March 16, 2006

RE: Preparing for the June 2006 Deployment of the Upgraded Mandatory and R&R Form Families

Dear Grants.gov Partners:

As the next step in our effort to upgrade the SF-424 form families, the SF-424 Mandatory (M) and the SF-424 Research and Related (R&R) form families have been converted to use the upgraded global library and will be deployed for agency use on June 1, 2006.

In keeping with the procedures established during the deployment of the upgraded SF-424 core form family, both the Mandatory and R&R forms will be available on the Grants.gov AT server for a two-month transition period prior to being deployed to production. Agencies should use this two-month period to ensure that the revised form data will map appropriately to their back-end grants management systems. Applicant organizations using the Applicant system-to-system interface should use this time to develop XML data streams that coincide with the revised PureEdge form data.

The forms and associated technical information (i.e., Data Analysis Templates (DAT), schemas, PureEdge and PDF form versions) will be available in the AT web Technical Library, April 1 through May 31, 2006. On June 1, the forms will be moved to the production server and will be available for use by the agencies in creating and publishing new application packages. At the same time, the current forms and templates will be removed from the production server.

The Grants.gov Technical Library has been modified to allow easier identification of the upgraded form families and all forms will be available in the "Forms Pending Production Deployment" folder on April 1.

Following is a timeline of activities associated with the deployment of the upgraded form families and phase-out of the old. As we approach June 1, Grants.gov will continue to keep you informed of the steps your agency should take to help ensure a smooth transition.

### April 1 to May 31, 2006:  Transition Period

- On April 1, the upgraded form families and applicable technical information will be available on AT web for agency and applicant system modifications to grants management systems and for system-to-system interface testing.

- On April 1, legacy form families will also be available on AT web to support agency and applicant system testing of current forms, if needed.

- On May 31, package templates created with the current forms will be deleted. Prior to this deletion, agencies should review their templates and make note of any they need to recreate after June 1.

## June 1, 2006: Production Deployment

- On June 1, the upgraded SF-424 M and R&R form families are deployed to production. Agencies may begin creating new templates and publishing packages using the new form sets. The current form versions will no longer be available for publishing packages.

- Packages published prior to June 1 will continue to process as normal until the close date and applicable grace periods have expired. Agencies may make ONLY the following modifications to the published package data without adversely impacting processing:
  - Application Instructions
  - Opportunity Title
  - Open Date
  - Close Date (date should be after the original close date)
  - Grace Period
  - Agency Contact

  IT IS CRITICAL THAT AGENCIES DO NOT MODIFY THE PACKAGE BY ADDING OR REMOVING FORMS. This will result in the modified package picking up the upgraded form version and will cause a problem for applicants who had already downloaded the package. This will result in rejection of submitted applications.

- Agencies are requested to identify published opportunities with a closing date greater than September 30, 2006. As these packages use the current SF-424 M and R&R form sets, agencies are requested to close out these opportunities and republish using the upgraded form sets in the new fiscal year.

Thank you for your efforts and support during this transition period. For questions, please contact your agency's Grants.gov Program Advisor who can be identified at:
http://www.grants.gov/assets/GrantsgovAgencyContactList.pdf

John Etcheverry

Grants.gov Deputy Program Manager

(202) 690-8443

john.etcheverry@hhs.gov

GRANTS.GOV℠

March 31, 2006

RE: June 2006 Deployment of the Upgraded Mandatory and R&R Form Families April
Update

Dear Grants.gov Partners:

This email is sent to you as a follow-up to the March 16, 2006 communication (attached)
regarding the upgrade of the Mandatory and Research and Related (R&R) form families
to global library 2.0. The upgraded forms are now available on the Grants.gov AT web
server in the Technical Library. The forms are located in the "Forms Pending Production
Deployment" folder which can be accessed at: http://www.grants.gov/TechLib.

The forms and associated technical information (i.e., Data Analysis Templates (DAT),
schemas, PureEdge and PDF form versions) will be available in the Technical Library for
a two-month period, April 1 through May 31, 2006, prior to being deployed to
production. Agencies should use this two-month transition period to ensure that the
revised form data will map appropriately to their back-end grants management systems.
Applicant organizations using the Applicant system-to-system interface should use this
time to develop XML data streams that coincide with the revised PureEdge form data.

On June 1, the forms will be moved to the production server and will be available for use
by the agencies in creating and publishing new application packages. At the same time,
the current forms and templates will be removed from the production server.

Grants.gov will continue to keep you informed on the activities related to the deployment
of the upgraded form families on June 1.

Thank you for your efforts and support during this transition period. For questions, please
contact your agency's Grants.gov Program Advisor who can be identified at:
http://www.grants.gov/assets/GrantsgovAgencyContactList.pdf

John Etcheverry

Grants.gov Deputy Program Manager

(202) 690-8443

john.etcheverry@hhs.gov