Office of Sponsored Programs (OSP) Roundtable

Grants.gov Workspace

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Agenda

- Overview of Grants.gov
- Grants.gov Workspace
- Next Steps, Resources, & Questions
OSP Roundtable - Grants.gov Workspace

Grants.gov Overview
What is Grants.gov?

• Common website where 26 federal agencies post funding opportunities and applicants find and apply to them
• Managed by the Department of Health and Human Services (DHHS) under the governance of the Office of Management and Budget (OMB)
• Currently houses over 2,000 federal funding opportunities
• Proposals are submitted electronically to the Grants.gov portal to be forwarded to the respective funding agency
# Federal eRA Proposal Submission Systems

<table>
<thead>
<tr>
<th>Federal Sponsor</th>
<th>eRA System</th>
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<tbody>
<tr>
<td>National Science Foundation (NSF)</td>
<td>FastLane or Grants.gov</td>
</tr>
<tr>
<td>National Aeronautics &amp; Space Administration (NASA)</td>
<td>NSPIRES or Grants.gov</td>
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<tr>
<td>National Institutions of Health (NIH)</td>
<td>ASSIST or Grants.gov</td>
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<tr>
<td>Other Department of Health &amp; Human Services (DHHS) Agencies</td>
<td>Grants.gov</td>
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<tr>
<td>U.S. Department of Agriculture (USDA)</td>
<td>Grants.gov</td>
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<tr>
<td>Department of Energy (DOE)</td>
<td>Grants.gov</td>
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<tr>
<td>Department of Defense (DOD)</td>
<td>Grants.gov</td>
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<tr>
<td>Department of Commerce (DOC)</td>
<td>Grants.gov</td>
</tr>
<tr>
<td>Department of the Interior (USDI)</td>
<td>Grants.gov</td>
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A list of the 26 federal agencies that use Grants.gov can be found at https://www.grants.gov/web/grants/learn-grants/grant-making-agencies.html
How are proposals currently submitted to Grants.gov?

• A stitched together PDF package comprised of multiple static fillable forms with fields for additional PDF document uploads

• Completed package is submitted by OSP via the “Save & Submit” button embedded within the application

• Sometimes referred to as the “Legacy PDF Application Package”
What is Grants.gov changing?

• The Grants.gov Legacy PDF Application Package will be phased out starting December 31, 2017.

• After this date, applicants will no longer be able to download the older, single PDF application “legacy” package of forms from Grants.gov.

• Applicants who downloaded a legacy Grants.gov PDF application package before the December 31st cut off will be able to use this package to submit until March 31, 2018.

• All applicants can apply for grants using Grants.gov Workspace.
What does this mean for Cornell?

Grants.gov Legacy PDF Application 2002 - December 31, 2017

Grants.gov Workspace 2016

Research Administration Support System (RASS) Project Late Spring 2018

See the June 2017 OSP Roundtable for additional information https://www.osp.cornell.edu/Education/default.html
OSP Roundtable - Grants.gov Workspace

Workspace Overview
What is Grants.gov Workspace?

- A shared, online environment where members of a grant team may simultaneously access and fill out forms within an application.
Manage Workspace

The top section of each workspace contains key information about the application status.

Each workspace has 4 tabs: **Forms**, **Participants**, **Activity** and **Details**. Some have 2 more tabs based on grantor agency services *(currently NIH-only)*: **Grantor Image** and **Preview Grantor Validation**.

<table>
<thead>
<tr>
<th>Workspace Participants:</th>
<th>Export Detailed Data</th>
<th>Add from Workspace Organization</th>
<th>Add by Username:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Username</td>
<td>Participant Name</td>
<td>Phone Number</td>
<td>Email</td>
</tr>
<tr>
<td>abelinc</td>
<td>Abe Lincoln</td>
<td>000000000</td>
<td><a href="mailto:abel@history.gov">abel@history.gov</a></td>
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<tr>
<td>abiadams</td>
<td>Abigail Adams</td>
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<td><a href="mailto:abigail@history.gov">abigail@history.gov</a></td>
</tr>
<tr>
<td>Thomas Jefferson</td>
<td>Thomas Jefferson</td>
<td>123-456-7890</td>
<td><a href="mailto:PresidentJ@example.com">PresidentJ@example.com</a></td>
</tr>
</tbody>
</table>
The **Forms** tab contains individual forms that are part of the workspace application package.

**Key Actions:**
- Fill out webforms *(if available)*
- Lock/Unlock forms
- Download/Upload PDF forms
- Reuse forms
** Legacy PDF Application Package **

** Workspace Webforms **
The Participants tab lists the members, or “Participants,” of a workspace who work as a team to complete the required forms for a federal grant.
Managing Participants and Roles

This timeline shows how each user fits into the workspace workflow:
The **Activity** tab lists the actions that Participants have taken within the workspace.
The Details tab lists submission history, including links to download every submitted (and re-submitted) application.
Lifecycle of a Workspace

- Create a Workspace
- Add Participants
- Edit Forms Online or Download PDFs
- Save Online Forms or Upload PDFs
- Validate Application (All Forms Passed)
- Complete Application and Notify AOR
- AOR Submit the Completed Application
- Agency Received
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Next Steps, Resources, & Questions
Use Grants.gov Workspace Resources

- **Workspace Overview**

- **Learning Workspace Video Series**
  [https://www.youtube.com/playlist?list=PLNSNGxQE7NWlibdjPYGOsZaG-ol0pBsx3](https://www.youtube.com/playlist?list=PLNSNGxQE7NWlibdjPYGOsZaG-ol0pBsx3)

- **Quick Clicks Video Series for Grants.gov Workspace Users**
  [https://www.youtube.com/playlist?list=PLNSNGxQE7NWkERlGjhZ2bfwj8iJU9aWX](https://www.youtube.com/playlist?list=PLNSNGxQE7NWkERlGjhZ2bfwj8iJU9aWX)

- **Workspace Online User Guide**
Register for a Grants.gov Account

• All users who want to work on a submission in Grants.gov Workspace – faculty, researchers, and administrators – must have a Grants.gov username and password.

• To register for a Grants.gov account:
  1. Go to https://apply07.grants.gov/apply/OrcRegister
  2. Enter Cornell’s DUNS number (872612445)
  3. Complete the registration steps as prompted.
Remember the Implementation Timeline

Grants.gov Legacy PDF Application
2002 - December 31, 2017

Grants.gov Workspace
2016

Research Administration Support System (RASS) Project
Late Spring 2018

See the June 2017 OSP Roundtable for additional information
https://www.osp.cornell.edu/Education/default.html
Benefits of Grants.gov Workspace vs. RASS

- Reuse/Copy existing Workspace forms
- Multiple users can concurrently complete forms
- Upfront validation

RASS

- System-to-system (S2S) capability
- Pre-filled institutional information
- Electronic workflow routing
- Robust budget development tools
- Additional validations
- Working to expand system flexibility to allow ongoing use of Grants.gov Workspace
Contact Cornell Staff for Help

• Work with your Grant & Contract Officer to submit applications in Workspace. (See “Who is my GCO?” for assistance identifying your contact at https://www.osp.cornell.edu/Contacts/whoismygco.html)

• Contact Tammy Custer (tjb3@cornell.edu) with general questions, concerns, feedback, training, and Grants.gov registration.

• Contact Carrie Susskind (cms357@cornell.edu) with questions, concerns, or feedback about RASS development, user testing, and implementation.
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Questions?
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