Share a Workspace Proposal with Others and ORA

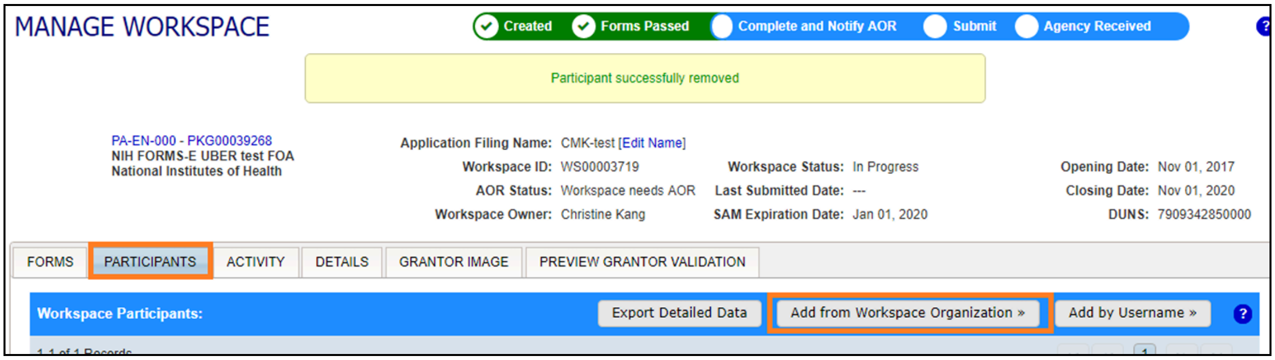
- **You do NOT need to add Authorized Organization Representative (AOR)** on your application. By default, they will be able to see the application.

Adding UMD participants

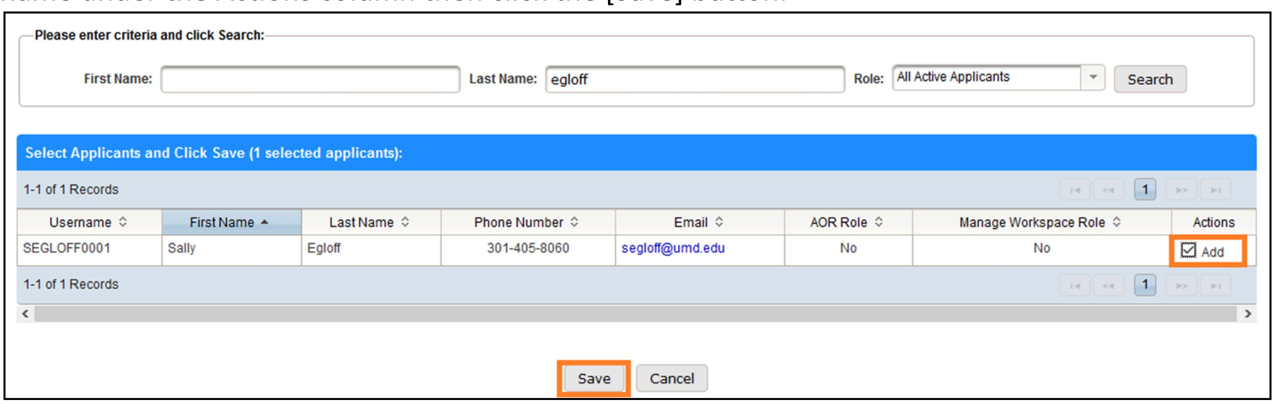
NOTE: all participants you wish to add, must have a Grants.gov account.

a. Click on the “Participants” tab.

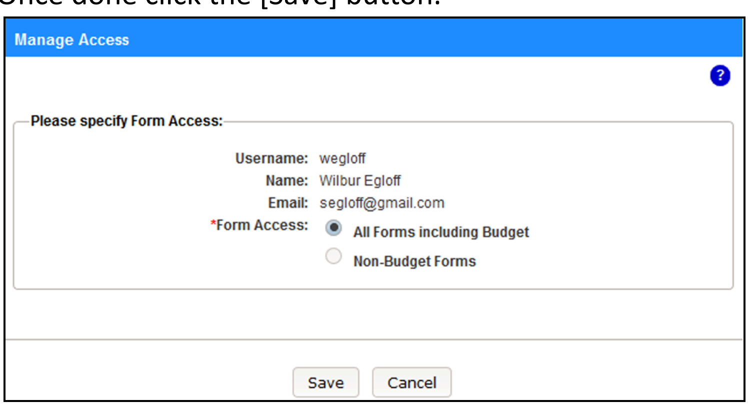
b. Click on the [Add from Workspace Organization] button.



c. Search for the participant’s name. Add the person by clicking the Add Checkbox next to his/her name under the Actions column then click the [Save] button.



- Participants will have the “All Forms including budget” access selected by default. Later, if you find the participant should have more limited access, please change the access by clicking on the “Manage Access” link under Actions and adjust the access accordingly. Once done click the [Save] button.

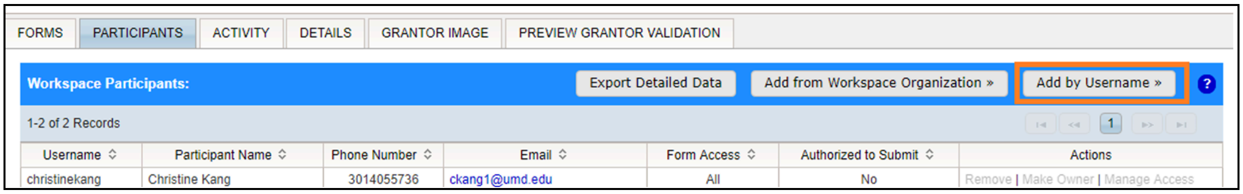


Adding Non-UMD Participants

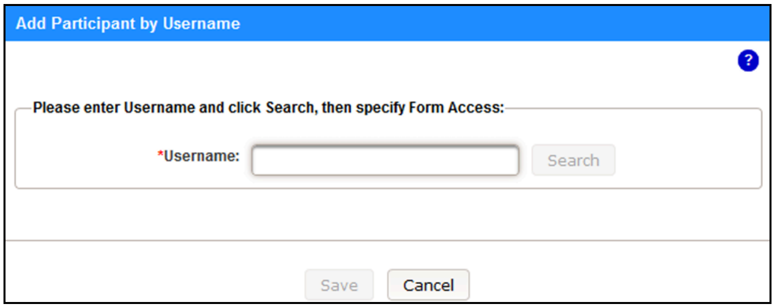
Note: In order to add a non-UMD participant, you need to know the participant's Grants.gov username.

a. Click on the "Participants" tab.

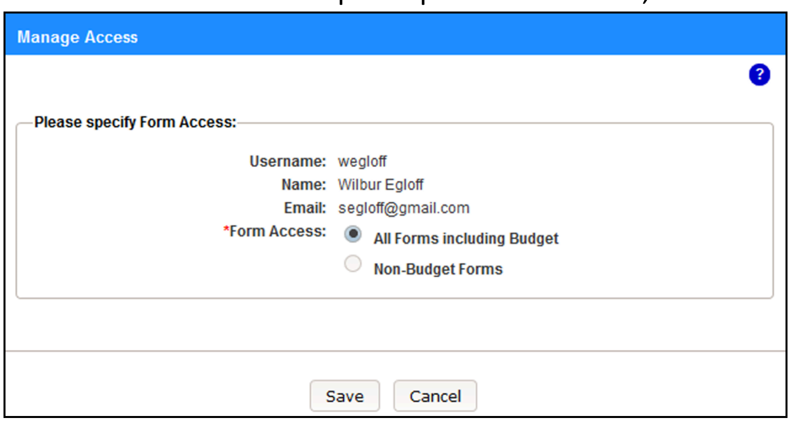
b. Click on the "Add by Username" button.



c. Enter the person's Username in the field and click the "Search" button.



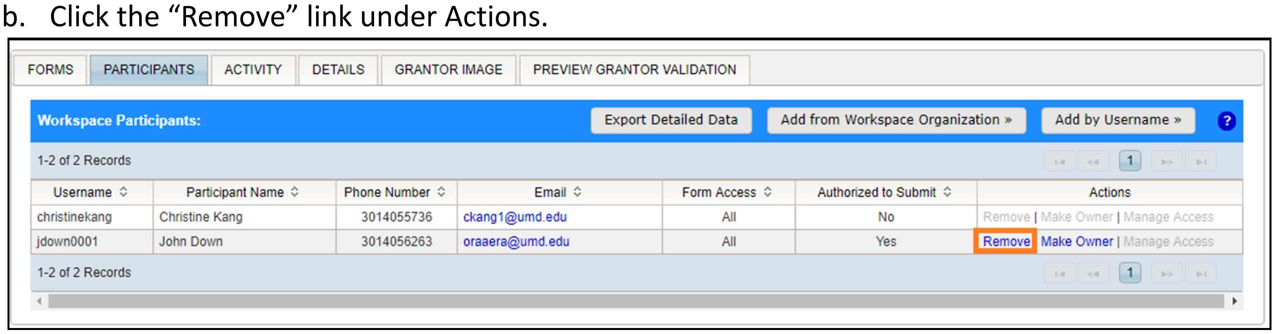
d. Choose the access that this participant should have, then click the "Save" button.



Removing a Participant

a. Click on the "Participants" tab.

b. Click the "Remove" link under Actions.



More information may be found on the grants.gov online user guide.