

Grantor and Applicant Enhancements System Build 2008-001

Introduction

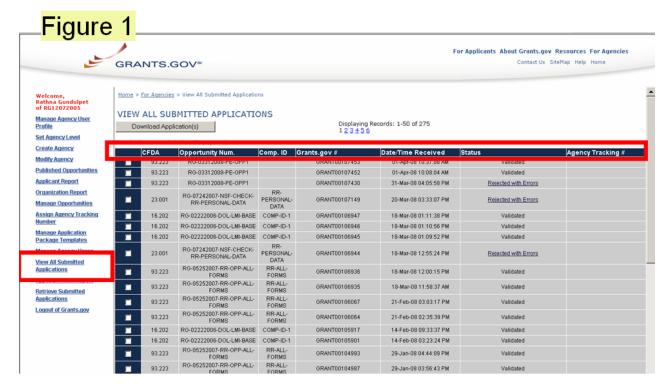
In order to continue the mission and goals of Grants.gov, system enhancements and new functionality are constantly evaluated and executed. This document summarizes the new functionality and system enhancements that will be implemented on April 12, 2008.

1. GRANTOR ENHANCEMENTS AND NEW FUNCTIONALITY

Viewing Application Submissions

Grantor users are now able to view their application submissions with new functionality. A search box has been added to the **View All Submitted Applications** screen, which provides the Grantor with more search and sort capabilities. (Figure 2)

Prior to the new search functionality the Grantor was only able to sort application submission records by column headings. (Figure 1) Records sorted by the column heading, could then only be displayed in increments of 50 submissions records, with no possibility of searching for one specific opportunity.



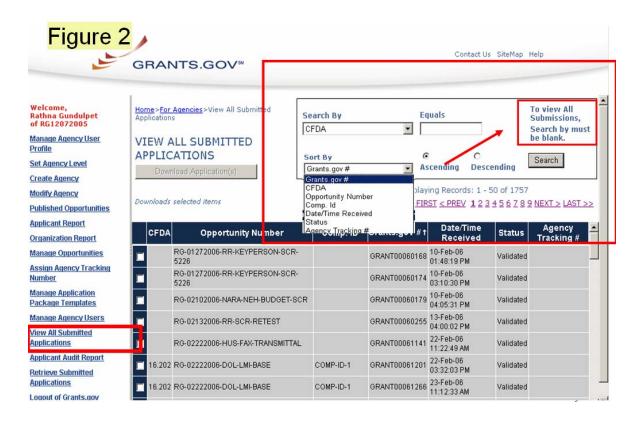
As a part of the new system enhancements, a search box has been added to the **View All Submitted Applications** screen. (Figure 2)

The new search box allows the Grantor to enter specific search criteria to locate a particular submission. **Search By** and **Sort By** criteria fields now allow the Grantor to search for and organize data in a variety of ways.

Specific search and sort criteria topics include the Grants.gov Tracking #, CFDA, Opportunity Number, Competition ID, Date/Time Received, Status, or Agency Tracking # and may be selected from the drop down menu. The **Equals** field allows the user to enter specific numeric data (i.e. CFDA Number 00.000). The user may also have search results display in **Ascending** or **Descending** order.

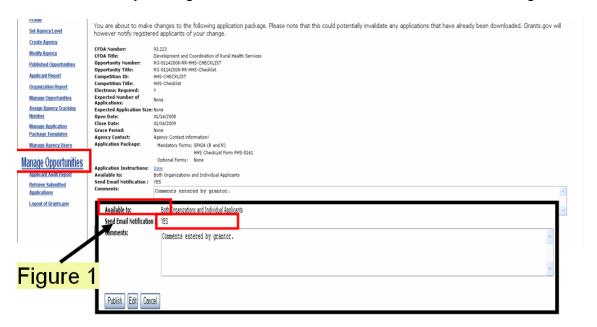
Please Note:

No submission records will automatically display, you must either enter search criteria or clear all search criteria and click the **Search** button. To view all of your applicant's submissions, you must clear your search query fields and click the **Search** button.

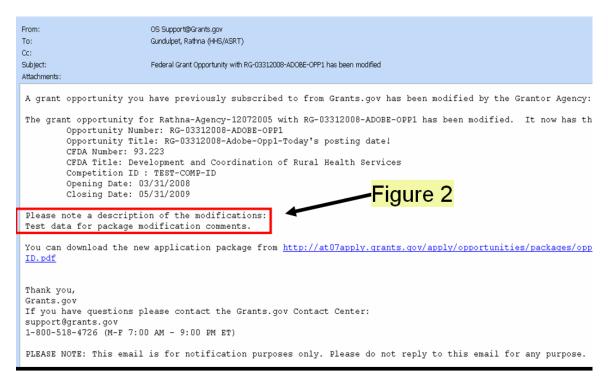


Customizing Notification Emails

Grantor users may now elect whether or not to send a notification email to applicants once an opportunity has been modified. Grantors may also choose to edit the emails by adding comments in the comment section shown in Figure 1.



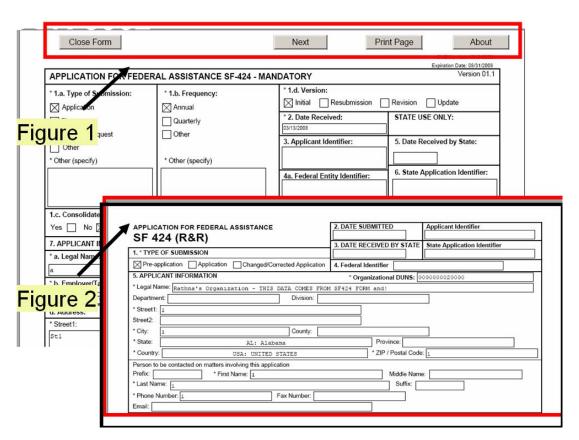
The comments entered by the Grantor are limited to 2000 characters and will display in the email as shown in Figure 2. These comments are stored within the Grants.gov system for auditing purposes.



Form Views

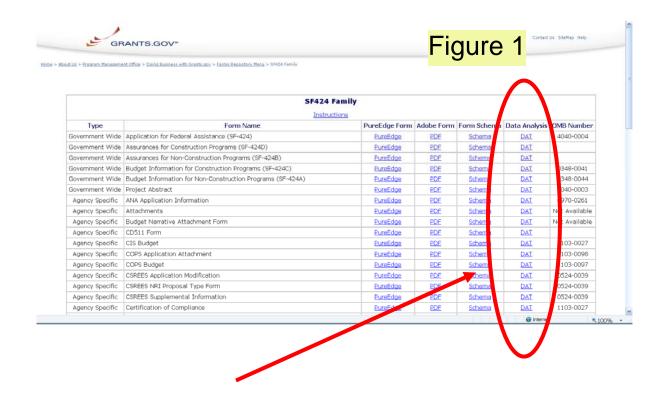
On an Adobe Reader application form, after a submitted application package was printed some of the forms continued to display the top guidance buttons that are meant to only be visible to the applicant while completing the form. (Figure 1)

The majority of commonly used forms have now been corrected and the buttons are not visible when the forms are printed. (Figure 2)



Data Analysis Templates (DATS) Complete: Forms Repository

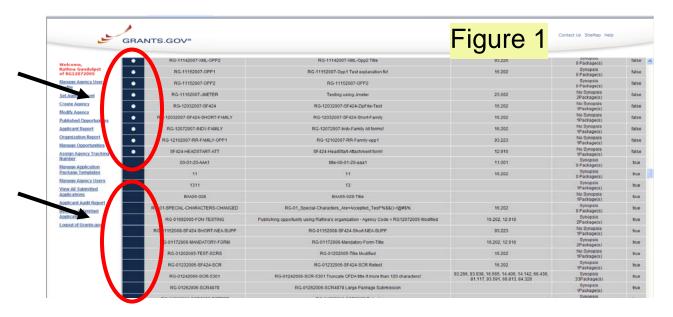
All DAT files for SF-424 Form Family are now available for download in the Forms Repository as shown in Figure 1. Prior to the system build, some of the DAT links were listed, but inactive, now all of the DAT file links are active.



Viewing 2006 System Opportunities

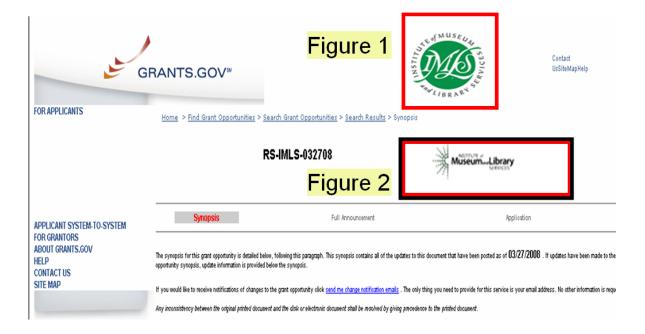
Within the 2007 (Adobe Reader) System user interface Grantors may view all opportunities created by their agency including 2006 (PureEdge) System opportunities, however they may only edit 2007 opportunities within the 2007 system.

2007 opportunities are listed first and are editable as indicated by the white radio button to the left of the opportunity listing. 2006 opportunities are not editable and are listed below the 2007 opportunities without a radio button. (Figure 1)



Agency Logo Change: IMLS

The IMLS logo was redesigned and submitted to Grants.gov. Figure 1 displays the old logo and Figure 2 displays the new IMLS logo as it appears now in the Grants.gov system.

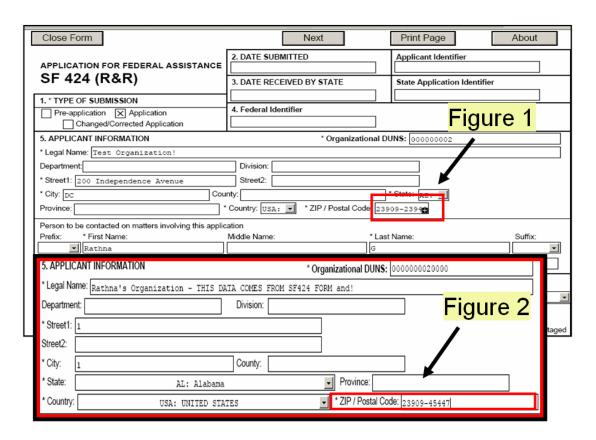


2. APPLICANT ENHANCEMENTS AND NEW FUNCTIONALITY

Viewing Forms

A few of the fields within commonly used mandatory forms did not have sufficient space to accommodate the data. These truncated fields would only allow a certain number of characters to be entered before a plus sign (+) would display in the field. (Figure 1)

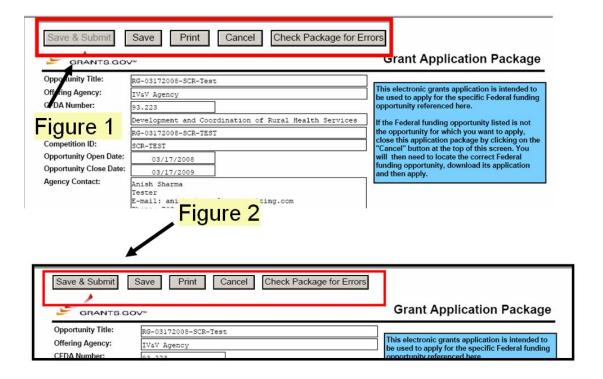
The fields have now been elongated to accommodate more data and the plus sign (+) issue has now been resolved and no longer displays at the end of the entered data. (Figure 2)



Save & Submit button Remains Active

An application package that has been completed and checked for errors will display an active **Save & Submit** button. (Figure 1)

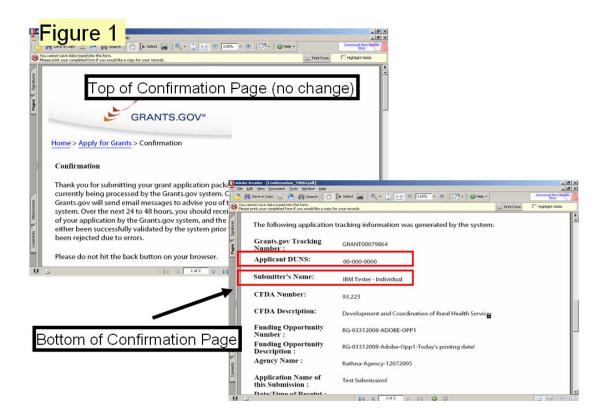
Prior to the new system enhancement, once the saved package with the active **Save & Submit** button was re-opened, the **Save & Submit** button would automatically become deactivated. The applicant would then have to save the package once more and again select the check package for errors button, before the **Save & Submit** button would become active to submit the application package. (Figure 2)



Application Submission Confirmation

Immediately following an application submission, the applicant will receive a submission confirmation screen thanking them for their application submission along with other details. (Figure 1) At the bottom of the screen there is information about their application submission.

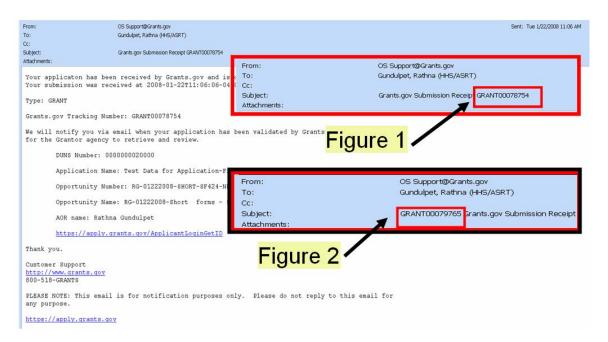
The new enhanced confirmation screen now includes more detailed information about the applicant including the submitter's (applicant) name and DUNS number, to better assist the applicant and Grantor agency in tracking application status. (Figure 1)



Submission Email: Subject Line Updated

The Grants.gov tracking number has been relocated to the beginning of the subject line as shown in Figure 2. The new placement of the tracking number is beneficial to the applicant in several ways. The tracking number is strategically placed as the first in the subject line to easily search and organize multiple submission emails.

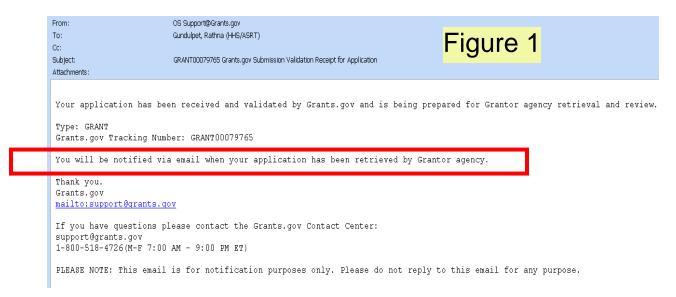
The old submission email subject line displayed the Grants.gov tracking number at the end of the subject line. (Figure 1)



Submission Email: Text Change

The submission email text has been updated to deliver a more clear and concise message to the applicant about when and how they will be notified once their application has been retrieved by the Grantor agency. Prior to the email text being updated, it read "We will notify you via email when your application is ready to be retrieved by Grantor agency."

The email text now reads "You will be notified via email when your application has been retrieved by Grantor agency." (Figure 1)



User ID and Checking Application Status

To check the status of a submitted application, an applicant must be registered with Grants.gov. The user ID the applicant chooses is case neutral (is not case sensitive), however it was found that, when submitting an Adobe Reader application package, the user ID letter case combination used while submitting a package had to be used in order to track the status of the same package submitted.

For example, if the applicant's user ID was **applicant7** and they entered **APPlicant7** while submitting their Adobe Reader application "A", they would have to enter **APPlicant7** each time they logged in to track the status of that application "A". If the improper user ID letter case combination is used to track the status of application "A", the package will not be displayed on the **Check Application Status** screen. (Figure 1 – displays only one package submitted)

The Adobe Reader application package user ID has been made case neutral, so the applicant can use any upper or lower case letter combination to spell their User ID while tracking their Adobe Reader package. (Figure 2 – displays all packages submitted)



Error Message: Deleted Application Packages

If an applicant downloads and submits an application package that has been deleted by the grant-making agency, the applicant will receive an automated error message via email. (Figure 1) In addition, when an applicant checks their application status a screen displays with a submission rejection error. (Figure 2)

