Grants.gov PDF Application Packages Phasing Out

BOCA RATON, Fla. (Oct. 25, 2017) – Starting Dec. 31, Grants.gov users will no longer be able to download PDF opportunity packages from the Grants.gov website. Users will be required to complete and submit online application forms to federal sponsors through Grants.gov's Workspace portal. Before users (PIs and Admin. Assistants) can access the Workspace portal, they must be registered in the Grants.gov system.

In preparation, it is suggested that you and your PIs register for a Grants.gov account now. Below are the instructions to register. If it is easier for you, you may register on behalf of your PIs and provide them with a temporary password that they can change at a later time.

How to Create a Grants.gov Username and Password

- Navigate to the Grants.gov homepage.
- Click the *Register* link on the right side of the Grants.gov banner.
- On the Register page, click the *Register as an Organization Applicant* button.
- Enter your organization's *DUNS or DUNS+4* Number on the Register with Grants.gov page. (004147534)
- Click the *Register* button.
- You will be directed to the Applicant Registration page where you will be prompted to complete the online form. All fields with a red asterisk (*) are required.
- Click the *Continue* button once you have completed the form.
- A confirmation page will display.

Let your PIs know that Workspace is available now and most federal opportunities can be submitted through the portal. Encourage your PIs to start using the system now for a seamless transition when Workspace becomes mandatory on Jan. 1.

Note that NIH and NSF proposals are still required to be submitted respectively through ASSIST and Fastlane.

Over the next couple of months, Sponsored Programs will be providing overview/training sessions for Grants.gov Workspace as we get closer to the Dec. 31 transition date.

If you have any questions, please contact Sponsored Programs.

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