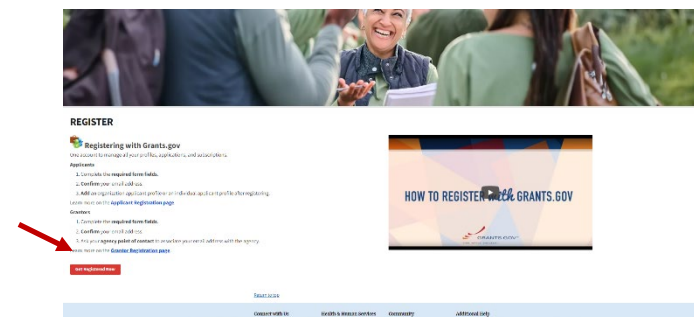


Important Information Regarding Proposals Submitted via Grants.gov

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.

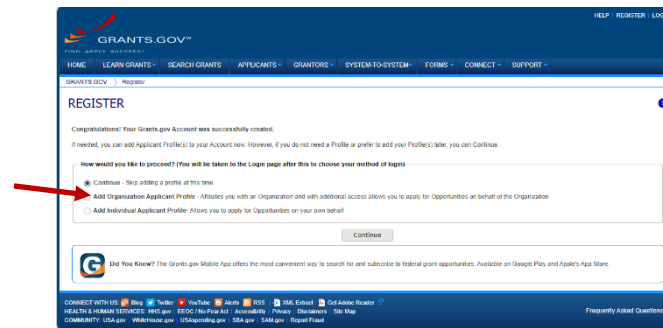
- How To Register in Grants.gov:

- Go here: <https://www.grants.gov/register>
- 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 click, in the next screen select “Add Organizational Applicant Profile”.

- 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: <https://apply07.grants.gov/apply/login.faces>, Select Login.gov, and then Select “Create and Account”
- Next, you will be directed back to Grants.gov to login with your Grants.gov username and password and complete the account linking process.



The different grants.gov user roles you may be assigned are 1) No Role (may be added to a workspace project, but limited to filling in form data); or 2) 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 roll, **each workspace will have individual access level roles specific to that one project.**

- **Workspace Participant Role:** registered grants.gov user and can edit data and forms within the workspace project.
- **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 Video: <https://www.grants.gov/web/grants/applicants/workspace-overview.html>

Webforms in Workspace: <https://www.youtube.com/watch?v=Qjd3X-LHCvY&feature=youtu.be>

Introducing Workspace Functionality on Grants.gov: <https://www.youtube.com/watch?v=oTfITcJyQTg>

 **Screenshots**

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.

VIEW GRANT OPPORTUNITY

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

SYNOPSIS VERSION HISTORY RELATED DOCUMENTS **PACKAGE**

Select Grant Opportunity Package

PLEASE READ BEFORE APPLYING!

If you view and complete your application package using Grants.gov downloadable PDF forms, you MUST have Adobe Reader installed. 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 PDF forms, ALL applicants must be using the same Adobe Reader version. [Click for more information on Adobe Reader Compatibility.](#)

Opportunity Package(s) Currently Available for this Funding Opportunity:

CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Actions
10.310			PKG00281458	May 02, 2023	Dec 07, 2023	Preview Apply



Add a name for the workspace and then click create workspace. Usually the convention used in GTS is utilized here.

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

GRANTS.GOV > Applicants > Apply Now Using Workspace

APPLY NOW USING WORKSPACE

If you know the Funding Opportunity Number or the Opportunity Package ID for which you would like to create a Workspace, please enter it below. Otherwise, go to [Search Grants](#) to search open Opportunities.

Please enter Opportunity information:

Funding Opportunity Number:

Opportunity Package ID:

Please enter required information for new Workspace:

*Application Filing Name:

Create Workspace Cancel

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Frequently Asked Questions [CHAT NOW \(BETA\)](#)

Workplace Package Example

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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: WS01208149
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 Actions: [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 Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	SF424 (R & R) [V5.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	AFRI PROJECT TYPE [V2.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	NIFA Supplemental Information [V1.2]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Project/Performance Site Location(s) [V4.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Research & Related Budget [V3.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Research & Related Personal Data [V1.2]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Research And Related Other Project Information [V1.4]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Research and Related Senior/Key Person Profile (Expanded) [V4.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT [V3.0]	Optional	---	---	---	Lock Download Upload Reuse Webform

[Go To Subforms (0)]

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.

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.

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

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

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 - NKG00281458
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Workspace Status: New
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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