MIT Office of the Vice President for Research
Research Administration Services

Workspace Statuses Defined

RA Support Quick Reference Guide

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

Status	Definition	Options
New ✔ Created	Workspace created, but no activity. (No added participants, no data entered, no attachments uploaded.)	• **Edit online** or **download/upload** forms. • **Copy** this workspace
In Progress ⋯ Fill Out Forms	Some activity & actions performed.	• **Add** participants & AOR. • **Edit online** or **download/upload** forms. • **Reuse** forms (if the form is in Passed status).
Ready for Submission ✔ Forms Passed	All included forms in Passed status; Complete & Notify AOR action taken.	• **Reopen** this workspace to update prior to AOR submitting. • **Copy** the workspace for another use. • **Reuse** forms.
Submitted ✔ Submitted	This workspace submitted to the sponsor. Grants.gov tracking ID assigned.	• **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**.	• **Copy** this workspace to the same or similar funding opportunity. • **Reuse** forms • **CANNOT reopen** – the opportunity is closed.

Questions?

Contact: ra-help@mit.edu