



Office of Sponsored Programs (OSP) Roundtable

# Grants.gov Workspace

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## 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 Institutes 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”


**Grant Application Package**
Print
Cancel

---

**Opportunity Title:** Population Health Interventions: Integrating Individual  
**Offering Agency:** National Institutes of Health  
**CFDA Number:**   
**CFDA Description:**   
**Opportunity Number:** 05-10-144  
**Competition ID:** PHS05-0  
**Opportunity Open Date:** 05/05/2014  
**Opportunity Close Date:** 05/07/2014  
**Agency Contact:** eRA Service Desk Monday to Friday 7 am to 6 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:**

---

**Select Forms to Complete**

---

**Mandatory**

[SF424 \(R & B\)](#)

[PHS 398 Cover Page Supplement](#)

[Research And Related Other Project Information](#)

[Project/Performance Site Location\(s\)](#)

[Research and Related Resor/Key Person Profile \(Expanded\)](#)

[PHS 304 Research Plan](#)

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**Optional**

[Research & Related Budget](#)

[R & B Subaward Budget Attachment\(s\) Form 5 YR 30 ATT](#)

[PHS Inclusion Enrollment Report](#)

[PHS Assessor Request Form](#)

[PHS 304 Modular Budget](#)

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**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 31<sup>st</sup> 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.



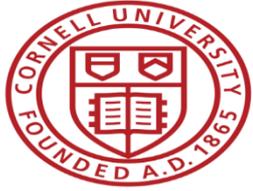
## What does this mean for Cornell?

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.

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

**Application Filing Name:** Example Workspace Application [\[Edit Name\]](#)

**Workspace ID:** WS00010875      **Workspace Status:** New

**AOR Status:** Active      **Last Submitted Date:** ---

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

**Opening Date:** May 08, 2017

**Closing Date:** May 06, 2019

**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      | 000000000    | <a href="mailto:abel@history.gov">abel@history.gov</a>               | All         | Yes                  | <a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a> |
| abiadams        | Abigail Adams    | 000-000-0000 | <a href="mailto:abigail@history.gov">abigail@history.gov</a>         | All         | Yes                  | <a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a> |
| ThomasJefferson | Thomas Jefferson | 123-456-7890 | <a href="mailto:PresidentTJ@example.com">PresidentTJ@example.com</a> | All         | Yes                  | <a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a> |

1-3 of 3 Records



# Manage 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

**TEST 1** VIDEO-SUBFORMS - PKG00034725  
 Training Video for Sub-Forms Access

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      | 000000000    | abel@history.gov        | All         | Yes                  | <a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a> |
| abiadams        | Abigail Adams    | 000-000-0000 | abigail@history.gov     | All         | Yes                  | <a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a> |
| ThomasJefferson | Thomas Jefferson | 123-456-7890 | PresidentTJ@example.com | All         | Yes                  | <a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a> |

1-3 of 3 Records

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

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

GRANTS GOV > Applicants > Manage Workspace

## MANAGE WORKSPACE

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  Fill Out Forms 
  Complete and Notify AOR 
  Submit 
  Agency Received 
 ?

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

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

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

**2. DATE SUBMITTED** Applicant Identifier

**5. APPLICANT INFORMATION** Organizational DUNS:

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

Person to be contacted on matters involving this application  
 Prefix: First Name: Middle Name: Suffix:  
 Last Name: Position/Title:  
 Street1:  
 Street2:  
 City: County / Parish: Province:  
 State: ZIP / Postal Code:  
 Country: USA: UNITED STATES  
 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:** # Revision, mark appropriate box(es).  
 New  Resubmission  A. Increase Award  B. Decrease Award  C. Increase Duration  D. Decrease Duration  
 Renewal  Continuation  Revision  E. Other (specify):  
 Is this application being submitted to other agencies? 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

View Burden Statement OMB Number: 4040-000  
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

2. DATE SUBMITTED Applicant Identifier

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

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? What other Agencies?

View Burden Statement OMB Number: 4040-000  
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

2. DATE SUBMITTED Applicant Identifier

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

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? What other Agencies?

Legacy PDF Application Package

Workspace PDF Forms



# Participants Tab

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

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: 0000000000000

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                  | <a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a> |
| abiadams        | Abigail Adams    | 000-000-0000 | abigail@history.gov     | All         | Yes                  | <a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a> |
| ThomasJefferson | Thomas Jefferson | 123-456-7890 | PresidentTJ@example.com | All         | Yes                  | <a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a> |

1-3 of 3 Records

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

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

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   | PARTICIPAN  | <b>ACTIVITY</b>      | DETAILS                       | GRANTOR IMAGE    | PREVIEW GRANTOR VALIDATION  |
|---|-------------|----------------------|-------------------------------|------------------|---|
| <b>Workspace Activity:</b> <a href="#">Export Detailed Data</a> <a href="#">?</a> |             |                      |                               |                  |   |
| 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.



# Details Tab

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

**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:** 00000000000000

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  |                    |        |             |              |                        |         |

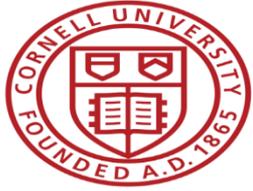
The **Details** tab lists submission history, including links to download every submitted (and re-submitted) application.



## 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=PLNSNGxQE7NWkERIGjhZ2bfxjr8iJU9aWX>

- **Workspace Online User Guide**

[https://www.grants.gov/help/html/help/Manage\\_My\\_Workspaces/Manage\\_My\\_Workspaces.htm](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



- 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](mailto:tjb3@cornell.edu)) with general questions, concerns, feedback, training, and Grants.gov registration.
- Contact Carrie Susskind ([cms357@cornell.edu](mailto: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

**Tammy Custer**  
**Grant & Contract Officer**  
[tjb3@cornell.edu](mailto:tjb3@cornell.edu)

**Jamie Sprague**  
**Sr. Grant & Contract Officer and Federal Team Lead**  
[jas2233@cornell.edu](mailto:jas2233@cornell.edu)