

2018 Grants.gov grant submission guide

Official training videos:

Quick intro: <https://www.youtube.com/watch?v=CdxUj9MbTcg>

Workspace Webinar: <https://www.youtube.com/watch?v=IXvoloYNkNQ>

YouTube channel: <https://www.youtube.com/channel/UCc7tRM0vKkTMpxucO7iYPzQ>

Before starting an application in grants.gov, contact your business office to ensure that your university's SAM registration is active, and gather your university's DUNS number, NCAGE code, and the identified "E-Biz" POC (from the SAM account)

University SAM POC:

SAM info:

DUNS number:

NCAGE code:

User ID:

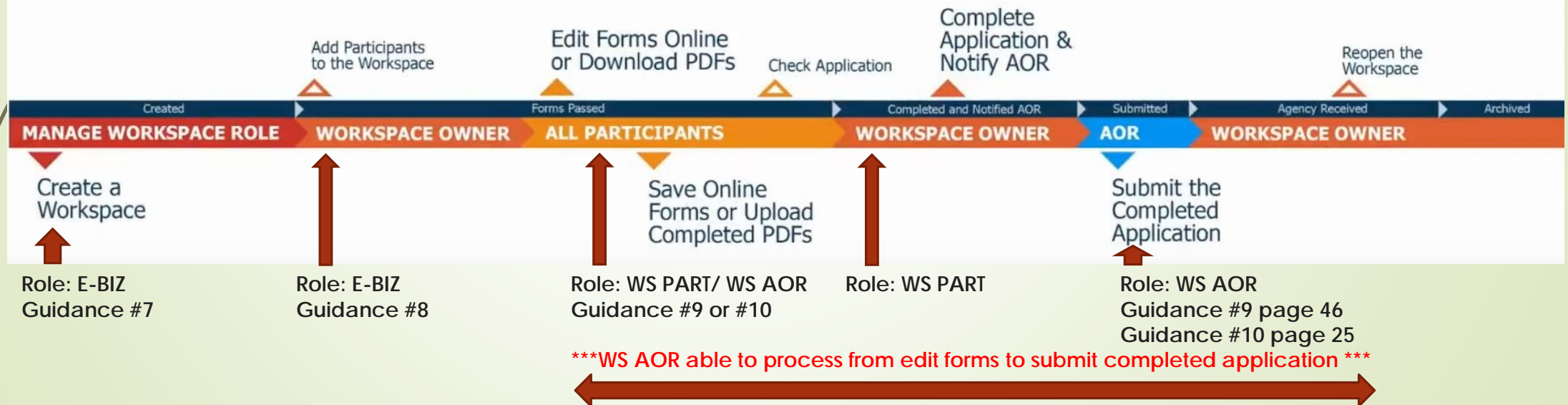
Password:

E-biz POC Name:

E-biz POC E-mail Address:

Overall process

- 1) Creating a Workspace
- 2) Adding Participants to the Workspace
- 3) Completing the Application Forms within Workspace
 - Online Webforms
 - Offline PDF Forms
- 4) Submitting via Workspace



Workspace Users/Roles/Permissions in Grants.gov

Who Can Do What in a Workspace?

When you familiarize yourself with Grants.gov's user roles and access levels, you can build a better applicant workflow for your team.

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.

Grants.gov Super Users and the EBiz POC



AOR with MPIN or AOR with Expanded Access
Allows an AOR to perform some EBiz POC actions.



E-Business Point of Contact (EBiz POC)
Admin user with access to SAM who administers user roles.

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		

Four Types of Forms in Workspace



Regular Forms



Regular Sub-Forms



Budget Forms




Budget Sub-Forms

Three Levels of Forms Access in Workspace*

LEVELS OF FORMS ACCESS	ACCESSIBLE FORM TYPES
All Forms in a Workspace Access	
All Non-Budget Forms in a Workspace Access	
Specific Sub-Form(s) Only Access	

*Forms-level access coming in 2017



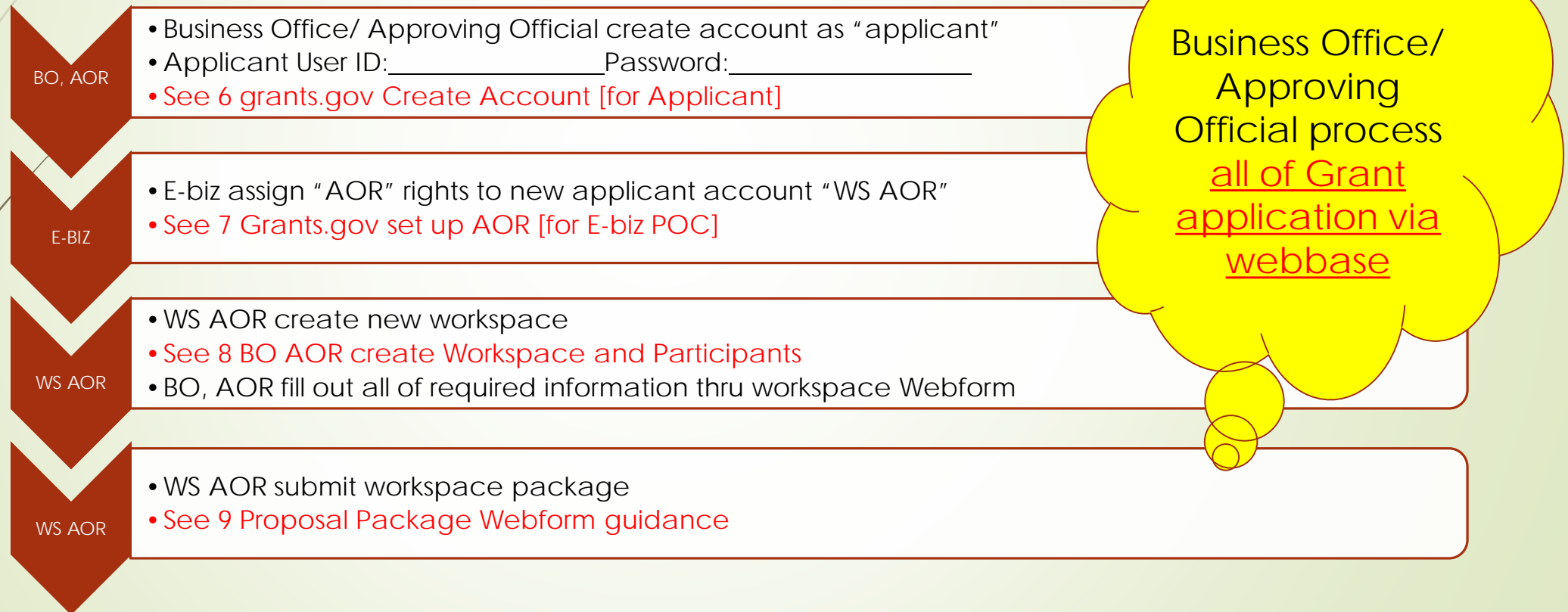
Does your university/research institution have a Business Office that assists in processing grant applications **with AOR role**?



Yes: Depending on how your university is structured, you can use Options 1, 2 or 3

No: You need have to have someone going to be "Approving Official" (AOR) to submit your grant proposal application. Set someone as AOR and see Option 1, 2, 3

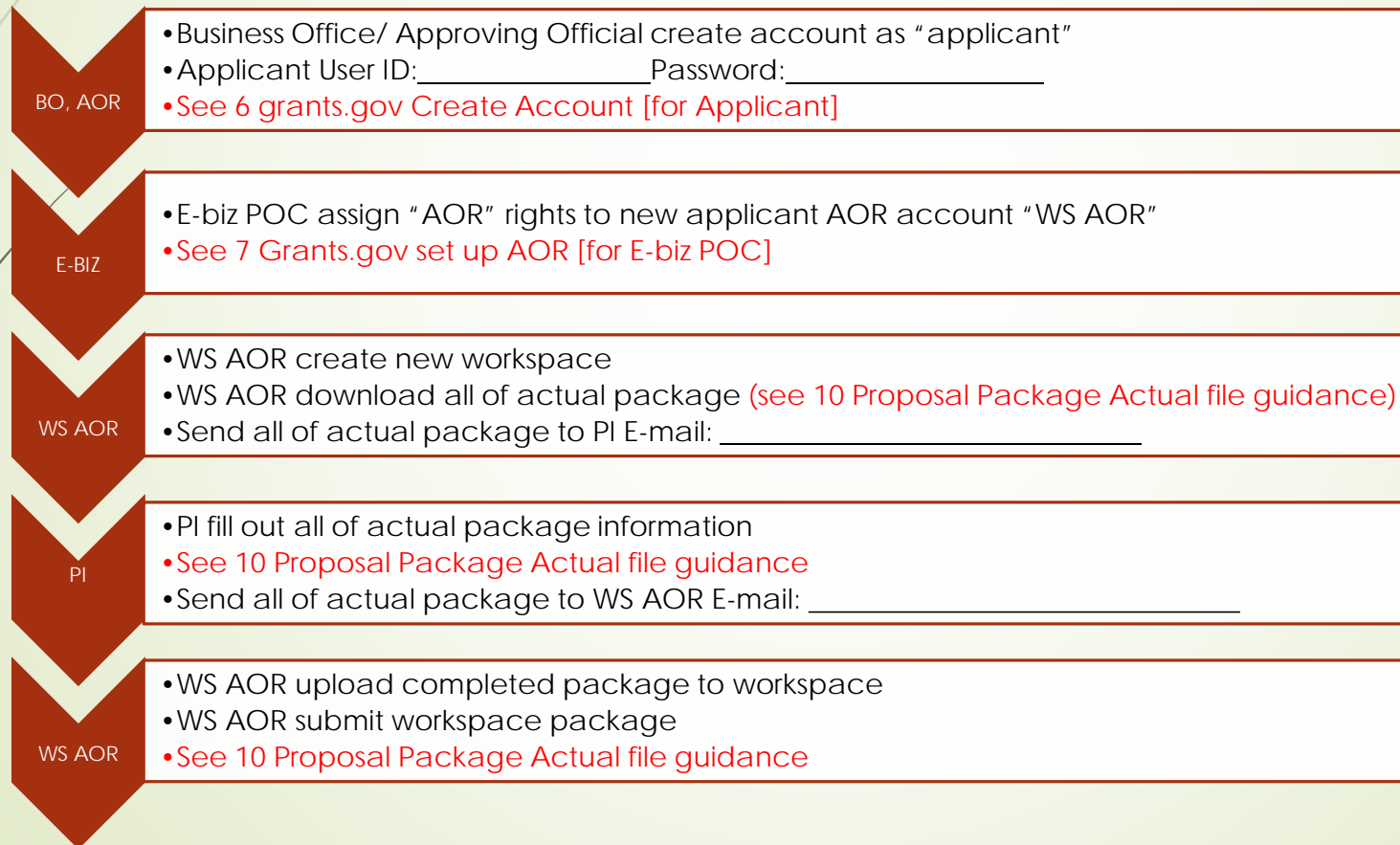
Option 1: Business Office/ Approving Official (AOR) process package and submit application(Webform) Create: 1key account in grants.gov



BO: AOR: E-BIZ: WS AOR

Option 2: PI fill out actual package, AOR submit application(Actual package)

Create: 1key account in grants.gov



Business Office/
Approving
Official manage
Workspace, PI
input Grant
application
information via
actual Package

Option 3: PI, AOR create account/ PI process thru workspace/ AOR submit application package

Create: 2 key accounts in grants.gov

