Office of Sponsored Programs (OSP) Roundtable

Grants.gov Workspace

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Jamie Sprague, Sr. Grant & Contract Officer, OSP

Agenda

- Overview of Grants.gov
- Grants.gov Workspace
- Next Steps, Resources, & Questions

OSP Roundtable - Grants.gov Workspace

Grants.gov Overview

What is Grants.gov?

- Common website where 26 federal agencies post funding opportunities and applicants find and apply to them
- Managed by the Department of Health and Human Services (DHHS) under the governance of the Office of Management and Budget (OMB)
- Currently houses over 2,000 federal funding opportunities
- Proposals are submitted electronically to the Grants.gov portal to be forwarded to the respective funding agency

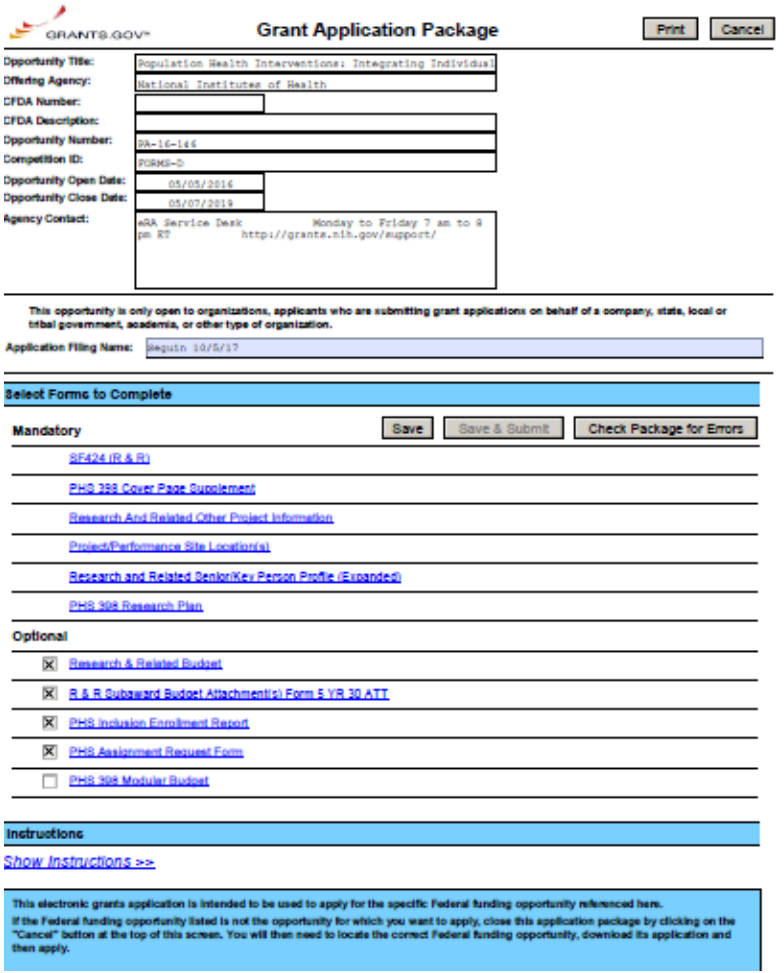
Federal eRA Proposal Submission Systems

Federal Sponsor	eRA System
National Science Foundation (NSF)	FastLane or Grants.gov
National Aeronautics & Space Administration (NASA)	NSPIRES or Grants.gov
National Institutions of Health (NIH)	ASSIST or Grants.gov
Other Department of Health & Human Services (DHHS) Agencies	Grants.gov
U.S. Department of Agriculture (USDA)	Grants.gov
Department of Energy (DOE)	Grants.gov
Department of Defense (DOD)	Grants.gov
Department of Commerce (DOC)	Grants.gov
Department of the Interior (USDI)	Grants.gov

A list of the 26 federal agencies that use Grants.gov can be found at https://www.grants.gov/web/grants/learn-grants/grant-making-agencies.html

How are proposals currently submitted to Grants.gov?

- A stitched together PDF package comprised of multiple static fillable forms with fields for additional PDF document uploads
- Completed package is submitted by OSP via the “Save & Submit” button embedded within the application
- Sometimes referred to as the “Legacy PDF Application Package”



GRANTS.GOV

Grant Application Package

Print | Cancel

Opportunity Title: Population Health Interventions: Integrating Individual
Offering Agency: National Institutes of Health
CFDA Number:
CFDA Description:
Opportunity Number: PA-16-146
Competition ID: FORMS-D
Opportunity Open Date: 05/05/2016
Opportunity Close Date: 05/07/2019
Agency Contact: eRA Service Desk Monday to Friday 7 am to 9 pm ET http://grants.nih.gov/support/

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name: Begutn 10/5/17

Select Forms to Complete

Mandatory — Save | Save & Submit | Check Package for Errors

- SF424 (R & R)
- PHS 398 Cover Page Supplement
- Research And Related Other Project Information
- Project/Performance Site Location(s)
- Research and Related Senior/Key Person Profile (Expanded)
- PHS 398 Research Plan

Optional

- [x] Research & Related Budget
- [x] R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT
- [x] PHS Inclusion Enrollment Report
- [x] PHS Assignment Request Form
- [ ] PHS 398 Modular Budget

Instructions

Show Instructions >>

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.
If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

What is Grants.gov changing?

- The Grants.gov Legacy PDF Application Package will be phased out starting December 31, 2017.
- After this date, applicants will no longer be able to download the older, single PDF application “legacy” package of forms from Grants.gov.
- Applicants who downloaded a legacy Grants.gov PDF application package before the December 31st cut off will be able to use this package to submit until March 31, 2018.
- All applicants can apply for grants using Grants.gov Workspace.

What does this mean for Cornell?

Grants.gov Legacy PDF Application
2002 - December 31, 2017

Grants.gov Workspace
2016

Research Administration Support System (RASS) Project
Late Spring 2018

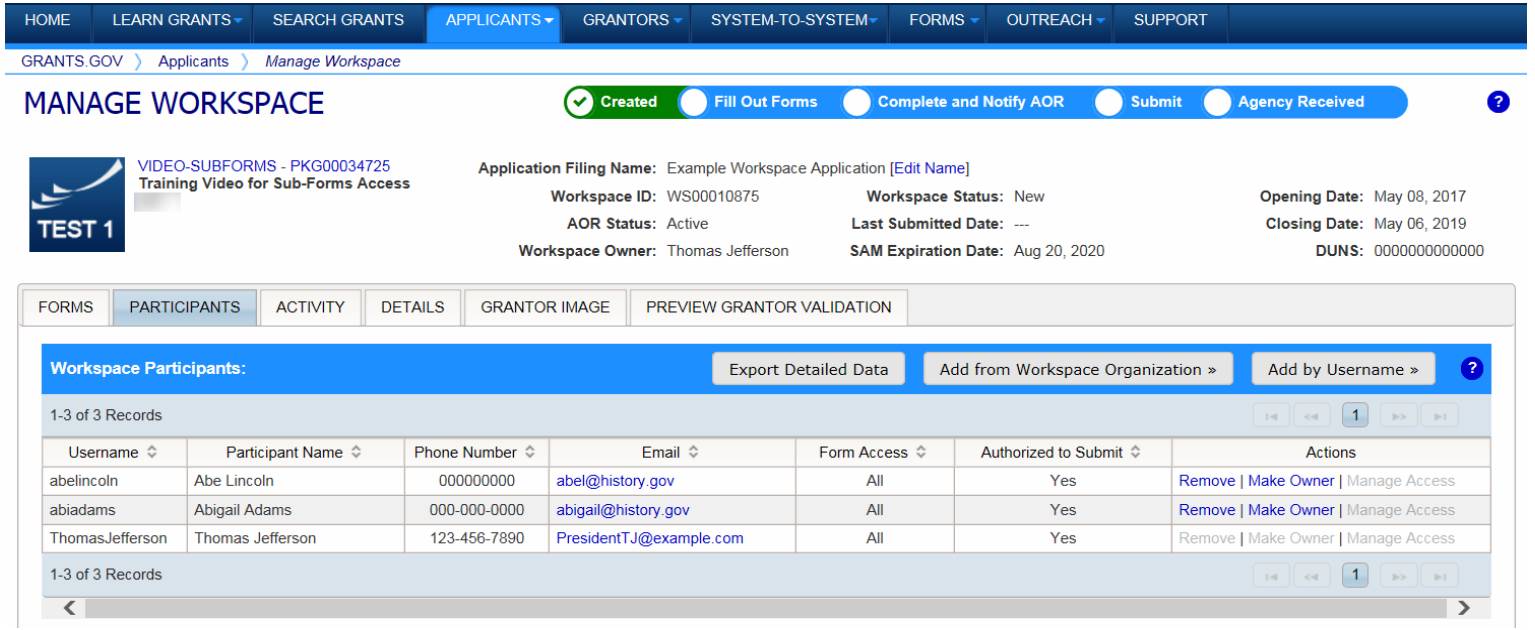
See the June 2017 OSP Roundtable for additional information
https://www.osp.cornell.edu/Education/default.html

OSP Roundtable - Grants.gov Workspace

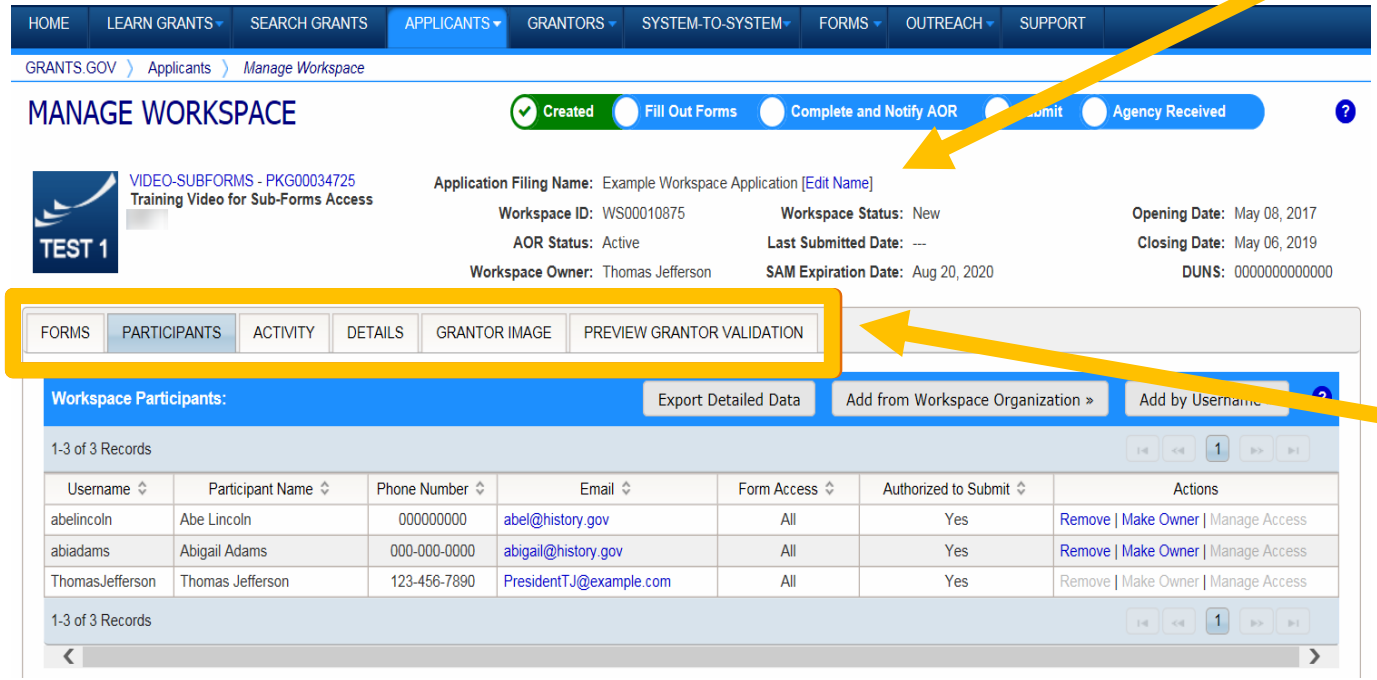
Workspace Overview

What is Grants.gov Workspace?

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



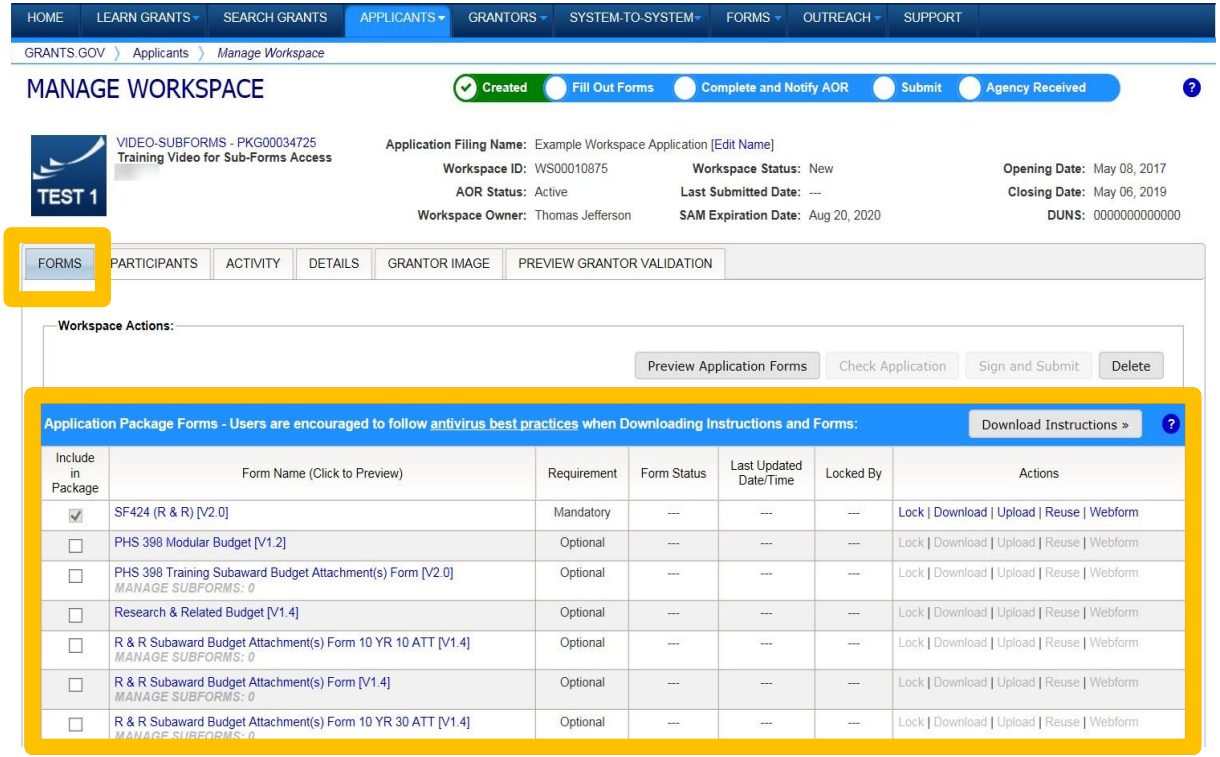
Manage Workspace



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**.

Forms Tab



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 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
c. Previous Grants.gov Tracking ID

2. DATE SUBMITTED | Applicant Identifier

5. APPLICANT INFORMATION
Organizational DUNS:
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?

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:

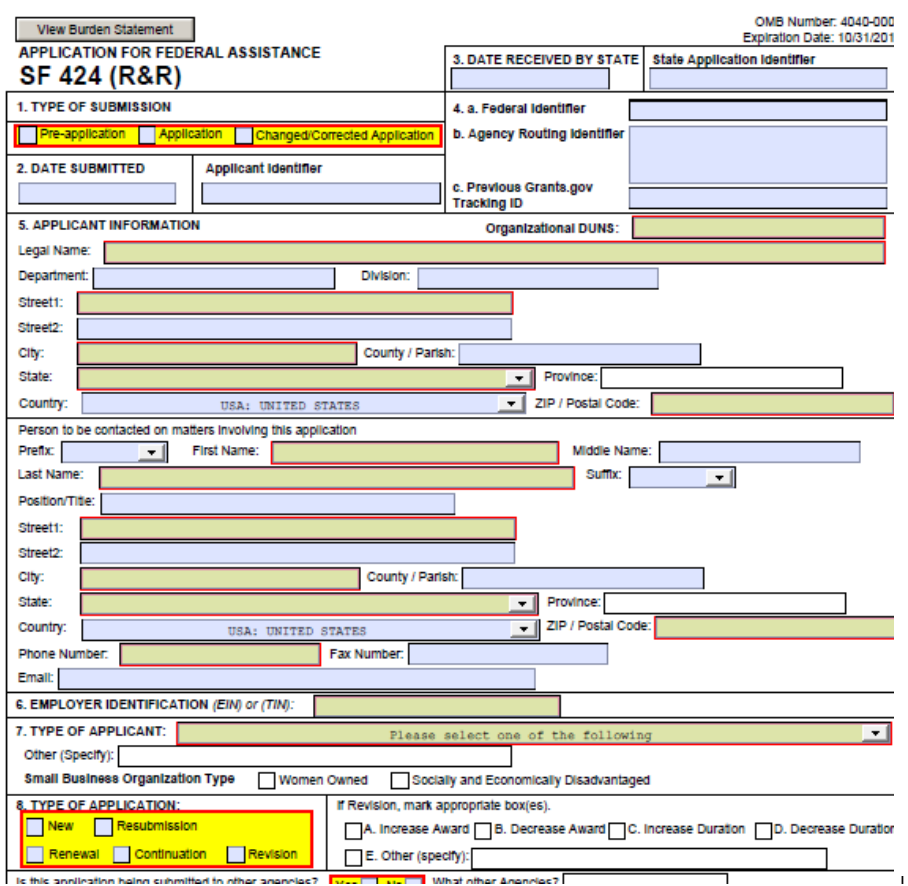
4. IDENTIFIERS:

a. Federal Identifier:
b. Agency Routing Identifier:
c. Previous Grants.gov Tracking ID:

SAVE | CHECK FOR ERRORS | CLOSE

Legacy PDF Application Package

Workspace Webforms



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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:
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Phone Number: | Fax Number:
Email:

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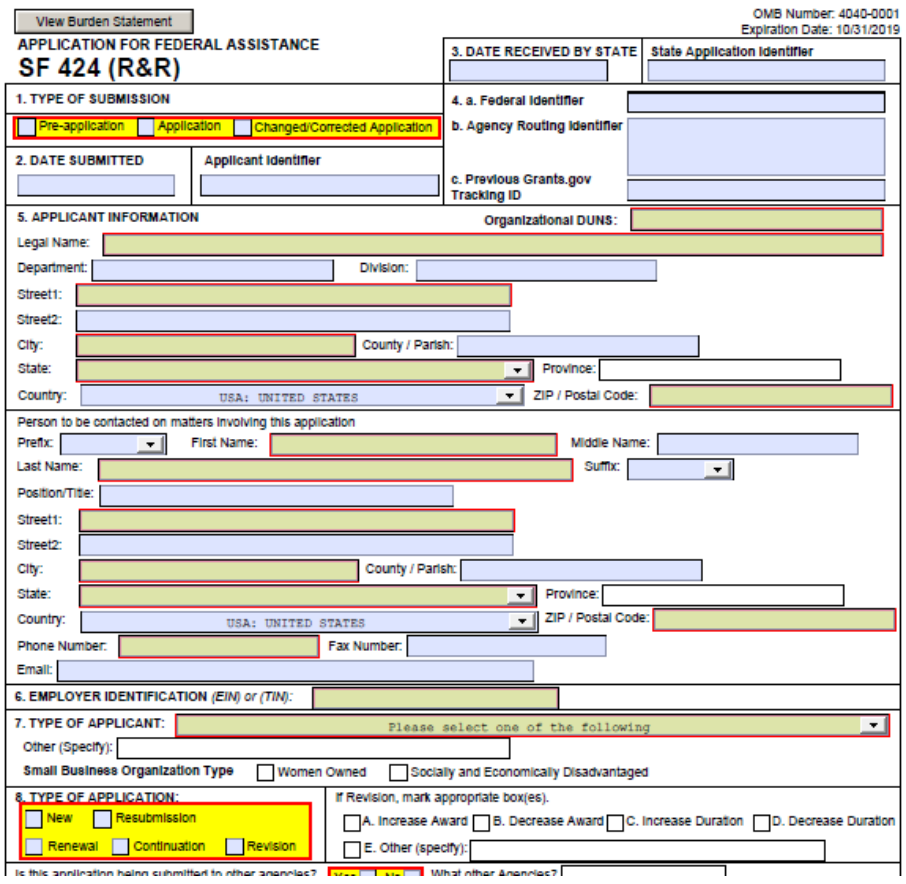

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Expiration Date: 10/31/2019

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E. Other (specify):

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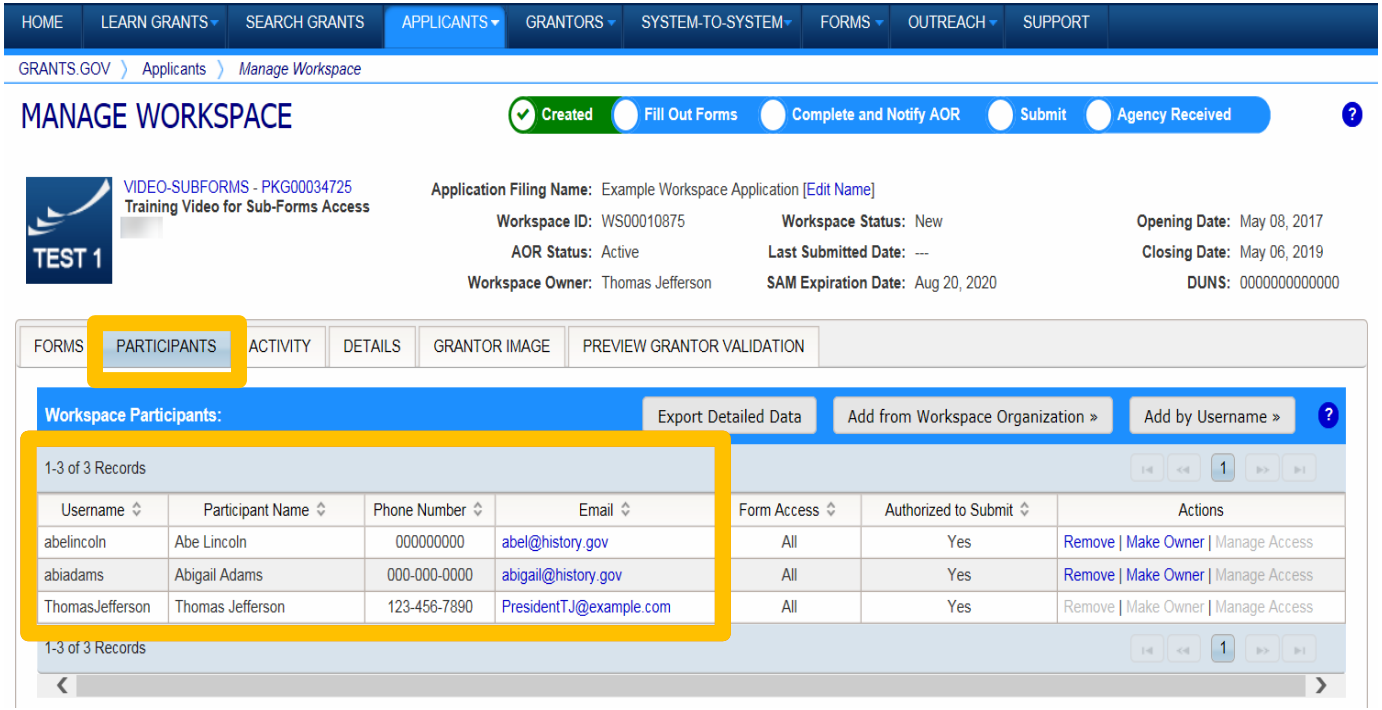
Legacy PDF Application Package **Workspace PDF Forms**

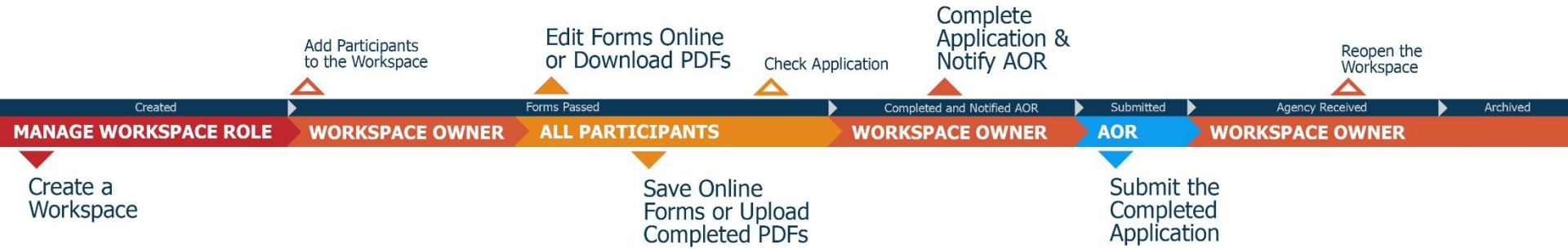
Participants Tab



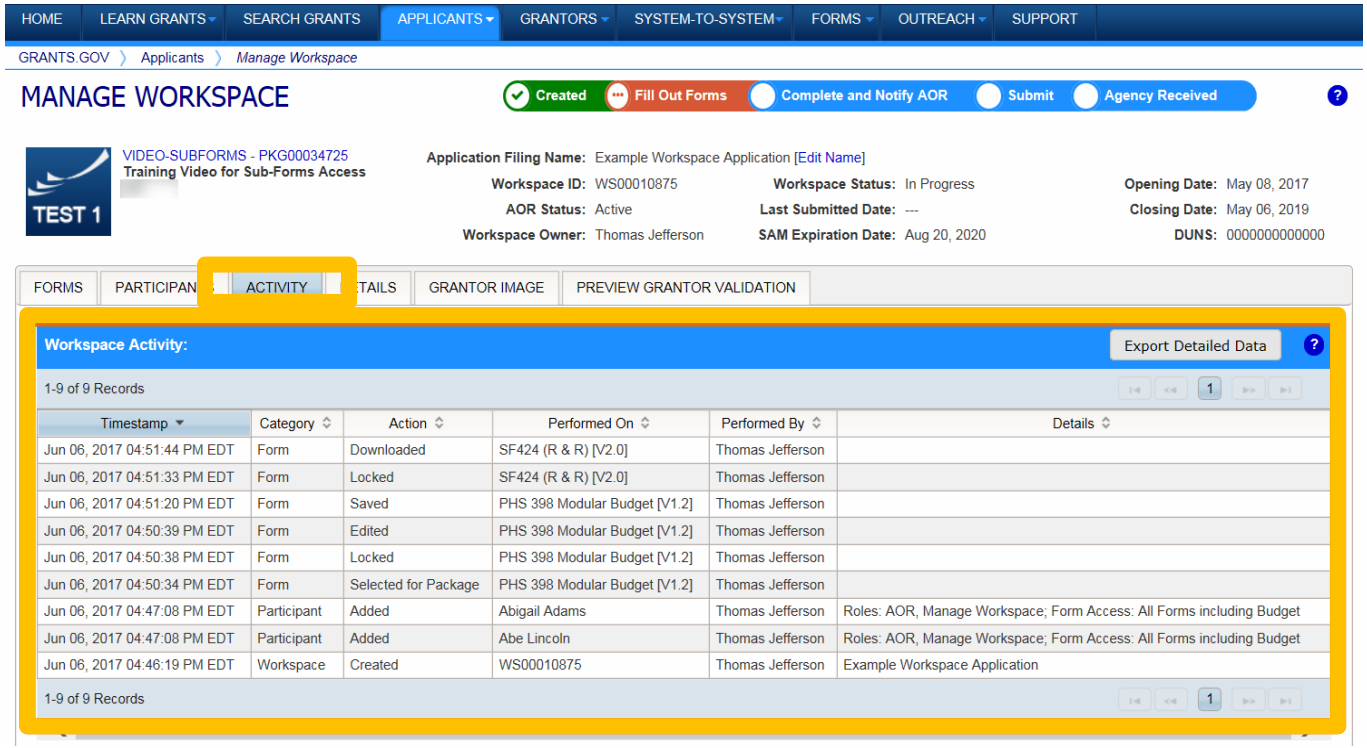
The **Participants** tab lists the members, or "Participants," of a workspace who work as a team to complete the required forms for a federal grant.

Managing Participants and Roles

This timeline shows how each user fits into the workspace workflow:

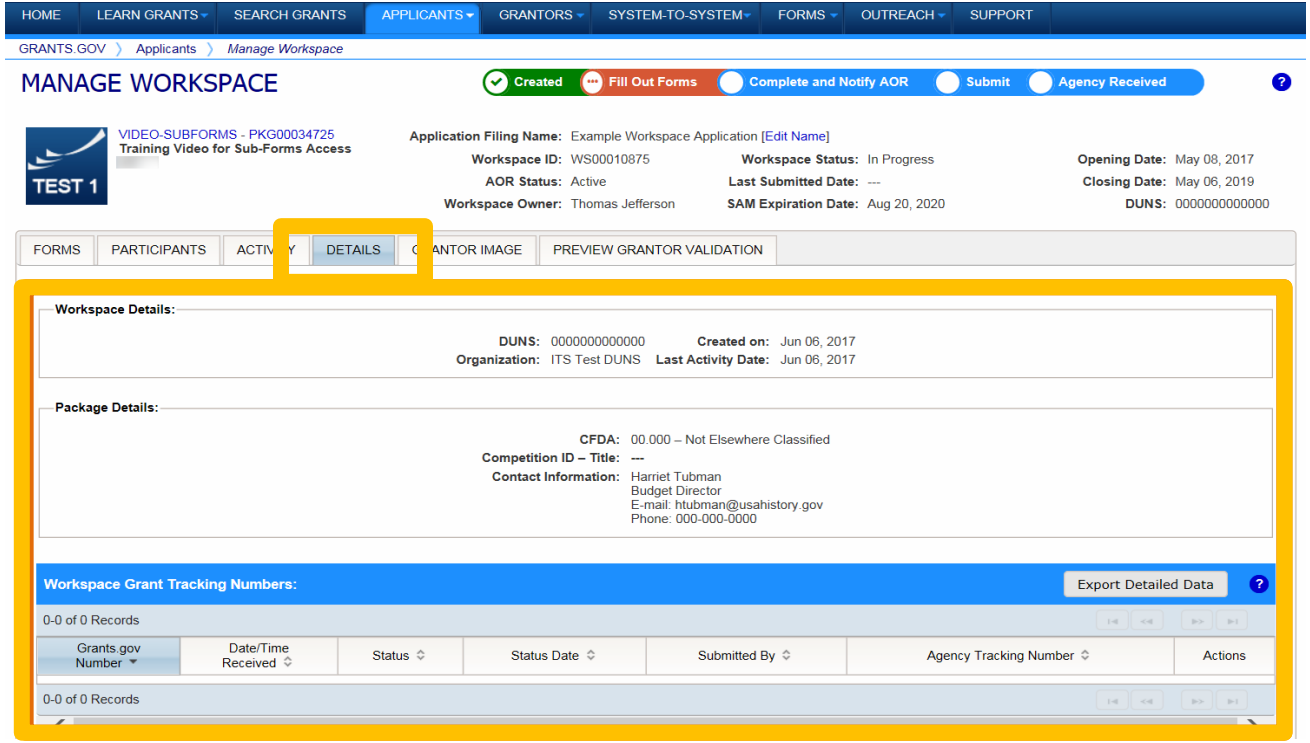


Activity Tab



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

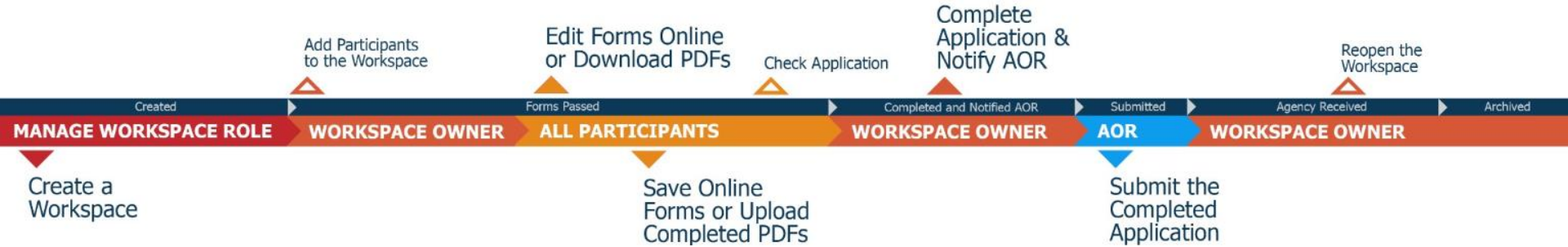
Details Tab



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

Lifecycle of a Workspace

- Create a Workspace
- Add Participants
- Edit Forms Online or Download PDFs
- Save Online Forms or Upload PDFs
- Validate Application (All Forms Passed)
- Complete Application and Notify AOR
- AOR Submit the Completed Application
- Agency Received



OSP Roundtable - Grants.gov Workspace

Next Steps, Resources, & Questions

Use Grants.gov Workspace Resources

- **Workspace Overview**
  https://www.grants.gov/web/grants/applicants/workspace-overview.html

- **Learning Workspace Video Series**
  https://www.youtube.com/playlist?list=PLNSNGxQE7NWlibdjPYGOsZaG-ol0pBsx3

- **Quick Clicks Video Series for Grants.gov Workspace Users**
  https://www.youtube.com/playlist?list=PLNSNGxQE7NWkERlGjhZ2bfxjr8iJU9aWX

- **Workspace Online User Guide**
  https://www.grants.gov/help/html/help/Manage_My_Workspaces/Manage_My_Workspaces.htm

Register for a Grants.gov Account

- All users who want to work on a submission in Grants.gov Workspace – faculty, researchers, and administrators – must have a Grants.gov username and password.

- To register for a Grants.gov account:
  1. Go to https://apply07.grants.gov/apply/OrcRegister
  2. Enter Cornell's DUNS number (872612445)
  3. Complete the registration steps as prompted.

Remember the Implementation Timeline

Grants.gov Legacy PDF Application
2002 - December 31, 2017

Grants.gov Workspace
2016

Research Administration Support System (RASS) Project
Late Spring 2018

See the June 2017 OSP Roundtable for additional information
https://www.osp.cornell.edu/Education/default.html

Benefits of Grants.gov Workspace vs. RASS

GRANTS.GOV℠
FIND. APPLY. SUCCEED.℠

- Reuse/Copy existing Workspace forms
- Multiple users can concurrently complete forms
- Upfront validation

RASS

- System-to-system (S2S) capability
- Pre-filled institutional information
- Electronic workflow routing
- Robust budget development tools
- Additional validations
- Working to expand system flexibility to allow ongoing use of Grants.gov Workspace

Contact Cornell Staff for Help

- Work with your Grant & Contract Officer to submit applications in Workspace. (See “Who is my GCO?” for assistance identifying your contact at https://www.osp.cornell.edu/Contacts/whoismygco.html)

- Contact Tammy Custer (tjb3@cornell.edu) with general questions, concerns, feedback, training, and Grants.gov registration.

- Contact Carrie Susskind (cms357@cornell.edu) with questions, concerns, or feedback about RASS development, user testing, and implementation.

OSP Roundtable - Grants.gov Workspace

Questions?

OSP Roundtable - Grants.gov Workspace

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