

This guide provides an overview and some tips for using Grants.gov Workspace. It is not intended to be a step-by-step walkthrough that covers all aspects of submitting an application.

Though switching from Coeus to agency systems marks a new business process for JHU, Workspace is not a new system. Once you've logged in to check Workspace out yourself, you'll be surprised by how familiar the forms are and how intuitive the system is.

In this guide, "Workspace" refers to the system and "workspace" refers to your workspace application. If you have questions and want to learn more, we've added a list of resources and a FAQ to the end of this document.

GENERAL

- Only use for Workspace for submissions to agencies that do not have a dedicated submission portal (e.g. CDC, HRSA, DOD, etc.)
- Files cannot exceed 200MB.
- Do not use the Adobe attachment function (the paper clip in the taskbar) to upload files. **You must use the in-form “Add Attachment” option. Not using the in-form options will cause errors.**
- Disable pop-up blockers for the Grants.gov site. Some confirmation boxes appear in pop-up windows.
- Available and required forms vary by FOA and agency. Always read the application instructions carefully.
- Like the Adobe Legacy forms, completing the SF424 R&R form will populate some fields in the rest of the package.

ACCESS AND OWNERSHIP

- You can only create a workspace if you have a Grants.gov account with the “Manage Workspace” role.
- The person who creates the workspace is **workspace owner** and can grant other users access to the workspace.
- If the FOA is not compatible with Workspace, it will not be listed as an option on the FOA.
- You do NOT need an account to **search for and download funding opportunities.**


CREATING A WORKSPACE

- You must be logged in to Grants.gov to create a workspace.
- You can complete forms online (web forms) or download forms to complete offline and upload later.
- You can run a check on each page for errors.
- Each question/section links to help documents for that question.

SUBMISSION/POST-SUBMISSION & TRACKING

- No significant changes.

You must have a Grants.gov account to create and be added as a participant on workspaces. Get set up here: <https://www.grants.gov/web/grants/applicants/registration.html>.



Registering with Grants.gov

One account to manage all your profiles, applications, and subscriptions.

Applicants

1. Complete the **required form fields**.
2. **Confirm** your email address.
3. **Add** an organization applicant profile or individual an individual applicant profile after registering.

Learn more on the [Applicant Registration page](#).

- You need an **ORGANIZATION APPLICANT** account.
- Our DUNS is 00-191-0777.
- Once you have created your account, at this time, only ORIS can grant you the “Manage Workspace” role.

REMEMBER!

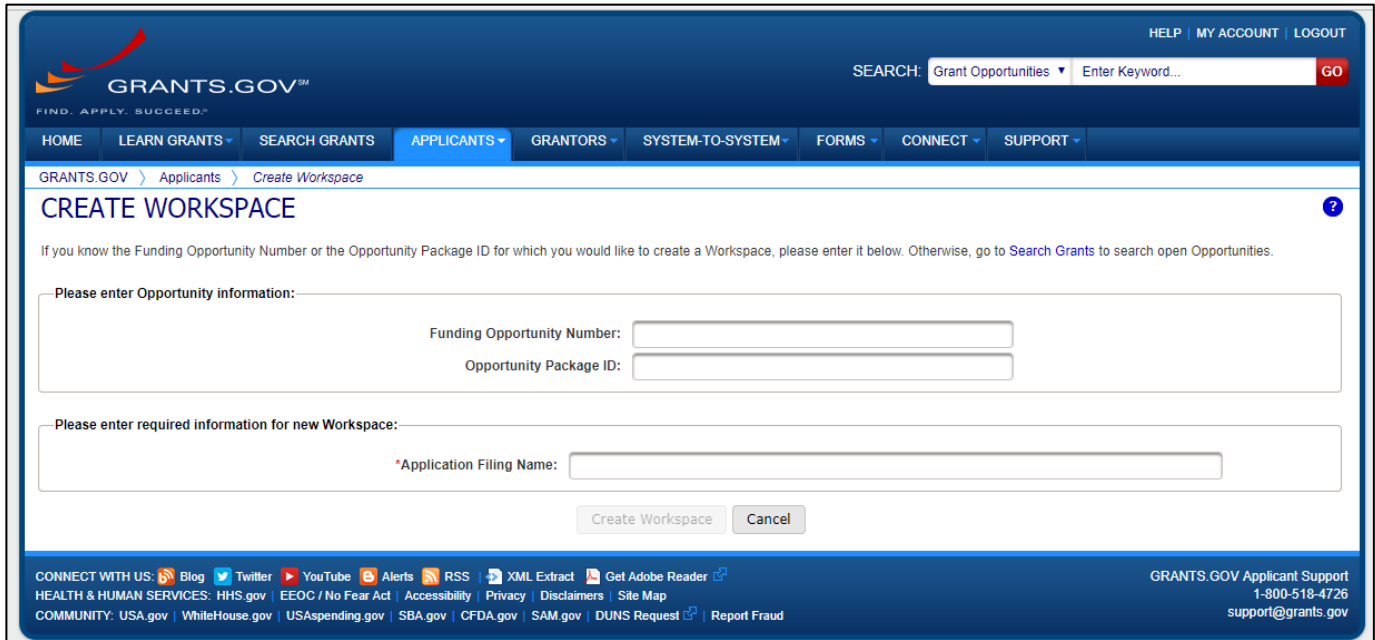
- *You can only create a Workspace if you have the **Manage Workspace** role.*
 - *Whoever creates the Workspace becomes the workspace owner and can grant permissions to other users and transfer ownership of a workspace to another user.*
-

You must be logged in to Grants.gov to create a workspace. After you log in you, you'll start at the Welcome screen/Applicant Center.

Select "Create Workspace" to create a new workspace OR "Manage Workspace" to access an existing workspace.

The screenshot shows the 'APPLICANT CENTER' interface. On the left is a navigation menu with sections: 'WELCOME: Sharel A. Brown', 'GRANT APPLICATIONS' (with 'Create Workspace' highlighted), 'APPLICANT MANAGEMENT', and 'APPLICANT RESOURCES'. The main content area has four panels: 1) 'APPLY USING WORKSPACE' with a warning icon and a link 'Learn about Next Steps Here'; 2) 'WORKSPACE TRAINING RESOURCES' with a group icon and a link 'Learn about Grants.gov Workspace Functionality'; 3) 'GRANTS.GOV COMMUNITY BLOG' with a RSS icon and a link 'Visit the Grants.gov Community Blog'; 4) 'WEBFORMS IN WORKSPACE' with a video icon and a link 'Video Tutorial on Webforms'.

- You can also access Workspace directly from a link in any compatible FOA.



- Enter the FOA number or the package ID*.

*All FOA have package ID's that are available when you search Grants.gov for opportunities. These ID's do not appear in the FOA.

- Enter an Application Filing Name.
 - The **Application Filing Name** is a required field, limited to 240 characters. This does not **need** to be the grant title, but it cannot be left blank. **ORA Suggestion:** Keep it brief and descriptive, "Smith 0618 DiabetesR01-mice" so that it is easier to locate later.
- Click the "**Create Workspace Button**" to launch the Manage Workspace Page.

MANAGING WORKSPACES (note the plural – this relates to all of your created workspaces, not a specific one)

Search by any of the criteria below to find workspaces where you are the workspace owner or a participant. In the example below, I searched by “last activity date”. Select the form you want to access from the Actions column (last on the right).

- **Copy:** Use to copy the workspace to use for another application.
- **Manage:** Use to open an “In Progress” workspace.

GRANTS.GOV > Applicants > Manage Workspaces

MANAGE WORKSPACES

Please enter criteria and click Search:

Funding Opportunity Number:
Workspace ID:
Workspace Status:
 New
 In Progress
 Ready for Submission
 Submitted
 Archived

Funding Opportunity Title:
Workspace DUNS:

Opportunity Package ID:
Application Filing Name:

Last Activity Date: From: To:

Results:

1-5 of 5 Records

| Workspace ID | Workspace DUNS | Workspace Status | Funding Opportunity Number | Application Filing Name | Workspace Owner | Last Activity Date | Actions |
|--------------|----------------|------------------|----------------------------|-------------------------|------------------|--------------------|---|
| WS00077809 | 0019107770000 | In Progress | PA-18-345 | Test R01 | Sharel A Brown | 12/13/2017 | Copy Manage |
| WS00079835 | 0019107770000 | In Progress | PA-18-484 | R01 No CT | Sharel A Brown | 12/13/2017 | Copy Manage |
| WS00070457 | 0019107770000 | In Progress | PA-16-160 | Test 10317 | Sharel A Brown | 11/14/2017 | Copy Manage |
| WS00073661 | 0019107770000 | In Progress | PA-16-198 | Test K23 | Sharel A Brown | 10/31/2017 | Copy Manage |
| WS00072926 | 0019107770000 | In Progress | PA-16-160 | Ellen Morthole | Ellen P Morthole | 10/23/2017 | Copy Manage |

1-5 of 5 Records


COMPLETING A WORKSPACE

The Manage Workspace page is the hub of all actions and activity for the workspace. You will download and select forms to complete, grant workspace access to the other users (participants), preview and validate the application from this screen.

MANAGE WORKSPACE

✔ Created
⋮ Fill Out Forms
○ Complete and Notify AOR
○ Submit
○ Agency Received

Form successfully unlocked



HRSA-18-086 - PKG00237135
Supporting State Maternal and Child Health Policy Innovation Program
Department of Health and Human Services
Health Resources and Services Administration

Application Filing Name: Test HRSA [\[Edit Name\]](#)

Workspace ID: WS00082729

AOR Status: Active

Workspace Owner: Sharel A Brown

Workspace Status: In Progress

Last Submitted Date: ---

SAM Expiration Date: Nov 15, 2018

Opening Date: ---

Closing Date: Feb 16, 2018

DUNS: 0019107770000

FORMS
PARTICIPANTS
ACTIVITY
DETAILS

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"/> | Application for Federal Assistance (SF-424) [V2.1] | Mandatory | Passed [Locked] | Dec 27, 2017 04:40:03 PM EST | Sharel A Brown | Unlock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Attachments [V1.1] | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Project/Performance Site Location(s) [V2.0] | Mandatory | In Progress | Dec 27, 2017 04:43:57 PM EST | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Project Narrative Attachment Form [V1.1] | Mandatory | Passed | Dec 27, 2017 04:44:48 PM EST | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Grants.gov Lobbying Form [V1.1] READ-ONLY | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Budget Narrative Attachment Form [V1.1] | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Assurances for Non-Construction Programs (SF-424B) [V1.1] READ-ONLY | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Budget Information for Non-Construction Programs (SF-424A) [V1.0] | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Key Contacts [V1.0] | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input type="checkbox"/> | Disclosure of Lobbying Activities (SF-LLL) [V1.1] | Optional | --- | --- | --- | Lock Download Upload Reuse Webform |

PROGRESS TRACKER

The screenshot shows the 'MANAGE WORKSPACE' interface. At the top, a progress bar consists of five colored segments: a green checkmark for 'Created', a red ellipse for 'Fill Out Forms', a blue circle for 'Complete and Notify AOR', a white circle for 'Submit', and a white circle for 'Agency Received'. Below this bar, a yellow box displays the message 'Form successfully unlocked'. The main content area is divided into two columns. The left column features the logo of the Department of Health and Human Services and the text: 'HRSA-18-086 - PKG00237135 Supporting State Maternal and Child Health Policy Innovation Program Department of Health and Human Services Health Resources and Services Administration'. The right column contains application details: 'Application Filing Name: Test HRSA [Edit Name]', 'Workspace ID: WS00082729', 'Workspace Status: In Progress', 'Opening Date: ---', 'AOR Status: Active', 'Last Submitted Date: ---', 'Closing Date: Feb 16, 2018', 'Workspace Owner: Sharel A Brown', 'SAM Expiration Date: Nov 15, 2018', and 'DUNS: 0019107770000'. At the bottom, there is a navigation bar with four tabs: 'FORMS' (selected), 'PARTICIPANTS', 'ACTIVITY', and 'DETAILS'.

The top section of the Manage Workspace screen has a helpful bar that tracks your progress.

- **Green check:** Indicates what you've completed so far.
- **Red ellipses:** Indicates your current progress—where you are in the completion and submission process.
- **Blue sections:** Indicates things that you still need to complete.

HEADER/OPPORTUNITY INFORMATION

Beneath the tracker bar is a section with the information about the FOA (such as the title, opportunity number and dates), it shows your unique workspace ID (*WS00082729*) and identifies the workspace owner.

NAVIGATION TABS

The available tabs will vary by agency. For most submissions, you'll see FORMS, PARTICIPANTS, ACTIVITY, DETAILS. We'll review these one at a time.

APPLICATION PACKAGE FORMS

The rest of the page is where you will add forms to and complete the forms for the application. A series of boxes on the left lists the forms, which you can check or uncheck to include or remove them from the proposal. We'll review this in the next section.

COMPLETING THE FORMS

The process of completing the workspace forms is not significantly different from completing the Legacy Adobe package.

Below is information to help you navigate these pages and a few things that you need to be aware of.

| FORMS | PARTICIPANTS | ACTIVITY | DETAILS | | | |
|--|--|-------------|-----------------|--|----------------|--|
| Workspace Actions: <input type="text"/> | | | | | | |
| | | | | <input type="button" value="Preview Application Forms"/> <input type="button" value="Check Application"/> <input type="button" value="Sign and Submit"/> <input type="button" value="Delete"/> | | |
| Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms: | | | | <input type="button" value="Download Instructions »"/> <input type="button" value="?"/> | | |
| Include in Package | Form Name (Click to Preview) | Requirement | Form Status | Last Updated Date/Time | Locked By | Actions |
| <input checked="" type="checkbox"/> | Application for Federal Assistance (SF-424) [V2.1] | Mandatory | Passed [Locked] | Dec 27, 2017 04:40:03 PM EST | Sharel A Brown | Unlock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Attachments [V1.1] | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Project/Performance Site Location(s) [V2.0] | Mandatory | In Progress | Dec 27, 2017 04:43:57 PM EST | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Project Narrative Attachment Form [V1.1] | Mandatory | Passed | Dec 27, 2017 04:44:48 PM EST | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Grants.gov Lobbying Form [V1.1] READ-ONLY | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Budget Narrative Attachment Form [V1.1] | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Assurances for Non-Construction Programs (SF-424B) [V1.1] READ-ONLY | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Budget Information for Non-Construction Programs (SF-424A) [V1.0] | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Key Contacts [V1.0] | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input type="checkbox"/> | Disclosure of Lobbying Activities (SF-LLL) [V1.1] | Optional | --- | --- | --- | Lock Download Upload Reuse Webform |

INCLUDE IN PACKAGE: the first column has a list of boxes you can check or uncheck to include or remove an optional form set from the application.

FORM NAME: Clicking on the Form Name, opens a preview window of the form.

REQUIREMENT: Mandatory forms are listed first, followed by the optional forms.

FORM STATUS:

- [---]: A form that has not been accessed yet.
- **[In Progress]**: A form that has been accessed, but the data entered does not pass the validation check.
- **[Passed]**: A completed form that has completed (passed) they system validation check.

LAST UPDATE DATE/TIME: Self-explanatory: This shows the last time a section was updated.

LOCKED BY: This is blank unless the listed user has locked the form.

WORKSPACE ACTIONS

In the Actions column to the far right, you will select from several different options to enter information into your application.

| 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"/> | Application for Federal Assistance (SF-424) [V2.1] | Mandatory | Passed [Locked] | Dec 27, 2017 04:40:03 PM EST | Sharel A Brown | Unlock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Attachments [V1.1] | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Project/Performance Site Location(s) [V2.0] | Mandatory | In Progress | Dec 27, 2017 04:43:57 PM EST | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Project Narrative Attachment Form [V1.1] | Mandatory | Passed | Dec 27, 2017 04:44:48 PM EST | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Grants.gov Lobbying Form [V1.1] READ-ONLY | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |

LOCK: Use this to prevent a form from being updated while someone is using it. The system prompts you to lock or **UNLOCK** the form.

DOWNLOAD: This allows to you download a PDF of the form to your workstation for completion offline at your convenience or send to someone else to complete. After completing a form offline, use the **UPLOAD** function to add the completed form to the application. These forms are similar to the Legacy Adobe forms.

REUSE: You'll be able to use this option once you have completed a similar form in another workspace. You can reuse the information from an existing form in a previous workspace. You are asked to confirm that you want to reuse a form, and then are taken to the REUSE WORKSPACE FORM to search for the form you want to reuse. Not available for all forms.

- The REUSE search results show the application filing name, workspace status, FOA, the date of the last update and a preview option.
- Once you select the form to reuse, it is imported to your current workspace, replacing the blank form with and it will update that form's status to PASSED.
- Use the webform option, if you need to tweak the information in the form.

WEBFORM: This is an enhanced online interface.

- Hovering over a field will give you information or instructions about completing that field.
- If enter invalid information in a field it is highlighted yellow and a red error notation appears.
- You can check for errors as you work. The errors appear at the top of the page with a link to the field that has an error.
- There is an auto save feature (every five minutes), but you should save manually after updating a page.

WORKSPACE ACTIONS (CONT.)

- When someone is editing a form, it is locked to other users. When you exit a form the system asks if you want to unlock the form (releasing it for another use to edit) or keep the form locked (if you still need to make changes and do not want someone to undo what you've done.) when a form is locked, the Locked by field will let you know who to contact if you need to make changes.

When uploading an attachment, Workspace scans for viruses and file name conventions.

SUBMITTING YOUR APPLICATION

- Only the AOR has the ability to submit applications. In most cases, the AOR will be your ORA Authorized Official.
- When you click "Sign and Submit," you are prompted for your Grants.Gov password, not your Commons password. Upon submission, you'll receive the Grants.Gov confirmation emails, as you would for the Legacy packages.
- After submitting, all edit options are disabled.
- The Reopen option is available for the workspace owner and the AOR after submission but should not be used unless by request of the AOR.

CHANGED/CORRECTED APPLICATIONS

Consult the ORA official who will work with you on the Changed/Corrected application about what steps need to be taken in Workspace. We will update the guide with detailed instructions, once we have tested this with a real-time submission.

PARTICIPANTS TAB

From this tab, you will be able to: (1) add Participants to your workspace, (2) remove users from your workspace, (3) manage what areas of your workspaces, participants can access, and (4) transfer workspace ownership to other users with the workspace owner role.

Adding Participants

The way you add participants to your workspace depends on if they are internal to JHU or external users.

The screenshot shows the 'MANAGE WORKSPACE' page for a workspace. The top navigation bar includes 'HOME', 'LEARN GRANTS', 'SEARCH GRANTS', 'APPLICANTS', 'GRANTORS', 'SYSTEM-TO-SYSTEM', 'FORMS', 'CONNECT', and 'SUPPORT'. The 'APPLICANTS' tab is selected. Below the navigation, there are progress indicators for 'Created', 'Fill Out Forms', 'Complete and Notify AOR', 'Submit', and 'Agency Received'. The workspace details include: Application Filing Name: Test R01 [Edit Name], Workspace ID: WS00077809, Workspace Status: In Progress, Opening Date: Jan 05, 2018, AOR Status: Active, Last Submitted Date: ---, Closing Date: Jan 07, 2021, Workspace Owner: Sharel A Brown, SAM Expiration Date: Nov 15, 2018, and DUNS: 0019107770000. The 'PARTICIPANTS' tab is active, showing a table with one record for 'sbrown80' (Sharel A Brown) with 'All' form access and 'Yes' authorization to submit. The table has columns for Username, Participant Name, Phone Number, Email, Form Access, Authorized to Submit, and Actions.

1. **Add by the username:** Use this to add external (non-JHU) participants to your workspace. You need their username before you can exercise this option.

The dialog box is titled 'Add Participant by Username'. It contains a text input field for the username, a 'Search' button, and a 'Please enter Username and click Search, then specify Form Access:' instruction. Below the input field, there are 'Save' and 'Cancel' buttons.

2. **Search the list of the organization’s registered users.** To add them, check the Add button in the action column, and then click Save button at the bottom of the page. If you do not press save, they will not be added. Saving the form takes you back to the Manage Workspace screen and you can check the Participants tab to see that it has been updated with whoever you just added.

MANAGE WORKSPACE Created Fill Out Forms Complete and Notify AOR Submit Agency Received

Add Participants from Workspace Organization

Please enter criteria and click Search:

First Name: Last Name: Role:

Select Applicants and Click Save (0 selected applicants):

1-25 of 136 Records

| Username | First Name | Last Name | Phone Number | Email | AOR Role | Manage Workspace Role | Actions |
|-------------|------------|--------------|--------------|----------------------------|----------|-----------------------|------------------------------|
| awampler | Alison | Wampler | 410-516-5281 | awampler@jhu.edu | No | Yes | <input type="checkbox"/> Add |
| amara1 | Amara | Hamdani | 2405921370 | amara.hamdani@jhuapl.edu | No | No | <input type="checkbox"/> Add |
| AmyRost | Amy | Rost | 410-502-2150 | amyrost@jhmi.edu | Yes | Yes | <input type="checkbox"/> Add |
| actimm1 | Andrea | Timm | 2405920456 | Andrea.Timm@jhuapl.edu | No | No | <input type="checkbox"/> Add |
| STANTAP1 | Angela | Stanton | 240-228-5927 | Angela.Stanton@jhuapl.edu | No | No | <input type="checkbox"/> Add |
| akorzen13 | Anna | Korzeniewska | 4432877252 | akorzen@jhmi.edu | No | No | <input type="checkbox"/> Add |
| annaliseh | Annalise | Heron | 6672086553 | aheron4@jhu.edu | No | No | <input type="checkbox"/> Add |
| bradparsons | Bradley | Parsons | 2402281090 | bradley.parsons@jhuapl.edu | No | No | <input type="checkbox"/> Add |

MANAGING ACCESS

Adding a participant, grants them access to All Forms including Budget, by default. You can limit access to **Non-Budget forms** and **Subform(s) Only**. If you choose to limit someone’s access to Subforms, the available Subforms options are shown.

NOTE: Both the requester and the user being added as a participants receive an email confirmation once a new user is added to the workspace.

ACTIVITY TAB

This lists **every** action taken on the form by **every** user.

MANAGE WORKSPACE

Created
Fill Out Forms
Complete and Notify AOR
Submit
Agency Received

HRSA-18-086 - PKG00237135
Supporting State Maternal and Child Health
Policy Innovation Program
Department of Health and Human Services
Health Resources and Services
Administration

Application Filing Name: Test HRSA [Edit Name]
Workspace ID: WS00082729
AOR Status: Active
Workspace Owner: Sharel A Brown

Workspace Status: In Progress
Last Submitted Date: ---
SAM Expiration Date: Nov 15, 2018

Opening Date: ---
Closing Date: Feb 16, 2018
DUNS: 0019107770000

FORMS

PARTICIPANTS

ACTIVITY

DETAILS

Workspace Activity: Export Detailed Data ?

1-14 of 14 Records 1

| Timestamp | Category | Action | Performed On | Performed By | Details |
|------------------------------|-----------|----------|--|----------------|-----------|
| Dec 27, 2017 04:44:59 PM EST | Form | Unlocked | Project Narrative Attachment Form [V1.1] | Sharel A Brown | |
| Dec 27, 2017 04:44:49 PM EST | Form | Saved | Project Narrative Attachment Form [V1.1] | Sharel A Brown | |
| Dec 27, 2017 04:44:24 PM EST | Form | Edited | Project Narrative Attachment Form [V1.1] | Sharel A Brown | |
| Dec 27, 2017 04:44:23 PM EST | Form | Locked | Project Narrative Attachment Form [V1.1] | Sharel A Brown | |
| Dec 27, 2017 04:44:09 PM EST | Form | Locked | Application for Federal Assistance (SF-424) [V2.1] | Sharel A Brown | |
| Dec 27, 2017 04:44:04 PM EST | Form | Unlocked | Project/Performance Site Location(s) [V2.0] | Sharel A Brown | |
| Dec 27, 2017 04:43:58 PM EST | Form | Saved | Project/Performance Site Location(s) [V2.0] | Sharel A Brown | |
| Dec 27, 2017 04:42:30 PM EST | Form | Edited | Project/Performance Site Location(s) [V2.0] | Sharel A Brown | |
| Dec 27, 2017 04:42:30 PM EST | Form | Locked | Project/Performance Site Location(s) [V2.0] | Sharel A Brown | |
| Dec 27, 2017 04:42:00 PM EST | Form | Unlocked | Application for Federal Assistance (SF-424) [V2.1] | Sharel A Brown | |
| Dec 27, 2017 04:40:03 PM EST | Form | Saved | Application for Federal Assistance (SF-424) [V2.1] | Sharel A Brown | |
| Dec 27, 2017 04:35:03 PM EST | Form | Edited | Application for Federal Assistance (SF-424) [V2.1] | Sharel A Brown | |
| Dec 27, 2017 04:35:03 PM EST | Form | Locked | Application for Federal Assistance (SF-424) [V2.1] | Sharel A Brown | |
| Dec 27, 2017 04:34:28 PM EST | Workspace | Created | WS00082729 | Sharel A Brown | Test HRSA |

1-14 of 14 Records 1

DETAILS TAB

The Detail tab is where you can track the submission. This will be blank until you have submitted the application.

FORMS

PARTICIPANTS

ACTIVITY

DETAILS

Workspace Details:

DUNS: 0019107770000 Created on: Dec 27, 2017
 Organization: JOHNS HOPKINS UNIVERSITY, THE Last Activity Date: Dec 27, 2017

Package Details:

CFDA: 93.110 – Maternal and Child Health Federal Consolidated Programs
 Competition ID – Title: HRSA-18-086 – Supporting State Maternal and Child Health Policy Innovation Program
 Contact Information: Contact Sarah Sisaye at (301)443-1943 or email ssisaye@hrsa.gov

Workspace Grant Tracking Numbers: Export Detailed Data ?

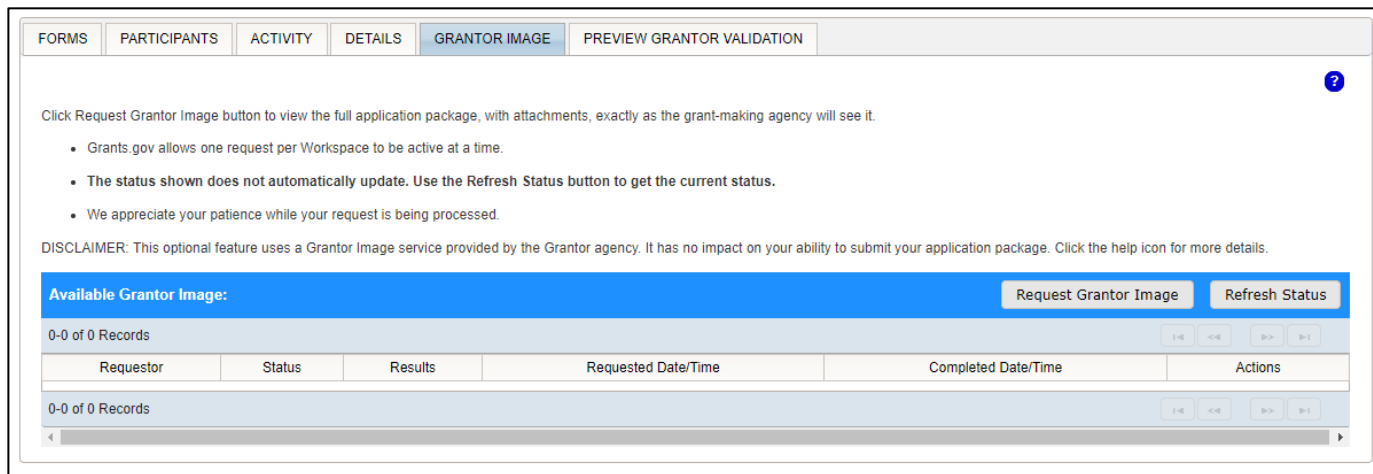
0-0 of 0 Records 1

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

0-0 of 0 Records 1

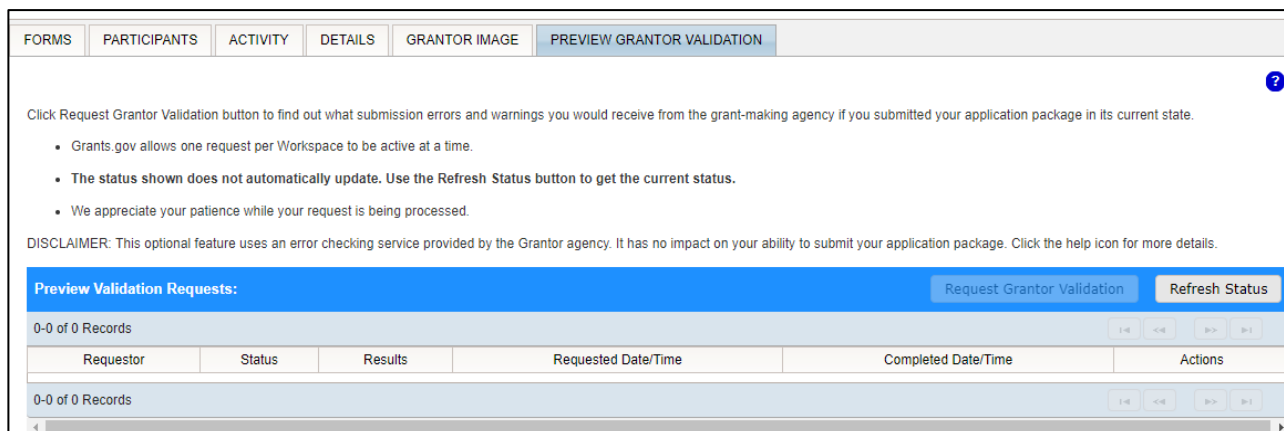
Currently, only available for NIH and AHRQ applications.

It allows you to print a PDF version of that application. You can take advantage of this to send to the PI for review and approval before submitting to ORA. Unfortunately, it does not currently include the file uploads/attachments. That will be added in a later update. **In the meantime, it might be best to add them as a participant.**



You can run agency validation checks for **NIH and AHRQ applications**. It sends the workspace to the agency system to confirm whether the application meets validation checks or not.

The page doesn't automatically update. Refresh the page to get the results of the validation check in a pop-up window.



STILL HAVE QUESTIONS?

GRANTS.GOV RESOURCES

- Video on Roles and Access: https://www.youtube.com/watch?v=zWSjX_Lfmc/
- OVERVIEW: <https://www.grants.gov/web/grants/applicants/workspace-overview/workspace-process.html>.
- USER GUIDE: https://www.grants.gov/help/html/help/ManageWorkspaces/Participants_Tab_Manage_Participants_Applicants.htm.
- VIDEOS (YouTube channel): <https://www.youtube.com/channel/UCc7tRM0vKkTMpxucO7iYPzQ>.
- Grants.gov Blog: <https://blog.grants.gov/>

JHU RESOURCES

- **ORIS Web Site:** Workspace FAQ's: <https://research.jhu.edu/oris/workspace-learning-resources/>.

WHAT PROGRAMS ARE COMPATIBLE WITH WORKSPACE?

ORA recommends that you use Mozilla Firefox, but Workspace supports:

- MICROSOFT INTERNET EXPLORER (IE)
- MOZILLA FIREFOX
- GOOGLE CHROME
- APPLE SAFARI.

Adobe Reader versions:

- ADOBE READER DC (CONTINUOUS) VERSION 2015.010.20060 OR LATER
- ADOBE READER DC (CLASSIC) VERSION 2015.006.30121 OR LATER
- ADOBE READER VERSION 11.X
- ADOBE READER VERSION 10.X
- ADOBE READER VERSION 9.X.

PROGRAM COMPATIBILITY (CONT.)

Adobe Acrobat:

- ADOBE ACROBAT 9.X
- ADOBE ACROBAT 10.X
- ADOBE ACROBAT 11.X.

For more information on compatibility, visit:

<https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

TIPS (*in progress!*)

- Each time you complete a form, check it for errors and save BEFORE closing it.