

# User Guide: How to Give Feedback on the Federal Grants Management Draft Data Elements

## 1. Create a (free) GitHub User Account

- 1.1 Visit [GitHub](#) and select "Sign Up" to create a free account.
- 1.2 Enter a unique username and an email address to create an account.
- 1.3 Complete the account verification and log in with your new account.

## 2. Explore all 426 Draft Data Elements

- 2.1 The page default displays ten data elements at a time.
- 2.2 The search bar in the top right can be used to search for a keyword within data element language. Searching for a keyword will display all references for that keyword in the table.

Show  entries

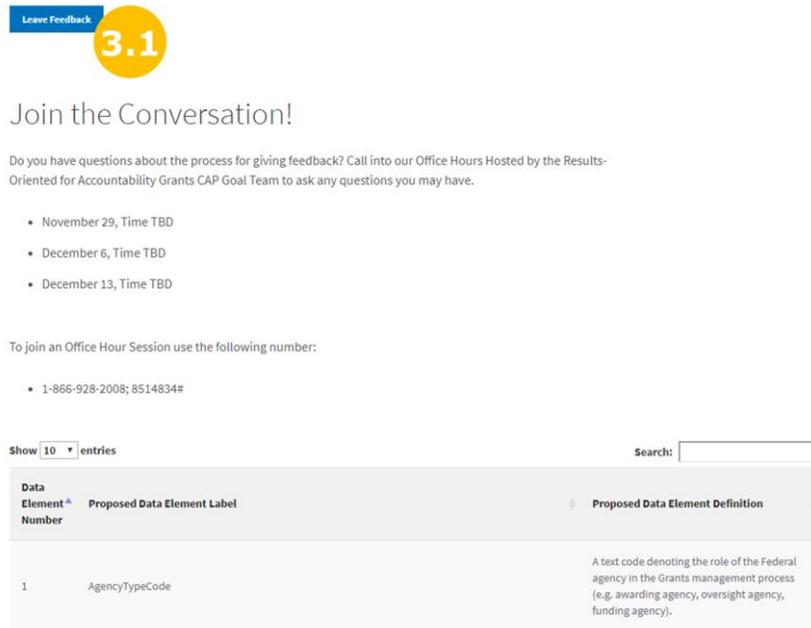
Search:

Data Element Number	Proposed Data Element Label	Proposed Data Element Definition
1	AgencyTypeCode	A text code denoting the role of the Federal agency in the Grants management process (e.g. awarding agency, oversight agency, funding agency).
2	AgencyDepartmentCode	A 3-digit CGAC Federal agency code of the department or establishment of the Government as used in the Treasury Account Fund Symbol (TAFS). (187, augmented)
3	AgencyAwardingOfficeCode	A code denoting the primary organization within the Federal agency that awarded, executed, or is otherwise responsible for the grants transaction. (187, augmented)
4	AgencyFundingOfficeCode	A code denoting the primary organization within the Federal agency that signed the Federal financial assistance obligating document and provides the preponderance of the funds obligated by this transaction, or is receiving funds through an allocation transfer. (187, augmented)
5	AgencySubTierCode	A code denoting the level 2 Federal agency that awarded, executed, or is otherwise responsible for the grants transaction. (187, augmented)

2.2

### 3. Leave Feedback on Data Elements

3.1 To leave feedback on a data element, select the "Leave Feedback" button above the top left of the table.



**Leave Feedback** **3.1**

#### Join the Conversation!

Do you have questions about the process for giving feedback? Call into our Office Hours Hosted by the Results-Oriented for Accountability Grants CAP Goal Team to ask any questions you may have.

- November 29, Time TBD
- December 6, Time TBD
- December 13, Time TBD

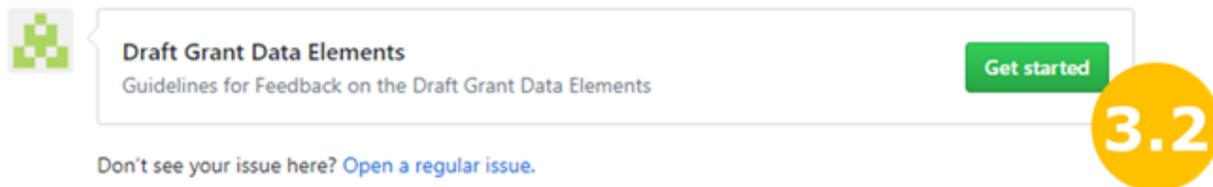
To join an Office Hour Session use the following number:

- 1-866-928-2008; 8514834#

Show 10 entries Search:

Data Element Number	Proposed Data Element Label	Proposed Data Element Definition
1	AgencyTypeCode	A text code denoting the role of the Federal agency in the Grants management process (e.g. awarding agency, oversight agency, funding agency).

3.2 A new tab will open. Select the green "Get started" button.



**Draft Grant Data Elements**  
Guidelines for Feedback on the Draft Grant Data Elements **Get started** **3.2**

Don't see your issue here? [Open a regular issue.](#)

3.3 Add your comments in the comment box. It's important to note which data element you are commenting on. To ensure your feedback is incorporated accurately, please do the following:

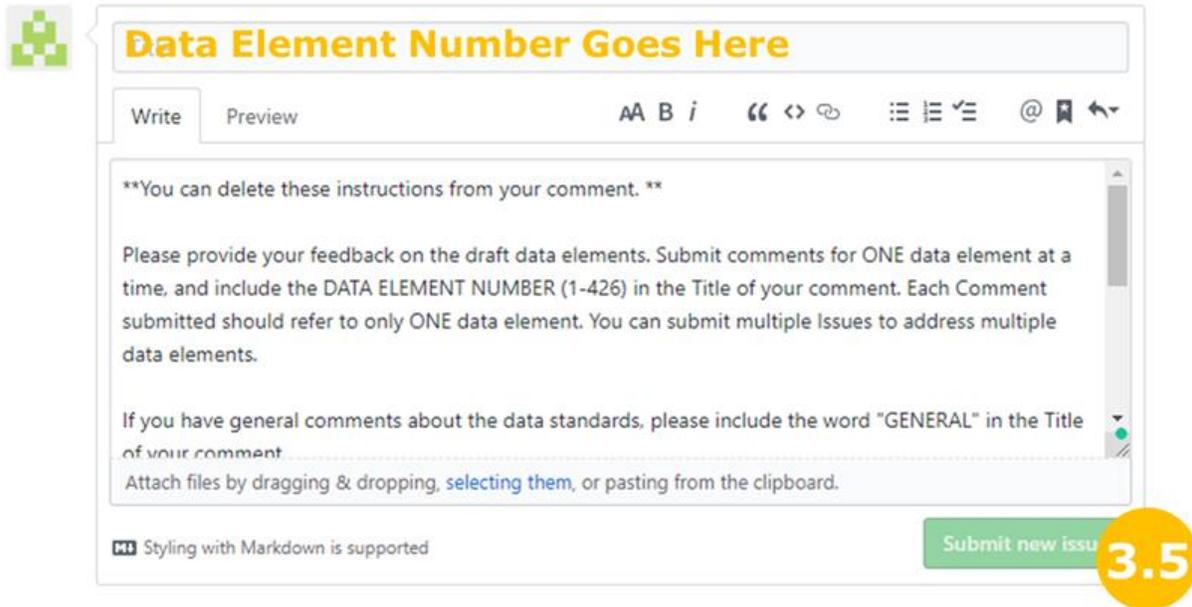
- Comment on only one data element per Issue Submission;
- Include the number (1 - 426) that corresponds with that data element you're commenting on in the "Title" field;
- If you have general feedback to submit about the data standards overall, include the word "General" in the "Title" field

3.4 Toggle back to the Draft Grants Data Elements Feedback main page in the previous tab to review content and data elements.

- 3.5 Select "Submit New Issue" once you've completed your comments on that data element. Begin another issue to leave feedback on another data element.

## Issue: Draft Grant Data Elements

Click 'Get Started' to begin commenting on the data elements. If this doesn't look right, [choose a different type](#).



The screenshot shows a web form for creating a new issue. At the top left is a small green icon. The main title of the form is "Data Element Number Goes Here" in bold orange text. Below the title are two tabs: "Write" (selected) and "Preview". To the right of the tabs is a rich text editor toolbar with icons for bold (AA), italic (i), quote ("), code (<>), link (chain), list (three horizontal lines), ordered list (numbered), and undo (curved arrow). Below the toolbar is a text area containing the following instructions:   
\*\*You can delete these instructions from your comment. \*\*  
Please provide your feedback on the draft data elements. Submit comments for ONE data element at a time, and include the DATA ELEMENT NUMBER (1-426) in the Title of your comment. Each Comment submitted should refer to only ONE data element. You can submit multiple Issues to address multiple data elements.  
If you have general comments about the data standards, please include the word "GENERAL" in the Title of your comment.  
Attach files by dragging & dropping, [selecting them](#), or pasting from the clipboard.  
At the bottom left, there is a small icon and the text "Styling with Markdown is supported". At the bottom right, there is a green button labeled "Submit new issue" and a large yellow circle with the number "3.5" in white.