



Stakeholder Webcast

October 17, 2007

Questions/Comments

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1. **We have been converting documents to Adobe 8.0 through the professional version (not reader). What version should I use to convert my documents to ensure each and every item in the package is received?**

If you are converting your documents to **serve as attachments** within a Grants.gov synopsis or application package, the version of your Adobe Acrobat Professional should not be a problem.

To avoid problems with Acrobat Standard or Professional 8.0 or 8.1 as the **client software to submit your application packages** to Grants.gov, Reader 8.1.1 is currently recommended and can be installed alongside the Acrobat software and should be used with the Grants.gov application. You can download Reader 8.1.1 here:

<http://www.adobe.com/products/acrobat/readstep2.html>

You can also refer to the Technical Alerts on the Grants.gov website http://grants.gov/aboutgrants/technical_alerts.jsp to stay up to date on this and other version information.

2. **As a government employee, I cannot unilaterally load new software on my computer. We are currently using Adobe Professional Version 7.x. There may be some resistance by our IT section, for various reasons including security, to deploy new software. Is 8.1.1 required to use the forms on the website?**

If you are a government employee from one of the federal grant making agencies who is trying to post an opportunity, the Adobe version you have on your computer will not matter. Once you log into Grants.gov you are utilizing our system to post.

If you are a grant applicant, and use Adobe Reader as the client software to submit your application packages to Grants.gov, Reader 8.1.1 is recommended.

You can also refer to the Technical Alerts on the Grants.gov website http://grants.gov/aboutgrants/technical_alerts.jsp to stay up to date on this and other version information.

3. **We are not system-to-system users, will there be an actual prototype (or tutorial) of the Adobe forms package that we can try or test-drive? We would like the opportunity to familiarize ourselves with these forms before submission is required.**

Federal grant making agencies should contact their Grants.gov Program Advisors to test the posting of their opportunities:

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<http://www.grants.gov/assets/GrantsgovAgencyContactList.pdf>

If so, how soon would you have such a package available? If not, how do you recommend we proceed in order to not only properly keep ourselves informed, but assist our researchers in the best way possible since the support seems to be targeted on the system to system user?

Grants.gov has an online Completing Grant Application tutorial:

http://www07.grants.gov/images/Application_Package.swf

This tutorial is currently being updated to reflect instructions on filling out applications in Adobe. We expect it to be updated on the website by November 9th. Once this update is complete we will place notification on the homepage of Grants.gov under; "What's New this Week...."

Grants.gov also provides instructor lead training on the Find and Apply process. If you would like to request training for your organization please fill out the Outreach Request form on the link below and submit it to support@grants.gov

<http://www.grants.gov/section910/OutreachRequestForm.doc>

- 4. What enhancement is being considered to provide better reporting or query capability to E-Business Point of Contact to manage and track AOR activities by institution?**

At this time Grants.gov does not have any scheduled system enhancements regarding E-Business Point of Contact or AORs. Grants.gov will continue to look at ways to improve our system to enhance the user experience. We are in the process of identifying our FY 08 scheduled system builds. Once that schedule has been identified we will look at ways to improve reporting on E-Business Points of Contact as well as AOR tracking.

- 5. As the transition to Adobe forms moves forward, is there word on a tool for S2S users to embed a sub-recipient application package within the prime applicant package?**

Grants.gov has identified several options to embed a sub-recipient into the application package. These options will be discussed with the S2S community at the forthcoming S2S conference scheduled for October 31, 2007. If you are not on the S2S listserv and would like to sign up please click here: http://www.grants.gov/applicant_s2s/listerv.jsp

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6. **The SF-424C Budget-Construction form does not have any instructions. Are you going to post instructions for filling out this form? When?**

The 424 C expires April 30, 2008. Grants.gov is beginning the renewal process through the Federal Register. Proposed instructions will be submitted as a part of that process for comment by the public and agencies

7. **Can you please tell us the specific date the 2006 System will be retired?**

Grants.gov will work with agencies to ensure that we can successfully move all the agencies to the Adobe platform in an efficient and effective manner. Over the next six months, the Grants.gov Program Advisors will be assisting the agencies through interactive training sessions, technical updates to the website, agency contact lists and through the technical transition plan.

Training request to Grants.gov can be available upon request <http://grants.gov/section910/OutreachRequestForm.doc>. The goal is to have all agencies transitioned within the next six months.

8. **When you discuss changing forms to collect data for FFATA, do you mean change the PureEdge forms or will this happen only to the new Adobe Forms.**

All proposed changes to the Grants.gov forms are being changed to the Grants.gov forms in the Adobe format.

9. **We continue to struggle with agency specific instructions repurposing fields on OMB owned forms. This is really problematic for S2S. How can we stop agencies from stealing fields for other purposes for which no OMB clearance has been granted for collecting that data on a government-wide form?**

Grants.gov is to technically deploy the Grants Policy Committee submitted and Office of Management and Budget (OMB) approved requested changes for form collections. The Federal Register notice of the requested form collection change allows public comments, which is one way to address your concerns when you see the actual requested changes to be published in the next couple of weeks. Grants.gov has worked with GPC and OMB to keep all form changes to a minimum. The comments to the public notice can assist that process.

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10. How do I know if an application I submitted in the 2006 system after the September 4th deployment was accepted by the system?

You will have received a Grants.gov tracking number as well as a validation e-mail.

11. Is the Grants.gov site compatible with my operating system if I am a Vista user?

While using Adobe Reader 8.1.1, Grants.gov offers complete compatibility with the following operating systems: all windows operating systems including Vista, MAC, Unix and Linux.

Although we recommend using Adobe 8.1.1, Vista users who do not wish to download the free software, can utilize the Citrix solution via Grants.gov to submit applications. Vista users may view, complete, and submit forms produced by the PureEdge software used by Grants.gov, through a Citrix server connection. A Citrix server connection allows users to remotely launch a Windows session on their own machines by using the free Citrix client application. While connected to the server, users can develop their grant application using PureEdge forms. Applicants will need to download and install the free Citrix client application in order to work on their application package for the specific grant for which they are applying.

Click here to download Adobe Reader 8.1.1:
<http://www.adobe.com/products/acrobat/readstep2.html>