



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

The image shows a stack of SF 424 (R&R) application forms for federal assistance. The forms are layered, with the top form being the most visible. The forms contain various sections for applicant information, project description, and contact details. Key sections include:

- 1. TYPE OF SUBMISSION:** Pre-application, Application, Changed/Corrected Application.
- 2. DATE SUBMITTED:** Date, Applicant Identifier.
- 3. DATE RECEIVED BY STATE:** State Application Identifier.
- 4. a. Federal Identifier, b. Agency Routing Identifier, c. Previous Grants.gov Tracking ID.**
- 6. APPLICANT INFORMATION:** Legal Name, Department, Division, Street, City, County / Parish, State, Province, Country, ZIP / Postal Code.
- 7. TYPE OF APPLICANT:** Please select one of the following: Small Business Organization Type, Women Owned, Socially and Economically Disadvantaged.
- 8. TYPE OF APPLICATION:** New, Reapplication, Renewal, Revision, If Revision, mark appropriate boxes: A. Increase Award, B. Decrease Award, C. Increase Duration, D. Decrease Duration.
- 9. NAME OF FEDERAL AGENCY:** TITLE.
- 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER.**
- 11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT.**
- 12. PROPOSED PROJECT:** Start Date, Ending Date.
- 13. CONGRESSIONAL DISTRICT OF APPLICANT.**

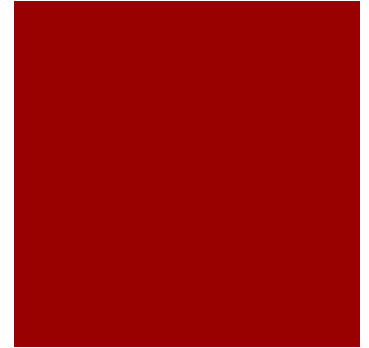
Why Adobe Forms?

- 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 stack of Adobe Forms for SF 424 (R&R) applications. The forms are layered, with the top form clearly visible. The form is titled "APPLICATION FOR FEDERAL ASSISTANCE SF 424 (R&R)". It contains various sections for applicant information, project details, and contact information. Key sections include:

- 1. TYPE OF SUBMISSION:** Pre-application, Application, Changed/Corrected Application.
- 2. DATE SUBMITTED:** Applicant Identifier.
- 3. DATE RECEIVED BY STATE:** State Application Identifier.
- 4. a. Federal Identifier** and **b. Agency Routing Identifier.**
- 5. Previous Grants.gov Tracking ID.**
- 6. APPLICANT INFORMATION:** Legal Name, Division, Street, City, State, Country, ZIP / Postal Code, Phone Number, Fax Number, Email.
- 7. TYPE OF APPLICANT:** Please select one of the following: Small Business Organization Type, Women Owned, Socially and Economically Disadvantaged.
- 8. TYPE OF APPLICATION:** New, Renewal, Revision, Extension, Other (specify).
- 9. NAME OF FEDERAL AGENCY:** TITLE.
- 10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER.**
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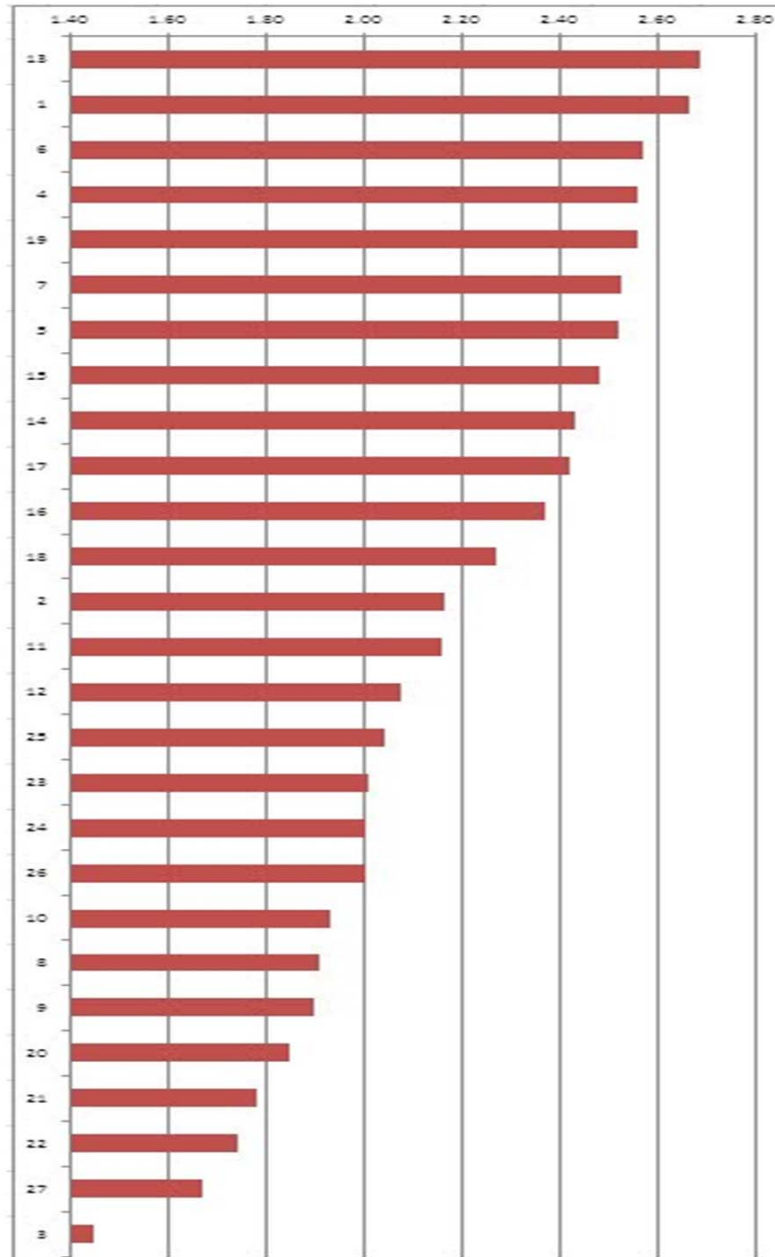
Brief History



- 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

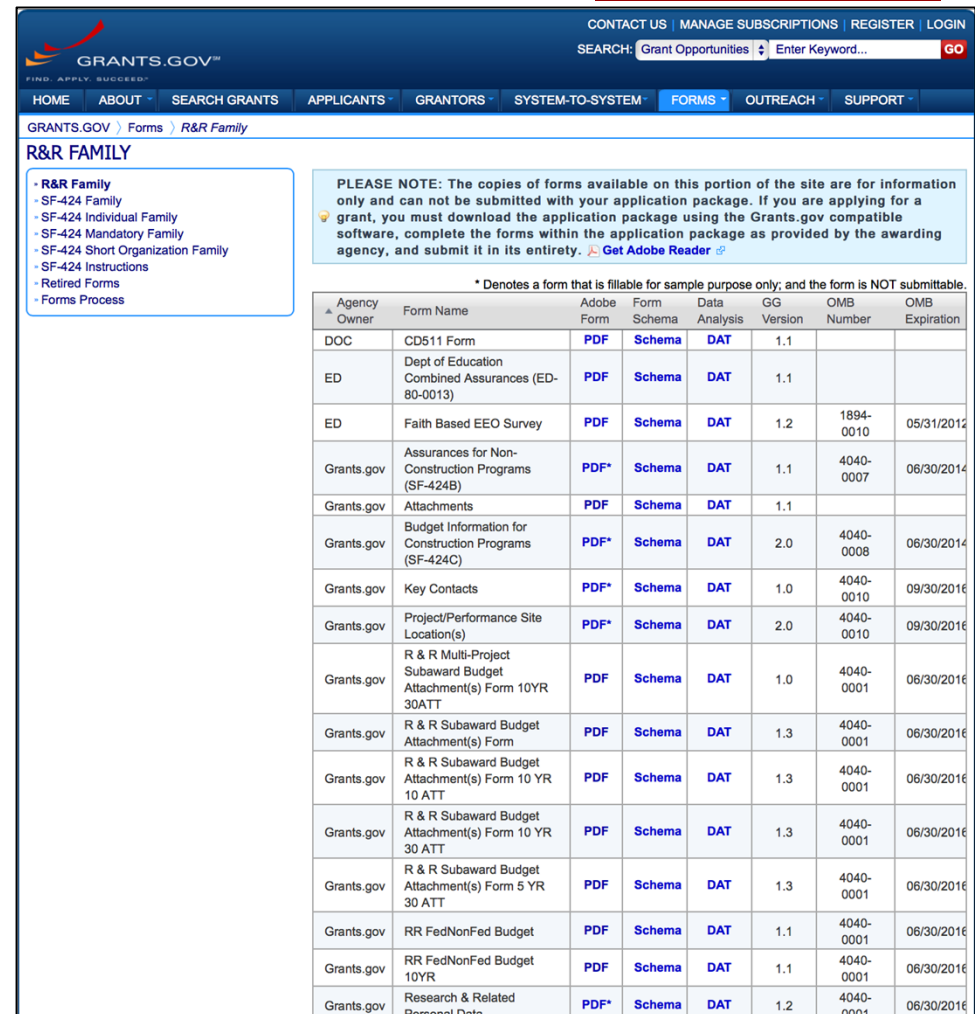
Priorities from User Poll



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's a navigation bar with links like HOME, ABOUT, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, OUTREACH, and SUPPORT. Below this, the 'R&R FAMILY' section is highlighted. A sidebar on the left lists various form families: R&R Family, SF-424 Family, SF-424 Individual Family, SF-424 Mandatory Family, SF-424 Short Organization Family, SF-424 Instructions, Retired Forms, and Forms Process. A main content area on the right contains a 'PLEASE NOTE' box and a table of forms. The table has columns for Agency Owner, Form Name, Adobe Form, Schema, Data Analysis, Version, OMB Number, and OMB Expiration. A footnote indicates that forms with an asterisk are for sample purposes only and are not submittable.

Agency Owner	Form Name	Adobe Form	Schema	Data Analysis	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

CONTACT US | MANAGE SUBSCRIPTIONS | REGISTER | LOGIN
 SEARCH: Grant Opportunities Enter Keyword... GO

HOME ABOUT SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS OUTREACH SUPPORT

GRANTS.GOV Forms R&R Family

R&R FAMILY

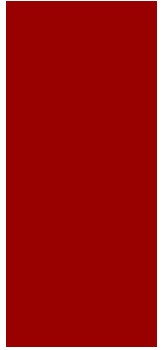
- R&R Family
- SF-424 Family
- SF-424 Individual Family
- SF-424 Mandatory Family
- SF-424 Short Organization Family
- SF-424 Instructions
- Retired Forms
- Forms Process

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](#)

* Denotes a form that is fillable for sample purpose only; and the form is NOT submittable.

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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

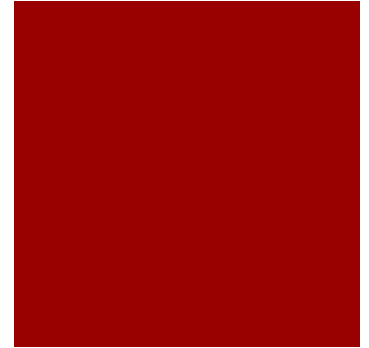
3. Structure for tracking development/changes to forms

- 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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