Grants Online Training
New Federal Program Officers

November 5-7, 2012

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

June 2012

Project Goals

- 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.
- An 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 CBS/ASAP, FinLitLog, and WebDocFlow

Contract Award – August 29, 2003

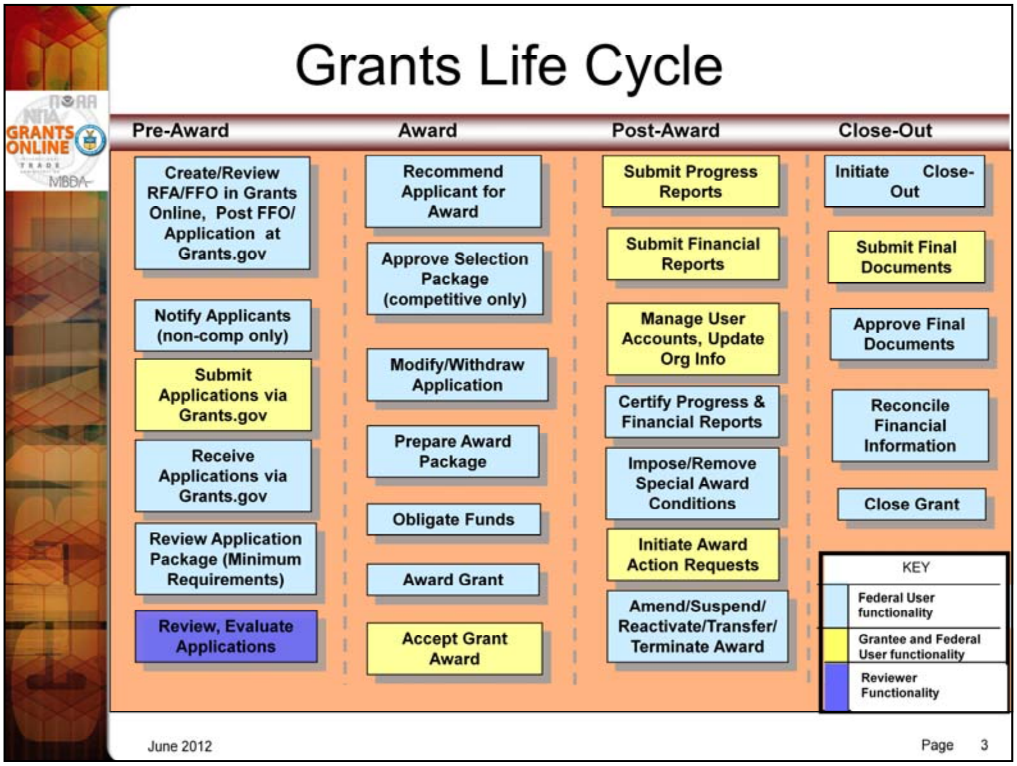
GO LIVE! (NOAA Feds Only) – January 10, 2005

Rollout to Grantees – October through August FY 2006

Rollout to DOC – March 2009

Review Module – October 2011

CBS Interface – June 2012


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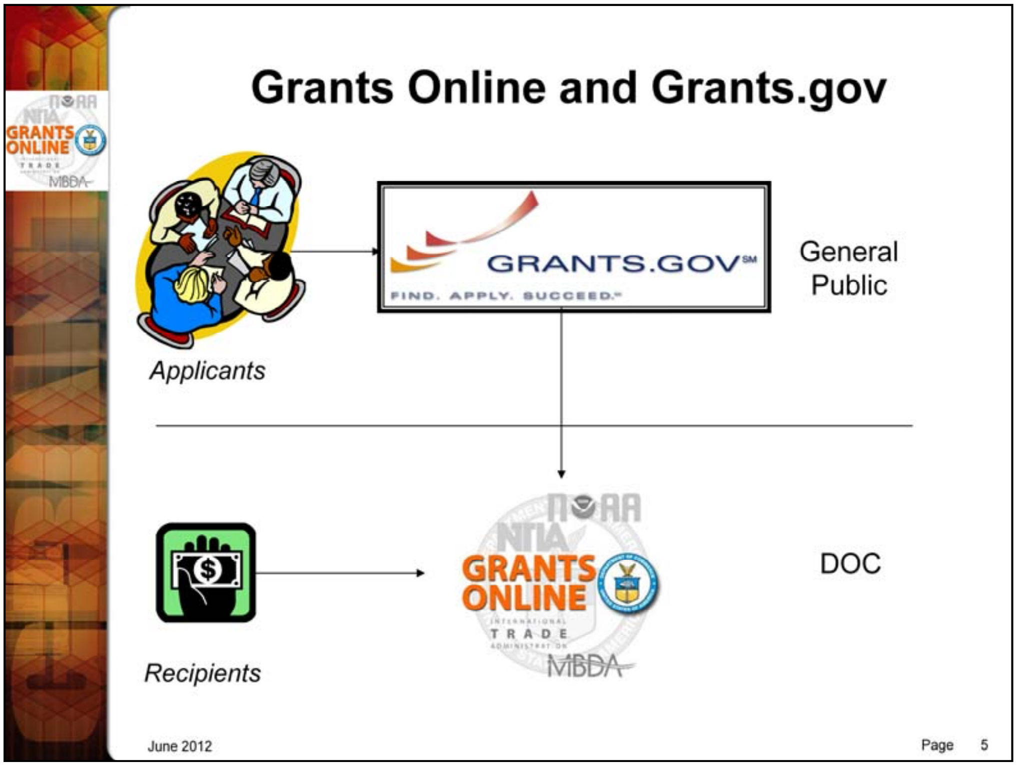
Grants Online System Requirements

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 or 8**
  - Attachments are not supported in IE 9
- **Mac – Safari 3.1 or higher**
- **Windows or Mac – Firefox 2.0 or higher**
- **Google Chrome**


Grants Online and Grants.gov
GRANTS.GOV
FIND. APPLY. SUCCEED.
General Public
Applicants
GRANTS ONLINE
TRADE
MBDA
DOC
Recipients
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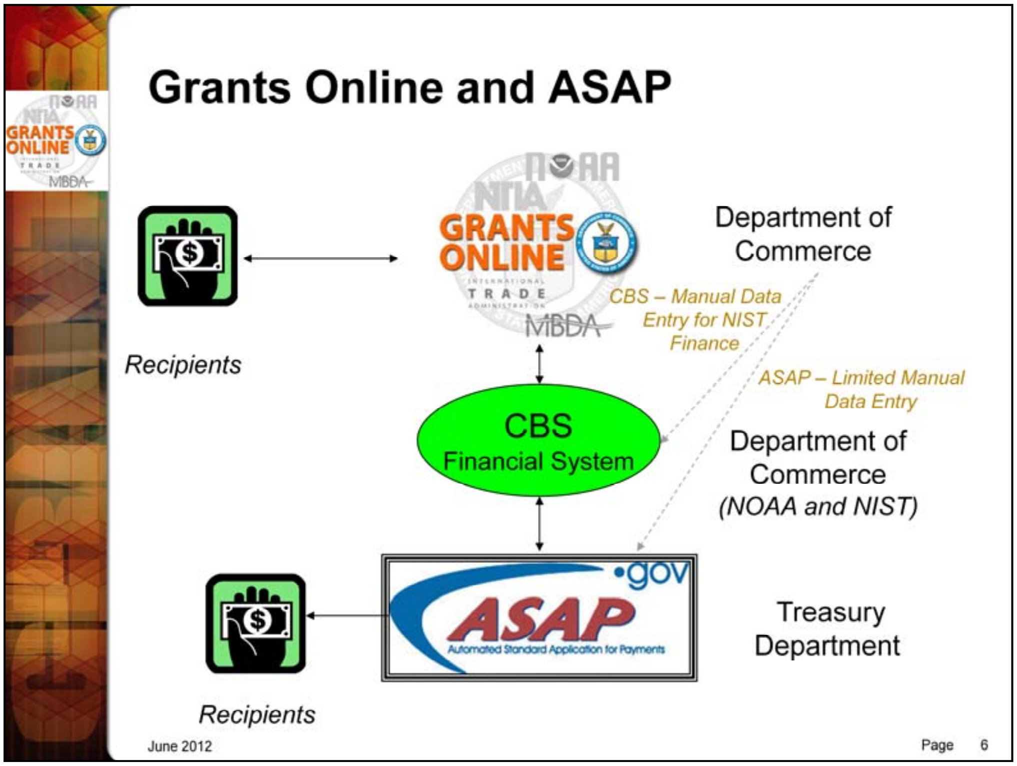
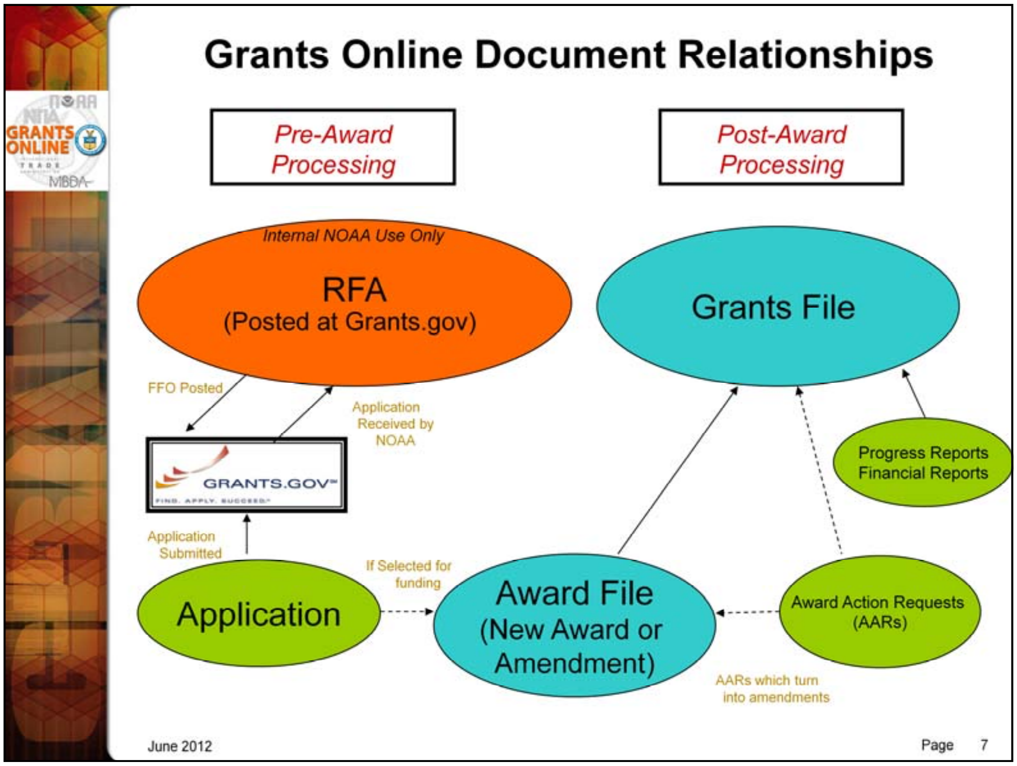


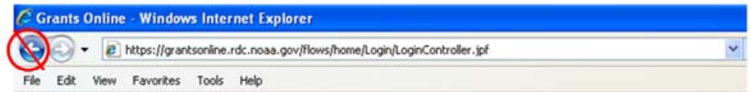
After the ASAP accounts have been set up, recipients can log onto ASAP.gov to electronically transfer (draw down) their grant funds to their own bank accounts. For recipients who have already been set up on ASAP, the funds are available when they accept their award in Grants Online. Recipients not yet set up on ASAP must complete the ASAP enrollment process in order to get set up with an ASAP account to draw down their grant funds.



GREEN: Documents initiated by recipients.

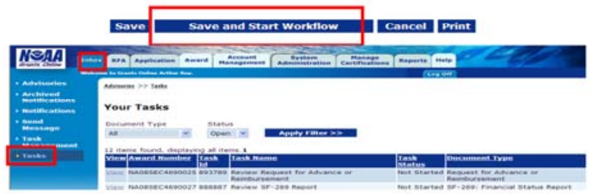
Grants Online Helpful Hints

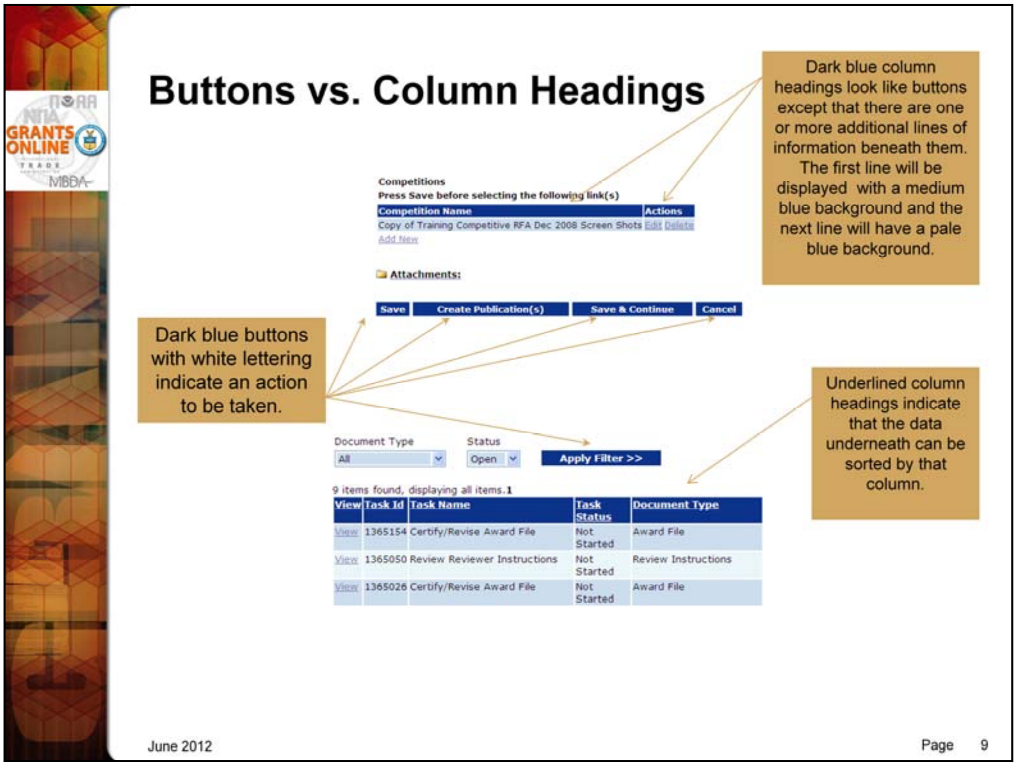
- Do NOT use the Browser "Back" button



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

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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)*

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Grants Management Advisory Council (GMAC) Contacts

NOAA/NESDIS	Ingrid Guch / Heather Hay	301-763-8282
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	Carla Kirby	301-713-0420 x 113
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	Cynthia Rios	202-482-1015
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

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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
    - Hours: **8:00 AM – 6:00 PM Eastern**
  - 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

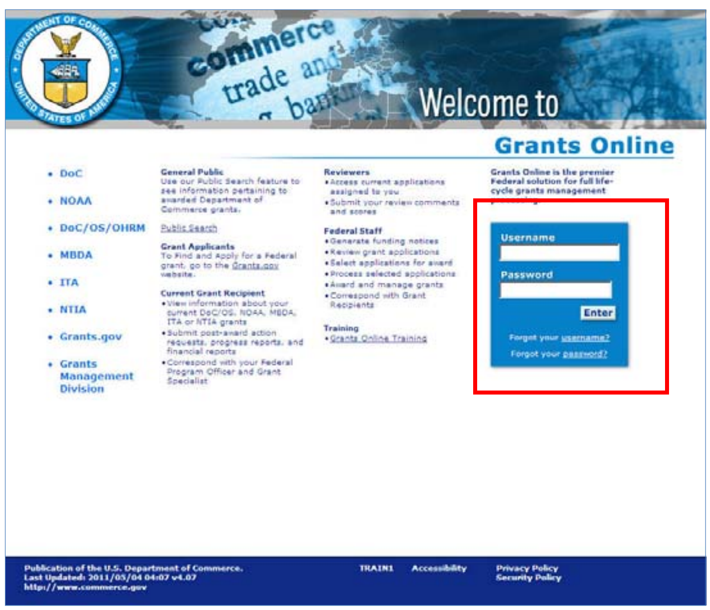
- Internet Explorer browser opens

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.



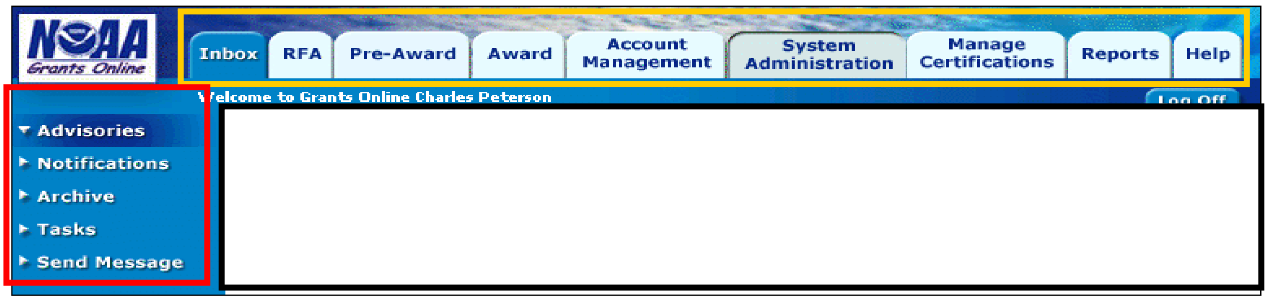
Warning! If you entered your username or password incorrectly you will see an error message in red on the screen. After three unsuccessful attempts to log in, the system will lock you out and you will have to click on the "Forgot your Password?" link to reset it using your security questions.

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.

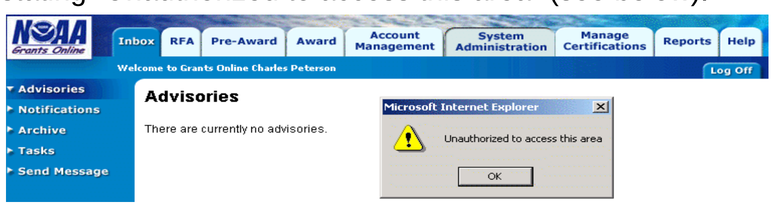
Screen Layout



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).

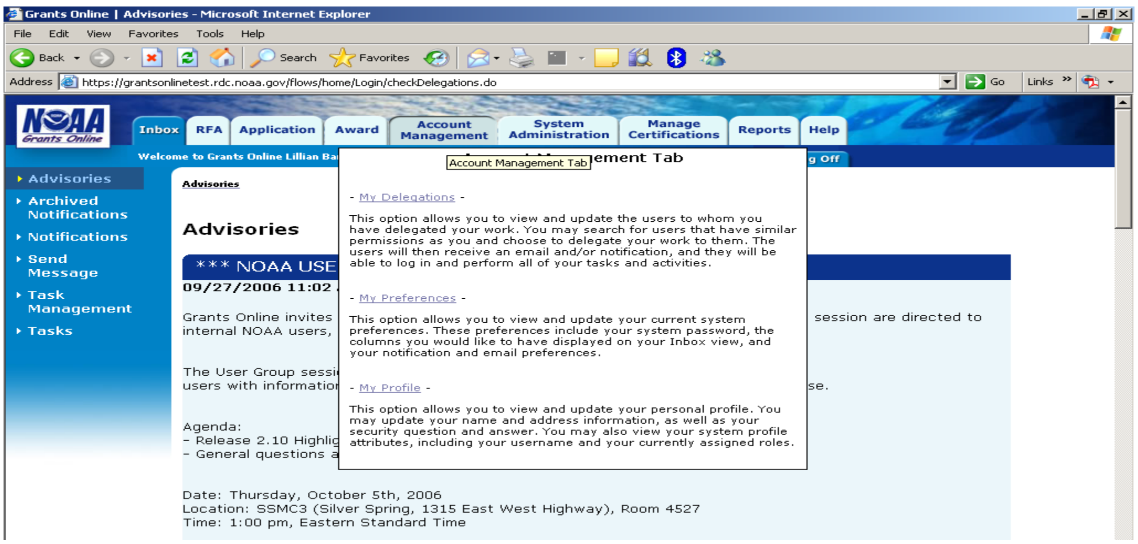


- Navigation Pane: Highlighted by the red border, is the navigation pane. Based on the Tab that you are currently on, commands for certain function display here. Click on the desired command to go to that specific screen.
- Document Pane: Highlighted by the black border, is the document pane. This is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

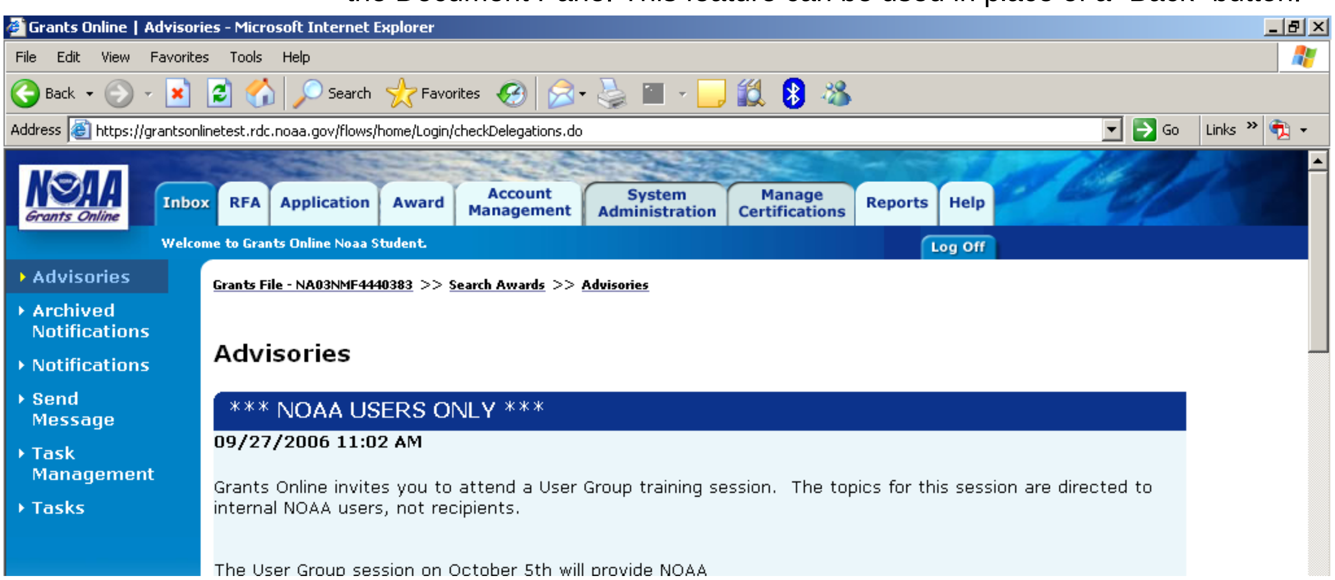
Other User Interface Features

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.

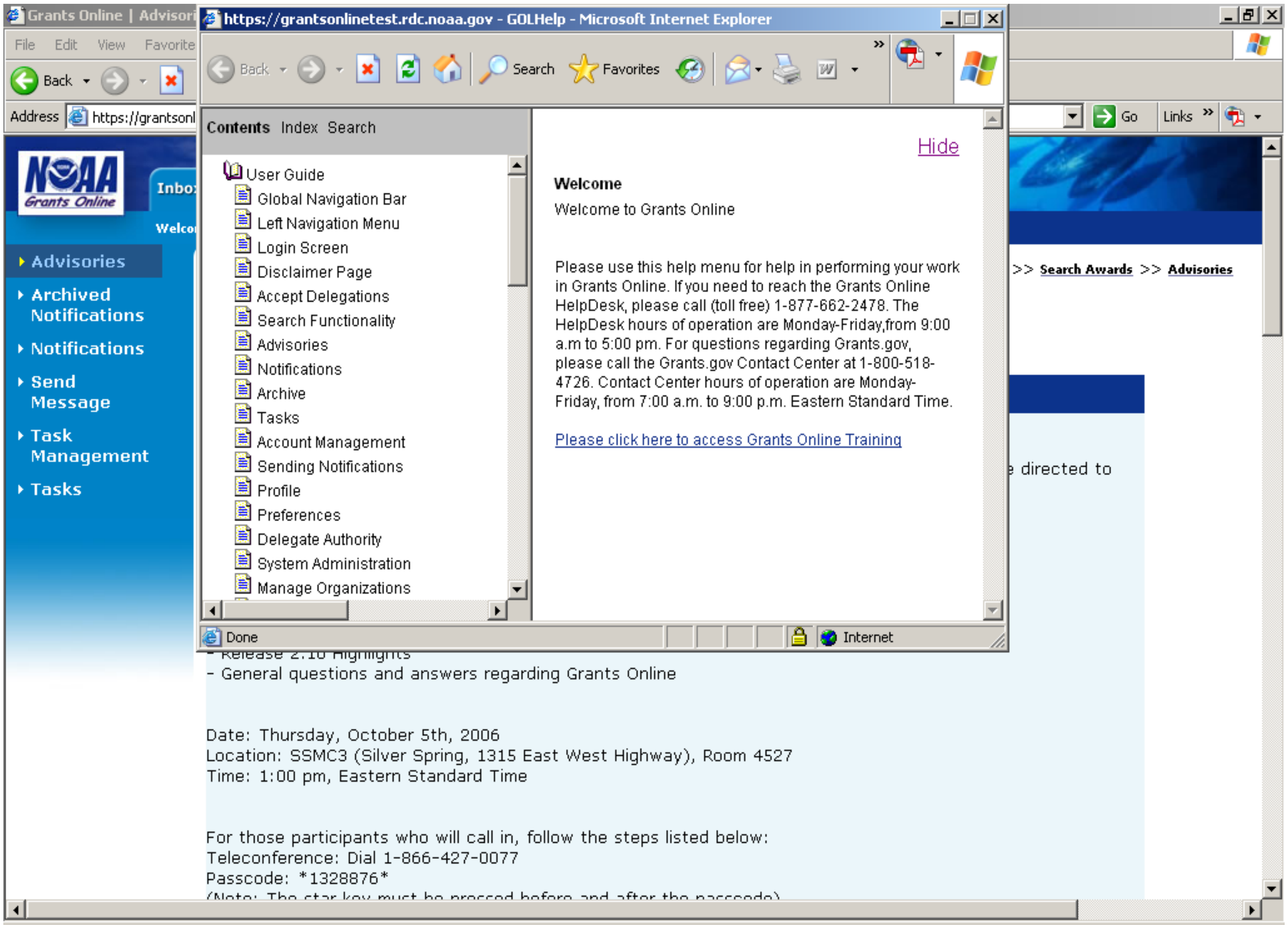


Breadcrumbs The Grants Online system keeps track of the pages you have visited since you last logged on and put a "breadcrumb trail" of those pages at the top of the Document Pane. This feature can be used in place of a "Back" button.



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.



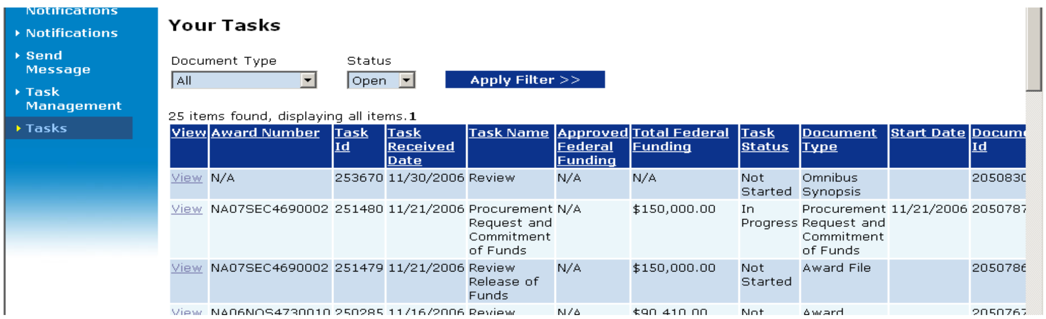
Inbox Tab

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



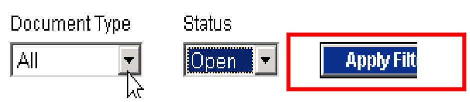
Note: Customizing the Tasks view may be accomplished through the Account Management Tab.

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.

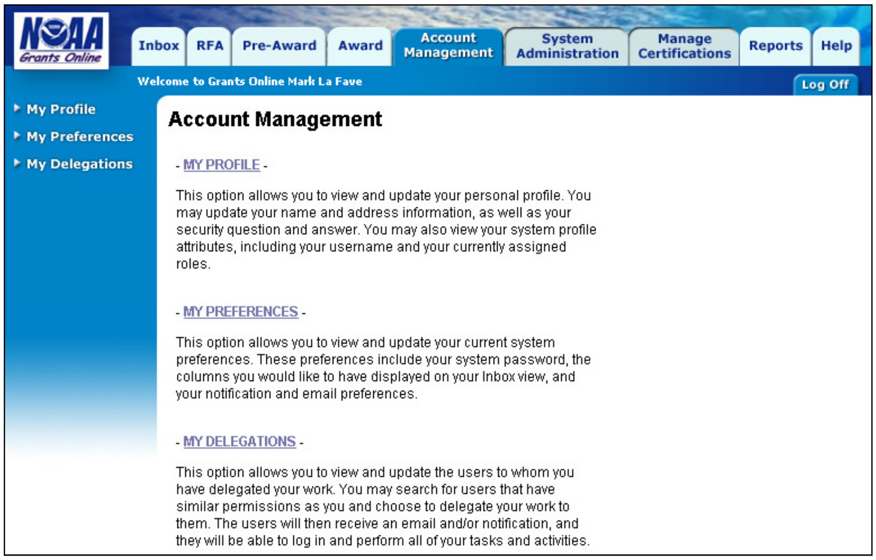
Filtering Tasks

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.



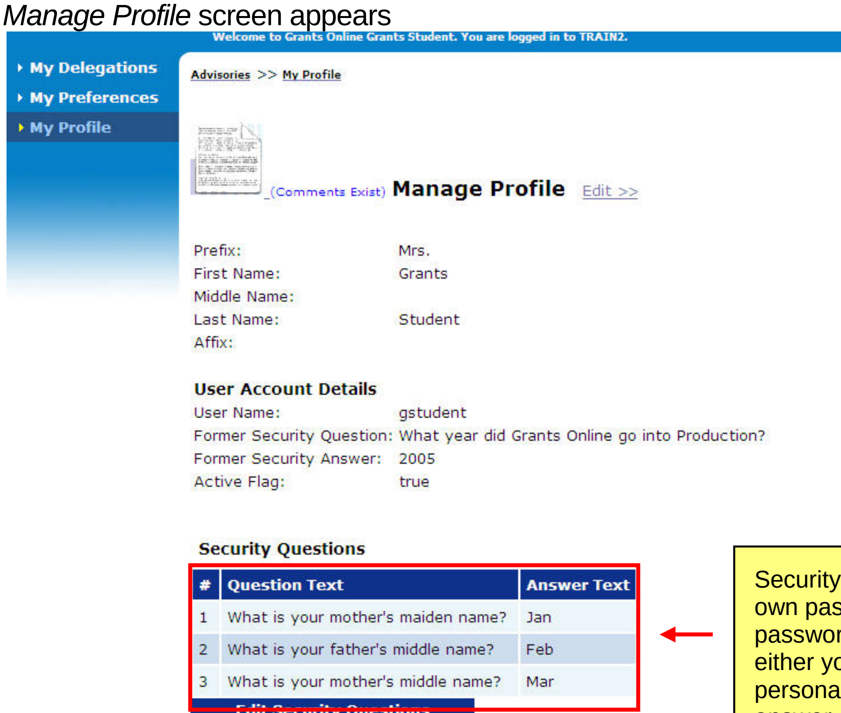
Account Management Tab

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

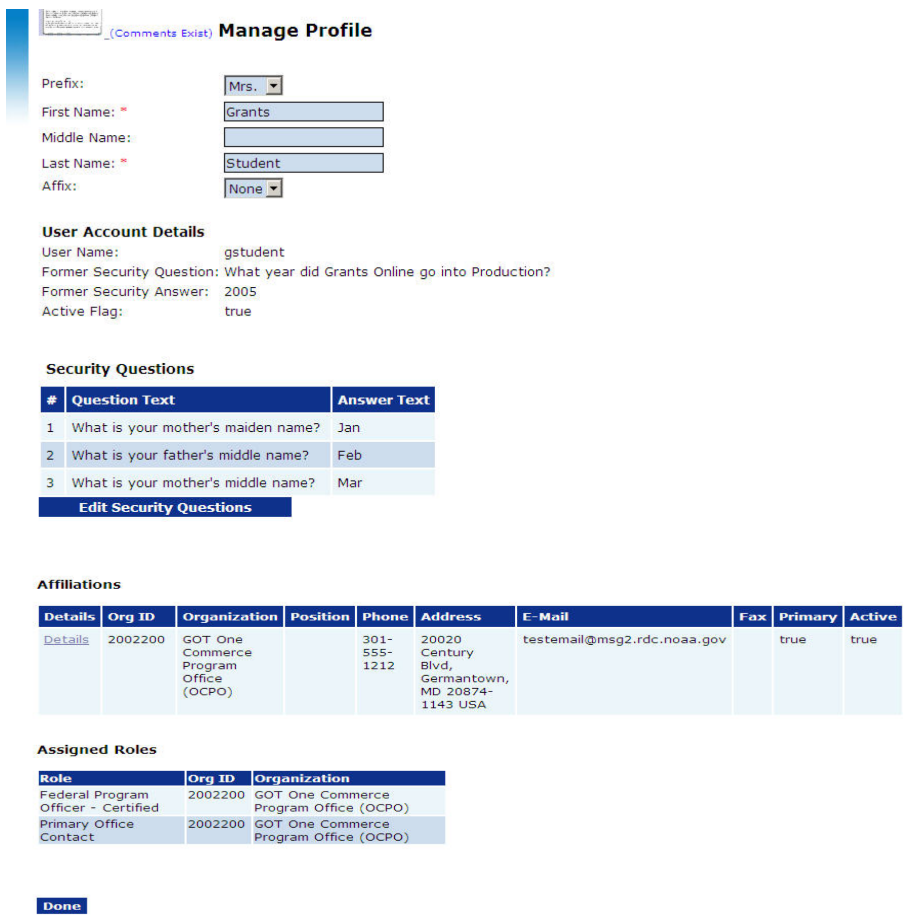


Security Questions are used to allow you to reset your own password. If you call the Help Desk to request to a password reset, the support specialist will ask you either your former security question or one of these personalized questions and you will provide the answer as a means of authenticating the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

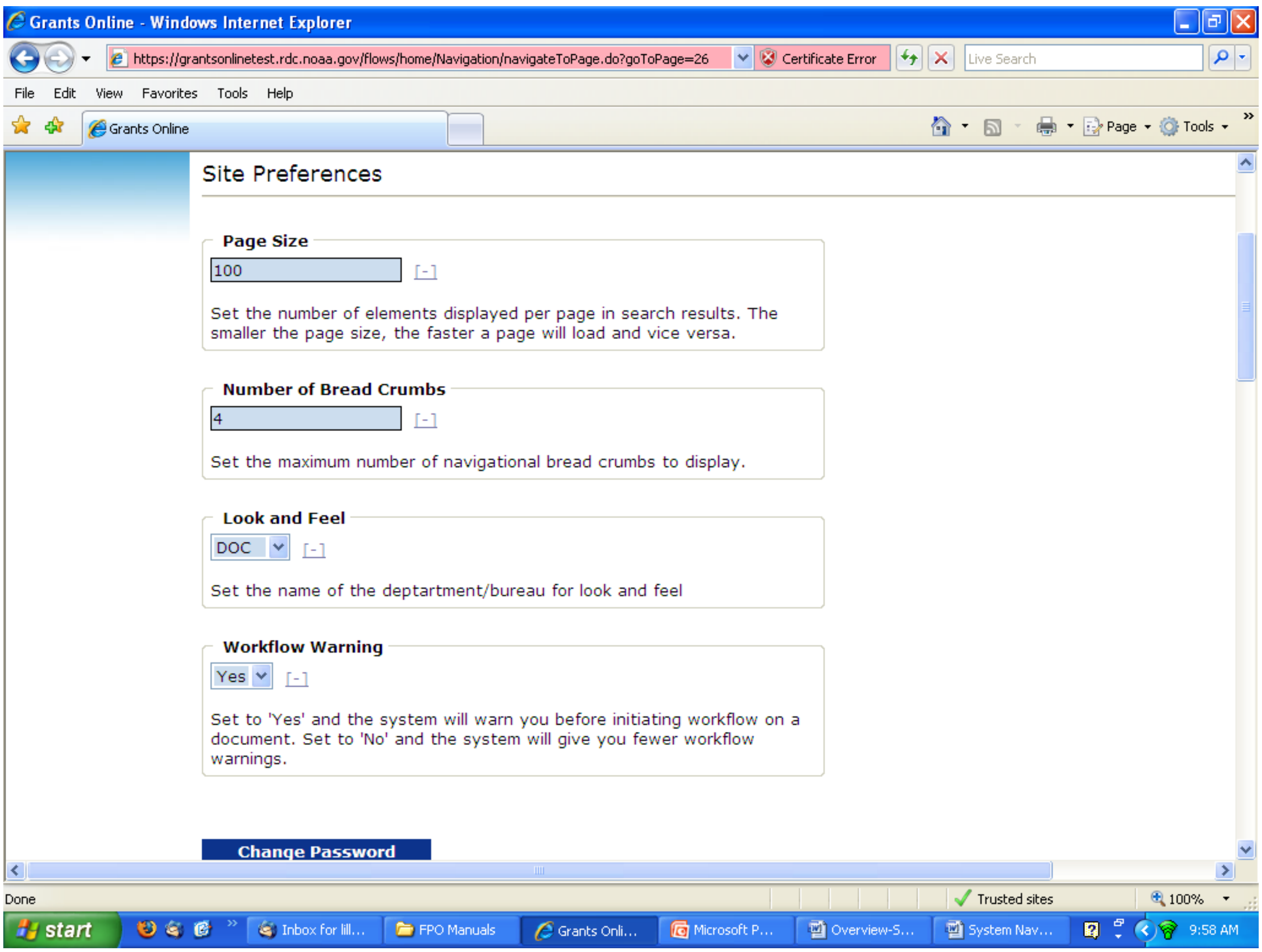
Done

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.

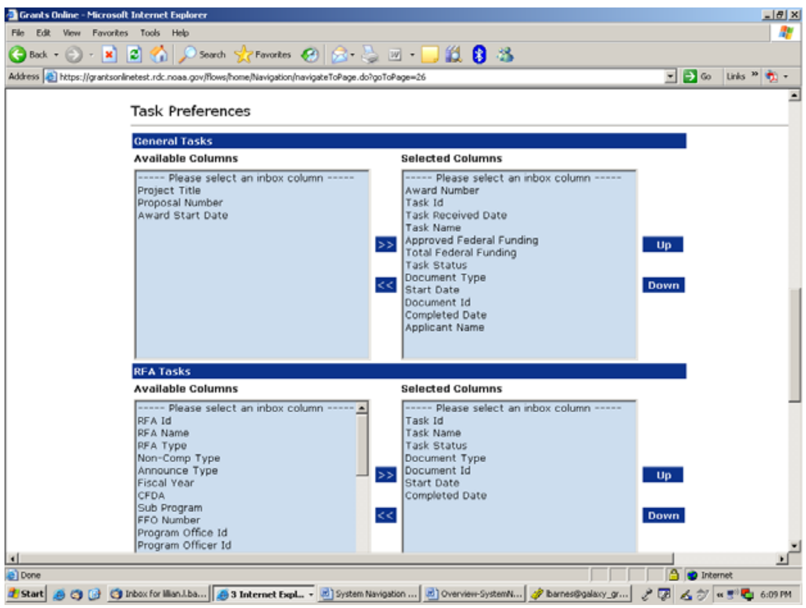
Accessing My Preferences

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.



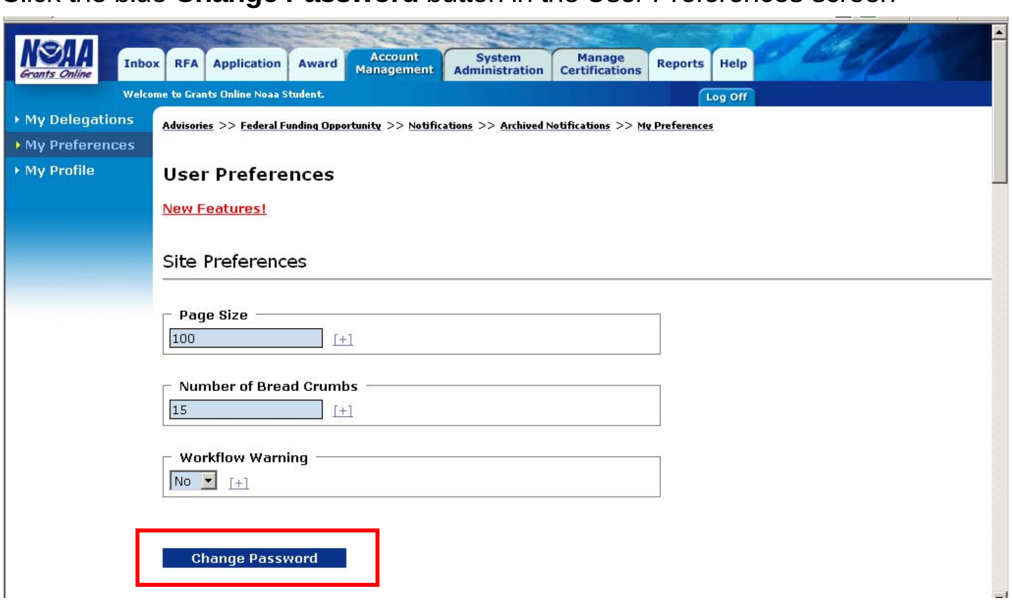
Customizing Tasks

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.**

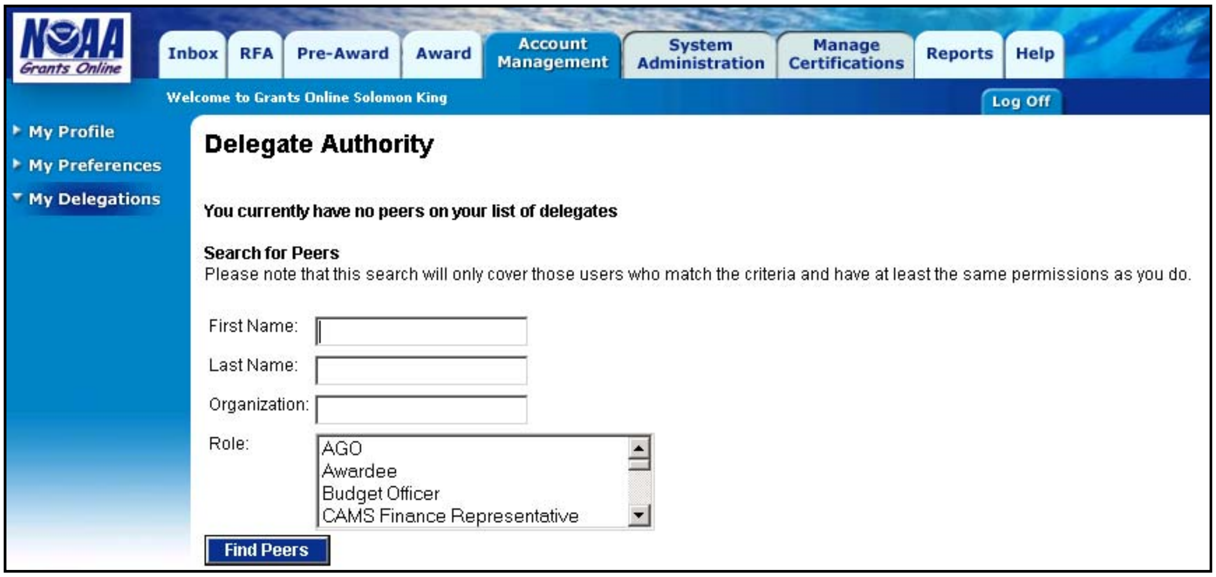
Note: Please follow the indicated Password Guidelines. Also, note that the special characters listed are the ONLY ones that are valid (_$#)

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.

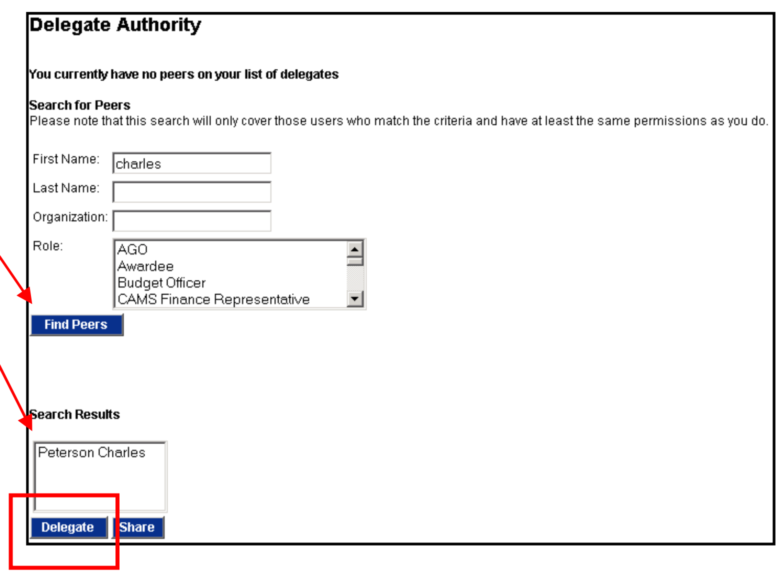
Accessing My Delegations

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



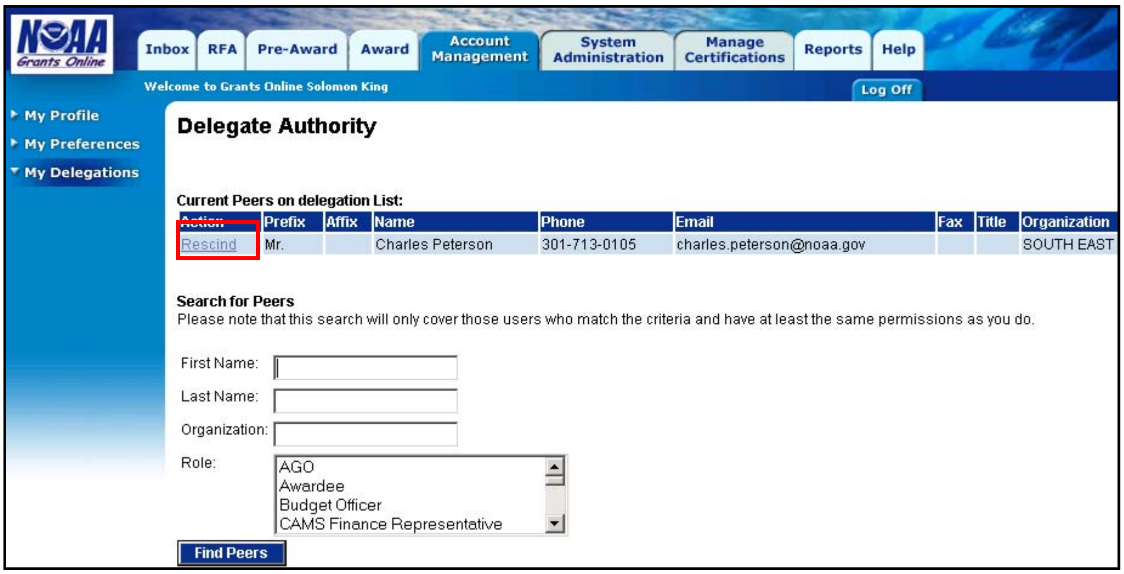
Adding a Delegation

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

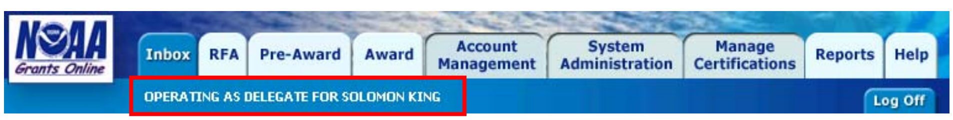


Logging in as a Delegate

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

November 2012

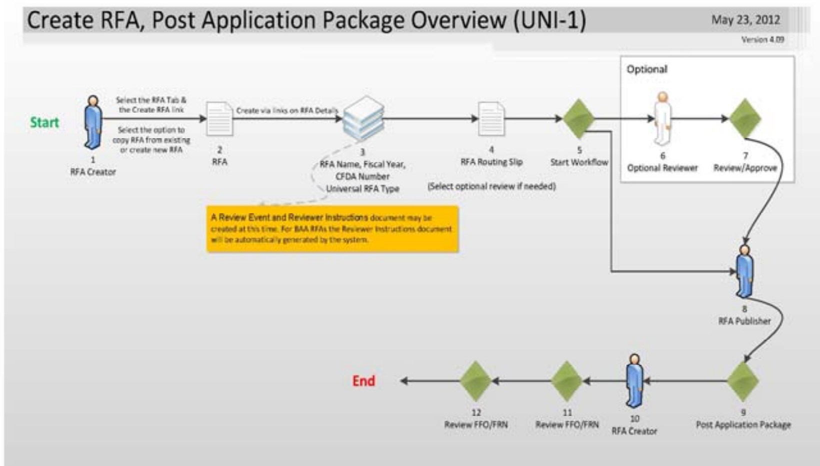
Universal and *Competitive* RFA Fields Posted to Grants.gov

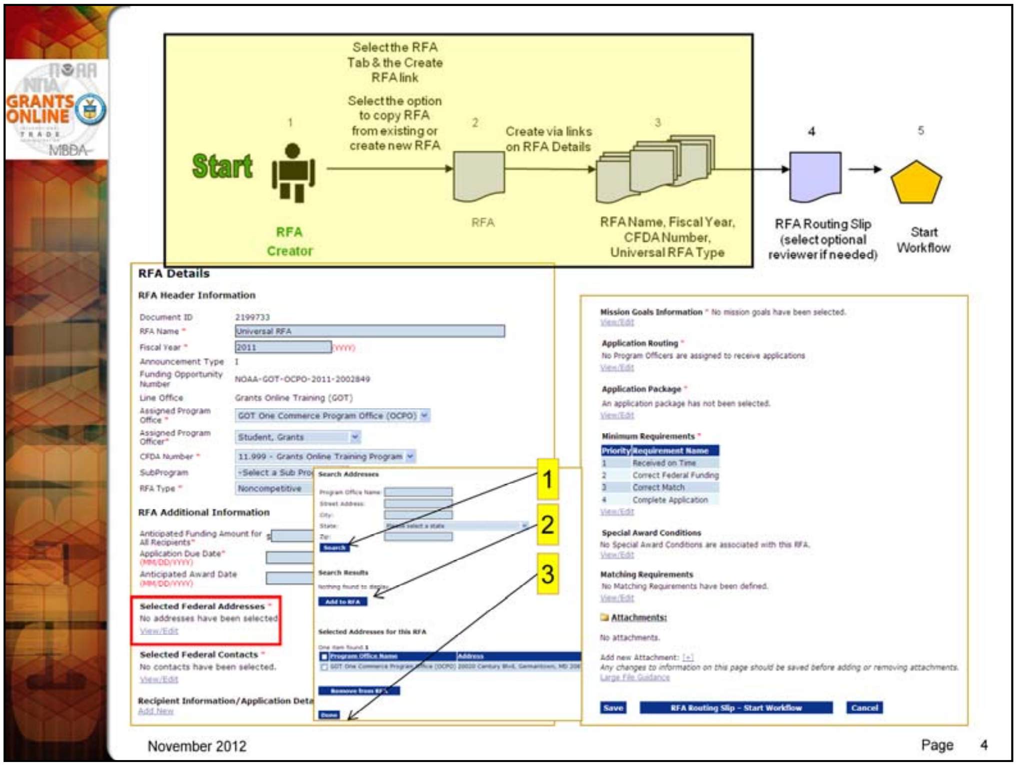
- **Opportunity Number – *Federal Opportunity Number***
- **Opportunity Title – *RFA Name***
- **Opportunity Category - *("Discretionary" for Competitive RFA, "Other" for Universal RFA)***
- **Category Explanation (if opportunity category is "Other"): *RFA Type***
- ***CFDA Number***
- **Posting Date – *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 .

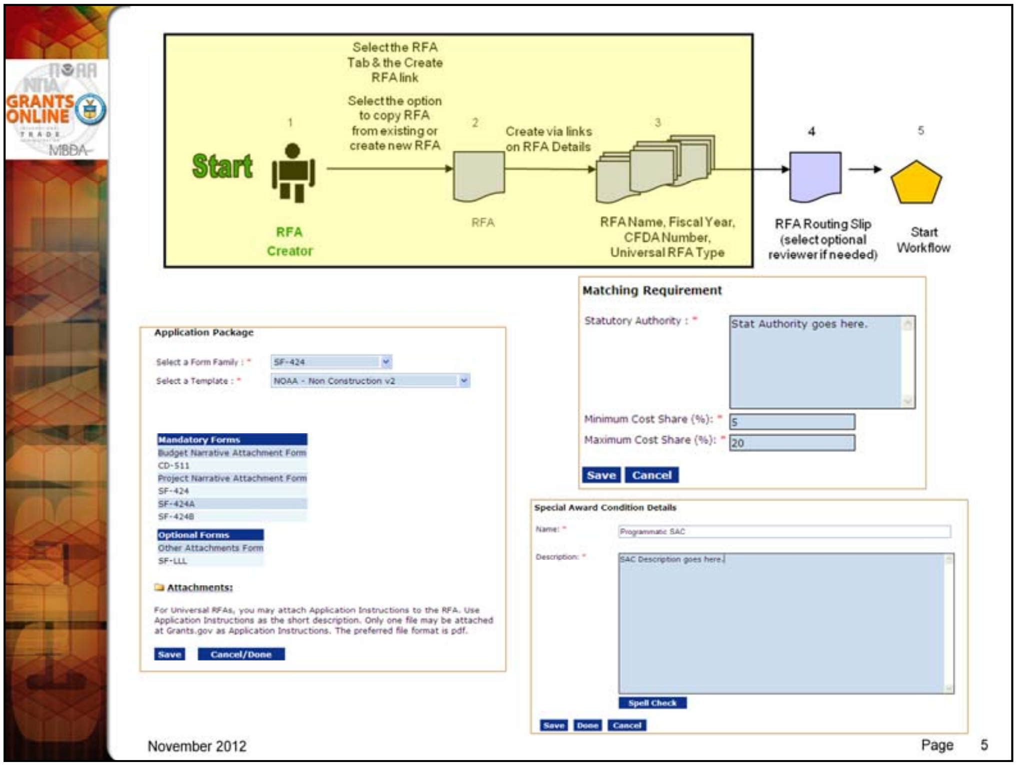
Universal Process – RFA Creation



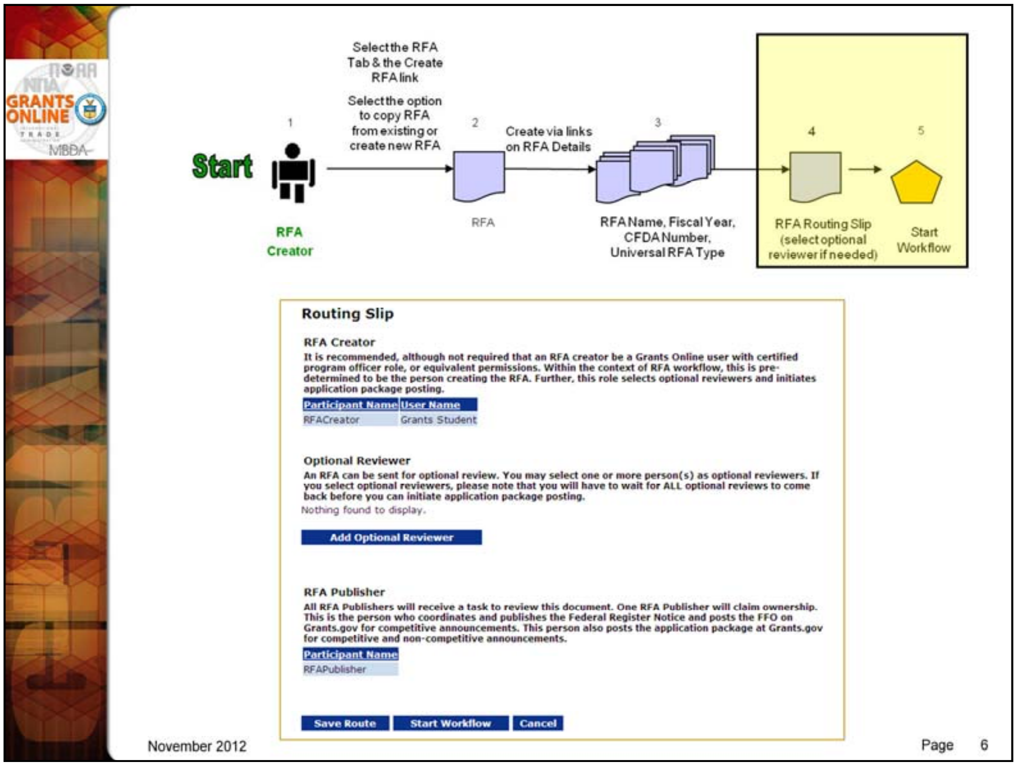


Recipient – High Resolution Systems
DUNS – 602201043

When adding the recipient to the RFA do the lookup by the DUNS number.



Most NOAA Program Offices use the Standard Non-Construction application package. If the Program Office has specific instructions to the recipient they may be attached on the Application Package screen; otherwise, the RFA Publisher will upload a generic document.


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
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
November 2012
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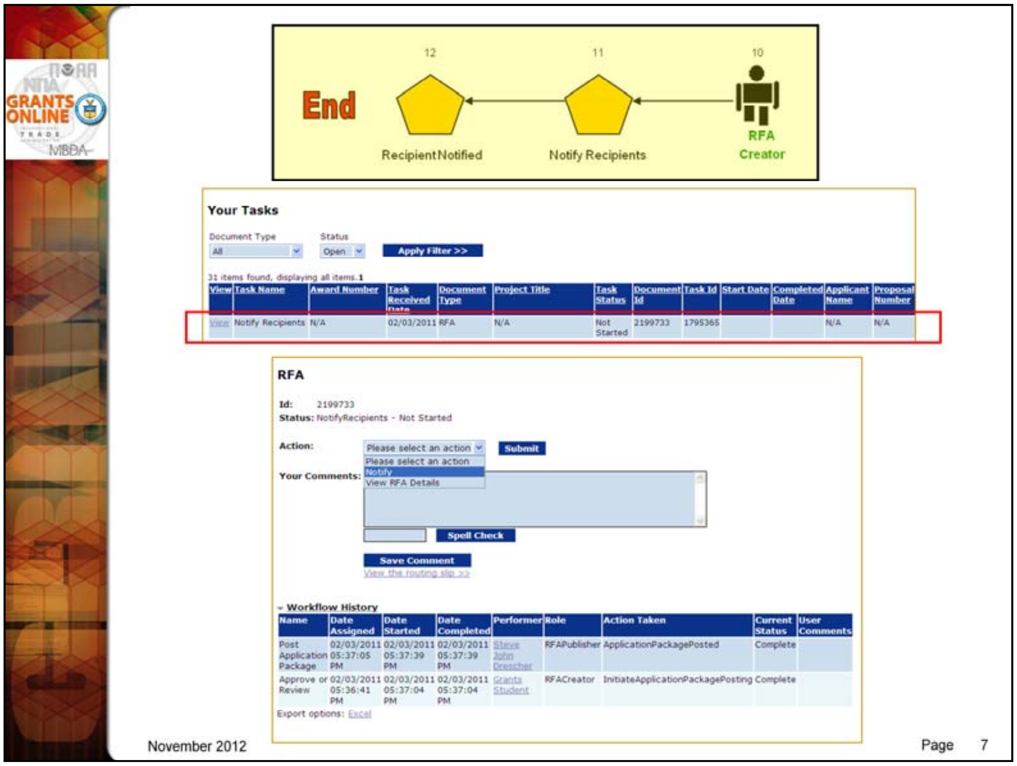
12
11
10
End
Recipient Notified
Notify Recipients
RFA Creator
Your Tasks
Document Type
All
Status
Open
Apply Filter >>
31 items found, displaying all items.1

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
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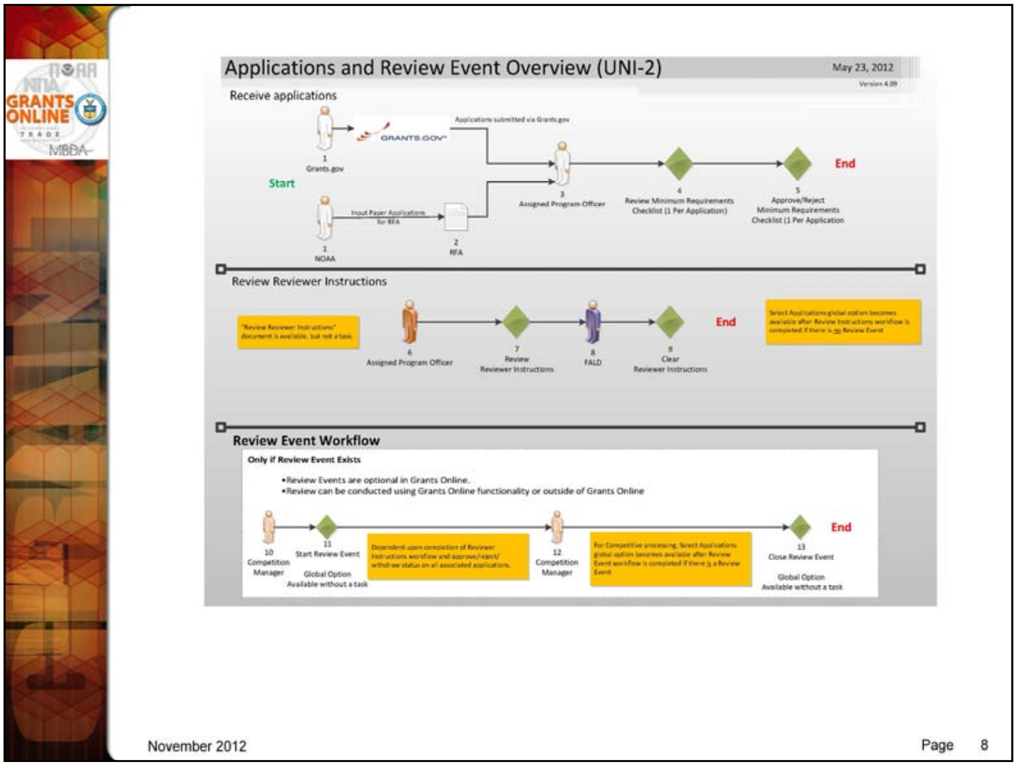
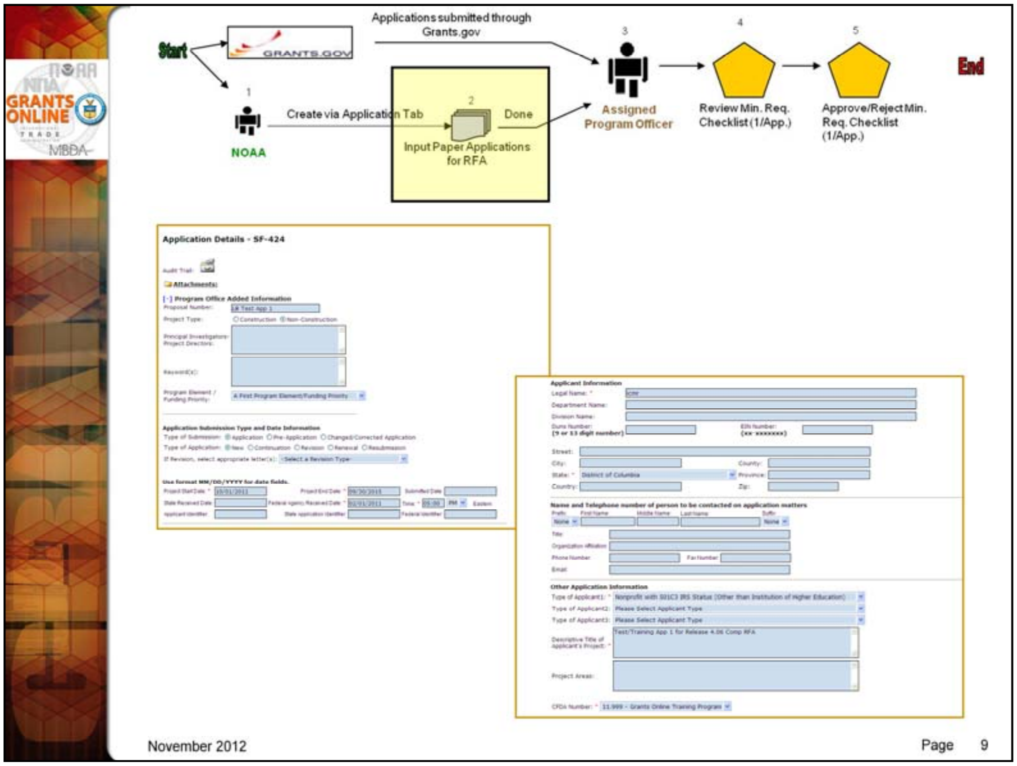


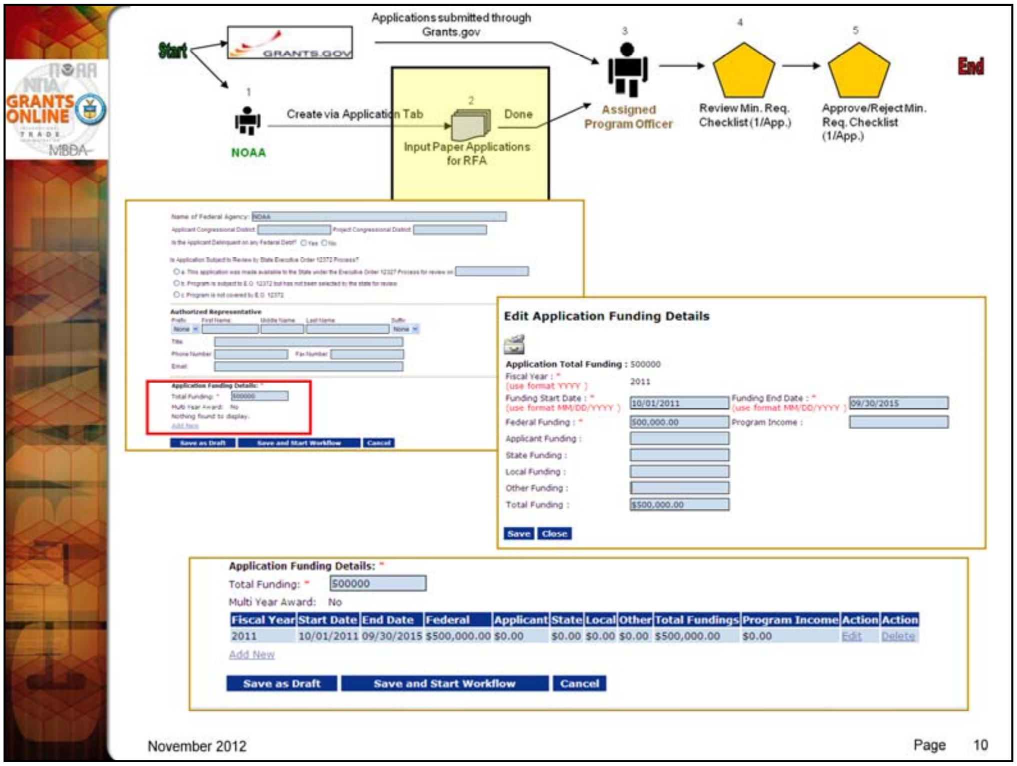
We will use the sample application in the training package for the data entry.

A review event is optional for the Universal process.



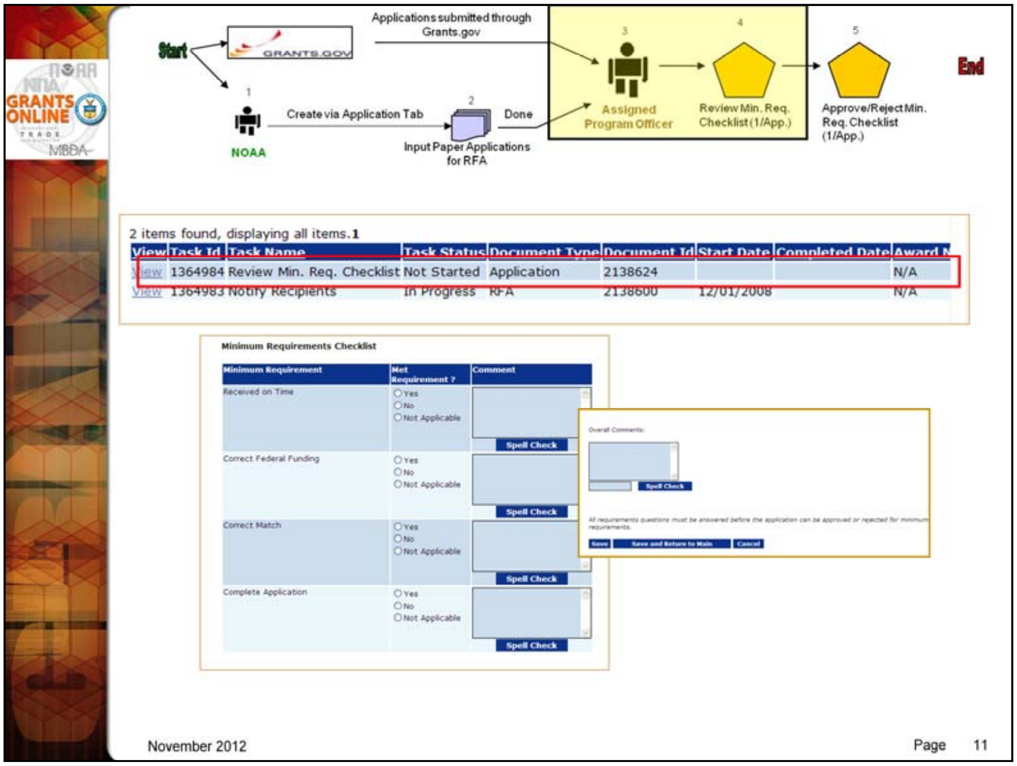
To start, select the "Input Paper Applications" menu item under the Applications tab. The data on the Application Details screen will already be filled in if the application comes in from Grants.gov. However, if a paper application is received by the Program Office the data must be entered on this screen. Only the required fields marked with an asterisk are required for the application processing to continue.

The Application Details screen contains most of the fields found on an SF-424. After entering required fields click "Save as Draft". If you have missed any required fields you will get an error message with guidance regarding the missing fields.

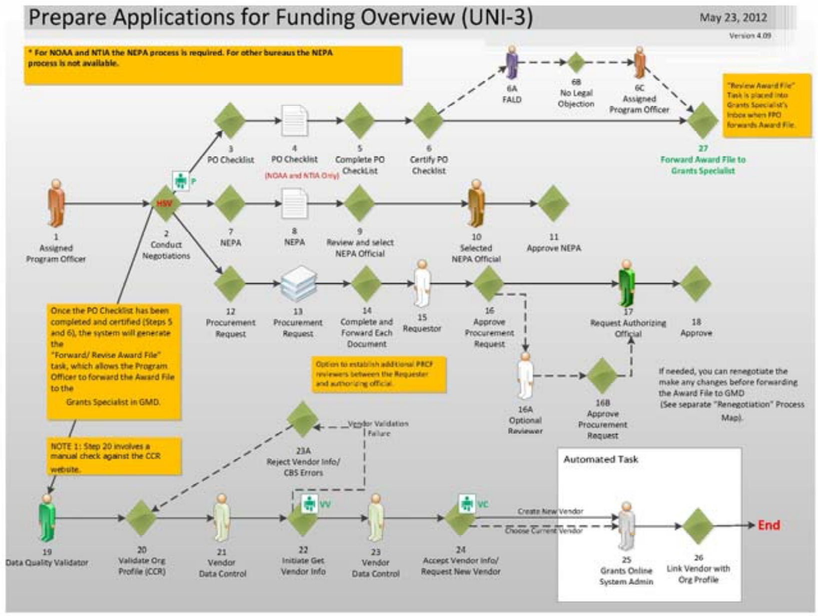


The “Total Funding” amount includes both Federal and matching amounts.

Hint – After entering the “Total Funding” at the bottom of the screen, click on the “Save as Draft” button. You will get an error message, letting you know that you still need to enter the Application Funding Details; however, when you click on “Add New” the Funding Start and End Dates will be pre-filled from project dates on the main page. The dates do not pre-fill unless you click the “Save as Draft” button before the “Add New” button.

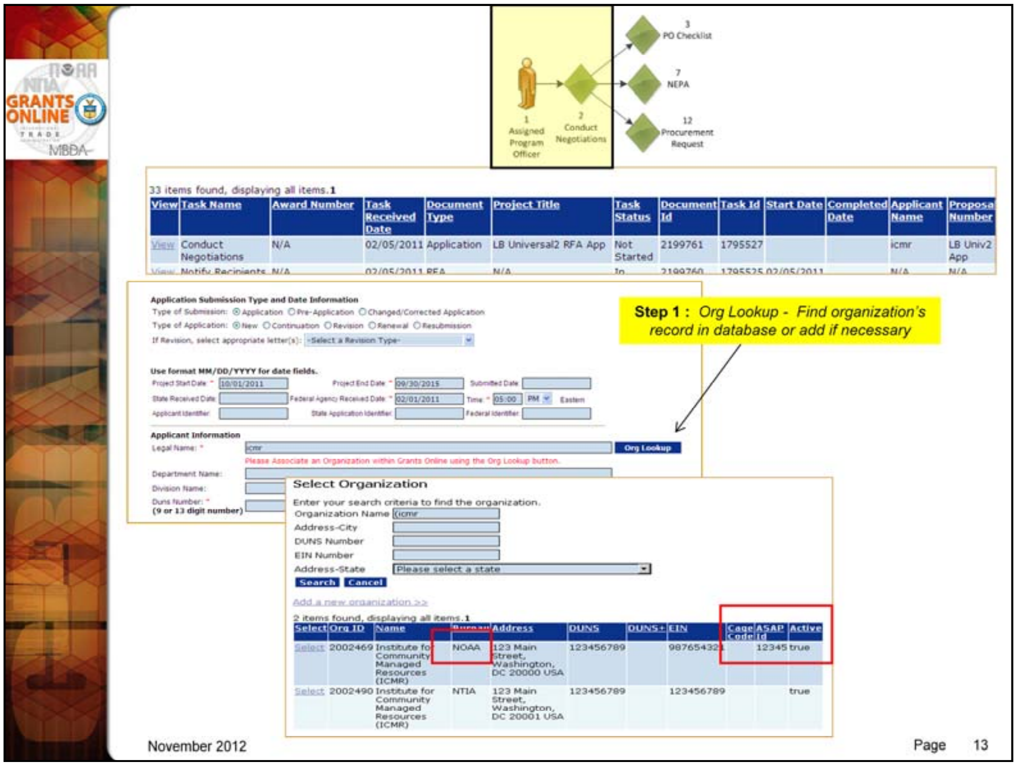


If the "No" radio button is selected on any of the items of a Minimum Requirements Checklist, a comment should be entered in the associated comments box or in the General Comments box at the bottom. Currently, if no comment has been entered for a "No" radio button the user will not have an option to Approve or Reject the Minimum Requirement Checklist. In a future release the user will not be allowed to save the screen without a comment if a "No" radio button has been selected.



November 2012

Page 12



a. When searching for an organization in the Grants Online database use the 9-digit DUNS number alone for the initial search. Do not include the extra DUNS+4 digits in the search field if they are on the application.

Recipient – High Resolution Systems

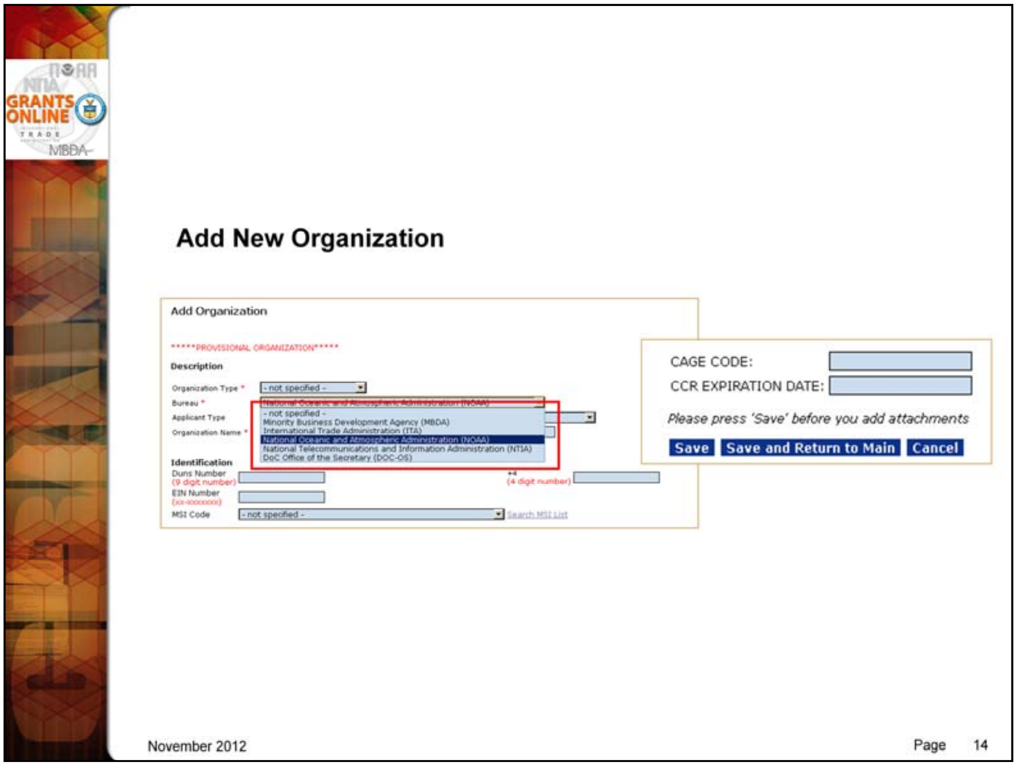
DUNS – 602201043

b. It is important to select an organization for your Bureau. If the organization that you would like to use is displayed in the search results but is associated with a different Bureau, you will need to enter a new record for your Bureau.

c. An additional identifier on the Organization Profile called the "Cage Code*" may be returned in the search results. The Cage Code is a data field from the System for Award Management (SAM). SAM has replaced the Central Contractor Registry (CCR). Cage Codes are NOT displayed in Grants Online for organizations that are set up for ASAP.

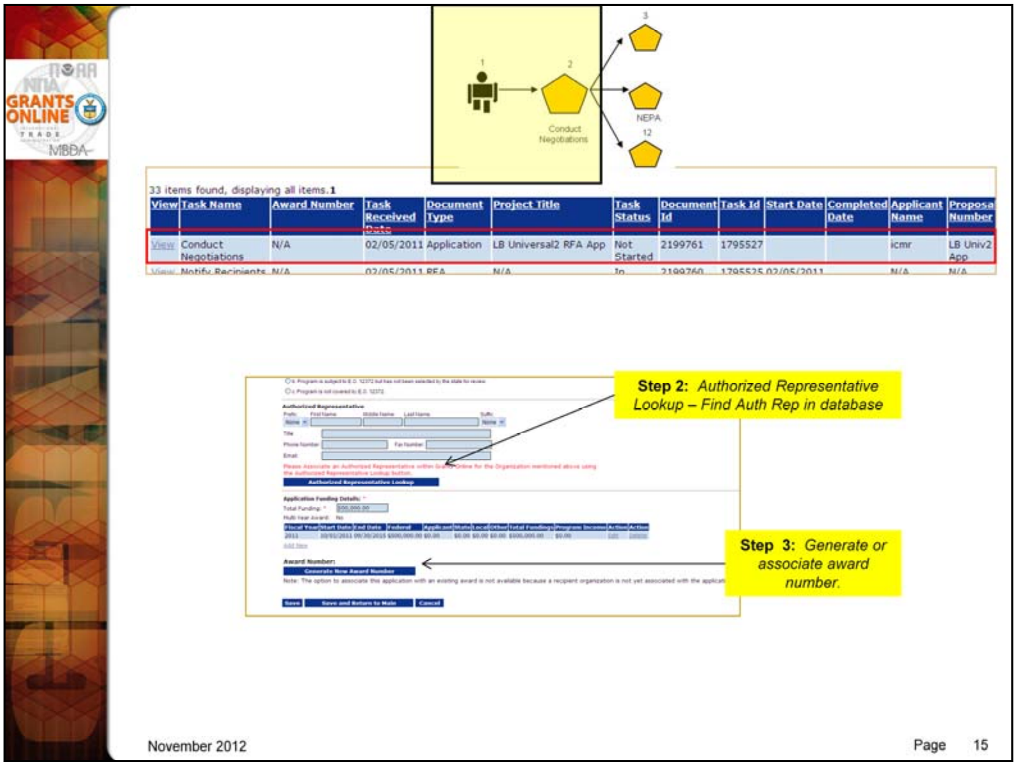
d. Only active records will be returned in the search results. If for some reason an organization is marked as inactive in the Grants Online database it will not show up in the search results even though it may be associated with a current award or closed award. For example, when an organization converts from non-ASAP to ASAP, the non-ASAP record will be made inactive so that it cannot be selected for a new award. If there are any closed awards for that organization before it coverts to ASAP, they will remain associated with the non-ASAP record but the active ones will become associated with the ASAP record.

e. You will be able to tell whether or not an organization is already set up in ASAP by the presence of an ASAP ID in the search results.

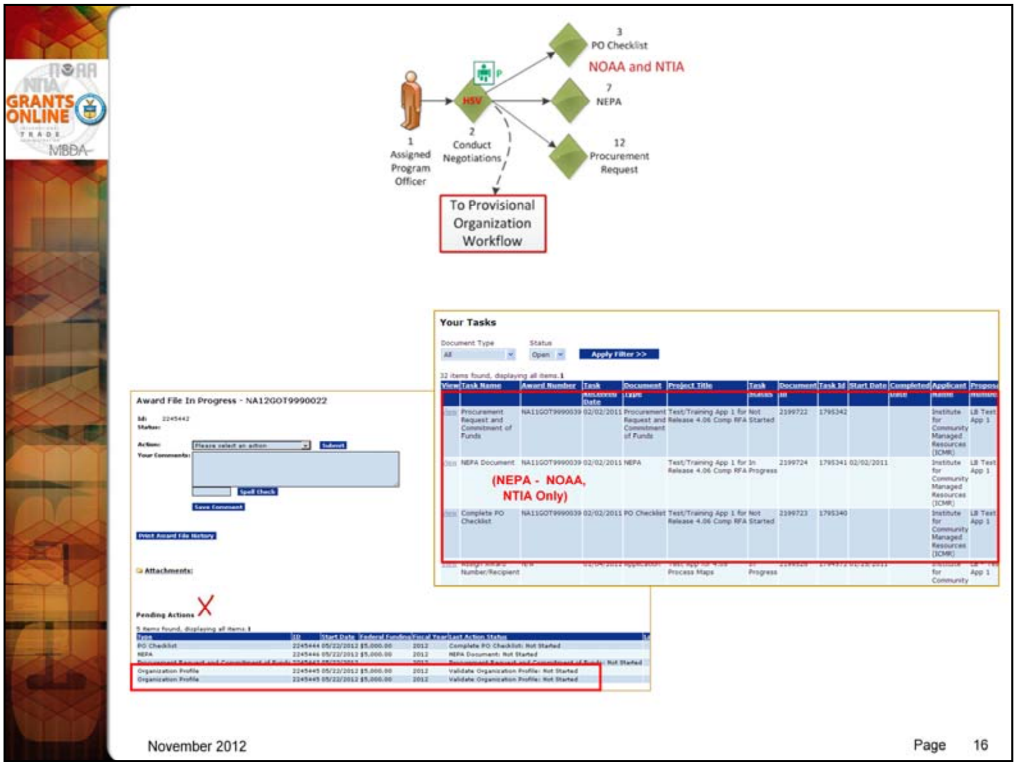


When adding a new organization you must now select your Bureau at the top of the page. If you have the organization's CAGE CODE it can be entered at the bottom of the page.

A required checkbox has been added to the PO Checklist so you can indicate if you have verified the EIN and DUNS number that the recipient entered on the submitted application. (See Slide 20) There have sometimes been typos in the EIN or DUNS number on the application which have led to inaccuracies in the organization's profile information as well as contributing to the grant being linked to an incorrect vendor in the CBS system. The ideal time to check this information is during the "Conduct Negotiations" (Universal) or "Assign Award Number/Recipient" (Competitive) step.



We are currently working on a new award. However, it is very important when working on continuation amendments to select the exact same organization record that is on the original award. Right now the system does not check to make sure they are the same. If a different organization record is selected it will cause problems with the application processing further along in workflow.

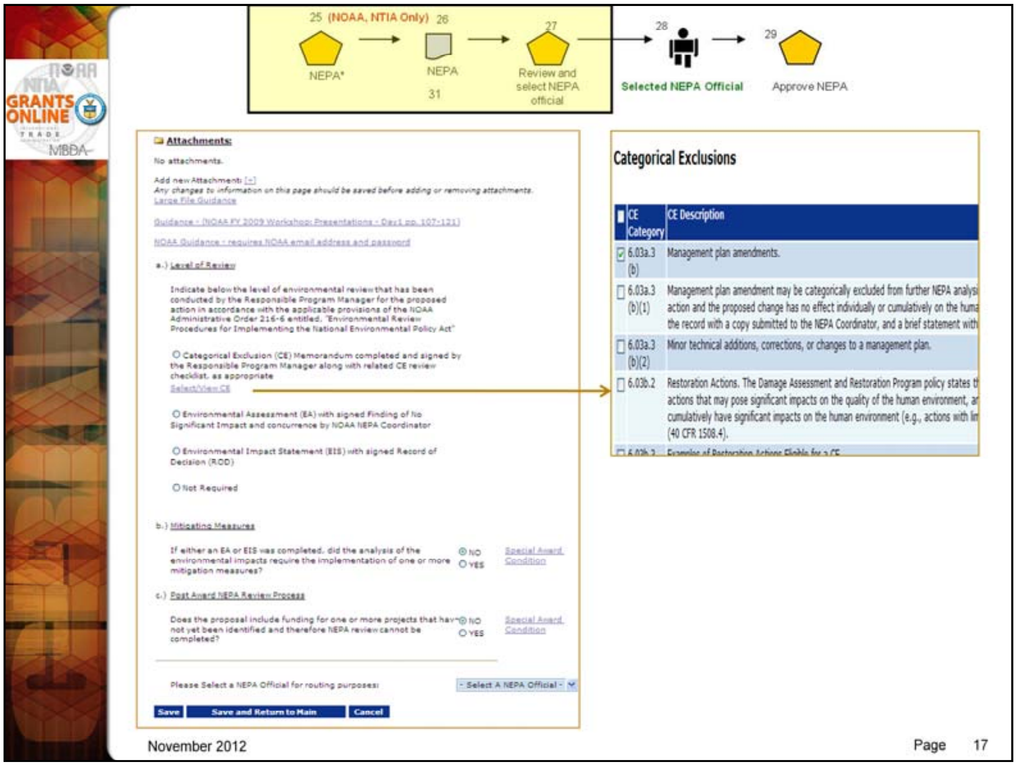


In the Universal application process, the Provisional Organization workflow is initiated at the same time as the PO Checklist, NEPA, and Procurement Request when the FPO selects "Negotiations Complete". However, the Organization Profile task for the Provisional Organization Workflow is not in the FPOs inbox. Rather it is created in the inbox of a new Grants Online user called the Data Quality Validator. The FPO can monitor the progress of the Organization Profile by checking under "Pending Actions" on the Award File launch page.

Until the Provisional Organization workflow is completed, the FPO will not have an option to Certify the PO Checklist and the Budget Officer will not have an option to Approve the Procurement Request.

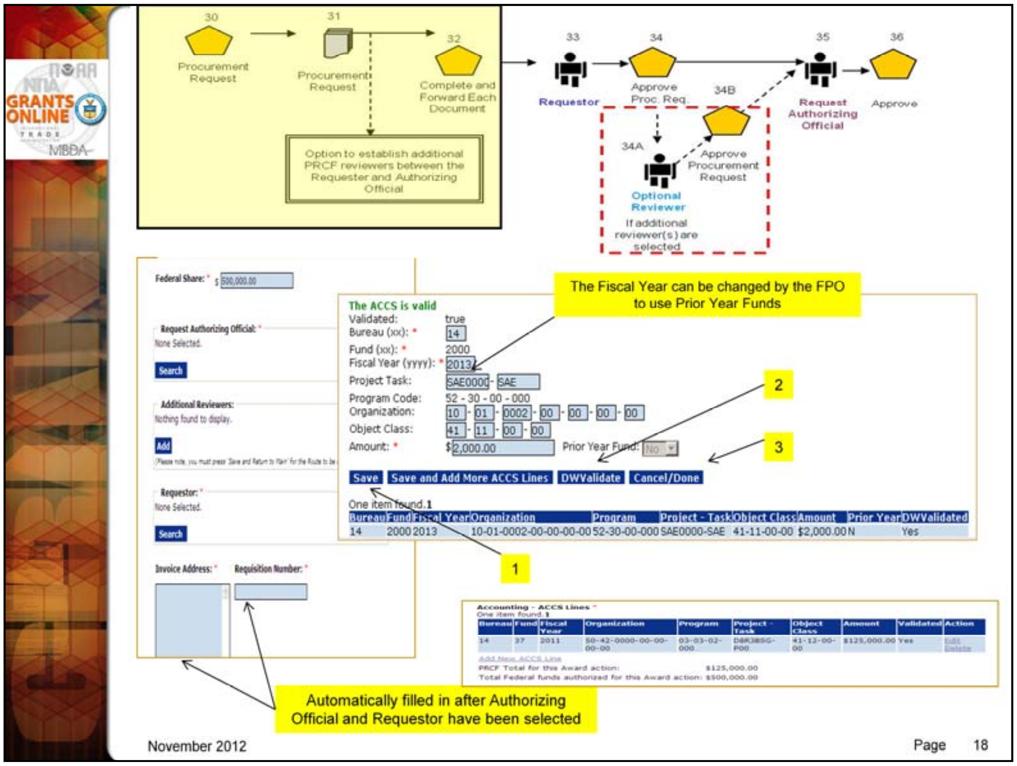
You now have 3 new tasks in your Inbox. (If not, refresh your task box.) An Award File has also been created in the database. These three tasks will each move along three separate workflow paths but will all end up as a part of the same Award File in the Grants Specialists' Inbox. They do not have to be completed in any particular order; however, the Grants Specialist will often return an "incomplete" Award File back to the FPO because they cannot complete their work until all three documents are complete in the Award File. Therefore, you should periodically check Workflow History to make sure the Procurement Request and NEPA have completed their approval process before forwarding the Award File to the Grants Specialists. (The task with the option to forward the Award File to the Grants Specialist appears after you complete the PO Checklist.)

We will start with the NEPA Document. Only NOAA gets the NEPA Document. The other bureaus only get the PO Checklist and the Procurement Request.



In the Action Dropdown select "Complete NEPA Document" and submit. You will come to the NEPA Details screen which has 3 questions. After completing those three questions add any appropriate attachments and select the NEPA Official who will be doing the final NEPA approval. For this class select "Internal Reviewer". After clicking Save and Return to Main select "Forward NEPA Document" from the Action dropdown box and click Submit. You will be returned to your Inbox where you will see that the NEPA Document task is no longer there since it has moved to the next step in workflow. (You can always find old tasks by changing your Inbox filter from "Open" to "Closed.")

NOTE: *For more information regarding the NEPA process view see FPO Training page item #18*



Next, select the “Procurement Request” task from the Inbox and then select Complete Procurement Request and Commitment of Funds from the Action dropdown box. Note that this Procurement Request is only for the first year of funding. We will discuss how to fund the out-years during the Post Award class.

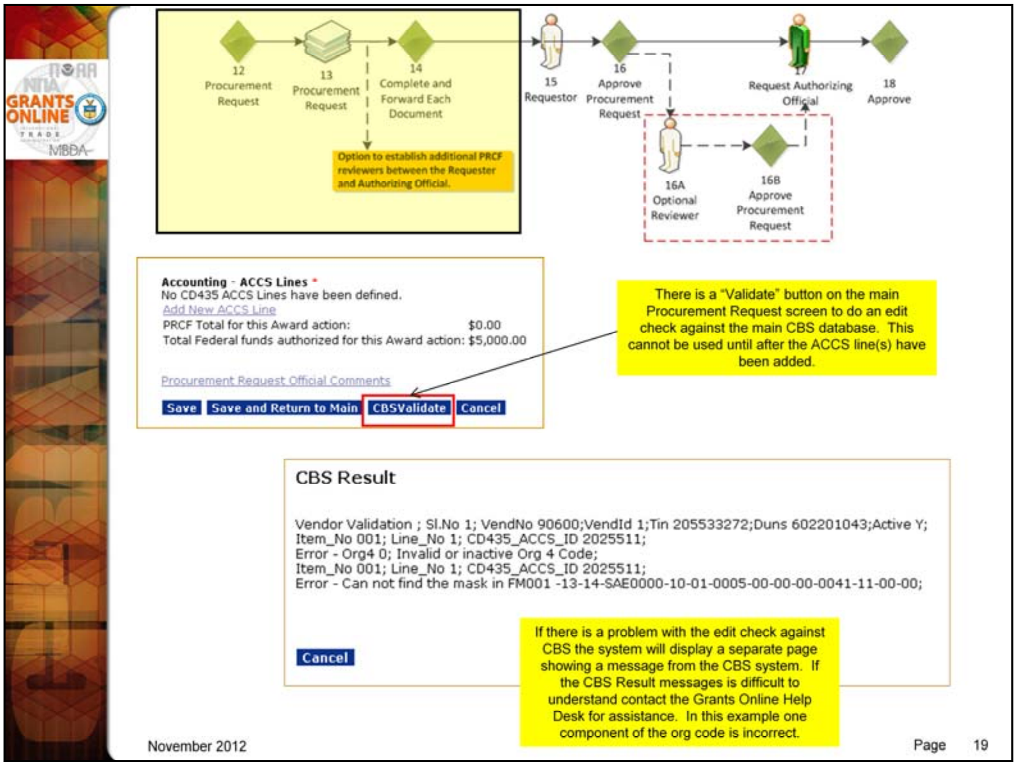
Fill in Authorizing Official (Internal Reviewer) and Requestor (NOAA Student – each student should use their own training ID). Select Save.

Now the Requisition Number and Ship To boxes have been filled in by the system. Notice the data in the “Description:” box. If the Procurement Request is done before the PO Checklist, the Grant Type (Grant or Cooperative Agreement) is not available to be filled in. You can fill it in manually if desired.

You also get an error message prompting you to fill out the ACCS lines. Select the “Add New ACCS Lines” link. The “Fiscal Year” will default to the current fiscal year but can by changed by any user with edit rights on this screen. The “Prior Year Fund” indicator is automatically set by the system based on the data in the “Fiscal Year” field.

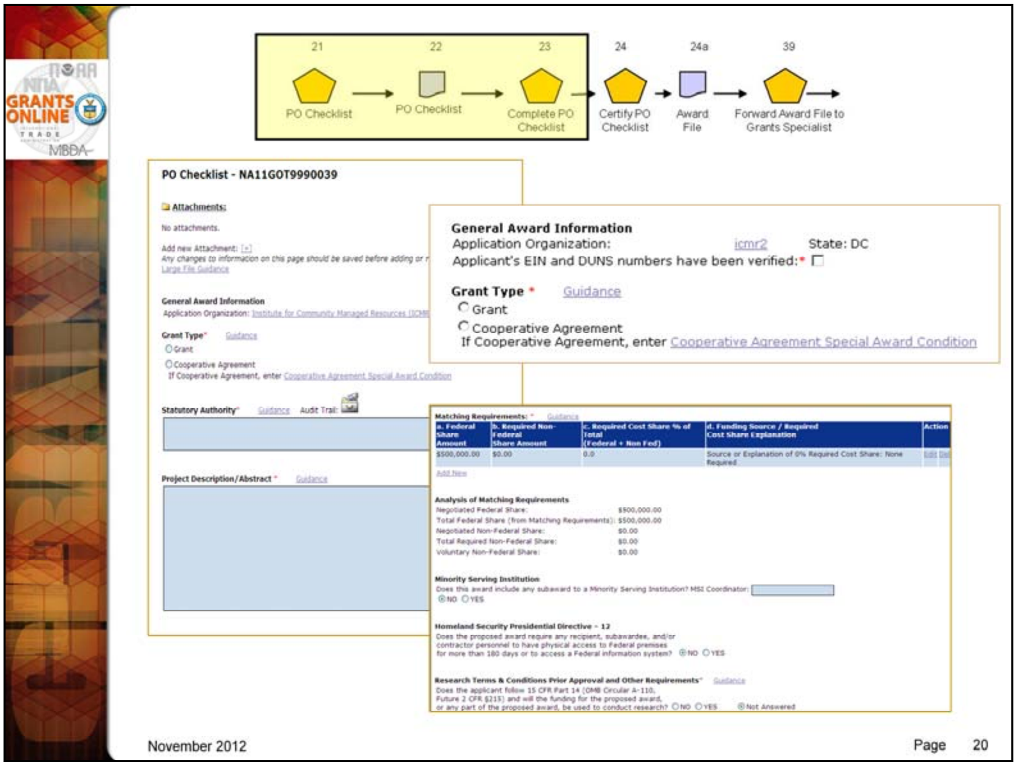
After entering the ACCS information:

1. Click the Save button.
2. Click the DWValidate button to validate the data against the CBS Data Warehouse tables to pull in the Program Code.
3. Click the Cancel/Done button to return to the previous screen.



There is a "CBSValidate" button on the main Procurement Request screen. After entering the ACCS line(s), this button can be used to do a funds check for sufficient funds. It will also check the validity of each component of the ACCS line as well as check to see if the organization has been linked to a valid Vendor in CBS. The CBS validation status will appear at the top of the Procurement Request screen. If there is an edit check that does not pass, a CBS Error screen will be displayed explaining the cause of the validation failure. (Note: The CBS validation is only required on the Budget Officer task, but is available for the FPO and Requester.)

The amount in "PRCF Total for this Award action" must be equal to or less than the amount in "Total Federal funds authorized for this Award action." If you need to create more than one Procurement Request to send through different approval routes, you can select "Create New Procurement Request" at this time. (The funding total of the Procurement Requests together must be equal to or less than the Total federal funds authorized for this Award action.) Otherwise, select Save and Return to Main to get it ready to start workflow. You will be returned to the Procurement Request launch page. In the Action dropdown box select Forward Procurement Request to Requestor to begin workflow. Since you have selected yourself as the requestor you will have a new task in your Inbox to Review the Procurement Request. Go to the Inbox – Tasks and select that task, then select Approve Procurement Request from the dropdown box.



You now have one last task in your Inbox to complete your work on this application: Complete PO Checklist. Click on that task and go to the details page using the action dropdown box. Fill out this form carefully. Each section is important.

Statutory Authority – Something must be entered. Can be changed by GMD, but NOAA policy is that this is the responsibility of the FPO.

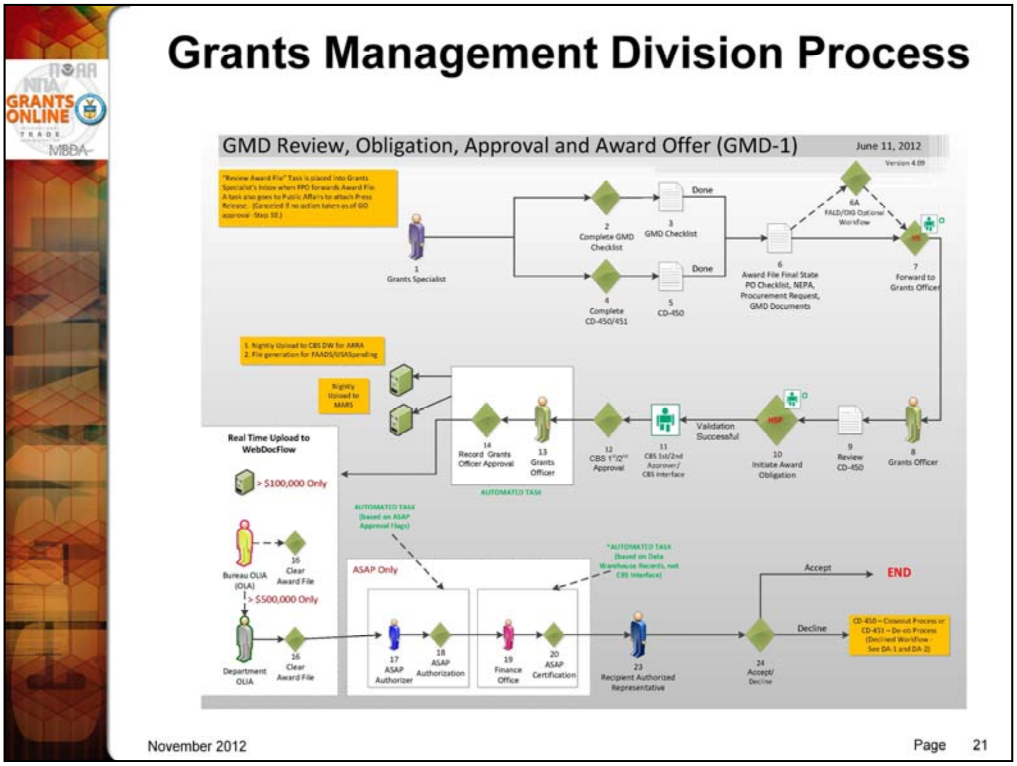
Project Description/Abstract – Do not use abbreviations. This is the information that is used for congressional notifications and for press releases.

Matching Requirements –

a. If using ratio, remember that the number on the left of the colon plus the number on the right of the colon equals to the total number of even parts. (Ex: 1:4 ratio means that the award total is divided into 5 equal parts with the recipient contributing a match of 1 part for every 4 parts of federal share. In real numbers for a $500,000 total award this would be $100,000 in matching funds to $400,000 in federal funds.

b. If using percentage, the percentage is based on the total award (fed plus match), not a percentage of just the federal funds. (Ex. A 20% match means that the total award contains 80% federal funds plus 20% matching funds. In real numbers for a $500,000 total award this would be $100,000 in matching funds (20% of $500,000) to $400,000 in federal funds (80% of $500,000).

The correct "**Special Award Conditions**" links must be used in order for Grants Online to associate the condition with that item in the PO Checklist. The Special Award Conditions at the bottom of the page should be used only for additional programmatic special award conditions not covered elsewhere on the page.



Once the Award File has been forwarded to the Grants Management Division (GMD) there are several additional steps that take place before the award offer actually gets to the recipient. GMD has 60 days to complete their review and approval process.

If funds have been removed from the ASAP accounts used on the Procurement Request after the award file was sent to GMD, the Grants Officer will not be able to approve the award and will return it to the Program Office to remedy the situation.

If the recipient organization record attached to the application is not marked as ASAP, the ASAP steps on this workflow will be skipped and the recipient will have to use an Organization Profile Change Request to initiate their ASAP enrollment after the award has been accepted. This process must still take place even if a “Non-ASAP” organization was accidently associated with the application instead of the ASAP record for that organization.

Please note that for Non-NOAA Bureaus using Grants Online, all awards are routed to WebDocFlow for OLIA clearance regardless of the award amount.

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

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

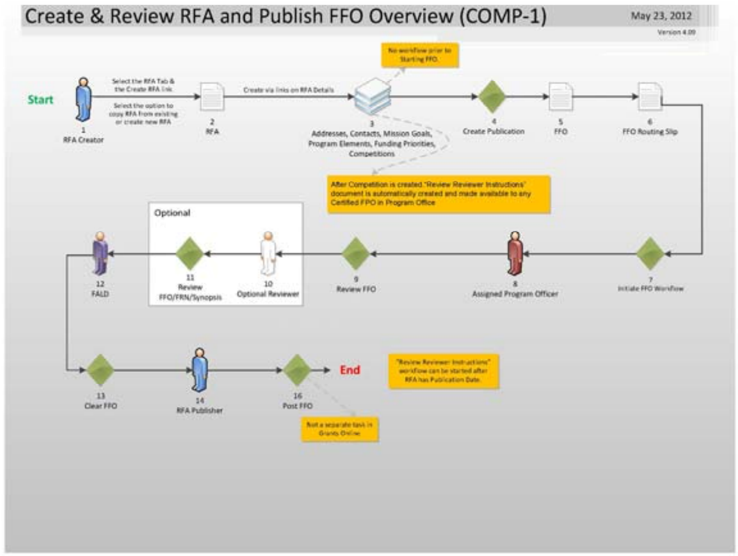
Training Materials:

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

November 2012

Competitive Process – RFA Creation



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

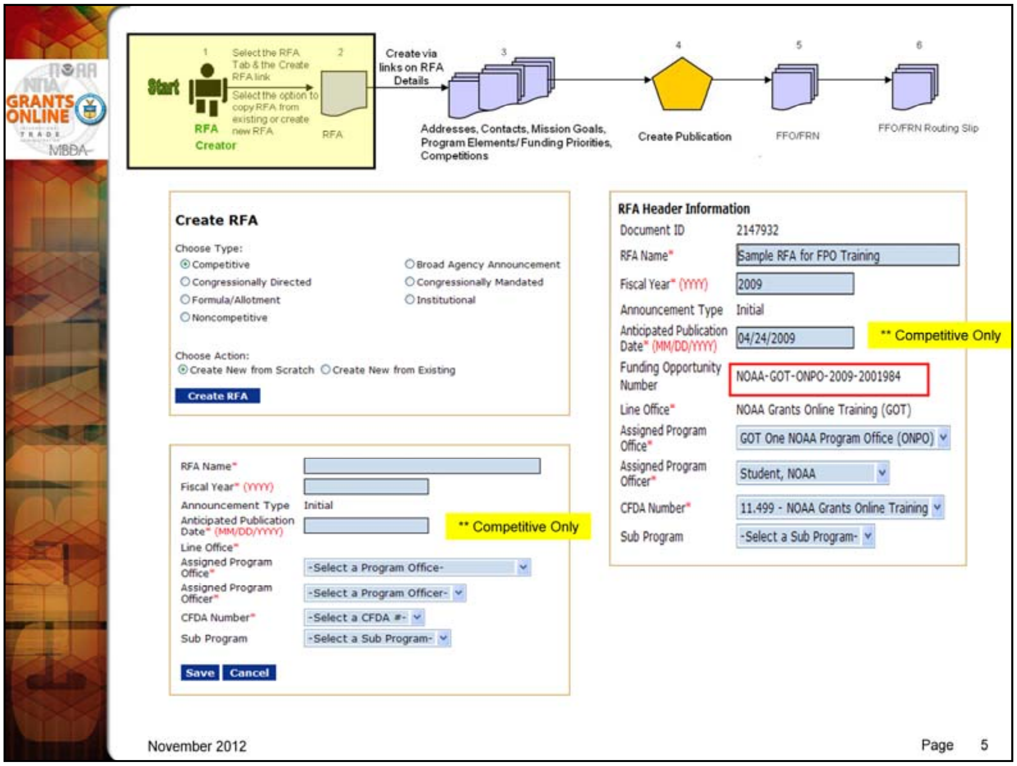
- **Opportunity Number –** ***Federal Opportunity Number***
- **Opportunity Title –** ***RFA Name***
- **Opportunity Category -** ***("Discretionary" for Competitive RFA, "Other" for Universal RFA)***
- **Category Explanation (if opportunity category is "Other"):** ***RFA Type***
- ***CFDA Number***
- **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***



All RFA workflow processes fall under two main categories – “Competitive” and “Universal”. All of the sub-categories listed on the “Create RFA” screen with the exception of “Competitive” follow the “Universal” workflow process. For this class select “Competitive” as the RFA type and “Create New from Scratch” as the Action.

On the next screen enter the RFA Name and Fiscal year. For class the RFA name should include your training userid. This will make it easier to find in future searches. You may also want to add today’s date in the name of the RFA. ***For purposes of class set Anticipated Publication Date to tomorrow’s date.***

Select the OCPO Program Office and your training user as the Assigned Program Officer. Select the only available CFDA Number. Click Save.

Note: Funding Opportunity Number has now been generated.

There is a pattern to this number:

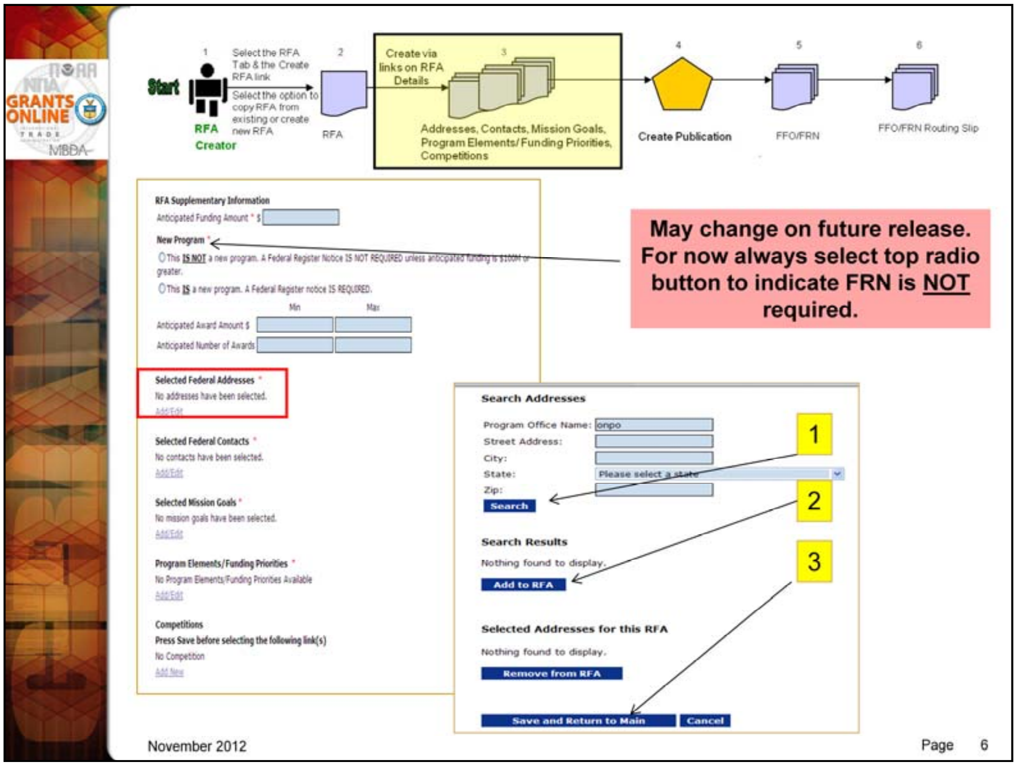
First section – Bureau (for training - “NOAA”)

Next section - Line Office (for training - “GOT”) ******** *In those organizations in which the Bureau and Line office are the same, the Line Office is not included.*

Next section – Program Office (for training – “OCPO”)

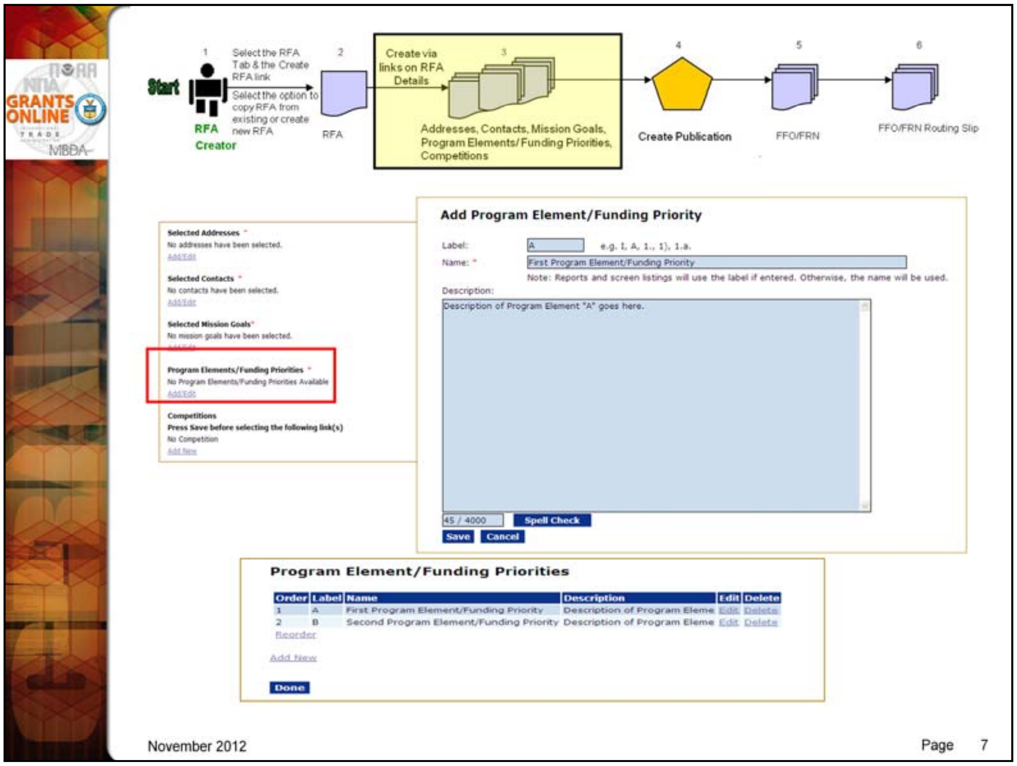
Next 4 characters – the Fiscal Year

Last 7 characters – system generated number



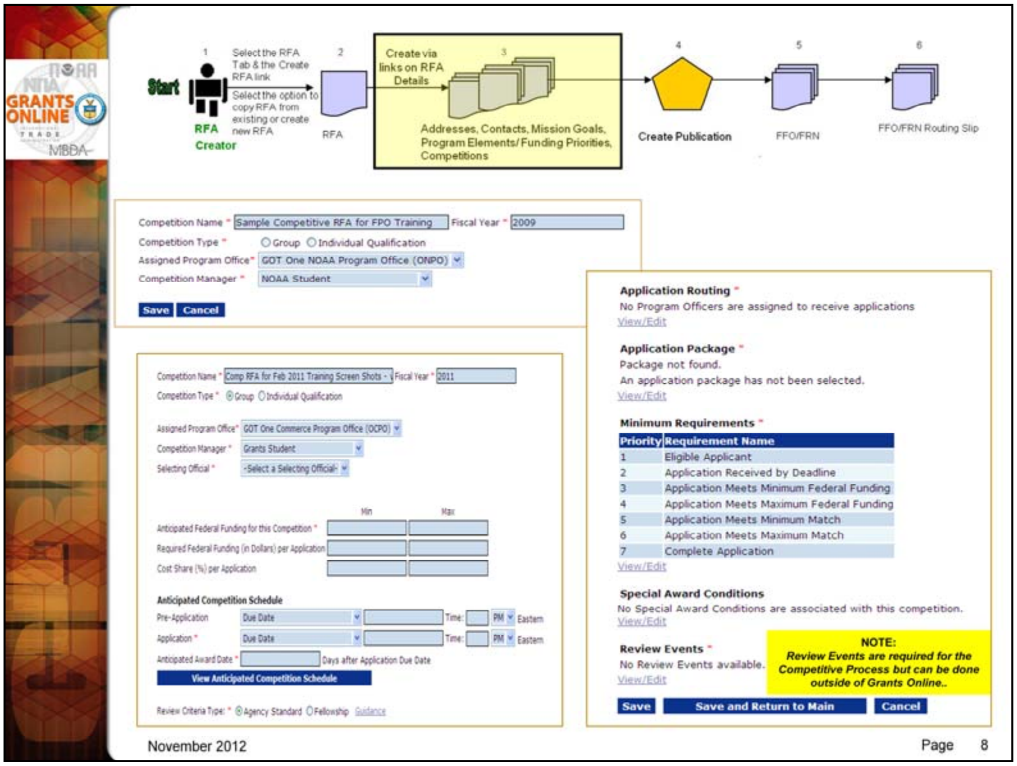
As of April FY 2011 – FRNs are no longer required for any Grant Programs. Always click on 1st radio button.

The Anticipated Award Amounts and Anticipated Number of Awards are not mandatory fields in Grants Online but are important for Grants Planning purposes and they are data fields that are posted at Grants.gov.



Program Elements can be given custom labels. Applications that will later be associated with this RFA can be linked to one (and only one) of the Program Elements defined at this step.

Before adding details for the Competition be sure to save the data entered thus far on the RFA.



The RFA name is repeated as the Competition name, make changes as appropriate. Enter the Fiscal Year. (There can be competitions for more than one fiscal year in a single RFA.) In most cases you will select **Group** for Competition Type. (See explanation of Competition Types below.)

Group – All applications are due at the same time and evaluated against each other.

Individual Qualification – Applications are typically due over the course of a fiscal year and only need to meet or exceed an absolute standard to be funded.

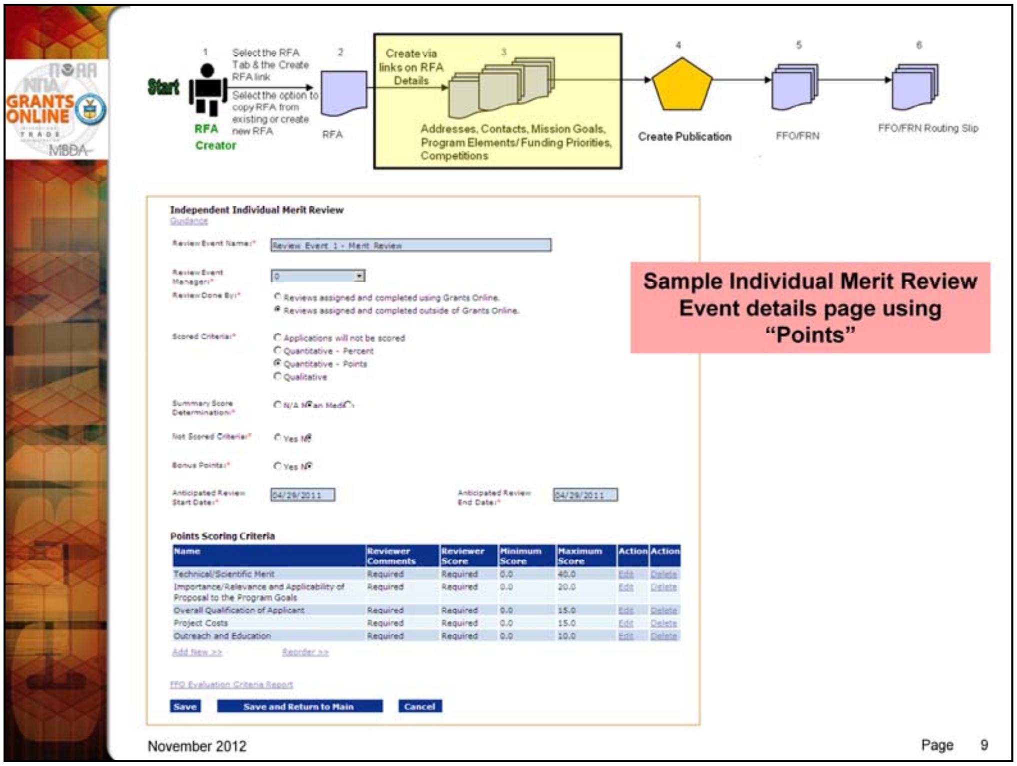
Remember to **Save** often.

You now have a page to add additional details for this Competition. Fill in the blue boxes.

1. Select "Internal Reviewer" for the Selecting Official.
2. Under "Anticipated Competition Schedule" the Application Due date can be set as a hard date or a "relative" date based on the actual publication date. This is usually set based on how close the application due date is to the anticipated posting date to Grants.gov.
3. Select View Anticipated Competition Schedule to see the system calculated dates.

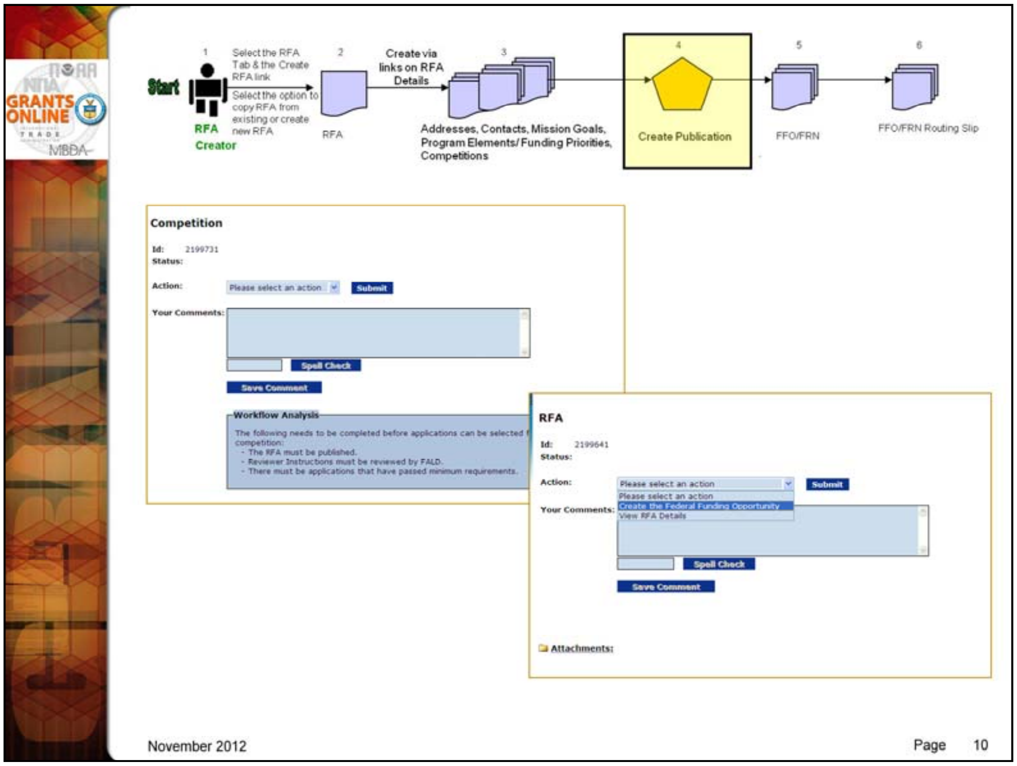
NOTE: The user who receives a routed application becomes the "Assigned Program Officer" on that application and will get the tasks to "Conduct Negotiations" as well as the three Award File tasks for the PO Checklist, Procurement Request, and NEPA Document. If the user who receives a routed application is NOT a Certified FPO, the application will have to be reassigned to a Certified FPO for PO Checklist certification.

Click the "Save" button at the bottom of the screen before moving on to the next sections.

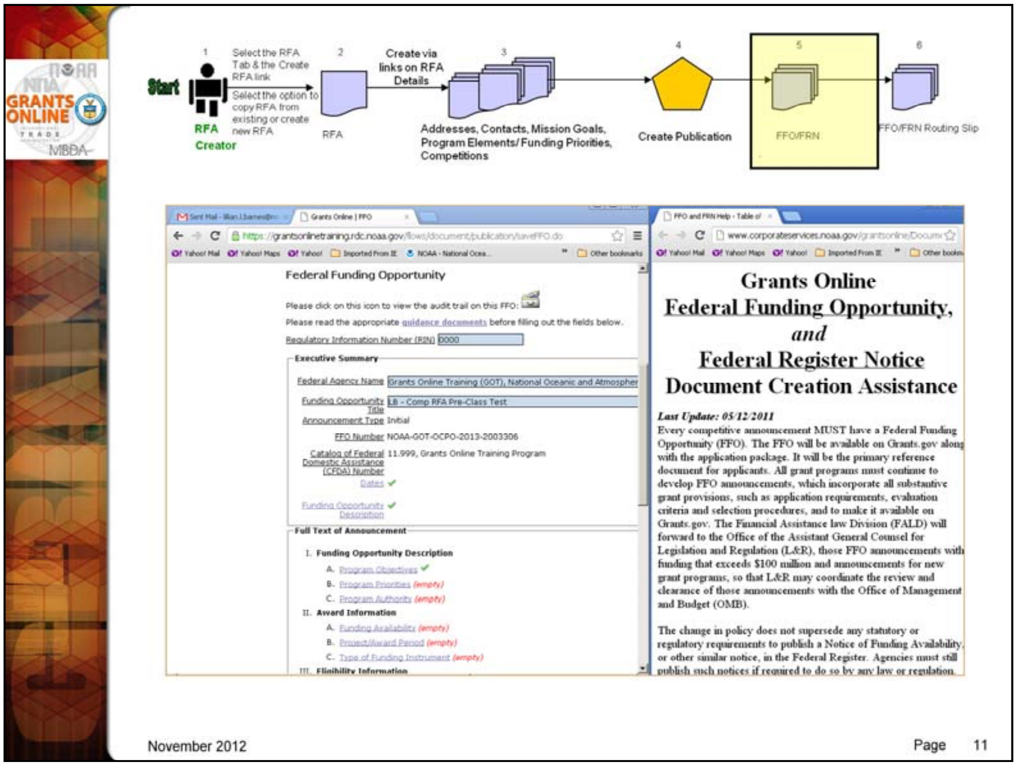


This is the point at which you will need to know some basic information regarding your Review Event(s). These details should reflect the information that is posted in the FFO regarding evaluation criteria and, for the most part, should not be changed after the FFO has been posted. The Review Event start and end dates can be modified as needed.

When you select "Save and Return to Main" you will go to the launch page for this new Review Event (not back to the Competition Details page where you came from.)



From the Review Event Launch Page navigate back to the Competition to check it out for completeness, then navigate to the RFA to begin creation of the FFO.



Data previously entered in other parts of the RFA will not carry over to these fields in order to force the user to format the paragraphs correctly for publication. For the same reason, if the “Create New from Existing” option was used to create this RFA, the publications fields will still be blanked out.

No formatting (bold, italics, underline, etc.) is available at this time for FFOs due to the historical link to a corresponding Federal Register Notice.

To have both windows open on one screen right click on the “guidance documents” link and open in a new window. Resize the windows so you can have the FFO screen and guidance screen side-by-side. Use the samples from the guidance document to quickly fill in the links for the FFO. You will need to customize the sample for your own Opportunity notice. You can use the “Preceding” and “Subsequent” links to move through the guidance pages.

Note: When creating a new RFA from an existing one, you could open a second window with a ***plain text version*** of the old FFO and copy and paste the data into the new RFA one field at a time, making appropriate changes as you go along.

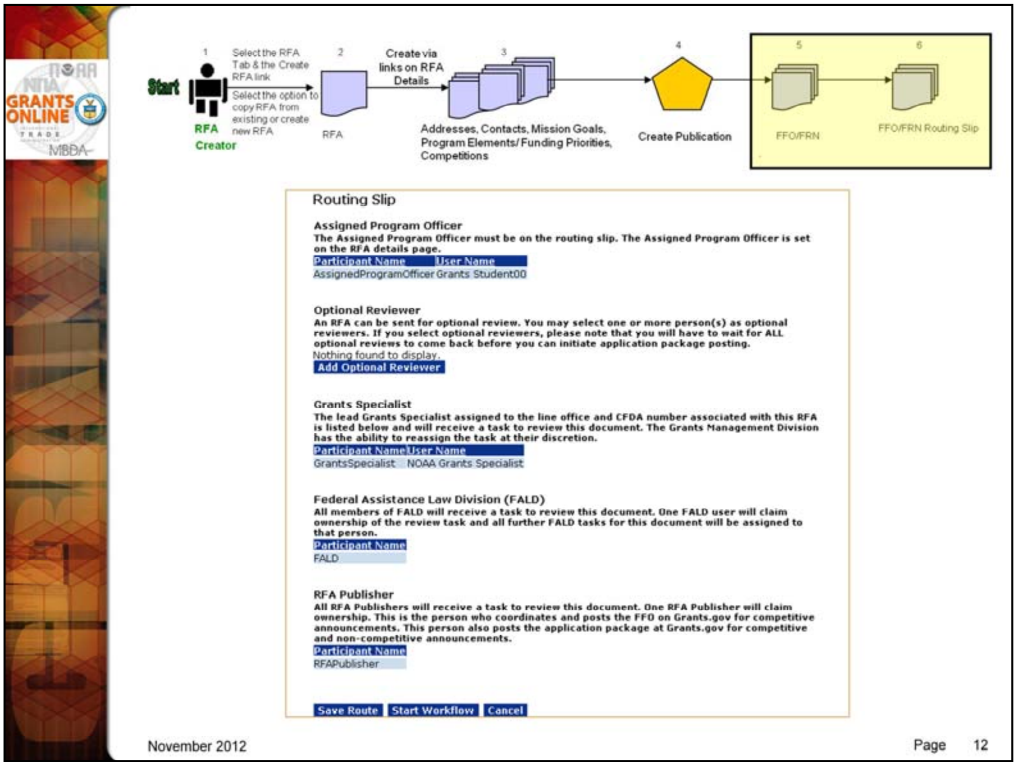
For any place where you have a “soft” date based on the publication date of the Federal Register Notice you should use the phrase <INSERT DATE 45 DAYS AFTER PUBLICATION> (or the appropriate number of days based on your RFA).

NMFS NOTE:

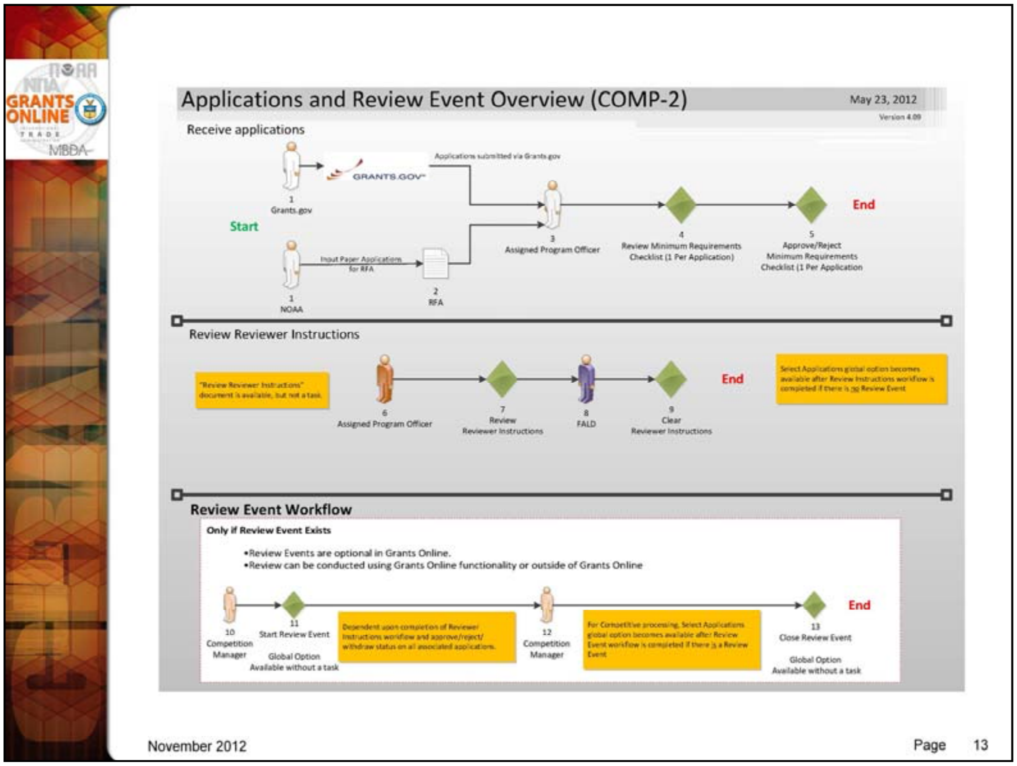
NMFS requires a funding statement under <u>Funding Availability</u> that states: "Actual funding availability for this program is contingent upon Fiscal Year 20XX Congressional appropriations”

Do not *indent* the first paragraph of any section. The system will do that for you. Subsequent paragraphs in the FFO for any one section should be indented.

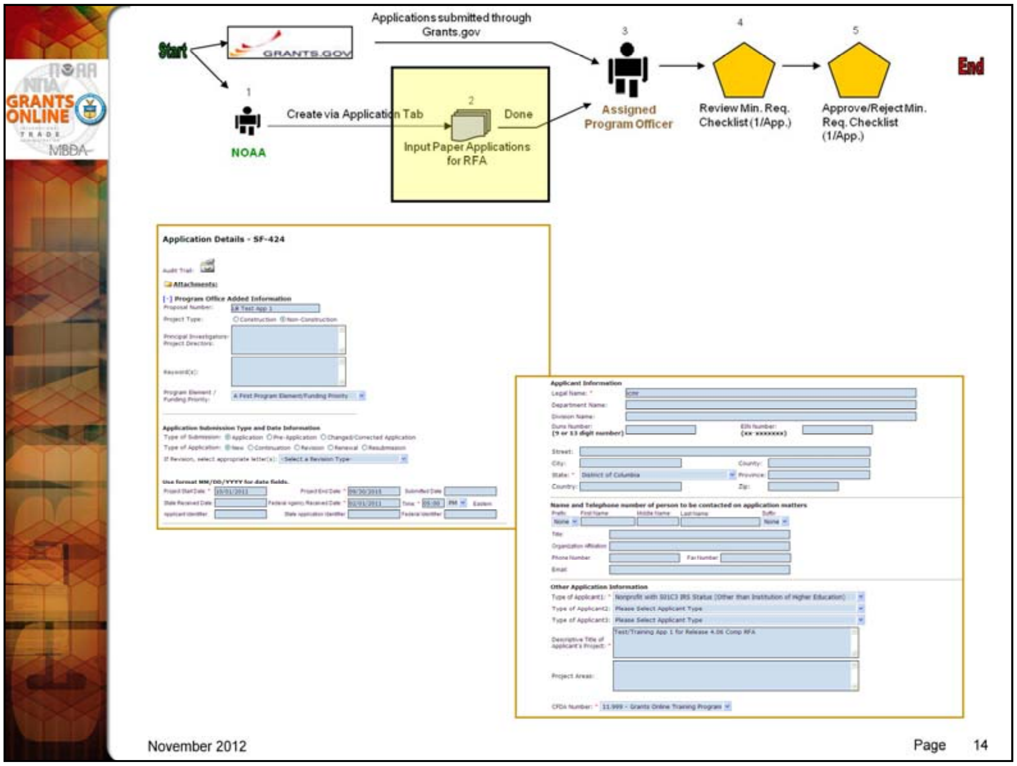
Notice that as you enter data into the various sections of the outline the “(empty)” tag becomes a check mark. This is simply an indicator that you have entered data into that section. You may still return to that section and edit as needed. If all data is removed the “(empty)” tag will be displayed.



The only customizable part of the FFO Routing slip is the section for Optional Reviewers. The Assigned Program Officer is from the RFA details. The Grants Specialist is the current lead Grants Specialist in GMD for your Line Office and CFDA number. When the FFO goes to FALD and to the RFA Publisher, all users with those roles for your agency will receive a task. The first user to take an action on the task will then become the owner and it will be cleared from the inboxes of the other users.



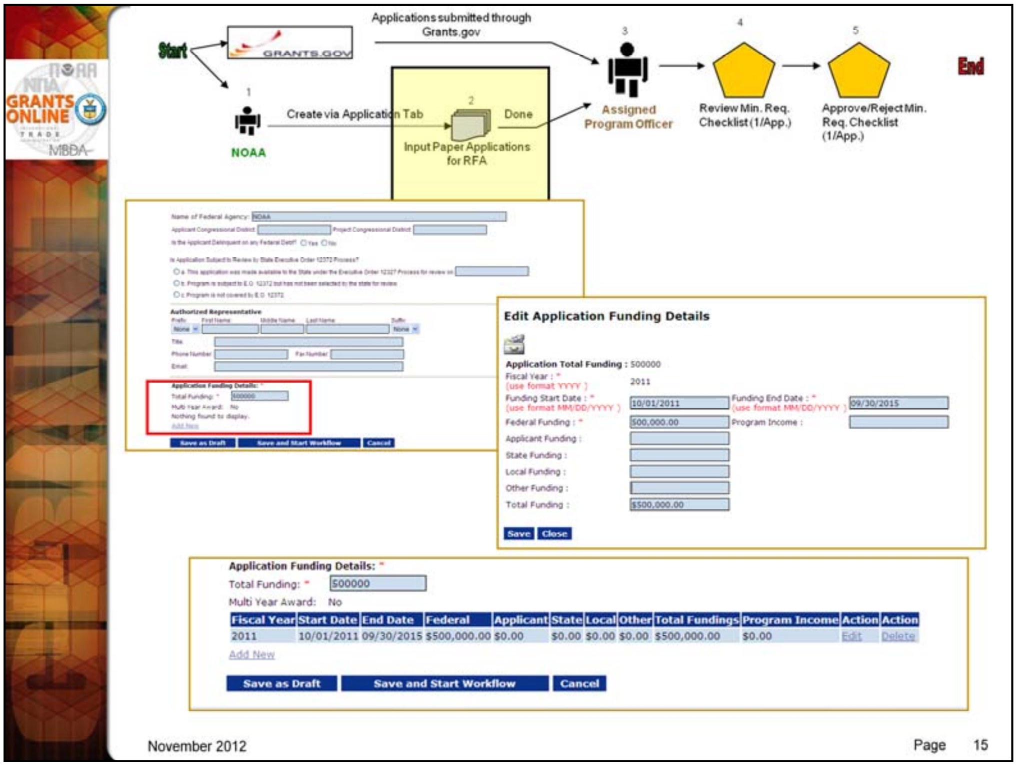
We will use the sample application in the training package for the data entry.



To start, select the "Input Paper Applications" menu item under the Applications tab. The data on the Application Details screen will already be filled in if the application comes in from Grants.gov. However, if a paper application is received by the Program Office the data must be entered on this screen. Only the required fields marked with an asterisk are required for the application processing to continue.

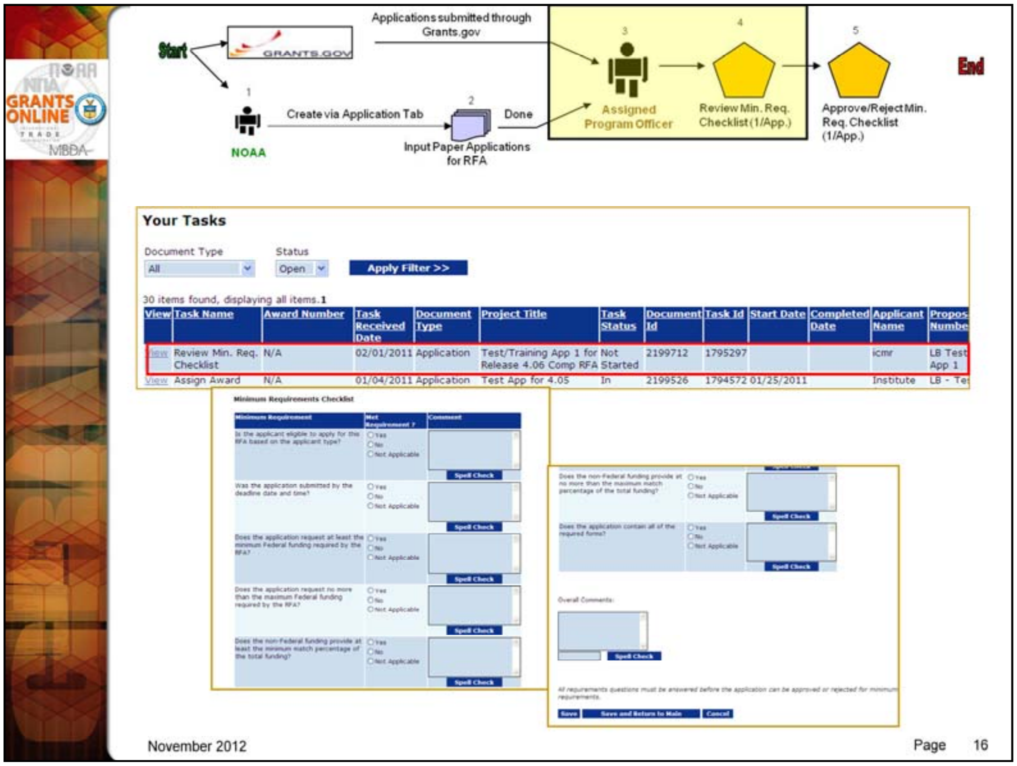
The Application Details screen contains most of the fields found on an SF-424. After entering required fields click "Save as Draft". If you have missed any required fields you will get an error message with guidance regarding the missing fields.

Be sure to include your student userid (GSTUDENTxx$) in the Project Title for easier identification later in the process.

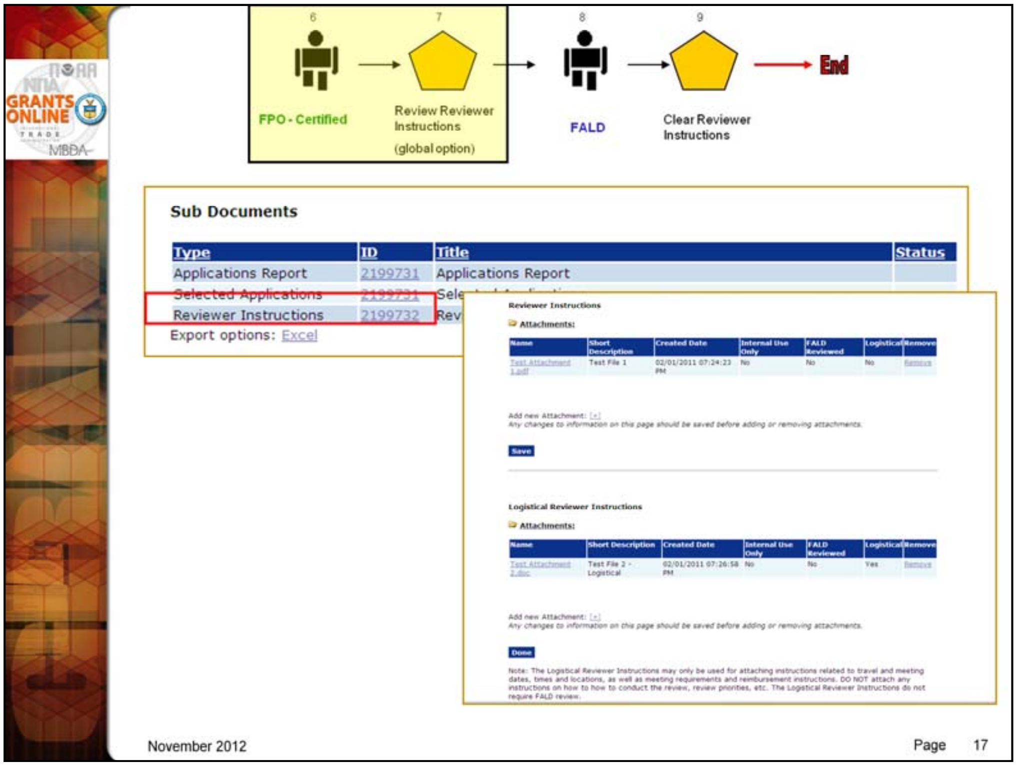


The “Total Funding” amount includes both Federal and matching amounts.

Hint – After entering the “Total Funding” at the bottom of the screen, click on the “Save as Draft” button. You will get an error message, letting you know that you still need to enter the Application Funding Details; however, when you click on “Add New” the Funding Start and End Dates will be pre-filled from project dates on the main page. The dates do not pre-fill unless you click the “Save as Draft” button before the “Add New” button.



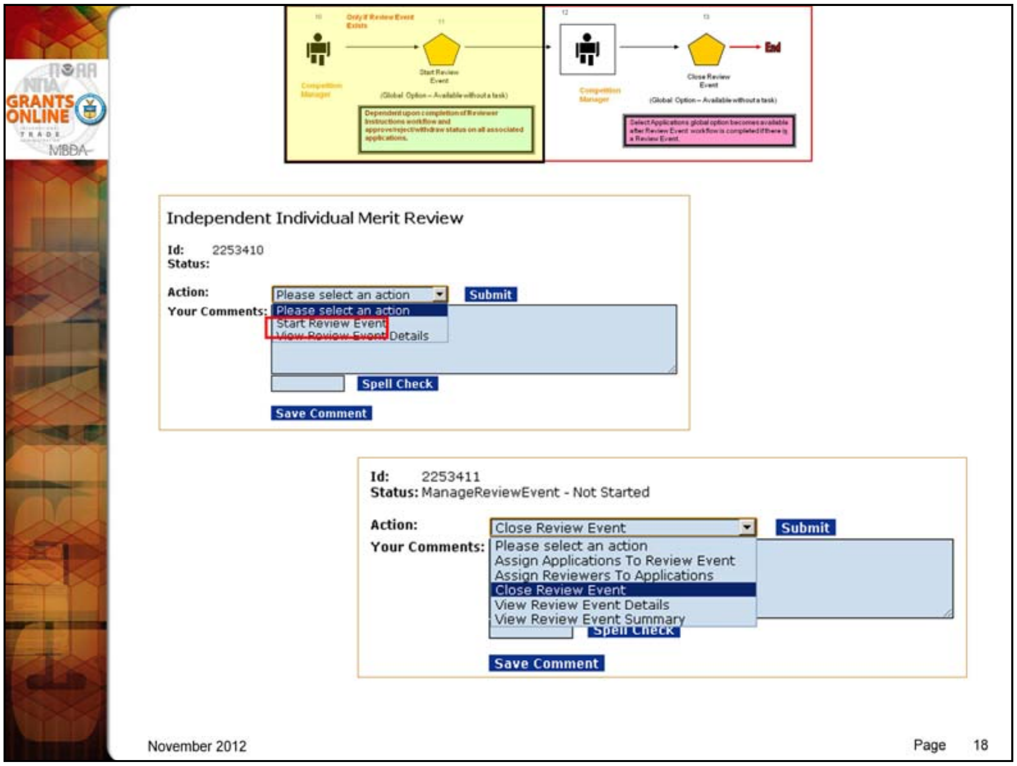
If the “No” radio button is selected on any of the items of a Minimum Requirements Checklist, a comment should be entered in the associated comments box or in the General Comments box at the bottom. Currently, if no comment has been entered for a “No” radio button the user will not have an option to Approve or Reject the Minimum Requirement Checklist. In a future release the user will not be allowed to save the screen without a comment if a “No” radio button has been selected.



Before starting the Review Event, the Reviewer Instructions must be reviewed by FALD. The FPO does not have a task to start the Reviewer Instructions workflow. It is started by navigating to the Competition launch page and clicking on the ID link for Reviewer Instructions under the Sub Documents section.

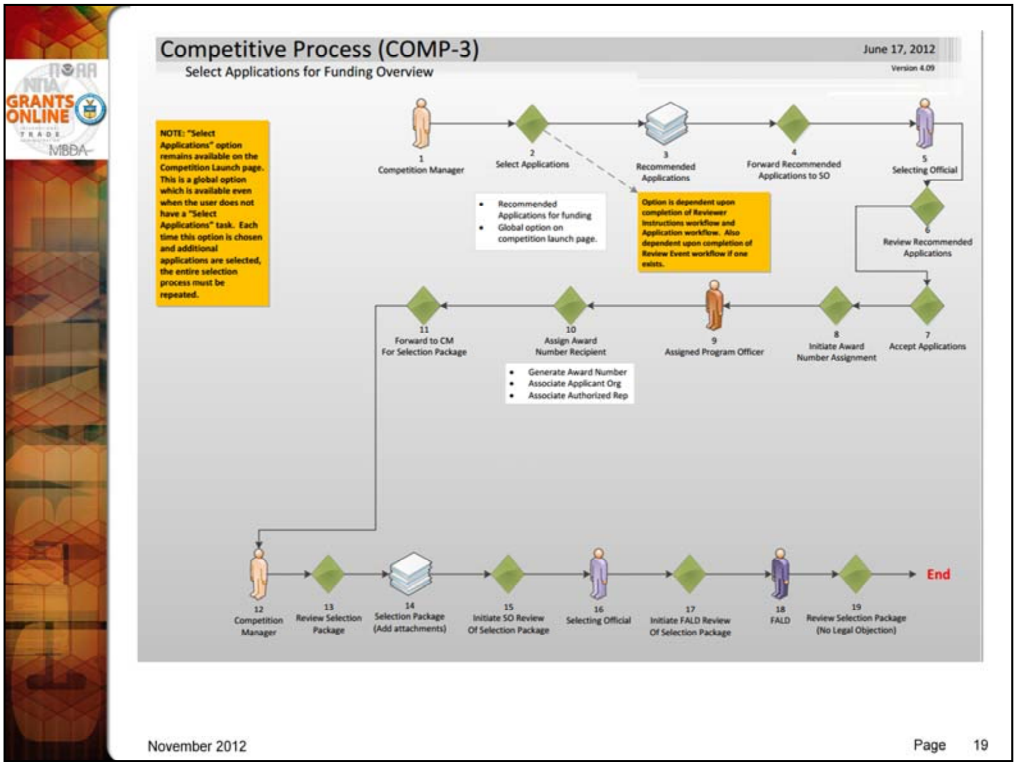
There are two sections to the Reviewer Instructions details page. Only the top section is mandatory. An attachment must be added before workflow can be started.

The bottom section is not for FALD. The Logistical instructions are only for the reviewers. This section is used mostly to provide instructions to panel reviewers regarding the logistics involved with convening the panel to review the proposals.

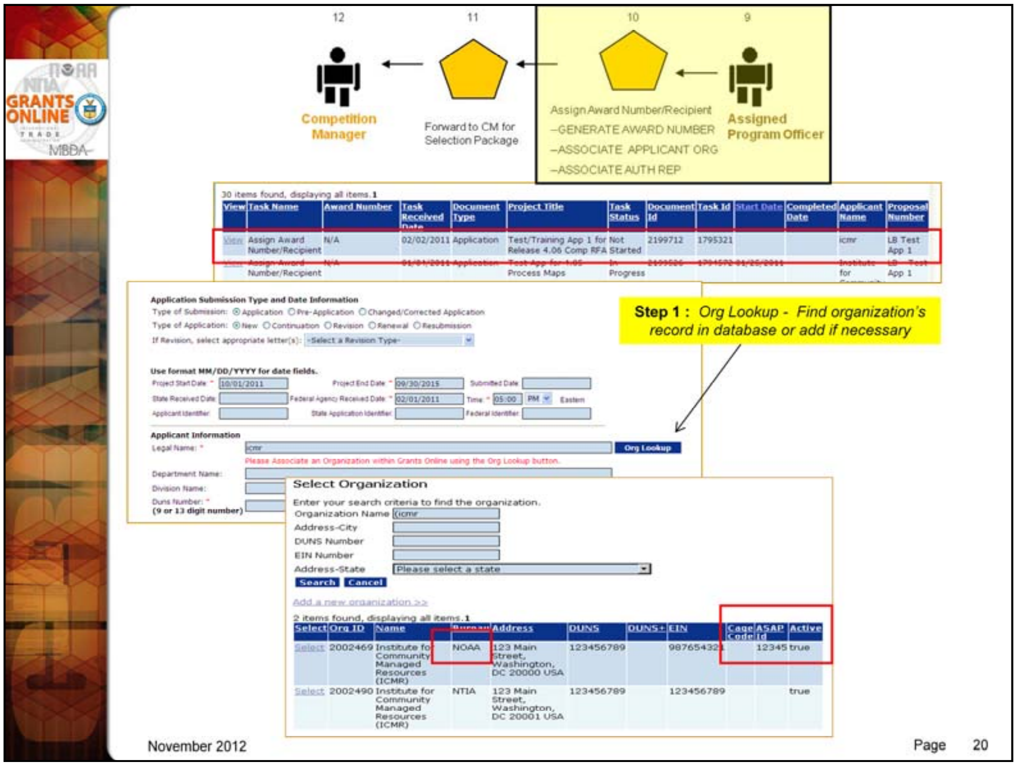


To start the Review Event there is no task in the Inbox, so the *Competition Manager* will have to navigate to the Review Event Launch Page from the Sub Documents section of the Competition Launch Page. There will be an Action dropdown option to Start the Review Event. This option will only be available if the Reviewer Instructions task has been completed by FALD.

When the Review Event has been started by the Competition Manger a “Manage Review Event” task goes to the *Review Event Manager*. The Review Event functionality will be demonstrated during the Open Forum session on Wednesday afternoon.



In class the Select Applications Workflow will be demonstrated using the Instructor's RFA. Students will have tasks at Steps 9-11 to assign award numbers to the applications. This step is functionally the same as the "Conduct Negotiations" step of the Universal Application Processing workflow.



The “Assign Award Number/Recipient” task is now with each Assigned Program Officer.

Step 1 on this page is to link the application to a recipient organization record in the Grants Online database.

a. When searching for an organization in the Grants Online database use the 9-digit DUNS number alone for the initial search. Do not include the extra DUNS+4 digits in the search field if they are on the application.

Recipient – High Resolution Systems

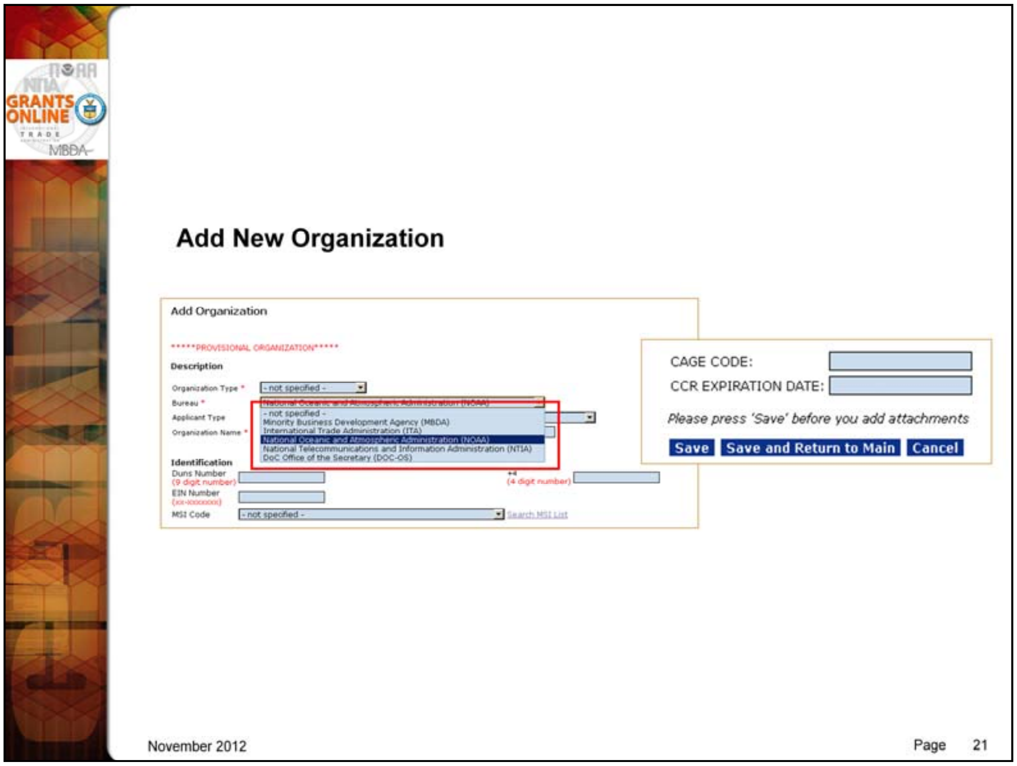
DUNS – 602201043

b. It is important to select an organization for your Bureau. If the organization that you would like to use is displayed in the search results but is associated with a different Bureau, you will need to enter a new record for your Bureau.

c. An additional identifier on the Organization Profile called the “Cage Code*” may be returned in the search results. The Cage Code is a data field from the System for Award Management (SAM). SAM has replaced the Central Contractor Registry (CCR). Cage Codes are NOT displayed in Grants Online for organizations that are set up for ASAP.

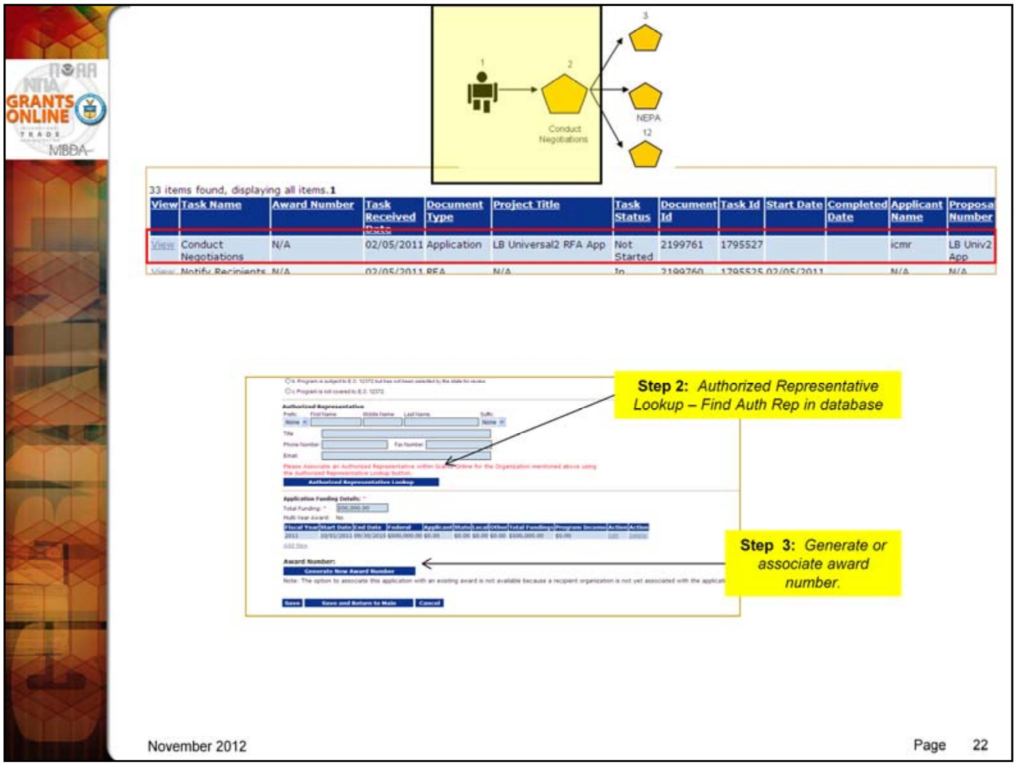
d. Only active records will be returned in the search results. If for some reason an organization is marked as inactive in the Grants Online database it will not show up in the search results even though it may be associated with a current award or closed award. For example, when an organization converts from non-ASAP to ASAP, the non-ASAP record will be made inactive so that it cannot be selected for a new award. If there are any closed awards for that organization before it coverts to ASAP, they will remain associated with the non-ASAP record but the active ones will become associated with the ASAP record.

e. You will be able to tell whether or not an organization is already set up in ASAP by the presence of an ASAP ID in the search results.



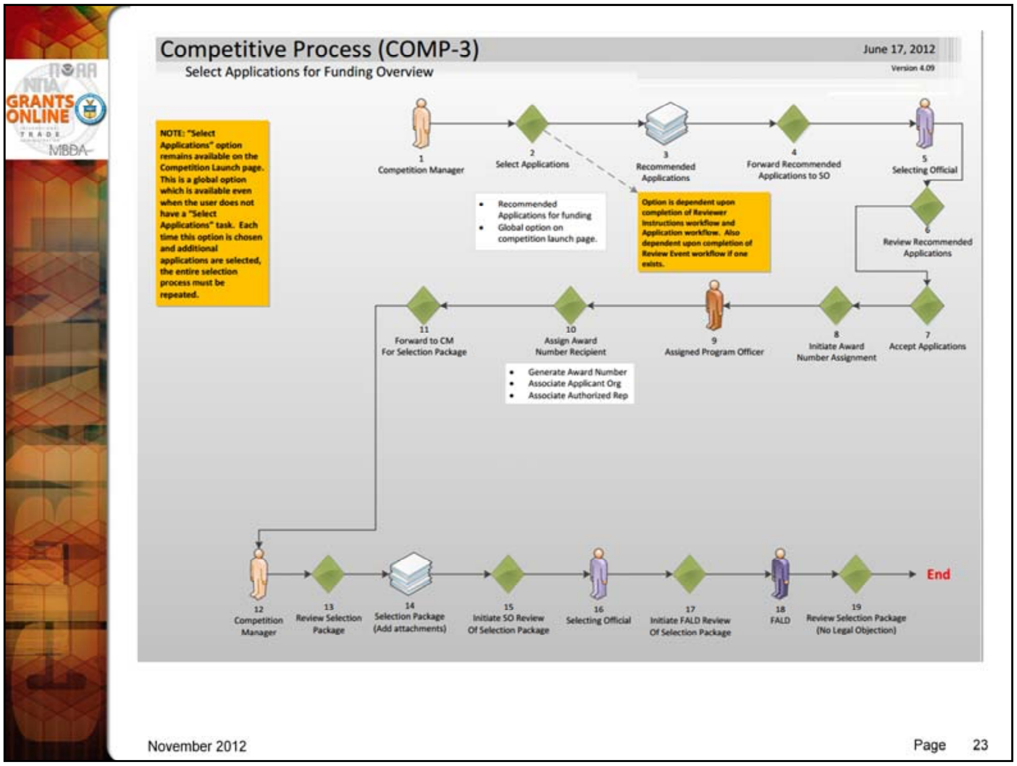
When adding a new organization you must now select your Bureau at the top of the page. If you have the organization's CAGE CODE it can be entered at the bottom of the page.

A required checkbox has been added to the PO Checklist so you can indicate if you have verified the EIN and DUNS number that the recipient entered on the submitted application. (See Slide 20) There have sometimes been typos in the EIN or DUNS number on the application which have led to inaccuracies in the organization's profile information as well as contributing to the grant being linked to an incorrect vendor in the CBS system. The ideal time to check this information is during the "Conduct Negotiations" (Universal) or "Assign Award Number/Recipient" (Competitive) step.



We are currently working on a new award. However, it is very important when working on continuation amendments to select the exact same organization record that is on the original award. Right now the system does not check to make sure they are the same. If a different organization record is selected it will cause problems with the application processing further along in workflow.

When the Award number has been generated, click “Save and Return to Main”, then select the option to “Forward to Competition Manager for Selection Package”. After the last application has completed this step the Competition Manager will receive the next task to Review the Selection Package so it can be prepared for approval by the Selecting Official and FALD.



Steps 12-15

This is the point at which the Competition Manager would attach all of the pertinent Selection Package documents (e.g. Reviews, Conflict of Interest Forms, Rank Order of Applications, etc.) to the Selection Package and send for final approval.

If the actual Selecting Official is not logging into Grants Online, a copy of the Approving Document with the signature of the actual Selecting Official should be scanned and included as an attachment on the Selection Package.

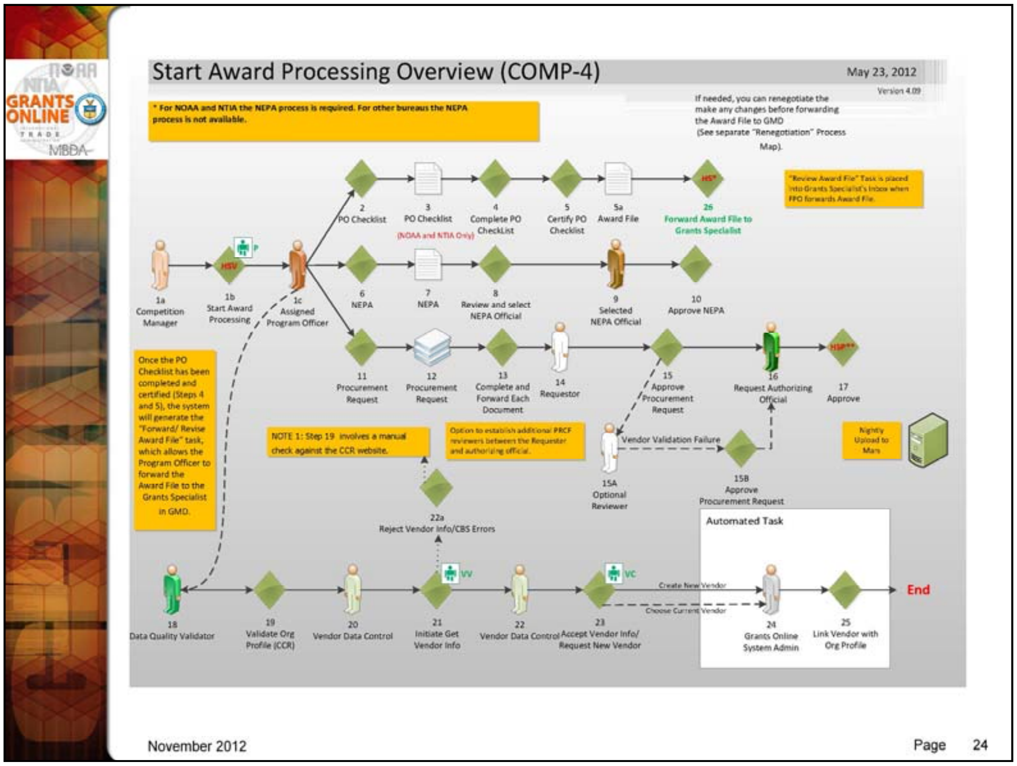
Steps 16-17

This constitutes the Selecting Official's approval of the Selection Package.

Steps 18-19

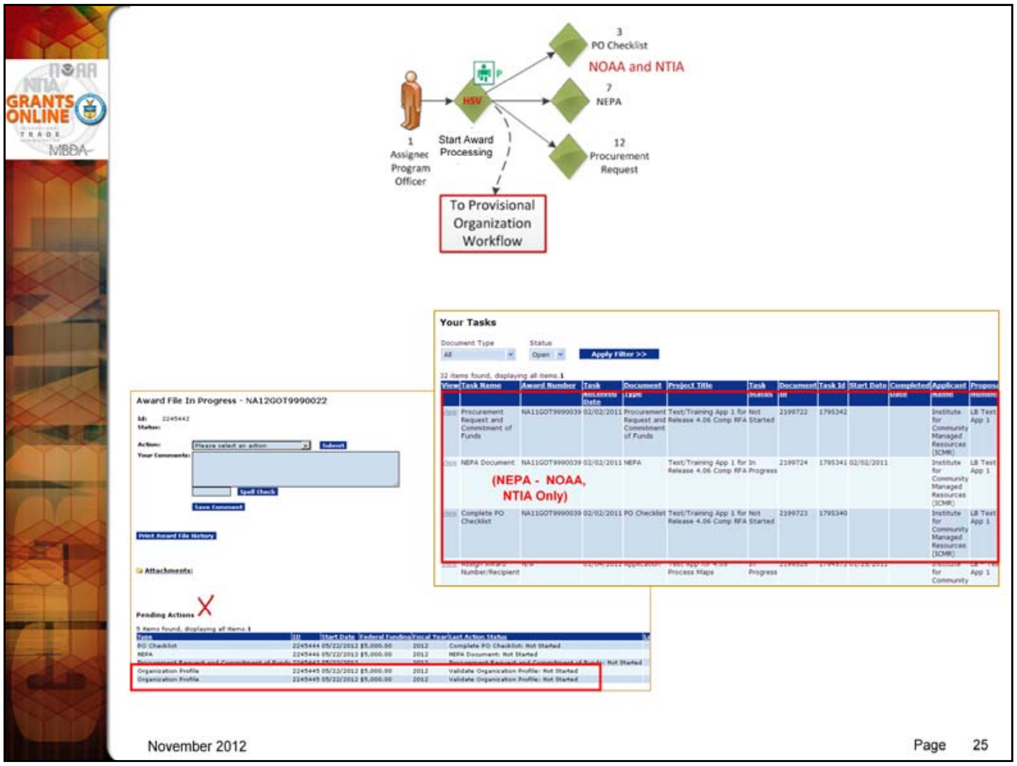
If satisfied with the Package the FALD attorney will initiate Award File workflow by choosing the "No Legal Objection" option. This will generate another "Selection Package" task for the Competition Manager. At this point the Competition Manager can, at their discretion, select additional applications and send the Selection Package back through the approval process.

> **NOTE:** If FALD has issues with the Selection Package, they may return it to the Selecting Official *ONE TIME* with the action: "FALD Comment." The Selecting Official has a choice of following or not following any advice that FALD presents, but must send the Selection Package back to FALD. FALD can then review the actions taken by the Selecting Official, but after that they will only be able to choose the "NoLegalObjection" workflow option even if they have a legal objection.



Steps 1a-1b

To move forward with application processing, the Competition Manager would select the option to "Start Award Processing" from the "Review Selection Package" task. Once an award is checked, when the "Save" button is clicked the system will immediately generate an Award File with a PO Checklist, a NEPA document, and a Procurement Request. These documents will be in the Inbox of the Assigned Program Officer who has been working on the application. The Competition Manager can return to this task and start the award processing as needed for each individual selected application. The "Review Selection Package" task will remain in the Competition Manager's inbox until the "Terminate Selection Package Processing" option is selected.

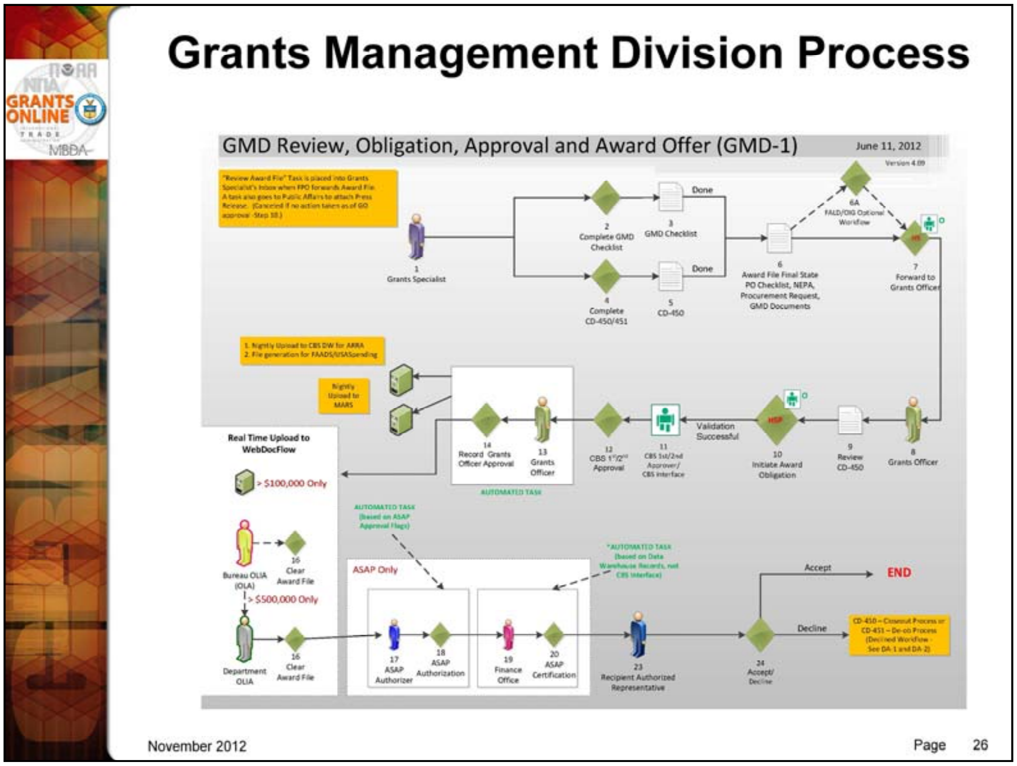


In the Competitive application process, the Provisional Organization workflow is initiated at the same time as the PO Checklist, NEPA, and Procurement Request when the FPO selects "Start Award Processing". However, just like with the Universal Process, the Organization Profile task for the Provisional Organization Workflow is not in the FPOs inbox. Rather it is created in the inbox of a new Grants Online user called the Data Quality Validator. The FPO can monitor the progress of the Organization Profile by checking under "Pending Actions" on the Award File launch page.

Until the Provisional Organization workflow is completed, the FPO will not have an option to Certify the PO Checklist and the Budget Officer will not have an option to Approve the Procurement Request.

You now have 3 new tasks in your Inbox. (If not, refresh your task box.) An Award File has also been created in the database. These three tasks will each move along three separate workflow paths but will all end up as a part of the same Award File in the Grants Specialists' Inbox. They do not have to be completed in any particular order; however, the Grants Specialist will often return an "incomplete" Award File back to the FPO because they cannot complete their work until all three documents are complete in the Award File. Therefore, you should periodically check Workflow History to make sure the Procurement Request and NEPA have completed their approval process before forwarding the Award File to the Grants Specialists. (The task with the option to forward the Award File to the Grants Specialist appears after you complete the PO Checklist.)

For the steps to complete the NEPA, PO Checklist, and Procurement Request refer to the Universal Processing section starting with page 17.



Once the Award File has been forwarded to the Grants Management Division (GMD) there are several additional steps that take place before the award offer actually gets to the recipient. GMD has 60 days to complete their review and approval process. The GMD workflow steps for processing a Competitive application package are exactly the same as for the Universal application package; however, the actual GMD review and approval process is not the same.

If funds have been removed from the ASAP accounts used on the Procurement Request after the award file was sent to GMD, the Grants Officer will not be able to approve the award and will return it to the Program Office to remedy the situation.

If the recipient organization record attached to the application is not marked as ASAP, the ASAP steps on this workflow will be skipped and the recipient will have to use an Organization Profile Change Request to initiate their ASAP enrollment after the award has been accepted. This process must still take place even if a "Non-ASAP" organization was accidently associated with the application instead of the ASAP record for that organization.

Please note that for Non-NOAA Bureaus using Grants Online, all awards are routed to WebDocFlow for OLIA clearance regardless of the award amount.

Federal Program Officer Training Agenda

Day 3 - AM

Session 4: Post Award Actions **8:00am – 12:30pm**	
Topic	**Duration**
Introduction and Agenda	8:00 – 8:15 (15 min)
Online Demonstration/Process Maps with Hands-On Participation – Recipient Award Acceptance	8:15 – 8:45 (30 min)
Online Demonstration/Process Maps with Hands-On Participation – AAR, PPR, FFR	8:45 – 10:00 (1 hr 15 min with 1 break)
Online Demonstration/Process Maps with Hands-On Participation – Partial Funding Process Map/Screen Shot Review of Additional Processes: - Reduce Funding - De-obligate Declined Amendment - Correct Access Lines on Approved Award - Correct Award Dates (Administrative Amendment) - Organization Profile Change Request	10:00 – 12:15 (2 hr 15 min with 1 break)
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 Recipient Award Acceptance Process
- 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
- Be aware of additional Post Award Functions
- Know where to find help when needed

Training Materials:

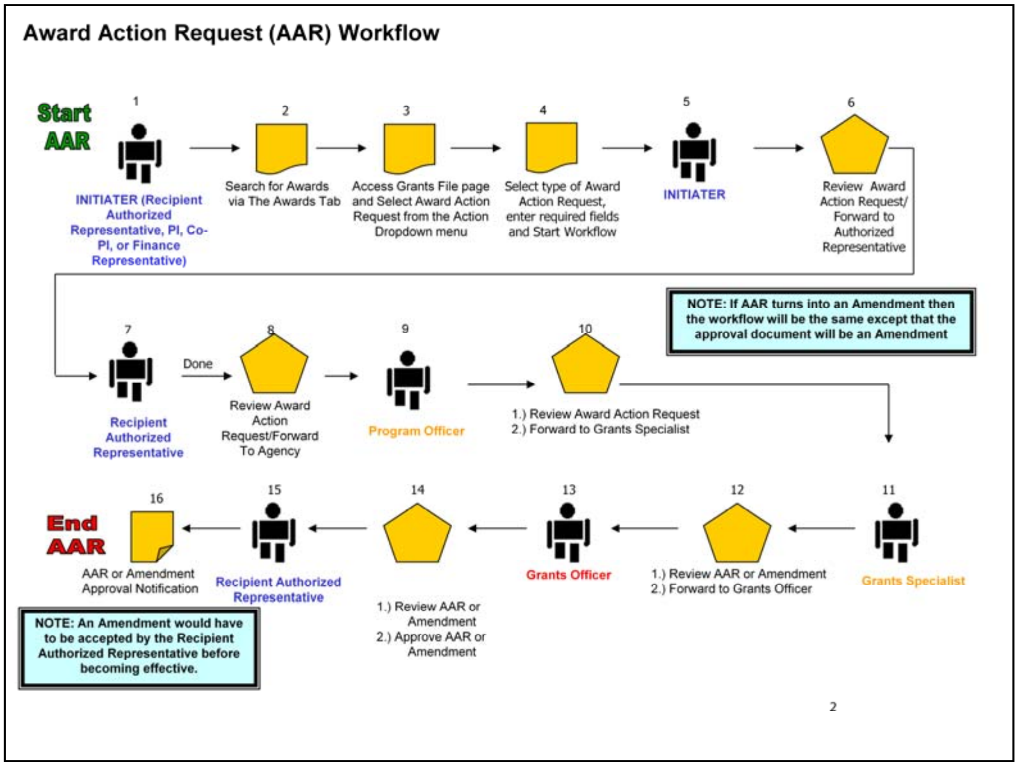
1. Agenda and Objectives
2. Process Maps – AAR Workflow
3. Process Map – Progress and Financial Reports
4. Student Screen Shots – Post Award Processes
5. Course Evaluation

Grants Online

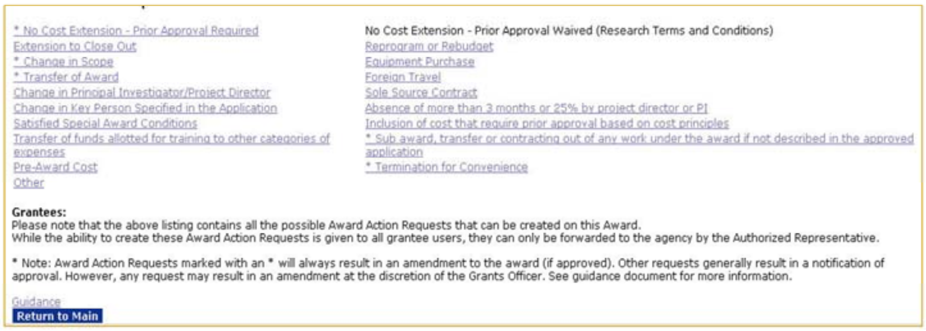
Award Action Request

Process Maps and Screen Shot

1


Award Action Request (AAR) Workflow
Start AAR
1
INITIATER (Recipient Authorized Representative, PI, Co-PI, or Finance Representative)
2
Search for Awards via The Awards Tab
3
Access Grants File page and Select Award Action Request from the Action Dropdown menu
4
Select type of Award Action Request, enter required fields and Start Workflow
5
INITIATER
6
Review Award Action Request/ Forward to Authorized Representative
NOTE: If AAR turns into an Amendment then the workflow will be the same except that the approval document will be an Amendment
7
Recipient Authorized Representative
Done
8
Review Award Action Request/Forward To Agency
9
Program Officer
10
1.) Review Award Action Request
2.) Forward to Grants Specialist
11
Grants Specialist
12
1.) Review AAR or Amendment
2.) Forward to Grants Officer
13
Grants Officer
14
1.) Review AAR or Amendment
2.) Approve AAR or Amendment
15
Recipient Authorized Representative
16
AAR or Amendment Approval Notification
End AAR
NOTE: An Amendment would have to be accepted by the Recipient Authorized Representative before becoming effective.
2

Award Action Request Index Page


* No Cost Extension - Prior Approval Required
Extension to Close Out
* Change in Scope
* Transfer of Award
Change in Principal Investigator/Project Director
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
Other

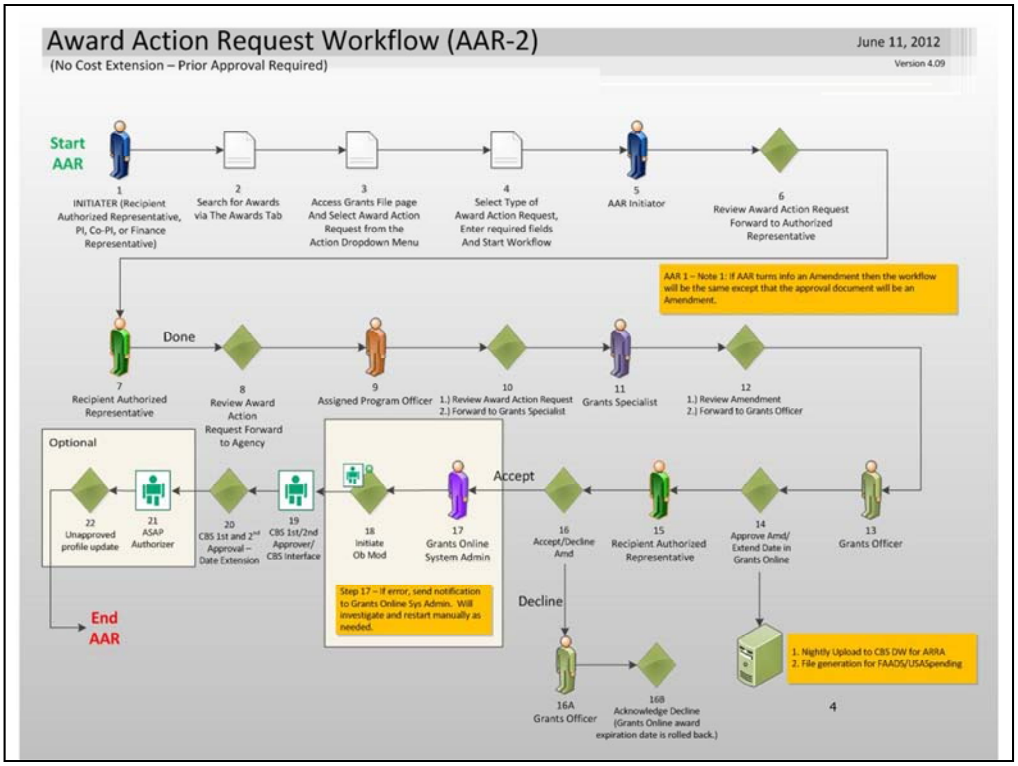
No Cost Extension - Prior Approval Waived (Research Terms and Conditions)
Reprogram or Rebudget
Equipment Purchase
Foreign Travel
Sole Source Contract
Absence of more than 3 months or 25% by project director or PI
Inclusion of cost that require prior approval based on cost principles
* Sub award, transfer or contracting out of any work under the award if not described in the approved application
* Termination for Convenience

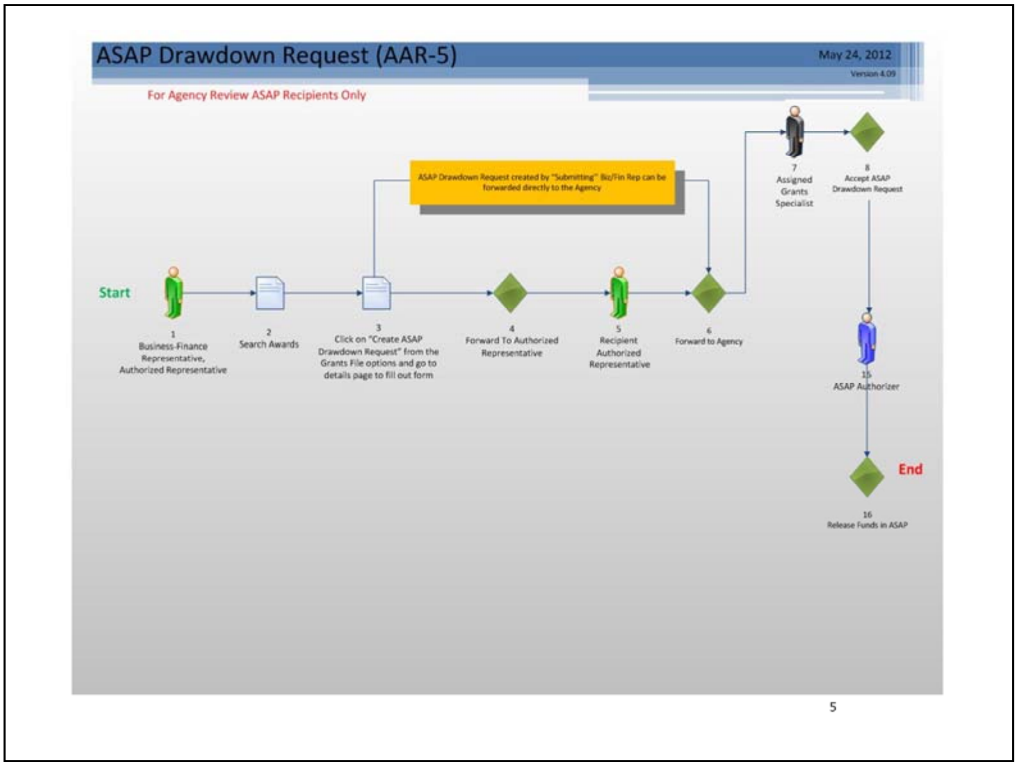
Grantees:
Please note that the above listing contains all the possible Award Action Requests that can be created on this Award.
While the ability to create these Award Action Requests is given to all grantee users, they can only be forwarded to the agency by the Authorized Representative.

* 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

3


Award Action Request Workflow (AAR-2)
(No Cost Extension – Prior Approval Required)
June 11, 2012
Version 4.09
Start AAR
1 INITIATER (Recipient Authorized Representative, PI, Co-PI, or Finance Representative)
2 Search for Awards via The Awards Tab
3 Access Grants File page And Select Award Action Request from the Action Dropdown Menu
4 Select Type of Award Action Request, Enter required fields And Start Workflow
5 AAR Initiator
6 Review Award Action Request Forward to Authorized Representative
AAR 1 – Note 1: If AAR turns info an Amendment then the workflow will be the same except that the approval document will be an Amendment.
Done
7 Recipient Authorized Representative
8 Review Award Action Request Forward to Agency
9 Assigned Program Officer
10 1.) Review Award Action Request 2.) Forward to Grants Specialist
11 Grants Specialist
12 1.) Review Amendment 2.) Forward to Grants Officer
13 Grants Officer
14 Approve Amd/ Extend Date in Grants Online
15 Recipient Authorized Representative
16 Accept/Decline Amd
Accept
17 Grants Online System Admin
18 Initiate Ob Mod
Step 17 – If error, send notification to Grants Online Sys Admin. Will investigate and restart manually as needed.
19 CBS 1st/2nd Approver/ CBS Interface
20 CBS 1st and 2nd Approval – Date Extension
Optional
21 ASAP Authorizer
22 Unapproved profile update
End AAR
Decline
16A Grants Officer
16B Acknowledge Decline (Grants Online award expiration date is rolled back.)
1. Nightly Upload to CBS DW for ARRA
2. File generation for FAADS/USASpending
4


ASAP Drawdown Request (AAR-5)
May 24, 2012
Version 4.09
For Agency Review ASAP Recipients Only
ASAP Drawdown Request created by "Submitting" Biz/Fin Rep can be forwarded directly to the Agency
Start
1
Business-Finance Representative, Authorized Representative
2
Search Awards
3
Click on "Create ASAP Drawdown Request" from the Grants File options and go to details page to fill out form
4
Forward To Authorized Representative
5
Recipient Authorized Representative
6
Forward to Agency
7
Assigned Grants Specialist
8
Accept ASAP Drawdown Request
15
ASAP Authorizer
End
16
Release Funds in ASAP
5

Grants Online Process Maps

Overviews Only

Performance Progress Report (PPR)

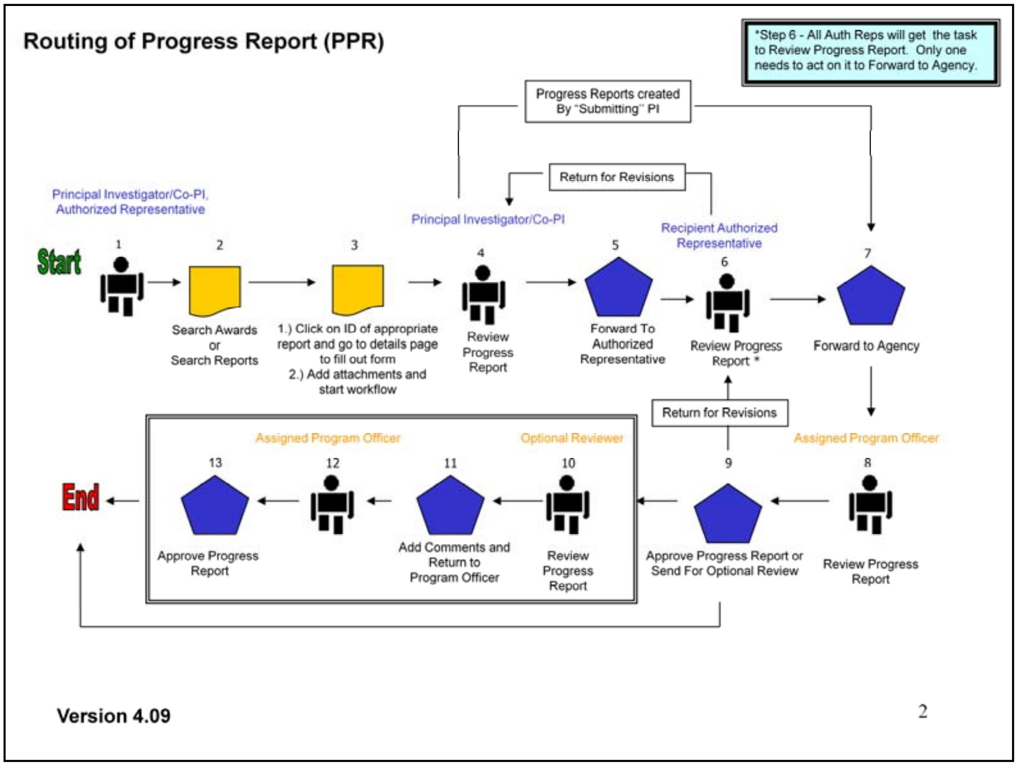
&

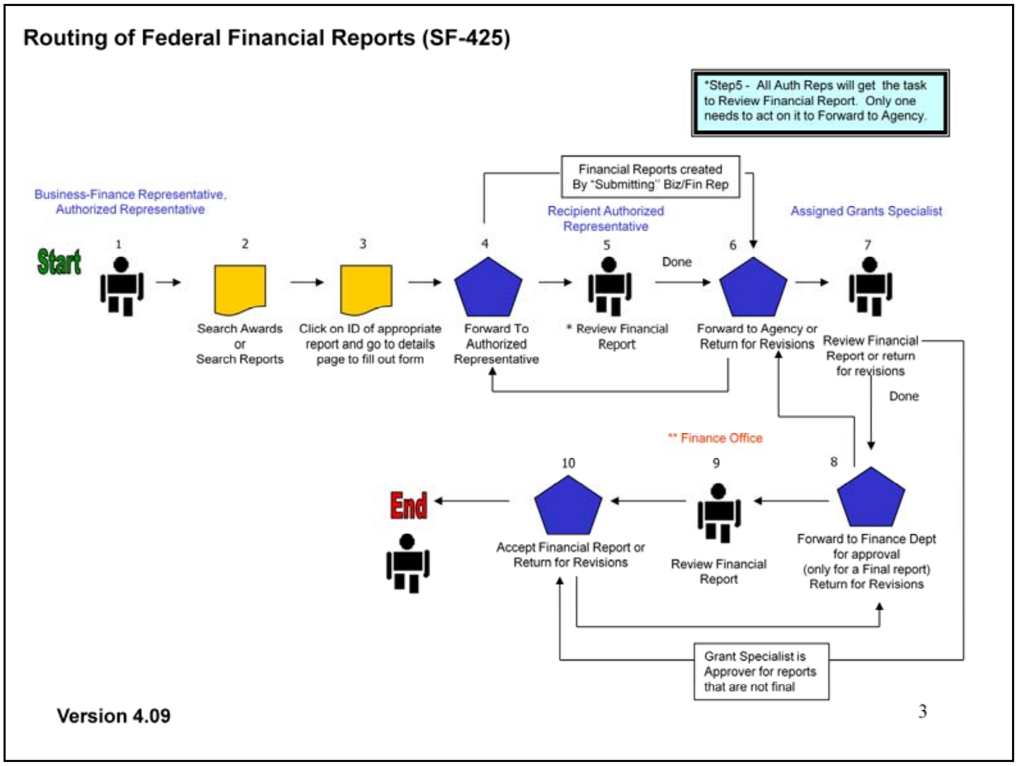
Federal Financial Reports

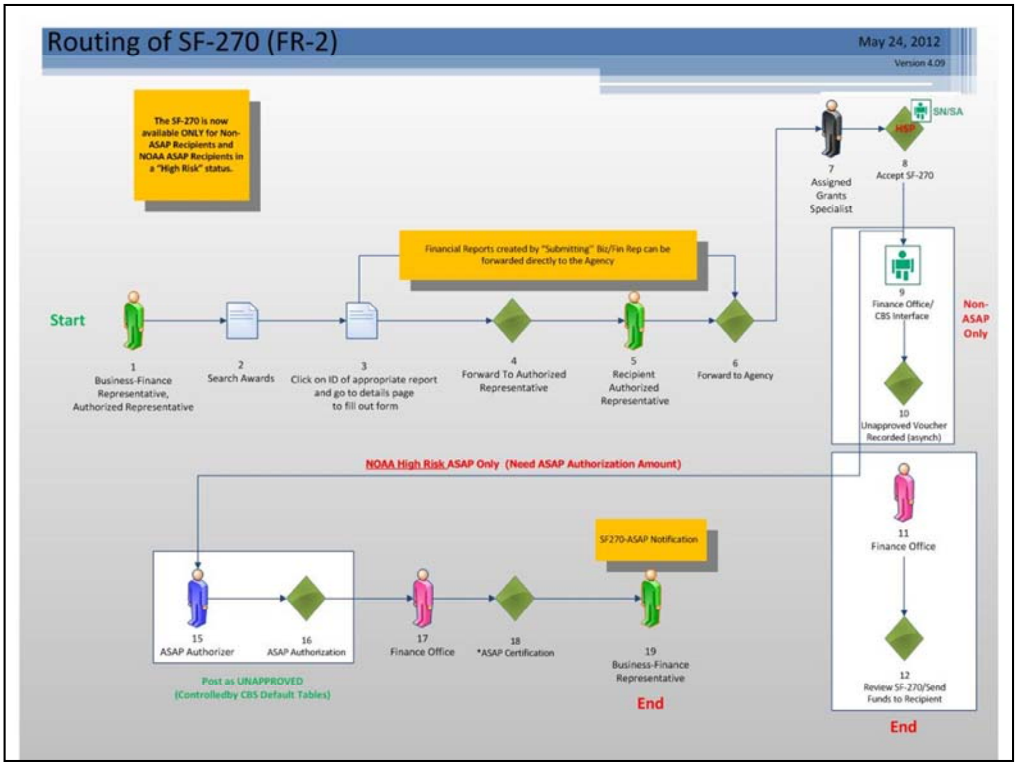
(SF-425, SF-270)

Version 4.09

1

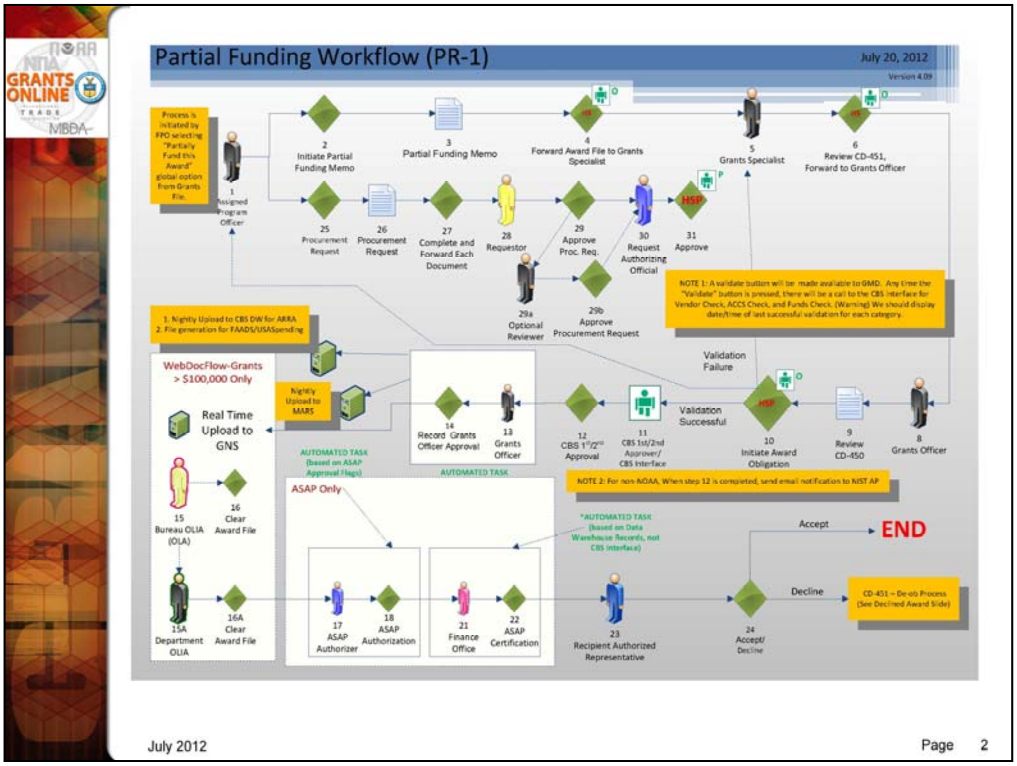

Routing of Progress Report (PPR)
*Step 6 - All Auth Reps will get the task to Review Progress Report. Only one needs to act on it to Forward to Agency.
Progress Reports created By "Submitting" PI
Return for Revisions
Principal Investigator/Co-PI, Authorized Representative
Principal Investigator/Co-PI
Recipient Authorized Representative
Start
1
2
Search Awards or Search Reports
3
1.) Click on ID of appropriate report and go to details page to fill out form
2.) Add attachments and start workflow
4
Review Progress Report
5
Forward To Authorized Representative
6
Review Progress Report *
7
Forward to Agency
Return for Revisions
Assigned Program Officer
Optional Reviewer
Assigned Program Officer
End
13
Approve Progress Report
12
11
Add Comments and Return to Program Officer
10
Review Progress Report
9
Approve Progress Report or Send For Optional Review
8
Review Progress Report
Version 4.09
2


Routing of Federal Financial Reports (SF-425)
*Step5 - All Auth Reps will get the task to Review Financial Report. Only one needs to act on it to Forward to Agency.
Financial Reports created By "Submitting" Biz/Fin Rep
Business-Finance Representative, Authorized Representative
Recipient Authorized Representative
Assigned Grants Specialist
Start
1
2
3
4
5
6
7
Done
Search Awards or Search Reports
Click on ID of appropriate report and go to details page to fill out form
Forward To Authorized Representative
* Review Financial Report
Forward to Agency or Return for Revisions
Review Financial Report or return for revisions
Done
** Finance Office
10
9
8
End
Accept Financial Report or Return for Revisions
Review Financial Report
Forward to Finance Dept for approval (only for a Final report) Return for Revisions
Grant Specialist is Approver for reports that are not final
Version 4.09
3


Routing of SF-270 (FR-2)
May 24, 2012
Version 4.09
The SF-270 is now available ONLY for Non-ASAP Recipients and NOAA ASAP Recipients in a "High Risk" status.
Start
1 Business-Finance Representative, Authorized Representative
2 Search Awards
3 Click on ID of appropriate report and go to details page to fill out form
Financial Reports created by "Submitting" Biz/Fin Rep can be forwarded directly to the Agency
4 Forward To Authorized Representative
5 Recipient Authorized Representative
6 Forward to Agency
7 Assigned Grants Specialist
HSP
SN/SA
8 Accept SF-270
9 Finance Office/ CBS Interface
Non-ASAP Only
10 Unapproved Voucher Recorded (asynch)
NOAA High Risk ASAP Only (Need ASAP Authorization Amount)
11 Finance Office
12 Review SF-270/Send Funds to Recipient
End
15 ASAP Authorizer
16 ASAP Authorization
Post as UNAPPROVED (Controlledby CBS Default Tables)
17 Finance Office
18 *ASAP Certification
SF270-ASAP Notification
19 Business-Finance Representative
End

Grants Online Training
Post Award Processes

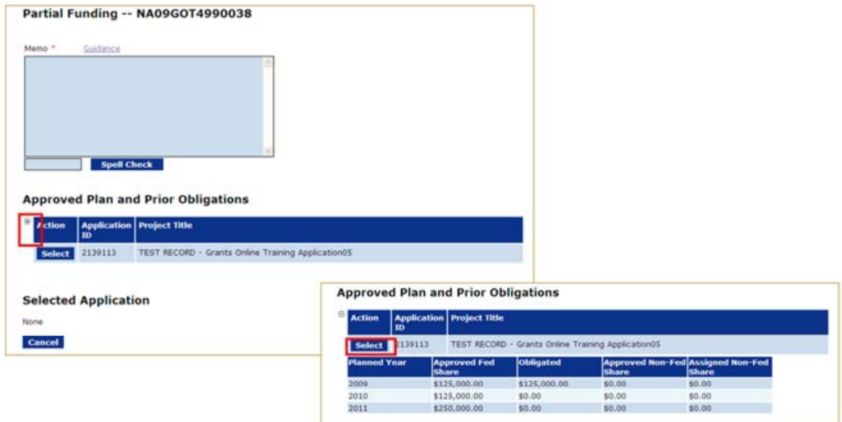
July 2012


GRANTS ONLINE
Partial Funding Workflow (PR-1)
July 20, 2012
Version 4.09
Process is initiated by FPO selecting "Partially Fund this Award" global option from Grants File.
1 Assigned Program Officer
2 Initiate Partial Funding Memo
3 Partial Funding Memo
4 Forward Award File to Grants Specialist
5 Grants Specialist
6 Review CD-451, Forward to Grants Officer
25 Procurement Request
26 Procurement Request
27 Complete and Forward Each Document
28 Requestor
29 Approve Proc. Req.
30 Request Authorizing Official
HSP
31 Approve
29a Optional Reviewer
29b Approve Procurement Request
NOTE 1: A validate button will be made available to GMD. Any time the "Validate" button is pressed, there will be a call to the CBS interface for Vendor Check, ACCS Check, and Funds Check. (Warning) We should display date/time of last successful validation for each category.
1. Nightly Upload to CBS DW for ARRA
2. File generation for FAADS/USASpending
WebDocFlow-Grants > $100,000 Only
Nightly Upload to MARS
Real Time Upload to GNS
Validation Failure
Validation Successful
14 Record Grants Officer Approval
13 Grants Officer
12 CBS 1st/2nd Approval
11 CBS 1st/2nd Approver/ CBS Interface
10 Initiate Award Obligation
9 Review CD-450
8 Grants Officer
AUTOMATED TASK (based on ASAP Approval Flags)
AUTOMATED TASK
NOTE 2: For non-NOAA, When step 12 is completed, send email notification to NIST AP
15 Bureau OLIA (OLA)
16 Clear Award File
ASAP Only
*AUTOMATED TASK (based on Data Warehouse Records, not CBS interface)
Accept
END
Decline
CD-451 – De-ob Process (See Declined Award Slide)
15A Department OLIA
16A Clear Award File
17 ASAP Authorizer
18 ASAP Authorization
21 Finance Office
22 ASAP Certification
23 Recipient Authorized Representative
24 Accept/ Decline
July 2012
Page 2

FPO – Partial Funding Steps 1 and 2

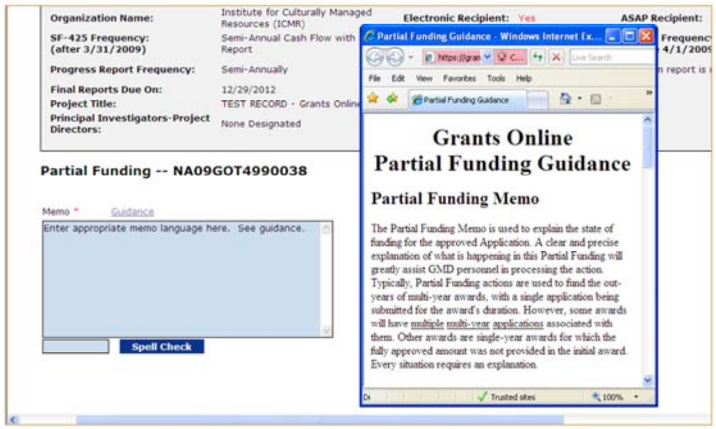
1. From the Award Tab, search for the Award to be used for Partial Funding.
2. From the Grants File Launch Page select "Partially Fund this Award" in the Action dropdown list, then click "Submit".

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

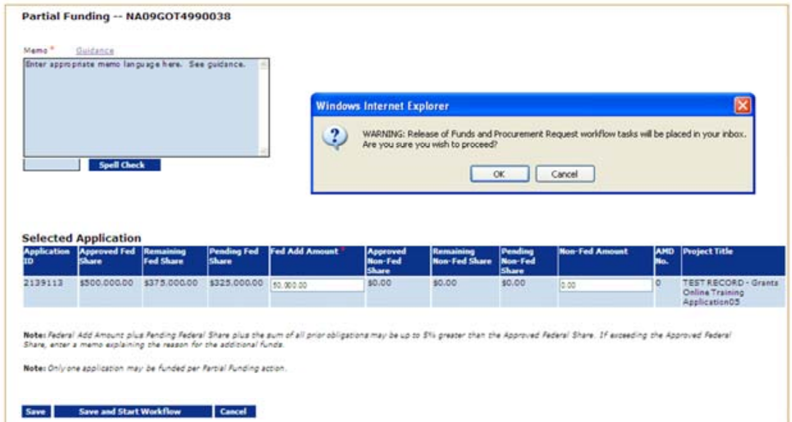


5. Enter appropriate language into the Memo box. (See last slide for sample language which is also available from the "Guidance" link.)

July 2012

Page 5

FPO – Partial Funding Steps 6 and 7



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

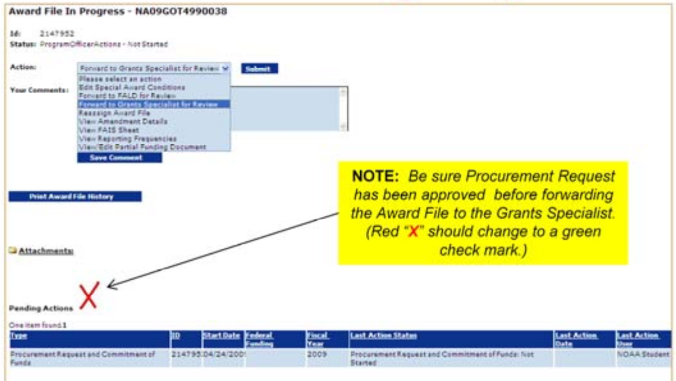
Document Type: All   Status: Open   Apply Filter >>

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 9



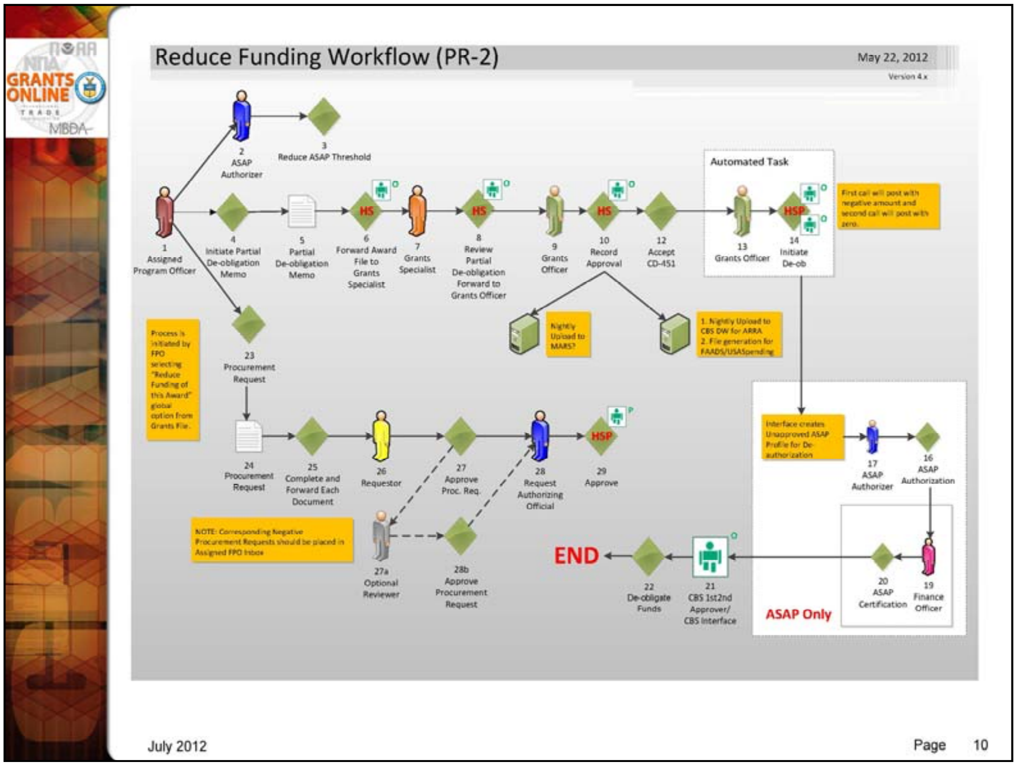
9. In most cases, *after the Procurement Request has been approved*, you can simply select "Forward to Grants Specialist for Review" and add a workflow comment. Do not make any edits to the "Amendment Details"; they will be done by the Grants Specialist. If changes to the Partial Funding Memo or Funding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

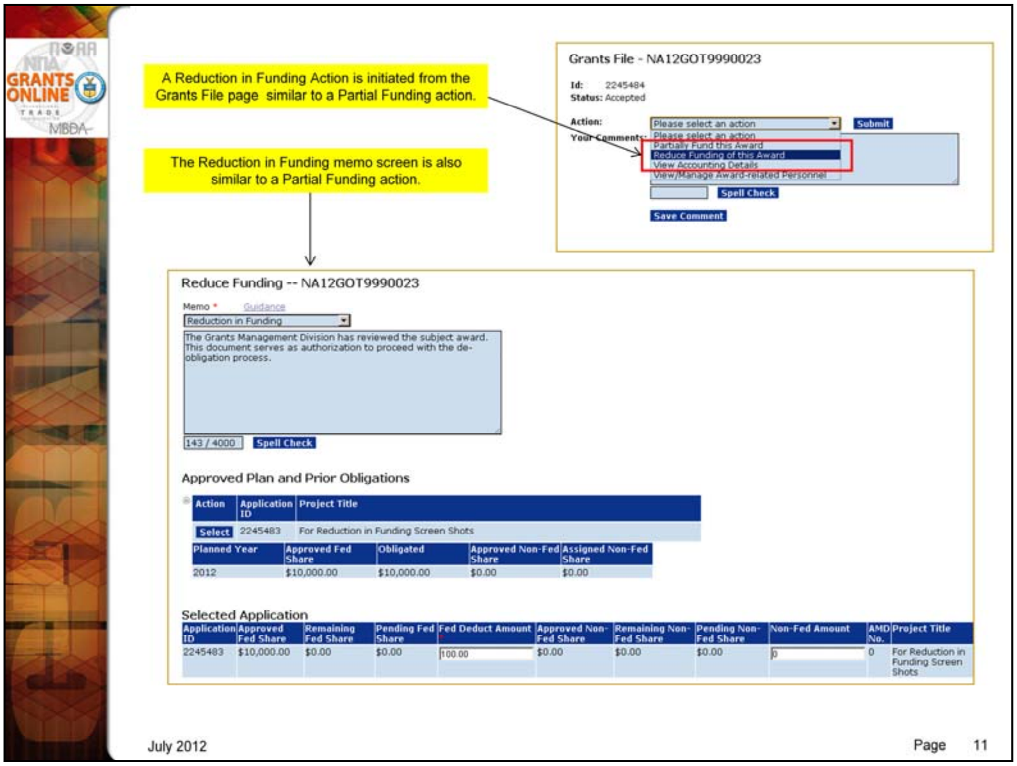
July 2012 Page 8

Sample Language for Partial Funding Memo

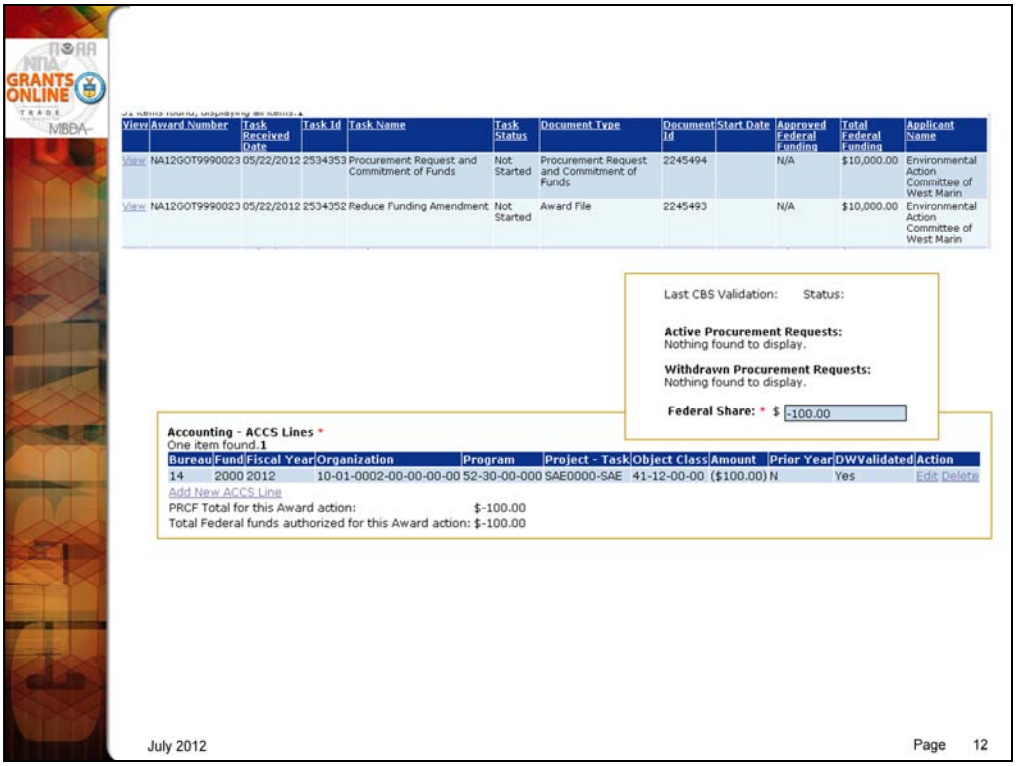
- (STANDARD) This release of funds of $____ is for year __ of a __ year multi-year award. All required Progress and Financial reports have been submitted and accepted.
- (EXAMPLE 2) This release… Due to ________ , total funding for this award period is not available; additional funds will be provided 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.*



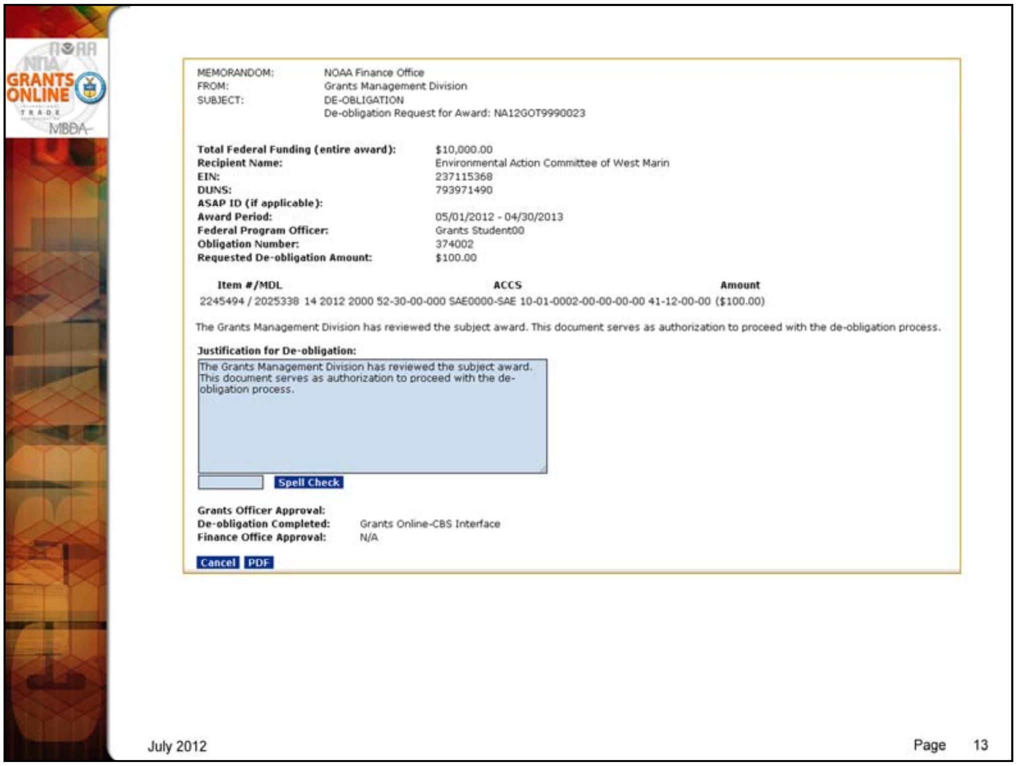
The Reduction in Funding workflow follows a very similar process as the Partial Funding Workflow and has the same “Look and Feel”.



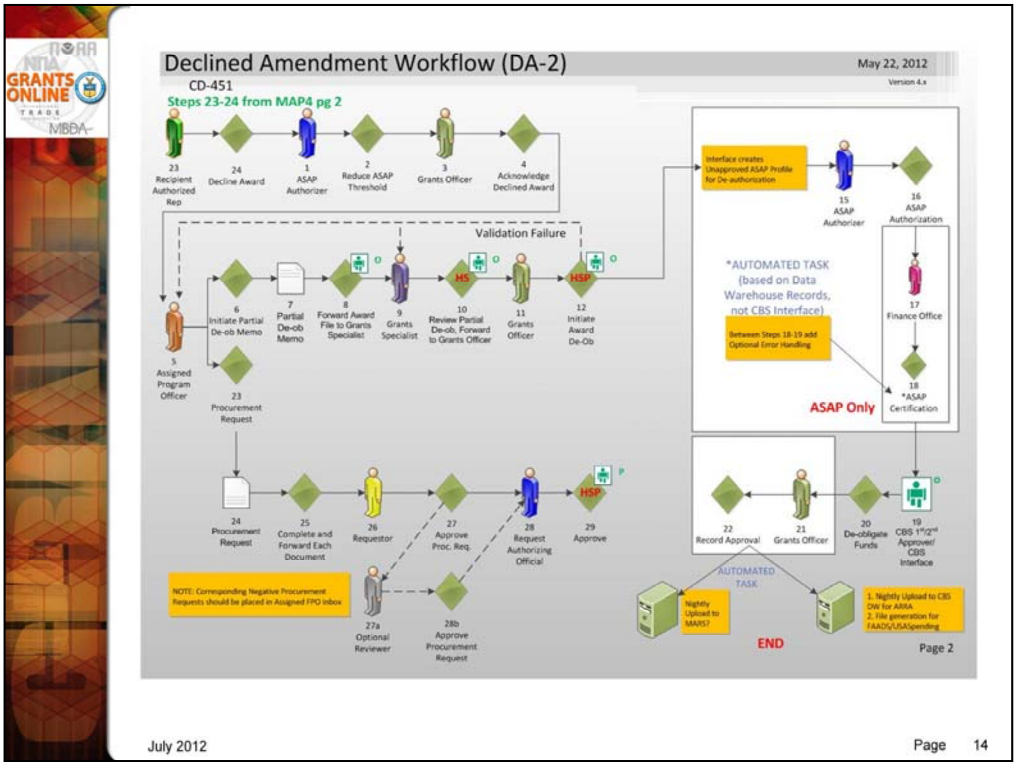
On the Reduce Funding Memo only the "Fed Deduct Amount" and "Non Fed Amount" (also a deduction) are available for data entry of funding amounts. The word "Deduct" will be added to the Non Fed Amount label to avoid confusion. Even though positive numbers should be entered into these fields the amounts will be deducted from the award.



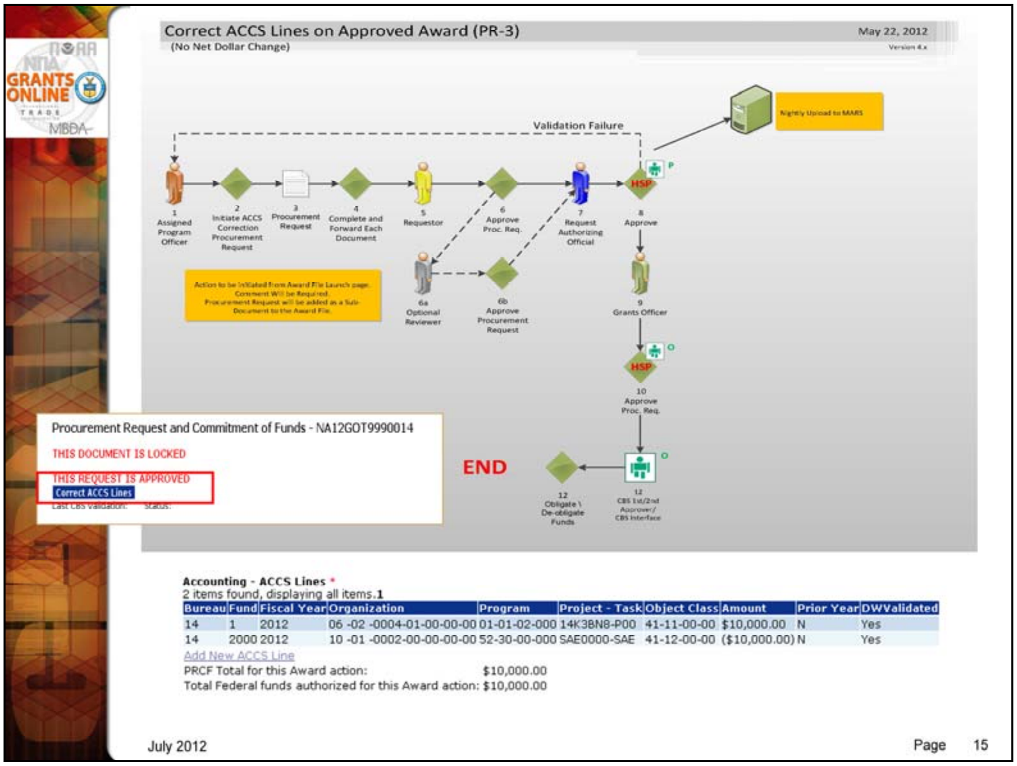
Just like with a Partial Funding, two tasks are generated in the FPO inbox. The Procurement Request must be filled out using negative numbers for the funding reduction, and the workflow must be completed by the Authorizing Official (Budget Officer role) in order to be able to forward the action to the Grants Management Division.



The Award File for a Reduction in Funding contains a de-obligation memo to document the de-obligation by the system via the interface. In the case of a non-Interfaced award the workflow will flow through the Finance Office to manually approve the de-obligation memo. There is no activity required by the Federal Program Officer on the de-obligation memo, but it is available for viewing.



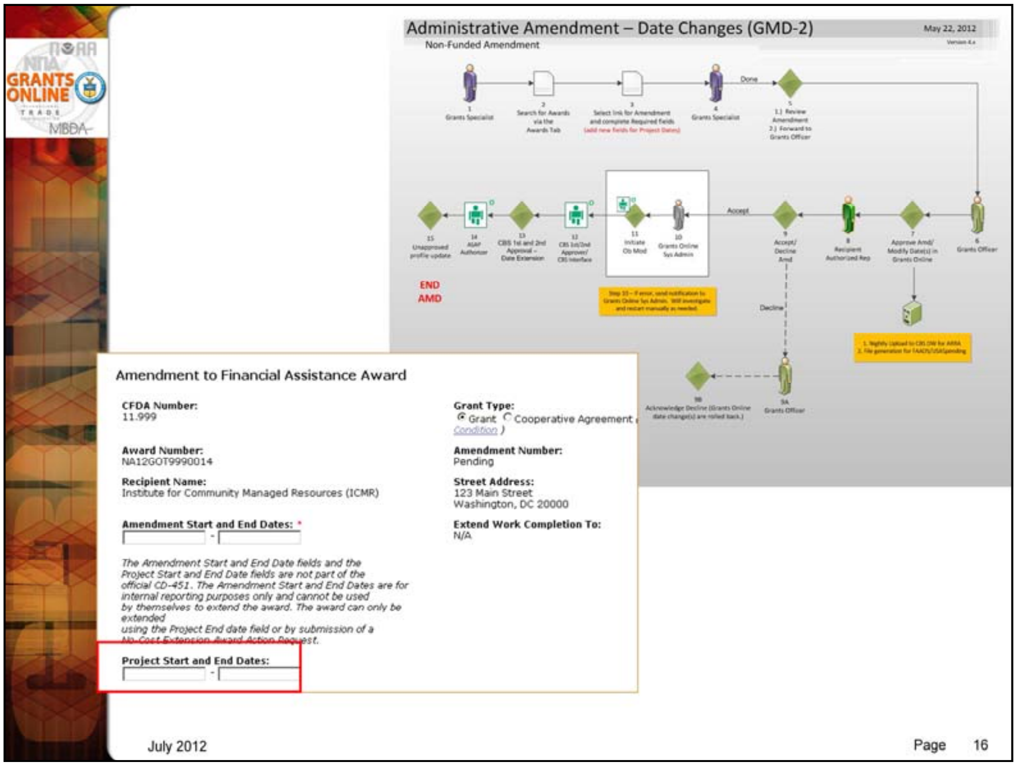
For a FPO, the Declined Amendment workflow looks just like a Reduction in Funding except that the tasks are generated when the Grants Officer acknowledges the declined award as opposed to the Federal Program Officer initiating the action.



To make a correction to the ACCS line on an already approved award:

1. Navigate to the Award File containing the Procurement Request which needs to be corrected.
2. Access the details page of the Procurement Request that needs to be corrected.
3. Click on the “Correct ACCS” button. This will generate a new “zero-dollar” Procurement Request.
4. Edit the ACCS line to make the amount (or portion of the amount) negative.
5. Add one or more positive ACCS lines to make a net balance of zero on the Procurement Request.
6. Start the workflow for approval of the new Procurement Request.

*** NOTE: Only the Assigned Program Officer on the Award has this option.



The Grants Management Division can now create an administrative amendment to make corrections to Project Start and/or End Dates without requiring the Recipient to submit a No-Cost Extension request. Both the Start and End dates can be modified.

The New Organization Profile Change Request screen will allow recipients to submit changes to their various data fields of identifying information on their Organization and Vendor records. It also allows Non-ASAP recipients to initiate the ASAP Enrollment process by submitting their Point of Contact information via Grants Online instead of using a separate email.

Known Issues from Release 4.09

- During renegotiation, if changing organizations, the Authorized Representative will be removed from the application since that person was associated with the original organization selected. The user will need to remember to add the Authorized Representative again because the system will allow workflow to move forward without the Authorized Rep being on the Application. This will cause workflow to hang at a later point in the process.
- If CBS is down during the "Conduct Negotiations" process, the system will not be able to detect if the selected organization is linked to a CBS vendor so it will initiate the "Provisional Organization" workflow. The solution is simply to have the Vendor users complete the workflow; it will just re-link with the same CBS vendor.
- If a CBS Error or Warning message is generated on a Procurement Request with multiple ACCS lines, the order of the lines on the message may be different from the order on the Procurement Request screen.

Q&A