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Stakeholder Webcast

Questions & Answers

October 15, 2008

STAKEHOLDER WEBCAST QUESTIONS & ANSWERS

ADOBE

- 1. When I was having trouble uploading files in June for the Department of Education CCRAA competition, the helpdesk techs had me move files to my desktop first, why was that? And what precautions can applicants take to minimize the danger of files being corrupted during the process of submission?**

The Grants.gov Contact Center utilizes a number of solutions to help customers. One of those solutions to help customers is to have them save the application to their desktop so when the Customer Support Representative is trying to assist the customer they know exactly where the saved application resides versus having to work with the customer to find it.

To minimize corruption customers should have a virus protection on their computer. When submitting an Adobe application package customer should utilize the latest compatible version of Adobe Reader which is 9.0.

- 2. I plan to purchase Adobe professional and need to decide which version to buy? Is Grants.gov compatible with Adobe 9.0? How long does Grants.gov project using Adobe 8.0?**

It is not necessary to purchase any software to use Grants.gov services. All software and information necessary for use with Grants.gov is provided on the **Download Software:** http://grants.gov/help/download_software.jsp page of the website. If you are going to buy software it is recommended to obtain the latest release (version 9.0), which is comparable to the latest release of the free reader (Adobe Reader 9.0) recommended for use with Grants.gov.

- 3. What version of Adobe will be required to submit grants effective January 2009?**

The latest compatible version of Adobe Reader for use with Grants.gov is v.9.0. Grants.gov also processes Adobe Reader v.8.1.2 or v. 8.1.1. At this time Grants.gov does not anticipate any versions higher than Adobe Reader 9.0 to be released prior to January 2009. For download information please visit: URL: http://grants.gov/help/download_software.jsp#adobe811 .

- 4. What version of Adobe are will you be using?**

The latest compatible version of Adobe Reader for use with Grants.gov is v.9.0 URL: http://grants.gov/help/download_software.jsp#adobe811 .

- 5. If you have an older version of adobe professional on your computer (to create the required PDF documents), how do you set the computer to open all documents to the higher version of the adobe reader (8.1.2 or 9)? If this isn't set properly, the application package will be corrupted.**

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To set the version of Adobe Reader for Adobe professional please visit the Adobe Reader section of the FAQs for detailed instruction:

http://grants.gov/applicants/applicant_faqs.jsp#adobe The instructions show you how to set Adobe Reader as your default PDF reader or use Adobe Reader instead of Adobe Professional. You may also open the compatible version of Adobe Reader on your desktop and drag and drop the Grants.gov application PDF file into Adobe Reader. The application package will then automatically open in Adobe Reader instead of the older version of Adobe Professional you may have on your machine.

6. When I go to download an application, it automatically opens in PureEdge Viewer even though I have Adobe 9 on my computer. How can I get it to open in Adobe instead?

The grantor agency determines which program to use to post an application package, PureEdge or Adobe. If an application opens in PureEdge, this means it was created for use with PureEdge Viewer. The PureEdge system is set to expire so all new application packages posted to Grants.gov will use Adobe Reader. All Agencies are scheduled to complete the transition to Adobe by January 31, 2009.

7. You mentioned Adobe Reader and different versions. What about if we are using the full version of Adobe 7.0. Is that compatible?

Grants.gov recommends the latest compatible version of Adobe Reader which is version 9.0. The Grants.gov system does accept versions of Adobe Reader 7.0. The versions that are not currently accepted by Grants.gov are Adobe Reader 8.0 and 8.1.

8. During the webcast, the compatible version of Adobe Reader was referenced. I have Adobe Professional v 7.0 that appears to be compatible based on the Grants.gov test site. Do you know if this version of Adobe Professional will still be compatible by the time Adobe is fully implemented on grants.gov?

Grants.gov recommends the latest compatible version of Adobe Reader which is version 9.0. The Grants.gov system does accept versions of Adobe Reader 7.0. The versions that are not currently accepted by Grants.gov are Adobe Reader 8.0 and 8.1. At this time all Agencies are scheduled to transition to Adobe by January 31, 2009. Grants.gov does not anticipate Adobe version releases above 9.0 prior to January 31, 2009. If there is a new release for the Adobe Reader software Grants.gov will notify the applicant community via our website and various communication vehicles such as: **Grants.gov Blog:** <http://grants-gov.blogspot.com/> , **Email Updates:** http://grants.gov/applicants/email_subscription_signup.jsp ListServ and the website will also be updated to reflect the update.

TRANSITION TO ADOBE

9. The following data was extracted from the Grants.Gov User Group Notes (10/07/08). In reference to the planned shutdown of PureEdge I do have one question: The Feb 29th

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milestone turns of agency ability to retrieve PE forms from Grants.Gov. My assumption is that this milestone applies to downloading live/active applications in real-time. Please confirm that this will not prevent the agencies from requesting downloads from archived applications (no longer on-line) that may have been submitted using PE. This in the context of a possible need to pull original submitted applications from the archives for investigatory purposes. I need to know how to access the website with my account.

At this time this February 20, 2009 is the last day Agencies will be able to retrieve PureEdge applications. After this date if Agencies need to retrieve a PureEdge application they must contact the Grants.gov PMO.

10. When will NSF proposals be completely upload-able on Grants.gov? Is there any stipulation that all federal agencies will be required to execute receipt of solicited proposals exclusively through grants.gov?

There is no specific date for NSF proposals to be “completely upload-able” on Grants.gov. Applicants should read the instructions on the opportunity for guidance on how to submit the application package. There is no stipulation that all federal agencies are required to execute receipt of solicited proposals exclusively through Grants.gov. Agencies must post 100% of their discretionary grants on Grants.gov for applicants.

11. What will happen if, by accident, we submit a PureEdge application after February 20, 2009, will it trigger an error?

Just like today, when submitting after a closing deadline on an opportunity you will receive a message indicating the opportunity has closed and your package has not been processed.

12. Will the PureEdge software remain available on grants.gov in case we need to open archived applications?

Grants.gov will archive the PureEdge software on the site so it will be available for use.

GRANT FRAUD

13. I would like to draw your attention to numerous people trying to mislead innocent people by offering grants (federal). Grant information and all types of spam. I request you to clarify this important matter. Have you appointed anyone as your authorized agent? Is it necessary to get outside help?

The eligibility information has been updated on the site and the personal financial help message has also been added to the website to make it clear that Grants.gov does not offer money for personal financial help. In addition to the financial help message we have added

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links to federal sites that do offer personal financial help. **Eligibility** page:
<http://grants.gov/aboutgrants/eligibility.jsp>

There is no cost to apply for federal grants on Grants.gov. The site has a section on applicant resources that provides detailed information for applicants to Find and Apply for Grants on their own behalf: http://www.grants.gov/applicants/app_help_reso.jsp

ELIGIBILITY

14. Do I need 501(C)(3) status to apply for a grant?

Funders, not Grants.gov, determine the eligibility of applicants. Applicants do not have to have to be a classified as a 501(c)(3) organization to use Grants.gov; however, some grant opportunities are open only to 501(c)(3) organizations.

15. Are there individual grants available?

Grants.gov does have a limited number of grants that are available to individuals; however these grants that are open to individuals do not include money for personal expenses: such as bills, building an addition on your home or starting a small business. Information on the type of grants offered and eligibility can be found on the **Eligibility** page:
<http://grants.gov/aboutgrants/eligibility.jsp>.

FINDING GRANT OPPORTUNITIES

16. Where can I find some 'tips' on how to reduce or refine my grant search at Grants.gov. I find that when I enter my request request, I get hundreds of possible grant listings that don't apply to what I am searching for.

To refine your search criteria and get more precise results, use the Advanced Search feature on the site. This will help you narrow your search results. **Advanced Search** page:
<http://www.grants.gov/search/advanced.do> .

VIEWING WEBCAST/ INTENDED AUDIENCE

17. If you are unable to view the webcast at this time - will it be available for viewing at a later date?

If you are unable to view the Stakeholder Webcast live, the webcast will be archived along with a transcript. You can also find archived Webcasts by visiting the **Stakeholder Webcast** page:
http://www.grants.gov/help/stakeholder_communications.jsp.

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18. I am trying to find out what the schedule for webcasts are, as I have a conflict during this particular October date. Where can I find that information?

If you are unable to view the Stakeholder Webcast live, the webcast will be archived along with a transcript. You can also find archived Webcasts by visiting the **Stakeholder Webcast** page: http://www.grants.gov/help/stakeholder_communications.jsp.

19. Is this webcast for HHS staff or is this webcast for HHS grantees?

This webcast is intended for all Stakeholders including applicant and agency viewers. If you would like to suggest content or have any other feedback about the webcast, please complete the Webcast **Feedback Form**: <http://grants.gov/assets/WebcastFeedbackForm101508.doc> and return it to: support@grants.gov.

20. I am just starting to begin my journey with writing proposals for a grant. Do you think this webcast would be good for me to view? I am self teaching myself. Do you happen to know how many people actually do write proposals from SD on a regular basis? I thought perhaps I could network with them. I am interested in the area of school improvement/special education/American Indian students.

The webcast is an excellent source of information about Grants.gov. The Grants.gov Stakeholder Webcast is intended for every member of the grant community and contains information pertinent to every aspect of the Grants.gov initiative. A great place to find people interested in your type of proposal writing may be the **Grants.gov Blog**: <http://grants.gov.blogspot.com/>. but Grants.gov does not track the number of people who write proposals from South Dakota.

21. Will I need a Flash Player to access the video-on-demand version of the webcast, and when will this be available?

You will need to have Flash Player in order to view the webcast. Download Flash Player by visiting: http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash

GRANT OPPORTUNITY ANNOUNCEMENTS/RSS FEED

22. What software is required to use the RSS feed?

In order to view an RSS feed, you will need to have an RSS reader. An RSS reader is a small software program that collects and displays RSS feeds. It allows you to scan headlines from a number of news sources in a central location. Some internet browsers, such as the current versions of Internet Explorer, Firefox and Safari have built in RSS readers. If you are using a browser that doesn't currently support RSS, there are a variety of [RSS readers](#):

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http://www.dmoz.org/Computers/Software/Internet/Clients/WWW/Feed_Readers/ available on the Internet; most are free to download while others are available for purchase.

23. Can you please elaborate on how we can still receive daily information on new grant postings once the daily email notifications end?

The RSS feed was developed to replace the email notifications and provide one centralized location to find all of your new postings, updated in real-time. Information on subscribing to the Grants.gov **RSS feed** is available here: <http://grants.gov/help/rss.jsp>.

SYSTEM-TO-SYSTEM (S2S) DEVELOPMENT

24. We are working on integrating with the Grants.gov S2S program. During the submission process each grant has a specified number of required and optional forms that must be submitted with the grant application. We would like the applicant to submit from our site, however, to do that we need these forms to be converted from Grants.gov's *.xsd schema into HTML. Are there any HTML versions of the forms that we may use to expedite our development process?

There are no HTML versions of the forms. For additional information on System-to-System please visit: http://www.grants.gov/applicant_s2s/applicant_system_to_system.jsp

If you need additional assistance please contact the Grants.gov Contact Center at 1-877-518-4726.

25. I am developing a S2S program. Grants.gov informs me that: "Software to populate the Grants.gov application XML shall be developed by the grantee organization. Client integrators shall develop the software to produce XML that conforms to Grants.gov Opportunity Schemas." Do you know of any third party software available to assist us?

There are a variety of third party software vendors available but Grants.gov is not in a position to recommend such vendors.

CCR / REGISTRATION

26. How is CCR preparing for the support surge expected due to the 1/1/09 Transparency Act/FFATA requirement for subgrantees and subcontractors to be registered in CCR?

CCR is currently planning for this surge. Information will be forthcoming from CCR on support for this surge.

27. What are the requirements for the Annual CCR record renewal process? Where do we find this information on the Web site?

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CCR sends notification for renewal via e-mail 30 and then 15 days prior to renewal. You follow the instructions in the e-mail to renew your CCR registration.

CCR Registration must be renewed annually. You will receive a reminder email from the CCR before your registration expires. Visit the CCR website to update or renew your CCR registration: <http://www.ccr.gov/Renew.aspx>.

28. Would you please explain the relationship-if such- between ORCA and CCR?

Operational Research Consultants (ORC) is the third party service provider Grants.gov utilizes to maintain Grants.gov specific usernames and passwords. An organization must be registered with CCR prior to individuals within the organization registering with Grants.gov to become Authorized Organizational Representatives (AORs). The AOR is the person(s) within an organization who can submit grant applications.

29. Do you need to renew your DUNS number? Should you apply for a DUNS number for individual sites if you are a multiple site health center corporation?

An organization does not need to renew their DUNS. The organization can have one DUNS or multiple DUNS for the individual sites. This decision is at the discretion of the organization.

30. Can we use the same AOR for different providers applying for grants?

No, an AOR submits on behalf of the organization therefore if they are submitting for multiple organizations they must be registered as an AOR for each organization.

31. You mentioned about the email being sent to primary/alternate POC at organization. There are the following POC's: CCR POC Primary & Alternate, Government Business POC Primary & Alternate, Past Performance POC Primary & Alternate, Electronic Business POC Primary & Alternate, Corporate POC, Which POC will receive this reminder email?

The CCR PoC primary will receive the reminder e-mail.

32. Do the individual departments of a county government need to register separately?

Individual departments do not need to register in CCR separately.

33. What happens to an application when a POC leaves an organization and is replaced by a new POC? How does the organization track the results of the competition?

If the E-business (E-biz) PoC leaves an organization the organization must request the change in personnel directly with CCR, once this is accomplished the new E-biz PoC will be able to see all the applications the organization has submitted.

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FORMS

34. I submitted a grant application to Grants.gov on July 31, 2008 to establish a charter school. My application was rejected because I did not include the GEPA form with the words, "not applicable." This form was in the "Optional Forms" package. How is an applicant to know which forms are truly optional and which ones under the Optional Forms button are actually required?

The grantor agency instructions specific to the grant opportunity include detailed information on completing the grant application package. Please be sure to read these instructions thoroughly as they differ from agency to agency and even between grant opportunities from the same agency. If you have any questions regarding the opportunity and what needs to be submitted applicants should contact the Agency PoC listed on the grant opportunity.

35. How will the transition to Adobe affect the Title VI NRC authorization or reauthorization? Will there be a special form for this large grant application?

The transition to Adobe will not impact Title VI NRC authorization. At this time there is no

36. Are the FFATA-modified R&R forms being released this week? Will NIH use them for their February deadline?

The FFATA – modified R&R forms are scheduled to be released into testing November 14, 2008. They will be in testing and once agencies have verified successful use they will be placed into production. Once forms are placed into production Grants.gov placing them on the site: http://www.grants.gov/agencies/new_forms_production.jsp

37. Regarding the Adobe Format, is it possible to have a final PDF created that composes the grant application into one format? This would include a cover page, content page, forms, narrative etc. This is a component that was in the E Applications and also I have seen it used in the NSF Fastlane approach.

When an applicant saves an Adobe package that package is created as a pdf. The pdf encompasses each of the forms in that package. When you submit the saved Adobe package it is being submitted as one pdf.

MISCELLANEOUS

38. Do you post FedBizOpps application opportunities on your site, such as from the FDA? If not, why not?

No, Grants.gov is for the 26 different federal grant making agencies to post their discretionary grants.

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39. Can you provide the NIH URL again? I didn't get it all written down.

http://era.nih.gov/ElectronicReceipt/adobe_transition.htm

40. We are developing an Office of Grants Planning and Development. Is there software you recommend for us to track dates, both of new or anticipated grant opportunities, and later for grants received (track deadlines for application, reports, etc.)

There is currently no calendar that tracks the closing dates for grant opportunities.

41. I submitted an application for the Byrne Competitive grant back in June and Grants.gov accepted it but I can find no way to see if I have been approved or not. What can I do?

You should contact the grantor agency for your particular application. Contact information for the agency can be found on the cover page of the application package.