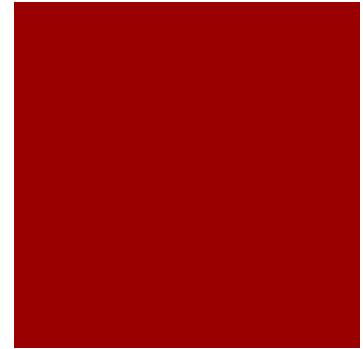


Applicant Feedback on Submissions using Adobe Forms with Grants.gov

Federal Demonstration Partnership
May 12, 2014

Agenda



- History and Current Status
 - Tom Drinane, Dartmouth College
- Current Grants.gov Work
 - Ed Calimag, Grants.gov
- Strategy for Moving Forward
 - Working Groups Breakout

View Burden Statement		OMB Number: 4540-0001 Expiration Date: 6/30/2016	
View Burden Statement		OMB Number: 4540-0020 Expiration Date: 6/30/2016	
View Burden Statement		OMB Number: 4540-0001 Expiration Date: 6/30/2016	
APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)			
1. TYPE OF SUBMISSION <input checked="" type="checkbox"/> Pre-application <input type="checkbox"/> Application <input type="checkbox"/> Changes/Corrected Application		3. DATE RECEIVED BY STATE 4. a. Federal Identifier <input type="text"/> b. Agency Routing Identifier <input type="text"/>	
2. DATE SUBMITTED <input type="text"/> Applicant Identifier <input type="text"/> 5. PREVIOUS GRANT NUMBER <input type="text"/> TRACKING ID <input type="text"/>		6. APPLICANT INFORMATION Legal Name: <input type="text"/> Department: <input type="text"/> Division: <input type="text"/> Street: <input type="text"/> Street2: <input type="text"/> City: <input type="text"/> County / Parish: <input type="text"/> State: <input type="text"/> Province: <input type="text"/> Country: <input type="text"/> USA: UNITED STATES ZIP / Postal Code: <input type="text"/>	
Person to be contacted on matters involving this application Prefix: <input type="text"/> First Name: <input type="text"/> Middle Name: <input type="text"/> Last Name: <input type="text"/> Suffix: <input type="text"/> Position/TITLE: <input type="text"/> Street: <input type="text"/> Street2: <input type="text"/> City: <input type="text"/> County / Parish: <input type="text"/> State: <input type="text"/> Province: <input type="text"/> Country: <input type="text"/> USA: UNITED STATES ZIP / Postal Code: <input type="text"/> Phone Number: <input type="text"/> Fax Number: <input type="text"/> Email: <input type="text"/>			
6. EMPLOYER IDENTIFICATION (EIN) or (TIN): <input type="text"/>			
7. TYPE OF APPLICANT: <input type="text"/> Please select one of the following <input type="checkbox"/> Other (Specify): <input type="text"/> Small Business Organization Type <input type="checkbox"/> Women Owned <input type="checkbox"/> Socially and Economically Disadvantaged			
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Revision <input type="checkbox"/> Resubmission <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, mark appropriate boxes: <input type="checkbox"/> Increase Award <input type="checkbox"/> Decrease Award <input type="checkbox"/> Increase Duration <input type="checkbox"/> Decrease Duration <input type="checkbox"/> Other (Specify): <input type="text"/>			
Is this application being submitted to other agencies? <input type="checkbox"/> Yes <input type="checkbox"/> No What other Agencies? <input type="text"/>		15. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: <input type="text"/> TITLE: <input type="text"/>	
11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: <input type="text"/>			
12. PROPOSED PROJECT: Start Date: <input type="text"/> Ending Date: <input type="text"/>		13. CONGRESSIONAL DISTRICT OF APPLICANT: <input type="text"/>	

Why Adobe Forms?

- Approximately 85% of submissions to Grants.gov use Adobe Forms
- Profile of these users
 - Academic institutions
 - Non-Profits
 - State & Local Government
 - Tribal Governments and Agencies

The image shows a screenshot of the Grants.gov SF 424 (R&R) application form. The form is a multi-page document with various sections and fields. Key sections visible include:

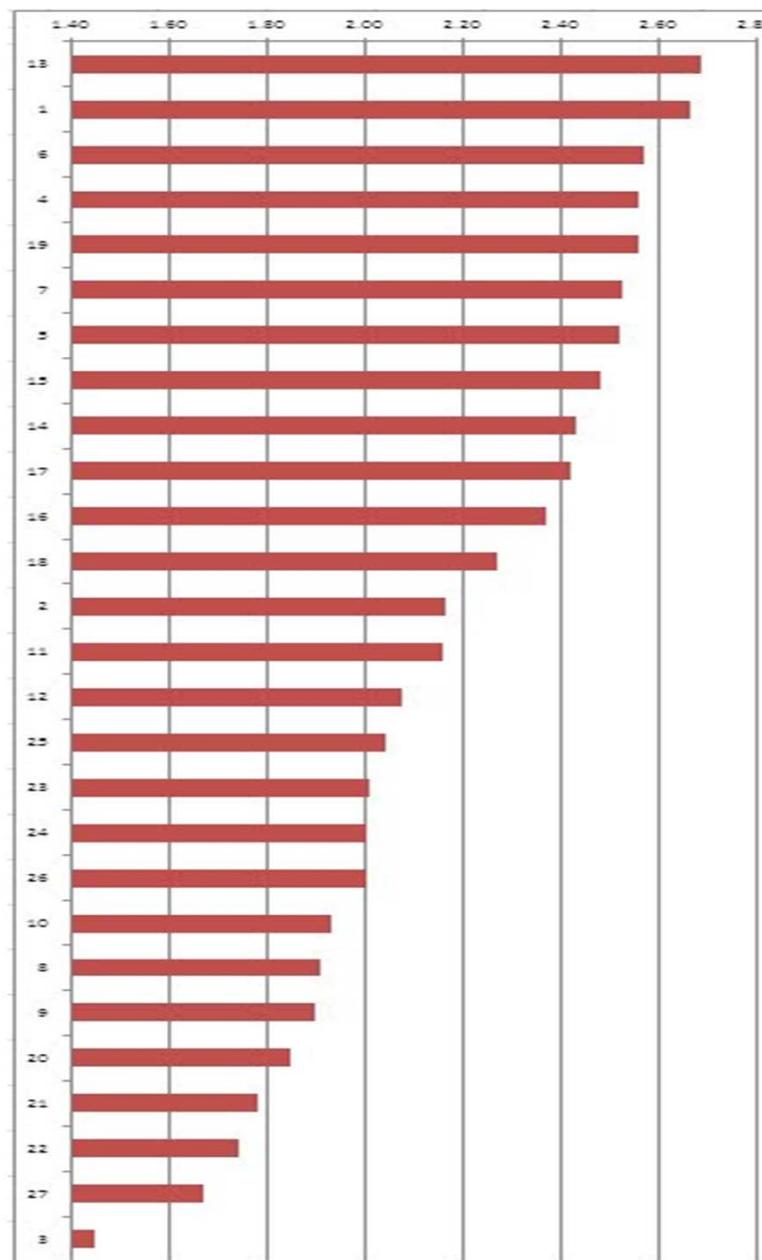
- 1. TYPE OF SUBMISSION:** Pre-application (highlighted in yellow)
- 2. DATE SUBMITTED:** [Field]
- 3. DATE RECEIVED BY STATE:** [Field]
- 4. a. Federal Identifier:** [Field]
- 4. b. Agency Routing Identifier:** [Field]
- 5. APPLICANT INFORMATION:** Legal Name, Department, Division, Street, Street2, City, County / Parish, State, Province, ZIP / Postal Code, Country, Person to be contacted on matters involving this application, Prefix, First Name, Middle Name, Suffix, Position/Title, Street, Street2, City, County / Parish, State, Province, ZIP / Postal Code, Country, Phone Number, Fax Number, Email.
- 6. EMPLOYER IDENTIFICATION (EIN) or (TIN):** [Field]
- 7. TYPE OF APPLICANT:** Please select one of the following: Other (Specify): [Field], Small Business Organization Type: [Checkboxes for Women Owned, Socioeconomically Disadvantaged], If Revision, mark appropriate boxes: A. Increase Award, B. Decrease Award, C. Increase Duration, D. Decrease Duration, E. Other (Specify): [Field]
- 8. NAME OF FEDERAL AGENCY:** [Field]
- 9. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:** [Field]
- 10. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:** [Field]
- 11. PROPOSED PROJECT:** Start Date, Ending Date
- 12. CONGRESSIONAL DISTRICT OF APPLICANT:** [Field]

Brief History

- List of user issues/feedback regarding forms
 - Starting with PureEdge, then Adobe
 - Variety of sources – FDP, NCURA, etc.
 - Rolled in to JAD process
 - Consolidated list of 27 issues – late 2011
 - Priority setting via SurveyMonkey poll -
 - Collected additional issues early 2012
 - Updated list priority setting mid 2012
 - On JAD agenda late 2012 – mid 2013
 - Converted to Customer Enhancement Forms late 2013
 - Grants.gov progress report early 2014

Grants.gov Adobe Forms

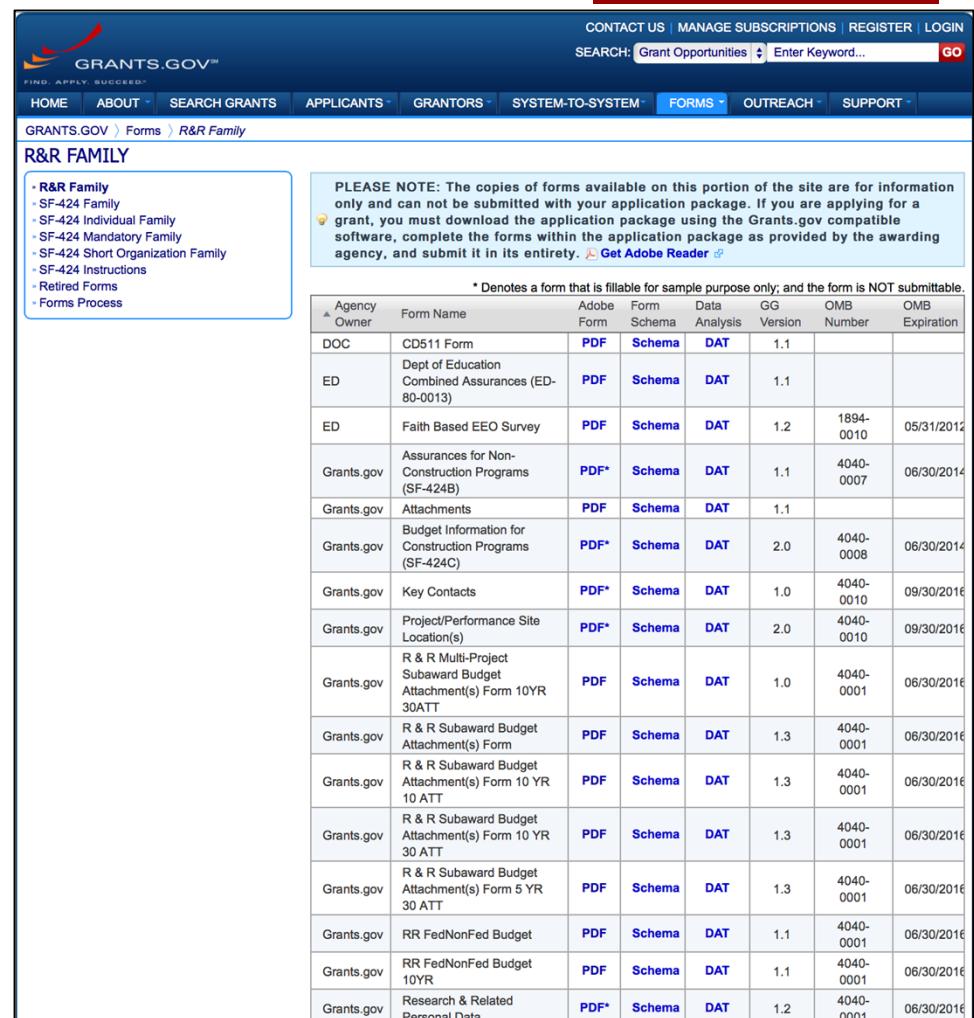
Priorities from User Poll



Navigation through budgets
Ability to view/print entire application package in one complete document following the format rules of sponsor agency.
Auto-Fill Repeating Data in Multiple Budget Periods
Improved error messages
SF424 Consistency
Budget Periods and Key Persons – Need to Save Partially Completed Form
"Check for Errors" on Adobe Form
Navigation of key personnel pages
Indirect costs have to be entered, in detail, for every year.
Errors in subaward budgets
Missing roles and person-months
Agency User Name
Ability to view/print entire application package in one complete document using a generic format.
House the submission process online
Disclosure of Lobbying Activities put into the "Optional Documents" category
Structure of Subaward Page
Other Attachments
Cumulative Budget Page
Number of lines for subaward attachment
Reduce file size
Eliminate Moving Forms from Left to Right Box to Open
Provision of Application Identifiers in 2nd-4th Receipt Messages from Grants.gov
Unnecessary file save
Scroll Bar
Pin Icon
R&R Other Project Information, Box 4a
Ability to view/print application package in one document using a generic format and not including attachments.

Grants.gov Progress - Current

- Updating R&R Budget and Profile forms based on user feedback
 - Enhance navigation and forward population among budget years
- Creating Individual Fillable, Downloadable, Saveable PDFs from Grants.gov Forms Repository
 - Agency-Specific, PHS forms
- Gradual improvement of bugs in form errors



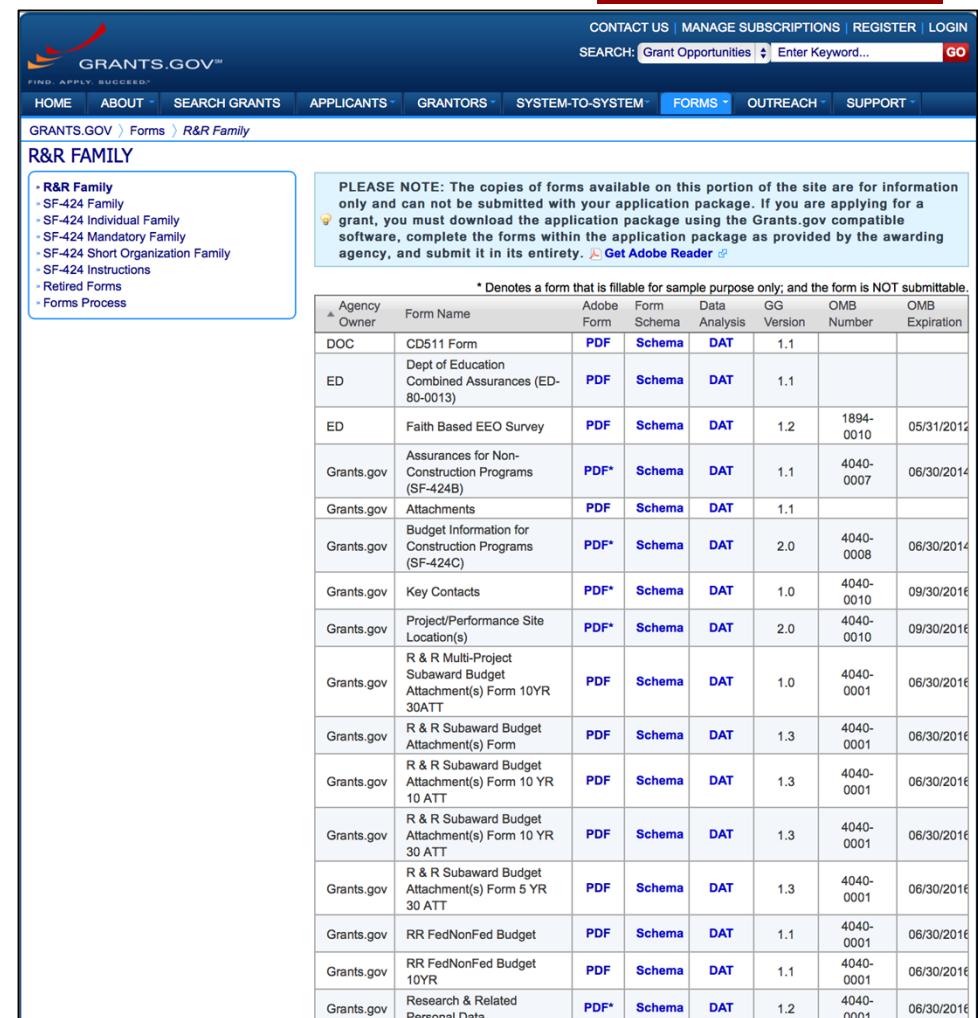
The screenshot shows the Grants.gov website interface. At the top, there is a navigation bar with links for CONTACT US, MANAGE SUBSCRIPTIONS, REGISTER, and LOGIN. A search bar is also present. The main content area shows a list of R&R Family forms. A note on the right side states: "PLEASE NOTE: The copies of forms available on this portion of the site are for information only and can not be submitted with your application package. If you are applying for a grant, you must download the application package using the Grants.gov compatible software, complete the forms within the application package as provided by the awarding agency, and submit it in its entirety. [Get Adobe Reader](#)." Below this note, a table lists the forms with columns for Agency Owner, Form Name, Adobe Form Schema, Data Analysis, GG Version, OMB Number, and OMB Expiration. The table includes entries for various agencies like DOC, ED, Grants.gov, and R&R, with form names such as CD511 Form, Dept of Education Combined Assurances (ED-80-0013), Faith Based EEO Survey, Assurances for Non-Construction Programs (SF-424B), Attachments, Budget Information for Construction Programs (SF-424C), Key Contacts, Project/Performance Site Location(s), R & R Multi-Project Subaward Budget Attachment(s) Form 10YR 30ATT, R & R Subaward Budget Attachment(s) Form, R & R Subaward Budget Attachment(s) Form 10 YR 10 ATT, R & R Subaward Budget Attachment(s) Form 10 YR 30 ATT, R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT, RR FedNonFed Budget, RR FedNonFed Budget 10YR, and Research & Related Personal Data.

Agency Owner	Form Name	Adobe Form Schema	Data Analysis	GG Version	OMB Number	OMB Expiration
DOC	CD511 Form	PDF	Schema	DAT	1.1	
ED	Dept of Education Combined Assurances (ED-80-0013)	PDF	Schema	DAT	1.1	
ED	Faith Based EEO Survey	PDF	Schema	DAT	1.2	1894-0010 05/31/2012
Grants.gov	Assurances for Non-Construction Programs (SF-424B)	PDF*	Schema	DAT	1.1	4040-0007 06/30/2014
Grants.gov	Attachments	PDF	Schema	DAT	1.1	
Grants.gov	Budget Information for Construction Programs (SF-424C)	PDF*	Schema	DAT	2.0	4040-0008 06/30/2014
Grants.gov	Key Contacts	PDF*	Schema	DAT	1.0	4040-0010 09/30/2016
Grants.gov	Project/Performance Site Location(s)	PDF*	Schema	DAT	2.0	4040-0010 09/30/2016
Grants.gov	R & R Multi-Project Subaward Budget Attachment(s) Form 10YR 30ATT	PDF	Schema	DAT	1.0	4040-0001 06/30/2016
Grants.gov	R & R Subaward Budget Attachment(s) Form	PDF	Schema	DAT	1.3	4040-0001 06/30/2016
Grants.gov	R & R Subaward Budget Attachment(s) Form 10 YR 10 ATT	PDF	Schema	DAT	1.3	4040-0001 06/30/2016
Grants.gov	R & R Subaward Budget Attachment(s) Form 10 YR 30 ATT	PDF	Schema	DAT	1.3	4040-0001 06/30/2016
Grants.gov	R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT	PDF	Schema	DAT	1.3	4040-0001 06/30/2016
Grants.gov	RR FedNonFed Budget	PDF	Schema	DAT	1.1	4040-0001 06/30/2016
Grants.gov	RR FedNonFed Budget 10YR	PDF	Schema	DAT	1.1	4040-0001 06/30/2016
Grants.gov	Research & Related Personal Data	PDF*	Schema	DAT	1.2	4040-0001 06/30/2016

Grants.gov Progress - Future

- Make submissions available for download from Grants.gov website

- The future:
 - Save-able Work-In-Progress online workspaces
 - Unstitched Forms
 - Forward Population from Previous Submissions into new applications



The screenshot shows the Grants.gov website with a red header. The main content area displays the 'R&R FAMILY' section, which includes a list of forms such as SF-424 Family, SF-424 Individual Family, SF-424 Mandatory Family, SF-424 Short Organization Family, SF-424 Instructions, Retired Forms, and Forms Process. Below this is a table of available forms, with a note that the copies are for information only and must be submitted using Grants.gov compatible software. The table includes columns for Agency Owner, Form Name, Adobe Form, Form Schema, Data Analysis, GG Version, OMB Number, and OMB Expiration. The table lists various forms from different agencies like DOC, ED, and Grants.gov, including the CD511 Form, Dept of Education Combined Assurances, and various R&R forms.

Agency Owner	Form Name	Adobe Form	Form Schema	Data Analysis	GG Version	OMB Number	OMB Expiration
DOC	CD511 Form	PDF	Schema	DAT	1.1		
ED	Dept of Education Combined Assurances (ED-80-0013)	PDF	Schema	DAT	1.1		
ED	Faith Based EEO Survey	PDF	Schema	DAT	1.2	1894-0010	05/31/2012
Grants.gov	Assurances for Non-Construction Programs (SF-424B)	PDF*	Schema	DAT	1.1	4040-0007	06/30/2014
Grants.gov	Attachments	PDF	Schema	DAT	1.1		
Grants.gov	Budget Information for Construction Programs (SF-424C)	PDF*	Schema	DAT	2.0	4040-0008	06/30/2014
Grants.gov	Key Contacts	PDF*	Schema	DAT	1.0	4040-0010	09/30/2016
Grants.gov	Project/Performance Site Location(s)	PDF*	Schema	DAT	2.0	4040-0010	09/30/2016
Grants.gov	R & R Multi-Project Subaward Budget Attachment(s) Form 10YR 30ATT	PDF	Schema	DAT	1.0	4040-0001	06/30/2016
Grants.gov	R & R Subaward Budget Attachment(s) Form	PDF	Schema	DAT	1.3	4040-0001	06/30/2016
Grants.gov	R & R Subaward Budget Attachment(s) Form 10 YR 10 ATT	PDF	Schema	DAT	1.3	4040-0001	06/30/2016
Grants.gov	R & R Subaward Budget Attachment(s) Form 10 YR 30 ATT	PDF	Schema	DAT	1.3	4040-0001	06/30/2016
Grants.gov	R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT	PDF	Schema	DAT	1.3	4040-0001	06/30/2016
Grants.gov	RR FedNonFed Budget	PDF	Schema	DAT	1.1	4040-0001	06/30/2016
Grants.gov	RR FedNonFed Budget 10YR	PDF	Schema	DAT	1.1	4040-0001	06/30/2016
Grants.gov	Research & Related Personal Data	PDF*	Schema	DAT	1.2	4040-0001	06/30/2016

Adobe Forms Working Groups

1. Communication Strategies

- Who is the audience?
- Outreach – How?
- Ongoing communication strategy

2. Format of Working Group

- Membership
- Charge/Tasks Assigned
- Grants.gov sponsored user group/FDP demonstration
- Degree of outreach

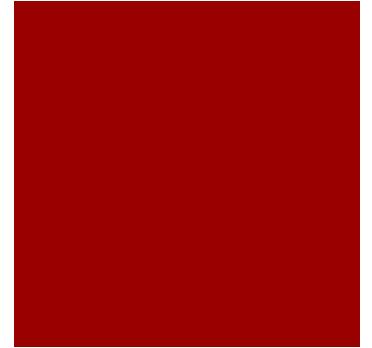
3. Structure for tracking development/changes to forms

- Setting priorities
- Input to design solutions
- Testing

4. What should an issue list refresh look like?

- How to build the list
- How to set priorities
- What about existing issues?

Follow Up



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