

Grants.gov Workspace

Grants.gov is transitioning the way in which application packages are completed from downloaded Adobe Forms to a web-based form via Workspace on December 31, 2017.

After December 31, 2017, Adobe Form packages will no longer be available via Grants.gov, but may still be submitted through March 2018.

The University of Maryland will aid in the transition to Grants.gov Workspace starting in October 2017. Prior to October 2017, please continue to use Adobe Forms or Coeus Proposal Development for system-to-system submission.

In order to use Workspace, a user must request a log in a password to create an account associated with UM's DUNS number, 79-093-4285. This user will then be able to start a Workspace for a particular funding opportunity. More detailed information about using Workspace may be found here: <https://www.grants.gov/web/grants/applicants/workspace-overview.html>

In order for the opportunity to be submitted, the user must add an Authorized Organizational Representative, AOR, as a participant in their application in Workspace. The user should select the ORA Assistant Director who supervises his or her Contract Administrator. <http://ora.umd.edu/staff>

Once completed, the Workspace creator needs to mark the proposal as "Complete and Notify AOR" in Grants.gov so that it may be reviewed and submitted.

All proposals must also be routed for approval through the University, either via a hard copy routing form or Coeus if the lead department uses Proposal Development in Coeus.