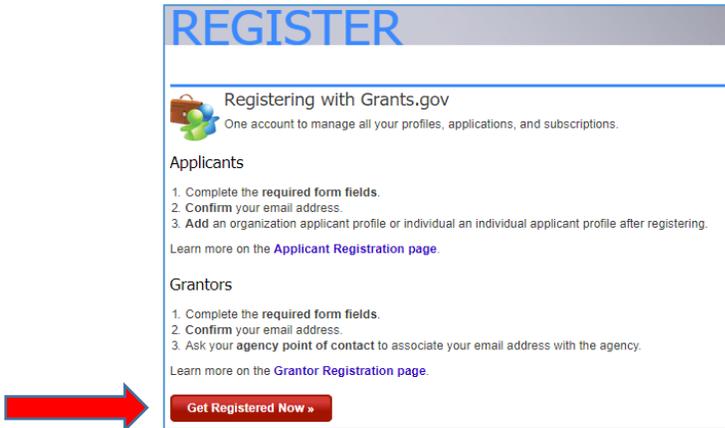


# Steps for Grants.gov Workspace Registration

1. Registrant goes to grants.gov webpage (www.grants.gov).
2. Click on **Register** link in the top right corner.
3. Click on **Get Registered Now** button.

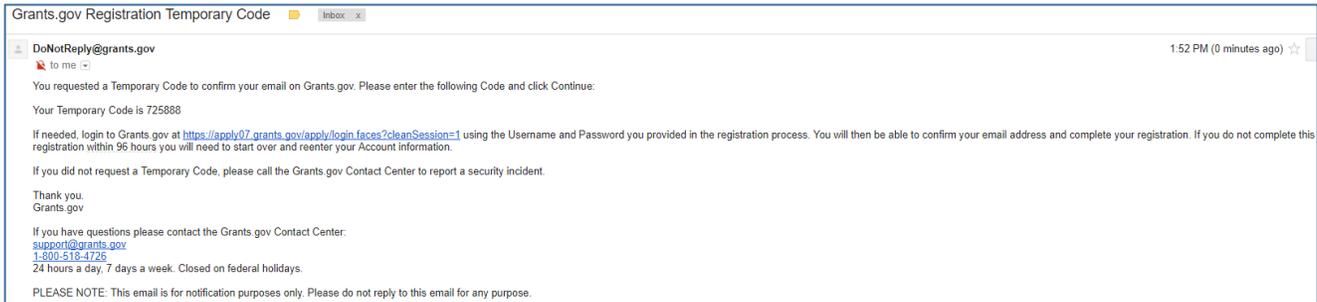


4. Complete the **Contact Information, Account Details** and **Communications** sections and then click the **Continue** button. **Note: Be sure to record your username and password and your secret question and secret answer.**

5. A confirmation screen appears. Click on the **Send Temporary Code** button and a code to use will be sent to the email address you provided during registration. This is used by Grants.gov to confirm your email address. The **Edit** button allows you to edit information previously entered.

# Steps for Grants.gov Workspace Registration

6. User should check their email for the Grants.gov Registration Temporary Code. **Note: If an email is not found in the user's inbox, check the spam filter and junk mail folder. Return to the registration screen and enter the temporary code.**



The "REGISTER" screen has a "Confirm Email:" section. Below the heading, it says: "Please enter temporary code below to confirm your email address. This code was sent to vonnie.perkins@gmail.com. To change your email address click Edit link below." There is a text input field labeled "\*Temporary Code:" with a red asterisk. Below the field are two buttons: "Continue >" and "Resend Temporary Code >".

7. In the next window click on the radio button next to **Add Organization Applicant Profile**.

Enter USC's DUNS number: 041387846.

Profile Name: University of South Carolina

Job Title: **[Enter job title]**

Click the **Save** button.

The "REGISTER" screen displays a success message: "Congratulations! Your Grants.gov Account was successfully created." Below this, it offers options for adding applicant profiles. Under "How would you like to proceed?", there are three radio buttons: "Continue - Skip adding a profile at this time", "Add Organization Applicant Profile - Affiliates you with an Organization and with additional access allows you to apply for Opportunities on behalf of the Organization" (which is selected), and "Add Individual Applicant Profile - Allows you to apply for Opportunities on your own behalf". Below this, a section titled "Please complete to Add an Organization Profile and click Save:" contains three input fields: "\*DUNS:" with the value "041387846", "\*Profile Name:" with the value "USC", and "\*Job Title:" with the value "Sr. Sponsored Programs Administrator". A "Save" button is located at the bottom.

8. As determined by the College/Department/Center/Institute, faculty will be given the Manage Workspace role. If the registrant is a staff member who currently does not have PI status and needs a Manage Workspace Role in order to assist faculty, the registrant needs to provide a written justification with concurrence by the PI, Chair or Dean as appropriate. This can be done as an email or a memo to the SAM Administrator assigned to your Department.
9. Your SAM Administrator can answer any questions you may have regarding Workspace. Grants.gov has posted a number of helpful Workspace training videos on YouTube. To view the Grants.gov Workspace videos copy and paste this link in a browser - <https://www.youtube.com/user/GrantsGovUS> .

Video - How to Register in Grants.gov - <https://www.youtube.com/watch?v=E1-ik--nrlg>