

Grants.gov Workspace Implementation

Grants.gov (<https://www.grants.gov/>), the online proposal submission portal for 26 federal agencies, is making big changes to the way we submit proposals in the new year.

Effective January 1, 2018 all applicants will need to use Grants.gov Workspace (<https://www.grants.gov/web/grants/applicants/workspace-overview.html>) **to submit proposals to many of our federal sponsors.** Applicants will no longer be able to download an entire application package as a single PDF package for offline data entry and proposal submission. Instead researchers, research administrators, and the Office of Sponsored Programs (OSP) will need to use the online Grants.gov Workspace environment to access, complete, and submit proposals.

To ensure a smooth transition into this new proposal submission environment, we encourage the Cornell research community to review the following Grants.gov Workspace resources:

- Presentation and video recording of the October 2017 Cornell OSP Roundtable “Grants.gov Workspace” (46 minutes)
https://vod.video.cornell.edu/media/October+2017+OSP+Round+Table+Recording+/1_ndhha3ye
- Grants.gov Workspace Training Resources and Videos
<https://www.grants.gov/web/grants/applicants/applicant-training.html>
- Cornell OSP Grants.gov Workspace Account Registration Quick Guide (attached)

If you have any questions or concerns about this change, please contact your OSP Federal Team Grant & Contract Officer (<https://www.osp.cornell.edu/Contacts/federal-sponsor.html>) or Jamie Sprague, Sr. Grant & Contract Officer & Federal Team Lead, at jas2233@cornell.edu.

How to Register for Grants.gov Workspace

Grants.gov (<https://www.grants.gov/>) is a common website where 26 federal agencies post funding opportunities and applicants submit proposals for consideration of funding. Beginning January 1, 2018, Grants.gov will discontinue proposal submission via their Legacy PDF Application Package and require applicants to submit proposals via their online portal Grants.gov Workspace (<https://www.grants.gov/web/grants/applicants/workspace-overview.html>).

Prior to applying for a federal funding opportunity via this shared online proposal development environment, applicants – both researchers and pre-award administrators – will need to register for an account with Grants.gov. To complete this required registration, please follow the steps below.

1. Navigate to the **Register** webpage - <https://www.grants.gov/web/grants/register.html>
2. Click the **Get Registered Now** button on the Register page.

Get Registered Now »

3. Complete the **Contact Information** and **Account Details** sections. All fields with a red asterisk (*) are required.
4. Select whether to subscribe or unsubscribe from Grants.gov Communications. Click the **Continue** button.
5. Click the **Send Temporary Code** button, then access your email account to access the temporary code.

Send Temporary Code »

6. Enter the temporary code you received in the email from Grants.gov into the **Temporary Code** field and click continue.
7. Click the **Add Organization Applicant Profile** radio button and enter Cornell's DUNS Number – 872612445 – in the **DUNS** field.

Organization Applicant

DUNS:

*Required for Organization Applicant

8. Create a **Profile Name** that will distinguish this Cornell University affiliated profile from any other profiles you may have now or in the future within your Grants.gov account. For example, you may want to use your User Name and "Cornell" in this field.

Edit Profile

*Profile Name:

9. Enter your Cornell University job title in the **Job Title** field.
10. Click the **Save** button to complete the profile creation process.

Once you have completed your profile, Grants.gov will automatically send an email to the Cornell Office of Sponsored Programs (OSP) on your behalf to request confirmation of your affiliation with Cornell University's Grants.gov institution profile. Once OSP has completed the affiliation step, Grants.gov will send an automated email to the address associated with your account informing you of your authorization and level of access.

Questions regarding registration? Please contact Tammy Custer, Grant & Contract Officer, at tjb3@cornell.edu.

Questions regarding your proposal? Please contact your assigned OSP Contract & Grant Officer. See <https://www.osp.cornell.edu/Contacts/whoismygco.html> for more information.