What is Grants.gov?

- Web application that publishes funding opportunities from federal government agencies such as NIH, DOD, NSF, DOE, etc.
- Single access point for over 900 grant programs offered by 26 Federal granting agencies.
- **Workspace** is a portal to submit grant applications to other sponsoring agencies such as NIH, DOD, NSF, DOE, etc. **Workspace** is a system-to-system portal similar to Cayuse.
What is Grants.gov Workspace?

- Grants.gov **Workspace** is beginning to replace federal agency specific proposal submission systems.
- DoD: some solicitations/RFP language instructs only to use Grants.gov **Workspace** to submit.
- NSF is beginning to put language in their solicitations for certain programs to submit only through Grants.gov **Workspace**.
What does Grants.gov Workspace do?

• For agencies that use the SF424 application mechanism, it mirrors the SF424.
• For other agencies that use their own application format, it mirrors that agency’s application format.
• It validates the proposal for content only, meaning it checks to see all required fields have information inserted and/or attachments are uploaded.

Lesson Learned: Workspace may not validate agency specific guidelines such as page limits, file names, formatting, etc.
What does Grants.gov Workspace do?

• If there are outside collaborators Workspace allows access to the application so they can complete their piece.
• The individual forms can be either completed online or downloaded individually and then uploaded into Workspace when completed.
• Contains an activity log in the proposal for ease in telling when and who completed actions.
How to get started?

• Any one working on the proposal such as the administrator, PI or collaborator is a “Participant.”
• Participants need to have a profile setup in Grants.gov.
• UNC participants need their profile affiliated with UNC.

Lesson Learned: If the Participant is not affiliated with UNC, SPS will not be able to see or submit the proposal
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 »
Creating a Workspace (Proposal): 1

Go to “Search Grants” on top menu bar
Creating a Workspace (Proposal): 2

Type keywords or opportunity number
Creating a Workspace (Proposal): 3

When you found your opportunity number, click on it
Click “Apply”
Creating a Workspace (Proposal): 5

Type application filing name and click “Create”
Creating a Workspace (Proposal): 6

New Workspace
Managing a Workspace (Proposal): 1

Two ways to work on forms:

1. Download and email the form to the Participant. Fill out the form and then upload back to the Workspace when complete.

2. Complete the forms right from Workspace. Add Participants to the Workspace if multiple people working on the application. *Preferred method.*

*Lesson Learned:* Downloading forms to multiple people to complete leaves great room for error. Make sure correct and final version of the form is uploaded.
Managing a Workspace (Proposal): 2

Adding a Participant
Adding Participants:

1. Export Detailed Data: Pulls right from Grants.gov profile.
3. Add by username: useful when adding Participants from another organization.

Lesson Learned: If the Participant profile is not affiliated with UNC then OSR will not be able to view, edit or submit the Workspace.
### Completing Forms: Mandatory & Optional

- **ST424 (R & R) [V2.0]**: Mandatory
- **PHS 398 Cover Page Supplement [V4.0]**: Mandatory
- **Research And Related Other Project Information [V1.4]**: Mandatory
- **Project/Performance Site Location(s) [V2.0]**: Mandatory
- **Research and Related Senior/Key Person Profile [V2.0]**: Mandatory
- **PHS 398 Research Plan [V4.0]**: Mandatory
- **PHS Human Subjects and Clinical Trials Information [V1.0]**: Mandatory
- **Go To SubForms (0)**: No action required
- **Research & Related Budget [V1.4]**: Optional
- **R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT [V1.4]**: Optional
- **Go To SubForms (0)**: No action required
- **PHS 398 Modular Budget [V1.2]**: Optional
- **PHS Assignment Request Form [V2.0]**: Optional
Completing Forms: Actions

![Image of a workspace management form](image)

The table below outlines the forms included in the application package and their statuses:

<table>
<thead>
<tr>
<th>Form Name (Click to Edit)</th>
<th>Requirement</th>
<th>Form Status</th>
<th>Last Updated Date/Time</th>
<th>Locked By</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF424 (R &amp; R) V2.0</td>
<td>Mandatory</td>
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<td>Lock</td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td>Lock</td>
</tr>
<tr>
<td>Project/Performance Site Location(s) V2.0</td>
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<td></td>
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<td>Lock</td>
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<tr>
<td>Research and Related Other Project Information V1.4</td>
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<tr>
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<td></td>
<td>Lock</td>
</tr>
<tr>
<td>PHS Human Subjects and Clinical Trials Information V1.0</td>
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<td>Lock</td>
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<tr>
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<td></td>
<td></td>
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<tr>
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<td></td>
<td>Lock</td>
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<td></td>
<td>Lock</td>
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<tr>
<td>PHS 398 Modular Budget V1.2</td>
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<td></td>
<td></td>
<td>Lock</td>
</tr>
<tr>
<td>PHS Assignment Request Form V2.0</td>
<td>Optional</td>
<td></td>
<td></td>
<td></td>
<td>Lock</td>
</tr>
</tbody>
</table>

*Users are encouraged to follow antivirus best practices when downloading instructions and forms.*
Managing a Workspace (Proposal): 6

Actions:

- **Lock**: locks the form down so no other Participant can use the form while you are using it. *Recommended.*
- **Download**: downloads the form in the SF424 legacy PDF version.
- **Upload**: Upload a completed downloaded form
- **Reuse**: Can reuse information from a previous Workspace.
- **Web form**: enhanced web version of the form.
Managing a Workspace (Proposal): 7

Completing Forms: individual forms-web form or form name

<table>
<thead>
<tr>
<th>Application Name</th>
<th>Requirement</th>
<th>Form Status</th>
<th>Last Updated Date/Time</th>
<th>Locked By</th>
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<tr>
<td>SF424 (R &amp; R) [V2.0]</td>
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<td></td>
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<tr>
<td>PHS 395 Cover Page Supplement [V4.0]</td>
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<tr>
<td>Research And Related Other Project Information [V1.4]</td>
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<tr>
<td>PHS 395 Research Plan [V4.0]</td>
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<tr>
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<td></td>
<td></td>
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<tr>
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<td>Optional</td>
<td></td>
<td></td>
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</tbody>
</table>
Managing a Workspace (Proposal): 8

Example: SF424 (R&R)

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:
Helpful Hints when Completing Forms:

• Fields with “*” are required.
• Lock the form while working on it.
• Keep form locked if you do not want anyone to change your information. Remember to unlock forms prior to submission.
• Remember to save your information on the form.
• Check for errors before going on to another form.
Managing a Workspace (Proposal): 10

Form Status, Last Updated, Locked By
Managing a Workspace (Proposal): 11

Form Status:

- **In progress**: form is not yet complete and validated
- **Passed**: form is complete, has been validated and ready for submission.

*Lesson Learned*: All forms should be in the “passed” status to submit. The “check application” and “sign and submit” button will not open unless all forms have passed validation.
**Managing a Workspace (Proposal): 12**

**Form Status**

**MANAGE WORKSPACE**

Application Filing Name: Pengda Liu Idea Dev Award 8-2-2018 [Edit Name]
Workspace ID: WS00187384
AOR Status: Workspace has AOR
Last Submitted Date: Aug 02, 2018
SAM Expiration Date: Feb 21, 2019

**Alert:** Opportunity Package Closed. Application Package can no longer be submitted.

**Forms**

<table>
<thead>
<tr>
<th>Include in Package</th>
<th>Form Name (Click to Edit)</th>
<th>Requirement</th>
<th>Form Status</th>
<th>Last Updated Date/Time</th>
<th>Locked By</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>SF424 (R &amp; R) [V2.0]</td>
<td>Mandatory</td>
<td>Passed</td>
<td>Aug 01, 2018 03:17:49 PM EDT</td>
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<td>[Download] [Upload] [Reuse] [Webform]</td>
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<tr>
<td>Yes</td>
<td>Attachments [V1.2]</td>
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<tr>
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<tr>
<td>Yes</td>
<td>R &amp; R Subaward Budget Attachment(s) Form 5 YR 30 ATT [V1.4]</td>
<td>Optional</td>
<td>Passed</td>
<td>---</td>
<td>---</td>
<td>[Download] [Upload] [Reuse] [Webform]</td>
</tr>
</tbody>
</table>

**Go To Subforms (0)**
Managing a Workspace (Proposal): 13

PI Ready to Submit and Notifies: email notification

Ann Nochlin marked the following Workspace Ready for Submission. Please review all forms and select Sign and Submit if you would like to Submit.

To view this Workspace, login at https://apply07.grants.gov/apply/login.faces?cleanSession=1 and select Manage Workspaces.

Workspace ID: WS00164010
DUNS: 6081952770000
Application Filing Name: Raab, Jesse FY18-PRMRP-DA
Workspace Owner: Ann Nochlin
Funding Opportunity Number: W81XWH18PRMRPDA
Funding Opportunity Title: DoD PRMRP Discovery Award
Opportunity Package ID: PKG00241445

Thank you.
Grants.gov
If you have questions please contact the Grants.gov Contact Center:
support@grants.gov
1-800-518-4726
24 hours a day, 7 days a week. Closed on federal holidays.

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.
Your application has been received by Grants.gov, and is currently being validated.
Your submission was received at Jul 20, 2018 01:17:29 PM EDT

Validation may take up to 2 business days. To check the status of your application please click here https://www.grants.gov/applicants/track-my-application.html?tracking_num=GRANT12681699

Type: GRANT

Grants.gov Tracking Number: GRANT12681699

We will notify you via email when your application has been validated by Grants.gov and is being prepared for Grantor agency retrieval.
DUNS Number: 6081952770000

AOR name: Lorraine A Robbins

Application Name: Component A: NC Study to Explore Early Development Phase 3 (SEED 3)

Opportunity Number: RFA-DD-18-000

Opportunity Name: RFA-DD-18-000

https://apply07.grants.gov/apply/login.faces?cleanSession=1
Managing a Workspace (Proposal): 15

Emails after Submission: Grants.gov Validation

Your application has been received and validated by Grants.gov and is being prepared for Grantor agency retrieval.

DUNS Number: 6081952770000
AOR name: Lorraine A Robbins
Application Name: Component A: NC Study to Explore Early Development Phase 3 (SEED 3)
Opportunity Number: RFA-DD-18-000
Opportunity Name: RFA-DD-18-000
https://apply07.grants.gov/apply/login.faces?cleanSession=1

You will be notified via email when your application has been retrieved by Grantor agency.

Thank you.
Grants.gov
If you have questions please contact the Grants.gov Contact Center:
support@grants.gov
1-800-518-4726
24 hours a day, 7 days a week. Closed on federal holidays.

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.
Emails after Submission: Agency Retrieval

DoNotReply@grants.gov | Robbins, Lorraine

GRANT12681699 Grants.gov Grantor Agency Retrieval Receipt for Application

You forwarded this message on 7/20/2018 1:22 PM.

Your application has been retrieved by the Grantor agency.

Type: GRANT

Grants.gov Tracking Number: GRANT12681699

DUNS Number: 6081952770000

AOR name: Lorraine A Robbins

Application Name: Component A: NC Study to Explore Early Development Phase 3 (SEED 3)

Opportunity Number: RFA-DD-18-000

Opportunity Name: RFA-DD-18-000

https://apply07.grants.gov/apply/login.faces?cleanSession=1

We will notify you via email when your Grantor agency has assigned an Agency Tracking Number to your application.

Thank you.
Grants.gov
If you have questions please contact the Grants.gov Contact Center:
Resources

https://www.grants.gov/web/grants/applicants/applicant-training.html


MORE VIDEOS