

This is a simplified guide for quick reference. More detailed information is available at the “Grants.gov User Guide” <https://www.grants.gov/help/html/help/index.htm#t=GetStarted%2FGetStarted.htm>, “Grants.gov Workspace Overview” at <https://www.grants.gov/web/grants/applicants/workspace-overview.html> , on the grants.gov YouTube channel at <https://www.youtube.com/user/GrantsGovUS> , or by contacting your ORPA Research Administrator. Information on completing the forms of the SF424 is located at: <http://www.rochester.edu/orpa/proposals/> , under “Guidance.”

## ORPA QUICK GUIDE

### GRANTS.GOV WORKSPACE

#### **How to Register for a Grants.gov Account**

1. Click the Register link in the top-right corner of the Grants.gov banner.
2. Click the **Get Registered Now** button on the Register page.
3. Complete the **Contact Information** and **Account Details** sections. All fields with a red asterisk (\*) are required.
  - a. Email Address - When entering an email address, please keep in mind that all correspondence with Grants.gov will be sent to that email address.
  - b. Username - Enter a username to log in to Grants.gov. It may only contain alphanumeric characters, question marks, periods, dashes, underscores, and the @ symbol. Your username cannot contain a space, nor can it only include numbers. Select a username you will remember.
  - c. Password - The password you choose must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); at least one (1) number (0-9); and at least one (1) special character (e.g. ! @ # \$ % ^ & \*). Do not write down your account information.
  - d. Secret Question/Answer - Enter a question only you would be able to answer and will be able to remember in the future. Do not write down your account information.
4. Select whether to subscribe or unsubscribe from Grants.gov Communications. The **Alerts** are important messages about time-sensitive or major system changes. The **Newsletter** features training, system enhancement updates, and other resources to help the federal grants community.
5. Click the **Continue** button.
6. Click the **Send Temporary Code** button, then access your email account to access the temporary code.
7. Enter the temporary code you received in the email from Grants.gov into the **Temporary Code** field and click the **Continue** button.
8. You'll need to add a profile to link your registration to the University of Rochester. To add a profile, login and click My Account in the top right corner. Click Manage Profiles. Select New Profile. Enter our EIN F27KDXZMF9Y8. Enter a Profile Name (this can be your user name) and your Job Title. Click Save.
9. Once you've completed this step ORPA will receive an e-mail indicating that you have registered and that a role may be needed. The Workspace Manager role, which is required to create a workspace/application, will be assigned to all users.

## Roles and Access in Workspace

- A. Registering automatically assigns a **“Participant”** role and notifies ORPA
  - 1. ORPA will assign the Workspace Manager role to all users. This role is required to create a workspace.
  - 2. Additional information regarding roles:
    - a. **“Authorized Organization Representative (AOR) Role”** is your ORPA Research Administrator who will submit the application
    - b. There are three (3) levels of participation within a workspace
      - (i) **“Workspace Participant”** is a registered Grants.gov user who has been added to a workspace
      - (ii) **“Workspace Owner”** is a Participant who manages other users’ access to the workspace, among other things – Participant who creates the workspace is automatically the workspace owner
      - (iv) **“Workspace Authorized Organization Representative (AOR, same as above)”** will submit the application

## Getting Started

- A. Getting a specific application package
  - 1. Click the **Apply for Grants** link in the **Applicants** tab menu
  - 2. Click the **Get Application Package** button
  - 3. Enter the CFDA number, Funding Opportunity Number, or Funding Opportunity Competition ID in the matching field
  - 4. Click the **Search** button
  - 5. In the search results, click the **Funding Opportunity Number** link to access the **View Grant Opportunity** page for the funding opportunity you wish to download
- B. Download Opportunity Package to Create Workspace – this is the SF424 package
  - 1. **Package** tab provides a button to create a workspace
  - 2. Enter an **Application Filing Name** (can be changed any time and shouldn’t be project title) and click the **Create Workspace** button to begin. Application instructions will be available after a workspace is created
  - 3. Application forms will be shown as Mandatory or Optional – check the “Include in Package” box to add any Optional Forms to the application package.
  - 4. Only the **“Workspace Owner”** can add **“Participants”** as needed from the **Participants** tab
  - 5. Complete the forms. The auto save feature automatically saves form data every 5 minutes
  - 6. Check for errors by clicking “Check Application.” This feature only checks to ensure that all the form’s required fields have been completed. It does not check to be sure the proposal is compliant with sponsor requirements
  - 7. Click “Complete and notify the AOR”
  - 8. The PI will need access so that they can review the proposal prior to submission
  - 9. “Subforms” can be used by other institutions with access only to their own subforms to complete subaward budgets – other institution **“Participants”** must be added by **“Workspace Owner”** using their User IDs
  - 10. While working on the application, watch progress on the **Workspace Progress Bar**
    - a. **Green with Checkmark in Circle** means completed that step
    - b. **Blue with Empty Circle** means future step that is not yet completed. Previous steps must first be completed to perform this step
    - c. **Red with Ellipsis** means currently in progress but not yet completed
    - d. **Red with “X” in Circle** means application rejected

11. After the application has been submitted successfully, download the application package as a zip file or as a full PDF from the **Details** tab of the **Workspace**

### **Tracking the Application Without Logging in to Grants.gov**

1. Click the **Track My Application** link under the **Applicants** drop-down menu
2. On the **Track My Application** page, enter up to five Grants.gov tracking numbers, one per line
3. Click the **Submit Tracking Number(s)** button – the search results will appear with a listing of the valid tracking numbers entered – the information listed includes:
  - a. CFDA number
  - b. Opportunity Number
  - c. Competition ID
  - d. Grants.gov Tracking Number
  - e. Date/Time Received
  - f. Status
  - g. Status date

### **Other Things to Know About Workspace**

- A. Actions and Buttons
  1. **Actions Column** includes “Lock,” “Download,” “Upload,” “Reuse,” and “Webform.”  
Actions are not always activated
  2. **Preview Application Forms:** will open a single PDF with all the mandatory and optional forms – activated for all **Participants**
  3. **Check Application:** this button validates the entire application for Grants.gov requirements
  4. **Complete and Notify AOR:** will unlock any locked forms and notify the **AOR**, your ORPA Research Administrator
  5. **Sign and Submit:** will submit the application and is available for those in the **AOR** role
  6. **Reopen:** used to change the Workspace Status back to “In Progress,” even if an application has been submitted

7. **Get Updated Grantor Package:** updates the set of forms in the workspace and is only activated when the forms in the workspace do not match the most up-to-date package forms
  8. **Delete:** only activated for the **Workspace Owner** and will require the **Workspace Owner** to enter password before the workspace can be deleted
  9. **Download Instructions:** allows Workspace **Participants** to access the applications instructions provided by the grantor
  10. **Read-only Form Assurance and Certification:** for forms that do not require any data entry, clicking the **Download** button functions as assurance and certification that the forms have been read and all requirements will be followed
  11. **Manage Subforms:** accesses the subforms link – will only be activated if package includes subforms
- B. Contents of the Forms Table
1. **Include in Package:** contains checkboxes for forms to be included in the application package – mandatory forms cannot be unchecked
  2. **Form Name:** contains links to each form in the application
  3. **Requirement:** states whether form is optional or mandatory
  4. **Form Status:** states status of form and whether form is locked or unlocked – refers to individual forms, not the entire package
    - i. Empty: when the Form Status column is blank, the form is empty – nothing has been done
    - ii. Passed: form has been filled out and uploaded to Workspace with no Grants.gov errors
    - iii. In Progress: form has been downloaded or locked by a user
    - iv. [Locked]: user has clicked the Lock or Upload link – indicates a user may be working on the form or wishes to prevent future changes
  5. **Last Uploaded Date/Time:** lists most recent date and time form was uploaded, if applicable
  6. **Locked by:** lists name of **Participant** who locked form – in order to work on a locked form, contact the participant who locked it to coordinate work
  7. **Actions:** links to 5 possible actions, Lock, Download, Upload, Reuse, and Webform
- C. Once a workspace has been created, it can be searched for under **Applicants – Manage Workspace**