

Overview:

After searching and selecting some Grants.gov funding opportunities, you may receive an error message like this:

"Kuali Coeus is unable to transmit this proposal to Grants.gov since some of the required forms are not available. To submit via S2S, use the User Attached Forms panel to upload the missing mandatory forms prior to connecting to the opportunity. Missing Mandatory Forms List: ..."

The **User Attached Forms** tool (located in the S2S Opportunity Search section of your proposal) allows you to add Adobe forms that you retrieve from the Grants.gov website to fulfill this submission requirement. Forms retrieved from the Grants.gov website must be manually filled in using **Adobe Reader** prior to uploading to your proposal with the **User Attached Forms** tool.

(Uploaded forms will not be populated with data entered into Kuali Coeus fields. These forms function similar to uploaded Adobe Subaward Budget forms).

Procedure:

Unable to Connect to Grants.gov due to Mandatory Form(s) not being Available

After accessing the proposal, complete the following steps to add an opportunity search to the proposal.

1. While in the Proposal, click on the **S2S Opportunity Search** panel, located on the left hand navigation, under the **Basics** section.
2. In the **Opportunity Search** screen that displays, click the **Find an Opportunity** button.

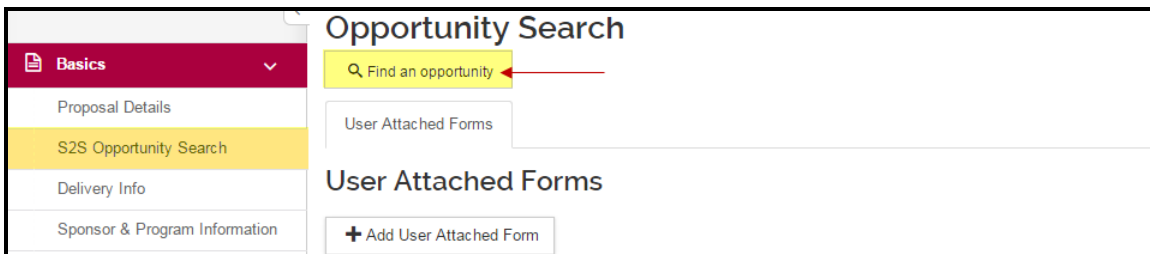


Figure 1 – S2S Opportunity Search Screen

3. In the **Opportunity Search Lookup** window:
 - a. Select **Grants.gov** from the **Search Domain** drop-down field
 - b. Enter **FOA Number** (Funding Opportunity you want) in the **Opportunity ID** field.
 - c. Click the **Search** button

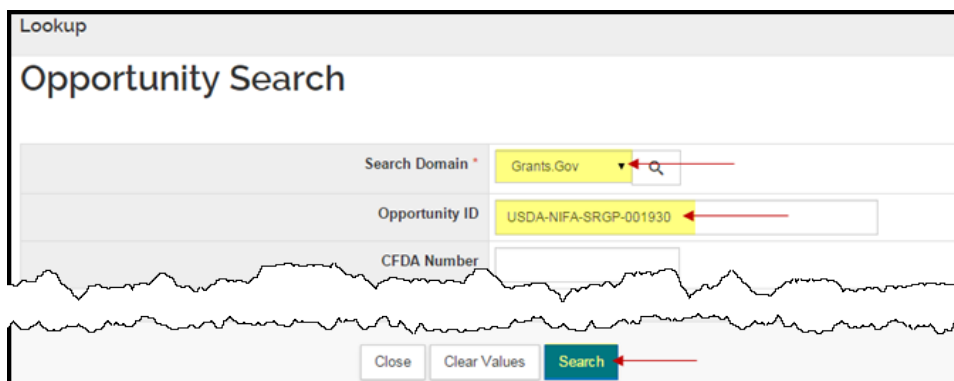


Figure 2 – Opportunity Search window

- If a match is found, KC will display the results in the **Opportunity Search** window. Click the **select** button for the opportunity you want to apply to.

Actions	CFDA Number	Opening Date	Closing Date	Competition Id	Opportunity ID	Opportunity Title	Schema URL
select	10.200	09/18/2009	12/31/2016		USDA-NIFA-SRGP-001930	NIFA Application Testing	http://trainingapply.grants.gov/apply/opportunities/schem... NIFA-SRGP-001930-cfda10.200.xsd

Figure 3 – Opportunity Search Results

- If, after clicking the **select** button for the opportunity you want, you are brought back to the **Opportunity Search** screen and presented with a following error, you must download the Mandatory form(s) from Grants.gov, complete the form(s), and upload it using the User Attached Forms tool *before* you can link the opportunity to your proposal:

Example: *“Kuali Coeus is unable to transmit this proposal to Grants.gov since some of the required forms are not available. To submit via S2S, use the User Attached Forms panel to upload the missing mandatory forms prior to connecting to the opportunity.”*

Missing Mandatory Forms List: SBIR_STTR_Information_1_1, NIFA_Supplemental_Info_1_2, AFRI_Project_Type”

Opportunity Search

⊖ Kuali Coeus is unable to transmit this proposal to Grants.gov since some of the required forms are not available. To submit via S2S, use the User Attached Forms panel to upload the missing mandatory forms prior to connecting to the opportunity.
Missing Mandatory Forms List: SBIR_STTR_Information_1_1,NIFA_Supplemental_Info_1_2,AFRI_Project_Type

Find an opportunity

User Attached Forms

User Attached Forms

+ Add User Attached Form

Figure 4 – Mandatory Form(s) Error Message

- Make note of the **Form Name(s)** and **Version(s)** to refer to at the Grants.gov download site.

- Note:** Known issue since the 1604 release: after selecting an opportunity with mandatory forms, an error message persists about the **S2S Provider** field. This error disables navigation. To resolve without uploading the offending User Attached Form you can do one of the following:
- Close the proposal (saving not required), and reopen. The s2s opportunity is not saved and the error is gone.
 - Use the Find Opportunity search and locate a valid opportunity with no mandatory forms. Once selected, you can delete that opportunity and continue without closing the proposal.

Downloading Adobe Forms from Grants.gov

1. Go to <http://www.grants.gov> and click on the **Forms** tab.



Figure 5 – Grants.gov Forms Tab

2. The **Grants.gov Forms** page includes active and retired forms. When downloading from Grants.gov, confirm the version matches your submission requirement.
3. In the Grant Form Families section, click the **link** for the forms family (e.g. R&R Family). A chart containing the **Agency, Form Name**, and links to download the PDF will display.

R&R FAMILY

- » R&R Family
- » SF-424 Family
- » SF-424 Individual Family
- » SF-424 Mandatory Family
- » SF-424 Short Organization Family
- » Form Instructions
- » Form Status Definitions
- » Retired Forms
- » Forms Process

NOTE: The copies of forms available on this portion of the site are for information only and can not be submitted with your application package. If you are applying for a grant, you must download the application package using the Grants.gov compatible software, complete the forms within the application package as provided by the awarding agency, and submit it in its entirety. [Get Adobe 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
HHS	AENT Program Specific Data Forms	PDF*	Schema	DAT	1.0	0915-0375	01/31/2017
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		

Figure 6 – Forms Table

Note: The "*" warning that forms 'aren't submittable" denotes a form that is fillable; these forms are meant for inclusion as part of an s2s submission. The warning is to clarify that a *singular* form cannot be submitted to Grants.gov.

4. Locate the form identified as a 'missing Mandatory form' in the KC Opportunity Search screen and click the **PDF*** link to download the form.

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
USDA	NIFA Supplemental Information	PDF*	Schema	DAT	1.2	0524-0039	02/29/2016
USDA	USDA AD-3030	PDF*	Schema	DAT	1.0	0505-0025	02/29/2016
USDA	USDA AD-3030-FS	PDF*	Schema	DAT	1.0	0505-0025	02/29/2016

Figure 7 – Form PDF* Link

5. Follow steps below in the section **Uploading Form(s) with User Attached Forms Tool** to upload your completed Mandatory Grants.gov forms.

Uploading Form(s) with User Forms Tool

To upload the Grants.gov Adobe Form(s), which have been completed using Adobe Reader:

1. While in the Proposal, click on the **S2S Opportunity Search** panel, located on the left hand navigation, under the **Basics** section. The **Opportunity Search** screen will display, showing the **User Attached Forms** tab.
2. In the **User Attached Forms** tab, click the **+Add User Attached Form** button.

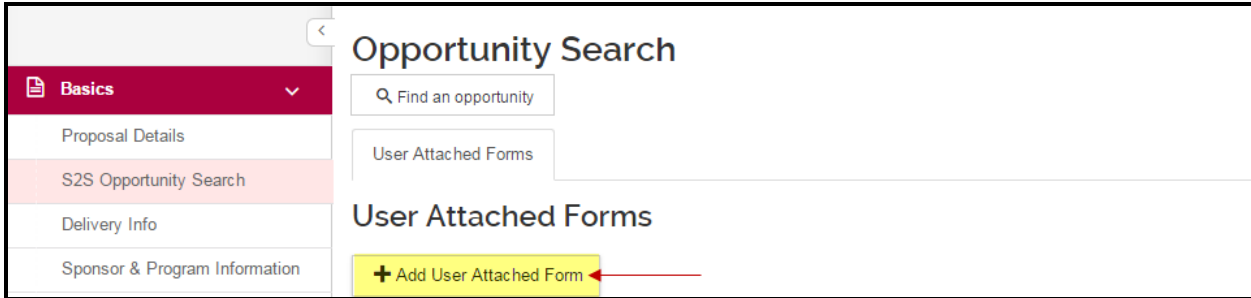


Figure 8 – Add User Attached Form

3. In the **Add User Attached Form** window that displays:
 - a. Enter information about the form, like the title of the upload, in the **Description** field.
 - b. Click the **Choose File** button to navigate to and select the completed Grants.gov Adobe form.
 - c. Click the **add** button to upload and add to your proposal.
 - d. The form will be added to the **User Attached Forms** tab. You can click the **Action** link to view or edit the form after adding.

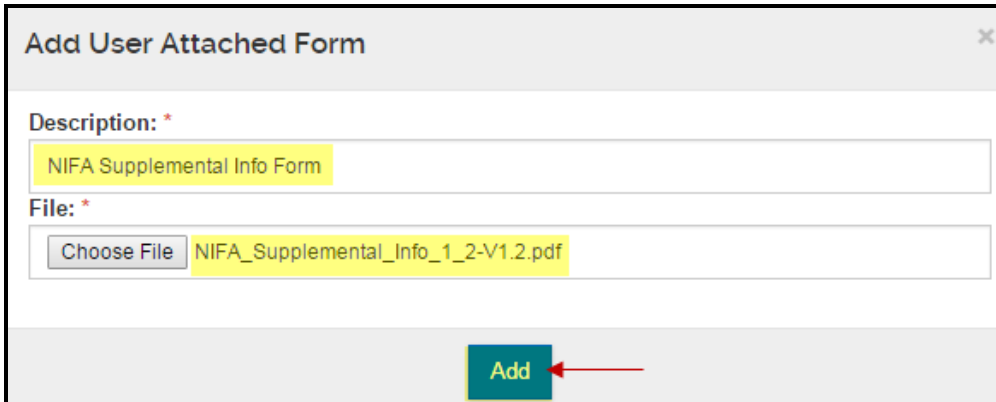


Figure 9 – Add User Attached Form upload in progress



Figure 10 – Uploaded Form after Add

4. Repeat step 3 as needed to upload any additional Mandatory forms.

5. When you have finished uploading all the required Mandatory forms, try connecting to Grants.gov again by following the steps below.
6. In the **Opportunity Search** screen, click the **Find an Opportunity** button

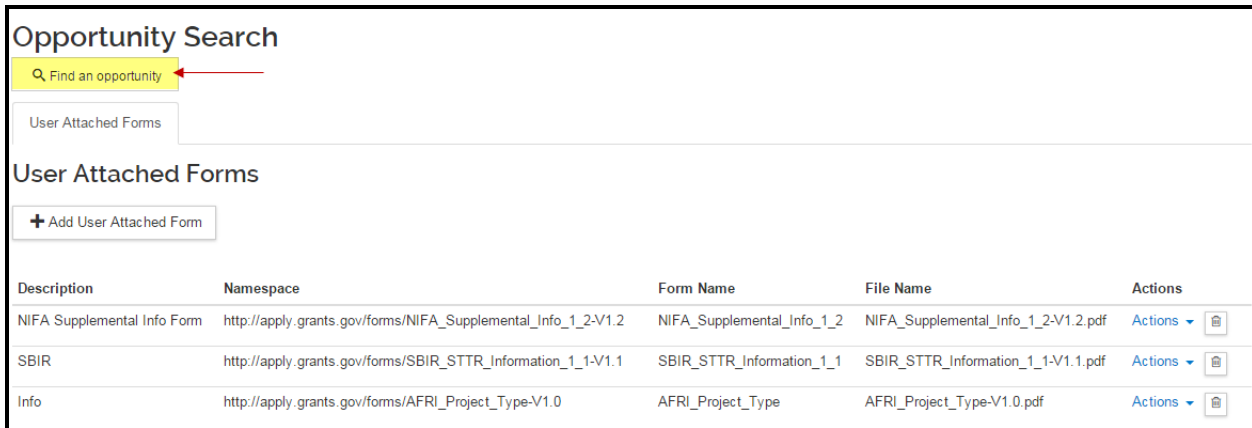


Figure 11 – Find Opportunity Button

7. In the **Opportunity Search Lookup** window:
 - a. Select **Grants.gov** from the **Search Domain** drop-down field.
 - b. Enter **FOA Number** (FOA Number of the Opportunity you want to connect to) in the **Opportunity ID** field.
 - c. Click the **Search** button.

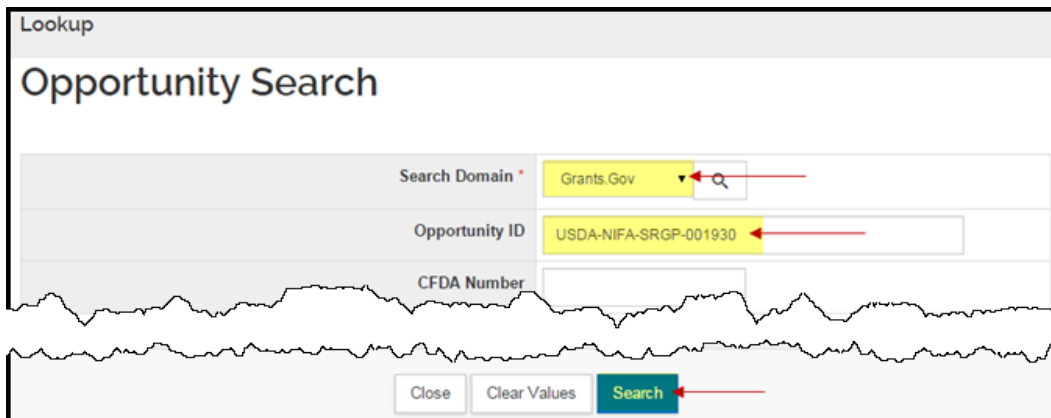


Figure 12 – Opportunity Search

8. If a match is found, KC will display the results in the **Opportunity Search** window. Click the **select** button for the opportunity you want to apply to.



Figure 13 – Opportunity Search Results

When you successfully connect, you will be returned to the **S2S Opportunity Search** screen where you will see vital information regarding that opportunity, such as the opening and closing date and links to the sponsor-supplied instructions for completing aspects of the proposal.

Note: The **Forms** tab will display the uploaded Mandatory forms and the Description field for those forms will display 'User Attached Form'. However, you will **not** be able to view the uploaded Mandatory form from the **Forms** tab – you will only be able to **view the uploaded Mandatory form from the User Attached Forms tab.**

Print/Previewing User Attached Forms

Previewing and printing of most User Attached Forms must be managed from the **User Attached Forms Tab > Action** menu > **View PDF** option.

Some PHS user attached forms can be previewed from the Forms tab, but ALL user attached forms can be viewed and printed from the User Attached Forms tab.

Note: you may need to use your browser's **download file** option in the generated window to view the and print the form.

The screenshot shows the 'Opportunity Search' interface with the 'User Attached Forms' tab selected. A table lists the following form:

Description	Namespace	Form Name	File Name	Actions	Actions
Assignment Request	http://apply.grants.gov/forms/PHS_AssignmentRequestForm-V1.0	PHS_AssignmentRequestForm	filled-PHS_AssignmentRequestForm-V1.0.pdf	Action	View XML, View PDF, Edit

Callouts in the image provide instructions: 'Click trash icon to delete/remove uploaded form' and 'Click Action menu to view the uploaded form, or re-upload using Edit.'

Figure 14 – Uploaded Form

Other Actions available for User Attached Forms:

- o **Trashcan** Icon: click to delete the row: this will remove this line and any uploaded file.
- o From the dropdown list:
 - **View XML:** click to open a separate browser window and view the form XML code.
 - **View PDF:** click to preview the uploaded form.
 - **Edit:** click to make the **Description** field editable, and then click **Actions > Save**

Getting Help:

For questions or problems using this Quick Reference Card, email the Support Team at kc-help@mit.edu. Include your **Name, Contact Information**, and the **Proposal and/or Opportunity ID Number**.

If the Mandatory form is not listed on the Grants.gov Forms page with an asterisk (**PDF***), or you encounter problems attaching the mandatory form, please email your **OSP Contract Administrator** and **kc-help** for further guidance on how to complete your proposal for Grants.gov S2S submission.