Guided Simulation Script

Completing Grant Application Packages Demonstration

Revised 8/20/2004

Purpose

The purpose of the Grant Application Packages Demonstration Script is listed below:

This script accompanies the Completing Grant Application Packages Demonstration Simulation and is provided so all individuals can view to the simulation. In the event that a user can not fully access the simulation, this script describes all on-screen text, graphics, audio, and mouse movements contained within in the simulation.

Agenda

The Grant Application Packages Demonstration Simulation simulates the activities listed below:

- Launch the grant application package

- Enter data into forms using the PureEdge Application viewer

- Review the items that must be completed in order to submit your grant application package
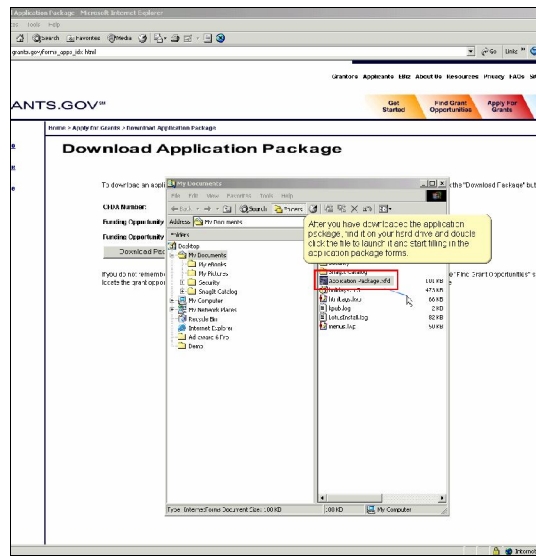
On Screen Graphic: The Microsoft Internet Explorer window is visible with a red highlight box emphasizing the Application Package.xfd file from the explorer menu.

On Screen Text & Audio: After you have downloaded the application package, find it on your hard drive and double click the file to launch it and start filling in the application package forms.
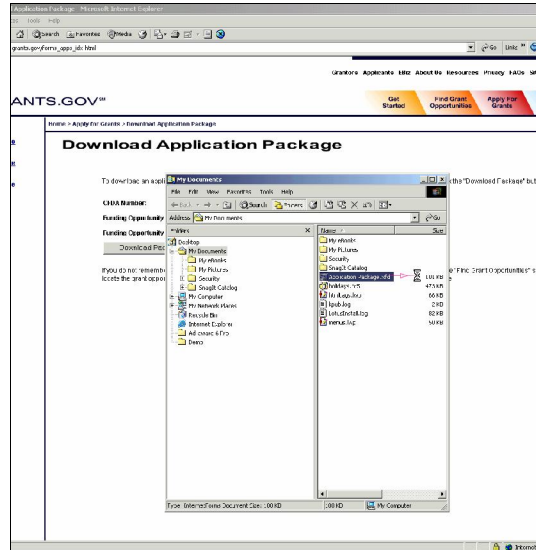
Simulation: There is no simulation on this screen.
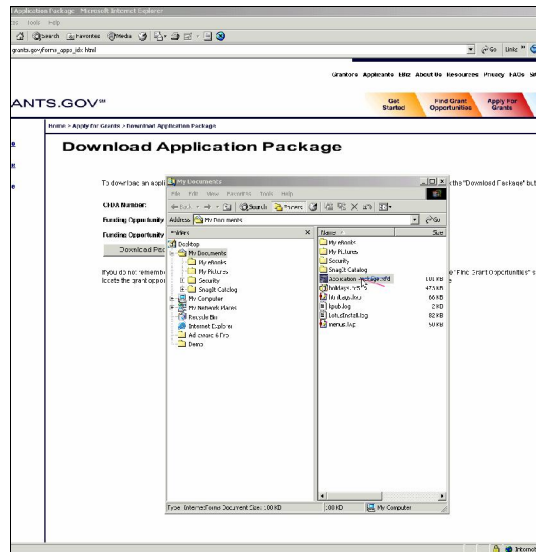
On Screen Graphic: The Microsoft Internet Explorer window is visible.

On Screen Text & Audio: Sound of the mouse double clicking on the Application Package.xfd file is played.

Simulation: The user double clicks the Application Package.xfd file. The Grant Application Package screen opens.

On Screen Graphic: The Microsoft Internet Explorer window is visible. As a result of the user double clicking on the Application Package.xfd file, a blue box appears highlighting Application Package.xfd.

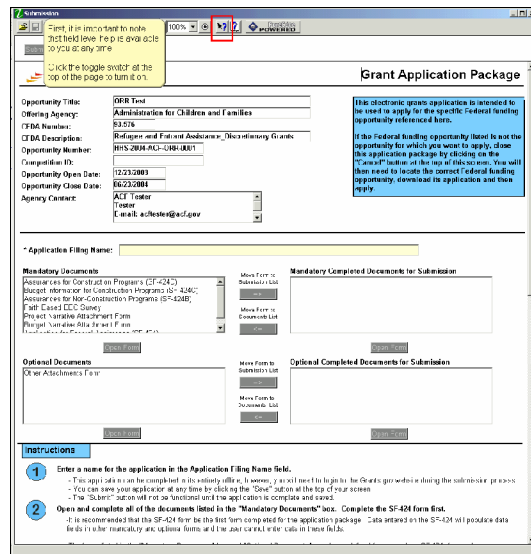**On Screen Text & Audio:** This screen contains no audio.

Simulation: There is no simulation on this screen.
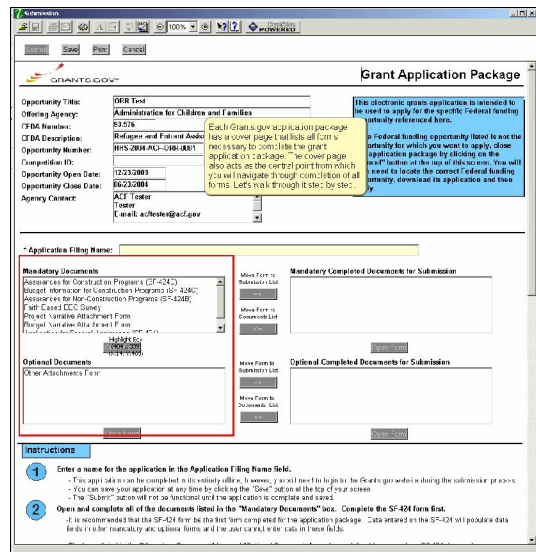
On Screen Graphic: The Grant Application Package screen opens. One red highlight box appears around both the Mandatory Documents and Optional Document boxes.

On Screen Text & Audio: Instructions for completing the specific application package are listed at the bottom of the screen. Use the scroll bars to move up and down the application package. Each Grants.gov application package has a cover page that lists all forms necessary to complete the grant application package. The cover page also acts as the central point from which you will navigate through completion of all forms. Let's walk through it step by step.
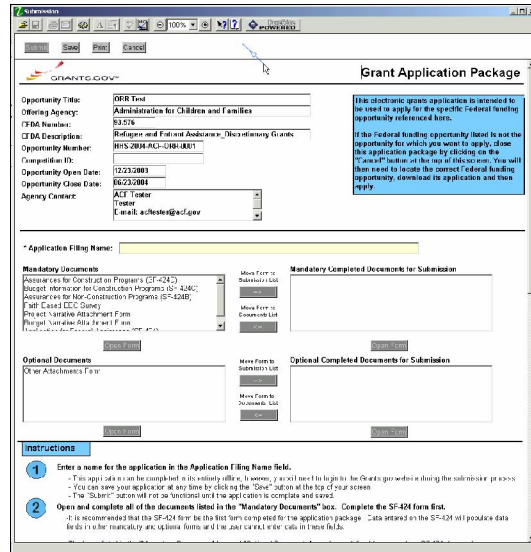
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Simulation: There is no simulation on this screen.

On Screen Graphic: The Grant Application Package screen remains open. One red highlight box appears around the Field Level Help button.

On Screen Text & Audio: First, it is important to note that field level help is available to you at any time. Click the toggle switch at the top of the page to turn it on.
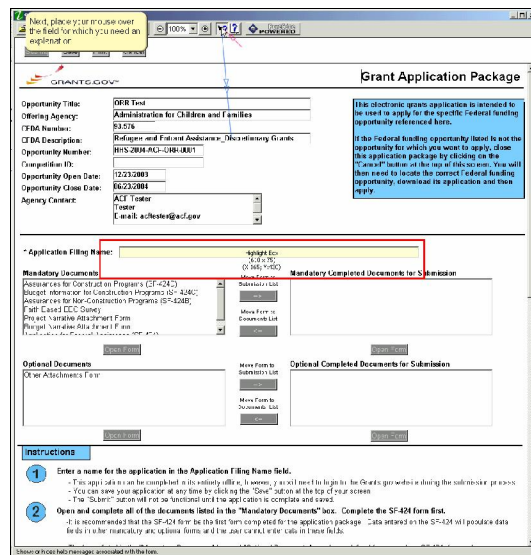
Simulation: There is no simulation on this screen.

On Screen Graphic: The Grant Application Package screen remains open.

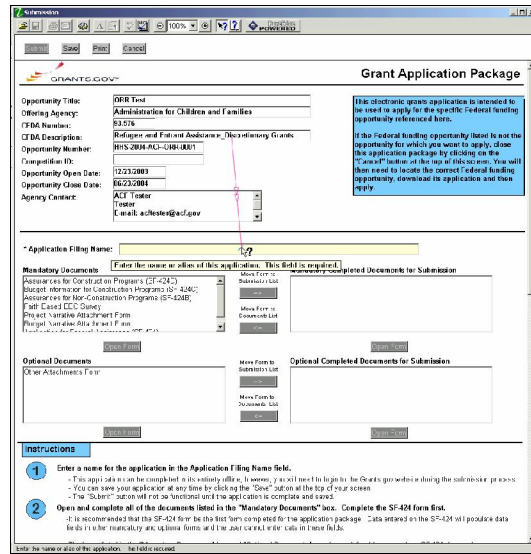**On Screen Text & Audio:** Sound of the mouse single clicking the Field Level Help button.

Simulation: The user single clicks the Field Level Help button.

On Screen Graphic: The Grant Application Package screen remains open. A red highlight box is visible around the Application Filling Name box.

On Screen Text & Audio: Next, place your mouse over the field for which you need an explanation.

Simulation: The user moves the mouse from the top of the screen at the Field Level Help button to the middle of the screen to the Application Filling Name box.

On Screen Graphic: The Grant Application Package screen remains open.

**On Screen Text & Audio:** This screen contains no audio.

Simulation: A pop up box appears below the Application Filling Name field with the text, "Enter the name of this application. This field is required.".
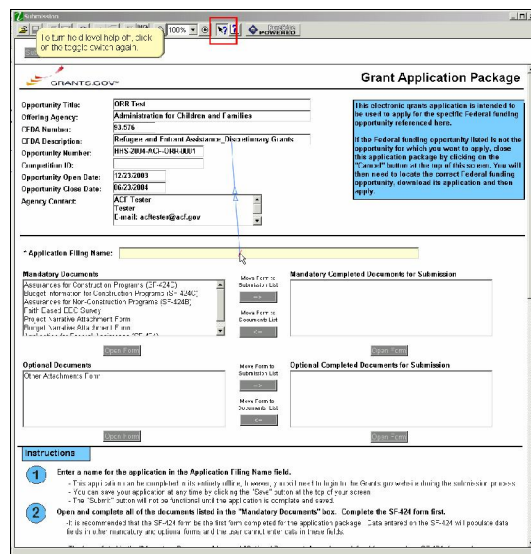
On Screen Graphic: The Grant Application Package screen remains open. A red highlight box is visible around the Field Level Help button.

**On Screen Text & Audio:** To turn field level help off, click on the toggle switch again.

Simulation: The user clicks the Field Level Help button to turn field level help off.
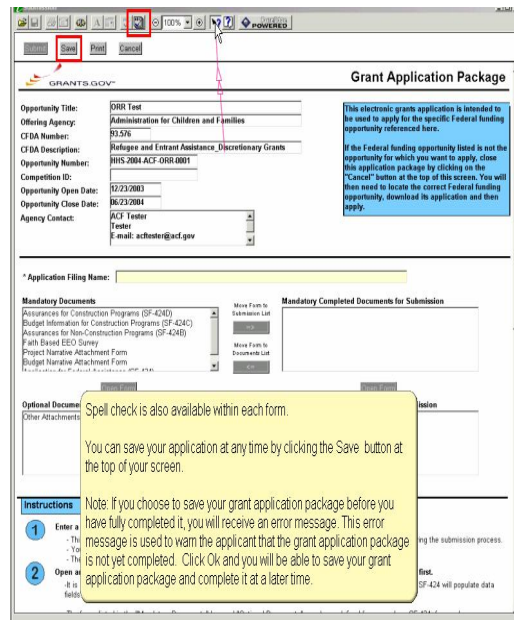
On Screen Graphic: The Grant Application Package screen remains open. A red highlight box is visible around the Spell Check and Save buttons.

On Screen Text & Audio: Spell check is also available within each form. You can save your application at any time by clicking the Save button at the top of your screen. Note: If you choose to save your grant application package before you have fully completed it you will receive an error message. This error message is used to warn the applicant that the grant application package is not yet completed. Click Ok and you will be able to save your grant application package and complete it at a later time.
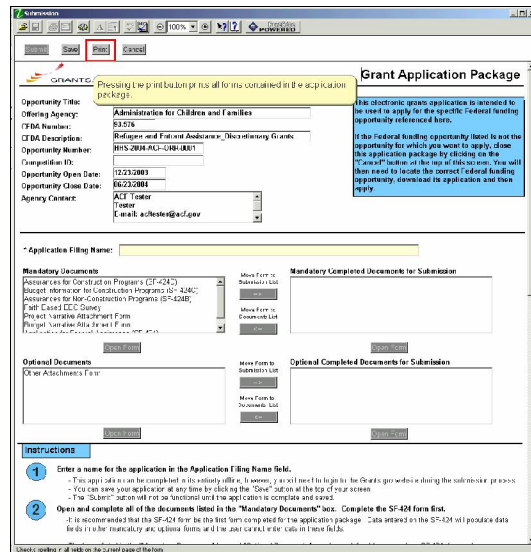
Simulation: There is no simulation on this screen.
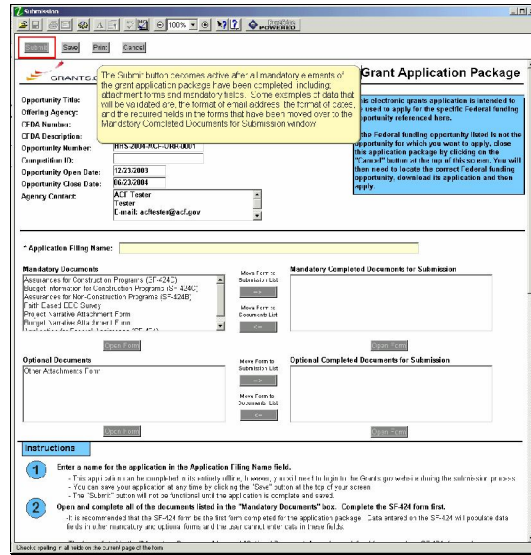
On Screen Graphic: The Grant Application Package screen remains open. A red highlight box is visible around the Submit button.

On Screen Text & Audio: The Submit button becomes active after all mandatory elements of the grant application package have been completed, including; attachment forms and mandatory fields. Some examples of data that will be validated are, the format of email address, the format of dates, and the required fields in the forms that have been moved over to the Mandatory Completed Documents for Submission window.
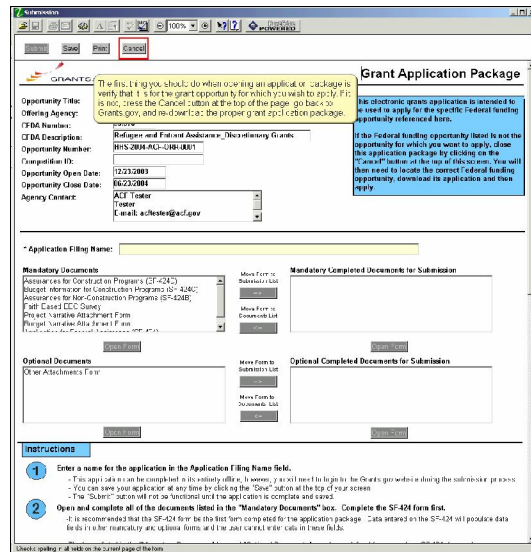
Simulation: There is no simulation on this screen.

On Screen Graphic: The Grant Application Package screen remains open. A red highlight box is visible around the Print button.

On Screen Text & Audio: Pressing the print button prints all forms contained in the application package.
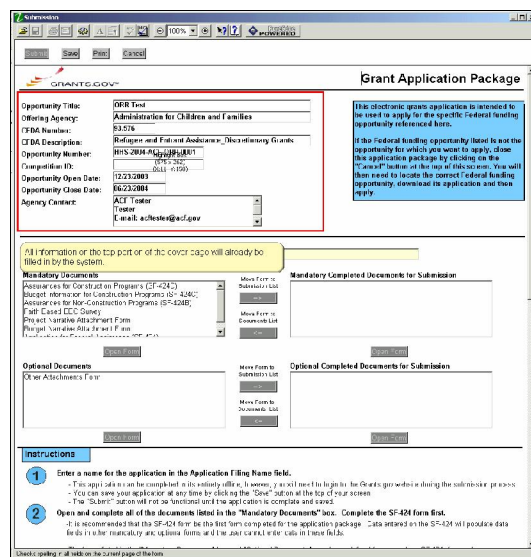
Simulation: There is no simulation on this screen.

On Screen Graphic: The Grant Application Package screen remains open. A red highlight box is visible around the Cancel button.

On Screen Text & Audio: The first thing you should do when opening an application package is verify that it is for the grant opportunity for which you wish to apply. If it is not, press the Cancel button at the top of the page, go back to Grants.gov, and download the proper grant application package.
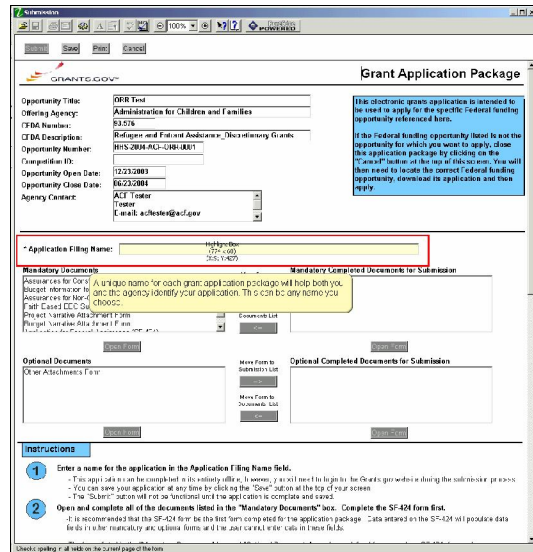
Simulation: There is no simulation on this page.

On Screen Graphic: The Grant Application Package screen remains open. A red highlight box is visible around the top portion of the Grant Application Package cover page.

On Screen Text & Audio: All information on the top portion of the cover page will already be filled in by the system.
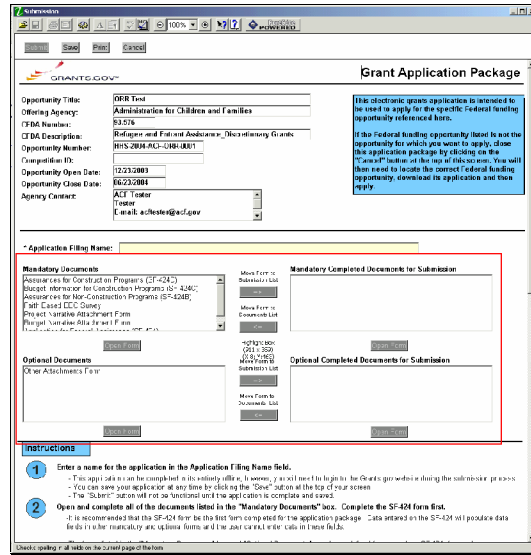
Simulation: There is no simulation on this page.

On Screen Graphic: The Grant Application Package screen remains open. A red highlight box is visible around the *Application Filing Name box.

On Screen Text & Audio: A unique name for each application package will help both you and Grants.gov identify your application. This can be any name you choose.
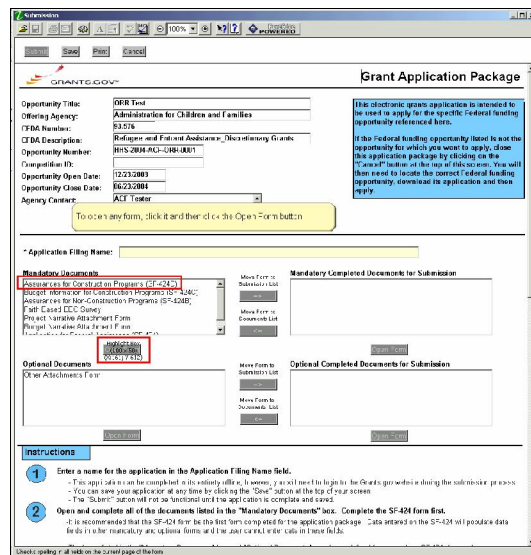
Simulation: There is no simulation on this page.

On Screen Graphic: The Grant Application Package screen remains open. One red highlight box is visible around both the Mandatory Documents and Optional Documents boxes.

On Screen Text & Audio: Forms included in each application package are divided into two groups - Mandatory and Optional.
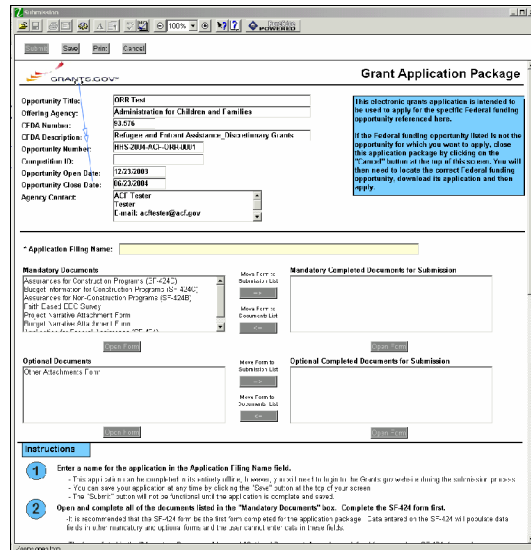
Simulation: There is no simulation on this page.

On Screen Graphic: The Grant Application Package screen remains open. A red highlight box is visible around the Assurances for Construction Programs (SF-424D) document. Another red highlight box is visible around the Open Form button.

On Screen Text & Audio: To open any form, click it and then click the Open Form button.
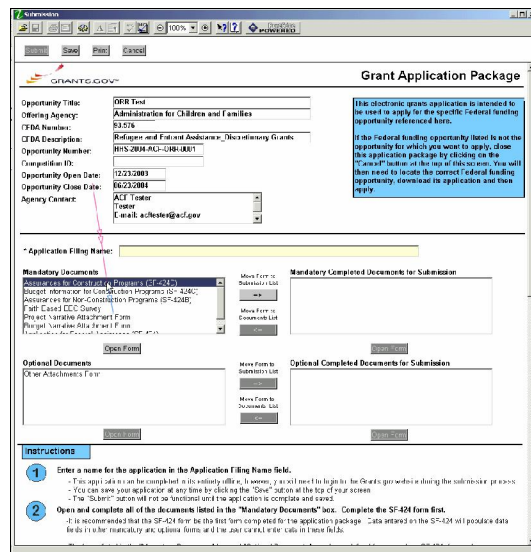
Simulation: There is no simulation on this page.

On Screen Graphic: The Grant Application Package screen remains open.

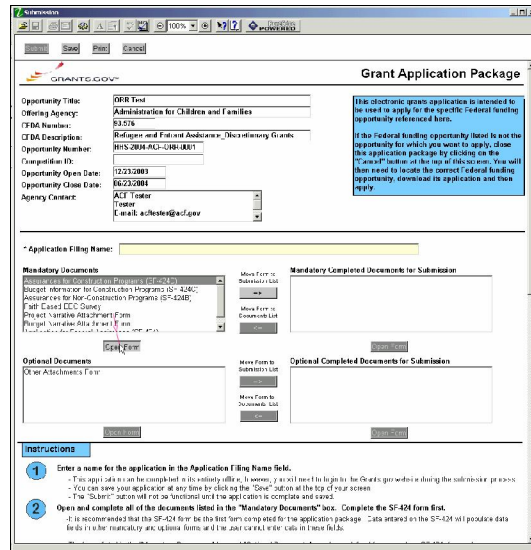**On Screen Text & Audio:** This screen contains no audio.

Simulation: The user moves the mouse downward towards the Assurance for Construction Programs (SF-424D) document file.

On Screen Graphic: The Grant Application Package screen remains open.

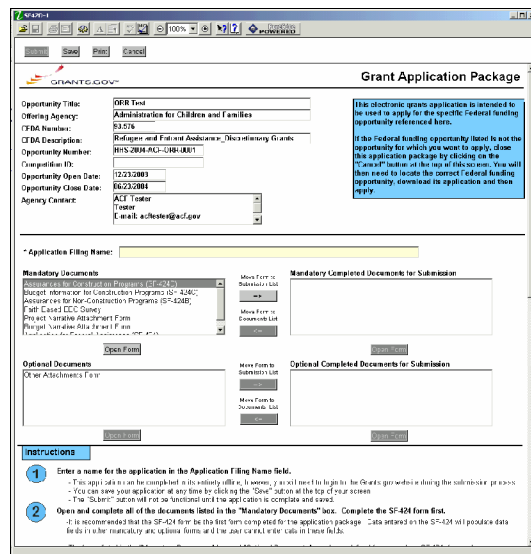**On Screen Text & Audio:** The sound of a single click plays.

Simulation: The user single clicks on the Assurances for Construction Programs (SF-424D) document file.

On Screen Graphic: The Grant Application Package screen remains open.

On Screen Text & Audio: The sound of a single click plays.
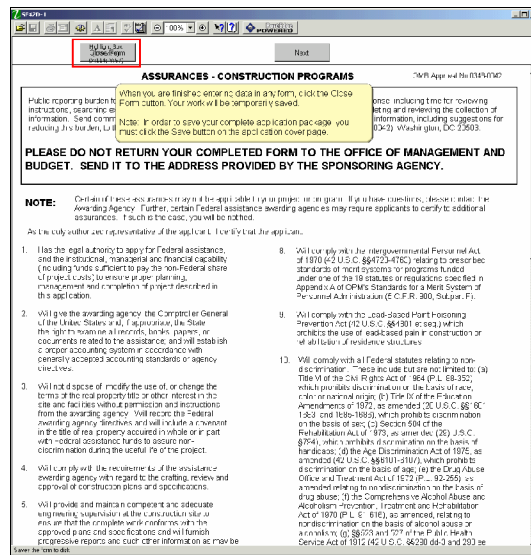
Simulation: The user single clicks on the Open Form button.

On Screen Graphic: The Grant Application Package screen remains open.

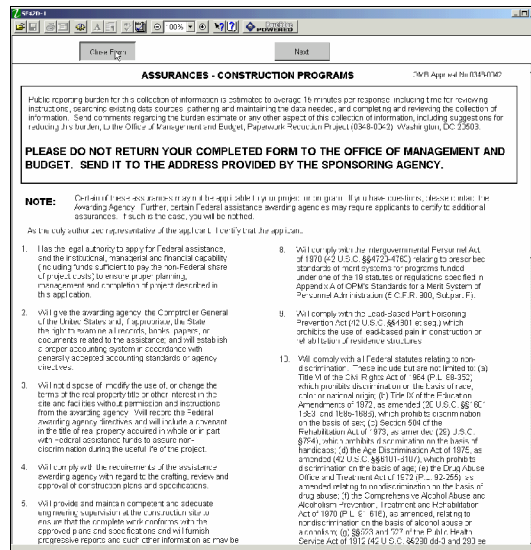**On Screen Text & Audio:** This screen contains no audio.

Simulation: A gray highlight bar is visible under the Assurances for Construction Programs (SF-424D) document file.

On Screen Graphic: The SF42D-1 document opens. A red highlight box is visible around the Close Form button.

On Screen Text & Audio: When you are finished entering data in any form, click the Close Form button. Your work will be temporarily saved. Note: In order to save your complete application package, you must click the Save button on the application cover page.
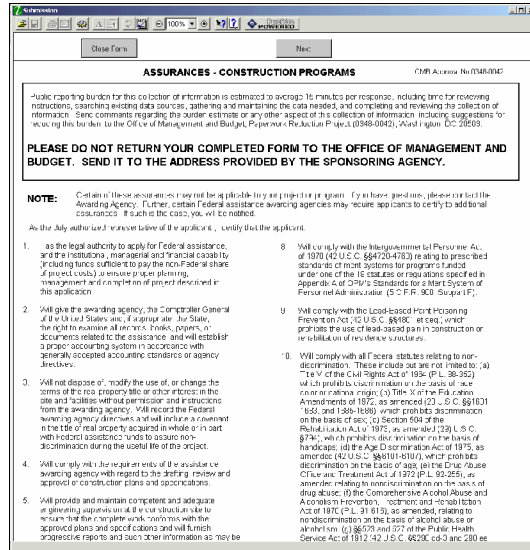
Simulation: There is no simulation on this screen.

On Screen Graphic: The SF42D-1 document remains open.

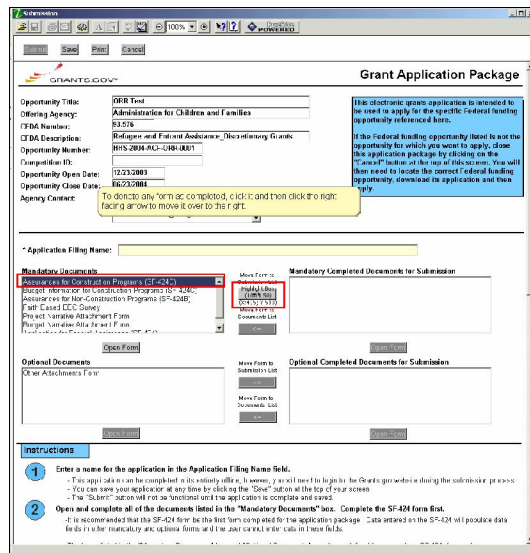**On Screen Text & Audio:** The sound of a single click is played.

Simulation: The user single clicks the Close Form button.

On Screen Graphic: The SF42D-1 document remains open.

On Screen Text & Audio: This screen contains no audio.

Simulation: The SF42D-1 document closes.

On Screen Graphic: The Grant Application Package screen is now visible. A red highlight box is visible around the Assurances for Construction Programs (SF-424D) document file. Another red highlight box is visible around the Move Form to Submission List button.

On Screen Text & Audio: To denote any form as completed, click it and then click the right facing arrow to move it over to the right.

Simulation: There is no simulation on this screen.

On Screen Graphic: The Grant Application Package screen remains open.

On Screen Text & Audio: The sound of a single click is played.

Simulation: The user single clicks the Assurances for Construction Program (SF-424D) document file.

On Screen Graphic: The Grant Application Package screen remains open.

On Screen Text & Audio: The sound of a single click is played.

Simulation: The user single clicks the Move Form to Submission List button.

On Screen Graphic: The Grant Application Package screen remains open. A red highlight box is visible around the Assurance for Construction Programs (SF-424D) document file.

On Screen Text & Audio: Notice the document has now moved from the Mandatory Documents box to the Mandatory Completed Documents for Submission box. Once completed, all forms in the Mandatory Documents box must be moved to the Mandatory Completed Documents for Submission box in order to submit your application.

Simulation: The Assurances for Construction Programs (SF-424D) document file moves from the Mandatory Documents box to the Mandatory Completed Documents for Submission box.
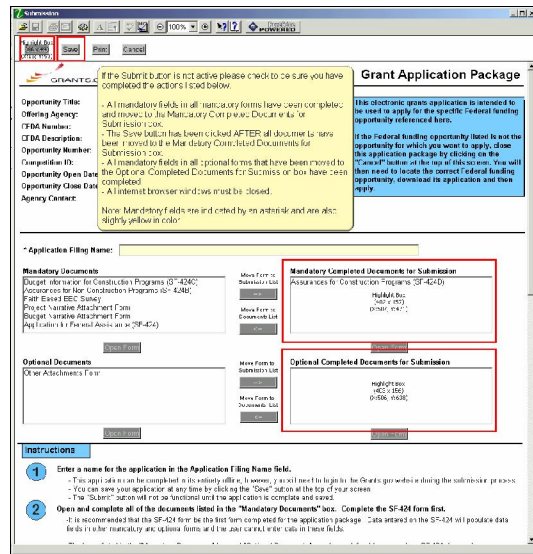
On Screen Graphic: The Grant Application Package screen remains open. A red highlight box is visible around the following:

- Submit button

- Save button

- Mandatory Completed Documents for Submission box

- Optional Completed Documents for Submission

On Screen Text & Audio: If the Submit button is not active please check to be sure you have completed the actions listed below.

- All mandatory fields in all mandatory forms have been completed and moved to the Mandatory Completed Documents for Submission box.

- The Save button has been clicked AFTER all documents have been moved to the Mandatory Completed Documents for Submission box.

- All mandatory fields in all optional forms that have been moved to the Optional Completed Documents for Submission box have been completed.

- All internet browser windows must be closed.

Note: Mandatory fields are indicated by an asterisk and are also slightly yellow in color.

Simulation: The contents of the Mandatory Documents box moves over to the Mandatory Completed Documents for Submission box. The contents of the Optional Documents box moves over to the Optional Completed Documents for Submission box. Note: This simulation does not occur as a result of the user making actions on the screen. The movement is displayed to assist the user in recognizing that all Mandatory and Optional documents must be moved over to the appropriate locations in order for the documents to be submitted.
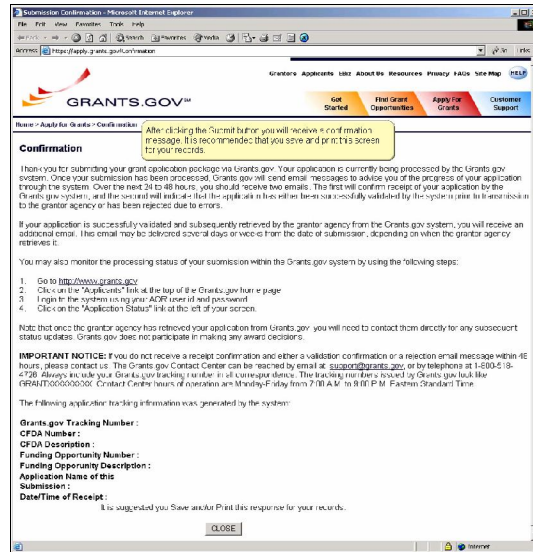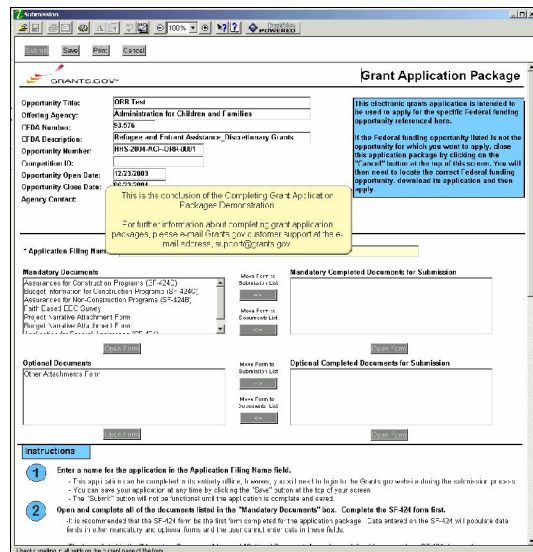
On Screen Graphic: The Submission Confirmation screen is visible.

On Screen Text & Audio: After clicking the Submit button you will receive a confirmation message. It is recommended that you save and print this screen for your records.

Simulaiton: There is no simulation on this screen.

On Screen Graphic: The Grant Application Package screen remains open.

On Screen Text & Audio: This is the conclusion of the Completing Grant Application Packages Demonstration. More information about completing grant application packages can be obtained by visiting the Customer Support page at www.grants.gov, or by e-mail at support@grants.gov.

Simulation: There is no simulation on this screen.