

## JOB AID

### Grants.gov User Attached Forms

This job aid walks you through the steps for finding and uploading mandatory and optional forms requested by agencies and necessary for proposal submission through the System-to-System, or Grants.gov, functionality. These forms are not included in the standard KC application and must be downloaded from the Grants.gov website, completed on your computer, saved, and uploaded into your KC proposal.

#### WHO:

- Department Administrators
- College Administrators
- Principal Investigator(s)/Key Person(s)

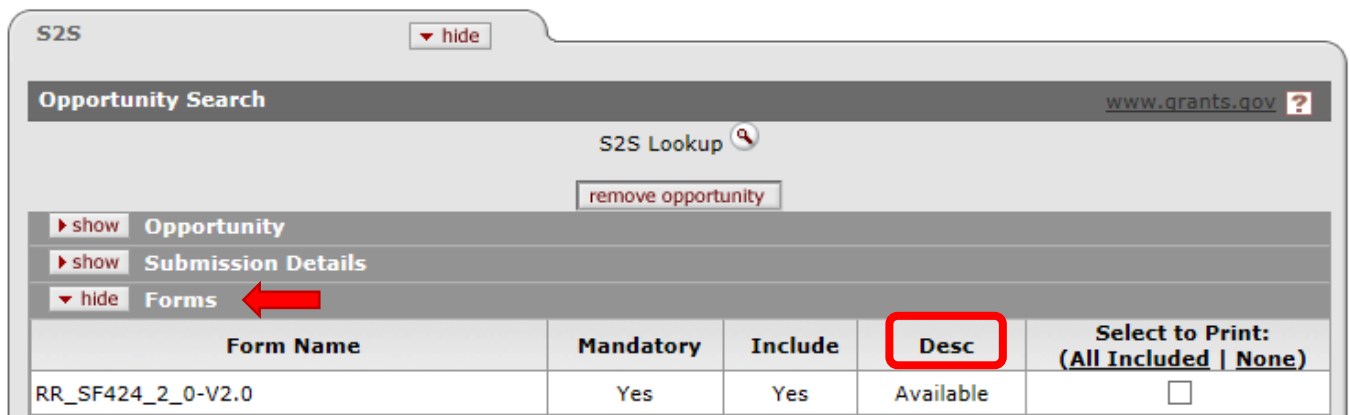
#### WHEN:

- Forms specified in the solicitation are either not listed or listed as “Not Available” in the KC Grants.gov application package.

#### HOW:

1. After reading your solicitation and initiating your proposal in KC, click on the S2S Tab and add the Appropriate Grants.gov opportunity to the proposal
  - Click on the Show button next to the Forms subpanel to identify which forms are/are not included as a part of the package that is pulled into KC

Note: This is noted in the **Desc** column as either Available or Not Available



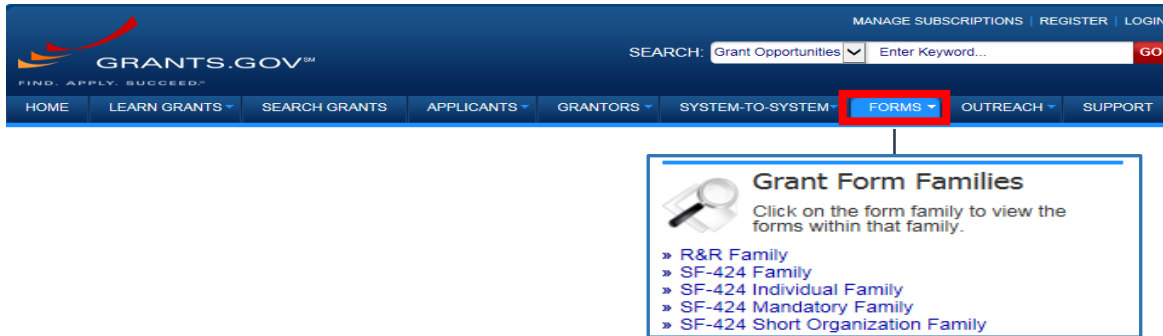
The screenshot shows the S2S Opportunity Search interface. At the top, there is a 'hide' button and a search bar labeled 'S2S Lookup'. Below the search bar is a 'remove opportunity' button. The interface has three subpanels: 'Opportunity', 'Submission Details', and 'Forms'. The 'Forms' subpanel is expanded, and a red arrow points to the 'Forms' label. Below the subpanels is a table with the following columns: Form Name, Mandatory, Include, Desc, and Select to Print: (All Included | None). The 'Desc' column is highlighted with a red box. The table contains one row with the following data:

Form Name	Mandatory	Include	Desc	Select to Print: (All Included   None)
RR_SF424_2_0-V2.0	Yes	Yes	Available	<input type="checkbox"/>

2. Click on the Grants.gov link in the top right corner of the S2S panel to access the Grants.gov website
  - Note: This link can be found on the right end of the gray **Opportunity Search** bar



3. Click on the **Forms** tab on the header bar



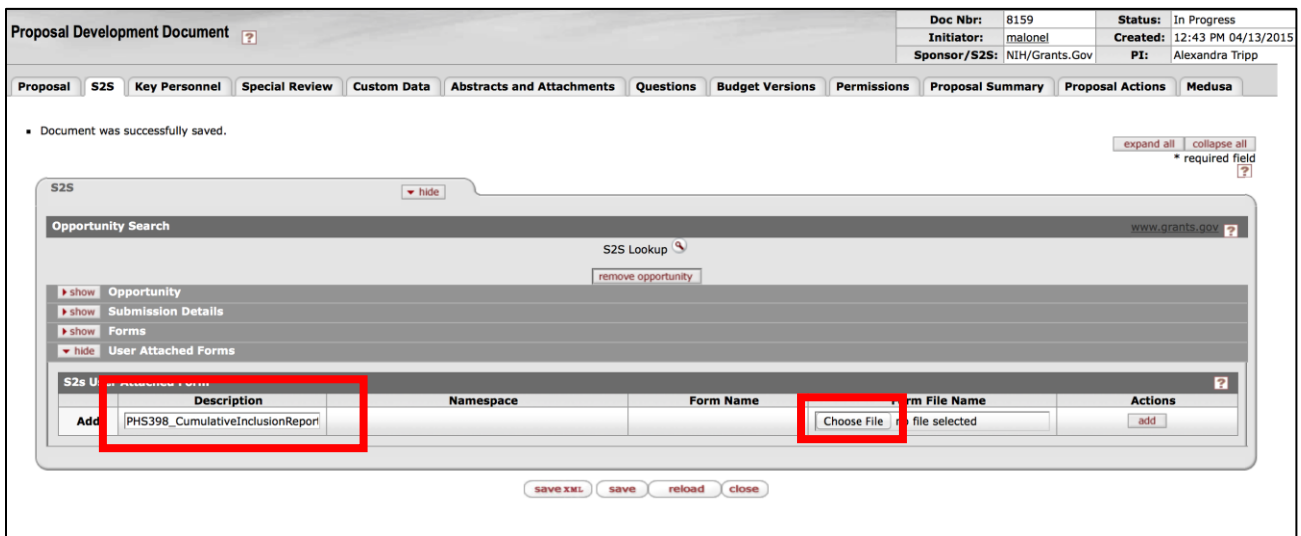
4. Select the appropriate link under the **Grant Form Families** heading based on the type of form being added

- Locate the required form(s) and download the PDF version to your computer. Note that only the forms marked with an asterisk can be used. These forms were specifically created by Grants.gov for use in S2S-enabled systems, such as Kuali Coeus. The application will display an error if an unsupported form is used.

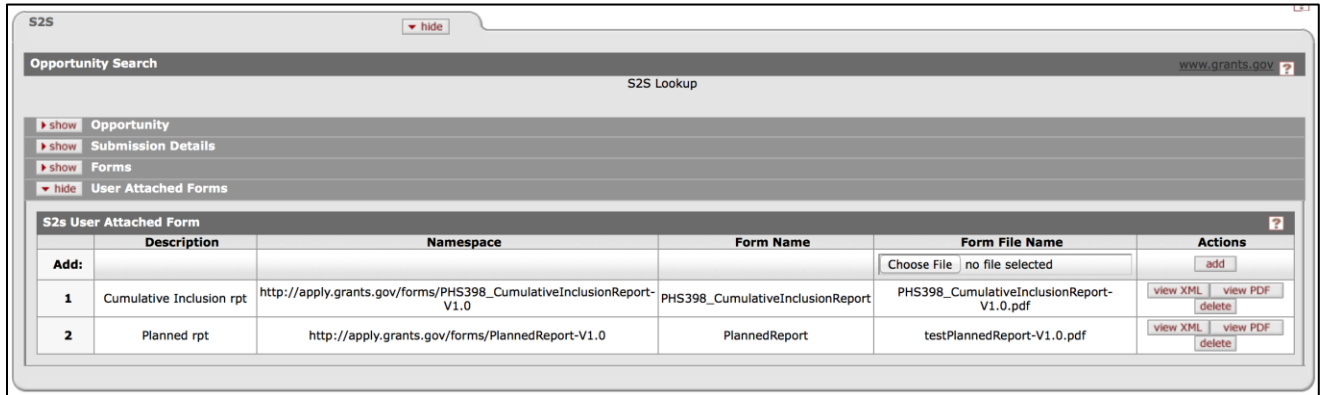
5. Complete the form and save it on your computer

6. Return to your Proposal Development document. Select the **S2S** tab from the list of tabs at the top of the Proposal Development document. Select the show button next to the **User Attached Forms** panel

7. Type the name of the document to be uploaded to KC in the **Add** line, under **Description**



8. Select **Choose File** or **Browse** in the **Form File Name** column and search your computer for the completed form  
 Note: terminology varies dependent on the browser you are using (i.e., Internet Explorer, Safari, Firefox...)
9. Click **Add** under the Actions column to attach the selected form
10. Once the form has been added, be sure to verify accuracy and completeness by clicking on **view PDF** button in the **Actions** column



- If you find errors when reviewing your uploaded PDF attachment, select the delete button to remove the attachment, make changes to the document on your computer, save, and repeat steps 7-10 to add the corrected form

11. Return to the **Forms** subpanel, locate the added **Form Name** and check the corresponding box in the **Include** column, *this is very important as it will ensure the form is included in your submitted proposal*

- You will not be able to click the box in the **Include** column until the form has been successfully attached

**Note:** The checkbox will become a “Yes” in future views once the proposal has been submitted for approvals

