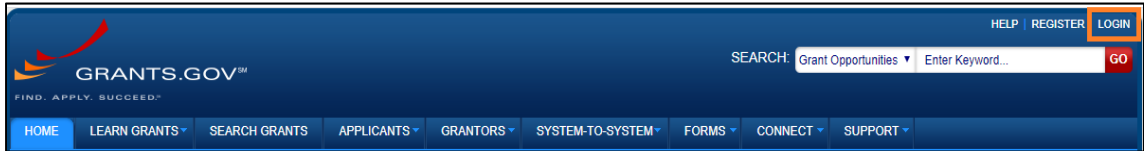


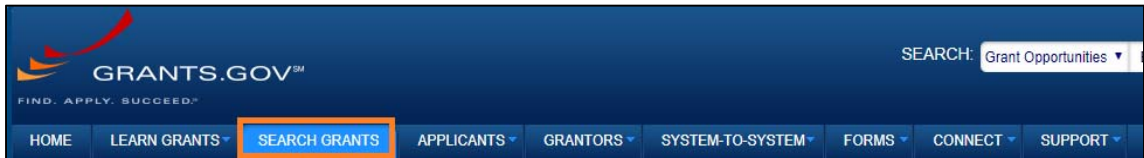
Create a Workspace Proposal

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. Login to the grants.gov

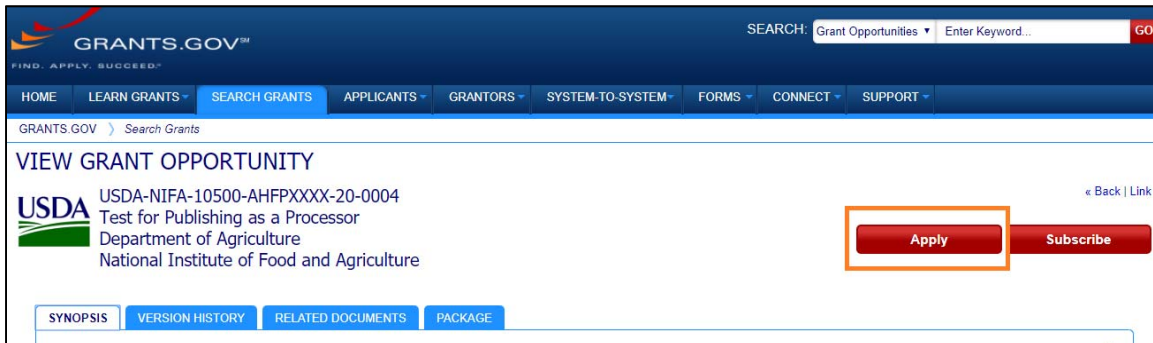


2. Click on the [Search Grants] tab.

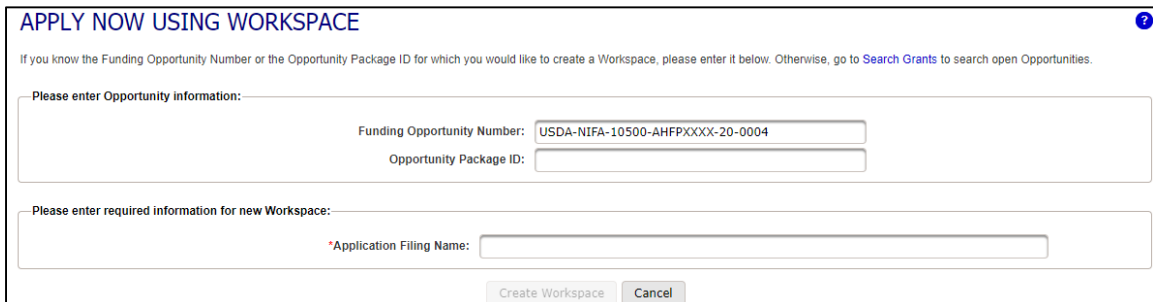


3. Enter the CFDA number for the agency you wish to apply in the Basic Search Criteria: **CFDA** field in Grants.gov
OR
Enter the Funding Opportunity number that you wish to apply to in the Basic Search Criteria: **Opportunity Number** Field in Grants.gov

4. Click on the Title of the application to reach the synopsis page. > Click **[Apply]** to create the workspace.



5. Enter an application filling name. > Click on the **[Create Workspace]** button.



APPLY NOW USING WORKSPACE ?

If you know the Funding Opportunity Number or the Opportunity Package ID for which you would like to create a Workspace, please enter it below. Otherwise, go to [Search Grants](#) to search open Opportunities.

Please enter Opportunity information:

Funding Opportunity Number:

Opportunity Package ID:

Please enter required information for new Workspace:

*Application Filing Name:

- a. If multiple package is under one opportunity, click **[Select]** to select the correct opportunity package ID.

Multiple Opportunity Packages match the Funding Opportunity Number you provided. Please select Opportunity Package to create the Workspace.

Agency Code	CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Action
NEH	45.149	PB52020	NEH CARES: Cultural Organizations (Preservation and Access)	PKG00057584	04/23/2020	05/11/2020	Select
NEH	45.161	RJ52020	NEH CARES: Cultural Organizations (Scholarly Research)	PKG00057583	04/23/2020	05/11/2020	Select
NEH	45.169	HC52020	NEH CARES: Cultural Organizations (Digital Humanities)	PKG00057582	04/23/2020	05/11/2020	Select
NEH	45.164	GA52020	NEH CARES: Cultural Organizations (Public Programming)	PKG00057581	04/23/2020	05/11/2020	Select
NEH	45.162	AH52020	NEH CARES: Cultural Organizations (Education)	PKG00057580	04/23/2020	05/11/2020	Select

6. 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 form individually, enter the data, and re-upload the form back into workspace.

a. Webform option

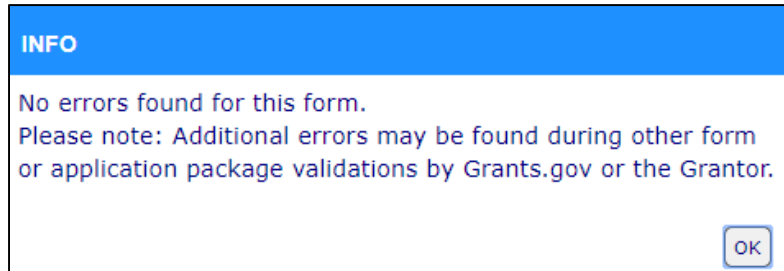
- i. Click on the webform link to open the form in your browser.

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 Domestic Assistance-Short Organizational [V1.1]	Mandatory	In Progress	---	---	Lock Download Upload Reuse Webform

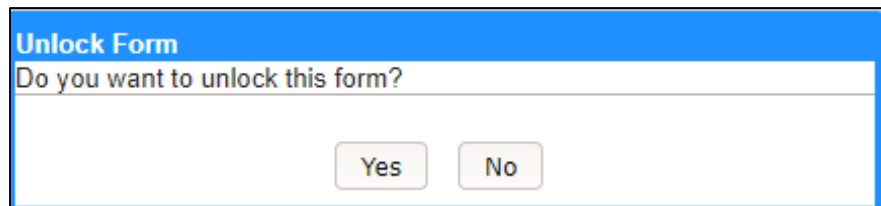
- To include an optional form, click the checkbox next to the form name that needs to be included in the package under the [include in package] column

Include in Package	Form Name (Click to Edit)
<input type="checkbox"/>	Disclosure of Lobbying Activities (SF-LLL) [V1.2]

- 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.
- iii. Click on the **[CHECK FOR ERRORS]** button on the bottom of the page to see if there are any errors.
 - If there are error, there will be a pink box with an error message displayed. Please fix all issue 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.



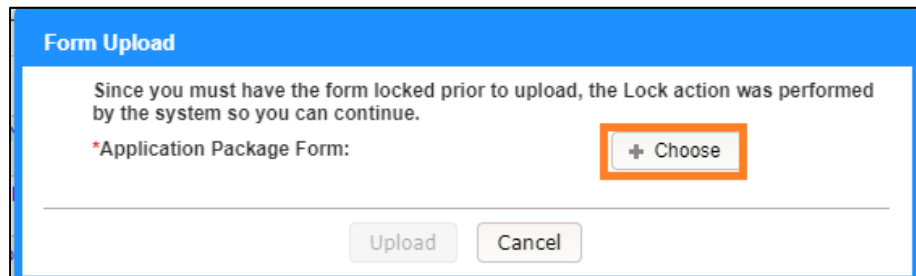
- vi. More information on this process may be found on the [grants.gov online user guide](#).

b. PDF Option

- i. Download the form.

Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms: Download Instructions ?						
Include in Package	Form Name (Click to Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	Research & Related Budget 10YR [V1.4]	Mandatory	---	---	---	Lock Webform Download Upload Reuse

- ii. Enter all information on the form.
- iii. Once you have complete entering all data into the form, 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.

7. If the form has no errors, the Form Status will say **PASSED** in green letters. If there are incomplete forms or forms with errors they will show as **IN PROGRESS** in red letters.

FORMS	VIEW APPLICATION	ATTACHMENTS	PARTICIPANTS	ACTIVITY	DETAILS	
Workspace Actions:						
						<input type="button" value="Check Application"/> <input type="button" value="Complete and Notify AOR"/> <input type="button" value="Delete"/>
Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms:						<input type="button" value="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 Domestic Assistance-Short Organizational [V1.1]	Mandatory	Passed [Locked]	Apr 23, 2020 10:26:38 AM EDT	Christine Kang	Unlock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Supplementary Cover Sheet for NEH Grant Programs [V3.0]	Mandatory	In Progress	Apr 23, 2020 10:33:55 AM EDT	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Research & Related Budget 10YR [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
<input checked="" type="checkbox"/>	Attachments [V1.2]	Mandatory	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	Disclosure of Lobbying Activities (SF-LLL) [V1.2]	Optional	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	Grants.gov Lobbying Form [V1.1] READ-ONLY	Optional	---	---	---	Lock Download Upload Reuse Webform

8. More information can be found on the [Grants.gov online user guide](#).