



# User Attached S2S Forms

A \*NEW\* Coeus tool enables users to upload individual (Unstitched) Adobe forms (e.g. Planned Enrollment Report for Human Subjects form) to meet submission requirements when the target form(s) is not mapped in Coeus for submission to Grants.gov. Through use of this tool, the data is *not* entered into Coeus fields, but are treated like uploaded narrative files.

## Where do I find the forms?

Most commonly used forms can be found on the Office of Research Administration and Finance (ORAF) [Forms](#) page.

## Are there any special instructions for filling out the form?

Like Narrative forms, Unstitched forms like the Planned Enrollment Report should follow the same rules relative to avoiding use of special characters. See Grants.gov [Grant Application FAQ's](#) for more information on avoiding use of special characters.

It is *strongly recommended* that users avoid cut/paste into any form, including the Planned Enrollment form, to eliminate inclusion of any hidden 'meta data' that could cause special character errors.

Note: Information relative to Human Subjects should be included in the Human Subjects Narrative (vs. the comment field on the unstitched forms).

## Connecting to Grants.gov, and uploading the form

➤ If the forms you will be uploading are **Optional** (e.g. Planned Enrollment Report for Human Subjects), you can connect to the opportunity to Grants.gov either before or after uploading, with these impacts:

- If you connect *before* uploading the forms with the tool, the Grants.gov Forms section will show those optional forms as "not available".

PHS398_CumulativeInclusionReport	✗	Not Available	<input type="checkbox"/>
PlannedReport	✗	Not Available	<input type="checkbox"/>

- If you connect to the Grants.gov opportunity *after* uploading the forms with the tool, when you connect to the opportunity, the Grants.gov Forms will display as 'available' and allow you click the box to include them in the submission.

PHS398_CumulativeInclusionReport	<input type="checkbox"/>	Available	<input type="checkbox"/>
PlannedReport	<input checked="" type="checkbox"/>	Available	<input type="checkbox"/>

- If there are **mandatory** forms in the opportunity that are not available in Coeus, you will need to upload those unstitched forms *first* and then connect to the opportunity.
  - NOTE: For Mandatory forms not in Coeus, users must follow the sponsor instructions very carefully when filling out the forms, as Coeus has no specific validations on the content of these forms. If you are not familiar with the form, form requirements, and content, download the Adobe package from Grants.gov to see any onscreen help info for the form.
  - All Forms can also be found at the [Grants.gov AT07](#) web page

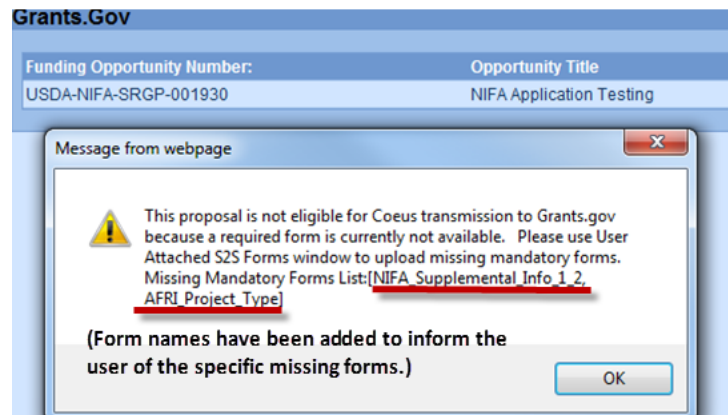
## QuickCard: User Attached S2S Forms

- Forms with an asterisk (\*) in the PDF column are unstitched and available for use with the upload tool.

\* Denotes a form that is fillable for sample purpose only, and the form is NOT submittable

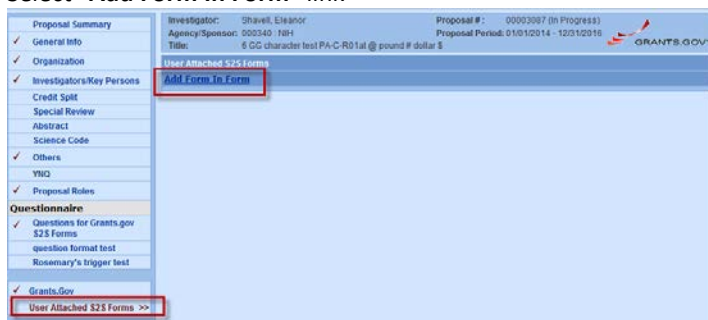
Agency Owner	Form Name	Adobe Form	Form Schema	Data Analysis	GG Version	OMB Number	OMB Expiration
USDA	AFRI PROJECT TYPE	PDF*	Schema	DAT	1.0	0524-0035	02/29/2016
Grants.gov	Assurances for Non-Construction Programs (SF-424)	PDF*	Schema	DAT	1.1	4040-0007	06/30/2014
Grants.gov	Attachments	PDF	Schema	DAT	1.1		
HHS	PHS 288 Training Subaward Budget Attachment(s) Form	PDF	Schema	DAT	2.0	0925-0001	08/31/2015
HHS	PHS Cover Letter	PDF	Schema	DAT	1.2	0925-0001	08/31/2015
HHS	PHS Fellowship Supplemental Form	PDF	Schema	DAT	2.0	0925-0001	08/31/2015
HHS	Planned Enrollment Report	PDF*	Schema	DAT	1.0	0925-0002	08/31/2015
Grants.gov	Project/Performance Site Location(s)	PDF*	Schema	DAT	2.0	4040-0010	08/30/2016

- Note: the comment at the top of the table – that the forms are “not submittable” – means that they are not intended to be submitted *individually* to Grants.gov. These have been ‘unstitched’ to be included as part of a full S2S submission.
- Names of the unavailable forms have been added to the ‘not eligible for Coeus transmission to Grants.gov’ message window to alert users to the specific forms making the connection ineligible, and the need to use the new tool to meet the requirement.



## Step-by-step instructions

- Select **User Attached S2S Forms** navigation button (below Grants.gov Nav Button)
- Select “Add Form In Form” link



- Enter a **Description** (required)
- Select **Browse** to locate and select the form file, and **Save**.

## QuickCard: User Attached S2S Forms

User Attached S2S Forms

Description:

File Name:

User Attached S2S Forms

[Add Form In Form](#)

File Name	Form Name	PDF	XML			
<input checked="" type="checkbox"/> SAMPLE-fillable- PHS398_CumulativeInclusionReport- V1.0.pdf	PHS398_CumulativeInclusionReport	✓	✓	View Form	View XML	Remove

- Click the [+] to see the details Description entered by user, PDF Last Updated day, time and username, and Namespace information about the uploaded GG fillable form.

User Attached S2S Forms

[Add Form In Form](#)

File Name	Form Name	PDF	XML			
<input checked="" type="checkbox"/> SAMPLE-fillable- PHS398_CumulativeInclusionReport- V1.0.pdf	PHS398_CumulativeInclusionReport	✓	✓	View Form	View XML	Remove
<b>Details</b>						
Description : cumulative report						
PDF Last Updated : 2013-10-08 10:10:19.0 by rhanlon						
Namespace : http://apply.grants.gov/forms/PHS398_CumulativeInclusionReport-V1.0						

- Click **“View Form”** to preview the upload
- Click **“View XML”** to see the xml code in a separate browser window.
- Click **“Remove”** to delete this upload.

- If the document uploaded is not completely filled out, Coeus will present an error message:

Investigator: Shavell, Eleanor Proposal #: 00003164 (In Progress)

Agency/Sponsor: 000340 : NIH Proposal Period: 01/01/2014 - 12/31/2016

Title: 7.B.2.alt LITE two opps/same form complete FAIL bad error

User Attached S2S Forms

• Some errors have occurred while uploading the form. Root cause: Unexpected element {http://apply.grants.gov/forms/PlannedReport-V1.0}:NotHispanic

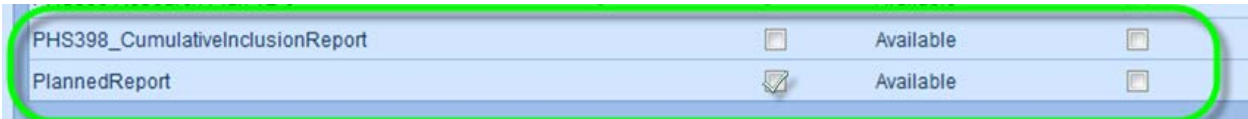
[Add Form In Form](#)

File Name	Form Name	PDF	XML			
<input checked="" type="checkbox"/> 3B-PA-C-R01-multi-forms-comp- comp.pdf	PlannedReport	✓	✓	View Form	View XML	Remove
<input checked="" type="checkbox"/> 3B-PA-C-R01-multi-forms-comp- comp.pdf	PHS398_CumulativeInclusionReport	✓	✓	View Form	View XML	Remove

Example of error message if user uploads an opportunity with an incomplete target form.jpg - Latest 07/Nov/13 11:40 AM - Rosemary Hanlon

## QuickCard: User Attached S2S Forms

- RESOLUTION: Remove the uploaded form, open the form and complete, SAVE, and re-upload the now completed form.
- Connect the proposal to the Grants.gov opportunity. The uploaded forms will show as 'Available' in the forms section. REMEMBER to check the "Include" box next to the uploaded optional form so that the form is included with your submission.
  - NOTE: Despite these forms being uploaded, not all of them will be able to be printed from the Grants.gov screen. If you receive an error when trying to print, unselect the S2S document's checkbox to print. This will give you a PDF document of the entire proposal except the S2S document



PHS398_CumulativeInclusionReport	<input type="checkbox"/>	Available	<input type="checkbox"/>
PlannedReport	<input checked="" type="checkbox"/>	Available	<input type="checkbox"/>

## Getting Help

### Other [QuickCards](#) in this series

Minimum Proposal Requirements

Detailed Budget Preparation

Modular Budget

Copy Proposal

Linking to Grants.gov

SubAwards Upload

Other Tab

Appropriate Roles for Non-NU Investigators

Adding a Name to the Rolodex

### CoelusLite Users Guide

<http://www.northeastern.edu/research/coelus/resources/coelus-system-guides/>

### Coelus Support

[Coelus-help@neu.edu](mailto:Coelus-help@neu.edu)

### Office of Research Administration & Finance (ORAF)

Grant Officer: <http://www.northeastern.edu/research/raf/contact/>