

Research Administration Practices (RAP) Sessions



Office of the Vice President for Research
Research Administration Services

Workspace and Grants.Gov

September 14, 2021

Presented by:

Esmeralda Barreiro, *Fiscal Officer, Brain and Cognitive Sciences*

Ian Cariolo – *Senior Research Administration Support and Education Specialist, Vice President for Research*



Agenda



- Welcome and Introductions
- DLC Perspective
- KC S2S versus Workspace
- Workspace Navigation Demo
- Resources

Introductions

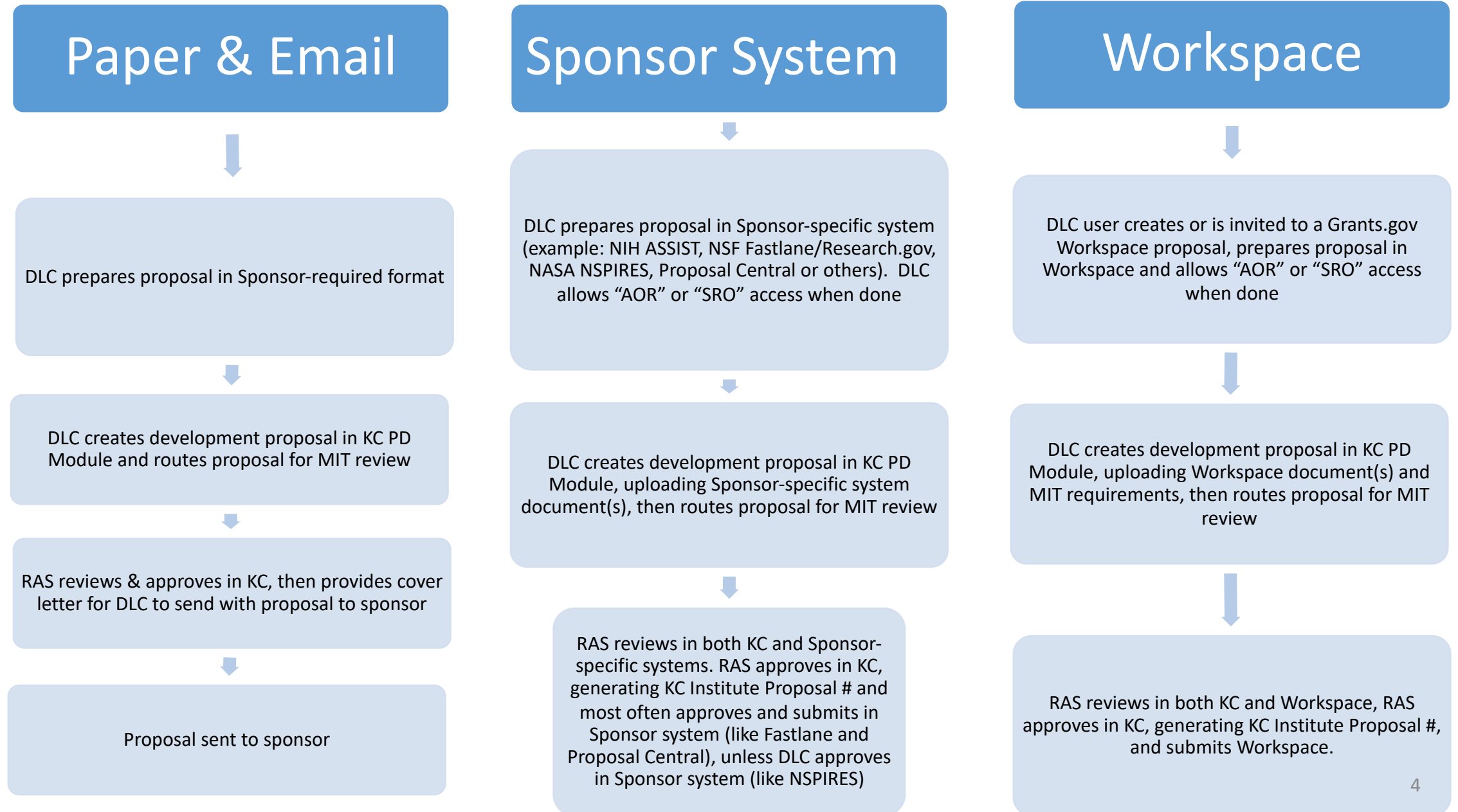
Ian Cariolo

Senior Research Administration Education & Support Specialist, VPR

Esmeralda Barreiro

Fiscal Officer, Brain and Cognitive Sciences

Proposal Submission Methods



Esmeralda Barriero: DLC Perspective

- **Began using Workspace - December 2020**
- **Sponsors: DOE, NIH**

Benefits:

- **Correct forms for selected opportunity every time**
- **Get the full proposal in the correct form and order**
- **Check for errors**
- **Instant validation at sponsor (NIH)**
 - **Eliminates need for Quali Coeus Change/Corrected**

Workspace Overview cont'd

What exactly IS Workspace and when should it be used?

- Workspace is a portal created by Grants.gov for submission of proposals for federal funding. It is outside of and **not** connected to Kuali Coeus as with System-to-System (S2S).
- Though the majority of federal funding opportunities can be applied for through KC for S2S proposal submission, on occasion there are some that either do not allow for it or KC isn't programmed for that particular solicitation's form. KC is programmed for virtually any standard federal funding type, but it is not possible to program for all sponsor requirements. For example, there are some sponsors that require an older form version that KC no longer supports, or a special type of form or budget format that will not allow for S2S submission.

Is Workspace comparable to NSF FastLane?

Indeed it is!

- The principles are largely the same where personnel are named, a budget is created, content added/uploaded, and RAS needs to be granted access through the application to view and approve. The Workspace version of granting access is accomplished by adding the CA and sponsor Liaison as *Participants*.
- *And like FastLane, the entire proposal will need to be downloaded (PDF) and added as an attachment to the KC proposal (still the system of record).*

System Limitations?

well...

Esme Barreiro: DLC Perspective

- **Workspace – Manually complete forms**
- **RAS MIT Information for Workspace**

<https://ras.mit.edu/sites/default/files/uploads/mit-facts-for-workspace-applications-2021-09-09.pdf>

| MIT Facts and Subrecipient Profile Information | |
|--|---|
| Updated October 4, 2019 | |
| Page 1 of 2 | |
| Name: | Massachusetts Institute of Technology |
| Address: | 77 Massachusetts Avenue, Cambridge, MA 02139-4307 |
| Cable address: | MITCAM |
| TELEX number: | 92-1473 |
| County: | Middlesex |
| Congressional District: | Seventh (MA-007 for Grants.gov) |
| Type of organization: | Private, non-profit, educational |
| Incorporated in: | Massachusetts |
| Date of incorporation: | April 10, 1861 |
| Number of employees: | 10,500 |
| IRS tax exemption: | Letter dated July 9, 2001 |
| Federal Employer I.D (TIN). #: | 04-210-3594 |
| Mass. Tax Exempt #: | E042-103-594 (dated 06/04/54) |
| Agency Symbol # (FICE): | 75-08-9701 (federal interagency code) |
| Vendor code #: | 042-103-594-000-1 |
| Commercial and Government Entity (CAGE) code #: | 80230 |
| Mass. Employee Claim #: | 72-002250 |
| DUNS Contractor #: | 00-142-5594 |
| Veteran's Employment & Training Services (VETS100/100A) Date of Compliance | September 1, 2015 |
| Federal Wide Protection of Human Subjects Assurance #: | FWA00004881 |
| QHRP IRB Registration number (for COUHES): | 00000522 |
| DHHS Animal Welfare Assurance #: | D16-00078, Effective 9/27/2017 through 9/30/2021 |
| DHHS Date of Compliance -Misconduct in Science: | 02/24/10 |

Kuali Coeus

Detailed Budget

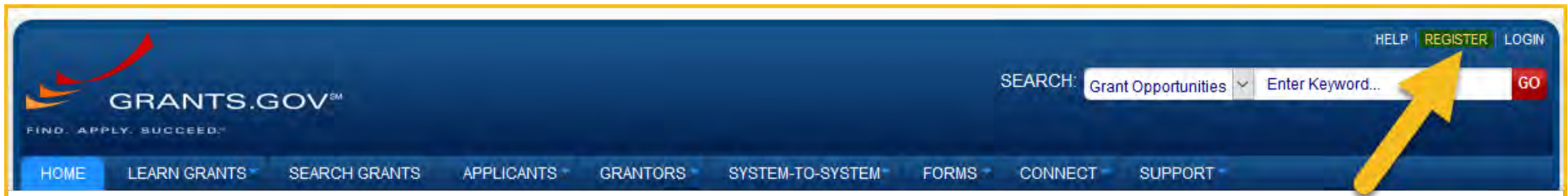
- **Institute F&A Rates**
- **Indirect Costs**
- **Inflation Rates**

Upload Workspace export

NOTE: Forms are *NOT* interchangeable between KC and Workspace

Registration

First-time users must register to create a ***Grants.gov*** account by visiting <https://www.grants.gov/>



You will then be brought to the form page at: <https://apply07.grants.gov/apply/register.faces>

Registration Cont'd

Complete the form as indicated. Required fields are denoted by an asterisk.

For Username, your Kerberos name is recommended.

***Note on password creation:** Choose a password that contains at least eight characters, a lowercase and uppercase letter, a number, a special character (such as ! \$ _ #), and no words that can be found in a dictionary.

When complete, click Continue.

The screenshot shows the GRANTS.GOV REGISTER page. At the top, there is a navigation bar with links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. A search bar is also present. The main heading is 'REGISTER' with a help icon. Below the heading, there is a section for 'Contact Information' with fields for First Name, Middle Initial, Last Name, Email Address, Primary Phone Number, Mobile Phone Number (US Only), and Confirm Mobile Phone Number. A section for 'Account Details' includes Username, Password, and Confirm Password fields. At the bottom, there is a 'Communications' section with checkboxes for 'GRANTS.GOV ALERTS' and 'GRANTS.GOV NEWSLETTER'. A red arrow points from a red circle with the number 8 to the 'Continue' button.

1 *First Name:

2 Middle Initial:

3 *Last Name:

4 *Email Address:

5 *Primary Phone Number:

6 Mobile Phone Number (US Only):

7 (Can be used to reset forgotten password)

8 Confirm Mobile Phone Number:

Account Details:

5 *Username:

6 *Password:

7 *Confirm Password:

Communications:

Subscribe: GRANTS.GOV ALERTS
Yes, I want to receive email messages containing time-sensitive information about Grants.gov changes that potentially impact users.

GRANTS.GOV NEWSLETTER
Yes, I want to receive occasional emails highlighting system enhancements, training resources, and other topics relevant to the federal grant community.

8

Registration Cont'd

After you click Continue, click

Send Temporary Code »

The screenshot shows the Grants.gov registration process. At the top, there is a navigation bar with the Grants.gov logo and the tagline 'FIND. APPLY. SUCCEED.'. The search bar contains 'Grant Opportunities' and 'Enter Keyword...'. The main navigation menu includes 'HOME', 'LEARN GRANTS', 'SEARCH GRANTS', 'APPLICANTS', 'GRANTORS', 'SYSTEM-TO-SYSTEM', 'FORMS', 'CONNECT', and 'SUPPORT'. The current page is titled 'REGISTER' and has a sub-header 'GRANTS.GOV Register'. The main content area is titled 'Confirm Email:' and contains the instruction: 'Please enter temporary code below to confirm your email address. This code was sent to singlecastbassist@gmail.com. To change your email address click Edit link below.' Below this instruction is a red circle with the number '9' next to the 'Temporary Code:' label and an input field. There are two buttons: 'Continue »' and 'Send Temporary Code »'.

Check your email for the code that will be sent from DoNotReply@grants.gov and enter the code in the field provided.

You now have an account with Grants.gov.

Registration Cont'd

Choose **Add Organization Applicant Profile**, enter MIT's **UEI Number** (formerly DUNS) **E2NYLCDML6V1**, **Profile name** (Massachusetts Institute of Technology spelled out) and then **your job title**.

Click **Save** to complete the profile creation process. This action sends your request to the RAS team that reviews and grants the Workspace role of *Workspace Manager*.

Once approved, you are then ready to either be added to or create a Workspace.

The screenshot shows the 'REGISTER' page on Grants.gov. At the top, an orange banner reads: 'Please enter SAM's new UEI in the UEI field. You may also continue to enter DUNS.' Below this, a green message box says: 'Congratulations! Your Grants.gov Account was successfully created.' A text block below that reads: 'If needed, you can add Applicant Profile(s) to your Account now. However, if you do not need a Profile or prefer to add your Profile(s) later, you can Continue to your Grants.gov logged in features.'

The main section is titled 'How would you like to proceed?' and contains three radio button options:

- 10 Continue - Skip adding a profile at this time
- 11 **Add Organization Applicant Profile** - Affiliates you with an Organization and with additional access allows you to apply for Opportunities on behalf of the Organization
- 12 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:

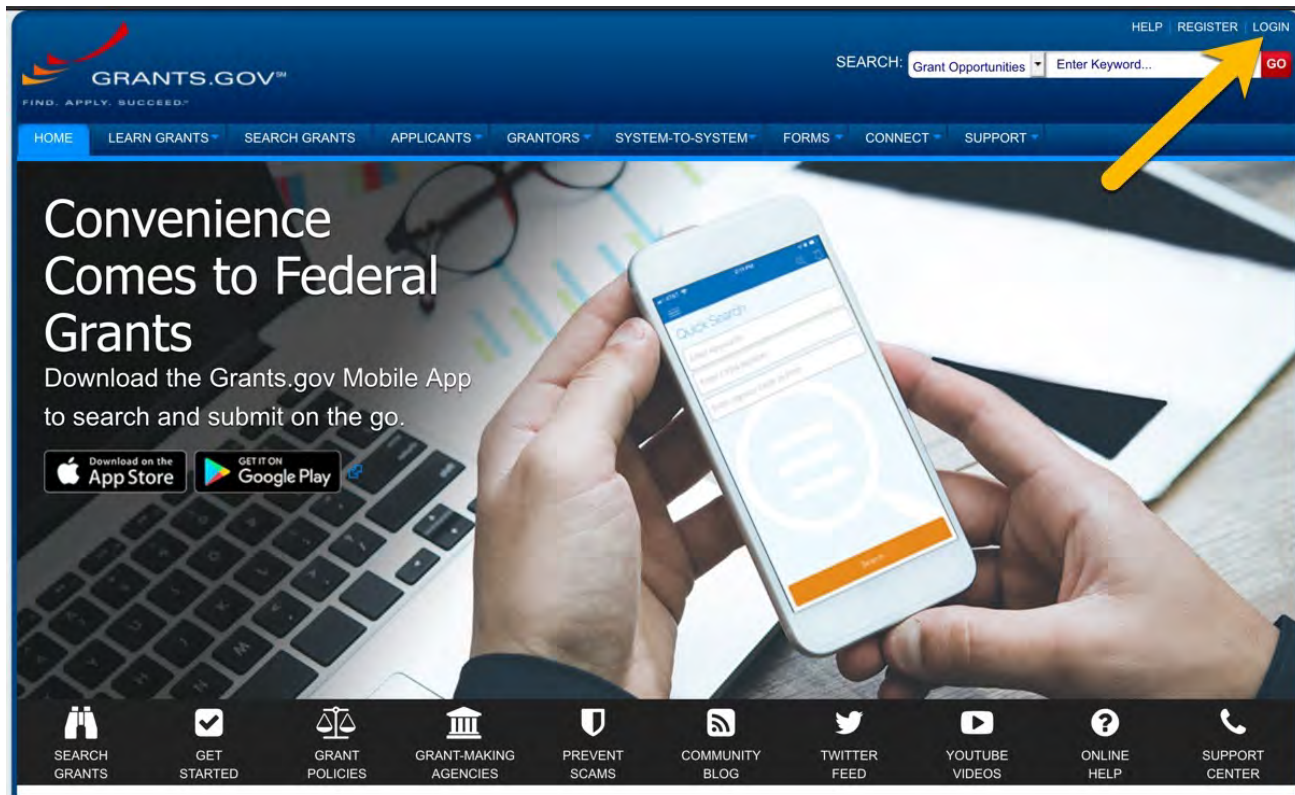
- 11 *UEI: E2NYLCDML6V1 (A callout bubble points to this field with the text 'Formerly DUNS number')
- 12 *Profile Name: Massachusetts Institute of Technology
- 13 *Job Title: Your MIT Job Title

At the bottom of this section is a yellow 'Save' button labeled 14.

At the very bottom, there is a 'Did You Know?' banner with the Grants.gov logo and text: 'The Grants.gov Mobile App offers the most convenient way to search for and subscribe to federal grant opportunities. Available on Google Play and Apple's App Store.'



Creating a Workspace Application



GRANTS.GOV™
FIND. APPLY. SUCCEED.™

SEARCH: Grant Opportunities Enter Keyword... **GO**

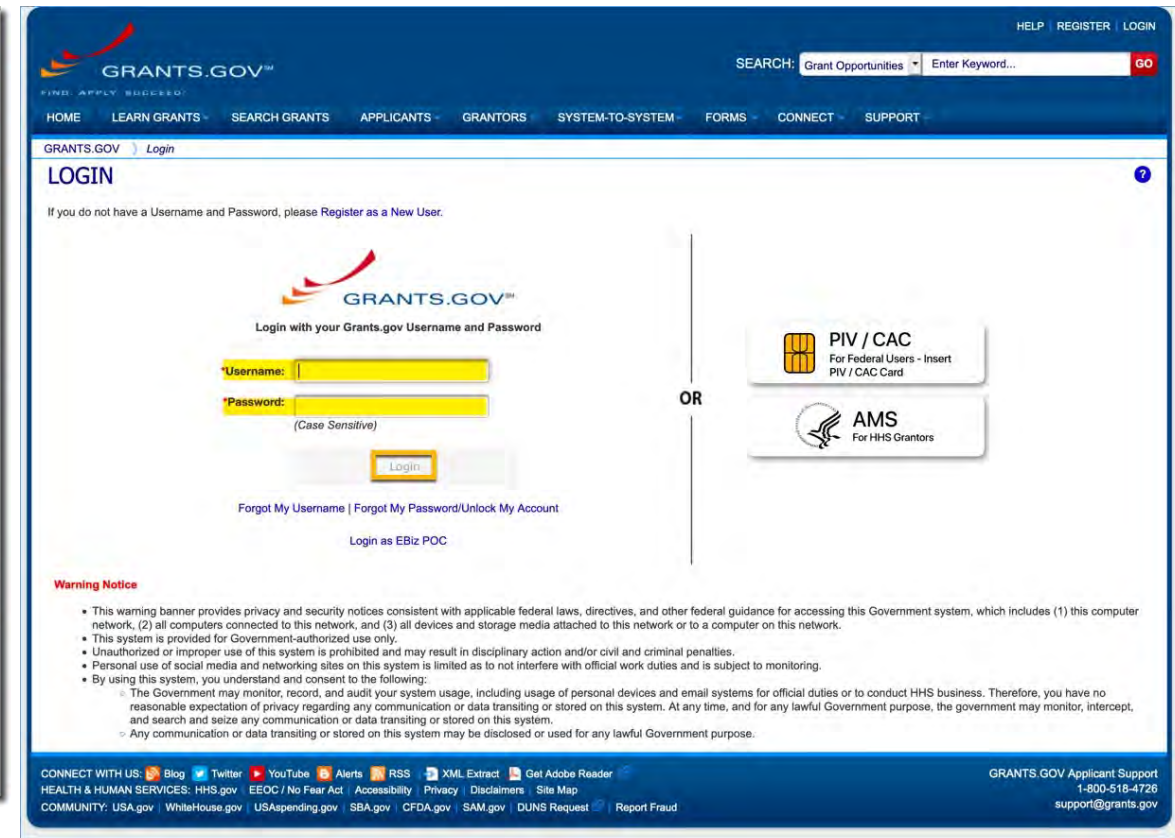
HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

Convenience Comes to Federal Grants

Download the Grants.gov Mobile App to search and submit on the go.

Download on the App Store GET IT ON Google Play

SEARCH GRANTS GET STARTED GRANT POLICIES GRANT-MAKING AGENCIES PREVENT SCAMS COMMUNITY BLOG TWITTER FEED YOUTUBE VIDEOS ONLINE HELP SUPPORT CENTER



GRANTS.GOV™
FIND. APPLY. SUCCEED.™

SEARCH: Grant Opportunities Enter Keyword... **GO**

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV Login

LOGIN

If you do not have a Username and Password, please Register as a New User.

GRANTS.GOV™
Login with your Grants.gov Username and Password


*Username:


*Password:
(Case Sensitive)

Forgot My Username | Forgot My Password/Unlock My Account

Login as EBiz POC

OR

 PIV / CAC
For Federal Users - Insert PIV / CAC Card

 AMS
For HHS Grants

Warning Notice

- This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.
- This system is provided for Government-authorized use only.
- Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.
- Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.
- By using this system, you understand and consent to the following:
 - The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
 - Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

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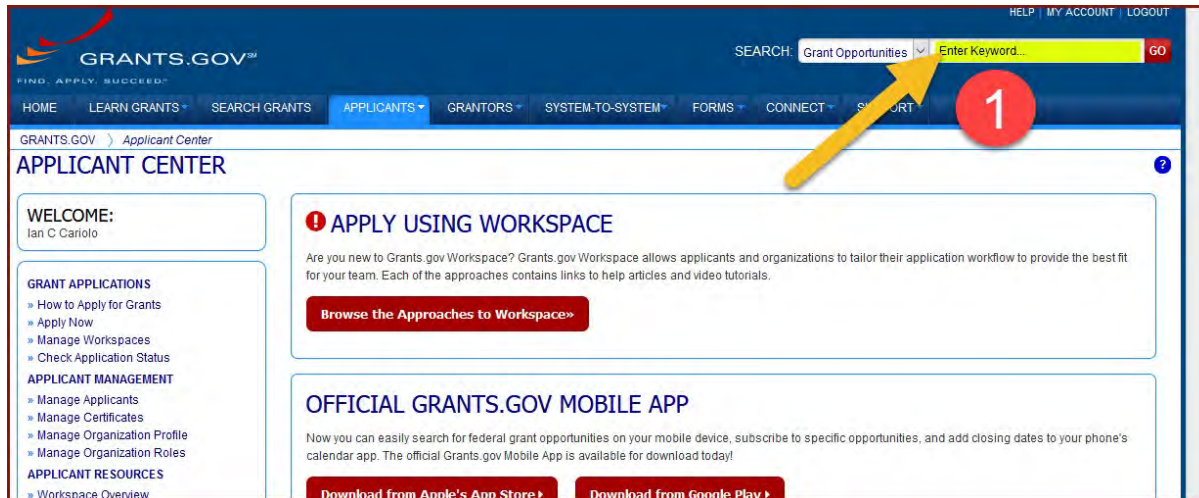
COMMUNITY: [USA.gov](#) [WhiteHouse.gov](#) [USAspending.gov](#) [SBA.gov](#) [CFDA.gov](#) [SAM.gov](#) [DUNS Request](#) [Report Fraud](#)

GRANTS.GOV Applicant Support
1-800-518-4726
support@grants.gov

Creating a Workspace Application Cont'd

To find an opportunity, two of the more common methods of searching are:

1. Search bar in the upper right corner of the web page
2. If the opportunity number is unknown, going directly to the Search Grants tab



GRANTS.GOV SM
FIND. APPLY. SUCCEED.SM

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Applicant Center

APPLICANT CENTER

WELCOME:
Ian C Carolo

APPLY USING WORKSPACE

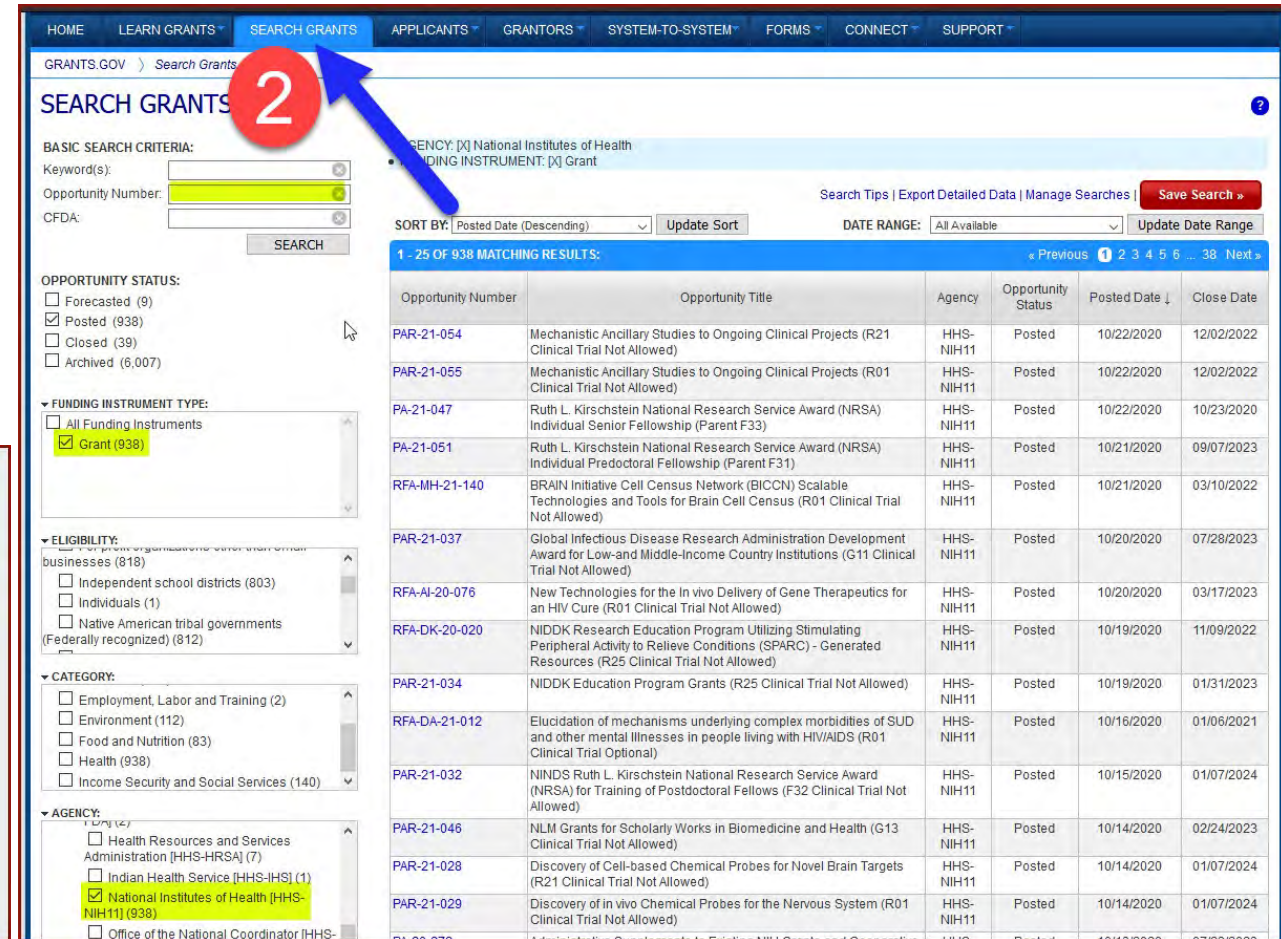
Are you new to Grants.gov Workspace? Grants.gov Workspace allows applicants and organizations to tailor their application workflow to provide the best fit for your team. Each of the approaches contains links to help articles and video tutorials.

[Browse the Approaches to Workspace»](#)

OFFICIAL GRANTS.GOV MOBILE APP

Now you can easily search for federal grant opportunities on your mobile device, subscribe to specific opportunities, and add closing dates to your phone's calendar app. The official Grants.gov Mobile App is available for download today!

[Download from Apple's App Store»](#) [Download from Google Play»](#)



HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Search Grants

SEARCH GRANTS

BASIC SEARCH CRITERIA:
Keyword(s):
Opportunity Number:
CFDA:
SEARCH

AGENCY: [X] National Institutes of Health
FUNDING INSTRUMENT: [X] Grant

Search Tips | Export Detailed Data | Manage Searches | [Save Search »](#)

SORT BY: Posted Date (Descending) Update Sort
DATE RANGE: All Available Update Date Range

1 - 25 OF 938 MATCHING RESULTS: Previous 1 2 3 4 5 6 ... 38 Next »

| Opportunity Number | Opportunity Title | Agency | Opportunity Status | Posted Date ↓ | Close Date |
|--------------------|---|-----------|--------------------|---------------|------------|
| PAR-21-054 | Mechanistic Ancillary Studies to Ongoing Clinical Projects (R21 Clinical Trial Not Allowed) | HHS-NIH11 | Posted | 10/22/2020 | 12/02/2022 |
| PAR-21-055 | Mechanistic Ancillary Studies to Ongoing Clinical Projects (R01 Clinical Trial Not Allowed) | HHS-NIH11 | Posted | 10/22/2020 | 12/02/2022 |
| PA-21-047 | Ruth L. Kirschstein National Research Service Award (NRSA) Individual Senior Fellowship (Parent F33) | HHS-NIH11 | Posted | 10/22/2020 | 10/23/2020 |
| PA-21-051 | Ruth L. Kirschstein National Research Service Award (NRSA) Individual Predoctoral Fellowship (Parent F31) | HHS-NIH11 | Posted | 10/21/2020 | 09/07/2023 |
| RFA-MH-21-140 | BRAIN Initiative Cell Census Network (BICCN) Scalable Technologies and Tools for Brain Cell Census (R01 Clinical Trial Not Allowed) | HHS-NIH11 | Posted | 10/21/2020 | 03/10/2022 |
| PAR-21-037 | Global Infectious Disease Research Administration Development Award for Low-and Middle-Income Country Institutions (G11 Clinical Trial Not Allowed) | HHS-NIH11 | Posted | 10/20/2020 | 07/28/2023 |
| RFA-AI-20-076 | New Technologies for the In vivo Delivery of Gene Therapeutics for an HIV Cure (R01 Clinical Trial Not Allowed) | HHS-NIH11 | Posted | 10/20/2020 | 03/17/2023 |
| RFA-DK-20-020 | NIDDK Research Education Program Utilizing Stimulating Peripheral Activity to Relieve Conditions (SPARC) - Generated Resources (R25 Clinical Trial Not Allowed) | HHS-NIH11 | Posted | 10/19/2020 | 11/09/2022 |
| PAR-21-034 | NIDDK Education Program Grants (R25 Clinical Trial Not Allowed) | HHS-NIH11 | Posted | 10/19/2020 | 01/31/2023 |
| RFA-DA-21-012 | Elucidation of mechanisms underlying complex morbidities of SUD and other mental illnesses in people living with HIV/AIDS (R01 Clinical Trial Optional) | HHS-NIH11 | Posted | 10/16/2020 | 01/06/2021 |
| PAR-21-032 | NINDS Ruth L. Kirschstein National Research Service Award (NRSA) for Training of Postdoctoral Fellows (F32 Clinical Trial Not Allowed) | HHS-NIH11 | Posted | 10/15/2020 | 01/07/2024 |
| PAR-21-046 | NLM Grants for Scholarly Works in Biomedicine and Health (G13 Clinical Trial Not Allowed) | HHS-NIH11 | Posted | 10/14/2020 | 02/24/2023 |
| PAR-21-028 | Discovery of Cell-based Chemical Probes for Novel Brain Targets (R21 Clinical Trial Not Allowed) | HHS-NIH11 | Posted | 10/14/2020 | 01/07/2024 |
| PAR-21-029 | Discovery of In vivo Chemical Probes for the Nervous System (R01 Clinical Trial Not Allowed) | HHS-NIH11 | Posted | 10/14/2020 | 01/07/2024 |

OPPORTUNITY STATUS:
 Forecasted (9)
 Posted (938)
 Closed (39)
 Archived (6,007)

FUNDING INSTRUMENT TYPE:
 All Funding Instruments
 Grant (938)

ELIGIBILITY:
 All Organizations (818)
 Independent school districts (803)
 Individuals (1)
 Native American tribal governments (Federally recognized) (812)

CATEGORY:
 Employment, Labor and Training (2)
 Environment (112)
 Food and Nutrition (83)
 Health (938)
 Income Security and Social Services (140)

AGENCY:
 Health Resources and Services Administration [HHS-HRSA] (7)
 Indian Health Service [HHS-IHS] (1)
 National Institutes of Health [HHS-NIH11] (938)
 Office of the National Coordinator [HHS-

Creating a Workspace Application Cont'd

When searching, use only the opportunity's base number. Do not include any suffix.

The screenshot shows the Grants.gov search interface. The navigation bar includes links for HOME, LEARN GRANTS, SEARCH GRANTS (highlighted), APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, and FORMS. Below the navigation bar, the breadcrumb trail reads 'GRANTS.GOV > Search Grants'. The main heading is 'SEARCH GRANTS'. Under 'BASIC SEARCH CRITERIA:', there are input fields for 'Keyword(s)', 'Opportunity Number' (containing 'W911NF-17-S-0002-06'), and 'CFDA:'. A 'SEARCH' button is located below these fields. To the right, the 'SORT BY:' dropdown is set to 'Posted Date (Descending)' with an 'Update Sort' button. Below the search criteria, a blue banner reads 'NO RECORDS FOUND'. Underneath, a table header is visible with columns for 'Opportunity Number', 'Opportunity Title', and 'Agency'. A yellow callout bubble points to the '-06' suffix in the Opportunity Number field, containing the text 'Do not use a suffix.' Below the search criteria, there is a section for 'OPPORTUNITY STATUS:' with checkboxes for 'Forecasted (0)', 'Posted (0)', 'Closed (0)', and 'Archived (0)'. At the bottom, there is a section for 'FUNDING INSTRUMENT TYPE:' with the text 'No facet values found.'


Forms Preview

Clicking on **Preview** will show you which forms will automatically transmit through Grants.gov upon submission, Optional forms will be completed by the User as necessary.

GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY

« Back | Link

 **PAR-21-316**
Innovative Mental Health Services Research Not Involving Clinical Trials (R01 Clinical Trials Not Allowed)
Department of Health and Human Services
National Institutes of Health

Apply **Subscribe**

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

Select Grant Opportunity Package Print Package List ?

PLEASE READ BEFORE APPLYING!
If you view and complete your application package using Grants.gov downloadable PDF forms, you MUST have Adobe Reader installed. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the PDF forms, ALL applicants must be using the same Adobe Reader version. [Click for more information on Adobe Reader Compatibility.](#)

Opportunity Package(s) Currently Available for this Funding Opportunity:

| CFDA | Competition ID | Competition Title | Opportunity Package ID | Opening Date | Closing Date | Actions |
|------|----------------|--|------------------------|--------------|--------------|------------------------|
| | FORMS-F | Use for due dates on or after May 25, 2020 | PKG00268601 | 09/05/2021 | 09/07/2024 | Preview Apply |

Forms Preview cont'd

GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY

Preview Opportunity Package Details

Opportunity Package Details:

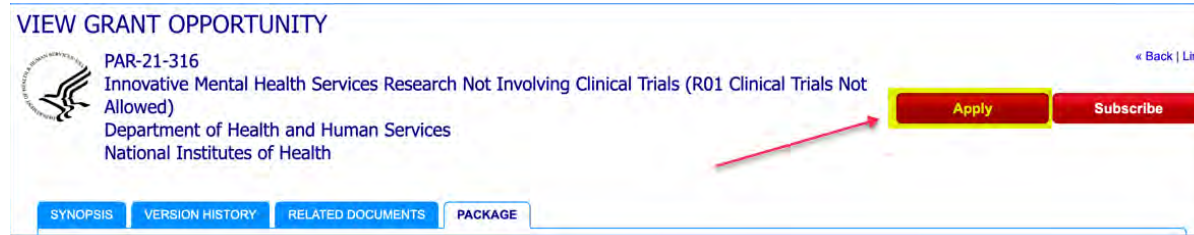
Agency Contact Information: eRA Service Desk Monday to Friday 7 am to 8 pm ET <http://grants.nih.gov/support/>
Who Can Apply: Organization Applicants

PACKAGE FORMS: [Download Instructions](#)

| Mandatory Forms (Click to Preview) | Optional Forms (Click to Preview) |
|---|---|
| <ul style="list-style-type: none">» SF424 (R & R) [V2.0]» PHS 398 Cover Page Supplement [V5.0]» Research And Related Other Project Information [V1.4]» Project/Performance Site Location(s) [V2.0]» Research and Related Senior/Key Person Profile (Expanded) [V2.0]» PHS 398 Research Plan [V4.0]» PHS Human Subjects and Clinical Trials Information [V2.0] | <ul style="list-style-type: none">» Research & Related Budget [V1.4]» R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT [V1.4]» PHS 398 Modular Budget [V1.2]» PHS Assignment Request Form [V3.0] |

Close

Creating a Workspace Application Cont'd



After clicking **Apply**, you will then be prompted to name your application. It does not need to be the project title, but instead an identifier like the corresponding KC proposal number.

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HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Applicants > Apply Now Using Workspace

APPLY NOW USING WORKSPACE

If you know the Funding Opportunity Number or the Opportunity Package ID for which you would like to create a Workspace, please enter it below. Otherwise, go to [Search Grants](#) to search open Opportunities.

Please enter Opportunity information:

Funding Opportunity Number: PAR-21-316

Opportunity Package ID:

Please enter required information for new Workspace:

1 Application Filing Name: Add a helpful identifier like the KC proposal number--this is not the research title.

2 Create Workspace Cancel

CONNECT WITH US: Blog Twitter YouTube Alerts RSS XML Extract Get Adobe Reader
HEALTH & HUMAN SERVICES: HHS.gov EEOC / No Fear Act Accessibility Privacy Disclaimers Site Map
COMMUNITY: USA.gov WhiteHouse.gov USAspending.gov SBA.gov SAM.gov DUNS Request Report Fraud


Frequently Asked Questions

Application Progress

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created **Fill Out Forms** Complete and Notify AOR Submit Agency Received «Back ?

 PA-20-185 - PKG00261433
NIH Research Project Grant (Parent R01
Clinical Trial Not Allowed)
Department of Health and Human Services
National Institutes of Health





Application Filing Name: IAN TEST - Workspace RAP 9-14-21 [\[Edit Name\]](#)
Workspace ID: WS00633453 **Workspace Status: In Progress**
AOR Status: Workspace has AOR Last Submitted Date: ---
Workspace Owner: Ian C Cariolo SAM Expiration Date: Dec 20, 2021

Opening Date: May 05, 2020
Closing Date: May 07, 2023
UEI: E2NYLCDML6V1

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS PREVIEW GRANTOR VALIDATION

Grants.gov Workspace Statuses Defined

What you can and can't do with a workspace in that status.

| Status | Definition | Options |
|--|---|--|
| New  | Workspace created, but no activity. (No added participants, no data entered, no attachments uploaded.) | <ul style="list-style-type: none"> • Edit online or download/upload forms. • Copy this workspace |
| In Progress  | Some activity & actions performed. | <ul style="list-style-type: none"> • Add participants & AOR. • Edit online or download/upload forms. • Reuse forms (if the form is in Passed status). |
| Ready for Submission  | All included forms in Passed status; Complete & Notify AOR action taken. | <ul style="list-style-type: none"> • Reopen this workspace to update prior to AOR submitting. • Copy the workspace for another use. • Reuse forms. |
| Submitted  | This workspace submitted to the sponsor. Grants.gov tracking ID assigned. | <ul style="list-style-type: none"> • Reopen to use for a change/corrected submission, or for another substantially similar submission (budget/sow update requested by the sponsor, resubmission using the same funding opportunity). • Copy this workspace to the same or similar funding opportunity. • Reuse forms. |
| Archived | The funding announcement in this workspace has closed . | <ul style="list-style-type: none"> • Copy this workspace to the same or similar funding opportunity. • Reuse forms • CANNOT reopen – the opportunity is closed. |

Participants and AOR*

***Authorized Organizational Representative** = RAS staff authorized to submit.

Participants in Workspace are the equivalent of Aggregators in KC, and just like KC, you do not need to add the PI. Anyone with a Grants.gov ID can be added to a Workspace, but **only** MIT personnel with the role of **Workspace Manager** or **Owner** will be able to edit the proposal.

*It is a good practice to add others in your department to the Workspace application for coverage sake.

Workspace Owner: Ian C Cariolo SAM Expiration Date: Dec 20, 2021 UEI: E2NYLCDML6V1

FORMS VIEW APPLICATION ATTACHMENTS **PARTICIPANTS** ACTIVITY DETAILS PREVIEW G **1** VALIDATION **2**

Workspace Participants: Export Detailed Data Add from Workspace Organization » Add by Username or Email Address » ?

1-1 of 1 Records

| Username | Participant Name | Phone Number | Email Address | Form Access | Authorized to Submit | Actions |
|----------|------------------|--------------|------------------|-------------|----------------------|-------------------------------------|
| icariolo | Ian C Cariolo | 617-253-7260 | icariolo@mit.edu | All | Yes | Remove Make Owner Manage Access |

1-1 of 1 Records

Adding Participants

When adding **Participants**, pay particular attention to the permissions you are granting them. As Participants are added to the Workspace, they will receive an email from Grants.gov directly informing the individual of their addition to the proposal.

There are two methods by which Participants can be searched for and added:

1 Add from Workspace Organization ✖

2 Add by Username or Email Address ✖

1

Add Participant by Username or Email Address

Please enter Username or Email Address and click Search, then specify Form Access:

Username
 Email Address

Email Address: barreiro@mit.edu Search

Name: Esmeralda Barreiro
Email Address: barreiro@mit.edu

*Form Access:
 All Forms Including Budget
 Non-Budget Forms
 Subform(s) Only

If adding a subawardee, then choose this.

Save Cancel

2

Add Participants from Workspace Organization

Please enter criteria and click Search:

First Name: Last Name: Barreiro Role: All Active Applicants Search

Select Applicants and Click Save (0 selected applicants):

| Username | First Name | Last Name | Phone Number | Email Address | Actions |
|----------|------------|-----------|--------------|------------------|------------------------------|
| barreiro | Esmeralda | Barreiro | 781-718-3795 | barreiro@mit.edu | <input type="checkbox"/> Add |

1-1 of 1 Records

Adding Participants Cont'd

You must add one participant with AOR* status.

Add your RAS Contract Administrator as a participant if they are not the lead liaison.

*Authorized Organizational Representative = RAS staff authorized to submit proposals on behalf of MIT.

Please use this list or refer to the RAS website for staff listing by sponsor for updates.

<https://ras.mit.edu/about-ras/staff/by-sponsor>

Sponsor Liaison Assignments

(LL) = Lead Liaison

(L) = Liaison

(*) = Credentialed CA

Address:

Research Administration Services

77 Massachusetts Avenue NE18-901

Cambridge, Massachusetts 02139-4307

NIH

Bernadette Valley (LL)

Senior Contract Administrator

bvalley@mit.edu 617-324-7211

Laureen Horton (L)

Asst. Dir., Grant & Contract Administration

laureena@mit.edu 617-253-3922

Jamie Goldberg (L)

Senior Contract Administrator

jrgold@mit.edu 617-253-6287

Courtney Bensey

Senior Contract Administrator

cbensey@mit.edu 617-324-7533

Katelynn McPeake (*)

Senior Contract Administrator

mcpeak01@mit.edu 617-715-2422

Katrina McCarty (*)

Contract Administrator

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DOD ASSISTANCE (ARO/AFOSR/ONR)

Michael P. Corcoran (LL)

Assistant Director

mcorcor@mit.edu 617-253-3906

Laureen Horton (L)

Asst. Dir., Grant & Contract Administration

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Courtney Bensey (L)

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Marissa Clarkson (*)

Senior Contract Administrator

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Jamie Goldberg (*)

Senior Contract Administrator

jrgold@mit.edu 617-253-6287

Nancy Sahagian (*)

Asst.

nsahag@mit.edu 617-715-4295

Research and Related (RR) SF424 Form

Mandatory forms are just that: required by the funding opportunity and Workspace will not allow submission without their completion.

Optional forms are at the prerogative of the Workspace Owner (creator). To include them, check the **Include in Package** checkbox.

The screenshot shows the 'MANAGE WORKSPACE' interface for application PAR-21-055 - PKG00263874. The workspace is in the 'Created' state. A table lists various forms, with a callout box highlighting that mandatory forms must be completed before submission.

| Include in Package | Form Name (Click to Edit) | Requirement | Form Status | Last Updated Date/Time | Locked By | Actions |
|-------------------------------------|--|-------------|-------------|------------------------|-----------|--|
| <input checked="" type="checkbox"/> | SF424 (R & R) [V2.0] | Mandatory | -- | -- | -- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | PHS 398 Cover Page Supplement [V5.0] | Mandatory | -- | -- | -- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Research And Related Other Project Information [V1.4] | Mandatory | -- | -- | -- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Project/Performance Site Location(s) [V2.0] | Mandatory | -- | -- | -- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Research and Related Senior/Key Person Profile (Expanded) [V2.0] | Mandatory | -- | -- | -- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | PHS 398 Research Plan [V4.0] | Mandatory | -- | -- | -- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | PHS Human Subjects and Clinical Trials Information [V2.0] | Mandatory | -- | -- | -- | Lock Download Upload Reuse Webform |
| Go To Subforms (0) | | | | | | |
| <input type="checkbox"/> | Research & Related Budget [V1.4] | Optional | -- | -- | -- | Lock Download Upload Reuse Webform |
| <input type="checkbox"/> | R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT [V1.4] | Optional | -- | -- | -- | Lock Download Upload Reuse Webform |
| Go To Subforms (0) | | | | | | |
| <input type="checkbox"/> | PHS 398 Modular Budget [V1.2] | Optional | -- | -- | -- | Lock Download Upload Reuse Webform |
| <input type="checkbox"/> | PHS Assignment Request Form [V3.0] | Optional | -- | -- | -- | Lock Download Upload Reuse Webform |

RR SF424 Form Cont'd

There are two options to complete the forms:

1. **Download** the form, complete it, and re-upload to the Workspace.

1. Work within the proposal itself by clicking on either the **Form Name** or **Webform** (both perform same action).

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created | Fill Out Forms | Complete and Notify AOR | Submit | Agency Received

PAR-21-055 - PKG00263874
Mechanistic Ancillary Studies to Ongoing Clinical Projects (R01 Clinical Trial Not Allowed)
Department of Health and Human Services
National Institutes of Health

Application Filing Name: IAN TEST Workspace RAP 11-4-20 (KC 550XX) [Edit Name]
Workspace ID: WS00587553
Workspace Status: New
Opening Date: Feb 18, 2021
AOR Status: Workspace has AOR
Last Submitted Date: ---
Closing Date: Dec 02, 2022
Workspace Owner: Ian C Cariolo
SAM Expiration Date: Jun 23, 2021
UEI: 0014255940000

FORMS | VIEW APPLICATION | ATTACHMENTS | PARTICIPANTS | ACTIVITY | DETAILS | PREVIEW GRANTOR VALIDATION

Workspace Actions:

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 Edit) | Requirement | Form Status | Last Updated Date/Time | Locked By | Actions |
|-------------------------------------|--|-------------|-------------|------------------------|-----------|--|
| <input checked="" type="checkbox"/> | SF424 (R & R) [V2.0] | Mandatory | --- | --- | --- | Lock 1 Download 2 Upload Reuse Webform |
| <input checked="" type="checkbox"/> | PHS 398 Cover Page Supplement [V5.0] | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Research And Related Other Project Information [V1.4] | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Project/Performance Site Location(s) [V2.0] | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Research and Related Senior/Key Person Profile (Expanded) [V2.0] | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | PHS 398 Research Plan [V4.0] | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | PHS Human Subjects and Clinical Trials Information [V2.0] | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input type="checkbox"/> | Research & Related Budget [V1.4] | | | | | Lock Download Upload Reuse Webform |
| <input type="checkbox"/> | R & R Subaward Budget Attachment(s) Form 5 YR | | | | | Lock Download Upload Reuse Webform |
| <input type="checkbox"/> | PHS 398 Modular Budget [V1.2] | Optional | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input type="checkbox"/> | PHS Assignment Request Form [V3.0] | Optional | --- | --- | --- | Lock Download Upload Reuse Webform |

**It CANNOT be
overstated...**

Use
Adobe
READER
only!



RR SF424 Form Cont'd

1. TYPE OF SUBMISSION:
 Select Type of Submission:
 Pre-application
 Application
 Changed/Corrected Application

2. DATE SUBMITTED:
 Date Submitted:
 Applicant Identifier:

3. DATE RECEIVED BY STATE:
 Date Received by State:
 State Application Identifier:

4. IDENTIFIERS:
 a. Federal Identifier:
 b. Agency Routing Identifier:

Fields denoted by an asterisk are mandatory.

Auto-filled upon submission to Grants.gov.

The name from when the WS was first created. Referencing the KC proposal number is helpful for both the Aggregator and RAS Contract Administration for easy identification.

***Fields in any forms that are gray were/are auto-filled by answers from previously completed forms in the application.**

5.A. PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION:

Prefix:

First Name: *

Middle Name:

Last Name: *

Suffix:

Position/Title:

Street1: *

Street2:

City: *

County / Parish:

State: *

Country: *

ZIP / Postal Code: *

Phone Number: *

Fax Number:

Email:


RR SF424 Form Cont'd

14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION:

| | |
|--------------------|---|
| Prefix: | <input type="text"/> |
| First Name: | Leonard * |
| Middle Name: | <input type="text"/> |
| Last Name: | Smalls * |
| Suffix: | <input type="text"/> |
| Position/Title: | Professor |
| Organization Name: | Massachusetts Institute of Technology * |
| Department: | RAS |
| Division: | MIT |
| Street1: | 77 Massachusetts Avenue * |
| Street2: | 77 Massachusetts Avenue |
| City: | Cambridge * |
| County / Parish: | Middlesex |
| State: | MA: Massachusetts * v |
| Country: | USA: UNITED STATES * v |
| ZIP / Postal Code: | 02139-4307 * |
| Phone Number: | 6172533529 * |

19. AUTHORIZED REPRESENTATIVE:

| | |
|---|---|
| Prefix: | <input type="text"/> |
| First Name: | Your RAS CA or Liaison * |
| Middle Name: | <input type="text"/> |
| Last Name: | Your RAS CA or Liaison * |
| Suffix: | <input type="text"/> |
| Position/Title: | Grant/Contract Administrator * |
| Organization Name: | Massachusetts Institute of Technology * |
| Department: | RAS |
| Division: | VPR |
| Street1: | 77 Massachusetts Avenue * |
| Street2: | NE18-901 |
| City: | Cambridge * |
| County / Parish: | Middlesex |
| State: | MA: Massachusetts * v |
| Country: | USA: UNITED STATES * v |
| ZIP / Postal Code: | 02139-4307 * |
| Phone Number: | 617-253-9876 * |
| Fax Number: | <input type="text"/> |
| Email: | rasca@MIT.EDU * |
| Signature of Authorized Representative: | Completed on submission to Grants.gov |
| Date Signed: | Completed on submission to Grants.gov |



RR SF424 Form Cont'd

While in any of the Webforms, there are three buttons at the bottom each screen:

1. **SAVE** – remember to click this before exiting
2. **CHECK FOR ERRORS** – this will validate for mandatory field completion only; it will not check the fields' content themselves.
3. **CLOSE** – This is the safest and most appropriate way to go back to the main proposal. **Using a browser's back arrow is discouraged.** The user will be prompted whether s/he wants to unlock the form. If you have other Participants who will be working in this proposal, then choose Yes to unlock the form. They will otherwise be prevented from editing.

22. BURDEN STATEMENT

SF-424 Research and Related Form (4040-0001)

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 4040-0001. The time required to complete this information collection is estimated to average 58 hours per response (depending on the combination of 4040-0001 components that are used by the agency), including the time to review instructions, search existing sources of government information, gather the data needed and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Health & Human Services, Office of Management and Budget, Paperwork Reduction Project (4040-0001), Washington, D.C. 20503.

| Agency | Total Responses | Average Burden per response in Hours | Total Burden Hours |
|--------|-----------------|--------------------------------------|--------------------|
| DOC | 2,300 | 25/60 | 958 |
| DOE | 15,150 | 1.5 | 22,725 |
| ED | 1,200 | 40 | 48,000 |
| HHS | 92,250 | 58.73 | 5,418,000 |
| DOD | 12,500 | 1.07 | 13,345 |
| NASA | 10,000 | 1.5 | 15,000 |
| USDA | 6,000 | 1.25 | 7,500 |
| NSF | 40,000 | 120 | 4,800,000 |
| DHS | 350 | 120 | 42,000 |
| Total | 179,750 | | 10,367,528 |

0.367,528 / 179,750 total responses = 58 hours

1 2 3

SAVE CHECK FOR ERRORS CLOSE

Unlock Form

Do you want to unlock this form?

Yes No

PHS 398 Cover Page Supplement

Answering **Yes** to particular fields will prompt the necessity of additional questionnaires or attachment uploads.

PHS 398 COVER PAGE SUPPLEMENT
Version 5.0

1. VERTEBRATE ANIMALS SECTION:

Are vertebrate animals euthanized? Yes No

If Yes to euthanasia
Is method consistent with American Veterinary Medical Association (AVMA) guidelines? Yes No *

2. PROGRAM INCOME SECTION:

Is program income anticipated during the periods for which the grant support is requested? Yes No *

3. HUMAN EMBRYONIC STEM CELLS SECTION:

Does the proposed project involve human embryonic stem cells? Yes No *

4. HUMAN FETAL TISSUE SECTION:

Does the proposed project involve human fetal tissue obtained from elective abortions? Yes No *

Research and Related Other Project Information

RESEARCH AND RELATED OTHER PROJECT INFORMATION
Version 1.4

HUMAN SUBJECTS:

1. Are Human Subjects Involved?

Yes No

VERTEBRATE ANIMALS:

2. Are Vertebrate Animals Used?

Yes No

PROPRIETARY/PRIVILEGED INFORMATION:

3. Is proprietary/privileged information included in the application?

Yes No

ENVIRONMENTAL IMPACT:

4.a. Does this Project Have an Actual or Potential Impact - positive or negative - on the environment?

Yes No

Answering **Yes** to particular fields will prompt the necessity of answering additional questionnaires or attachment uploads.

ATTACHMENTS:

7. Project Summary/Abstract: Smalls_Abstract.pdf [ADD ATTACHMENT] [DELETE ATTACHMENT] [VIEW ATTACHMENT]

8. Project Narrative: Smalls_Project_Description.pdf [ADD ATTACHMENT] [DELETE ATTACHMENT] [VIEW ATTACHMENT]

9. Bibliography & References Cited: Smalls_Bibliography.pdf [ADD ATTACHMENT] [DELETE ATTACHMENT] [VIEW ATTACHMENT]

10. Facilities & Other Resources: [ADD ATTACHMENT] [DELETE ATTACHMENT] [VIEW ATTACHMENT]

11. Equipment: [ADD ATTACHMENT] [DELETE ATTACHMENT] [VIEW ATTACHMENT]

12. Other Attachments: [ADD ATTACHMENTS]

SAVE CHECK FOR ERRORS CLOSE

Project/Performance Site

GRANTS.GOV™
FIND. APPLY. SUCCESS.

SEARCH: Grant Opportunities | Enter Keyword...

HOME | LEARN GRANTS | SEARCH GRANTS | **APPLICANTS** | GRANTORS | SYSTEM-TO-SYSTEM | FORMS | CONNECT | SUPPORT

GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

Created | Fill Out Forms | Complete and Notify AOR | Submit | Agency Received | «Back

Form successfully saved and unlocked

PAR-19-287 - PKG00251214
Research Projects in Cancer Systems
Biology (U01 Clinical Trial Optional)
Department of Health and Human Services
National Institutes of Health

Application Filing Name: Transcriptional Therapeutic Targeting in Brain Tumors Based on Synthetic Perturbation on Single Cell Gene Co-Expression Networks [Edit Name]

Workspace ID: WS00374881 | Workspace Status: In Progress | Opening Date: Jun 15, 2019
AOR Status: Organization has AOR | Last Submitted Date: --- | Closing Date: Nov 15, 2021
Workspace Owner: Cindy W Matheson | SAM Expiration Date: Oct 02, 2020 | DUNS: 0014255940000

FORMS | VIEW APPLICATION | ATTACHMENTS | PARTICIPANTS | ACTIVITY | DETAILS | PREVIEW GRANTOR VALIDATION

Workspace Actions:

Check Application | Complete and Notify AOR | 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 Edit) | Requirement | Form Status | Last Updated Date/Time | Locked By | Actions |
|-------------------------------------|--|-------------|-----------------|------------------------------|------------------|--|
| <input checked="" type="checkbox"/> | SF424 (R & R) [V2.0] | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | PHS 398 Cover Page Supplement [V4.0] | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Research And Related Other Project Information [V1.4] | Mandatory | Passed [Locked] | Oct 17, 2019 02:57:21 PM EDT | Cindy W Matheson | Unlock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Project/Performance Site Location(s) [V2.0] | Mandatory | Passed | Jan 15, 2020 01:54:27 PM EST | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | Research and Related Senior/Key Person Profile (Expanded) [V2.0] | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | PHS 398 Research Plan [V4.0] | Mandatory | In Progress | --- | --- | Lock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | PHS Human Subjects and Clinical Trials Information [V1.0] | Mandatory | --- | --- | --- | Lock Download Upload Reuse Webform |
| Go To Subforms (0) | | | | | | |
| <input type="checkbox"/> | Research & Related Budget [V1.4] | Optional | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input type="checkbox"/> | R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT [V1.4] | Optional | --- | --- | --- | Lock Download Upload Reuse Webform |
| Go To Subforms (0) | | | | | | |
| <input type="checkbox"/> | PHS 398 Modular Budget [V1.2] | Optional | --- | --- | --- | Lock Download Upload Reuse Webform |
| <input type="checkbox"/> | PHS Assignment Request Form [V2.0] | Optional | --- | --- | --- | Lock Download Upload Reuse Webform |

PROJECT/PERFORMANCE SITE PRIMARY LOCATION

I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name: Massachusetts Institute of Technology *

DUNS Number: 0014255940000

Street: 77 Massachusetts Avenue *

Street2:

City: Cambridge *

County / Parish: Middlesex

State: MA: Massachusetts *

Country: USA: UNITED STATES *

ZIP / Postal Code: 02139-4307 *

Project/Performance Site Congressional District: MA-007 *

PROJECT/PERFORMANCE SITE OTHER LOCATION(S)

Project/Performance Site Location 1 [ADD LOCATION](#)

BURDEN STATEMENT

SF-424 Project / Performance Site Location(s) Form (4040-0010)

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number for this information collection is 4040-0010. The time required to complete this information collection is estimated to average 14 minutes per response, including the time to review instructions, search existing data resources, gather the data needed and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Health & Human Services, OS/OCIO/PRA, 200 Independence Ave., S.W., Suite 537-H, Washington D.C. 20201, Attention: PRA Reports Clearance Officer.

| Agency | Total Responses | Average Burden per response in Hours | Total Burden Hours |
|--------|-----------------|--------------------------------------|--------------------|
| NSF | 34,000 | 10/50 | 5,687 |
| VA | 750 | 20/60 | 250 |
| USAID | 300 | 5/60 | 25 |
| IMLS | 420 | 5/60 | 35 |
| DOD | 12,210 | 4/60 | 814 |
| HHS | 122,339 | 11/60 | 22,429 |
| DOI | 78,132 | 19/60 | 24,108 |
| SSA | 2,000 | 2/60 | 67 |
| NEA | 5,345 | 5/60 | 445 |
| DOJ | 34,471 | 15/60 | 8,818 |
| USDA | 7,150 | 10/60 | 1,192 |
| EPA | 15,284 | 5/60 | 1,272 |
| HUD | 9,100 | 30/60 | 4,550 |
| NASA | 9,435 | 15/60 | 2,359 |
| NARA | 150 | 10/60 | 25 |
| NEH | 3,750 | 15/60 | 938 |

1 SAVE | 2 CHECK FOR ERRORS | 3 CLOSE

Research and Related Senior/Key Person Profile (Expanded)

Fields in any forms that are grayed out were/are auto-filled by answers from previously completed forms in the application. In order to change the grayed-out answer, the form that feeds this one will need to be edited. In this instance, the answer was derived from the **SF424A** form.

PROFILE - PROJECT DIRECTOR / PRINCIPAL INVESTIGATOR

| | |
|--------------------|---------------------------------------|
| Prefix: | <input type="text"/> |
| First Name: | Leonard |
| Middle Name: | <input type="text"/> |
| Last Name: | Smalls |
| Suffix: | <input type="text"/> |
| Position/Title: | Professor |
| Organization Name: | Massachusetts Institute of Technology |
| Department: | Engineering |
| Division: | <input type="text"/> |
| Street1: | 77 Massachusetts Avenue |
| Street2: | 16-561 |
| City: | Cambridge |

Fields are gray because they were auto-populated by an earlier completed form (SF424A)

ZIP / Postal Code: 02139

Phone Number: 617-2534321

Fax Number:

Email: lsmalls@mit.edu

Credential, e.g., Agency Login: LSMALL

Project Role: PDIPI

Degree Type: PhD

Degree Year: 1998

Attach Biographical Sketch: Smalls_Bio.pdf

Attach Current & Pending Support:

PROFILE - SENIOR / KEY PERSON(S)

PROFILE - Senior / Key Person 1

ADD PROFILE

PHS 398 Research Plan

| Include in Package | Form Name (Click to Edit) | Requirement | Form Status | Last Updated Date/Time | Locked By | Actions |
|-------------------------------------|--|-------------|-----------------|------------------------------|---------------|--|
| <input checked="" type="checkbox"/> | SF424 (R & R) [V2.0] | Mandatory | Passed [Locked] | Oct 28, 2020 10:33:17 AM EDT | Ian C Cariolo | Unlock Download Upload Reuse Webform |
| <input checked="" type="checkbox"/> | PHS 398 Cover Page Supplement [V5.0] | Mandatory | Passed | Oct 28, 2020 10:33:41 AM EDT | | |
| <input checked="" type="checkbox"/> | Research And Related Other Project Information [V1.4] | Mandatory | Passed | Oct 29, 2020 03:50:48 PM EDT | | |
| <input checked="" type="checkbox"/> | Project/Performance Site Location(s) [V2.0] | Mandatory | Passed [Locked] | Oct 28, 2020 10:24:01 AM EDT | | |
| <input checked="" type="checkbox"/> | Research and Related Senior/Key Person Profile (Expanded) [V2.0] | Mandatory | Passed | Oct 30, 2020 01:51:23 PM EDT | | |
| <input checked="" type="checkbox"/> | PHS 398 Research Plan [V4.0] | Mandatory | Passed | Oct 28, 2020 11:37:11 AM EDT | | |
| <input checked="" type="checkbox"/> | PHS Human Subjects and Clinical Trials Information [V2.0] | Mandatory | Passed | Oct 28, 2020 10:24:24 AM EDT | | |

Go To Subforms (0)

PHS 398 RESEARCH PLAN
Version 4.0

INTRODUCTION:

1. Introduction to Application (for Resubmission and Revision applications): [ADD ATTACHMENT](#) [DELETE ATTACHMENT](#) [VIEW ATTACHMENT](#)

RESEARCH PLAN SECTION:

2. Specific Aims: [ADD ATTACHMENT](#) [DELETE ATTACHMENT](#) [VIEW ATTACHMENT](#)

3. Research Strategy: Smalls_Research_Plan.pdf * [ADD ATTACHMENT](#) [DELETE ATTACHMENT](#) [VIEW ATTACHMENT](#)

4. Progress Report Publication List: [ADD ATTACHMENT](#) [DELETE ATTACHMENT](#) [VIEW ATTACHMENT](#)

OTHER RESEARCH PLAN SECTION:

5. Vertebrate Animals: [ADD ATTACHMENT](#) [DELETE ATTACHMENT](#) [VIEW ATTACHMENT](#)

6. Select Agent Research: [ADD ATTACHMENT](#) [DELETE ATTACHMENT](#) [VIEW ATTACHMENT](#)

7. Multiple PD/PI Leadership Plan: [ADD ATTACHMENT](#) [DELETE ATTACHMENT](#) [VIEW ATTACHMENT](#)

8. Consortium/Contractual Arrangements: [ADD ATTACHMENT](#) [DELETE ATTACHMENT](#) [VIEW ATTACHMENT](#)

9. Letters of Support: [ADD ATTACHMENT](#) [DELETE ATTACHMENT](#) [VIEW ATTACHMENT](#)

PHS Human Subjects and Clinical Trial Info

PHS HUMAN SUBJECTS AND CLINICAL TRIALS INFORMATION
Version 2.0

OMB Number: 0925-0001
Expiration Date: 02/28/2023

USE OF HUMAN SPECIMENS AND/OR DATA:

Does any of the proposed research in the application involve human specimens and/or data?

Yes
 No

Provide an explanation for any use of human specimens and/or data not considered to be human subjects research.

ADD ATTACHMENT

DELETE ATTACHMENT

VIEW ATTACHMENT

RESEARCH & RELATED OTHER PROJECT INFORMATION:

Please complete the human subjects section of the Research & Related Other Project Information form prior to completing this form.

The following items are taken from the Research & Related Other Project Information form and displayed here for your reference. Any changes to these fields must be made on the Research & Related Other Project Information form and may impact the data items you are required to complete on this form.

Are Human Subjects Involved?

Yes
 No

HUMAN SUBJECTS INVOLVEMENT:

If No to Human Subjects

Skip the rest of the PHS Human Subjects and Clinical Trials Information Form.

OTHER REQUESTED INFORMATION:

Other Requested Information Attachment:

ADD ATTACHMENT

DELETE ATTACHMENT

VIEW ATTACHMENT

Answers of **Yes** to particular questions will prompt the necessity of additional questionnaires or attachment uploads.

Fields in any forms that are grayed out were/are auto-filled by answers from previously completed forms in the application. In order to change the grayed-out answer, the form that feeds this one will need to be edited. In this instance, the answer was derived from the **R&R Other Project-Related Info** form.

PHS Human Subjects and Clinical Trial Info Guidance



Office of the
Vice President for Research
MIT Kuali Coeus

About Kuali
Coeus

Training

Quick
Reference
Cards

FAQs

Forms &
Requests

Quick Reference Cards

Kuali Coeus Quickcards in PDF format available for download:

Navigation General

System: PHS Sys Admin (S2S) Human Subjects

- Representation for Tax Delinquency, Felony Conviction, and Internal Confidentiality Agreements
- SFLLL Disclosure of Lobbying Activities
- **Guide to Forms F PHS Human Subjects Clinical Trial Info and Study Record for KC and Workspace**
- How to Identify, Find, & Download User Attached Forms at Grants.gov
- User-Attached Mandatory S2S Forms
- User-Attached Optional S2S Forms

Workspace

- Obtaining a Grants.gov Workspace ID
- Workspace Preview – Where are all the attachments?
- Workspace Statuses Defined
- Reopen Copy or Reuse a Workspace

Reports

<https://ras.mit.edu/education-and-career-resources/educational-offerings/research-administration-practices-rap>

https://mit.zoom.us/rec/share/u5VHd5rAzEZISJXo9U_NBoJ8RLS0aaa81SYY_YOmhlg-TpT3QXrHrYEehaRqCMF?startTime=1589551380000

Research & Related or PHS398 Modular Budget

With NIH applications, one has the option of submitting either a **Detailed** or **Modular** Budget.

PHS 398 MODULAR BUDGET
Version 1.2

OMB Number: 0925-0001
Expiration Date: 02/28/2023

BUDGET PERIOD(S)

Budget Period 1 DELETE PERIOD

Budget Period Start Date: 07/01/2021
Budget Period End Date: 06/30/2022

MODULAR

A. DIRECT COSTS:

Funds Requested (\$)

Direct Cost less Consortium Indirect (F&A): 125,000.00 *

Consortium Indirect (F&A): 0.00

Total Direct Costs: 125,000.00

B. INDIRECT (F&A) COSTS:

| Indirect (F&A) Type | Indirect (F&A) Rate (%) | Indirect (F&A) Base (\$) | Funds Requested (\$) |
|---------------------|-------------------------|--------------------------|----------------------|
| MTDC | 55.10 | 125,000.00 | 68,875.00* |

(+) ADD ADDITIONAL INDIRECT COST

Cognizant Agency (Agency Name, POC Name and Phone Number):
ONR, Linda Moigan Wood, 703-588-2.254

Indirect (F&A) Rate Agreement Date: 06/26/2020

Total Indirect (F&A) Costs: 68,875.00

| Form | Mandatory | Status | Expiration Date | Actions |
|---|-----------|--------|------------------------------|--|
| PHS Human Subjects and Clinical Trials Information [V2.0] | Mandatory | Passed | Oct 30, 2020 02:10:58 PM EDT | Lock Download Upload Reuse Webform |
| Research & Related Budget [V1.4] | Optional | | | Lock Download Upload Reuse Webform |
| R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT [V1.4] | Optional | | | Lock Download Upload Reuse Webform |
| PHS 398 Modular Budget [V1.2] | Optional | Passed | Oct 28, 2020 11:13:42 AM EDT | Lock Download Upload Reuse Webform |
| PHS Assignment Request Form [V3.0] | Optional | Passed | Oct 28, 2020 11:15:00 AM EDT | Lock Download Upload Reuse Webform |

RESEARCH & RELATED BUDGET
Version 1.4

OMB Number: 4640-0001
Expiration Date: 12/31/2022

ORGANIZATION

ORGANIZATION INFORMATION:

Organizational DUNS: 0014255940000

Enter name of Organization: Massachusetts Institute of Technology

Budget Type: Project Subaward/Consortium

BUDGET PERIOD(S)

Budget Period 1 DELETE PERIOD

DETAILED

BUDGET PERIOD DATES:

Start Date: 08/01/2021
End Date: 07/31/2022 *

A. SENIOR / KEY PERSON:

| Senior Key Person, Project Role | Base Salary (\$) | Calendar Months | Academic Months | Summer Months | Requested Salary (\$) | Fringe Benefits (\$) | Funds Requested (\$) |
|---------------------------------|------------------|-----------------|-----------------|---------------|-----------------------|----------------------|----------------------|
| PI | 77,250.00 | 6.00 | | | 38,361.00* | 13,577.04* | 51,938.04 |
| Multi-PI | 197,300.00 | | | 0.25 | 4,109.00* | 1,096.05* | 5,205.05 |
| Co-Investigator | 197,300.00 | | | 1.00 | 16,441.00* | 4,389.83* | 20,830.83 |
| Research Scientist | 115,000.00 | 6.00 | | | 54,995.00* | 19,468.38* | 74,463.38 |



A new, printable KC Budget Report that mimics the RR Budget form in Grants.gov applications is now available, thereby making it easier to input dollar figures into the Workspace budget.

A Quick Card is available.

RR Budget Detailed cont'd

B. OTHER PERSONNEL:

| Number of Personnel | Project Role | Calendar Months | Academic Months | Summer Months | Requested Salary (\$) | Fringe Benefits (\$) | Funds Requested (\$) |
|---------------------|------------------------------|-----------------|-----------------|---------------|-----------------------|----------------------|----------------------|
| 1* | Post Doctoral Associates | 12.00 | | | 53,400.00* | 18,796.00* | 72,196.00 |
| 1* | Graduate Students | 12.00 | | | 43,320.00* | 0.00* | 43,320.00 |
| 1* | Undergraduate Students | 12.00 | | | 15,600.00* | 0.00* | 15,600.00 |
| | Secretarial / Clerical | | | | | | |
| 1* | Allocated Wages and Salaries | 12.00 | | | 9,000.00* | 3,168.00* | 12,168.00 |

Total Number Other Personnel: 4
Total Other Personnel: 143,284.00
Total Salary, Wages and Fringe Benefits (A + B): 103,572.00

C. EQUIPMENT DESCRIPTION:

List items and dollar amount for each item exceeding \$5,000

| Equipment Item | Funds Requested (\$) |
|----------------|----------------------|
| | |

(+) ADD ADDITIONAL EQUIPMENT

Total funds requested for all equipment listed in the attached file: _____
Total Equipment: _____

Additional Equipment: _____

D. TRAVEL:

| Item | Funds Requested (\$) |
|---|----------------------|
| 1. Domestic Travel Costs (Incl. Canada, Mexico and U.S. Possessions) | |
| 2. Foreign Travel Costs | |
| Total Travel Cost: | |

E. PARTICIPANT / TRAINEE SUPPORT COSTS:

| Item | Funds Requested (\$) |
|--|----------------------|
| 1. Tuition / Fees / Health Insurance | |
| 2. Stipends | |
| 3. Travel | |
| 4. Subsistence | |
| 5. Other: | |
| Number of Participants / Trainees: _____ | |
| Total Participant / Trainee Support Costs: | |

RR Budget cont'd

F. OTHER DIRECT COSTS:

| Item | Funds Requested (\$) |
|---|----------------------|
| 1. Materials and Supplies | <input type="text"/> |
| 2. Publication Costs | <input type="text"/> |
| 3. Consultant Services | <input type="text"/> |
| 4. ADP / Computer Services | <input type="text"/> |
| 5. Subawards / Consortium / Contractual Costs | <input type="text"/> |
| 6. Equipment or Facility Rental / User Fees | <input type="text"/> |
| 7. Alterations and Renovations | <input type="text"/> |
| 8. <input type="text"/> | <input type="text"/> |
| 9. <input type="text"/> | <input type="text"/> |
| 10. <input type="text"/> | <input type="text"/> |
| Total Other Direct Costs: <input type="text"/> | |

G. DIRECT COSTS:

Total Direct Costs (A thru F): Funds Requested (\$)

H. INDIRECT COSTS:

| Indirect Cost Type | Indirect Cost Rate (%) | Indirect Cost Base (\$) | Funds Requested (\$) |
|------------------------------|------------------------|-------------------------|--|
| MTDC | 50.00 | 120,252.00 | 60,848.00 |
| (+ ADDITIONAL INDIRECT COST) | | | |
| Total Indirect Costs: | | | <input type="text" value="60,848.00"/> |

Cognizant Federal Agency (Agency Name, POC Name, and POC Phone Number):

ONR
Linda M Wood
703-588-2254

I. TOTAL DIRECT AND INDIRECT COSTS:

Total Direct and Indirect Institutional Costs (G + H): Funds Requested (\$)

J. FEE:

Fee: Funds Requested (\$)

K. TOTAL COSTS AND FEE:

Total Costs and Fee (I + J): Funds Requested (\$)

RR Budget cont'd

BUDGET JUSTIFICATION

BUDGET JUSTIFICATION:

Only attach one file:

ADD ATTACHMENT

DELETE ATTACHMENT

VIEW ATTACHMENT

CUMULATIVE BUDGET

| Item | Totals (\$) |
|--|-------------|
| Section A, Senior/Key Person | 20,288.00 |
| Section B, Other Personnel | 143,284.00 |
| Total Number Other Personnel | 4 |
| Total Salary, Wages and Fringe Benefits (A + B) | 163,572.00 |
| Section C, Equipment | |
| Section D, Travel | |
| 1. Domestic | |
| 2. Foreign | |
| Section E, Participant/Trainee Support Costs | |
| 1. Tuition/Fees/Health Insurance | |
| 2. Stipends | |
| 3. Travel | |
| 4. Subsistence | |
| 5. Other | |
| 7. Alterations and Renovations | |
| 8. Other 1 | |
| 9. Other 2 | |
| 10. Other 3 | |
| Section G, Direct Costs (A thru F) | 163,572.00 |
| Section H, Indirect Costs | 60,848.00 |
| Section I, Total Direct and Indirect Costs (G + H) | 224,420.00 |
| Section J, Fee | |
| Section K, Total Costs and Fee (I + J) | 224,420.00 |

R&R Subaward Budget

If a Subaward is to be included with your submission, click the **Include in Package** checkbox.



The Workspace Owner user has three options:

1. Add a **Subawardee Participant**, granting only access to the RR Sub Budget. S/he will then be able to work in the Webform.
2. Download the form and send it to the Subawardee to complete, then MIT uploads it on their behalf. **
3. Complete the Sub Budget on behalf of the Subawardee in the Webform itself.

****It is imperative that PDFs are opened and edited ONLY in Adobe Reader. Acrobat or any other editing software will corrupt the form and cause upload and/or submission errors.**

R&R Subaward Budget cont'd

To add a Subaward:

1. Click on **Go to Subforms**.
2. In the pop-up window, click **Add Subform Row**.
3. Type in Subwardee name.
4. Click **Save**.

There will now be an active Subaward Budget that can either be completed in the Webform or downloaded and completed.

The screenshot displays the 'Workspace Subforms' interface. A yellow callout box labeled 'Subwardee Name' points to the input field in the 'Add Subform Row' dialog box. The dialog box has a title bar 'Subawardee Name' and a 'Subform Name:' label with a red circle '3' next to the input field. A red circle '2' is next to the 'Add Subform Row (30 MAX)' button. A red circle '4' is next to the 'Save' button. A red circle '1' is next to the 'Go To Subforms (0)' button in the table below. The table lists various subforms with columns for checkboxes, names, mandatory status, completion status, dates, and actions.

| Subform Name (Click to Edit) | Mandatory | Status | Date | Actions |
|--|-----------|--------|------------------------------|--|
| Project/Performance Site Location(s) [V2.0] | Mandatory | Passed | Oct 23, 2020 04:05:05 PM EDT | Lock Download Upload Reuse Webform |
| Research and Related Senior/Key Person Profile (Expanded) [V2.0] | Mandatory | Passed | Oct 23, 2020 04:04:44 PM EDT | Lock Download Upload Reuse Webform |
| PHS 398 Research Plan [V4.0] | Mandatory | Passed | Oct 23, 2020 04:05:09 PM EDT | Lock Download Upload Reuse Webform |
| PHS Human Subjects and Clinical Trials Information [V2.0] | Mandatory | Passed | Oct 23, 2020 04:04:38 PM EDT | Lock Download Upload Reuse Webform |
| Go To Subforms (0) | | | | |
| Research & Related Budget [V1.4] | Optional | --- | --- | Lock Download Upload Reuse Webform |
| R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT [V1.4] | Optional | --- | --- | Lock Download Upload Reuse Webform |
| Go To Subforms (0) | | | | |
| PHS 398 Modular Budget [V1.2] | Optional | Passed | Oct 23, 2020 04:05:01 PM EDT | Lock Download Upload Reuse Webform |

R&R Subaward Budget cont'd

Workspace Subforms

Form successfully saved and unlocked

1

OR

Manage R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT [V1.4]: Subforms (1 of 30)

View Subform Participants

Records Subforms

Add Subform Row (30 MAX)

| Subform Name (Click to Edit) | Subform Status | Last Updated Date/Time | Locked By | Subform Actions |
|------------------------------|----------------|------------------------------|-----------|--|
| TEST Subawardee | In Progress | Oct 30, 2020 03:58:46 PM EDT | -- | Lock Download Upload Webform Rename Delete |

Close

View Subform Participants

1

Participants with access to the Subforms are listed below. Access is managed using the Workspace Participants tab.

Subform Participants: Export Data

| Username | Name | Phone Number | Email Address |
|--------------------------|------|--------------|---------------|
| SUBFORM: TEST Subawardee | | | |
| | | 617-324- | @ |
| | | 617-324- | @ |

Close


Preview Grantor Validation



GRANTS.GOV > Applicants > Manage Workspace

MANAGE WORKSPACE

✔ Created
✔ Forms Passed
✔ Completed and Notified AOR
✔ Submitted
✔ Agency Received
«Back
?



PAR-19-194 - PKG00248548
 Microbial-based Cancer Therapy -Bugs as Drugs (R21 Clinical Trial Not Allowed)
 Department of Health and Human Services
 National Institutes of Health

Application Filing Name: Microbial-based Cancer Therapy-Bugs as Drugs [Edit Name]
Workspace ID: WS00365604 **Workspace Status:** Submitted
AOR Status: Workspace has AOR **Last Submitted Date:** Oct 16, 2019
Workspace Owner: Cindy W Matheson **SAM Expiration Date:** Oct 02, 2020

Opening Date: May 16, 2019
Closing Date: May 07, 2022
DUNS: 0014255940000

FORMS

VIEW APPLICATION

ATTACHMENTS

PARTICIPANTS

ACTIVITY

DETAILS

PREVIEW GRANTOR VALIDATION

Click Request Grantor Validation button to find out what submission errors and warnings you would receive from the grant-making agency if you submitted your application package in its current state.

- Grants.gov allows one request per Workspace to be active at a time.
- **The status shown does not automatically update. Use the Refresh Status button to get the current status.**
- We appreciate your patience while your request is being processed.

DISCLAIMER: This optional feature uses an error checking service provided by the Grantor agency. It has no impact on your ability to submit your application package. Click the help icon for more details.

Preview Validation Requests:
Request Grantor Validation
Refresh Status

1-1 of 1 Records 1

| Requestor | Status | Results | Requested Date/Time | Completed Date/Time | Actions |
|-----------------|-------------------|---------------------|------------------------------|------------------------------|----------------------|
| Katrina McCarty | Request Completed | 0 Errors/0 Warnings | Oct 16, 2019 09:25:23 AM EDT | Oct 16, 2019 09:25:27 AM EDT | View |

1-1 of 1 Records 1

Printing/Saving the Application

FORMS **VIEW APPLICATION** ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS PREVIEW GRANTOR VALIDATION

Previously generated Application/Form Views including Attachments are available by clicking Download on the REQUEST rows. For an updated view click the Request action on the Application/Form rows.

For this Opportunity, your Application View will use a Grantor Image service provided by the Grantor Agency. This image includes the full application package, with attachments, exactly as the grant-making Agency will see it.

Application Forms: Refresh Status

| Form Name / Request Status | Requested By | Requested Date/Time | Completed Date/Time | Actions |
|--|--------------|---------------------|---------------------|--------------|
| APPLICATION: ALL FORMS | | | | |
| FORM: SF424 (R & R) [V2.0] | | | | Request View |
| FORM: PHS 398 Cover Page Supplement [V4.0] | | | | Request View |
| FORM: Research And Related Other Project Information [V1.4] | | | | Request View |
| FORM: Project/Performance Site Location(s) [V2.0] | | | | Request View |
| FORM: Research and Related Senior/Key Person Profile (Expanded) [V2.0] | | | | Request View |
| FORM: Research & Related Budget 10YR [V1.4] | | | | Request View |
| FORM: PHS 398 Research Plan [V4.0] | | | | Request View |
| FORM: PHS Human Subjects and Clinical Trials Information [V1.0] | | | | Request View |

Go To Subforms (0)

AOR Status: Workspace has AOR Last Submitted Date: --
Workspace Owner: Ian C Cariolo SAM Expiration Date: C

View Request: ALL FORMS

A A view request was created. When completed, your view will be available for download on the REQUEST row.

OK

FORMS **VIEW APPLICATION** ATTACHMENTS PARTICIPANTS ACTIVITY DETAILS PREVIEW GRANTOR VALIDATION

Previously generated Application/Form Views including Attachments are available by clicking Download on the REQUEST rows. For an updated view click the Request action on the Application/Form rows.

For this Opportunity, your Application View will use a Grantor Image service provided by the Grantor Agency. This image includes the full application package, with attachments, exactly as the grant-making Agency will see it.

Application Forms: Refresh Status

| Form Name / Request Status | Requested By | Requested Date/Time | Completed Date/Time | Actions |
|---|--------------|------------------------------|------------------------------|-----------------------------------|
| APPLICATION: ALL FORMS | | | | |
| REQUEST: Successful | | Jan 13, 2020 10:04:25 AM EST | Jan 13, 2020 10:04:35 AM EST | Request Grantor Image Download |
| FORM: SF424 (R & R) [V2.0] | | | | Request View |
| FORM: PHS 398 Cover Page Supplement [V4.0] | | | | Request View |
| FORM: Research And Related Other Project Information [V1.4] | | | | Request View |
| FORM: Project/Performance Site Location(s) [V2.0] | | | | Request View |

Retrieving Workspace Attachments after submission (continued)

NOTE: While most of the time the entire proposal can be downloaded as a PDF from Workspace and then uploaded to KC, there are a few attachment exceptions that will need to be downloaded separately. As they are optional attachments, they will not be part of the main proposal PDF:

1. Assignment Request
2. Cover Letter
3. Appendices

Workspace Proposal Preview: Where are all the attachments?

If you see a message like this displayed in your Workspace form download/preview:

The following attachment is not included in the view since it is not a read-only PDF file.
Upon submission, this file will be transmitted to the Grantor without any data loss.

It means:

1. The file type is not supported in the workspace previewer – it's not a plain PDF file.

- You may need to 'flatten' – print to PDF – to simplify the formatting.
- You may need to submit as is, because the sponsor requested a non-PDF, or complex PDF file type.

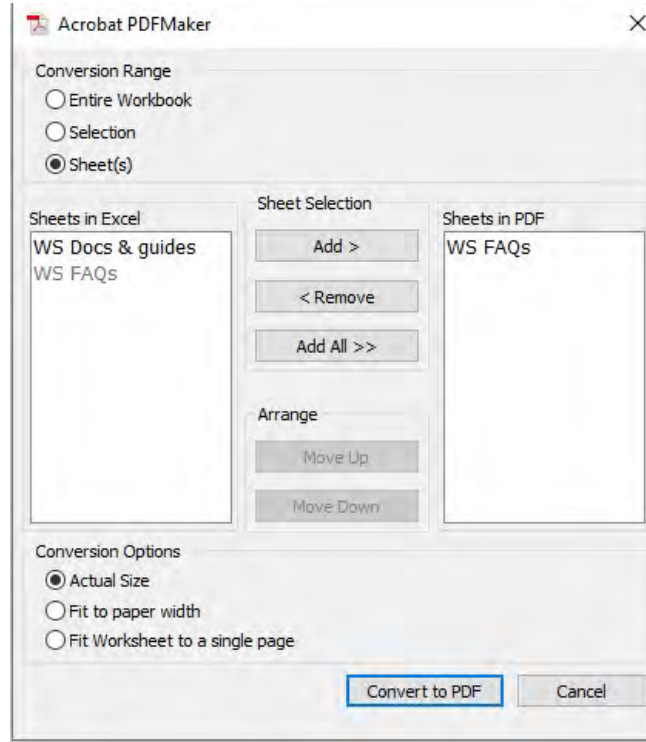
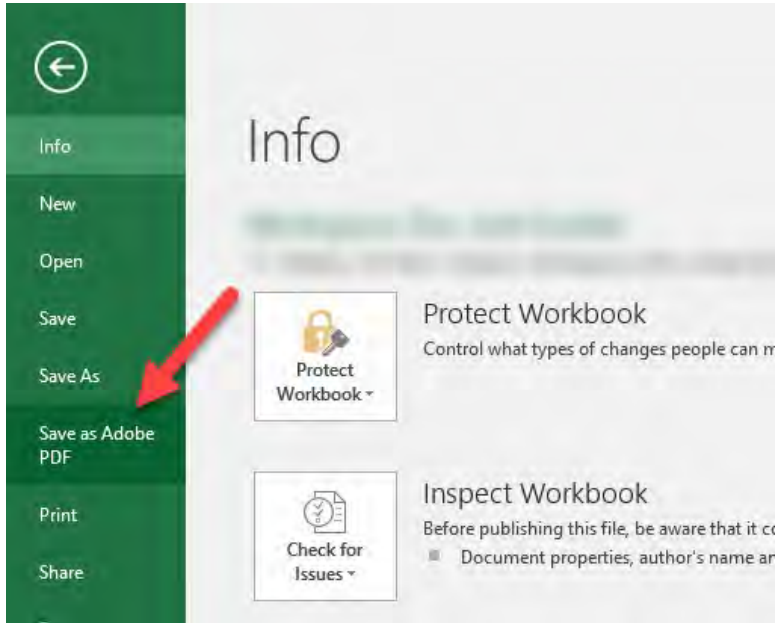
2. The source file/attachment needs to be uploaded separately in the KC proposal.

- If the Workspace preview download does not contain the file image, you must upload the source file(s) in the KC proposal. KC is our system of record and MIT approvers must be able to see the full content of the proposal from KC.
- Grants.gov Workspaces are only saved for 5 years, and are not accessible by all required reviewers.

How to convert a file to PDF using Print to PDF:

If you have any Microsoft Office document, such as an Excel file that doesn't need to be submitted as Excel:

- Click the **File menu** and the select **Save as Adobe PDF**.
- **Save** the file to your computer.
- **Replace** the current upload in Workspace with your new PDF file.

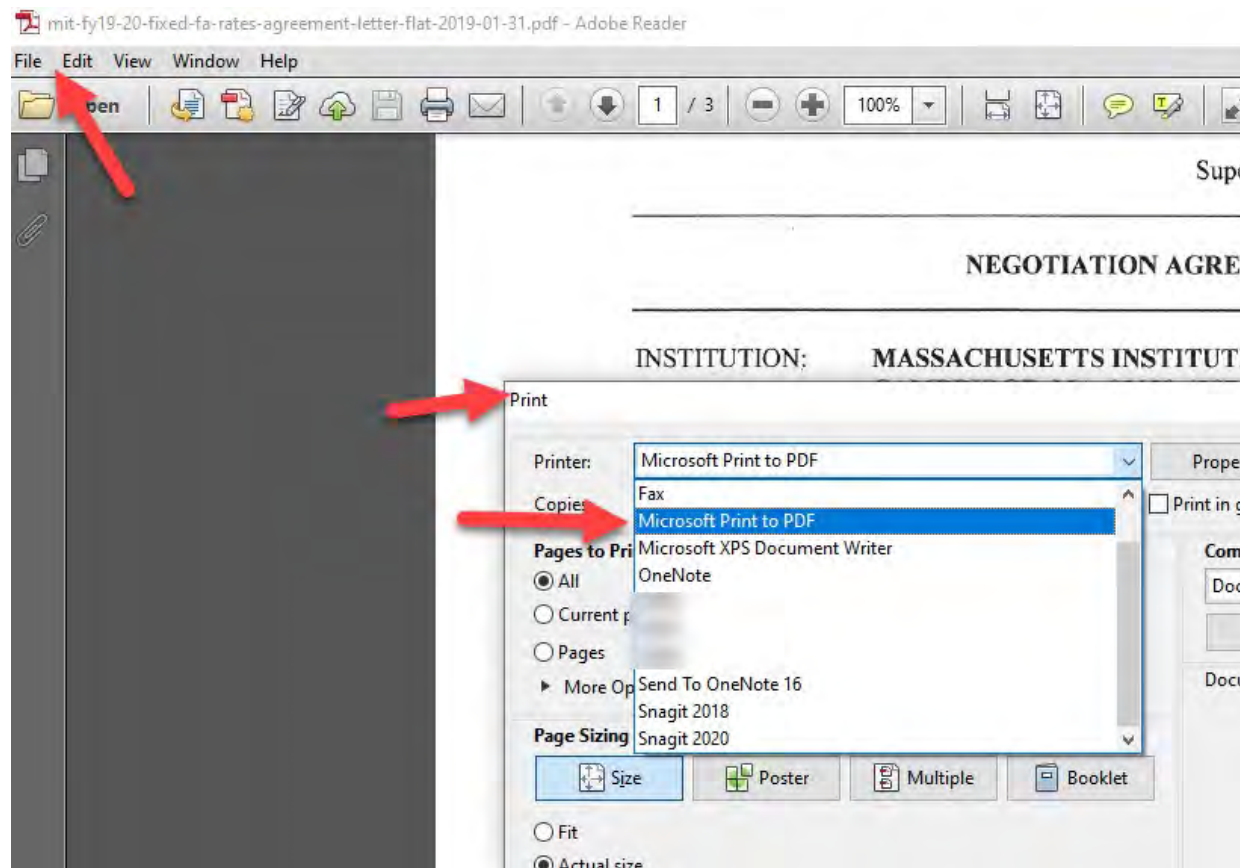


If your Excel workbook has multiple sheets, you'll need to identify if you want to convert the entire workbook, a specified selected section, or the sheet currently in view.

How to Flatten a PDF on a PC:

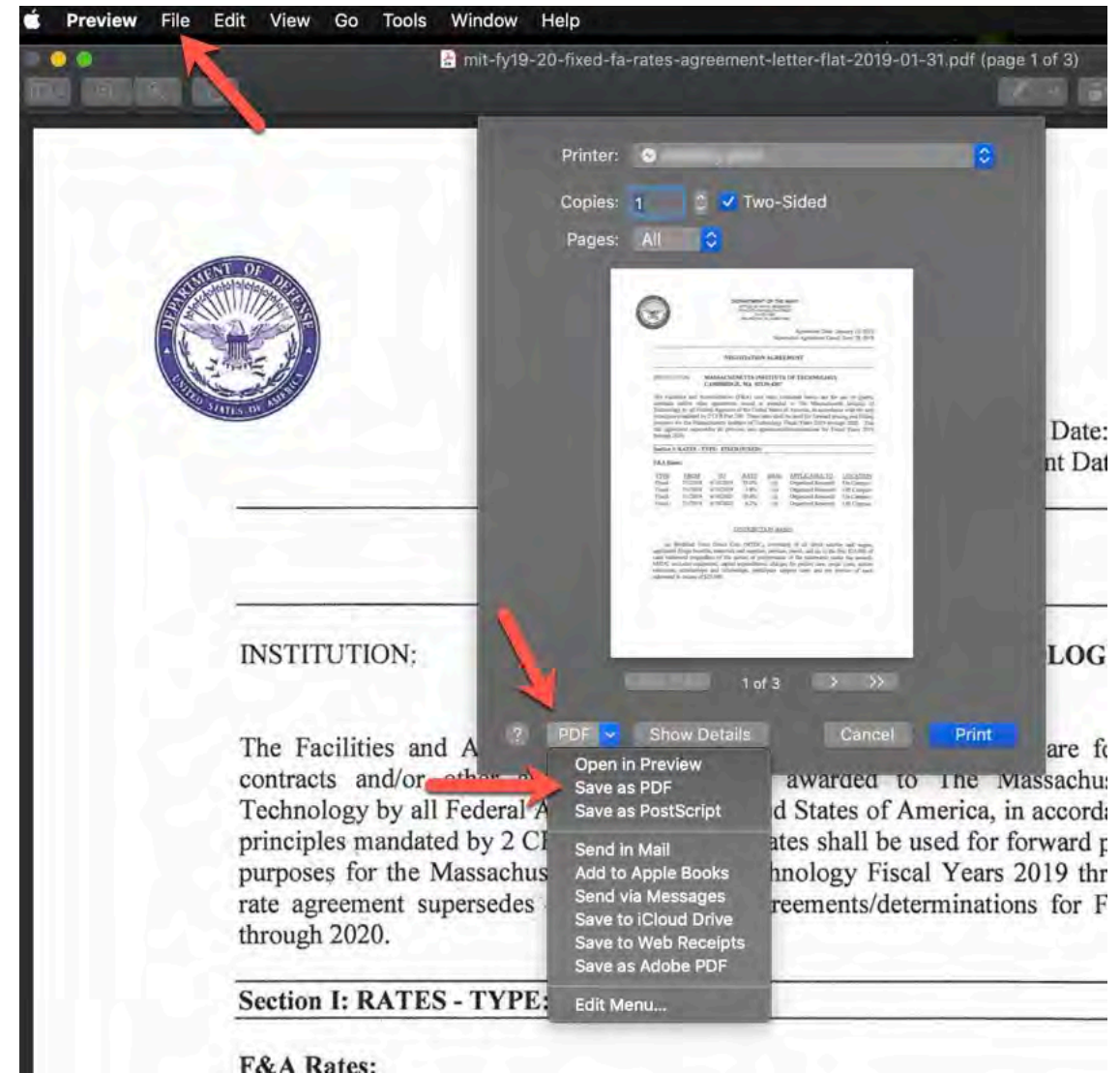
Have a PDF document with form fields or other Adobe 'extras' that won't preview? Create a simpler, flatter file:

- Click the **File** menu, select Print.
- **Select** the Microsoft **Print to PDF** option as your 'printer' to generate a 'flat' pdf & save that file to your computer,
- Replace the current upload in your Workspace with the 'flattened' one.



How to Flatten a PDF on a Mac:

- Open the file with **Preview**
- Click the **File** menu, select **Print**.
- At the bottom left of the pop-up window, click on **PDF** and choose **Save as PDF** to generate a 'flat' PDF & save that file to your computer
- Replace the current upload in your Workspace with the 'flattened' one.



Retrieving Workspace Attachments after submission.

You can still retrieve the attachments in a submitted Workspace:

1. Search for your Workspace, preferably by the Workspace ID or Grants.gov Tracking number.
2. Open using the **Manage** link, and click on the **Details** tab; then click the **Details** hyperlink action in the row.

MANAGE WORKSPACES

Please enter criteria and click Search:

| | | | |
|-----------------------------|----------------------|---|---|
| Funding Opportunity Number: | <input type="text"/> | Workspace ID: WS00226493 | Workspace Status: |
| Funding Opportunity Title: | <input type="text"/> | Workspace DUNS: <input type="text"/> | <input type="checkbox"/> New |
| Opportunity Package ID: | <input type="text"/> | Application Filing Name: <input type="text"/> | <input type="checkbox"/> In Progress |
| Workspace Owner: | <input type="text"/> | Last Activity Date: From: 12/04/2019 | <input type="checkbox"/> Ready for Submission |
| Grant Tracking Number: | <input type="text"/> | To: 03/04/2020 | <input type="checkbox"/> Submitted |
| | | | <input type="checkbox"/> Archived |

Search

Results: Export Detailed Data

| Workspace ID | Workspace DUNS | Workspace Status | Funding Opportunity Number | Closing Date | Application Filing Name | Workspace Owner | Last Activity Date | Actions |
|--------------|----------------|------------------|----------------------------|--------------|---------------------------------------|-----------------|--------------------|-------------|
| WS00226493 | 0014255940000 | Archived | NOAA-OAR-SG-2019-2005915 | 12/21/2018 | Massachusetts Institute of Technology | | 12/22/2019 | Copy Manage |

FORMS VIEW APPLICATION ATTACHMENTS PARTICIPANTS ACTIVITY **DETAILS**

Workspace Grant Tracking Numbers: Export Detailed Data

1-1 of 1 Records

| Grants.gov Number | Date/Time Received | Status | Status Date | Submitted By | Agency Tracking Number | Actions (Click Details to Download) |
|-------------------|------------------------------|---------------------------------|------------------------------|----------------|------------------------|-------------------------------------|
| GRANT12763248 | Dec 19, 2018 07:23:46 PM EST | Agency Tracking Number Assigned | Dec 19, 2018 08:36:26 PM EST | Laureen Horton | 2777803 | Details |

Retrieving Workspace Attachments after submission. (continued)

3. Click the **Download ZIP** button in the “Submission Forms/Attachments Received” header.
4. **Open the extracted ZIP folder** and find the attachments you need to save to your KC proposal or Institute Proposal.

The screenshot illustrates the process of retrieving workspace attachments. On the left, a web portal displays a table of submitted forms under the heading "Submission Forms/Attachments Received:". A red arrow points to the "Download ZIP »" button in the top right corner of the table. The table lists several forms, including "FORM: Project Narrative Attachment Form [V1.2]" and "FORM: Budget Narrative Attachment Form [V1.2]".

On the right, a Windows File Explorer window shows the extracted ZIP file, "GRANT1276...zip". A red arrow points to the "Extract all" button. Below this, the extracted files are displayed in a table:

| Name | Type | Compressed size | Password |
|---|---|-----------------|----------|
| BudgetNarrativeAttachments_1_2-Attachments-1236-BudgetNarrative.pdf | Adobe Acrobat Document | 83 KB | No |
| BudgetNarrativeAttachments_1_2-Attachments-1237-Project-Summary_LONG_Form.xlsm | Microsoft Excel Macro-Enabled Worksheet | 1,578 KB | No |
| Form BudgetNarrativeAttachments_1_2-V1.2.pdf | Adobe Acrobat Document | 12 KB | No |
| Form CD511-V1.1.pdf | Adobe Acrobat Document | 14 KB | No |
| Form ProjectNarrativeAttachments_1_2-V1.2.pdf | Adobe Acrobat Document | 12 KB | No |
| Form SF424_2_1-V2.1.pdf | Adobe Acrobat Document | 18 KB | No |
| Form SF424A-V1.0.pdf | Adobe Acrobat Document | 18 KB | No |
| Form SF424B-V1.1.pdf | Adobe Acrobat Document | 17 KB | No |
| GrantApplication.xml | XML Document | 4 KB | No |
| manifest.txt | Text Document | 1 KB | No |
| ProjectNarrativeAttachments_1_2-Attachments-1234-ProposalNarrative.pdf | Adobe Acrobat Document | 527 KB | No |
| ProjectNarrativeAttachments_1_2-Attachments-1235-Project-Summary_LONG_Form.xlsm | Microsoft Excel Macro-Enabled Worksheet | 1,578 KB | No |

Complete and Notify AOR

RAS will wait for receipt of the KC proposal before it will review the Workspace proposal in Grants.gov.

When complete:

- 1. Download the Workspace form(s)**
- 2. Upload in KC as an attachment**
- 3. Route KC proposal for approvals**

Complete and Notify AOR Cont'd

When complete with no validation errors, the Workspace Manager may “Complete and Notify AOR” in the Workspace – this sends email notification to the AOR that the Workspace is ready for review.

The screenshot displays the Workspace Manager interface. At the top, a progress bar shows the following steps: **Created** (checked), **Forms Passed** (checked), **Complete and Notify AOR** (selected and highlighted with a yellow circle), **Submit** (unchecked), and **Agency Received** (unchecked). A yellow arrow points from the selected button in the progress bar to the **Complete and Notify AOR** button in the bottom right corner, which is also highlighted with a yellow circle. The interface includes a «Back button and the following details:

Application Filing Name: IAN TEST 1.9.20 [Edit Name]
Workspace ID: WS00398081 **Workspace Status:** In Progress **Opening Date:** Dec 17, 2019
AOR Status: Workspace has AOR **Last Submitted Date:** — **Closing Date:** May 17, 2022
Workspace Owner: Ian C Cariolo **SAM Expiration Date:** Oct 02, 2020 **DUNS:** 0014255940000

Navigation tabs include PARTICIPANTS, ACTIVITY, DETAILS, and PREVIEW GRANTOR VALIDATION. At the bottom right, there are buttons for **Check Application**, **Complete and Notify AOR** (highlighted), and **Delete**.

Grants.gov Workspace: Reopen, Copy, or Reuse?

You don't always have to start with blank fields with Workspace.

| Option | Details | Restrictions |
|---------------|--|---|
| Reopen | <ul style="list-style-type: none"> Allows you to update & revise all aspects of the Workspace. Best option for Change/Corrected. Retains the same Workspace ID. Available for Submitted workspaces – this action essentially “reuses” all the workspace. (The prior submission details completely retained in the ‘Details’ screen. The re-opened workspace will add a new row in the Details screen at submission with a separate grants.gov tracking ID and details. | <ul style="list-style-type: none"> Funding Opportunity must still be OPEN. (Not available if workspace in Archived status – e.g. funding opportunity is closed.) Best used when substantially the same submission – like change/corrected. Possible good option for Resubmission or revisions, but would require high level of scrutiny of all fields & replacing attachments specific to the subsequent submission. |
| Copy | <ul style="list-style-type: none"> You can enter the Funding Opportunity Number or the Opportunity Package ID, or you can search from all workspaces you have access to. Creates a new Workspace ID with copies of the form details and attachments. | <ul style="list-style-type: none"> The funding opportunity selected must be the same or have the same forms. If this isn't substantially the same proposal, many fields need to be updated. Does NOT copy participants or AOR from source workspace. |
| Reuse | <ul style="list-style-type: none"> Select a specific FORM to copy, not the entire workspace. Could be a real time-saver for Senior/Key Person Profile, and Performance Site/Location forms for ‘the usual suspect’ proposal collaborators. Allows you to create a WS from a ‘parent’ or BAA opportunity to use as a template – especially one with the SF424 R&R, Senior/Key Person Profile, & Project/Performance Site. | <ul style="list-style-type: none"> To reuse a previously completed form, it has to be the same form title, and must be in Passed status. The Reuse process overwrites anything already added once you select a form to reuse. Due to form version differences, not all data may be copied – but it will populate the compatible fields. If the form you copied caused an error due to bad/incomplete data in the prior submission, it will create the same error if that item is not addressed. |

Reopen a Workspace





When the workspace is in the Ready for Submission or Submitted status, and when the application package forms are up-to-date, the **Reopen** button will be visible. After a workspace is marked Completed or Submitted, the workspace is closed to further edits and updates, unless it is first reopened via the **Reopen** button. When a workspace status is New, In Progress or Archived, or if the application package forms are out-of-date, the **Reopen** button will be invisible – not an option for this workspace.

The **Reopen** button will only be active for the following Participants:






- Workspace Owners and Participants with the AOR role on the **Manage Workspace** page
- All Participants with access to the **Manage Workspaces for Organization** page

When the **Reopen** button is clicked, the following actions take place:

- The workspace status will be changed back to **In Progress**.
- The activity will be noted in the **Activity** tab of the workspace.
- The workspace page will be refreshed, and a success message will read, “Workspace successfully reopened.”

| Situation | Reopen |
|--|---|
| Change/Corrected version of the same proposal |  |
| New submission; same PI, same forms, Funding opportunity is open |  |
| New submission, same PI, same form versions, Funding opportunity is closed |  |
| Funding opportunity closed -- form versions not all the same |  |
| Created a new workspace, but forms/data are identical to a prior submission. | n/a |





Legend:

| | |
|--------------------------|---|
| Best option: |  |
| Can do |  |
| Cannot do |  |
| May not provide all data |  |
| Big lift |  |






How to Copy a Workspace

1. Login and click the **Manage Workspaces** link.
2. Enter search criteria and click the **Search** button to display the results for all workspaces you have access to.
3. Click the **Copy** link in the **Actions** column for the existing workspace you wish to copy. If you do not see the **Copy** link, then you do not have requisite access to copy a workspace. Users must have access to all forms or all non-budget forms to copy a workspace.
4. Enter either the **Funding Opportunity Number** field or the **Opportunity Package ID** field that corresponds to the grant you wish to apply for. If more than one application package fits this search criteria, you will be prompted with a list. Click the **Select** link for the correct application package.
5. Create a descriptive application name in the **Application Filing Name** field. (Please include your KC Proposal number, your PI last name, & lead unit at a minimum to help us identify & support this submission).
6. Click the **Copy Workspace** button. Upon a successful creation, you will be directed to the Manage Workspace page.

Note: Applicants are responsible for reviewing and verifying all data in their application forms. Please verify that all forms data is correct after copying a workspace – especially if the source and destination workspaces have different form versions, as there are often changes to forms between versions.

| Situation | Copy |
|--|---|
| Change/Corrected version of the same proposal |  |
| New submission; same PI, same forms, Funding opportunity is open |  |
| New submission, same PI, same form versions, Funding opportunity is closed |  |
| Funding opportunity closed -- form versions not all the same |  |
| Created a new workspace, but forms/data are identical to a prior submission. | n/a |

Legend:

| | |
|--------------------------|---|
| Best option: |  |
| Can do |  |
| Cannot do |  |
| May not provide all data |  |
| Big lift |  |



Resources - Questions – Help

Applying through Workspace:

<https://ras.mit.edu/grant-and-contract-administration/preparing-and-submitting-proposal/applying-through-workspace>

Workspace Quick Cards: <https://kc.mit.edu/quick-reference-cards#workspace>

GRANTS.GOV

- **Workspace Overview** - <https://www.grants.gov/web/grants/applicants/workspace-overview.html>
- **Register** - <https://apply07.grants.gov/apply/register.faces>
- **Applicant FAQs** - <https://www.grants.gov/web/grants/applicants/applicant-faqs.html>

RAS Lists

- **Contract Administrators** - <https://ras.mit.edu/about-ras/staff-directory>
- **Liaisons** - <https://ras.mit.edu/about-ras/staff/by-sponsor>

Research Administration Support: ra-help@mit.edu

RA Hub: <https://ras.mit.edu/education-and-career-resources/educational-offerings>