

Getting started in Workspace

1. Register as an 'Organization Applicant' at <https://www.grants.gov/web/grants/register.html>



 **Organization Applicant**
Register as an organization applicant to apply for grant opportunities on behalf of an organization. A DUNS Number and SAM registration are required.

[Learn about Organization Applicant Registration »](#)

[Register as an Organization Applicant »](#) 

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

Step 1: Complete the DUNS OR DUNS+4 Number field.
Step 2: Click the Register button.

DUNS or DUNS+4 Number

3. Enter your information in the fields provided and hit 'Continue'.

ORGANIZATION APPLICANT REGISTRATION

Please enter your information below.

- 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.)

* First Name: MI: * Last Name:

* Job Title: DUNS:

* Telephone: * Email:

* Secret Question:

* Secret Answer:

* UserName:

* Password: * Confirm Password:

Your password must contain at least eight (8) characters including: at least one (1) uppercase letter (A-Z); at least one (1) lowercase letter (a-z); at least one (1) number (0-9); and at least one (1) special character (e.g. ! @ # \$ % ^ & *).

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



DoNotReply@grants.gov

New Applicant Regis Saxton Registered on Grants.gov and may need roles - Action may be Required

To Michael Laskofski; OSP Grants

Cc Regis A Saxton

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.