



Instructions for submitting a proposal in grants.gov

1. Log in to your grants.gov account as the AOR. It will take you to the Applicant Center after you log in. IMPORTANT: do not log in as EBiz Point of Contact, as you cannot submit from there.
2. In the menu on the left-hand side of the page, click on “Manage Workspaces” under Grant Applications (circled in red below).

The screenshot shows the Grants.gov Applicant Center interface. The top navigation bar includes the Grants.gov logo, a search bar, and links for HELP, MY ACCOUNT, and LOGOUT. The main navigation menu has tabs for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS (selected), GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The left-hand side of the page features a navigation menu with the following sections:

- GRANT APPLICATIONS**
 - » How to Apply for Grants
 - » Apply Now
 - » **Manage Workspaces** (circled in red)
 - » Check Application Status
- APPLICANT MANAGEMENT**
 - » Manage Applicants
 - » Manage Organization Profile
 - » Manage Organization Roles
- APPLICANT RESOURCES**
 - » Workspace Overview
 - » Applicant Eligibility
 - » Applicant Training
 - » Applicant FAQs
 - » Adobe Software Compatibility
 - » Submitting UTF-8 Special Characters
 - » Encountering Error Messages

The main content area on the right includes the following sections:

- APPLY USING WORKSPACE**

Are you new to Grants.gov Workspace? Grants.gov Workspace allows applicants and organizations to tailor their application workflow to provide the best fit for your team. Each of the approaches contains links to help articles and video tutorials.

[Browse the Approaches to Workspaces»](#)
- OFFICIAL GRANTS.GOV MOBILE APP**

Now you can easily search for federal grant opportunities on your mobile device, subscribe to specific opportunities, and add closing dates to your phone's calendar app. The official Grants.gov Mobile App is available for download today!

[Download from Apple's App Store»](#) [Download from Google Play»](#)
- GRANTS.GOV TRAINING RESOURCES AND VIDEOS**

Learn how to find funding opportunities and apply for a grant in Grants.gov using our training resources and videos. Resources are available in the online user guide and Grants.gov YouTube channel.

[Browse the Applicant Training Resources»](#)
- GRANTS.GOV COMMUNITY BLOG**

- Click “search” (you don’t need to type in any search terms since it brings up the most recent applications). You should see your grant proposal in the results at the bottom.
- Click “manage” under Actions (circled in red below). This will take you to the proposal workspace.

GRANTS.GOV™
FIND. APPLY. SUCCEED.™

HELP | MY ACCOUNT | LOGOUT

SEARCH: Grant Opportunities ▾ Enter Keyword... **GO**

HOME | LEARN GRANTS ▾ | SEARCH GRANTS | **APPLICANTS ▾** | GRANTORS ▾ | SYSTEM-TO-SYSTEM ▾ | FORMS ▾ | CONNECT ▾ | SUPPORT ▾

GRANTS.GOV > Applicants > Manage Workspaces

MANAGE WORKSPACES ?

Please enter criteria and click Search:

Funding Opportunity Number:
Funding Opportunity Title:
Opportunity Package ID:
Workspace Owner:
Grant Tracking Number:

Workspace ID:
UEI:
Application Filing Name:
Last Activity Date: From: To:

Workspace Status:

☒ New

☒ In Progress

☒ Ready for Submission

☒ Submitted

☐ Archived

Search

Results: Export Detailed Data

1-3 of 3 Records

Workspace ID ▾	UEI ▾	Workspace Status ▾	Funding Opportunity Number ▾	Closing Date ▾	Application Filing Name ▾	Workspace Owner ▾	Last Activity Date ▾	Actions
WS00921164	U7NDZLXKCEE3	In Progress	ED-GRANTS-040722-001	06/15/2022	Duty to Country	Heather Fukunaga	06/14/2022	Copy Manage
WS00907786	ZK1JD86JUNT9	Submitted	ED-GRANTS-040422-001	06/03/2022	Adolescent Literacy Planning & Implementation Collaborative (ALPIC)	Heather Fukunaga	06/03/2022	Copy Manage
WS00894746	C54LC7CTL7M5	Submitted	FOA-ETA-22-02	10/14/2022	Closing Equity Gaps in Allied Health	Heather Fukunaga	05/27/2022	Copy Manage

1-3 of 3 Records

5. Click “sign and submit” to submit the proposal (circled in red below).

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

☒ Created
 ☒ Forms Passed
 ☐ Complete and Notify AOR
 ☐ Submit
 ☐ Agency Received
 [«Back](#)
[?](#)

Optional form successfully removed



ED-GRANTS-040722-001 - PKG00273128
 Application for Congressionally Directed
 Awards ALN 84.215K
 Department of Education

Application Filing Name: Duty to Country [\[Edit Name\]](#)
Workspace ID: WS00921164
AOR Status: Workspace has AOR
Workspace Owner: Heather Fukunaga

Workspace Status: In Progress
Last Submitted Date: ---
SAM Expiration Date: May 05, 2023

Opening Date: Apr 07, 2022
Closing Date: Jun 15, 2022
UEI: U7NDZLXKCEE3

[FORMS](#)
[VIEW APPLICATION](#)
[ATTACHMENTS](#)
[PARTICIPANTS](#)
[ACTIVITY](#)
[DETAILS](#)

Workspace Actions:

[Check Application](#)
[Sign and Submit](#)
[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 Edit)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
☒	Application for Federal Assistance (SF-424) [V4.0]	Mandatory	Passed	Jun 09, 2022 02:38:53 PM EDT	---	Lock Download Upload Reuse Webform
☒	ED Abstract Form [V1.1]	Mandatory	Passed	Jun 13, 2022 02:17:03 PM EDT	---	Lock Download Upload Reuse Webform
☒	ED GEPA427 Form [V1.1]	Mandatory	Passed	Jun 13, 2022 02:19:30 PM EDT	---	Lock Download Upload Reuse Webform
☒	ED SF424 Supplement [V3.0]	Mandatory	Passed	Jun 09, 2022 02:41:59 PM EDT	---	Lock Download Upload Reuse Webform
☒	U.S. DEPARTMENT OF EDUCATION BUDGET INFORMATION NON-CONSTRUCTION PROGRAMS [V1.4]	Mandatory	Passed	Jun 10, 2022 02:05:13 PM EDT	---	Lock Download Upload Reuse Webform
☒	Budget Narrative Attachment Form [V1.2]	Mandatory	Passed	Jun 13, 2022 02:23:44 PM EDT	---	Lock Download Upload Reuse Webform
☒	Grants.gov Lobbying Form [V1.1] READ-ONLY	Mandatory	Passed	---	---	Lock Download Upload Reuse Webform
☒	Project Narrative Attachment Form [V1.2]	Mandatory	Passed	Jun 13, 2022 02:50:06 PM EDT	---	Lock Download Upload Reuse Webform
☐	Grant Application Form for Project Objectives and Performance Measures Information [V1.0]	Optional	---	---	---	Lock Download Upload Reuse Webform
☐	Other Attachments Form [V1.2]	Optional	---	---	---	Lock Download Upload Reuse Webform
☒	Disclosure of Lobbying Activities (SF-LLL) [V2.0]	Optional	Passed [Locked]	Jun 13, 2022 02:29:22 PM EDT	Heather Fukunaga	Unlock Download Upload Reuse Webform

6. It will ask if you are changing or re-submitting a proposal. Click “no.”

7. A confirmation page will indicate the proposal was submitted – we suggest saving this for your records.