Research Administration Practices (RAP) Sessions

Workspace and Grants.gov

June 16, 2020

Presented by:

Dianne Bickford – Senior Financial Officer, Sponsored Activity, Biological Engineering
Ian Cariolo – Senior Research Administration Support and Education Specialist, Vice President for Research
Carole Trainor - Senior Research Administration Support and Education Specialist, Vice President for Research
Agenda

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

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

Dianne Bickford, Senior Financial Officer, Sponsored Activities, Department of Biological Engineering
Dianne Bickford: DLC Perspective

• Began using Workspace - September 2019
• Sponsors: ONR, DARPA, NIH

Benefits:
• Correct forms for selected opportunity
• Get the full proposal in the correct form and order
• Check for errors
• Instant validation at sponsor
  • Eliminates need for Change/Corrected
Dianne Bickford: DLC Perspective

• **Workspace** – Manually complete forms

• **RAS MIT Facts and Subrecipient Profile Information**
  

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**Kuali Coeus**

**Detailed Budget**

• Institute F&A Rates

• Indirect Costs

• Inflation Rates

Upload Workspace export

**NOTE:** Forms are *NOT* interchangeable between KC and Workspace
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 FastLane and Proposal Central), unless DLC approves in Sponsor system (like NSPIRES).

**Grants.Gov**

**Workspace**
- DLC creates a KC PD, completes MIT & sponsor requirements.
- RAS approves KC proposal & submits S2S.

**System to System (S2S)**
- DLC routes KC PD for internal approval.
- RAS approves KC proposal & submits S2S.
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.

- Though the majority of federal funding opportunities can be applied for through KC for System-to-System (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 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 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?
But wait, Grants.gov solicitations advise using Workspace to prepare/submit..? *

Grants.gov’s standard way for applying to federal grants:

Registration

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.
Registration Cont’d

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 are now have an account with Grants.gov.
Choose Add Organization Applicant Profile, enter MIT’s DUNS Number 001425594, 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.
DEMO

• NIH

• Forms-F
Creating a Workspace Application
Creating a Workspace Application Cont’d
Creating a Workspace Application Cont’d
Creating a Workspace Application Cont’d
Creating a Workspace Application Cont’d
Adding Participants and AOR*

*Authorized Organizational Representative = RAS staff authorized to submit.

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.
## Sponsor Liaison Assignments

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

### NIH
- **Bernadette Vallely (LL)**  
  Senior Contract Administrator  
  bvallely@mit.edu  
  617-324-7211
- **Laureen Horton (L)**  
  Asst. Dir., Grant & Contract Administration  
  laureena@mit.edu  
  617-253-3922
- **Jamie Goldberg (L)**  
  Senior Contract Administrator  
  jrgold@mit.edu  
  617-253-6287
- **Courtney Bensey**  
  Senior Contract Administrator  
  cbensey@mit.edu  
  617-324-7533
- **Katelynn McPeake (*)**  
  Senior Contract Administrator  
  mcpeak01@mit.edu  
  617-715-2479

### DOD ASSISTANCE (ARO/AFOSR/ONR)
- **Michael P. Corcoran (LL)**  
  Assistant Director  
  mcorcor@mit.edu  
  617-253-3906
- **Laureen Horton (L)**  
  Asst. Dir., Grant & Contract Administration  
  laureena@mit.edu  
  617-253-3922
- **Mary A. McGonagle (L)**  
  Senior Contract Administrator  
  mam@mit.edu  
  617-258-8017
- **Courtney Bensey (L)**  
  Senior Contract Administrator  
  cbensey@mit.edu  
  617-324-7533
- **Marissa Clarkson (*)**  
  Senior Contract Administrator  
  mclarkso@mit.edu  
  617-324-5382
- **Jamie Goldberg (*)**  
  Senior Contract Administrator  
  jrgold@mit.edu  
  617-253-6287
- **Nancy Sahagian (*)**  
  Asst. Dir., Grant & Contract Administration  
  nsahag@mit.edu  
  617-715-4295

### DOD-CDMRP
- **Michael P. Corcoran (LL)**  
  Assistant Director  
  mcorcor@mit.edu  
  617-253-3906
- **Laureen Horton (L)**  
  Asst. Dir., Grant & Contract Administration  
  laureena@mit.edu  
  617-253-3922
- **Courtney Bensey (L)**  
  Senior Contract Administrator  
  cbensey@mit.edu  
  617-324-7533
- **Marissa Clarkson (*)**  
  Senior Contract Administrator  
  mclarkso@mit.edu  
  617-324-5382
- **Jamie Goldberg (*)**  
  Senior Contract Administrator  
  jrgold@mit.edu  
  617-253-6287
- **Nancy Sahagian (*)**  
  Asst. Dir., Grant & Contract Administration  
  nsahag@mit.edu  
  617-715-4295
- **Bernadette Vallely (*)**  
  Senior Contract Administrator  
  bvallely@mit.edu  
  617-324-7211

### DOE ASSISTANCE
- **Mary A. McGonagle (LL)**  
  Senior Contract Administrator  
  mam@mit.edu  
  617-258-8017
- **Michael P. Corcoran (L)**  
  Assistant Director  
  mcorcor@mit.edu  
  617-253-3906
- **Jamie Goldberg (L)**  
  Senior Contract Administrator  
  jrgold@mit.edu  
  617-253-6287
- **Courtney Bensey (*)**  
  Senior Contract Administrator  
  cbensey@mit.edu  
  617-324-7533
- **Nancy Sahagian (*)**  
  Asst. Dir., Grant & Contract Administration  
  nsahag@mit.edu  
  617-715-4295
- **Stacey Sullaway (*)**  
  Senior Contract Administrator  
  sullaway@mit.edu  
  617-324-7210

---

**Address:**

Research Administration Services  
77 Massachusetts Avenue NE18-901  
Cambridge, Massachusetts 02139-4307  

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](https://ras.mit.edu/about-ras/staff/by-sponsor)
# 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><strong>CANNOT reopen</strong> – the opportunity is closed.</td>
</tr>
</tbody>
</table>
Research and Related (RR) SF424 Form

1. TYPE OF SUBMISSION:
   - Select Type of Submission:
     - Pre-application
     - Application
     - Changes/Amended Application

2. DATE SUBMITTED:
   - Date Submitted:
   - Application Identifier: B223M7

3. DATE RECEIVED BY STATE:
   - Date Received by State:
   - State Application Identifier:

4. IDENTIFIERS:
   - Federal Identifiers:
   - Agency Funding Identifier:
   - Principal Grants.gov Tracking ID:

5. APPLICANT INFORMATION:
   - Organizational EIN:
   - Massachusetts Institute of Technology
   - Office of Sponsored Programs
   - 77 Massachusetts Avenue
   - Cambridge, MA
   - USA, UNITED STATES
   - 02139-4307
5.A. PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prefix</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td>Mary</td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>McGinigle</td>
</tr>
<tr>
<td>Suffix</td>
<td></td>
</tr>
<tr>
<td>Position/Title</td>
<td>Senior Contract Administrator</td>
</tr>
<tr>
<td>Street1</td>
<td>77 Massachusetts Avenue</td>
</tr>
<tr>
<td>Street2</td>
<td>NE18-901</td>
</tr>
<tr>
<td>City</td>
<td>Cambridge</td>
</tr>
<tr>
<td>County/Parish</td>
<td>Middlesex</td>
</tr>
<tr>
<td>State</td>
<td>MA, Massachusetts</td>
</tr>
<tr>
<td>Country</td>
<td>USA, UNITED STATES</td>
</tr>
<tr>
<td>ZIP/Postal Code</td>
<td>02139-4337</td>
</tr>
<tr>
<td>Phone Number</td>
<td>617-268-0017</td>
</tr>
<tr>
<td>Fax Number</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:mmm@mit.edu">mmm@mit.edu</a></td>
</tr>
</tbody>
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6. EMPLOYER IDENTIFICATION:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>EIN or TIN</td>
<td>04-2103694</td>
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7. TYPE OF APPLICANT:

<table>
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<th>Field</th>
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<tbody>
<tr>
<td>Type of Applicant</td>
<td>Private Institution of Higher Education</td>
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8. TYPE OF APPLICATION:

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<th>Field</th>
<th>Value</th>
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<tbody>
<tr>
<td>Type of Application</td>
<td>New</td>
</tr>
<tr>
<td>Is this application being submitted to other agencies?</td>
<td>No</td>
</tr>
</tbody>
</table>
### 9. NAME OF FEDERAL AGENCY:

**Name of Federal Agency:**
Dept of the Army - Materiel Command

### 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

**CFDA Number:**
12.431

**CFDA Title:**
Basic Scientific Research

### 11. DESCRIPTIVE TITLE OF APPLICANT’S PROJECT:

**Title of the Proposal:**

### 12. PROPOSED PROJECT:

**Start Date:**
07/01/2020

**End Date:**
06/30/2026

### 13. CONGRESSIONAL DISTRICT OF APPLICANT:

**Congressional District Code:**
MA-007

### 14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION:

**Profile:**

**First Name:**
Mickey

**Middle Name:**
M

**Last Name:**
Mouse

**Suffix:**
Ph.D.

**Position/Title:**
Professor

**Organizational Name:**
Massachusetts Institute of Technology

**Department:**
Research Lab of Electronics

**Address:**
77 Massachusetts Avenue

**City:**
Cambridge

**State:**
MA: Massachusetts

**Country:**
USA: UNITED STATES

**ZIP / Postal Code:**
02395-4307

**Phone Number:**
555-555-555

**Fax Number:**
111-111-111

**Email:**
mtclem@mit.edu
### 15. ESTIMATED PROJECT FUNDING:

<p>| | |</p>
<table>
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<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Total Federal Funds Requested:</td>
<td>1,250,000.00</td>
</tr>
<tr>
<td>b. Total Non-Federal Funds:</td>
<td>0.00</td>
</tr>
<tr>
<td>c. Total Federal &amp; Non-Federal Funds:</td>
<td>1,250,000.00</td>
</tr>
<tr>
<td>d. Estimated Program Income:</td>
<td>0.00</td>
</tr>
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### 16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>a. YES:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>b. NO:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Program is not covered by S.O. 12372-OR</td>
<td></td>
</tr>
<tr>
<td>Program has not been selected by State for review</td>
<td></td>
</tr>
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</table>

### 17. APPLICATION CERTIFICATION:

By signing the application, I certify that the statements contained in the list of certifications and that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms. If selected for award, I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (G.S. Code Title 18, Section 100B.)

**The list of certifications and assurances, as an Internet site where you may obtain this list, is contained in the announcement or agency specific instructions.**

### 18. SFLLL (DISCLOSURE OF LOBBYING ACTIVITIES) OR OTHER EXPLANATORY DOCUMENTATION:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Attachment:</td>
<td></td>
</tr>
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### 19. AUTHORIZED REPRESENTATIVE:

<p>| | |</p>
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</tr>
</thead>
<tbody>
<tr>
<td>Prefix:</td>
<td></td>
</tr>
<tr>
<td>First Name:</td>
<td>Martha</td>
</tr>
<tr>
<td>Middle Name:</td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td>Corcoran</td>
</tr>
<tr>
<td>Suffix:</td>
<td></td>
</tr>
<tr>
<td>Position/Title:</td>
<td>Assistant Director</td>
</tr>
<tr>
<td>Organization Name:</td>
<td>Massachusetts Institute of Technology</td>
</tr>
<tr>
<td>Department:</td>
<td>Office of Sponsored Programs</td>
</tr>
<tr>
<td>Division:</td>
<td></td>
</tr>
<tr>
<td>Street1:</td>
<td>77 Massachusetts Avenue</td>
</tr>
<tr>
<td>Street2:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Cambridge</td>
</tr>
<tr>
<td>County / Parish:</td>
<td>Middlesex</td>
</tr>
<tr>
<td>State:</td>
<td>MA, Massachusetts</td>
</tr>
<tr>
<td>Country:</td>
<td>USA: UNITED STATES</td>
</tr>
<tr>
<td>ZIP / Postal Code:</td>
<td>02139-4307</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>617-253-3506</td>
</tr>
<tr>
<td>Fax Number:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:mcorcor@mit.edu">mcorcor@mit.edu</a></td>
</tr>
<tr>
<td>Signature of Authorized Representative:</td>
<td>Completed on submission to Grants.gov</td>
</tr>
<tr>
<td>Date Signed:</td>
<td>Completed on submission to Grants.gov</td>
</tr>
</tbody>
</table>
RR SF424 Form Cont’d

20. PRE-APPLICATION:

21. COVER LETTER ATTACHMENT:

22. BURDEN STATEMENT

SF-424 Research and Related Form (4404-0001)

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 4404-0001. The time required to complete this information collection is estimated to average 56 minutes per response (depending on the combination of 4404-0001 components that are used by the agency), including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Health & Human Services, OS/OCPS/RRA, 200 Independence Ave., S.W., Suite 537 H, Washington D.C. 20201, Attention: PRA Reports Clearance Officer.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Total Responses</th>
<th>Average Burden per response in Hours</th>
<th>Total Burden Hours</th>
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<td>DOC</td>
<td>2,300</td>
<td>25/90</td>
<td>958</td>
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<tr>
<td>DOH</td>
<td>16,160</td>
<td>1.9</td>
<td>32,230</td>
</tr>
<tr>
<td>ED</td>
<td>1,200</td>
<td>0.9</td>
<td>40,000</td>
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<tr>
<td>HHS</td>
<td>92,200</td>
<td>5.73</td>
<td>5,418,000</td>
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<tr>
<td>DOD</td>
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<td>1.57</td>
<td>13,045</td>
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<td>10,000</td>
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<td>15,000</td>
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<td>9,000</td>
<td>1.26</td>
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<tr>
<td>NSF</td>
<td>40,000</td>
<td>1.20</td>
<td>40,000</td>
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<tr>
<td>CMS</td>
<td>300</td>
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<td>420</td>
</tr>
<tr>
<td>Total</td>
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<td></td>
<td>10,367,528</td>
</tr>
</tbody>
</table>

10,367,528 / 179,750 total responses = 58 hours

SAVE  CHECK FOR ERRORS  CLOSE
RR SF424 Form Cont’d
RR Personal Data Form
Research & Related Senior/Key Person Profile (Expanded)

### Profile - Project Director / Principal Investigator

- **First Name:** Mosley
- **Middle Name:** M
- **Last Name:** Mosie
- **Suffix:** Ph.D.

**Position/Title:** Professor

**Organization Name:** Massachusetts Institute of Technology

**Department:** Research Lab of Electronics

**Division:**

**Street1:** 77 Massachusetts Avenue
**Street2:** NE 15-501

**City:** Cambridge

**State:** MA
**Zip Code:** 02139-4307
**Country:** USA, United States

**Phone Number:** 555-555-555
**Fax Number:** 111-111-111
**Email:** mosie@mit.edu

**Credential, e.g., Agency Login:** MOSIEY

**Project Role:** PDS

- **Degree Type:** Ph.D.
- **Degree Year:** 1969

**Attachment**

- File Attachement: Upload PDF Attachment
- File Description: Comments on Attachment

**Research Administration Practices (RAP) Sessions - Workspace and Grants.gov**
Project/Performance Site
PHS 398 Research Plan
RR Budget

ORGANIZATION

ORGANIZATION INFORMATION:

Organizational OWA: 0314285940009
OFA Name of Organization: Massachusetts Institute of Technology
Budget Type:

BUDGET PERIOD(S)

Budget Period 1

BUDGET PERIOD DATES:

Start Date: 07/19/2020
End Date: 09/30/2020

A. SENIOR / KEY PERSON:

Senior Key Person, Project Role

Requested Salary ($) Funds Requested ($) Fringe Benefits ($) Total

B. OTHER PERSONNEL:

Number of Personnel

Requested Salary ($) Funds Requested ($) Fringe Benefits ($)
### B. OTHER PERSONNEL:

<table>
<thead>
<tr>
<th>Role</th>
<th>Requested Salary ($)</th>
<th>Fringe Benefits ($)</th>
<th>Funds Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Doctorates</td>
<td>69,300.00</td>
<td>18,780.00</td>
<td>88,080.00</td>
</tr>
<tr>
<td>Undergraduate Students</td>
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<td>0.00</td>
<td>12,520.00</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>47,500.00</td>
<td>0.00</td>
<td>47,500.00</td>
</tr>
<tr>
<td>Secretarial/Clerical</td>
<td>8,200.00</td>
<td>3,100.00</td>
<td>11,300.00</td>
</tr>
</tbody>
</table>

Total Wages and Salaries: $144,080.00

### C. EQUIPMENT DESCRIPTION:

- Add equipment as needed

<table>
<thead>
<tr>
<th>Equipment Description</th>
<th>Funds Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### D. TRAVEL:

<table>
<thead>
<tr>
<th>Description</th>
<th>Funds Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Travel</td>
<td></td>
</tr>
<tr>
<td>Foreign Travel</td>
<td></td>
</tr>
</tbody>
</table>

Total Travel Cost: $0.00

### E. PARTICIPANT/TRAINEE SUPPORT COSTS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Funds Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition / Fees / Health Insurance</td>
<td></td>
</tr>
</tbody>
</table>

Total Participant/Trainee Support Costs: $0.00
RR Budget cont’d
**RR Budget cont’d**

<table>
<thead>
<tr>
<th>Category</th>
<th>Budget Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total for 16</td>
<td>123,200.00</td>
</tr>
<tr>
<td>Section A, Senior/Phy Person</td>
<td></td>
</tr>
<tr>
<td>Section B, Other/Personal</td>
<td></td>
</tr>
<tr>
<td>Total/Number/Other Personnel</td>
<td></td>
</tr>
<tr>
<td>Total Salaries, Wages and Fringe Benefits (a+b+c)</td>
<td>123,200.00</td>
</tr>
<tr>
<td>Section C, Equipment</td>
<td></td>
</tr>
<tr>
<td>Section D, Travel</td>
<td></td>
</tr>
<tr>
<td>1. Domestic</td>
<td></td>
</tr>
<tr>
<td>2. Foreign</td>
<td></td>
</tr>
<tr>
<td>Section E, Participant/Partner Support Costs</td>
<td></td>
</tr>
<tr>
<td>3. Tuition/Feas/Health Insurance</td>
<td></td>
</tr>
<tr>
<td>4. Insurance</td>
<td></td>
</tr>
<tr>
<td>5. Travel</td>
<td></td>
</tr>
<tr>
<td>6. Sublease</td>
<td></td>
</tr>
<tr>
<td>7. Other</td>
<td></td>
</tr>
<tr>
<td>Total 16</td>
<td>123,200.00</td>
</tr>
<tr>
<td>Section G, Direct Costs (b+g+h+j)</td>
<td>65,040.00</td>
</tr>
<tr>
<td>Section H, Indirect Costs</td>
<td></td>
</tr>
<tr>
<td>Section I, Total Direct and Indirect Costs (b+j + h)</td>
<td>224,400.00</td>
</tr>
<tr>
<td>Section J, Fee</td>
<td></td>
</tr>
<tr>
<td>Section K, Total Costs and Fees</td>
<td></td>
</tr>
</tbody>
</table>
Preview Grantor Validation

Click Request Grantor Validation button to find out what submission errors and warnings you would receive from the grant-making agency if you submitted your application package in its current state.

- Grants.gov allows only one request per Workspace to be active at a time.
- The status shown does not automatically update. Use the Refresh Status button to get the current status.
- We appreciate your patience while your request is being processed.

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.

Preview Validation Requests:

- Requester: Khalita McCarty
- Status: Request Completed
- Results: 0 Errors/0 Warnings
- Requested Date/Time: Oct 16, 2019 09:25:23 AM EDT
- Completed Date/Time: Oct 16, 2019 09:25:27 AM EDT

Research Administration Practices (RAP) Sessions - Workspace and Grants.gov 40
Printing/Saving the Application

1. Click on the Request Granter Image button.
2. Click on the Download button to save the application.
Workspace Proposal Preview: Where are all the attachments?

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.
Retrieving Workspace Attachments after submission. (continued)

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.
Complete and Notify AOR

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 a single 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>
</table>
| **Reopen** | Allows you to update & revise all aspects of the Workspace.  
- Best option for Change/Corrected.  
- Retains the same Workspace ID.  
- 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.) |  
- Funding Opportunity must still be OPEN. (Not available if workspace in Archived status – e.g. funding opportunity is closed.)  
- Best used when substantially the same submission – like change/corrected. Possible good option for Resubmission or revisions, but would require high level of scrutiny of all fields & replacing attachments specific to the subsequent submission. |
| **Copy** | You can enter the Funding Opportunity Number or the Opportunity Package ID, or you can search from all workspaces you have access to.  
- Creates a new Workspace ID with copies of the form details and attachments. |  
- The funding opportunity selected must be the same, or have the same forms.  
- If this isn’t substantially the same proposal, many fields need to be updated.  
- Does NOT copy participants or AOR from source workspace. |
| **Reuse** | Select a specific FORM to copy, not the entire workspace.  
- Could be a real time-saver for Senior/Key Person Profile, and Performance Site/Location forms for ‘the usual suspect’ proposal collaborators.  
- Allows you to create a WS from a ‘parent’ or BAA opportunity to use as a template – especially one with the SF424 R&R, Senior/Key Person Profile, & Project/Performance Site. |  
- To reuse a previously completed form, it has to be the same form title, and must be in Passed status.  
- The Reuse process overwrites anything already added once you select a form to reuse.  
- Due to form version differences, not all data may be copied – but it will populate the compatible fields.  
- 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. |
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.

<table>
<thead>
<tr>
<th>Situation</th>
<th>Copy</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: 🐼

Research Administration Practices (RAP) Sessions - Workspace and Grants.gov

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Resources - Questions – Help

GRANTS.GOV

- Register - [https://apply07.grants.gov/apply/register.faces](https://apply07.grants.gov/apply/register.faces)

RAS Lists

- Contract Administrators - [https://ras.mit.edu/about-ras/staff-directory](https://ras.mit.edu/about-ras/staff-directory)
- Liaisons - [https://ras.mit.edu/about-ras/staff/by-sponsor](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](https://ras.mit.edu/education-and-career-resources/educational-offerings)