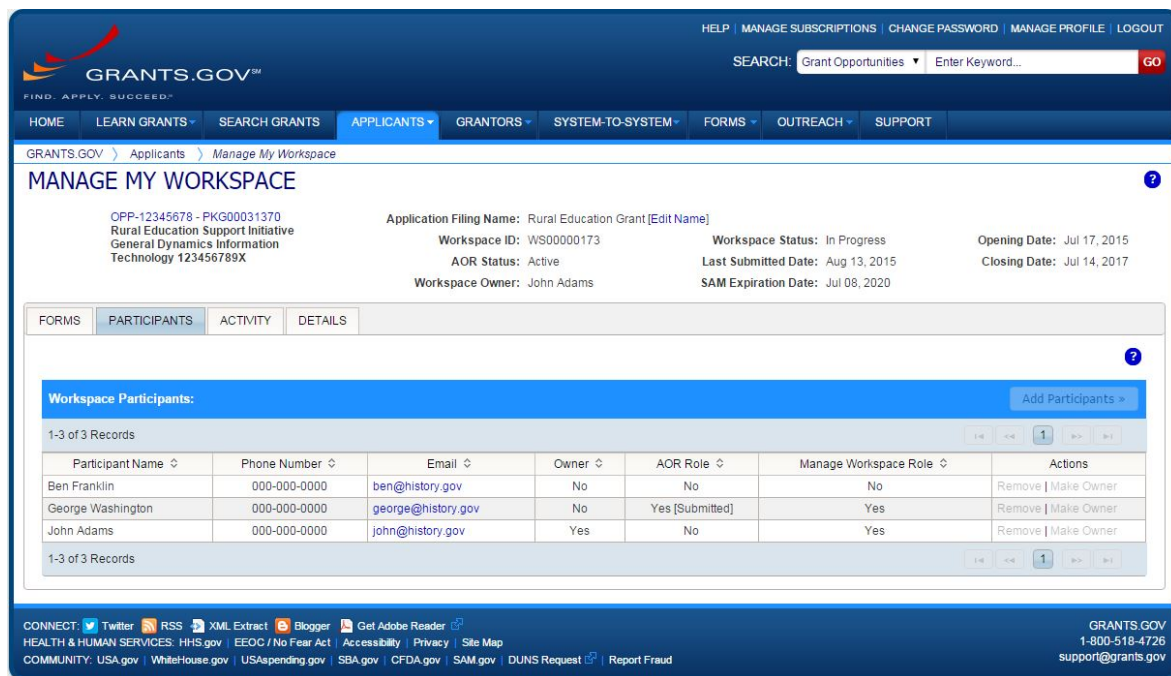# GRANTS.GOV Workspace Update
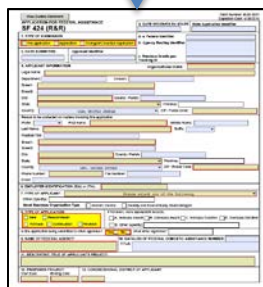
Presented by Grants.gov

To the Federal Demonstration Partnership

January 11, 2016

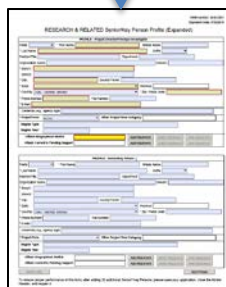# What is Workspace?

- 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

Why use Workspace?

- 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**.
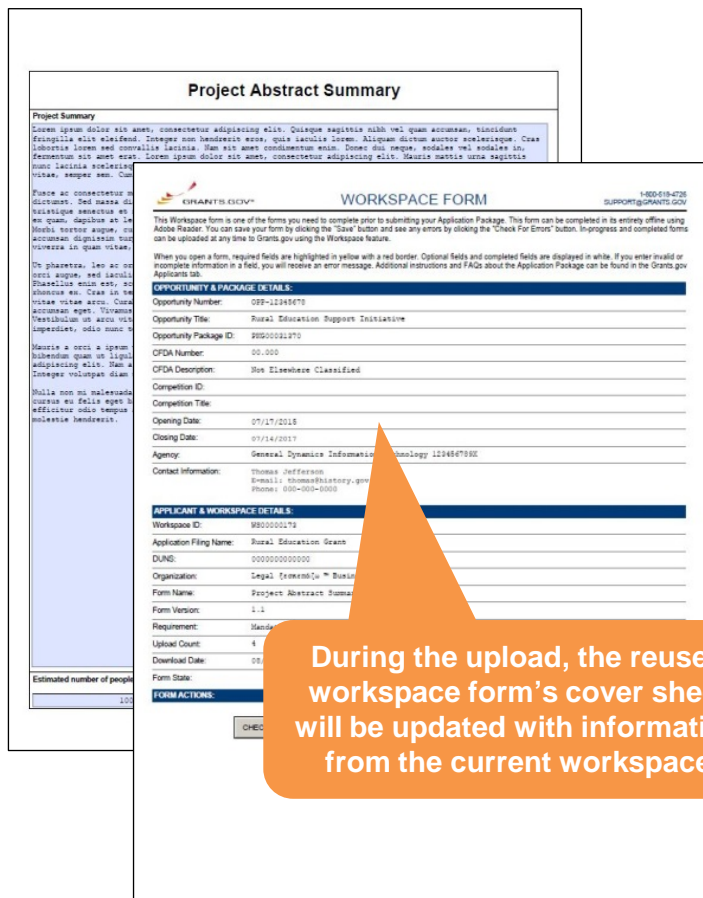
How is Workspace Different?

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

During the upload, the reused workspace form's cover sheet will be updated with information from the current workspace

- 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
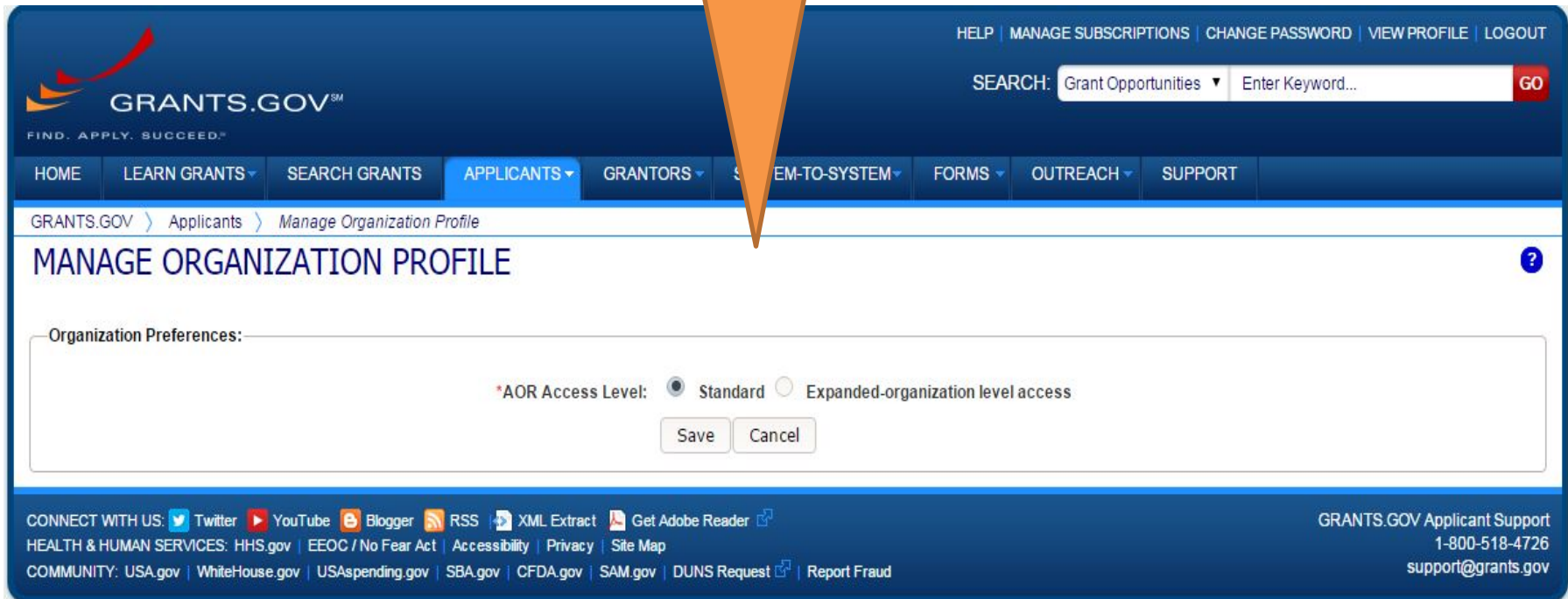

PDPI
FOR DUNS 123
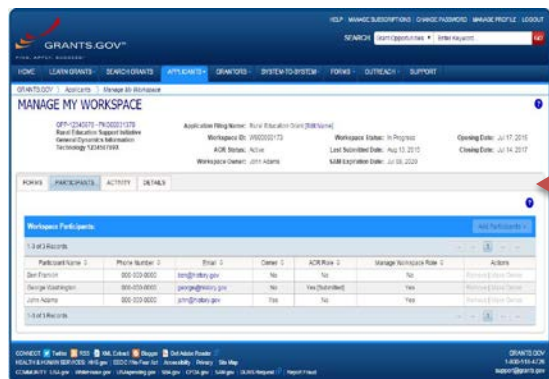
Application for
Org DUNS 123
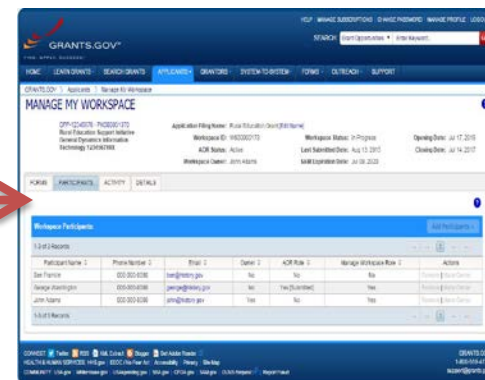
Application for
Org DUNS XYZ

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

Applicant Center for Expanded AOR

Manage Workspaces for Organizations with Expanded Access Level

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
- Toll-Free Phone Number: 1-800-518-4726
- International: 1-606-545-5035

QUESTIONS AND ANSWERS