










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 When a workspace status is New, In Progress or Archived, or if the application package forms are out-of-date, the **Reopen** button will be invisible – not an option for this workspace.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	

Questions?

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