Research Administration Practices (RAP) Sessions

WORKSPACE and GRANTS.GOV

March 19, 2019

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Agenda

- Introductions/Overview
- Workspace Accounts and Roles
- Creating a Workspace
- Completion and Submission
- Resources
At MIT, DLCs may submit federal proposals with System to System (S2S) or Workspace

Advantage of S2S?
- Auto population of information

Advantages of Workspace?
- Allows several users/administrators to simultaneously access and prepare proposal forms
- May use KC to create detailed or summary budget
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 it 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 OSP 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).
But wait, Grants.gov solicitations advise using Workspace to prepare/submit..? *

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

# Proposal Submission Methods

## KC Non S2S Proposals

<table>
<thead>
<tr>
<th>Paper &amp; Email</th>
<th>Sponsor System</th>
<th>Grants.Gov</th>
<th>Workspace</th>
<th>System to System (S2S)</th>
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<tr>
<td>DLC prepares proposal in sponsor required format</td>
<td>DLC creates development proposal in KC PD Module &amp; submits proposal for MIT review</td>
<td>DLC creates a KC PD, completes MIT &amp; sponsor requirements</td>
<td>DLC user creates or is invited to a Grants.gov workspace proposal; prepares proposal in Workspace and allows “AOR” or “SRO” access when done</td>
<td>DLC creates development proposal in KC PD Module, uploading Workspace document(s) MIT requirements &amp; submits proposal from MIT review</td>
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<tr>
<td>OSP reviews &amp; approves in KC; provides cover letter for DLC to send with proposal to sponsor</td>
<td>OSP 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)</td>
<td>DLC routes KC PD for internal approval</td>
<td>OSP reviews in both KC and Workspace; OSP approves in KC, generates KC Institute Proposal # and submits Workspace</td>
<td>OSP approves KC proposal &amp; submits s2s</td>
</tr>
<tr>
<td>Proposal sent to sponsor</td>
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Workspace Accounts and Roles

1. Request an account from:
   https://apply07.grants.gov/apply/register.faces
1. When entering Individual Applicant Profile, enter MIT’s DUNS Number in the DUNS field (00-142-5594)
2. Click **Save** to complete the profile creation process. This action sends your request to the OSP team that reviews and grants the Workspace role of “Workspace Manager”
3. An email confirmation will be sent when the process is complete.

You are now ready to create a Workspace!
Workspace Application

1. Type in Funding Opportunity Number
2. Click SEARCH
3. Click on Opportunity Number to open

4. Preview required forms
   OR
5. Start the application

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Other individuals can also be added to your Workspace application (at the very least, your OSP Contract Administrator and Liaison)

In the PARTICIPANTS tab:

1. Add from Workspace or Add by Username
2. Search
3. Check Add
4. Save
### Workspace Package Form Requirements/Instructions

#### Opportunity Package Details:
- **Agency Contact Information:** Veronica Lacey  
  Grant Specialist  
  E-mail: veronica.lacey@navy.mil  
- **Who Can Apply:** Organization Applicants

#### PACKAGE FORMS:
- Mandatory Forms:
  - SF424 (R & R) [V2.0]
  - Project Abstract [V1.2]
  - Research & Related Budget [V1.4]
  - Research & Related Personal Data [V1.2]
  - Research And Related Other Project Information [V1.4]
  - Research and Related Senior/Key Person Profile (Expanded) [V2.0]
- Optional Forms:
  - Attachments [V1.2]
  - R & R Subaward Budget Attachment(s) Form [V1.4]
  - Disclosure of Lobbying Activities (SF-LLL) [V1.2]
  - Grants.gov Lobbying Form [V1.1]

[Download Instructions](#)
Workspace Forms Package

1. The Workspace Manager has the ability to lock the attachments to prevent editing by other Participants.

2. Manually include Optional forms by clicking the check box.
Workspace Forms Completion

Form completion is by either downloading the form itself and re-uploading (yellow indicates required fields)...

...or completion “live” by using the Webform.
Workspace Forms Completion cont’d

Downloaded forms allow the user to check for errors
Adding a Subaward

1. Check off the box to the left of the form to **Include**

2. Click Add **Subform Row**

3. **View Subform Participants** lists those with access to the **Subforms**

4. **Subforms** are then accessed by clicking on **Go To Subforms**

**NOTE:** Whomever is named on the sub as a Participant doesn’t need a role assigned to her/him, but they **will** need a Grants.gov ID.
Complete and Notify AOR

- When the Workspace is complete and there are no validation errors, the Workspace Manager may “Complete and Notify AOR” in the Workspace – this sends email notification to OSP CA and Liaison that Workspace is ready for review.

- Workspace Manager should download Workspace form(s) and upload in KC, and route KC proposal for MIT review and approvals.

- OSP will wait for receipt of KC proposal to be received in OSP, before it will review and submit the Workspace proposal to Grants.gov.
Resources - Questions – Help

GRANTS.GOV

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

OSP Lists

- Liaisons - https://osp.mit.edu/about-osp/staff/by-sponsor

Research Administration Support: Ra-help@mit.edu

RA Hub: http://research.mit.edu/mit-research-administration-hub