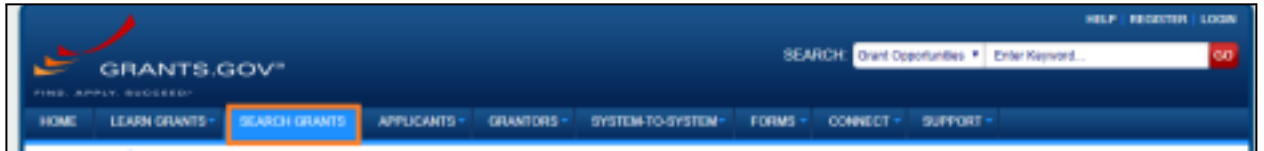


Create a Workspace Proposal

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

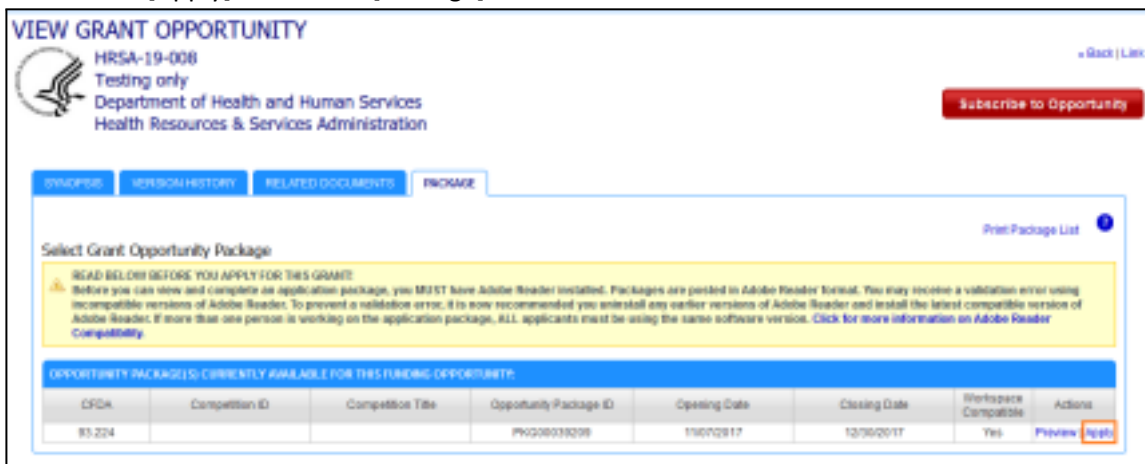
1. Click on the [SEARCH GRANTS] tab.



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

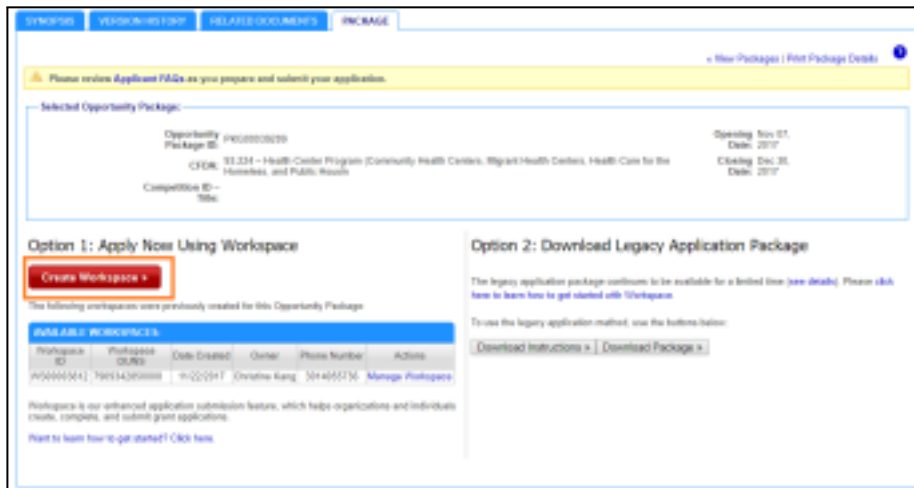
3. Click on the Title of the Application to reach the synopsis page.

4. Click on the [Apply] link on the [Package] tab.



5. Click on the [Create Workspace] under Option 1: Apply Now Using Workspace.

- If you already created a workspace previously, it will give you an option to Manage Workspace.



6. When you click the [Create Workspace] buon, you will be presented with an option to select a New Workspace or Copy from Existing Workspace. Select the appropriate option.
7. Enter an Application Filing Name.
8. Click on the [Create Workspace] button.

9. 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.

- 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 v			
Include in Package	Form Name (Click to Preview)	Requirement	
<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 notice forms such as SF-424 and R&R SF-424, 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		*
<input type="button" value="(+ 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?

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

b. PDF Option

- i. Download the form.

Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms: ?

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	---	---	---	<input type="button" value="Lock"/> <input checked="" type="button" value="Download"/> <input type="button" value="Upload"/> <input type="button" value="Reuse"/> <input type="button" value="Webform"/>
<input checked="" type="checkbox"/>	Research & Related Budget [V1.4]	Mandatory	---	---	---	<input type="button" value="Lock"/> <input type="button" value="Download"/> <input type="button" value="Upload"/> <input type="button" value="Reuse"/> <input type="button" value="Webform"/>
<input checked="" type="checkbox"/>	Project/Performance Site Location(s) [V2.0]	Mandatory	---	---	---	<input type="button" value="Lock"/> <input type="button" value="Download"/> <input type="button" value="Upload"/> <input type="button" value="Reuse"/> <input type="button" value="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 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		
<input type="button" value="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 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 activities best practices when downloading instructions and forms. Download Instructions >

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 12:41:49 PM EST	---	Lock Download Upload Reuse Refresh
<input type="checkbox"/>	AMEM Program Specific Data Forms [V1.0]	Mandatory	Passed	Nov 30, 2017 12:51:18 PM EST	---	Lock Download Upload Reuse Refresh
<input type="checkbox"/>	Research & Related Budget [V1.4]	Mandatory	In Progress	Nov 30, 2017 12:28:17 PM EST	---	Lock Download Upload Reuse Refresh
<input type="checkbox"/>	Research & Related Senior/Key Person Profile [V1.1]	Mandatory	In Progress	Nov 30, 2017 12:51:37 PM EST	---	Lock Download Upload Reuse Refresh
<input type="checkbox"/>	Research And Related Other Project Information [V1.3]	Mandatory	---	---	---	Lock Download Upload Reuse Refresh
<input type="checkbox"/>	Project/Performance Site Locations [V2.0]	Mandatory	---	---	---	Lock Download Upload Reuse Refresh
<input type="checkbox"/>	Assurances for Non-Construction Programs (SF-424B - R&R) [V1.0] NEW FORM	Mandatory	Passed	---	---	Lock Download Upload Reuse Refresh
<input type="checkbox"/>	R & R Subaward Budget Attachment(s) Form [V1.4] MANAGE SUBFORMS: 0	Optional	---	---	---	Lock Download Upload Reuse Refresh
<input type="checkbox"/>	Disclosure of Lobbying Activities (SF-LLL) [V1.2]	Optional	---	---	---	Lock Download Upload Reuse Refresh

11. More information can be found on the [grants.gov online user guide](https://www.grants.gov).