Research Administration Practices (RAP) Sessions

Workspace and Grants.Gov

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Presented by:

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Agenda

• Welcome and Introductions
• DLC Perspective
• KC S2S versus Workspace
• Workspace Navigation Demo
• Resources
Introductions

Ian Cariolo, Senior Research Administration Education & Support Specialist, VPR

Nicholas Gibson, Financial Administrator, Department of Chemical Engineering
Proposal Submission Methods

### Paper & Email

- DLC prepares proposal in sponsor required format
- DLC creates development proposal in KC PD Module & submits proposal for MIT review
- RAS reviews & approves in KC; provides cover letter for DLC to send with proposal to sponsor
- Proposal sent to sponsor

### Sponsor System

- DLC prepares proposal in Sponsor-specific system (example: NSF FastLane, NASA NSPIRES, Proposal Central for some Foundation and other Sponsors). DLC allows “AOR” or “SRO” access when done
- DLC creates development proposal in KC PD Module, uploading Sponsor-specific system document(s) & submits proposal for MIT review
- RAS reviews in both KC and Sponsor Specific systems; OSP approves in KC, generating KC Institute Proposal # and most often approves and submits in Sponsor system (like NSPIRES)

### Grants.Gov

- DLC user creates or is invited to a Grants.gov Workspace proposal; prepares proposal in Workspace and allows “AOR” or “SRO” access when done
- DLC creates development proposal in KC PD Module, uploading Sponsor-specific system document(s) & submits proposal for MIT review
- RAS reviews in both KC and Workspace; OSP approves in KC, generates KC Institute Proposal # and submits Workspace.

### Workspace

- DLC creates a KC PD, completes MIT & sponsor requirements
- DLC routes KC PD for internal approval
- RAS approves KC proposal & submits S2S

### System to System (S2S)

- RAS approves KC proposal & submits S2S
Nicholas Gibson: DLC Perspective

• Began using Workspace – Early 2021
• Sponsors: NIH

Benefits:
• Correct forms for selected opportunity
• Get the full proposal in the correct form and order
• Check for errors
• Instant validation at sponsor (NIH)
  • Eliminates need for Kuali Coeus Change/Corrected
Workspace Overview cont’d

What exactly IS Workspace and when should it be used?

- Workspace is a portal created by Grants.gov for submission of proposals for federal funding. It is outside of and not connected to Kuali Coeus as with System-to-System (S2S).

- Though the majority of federal funding opportunities can be applied for through KC for S2S proposal submission, on occasion there are some that either do not allow for it or KC isn’t programmed for that particular solicitation’s form. KC is programmed for virtually any standard federal funding type, but it is not possible to program for all sponsor requirements. For example, there are some sponsors that require an older form version that KC no longer supports, or a special type of form or budget format that will not allow for S2S submission.

Is Workspace comparable to NSF FastLane?

It is indeed!
- The principles are largely the same where personnel are named, a budget is created, content added/uploaded, and RAS needs to be granted access through the application to view and approve. The Workspace version of granting access is accomplished by adding the CA and sponsor Liaison as Participants.

- And like FastLane, the entire proposal will need to be downloaded and added as an attachment to the KC proposal (still the system of record).
System Limitations?

well...
Nick Gibson: DLC Perspective

• Workspace – Manually complete forms
• RAS MIT Facts and Subrecipient Profile Information

Kuali Coeus
Detailed Budget
• Institute F&A Rates
• Indirect Costs
• Inflation Rates
Upload Workspace export

NOTE: Forms are NOT interchangeable between KC and Workspace
First-time users must register to create a Grants.gov account by visiting https://www.grants.gov/

You will then be brought to the form page at: https://apply07.grants.gov/apply/register.faces
Complete the form as indicated. Required fields are denoted by an asterisk.

For Username, your Kerberos name is recommended.

*Note on password creation: Choose a password that contains at least eight characters, a lowercase and uppercase letter, a number, a special character (such as ! $ _ #), and no words than can be found in a dictionary.

When complete, click Continue.
After you click Continue, click

Send Temporary Code »

Check your email for the code that will be sent from DoNotReply@grants.gov and enter the code in the field provided.

You now have an account with Grants.gov.
Choose Add Organization Applicant Profile, enter MIT’s UTE Number 001425594 (formerly DUNS), and then your job title.

Click Save to complete the profile creation process. This action sends your request to the RAS team that reviews and grants the Workspace role of Workspace Manager.

Once approved, you are then ready to either be added to or create a Workspace.
Creating a Workspace Application
Creating a Workspace Application Cont’d

To find an opportunity, two of the more common methods of searching are:

1. Search bar in the upper right corner of the web page
2. If the opportunity number is unknown, going directly to the Search Grants tab
Creating a Workspace Application Cont’d

When searching, use only the opportunity’s base number. Do not include any suffix.
Creating a Workspace Application Cont’d
Application Progress
# Grants.gov Workspace Statuses Defined

What you can and can’t do with a workspace in that status.

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New</strong></td>
<td>Workspace created, but no activity. (No added participants, no data entered, no attachments uploaded.)</td>
<td>- Edit online or download/upload forms.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Copy this workspace</td>
</tr>
<tr>
<td><strong>In Progress</strong></td>
<td>Some activity &amp; actions performed.</td>
<td>- Add participants &amp; AOR.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Edit online or download/upload forms.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Reuse forms (if the form is in Passed status).</td>
</tr>
<tr>
<td><strong>Ready for Submission</strong></td>
<td>All included forms in Passed status; Complete &amp; Notify AOR action taken.</td>
<td>- Reopen this workspace to update prior to AOR submitting.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Copy the workspace for another use.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Reuse forms.</td>
</tr>
<tr>
<td><strong>Submitted</strong></td>
<td>This workspace submitted to the sponsor. Grants.gov tracking ID assigned.</td>
<td>- Reopen to use for a change/corrected submission, or for another substantially similar submission (budget/sow update requested by the sponsor, resubmission using the same funding opportunity).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Copy this workspace to the same or similar funding opportunity.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Reuse forms.</td>
</tr>
<tr>
<td><strong>Archived</strong></td>
<td>The funding announcement in this workspace has closed.</td>
<td>- Copy this workspace to the same or similar funding opportunity.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Reuse forms</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- CANNOT reopen – the opportunity is closed.</td>
</tr>
</tbody>
</table>
Adding Participants and AOR*

*Authorized Organizational Representative = RAS staff authorized to submit.

Participants in Workspace are the equivalent of Aggregators* in KC, and just like KC, you do not need to add the PI. Anyone with a Grants.gov ID can be added to a Workspace, but only those with the role of Workspace Manager or Owner will be able to edit the proposal.

*It is a good practice to add others in your department to the Workspace application for coverage sake.
Adding Participants and AOR cont’d

When adding Participants, pay particular attention to the permissions you are granting them. As Participants are added to the Workspace, they will receive an email from Grants.gov directly informing the individual of their addition to the proposal.

*If you have a subaward, then you would grant the subwardee participant Subform(s) Only access.*
Adding Participants Cont’d

You must add one participant with AOR* status. Add your RAS Contract Administrator as a participant if they are not the lead liaison.

*Authorized Organizational Representative = RAS staff authorized to submit proposals on behalf of MIT.

Please use this list or refer to the RAS website for staff listing by sponsor for updates. https://ras.mit.edu/about-ras/staff/by-sponsor

Sponsor Liaison Assignments
(LL) = Lead Liaison
(L) = Liaison
(*) = Credentialed CA

Address:
Research Administration Services
77 Massachusetts Avenue NE18-901
Cambridge, Massachusetts 02139-4307
Mandatory forms are just that: required by the funding opportunity and Workspace will not allow submission without their completion.

Optional forms are at the prerogative of the Workspace Owner (creator). To include them, check the Include in Package checkbox.

These forms must be completed before the Workspace can be submitted.
There are two options to complete the forms:

1. **Download** the form, complete it, and re-upload to the Workspace.

1. Work within the proposal itself by clicking on either the **Form Name** or **Webform** (both perform same action).
It CANNOT be overstated...
Use Adobe Reader only!
RR SF424 Form Cont’d

*Fields in any forms that are gray were/are auto-filled by answers from previously completed forms in the application.*
Research Administration Practices (RAP) Sessions - Workspace and Grants.gov
While in any of the Webforms, there are three buttons at the bottom each screen:

1. **SAVE** – remember to click this before exiting

2. **CHECK FOR ERRORS** – this will validate for mandatory field completion only; it will not check the fields’ content themselves.

3. **CLOSE** – This is the safest and most appropriate way to go back to the main proposal. **Using a browser’s back arrow is discouraged.** The user will be prompted whether s/he wants to unlock the form. If you have other Participants who will be working in this proposal, then choose Yes to unlock the form. They will otherwise be prevented from editing.
Answering **Yes** to particular fields will prompt the necessity of additional questionnaires or attachment uploads.
Answering **Yes** to particular fields will prompt the necessity of answering additional questionnaires or attachment uploads.
Fields in any forms that are grayed out were/are auto-filled by answers from previously completed forms in the application. In order to change the grayed-out answer, the form that feeds this one will need to be edited. In this instance, the answer was derived from the SF424A form.
Answers of **Yes** to particular questions will prompt the necessity of additional questionnaires or attachment uploads.

Fields in any forms that are grayed out were/are auto-filled by answers from previously completed forms in the application. In order to change the grayed-out answer, the form that feeds this one will need to be edited. In this instance, the answer was derived from the R&R Other Project-Related Info form.
PHS Human Subjects and Clinical Trial Info Guidance

https://ras.mit.edu/education-and-career-resources/educational-offerings/research-administration-practices-rap

https://mit.zoom.us/rec/share/u5VHd5rAzEIZJXo9U_NBoJ8RLS0aaa81SYY__YOmhlg-TpT3QXRhrYEehaRqCMF?startTime=1589551380000
Research & Related or PHS398 Modular Budget

With NIH applications, one has the option of submitting either a Detailed or Modular Budget.

![Detailed Budget Example](image1)

![Modular Budget Example](image2)
A new, printable KC budget form that will mimic the RR Budget form in Grants.gov applications is currently in development, thereby making it easier to input dollar figures into the Workspace budget.
RR Budget Detailed cont’d
RR Budget cont’d
RR Budget cont’d
The Workspace Owner user has three options:

1. **Add a Sub awardee Participant**, granting only access to the RR Sub Budget. S/he will then be able to work in the Webform.

2. Download the form and send it to the Subawardee to complete, then MIT uploads it on their behalf. **

3. Complete the Sub Budget on behalf of the Subawardee in the Webform itself.

**It is imperative that PDFs are opened and edited ONLY in Adobe Reader. Acrobat or any other editing software will corrupt the form and cause upload and/or submission errors.**
To add a Subaward:

1. Click on Go to Subforms.
2. In the pop-up window, click Add Subform Row.
3. Type in Subwardee name.
4. Click Save.

There will now be an active Subaward Budget that can either be completed in the Webform or downloaded and completed.
R&R Subaward Budget cont’d
### Preview Grantor Validation

#### Manage Workspace

- **Application Filing Name:** Microbial-based Cancer Therapy-Bugs as Drugs (R21 Clinical Trial Not Allowed)
- **Department:** National Institutes of Health

#### Preview Grantor Validation

- **Requested:** Katrina McCorty
- **Status:** Request Completed
- **Results:** 6 Errors/9 Warnings
  - **Requested Date/Time:** Oct 16, 2019 09:25:23 AM EDT
  - **Completed Date/Time:** Oct 16, 2019 09:25:27 AM EDT

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Disclaimer: This optional feature uses an error checking service provided by the Grantor agency. It has no impact on your ability to submit your application package. Click the help icon for more details.
Printing/Saving the Application

1. Request Grantor Image

2. Download
NOTE: While most of the time the entire proposal can be downloaded as a PDF from Workspace and then uploaded to KC, there are a few attachment exceptions that will need to be downloaded separately. As they are optional attachments, they will not be part of the main proposal PDF:

1. Assignment Request
2. Cover Letter
3. Appendices
If you see a message like this displayed in your Workspace form download/preview:

The following attachment is not included in the view since it is not a read-only PDF file. Upon submission, this file will be transmitted to the Grantor without any data loss.

It means:

1. The file type is not supported in the workspace previewer – it’s not a plain PDF file.
   • You may need to ‘flatten’ – print to PDF – to simplify the formatting.
   • You may need to submit as is, because the sponsor requested a non-PDF, or complex PDF file type.

2. The source file/attachment needs to be uploaded separately in the KC proposal.
   • If the Workspace preview download does not contain the file image, you must upload the source file(s) in the KC proposal. KC is our system of record and MIT approvers must be able to see the full content of the proposal from KC.
   • Grants.gov Workspaces are only saved for 5 years, and are not accessible by all required reviewers.
How to convert a file to PDF using Print to PDF:

If you have any Microsoft Office document, such as an Excel file that doesn’t need to be submitted as Excel:
• Click the **File menu** and the select **Save as Adobe PDF**.
• **Save** the file to your computer.
• **Replace** the current upload in Workspace with your new PDF file.

If your Excel workbook has multiple sheets, you’ll need to identify if you want to convert the entire workbook, a specified selected section, or the sheet currently in view.
How to Flatten a PDF on a PC:

Have a PDF document with form fields or other Adobe ‘extras’ that won’t preview? Create a simpler, flatter file:

• Click the **File** menu, select **Print**.
• **Select** the Microsoft **Print to PDF** option as your ‘printer’ to generate a ‘flat’ pdf & save that file to your computer,
• Replace the current upload in your Workspace with the ‘flattened’ one.
How to Flatten a PDF on a Mac:

• Open the file with Preview
• Click the File menu, select Print.
• At the bottom left of the pop-up window, click on PDF and choose Save as PDF to generate a ‘flat’ PDF & save that file to your computer
• Replace the current upload in your Workspace with the ‘flattened’ one.
Retrieving Workspace Attachments after submission.

You can still retrieve the attachments in a submitted Workspace:

1. Search for your Workspace, preferably by the Workspace ID or Grants.gov Tracking number.
2. Open using the Manage link, and click on the Details tab; then click the Details hyperlink action in the row.
3. Click the **Download ZIP** button in the “Submission Forms/Attachments Received header.

4. **Open the extracted ZIP folder** and find the attachments you need to save to your KC proposal or Institute Proposal.
RAS will wait for receipt of the KC proposal before it will review the Workspace proposal in Grants.gov.

When complete:
1. Download the Workspace form(s)
2. Upload in KC as an attachment
3. Route KC proposal for approvals
When complete with no validation errors, the Workspace Manager may “Complete and Notify AOR” in the Workspace – this sends email notification to the AOR that the Workspace is ready for review.
## Grants.gov Workspace: Reopen, Copy, or Reuse?

You don’t always have to start with blank fields with Workspace.

<table>
<thead>
<tr>
<th>Option</th>
<th>Details</th>
<th>Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reopen</td>
<td>Allows you to update &amp; revise all aspects of the Workspace.</td>
<td>Funding Opportunity must still be OPEN. (Not available if workspace in Archived status – e.g. funding opportunity is closed.)&lt;br&gt;Best option for Change/Corrected.&lt;br&gt;Retains the same Workspace ID.&lt;br&gt;Available for Submitted workspaces – this action essentially “reuses” all the workspace. (The prior submission details completely retained in the ‘Details’ screen. The re-opened workspace will add a new row in the Details screen at submission with a separate grants.gov tracking ID and details.)</td>
</tr>
<tr>
<td>Copy</td>
<td>You can enter the Funding Opportunity Number or the Opportunity Package ID, or you can search from all workspaces you have access to.&lt;br&gt;Creates a new Workspace ID with copies of the form details and attachments.</td>
<td>The funding opportunity selected must be the same or have the same forms.&lt;br&gt;If this isn’t substantially the same proposal, many fields need to be updated.&lt;br&gt;Does NOT copy participants or AOR from source workspace.</td>
</tr>
<tr>
<td>Reuse</td>
<td>Select a specific FORM to copy, not the entire workspace.&lt;br&gt;Could be a real time-saver for Senior/Key Person Profile, and Performance Site/Location forms for ‘the usual suspect’ proposal collaborators.&lt;br&gt;Allows you to create a WS from a ‘parent’ or BAA opportunity to use as a template – especially one with the SF424 R&amp;R, Senior/Key Person Profile, &amp; Project/Performance Site.</td>
<td>To reuse a previously completed form, it has to be the same form title, and must be in Passed status.&lt;br&gt;The Reuse process overwrites anything already added once you select a form to reuse.&lt;br&gt;Due to form version differences, not all data may be copied – but it will populate the compatible fields.&lt;br&gt;If the form you copied caused an error due to bad/incomplete data in the prior submission, it will create the same error if that item is not addressed.</td>
</tr>
</tbody>
</table>
Reopen a Workspace

When the workspace is in the Ready for Submission or Submitted status, and when the application package forms are up-to-date, the Reopen button will be visible. After a workspace is marked Completed or Submitted, the workspace is closed to further edits and updates, unless it is first reopened via the Reopen button. When a workspace status is New, In Progress or Archived, or if the application package forms are out-of-date, the Reopen button will be invisible – not an option for this workspace.

The Reopen button will only be active for the following Participants:

- Workspace Owners and Participants with the AOR role on the Manage Workspace page
- All Participants with access to the Manage Workspaces for Organization page

When the Reopen button is clicked, the following actions take place:

- The workspace status will be changed back to In Progress.
- The activity will be noted in the Activity tab of the workspace.
- The workspace page will be refreshed, and a success message will read, “Workspace successfully reopened.”

<table>
<thead>
<tr>
<th>Situation</th>
<th>Reopen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change/Corrected version of the same proposal</td>
<td></td>
</tr>
<tr>
<td>New submission: same PI, same forms, Funding opportunity is open</td>
<td></td>
</tr>
<tr>
<td>New submission, same PI, same form versions, Funding opportunity is closed</td>
<td></td>
</tr>
<tr>
<td>Funding opportunity closed -- form versions not all the same</td>
<td></td>
</tr>
<tr>
<td>Created a new workspace, but forms/data are identical to a prior submission</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Legend:

- Best option: ⭐⭐⭐
- Can do: ⭐⭐
- Cannot do: ⭐
- May not provide all data: 🔥
- Big lift: 🏋️‍♂️
How to Copy a Workspace

1. Login and click the **Manage Workspaces** link.
2. Enter search criteria and click the **Search** button to display the results for all workspaces you have access to.
3. Click the **Copy** link in the **Actions** column for the existing workspace you wish to copy. If you do not see the **Copy** link, then you do not have requisite access to copy a workspace. Users must have access to all forms or all non-budget forms to copy a workspace.
4. Enter either the **Funding Opportunity Number** field or the **Opportunity Package ID** field that corresponds to the grant you wish to apply for. If more than one application package fits this search criteria, you will be prompted with a list. Click the **Select** link for the correct application package.
5. Create a descriptive application name in the **Application Filing Name** field. (Please include your KC Proposal number, your PI last name, & lead unit at a minimum to help us identify & support this submission).
6. Click the **Copy Workspace** button. Upon a successful creation, you will be directed to the Manage Workspace page.

**Note:** Applicants are responsible for reviewing and verifying all data in their application forms. Please verify that all forms data is correct after copying a workspace – especially if the source and destination workspaces have different form versions, as there are often changes to forms between versions.
Resources - Questions – Help

Workspace Quick Cards: https://kc.mit.edu/quick-reference-cards#workspace

GRANTS.GOV


• Register - https://apply07.grants.gov/apply/register.faces

• Applicant FAQs - https://www.grants.gov/web/grants/applicants/applicant-faqs.html

RAS Lists

• Contract Administrators - https://ras.mit.edu/about-ras/staff-directory
• Liaisons - https://ras.mit.edu/about-ras/staff/by-sponsor

Research Administration Support: ra-help@mit.edu

RA Hub: https://ras.mit.edu/education-and-career-resources/educational-offerings