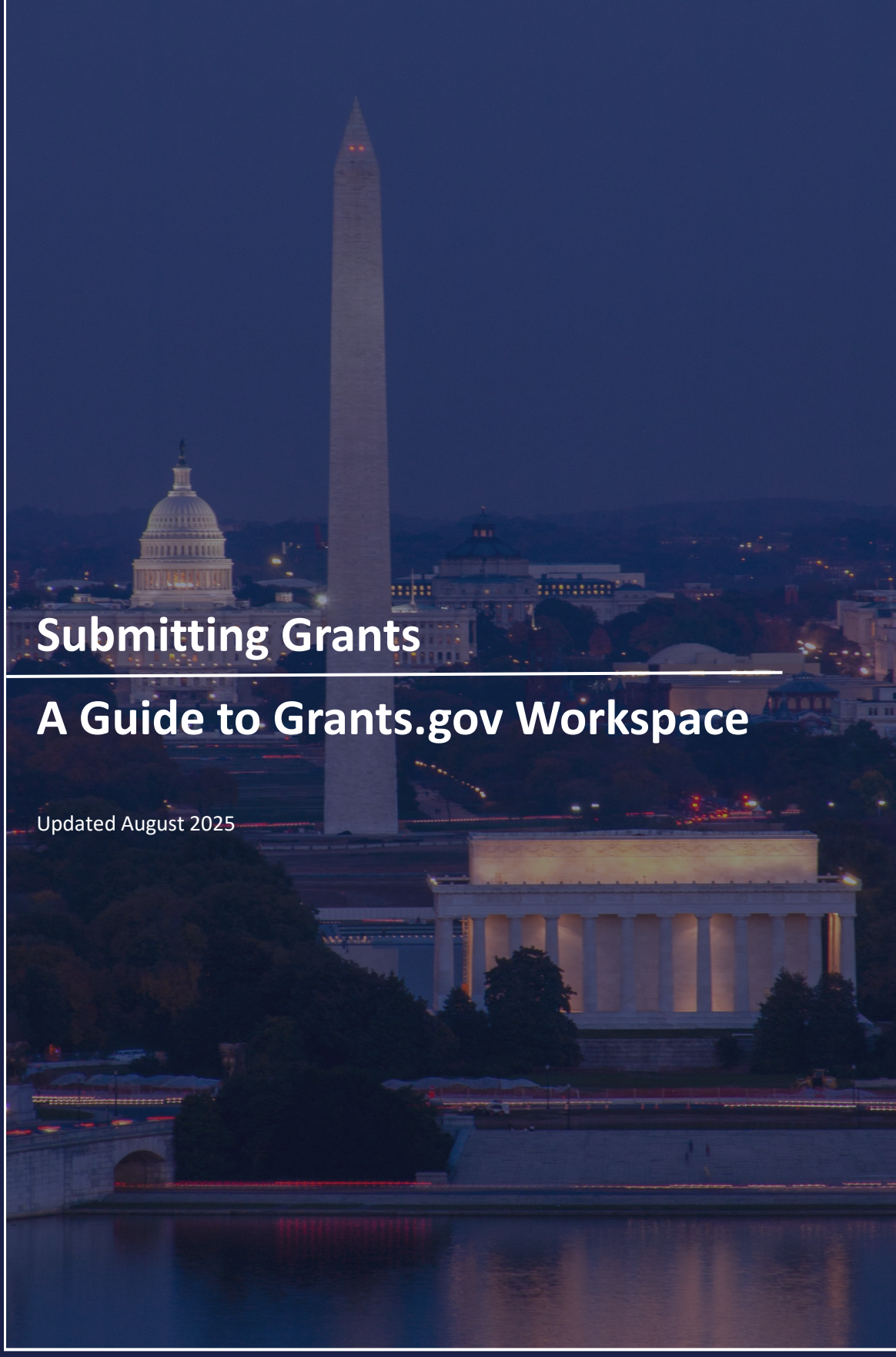


Submitting Grants

A Guide to Grants.gov Workspace

Updated August 2025

GRANTS OFFICE
empowering communities

Contact us at info@grantsoffice.com

Contents

Before We Begin..... 3
What is Workspace? 4
Application Submission Workflow..... 4
Setting Up a Workspace 5
Manage Workspace..... 6
Adding Contributors to a Grant Workspace 7
Filling out Webforms 8
Checking for Errors Before Submission 9
Submitting Your Proposal 10
Coming Back to Your Grant Workspace 11
Other Helpful Resources 12

ISBN 978-1-64291-000-1
Last updated August 2025

Before We Begin

All applicants must have a UEI (Unique Entity Identifier) to apply for federal funds.

NOTE: On April 4, 2022, the federal government stopped using the DUNS Number and switched to the Unique Entity Identifier (UEI).

NOTE: Check with your fiscal office to see if your institution has been assigned a UEI (Unique Entity Identifier) before beginning the registration process.

NOTE: Check with your fiscal office to see if your institution has registered with grants.gov before beginning the registration process.

NOTE: When filling out the SF 424 for individual grant applications, you must use the same UEI (Unique Entity Identifier) that your organization used when registering with Grants.gov. Otherwise, the application will be rejected.

NOTE: Complete the SF 424 first; the information provided on the SF 424 will populate fields in other application package forms.

STEP 1

Register with the System for Award Management (SAM) and get a Unique Entity Identifier (UEI). The full registration process can take, on average, 7-10 business days. You can begin your registration by visiting: https://sam.gov/content/home.
If you need assistance creating a new SAM account and logging into the SAM system, contact the SAM.gov Federal Service Desk by phone at 1-866-606-8220.

STEP 2

Register with Grants.gov by visiting: https://grants.gov/register. This process can be completed immediately after you've received an active SAM registration. You will start by creating a Grants.gov account and adding an Organization Profile using your UEI.

STEP 3

Once you've added an Organization Profile under your UEI, the organization's Electronic Business Point of Contact (EBIZ POC) (added during the SAM registration process) will need to assign you roles.

If you need assistance updating your EBIZ POC for an existing SAM account, contact the Federal Service Desk (FSD) at 866-606-8220. Please note, when contacting the FSD to update the EBIZ POC information, make it clear that you need to update the PRIMARY Electronic Business (EBIZ) POC information, not the Government Business POC or the Alternate EBIZ POC, because the only POC information pulled by Grants.gov is the PRIMARY EBIZ POC.

Once you've updated the primary EBIZ POC information in SAM, the update should reflect in Grants.gov the next business day.

What is Workspace?

Workspace is Grants.gov's shared online environment to complete and submit federal grant applications collaboratively. It provides a standardized way to apply for federal grants.

To set up a Workspace, you must first have a grants.gov account. You can set up accounts as an individual or as a member of an organization.

To be included in an organization profile, you will need that organization's Unique Entity Identifier (UEI). The UEI for Grants Office, for example, is JBECNNP2J7B6.

Look up your organization's UEI at:
https://sam.gov/content/home

BENEFITS:

- Any changes to a grant opportunity's solicitation are immediately reflected in Workspace.
- Multiple users can work concurrently on forms. Having users outside of your organization work on forms is also easier.
- Reuse/Copy existing forms from one application to another.
- Forms are separated. You can download each form, complete them, then upload them one by one, OR you can fill out webforms while logged in to Workspace.
- Immediate auto-validation of completed forms, informing users of errors within the form before official submission.

My Applicant Profile(s):

Profile Name ▲	UEI	Type	Job Title	Role(s)	Actions
Grants Office LLC	JBECNNP2J7B6 (DUNS: 0109251260000)	Organization Applicant	Grant Consultant	---	Edit | Delete
Shannon Day	---	Individual Applicant	Grant Consultant	---	Edit | Delete

Application Submission Workflow

When viewing a grant opportunity page on Grants.gov, you can still view the application instructions and individual forms without logging into Workspace. This will be helpful for planning your application package.



Setting up a Workspace

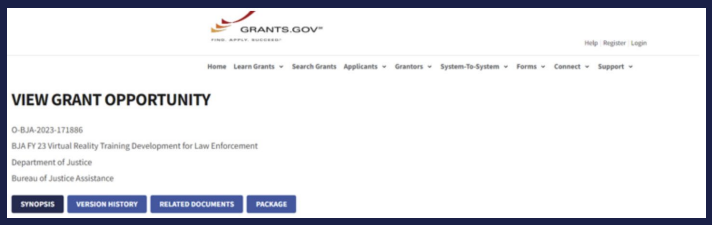
STEP 1

If you're not already logged in to Grants.gov, do so. Then go to your desired grant's opportunity page by clicking the Opportunity Number within Grants.gov.

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
O-BJA-2023-171886	BJA FY 23 Virtual Reality Training Development for Law Enforcement	USDOJ-OJP-BJA	Posted	09/19/2023	12/04/2023
O-NIJ-2023-171879	NIJ FY23 Center for Enhancing Research Capacity (CERC) at Minority Serving Institutions (MSIs)	USDOJ-OJP-NIJ	Posted	09/18/2023	12/04/2023

STEP 2

When you're ready to apply. Click the red "Apply" button. You will then be prompted to create a Workspace for that specific grant.



STEP 3

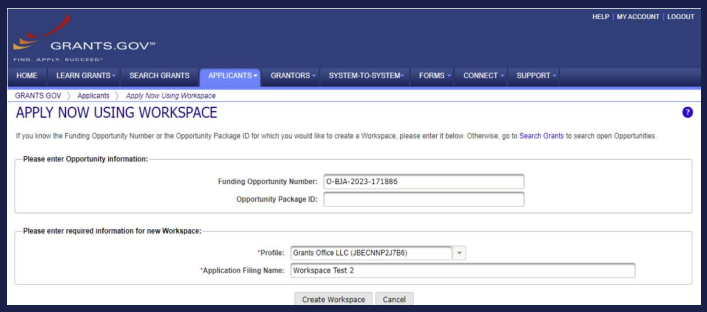
Select your organization's profile. Do not select your name unless you plan to submit the application as an individual.

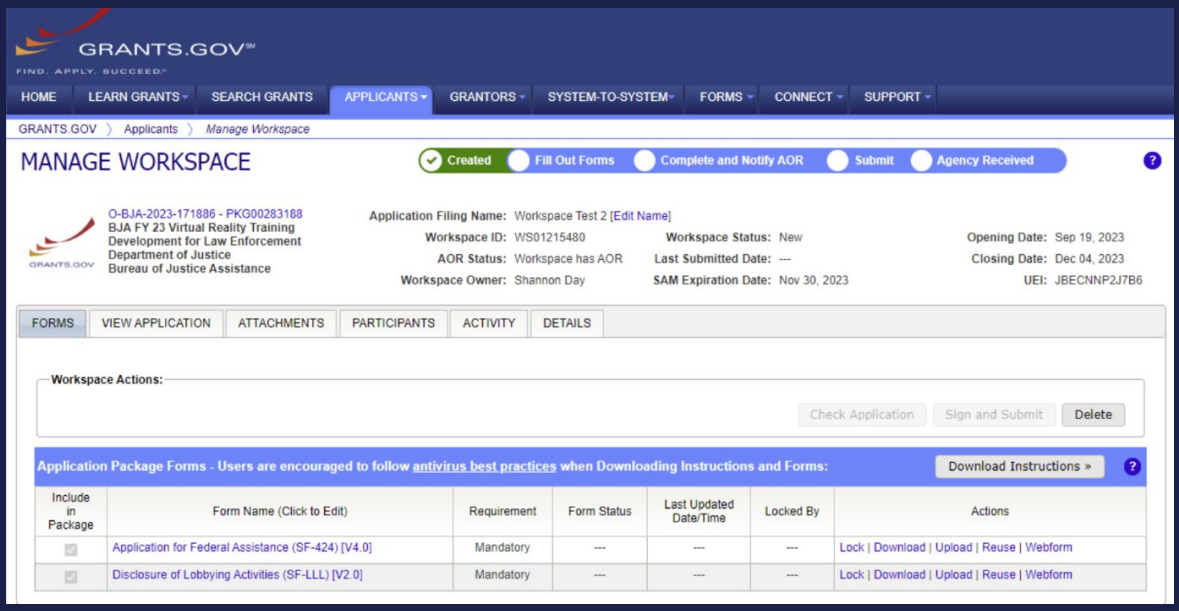
STEP 4

Type in a temporary project name to help you remember this specific grant's Workspace.

STEP 5

Click on the "Create a Workspace" button within the pop-up window. The "Manage Workspace" page will then open. Whoever creates the Workspace for the grant will be the owner.





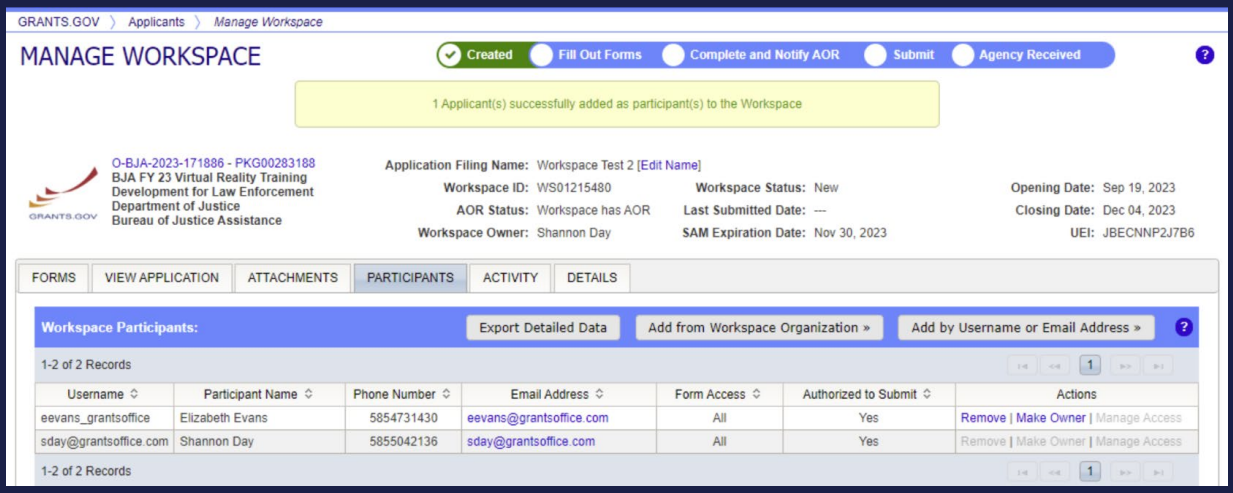
Manage Workspace

Think of the Manage Workspace page as your homepage. From here, you can do everything necessary to prepare for submission.



ON THE MANAGE WORKSPACE PAGE YOU CAN DO THE FOLLOWING:

- Add other users to the Workspace so that they may also contribute to application forms. You can also control the level of access each user has to the grant's Workspace (i.e., if they have the ability to view/edit budgetary details).
- Download forms to complete and then upload when finished.
- Fill out forms directly in Workspace by clicking the "Webform" link.
- Lock specific forms you're working on so other users cannot edit them (while you are working on the form or once it is finished).
- Download application submission instructions by clicking on the opportunity's Grants.gov ID in the upper left corner of the Workspace.
- Find contact information for program officers by navigating to the "Details" tab.
- Track other user's activity within the Workspace by navigating to the "Activities" tab.



Adding Contributors to a Grant Workspace

Users must have Grants.gov accounts to be added to a Workspace.

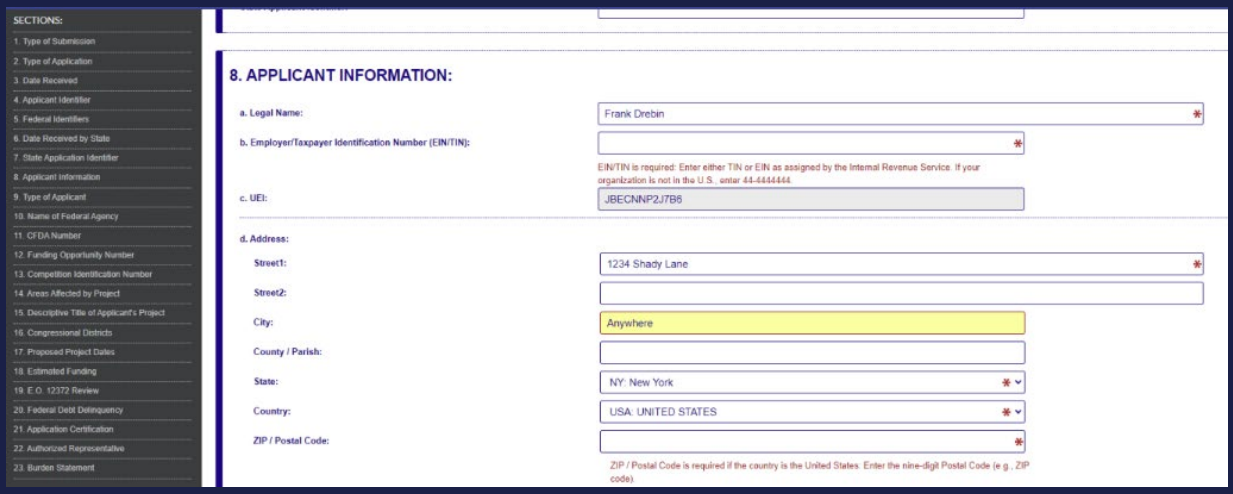
NOTE: If you wish to add someone from outside your organization to the Workspace, ensure that a user with AOR/OSP designation has not set up a policy to prevent such actions from happening. This sometimes occurs as a security measure; however, if such a policy is in place, it may prevent those contributors from outside your organization from being allowed to be added to the Workspace.

THERE ARE THREE ROLES THAT AN INDIVIDUAL MIGHT HAVE WHEN PARTICIPATING IN A PROJECT WORKSPACE:

- **Workspace Owner:** Able to create/delete a Workspace & contribute content. Able to add and set roles for other users of the Workspace. After the Workspace is created, others (i.e., one of the Workspace participants or an AOR) can be changed to this designation if desired.
- **Participant:** General content contributor to the Workspace by completing forms.
- **Participant with Authorized Organization Representative (AOR) Role:** Able to contribute content by completing forms. Able to formally submit the completed application from the Workspace.

To add contributors:

1. Once logged in to your grant's Workspace, navigate to the "Participants" tab.
2. Click on the link to add from either "Workspace Organization" (i.e., other users who are also filed under your organization within Grants.gov) or by Username (i.e., any Grants.gov user – be they in or outside of your organization).



Filling out Webforms

You can fill out application forms directly within the Workspace by clicking the “Webform” link. Once you click this link, the form will be locked for all other users, and a new window will appear.

You can jump between different sections of the form by using the navigation pane on the left side of the page.

NOTE: A red asterisk (*)will denote required information, while the box you are currently active on will appear as yellow.

We recommend clicking on the “Save” button often to avoid losing any progress in case of poor internet connectivity.

For any sections of the form requiring a short answer, it is also recommended that you prepare this content within a word processing document. You can then copy and paste the content into the webform

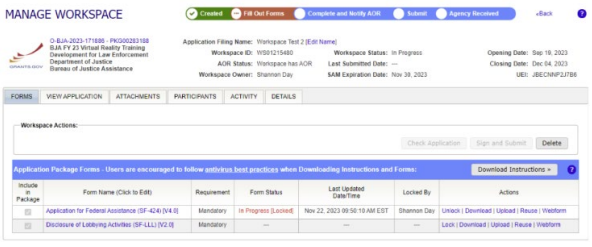
---

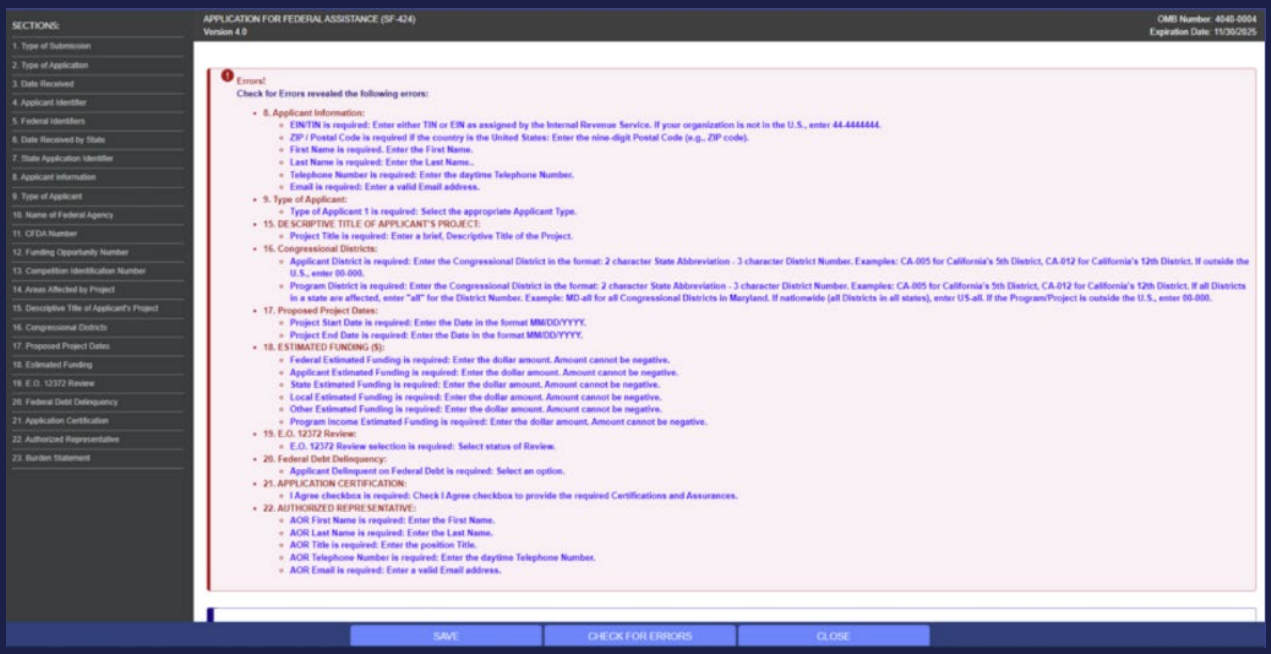
If you need to leave your form at any point, click the “Close” button to be navigated back to the Manage Workspace page. A pop-up will ask if you want to unlock the form.

While the form is locked, no other users can work on the form. Partly completed forms will show up as “In Progress” under the Form Status column.

Once your form’s status registers as complete, we recommend locking it to prevent accidental edits.

NOTE: If you choose to download a form to complete offline, be aware that this form, once uploaded back onto the Workspace, will overwrite any previous content related to that form saved on the Workspace.





Checking for Errors Before Submission

After completing your form, click the “Check for Errors” button. A list of any technical issues with your proposal will pop up. You can then navigate to that error’s section to address the issue.

Above is the result of checking for errors on a mostly blank page.

NOTE: The Check for Errors function only runs a check that content has been populated for each question; it does not check for quality of the submitted content. You will still need to edit your proposal’s content (e.g., for quality of answer, spelling, grammar).



Submitting Your Proposal

Prior to submission, you'll want to confirm the following items:

- Your Application Filing Name has been updated to match your final project name submitted with all paperwork.
- You have selected the "Include in Package" check box for any relevant forms listed as Optional.
- Click the "Preview Application" button for a final human check for spelling, grammar, or content errors within the proposal.
- Click the "Check Applications" button for a final technical check for any empty prompts within forms.
- Once you have done these things, you'll be ready to submit your proposal.

NOTE: Only specifically approved users may submit the final application. Usually, this will be the Authorized Organization Representative (AOR). The Workspace owner does not give AOR designation; rather, it is inherent to that user's Grants.gov account status.

STEP 1

After all your forms are complete, a "Check Application" button will become available. (This button will remain unavailable until all forms are completed).

STEP 2

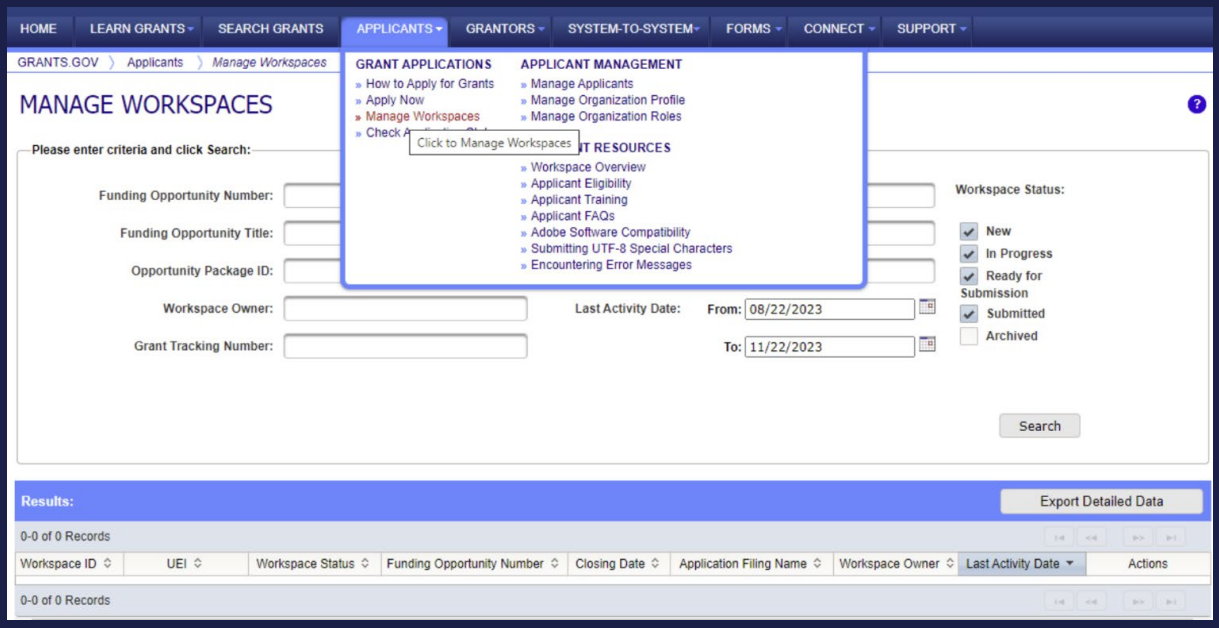
If you pass, then click the "Complete and Notify AOR." (This button will also remain unavailable until all forms are completed).

STEP 3

Your AOR will then log in and finalize the submission. If you are the AOR for the Workspace, you will be prompted to log in again and re-click submit. This two-step process ensures that no accidental submissions occur through miss-clicks.

STEP 4

Once the AOR has submitted the proposal, a confirmation pop-up window will appear. Ask for a copy of the confirmation PDF to save for your records.



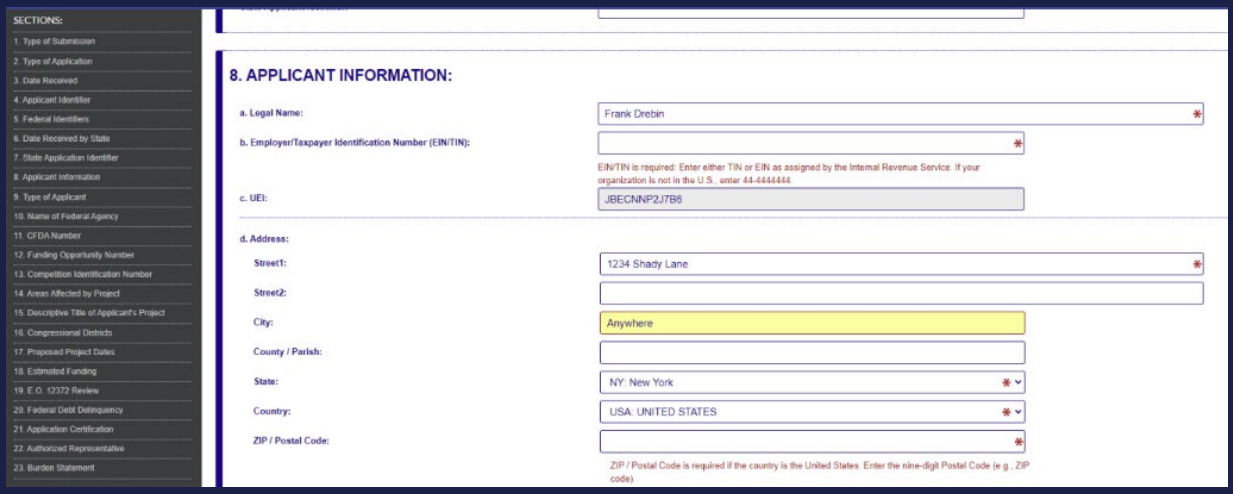
Coming Back to Your Grant Workspace

You can return to a grant's Workspace later, logging into Grants.gov and then:

Selecting the "Manage Workspaces" link from the "Applicants" drop-down menu and then searching for your Workspace. Then select the "Manage" link for the desired Workspace that shows up in your search results.

NOTE: Workspaces are not accessible without a Grants.gov account. Be sure to log in to view yours.





Other Helpful Resources

We highly encourage you to watch this Grants.gov Workspace walkthrough video for additional tips and tricks: https://youtu.be/gOjwumQz0G8

This page provides additional short videos related to general Grants.gov interactions: https://grants.gov/applicants/applicant-training

Check out the Workspace Overview website as well. Of particular value is the step-by-step guide for how you should go about setting up your Workspace depending on the size of your organization and the number of contributors. We're particular fans of the advanced set-up instructions to be used by projects with larger teams of registered users (some of whom may be from external organizations, such as consultants, grant writers, and sub-applicants): https://grants.gov/applicants/workspace-overview

The online Grants.gov User Guide is also a great reference tool to walk you through various scenarios step-by-step: https://www.grants.gov/applicants/grant-applications/how-to-apply-for-grants

Get the answers to common questions by looking at these Workspace FAQs: https://grants.gov/applicants/applicant-faqs





Grants Intelligence Powered By

GRANTS OFFICE
empowering communities

This free resource was created by the grants intelligence team at Grants Office, LLC.

What is Grants Office?

Grants Office is the leading provider of strategic grant development services for **governments, nonprofit organizations, educational institutions, healthcare providers, and for-profit industries**.

Since 2000, Grants Office's focus has been on a collaborative approach to grantseeking with open communication to ensure successful outcomes.

Grants Office Services:

- Research and Consultation: Identify best-fit grants for upcoming projects and provide next steps.
- Project Building: Advise on project development and material gathering with a particular grant in mind.
- Grant Proposal Writing & Review: Write a competitive and engaging proposal or provide feedback on application materials, ensuring compliance with submission requirements
- Grants Office Communities: Our new grant-search and collaboration platform, designed to streamline your organization's grantseeking