

## Questionnaire Management Guidelines

### Goals:

- One consolidated document to track all model and CQ changes throughout the life of the project
- Questionnaire always matches the live survey
- Easy and error-free way to submit CQ changes
- All changes tracked and reflected in one document (DOT will help)

### Questionnaire Resources:

- 1 [Questionnaire Design and Approval Process](#)
- 2 [Question Grouping Rules](#)
- 3 [OPS vs. Skip Logic Decision for "Other, Please Specify"](#)
- 4 [Model and Custom Question Checks\\_SRA](#)
- 5 [Model and Custom Question Checks\\_Team LeadManager](#)
- 6 [Model and Custom Question Checks\\_DOT](#)



## We'd welcome your feedback!

Thank you for visiting our website. You have been selected to participate in a brief customer satisfaction survey to let us know how we can improve your experience.

**The feedback obtained from this survey will help us to enhance our website. All results are strictly confidential.**

**To get started, please answer the following question.**

Would you describe yourself as an individual looking for personal financial aid, student loan or small business loan?

Yes


No

This survey is conducted by an independent company ForeSee, on behalf of the site you are visiting.





The text you see here will appear at the top and bottom of your survey, examples below.  
 Default text is included and you may modify this text as needed.

Welcome and Thank You Text	
<div style="text-align: center; background-color: #f2f2f2; padding: 5px;"><b>Welcome Text</b></div> <p>Thank you for visiting Grants.gov. You have been randomly selected to take part in this ForeSee Results survey on behalf of Grants.gov. Please take a minute or two to give us your opinions. The feedback you provide will help Grants.gov enhance its site and serve you better in the future. All results are strictly confidential.</p> <p><b>*Please Note: If you are in need of personal financial assistance such as Social Security, Supplemental Security Income, Medicaid, or State Social Services,</b></p>	<div style="text-align: center; background-color: #f2f2f2; padding: 5px;"><b>Welcome Text - Tablet / Phone</b></div> <p>Thank you for visiting our website. You have been selected to participate in a brief customer satisfaction survey to let us know how we can improve your experience.</p> <p>The feedback obtained from this survey will help us to enhance our website. All results are strictly confidential.</p>
<div style="text-align: center; background-color: #f2f2f2; padding: 5px;"><b>Thank You Text</b></div> <p>Thank you for your time in completing this survey. Your input is very valuable and will be taken into consideration.</p>	<div style="text-align: center; background-color: #f2f2f2; padding: 5px;"><b>Thank You Text - Tablet / Phone</b></div> <p>Thank you for taking our survey - and for helping us serve you better. We appreciate your input!</p>
<div style="text-align: center; background-color: #f2f2f2; padding: 5px;"><b>Example Desktop</b></div> <div style="text-align: center; padding: 20px;">  <p><b>Grants.gov Satisfaction Survey</b></p> <p>Thank you for visiting Grants.gov. You have been randomly selected to take part in this ForeSee Results survey on behalf of Grants.gov. Please take a minute or two to give us your opinions. The feedback you provide will help Grants.gov enhance its site and serve you better in the future. All results are strictly confidential.</p> <p><b>*Please Note: If you are in need of personal financial assistance such as Social Security, Supplemental Security Income, Medicaid, or State Social Services, please go to <a href="http://www.govbenefits.gov">www.govbenefits.gov</a>. This type of individual assistance is not available on this website.</b></p> <p><i>Required questions are denoted by an *</i></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>1: *Please rate the <b>quality of information</b> on this site.</p> <p>1=Poor <span style="float: right;">Excellent=10</span></p> <p>1   2   3   4   5   6   7   8   9   10   Don't Know</p> <p><input type="radio"/>   <input type="radio"/>   <input type="radio"/>   <input type="radio"/>   <input type="radio"/>   <input type="radio"/>   <input type="radio"/>   <input type="radio"/>   <input type="radio"/>   <input type="radio"/>   <input type="radio"/></p> </div> </div>	

Model Name HHS Grants V2  
 Model ID Rt9p1UZc80ZNN5Ns8UV1Q4C  
 Partitioned SELECT ONE: No / 2MQ  
 Date 5/8/2017

Red & Strike-Through: Delete  
 Underlined & Italicized: Re-order  
 Pink: Addition  
 Blue: Rework



Label	Element Questions	Label	Satisfaction Questions	Label	Future Behaviors
	<b>Look and Feel (1=Poor, 10=Excellent, Don't Know)</b>		<b>Satisfaction</b>		
1 Look and Feel - Appeal	Please rate the <b>visual appeal</b> of this site.	16 Satisfaction - Overall	What is your <b>overall satisfaction</b> with this site? <i>(1=Very Dissatisfied, 10=Very Satisfied)</i>	19 Return	<b>Return (1=Very Unlikely, 10=Very Likely)</b> How likely are you to <b>return to this site</b> in the future?
2 Look and Feel - Balance	Please rate the <b>balance of graphics and text</b> on this site.	17 Satisfaction - Expectations	How well does this site <b>meet your expectations</b> ? <i>(1=Falls Short, 10=Exceeds)</i>	20 Recommend Company	<b>Recommend Company (1=Very Unlikely, 10=Very Likely)</b> How likely are you to <b>recommend this site</b> to someone else?
3 Look and Feel - Readability	Please rate the <b>readability of the pages</b> on this site.	18 Satisfaction - Ideal	How does this site <b>compare to your idea of an ideal website</b> ? <i>(1=Not Very Close, 10=Very Close)</i>	21 Primary Resource	<b>Primary Resource (1=Very Unlikely, 10=Very Likely)</b> How likely are you to use this site as your <b>primary resource</b> ?
	<b>Site Performance (1=Poor, 10=Excellent, Don't Know)</b>				
4 Site Performance - Loading	Please rate how <b>quickly pages load</b> on this site.				
5 Site Performance - Consistency	Please rate the <b>consistency of speed from page to page</b> on this site.				
6 Site Performance - Completeness	Please rate how <b>completely the page content loads</b> on this site.				
	<b>Navigation (1=Poor, 10=Excellent, Don't Know)</b>				
7 Navigation - Organized	Please rate <b>how well this site is organized</b> .				
8 Navigation - Options	Please rate the <b>options available for navigating</b> this site.				
9 Navigation - Layout	Please rate <b>how well the site layout helps you find what you need</b> .				
	<b>Information Browsing (1=Poor, 10=Excellent, Don't Know)</b>				
10 Information Browsing - Sort	Please rate the ability to <b>sort information by criteria that are important to you</b> on this site.				
11 Information Browsing - Narrow	Please rate the ability to <b>narrow choices to find the information you are looking for</b> on this site.				
12 Information Browsing - Features	Please rate how well the <b>features on the site help you find the information you need</b> .				
	<b>Site Information (1=Poor, 10=Excellent, Don't Know)</b>				
13 Site Information - Thoroughness	Please rate the <b>thoroughness of information</b> provided on this site.				
14 Site Information - Understandable	Please rate how <b>understandable</b> this site's <b>information</b> is.				
15 Site Information - Answers	Please rate how well the site's <b>information provides answers to your questions</b> .				

Model Instance Name:  
HHS Grants V2  
MID: Rt9p1UZc80ZNN5Ns8UV1IQ4C  
Date: 4/25/2017

red & strike-through: DELETE  
underlined & italicized: RE-ORDER  
pink: ADDITION  
blue + -->: REWORDING

V2 CUSTOM QUESTION								
QID (Group ID)	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to	Required Y/N	Type (select from list)	Special Instructions	CQ Label
HAJ7382Q001		How would you classify the type of organization you represent?	Individual seeking personal financial assistance (paying off debt, small business loan) Individual seeking federal funding based on a Funding Opportunity Number (FON) City government County government State government Tribal organization Research institution (non-academic) Academic institution (such as a college or university) Faith-based organization Non-profit organization Public housing authority For profit organization Other - Grant proposal writer, consultant, etc. (those who do not have authorization to submit grant applications via Grants.gov) Federal grant-making agency (agencies who publish and post grant opportunities on Grants.gov) Other, please specify	A	Y	Radio button, one-up vertical	OPS Group	Organization Type
HAJ7382Q002	A	Other organization type:			N	Text area, no char limit	OPS Group	Other Org Type
HAJ7382Q003		What is your main role for your organization when you visit Grants.gov?	Search for grant opportunities Assess the opportunities once identified Gather necessary information and fill in grant application forms Write grant proposals Review the forms and applications for completion or authentication Handle the budgeting and financial matters related to the grants process Submit the application to the grant-making agency Maintain IT systems related to grants (S2S) Write grant application requests Find grant applications Other		Y	Radio button, one-up vertical		Main Role for Org
HAJ7382Q004		What best describes your primary reason for visiting the site today?	Submit a grant application Download a grant application package Search for grant opportunities Track a grant application package Browse the site to learn more about Grants.gov Become an authorized organizational representative (AOR) Other	E	Y	Drop down, select one	Skip Logic Group	Primary Reason for Visit
HAJ7382Q005	E	Please describe the other reason for visiting the site today.			N	Text area, no char limit	Skip Logic Group	OE_Reason for Visit
HAJ7382Q006		Did you find what you were looking for?	Yes Partially No I wasn't looking for anything in particular	A,B	Y	Radio button, one-up vertical	Skip Logic Group	Found Information
HAJ7382Q007	A	What specifically were you looking for that you were unable to find?			N	Text area, no char limit	Skip Logic Group	Information Seeking
HAJ7382Q008	B	What do you plan to do next?	Apply for a grant Search for a grant in the Search Grants tab Learn about grants in the Learn Grants tab Visit the Grants.gov Community Blog (blog.grants.gov) Watch video tutorials on the Grants.gov YouTube channel Read the Grants.gov Online User Guide Email support@grants.gov Call Grants.gov Support at 1-800-518-4726 Other	C	Y	Radio Button, one-up vertical	Skip Logic Group	Do Next
HAJ7382Q009	C	Please specify what you plan to do next.			N	Text area, no char limit	Skip Logic Group	OE_Other Do Next
HAJ7382Q010		Do you have an account registered with Grants.gov?	Yes No Unsure	A	Y	Radio Button, one-up vertical	Skip Logic Group	Have Account

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HAJ7382Q011	A	How would you rate the registration process to submit grant applications to Grants.gov?	1=Poor 2 3 4 5 6 7 8 9 Excellent=10 Don't Remember		Y	Radio button, scale, has don't know	Skip Logic Group	Rate Reg Process
HAJ7382Q012	A	What improvements (if any) would you like to see with the Grants.gov registration process?			N	Text area, no char limit	Skip Logic Group	OE_Reg Proc Improve
HAJ7382Q013	A	What improvements (if any) would you like to see with the grant submission process?			N	Text area, no char limit	Skip Logic Group	OE_App Submit Improve
HAJ7382Q014	A	Did you apply using Workspace?	Yes No Don't know what Workspace is	AA BB	Y	Radio button one up vertical	Skip Logic Group	Workspace Use
HAJ7382Q015	AA	Please rate your experience applying using Workspace.	1=Poor 2 3 4 5 6 7 8 9 Excellent=10 Don't Know		Y	Radio button, scale, has don't know	Skip Logic Group	Rate Workspace
HAJ7382Q016	AA	What features and functionality in Workspace were most helpful? (Please select all that apply.)	Shared, online access to application package Online forms PDF forms Ability to add team participants Ability to lock and unlock forms Data validations and error checking within forms Another feature or function		Y	Checkbox, one up vertical Multi-Select	Skip Logic Group Randomize	Workspace Features
HAJ7382Q017	CC	Please describe the other Workspace feature(s) or function(s) that were helpful.			N	Text area, no char limit	Skip Logic Group	Workspace Features Other
HAJ7382Q018	AA	What improvements (if any) would make applying with Workspace better?			N	Text area, no char limit	Skip Logic Group	Workspace Improve
HAJ7382Q019	BB	What prevented you from applying with Workspace?			N	Text area, no char limit	Skip Logic Group	Workspace Challenge
HAJ7382Q020		Did you visit the Learn Grants page?	Yes No Don't Know	A,B,C,D	Y	Radio button, one-up vertical	Skip Logic Group	Visit Learn Grants
HAJ7382Q021	A	What type of information did you look for on Learn Grants? (Please select all that apply.)	Grant Eligibility Grant Systems Grant Terminology Funding Opportunities & Programs Grant Agencies Grant Policies Grant Reporting Grant Fraud Grant Community None of the above		Y	Checkbox, one-up vertical	Skip Logic Group Randomize	Learn Grants Information
HAJ7382Q022	B	Did you visit Grants 101 while on Learn Grants?	Yes No Don't Know	B1	Y	Radio button, one-up vertical	Skip Logic Group	Grants 101 Visit
HAJ7382Q023	B1	Please rate how well the information in Grants 101 provides answers to your questions.	1=Poor 2 3		Y	Radio button, scale, has don't know	Skip Logic Group	Grants 101 information

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			4 5 6 7 8 9 Excellent=10 Don't Know					
HAJ7382Q024	C	What challenges (if any) do you have with the Learn Grants section of Grants.gov?			N	Text area, no char limit	Skip Logic Group	OE_Learn Grants Challenges
HAJ7382Q025	D	Please provide any general comments about the Learn Grants section of Grants.gov.			N	Text area, no char limit	Skip Logic Group	OE_Learn Grants Comments
HAJ7382Q026		How frequently do you visit this site?	More than once a day Daily About once a week About once a month Every 6 months or less First time		Y	Radio button, one-up vertical		Frequency of Visit
HAJ7382Q027		Please describe your experience with navigation on this site today. (Select all that apply.)	Could not navigate back to previous information Would often feel lost, not know where I was Links did not take me where I expected Links/labels were difficult to understand Too many links or navigational choices Had technical difficulties (e.g. broken link) I had no difficulty navigating this site.		Y	Checkbox. One-up vertical	Mutually Exclusive	Experience with Navigation

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QID (Group ID)	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to	Type (select from list)	Single or Multi	Required Y/N	Special Instructions	CQ Label
C235		How frequently do you visit this site?	First time More than once a day Daily About once a week About once a month Every 6 months or less		Drop down, select one	Single	Y		Frequency of Visit
C6818		How would you classify the type of organization you represent?	Individual seeking personal financial assistance (paying off debt, small business loan) Individual seeking federal funding based on a Funding Opportunity Number (FON) City government County government State government Tribal organization Research institution (non-academic) Academic institution (such as a college or university) Faith-based organization Non-profit organization Public housing authority For profit organization Other - Grant proposal writer, consultant, etc. (those who do not have authorization to submit grant applications via Grants.gov) Federal grant-making agency (agencies who publish and post grant opportunities on Grants.gov) Other, please specify	A	Drop down, select one	S	Y	Skip Logic Group	Organization Type
C792	A	Other organization type:			Text area, no char limit		N	Skip Logic Group	Other Org Type
AED10617		What is your main role for your organization when you visit Grants.gov?	Search for grant opportunities Assess the opportunities once identified Gather necessary information and fill in grant application forms Write grant proposals Review the forms and applications for completion or authentication Handle the budgeting and financial matters related to the grants process Submit the application to the grant-making agency Maintain IT systems related to grants (S2S) Write grant application requests Find grant applications Other		Drop down, select one	s	y		Main Role for Org
AED10618		What best describes your primary reason for visiting the site today?	Submit a grant application Download a grant application package Search for grant opportunities Track a grant application package Browse the site to learn more about Grants.gov Other	B, R, S, T, O, P, Q B, U, V, W D, Z, Y, X D D C,D	Drop down, select one	S	Y	Skip Logic Group	Primary Reason for Visit
AED10620	B	If you called the contact center, please rate your experience: 1 to 5 poor/excellent	1 = Poor 2 3 4 5 = Excellent Don't Know	D	Radio button, scale, has don't know			Skip Logic Group	App Process Rating
AED10621	C	What other reason best describes your primary reason for visiting the site today?	Sign-up to be notified via email about updated opportunity postings Research information to learn about or train others about Grants.gov Find resources to train others about Grants.gov	D D D	Radio button, one-up vertical			Skip Logic Group	Other Reason for Visit



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QID (Group ID)	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to	Type (select from list)	Single or Multi	Required Y/N	Special Instructions	CQ Label
			Publish grant opportunities	D					
			Find examples of how other agencies use Grants.gov (Outreach Conducted, Forms Developed, Application Packages Published)	D					
			Become an authorized organizational representative (AOR)	D					
			Other	D					
AED10622	D	How did you look for information today? (please select all that apply)	Grants.gov Google Search		Checkbox, one-up vertical	M	Y	Skip Logic Group	Search Method
			Basic Search (keyword)						
			Browse by category						
			Browse by agency						
			Advanced Search						
			I did not search for grants today						
LON0030360	Z	How would you rate your search for grant opportunities experience with grants.gov?	1 = Poor		Radio button, scale, has don't know	S	N	Skip Logic Group	Search Scale
			2						
			3						
			4						
			5 = Excellent						
			Don't know						
LON0030361	Y	What challenges (if any) do you have with searching for grants opportunities on grants.gov?			Text area, no char limit		N	Skip Logic Group	OE_Search Challenges
LON0030362	X	What improvements (if any) would you like to see with the grants.gov search capability?			Text area, no char limit		N	Skip Logic Group	OE_Search Improve
LON0030363	W	How would you rate your experience with accessing, downloading, and filling out the application packages?	1 = Poor		Radio button, scale, has don't know	S	N	Skip Logic Group	App Pkg Scale
			2						
			3						
			4						
			5 = Excellent						
			Don't know						
LON0030364	V	What challenges (if any) do you have with the grants.gov application packages?			Text area, no char limit		N	Skip Logic Group	OE_App Pkg Challenges
LON0030365	U	What improvements (if any) would you like to see with the grants.gov application package?			Text area, no char limit		N	Skip Logic Group	OE_App Pkg Improve
LON0030366	R	How would your rate your registration process to submit grant applications to grants.gov?	1 = Poor		Radio button, scale, has don't know	S	N	Skip Logic Group	Reg Proc Scale
			2						
			3						
			4						
			5 = Excellent						
			Don't know						
LON0030367	S	What challenges (if any) do you have with the grants.gov registration process?			Text area, no char limit		N	Skip Logic Group	OE_Reg Proc Challenges
LON0030368	T	What improvements (if any) would you like to see with the grants.gov registration process?			Text area, no char limit		N	Skip Logic Group	OE_Reg Proc Improve
LON0030369	O	How would your rate your overall experience with submitting grant applications for grant opportunities with grants.gov?	1 = Poor		Radio button, scale, has don't know	S	N	Skip Logic Group	App Submit Scale
			2						
			3						
			4						
			5 = Excellent						
			Don't know						
LON0030370	P	What challenges (if any) do you have with the grants.gov application process?			Text area, no char limit		N	Skip Logic Group	OE_App Submit Challenges
LON0030371	Q	What improvements (if any) would you like to see with the grants.gov grant application process?			Text area, no char limit		N	Skip Logic Group	OE_App Submit Improve
C6885		Did you find what you were looking for?	Yes	A	Drop down, select one	S	Y	Skip Logic Group	Found Information
			No - please specify:						
			Partially						
			I wasn't looking for anything in particular						

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QID (Group ID)	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to	Type (select from list)	Single or Multi	Required Y/N	Special Instructions	CQ Label
CRJO00123	A	What were you looking for?			Text area, no char limit			Skip Logic Group	Information Seeking
AGGR901		Please describe your experience with navigation on this site today.	I had no difficulty browsing on this site <hr/> Could not navigate back to previous information <hr/> Would often feel lost, not know where I was <hr/> Links did not take me where I expected <hr/> Links/labels are difficult to understand <hr/> Too many links or navigational choices <hr/> Had technical difficulties (e.g. broken link)		Radio button, one-up vertical	S	Y		Experience with Navigation
AGGR801		If you used the search feature of the site today to find your information, what was your experience with the search functionality?	I did not encounter any difficulties <hr/> Search results were helpful <hr/> Search results were not helpful <hr/> Returned too many results <hr/> Returned not enough results <hr/> Returned no results <hr/> Returned results that were too similar/redundant <hr/> Results were not relevant to my search <hr/> I did not use the search feature today		Radio button, one-up vertical	S	Y		Experience with Search
LON0030376		How would you rate your overall experience with navigating the website and using the guides and instructions provided by grants.gov?	1 = Poor <hr/> 2 <hr/> 3 <hr/> 4 <hr/> 5 = Excellent <hr/> Don't know		Radio button, scale, has don't know	S	N		Nav Exp Scale
LON0030377		What challenges (if any) do you have with the overall grants.gov website, user guides, and instructions?			Text area, no char limit		N		OE_Nav Exp Challenges
LON0030378		What improvements (if any) would you like to see with the grants.gov website, user guides, and instructions?			Text area, no char limit		N		OE_Nav Exp Improve
LON0030379		What kind of additional functions (if any), would you like to see on grants.gov that are currently not offered?			Text area, no char limit		N		OE_Add Functionality
LON0030380		General comments regarding grants.gov.			Text area, no char limit		N		OE_Gen Comments

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C235		How frequently do you visit this site?	First time More than once a day Daily About once a week About once a month Every 6 months or less		Drop down, select one	Single	Y		Frequency of Visit
C6818		How would you classify the type of organization you represent?	Individual seeking personal financial assistance (paying off debt, small business loan) Individual seeking federal funding based on a Funding Opportunity Number (FON) City government County government State government Tribal organization Research institution (non-academic) Academic institution (such as a college or university) Faith-based organization Non-profit organization Public housing authority For profit organization Other - Grant proposal writer, consultant, etc. (those who do not have authorization to submit grant applications via Grants.gov) Federal grant-making agency (agencies who publish and post grant opportunities on Grants.gov) Other, please specify	A	Drop down, select one	S	Y	Skip Logic Group	Organization Type
C792	A	Other organization type:			Text area, no char limit		N	Skip Logic Group	Other Org Type
AED10617		What is your main role for your organization when you visit Grants.gov?	Search for grant opportunities Assess the opportunities once identified Gather necessary information and fill in grant application forms Write grant proposals Review the forms and applications for completion or authentication Handle the budgeting and financial matters related to the grants process Submit the application to the grant-making agency Maintain IT systems related to grants (S2S) Write grant application requests Find grant applications Other		Drop down, select one	s	y		Main Role for Org
AED10618		What best describes your primary reason for visiting the site today?	Submit a grant application Download a grant application package Search for grant opportunities Track a grant application package Browse the site to learn more about Grants.gov Other	B, R, S, T, Q, P, Q B, U, V, W D, Z, Y, X D D C, D	Drop down, select one	S	Y	Skip Logic Group	Primary Reason for Visit
	B	<del>What was your experience with the application process today?</del>	<del>open-end</del>	B	<del>Text area, no char limit</del>			Skip Logic Group	<del>App Process Experience</del>
	B	If you called the contact center, please rate your experience: 1 to 5 poor/excellent	1 = Poor 2 3 4 5 = Excellent Don't Know	D	Radio button, one-up vertical			Skip Logic Group	App Process Rating
	C	What other reason best describes your primary reason for visiting the site today?	Sign-up to be notified via email about updated opportunity postings	D				Skip Logic Group	Other Reason for Visit

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			Research information to learn about or train others about Grants.gov	D					
			Find resources to train others about Grants.gov	D					
			Publish grant opportunities	D					
			Find examples of how other agencies use Grants.gov (Outreach Conducted, Forms Developed, Application Packages Published)	D					
			Become an authorized organizational representative (AOR)	D					
			Other	D					
	D	How did you look for information today? (please select all that apply)	Grants.gov Google Search		Checkbox, one-up vertical	M	Y	Skip Logic Group	Search Method
			Basic Search (keyword)						
			Browse by category						
			Browse by agency						
			Advanced Search						
			I did not search for grants today						
	Z	How would you rate your search for grant opportunities experience with grants.gov?	1 = Poor		Radio button, one-up vertical	S	N	Skip Logic Group	Search Scale
			2						
			3						
			4						
			5 = Excellent						
			Don't know						
	Y	What challenges (if any) do you have with searching for grants opportunities on grants.gov?			Text area, no char limit		N	Skip Logic Group	OE_Search Challenges
	X	What improvements (if any) would you like to see with the grants.gov search capability?			Text area, no char limit		N	Skip Logic Group	OE_Search Improve
	W	How would you rate your experience with accessing, downloading, and filling out the application packages?	1 = Poor		Radio button, one-up vertical	S	N	Skip Logic Group	App Pkg Scale
			2						
			3						
			4						
			5 = Excellent						
			Don't know						
	V	What challenges (if any) do you have with the grants.gov application packages?			Text area, no char limit		N	Skip Logic Group	OE_App Pkg Challenges
	U	What improvements (if any) would you like to see with the grants.gov application package?			Text area, no char limit		N	Skip Logic Group	OE_App Pkg Improve
	R	How would your rate your registration process to submit grant applications to grants.gov?	1 = Poor		Radio button, one-up vertical	S	N	Skip Logic Group	Reg Proc Scale
			2						
			3						
			4						
			5 = Excellent						
			Don't know						
	S	What challenges (if any) do you have with the grants.gov registration process?			Text area, no char limit		N	Skip Logic Group	OE_Reg Proc Challenges
	T	What improvements (if any) would you like to see with the grants.gov registration process?			Text area, no char limit		N	Skip Logic Group	OE_Reg Proc Improve
	O	How would your rate your overall experience with submitting grant applications for grant opportunities with grants.gov?	1 = Poor		Radio button, one-up vertical	S	N	Skip Logic Group	App Submit Scale
			2						
			3						
			4						
			5 = Excellent						
			Don't know						
	P	What challenges (if any) do you have with the grants.gov application process?			Text area, no char limit		N	Skip Logic Group	OE_App Submit Challenges
	Q	What improvements (if any) would you like to see with the grants.gov grant application process?			Text area, no char limit		N	Skip Logic Group	OE_App Submit Improve
C6885		Did you find what you were looking for?	Yes		Drop down, select one	S	Y	Skip Logic Group	Found Information

Model Instance Name:  
HHS Grants  
MID:  
Date: 5/16/2013

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HHS Grants CUSTOM QUESTION LIST

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QID (Group ID)	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to	Type (select from list)	Single or Multi	Required Y/N	Special Instructions	CQ Label
			No - please specify: Partially I wasn't looking for anything in particular	A					
CRJO00123	A	What were you looking for?			Text area, no char limit			Skip Logic Group	Information Seeking
AGGR901		Please describe your experience with navigation on this site today.	I had no difficulty browsing on this site Could not navigate back to previous information Would often feel lost, not know where I was Links did not take me where I expected Links/labels are difficult to understand Too many links or navigational choices Had technical difficulties (e.g. broken link)		Radio button, one-up vertical	S	Y		Experience with Navigation
AGGR801		If you used the search feature of the site today to find your information, what was your experience with the search functionality?	I did not encounter any difficulties Search results were helpful Search results were not helpful Returned too many results Returned not enough results Returned no results Returned results that were too similar/redundant Results were not relevant to my search I did not use the search feature today		Radio button, one-up vertical	S	Y		Experience with Search
		How would you rate your overall experience with navigating the website and using the guides and instructions provided by grants.gov?	1 = Poor 2 3 4 5 = Excellent Don't know		Radio button, one-up vertical	S	N		Nav Exp Scale
		What challenges (if any) do you have with the overall grants.gov website, user guides, and instructions?			Text area, no char limit		N		OE_Nav Exp Challenges
		What improvements (if any) would you like to see with the grants.gov website, user guides, and instructions?			Text area, no char limit		N		OE_Nav Exp Improve
		What kind of additional functions (if any), would you like to see on grants.gov that are currently not offered?			Text area, no char limit		N		OE_Add Functionality
		General comments regarding grants.gov.			Text area, no char limit		N		OE_Gen Comments

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HHS Grants CUSTOM QUESTION LIST

QID (Group ID)	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to	Type (select from list)	Single or Multi	Required Y/N
C235		How frequently do you visit this site?	First time More than once a day Daily About once a week About once a month Every 6 months or less		Drop down, select one	Single	Y
C6818		How would you classify the type of organization you represent?	<b>Individual seeking personal financial assistance (paying off debt, small business loan)</b> <b>Individual seeking federal funding based on a Funding Opportunity Number (FON)</b> <b>City government</b> <b>County government</b> <b>State government</b> <b>Tribal organization</b> <b>Research institution (non-academic)</b> <b>Academic institution (such as a college or university)</b> <b>Faith-based organization</b> <b>Non-profit organization</b> <b>Public housing authority</b> <b>For profit organization</b> <b>Other - Grant proposal writer, consultant, etc. (those who do not have authorization to submit grant applications via Grants.gov)</b> <b>Federal grant-making agency (agencies who publish and post grant opportunities on Grants.gov)</b> Other, please specify		Drop down, select one	S	Y
C792	A	Other organization type:		A	Text area, no char limit		N
CRJO00001		What is your role in the granting process for your organization?	<del>Search for grant opportunities</del> <del>Assess the opportunities once identified</del> <del>Gather necessary information and fill in grant application forms</del> <del>Write grant proposals</del> <del>Review the forms and applications for completion or authentication</del>  <del>Handle the budgeting and financial matters related to the grants process</del> <del>Submit the application to the granting agency</del>		Checkbox, one-up-vertical	M	Y

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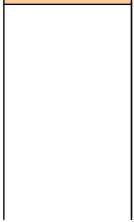
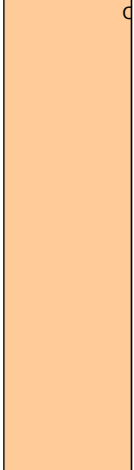
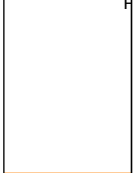
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HHS Grants CUSTOM QUESTION LIST

QID (Group ID)	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to	Type (select from list)	Single or Multi	Required Y/N
			<del>Maintain IT systems related to grants</del> <del>Write grant application requests</del> <del>Post or distribute grant application requests to potential applicants</del> <del>Collect grant applications</del> <del>Review grant applications</del> <del>Participate in the selection of the awardee(s)</del> <del>Oversee the grant function/set policy</del> Other, please specify:	A			
CRJO00002	A	Other role in granting process:			Text area, --no char limit		N
		What is your main role for your organization when you visit Grants.gov?	Search for grant opportunities Assess the opportunities once identified Gather necessary information and fill in grant application forms Write grant proposals Review the forms and applications for completion or authentication Handle the budgeting and financial matters related to the grants process Submit the application to the grant-making agency Maintain IT systems related to grants (S2S) Write grant application requests Find grant applications Other		Drop down, select one	s	y
CRJO00003		What best describes your primary reason for visiting the site today?	<del>Submit a grant application</del> <del>Download a grant application package</del> <del>Search for grant opportunities</del> <del>Track a grant application package</del> <del>Browse the site to learn more about Grants.gov</del> Other <del>Become an authorized organizational representative (AOR)</del> <del>Sign-up to be notified via email about updated opportunity postings</del> <del>Research information to learn about or train others about Grants.gov</del> <del>Find resources to train others about Grants.gov</del> <del>Publish grant opportunities</del> <del>Download submitted applications</del> <del>Find examples of how other agencies use Grants.gov (Outreach Conducted, Forms Developed, Application Packages Published)</del> <del>Track/followup on an opportunity already applied for</del>	B B D D D C,D	Drop down, select one	S	Y



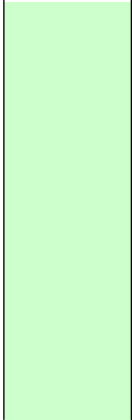
Special  
Instructions







**Special  
Instructions**



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HHS Grants CUSTOM QUESTION LIST

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C235		How frequently do you visit this site?	First time More than once a day Daily About once a week About once a month Every 6 months or less		Drop down, select one	Single	Y
C6818		How would you classify the type of organization you represent?	Individual City government County government State government Tribal organization Research institution (non-academic) Academic institution (such as a college or university) Faith-based organization Non-profit organization Public housing authority For profit organization Other, please specify		Radio button, one-up vertical	S	Y
C792	A	Other organization type:		A	Text area, no char limit		N
C6819		Which best describes you?	<del>Individual looking for personal financial assistance (paying off debt, small business loan)</del> Individual looking for personal financial assistance (paying off debt, small business loan) Individual representing an organization Individual not representing an organization Grant Community (i.e. grant applicant, grant writer, consultant) Grantor Agency representative		Radio button, one-up vertical	S	Y
CRJO00001		What is your role in the granting process for your organization?	Search for grant opportunities Assess the opportunities once identified Gather necessary information and fill in grant application forms		Checkbox, one-up vertical	M	Y

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HHS Grants CUSTOM QUESTION LIST

QID (Group ID)	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to	Type (select from list)	Single or Multi	Required Y/N
			Write grant proposals	A			
			Review the forms and applications for completion or authentication				
			Handle the budgeting and financial matters related to the grants process				
			Submit the application to the granting agency				
			Maintain IT systems related to grants				
			Write grant application requests				
			Post or distribute grant application requests to potential applicants				
			Collect grant applications				
			Review grant applications				
			Participate in the selection of the awardee(s)				
			Oversee the grant function/set policy				
			Other, please specify:				
CRJO00002	A	Other role in granting process:			Text area, no char limit		N
CRJO00003		What is your primary reason for visiting the site today?	Register to use Grants.gov	A	Drop down, select one	S	Y
			Become an authorized organizational representative (AOR)				
			Search for grant opportunities				
			Sign-up to be notified via email about updated opportunity postings				
			Download a grant application package				
			Submit a grant application				
			Research information to learn about or train others about Grants.gov				
			Track a grant application package				
			Learn more about Grants.gov				
			Find resources to train others about Grants.gov				
			Publish grant opportunities				
			Download submitted applications				
			Find examples of how other agencies use Grants.gov (Outreach Conducted, Forms Developed, Application Packages Published)				
			Track/followup on an opportunity already applied for				
			Other, please specify:				
CRJO00004	A	Other primary reason for visit:			Text area, no char limit		N
CAAGGR701		How did you look for information today?	Google Search on Grants site		Drop down, select one	S	Y
			Basic search				
			Advanced search				
			Used the links				
			Left navigation bar - under For Applicants				
			Browse by category				
			Browse by agency				

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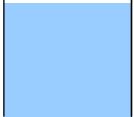
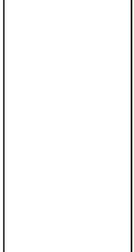
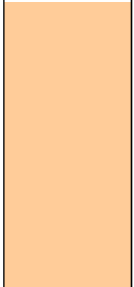
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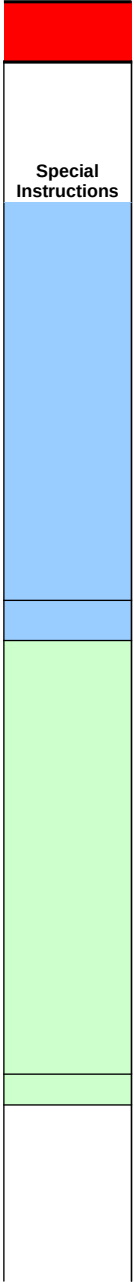
HHS Grants CUSTOM QUESTION LIST

QID (Group ID)	Skip Logic Label	Question Text	Answer Choices (limited to 50 characters)	Skip to	Type (select from list)	Single or Multi	Required Y/N
			All of the above Other				
C6885		Did you find what you were looking for?	Yes		Drop down, select one	S	Y



**Special  
Instructions**





<b>Special Instructions</b>