



Grants.gov Workspace

November 2017

Why Workspace?

Legacy PDF Application Package will be phased out on December 31, 2017

- Applicants will no longer be able to download the older, single PDF application package of forms.
- Applicants can apply for grants using Grants.gov Workspace, which separates the application package into individual forms. Applicants can create a workspace, complete the individual PDF forms, and submit their application workspace package.
- The new online forms interface is now available in Grants.gov (as of February 2017) and is only accessible through Workspace.
- For any funding opportunities where applicants have downloaded the legacy PDF application package, they will be able to continue to submit that package until March 31, 2018.
- S2S Submissions will continue to be supported.

For more information about Grants.gov Workspace, please visit the various [Workspace resources](https://www.grants.gov/web/grants/applicants/workspace-overview.html):
<https://www.grants.gov/web/grants/applicants/workspace-overview.html>

WorkSpace

Workspace is the standard way to apply for grants in Grants.gov for organizations. It is designed to work for individual applicants and large teams applying on behalf of an organization, so there are a variety of features for you to utilize.

These institutes and departments will be effected by this change:

Department of Education

Department of Justice

Institute of Education Sciences

USDA

Department of Defense

And Other Agencies

WorkSpace Benefits & Roles

Benefits of Workspace

Workspace enhances the Grants.gov apply functionality by providing applicants with a shared, online environment to collaboratively complete and submit grant applications.

Multiple users can concurrently complete the application forms

Reuse/Copy existing Workspace forms

Upfront validation allows applicants to correct application errors prior to submission, which minimized the rejection rate.

Seamless integration between online webforms and offline PDF forms.

Collaborate with Users External to Your Organization

Any changes to the Opportunity Package are immediately reflected in Workspace

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

Roles and Access Levels for Actions in Workspace

The following chart shows the roles or access level that can complete specific actions related to Grants.gov Workspace. *Note: A user's roles are applicable only when they match the workspace's organization.*

ACTIONS	GRANTS.GOV ROLES & ACCESS	WORKSPACE ACCESS
Assign All Roles	 	N/A
Assign Manage Workspace Role	  	N/A
Create a Workspace	  	N/A
Add Participants	 	
Become a Participant (user must be added by another - see above)	   	N/A
Reassign Ownership	 	
Become a Workspace Owner (must have Manage Workspace role)		 
Complete Forms	 	  
Lock/Unlock Forms	 	  
Override Locks	 	 
Check Application	 	  
Complete & Notify AOR		
Submit Application (must have AOR role)		
Reopen Workspace	 	 
Delete Workspace	 	

Documents Required for COEUS Routing

Summary or Detailed Budget

Scope of Work or Abstract

Workspace tutorial

<https://www.youtube.com/watch?v=oTflTcJyQTg>

Presented by Michele Austin & Scott Mitchell, Specialists
Sponsored Programs Administration
