

Grants.gov Applicant Overview



Training Topics

- Navigating Grants.gov
- Registration
- Search Grants
- What's In a Funding Opportunity?
- Applying with Workspace
- Track Application Submission
- Tips and Support Resources

Navigating Grants.gov

Navigating Grants.gov

Search Grants and Applicant Tabs on the Homepage

The screenshot displays the Grants.gov homepage. At the top right, there are links for 'HELP', 'REGISTER', and 'LOGIN'. Below these is a search bar with a dropdown menu set to 'Grant Opportunities' and a 'GO' button. A navigation bar contains several tabs: 'HOME', 'LEARN GRANTS', 'SEARCH GRANTS', 'APPLICANTS', 'GRANTORS', 'SYSTEM-TO-SYSTEM', 'FORMS', 'CONNECT', and 'SUPPORT'. The 'SEARCH GRANTS' and 'APPLICANTS' tabs are highlighted with a red box. The main content area features a large banner for 'The Grants.gov Mobile App' with the text 'Quickly access grant search and notification tools through the Grants.gov Mobile App.' Below the banner are 'Download on the App Store' and 'GET IT ON Google Play' buttons. A secondary navigation bar at the bottom contains icons and labels for: SEARCH GRANTS, GET STARTED, GRANT POLICIES, GRANT-MAKING AGENCIES, PREVENT SCAMS, COMMUNITY BLOG, TWITTER FEED, YOUTUBE VIDEOS, ONLINE HELP, and SUPPORT CENTER. At the bottom of the page, there are three preview cards: 'Apply for a Grant Using', 'Preview: Introducing the Grants.g...', and 'Scheduled Maintenance:'.

Navigating Grants.gov

Applicant Resources: Videos, User Guide, Training Content, FAQs and More

GRANTS.GOV > Applicants > Applicant Training

APPLICANT TRAINING

- GRANT APPLICATIONS
 - » How to Apply for Grants
 - » Track My Application
- APPLICANT RESOURCES**
 - » Workspace Overview
 - » Applicant Eligibility
 - » Organization Registration
 - » Applicant Registration
 - » **Applicant Training**
 - » Applicant FAQs
 - » Adobe Software Compatibility
 - » Submitting UTF-8 Special Characters
 - » Encountering Error Messages

Training Resources and Videos for Grants.gov

Whether you need a high-level introduction to the Grants.gov application process, or you are looking for a step-by-step explanation of a particular Applicant task, we encourage you to consult the resources on this page.

For more context and general information about the federal grants lifecycle, visit the [Grants 101](#) section under the [Learn Grants](#) tab.

Featured Video

[WEBINAR] Getting Started with Grants.gov Workspace: Become a Workspace Wizard
Updated on October 12, 2017

Workspace is Grants.gov's shared, online environment to collaboratively complete and submit federal grant applications. With the Legacy PDF application retiring on December 31, 2017, Grants.gov provided this free webinar to help applicants get started using Workspace.

[HD] [WEBINAR - Oct. 10, 2017] Getting Started with Gra...

Help: Online User Guide

Find registration, search, and application instructions for all users in the [Grants.gov Online User Guide](#).

For detailed applicant information, review the Applicants section of the online user guide.

Applicant Overview

[Grants.gov Applicant Overview Training Presentation](#) - Everything you need to know about navigating Grants.gov as an Applicant.

[Grants.gov Presentation Request Form](#) - If you would like to request brochures or a complimentary Grants.gov presentation on the Find and Apply process, please fill out this form and submit it to support@grants.gov.

For a step-by-step guide to organization applicant registration, check out the [Grants.gov Organization Applicant Registration](#) page.

Navigating Grants.gov

Highlights from the Learn Grants tab

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

GRANTS LEARNING CENTER

The Grants Learning Center is your gateway to the federal grants world. Bookmark this page and participate in our growing communities on Blog.Grants.gov and Twitter (@grantsdotgov).

Grant Topics

- Grants 101**
Basics about the grant lifecycle & management
- Grant Policies**
Laws & regulations for federal awards
- Grant Eligibility**
Are you eligible to apply for grants?
- Grant Terms**
Grant related terminology and acronyms
- Grant Agencies**
Federal grant-making agencies
- Grant Systems**
Tools & apps to register & manage grants
- Grant Programs**
Financial assistance & benefits
- Grant Reporting**
Learn about reporting & monitoring
- Grant Fraud**
Recognition & avoid grant scams & fraud
- Grant Events**
Upcoming grant trainings & conferences

Community Blog

- Workspace Celebrates Two Years**
11:07T 11:00 AM
Grants.gov's Workspace, which just marked its second birthday, has seen remarkable user growth, especially over the last year. More than 15,000 organizations are now applying for federal grants with Workspace. Before Workspace existed, the federal grant application process involved submitting a single package of PDF forms that had to be obtained from collaborators. Grants.gov's Workspace... Continue reading [Workspace Celebrates Two Years](#)
- Grant Agency Spotlight: Institute of Museum and Library Services**
11:07T 11:00 AM
In this installment of our grant agency spotlight series, we look at the Institute of Museum and Library Services (IMLS) and its mission to "strengthen libraries and museums to advance education, lifelong learning and cultural and civic engagement." According to IMLS, there are around 120,000 libraries and 50,000 museums in the U.S. Many of these... Continue reading [Grant Agency Spotlight: Institute of Museum and Library Services](#)
- #FundingFriday: Recent Funding Opportunity Announcements for Local Governments**
11:07T 12:00 PM
This week's highlights focus on new and forecasted funding opportunities for which town, city and county governments are eligible.

Community Questions

- What is a grant?
- How do I apply for a grant?
- What is the DATA Act?
- What is the OMB Uniform Guidance?
- What is Workspace?
- Can I have a grant to repair my home?
- Where can I find grant events & trainings?

Twitter @Grantsdotgov

Your source to find & apply for US federal grants. (Connecting the grant community | Follows & RTs 7 Endorsements)

- Grants.gov @grantsdotgov
Biotechnology Risk Assessment #Grants Program from @USDA_NIFA posted today
[grants.gov/ve/grants/ve..._#biotech](#)
- GRANTS.GOV | F...
The government w...
[grants.gov](#)

Community Videos

The **Introduction to Grants.gov Video Series** covers the complete Grants.gov application process, from registering and creating a Grants.gov account to finding funding opportunities and completing an application package.

- Applicant Registration for Grants.gov, Part 1**
APPLICANT REGISTRATION PART ONE

GRANTS.GOV
OUR. APPLICATIONS. SIMPLY.

Grants 101: An introduction to the key phases of the federal grant lifecycle

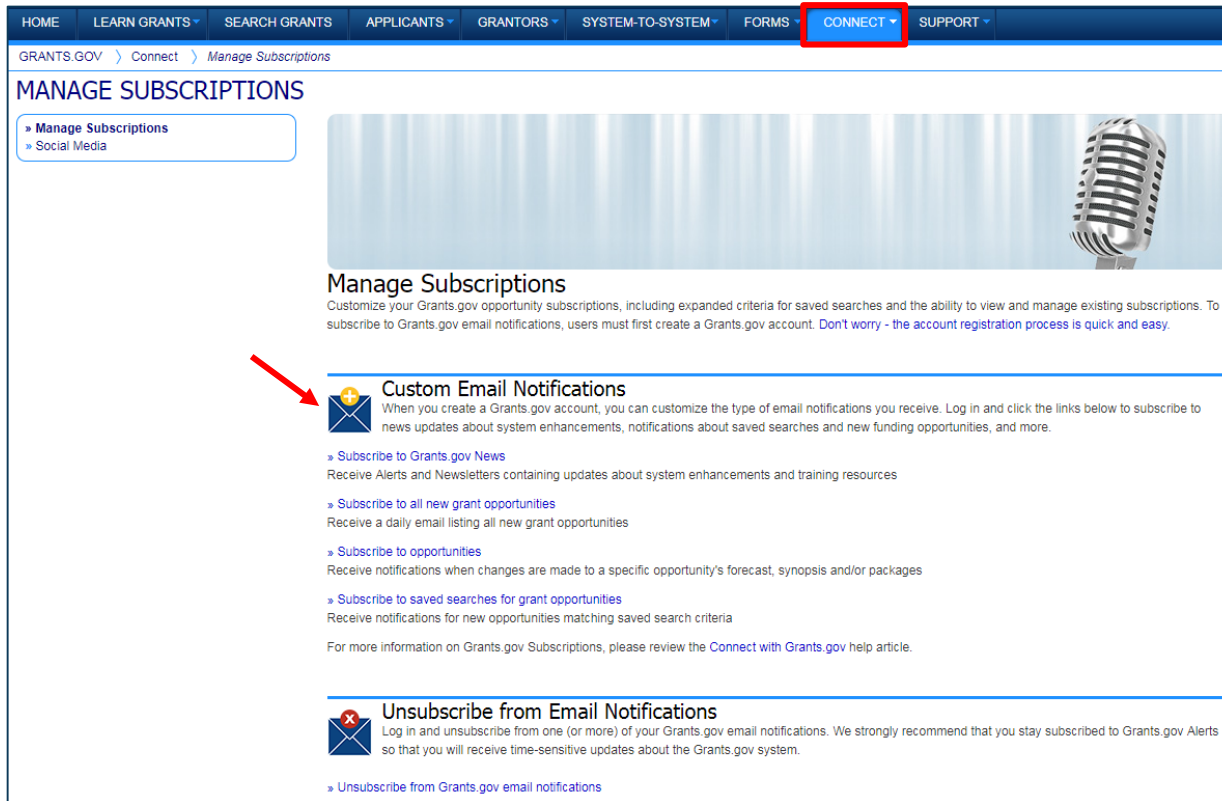
Grant Policies: Summaries and tables explaining how federal grant policies are formed

Grant Terminology: Essential terms and definitions from the Common Data Element Repository Library (CDER Library)

Grant Events: Upcoming grant trainings, conferences, and webinars

Navigating Grants.gov

Subscriptions and Email Notifications




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

GRANTS.GOV > Connect > Manage Subscriptions

MANAGE SUBSCRIPTIONS


- » Manage Subscriptions
- » Social Media



Manage Subscriptions

Customize your Grants.gov opportunity subscriptions, including expanded criteria for saved searches and the ability to view and manage existing subscriptions. To subscribe to Grants.gov email notifications, users must first create a Grants.gov account. [Don't worry - the account registration process is quick and easy.](#)

Custom Email Notifications




When you create a Grants.gov account, you can customize the type of email notifications you receive. Log in and click the links below to subscribe to news updates about system enhancements, notifications about saved searches and new funding opportunities, and more.

- » [Subscribe to Grants.gov News](#)
Receive Alerts and Newsletters containing updates about system enhancements and training resources
- » [Subscribe to all new grant opportunities](#)
Receive a daily email listing all new grant opportunities
- » [Subscribe to opportunities](#)
Receive notifications when changes are made to a specific opportunity's forecast, synopsis and/or packages
- » [Subscribe to saved searches for grant opportunities](#)
Receive notifications for new opportunities matching saved search criteria

For more information on Grants.gov Subscriptions, please review the [Connect with Grants.gov](#) help article.

Unsubscribe from Email Notifications



Log in and unsubscribe from one (or more) of your Grants.gov email notifications. We strongly recommend that you stay subscribed to Grants.gov Alerts so that you will receive time-sensitive updates about the Grants.gov system.

- » [Unsubscribe from Grants.gov email notifications](#)

Registration

Registration Overview

- Organizations need these before using Grants.gov to apply for federal grants:
 - Data Universal Numbering System (DUNS) Number, also called Unique Entity Identifier (UEI)
 - System for Award Management (SAM) registration
- **Grants.gov Account:** You only need one. Uses unique email, username & password.
- **Profile(s):** Can have multiple within one Grants.gov account. Corresponds to applicant organization you represent (i.e., an applicant), individual applicant, or a federal agency (i.e., a grantor).

Registration: Before Grants.gov

Dun & Bradstreet (DNB) and the System for Award Management (SAM)

dun & bradstreet
Government iUpdate

Welcome to Government iUpdate - The easy way to manage Dun & Bradstreet's information on your company!

Register to use iUpdate!

Find DUNS or Request new DUNS

Already Registered? - Sign-in to iUpdate

View assistance for SAM.gov

Username Password Log In

Forgot Username? Forgot Password? Create an Account

HOME SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP

ALERT: If you are registering a new entity in SAM.gov, you must provide an original, signed statement certifying that you are the authorized Entity Administrator before your registration will be activated. Read our FAQs to learn more about this process change.

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

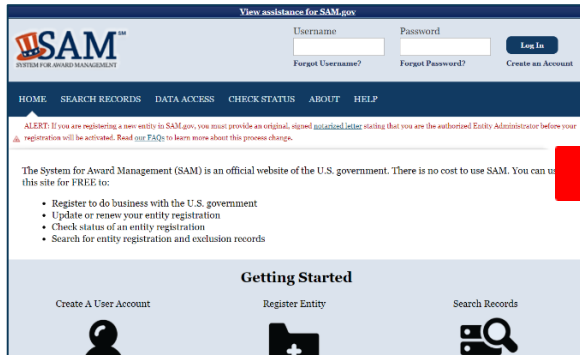
- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

Getting Started

- Register with DNB at <https://fedgov.dnb.com/webform>
- Requires TIN from IRS and organization information
- You will be issued a **DUNS Number**
- ~1 – 2 business days
- Use DUNS to register with SAM at www.SAM.gov
- Establish E-Business Point of Contact (**EBiz POC**): Individual who oversees all activities for organization within Grants.gov and approves the AOR
- ~7-10 business days after completely registering, including submitting notarized letter to SAM

Registration: Before Grants.gov

SAM and Grants.gov



Unique Entity Identifier (UEI)

By April of 2022, the federal government will stop using the DUNS number to uniquely identify entities registered in the System for Award Management (SAM). At that point, entities doing business with the federal government will use a Unique Entity Identifier (UEI) assigned by SAM.gov.

Active SAM registrants can now see their assigned UEI assigned within SAM.gov; there is no action for registered entities to take at this time. **Grants.gov users with a UEI may begin using the UEI in UEI fields.**

To learn more about SAM's rollout of the UEI, please visit <https://gsa.gov/entityid>.

- Organization data and EBiz POC information are transferred from SAM to Grants.gov
- People within the organization are able to register with Grants.gov and then add a profile to associate with organization
- **SAM registration must be renewed annually.** Click here to learn more: <https://sam.gov/content/home>

Registration: Grants.gov Account

Accounts enable subscription management

The screenshot shows the Grants.gov homepage. At the top, there is a navigation bar with the Grants.gov logo and the tagline "FIND. APPLY. SUCCEED.™". To the right of the logo is a search bar with a dropdown menu set to "Grant Opportunities" and a "GO" button. Below the search bar is a horizontal menu with various options: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The main content area is titled "REGISTER" in large blue letters. Below this, there are two sections: "Registering with Grants.gov" and "Grantors". Each section has a list of steps and a "Get Registered Now" button. A red circle with the number "2" is overlaid on the "Get Registered Now" button in the "Registering with Grants.gov" section.

GRANTS.GOV™
FIND. APPLY. SUCCEED.™

SEARCH: Grant Opportunities Enter Keyword... GO

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

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 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 »

The screenshot shows the "REGISTER" form on the Grants.gov website. The form is titled "REGISTER" and has a sub-header "Please enter your information below to create an Account." Below this, there are three main sections: "Contact Information:", "Account Details:", and "Communications:". The "Contact Information:" section includes fields for First Name, Middle Initial, Last Name, Email Address, Primary Phone Number, Mobile Phone Number (US Only), and Confirm Mobile Phone Number. The "Account Details:" section includes fields for Username, Password, and Confirm Password. The "Communications:" section includes checkboxes for "GRANTS.GOV ALERTS" and "GRANTS.GOV NEWSLETTER". A red circle with the number "3" is overlaid on the "First Name" field.

GRANTS.GOV Register

REGISTER

Please enter your information below to create an Account.

- Required fields are denoted with an asterisk (*)
- The following special characters are allowed: question marks, periods, dashes, underscores, and @ symbol (Password is not subject to these restrictions).
- Username cannot resemble UEL. 12 character usernames must contain a special character.
- Password requirements: Your password must contain at least eight characters including at least one uppercase letter (A-Z); at least one lowercase letter (a-z); at least one number (0-9); and at least one special character (e.g. ! @ # \$ % ^ & *). Your password must not contain dictionary words, names, or your Username.
- If Mobile Phone Number is provided, it must be a US number and it can be used to reset forgotten password.

Contact Information:

*First Name:

Middle Initial:

*Last Name:

*Email Address:

*Primary Phone Number:

Mobile Phone Number (US Only):

(Can be used to reset forgotten password)

Confirm Mobile Phone Number:

Account Details:

*Username:

*Password: (Case Sensitive)

*Confirm Password: (Case Sensitive)

Communications:

Subscribe:

GRANTS.GOV ALERTS
Yes, I want to receive email messages containing time-sensitive information about Grants.gov changes that potentially impact users.

GRANTS.GOV NEWSLETTER
Yes, I want to receive occasional emails highlighting system enhancements, training resources, and other topics relevant to the federal grant community.

Continue » Cancel

Registration: Add Profile, Get Roles

Profile associates you with organization. EBiz POC assigns roles to your profile.

GRANTS.GOV > Register

REGISTER

Congratulations! Your Grants.gov Account was successfully created.

If needed, you can add Applicant Profile(s) to your Account now. However, if you do not need a Profile or prefer to add your Profile(s) later, you can Continue to your Grants.gov logged in features.

How would you like to proceed?

- Continue - Skip adding a profile at this time
- Add Organization Applicant Profile - Affiliates you with an Organization and with additional access allows you to apply for Opportunities on behalf of the Organization
- Add Individual Applicant Profile- Allows you to apply for Opportunities on your own behalf

Continue



Did You Know? The Grants.gov Mobile App offers the most convenient way to search for and subscribe to federal grant opportunities. Available on Google Play and Apple's App Store.

Unique Entity Identifier (UEI)

By April of 2022, the federal government will stop using the DUNS number to uniquely identify entities registered in the System for Award Management (SAM). At that point, entities doing business with the federal government will use a Unique Entity Identifier (UEI) assigned by SAM.gov.

Active SAM registrants can now see their assigned UEI assigned within SAM.gov; there is no action for registered entities to take at this time. **Grants.gov users with a UEI may begin using the UEI in UEI fields.**

To learn more about SAM's rollout of the UEI, please visit <https://gsa.gov/entityid>.

Note: Users who select “Continue – Skip adding a profile at this time” can add an Applicant Profile at a later time. A user without an Applicant Profile can be added to a Workspace to help fill out forms, but the user will not be able to Create or Submit a Workspace.



Registration: Grants.gov Roles

EBiz Point of Contact, AOR role, Workspace Manager role

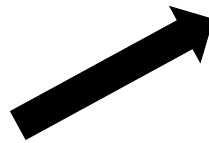


Each **organization** has one EBiz POC

EBiz POCs assigned in SAM.gov

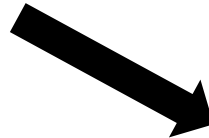


EBiz POC assigns roles:
AOR or Workspace Manager



Users with **Standard AOR role** can submit applications

One organization can have many users with AOR role



Users with **Workspace Manager role** can create workspaces

Search Grants

Searching for Funding Opportunities

Using the Grants.gov Search Fields

The screenshot displays the Grants.gov website interface. At the top right, there is a search bar with a dropdown menu set to "Grant Opportunities" and a "GO" button. The main navigation bar includes links for HOME, LEARN GRANTS, SEARCH GRANTS (highlighted with a red box), APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below the navigation bar, a large banner promotes the Grants.gov Mobile App, stating "The Grants.gov Mobile App" and "Quickly access grant search and notification tools through the Grants.gov Mobile App." It includes download links for the App Store and Google Play. The mobile app interface is shown on a smartphone, with a bottom navigation bar containing icons for SEARCH GRANTS (highlighted with a red box), GET STARTED, GRANT POLICIES, GRANT-MAKING AGENCIES, PREVENT SCAMS, COMMUNITY BLOG, TWITTER FEED, YOUTUBE VIDEOS, ONLINE HELP, and SUPPORT CENTER.

Searching for Funding Opportunities

Find – Basic Search

GRANTS.GOV™
FIND. APPLY. SUCCEED.™

HELP REGISTER LOGIN

SEARCH: Grant Opportunities ▾ Enter Keyword... GO

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

GRANTS.GOV > Search Grants

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

SEARCH

Search Tips | Export Detailed Data | Save Search »

SORT BY: Posted Date (Descending) Update Sort

DATE RANGE: All Available Update Date Range

1 - 25 OF 2496 MATCHING RESULTS: « Previous 1 2 3 4 5 6 ... 100 Next »

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
PD-19-127Y	The Science of Learning and Augmented Intelligence Program	NSF	Posted	09/19/2019	01/15/2020
F19AS00396	15.678	DOI-FWS	Posted	09/19/2019	
F19AS00400	15.678	DOI-FWS	Posted	09/19/2019	
DE-FOA-0002171	PERFORMANCE-BASED ENERGY RESOURCE FEEDBACK, OPTIMIZATION, AND RISK MANAGEMENT (PERFORM)	DOE-ARPAE	Posted	09/19/2019	10/28/2019
RFA-DK-19-013	NIDDK Hematology Central Coordinating Center (U24 Clinical Trial Not Allowed)	HHS-NIH11	Posted	09/19/2019	11/21/2019
F19AS00399	Endangered Species Conservation - Recovery Implementation Funds	DOI-FWS	Posted	09/19/2019	09/26/2019
P19AS00619	Avian and Habitat Research, Monitoring, and Restoration at the Channel Islands	DOI-NPS	Posted	09/19/2019	
P19AS00608	The Earliest Americans National Historic Landmark Theme Study for Alaska	DOI-NPS	Posted	09/18/2019	09/19/2019
PAR-19-373	Research on biopsychosocial factors of social connectedness and isolation on health, wellbeing, illness, and recovery (R01 Clinical Trials Not Allowed)	HHS-NIH11	Posted	09/18/2019	03/17/2021
FR-SAN-19-001	FY19 River to River Rail Resilience (R4) Project	DOT-FRA	Posted	09/18/2019	09/23/2019
G20AS00004	Cooperative Research Units Program FY 2020	DOI-USGS1	Posted	09/18/2019	
FTA-2019-010-TPE	Pilot Program for Transit-Oriented Development (TOD) Planning	DOT-FTA	Posted	09/18/2019	11/18/2019
CDC-RFA-GH20-2091	Accelerating Sustainability of Public Health Systems in India to Prevent, Detect, and Respond to Infectious Disease Outbreaks and	HHS-CDC-	Forecasted	09/18/2019	

Search for grants and forecasts by entering a keyword.

In Search Grants tab, search by:

- Keyword
- Opportunity Number
- CFDA Number or Title

Searching for Funding Opportunities

Opportunity Status

GRANTS.GOV™
FIND. APPLY. SUCCEED.™

SEARCH: Grant Opportunities ▾ Enter Keyword... GO

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

GRANTS.GOV > Search Grants

SEARCH GRANTS

BASIC SEARCH CRITERIA:
Keyword(s):
Opportunity Number:
CFDA:
SEARCH

OPPORTUNITY STATUS:
 Forecasted (209)
 Posted (2,287)
 Closed (3,222)
 Archived (50,984)

FUNDING INSTRUMENT TYPE:
 All Funding Instruments
 Cooperative Agreement (723)
 Grant (1,884)
 Other (82)
 Procurement Contract (48)

ELIGIBILITY:
 All Eligibilities
 City or township governments (1,344)
 County governments (1,355)
 For profit organizations other than small businesses (1,328)
 Independent school districts (1,313)

SEARCH TIPS | EXPORT DETAILED DATA | SAVE SEARCH ▶

SORT BY: Posted Date (Descending) Update Sort DATE RANGE: All Available Update Date Range

1 - 25 OF 2496 MATCHING RESULTS: ◀ Previous 1 2 3 4 5 6 ... 100 Next ▶

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date ↓	Close Date
PD-19-127Y	The Science of Learning and Augmented Intelligence Program	NSF	Posted	09/19/2019	01/15/2020
F19AS00398	15.678	DOI-FWS	Posted	09/19/2019	
F19AS00400	15.678	DOI-FWS	Posted	09/19/2019	
DE-FOA-0002171	PERFORMANCE-BASED ENERGY RESOURCE FEEDBACK, OPTIMIZATION, AND RISK MANAGEMENT (PERFORM)	DOE-ARPAE	Posted	09/19/2019	10/28/2019
RFA-DK-19-013	NIDDK Hematology Central Coordinating Center (U24 Clinical Trial Not Allowed)	HHS-NIH11	Posted	09/19/2019	11/21/2019
F19AS00399	Endangered Species Conservation - Recovery Implementation Funds	DOI-FWS	Posted	09/19/2019	09/26/2019
P19AS00619	Avian and Habitat Research, Monitoring, and Restoration at the Channel Islands	DOI-NPS	Posted	09/19/2019	
P19AS00608	The Earliest Americans National Historic Landmark Theme Study for Alaska	DOI-NPS	Posted	09/18/2019	09/19/2019
PAR-19-373	Research on biopsychosocial factors of social connectedness and isolation on health, wellbeing, illness, and recovery (R01 Clinical Trials Not Allowed)	HHS-NIH11	Posted	09/18/2019	03/17/2021
FR-SAN-19-001	FY19 River to River Rail Resilience (R4) Project	DOT-FRA	Posted	09/18/2019	09/23/2019
G20AS00004	Cooperative Research Units Program FY 2020	DOI-USGS1	Posted	09/18/2019	
FTA-2019-010-TPE	Pilot Program for Transit-Oriented Development (TOD) Planning	DOT-FTA	Posted	09/18/2019	11/18/2019
CDC-RFA-GH20-2091	Accelerating Sustainability of Public Health Systems in India to Prevent, Detect, and Respond to Infectious Disease Outbreaks and	HHS-CDC-	Forecasted	09/18/2019	

Select the Opportunity Status to find what you are looking for:

Forecasted - Potential grants in the near future

Posted - Currently open grants

Closed - Recently ended grants

Archived - Past grants available for reference

Searching for Funding Opportunities

Sign In and Save Your Search

The screenshot shows the Grants.gov search results page. At the top, there is a navigation bar with links: HOME, LEARN GRANTS, SEARCH GRANTS (active), APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below the navigation bar, the breadcrumb trail reads "GRANTS.GOV > Search Grants".

The main section is titled "SEARCH GRANTS". On the left, there are search filters:

- BASIC SEARCH CRITERIA:** Keyword(s), Opportunity Number, and CFDA fields with a "SEARCH" button.
- OPPORTUNITY STATUS:** A list of checkboxes: Forecasted (1), Posted (17), Closed (16), and Archived (846).
- FUNDING INSTRUMENT TYPE:** A dropdown menu with options: All Funding Instruments, Cooperative Agreement (7), Grant (18), Other (6), and Procurement Contract (5).
- ELIGIBILITY:** A list of checkboxes: Others (see text field entitled 'Additional Information on Eligibility' for clarification) (17), Private institutions of higher education (17), Public and State controlled institutions of higher education (18), and Public housing authorities/Indian housing.

On the right side of the search filters, there is a red box containing the following criteria:

- CATEGORY: [X] Education
- ELIGIBILITY: [X] Private institutions of higher education, [X] Public and State controlled institutions of higher education
- FUNDING INSTRUMENT: [X] Grant

Below the filters, there are options for "SORT BY" (Posted Date (Descending)) and "DATE RANGE" (All Available). A red box highlights the "Save Search" button.

The main content area displays "1 - 25 OF 478 MATCHING RESULTS:" and a table of funding opportunities. The table has columns: Opportunity Number, Opportunity Title, Agency, Opportunity Status, Posted Date, and Close Date.

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
ND-NOFO-18-106	Youth Leaders as Change Makers	DOS-IND	Posted	04/10/2018	06/11/2018
C-NOFO-18-102	This House Believes That: A U.S.-India Comparative Constitutional Law Debate Project	DOS-IND	Posted	04/10/2018	06/11/2018
ND-NOFO-18-112	Art and Heritage Conservationist Summit	DOS-IND	Posted	04/10/2018	06/11/2018
ND-NOFO-18-110	Let's Get Serious: Comic Videos to Promote Study in the U.S.	DOS-IND	Posted	04/10/2018	06/11/2018
PAR-18-745	Addressing the Challenges of the Opioid Epidemic in Minority Health and Health Disparities Research in the U.S. (R21 Clinical Trial Optional)	HHS-NIH11	Posted	04/10/2018	11/13/2020
PAR-18-747	Addressing the Challenges of the Opioid Epidemic in Minority Health and Health Disparities Research in the U.S. (R01 Clinical Trial Optional)	HHS-NIH11	Posted	04/10/2018	11/13/2020
PA-18-748	Research Supplements to Promote Data Sharing in Cancer Epidemiology Studies (Admin Supp Clinical Trial Not Allowed)	HHS-NIH11	Posted	04/10/2018	07/01/2018
K-NOFO-18-103	Anti-TIP International Youth Champions Conclave	DOS-IND	Posted	04/09/2018	06/08/2018
PAR-18-746	NIDA Mentored Clinical Scientist Development Program Award in Substance Use and Substance Use Disorder Research (K12 Clinical Trial Optional)	HHS-NIH11	Posted	04/06/2018	08/28/2020
RUS-18-01-DLT	Distance Learning and Telemedicine Grant Program	USDA-RUS	Posted	04/05/2018	06/04/2018
PAR-18-742	Exploring Epigenomic or Non-Coding RNA Regulation in the Development, Histology, or Treatment of Glioblastoma (R64/R03)	HHS-NIH11	Posted	04/03/2018	02/11/2021

Refine your search by selecting criteria options:

- Category
- Eligibility
- Funding Agency
- Opportunity Status
- Date ranges

Click Save Search button to store this set of search criteria to receive emails

Click Manage Searches link to review your saved searches

Searching for Funding Opportunities

Search Results

GRANTS.GOV > Search Grants

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

OPPORTUNITY STATUS:

Forecasted (1)

Posted (17)

Closed (16)

Archived (846)

FUNDING INSTRUMENT TYPE:

All Funding Instruments

Cooperative Agreement (7)

Grant (18)

Other (6)

Procurement Contract (5)

ELIGIBILITY:

Others (see text field entitled 'Additional Information on Eligibility' for clarification) (17)

Private institutions of higher education (17)

Public and State controlled institutions of higher education (18)

Public housing authorities/Indian housing

CATEGORY: [X] Education

ELIGIBILITY: [X] Private institutions of higher education, [X] Public and State controlled institutions of higher education

FUNDING INSTRUMENT: [X] Grant

[Search Tips](#) | [Export Detailed Data](#) | [Manage Searches](#) |

SORT BY: Posted Date (Descending)

DATE RANGE: All Available

1 - 25 OF 478 MATCHING RESULTS: [« Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) ... [20](#) [Next »](#)

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date ↓	Close Date
ND-NOFO-18-106	Youth Leaders as Change Makers	DOS-IND	Posted	04/10/2018	06/11/2018
C-NOFO-18-102	This House Believes That: A U.S.-India Comparative Constitutional Law Debate Project	DOS-IND	Posted	04/10/2018	06/11/2018
ND-NOFO-18-112	Art and Heritage Conservationist Summit	DOS-IND	Posted	04/10/2018	06/11/2018
ND-NOFO-18-110	Let's Get Serious: Comic Videos to Promote Study in the U.S.	DOS-IND	Posted	04/10/2018	06/11/2018
PAR-18-745	Addressing the Challenges of the Opioid Epidemic in Minority Health and Health Disparities Research in the U.S. (R21 Clinical Trial Optional)	HHS-NIH11	Posted	04/10/2018	11/13/2020
PAR-18-747	Addressing the Challenges of the Opioid Epidemic in Minority Health and Health Disparities Research in the U.S. (R01 Clinical Trial Optional)	HHS-NIH11	Posted	04/10/2018	11/13/2020
PA-18-748	Research Supplements to Promote Data Sharing in Cancer Epidemiology Studies (Admin Supp Clinical Trial Not Allowed)	HHS-NIH11	Posted	04/10/2018	07/01/2018
K-NOFO-18-103	Anti-TIP International Youth Champions Conclave	DOS-IND	Posted	04/09/2018	06/08/2018
PAR-18-746	NIDA Mentored Clinical Scientist Development Program Award in Substance Use and Substance Use Disorder Research (K12 Clinical Trial Optional)	HHS-NIH11	Posted	04/06/2018	08/28/2020
RUS-18-01-DLT	Distance Learning and Telemedicine Grant Program	USDA-RUS	Posted	04/05/2018	06/04/2018
PAR-18-742	Exploring Epigenomic or Non-Coding RNA Regulation in the	HHS-	Posted	04/03/2018	02/11/2021

Search results and criteria are reset when the user clicks the Search button

Search results are refreshed when criteria options are changed

Users have ability to export Search Results

What's in a Funding Opportunity?

What's in a Funding Opportunity?

Forecast



GRANTS.GOVSM
FIND. APPLY. SUCCEED.™

HOME LEARN GRANTS™ SEARCH GRANTS APPLICANTS™ GRANTORS™

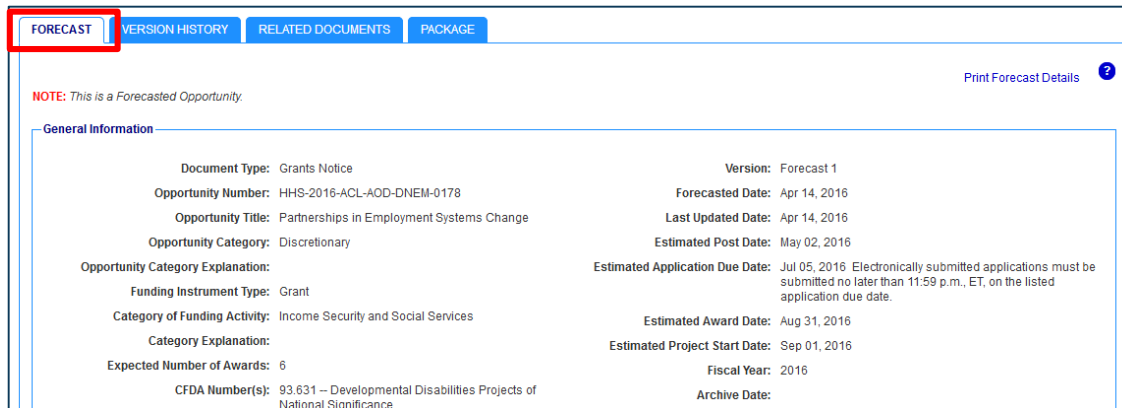
GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY FORECAST

 HHS-2016-ACL-AOD-DNEM-0178
Partnerships in Employment Systems Change
Department of Health and Human Services
Administration for Community Living

A Forecast is a projection of an estimated funding opportunity. Contains information, such as:

- Estimated Post and Due Dates
- Estimated Program Funding Amount
- Estimated Award Date



FORECAST VERSION HISTORY RELATED DOCUMENTS PACKAGE

NOTE: This is a Forecasted Opportunity. [Print Forecast Details](#) ?

General Information

Document Type:	Grants Notice	Version:	Forecast 1
Opportunity Number:	HHS-2016-ACL-AOD-DNEM-0178	Forecasted Date:	Apr 14, 2016
Opportunity Title:	Partnerships in Employment Systems Change	Last Updated Date:	Apr 14, 2016
Opportunity Category:	Discretionary	Estimated Post Date:	May 02, 2016
Opportunity Category Explanation:		Estimated Application Due Date:	Jul 05, 2016 Electronically submitted applications must be submitted no later than 11:59 p.m., ET, on the listed application due date.
Funding Instrument Type:	Grant	Estimated Award Date:	Aug 31, 2016
Category of Funding Activity:	Income Security and Social Services	Estimated Project Start Date:	Sep 01, 2016
Category Explanation:		Fiscal Year:	2016
Expected Number of Awards:	6	Archive Date:	
CFDA Number(s):	93.631 -- Developmental Disabilities Projects of National Significance		

A Forecast can become a funding opportunity Synopsis

What's in a Funding Opportunity?

Synopsis



GRANTS.GOV™
FIND. APPLY. SUCCEED.®

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS

GRANTS.GOV > Search Grants

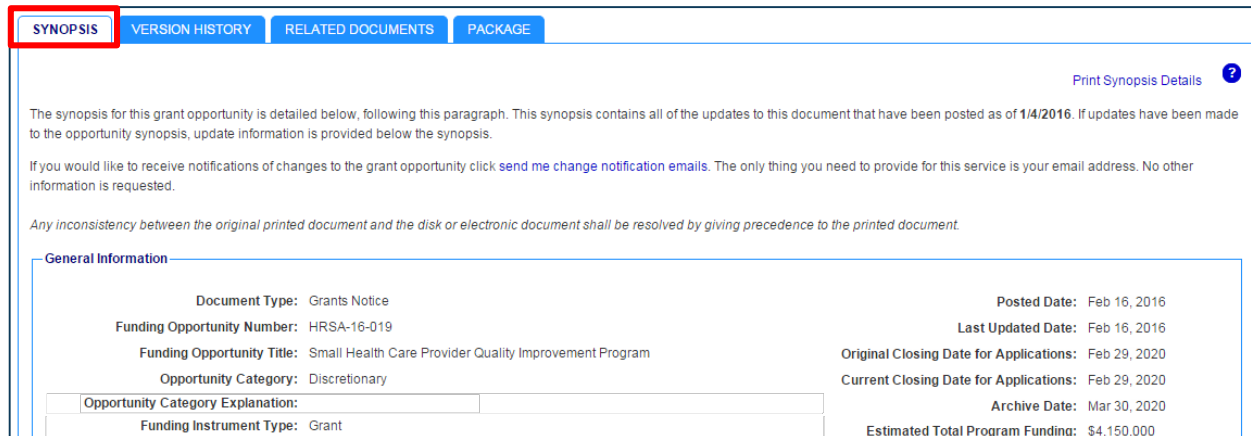
VIEW GRANT OPPORTUNITY

HRSA-16-019
Small Health Care Provider Quality Improvement Program
Department of Health and Human Services
Health Resources and Services Administration

When agencies receive funding, a Forecast can become a funding opportunity Synopsis

The Synopsis contains basic information about the funding opportunity, such as:

- Funding Opportunity Number
- Open/Close date
- Program Funding Amount
- Number of Awards



SYNOPSIS | VERSION HISTORY | RELATED DOCUMENTS | PACKAGE

[Print Synopsis Details](#) ?

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of 1/4/2016. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#). The only thing you need to provide for this service is your email address. No other information is requested.

Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.

General Information

Document Type:	Grants Notice	Posted Date:	Feb 16, 2016
Funding Opportunity Number:	HRSA-16-019	Last Updated Date:	Feb 16, 2016
Funding Opportunity Title:	Small Health Care Provider Quality Improvement Program	Original Closing Date for Applications:	Feb 29, 2020
Opportunity Category:	Discretionary	Current Closing Date for Applications:	Feb 29, 2020
Opportunity Category Explanation:		Archive Date:	Mar 30, 2020
Funding Instrument Type:	Grant	Estimated Total Program Funding:	\$4,150,000

What's in a Funding Opportunity?

Related Opportunities

Agencies may relate multiple funding opportunities with each other to aid the search process

GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY



TEST-OPP-NUMBER-20190221
Test Opportunity Title 20190221
QA AGENCY

[Related Opportunities]

« Back | Link

Apply

Subscribe

SYNOPSIS | VERSION HISTORY | RELATED DOCUMENTS | PACKAGE

Print Synopsis Details ?

General Information

Document Type: Grants Notice Version: Synopsis 1
Funding Opportunity Number: TEST-OPP-NUMBER-20190221 Posted Date: Feb 25, 2019
Funding Opportunity Title: Test Opportunity Title 20190221
Opportunity Category: Discretionary
Opportunity Category Explanation:
Funding Instrument Type: Grant

Related Opportunities

Opportunities related to TEST-OPP-NUMBER-20190221:

Opportunity Number	Opportunity Title	Agency Code	Posted Date	Close Date	Relationship Comments
TEST-130919-SP-GSH	TEST OPPORTUNITY SINGLE PROJECT APPLICATION	GDIT	Sep 24, 2013		FY2019 Version of this Opportunity

Close

Link to the related opportunity



What's in a Funding Opportunity?

Version History

GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY



TEST-OPP-NUMBER-20190221 [Related Opportunities]

Test Opportunity Title 20190221

QA AGENCY

« Back | Link

Apply

Subscribe

SYNOPSIS **VERSION HISTORY** RELATED DOCUMENTS PACKAGE

Print Displayed Version ?

Version History

Click on Version Name to view previous versions of this grant opportunity. Modifications from the previous version are highlighted with a light gray background. For more information on versions, see Online Help.

Synopsis History:		
Version	Modification Description	Updated Date
Synopsis 2	Updated Closing Date to extend the due date to 04/30/2019.	Feb 27, 2019
Synopsis 1		Feb 25, 2019

Forecast History:		
Version	Modification Description	Updated Date
Forecast 2	Updated Archive Date	Feb 25, 2019
Forecast 1		Feb 21, 2019

DISPLAYING: Synopsis 2

General Information

Document Type:	Grants Notice	Version:	Synopsis 2
Funding Opportunity Number:	TEST-OPP-NUMBER-20190221	Posted Date:	Feb 25, 2019
Funding Opportunity Title:	Test Opportunity Title 20190221	Last Updated Date:	Feb 27, 2019
Opportunity Category:	Discretionary	Original Closing Date for Applications:	Mar 31, 2019
Opportunity Category Explanation:		Current Closing Date for Applications:	Apr 30, 2019
Funding Instrument Type:	Grant	Archive Date:	May 30, 2019
Category of Funding Activity:	Science and Technology and other Research and Development	Estimated Total Program Funding:	\$1,000,000
Category Explanation:		Award Ceiling:	\$1,000,000
		Award Floor:	\$500,000

The Version History displays a table with synopsis modifications

To display an earlier version, the user clicks on the desired Version Name

The fields modified are highlighted in gray



What's in a Funding Opportunity?

Full Announcement – Under Related Documents Tab

GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY



TEST-OPP-NUMBER-20190221 [Related Opportunities]
Test Opportunity Title 20190221
QA AGENCY

« Back | Link

Apply

Subscribe

SYNOPSIS

VERSION HISTORY

RELATED DOCUMENTS

PACKAGE

You can retrieve the full Funding Opportunity Announcement (FOA), Request for Applications (RFA), and any supplementary documentation

Print Related Documents List ?

Notification History:

Type	Date	Modification Description
Related Documents	02/27/2019	Updated the Program Announcement.
Related Documents	02/25/2019	Updated Program Announcement

Click on the following link(s) to view the related information:

Description	Link	Last Updated Date/Time
Grants.gov Test Link to Related Documents for TEST-OPP-NUMBER-20190221	https://www.grants.gov	Feb 25, 2019 09:40:50 AM EST

Click on the following file link(s) to download the related document(s):

File Description	File Name	Last Updated Date/Time	File Size
Folder: Full Announcement - TEST-OPP-NUMBER-20190221	TEST-OPP-NUMBER-20190221-Full Announcement - TEST-OPP-NUMBER-20190221.zip	Feb 27, 2019 10:03:51 AM EST	338.6 KB
Eligibility Statement	TEST-OPP-NUMBER-20190221-Eligibility Statement_TestFile.pdf	Feb 25, 2019 09:47:35 AM EST	16.5 KB
Program Announcement (Updated)	TEST-OPP-NUMBER-20190221-ProgramAnnouncement_TestFile - Copy.pdf	Feb 27, 2019 10:03:51 AM EST	348.4 KB

What's in a Funding Opportunity?

Workspace Application and Instructions

GRANTS.GOV™
FIND. APPLY. SUCCEED.®

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

GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY

HHS-2018-ACL-OOA-EJSG-0265
Grants to Enhance State Adult Protective Services
Department of Health and Human Services
Administration for Community Living

Apply Subscribe

SYNOPSIS VERSION HISTORY RELATED DOCUMENTS **PACKAGE**

Select Grant Opportunity Package

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!
Before you can view and complete an application package, you MUST have Adobe Reader installed. Packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the application package, ALL applicants must be using the same software version. [Click for more information on Adobe Reader Compatibility.](#)

OPPORTUNITY PACKAGE(S) CURRENTLY AVAILABLE FOR THIS FUNDING OPPORTUNITY:

CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Actions
00.000	00000	00000	PKG00034717	05/05/2017	05/23/2018	Preview Apply

Click the Package tab to preview the application package forms

Log in to create a workspace to apply

Sign up for emails of changes made to this funding opportunity

Click Preview link to access read-only forms and application instructions

*Any Closed packages associated with the FOA will be listed near the bottom of the Package tab, within a separate grid. No "Apply" action will be available.

Applying with Workspace

Workspace Topics

- What is Workspace?
- Add collaborators in Participants tab
- Complete the application in the Forms tab
- Submit when you are done

What Is Grants.gov Workspace?

The online space on 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.

The screenshot displays the Grants.gov Workspace interface. At the top, there is a navigation menu with options: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below the menu, the breadcrumb path is GRANTS.GOV > Applicants > Manage Workspace. The main heading is 'MANAGE WORKSPACE'. A progress bar shows the current status: 'Created' (checked), 'Fill Out Forms' (active), 'Complete and Notify AOR', 'Submit', and 'Agency Received'. A 'Back' button is also present.

Application details include:
Application Filing Name: 00-579 [Edit Name]
Workspace ID: WS00020165
Workspace Status: In Progress
Opening Date: Feb 20, 2018
AOR Status: Workspace has AOR
Last Submitted Date: ---
Closing Date: Feb 27, 2025
Workspace Owner: [Redacted]
SAM Expiration Date: Jan 01, 2025
UEI: 0000000000000

Navigation tabs include: FORMS, VIEW APPLICATION, ATTACHMENTS, PARTICIPANTS, ACTIVITY, and DETAILS. The 'FORMS' tab is selected.

Workspace Actions: [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 Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Financial Management and System of Internal Controls Questionnaire [V1.1]	Optional	In Progress [Locked]	---	Philip S Shim	Unlock Download Upload Reuse Webform

Workspace: Add Participants

GRANTS GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

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

Application Filing Name: Training Example Workspace [Edit Name]
Workspace ID: WS00015297 Workspace Status: In Progress Opening Date: May 08, 2017
AOR Status: Workspace has AOR Last Submitted Date: --- Closing Date: May 06, 2019
Workspace Owner: Thomas Jefferson SAM Expiration Date: Aug 20, 2020 UEI: 0000000000000

FORMS VIEW APPLICATION ATTACHMENTS **PARTICIPANTS** ACTIVITY DETAILS PREVIEW GRANTOR VALIDATION

Workspace Participants: Export Detailed Data Add from Workspace Organization > Add by Username or Email Address >

1-4 of 4 Records

Username	Participant Name	Phone Number	Email Address	Form Access	Authorized to Submit	Actions
	George Washington	000-000-0000		All	No	Remove Make Owner Manage Access
	Harriet Tubman	000-000-0000		All	No	Remove Make Owner Manage Access
	Martha Washington	1234567890		All	No	Remove Make Owner Manage Access
	Thomas Jefferson	5555555555		All	Yes	Remove Make Owner Manage Access

1-4 of 4 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.

Workspace: Add Participants

Adding Participants:

Click the **Add from Workspace Organization** button to search for a user within your organization

Click the **Add by Username or Email Address** 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

The screenshot shows the 'MANAGE WORKSPACE' page for a workspace named 'Training Example Workspace'. The page includes a progress bar with stages: Created, Fill Out Forms, Complete and Notify AOR, Submit, and Agency Received. Below the progress bar, there are tabs for FORMS, VIEW APPLICATION, ATTACHMENTS, PARTICIPANTS, ACTIVITY, DETAILS, and PREVIEW GRANTOR VALIDATION. The 'PARTICIPANTS' tab is active, showing a table of workspace participants. The table has columns for Username, Participant Name, Phone Number, Email Address, Form Access, Authorized to Submit, and Actions. The Actions column contains links for Remove, Make Owner, and Manage Access for each participant.

Username	Participant Name	Phone Number	Email Address	Form Access	Authorized to Submit	Actions
	George Washington	000-000-0000		All	No	Remove Make Owner Manage Access
	Harriet Tubman	000-000-0000		All	No	Remove Make Owner Manage Access
	Martha Washington	1234567890		All	No	Remove Make Owner Manage Access
	Thomas Jefferson	5555555555		All	Yes	Remove Make Owner Manage Access

Workspace: Add Participants

Core Roles:

- Standard AOR role
- Expanded AOR role*
- Workspace Manager role

***Expanded AOR role** enables a user to view and submit the application for any workspace within the organization. Not all organizations will use this version of the AOR role

MANAGE WORKSPACE

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

Application Filing Name: Training Example Workspace [Edit Name]
Workspace ID: WS00015297
Workspace Status: In Progress
Opening Date: May 08, 2017
Closing Date: May 06, 2019
AOR Status: Workspace has AOR
Last Submitted Date: ---
Workspace Owner: Thomas Jefferson
SAM Expiration Date: Aug 20, 2020
UEI: 00000000000000

Workspace Participants:

Username	Participant Name	Phone Number	Email Address	Form Access	Authorized to Submit	Actions
	George Washington	000-000-0000		All	No	Remove Make Owner Manage Access
	Harriet Tubman	000-000-0000		All	No	Remove Make Owner Manage Access
	Martha Washington	1234567890		All	No	Remove Make Owner Manage Access
	Thomas Jefferson	5555555555		All	Yes	Remove Make Owner Manage Access



Workspace: Add Participants

The screenshot displays the 'MANAGE WORKSPACE' page for a workspace named 'Training Example Workspace'. The page includes a navigation menu at the top with options like HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below the navigation, there are progress indicators for 'Created', 'Fill Out Forms', 'Complete and Notify AOR', 'Submit', and 'Agency Received'. The workspace details section shows the following information:

- Application Filing Name: Training Example Workspace [Edit Name]
- Workspace ID: WS00015297
- Workspace Status: In Progress
- Opening Date: May 08, 2017
- AOR Status: Workspace has AOR
- Last Submitted Date: ---
- Closing Date: May 06, 2019
- Workspace Owner: Thomas Jefferson
- SAM Expiration Date: Aug 20, 2020
- UEI: 0000000000000

The 'PARTICIPANTS' tab is active, showing a table of workspace participants. The table has columns for Username, Participant Name, Phone Number, Email Address, Form Access, Authorized to Submit, and Actions. There are 4 records listed:

Username	Participant Name	Phone Number	Email Address	Form Access	Authorized to Submit	Actions
	George Washington	000-000-0000		All	No	Remove Make Owner Manage Access
	Harriet Tubman	000-000-0000		All	No	Remove Make Owner Manage Access
	Martha Washington	1234567890		All	No	Remove Make Owner Manage Access
	Thomas Jefferson	5555555555		All	Yes	Remove Make Owner Manage Access

Account Types:

- E-Business Point of Contact (EBiz POC)
- Applicant

Access Levels:

- Workspace Owner
- Workspace Participant



Completing Workspace Forms

Key Actions:

- Fill out webforms *(if available)*
- Download and Upload PDF forms
- Lock/Unlock forms
- Reuse forms from other workspace

Unique Entity Identifier (UEI) on Forms

If the field label reads “DUNS”, applicants should enter their DUNS Number. If the field label reads “UEI”, applicants should enter their “SAM UEI”.

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
QA AGENCY

Application Filing Name: Training Example Workspace [Edit Name]
Workspace ID: WS00015297 Workspace Status: In Progress Opening Date: May 08, 2017
AOR Status: Workspace has AOR Last Submitted Date: --- Closing Date: May 06, 2019
Workspace Owner: Thomas Jefferson SAM Expiration Date: Aug 20, 2020 UEI: 00000000000000

FORMS | VIEW APPLICATION | ATTACHMENTS | PARTICIPANTS | ACTIVITY | DETAILS | PREVIEW GRANTOR VALIDATION

Workspace Actions:

Check Application | Sign and Submit | Delete

best practices when Downloading Instructions and Forms: Download Instructions »

Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
Mandatory	In Progress	Apr 10, 2018 10:42:41 PM EDT	---	Lock Download Upload Reuse Webform
Optional	---	---	---	Lock Download Upload Reuse Webform
Optional	In Progress	Apr 10, 2018 10:40:50 PM EDT	---	Lock Download Upload Reuse Webform
Optional	---	---	---	Lock Download Upload Reuse Webform

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
- 15. Estimated Budget

SF-424 (R&R) Version 2.0 OMB Number: 4040-0001 Expiration Date: 10/31/2019

1. TYPE OF SUBMISSION:

Select Type of Submission:

- Pro-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

- 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?:

- A. State Government
- B. County Government**
- C. City or Township Government
- D. Special District Government
- E. Regional Organization
- F. U.S. Territory or Possession
- G. Independent School District
- H. Public/State Controlled Institution of Higher Education
- I. Indian/Native American Tribal Government (Federally Recognized)
- J. Indian/Native American Tribal Government (Other than Federally Recognized)
- K. Indian/Native American Tribally Designated Organization
- L. Public/Indian Housing Authority
- M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
- N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
- O. Private Institution of Higher Education
- P. Individual
- Q. For-Profit Organization (Other than Small Business)
- R. Small Business
- S. Hispanic-serving Institution



11. DESCRIPTIVE TITLE OF APPLICATION:

12. PROPOSED PROJECT:

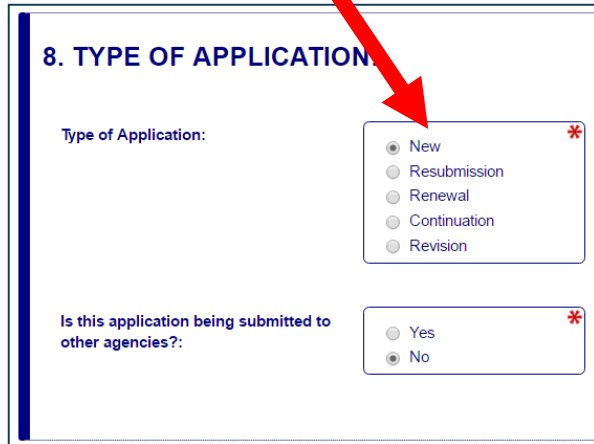
Start Date:

End Date:

April 2018						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Completing Webforms

- Radio buttons (multiple choice)



8. TYPE OF APPLICATION:

Type of Application:

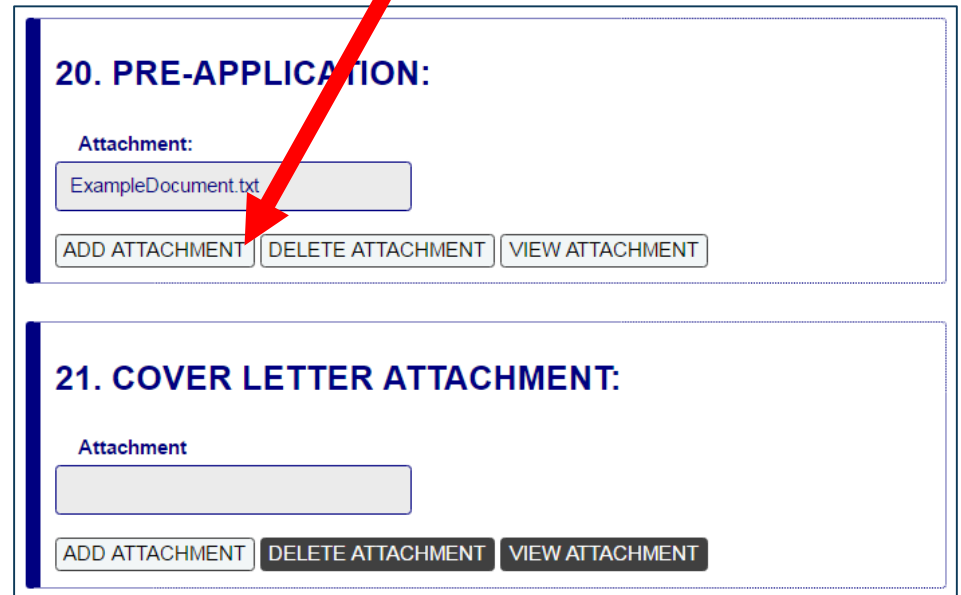
- New
- Resubmission
- Renewal
- Continuation
- Revision

Is this application being submitted to other agencies?:

- Yes
- No

A red arrow points from the top-left towards the radio button options in the 'Type of Application' section.

- 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

A red arrow points from the top-left towards the 'ADD ATTACHMENT' button in the '20. PRE-APPLICATION:' section.

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

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

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

More Features:

- Autosave occurs every 5 minutes
- Complete SF-424 first to pre-populate form fields and save time

Completing Webforms

Applicant's Project
12. Proposed Project
13. Congressional District of Applicant
14. Project Director/Principal Investigator Contact Information
15. Estimated Budget

3. DATE RECEIVED BY STATE:

Date Received by State:

State Application Identifier:

SAVE **CHECK FOR ERRORS** **CLOSE**

- **Save:** Stores your form data & attachments to Workspace

- **Check for Errors:** Form validation & field-level errors

- **Close:** Exits the online form

SUCCESS
Success: Form successfully saved.
OK

OMB Number: 4040-0001
Expiration Date: 10/31/2019

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

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 1-800-618-4728 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: CM-PHSBCTV4-OPP

Opportunity Title: FCN CM-PHSBCTV4-OPP

Opportunity Package ID: FKG00039634

CFDA Number: 00,000

CFDA Description: Not Elsewhere Classified

Competition ID: SP03

Competition Title: Old Version

Opening Date: 06/18/2021

Closing Date: 06/29/2022

Agency: Test Agency Update

Contact Information: Grantor for Package

APPLICANT & WORKSPACE DETAILS:

Workspace ID: W00002714

Application Filing Name: Test WS Submission

UEI: G0TESTUEI000

Organization: QA ORGANIZATION

Form Name: SF424 (R 4 R)

Form Version: 4.0

Requirement: Mandatory

Download Date/Time: Jul 02, 2021 10:00:11 AM EDT

Form State: No Errors

FORM ACTIONS:

CHECK FOR ERRORS SAVE PRINT

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

The image shows a screenshot of the SF 424 (R&R) application form. The form is titled "APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)" and includes an OMB Number of 4040-0001 and an Expiration Date of 10/31/2019. The form is divided into several sections, each with a red border and yellow shading. Section 1, "TYPE OF SUBMISSION", has three radio buttons: "Pre-application", "Application", and "Changed/Corrected Application". Section 2, "DATE SUBMITTED", has a date field and an "Applicant Identifier" field. Section 3, "DATE RECEIVED BY STATE", has a "State Application Identifier" field. Section 4, "Federal Identifier", has two sub-sections: "a. Federal Identifier" and "b. Agency Routing Identifier". Section 5, "APPLICANT INFORMATION", includes fields for "Legal Name", "Department", "Division", "Street1", "Street2", "City", "County / Parish", "State", "Province", "Country", and "ZIP / Postal Code". Section 6, "EMPLOYER IDENTIFICATION (EIN) or (TIN)", has a "7. TYPE OF APPLICANT" dropdown and a "Small Business Organization Type" section. Section 8, "TYPE OF APPLICATION", has radio buttons for "New", "Resubmission", "Renewal", and "Continuation", and checkboxes for "Revision" and "If Revision, mark appropriate boxes". Section 9, "NAME OF FEDERAL AGENCY", has a "NAME" field and a "10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER" field. Section 11, "DESCRIPTIVE TITLE OF APPLICANT'S PROJECT", has a "TITLE" field. Section 12, "PROPOSED PROJECT", has "Start Date" and "Ending Date" fields. Section 13, "CONGRESSIONAL DISTRICT OF APPLICANT", has a "CD" field.

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 & up-front validations

The screenshot shows the Grants.gov workspace management interface. At the top, there is a navigation bar with links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below this, the breadcrumb trail reads GRANTS.GOV > Applicants > Manage Workspace. The main heading is 'MANAGE WORKSPACE'. A progress bar indicates the current status: 'Created' (checked), 'Fill Out Forms' (active), 'Complete and Notify AOR', 'Submit', and 'Agency Received'. A 'Back' button and a help icon are also present.

On the left, there is a logo for 'VIDEO-SUBFORMS - PKG00034725 Training Video for Sub-Forms Access QA AGENCY'. The main content area displays application details for 'Training Example Workspace [Edit Name]'. Key information includes: Workspace ID: WS00015297, Workspace Status: In Progress, Opening Date: May 08, 2017, AOR Status: Workspace has AOR, Last Submitted Date: ---, Closing Date: May 06, 2019, Workspace Owner: Thomas Jefferson, SAM Expiration Date: Aug 20, 2020, and UEI: 00000000000000.

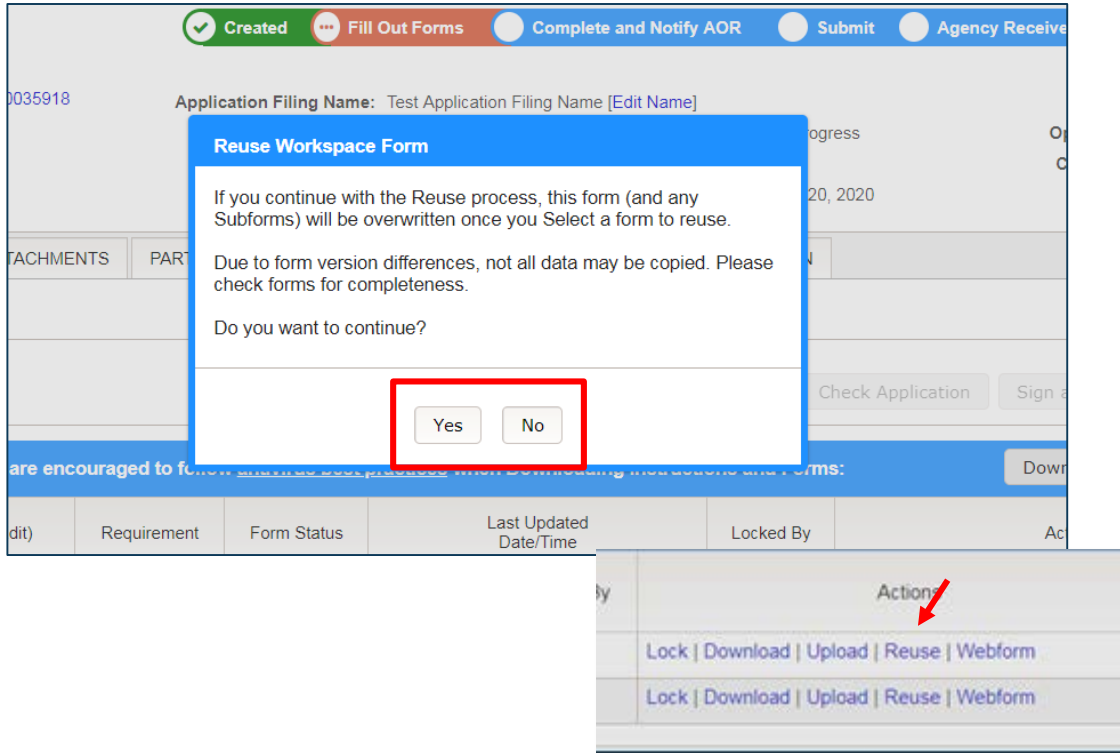
Below the details, there is a navigation menu with tabs for FORMS, VIEW APPLICATION, ATTACHMENTS, PARTICIPANTS, ACTIVITY, DETAILS, and PREVIEW GRANTOR VALIDATION. Under the 'FORMS' tab, there is a 'Workspace Actions' section with buttons for 'Check Application', 'Sign and Submit', and 'Delete'.

A blue banner below the actions section reads: 'Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms:'. A 'Download Instructions' button is available.

The main table lists the forms included in the package:

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	SF424 (R & R) [V2.0]	Mandatory	In Progress	Apr 10, 2018 10:42:41 PM EDT	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	PHS 398 Modular Budget [V1.2]	Optional	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	PHS 398 Training Subaward Budget Attachment(s) Form [V2.0]	Optional	In Progress	Apr 10, 2018 10:40:50 PM EDT	---	Lock Download Upload Reuse Webform
Go To Subforms (1)						
<input type="checkbox"/>	Research & Related Budget [V1.4]	Optional	---	---	---	Lock Download Upload Reuse Webform

Reusing Workspace Forms



- Click Reuse link to import a form from another workspace
- Reusing an old form will overwrite all current form data

Reusing Workspace Forms

FIND. APPLY. SUCCEED.™

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

GRANTS.GOV > Applicants > Manage Workspace > Reuse Workspace Form

Please enter SAM's new UEI in the UEI field. You may also continue to enter DUNS.

REUSE WORKSPACE FORM

TEST AGENCY
CW-NSFSKPEV3-OPP - PKG00039647
FON CW-NSFSKPEV3-OPP
Test Agency Update

Application Filing Name: Test WS Submission Old Version
Workspace ID: WS00023696
Workspace Owner: [Redacted]

Select form to reuse. Please enter criteria and click Search:

Workspace ID: Funding Opportunity Number: Application Filing Name: **Search**

Workspace Status: Workspace UEI: Form Last Updated Date: From: To:

Select form to reuse for SF424 (R & R) [V4.0]:

1-25 of 807 Records

Workspace ID	Workspace UEI	Application Filing Name	Workspace Status	Funding Opportunity Number	Agency Code	Form Version	Form Last Updated Date	Action
WS00023714	GGTESTUEI000	Test WS Submission	In Progress	CW-PHSHSCTV4-OPP	GDIT	V4.0	07/02/2021	Preview Select
WS00023688	GGTESTUEI000	GGF-5826 - Research & Related Senior/Key Person Profile	Submitted	06292021-SA-WS-1	GDIT	V5.0	07/01/2021	Preview Select
WS00023709	GGTESTUEI000	RR-SKP-MAND	Submitted	07012021-SA-WS-1	GDIT	V5.0	07/01/2021	Preview Select
WS00023706	GGTESTUEI000	Test-PTS-07012021-WS01	Submitted	TEST-PTS-RR-ALL	IVV	V4.0	07/01/2021	Preview Select

- Search through past workspace forms with the same form title
- Click Select to import that form into workspace

Reusing Workspace Forms

The screenshot displays the 'MANAGE WORKSPACE' page on Grants.gov. At the top, a navigation bar includes links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below this, a breadcrumb trail shows 'GRANTS.GOV > Applicants > Manage Workspace'. The main heading is 'MANAGE WORKSPACE', followed by a progress bar with steps: Created (checked), Fill Out Forms (active), Complete and Notify AOR, Submit, and Agency Received. A yellow message box states 'Form successfully reused.' Below this, workspace details are shown: Application Filing Name (Test Application Filing Name [Edit Name]), Workspace ID (WS00015267), Workspace Status (In Progress), Opening Date (---), AOR Status (Workspace has AOR), Last Submitted Date (---), Closing Date (Feb 20, 2020), Workspace Owner (Organization Applicant), SAM Expiration Date (Aug 20, 2020), and UEI (0000000000000). A tabbed interface below the details includes 'FORMS', 'VIEW APPLICATION', 'ATTACHMENTS', 'PARTICIPANTS', 'ACTIVITY', 'DETAILS', and 'PREVIEW GRANTOR VALIDATION'. The 'FORMS' tab is active, showing 'Workspace Actions' with buttons for 'Check Application', 'Sign and Submit', and 'Delete'. A blue banner reads 'Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms.' with a 'Download Instructions' button. Below is a table of forms:

Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	SF424 (R & R) [V2.0]	Mandatory	Passed	Apr 24, 2018 02:50:55 PM EDT	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Attachments [V1.2]	Optional	---	---	---	Lock Download Upload Reuse Webform

- Confirmation message appears
- Update or modify the reused form using the Webform or Download links

View Application & Attachments Tabs

View Application Tab
Download entire application or forms with PDF attachments

Attachments Tab
Download the PDF attachments added to application forms

The screenshot shows the 'MANAGE WORKSPACE' page on Grants.gov. The navigation bar includes HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS (selected), GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The breadcrumb trail is GRANTS.GOV > Applicants > Manage Workspace. The workspace name is 'Training Example Workspace'. The status bar shows 'Created', 'Forms Passed', 'Completed and Notified AOR', 'Submitted', and 'Agency Received'. Key details include: Application Filing Name: Training Example Workspace; Workspace ID: WS00015297; Workspace Status: Submitted; Opening Date: May 08, 2017; AOR Status: Workspace has AOR; Last Submitted Date: Apr 10, 2018; Closing Date: May 06, 2019; Workspace Owner: Thomas Jefferson; SAM Expiration Date: Aug 20, 2020; UEI: 0000000000000. The 'VIEW APPLICATION' tab is active. A table of 'Application Forms' is displayed with columns for Form Name / Request Status, Requested By, Requested Date/Time, Completed Date/Time, and Actions. The table contains two rows: 'FORM: SF424 (R & R) [V2.0]' and 'FORM: PHS 398 Training Subaward Budget Attachment(s) Form [V2.0]'. A 'Go To Subforms (1)' button is at the bottom.

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Forms Passed Completed and Notified AOR Submitted Agency Received «Back ?

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

Application Filing Name: Training Example Workspace [Edit Name]
Workspace ID: WS00015297 Workspace Status: Submitted Opening Date: May 08, 2017
AOR Status: Workspace has AOR Last Submitted Date: Apr 10, 2018 Closing Date: May 06, 2019
Workspace Owner: Thomas Jefferson SAM Expiration Date: Aug 20, 2020 UEI: 0000000000000

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS PREVIEW GRANTOR VALIDATION ?

Previously generated Application/Form Views including Attachments are available by clicking Download on the REQUEST rows. For an updated view click the Request action on the Application/Form rows.
For this Opportunity, your Application View will use a Grantor Image service provided by the Grantor Agency. This image includes the full application package, with attachments, exactly as the grant-making Agency will see it.

Application Forms: Refresh Status

Form Name / Request Status	Requested By	Requested Date/Time	Completed Date/Time	Actions
APPLICATION: ALL FORMS Request Grantor Image				
FORM: SF424 (R & R) [V2.0]				Request View
REQUEST: Successful	Thomas Jefferson	Apr 12, 2018 05:12:14 PM EDT	Apr 12, 2018 05:12:19 PM EDT	Download
FORM: PHS 398 Training Subaward Budget Attachment(s) Form [V2.0]				Request View

Go To Subforms (1)

Workspace: Submit Application

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

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Forms Passed Complete and Notify AOR Submit Agency Received

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

Application Filing Name: Training Example Workspace [Edit Name]
Workspace ID: WS00015297 Workspace Status: In Progress
AOR Status: Workspace has AOR Last Submitted Date: --- Opening Date: May 08, 2017
Closing Date: May 06, 2019
Workspace Owner: Thomas Jefferson SAM Expiration Date: Aug 20, 2020
UEI: 00000000000000

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS PREVIEW GRANTOR VALIDATION

Workspace Actions:

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 Edit)	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 type="checkbox"/>	PHS 398 Modular Budget [V1.2]					Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	PHS 398 Training Subaward Bud					Lock Download Upload Reuse Webform
<input type="checkbox"/>	Research & Related Budget [V1.4]					Lock Download Upload Reuse Webform

Sign and Submit

To continue to submit the application package, click 'Sign and Submit' button below to complete the process. Otherwise, click 'Cancel'.

Is this a changed/corrected application? Yes No

Previous Grant Tracking Number:

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
- Related this submission with a past submission, if applicable

Tracking Your Application Submission

After Submitting Your Application

- Make sure you receive an on-screen confirmation receipt
- Document your Grants.gov Tracking Number
- The date/time stamp is the official time of submission
- You will also receive email confirmations

Submission Confirmation Messages

Grants.gov Submission Receipt Email

- Your application has been received by Grants.gov
- Grants.gov E-mail Verifying Receipt *(with Track My Application URL)*

Grants.gov Submission Validation or Rejection Email

- Grants.gov E-mail Verifying Successful Submission
- **OR** Rejection Due to Errors with a description of issue

Transmission to Agency

- The Agency has received the Agency Retrieval Email from Grants.gov

Agency Emails

- The Agency may also send you an agency tracking number, notes, or other confirmation emails

Tracking Your Application

Details Tab of Submitted Workspace

Track your application status and information by accessing the **Details tab** of the submitted Workspace

Click on the **Details** link to view the Submission Details

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

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created Forms Passed Completed and Notified AOR Submitted Agency Received eBack ?

OPPORTUNITY-GG-T1306 - PKG00037387
Full PDF view from Manage Workspaces
IVV Test Agency

Application Filing Name: Workspace-Full PDF view from Manage Workspaces [Edit Name]
Workspace ID: WS00018494 Workspace Status: Submitted Opening Date: Jul 02, 2019
AOR Status: Workspace has AOR Last Submitted Date: Jul 02, 2019 Closing Date: Jul 31, 2019
Workspace Owner: Testing My Testing SAM Expiration Date: Jan 01, 2025 UEI: 0000000000000

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY **DETAILS**

Workspace Details:

DUNS: 00000000000000 Created on: Jul 02, 2019
Organization: ITS Test DUNS Last Activity Date: Jul 02, 2019

Package Details:

CFDA: 10.001 – Agricultural Research Basic and Applied Research
Competition ID – Title: 45 – Full PDF view from Manage Workspaces
Contact Information: Testing My Testing
test
E-mail: test360.2014@gmail.com
Phone: 6789587999999

Workspace Grant Tracking Numbers: Export Detailed Data ?

1-1 of 1 Records

Grants.gov Number	Date/Time Received	Status	Status Date	Submitted By	Agency Tracking Number	Actions (Click Details to Download)
GRANT10606662	Jul 02, 2019 06:53:17 AM EDT	Validated	Jul 02, 2019 06:53:28 AM EDT	Testing My Testing	---	Details

1-1 of 1 Records

Tracking Your Application

Submission Details of Submitted Workspace

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

GRANTS.GOV > Applicants > Manage Workspace > Submission Details

SUBMISSION DETAILS

Submission Details:

Grant Tracking Number:	GRANT10606662	UEI:	000000000000
Submission Method:	Workspace – WS00018494	AOR Name:	Testing My Testing
Funding Opportunity Number – Title:	OPPORTUNITY-GG-T1306 – Full PDF view from Manage Workspaces	Application Filing Name:	Workspace-Full PDF view from Manage Workspaces
CFDA:	10.001 – Agricultural Research Basic and Applied Research	Requested Amount:	\$78
Competition ID – Title:	45 – Full PDF view from Manage Workspaces	Agency Tracking Number:	---
Opportunity Package ID:	PKG00037387	Status:	Validated
Date/Time Received:	Jul 02, 2019 06:53:17 AM EDT	Status Date/Time:	Jul 02, 2019 06:53:28 AM EDT

Submission Forms/Attachments Received:

Form Name/Attachment File Name	File Size
FORM: SF424 (R & R) [V3.0]	
▼ FORM: Attachments [V1.2]	
AttachmentForm_1_2-ATT1-1234-WS00010948-Standardized_Work_Plan-V1.0.pdf	198.3 KB
AttachmentForm_1_2-ATT2-1235-WS00016662-BudgetNarrativeAttachments_1_2-V1.2.pdf	197.9 KB

Download ZIP provides a zip file of the submission

Download Full PDF provides a single PDF file of the submission

Recommendation: Download a copy of the submitted application for offline record-keeping and to verify the contents of each file in the zip. To download the zip file or full PDF, the submitted application must be in one of the following statuses: Validated, Received by Agency, or Agency Tracking Number Assigned.

Note: For opportunities that provide the Grantor Image service, applicants will need to Request Grantor Image from the View Application tab to download the full PDF (with attachments).

Tracking Your Application

Track My Application Page

GRANTS.GOV > Applicants > Track My Application

TRACK MY APPLICATION

GRANT APPLICATIONS

- » How to Apply for Grants
- » Track My Application

APPLICANT RESOURCES

- » Workspace Overview
- » Applicant Eligibility
- » Organization Registration
- » Applicant Registration
- » Applicant Training
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages

Track and check the status of your submitted applications

To track Grants.gov submissions, enter up to five Grants.gov tracking numbers, one per line and click the "Track" button. (Example format: GRANT99999999)

Help: Support Center
Contact the Grants.gov Support Center to get help from a representative.
Email us at support@grants.gov or visit our Support page.

Please note, this only confirms that an application was successfully retrieved by the awarding agency. Thereafter in the process, the awarding agency reviews and processes the applications independent of Grants.gov, and they do not report the status to Grants.gov.

May also track application status by entering Grant Tracking Number.

Status information:

- Received
- Validated
- Rejected with Errors
- Retrieved by Agency
- Agency Tracking Number Assigned

Applicant Management

Applicant Management

Key Actions

- Users with Expanded AOR role can perform workspace actions at organization level
- EBiz POC cannot submit a workspace

GRANTS.GOV > Applicant Center

APPLICANT CENTER

WELCOME:
Thomas Jefferson

GRANT APPLICATIONS

- » How to Apply for Grants
- » Apply Now
- » Manage Workspaces
- » Check Application Status

APPLICANT MANAGEMENT

- » Manage Applicants
- » Manage Certificates
- » Manage Organization Profile
- » Manage Organization Roles

APPLICANT RESOURCES

- » Workspace Overview
- » Applicant Eligibility
- » Applicant Training
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages

GRANTS.GOV > Applicants > Manage Workspaces

Please enter SAM's new UEI in the UEI field. You may also continue to enter DUNS.

MANAGE WORKSPACES

Please enter criteria and click Search:

Funding Opportunity Number: Workspace ID: Workspace Status:

Funding Opportunity Title: UEI: New

Opportunity Package ID: Application Filing Name: In Progress

Workspace Owner: Last Activity Date: From: To: Ready for Submission

Grant Tracking Number: Submitted

Archived

Search

Results: [Export Detailed Data](#)

1-25 of 392 Records

Workspace ID	UEI	Workspace Status	Funding Opportunity Number	Closing Date	Application Filing Name	Workspace Owner	Last Activity Date	Actions
WS00023696	GGTESTUEI000	In Progress	CW-NSFSKPEV3-OPP	06/30/2022	Test WS Submission Old Version	Betty Rubble	07/02/2021	Copy Manage
WS00023714	GGTESTUEI000	In Progress	CW-PHSHSCTV4-OPP	06/29/2022	Test WS Submission	Betty Rubble	07/02/2021	Copy Manage
WS00023688	GGTESTUEI000	Submitted	06292021-SA-WS-1	06/29/2022	GGF-5626 - Research &	Salman Arshad	07/01/2021	Coov Manage

Manage a User's Roles

MANAGE APPLICANTS



Please enter criteria and click Search:

Username: First Name: Last Name:

Applicants for GGTESTUEI000:

1-1 of 1 Records

Username	First Name	Middle Initial	Last Name	Email Address	Phone Number	Has Roles	Account Status	Actions
benfranklin	Ben	---	Franklin	ben@history.gov	000-000-0000	No	Active	Delete Manage Roles Manage Workspace Access

Manage Roles for Applicant

Applicant Profile:

Username: benfranklin Email Address: ben@history.gov Name: Ben Franklin
Job Title: Sr. Electrical Engineer UEI: GGTESTUEI000

Applicant Workspace Access:

Current Access	Number of Workspaces	Number of Active Workspaces
Participant	7	1
Owner	0	0

Applicant Roles:

Assigned Roles:

- Expanded AOR [Details]
- Standard AOR [Details]
- Workspace Manager [Details]
- CR-1 (Create Only) [Details]
- MP for Org [Details]
- PA for Org [Details]
- SA for ORg [Details]
- SA-11132019 [Details]
- SA-Sbmt [Details]
- SA-sbmt org [Details]
- WS-MNGR [Details]

Key Actions

- Users with Expanded AOR role can assign/reassign roles

Manage a User's Workspace Access

MANAGE APPLICANTS



Please enter criteria and click Search:

Username: First Name: Last Name:

Applicants for GGTESTUEI000:

1-1 of 1 Records

Username	First Name	Middle Initial	Last Name	Email Address	Phone Number	Has Roles	Account Status	Actions
benfranklin	Ben	---	Franklin	ben@history.gov	000-000-0000	No	Active	Delete Manage Role Manage Workspace Access

MANAGE WORKSPACE ACCESS



Applicant:

Applicant Name: Ben Franklin UEI: GGTESTUEI000 Applicant Role(s): None

Please enter criteria and click Search:

Workspace Statuses: New In Progress Ready for Submission Submitted Archived

Workspace Owner First Name:

Workspace Owner Last Name:

Applicant Workspaces:

1-1 of 1 Records

Workspace ID	Application Filing Name	Funding Opportunity Number	CFDA	Competition ID	Opportunity Package ID	Workspace Status	Workspace Owner	Actions
WS00015306	View Application - Many RR forms test	KV-MOST-RR	00.000	SP1	PKG00034713	In Progress	tomtest134user44 tomtest134user44	Remove

1-1 of 1 Records

Key Actions

- Users with Expanded AOR role can manage workspace access

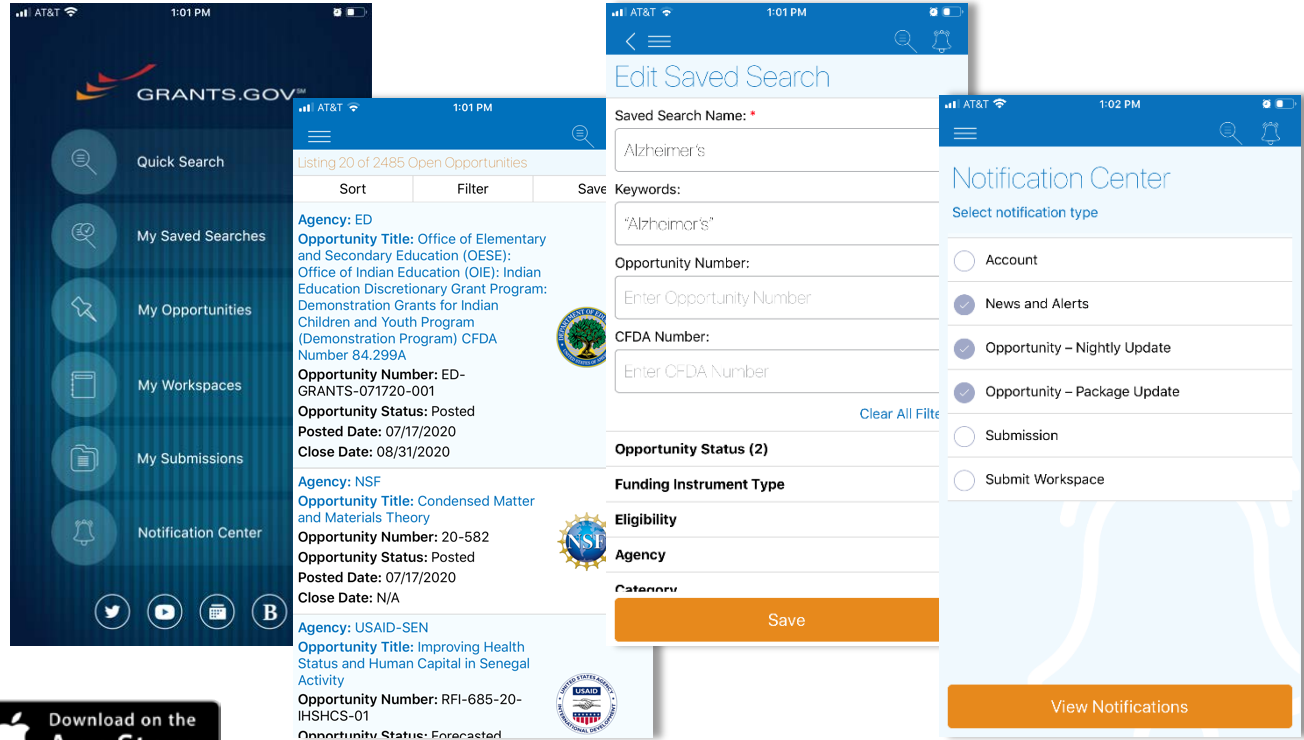


Grants.gov Mobile App

Download the Mobile App

Key Actions

- Search for grants on the go
- Add and edit Saved Search queries
- Receive Notifications about new opportunities and submitted applications
- Submit completed applications within the app
- Available on Google Play and Apple's App Store



GET IT ON
Google Play

Download on the
App Store

Tips for Applicants

Tips for Applicants

Crafting Grant Proposals and Submitting Applications

- Register and submit early
- Thoroughly read and follow all of the instructions provided by the agency
- Fill out SF-424 forms first
- Include sufficient program and budget details
- Recommend completing the optional forms in the application
- Limit application file size / file name characters (50 characters or less)
- Use only UTF-8 characters in file names
- Use correct DUNS number (Unique Entity Identifier or UEI) when creating a workspace
- Make sure you have Grants.gov compatible PDF software (Adobe Reader)

Connect with Grants.gov

Applicant Support Center available 24/7 (closed on Federal holidays)

support@grants.gov | 1-800-518-4726 (toll-free) | 1-606-545-5035 (international)



Follow us on Twitter:
[@grantsdotgov](https://twitter.com/grantsdotgov)



Video tutorials
on [YouTube](https://www.youtube.com)

Community Blog

Subscribe to our blog:
[Blog.Grants.gov](https://www.blog.grants.gov)



Bookmark for
[System Alerts](#)



Grants.gov Mobile App



Bookmark our
[Online Help](#)



Email Newsletter & Alerts:
Community@grants.gov

