



Grant Writing

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1. INTRODUCTION

Grants and cooperative agreements are non-procurement used for awarding research and development, to transfer a thing of value to carry out a public purpose of support or stimulation authorized by law. A subject relevant to an interest of the Department of Defense grants are typically awarded to universities or non-profit organizations and involve no fee or profit. Grants are not issued on a **SF 26** or **DD 1155**. Rather, they are created in word processing programs using special “forms” and formats that roughly correspond to regular contracting documents, for example, the **DD 2566** corresponds to a **DD Form 350**.

PD² is designed for contracting using procurement instruments, not grants. PD² provides reporting, forms, etc. only for procurement objects. That said, grant shops are still DoD procurement agents and must conform to the same constraints and processes as other contracting offices using PD².

1.1 Problem

Grants are awarded in PD² on a **DD1155** Simplified Purchase and **SF 26** Service Contract form. Current (paper) business practices allow the site to:

1. Create word processing documents in the correct formats.
2. Save grant and regular contracting information in an organized, combined file format
3. Produce adequate reports and data extracts
4. Avoid double entry into procurement systems and grant writing systems.

This is normally accomplished by creating all awards in hard copy. Grants are written by filling in and printing MS-Word templates with the information provided by the engineering department. Procurement forms may be populated outside of PD². All documents are run through a scanner and archived electronically. Awards are sent in hard copy to recipients/vendors and DFAS. No interfaces are used.

2. GRANT WRITING WITH PD²

PD² can support grant writing by using **SF 26** document icons as the object to which the MS-Word files are attached in the form of PD² **Attachments**. All non-grant contracting is as per standard PD² functionality. This allows one database to contain all awards. PD² reporting, interfacing, etc. for grants is done by using standard reporting features, transmitting, etc. on the **SF 26** shell.

Key elements to creating grants in PD²:

- MS-Word grant templates can be imported as Attachment templates, in the **Attachment** Task of **System Administration**.
- Enter minimum required data in the **SF 26** in PD² so that the grant can be saved, released, transmitted and reported as any other document in PD².
- The **SF 26** is primarily a placeholder or “tracking” document for certain key data items and does not replace the MS-Word files for a grant. Grants are still issued as Microsoft Word documents.
- Repetitive data entry can be avoided by using smart attachment templates.

2.1 Creating the SF26

- a) Choose an appropriate cabinet and folder inside PD² for the grant and create a stand-alone **SF 26**.
- b) Change the default number in the **Number** field in the **Create New SF 26 Award** window to the grant number.

Note: Grants use the same numbering convention as other awards, except that instead of a C or D in the ninth position of the contract number, a “1” is entered for grants and “2” is entered for cooperative agreements.

- c) Enter the Grant Proposal Number in the **Description** field (ie, 39124-EV).
- d) Enter the minimum required data in the *Items 1-10*, *Items 11-15*, *Items 16-20* and *Clauses* tab to save, approve and release the **SF 26**.
- e) General Notes:
 1. The **Issuing Office** should be the **Granting Office**, with short code, DODAAC, etc. as per any other Issuing Office organization address.
 2. The vendor is the grant recipient, e.g. MIT. The recipient should be entered into **Vendor Maintenance** as per any other contractor with TIN, DUNS, CAGE, etc.
- f) Line Item Notes:
 1. The award should contain one line item. Enter “*GRANT*” or “*Grant Line Item*” in the **Description** field. Enter the research title in the **Extended Description**

field. I.e., “Conditional Analysis of Unsaturated Flow in Randomly Heterogeneous Soils.”

2. Select the actual grant performance period in the **Period of Performance** field.
3. Select **FFP** as the **CLIN Contract Type**.
4. Enter “1” as the **Quantity** of the grant.
5. Enter the grant amount in the **Price** field.
6. Select **Lot** or **Job** from the **Unit of Issue** drop-down list box.
7. Click on the *Funding* tab. Click the **[Add]** button and enter the appropriate funding strip, ACRN and obligation amount in the *Funding* tab.

The screenshot shows the 'Line Item Detail' window with the following fields and values:

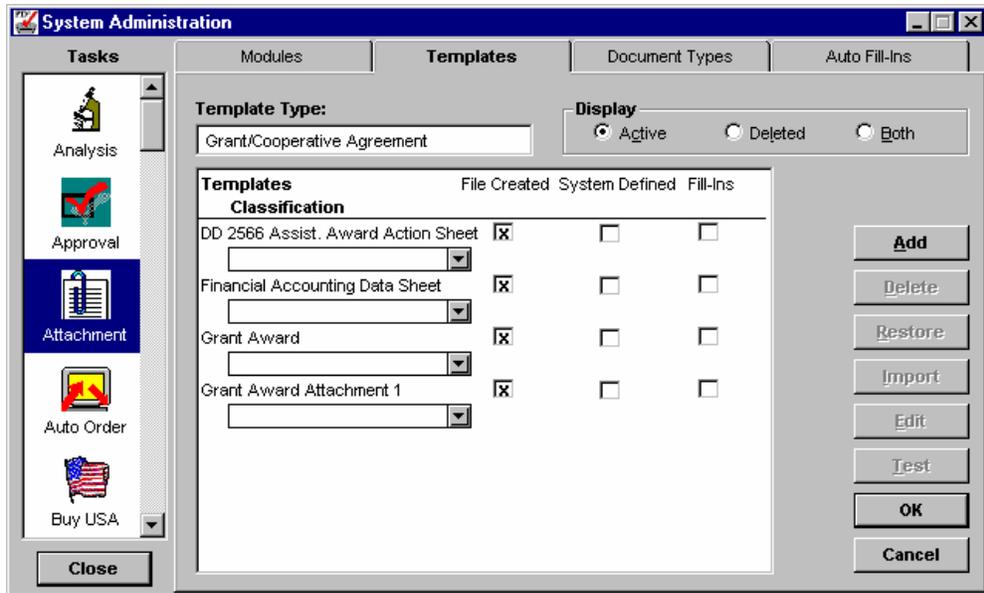
- Line Item Number: 0001
- Contract Type: FFP
- IDC Type: N/A
- Hand Carry:
- Delivery Date: [Empty]
- Description: GRANT
- Extended Description: Research into the nature of semiconducting electronic elements for small scale communication arrays
- Item Calculation: Quantity 1.00, Unit Price 1,539,000.00, Line Item Cost 1,539,000.00
- Period of Performance: Start Date 04-Aug-1999, End Date 03-Aug-2000, Period Base (selected), Option (unselected)
- Unit of Issue: Lot
- Test Type: No Test
- Exhibit:
- Include Sublines:
- Stepladder Pricing:

Buttons on the right side include: Global Chg, Test Info, Copy, Add, Insert, SubCLIN Add, Insert, Delete, Associate, OK, and Cancel.

- g) Compile generic versions of grant documents in Microsoft Word.
- h) Identify any data items on each grant document that should pull-through from the **SF 26** to the **Attachment**.

Note: Examples are proposal number, grant number, grant amount, etc

- i) Select **Utilities** → **System Administration**. Click the **Attachments** Task.
- j) In the **Template Type** window, highlight **Grant/Cooperative Agreement**. Click the **[Update]** button.
- k) Click the *Templates* tab.

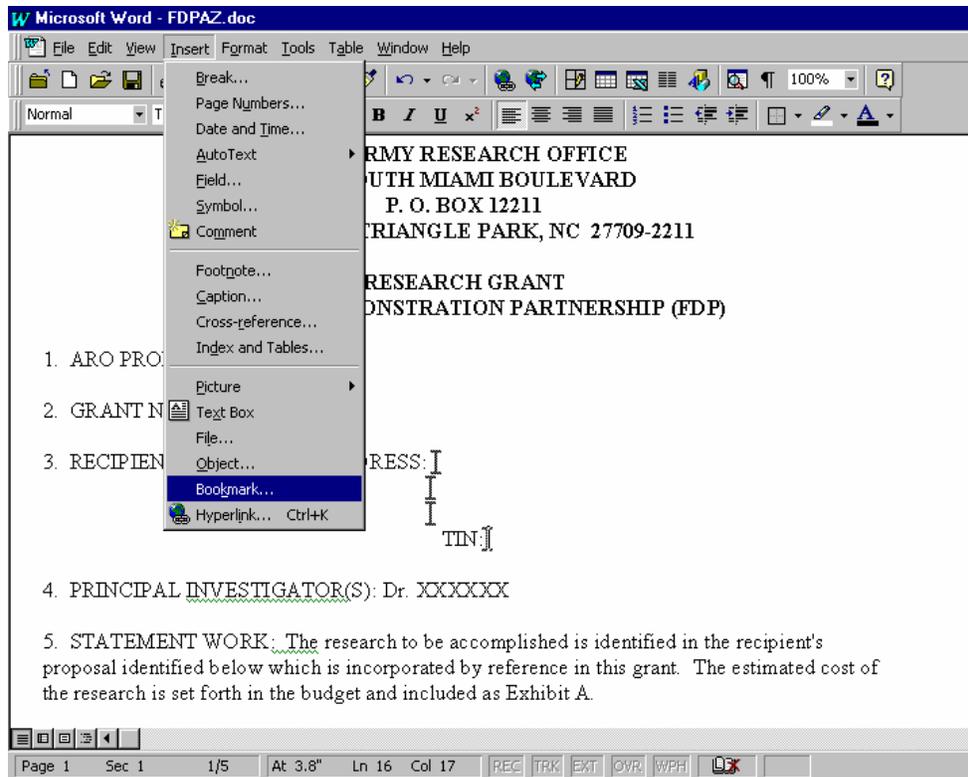


- l) In the *Templates* tab, customize an existing template or add a new template for the first Microsoft Word grant document

Note: Example: Grant Check Sheet

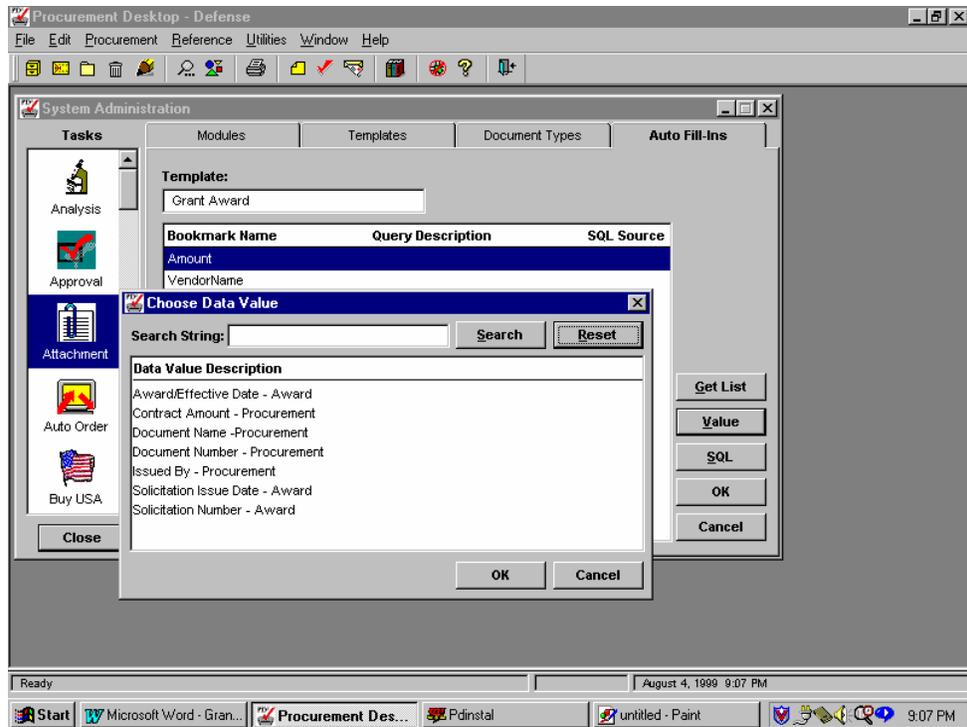
- m) To add a new Template, click the **[Add]** button. Enter a unique title in the **Templates** field and select a classification from the **Classification** drop down list box. A unique template name must be entered in the **Templates** field.
- n) To add a new template, highlight the new **Template Name** and **Classification** on the *Templates* tab, and click the **[Edit]** button. A blank Microsoft Word document launches. Click **Insert→File** and search for the grant template saved as a Microsoft Word that is saved a network directory. Click the **[Open]** button to insert the file.
- o) Scroll through the text of the Microsoft word file, and confirm that the text required for a new grant is provided.
- p) Move the cursor to each location where a data from the **SF 26** should pull through to the Microsoft Word file and insert a bookmark by selecting **Insert→Bookmark**. Creation of the bookmark will allow information to be inserted automatically into the attachment document when the **Attachment** is created in PD².

Note: Please review the Appendix regarding which fields should be replaced with bookmarks and more information about working with bookmarks in Microsoft Word.



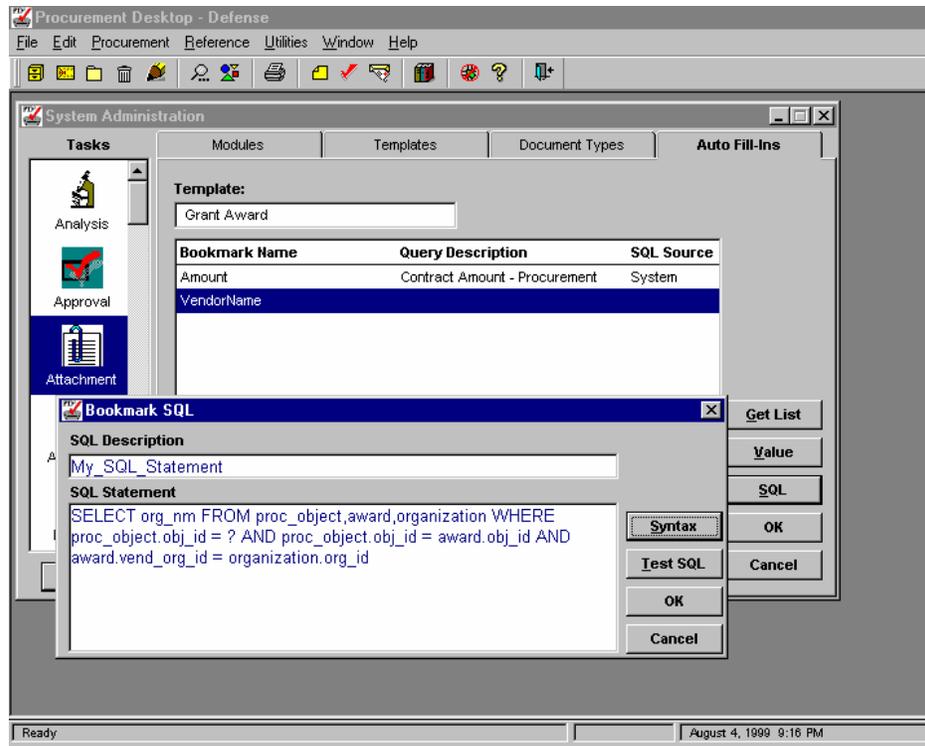
- q) Replace any other text to be entered by the user with bookmarks.
- r) Save and close Microsoft Word.
- s) On the *Document Types* tab, select **SF 26** from the **Available Document Types** and associate it with this template.
- t) On the *Auto fill-ins* tab, click the **[Get List]** button. A list of the bookmark names that were created in the Microsoft Word file display.
- u) Highlight the first bookmark name. The **[Value]** and **[SQL]** buttons are enabled. Click the **[Value]** button to view a list of pre-defined values for the **SF 26** document. If the appropriate data item for that bookmark displays in the **Choose Data Value**, highlight that row and click **[OK]**.

Note: **Document Name** is the PD² description field, which should contain the proposal number.



- v) If the required data item does not display in the **Choose Data Value** window, the bookmark requires an SQL statement to the data from the **SF 26** document into the Microsoft Word file. If the System Administrator is not familiar with SQL, it *may be advisable to eliminate that bookmark and have users enter the data directly into the Microsoft Word file when the Attachment is created in PD².*
- w) To create an SQL statement to automatically pull forward that data item from the **SF 26** into the Microsoft Word file, highlight the bookmark name and click the **[SQL]** button. The **Bookmark SQL** window opens. In the **SQL Description** field enter in a name for the SQL statement. In the **SQL Statement** field enter a query for that data in the database. Include the phrase “proc_object.obj_id = ?” in the WHERE statement to pull data from the attachment source document.

Note: Sample SQL statements are provided in the Appendix.



- x) Click the **[Syntax]** and **[Test SQL]** buttons to verify that the SQL statements pull the appropriate information from the **SF 26** in PD² to the bookmark position on the Microsoft Word file.
- y) Complete values or SQL for all bookmarks in the Attachment template.
- z) Return to the *Templates* Tab and click the **[Test]** button to verify that the Attachment template and bookmarks work correctly.
- aa) Repeat steps a to z for each additional standard grant form and close the **System Administration** window.
- bb) Create all the **Attachments** needed to generate the grant in MS-Word format, highlighting the **SF 26** each time. Modify each Attachment as necessary and save in PD².
- cc) C-G-G-A-R: Certify the funds on the **SF 26**, Generate CLINS, Generate Section J, Generate Document, Approve and Release. Release will queue the information in the **SF 26** for transmission via SPS interfaces, e.g. CAPS to the DFAS office listed in the **SF 26**.
- dd) Print, email or otherwise transmit the appropriate grant file. This may involve sending the recipient email or hard copies of the grant attachments only or the site may choose to send **Attachments** and the **SF 26**.
- ee) To modify the grant, create a modification to the **SF 26** and adjust the **Attachments** as necessary.

2.2 Conclusion

PD² can effectively produce grants and grant documents.

The process described above will allow the user to create grant Microsoft Word files quickly and easily in PD². It does require a significant amount of up-front work for the System Administrator, and may also require extensive SQL writing, depending on how sophisticated the attachment templates are designed to work. It is complicated (over 20 steps) the first time you set up a template, but once it is entered, the attachment templates can be used over and over. This has the added benefit of standardizing the grant templates for all contract specialists in the PD² database.

To put it in perspective, grant writers are currently manually creating all the documents in Microsoft Word. In PD², grant writing involves one extra step, filling out a shell **SF 26**. Otherwise, the process is functionally the same and may even be streamlined by the automatic data entry of smart attachments. Smart attachments are not required for users willing to re-enter data into each Microsoft Word document.

Finally, **Attachment** templates do not have to be used. Users may simply create Microsoft Word files outside of PD² and use the **Document Import** feature to load the document into the database. Importing documents this way will not allow you to pull data from the base **SF 26** document, however, it will allow you to store the file inside of the PD² database. This approach is not recommended.

3. Appendix A

3.1.1 Working with Attachments, SQL and Smart Attachments

The process outlined in the main document describes how to generate smart attachments. Insert a Microsoft Word bookmark into an **Attachment** template, get the bookmark list in the *Auto Fill-ins* Tab and associate values or SQL statements to each bookmark.

Points to note:

- **Attachment** templates are Microsoft Word files and can be adjusted as per any Word file. They are functionally similar to local clauses.
- The SQL statements listed at the end of this appendix *assume that data was entered as described above*, in other words, that the proposal number was put into the document **Description** field, the research title input into the CLIN **Extended Description**, etc.
- SQL statements are complicated and can return unexpected data if written incorrectly.
- SQL scripts in general are not supported by AMS and are offered with no warranty – SQL instruction is available from Sybase
- It is possible to *corrupt the database* with SQL, for example, running a delete statement in SQL Advantage. It is IMPORTANT to be EXTREMELY careful when writing SQL queries involving any commands other than SELECT and usually should not be done without the express instruction of the OPDEV team.
- If the database structure changes significantly after a SQL statement has been created, the SQL statement may not work properly. This may occur during major version upgrades.
- Working with bookmarks can be complicated and may return unexpected data, as per the underlying SQL.

Common Pitfalls:

- a) It can be hard to see bookmarks in Microsoft Word. Make sure that bookmarks are visible by selecting the **Tools** → **Options** from the menu bar and check the **View Bookmarks** box in the **Options** workbook in Microsoft Word.
- b) Exiting the *Auto Fill-Ins* tab without assigning all bookmarks values or SQL statements will cause an error message to display. Please assign the correct value to all bookmarks before exiting the *Auto Fill-Ins* tab and saving the template.
- c) Adding, deleting or editing bookmarks after the initial bookmark list has been generated and assigned values can cause strange system behavior in PD². It is highly recommended that the template be re-created rather than try to add, edit or remove bookmarks and/or reassign values to bookmarks once the initial template has been saved. You are able to modify formatting and text in Microsoft Word without difficulty, however, modifying bookmarks may cause errors

- d) If multiple documents are associated to a given template in the *Document Types* tab of the SA **Attachments** window, Auto Fill-In values will only be available for fields common to all associated document types. This means, for example, that if you select an **SF 26** award and an **SF 1449** commercial solicitation, the only pre-defined values available will be **Document Name**, **Document Number** and **Issued By**, since a solicitation does not have a **Contract Amount** or **Award Effective Date**. Associate as few document types as possible to a given template.
- e) If a template has not been associated to a given document type, an attachment cannot be created using that type as the source document. In other words, if the document type **SF 26** is not assigned to your template, if you highlight a **SF 26** and try to create an **Attachment** using that template, the system will produce an error message.
- f) The *Modules* tab controls which document types are available to be associated with that template. Each module corresponds to a specific set of documents. Use the **Contract Placement** module to get the **SF 26**.
- g) It is possible to have two or more versions of the same attachment information if the user is not careful how files are saved. When an **Attachment** is created in PD², an Microsoft Word file is generated and populated with the template information. The user can then edit this in Microsoft Word and when finished, close and return to PD². Changes are saved to the document in PD². If the user instead saves a copy of this file on the local hard disk and then subsequently modifies the hard disk copy and not the PD² copy, those changes will not appear in the PD² database version of the file.
- h) Information regarding what fields are in what table is contained in the **PD² Data Model** listing from the **Help** menu. It is not immediately obvious exactly where and how each table links to another. A good way to establish a link is to find the table that contains the field you want and then find a table or series of tables that contain one field from *proc_object* and one field from the next table. For example, *org_id* is not in *proc_object* but *proc_object* and *award* share an *obj_id* field. *Award* and *address* share an *org_id* field. To get from *proc_object* to *address*, use the *award* table. Look for common keys such as *org_id* or *obj_id* to match tables, but be aware that the *org_id* in one table may match to *issu_org_id* in another table or *obj_id* of a *Mod* may be quite different from the *obj_id* of an *award*
- i) The SQL script doesn't return the right data and it "looks" right. Open up *wisql.exe* (SQL Advantage) and try running the SQL script on a particular object in the database, for example, record 786 in *proc_object*. It is often easier to modify and troubleshoot SQL in *wisql* than in the **Attachment** window. Also, to add a line in the attachment window, press <Ctrl> and <Enter>, not <Enter>.

3.1.2 Example SQL Scripts

Research Title (Extended CLIN Description)

```
select clin_ext_desc
from proc_object,line_item
where proc_object.obj_id = ?
and proc_object.obj_id = line_item.obj_id
```

Start Period of Performance

```
select perf_start_dt  
from proc_object,line_item  
where proc_object.obj_id = ?  
and proc_object.obj_id = line_item.obj_id
```

Vendor Name

```
select org_nm  
from proc_object,award,organization  
where proc_object.obj_id = ?  
and proc_object.obj_id = award.obj_id  
and award.vend_org_id = organization.org_id
```

Vendor Street Address

```
select Str_addr_nm  
from proc_object,award,address  
where proc_object.obj_id = ?  
and proc_object.obj_id = award.obj_id  
and award.vend_org_id = address.org_id {assumes only one address per vendor}
```

Vendor Zip Code

```
select zip_cd  
from proc_object,award,address  
where proc_object.obj_id = ?  
and proc_object.obj_id = award.obj_id
```

and award.vend_org_id = address.org_id {assumes only one address per vendor}

Funding Strip

select fund_strip_cd

from proc_object,clin_fund,fund_source_ref

where proc_object.obj_id = ?

and proc_object.obj_id = clin_fund.obj_id

and clin_fund.fund_id = fund_source_ref.fund_id

4. Appendix B

4.1.1 *Going Paperless*

Most users will continue to print and mail/fax grants to recipients after starting to use PD². Grant attachments cannot be sent via EDI, as this only applies to selected procurement objects. Documents can be sent electronically through other means, most notably as email attachments or posted to the web.

To email a grant, open the PD² **Attachment** in Microsoft Word, save a copy as a new file name and use the standard email program to email the file as an attached file in the email.

To post a grant to the web, use a third-party program like Adobe Writer or Microsoft Word to create a web compatible file. Using Adobe, save the file as a *.pdf Acrobat reader file. Using Microsoft Word, simply save as an HTML file. Once created, the web master can post these files.

5. Appendix C

5.1.1 *Clauses*

Since grants are just Microsoft Word files, there is no *Clause* tab in the actual grant document. If the **SF 26** shell is not sent to recipients, the grantee will not see any clauses brought into the **SF 26** document. To simplify user workload, clauses can be added directly into the **Attachment** templates when the templates are first generated and then the Microsoft Word file. If the **SF 26** will be issued, simply add clauses to **the SF 26** object using PD² standard procedures.

Note that clause updates will not update **Attachment** templates. The System Administrator will have to adjust the templates manually as the relevant clauses change if the **SF 26** is not issued. Fortunately, clauses for grants are relatively few and straightforward. Also, sites using Microsoft Word for grants must currently maintain Microsoft Word files containing clauses, and switching to PD² will not add to this workload, they will simply have to keep maintaining grant clauses in Microsoft Word.