# 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.
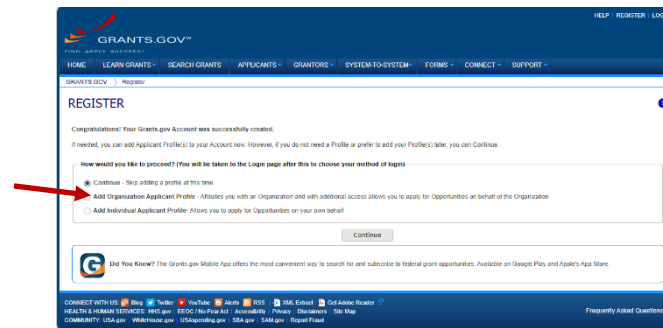
- How To Register in Grants.gov:
  - ➢ Go here: https://www.grants.gov/registers
  - ➢ Click Get Registered Now
  - ➢ Using your UC ANR email and phone number fill out the requested Contact Information and Account Details information
  - ➢ Click Continue at the bottom of the form
  - ➢ Review the confirmation page for accuracy
  - ➢ Click Submit
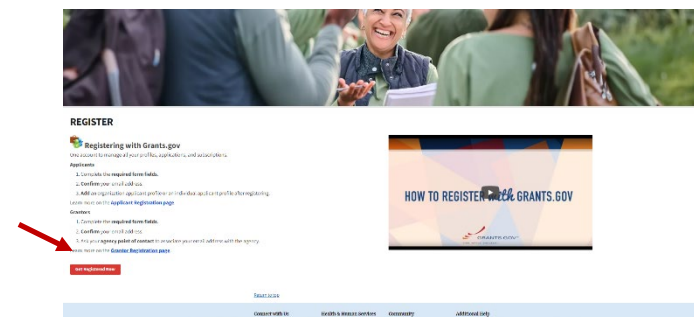
  - ➢ After creating the account click, in the next screen select "Add Organizational Applicant Profile".

  - ➢ Use **ANR's UEI, K5KAMCPRVED6,** 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=oTflTcJyQTg

➡️ **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.

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

Workplace Package Example

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