

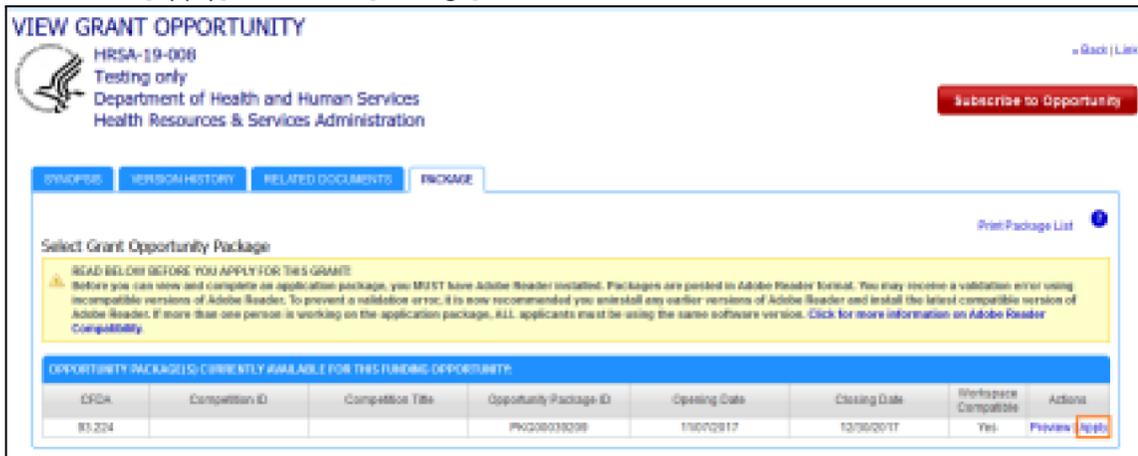
# Create a Workspace Proposal

In order to create an applica on workspace, you will need the Sponsor's CFDA number and/or Funding Opportunity number for the desired grant.

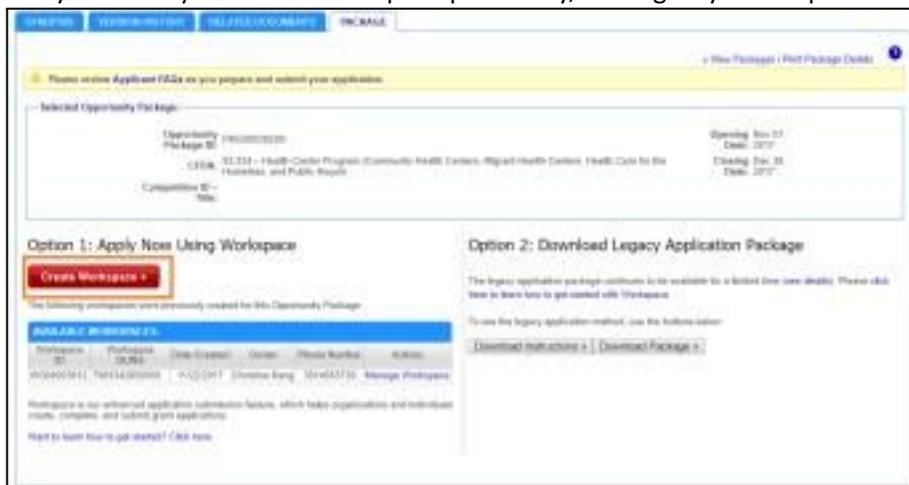
1. Click on the [SEARCH GRANTS] tab.



2. Enter the CFDA number for the agency you wish to apply to in the Basic Search Criteria: CFDA Number field in Grants.gov OR  
Enter the Funding Opportunity number that you wish to apply to in the Basic Search Criteria: Funding Opportunity Number field in Grants.gov
3. Click on the Title of the Applica on to reach the synopsis page.
4. Click on the [Apply] link on the [Package] tab.



5. Click on the [Create Workspace] under Op on 1: Apply Now Using Workspace.
  - If you already created a workspace previously, it will give you an op on to Manage Workspace.



6. When you click the [Create Workspace] bu on, you will be presented with an op on to select a New Workspace or Copy from Exis ng Workspace. Select the appropriate op on.
7. Enter an Applica on Filing Name.
8. Click on the [Create Workspace] bu on.

9. Once you have created a new workspace, you have two op ons: Webform or PDF. Webform allows you to enter data onto forms via your web browser while with PDF you may download the forms individually, enter the data, and re-upload the form back into workspace.
  - a. Webform Op on
    - i. Click on the Webform link to open the form in your browser.

- To include an op onal form, click the checkbox next to the form name that needs to be included in the package under the [Include in Package] column.

Application Package Forms - Users are encouraged to follow <a href="#">antivirus best practices</a> w			
Include in Package	Form Name (Click to Preview)	Requirement	F
<input checked="" type="checkbox"/>	SF424 (R & R) [V2.0]	Mandatory	
<input checked="" type="checkbox"/>	Attachments [V1.2]	Mandatory	
<input checked="" type="checkbox"/>	Disclosure of Lobbying Activities (SF-LLL) [V1.2]	Optional	

- ii. Complete and Save Webforms
  - If your account is linked to UMD, you will noce forms such as SF-424 and R&R SF-424, will have pre-populated some organiza on fields with UMD specific informa on.
  - Required fields have \* on the right corner of its box. You can click any field to enter the necessary informa on or you can also use the TAB bu on on your keyboard to move from field to field. If you enter invalid or incomplete informa on in a field, you will receive an error message upon leaving the field.

- To show more than one Indirect Costs rate in a budget period, you will need to click an Additional Indirect Cost on the budget to add the second line

**H. INDIRECT COSTS:**

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
<input checked="" type="checkbox"/> F & A COSTS (7/1/22-6/30/23) *	55.00		*
<input checked="" type="checkbox"/> F & A COSTS (7/1/23-6/30/26) *	56.00		*
(+ ADD ADDITIONAL INDIRECT COST)			

- iii. Click on the [CHECK FOR ERRORS] button on the bottom of the page to see if there are any errors.
  - If there are errors, there will be a pink box with an error message displayed. Please fix all issues before closing the form.
  - If there are no errors, the INFO box will appear to give you a message that there are no errors.
- iv. Click [CLOSE] to close the form.
- v. A message about unlocking the form will appear. Click the [Yes] button to unlock the form.

**Unlock Form**  
Do you want to unlock this form?

Yes No

- vi. More information on this process may be found on the grants.gov online user guide. b.

PDF Open

- i. Download the form.

Application Package Forms - Users are encouraged to follow [grants.gov](#) best practices when Downloading Instructions and Forms: Download Instructions = ?

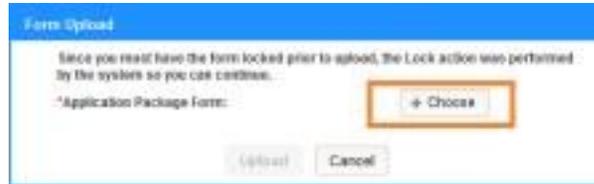
Include in Package	Form Name (Click to Preview)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	SF424 (R & R) [V2.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Research & Related Budget [V1.4]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Project/Performance Site Location(s) [V2.0]	Mandatory	---	---	---	Lock Download Upload Reuse Webform

- ii. Enter all information on the form.
  - Once you have downloaded a form you can enter data into the PDF.
  - Optional fields and completed fields are displayed in white and blue. Required fields are red and yellow. You can click on any field to enter the necessary information or you can also use the TAB button on your keyboard to move from field to field. If you enter invalid or incomplete information in a field, you will receive an error message upon leaving the field.
  - To show more than one Indirect Costs rate in a budget period, you will need to click an Additional Indirect Cost on the budget to add the second line

**H. Indirect Costs**

Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Fund
<input checked="" type="checkbox"/> F & A COSTS (7/1/22-6/30/23)	55.00		
<input checked="" type="checkbox"/> F & A COSTS (7/1/23-6/30/26)	56.00		
Add Additional Indirect Cost			

- iii. Once you have completed entering all data into the forms, click on the CHECK FOR ERRORS button at the bottom of the first page of each PDF to see if there are any errors. If there are any errors, there will be a pink box with an error message. Please fix all issues before closing the form.
- iv. Once the PDF has been completed and checked for errors, click the Upload link.
- v. On the Forms Upload window, click [+ Choose] button and select the PDF file.
- vi. Click the [Upload] button.



10. If the form has no errors, the Form Status will say **Passed** in green letters. If there are incomplete forms or forms with errors they will show as **In Progress** in red letters.

Include in Package	Form Name (Click to Preview)	Requirement	Form Status	Last Updated DateTime	Locked By	Actions
<input type="checkbox"/>	SF424 (R & R) (V2.0)	Mandatory	Passed	Nov 30, 2017 12:41:46 PM EST	---	Lock   Download   Upload   Freeze   Refresh
<input type="checkbox"/>	AAER Program Specific Data Forms (V1.0)	Mandatory	Passed	Nov 30, 2017 12:51:18 PM EST	---	Lock   Download   Upload   Freeze   Refresh
<input type="checkbox"/>	Research & Related Budget (V1.4)	Mandatory	In Progress	Nov 30, 2017 12:20:17 PM EST	---	Lock   Download   Upload   Freeze   Refresh
<input type="checkbox"/>	Research & Related Senatorial Person Profile (V1.1)	Mandatory	In Progress	Nov 30, 2017 12:51:37 PM EST	---	Lock   Download   Upload   Freeze   Refresh
<input type="checkbox"/>	Research And Related Other Project Information (V1.3)	Mandatory	---	---	---	Lock   Download   Upload   Freeze   Refresh
<input type="checkbox"/>	Project Performance Site Locations (V2.0)	Mandatory	---	---	---	Lock   Download   Upload   Freeze   Refresh
<input type="checkbox"/>	Assistance for Non-Construction Programs (SF-424B - R&R) (V1.0) <b>Outdated</b>	Mandatory	Passed	---	---	Lock   Download   Upload   Freeze   Refresh
<input type="checkbox"/>	R & R Subaward Budget Attachment Form (V1.4) <b>Outdated</b>	Optional	---	---	---	Lock   Download   Upload   Freeze   Refresh
<input type="checkbox"/>	Disclosure of Lobbying Activities (SF-424) (V1.2)	Optional	---	---	---	Lock   Download   Upload   Freeze   Refresh

11. More information can be found on the [grants.gov online user guide](#).