PM EDT	---	<a href="#">Lock</a>   <a href="#">Download</a>   <a href="#">Upload</a>   <a href="#">Reuse</a>   <a href="#">Webform</a>
<input type="checkbox"/>	PHS 398 Modular Budget [V1.2]	Optional	---	---	---	<a href="#">Lock</a>   <a href="#">Download</a>   <a href="#">Upload</a>   <a href="#">Reuse</a>   <a href="#">Webform</a>
<input checked="" type="checkbox"/>	PHS 398 Training Subaward Budget Attachment(s) Form [V2.0]	Optional	In Progress	Apr 10, 2018 10:40:50 PM EDT	---	<a href="#">Lock</a>   <a href="#">Download</a>   <a href="#">Upload</a>   <a href="#">Reuse</a>   <a href="#">Webform</a>
<a href="#">Go To Subforms (1)</a>						
<input type="checkbox"/>	Research & Related Budget [V1.4]	Optional	---	---	---	<a href="#">Lock</a>   <a href="#">Download</a>   <a href="#">Upload</a>   <a href="#">Reuse</a>   <a href="#">Webform</a>

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
15. Estimated Dates
16. Estimated Budget

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

- 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:

- A. State Government
- B. County Government**
- C. City or Township Government
- D. Special District Government
- E. Regional Organization
- F. U.S. Territory or Possession
- G. Independent School District
- H. Public/State Controlled Institution of Higher Education
- I. Indian/Native American Tribal Government (Federally Recognized)
- J. Indian/Native American Tribal Government (Other than Federally Recognized)
- K. Indian/Native American Tribally Designated Organization
- L. Public/Indian Housing Authority
- M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
- N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
- O. Private Institution of Higher Education
- P. Individual
- Q. For-Profit Organization (Other than Small Business)
- R. Small Business
- S. Hispanic-serving Institution

Is this application being submitted to other agencies?:

**11. DESCRIPTIVE TITLE OF APPLICATION:**

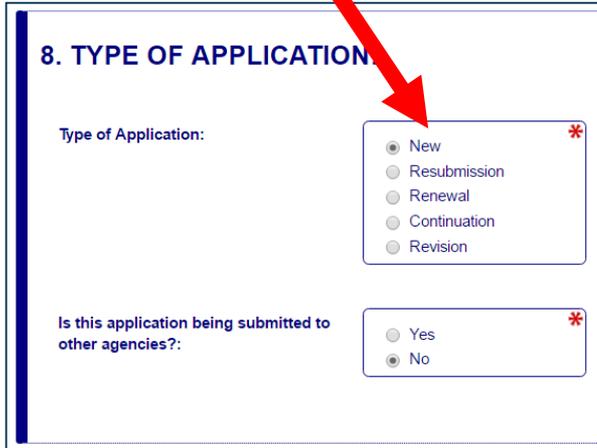
**12. PROPOSED PROJECT:**

Start Date:

End Date:  \*

# Completing Webforms

- Radio buttons (multiple choice)



**8. TYPE OF APPLICATION:**

Type of Application:

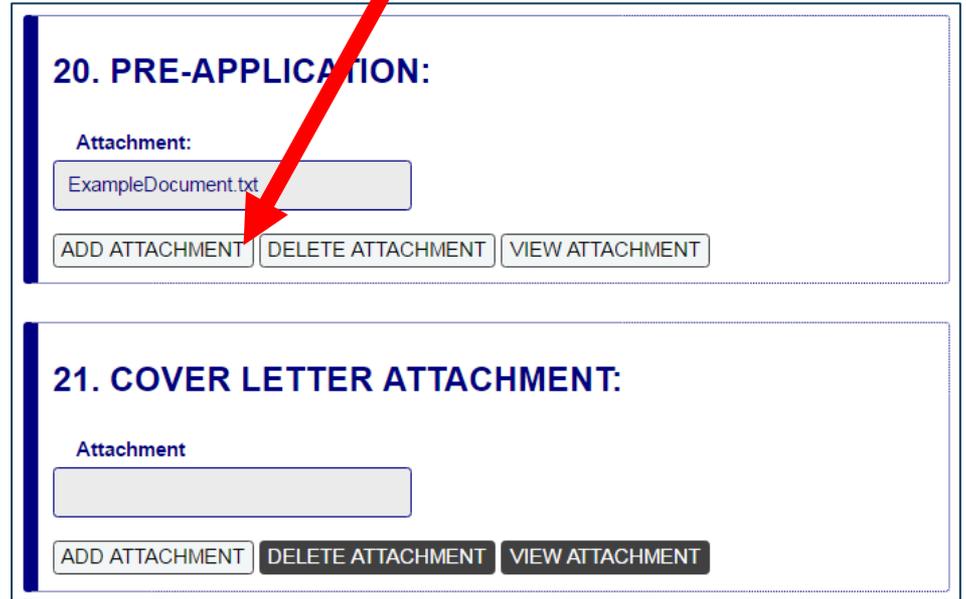
- New
- Resubmission
- Renewal
- Continuation
- Revision

Is this application being submitted to other agencies?:

- Yes
- No

A red arrow points from the text 'Radio buttons (multiple choice)' to the radio button options in this form.

- 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

Two red arrows point from the text 'Attach files within online form' to the attachment input fields in these two sections.

# 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: 04/01/2018 \*

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

**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

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

## More Features:

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

# Completing Webforms

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

- **Save:** Stores your form data & attachments to Workspace

- **Check for Errors:** Form validation & field-level errors

- **Close:** Exits the online form

SUCCESS

Success: Form successfully saved.

OK

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

2. Date Submitted

3. Date Received by State

4. Identifiers

5. Applicant Information

6. Employer Identification

7. Type of Applicant

8. Type of Application

9. Name of Federal Agency

10. Catalog of Federal Domestic Assistance Number

### 1. TYPE OF SUBMISSION:

Select Type of Submission:

Pre-application

Application

**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.

# Completing PDF Forms

Actions

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

GRANTS.GOV<sup>SM</sup> WORKSPACE FORM 1-800-518-4728 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:	28000034265
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:	
Contact information:	

**APPLICANT & WORKSPACE DETAILS:**

Workspace ID:	8800001e2
Application Filing Name:	Example Workspace Application
DUNS:	
Organization:	
Form Name:	SF424 (R & R)
Form Version:	2.0
Requirement:	Mandatory
Download Date/Time:	Feb 21, 2017 01:13:15 PM EST
Form State:	

**FORM ACTIONS:**

## 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: 4040-0001 Expiration Date: 10/31/2019

APPLICATION FOR FEDERAL ASSISTANCE  
SF 424 (R&R)

3. DATE RECEIVED BY STATE State Application Identifier

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

4. a. Federal Identifier  
b. Agency Routing Identifier

2. DATE SUBMITTED Applicant Identifier

c. Previous Grants.gov Tracking ID

5. APPLICANT INFORMATION  
Organizational DUNS: 00000000000000

Legal Name: [Red border]  
Department: [Red border] Division: [Blue border]  
Street1: [Red border]  
Street2: [Blue border]  
City: [Red border] County / Parish: [Blue border]  
State: [Red border] Province: [Blue border]  
Country: [Red border] USA: UNITED STATES ZIP / Postal Code: [Red border]

Person to be contacted on matters involving this application  
Prefix: [Blue border] First Name: [Red border] Middle Name: [Blue border]  
Last Name: [Red border] Suffix: [Blue border]  
Position/Title: [Blue border]  
Street1: [Red border]  
Street2: [Blue border]  
City: [Red border] County / Parish: [Blue border]  
State: [Red border] Province: [Blue border]  
Country: [Red border] USA: UNITED STATES ZIP / Postal Code: [Red border]  
Phone Number: [Red border] Fax Number: [Blue border]  
Email: [Blue border]

6. EMPLOYER IDENTIFICATION (EIN) or (TIN): [Red border]

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

8. TYPE OF APPLICATION:  
 New  Resubmission  
 Renewal  Continuation  Revision  
If Revision, mark appropriate boxes.  
 A. Increase Award  B. Decrease Award  C. Increase Duration  D. Decrease Duration  
 E. Other (specify): [Blue border]

Is this application being submitted to other agencies?  Yes  No What other Agencies?: [Blue border]

9. NAME OF FEDERAL AGENCY: [Red border] GA  
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 00.000  
TITLE: [Blue border] (See Elsewhere Classified)

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:  
[Red border]

12. PROPOSED PROJECT: Start Date [Red border] Ending Date [Red border]  
13. CONGRESSIONAL DISTRICT OF APPLICANT [Red border]

## 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 & up-front validations
- Data retained for five years

GRANTS.GOV > Applicants > Manage Workspace

### MANAGE WORKSPACE

Created Fill Out Forms Complete and Notify AOR Submit Agency Received «Back ?

VIDEO-SUBFORMS - PKG00034725  
Training Video for Sub-Forms Access  
QA AGENCY

Application Filing Name: Training Example Workspace [Edit Name]  
Workspace ID: WS00015297 Workspace Status: In Progress Opening Date: May 08, 2017  
AOR Status: Workspace has AOR Last Submitted Date: --- Closing Date: May 06, 2019  
Workspace Owner: Thomas Jefferson SAM Expiration Date: Aug 20, 2020 DUNS: 0000000000000

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS PREVIEW GRANTOR VALIDATION

Workspace Actions:

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 Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	SF424 (R & R) [V2.0]	Mandatory	In Progress	Apr 10, 2018 10:42:41 PM EDT	---	Lock   Download   Upload   Reuse   Webform
<input type="checkbox"/>	PHS 398 Modular Budget [V1.2]	Optional	---	---	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	PHS 398 Training Subaward Budget Attachment(s) Form [V2.0]	Optional	In Progress	Apr 10, 2018 10:40:50 PM EDT	---	Lock   Download   Upload   Reuse   Webform
Go To Subforms (1)						
<input type="checkbox"/>	Research & Related Budget [V1.4]	Optional	---	---	---	Lock   Download   Upload   Reuse   Webform

# Reusing Workspace Forms

The screenshot shows the Grants.gov workspace interface. At the top, there is a navigation bar with links: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below this, the breadcrumb trail reads: GRANTS.GOV > Applicants > Manage Workspace. The main heading is 'MANAGE WORKSPACE'. A progress bar shows stages: Created (checked), Fill Out Forms (active), Complete and Notify AOR, Submit, and Agency Received. The application filing name is 'Test Application Filing Name [Edit Name]'. A dialog box titled 'Reuse Workspace Form' is open, containing the text: 'If you continue with the Reuse process, this form (and any Subforms) will be overwritten once you Select a form to reuse. Due to form version differences, not all data may be copied. Please check forms for completeness. Do you want to continue?' with 'Yes' and 'No' buttons. Below the dialog, a table lists application forms. A red arrow points to the 'Reuse' link in the 'Actions' column of the table.

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	SF424 (R & R) [V2.0]	Mandatory	In Progress	Apr 09, 2018 10:48:26 PM EDT	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Attachments [V1.2]	Optional	---	---	---	Lock   Download   Upload   Reuse   Webform

- Click Reuse link to import a form from another workspace
- Reusing an old form will overwrite all current form data

# Reusing Workspace Forms

- Search through past workspace forms with the same form title
- Click Select to import that form into workspace

GRANTS.GOV > Applicants > Manage Workspace > Reuse Workspace Form

## REUSE WORKSPACE FORM

02032018-KJ-TEST - PKG00035918  
SYS-PACK  
QA AGENCY

Application Filing Name: Test Application Filing Name  
Workspace ID: WS00015267  
Workspace Owner: Organization Applicant

Select form to reuse. Please enter criteria and click Search:

Workspace ID:  Funding Opportunity Number:  Application Filing Name:

Workspace Status:  Workspace DUNS:  Form Last Updated Date: From:  To:

Select form to reuse for SF424 (R & R) [V2.0]:

1-1 of 1 Records

Workspace ID	Workspace DUNS	Application Filing Name	Workspace Status	Funding Opportunity Number	Agency Code	Form Version	Form Last Updated Date	Actions
WS00014392	00000000000000	Example Workspace	Submitted	09212017-SA-WS-1	GDIT	V2.0	11/21/2017	<a href="#">Preview</a>   <a href="#">Select</a>

1-1 of 1 Records

# Reusing Workspace Forms

- Confirmation message appears
- Update or modify the reused form using the Webform or Download links

The screenshot shows the 'MANAGE WORKSPACE' interface on Grants.gov. At the top, there is a navigation bar with tabs for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below this, the breadcrumb trail reads 'GRANTS.GOV > Applicants > Manage Workspace'. The main heading is 'MANAGE WORKSPACE'. A progress bar at the top indicates the current step: 'Created' (checked), 'Fill Out Forms' (active), 'Complete and Notify AOR', 'Submit', and 'Agency Received'. A yellow message box with a red border states 'Form successfully reused.' Below this, the workspace details are displayed: '02032018-KJ-TEST - PKG00035918 SYS-PACK QA AGENCY', 'Application Filing Name: Test Application Filing Name [Edit Name]', 'Workspace ID: WS00015267', 'Workspace Status: In Progress', 'Opening Date: ---', 'AOR Status: Workspace has AOR', 'Last Submitted Date: ---', 'Closing Date: Feb 20, 2020', 'Workspace Owner: Organization Applicant', 'SAM Expiration Date: Aug 20, 2020', and 'DUNS: 0000000000000'. A navigation bar below the details includes tabs for FORMS, VIEW APPLICATION, ATTACHMENTS, PARTICIPANTS, ACTIVITY, DETAILS, and PREVIEW GRANTOR VALIDATION. Under 'Workspace Actions', there are buttons for 'Check Application', 'Sign and Submit', and 'Delete'. A blue banner below the actions reads 'Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms:' with a 'Download Instructions >' button. At the bottom, a table lists the forms in the package.

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	SF424 (R & R) [V2.0]	Mandatory	Passed	Apr 24, 2018 02:50:55 PM EDT	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Attachments [V1.2]	Optional	---	---	---	Lock   Download   Upload   Reuse   Webform

# View Application & Attachments Tabs

**View Application Tab**  
Download entire application or forms with PDF attachments

**Attachments Tab**  
Download the PDF attachments added to application forms

GRANTS.GOV > Applicants > Manage Workspace

## MANAGE WORKSPACE

Created Forms Passed Completed and Notified AOR Submitted Agency Received «Back ?

**VIDEO-SUBFORMS - PKG00034725**  
Training Video for Sub-Forms Access  
QA AGENCY

Application Filing Name: Training Example Workspace [Edit Name]

Workspace ID: WS00015297      Workspace Status: Submitted      Opening Date: May 08, 2017

AOR Status: Workspace has AOR      Last Submitted Date: Apr 10, 2018      Closing Date: May 06, 2019

Workspace Owner: Thomas Jefferson      SAM Expiration Date: Aug 20, 2020      DUNS: 00000000000000

FORMS **VIEW APPLICATION** ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS PREVIEW GRANTOR VALIDATION ?

Previously generated Application/Form Views including Attachments are available by clicking Download on the REQUEST rows. For an updated view click the Request action on the Application/Form rows.

For this Opportunity, your Application View will use a Grantor Image service provided by the Grantor Agency. This image includes the full application package, with attachments, exactly as the grant-making Agency will see it.

**Application Forms:** Refresh Status

Form Name / Request Status	Requested By	Requested Date/Time	Completed Date/Time	Actions
<b>APPLICATION: ALL FORMS</b> Request Grantor Image				
<b>FORM: SF424 (R &amp; R) [V2.0]</b>				
REQUEST: Successful	Thomas Jefferson	Apr 12, 2018 05:12:14 PM EDT	Apr 12, 2018 05:12:19 PM EDT	Request View Download
<b>FORM: PHS 398 Training Subaward Budget Attachment(s) Form [V2.0]</b> Request View				
Go To Subforms (1)				

# Workspace: Submit Application

GRANTS.GOV > Applicants > Manage Workspace

## MANAGE WORKSPACE

Created Forms Passed Complete and Notify AOR Submit Agency Received «Back ?

VIDEO-SUBFORMS - PKG00034725  
Training Video for Sub-Forms Access  
QA AGENCY

Application Filing Name: Training Example Workspace [Edit Name]  
Workspace ID: WS00015297 Workspace Status: In Progress  
AOR Status: Workspace has AOR Last Submitted Date: --- Opening Date: May 08, 2017  
Closing Date: May 06, 2019  
Workspace Owner: Thomas Jefferson SAM Expiration Date: Aug 20, 2020 DUNS: 0000000000000

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS PREVIEW GRANTOR VALIDATION

Workspace Actions:

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 Edit)	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 type="checkbox"/>	PHS 398 Modular Budget [V1.2]					Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	PHS 398 Training Subaward Bud					Lock   Download   Upload   Reuse   Webform
	Go To Subforms (1)					
<input type="checkbox"/>	Research & Related Budget [V1.4]					Lock   Download   Upload   Reuse   Webform

### Sign and Submit

To continue to submit the application package, click 'Sign and Submit' button below to complete the process. Otherwise, click 'Cancel'.

Is this a changed/corrected application?  Yes  No

Previous Grant Tracking Number:

**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
- Related this submission with a past submission, if applicable

# Tracking Your Application Submission

# After Submitting Your Application

- Make sure you receive an on-screen confirmation receipt
- Document your Grants.gov Tracking Number
- The date/time stamp is the official time of submission
- You will also receive email confirmations

# Submission Confirmation Messages

## Receipt Email

- Your application has been received by Grants.gov
- Grants.gov E-mail Verifying Receipt (*with Track My Application URL*)

## Validation or Rejection Email

- Grants.gov E-mail Verifying Successful Submission
- **OR** Rejection Due to Errors with a description of issue

## Transmission to Agency

- The Agency has received the Agency Retrieval Email from Grants.gov

## Agency Emails

- The Agency may also send you an agency tracking number, notes, or other confirmation emails

# Tracking Your Application

## Details Tab of Submitted Workspace

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

GRANTS.GOV > Applicants > Manage Workspace

### MANAGE WORKSPACE

Created
Forms Passed
Completed and Notified AOR
Submit
Agency Received
Back


**VIDEO-SUBFORMS - PKG00034725**  
 Training Video for Sub-Forms Access  
 QA AGENCY

**Application Filing Name:** Training Example Workspace [Edit Name]  
**Workspace ID:** WS00015297      **Workspace Status:** Submitted  
**AOR Status:** Workspace has AOR      **Last Submitted Date:** Apr 10, 2018  
**Opening Date:** May 08, 2017  
**Workspace Owner:** Thomas Jefferson      **SAM Expiration Date:** Aug 20, 2020  
**Closing Date:** May 06, 2019  
**DUNS:** 00000000000000

FORMS   VIEW APPLICATION   ATTACHMENTS   PARTICIPANTS   ACTIVITY   **DETAILS**   PREVIEW GRANTOR VALIDATION

**Workspace Details:**

DUNS: 00000000000000      Created on: Apr 10, 2018  
 Organization: ITS Test DUNS      Last Activity Date: Apr 10, 2018

**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

1-2 of 2 Records

Grants.gov Number	Date/Time Received	Status	Status Date	Submitted By	Agency Tracking Number	Actions
GRANT10602376	Apr 10, 2018 11:24:04 PM EDT	WorkspaceReceiving	Apr 10, 2018 11:24:05 PM EDT	Thomas Jefferson	---	<a href="#">Details</a>   <a href="#">Download</a>
GRANT10602375	Apr 10, 2018 11:23:07 PM EDT	Validated	Apr 10, 2018 11:23:22 PM EDT	Thomas Jefferson	---	<a href="#">Details</a>   <a href="#">Download</a>

1-2 of 2 Records

Track your application status and information by accessing the **Details tab** of the submitted Workspace

**Download link** provides a zip file of the submission

# Tracking Your Application

## Track My Application Page

May also track application status by entering Grant Tracking Number.

Status information:

- Received
- Validated
- Rejected with Errors
- Retrieved by Agency
- Agency Tracking Number Assigned

GRANTS.GOV > Applicants > Track My Application

### TRACK MY APPLICATION

**GRANT APPLICATIONS**

- » How to Apply for Grants
- » Track My Application

**APPLICANT RESOURCES**

- » Workspace Overview
- » Applicant Eligibility
- » Organization Registration
- » Applicant Registration
- » Applicant Training
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages

Track and check the status of your submitted applications

To track Grants.gov submissions, enter up to five Grants.gov tracking numbers, one per line and click the "Track" button. (Example format: GRANT99999999)

Help: Support Center  
Contact the Grants.gov Support Center to get help from a representative.  
Email us at [support@grants.gov](mailto:support@grants.gov) or visit our Support page.

Please note, this only confirms that an application was successfully retrieved by the awarding agency. Thereafter in the process, the awarding agency reviews and processes the applications independent of Grants.gov, and they do not report the status to Grants.gov.

# Applicant Management

# Applicant Management

## Key Actions

- Users with Expanded AOR role can perform workspace actions at organization level
- EBiz POC cannot submit a workspace

GRANTS.GOV > Applicant Center

### APPLICANT CENTER

WELCOME:  
Thomas Jefferson

**GRANT APPLICATIONS**

- » How to Apply for Grants
- » Apply Now
- » Manage Workspaces
- » Check Application Status

**APPLICANT MANAGEMENT**

- » Manage Applicants
- » Manage Certificates
- » Manage Organization Profile
- » Manage Organization Roles

**APPLICANT RESOURCES**

- » Workspace Overview
- » Applicant Eligibility
- » Applicant Training
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages

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

GRANTS.GOV > Applicants > Manage Workspaces

## MANAGE WORKSPACES

Please enter criteria and click Search:

Funding Opportunity Number:  Workspace ID:  Workspace Status:

Funding Opportunity Title:  Workspace DUNS:   New

Opportunity Package ID:  Application Filing Name:   In Progress

Last Activity Date: From:  To:   Ready for Submission

Submitted

Archived

Search

**Results:** [Export Detailed Data](#)

1-2 of 2 Records

Workspace ID	Workspace DUNS	Workspace Status	Funding Opportunity Number	Application Filing Name	Workspace Owner	Last Activity Date	Actions
WS00014595	0000000000000	In Progress	09212017-SA-WS-1	Example Workspace	---	03/29/2018	<a href="#">Copy</a>   <a href="#">Manage</a>
WS00014594	0000000000000	In Progress	09212017-SA-WS-1	Example Workspace	---	03/29/2018	<a href="#">Copy</a>   <a href="#">Manage</a>

1-2 of 2 Records



# Tips for Applicants

# Tips for Applicants

## Crafting Grant Proposals and Submitting Applications

- Register and submit early
- Thoroughly read and follow all of the instructions provided by the agency
- Fill out SF-424 forms first
- Include sufficient program and budget details
- Recommend completing the option forms in the application
- Limit application file size / file name characters (50 characters or less)
- Use only UTF-8 characters in file names
- Use correct DUNS number when creating a workspace
- Make sure you have Grants.gov compatible PDF software (Adobe Reader)

# Connect with Grants.gov

Applicant Support Center available 24/7 (closed on Federal holidays)

[support@grants.gov](mailto:support@grants.gov) | 1-800-518-4726 (toll-free) | 1-606-545-5035 (international)



Follow us on Twitter:  
[@grantsdotgov](https://twitter.com/grantsdotgov)



Video tutorials  
on [YouTube](https://www.youtube.com)

*Community Blog*

Subscribe to our blog:  
[Blog.Grants.gov](https://blog.grants.gov)



Grants.gov Mobile App



Bookmark our  
[Online Help](#)



Email Newsletter & Alerts:  
[Community@grants.gov](mailto:Community@grants.gov)

