You can create your own current & pending form template!

Open the included file called Template.docx that came with this .zip. This is the template for the DOE C&P form.
- You'll notice that each field is filled using Mail Merge
- You'll also notice MERGEFIELDS titled grants:each(item) and grants:endEach surrounding the section for each grant
    - These tell the template generator to repeat the enclosed section for each grant stored for a given user
- There are fields such as =item.name for each grant. The =item preceding the .name tells the form generator that that the MERGEFIELD should be populated using the Proposal Title associated with each grant
- See the table below for all of the fields that can be used to populate a form. The = is critically important for the form generator to work

Field Name	Field Code	Example Output
Author First Name	=item.firstname	"John"
Author Middle Name/Initial	=item.middlename	"M."
Author Last Name	=item.lastname	"Doe"
Status of Support	=item.status	"Pending"
Proposal Title	=item.name	"Argonne-Northwestern Solar Energy Research (ANSER) Center"
Grant Award Number	=item.awardnum	"32038109"
Total Award Amount	=item.totamount	"$13,000"
Total Award Amount to PI	=item.totpiamount	"$13,000"
Annual Award Amount	=item.anamount	"$13,000"
Annual Award Amount to PI	=item.anpiamount	"$13,000"
Academic Person Months	=item.apersonmonths	"2.2A "
Calendar Person Months	=item.cpersonmonths	"2.2C "

Summer Person Months	=item.spersonmonths	"2.2S "
Grant Description and Comparison to Current Proposal	=item.description	"ANSER Center work focuses on integrating charge separation with iron complexes for proton reduction and iridium complexes for water splitting. This does not overlap with the current proposal."
Award Period Beginning	=item.awardperiod1	"01/12/2015"
Award Period End	=item.awardperiod2	"03/30/2016"
Location of Project	=item.location	"Northwestern University"

Pay close attention to the Example Outputs!
- Most outputs do not include spaces
- Dollar amounts include dollar signs
- Person months include A, C or S (academic, calendar or summer) and a space

Pay close attention to the Field Codes!
- The = is required
- If the field is misspelled, it will be left on the template after a form is generated

If the formatted output does not fit the need of your template, you'll have to manually change certain fields after downloading the form. If a field is empty for a grant, it will be left empty in the completed form.

To create your custom form, either copy and paste the Mail Merge Fields from the Template.docx file, or create your own Mail Merge Fields. Use Google to find how to insert a Mail Merge Field on your specific version of Word.

Make sure you don't copy and paste the same field and change the field name! There are underlying field codes associated with each field. Make sure you use the Word menus each time you insert a new Mail Merge Field, unless you are copying and pasting from the template. See below for an example of adding the fields on Mac Word 2010.

Go to the insert menu and select "Field…"
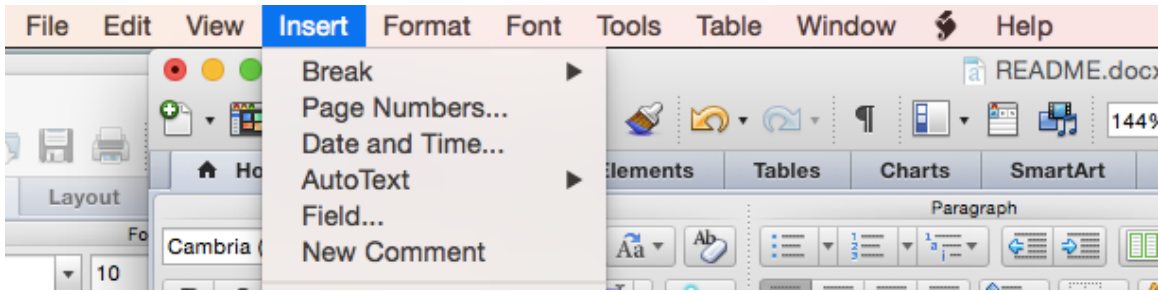
Choose "Mail Merge" under categories, and "MergeField" under Field names. Then add the Field Code associated with the Field you would like to add.