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# **System Enhancements**

**Build 2009-02**

**May 29, 2009**

# Build 2009-02

## May 2009 System Enhancements

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### Introduction

Grants.gov will continue to maintain the highest quality of customer service for the grant community by facilitating the coordination, effectiveness and efficiency of operations for grant makers and grant applicants through the Grants.gov PMO.

Goals include:

- Establish and strengthen grant community communications with Grants.gov
- Ensure quality of technical system conversion, development, and deployment
- Maintain continuous and improved processing times via systems operations and maintenance
- Enhance Grants.gov program operations through standard operating procedures, communication management, earned value management and return on investment

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 system enhancements that will be implemented by May 31, 2009.

### Virus Scan – Application Instructions

A virus scan for agency users who login and upload application instructions will occur before selecting the Publish button. The system will scan the document for viruses efficiently regardless of the file size. If a virus is detected in the instructions the data entered will not be published.

### Virus Scan – Synopsis Attachments

For those agency users who login and upload a synopsis attachment, after the Upload Files button is selected, the system will scan each attachment for viruses prior to displaying the Confirm screen efficiently regardless of file size. If a virus is detected an error message will display and if no viruses are detected the Confirm Synopsis Attachment Upload screen will appear.

### Error Message Update – Special Characters

For the error messages regarding special characters, a new clear message will be presented to the user. The error message will now state: "This application contains an attachment(s) with a filename that does not meet Grants.gov requirements. To ensure that your application package will be successfully submitted to the grantor agency please adhere to the following guidelines: avoid using special characters (example: &, -, \*, %, /, #) in attachment file names (including periods (.)), attaching documents with the same file name and limit the file name to 50 characters or less."

### Upgrade iPlanet Software Version from 5.2 to 6.3

The latest version of iPlanet software (version 6.3) will be installed to upgrade and improve the performance of the LDAP.

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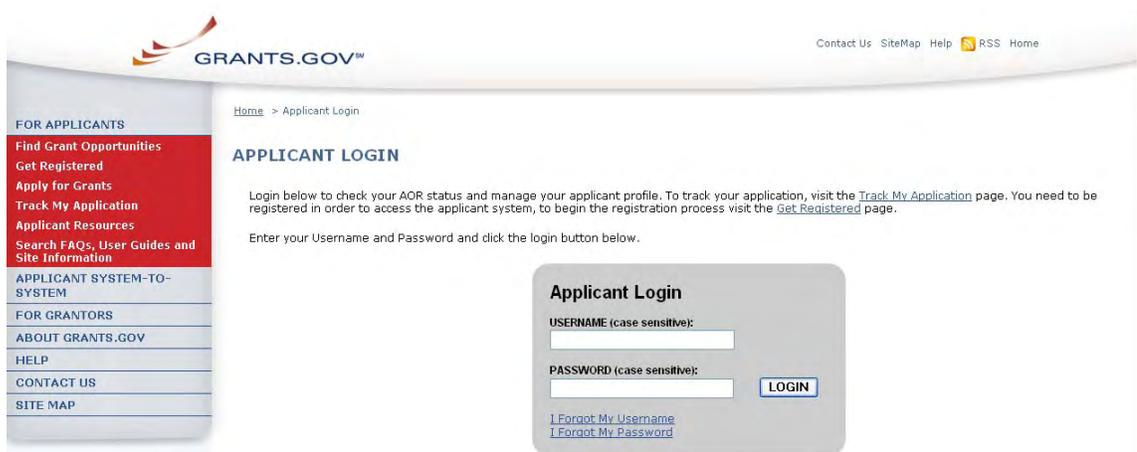
## May 2009 System Enhancements

### Optimize Reports – Organization, Applicant, Submission and Audit

Grantors who use the organization, applicant, submission and audit report functions will now experience improved performance than previously experienced within the system.

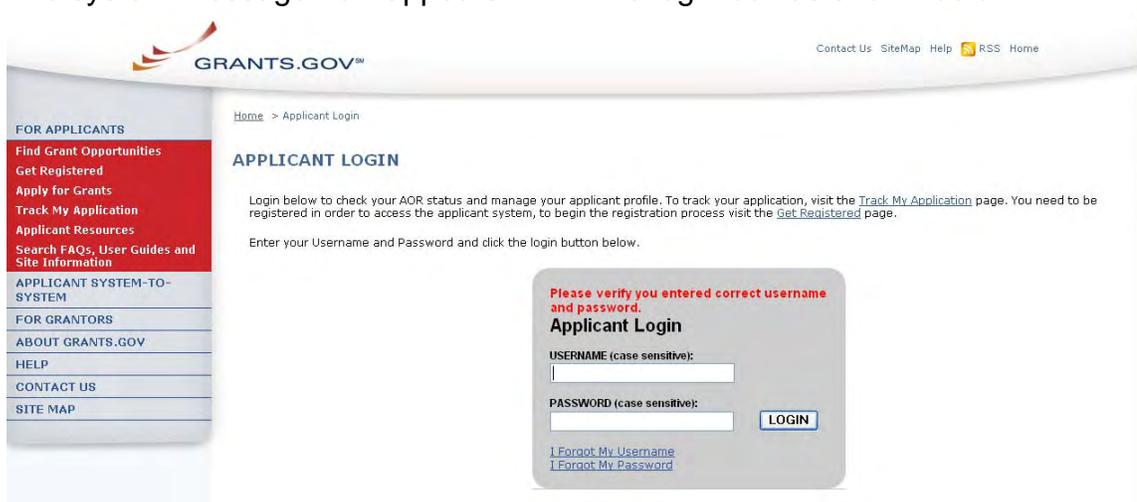
### Applicant Login

The Applicant Login page is where applicants login and update their profile or check the status of their applications. The applicant login page is now updated with a new design element for the login fields.



*Applicant Login Screenshot*

The system message now appears within the login box as shown below.



*Applicant Login – System Message Screenshot*

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### I Forgot My Username - Updates

The I Forgot My Username page gives applicants the opportunity to retrieve their username in order to login to Grants.gov. The I Forgot My Username page is now updated with a new design element for the entry fields.

The screenshot shows the Grants.gov website interface. At the top, the Grants.gov logo is on the left, and navigation links (Contact Us, SiteMap, Help, RSS, Home) are on the right. A left sidebar contains a menu for 'FOR APPLICANTS' with options like 'Find Grant Opportunities', 'Get Registered', 'Apply for Grants', 'Track My Application', 'Applicant Resources', and 'Search FAQs, User Guides and Site Information'. Below this are links for 'APPLICANT SYSTEM-TO-SYSTEM', 'FOR GRANTORS', 'ABOUT GRANTS.GOV', 'HELP', 'CONTACT US', and 'SITE MAP'. The main content area is titled 'I FORGOT MY USERNAME' and includes a sub-header 'Email My Username'. Below the sub-header are two radio button options: 'I am registered as an Organization AOR' (which is selected) and 'I am registered as an Individual'. There are two input fields labeled 'EMAIL:' and 'DUNS:'. A 'Submit' button is located to the right of the 'DUNS:' field. At the bottom of the form area are two links: 'Back to Applicant Login' and 'I Forgot My Password'.

Organization AOR Screenshot

This screenshot is identical to the one above, but the radio button for 'I am registered as an Individual' is selected instead of the Organization AOR option.

Individual Screenshot

The system message now appears in the entry box as shown below.

This is a close-up of the 'Email My Username' form. At the top left of the form area, a red message reads 'An email has been sent with your username.' Below this is the 'Email My Username' sub-header and the two radio button options. The 'EMAIL:' and 'DUNS:' input fields are visible, along with the 'Submit' button and the two bottom links: 'Back to Applicant Login' and 'I Forgot My Password'.

Organization AOR – System Message Screenshot

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### Grants.gov Login Notification Email

The email sent when a user enters their email and DUNS Number to retrieve their username to login to Grants.gov has been altered slightly. The Grants.gov Login Notification email copy now reads:

Your email address, *email appears here*, is associated with the following login name:  
*Login Name Appears Here*

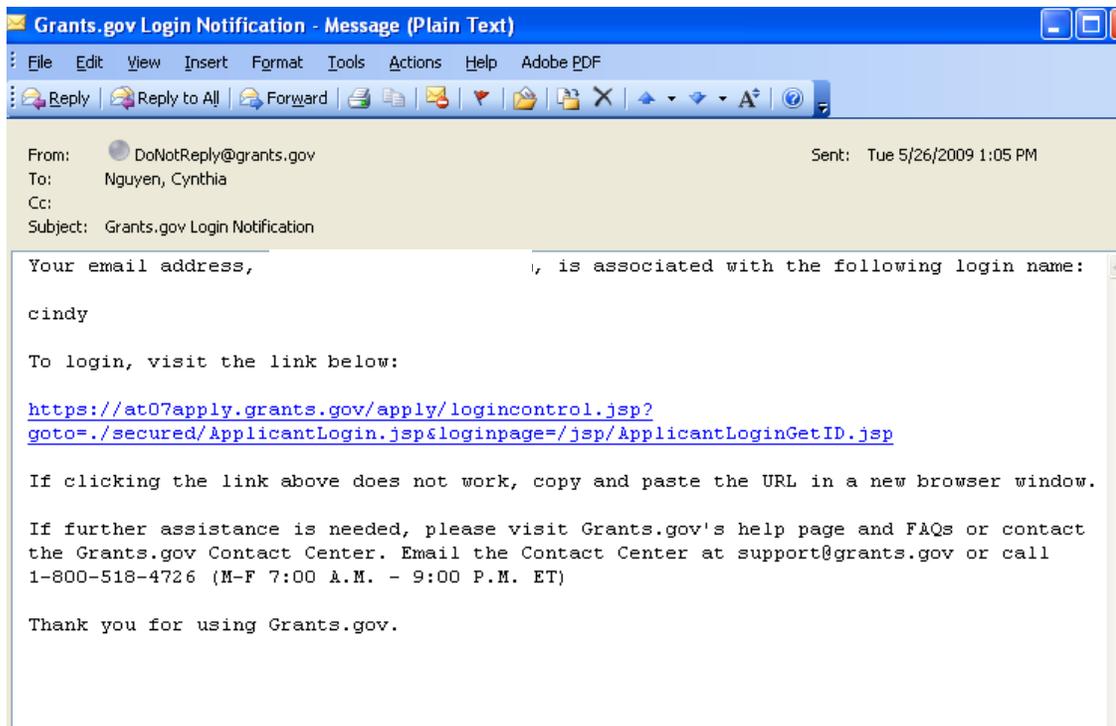
To login, visit the link below:  
*URL to applicant login page appears here.*

If clicking the link above does not work, copy and paste the URL in a new browser window.

If further assistance is needed, please visit Grants.gov's help page and FAQs or contact the Grants.gov Contact Center. Email the Contact Center at [support@grants.gov](mailto:support@grants.gov) or call 1-800-518-4726 (M-F 7:00 A.M. – 9:00 P.M. ET)

Thank you for using Grants.gov

The Grants.gov Login Notification email is also shown below.



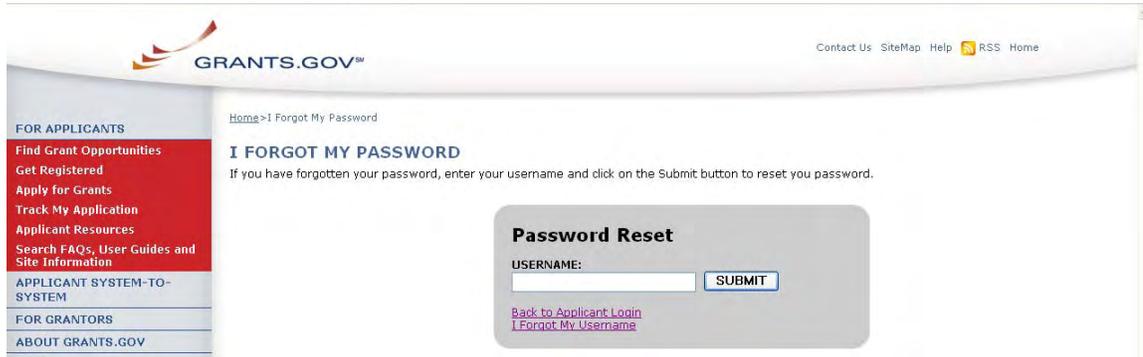
Grants.gov Login Notification Screenshot

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### I Forgot My Password - Updates

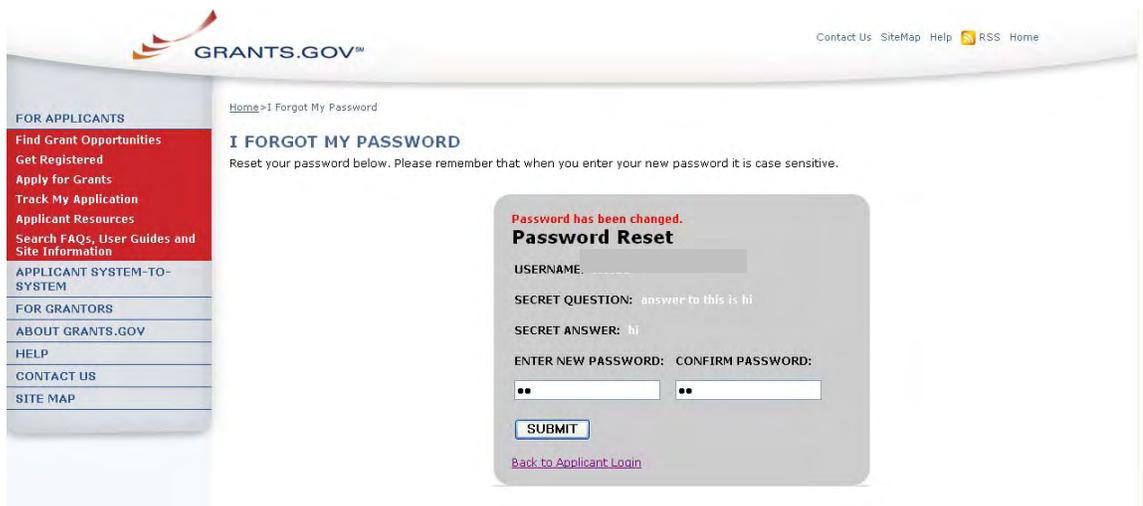
The I Forgot My Password page gives applicants the opportunity to reset their password in order to login to Grants.gov. The I Forgot My Password page is updated with a new design element for the entry fields, as shown below.



The screenshot shows the Grants.gov website header with the logo and navigation links (Contact Us, SiteMap, Help, RSS, Home). The main content area is titled "I FORGOT MY PASSWORD" and includes a sub-header "FOR APPLICANTS" with a list of links: Find Grant Opportunities, Get Registered, Apply for Grants, Track My Application, Applicant Resources, Search FAQs, User Guides and Site Information, APPLICANT SYSTEM-TO-SYSTEM, FOR GRANTORS, and ABOUT GRANTS.GOV. The main heading "I FORGOT MY PASSWORD" is followed by the instruction: "If you have forgotten your password, enter your username and click on the Submit button to reset you password." Below this is a "Password Reset" form with a "USERNAME:" label and a text input field. A "SUBMIT" button is positioned to the right of the input field. At the bottom of the form are two links: "Back to Applicant Login" and "I Forgot My Username".

*I Forgot My Password – Password Reset Screenshot*

The system message now appears in the entry box as shown below.



The screenshot shows the Grants.gov website header with the logo and navigation links (Contact Us, SiteMap, Help, RSS, Home). The main content area is titled "I FORGOT MY PASSWORD" and includes a sub-header "FOR APPLICANTS" with a list of links: Find Grant Opportunities, Get Registered, Apply for Grants, Track My Application, Applicant Resources, Search FAQs, User Guides and Site Information, APPLICANT SYSTEM-TO-SYSTEM, FOR GRANTORS, ABOUT GRANTS.GOV, HELP, CONTACT US, and SITE MAP. The main heading "I FORGOT MY PASSWORD" is followed by the instruction: "Reset your password below. Please remember that when you enter your new password it is case sensitive." Below this is a "Password Reset" form. At the top of the form is a red message: "Password has been changed." Below this is the heading "Password Reset" and a "USERNAME:" label with a text input field. Below the input field is a "SECRET QUESTION:" label with the text "answer to this is hi" and a text input field. Below that is a "SECRET ANSWER:" label with the text "hi" and a text input field. Below the input fields are two labels: "ENTER NEW PASSWORD:" and "CONFIRM PASSWORD:", each followed by a text input field. A "SUBMIT" button is positioned below the input fields. At the bottom of the form is a link: "Back to Applicant Login".

*I Forgot My Password – System Message Screenshot*

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### Confirmation Page – Updates

The Track My Application link is now clearly indicated at the bottom of the confirmation page as shown below.

**GRANTS.GOV**

Home > Apply for Grants > Confirmation

**Confirmation**

Thank you for submitting your grant application package via Grants.gov. Your application is currently being processed by the Grants.gov system. Once your submission has been processed, Grants.gov will send email messages to advise you of the progress of your application through the system. Over the next 24 to 48 hours, you should receive two emails. The first will confirm receipt of your application by the Grants.gov system, and the second will indicate that the application has either been successfully validated by the system prior to transmission to the grantor agency or has been rejected due to errors.

Please do not hit the back button on your browser.

If your application is successfully validated and subsequently retrieved by the grantor agency from the Grants.gov system, you will receive an additional email. This email may be delivered several days or weeks from the date of submission, depending on when the grantor agency retrieves it.

You may also monitor the processing status of your submission within the Grants.gov system by clicking on the "Track My Application" link listed at the end of this form.

Note: Once the grantor agency has retrieved your application from Grants.gov, you will need to contact them directly for any subsequent status updates. Grants.gov does not participate in making any award decisions.

**IMPORTANT NOTICE:** If you do not receive a receipt confirmation and either a validation confirmation or a rejection email message within 48 hours, please contact us. The Grants.gov Contact Center can be reached by email at [support@grants.gov](mailto:support@grants.gov), or by telephone at 1-800-518-4726. Always include your Grants.gov tracking number in all correspondence. The tracking numbers issued by Grants.gov look like GRANTXXXXXXXX.

Contact Center hours of operation are Monday-Friday from 7:00 A.M. to 9:00 P.M. Eastern Time.

The following application tracking information was generated by the system:

<b>Grants.gov Tracking Number :</b>	GRANT00512867
<b>Applicant DUNS:</b>	00-000-0000
<b>Submitter's Name:</b>	Test Testing
<b>CFDA Number:</b>	
<b>CFDA Description:</b>	
<b>Funding Opportunity Number :</b>	ADOBE-VERSIONING-TEST-ONLY
<b>Funding Opportunity Description :</b>	ADOBE-VERSIONING-TEST-ONLY
<b>Agency Name :</b>	PA Test Agency
<b>Application Name of this Submission :</b>	Cindy2
<b>Date/Time of Receipt :</b>	2009.05.26 3:05 PM, EDT

**TRACK MY APPLICATION** - To check the status of this application, please click the link below:  
[https://at07apply.grants.gov/apply/checkSingleAppStatus.faces?tracking\\_num=GRANT0051286](https://at07apply.grants.gov/apply/checkSingleAppStatus.faces?tracking_num=GRANT0051286)

It is suggested you save and/or print this response for your records.

Confirmation Page Screenshot

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### Applicant Registration

The Applicant Registration page is updated with instructions and the buttons have been moved from right to left.

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Contact Us SiteMap Help RSS Home

Home > Applicant Registration

### APPLICANT REGISTRATION

Complete the fields below, 'Address 2' is the only field that is not mandatory. Once the form is completed click the Continue button at the bottom of the page.

First Name:  MI:  Last Name:

DOB:  Job Title:  DUNS:

Address 1:

Address 2:

City:

State:  Alabama Telephone:

Country:  United States Zip Code:

Email:

Secret Question:

Secret Answer:

**Warning Notice**

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

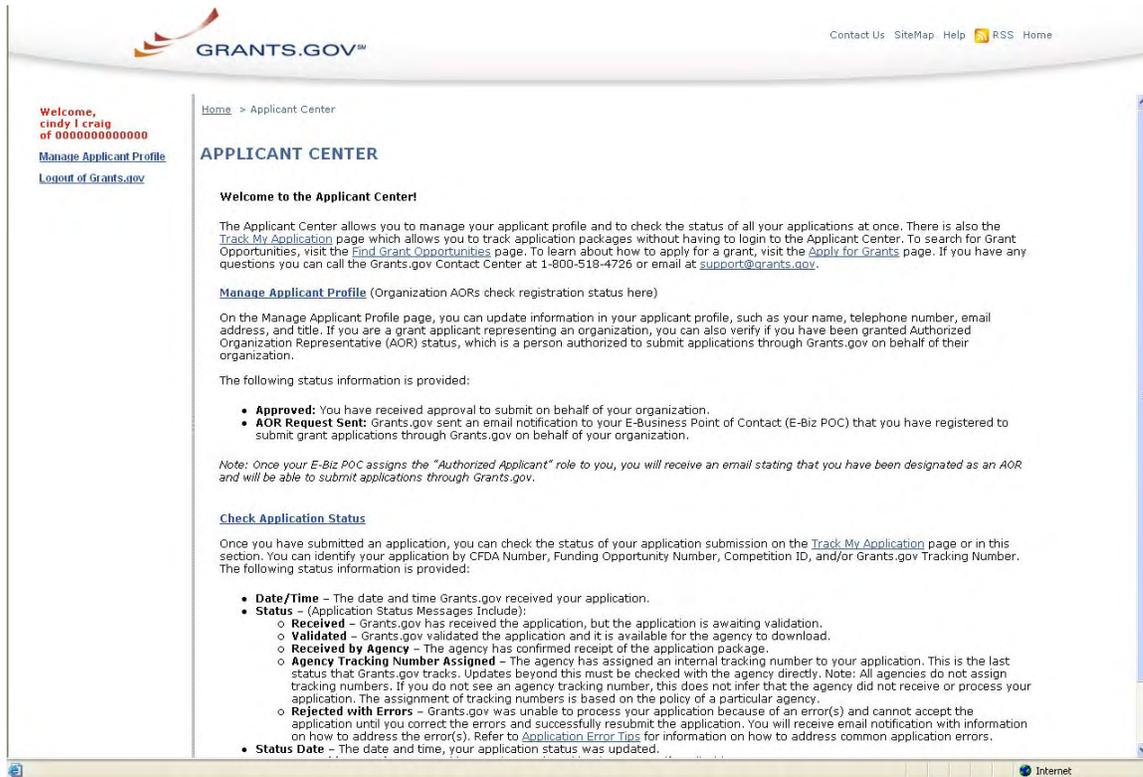
Applicant Registration Screenshot

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### Applicant Center

The Applicant Center is where registered applicants login to the Grants.gov system to manage their applicant profile and check the status of their applications submitted. The Applicant Center is now updated with new information and guidance on the page.



Applicant Center Screenshot