To register in Grants.gov Workspace, go to the following URL: [https://www.grants.gov/web/grants/register.html](https://www.grants.gov/web/grants/register.html)

Register as an “Organization Applicant” as indicated below.

**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

SELECT ‘Register as an Organization Applicant’

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.

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](#).