

Research Administrators' Forum

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DIRECTOR OF PRE AWARD

MARCH 13, 2018

Minimum Effort on Sponsored Programs (FIN-028)

POLICY UPDATE

Minimum Effort on Sponsored Programs

- ❖ PI and all Senior/Key Personnel must have some level of committed effort on sponsored program activities
- ❖ Previously, policy distinguished between federal and non-federal
- ❖ Minimum of 1%
- ❖ Exceptions detailed in Appendix A of policy
- ❖ Effective 4/1; formal communication forthcoming
 - ❖ Proposals
 - ❖ Just-in-Time
 - ❖ Awards (New vs. Active)

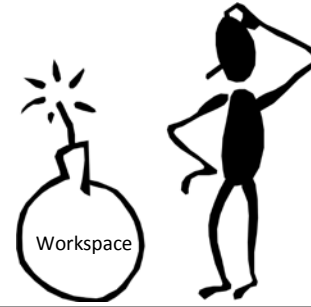
Grants.gov Workspace: An Overview

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SENIOR GRANTS & CONTRACTS ADMINISTRATORS

MARCH 13, 2018

What is Workspace?



- ❖ Workspace is the standard way for organizations to apply for federal grants in Grants.gov replacing the standard SF424 Legacy PDF Application Package (officially retired 12/31/17)
- ❖ Workspace allows a grant team to simultaneously access and edit different forms within an application
- ❖ Forms can be filled out online (via webforms) or offline (via downloading and uploading PDFs)



Roles and Registration

- ❖ In order to “create” or “own” a Workspace, a Grants.gov user must be assigned the Manage Workspace role
 - ❖ Register with Grants.gov and add UVA to your organizations
 - ❖ When UVA has been added to your organization, OSP will be sent a communication and will ensure your access is assigned appropriately
- ❖ Workspace owner can add additional participants who can view/edit forms
 - ❖ Participants only need a Grants.gov account and do not need Manage Workspace role to view and complete forms
 - ❖ Individuals from outside UVA (e.g., subcontractors) can be added as participants as well
 - ❖ Only the Workspace owner can override locked forms, and only AOR can submit proposal

How to use Workspace

- ❖ Search for the opportunity number in Grants.gov, go to the package tab, and click “apply”
- ❖ Enter a filing name and then click “Create Workspace”
- ❖ The creator of the Workspace will default to the Workspace Owner
 - ❖ Can be reassigned to participants as needed (but can only be reassigned to participants with the Manage Workspace Role)

VIEW GRANT OPPORTUNITY



N00014-18-S-F005

Fiscal Year (FY) 2018 Funding Opportunity Announcement (FOA) for the Office of Naval Research (ONR), on behalf of the Office of the Secretary of Defense (OSD), for the Manufacturing Engineering Education Program
Department of Defense
Office of Naval Research

[« Back | Link](#)

[Subscribe to Opportunity](#)

SYNOPSIS | VERSION HISTORY | RELATED DOCUMENTS | **PACKAGE**

[« Back to Packages | Print Package Details](#)

Please review Applicant FAQs as you prepare and submit your application.

Selected Opportunity Package:

Opportunity Package ID: PKG00237600	Opening Date: Jan 12, 2018
CFDA: 12.300 – Basic and Applied Scientific Research	Closing Date: May 16, 2018
Competition ID – Title:	

Apply Now Using Workspace

[Create Workspace »](#)

Workspace is our enhanced application submission feature, which helps organizations and individuals create, complete, and submit grant applications.

[Want to learn how to get started? Click here.](#)



N00014-18-S-B001 - PKG00235013
 FY18 Long Range Broad Agency
 Announcement (BAA) for Navy and Marine
 Corps Science and Technology
 Department of Defense
 Office of Naval Research

Application Filing Name: Burns ONR [Edit Name]

Workspace ID: WS00084362

Workspace Status: Submitted

Opening Date: Sep 29, 2017

AOR Status: Active

Last Submitted Date: Jan 11, 2018

Closing Date: Sep 28, 2018

Workspace Owner: Patricia N Ashley

SAM Expiration Date: Nov 09, 2018

DUNS: 0653915260000

- FORMS
- PARTICIPANTS
- ACTIVITY
- DETAILS

Workspace Actions:

- Preview Application Forms
- Check Application
- Sign and Submit
- Reopen
- 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 Preview)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	SF424 (R & R) [V2.0]	Mandatory	Passed	Jan 10, 2018 02:00:53 PM EST	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Project Abstract [V1.2]	Mandatory	Passed	Jan 08, 2018 10:17:09 AM EST	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Research & Related Budget [V1.4]	Mandatory	Passed	Jan 10, 2018 02:02:45 PM EST	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Research & Related Personal Data [V1.2]	Mandatory	Passed	Jan 05, 2018 10:53:42 AM EST	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Research And Related Other Project Information [V1.4]	Mandatory	Passed	Jan 10, 2018 02:13:59 PM EST	---	Lock Download Upload Reuse Webform
<input checked="" type="checkbox"/>	Research and Related Senior/Key Person Profile (Expanded) [V2.0]	Mandatory	Passed	Jan 05, 2018 10:15:05 AM EST	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	Attachments [V1.2]	Optional	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	Disclosure of Lobbying Activities (SF-LLL) [V1.2]	Optional	---	---	---	Lock Download Upload Reuse Webform
<input type="checkbox"/>	R & R Subaward Budget Attachment(s) Form 10 YR 10 ATT [V1.4]	Optional	---	---	---	Lock Download Upload Reuse Webform

MANAGE SUBFORMS: 0

SUMMARY



How to use Workspace



- Workspace owner adds participants as needed/desired
- Workspace owner reassigns ownership as needed/desired



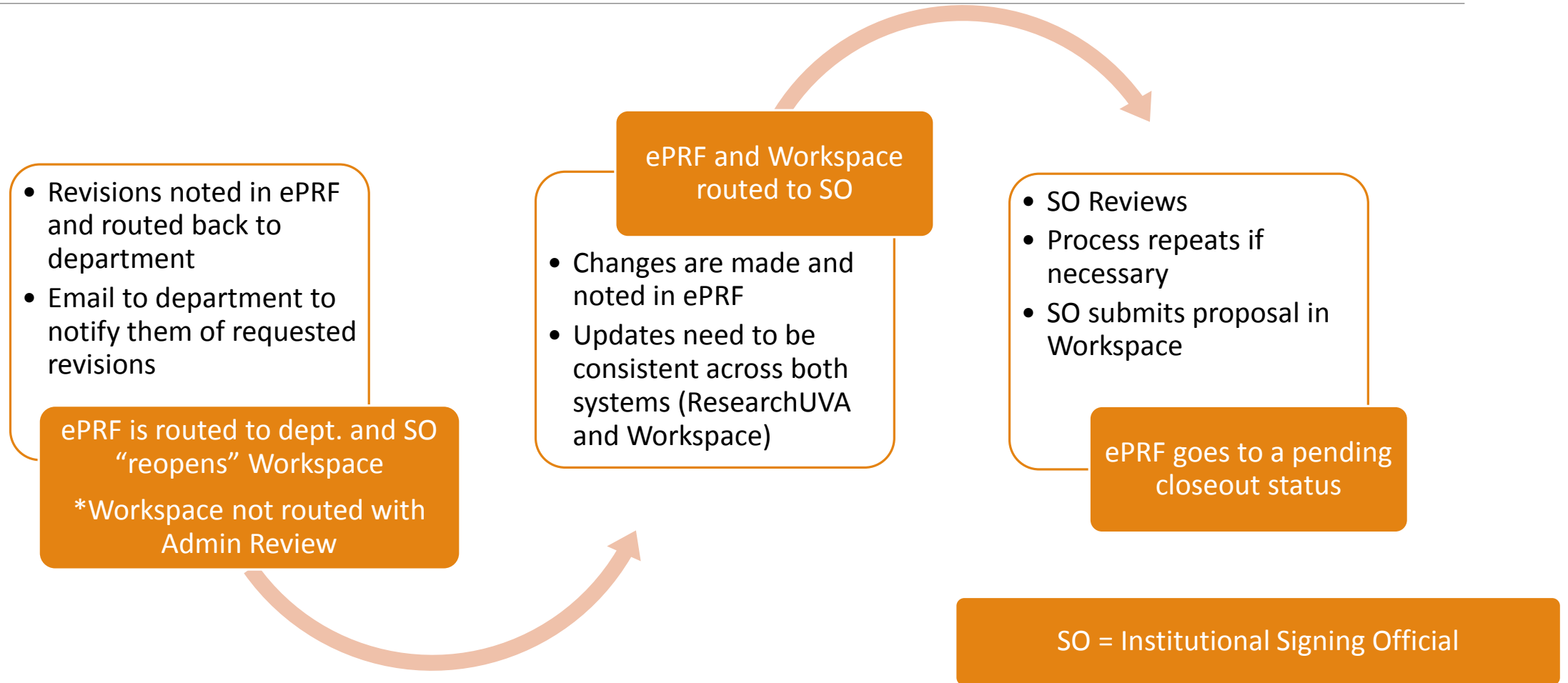
- Forms are completed using download/upload or webform functionality (or forms are reused from other Workspaces)
- Application is checked, and any errors are corrected



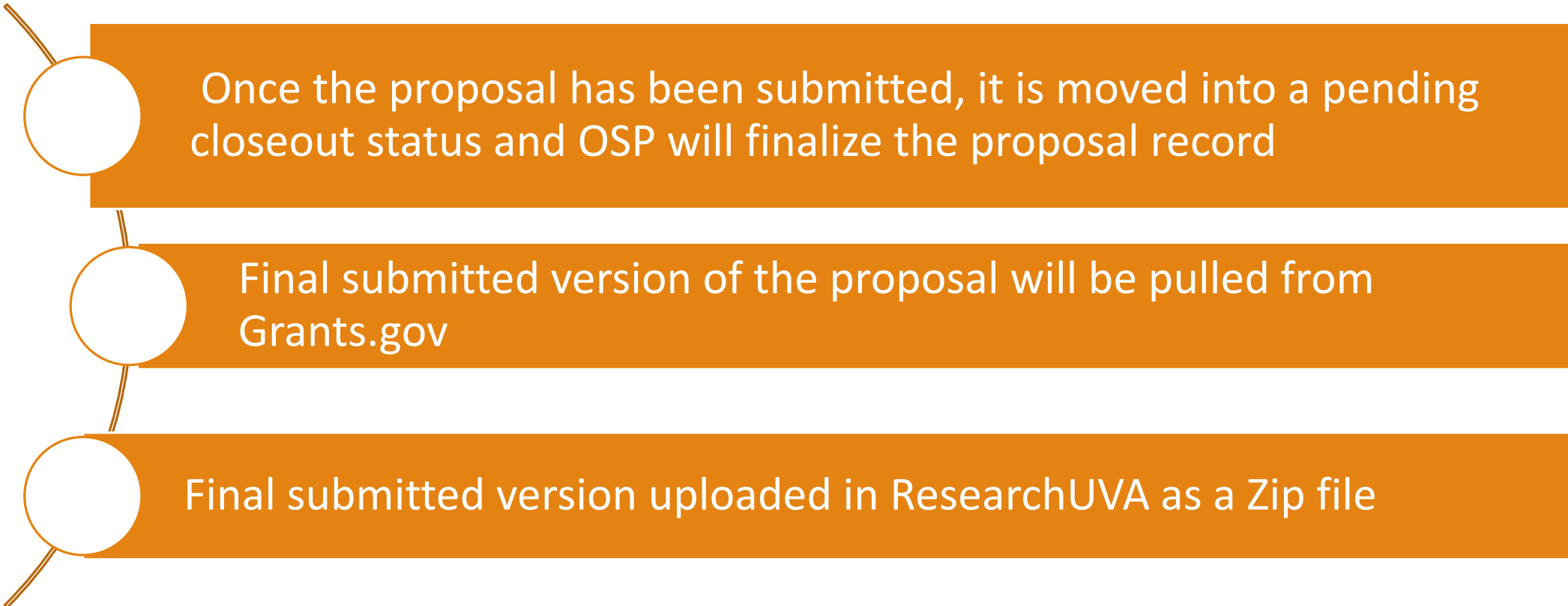
- Validation checks pass for all forms, “Complete and Notify AOR” button becomes available
- OSP submits once reviewed

Proposal Workflow using ResearchUVA and Workspace

Workflow for Proposal Revisions



Proposal Closeout Process



Once the proposal has been submitted, it is moved into a pending closeout status and OSP will finalize the proposal record

Final submitted version of the proposal will be pulled from Grants.gov

Final submitted version uploaded in ResearchUVA as a Zip file

Other Submission Platforms

❖ Typically will use Workspace for Grants.gov opportunities with the following notable exceptions

NIH



NSF



NASA



Additional Tips and Tricks

- ❖ When you first initiate a Workspace, a descriptive applicant filing name can be helpful
 - ❖ OSP recommends having the ePRF number in the applicant filing name
- ❖ Providing the Workspace ID in the additional information section of the ePRF helps OSP identify the correct application - important generally and especially when there are similar applications routing simultaneously
- ❖ Lock and unlock functionality allows for multiple people to work on multiple sections of the proposal while maintaining version control
- ❖ “Activity” tab allows you to see who did what and when

Additional training and documentation available:

[Grants.gov Workspace Overview](#)

[Grants.gov User Guide](#)

Questions?

