



# Federal Program Officer Training Manual

## Competitive Application Processing

Prepared by BearingPoint, Inc.

Version 2.8

September 7, 2006





---

# Table of Contents

---

<b>TABLE OF CONTENTS</b> .....	<b>I</b>
<b>DOCUMENT CONVENTIONS</b> .....	<b>I</b>
<b>GRANTS ONLINE OVERVIEW</b> .....	<b>1</b>
GRANTS ONLINE SOFTWARE DESCRIPTION.....	1
<b>GETTING STARTED</b> .....	<b>5</b>
Accessing Grants Online .....	5
Logging into Grants Online.....	6
<b>COMPETITIVE APPLICATION OVERVIEW</b> .....	<b>8</b>
<b>PROCESSING AN APPLICATION</b> .....	<b>9</b>
Inputting a Paper Application.....	9
<b>PERFORMING MINIMUM REQUIREMENTS</b> .....	<b>21</b>
Minimum Requirements Checklist.....	22
<b>REVIEW EVENT</b> .....	<b>27</b>
Confirm Review Event.....	27
Close Out Review Event .....	28
<b>SELECTING APPLICATIONS FOR FUNDING</b> .....	<b>30</b>
Recommend Applications for Funding.....	30
Conducting Negotiations .....	32
<b>PROGRAM OFFICER PREPARATION OF SELECTION DOCUMENTS</b> .....	<b>36</b>
NEPA Document.....	36
Procurement Request and Commitment of Funds.....	39
Completing the PO Checklist .....	45
<b>AWARD FILE</b> .....	<b>54</b>
Certify/Revise Award File.....	54



## Document Conventions

---

**Overview** Welcome to the Grants Online Training Manual. This manual is set up to provide you with step-by-step information to accomplish tasks within Grants Online. The manual is logically sequenced based on the National Oceanic and Atmospheric Administration's (NOAA) Grants lifecycle process and is written to address your role within Grants Online.

**Using this Guide** Use the following writing conventions as a guide in using the manual. The manual uses block label text in order to scan for the information desired.

### Text Conventions

#### Text; Example

Text in Bold; Click **Done**

Text in Italics; *FFO Details* screen appears.

Text in Bold Italics; ***Name***

Text in All Caps; LOGIN

#### What it means.

Indicates a command.

Indicates a screen.

Indicates data to be entered into a field.

Indicates a field name.

### Notes and Warnings

Notes and Warnings are used to indicate information or advisories when using Grants Online.



**Note:** A note is used to inform you about additional information during the procedure or process.



**Warning!** Business process may not work as desired or a procedure may produce an undesirable effect.

This page intentionally left blank.

## Grants Online Overview

---

**Overview** The National Oceanic and Atmospheric Administration (NOAA) offer a variety of competitive and non-competitive grants or Awards to various communities including states, universities, and non-profit organizations. Prior to the advent of Grants Online, the processing of grants was a paper-based task involving time-consuming human interactions and program polices to process the grants and to ensure the awarding of the grant is given to the most qualified applicant for a competitive Award, and for qualified designated applicants of non-competitive Awards.

As part of NOAA's strategy to move scientifically and operationally into the 21<sup>st</sup> century, Grants Online was developed. Grants Online is an E-Government initiative to create an automated tool that will support the grant evaluation, Award management, and operations process. Grants Online significantly streamlines and unifies grants processing throughout all of NOAA, allowing the Agency to increase efficiencies related to its mission goals.

Grants Online is designed to answer several issues that occur during the Award process including:

- Reducing or eliminating paper forms for application.
- Providing an interface with Grants.gov to ensure applicants can apply for grants electronically.
- Reducing the processing time by incorporating workflows between Federal Program Officers (FPO), Grants Management Division (GMD), Financial Assistance Legal Division (FALD), and Grantees.
- Serving the NOAA community in its efforts to meet mission goals more effectively.

**Audience** This manual is developed for Federal Program Officers (FPO). This guide provides the user with step by step instructions for completing the following:

- Input Paper Applications
- Minimum Requirements
- Review Event
- Selecting Applications for Funding
- Conduct Negotiation
- PO Checklist
- NEPA Document
- Procurement Request and Commitment of Funds (CD-435)

This guide does not teach policy or business procedures for Federal Program Officers.

## Grants Online Software Description

**About Grants Online** Grants Online operates in a web environment. As such, you will be required to use an Internet browser to log in and use Grants Online. No software is required for installation. As Grants Online is web-based, you may access the system anywhere at anytime provided that you have Internet access. Login IDs and passwords are required and will be relayed to you once you are

established within the system.



**Note:** You must have an Internet connection in order to access Grants Online.

---

This page intentionally left blank.



## Getting Started

---

**Overview** When you use any Windows-based software, navigation and ease of use are key components. Grants Online incorporates an intuitive Graphic User Interface (GUI) that assists end users with navigation and appropriate system use. In this module, you will be shown the basics of Grants Online, including the look and feel of the system, navigation, and user customizations.

**Module Objectives** The Getting Started module will review the following objectives:

- Obtaining your password
- Logging into Grants Online

**Overview** Grants Online is accessible through your web browser, specifically Internet Explorer.

### Accessing Grants Online

---

1. Click on the Internet Explorer icon on your desktop to open Internet Explorer.
2. Enter the following URL information in the address bar of your browser:  
<https://grantsonline.rdc.noaa.gov>, then press **ENTER**
  - *Grants Online Login* page appears



### Logging into Grants Online

1. If you haven't already, contact the Grants Online Help Desk to obtain your Username and Password.
  - Phone: 301-713-1000 or toll free at 1-877-662-2478
  - Email: grantsonline.helpdesk@noaa.gov
2. Enter your assigned **Username**.
3. Enter your assigned **Password**.
4. Click **Enter**.



**Warning!**

If you enter your username or password incorrectly you will see a red error message on the screen. After three unsuccessful attempts to log in, the system will lock you out and you will have to contact the Grants Online Help Desk to unlock your account.

If nothing happens when you click enter, it means the server is down and will need to be restarted.

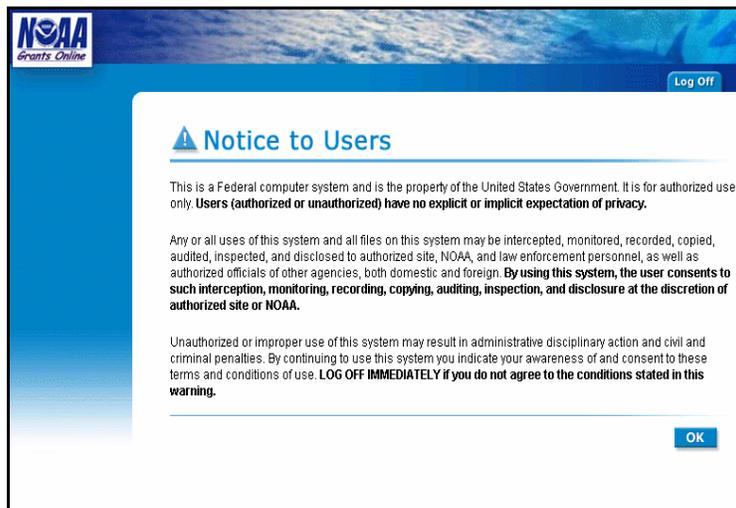


**Note:** If you click on the **Grants Online Training** link you can view and download training material including training manuals, quick reference guides, and online webinars.

## Logging in to Grants Online

---

5. The *Notice to Users* screen appears.
6. Review disclaimer information and click **OK**.



## Competitive Application Overview

---

**Overview**

In this manual, you will learn how to input a paper application into the Grants Online system, as well as how to process the application.

**Manual Objectives**

The Competitive Application Processing manual will review the following objectives:

- Input a Paper Application
- Perform the Minimum Requirements Check
- Review Event
- Select Applications for Funding
- Conduct Negotiations
- Complete the PO Checklist, NEPA Document, and Procurement Request and Commitment of Funds
- Forward Award File to GMD

## Processing an Application

---

If an applicant sends in a paper application to NOAA as opposed to submitting through Grants.gov, the FPO will need to input that application into the Grants Online system. The steps provided during this section will demonstrate how you can accomplish this action. During this time you should also be working on scanning this application into electronic PDF files that you will later upload to the system.

### Inputting a Paper Application

---

1. Select the **Application** tab.
2. Select the **Input Paper Application** link.



3. The *Search for RFA* screen displays. The system wants you to identify the RFA that this application belongs to.
4. Type query information into at least one of the searchable fields.
5. Select the **Search** button.

Search for RFA

RFA Title : test

Funding Opportunity Number :

CFDA Number :

Fiscal Year : 2006  
(use format YYYY)

Selected Type :

Search Reset

Search Results

6. Your search results will display.
7. Click the **Select** link next to the RFA you wish to associate the application with.

Search Results

5 items found, displaying all items. 1

Action	RFA Id	Name	Type	Announcement Type	Line Office Id	CFDA Number	CFDA Sub Name	FEO Number	Fiscal Year	Publication Date	Competition Id
Select	2016051	Ballast Water Technology Demonstration Program (Research, Development, Testing and Evaluation Facility)	C	I	1001331	11.417	5703	OAR-SG-2006-2000364	2006	2006-05-08	2016052
Select	2047847	test 6/14 - lone	C	I	1001331	11.432		OAR-OED-2006-2000758	2006	2006-06-14	2047848



**Note:** If your search yielded no response, this can mean that your RFA is not listed as published. You can only input paper applications to a published RFA.

8. The *Create Application Header* page appears. Use the information from the SF424 to populate the following mandatory fields:
  - Applicant Name
  - Applicant Type
  - Applicant State
9. Select the **Save** button.



**Note:** All required fields in Grants Online are indicated by a red asterisk \* next to the field name.



**Note:** Once you click **Save**, the basis for an application is created. You can continue to enter the information or you can complete it at a later time. If you choose to complete it another time, follow the following steps: Go to the RFA tab, search and select the RFA, scroll down the page and click on the [Application](#) hyperlink under *Associated Documents*, and then click on the [Go to Application Details Page](#) hyperlink to continue working on the application

10. The *Application Details* page appears. Use the information on the SF424 to enter information into the mandatory fields, highlighted by red asterisk, as well as any other information that you would like to include. Remember that you will be uploading the scanned copies of this application to the system. (The picture below is only the top half of the screen).

- Project Start Date
- Project End Date
- Federal Agency Received Date/Time
- Total Funding

**Application Details - SF-424**

Please click on this icon to view the audit trail on this application: 

Proposal Number:

**Application Submission Type and Date Information**

Type of Submission :  Application  Pre-Application  Changed/Corrected Application

Application Type :  Construction  Non-Construction

Application Type Code :  New  Continuation  Revision  Renewal  Resubmission

If Revision, select appropriate letter(s):

**Use format MM/DD/YYYY for date fields:**

Project Start Date : *	<input type="text" value="09/26/2006"/>	Project End Date : *	<input type="text" value="12/26/2006"/>	Submitted Date :	<input type="text"/>
State Received Date :	<input type="text"/>	Federal Agency Received Date : *	<input type="text" value="08/28/2006"/>	Time :	<input type="text" value="05:00"/> <input type="text" value="PM"/>
Total Funding : *	<input type="text" value="100,000.00"/>				
Applicant Identifier :	<input type="text"/>	State Application Identifier :	<input type="text"/>	Federal Identifier :	<input type="text"/>



**Note:** If this is a multi year award, you will want to enter the start and end date for the entire award, as well as the funding amount for the entire award. Repeat process for additional years.

11. Continue entering information on the bottom half of the *Application Details* page (Please note: the picture below represents the bottom portion of the Application Details pages – you may have to scroll down to see it.)

- Legal Name
- Duns Number
- EIN Number
- State
- Type of Applicant
- Descriptive Title of Applicant's Project
- CFDA Number
- Application Funding Details

**Applicant Information**

Legal Name :

Department Name :

Division Name :

Duns Number : \*  (9 or 13 digit number) EIN Number : \*  (xx-xxxxxxx)

Street :

City :  County :

State : \*  Province :

Country :  Zip :

**Name and Telephone number of person to be contacted on application matters**

Prefix :  First Name :  Middle Name :

Suffix :  Last Name :  Email :

Title :  Organizational Affiliation :

Phone Number :  Fax Number :

**Other Application Information**

Type of Applicant1 : \*

Type of Applicant2 :

Type of Applicant3 :

Descriptive Title of Applicant's Project : \*

Project Areas :

Application Contact(s) :

CFDA Number : \*

Name of Federal Agency :

Applicant Congressional District :  Project Congressional District :

Is the Applicant Delinquent on any Federal Debt ?  Yes  No

Is Application Subject to Review by State Executive Order 12372 Process ?  Yes  No  Program has not been selected by state for review

**Authorized Representative**

Prefix :  First Name :  Middle Name :

Suffix :  Last Name :  Title :

Phone Number :  Fax Number :

Email :

**Application Funding Details : \***

Nothing found to display.

[Add New](#)

12. Click on the **Add New** link. (Please note: the picture below represents the bottom portion of the *Application Details* page – you will have to scroll down to see it.)



Application Funding Details : \*

Nothing found to display.

[Add New](#)

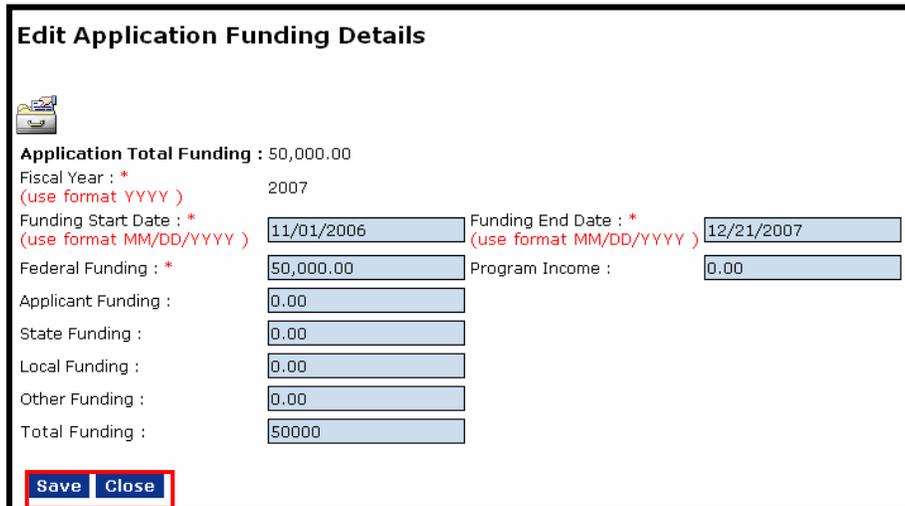
Attach Files Save as Draft Save and Return to Main Cancel

13. Enter the information required in the fields below:

- Fiscal Year
- Funding Start Date
- Funding End Date
- Federal Funding

If this is a multi year award, you will want to enter the start and end date for the first year of the award, as well as the funding amount for that year. Repeat process for each additional year.

14. Select **Save** to capture changes and move forward.
- a. Select **Close** if you wish to exit the screen. Selecting this option will not capture the changes without saving them first.



**Edit Application Funding Details**



**Application Total Funding :** 50,000.00

Fiscal Year : \* 2007  
(use format YYYY )

Funding Start Date : \* 11/01/2006 Funding End Date : \* 12/21/2007  
(use format MM/DD/YYYY ) (use format MM/DD/YYYY )

Federal Funding : \* 50,000.00 Program Income : 0.00

Applicant Funding : 0.00

State Funding : 0.00

Local Funding : 0.00

Other Funding : 0.00

Total Funding : 50000

Save Close

15. Note that one year of funding has been identified under Application Funding Details. If this had been a one-year award, the entire funding amount would have been entered during steps 12-14 on the previous page. However, since this is a multi year award, I'm going to click **Add New** and provide the information for my second and last year of funding.

**Application Funding Details : \***

Fiscal Year	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2007	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	Edit	Delete

[Add New](#)

[View Reviewer Comments Report](#)

**Attachments:**

16. Enter in the data for the second year of funding (follow steps 12-14 as a reference)
17. Select **Save** to capture changes and move forward.
  - a. Select **Close** to return to the previous page. In order to save the information entered, you must select Save before selecting Close.

**Add Application Funding Details**



**Application Total Funding :** 50,000.00

Fiscal Year : \*   
(Use format YYYY)

Funding Start Date : \*  Funding End Date : \*   
(Use format MM/DD/YYYY) (Use format MM/DD/YYYY)

Federal Funding : \*  Program Income :

Applicant Funding :

State Funding :

Local Funding :

Other Funding :

Total Funding :  → The Total Funding amount field will update automatically.

18. Note that the Total Funding equals the sum of the *Application Funding Details* amounts for FY06 and FY07.
19. Click **Save and Return to Main** to capture the information entered. (See next page for explanation of other buttons)

**Application Details - SF-424**

Please click on this icon to view the audit trail on this application: 

Proposal Number:

**Application Submission Type and Date Information**

Type of Submission :  Application  Pre-Application  Changed/Corrected Application  
 Application Type :  Construction  Non-Construction  
 Application Type Code :  New  Continuation  Revision  Renewal  Resubmission  
 If Revision, select appropriate letter(s):

**Use format MM/DD/YYYY for date fields.**

Project Start Date : \*  Project End Date : \*  Submitted Date :   
 State Received Date :  Federal Agency Received Date : \*  Time :    
 Total Funding : \*   
 Applicant Identifier :  State Application Identifier :  Federal Identifier :

**Applicant Information**

Legal Name : \*   
 Department Name :   
 Division Name :   
 Duns Number : \*  (9 or 13 digit number) EIN Number : \*  (xx-xxxxxxx)  
 Street :   
 City :  County :   
 State : \*  Province :   
 Country :  Zip :

**Name and Telephone number of person to be contacted on application matters**

Prefix :  First Name :  Middle Name :   
 Suffix :  Last Name :  Email :   
 Title :  Organizational Affiliation :   
 Phone Number :  Fax Number :

**Other Application Information**

Type of Applicant1 : \*   
 Type of Applicant2 :   
 Type of Applicant3 :   
 Descriptive Title of Applicant's Project : \*   
 Project Areas :   
 Application Contact(s) :   
 CFDA Number : \*   
 Name of Federal Agency :   
 Applicant Congressional District :  Project Congressional District :   
 Is the Applicant Delinquent on any Federal Debt ?  Yes  No  
 Is Application Subject to Review by State Executive Order 12372 Process ?  Yes  No Date :   
 Program has not been selected by state for review

**Authorized Representative**

Prefix :  First Name :  Middle Name :   
 Suffix :  Last Name :  Title :   
 Phone Number :  Fax Number :   
 Email :

**Application Funding Details : \***

Fiscal Year	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2006	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	<a href="#">Edit</a>	<a href="#">Delete</a>
2007	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add New](#)

(Please note: the picture below represents the bottom portion of the *Application Details* page, which you will have to scroll down to see)

Application Funding Details : \*

Fiscal Year	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2006	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	Edit	Delete
2007	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	Edit	Delete

[Add New](#)

**Attach Files**   **Save as Draft**   **Save and Return to Main**   **Cancel**

**Attach Files** (Picture of Attach File screen shown on next page)

- Clicking this option will allow you to upload documents that are associated with this application. This is where you upload the scanned documents you received from the applicant.
  - If you forget to attach the documents at this point you will be able to do so during the conduct negotiations stage

**Save as Draft**

- This button will capture all the information on the page and leave you on this page. If you get a message in **RED** at the top of the screen it means there is an error. Correct the error and then click Save as Draft again.



**Note:** If you receive a message in red after clicking **Save** it means the system did NOT capture what was entered – that mandatory information was not provided, or was not in the correct format.

**Save and Return to Main**

- This will capture the changes you've made and will initiate workflow. Once you click this button a task to conduct minimum requirements will go to the person identified in routing (on the RFA)

**Cancel**

- This button will ignore any recent changes you made to the screen and will take you back one page. Any scanned attachments related to this proposal can be entered here. The screen shot below is displayed when you select the Attach Files button.

20. Select **Browse** to search and select the document you wish to upload.
21. Enter a short description and then select **Save Attachment**.

22. Select the **Done** link, once you have finish uploading attachments.



**Warning!**

Do not attach ".eml" (email) files in Grants Online. The system does not recognize this file type and therefore will not open the attachment. Please save your email files as text files before attaching the files in Grants Online.

**Current Attachments**

Attachment Name	Attachment Type	Short Description	Create Date	Action
<a href="#">Sys. Nav.doc</a>	application/msword	Manual	2006-06-26 17:04	<a href="#">Remove</a>

**Attach New Files**

Click Browse to select the file, or type the path to the file in the box below.

[Browse...](#)

Please enter a short description. \*

[Save Attachment](#)

[<< Done](#)

23. Once you have entered all the information, and uploaded any relevant attachments, select **Save and Return to Main**. This will initiate workflow and will send the “Review Minimum Requirements Checklist” task to the individual identified on the RFA to receive

applications.



**Warning!**

This will complete the creation of the application and will start workflow on it. The document will be locked and you will not be able to modify the content until the conduct negotiations stage.

**Application Details - SF-424**

Please click on this icon to view the audit trail on this application:

Proposal Number:

**Application Submission Type and Date Information**

Type of Submission :  Application  Pre-Application  Changed/Corrected Application  
 Application Type :  Construction  Non-Construction  
 Application Type Code :  New  Continuation  Revision  Renewal  Resubmission  
 If Revision, select appropriate letter(s):

**Use format MM/DD/YYYY for date fields.**

Project Start Date : \*  Project End Date : \*  Submitted Date :   
 State Received Date :  Federal Agency Received Date : \*  Time :    
 Total Funding : \*   
 Applicant Identifier :  State Application Identifier :  Federal Identifier :

**Applicant Information**

Legal Name : \*   
 Department Name :   
 Division Name :   
 Duns Number : \*  EIN Number : \*   
 (9 or 13 digit number) (xx-xxxxxxx)  
 Street :   
 City :  County :   
 State : \*  Province :   
 Country :  Zip :

**Name and Telephone number of person to be contacted on application matters**

Prefix :  First Name :  Middle Name :   
 Suffix :  Last Name :  Email :   
 Title :  Organizational Affiliation :   
 Phone Number :  Fax Number :

**Other Application Information**

Type of Applicant1 : \*   
 Type of Applicant2 :   
 Type of Applicant3 :   
 Descriptive Title of Applicant's Project : \*   
 Project Areas :   
 Application Contact(s) :

CFDA Number : \*

Name of Federal Agency :   
 Applicant Congressional District :  Project Congressional District :   
 Is the Applicant Delinquent on any Federal Debt ?  Yes  No  
 Is Application Subject to Review by State Executive Order 12372 Process ?  Yes  No Date :   
 Program has not been selected by state for review

**Authorized Representative**

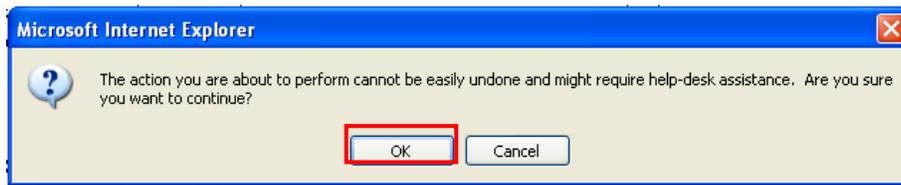
Prefix :  First Name :  Middle Name :   
 Suffix :  Last Name :  Title :   
 Phone Number :  Fax Number :   
 Email :

**Application Funding Details : \***

Fiscal Year	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2006	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	Edit	Delete
2007	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	Edit	Delete

[Add New](#)

- Upon selecting **Save and Return to Main**, a warning message will appear notifying you that this will complete the creation of the application and workflow will start. The document will be locked and changes cannot be made. Select the **OK** button to proceed.



## Performing Minimum Requirements

---

Once an application has been submitted electronically through Grants.gov or inputted as a paper application, the Federal Program Officer (FPO) will have to perform a Minimum Requirements check. The items on this checklist represent specific criteria identified by the Federal Program Officer (FPO) who created the RFA. It is your choice as the Federal Program Officer (FPO) to decide whether to Approve or Reject the application. This section reviews the Review Minimum Requirements task.

### Minimum Requirements Checklist

---

1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the **View** link for the **Review Min. Req. Checklist** task.

**Your Tasks**

Document Type:  Status:  [Apply Filter >>](#)

**New Features!**

11 items found, displaying all items.1

View	Applicant Name	Approved Federal Funding	Total Federal Funding	Completed Date	Project Title	Task Status	Proposal Number	Award Number	Document Type	Task Name
<a href="#">View</a>	Competitive Application Manual 6-14	N/A	\$100,000.00		test	Not Started	N/A	N/A	Application	Review Min. Req. Checklist

4. The following screen is the *Task Launch* page. From this page you may complete your task by selecting an action from the action dropdown menu followed by the Submit button. You may enter a comment in the COMMENT field.

**Application**  
 Id: 2047858  
 Creator: [Tenesia Key](#) Create Date: 06/14/2006  
 Status: ReviewMinimumRequirementsChecklist - Not Started Status Date: 06/27/2006  
 Last Edited User: System Account

Action: Please select an action Submit

Your Comments:  
  
Spell Check Save Comment

Workflow History

Attachments: [New Features!](#)

RFA Header Information

Document ID:	2047847	CFDA Number:	11.432
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	OAR-OED-2006-2000758	Assigned Program Office:	Office of Education (OED)
Line Office:	Oceanic and Atmospheric Research (OAR)	Assigned Program Officer:	Ms Sarah Schoedinger
RFA Name:	test 6/14 - lionel	Anticipated Publication Date:	06/16/2006
Fiscal Year:	2006		
Competition Number:	2047040	Competition Name:	test 6/14 - lionel
Anticipated Application Due Date:	06/30/2006		

Application Header Information

Application ID:	2047858	Award Number	
Applicant Name:	Competitive Application Manual 6-14	Application Receipt Date:	08/28/2006
Project Title:	test	Applicant Type:	Public/State Controlled Institution of Higher Education
Program Officer	Sarah Schoedinger	DUNS Number:	123456789
Federal Funding Requested:	\$50,000.00	Type of Submission:	
		Type of Application:	

Sub Documents

One item found.1

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date
Minimum Requirements Checklist	<a href="#">2047858</a>						

Export options: [Excel](#)

Associated Documents

One item found.1

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date	Program Officer
RFA	<a href="#">2047847</a>	test 6/14 - lionel	<a href="#">Sarah Schoedinger</a>	06/14/2006	<a href="#">Sarah Schoedinger</a>	Published	06/15/2006	<a href="#">Sarah Schoedinger</a>

Export options: [Excel](#)

**Callout Boxes:**

- Select this link to view the previous workflow history and comments relative to this document. (You can determine the document by looking in the upper left hand corner for the document name. In this case, we are looking at they application.)
- Action dropdown menu is where you select the action you will take on the task.
- Select submit to act on the action identified in the action identified.
- Location to type comments related to this task.
- Click Spell Check to check the spelling in the comment box.
- Select Save Comment to capture your comments.
- Select to view attachments associated with the application.
- RFA and Application Header Information.
- Links to other documents related to the application.

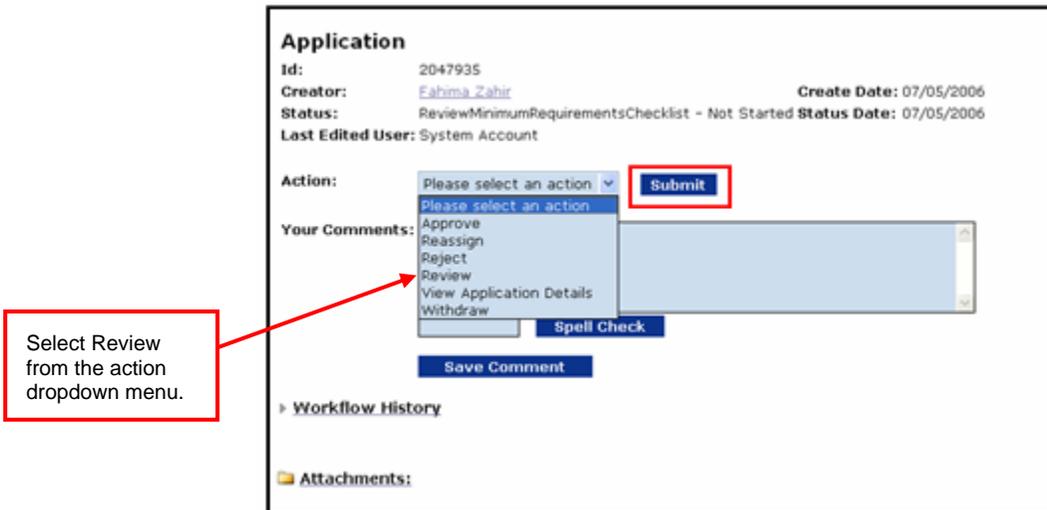
5. From the action dropdown menu, you can select from the following options:

- **Approve** – this action approves the Minimum Requirements Checklist (meaning the applicant meets the most basic of requirements – eligibility, complete application, etc).



**Warning!** Once you select Approve and click Submit, you will initiate workflow – a task will be sent to the individual identified in the RFA routing to conduct negotiations

- **Reassign** – This action allows for you to reassign this task to another program officer. Whoever conducts the Minimum Requirements checklist will be the program officer of record, and will be the individual who will also conduct negotiations, as well as work on the PO Checklist, NEPA document, and Procurement Request and Commitment of Funds.
  - **Reject** – This action will reject the application. Once you select Reject and click **Submit** you **will not** be able to reverse the rejection.
  - **Review** – This action allows you to view the minimum requirements and enter information into the document.
  - **View Application Details** – Select this action to view the details of the application so that you can verify that all the information is correct before completing the Minimum Requirements.
  - **Withdraw** – This action will be performed when the user informs you that they no longer wish to be considered for this opportunity
6. Select an option from the action dropdown menu. This section will review the workflow path for Reviewing the Minimum Requirements. Select **Review** from the action dropdown menu, followed by **Submit**.
  7. If you wish to enter any comments, enter and save them in the Comment box underneath the action dropdown menu. Once you have entered your comments (if any), select the appropriate action and click Submit.



8. The next screen that appears is the *Minimum Requirements page*. Check the appropriate fields if the applicant met the requirement. Place a check mark in the Met Requirement box and feel free to enter comments.



**Note:** You as the Program Officer have the power to say the applicant met the Minimum Requirements – the system will not check for you. You are the deciding factor as to whether this application goes on for further review.

- 9. Select **Save** to capture the information entered.
- 10. Select **Save and Return to Main** to continue processing the task.

Minimum Requirements Checklist

Minimum Requirement	Met Requirement ?	Comment
Is the applicant eligible to apply for this RFA based on the applicant type?	<input type="checkbox"/>	<input type="text"/> Spell Check
Was the application submitted by the deadline date and time?	<input type="checkbox"/>	<input type="text"/> Spell Check
Does the application contain all of the required forms?	<input type="checkbox"/>	<input type="text"/> Spell Check

Overall Comments:

Spell Check

Cancel

- 11. When completing the Minimum Requirements Checklist and saving the information, the Task *Launch* page is displayed. From the action dropdown menu, the same actions are available for selection. If you are finish with all actions associated with this task, select **Approve** from the action dropdown menu, followed by **Submit** to complete the review process. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting

the action.



**Warning!** Once you select Approve and click Submit, you will initiate Workflow and the document will be locked.

**Application**

**Id:** 2047935  
**Creator:** Fahima Zahir **Create Date:** 07/05/2006  
**Status:** ReviewMinimumRequirementsChecklist - Not Started **Status Date:** 07/05/2006  
**Last Edited User:** System Account

**Action:** Please select an action

**Your Comments:**

- Approve
- Reassign
- Reject
- Review
- View Application Details
- Withdraw

> Workflow History

📎 Attachments:

## Review Event

The competitive application review event currently occur outside the Grants Online system, although, you are still required to create a Competition, which includes a Review Event during the competitive RFA building process. This section details the process that allows you to bring your external competition results into Grants Online. At this point in time, the Program Officer should send electronic/paper based applications and reviewer instructions/criteria to the reviewers so that they can perform the review outside the system. The reviewer will then send the scored review back to the Program Officer. That scored reviews will be uploaded in Grants Online later during the competitive application processing.

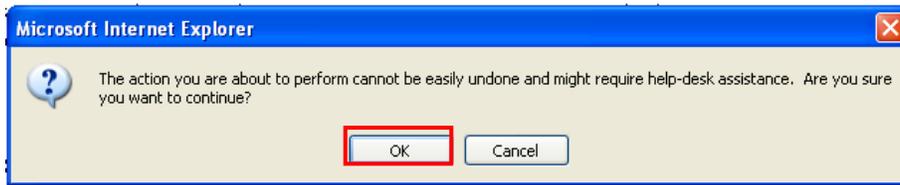
### Confirm Review Event

Seven days prior to the review event start date, which is set in the RFA, the Program Officer will receive a task titled, **“Confirm the Review Event.”** At this point in time, you can make changes to the review event start and end dates. If you are trying to expedite the process, set the review event end date to be a day or two after the start date (please note: neither the start nor the end dates can be set in the past.)

1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the **View** link for the **Confirm Review Event** task.

View	Applicant Name	Approved Federal Funding	Total Federal Funding	Completed Date	Project Title	Task Status	Proposal Number	Award Number	Document Type	Task Name
View	N/A	N/A	N/A		N/A	Not Started	N/A	N/A	Review Instructions	Review Reviewer Instructions
View	N/A	N/A	N/A		N/A	Not Started	N/A	N/A	RFA	Approve or Review
View	N/A	N/A	N/A		N/A	In Progress	N/A	N/A	RFA	Notify Recipients
View	N/A	N/A	N/A		N/A	In Progress	N/A	N/A	Review Event	Confirm Review Event

4. Upon selecting the **Confirm Review Event** task from your inbox, the *Task Launch* page is displayed. From the action dropdown menu, you can select from the following options:
  - Cancel Review Event - This action will allow you the cancel the Review Event.
  - Confirm Review Event - Select this action once the Review Event has been completed.
  - Edit Review Event Details – This action will allow you to make revision to your Review Event.
  - View Review Event Summary – Select his action to view the details of the Review Event.
5. Select **Confirm Review Event** from the action dropdown menu, followed by **Submit**.
6. Upon selecting the **Submit** button, the following warning message will appear.
7. Select **OK** to proceed.



### Close Out Review Event

---

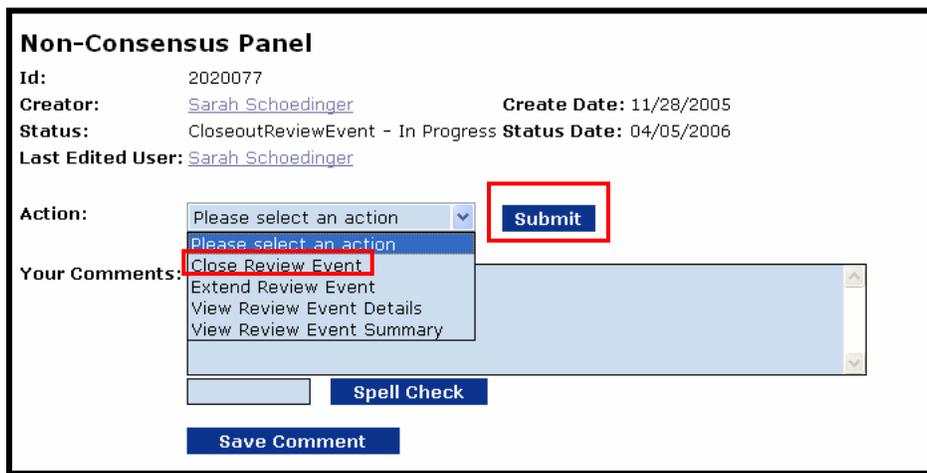
The next Review Event task you will work on is the task titled “**Close Out Review Event.**” This action should be completed after all applications are received/entered in Grants Online and have their minimum requirements approved.

1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the **View** link for the **Close Out** task.

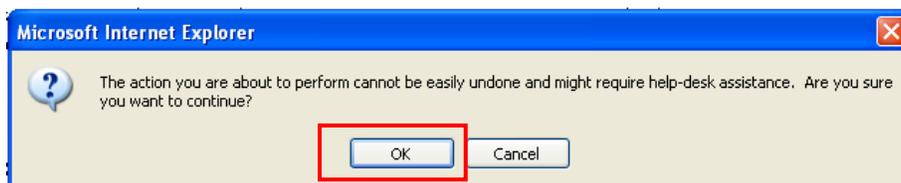
98 items found, displaying all items.1

View	Applicant Name	Task Status	Award Number	Document Type	Task Name
View	N/A	In Progress	N/A	Review Event	Close Out

4. Upon selecting the **Closeout Review Event** task from your inbox, the *Task Launch* page is displayed. From the action dropdown menu, you can select from the following options:
  - Close Review Event - These actions allows you to closeout the Review Event and continue processing the applications.
  - Extend Review Event - This action allows you to extend the Review Event.
  - View Review Event Details - This action allows you to view the Review Event details and enter information into the document.
  - View Review Event Summary - This action allows you to view the Review Event summary and enter information into the document.
5. Select **Close Review Event** from the action dropdown menu, followed by **Submit**.



6. Upon selecting the Submit button, the following warning message will appear. After reviewing the message, select **OK** to proceed.



## Selecting Applications for Funding

---

Once the review event has been confirmed and closed, the Competition Manager will receive a task to “Select Applications for Funding.” This section reviews the process in Grants Online of selecting applications for funding.

### Recommend Applications for Funding

---

1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the **View** link for the **Select Applications** task.

**Your Tasks**

Document Type: All | Status: Open | [Apply Filter >>](#)

[New Features!](#)

14 items found, displaying all items.1

<a href="#">View</a>	<a href="#">Applicant Name</a>	<a href="#">Task Status</a>	<a href="#">Document Type</a>	<a href="#">Task Name</a>	<a href="#">Document Id</a>
<a href="#">View</a>	N/A	Not Started	Competition	Select Applications	2020076

4. Upon selecting the **Select Applications** task from your inbox, the *Task Launch* page is displayed. From the action drop down menu, you can select from the following options:
  - Select Applications - This action allows choose the applications that will be funded.
  - View Competition Details - This action allows you to view the competition detail information.

**Competition**

**Id:** 2020076  
**Creator:** [Sarah Schoedinger](#) **Create Date:** 11/28/2005  
**Status:** CompetitionManagerActions - Not Started **Status Date:** 04/03/2006  
**Last Edited User:** System Account

**Action:**

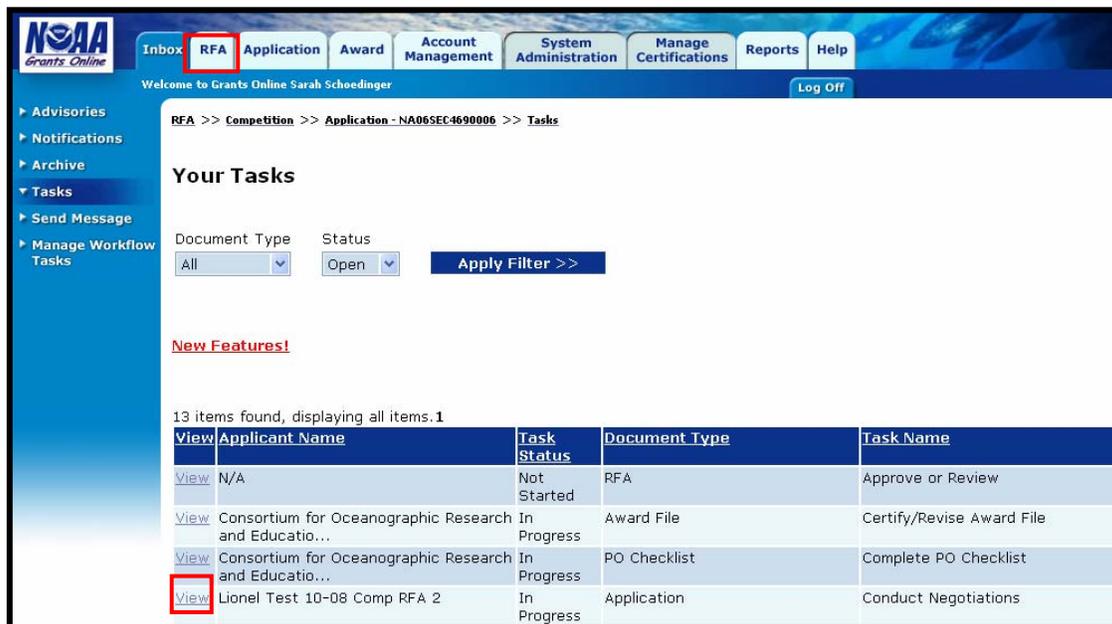
**Your Comments:**

▶ [Workflow History](#)

## Conducting Negotiations

The Conduct Negotiations phase is a critical phase of processing during Grants Online. This step allows the Program Officer to do the following:

- Assign a new award number or associate an award number
  - Identify the agreed upon start and end date for the award
  - Identify the final negotiated funding amount for the award
  - Associate an organization to the award
  - Associate an Authorized Official to the award
  - Break out any funding years (if needed)
  - Attach any files to the application (updated documents, reviewer responses, etc.)
1. Select the **Inbox** tab.
  2. Select the **Tasks** link.
  3. Select the **View** link for the **Conduct Negotiations** task.



4. Upon selecting the **Conduct Negotiations** task from your inbox, the *Task Launch* page is displayed. From the action drop down menu, you can select from the following options:
  - Conduct Negotiations - This action will open the application and allow you to make changes.
  - Create Multi Institution Awards - This action will allow you to work on creating a Multi Institution Award.
  - Negotiations Complete – This action is selected when you are finished negotiating the application.
  - View Application Details - This action allows for you to view the details of the submitted application.
  - Withdraw - This is selected if you would no longer want to continue to process the application.
5. Select **Conduct Negotiations** for the purpose of this manual.
6. Select **Submit**.

The screenshot shows a web interface for managing an application. At the top, the breadcrumb navigation reads: "Application - NA06SEC4690007 >> RFA >> Tasks >> Application - NA06USE4690004". Below this, the application details are displayed: "Application -", "Id: 2047800", "Creator: Randi Neff", "Create Date: 06/13/2006", "Status: ProgramOfficerActions - In Progress", "Status Date: 06/29/2006", and "Last Edited User: Sarah Schoedinger". The "Action:" field is a dropdown menu with "Please select an action" selected. A red box highlights the "Submit" button to the right of the dropdown. The "Your Comments:" field is a text area with a "Spell Check" button and a "Save Comment" button below it. The dropdown menu is open, showing the following options: "Please select an action", "Conduct Negotiations", "Create Multi Institution Awards", "Negotiations Complete", "View Application Details", and "Withdraw". A red box highlights the "Conduct Negotiations" option.



**Warning!** You cannot reverse the action of Withdrawing an application. Only do this if you are sure the applicant no longer wishes to be considered for an Award.

7. Enter a Proposal Number - this is an optional field. This field will be very useful in identifying individual proposals and is especially helpful when receiving multiple submittals.
8. Award Number (You must select one)
  - You will want to either Generate a New Award Number (by clicking the checkbox) OR,
  - Associate Award Number – use this if the application is for a continuation.
9. Select the **Associate Award Number** button.

**Negotiate Application - SF-424**

Please click on this icon to view the audit trail on this application:

Proposal Number:

**Award Number :**

Generate New Award Number :

**Associate Award Number**

Approved Federal Funding :

**Application Submission Type and Date Information**

Type of Submission :  Application  Pre-Application  Changed/Corrected Application

Application Type :  Construction  Non-Construction

Application Type Code :  New  Continuation  Revision  Renewal  Resubmission

If Revision, select appropriate letter(s):

**Use format MM/DD/YYYY for date fields.**

Project Start Date : \*  Project End Date : \*  Submitted Date :

State Received Date :  Federal Agency Received Date : \*  Time :

Total Funding : \*

Applicant Identifier :  State Application Identifier :  Federal Identifier :

10. Type in the Award Number.
11. Select Search.

**Advisories >> NEPA - NA06OAR4170197 >> Tasks >> Application**

**Search Award :**

Award Number :

**Search Results**

Nothing found to display.

12. Select Search.

Advisories >> NEPA - NA06OAR4170197 >> Tasks >> Application

**Search Award :**

Award Number :

**Search Results**  
28 items found, displaying all items.1

Award Id	Award Number	Status	Action
2036123	NA06OAR4310088	Accepted	Select

13. Associated Award number displays

**Negotiate Application - SF-424**

Please click on this icon to view the audit trail on this application: 

Proposal Number:  Grants Gov Tracking Number: **GRANT00099946**

**Award Number :** NA06OAR4310088

Generate New Award Number :

**SO Approved Federal Funding :** \$ 300,000.00

14. To create a new award number

**Negotiate Application - SF-424**

Please click on this icon to view the audit trail on this application: 

Proposal Number:  Grants Gov Tracking Number: **GRANT00099946**

**Award Number :** NA06OAR4310088

Generate New Award Number :

**SO Approved Federal Funding :** \$ 300,000.00

15. Check the project start and end dates

**Application Submission Type and Date Information**

Type of Submission :  Application  Pre-Application  Changed/Corrected Application

Application Type :  Construction  Non-Construction

Application Type Code :  New  Continuation  Revision  Renewal  Resubmission

If Revision, select appropriate letter(s):

**Use format MM/DD/YYYY for date fields.**

Project Start Date : \*  Project End Date : \*  Submitted Date :

State Received Date :  Federal Agency Received Date : \*  Time :

Total Funding : \*

Applicant Identifier :  State Application Identifier :  Federal Identifier :

## Program Officer Preparation of Selection Documents

---

Once FALD has approved the selection package, three tasks are sent to the Program Officer task inbox. These tasks consist of the PO Checklist, the NEPA Document and the Procurement Request and Commitment of Funds (CD435). The following sections will review the process of completing these documents.

### NEPA Document

---

The NEPA Document allows you to attach the NEPA menu that was created for your organization. This section reviews the process of completing your NEPA document.

1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the **View** link for the **Complete NEPA Document** task.

Advisories >> Tasks

**Your Tasks**

Document Type: All | Status: Open | [Apply Filter >>](#)

**New Features!**

12 items found, displaying all items. 1

View	Completed Date	Task Status	Document Type	Task Name	Start Date	Document Id	Task Id	Award Number	Proposal Number
<a href="#">View</a>		In Progress	Procurement Request and Commitment of Funds	Procurement Request and Commitment of Funds	06/27/2006	2047914	234444	NA06OAR4170197	Test 2.8-LB02
<a href="#">View</a>		Not Started	NEPA	NEPA Document		2047916	234443	NA06OAR4170197	Test 2.8-LB02

- 4. The following screen is the task launch page. From the action dropdown menu select **Complete NEPA Document**.

Advisories >> Tasks >> NEPA - NA06OAR4170197

**NEPA - NA06OAR4170197**

**Id:** 2047916  
**Creator:** System Account **Create Date:** 06/27/2006  
**Status:** ProgramOfficerActions - Not Started **Status Date:** 06/27/2006  
**Last Edited User:** System Account

**Action:** Please select an action

**Your Comments:** Complete NEPA Document

- 5. Select Level of Review,

Advisories >> Tasks >> NEPA - NA06OAR4170197

**Application Header Information**

<b>CFDA Number:</b> 11.417	<b>RFA Document ID:</b> 2047904
<b>Program Office:</b> OAR National Sea Grant College Program (SG)	<b>RFA Document Title:</b> TESTING 2.8 - Sea Grant Legal Program
<b>Application ID:</b> 2047907	<b>Project Title:</b> Release 2.8 Test Application - Sea Grants
<b>Applicant:</b> University of Southern Mississippi	<b>Fiscal Year:</b> 2006
<b>Award Number:</b> NA06OAR4170197	

**NEPA Environmental Review Requirements**

a.) Level of Review

Indicate below the level of environmental review that has been conducted by the Responsible Program Manager for the proposed action in accordance with the applicable provisions of the NOAA Administrative Order 216-6 entitled, "Environmental Review Procedures for Implementing the National Environmental Policy Act"

Categorical Exclusion (CE) Memorandum completed and signed by the Responsible Program Manager along with related CE review checklist, as appropriate

Environmental Assessment (EA) with signed Finding of No Significant Impact and concurrence by NOAA

6. Select the Attach Files link and upload the NEPA memo.
7. Review Mitigating Measures
8. Review Post Award Review Process
9. Select a NEPA Official from the dropdown menu
10. Click **Save** to save your information entered and remain on this page OR click **Save and Return to Main** to continue working on the task.

The screenshot shows a web form with the following elements:

- [Attach Files](#) link at the top left.
- Section **b.) Mitigating Measures** with the question: "If either an EA or EIS was completed, did the analysis of the environmental impacts require the implementation of one or more mitigation measures?". It has radio buttons for **NO** (selected) and **YES**, and a [Special Award Condition](#) link.
- Section **c.) Post Award NEPA Review Process** with the question: "Does the proposal include funding for one or more projects that have not yet been identified and therefore NEPA review cannot be completed?". It has radio buttons for **NO** (selected) and **YES**, and a [Special Award Condition](#) link.
- A dropdown menu for "Please Select a NEPA Official for routing purposes:" with "Gayle Elkins" selected.
- Three buttons at the bottom: **Save**, **Save and Return to Main**, and **Cancel**.

11. After completing and reviewing the NEPA document, you will have the option to forward the document to the NEPA Official. From the action dropdown menu, **select Forward NEPA Document**, followed by **Submit**.

The screenshot shows the "Action:" dropdown menu for the NEPA document. The menu is open, showing the following options:

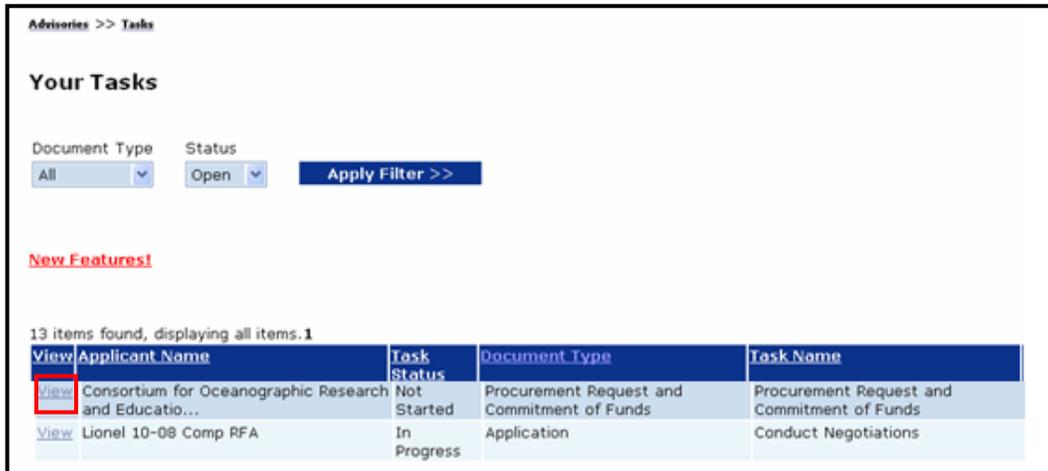
- Please select an action
- Please select an action
- Complete NEPA Document
- Forward NEPA Document

The "Forward NEPA Document" option is highlighted with a red box. Below the dropdown menu, there is a **Submit** button. At the bottom of the form, there is a **Save Comment** button and a **Spell Check** button.

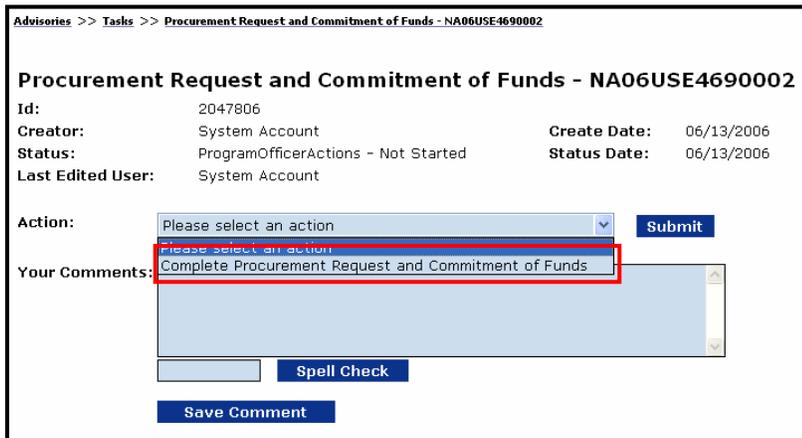
### Procurement Request and Commitment of Funds

This document allows you to complete the budgetary information that will later be signed off by the Request Authorizing Official (Budget Officer). The Procurement Request and Commitment of Funds document is also known as the CD-435.

1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the **View** link for the **Procurement Request and Commitment of Funds** task.



4. The following screen is the task launch page. From the action dropdown menu select **Complete Procurement Request and Commitment of Funds**.



- 5. The **Procurement Request and Commitment of Funds** screen is displayed. Complete the mandatory fields marked with an asterisk. This includes selecting the Request Authorizing Official and Requestor using the **Search** buttons. You may also add additional Optional Reviewers by selecting the **Add** button in the **Additional Reviewers** section.
- 6. Click Search to select the Request Authorizing Official (Budget Officer).

**Procurement Request and Commitment of Funds -**

**Active Procurement Requests:**  
Nothing found to display.

**Withdrawn Procurement Requests:**  
Nothing found to display.

**Federal Share: \*** \$1,000,000.00

**Request Authorizing Official:**  
None Selected.  
**Search**

**Additional Reviewers:**  
Nothing found to display.  
**Add**  
*(Please note, you must press 'Save and Return to Main' for the Route to be committed)*

**Requestor:**  
None Selected.  
**Search**

This field is pre-populated from the current year Federal Amount on the Application.

- 7. Enter search criteria into at least on the query fields listed.
- 8. Click **Submit** (the “Nothing found to display” message remains displayed until you click the **Submit** button)

**Advisories >> Tasks >> Procurement Request and Commitment of Funds - NA06USE4690002**

**Search Users**

Please leave all fields empty to search for all results

Enter search terms to find a user.

First Name

Middle Name

Last Name

Organization

E-Mail Address

State

**Search** **Cancel**

Nothing found to display.

9. Select the individual you want to choose as the Request Authorizing Official by clicking on the **Select** link.

10. The Request Authorizing Official (Budget Officer) name that was selected is now listed on the Procurement Request and Commitment of Funds (Cd-435). Follow steps 9-12 to select Additional Reviewer and/or Requestor.
11. Use the Clearance/Remarks field to enter comments, if applicable.



**Note:** Once the Request Authorizing Official (Budget Officer) and Requestor are identified, the other mandatory fields will populate.

**Request Authorizing Official:**

Name	Title	Telephone	Action
Derek Orner		4102675676	Change

**Additional Reviewers:**  
Nothing found to display.  
[Add](#)  
*(Please note, you must press 'Save and Return to Main' for the Route to be committed)*

**Requestor:**

Name	Title	Telephone	Action
Sarah Schoedinger		202.482.2893	Change

**Invoice Address: \*** 410 SEVERN AVE, Annapolis, MD 21403-2524 USA

**Requisition Number: \*** NAG0000601924

**Affected Reference Number: EIN:** NA06USE4690002 52-1892964

**To: \*** Consortium for Oceanographic Research and Education, 1201 New York Avenue, N.W., Suite 420 Washington, DC

**Ship To: \*** 14TH ST. AND CONSTITUTION AVE., NW RM 6863, Washington, DC 20230 USA

**Requisition Contact Person: \*** Sarah Schoedinger

**Telephone Number: \*** 202.482.2893

**Line Item:**

Line Item	Description	Quantity	Unit	Issue
1	CFDA Number: 11.469 Project Start Date: 2006-09-01 Project End Date: 2007-08-31 Grant Type: Grant	1	EACH	

**Clearances/Remarks:**

12. To complete the ACCS line, select the Add New ACC Line link.

13. In the ACCS details screen, enter the following:

- Bureau
- Project Task
- Organization
- Object Class
- Amount

Once all the information has been entered, validate the codes by selecting the **Validate** button. Please note until the codes have been validated, **False** will be displayed in the Validated field.



**Note:** All ACCS Lines must be validated in order for the Request Authorizing Official to have the option to complete the Procurement Request and Commitment of Funds (CD-435).

14. Upon selecting the **Validate** button, a note will display stating the ACCS is valid and “**yes**” is displayed in the validated field. If the codes are not valid, a note will display stating which code did not validate. Please note upon validating the codes, the **Program Code** will populate. The total dollar amount of your ACCS lines must equal the **Total Federal Funds authorized for this Award action**). To add another ACCS line, select the **Save and Add More ACCS Lines** button. After you have validated the ACCS lines, select **Save** to return to the **Procurement Request and Commitment of Funds** screen.
  
15. Click **Save** to save your information entered and remain on this page OR click **Save and Return to Main** to continue working on the task.

The ACCS is valid

Validated: true  
 Bureau (xx): \* 14  
 Fund (xx): \* 24  
 Fiscal Year (yyyy): \* 2006  
 Project Task: A2RC1CP- P00  
 Program Code: 03 - 07 - 01 - 001  
 Organization: 50 - 26 - 0000 - 00 - 00 - 00 - 00  
 Object Class: 41 - 11 - 00 - 00  
 Amount: \* \$50,000

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Validated
14	24	2006	50- 26- 0000- 00- 00- 00- 00	03- 07- 01- 001-	A2RC1CP- P00-	41- 11- 00- 00-	\$50,000.00	Yes

16. To view the CD435 report, select the **View Report** button at the bottom of the screen. You may also choose to withdraw this request by selecting the **Withdraw** button and create a new Procurement Request and Commitment of funds by selecting the **Create New Procurement Request** link. Once all the information has been entered select **Save** followed by **Save and Return to Main**.

Line Item:	Description: *	Quantity:	Unit Issue:
1	CFDA Number: 11.469 Project Start Date: 2006-09-01 Project End Date: 2007-08-31 Grant Type: Grant	1	EACH

Clearances/Remarks:

No CD435 ACCS Lines have been defined.  
[Add New ACCS Line](#)

PRCF Total for this Award action: \$0.00  
 Total Federal funds authorized for this Award action: \$1,000,000.00

[Create New Procurement Request](#)

[Procurement Request Official Comments](#)

17. After completing and reviewing the Procurement Request and Commitment of Funds (CD-435), you will have the option to forward the document to Requestor. From the action dropdown menu, **select Forward Procurement Request to Requestor**, followed by **Submit**.

Advisories >> Tasks >> Procurement Request and Commitment of Funds - NA06NES4400019

### Procurement Request and Commitment of Funds - NA06NES4400019

**Id:** 2047834  
**Creator:** System Account **Create Date:** 06/14/2006  
**Status:** ProgramOfficerActions - In Progress **Status Date:** 06/14/2006  
**Last Edited User:** System Account

**Action:** Please select an action

**Your Comments:** Complete Procurement Request and Commitment of Funds  
Forward Procurement Request to Requestor

### Completing the PO Checklist

Once the PO Checklist is complete, a task is immediately sent to your inbox to Certify Revise the Award file. This award file is the repository for the PO Checklist, the NEPA Document and the Procurement Request and Commitment of Funds (CD435). In order to complete the PO Checklist, you will provide information on the following topics.

1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the **View** link for the **Complete PO Checklist** task.

**Your Tasks**

Document Type:  Status:  [Apply Filter >>](#)

**New Features!**

8 items found, displaying all items.1

View	Award Number	Document Id	Completed Date	Approved Federal Funding	Project Title	Total Federal Funding	Task Status	Document Type	Start Date	Task Id
<a href="#">View</a>	N/A	2047933		N/A	test for FY07 awards	\$1,000.00	In Progress	Application	06/29/2006	235062
<a href="#">View</a>	N/A	2047923		N/A	N/A	N/A	Not Started	Review Instructions		234795
<a href="#">View</a>	NA06NES4400017	2047869		N/A	Testing the application 06/13	\$1,100.00	In Progress	Performance Progress Report	06/18/2006	233743
<a href="#">View</a>	NA06NES4400019	2047834		N/A	testing 06/14 second app	\$1,000.00	Not Started	Procurement Request and Commitment of Funds		233469
<a href="#">View</a>	NA06NES4400019	2047835		N/A	testing 06/14 second app	\$1,000.00	In Progress	PO Checklist	06/14/2006	233468

4. Upon selecting the **Complete PO Checklist** task from your inbox, the *Task Launch* page is displayed. From the action drop down menu, you can select from the following options:
  - Certify PO Checklist – This action is selected once all the necessary information has been entered into PO Checklist and the document is complete.
  - Complete PO Checklist – This action will allow you to work on the PO Checklist.
5. Select **Complete PO Checklist**, followed by **Submit**.

**PO Checklist - NA06NES4400019**  
Id: 2047835  
Creator: System Account  
Status: ProgramOfficerActions - In Progress  
Last Edited User: System Account  
Create Date: 06/14/2006  
Status Date: 06/14/2006

Action: Please select an action [Submit]

Your Comments: [Complete PO Checklist] [Spell Check] [Save Comment]

Workflow History

6. Upon selecting **Complete PO Checklist**, the next page displayed is the PO Checklist screen to be completed.
7. Select the appropriate radial button for the **Grant Type**.
8. If this is a Cooperative Agreement, you must enter Special Award Conditions. Select the **Special Award Condition** link. (If this award does not require Special Award Conditions, proceed to Step 15.)

**PO Checklist - NA06USE4690002**

**General Award Information**  
Application Organization: Consortium for Oceanographic Research and Education State: DC  
Grant Type \*  Grant  Cooperative Agreement If Cooperative Agreement, enter [Special Award Condition Guidance](#)

Statutory Authority 16 U.S.C. 742f Fish and Wildlife Act; Congressional Appropriations, Public Law: [Guidance]

**Project Description/Abstract \***

**Basis of Selection** [Guidance](#)  
 Competitive  
 Non-Competitive  
 Congressionally Directed (Soft Earmark)  
 Institutional (designated by Grants Office)  
 Formula/Allotment  
 Congressionally Mandated (Hard Earmark)

**Performance Progress Reports Frequency**  
 Semi-Annually  
 Annually (for multi-year/institutional)  
 Quarterly

9. You have the option to create a Special Award Condition (SAC) from scratch or select one of the available templates. If you choose to create a Special Award Condition (SAC) from scratch, select the link titled, **“Create from Scratch.”**

**Special Award Conditions**

[Create From Scratch](#)

**Available Special Award Conditions**

Name	Description	Options
<a href="#">Multi-Year Special Award Condition</a>	MULTI-YEAR SAC for New Awards and Amendments (except final year) Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e.,	<a href="#">Template</a>
<a href="#">New Award SAC</a>	This award number <AWARD_NUMBER>, to <RECIPIENT NAME>, supports the work described in the Recipient's proposal entitled <PROJECT TITLE> dated <APPLICATION DATE>, which is incorporated into the award by	<a href="#">Template</a>
<a href="#">Partial Funding Special Award Condition</a>	For Increases: When the Federal share of a grant or cooperative agreement award is increased to not more than 5% of the requested amount, the following language will be included in the award document	<a href="#">Template</a>
<a href="#">Partial Funding Special Award Condition</a>	For Reductions: When the Federal share of a grant or cooperative agreement award is 5% or less than that requested due to Congressional rescission and/or other required reductions, the following langu	<a href="#">Template</a>

**Pending Special Award Conditions**  
No Special Award Conditions are pending for this Amendment.

**Associated Special Award Conditions**  
No Special Award Conditions have been associated.

[Save and Return](#) [Cancel](#)

10. Complete the required information marked by a red asterisk mark. Once you have completed entering the required information select **Save**, followed by **Done**.

**Special Award Condition Details**

Name: \*

Description: \*

[Spell Check](#)

**Association Edits:**

Response Required:  Due Date:  (mm/dd/yyyy) Satisfied Date:

Type: Programmatic Pending

[Save](#) [Done](#) [Cancel](#)

11. If you choose to create a Special Award Condition (SAC) from an existing template, select the link titled, **Template**, to the left of the template you wish to use.

**Special Award Conditions**

[Create From Scratch](#)

**Available Special Award Conditions**

Name	Description	Options
<a href="#">Multi-Year Special Award Condition</a>	MULTI-YEAR SAC for New Awards and Amendments (except final year) Add the word (REVISED) before the Sac for Amendments. The only revision for amendment would be the funding amount available (i.e.,	<a href="#">Template</a>
<a href="#">New Award SAC</a>	This award number <AWARD_NUMBER>, to <RECIPIENT NAME>, supports the work described in the Recipient's proposal entitled <PROJECT TITLE> dated <APPLICATION DATE>, which is incorporated into the award by	<a href="#">Template</a>
<a href="#">Partial Funding Special Award Condition</a>	For Increases: When the Federal share of a grant or cooperative agreement award is increased to not more than 5% of the requested amount, the following language will be included in the award document	<a href="#">Template</a>
<a href="#">Partial Funding Special Award Condition</a>	For Reductions: When the Federal share of a grant or cooperative agreement award is 5% or less than that requested due to Congressional rescission and/or other required reductions, the following langu	<a href="#">Template</a>

**Pending Special Award Conditions**  
No Special Award Conditions are pending for this Amendment.

**Associated Special Award Conditions**  
No Special Award Conditions have been associated.

[Save and Return](#) [Cancel](#)

- Complete the required fields, marked with a red asterisk, by modifying the templates text as desired. Once you have completed modifying the text, select **Save**, followed by **Done**.

**Special Award Condition Details**

Name: \*

Description: \*

[Spell Check](#)

**Association Edits:**

Response Required:  Due Date:  (mm/dd/yyyy) Satisfied Date:

Type: Programmatic Pending

[Save](#) [Done](#) [Cancel](#)

13. All Special Award Conditions added can be viewed under the Pending Special Award Conditions section. Click on the name link next to the Special Award Condition to view the text of the document.
14. Select **Save and Return** once you have completed entering all Special Award Conditions (SAC).



**Note:** All Special Award Conditions will be listed under the Pending Award Conditions section until the Grants Management Division has approved them.

[Create From Scratch](#)

**Available Special Award Conditions**

Name	Description	Options
<a href="#">Multi-Year Special Award Condition</a>	MULTI-YEAR SAC for New Awards and Amendments (except final year) Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e.,	<a href="#">Template</a>
<a href="#">New Award SAC</a>	This award number <AWARD_NUMBER>, to <RECIPIENT NAME>, supports the work described in the Recipient's proposal entitled <PROJECT TITLE> dated <APPLICATION DATE>, which is incorporated into the award by	<a href="#">Template</a>
<a href="#">Partial Funding Special Award Condition</a>	For Increases: When the Federal share of a grant or cooperative agreement award is increased to not more than 5% of the requested amount, the following language will be included in the award document	<a href="#">Template</a>
<a href="#">Partial Funding Special Award Condition</a>	For Reductions: When the Federal share of a grant or cooperative agreement award is 5% or less than that requested due to Congressional rescission and/or other required reductions, the following language	<a href="#">Template</a>

---

**Pending Special Award Conditions**

Name	Description	Type	Due Date	Options
<a href="#">Multi-Year Special Award Condition</a>	MULTI-YEAR SAC for New Awards and Amendments (except final year) Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e.,	Programmatic		<a href="#">Edit</a> <a href="#">Remove</a>

**Associated Special Award Conditions**  
No Special Award Conditions have been associated.

[Save and Return](#) [Cancel](#)

- 15. Enter the Project Description/Abstract
- 16. Select Basis of Selection
- 17. Select Performance Progress Reports Frequency
- 18. Select Final Report type
- 19. Review Conflict of Interest/Post Employment Restrictions

**PO Checklist - NAO6NES4400019**

**General Award Information**

Application Organization: George Mason State: CT

Grant Type \*  Grant  Cooperative Agreement If Cooperative Agreement, enter [Special Award Condition](#)  
[Guidance](#)

Statutory Authority  [Guidance](#)

**Project Description/Abstract \***

**Basis of Selection** [Guidance](#)

- Competitive
- Non-Competitive
- Congressionally Directed (Soft Earmark)
- Institutional (designated by Grants Office)
- Formula/Allotment
- Congressionally Mandated (Hard Earmark)

**Performance Progress Reports Frequency**

- Semi-Annually
- Annually (for multi-year/institutional)
- Quarterly

**Final Report**

- Comprehensive
- Last Report

[Special Award Condition](#)  
[Enter Comments](#)

**Conflict of Interest/Post Employment Restrictions** [Guidance](#)

Is there a former DOC employee working for the applicant who represented or will represent the applicant before DOC or another Federal agency regarding this application and/or subsequent award or who has been involved in the merit review and/or selection process?

NO  YES  
If YES, [Attach Files](#)

20. Enter Matching Requirements (see description below)
  - a. Click **Add New**

**Conflict of Interest/Post Employment Restrictions** [Guidance](#)  
 Is there a former DOC employee working for the applicant who represented or will represent the applicant before DOC or another Federal agency regarding this application and/or subsequent award or who has been involved in the merit review and/or selection process?  
 NO  YES  
 If YES, [Attach Files](#)

**Matching Requirements:** [Guidance](#)  
 No Matching Requirements have been defined  
Add New

**Analysis of Matching Requirements**

Negotiated Federal Share:	\$200,000.00
Total Federal Share (from Matching Requirements):	\$0.00
Negotiated Non-Federal Share:	\$0.00
Total Required Non-Federal Share:	\$0.00
Voluntary Non-Federal Share:	\$0.00

The term Matching Requirements, as it is used on this screen does NOT relate to the recipient providing a match. What the system is looking for is that you as the FPO "match" the Negotiated Federal Share to the Total Federal Share (from Matching Requirements)

**Minority Serving Institution**  
 Does this award include any subaward to a Minority Serving Institution? MSI Coordinator:   
 NO  YES

21. The PO Checklist Matching Requirements screen appears.
22. Enter Federal Share Amount (You do not need commas (,) or decimal points (.))
23. Enter Required Cost Share, if applicable.
24. Enter Cost Share Explanation, if applicable.
25. Select appropriate radial button.
26. Select **Save**.

**PO Checklist Matching Requirement**

Federal Share Amount \$

Required Cost Share %

Cost Share Explanation

Statutory  
 Competitive Announcement  
 Source or Explanation of 0% Required Cost Share

Save Cancel

27. The Funding Amounts now match.

**Matching Requirements:** \* [Guidance](#)

a. Federal Share Amount	b. Required Non-Federal Share Amount	c. Required Cost Share % of Total (Federal + Non Fed)	d. Funding Source / Required Cost Share Explanation	Action
\$1,000.00	\$0.00	0.0		<a href="#">Edit</a> <a href="#">Delete</a>

[Add New](#)

**Analysis of Matching Requirements**

Negotiated Federal Share:	\$1,000.00
Total Federal Share (from Matching Requirements):	\$1,000.00
Negotiated Non-Federal Share:	\$0.00
Total Required Non-Federal Share:	\$0.00
Voluntary Non-Federal Share:	\$0.00

- 28. Continue reviewing the information on the checklist and complete information that is applicable to this award.
- 29. Use the **Attach Files** link, if attachments are needed.
- 30. Select **Save** to capture the information on the page and remain on the page OR select **Save and Return to Main** to capture the information and return to the *PO Checklist* launch page.

**Minority Serving Institution**  
 Does this award include any subaward to a Minority Serving Institution? MSI Coordinator:   
 NO  YES

**Homeland Security Presidential Directive - 12**  
 Does the proposed award require any recipient, subawardee, and/or contractor personnel to have physical access to Federal premises for more than 180 days or to access a Federal information system?  
 NO  YES

**Waiver of administrative and cost-related prior approval requirements** [Guidance](#)  
 Does the proposed award support research?  
 NO  YES (include Special Award Condition)

**Project Specific Information** [Guidance](#)  
 Is PROGRAM INCOME anticipated being earned during performance of this project?  NO  YES [Enter Comments](#) [Attach Files](#)  
 Will a VIDEO be created for public viewing as part of this project?  NO  YES [Enter Comments](#) [Attach Files](#)  
 Is a SURVEY/QUESTIONNAIRE required by the NOAA Program Office for this project?  NO  YES [Enter Comments](#) [Attach Files](#)  
 Will DOC/NOAA owned equipment be provided to the recipient to use for this award?  NO  YES [Special Award Condition](#)

**Transfer Information** [Guidance](#)  
 Does this award include any Federal funds that were transferred from another Federal agency specifically for this award?  NO  YES [Enter Comments](#) [Attach Files](#)  
 If YES, enter transfer documents

**Programmatic Special Award Condition**  
 Is this award a Cooperative Agreement; are annual performance reporting requirements needed; is federally-owned equipment being furnished to the recipient; are there any NEPA mitigating factors, Post Award NEPA reviews, or any other programmatic restrictions that need to be placed on the award?  NO  YES  
[Special Award Condition](#)

**Additional Information**  
[Enter Additional Comments](#) [Attach Files](#)

**Save** **Save and Return to Main** **Cancel**

- 31. Select **Certify PO Checklist** from the action dropdown menu.
- 32. Select the **Submit** button.

**PO Checklist - NA06NES4400019**

**Id:** 2047835  
**Creator:** System Account **Create Date:** 06/14/2006  
**Status:** ProgramOfficerActions - In Progress **Status Date:** 06/14/2006  
**Last Edited User:** System Account

**Action:** Please select an action **Submit**

**Your Comments:** Certify PO Checklist  
Complete PO Checklist

**Spell Check**

**Save Comment**

► **Workflow History**

33. Once you select **Submit**, the system prompts you back to your task inbox. The Certify/Revise Award File has been generated.

## Award File

---

The PO Checklist, NEPA Document, and Procurement Request and Commitment of Funds are all housed as part of the Award File. Once the NEPA official, Requestor and Budget Officer sign off on their respective actions, you can forward the Award File to GMD. You can check the status of those documents by viewing the task to Certify/Revise Award File in your inbox.

### Certify/Revise Award File

---

1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the **View** link for the **Complete PO Checklist** task.

**Your Tasks**

Document Type: All | Status: Open | [Apply Filter >>](#)

[New Features!](#)

8 items found, displaying all items.1

<a href="#">View</a>	Award Number	Document Id	Task Status	Document Type	Task Id	Task Name
<a href="#">View</a>	NA06NES4400019	2047833	Not Started	Award File	235240	Certify/Revise Award File
<a href="#">View</a>	N/A	2047933	In Progress	Application	235062	Conduct Negotiations



**Note:** The Certify/Revise Award file is the document that is forwarded to the Grants Management Division once all the selection documents are complete. This task can also be used to renegotiate and make revisions to the documents provided in the action dropdown menu.

4. Upon selecting the **Certify/Revise Award File** task from your inbox, the *Task Launch* page is displayed. From the action dropdown menu, you can select from the following options:
- Forward Award File to Grants Specialist – Select this action to submit the Award to the Grants Management Division
  - Renegotiate – Select his action to make changes/revisions to the application.
  - Revise NEPA Document – Select this action to make changes/revisions to the NEPA Document.
  - Revise PO Checklist – Select this action to make changes/revisions to the PO Checklist.
  - View FAIS sheet – Select this action to view the FAIS document.
  - View Reporting Frequency - Select this action to view the Reporting Frequency.
5. Select **Forward Award File to Grants Specialist** to complete the award process.

The screenshot shows a web interface titled "Award File In Progress - NA06NES4400019". It contains the following information:

- Id:** 2047833
- Creator:** System Account      **Create Date:** 06/14/2006
- Status:** ProgramOfficerActions - Not Started      **Status Date:** 06/14/2006
- Last Edited User:** System Account

Below this information is an "Action:" dropdown menu with a "Submit" button. The dropdown menu is open, showing the following options:

- Please select an action
- Forward Award File to Grants Specialist
- Renegotiate
- Revise NEPA Document
- Revise PO Checklist
- View FAIS Sheet
- View Reporting Frequencies

There is also a "Spell Check" button next to the dropdown menu. Below the dropdown menu is a "Your Comments:" text area with a "Save Comment" button.

For more information on any of the Grants Online functionality detailed in this manual, please contact the Grants Online Help Desk at 301-713-1000 or toll free at 1-877-662-2478.