



DREXEL UNIVERSITY
Office of
Research

What is Grants.gov Workspace and How to Use It

September 2020

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Pre-Award Team
Office of Research



What is Workspace?

- Workspace will be the standard way for organizations or individuals to apply for federal grants in Grants.gov. It is a shared, online environment where members of a grant team may simultaneously access and edit different forms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.
- **The legacy PDF applications were be retired on December 31st, 2017.**



What is Workspace?

Workspace allows you to download the necessary documents, edit, save, upload, and submit applications. Webform collaboration is available as well. Everything is handled within the cloud, rather than saving the packet then emailing back and forth.

Hybrid of online application management and downloadable forms

Allows forms to be completed individually by different users

No visibility to agency errors/warnings or application image prior to submission

In order to use Workspace, you will need to register with **grants.gov**. Our office will then approve your credentials so you can set up and begin working on your application.



Recommended Methods of Submission





Setting up a Grants.gov Account

1. Follow the link to begin: <http://www.grants.gov>
2. Click on “Register” (upper right corner)
3. Click on “Get Registered now”
4. Complete the necessary sections (email, user name, ect...)
5. Click send Temporary Code- enter Temporary code provided

<https://www.grants.gov/web/grants/register.html>



Setting up account

- Click Add “Organization Applicant Profile”
- Provide Drexel DUNS Number
 - ANS (075483131)
 - Drexel University 002604817
 - DUREsearch will get a email that shows you asked for affiliation, and we will go in and approve.
 - Note approval can take up to 48 hours.

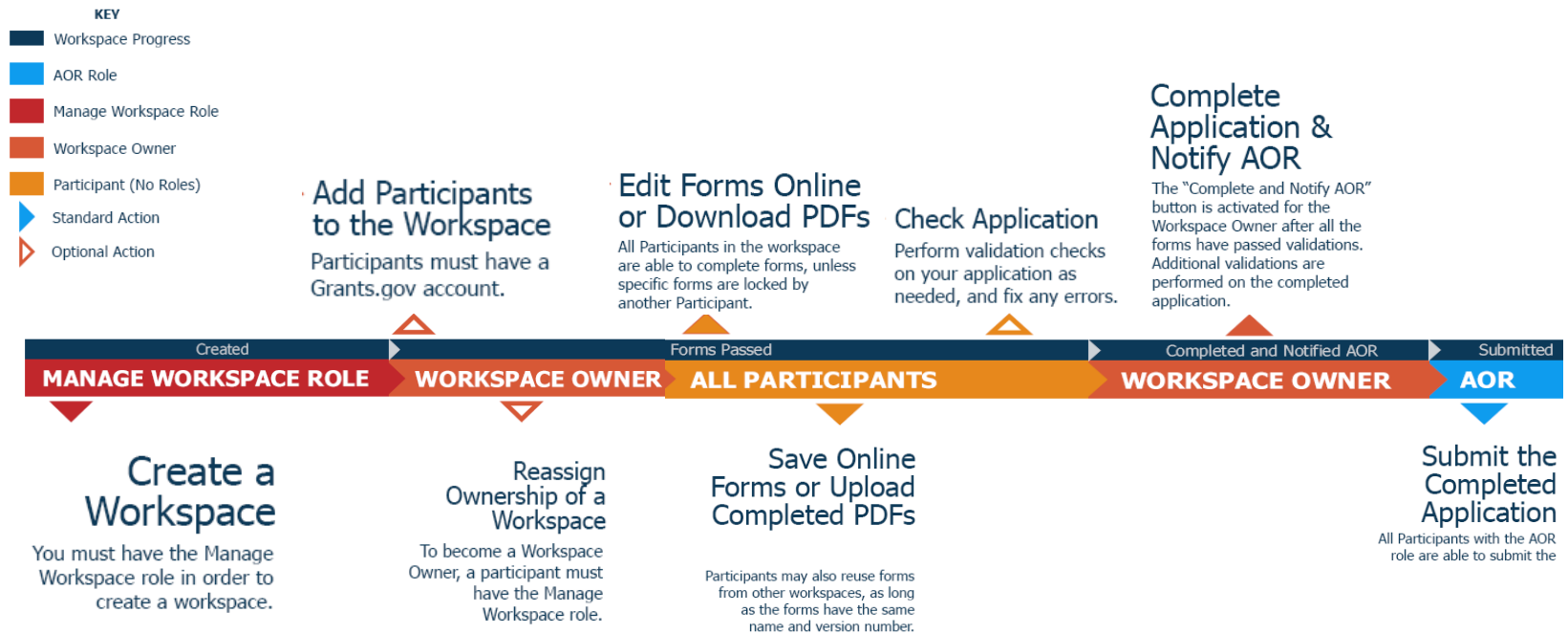


Notes on Grants.gov Accounts

- End users must create their own account
- Be sure to register with your Drexel email address
- Accounts expire after one year of inactivity
- OR does not have the ability to manage accounts
- Contact Grants.gov directly for account support



How does Workspace Work?





Workspace User Types and Roles

Note that you will be assigned as a specific type of user, with different roles in each of your Workspaces. *Everyone will be assigned the role of Manage Workspace. This allows you to create a Workspace. The creator of the Workspace becomes the owner, but can assign that role to others*

More details can be found at:

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

Three Main Types of Grants.gov Users



No Role
Users with no role may be added to a workspace and fill in form data



Manage Workspace Role
Users with the Manage Workspace role are able to create a workspace



Authorized Organization Representative (AOR) Role
Users with the AOR role are able to submit an application

Three Levels of Participation Within a Workspace



Participant
Registered Grants.gov user who has been added to a Workspace



Participant with AOR Role
Participant with the ability to submit the application

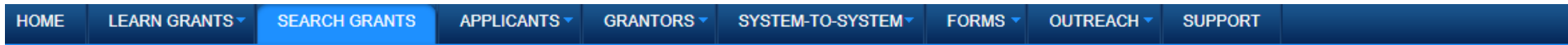


Workspace Owner
Participant who manages other users' access to the workspace, among other things



Creating a Workspace on Grants.gov

You can create a Workspace directly through the Grant Opportunity. When you find a grant for which you'd like to apply, go to the **Package** tab and click **Apply** under the **Actions** column.



GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY



L17AS00184
BLM OR/WA Community Assistance in Wildland Urban Interface
Department of the Interior
Bureau of Land Management

« Back | LI



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
15.228			PKG00233476	06/29/2017	08/28/2017	Yes	Preview Apply



Accessing that Workspace on Grants.gov

After clicking on **Apply**, you will be prompted to enter and confirm your email address to receive any updates to the application package. Once entered, click **Submit**.

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

You will then be prompted to **Login**.

Option 1: Apply Now Using Workspace

[Login to Apply Now »](#)

Workspace is our enhanced application submission feature, which helps organizations and individuals create, complete, and submit grant applications.

[Want to learn how to get started? Click here.](#)



Accessing Workspace on Grants.gov

Once logged in, you will be prompted to enter an Application Filing Name, which will then create your official Workspace. The application name can easily be changed later as needed.

Option 1: Apply Now Using Workspace

Please enter required information to Create Workspace:

*Application Filing Name:

Create Workspace »

Workspace is our enhanced application submission feature, which helps organizations and individuals create, complete, and submit grant applications.

File character restrictions:

- Please use only the following UTF-8 characters when naming your attachments: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, ampersand, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign.



Accessing Workspace on Grants.gov

Search within a date range, or a specific Opportunity Title, to populate your Workspaces. Click on **Manage Workspace** to open the desired application.

GRANTS.GOV **FIND. APPLY. SUCCEED.®** SEARCH: Grant Opportunities ▾ Enter Keyword... **GO**

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

GRANTS.GOV > Applicants > Manage Workspaces

MANAGE WORKSPACES ?

Please enter criteria and click Search:

Funding Opportunity Number: Workspace ID:

Funding Opportunity Title: Workspace DUNS:

CFDA Number:

Competition ID: Last Activity Date: From:

Opportunity Package ID:

Workspace Status:

- New
- In Progress
- Ready for Submission
- Submitted
- Archived

Results:

1-1 of 1 Records

Workspace ID	Workspace DUNS	Workspace Status	Funding Opportunity Number	Funding Opportunity Title	Workspace Owner	Last Activity Date	Actions
WS00051735	0026048170000	In Progress	PA-16-160	NIH Research Project Grant (Parent R01)	Robert Sullivan	06/21/2017	Manage Workspace

1-1 of 1 Records



Accessing Workspace on Grants.gov

You will then be able to access all of your forms and monitor progress.

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

PA-16-160 - PKG0022267
 NIH Research Project Grant (Parent R01)
 Department of Health and Human Services
 National Institutes of Health

Application Filing Name: HI everyone Happy Tuesday [\[Edit Name\]](#)
 Workspace ID: WS00051735 Workspace Status: In Progress
 AOR Status: Active Last Submitted Date: ---
 Workspace Owner: Robert Sullivan SAM Expiration Date: Feb 08, 2018
 Opening Date: Apr 17, 2016
 Closing Date: May 07, 2019
 DUNS: 0026048170000

FORMS PARTICIPANTS ACTIVITY DETAILS GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

Workspace Actions:

[Preview Application Forms](#)
[Check Application](#)
[Complete and Notify AOR](#)
[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	Passed	Jun 20, 2017 03:23:49 PM EDT	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	PHS 398 Cover Page Supplement [V3.0]	Mandatory	In Progress	---	---	Lock Download Upload Reuse
<input checked="" type="checkbox"/>	Research And Related Other Project Information [V1.3]	Mandatory	Passed	Jun 20, 2017 03:08:27 PM EDT	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Project/Performance Site Location(s) [V2.0]	Mandatory	In Progress	Jun 20, 2017 03:11:15 PM EDT	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Research and Related Senior/Key Person Profile (Expanded) [V2.0]	Mandatory	In Progress	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	PHS 398 Research Plan [V3.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Research & Related Budget [V1.3]	Optional	In Progress	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT [V1.3] MANAGE SUBFORMS: 1	Optional	In Progress	Jun 08, 2017 09:15:04 AM EDT	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	PHS 398 Modular Budget [V1.2]	Optional	In Progress	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	PHS 398 Inclusion Enrollment Report [V1.0]	Optional	In Progress	---	---	Lock Download Upload Reuse
<input checked="" type="checkbox"/>	PHS Assignment Request Form [V1.0]	Optional	In Progress [Locked]	---	Rebecca Morey	Unlock Download Upload Reuse Webform



Tabs In Workspace

Each workspace has 4 tabs: *Forms*, *Participants*, *Activity* and *Details*.

Forms: Individual forms that are a part of the workspace application package (specific to NOA)

Participants: list of members who work as a team to complete the grant application

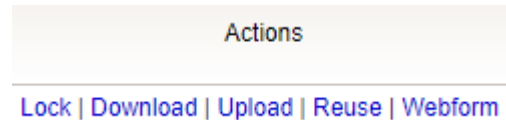
Activity: shows that actions have been take and by whom

Details: list submission history and links to download every app submitted.



Form Actions

Note that you have several options available for each individual form:



- **Lock:** Locking a form prevents other users from uploading the form while you are working on it or after you uploaded the final version.
- **Download:** Downloading the PDF form allows you to view or fill out the individual form offline, but it does not prevent other users from downloading and uploading the same form.
- **Upload:** After an individual PDF form has been downloaded and filled out, it can be uploaded to your Workspace.
- **Reuse:** Applicants can reuse workspace forms from existing workspaces. When a form is reused, the information on the form's cover sheet will be updated to match the current workspace. Other form data will not be changed.
- **Webform:** Applicants can fill out and complete grant application forms in their web browser. The webforms and PDF forms (i.e., the Download and Upload links) are connected, so users may interchangeably complete the forms in their web browser and PDF format and the data is shared. Note: if the Webform link does not appear in the Actions column then that form is not currently compatible with online forms.



Forms can be completed online

SECTIONS:

- Type of Submission
- Date Submitted
- Date Received by State
- Identifiers
- Applicant Information
- A. Person to be Contacted
- Employer Identification
- Type of Applicant
- Type of Application
- Name of Federal Agency
- Catalog of Federal Domestic Assistance Number
- Descriptive Title of Applicant's Project
- Proposed Project
- Congressional District of Applicant
- Project Director/Principal Investigator Contact Information
- Estimated Project Funding
- E.O. 12372 Review
- Application Certification
- SFLLL Disclosure of Lobbying Activities
- Authorized Representative
- Pre-Application
- Cover Letter Attachment

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:

4. IDENTIFIERS:

SAVE CHECK FOR ERRORS CLOSE



Edit Web Form - Google Chrome

Secure | https://apply07.grants.gov/apply/jsf/workspace/onlineForm.faces?workspaceId=WS00051735

App | Bookmarks | Suggested Sites | Settings | Marvel Digital Comic | FDP Template Workin | Microsoft Office Hom | Outer Banks Breakfas | * FDP Carry Over Disc | Other bookmarks

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
- 18. SFLLL Disclosure of Lobbying Activities
- 19. Authorized Representative
- 20. Pre-Application
- 21. Cover Letter Attachment

5. APPLICANT INFORMATION:

Organizational DUNS:	<input type="text" value="0026048170000"/>
Legal Name:	<input type="text" value="Drexel University"/> *
Department:	<input type="text"/>
Division:	<input type="text"/>
Street1:	<input type="text" value="1505 Race St 10th floor"/> *
Street2:	<input type="text"/>
City:	<input type="text" value="Philadelphia"/> *
County / Parish:	<input type="text"/>
State:	<input type="text" value="PA: Pennsylvania"/> * ▾
Country:	<input type="text" value="USA: UNITED STATES"/> * ▾
ZIP / Postal Code:	<input type="text" value="19102-1119"/> *

5.A. PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION:

Prefix:



Or download, complete, and then upload forms

SF 424 (R&R) APPLICATION FOR FEDERAL ASSISTANCE Page 2

14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION Prefix: <input type="text"/> First Name: <input type="text"/> Middle Name: <input type="text"/> Last Name: <input type="text"/> Suffix: <input type="text"/> Position/Title: <input type="text"/> Organization Name: <input type="text"/> Department: <input type="text"/> Division: <input type="text"/> Street: <input type="text"/> Street: <input type="text"/> City: <input type="text"/> County / Parish: <input type="text"/> State: <input type="text"/> Province: <input type="text"/> Country: <input type="text"/> ZIP / Postal Code: <input type="text"/> Phone Number: <input type="text"/> Fax Number: <input type="text"/> Email: <input type="text"/>	
15. ESTIMATED PROJECT FUNDING a. Total Federal Funds Requested <input type="text"/> b. Total Non-Federal Funds <input type="text"/> c. Total Federal & Non-Federal Funds <input type="text"/> d. Estimated Program Income <input type="text"/>	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?? <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: <input type="text"/> <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372. OR <input type="checkbox"/> PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
17. By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001) <input type="checkbox"/> I agree <small>*The list of certifications and assurances, or an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</small>	
18. SFLLL (Disclosure of Lobbying Activities) or other Explanatory Documentation <input type="text"/>	
19. Authorized Representative Prefix: <input type="text"/> First Name: <input type="text"/> Middle Name: <input type="text"/> Last Name: <input type="text"/> Suffix: <input type="text"/> Position/Title: <input type="text"/> Organization: <input type="text"/> Department: <input type="text"/> Division: <input type="text"/> Street: <input type="text"/> Street: <input type="text"/> City: <input type="text"/> County / Parish: <input type="text"/> State: <input type="text"/> Province: <input type="text"/> Country: <input type="text"/> ZIP / Postal Code: <input type="text"/> Phone Number: <input type="text"/> Fax Number: <input type="text"/> Email: <input type="text"/> Signature of Authorized Representative <input type="text"/> Date Signed <input type="text"/>	
20. Pre-application <input type="text"/>	
21. Cover Letter Attachment <input type="text"/>	



You can add a subcontract

Manage Workspace - Google Chrome

Secure | https://apply07.grants.gov/apply/jsf/workspace/workspace.faces

Apps | Bookmarks | Suggested Sites | Settings | Marvel Digital Comic | FDP Template Workin | Microsoft Office Hom | Outer Banks Breakfas | * FDP Carry Over Disc | Other bookmarks

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	Passed	Jun 20, 2017 03:23:49 PM EDT	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	PHS 398 Cover Page Supplement [V3.0]	Mandatory	In Progress	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Research And Related Other Project Information [V1.3]	Mandatory	Passed	Jun 20, 2017 03:08:27 PM EDT	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Project/Performance Site Location(s) [V2.0]	Mandatory	In Progress	Jun 20, 2017 03:11:15 PM EDT	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Research and Related Senior/Key Person Profile (Expanded) [V2.0]	Mandatory	In Progress	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	PHS 398 Research Plan [V3.0]	Mandatory	In Progress	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Research & Related Budget [V1.3]	Optional	In Progress	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT [V1.3] MANAGE SUBFORMS: 1	Optional	In Progress	Jun 08, 2017 09:15:04 AM EDT	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	PHS 398 Modular Budget [V1.2]	Optional	In Progress	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	PHS In... Enrollment Report [V1.0]	Optional	In Progress	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	PHS As... Request Form [V1.0]	Optional	In Progress [Locked]	---	Rebecca Morey	Unlock Download Upload Reuse Webform

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GRANTS.GOV Applicant Support
1-800-518-4726
support@grants.gov



You can add a subcontract

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	Passed	Jun 20, 2017 03:23:49 PM EDT	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	PHS 398 Cover Page Supplement [V3.0]	Mandatory	In Progress	---	---	Lock Download Upload Reuse Webform

Workspace Subforms ?

Manage R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT [V1.3]: Subforms (1 of 30) View Subform Participants Reorder Subforms ↑↓ Add Subform Row (30 MAX)

Subform Name	Subform Status	Last Updated Date/Time	Locked By	Subform Actions
UPenn	In Progress	---	---	Lock Download Upload Webform Rename Delete

Close

<input checked="" type="checkbox"/>	PHS Assignment Request Form [V1.0]	Optional	In Progress [Locked]	---	Rebecca Morey	Unlock Download Upload Reuse Webform
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And complete forms online, or download, complete, and upload

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	Passed	Jun 20, 2017 03:23:49 PM EDT	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	PHS 398 Cover Page Supplement [V3.0]	Mandatory	In Progress		---	Lock Download Upload Reuse Webform

Workspace Subforms ?

Manage R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT [V1.3]: Subforms (1 of 30) View Subform Reorder Subforms ↑↓ Add Subform Row (30 MAX)

Subform Name	Subform Status	Last Updated Date/Time	Locked By	Subform Actions
UPenn	In Progress	---	---	Lock Download Upload Webform Rename Delete

Close

<input checked="" type="checkbox"/>	PHS Assignment Request Form [V1.0]	Optional	In Progress [Locked]	---	Rebecca Morey	Unlock Download Upload Reuse Webform
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GRANTS.GOV Applicant Support
1-800-518-4726



Or add people at the sub site as a participant so they can work on their documents

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

Form Name (Click to Preview)	Requirement	Form Status	Last Updated Date/Time	Locked By	Act
[V2.0]	Mandatory	Passed	Jun 20, 2017 03:23:49 PM		Lock Download Uplo
er Page Supplement [V3.0]					Lock Download Uplo

View Subform Participants

Participants with access to the Subforms are listed below. Access is managed using the Workspace Participants tab.

Username	Name	Phone Number	Email Address
SUBFORM: UPenn			
georgeannebieg	Georgianne Bieg	267-359-6206	glit23@drexel.edu
mat33	Melissa Ayers	215-895-2649	mat33@drexel.edu
mmcandrews	Moira McAndrews	2673596041	mem464@drexel.edu

Close

Budget Attachment(s)

Subform Status: In Progress

Environment Report [V1.0]

ent Request Form [V1.0]

Export Data

forms ↑↓ Add Subf

m Actions

Delete

Unlock | Download | Up Webform



Managing a Workspace on Grants.gov

Click on the **PARTICIPANTS** tab to add and manage users. The WorkSpace owner is the only one who can add participants

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

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

1-8 of 8 Records

Username	Participant Name	Phone Number	Email	Form Access	Authorized to Submit
cmorris	Chad A Morris	2158956630	cmorris@coe.drexel.edu	Non-Budget	No
georgeannebieg	Georgianne Bieg	267-359-6206	glt23@drexel.edu	All	No
mmcandrews	Moira McAndrews	2673596041	mem464@drexel.edu	All	No
njg28	Nadine J Golding	2158956783	njg28@drexel.edu	All	No
rim26	Rebecca Morey	267-359-6372	rim26@drexel.edu	All	No
sullivanbob	Robert Sullivan	2158952745	rjs336@drexel.edu	All	Yes
PreAwardED	Stacia C Levy	215-895-6476	stacia@drexel.edu	All	Yes
sgp48	Stuart Politi	215-571-3547	sgp48@drexel.edu	All	No

1-8 of 8 Records



Managing a Workspace on Grants.gov

You can add participants from within Drexel

FORMS PARTICIPANTS ACTIVITY DETAILS GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

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

1-8 of 8 Records

Username	Participant Name	Phone Number	Email	Form Access	Authorized to Submit
cmorris	Chad A Morris	2158956630	cmorris@coe.drexel.edu	Non-Budget	No
georgeannebieg	Georgianne Bieg	267-359-6206	glt23@drexel.edu	All	No
mmcandrews	Moira McAndrews	2673596041	mem464@drexel.edu	All	No
njg28	Nadine J Golding	2158956783	njg28@drexel.edu	All	No
rim26	Rebecca Morey	267-359-6372	rim26@drexel.edu	All	No
sullivanbob	Robert Sullivan	2158952745	rjs336@drexel.edu	All	Yes
PreAwardED	Stacia C Levy	215-895-6476	stacia@drexel.edu	All	Yes
sgp48	Stuart Politi	215-571-3547	sgp48@drexel.edu	All	No

1-8 of 8 Records



Managing a Workspace on Grants.gov

And you can add people external to Drexel as long as you know their username

FORMS PARTICIPANTS ACTIVITY DETAILS GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

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

1-8 of 8 Records

Username	Participant Name	Phone Number	Email	Form Access	Authorized to Submit
cmorris	Chad A Morris	2158956630	cmorris@coe.drexel.edu	Non-Budget	No
georgeannebieg	Georgianne Bieg	267-359-6206	glt23@drexel.edu	All	No
mmcandrews	Moira McAndrews	2673596041	mem464@drexel.edu	All	No
njg28	Nadine J Golding	2158956783	njg28@drexel.edu	All	No
rim26	Rebecca Morey	267-359-6372	rim26@drexel.edu	All	No
sullivanbob	Robert Sullivan	2158952745	rjs336@drexel.edu	All	Yes
PreAwardED	Stacia C Levy	215-895-6476	stacia@drexel.edu	All	Yes
sgp48	Stuart Politi	215-571-3547	sgp48@drexel.edu	All	No

1-8 of 8 Records



Managing a Workspace on Grants.gov

You can also manage a participants form access

FORMS PARTICIPANTS ACTIVITY DETAILS GRANTOR IMAGE PREVIEW GRANTOR VALIDATION

Workspace Participants: Export Detailed Data Add from Workspace Organization » Add by Username ?

1-12 of 12 Records

Username	Participant Name	Phone Number	Email	Form Access	Authorized to Submit	Actions
cmorris	Chad A Morris	2158956630	cmorris@coe.drexel.edu	Non-Budget	No	Remove Make Owner Manage Access
georgeannebieg	Georgeanne Bieg	267-359-6206	glt23@drexel.edu	All	No	Remove Make Owner Manage Access
KateMaum	Kate Maum	215-895-6108	km827@drexel.edu	Subform(s) Only	No	Remove Make Owner Manage Access
Ms4282	Maja Subasic	2158956471	ms4282@drexel.edu	All	No	Remove Make Owner Manage Access
mnewsome	Megan E Newsome	215-895-2983	men33@drexel.edu	All	No	Remove Make Owner Manage Access
mat33	Melissa Ayers	215-895-2649	mat33@drexel.edu	All	No	Remove Make Owner Manage Access
mmcandrews	Moirra McAndrews	2673596041	mem464@drexel.edu	All	No	Remove Make Owner Manage Access
njg28	Nadine J Golding	2158956783	njg28@drexel.edu	All	No	Remove Make Owner Manage Access
rim26	Rebecca Morey	267-359-6372	rim26@drexel.edu	All	No	Remove Make Owner Manage Access



Managing a Workspace on Grants.gov

So they can only access non-budget forms, sub forms, or all forms

Manage Access

?

Please specify Form Access:

Username: rim26
Name: Rebecca Morey
Email: rim26@drexel.edu

***Form Access:**

- All Forms including Budget
- Non-Budget Forms
- Subform(s) Only

Save Cancel



Managing a Workspace on Grants.gov

Click on the **ACTIVITY** tab to view a log of all Workspace activity.

MANAGE WORKSPACE

Created
 Fill Out Forms
 Complete and Notify AOR
 Submit
 Agency Received



PA-16-160 - PKG0022267
NIH Research Project Grant (Parent R01)
Department of Health and Human Services
National Institutes of Health

Application Filing Name: HI everyone Happy Tuesday [\[Edit Name\]](#)

Workspace ID: WS00051735

Workspace Status: In Progress

Opening Date: Apr 17, 2016

AOR Status: Active

Last Submitted Date: ---

Closing Date: May 07, 2019

Workspace Owner: Robert Sullivan

SAM Expiration Date: Feb 08, 2018

DUNS: 0026048170000

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

Workspace Activity:

[Export Detailed Data](#)

1-25 of 123 Records

Timestamp ▼	Category ◇	Action ◇	Performed On ◇	Performed By ◇	Details ◇
Aug 02, 2017 03:05:05 PM EDT	Form	Downloaded	PHS Inclusion Enrollment Report [V1.0]	Georgianne Bieg	
Jul 25, 2017 11:44:56 AM EDT	Form	Unlocked	SF424 (R & R) [V2.0]	Georgianne Bieg	
Jul 25, 2017 11:43:21 AM EDT	Form	Edited	SF424 (R & R) [V2.0]	Georgianne Bieg	



Submit a Workspace Package

Once all forms have been marked as “passed,” press the **CHECK APPLICATION** button to validate and then **COMPLETE AND NOTIFY AOR**.

Preview Application Forms **Check Application** Complete and Notify AOR Delete

Download Instructions » ?

Form Status	Last Updated Date/Time	Locked By	Actions
Passed [Locked]	Sep 23, 2016 12:54:40 PM EDT	Abe Lincoln	Unlock Download Upload Reuse Webform

The AOR will then be notified and can log in order to submit the final application by clicking the **SIGN AND SUBMIT** button. The button will be visible and activated for Workspace Participants with the AOR role under the following circumstances:

- The workspace does not have an alert message highlighting a submission issue
- The forms selected for submission are in the "Passed" status
 - Note: Workspace validations are not agency specific
- The application package's Open Date is in the past

Preview Application Forms Check Application **Sign and Submit**



“Submission Confirmation ”

- Submitted applications with "Validated", "Received By Agency", or "Agency Tracking Number Assigned" status will be available for download from the Check Application Status page during this time. Workspace submissions can be downloaded from the Details tab of the workspace.
- These email along with a copy of the full application will be sent to the department by Program Administrator.



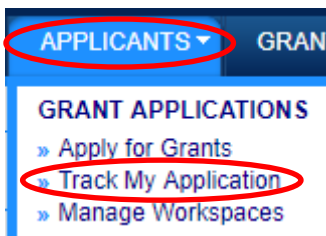
Track a Workspace Package

After successfully submitting a workspace package, a Grants.gov Tracking Number is automatically assigned to the package. The number will be listed on the Confirmation PDF that is generated after submission.

Participants can also find the Grants.gov Tracking Number on the Manage Workspace page, under the Details tab.

You can track the submission by clicking on the Track My Application link under the Applicant drop-down menu and enter the Grants.gov Tracking Number.

To track Grants.gov submissions, enter up to five Grants.gov tracking numbers, one per line and click the "Submit Tracking Number(s)" button:



Submit Tracking Number(s)



Accessing Workspace on Grants.gov

In the future, you can access this (and all of your) Workspaces by clicking on the **APPLICANTS** tab and selecting **Manage Workspaces** when you are logged in.

The screenshot shows the Grants.gov website interface. At the top, the logo reads "GRANTS.GOV" with the tagline "FIND. APPLY. SUCCEED." Below the logo is a navigation bar with tabs: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, and FORMS. The "APPLICANTS" tab is highlighted with a red circle. Below the navigation bar, the breadcrumb path is "GRANTS.GOV > Applicants > Manage Workspaces". The main heading is "MANAGE WORKSPACES". Below this heading is a search prompt: "Please enter criteria and click Search:". There are three input fields: "Funding Opportunity Number:", "Funding Opportunity Title:", and "CFDA Number:". A dropdown menu is open from the "APPLICANTS" tab, showing two columns of options. The "APPLICANTS" tab and the "Manage Workspaces" option in the dropdown are circled in red. The dropdown menu includes the following items:

- GRANT APPLICATIONS**
 - » Apply for Grants
 - » Track My Application
 - » Manage Workspaces
- APPLICANT MANAGEMENT**
 - » Manage Applicants
- APPLICANT RESOURCES**
 - » Workspace Overview
 - » Applicant Eligibility
 - » Applicant Training
 - » Applicant FAQs
 - » Adobe Software Compatibility
 - » Submitting UTF-8 Special Characters
 - » Encountering Error Messages



Additional Workspace Resources:

Please visit [grants.gov](https://www.grants.gov) for the following resources:

- Training and tutorial videos
- Online User Guide
- Links to application packages
- Applicant FAQs

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

Always feel free to contact Pre-award with any questions or for additional information: <http://drexel.edu/research/about/pa/>