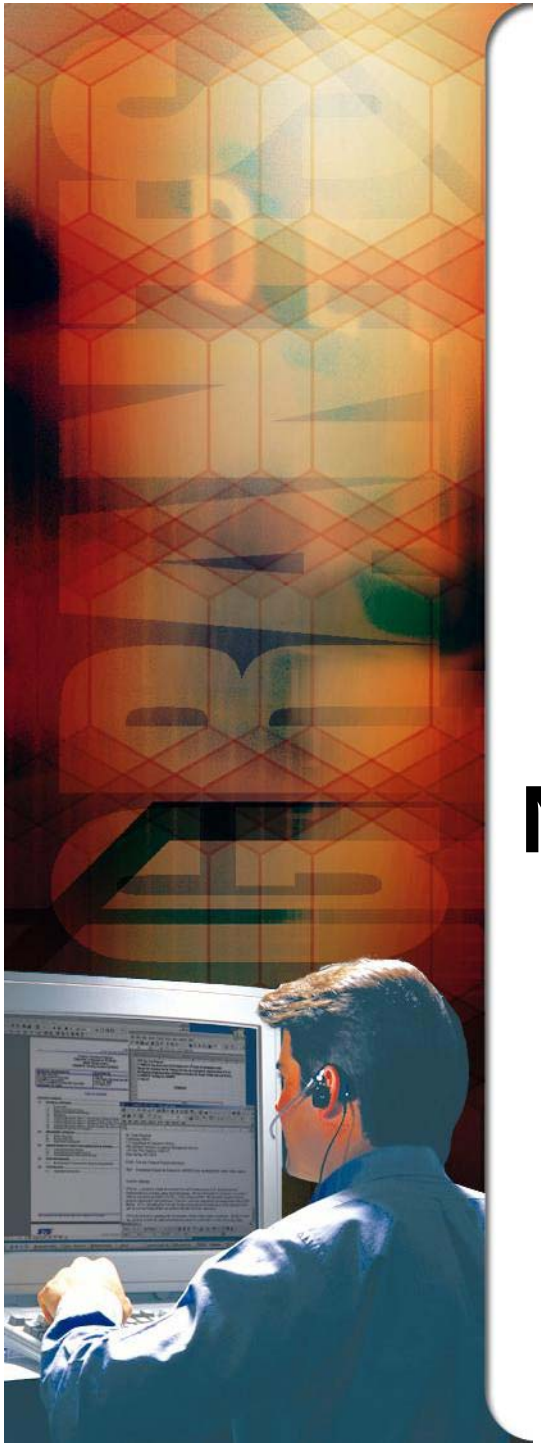


Grants Online Training
New Federal Program Officers

May 9-11, 2011

Federal Program Officer Training Agenda

Day 1 - AM

Session 1: Grants Online Overview and System Navigation 8:00 am – 10:15 am	
Topic	**Duration**
Introduction and Agenda	8:00 – 8:15 (15 min)
Grants Online Overview and Logging In	8:15 – 8:45 (30 min)
Basic System Navigation; Workflow and Account Management	8:45 – 9:35 (50 min)
Viewing RFAs and Awards	9:35 – 10:05 (30 min)
Additional Resources and Training Questions and Comments Evaluations	10:05 – 10:15 (10 min)

Objectives – By the end of this class students should:

- Have a basic understanding of the roles of Grants Online and the Grants Online PMO within the DOC Grants community
- Have a basic understanding of the structure of the Grants Online system
- Be able to find basic application and award information in Grants Online
- Know where to find additional help when needed

Training Materials:

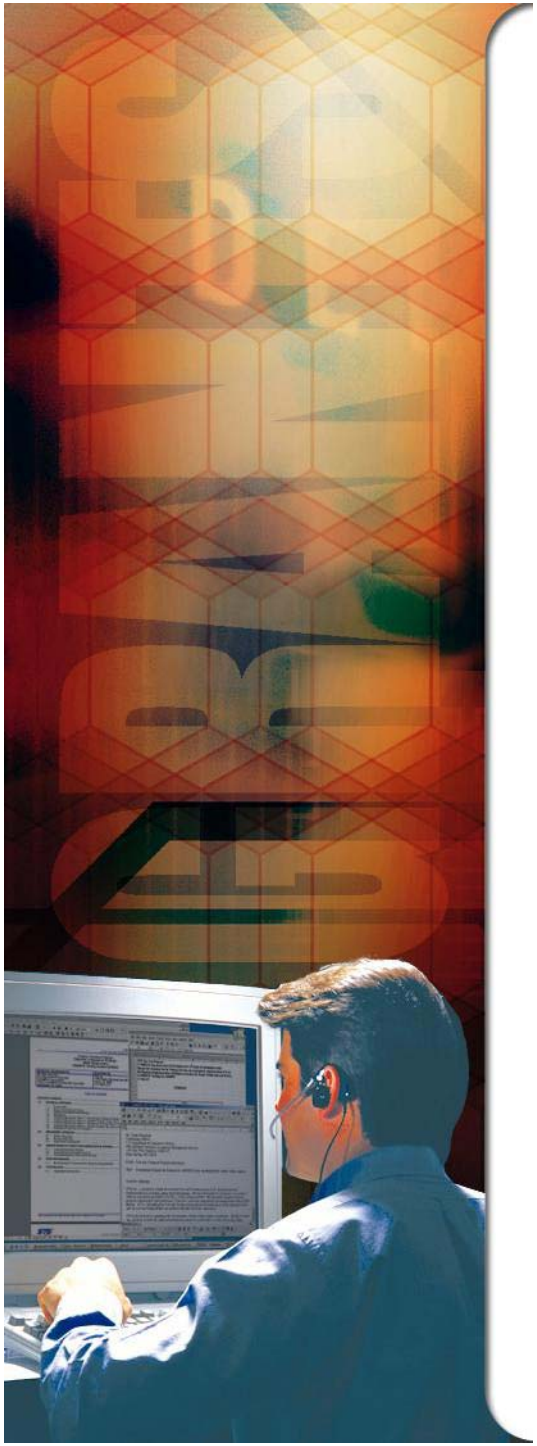
1. Agenda and Objectives
2. Acronym List
3. Grants Online Overview Presentation
4. Grants Online User Roles Spreadsheet
5. Grants Online User Roles Definition
6. System Navigation Manual
7. Course Evaluation

DOC Grants and Grants Online Acronyms

AAR	Award Action Request
AGO	Acquisition & Grants Management Office, NOAA
AO	Authorizing Official on Procurement Requests (see also "BO")
AR or AOR	(Recipient) Authorized Representative
ASAP	Automated Standard Application for Payment (Department of the Treasury)
BAA	Broad Agency Announcement
BO	Budget Official (In Grants Online this is actually the Procurement Request Authorizing Official)
CAMS	Commerce Administrative Management System (now know as CBS)
CBS	Commerce Business Systems (formally CAMS)
CD	Congressional District
CD-	Commerce Department (when used in a form number such as CD-435, CD-450, CD-451)
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
CM	Competition Manager
Co-PI	(Recipient) Principle Investigator - Secondary
DOC	Department of Commerce
DOC-OS	Office of the Secretary, DOC
FALD	Federal Assistance Law Division of DOC
FCS	U.S. and Foreign Commercial Service, ITA
FFO	Federal Funding Opportunity
FFR	Federal Financial Report
FIPS	Federal Information Processing Standards
FON	Funding Opportunity Number
FPO	Federal Program Officer
FRN	Federal Register Notice
GMAC	Grants Management Advisory Committee (NOAA)
GMD	Grants Management Division (Silver Spring and HCHB), DOC/NOAA
GNS	Grants Notification System (used by OLIA)
GO	Grants Officer
GS	Grants Specialist
IA	Import Administration, ITA
ITA	International Trade Administration
LO	Line Office

DOC Grants and Grants Online Acronyms

MBDA	Minority Business Development Agency
NCE	No Cost Extension
NEPA	National Environmental Policy Act
NESDIS	National Environmental Satellite, Data, and Information Service (NOAA Satellite Service)
NFA or OFA	NOAA Finance and Administration
NMFS	National Marine Fisheries Service (NOAA Fisheries Service)
NOAA	National Oceanic and Atmospheric Administration
NOFA	Notice of Funds Availability (See FFO, FRN, RFA)
NOS	National Ocean Service (NOAA's Ocean Service)
NTIA	National Telecommunications and Information Administration
NWS	National Weather Service, NOAA
OAR	Ocean and Atmospheric Research (NOAA Research)
OGC	Office of General Counsel, DOC
OHRM	Office of Human Resource Management, DOC-OS
OIG	Office of Inspector General, DOC
OLIA	Office of Legislative and Intergovernmental Affairs, (Bureaus and DOC)
OMB	Office of Management and Budget (part of the Executive Office of the President)
OS	Office of the Secretary, DOC
OTIA	Office of Telecommunciations and Information Applications, NTIA
PD	(Recipient) Project Director
PI	(Recipient) Principle Investigator
PMO	Grants Online Program Management Office
PO	Program Office (sub organization under a Line Office)
PPR	Performance Progress Report
PRCF	Procurement Request and Commitment of Funds (CD-435) / Funding Memo
RFA	Request for Application
SAC	Special Award Conditions
SEC	Office of the Under Secretary for Oceans and Atmosphere (USEC abbreviated to SEC for use in FON)
SF-	Standard Form issued by the Office Management and Budget (as in SF-424, SF-269, SF-270, etc.)
SO	Selecting Official
USEC	Office of the Under Secretary for Oceans and Atmosphere (NOAA Upper Management)



Grants Online Overview

May 2011

Project Goals

- DOC Single Unified Grant Processing and Administration, using an electronic solution, that will reduce processing time.
- A scalable solution for high volume usage and robust, available operation.
- A DOC interface with the *Grants.gov* initiative to provide “one-stop” shopping for Federal grants-related activities
- Standardized business processes that will contribute to a more efficient and effective use of resources.
- A direct interface to other systems such as CAMS/ASAP, FinLitLog, and the Grants Notification System

Contract Award – August 29, 2003

GO LIVE! (NOAA Feds Only) – January 10, 2005

Rollout to Grantees – October through August FY 2006

Rollout to DOC – March 2009

Review Module – Q1 FY 2012

CBS Interface – Q1 FY 2012

Grants Life Cycle

Pre-Award	Award	Post-Award	Close-Out
Create/Review/ RFA/FFO in Grants Online, Post FFO/ Application at Grants.gov	Recommend Applicant for Award	Submit Progress Reports	Initiate Close-Out
Notify Applicants (non-comp only)	Approve Selection Package (competitive only)	Submit Financial Reports	Submit Final Documents
Submit Applications via Grants.gov	Modify/Withdraw Application	Manage User Accounts, Update Org Info	Approve Final Documents
Receive Applications via Grants.gov	Prepare Award Package	Certify Progress & Financial Reports	Reconcile Financial Information
Review Application Package (Minimum Requirements)	Obligate Funds	Impose/Remove Special Award Conditions	Close Grant
Review, Evaluate Applications	Award Grant	Initiate Award Action Requests	
	Accept Grant Award	Amend/Suspend/ Reactivate/Transfer/ Terminate Award	

KEY	
	NOAA User functionality
	Grantee and NOAA User functionality
	Under Development

Grants Online System Requirements

Grants Online operates in a web environment. As such, you will be required to use an internet browser to login to the system. 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. Logins and passwords are required and will be relayed to you once you are authorized for access.

RECOMMENDED INTERNET BROWSERS:

- **Windows – Internet Explorer 7.0 or higher**
- **Mac – Safari 3.1 or higher**
- **Windows or Mac – Firefox 2.0 or higher**

Grants Online and Grants.gov

Applicants

GRANTS.GOV℠

FIND. APPLY. SUCCEED.℠

General Public

Recipients

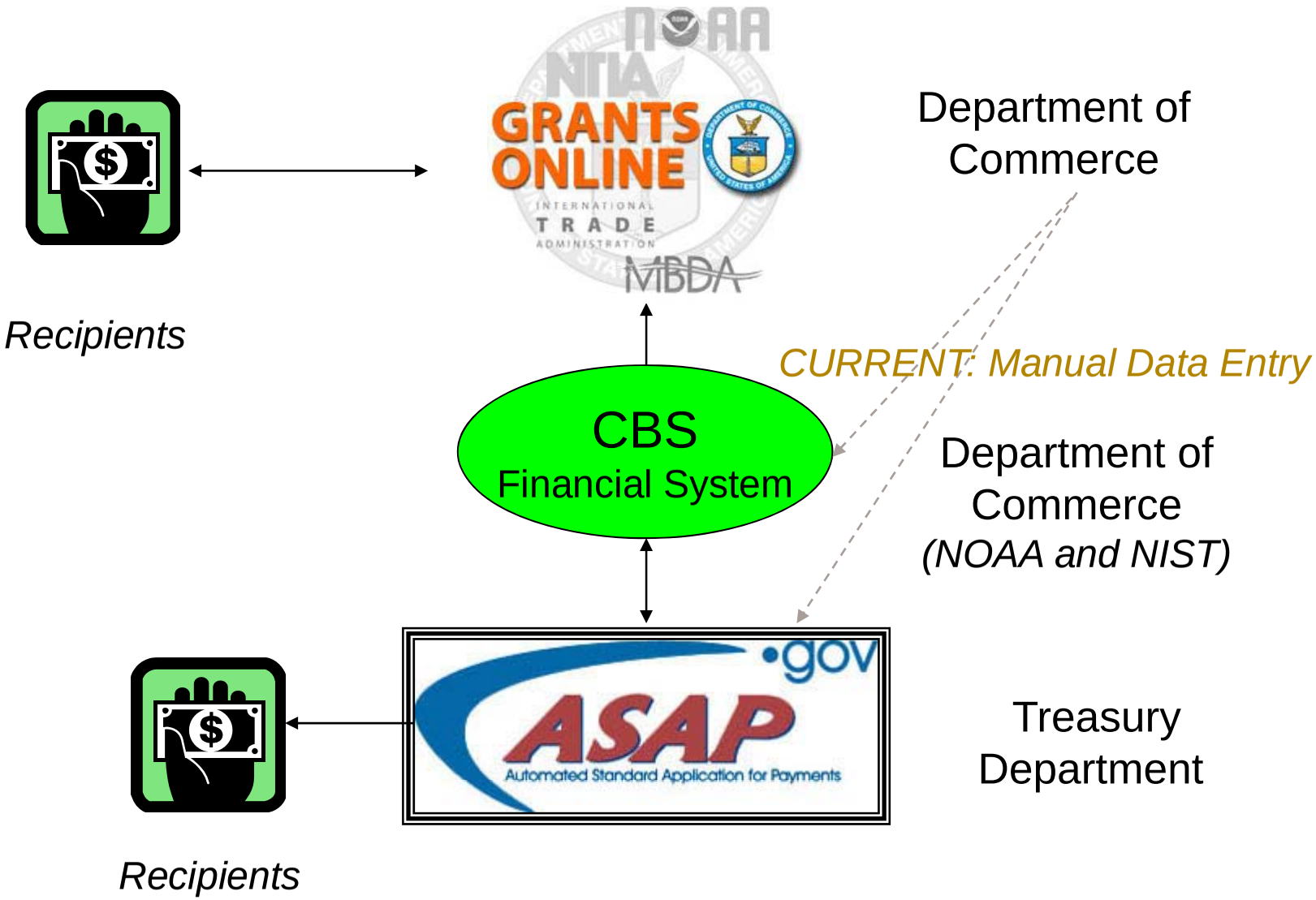
GRANTS ONLINE

INTERNATIONAL TRADE ADMINISTRATION

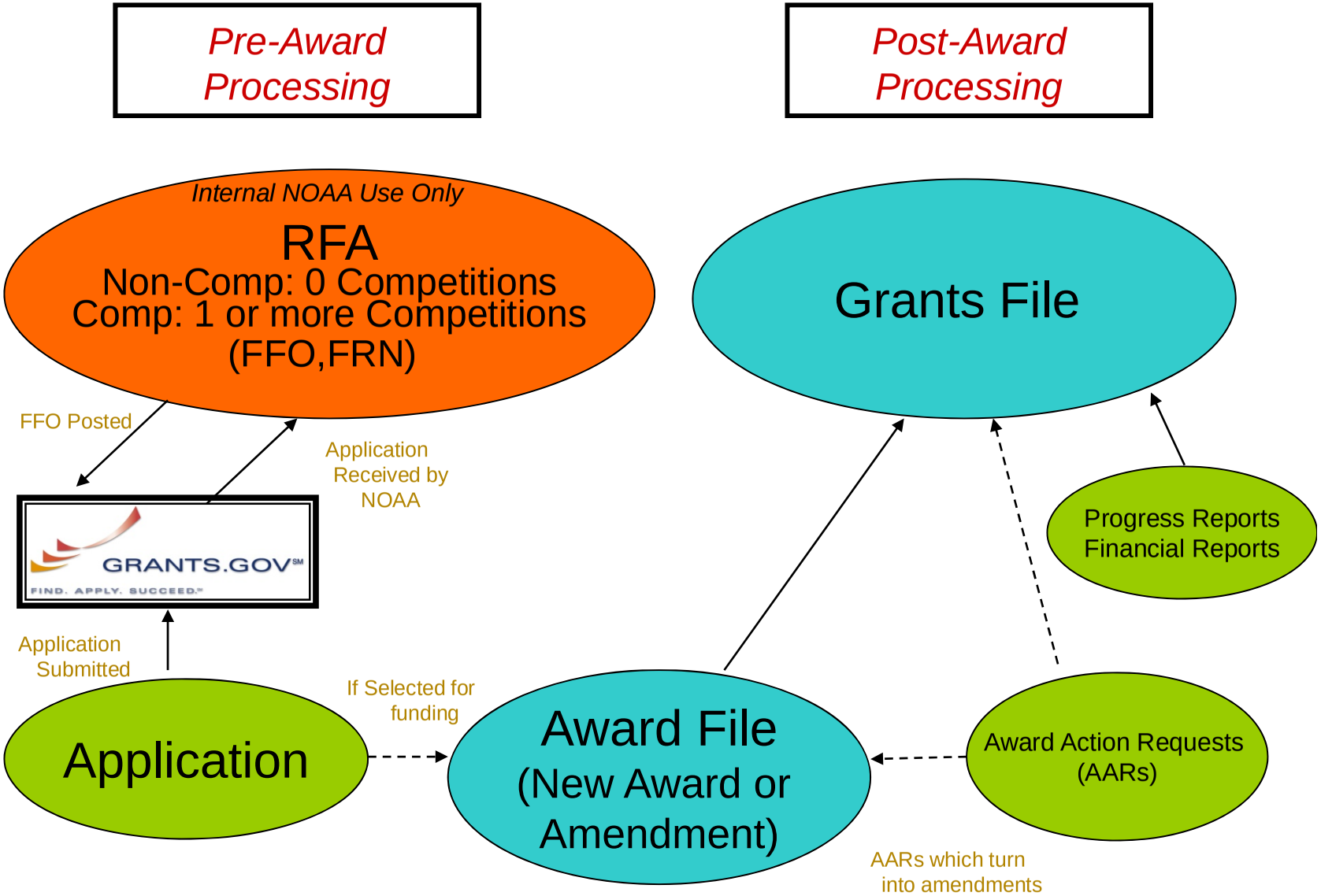
MBDA

DOC

Grants Online and ASAP

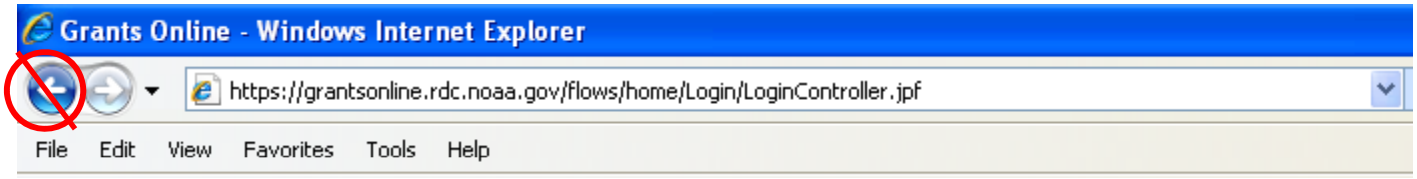


Grants Online Document Relationships

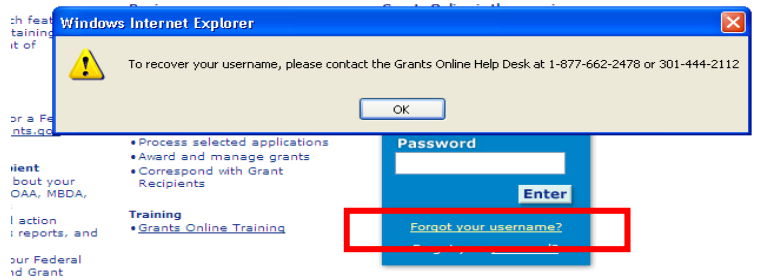


Grants Online Helpful Hints

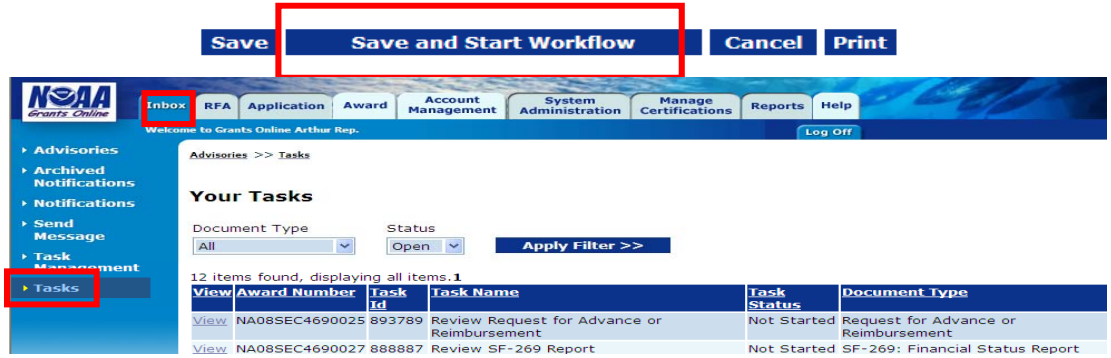
- **<u>Do NOT</u> use the Browser "Back" button**



- **On Home Page, click on "Forgot your username?" to get Help Desk phone number.**



- **After clicking "Save and Start Workflow" always go to your Inbox Tasks for your next action. (If you do not see the new task, click "Tasks" in the left navigation pane to refresh the page.)** ***Always check Tasks before logout.***



Buttons vs. Column Headings

Dark blue column headings look like buttons except that there are one or more additional lines of information beneath them. The first line will be displayed with a medium blue background and the next line will have a pale blue background.

Competitions

Press Save before selecting the following link(s)

Competition Name	Actions
Copy of Training Competitive RFA Dec 2008 Screen Shots	Edit Delete

Add New

Attachments:

Save | Create Publication(s) | Save & Continue | Cancel

Dark blue buttons with white lettering indicate an action to be taken.

Document Type: All

Status: Open

Apply Filter >>

9 items found, displaying all items.**1**

View	Task Id	Task Name	Task Status	Document Type
View	1365154	Certify/Revise Award File	Not Started	Award File
View	1365050	Review Reviewer Instructions	Not Started	Review Instructions
View	1365026	Certify/Revise Award File	Not Started	Award File

Underlined column headings indicate that the data underneath can be sorted by that column.

Large File Guidance

As a security measure, a 5 minute time limit is placed on uploading and downloading files. If you upload a file and it takes approximately 5 minutes , the upload may appear to have correctly completed when it did not. Please test the validity of the file by downloading it and attempting to open the file. If it does not open, the file is corrupted because it did not complete the upload.

Possible Attachment Upload Remedies

- **If you have a corrupted upload, check the size of the corresponding download and compare to the size of the original file.**
- **If most of the file uploaded before failing, wait to upload the file when there is less internet traffic.**
- **Connect to a faster internet connection to perform the upload.**
- **Reduce the file size:**
  - Split the file into multiple parts and upload as Filename - Part 1, Filename - Part 2, etc.
  - Zip the file.
  - If the file is a PDF and you have Adobe Acrobat Professional or equivalent software, open the file, click on the Document-> Reduce File Size... dropdown menu.
- **Last resort for recipients uploading Progress Reports:**
  Contact your Program Officer for acceptable options to uploading the file. One approach may be to burn the document to a CD and mail to your Program Officer.
- **Last resort for Federal personnel:**
  Contact the Help Desk to determine what additional remedies might be available.

Possible Attachment Download Remedies

- **File download issues should be much less of a problem because download speeds are always an order of magnitude faster than upload speeds.**
- **Wait to download the file when there is less internet traffic.**
- **Connect to a faster internet connection to perform the download.**
- **Last resort:**
  Contact the Help Desk to determine what additional remedies might be available.

Federal Grants Personnel

- **Program Office (Federal Program Officers)**
  - Provides the funding for the grant award
  - Federal Subject Matter Experts
  - Provides oversight on the programmatic aspects of the project – *receives and accepts the Project Progress Reports*
- **Grants Office (Grants Management Specialists and Grants Officers)**
  - Provides the final approval on all grant management matters
  - Federal Grants Management Experts
  - Provides oversight on the financial aspects of the project – *receives and accepts the Financial Reports (SF-425, SF-270)*

Grants Management Advisory Committee (GMAC) Contacts

NOAA/NESDIS	Ingrid Guch / Heather Hay	301-763-8282
NOAA/NFA	Steve Drescher	301-713-0942 x 122
NOAA/NMFS	Dan Namur /Melanie Gange	301-713-1364 x118 / 301-713-0174 x210
NOAA/NOS	Jane Piercy	301-713-3050 x 161
NOAA/NWS	Tamara Lewis/Sam Contorno	301-713-4020 x 111 / 301 -713-3557
NOAA/OAR	Sharon Schroeder/Brenda Alford	301-734-1172 / 301-734-1174
NOAA/USEC/OED	Sarah Schoedinger / Meka Laster	704-370-3528 / 301-713-9437
MBDA	Holden Hoofnagle / Rita Gonzales	202-482-1940 / 202-482-6473
ITA	Brad Hess / Annette Henderson	202-482-2969 / 202-482-3995
DOC-OS/OHRM	Valerie Revelez	202-482-4425
NTIA/BTOP	Wayne Ritchie / Laura Pettus	202-482-5515 / 202-482-4509

Grants Online Training and Help Desk

- **Grants Online Website**
  - Looking For More Information About Grants Online?
    - Go to the Grants Online PMO website at **http://www.corporateservices.noaa.gov/grantsonline**
  - Have A Question When Training is Over?
    - Email the Help Desk at **GrantsOnline.Helpdesk@noaa.gov**
    - Call **301-444-2112** or **1-877-662-2478** toll free
  - Ready to start working in Grants Online?
    - Go to **https://grantsonline.rdc.noaa.gov**

Grants Online User Roles - Federal

FUNCTIONS/ROLES	Cert FPO	UnCert FPO	Pgm Office Staff	Budget Officer (Auth Official)	Pgm Office Reviewer	Pgm Office Requester	NEPA Official	Selecting Official	GMAC	Grants Specialist	Grants Officer
View Awards	X	X	X	X	X	X	X	X	X	X	X
Create RFA (Including FFO and Synopsis)	X	X	X								
Review FFO and Synopsis	X	X	X	X	X	X	X	X	X	X	X
Review Reviewer Instructions	X	X	X								
Manage Competition	X	X	X								
Be Assigned Program Officer on RFA	X	X	X								
Be Assigned Program Officer on Application	X	X	X								
Notify Recipients for Non Competitive Apps	X										
Accept Competitive Applications								X			
Approve Selection Package								X			
Forward Documents to FALD	X							X			
Complete Negotiations	X	X	X								
ACCEPT Minimum Requirements Checklist	X	X	X								
REJECT Minimum Requirements Checklist	X										
Complete PO Checklist	X	X	X								
Certify and Forward PO Checklist	X										
Complete and Forward NEPA Document	X	X	X								
Approve NEPA Document							X				
Complete and Forward Procurement Request	X	X	X								
Be Requester on Procurement Request	X	X	X	X	X	X	X	X	X	X	
Review Procurement Request	X	X	X	X	X	X	X	X	X	X	
Authorize Funds on Procurement Request				X							
Intiate Partial Funding	X	X	X								
Initiate Award Action Request	X**									X	
Initiate Amendment										X	
Complete Administrative Review of Award File										X	
Approve Award											X
Accept Progress Report	X										
Accept Financial Report											X
Authorize Bureau User Access to Grants Online									X		X

*** Special Approval Needed from GMD Chief and GMAC Representative*

Grants Online User Roles - Grantee

FUNCTIONS/ROLES	Recip Auth Rep	Recip Admin	Recip PI/PD	Recip Biz/Fin Rep	Recip Key Person
View Awards	X	X	X	X	X
Initiate Award Action Request	X	X	X		X
Submit Award Action Request	X				
Accept or Reject Award	X				
Manage Recipient Users		X			
Complete Progress Report	X	X	X		
Submit Progress Report	X		X*		
Complete Financial Report	X	X		X	
Submit Financial Report	X			X*	

** Recipient Administrator Needs to grant "Submitting" Role*

Grants Online User Role Definitions

ROLE NAME	DEFINITION
ASAP Authorizer	This role is given to the users who are responsible for the first step in setting up a new award in the ASAP System (for current ASAP recipients) or adding funds to a current award as appropriate.
Budget Officer (Procurement Request Authorizing Official)	The "Budget Officer" role in Grants Online should be given to users who are actually Procurement Request Authorizing Officials. The person with this role checks availability of funds for the award and provides final approval for the Procurement Request (CD-435) of those funds as well as validation of the ACCS codes if not already done. This role has an accompanying threshold amount which the system uses to verify authorization to commit Program Office funds.
CAMS First Approver ***CAMS Second Approver*** ***CAMS First and Second Approver***	These roles are given to users responsible for entering grant obligations into the instance of the Department of Commerce's CBS that tracks financial actions for that particular Bureau. The business process is slightly different at different bureaus so the various roles reflect these differences.
Credit Checker	This role is given to the user within a particular Bureau who is responsible for requesting credit checks as needed during the preparation of an award file for Grants Officer signature.
FALD	This role is given to users in the Department's Financial Assistance Law Division who are assigned to a particular Bureau.
Federal Progam Officer - Certified	This role is given to a person who is responsible for the development of funding announcements, application reviews, and the processing of award and post-award recommendations to be sent to the Grants Management Division. Within Grants Online, only FPOs who are Certified can communicate between their own Program Offices and outside entities such as FALD, GMD, and Recipients. For instance, an Uncertified FPO cannot "Certify" a PO Checklist or forward an Award File to the Grants Management Division. Persons given this role are assumed to have obtained a certain level of training in the Grants Management arena.
Federal Program Officer - Uncertified	This role is intended for persons who are on track to become Certified Federal Program Officers but have not yet obtained the necessary credentials required by their Line Office. They may assist with all tasks normally done by a Certified Federal Program Officer, but cannot forward any documents to entities outside of their own Program Office. The documents must be reassigned to a Certified Federal Program Officer for that purpose.
Finance Office	This role is given to users to perform various Finance related roles such as ASAP Certifications and financial closeout activities.
GMAC (Grants Management Advisory Committee)	This role is reserved for the official members of the NOAA Grants Management Advisory Committee and their designated back-ups, along with the points of contact for the non-NOAA bureaus. There are usually one or two GMAC users within each Line Office. The users with this role are responsible for authorizing the addition, updating, or removal of Grants Online users within their respective Line Offices.
Grants Officer	This role is reserved for Grants Management Division personnel who have been given authority to make award offers to recipients on behalf of DOC. They also make the final decisions with regard to approval or denial of Award Action Requests. This role is accompanied by a system enforced approval threshold for funding.
Grants Specialist	This role is given to Grants Management Division personnel who have responsibility for administrative processing of award files in preparation for DOC's offer to the recipient. They are also responsible for the review of Financial Reports and Award Action Request recommendations from the Program Offices.
NEPA Official/Coordinator	NEPA Official reviews and approves the NEPA documentation as part of an Award File prior to submission to GMD.

Grants Online User Role Definitions

OLA	This role is given to the person who will perform Bureau-level functionality in the Grants Notification System (GNS) relating to congressional notifications of awards. The person with this role will receive notifications from Grants Online that a record has been sent to the GNS system. They do not need to log into the Grants Online system to do any work, but they need to have an account in Grants Online in order to receive the notifications.
Program Office Requestor	The role of Program Office Requestor is given to a user whose only function is to provide first-level "Requestor" approval on Procurement Requests (CD-435) prior to submission to the Budget Officer.
Program Office Reviewer	This role is usually given to a person who needs to be included in the workflow to review a Request For Application (RFA), a Procurement Request, or a Project Progress Report (PPR) but has no other role in Grants Online.
Program Office Staff	This is a staffing role to Federal Program Officers. They may assist in the development of RFA's, assist in the paper application process, assist in the review process, and complete the PO checklist as necessary. Users with this role have the same access in Grants Online as user with the role of Uncertified Federal Program Officer.
Progress Report Reviewer	This is a Federal Program Office role given to a user whose only responsibility is to review Project Progress Reports received from the grant recipients. This functionality can also be done be users with other Program Office roles such as Federal Program Officer (Certified or Uncertifed), Program Office Staff, and Program Office Reviewer
Public Affairs Liaison	This role is given to users who need to be notified about grant awards for the purposes of doing press releases and/or other Public Affairs type activites that are not tied to the Congressional notifications which are perfomed by personnel using the Grants Notification System (GNS).
Recipient Administrator	Users with this role have the permissions needed to set up other people in their organization as users of the Grants Online system and to give them access to specific awards as appropriate.
Recipient Authorized Representative	This role is intended for recipient users with signature authority to sign official grant documents such as an SF-424 (application), or countersigns an Award document such as a CD-450 (new Award) or CD451 (amendment). More than one person can have this role at any organization; however on each Award one person will be designated the primary “Authorized Representative”. (Designation as "primary" does not provide any additional access to awards in Grants Online.)
Recipient Business/Finance Representitive	This role should be given to recipient users who need to fill out Financial Reports (SF-425, SF-272 or SF-270, SF-269). There are two versions of this role - users with a "submitting" role can submit Financial Reports directly to DOC; users without the "submitting" role can only forward the Financial Reports to their Authorized Representative who can in turn submit them to DOC. Both versions of this role will allow the user to initiate an Award Action Request (AAR) but all AARs must first be forwarded to an Authorized Representative for submission to DOC.
Recipient Principle Investigator	This role should be given to recipient users who need to fill out Project Progress Reports (PPRs). There are two versions of this role - users with a "submitting" role can submit PPRs directly to DOC; users without the "submitting" role can only forward the PPRs to their Authorized Representative who can in turn submit them to DOC. Both versions of this role will allow the user to initiate an Award Action Request (AAR) but all AARs must first be forwarded to an Authorized Representative for submission to DOC.
RFA Publisher	This role is given to users who are responsible for posting grant opportunity notices at Grants.gov and for overseeing the bureau and department level review, approval, and publication of Federal Register Notices.
Selecting Official	The role of Selecting Official is given to a user who has the authority to approve the Selection Package generated from applications received in response to a Competitive funding announcement.
View Program Office (Line Office, Agency)	This role is available for Federal staff who need view-only access to Grants Files. The role is available at three different levels: Program Office, Line Office, or Bureau (Agency).

Training Manual

Grants Online System Navigation

Grants Online Release 4.06

Last Update: May 5, 2011

Getting Started

Accessing Grants Online

1. Click on the Internet Explorer Icon on your desktop or Start Menu

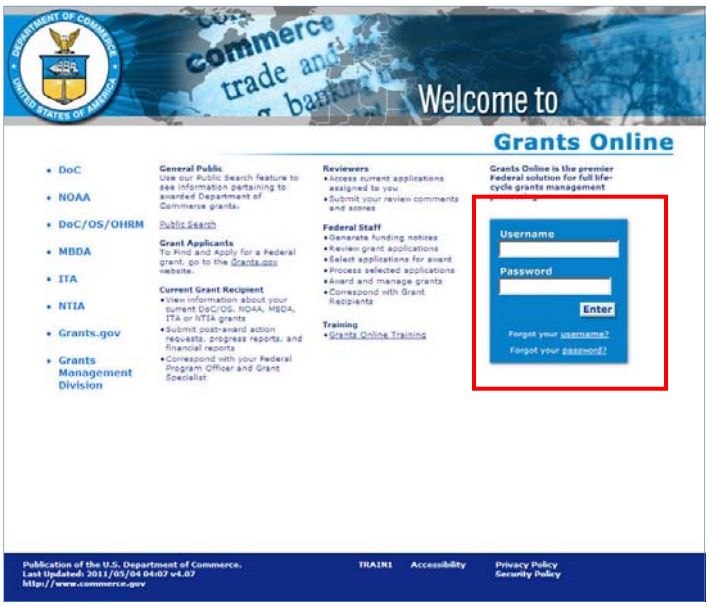
- Internet Explorer browser opens

2. Enter the following URL information in your address bar of your browser: https://grantsonline.rdc.noaa.gov then press **ENTER**

- *Grants Online Home Page/Login Screen* appears

Note: Screen shots still contain the NOAA logo (as a holdover from the previous manuals) instead of the new DOC logo. Future updates to this manual will include screen shot updates with the DOC logo.

3. Before logging into Grants Online, from this screen you can access the Public Search feature as well as other useful links, including the Grants Online Training page.



Warning!

If you entered your username or password incorrectly you will see an error message in red on the screen. After three unsuccessful attempts to log in, the system will lock you out and you will have to click on the "Forgot your Password?" link to reset it using your security questions.

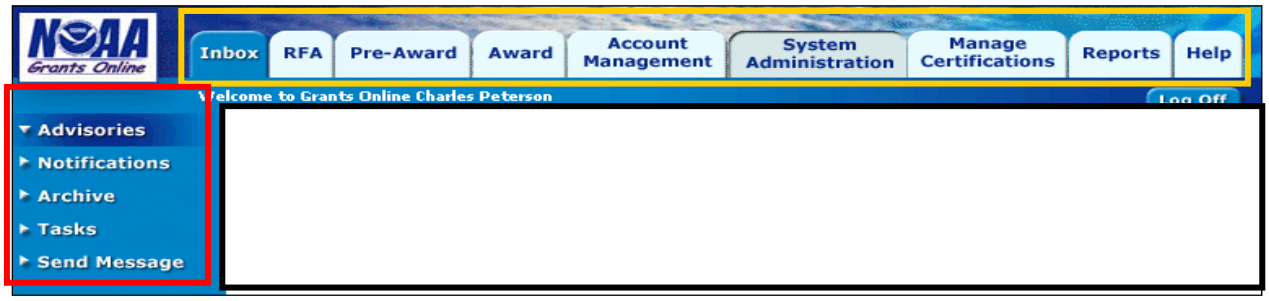
If you "Forgot your username", click on that link for the Help Desk phone number.

Grants Online Navigation Features

Overview

Navigating Grants Online is a simple process. The look and feel of the system requires the use of a mouse and keyboard for navigation. Access to certain features of Grants Online is based on your user role. Your user role determines the required access for you to do your work in Grants Online.

Screen Layout

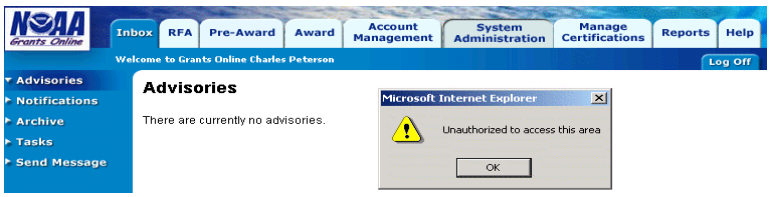


Screen Layout Defined

Once you have successfully logged into Grants Online, the system will default you to the Inbox tab. Grants Online is actually broken into several areas:

- Tabs: Highlighted by the gold border and located at the top of the page are Grants Online Tabs. Use the Tabs to navigate within the different areas of Grants Online. Click on the appropriate Tab to navigate to the desired area.

  Note: Access to various Tabs is determined by your user role. A grayed out Tab will denote restricted areas. If trying to access a restricted area, a pop up message will display, stating "Unauthorized to access this area" (see below).



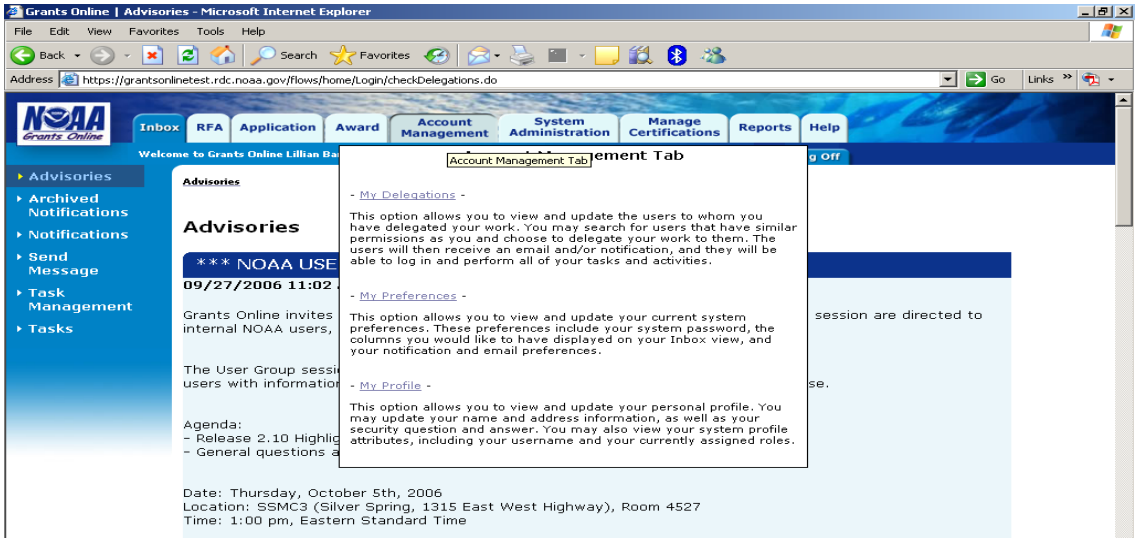
- Navigation Pane: Highlighted by the red border, is the navigation pane. Based on the Tab that you are currently on, commands for certain function display here. Click on the desired command to go to that specific screen.
- Document Pane: Highlighted by the black border, is the document pane. This is located in the middle of the screen. This is where most of the data in Grants Online will be input.

Other User Interface Features

Since the go-live of Grants Online in January 2005, other features have been added to the User Interface to facilitate the ease of navigation through the system.

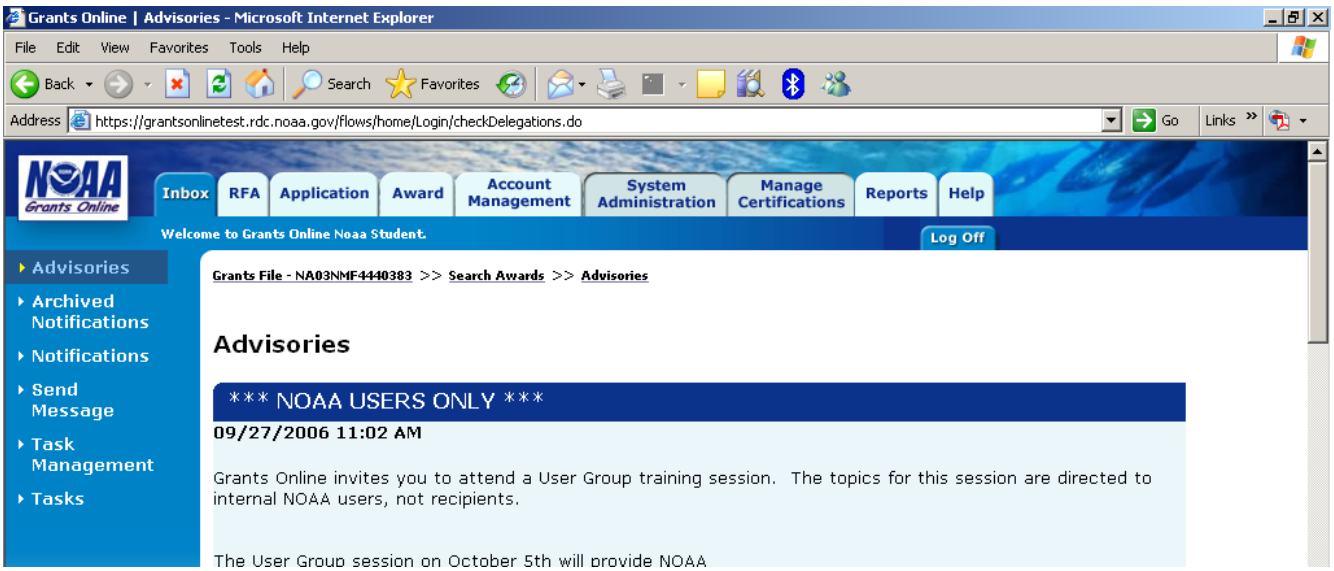
Pop Up Short Cuts

When placing your cursor over a tab at the top of the screen you will get a pop-up menu that contains the same links as the left navigation pane for that tab. This will allow you to navigate directly to one of those areas without clicking on the tab first.



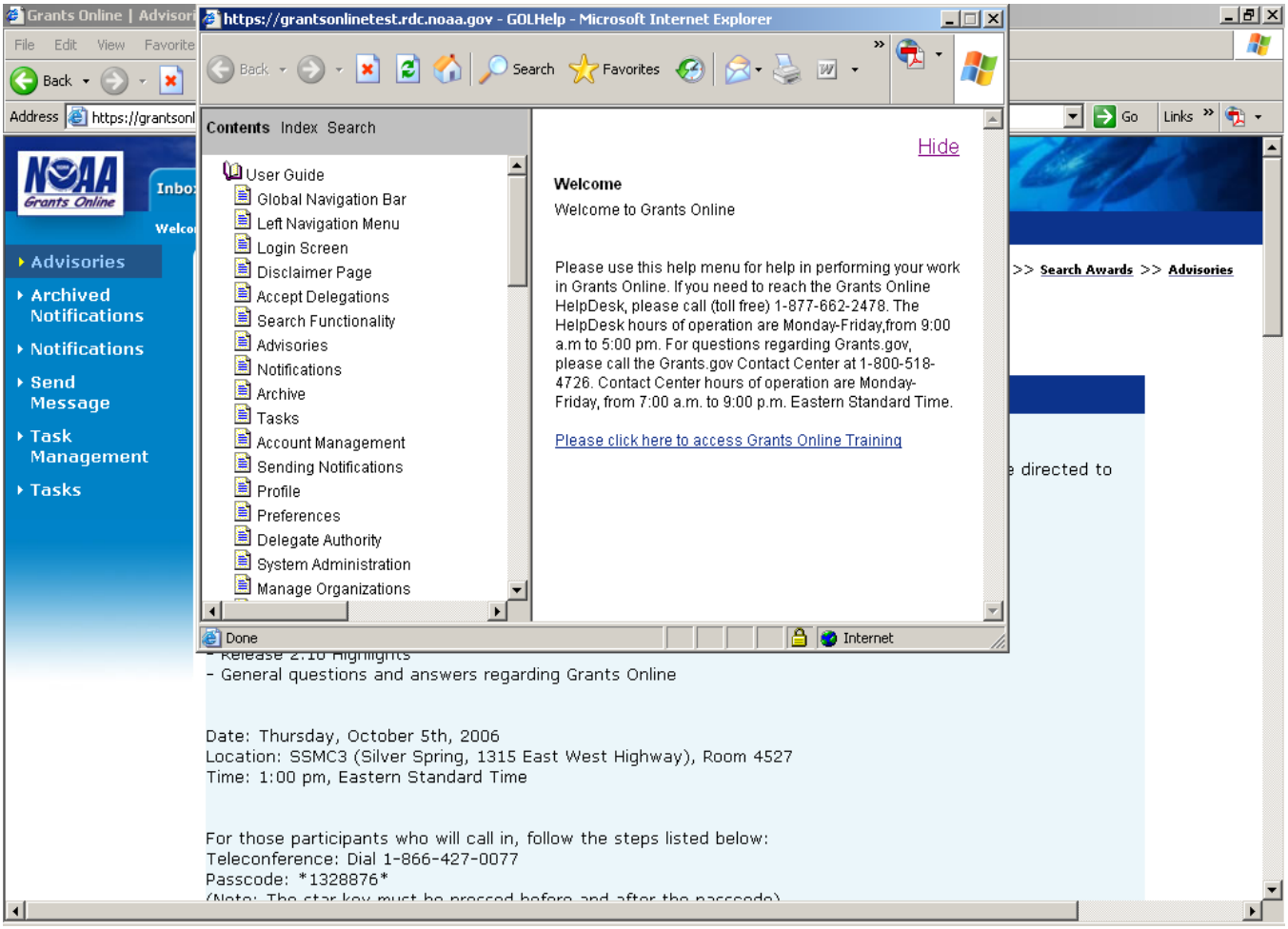
Breadcrumbs

The Grants Online system keeps track of the pages you have visited since you last logged on and put a "breadcrumb trail" of those pages at the top of the Document Pane. This feature can be used in place of a "Back" button.



Help Tab

The Help Tab provides information on accessing the Grants Online Help Desk as well as definitions and/or guidance for various Grants Online functions.



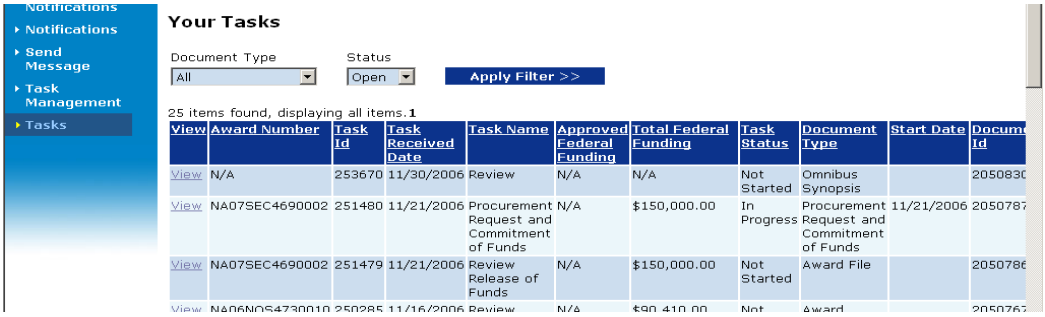
Inbox Tab

Tasks

While Notifications alert you to an action you must complete, Tasks allow you to complete that action assigned to you within the workflow. Tasks that are assigned to you can be located in the Task section in the Inbox Tab.

Accessing Tasks

1. From the Inbox Tab, click **Tasks**
   - *Your Tasks* screen appears



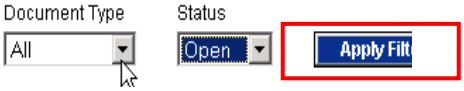
Note: Customizing the Tasks view may be accomplished through the Account Management Tab.

Viewing a Task

1. Click **View** next to the task you wish to view
   - *Launch Page* appears. From this page you may perform your assigned work by selecting an action in the action dropdown.

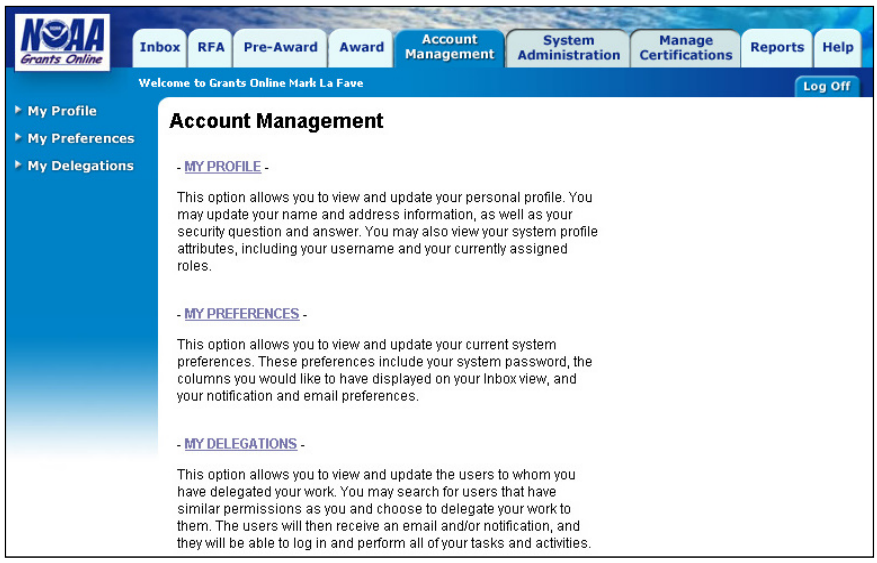
Filtering Tasks

1. Select the **Document Type** in the drop-down menu
2. Select the **Status** in the drop-down menu
3. Click **Apply Filter**
   - **Tasks** screen appears showing only filtered tasks.



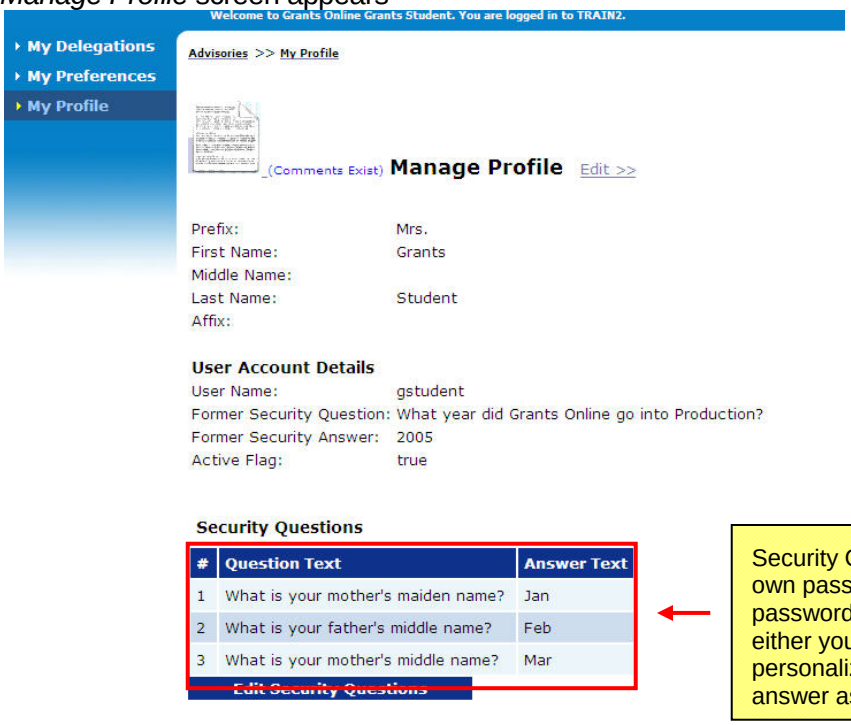
Account Management Tab

The Account Management Tab allows you to view your Profile, Preferences and Delegations. Within this tab you can update your profile, customize your Notifications and Tasks preferences, and delegate your inbox to other users.



Accessing My Profile

1. From the Account Management Tab, click **My Profile**
   - *Manage Profile* screen appears

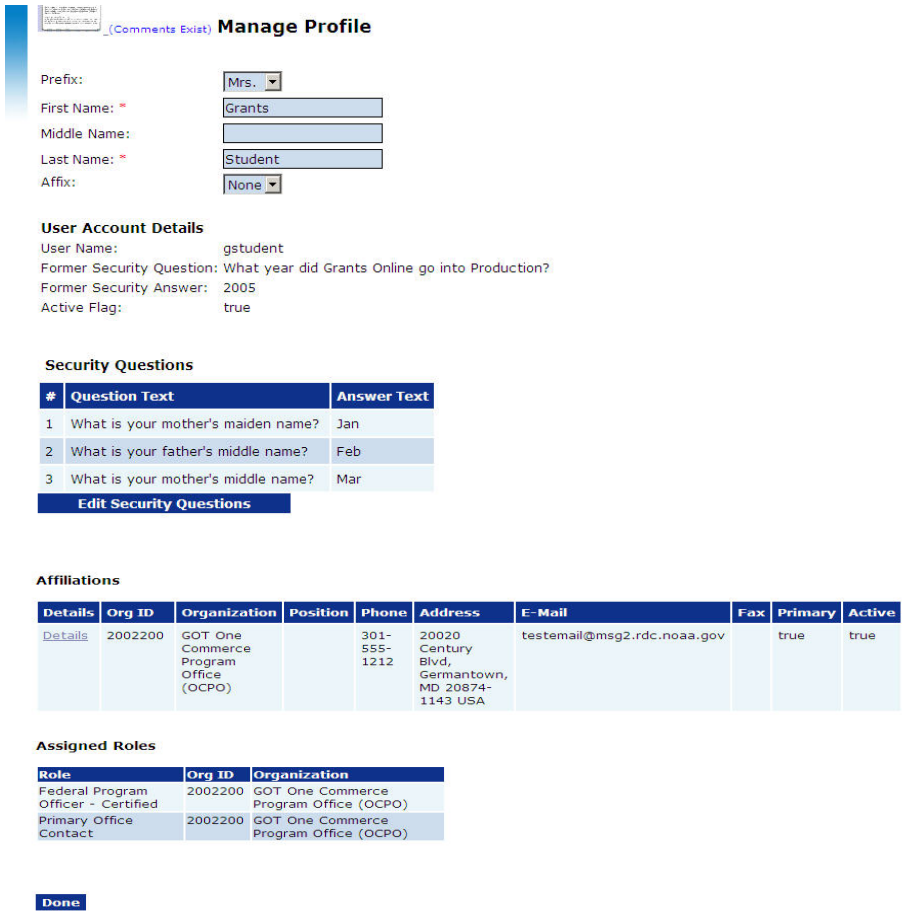


Security Questions are used to allow you to reset your own password. If you call the Help Desk to request to a password reset, the support specialist will ask you either your former security question or one of these personalized questions and you will provide the answer as a means of authenticating the caller.

Note: To change roles and affiliations, contact the Help Desk

Editing Your Profile

1. Click **Edit** (once you click edit, the screen will become formatted like the one below)
2. Make the necessary changes *(Click on the "Details" link under Affiliations to update phone, address, and/or email information.)*
3. Click **Save** to capture your changes
4. Click **Save and Return to Main** to return to the Account Management tab main screen
5. Click **Cancel** to go back to the previous screen (any changes you made will NOT be saved)



(Comments Exist) **Manage Profile**

Prefix: Mrs.
First Name: * Grants
Middle Name:
Last Name: * Student
Affix: None

User Account Details

User Name: gstudent
Former Security Question: What year did Grants Online go into Production?
Former Security Answer: 2005
Active Flag: true

Security Questions

#	Question Text	Answer Text
1	What is your mother's maiden name?	Jan
2	What is your father's middle name?	Feb
3	What is your mother's middle name?	Mar

Edit Security Questions

Affiliations

Details	Org ID	Organization	Position	Phone	Address	E-Mail	Fax	Primary	Active
Details	2002200	GOT One Commerce Program Office (OCPO)		301-555-1212	20020 Century Blvd, Germantown, MD 20874-1143 USA	testemail@msg2.rdc.noaa.gov		true	true

Assigned Roles

Role	Org ID	Organization
Federal Program Officer - Certified	2002200	GOT One Commerce Program Office (OCPO)
Primary Office Contact	2002200	GOT One Commerce Program Office (OCPO)

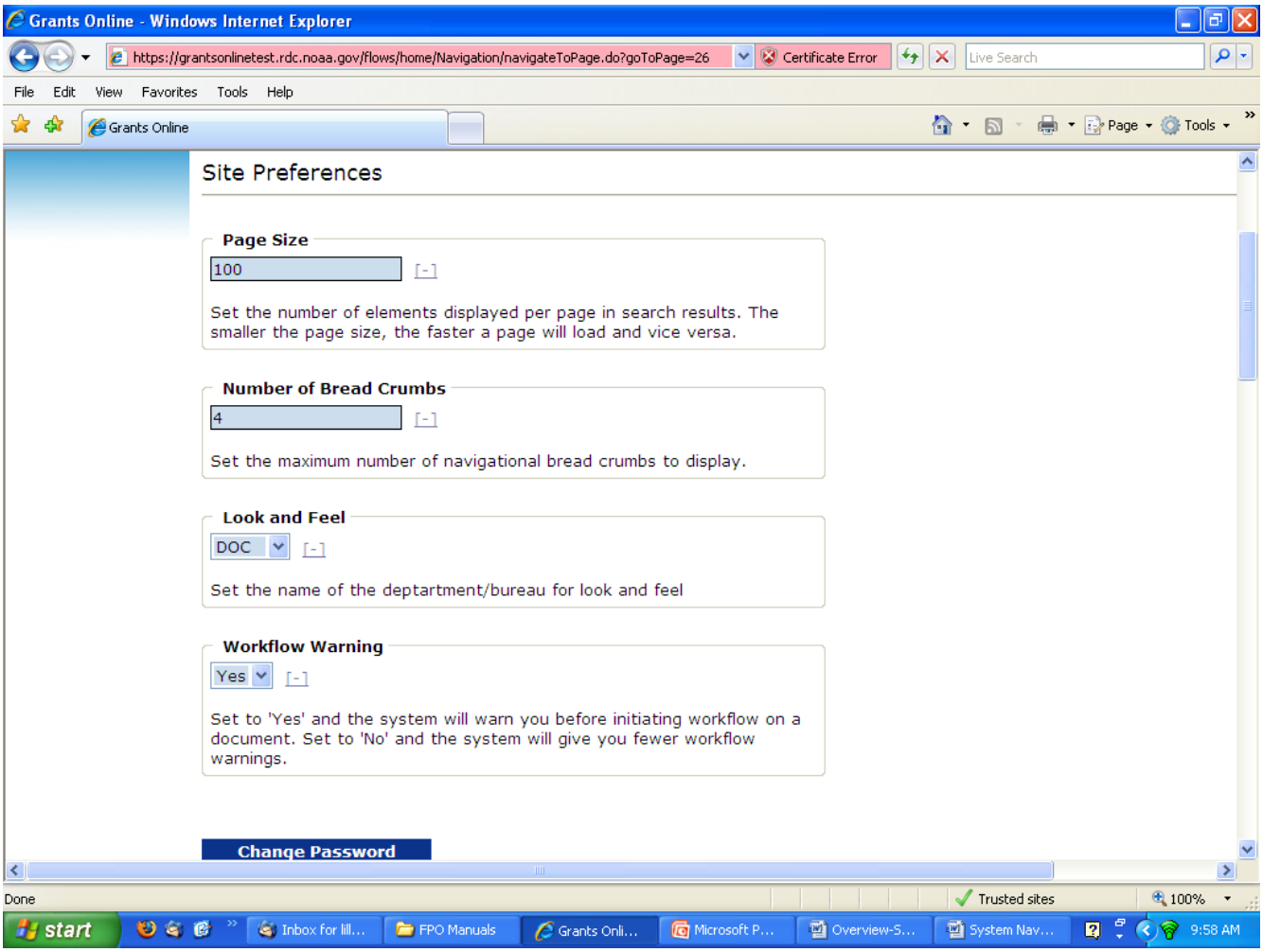
Done

My Preferences

Customize your viewing preferences through the *My Preferences* screen. You may add/remove email Inbox notifications. This will remove notifications sent to your external email account only. Headings may be customized to display certain fields on your Tasks and Notifications screens. Additionally, you may change your password for Grants Online.

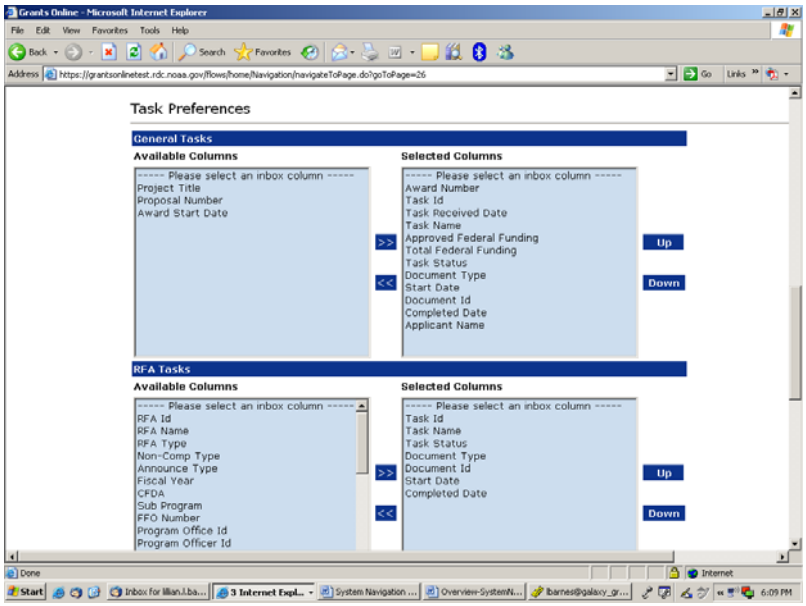
Accessing My Preferences

1. From the Account Management Tab, click **My Preferences**
   - *User Preferences* screen appears
2. Customize Page Size, Bread Crumbs, Look and Feel, and Workflow Warning as desired.
3. Click **Save** at the bottom of the page.



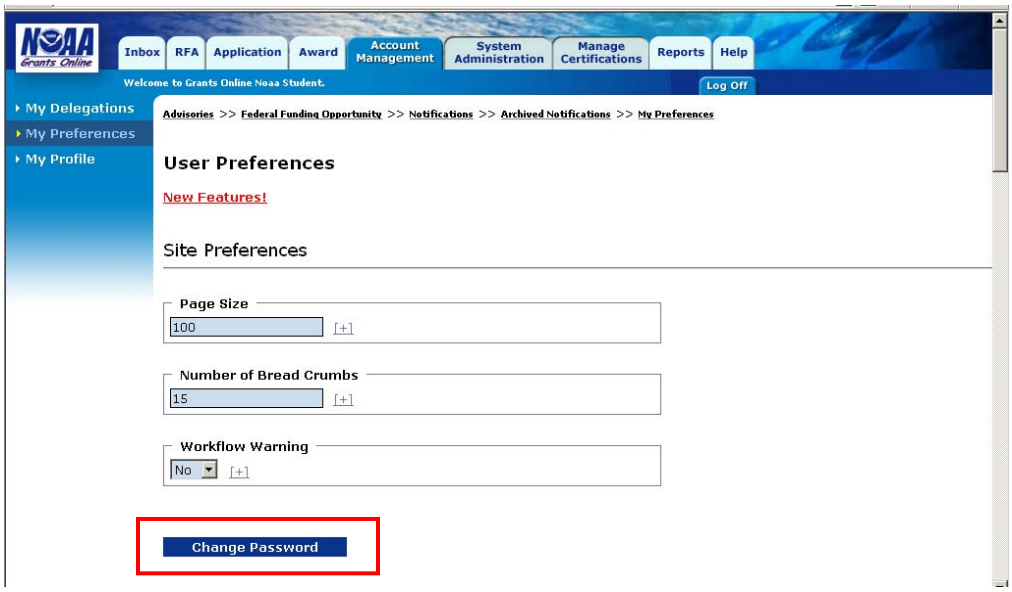
Customizing Tasks

1. Select desired type of Notification to enable/disable
2. "Push" and "Pull" task columns to select the desired columns for display in *Your Inbox*.
3. Use "Up" and "Down" buttons to select the desired column order for display in *Your Inbox*.
4. Click **Save** at the bottom of the page.

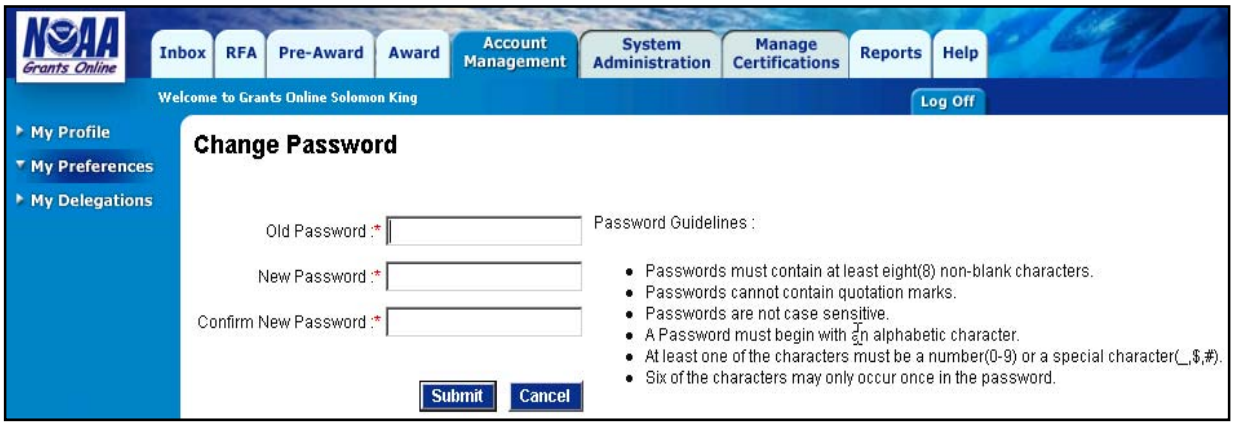


Changing Password

1. Click the blue **Change Password** button in the *User Preferences* screen



2. Change Password screen appears.



3. Enter old password.

4. Enter new password.

5. Enter new password again to confirm.

6. Click **Submit.**

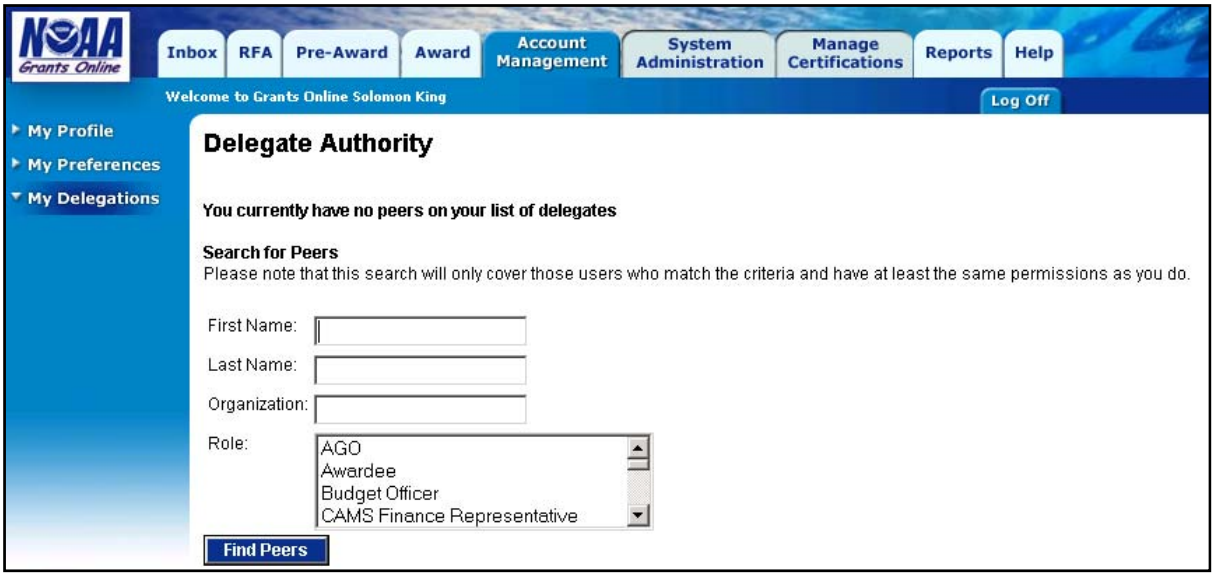
Note: Please follow the indicated Password Guidelines. Also, note that the special characters listed are the ONLY ones that are valid (_$#)

My Delegations

When you select the My Delegations link in the Account Management Tab, you will be able to view existing delegates, add delegates and rescind delegates. The only people you can select to be a delegate are those that have roles matching yours. Example – a Program Officer cannot create a delegation to an individual who only has the role of Budget Officer.

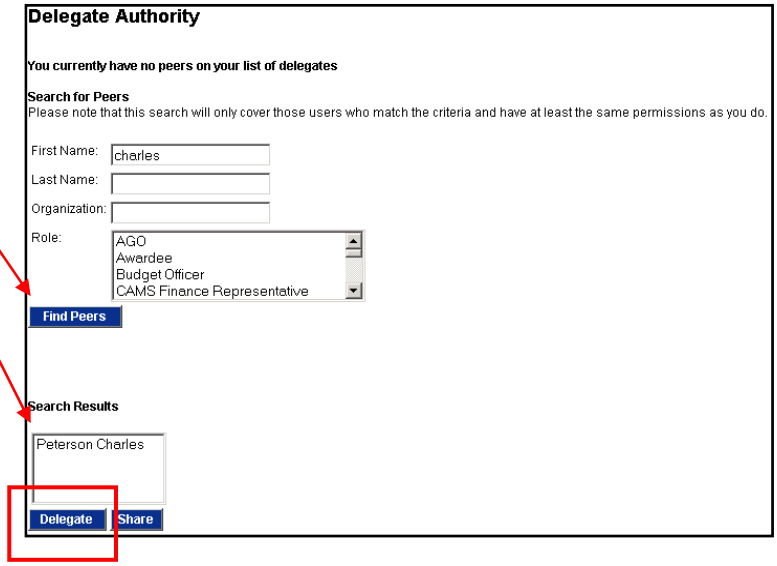
Accessing My Delegations

1. From the Account Management Tab, click **My Delegations**
   - *Delegate Authority* screen appears



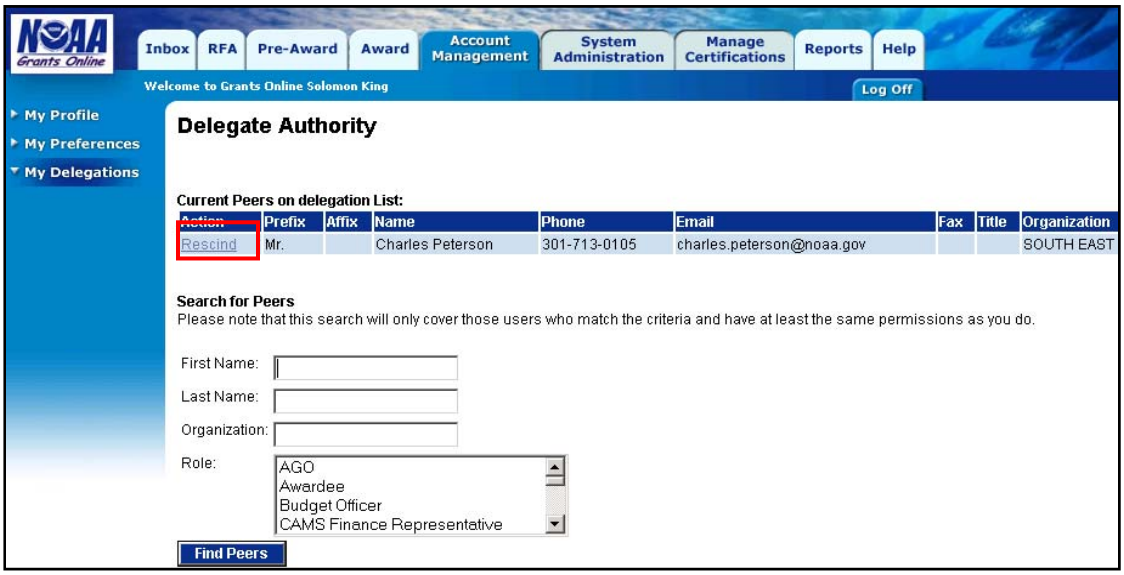
Adding a Delegation

1. Search by First Name, Last Name, Organization or Role
2. Click **Find Peers**
3. Select delegations
4. Click **Delegate**



Rescinding a Delegation

1. From the Account Management Tab, click **My Delegations**
   - *My Delegations* screen appears
2. Click on **Rescind** to remove the individual as your delegate



Logging in as a Delegate

1. Log in to Grants Online with your normal user name
2. Click **OK** on the *Notice to Users* page
3. Choose to either continue in as yourself (**Continue to Inbox**) or to go in as the person who delegated to you (**Select** – by the person's name)

Warning! It can take up to three minutes for the system to process your request to go in as a delegate .

Note: When you are in Grants Online as a delegate, the system will identify you as a delegate of that individual (see below). ** Both you and the delegate can work in Grants Online simultaneously.

Federal Program Officer Training Agenda

Day 1 - PM

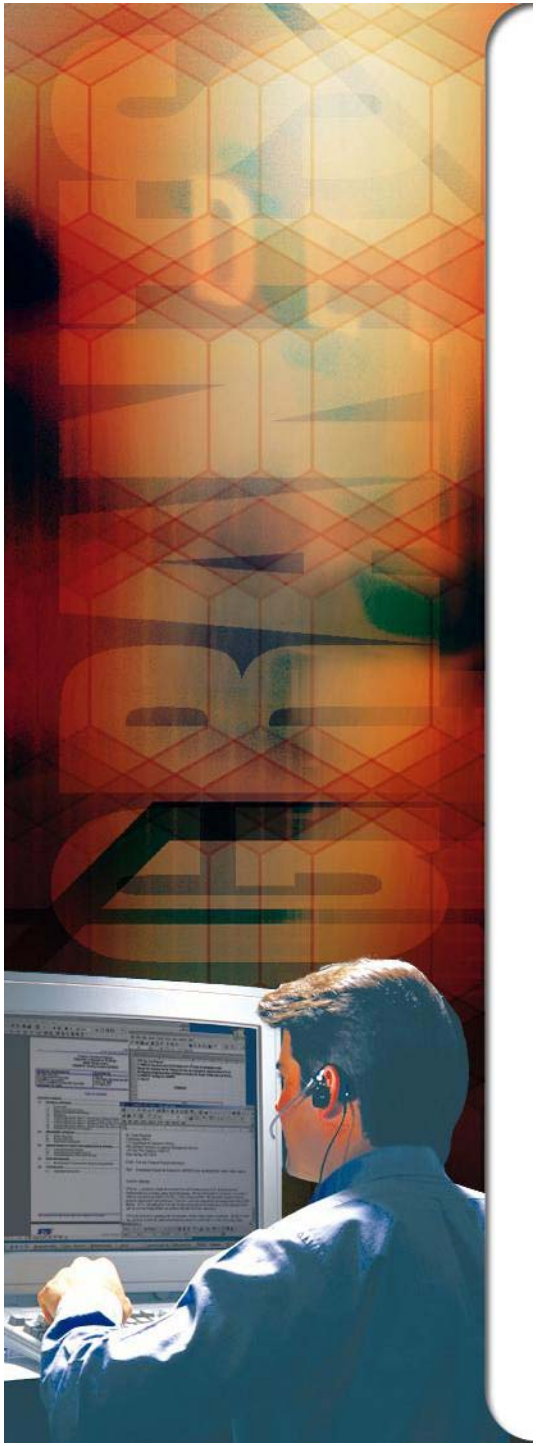
Session 2: Universal RFA Creation/ Application Processing 10:30 am – 4:30 pm	
Topic	**Duration**
Introduction and Agenda	10:30 – 10:35 (5 min)
Online Demonstration and Hands-On Exercise with Process Maps: Completing a Non-Competitive RFA	10:35 – 2:00 (3 hours and 25 min with ~1hr lunch break)
Online Demonstration and Hands-On Exercise with Process Maps: Processing a Non-Competitive Application	2:00 – 4:15 (2 hours and 15 min with break)
Additional Resources and Training Questions and Comments Evaluations	4:15- 4:30 (15 min)

Objectives – By the end of this class students should:

- Understand the difference between a Competitive RFA and all other types of Universal RFA (previously lumped under the label "Non-Competitive")
- Understand the difference between the Certified and Un-Certified FPO/Program Office Staff roles
- Be able to create and route any variety of Universal RFA
- Be able to input a paper application and complete "Review Minimum Requirements" task
- Be able to Conduct Negotiations and prepare an Award File for GMD review
- Understand the Award File approval and acceptance process
- Understand where to find additional help when needed

Training Materials:

1. Agenda and Objectives
2. Student Screen Shots with Process Maps
3. Course Evaluation



Grants Online Training
Student Screen Shots
Universal RFA
and
Application Processing

February 2011

Universal and *Competitive* RFA Fields Posted to Grants.gov

- **Opportunity Number –** ***Federal Opportunity Number***
- **Opportunity Title –** ***RFA Name***
- **Opportunity Category - (*"Discretionary" for Competitive RFA, "Other" for Universal RFA)***
- **Category Explanation (if opportunity category is "Other"):** ***RFA Type***
- ***CFDA Number***
- **Posting Date –** ***Publication Date***
- **Close Date –** ***Application Due Date***
- **Close Date Explanation -** ***(AS NEEDED)***
- **Agency Contact –** ***RFA Publisher (Person listed as contact for users having difficulty downloading the application forms)***
- **Email Address –** ***(Email address of Agency Contact)***
- **Open Date –** ***(Most of the time, same as Posting Date)***
- **Application Package –** ***Forms listed on Application Package Details screen***
- **Application Instructions –** ***File attached to Application Package Details screen, or generic instructions if no file was attached.***

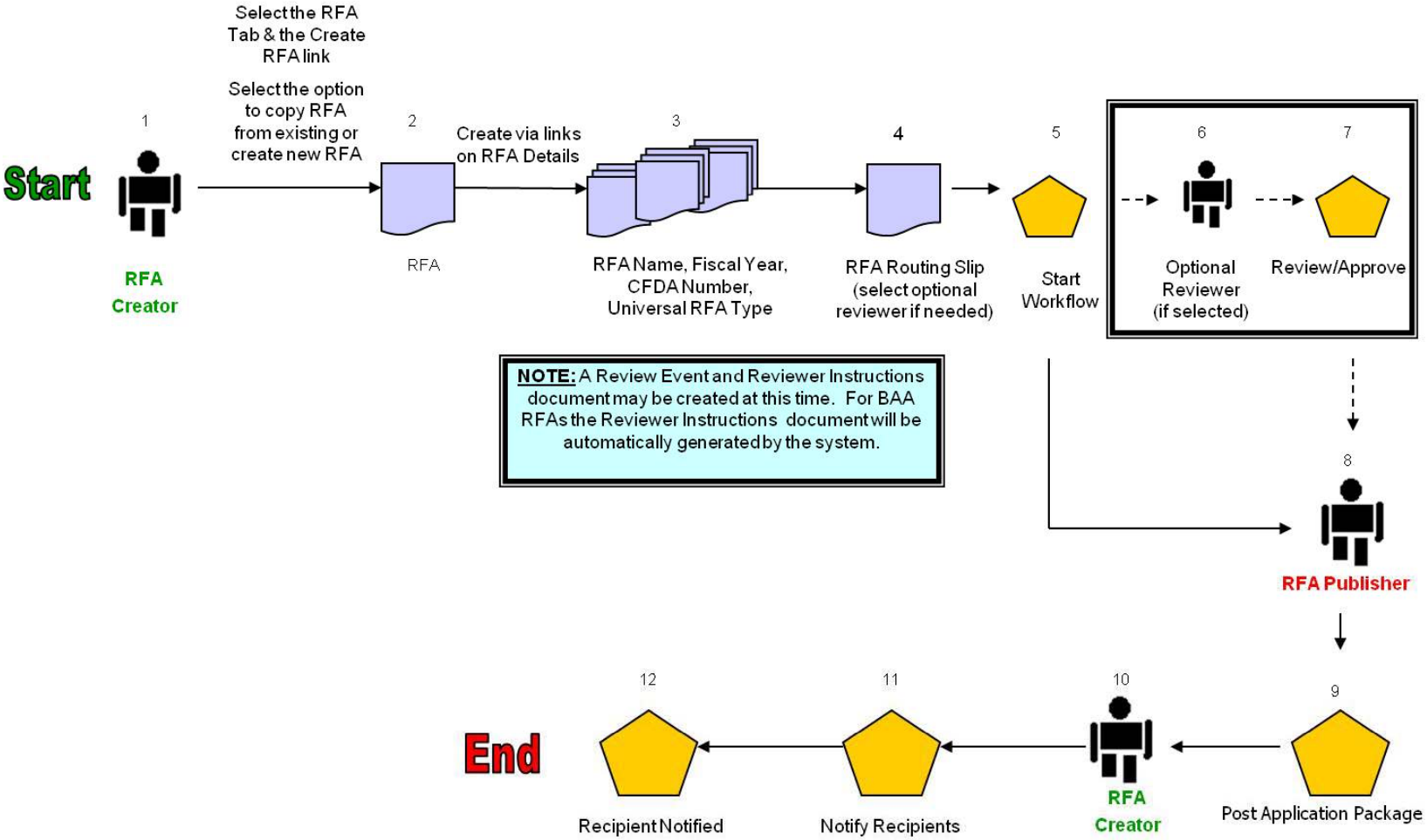
Notes:

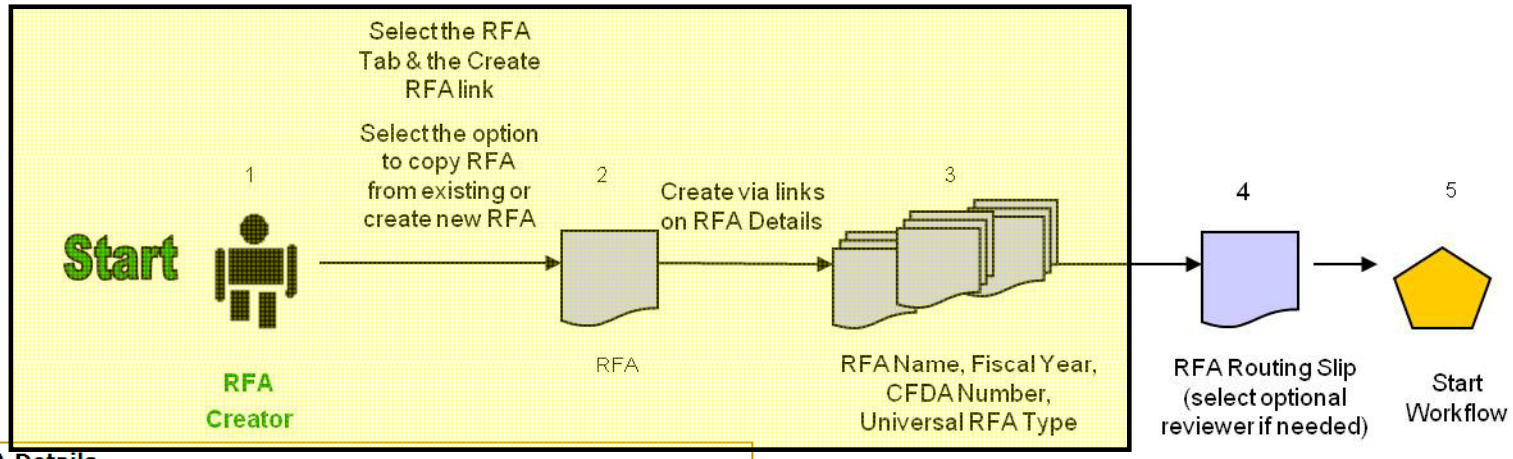
1. Assigned Program Officer on the RFA needs to be a "Certified FPO" in order to forward the documents through workflow.

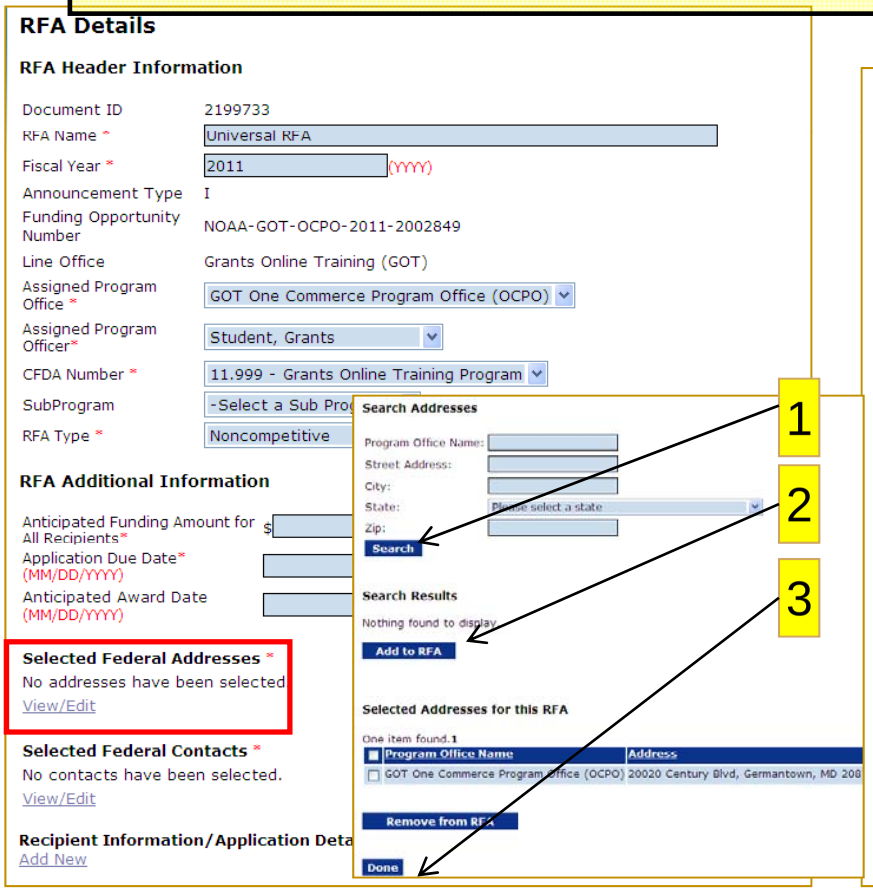
2. For both *Universal* and *Competitive* RFAs you will need to establish the person or persons in your program office who will receive the applications for their initial minimum requirements check .

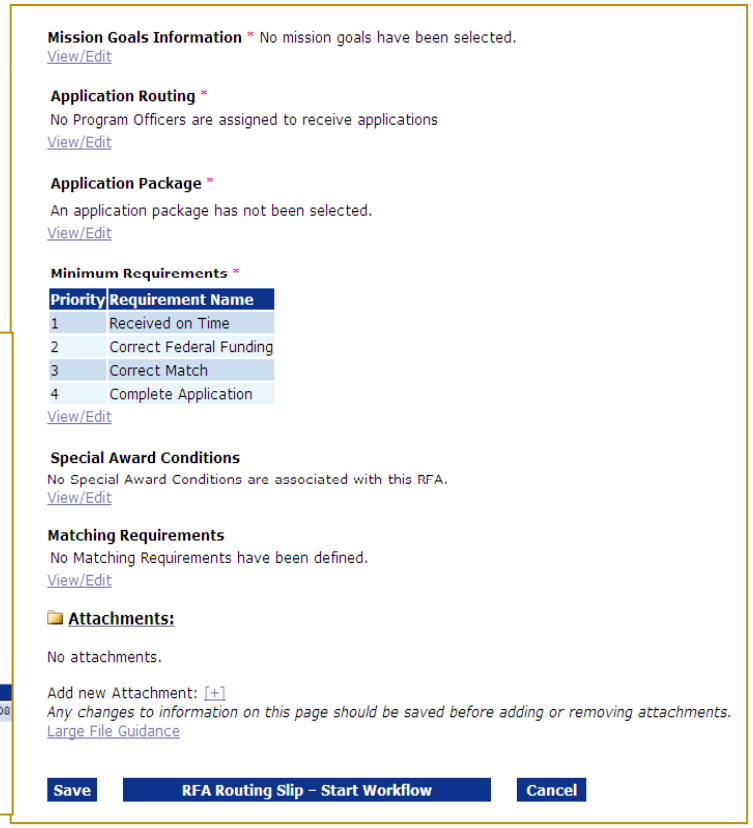
Universal Process – RFA Creation

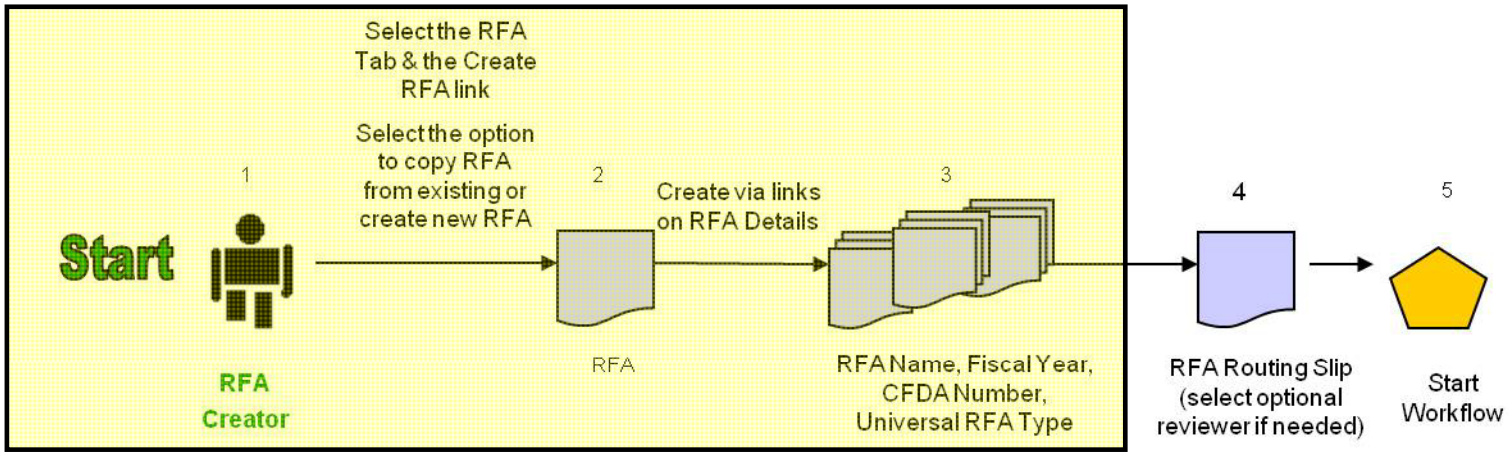
Create RFA, Post Application Package Overview




Start
1
RFA Creator
Select the RFA Tab & the Create RFA link
Select the option to copy RFA from existing or create new RFA
2
RFA
Create via links on RFA Details
3
RFA Name, Fiscal Year, CFDA Number, Universal RFA Type
4
RFA Routing Slip (select optional reviewer if needed)
5
Start Workflow


RFA Details
RFA Header Information
Document ID 2199733
RFA Name * Universal RFA
Fiscal Year * 2011 (YYYY)
Announcement Type I
Funding Opportunity Number NOAA-GOT-OCPO-2011-2002849
Line Office Grants Online Training (GOT)
Assigned Program Office * GOT One Commerce Program Office (OCPO)
Assigned Program Officer* Student, Grants
CFDA Number * 11.999 - Grants Online Training Program
SubProgram -Select a Sub Prog
RFA Type * Noncompetitive
RFA Additional Information
Anticipated Funding Amount for All Recipients* $
Application Due Date* (MM/DD/YYYY)
Anticipated Award Date (MM/DD/YYYY)
Selected Federal Addresses *
No addresses have been selected
View/Edit
Selected Federal Contacts *
No contacts have been selected.
View/Edit
Recipient Information/Application Deta
Add New
Search Addresses
Program Office Name:
Street Address:
City:
State: Please select a state
Zip:
Search
Search Results
Nothing found to display.
Add to RFA
Selected Addresses for this RFA
One item found.1
Program Office Name
Address
GOT One Commerce Program Office (OCPO)
20020 Century Blvd, Germantown, MD 208
Remove from RFA
Done
1
2
3


Mission Goals Information * No mission goals have been selected.
View/Edit
Application Routing *
No Program Officers are assigned to receive applications
View/Edit
Application Package *
An application package has not been selected.
View/Edit
Minimum Requirements *
Priority
Requirement Name
1 Received on Time
2 Correct Federal Funding
3 Correct Match
4 Complete Application
View/Edit
Special Award Conditions
No Special Award Conditions are associated with this RFA.
View/Edit
Matching Requirements
No Matching Requirements have been defined.
View/Edit
Attachments:
No attachments.
Add new Attachment: [+]
Any changes to information on this page should be saved before adding or removing attachments.
Large File Guidance
Save
RFA Routing Slip – Start Workflow
Cancel



Application Package

Select a Form Family : * SF-424

Select a Template : * NOAA - Non Construction v2

Mandatory Forms
Budget Narrative Attachment Form
CD-511
Project Narrative Attachment Form
SF-424
SF-424A
SF-424B

Optional Forms
Other Attachments Form
SF-LLL

Attachments:

For Universal RFAs, you may attach Application Instructions to the RFA. Use Application Instructions as the short description. Only one file may be attached at Grants.gov as Application Instructions. The preferred file format is pdf.

Save Cancel/Done

Matching Requirement

Statutory Authority : * Stat Authority goes here.

Minimum Cost Share (%): * 5

Maximum Cost Share (%): * 20

Save Cancel

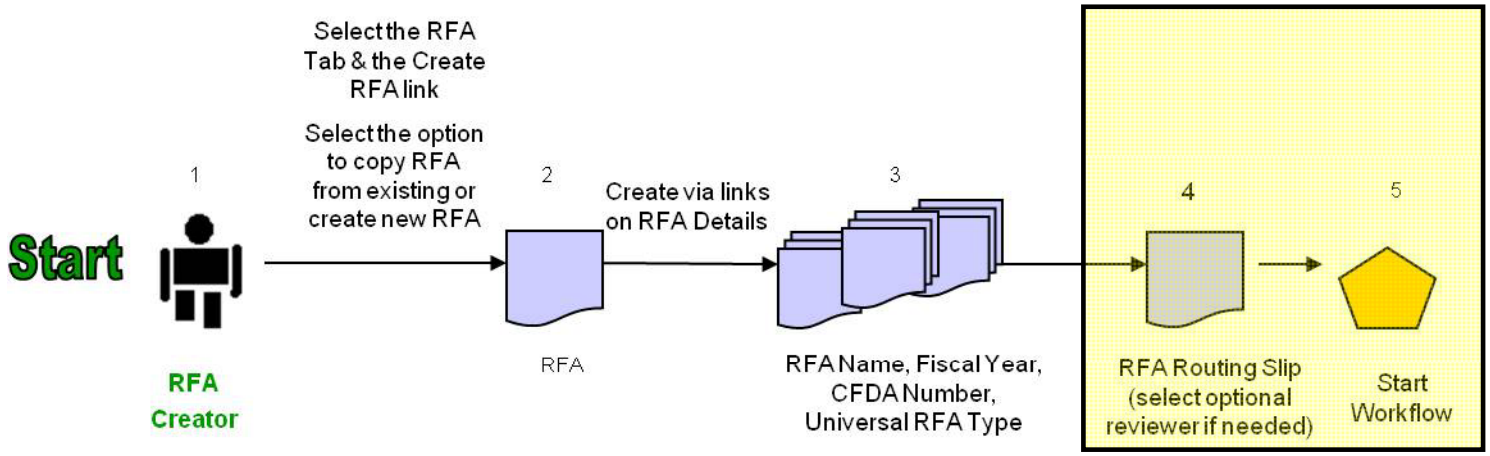
Special Award Condition Details

Name: * Programmatic SAC

Description: * SAC Description goes here.

Spell Check

Save Done Cancel



Routing Slip

RFA Creator

It is recommended, although not required that an RFA creator be a Grants Online user with certified program officer role, or equivalent permissions. Within the context of RFA workflow, this is pre-determined to be the person creating the RFA. Further, this role selects optional reviewers and initiates application package posting.

Participant Name	User Name
RFACreator	Grants Student

Optional Reviewer

An RFA can be sent for optional review. You may select one or more person(s) as optional reviewers. If you select optional reviewers, please note that you will have to wait for ALL optional reviews to come back before you can initiate application package posting.

Nothing found to display.

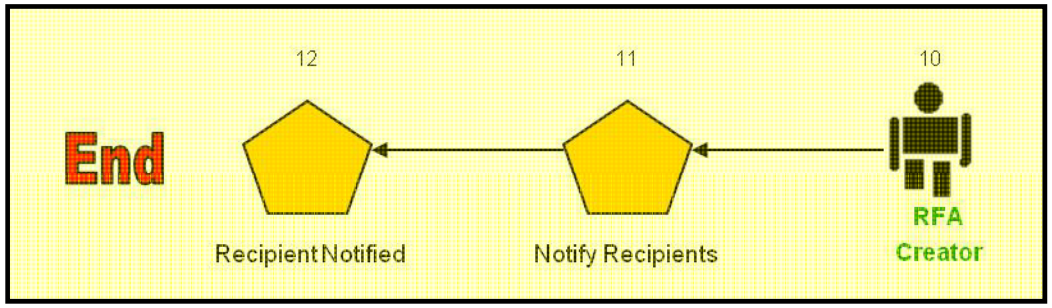
Add Optional Reviewer

RFA Publisher

All RFA Publishers will receive a task to review this document. One RFA Publisher will claim ownership. This is the person who coordinates and publishes the Federal Register Notice and posts the FFO on Grants.gov for competitive announcements. This person also posts the application package at Grants.gov for competitive and non-competitive announcements.

Participant Name
RFAPublisher

Save Route **Start Workflow** **Cancel**



Your Tasks

Document Type: All | Status: Open | Apply Filter >>

31 items found, displaying all items. 1

View	Task Name	Award Number	Task Received Date	Document Type	Project Title	Task Status	Document Id	Task Id	Start Date	Completed Date	Applicant Name	Proposal Number
View	Notify Recipients	N/A	02/03/2011	RFA	N/A	Not Started	2199733	1795365			N/A	N/A

RFA

Id: 2199733
Status: NotifyRecipients - Not Started

Action: Please select an action | Submit
- Please select an action
- Notify
- View RFA Details

Your Comments:

Spell Check

Save Comment

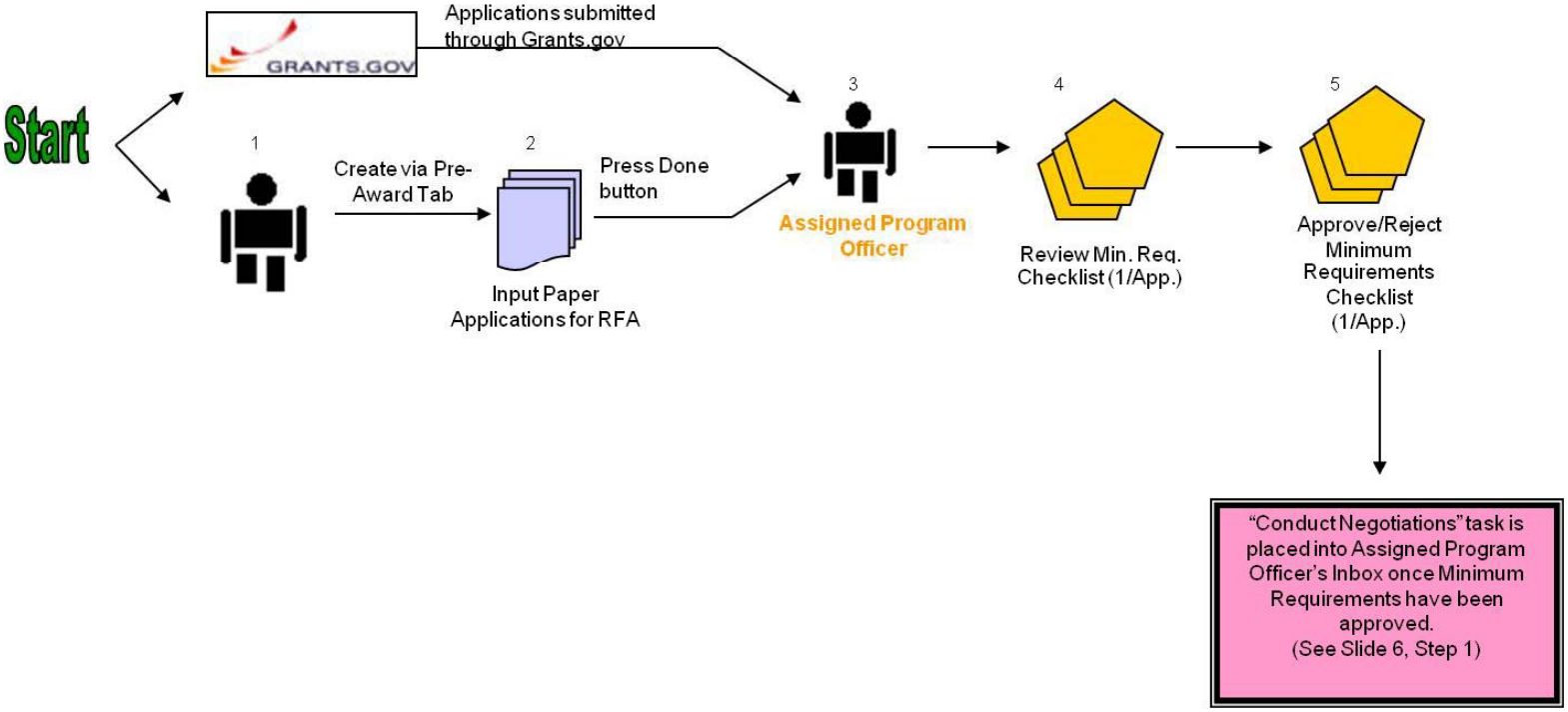
View the routing slip >>

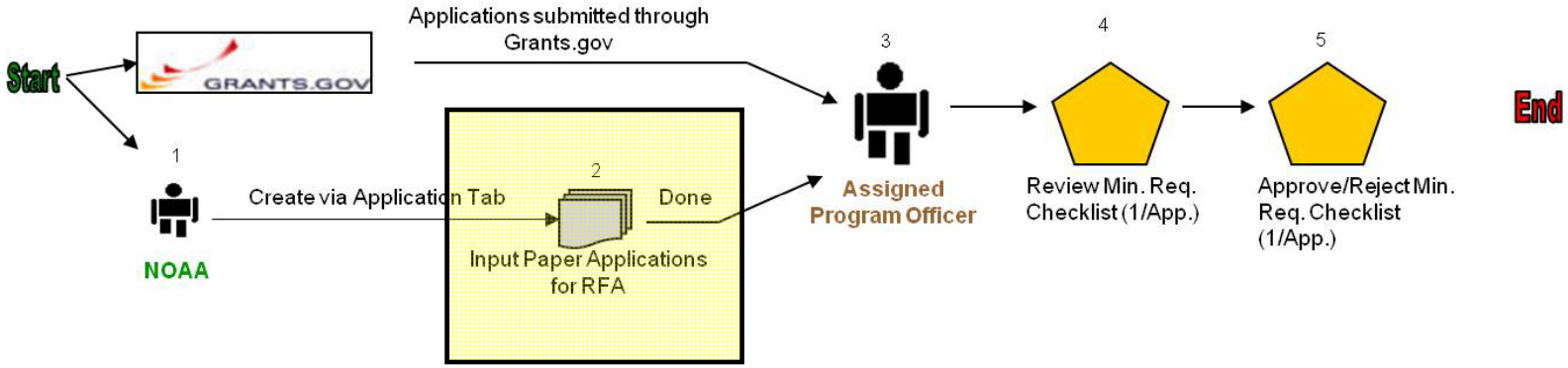
Workflow History

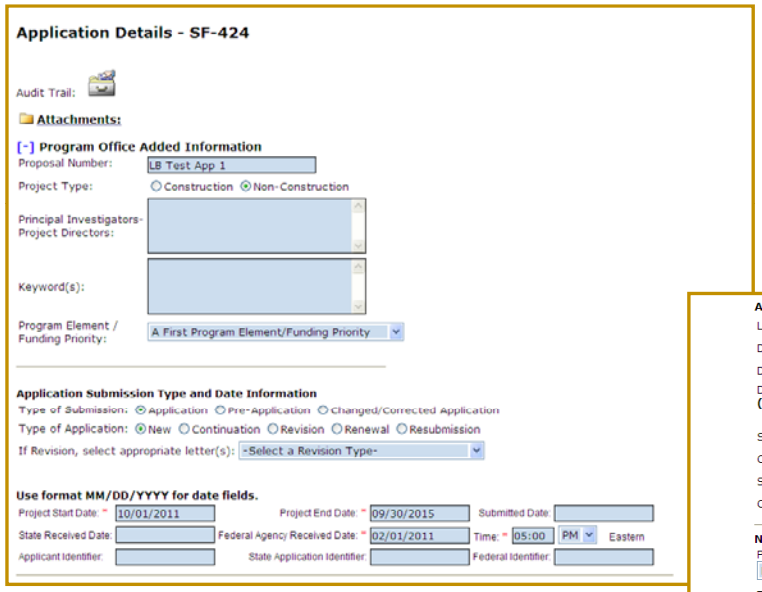
Name	Date Assigned	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Post Application Package	02/03/2011 05:37:05 PM	02/03/2011 05:37:39 PM	02/03/2011 05:37:39 PM	Steve John Drescher	RFAPublisher	ApplicationPackagePosted	Complete	
Approve or Review	02/03/2011 05:36:41 PM	02/03/2011 05:37:04 PM	02/03/2011 05:37:04 PM	Grants Student	RFACreator	InitiateApplicationPackagePosting	Complete	

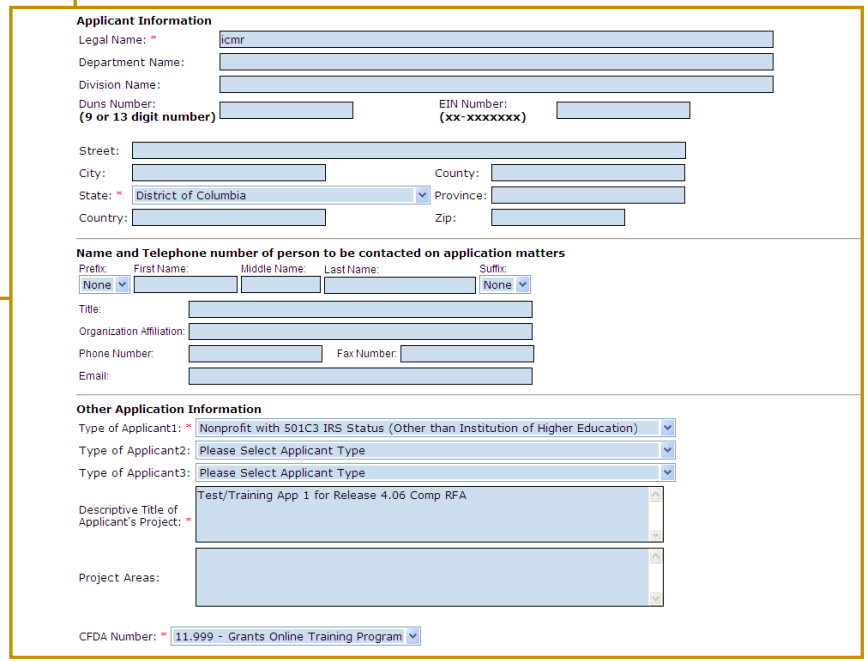
Export options: Excel

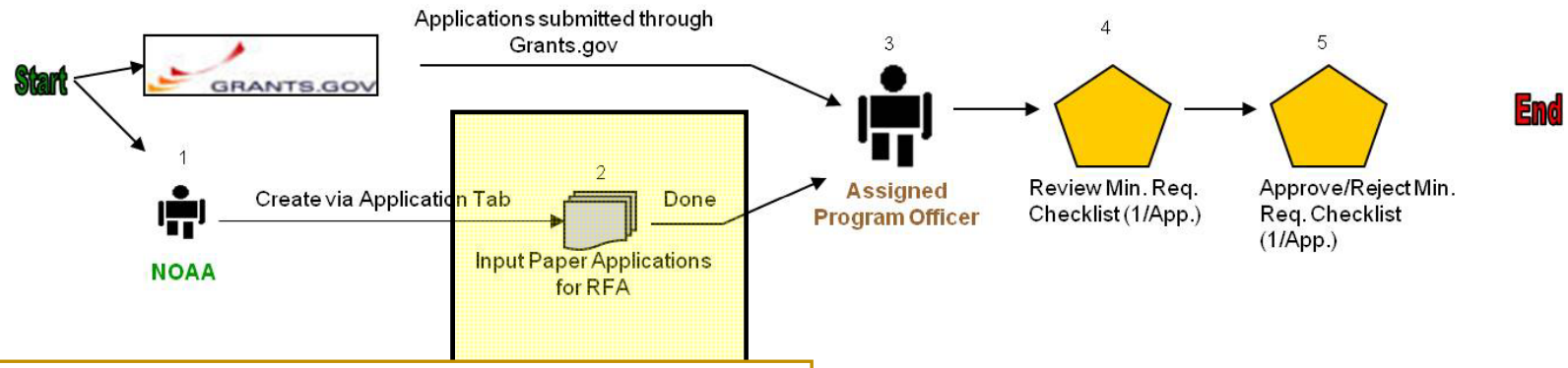
Receive Applications Overview




Start
GRANTS.GOV
Applications submitted through Grants.gov
1
NOAA
Create via Application Tab
2
Input Paper Applications for RFA
Done
3
Assigned Program Officer
4
Review Min. Req. Checklist (1/App.)
5
Approve/Reject Min. Req. Checklist (1/App.)
End


Application Details - SF-424
Audit Trail:
Attachments:
[-] Program Office Added Information
Proposal Number: LB Test App 1
Project Type: Construction Non-Construction
Principal Investigators-Project Directors:
Keyword(s):
Program Element / Funding Priority: A First Program Element/Funding Priority
Application Submission Type and Date Information
Type of Submission: Application Pre-Application Changed/Corrected Application
Type of Application: New Continuation Revision Renewal Resubmission
If Revision, select appropriate letter(s): -Select a Revision Type-
Use format MM/DD/YYYY for date fields.
Project Start Date: * 10/01/2011
Project End Date: * 09/30/2015
Submitted Date:
State Received Date:
Federal Agency Received Date: * 02/01/2011
Time: * 05:00 PM Eastern
Applicant Identifier:
State Application Identifier:
Federal Identifier:


Applicant Information
Legal Name: * icmr
Department Name:
Division Name:
Duns Number: (9 or 13 digit number)
EIN Number: (xx-xxxxxxx)
Street:
City:
County:
State: * District of Columbia
Province:
Country:
Zip:
Name and Telephone number of person to be contacted on application matters
Prefix: None
First Name:
Middle Name:
Last Name:
Suffix: None
Title:
Organization Affiliation:
Phone Number:
Fax Number:
Email:
Other Application Information
Type of Applicant1: * Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
Type of Applicant2: Please Select Applicant Type
Type of Applicant3: Please Select Applicant Type
Descriptive Title of Applicant's Project: * Test/Training App 1 for Release 4.06 Comp RFA
Project Areas:
CFDA Number: * 11.999 - Grants Online Training Program



Name of Federal Agency: NOAA

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?

a. This application was made available to the State under the Executive Order 12327 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the state for review.

c. Program is not covered by E.O. 12372.

Authorized Representative

Prefix: None First Name: Middle Name: Last Name: Suffix: None

Title:

Phone Number: Fax Number:

Email:

Application Funding Details: *

Total Funding: * 500000

Multi Year Award: No

Nothing found to display.

Add New

Save as Draft | Save and Start Workflow | Cancel

Edit Application Funding Details

Application Total Funding : 500000

Fiscal Year : * (use format YYYY)	2011		
Funding Start Date : * (use format MM/DD/YYYY)	10/01/2011	Funding End Date : * (use format MM/DD/YYYY)	09/30/2015
Federal Funding : *	500,000.00	Program Income :	
Applicant Funding :			
State Funding :			
Local Funding :			
Other Funding :			
Total Funding :	$500,000.00		

Save | Close

Application Funding Details: *

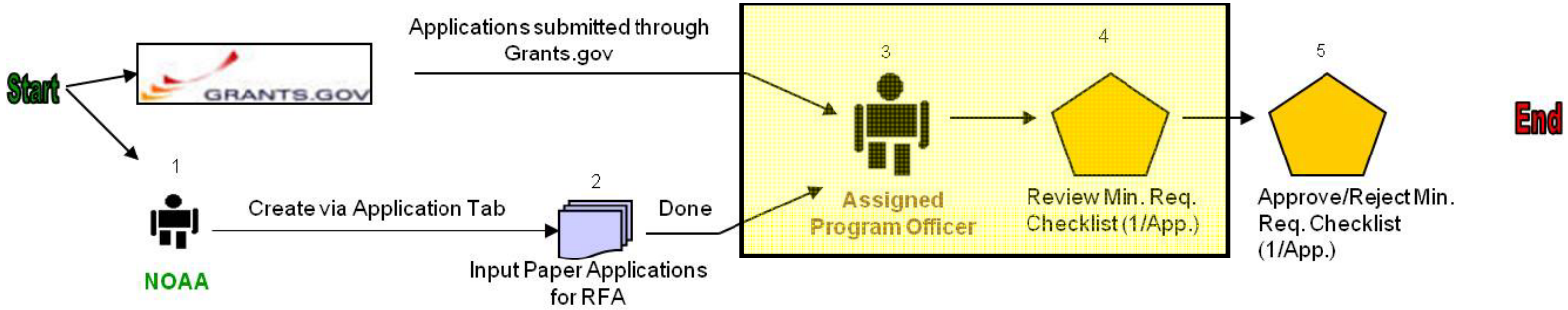
Total Funding: * 500000

Multi Year Award: No

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2011	10/01/2011	09/30/2015	$500,000.00	$0.00	$0.00	$0.00	$0.00	$500,000.00	$0.00	Edit	Delete

Add New

Save as Draft | Save and Start Workflow | Cancel



2 items found, displaying all items.**1**

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award N
View	1364984	Review Min. Req. Checklist	Not Started	Application	2138624			N/A
View	1364983	Notify Recipients	In Progress	RFA	2138600	12/01/2008		N/A

Minimum Requirements Checklist

Minimum Requirement	Met Requirement ?	Comment
Received on Time	○ Yes ○ No ○ Not Applicable	Spell Check
Correct Federal Funding	○ Yes ○ No ○ Not Applicable	Spell Check
Correct Match	○ Yes ○ No ○ Not Applicable	Spell Check
Complete Application	○ Yes ○ No ○ Not Applicable	Spell Check

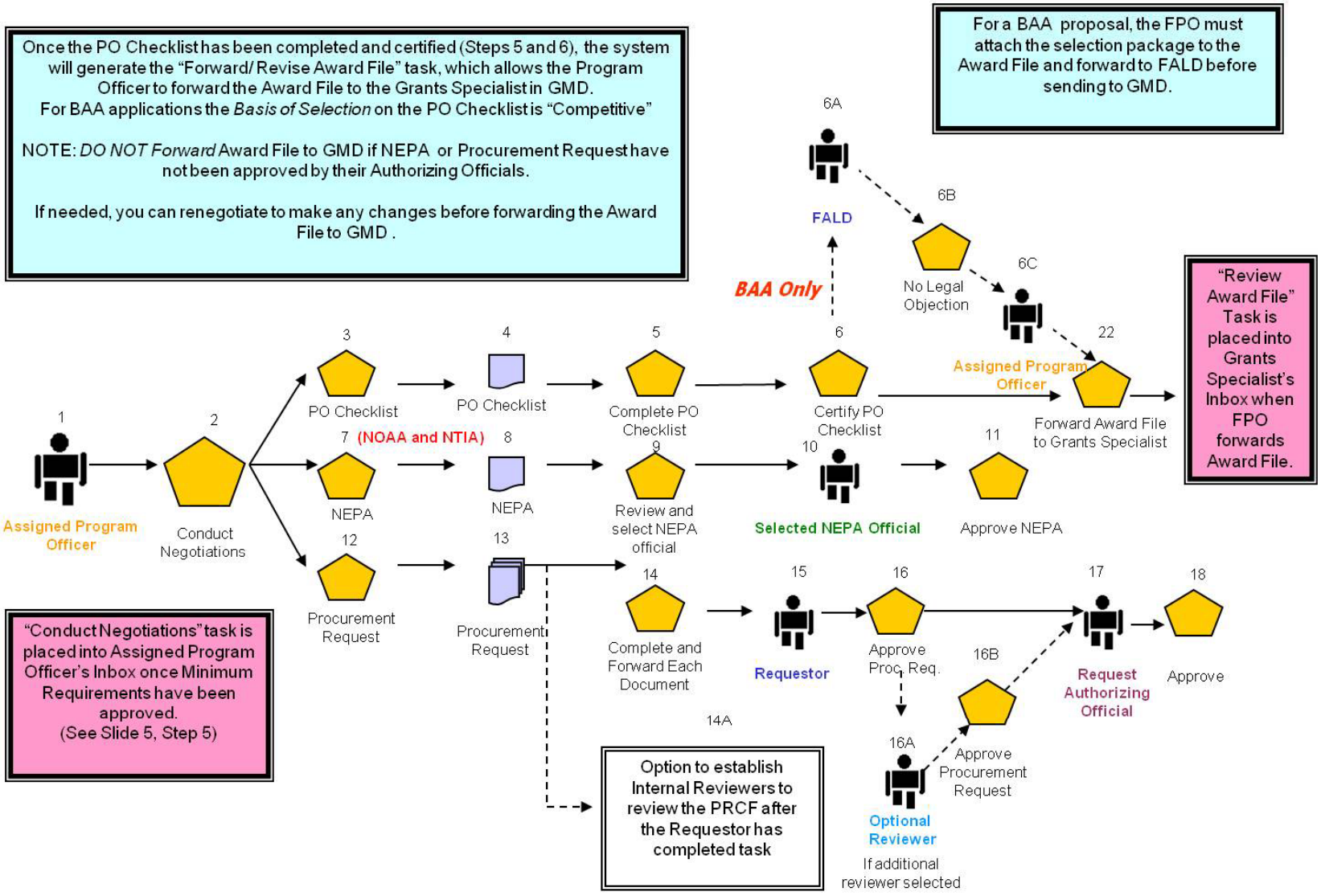
Overall Comments:

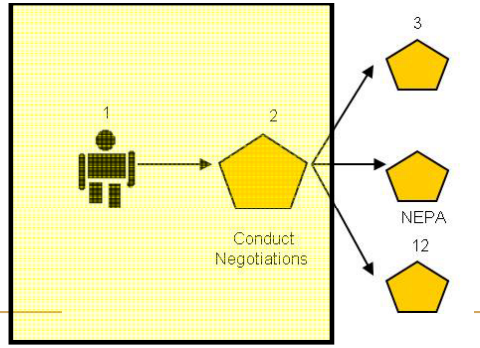
Spell Check

All requirements questions must be answered before the application can be approved or rejected for minimum requirements.

Save | Save and Return to Main | Cancel

Prepare Applications for Funding Overview





33 items found, displaying all items.**1**

View	Task Name	Award Number	Task Received Date	Document Type	Project Title	Task Status	Document Id	Task Id	Start Date	Completed Date	Applicant Name	Proposa Number
View	Conduct Negotiations	N/A	02/05/2011	Application	LB Universal2 RFA App	Not Started	2199761	1795527			icmr	LB Univ2 App
View	Notify Recipients	N/A	02/05/2011	RFA	N/A	In	2199760	1795525	02/05/2011		N/A	N/A

Application Submission Type and Date Information

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

Type of Application: ◉ New ○ Continuation ○ Revision ○ Renewal ○ Resubmission

If Revision, select appropriate letter(s): -Select a Revision Type-

Use format MM/DD/YYYY for date fields.

Project Start Date: * 10/01/2011 Project End Date: * 09/30/2015 Submitted Date:

State Received Date: Federal Agency Received Date: * 02/01/2011 Time: * 05:00 PM Eastern

Applicant Identifier: State Application Identifier: Federal Identifier:

Applicant Information

Legal Name: * icmr **Org Lookup**

Please Associate an Organization within Grants Online using the Org Lookup button.

Department Name:

Division Name:

Duns Number: *
(9 or 13 digit number)

○ b. Program is subject to E.O. 12372 but has not been selected by the state for review.

○ c. Program is not covered by E.O. 12372.

Authorized Representative

Prefix: None First Name: Middle Name: Last Name: Suffix: None

Title:

Phone Number: Fax Number:

Email:

Please Associate an Authorized Representative within Grants Online for the Organization mentioned above using the Authorized Representative Lookup button.

Authorized Representative Lookup

Application Funding Details: *

Total Funding: * 500,000.00

Multi Year Award: No

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2011	10/01/2011	09/30/2015	$500,000.00	$0.00	$0.00	$0.00	$0.00	$500,000.00	$0.00	Edit	Delete

Add New

Award Number:

Generate New Award Number

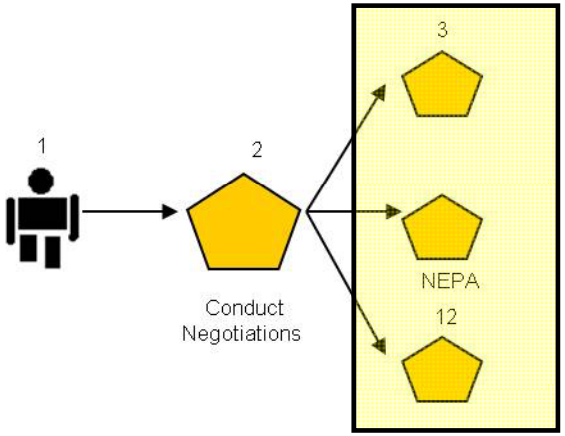
Note: The option to associate this application with an existing award is not available because a recipient organization is not yet associated with the applicat

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

Step 1 : *Org Lookup - Find organization's record in database or add if necessary*

Step 2: *Authorized Representative Lookup – Find Auth Rep in database*

Step 3: *Generate or associate award number.*



Your Tasks

Document Type: All

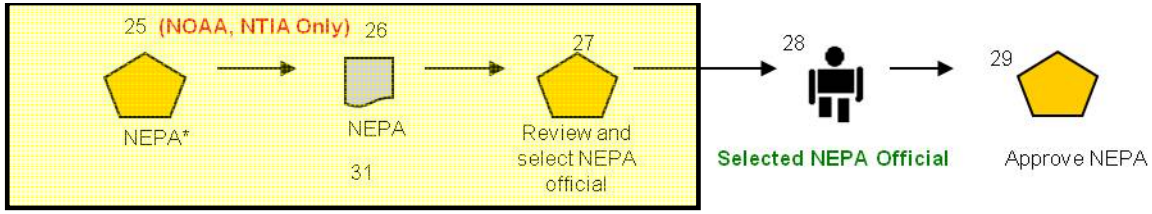
Status: Open

Apply Filter >>

32 items found, displaying all items.1

View	Task Name	Award Number	Task Received Date	Document Type	Project Title	Task Status	Document Id	Task Id	Start Date	Completed Date	Applicant Name	Proposa Numbe
View	Procurement Request and Commitment of Funds	NA11GOT9990039	02/02/2011	Procurement Request and Commitment of Funds	Test/Training App 1 for Release 4.06 Comp RFA	Not Started	2199722	1795342			Institute for Community Managed Resources (ICMR)	LB Test App 1
View	NEPA Document	NA11GOT9990039	02/02/2011	NEPA	Test/Training App 1 for Release 4.06 Comp RFA	In Progress	2199724	1795341	02/02/2011		Institute for Community Managed Resources (ICMR)	LB Test App 1
View	Complete PO Checklist	NA11GOT9990039	02/02/2011	PO Checklist	Test/Training App 1 for Release 4.06 Comp RFA	Not Started	2199723	1795340			Institute for Community Managed Resources (ICMR)	LB Test App 1
View	Assign Award Number/Recipient	N/A	01/04/2011	Application	Test App for 4.05 Process Maps	In Progress	2199526	1794572	01/25/2011		Institute for Community	LB - Tes App 1

(NEPA - NOAA, NTIA Only)



Attachments:

No attachments.

Add new Attachment: [+]
Any changes to information on this page should be saved before adding or removing attachments.
Large File Guidance

Guidance - (NOAA FY 2009 Workshop: Presentations - Day1 pp. 107-121)

NOAA Guidance - requires NOAA email address and password

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
Select/View CE

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

○ Environmental Impact Statement (EIS) with signed Record of Decision (ROD)

○ Not Required

b.) Mitigating Measures

If either an EA or EIS was completed, did the analysis of the environmental impacts require the implementation of one or more mitigation measures? ◉ NO ○ YES Special Award Condition

c.) Post Award NEPA Review Process

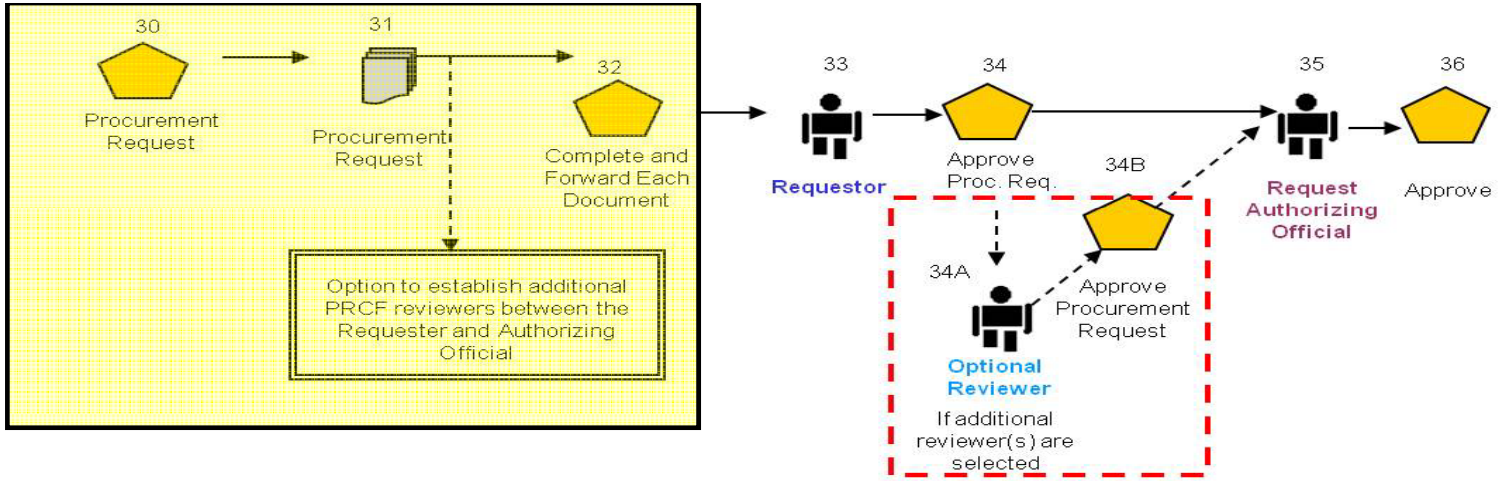
Does the proposal include funding for one or more projects that have not yet been identified and therefore NEPA review cannot be completed? ◉ NO ○ YES Special Award Condition

Please Select a NEPA Official for routing purposes: - Select A NEPA Official -

Save | Save and Return to Main | Cancel

Categorical Exclusions

	CE Category	CE Description
☑	6.03a.3 (b)	Management plan amendments.
☐	6.03a.3 (b)(1)	Management plan amendment may be categorically excluded from further NEPA analysi action and the proposed change has no effect individually or cumulatively on the huma the record with a copy submitted to the NEPA Coordinator, and a brief statement with
☐	6.03a.3 (b)(2)	Minor technical additions, corrections, or changes to a management plan.
☐	6.03b.2	Restoration Actions. The Damage Assessment and Restoration Program policy states th actions that may pose significant impacts on the quality of the human environment, ar cumulatively have significant impacts on the human environment (e.g., actions with lim (40 CFR 1508.4).
☐	6.03b.2	Examples of Restoration Actions Eligible for a CE



Federal Share: * $ 500,000.00

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

Invoice Address: * **Requisition Number:** *

Validated: false
Bureau (xx): * 14
Fund (xx): * 0
Fiscal Year (yyyy): * 2011
Project Task: D8R3BSG - P00
Program Code: The Program Code will display here once the ACCS line is validated
Organization: 50 - 42 - 0000 - 00 - 00 - 00 - 00
Object Class: 41 - 12 - 00 - 00
Amount: * $125,000.00

Save | Save and Add More ACCS Lines | Validate | Cancel/Done

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Validated
14	0	2011	50-42-0000-00-00-00	--	D8R3BSG-P00	41-12-00-00	$125,000.00	No

1

NOTE: *Step 2 is OPTIONAL until Budget Officer Task*

2

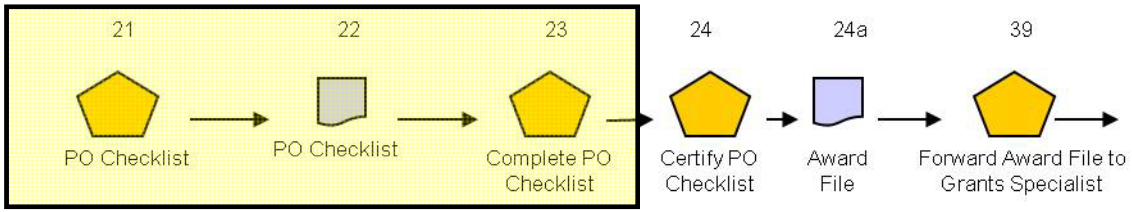
3

Accounting - ACCS Lines *
One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Validated	Action
14	37	2011	50-42-0000-00-00-00-00	03-03-02-000	D8R3BSG-P00	41-12-00-00	$125,000.00	Yes	Edit Delete

Add New ACCS Line
PRCF Total for this Award action: $125,000.00
Total Federal funds authorized for this Award action: $500,000.00

Automatically filled in after Authorizing Official and Requestor have been selected



PO Checklist - NA11GOT9990039

Attachments:

No attachments.

Add new Attachment: [+]
Any changes to information on this page should be saved before adding or removing attachments.
Large File Guidance

General Award Information
Application Organization: Institute for Community Managed Resources (ICMR) State: HI

Grant Type* Guidance
- Grant
- Cooperative Agreement

If Cooperative Agreement, enter Cooperative Agreement Special Award Condition

Statutory Authority* Guidance Audit Trail:

Project Description/Abstract * Guidance

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
$500,000.00	$0.00	0.0	Source or Explanation of 0% Required Cost Share: None Required	Edit Del

Add New

Analysis of Matching Requirements

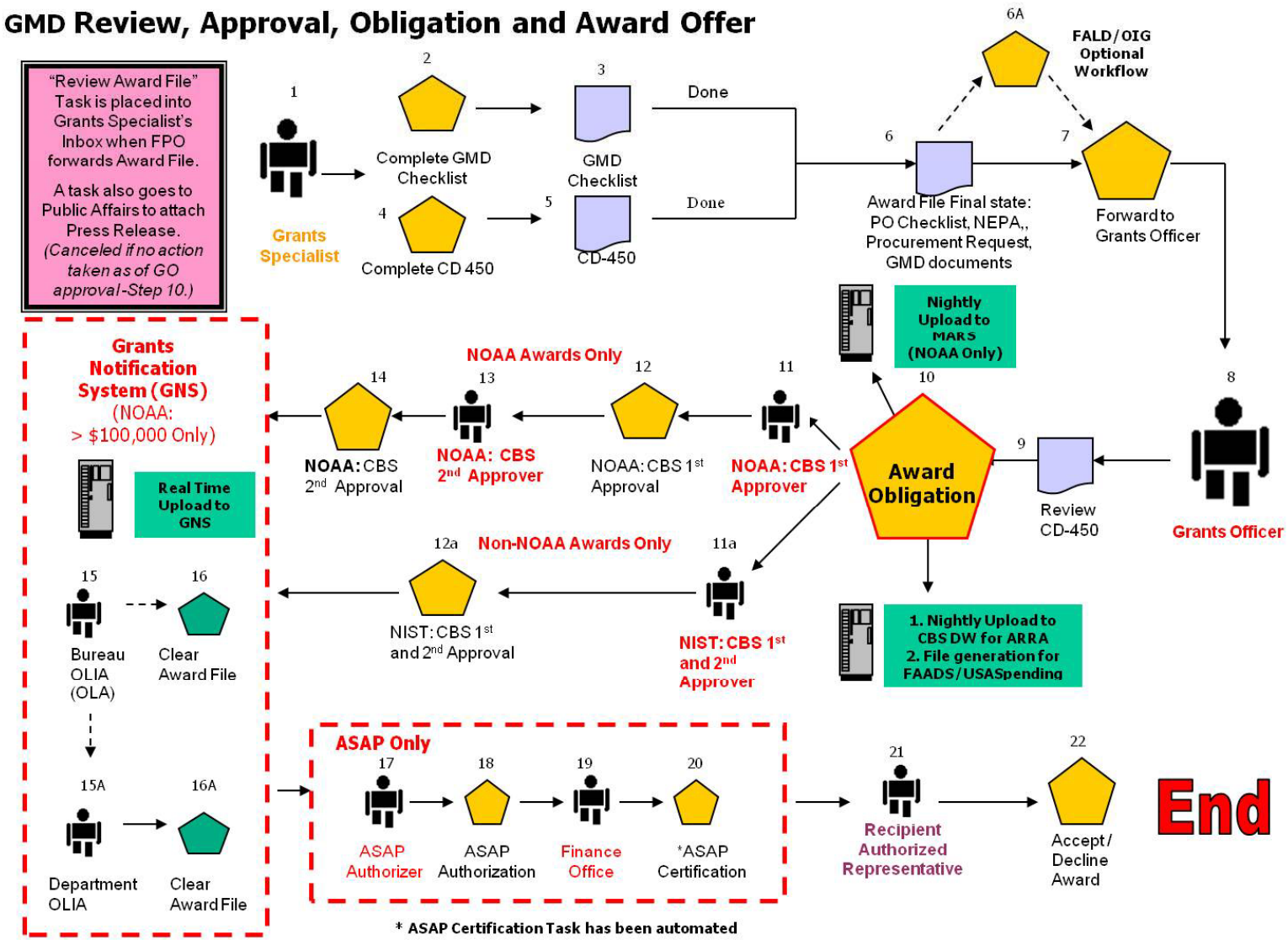
Negotiated Federal Share:	$500,000.00
Total Federal Share (from Matching Requirements):	$500,000.00
Negotiated Non-Federal Share:	$0.00
Total Required Non-Federal Share:	$0.00
Voluntary Non-Federal Share:	$0.00

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

Research Terms & Conditions Prior Approval and Other Requirements* Guidance
Does the applicant follow 15 CFR Part 14 (OMB Circular A-110, Future 2 CFR §215) and will the funding for the proposed award, or any part of the proposed award, be used to conduct research? NO YES Not Answered

Grants Management Division Process



From: GrantsOnLine.test@noaa.gov (GrantsOnLine.test@noaa.gov)
To: grant.recipient@yahoo.com
Date: Monday, December 10, 2007 8:54:40 AM
Subject: Notice of NOAA posting of Application Package at Grants.gov

This is an automated notification from NOAA Grants Online that an application package has been posted at Grants.gov and you have been selected by the posting Program Officer for notification.

Grants.gov is available at the URL: http://www.grants.gov. If you are not registered at Grants.gov, please begin the registration process immediately. It can take up to 2 weeks to fulfill all of the registration requirements.

To retrieve your application package from the Grants.gov home page:

1) Click the "Apply for Grants" link in the upper left (under "For Applicants"). Review the instructions and download/install the PureEdge forms program if you have not already done so.

2) Click the "Download a Grant Application Package and Instructions" link.

3) Enter the following Funding Opportunity Number:

SEC-ONPO-2008-2001279
4) Click the Download Package button.

5) Click the "download" link under the Instructions & Application column.

6) Click the download links for the instructions and the application package.

7) Fill out the application and follow the Grants.gov instructions for submission.

Information on the NOAA Request for Applications (RFA):

RFA Name: Generating Sample Notifications
Fiscal Year: 2008
CFDA Number: 11.469
Opportunity Number: SEC-ONPO-2008-2001279
Agency: National Oceanic and Atmospheric Administration
Opening Date: 2007-12-10 08:54:01.0
Program Office: USEC One NOAA Program Office (ONPO)
Program Officer: Program Officer
Closing Date: 2008-09-30 17:30:00.0- NOTE: This is the latest due

date for all applications in this RFA. Please contact the NOAA Program Officer for verification of when your specific application must be submitted for timely award processing.

For further information contact:

Name: Program Officer
Phone: 301-555-1212
Address: 14th Street & Constitution Avenue, NW Washington, DC 20230
Email: federal.program.officer@noaa.gov

Version 7/03

APPLICATION FOR FEDERAL ASSISTANCE

		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION: Application	Pre-application	**3. DATE RECEIVED BY STATE**	State Application Identifier
☐ **Construction**	☐ **Construction**	**4. DATE RECEIVED BY FEDERAL AGENCY**	Federal Identifier
☐ **Non-Construction**	☐ **Non-Construction**		

5. APPLICANT INFORMATION

Legal Name: Institute for Congressionally Managed Resources (ICMR)	**Organizational Unit**: Department:
Organizational DUNS: 123456789	Division:
Address: Street: 1234 Main Street	**Name and telephone number of person to be contacted on matters involving this application (give area code)** Prefix: Mr. / First Name: Arthur
City: Washington	Middle Name
County:	Last Name RepXX (Note: "XX" are the two numbers in your training username)
State: DC / Zip Code 20000	Suffix:
Country: USA	Email: testemail@msg2.rdc.noaa.gov
6. EMPLOYER IDENTIFICATION NUMBER *(EIN)*: 1 2 – 3 4 5 6 7 8 9	Phone Number (give area code) 202-555-1212 / Fax Number (give area code) 202-555-2121
8. TYPE OF APPLICATION: ☐ **New** ☐ **Continuation** ☐ **Revision** If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) ☐ ☐ Other (specify)	**7. TYPE OF APPLICANT: (**See back of form for Application Types) O - Non Profit with 501C3 Other (specify)
	9. NAME OF FEDERAL AGENCY: NOAA
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 1 1 – 4 9 9 TITLE (Name of Program): Grants Online Training	**11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:** GSTUDENTxx - Universal/Competitive Application - May 2011 Grants Online FPO Training Class
12. AREAS AFFECTED BY PROJECT *(Cities, Counties, States, etc.)*: State of Kansas	
13. PROPOSED PROJECT Start Date: 10/01/2010 / Ending Date: 09/30/2014	**14. CONGRESSIONAL DISTRICTS OF:** a. Applicant 00 / b. Project 00

15. ESTIMATED FUNDING:		**16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?**
a. Federal	$ 500,000 .00	a. Yes. ☐ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:
b. Applicant	$ 0 .00	
c. State	$ 0 .00	
d. Local	$ 0 .00	b. No. ☐ PROGRAM IS NOT COVERED BY E. O. 12372
e. Other	$ 0 .00	☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
f. Program Income	$ .00	**17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?**
g. TOTAL	$ 500,000 .00	☐ Yes If "Yes" attach an explanation. ☐ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative		
Prefix Mr.	First Name Arthur	Middle Name
Last Name RepXX (Note: "XX" are the two numbers in your username)		Suffix
b. Title President, ICMR		c. Telephone Number (give area code) 202-555-1212
d. Signature of Authorized Representative		e. Date Signed

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Standard Form 424 (Rev.9-2003)
Prescribed by OMB Circular A-102

Reset Form

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Year 1 Activity	11.469	$	$	$ 500,000.00	$ 0.00	$ 500,000.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		$ 0.00	$ 0.00	$ 500,000.00	$ 0.00	$ 500,000.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1)	(2)	(3)	(4)	(5)
a. Personnel	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 400,000.00
b. Fringe Benefits	10,000.00	10,000.00	10,000.00	10,000.00	40,000.00
c. Travel	5,000.00	5,000.00	5,000.00	5,000.00	20,000.00
d. Equipment	0.00				0.00
e. Supplies	2,500.00	2,500.00	2,500.00	2,500.00	10,000.00
f. Contractual	0.00				0.00
g. Construction	0.00				0.00
h. Other	2,000.00	2,000.00	2,000.00	2,000.00	8,000.00
i. Total Direct Charges *(sum of 6a-6h)*	119,500.00	119,500.00	119,500.00	119,500.00	478,000.00
j. Indirect Charges	5,500.00	5,500.00	5,500.00	5,500.00	22,000.00
k. TOTALS *(sum of 6i and 6j)*	$ 125,000.00	$ 125,000.00	$ 125,000.00	$ 125,000.00	$ 500,000.00
7. Program Income	$	$	$	$	$ 0.00

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Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

Previous Edition Usable

Federal Program Officer Training Agenda

Day 2 - All Day

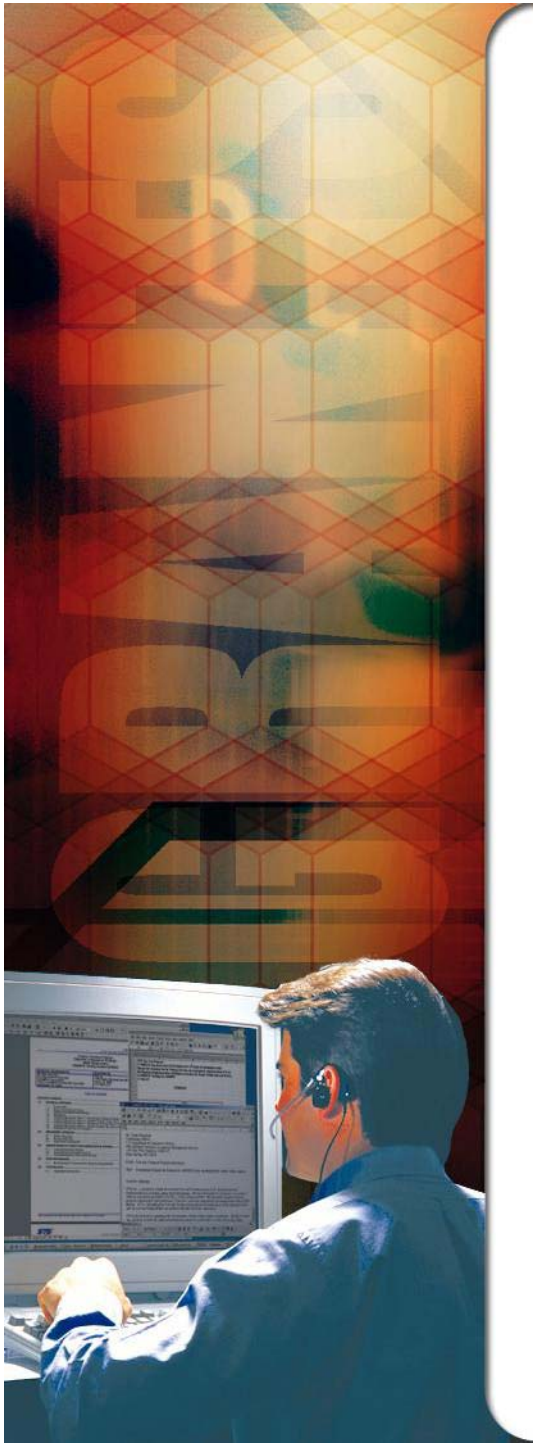
Session 3: Competitive RFA Creation/ Application Processing 8:00 am – 4:30 pm	
Topic	**Duration**
Introduction and Agenda	8:00 – 8:15 (15 min)
Online Demonstration and Hands-On Exercise with Process Maps: Creating a Competitive RFA	8:15 – 12:00 (3 hours and 45 min with 2 breaks)
Lunch Break	12:00 – 1:00 (1 hour)
Online Demonstration and Hands-On Exercise with Process Maps: Processing Applications for a Competitive RFA	1:00 – 4:15 (3 hours and 15 min with 2 breaks)
Additional Resources and Training Questions and Comments Evaluations	4:15 – 4:30 (15 min)

Objectives – By the end of this class students should:

- Understand the difference between a Competitive RFA and a Universal RFA (previously called "Non-Competitive")
- Understand the difference between the Certified and Un-Certified FPO/Program Office Staff roles
- Be able to create a Competitive RFA and route documents for publication
- Be able to input a paper application and complete the "Review Minimum Requirements" task
- Understand the Competition Manager and Selection Official functions in the Competitive RFA workflow
- Be able to Conduct Negotiations and prepare an Award File for GMD review
- Understand the Award File approval and acceptance process
- Understand where to find additional help when needed

Training Materials:

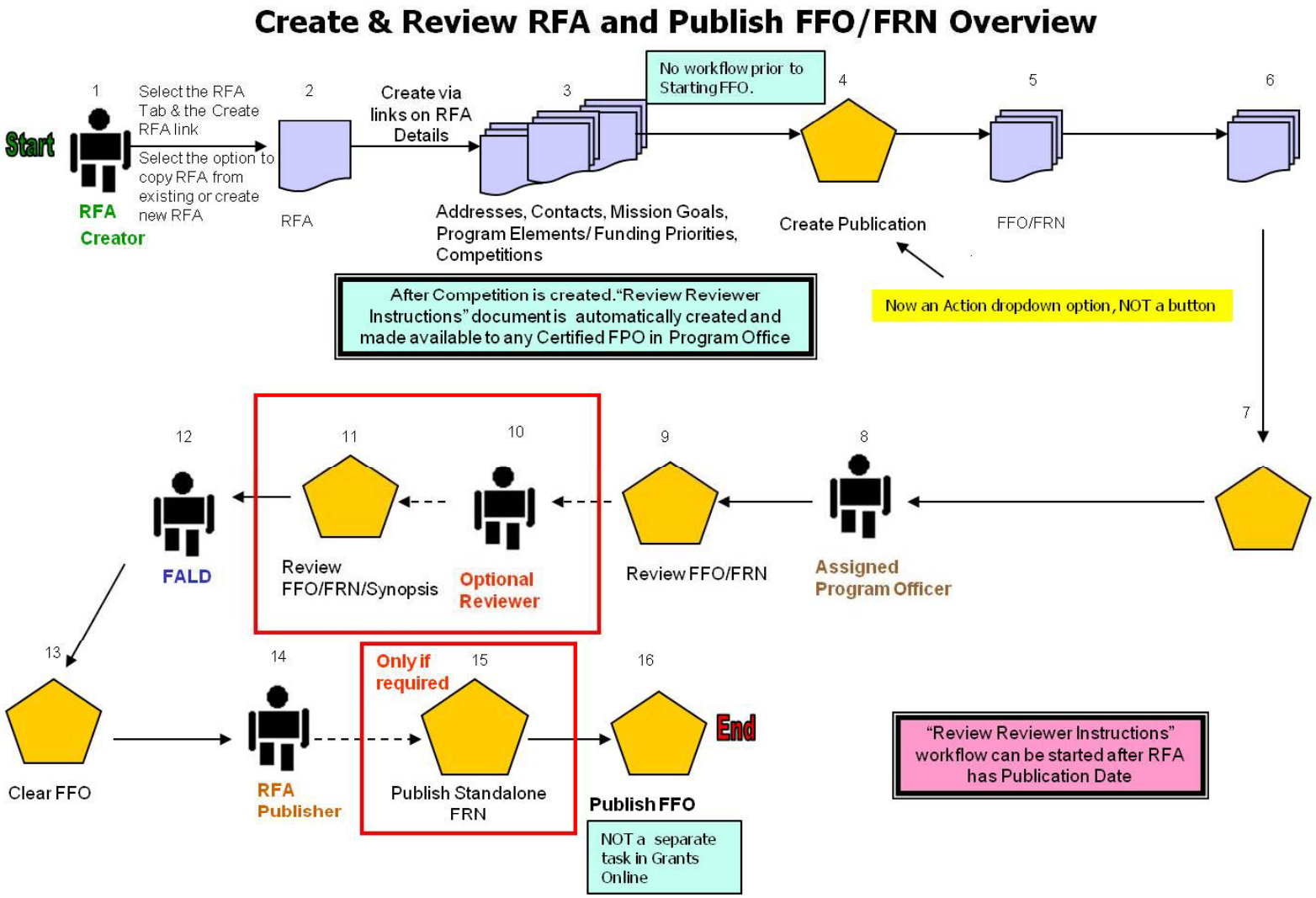
1. Agenda and Objectives
2. Student Screen Shots with Process Maps
3. Course Evaluation



Grants Online Training
Student Screen Shots
Competitive RFA
and
Application Processing

May 2011

Competitive Process – RFA Creation



Universal and *Competitive* RFA Fields Posted to Grants.gov

- **Opportunity Number –** ***Federal Opportunity Number***
- **Opportunity Title –** ***RFA Name***
- **Opportunity Category - (*"Discretionary" for Competitive RFA, "Other" for Universal RFA)***
- **Category Explanation (if opportunity category is "Other"):** ***RFA Type***
- ***CFDA Number***
- **Posting Date –** ***Publication Date***
- **Close Date –** ***Application Due Date***
- **Close Date Explanation -** ***(AS NEEDED)***
- **Agency Contact –** ***RFA Publisher (Person listed as contact for users having difficulty downloading the application forms)***
- **Email Address –** ***(Email address of Agency Contact)***
- **Open Date –** ***(Most of the time, same as Posting Date)***
- **Application Package –** ***Forms listed on Application Package Details screen***
- **Application Instructions –** ***File attached to Application Package Details screen, or generic instructions if no file was attached.***

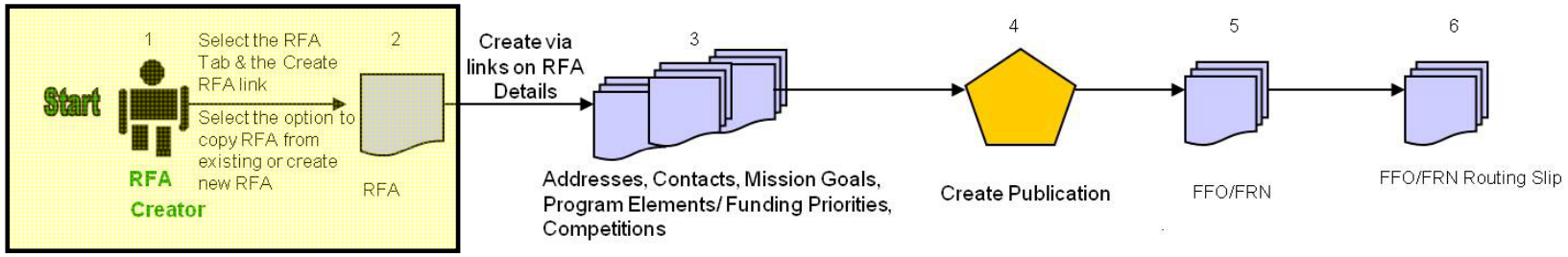
Notes:

1. Assigned Program Officer on the RFA needs to be a "Certified FPO" in order to forward the documents through workflow.

2. For both *Universal* and *Competitive* RFAs you will need to establish the person or persons in your program office who will receive the applications for their initial minimum requirements check .

Additional RFA Fields Posted to Grants.gov for *Competitive* Announcements

- **Eligible Applicants –** ***FFO Details screen, Section III. A.***
- **Cost-Sharing or Matching Requirement –** ***"Yes" or "No" based on FFO Details screen, Section III. B.***
- **Expected Number of Awards -** ***Anticipated Number of Awards (Min)***
- **Estimated Total Program Funding –** ***Anticipated Funding Amount***
- **Award Ceiling –** ***Anticipated Award Amount (Min)***
- **Award Floor –** ***Anticipated Award Amount (Max)***
- **Funding Opportunity Description -** ***FFO Details screen, Executive Summary, Funding Opportunity Description***
- **Competition ID –** ***System Generated ID for the Competition(s) associated with the RFA***
- **Competition Title –** ***Competition Details screen, Competition Name***



Create RFA

Choose Type:

- (•) Competitive
- ( ) Broad Agency Announcement
- ( ) Congressionally Directed
- ( ) Congressionally Mandated
- ( ) Formula/Allotment
- ( ) Institutional
- ( ) Noncompetitive

Choose Action:

(•) Create New from Scratch ( ) Create New from Existing

Create RFA

RFA Name*	
Fiscal Year* (YYYY)	
Announcement Type	Initial
Anticipated Publication Date* (MM/DD/YYYY)	
Line Office*	
Assigned Program Office*	-Select a Program Office-
Assigned Program Officer*	-Select a Program Officer-
CFDA Number*	-Select a CFDA #-
Sub Program	-Select a Sub Program-

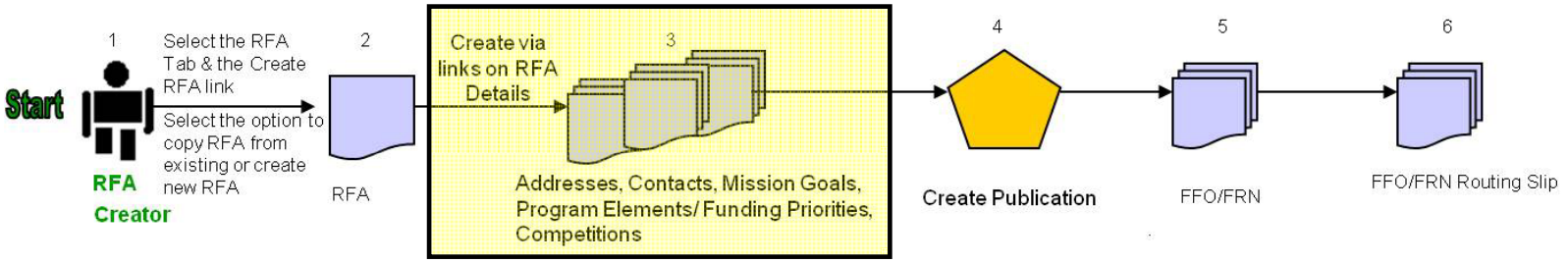
Save **Cancel**

** Competitive Only

RFA Header Information

Document ID	2147932
RFA Name*	Sample RFA for FPO Training
Fiscal Year* (YYYY)	2009
Announcement Type	Initial
Anticipated Publication Date* (MM/DD/YYYY)	04/24/2009
Funding Opportunity Number	NOAA-GOT-ONPO-2009-2001984
Line Office*	NOAA Grants Online Training (GOT)
Assigned Program Office*	GOT One NOAA Program Office (ONPO)
Assigned Program Officer*	Student, NOAA
CFDA Number*	11.499 - NOAA Grants Online Training
Sub Program	-Select a Sub Program-

** Competitive Only



RFA Supplementary Information

Anticipated Funding Amount * $

New Program *

This **IS NOT** a new program. A Federal Register Notice IS NOT REQUIRED unless anticipated funding is $100M or greater.

This **IS** a new program. A Federal Register notice IS REQUIRED.

	Min	Max
Anticipated Award Amount $		
Anticipated Number of Awards		

Selected Federal Addresses *

No addresses have been selected.

Add/Edit

Selected Federal Contacts *

No contacts have been selected.

Add/Edit

Selected Mission Goals *

No mission goals have been selected.

Add/Edit

Program Elements/Funding Priorities *

No Program Elements/Funding Priorities Available

Add/Edit

Competitions

Press Save before selecting the following link(s)

No Competition

Add New

May change on future release. For now always select top radio button to indicate FRN is NOT required.

Search Addresses

Program Office Name: onpo

Street Address:

City:

State: Please select a state

Zip:

Search

1

2

Search Results

Nothing found to display.

Add to RFA

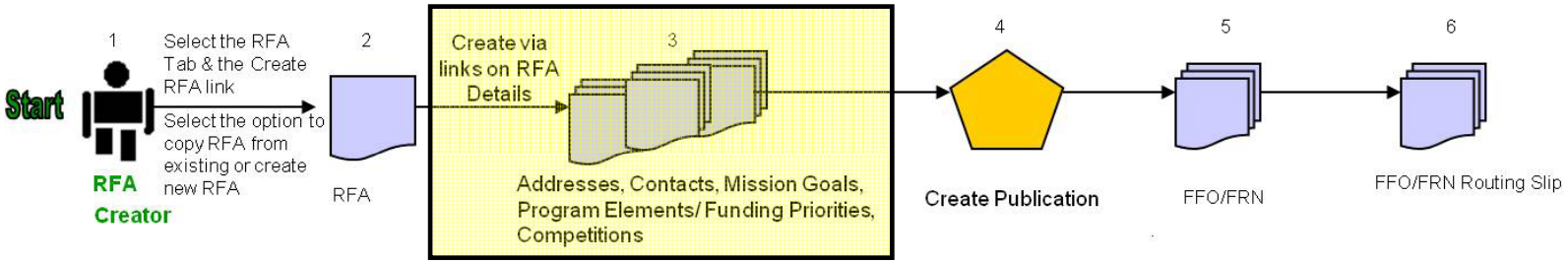
3

Selected Addresses for this RFA

Nothing found to display.

Remove from RFA

Save and Return to Main | Cancel



Selected Addresses *
No addresses have been selected.
Add/Edit

Selected Contacts *
No contacts have been selected.
Add/Edit

Selected Mission Goals*
No mission goals have been selected.
Add/Edit

Program Elements/Funding Priorities *
No Program Elements/Funding Priorities Available
Add/Edit

Competitions
Press Save before selecting the following link(s)
No Competition
Add New

Add Program Element/Funding Priority

Label: A e.g. I, A, 1., 1), 1.a.

Name: * First Program Element/Funding Priority

Note: Reports and screen listings will use the label if entered. Otherwise, the name will be used.

Description:

Description of Program Element "A" goes here.

45 / 4000 **Spell Check**

Save **Cancel**

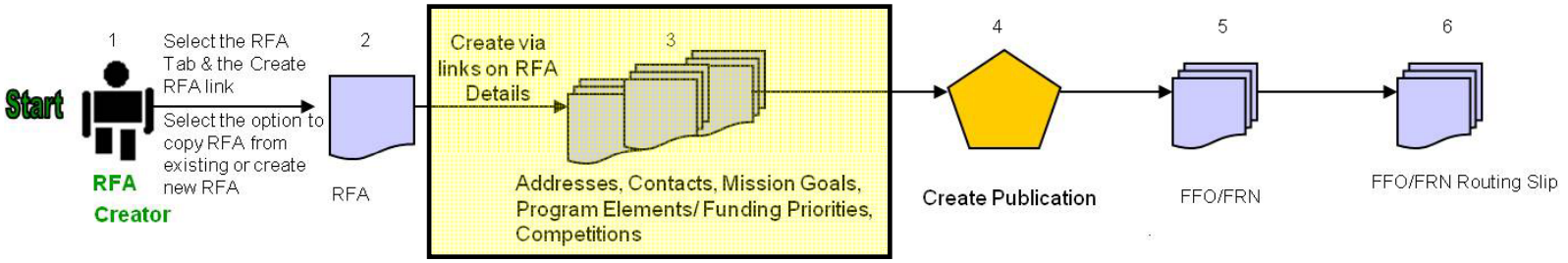
Program Element/Funding Priorities

Order	Label	Name	Description	Edit	Delete
1	A	First Program Element/Funding Priority	Description of Program Eleme	Edit	Delete
2	B	Second Program Element/Funding Priority	Description of Program Eleme	Edit	Delete

Reorder

Add New

Done



Competition Name * Sample Competitive RFA for FPO Training Fiscal Year * 2009

Competition Type * ○ Group ○ Individual Qualification

Assigned Program Office* GOT One NOAA Program Office (ONPO)

Competition Manager * NOAA Student

Save Cancel

Competition Name * Comp RFA for Feb 2011 Training Screen Shots - Fiscal Year * 2011

Competition Type * ◉ Group ○ Individual Qualification

Assigned Program Office* GOT One Commerce Program Office (OCPO)

Competition Manager * Grants Student

Selecting Official * -Select a Selecting Official-

	Min	Max
Anticipated Federal Funding for this Competition *		
Required Federal Funding (in Dollars) per Application		
Cost Share (%) per Application		

Anticipated Competition Schedule

Pre-Application Due Date Time: PM Eastern

Application * Due Date Time: PM Eastern

Anticipated Award Date * Days after Application Due Date

View Anticipated Competition Schedule

Review Criteria Type: * ◉ Agency Standard ○ Fellowship Guidance

Application Routing *

No Program Officers are assigned to receive applications

View/Edit

Application Package *

Package not found.

An application package has not been selected.

View/Edit

Minimum Requirements *

Priority	Requirement Name
1	Eligible Applicant
2	Application Received by Deadline
3	Application Meets Minimum Federal Funding
4	Application Meets Maximum Federal Funding
5	Application Meets Minimum Match
6	Application Meets Maximum Match
7	Complete Application

View/Edit

Special Award Conditions

No Special Award Conditions are associated with this competition.

View/Edit

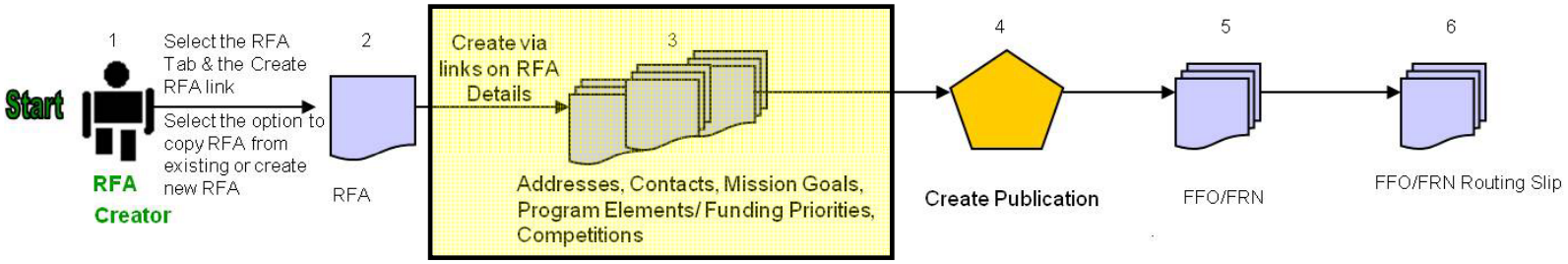
Review Events *

No Review Events available.

View/Edit

Save Save and Return

NOTE:
Review Events ARE NOT NEEDED at this time – there is NO WORKFLOW on Review Events. However…(see next slide for Review Event details)



Independent Individual Merit Review

Guidance

Review Event Name:* Review Event 1 - Merit Review

Review Event Manager:* 0

Review Done By:*
- ○ Reviews assigned and completed using Grants Online.
- ◉ Reviews assigned and completed outside of Grants Online.

Scored Criteria:*
- ○ Applications will not be scored
- ○ Quantitative - Percent
- ◉ Quantitative - Points
- ○ Qualitative

Summary Score Determination:* ○ N/A ◉ Mean ○ Medi

Not Scored Criteria:* ○ Yes ◉ No

Bonus Points:* ○ Yes ◉ No

Anticipated Review Start Date:* 04/29/2011

Anticipated Review End Date:* 04/29/2011

Points Scoring Criteria

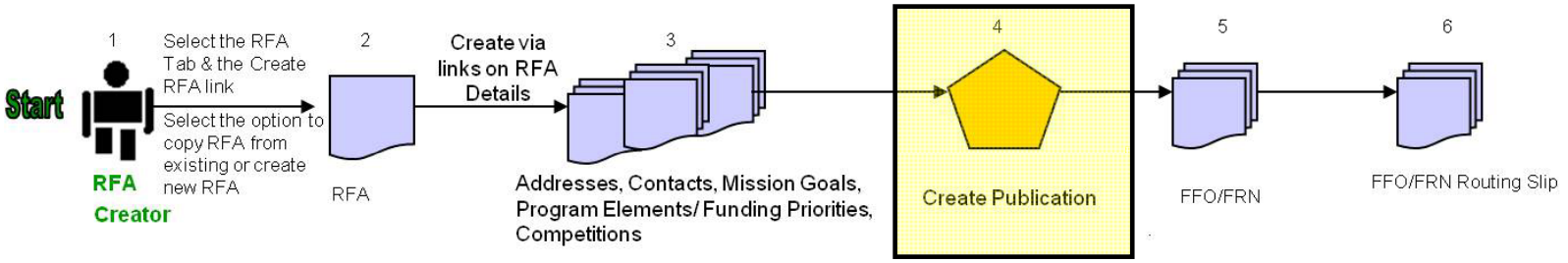
Name	Reviewer Comments	Reviewer Score	Minimum Score	Maximum Score	Action	Action
Technical/Scientific Merit	Required	Required	0.0	40.0	Edit	Delete
Importance/Relevance and Applicability of Proposal to the Program Goals	Required	Required	0.0	20.0	Edit	Delete
Overall Qualification of Applicant	Required	Required	0.0	15.0	Edit	Delete
Project Costs	Required	Required	0.0	15.0	Edit	Delete
Outreach and Education	Required	Required	0.0	10.0	Edit	Delete

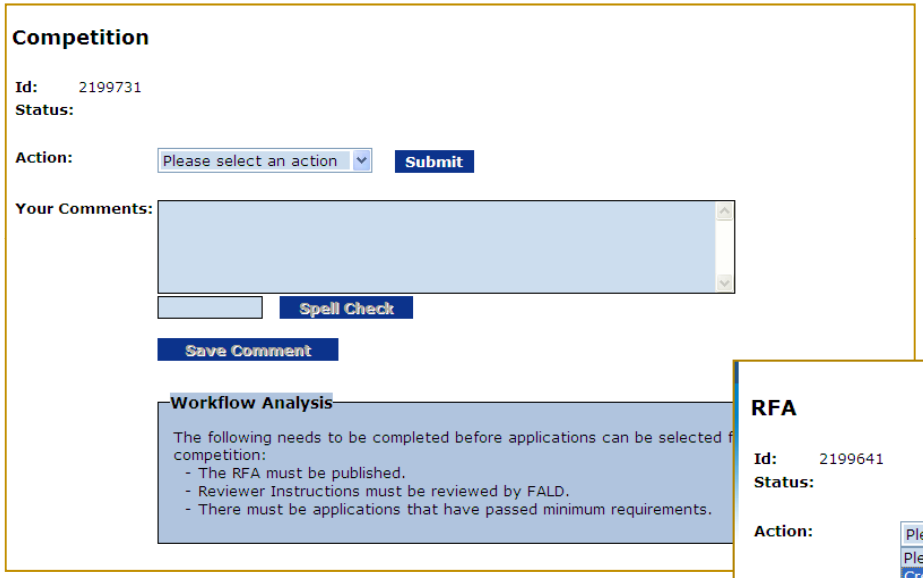
Add New >> Reorder >>

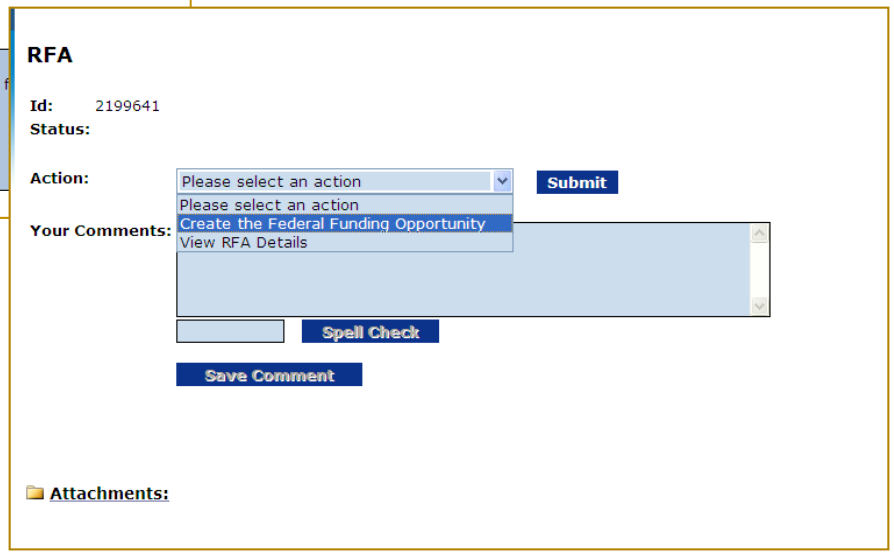
FFO Evaluation Criteria Report

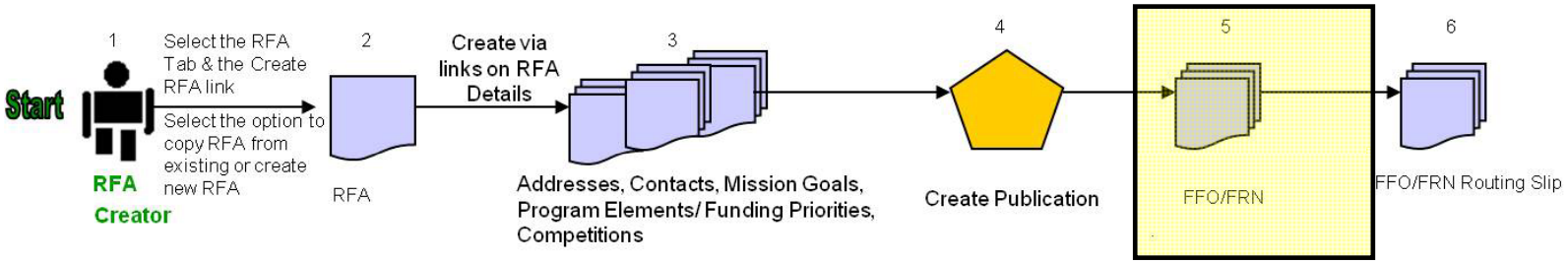
Save | Save and Return to Main | Cancel

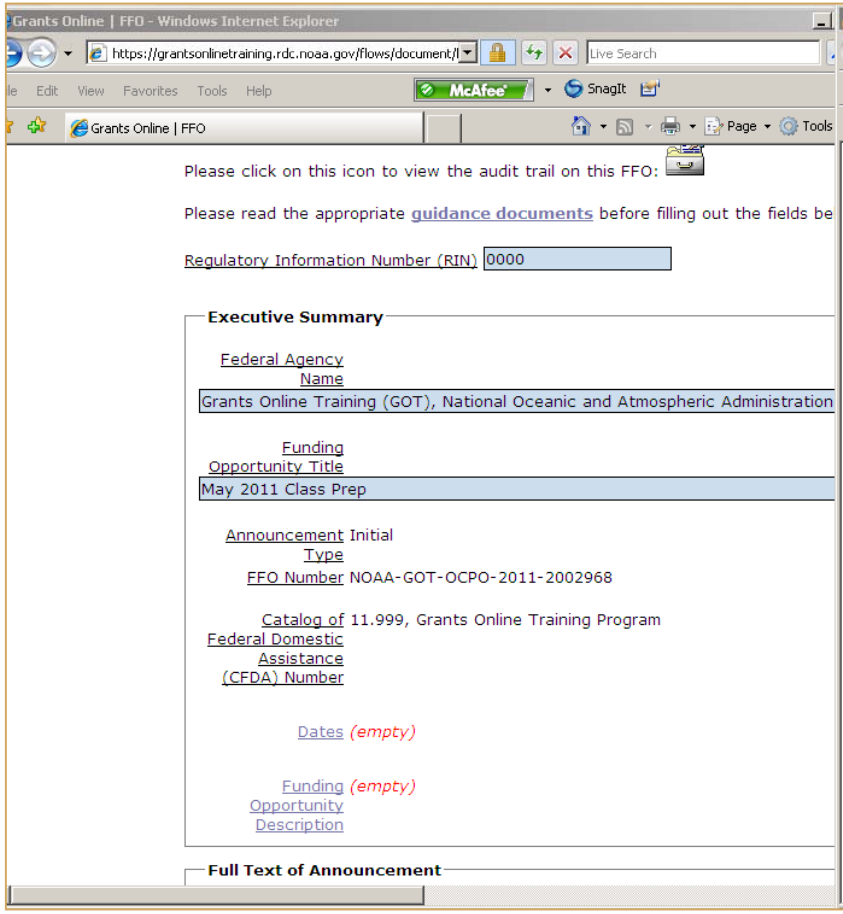
Sample Individual Merit Review Event details page using "Points"

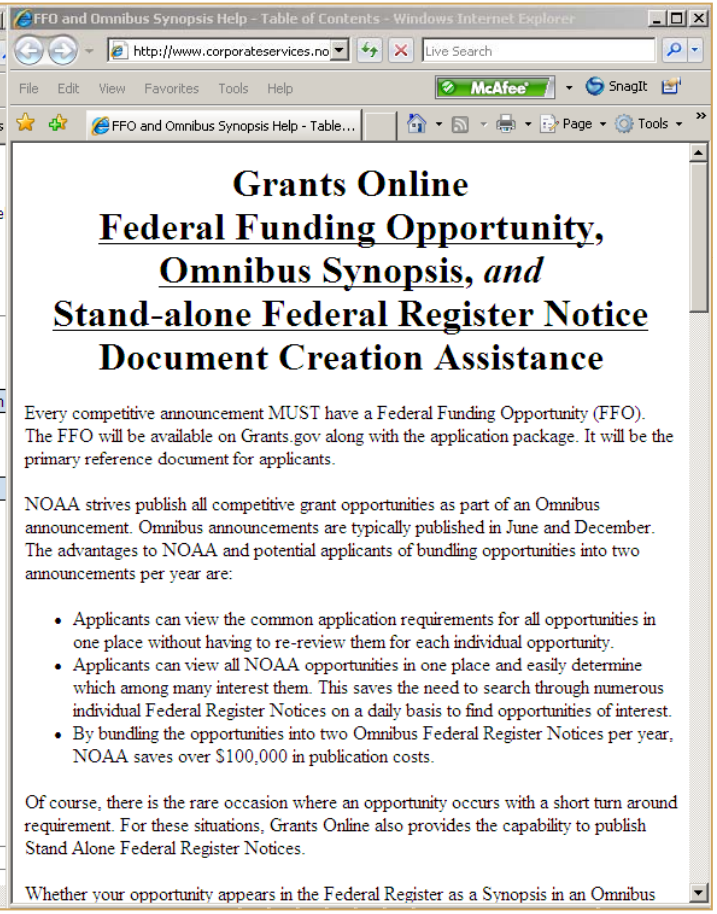

Start
1
Select the RFA Tab & the Create RFA link
Select the option to copy RFA from existing or create new RFA
RFA Creator
2
RFA
Create via links on RFA Details
3
Addresses, Contacts, Mission Goals, Program Elements/ Funding Priorities, Competitions
4
Create Publication
5
FFO/FRN
6
FFO/FRN Routing Slip

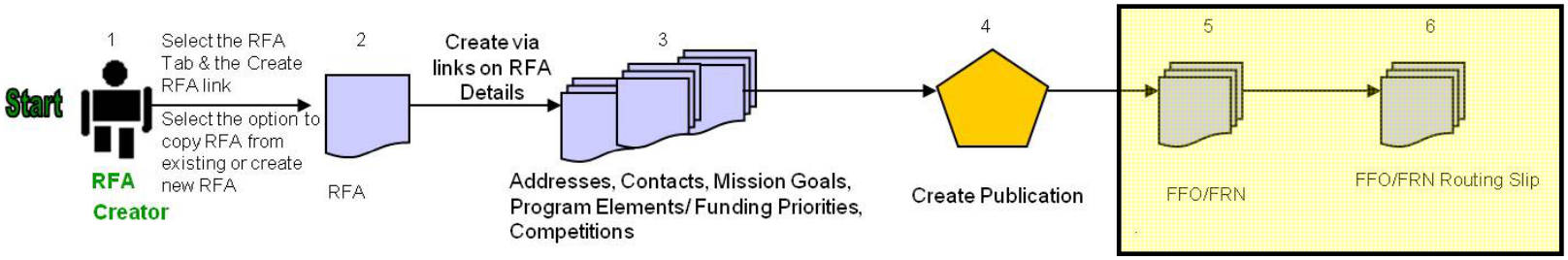

Competition
Id: 2199731
Status:
Action: Please select an action
Submit
Your Comments:
Spell Check
Save Comment
Workflow Analysis
The following needs to be completed before applications can be selected f
competition:
- The RFA must be published.
- Reviewer Instructions must be reviewed by FALD.
- There must be applications that have passed minimum requirements.


RFA
Id: 2199641
Status:
Action: Please select an action
Submit
Please select an action
Create the Federal Funding Opportunity
View RFA Details
Your Comments:
Spell Check
Save Comment
Attachments:


Start
1
Select the RFA Tab & the Create RFA link
Select the option to copy RFA from existing or create new RFA
RFA Creator
2
RFA
Create via links on RFA Details
3
Addresses, Contacts, Mission Goals, Program Elements/ Funding Priorities, Competitions
4
Create Publication
5
FFO/FRN
6
FFO/FRN Routing Slip


Grants Online | FFO - Windows Internet Explorer
Please click on this icon to view the audit trail on this FFO:
Please read the appropriate guidance documents before filling out the fields be
Regulatory Information Number (RIN) 0000
Executive Summary
Federal Agency Name
Grants Online Training (GOT), National Oceanic and Atmospheric Administration
Funding Opportunity Title
May 2011 Class Prep
Announcement Type Initial
FFO Number NOAA-GOT-OCPO-2011-2002968
Catalog of Federal Domestic Assistance (CFDA) Number 11.999, Grants Online Training Program
Dates (empty)
Funding Opportunity Description (empty)
Full Text of Announcement


FFO and Omnibus Synopsis Help - Table of Contents - Windows Internet Explorer
Grants Online
Federal Funding Opportunity, Omnibus Synopsis, and Stand-alone Federal Register Notice Document Creation Assistance
Every competitive announcement MUST have a Federal Funding Opportunity (FFO). The FFO will be available on Grants.gov along with the application package. It will be the primary reference document for applicants.
NOAA strives publish all competitive grant opportunities as part of an Omnibus announcement. Omnibus announcements are typically published in June and December. The advantages to NOAA and potential applicants of bundling opportunities into two announcements per year are:
• Applicants can view the common application requirements for all opportunities in one place without having to re-review them for each individual opportunity.
• Applicants can view all NOAA opportunities in one place and easily determine which among many interest them. This saves the need to search through numerous individual Federal Register Notices on a daily basis to find opportunities of interest.
• By bundling the opportunities into two Omnibus Federal Register Notices per year, NOAA saves over $100,000 in publication costs.
Of course, there is the rare occasion where an opportunity occurs with a short turn around requirement. For these situations, Grants Online also provides the capability to publish Stand Alone Federal Register Notices.
Whether your opportunity appears in the Federal Register as a Synopsis in an Omnibus



III. **Eligibility Information**
- A. Eligible Applicants *(empty)*
- B. Cost Share or Matching Requirement *(empty)*
- C. Other Critera that Affect Eligibility *(empty)*

IV. **Application and Submission Information**
- A. Address to Request Application Package *(empty)*
- B. Content and Form of Application *(empty)*
- C. Submission Dates and Times *(empty)*
- D. Intergovernmental Review *(empty)*
- E. Funding Restrictions *(empty)*
- F. Other Submission Requirements *(empty)*

Address for Submitting Proposals *(empty)* (concatenated to Other Submission Requirements in FFO - see guidance)

V. **Application Review Information**
- A. Evaluation Criteria *(empty)*
- B. Review and Selection Process *(empty)*
- C. Selection Factors *(empty)*
- D. Anticipated Announcement and Award Dates *(empty)*

VI. **Award Administration Information**
- A. Award Notices *(empty)*
- B. Administrative and National Policy Requirements *(empty)*
- C. Reporting *(empty)*

VII. **Agency Contacts** *(empty)*

VIII. **Other Information** *(empty)*

Save | Cancel | FFO Routing Slip and Start Workflow

Report Style:
- (•) RTF (Word)
- ( ) PDF

View FFO Report

Routing Slip

Assigned Program Officer

The Assigned Program Officer must be on the routing slip. The Assigned Program Officer is set on the RFA details page.

Participant Name	User Name
AssignedProgramOfficer	Grants Student

Optional Reviewer

An RFA can be sent for optional review. You may select one or more person(s) as optional reviewers. If you select optional reviewers, please note that you will have to wait for ALL optional reviews to come back before you can initiate application package posting.

Nothing found to display.

Add Optional Reviewer

Federal Assistance Law Division (FALD)

All members of FALD will receive a task to review this document. One FALD user will claim ownership of the review task and all further FALD tasks for this document will be assigned to that person.

Participant Name
FALD

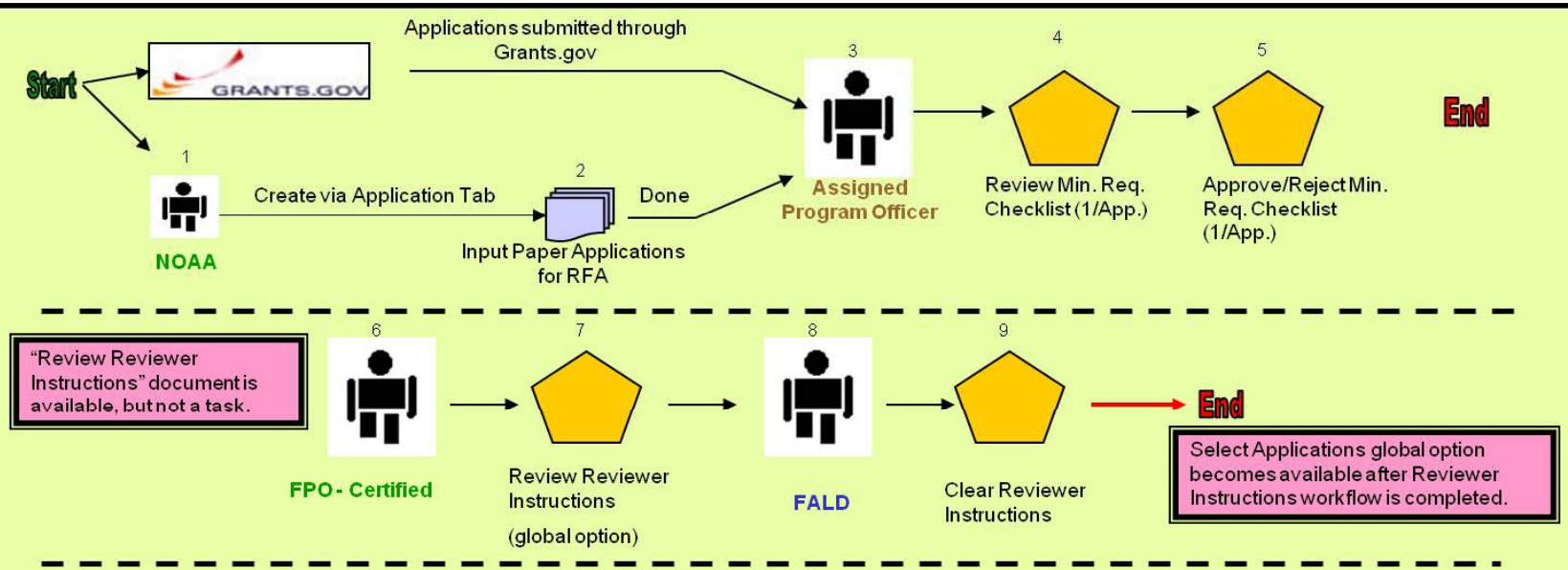
RFA Publisher

All RFA Publishers will receive a task to review this document. One RFA Publisher will claim ownership. This is the person who coordinates and publishes the Federal Register Notice and posts the FFO on Grants.gov for competitive announcements. This person also posts the application package at Grants.gov for competitive and non-competitive announcements.

Participant Name
RFAPublisher

Save Route | Start Workflow | Cancel

Applications and Review Event Overview



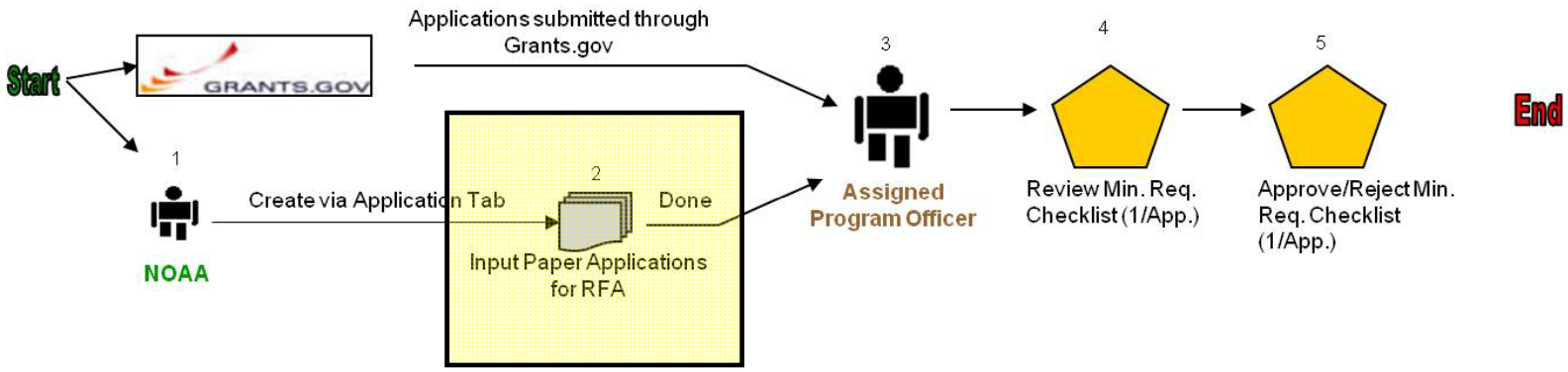
NOTE on **REVIEW EVENTS:**

Currently (as of Release 4.05) there are NO workflow options available for Review Events (therefore, it is not really necessary to create one). In a future release there will be two types of Review Events available:

-External (done outside of Grants Online – *no workflow*)

-Internal (application reviewers will log into Grants Online – *workflow needed*)

Review Events created before Release 4.05 (1/4/2011) will need to be closed in order to be able to Select Applications.



Application Details - SF-424

Audit Trail:

Attachments:

[-] Program Office Added Information

Proposal Number: LB Test App 1

Project Type: Construction / Non-Construction

Principal Investigators-Project Directors:

Keyword(s):

Program Element / Funding Priority: A First Program Element/Funding Priority

Application Submission Type and Date Information

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

Type of Application: New / Continuation / Revision / Renewal / Resubmission

If Revision, select appropriate letter(s): -Select a Revision Type-

Use format MM/DD/YYYY for date fields.

Project Start Date: * 10/01/2011 Project End Date: * 09/30/2015 Submitted Date:

State Received Date: Federal Agency Received Date: * 02/01/2011 Time: * 05:00 PM Eastern

Applicant Identifier: State Application Identifier: Federal Identifier:

Applicant Information

Legal Name: * icmr

Department Name:

Division Name:

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

Street:

City: County:

State: * District of Columbia Province:

Country: Zip:

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

Prefix: None First Name: Middle Name: Last Name: Suffix: None

Title:

Organization Affiliation:

Phone Number: Fax Number:

Email:

Other Application Information

Type of Applicant1: * Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

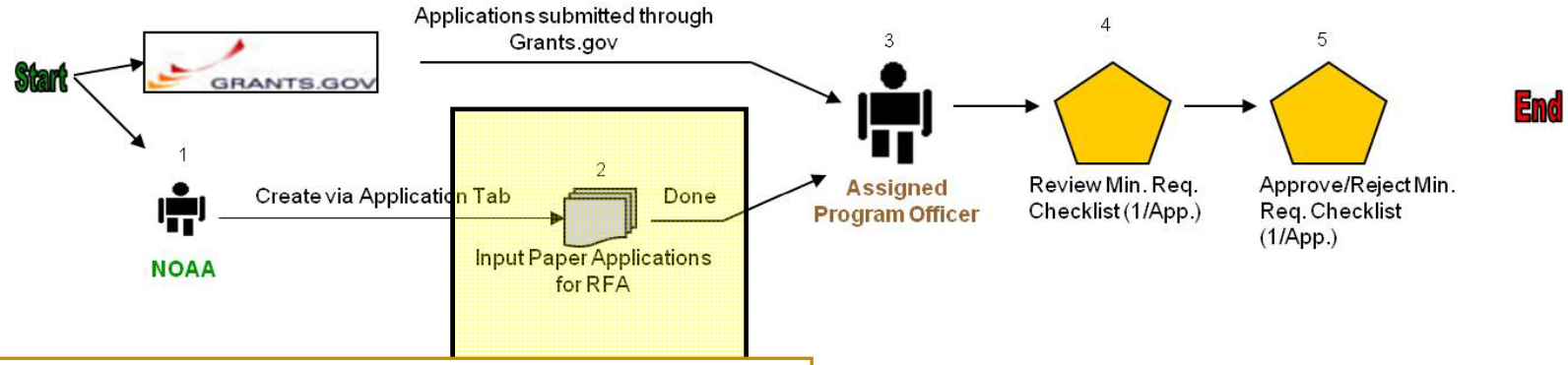
Type of Applicant2: Please Select Applicant Type

Type of Applicant3: Please Select Applicant Type

Descriptive Title of Applicant's Project: * Test/Training App 1 for Release 4.06 Comp RFA

Project Areas:

CFDA Number: * 11.999 - Grants Online Training Program



Name of Federal Agency: NOAA

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?

a. This application was made available to the State under the Executive Order 12327 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the state for review.

c. Program is not covered by E.O. 12372.

Authorized Representative

Prefix: None First Name: Middle Name: Last Name: Suffix: None

Title:

Phone Number: Fax Number:

Email:

Application Funding Details: *

Total Funding: * 500000

Multi Year Award: No

Nothing found to display.

Add New

Save as Draft | Save and Start Workflow | Cancel

Edit Application Funding Details

Application Total Funding : 500000

Fiscal Year : * (use format YYYY)	2011		
Funding Start Date : * (use format MM/DD/YYYY)	10/01/2011	Funding End Date : * (use format MM/DD/YYYY)	09/30/2015
Federal Funding : *	500,000.00	Program Income :	
Applicant Funding :			
State Funding :			
Local Funding :			
Other Funding :			
Total Funding :	$500,000.00		

Save | Close

Application Funding Details: *

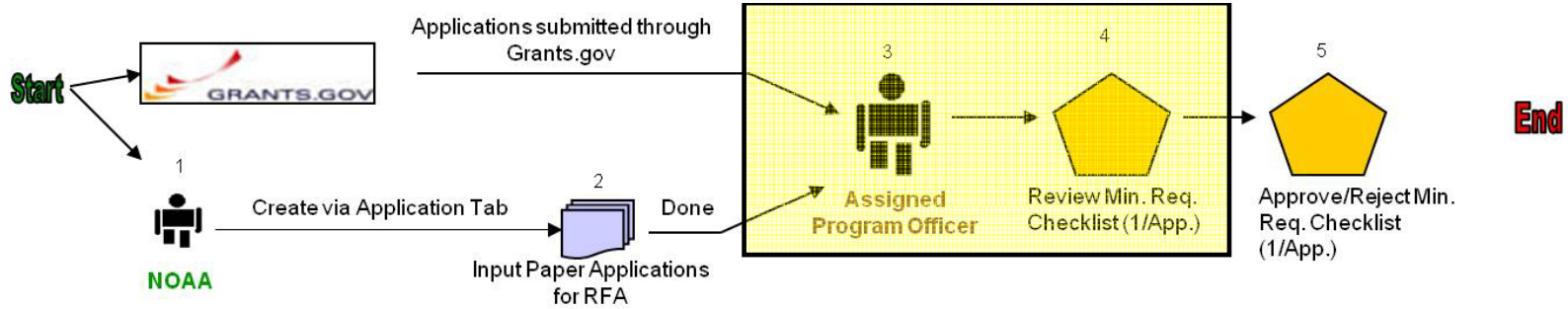
Total Funding: * 500000

Multi Year Award: No

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2011	10/01/2011	09/30/2015	$500,000.00	$0.00	$0.00	$0.00	$0.00	$500,000.00	$0.00	Edit	Delete

Add New

Save as Draft | Save and Start Workflow | Cancel



Your Tasks

Document Type: All | Status: Open | Apply Filter >>

30 items found, displaying all items.1

View	Task Name	Award Number	Task Received Date	Document Type	Project Title	Task Status	Document Id	Task Id	Start Date	Completed Date	Applicant Name	Propos Numbe
View	Review Min. Req. Checklist	N/A	02/01/2011	Application	Test/Training App 1 for Release 4.06 Comp RFA	Not Started	2199712	1795297			icmr	LB Test App 1
View	Assign Award	N/A	01/04/2011	Application	Test App for 4.05	In	2199526	1794572	01/25/2011		Institute	LB - Tes

Minimum Requirements Checklist

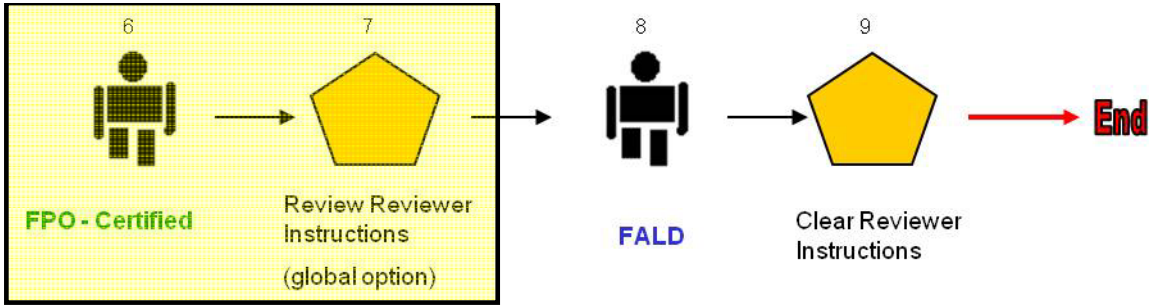
Minimum Requirement	Met Requirement ?	Comment
Is the applicant eligible to apply for this RFA based on the applicant type?	○ Yes ○ No ○ Not Applicable	Spell Check
Was the application submitted by the deadline date and time?	○ Yes ○ No ○ Not Applicable	Spell Check
Does the application request at least the minimum Federal funding required by the RFA?	○ Yes ○ No ○ Not Applicable	Spell Check
Does the application request no more than the maximum Federal funding required by the RFA?	○ Yes ○ No ○ Not Applicable	Spell Check
Does the non-Federal funding provide at least the minimum match percentage of the total funding?	○ Yes ○ No ○ Not Applicable	Spell Check
Does the non-Federal funding provide at no more than the maximum match percentage of the total funding?	○ Yes ○ No ○ Not Applicable	Spell Check
Does the application contain all of the required forms?	○ Yes ○ No ○ Not Applicable	Spell Check

Overall Comments:

Spell Check

All requirements questions must be answered before the application can be approved or rejected for minimum requirements.

Save | Save and Return to Main | Cancel



Sub Documents

Type	ID	Title	Status
Applications Report	2199731	Applications Report	
Selected Applications	2199731	Sele	
Reviewer Instructions	2199732	Rev	

Export options: Excel

Reviewer Instructions

Attachments:

Name	Short Description	Created Date	Internal Use Only	FALD Reviewed	Logistical	Remove
Test Attachment 1.pdf	Test File 1	02/01/2011 07:24:23 PM	No	No	No	Remove

Add new Attachment: [+]
Any changes to information on this page should be saved before adding or removing attachments.

Save

Logistical Reviewer Instructions

Attachments:

Name	Short Description	Created Date	Internal Use Only	FALD Reviewed	Logistical	Remove
Test Attachment 2.doc	Test File 2 - Logistical	02/01/2011 07:26:58 PM	No	No	Yes	Remove

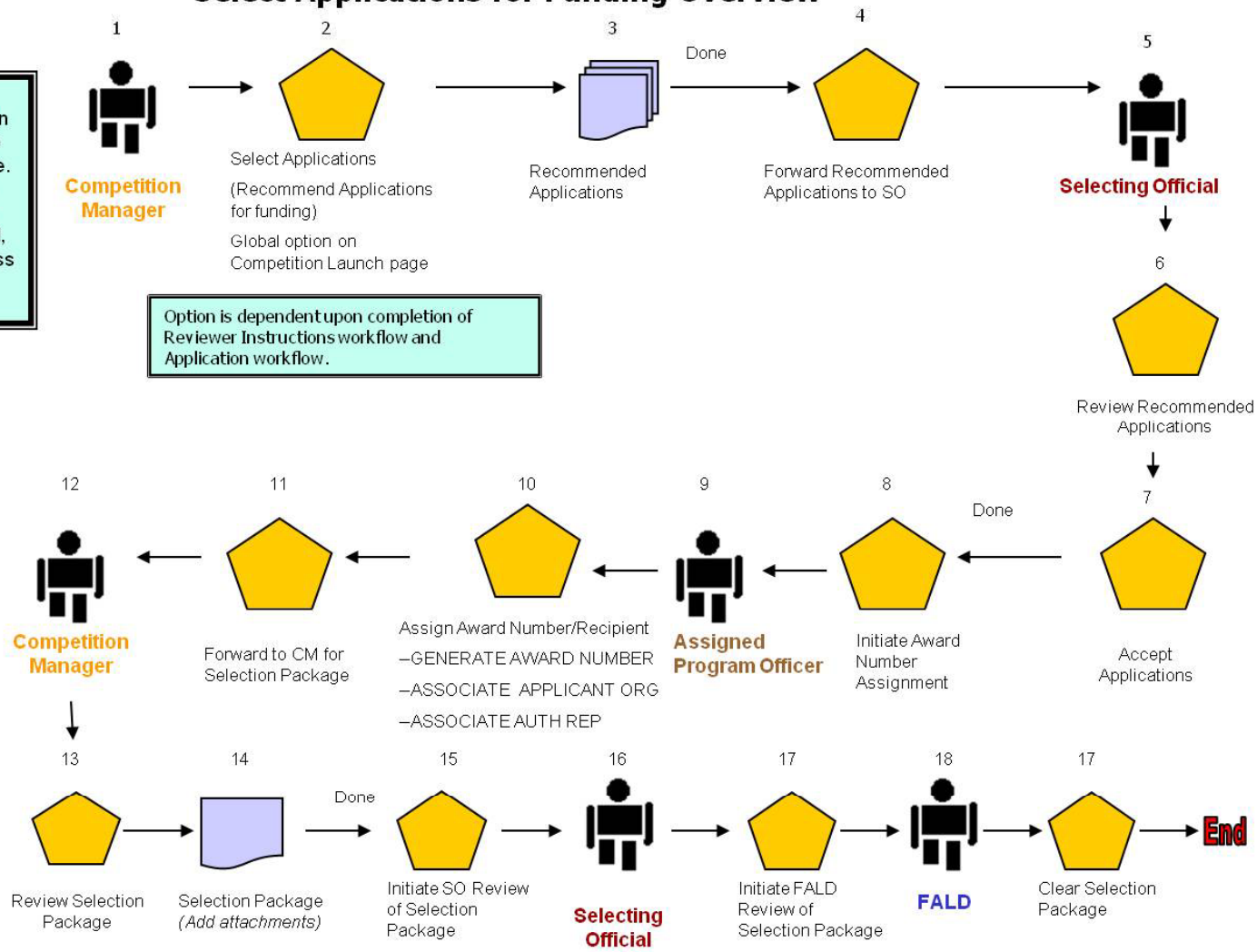
Add new Attachment: [+]
Any changes to information on this page should be saved before adding or removing attachments.

Done

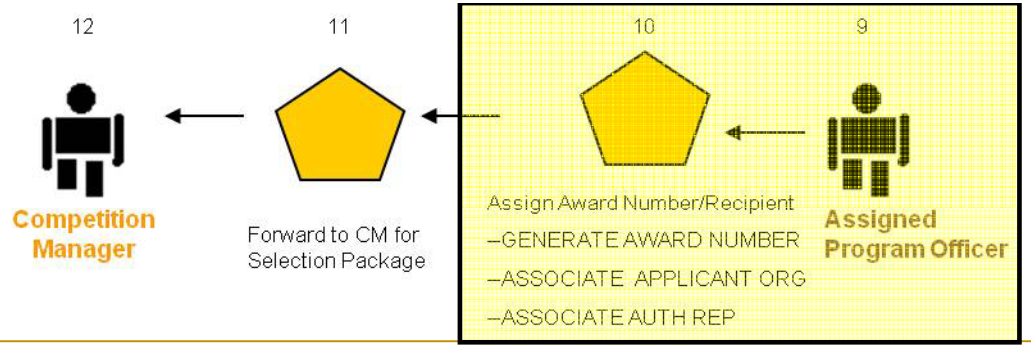
Note: The Logistical Reviewer Instructions may only be used for attaching instructions related to travel and meeting dates, times and locations, as well as meeting requirements and reimbursement instructions. DO NOT attach any instructions on how to how to conduct the review, review priorities, etc. The Logistical Reviewer Instructions do not require FALD review.

Select Applications for Funding Overview

"NOTE: "Select Applications" global option remains available on the Competition Launch page. Each time this option is chosen and additional applications are selected, the entire selection process must be repeated.



Option is dependent upon completion of Reviewer Instructions workflow and Application workflow.



30 items found, displaying all items.1

View	Task Name	Award Number	Task Received Date	Document Type	Project Title	Task Status	Document Id	Task Id	Start Date	Completed Date	Applicant Name	Proposal Number
View	Assign Award Number/Recipient	N/A	02/02/2011	Application	Test/Training App 1 for Release 4.06 Comp RFA	Not Started	2199712	1795321			icmr	LB Test App 1
View	Assign Award Number/Recipient	N/A	01/04/2011	Application	Test App for 4.05 Process Maps	In Progress	2199526	1794572	01/25/2011		Institute for	LB Test App 1

Application Submission Type and Date Information

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

Type of Application: New Continuation Revision Renewal Resubmission

If Revision, select appropriate letter(s): -Select a Revision Type-

Use format MM/DD/YYYY for date fields.

Project Start Date: * 10/01/2011 Project End Date: * 09/30/2015 Submitted Date:

State Received Date: Federal Agency Received Date: * 02/01/2011 Time: * 05:00 PM Eastern

Applicant Identifier: State Application Identifier: Federal Identifier:

Applicant Information

Legal Name: * icmr **Org Lookup**

Please Associate an Organization within Grants Online using the Org Lookup button.

Department Name:

Division Name:

Duns Number: *
(9 or 13 digit number)

Step 1 : *Org Lookup - Find organization's record in database or add if necessary*

b. Program is subject to E.O. 12372 but has not been selected by the state for review.

c. Program is not covered by E.O. 12372.

Authorized Representative

Prefix: None First Name: Middle Name: Last Name: Suffix: None

Title:

Phone Number: Fax Number:

Email:

Please Associate an Authorized Representative within Grants Online for the Organization mentioned above using the Authorized Representative Lookup button.

Authorized Representative Lookup

Application Funding Details: *

Total Funding: * 500,000.00

Multi Year Award: No

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2011	10/01/2011	09/30/2015	$500,000.00	$0.00	$0.00	$0.00	$0.00	$500,000.00	$0.00	Edit	Delete

Add New

Award Number:

Generate New Award Number

Note: The option to associate this application with an existing award is not available because a recipient organization is not yet associated with the applicat

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

Step 2: *Authorized Representative Lookup – Find Auth Rep in database*

Step 3: *Generate or associate award number.*

Start Award Processing Overview

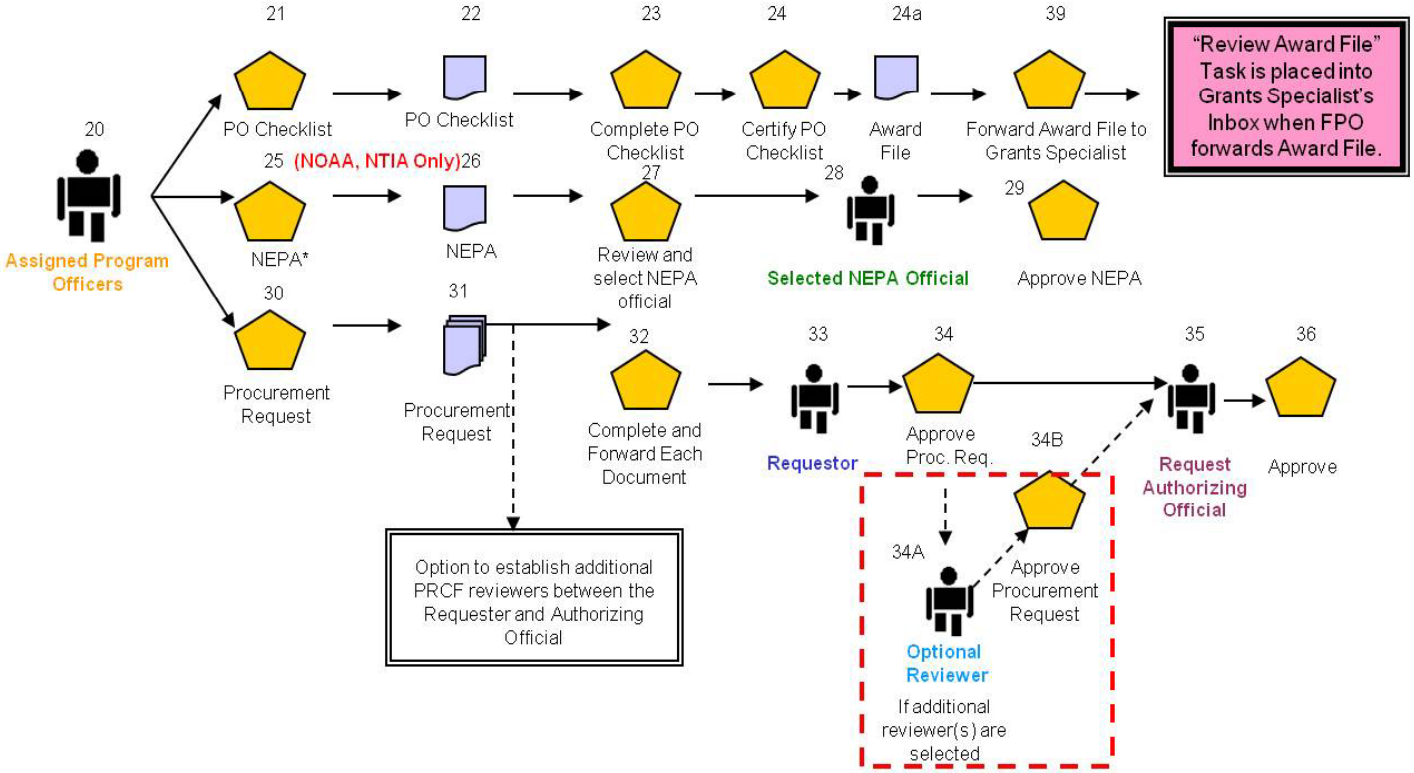
Once the PO Checklist has been completed and certified (Steps 23 and 24), the system will generate the "Forward/ Revise Award File" task, which allows the Program Officer to forward the Award File to the Grants Specialist in GMD.

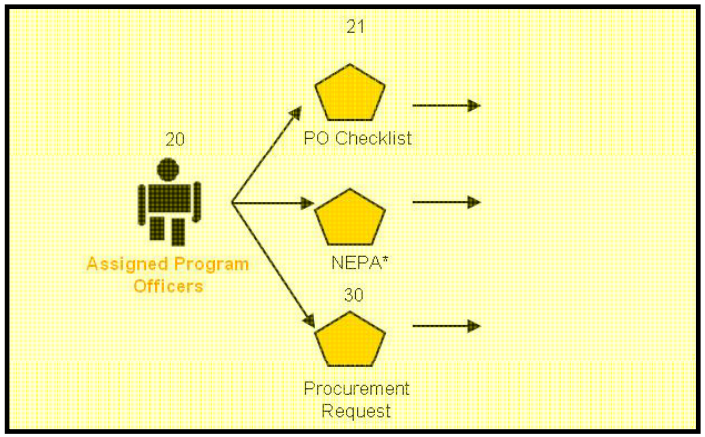
NOTE: *DO NOT Forward* Award File to GMD if NEPA* or Procurement Request have not been approved by their Authorizing Officials.

* **For NOAA and NTIA the NEPA process is required. For other bureaus the NEPA process is not available.**

If needed, you can renegotiate to make any changes before forwarding the Award File to GMD

(See separate "Renegotiation" Process Map).





Your Tasks

Document Type: All

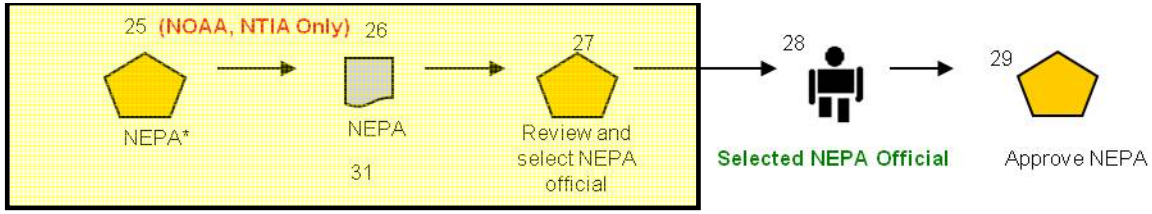
Status: Open

Apply Filter >>

32 items found, displaying all items.1

View	Task Name	Award Number	Task Received Date	Document Type	Project Title	Task Status	Document Id	Task Id	Start Date	Completed Date	Applicant Name	Proposa Numbe
View	Procurement Request and Commitment of Funds	NA11GOT9990039	02/02/2011	Procurement Request and Commitment of Funds	Test/Training App 1 for Release 4.06 Comp RFA	Not Started	2199722	1795342			Institute for Community Managed Resources (ICMR)	LB Test App 1
View	NEPA Document	NA11GOT9990039	02/02/2011	NEPA	Test/Training App 1 for Release 4.06 Comp RFA	In Progress	2199724	1795341	02/02/2011		Institute for Community Managed Resources (ICMR)	LB Test App 1
View	Complete PO Checklist	NA11GOT9990039	02/02/2011	PO Checklist	Test/Training App 1 for Release 4.06 Comp RFA	Not Started	2199723	1795340			Institute for Community Managed Resources (ICMR)	LB Test App 1
View	Assign Award Number/Recipient	N/A	01/04/2011	Application	Test App for 4.05 Process Maps	In Progress	2199526	1794572	01/25/2011		Institute for Community	LB - Tes App 1

(NEPA - NOAA, NTIA Only)



Attachments:

No attachments.

Add new Attachment: [+]
Any changes to information on this page should be saved before adding or removing attachments.
Large File Guidance

Guidance - (NOAA FY 2009 Workshop: Presentations - Day1 pp. 107-121)

NOAA Guidance - requires NOAA email address and password

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
Select/View CE

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

○ Environmental Impact Statement (EIS) with signed Record of Decision (ROD)

○ Not Required

b.) Mitigating Measures

If either an EA or EIS was completed, did the analysis of the environmental impacts require the implementation of one or more mitigation measures? ◉ NO ○ YES — Special Award Condition

c.) Post Award NEPA Review Process

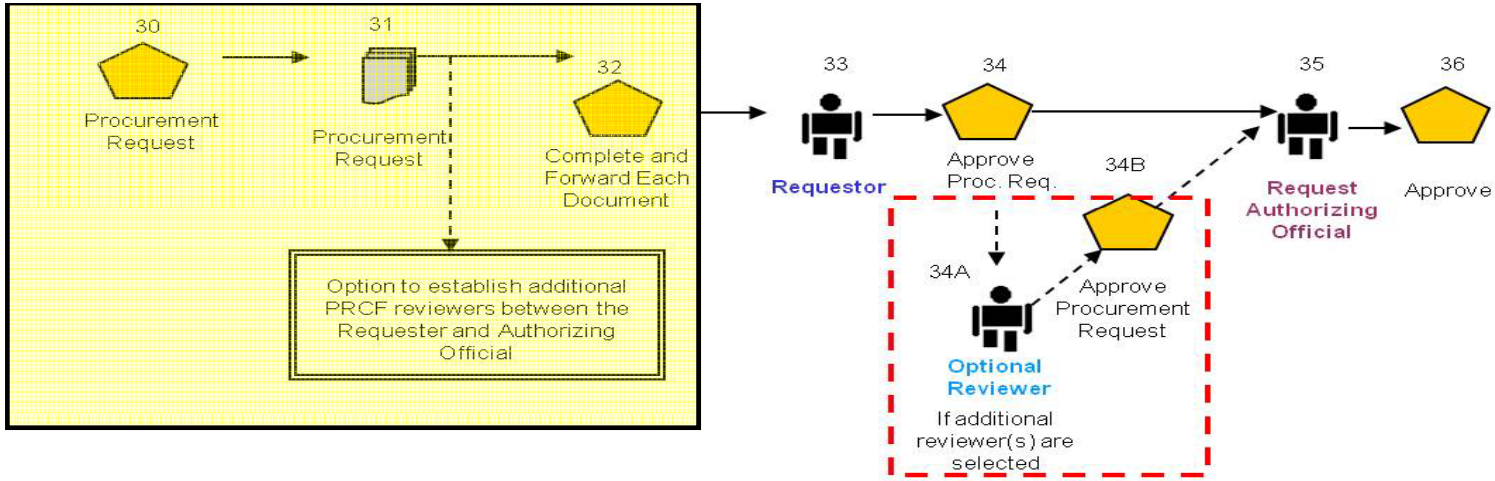
Does the proposal include funding for one or more projects that have not yet been identified and therefore NEPA review cannot be completed? ◉ NO ○ YES — Special Award Condition

Please Select a NEPA Official for routing purposes: - Select A NEPA Official -

Save | Save and Return to Main | Cancel

Categorical Exclusions

	CE Category	CE Description
☑	6.03a.3 (b)	Management plan amendments.
☐	6.03a.3 (b)(1)	Management plan amendment may be categorically excluded from further NEPA analysi action and the proposed change has no effect individually or cumulatively on the huma the record with a copy submitted to the NEPA Coordinator, and a brief statement with
☐	6.03a.3 (b)(2)	Minor technical additions, corrections, or changes to a management plan.
☐	6.03b.2	Restoration Actions. The Damage Assessment and Restoration Program policy states th actions that may pose significant impacts on the quality of the human environment, ar cumulatively have significant impacts on the human environment (e.g., actions with lim (40 CFR 1508.4).
☐	6.03b.2	Examples of Restoration Actions Eligible for a CE



Federal Share: * $ 500,000.00

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

Invoice Address: * **Requisition Number:** *

Validated: false
Bureau (xx): * 14
Fund (xx): * 0
Fiscal Year (yyyy): * 2011
Project Task: D8R3BSG - P00
Program Code: The Program Code will display here once the ACCS line is validated
Organization: 50 - 42 - 0000 - 00 - 00 - 00 - 00
Object Class: 41 - 12 - 00 - 00
Amount: * $ 125,000.00

Save | Save and Add More ACCS Lines | Validate | Cancel/Done

One item found. 1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Validated
14	0	2011	50-42-0000-00-00-00	--	D8R3BSG-P00	41-12-00-00	$125,000.00	No

1

NOTE: *Step 2 is OPTIONAL until Budget Officer Task*

2

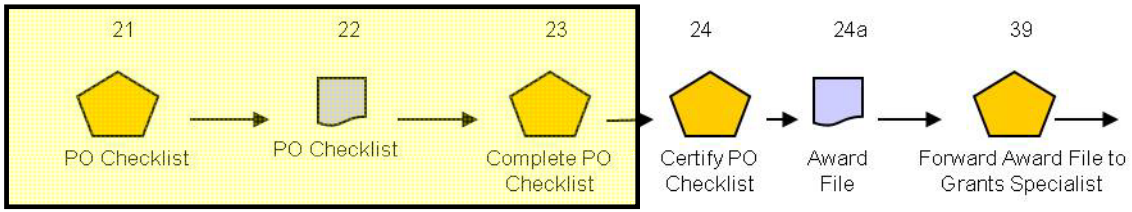
3

Accounting - ACCS Lines *
One item found. 1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Validated	Action
14	37	2011	50-42-0000-00-00-00-00	03-03-02-000	D8R3BSG-P00	41-12-00-00	$125,000.00	Yes	Edit Delete

Add New ACCS Line
PRCF Total for this Award action: $125,000.00
Total Federal funds authorized for this Award action: $500,000.00

Automatically filled in after Authorizing Official and Requestor have been selected



PO Checklist - NA11GOT9990039

Attachments:

No attachments.

Add new Attachment: [+]
Any changes to information on this page should be saved before adding or removing attachments.
Large File Guidance

General Award Information
Application Organization: Institute for Community Managed Resources (ICMR) State: HI

Grant Type* Guidance
- Grant
- Cooperative Agreement

If Cooperative Agreement, enter Cooperative Agreement Special Award Condition

Statutory Authority* Guidance Audit Trail:

Project Description/Abstract * Guidance

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
$500,000.00	$0.00	0.0	Source or Explanation of 0% Required Cost Share: None Required	Edit Del

Add New

Analysis of Matching Requirements

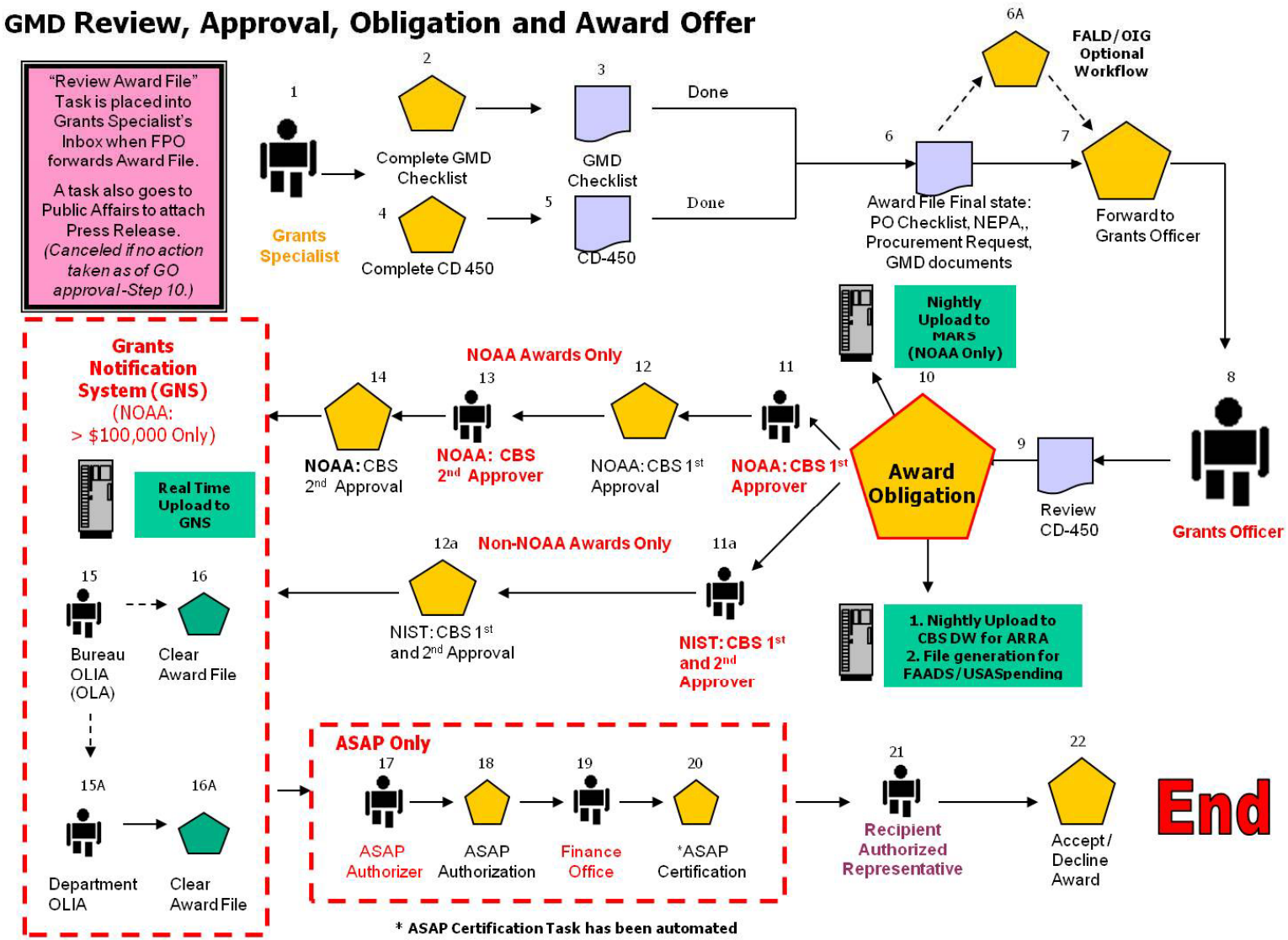
Negotiated Federal Share:	$500,000.00
Total Federal Share (from Matching Requirements):	$500,000.00
Negotiated Non-Federal Share:	$0.00
Total Required Non-Federal Share:	$0.00
Voluntary Non-Federal Share:	$0.00

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

Research Terms & Conditions Prior Approval and Other Requirements* Guidance
Does the applicant follow 15 CFR Part 14 (OMB Circular A-110, Future 2 CFR §215) and will the funding for the proposed award, or any part of the proposed award, be used to conduct research? NO YES Not Answered

Grants Management Division Process



Version 7/03

APPLICATION FOR FEDERAL ASSISTANCE

		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION: Application	Pre-application	**3. DATE RECEIVED BY STATE**	State Application Identifier
☐ **Construction**	☐ **Construction**	**4. DATE RECEIVED BY FEDERAL AGENCY**	Federal Identifier
☐ **Non-Construction**	☐ **Non-Construction**		

5. APPLICANT INFORMATION

Legal Name: Institute for Congressionally Managed Resources (ICMR)	**Organizational Unit**: Department:
Organizational DUNS: 123456789	Division:
Address: Street: 1234 Main Street	**Name and telephone number of person to be contacted on matters involving this application (give area code)** Prefix: Mr. / First Name: Arthur
City: Washington	Middle Name
County:	Last Name RepXX (Note: "XX" are the two numbers in your training username)
State: DC / Zip Code 20000	Suffix:
Country: USA	Email: testemail@msg2.rdc.noaa.gov
6. EMPLOYER IDENTIFICATION NUMBER *(EIN)*: 1 2 – 3 4 5 6 7 8 9	Phone Number (give area code) 202-555-1212 / Fax Number (give area code) 202-555-2121
8. TYPE OF APPLICATION: ☐ **New** ☐ **Continuation** ☐ **Revision** If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) ☐ ☐ Other (specify)	**7. TYPE OF APPLICANT: (**See back of form for Application Types) O - Non Profit with 501C3 Other (specify)
	9. NAME OF FEDERAL AGENCY: NOAA
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 1 1 – 4 9 9 TITLE (Name of Program): Grants Online Training	**11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:** GSTUDENTxx - Universal/Competitive Application - May 2011 Grants Online FPO Training Class
12. AREAS AFFECTED BY PROJECT *(Cities, Counties, States, etc.)*: State of Kansas	
13. PROPOSED PROJECT Start Date: 10/01/2010 / Ending Date: 09/30/2014	**14. CONGRESSIONAL DISTRICTS OF:** a. Applicant 00 / b. Project 00

15. ESTIMATED FUNDING:		**16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?**
a. Federal	$ 500,000 .00	a. Yes. ☐ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:
b. Applicant	$ 0 .00	
c. State	$ 0 .00	
d. Local	$ 0 .00	b. No. ☐ PROGRAM IS NOT COVERED BY E. O. 12372
e. Other	$ 0 .00	☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
f. Program Income	$ .00	**17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?**
g. TOTAL	$ 500,000 .00	☐ Yes If "Yes" attach an explanation. ☐ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative		
Prefix Mr.	First Name Arthur	Middle Name
Last Name RepXX (Note: "XX" are the two numbers in your username)		Suffix
b. Title President, ICMR		c. Telephone Number (give area code) 202-555-1212
d. Signature of Authorized Representative		e. Date Signed

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Standard Form 424 (Rev.9-2003)
Prescribed by OMB Circular A-102

Reset Form

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Year 1 Activity	11.469	$	$	$ 500,000.00	$ 0.00	$ 500,000.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		$ 0.00	$ 0.00	$ 500,000.00	$ 0.00	$ 500,000.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1)	(2)	(3)	(4)	(5)
a. Personnel	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 400,000.00
b. Fringe Benefits	10,000.00	10,000.00	10,000.00	10,000.00	40,000.00
c. Travel	5,000.00	5,000.00	5,000.00	5,000.00	20,000.00
d. Equipment	0.00				0.00
e. Supplies	2,500.00	2,500.00	2,500.00	2,500.00	10,000.00
f. Contractual	0.00				0.00
g. Construction	0.00				0.00
h. Other	2,000.00	2,000.00	2,000.00	2,000.00	8,000.00
i. Total Direct Charges *(sum of 6a-6h)*	119,500.00	119,500.00	119,500.00	119,500.00	478,000.00
j. Indirect Charges	5,500.00	5,500.00	5,500.00	5,500.00	22,000.00
k. TOTALS *(sum of 6i and 6j)*	$ 125,000.00	$ 125,000.00	$ 125,000.00	$ 125,000.00	$ 500,000.00
7. Program Income	$	$	$	$	$ 0.00

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Prescribed by OMB Circular A-102

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Federal Program Officer Training Agenda

Day 3 - AM

Session 4: Post Award Actions (AAR/PPR/FFR/Partial Funding) 8:00am – 12:30pm	
Topic	**Duration**
Introduction and Agenda	8:00 – 8:15 (15 min)
Online Demonstration/Process Maps with Hands-On Participation – AAR, PPR, FFR	8:15 – 10:30 (2 hr 15 min with 2 breaks)
Online Demonstration/Process Maps with Hands-On Participation – Partial Funding	10:30 – 12:15 (1 hr 45 min with 1 or 2 breaks)
Additional Resources and Training Questions and Comments Evaluations	12:15 – 12:30 (15 min)

Objectives – By the end of this class students should:

- Understand the use of an Award Action Request
- Be able to review an Award Action Request
- Be able to review, route (if needed), and accept a Performance Progress Report
- Be able to find and view a Financial Report
- Understand the use of a Partial Funding Action
- Be able to initiate and route a Partial Funding Action
- Know where to find additional help when needed

Training Materials:

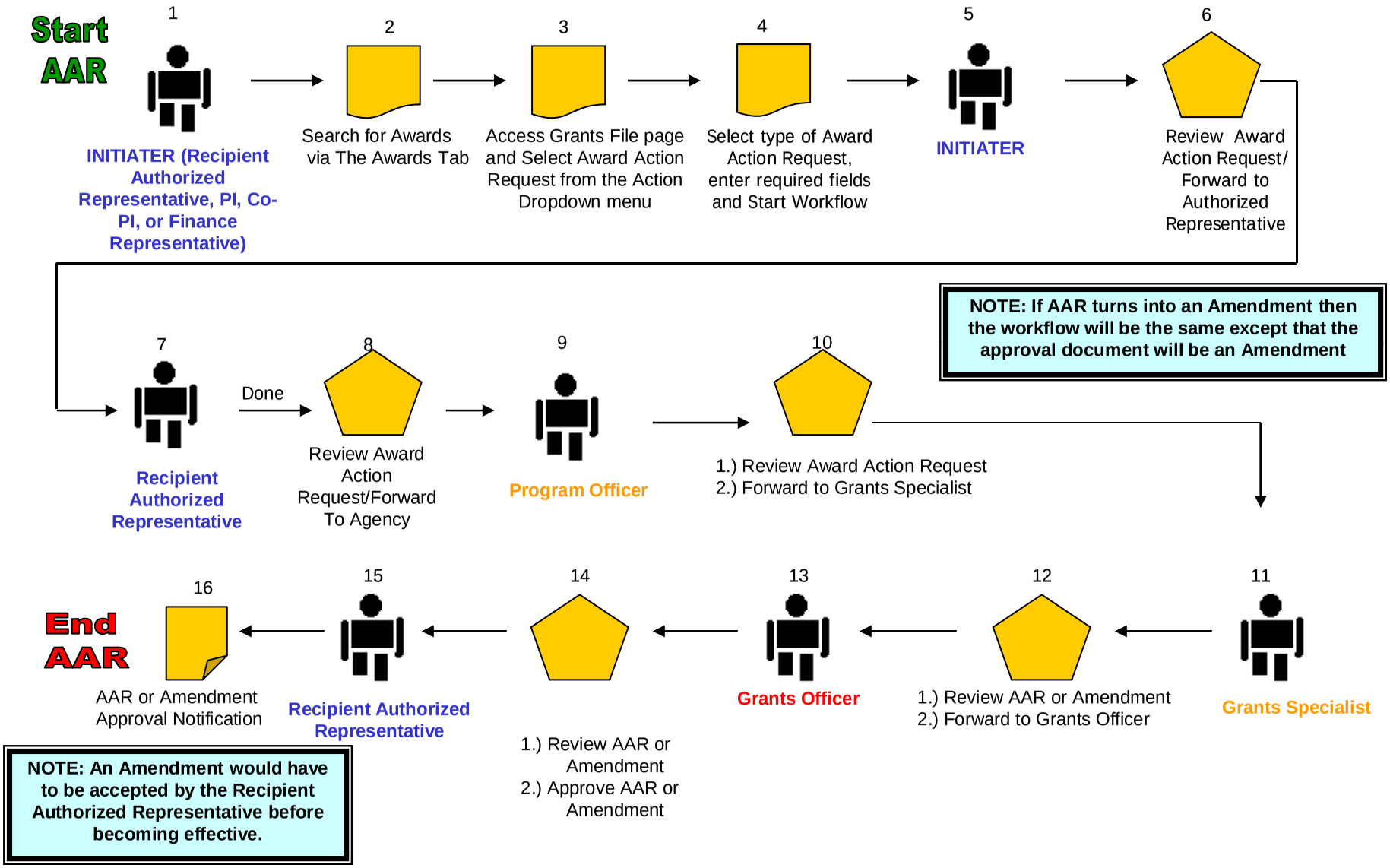
1. Agenda and Objectives
2. Process Maps – AAR Workflow for Grantees
3. Process Map – PPR and FFR
4. Student Screen Shots - Partial Funding Process
5. Course Evaluation

Grants Online

Award Action Request

Process Map and Screen Shot

Award Action Request (AAR) Workflow



Award Action Request Index Page

Award Action Request Index - NA11GOT9990029

* No Cost Extension - Prior Approval Required
Extension to Close Out
* Change in Scope
* Transfer of Award
Change in Principal Investigator/Project Director
Change in Institution Name
Change in Key Person Specified in the Application
Satisfied Special Award Conditions
Transfer of funds allotted for training to other categories of expenses
Pre-Award Cost
No Cost Extension - Prior Approval Waived (Research Terms and Conditions)
Reprogram or Rebudget
Equipment Purchase
Foreign Travel
Sole Source Contract
Other
Absence of more than 3 months or 25% by project director or PI
Inclusion of cost that require prior approval based on cost principles
* Sub award, transfer or contracting out of any work under the award if not described in the approved application
* Termination for Convenience

Grantees:
Please note that the above listing contains all the possible Award Action Requests that can be created on this Award. While the ability to create these Award Action Requests is given to all grantee users, they can only be forwarded to the agency by the Authorized Representative.

* Note: Award Action Requests marked with an * will always result in an amendment to the award (if approved). Other requests generally result in a notification of approval. However, any request may result in an amendment at the discretion of the Grants Officer. See guidance document for more information.

Guidance

Return to Main

Grants Online Process Maps

Overviews Only

Performance Progress Report (PPR)

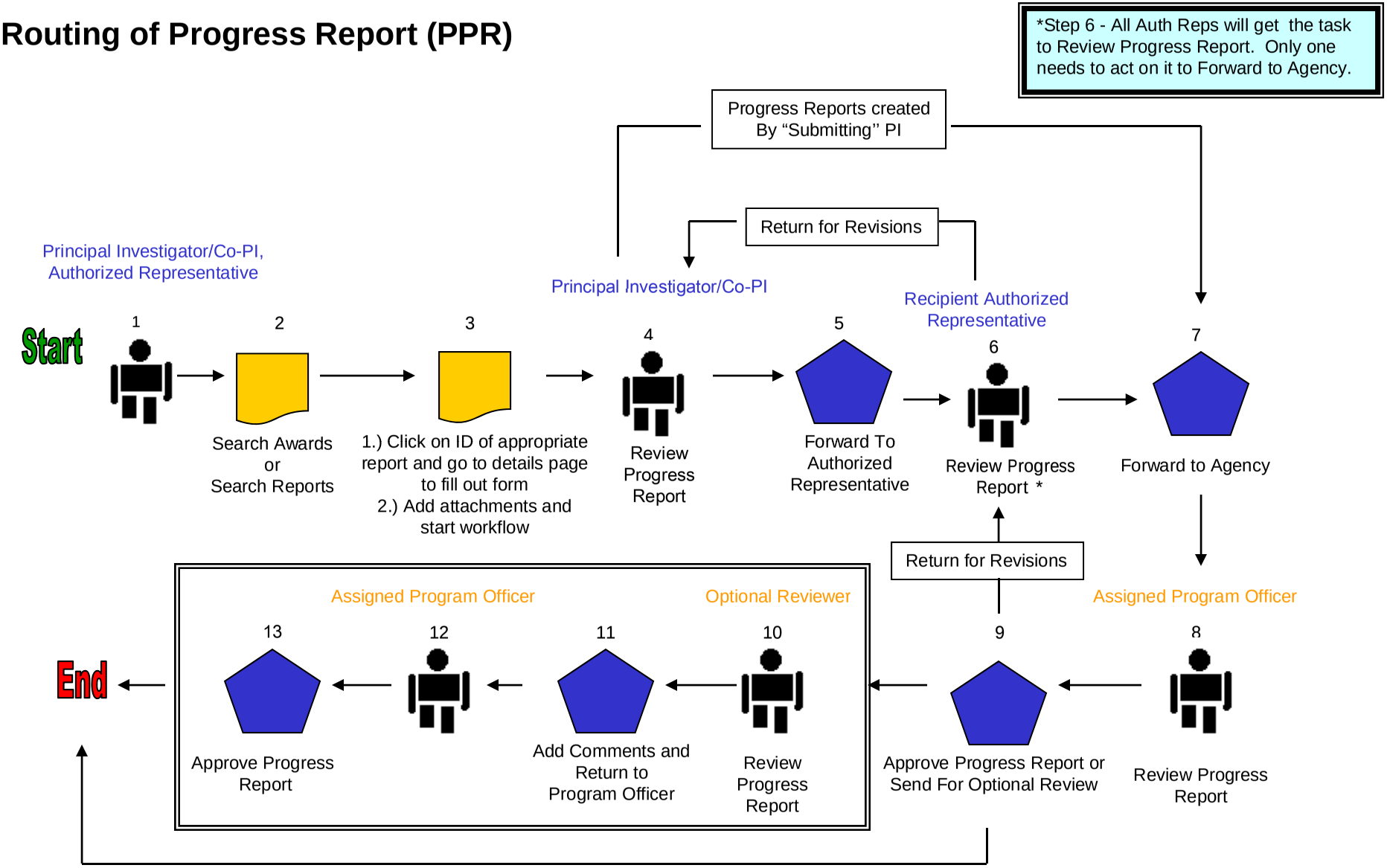
&

Federal Financial Reports

(SF-425, SF-270)

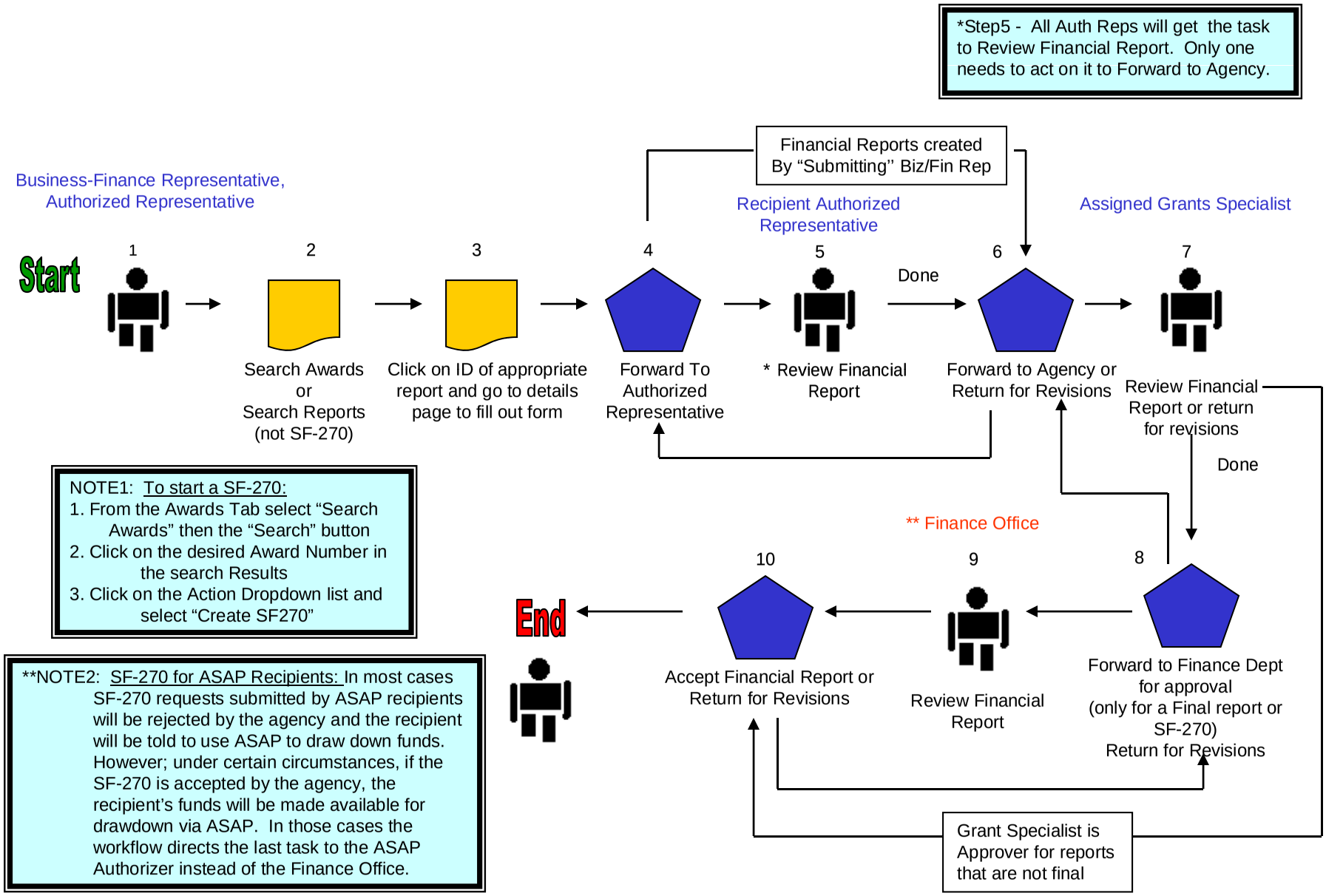
Version 3.05

Routing of Progress Report (PPR)



Version 3.05

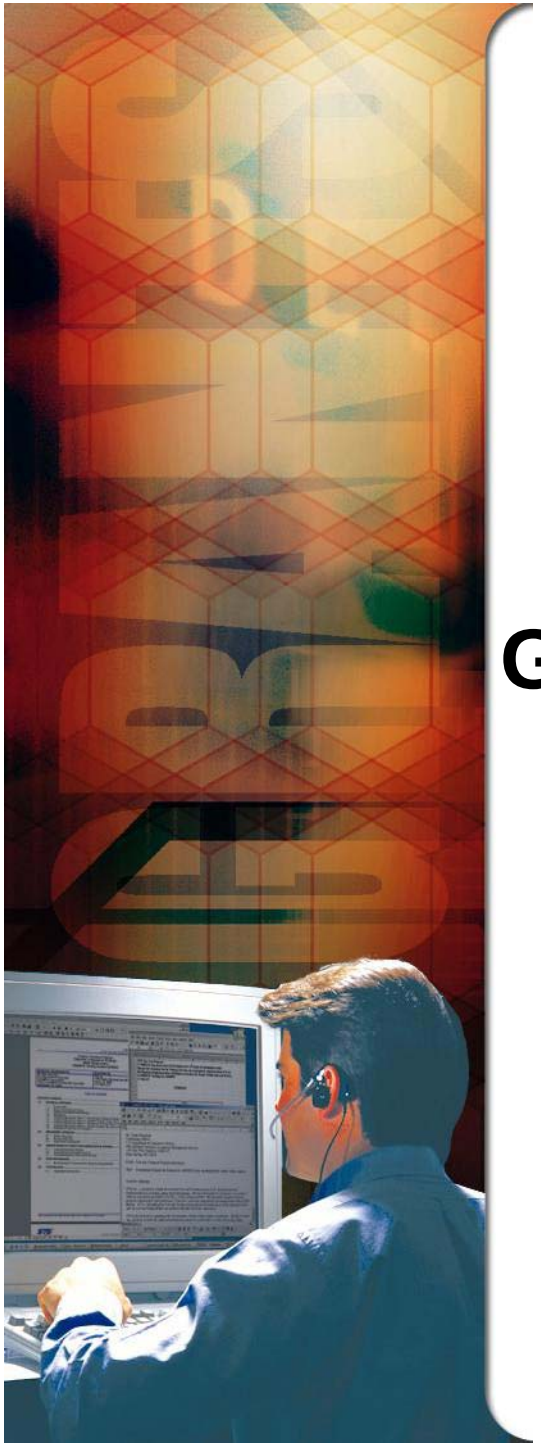
Routing of Federal Financial Reports (SF-425, SF-270)



NOTE1: To start a SF-270:
1. From the Awards Tab select "Search Awards" then the "Search" button
2. Click on the desired Award Number in the search Results
3. Click on the Action Dropdown list and select "Create SF270"

**NOTE2: SF-270 for ASAP Recipients: In most cases SF-270 requests submitted by ASAP recipients will be rejected by the agency and the recipient will be told to use ASAP to draw down funds. However; under certain circumstances, if the SF-270 is accepted by the agency, the recipient's funds will be made available for drawdown via ASAP. In those cases the workflow directs the last task to the ASAP Authorizer instead of the Finance Office.

Version 3.05



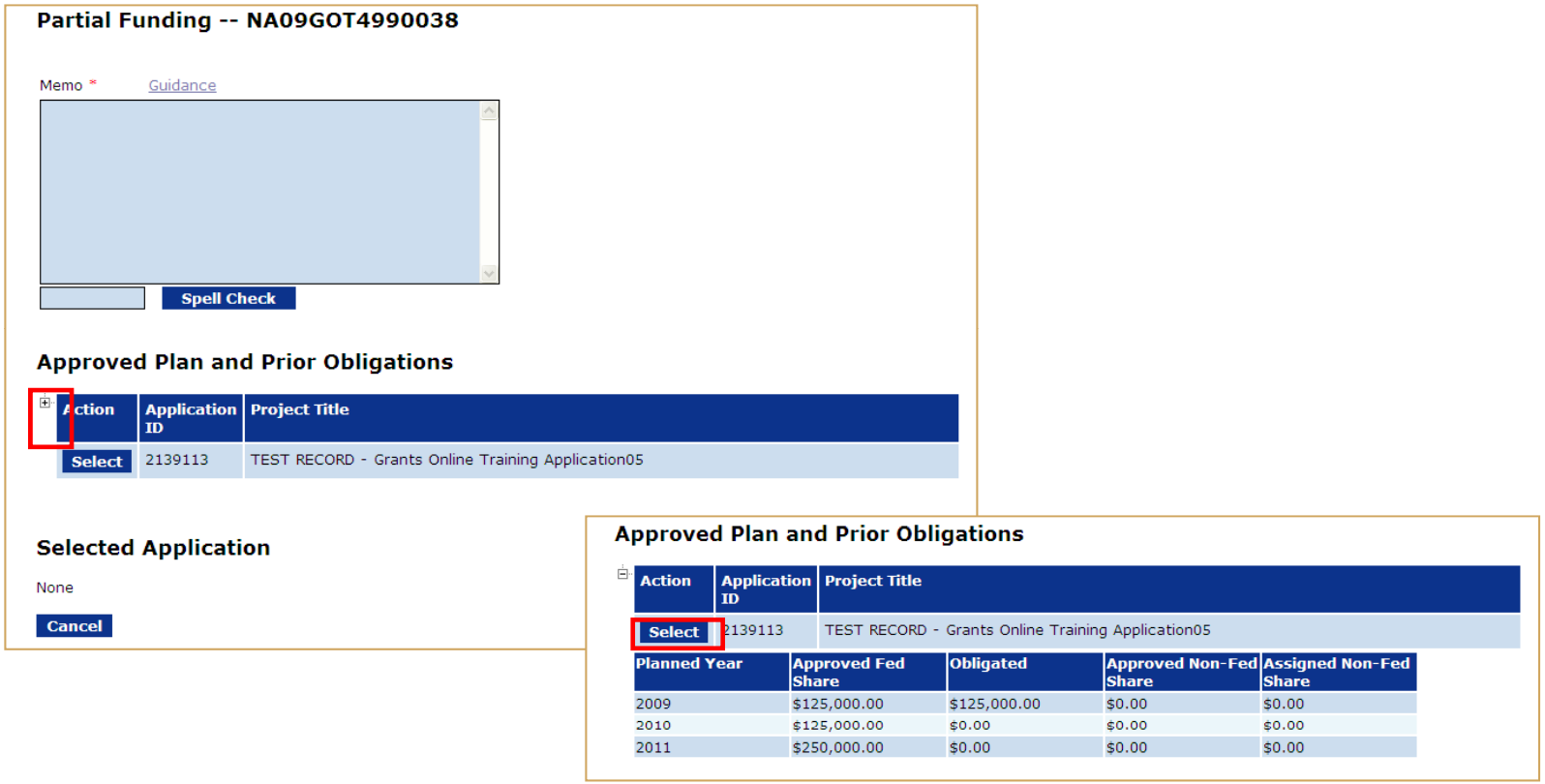
Grants Online Post Award Training Student Screen Shots – Partial Funding

May 2009

FPO – Partial Funding Steps 1 and 2

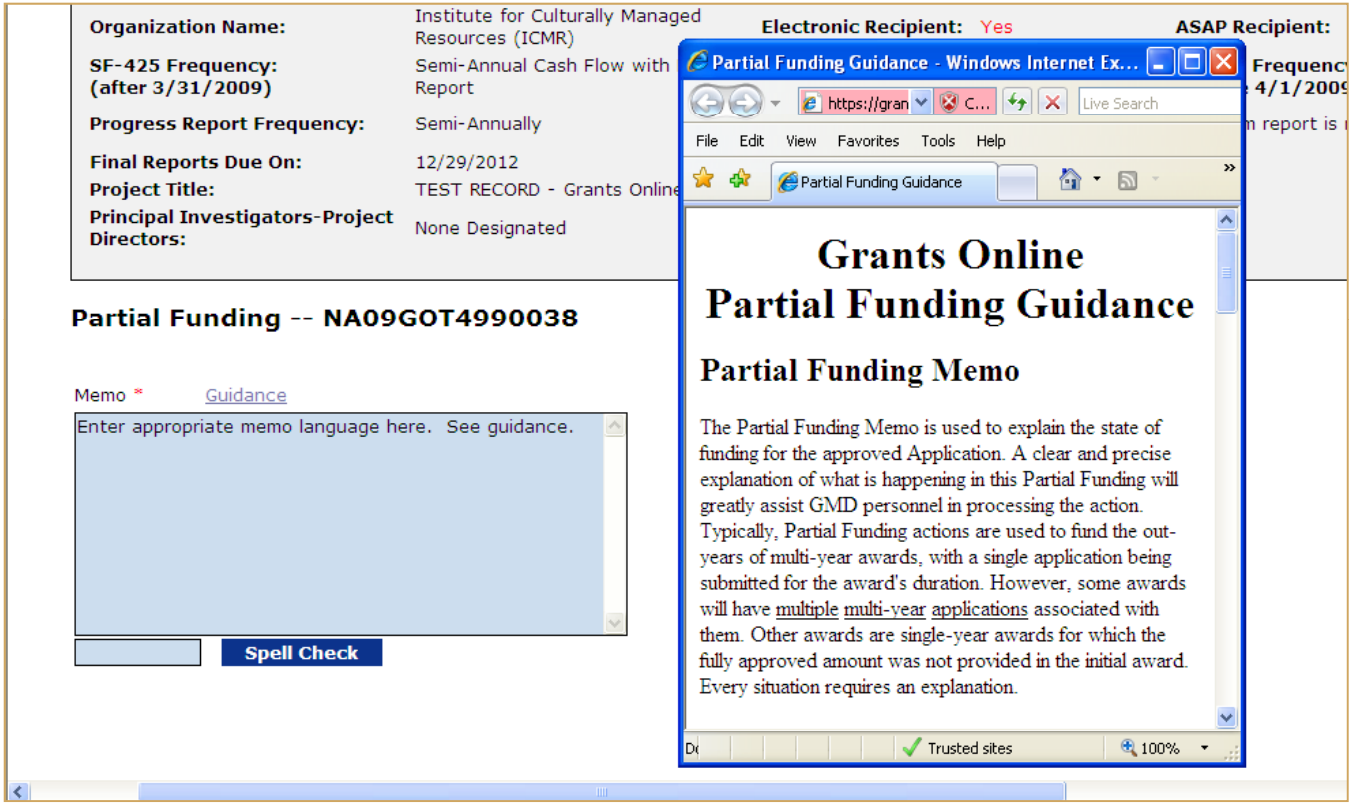
1. From the Award Tab, search for the Award to be used for Partial Funding.
2. From the Grants File Launch Page select "Partially Fund this Award" in the Action dropdown list, then click "Submit".

FPO – Partial Funding Steps 3 and 4



3. Click on the "plus (+)" beside the Action box to get details for the appropriate application for the Partial Funding. (All applications associated with the award will be available, but Partial Funding can be done on only ONE application at a time.)
4. Click the "Select" button to chose the desired application.

FPO – Partial Funding Step 5



5. Enter appropriate language into the Memo box. (See last slide for sample language which is also available from the "Guidance" link.)

FPO – Partial Funding Steps 6 and 7

Partial Funding -- NA09GOT4990038

Memo * Guidance

Enter appropriate memo language here. See guidance.

Spell Check

Windows Internet Explorer

WARNING: Release of Funds and Procurement Request workflow tasks will be placed in your inbox. Are you sure you wish to proceed?

OK Cancel

Selected Application

Application ID	Approved Fed Share	Remaining Fed Share	Pending Fed Share	Fed Add Amount *	Approved Non-Fed Share	Remaining Non-Fed Share	Pending Non-Fed Share	Non-Fed Amount	AMD No.	Project Title
2139113	$500,000.00	$375,000.00	$325,000.00	50,000.00	$0.00	$0.00	$0.00	0.00	0	TEST RECORD - Grants Online Training Application05

Note: *Federal Add Amount plus Pending Federal Share plus the sum of all prior obligations may be up to 5% greater than the Approved Federal Share. If exceeding the Approved Federal Share, enter a memo explaining the reason for the additional funds.*

Note: *Only one application may be funded per Partial Funding action.*

Save | Save and Start Workflow | Cancel

6. Enter amount of Partial Funding into the "Fed Add Amount" box and appropriate Non-Fed Amount if applicable.

7. Click "Save and Start Workflow." Click "OK" on the warning message alerting you that a Procurement Request is being put into your task box. You will be returned to the launch page of the new Award File.

FPO – Partial Funding Step 8

Your Tasks

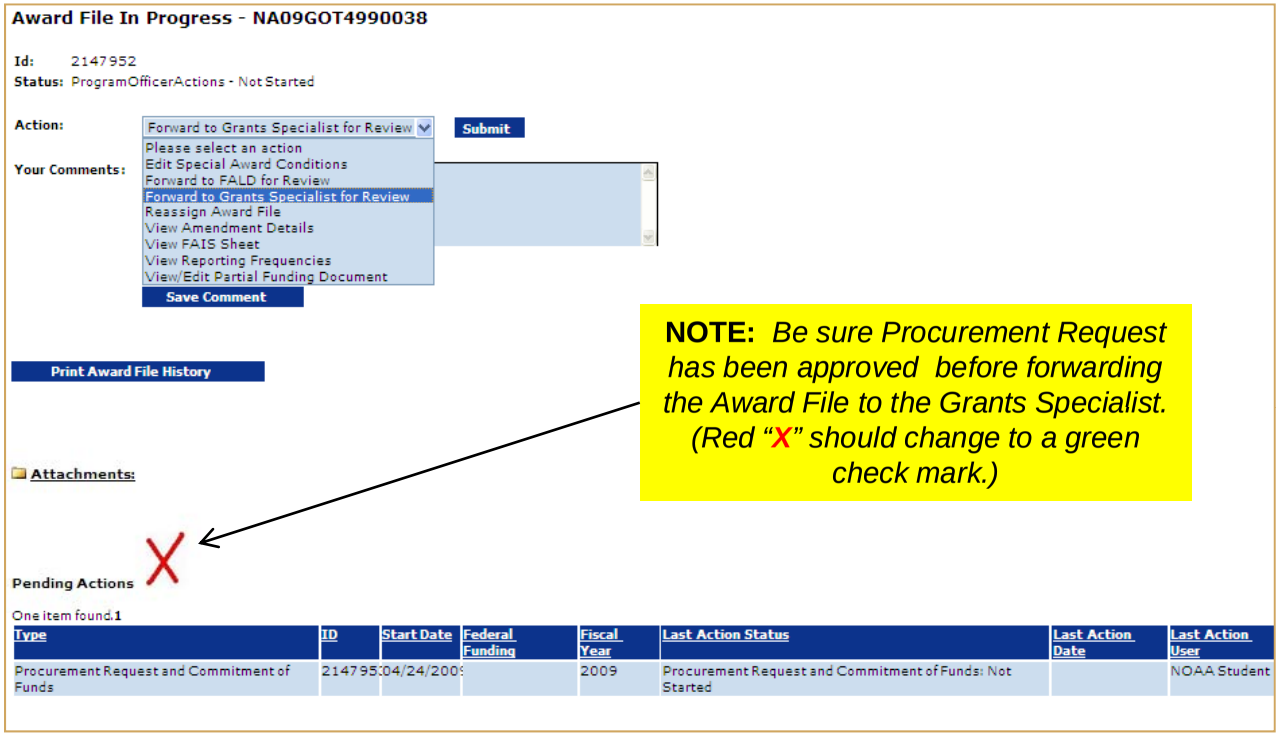
Document Type: All | Status: Open | Apply Filter >>

34 items found, displaying all items. **1**

View	Task Id	Award Number	Task Name	Task Status	Applicant Name	Document Type
View	1380605	NA09GOT4990038	Procurement Request and Commitment of Funds	Not Started	Institute for Culturally Managed Resources (ICMR)	Procurement Request and Commitment of Funds
View	1380604	NA09GOT4990038	Review Release of Funds	Not Started	Institute for Culturally Managed Resources (ICMR)	Award File

8. Navigate to the "Inbox" "Task" screen. There should be two new tasks: (1) Procurement Request and Commitment of Funds and (2) Review Release of Funds. (*The Procurement Request should be completed and sent through workflow. The process works just like a new award and will not be repeated here.)* Click on "View" for Review Release of Funds.

FPO – Partial Funding Step 8



8. In most cases, *after the Procurement Request has been approved*, you can simply select "Forward to Grants Specialist for Review" and add a workflow comment. Do not make any edits to the "Amendment Details"; they will be done by the Grants Specialist. If changes to the Partial Funding Memo or Funding Amounts are needed select "View/Edit Partial Funding Document".

NOTE: *If changes are being made to the Federal Funding Amount, the Procurement Request task must also be in your Inbox. Make sure the same changes are made on both documents.*

Sample Language for Partial Funding Memo

- **(STANDARD) This release of funds of $____ is for year __ of a __ year multi-year award. All required Progress and Financial reports have been submitted and accepted.**
- **(EXAMPLE 2) This release… Due to _____ , total funding for this award period is not available; additional funds will be provided at a later date. All required Progress…**
- **(EXAMPLE 3) This release… Due to _____, total funding for this award period is not available in this FY. Additional funds will be provided in FY__. It is our intent to provide total funding for this award. All required Progress…**
- **(EXAMPLE 4*) This release… Due to _____, additional funds will not be provided and this award will be reduced by _____. All required Progress and Financial reports have been submitted and accepted.**
- **(EXAMPLE 5) This release of funds is expected to be the final release of funds in FY ___. The remainder of the project is expected to be funded in FY___ through FY ___ assuming funds are available. All required Progress…**
- **(EXAMPLE 6**) This release of funds of $____ is for year __ of a __ year multi-year application which was originally funded as Amendment ____. All required Progress…**
- **NOTES:**
  - *When no additional funds are to be made available then the Program Office needs to advise the Grants Officer so that an amendment can be created informing the recipient that no additional funds will be provided and that they have the option of continuing work with existing funds or terminating the award.*
  - ** If Federal Funding is being reduced, the match should be reduced accordingly.*
  - *** If the Partial Funding is on a continuation application instead of the original award, note the appropriate amendment number in the Partial Funding Memo.*