

Grantor, Applicant and S2S Enhancements

System Build 2008-02

August 9, 2008



Table of Contents

Introduction.	3
GRANTOR ENHANCEMENTS	3
Modifying Closing Dates and Grace Periods	3
Managing Templates - Sorting Search Criteria (Owning Agency)	4
Managing Submission Loads (Expected Number of Applications)	5
Reporting Errors	6
Reporting Errors – Submission Reports (Improper DUNS)	8
Reporting Errors – Submission Reports (Rejected with Errors Link)	8
Attaching Files	9
Navigating the Website	10
GRANTOR SYSTEM-TO-SYSTEM (S2S) ENHANCEMENTS	11
Web Services – Creating, Modifying and Deleting, Synopses and Opportunities	11
APPLICANT ENHANCEMENTS	11
Notification of Opportunity Modication	11
Searching the Website	12
Searching Grant Opportunities (Browse by Agency)	13
Searching Grant Opportunities (Repeated Opportunity Listing)	13
Managing Application Submissions (E-Biz POC)	14
Viewing Opportunity Synopses and Opportunities	14
APPLICANT SYSTEM-TO-SYSTEM (S2S) ENHANCEMENTS	17
Searching Grant Opportunities	17
Sorting Search Criteria	17
Accessing Agency Contact Information	17

Introduction

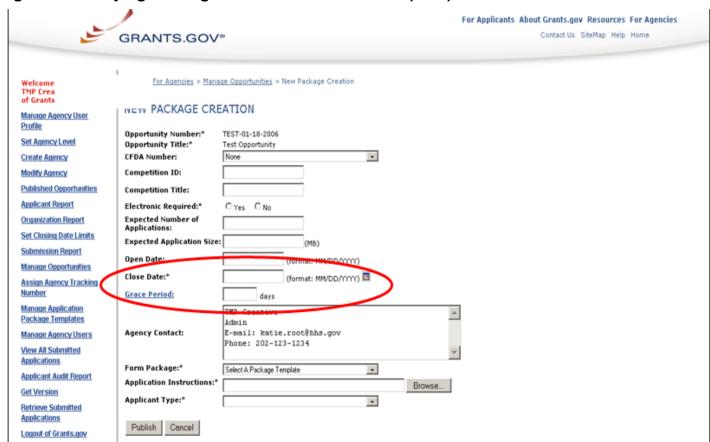
In order to continue the mission and goals of Grants.gov, system enhancements and new functionality are constantly evaluated and executed. This document summarizes the new functionality and system enhancements that will be implemented on August 9, 2008. All enhancements performed during System Build 2008-02 were made to the Adobe System, no updates will be made to PureEdge system. The last day Grants.gov will accept PureEdge submissions is December 31, 2008.

GRANTOR ENHANCEMENTS

Modifying Closing Dates and Grace Periods

Previous to the system build, agencies were required to contact the Grants.gov Program Management Office (PMO) for assistance changing the grace period of an expired grant opportunity. Now Grantor agency users can login to Grants.gov and change the closing date and the grace period for previously expired opportunities (see **Figure 1** below).

Figure 1- Modifying Closing Dates and Grace Periods (Now)



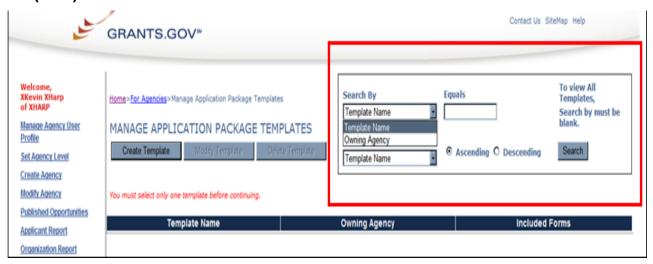
Managing Templates - Sorting Search Criteria (Owning Agency)

The sort capability for application templates has been improved to allow grantors to find specific grant application package templates. Prior to the addition of the new search box feature, grantors were only able sort and search grant opportunities by the "Template Name" and "Owning Agency". Grantors were required to scroll down the screen and search an alphabetical listing (**Figure 2**). Now Grantors will be able to sort and search application package templates by "Template Name" and "Owning Agency" as well as utilizing the new search box, drop down menu and/or "Equals" search box, to enter precise search criteria to find a specific template. The improved sorting and searching capability will assist grantors to better manage their application templates (**Figure 3**).

For Applicants About Grants.gov Resources For Agencies GRANTS.GOV™ Contact Us SiteMap Help Home Home > For Agencies > Manage Application Package Templates Welcome, TMP Creative of GrantsGovAdmin MANAGE APPLICATION PACKAGE TEMPLATES Manage Agency User Delete Template Template Name Owning Agency Set Agency Level Mandatory: SF424, ProtectionofHumanSubjects, Project, Budget, SF424B, St Create Agency ZZZZ-ACF-HHS-01182007-SF424-V2 Administration for Children and Familie Optional: GG_LobbyingForm, SFLLL, Other, FaithBased_SurveyOnEEO Modify Agency Mandatory: SF424, SF424A, SF424B, Project, Budget, ProtectionofHumanSul zzHHS-Social Service Research Administration for Children and Families GG_LobbyingForm, Other Published Opportunities Optional: FaithBased_SurveyOnEEO, SFLLL Applicant Report Mandatory: SF424, SF424A, SF424B, Project, Budget, GG_LobbyingForm, C П zzHHS-NEW-NonConstruction Administration for Children and Families Optional: FaithBased_SurveyOnEEO, SFLLL Organization Report Mandatory: SF424B, Project, Budget, GABI_Budget, SF424A, SF424, Set Closing Date Limits Administration for Children and Families GG_LobbyingForm, GABI_Attachments, GABI_Program_Approach zzHHS-GABI-HeadStart Optional: FaithBased SurveyOnEEO SFLLL Other

Figure 2- Sorting by Owning Agency, Template Name (Before)

Figure 3- Sorting and Searching by Template Name and Owning Agency – New Search Box (Now)



Managing Submission Loads (Expected Number of Applications)

In order to better manage application submission loads and prepare for large application closings, Grants.gov has made the "Expected Number of Applications" field (see **Figure 4** below) mandatory. The field is to be used to give an estimate of the expected number application submissions for the opportunity. In many cases grantor agencies have an idea of the number of application packages they will receive for a grant opportunity based on the number of submissions received in preceeding years. Leaving "Expected Number of Applications" field blank will result in an error message, see **Figure 5** below.

Contact Us SiteMap Help GRANTS.GOV™ Home > For Agencies > Manage Opportunities > Existing Package EXISTING PACKAGE Manage Agency User Profile Opportunity Number:* SKH-123 Test Kevin Opportunity Title:* Set Agency Level CFDA Number: Create Agency Competition ID: Modify Agency **Competition Title: Published Opportunities** tronic Required: Yes O No **Expected Number of** Applicant Report Applications: Organization Report Manage Opportunities (forwat: MM/DD/YYYY) Open Date: Assign Agency Tracking (format: MM/DD/YYYY) III 07/30/2010 Close Date:* Number Grace Period: Manage Application Package Templates XKevin XHarp IV&V Tester Manage Agency Users E-mail: kevin.harp@bpsconsulting.com **Agency Contact:** View All Submitted Phone: 703-555-1212 Applications Applicant Audit Report Mandatory Forms: Application for Federal Assistance (SF-424) Retrieve Submitted **Current Forms:** Optional Forms: None Applications Change Form Package:* Logout of Grants.gov Application Instructions:* <u>Current Instructions</u> (Supplying a new file over-writes the current instructions file) Browse... Applicant Type:* Both, Organizations and Individuals Select to send email: Publish Cancel

Figure 4- Expected Number of Applications Field Mandatory

Figure 5 – Error Message (if no Expected Application Number is entered)



Example Message Shown Above – No Expected Application Number Entered

Some of the information for this application package is invalid: Expected Application Number: You must provide a numeric value for Expected Application Number. Please correct it and click "Publish" again.

Reporting Errors

The organization report used by grantors and system testers, helps them keep track of and verify organization information using the organization's DUNS number. When a confirmed DUNS number with all zeros (000000000 - test organization DUNS) was entered into the system, and returned no results (see **Figure 6** and **Figure 7**). An investigation was started to pinpoint and resolve the DUNS issue. This issue is resolved and now results for every known DUNS in the system returns valid results in the "Organization Report".

Figure 6 – 000000000 DUNS Entered



Figure 7 – No results shown for confirmed DUNS (000000000)



Reporting Errors – Submission Reports (Improper DUNS)

The current system build has corrected the submission error reports received by the Grants.gov Contact Center and grantor agencies. The error reports indicate when an applicant enters incorrect data in an application package. One criteria for receiving an application submission error is entering an improper DUNS number for the applicant (individual) or their organization. If an application package sent to Grants.gov for validation fails validation due to entering the wrong DUNS number, the Grants.gov Contact Center or grantor agency will be able to verify the number entered and the correct DUNS number. This system check provides the grantor agency and the applicant a means of verifying the data entered into an application package.

Before the system build, the submission error report only displayed the correct information that should have been entered into the application and did not indicate the data as entered.

Reporting Errors – Submission Reports (Rejected with Errors Link)

The "Rejected with Errors" status links (see **Figure 8**) have been repaired and are now available for all submitted packages which do not pass Grants.gov validation. The "Rejected with Errors" links displays a "Reason for Rejecting the Submission" message (see **Figure 9**). The rejection with error message allows the grantor to pinpoint the reason an application package failed validation.

For Applicants About Grants.gov Resources For Agencies Contact Us SiteMap Help Home GRANTS.GOV™ Home > For Agencies > View All Submitted Applications VIEW ALL SUBMITTED APPLICATIONS Manage Agency User Displaying Records: 1-50 of 273 Download Application(s) Profile 123456 Set Agency Level ownloads items selected on this page only. Create Agency Date/Time Received Status Agency Tracking # CFDA Opportunity Num. Comp. ID | Grants.gov # Modify Agency RG-07222008-ED-GEPA-ED-GEPA GRANT00110972 22-Jul-08 11:05:17 AM Validated PUREEDGE Published Opportunities RG-07082008-INDV-INDV-93.223 GRANT00110558 08-Jul-08 10:19:43 AM Agency Tracking Number Assigned Agency-S2S-07142008 Applicant Report FAMILY FAMILY RR-Organization Report RG-02012008-RR-93.223 BUDGET-GRANT00109095 27-May-08 01:03:10 PM Validated BUDGET-SUBAWARD Manage Opportunities SUBAWARD RR-Assign Agency Tracking RG-02012008-RR-93.223 BUDGET-GRANT00109094 27-May-08 01:01:37 PM Validated Number BUDGET-SUBAWARD SUBAWARD Manage Application RR-RG-02012008-RR-Package Templates ⊽ 27-May-08 12:57:11 PK 93.223 BUDGET-GRANT00109093 Rejected with Errors BUDGET-SUBAWARD

Figure 8 – Rejected with Errors Link

SUBAWARD

Figure 9- Reason for Rejecting with Errors



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REASON FOR REJECTING THE SUBMISSION

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Agency

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1. You are not designated by your organization to be an Authorized Organizational Representative and your application cannot be validated. You either have not successfully completed the registration process or your E-Business Point of Contact has not authorized you to submit on behalf of your organization. To verify whether you have been successfully registered with Grants.gov, click https://apply.grants.gov/ApplicantLoginGetID. For instructions on how to register with Grants.gov and for information on being designated as an AOR, click https://apply.grants.gov/GrantsgovRegister.

Example Message Shown Above - Reason for Rejecting the Submission (Figure 9)

You are not designated by your organization to be an Authorized Organizational Representative and your application cannot be validated. You either have not successfully completed the registration process or your E-Business Point of Contact has not authorized you to submit on behalf of your organization. To verify whether you have been successfully registered with Grants.gov, click https://apply.grants.gov/Grants.go

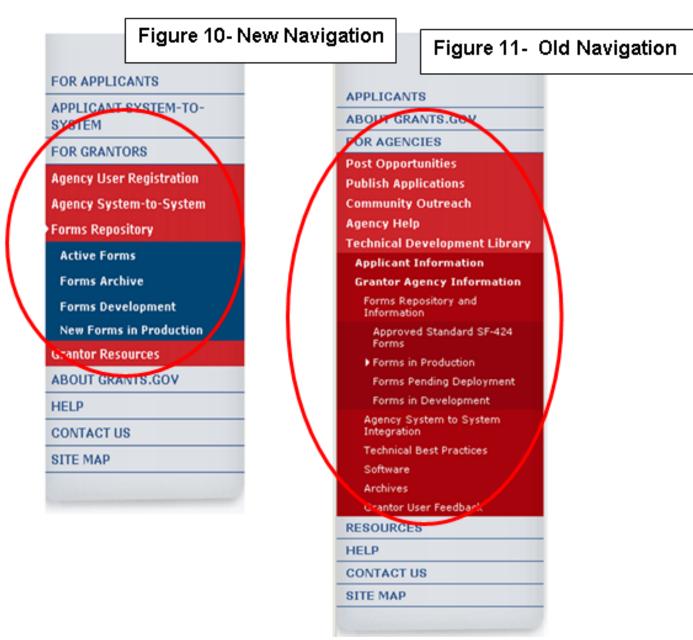
Attaching Files

Prior to this System Build 2008-02, grantor agency users were unable to attach MSOffice 2007 documents to grant opportunity synopses. MSOffice 2007 attachments, which are added to the synopsis to give the applicant further information about the grant opportunity, were required to be reformatted. Attachments needed to be converted to either MSOffice 2003 format or another Grants.gov compatible format or the synopsis would not be properly posted on Grants.gov.

Now grantor agencies may attach MSOffice 2007 documents with extension names .docx, .xlsx and .pptx, to their synopses and post them to Grants.gov without any issues.

Navigating the Website

The left navigation bar is now consistent throughout Grants.gov. Before the build, the left navigation, was not consistent with the new navigation links in the "For Agencies" section (**Figure 11**). The "For Agencies" navigation has been renamed to "For Grantors" and mirror the navigation style used by the other pages on the website (**Figure 10**).



GRANTOR SYSTEM-TO-SYSTEM (S2S) ENHANCEMENTS

Web Services – Creating, Modifying and Deleting, Synopses and Opportunities

Grantor agency system-to-system (S2S) users will now be able to create, modify and delete opportunities and synopses via "Web Services." Prior to this system build, S2S users were required to login to the Grants.gov main grantor interface in order to create, modify and delete opportunity synopses. Now each of these processes can be fully automated using the grantor S2S web service. All of the S2S features offered by Grants.gov are backwards compatible, so the S2S user may choose to continue using previous system functions and their previously developed XML data.

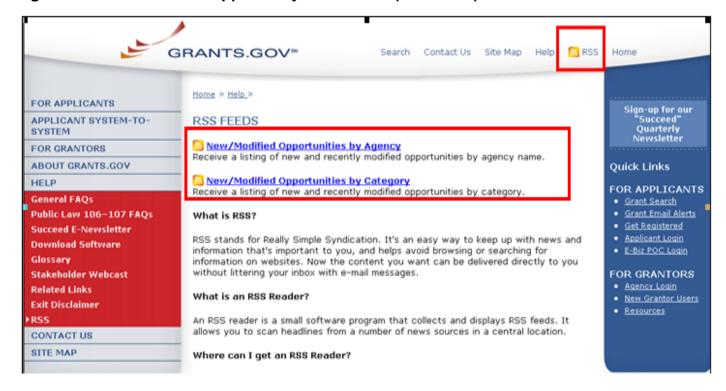
APPLICANT ENHANCEMENTS

Notification of Opportunity Modication

An RSS feed function (see **Figure 12** below) has been added to the website to simplify the notification process for new and modified opportunities. Currently many applicants receive notification emails for new opportunities, which can become cumbersome if there are multiple postings. Also if an applicant is applying for multiple applications they may receive several modifications messages.

The new RSS feeds allow the applicant to choose the frequency at which they receive notifications in one consolidated message as they are updated. Applicants may view opportunities by agency name or by category.

Figure 12- Notification of Opportunity Modication (RSS Feed)



Searching the Website

Finding information on the website is now easily accomplished with the newly added website search tool. The new search feature is powered by Google technology and will allow you to find information quickly and easily on the website. The search link is found at the top of the homepage under the **For Applicant** tab of the website's left navigation, see **Figure 13** below.

Figure 13 - Searching the Website – New Google Search



Searching Grant Opportunities (Browse by Agency)

All non-federal agency listings will be removed from the "Browse by Agency" search screen to provide a more accurate grant search when browsing opportunities by federal agency. Listings such as the following organizations will be removed from the list: <u>City of Orlando</u>, <u>State of Texas</u>, <u>State of Minnesota</u>, <u>State of Minnesota</u>, <u>District of Columbia</u>.



Figure 14 - Searching Grant Opportunities - Browse By Agency

Searching Grant Opportunities (Repeated Opportunity Listing)

Duplicate grant opportunity listings have been removed from the system, to eliminate the illusion of muliple opportunities for a single opportunity. The new grant opportunity listing will give a more accurate view of grant opportunities in the system. Below the example in **Figure 15** shows the "Region 6 Fisheries Conservation Management" opportunity listed several times.

With this implemation of the system build, listings will no longer appear more than once for a single opportunity.

Home > Find Grant Opportunities > Search Grant Opportunities > Sear FOR APPLICANTS Search Results Basic Search Browse by Category Sort: Close Date, Ascending Browse by Agency Sort by Open D Advanced Search Close Email Subscription Opportunity Title Date Get Registered REGION 6 FISHERIES Apply for Grants 09/30/2008 CONSERVATION MANAGEMENT Track Your Application REGION 6 FISHERIES CONSERVATION MANAGEMENT Applicant Resources 09/30/2008 APPLICANT SYSTEM-TO-REGION 6 FISHERIES 09/30/2008 CONSERVATION MANAGEMENT FOR GRANTORS REGION 6 FISHERIES CONSERVATION MANAGEMENT 09/30/2008 ABOUT GRANTS.GOV REGION 6 FISHERIES 09/30/2008 CONTACT US CONSERVATION MANAGEMENT REGION 6 FISHERIES CONSERVATION MANAGEMENT SITE MAP 09/30/2008 REGION 6 FISHERIES 09/30/2008 CONSERVATION MANAGEMENT REGION 6 FISHERIES CONSERVATION MANAGEMENT 09/30/2008 Results Page

Figure 15 – Searching for Grant Opportunities – Repeated Opportunity

Managing Application Submissions (E-Biz POC)

The E-Business Point of Contact (E-Biz POC) assigns the Authorized Organization Representative (AOR) role. The AORs are the only individuals allowed to submit a grant application on their organizations behalf. Now the E-Biz POC may manage AORs as well as AOR grant application submissions. Before the new E-Biz application submission managing capability was added, E-Biz POCs were only able to manage their AOR's status and ability to submit on their organization's behalf. Now the E-Biz POC can login to Grants.gov and view all of the applications submitted to Grants.gov by their AORs.

Viewing Opportunity Synopses and Opportunities

In order to create more consistent synopses and opportunity listings, all fields with no data provided by the agency will still display on the synopsis and opportunity; however they will appear blank if no information is provided (see **Figure 17**). **Figure 16** below shows an opportunity synopsis that does not have a Catalog for Domestic Assistance "CFDA" label, but does have a "Category Explanation" label with no information displayed for that field. This inconsistency between synopses labels has been corrected (see **Figure 17**), a "CFDA" label has been added to all synopses and opportunities synopsis.



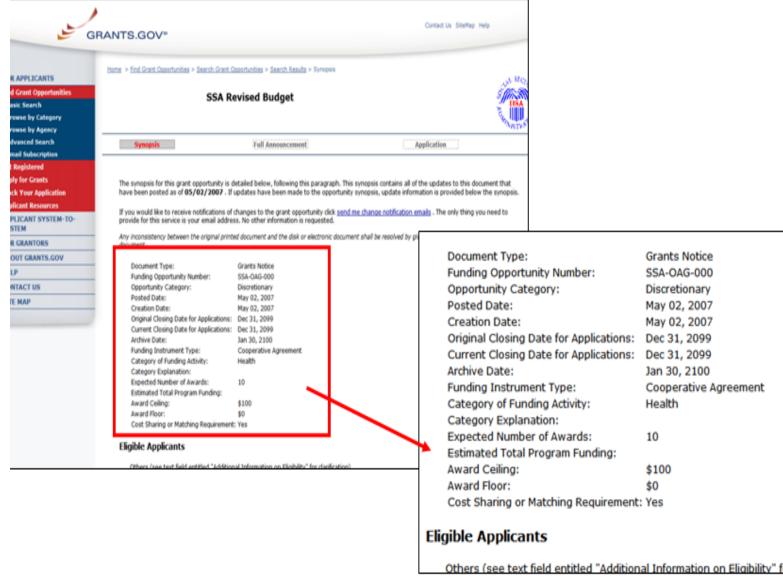
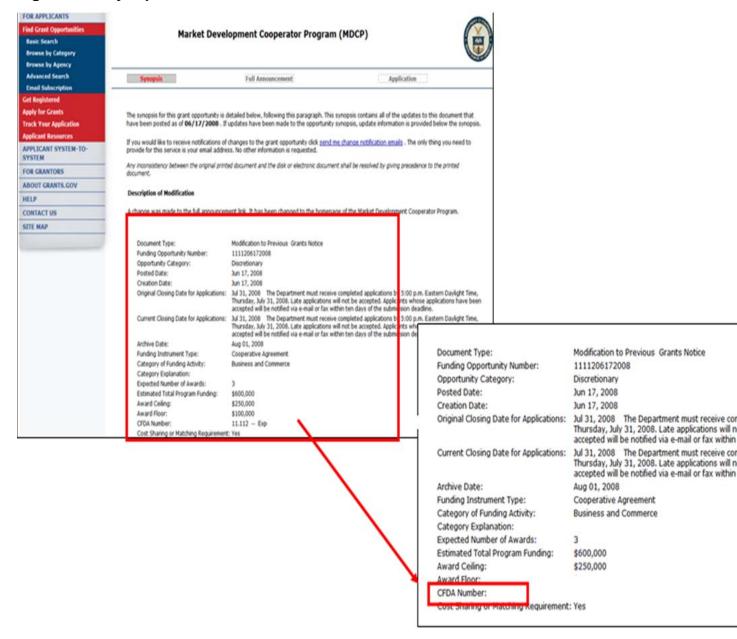


Figure 17 - Synopsis with CFDA label



APPLICANT SYSTEM-TO-SYSTEM (S2S) ENHANCEMENTS

Searching Grant Opportunities

The basic and advance search capability have been made case neutral to make searching for grant opportunities easier. Now no matter the letter case combination used to search for an opportunity, the opportunity will appear in the search results. Before the search was made case neutral, applicant S2S users had to be very careful to enter the exact letter case combination or no search results would be returned and would give the erroneous impression that the opportunity did not exist. The system is backwards compatible, so applicant system-to-system users who are satisfied with the current system configuration and XML may continue to use them.

Sorting Search Criteria

The basic and advance search capability of applicant system-to-system (S2S), have been enhanced to allow users to filter their search results by a Grants.gov tracking number. In addition to searching for application packages by their Opportunity ID, CFDA number and status, S2S applicants will also be able to find their submissions by the specific tracking number assigned to the package. This new feature will allow the user to go directly to the application package they are searching without searching through multiple listings. The system is backwards compatible, so applicant system-to-system users who are satisfied with the current system configuration and XML may continue to use them.

Accessing Agency Contact Information

Grantor agency contact information has been added to the synopsis and grant opportunity listings accessed through applicant system-to-system services. The grantor contact information will be provided for system-to-sytem users in the same way it is offered to applicants accessing opportunities directly from the Grants.gov website. The system is backwards compatible, so applicant system-to-system users who are satisfied with the current system configuration and XML may continue to use them.

CONCLUSION

We at Grants.gov hope you find these enhancements valuable. The goal is to improve the user experience. If you have any questions regarding this system build please contact our Grants.gov Contact Center at 1-877-932-6701 or via e-mail at www.support@grants.gov.