How to Change to Forms E


Applicants must use FORMS-E application packages for due dates on or after January 25, 2018 and must use FORMS-D application packages for due dates on or before January 24, 2018.

For a transition period, both FORMS-D and FORMS-E application packages and instructions will be active. Applicants must choose the appropriate application package and associated instructions for their due date when presented with both FORMS-D and FORMS-E application packages on the same FOA.

If you’ve selected the FORMS-D application packet and need to change to the FORMS-E packet, this is how you do it.

If you want to select Forms E for a proposal that already has a Solicitation Number entered, there are two ways to go about it. You can open the proposal in grants.duke and go to the Opportunity tab:

This has always been an option.

However, you can now also do it from the Sponsor page of the Main Notebook. You don’t need to re-enter the solicitation number. You can either hit the Search icon or the Info icon attached to the field.

Both will cause the following pop-up to appear (using the Search icon causes the information to be refreshed directly from grants.gov):
From there, the user can pick whichever competition ID is correct for their circumstances.