



Office of Sponsored Programs (OSP) Roundtable

Grants.gov Workspace

Tammy Custer, Grant & Contract Officer, OSP

Jamie Sprague, Sr. Grant & Contract Officer, OSP





Agenda

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



OSP Roundtable - Grants.gov Workspace

Grants.gov Overview





What is Grants.gov?

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



Federal eRA Proposal Submission Systems


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

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



How are proposals currently submitted to Grants.gov?

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


Grant Application Package
Print
Cancel

Opportunity Title: Population Health Interventions: Integrating Individual
Offering Agency: National Institutes of Health
CFDA Number:
CFDA Description:
Opportunity Number: 5A-16-144
Competition ID: PHS-0
Opportunity Open Date: 05/05/2016
Opportunity Close Date: 05/07/2016
Agency Contact: eRA Service Desk Monday to Friday 7 am to 6 pm ET <http://grants.nih.gov/support/>

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

Application Filing Name:

Select Forms to Complete

Mandatory

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

[PHS 398 Cover Page Supplement](#)

[Research And Related Other Project Information](#)

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

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

[PHS 304 Research Plan](#)

Optional

[Research & Related Budget](#)

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

[PHS Inclusion Enrollment Report](#)

[PHS Assessor Request Form](#)

[PHS 304 Modular Budget](#)

Instructions

[Show Instructions >>](#)

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here. If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.



What is Grants.gov changing?

- The Grants.gov Legacy PDF Application Package will be phased out starting December 31, 2017.
- After this date, applicants will no longer be able to download the older, single PDF application “legacy” package of forms from Grants.gov.
- Applicants who downloaded a legacy Grants.gov PDF application package before the December 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 →

**Research Administration Support
System (RASS) Project
Late Spring 2018 →**

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



OSP Roundtable - Grants.gov Workspace

Workspace Overview



What is Grants.gov Workspace?

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

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

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created
 Fill Out Forms
 Complete and Notify AOR
 Submit
 Agency Received

TEST 1

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

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

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

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

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

Opening Date: May 08, 2017

Closing Date: May 06, 2019

DUNS: 00000000000000

FORMS

PARTICIPANTS

ACTIVITY

DETAILS

GRANTOR IMAGE

PREVIEW GRANTOR VALIDATION

Workspace Participants:
[Export Detailed Data](#)
[Add from Workspace Organization >>](#)
[Add by Username >>](#)

1-3 of 3 Records

Username	Participant Name	Phone Number	Email	Form Access	Authorized to Submit	Actions
abelincoln	Abe Lincoln	000000000	abel@history.gov	All	Yes	Remove Make Owner Manage Access
abiadams	Abigail Adams	000-000-0000	abigail@history.gov	All	Yes	Remove Make Owner Manage Access
ThomasJefferson	Thomas Jefferson	123-456-7890	PresidentTJ@example.com	All	Yes	Remove Make Owner Manage Access

1-3 of 3 Records



Manage Workspace

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

GRANTS.GOV > Applicants > Manage Workspace

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TEST 1 VIDEO-SUBFORMS - PKG00034725
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Application Filing Name: Example Workspace Application [\[Edit Name\]](#)
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 AOR Status: Active Last Submitted Date: --- Closing Date: May 06, 2019
 Workspace Owner: Thomas Jefferson SAM Expiration Date: Aug 20, 2020 DUNS: 00000000000000

[FORMS](#)
[PARTICIPANTS](#)
[ACTIVITY](#)
[DETAILS](#)
[GRANTOR IMAGE](#)
[PREVIEW GRANTOR VALIDATION](#)

Workspace Participants: [Export Detailed Data](#) [Add from Workspace Organization >](#) [Add by Username](#)

1-3 of 3 Records

Username	Participant Name	Phone Number	Email	Form Access	Authorized to Submit	Actions
abelincoln	Abe Lincoln	000000000	abel@history.gov	All	Yes	Remove Make Owner Manage Access
abiadams	Abigail Adams	000-000-0000	abigail@history.gov	All	Yes	Remove Make Owner Manage Access
ThomasJefferson	Thomas Jefferson	123-456-7890	PresidentTJ@example.com	All	Yes	Remove Make Owner Manage Access

1-3 of 3 Records

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

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



Forms Tab

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 Workspace Owner: Thomas Jefferson SAM Expiration Date: Aug 20, 2020 DUNS: 0000000000000

[FORMS](#) PARTICIPANTS ACTIVITY DETAILS GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

Workspace Actions:

[Preview Application Forms](#)
[Check Application](#)
[Sign and Submit](#)
[Delete](#)

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: [Download Instructions >](#)

Include in Package	Form Name (Click to Preview)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	SF424 (R & R) [V2.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	PHS 398 Modular Budget [V1.2]	Optional	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	PHS 398 Training Subaward Budget Attachment(s) Form [V2.0] <small>MANAGE SUBFORMS: 0</small>	Optional	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	Research & Related Budget [V1.4]	Optional	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	R & R Subaward Budget Attachment(s) Form 10 YR 10 ATT [V1.4] <small>MANAGE SUBFORMS: 0</small>	Optional	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	R & R Subaward Budget Attachment(s) Form [V1.4] <small>MANAGE SUBFORMS: 0</small>	Optional	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	R & R Subaward Budget Attachment(s) Form 10 YR 30 ATT [V1.4] <small>MANAGE SUBFORMS: 0</small>	Optional	---	---	---	Lock Download Upload Reuse Webform

The **Forms** tab contains individual forms that are part of the workspace application package.

Key Actions:

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

View Burden Statement

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

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)

3. DATE RECEIVED BY STATE: State Application Identifier

1. TYPE OF SUBMISSION
 Pre-application Application Changed/Corrected Application

2. DATE SUBMITTED: Applicant Identifier

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

5. APPLICANT INFORMATION
Organizational DUNS:

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

Person to be contacted on matters involving this application
Prefix: First Name: Middle Name: Suffix:
Position/Title:
Street1:
Street2:
City: County / Parish: Province:
State: ZIP / Postal Code:
Country: USA: UNITED STATES
Phone Number: Fax Number:
Email:

6. EMPLOYER IDENTIFICATION (EIN) or (TIN):

7. TYPE OF APPLICANT: Please select one of the following
Other (Specify):
Small Business Organization Type Women Owned Socially and Economically Disadvantaged

8. TYPE OF APPLICATION:
 New Resubmission
 Renewal Continuation Revision
 # Revision, mark appropriate box(es).
 A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration
 E. Other (specify):

Is this application being submitted to other agencies? What other agencies?

1. TYPE OF SUBMISSION:

Select Type of Submission:

- Pre-application *
- Application
- Changed/Corrected Application

2. DATE SUBMITTED:

Date Submitted:

Applicant Identifier:

3. DATE RECEIVED BY STATE:

Date Received by State:

State Application Identifier:

4. IDENTIFIERS:

a. Federal Identifier:

b. Agency Routing Identifier:

c. Previous Grants.gov Tracking ID:

SAVE

CHECK FOR ERRORS

CLOSE

Legacy PDF Application Package

Workspace Webforms

View Burden Statement OMB Number: 4040-000
Expiration Date: 10/31/2019

**APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)**

3. DATE RECEIVED BY STATE State Application Identifier

1. TYPE OF SUBMISSION
 Pre-application Application Changed/Corrected Application

2. DATE SUBMITTED Applicant Identifier

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

5. APPLICANT INFORMATION Organizational DUNS:

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

Person to be contacted on matters involving this application
 Prefix: _____ First Name: _____ Middle Name: _____
 Last Name: _____ Suffix: _____
 Position/Title: _____
 Street1: _____
 Street2: _____
 City: _____ County / Parish: _____
 State: _____ Province: _____
 Country: USA: UNITED STATES ZIP / Postal Code: _____
 Phone Number: _____ Fax Number: _____
 Email: _____

6. EMPLOYER IDENTIFICATION (EIN) or (TIN): _____

7. TYPE OF APPLICANT: Please select one of the following
 Other (Specify): _____
 Small Business Organization Type Women Owned Socially and Economically Disadvantaged

8. TYPE OF APPLICATION:
 New Resubmission Renewal Continuation Revision
 If Revision, mark appropriate box(es).
 A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration
 E. Other (specify): _____

Is this application being submitted to other agencies? What other Agencies?

View Burden Statement OMB Number: 4040-000
Expiration Date: 10/31/2019

**APPLICATION FOR FEDERAL ASSISTANCE
SF 424 (R&R)**

3. DATE RECEIVED BY STATE State Application Identifier

1. TYPE OF SUBMISSION
 Pre-application Application Changed/Corrected Application

2. DATE SUBMITTED Applicant Identifier

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

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Person to be contacted on matters involving this application
 Prefix: _____ First Name: _____ Middle Name: _____
 Last Name: _____ Suffix: _____
 Position/Title: _____
 Street1: _____
 Street2: _____
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 Country: USA: UNITED STATES ZIP / Postal Code: _____
 Phone Number: _____ Fax Number: _____
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7. TYPE OF APPLICANT: Please select one of the following
 Other (Specify): _____
 Small Business Organization Type Women Owned Socially and Economically Disadvantaged

8. TYPE OF APPLICATION:
 New Resubmission Renewal Continuation Revision
 If Revision, mark appropriate box(es).
 A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration
 E. Other (specify): _____

Is this application being submitted to other agencies? What other Agencies?

Legacy PDF Application Package

Workspace PDF Forms




Participants Tab

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GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

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 Agency Received
 ?


VIDEO-SUBFORMS - PKG00034725
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Workspace ID: WS00010875 **Workspace Status:** New **Opening Date:** May 08, 2017
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Workspace Owner: Thomas Jefferson **SAM Expiration Date:** Aug 20, 2020 **DUNS:** 0000000000000

FORMS **PARTICIPANTS** ACTIVITY DETAILS GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

Workspace Participants: [Export Detailed Data](#) [Add from Workspace Organization »](#) [Add by Username »](#) ?

1-3 of 3 Records

Username	Participant Name	Phone Number	Email	Form Access	Authorized to Submit	Actions
abelincoln	Abe Lincoln	000000000	abel@history.gov	All	Yes	Remove Make Owner Manage Access
abiadams	Abigail Adams	000-000-0000	abigail@history.gov	All	Yes	Remove Make Owner Manage Access
ThomasJefferson	Thomas Jefferson	123-456-7890	PresidentTJ@example.com	All	Yes	Remove Make Owner Manage Access

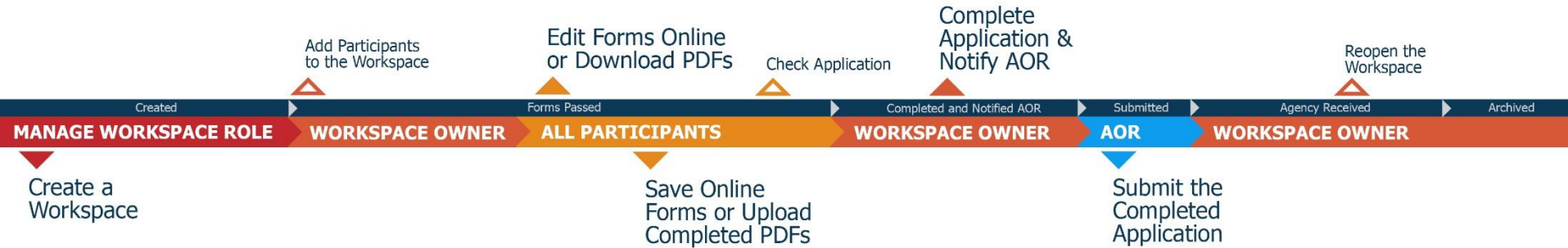
1-3 of 3 Records

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



Managing Participants and Roles

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





Activity Tab

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

GRANTS.GOV > Applicants > Manage Workspace

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 Complete and Notify AOR
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 Agency Received
 [?](#)



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

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

Workspace ID: WS00010875

Workspace Status: In Progress

Opening Date: May 08, 2017

AOR Status: Active

Last Submitted Date: ---

Closing Date: May 06, 2019

Workspace Owner: Thomas Jefferson

SAM Expiration Date: Aug 20, 2020

DUNS: 0000000000000

FORMS	PARTICIPAN	ACTIVITY	DETAILS	GRANTOR IMAGE	PREVIEW GRANTOR VALIDATION
Workspace Activity: Export Detailed Data ?					
1-9 of 9 Records					
Timestamp	Category	Action	Performed On	Performed By	Details
Jun 06, 2017 04:51:44 PM EDT	Form	Downloaded	SF424 (R & R) [V2.0]	Thomas Jefferson	
Jun 06, 2017 04:51:33 PM EDT	Form	Locked	SF424 (R & R) [V2.0]	Thomas Jefferson	
Jun 06, 2017 04:51:20 PM EDT	Form	Saved	PHS 398 Modular Budget [V1.2]	Thomas Jefferson	
Jun 06, 2017 04:50:39 PM EDT	Form	Edited	PHS 398 Modular Budget [V1.2]	Thomas Jefferson	
Jun 06, 2017 04:50:38 PM EDT	Form	Locked	PHS 398 Modular Budget [V1.2]	Thomas Jefferson	
Jun 06, 2017 04:50:34 PM EDT	Form	Selected for Package	PHS 398 Modular Budget [V1.2]	Thomas Jefferson	
Jun 06, 2017 04:47:08 PM EDT	Participant	Added	Abigail Adams	Thomas Jefferson	Roles: AOR, Manage Workspace; Form Access: All Forms including Budget
Jun 06, 2017 04:47:08 PM EDT	Participant	Added	Abe Lincoln	Thomas Jefferson	Roles: AOR, Manage Workspace; Form Access: All Forms including Budget
Jun 06, 2017 04:46:19 PM EDT	Workspace	Created	WS00010875	Thomas Jefferson	Example Workspace Application
1-9 of 9 Records					

The **Activity** tab lists the actions that Participants have taken within the workspace.



Details Tab

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GRANTS.GOV > Applicants > Manage Workspace

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 Agency Received
 [?](#)

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AOR Status: Active **Last Submitted Date:** --- **Closing Date:** May 06, 2019
Workspace Owner: Thomas Jefferson **SAM Expiration Date:** Aug 20, 2020 **DUNS:** 00000000000000

FORMS PARTICIPANTS ACTIVITY **DETAILS** GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

Workspace Details:

DUNS: 00000000000000 **Created on:** Jun 06, 2017
Organization: ITS Test DUNS **Last Activity Date:** Jun 06, 2017

Package Details:

CFDA: 00.000 – Not Elsewhere Classified
Competition ID – Title: ---
Contact Information: Harriet Tubman
 Budget Director
 E-mail: htubman@usahistory.gov
 Phone: 000-000-0000

Workspace Grant Tracking Numbers: [Export Detailed Data](#) [?](#)

0-0 of 0 Records

Grants.gov Number	Date/Time Received	Status	Status Date	Submitted By	Agency Tracking Number	Actions
0-0 of 0 Records						

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



Lifecycle of a Workspace

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





OSP Roundtable - Grants.gov Workspace

Next Steps, Resources, & Questions



Use Grants.gov Workspace Resources

- **Workspace Overview**

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

- **Learning Workspace Video Series**

<https://www.youtube.com/playlist?list=PLNSNGxQE7NWlibdjPYGOsZaG-ol0pBsx3>

- **Quick Clicks Video Series for Grants.gov Workspace Users**

<https://www.youtube.com/playlist?list=PLNSNGxQE7NWkERIGjhZ2bfxjr8iJU9aWX>

- **Workspace Online User Guide**

https://www.grants.gov/help/html/help/Manage_My_Workspaces/Manage_My_Workspaces.htm



Register for a Grants.gov Account

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



Remember the Implementation Timeline

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

Grants.gov Workspace
2016 →

**Research Administration Support
System (RASS) Project
Late Spring 2018 →**

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



Benefits of Grants.gov Workspace vs. RASS



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

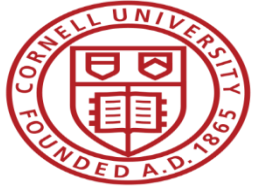
RASS

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



Contact Cornell Staff for Help

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



OSP Roundtable - Grants.gov Workspace
Questions?



OSP Roundtable - Grants.gov Workspace

Tammy Custer
Grant & Contract Officer
tjb3@cornell.edu

Jamie Sprague
Sr. Grant & Contract Officer and Federal Team Lead
jas2233@cornell.edu