

In order to access and complete the application package for the 1890 Capacity Building Grant, you **MUST create and own a workspace on Grants.Gov**

### How to Create Workspace on Grants.Gov

Go to: <https://www.grants.gov>

On the **top right hand corner**, click on **“LOGIN”**

Enter your **“User Name”** and **“Password”**

On the left panel you will see **“WELCOME”**: (and **YOUR NAME**)  
Click on **“Create Workspace”**

Enter the Funding Opportunity Number in the box that says:  
**“Funding Opportunity Number” E. G., for FY 2020 \_ 1890 Capacity Building Grant, enter: USDA-NIFA-CBGP-007373**

Enter the following in where it says:  
**“Application Filing Name”**: **Southern University Agricultural Research and Extension Center**

Click on **“Create Workspace”**

The forms will be displayed.

Complete forms and **“SAVE”**  
**Attach all necessary documents in PDF**

### For FY 2020 \_ 1890 Capacity Building Grant

Program Code Name: **1890 Capacity Building Grants Program (CBG)**

Program Codes:

Research: **EQ**

Teaching: **EP**

Extension: **EWE**

**Note:** Next time you login to continue completing your forms, click on **“Manage Workspaces”**