



Applicant Enhancements System Build 2008-001

Effective April 12, 2008

Introduction

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 functionality and system enhancements that will be implemented on April 12, 2008.

APPLICANT ENHANCEMENTS AND NEW FUNCTIONALITY

Viewing Forms

A few of the fields within commonly used mandatory forms did not have sufficient space to accommodate the data. These truncated fields would only allow a certain number of characters to be entered before a plus sign (+) would display in the field. (Figure 1)

The fields have now been elongated to accommodate more data and the plus sign (+) issue has now been resolved and no longer displays at the end of the entered data. (Figure 2)

The image displays two versions of the '5. APPLICANT INFORMATION' section of the SF 424 (R&R) form. The top version, labeled 'Figure 1', shows truncated fields with plus signs at the end of the data. The bottom version, labeled 'Figure 2', shows the same section with elongated fields that accommodate the full data without truncation.

Figure 1 (Top):

- * Legal Name: Test Organization!
- * Street1: 200 Independence Avenue
- * City: DC
- * State: +
- * ZIP / Postal Code: 23909-2399

Figure 2 (Bottom):

- * Legal Name: Rathna's Organization - THIS DATA COMES FROM SF424 FORM and!
- * Street1: 1
- * City: 1
- * State: AL: Alabama
- * ZIP / Postal Code: 23909-45447

Save & Submit button Remains Active

An application package that has been completed and checked for errors will display an active **Save & Submit** button. (Figure 1)

Prior to the new system enhancement, once the saved package with the active **Save & Submit** button was re-opened, the **Save & Submit** button would automatically become deactivated. The applicant would then have to save the package once more and again select the check package for errors button, before the **Save & Submit** button would become active to submit the application package. (Figure 2)

The image shows two screenshots of the Grants.gov Grant Application Package interface. Both screenshots show a navigation bar at the top with buttons: **Save & Submit**, **Save**, **Print**, **Cancel**, and **Check Package for Errors**. The **Save & Submit** button is highlighted with a red box in both figures. Below the navigation bar, the interface displays the following information:

- GRANTS.GOV™
- Grant Application Package
- Opportunity Title: RG-03172008-SCR-Test
- Offering Agency: IV&V Agency
- CFDA Number: 93.223
- Development and Coordination of Rural Health Services
- Competition ID: RG-03172008-SCR-TEST
- SCR-TEST
- Opportunity Open Date: 03/17/2008
- Opportunity Close Date: 03/17/2009
- Agency Contact: Anish Sharma, Tester, E-mail: anish.sharma@ivv.com

Figure 1 is indicated by a yellow box and an arrow pointing to the **Save & Submit** button. Figure 2 is indicated by a yellow box and an arrow pointing to the **Save & Submit** button. A blue informational box on the right side of the interface contains the following text:

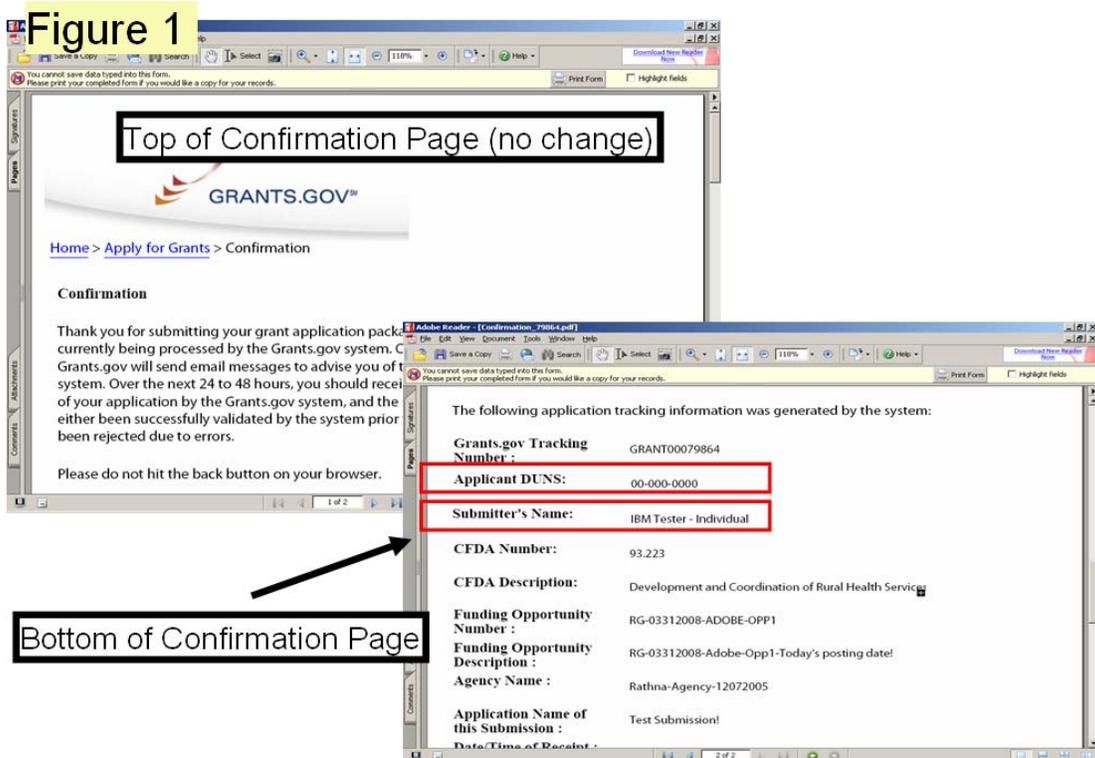
This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

Application Submission Confirmation

Immediately following an application submission, the applicant will receive a submission confirmation screen thanking them for their application submission along with other details. (Figure 1) At the bottom of the screen there is information about their application submission.

The new enhanced confirmation screen now includes more detailed information about the applicant including the submitter's (applicant) name and DUNS number, to better assist the applicant and Grantor agency in tracking application status. (Figure 1)



Submission Email: Subject Line Updated

The Grants.gov tracking number has been relocated to the beginning of the subject line as shown in Figure 2. The new placement of the tracking number is beneficial to the applicant in several ways. The tracking number is strategically placed as the first in the subject line to easily search and organize multiple submission emails.

The old submission email subject line displayed the Grants.gov tracking number at the end of the subject line. (Figure 1)

The image shows an email interface with a light blue header. The header contains the following information: From: OS Support@Grants.gov, To: Gundulpet, Rathna (HHS/ASRT), Cc: Grants.gov Submission Receipt GRANT00078754, Subject: Grants.gov Submission Receipt GRANT00078754, and Attachments: (empty). The main body of the email contains the following text: Your application has been received by Grants.gov and is... Your submission was received at 2008-01-22T11:06:06-04... Type: GRANT Grants.gov Tracking Number: GRANT00078754 We will notify you via email when your application has been validated by Grants for the Grantor agency to retrieve and review. DUNS Number: 0000000020000 Application Name: Test Data for Application-F Opportunity Number: RG-01222008-SHORT-SF424-N Opportunity Name: RG-01222008-Short forms - AOR name: Rathna Gundulpet <https://apply.grants.gov/ApplicantLoginGetID> Thank you. Customer Support <http://www.grants.gov> 800-518-GRANTS PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose. <https://apply.grants.gov>

Figure 1 is a callout box with a red border and a black arrow pointing to the subject line of the email. The subject line is "Grants.gov Submission Receipt GRANT00078754". The tracking number "GRANT00078754" is highlighted with a red box.

Figure 2 is a callout box with a black border and a black arrow pointing to the subject line of the email. The subject line is "GRANT00079765 Grants.gov Submission Receipt". The tracking number "GRANT00079765" is highlighted with a red box.

Submission Email: Text Change

The submission email text has been updated to deliver a more clear and concise message to the applicant about when and how they will be notified once their application has been retrieved by the Grantor agency. Prior to the email text being updated, it read “We will notify you via email when your application is ready to be retrieved by Grantor agency.”

The email text now reads “You will be notified via email when your application has been retrieved by Grantor agency.” (Figure 1)

Figure 1

From: OS Support@Grants.gov
To: Gundulpet, Rathna (HHS/ASRT)
Cc:
Subject: GRANT00079765 Grants.gov Submission Validation Receipt for Application
Attachments:

Your application has been received and validated by Grants.gov and is being prepared for Grantor agency retrieval and review.

Type: GRANT
Grants.gov Tracking Number: GRANT00079765

You will be notified via email when your application has been retrieved by Grantor agency.

Thank you.
Grants.gov
<mailto:support@grants.gov>

If you have questions please contact the Grants.gov Contact Center:
support@grants.gov
1-800-518-4726 (M-F 7:00 AM - 9:00 PM ET)

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose.

User ID and Checking Application Status

To check the status of a submitted application, an applicant must be registered with Grants.gov. The user ID the applicant chooses is case neutral (is not case sensitive), however it was found that, when submitting an Adobe Reader application package, the user ID letter case combination used while submitting a package had to be used in order to track the status of the same package submitted.

For example, if the applicant's user ID was **applicant7** and they entered **APPLICANT7** while submitting their Adobe Reader application "A", they would have to enter **APPLICANT7** each time they logged in to track the status of that application "A". If the improper user ID letter case combination is used to track the status of application "A", the package will not be displayed on the **Check Application Status** screen. (Figure 1 – displays only one package submitted)

The Adobe Reader application package user ID has been made case neutral, so the applicant can use any upper or lower case letter combination to spell their User ID while tracking their Adobe Reader package. (Figure 2 – displays all packages submitted)



Figure 1

Welcome, Norman Abu-Fadel of OUNS_000000000000

Home > For Applicants > Check Application Status

CHECK APPLICATION STATUS

CFDA	Opportunity Num.	Competition Id	Grants.gov #	Date/Time Received	Status	Status Date	Agency Tracking #	Submission Name	Requested Amount
10.001	1215-KV-1	1215-KV-SH-1	GRANT10005931	19-Dec-07 08:25:29 AM	Validated	19-Dec-07 08:30:03 AM		test-001	



Figure 2

Welcome, Norman Abu-Fadel of OUNS_000000000000

Home > For Applicants > Check Application Status

CHECK APPLICATION STATUS

CFDA	Opportunity Num.	Competition Id	Grants.gov #	Date/Time Received	Status	Status Date	Agency Tracking #	Submission Name	Requested Amount
10.001	0108-KV-1	0108-KV-CO-1	GRANT10006578	09-Jan-08 03:52:34 PM	Validated	09-Jan-08 04:00:29 PM		test-002	6
10.001	0124-KV-1-ALL-FORMS	0124-KV-RR-1	GRANT10007463	24-Jan-08 09:45:11 AM	Received by Agency	06-Feb-08 07:32:46 PM		test-001	1
10.001	0124-KV-1-ALL-FORMS	0124-KV-RR-1	GRANT10008327	06-Feb-08 06:32:29 PM	Validated	07-Feb-08 07:33:59 AM		test-001	1
10.001	0124-KV-1-ALL-FORMS	0124-KV-SH-ALL	GRANT10014041	11-Mar-08 11:33:33 AM	Rejected with Errors	11-Mar-08 11:40:14 AM		test	
10.001	0124-KV-1-ALL-FORMS	0124-KV-SH-ALL	GRANT10016660	03-Apr-08 11:44:22 AM	Validated	03-Apr-08 11:44:22 AM		test	

Error Message: Deleted Application Packages

If an applicant downloads and submits an application package that has been deleted by the grant-making agency, the applicant will receive an automated error message via email. (Figure 1) In addition, when an applicant checks their application status a screen displays with a submission rejection error. (Figure 2)

From: OS Support@Grants.gov
To: Gundulpet, Rathna (HHS/ASRT)
Cc:
Subject: GRANT00079870 Grants.gov Rejection Notice for Application
Attachments:

Sent: Tue 4/1/2008 11:02 AM

Figure 1

Dear Applicant:

However, it contained the following errors and cannot be forwarded to the granting agency. The following errors were detected:

Error: 0 OPP_EXIST_ERROR FATAL. The grant opportunity for which you have applied is no longer accepting applications or may have been deleted. If you require additional information, contact the grantor agency directly.

Please correct the above error(s) and resubmit your application to Grants.gov.

Type: GRANT
Grants.gov Tracking Number: GRANT00079870
DUNS Number: 000000020000
Application Name: Test
Opportunity Number: RG-03182008-DELETE-OPP
Opportunity Name: RG-03182008-Delete-Opportunity!
AOR Name: Rathna Gundulpet

Thank you,
Grants.gov
If you have questions please contact the Grants.gov
Contact Center:
support@grants.gov
1-800-518-4726 (M-F 7:00 AM - 9:00 PM ET)

PLEASE NOTE: This email is for notification purposes only. Please do not reply to this email for any purpose. Your submission was rejected by Grants.gov and will not be reviewed by the processing agency.

Figure 2

GRANTS.GOVSM

Contact Us SiteMap Help

Welcome,
Rathna Gundulpet
of DUNS_00000002000

[Check Application Status](#)

[Manage Applicant Profile](#)

[Logout of Grants.gov](#)

REASON FOR REJECTING THE SUBMISSION

1. 0 OPP_EXIST_ERROR FATAL. The grant opportunity for which you have applied is no longer accepting applications or may have been deleted. If you require additional information, contact the grantor agency directly.