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Grantor and Applicant Enhancements

System Build 2010 - 02

July 26, 2010

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INTRODUCTION

Grants.gov will continue to maintain the highest quality of customer service for the grant community by facilitating the coordination, effectiveness and efficiency of operations for applicants and grantors through the Grants.gov PMO.

In order to continue the mission and goals of Grants.gov, system enhancements and new functionality are constantly evaluated and executed. This document summarizes the new system enhancements implemented July 26, 2010.

Summary of Enhancements

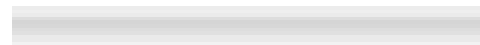
- Improved Reporting and Information Management - Grantors
- Improved Information Viewing – Grantors
- Improved Versioning Control and System Update Tracking - Grantors
- Improved Information Verification - Applicants
- Improved Credential Verification - Applicants

GRANTOR ENHANCEMENTS

Improved Reporting and Information Management

Grantors will experience new reporting functionality; Grants.gov now offers excel exports for the following grantor reports: Published Opportunities, Organization Report, Submission Report, Manage Opportunities, Retrieve Submitted Applications, Manage Agency Users, View All Submitted and Rejection Report (new functionality).

A green “X” icon representing the Excel logo has been added to the report screens to provide a visual cue so grantors know which reports will generate an Excel spreadsheet.



Export Data



Figure 1 - Green “X” Icon Representing the Excel Logo

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Build 2010-02



Figure 2 - Grantor Profile Left Navigation Menu

All data pertaining to a particular report is available within the spreadsheet and is easily managed within the Excel format. These Excel spreadsheets can be downloaded to your local drive and edited according to your agency's needs.

Please Note: To view report information, begin by selecting the Search button, if this button is not visible (due to your computer settings) use the scroll bar to move to the right of the screen.

PUBLISHED OPPORTUNITIES

View Information pertaining to your grant opportunities such as the **CFDA Number, Funding Opportunity Number (FON), Competition ID, Opening Date, Closing Date, Grace Period, Number of Applications.**

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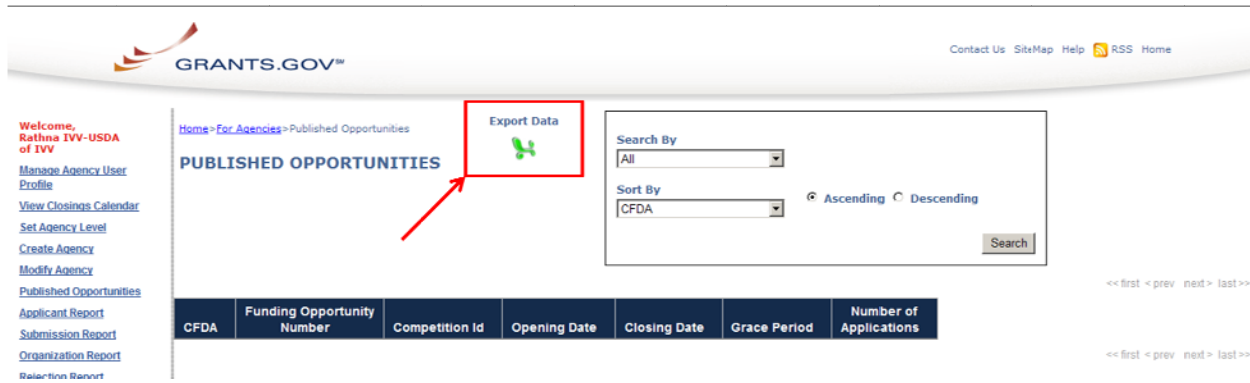


Figure 3 - Published Opportunities (Excel Export)

ORGANIZATION REPORT

View Information pertaining to your grant opportunities such as the organization representative's **Last Name, First Name, User ID, Email Address, Telephone Number, Registered with Grants.gov (status) and Authorized Organization Representative (AOR) status.**



Figure 4 - Organization Report (Excel Export)

MANAGE OPPORTUNITIES

View Information pertaining to your grant opportunities such as the **Opportunity Number, Opportunity Title, CFDA Number, Synopsis** and related application Packages.

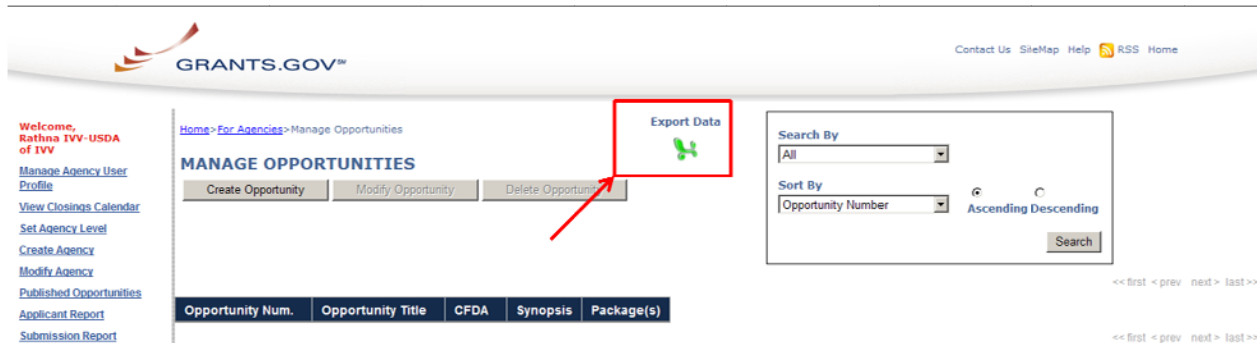


Figure 5 - Manage Opportunities (Excel Export)

RETRIEVE SUBMITTED APPLICATIONS

View Information pertaining to your grant opportunities such as the **CFDA Number**, **Funding Opportunity Number**, **Competition ID**, **Grants.gov #**, **Program Name**, **Submitter**, and the **Date/Time Received**.



Figure 6 - Retrieve Submitted Applications (Excel Export)

MANAGE APPLICATION PACKAGE TEMPLATES

View Information pertaining to your grant opportunities such as the **Template Name**, **Owning Agency** and **Included Forms**.

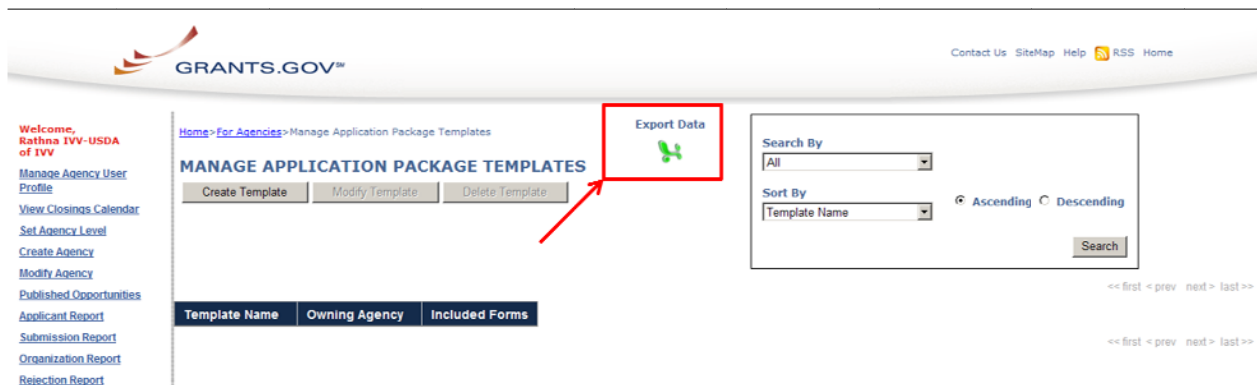


Figure 7 - Manage Application Package Templates (Excel Export)

MANAGE AGENCY USERS

View Information pertaining to your agency users such as their **User ID**, **Last Name** and **First Name**.

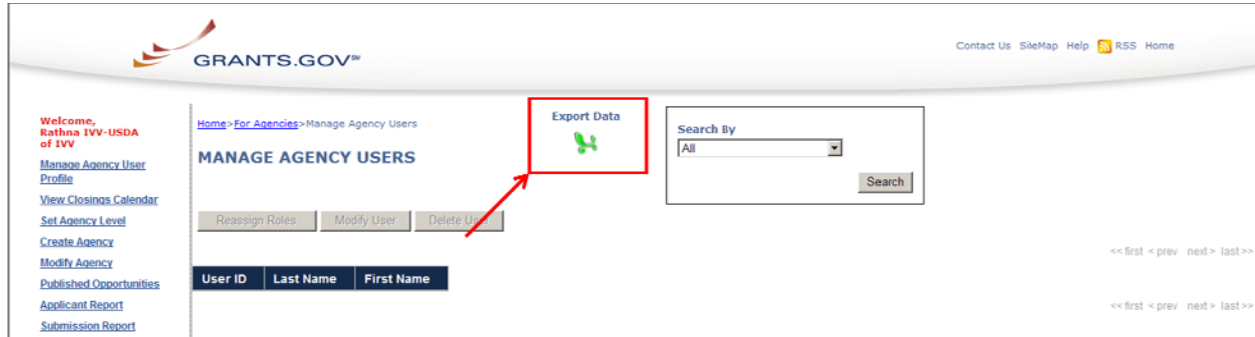


Figure 8 - Manage Agency Users (Excel Export)

VIEW ALL SUBMITTED APPLICATIONS

View Information pertaining to your grant opportunities such as the **CFDA Number**, **Opportunity Number**, **Comp. ID**, **Grants.gov #**, **Date/Time Received**, **Status** and **Agency Tracking**.

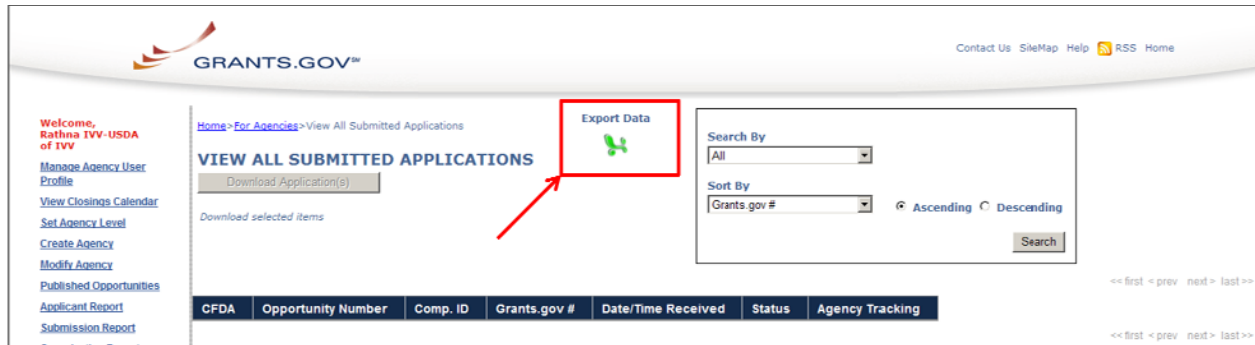


Figure 9 - View All Submitted Applications (Excel Export)

REJECTION REPORT

The Grantor profile will now include a “Rejection Report” feature which will allow grantor users to identify the exact cause of an application rejection. Agency Rejection report provides a detailed explanation as to why a submission was rejected, it also gives information on the submission and allows you to search and sort all information associated with the submission including: **Grants.gov Tracking Number**, **Date/Time Received**, **DUNS**, **Owner**, **Legal Business Name**, **AOR Name**, **Legal Name**, **Project Name**.

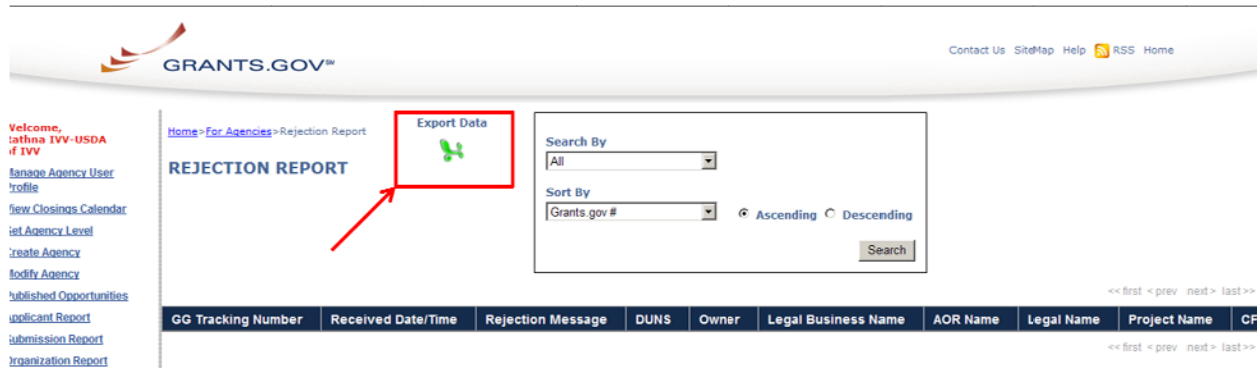


Figure 10 - Rejection Report Screen

Use the scroll bar (at the bottom of the Rejection Report screen) to view additional information about the application such as **CFDA Number**, **Opportunity Number**, **Competition ID**, **Opening Date** and **Closing Date** for the opportunity. This feature may allow for improved communication to applicants and help grantors better manage rejected applications. An Excel export is also available for the Rejection Report.

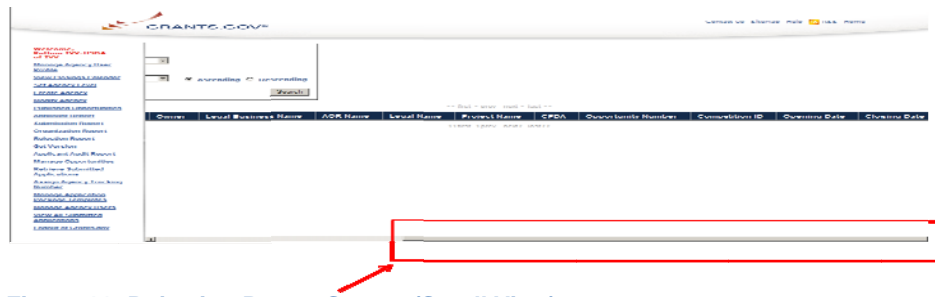


Figure 11- Rejection Report Screen (Scroll View)

Improved Information Viewing

Users are now able to view information as desired. Information within the reporting screens (i.e. Published Opportunities, Organization Report, Submission Report, Manage Opportunities, Retrieve Submitted Applications, View All Submitted and Rejection Report (new functionality)) can be easily sorted and selected by clicking on a particular column or row header.

A Search box has also been added to allow the grantors to limit the listings shown on a page to quickly find the information they are searching.

Please Note: Depending on your computing capacity, current system activities and the number of results (approximately 4,500 results) included in your search query, you may receive a system prompt (while using the Internet Explorer). The prompt message will ask if you would like to “Stop Running This Script? A script on this page is causing the

Internet Explorer to run slowly. If it continues to run, your computer may become unresponsive.” Select “No” to allow the query to return all of your search results. This issue is explained in greater detail on the Microsoft website: <http://support.microsoft.com/kb/175500> [Exit Disclaimer].

Welcome, Rathna Grantor of RG05232010

Manage Agency User Profile
View Closings Calendar
Set Agency Level
Create Agency
Modify Agency
Published Opportunities
Applicant Report
Submission Report
Organization Report
Rejection Report
Get Version
Applicant Audit Report
Manage Opportunities
Retrieve Submitted Applications
Assign Agency Tracking Number
Manage Application Package Templates
Manage Agency Users
View All Submitted

Home > For Agencies > Retrieve Submitted Applications

Export Data

Search By: All
Sort By: CFDA Ascending Descending

Search

Please note that grant applications ... (more)

Search returned 5 results

| CFDA | Funding Opportunity # | Competition Id | Grants.gov # | Program Name | Submitter | Date/Time Received |
|--------|-----------------------|----------------|---------------|---|-----------------------------------|---------------------|
| 93.223 | RG-06302010-OPP1 | PARENT-AGENCY | GRANT10567593 | Development and Coordination of Rural Health Services | PERFORMANCE SYSTEMS, LLC | 2010-07-01 13:05:52 |
| 93.223 | RG-05252010-OPP2 | | GRANT10567406 | Development and Coordination of Rural Health Services | BUSINESS PERFORMANCE SYSTEMS, LLC | 2010-05-25 17:00:48 |
| 93.223 | RG-05252010-OPP2 | | GRANT10567404 | Development and Coordination of Rural Health Services | BUSINESS PERFORMANCE SYSTEMS, LLC | 2010-05-25 16:58:56 |
| 93.223 | RG-06302010-OPP1 | PARENT-AGENCY | GRANT10567594 | Development and Coordination of Rural Health Services | BUSINESS PERFORMANCE SYSTEMS, LLC | 2010-07-01 13:10:33 |
| 93.223 | RG-06302010-OPP1 | PARENT-AGENCY | GRANT10567595 | Development and Coordination of Rural Health Services | BUSINESS PERFORMANCE SYSTEMS, LLC | 2010-07-01 13:15:03 |

Figure 12 - Retrieve Submitted Applications (Sort, Search, Hyperlink Information)

A hyperlink to further explain the report has been added to report screens as well. Once selected the hyperlink will open in a separate window with additional information about the submission and retrieval process. Complete description of the type of information included for the Retrieve Submitted Applications report will be displayed.

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Welcome, Rathna Grantor of RG05232010

Home > For Agencies > Retrieve Submitted Applications

RETRIEVE SUBMITTED APPLICATIONS

Download Application(s)

Note

Please note that grant applications submitted to Grants.gov may take up to 48 hours to process before they are available to agencies for download. Once a submission is received, Grants.gov sends two email messages to the applicant. The first email confirms receipt of the application by Grants.gov. The second email indicates that the application has either been successfully validated by Grants.gov or has been rejected due to errors. If the application was successfully validated by Grants.gov, and the submission has both been retrieved and acknowledged by the posting agency, the applicant will receive an additional email. This email may be delivered to the applicant several days or weeks from the original date of their submission, depending on when the posting agency acknowledges the retrieval of the application from Grants.gov.

| Grants.gov # | Program Name | Submitter | Date/Time Received |
|---|---|-----------------------------------|---------------------|
| GRANT10567593 | Development and Coordination of Rural Health Services | BUSINESS PERFORMANCE SYSTEMS, LLC | 2010-07-01 13:05:52 |
| GRANT10567406 | Development and Coordination of Rural Health Services | BUSINESS PERFORMANCE SYSTEMS, LLC | 2010-05-25 17:00:48 |
| GRANT10567404 | Development and Coordination of Rural Health Services | BUSINESS PERFORMANCE SYSTEMS, LLC | 2010-05-25 16:58:56 |
| 93.223 RG-06302010-OPP1 PARENT-AGENCY GRANT10567594 | Development and Coordination of Rural Health Services | BUSINESS PERFORMANCE SYSTEMS, LLC | 2010-07-01 13:10:33 |
| 93.223 RG-06302010-OPP1 PARENT-AGENCY GRANT10567595 | Development and Coordination of Rural Health Services | BUSINESS PERFORMANCE SYSTEMS, LLC | 2010-07-01 13:15:03 |

Figure 13 - Retrieve Submitted Applications (Hyperlink Information Displayed)

Users may also select multiple entries by clicking directly on the entry to highlight and select it for download or select multiple entries using the Control or Shift keys. Entries can then be downloaded in batches contained within a single zip file.

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Welcome, Rathna Grantor of RG05232010

Home > For Agencies > Retrieve Submitted Applications

RETRIEVE SUBMITTED APPLICATIONS

Download Application(s)

Please note that grant applications ... (more)

Search returned 5 results

| CFDA | Funding Opportunity # | Competition Id | Grants.gov # | Program Name | Submitter | Date/Time Received |
|--------|-----------------------|----------------|---------------|---|-----------------------------------|---------------------|
| 93.223 | RG-05252010-OPP2 | | GRANT10567406 | Development and Coordination of Rural Health Services | BUSINESS PERFORMANCE SYSTEMS, LLC | 2010-05-25 17:00:48 |
| 93.223 | RG-05252010-OPP2 | | GRANT10567404 | Development and Coordination of Rural Health Services | BUSINESS PERFORMANCE SYSTEMS, LLC | 2010-05-25 16:58:56 |
| 93.223 | RG-06302010-OPP1 | PARENT-AGENCY | GRANT10567593 | Development and Coordination of Rural Health Services | BUSINESS PERFORMANCE SYSTEMS, LLC | 2010-07-01 13:05:52 |
| 93.223 | RG-06302010-OPP1 | PARENT-AGENCY | GRANT10567594 | Development and Coordination of Rural Health Services | BUSINESS PERFORMANCE SYSTEMS, LLC | 2010-07-01 13:10:33 |
| 93.223 | RG-06302010-OPP1 | PARENT-AGENCY | GRANT10567595 | Development and Coordination of Rural Health Services | BUSINESS PERFORMANCE SYSTEMS, LLC | 2010-07-01 13:15:03 |

Figure 14 - Retrieve Submitted Applications (Download Selected Entries, Zip File)

Improved Versioning Control and System Update Tracking

The Grantor interface has been enhanced and provides version information for when the system was updated. The system build version number and date it was released is presented on the page. This new feature will help grantors update internal communication and will facilitate interagency training and education on using the system (i.e. User Guides/New Grantor instruction).



Figure 15- Get Version (System Update Tracking)

APPLICANT ENHANCEMENTS

Improved Information Verification(CCR)

The E-Business Point of Contact (E-Biz POC) representing the applicant organization will now be able to verify the information on file is current.

The user interface for the E-Biz POC profile has been updated to include “View E-Biz Profile Information”, which displays the E-Biz POC Business Name, Business DUNS, email information and a link to the Central Contrator Registration (CCR) website. This feature allows the E-Biz POC to verify the information on file with CCR without leaving Grants.gov.



Figure 16 - Applicant Profile – CCR (Read Only) Email Address

This is a display (read only) view of the E-Biz POC information on file with CCR. In order to update the information shown within the E-Business Point of Contact (E-Biz POC) Grants.gov profile, the E-Biz POC must visit the CCR website <http://www.ccr.gov>. Information on file with CCR must be updated annually at CCR.gov.

The information on file for the applicant at CCR is updated within their Grants.gov profile every 24 hours. If 24 hours have elapsed and the applicant information on the "View E-Biz Profile" screen does not match the information on file with the CCR, the applicant should contact the Grants.gov Contact Center via the self-help iPortal (<http://grants.gov/iportal>) or by dialing 1-800-518-4726 for assistance.

Improved Credential Verification

The applicant experience will also be improved with the implementation of immediate AOR credential verification, which will alert the applicant if the credential information they have entered (login ID and password) is valid and matches what is on record at Grants.gov, prior to submission of an application package.

Please Note: The new application verification feature has been implemented within new application packages only; application packages downloaded to your local drive prior to July 24, 2010 will not contain the functionality.

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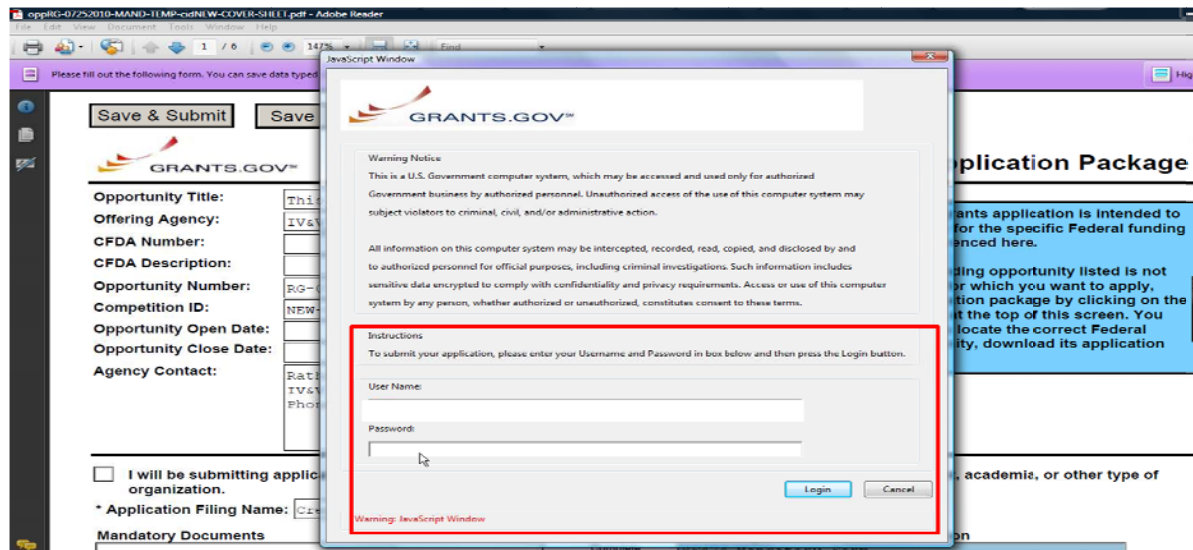


Figure 17 - Application Submission/ AOR Credential Verification

If the applicant is not a valid AOR, the submission will not occur nor will a Grants.gov tracking number be issued. Applicants will know immediately whether they are eligible to submit an application; a message will appear stating: *“Your application cannot be submitted because you are not a designated by your organization as an Authorized Organization Representative (AOR). Please contact your eBiz Point of Contact to get the AOR role assigned to you and then resubmit the application.”*

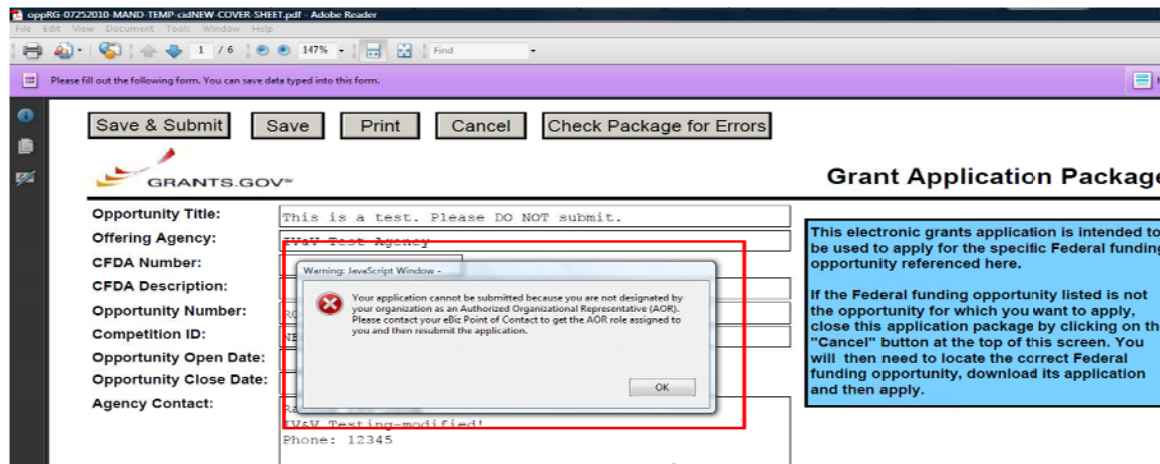


Figure 18 - Message Failed AOR Credential Verification

The applicant may then check their AOR credentials or contact the Grants.gov Contact Center via the self-help iPortal (<http://grants.gov/iportal>) or by dialing 1-800-518-4726 for help verifying their AOR status.