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.

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OPPORTUNITY INCLASE(S) CURRENTS	Y AVAILABLE FOR THIS FURDING OPPO	enuerte:				
CFDA Competition	D Competition Title	Opportunity Package ID	Opening Date	Closing Date	Compatible	Actions
93.224		PK208038208	11072917	12/06/2017	Yes	Proven Apply

- 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.

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- 6. When you click the [Create Workspace] buon, 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.

Constant of the	Certification
Please sal	ect Create Workspace option:
	8 New Workspace 🔍 Copy from Existing Workspace
Please ert	or required information to Create Workspace:
	Application Filing Name: OHS-testing
-	
	Create Wondspace Cancel

- 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.

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• 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.

Include in Package	Form Name (Click to Preview)	Requirement	F
a	SF424 (R & R) [V2.0]	Mandatory	-
1	Attachments [V1.2]	Mandatory	
	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 Addi onal Indirect Cost on the budget to add the second line

Н.	INDIRECT COSTS:				
	Indirect Cost Type		Indirect Cost Rate (%)	Indirect Cost Base (\$)	Funds Requested (\$)
×	F & A COSTS (7/1/22-6/30/23)	*	55.00		*
×	F & A COSTS (7/1/23-6/30/26)	*	56.00		*
	(+) ADD ADDITIONAL INDIRECT COST				

- iii. Click on the [CHECK FOR ERRORS] bu on on the bo om 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 formwill appear. Click the [Yes] buon to unlock the form.

ck this form?		
Yes	VO	
	ck this form?	ck this form?

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

PDF Op on

i. Download the form.

pplication	n Package Forms - Users are encouraged to follow a	ntivirus best practices v	vhen Download	ling Instructions		Download Instructions >
Include In Package	Form Name (Click to Preview)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
2	SF424 (R & R) [V2.0]	Mandatory	-	(111)		Lock Download Upload Reuse Webform
	Research & Related Budget [V1.4]	Mandatory	-		12	Lock Download Upload Reuse Webform
121	Project/Performance Site Location(s) [V2.0]	Mandatory		1775-0		Lock Download Upload Reuse Webform

- ii. Enter all informa on on the form.
 - Once you have downloaded a form you can enter data into the PDF.
 - Op onal 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 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 Addi onal Indirect Cost on the budget to add the second line

H. Indirect Costs			
Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	Fun
X F & A COSTS (7/1/22-6/30/23)	55.00		
X 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 buon at the boom 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] buon and select the PDF file. vi.

m Epicad	
Since you must have the form locked pri- by the system so you can continue.	iar to apload, the Lock action was performed
Application Package Form:	+ Chocae

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

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11. More informa on can be found on the grants.gov online user guide .