

New Coeus User Attached S2S Forms Tool

The new Coeus User Attached S2S Forms Tool enables users to upload forms previously unavailable in the Coeus Proposal Development module. Now individual Adobe forms (aka Unstitched) can be downloaded from Grants.gov or optional forms embedded (aka Stitched) into Adobe packages can be used. This solution means that the data is *not* entered into Coeus fields and mapped onto the forms; but rather these filled uploaded forms are treated more like narrative files.

This tool may be used specifically in those situations where:

- Optional forms show as “Not Available” from the Grants.gov window Forms tab.

Grants Gov Submission Details

Proposal Number : 00015872
Sponsor : 012336 : NIH-Proposal Only

Opportunity Forms Submission Status

Form Name	Mandatory	Inclu...	
RR_SF_424_V2-0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
Performance Site V2-0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
RR Other Projects V1-3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
RR Key Person Expanded V2-0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
PHS398 Cover Page Supplement V2-0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
PHS398 Research Plan V2-0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Available
PHS398_CumulativeInclusionReport	<input type="checkbox"/>	<input type="checkbox"/>	Not Available
PlannedReport	<input type="checkbox"/>	<input type="checkbox"/>	Not Available

Select Opportunity
Delete Opportunity
Validate
Submit
Refresh
Save
Print
Close

- After selecting an opportunity via Action > Grants.gov you receive an error message that states mandatory forms are not available and directs you to use the User Attached S2S Forms Tool.

Select an Opportunity

Proposal Number: 00015873 CFDA Number:
Sponsor: 012336 : NIH-Proposal Only Funding Opportunity Number: USDA-NIFA-SRGP...

Opportunity Id Opportunity Title CFDA Number Competi

USDA-NIFA-SRGP-001930 NIFA Application Testing 10.200

Coeus

This proposal is not eligible for Coeus transmission to Grants.gov because a required form is currently not available.
Please use User Attached S2S Forms window to upload missing mandatory forms.
Missing Mandatory Forms List:[NIFA_Supplemental_Info_1_2, AFRI_Project_Type]

OK

Where do I find the forms?

Unstitched forms are provided by Grants.gov. They can be retrieved on the Grants.gov web page:

<http://www.grants.gov/web/grants/forms.html>

Forms with an asterisk (*) in the PDF column are unstitched and available for use with the upload tool.

NOTE: the comment at the top of the table – that the forms are “not submittable” – means that they are not intended to be submitted *individually* to Grants.gov. These have been “unstitched” to be included in our S2S submissions as part of a full submission. **DO NOT use the PDFs that do not have an asterisk (*) next to them. These forms are not interactive and cannot be used to enter data.**

Reader

* Denotes a form that is fillable for sample purpose only, and the form is NOT submittable.

Agency Owner	Form Name	Adobe Form	Form Schema	Data Analysis	GG Version	OMB Number	OMB Expiration
USDA	AFRI PROJECT TYPE	PDF*	Schema	DAT	1.0	0524-0039	02/29/2016
Grants.gov	Assurances for Non-Construction Programs (SF-424B)	PDF*	Schema	DAT	1.1	4040-0007	06/30/2014
Grants.gov	Attachments	PDF	Schema	DAT	1.1		
Grants.gov	BUDGET INFORMATION - Construction Programs	PDF*	Schema	DAT	2.0	4040-0008	06/30/2014
DOC	CD511 Form	PDF	Schema	DAT	1.1		

View Burden Statement

OMB Number: 4040-0007
Expiration Date: 06/30/2014

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances.

What about the posted Adobe Opportunities? Can I use those?

Yes, but you can *only* use the **Optional** forms in an Adobe package. If the form you require is listed in the Mandatory section, you will need to retrieve it as an unstitched form – Mandatory forms are not processed in the upload translation.

SA-PAR-13-334-incomp-comp.pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Collaborate Secure Sign Forms Multimedia Comment

1 / 10 102% Find

Select Forms to Complete

Mandatory Save Save & Submit Check Package for Error

- SF424 (R & R) Error
- PHS 398 Research Plan Error
- PHS 398 Cover Page Supplement Error
- Research and Related Senior/Key Person Profile (Expanded) Error
- Research And Related Other Project Information Error
- Project/Performance Site Location(s) Error

Optional

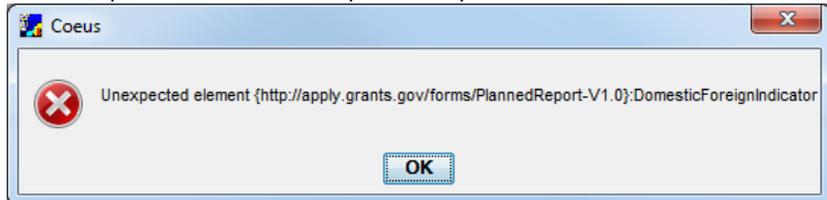
- Planned Enrollment Report Complete
- R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT
- PHS 398 Cumulative Inclusion Enrollment Report
- PHS 398 Modular Budget
- Research and Related Other Project Information

How do I fill out the form?

Unstitched Forms from the Grants.gov Forms Page

Unstitched forms do not have a validation tool embedded so you will not be alerted if you missed populating any mandatory data on the form. If you are using an unstitched form, you may wish to also download your submission's Grants.gov opportunity to use as a reference. If you upload an incomplete unstitched form to the Coeus tool, it will not translate, which means it did not validate and cannot be included in the Grants.gov submission until it validates. You will receive the grants.gov form schema-level error message. (The error message may not provide specific faults, but will confirm that the form is incomplete and does not meet the validation requirement.)

You may see a message similar to the one below if you attempted to upload and translate an incomplete unstitched form. You will need to update the form and repeat the upload.



Optional Stitched Forms from an Adobe Package

If you are using an **Optional** form in an Adobe Package, click in the box beside the form name to select it for inclusion. You may then click on the form name to navigate directly to it, or scroll down until you get to the form. Follow sponsor-specific instructions for your submission to complete the data requirements. The **minimum** form-level data requirements can be verified by using the "Check Package for Errors" button on the cover page. If you receive the "Complete" mark, the form has met the minimum validation. (This may not meet the sponsor's requirement - always reference the funding opportunity announcement). You must provide at least the minimum requirement for the Coeus tool to successfully translate the form.

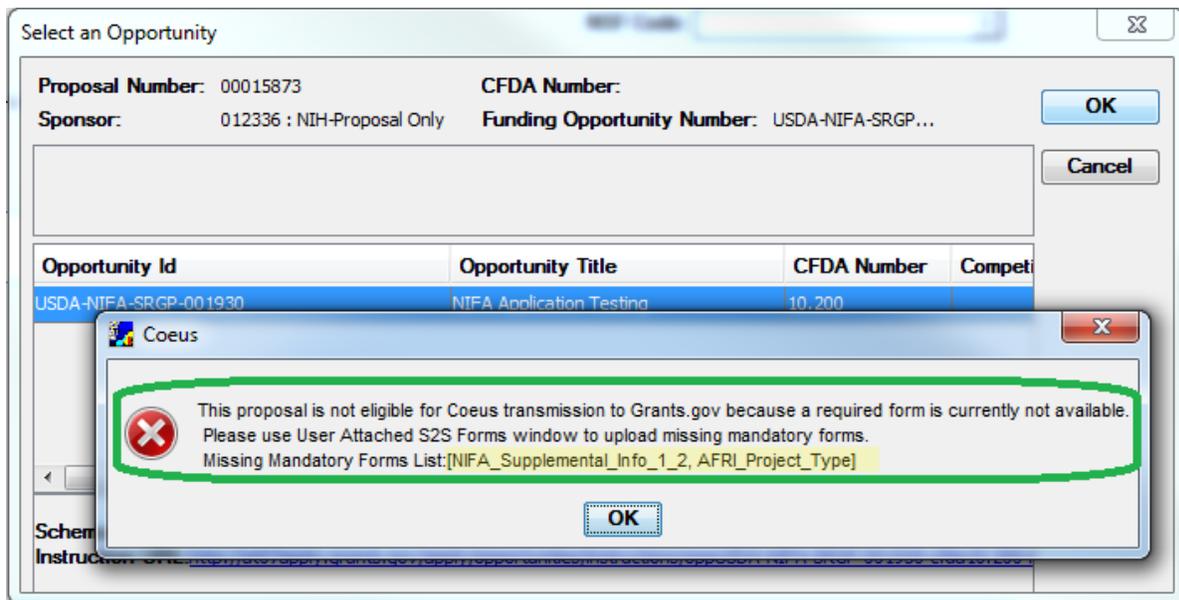
For example, if you wanted to use an Adobe Package to add the "Planned Enrollment Report" and the "PHS 398 Cumulative Inclusion Enrollment Report" you can simply check the optional forms and then fill out those forms. You do not need to fill out all of the other mandatory forms. In this example below, after the forms were filled out and checked for errors they display an "Error" for all other mandatory forms because they were not filled out. For the forms tool, this is OK and will not impact importing the optional forms.

Select Forms to Complete			
Mandatory	<input type="button" value="Save"/>	<input type="button" value="Save & Submit"/>	<input type="button" value="Check Package for Errors"/>
SF424 (R & R)			Error
PHS 398 Research Plan			Error
PHS 398 Cover Page Supplement			Error
Research and Related Senior/Key Person Profile (Expanded)			Error
Research And Related Other Project Information			Error
Project/Performance Site Location(s)			Error
Optional			
<input checked="" type="checkbox"/> Planned Enrollment Report			Complete
<input checked="" type="checkbox"/> PHS 398 Cumulative Inclusion Enrollment Report			Complete
<input type="checkbox"/> PHS 398 Modular Budget			
<input type="checkbox"/> R & R Subaward Budget Attachment(s) Form 5 YR 30 ATT			
<input type="checkbox"/> Research & Related Budget			

Mandatory forms cannot be uploaded using the forms tool in an Adobe Package. If the form is mandatory, you will need to use the unstitched form.

When should I connect to the Grants.gov Opportunity?

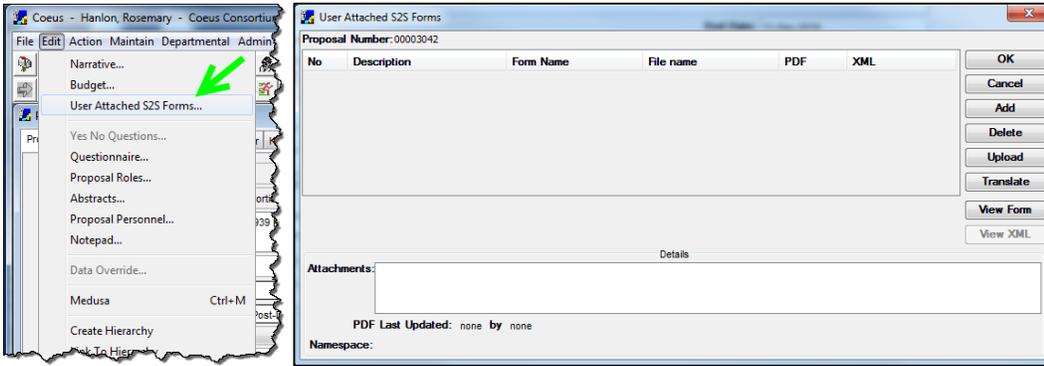
- As with any S2S proposal, if all the mandatory forms are available, you can connect to Grants.gov via Action > Grant.gov at any time but we typically advise selecting the opportunity in the early stages of development when creating the proposal.
- If the forms you will be uploading using the User Attached S2S Forms tool are **Optional**, you can connect to the opportunity either before or after.
 - If you connect *before* uploading the forms with the tool, the Grants.gov Forms section will show those optional forms as “unavailable”.
 - If you connect to the Grants.gov opportunity *after* uploading the forms with the tool, when you connect to the opportunity, the Grants.gov Forms will display as “available” and allow you click the box to include them in the submission.
- If there are **mandatory** forms in the opportunity that are not available in Coeus, you will need to upload those unstitched forms **first** and then connect to Grants.gov. You will be alerted on which forms are missing via an error that includes the names of unavailable forms.



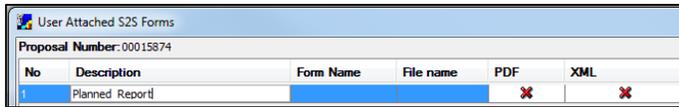
Using the User Attached S2S Form Tool

If you connect to the Grants.gov opportunity PRIOR to uploading the forms, the optional forms will show as “Unavailable” in the Grants.gov > Forms tab. If you connect to the Grants.gov opportunity AFTER uploading these forms, the forms will show “Available” and the user can click to include them in the submission.

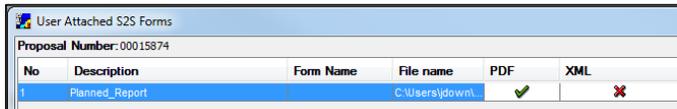
1. Click **Edit > User Attached S2S Forms...** to open the window.



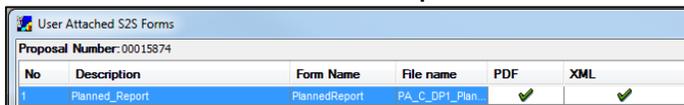
2. Click **Add** to generate a line in the window, and then click in the **Description** field and enter some information about this upload. Ex. Enter the name of the target form, like “**Planned_Report**” if you are uploading a single unstitched form.
NOTE: Avoid using spaces or special characters in the Description.



3. Click **Upload** to open a search tool window; locate your unstitched form or Adobe opportunity with the target form completed. When you complete the search, the File Name field will display the location path of your upload, the PDF field will display a green check mark, and the XML field will display a red “X”.
NOTE: Avoid using spaces or special characters in the File Name.



4. Click the **Translate** button. If the target form(s) are complete, the XML box will update with a green checkmark, and the file name will update from the location to the file name. **NOTE: You MUST enter a description first before uploading and attempting to translate the form. If you do not enter a description first you may receive an error message stating the form cannot be found and will need to re-upload and translate the form to resolve the error.**



5. To remove an upload, click on the row to select it and then click the delete button.
NOTE: After deleting forms from the forms tool you may notice that the Grants.gov Forms tab still shows the forms listed as “Available” even though they are not.
6. To add another form, click the add button and repeat the steps noted above.
7. To view a form, click on the row to select it and the click the view form button.
8. Back on the Proposal Tab, enter the Funding Opportunity Number and select Action > Grants.gov to connect the proposal to the Grants.gov opportunity. The uploaded forms will show as “Available” in the forms section. Check the additional forms that were previously available.

