USING WORKSPACE

How to Register in Grants.gov and Access Your Workspace Proposal

Office of Sponsored Programs
Worcester Polytechnic Institute
Questions? Contact your department representative [here](#)
1. We suggest you begin by watching [this brief 2 minute video](#) on Workspace Registration

2. Begin by opening up the [Grants.gov registration page](#) or by going to Grants.gov and clicking “register” at the top right corner of the webpage

3. Then click on the red button at the bottom of the page, “Get Registered Now”, as seen in the image below:

![Image of Grants.gov registration page](#)

4. Fill out your demographic information on the following page as directed, including your name, your WPI email, and WPI’s Institutional Address: 100 Institute Rd, Worcester, MA 01609

5. Then click “send a temporary code”, as pictured below:

![Image of Grants.gov registration page](#)
6. A code will be emailed to the email address you provided during registration. Once you receive that code, enter it in the text box as shown below:

![Image of Grants.gov Registration Temporary Code]

7. Your grants.gov account will have successfully been created at that point. You will be shown a screen to “Add an Applicant Profile”. You will want to select “Add an Organizational Application Profile” (shown below) and enter WPI’s DUNS number: **041508581**

![Image of Add Organization Applicant Profile]

8. Your registration is complete. WPI OSP will then approve your affiliation with WPI.
1. Log into Workspace and click on the “Applicants” tab on the top banner.

2. Select “Manage Workspaces” on the left as shown below.

3. You will then see a blank “Manage Workspaces” page. Click “Search” without entering any search criteria. This will allow you to see all proposals that you have access to.

4. Once your proposals appear, you can access them by selecting the blue “Manage” link to the far right.

5. You can view a video series here on how to fill out the application forms in the proposal here.