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**OFFICE OF RESEARCH ADMINISTRATION**

**HOW TO REGISTER FOR A GRANTS.GOV ACCOUNT**

[Click here for Grants.gov Online Help](#)

1. Go to grants.gov and click the **Register** link in the top-right corner of the Grants.gov banner.
2. Click the **Get Registered Now** button on the Register page.
3. Complete the **Contact Information** and **Account Details** sections. All fields with a red asterisk (\*) are required.
  - a. Email Address - When entering an email address, please keep in mind that all correspondence with Grants.gov will be sent to that email address.
  - b. Username - Enter a username to log in to Grants.gov. It may only contain alphanumeric characters, question marks, periods, dashes, underscores, and the @ symbol. Your username cannot contain a space, nor can it only include numbers. Select a username you will remember.
  - c. Password - The password you choose must meet the following password requirements:
    - i. Must contain at least eight (8) characters
    - ii. Must contain at least one (1) uppercase letter (A-Z)
    - iii. Must contain at least one (1) lower case letter (a-z)
    - iv. Must contain at least one (1) number (0-9)
    - v. Must contain at least one (1) special character (e.g. ! @ # \$ % ^ & \*)
    - vi. Cannot be the same as the previous six (6) passwords
    - vii. Cannot contain dictionary words, names, or your Username
4. Select whether to subscribe or unsubscribe from Grants.gov Communications. The **Alerts** are important messages about time-sensitive or major system changes. The **Newsletter** features training, system enhancement updates, and other resources to help the federal grants community.
5. Click the **Continue** button.
6. Click the **Send Temporary Code** button, then access your email account to access the temporary code.
7. Enter the temporary code you received in the email from Grants.gov into the **Temporary Code** field and click the **Continue** button.
8. Under the **How would you like to proceed?** heading, select either the **Add Organization Applicant Profile** option.
9. Enter UMass Lowell's number (LTNVSTJ3R6D5) in the **UEI (Unique Entity Identifier)** field.
10. Add University of Massachusetts Lowell in the Create a profile name and enter your job title at UML.
11. Click the **Save** button to complete the profile creation process.



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**HOW TO CREATE A GRANTS.GOV WORKSPACE**

[Click here for Grants.gov Online Help](#)

1. Log in to your Grants.gov Applicant account and ensure you have a Manage Workspace role through UMass Lowell. Your Grants.gov roles are listed in the Account tab which can be found on the top right of the page, then navigate to the Manage Profile tab. UMass Lowell's UEI number should be LTNVSTJ3R6D5 (DUNS: 9560724900000) in the UEI column as highlighted below.

The screenshot shows the Grants.gov homepage with a dark blue header. The header includes the Grants.gov logo, a search bar with dropdown menus for "Grant Opportunities" and "Enter Keyword...", and a red "GO" button. Below the header is a navigation menu with links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS (which is highlighted in blue), GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. At the bottom of the header, there are links for "GRANTS.GOV > Applicants > My Account".

**MY ACCOUNT**

[\*\*Manage Subscriptions »\*\*](#)

The screenshot shows the "My Account" page. At the top, there is a section for "Account Details" with fields for "Username: hnorton" and "Current Profile: My Applicant Profile(s)". Below this is a navigation bar with links for "CHANGE ACCOUNT DETAILS", "CHANGE EMAIL ADDRESS", "CHANGE PASSWORD", and "MANAGE PROFILES" (which is highlighted in yellow). The main content area is titled "Profile Details" and contains a "My Applicant Profile(s)" table. The table has columns for "Profile Name", "UEI", "Type", "Job Title", "Role(s)", and "Actions". One row is shown for "hnorton" with UEI "LTNVSTJ3R6D5 (DUNS: 9560724900000)", Type "Organization Applicant", Job Title "Grants and Contracts Administrator", Role(s) "Workspace Manager", and Actions "Edit | Delete | View Privileges". There is also a "Add Profile" button.

2. After logging in, search for the grant opportunity for which you want to create a workspace. Refer to the Search Grants help article for instructions on using the [Search Grants](#) tab.

The screenshot shows the "Search Grants" tab on the Grants.gov homepage. It features a search bar with dropdown menus for "Grant Opportunities" and "Enter Keyword..." and a red "GO" button.

3. Click the funding opportunity number link in the Funding Opportunity Number column. You will be taken to the View Grant Opportunity page.

The screenshot shows the "View Grant Opportunity" page. At the top, it says "1 - 1 OF 1 MATCHING RESULTS:". Below this is a table with columns for "Opportunity Number", "Opportunity Title", "Agency", "Opportunity Status", "Posted Date", and "Close Date". One row is shown for "PA-20-200" with Opportunity Title "NIH Small Research Grant Program (Parent R03 Clinical Trial Not Allowed)", Agency "HHS-NIH11", Status "Posted", Posted Date "05/07/2020", and Close Date "05/07/2023".



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4. Click Apply. It is also a good idea to subscribe to get important notifications regarding updates on the funding opportunity you are applying to. This is not a requirement but is very helpful when trying to stay aware of FOA Amendments, due date extension, etc.

**Apply**

**Subscribe**

5. Enter an Application Filing Name. Please include “Lastname, Firstname – Program/Type of Proposal”. Doing so will help the PI and ORA stay organized.

**APPLY NOW USING WORKSPACE**

If you know the Funding Opportunity Number or the Opportunity Package ID for which you would like to create a Workspace, please enter it below. Otherwise, go to [Search Grants](#) to search open Opportunities.

Please enter Opportunity information:

Funding Opportunity Number: PA-20-200

Opportunity Package ID:

Please enter required information for new Workspace:

\*Application Filing Name: Norton, Holly - NIH Parent R03

**Create Workspace**

**Cancel**

6. Click the Create Workspace button. After creating a workspace, you will be taken to the Manage My Workspace page. At this point you can begin adding participants and completing all required forms, such as the SF-424, Key Person Profiles, Budget, etc.

**Create Workspace**

**Cancel**