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

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Review latest versions of the forms

- Confirm your agency and downstream systems can process the latest versions of the forms

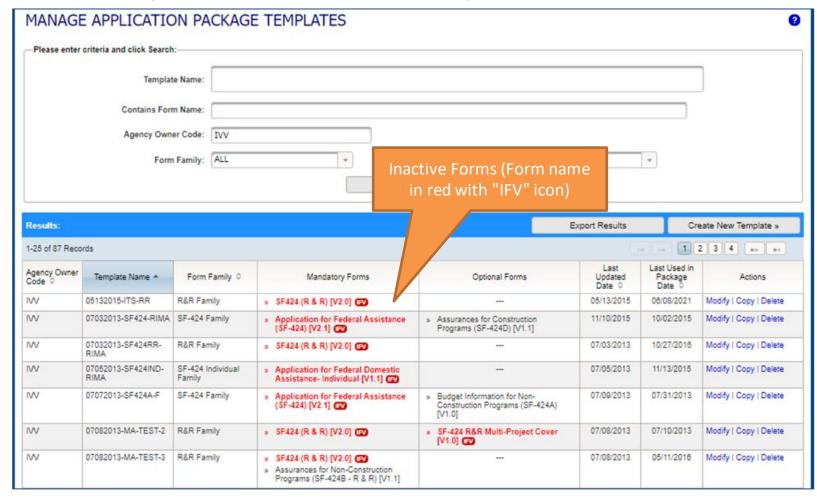- Latest form versions are available under [Forms repository](#) for reference

  Note: Latest forms may also contain non-UEI related changes
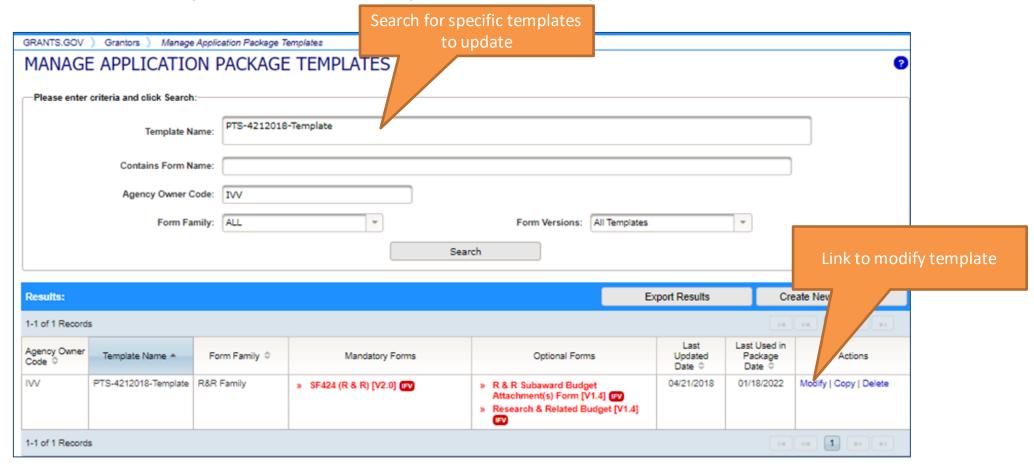
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How to Update Templates

Manage Application Package Templates

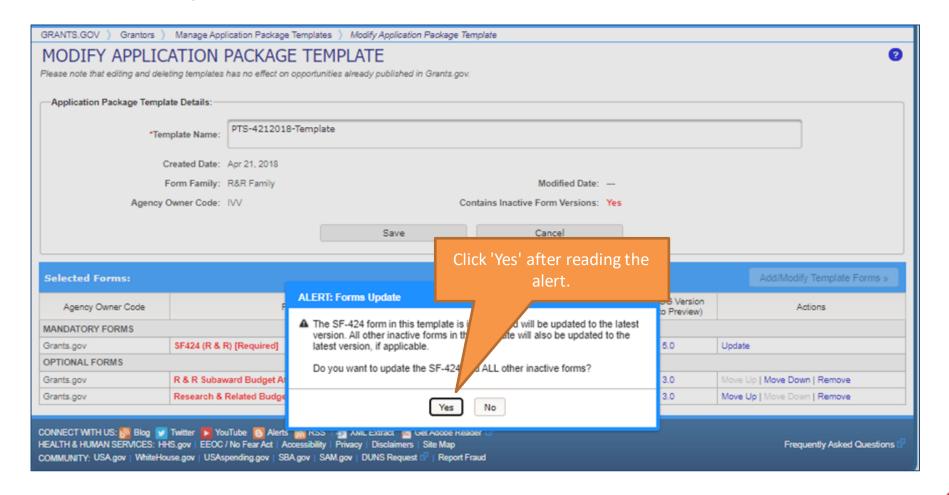- Inactive templates should be updated to latest form versions

Manage Application Package Templates (continued..)
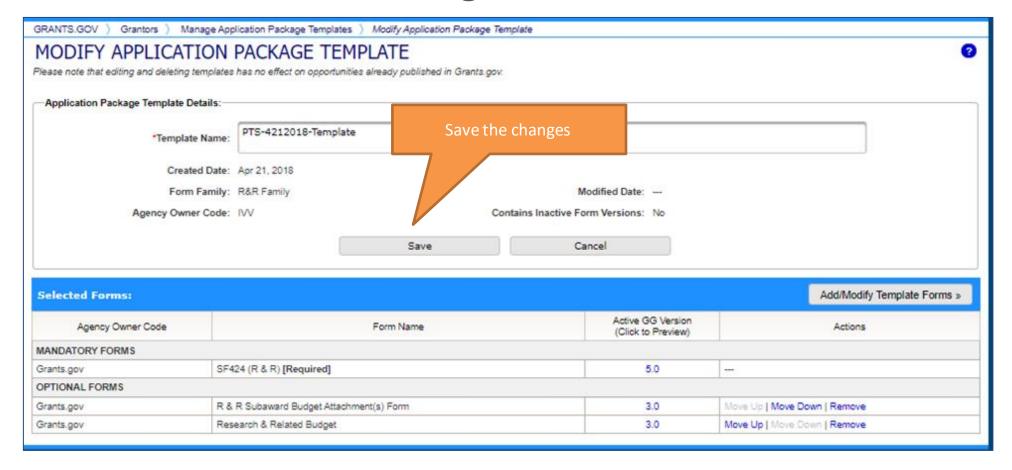
- Click on Modify Action to update template

Manage Application Package Templates (continued..)

- Update the templates to include all latest forms

Manage Application Package Templates (continued..)

- Review and save the changes

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
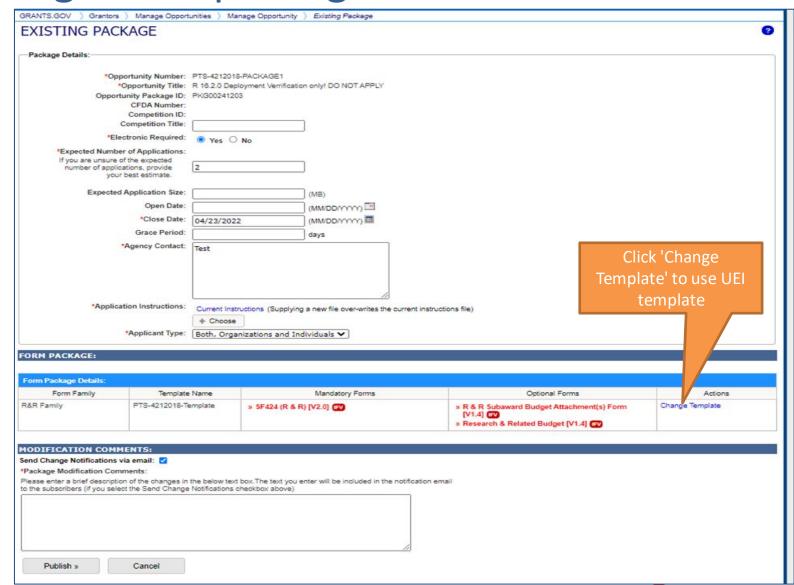
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Modify Packages – Option 2

- 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

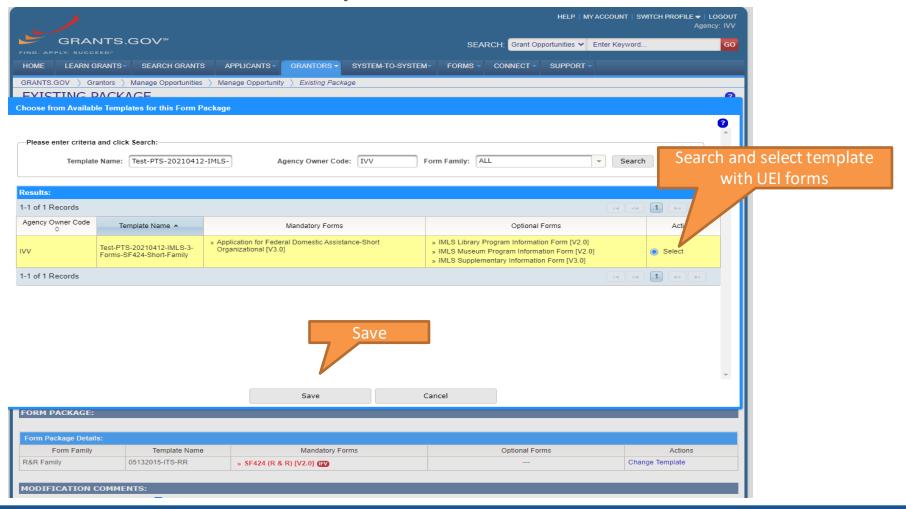# Option 1: Update existing DUNS packages to use UEI forms

Option 1: Update existing DUNS packages to use UEI forms

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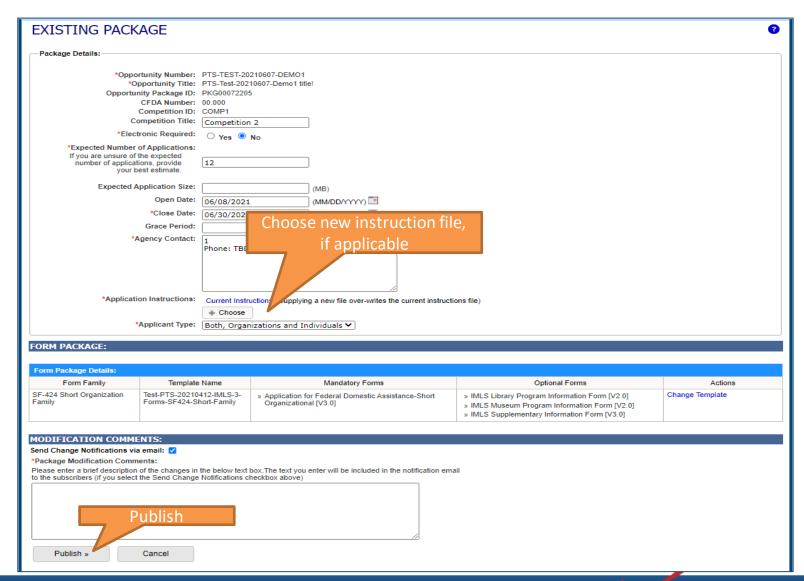- You can choose to send notifications to subscribed users

Option 1 (continued..)

- Search and select template with UEI forms

Option 1 (continued..)

- Choose new instructions file if applicable and you can choose to send notifications to subscribed users

- Publish and confirm changes
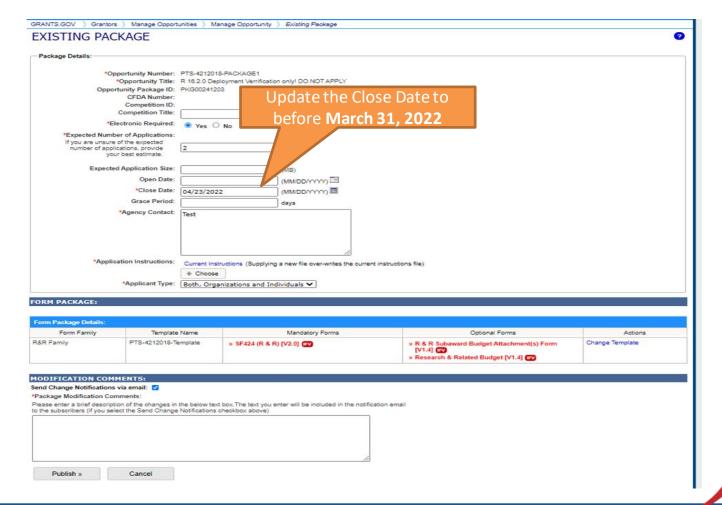 - Once published, UEI forms are immediately available

Option 2: Close DUNS packages and create new UEI packages

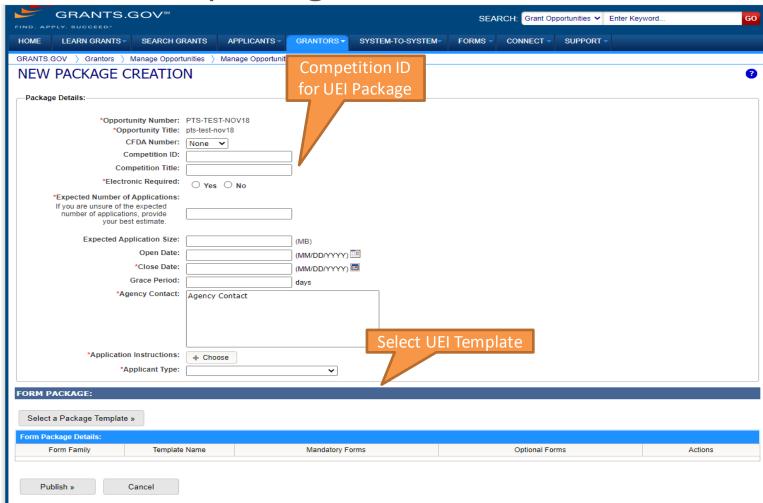# Option 2: Close DUNS packages and create new UEI packages

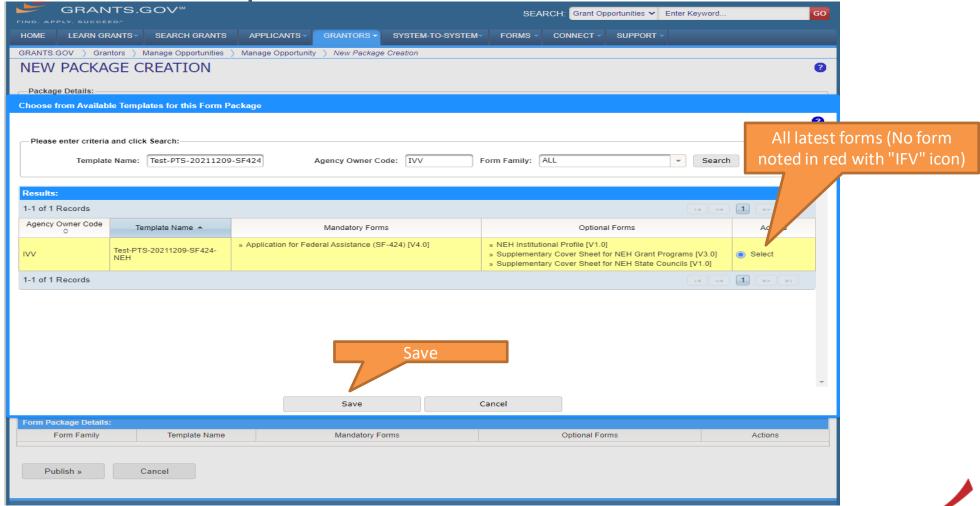- Close the DUNS package. You can choose to send notifications to subscribed users
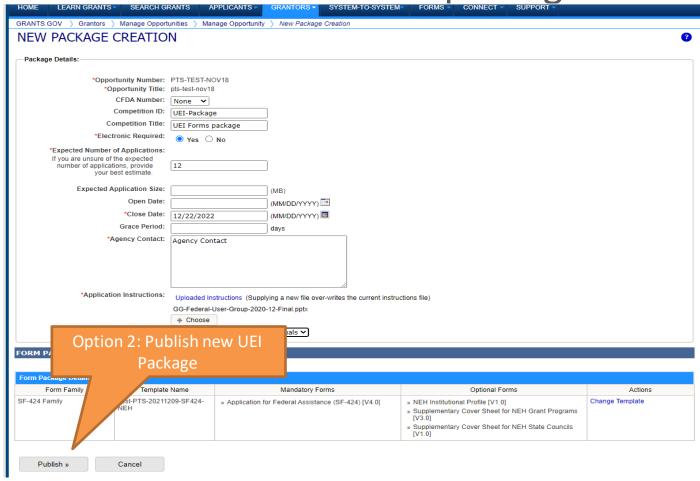
Option 2 (continued..)

- Create new UEI package

Option 2 (continued..)

- Search for UEI template

Option 2 (continued..)

- Publish and confirm new UEI package

QUESTIONS?

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

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