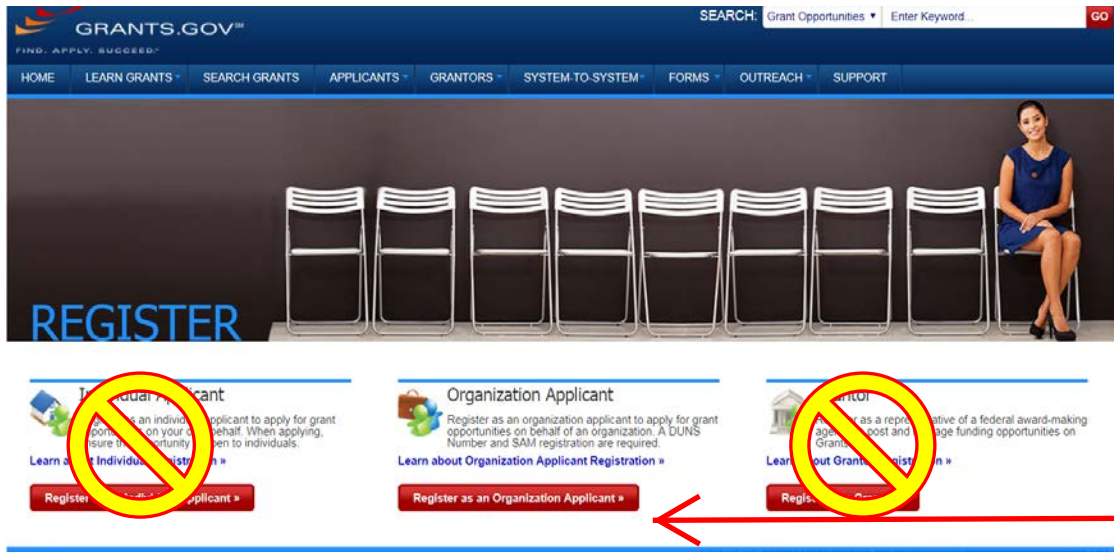


Please read these instructions before attempting to register in Grants.gov Workspace.

To register in Grants.gov Workspace, go to the following URL: <https://www.grants.gov/web/grants/register.html>

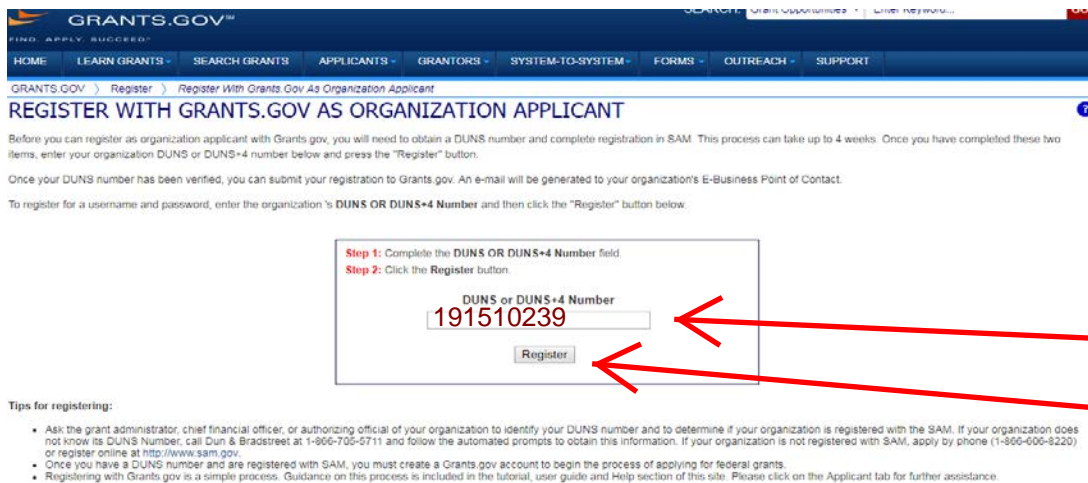
Register as an "Organization Applicant" as indicated below.



SELECT 'Register as an Organization Applicant'

You **DO NOT** need to obtain a DUNS # or register in SAM. WVURC is registered in both!

Enter the following WVURC DUNS number in the space indicated - **191510239**



ENTER the DUNS # here

SELECT the 'Register' button

Scroll Down ↓

Provide the information requested in the **Organization Applicant Registration** form.

Please make note of the responses that you enter for your **Secret Question, Secret Answer, UserName, and Password**. No one at WVU will have access to this information but you.

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GRANTS.GOV > Register > Register With Grants.Gov As Organization Applicant > Organization Applicant Registration

ORGANIZATION APPLICANT REGISTRATION

Please enter your information below.

- Required fields are denoted with an asterisk (*).
- The following special characters are allowed: question marks, periods, dashes, underscores, and @ symbol (Password is not subject to these restrictions.)

* First Name: MI: * Last Name:

* Job Title: DUNS: 1915102390000

* Telephone: * Email:

* Secret Question:

* Secret Answer:

* UserName:

* Password: * Confirm Password:

Your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); at least one (1) number (0-9); and at least one (1) special character (e.g., ! @ # \$ % ^ & *).

Warning Notice

- This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.
- This system is provided for Government-authorized use only.
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 - Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

After entering your information – **SELECT** the ‘Continue’ button.

You will then receive a confirmation of the information that you entered.

Your registration in Grants.gov Workspace is complete and you will now be able to open Funding Opportunity Announcement (FOA) packages to prepare your application in Grants.gov Workspace.

Questions regarding accessing and completing FOA applications can be addressed to [Office of Sponsored Programs - Workspace questions](#) .