

## 15.4 Applicant Release Notes

- Production Deployment Date: February 18-21, 2017
- Training Deployment Date: February 21-22, 2017

### Summary

- Applicant Enhancements
- User Impacts
- Learn more about Workspace

### Applicant Enhancements

#### ***Grants.gov Home Page Redesign***

#### ***Applicant: Online Forms***

- 50 Online Forms will be available in Production, selected based on usage
- Incorporate Online Forms UAT feedback:
  - Enhanced "Save & Upload" button and functionality to a single "Save" feature
  - Changed "Cancel" button to "Close" and prompt user to save/discard changes
  - Added Autosavefeature
  - Added support for read-only forms; only a "Close" button is available
- Workspace changes:
  - Renamed "Last Uploaded Date/Time" to "Last Updated Date/Time"
  - Removed Upload Count
  - Added support for hybrid approach: Edit and Upload/Download
  - Enhanced Activities tab entries to support online form activities

#### ***R15.4 Online Forms***

- SF424 (R & R) [V2.0]
- Research & Related Budget [V1.3]
- Research and Related Senior/Key Person Profile (Expanded) [V2.0]
- Project/Performance Site Location(s) [V2.0]
- Research & Related Personal Data [V1.2]
- Application for Federal Assistance (SF-424) [V2.1]
- Application for Federal Domestic Assistance -Individual [V1.1]
- SF424 Mandatory Form [V1.2]
- Application for Federal Domestic Assistance -Short Organizational [V1.1]
- Budget Information for Non-Construction Programs (SF-424A) [V1.0]
- Research and Related Other Project Information [V1.3]
- Key Contacts [V1.0]
- Disclosure of Lobbying Activities (SF-LLL) [V1.1]
- Faith Based EEO Survey [V1.2]
- R & R SubawardBudget Attachment(s) Form 5 YR 30 ATT [V1.3]\*\*
- Planned Enrollment Report [V1.0]
- PHS 398 Cumulative Inclusion Enrollment Report [V1.0]
- PHS 398 Cover Page Supplement [V2.0]
- PHS 398 Research Plan [V2.0]
- PHS 398 Modular Budget [V1.2]
- Project Narrative Attachment Form [V1.1]
- Assurances for Non-Construction Programs (SF-424B) [V1.1]
- Attachments [V1.1]

- Other Attachments Form [V1.1]
- Budget Narrative Attachment Form [V1.1]
- SBIR/STTR\_Information [V1.1]
- Grants.gov Lobbying Form [V1.1]
- Attachments [V1.0]
- R & R Subaward Budget Attachment(s) Form [V1.3] \*\*
- HHS Checklist (08-2007) [V2.1]
- ED GEPA427 Form [V1.1]
- ED Abstract Form [V1.1]
- Budget Narrative Attachment Form [V1.0]
- CD511 Form [V1.1]
- Research & Related Senior/Key Person Profile [V1.1]
- HUD Applicant-Recipient Disclosure Report [V1.1]
- NIFA Supplemental Information [V1.2]
- EPA Key Contacts Form [V1.1]
- Other Attachments Form [V1.0]
- Project Abstract Summary [V1.1]
- ED SF424 Supplement [V1.3]
- Disclosure of Lobbying Activities [V1.2]
- NEH Supplemental Information for Individuals [V2.0]
- Protection of Human Subjects [V1.1]
- Project Narrative Attachment Form [V1.0]
- Budget Information for Construction Programs (SF-424C) [V2.0]
- Research & Related Budget 10YR [V1.3]
- Assurances for Construction Programs (SF-424D) [V1.1]
- U.S. DEPARTMENT OF EDUCATION BUDGET INFORMATION NON-CONSTRUCTION PROGRAMS [V1.2]
- Project/Performance Site Location(s) [V1.4]

Versions in **RED** are Inactive

\*\* Forms with Subforms

### ***Manage My Workspace***

- Hybrid Approach: Forms can be edited online or downloaded to complete offline

### ***Sample Online Forms***

- Left-navigation with sub-items
- Error messages link to corresponding fields
- Inline validation messages

### ***Applicant: User Access Management Unique Usernames and Email Addresses***

- Allow users to consolidate user accounts to move towards one account per Grants.gov Applicant with (1) unique User ID, (2) all required account fields populated, and (3) unique email address
- Each user will have one Grants.gov User ID/Password to:
  - Remember
  - Login
  - Reset Password
  - Lays the foundation for future enhancements
- Users only need to register once with Grants.gov and will be able to maintain one account

- Users may delay the merging of accounts, but Grants.gov highly recommends merging your accounts at your earliest convenience
- Note: EBizuser accounts cannot be merged with other Grants.gov accounts

#### **(1) Login - Duplicate User ID**

- Applicants change User ID if duplicate with EBiz POC

#### **(2) Login –Missing Account Information**

- Users are prompted to enter missing account information during the login process

#### **(3) Login –Duplicate Email Address**

- Applicant merge their multiple accounts to consolidate into a single Grants.gov account (User ID/Password) with a unique email address

#### **Manage Account –Merge Accounts Tab –Confirm Email Address**

- Users confirm their email address prior to merging

#### **Manage Account –Merge Accounts Tab –Merge Accounts -Applicant**

- All accounts with duplicate email address are listed. Users select which accounts (only one per DUNS) to keep and merge or to delete.

#### **Manage Account –Add Profile**

- Once account has unique email address, users can add profiles to their account
- Note: Users will not be able to add a profile to/from an EBizuser account

#### **Manage Account –Merge Accounts Tab –Merge Accounts -Applicant**

- All accounts with duplicate email address are listed. Users select which accounts (only one per DUNS) to keep and merge or to delete.

#### **Manage Account –Add Profile**

- Once account has unique email address, users can add profiles to their account
- Note: Users will not be able to add a profile to/from an EBizuser account

#### **Switch Profile**

- Once users have multiple profiles, they can switch between their profiles

#### **Manage Account –Account Details**

- Consolidate Manage Account features

## **Applicant Center**

- Current Profile Name displayed on Applicant Center page

## **Manage Organization Profile**

- Combine View EBiz POC Profile page with Manage Organization Profile page

## **Manage Account**

- Provide ability to manage profiles (Add, Edit, Delete, Hide/Unhide)

## **Manage Account –Manage Profiles**

- Provide ability to manage profiles (Add, Edit, Delete, Hide/Unhide)
- Profile Name defaults to Username. Edit Profile allows users to rename profiles as desired

## **EBiz User Management:Manage Applicants for Organization**

- Manage Applicants for Organizations updated to support user profiles

## **EBiz Certificate Management:Manage Certificates for Organization**

- Separate Certificate and User management. Certificate Management is provided for organizations that use S2S.

## ***R15.4 Applicant S2S Impact***

- With merged accounts, User ID and DUNS is needed to uniquely identify a Profile so Applicant may need to make the below changes to their S2S interface
- Authenticate AOR web service
  - New optional element added: DUNS
  - DUNS must be specified to uniquely identify Profile and return correct AOR Status for multi-profile accounts

## ***Applicant: Opportunity Package Preview***

### **View Package Forms**

- Enhance View Grant Opportunity –Package Tab
- Allow users to view Package forms for both Single-Project and Multi-Project Packages without registering/logging in to Grants.gov
- Clicking on a form displays flat PDF in a new browser tab

### **View Grant Opportunity –Package Tab**

- Click the Preview link to select the forms within the opportunity package to preview

### **View Grant Opportunity –Preview Action**

- Single-Project view -click on the form to preview the form

- Multi-Project view -click on the form to preview the form

### ***Applicant: Manage Workspaces Page -Reduce the Default "Last Activity Date" Range***

#### **Default Activity Ranges**

- Reduce default range of "Last Activity Date" on:
  - Manage Workspaces
  - Must click the Search button to return results
  - Last Activity Date range defaults to the last 3 months

## **Summary of User Impacts**

For the latest information on upcoming changes with user impacts, please check out the Grants.gov Notices page.

<https://www.grants.gov/web/grants/support/grants-gov-notices.html>

## **Workspace**

For more information about Grants.gov Workspace, please visit our various Workspace resources:

- Grants.gov Workspace Overview: <https://www.grants.gov/web/grants/applicants/workspace-overview.html>
- Grants.gov Workspace Training Video  
Series: <https://www.youtube.com/playlist?list=PLNSNGxQE7NWlibdjPYGOsZaG-ol0pBsx3>
- Grants.gov Community Blog articles on Workspace: <https://blog.grants.gov/category/grants-gov-workspace/>