

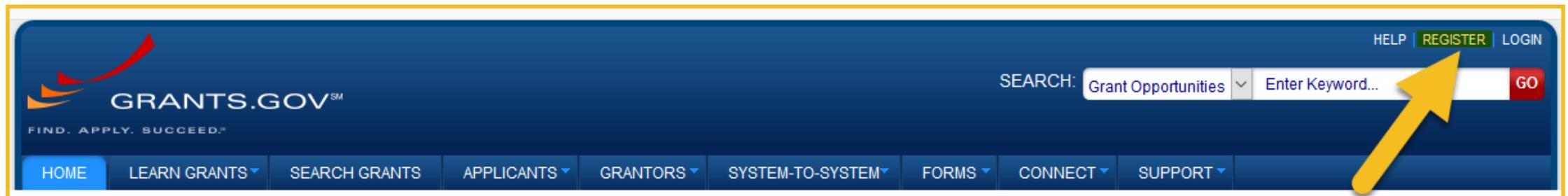
Obtaining a Grants.gov Account for Workspace

RA Support Quick Reference Guide



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 (2)

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 'REGISTER' page on the GRANTS.GOV website. The page has a navigation bar at the top with links: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. Below the navigation bar, the page title is 'REGISTER' and the URL is 'GRANTS.GOV > Register'. The main heading is 'REGISTER' and the instruction is 'Please enter your information below to create an Account.' There are three sections: 'Contact Information', 'Account Details', and 'Communications'. The 'Contact Information' section includes fields for First Name, Middle Initial, Last Name, Email Address, Primary Phone Number, Mobile Phone Number (US Only), and Confirm Mobile Phone Number. The 'Account Details' section includes fields for Username, Password, and Confirm Password. The 'Communications' section includes a 'Subscribe' checkbox and two options: 'GRANTS.GOV ALERTS' and 'GRANTS.GOV NEWSLETTER'. A yellow callout box points to the 'GRANTS.GOV ALERTS' checkbox with the text: 'Both email notifications are optional, but it is strongly recommended to at least receive Alerts.' The page also has a 'Warning Notice' at the bottom left and 'Continue' and 'Cancel' buttons at the bottom right.

GRANTS.GOV > Register

REGISTER

Please enter your information below to create an Account.

- Required fields are denoted with an asterisk (*).
- The following special characters are allowed: question marks, periods, dashes, underscores, and @ symbol (Password is not subject to these restrictions).
- **Password requirements:** Your password must contain at least eight characters including: at least one uppercase letter (A-Z); at least one lowercase letter (a-z); at least one number (0-9); and at least one special character (e.g. ! @ # \$ % ^ & *). Your password must not contain dictionary words, names, or your Username.
- If Mobile Phone Number is provided, it must be a US number and it can be used to reset forgotten password.

Contact Information:

1 *First Name:

Middle Initial:

2 *Last Name:

3 *Email Address:

4 *Primary Phone Number:

Mobile Phone Number (US Only):

(Can be used to reset forgotten password)

Confirm Mobile Phone Number:

Account Details:

5 *Username:

6 *Password: (Case Sensitive)

7 Confirm Password: (Case Sensitive)

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.

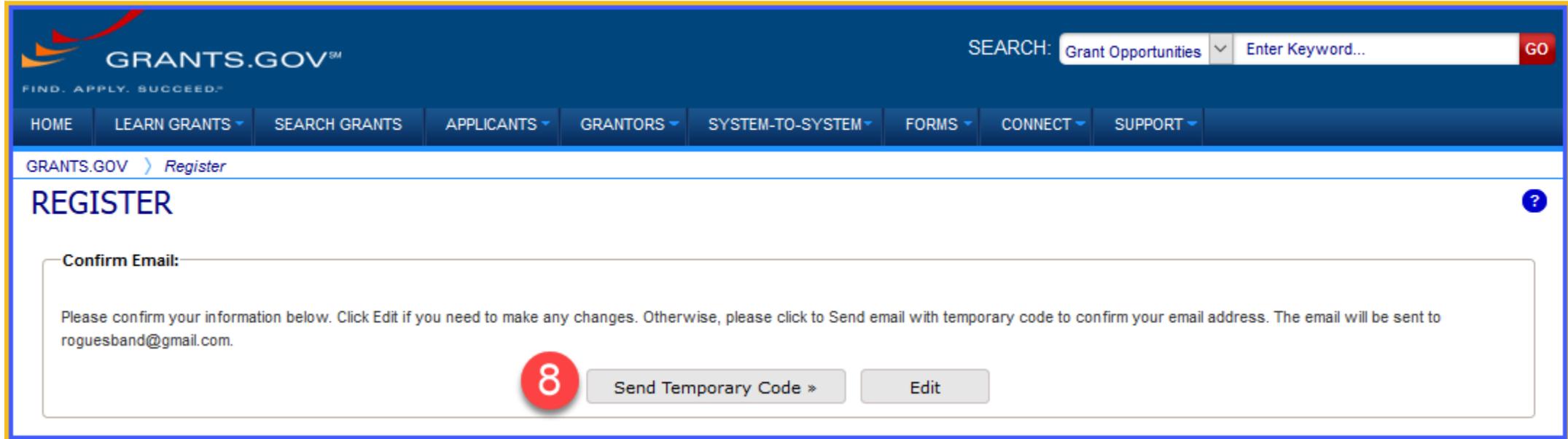
Continue » Cancel

Warning Notice

Registration (3)

After you click Continue, click

Send Temporary Code »



The screenshot shows the Grants.gov website interface. At the top, there is a search bar with the text "SEARCH: Grant Opportunities" and a "GO" button. Below the search bar is a navigation menu with links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The main content area is titled "REGISTER" and contains a "Confirm Email:" section. This section includes a text box with the following text: "Please confirm your information below. Click Edit if you need to make any changes. Otherwise, please click to Send email with temporary code to confirm your email address. The email will be sent to roguesband@gmail.com." Below the text box are two buttons: "Send Temporary Code »" and "Edit". A red circle with the number "8" is overlaid on the "Send Temporary Code" button.

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 (4)

Choose **Add Organization Applicant Profile**, enter MIT's UEI Number E2NYLCDML6V1, 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**.

GRANTS.GOV™
FIND. APPLY. SUCCEED.™

HELP | REGISTER | LOGIN

SEARCH: Grant Opportunities Enter Keyword... GO

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

GRANTS.GOV > Register

REGISTER

Congratulations! Your Grants.gov Account was successfully created.

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.

How would you like to proceed?

- Continue - Skip adding a profile at this time
- Add Organization Applicant Profile - Affiliates you with an Organization and with additional access allows you to apply for Opportunities on behalf of the Organization**
- Add Individual Applicant Profile - Allows you to apply for Opportunities on your own behalf

Please complete to Add an Organization Profile and click Save:

*UEI: E2NYLCDML6V1

*Profile Name: Massachusetts Institute of Technology

*Job Title: Research Administrator

Save

Did You Know? 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.

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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

Questions?

Contact: ra-help@mit.edu

