

GRANTS.GOV WORKSPACE USER REGISTRATION INSTRUCTIONS

Effective January 1, 2018, all new Grants.gov proposal submissions will be prepared online via the new Grants.gov Workspace system. The current PDF Application Package will be discontinued at that time. To create or participate in the preparation of a Grants.gov Workspace proposal you must be registered in Grants.gov with an Organization Applicant Profile linked to UWM.

How to Register a Grants.gov Account for Workspace

1. Click the [Register](#) link in the top-right corner of the Grants.gov banner.
2. Click the **Get Registered Now** button on the Register page.
3. Complete the **Contact Information** and **Account Details**. All fields with a red asterisk (*) are required.
 - o **Email Address:** When entering an email address, please keep in mind that all correspondence with Grants.gov will be sent to that email address.
 - o **Username:** Enter a username to log in to Grants.gov. It may only contain alphanumeric characters, question marks, periods, dashes, underscores, and the @ symbol. Your username cannot contain a space, nor can it only include numbers. Select a username you will remember.
 - o **Password:** The password you choose must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); at least one (1) number (0-9); and at least one (1) special character (e.g., ! @ # \$ % ^ & *). Do not write down your account information.
 - o **Secret Question/Answer:** Enter a question only you would be able to answer and will be able to remember in the future. Do not write down your account information.
4. Select whether to subscribe or unsubscribe from Grants.gov Communications. The **Alerts** are important messages about time-sensitive or major system changes. The **Newsletter** features training, system enhancement updates, and other resources to help the federal grants community.
5. Click **Continue**.
6. Click **Send Temporary Code**. A message from Grants.gov will be sent to your email account with the temporary code. **This Temporary Code will be active for 96 hours only.**
7. Enter the code into the **Temporary Code** field and click **Continue**.
8. Add an **Organization Applicant Profile**.
 - a. Complete the Grants.gov account registration process.
 - b. Under the **How would you like to proceed?** heading, select the **Add Organization Applicant Profile**.
 - c. Enter the UWM DUNS Number: **627906399**.
 - d. Create a profile name that will distinguish this organization profile from any other profiles you may have within your Grants.gov account.
 - e. Enter your job title for this organization in the **Job Title**.
 - f. Click the **Save** button to complete the profile creation process.

OSP staff will be notified of your registration and will add the Manage Workspace Role to your account.

Contact your [Pre-Award Specialist](#) if you have questions or need assistance with this registration.