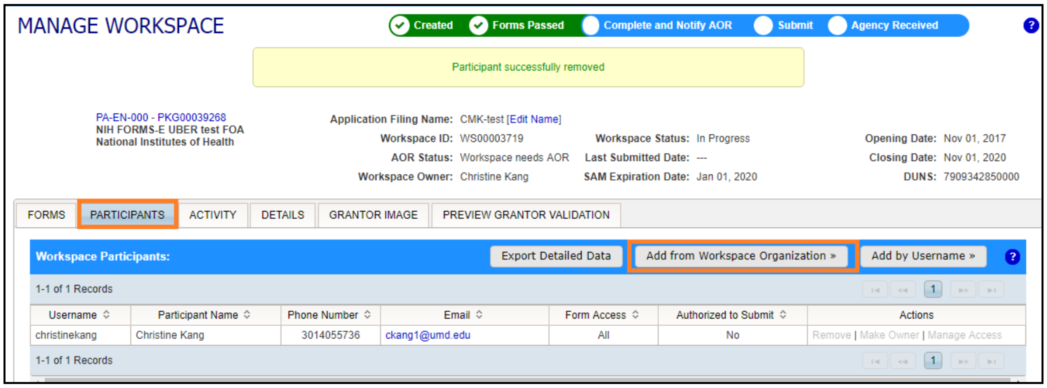
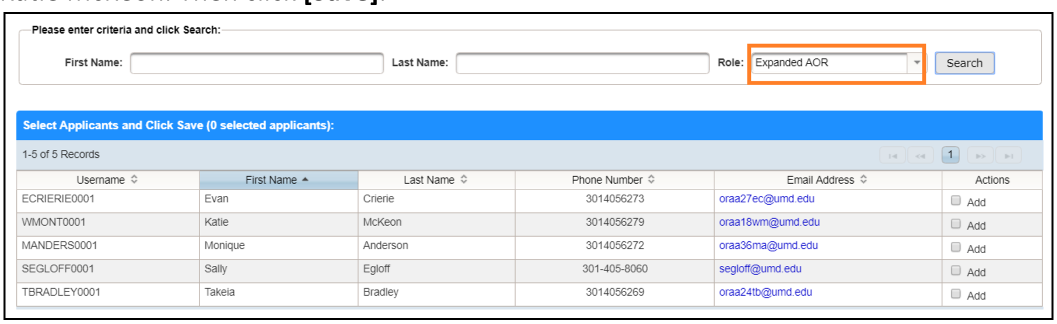
Share a Workspace Proposal with Others and ORA

Add Participants and Authorized Organization Representative

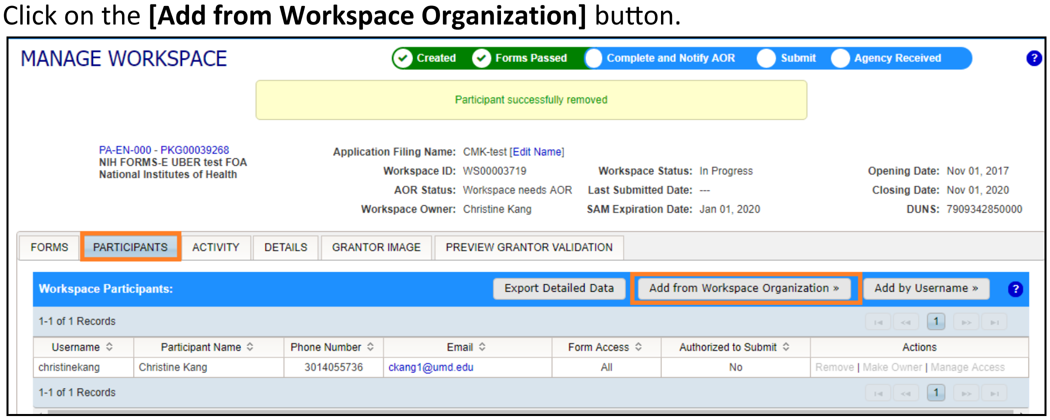
1. **Adding the Authorized Organization Representative (AOR)**
    a. Click on the **[Participants]** tab.
    b. Click on the **[Add from Workspace Organization]** button.



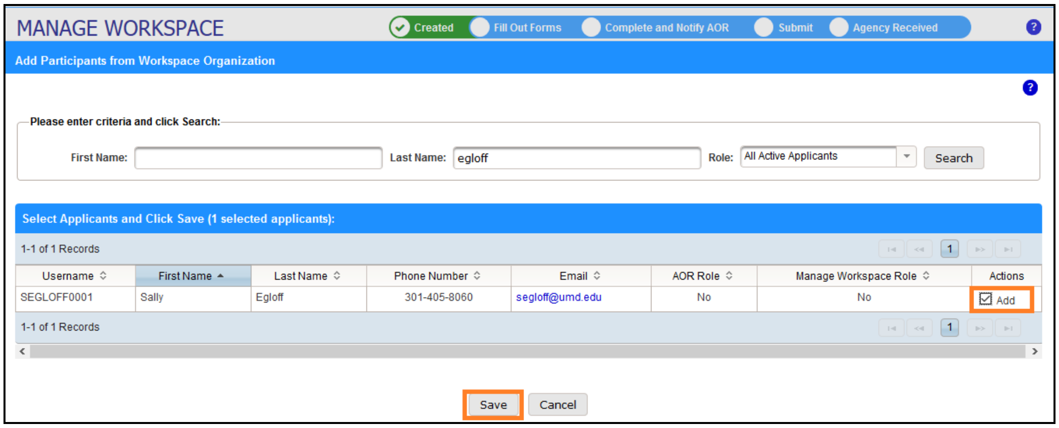
c. Click on the dropdown for Role and select the Expanded AOR role. Please select your CA's team Authorized Official, which would be one of these three: Takeia Bradley, Evan Crierie or Katie McKeon. Then click **[Save]**.



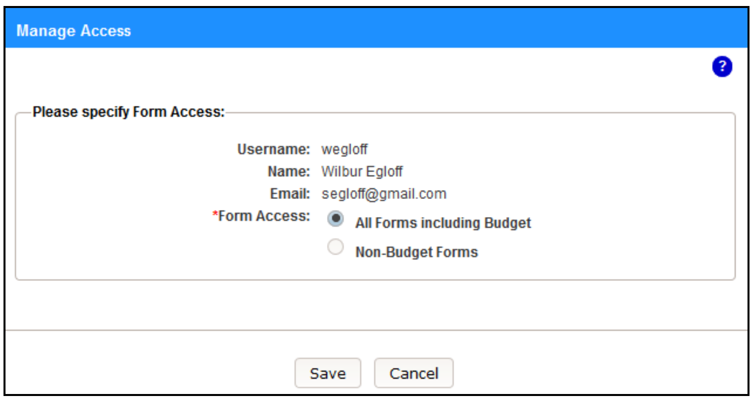
2. **Adding UMD Participants**
    NOTE: All participants you wish to add must first have a Grants.gov account.
    a. Click on the **[Participants]** tab.
    b. Click on the **[Add from Workspace Organization]** button.



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.

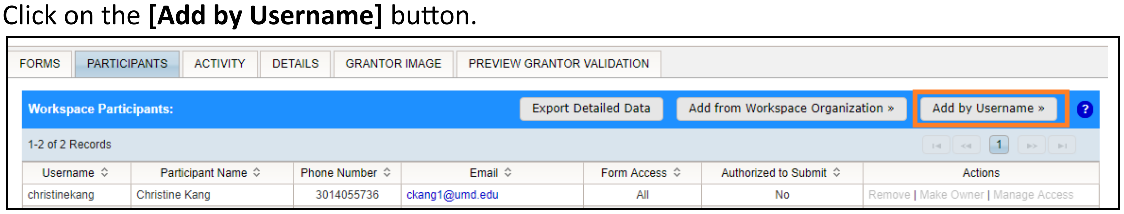


3. Adding Non-UMD Participants

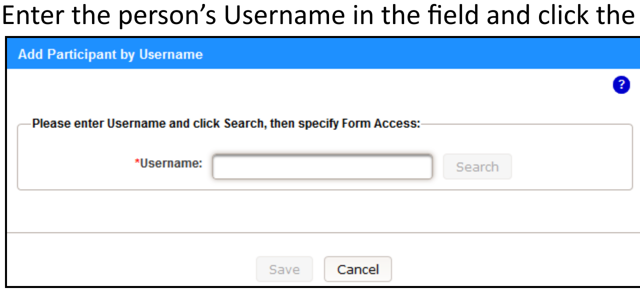
Note: In order to add a non-UMD participant, you need to know the **participant's Grants.gov username.**

a. Click on the **[Participants]** tab.

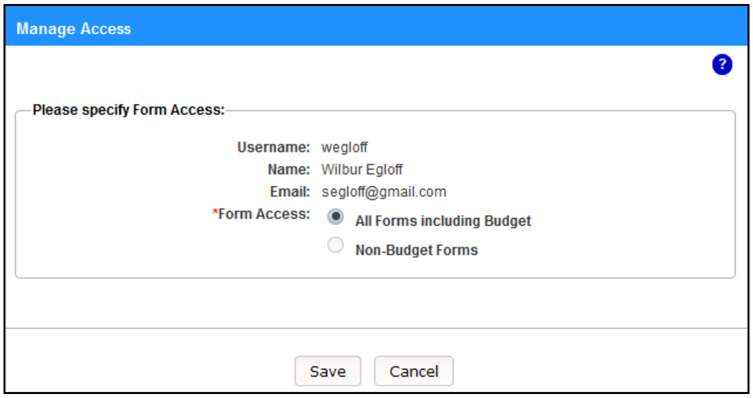
b. Click on the **[Add by Username]** button.



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



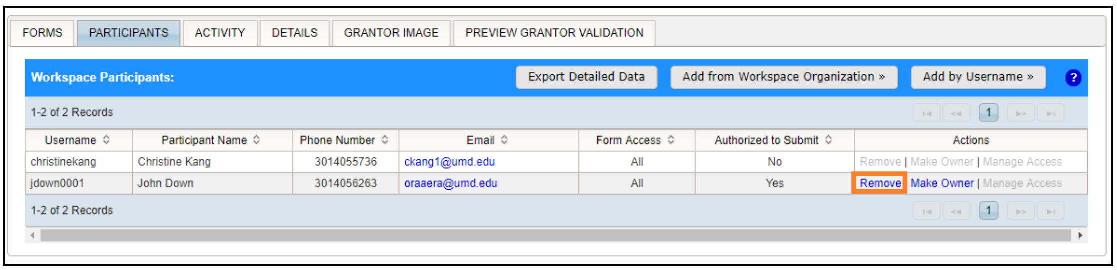
d. Choose the access that this participant should have, then click the **[Save]** button.



4. Removing a Participant

a. Click on the **[Participants]** tab.

b. Click the **[Remove]** link under Actions.

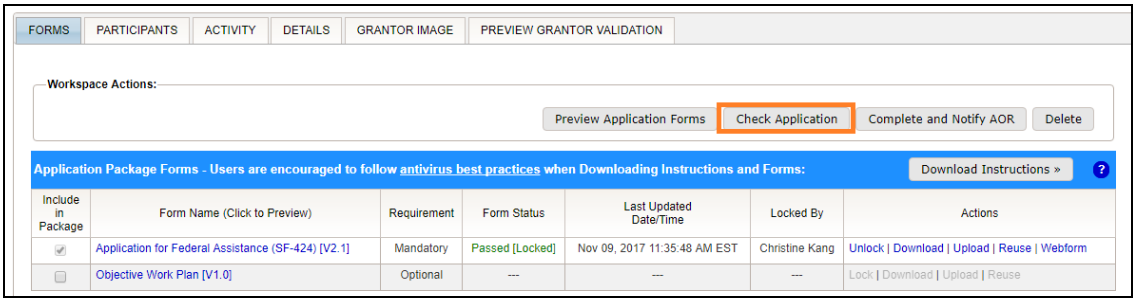


5. More information may be found on the grants.gov online user guide.

Submitting to the AOR

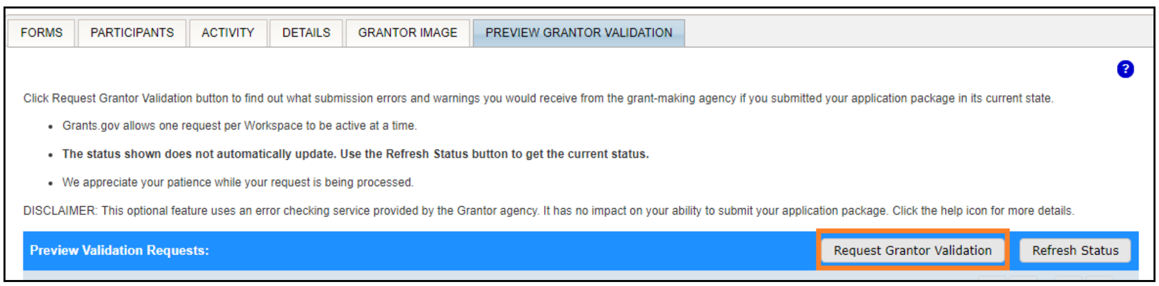
Once you have completed the application, you need to submit the workspace to the AOR.

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

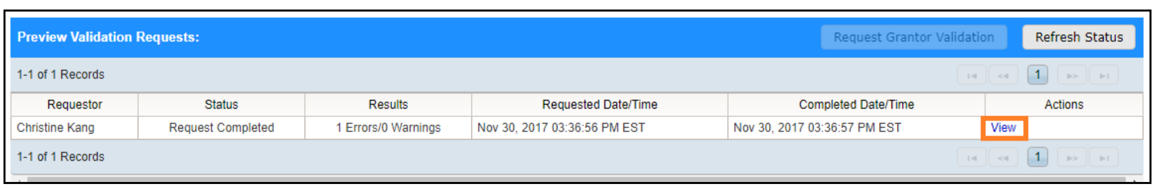


2. If there are no errors found, click on the **[Preview Grantor Validation]** tab.

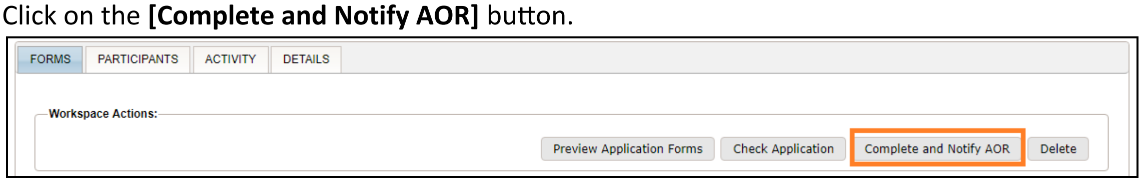
3. Click on the **[Request Grantor Validation]** button. This will generate a validation to show any agency errors prior to the submission. This process may take some time depending on the number of forms that you have in your workspace.



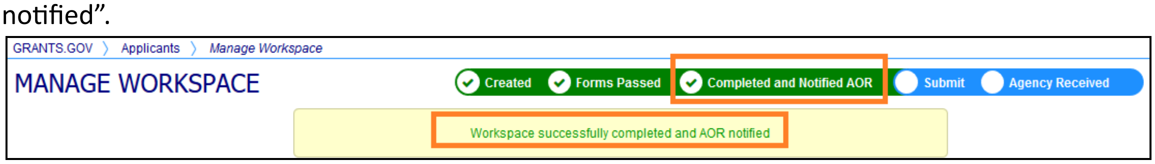
4. Once the result comes back, click the **[View]** link under Actions to see any Errors/Warnings and correct as needed.



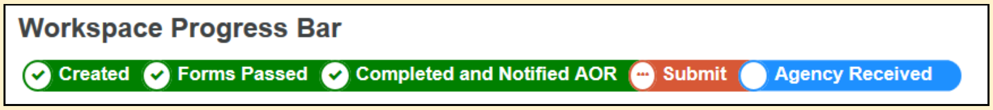
5. Click on the **[Complete and Notify AOR]** button.



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".

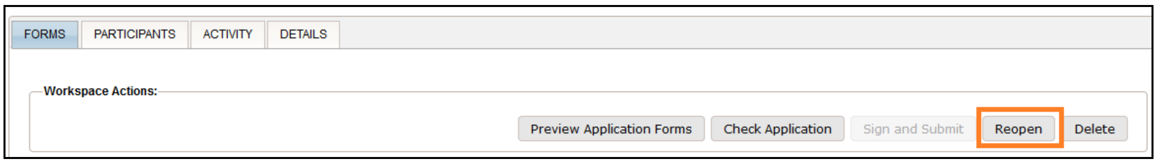


Workspace Process Bar Reference



Green with Checkmark 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 after the AOR has been notified, please notify your contract administrator then click on the **[Reopen]** button. This will allow you to modify the forms.



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