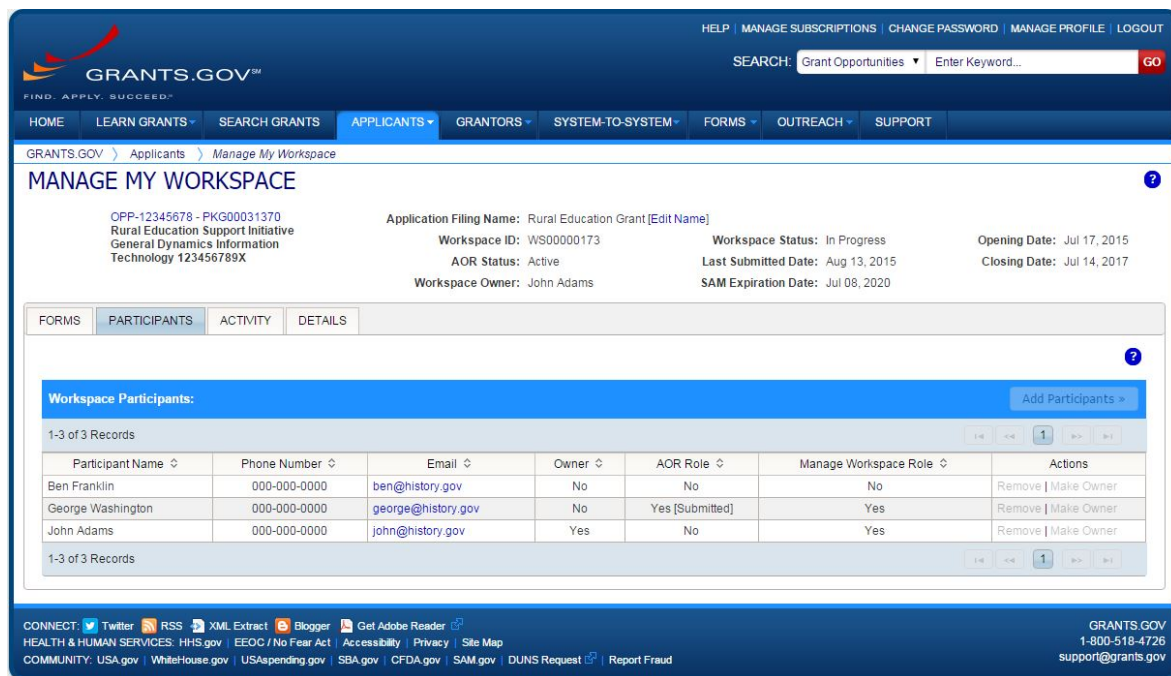




# GRANTS.GOV Workspace Update

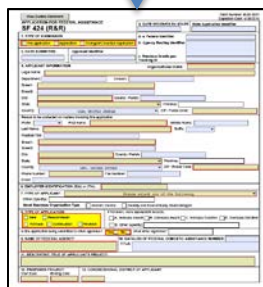
**Presented by Grants.gov  
To the Federal Demonstration Partnership  
January 11, 2016**

# What is Workspace?

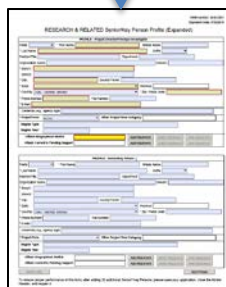


The screenshot shows the 'MANAGE MY WORKSPACE' page on the GRANTS.GOV website. The page header includes navigation links like 'HOME', 'LEARN GRANTS', 'SEARCH GRANTS', 'APPLICANTS', 'GRANTORS', 'SYSTEM-TO-SYSTEM', 'FORMS', 'OUTREACH', and 'SUPPORT'. The main content area displays workspace details for 'Rural Education Grant' with fields for Application Filing Name, Workspace ID, AOR Status, Workspace Owner, Workspace Status, Last Submitted Date, SAM Expiration Date, Opening Date, and Closing Date. Below this is a table of 'Workspace Participants' with columns for Participant Name, Phone Number, Email, Owner, AOR Role, Manage Workspace Role, and Actions. The table lists three participants: Ben Franklin, George Washington, and John Adams. At the bottom, there are links for 'CONNECT' (Twitter, RSS, XML Extract, Blogger, Get Adobe Reader) and 'HEALTH & HUMAN SERVICES' (HHS.gov, EEOC / No Fear Act, Accessibility, Privacy, Site Map).

- Alternative to traditional method of working on a grant application PDF submission via Grants.gov
- Teams can work on different forms at the same time
- Upload/download as needed
- In the end, the forms are stitched back together as a single submission by an AOR



A sample grant application form, likely a PDF, showing various fields and sections for data entry.

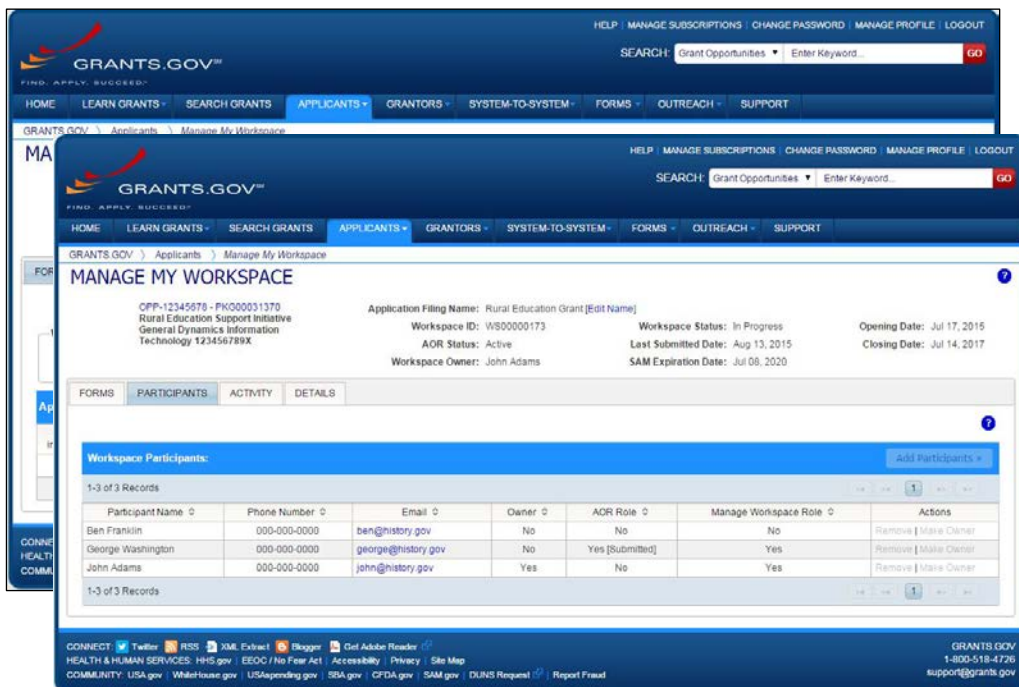


A sample grant application form, likely a PDF, showing various fields and sections for data entry.



A sample grant application form, likely a PDF, showing various fields and sections for data entry.

# Why use Workspace?



**MANAGE MY WORKSPACE**

OPP-12345678 - PK000031370  
Rural Education Support Initiative  
General Dynamics Information Technology 123456789X

Application Filing Name: Rural Education Grant [Edit Name]  
Workspace ID: WS00000173  
Workspace Status: In Progress  
Opening Date: Jul 17, 2016  
AOR Status: Active  
Last Submitted Date: Aug 13, 2015  
Closing Date: Jul 14, 2017  
Workspace Owner: John Adams  
SAM Expiration Date: Jul 08, 2020

**Workspace Participants:**

Participant Name	Phone Number	Email	Owner	AOR Role	Manage Workspace Role	Actions
Ben Franklin	000-000-0000	ben@history.gov	No	No	No	Remove   Make Owner
George Washington	000-000-0000	george@history.gov	No	Yes [Submitted]	Yes	Remove   Make Owner
John Adams	000-000-0000	john@history.gov	Yes	No	Yes	Remove   Make Owner

- Workspace allows organizational applicants to collaborate when completing an application package. Users can work on individual forms concurrently.
- Workspace allows applicants to reuse individual workspace forms for multiple opportunities.

# How is Workspace Different?

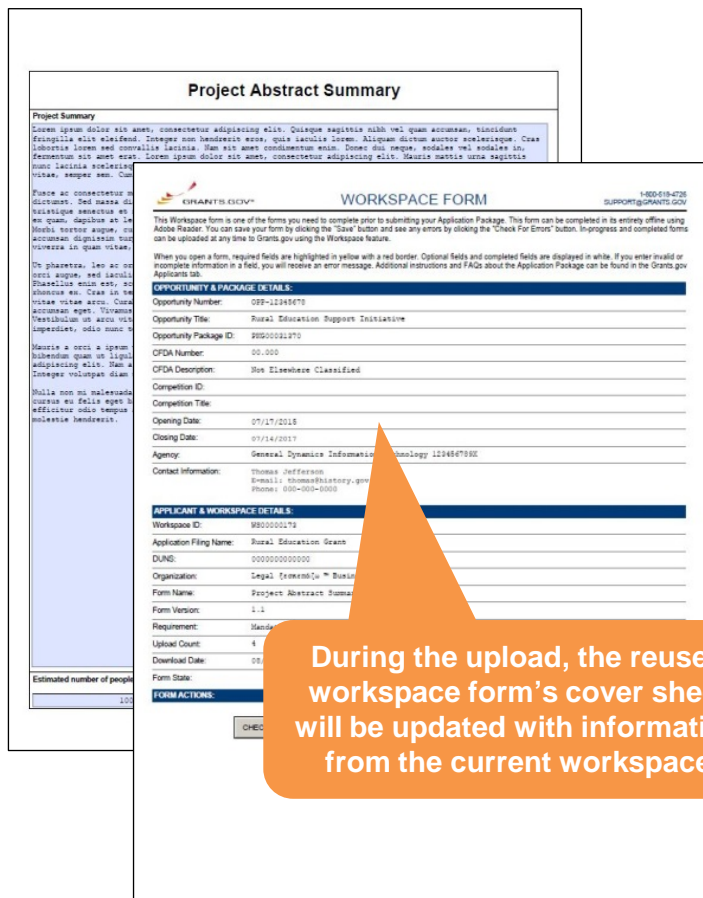


Traditionally, applicants who collaborated needed to **share the same application package PDF file**. Email same PDF file to project team filling out application package.



In Workspace, the package is broken out into individual **forms that can be filled out separately** by applicants. The package is then “stitched” back together automatically during the submission process.

# Reusing Previous Forms



**Project Abstract Summary**

**Project Summary**

Lozen ipsum dolor sit amet, consectetur adipiscing elit. Quisque sagittis nibh vel quam accumsan, tuncidunt faucibus elit. Integer non hendrerit eros, quis laoreet lorem. Aliquam dictum auctor acelerisque. Cras lobortis lorem and convallis lacinia. Nam sit amet condimentum enim. Donec duis, tempus, mollis vel volutatis in, fermentum sit amet erat. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Mauris mattis urna sagittis.

**GRANTS.GOV<sup>SM</sup> WORKSPACE FORM** 1-800-519-4725  
SUPPORT@GRANTS.GOV

This Workspace form is one of the forms you need to complete prior to submitting your Application Package. This form can be completed in its entirety offline using Adobe Reader. You can save your form by clicking the "Save" button and see any errors by clicking the "Check For Errors" button. In-progress and completed forms can be uploaded at any time to Grants.gov using the Workspace feature.

When you open a form, required fields are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message. Additional instructions and FAQs about the Application Package can be found in the Grants.gov Applicants tab.

**OPPORTUNITY & PACKAGE DETAILS:**

Opportunity Number: 02F-12345678  
Opportunity Title: Rural Education Support Initiative  
Opportunity Package ID: 85000001970  
CFDA Number: 00.000  
CFDA Description: Not Elsewhere Classified  
Competition ID:  
Competition Title:  
Opening Date: 07/17/2015  
Closing Date: 07/14/2017  
Agency: General Dynamics Information Technology 1234567890  
Contact Information: Thomas Jefferson  
Email: thomas@history.gov  
Phone: 800-300-0000

**APPLICANT & WORKSPACE DETAILS:**

Workspace ID: 85000001970  
Application Filing Name: Rural Education Grant  
DUNS: 0000000000000000  
Organization: Legal Research & Business  
Form Name: Project Abstract Summary  
Form Version: 1.1  
Requirement: Mandatory  
Upload Count: 4  
Download Date: 08/01/2015  
Form State: Draft

**FORM ACTIONS:**

Check

Estimated number of people: 100

- Applicants can **reuse individual workspace forms** when applying for multiple opportunities **as long as the form name and version match.**
- When a reused form is uploaded in a new workspace, the opportunity information on the cover sheet will be updated **automatically.**
- Remember to edit any reused forms before uploading them to a new workspace.

# WORKSPACE METRICS

# Workspace Metrics

**Workspace utilization has rapidly grown over the past few months since it's release**

Metric	Oct-15	Nov-15	Dec-15
Number of Workspace submissions	46	163	355
Number of active Workspaces	325	869	1439
Number of Participants with active Workspaces	283	823	1351
Number of Organizations/Individuals with active Workspaces	267	749	1256
Number of forms uploaded from a different Workspace	14	32	70

**Form conversion to Workspace compatibility to be completed in the summer**

Metric	Current	Planned by end of Feb	Planned by end of May
Percentage of Workspace Compatible Packages	89%	94%	98%

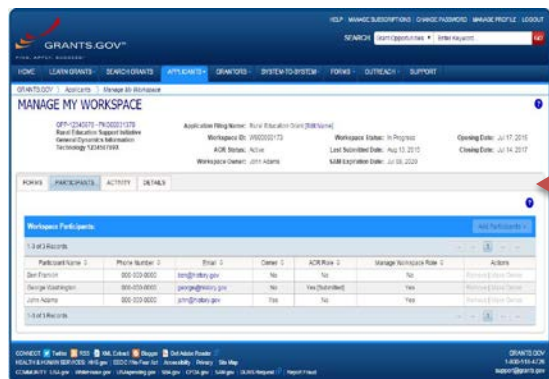
# WHAT TO EXPECT FEB/MAY



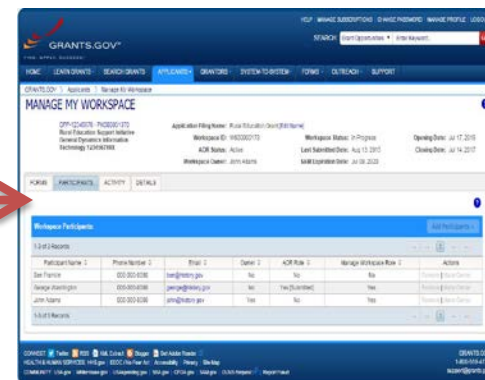
# ALLOW APPLICANTS TO REUSE FORMS FROM ANOTHER ORGANIZATION'S WORKSPACE

# Manage My Workspace / Manage Workspace for Organization

- Users from different DUNS may collaborate on an application that was created by an organization of a different DUNS
- Remove restriction on uploading form from a different DUNS in case user is from different organization



Application for  
Org DUNS 123



Application for  
Org DUNS XYZ

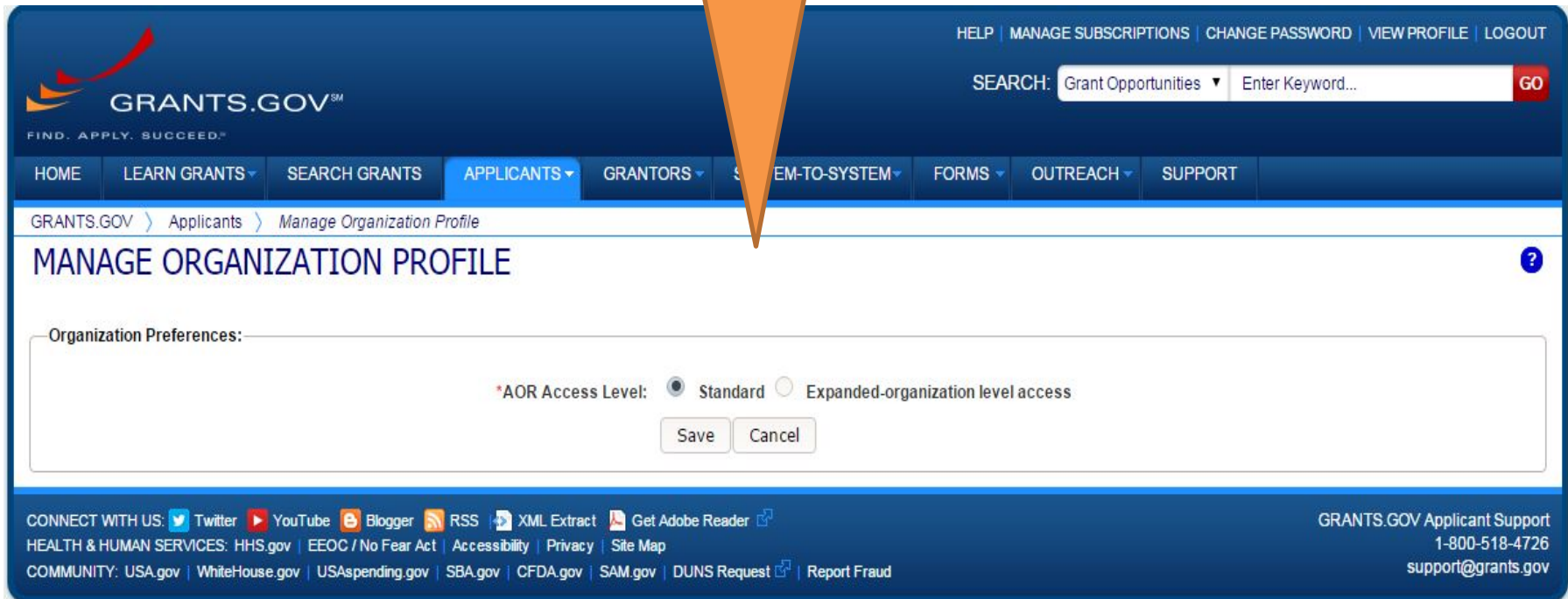
# EXPANDED AOR ROLE

# AOR Access Level Approach

- Add Manage Organization Profile page with AOR Access Level flag to indicate if all AORs within the Organization have Standard or Expanded access
- If AOR Access Level flag set to **Expanded**, AORs can
  - Manage all Workspaces, submissions, and users
  - Create and submit Workspaces without being added as a Participant
- If AOR Access Level flag set to **Standard**, AORs can
  - Manage workspaces where they were added as a Participant
  - Manage their submissions
  - Assign/Revoke Manage Workspace role to all active users

# Manage Organization Profile

AOR Access Level can be set by  
the EBiz POC or AOR with MPIN



GRANTS.GOV <sup>SM</sup>  
FIND. APPLY. SUCCEED.®

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







GRANTS.GOV > Applicants > Manage Organization Profile

## MANAGE ORGANIZATION PROFILE

Organization Preferences:

\*AOR Access Level: ☒ Standard ☐ Expanded-organization level access

Save Cancel


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HEALTH & HUMAN SERVICES: [HHS.gov](#) | [EEOC / No Fear Act](#) | [Accessibility](#) | [Privacy](#) | [Site Map](#)

COMMUNITY: [USA.gov](#) | [WhiteHouse.gov](#) | [USAspending.gov](#) | [SBA.gov](#) | [CFDA.gov](#) | [SAM.gov](#) | [DUNS Request](#) | [Report Fraud](#)

GRANTS.GOV Applicant Support  
1-800-518-4726  
[support@grants.gov](mailto:support@grants.gov)

# Applicant Center for Expanded AOR



**GRANTS.GOV<sup>SM</sup>**  
FIND. APPLY. SUCCEED.™

[HELP](#) | [MANAGE SUBSCRIPTIONS](#) | [CHANGE PASSWORD](#) | [MANAGE PROFILE](#) | [LOGOUT](#)

SEARCH: Grant Opportunities ▾  GO

[HOME](#) | [LEARN GRANTS ▾](#) | [SEARCH GRANTS](#) | [APPLICANTS ▾](#) | [GRANTORS ▾](#) | [SYSTEM-TO-SYSTEM ▾](#) | [FORMS ▾](#) | [OUTREACH ▾](#) | [SUPPORT](#)

[GRANTS.GOV](#) > [Applicant Center](#)

## APPLICANT CENTER FOR EXPANDED AOR ?

**WELCOME:**  
Abigail Adams  
DUNS: 00000000000000  
SAM Expiration Date: 07/08/2020

**ROLE(S):**  
AOR, Manage Workspace

**AOR ACTIONS**

- » Manage Applicants for Organization
- » Check Application Status for Organization
- » Manage Workspaces for Organization

**EBIZ POC ACTIONS**

- » View EBiz POC Profile
- » Manage Organization Profile

**APPLICANT RESOURCES**

- » Applicant Eligibility
- » Workspace Overview
- » Applicant Tools & Tips
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages

**MY RECENTLY SUBMITTED APPLICATIONS (TOP 4):** [View Report »](#)

CFDA	Funding Opportunity Number	Comp. ID	Grants.gov #	Date/Time Received	Status	Status Date	Agency Tracking #	Submission Name	Re
00.000	OPP-87654321		GRANT10592419	Dec 01, 2015 08:49:02 AM EST	Validated	Dec 01, 2015 08:49:09 AM EST		Special Education Grant	58
00.000	OPP-87654321		GRANT10592418	Dec 01, 2015 08:45:33 AM EST	Validated	Dec 01, 2015 08:45:40 AM EST		Special Education Grant	58
						Sep 01.			

**ORGANIZATION Legal ἑσκεπάζω™ Business Name RECENTLY SUBMITTED APPLICATIONS (TOP 25):** [View Report »](#)

CFDA	Funding Opportunity Number	Comp. ID	Grants.gov #	Date/Time Received	Status	Status Date	Agency Tracking #	Submission
00.000	10142015-KV-1	RR-BUDGET-10YR	GRANT10592849	Dec 30, 2015 12:50:31 PM EST	Validated	Dec 30, 2015 12:59:24 PM EST		10152015 - f 10 yr & in Attachment n
00.000	10142015-KV-1	RR-BUDGET-10YR	GRANT10592848	Dec 30, 2015 12:48:48 PM EST	Validated	Dec 30, 2015 12:59:08 PM EST		10152015 - f 10 yr & in Attachment n
						Dec 30.		



# Manage Workspaces for Organizations with Expanded Access Level

HELP | MANAGE SUBSCRIPTIONS | CHANGE PASSWORD | MANAGE PROFILE | LOGOUT

SEARCH: Grant Opportunities ▾ Enter Keyword... **GO**

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

GRANTS.GOV > Applicants > Manage Workspaces For Organization

## MANAGE WORKSPACES FOR ORGANIZATION

Please enter criteria and click Search:

Funding Opportunity Number:

Funding Opportunity Title:

CFDA Number:

Competition ID:

Opportunity Package ID:

Last Activity Date: From:  To:

Workspace ID:

Application Filing Name:

Workspace Owner First Name:

Workspace Owner Last Name:

Workspace:

Workspace Status:

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

**Search**

**Results:** [Export Detailed Data](#)

1-2 of 2 Records

Workspace ID ▾	Application Filing Name ▾	Workspace Status ▾	Funding Opportunity Number ▾	Funding Opportunity Title ▾	Workspace Owner ▾	Last Activity Date ▾	Actions
WS00000173	Rural Education Grant	In Progress	OPP-12345678	Rural Education Support Initiative	Abigail Adams	12/18/2015	<a href="#">Manage Workspace</a>
WS00000684	Special Education Grant	In Progress	OPP-87654321	Rural Special Education Outreach	Abigail Adams	12/18/2015	<a href="#">Manage Workspace</a>

1-2 of 2 Records

Filter to display My Workspaces (added as a Participant) or All Workspaces

# NEW TRAINING RESOURCES



# Grants.gov YouTube Channel



Visit the Grants.gov YouTube channel to watch a series of training videos covering key Workspace actions.



<https://www.youtube.com/GrantsGovUS>

# Grants.gov Support

## Find answers online

<http://www.grants.gov/web/grants/support.html>

- Grants Learning Center
- Self-Service Web Portal

## Contact Center

- Support available 24/7 (closed on Federal Holidays)
- Email: [support@grants.gov](mailto:support@grants.gov)
- Toll-Free Phone Number: 1-800-518-4726
- International: 1-606-545-5035

# QUESTIONS AND ANSWERS