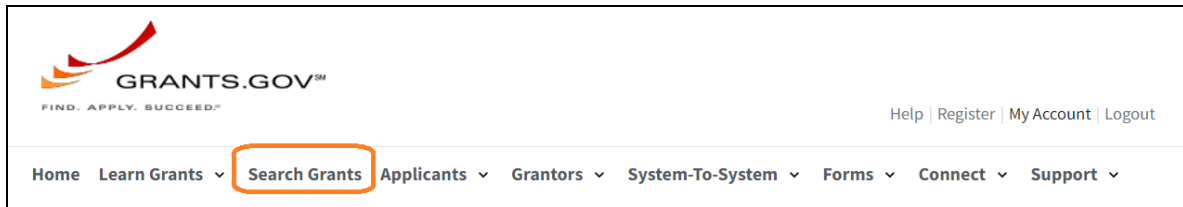


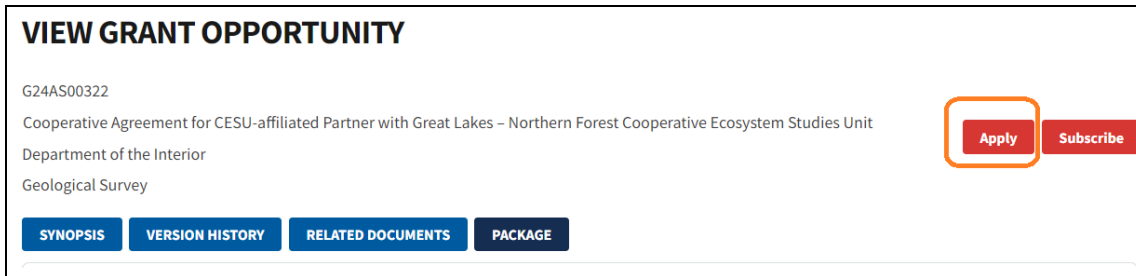
Create a Workspace Proposal

In order to create an application workspace, you will need the Sponsor's Funding Opportunity number for the desired grant.

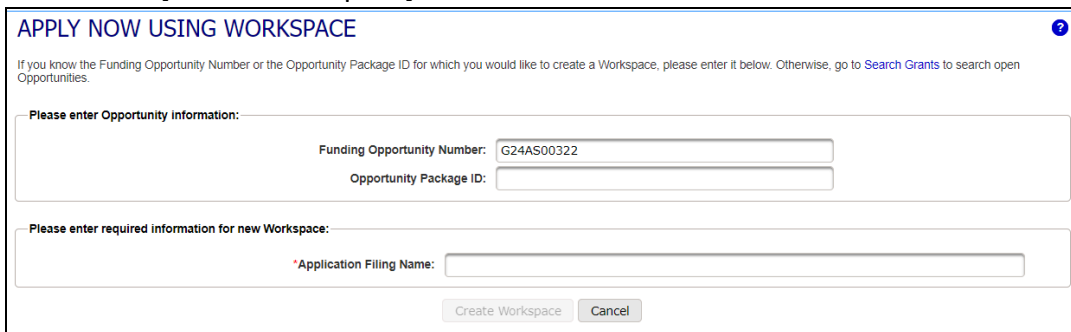
1. Click on the "Search Grants" tab.



2. Enter the Funding Opportunity number that you wish to apply to in the Basic Search Criteria > Click Search Button
3. Once you locate the opportunity, click hyperlink on the opportunity number.
4. Click on the "Apply" after reviewing and confirming that this is the correct application.



5. Enter an Application Filing Name.
6. Click on the [Create Workspace] button.



7. Once you have created a new workspace, you have two options: 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 Option

- i. Click on the Webform link to open the form in your browser.

Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms: Download Instructions » ?						
Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V4.0]	Mandatory	Passed	Mar 26, 2024 01:55:01 PM EDT	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	Passed	Mar 26, 2024 02:08:00 PM EDT	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Grants.gov Lobbying Form [V1.1] READ-ONLY	Mandatory	Passed	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Attachments [V1.2]	Mandatory	Passed [Locked]	Mar 28, 2024 10:26:01 AM EDT	---	Unlock Download Upload Reuse Webform
<input type="checkbox"/>	Disclosure of Lobbying Activities (SF-LLL) [V2.0]	Optional	---	---	---	Lock Download Upload Reuse Webform

- To include an optional 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 antivirus best practices when Downloading Instructions and Forms: Download Instructions » ?			
Include in Package	Form Name (Click to Preview)	Requirement	Form Status
<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 see forms such as SF-424 and R&R SF-424, which will have pre-populated some organization fields with UMD specific information.
- Required fields have * on the right corner of its box. You can click 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 F&A 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.

b. PDF Option

i. Download the form.

Application Package Forms - Users are encouraged to follow antivirus 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

- Lock Form: While you are working on the PDF, you have an option to lock the form, so only you may work on the PDF form.

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 F&A 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 (\$)	Fun	
<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				

- Once you have completed entering all data into the forms, click on the “CHECK FOR ERRORS” button 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.
- Once the PDF has been completed and checked for errors, click the Upload link.
- On the Forms Upload window, click the “+ Choose” button and select the PDF file.
- Click the “Upload” button.

- 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.

Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms: Download Instructions » ?						
Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V4.0]	Mandatory	Passed	Mar 26, 2024 01:55:01 PM EDT	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Budget Information for Non-Construction Programs (SF-424A) [V1.0]	Mandatory	In Progress	Mar 26, 2024 02:08:00 PM EDT	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Grants.gov Lobbying Form [V1.1] READ-ONLY	Mandatory	Passed	---	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Attachments [V1.2]	Mandatory	Passed	Mar 28, 2024 10:26:01 AM EDT	---	Unlock Download Upload Reuse Webform
<input type="checkbox"/>	Disclosure of Lobbying Activities (SF-LLL) [V2.0]	Optional	---	---	---	Lock Download Upload Reuse Webform

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

Submitting to the AOR

Once you have completed the application, you need to submit the workspace to the AOR.

1. When all the forms are in a **PASSED** status, click on the “Check Application” button for errors.

The screenshot shows the 'Workspace Actions' section with buttons for 'Preview Application Forms', 'Check Application' (highlighted with an orange box), 'Complete and Notify AOR', and 'Delete'. Below this is a blue banner for 'Application Package Forms' with a 'Download Instructions' button. A table lists forms with columns for 'Include in Package', 'Form Name', 'Requirement', 'Form Status', 'Last Updated Date/Time', 'Locked By', and 'Actions'. The first form, 'Application for Federal Assistance (SF-424) [V2.1]', has a status of 'Passed [Locked]'. The second form, 'Objective Work Plan [V1.0]', has a status of '---'.

Include in Package	Form Name (Click to Preview)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	Passed [Locked]	Nov 09, 2017 11:35:48 AM EST	Christine Kang	Unlock Download Upload Reuse Webform
<input type="checkbox"/>	Objective Work Plan [V1.0]	Optional	---	---	---	Lock Download Upload Reuse

2. If there are no errors found, click on the [Preview Grantor Validation] tab.

The screenshot shows the top navigation tabs: 'FORMS', 'PARTICIPANTS', 'ACTIVITY', 'DETAILS', 'GRANTOR IMAGE', and 'PREVIEW GRANTOR VALIDATION' (highlighted with an orange box).

3. Click on the [Request Grantor Validation] button. This will generate a validation to show any agency errors prior to the submission. This process may take some time depending on the number of forms that you have in your workspace.

The screenshot shows the 'PREVIEW GRANTOR VALIDATION' page with instructions and a 'Request Grantor Validation' button (highlighted with an orange box) and a 'Refresh Status' button. The instructions include: 'Click Request Grantor Validation button to find out what submission errors and warnings you would receive from the grant-making agency if you submitted your application package in its current state.', 'Grants.gov allows one request per Workspace to be active at a time.', 'The status shown does not automatically update. Use the Refresh Status button to get the current status.', and 'We appreciate your patience while your request is being processed.' A disclaimer states: 'DISCLAIMER: This optional feature uses an error checking service provided by the Grantor agency. It has no impact on your ability to submit your application package. Click the help icon for more details.'

4. Once the result comes back, click the [View] link under Actions to see any Errors/Warnings and correct as needed.

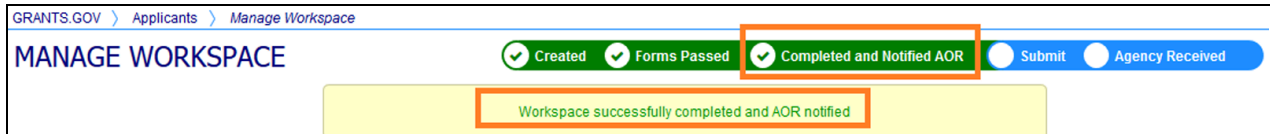
The screenshot shows the 'Preview Validation Requests' table with columns: 'Requestor', 'Status', 'Results', 'Requested Date/Time', 'Completed Date/Time', and 'Actions'. The first row shows 'Christine Kang' with 'Request Completed' status and '1 Errors/0 Warnings' results. A 'View' link is highlighted with an orange box in the 'Actions' column.

Requestor	Status	Results	Requested Date/Time	Completed Date/Time	Actions
Christine Kang	Request Completed	1 Errors/0 Warnings	Nov 30, 2017 03:36:56 PM EST	Nov 30, 2017 03:36:57 PM EST	View

5. Click on the [Complete and Notify AOR] button.

The screenshot shows the 'Workspace Actions' section with buttons for 'Preview Application Forms', 'Check Application', 'Complete and Notify AOR' (highlighted with an orange box), and 'Delete'.

Once you have clicked on the [Completed and Notified AOR] button, the process bar will change to green and a message will appear stating “Workspace successfully completed and AOR notified”.



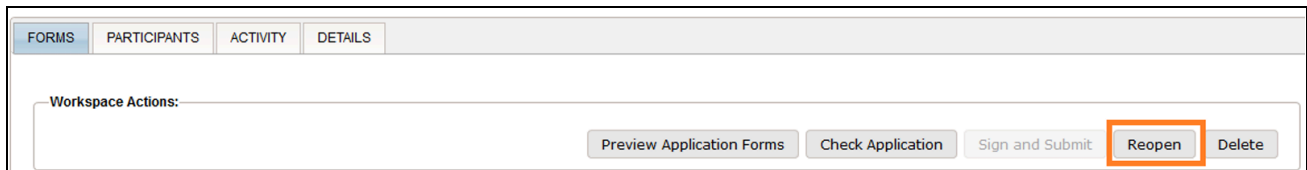
Workspace Process Bar Reference

Workspace Progress Bar

The reference diagram shows a progress bar with five steps: 'Created' (green with checkmark), 'Forms Passed' (green with checkmark), 'Completed and Notified AOR' (green with checkmark), 'Submit' (red with ellipsis), and 'Agency Received' (blue with empty circle).

Green with Check Mark in Circle: Completed that step.
Blue with Empty Circle: Future step that is not yet completed. Previous steps must first be completed to perform this step.
Red with Ellipsis: Currently in progress but not yet completed.
Red with "X" in Circle: Application rejected.

6. If you need to modify any forms, please notify your CA first Then click on the [Reopen] button. This will allow you to modify the forms.



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