Workspace Statuses
Defined

RA Support Quick Reference Guide
What you can and can’t do with a workspace in that status.

<table>
<thead>
<tr>
<th>Status</th>
<th>Definition</th>
<th>Options</th>
</tr>
</thead>
</table>
| New                     | 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             | 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    | 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               | 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