



Grants.Gov Workspace: Checklist for DLC Administrators

For Grants.gov Workspace proposal submissions, use this checklist as a guide to information that is needed in both the Workspace and KC proposal. For questions, please reach out to the RA Support Team at ra-help@mit.edu, and to your RAS Contract Administrator.

In Workspace

OBTAIN GRANTS.GOV ID AND AFFILIATE WITH MIT

- Detailed instructions for completing this step found here: <https://kc.mit.edu/sites/default/files/uploads/qc-obtaining-grants-gov-id-workspace-2020-07-27.pdf>

FINDING YOUR WORKSPACE APPLICATION

- After you login, select Manage Workspaces (on the left menu)
- Best recommended filter is to uncheck “Submitted” and type in the full name of the Workspace Owner (i.e. Workspace creator)

CREATING A WORKSPACE

- Login at Grants.gov (www.grants.gov)
- Search and Select Opportunity, click on “Apply” - **Special Note** - *once a Workspace is created with an opportunity, the opportunity cannot be changed. If the opportunity # needs to be changed, create a new Workspace, or copy existing Workspace and select the new opportunity*
- In Application Filing Name, enter KC Proposal #, PI Name, and other identifying information (such as title)

COMPLETING A WORKSPACE

FORMS tab

- All Grants.gov forms, mandatory and optional, are present. Select any optional forms that need to be included in the proposal upon submission
 - **Special Note for NIH proposals**, if PHS Human Subjects Form is mandatory in Workspace, complete form, even if there are no Human Subjects on the project by answering “No” to human subjects involved questions.

- Recommend using “webform” when you are the person entering the field information. *One may also use “download” from the Workspace to send form(s) to other to complete, but individuals may use previous form(s) not compatible with this proposal, or file may become corrupt and unusable in this Workspace.*
 - For standard Institute Information that can be cut and pasted into fields, see: <https://ras.mit.edu/sites/default/files/uploads/mit-facts-for-workspace-applications-2021-09-09.pdf>
 - Use “Save” to save information entered to date
 - **Special Note: Attachment file names should not exceed 50 characters as the Workspace will error upon submission to Grants.gov**
 - Use “Check for Errors” to see what information may be missing, or if the form will pass submission.
 - Use “Close” to exit the form, and answer ‘Yes’ to unlocking the form so available to others.

PARTICIPANTS tab

- Add individuals (with a Grants.gov ID) who should have access to this proposal. This includes:
 - RAS Contract Administrator (CA)
 - RAS Liaison, or “AOR” (Authorized Organizational Representative) *If the RAS CA has the authorization to submit, no need to add additional person – contact your RAS CA or ra-help@mit.edu for guidance if not sure*
 - DLC Administrator(s) (if they have a Grants.gov ID)
 - Subcontract Administrator(s) (if they have a Grants.gov ID)

PREVIEW GRANTOR VALIDATION tab

- Click on “Request Grantor Validation”, if available (currently, for NIH proposals only)
- Results column will show any errors/warnings that should be addressed
 - Errors prevent validation and successful submission
 - Warnings may need to be addressed, but will not prevent validation and submission

VIEW APPLICATION tab

- Once all forms are complete and passed validation, come to the View Application tab, and select “Request Grantor Image” to download a pdf file of the entire proposal (you may need to “refresh”). Upload this pdf file in your KC proposal under “Attachments”
- You may also use “Request View” next to the individual form lines, to create pdf files of the individual forms. Some forms that may need to be downloaded separately to upload into KC proposal include:

- NIH forms – Assignment Form, Cover Letter, Appendices
- Forms that are not pdf files (ie Excel or Word files)
- Forms that are pdf files, but cannot be viewed (please note these will still transmit successfully)

FORMS tab

- With Workspace completed and pdf file downloaded to include in KC proposal, return to the FORMS tab to select “Complete and Notify AOR”. This action sends email notification to RAS CA/RAS Liaison/AOR that Workspace proposal is ready for submission. *However*, the RAS office will wait for the KC proposal to be received before they begin their review.

In KC

CREATE KC PROPOSAL:

- Follow guidelines for “Minimum Requirements for Proposal Routing”**, found here:
<https://kc.mit.edu/sites/default/files/uploads/kc-minimim-routing-requirements-qc-v3-2020-01-10.pdf>
- Sponsor & Program area
 - Enter WS ID # in the “Sponsor Proposal ID” field
- Attachments area, special note for Workspace proposals,**
 - Upload Workspace proposal pdf, with the title that begins with the Workspace proposal # - “WSxxxxxxx”
 - Upload any files from Workspace proposal that are not viewable in the Workspace, including:
 - NIH forms – Assignment Form, Cover Letter, Appendices
 - Forms that are not pdf files (ie Excel or Word files)
 - Forms that are pdf files, but cannot be viewed (please note these will still transit successfully)
 - KC Budget will be needed in either Summary or Detailed format. If entering a KC Summary budget, include budget file that shows details/calculations as an Attachment for internal MIT reviews

When RAS Office receives the KC proposal, they will review KC and Workspace proposals simultaneously.