

Federal Program Officer Training Agenda

Day 1 - AM

Session 1: Grants Online Overview and 8:00 am - 10:15 am	System Navigation
Торіс	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

AAR	Award Action Request
ACCS	Accounting Classification Code Structure
AGO	Acquisition & Grants Management Office, NOAA
AO	Authorizing Official on Procurement Requests (see also BO)
AR or AOR	(Recipient) Authorized Representative
ARRA	American Recovery and Reinvestment Act
ASAP	Automated Standard Application for Payment (Department of the Treasury)
BAA	Broad Agency Announcement
BO	Budget Official (In Grants Online this is the Procurement Request Authorizing Official)
CAMS	Commerce Administrative Management System (now known as CBS)
CBS	Commerce Business Systems (formerly CAMS)
CCR	Central Contract Registry (now known as System for Award Management (SAM))
CD	Congressional District
CD-	Commerce Department (when used in a form number e.g., CD-435, CD-450, CD-451)
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
CM	Competition Manager
Co-PI	(Recipient) Principal Investigator - Secondary
DOC	Department of Commerce
DOC-OS	Office of the Secretary, DOC
DUNS	Dun & Bradstreet Number
EIN	Employer Identification Number
FAADS	Federal Assistance Award Data System
FAIS	Federal Assistance Information Sheet
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
P	Import Administration, ITA
ITA	International Trade Administration
ГО	Line Office
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)
SON	National Ocean Service (NOAA's Ocean Service)
NTIA	National Telecommunications and Information Administration
SWN	National Weather Service, NOAA
OAR	Ocean and Atmospheric Research (NOAA Research)
осро	One Commerce Program Office
ONPO	One NOAA Program Office
060	Office of General Counsel, DOC
OHRM	Office of Human Resource Management, DOC-OS
OIG	Office of Inspector General, DOC
OLA	Office of Legislative Affairs (Bureaus)
OLIA	Office of Legislative and Intergovernmental Affairs, (Bureaus and DOC)
OMB	Office of Management and Budget (part of the Executive Office of the President)
ONPO	One NOAA Program Office
SO	Office of the Secretary, DOC
OTIA	Office of Telecommunications and Information Applications, NTIA
PD	(Recipient) Project Director
Id	(Recipient) Principal Investigator
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
SAM	System for Award Management
SEC	Office of the Under Secretary for Oceans and Atmosphere (USEC abbreviated to SEC for use in FON)
SF-XXX	Standard Form issued by the Office Management and Budget (e.g., 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

August 2014



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 "onestop" 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 Migrate EDA – FY 2014 (In Progress) Migrate NIST – FY 2017 (In Planning)





Grants Online System Requirements

Grants Online operates in a web environment. The user does not have to install any special software on his/her computer. Because Grants Online is web-based, the user can access the system anywhere, at anytime provided s/he has Internet access. Logins and passwords are required. The user should contact the appropriate official at his/her agency to receive a unique username and password.

RECOMMENDED INTERNET BROWSERS:

- Windows Internet Explorer 8 or higher
 - 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 ASAP







Grants Online Helpful Hints

DO NOT use the browser's "Back" button.



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



 After clicking "Save and Start Workflow" always go to the Inbox – Tasks for the next action. If you do not see the new task, click "Tasks" in the left navigation pane to refresh the page.







Buttons vs. Column Heading



Started

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.

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



Large File Guidance

As a security measure, a 5 minute time limit is placed on uploading and downloading files. If the user uploads a file and it takes approximately 5 minutes, the upload may appear to have correctly finished 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 finish the upload.

Possible Attachment Upload Remedies

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

Possible Attachment Download Remedies

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



Federal Grants Personnel

Program Office (Federal Program Officers)

- Provides the funding for the grant award
- Federal Subject Matter Experts
- Provides oversight for the programmatic aspects of the project – receives and accepts the <u>Performance Progress Reports</u>

Grants Office (Grants Management Specialists and Grants Officers)

- Provides the final approval for all grant management matters
- Federal Grants Management Experts
- Provides oversight for the financial aspects of the project – receives and accepts the <u>Financial Reports (SF-425, SF-270)</u>



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 x161
NOAA/NWS	Carla Kirby	301-713-0420 x113
NOAA/OAR	Brenda Alford	301-734-1174
NOAA/OED	Carrie McDougall Meka Laster	202-482-0875 301-713-9437
MBDA	Joann Hill	202-482- 4826
ITA	Brad Hess Annette Henderson	202-482-2969 202-482-3995
DOC-OS/OHRM	Valerie Revelez	202-482-4425
NTIA/BTOP	Wayne Ritchie Laura Pettus	202-482-5515 202-482-4509



Grants Online Training and Help Desk

Grants Online Website

- Looking For More Information About Grants
 Online?
 - Go to the Grants Online PMO website at <u>http://www.corporateservices.noaa.gov/</u> <u>grantsonline</u>
- Have A Question When Training is Over?
 - Email the Help Desk at
 <u>GrantsOnline.Helpdesk@noaa.gov</u>
 - 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	×	×	×	×	×	×	×	×	×	×	×
Create RFA (Including FFO and Synopsis)	×	×	×								
Review FFO and Synopsis	×	×	×	×	×	×	×	×	×	×	×
Review Reviewer Instructions	×	×	×								
Manage Competition	×	×	×								
Be Assigned Program Officer on RFA	×	×	×								
Be Assigned Program Officer on Application	×	×	×								
Notify Recipients for Non Competitive Apps	×										
Accept Competitive Applications								×			
Approve Selection Package								×			
Forward Documents to FALD	×							×			
Complete Negotiations	×	×	×								
Accept Minimum Requirements Checklist	×	×	×								
Reject Minimum Requirements Checklist	×										
Complete PO Checklist	×	×	×								
Certify and Forward PO Checklist	×										
Complete and Forward NEPA Document	×	×	Х								
Approve NEPA Document							×				
Complete and Forward Procurement Request	×	×	Х								
Be Requester on Procurement Request	×	×	X	Х	X	×	Х	×	X	X	
Review Procurement Request	×	×	X	Х	×	×	Х	×	×	X	
Authorize Funds on Procurement Request				X							
Initiate Partial Funding	×	×	×								
Initiate Award Action Request	×									Х	
Initiate Amendment										Х	
Complete Administrative Review of Award File										X	
Approve Award											Х
Accept Progress Report	×										
Accept Financial Report											×
Authorize Bureau User Access to Grants Online									×		×

Grants Online User Roles - Grantee

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

* Recipient Administrator needs to confer "Submitting" Role

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ROLE NAME	DEFINITION
ASAP Authorizer	This role is given to the users who are responsible for the first step (ASAP Authorization) of the 2-step process used in setting up a new award in the ASAP System or adding funds to a current ASAP award. The second step is ASAP Certification performed by a user with a role of "Finance Office". The ASAP Authorizer is also responsible for releasing ASAP profiles as appropriate and reducing ASAP thresholds in the case of a reduction in funding.
Budget Officer (Procurement Request Authorizing Official)	The "Budget Officer" role in Grants Online is 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 approve the use of 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.
CAMS First Approver - D CAMS Second Approver - D CAMS First and Second Approver - D	These roles are given to users responsible for entering grant de-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.
Director (EDA Only)	This role is unique to EDA and is given to the user who has Director-level approval authority on award actions and payments.
FALD	This role is given to users in the Department's Financial Assistance Law Division who are assigned to a particular Bureau. For some Bureaus there are Bureau-level instead of Department-level attorneys given this role.
Federal Program Officer - Certified	This role is given to a user 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. Prints Management Division. Within Grants Online, only Pose 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 the users who are responsible for the second step (ASAP Certification) of the 2-step process used in setting up a new award in the ASAP System or adding funds to a current ASAP award. The first step is ASAP Authorization.
Finance Reviewer	This role is given to users who perform the preliminary Finance Office review of Financial Closeout documents. Workflow routing of tasks to this user is controlled by the "Reconciliation" checkbox on the deobligation memo.

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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, update, or removal of Grants Online users within their respective Line Offices. They also provide input in prioritizing Grants Online system enhancement tickets.
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	The NEPA Official reviews and approves the NEPA documentation as part of an Award File prior to submission to GMD.
OLA	This role is given to a proxy Grants Online user account used to document the Bureau-level Legislative Affairs step in a funded award file workflow. When a task is routed to the OLA user, Grants Online sends a record to the Legislative Affairs system called WebDocFlow. A Grants Online notification is also sent to the email address associated with that proxy user account. Legislative Affairs users then log into the WebDocFlow system to complete appropriate actions related to congressional notification of awards. When their actions are completed in WebDocFlow a message is passed back to Grants Online to move the award to the next step of the workflow.
ΟΓΙΥ	This role is given to a proxy Grants Online user account used to document the Department-level Legislative Affairs step in a funded award file workflow. When a task is routed from the OLA user to the OLIA user within WebDocFlow, a message is transmitted to Grants Online which correspondingly moves the workflow in Grants Online to the OLIA step. A Grants Online notification is also sent to the email address associated with the OLIA proxy user account. When the OLIA actions are completed in WebDocFlow a message is passed back to Grants Online to move the award to the next step of the workflow.
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 Performance Progress Report (PPR) but has no other role in Grants Online.
Program Office Staff	This role is given to users who provide assistance to Federal Program Officers but do not have signature authority. They are able to create RFAs and/or Federal Funding Opportunity notices, input paper applications and approve (but not reject) Minimum Requirement Checklists, run the review process, and complete (but not certify) the PO checklist. Users with this role have the same access in Grant access in Grant Program Officer, but are usually contract staff.
Progress Report Reviewer	This is a Federal Program Office role given to a user whose only responsibility is to review Performance Progress Reports received from the grant recipients. This functionality can also by done be users with other Program Office roles such as Federal Program Officer (Certified or Uncertified), Program Office Staff, and Program Office Reviewer.

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Grants

Public Affairs Liaison	This role is given to users who need to be notified about grant awards for the purposes of preparing press releases and/or other Public Affairs type activities which are separate and distinct from the Congressional notifications performed by the Legislative Affairs offices.
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 countersign an Award document such as a CD-450 (new Award) or CD-451 (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 in Grants Online.)
Recipient Business/Finance Representative	This role should be given to recipient users who need to fill out Financial Reports (SF-425 and SF-270). There are two versions of this role - users with a "submitting" role can submit Financial Reports directly to the Federal Agency; users without the "submitting" role can only forward the Financial Reports to their Authorized Representative who can in turn submit them to the Federal Agency.
Recipient Principle Investigator	This role should be given to recipient users who need to fill out Performance 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.
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.
Vendor Control	This role is given to Finance Officer users who create and update vendors in CBS to be associated with Grants Online Organizations on an "interfaced" award. Obligations for "interfaced" awards are created and modified via transactions sent via webservices between Grants Online and CBS. For "non-interfaced" awards the obligations are created and updated manually. Vendor Control users do not get workflow in Grants Online for "non-interfaced" awards.
Vendor Validator	This role is given to Tier3 Help Desk personnel in the Grants Online Progam Management Office who perform data quality assurance tasks on Grants Online organizaton records before they are passed to the Vendor Control users in the Finance Office.
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

Release 4.13 August 2014

Getting Started

Accessing Grants Online

- 1. Click the Internet Explorer icon on your desktop or go to the Start Menu and locate the Internet Explorer icon.
 - The Internet Explorer browser opens.
- 2. Type the following URL information in the address bar of your browser: <u>https://grantsonline.rdc.noaa.gov</u> then press **ENTER.**
 - The Grants Online Home Page/Login Screen appears.
- 3. Before logging into Grants Online, from this screen you can access the Public Search feature and other useful links, including the Grants Online Training page.



Warning!If you entered your username or password incorrectly you will see a red
error message on the screen. After three unsuccessful attempts
to log in, the system will lock you out and you will have to 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 Access to certain Grants Online features is determined by the user's role. Each registered user is granted a level of access adequate to accomplish his/her assigned tasks.

Screen Layout

When the user has successfully signed into Grants Online, the system will default to the Inbox Tab. Grants Online is divided into several content areas:

- <u>Tabs</u>: Highlighted by a red border at the top of the screen. Use the Tabs to navigate to the different areas of Grants Online.
- <u>Navigation Pane</u>: Highlighted by a green border on the left-hand side of the screen. The options displayed in the Navigation Pane are determined by the active Tab. Click on the desired command to go to that content area of Grants Online.
- **Document Pane**: Highlighted by a black border located in the middle of the screen. This is where most of the data in Grants Online is displayed for input.

Inbox RFA Appl	ication Awards Account Management Reports Help Tabs
	Welcome to Grants Online Ms. Grants Studen125: You are logged in to TRAIN21. Log Off.
Advisories Archived	Advisorin
Notifications	Advisories
+ Task Management	** NOAA Grants Training 2014
+ Tasks	05/11/2014 06:28 PM
	Hafa Adai Guam partners!
Navigation Pa	Document Pane

Other User Interface Features

Pop Up Short Cuts When the user places the cursor over a tab at the top of the screen, s/he will see a pop-up menu that contains the same links as the left navigation pane for that tab. This allows the user to navigate directly to a content area without first having to click the tab.



Bread Crumbs The Grants Online system keeps track of the pages the user has visited since s/he last signed on. The software puts a "Breadcrumb Trail" of those pages at the top of the Document pane. This feature should be used instead of the "Back" button.



Warning!

Please do not use the browser's "Back" button in Grants Online. Using the browser's "Back" button may sign you out of Grants Online.

Help Tab

When the user clicks the **Help** Tab, the following screen will display. Note that the right side of the screen shows the Help Desk contact information and hours of availability. To access the Grants Online Training website click on the link at the bottom of the screen.



Inbox Tab Tasks

Notifications alert the user to an action they must complete. In contrast, selecting **Tasks** allow the user to complete an action assigned to them within the workflow.

Accessing Tasks

1. From the Inbox Tab, click Tasks.

• A list of your available tasks appears.

Notifications	You	r Tasks									
▶ Send Message ▶ Task Management	Docur All	ment Type	Statu Oper	ms 1	Apply Filter	>>					
• Tasks	View	Award Number	<u>Tosk</u> Id	Task Received Date	<u>Task Name</u>	Approved Federal Funding	Total Federal Eunding	<u>Task</u> <u>Status</u>	Document Type	<u>Start Cate</u>	Docur Id
	NIR W.	N/A	253670	11/30/2006	Review	N/A	N/A	Not Started	Omnibus Synopsis		20508
	ZIGW.	NA07SEC4690002	251480	11/21/2006	Procurement Request and Commitment of Funds	N/A	\$150,000.00	In Progress	Procurement Request and Commitment of Funds	11/21/2006	205071
	Siew	NA07SEC4690002	251479	11/21/2006	Review Release of Funds	N/A	\$150,000.00	Not Started	Award File		20507
	a limited	NA06NOS4720010	250205	11/16/2006	Deview	NIZA.	too 410 00	Not	Award		20507



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

Viewing a Task

1. Click View next to the task you wish to view.

Notifications Notifications Send Message Task Management	You Docu All 25 ite	Ir Tasks ment Type rms found, displayir	Statu Oper	erms, 1	Apply Filter	·>>			
• Tasks	View	Award Number	<u>Task</u> Id	<u>Task</u> Received Date	<u>Task Name</u>	Approved Federal Funding	<u>Total Federal</u> Funding	<u>Task</u> Status	Docun Type
	View	N/A	253670	11/30/2006	Review	N/A	N/A	Not Started	Omnibu Synops
	<u>View</u>	NA07SEC4690002	251480	11/21/2006	Procurement Request and Commitment of Funds	N/A	\$150,000.00	In Prograss	Procure Reques Commit of Fund
	View	NA07SEC4690002	251479	11/21/2006	Review Release of Funds	N/A	\$150,000.00	Not Started	Award
1	View	NA06NOS4730010	250285	11/16/2006	Review	N/A	\$90.410.00	Not	Award

Filtering Tasks

- 1. Select the **Document Type** from the dropdown list.
- 2. Select the Status from the dropdown list.
- 3. Click Apply Filter.
 - The Tasks screen appears showing only filtered tasks.

Document	Туре	Status	
All	-	Open 🔽	Apply Filter >>
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Account Management Tab

The Account Management Tab allows the user to view his/her Profile, Preferences, and Delegations. Within this tab the user can update his/her profile, customize his/her Notifications and Tasks preferences, and delegate his/her Inbox to other users.



Accessing My Profile

- 1. From the Account Management Tab, click My Profile.
 - The Manage Profile screen is displayed.

	Wetcome to Grants Online System User, four password explores in 2 days. You are logged in to 18511.	Loy Off		
Hy Delegations My Preferences My Profile	Atomica >> Into >> Int			
	Prefix: First Name: System Mode Name: Last Name: User Affic: User			
	User Name: ahol02 Active Flag: true		Security quest the user to res	ions are used to allow et his/her password. If
	Security Questions Question roct 1 What are the first three letters of the month in which your father was born? 2 What are the first three letters of the month in which your mother was born? 3 What is your younget sister's birthday (MM/OD)? Idll Security Questions	Anower Text JAN FEB 01/02	the user calls t a password re- provide the con his/her person- ensures the He bas the right to	he Help Desk to request set, the user must rrect response to one of alized questions. This elp Desk staff the person access the account
	Optimis Organization Position Phone Address Details Organization Position Phone Address Details 1003209 Chespeake GIS 301-4441234 123 name street Assigned Roles Intervention Intervention Intervention	Edgewater, MD 21037 USA ana.holt@soaa.go	Fax Primary Active	
	officer - Certified Officer - Certified Dome			



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

Editing Your Profile

- 1. Click Edit and the screen as shown in the image below is visible.
- 2. Make the necessary changes. (**NOTE:** Click 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).

			1		8	.
		nts) Manage Profil	e			
Prefix First N Middle Last N Affix:	(: Ms. lame: Grant e Name: Jame: Stude None	v E ent25 e v				
User User Active	Account Del Name: gstud Flag: true	tails lent25				
Secu	urity Questio	ons				
# Q	uestion Text		Arswer Text			
1 V	Vhat is your m	other's maiden name?	Jan			
2 V	Vhat is your fa	ther's middle name?	Feb			
3 V	Vhat is your m	other's middle name?	Mar			
Ean	Security Que	suons				
Affilia	ations					
Deta	ils Org ID	Organization	Positi	ion Phone	Address	E-Mail
Deta	ils 2002468	GOT One Commerce P Office (OCPO)	rog am	301-555- 1212	20020 Century Elvd, Germantown, MD 20874-1143 USA	testemail@msg2.rdc.noaa.gov
Add a	new affiliation	1.>>				
Assig	gned Roles					
Role Feder Office	ral Program r - Certified	Org ID Organizat 2002468 GOT One O Program O	ion Commerce iffice (OCPO)			
Save	Save and	Return To Main Cano	el			

My Preferences

The user may customize his/her viewing preferences through the My Preferences screen. The user may add/remove email Inbox notifications. This will remove notifications sent to the user's external email account only. Headings may be customized to display certain fields on the user's Tasks and Notifications screens. Additionally, the user may change his/her Grants Online password.

Accessing My Preferences

- 1. From the Account Management Tab, click **My Preferences.**
 - The User Preferences screen is visible.
- 2. Customize the Page Size, Number of Bread Crumbs, Look and Feel, and Workflow Warning.
- 3. Click **Save** at the bottom of the page. (**NOTE:** The **Save** button is not visible in the screen shot).

Page Size
100 [-]
Set the number of elements displayed per page in search results. The smaller the page size, the faster a page will load and vice versa.
Number of Bread Crumbs
4 [-]
Set the maximum number of navigational bread crumbs to display.
Look and Feel
DOC Y [-]
Set the name of the deptartment/bureau for look and feel
Workflow Warning
Yes 🗸 [-]
Set to 'Yes' and the system will warn you before initiating workflow on a document. Set to 'No' and the system will give you fewer workflow

Customizing Tasks

- 1. Specify the Notification Preferences (top portion of the screen shot below). Specify the Task Preferences (bottom portion of the screen shot below).
- 2. For the Task Preferences, use the Push (>>) and Pull (<<) functionality to specify the columns that will display in your Inbox.
- 3. For the Task Preferences, use the Up and Down buttons to select the desired column order for display in your Inbox.
- 4. Click **Save** at the bottom of the page. (**NOTE:** The **Save** button is not visible in the screen shot.)

	Grant	s Online	Email Inbox	
System Generated Advisories				
Password Expiration		1	8	
Scheduled Downtime		2	8	
Policy Update		1		
System Generated Workflow			11.240	
Task Assignment		×.	×	
Item Submission		1	2	
Delegation of Work		R	S.	
System Generated Notices				
Expired Certification		1	3	
Pending Due Date		1	8	
Overdue Item		10	~	
Please select an inbox column Project Title	****	Pleas Task Id	se select an inbox colu	mn +
Available Columns		Selected (Columns	
Approved Federal Funding Applicant Name Task Received Date Award Start Date RFA Name Competition Name	~	Document Document Start Dato Complete Award Nu	i Type i Id d Date mber Columns	Up Down
Anticip Max Award		Pleas	se select an inbox colu	mn 🔺
Application Due Date		Task Id		
Anticip Award Date		Task Nam	e	
RFA Create By		Task Stat	US Turno	
REA Lindate By		Document	tid	
REA Lindate Date	55	Start Date		110
FRN Id	_	Complete	d Date	- Op
FRN RIN Num		Comprese		Down
				and the second s
FRN Funding Title				
FRN Funding Title FRN Federal Agency				
FRN Funding Title FRN Federal Agency FFO Id				
FRN Funding Title FRN Federal Agency FFO Id FFO RIN Num				
Changing Password

1. Click the Change Password button on the User Preferences screen.

	trade base trade base ication Awards Account Management Reports Help
	Welcome to Grants Online Ms. Grants Student25. Your password expires in 11 days. You are logged in to TRAIN2P. Log Off
• My Delegations	Advisorim >> Ny Preferences
My Preferences	
• My Profile	User Preferences Site Freferences
	Page Size 100 [±]
	Number of Bread Crumbs
	- Look and Feel
	Workflow Warning Yes
	Change Password

2. The Change Password screen appears.

Inbox RFA App	blication Awards Account Management Reports Help
	Welcome To Granta Online Ma. Granta Student25. Your password expires in 11 days. Youare logged in 16 TBADUJP. Log Off
My Delegations My Preferences	Advisaries >> My Preferences
• My Profile	Change Password
	Old Password :" Passwords contain at least twelve (12) non-blark characters. Passwords conto contain quotation marks.
	New Password :* - Password are case sensitive. Confirm New Password :* - A password nucleon of the characters must be a number(0+9). Confirm New Password :* - A teast one of the characters must be a packed character. At least one of the characters must be a packed character. - A teast one of the characters must be a packed character.
	NOTE: Once the password is successfully modified you will be redirected to login page

- 3. Enter the old password.
- 4. Enter the new password.
- 5. Enter new password again to confirm.
- 6. Click Submit.



Note: Please follow the Password Guidelines. **ONLY** the following special characters are valid: underscore "_", dollar sign "\$", and pound sign "#".

My Delegations

When the user selects the My Delegations link on the Account Management Tab, s/he will be able to view existing delegates, add delegates, and rescind delegates. The only person a user can select to be a delegate is someone who has an access level that matches his/hers. For example, a Certified Program Officer cannot delegate to someone who has a lower level of access (e.g., an individual who has the role of an Uncertified Program Officer or a Program Office Staff).

Accessing My Delegations

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

Inbos RFA Applic	ation Awards Account Fanagement Reports Help
	Welcome to Grants Online Ns. Grants Student25. Your password expires in 11 days. You are logged in to TRAIX2P. Log Off
My Delegations My Preferences	Advisories >> Mx Preferences >> Ex Delegations
• My Profile	Delegate Authority
	Ycu currently have no peers on your list of delegates
	Search for Peers Please note that this search will only cover those users who match the criteria and have at least the same permissions as you do.
	First Name:
	Last Name:
	Organization:
	AGO ASAP Authorzer
	Award Mailer
	Find Peers

Adding a Delegation

- 1. Search by First Name, Last Name, Organization or Role.
- 2. Click Find Peers.

3.	Select delegations.	Delegate Authority
		You currently nave no peers on your list of delegates
4.	Click the Delegate button.	Search for Peers Please note hat this search will only cover those users who match the criteria and have at least the same permissions as you do. First Name:
		Search Results
		Peterson Charles Delegate Share

Rescinding a Delegation

- 1. From the Account Management Tab, click My Delegations.
 - The My Delegations screen appears.
 - This screen will <u>not</u> populate unless you have previously assigned one or more person(s) as a delegate.

Inbox RFA Applic	commerce trade an trade bat ention Awards Account Management Reports Help Without to Gradi Balanta?, You descend nation to TABH22
• My Delegations	Arvisories >> Mv Preferences >> Mv Delegations
My Preferences	
• My Profile	Delegate Authority
	Current Peers on delegation List: Action Prefix Affix Name Plane Email Fax Title Organization Rescind Grants Student00 301-555-1212 testemal@msg2.rdc.noaa.gov Fax Title Organization Search for Peers Please note that this search will only cover those users who match the criteria and have at least the same permissions as you do. First Name:

2. Click the **Rescind** link to remove an individual as your delegate.

Inbox RFA Appli	cation Awards Account Minagement Reports Help
	Welcome Is Grants Online Ms. Grants Student25. Your password expires in 11 days. You are logged in to TRAIN27. Log Off
My Delegations	Advisories >> My Preferences >> M1 Defeations
My Preferences	
• My Prome	Delegate Authority
	Search for Peers Procession Fax Title Organization Search for Peers Please note that this search will only cover those users who match the criteria and have at least the same permissions as you do. First Name: Image: Correct State Student Stude

Logging in as a Delegate

- 1. Log in to Grants Online with your normal user name.
- 2. Click the **OK** button on the Notice to Users page.
- 3. Choose continue as yourself (click the **Continue to Inbox** link)

Access Grants Online as the person who delegated you the authority to access their account (click the **Select** link next to the person's name).

commerce trade an trade ban	Log Off
Choose Active User	
Other users have chosen to delegate their work to you. You may choose to work as one of the users listed below. Otherwise, choose 'Continue to Inbox' to work as yourself.	
Select User Name Select Michelle McClelland	
Continue to Inbox >>	

-or-



Note: When you are in Grants Online as a delegate, the system will identify you as a delegate of that individual (see below). The tasks displayed on the screen are the tasks the delegate may perform on behalf of the original user. Both the user and the delegate can work in Grants Online simultaneously.

	commerce trade at trade at			No.			and	经 上
INDOX RFA A	OPERATINGAS DELEGATE FOR Ha. Michelle I	AcCieland, Your passwo	rd expires in 2 days. You :	are logged in t	to TESTIL Log Off			
Advisories Archived Notifications	Advisories >> Taska	\uparrow		I				٦
Notifications	Your Tasks				Name of the Opera	ating	Delegate	
 Task Management 	Document Type Status	· · ·		L				-
• Tasks	All Copen Titems found, displaying all items	Apply Filte	ar >>					
	View Applicant Name	Approved Federal Funding	Total Federal Funding	Completed	Project Title	Task Status	Proposal Numbe	Award Nu
	View The Nature Conservancy	N/A	\$2,997,000.00		TEST RECORD - Great Bay Coastal Land Protection an	Not Started	N/A	N410NO54
	View Land and Natural Resources, Hawaii Dept of	\$5(0.00	\$285,000.00		TEST RECORD - 2012/2013 Hawaii Marine Recreational	Not Started	N/A	NA12NMF4
	View Colorado State University	\$21,143.00	\$21,644,820.00		TEST RECORD - Environmental Applications Research	Not Started	NA09OAR432007 EAR	4 N4090AR4
	View Colorado State University	\$3:6,459.00	\$21,644,820.00		TEST RECORD - Environmental Applications Research	Not Started	NA09OAR432007 EAR	4 NA09OAR4
	View The Regents of the Universit of Colorado	\$5!7,553.00	\$160,000,000.00		TEST RECORD - CIRES Five-Year Cooperative Agreemen	Not Started	N/A	NA12OAR4
	View The Regents of the Universit of Colorado	\$3:8,368.00	\$160,000,000.00		TEST RECORD - CIRES Five-Year Cooperative Agreemen	Not Started	N/A	NA12OAR4
	View The Regents of the Universit of Colorado	\$816,902.00	\$160,000,000.00		TEST RECORD - CIRES Five-Year Cooperative Agreemen	Not Started	N/A	NA12OAR4

Federal Program Officer Training Agenda

Day 1 - PM

Session 2: Universal RFA Creation / Application Processing 10:30 am – 4:30 pm				
Торіс	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 RFAs
- Be able to input a paper application and complete the "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

August 2014



<u>Universal</u> and <u>Competitive</u> 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 the contact for users having difficulty downloading 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. The Assigned Program Officer on the RFA must be a "Certified FPO" to forward documents through the workflow.
- 2. For both <u>Universal</u> and <u>Competitive</u> RFA you will need to establish the person or persons in your Program Office who will receive the applications for the initial Minimum Requirements Check.





When adding a recipient to the RFA use the DUNS number to perform the lookup.



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







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

A review event is optional for the Universal process.

	Applications submitted through Grants.gov	³ ●.	4	5	_
GRANTS ONLINE TE DE HEMINE MEDA	1 Create via Application Tab NOAA NOAA	Assigned Program Officer	Review Min. Req. Checklist(1/App.)	Approve/RejectMin. Req.Checklist (1/App.)	End
	Application Details - SF-424 Audt Trai:				
	Keyword(c): Principal Place Of Performance : Search FIPS Data Cadance Application Sobmission Type and Date Information Type of Submission: Application: Type of Submission: Search FIPS Data Type of Submission: Search Type and Date Information If Revision, select appropriate latter(c): Select a Revision Type: Mendead Date:	Applicant Information Legil Name: * _ cm Department Name:	EN Number: (xx xxxxxx) County: 20: 20: 20: 20: 20: 20: 20: 20	her Education)	

To start, select the "Input Paper Applications" menu item from the Application tab. The data on the Application Details screen will already be filled in if the application was exported from Grants.gov. However, if a paper application is received by the Program Office the data must be entered on this screen. Only the 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 all required fields, click "Save as Draft." If you have missed any required fields you will see an error message with guidance regarding the missing fields.

	Applications submittee Grants.gov	l through 3	4	5
GRANTS ONLINE CONLINE TABE HENTER MIDDA	Create via Application Tab NOAA	Done Assigned Program Officer	Review Min. Req. Checklist (1/App.)	Approve/Reject Min. Req. Checklist (1/App.)
	Name of Federal Agency: <u>MDAA</u> Applicant Congressional District			
	Application Soft Profer Forthane Work Inter Profer Forthane Profer Forthane	Edit Application Funding D Application Total Funding : 500000 Fiscal Year : " (use format YYYY) Funding Start Date : " (use format YMV/DD/YYYY) ID/01/202 Federal Funding : Applicant Funding : Local Funding : Local Funding : Total Funding : State Funding : Dither Funding : State Funding :<	Petails Funding End Date Use format MM/ Program Income	:: * DD/YYYY)
	Application Funding Details: * Total Funding: * 500000 Multi Year Award: No Fiscal Year Start Date End Date Federal 2011 10/01/2011 09/30/2015 \$500,000.00 Add New Save as Draft	Applicant State Local Other Tot 0 \$0.00 \$0.00 \$0.00 \$0.00 \$50 kflow Cancel	<mark>al Fundings</mark> Program I(0,000.00 \$0.00	ncome Action Action Edit Delete

The "Total Funding" amount includes both Federal and matching funds.



If the "No" radio button is selected on any of the items comprising the Minimum Requirements Checklist, a comment should be entered in the associated comments box or in the Overall Comments box (typically at the bottom of the screen). The user will not be allowed to save the screen without a comment if a "No" radio button has been selected.







- 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).
- 2. 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.
- 3. 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. If an organization record is non-ASAP, but that Organization has been ASAP in the past, please contact the Grants Online Help Desk.



When adding a new organization the user must select hi/her 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 the user can indicate if s/he has verified the EIN and DUNS number the recipient entered on the submitted paper application. On occasion, there have been typos in the EIN or DUNS number on the application. Those typos frequently lead to inaccuracies in the organization's profile information and contribute 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" process step (Universal RFA) or "Assign Award Number/Recipient" process step (Competitive RFA).



We are currently working on a new award. However, when working on continuation amendments it is imperative that the user select the exact organization record that is on the original award. Presently, the system does not check to ensure the award numbers are the same. If a different organization record is selected, it will cause problems with the application processing further along in the 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 FPO's 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.
- The user should now have three (3) new tasks in his/her Inbox. (If there are no new tasks in the Inbox, click the Inbox tab to refresh the screen display.) An Award File has also been created in the database. These three tasks will move along three separate workflow paths but will become a part of the same Award File in the Grants Specialist's Inbox. The three tasks do not have to be completed in any particular order. However, the Grants Specialist may return an "incomplete" Award File to the FPO. The Grants Specialist cannot proceed to the next step until all three documents that comprise the Award File are complete. The user should periodically check the Workflow History to ensure the Procurement Request and NEPA have completed their approval process before forwarding the Award File to the Grants Specialist. (The task with the option to forward the Award File to the Grants Specialist.)
- 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.





From the Action Dropdown menu, select "Complete NEPA Document" and click the Submit button. The NEPA Details screen displays three questions the user must complete. After completing those three questions add any appropriate attachments and select the NEPA Official who will be perform 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 menu and click the Submit button. The user will be returned to his/her Inbox where s/he will see the NEPA Document task is no longer visible. It has moved to the next step in the workflow. (You can always find old tasks by changing your Inbox

NOTE: For more information regarding the NEPA process, please refer to the 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 menu. 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 his/her 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 completed 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.
- The user will also get an error message prompting him/her 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 be changed by any user who has the right to edit the contents of 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. This action pulls in the Program Code.
 - 3. Click the Cancel/Done button to return to the previous screen.



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- The CBS Validator feature applies only to Interfaced Awards. Currently, NOAA is the only Bureau with Interfaced Awards.
- 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 check for sufficient funds. It will also check the validity of each component of the ACCS line and 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 for the Budget Officer. However, it is also available for the FPO and Requester.

- The amount of the "PRCF Total for this Award action" must be equal to or less than the amount in "Total Federal Funds Authorized For This Award Action."
- At this point, if the user needs to create more than one Procurement Request to send through different approval routes, s/he can select "Create New Procurement Request." When there is more than one Procurement Request associated with an Award, the total funding for all requests must be equal to or less than the authorized Total Federal funds.
- Select "Save and Return to Main" to prepare to start the workflow. The user will be returned to the Procurement Request launch page. From the Action dropdown list select "Forward Procurement Request to Requestor" to begin workflow. Because the user has selected himself/herself as the requestor s/he will have a new task in his/her Inbox to "Review the Procurement Request."
- Navigate to the Inbox Tasks and select that task. Select "Approve Procurement Request" from the dropdown list.





The user now has one more task in his/her Inbox to complete for this application: "Complete PO Checklist." Click on that task and go to the details page. Fill out this form carefully. Each section is important.

- Statutory Authority Data must be entered. The information can be modified by GMD; however, 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 a 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 the Federal share). Using real numbers, for a \$500,000 total award there is \$100,000 in matching funds to \$400,000 in Federal funds.
 - b. If using percentages, the percentage is based on the total award (Federal plus match), not a percentage of just the Federal funds. (Ex. A 20% match means that the total award contains 80% Federal funds and 20% matching funds). Using real numbers, for a \$500,000 total award there is \$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 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 award conditions not covered elsewhere on the page.





- When the Award File has been forwarded to the Grants Management Division (GMD) there are several additional steps that take place before the award offer is sent to the recipient. GMD has 60 days to complete its 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 indicated as ASAP, the ASAP steps on this workflow will be skipped. Subsequently, the recipient must 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 irrespective of the award amount.

From: GrantsOnLine.test@noaa.gov (GrantsOnLine.test@noaa.gov)To: grant.recipient@yahoo.comDate: Monday, December 10, 2007 8:54:40 AMSubject: 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 <u>Grants.gov</u> and you have been selected by the posting Program Officer for notification.

<u>Grants.gov</u> is available at the URL: <u>http://www.grants.gov</u>. If you are not registered at <u>Grants.gov</u>, 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 <u>Grants.gov</u> instructions for submission.

Information on the NOAA Request for Applications (RFA):

RFA Name: Generating Sample Notifications Fiscal Year: 2008 CFDA Number: 11.469 Opportunity SEC-ONPO-2008-2001279 Number: 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: <u>federal.program.officer@noaa.gov</u>
Federal Program Officer Training Agenda

Day 2 - All Day

Session 3: Competitive RFA Creation / Application Processing 8:00 am – 4:30 pm			
Торіс	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

August 2014





<u>Universal</u> and <u>Competitive</u> 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. The assigned Program Officer for the RFA must be a "Certified FPO" to advance documents to the next step in the workflow process.

2. For both <u>Universal</u> and <u>Competitive</u> RFAs the user should know the person(s) in his/her Program Office who will receive the application(s) for the initial Minimum Requirements Check.



Additional RFA Fields Posted to Grants.gov for <u>Competitive</u> 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 (Max)
- Award Floor Anticipated Award Amount (Min)
- Funding Opportunity Description FFO Details screen, Executive Summary, Funding Opportunity Description
- Competition ID System Generated ID for the Competition(s) associated with the RFA
- Competition Title Competition Details screen, Competition Name

Create via Tab & the Create RFA link Select the option to copy RFA from existing or create new RFA new RFA Creator RFA	4 5 6
Create RFA Choose Type: Ocompetitive Congressionally Directed Formula/Allotment Noncompetitive Choose Action: Ocreate New from Scratch Create New from Existing Create New From Scratch	RFA Header Information Document ID 2147932 RFA Name* Sample RFA for FPO Training Fiscal Year* (YYYY) 2009 Announcement Type Initial Anticipated Publication 04/24/2009 *** Common Or Funding Opportunity NOAA-GOT-ONPO-2009-2001984
RFA Name* Fiscal Year* (YYYY) Announcement Type Initial Anticipated Publication Date* (MM/DD/YYYY) Line Office* Assigned Program -Select a Program Office-	Line Office* NOAA Grants Online Training (GOT) Assigned Program GOT One NOAA Program Office (ONPO) Assigned Program Officer* Student, NOAA V Officer* 11.499 - NOAA Grants Online Training V Sub Program - Select a Sub Program V
Office* Select a Program Officer Assigned Program -Select a Program Officer- Officer* -Select a CFDA #- CFDA Number* -Select a CFDA #- Sub Program -Select a Sub Program- Save Cancel	



- All RFA workflow processes fall into two main categories "Competitive" and "Universal."
- All 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 the user's training id (e.g., Grants Studentxx). This will make it easier to locate the RFA in future searches. The user may also want to include the current date as a part of the RFA name. For this class, set Anticipated Publication Date to tomorrow's date.
- Select One Commerce Program Office (OCPO) and the training instructor as the Assigned Program Officer. Select the only available CFDA Number. Click Save.
- NOTE: The Funding Opportunity Number (FON) has now been generated. The FON is comprised of the following components:

First component – Bureau (for training – "NOAA")

Second component – Line Office (for training – "GOT")

 $\ensuremath{\textbf{NOTE:}}$ For organizations where the Bureau and Line Office are the same, the Line Office is not included

Third component - Program Office (for training - "OCPO")

Fourth component - Next 4 characters reference the Fiscal Year

Fifth component - The last 7 characters are a system-generated number

GRANTS GRANTS DULIE ENDER ENDER ENDER ENDER ENDER	1 Select the RFA 2 Tab & the Create RFA link Select the option to copy RFA from existing or create new RFA rew RFA Create via 3 links on RFA Details Addresses, Conta Program Element Competitions	ts, Mission Goals, /Funding Priorities, /Funding Priorities	uting Slip
	RFA Supplementary Information Anticipated Funding Amount * \$ New Program * • This IS NOT a new program. A Federal Register Notic • This IS a new program. A Federal Register notice IS Min Anticipated Award Amount* \$ Anticipated Number of Awards* Selected Federal Addresses * No addresses have been selected. Add/Edit Selected Mission Goals * No mission goals have been selected.	ce IS NOT REQUIRED unless anticipated funding is \$100M or grea REQUIRED. Max Search Addresses Program Office Name: onpo Street Address: City: State: Please select a state	ter.
	Add/Edit Program Elements/Funding Priorities * No Program Elements/Funding Priorities Available Add/Edit Competitions Press Save before selecting the following link(s) No Competition Add New	Zip: Search Search Results Nothing found to display. Add to RFA Selected Addresses for this RFA Nothing found to display. Remove from RFA	

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



Program Elements can be assigned 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.

Prior to adding details for the Competition, be certain to save the data entered thus far for the RFA.

ARANTS CALLER TADE TADE TADE TADE TADE	1 Select the RFA 2 Tab & the Create RFA link Create via 3 Inks on RFA Details Select the option to copy RFA from existing or create RFA new RFA Creator RFA RFA RFA	A 5 6 on Goals, Priorities, Create Publication FFO/FRN FFO/FF
	Competition Name * Sample Competitive RFA for FPO Training Fiscal Year * 2009 Competition Type * O Group O Individual Qualification Assigned Program Office* GOT One NOAA Program Office (ONPO) V Competition Manager * NOAA Student V Save Cancel	Application Routing * No Program Officers are assigned to receive applications © Workload © State <u>View/Edit</u>
	Competition Name [•] Comp RFA for Feb 2011 Training Screen Shots - y Fiscal Year [•] 2011 Competition Tipe [•] [•] [©] Group [©] Individual Qualification Assigned Program Office [•] (GOT One Commerce Program Office (COPO) <u>v</u> Competition Namager [•] Grants Student <u>v</u> Selecting Official [•] -Select a Selecting Official <u>v</u>	Application Package * An application package has not been selected. View/Edit Minimum Requirements * Priority/Requirement Name 1 Eligible Applicant 2 Application Received by Deadline 3 Application Meets Maximum Federal Funding
	Nin Max Antripited Federal Runding for this Competition *	Application Meets Minimum Match Application Meets Minimum Match Application Meets Maximum Match Complete Application <u>View/Edit</u> Special Award Conditions No Special Award Conditions are associated with this competition.
	Anticipated Competition Schedule Pre-Application Due Date Pre-Application Due Date Pre-Application Time: Pri Pri Eastern Application Time: Pri Pri Eastern Pri Eastern Pri Pri Eastern Pri Pri Eastern Pri Pri Pri Eastern Pri	View/Edit Review Events No review ever Add New >> Edit Notification Template for N
	Review Criteria Type: * @Agency Standard () Fellowship <u>Guidance</u>	Save Save and Return to Main Cancel



 By default, the RFA name is the same as the Competition Name. Make changes as appropriate. Enter the Fiscal Year.

NOTE: There can be competitions for more than one fiscal year in a single RFA.

 In most cases the user will select "Group" for Competition Type (see the distinction between the 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.
 Follow the step below to enter data into 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 upon the actual publication date. The determining factor is how close the application due date is to the anticipated posting date in Grants.gov.
 - 3. Select "View Anticipated Competition Schedule" to view the system-calculated dates.
- NOTE: The user who receives a routed application becomes the "Assigned Program Officer" for that application and will get the tasks to "Conduct Negotiations" and three Award File tasks: 1) the PO Checklist;
 Procurement Request; and 3) 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 prior to PO Checklist certification.
- Click the "Save" button at the bottom of the screen before moving on to the next sections.



At this point, you need to know some basic information regarding the Review Event(s). These details should reflect the information 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 from which you navigated).



From the Review Event Launch page navigate to the Competition to verify the information is complete and accurate. The next step is to navigate to the RFA and begin creating the FFO.







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



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

NOTE: Refer to the Review Event Section (page 140) at the end of the Training Material for additional details.

	Applications submitted through Grants.gov	3	4	5	
GRANTS CONLINE TE DE TE	Start GRANTS.GOV	Assigned Program Officer	Review Min. Req. Checklist (1/App.)	Approve/Reject Min. Req. Checklist (1/App.)	End
-	Application Details - SF-424				
	Audt Trait I III III III III III III III III III				
	Proposal Number: B Test App 1 Project Type: O Construction @ Non-Construction				
	Propet Directors:				
	Keyword(s): Program Element / A. Frist Program Element/Funding Priority W	Applicant Information Legal Name: " icmr Department Name:			
	Application Submission Type and Date Information Type of Submission: Repolation Other Application Othanged/Corrected Application Type of Application: Otherw O Continuation O Revision O Revision O Revision O Revision If Revision, select appropriate letter(s): "Select a Revision Type- Y	Division Name: Durs Number: (9 or 13 digit number) Street: City:	EIN Number: (xx:xxxxxxxxx)		
	Use format MM/D0/YYYY for date Fields. Projet Staft Sar* [bit 10/2011] Staf Resided Date [bit 20/2012] Staf Resided Date [bit 20/2012]	State: * District of Columbia Country: Name and Telephone number of person 1	Province: Zip: o be contacted on application matter	5	_
	kplicat Kentler. Strä kylicaton Kentler Federal Ventler	Prefix First Name Midde Name I Nome M Title: Organization Affiliation	astiliame: Suffix None M		
		Phone Number. Email Other Application Information	Far Number		_
		Type of Applicant1: * Nonprofit with 501C3 1 Type of Applicant2: Please Select Applican Type of Applicant3: Please Select Applican Test/Training App 1 for	RS Status (Other than Institution of High t Type Release 4.06 Comp RFA	v v	
		vescriptive i ne or Applicant's Project. * Project Areas:		e e	
		CFDA Number: " 11.999 - Grants Online Tra	ning Program V	ü	



- To begin, select the "Input Paper Applications" menu option on the Applications tab. The data on the Application Details screen will be populated if the application is imported from Grants.gov. However, if a paper application is received by the Program Office the data must be entered into Grants Online. Only the fields marked with an asterisk are required for the application processing to continue.
- The Application Details screen contains most of the fields included on a SF-424. After entering required fields click "Save as Draft." If the user does not supply data for all required fields s/he receives an error message with guidance regarding the missing data.
- Be certain to include the student username (GSTUDENTxx) in the Project Title. Adhering to that naming convention will make future identification and/or location of the RFA easier.

	Applications submitted through Grants.gov 3 4 5 Grants.gov Bad
GRANTS ONLINE PROJECT MEDICAL	1 Create via Application Tab Input Paper Applications for RFA
	Name of Federal Agency: MOAA Applicant Convessional District Project Convessional District. Is the Applicant Delimpant on any Federal Detr? Ores: One Is Applicanto Skightst En USZ12 Process? O & This application as made available to the State width the State width and Deter 1222 Process for review on O & This application as made available to the State width the State of the review on O & This application as made available to the State width the State of the review. O E Program is not converted to E0 1232.
	Authorized Representative Safe: Prife: Firsting: None Sonon Firsting:
	Application Funding Details: * Total Funding: * 500000 Multi Year Award: No Fiscal Year[Start Date End Date Federal Applicant State Local Other Total Fundings Program Income Action Action 2011 10/01/2011 09/30/2015 \$500,000.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 Add New Save as Draft Save and Start Workflow Cancel

The "Total Funding" amount includes both Federal and matching amounts.



If the "No" radio button is selected for any item in the Minimum Requirements Checklist, a comment must be entered in the associated comments box or in the Overall Comments box at the bottom. The user will not be able to save the screen's data content until s/he enters a comment.





- 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. The Review Event is started by navigating to the Competition launch page and clicking the ID link for Reviewer Instructions (under the sub-documents section).
- Two sections comprise 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. The main function of this section is to provide instructions to panel reviewers associated with the logistics of convening a panel to review the proposals.

GRANTS GRANTS ONLINE TA DE LENUE MEDA	10 Only if Review Exists Competition Manager (Gick Instruction application	Event 11 Stat Review Event bent at upon completion of Review nos workflow and nos workflow and a sons on all a	tzá) Competition Itanager (Global ssociated Review Eve	13 Close Review Event Copton – Available without a task) tions global option becomes a valiable with withow's completed if there is a	
	Independent Individual Meri Id: 2253410 Status: Action: Please select an acti Your Comments: Please select an acti Start Review Event View Review Event D Start Review Event D Start Review Event D Start Review Event D	t Review on sub on Details Check	mit		
	Id: Stat You	2253411 tus: ManageRe ion: ir Comments:	viewEvent - Not Started Close Review Event Please select an action Assign Applications To Revi Assign Review Event Close Review Event View Review Event Details View Review Event Summa Spell Check Save Comment	ew Event ations	mit



- Initially there is not a Review Event task in the Inbox. Therefore, the Competition Manager should navigate to the Review Event Launch Page (from the sub-documents section of the Competition Launch Page). When the Competition Manager completes that process, the "Start the Review Event" option is now available on the Action dropdown menu. Remember, the option to Start the Review Event 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.
 - NOTE : Refer to the Review Event Section at the end of the Training Material for more details.





During the 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 application. 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.
- The initial step is to link the application to a recipient organization record in the Grants Online database.
 - a. 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).
 - b. 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 although 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 is deactivated to prevent it from being 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. However, the active awards will become associated with the ASAP record.
 - e. The user 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 the user must select his/her Bureau at the top of the page. The user may enter his/her organization's Cage Code at the bottom of the page (if that information is known or available).
- A required checkbox has been added to the PO Checklist. That requires the user provide confirmation that s/he has verified the EIN and DUNS number the recipient entered on the submitted application. Typos in the EIN or DUNS number on the application have the potential to cause inaccuracies in the organization's profile information. In addition, typos may cause to the grant to be 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 imperative that when working on continuation amendments the user select the exact organization record that is on the original award. Currently, the system does not check to ensure the organization records are the same. If a different organization record is selected, the user will have problems with the application processing further along in the workflow.
- When the Award number has been generated, click "Save and Return to Main." Next, 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. After the Competition Manager reviews the package, it can be prepared for approval by the Selecting Official and FALD.





Steps 12-15

- At this point, the Competition Manager attaches all of the pertinent Selection Package documents (e.g., Reviews, Conflict of Interest Forms, Rank Order of Applications, etc.) to the Selection Package. The Selection Package and all its component parts, are sent for final approval.
- If the Selecting Official does not log into Grants Online, a copy of the Approving Document with the signature of the Selecting Official should be scanned and included as an attachment with the Selection Package.

Steps 16-17

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

Steps 18-19

 If satisfied with the Selection Package, the FALD attorney will initiate the 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 <u>once</u> with the action: "FALD Comment." The Selecting Official has a option to follow or not follow the FALD's advice. However, the Selecting Official must send the Selection Package back to FALD. FALD can review the actions taken by the Selecting Official, but after that FALD will only be able to select the "No Legal Objection" workflow option – even if they have a legal objection.




Steps 1a-1b

To move forward with application processing, the Competition Manager selects the option to "Start Award Processing" from the "Review Selection Package" task. After an award is checked and 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 are delivered to the Inbox of the Assigned Program Officer (the person who has been working on the application). The Competition Manager can return to this task and start the award processing as needed for each 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, the NEPA Document, and the Procurement Request when the FPO selects "Start Award Processing." However, similar to the Universal Process, the Organization Profile task for the Provisional Organization Workflow is not in the FPO's inbox. Instead, it is created in the Inbox of the Data Quality Validator (a new Grants Online user role). The FPO can monitor the progress of the Organization Profile by checking "Pending Actions" on the Award File launch page.
- Until the Provisional Organization workflow is completed, the FPO does not have an option to Certify the PO Checklist and the Budget Officer does not have an option to Approve the Procurement Request.
- The user should now have three (3) new tasks in his/her lnbox. If not, the user should refresh his/her Task screen (Do NOT use the browser's "Back" button to refresh the screen display). An Award File has also been created in the database. These three tasks will move along three separate (but parallel) workflow paths. All three tasks, when completed, will comprise one Award File in the Grants Specialist's Inbox. The three tasks do not have to be completed in any particular order. However, the user should be aware that the Grants Specialist will return an "incomplete" Award File to the FPO. The Grants Specialist cannot start his/her portion of the workflow process until all three documents are complete in the Award File. The task, with the option to forward the Award File to the Grants Specialist, appears after you complete the PO Checklist. Therefore, the user should periodically check the Workflow History to make certain the Procurement Request and the NEPA Document have also completed their approval process before forwarding the Award File to the Grants Specialist.

NOTE: For the steps to complete the NEPA Document, the PO Checklist, and the Procurement Request refer to the Universal Processing section starting with page 58 (process diagrams) and page 59 (instructions).





- When the Award File has been forwarded to the Grants Management Division (GMD) there are several additional steps that take place before the award offer is sent 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 with the exception of the GMD review and approval process.
- If funds have been removed from the ASAP account(s) 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 portion of the workflow will be skipped. The recipient will have to use an Organization Profile Change Request to initiate the ASAP enrollment after the award has been accepted. This process must occur when the Non-ASAP record rather than the ASAP record for an organization is accidently associated with an application.
- NOTE: For Non-NOAA Bureaus using Grants Online, all awards are routed to WebDocFlow for OLIA clearance irrespective of the award amount.

Federal Program Officer Training Agenda

Day 3 - AM

Session 4: Post Award Actions 8:00am – 12:30pm							
Торіс	Duration						
Introduction and Agenda	8:00 – 8:15 (15 min)						
Online Demonstration/Process Maps with Hands-On Participation – Recipient Award Acceptance (EAR)	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 Accounting Classification Code Structure (ACCS) 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





Note: Recipient Training Page link:

http://www.corporateservices.noaa.gov/grantsonline/gol_training_GRANTEE.htm

1





Grants Online Process Maps & Screen Shot

Award Action Request (AAR)





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 Submit Additional Closeout Documents 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

Note: FPO - Award Action Request Guidance link:

 $http://www.corporateservices.noaa.gov/grantsonline/Documents/AAR_Assistance/Recipient_AAR_Help.htm$





Grants Online Process Maps Overviews Only Performance Progress Report (PPR) & Federal Financial Reports (FFR) (SF-425, SF-270)











Grants Online Training Post Award Processes



131						5
Ą	Search Awa	rds]
	Award Number:	na09got				
4	Recipient Name:]	Grants File -	- NA09G014990038
	Project Title:	0000 14			Id: 2139154	
	PI-PD Last Name:	open Y			Status: Accepted	
	Search Reset				Action:	Please select an action Y Submit
	Please use the abo	- ove fields to narrow down you	r search.		x 0	Please select an action Partially Fund this Award
2	Searches are not o	case-sensitive. Fields can be	partially completed to get	t all matching	result Your Comments	View Accounting Details
6	Search Results					view/Manage Award-related Personnel
	26 items found, dis	splaying all items.1				
	<u>Award Number</u>	Org ID Recipient Name	<u>Project Title</u>	<u>Award</u> Status	Prir Inv	Spell Check
-	NA 00 COT 1000000	anatona Indik ka faa	TECT DECODE County		Dire	Save Comment
	NAU9G014990038	Culturally Managed	Online Training	Accepted	NON	
	NA09GOT4990027	2001932 Institute for	TEST RECORD - Grants	Accepted	None Designated	
		Culturally Managed Resources (ICMR)	Online Training Application07			
Y	NA09GOT4990008	2001932 Institute for Culturally Managed Resources (ICMR)	TEST RECORD - Grants Online Training Application	Accepted	None Designated	
	NANDOCOTADDANDA	2001022 Institute for	TEST RECORD - Grante	Accented	None Decimated	
	1. 2. 3.	From the A Funded. From the C Award" fro Click the "	ward Tab Grants File om the Act Submit" b	, sear - Laur ion d 	ch for the A nch Page se ropdown lis	Award that will be Partially elect "Partially Fund this st.
2						













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, the Program Office needs to advise the Grants Officer. This allows the Grants Officer to create an amendment informing the recipient that no additional funds will be provided. The recipient has 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 to the Partial Funding workflow and has the same "Look and Feel."

A R initia simil	eduction in Fu ted from the C ar to a Partial Reduction in ren is also sim Funding	Inding Action Grants File pa Funding action Funding mem nilar to a Parti action.	is ge on.	Grants Id: 22 Status: Ac Action: Yoù Com	File - NA12GC v45484 cepted ments: Please so Partially I Reduce F Reduce F View Acc View/Mar Save Co	DT9990023 elect an action elect an action und this Award unding of this A ourthing Details nage Award-rela Spell Che mment	vard ted Personnel ck	bmit A
Redu Memo Redu The G This d obliga	<u> Guidance</u> <u> Gui</u>	2GOT9990023	ject award. the de-			_		
Plan 2014 Select 10 22454	ion Application Proje ID ID I	ct Title rduction in Funding Screa d Fed Obligated 00 \$10,000.00 sining Pending Fed Share Share 0 \$0.00	en Shots Approved Non Share \$0.00 Fed Deduct Amount 100.00	Fed Assigned N Share \$0.00 Approved Non- ed Share \$0.00	on-Fed Remaining Non- Fed Share \$0.00	Pending Non- Fed Share \$0.00	Non-Fed Amount	AMD Project Title No. For Reduction in Funding Screen Shots

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

Ja Rems Journa, disp View Award Numbe	r <u>Task</u> <u>Received</u> Date	<u>Task Id</u>	<u>Task Name</u>	<u>Task</u> <u>Status</u>	Document Type	Document Id	<u>Start Date</u>	Approved Federal Funding	<u>Total</u> Federal Fundion	<u>Applicant</u> Name
<u>view</u> NA12GOT9990	023 05/22/2012	2534353	Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds	t 2245494		N/A	\$10,000.00	Environmental Action Committee of West Marin
<u>View</u> NA12GOT9990	023 05/22/2012	2534352	Reduce Funding Amendment	Not Started	Award File	2245493		N/A	\$10,000.00	Environmental Action Committee of West Marin
Accountin One item Bureau F 14 22 Add New PRCF Tota Total Fed	g - ACCS Lin iound.1 Ind Fiscal Ye 200 2012 ACCS Line I for this Awa eral funds au	es * 10-0 rd actio chorized	nization Prog 1-0002-00-00-00 52-3 n: \$-1 for this Award action: \$-1	ram 0-00-00 00.00 00.00	Project - Task O SAE0000-SAE 41	Active Pr Nothing f Withdrav Nothing f Federal	rocuremer ound to di ound to di Share: * Imount I \$100.00) f	nt Reques isplay. ement Re isplay. \$ -100.00 Prior Yea N	ts: quests:) Yes	ed Action Edit Delete

Similar to a Partial Funding, two tasks are generated in the FPO's Inbox. The Procurement Request must be filled out using negative numbers for the funding reduction. The workflow must be completed by the Authorizing Official (Budget Officer role) to allow the Procurement Request to be forwarded to the Grants Management Division.

MEMORANDOM: NOAA Finance Of FROM: Grants Managem	fice Ient Division	
SUBJECT: DE-OBLIGATION De-obligation Re	quest for Award: NA12GOT9990023	
Total Federal Funding (entire award):	\$10,000.00	
Recipient Name:	Environmental Action Committee of	West Marin
DUNS:	793971490	
ASAP ID (if applicable):	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Award Period:	05/01/2012 - 04/30/2013	
Federal Program Officer:	Grants Student00	
Obligation Number:	374002	
Requested De-obligation Amount:	\$100.00	
Item #/MDL	ACCS	Amount
2245494 / 2025338 14 2012 2000 52-30-	-00-000 SAE0000-SAE 10-01-0002-00-00	0.00-00 41-12-00-00 (\$100.00)
The Grants Management Division has revi This document serves as authorization to obligation process.	ewed the subject award. proceed with the de-	
The Grants Management Division has revi This document serves as authorization to obligation process. Spell Check Grants Officer Approval: De-obligation Completed: Finance Office Approval: N/A	ewed the subject award. proceed with the de-	

The Award File for a Reduction in Funding contains a de-obligation memo. This is used to document the de-obligation by the system via the interface. In the case of a non-interfaced award the workflow will go through the Finance Office where the de-obligation memo will be manually approved. There is no action required by the Federal Program Officer relative to the de-obligation memo. However, the memo is available for viewing by the Federal Program Officer.



For a Federal Program Officer, the Declined Amendment workflow looks similar to a Reduction in Funding. However, the tasks are generated when the Grants Officer acknowledges the declined award rather than the Federal Program Officer initiating the action.





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

- 1. Navigate to the Award File containing the Procurement Request that needs to be corrected.
- 2. Access the details page of the Procurement Request that needs to be corrected.
- 3. Click the "Correct ACCS" button. This will generate a new "zero-dollar" Procurement Request.
- 4. Edit the ACCS line to make the amount (or a portion of the amount) negative.
- 5. Add one or more positive ACCS lines to create 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 for the Award can make a correction to an ACCS line on an award that has been approved.



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

NSA				
ONLINE				
T R A D E	Inbox Awards	Account Manage	ment Help	
MBDA	• Manage Recipient Users	Organization Profile (Organization: Institute for C Request ID: 2245527	Change Request ommunity Managed Resources (ICMR) (2002469)	
	 Organization 	Profile Field	Current Value	Requested Change
and the second	Profile Change Request	Legal Name or DBA Physical Address	Institute for Community Managed Resources (ICMR)	
	 SF-425A for Multiple Awards 	Street Address	123 Main Street	
$\langle \rangle$	Search Awards	City	Washington	
	• Search Reports	State	DC - District of Columbia	<u> </u>
4		Zip/Postal Code	20000	
Se Carlos		Country	USA - United States	v
STREET, STREET		Phone	301-555-1212	
STATISTICS IN THE REAL PROPERTY INTERNAL PROPERTY		Mailing Address		
		Mailing Name	ICMR	
		Street Address	123 Main Street	
		City	Washington	
		State	DC - District of Columbia	<u> </u>
IIII DATE		Zip/Postal Code	20000	
		Country	USA - United States	×
		Business Identifiers		
(A)		EIN	98-7654321	
		DUNS	123456789	
XX		DUNS Plus4		
		CAGE / NGAGE		
		ASAP ID		Enroll in ASAP >>
		Applicant Type	M - Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)	
		*Justification for Changes		
YXX				

The New Organization Profile Change Request screen allows recipients to submit changes to data fields associated with Organization and Vendor records. The Change Request screen also allows Non-ASAP recipients to initiate the ASAP Enrollment process. This is accomplished by submitting the recipient's Point of Contact information via Grants Online rather than using a separate email.





Grants Online Training

Review Event

Process Maps



