

MESSAGE FROM THE PMO

July has been a busy month for Grants.gov and many partner agencies. We have seen continued record highs in site usage and are on schedule to reach a milestone with applications - stay tuned for more details! We have also added two agencies in July to the "Goal" Star Program and another agency has reached the 100% Club level. To date, eight agencies have reached the Goal Star level and two have reached the 100% Club level. Congratulations!

The recent trend of significantly improving upon the number of applications from the previous month has continued in July. While May and June saw a doubling in the number of applications submitted from the previous month, July still saw an increase with more than 1,850 electronic applications processed. And Agencies published more than 155 grant application packages. With more than 14,358 registered users, Grants.gov is on its way to meet its 2005 goals. For more information, take a look at the utilization and momentum charts!

Regards,
Rebecca Spitzgo, Grants.gov Program Manager

GRANTS.GOV ACTIVITIES AND NEWS

NEA Uses New Government-Wide Form - SF-424 Short

The National Endowment for the Arts (NEA) published the first grant application package utilizing the recently released SF-424 Short Organizational Form (SF-424 Short), one of five sets of forms cleared for government-wide use. NEA will be using the new SF-424 Short for all of its discretionary funding opportunities for organizations. [\(Continued on page 2\)](#)

DAT Training

Grants.gov is conducting a series of Data Analysis Template (DAT) training classes on 8/9 and 8/11. The classes will introduce the new DAT Toolkit for creating DATs that map out the functions of a form, as the first step in creating a new form. New forms require that every field on the form be explained in detail so the Forms Factory will know exactly what data should be collected and what agencies want the form to do with the data. [\(Continued on page 2\)](#)

New Agency Application & Organization Report Tool

Grants.gov has added two new reports, the Applicant Report and the Organization Report, available to agencies to gain information regarding applicant organizations and Authorized Organization Representative (AOR) registration with Grants.gov. [\(Continued on page 2\)](#)

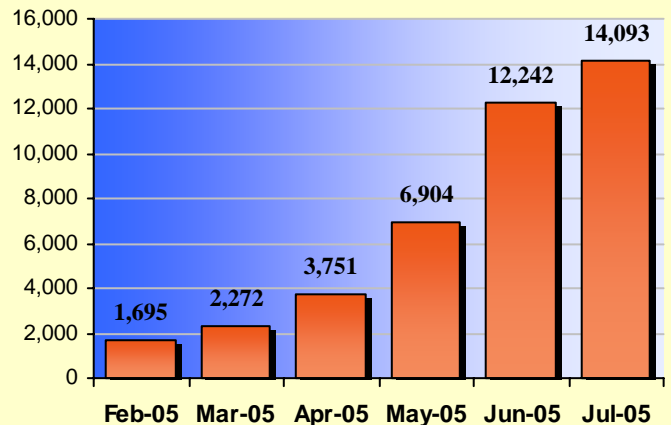
Grants.gov User Group Update

Solicitations have gone out to each Agency Board Member for members to form a Grants.gov User Group. The User Group will be responsible for bringing up suggestions, comments or ideas to make Grants.gov a more user-friendly, as well as useful site. [\(Continued on page 2\)](#)

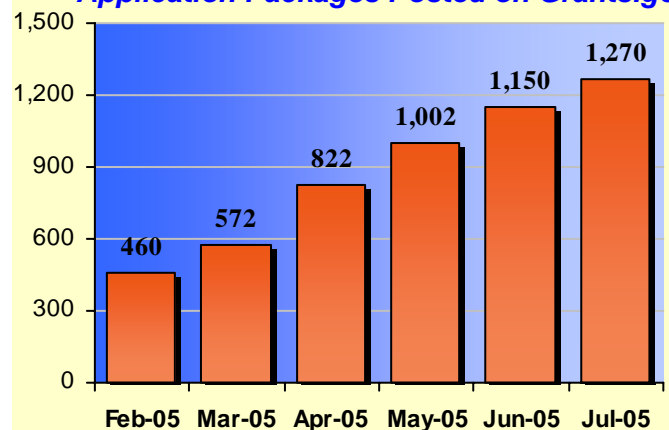
AT A GLANCE

PROGRAM UTILIZATION AND MOMENTUM CHARTS

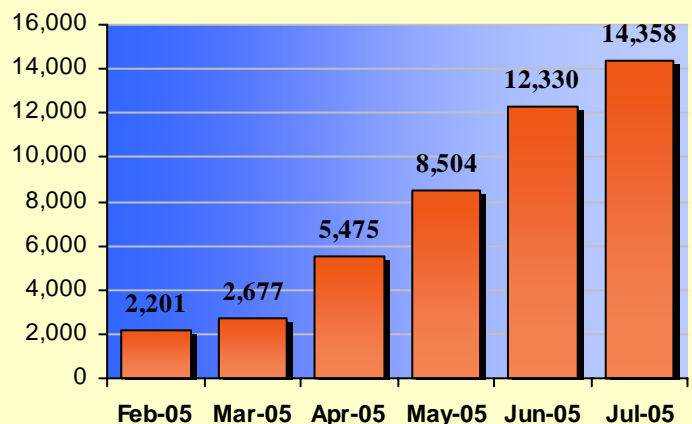
Applications Received from Grantees



Application Packages Posted on Grants.gov



Grants.gov Registered Users Ready to Apply



NEA Uses the New SF-424 Short (cont.)

NEA utilized the form for the Access to Artistic Excellence category grant application package. Last year, this program received approximately 1,100 grant applications at the August deadline. NEA is expecting similar numbers this year. NEA anticipates that approximately 10% of the applicants will utilize Grants.gov to apply for this grant opportunity

The application package includes detailed instructions for applicants, including information and tips about registering with Grants.gov, preparing the application, forms, and more. The instructions can be viewed at:

<http://www.arts.gov/grants/apply/GAP06/grantsgovAAE.html>

The new SF-424 Short was developed by the Arts & Humanities work group (representatives from the Arts Endowment, the Humanities Endowment, and the Institute of Museum and Library Services) as a simplified alternative to the Standard Form 424 (SF-424).

By using the SF-424 Short, agencies do not have to collect extraneous information that applicants do not necessarily possess and/or the agency does not require. This saves staff additional questions from applicants and the Agency from dealing with the extra instructions and data.

NEA points out that in addition to being great for collecting just the needed information and nothing more, there are a couple of key features that other Agencies might appreciate:

- There is a box that enables users to simply indicate that the primary contact is the same person as the project director; something that is often the case with the smaller non-profits who make up a large part of NEA's applicant pool.
- The Project Description field can eliminate the need for a separate narrative form or attachment for some small categories.

Grants.gov has recently made it easier for agencies to access all available government-wide forms. Now the repository of application forms including information and guidelines for approved government-wide Standard Form 424 and agency developed forms available for reuse can be accessed by visiting:

<http://www.grants.gov/GovtWideFormsInfo>

DAT Training (cont.)

This is a time-consuming and heedful process. In an effort to streamline the process, Grants.gov developed the DAT Toolkit. It operates on the premise that many fields in the DATs will use the same data and functions, regardless of who is creating the form. Since the DAT preparation is the responsibility of the requesting agency and your agency will be requesting new forms in the near future, you should send a representative to the training. The person who will actually be handling the hands-on creation of the DATs is the one who should attend the training.

The classes offered on 8/9 and 8/11 are filled, however, if you require training and did not get into these classes, please contact Mary Gonzales, Grants.gov Program Advisor at 202-205-1152.

New Agency Application & Organization Report Tool (cont.)

The Applicant Report allows an agency representative to enter in an applicant's username and DUNS Number. The report will provide information regarding an applicant's registration progress, including if the applicant has registered with a credential provider, registered with Grants.gov and been authorized by their E-Biz Point of Contact (E-Biz POC).

The Organization Report provides information regarding who from the organization has attempted to become an AOR. The agency representative enters in the organization's DUNS Number and will be provided with all individuals who are attempting to be registered and if they have or have not been authorized by their E-Biz POC.

If you are a grantor who is already registered with Grants.gov and have the "Agency Report Viewer" functionality assigned to your profile, then you will automatically begin to see these two reports when you log into Grants.gov today. If you do not have the "Agency Report Viewer" functionality, you will need to work with your agency's Grants.gov Point of Contact or your Grants.gov Program Advisor to have this functionality added to your profile.

Grants.gov User Group Update (cont.)

Each Agency Board Member will be given one membership slot in the User Group. More information will be announced in the coming months. Please contact Vince Sprouls, Grants.gov Program Advisor at 202-720-1911 with any questions.