West Virginia University

Research Administrators’ Round Table

AGENDA

- Grants.gov Workspace
- Registration
  - User Types
- Funding Opportunity Announcement – Packages
- Workspace
  - Forms
  - Participants
  - Activity
- Bi-weekly Payroll
- Encumbrances
- Terminated Annual Leave
- Federal Acquisition Regulations – Property clauses
- COMING SOON!!

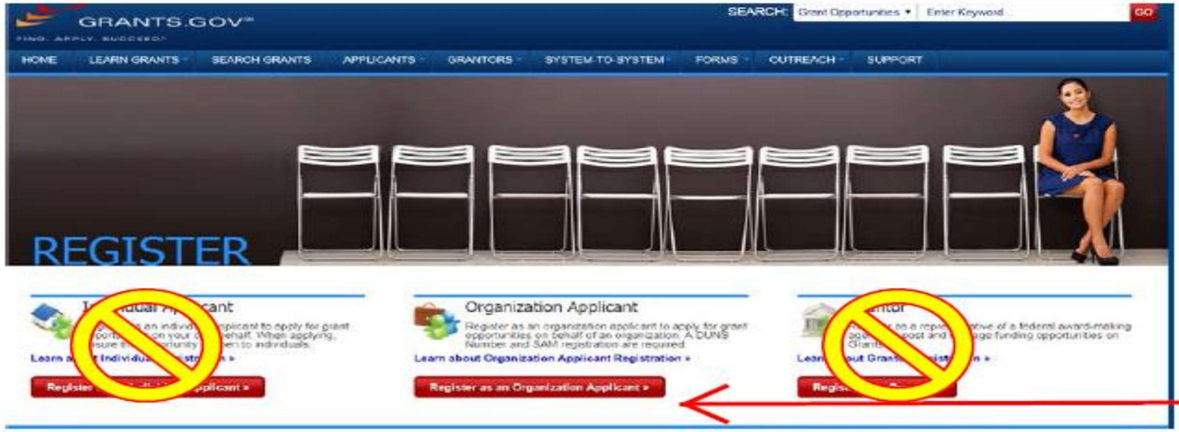
Workspace - What’s the difference?

- **User registration**
- **Multiple users** can concurrently complete the application forms
- **Reuse/Copy** existing Workspace forms
- **Upfront validation** allows applicants to correct application errors prior to submission, which minimizes the rejection rate
- Seamless **integration** between **online** webforms and **offline** PDF forms
- **Collaborate** with Users External to Your Organization
- Any **changes** to the Opportunity Package are **immediately reflected** in Workspace

Registration

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.

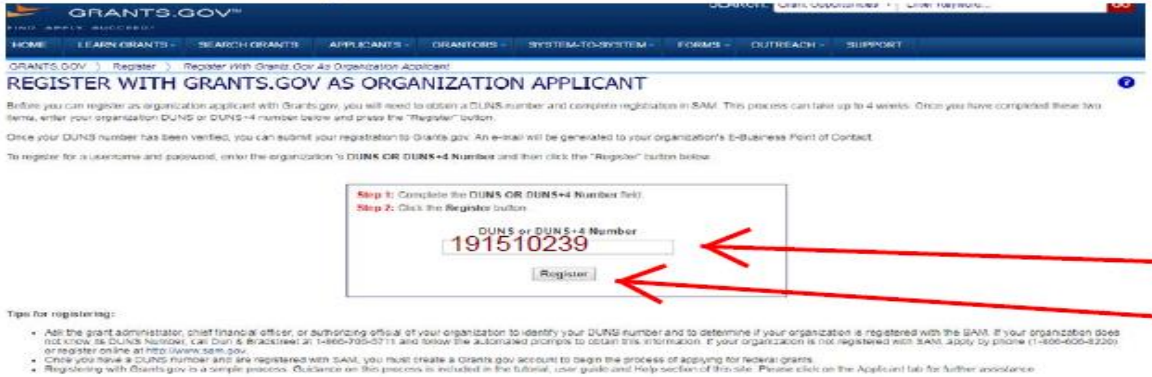

GRANTS.GOV℠
FIND. APPLY. SUCCEED.
SEARCH: Grant Opportunities ▾ Enter Keyword GO
HOME
LEARN GRANTS
SEARCH GRANTS
APPLICANTS
GRANTORS
SYSTEM-TO-SYSTEM
FORMS
OUTREACH
SUPPORT
REGISTER
Organization Applicant
Learn about Organization Applicant Registration »
Register as an Organization Applicant »

Register as an organization applicant to apply for grant opportunities on behalf of an organization. A DUNS Number and SAM registration are required.

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


GRANTS.GOV℠
HOME
LEARN GRANTS
SEARCH GRANTS
APPLICANTS
GRANTORS
SYSTEM-TO-SYSTEM
FORMS
OUTREACH
SUPPORT
GRANTS.GOV 〉 Register 〉 Register With Grants.Gov As Organization Applicant
Register

REGISTER WITH GRANTS.GOV AS ORGANIZATION APPLICANT

Before you can register as organization applicant with Grants.gov, you will need to obtain a DUNS number and complete registration in SAM. This process can take up to 4 weeks. Once you have completed these two items, enter your organization DUNS or DUNS+4 number below and press the "Register" button.

Once your DUNS number has been verified, you can submit your registration to Grants.gov. An e-mail will be generated to your organization's E-Business Point of Contact.

To register for a username and password, enter the organization's **DUNS OR DUNS+4 Number** and then click the "Register" button below.

Step 1: Complete the **DUNS OR DUNS+4 Number** field.
Step 2: Click the **Register** button.

DUNS or DUNS+4 Number: 191510239

Tips for registering:

- Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number and to determine if your organization is registered with the SAM. If your organization does not know its DUNS Number, call Dun & Bradstreet at 1-866-705-5711 and follow the automated prompts to obtain this information. If your organization is not registered with SAM, apply by phone (1-866-606-8220) or register online at http://www.sam.gov.
- Once you have a DUNS number and are registered with SAM, you must create a Grants.gov account to begin the process of applying for federal grants.
- Registering with Grants.gov is a simple process. Guidance on this process is included in the tutorial, user guide and Help section of this site. Please click on the Applicant tab for further assistance.

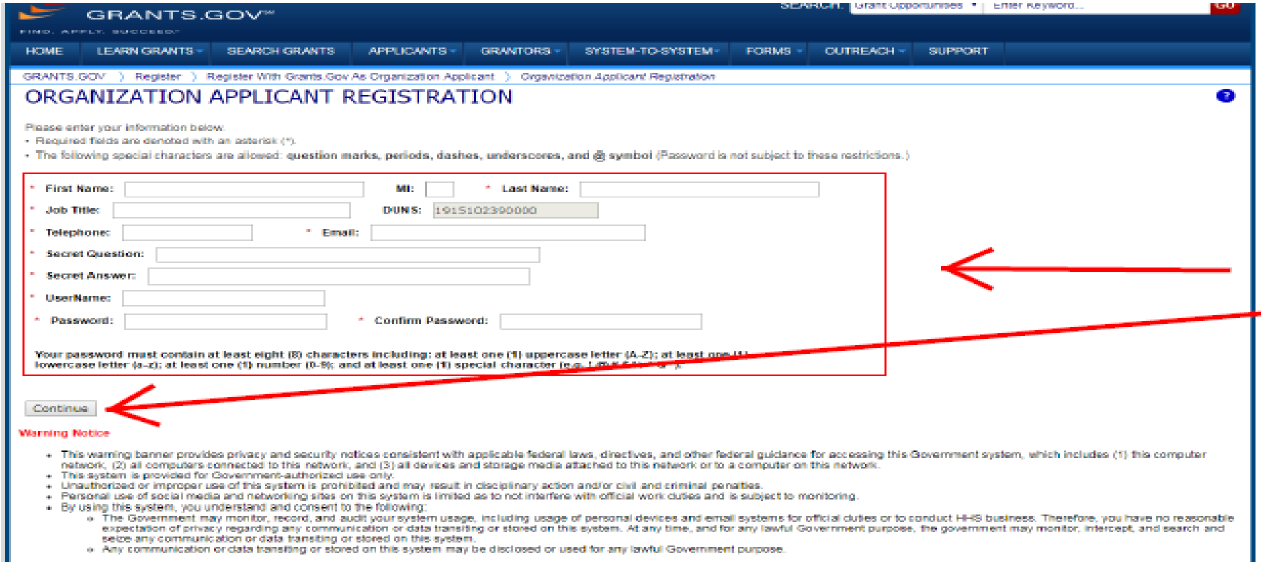
ENTER the DUNS # here

SELECT the 'Register' button

Registration – cont'd

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.



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. [illegible]).

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.
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  - The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
  - Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

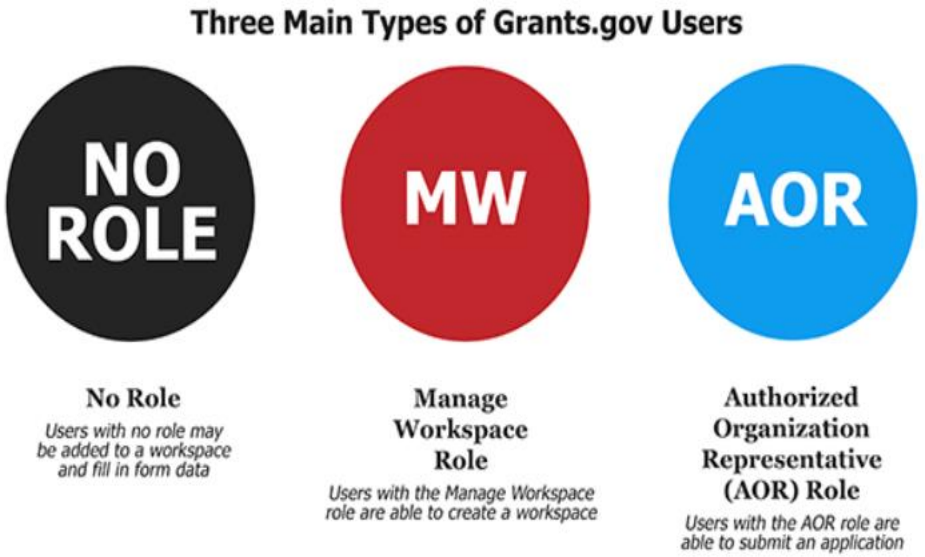
After entering your information – **SELECT** the 'Continue' button.

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 .

Workspace User Types



Three Main Types of Grants.gov Users

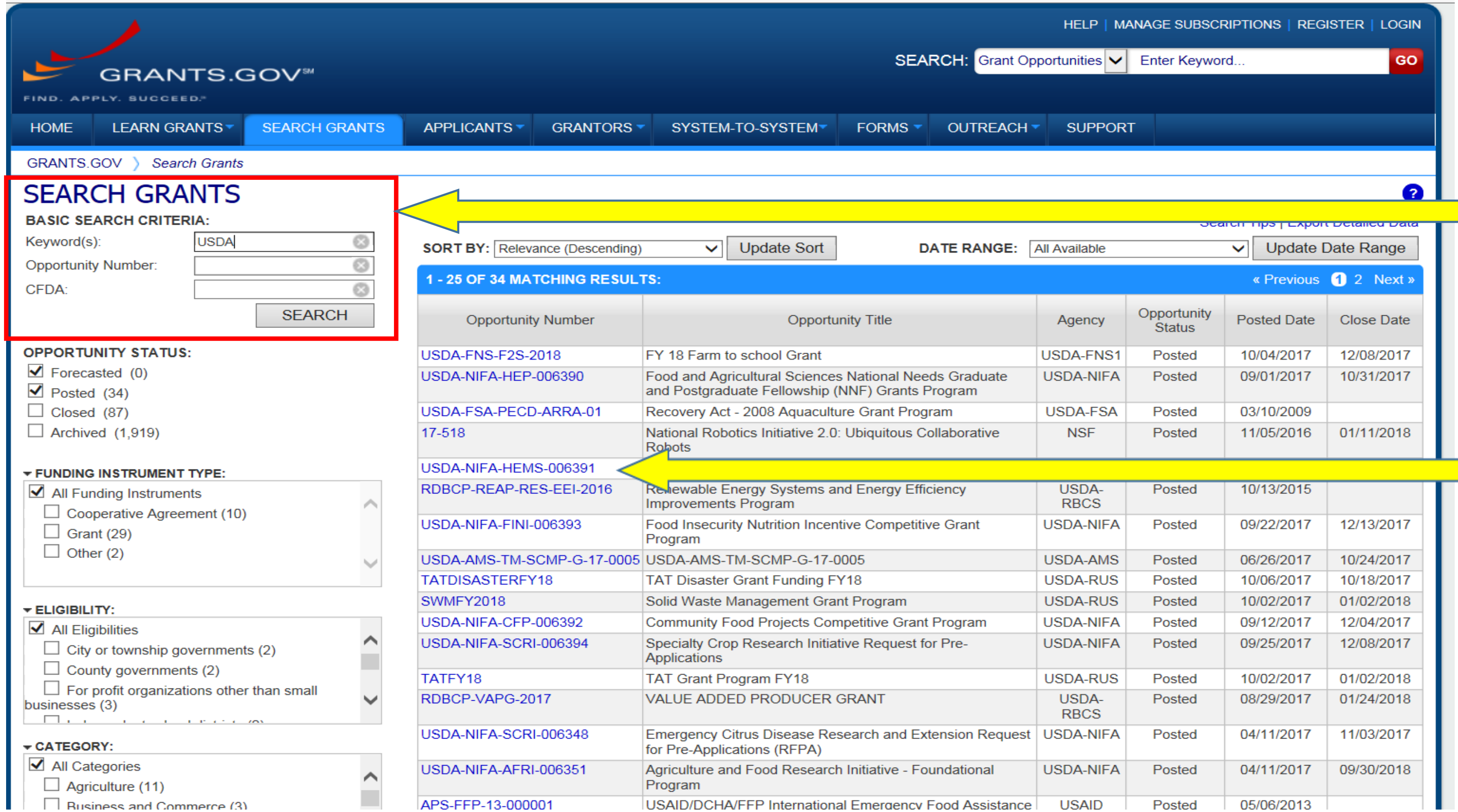
No Role
Users with no role may be added to a workspace and fill in form data

Manage Workspace Role
Users with the Manage Workspace role are able to create a workspace

Authorized Organization Representative (AOR) Role
Users with the AOR role are able to submit an application

1. Must be registered to be added to Workspace proposal
2. Must have ‘manage workspace’ role to be able to create or edit Workspace proposal

Funding Opportunity Announcements (FOA)



SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s): USDA

Opportunity Number:

CFDA:

SEARCH

OPPORTUNITY STATUS:

- ☑ Forecasted (0)
- ☑ Posted (34)
- ☐ Closed (87)
- ☐ Archived (1,919)

FUNDING INSTRUMENT TYPE:

- ☑ All Funding Instruments
  - ☐ Cooperative Agreement (10)
  - ☐ Grant (29)
  - ☐ Other (2)

ELIGIBILITY:

- ☑ All Eligibilities
  - ☐ City or township governments (2)
  - ☐ County governments (2)
  - ☐ For profit organizations other than small businesses (3)

CATEGORY:

- ☑ All Categories
  - ☐ Agriculture (11)
  - ☐ Business and Commerce (3)

Search Tips | Export Detailed Data

SORT BY: Relevance (Descending) | Update Sort

DATE RANGE: All Available | Update Date Range

1 - 25 OF 34 MATCHING RESULTS:

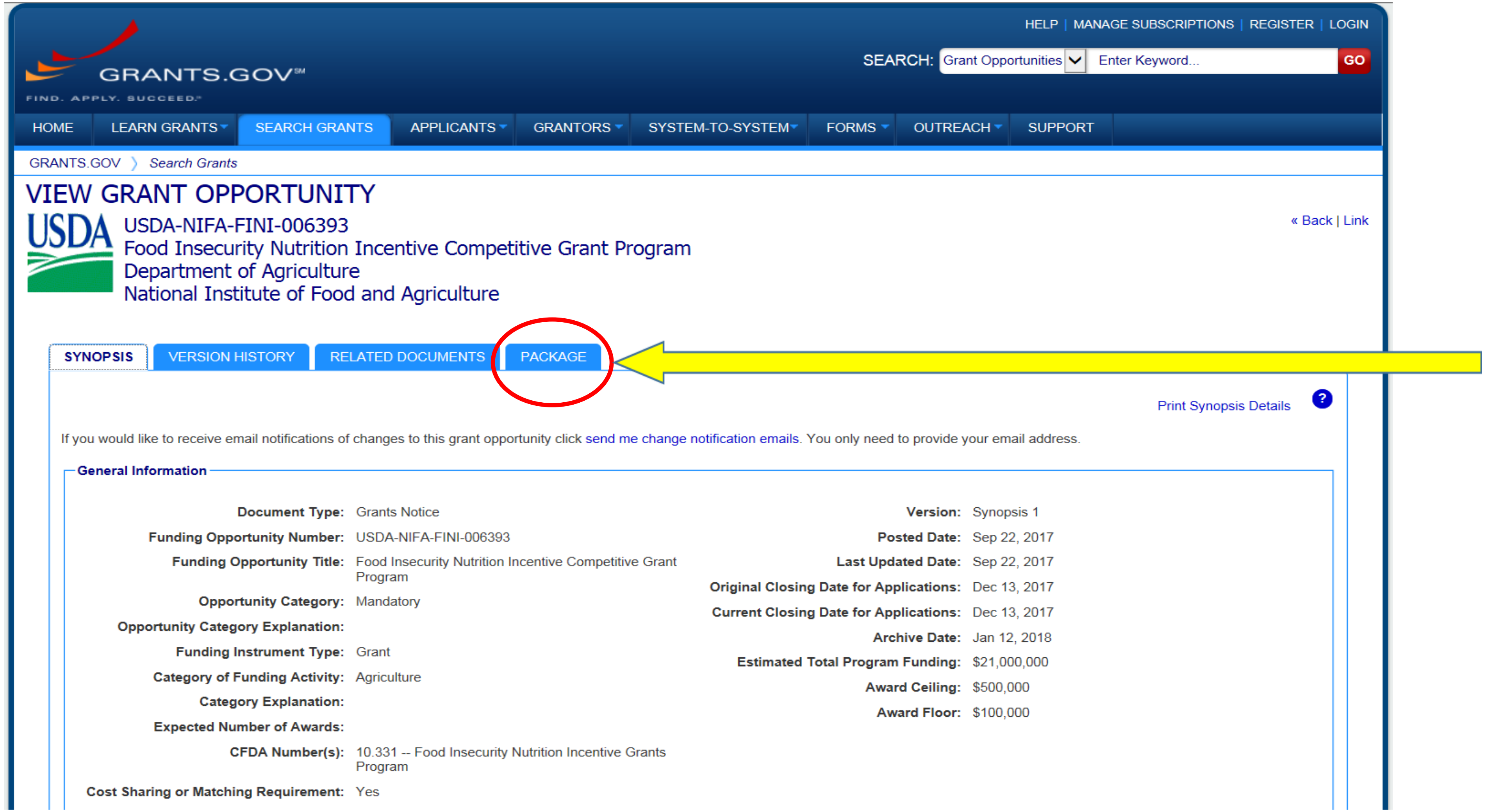
« Previous 1 2 Next »

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
USDA-FNS-F2S-2018	FY 18 Farm to school Grant	USDA-FNS1	Posted	10/04/2017	12/08/2017
USDA-NIFA-HEP-006390	Food and Agricultural Sciences National Needs Graduate and Postgraduate Fellowship (NNF) Grants Program	USDA-NIFA	Posted	09/01/2017	10/31/2017
USDA-FSA-PECD-ARRA-01	Recovery Act - 2008 Aquaculture Grant Program	USDA-FSA	Posted	03/10/2009	
17-518	National Robotics Initiative 2.0: Ubiquitous Collaborative Robots	NSF	Posted	11/05/2016	01/11/2018
USDA-NIFA-HEMS-006391					
RDBCP-REAP-RES-EEI-2016	Renewable Energy Systems and Energy Efficiency Improvements Program	USDA-RBCS	Posted	10/13/2015	
USDA-NIFA-FINI-006393	Food Insecurity Nutrition Incentive Competitive Grant Program	USDA-NIFA	Posted	09/22/2017	12/13/2017
USDA-AMS-TM-SCMP-G-17-0005	USDA-AMS-TM-SCMP-G-17-0005	USDA-AMS	Posted	06/26/2017	10/24/2017
TATDISASTERFY18	TAT Disaster Grant Funding FY18	USDA-RUS	Posted	10/06/2017	10/18/2017
SWMFY2018	Solid Waste Management Grant Program	USDA-RUS	Posted	10/02/2017	01/02/2018
USDA-NIFA-CFP-006392	Community Food Projects Competitive Grant Program	USDA-NIFA	Posted	09/12/2017	12/04/2017
USDA-NIFA-SCRI-006394	Specialty Crop Research Initiative Request for Pre-Applications	USDA-NIFA	Posted	09/25/2017	12/08/2017
TATFY18	TAT Grant Program FY18	USDA-RUS	Posted	10/02/2017	01/02/2018
RDBCP-VAPG-2017	VALUE ADDED PRODUCER GRANT	USDA-RBCS	Posted	08/29/2017	01/24/2018
USDA-NIFA-SCRI-006348	Emergency Citrus Disease Research and Extension Request for Pre-Applications (RFPA)	USDA-NIFA	Posted	04/11/2017	11/03/2017
USDA-NIFA-AFRI-006351	Agriculture and Food Research Initiative - Foundational Program	USDA-NIFA	Posted	04/11/2017	09/30/2018
APS-FFP-13-000001	USAID/DCHA/FFP International Emergency Food Assistance	USAID	Posted	05/06/2013	

Search FOA

Select FOA

FOA Synopsis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USDA
SYNOPSIS
VERSION HISTORY
RELATED DOCUMENTS
PACKAGE
Print Synopsis Details
?

VIEW GRANT OPPORTUNITY

USDA-NIFA-FINI-006393
Food Insecurity Nutrition Incentive Competitive Grant Program
Department of Agriculture
National Institute of Food and Agriculture

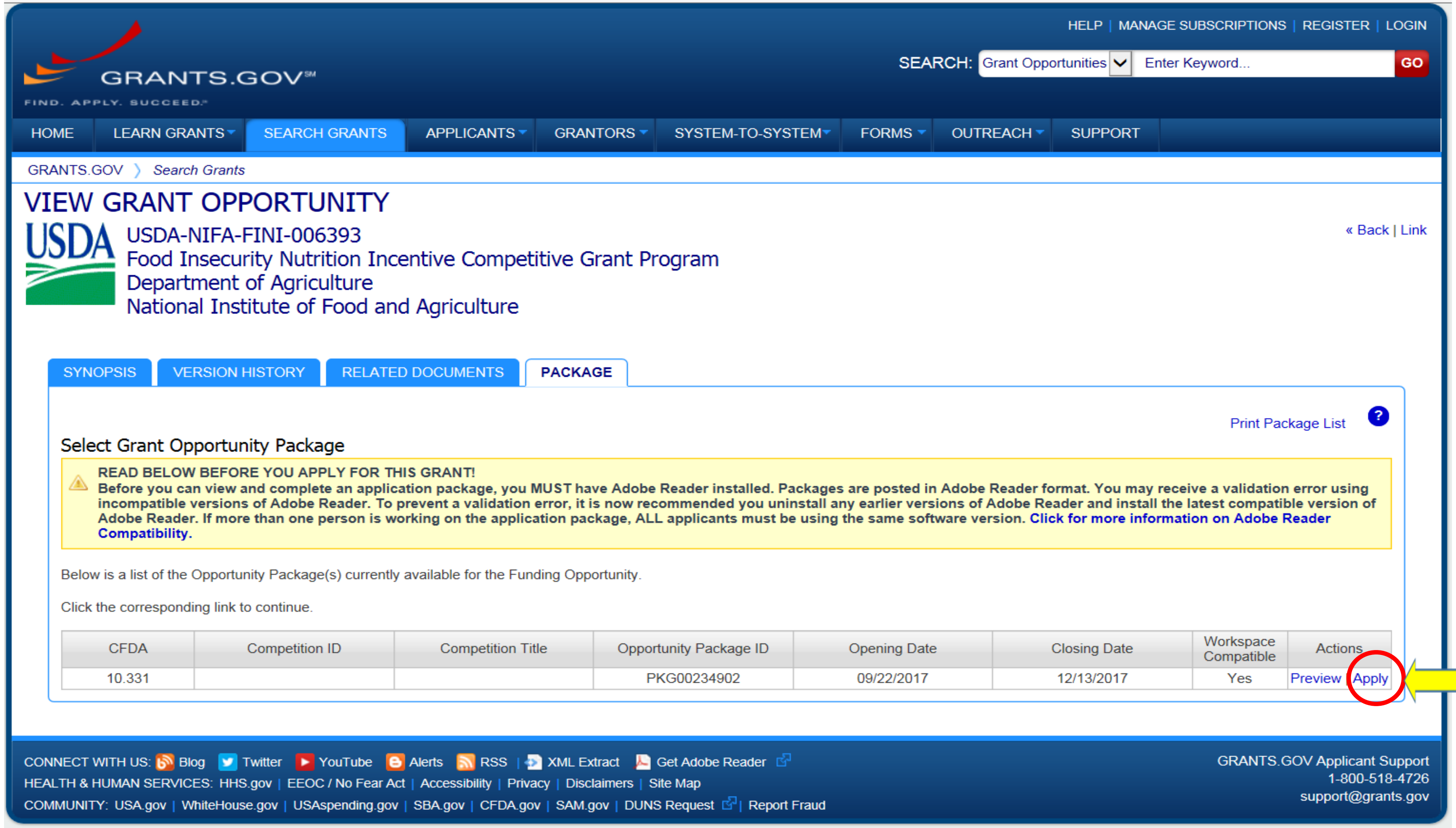
If you would like to receive email notifications of changes to this grant opportunity click send me change notification emails. You only need to provide your email address.

General Information

Document Type:	Grants Notice	**Version:**	Synopsis 1
Funding Opportunity Number:	USDA-NIFA-FINI-006393	**Posted Date:**	Sep 22, 2017
Funding Opportunity Title:	Food Insecurity Nutrition Incentive Competitive Grant Program	**Last Updated Date:**	Sep 22, 2017
Opportunity Category:	Mandatory	**Original Closing Date for Applications:**	Dec 13, 2017
Opportunity Category Explanation:		**Current Closing Date for Applications:**	Dec 13, 2017
Funding Instrument Type:	Grant	**Archive Date:**	Jan 12, 2018
Category of Funding Activity:	Agriculture	**Estimated Total Program Funding:**	$21,000,000
Category Explanation:		**Award Ceiling:**	$500,000
Expected Number of Awards:		**Award Floor:**	$100,000
CFDA Number(s):	10.331 -- Food Insecurity Nutrition Incentive Grants Program		
Cost Sharing or Matching Requirement:	Yes		

Open ‘Package’

FOA Package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GRANTS.GOV℠
FIND. APPLY. SUCCEED.℠
SEARCH: Grant Opportunities
Enter Keyword...
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GRANTORS
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FORMS
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RELATED DOCUMENTS
PACKAGE
Print Package List
?

VIEW GRANT OPPORTUNITY

USDA-NIFA-FINI-006393
Food Insecurity Nutrition Incentive Competitive Grant Program
Department of Agriculture
National Institute of Food and Agriculture

Select Grant Opportunity Package

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!
Before you can view and complete an application package, you MUST have Adobe Reader installed. Packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the application package, ALL applicants must be using the same software version. Click for more information on Adobe Reader Compatibility.

Below is a list of the Opportunity Package(s) currently available for the Funding Opportunity.

Click the corresponding link to continue.

CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Workspace Compatible	Actions
10.331			PKG00234902	09/22/2017	12/13/2017	Yes	Preview Apply

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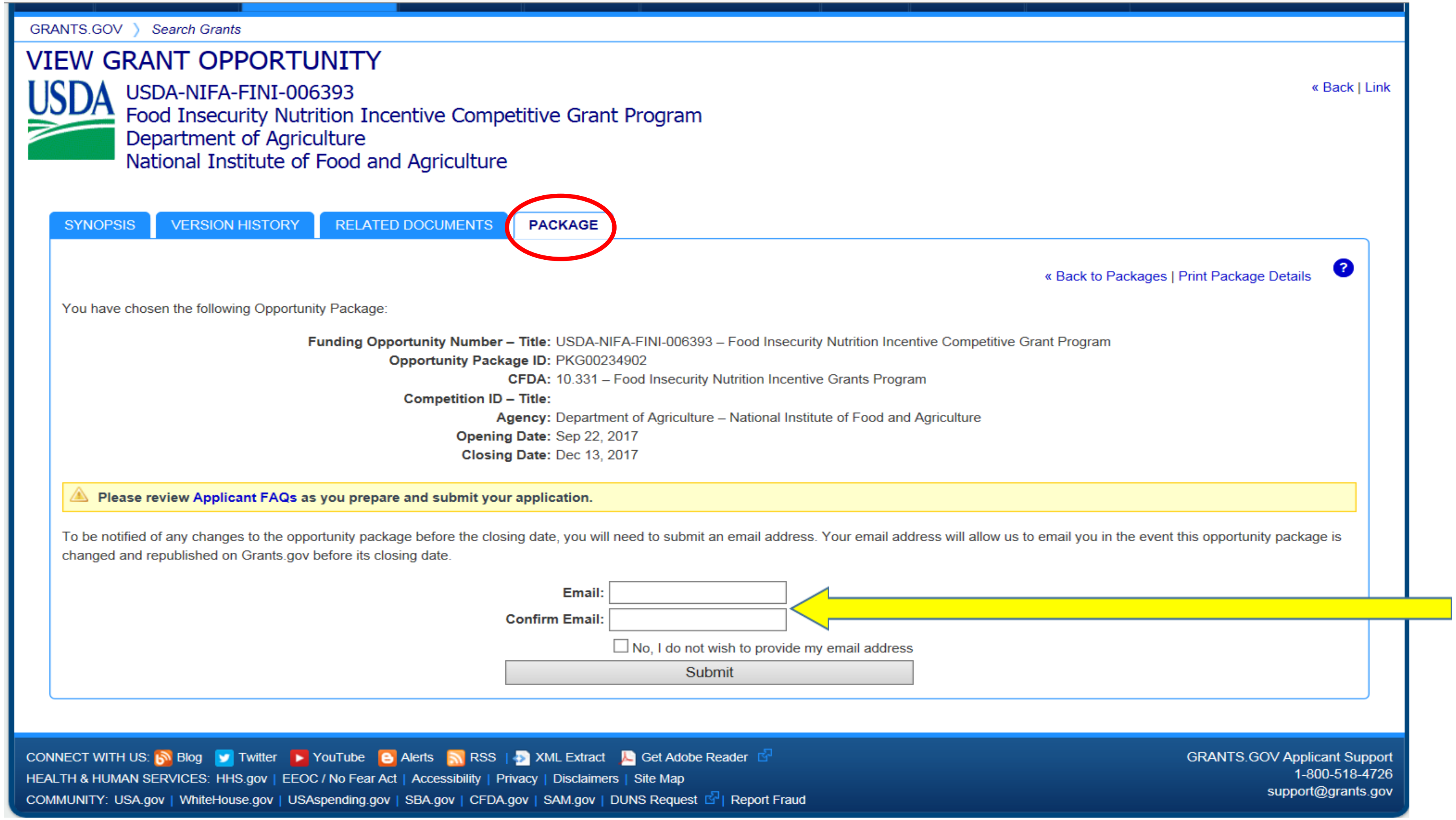
COMMUNITY: USA.gov | WhiteHouse.gov | USAspending.gov | SBA.gov | CFDA.gov | SAM.gov | DUNS Request | Report Fraud
GRANTS.GOV Applicant Support
1-800-518-4726
support@grants.gov

Select 'Apply'

FOA Package



GRANTS.GOV 〉 *Search Grants*

VIEW GRANT OPPORTUNITY

USDA-NIFA-FINI-006393
Food Insecurity Nutrition Incentive Competitive Grant Program
Department of Agriculture
National Institute of Food and Agriculture

« Back | Link
SYNOPSIS
VERSION HISTORY
RELATED DOCUMENTS
PACKAGE
« Back to Packages | Print Package Details

You have chosen the following Opportunity Package:

Funding Opportunity Number – Title: USDA-NIFA-FINI-006393 – Food Insecurity Nutrition Incentive Competitive Grant Program
Opportunity Package ID: PKG00234902
CFDA: 10.331 – Food Insecurity Nutrition Incentive Grants Program
Competition ID – Title:
Agency: Department of Agriculture – National Institute of Food and Agriculture
Opening Date: Sep 22, 2017
Closing Date: Dec 13, 2017

Please review Applicant FAQs as you prepare and submit your application.

To be notified of any changes to the opportunity package before the closing date, you will need to submit an email address. Your email address will allow us to email you in the event this opportunity package is changed and republished on Grants.gov before its closing date.

Email:
Confirm Email:
☐ No, I do not wish to provide my email address

Submit
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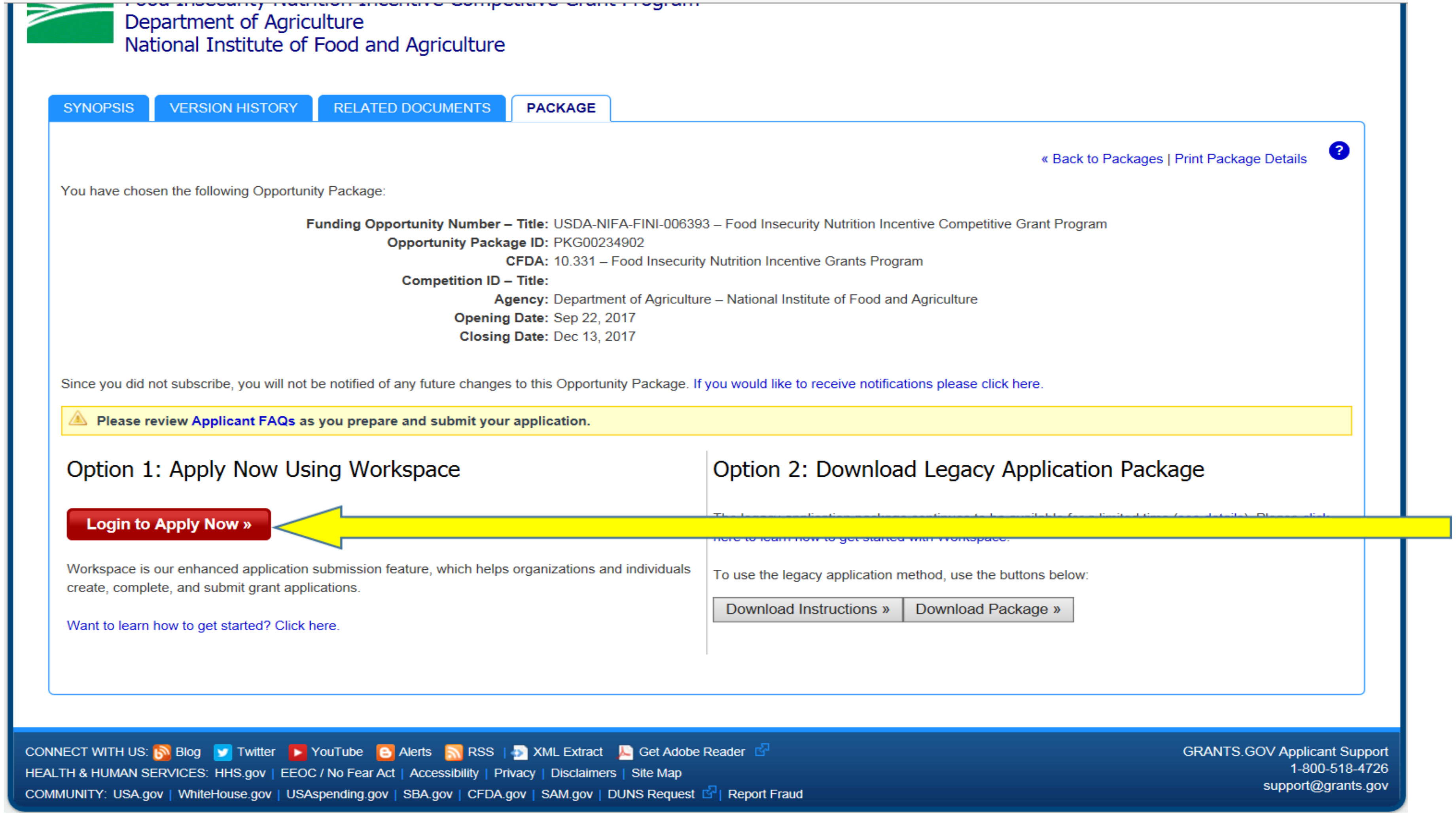
GRANTS.GOV Applicant Support
1-800-518-4726
support@grants.gov

***OPTIONAL*:**
Register to receive FOA electronic updates.

FOA Package



Department of Agriculture
National Institute of Food and Agriculture

You have chosen the following Opportunity Package:

Funding Opportunity Number – Title: USDA-NIFA-FINI-006393 – Food Insecurity Nutrition Incentive Competitive Grant Program
Opportunity Package ID: PKG00234902
CFDA: 10.331 – Food Insecurity Nutrition Incentive Grants Program
Competition ID – Title:
Agency: Department of Agriculture – National Institute of Food and Agriculture
Opening Date: Sep 22, 2017
Closing Date: Dec 13, 2017

Since you did not subscribe, you will not be notified of any future changes to this Opportunity Package. If you would like to receive notifications please click here.

⚠ **Please review Applicant FAQs as you prepare and submit your application.**

Option 1: Apply Now Using Workspace

Workspace is our enhanced application submission feature, which helps organizations and individuals create, complete, and submit grant applications.

Want to learn how to get started? Click here.

Option 2: Download Legacy Application Package

To use the legacy application method, use the buttons below:

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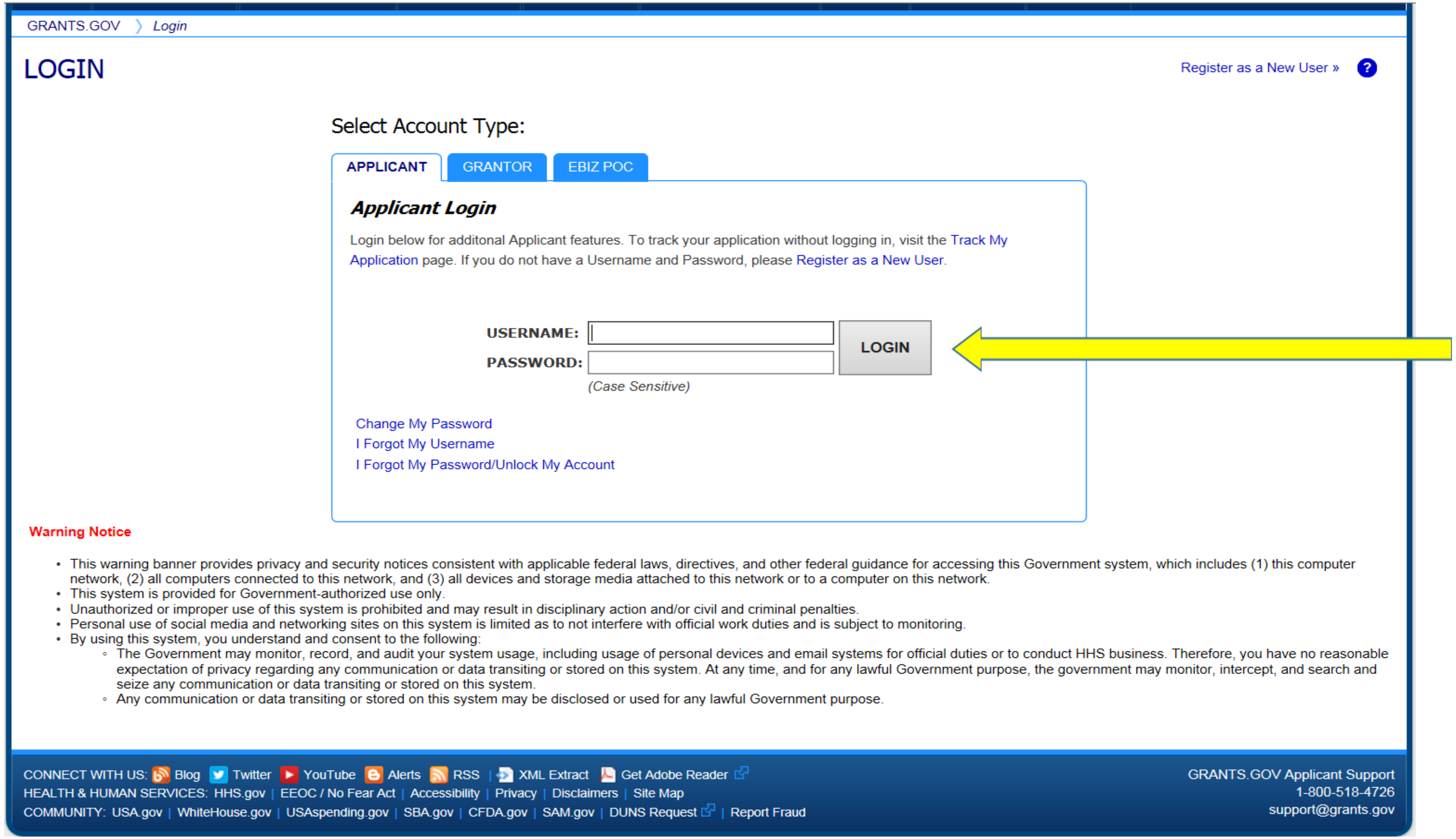
COMMUNITY: USA.gov | WhiteHouse.gov | USAspending.gov | SBA.gov | CFDA.gov | SAM.gov | DUNS Request | Report Fraud

GRANTS.GOV Applicant Support
1-800-518-4726
support@grants.gov

SELECT ‘Login to Apply Now’ to create a Workspace

FOA Package



LOGIN

Select Account Type:

Applicant Login

Login below for additonal Applicant features. To track your application without logging in, visit the Track My Application page. If you do not have a Username and Password, please Register as a New User.

Warning Notice

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- Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.
- Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.
- By using this system, you understand and consent to the following:
  - The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
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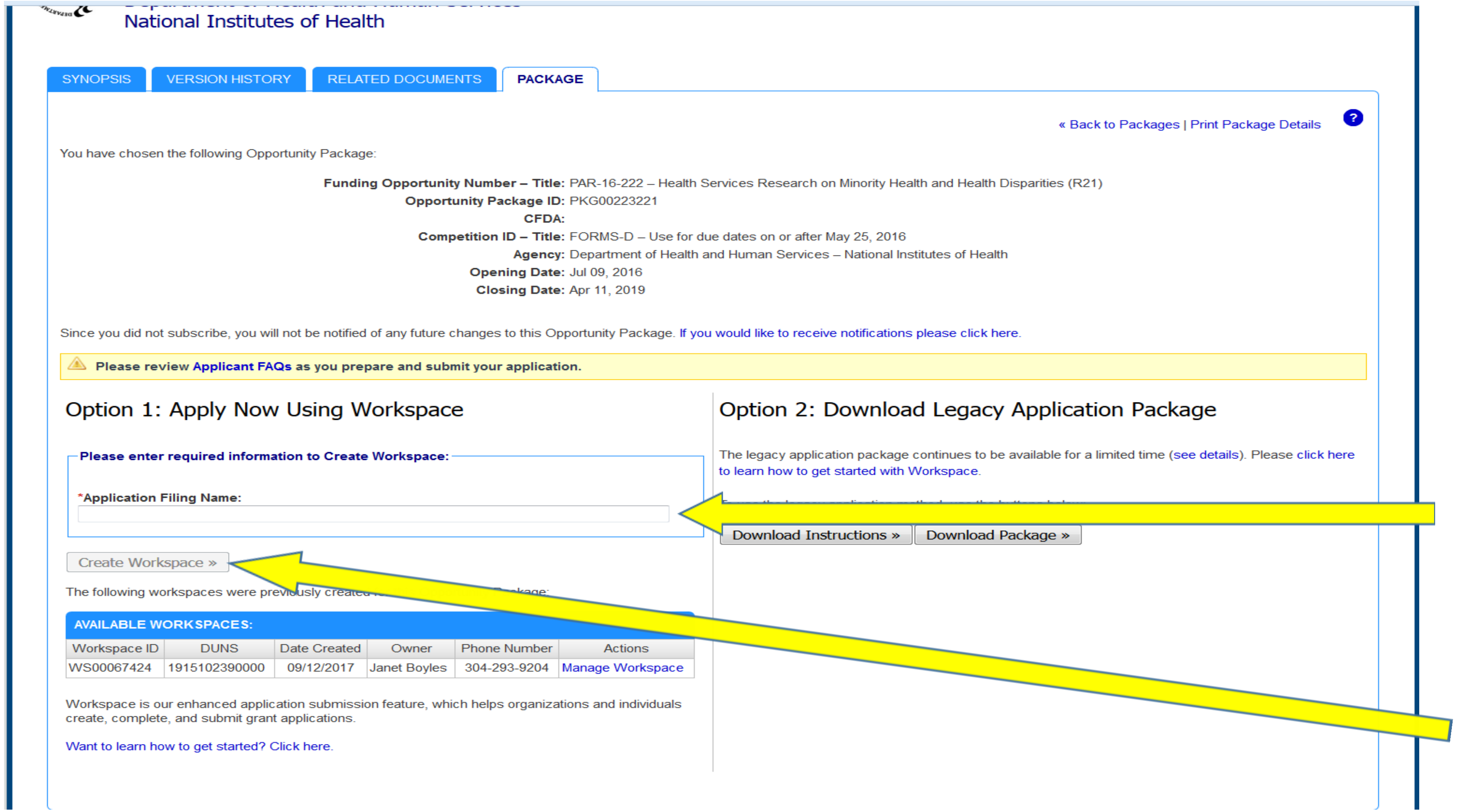
1-800-518-4726
support@grants.gov

Login: Using Username and Password created when registering in Workspace

FOA Package



National Institutes of Health

You have chosen the following Opportunity Package:

Funding Opportunity Number – Title: PAR-16-222 – Health Services Research on Minority Health and Health Disparities (R21)
Opportunity Package ID: PKG00223221
CFDA:
Competition ID – Title: FORMS-D – Use for due dates on or after May 25, 2016
Agency: Department of Health and Human Services – National Institutes of Health
Opening Date: Jul 09, 2016
Closing Date: Apr 11, 2019

Since you did not subscribe, you will not be notified of any future changes to this Opportunity Package. If you would like to receive notifications please click here.

⚠ **Please review Applicant FAQs as you prepare and submit your application.**

Option 1: Apply Now Using Workspace

Please enter required information to Create Workspace:

*__Application Filing Name:__

The following workspaces were previously created for this Package:

AVAILABLE WORKSPACES:

Workspace ID	DUNS	Date Created	Owner	Phone Number	Actions
WS00067424	1915102390000	09/12/2017	Janet Boyles	304-293-9204	Manage Workspace

Workspace is our enhanced application submission feature, which helps organizations and individuals create, complete, and submit grant applications.

Want to learn how to get started? Click here.

Option 2: Download Legacy Application Package

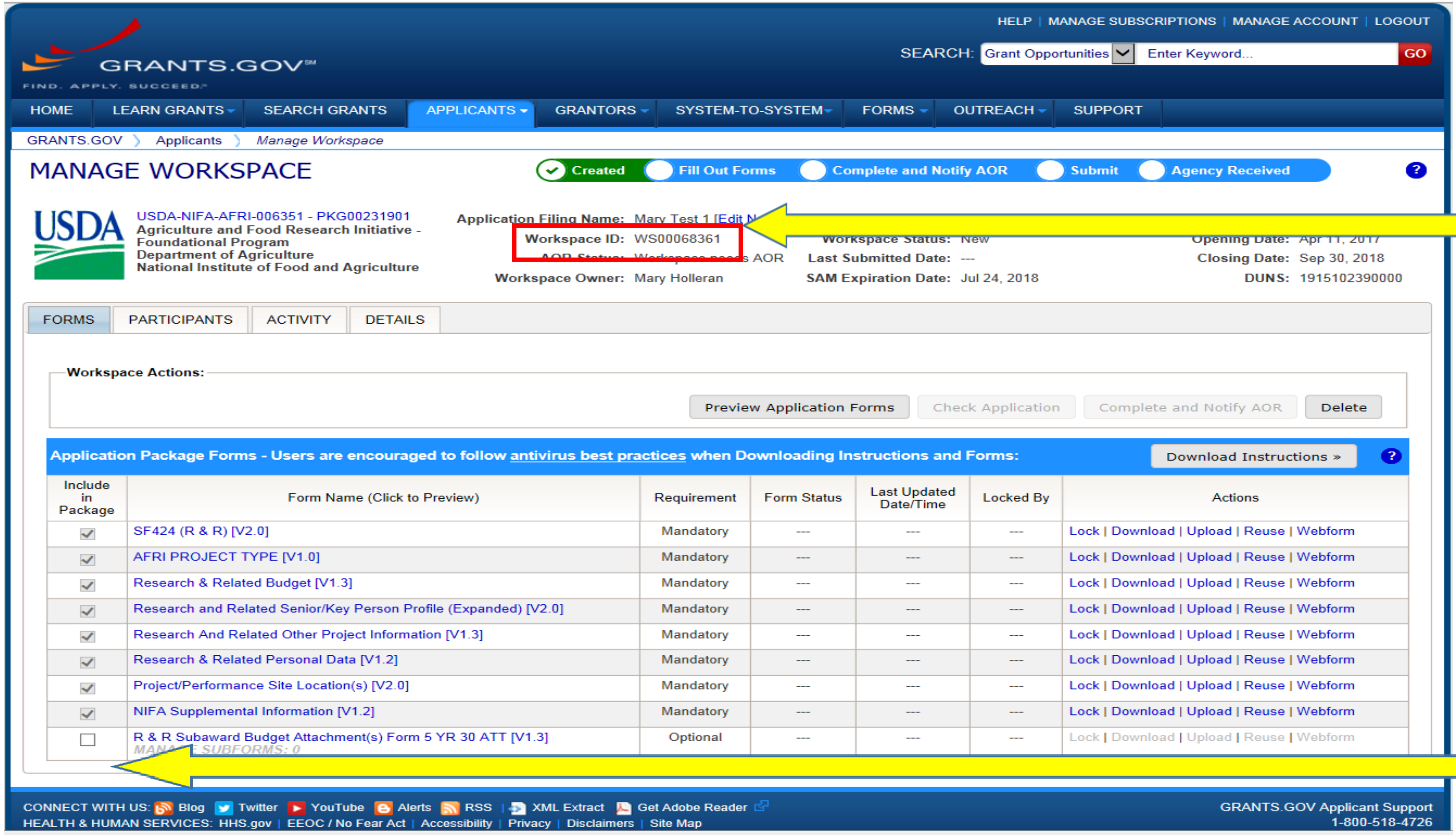
The legacy application package continues to be available for a limited time (see details). Please click here to learn how to get started with Workspace.

Complete:
‘Application Filing Name’

Select: ‘Create Workspace’

Role of Workspace Owner automatically assigned to Creator

Workspace - Forms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GRANTS.GOV 〉 Applicants 〉 Manage Workspace
Created | Fill Out Forms | Complete and Notify AOR | Submit | Agency Received
FORMS | PARTICIPANTS | ACTIVITY | DETAILS
Preview Application Forms | Check Application | Complete and Notify AOR | Delete
Download Instructions »

MANAGE WORKSPACE

USDA-NIFA-AFRI-006351 - PKG00231901
Agriculture and Food Research Initiative - Foundational Program
Department of Agriculture
National Institute of Food and Agriculture

Application Filing Name: Mary Test 1 [Edit N
Workspace ID: WS00068361
AOR Status: Workspace needs AOR
Workspace Owner: Mary Holleran
Workspace Status: New
Last Submitted Date: ---
SAM Expiration Date: Jul 24, 2018
Opening Date: Apr 11, 2017
Closing Date: Sep 30, 2018
DUNS: 1915102390000

Workspace Actions:

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
☑	SF424 (R & R) [V2.0]	Mandatory	---	---	---	Lock | Download | Upload | Reuse | Webform
☑	AFRI PROJECT TYPE [V1.0]	Mandatory	---	---	---	Lock | Download | Upload | Reuse | Webform
☑	Research & Related Budget [V1.3]	Mandatory	---	---	---	Lock | Download | Upload | Reuse | Webform
☑	Research and Related Senior/Key Person Profile (Expanded) [V2.0]	Mandatory	---	---	---	Lock | Download | Upload | Reuse | Webform
☑	Research And Related Other Project Information [V1.3]	Mandatory	---	---	---	Lock | Download | Upload | Reuse | Webform
☑	Research & Related Personal Data [V1.2]	Mandatory	---	---	---	Lock | Download | Upload | Reuse | Webform
☑	Project/Performance Site Location(s) [V2.0]	Mandatory	---	---	---	Lock | Download | Upload | Reuse | Webform
☑	NIFA Supplemental Information [V1.2]	Mandatory	---	---	---	Lock | Download | Upload | Reuse | Webform
☐	R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT [V1.3] MANAGE SUBFORMS: 0	Optional	---	---	---	Lock | Download | Upload | Reuse | Webform

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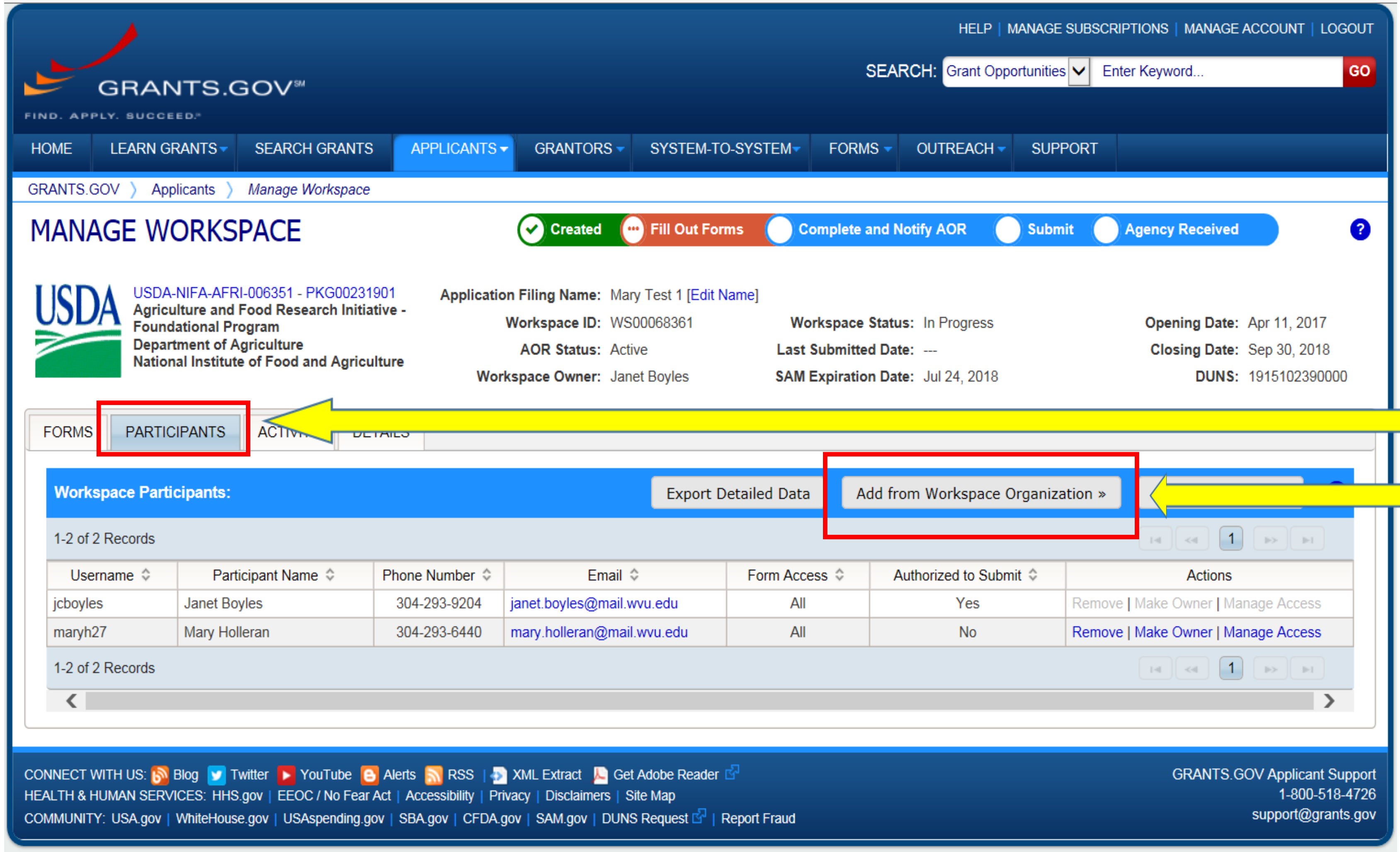
GRANTS.GOV Applicant Support
1-800-518-4726

NOTE:
Workspace ID

Mandatory Forms load automatically

Select: FOA-required **Optional Forms**

Workspace - Participants



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GRANTS.GOV 〉 Applicants 〉 *Manage Workspace*

MANAGE WORKSPACE

✓ Created | Fill Out Forms | Complete and Notify AOR | Submit | Agency Received

USDA-NIFA-AFRI-006351 - PKG00231901

Agriculture and Food Research Initiative - Foundational Program

Department of Agriculture

National Institute of Food and Agriculture

Application Filing Name: Mary Test 1 [Edit Name]

Workspace ID: WS00068361

AOR Status: Active

Workspace Owner: Janet Boyles

Workspace Status: In Progress

Last Submitted Date: ---

SAM Expiration Date: Jul 24, 2018

Opening Date: Apr 11, 2017

Closing Date: Sep 30, 2018

DUNS: 1915102390000

FORMS | PARTICIPANTS | ACTIV | DETAILS

Workspace Participants: Export Detailed Data | Add from Workspace Organization »

1-2 of 2 Records

Username	Participant Name	Phone Number	Email	Form Access	Authorized to Submit	Actions
jcboyles	Janet Boyles	304-293-9204	janet.boyles@mail.wvu.edu	All	Yes	Remove | Make Owner | Manage Access
maryh27	Mary Holleran	304-293-6440	mary.holleran@mail.wvu.edu	All	No	Remove | Make Owner | Manage Access

1-2 of 2 Records

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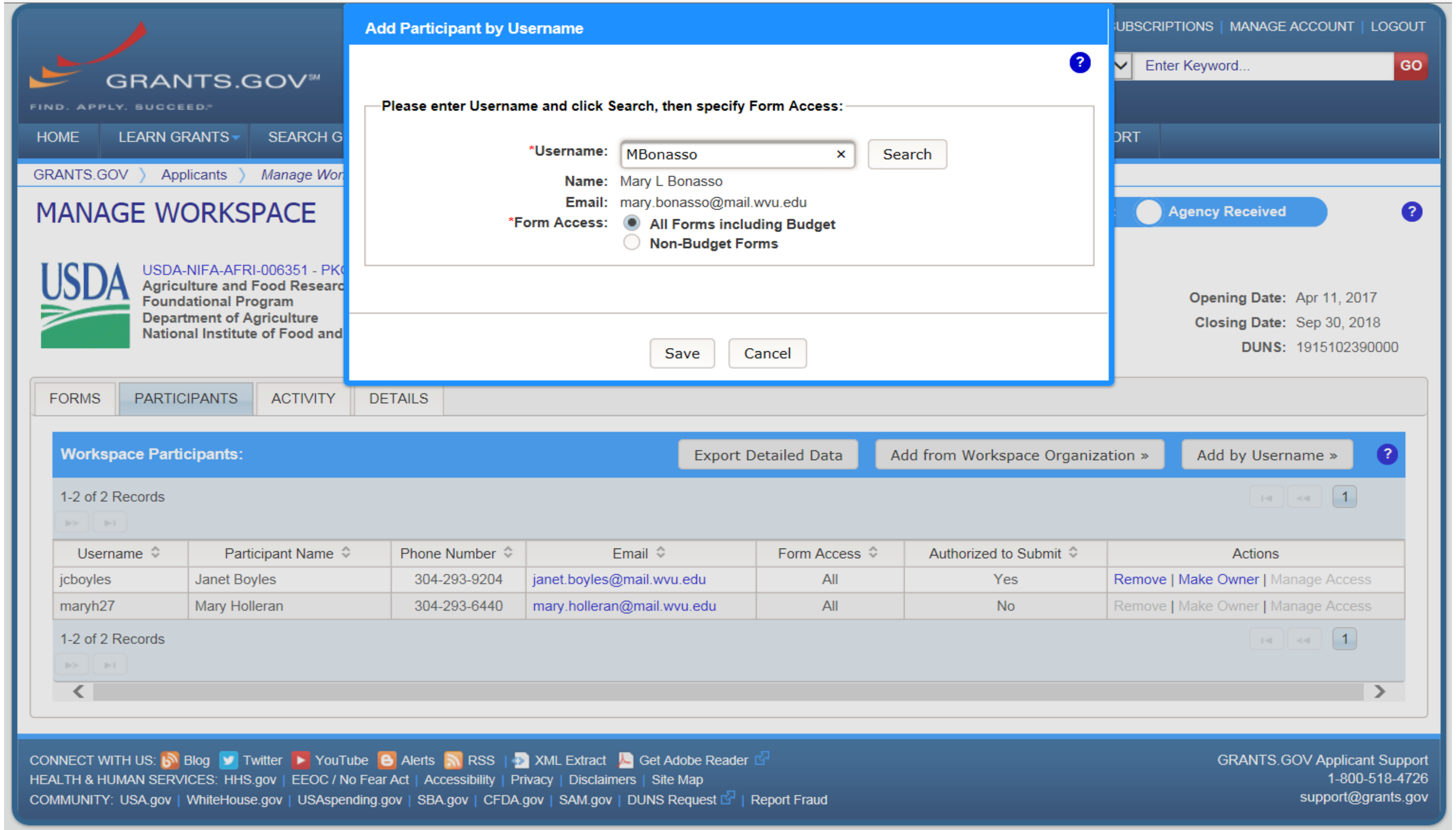
COMMUNITY: USA.gov | WhiteHouse.gov | USAspending.gov | SBA.gov | CFDA.gov | SAM.gov | DUNS Request | Report Fraud

GRANTS.GOV Applicant Support
1-800-518-4726
support@grants.gov

To Add Participants - *Must be Registered in Workspace*

Workspace - Participants


GRANTS.GOV℠
FIND. APPLY. SUCCEED.
UBSCRIPTIONS | MANAGE ACCOUNT | LOGOUT
Enter Keyword...
GO
HOME
LEARN GRANTS
SEARCH G
ORT
Agency Received
FORMS
PARTICIPANTS
ACTIVITY
DETAILS
Export Detailed Data
Add from Workspace Organization »
Add by Username »
Search
Save
Cancel

GRANTS.GOV 〉 Applicants 〉 *Manage Wor*

MANAGE WORKSPACE

USDA-NIFA-AFRI-006351 - PK
Agriculture and Food Researc
Foundational Program
Department of Agriculture
National Institute of Food and

Opening Date: Apr 11, 2017
Closing Date: Sep 30, 2018
DUNS: 1915102390000

Add Participant by Username

Please enter Username and click Search, then specify Form Access:

***Username:** MBonasso
Name: Mary L Bonasso
Email: mary.bonasso@mail.wvu.edu
***Form Access:** ● **All Forms including Budget** ○ **Non-Budget Forms**

Workspace Participants:

1-2 of 2 Records

Username	Participant Name	Phone Number	Email	Form Access	Authorized to Submit	Actions
jcboyles	Janet Boyles	304-293-9204	janet.boyles@mail.wvu.edu	All	Yes	Remove | Make Owner | Manage Access
maryh27	Mary Holleran	304-293-6440	mary.holleran@mail.wvu.edu	All	No	Remove | Make Owner | Manage Access

1-2 of 2 Records

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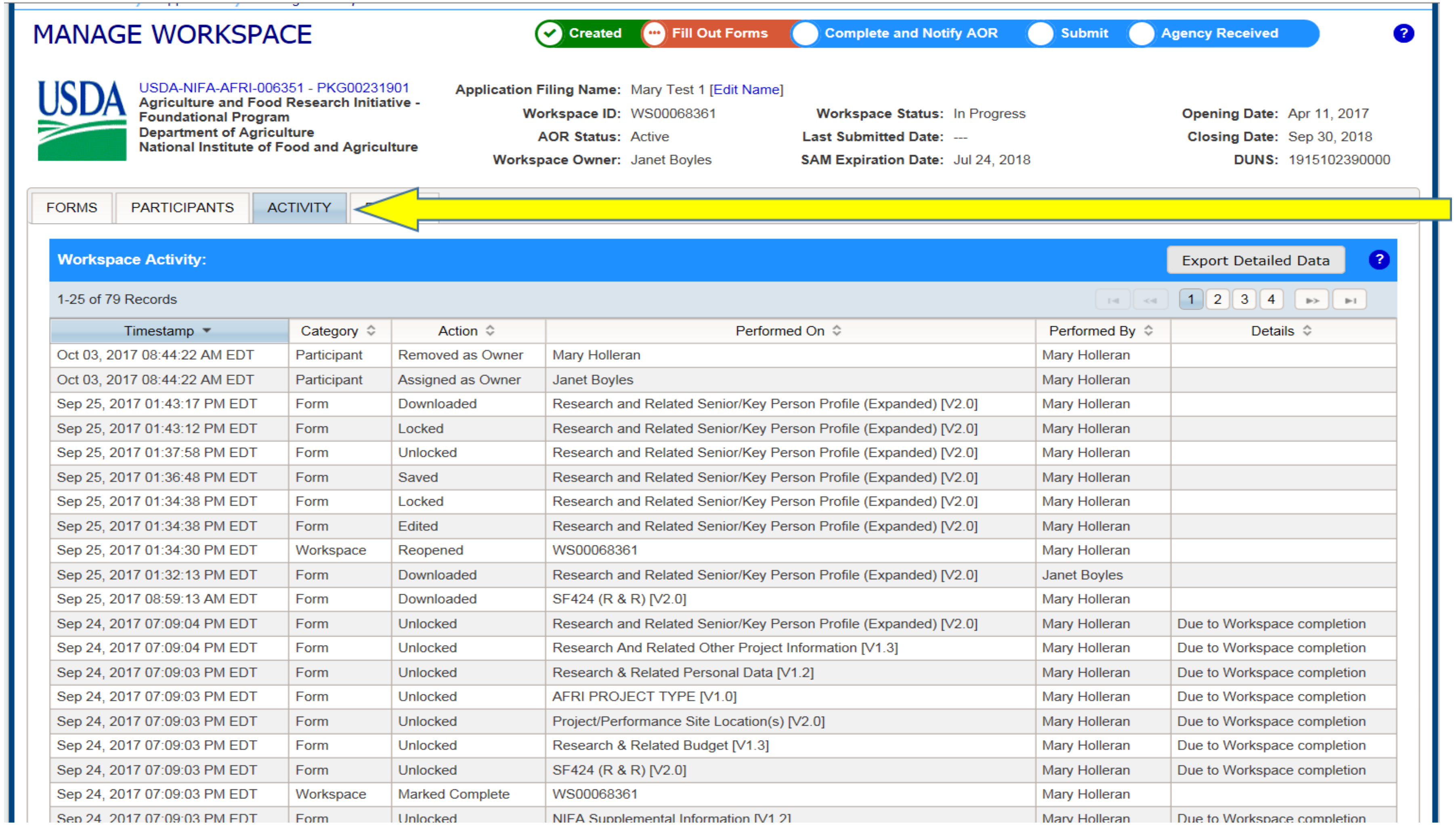
Workspace - Activity



USDA-NIFA-AFRI-006351 - PKG00231901
Agriculture and Food Research Initiative - Foundational Program
Department of Agriculture
National Institute of Food and Agriculture

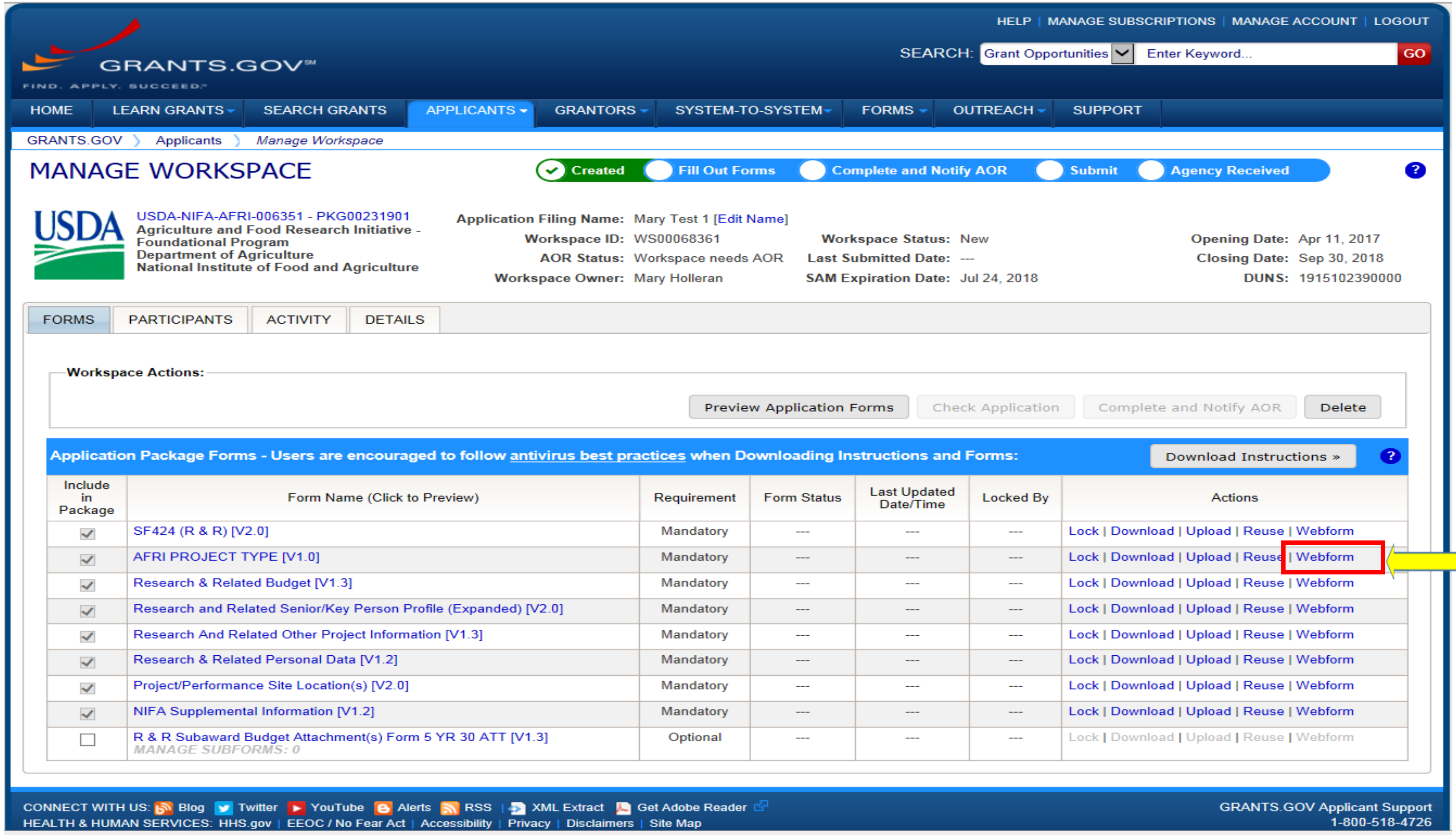
Application Filing Name: Mary Test 1 [Edit Name]
Workspace ID: WS00068361
AOR Status: Active
Workspace Owner: Janet Boyles
Workspace Status: In Progress
Last Submitted Date: ---
SAM Expiration Date: Jul 24, 2018
Opening Date: Apr 11, 2017
Closing Date: Sep 30, 2018
DUNS: 1915102390000

1-25 of 79 Records

Timestamp	Category	Action	Performed On	Performed By	Details
Oct 03, 2017 08:44:22 AM EDT	Participant	Removed as Owner	Mary Holleran	Mary Holleran	
Oct 03, 2017 08:44:22 AM EDT	Participant	Assigned as Owner	Janet Boyles	Mary Holleran	
Sep 25, 2017 01:43:17 PM EDT	Form	Downloaded	Research and Related Senior/Key Person Profile (Expanded) [V2.0]	Mary Holleran	
Sep 25, 2017 01:43:12 PM EDT	Form	Locked	Research and Related Senior/Key Person Profile (Expanded) [V2.0]	Mary Holleran	
Sep 25, 2017 01:37:58 PM EDT	Form	Unlocked	Research and Related Senior/Key Person Profile (Expanded) [V2.0]	Mary Holleran	
Sep 25, 2017 01:36:48 PM EDT	Form	Saved	Research and Related Senior/Key Person Profile (Expanded) [V2.0]	Mary Holleran	
Sep 25, 2017 01:34:38 PM EDT	Form	Locked	Research and Related Senior/Key Person Profile (Expanded) [V2.0]	Mary Holleran	
Sep 25, 2017 01:34:38 PM EDT	Form	Edited	Research and Related Senior/Key Person Profile (Expanded) [V2.0]	Mary Holleran	
Sep 25, 2017 01:34:30 PM EDT	Workspace	Reopened	WS00068361	Mary Holleran	
Sep 25, 2017 01:32:13 PM EDT	Form	Downloaded	Research and Related Senior/Key Person Profile (Expanded) [V2.0]	Janet Boyles	
Sep 25, 2017 08:59:13 AM EDT	Form	Downloaded	SF424 (R & R) [V2.0]	Mary Holleran	
Sep 24, 2017 07:09:04 PM EDT	Form	Unlocked	Research and Related Senior/Key Person Profile (Expanded) [V2.0]	Mary Holleran	Due to Workspace completion
Sep 24, 2017 07:09:04 PM EDT	Form	Unlocked	Research And Related Other Project Information [V1.3]	Mary Holleran	Due to Workspace completion
Sep 24, 2017 07:09:03 PM EDT	Form	Unlocked	Research & Related Personal Data [V1.2]	Mary Holleran	Due to Workspace completion
Sep 24, 2017 07:09:03 PM EDT	Form	Unlocked	AFRI PROJECT TYPE [V1.0]	Mary Holleran	Due to Workspace completion
Sep 24, 2017 07:09:03 PM EDT	Form	Unlocked	Project/Performance Site Location(s) [V2.0]	Mary Holleran	Due to Workspace completion
Sep 24, 2017 07:09:03 PM EDT	Form	Unlocked	Research & Related Budget [V1.3]	Mary Holleran	Due to Workspace completion
Sep 24, 2017 07:09:03 PM EDT	Form	Unlocked	SF424 (R & R) [V2.0]	Mary Holleran	Due to Workspace completion
Sep 24, 2017 07:09:03 PM EDT	Workspace	Marked Complete	WS00068361	Mary Holleran	
Sep 24, 2017 07:09:03 PM EDT	Form	Unlocked	NIFA Supplemental Information [V1.2]	Mary Holleran	Due to Workspace completion

Activity Log is used to track who works on a proposal and when they performed the work.

Workspace - Forms



HELP | MANAGE SUBSCRIPTIONS | MANAGE ACCOUNT | LOGOUT
GRANTS.GOV℠
FIND. APPLY. SUCCEED.
SEARCH: Grant Opportunities | Enter Keyword... | GO
HOME | LEARN GRANTS | SEARCH GRANTS | APPLICANTS | GRANTORS | SYSTEM-TO-SYSTEM | FORMS | OUTREACH | SUPPORT
GRANTS.GOV 〉 Applicants 〉 Manage Workspace

MANAGE WORKSPACE

✓ Created | Fill Out Forms | Complete and Notify AOR | Submit | Agency Received

USDA-NIFA-AFRI-006351 - PKG00231901
Agriculture and Food Research Initiative - Foundational Program
Department of Agriculture
National Institute of Food and Agriculture

Application Filing Name: Mary Test 1 [Edit Name]
Workspace ID: WS00068361
AOR Status: Workspace needs AOR
Workspace Owner: Mary Holleran
Workspace Status: New
Last Submitted Date: ---
SAM Expiration Date: Jul 24, 2018
Opening Date: Apr 11, 2017
Closing Date: Sep 30, 2018
DUNS: 1915102390000

FORMS | PARTICIPANTS | ACTIVITY | DETAILS
Workspace Actions:
Preview Application Forms | Check Application | Complete and Notify AOR | Delete

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 Preview)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
☑	SF424 (R & R) [V2.0]	Mandatory	---	---	---	Lock | Download | Upload | Reuse | Webform
☑	AFRI PROJECT TYPE [V1.0]	Mandatory	---	---	---	Lock | Download | Upload | Reuse | Webform
☑	Research & Related Budget [V1.3]	Mandatory	---	---	---	Lock | Download | Upload | Reuse | Webform
☑	Research and Related Senior/Key Person Profile (Expanded) [V2.0]	Mandatory	---	---	---	Lock | Download | Upload | Reuse | Webform
☑	Research And Related Other Project Information [V1.3]	Mandatory	---	---	---	Lock | Download | Upload | Reuse | Webform
☑	Research & Related Personal Data [V1.2]	Mandatory	---	---	---	Lock | Download | Upload | Reuse | Webform
☑	Project/Performance Site Location(s) [V2.0]	Mandatory	---	---	---	Lock | Download | Upload | Reuse | Webform
☑	NIFA Supplemental Information [V1.2]	Mandatory	---	---	---	Lock | Download | Upload | Reuse | Webform
☐	R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT [V1.3] *MANAGE SUBFORMS: 0*	Optional	---	---	---	Lock | Download | Upload | Reuse | Webform

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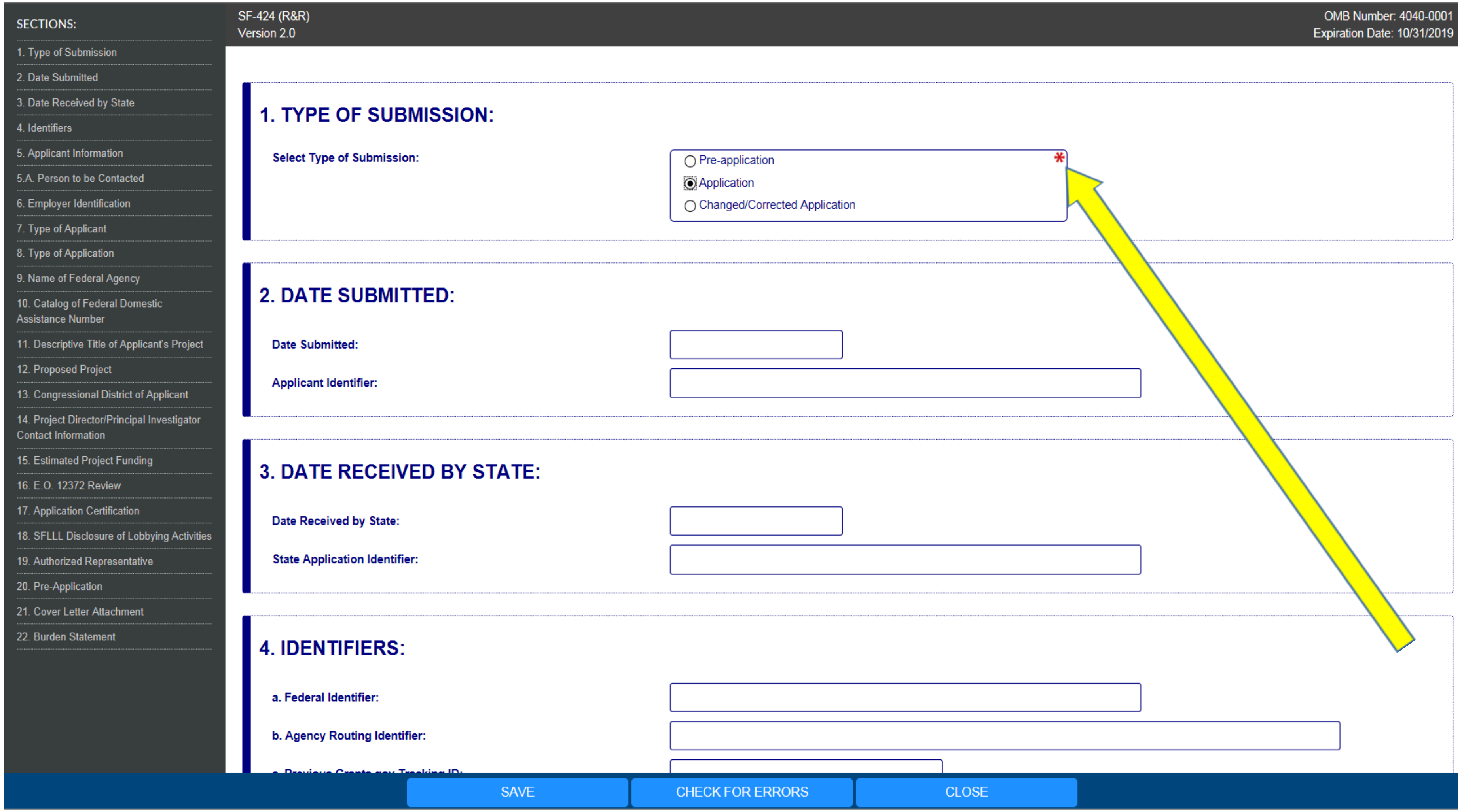
Mandatory Forms load automatically

Select: 'Webform' to open forms


SECTIONS:
1. Type of Submission
2. Date Submitted
3. Date Received by State
4. Identifiers
5. Applicant Information
5.A. Person to be Contacted
6. Employer Identification
7. Type of Applicant
8. Type of Application
9. Name of Federal Agency
10. Catalog of Federal Domestic Assistance Number
11. Descriptive Title of Applicant's Project
12. Proposed Project
13. Congressional District of Applicant
14. Project Director/Principal Investigator Contact Information
15. Estimated Project Funding
16. E.O. 12372 Review
17. Application Certification
18. SFLLL Disclosure of Lobbying Activities
19. Authorized Representative
20. Pre-Application
21. Cover Letter Attachment
22. Burden Statement
SAVE
CHECK FOR ERRORS
CLOSE

SF-424 (R&R)
Version 2.0

OMB Number: 4040-0001
Expiration Date: 10/31/2019

1. TYPE OF SUBMISSION:

Select Type of Submission: *

○ Pre-application
● Application
○ Changed/Corrected Application

2. DATE SUBMITTED:

Date Submitted:

Applicant Identifier:

3. DATE RECEIVED BY STATE:

Date Received by State:

State Application Identifier:

4. IDENTIFIERS:

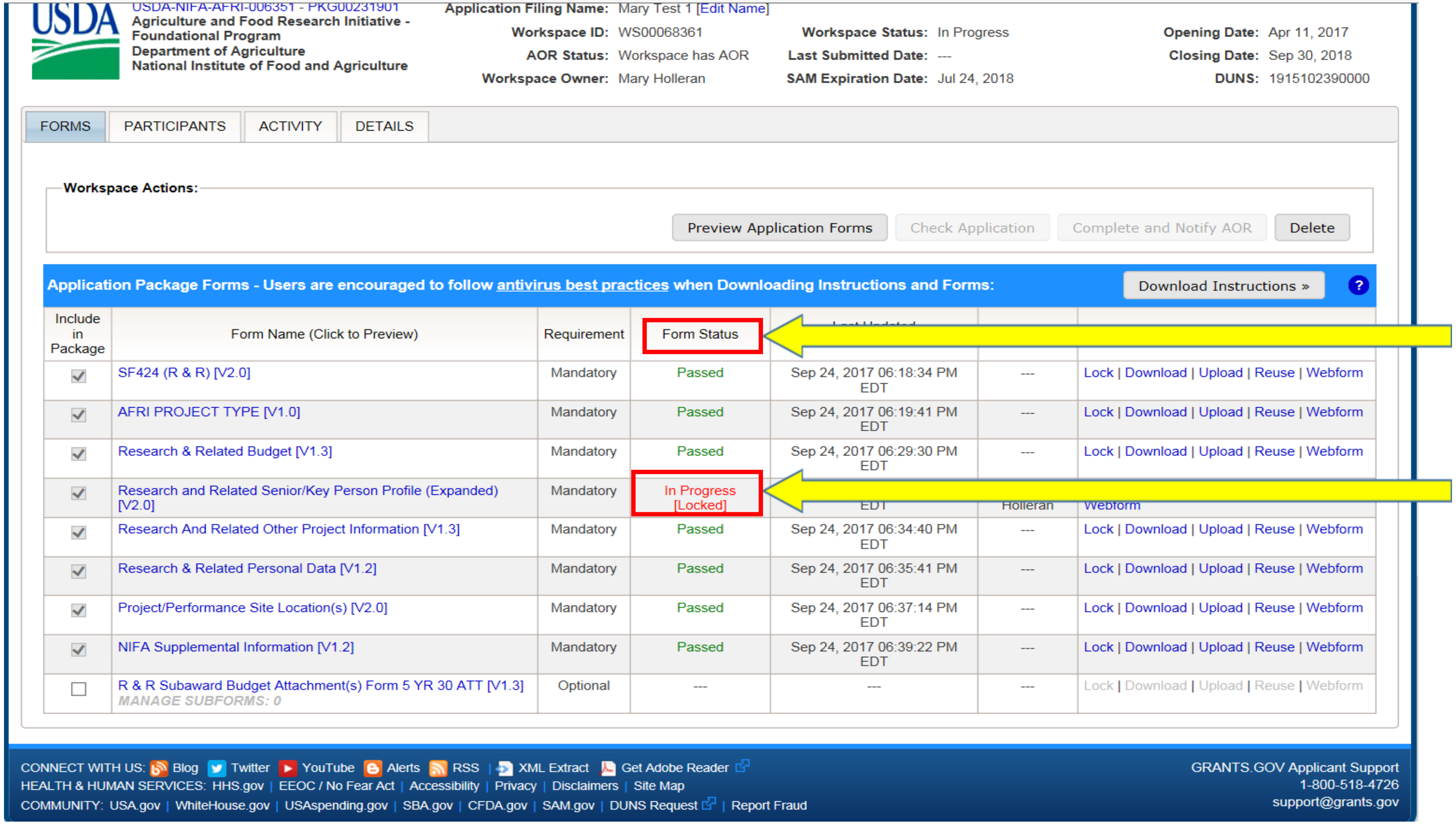
a. Federal Identifier:

b. Agency Routing Identifier:

Form flow is easier to read while requiring the same information as Grants.gov legacy packages.

Required fields are marked with a red *

Workspace -



USDA-NIFA-AFRI-006351 - PKG00231901
Agriculture and Food Research Initiative - Foundational Program
Department of Agriculture
National Institute of Food and Agriculture

Application Filing Name: Mary Test 1 [Edit Name]
Workspace ID: WS00068361
AOR Status: Workspace has AOR
Workspace Owner: Mary Holleran
Workspace Status: In Progress
Last Submitted Date: ---
SAM Expiration Date: Jul 24, 2018
Opening Date: Apr 11, 2017
Closing Date: Sep 30, 2018
DUNS: 1915102390000

Workspace Actions:

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		
☑	SF424 (R & R) [V2.0]	Mandatory	Passed	Sep 24, 2017 06:18:34 PM EDT	---	Lock | Download | Upload | Reuse | Webform
☑	AFRI PROJECT TYPE [V1.0]	Mandatory	Passed	Sep 24, 2017 06:19:41 PM EDT	---	Lock | Download | Upload | Reuse | Webform
☑	Research & Related Budget [V1.3]	Mandatory	Passed	Sep 24, 2017 06:29:30 PM EDT	---	Lock | Download | Upload | Reuse | Webform
☑	Research and Related Senior/Key Person Profile (Expanded) [V2.0]	Mandatory	In Progress [Locked]	EDT	Holleran	Webform
☑	Research And Related Other Project Information [V1.3]	Mandatory	Passed	Sep 24, 2017 06:34:40 PM EDT	---	Lock | Download | Upload | Reuse | Webform
☑	Research & Related Personal Data [V1.2]	Mandatory	Passed	Sep 24, 2017 06:35:41 PM EDT	---	Lock | Download | Upload | Reuse | Webform
☑	Project/Performance Site Location(s) [V2.0]	Mandatory	Passed	Sep 24, 2017 06:37:14 PM EDT	---	Lock | Download | Upload | Reuse | Webform
☑	NIFA Supplemental Information [V1.2]	Mandatory	Passed	Sep 24, 2017 06:39:22 PM EDT	---	Lock | Download | Upload | Reuse | Webform
☐	R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT [V1.3] *MANAGE SUBFORMS: 0*	Optional	---	---	---	Lock | Download | Upload | Reuse | Webform

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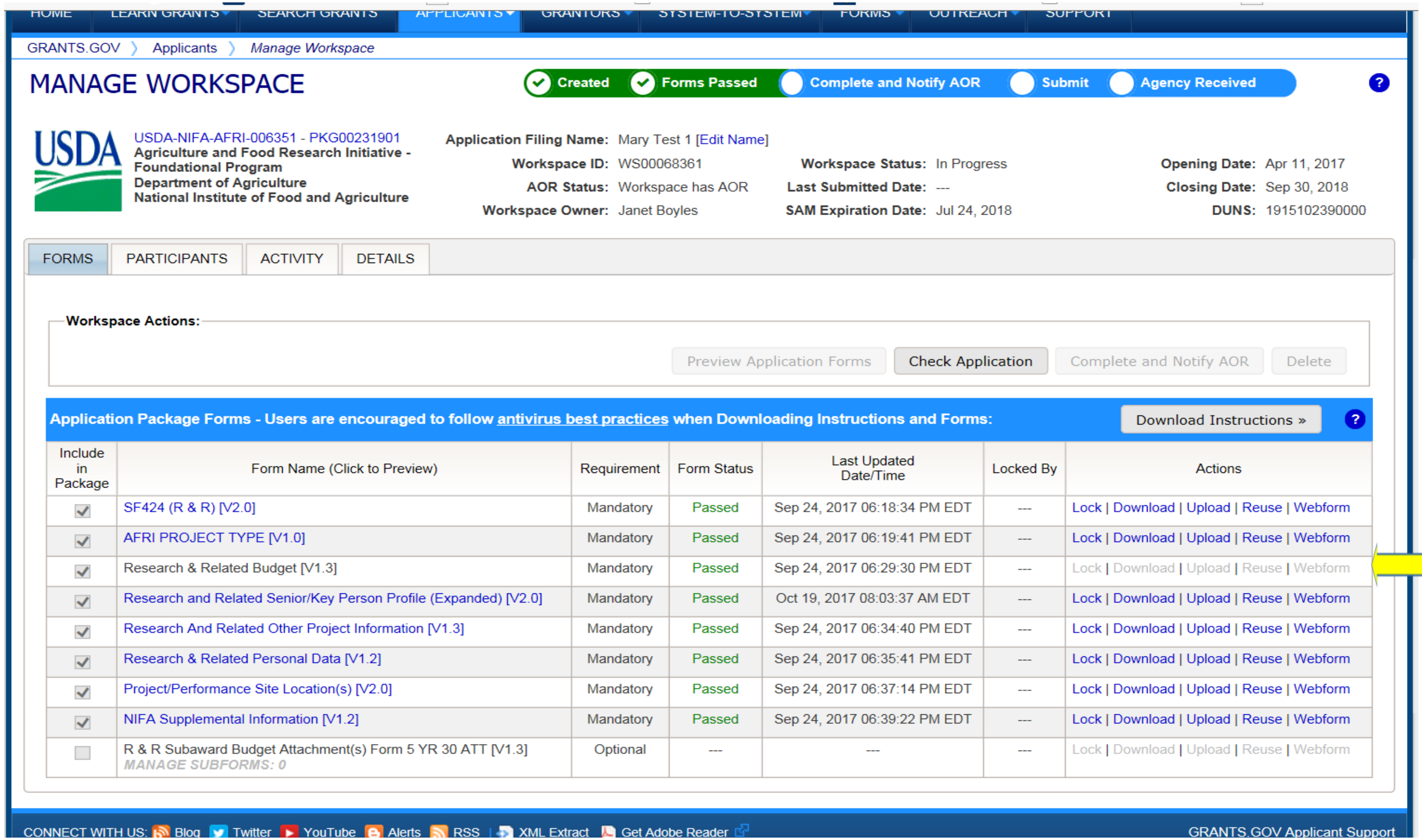
support@grants.gov

Each form page is validated as it is completed

Forms being worked on are Locked

Workspace -


HOME
LEARN GRANTS
SEARCH GRANTS
APPLICANTS
GRANTORS
SYSTEM-TO-SYSTEM
FORMS
OUTREACH
SUPPORT
GRANTS.GOV 〉 Applicants 〉 Manage Workspace
Created
Forms Passed
Complete and Notify AOR
Submit
Agency Received
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PARTICIPANTS
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MANAGE WORKSPACE

USDA-NIFA-AFRI-006351 - PKG00231901
Agriculture and Food Research Initiative - Foundational Program
Department of Agriculture
National Institute of Food and Agriculture

Application Filing Name: Mary Test 1 [Edit Name]
Workspace ID: WS00068361
AOR Status: Workspace has AOR
Workspace Owner: Janet Boyles
Workspace Status: In Progress
Last Submitted Date: ---
SAM Expiration Date: Jul 24, 2018
Opening Date: Apr 11, 2017
Closing Date: Sep 30, 2018
DUNS: 1915102390000

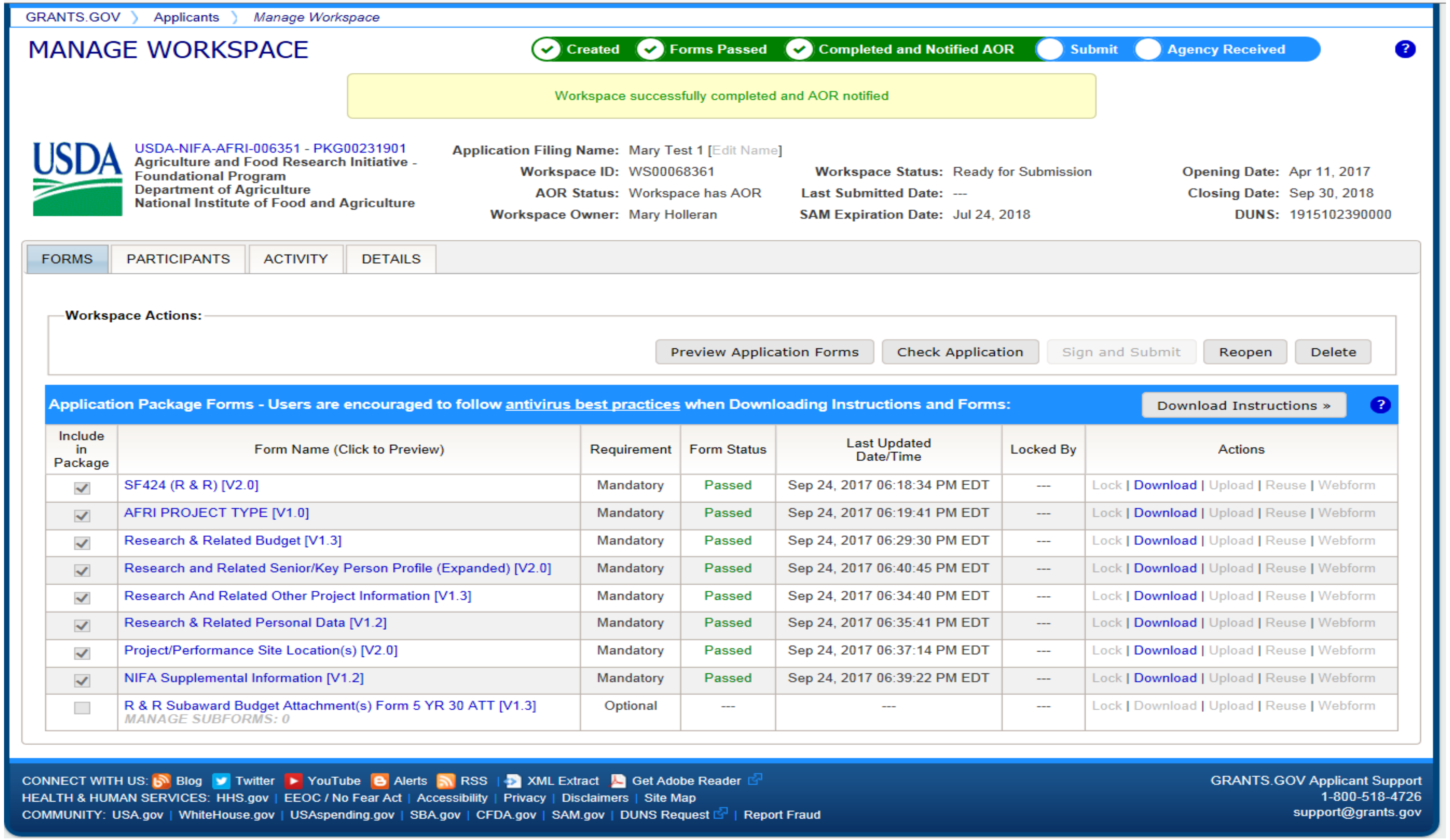
Workspace Actions:

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
☑	SF424 (R & R) [V2.0]	Mandatory	Passed	Sep 24, 2017 06:18:34 PM EDT	---	Lock | Download | Upload | Reuse | Webform
☑	AFRI PROJECT TYPE [V1.0]	Mandatory	Passed	Sep 24, 2017 06:19:41 PM EDT	---	Lock | Download | Upload | Reuse | Webform
☑	Research & Related Budget [V1.3]	Mandatory	Passed	Sep 24, 2017 06:29:30 PM EDT	---	Lock | Download | Upload | Reuse | Webform
☑	Research and Related Senior/Key Person Profile (Expanded) [V2.0]	Mandatory	Passed	Oct 19, 2017 08:03:37 AM EDT	---	Lock | Download | Upload | Reuse | Webform
☑	Research And Related Other Project Information [V1.3]	Mandatory	Passed	Sep 24, 2017 06:34:40 PM EDT	---	Lock | Download | Upload | Reuse | Webform
☑	Research & Related Personal Data [V1.2]	Mandatory	Passed	Sep 24, 2017 06:35:41 PM EDT	---	Lock | Download | Upload | Reuse | Webform
☑	Project/Performance Site Location(s) [V2.0]	Mandatory	Passed	Sep 24, 2017 06:37:14 PM EDT	---	Lock | Download | Upload | Reuse | Webform
☑	NIFA Supplemental Information [V1.2]	Mandatory	Passed	Sep 24, 2017 06:39:22 PM EDT	---	Lock | Download | Upload | Reuse | Webform
☐	R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT [V1.3] *MANAGE SUBFORMS: 0*	Optional	---	---	---	Lock | Download | Upload | Reuse | Webform

Budget will be locked after submission to OSP.
All other forms remain editable.

Workspace -


GRANTS.GOV 〉 Applicants 〉 *Manage Workspace*
Created
Forms Passed
Completed and Notified AOR
Submit
Agency Received
?
FORMS
PARTICIPANTS
ACTIVITY
DETAILS
Preview Application Forms
Check Application
Sign and Submit
Reopen
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MANAGE WORKSPACE

Workspace successfully completed and AOR notified

USDA-NIFA-AFRI-006351 - PKG00231901
Agriculture and Food Research Initiative - Foundational Program
Department of Agriculture
National Institute of Food and Agriculture

Application Filing Name: Mary Test 1 [Edit Name]
Workspace ID: WS00068361
AOR Status: Workspace has AOR
Workspace Owner: Mary Holleran
Workspace Status: Ready for Submission
Last Submitted Date: ---
SAM Expiration Date: Jul 24, 2018
Opening Date: Apr 11, 2017
Closing Date: Sep 30, 2018
DUNS: 1915102390000

Workspace Actions:

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
☑	SF424 (R & R) [V2.0]	Mandatory	Passed	Sep 24, 2017 06:18:34 PM EDT	---	Lock | Download | Upload | Reuse | Webform
☑	AFRI PROJECT TYPE [V1.0]	Mandatory	Passed	Sep 24, 2017 06:19:41 PM EDT	---	Lock | Download | Upload | Reuse | Webform
☑	Research & Related Budget [V1.3]	Mandatory	Passed	Sep 24, 2017 06:29:30 PM EDT	---	Lock | Download | Upload | Reuse | Webform
☑	Research and Related Senior/Key Person Profile (Expanded) [V2.0]	Mandatory	Passed	Sep 24, 2017 06:40:45 PM EDT	---	Lock | Download | Upload | Reuse | Webform
☑	Research And Related Other Project Information [V1.3]	Mandatory	Passed	Sep 24, 2017 06:34:40 PM EDT	---	Lock | Download | Upload | Reuse | Webform
☑	Research & Related Personal Data [V1.2]	Mandatory	Passed	Sep 24, 2017 06:35:41 PM EDT	---	Lock | Download | Upload | Reuse | Webform
☑	Project/Performance Site Location(s) [V2.0]	Mandatory	Passed	Sep 24, 2017 06:37:14 PM EDT	---	Lock | Download | Upload | Reuse | Webform
☑	NIFA Supplemental Information [V1.2]	Mandatory	Passed	Sep 24, 2017 06:39:22 PM EDT	---	Lock | Download | Upload | Reuse | Webform
☐	R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT [V1.3] *MANAGE SUBFORMS: 0*	Optional	---	---	---	Lock | Download | Upload | Reuse | Webform

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support@grants.gov

When complete and submitted to OSP AOR

Workflow for Grants.gov Workspace Submissions

1. Register for Grants.Gov – This is a one time requirement
2. Search and find the FOA
3. Create Grants.Gov Workspace and note the Workspace Number
4. Create WVU+kc (Bluesheet) in proposal development and complete budget and other components of review package as outlined in the WVU Proposal submission policy. **Include MSWord document containing the Workspace ID# in lieu of the Grants.gov package**
5. Attach Budget, Budget Justification and proposal summary to KC.
6. Submit KC for approval.
7. When KC reaches the Office of Sponsored Programs reviewer will be assigned to G.G Workspace
8. OSP will take ownership of G.G Workspace and budget form will be locked. All other forms will remain open for editing.
9. Reviewer will work with faculty during review process and reopen budget if necessary for editing. Once all documents are final OSP will complete the submission in Grants.Gov.

1. Select FOA

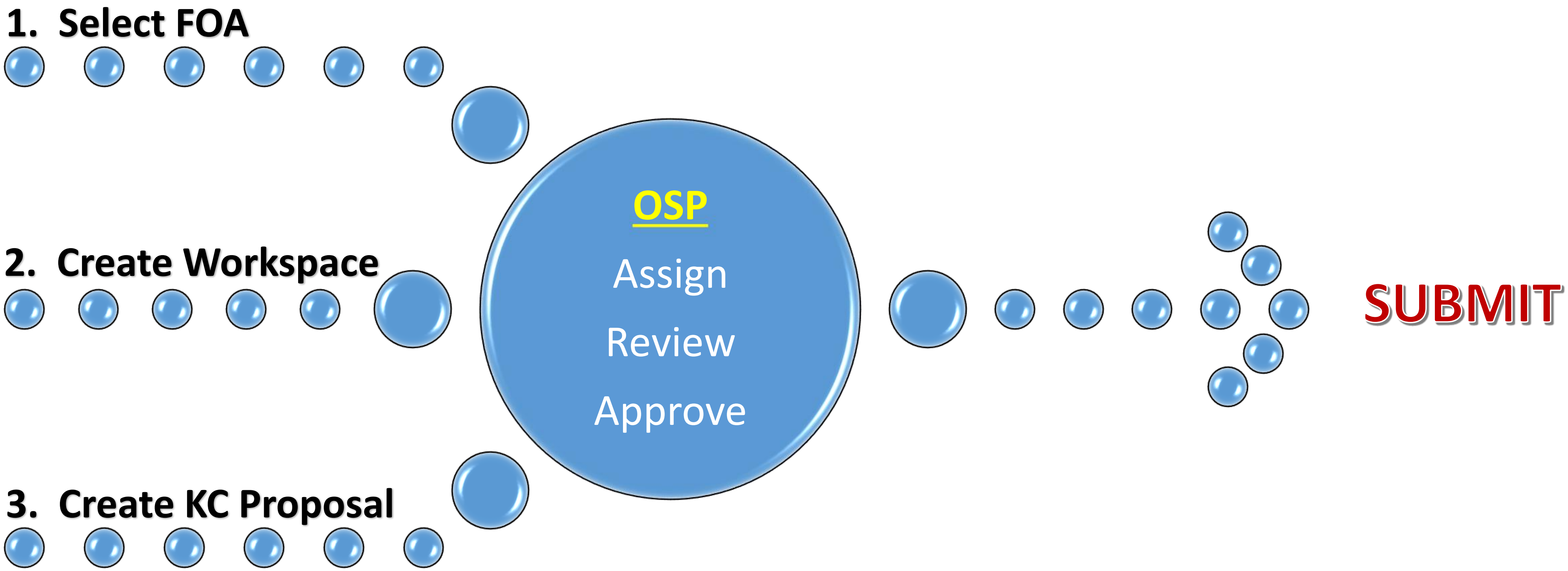
- Correct FOA
- Must be registered in Workspace

2. Create Workspace

- Add Participants
- **NOTE:** Workspace ID#
- **Must match KC Proposal**

3. Create KC Proposal

- Must include Workspace ID#
- 5 Business Days **before** Sponsor Deadline
- **Must match Workspace Proposal**



1. **Select FOA**
2. **Create Workspace**
3. **Create KC Proposal**

OSP

Assign

Review

Approve

SUBMIT