



How to Use Workspace

Setting up a Grants.gov Account

Grants.gov Workspace is a new submission process that is very similar to NSF Fastlane and NIH ASSIST. This tool allows you to download the necessary documents, edit, save and upload into Workspace. This allows our office and you to edit, work and view the documents on the cloud instead of saving the packet then emailing back and forth.

Listed below are the instructions to help you:

Setting up an account with grants.gov

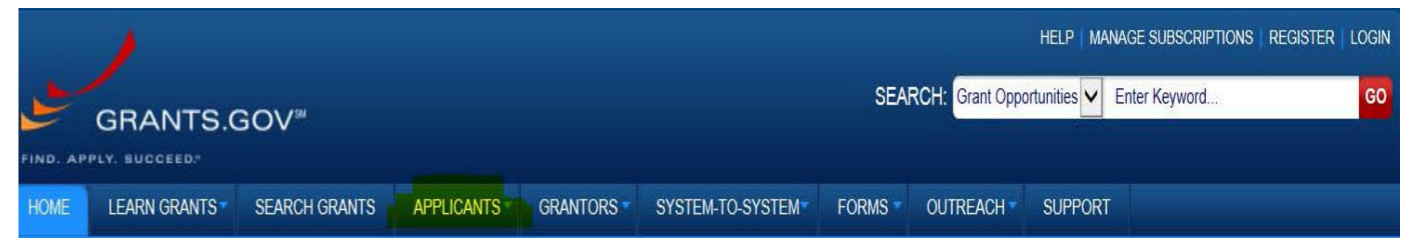
In order to use Workspace, you will need to register with grants.gov. Once you have registered with grants.gov and our office has given you workspace permission, you may log into Workspace, set up your application and begin working on your application.

If at any time you are having difficulty, please call the Office of Research and Sponsored Programs at 419.530.2844 (MC) or 419.383.4252 (HSC) and someone will be happy to assist you.

The process of setting up your account and getting onto your workspace takes less than 5 minutes.

How to Set Up an Account with Grants.gov

1. Follow the link to begin: <http://www.grants.gov>
You will see tabs at the top of the website
2. Click on **APPLICANTS**.
3. Go to **APPLICANT RESOURCES**
4. Left Click on **ORGANIZATION REGISTRATION**



Setting Up a Grants.gov Account

How to Set Up an Account with Grants.gov

5. Left Click on **CREATE USERNAME AND PASSWORD**
You will need the UT DUNS number: 051623734
6. Enter the UT DUNS number and Left Click on the **REGISTER** button

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SEARCH: Grant Opportunities Enter Keyword... GO

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

GRANTS.GOV > Register > Register With Grants.Gov As Organization Applicant

REGISTER WITH GRANTS.GOV AS ORGANIZATION APPLICANT

Before you can register as organization applicant with Grants.gov, you will need to obtain a DUNS number and complete registration in SAM. This process can take up to 4 weeks. Once you have completed these two items, enter your organization DUNS or DUNS+4 number below and press the "Register" button.

Once your DUNS number has been verified, you can submit your registration to Grants.gov. An e-mail will be generated to your organization's E-Business Point of Contact.

To register for a username and password, enter the organization's **DUNS OR DUNS+4 Number** and then click the "Register" button below.

Step 1: Complete the **DUNS OR DUNS+4 Number** field.
Step 2: Click the **Register** button.

DUNS or DUNS+4 Number

Tips for registering:

- Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number and to determine if your organization is registered with the SAM. If your organization does not know its DUNS Number, call Dun & Bradstreet at 1-866-705-5711 and follow the automated prompts to obtain this information. If your organization is not registered with SAM, apply by phone (1-866-606-8220) or register online at <http://www.sam.gov>.
- Once you have a DUNS number and are registered with SAM, you must create a Grants.gov account to begin the process of applying for federal grants.
- Grants.gov currently supports associating only one DUNS number per credential. A future enhancement is planned to provide the ability to assign multiple DUNS numbers to a credential.
- Registering with Grants.gov is a simple process. Guidance on this process is included in the tutorial, user guide and Help section of this site. Please click on the Applicant tab for further assistance.

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GRANTS.GOV > Applicants > Organization Registration

ORGANIZATION REGISTRATION

APPLICANT ACTIONS

- Apply for Grants
- Track My Application

APPLICANT RESOURCES

- Applicant Eligibility
- Individual Registration
- Organization Registration**
 - STEP 1: Obtain DUNS Number
 - STEP 2: Register with SAM
 - STEP 3: Username & Password
 - STEP 4: AOR Authorization
 - STEP 5: Track AOR Status
- Workspace Overview
- Applicant Tools & Tips
- Applicant FAQs
- Adobe Software Compatibility
- Submitting UTF-8 Special Characters
- Encountering Error Messages

Registering as an Organization

Before applying for a funding opportunity, your organization needs to register with Grants.gov, and so do you as an Authorized Organization Representative (AOR). We recognize registration activities are not fun and take up your time, but these are parts of the security process the U.S. Government must use to prevent fraud and abuse of funds. Below are instructions for registering as an organization.

An **organization** is an entity that submits grant applications on behalf of the group, such as a state government, nonprofit organization, or a private business. Registering as an organization has five main steps. Below is an overview of the registration process. Click one of the steps to view more detailed instructions.

Please make sure to begin registration early, as the process takes between three business days and three weeks. If you do not complete your registration by the submission deadline, then you are unlikely to be allowed to submit an application. You should contact the agency point of contact listed on the grant opportunity to discuss that agency's policy.

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

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

Reach Out and Get Help
Contact the Grants.gov Support Center to get help from a Contact Center Representative.

Email us at support@grants.gov or visit our [Support page](#).

1. Obtain a DUNS Number

How do I get a DUNS number?	Call 1-866-705-5711 or access the Dun & Bradstreet website http://fedgov.dnb.com/webform	How long does this step usually take?	1-2 business days
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2. Register with SAM

How do I register with the System Award Management (SAM)?	Access https://www.sam.gov . You'll also need the authorizing official of your organization and an Employer Identification Number (EIN).	How long does this step usually take?	7-10 business days (2 more weeks to acquire an EIN)
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3. Create Username and Password

How do I create a username and password with Grants.gov?	Complete your Authorized Organization Representative (AOR) profile and create your username and password . You'll need to use your organization's DUNS Number.	How long does this step usually take?	Same day
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NOTE: Passwords expire every 60 days and accounts inactive for 1 year or more result in removal of all account roles. For more Account Management information, review the [Applicant FAQs](#).

4. Authorize the AOR

How is my request for AOR access authorized by the EBiz POC?	Request approval, then your organization's EBiz POC must log in to Grants.gov to confirm you as an AOR.	How long does this step usually take?	Same day (depends on your EBiz POC)
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5. Track AOR Status

How do I track my AOR status?	Log in to Grants.gov and look at the Applicant Center welcome box for your current status.	How long does this step usually take?	Same day
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Setting Up a Grants.gov Account

How to Set Up an Account with Grants.gov

- Once you click on the **REGISTER** button, you will get to this screen. Fill out the information and Left Click on the **CONTINUE** button. *Congratulations! You are now registered as a grants.gov user.*
- Now that you are registered, log into your account using the username and password you just set up.

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HELP | MANAGE SUBSCRIPTIONS | REGISTER | LOGIN

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GRANTS.GOV > Register > Register With Grants.gov As Organization Applicant > Organization Applicant Registration

ORGANIZATION APPLICANT REGISTRATION

Please enter your information below.

- 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.)

* First Name: MI: * Last Name:

* Job Title: DUNS:

* Telephone: * Email:

* Secret Question:

* Secret Answer:

* UserName:

* Password: * Confirm Password:

Your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); at least one (1) number (0-9); and at least one (1) special character (e.g. ! @ # \$ % ^ & *).

Continue

Getting to Workspace on Grants.gov

You can get to workspace through the Grant Opportunity. Once you select the grant opportunity you wish to apply for, you will get the following screen below.

Under Actions Column: Left Click on **SELECT PACKAGE**

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GRANTS.GOV > View Opportunity

VIEW GRANT OPPORTUNITY

« Back | Link

 **G16AS00001**
USGS Non-Competitive Assistance FY 2016 - National Grants Branch
Department of the Interior
Geological Survey

SYNOPSIS | VERSION HISTORY | RELATED DOCUMENTS | **PACKAGE**

Print Package List ?

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.](#)

Below is a list of the Opportunity Package(s) currently available for the Funding Opportunity.
Click the corresponding link to continue.

CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Workspace Compatible	Actions
15.808	G16AS00001	USGS Non-Competitive Assistance FY 2016 - National Grants Branch	PKG00218757	09/29/2015	09/30/2016	Yes	Select Package

Getting to Workspace on Grants.gov

VIEW GRANT OPPORTUNITY

« Back | Lin



G16AS00001
USGS Non-Competitive Assistance FY 2016 - National Grants Branch
Department of the Interior
Geological Survey

SYNOPSIS VERSION HISTORY RELATED DOCUMENTS PACKAGE

« Back to Packages | Print Package Details ?

You have chosen the following Opportunity Package:

Funding Opportunity Number – Title: G16AS00001 – USGS Non-Competitive Assistance FY 2016 - National Grants Branch
Opportunity Package ID: PKG00218757
CFDA: 15.808 – U.S. Geological Survey_ Research and Data Collection
Competition ID – Title: G16AS00001 – USGS Non-Competitive Assistance FY 2016 - National Grants Branch
Agency: Department of the Interior – Geological Survey
Opening Date: Sep 29, 2015
Closing Date: Sep 30, 2016

 Please review [Applicant FAQs](#) as you prepare and submit your application.

To be notified of any changes to the opportunity package before the closing date, you will need to submit an email address. Your email address will allow us to email you in the event this opportunity package is changed and republished on Grants.gov before its closing date.

Email:

Confirm Email:

No, I do not wish to provide my email address



Enter the email address you would like grants.gov to use to communicate with you before the closing date. The confirm the email address.

Left Click on the **SUBMIT** button.

Getting to Workspace on Grants.gov

You will come to the following screen.

Use option 2. Click on the link and you will see the following:


Give it an Application Filing Name and click on **CREATE WORKSPACE**. This will take you to the workspace and where you can download the necessary forms and work on them.

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GRANTS.GOV > View Opportunity

VIEW GRANT OPPORTUNITY

 **G16AS00001**
USGS Non-Competitive Assistance FY 2016 - National Grants Branch
Department of the Interior
Geological Survey

Link

SYNOPSIS VERSION HISTORY RELATED DOCUMENTS **PACKAGE**

« View Packages | Print Package Details ?

You have chosen the following Opportunity Package:

Funding Opportunity Number – Title: G16AS00001 – USGS Non-Competitive Assistance FY 2016 - National Grants Branch
Opportunity Package ID: PKG00218757
CFDA: 15.808 – U.S. Geological Survey_ Research and Data Collection
Competition ID – Title: G16AS00001 – USGS Non-Competitive Assistance FY 2016 - National Grants Branch
Agency: Department of the Interior – Geological Survey
Opening Date: Sep 29, 2015
Closing Date: Sep 30, 2016

Please review Applicant FAQs as you prepare and submit your application.

Option 1: Download Instructions and Package
Download Instructions and Package by clicking the appropriate button below. Instructions will open directly in your browser and can be saved to your computer. Packages must be saved directly to your computer. You do not need Internet access to read the Instructions or the Package once you save them to your computer.

Download Instructions »
Download Package »

Option 2: Create a Grants.gov Workspace
Create a Workspace, where your organization's applicants can download, complete, and upload individual forms of an opportunity package.
[Learn more about Workspaces »](#)

***Application Filing Name:**

Create Workspace »

The following Workspaces were previously created for this Opportunity Package.

AVAILABLE WORKSPACES:

Workspace ID	Date Created	Owner	Phone Number	Actions
WS00001125	12/04/2015	Amy Lingle	419-530-4459	Manage Workspace

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GRANTS.GOV > Applicants > Manage My Workspace

MANAGE MY WORKSPACE ?

G16AS00001 - PKG00218757
USGS Non-Competitive Assistance FY 2016
- National Grants Branch
Department of the Interior
U. S. Geological Survey

Application Filing Name: Song Qian-Supplement [\[Edit Name\]](#)

Workspace ID: WS00001125

AOR Status: Active

Workspace Owner: Amy Lingle

Workspace Status: New

Last Submitted Date: ---

SAM Expiration Date: Jul 15, 2016

Opening Date: Sep 29, 2015

Closing Date: Sep 30, 2016

FORMS **PARTICIPANTS** ACTIVITY DETAILS

Workspace Actions:

[Preview](#) [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	Requirement	Form Status	Upload Count	Last Uploaded Date	Locked By	Actions
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	In Progress	---	---	---	Lock Download Upload
<input checked="" type="checkbox"/>	Project Narrative Attachment Form [V1.1]	Mandatory	---	---	---	---	Lock Download Upload
<input checked="" type="checkbox"/>	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	---	---	---	---	Lock Download Upload
<input checked="" type="checkbox"/>	Assurances for Non-Construction Programs (SF-424B) [V1.1]	Mandatory	---	---	---	---	Lock Download Upload

This will take you to the workspace and where you can download the necessary forms and work on them.

Getting to Workspace on Grants.gov

GRANTS.GOV **MANAGE MY WORKSPACE**

G16AS00001 - PKG00218757
USGS Non-Competitive Assistance FY 2016
- National Grants Branch
Department of the Interior
U. S. Geological Survey

Application Filing Name: Song Qian-Supplement [Edit Name]
Workspace ID: WS00001125
AOR Status: Active
Workspace Owner: Amy Lingle

Workspace Status: New
Last Submitted Date: --
SAM Expiration Date: Jul 15, 2016

Opening Date: Sep 29, 2015
Closing Date: Sep 30, 2016

FORMS **PARTICIPANTS** ACTIVITY DETAILS

Workspace Participants: Export Detailed Data **Add Participants »**

1-1 of 1 Records

Participant Name	Phone Number	Email	Owner	AOR Role	Manage Workspace Role	Actions
Amy Lingle	419-530-4459	amy.lingle@utoledo.edu	Yes	Yes	Yes	Remove Make Owner

1-1 of 1 Records

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- Once you are in the workspace, Left Click on the **PARTICIPANTS** tab. You will need to add the grant coordinator you are working with as a participant as they have AOR status.
You must select a participant with AOR status. Only those with AOR access are able to submit your proposal.
- Left Click on **ADD PARTICIPANTS** button

Getting to Workspace on Grants.gov

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GRANTS.GOV > Applicants > Manage My Workspace

MANAGE MY WORKSPACE

G16AS00001 - PKG00218757 Application Filing Name: Song Qian-Supplement [Edit Name]

Add Participants to this Workspace

Please enter criteria and click Search:

First Name: Last Name: Role: All Active Applicants Search

First Name	Last Name	Phone Number	Email	AOR Role	ADD
Amanda	Bryant-Friedrich	419-530-1940	amanda.bryant-friedrich@utoledo.edu	No	<input type="checkbox"/> Add
Amanda	Bryant-Friedrich	419-530-1940	amanda.bryant-friedrich@utoledo.edu	No	<input type="checkbox"/> Add
Angela	Rossbach	4193834252	angela.rossbach@utoledo.edu	Yes	<input type="checkbox"/> Add
Angela	Rossbach	4193834252	angela.rossbach@utoledo.edu	Yes	<input type="checkbox"/> Add
Carol	Stepien	4195308362	carol.stepien@utoledo.edu	No	<input type="checkbox"/> Add
Carol	Stepien	4195308362	carol.stepien@utoledo.edu	No	<input type="checkbox"/> Add
Kevin	Egan	419-530-4148	kevin.egan@utoledo.edu	No	<input type="checkbox"/> Add
Kevin	Egan	419-530-4148	kevin.egan@utoledo.edu	No	<input type="checkbox"/> Add
Kourtney	Phillips	419-383-4252	Kourtney.Phillips@UToledo.edu	Yes	<input type="checkbox"/> Add
Kourtney	Phillips	419-383-4252	Kourtney.Phillips@UToledo.edu	Yes	<input type="checkbox"/> Add

Save Cancel

- Once you get to this screen, click on **ROLE** and do a search for all **AOR ROLE**. This will pull up the names of those that have the AOR roles.
- Find the name of your grant coordinator and Left Click on **ADD** tab. *You must select a participant with AOR status. Only those with AOR access are able to submit your proposal.*
- Left Click on **SAVE** button.
- This screen is also where you will add other members who will need access to the proposal.



The University of Toledo
Office of Research & Sponsored Programs

Grants Coordinators

Main Campus

Phone: 419.530.2844 | Fax: 419.530.2841
Mail Stop 944

- [Billie Brunn](#)
Grants Coordinator 1
- [Robin Lanz](#)
Grants Coordinator 3
- [Linda Solarek](#)
Grants Coordinator 2

Health Science Campus

Phone: 419.383.4252 | Fax: 419.383.4262
Mail Stop 1020

- [Kourtney Phillips](#)
Grants Coordinator 3
- [Angela \(Rossbach\) Skellie](#)
Grants Coordinator 2