

Grants.gov DUNS to UEI Transition Guide for Grantors

Prepared by Grants.gov
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Introduction

- Federal government will transition from DUNS to UEI on April 4, 2022
- In support of the govt wide UEI transition, Grants.gov will require the following before April 1, 2022
 - All DUNS forms templates must be updated to UEI forms
 - All DUNS opportunity packages must be closed or updated
- Grants.gov will no longer support DUNS escalations beginning April 1, 2022

Review latest versions of the forms

- Confirm your agency and downstream systems can process the latest versions of the forms
- Latest form versions are available under [Forms repository](#) for reference

Note: Latest forms may also contain non-UEI related changes

How to Update Templates

Manage Application Package Templates

- Inactive templates should be updated to latest form versions

MANAGE APPLICATION PACKAGE TEMPLATES

Please enter criteria and click Search:

Template Name:

Contains Form Name:

Agency Owner Code:

Form Family:

Results: Export Results Create New Template »

1-25 of 87 Records

Agency Owner Code	Template Name	Form Family	Mandatory Forms	Optional Forms	Last Updated Date	Last Used in Package Date	Actions
IVV	05132015-ITS-RR	R&R Family	» SF424 (R & R) [V2.0] IFV	---	05/13/2015	06/08/2021	Modify Copy Delete
IVV	07032013-SF424-RIMA	SF-424 Family	» Application for Federal Assistance (SF-424) [V2.1] IFV	» Assurances for Construction Programs (SF-424D) [V1.1]	11/10/2015	10/02/2015	Modify Copy Delete
IVV	07032013-SF424RR-RIMA	R&R Family	» SF424 (R & R) [V2.0] IFV	---	07/03/2013	10/27/2016	Modify Copy Delete
IVV	07052013-SF424IND-RIMA	SF-424 Individual Family	» Application for Federal Domestic Assistance- Individual [V1.1] IFV	---	07/05/2013	11/13/2015	Modify Copy Delete
IVV	07072013-SF424A-F	SF-424 Family	» Application for Federal Assistance (SF-424) [V2.1] IFV	» Budget Information for Non-Construction Programs (SF-424A) [V1.0]	07/09/2013	07/31/2013	Modify Copy Delete
IVV	07082013-MA-TEST-2	R&R Family	» SF424 (R & R) [V2.0] IFV	» SF-424 R&R Multi-Project Cover [V1.0] IFV	07/08/2013	07/10/2013	Modify Copy Delete
IVV	07082013-MA-TEST-3	R&R Family	» SF424 (R & R) [V2.0] IFV » Assurances for Non-Construction Programs (SF-424B - R & R) [V1.1]	---	07/08/2013	05/11/2016	Modify Copy Delete

Inactive Forms (Form name in red with "IFV" icon)

Manage Application Package Templates (continued..)

- Click on Modify Action to update template

Search for specific templates to update

Link to modify template

GRANTS.GOV > Grantors > Manage Application Package Templates

MANAGE APPLICATION PACKAGE TEMPLATES

Please enter criteria and click Search:

Template Name:

Contains Form Name:

Agency Owner Code:

Form Family:

Form Versions:

Results:

1-1 of 1 Records

Agency Owner Code	Template Name	Form Family	Mandatory Forms	Optional Forms	Last Updated Date	Last Used in Package Date	Actions
IVV	PTS-4212018-Template	R&R Family	» SF424 (R & R) [V2.0] IPV	» R & R Subaward Budget Attachment(s) Form [V1.4] IPV » Research & Related Budget [V1.4] IPV	04/21/2018	01/18/2022	Modify Copy Delete

1-1 of 1 Records

Manage Application Package Templates (continued..)

- Update the templates to include all latest forms

The screenshot shows the 'MODIFY APPLICATION PACKAGE TEMPLATE' page on Grants.gov. The page title is 'MODIFY APPLICATION PACKAGE TEMPLATE' and the breadcrumb trail is 'GRANTS.GOV > Grantors > Manage Application Package Templates > Modify Application Package Template'. A note states: 'Please note that editing and deleting templates has no effect on opportunities already published in Grants.gov.' The 'Application Package Template Details' section shows: Template Name: PTS-4212018-Template, Created Date: Apr 21, 2018, Form Family: R&R Family, Agency Owner Code: IVV, Modified Date: ---, and Contains Inactive Form Versions: Yes. There are 'Save' and 'Cancel' buttons. Below this is a table of 'Selected Forms' with columns for Agency Owner Code, Form Name, and Actions. The table lists 'MANDATORY FORMS' and 'OPTIONAL FORMS'. An 'ALERT: Forms Update' dialog box is overlaid on the page, containing the following text: 'The SF-424 form in this template is inactive and will be updated to the latest version. All other inactive forms in the template will also be updated to the latest version, if applicable. Do you want to update the SF-424 form and ALL other inactive forms?' with 'Yes' and 'No' buttons. An orange callout bubble points to the 'Yes' button with the text: 'Click 'Yes' after reading the alert.'

Manage Application Package Templates (continued..)


- Review and save the changes

GRANTS.GOV > Grantors > Manage Application Package Templates > Modify Application Package Template

MODIFY APPLICATION PACKAGE TEMPLATE

Please note that editing and deleting templates has no effect on opportunities already published in Grants.gov.

Application Package Template Details:

*Template Name: 

Created Date: Apr 21, 2018
Form Family: R&R Family
Agency Owner Code: IVV

Modified Date: ---
Contains Inactive Form Versions: No

Selected Forms:

Agency Owner Code	Form Name	Active GG Version (Click to Preview)	Actions
MANDATORY FORMS			
Grants.gov	SF424 (R & R) [Required]	5.0	---
OPTIONAL FORMS			
Grants.gov	R & R Subaward Budget Attachment(s) Form	3.0	Move Up Move Down Remove
Grants.gov	Research & Related Budget	3.0	Move Up Move Down Remove

How to Modify Packages

Modify Packages – Option 1

- Option 1: Modify existing packages
 - Package ID and Competition ID will be the same before and after update
 - Modify existing packages to replace DUNS forms with UEI forms
 - No changes will be made to applications submitted prior to package modification
 - In-progress Workspaces will be alerted to update to latest forms with a click of a button
 - Users who create Workspace after the UEI package is created will see the latest forms

Modify Packages – Option 2

- Option 2: Close DUNS packages and create new UEI packages
 - DUNS and UEI packages will have different Package ID, and Competition ID
 - Close the exiting DUNS packages by March 31, 2022
 - Note: Recommend not deleting the DUNS packages
 - Create new packages using UEI forms template and new instructions file, if applicable
 - There won't be any changes to applications already submitted with DUNS forms
 - Users must create new Workspace with UEI package

Option 1: Update existing
DUNS packages to use UEI forms

Option 1: Update existing DUNS packages to use UEI forms

- Choose new UEI template and update package instructions if applicable.
- You can choose to send notifications to subscribed users

EXISTING PACKAGE

Package Details:

- *Opportunity Number: PTS-4212018-PACKAGE1
- *Opportunity Title: R 18 2.0 Deployment Verification only! DO NOT APPLY
- Opportunity Package ID: PKG00241203
- CFDA Number:
- Competition ID:
- Competition Title:
- *Electronic Required: Yes No
- *Expected Number of Applications: (If you are unsure of the expected number of applications, provide your best estimate.)
- Expected Application Size: (MB)
- Open Date: (MM/DD/YYYY)
- *Close Date: (MM/DD/YYYY)
- Grace Period: days
- *Agency Contact:
- *Application Instructions:
- *Applicant Type:

FORM PACKAGE:

Form Package Details:				
Form Family	Template Name	Mandatory Forms	Optional Forms	Actions
R&R Family	PTS-4212018-Template	» SF424 (R & R) [V2.0]	» R & R Subaward Budget Attachment(s) Form [V1.4] » Research & Related Budget [V1.4]	Change Template

MODIFICATION COMMENTS:

Send Change Notifications via email:

*Package Modification Comments:

Please enter a brief description of the changes in the below text box. The text you enter will be included in the notification email to the subscribers (if you select the Send Change Notifications checkbox above)

Click 'Change Template' to use UEI template

Option 1 (continued..)

- Search and select template with UEI forms

GRANTS.GOV™
FIND. APPLY. SUCCEED.™

HELP | MY ACCOUNT | SWITCH PROFILE | LOGOUT
Agency: IVV

SEARCH: Grant Opportunities | Enter Keyword... | GO

HOME | LEARN GRANTS | SEARCH GRANTS | APPLICANTS | GRANTORS | SYSTEM-TO-SYSTEM | FORMS | CONNECT | SUPPORT

GRANTS.GOV > Grantors > Manage Opportunities > Manage Opportunity > Existing Package

EXISTING PACKAGE

Choose from Available Templates for this Form Package

Please enter criteria and click Search:

Template Name: Test-PTS-20210412-IMLS- Agency Owner Code: IVV Form Family: ALL Search

Results:

1-1 of 1 Records

Agency Owner Code	Template Name	Mandatory Forms	Optional Forms	Actions
IVV	Test-PTS-20210412-IMLS-3-Forms-SF424-Short-Family	» Application for Federal Domestic Assistance-Short Organizational [V3.0]	» IMLS Library Program Information Form [V2.0] » IMLS Museum Program Information Form [V2.0] » IMLS Supplementary Information Form [V3.0]	Select

1-1 of 1 Records

Save Cancel

FORM PACKAGE:

Form Package Details:

Form Family	Template Name	Mandatory Forms	Optional Forms	Actions
R&R Family	05132015-ITS-RR	» SF424 (R & R) [V2.0] IFV	---	Change Template

MODIFICATION COMMENTS:

Option 1 (continued..)

- Choose new instructions file if applicable and you can choose to send notifications to subscribed users
- Publish and confirm changes
 - Once published, UEI forms are immediately available

EXISTING PACKAGE

Package Details:

*Opportunity Number: PTS-TEST-20210607-DEMO1
*Opportunity Title: PTS-Test-20210607-Demo1 title!
Opportunity Package ID: PKG00072205
CFDA Number: 00.000
Competition ID: COMP1
Competition Title:
*Electronic Required: Yes No
*Expected Number of Applications:
If you are unsure of the expected number of applications, provide your best estimate.
Expected Application Size: (MB)
Open Date: (MM/DD/YYYY)
*Close Date:
Grace Period:
*Agency Contact:
Phone: TB

*Application Instructions: (supplying a new file over-writes the current instructions file)

*Applicant Type:

FORM PACKAGE:

Form Family	Template Name	Mandatory Forms	Optional Forms	Actions
SF-424 Short Organization Family	Test-PTS-20210412-IMLS-3-Forms-SF424-Short-Family	» Application for Federal Domestic Assistance-Short Organizational [V3.0]	» IMLS Library Program Information Form [V2.0] » IMLS Museum Program Information Form [V2.0] » IMLS Supplementary Information Form [V3.0]	Change Template

MODIFICATION COMMENTS:

Send Change Notifications via email:

*Package Modification Comments:
Please enter a brief description of the changes in the below text box. The text you enter will be included in the notification email to the subscribers (if you select the Send Change Notifications checkbox above)

Option 2: Close DUNS packages
and create new UEI packages

Option 2: Close DUNS packages and create new UEI packages

- Close the DUNS package. You can choose to send notifications to subscribed users

GRANTS.GOV > Grants > Manage Opportunities > Manage Opportunity > Existing Package

EXISTING PACKAGE

Package Details:

*Opportunity Number: PTS-4212018-PACKAGE1
*Opportunity Title: R 16.2.0 Deployment Verification only! DO NOT APPLY
Opportunity Package ID: PKG00241203
CFDA Number:
Competition ID:
Competition Title:
*Electronic Required: Yes No
*Expected Number of Applications: 2
If you are unsure of the expected number of applications, provide your best estimate.
Expected Application Size: (MB)
Open Date: (MM/DD/YYYY)
*Close Date: 04/23/2022 (MM/DD/YYYY)
Grace Period: days
*Agency Contact: Test
*Application Instructions: [Current Instructions](#) (Supplying a new file over-writes the current instructions file)

*Applicant Type: **Both, Organizations and Individuals**

FORM PACKAGE:

Form Package Details:

Form Family	Template Name	Mandatory Forms	Optional Forms	Actions
R&R Family	PTS-4212018-Template	» SF424 (R & R) [V2.0] NEW	» R & R Subaward Budget Attachment(s) Form [V1.4] NEW » Research & Related Budget [V1.4] NEW	Change Template

MODIFICATION COMMENTS:

Send Change Notifications via email:

*Package Modification Comments:
Please enter a brief description of the changes in the below text box. The text you enter will be included in the notification email to the subscribers (if you select the Send Change Notifications checkbox above).

Update the Close Date to before March 31, 2022

Option 2 (continued..)

- Create new UEI package

The screenshot shows the 'NEW PACKAGE CREATION' form on the GRANTS.GOV website. The form is titled 'NEW PACKAGE CREATION' and is under the 'GRANTORS' tab. It contains several sections for entering package details.

Package Details:

- *Opportunity Number: PTS-TEST-NOV18
- *Opportunity Title: pts-test-nov18
- CFDA Number: None (dropdown)
- Competition ID: [Text Input]
- Competition Title: [Text Input]
- *Electronic Required: Yes No
- *Expected Number of Applications: [Text Input]
- Expected Application Size: [Text Input] (MB)
- Open Date: [Text Input] (MM/DD/YYYY)
- *Close Date: [Text Input] (MM/DD/YYYY)
- Grace Period: [Text Input] days
- *Agency Contact: Agency Contact [Text Area]
- *Application Instructions: + Choose
- *Applicant Type: [Dropdown]

FORM PACKAGE:

Select a Package Template »

Form Package Details:

Form Family	Template Name	Mandatory Forms	Optional Forms	Actions
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Buttons: Publish » Cancel

Callouts:

- Competition ID for UEI Package (points to the Competition ID input field)
- Select UEI Template (points to the 'Choose' button in the Application Instructions section)

Option 2 (continued..)

- Search for UEI template

The screenshot shows the 'NEW PACKAGE CREATION' page on GRANTS.GOV. The search criteria are: Template Name: Test-PTS-20211209-SF424, Agency Owner Code: IVV, and Form Family: ALL. The search results show one record for the IVV agency owner code, with the template name 'Test-PTS-20211209-SF424-NEH'. The record lists mandatory forms (Application for Federal Assistance (SF-424) [V4.0]) and optional forms (NEH Institutional Profile [V1.0], Supplementary Cover Sheet for NEH Grant Programs [V3.0], and Supplementary Cover Sheet for NEH State Councils [V1.0]). A 'Select' button is visible next to the optional forms. An orange callout bubble points to the optional forms section, stating: 'All latest forms (No form noted in red with "IFV" icon)'. Below the search results, there are 'Save' and 'Cancel' buttons. At the bottom of the page, there are 'Publish »' and 'Cancel' buttons.

Agency Owner Code	Template Name	Mandatory Forms	Optional Forms	Actions
IVV	Test-PTS-20211209-SF424-NEH	» Application for Federal Assistance (SF-424) [V4.0]	» NEH Institutional Profile [V1.0] » Supplementary Cover Sheet for NEH Grant Programs [V3.0] » Supplementary Cover Sheet for NEH State Councils [V1.0]	Select

Option 2 (continued..)

- Publish and confirm new UEI package

NEW PACKAGE CREATION

Package Details:

- *Opportunity Number: PTS-TEST-NOV18
- *Opportunity Title: pts-test-nov18
- CFDA Number:
- Competition ID:
- Competition Title:
- *Electronic Required: Yes No
- *Expected Number of Applications:
If you are unsure of the expected number of applications, provide your best estimate.
- Expected Application Size: (MB)
- Open Date: (MM/DD/YYYY)
- *Close Date: (MM/DD/YYYY)
- Grace Period: days
- *Agency Contact:
- *Application Instructions: [Uploaded Instructions](#) (Supplying a new file over-writes the current instructions file)
GG-Federal-User-Group-2020-12-Final.pptx

Form Family	Template Name	Mandatory Forms	Optional Forms	Actions
SF-424 Family	pts-test-PTS-20211209-SF424-NEH	» Application for Federal Assistance (SF-424) [V4.0]	» NEH Institutional Profile [V1.0] » Supplementary Cover Sheet for NEH Grant Programs [V3.0] » Supplementary Cover Sheet for NEH State Councils [V1.0]	Change Template

Option 2: Publish new UEI Package

QUESTIONS?

- If you have any questions, contact the Grants.gov PMO