**How to register with grants.gov**

1. Choose Applicant Registration.
2. Enter first and last name, email address and phone number and then username, password and security question and answer.
3. Confirm email address by Click “send temporary code” button
4. A numerical code will be sent to your email address. Use this code to complete the registration process.
5. At the end of the registration, process, you will have the options of
	1. Continuing – skip adding a profile at this time.
	2. **Add Organizational Applicant Profile** – Affiliates you with an organization
	3. Add Individual Applicant – Allows you to apply for yourself and not on behalf of an agency.
6. Choose **b. Add Organizational Applicant Profile.**  You will need NDSU’s DUNS number for this, profile name and title.

**How to apply for a grant, using grants.gov workspace**

1. Under Search for Grant tab, locate a funding opportunity that matches your research set. It can be filtered by Opportunity Status, funding type, eligibility requirements (including public or state controlled institution of higher education), category, and agency. If you know the opportunity number and/or the CFDA number, this can be entered immediately.
2. Once you tab on the opportunity number, this link will take you to, “View Grant Opportunity.” You can view the synopsis, the version history, related documents, and package. Choose “Package” in order to steer to workspace, and then press the “Apply” button.”
3. Pick Option 1: Apply Now Using Workspace.
4. You will then have the option to create a “New Workspace” or copy current.

**How to add participants**

If the applicants are internal to NDSU (and have registered with grants.gov), choose the “Add from Workspace Organization.” If the person is from outside the agency, you will need to choose “Add by Username.”

**Manage Access**

Once the participants have been added, you can a) “Remove” the participant and then they will no longer have access b) “Make Owner” and they will be able to manage who has access to the forms, or c) “Manage Access” by assigning the person to be able to view and complete all forms or only non- budget forms.

**Completion of Forms:**

Under the forms tab, you will have a complete list of all of the necessary forms for completion. a) You can reuse a form from a previous workspace. This will take you into a search of previously completed forms in your workspace and if the form is the same, you can chose to replace the current form. b) You can download the form and work off of your computer on it and then upload it. c) You can use the web-based version of the form, check it for errors, save and close it.

Once the application is finished and checked, the complete and notify the AOR button will be accessible. When this button is tapped, an email will be sent to the AOR that the application is ready for submission.

In order to return back to an application, log back into grants.gov, and under the header of Grant Applications, choose Management Workspaces.