

To use Workspace, individuals need an account associated with the University. This includes any faculty or staff who will prepare proposals in the system. To create the required Organization Applicant account, go to: <https://www.grants.gov/web/grants/register.html>.

On the following screen you will enter the information below and click "Continue":

*First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
*Last Name:	<input type="text"/>
*Email Address:	<input type="text"/>
*Phone Number:	<input type="text"/>
<hr/>	
*Username:	<input type="text"/>
*Password:	<input type="text"/>
*Confirm Password:	<input type="text"/>
*Secret Question:	<input type="text"/>
*Secret Answer:	<input type="text"/>

On the following screen you will review your information and click "Send Temporary Code". You will immediately receive a temporary code via email and should enter that code in the temporary code field.

Next, you will proceed by choosing "Add Organizational Applicant Profile", enter the following information, and click "Save". **The University's DUNS number is 003387891.**

*DUNS:	<input type="text"/>
*Profile Name:	<input type="text"/>
*Job Title:	<input type="text"/>

OSP will automatically be notified to update your user permissions. When permissions have been set, you will receive a second email from Grants.gov. At that time, you will be able to access solicitations and create proposals in Workspace.

**\*\* Please note OSP anticipates receiving hundreds of account requests in the near future, so setting permissions may not be immediate. \*\***

OSP encourages everyone who anticipates preparing proposals to register early to help avoid issues resulting from last minute registrations.

For more information about Workspace, Grants.gov established a website that includes video tutorials for many of the system's functions. This information can be found at: <https://www.grants.gov/web/grants/applicants/workspace-overview/workspace-process.html>