Getting Started Guide: Grants.gov Registration and Workspace Access

About Workspace
Workspace is the standard way to apply for grants in Grants.gov for both organizations and individuals. It is designed to work for individual applicants and large teams applying on behalf of an organization. For more information about workspace, visit https://www.grants.gov/web/grants/applicants/workspace-overview.html

About Grants.gov Accounts & Profiles
All users need to register with Grants.gov, which creates one account for accessing and using the system.

- An account in Grants.gov is defined by your unique email address, username, and password. Within your single account, you may have multiple profiles.
- A profile corresponds to a single applicant organization the user represents (e.g. Northwestern University). If you work for or consult with multiple organizations, you may log in to your Grants.gov account to access multiple profiles. Each profile may have different roles based on which roles have been assigned to you by each organization.

1: Register for a Grants.gov account

- If you already have Grants.gov account, skip to step #2.
- If you need a grants.gov account:
  - Go to https://www.grants.gov/ and click “register” in the upper right corner.
  - On the following screen, click the red “Get registered now” button and complete the registration form.

For step-by-step instructions about registering, including a short instructional video, go to: https://www.grants.gov/help/html/help/Register/Register.htm

2: Add a profile to your account

If you are creating a new account and adding a profile during registration, under the “How would you like to proceed?” heading, select the “Add Organization Applicant Profile” option.

If you are adding a profile to an existing account, login to your account. Under the “Manage Profiles” tab, select “Add Profile”.

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3: Enter the new profile details

- Make sure “Organization Applicant” is selected
- Enter the DUNS number:
  - For Chicago: 005436803
  - For Evanston: 160079455
- Create a profile name that will distinguish your Northwestern profile from any other profiles you may have within your Grants.gov account
- Enter your job title
- Click the Save button to complete the profile creation process

4: Wait for your confirmation email

You will receive an email confirming the privileges for which you have been authorized for your Northwestern profile. Please be patient as profile forms must be individually reviewed and processed. However, confirmation typically will occur during the same business day.

5: Access and manage workspaces

Login to Grants.gov using your account username and password and select “Manage Workspaces” from the left navigation bar.

The Office for Sponsored Research (OSR) creates workspaces for Northwestern applicants. You can search for and access any workspaces that OSR has set-up and assigned to you in the “Manage Workspaces” area.