Steps for Grants.gov Workspace Registration

1. Registrant goes to grants.gov webpage (www.grants.gov).
2. Click on Register link in the top right corner.
3. Click on Get Registered Now button.

4. Complete the Contact Information, Account Details and Communications sections and then click the Continue button. Note: Be sure to record your username and password and your secret question and secret answer.

5. A confirmation screen appears. Click on the Send Temporary Code button and a code to use will be sent to the email address you provided during registration. This is used by Grants.gov to confirm your email address. The Edit button allows you to edit information previously entered.
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6. User should check their email for the Grants.gov Registration Temporary Code. **Note:** If an email is not found in the user's inbox, check the spam filter and junk mail folder. Return to the registration screen and enter the temporary code.

7. In the next window click on the radio button next to **Add Organization Applicant Profile**.

Enter USC's DUNS number: 041387846.
Profile Name: University of South Carolina
Job Title: [Enter job title]
Click the **Save** button.

8. As determined by the College/Department/Center/Institute, faculty will be given the Manage Workspace role. If the registrant is a staff member who currently does not have PI status and needs a Manage Workspace Role in order to assist faculty, the registrant needs to provide a written justification with concurrence by the PI, Chair or Dean as appropriate. This can be done as an email or a memo to the SAM Administrator assigned to your Department.

9. Your SAM Administrator can answer any questions you may have regarding Workspace. Grants.gov has posted a number of helpful Workspace training videos on YouTube. To view the Grants.gov Workspace videos copy and paste this link in a browser - [https://www.youtube.com/user/GrantsGovUS](https://www.youtube.com/user/GrantsGovUS).

   Video - How to Register in Grants.gov - [https://www.youtube.com/watch?v=E1-ik-nrlg](https://www.youtube.com/watch?v=E1-ik-nrlg)