



## ***DUNS/CCR Questionnaire Modified for FDP Use***

**1/16/06**

The National Grants Partnership (NGP), an organization dedicated to improving the Federal grants process in the United States, is conducting a survey regarding the requirement imposed by the Federal Government to include the DUNS numbers on all federal grant (including combination loan-grant) and cooperative agreement applications on or after October 1, 2003. Since this requirement was enacted, several issues have been raised regarding the relevancy of these numbers. To address concerns raised by its constituents, the NGP created the DUNS/CCR Workgroup, co-chaired by a representative from the States and a representative formerly with the U.S. Office of Management and Budget.

The NGP DUNS/CCR Workgroup will take the information you provide in this survey to formulate recommendations to the Federal government on the policy and implementation of the DUNS number requirement for Federal grant applications and subsequent Federal grant payments. Please take a few moments of your time to complete this survey.

If any of the questions do not apply to your organization, or if you do not have access to the information please indicate such on those questions and return your questionnaire no later than **Friday, February 3, 2006** by one of the following methods

**E-mail: theNGP@aol.com**

**FAX: (202) 783-3061**  
**Attention: Merril Oliver, DUNS/CCR Committee**

**Mail: Hall of the States**  
**Maryland Office, Suite 311**  
**444 N. Capitol Street**  
**Washington, DC 20001**  
**Attention: Merril Oliver, DUNS/CCR Committee**

## General DUNS Management Questions

1. Does your institution have a policy on the establishment or use of DUNS numbers? If so, briefly explain your policy?
2. How is your institution limiting the establishment of additional DUNS numbers?
3. Have you experienced any problems with the DUNS number? If so, please explain.
4. Have you obtained all your existing DUNS numbers from Dun and Bradstreet? If not, are you experiencing problems obtaining your DUNS numbers? Please explain.
  - 4.1. In total, how many numbers are in your institution tree?
  - 4.2. How many of these numbers do your institution agencies actually use?
  - 4.3. Does your institution plan on utilizing a greater number of DUNS numbers at some point in the future? If so, why?
  - 4.4. Does your institution feel that greater use of DUNS numbers may help solve existing accounting problems within your institution?
  - 4.5. Did you experience any problems in your conversations with Dun and Bradstreet? Please explain.
5. How many DUNS numbers does your institution have for federal reporting purposes?
6. How does your institution keep track of its DUNS numbers?
7. Does your institution have a central point of contact to manage the DUNS numbers?
8. What federal payment systems (i.e., smart link, ASAP, PMS, etc) require the use of the DUNS number?

## CCR/DUNS Registration Questions

1. Have you applied for Federal grants electronically? If so, did you register in the CCR to apply for a grant electronically?

***If you answered yes to question number 1 above, please continue on to answer questions 2 through 7 of this section.***

2. Did the information associated with your current DUNS number and your CCR information match?
3. If your answer to number 2 was no, were you contacted to change the information?
  - 3.1.1 Were you told what you had to do to change the information in the CCR?
  - 3.1.2 Were you told that the organization contact was the only person who could change information in the CCR?
4. Did you change the DUNS number?
5. If yes to question 2, were there any further difficulties with the CCR registration, please explain?
6. If you applied electronically, are the notifications from Grants.gov sufficient to ensure your application was received?
7. Did you receive notification directly from the agency that your application was officially received?

## Processing Information Questions

1. If you, as a recipient, had one place to change any or all information regarding your organization profile, rather than notifying different agencies, would this be helpful to you? (*The CCR is to be the one source.*)
2. If you were notified once a year to update your information in one location, would this be helpful?
3. If Federal agencies used a central source for getting information on your organization for grant applications and awards, would it enhance your receipt of timely information from the Federal government?

**Other**

If you have additional comments, issues, concerns, or questions, please write them in the space provided below or attach them to your survey.

**Thank you for taking time to answer the above questions. Your responses will be used when working with the Federal government to address DUNS issues and concerns held by the grantee community.**