

## Important Information Regarding Proposals Submitted via Grants.gov

In order to submit a federal proposal via Grants.gov, each team member who will need access to the application must have a grants.gov and login.gov account. ANR team members who do not already have a grants.gov login must follow the registration instructions below several weeks in advance of the submission due date.

### How To Register in Grants.gov:

- Go to the [Grants.gov registration page \(web\)](#).
- Click Get Registered Now
- Using your UC ANR email and phone number fill out the requested Contact Information and Account Details information
- Click Continue at the bottom of the form
- Review the confirmation page for accuracy
- Click Submit
- After creating the account, select “Add Organizational Applicant Profile” and click continue.
- Use **ANR’s UEI, K5KAMCPVED6**, label the profile as University of California, Agriculture and Natural Resource, and include your job title in the profile. After submitting this will send you an email confirming that you have added yourself to UCANR in Grants.gov

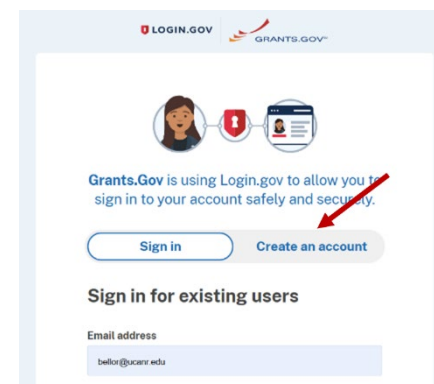
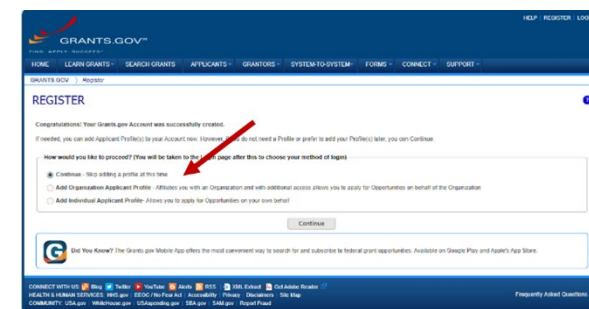
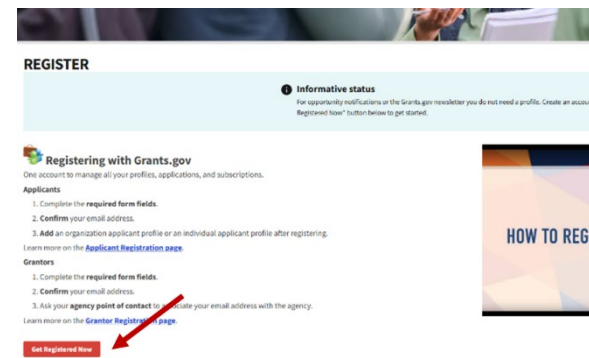
### How to create a Login.gov account:

- Login.gov is a single point sign on for several federal web applications.
- After registering with Grants.gov, you’ll then need to create a Login.gov account and tie the two accounts together.
- Go to the [Grants.gov Login.gov sign-in page \(web\)](#) to create a new account. Select Login.gov, and then Select “Create and Account”

### Roles

The different grants.gov user roles you may be assigned are:

- No Role (may be added to a workspace project, but limited to filling in form data) or,
- Manage Workspace Role (are able to create a workspace).



Submit access is limited to the Authorized Organizational Representative (AORs) which is the Office of Contracts and Grants at UC ANR.

In addition to the grants.gov system role, **each workspace will includes project-specific access roles:**

- A. Workspace Participant Role:** registered grants.gov user and can edit data and forms within the workspace project.
- B. Workspace Owner Role:** The person who sets up the project workspace will automatically be identified as the Workspace Owner, but they can reassign this to someone else if needed. The Workspace Owner manages other users' access to the workspace, complete forms, and would notify the Authorized Organization Representative (AOR) (Office of Contracts and Grants) when the proposal is ready for submission.

### Workspace Resources provided by Grants.gov

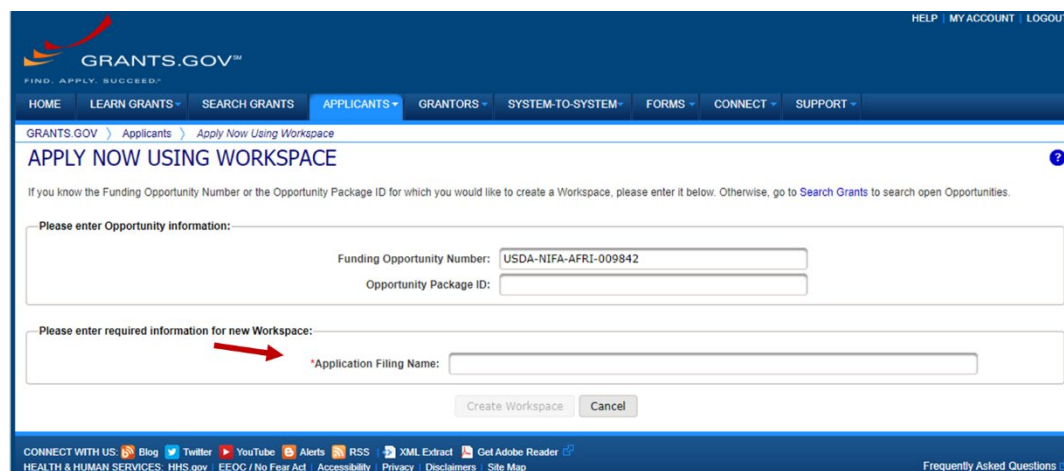
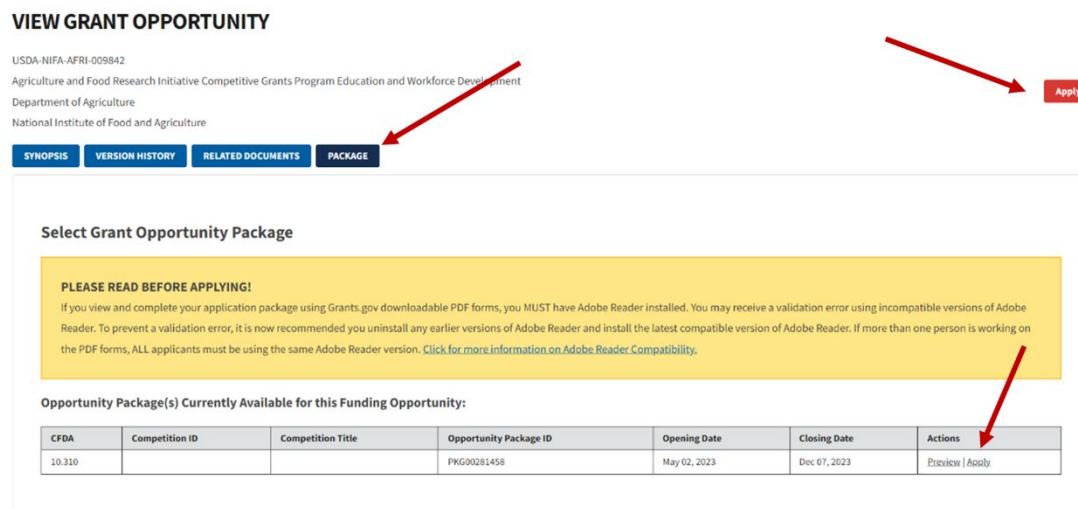
Please be sure to familiarize yourself with the workspace process well in advance of your submission due date.

- [Workspace Overview and How to Create a Workspace \(web\)](#)
- [Webforms in Workspace \(web\)](#)

### Getting Started with a Workspace in Grants.gov

The screenshots provide a brief visual guide to accessing and starting a workspace in Grants.gov:

1. In Grants.gov search for the funding opportunity, open that opportunity and click the Package tab. From there click "Apply". You can also click the red apply button on top right side.
2. Add a name for the workspace and then click create workspace. Follow the standard GTS naming convention Y26-XXXX



Workplace Package Example

The screenshot shows the 'MANAGE WORKSPACE' page for a grant application. At the top, there's a navigation bar with 'APPLICANTS' selected. Below it, a progress bar shows the current status as 'Created'. The application details include:
 

- Application Filing Name: Test [Edit Name]
- Workspace ID: WS01208149
- Workspace Status: New
- Opening Date: May 02, 2023
- AOR Status: Workspace has AOR
- Last Submitted Date: ---
- Closing Date: Dec 07, 2023
- Workspace Owner: Dilshan R Casseer
- SAM Expiration Date: Oct 24, 2024
- UEI: K5KAMCPRVED6

 Below the details is a 'FORMS' tab and a table of 'Application Package Forms'. The table has columns for 'Include in Package', 'Form Name (Click to Edit)', 'Requirement', 'Form Status', 'Last Updated Date/Time', 'Locked By', and 'Actions'. The 'Actions' column contains links for 'Lock', 'Download', 'Upload', 'Reuse', and 'Webform'. A 'Download Instructions' button is also present.

Forms to be completed will have check marks here. Some additional forms, like the R&R Subaward Budget, may need to be manually checked if applicable to your specific project.

Either Download and Upload completed forms, OR use the online Webform.

You can lock forms to prevent other team members from editing.

If Subawards on your project, check this box to include in workspace package, then download the R&R Subaward Budget form under the Actions column and email to the subawardees for completion. Once received back from the subawardee, click Upload under Actions.

The Workspace Owner can add additional team members to the workspace

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

GRANTS.GOV > Applicants > Manage Workspace

### MANAGE WORKSPACE

Created | Fill Out Forms | Complete and Notify AOR | Submit | Agency Received

USDA-NIFA-AFRI-009842 - PKG00281458  
Agriculture and Food Research Initiative  
Competitive Grants Program Education  
and Workforce Development  
Department of Agriculture  
National Institute of Food and Agriculture

Application Filing Name: Test [Edit Name]  
Workspace ID: WS012081458  
AOR Status: Workspace has AOR  
Workspace Owner: Dilshan R Casseer

Workspace Status: New  
Last Submitted Date: ---  
SAM Expiration Date: Oct 24, 2024

Opening Date: May 02, 2023  
Closing Date: Dec 07, 2023  
UEI: K5KAMCPRVED6

FORMS | VIEW APPLICATION | ATTACHMENTS | **PARTICIPANTS** | ACTIVITY | DETAILS

Workspace Participants: Export Detailed Data Add from Workspace Organization Add by Username or Email Address

1-1 of 1 Records

Username	Participant Name	Phone Number	Email Address	Form Access	Authorized to Submit	Actions
dcasseer	Dilshan R Casseer	530-348-6486	dcasseer@ucanr.edu	All	Yes	Remove   Make Owner   Manage Access

1-1 of 1 Records