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:

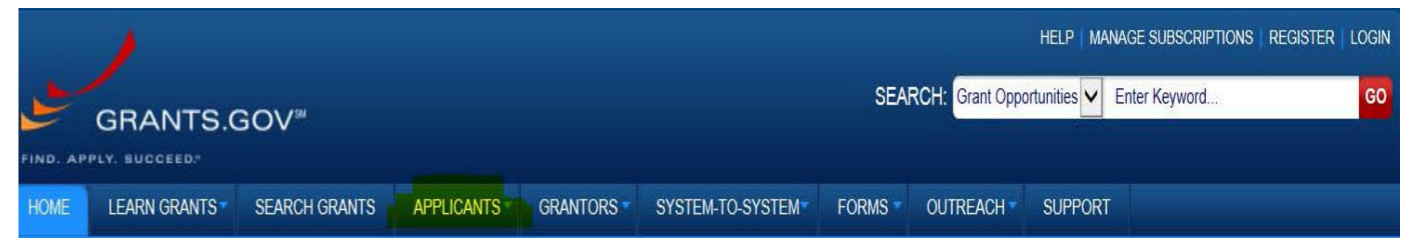**Setting up an account with grants.gov**
In order to use Workspace, you will need to register with grants.gov. Once you have registered with grants.gov and our office has given you workspace permission, you may log into Workspace, set up your application and begin working on your application.

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**

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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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7. 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.*

8. Now that you are registered, log into your account using the username and password you just set up.

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**

Getting to Workspace on Grants.gov

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.

Getting to Workspace on Grants.gov

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Getting to Workspace on Grants.gov

- Once you are 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 wit AOR access are able to submit your proposal.

- Left Click on **ADD PARTICIPANTS** button

Getting to Workspace on Grants.gov

- 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

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- **Billie Brunn**
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