





Workspace 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 (f 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.

Getting Help

For questions regarding Quick Reference Cards, email the RA Support team at ra-help@mit.edu.