



Test Guidelines for Grantors

Release 16.2.1 – Package Id in new Submission Headers for Applicants and new Web Services for Applicants

Revision History

| Version | Change | Author | Date Revised |
|---------|-----------------|--------|--------------|
| 1 | Initial version | PTS | 06/04/2018 |
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1 Release Background

R16.2.1 includes new submission header for S2S Applicants and new Web Services for Applicants. No changes are expected for Grantors.

2 Scope

This document contains guidelines for testing of this release, including [FAQs \(ctrl + click here\)](#) section. Users who are not familiar with the existing functionality at Grants.gov can also refer to Grants.gov online help available on the website. Users can also contact uat@grants.gov if any help or clarification is needed during testing.

Note: Users are recommended to complete as many test scenarios as they can, depending on their time availability and send their results back to uat@grants.gov.

3 Test environment, Data, Schedule and Reporting

3.1 Environment

The Training environment will be used for testing.

- It can be accessed at <https://training.grants.gov> via the browser
- It can be accessed using <https://trainingws.grants.gov> via S2S interface

3.2 Test Data

- Grantors and Applicants can use their existing test certificates and accounts on the Training environment or create new ones. For additional help, refer to [FAQs](#) section.
- Do not use any sensitive or confidential information (including the file attachments) while testing.

3.3 Schedule

- Providing feedback as soon as testing is complete is highly recommended.
- Note: The Version 1 Submission Header will be available in Training environment until October 20, 2018.

3.4 Reporting and POC

After testing is complete, email your feedback to the address noted below. If clarification is needed, send email to the address noted below. Please note that this email is for testing purposes only.

Uat@grants.gov

Note: Please report all the functional and usability issues in your feedback so Grants.gov team can review and address them. Wherever possible, please include the screenshots of the issues in your report.

4 Testing

The following are recommended test scenarios for Grantors.

4.1 Grantor S2S interface

Prerequisites:

1. Grantor certificate must be installed on the Training environment and roles related to the functionality should have been assigned to the certificate.
2. Grantor system should be ready to send requests to and receive responses from Grants.gov Training environment.
3. Grantor agency should contain a Test Package under the Training environment.
4. Grantor should coordinate with applicants S2S user to make a submission to their test package using V1 header and V2 header. If help is needed, please contact Uat@grants.gov

4.1.1 Review application submitted

| # | Checklist | Feedback |
|----|--|----------|
| 1. | Download the application submitted by S2S applicant using V1 header | |
| 2. | Process the application through your system like you do on Production and confirm that there are no issues | |
| 3. | Download the application submitted by S2S applicant using V2 header | |
| 4. | Process the application through your system like you do on Production and confirm that there are no issues | |
| 5. | Ad-hoc testing..... | |

4.2 Browser Interface

4.2.1 Review application submitted

Prerequisite 1: Grantor should have a login on the Training environment with relevant roles assigned for downloading the application package.

Prerequisite 2: Grantor should have a package published on the Training environment.

Prerequisite 3: Grantor should coordinate with applicants S2S user to make a submission to their test package using V1 header and V2 header. If help is needed, please contact Uat@grants.gov

| # | Checklist | Feedback |
|----|---|----------|
| 1. | Login as Grantor | |
| 2. | Download the application submitted by S2S applicant using V1 header | |
| 3. | Review the contents of the zip file and confirm that all the information submitted by the applicant is available. | |
| 4. | Download the application submitted by S2S applicant using V2 header | |
| 5. | Review the contents of the zip file and confirm that all the information submitted by the applicant is available. | |
| 6. | Ad-hoc testing..... | |

4.3 Third Party functionality (** For NIH only)

Refer to R16-2-1 - Test Guidelines for Applicants - v1.docx for third party related test guidelines.

5 References

5.1 FAQs:

5.1.1 Grantor accounts:

5.1.1.1 *If you do not have an account:*

- [Register](#) as a new user.
- If you need Grants.gov team to associate your account with your test agency and assign you roles during this testing, please send an email to Uat@grants.gov with your test agency name, email address associated with your test account and the roles you need.

5.1.1.2 *If you already have an account:*

- You can continue using it if you have the username and password.

- If you forgot your username or password, navigate to login page and use the links under the login box to retrieve the username and change the password.

5.1.2 Providing feedback and reporting issues:

- Use the feedback column for providing test results and comments.
- Additional documents can be used to provide feedback, screenprints, etc.
- Please report all functional and usability issues in your feedback so Grants.gov team can review and address them.
- Please send your feedback to Uat@grants.gov