Getting started in Workspace


2. Start registration by entering Mason’s DUNS number and hit ‘Register’.

3. Enter your information in the fields provided and hit ‘Continue’.
Getting started in Workspace

4. **Congrats you’re registered! You should be copied on an email like this one:**

   ![Email Example](image)

   **Attention E-Business Point of Contact,**

   The following individual has registered with Grants.gov for your organization. If this person is an Authorized Organization Representative (AOR), please assign them the Authorized Applicant (AOR) role, which allows them to submit grant applications to federal agencies via Grants.gov on behalf of your organization.

   As the SAM EBiz POC, you are authorized to assign the AOR role to registered applicants of your organization. You can also assign the Manage Workspace role, and add to Workspace(s) as a participant or owner.

   **Name:** Regis Saxton  
   **Job Title:** Sr Sponsored Research Administrator  
   **Email:** rsaxton@gmu.edu  
   **Phone:** 7039932987  
   **DUNS:** 0778174500000

5. **As a PI you may be added to a particular Workspace; another email will follow to notify you of being added.**