

Guide for Data Analysis and Forms Development



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1. INTRODUCTION

This document presents guidelines to assist agencies in preparing their grant application data for conversion to downloadable, fillable forms. These forms can be transmitted to agencies through the Grants.gov FIND and APPLY features. The Grants.gov Program Management Office's (PMO) "Forms Factory" will develop the forms based on the outcomes of agencies' application data analysis. This document provides instructions on conducting the data analysis and focuses on the preparation of Data Analysis Templates (DAT) that are submitted to the PMO. These submissions initiate the development of forms. This document also describes the overall process, from initiation of data analysis activities to completion of application forms.

The first step in making electronic applications available to applicants involves agencies' application data analysis. The outcome of agencies' data analysis activities is the identification of agency-specific data elements that can be transformed into PureEdge forms. These forms can then be transmitted through APPLY as part of an application package.

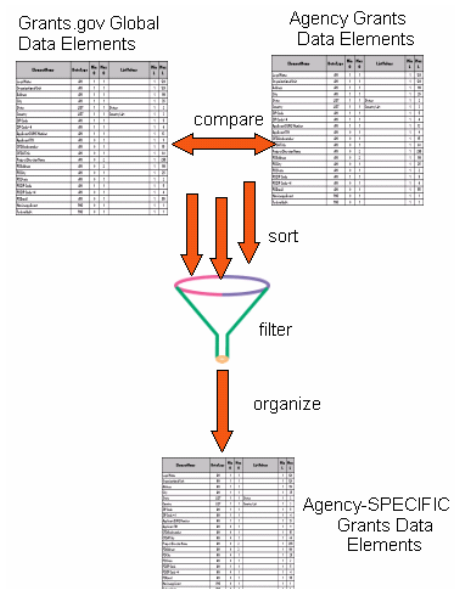
All grant applications transmitted through the FIND and APPLY will use one of several Standard Form cover sheets which contain the core data set that reflects the government standard for application data. Agencies' data analysis will determine the additional (or agency-specific) data that applicants must submit. A PureEdge form must be developed for agency-specific data that agencies plan to capture and maintain in their databases. For agency-specific information that does not need to be maintained in a database, a wide variety of attachments can be used (e.g., documents, spreadsheets, drawings, etc.).

Based on OMB guidance,

(http://www.whitehouse.gov/omb/fedreg/040803_standard_fed_grant_app.pdf), the core data set is defined as the SF-424 family of forms. The discretionary SF-424, Application for Federal Assistance, was established as the government-wide standard core data set and form for discretionary grant applications on July 31, 2003 [Federal Register Notice 68 FR 44974]. The SF-424 consolidates grant application related data and forms used by Federal grant-making agencies and organizations for their discretionary grant programs and replaces numerous agency-specific forms. The effect has been to reduce the administrative burden to the Federal grants community.

During the identification of the core SF-424 data set, it was determined that in some instances, there were sufficient commonalities of data requirements across agencies to warrant a separate government-wide SF-424 data set and form. Four "market segment" SF-424 data sets and forms, in addition to the standard core data set, were subsequently identified; each tailored for a specific segment of the applicant community; and each developed for the purpose of reducing the administrative burden on the applicant community. The market segment SF-424 data sets and forms provide agencies with an alternative to the core SF-424 core data set and form.

The research and related market segment SF-424 (SF-424 R&R) data set and form was deployed in November 2004 for use by grant-making agencies with a research mission or that conduct research-related activities. The SF-424 Mandatory data set and form (SF-424 M) was deployed in February 2005 for use by agencies with mandatory grant programs, including



formula and block grants. Two additional market segments SF-424 data set and forms, the SF-424 Individual (SF-424 I) and the SF-424 Organizational Short (SF-424 Short), will be deployed later this year. Both the SF-424 (I) and the SF-424 (Short) will provide a further streamlined version of the SF-424 core data set and form for specific applicant communities. The SF-424 (I) will provide a streamlined data set and form for applicants who are individuals, rather than organizations. The SF-424 (short) will provide a streamlined form for those grant programs not required to collect certain information on the SF-424 core data set and form.

2. THE FORMS DEVELOPMENT PROCESS

The forms development process is a collaboration between five groups:

- Agencies
- PMO Program Advisors
- Independent Verification and Validation (IV&V) Analysts
- Forms Factory Data Analysts
- Forms Factory Developers

Figure 2 illustrates the Forms Development Process and the roles each of the five groups plays at each stage of the process. The sections that follow describe each stage in detail.

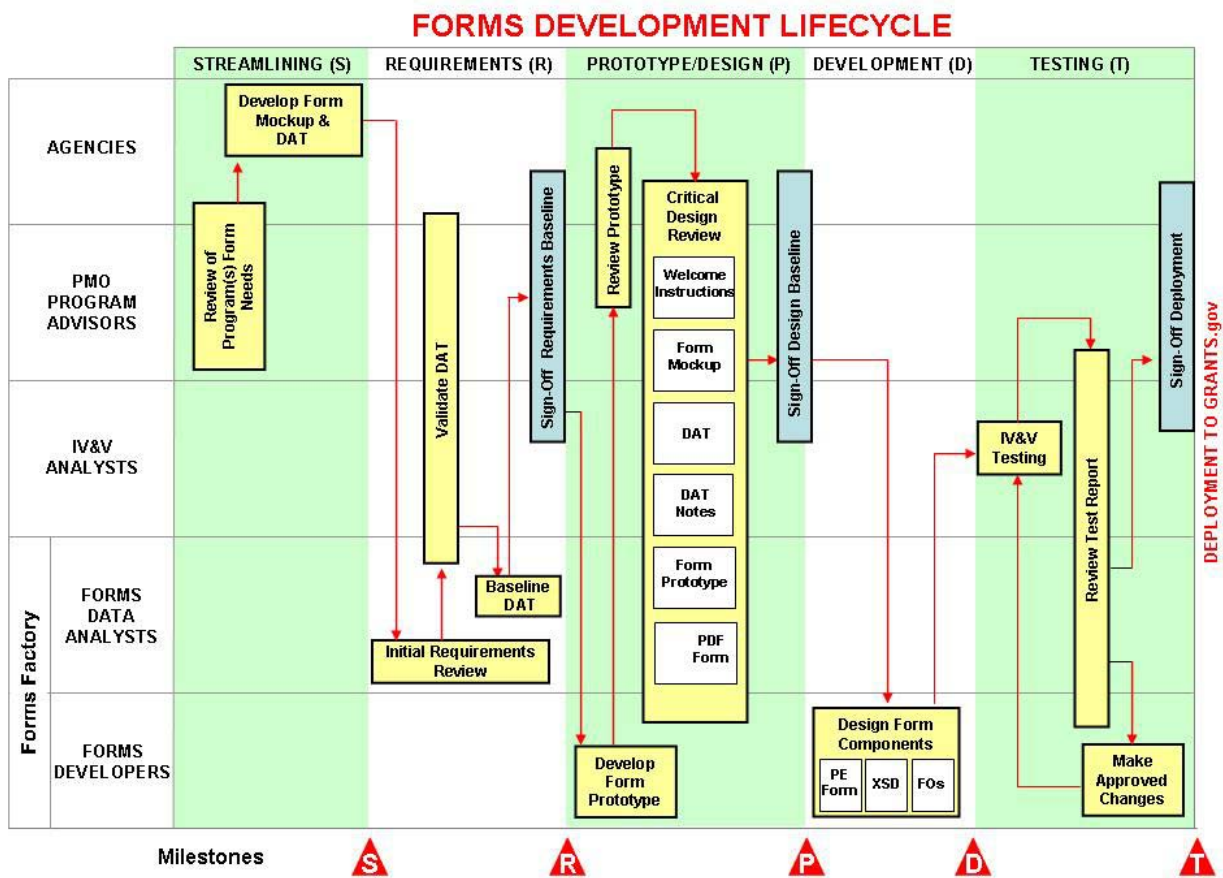


Figure 2 - Forms Development Lifecycle

2.1 The Streamlining Phase

The first step in the process is for Agencies to identify programs to post on Grants.gov and gather all of the forms (paper and electronic versions) used to collect information from program applicants. A thorough analysis will assist Agencies in streamlining and form consolidation, help them decide whether new forms are needed, and construct accurate requirements for the development of downloadable forms.

Following an initial analysis, the agency should contact their PMO Program Advisor. Together, they will review the Agency's forms needs, examine existing program forms, and compare them to forms already implemented on Grants.gov. Forms that have been developed by Grants.gov can be downloaded at <http://www.grants.gov/assets/FormsFactory.zip> for viewing. Utilizing an existing form eliminates the need for further data analysis and the documentation of the data elements included on the form. If there is a form in the repository that meets the Agency's need, the Agency may use that form. Otherwise, the Agency should proceed with the data analysis process.

IMPORTANT NOTE: At this point it is critical to communicate with the PMO Program Advisor because the Forms Factory is not authorized to develop forms that have not been through a proper streamlining effort resulting in approval and acceptance by the PMO.

One method of data analysis an Agency may use is to create an Application Template Matrix. A sample of this matrix can be found in Appendix B of this document.

When designing a form to be implemented as a PureEdge electronic form, Agencies should take PureEdge capabilities and limitations into consideration. They are listed in the table below.

PureEdge Capabilities	PureEdge Limitations
Mandatory and Optional Forms	Complex Business Rules
Field Validations	Business rule validation across forms
E-mail Validation (contains @)	List of values larger than 50
Single and Multi File Attachments	Maximum occurrences of a form or form page limited to 5
Single File Attachment with Validation of Extension	Forms should be 5 pages or less
IF-THEN-ELSE coding structures	Too many data edits, validations, and data replication across forms increases the form size, resulting in large application packages.
Field arithmetic	
Pre-populating with date from the application package	
Post-populating data elements after submission to Grants.gov	
Forward-populating with data from the application coversheet or data entered earlier in the form	

Additionally, keep the following in mind when designing a form:

- Length of fields equates to the “real estate” on the form
- Instructions should be attached to the application package, not embedded in the form. This allows more flexibility in the form and minimizes the need to make form changes between program cycles
- Avoid agency-specific references to allow for form re-use across Agencies
- Business rules, validations, and edits that exist in the PureEdge form may not exist in the XML

To assure accuracy, form requirements are documented field-by-field. The Data Analysis Template (DAT) is the document that records this information. One DAT is required for each form being developed. PMO Program Advisors will introduce Agencies to the DAT Toolkit, the tool Grants.gov provides Agencies to facilitate the process of creating DATs. The process of creating the DAT is discussed in detail in Chapter 3.

Activities	Participants
Identify Programs and gather existing agency forms	Agency
Perform initial form review	Agency
Review of program needs, examination of forms, comparison to Grants.gov forms, determination of forms to be developed as Grants.gov downloadable forms	Agency PMO Program Advisors
Create form mockups and DATs	Agency PMO Program Advisors

2.2. The Requirements Phase

When the Agencies have completed their DATs, they should submit a formal request to Grants.gov via their PMO Program Advisor. The request should include:

- The paper or electronic mockup of the form(s)
- Completed Data Analysis Template(s)
- A copy of the application instructions, if available
- An availability date, describing when the agency would need the form to be available on Grants.gov on that date, and why. To ensure timely completion of the request, materials should be sent to the Grants.gov PMO at least 3 months before needed.

The PMO Program Advisor will review the documents, making updates where necessary, and forward them to the Forms Factory (FF) Data Analysts for the Initial Requirements Review. The activities involved in the Initial Requirements Review are:

- Comparing the DAT to the form mockup to ensure that all data elements on the form are represented
- Identifying areas that require further clarification
- Expanding the DAT with additional information required by the Forms Factory

- Recommending improvements, if necessary.

This information is captured in a document called Form Data Analysis Review Notes (DAT Notes).

The Agency, PMO Program Advisor, IV&V Analyst and FF Analyst work together to validate the DAT. If form issues require discussion, a conference call will be scheduled involving all parties. The FF Data Analyst will update the DAT Notes with a record of issue resolutions and update the DAT according to decisions made. The updated versions of these documents are the Initial Requirements Baseline and the source of requirements for the prototype development.

The FF Data Analyst will create a form development schedule, using Microsoft Project, with projected start and end dates for each step of the Forms Development Lifecycle. A sample schedule is shown below in Figure 3.

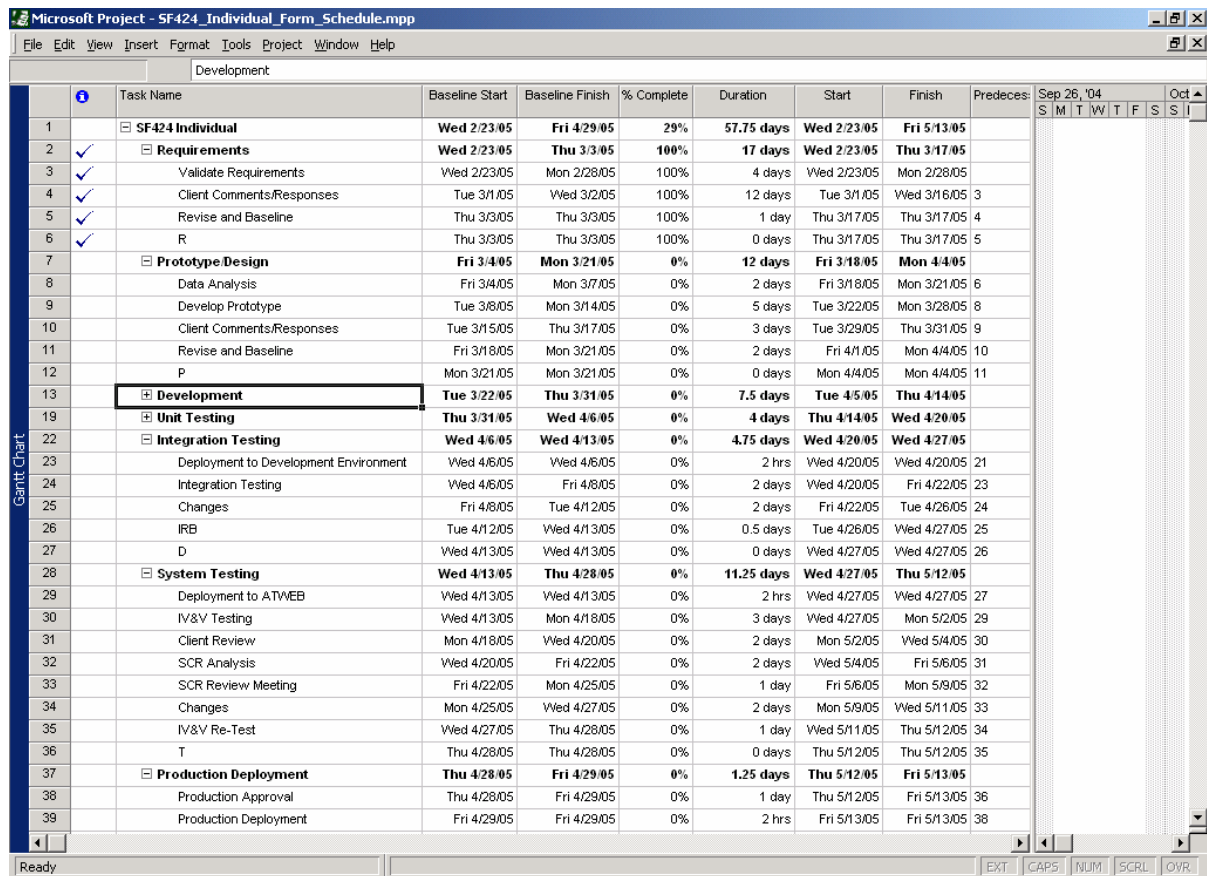


Figure 3 - Sample Schedule

The duration of each step for a particular form may vary somewhat based on a form's complexity. **Any changes to requirements have a cascading effect on the schedule and result in production deployment date delays.**

At the end of the Requirements Phase, the updated DAT, DAT Notes, and schedule are sent via e-mail for sign off by the Agency, PMO Program Advisor, and IV&V Analyst.

Activities	Participants
Formal request to Grants.gov	Agency
Initial review of form and DAT	PMO Program Advisor
Initial Requirements Review	FF Data Analyst
Validate DAT	Agency, PMO Program Advisor, IV&V Analyst, FF Data Analyst
Update DAT Notes, update and baseline DAT, and create schedule	FF Data Analyst
Sign-Off on Requirements Baseline and schedule	Agency, PMO Program Advisor, IV&V Analyst

2.3 The Prototype / Design Phase

Based on the Initial Requirements Baseline, the Forms Factory (FF) Developers create a working PureEdge prototype version of the form. The prototype is not intended to be a completed version of the form and may not include many of the business rules and validations. It is created to provide the agency with a visual working model to make validation easier.

When the prototype is complete, the FF Data Analyst prepares several documents for the Critical Design Review (CDR):

- Critical Design Review Welcome.doc, explains the CDR process
- The form's expanded Data Analysis Template (DAT)
- The Data Analysis Review Notes
- A prototype of the electronic form. The prototype is reviewed using the PureEdge viewer.
- CDR Feedback Form, used to provide feedback on the CDR materials.
- The form mockup

The CDR is performed by the Forms Factory, the Agency, the PMO Program Advisor, and IV&V Analysts. During the CDR, the prototype is reviewed field-by-field to ensure that the physical design of the form meets the needs of the Agency.

Following the CDR, the FF Data Analyst will update the DAT Notes with a record of issue resolutions and update the DAT according to decisions made. The updated versions of these documents are the Design Baseline and the source of requirements for the form development. **Any changes to form requirements after this point will have a serious and negative impact to the schedules of this and other projects within the Forms Factory. No changes will be accepted after this point unless the Agency can establish that implementation of these changes will have a positive, critical impact on the usability of the form. If this is the case, the Forms Factory will adjust the project schedule accordingly.**

Activities	Participants
Develop Prototype	FF Developers
Prepare Critical Design Review Materials	FF Data Analyst
Critical Design Review	Agency, PMO Program Advisor, IV&V Analyst, FF Data Analyst
Update DAT Notes, update and baseline DAT, and update schedule	FF Data Analyst

2.4 The Development Phase

Using the Final Requirements Baseline, the FF Developers create a fully functional PureEdge form. Additionally, they produce the XML Schema and XML Formatting Objects. A schema enables submitting applicant organizations and third-party vendors to develop system-to-system interfaces to convey application submission data to Grants.gov.

Activities	Participants
Develop PureEdge form, XML Schema, and XML Formatting Objects	FF Developers

2.5 The Testing and Production Deployment Phase

The FF Developers deploy the form to a testing environment, where IV&V Analysts perform end-to-end testing. The testing process is robust and includes a thorough check of all fields and business rules, creation an application package that contains the form and submitting the package to Grants.gov. If deficiencies are found, the FF Developers fix them and the IV&V Analysts will re-test them. This process iterates until the form is ready for Agency review.

After the form is accepted by the Agency, the PMO Program Advisors, and the IV&V Analysts, the form is deployed to production and ready for use.

Activities	Participants
End-to-end testing	IV&V Analysts
Form Acceptance	Agency, PMO Program Advisor IV&V Analysts

3. THE DATA ANALYSIS TEMPLATE

3.1 Understanding the Data Analysis Template

The Data Analysis Template (DAT), in the form of a Microsoft Excel spreadsheet, is an important tool used throughout the form development process. The primary purpose of the DAT is to describe all of the data elements and the relationships among them in a form. Each element on a form is represented by a row on the DAT. Form elements include:

- Form Title
- Data Entry Fields
- Labels
- Checkbox Selections
- Radio Button Selections
- File Attachments
- Lists
- Buttons

A toolkit for creating a DAT can be downloaded at http://www.grants.gov/assets/DAT_Toolkit.xls. The toolkit was designed to make the process of creating the DAT easy. The DAT Toolkit contains the following tabs:

- **Using Toolkit**
Step-by-step instructions for using the Toolkit.
- **DAT Instructions**
Detailed information about each column of the DAT.
- **Form Info**
Agency provides information about the form at the form level.
- **Global Index**
Gives the ability to view the Grants.gov Global Library of standard fields and their attributes, as well as the ability to utilize pre-formatted templates to be used as rows in the DAT.
- **Form DAT**
Agency documents the requirements of each element on the form. The columns of the DAT include:

[1] Field Number	[10] Field Type Source
[2] Field Name	[11] Business Rules
[3] Short Field Name	[12] Data Type
[4] Required?	[13] List of Values
[5] Minimum Occurrences	[14] Min # of Characters or Min Value
[6] Maximum Occurrences	[15] Max # of Characters or Max Value
[7] Agency Field Name	[16] Field Implementation
[8] Field Type	[17] Help Tips
[9] Global Library Field Name	
- **Templates**
Referenced by the Global Index.

3.2 Using the Data Analysis Template Toolkit

The majority of the instructions presented in this section can also be found on the **Using Toolkit** tab in the DAT Toolkit.

1. Upon opening the DAT Toolkit, click on the **DAT Instructions** tab at the bottom of the screen. It is useful to print these instructions to use as a reference during the process of creating a DAT. To do so, click File, Print on the menu at the top the screen.
2. Click on the **Form Info** tab at the bottom of the screen. Fill in the requested information about the form. Refer to the instructions for guidance.
3. Click on the **Global Index** tab at the bottom of the screen.

Grants.gov Global Index		
<p><i>Click on an element name, data element group name, or general element format to view its DAT row template. Follow the instructions to copy and paste template rows into the Form DAT.</i></p>		
I. GLOBAL DATA ELEMENTS		III. GENERAL DATA ELEMENT FORMATS
Agency Name	Employer/Taxpayer Identification Number (EIN/TIN)	Alphanumeric
Applicant ID	Fax	Button
CFDA Number	Federal Award Identifier	Date
CFDA Title	Federal Entity Identifier	Degree Earned
Congressional District Applicant	Organization Name (Legal Name)	Dollar Amount
Congressional District Program/Project	Phone Number	Dollar Amount Total
Country	Project Name	File Attachment - Single
Department Name	Project Title	Optional Required
Division Name	Social Security Number	File Attachment - Multiple
DUNS Number	Title	Optional Required
Email	Type of Applicant	Numeric
DATA ELEMENTS THAT CAN BE PRE-POPULATED FROM THE APPLICATION PACKAGE		
Agency Name	Competition Identification Number	with 2 decimals without decimals
CFDA Number	Competition Identification Title	Label
CFDA Title	Funding Opportunity Number	List - Drop Down (one selection from a drop-down list of
	Funding Opportunity Title	List - Checkbox (Check for yes. May select multiple options)
DATA ELEMENTS THAT ARE POST-POPULATED AFTER SUBMISSION TO GRANTS.GOV		
AOR Signature		List - Radio Group (one selection from a group of options)
Date Received		Optional Required
Date Signed		Percent
II. GLOBAL DATA ELEMENT GROUPS		
Address Group	Street1, Street2, City, County, Province, State, Zip Code, Cou	with 2 decimals without decimals
Human Name Group	Prefix, First Name, Middle Name, Last Name, Suffix	Year
		Yes/No Radio Group
		Optional Required
		Yes/No/Other Radio Group
		Optional Required
		Yes/No/Not Applicable
		Optional Required

Figure 4 - Global Index

The Global Index is organized into three sections:

- I. Global Data Elements including:
 - Data Elements That Can Be Pre-Populated From The Application Package
 - Data Elements That Are Populated After Submission To Grants.Gov
- II. Global Data Element Groups
- III. General Data Element Formats

The Global Index serves two purposes:

- It provides the ability to view the Grants.gov Global Library of standard fields and their attributes
- It provides the ability to utilize pre-formatted templates as rows in a Data Analysis Template (DAT).

To view an element's attributes, click on its name. For example, clicking on Department Name would show that the following columns have been pre-formatted:

- **[2] Field Label**
The Field Label is Department Number. It is in red, indicating that it can be changed.
- **[3] Short Field Label**
The Short Field Label is Department Number
- **[9] Global Library Field Name**
The Global Library Field Name is globLib:DepartmentNameDataType
- **[11] Business Rules**
There are no business rules for Department Number.
- **[12] Data Type**
Department Number is an alphanumeric field.
- **[13] List of Values**
Department Number has no list of values.
- **[15] Maximum Number of Characters or Maximum Value**
The maximum number of characters for a Department Number is 30.
- **[16] Field Implementation**
Department Number is classified as a field.
- **[17] Help Tip**
The standard Grants.gov help tip for Department Number is *"Enter the name of primary organizational department, service, laboratory, or equivalent level within the organization which will undertake the assistance activity."*

The rest of the columns in red need to be filled in. They include:

- **[1] Field Number**
- **[4] Required?**
- **[5] Minimum Occurrences**
- **[6] Maximum Occurrences**
- **[7] Agency Field Name**
- **[8] Field Type**
- **[10] Field Type Source**
- **[14] Minimum # of Characters or Minimum Value**

Refer to the **DAT Instructions** tab of the DAT Toolkit for detailed information about each column of the DAT.

Now is the time to begin preparing the Data Analysis Template (DAT).

Determine the first (next) data element on the form. A data element is a data entry field, form title, section header or label.

IS IT A FORM TITLE, SECTION HEADER, OR LABEL?

YES. Copy the Label row template into the DAT.

Look for Label in the Global Index section III. General Data Element Formats. Click on Label. The template row for a label will be highlighted. Select Edit, Copy from the menu at the top of the screen. Click on the FORM DAT tab at the bottom of the screen. Click on the appropriate row number to paste the template into. From the menu, select Edit, Paste. Use the DAT instructions as guidance for filling in all columns in red.

NO. Then it must be a data entry field.

Grants.gov has created a required standard for representing names and addresses on forms. Elements related to names and addresses are grouped together in data element groups. If a data element group is selected, all fields within that group must be included.

IS THE ELEMENT PART OF A NAME OR ADDRESS?

YES. To use the Human Name Group or Address Group, click on the appropriate link in section II of the Global Index. Select Edit, Copy from the menu at the top of the screen. Click on the FORM DAT tab at the bottom of the screen. Click on the row number into which template will be pasted. From the menu, select Edit, Paste. Use the DAT instructions as guidance for filling in all columns in red.

NO. IS THE ELEMENT A GLOBAL DATA ELEMENT?

A global data element is a data element that is commonly used on forms across agencies. Grants.gov has standardized the attributes for global data elements. Some global data elements may be pre-populated from the application cover sheets, some may be post-populated after submission to Grants.gov, and some may be forward-populated from the application cover sheets. The Global Index in section I provides a list of global data elements.

YES. Copy the element's template into the DAT.

Click on the name of the element. The template row for a label will be highlighted. Select Edit, Copy from the menu at the top of the screen. Click on the FORM DAT tab at the bottom of the screen. Click on the row number into which the template will be pasted. From the menu, select Edit, Paste. Use the DAT instructions as guidance for filling in all columns in red.

NO. Then The Element Must Be Agency-Specific.

Determine the General Field Format in section III of the Global Index that best reflects the data element. Click on the name of the format or one of the options beneath it. The template row(s) will be highlighted. Select Edit, Copy from the menu at the top of the screen. Click on the FORM DAT tab at the bottom of the screen. Click on the row number into which the template will be pasted. From the menu, select Edit, Paste. Use the DAT instructions as guidance for filling in all columns in red. For information about pre-populating, post-populating, and forward-populating, refer to the DAT instructions.

Repeat all of the steps until all elements on the form are represented on the DAT. The data elements on the DAT should be in the same order they appear on the form. For answers to questions about the process of preparing a Data Analysis Template, contact the PMO Program Advisor.

4. RESOURCES

Grants.gov has appointed a PMO Program Advisor to serve as the Grants.gov liaison for each agency, answering questions or concerns related to data analysis and forms development. A list of PMO Program Advisors can be found at

<http://www.grants.gov/assets/GrantsgovAgencyContactList.pdf>.

Furthermore, the following resources are useful in data analysis:

- **Data Analysis Template Toolkit.** The tool Grants.gov provides Agencies to facilitate the process of creating DATs. Contains the Global Index listing the Grants.gov standard attributes for commonly used data elements.
http://www.grants.gov/assets/DAT_Toolkit.xls.
- **Grants.gov Forms Repository.** This is a compressed file containing all forms currently available on Grants.gov. All of these forms are available at:
<http://www.grants.gov/assets/FormsFactory.zip>
- **Database Dictionary.** A database containing all or part of an application's information, a database dictionary will contain much of the required information about data elements. Contact IT staff for additional help.
- **Completed Application Forms.** Review of past, successful submissions will often clarify any undocumented form requirements.
- **XML SF-424 Schemas** – Provides the SF-424 XML schemas for system-to-system integration: <http://www.grants.gov/assets/EGrantsCoreSchema.zip>
- **Grants.gov XML Schema Implementation Guide** – Provides background for the schema development and interpretive information related to the SF-424 grants data: http://www.grants.gov/assets/Grants.gov_XMLSchema-Implementation-Guide.doc

In addition to these and other resources, the Grants.gov website paul.r.fontaine@faa.gov has an extensive customer support section, which a FIND and APPLY user can access by clicking on the "Customer Support" button for immediate assistance. The customer support options available include: Frequent questions, Tutorial, User Guide, Quick Reference, or Contact Us, which provides e-mail (support@grants.gov) and telephone support (1-800-518-GRANTS). A help button is also available at all times, which provides contextual help.

For questions related to the Grants.gov data analysis and forms development process, please contact the appropriate PMO Program Advisor or the Grants.gov Deputy Program Manager, John Etcheverry, John.Etcheverry@hhs.gov.

APPENDIX A: USEFUL TERMS AND CONCEPTS

Application Cover Sheet (also called Core Form)

The application coversheet (or core form) is automatically included in each package. Any information entered on the application coversheet may be used to forward-populate other forms.

Application Package

An application package includes the application template and specific details about the funding opportunity including:

- Opportunity title
- Opportunity number
- CFDA number
- CFDA title
- Open Date
- Close Date
- Grace Period
- Agency Point of Contact (name, phone, and email)
- Eligible applicants: Organizations only, individuals only, or both

Application Template

The application template is a set of forms that are included in an application package. In Grants.gov, an agency will have the ability to:

- Designate each form as mandatory or optional (with exception of the application coversheet)
- Assign a name to each template
- Reuse the template over and over again.

Business Rules

Business rules are implemented in the application form and are used to assist the applicant in providing valid and complete responses. They describe:

- Relationships between fields on a form, for example: if 4a is yes, then 4b is required
- Formulas for computations, for example: Total = 1a + 1b + 1c + 1d
- Data formats, for example: Date must be in the format mm/dd/yyyy.

Data Analysis Template (DAT)

Data analysis is the process of documenting an agency's form requirements, field-by-field, to allow Grants.gov to accurately reproduce the form. The DAT is the tool Grants.gov provides agencies in order to facilitate this process – it is an excel spreadsheet that includes one row per data element. One DAT is required for each form that an agency wants Grants.gov to develop.

Data Element

A data element is each piece of information that is gathered from an agency's application form (or other collection instrument).

Form Family

A form family (e.g., 424-R&R Family, SF424 Core Family) is a set of forms that shares the same core form, called the application coversheet. The system will automatically include the appropriate application coversheet in every template that an agency constructs.

Global Data Element

A global data element is a data element that is commonly used on forms across agencies. Grants.gov has standardized the attributes for the data element. A list of global data elements and their attributes is found in the Global Index.

Global Data Element Group

A global data element group is a group of data elements that are commonly used together on forms. If a data element group is selected, all fields within that group will be included. A list of global data element groups and their attributes is found in the Global Index. If a data element is optional in the Global Index, it can be made mandatory on the form; however, if a data element is mandatory in the Global Index it cannot be made optional.

Global Index

A list of global data elements and global data element groups.

Mandatory (Required) Form

A mandatory form is included in an application package and must be filled out before an applicant can submit the application package. Agencies have freedom in deciding which forms are designated as mandatory or optional.

Optional Form

An optional form is included in an application package and does not have to be filled out before an applicant can submit the application package. Agencies have freedom in deciding which forms are designated as mandatory or optional.

Populating

Populating is the broad term used to describe filling data in a form from some related data source such as the application coversheet or application package. There are three ways that Grants.gov populates data:

Pre-populate. Populating data elements in a form with data from the application cover sheet. The following data may be pre-populated in any application forms:

- Agency Name
- Competition Identification Number
- Competition Identification Title
- Funding Opportunity title
- Funding Opportunity number
- CFDA number
- CFDA title

Post-populate Populating data elements in a form after submission to Grants.gov. Also referred to as “system-generated”. The following data may be post-populated in any application forms:

- AOR Signature
- Date Received
- Date Signed

Forward-populate. Forward populating relates to copying a value that the user entered into a field in a form into a field in a different form. The following situations allow for forward populating:

- Any data entered in the application coversheet may be forward populated into any other form in the application package. Fields that are required on the application coversheet can populate optional or required fields on another form; optional fields can populate only optional fields.
- Any data entered on an earlier page of a form may forward populate a field on a later page in a form (i.e. the applicant enters information on the first page that is then displayed on subsequent pages of the form.)

PureEdge Form

An XML-based form developed and maintained by Grants.gov for deployment of Federal Agencies forms.

APPENDIX B: SAMPLE APPLICATION TEMPLATE MATRIX

Template Name	Section 811	Service Coordinators	Youthbuild
Previously Submitted?	New	New	New
CFDA(s)	14.181 - Section 811 Supportive Housing for Persons with Disabilities	14.191 - Service Coordinators in Multifamily Housing	14.243 - Youthbuild
Desired Availability Date	1/5/2005	1/5/2005	1/5/2005
Expected No. Of Apps	145	218	115
Included Forms:			
Previously Submitted			
SF-424	X	X	X
SF-424 Supplemental	X		X
SF-LLL	X	X	X
HUD-27061			
HUD-27300	X	X	X
HUD-2880	X	X	X
HUD-2990	X		X
HUD-2991	X		X
HUD-2994		X	
HUD-424CB			
HUD-424CBW			
HUD-96010	X		X
HUD-9902			
HUD-30001			
HUD-30002			
HUD-30007			
HUD-30011			
HUD-30012			
HUD-30013			
HUD-30014			
HUD-30015			
HUD-40076 CoC (Multiple)			
HUD-40076 FHIP			
HUD-40076 HBCU			
HUD-40076-A EDI/BEDI			
HUD-40076-B EDI/BEDI			
HUD-40076-C EDI/BEDI			
HUD-40076-D-EDI/BEDI			
HUD-40122			
HUD-40211			X
HUD-50058			
HUD-52515			
HUD-52681			
HUD-52681-B			
HUD-52751			
HUD-52752			
HUD-52753			

Template Name	Section 811	Service Coordinators	Youthbuild
HUD-52754			
HUD-52755			
HUD-52756			
HUD-52757			
HUD-52759			
HUD-52764			
HUD-52766			
HUD-52767			
HUD-7015.15			
HUD-91186		X	
HUD-92015-CA			
HUD-92016-CA	X		
HUD-92041	X		
HUD-92042	X		
HUD-92043	X		
HUD-92045			
HUD-96008			
HUD-96009			
Lead Factor #1			
Lead Factor #2			
Lead Factor #3			
Lead Factor #4			

APPENDIX C: SAMPLE FORM AND DAT

The pages that follow contain the form Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule) and its Data Analysis Template.

Protection of Human Subjects
Assurance Identification/IRB Certification/Declaration of Exemption
(Common Rule)

OMB No. 0990-0263
Approved for use through 07/31/2005

Policy: Research activities involving human subjects may not be conducted or supported by the Departments and Agencies adopting the Common Rule (56FR28003, June 18, 1991) unless the activities are exempt from or approved in accordance with the Common Rule. See section 101(b) of the Common Rule for exemptions. Institutions submitting applications or proposals for support must submit certification of appropriate Institutional Review Board (IRB) review and approval to the Department or Agency in accordance with the Common Rule.

Institutions must have an assurance of compliance that applies to the research to be conducted and should submit certification of IRB review and approval with each application or proposal unless otherwise advised by the Department or Agency.

- * 1. Request Type ORIGINAL CONTINUATION EXEMPTION
- * 2. Type of Mechanism GRANT CONTRACT FELLOWSHIP COOPERATIVE AGREEMENT OTHER:

* 3. Name of Federal Department or Agency
if known, Application or Proposal Identification No.

* 4. Title of Application or Activity

5. Name of Principal Investigator, Program Director, Fellow, or Other

Prefix: * First Name:
Middle Name:
* Last Name:
Suffix:

- * 6. Assurance Status of this Project (Respond to one of the following)
- This Assurance, on file with Department of Health and Human Services, covers this activity:
Assurance Identification No. , the expiration date
IRB Registration No.
- This Assurance, on file with * (agency/dept) ,
covers this activity. Assurance No. , the expiration date
IRB Registration/Identification No. (if applicable)
- No assurance has been filed for this institution. This institution declares that it will provide an Assurance and Certification of IRB review and approval upon request.
- Exemption Status: Human subjects are involved, but this activity qualifies for exemption under Section 101(b), paragraph .

7. Certification of IRB Review (Respond to one of the following IF you have an Assurance on file)
- This activity has been reviewed and approved by the IRB in accordance with the Common Rule and any other governing regulations.
by: Full IRB Review on (date of IRB meeting) or Expedited Review on (date)
 If less than one year approval, provide expiration date
- This activity contains multiple projects, some of which have not been reviewed. The IRB has granted approval on condition that all projects covered by the Common Rule will be reviewed and approved before they are initiated and that appropriate further certification will be submitted.

8. Comments

9. The official signing below certifies that the information provided above is correct and that, as required, future reviews will be performed until study closure and certification will be provided.

10. Name and Address of Institution

* Street1:

Street2:

* City:

County:

* State:

* Zip Code: * Country:

Department Name:

Division Name:

* 11. Phone No. (with area code)

12. Fax No. (with area code)

* 13. Email:

14. Name of Official

Prefix:

* First Name:

Middle Name:

* Last Name:

Suffix:

* 15. Title

* 16. Signature

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* 17. Date

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Public reporting burden for this collection of information is estimated to average less than an hour per response. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: OS Reports Clearance Officer, Room 503 200 Independence Avenue, SW., Washington, DC 20201. *Do not return the completed form to this address.*

FORM TITLE: Protection of Human Subjects

[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]	[11]	[12]	[13]	[14]	[15]	[16]	[17]
Field #	Field Label	Short Field Label	Required?	Minimum Occurrences	Maximum Occurrences	Agency Field Name	Field Type	Global Library Field Name	Field Type Source	Business Rules	Data Type	List of Values	Min # of Chars or Min Value	Max # of Chars or Max Value	Field Implementation	Help Tip
0-1	Protection of Human Subjects	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Label	n/a
0-2	Assurance Identification/IRB Certification/Declaration of Exemption	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Label	n/a
0-3	(Common Rule)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Label	n/a
0-4	OMB No. 0990-0263	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Label	n/a
0-5	Approved to use through 07/31/2005	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Label	n/a
0-6	Policy: Research activities involving human subjects may not be conducted or supported by the Departments and Agencies adopting the Common Rule (56FR28003, June 10, 1991) unless the activities are exempt from or approved in accordance with the Common Rule. See section 101(b) of the Common Rule for exemptions. Institutions submitting applications or proposals for support must submit certification or appropriate Institutional Review Board (IRB) review and approval to the Department or Agency in accordance with the Common Rule.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Label	n/a
0-7	Institutions must have an assurance of compliance that applies to the research to be conducted and should submit certification of IRB review and approval with each application or proposal unless otherwise advised by the Department or Agency.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Label	n/a
1-0	1. Request Type	n/a	Yes	1	1	RequestType	Radio Group	n/a	Request Type	n/a	LIST	n/a	n/a	n/a	Radio Group	One selection is required.
1-1	ORIGINAL	Original	No	0	1	n/a	Radio Group	n/a	Request Type	n/a	n/a	n/a	n/a	n/a	Radio	Select Original if this is an original assurance or certification.
1-2	CONTINUATION	Continuation	No	0	1	n/a	Radio Group	n/a	Request Type	n/a	n/a	n/a	n/a	n/a	Radio	Select Continuation if this is a continuation of a previous assurance or certification.
1-3	EXEMPTION	Exemption	No	0	1	n/a	Radio Group	n/a	Request Type	n/a	n/a	n/a	n/a	n/a	Radio	Select Exemption if this is a request for exemption.
2-0	2. Type of Mechanism	n/a	Yes	1	1	MechanismType	Radio Group	n/a	Type of Mechanism	n/a	LIST	n/a	n/a	n/a	Radio Group	One selection is required.
2-1	GRANT	Grant	No	0	1	n/a	Radio Group	n/a	Type of Mechanism	n/a	n/a	n/a	n/a	n/a	Radio	Select Grant if this certification is for a grant.
2-2	CONTRACT	Contract	No	0	1	n/a	Radio Group	n/a	Type of Mechanism	n/a	n/a	n/a	n/a	n/a	Radio	Select Contract if this certification is for a contract.
2-3	FELLOWSHIP	Fellowship	No	0	1	n/a	Radio Group	n/a	Type of Mechanism	n/a	n/a	n/a	n/a	n/a	Radio	Select Fellowship if this certification is for a fellowship.
2-4	COOPERATIVE AGREEMENT	Cooperative Agreement	No	0	1	n/a	Radio Group	n/a	Type of Mechanism	n/a	n/a	n/a	n/a	n/a	Radio	Select Cooperative Agreement if this certification is for a cooperative agreement.
2-5	OTHER:	Other	No	0	1	n/a	Radio Group	n/a	Type of Mechanism	n/a	n/a	n/a	n/a	n/a	Radio	Select Other if this certification is for something other than a grant, contract, fellowship or cooperative agreement and specify the type of mechanism involved.
2-6	n/a	n/a	No	0	1	MechanismTypeOtherExplanation	Agency-specific	n/a	n/a	Enable only if "Other" is selected for Type of Mechanism	AN	n/a	0	30	Field	Specify the type of mechanism for financial assistance that is involved.
3-0	3. Name of Federal Department or Agency	Agency Name	Yes	1	1	AgencyName	Pre-populated	globLib:AgencyNameDataType	SubmissionDef.AgencyName	n/a	AN	n/a	1	60	Field	Pre-populated from the Application cover sheet.
3-1	If known, Application or Proposal Identification No.	Applicant ID	No	0	1	ApplicantID	Forward-populated	n/a	SF424-Block2-Applicant Identifier	n/a	AN	n/a	0	30	Field	Pre-populated from the SF 424. The applicant's control number (if applicable).
4-0	4. Title of Application or Activity	Project Title	Yes	1	1	ProjectTitle	Forward-populated	globLib:ProjectTitleDataType	SF424-Block11-Project Title	n/a	AN	n/a	1	200	Field	Enter a brief, descriptive title of the project.
5-0	5. Name of Principal Investigator, Program Director, Fellow, or Other	n/a	No	0	1	PDPiFellowName	Global	globLib:HumanNameDataType	n/a	n/a	n/a	n/a	n/a	n/a	Label	n/a
5-1	Prefix:	Prefix	No	0	1	PDPiFellowPrefix	Forward-populated	globLib:PrefixName	SF424-Block5-PrefixName	n/a	LIST	Mr.&&Mrs.&&Miss.&&Ms.&&Dr.&&Rev	0	10	Combobox	Select the Prefix from the provided list or enter a new Prefix not provided on the list.
5-2	First Name:	First Name	Yes	1	1	PDPiFellowFirstName	Forward-populated	globLib:FirstName	SF424-Block5-FirstName	n/a	AN	n/a	1	35	Field	Enter the First Name. This field is required.
5-3	Middle Name:	Middle Name	No	0	1	PDPiFellowMiddleName	Forward-populated	globLib:MiddleName	SF424-Block5-MiddleName	n/a	AN	n/a	0	25	Field	Enter the Middle Name.
5-4	Last Name:	Last Name	Yes	1	1	PDPiFellowLastName	Forward-populated	globLib:LastName	SF424-Block5-LastName	n/a	AN	n/a	1	60	Field	Enter in the Last Name. This field is required.
5-5	Suffix:	Suffix	No	0	1	PDPiFellowSuffix	Forward-populated	globLib:SuffixName	SF424-Block5-SuffixName	n/a	LIST	Jr.&&Sr.&&M.D.&&PhD	0	10	Combobox	Select the Suffix from the provided list or enter a new Suffix not provided on the list.
6-0	6. Assurance Status of this Project (Respond to one of the following)	n/a	Yes	1	1	AssuranceStatus	Radio Group	n/a	Assurance Status	n/a	LIST	n/a	n/a	n/a	Radio Group	One selection is required.
6-1	This Assurance, on file with Department of Health and Human Services, covers this activity:	Assurance on file with HHS	No	0	1	n/a	Radio Group	n/a	Assurance Status	n/a	n/a	n/a	n/a	n/a	Radio	Select the first option, Assurance is on file with HHS, if there is an assurance on file with the Department of Health and Human Services. Complete the other associated fields.

FORM TITLE: Protection of Human Subjects																
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]	[11]	[12]	[13]	[14]	[15]	[16]	[17]
Field #	Field Label	Short Field Label	Required?	Minimum Occurrences	Maximum Occurrences	Agency Field Name	Field Type	Global Library Field Name	Field Type Source	Business Rules	Data Type	List of Values	Min # of Chars or Min Value	Max # of Chars or Max Value	Field Implementation	Help Tip
6-2	This Assurance, on file with (agency/dept)	Assurance on file with agency	No	0	1	n/a	Radio Group	n/a	Assurance Status	n/a	n/a	n/a	n/a	n/a	Radio	Select the second option. Assurance is on file with another agency or department, if there is an assurance on file with another agency or department. Complete the other associated fields.
6-3	No assurance has been filed for this institution. This institution declares that it will provide an Assurance and Certification of IRB review and approval upon request.	No Assurance	No	0	1	n/a	Radio Group	n/a	Assurance Status	n/a	n/a	n/a	n/a	n/a	Radio	Select the third option if no assurance has been filed and no exemption is being declared.
6-4	Exemption Status: Human subjects are involved, but this activity qualifies for exemption under Section 101(b), paragraph	Exemption Status	No	0	1	n/a	Radio Group	n/a	Assurance Status	n/a	n/a	n/a	n/a	n/a	Radio	Select the fourth option if an exemption to certification of protection of human subjects is being declared.
6-1a	Assurance Identification No.	Assurance No.	No	0	1	AssuranceIDNumber	Agency-specific	n/a	n/a	Can only be filled in if first assurance status is selected.	AN	n/a	0	15	Field	If an assurance is on file provide the Assurance identification number.
6-1b	the expiration date	Expiration Date	No	0	1	AssuranceExpirationDate	Agency-specific	n/a	n/a	Can only be filled in if first assurance status is selected.	DATE	n/a	n/a	n/a	Field	If an assurance is on file provide the expiration date of the assurance.
6-1c	IRB Registration No.	IRB Registration No.	No	0	1	IRBRegistrationNumber	Agency-specific	n/a	n/a	Can only be filled in if first assurance status is selected.	AN	n/a	0	15	Field	If an assurance is on file provide the IRB Registration/identification number if applicable.
6-2a	n/a	Agency Name	No	0	1	AgencyName	Global	globLib:AgencyNameDataType	n/a	Required if second assurance status is selected. Can only be filled in if second assurance status is selected.	AN	N/A	0	60	Field	Other Agency Name: If assurance is on file with another agency or department, provide the name of the Federal Department or Agency.
6-2b	covers this activity.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Label	n/a
6-2c	Assurance No.	Assurance No.	No	0	1	AssuranceIDNumber2	Agency-specific	n/a	n/a	Can only be filled in if second assurance status is selected.	AN	n/a	0	15	Field	If an assurance is on file provide the Assurance identification number.
6-2d	the expiration date	Expiration Date	No	0	1	AssuranceExpirationDate 2	Agency-specific	n/a	n/a	Can only be filled in if second assurance status is selected.	DATE	n/a	n/a	n/a	Field	If an assurance is on file provide the expiration date of the assurance.
6-2e	IRB Registration No.	IRB Registration No.	No	0	1	IRBRegistrationNumber2	Agency-specific	n/a	n/a	Can only be filled in if second assurance status is selected.	AN	n/a	0	15	Field	If an assurance is on file provide the IRB Registration/identification number if applicable.
6-2f	(if applicable)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Label	n/a
7-0	7. Certification of IRB Review (Respond to one of the following F you have an Assurance on file)	n/a	No	0	1	IRBReviewCertification	Radio Group	n/a	IRB Review Certification	n/a	LIST	n/a	n/a	n/a	Radio Group	n/a
7-1	This activity has been reviewed and approved by the IRB in accordance with the Common Rule and any other governing regulations.	Activity Not Reviewed	No	0	1	n/a	Radio Group	n/a	IRB Review Certification	n/a	n/a	n/a	n/a	n/a	Radio	If an assurance is on file, then select the first option if the activity has been reviewed and approved by the IRB in accordance with the Common Rule and any other governing regulations. Complete the other parts of this section. If an assurance is not on file, skip this section.
7-2	This activity covers multiple projects, some of which have not been reviewed. The IRB has granted approval on condition that all projects covered by the Common Rule will be reviewed and approved before they are initiated and that appropriate further certification will be submitted.	Activity Reviewed	No	0	1	n/a	Radio Group	n/a	IRB Review Certification	n/a	n/a	n/a	n/a	n/a	Radio	If this activity contains multiple projects some of which have not been reviewed, then select the second option if the IRB has granted conditional approval and all projects covered by the Common Rule will be reviewed and approved before they are initiated. Complete the other parts of this section. If an assurance is not on file, skip this section.
7-1a	by:	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Label	n/a
7-1b	n/a	n/a	No	0	1	IRBReviewType	Radio Group	n/a	IRB Review Type	n/a	LIST	n/a	n/a	n/a	Radio Group	n/a
7-1b1	Full IRB Review on (date of IRB meeting)	Full IRB Review	No	0	1	n/a	Radio Group	n/a	IRB Review Type	Either IRBReviewType_Full or IRBReviewType_Expedited is required if IRBReviewStatus is Reviewed	n/a	n/a	n/a	n/a	Radio	Select the first option if a full IRB review meeting was conducted.
7-1b2	Expedited Review on (date)	Expedited Review	No	0	1	n/a	Radio Group	n/a	IRB Review Type	Either IRBReviewType_Full or IRBReviewType_Expedited is required if IRBReviewStatus is Reviewed	n/a	n/a	n/a	n/a	Radio	Select the second option if an expedited IRB review was conducted.
7-1b3	if less than one year approval provide expiration date	Approval less than one year	No	0	1	n/a	Radio Group	n/a	IRB Review Type	n/a	n/a	n/a	n/a	n/a	Radio	Select the third option if less than one year approval was given.
7-1b1a	n/a	n/a	No	0	1	IRBReviewDate	Agency-specific	n/a	n/a	n/a	DATE	n/a	n/a	n/a	Field	Enter the date of the full IRB review meeting.
7-1b1b	or	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Label	n/a
7-1b2a	n/a	n/a	No	0	1	ExpeditedReviewDate	Agency-specific	n/a	n/a	n/a	DATE	n/a	n/a	n/a	Field	Enter the date of an expedited IRB review.
7-1b3a	n/a	n/a	No	0	1	ExpirationDateOfIRBApproval	Agency-specific	n/a	n/a	n/a	DATE	n/a	n/a	n/a	Field	If less than one year approval was given, enter the expiration date.
8-0	8. Comments	n/a	No	0	1	Remarks	Agency-specific	n/a	n/a	n/a	AN	n/a	0	250	Field	Complete any comments needed.
9-0	9. The official signing below certifies that the information provided above is correct and that, as required, future reviews will be performed until study closure and certification will be provided.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Label	n/a

FORM TITLE: Protection of Human Subjects

[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]	[11]	[12]	[13]	[14]	[15]	[16]	[17]
Field #	Field Label	Short Field Label	Required?	Minimum Occurrences	Maximum Occurrences	Agency Field Name	Field Type	Global Library Field Name	Field Type Source	Business Rules	Data Type	List of Values	Min # of Chars or Min Value	Max # of Chars or Max Value	Field Implementation	Help Tip
10-0	Name and Address of Institution	Organization Name	No	0	1	OrganizationName	Forward-populated	globLib.OrganizationNameDataType	SF424-Block5-Legal Name	n/a	AN	n/a	0	60	Field	Enter legal name of applicant, which will undertake the assistance activity.
10-1	n/a	n/a	Yes	1	1	InstitutionAddress	Global	globLib.AddressDataType	n/a	n/a	n/a	n/a	n/a	n/a	Label	n/a
10-1a	Street1:	Street1	Yes	1	1	InstitutionStreet1	Forward-populated	globLib.Street1	SF424-Block5-Street1	n/a	AN	n/a	1	55	Field	Enter first line of the Street Address. This field is required.
10-1b	Street2:	Street2	Yes	1	1	InstitutionStreet2	Forward-populated	globLib.Street2	SF424-Block5-Street2	n/a	AN	n/a	0	55	Field	Enter second line of the Street Address.
10-1c	City:	City	Yes	1	1	InstitutionCity	Forward-populated	globLib.City	SF424-Block5-City	n/a	AN	n/a	1	35	Field	Enter the City. This field is required.
10-1d	County:	County	Yes	1	1	InstitutionCounty	Forward-populated	globLib.County	SF424-Block5-County	n/a	AN	n/a	0	30	Field	Enter the County.
10-1e	State:	State	Yes	1	1	InstitutionState	Forward-populated	globLib.State	SF424-Block5-State	Conditionally required if Country is US then active. If Country is not US, then inactive	LIST	50 US States, US possessions, territories, military codes	0	30	Popup	Select the state, US possession or military code from the provided list. This field is required if Country is the United States.
10-1f	Country:	Country	Yes	1	1	InstitutionCountry	Forward-populated	globLib.Country	SF424-Block5-Country	n/a	LIST	ISO 3166 Country Code List	1	30	Popup	Select the Country from the provided list. This field is required.
10-1g	Zip / Postal Code:	Zip / Postal Code	Yes	1	1	InstitutionZipCode	Forward-populated	globLib.Zip Code	SF424-Block5-ZipCode	Conditionally required if Country is US then required. Accepts 5 or 9 digit zip codes. If Country is not US, then optional.	AN	n/a	0	30	Field	Enter the Postal Code (e.g., ZIP code). This field is required if Country is the United States.
10-1h	Department Name:	Department Name	Yes	1	1	DepartmentName	Forward-populated	globLib.DepartmentNameDataType	SF424-Block5- Department	n/a	AN	n/a	1	30	Field	Enter the name of primary organizational department, service, laboratory, or equivalent level within the organization which will undertake the assistance activity
10-1i	Division Name:	Division Name	Yes	1	1	DivisionName	Forward-populated	globLib.DivisionNameDataType	SF424-Block5- Division	n/a	AN	n/a	1	30	Field	Enter the name of primary organizational division, office, or major subdivision which will undertake the assistance activity
11-0	11. Phone No. (with area code)	Phone Number	Yes	1	1	PhoneNumber	Forward-populated	globLib.TelephoneNumberDataType	SF424-Block18- Telephone Number	n/a	AN	n/a	1	25	Field	Enter the daytime Telephone Number. This field is required.
12-0	12. Fax No. (with area code)	Fax	Yes	1	1	Fax	Forward-populated	globLib.TelephoneNumberDataType	SF424-Block18- Fax Number	n/a	AN	n/a	1	25	Field	Enter in the Fax Number.
13-0	Email:	Email	Yes	1	1	Email	Forward-populated	globLib.EmailDataType	SF424-Block18- Email	E-mail validation	AN	n/a	1	60	Field	Enter a valid Email Address.
14-0	14. Name of Official	n/a	Yes	1	1	OrganizationContactPerson	Global	globLib.HumanNameDataType	n/a	n/a	n/a	n/a	n/a	n/a	Label	n/a
14-1	Prefix:	Prefix	Yes	1	1	OrganizationContactPerson Prefix	Forward-populated	globLib.PrefixName	SF424-Block18-PrefixName	n/a	LIST	Mr.&Mrs.&Miss.&Ms.&&Dr.&&Rev	0	10	Combobox	Select the Prefix from the provided list or enter a new Prefix not provided on the list.
14-2	First Name:	First Name	Yes	1	1	OrganizationContactPerson FirstName	Forward-populated	globLib.FirstName	SF424-Block18-FirstName	n/a	AN	n/a	1	35	Field	Enter the First Name. This field is required.
14-3	Middle Name:	Middle Name	Yes	1	1	OrganizationContactPerson MiddleName	Forward-populated	globLib.MiddleName	SF424-Block18-MiddleName	n/a	AN	n/a	0	25	Field	Enter the Middle Name.
14-4	Last Name:	Last Name	Yes	1	1	OrganizationContactPerson LastName	Forward-populated	globLib.LastName	SF424-Block18-LastName	n/a	AN	n/a	1	60	Field	Enter in the Last Name. This field is required.
14-5	Suffix:	Suffix	Yes	1	1	OrganizationContactPerson Suffix	Forward-populated	globLib.SuffixName	SF424-Block18-SuffixName	n/a	LIST	Jr.&&Sr.&&M.D.&&PhD	0	10	Combobox	Select the Suffix from the provided list or enter a new Suffix not provided on the list.
15-0	15. Title	Title	Yes	1	1	OrganizationContactPerson Title	Forward-populated	globLib.HumanTitleDataType	SF424-Block18-Title	n/a	AN	n/a	1	45	Field	Enter in the position title.
16-0	16. Signature	AOR Signature	Yes	1	1	AORSignature	Post-Populated	globLib.SignatureDataType	n/a	n/a	AN	n/a	0	144	Field	Completed by Grants.gov upon submission
17-0	17. Date	Date Signed	Yes	1	1	DateSigned	Post-Populated	globLib.DateSignedDataType	n/a	n/a	DATE	n/a	n/a	n/a	Field	Completed by Grants.gov upon submission.
18-0	Authorized for local Reproduction	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Label	n/a
18-1	Sponsored by HHS	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Label	n/a
18-2	Public reporting burden for this collection of information is estimated to average less than an hour per response. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless it displays a currently valid OMB control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: OS Reports Clearance Officer, Room 503 200 Independence Avenue, SW, Washington, DC 20201. Do not return this completed form to this address.	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Label	n/a