

# Workspace is Coming!

**An Overview of the new Grants.gov Workspace Platform**



**Presenters:**

Paul S. Martinez

Tim Ereneta

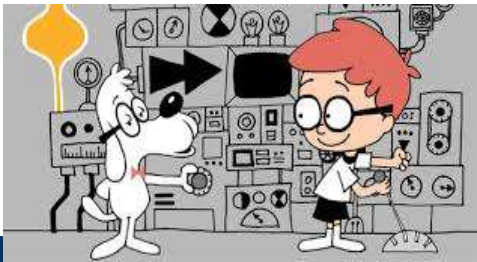
Joyce So

Shoshana Lavinghouse

# History Lesson #1

## A Portal is Born

The Grants.gov program management office was established, in 2002, as a part of the President's Management Agenda. Managed by the Department of Health and Human Services, Grants.gov is an E-Government initiative operating under the governance of the Office of Management and Budget (OMB). The program created a new e-application package for Federal grants.



# Grants.gov Requirements

- Windows 98, ME, NT 4.0, 2000, XP
- 500 Mhz Processor
- 128 MB of RAM
- 40 MB Disk Space
- Internet Explorer 5.01 or higher, Netscape Communicator 4.5 – 4.8, Netscape 6.1, 6.2 or 7
- PureEdge viewer downloaded (free) from Grants.gov site at <http://www.grants.gov/DownloadViewer>
- PDF generation software: Grants.gov lists some available tools and software <http://www.grants.gov/assets/PDFConversion.pdf>



# History Lesson #2

## The Error Years



To ensure error-free documents, the Applicant would either:

- Print to “PDF” instead of to a printer
- Or many times, scan the document into PDF format to upload

Network problems at the Applicant’s site

- Multi-tasking would cause conflicts so submissions must be carefully sequenced

Pure Edge Viewer - Unstable

- Application Package and/or File Attachment could be corrupted by a “virus”:
  - This could happen from the computer of anyone that works on the Application or its components
- Network problems at Grants.gov site
  - Busy network traffic lead would lead to substantial delays and may cause an application to be late and/or rejected by the Sponsor
- Intermittent network interruptions during transmission
- Extreme need for version control of Application & PDF Attachments
- Saving over PDF files would lead to “corrupted” files



- Filename too long – limit is 50 characters

- Special characters or spaces in the attachment

Filenames would create errors. Limited to only using standard character names:

- A through Z
- 0 through 9
- Hyphen (-)
- Underscore (\_)

Constant need for Grants.gov HelpDesk, “usually” issue(s) not being resolved until minutes before submission deadline.

- Grants.gov webpage dedicated to errors and error types:

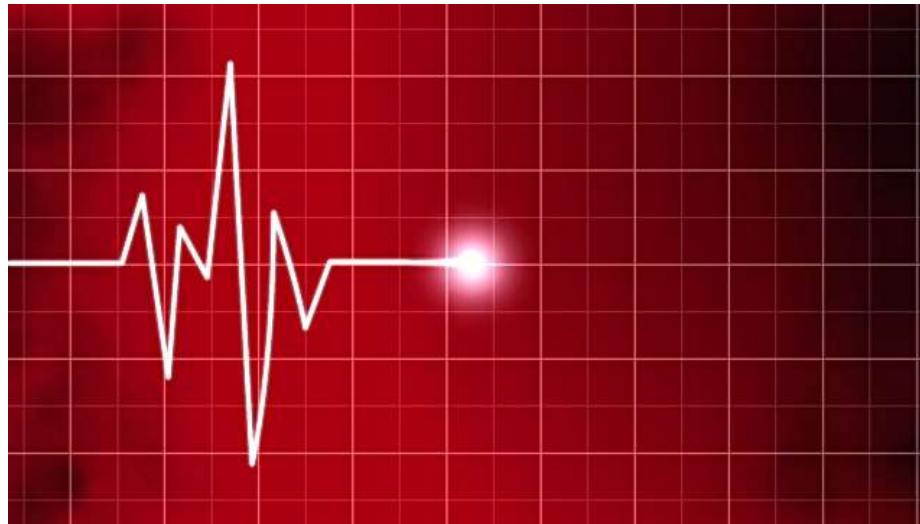
<https://www.grants.gov/web/grants/s2s/grantor/troubleshooting.html>

- Undecipherable errors and long delays in notification of errors



# The End?

- On Dec. 31, 2017, [Grants.gov will officially retire the legacy PDF package](#) as a method to apply for a federal grant.





**WORKSPACE!**





# What is Workspace?

- There is now a fast, easy, and secure alternative to apply for federal grants called Workspace.
- Grants.gov Workspace is an online environment optimized for applicants who are collaborating on an application.
- Forms can either be completed online within a web browser or downloaded individually and uploaded to Workspace.
- Applicants who have already made the switch say Workspace is saving them time and making the application process easier.

# Major Changes with Workspace

- Individual Grants.gov account is required in order to have access
- Cloud-base - collaboration is now easier
  - Both PI and the RA can work on the same package (but not the same form) at the same time
- Access to each Workspace application is restricted to Workspace Participants
  - Add a colleague as a Participant if you will be out of the office
- New features:
  - Ability to check errors on each form as you work through them
  - Multiple ways to complete application forms
  - Form can be lock/unlock
  - System contains an Activity log



# How to Register for a Grants.gov Account

1. Go to <https://www.grants.gov/web/grants/register.html>
2. Register yourself as an Organization Applicant using UC Berkeley's DUNS number 124726725



## Organization Applicant

Register as an organization applicant to apply for grant opportunities on behalf of an organization. A DUNS Number and SAM registration are required.

[Learn about Organization Applicant Registration »](#)

[Register as an Organization Applicant »](#)

# Types of Grants.gov Users/Roles

**Principal Investigator**



**No Role**

*Users with no role may be added to a workspace and fill in form data*

**Departmental/  
CSS RA**



**Manage  
Workspace  
Role**

*Users with the Manage Workspace role are able to create a workspace*

**SPO CGO**



**Authorized  
Organization  
Representative  
(AOR) Role**

*Users with the AOR role are able to submit an application*

# Access Levels within a Workspace

- Level of participation within a Workspace is determined by your Grants.gov User role
- There are 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*

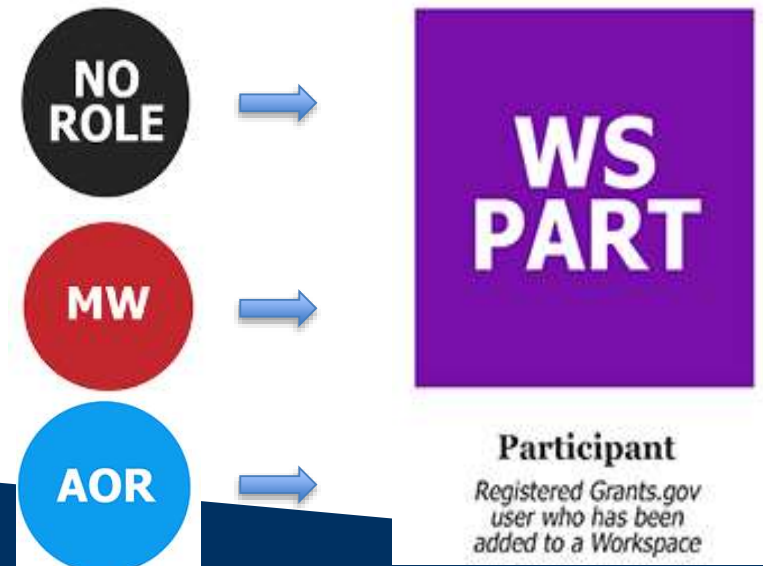


## **Workspace Owner**

*Participant who manages other users' access to the workspace, among other things*

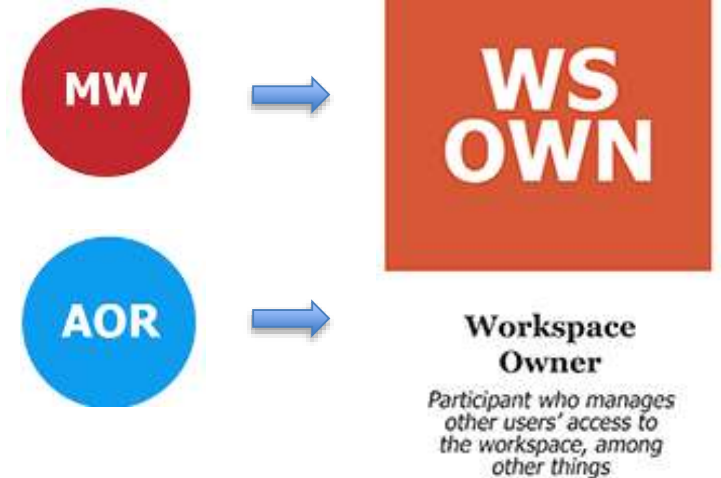
# Workspace Participant

- Anyone with a Grants.gov account, regardless of account role, can become a participant if he/she has been added to the Workspace by the Workspace Owner
- Workspace Participant can be the PI, CSS RA and SPO CGO
- As a Workspace Participant, you can:
  - Add and edit data or forms within the Workspace
  - Lock/unlock forms
  - Check Application



# Workspace Owner

- Only Grants.gov account holder with the Manage Workspace Role and Authorized Organization Representative (AOR) role can become a Workspace Owner
- Workspace owner can be departmental/CSS RA and SPO CGO
- As a Workspace Owner, you can:
  - Add and edit data or forms within the Workspace
  - Lock/unlock forms
  - Check Application
  - Override locks
  - Complete & notify AOR
  - Reopen/delete workspace
  - Add participants
  - Reassign ownership





# Participant with AOR Role

- Only Grants.gov account holder with the Authorized Organization Representative (AOR) role can become a Participant with AOR role
- Participant with AOR role is limited to SPO CGO only
- Participant with AOR role can:
  - Submit Application
  - Become a Workspace Owner
  - Add and edit data or forms within the Workspace
  - Lock/unlock forms
  - Check Application
  - Override locks
  - Reopen workspace



**Participant  
with AOR Role**

*Participant with the  
ability to submit the  
application*

# Access Workspace – Step 1

- Go to [www.Grants.gov](http://www.Grants.gov) and log in by clicking the “LOGIN” button in the right hand corner



# Access Workspace – Step 2

- Click Manage Workspaces

The screenshot displays the Grants.gov Applicant Center. The top navigation bar includes links for HELP, MANAGE SUBSCRIPTIONS, MANAGE ACCOUNT, and LOGOUT. A search bar is present with the text 'Grant Opportunities' and a 'GO' button. The main navigation menu features links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. The 'APPLICANTS' link is highlighted, and its dropdown menu is open, showing options like 'Apply for Grants', 'Check Application Status', and 'Manage Workspaces', with 'Manage Workspaces' circled in red. The left sidebar contains a 'WELCOME' message for Joyce So and a 'GRANT APPLICATIONS' section with 'Manage Workspaces' also circled in red. The main content area lists 'GRANT APPLICATIONS', 'APPLICANT MANAGEMENT', and 'APPLICANT RESOURCES'. A yellow box on the right contains text about the lead time to transition to applying with Workspace. At the bottom, there is a section titled 'APPLY USING WORKSPACE' with a red button labeled 'Learn about Grants.gov Workspace Functionality »'.

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

HELP | MANAGE SUBSCRIPTIONS | MANAGE ACCOUNT | LOGOUT

SEARCH: Grant Opportunities ▾ Enter Keyword... GO

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

GRANTS.GOV > Applicant Center

## APPLICANT CENTER

WELCOME:  
Joyce So

**GRANT APPLICATIONS**

- » Apply for Grants
- » Check Application Status
- » Manage Workspaces

**APPLICANT MANAGEMENT**

- » Manage Applicants
- » Manage Organization Profile

**APPLICANT RESOURCES**

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

**APPLY USING WORKSPACE**

Workspace is the standard way to apply for grants on Grants.gov. You and members of your grants team may simultaneously access and fill out different webforms or PDF forms. Applicants can also reuse workspace forms for future opportunities.

[Learn about Grants.gov Workspace Functionality »](#)


# Using Workspace

- To create a new Workspace, search using the Funding Opportunity Number
- To search for an existing Workspace application, search using the Workspace ID. This ID is automatically generated after you started a Workspace application

The screenshot shows the 'MANAGE WORKSPACES' page on Grants.gov. The navigation bar includes links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS (selected), GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. The breadcrumb trail is GRANTS.GOV > Applicants > Manage Workspaces. The main heading is 'MANAGE WORKSPACES' with a help icon. Below the heading, a prompt says 'Please enter criteria and click Search:'. The search criteria form includes several input fields: 'Funding Opportunity Number' (circled in red), 'Workspace ID' (circled in red), 'CFDA Number', 'Competition ID', 'Opportunity Package ID', 'Last Activity Date' (with 'From' and 'To' date pickers), and 'Workspace Status' (with checkboxes for New, In Progress, Ready for Submission, Submitted, and Archived). A 'Search' button is located at the bottom right of the form. Below the search form, a blue bar indicates 'Results:' and 'Export Detailed Data'. The results section shows '0-0 of 0 Records'. At the bottom, a table header lists columns: Workspace ID, Workspace DUNS, Workspace Status, Funding Opportunity Number, Funding Opportunity Title, Workspace Owner, Last Activity Date, and Actions.

# Using Workspace (Cont'd)

- Search for an existing application and click “Manage Workspace” to access the application



**20170913-HZ - PKG00233395**  
Humanities Open Book Program  
National Endowment for the Humanities

Application Filing Name: Practice 8.16 [\[Edit Name\]](#)  
Workspace ID: WS00064268  
AOR Status: Active  
Workspace Owner: Greta Devol

Workspace Status: In Progress  
Last Submitted Date: ---  
SAM Expiration Date: Mar 28, 2018

Opening Date: Jun 22, 2017  
Closing Date: Sep 13, 2017  
DUNS: 1247267250000

FORMS PARTICIPANTS ACTIVITY DETAILS

Workspace Actions:

Preview Application Forms Check Application Sign and Submit Delete

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms: [Download Instructions »](#) ?

Include in Package	Form Name (Click to Preview)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	<a href="#">Application for Federal Domestic Assistance-Short Organizational [V1.1]</a>	Mandatory	In Progress	Aug 17, 2017 02:23:30 PM EDT	---	<a href="#">Lock</a>   <a href="#">Download</a>   <a href="#">Upload</a>   <a href="#">Reuse</a>   <a href="#">Webform</a>
<input checked="" type="checkbox"/>	<a href="#">Supplementary Cover Sheet for NEH Grant Programs [V3.0]</a>	Mandatory	Passed	Aug 16, 2017 12:35:52 PM EDT	---	<a href="#">Lock</a>   <a href="#">Download</a>   <a href="#">Upload</a>   <a href="#">Reuse</a>   <a href="#">Webform</a>
<input checked="" type="checkbox"/>	<a href="#">Project/Performance Site Location(s) [V2.0]</a>	Mandatory	Passed [Locked]	Aug 16, 2017 12:42:20 PM EDT	Paul S Martinez	<a href="#">Unlock</a>   <a href="#">Download</a>   <a href="#">Upload</a>   <a href="#">Reuse</a>   <a href="#">Webform</a>
<input checked="" type="checkbox"/>	<a href="#">Budget Narrative Attachment Form [V1.0]</a>	Mandatory	Passed [Locked]	Aug 16, 2017 12:39:48 PM EDT	Paul S Martinez	<a href="#">Unlock</a>   <a href="#">Download</a>   <a href="#">Upload</a>   <a href="#">Reuse</a>   <a href="#">Webform</a>
<input checked="" type="checkbox"/>	<a href="#">Attachments [V1.0]</a>	Mandatory	Passed	Aug 16, 2017 12:41:40 PM EDT	---	<a href="#">Lock</a>   <a href="#">Download</a>   <a href="#">Upload</a>   <a href="#">Reuse</a>   <a href="#">Webform</a>

# Workspace Feature #1:

## Locking a proposal

- All Workspace Participants can lock and unlock individual forms (note: only Workspace Owner and Participant with AOR role can override a lock)
- System indicates the individual who locked the form
- Advantage: Better version control

Form Status	Last Updated Date/Time	Locked By	Actions
In Progress	Sep 01, 2017 01:47:47 PM EDT	---	Lock   Download   Upload   Reuse   Webform
Passed	Aug 16, 2017 12:35:52 PM EDT	---	Lock   Download   Upload   Reuse   Webform
Passed [Locked]	Aug 16, 2017 12:42:20 PM EDT	Paul S Martinez	Unlock   Download   Upload   Reuse   Webform
Passed [Locked]	Aug 16, 2017 12:39:48 PM EDT	Paul S Martinez	Unlock   Download   Upload   Reuse   Webform
Passed	Aug 16, 2017 12:41:40 PM EDT	---	Lock   Download   Upload   Reuse   Webform

# Workspace Feature #2:

## 3 ways to complete forms

- 1) Webform – Filling out each application form in a browser. With the Webform, you can:
  - Easily navigate between sections
  - Changes made are saved every 5 minutes
  - Option to “check for errors” for each form
- 2) Download – Download and save PDF version of application form and complete it on your computer. Then upload the completed form in Workspace
- 3) Reuse – Search and select previously completed form to reuse for a new Workspace application

Actions				
Lock	Download	Upload	Reuse	Webform
Lock	Download	Upload	Reuse	Webform
Unlock	Download	Upload	Reuse	Webform
Unlock	Download	Upload	Reuse	Webform



# Workspace Feature #3:

## Form status

- Form status for each application form is clearly indicated and there are three status:
  - In Progress
  - Passed
  - Passed [Locked]
- Date/time of the latest change to the form is shown

Form Name (Click to Preview)	Requirement	Form Status	Last Updated Date/Time
<a href="#">Application for Federal Domestic Assistance-Short Organizational [V1.1]</a>	Mandatory	In Progress	Sep 01, 2017 01:47:47 PM EDT
<a href="#">Supplementary Cover Sheet for NEH Grant Programs [V3.0]</a>	Mandatory	Passed	Aug 16, 2017 12:35:52 PM EDT
<a href="#">Project/Performance Site Location(s) [V2.0]</a>	Mandatory	Passed [Locked]	Aug 16, 2017 12:42:20 PM EDT
<a href="#">Budget Narrative Attachment Form [V1.0]</a>	Mandatory	Passed [Locked]	Aug 16, 2017 12:39:48 PM EDT

# Workspace Feature #4: Knowing who did what?

- Under the Activity tab, you have access to an activity log of the application, which provides information on who edited which forms and when, who got added as participant, etc...

**MANAGE WORKSPACE**

20170913-HZ - PKG00233395  
Humanities Open Book Program  
National Endowment for the Humanities

Application Filing Name: Practice 8.16 [Edit Name]  
Workspace ID: WS00064268  
AOR Status: Active  
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Workspace Status: In Progress  
Last Submitted Date: ---  
SAM Expiration Date: Mar 28, 2018

Opening Date: Jun 22, 2017  
Closing Date: Sep 13, 2017  
DUNS: 1247267250000

FORMS PARTICIPANTS **ACTIVITY** DETAILS

**Workspace Activity:** Export Detailed Data ?

1-25 of 73 Records

Timestamp ▾	Category ⇅	Action ⇅	Performed On ⇅	Performed By ⇅	Details ⇅
Aug 31, 2017 09:53:38 PM EDT	Participant	Assigned as Owner	Joyce So	Joyce So	
Aug 31, 2017 09:53:38 PM EDT	Participant	Removed as Owner	Greta Devol	Joyce So	
Aug 17, 2017 02:31:11 PM EDT	Form	Unlocked	Supplementary Cover Sheet for NEH Grant Programs [V3.0]	Joyce So	
Aug 17, 2017 02:30:13 PM EDT	Form	Locked	Supplementary Cover Sheet for NEH Grant Programs [V3.0]	Joyce So	
Aug 17, 2017 02:30:13 PM EDT	Form	Edited	Supplementary Cover Sheet for NEH Grant Programs [V3.0]	Joyce So	
Aug 17, 2017 02:28:45 PM EDT	Form	Downloaded	Budget Narrative Attachment Form [V1.0]	Paul S Martinez	
Aug 17, 2017 02:28:13 PM EDT	Form	Locked	Budget Narrative Attachment Form [V1.0]	Paul S Martinez	

# What stays the same?

- SPO will continue to conduct the same review as we currently do with grants.gov proposal package
- All standard proposal deadline and policies remain unchanged
- Troubleshooting will be handled the same way as we currently do
- Workspace will generate Grants.gov Tracking Number automatically after proposal submission
- The same validation emails will be sent out by the Workspace system





# What SPO Needs for Submission

## *Internal*

- Proposal in Phoebe Requirement:
  - All standard proposal internal docs (e.g. COI forms, Solicitation/RFP, etc...)
  - Workspace ID number
  - Similar to ASSIST and Fastlane proposals, proposal package upload in Phoebe is optional

Sponsor & Program Information ▼ hide

Prime Sponsor ID:    [Can't find sponsor?](#)

Sponsor Proposal ID:

# What SPO Needs for Submission *Workspace*

- Full and complete proposal in Workspace
- RA must assign their CGO as the AOR in Workspace

# Post Submission Proposal Access

- CSS RA and PI can access the submitted application in two places:
  - Workspace
  - Phoebe Search (Note: there may be a slight delay for the proposal to show up in Phoebe Search because it requires SPO/RMT to manually download the application and to upload in Phoebe Search)



**You have the power!**

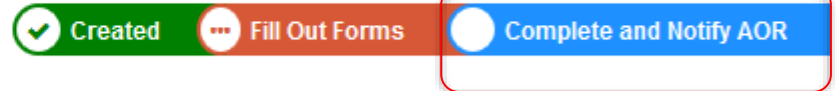




# Adding your CGO

GRANTS.GOV > Applicants > Manage Workspace

## MANAGE WORKSPACE



# What Happens Next?

- September 15 !
  - First day SPO will accept proposals in Workspace
  - SPO will start assigning roles to all RAs/Financial Analysts who have requested a role in the system
  - More questions? – Ask your assigned CGO



# On the Federal End

- Grants.gov PDF format dies – December 31, 2017
- Workspace only – January 1, 2018



# Workspace Walkthrough

## VIEW GRANT OPPORTUNITY



ED-GRANTS-053017-002

Institutes of Education Sciences (IES): Education Research and Development Centers CFDA Number 84.305C  
Department of Education

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SYNOPSIS

VERSION HISTORY

RELATED DOCUMENTS

PACKAGE

Print Synopsis Details



If you would like to receive email notifications of changes to this grant opportunity click [send me change notification emails](#). You only need to provide your email address.

### General Information

**Document Type:** Grants Notice  
**Funding Opportunity Number:** ED-GRANTS-053017-002

**Funding Opportunity Title:** Institutes of Education Sciences (IES): Education Research and Development Centers CFDA Number 84.305C

**Opportunity Category:** Discretionary  
**Opportunity Category Explanation:**

**Funding Instrument Type:** Cooperative Agreement Grant

**Category of Funding Activity:** Education

**Category Explanation:**

**Expected Number of Awards:**

**CFDA Number(s):** 84.305 -- Education Research, Development and Dissemination

**Cost Sharing or Matching Requirement:** No

**Version:** Synopsis 1

**Posted Date:** May 30, 2017

**Last Updated Date:** May 30, 2017

**Original Closing Date for Applications:** Sep 21, 2017 Application Package Available July 13, 2017. Deadline for Transmittal of Applications: September 21, 2017.

**Current Closing Date for Applications:** Sep 21, 2017 Application Package Available July 13, 2017. Deadline for Transmittal of Applications: September 21, 2017.

**Archive Date:** Oct 21, 2017

**Estimated Total Program Funding:**

**Award Ceiling:**

**Award Floor:**

### Eligibility

**Eligible Applicants:** Public and State controlled institutions of higher education  
Special district governments  
State governments  
County governments  
Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education  
Others (see text field entitled "Additional Information on Eligibility" for clarification)  
Independent school districts  
City or township governments  
Private institutions of higher education  
Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education  
For profit organizations other than small businesses

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

GRANTS.GOV > Search Grants

# VIEW GRANT OPPORTUNITY

ED-GRANTS-053017-002

Institutes of Education Sciences (IES): Education Research and Development Centers CFDA Number 84.305C

Department of Education

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- SYNOPSIS
- VERSION HISTORY
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- PACKAGE

Print Package List ?

## Select Grant Opportunity Package

**READ BELOW BEFORE YOU APPLY FOR THIS GRANT!**

Before you can view and complete an application package, you **MUST** have Adobe Reader installed. Packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the application package, ALL applicants must be using the same software version. [Click for more information on Adobe Reader Compatibility.](#)

Below is a list of the Opportunity Package(s) currently available for the Funding Opportunity.

Click the corresponding link to continue.

CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Workspace Compatible	Actions
84.305	84-305C2018-1	Education Research and Development Centers CFDA Number 84.305C	PKG00233057	06/08/2017	09/21/2017	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>



FIND. APPLY. SUCCEED.™

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

GRANTS.GOV > Search Grants

# VIEW GRANT OPPORTUNITY



ED-GRANTS-053017-002


Institutes of Education Sciences (IES): Education Research and Development Centers CFDA Number 84.305C

Department of Education

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- PACKAGE

## Select Grant Opportunity Package



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84.305	84-305C2018-1	Education Research and Development Centers CFDA Number 84.305C	PKG00233057	06/08/2017	09/21/2017	Yes	<a href="#">Preview</a>   <a href="#">Apply</a>



## VIEW GRANT OPPORTUNITY



**ED-GRANTS-053017-002**

Institutes of Education Sciences (IES): Education Research and Development Centers CFDA Number 84.305C

Department of Education

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**[PACKAGE](#)**

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You have chosen the following Opportunity Package:

**Funding Opportunity Number – Title:** ED-GRANTS-053017-002 – Institutes of Education Sciences (IES): Education Research and Development Centers CFDA Number 84.305C

**Opportunity Package ID:** PKG00233057


**CFDA:** 84.305 – Education Research, Development and Dissemination

**Competition ID – Title:** 84-305C2018-1 – Education Research and Development Centers CFDA Number 84.305C

**Agency:** Department of Education

**Opening Date:** Jun 08, 2017

**Closing Date:** Sep 21, 2017

 Please review [Applicant FAQs](#) as you prepare and submit your application.

To be notified of any changes to the opportunity package before the closing date, you will need to submit an email address. Your email address will allow us to email you in the event this opportunity package is changed and republished on Grants.gov before its closing date.

Email:

Confirm Email:

☐ No, I do not wish to provide my email address

## VIEW GRANT OPPORTUNITY



**ED-GRANTS-053017-002**

Institutes of Education Sciences (IES): Education Research and Development Centers CFDA Number 84.305C

Department of Education

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You have chosen the following Opportunity Package:

**Funding Opportunity Number – Title:** ED-GRANTS-053017-002 – Institutes of Education Sciences (IES): Education Research and Development Centers CFDA Number 84.305C

**Opportunity Package ID:** PKG00233057

**CFDA:** 84.305 – Education Research, Development and Dissemination


**Competition ID – Title:** 84-305C2018-1 – Education Research and Development Centers CFDA Number 84.305C

**Agency:** Department of Education

**Opening Date:** Jun 08, 2017

**Closing Date:** Sep 21, 2017

Since you did not subscribe, you will not be notified of any future changes to this Opportunity Package. [If you would like to receive notifications please click here.](#)

 Please review [Applicant FAQs](#) as you prepare and submit your application.

### Option 1: Apply Now Using Workspace

**Login to Apply »**

Workspace is our enhanced application submission feature, which helps organizations and individuals track, complete, and submit grant applications.

[Want to learn how to get started? Click here.](#)

### Option 2: Download Legacy Application Package

The legacy application package continues to be available for a limited time ([see details](#)). Please [click here to learn how to get started with Workspace](#).

To use the legacy application method, use the buttons below:

[Download Instructions »](#)

[Download Package »](#)

# LOGIN

[Register as a New User »](#) 

## Select Account Type:

**APPLICANT**

**GRANTOR**

**EBIZ POC**

### Applicant Login

Login below for additional Applicant features. To track your application without logging in, visit the [Track My Application](#) page. If you do not have a Username and Password, please [Register as a New User](#).

USERNAME:    
 PASSWORD:    
 (Case Sensitive)

[Change My Password](#)

[I Forgot My Username](#)

[I Forgot My Password/Unlock My Account](#)

### Warning Notice

- This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.
- This system is provided for Government-authorized use only.
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# VIEW GRANT OPPORTUNITY

ED-GRANTS-053017-002

Institutes of Education Sciences (IES): Education Research and Development Centers CFDA Number 84.305C

Department of Education

Link

SYNOPSIS

VERSION HISTORY

You have chosen the following:

Funding Opportunity

Opportunity

CFDA Number 84.305C

Please review Application Packages | Print Package Details

Option 1: Apply Now Using Workspace

Please enter required information to Create Workspace:

\*Application Filing Name:

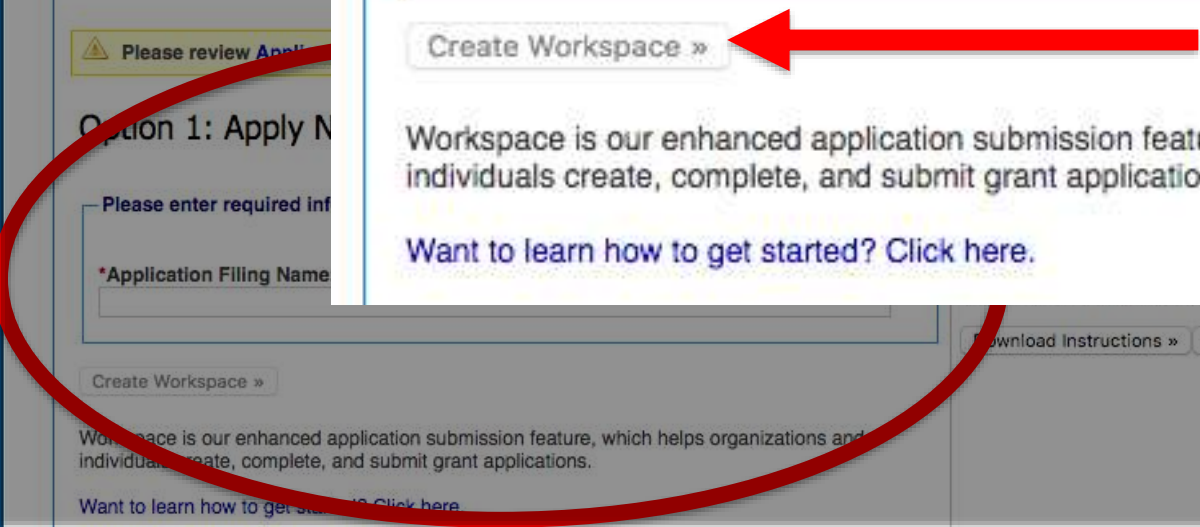
Create Workspace »

Workspace is our enhanced application submission feature, which helps organizations and individuals create, complete, and submit grant applications.

Want to learn how to get started? Click here.

Download Instructions »

Download Package »



## Download Instructions »



By

Actions

Lock | Download | Upload | Reuse |  
Webform

Lock | Download | Upload | Reuse |  
Webform

Lock | Download | Upload | Reuse |  
Webform

Lock | Download | Upload | Reuse

Submit

Agency Received



Opening Date: Jun 08, 2017

Closing Date: Sep 21, 2017

DUNS: 1247267250000

Complete and Notify AOR

Delete

Download Instructions »



Actions

Lock | Download | Upload | Reuse |  
Webform

Lock | Download | Upload | Reuse |  
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Lock | Download | Upload | Reuse

Lock | Download | Upload | Reuse |  
Webform

Research & Related Subaward Budget (Total Fed + Non-Fed) Attachment(s) Form [V1.3]

MANAGE SUBFORMS: 0

Disclosure of Lobbying Activities (SF-LLL) [V1.2]

Optional

Optional

SECTIONS:

1. Type of Submission

2. Date Submitted

3. Date Received by State

4. Identifiers

5. Applicant Information

5.A. Person to be Contacted

6. Employer Identification

7. Type of Applicant

8. Type of Application

9. Name of Federal Agency

10. Catalog of Federal Domestic Assistance Number

11. Descriptive Title of Applicant's Project

12. Proposed Project

13. Congressional District of Applicant

14. Project Director/Principal Investigator Contact Information

15. Estimated Project Funding

16. E.O. 12372 Review

17. Application Certification

18. SFLLL Disclosure of Lobbying Activities

## 1. TYPE OF SUBMISSION:

Select Type of Submission:

☐ Pre-application

☐ Application

☐ Changed/Corrected Application

\*

## 2. DATE SUBMITTED:

Date Submitted:

Applicant Identifier:

## 3. DATE RECEIVED BY STATE:

Date Received by State:

State Application Identifier:

## 4. IDENTIFIERS:

- SECTIONS:
1. Type of Submission

2. Date Submitted

3. Date Received by State

4. Identifiers

5. Applicant Information

5.A. Person to be Contacted

6. Employer Identification

7. Type of Applicant

8. Type of Application

9. Name of Federal Agency

10. Catalog of Federal Domestic Assistance Number

Director/Principal Investigator Contact Information

15. Estimated Project Funding

16. E.O. 12372 Review

17. Application Certification

18. SFLLL Disclosure of Lobbying Activities

9. NAME OF FEDERAL AGENCY:

Name of Federal Agency: Department of Education

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

CFDA Number: 84.305

CFDA Title: Education Research

SAVE

CHECK FOR ERRORS

CLOSE

Descriptive Title of Applicant's Project is required: Enter a brief Descriptive Title of the Project.

12. PROPOSED PROJECT:

Start Date: 07/01/2018 \*

End Date: 06/30/2021 \*

SAVE

CHECK FOR ERRORS

CLOSE





## MANAGE WORKSPACE

✓ Created ⋮ Fill Out Forms ○ Complete and Notify AOR ○ Submit ○ Agency Received


Form successfully saved and unlocked


 ED-GRANTS-053017-002 - PKG00233057  
 Institutes of Education Sciences (IES):  
 Education Research and Development  
 Centers CFDA  
 Department of Education

Application Filing Name: TEST [Edit Name]

Workspace ID: WS00066322

Workspace Status: In Progress

Opening Date: Jun 08, 2017

Closing Date: Sep 21, 2017

DUNS: 1247267250000

## Practices when Downloading Instructions and Forms:

Requirement	Form Status	Last Updated Date/Time	Location
Mandatory	In Progress	Sep 01, 2017 07:46:06 PM EDT	
Mandatory	---	---	
<input checked="" type="checkbox"/> Include in Package SF424 (R & R) [V2.0]	Mandatory	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/> Research and Related Senior/Key Person Profile (Expanded) [V2.0]	Mandatory	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/> Project/Performance Site Location(s) [V2.0]	Mandatory	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/> RR FedNonFed Budget [V1.2]	Mandatory	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/> Research And Related Other Project Information [V1.3]	Mandatory	---	Lock   Download   Upload   Reuse   Webform



## MANAGE WORKSPACE

✓ Created ✗ Fill Out Forms ○ Complete and Notify AOR ○ Submit ○ Agency Received

Form successfully saved and unlocked

ED-GRANTS-053017-002 - PKG00233057  
Institutes of Education Sciences (IES):  
Education Research and Development  
Centers CFDA Number 84.305C  
Department of Education

Application Filing Name: TEST [Edit Name]

Workspace ID: WS00066322

AOR Status: Active

Workspace Owner: Tim Ereneta

Workspace Status: In Progress

Last Submitted Date: ---

SAM Expiration Date: Mar 28, 2018

Opening Date: Jun 08, 2017

Closing Date: Sep 21, 2017

DUNS: 1247267250000

FORMS PARTICIPANTS **ACTIVITY** DETAILS

## Workspace Actions:

Preview Application Forms

Check Application

Complete and Notify AOR

Delete

Application Package Forms - Users are encouraged to follow [antivirus best practices](#) when Downloading Instructions and Forms:

Download Instructions »

Include in Package	Form Name (Click to Preview)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	SF424 (R & R) [V2.0]	Mandatory	In Progress	Sep 01, 2017 07:46:06 PM EDT	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Research and Related Senior/Key Person Profile (Expanded) [V2.0]	Mandatory	---	---	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	Project/Performance Site Location(s) [V2.0]	Mandatory	---	---	---	Lock   Download   Upload   Reuse   Webform
<input checked="" type="checkbox"/>	RR FedNonFed Budget [V1.2]	Mandatory	---	---	---	Lock   Download   Upload   Reuse
<input checked="" type="checkbox"/>	Research And Related Other Project Information [V1.3]	Mandatory	---	---	---	Lock   Download   Upload   Reuse   Webform

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## MANAGE WORKSPACE

✓ Created ✗ Fill Out Forms ○ Complete and Notify AOR ○ Submit ○ Agency Received

ED-GRANTS-053017-002 - PKG00233057  
Institutes of Education Sciences (IES):  
Education Research and Development  
Centers CFDA Number 84.305C  
Department of Education

Application Filing Name: TEST [\[Edit Name\]](#)

Workspace ID: WS00066322

AOR Status: Active

Workspace Owner: Tim Ereneta

Workspace Status: In Progress

Last Submitted Date: ---

SAM Expiration Date: Mar 28, 2018

Opening Date: Jun 08, 2017

Closing Date: Sep 21, 2017

DUNS: 1247267250000

[FORMS](#) [PARTICIPANTS](#) [ACTIVITY](#) [DETAILS](#)

## Workspace Activity

[Export Detailed Data](#)

1-15 of 15 Records

Timestamp	Category	Action	Performed On	Performed By	Details
Sep 01, 2017 07:48:24 PM EDT	Form	Unlocked	Research and Related Senior/Key Person Profile (Expanded) [V2.0]	Tim Ereneta	
Sep 01, 2017 07:48:19 PM EDT	Form	Saved	Research and Related Senior/Key Person Profile (Expanded) [V2.0]	Tim Ereneta	
Sep 01, 2017 07:47:37 PM EDT	Form	Edited	Research and Related Senior/Key Person Profile (Expanded) [V2.0]	Tim Ereneta	
Sep 01, 2017 07:47:37 PM EDT	Form	Locked	Research and Related Senior/Key Person Profile (Expanded) [V2.0]	Tim Ereneta	
Sep 01, 2017 07:47:23 PM EDT	Form	Unlocked	Research And Related Other Project Information [V1.3]	Tim Ereneta	
Sep 01, 2017 07:47:17 PM EDT	Form	Saved	Research And Related Other Project Information [V1.3]	Tim Ereneta	
Sep 01, 2017 07:46:47 PM EDT	Form	Locked	Research And Related Other Project Information [V1.3]	Tim Ereneta	
Sep 01, 2017 07:46:47 PM EDT	Form	Edited	Research And Related Other Project Information [V1.3]	Tim Ereneta	
Sep 01, 2017 07:46:10 PM EDT	Form	Unlocked	SF424 (R & R) [V2.0]	Tim Ereneta	
Sep 01, 2017 07:46:07 PM EDT	Form	Saved	SF424 (R & R) [V2.0]	Tim Ereneta	
Sep 01, 2017 07:43:43 PM EDT	Form	Locked	SF424 (R & R) [V2.0]	Tim Ereneta	
Sep 01, 2017 07:43:43 PM EDT	Form	Edited	SF424 (R & R) [V2.0]	Tim Ereneta	

## MANAGE WORKSPACE

☒ Created ☐ Fill Out Forms ☐ Complete and Notify AOR ☐ Submit ☐ Agency Received ?



ED-GRANTS-053017-002 - PKG00233057  
Institutes of Education Sciences (IES):  
Education Research and Development  
Centers CFDA Number 84.305C  
Department of Education

Application Filing Name: TEST [Edit Name]

Workspace ID: WS00066322

AOR Status: Active

Workspace Owner: Tim Ereneta

Workspace Status: New

Last Submitted Date:

SAM Expiration Date: 8, 2018

Opening Date: Jun 08, 2017

Closing Date: Sep 21, 2017

DUNS: 1247267250000

FORMS PARTICIPANTS ACTIVITY DETAILS

### Workspace Participants:

Export Detailed Data

Add from Workspace Organization »

Add by Username » ?

1-1 of 1 Records

Username	Participant Name	Phone Number	Email	Form Access	Authorized to Submit	Actions
tereneta	Tim Ereneta	510-643-0406	tereneta@berkeley.edu	All	No	Remove   Make Owner   Manage Access

1-1 of 1 Records

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GRANTS.GOV Applicant Support  
1-800-518-4726  
support@grants.gov



GRANTS.GOV<sup>SM</sup>  
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HELP | MANAGE SUBSCRIPTIONS | MANAGE ACCOUNT | LOGOUT

SEARCH: Grant Opportunities Enter Keyword... GO


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

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## MANAGE WORKSPACE

Created Fill Out Forms Complete and Notify AOR Submit Agency Received

1 Applicant(s) successfully added as participant(s) to the Workspace

 ED-GRANTS-053017-002 - PKG00233057  
Institutes of Education Sciences (IES):  
Education Research and Development  
Centers CFDA Number 84.305C  
Department of Education

Application Filing Name: TEST [Edit Name]  
Workspace ID: WS00066322  
AOR Status: Active  
Workspace Owner: Tim Ereneta

Workspace Status: New  
Last Submitted Date: ---  
SAM Expiration Date: Mar 28, 2018

Opening Date: Jun 08, 2017  
Closing Date: Sep 21, 2017  
DUNS: 1247267250000

Workspace Participants:						
			Export Detailed Data	Add from Workspace Organization »	Add by Username »	
1-3 of 3 Records						
Username ▾	Participant Name ▾	Phone Number ▾	Email ▾	Form Access ▾	Authorized to Submit ▾	Actions
ahartry	Ardice Hartry	510-642-6477	hartry@berkeley.edu	All	No	<a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a>
gmdevol	Greta Devol	5106428113	gmdevol@berkeley.edu	All	Yes	<a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a>
tereneta	Tim Ereneta	510-643-0406	tereneta@berkeley.edu	All	No	<a href="#">Remove</a>   <a href="#">Make Owner</a>   <a href="#">Manage Access</a>
1-3 of 3 Records						

COMMUNITY: USA.gov | WhiteHouse.gov | USAspending.gov | SBA.gov | CFDA.gov | SAM.gov | DUNS Request | Report Fraud

support@grants.gov

LOGOUT REQUEST SUCCESSFUL: You have successfully logged out of Grants.gov. Thank you.

## Select Account Type:

APPLICANT

GRANTOR

EBIZ POC

### ***Applicant Login***

Login below for additional Applicant features. To track your application without logging in, visit the [Track My Application](#) page. If you do not have a Username and Password, please [Register as a New User](#).

USERNAME: PASSWORD: *(Case Sensitive)*

LOGIN

[Change My Password](#)[I Forgot My Username](#)[I Forgot My Password/Unlock My Account](#)

## MANAGE WORKSPACES

Please enter criteria and click Search:

Funding Opportunity Number:

Workspace ID:

Workspace Status:

Funding Opportunity Title:

Workspace Name:

CFDA Number:

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

Competition ID:

Last Activity Date: From:

To:

Opportunity Package ID:

### Results:

0-0 of 0 Records

Workspace ID ▾

0-0 of 0 Records

▾ Workspace Status ▾ Funding Opportunity Number ▾ Funding Opportunity Title ▾ Workspace Owner ▾ Last Activity Date ▾ Actions

# Resources

- <https://www.grants.gov/web/grants/applicants/workspace-overview.html>
- <https://www.youtube.com/user/GrantsGovUS>

# Questions?