

Office of Sponsored Programs (OSP) Roundtable

Grants.gov Workspace

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Agenda

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



OSP Roundtable - Grants.gov Workspace

Grants.gov Overview





What is Grants.gov?



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



Federal eRA Proposal Submission Systems

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

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



How are proposals currently submitted to Grants.gov?

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

GRANTS	GOV" Grant Application Package Print Cancel
Deportunity Title: Differing Agency: DFDA Number:	Population Health Interventions: Integrating Individual National Institutes of Health
CFDA Description: Dpportunity Number Competition ID:	200-20-280
Opportunity Open De Opportunity Close D	647 647 222
Agency Contact:	#RA Service Desk Honday to Friday 7 am to 9 pm RT http://grants.nih.gov/support/
	Is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or nt, academia, or other type of organization.
Application Filing N	me: Seguin 10/5/17
Select Forms to	Complete
Mandatory	Save & Submit Check Package for Errors
8F424	R&R
PHS 35	8 Cover Page Supplement
Resear	ch And Related Other Project Information
Project	Performance Site Location(s)
Resear	ch and Related Senior/Key Person Profile (Expanded)
PHS 30	8 Research Plan
Optional	
X Resear	ch & Related Budget
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If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this scneen. You will then need to locate the cornect Federal funding opportunity, download its application and then apply.



What is Grants.gov changing?

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



What does this mean for Cornell?

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

Grants.gov Workspace 2016

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



OSP Roundtable - Grants.gov Workspace Workspace Overview



What is Grants.gov Workspace?

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

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EST 1			AOR Status: Active	Last Submitt	ed Date:	Closing Date: May 06, 2019
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Manage Workspace

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-3 of 3 Records						
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Username \$	ADE LINCOIN			All	Yes	Remove Make Owner Manage Access
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pelincoln		000-000-0000 123-456-7890	abigail@history.gov PresidentTJ@example.com	All	Yes	Remove Make Owner Manage Access

The top section of each workspace contains key information about the application status.

Each workspace has 4 tabs: Forms, Participants, Activity and Details. Some have 2 more tabs based on grantor agency services (*currently NIH-only*): Grantor Image and Preview Grantor Validation.



Forms Tab

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(hated) (late • e			encouraged e (Click to Pre		irus best pra	nctices when D Requirement				pplication		
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The **Forms** tab contains individual forms that are part of the workspace application package.

Key Actions:

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

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View Burden Statement	OMB Number: 4040-0001 Expiration Date: 10/31/2019		
APPLICATION FOR FEDERAL ASSISTANCE	3. DATE RECEIVED BY STATE State Application Identifier	1. TYPE OF SUBMISSION:	
SF 424 (R&R)			
1. TYPE OF SUBMISSION	4. a. Federal Identifier	Select Type of Submission:	Pre-application *
Pre-application Application Changed/Corrected Application	b. Agency Routing Identifier		Application
2. DATE SUBMITTED Applicant identifier			Changed/Corrected Application
	c. Previous Grants.gov Tracking ID		
5. APPLICANT INFORMATION	Organizational DUNS:		
Legal Name:			
Department: Division:		2. DATE SUBMITTED:	
Street1:			
Street2:		Date Submitted:	
City: County / Paris	h:		
State:	Province:	Applicant Identifier:	E
Country: USA: UNITED STATES	ZIP / Postal Code:		
Person to be contacted on matters involving this application		_	
Prefix: First Name:	Middle Name:		
Last Name:	Suffix:	3. DATE RECEIVED BY ST	ATE:
Position/Title:			
Street1:		Date Received by State:	
Street2:			
City: County / Parls		State Application Identifier:	
State:	Province: IZIP / Postal Code:		
Country: USA: UNITED STATES	ZIP / Postal Code:	-	
Phone Number: Fax Number: Fax Number:		4. IDENTIFIERS:	
6. EMPLOYER IDENTIFICATION (EIN) or (TIN):		4. IDEN IIFIERS.	
7. TYPE OF APPLICANT: Please	select one of the following	a. Federal Identifier:	
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8. TYPE OF APPLICATION: If Revision, mark a			
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Renewal Continuation Revision E. Other (spec	city):		
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Legacy PDF Application Package

Workspace Webforms

Legacy PDF Application Package

Workspace PDF Forms

View Burden Statement	OMB Number: 4040-000	View Burden Statement	OMB Number: 4040-0001 Expiration Date: 10/31/2019
APPLICATION FOR FEDERAL ASSISTANCE	Expiration Date: 10/31/201	APPLICATION FOR FEDERAL ASSISTANCE	3. DATE RECEIVED BY STATE State Application Identifier
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Pre-application Application Changed/Corrected Application	b. Agency Routing Identifier		
2. DATE SUBMITTED Applicant Identifier		2. DATE SUBMITTED Applicant Identifier	c. Previous Grants.gov
	C. Previous Grants.gov Tracking ID		Tracking ID
5. APPLICANT INFORMATION	Organizational DUNS:	5. APPLICANT INFORMATION	Organizational DUNS:
Legal Name:		Legal Name:	
Department: Division:		Department: Division:	
Street1:		Street1:	
Street2:		Street2:	
City: County / Par	ish:	City: County / Paris	sh:
State:	Province:	State:	Province:
Country: USA: UNITED STATES	ZIP / Postal Code:	Country: USA: UNITED STATES	ZIP / Postal Code:
		Person to be contacted on matters involving this application	
Person to be contacted on matters Involving this application Prefix: First Name:	Middle Name:	Prefix: First Name:	Middle Name:
Last Name:	Suffix:	Last Name:	Suffix:
Position/Title:		Position/Tite:	
Street1:		Street1:	
Street2:		Street2:	
City: County / Par	rich:	City: County / Parl	sh:
State:	Province:	State:	Province:
	V Province.	Country: USA: UNITED STATES	ZIP / Postal Code:
Country: USA: UNITED STATES		Phone Number: Fax Number:	
Phone Number: Fax Number: Email:		Email:	
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Cornell University



Participants Tab

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		Wo	kspace Owner: Thomas Jef	ferson SAM Expir	ation Date: Aug 20, 2020	DUNS: 00000000000
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Vorkspace Part	icipants:		Ex	port Detailed Data	Add from Workspace Orga	anization » Add by Username » ?
-3 of 3 Records						
Username 💠	Participant Name 🗘	Phone Number 🗘	Email 🗘	Form Access 🗘	Authorized to Submit	Actions
belincoln	Abe Lincoln	00000000	abel@history.gov	All	Yes	Remove Make Owner Manage Access
	Abigail Adams	000-000-0000	abigail@history.gov	All	Yes	Remove Make Owner Manage Access
biadams	Thomas Jefferson	123-456-7890	PresidentTJ@example.com	All	Yes	Remove Make Owner Manage Access
biadams homasJefferson						

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



Managing Participants and Roles

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





Activity Tab

NAGE WORKSP	ACE		Created 💮 Fill Out Fo	rms 🔿 Complet	te and Notify AOR	Submit	Agency Received	6
VIDEO-SUBFORMS Training Video for EST 1	6 - PKG0003472	ess	on Filing Name: Example Workspa Workspace ID: WS00010875 AOR Status: Active rkspace Owner: Thomas Jefferson	Workspace Last Submi	lame] ce Status: In Progress tted Date: tion Date: Aug 20, 2020		Opening Date: May 08, 20 Closing Date: May 06, 20 DUNS: 00000000	D 1 9
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The **Activity** tab lists the actions that Participants have taken within the workspace.



Details Tab

NTS.GOV) Applic	ants 👌 Manage Workspace								
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ORMS PARTICIP	ANTS ACTIV Y DE	TAILS CANTO	R IMAGE PREVI	EW GRANTOR VALIDA	FION				
-Workspace Details:									
Package Details:									
			CF Competition ID – T	DA: 00.000 – Not Else	where Classified				
				ion: Harriet Tubman Budget Director E-mail: htubman@ Phone: 000-000-0					
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The **Details** tab lists submission history, including links to download every submitted (and re- submitted) application.



Lifecycle of a Workspace

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





OSP Roundtable - Grants.gov Workspace Next Steps, Resources, & Questions



Use Grants.gov Workspace Resources

Workspace Overview

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

- Learning Workspace Video Series
 https://www.youtube.com/playlist?list=PLNSNGxQE7NWlibdjPYGOsZaG-ol0pBsx3
- Quick Clicks Video Series for Grants.gov Workspace Users
 https://www.youtube.com/playlist?list=PLNSNGxQE7NWkERIGjhZ2bfxjr8iJU9aWX
- Workspace Online User Guide
 https://www.grants.gov/help/html/help/Manage_My_Workspaces/Manage_My_Workspaces/Manage_My_Workspaces.htm



Register for a Grants.gov Account

- All users who want to work on a submission in Grants.gov Workspace – faculty, researchers, and administrators – must have a Grants.gov username and password.
- To register for a Grants.gov account:
 - 1. Go to <u>https://apply07.grants.gov/apply/OrcRegister</u>
 - 2. Enter Cornell's DUNS number (872612445)
 - 3. Complete the registration steps as prompted.



Remember the Implementation Timeline

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

Grants.gov Workspace 2016

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



Benefits of Grants.gov Workspace vs. RASS



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

RASS
NAJJ

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



Contact Cornell Staff for Help

- Work with your Grant & Contract Officer to submit applications in Workspace. (See "Who is my GCO?" for assistance identifying your contact at <u>https://www.osp.cornell.edu/Contacts/whoismygco.html</u>)
- Contact Tammy Custer (tjb3@cornell.edu) with general questions, concerns, feedback, training, and Grants.gov registration.
- Contact Carrie Susskind (<u>cms357@cornell.edu</u>) with questions, concerns, or feedback about RASS development, user testing, and implementation.



OSP Roundtable - Grants.gov Workspace Questions?



OSP Roundtable - Grants.gov Workspace

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