

Grants.gov Workspace Overview

As of Release 16.0



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**

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Created Fill Out Forms Complete and Notify AOR Submit Agency Received

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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

The screenshot shows the Grants.gov workspace interface. At the top, there's a navigation bar with tabs: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. Below this, a breadcrumb trail shows: GRANTS.GOV > Applicants > Manage Workspace.

The main section is titled 'MANAGE WORKSPACE'. It features a progress bar with five steps: Created (checked), Fill Out Forms, Complete and Notify AOR, Submit, and Agency Received. Below the progress bar, there's a 'TEST 1' logo and a video link: VIDEO.SUBFORMS - PKG00034725 Training Video for Sub-Forms Access.

Key information displayed includes:

- Application Filing Name: Example Workspace Application [Edit Name]
- Workspace ID: WS00010875
- Workspace Status: New
- AOR Status: Active
- Last Submitted Date: ---
- Opening Date: May 08, 2017
- Closing Date: May 06, 2019
- DUNS: 0000000000000
- Workspace Owner: Thomas Jefferson
- SAM Expiration Date: Aug 20, 2020

Below this information, there's a tabbed interface with 'FORMS' selected. The 'Workspace Actions' section includes buttons: Preview Application Forms, Check Application, Sign and Submit, and Delete.

The 'Application Package Forms' section is highlighted with an orange border. It contains a table with the following columns: Include in Package, Form Name (Click to Preview), Requirement, Form Status, Last Updated Date/Time, Locked By, and Actions.

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

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

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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	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 shows the 'MANAGE WORKSPACE' page on Grants.gov. The top navigation bar includes links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. Below this, the 'MANAGE WORKSPACE' section displays various status indicators (Created, Fill Out Forms, Complete and Notify AOR, Submit, Agency Received) and application details for 'Example Workspace Application' (ID: WS00010875). The 'ACTIVITY' tab is selected, showing a table of workspace activities. The table has columns for Timestamp, Category, Action, Performed On, Performed By, and Details. It lists 9 records of activities performed by Thomas Jefferson and others, including downloading forms, locking forms, saving forms, editing forms, selecting forms for package, adding participants, and creating the workspace.

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: 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: 0000000000000

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

Workspace Activity: [Export Detailed Data](#)

1-9 of 9 Records

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

1-9 of 9 Records

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

WHAT IS WORKSPACE?

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

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MANAGE WORKSPACE

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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.

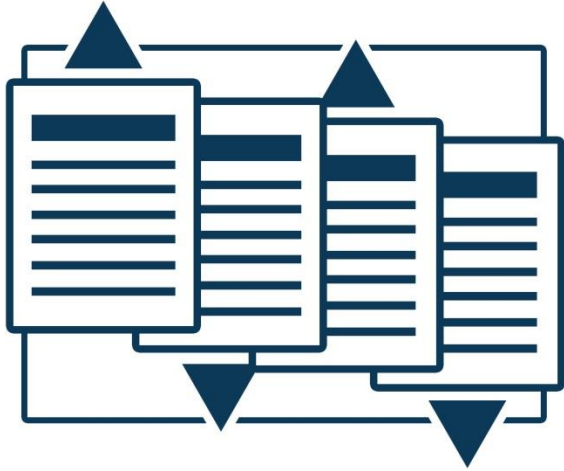
WHY USE WORKSPACE?



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](#)

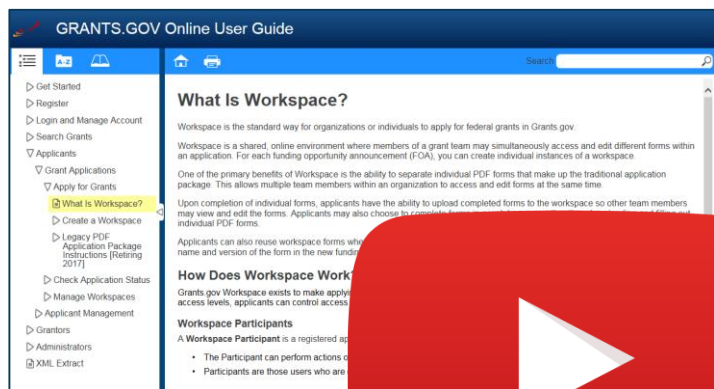
CREATING A WORKSPACE

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' (09142016-KJ-NEW - UNDER-NEW-AGENCY1), 'Opportunity Package ID' (PKG00033727), 'CFDA' (00.000 - Not Elsewhere Classified), 'Competition ID' (NEW-A - NEW-A), 'Agency', 'Opening Date', and 'Closing Date' (Nov 23, 2017). A yellow banner at the bottom of the package details section reads: 'Please review Applicant FAQs as you prepare and submit your application.' Below this, there are two options: 'Option 1: Apply Now Using Workspace' and 'Option 2: Download Legacy Application Package'. The 'Option 1' section is highlighted with an orange box and contains a form for creating a workspace. The form has a label 'Please enter required information to Create Workspace:' and a text input field for 'Application Filing Name' with the example 'Example Workspace Application'. Below the input field is a 'Create Workspace >' button. At the bottom of the 'Option 1' section, there is a note: 'Workspace is our enhanced application submission feature, which helps organizations and individuals create, complete, and submit grant applications. Want to learn how to get started? Click here.'

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

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

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Workspace Participants: Export Detailed Data

1-3 of 3 Records

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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

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

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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

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

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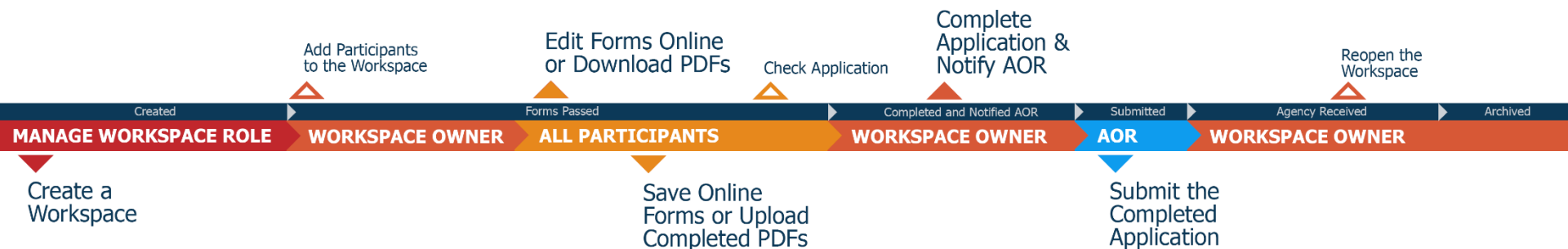
Access Levels:

- 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](#)
- [Video: How to Add Participants to a Workspace](#)
- [Video: How Do I Add Participants Who Are Outside My Org?](#)
- [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

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Fill Out Forms Complete and Notify AOR Submit Agency Received

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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	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:

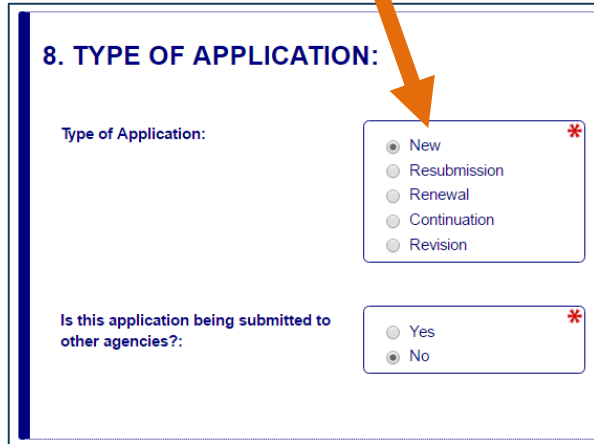
Start Date:

End Date: *

COMPLETING WEBFORMS

Filling Out Fields:

- Radio buttons (multiple choice)



8. TYPE OF APPLICATION:

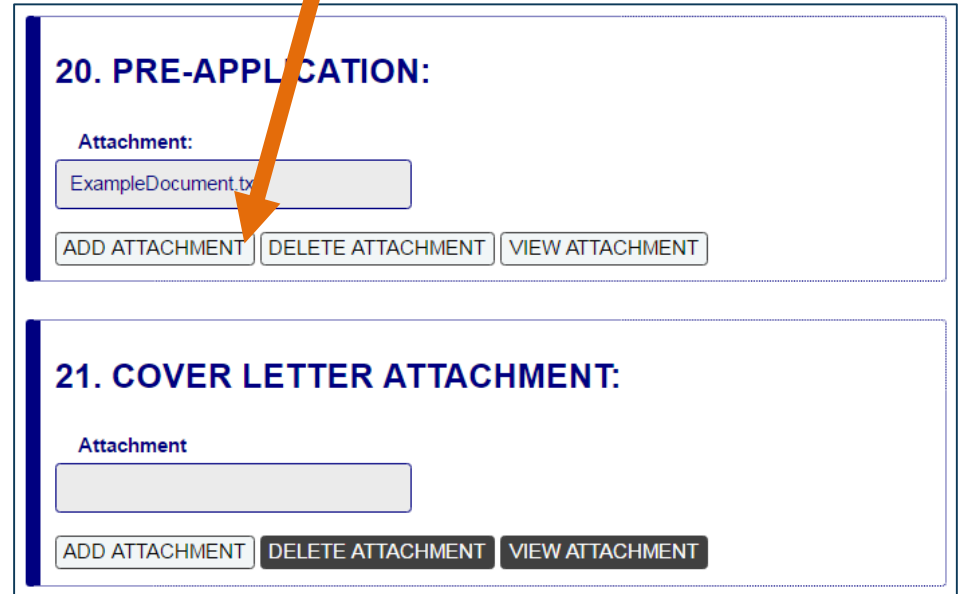
Type of Application:

- ☒ 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. On the left side, a vertical sidebar lists 15 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, and 15. Estimated Project. The main content area is divided into three sections, each with a blue header bar. Section 1, "1. TYPE OF SUBMISSION:", contains a "Select Type of Submission:" label and a radio button group with three options: "Pre-application", "Application" (which is selected), and "Changed/Corrected Application". A red asterisk is visible next to the "Application" option. Section 2, "2. DATE SUBMITTED:", contains a "Date Submitted:" label and a text input field, followed by an "Applicant Identifier:" label and a text input field. Section 3, "3. DATE RECEIVED BY STATE:", contains a "Date Received by State:" label and a text input field, followed by 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

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: 0000000000000

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

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Workspace ID: WS00010875 Workspace Status: In Progress Opening Date: May 08, 2017

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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]					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	Manage Workspace
WS00010891	00000000000000	New	06062017-KJ-RR	RR-FIF		06/07/2017	Manage Workspace
WS00010890	00000000000000	In Progress	06022017-AF-1311	Fed + Non-Fed 5yr 30att		06/07/2017	Manage Workspace
WS00010846	00000000000000	In Progress	06022017-AF-1311	Fed + Non-Fed 5yr 30att		06/07/2017	Manage Workspace



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:

Search

Results: [Export Detailed Data](#)

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	View Workspace
WS00008162		Example Workspace Application	In Progress	02142017-TL-1	02142017-TL-1			02/21/2017	View Workspace
WS00008220		HUD A1 & A2 - FINAL	In Progress	02172017-SA-WS-1	TITLE-02172017-SA-WS-1			02/21/2017	View Workspace
WS00008223		WS submn	Submitted	02212017-AF-1	Opt			02/21/2017	View Workspace
WS00008188		070-Test-01	In Progress	070-TEST-01	070-Test-01			02/21/2017	View Workspace

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](#)