Grants Online Training
New Federal Program Officers

November 2014

Federal Program Officer Training Agenda

Day 1 - AM

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

Objectives – By the end of this class students should:

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

Training Materials:

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

DOC Grants and Grants Online Acronyms

AAR	Award Action Request
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)

DOC Grants and Grants Online Acronyms

GMD	Grants Management Division (Silver Spring and HCHB), DOC/NOAA
GNS	Grants Notification System (used by OLIA)
GO	Grants Officer
GS	Grants Specialist
IA	Import Administration, ITA
ITA	International Trade Administration
LO	Line Office
MARS	Management Analysis and Reporting System
MBDA	Minority Business Development Agency
NCE	No Cost Extension
NEPA	National Environmental Policy Act
NESDIS	National Environmental Satellite, Data, and Information Service (NOAA Satellite Service)
NFA or OFA	NOAA Finance and Administration
NMFS	National Marine Fisheries Service (NOAA Fisheries Service)
NOAA	National Oceanic and Atmospheric Administration
NOFA	Notice of Funds Availability (See FFO, FRN, RFA)
NOS	National Ocean Service (NOAA's Ocean Service)
NTIA	National Telecommunications and Information Administration
NWS	National Weather Service, NOAA
OAR	Ocean and Atmospheric Research (NOAA Research)
OCPO	One Commerce Program Office
ONPO	One NOAA Program Office
OGC	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
OS	Office of the Secretary, DOC
OTIA	Office of Telecommunications and Information Applications, NTIA
PD	(Recipient) Project Director
PI	(Recipient) Principal Investigator

DOC Grants and Grants Online Acronyms

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

November 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 "one-stop" shopping for Federal grants-related activities.
- Standardized business processes that will contribute to a more efficient and effective use of resources.
- A direct interface to other systems such as CBS/ASAP, FinLitLog, and WebDocFlow.

Contract Award – August 29, 2003

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

Rollout to Grantees – October through August FY 2006

Rollout to DOC – March 2009

Review Module – October 2011

CBS Interface – June 2012

Migrate EDA – FY 2014 (In Progress)

Migrate NIST – FY 2017 (In Planning)

Grants Life Cycle

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

KEY

Colour	Meaning
Light blue	Federal User Functionality
Yellow	Grantee and Federal User Functionality
Blue/purple	Reviewer Functionality

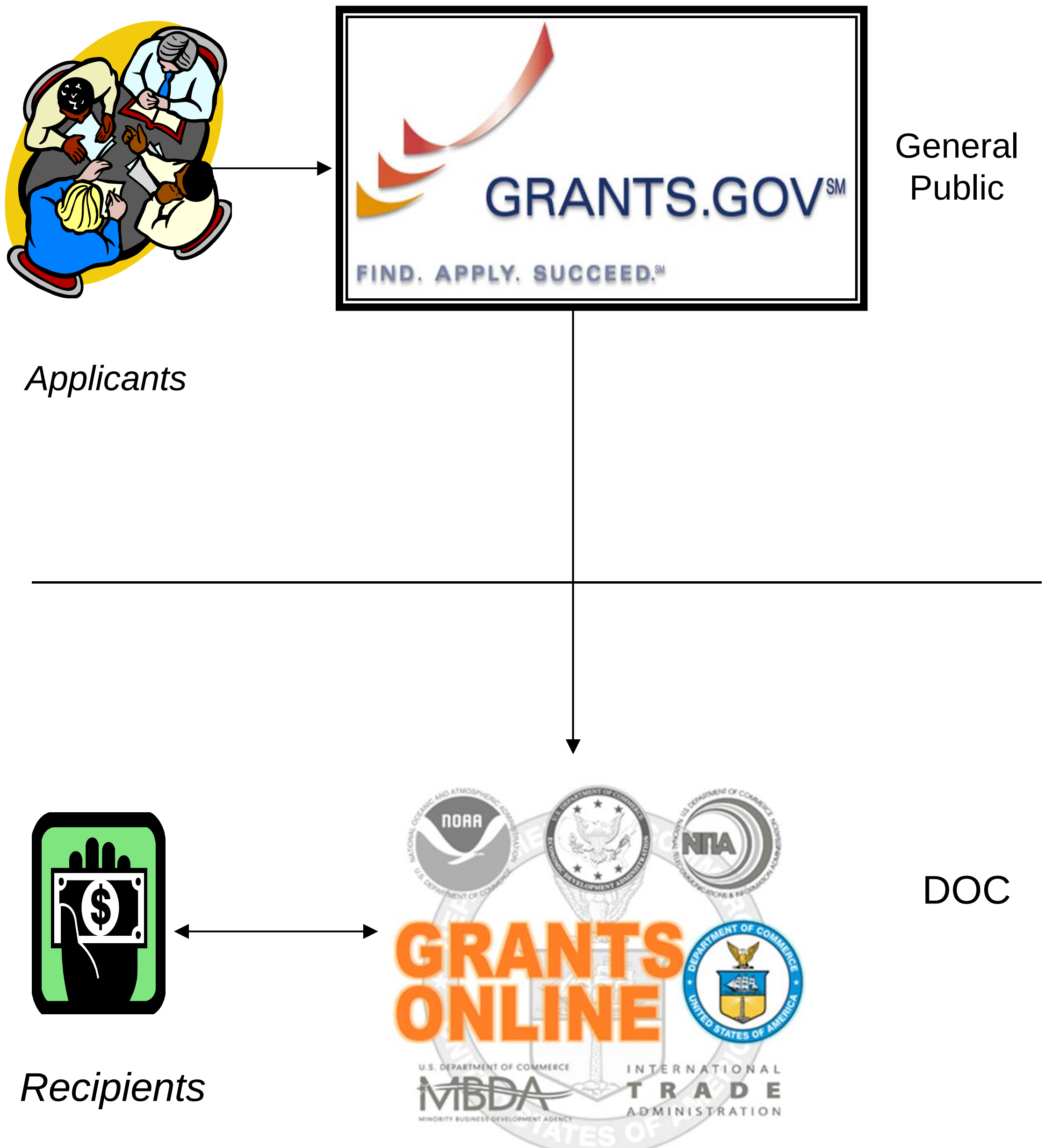
Grants Online System Requirements

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.

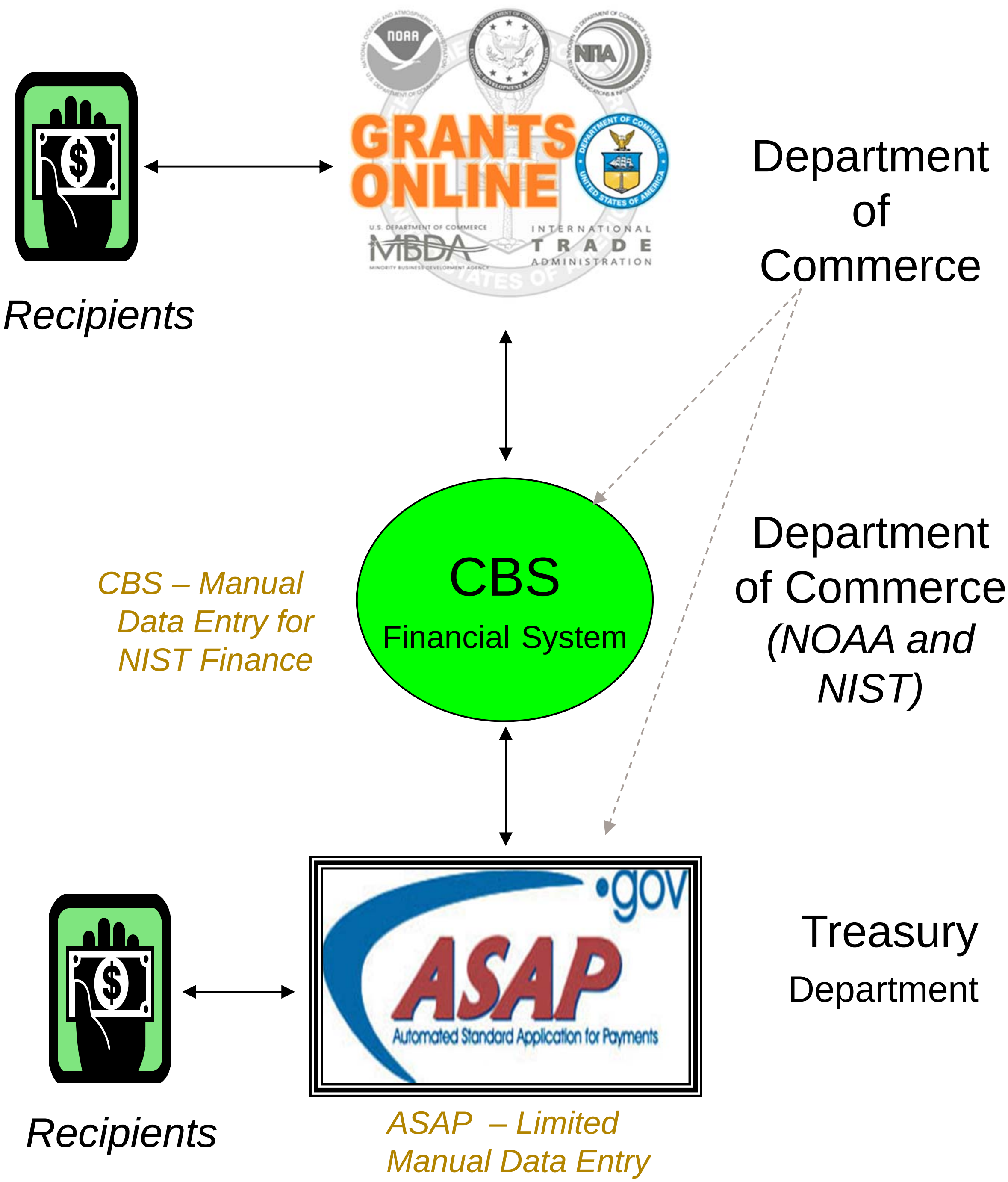
RECOMMENDED INTERNET BROWSERS:

- 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

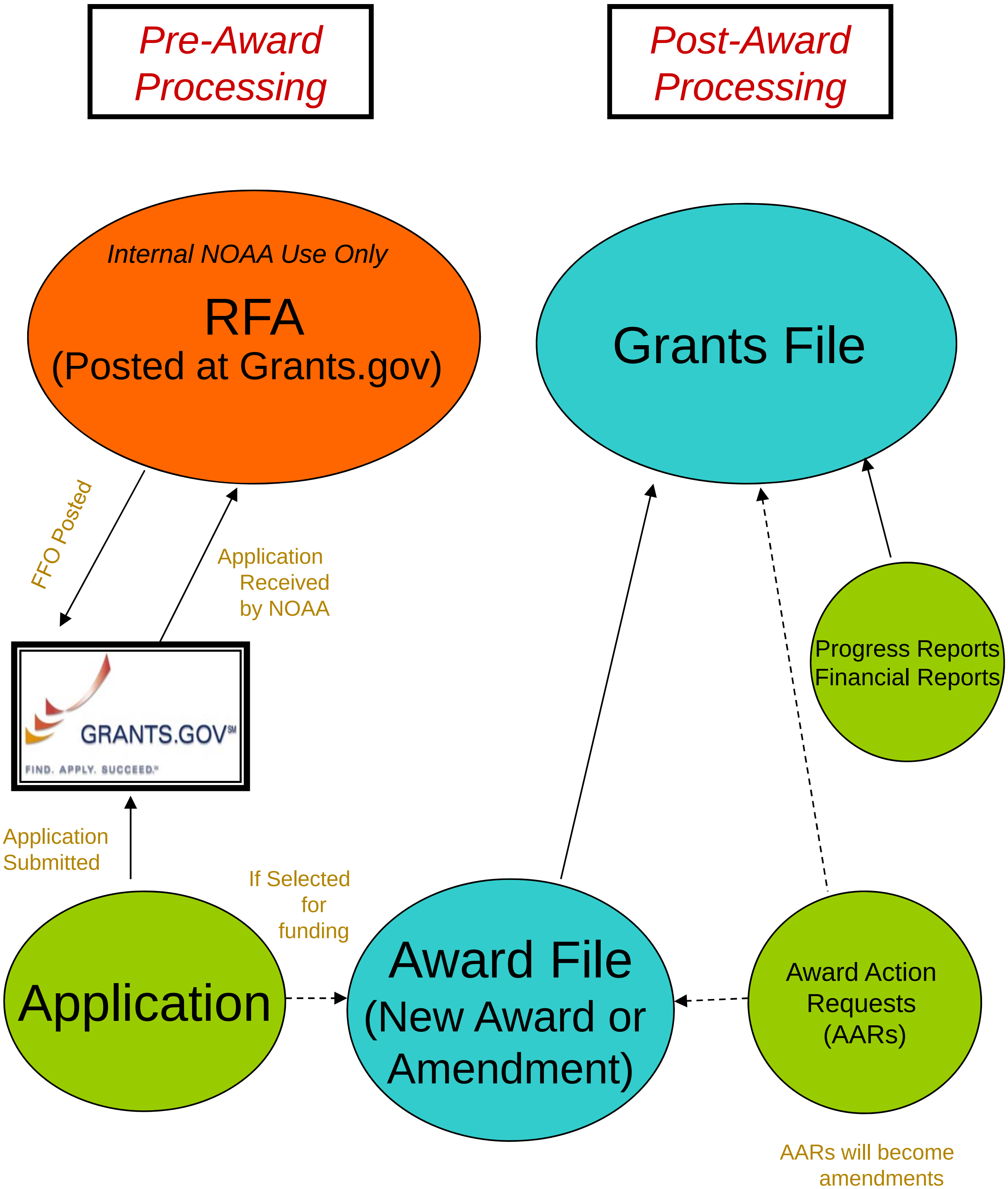
Grants Online and Grants.gov



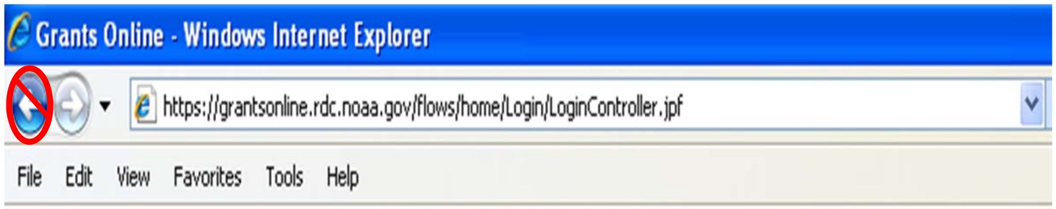
Grants Online and ASAP



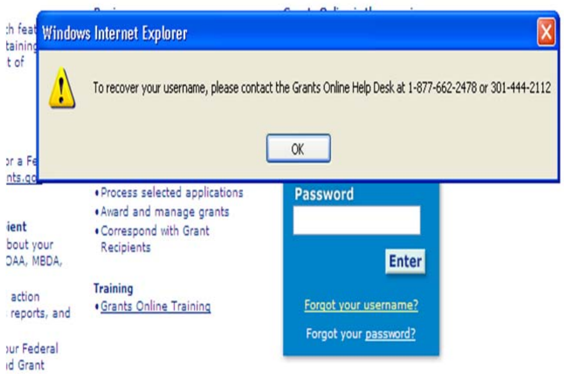
Grants Online Document Relationships



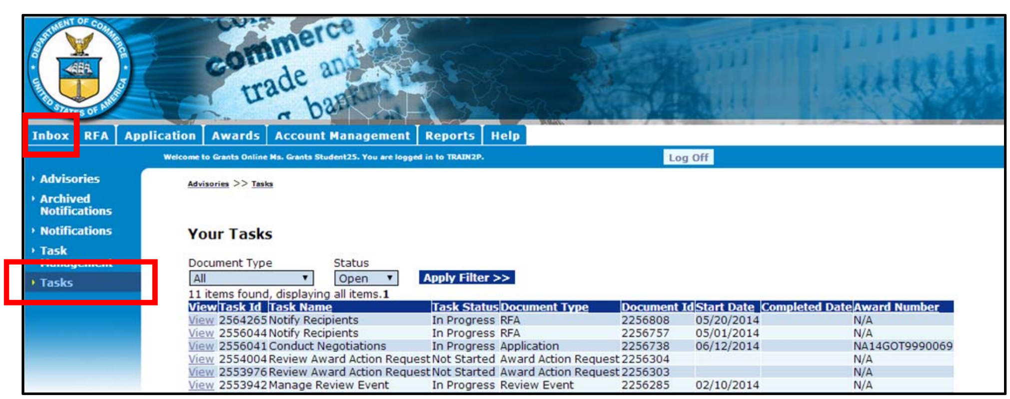
- **<u>DO NOT</u> use the browser's "Back" button.**



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

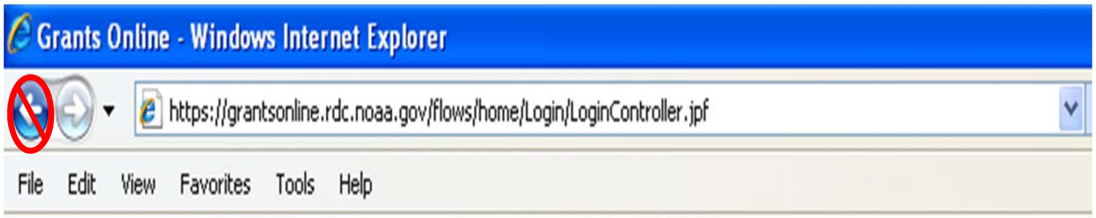


- **After clicking "Save and Start Workflow" always go to the Inbox – Tasks for the next action. If you do not see the new task, click "Tasks" in the left navigation pane to refresh the page.**



Grants Online Helpful Hints

- **<u>DO NOT</u> use the browser's "Back" button.**



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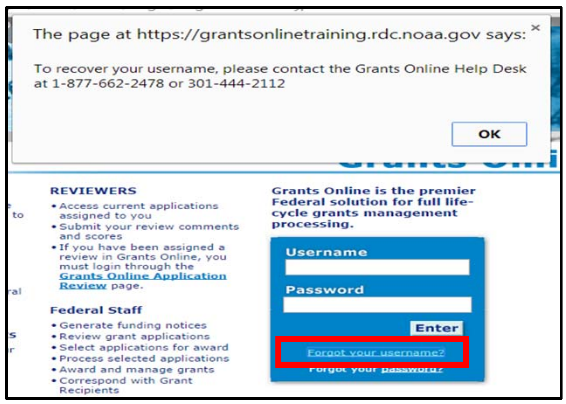
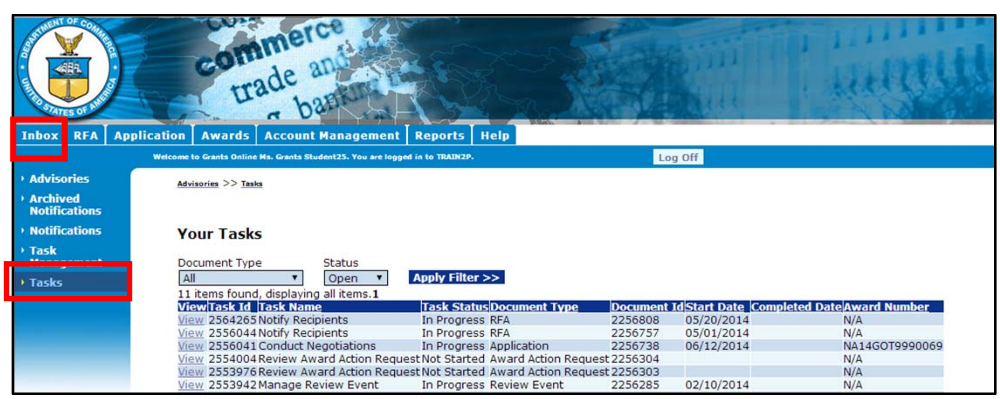
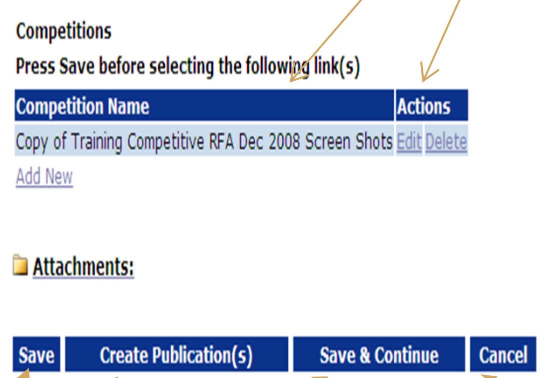


- **After clicking "Save and Start Workflow" always go to the Inbox – Tasks for the next action. If you do not see the new task, click "Tasks" in the left navigation pane to refresh the page.** ***To prevent unaddressed Tasks from remaining in the Inbox, always click the Tasks link prior to logging out.***



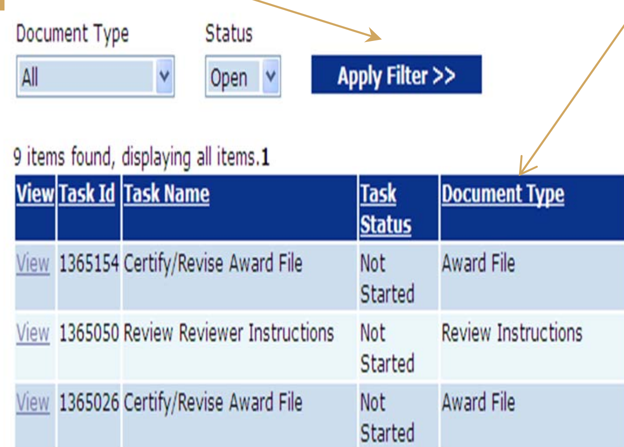
Buttons vs. Column Headings

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



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

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



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.
- **As a 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 Performance Progress Reports*
- **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 Financial Reports (SF-425, SF-270)*

Grants Management Advisory Council (GMAC) Contacts

NOAA/NESDIS	Ingrid Guch	301-763-3510
NOAA/NMFS	Dan Namur Melanie Gange	301-427-8730 301-427-8664
NOAA/NOS	Regina Evans Laurie Golden	301-427-2022 301-713-3338 x151
NOAA/NWS	Carla Kirby	301-713-0420 x113
NOAA/OAR	Brenda Alford	301-734-1174
NOAA/OED	Carrie McDougall Meka Laster	202-482-0875 301-628-2906
MBDA	Joann Hill Nakita Chambers	404-730-3300 202-482-0065
ITA	Brad Hess Annette Henderson	202-482-2969 202-482-3995
NTIA/BTOP	Wayne Ritchie Laura Pettus	202-482-5515 202-482-4509
EDA	Kerstin Millius	202-482-3280

Grants Online Training and Help Desk

- **Grants Online Website**
  - Looking For More Information About Grants Online?
    - Go to the Grants Online PMO website at **http://www.corporateservices.noaa.gov/grantsonline**
  - Have A Question When Training is Over?
    - Email the Help Desk at **GrantsOnline.Helpdesk@noaa.gov**
    - Call **301-444-2112** or **1-877-662-2478** toll free
    - Hours: **8:00 AM – 6:00 PM Eastern**
  - Ready to start working in Grants Online?
    - Go to **https://grantsonline.rdc.noaa.gov**

Grants Online User Roles - Federal

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

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	X	X	X	X	X	X	X
Initiate Award Action Request	X	X	X	X			X
Submit Award Action Request	X						
Accept or Reject Award	X						
Manage Recipient Users		X					
Complete Progress Report	X		X	X			
Submit Progress Report	X			X			
Complete Financial Report	X	X			X	X	
Submit Financial Report	X					X	

**** Recipient Administrator needs to confer "Submitting" Role***

Grants Online User Role Definitions

ROLE NAME	DEFINITION
ASAP Authorizer	This role is given to the users who are responsible for the first step (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. 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.

Grants Online User Role Definitions

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.
OLIA	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 Grants Online as users with the role of Uncertified Federal 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.
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.

Grants Online User Role Definitions

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 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).

Federal Program Officer (FPO)

User Manual

System Navigation

Version 4.14
November 2014

Objective

Provide the Federal Program Officer (FPO) with step-by-step instructions to navigate Grants Online.

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 https://grantsonline.rdc.noaa.gov in the address bar of the browser and press the **Enter** button. The Grants Online home page/login screen appears.

3. Before logging into Grants Online, the user can access the public search feature, the Grants Online training page, and other useful links from this screen.

Warning! If the user enters his/her username or password incorrectly s/he will see a red error message on the screen. After three unsuccessful attempts to log in, the system locks the user out. The user must click on the "Forgot your password?" link and provide the correct responses to his/her security questions. If the issue is "Forgot your username?" click that link to obtain the Help Desk phone number.

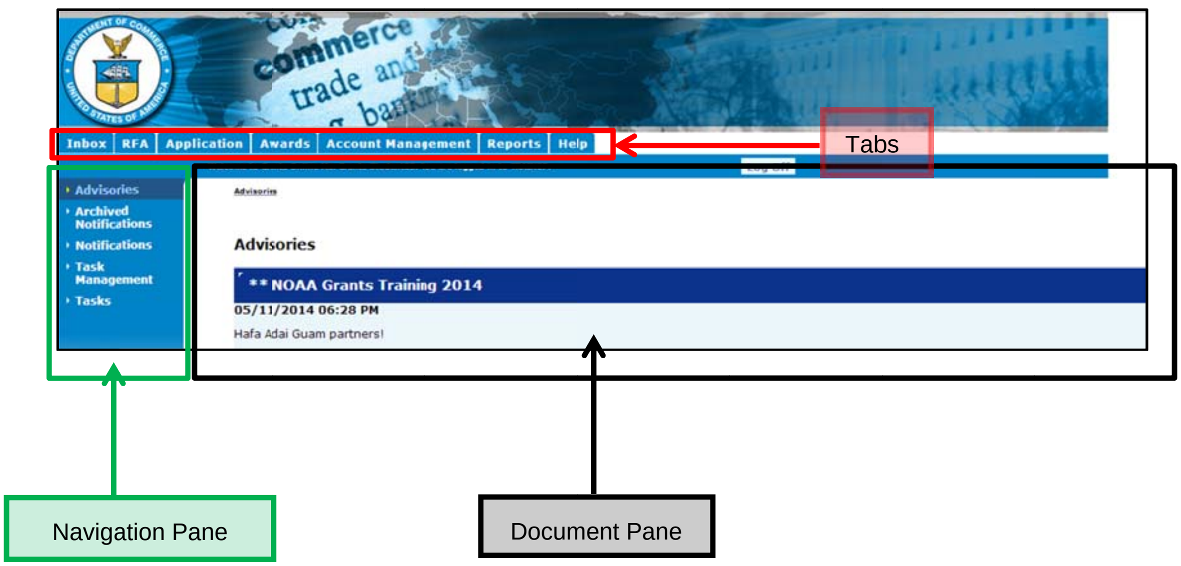
Grants Online Navigation Features

Access to certain Grants Online features is determined by the user's role. Each registered user is given a role and level of access sufficient 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:

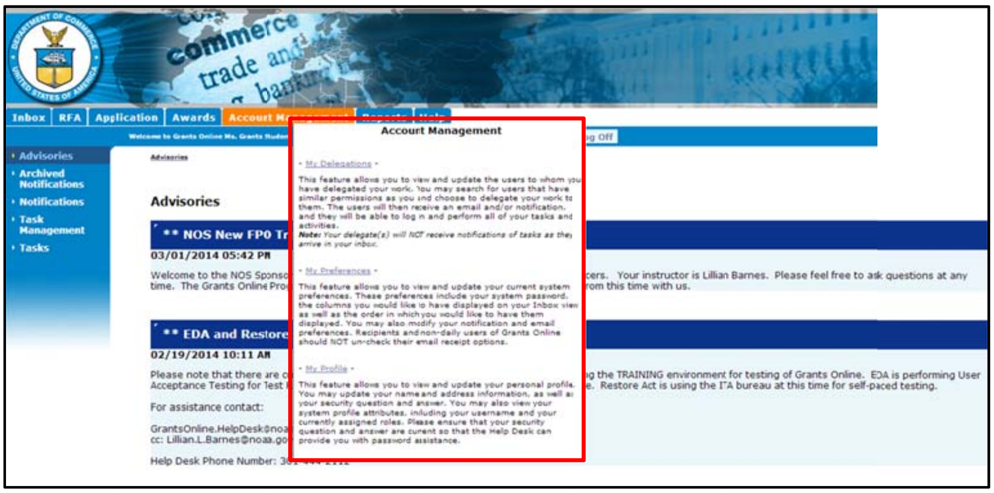
- **Tabs**: Highlighted by a red border at the top of the screen. Use the tabs to navigate to the different areas of Grants Online.
- **Navigation Pane**: Highlighted by a green border on the left-hand side of the screen. The options displayed in the navigation pane are determined by the active tab. Click on the desired link 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 Grants Online details and information are displayed.



Other User Interface Features

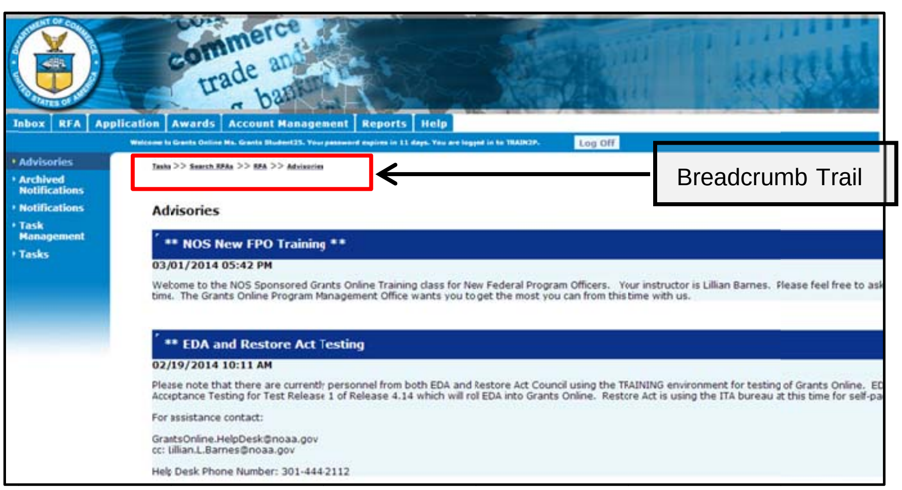
Pop-Up Short Cuts

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.



Breadcrumbs

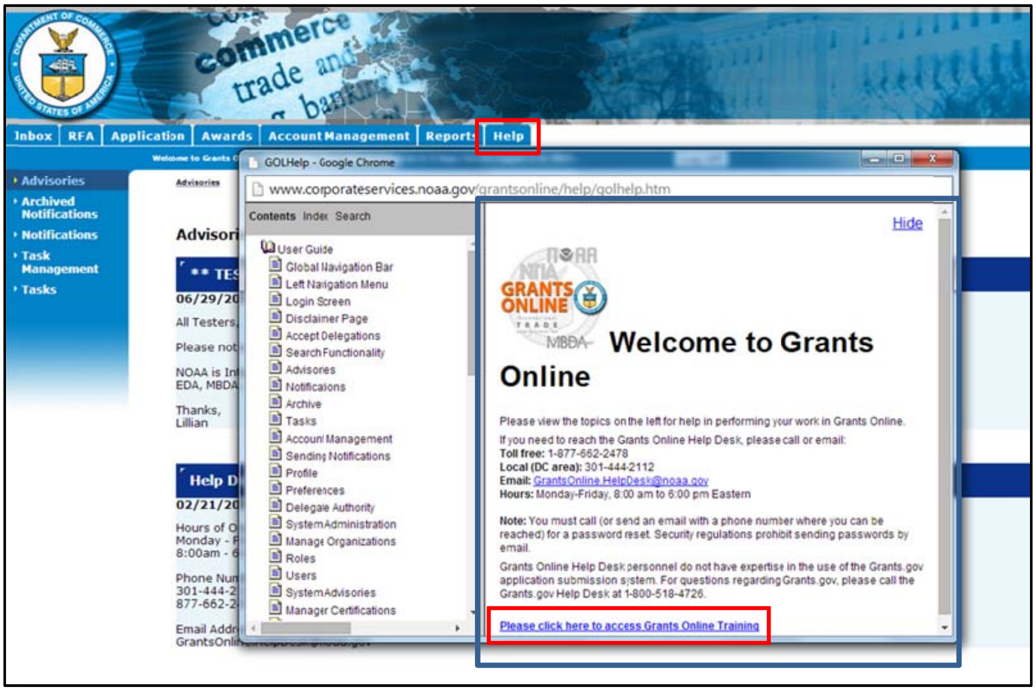
The Grants Online system keeps track of the pages the user has visited since s/he last signed on. The software puts a “breadcrumb trail” of those pages at the top of the document pane. This feature should be used instead of the browser’s “Back” button.



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 the right side of the screen shows the Help Desk contact information and hours of availability. To access the Grants Online training, click the **Please click here to access Grants Online Training** link at the bottom of the screen.



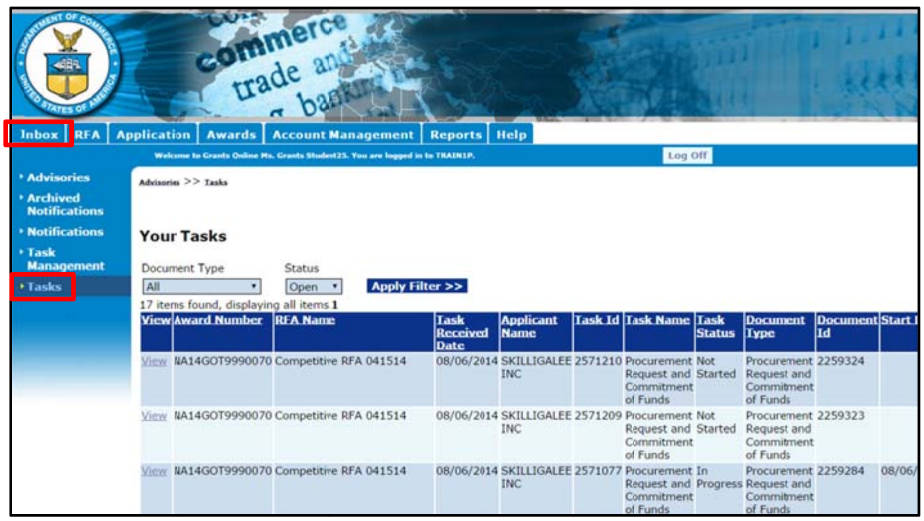
Inbox Tab

Tasks

Notifications alert the user to an action or task they must complete. When a user selects a task, s/he has the opportunity to complete the action that is been assigned to him/her within the workflow.

Access Tasks

1. From the Inbox Tab, click the **Tasks** link**.** A list of the user's available tasks is displayed.



NOTE: To customize the look and feel of Grants Online, use the Account Management Tab. Details associated with the Account Management Tab are covered later in this document.

View a Task

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

Archived Notifications
Notifications
Task Management
Tasks

Your Tasks

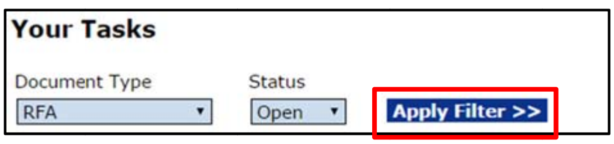
Document Type: All | Status: Open | Apply Filter >>

17 items found, displaying all items.1

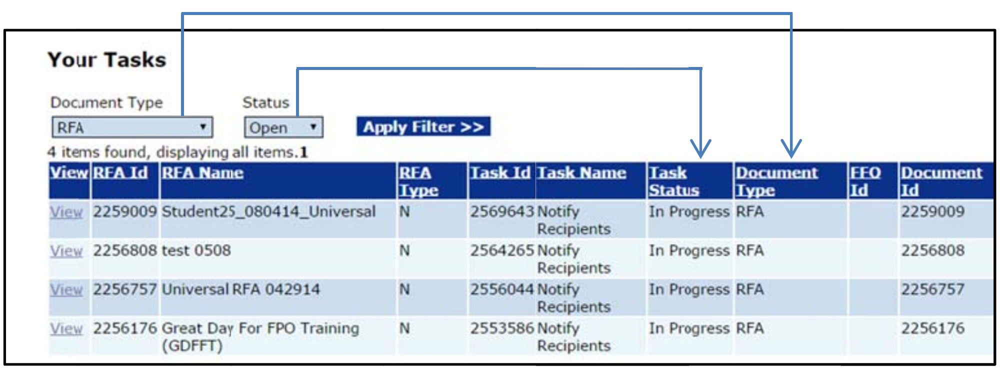
View	Award Number	RFA Name	Task Received Date	Applicant Name	Task Id	Task Name	Task Status	Document Type	Document Id	Start I
View	NA14GOT9990070	Competitive RFA 041514	08/06/2014	SKILLIGALEE INC	2571210	Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds	2259324	
View	NA14GOT9990070	Competitive RFA 041514	08/06/2014	SKILLIGALEE INC	2571209	Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds	2259323	
View	NA14GOT9990070	Competitive RFA 041514	08/06/2014	SKILLIGALEE INC	2571077	Procurement Request and Commitment of Funds	In Progress	Procurement Request and Commitment of Funds	2259284	08/06/
View	NA14GOT9990070	Competitive RFA 041514	08/06/2014	SKILLIGALEE INC	2571076	Review Release of Funds	Not Started	Award File	2259283	

Filter a Task

1. Specify the Document Type from the dropdown list.
2. Specify the Status from the dropdown list.
3. Click the Apply Filter button.



4. The **Tasks** screen shows only the filtered tasks. **NOTE**: In this example, only the Open RFAs are visible.



Your Tasks

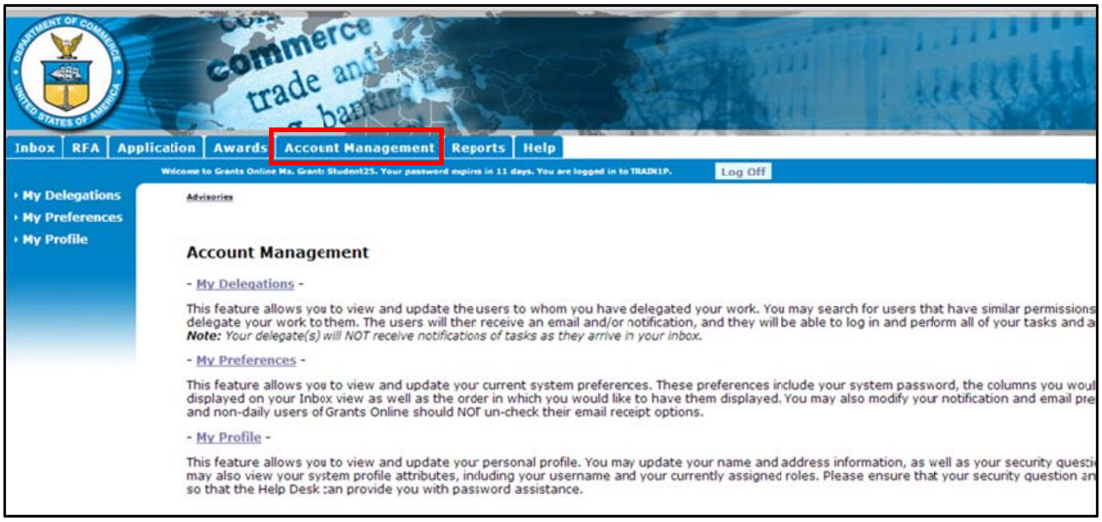
Document Type: RFA | Status: Open | Apply Filter >>

4 items found, displaying all items.1

View	RFA Id	RFA Name	RFA Type	Task Id	Task Name	Task Status	Document Type	FFO Id	Document Id
View	2259009	Student25_080414_Universal	N	2569643	Notify Recipients	In Progress	RFA		2259009
View	2256808	test 0508	N	2564265	Notify Recipients	In Progress	RFA		2256808
View	2256757	Universal RFA 042914	N	2556044	Notify Recipients	In Progress	RFA		2256757
View	2256176	Great Day For FPO Training (GDFFT)	N	2553586	Notify Recipients	In Progress	RFA		2256176

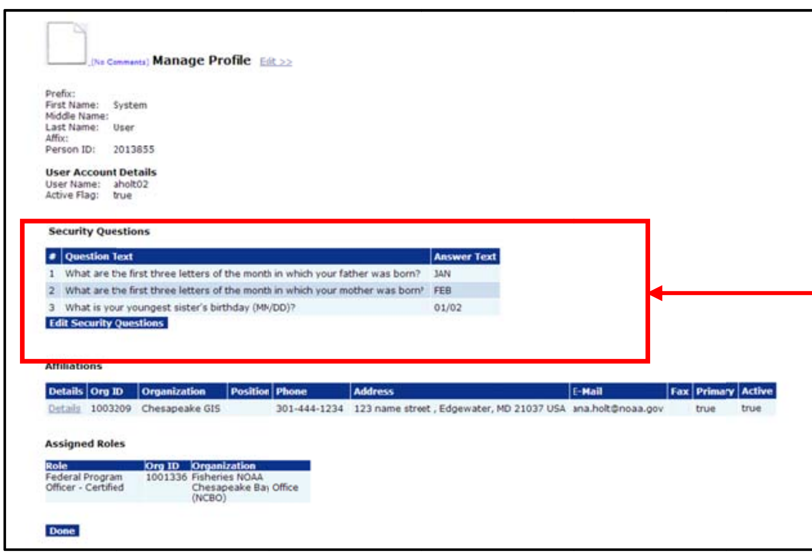
Account Management Tab

The Account Management Tab allows the user to view and update his/her profile; customize his/her notifications and tasks preferences; and delegate his/her Inbox to other users.



Access the User Profile

1. On the Account Management Tab, click the **My Profile** link. The Manage Profile screen is visible.



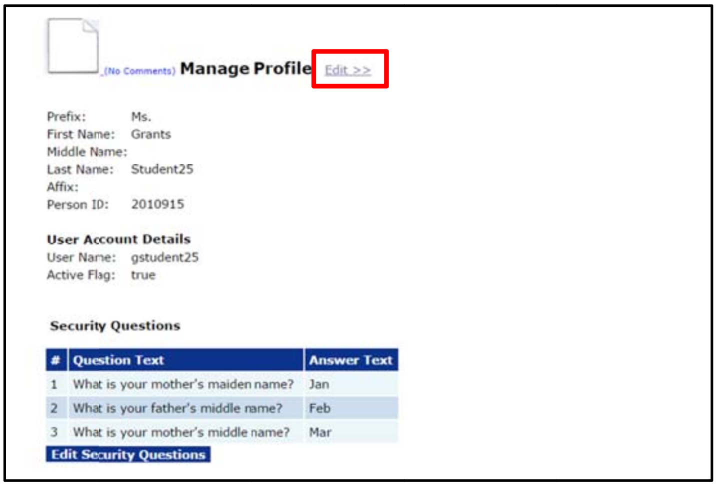
To reset his/her password, the user must provide correct responses to all security questions.

If the user contacts the Help Desk for assistance with the password reset, s/he must provide an accurate response to all security questions. This ensures the Help Desk the user has the right to access the Grants Online account.

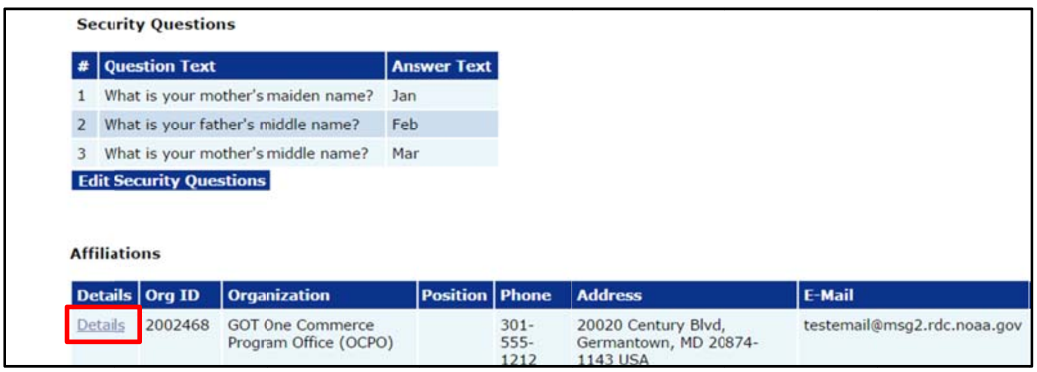
NOTE: If a user wishes to change Program Office roles and/or affiliations, s/he must contact his/her Grants Management Advisory Council (GMAC) representative. That person will contact the Help Desk on behalf of the user.

Edit the User Profile

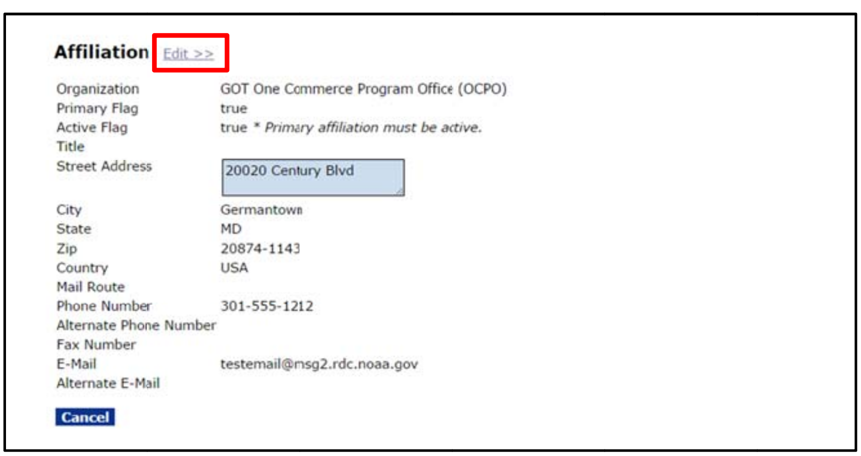
1. From the Manage Profile screen, click the **Edit** link.



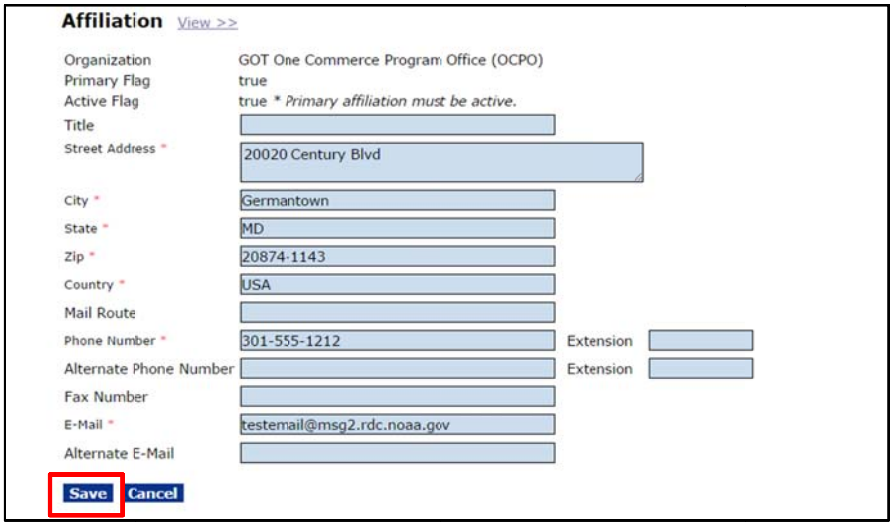
2. Click the **Details** link.



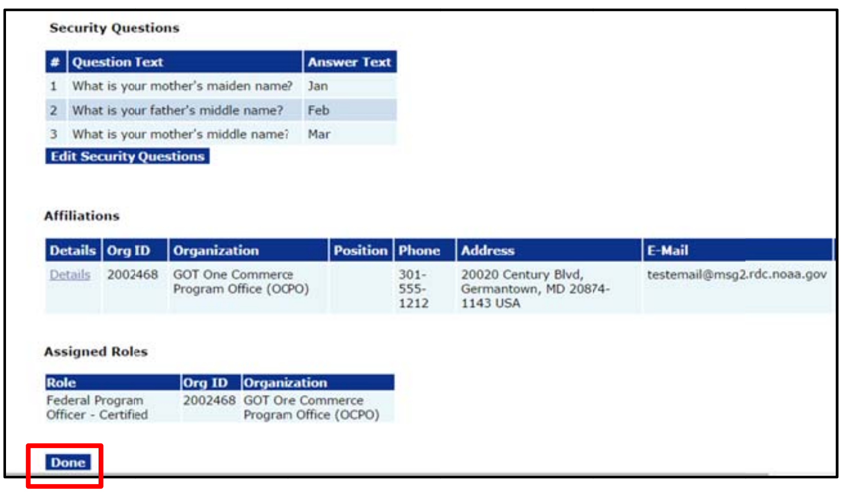
3. When the screen shown below displays, click the **Edit** link.



4. Make the necessary changes and click the **Save** button. If the user opts to click the **Cancel** button, changes are not saved.



5. Click the **Done** button to finalize the process and return to the main Account Management screen.

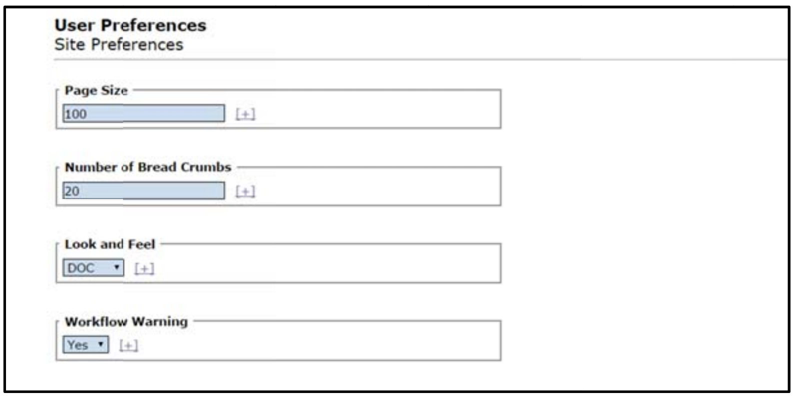


User Preferences

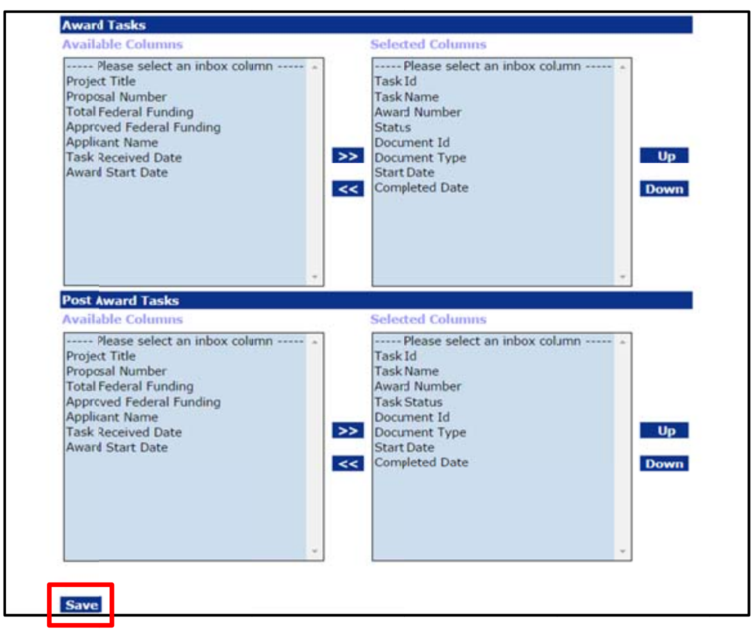
The user may customize his/her viewing preferences by using the My Preferences link. The user may add/remove email Inbox notifications. This will remove notifications sent to the user's external email account only. Headings may be customized to display certain fields on the user's tasks and notifications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

Access User Preferences

1. From the Account Management Tab, click the **My Preferences** link. The screen shown below is visible. At this point, the user can customize the page size, number of breadcrumbs, the look and feel, and the workflow warning.



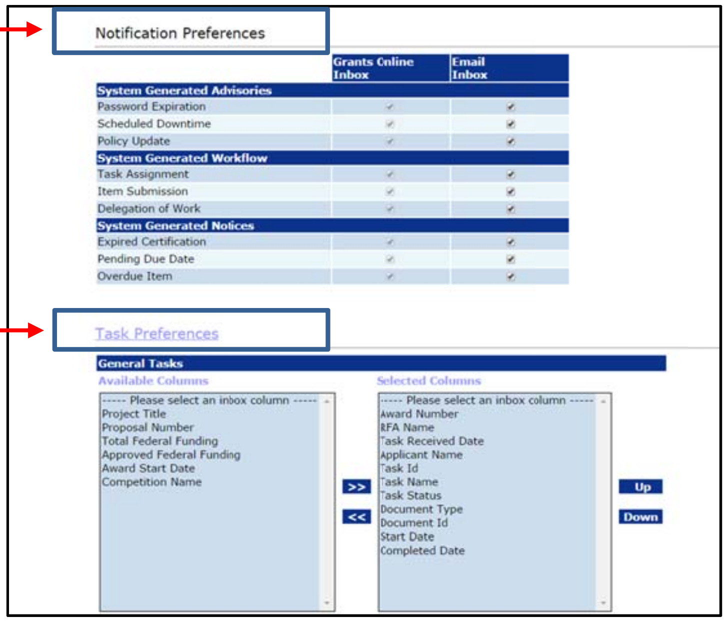
2. Scroll to the bottom of the screen and click the **Save** button to capture the changes.



Customize Tasks

1. The user can modify his/her notifications by clicking on the **Notification Preferences** link (top potion of the image below). The modifications only impacts the user's email Inbox; the Grants Online Inbox specifications cannot be modified.

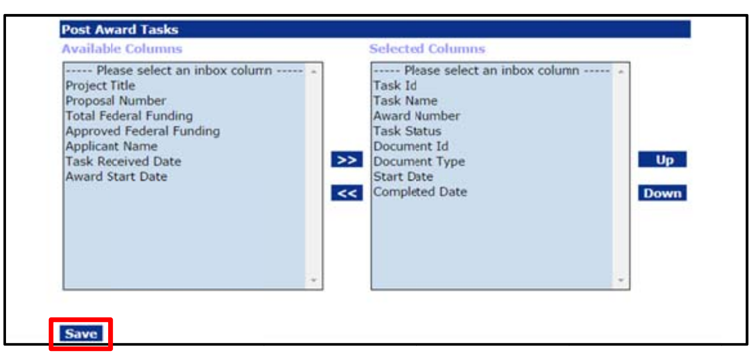
2. The user can modify the type and order of preferences that display on the screen. To do so, click the **Task Preferences** link (bottom portion of the image below). The user can modify his/her preferences for General Tasks, RFA Tasks, Award Tasks, and Post Award Tasks.



3. For the **Task Preferences**, use the Push **[>>]** and Pull **[<<]** functionality to specify the columns that will display in the user's Inbox.

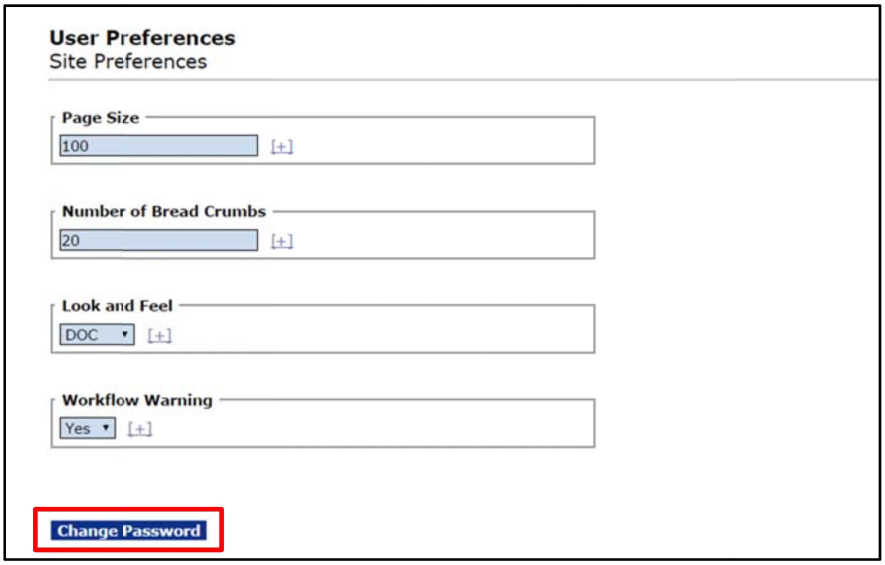
4. For the **Task Preferences**, use the Up  or Down  buttons to select the column order that should be displayed in the user's Inbox.

5. Click the **Save** button at the bottom of the screen.



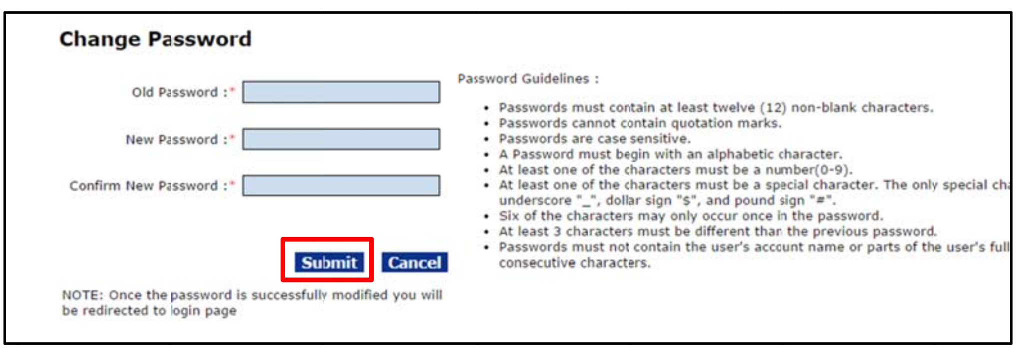
Change the Password

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



2. When the change Password screen is visible, specify data for mandatory data fields – indicated by a red asterisk (*).
    - Enter the old password*.
    - Enter the new password*.
    - Enter the new password again to confirm*.

3. Click the **Submit** button.



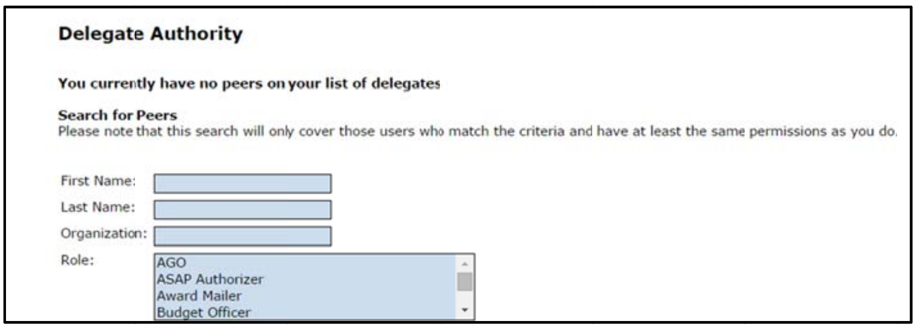
NOTE: Follow the Password Guidelines as detailed on the upper right-hand side of the screen. **ONLY** the following special characters are valid: underscore "_", dollar sign "$", and pound sign "#".

User 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. A user can only select as a delegate a person with 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 uncertified Program Officer or a program office staff member). In addition to an equivalent level of access, the delegate must have the same organizational affiliation as the delegator.

Access User Delegations

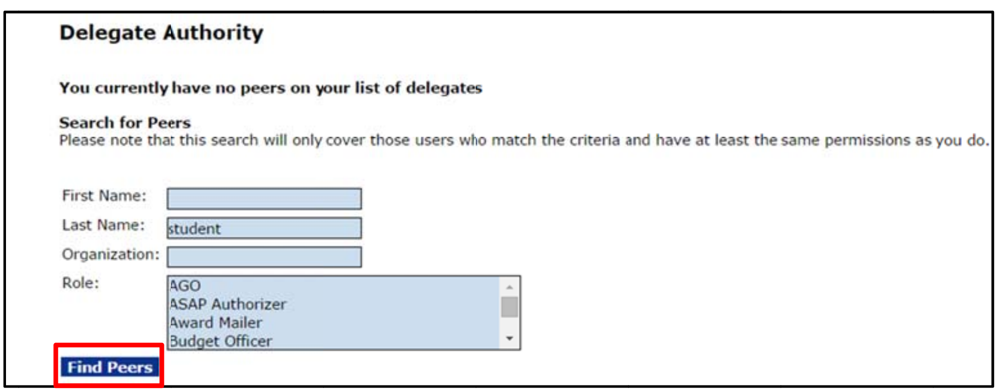
1. From the Account Management Tab, click the **My Delegations** link. The Delegate Authority screen is visible.



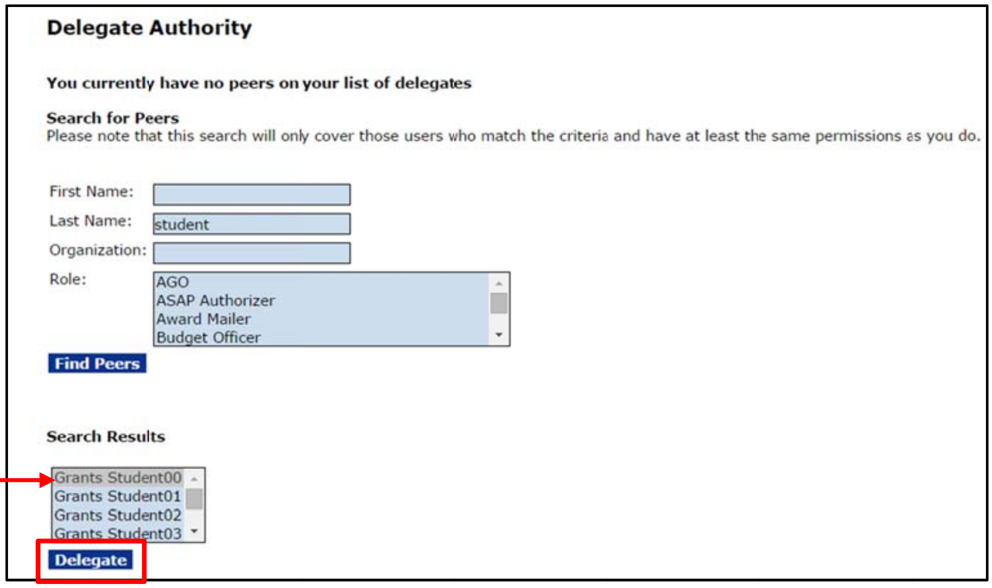
Add A Delegate

1. Search for the user(s) who will be chosen as a delegate using the first name, last name, organization or role.

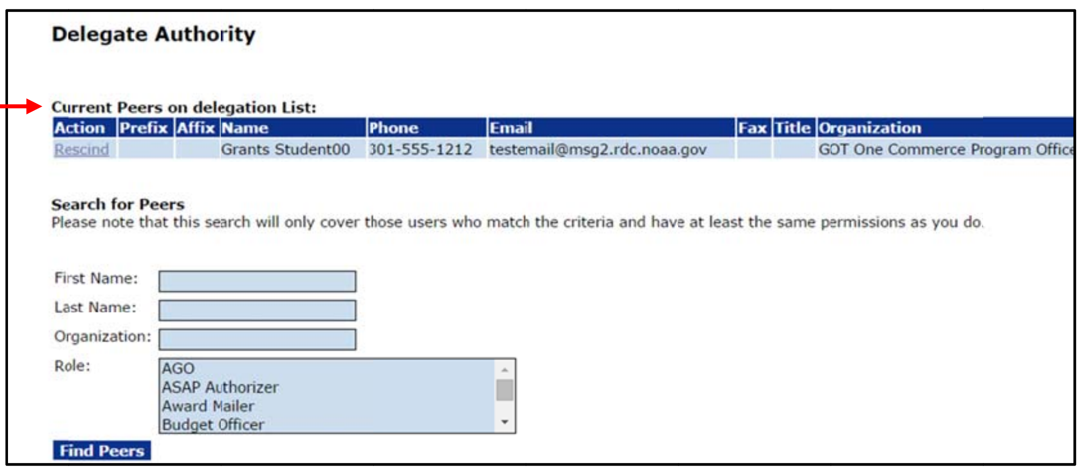
2. Click the **Find Peers** button.



3. When the search results are returned, choose the user(s) you would like to assign as a delegate. Click the **Delegate** button.



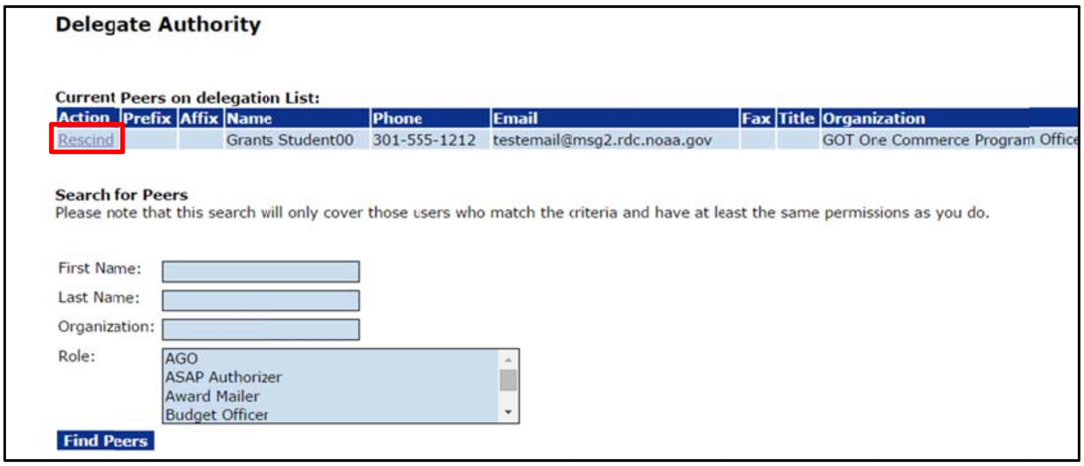
4. The screen shot below is visible when a person is successfully chosen as a delegate. To specify additional delegates, repeat steps 2-3 as many times as is necessary.



Rescind A Delegation

1. From the Account Management Tab, click the **My Delegations l**ink. The Delegate Authority screen is visible. If the user has assigned one or more person(s) as a delegate, the **Current Peers on Delegation List** will display; otherwise, the user is only presented with the option to Search for Peers.

2. Click the **Rescind** link next to the name of the individual(s) you would like to remove as a delegate.



Log In As A Delegate

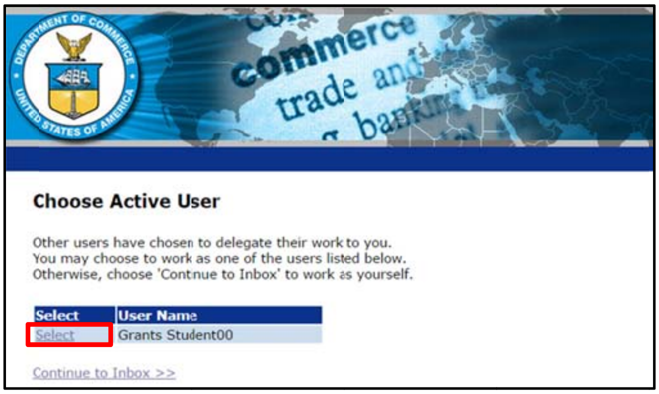
1. The user should log in to Grants Online with his/her normal user name.

2. Click the **OK** button on the Notice to Users page.

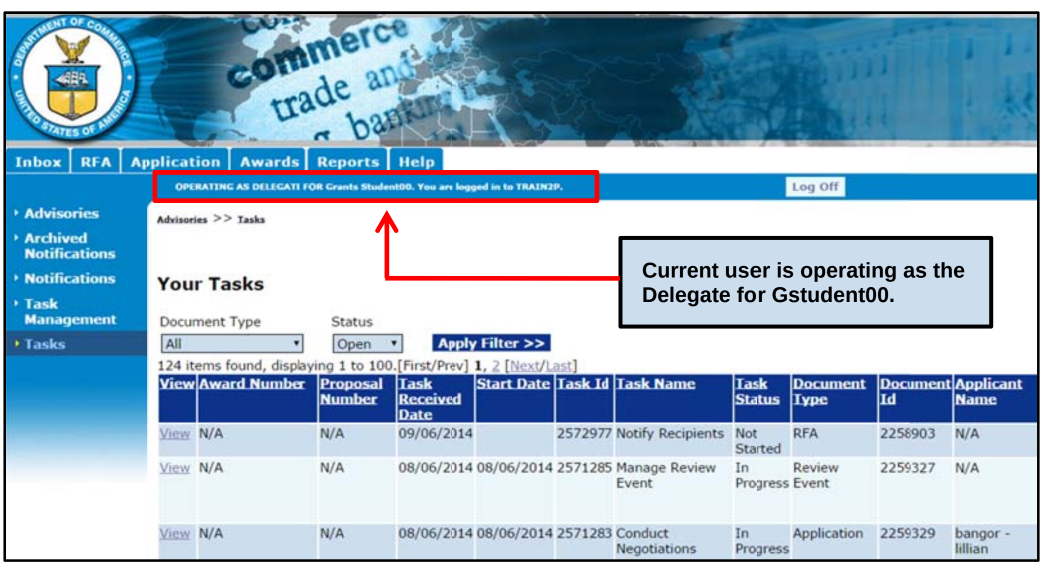
3. Choose to continue as yourself (click the **Continue to Inbox** link).

-or-

Access Grants Online as the person who assigned you authority to access his/her account (click the **Select** link next to the person's name).



NOTE: When a user is signed into Grants Online as a delegate, the system will identify him/her 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.



Federal Program Officer Training Agenda

Day 1 - PM

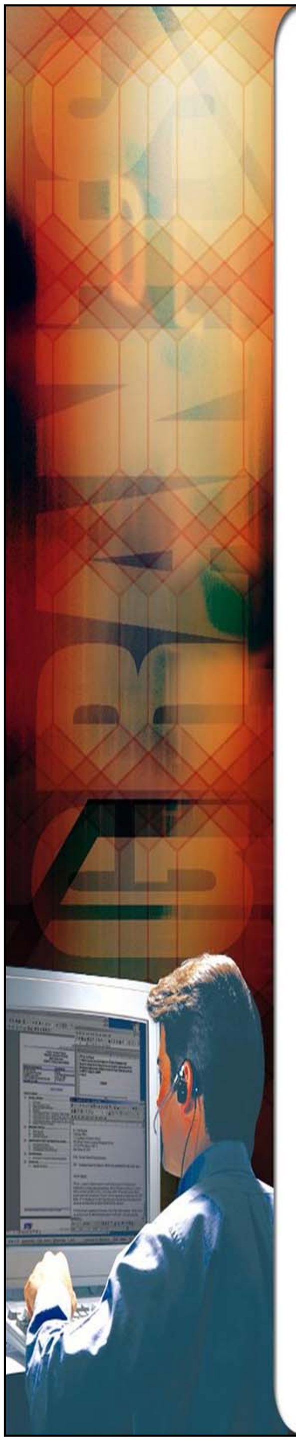
Session 2: Universal RFA Creation / Application Processing 10:30 am – 4:30 pm	
Topic	**Duration**
Introduction and Agenda	10:30 – 10:35 (5 min)
Online Demonstration and Hands-On Exercise with Process Maps: Completing a Non-Competitive RFA	10:35 – 2:00 (3 hours and 25 min with ~1hr lunch break)
Online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

Objectives – By the end of this class students should:

- Understand the difference between a Competitive RFA and all other types of Universal RFA (previously lumped under the label “Non-Competitive”)
- Understand the difference between the Certified and Un-Certified FPO/Program Office Staff roles
- Be able to create and route any variety of Universal 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

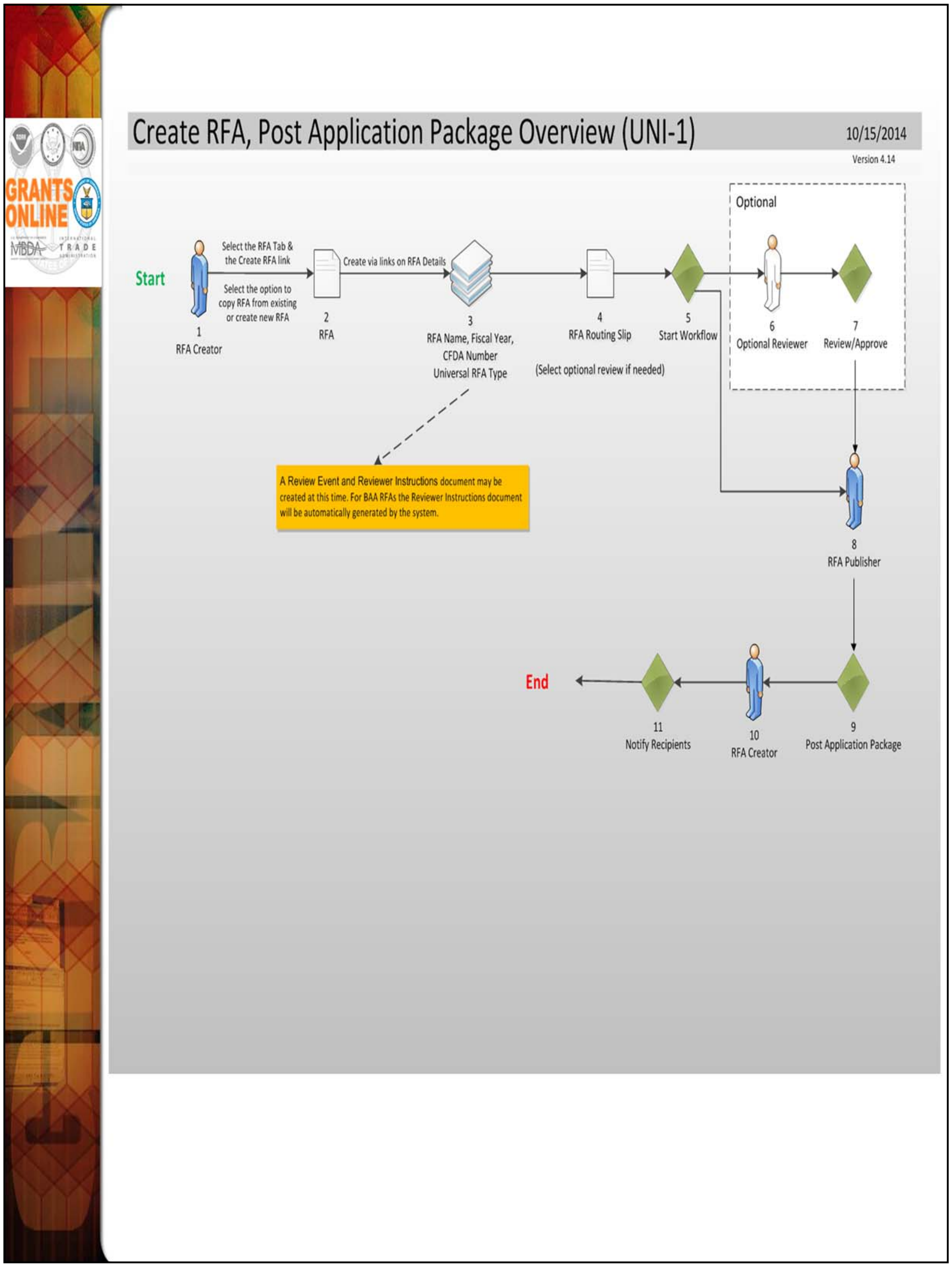
November 2014

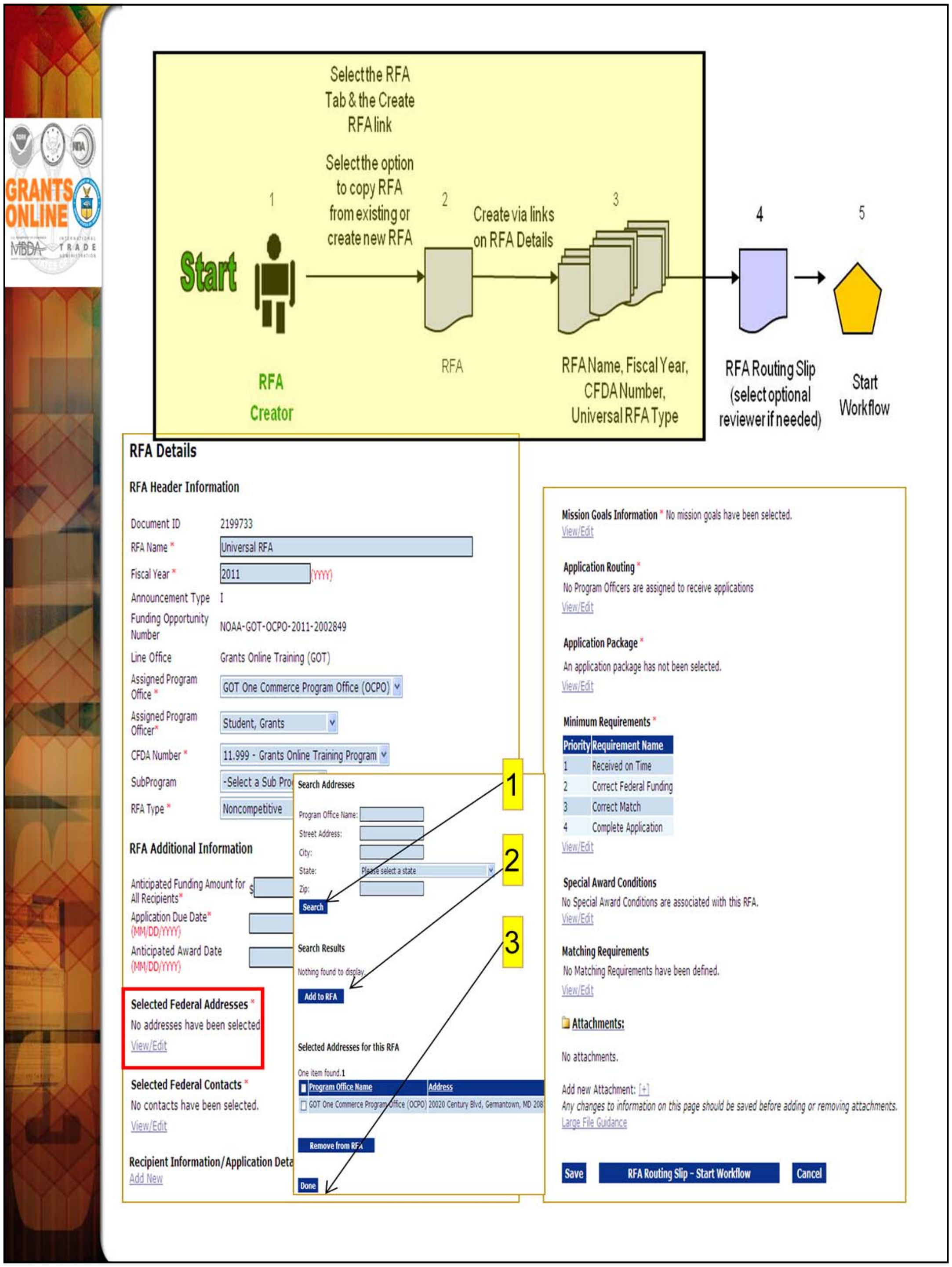
Universal and *Competitive* RFA Fields Posted to Grants.gov

- **Opportunity Number – *Federal Opportunity Number***
- **Opportunity Title – *RFA Name***
- **Opportunity Category – (Competitive RFA → *"Discretionary"; Universal RFA → "Other")***
- **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 application forms)***
- **Email Address – *Email address of Agency Contact***
- **Open Date – *Most of the time, same as the 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***

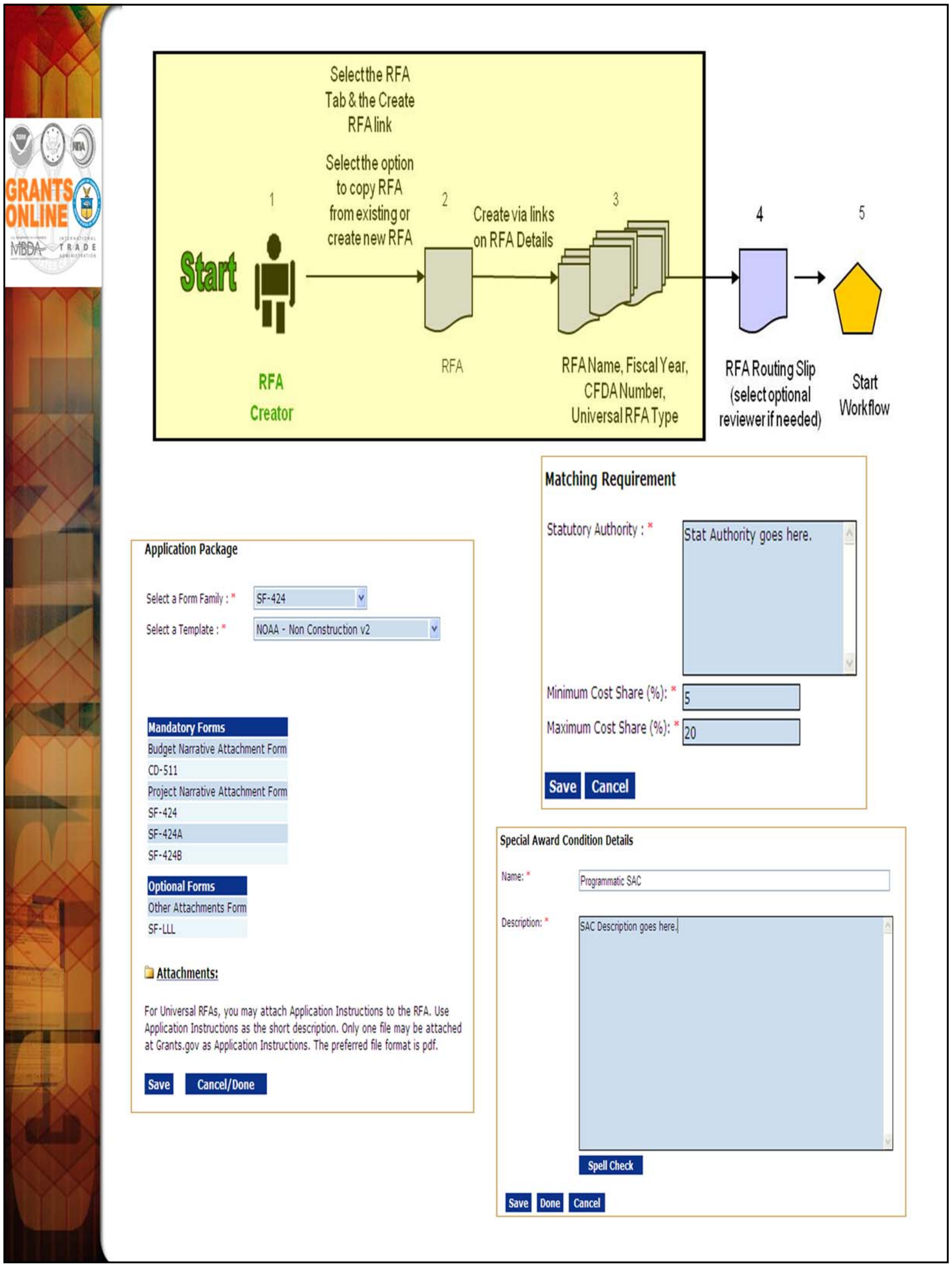
NOTES:

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 *Universal* and *Competitive* 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.

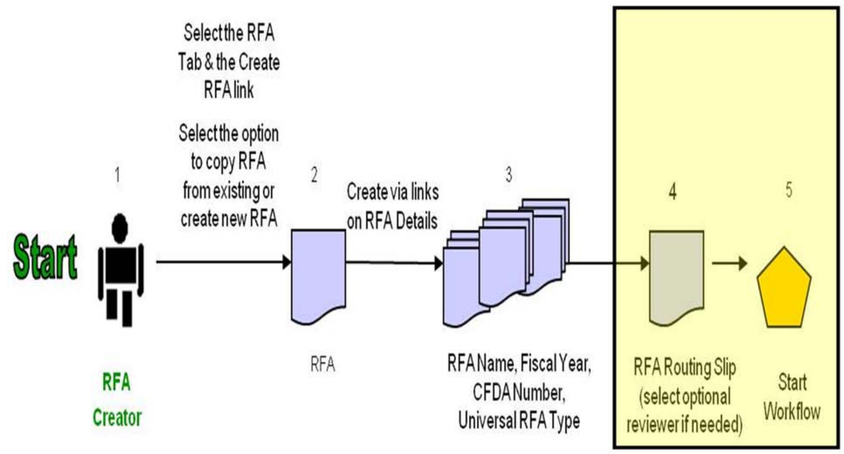

GRANTS ONLINE
MBDA
INTERNATIONAL TRADE ADMINISTRATION
Create RFA, Post Application Package Overview (UNI-1)
10/15/2014
Version 4.14
Optional
Start
Select the RFA Tab & the Create RFA link
Select the option to copy RFA from existing or create new RFA
1
RFA Creator
Create via links on RFA Details
2
RFA
3
RFA Name, Fiscal Year, CFDA Number Universal RFA Type
4
RFA Routing Slip
(Select optional review if needed)
5
Start Workflow
6
Optional Reviewer
7
Review/Approve
A Review Event and Reviewer Instructions document may be created at this time. For BAA RFAs the Reviewer Instructions document will be automatically generated by the system.
8
RFA Publisher
9
Post Application Package
10
RFA Creator
11
Notify Recipients
End



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.



Routing Slip

RFA Creator

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

Participant Name	User Name
RFACreator	Grants Student

Optional Reviewer

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

Nothing found to display.

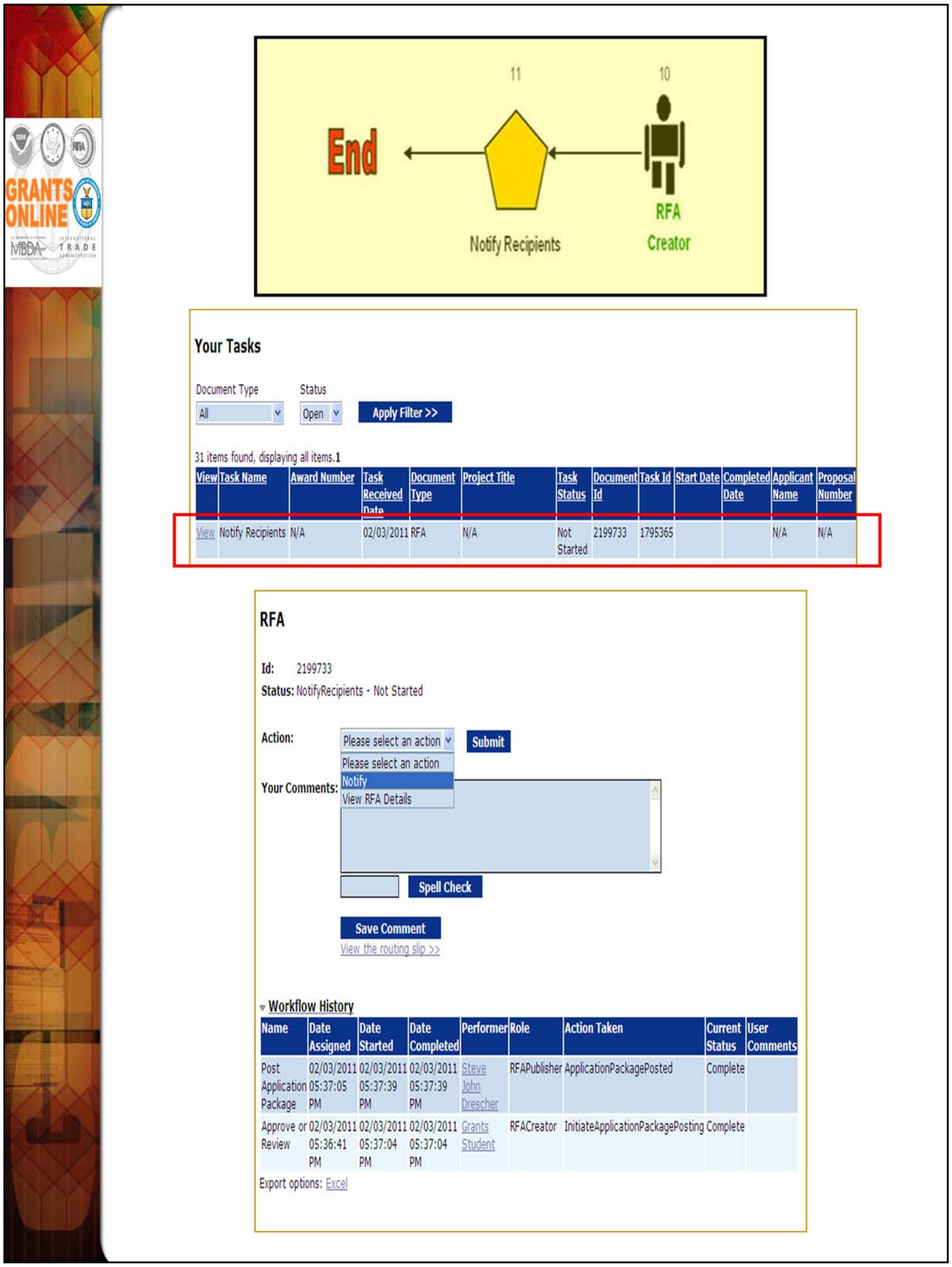
Add Optional Reviewer

RFA Publisher

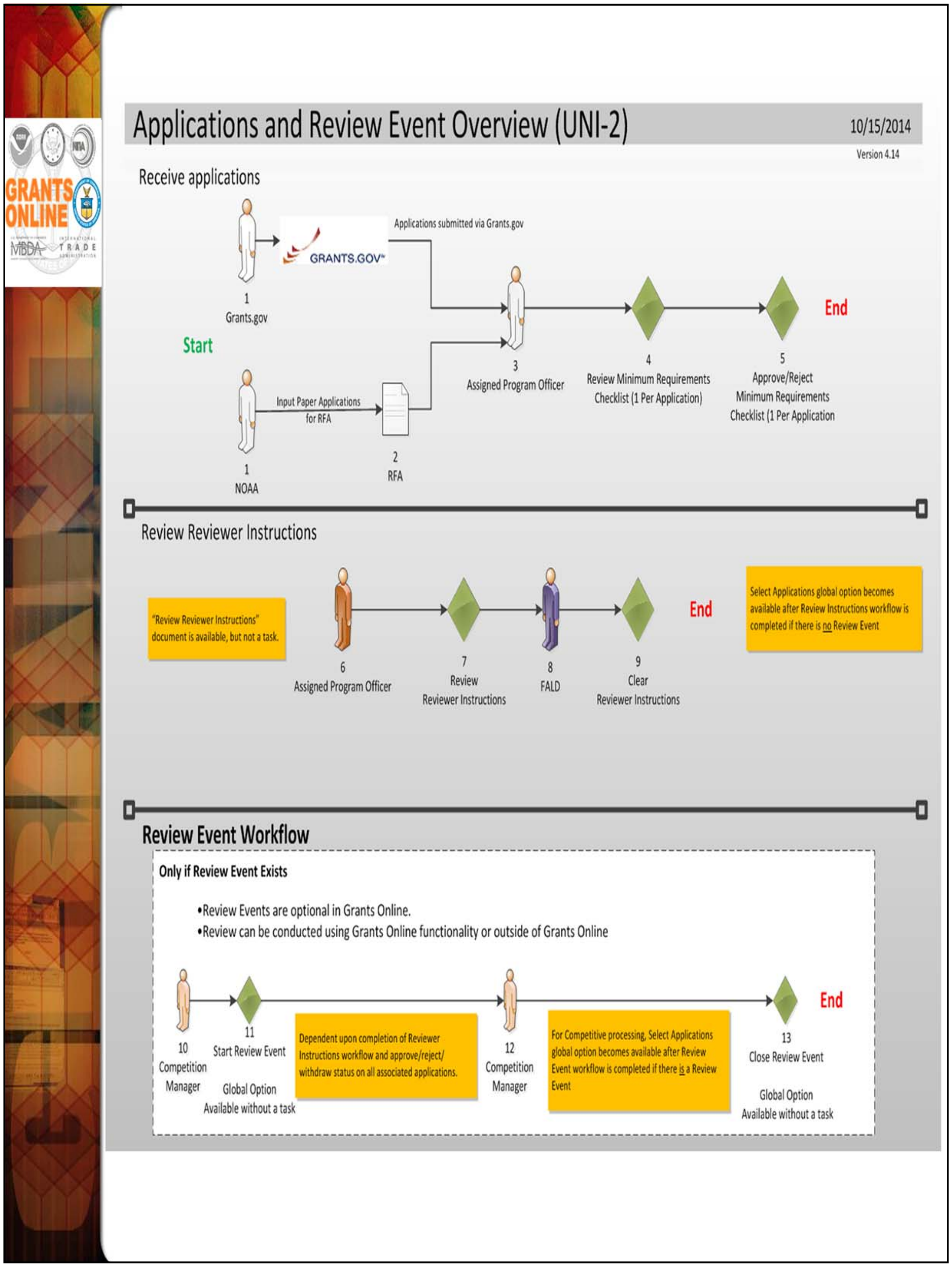
All RFA Publishers will receive a task to review this document. One RFA Publisher will claim ownership. This is the person who coordinates and publishes the Federal Register Notice and posts the FFO on Grants.gov for competitive announcements. This person also posts the application package at Grants.gov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

Participant Name
RFAPublisher

Save Route | Start Workflow | Cancel

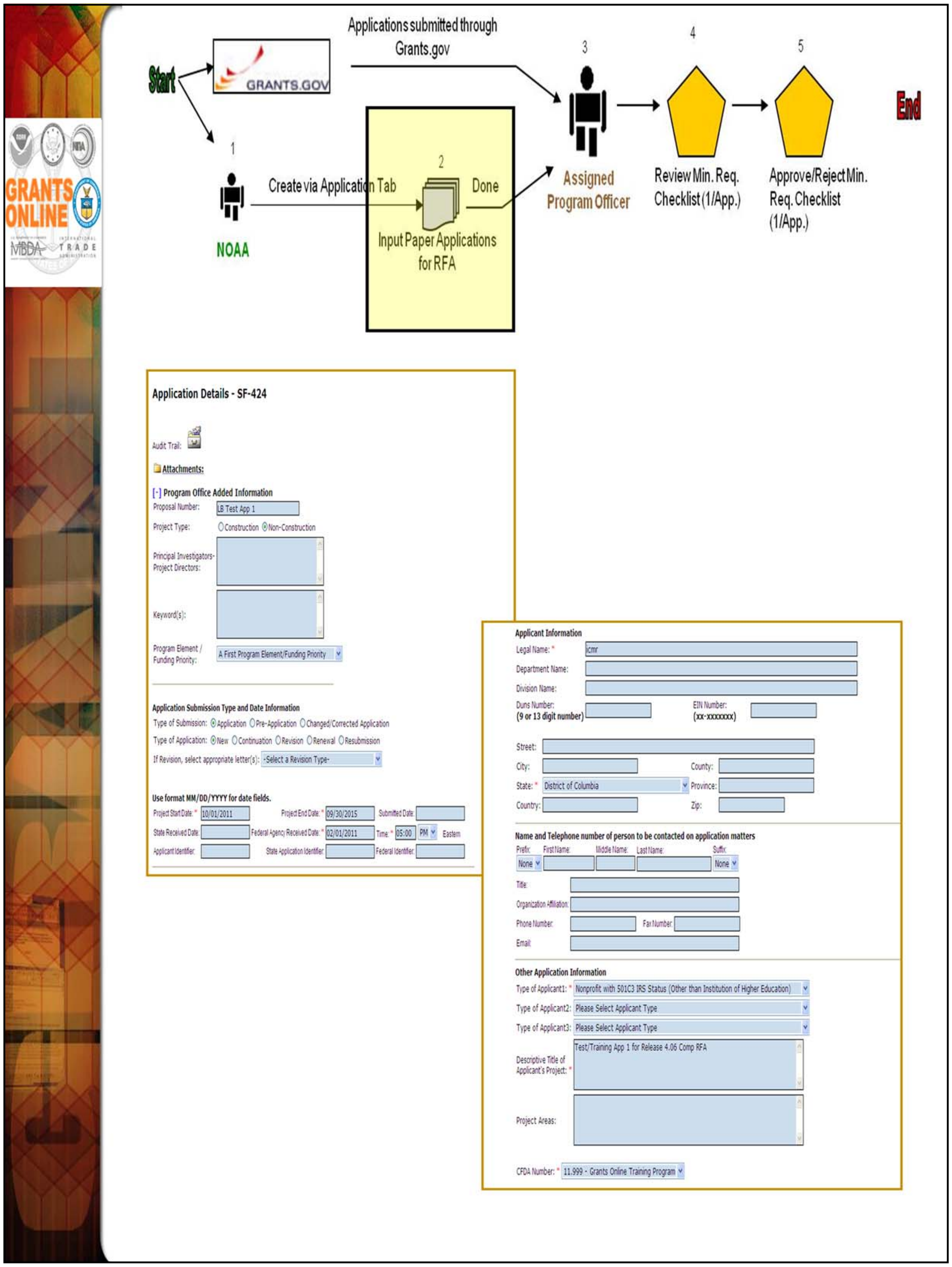


11
10
End
Notify Recipients
RFA
Creator
Your Tasks
Document Type
All
Status
Open
Apply Filter >>
31 items found, displaying all items.1
View Task Name Award Number Task Received Date Document Type Project Title Task Status Document Id Task Id Start Date Completed Date Applicant Name Proposal Number
View Notify Recipients N/A 02/03/2011 RFA N/A Not Started 2199733 1795365 N/A N/A
RFA
Id: 2199733
Status: NotifyRecipients - Not Started
Action:
Please select an action
Submit
Please select an action
Notify
View RFA Details
Your Comments:
Spell Check
Save Comment
View the routing slip >>
Workflow History
Name Date Assigned Date Started Date Completed Performer Role Action Taken Current Status User Comments
Post Application Package 02/03/2011 05:37:05 PM 02/03/2011 05:37:39 PM 02/03/2011 05:37:39 PM Steve John Drescher RFAPublisher ApplicationPackagePosted Complete
Approve or Review 02/03/2011 05:36:41 PM 02/03/2011 05:37:04 PM 02/03/2011 05:37:04 PM Grants Student RFACreator InitiateApplicationPackagePosting Complete
Export options: Excel



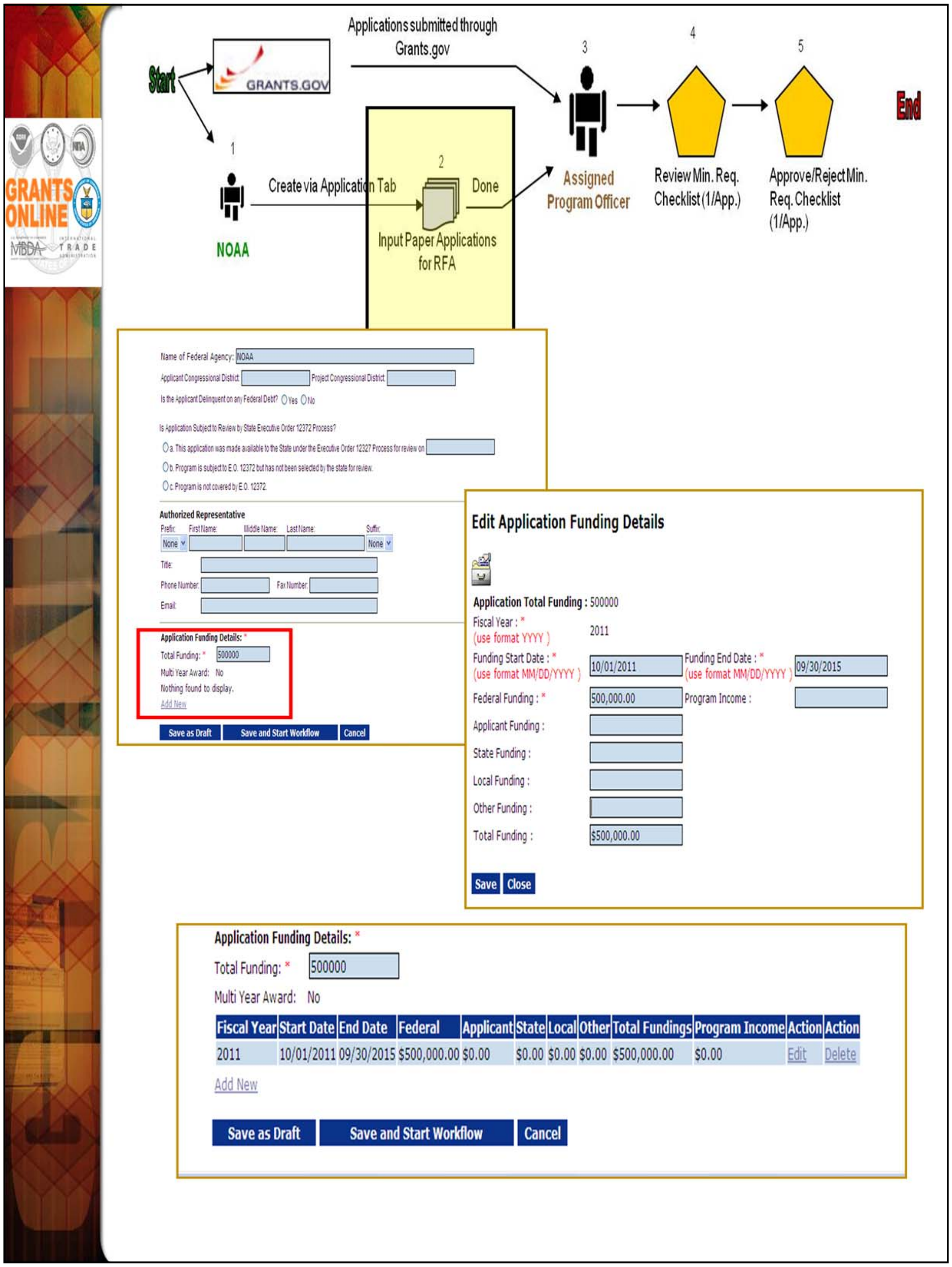
We will use the sample application in the training package for data entry.

A review event is optional for the Universal process.

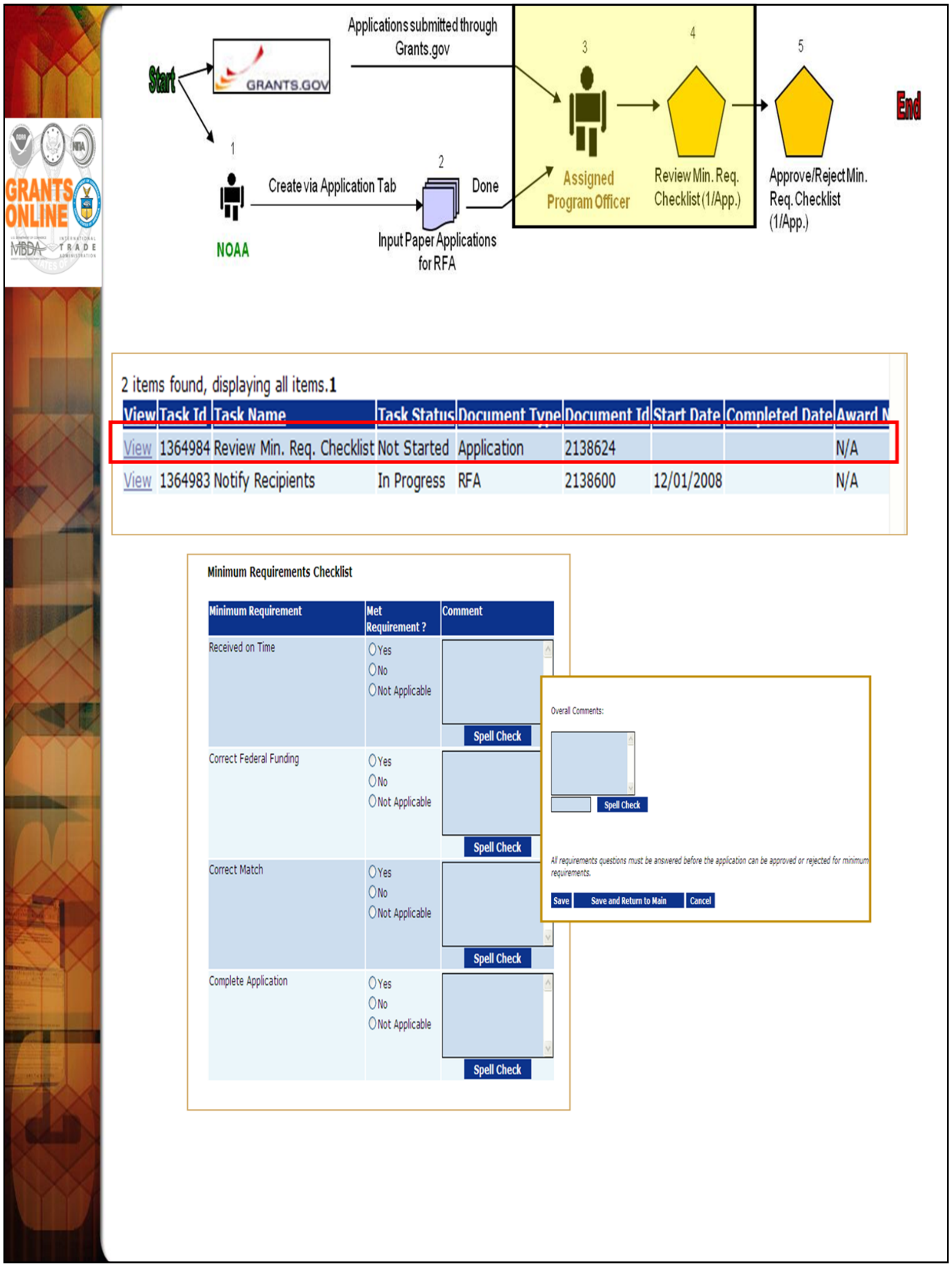


To start, select the “Input Paper Applications” menu item from the Application tab. The data on the Application Details screen will already be filled in if the application was exported from Grants.gov. However, if a paper application is received by the Program Office the data must be entered on this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

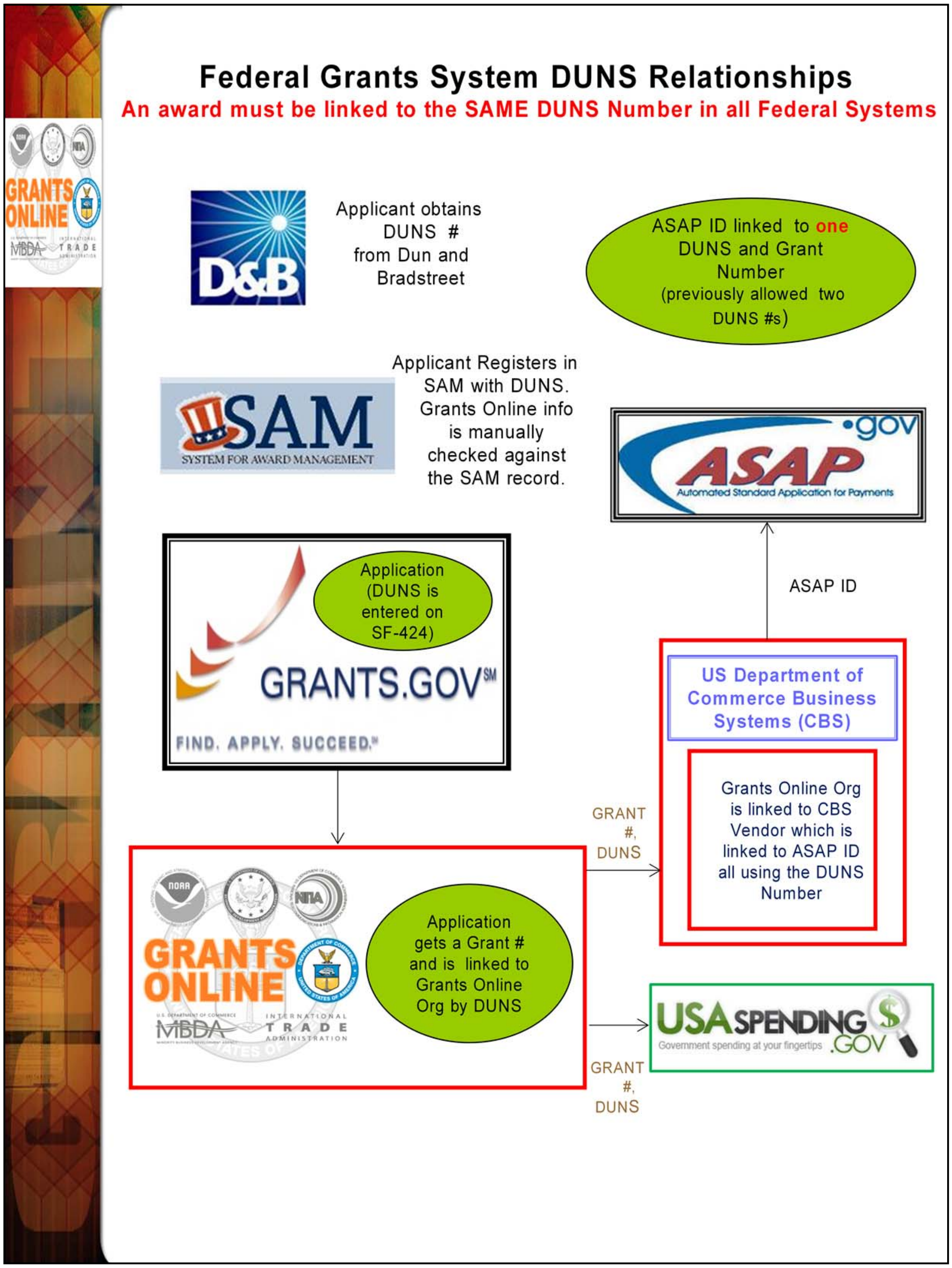
The Application Details screen contains most of the fields found on an SF-424. After entering all required fields, click “Save as Draft.” If you have missed any required fields you will see an error message with guidance regarding the missing fields.

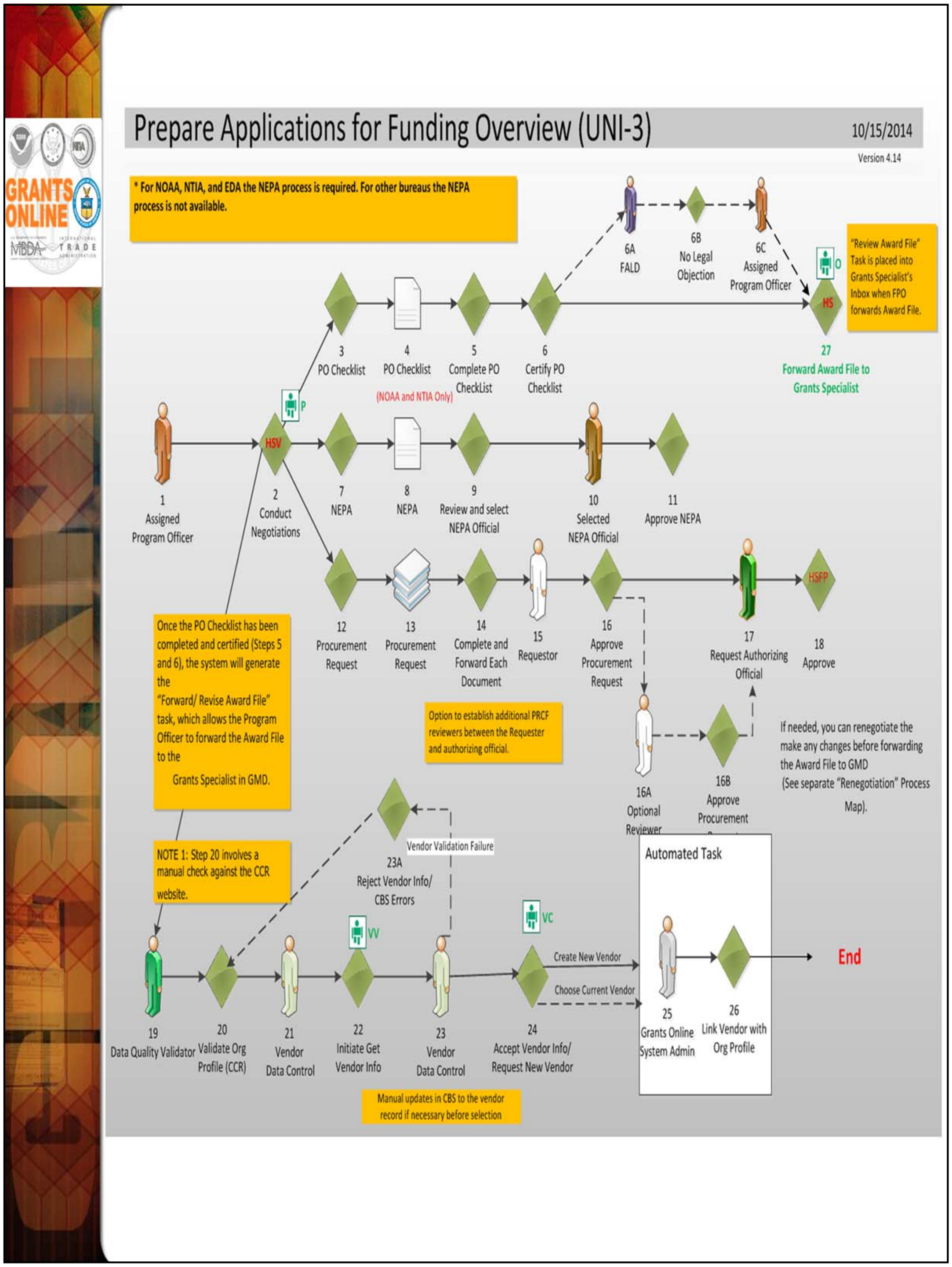


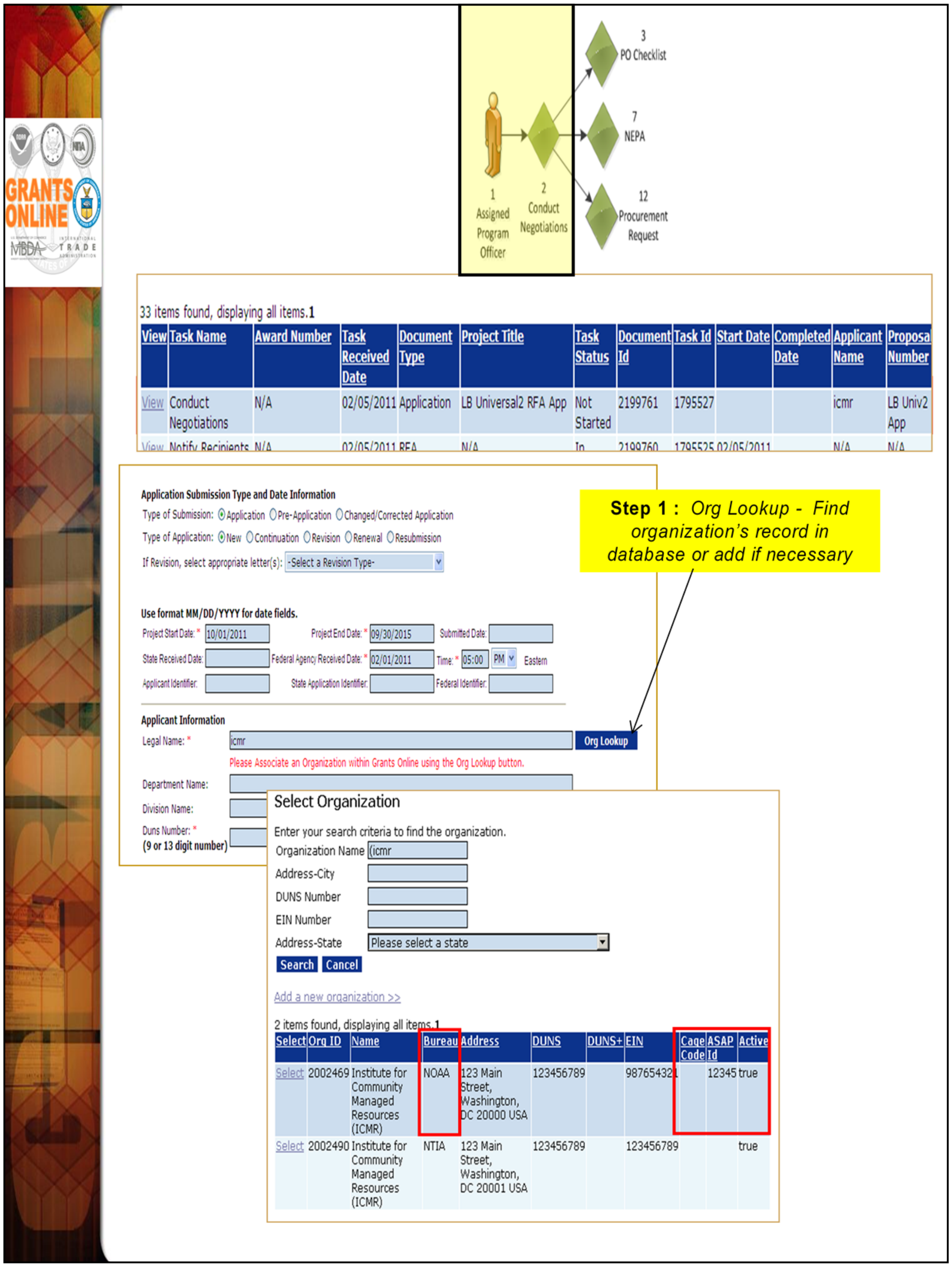
The “Total Funding” amount includes both Federal and matching funds.



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.


Federal Grants System DUNS Relationships
An award must be linked to the SAME DUNS Number in all Federal Systems
Applicant obtains DUNS # from Dun and Bradstreet
ASAP ID linked to one DUNS and Grant Number (previously allowed two DUNS #s)
Applicant Registers in SAM with DUNS. Grants Online info is manually checked against the SAM record.
SAM
SYSTEM FOR AWARD MANAGEMENT
ASAP .gov
Automated Standard Application for Payments
Application (DUNS is entered on SF-424)
GRANTS.GOV
FIND. APPLY. SUCCEED.
ASAP ID
US Department of Commerce Business Systems (CBS)
Grants Online Org is linked to CBS Vendor which is linked to ASAP ID all using the DUNS Number
GRANT #, DUNS
GRANTS ONLINE
Application gets a Grant # and is linked to Grants Online Org by DUNS
USASPENDING.GOV
Government spending at your fingertips
GRANT #, DUNS

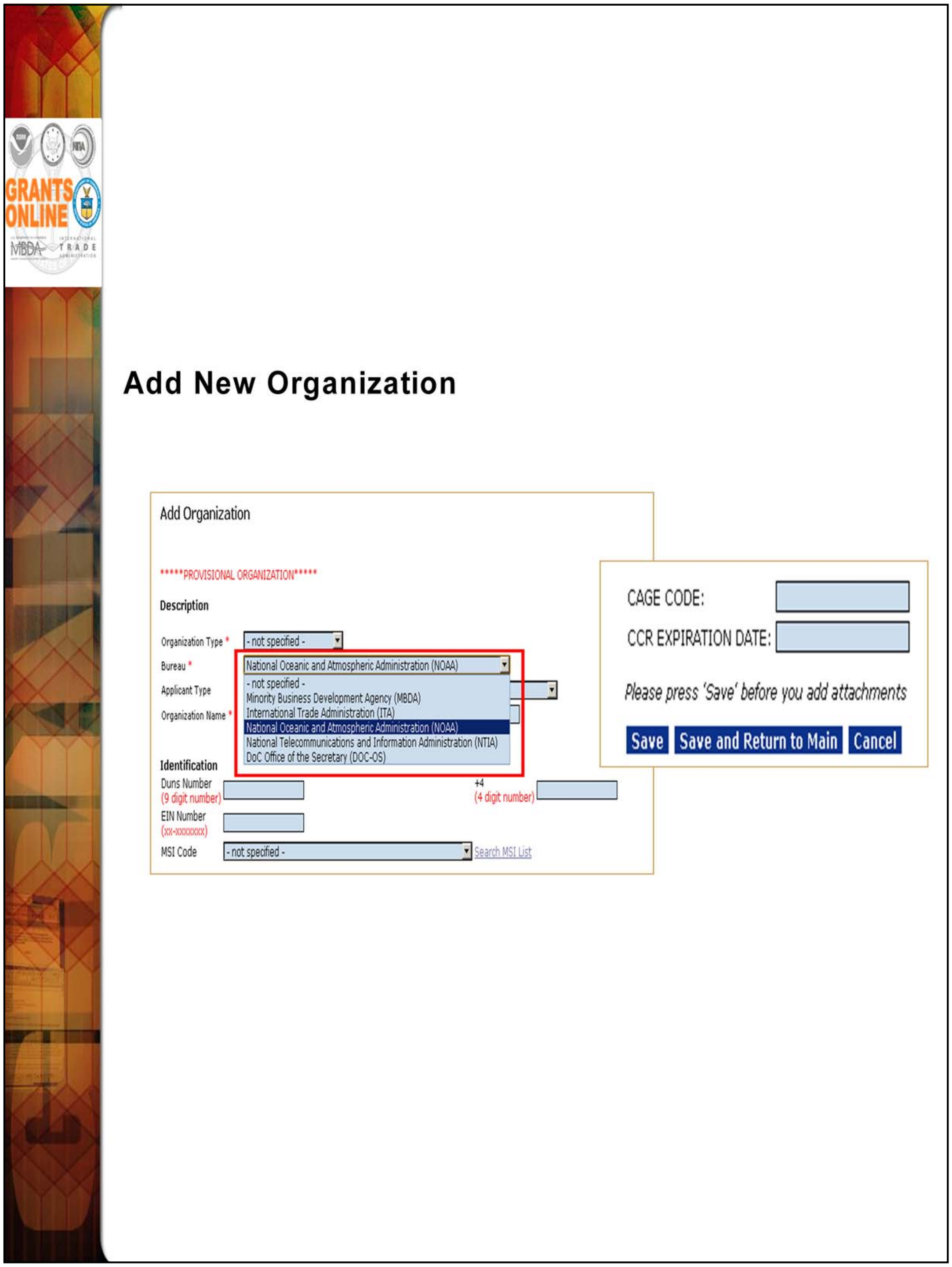

Prepare Applications for Funding Overview (UNI-3)
10/15/2014
Version 4.14
* For NOAA, NTIA, and EDA the NEPA process is required. For other bureaus the NEPA process is not available.
6A FALD
6B No Legal Objection
6C Assigned Program Officer
"Review Award File" Task is placed into Grants Specialist's Inbox when FPO forwards Award File.
3 PO Checklist
4 PO Checklist
(NOAA and NTIA Only)
5 Complete PO CheckList
6 Certify PO Checklist
27 Forward Award File to Grants Specialist
1 Assigned Program Officer
2 Conduct Negotiations
7 NEPA
8 NEPA
9 Review and select NEPA Official
10 Selected NEPA Official
11 Approve NEPA
12 Procurement Request
13 Procurement Request
14 Complete and Forward Each Document
15 Requestor
16 Approve Procurement Request
17 Request Authorizing Official
18 Approve
Once the PO Checklist has been completed and certified (Steps 5 and 6), the system will generate the "Forward/ Revise Award File" task, which allows the Program Officer to forward the Award File to the Grants Specialist in GMD.
Option to establish additional PRCF reviewers between the Requester and authorizing official.
16A Optional Reviewer
16B Approve Procurement
If needed, you can renegotiate the make any changes before forwarding the Award File to GMD (See separate "Renegotiation" Process Map).
NOTE 1: Step 20 involves a manual check against the CCR website.
23A Reject Vendor Info/ CBS Errors
Vendor Validation Failure
Automated Task
Create New Vendor
Choose Current Vendor
End
19 Data Quality Validator
20 Validate Org Profile (CCR)
21 Vendor Data Control
22 Initiate Get Vendor Info
23 Vendor Data Control
24 Accept Vendor Info/ Request New Vendor
25 Grants Online System Admin
26 Link Vendor with Org Profile
Manual updates in CBS to the vendor record if necessary before selection


GRANTS ONLINE
1
Assigned Program Officer
2
Conduct Negotiations
3
PO Checklist
7
NEPA
12
Procurement Request
33 items found, displaying all items.1
View | Task Name | Award Number | Task Received Date | Document Type | Project Title | Task Status | Document Id | Task Id | Start Date | Completed Date | Applicant Name | Proposal Number
View | Conduct Negotiations | N/A | 02/05/2011 | Application | LB Universal2 RFA App | Not Started | 2199761 | 1795527 | | | icmr | LB Univ2 App
Application Submission Type and Date Information
Type of Submission: Application Pre-Application Changed/Corrected Application
Type of Application: New Continuation Revision Renewal Resubmission
If Revision, select appropriate letter(s): -Select a Revision Type-
Use format MM/DD/YYYY for date fields.
Project Start Date: * 10/01/2011
Project End Date: * 09/30/2015
Submitted Date:
State Received Date:
Federal Agency Received Date: * 02/01/2011
Time: * 05:00 PM Eastern
Applicant Identifier:
State Application Identifier:
Federal Identifier:
Applicant Information
Legal Name: * icmr
Org Lookup
Please Associate an Organization within Grants Online using the Org Lookup button.
Department Name:
Division Name:
Duns Number: * (9 or 13 digit number)
Step 1 : Org Lookup - Find organization's record in database or add if necessary
Select Organization
Enter your search criteria to find the organization.
Organization Name icmr
Address-City
DUNS Number
EIN Number
Address-State Please select a state
Search Cancel
Add a new organization >>
2 items found, displaying all items.1
Select | Org ID | Name | Bureau | Address | DUNS | DUNS+ | EIN | Cage Code | ASAP Id | Active
Select | 2002469 | Institute for Community Managed Resources (ICMR) | NOAA | 123 Main Street, Washington, DC 20000 USA | 123456789 | | 987654321 | | 12345 | true
Select | 2002490 | Institute for Community Managed Resources (ICMR) | NTIA | 123 Main Street, Washington, DC 20001 USA | 123456789 | | 123456789 | | | true

1. 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).

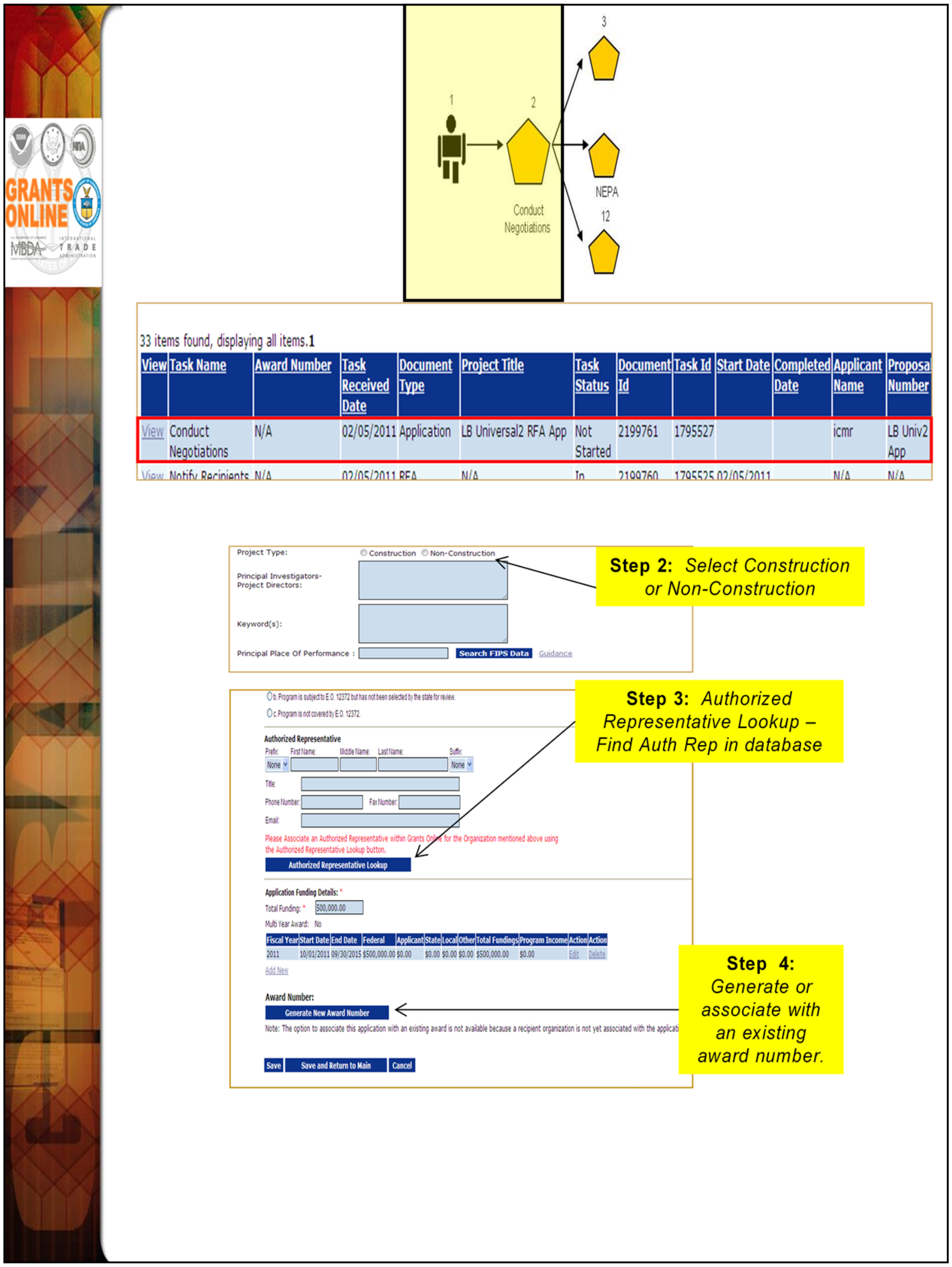
2. Only active records are returned in the search results. If for some reason an organization is marked as inactive in the Grants Online database it will not show up in the search results even though it may be associated with a current award or closed award. For example, when an organization converts 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.

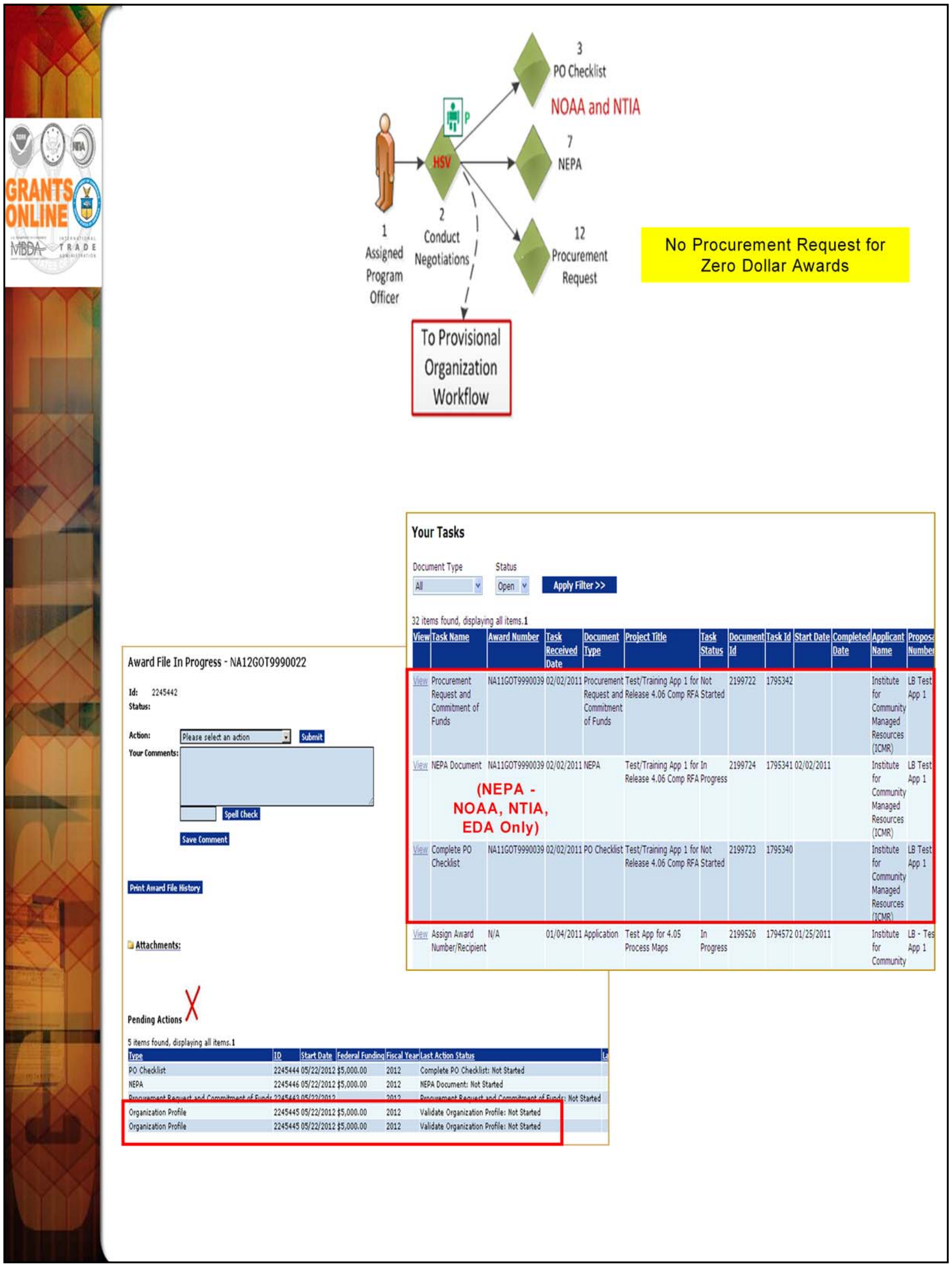


When adding a new organization the user must select his/her Bureau at the top of the page. If you have the organization's Cage Code it can be entered at the bottom of the page.

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).

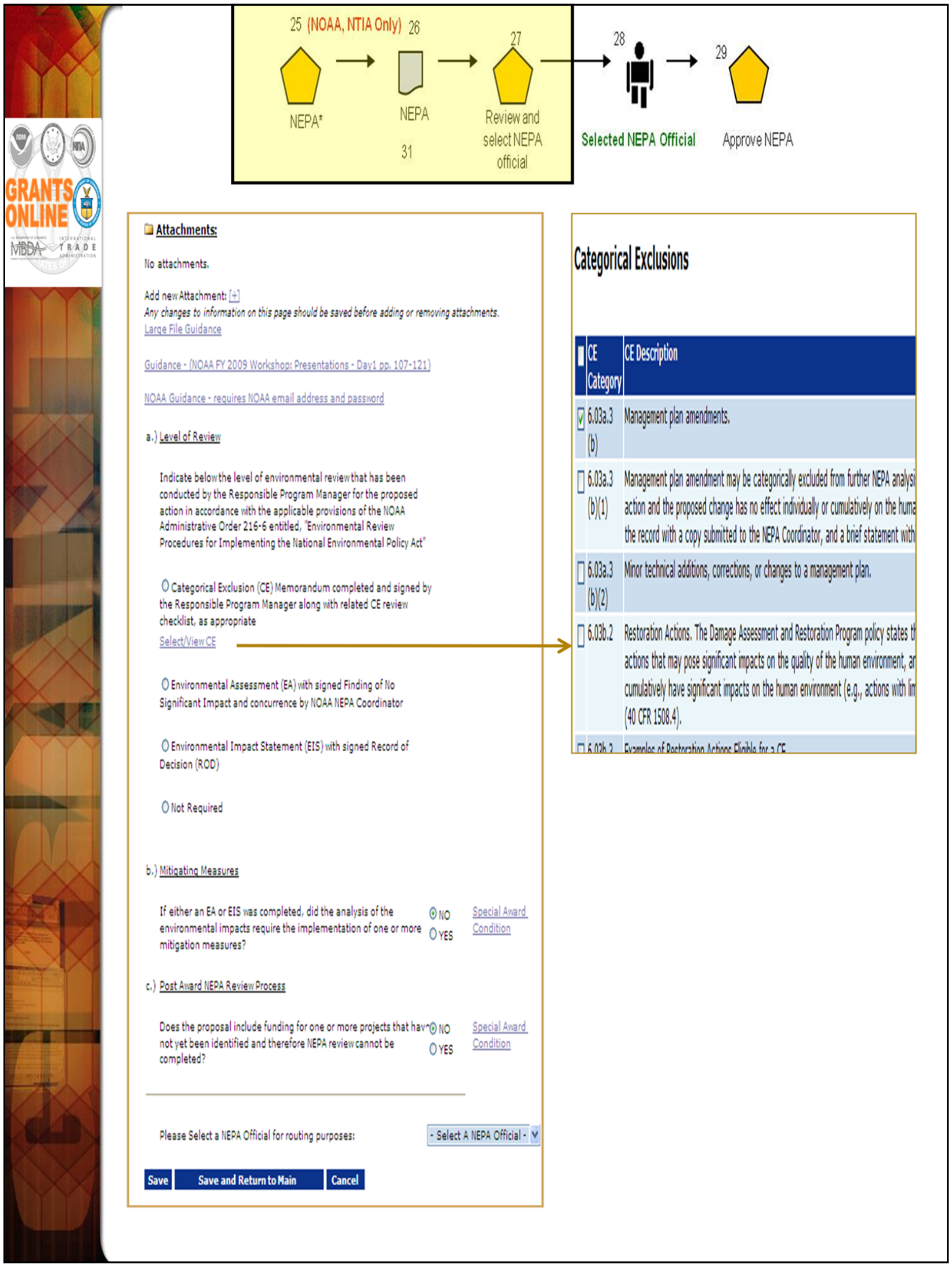


We are currently working on a new award. However, when working on continuation amendments it is imperative that the user select the exact organization record that is on the original award. Presently, the system does not check to ensure the award numbers are the same. If a different organization record is selected, it will cause problems with the application processing further along in the workflow.



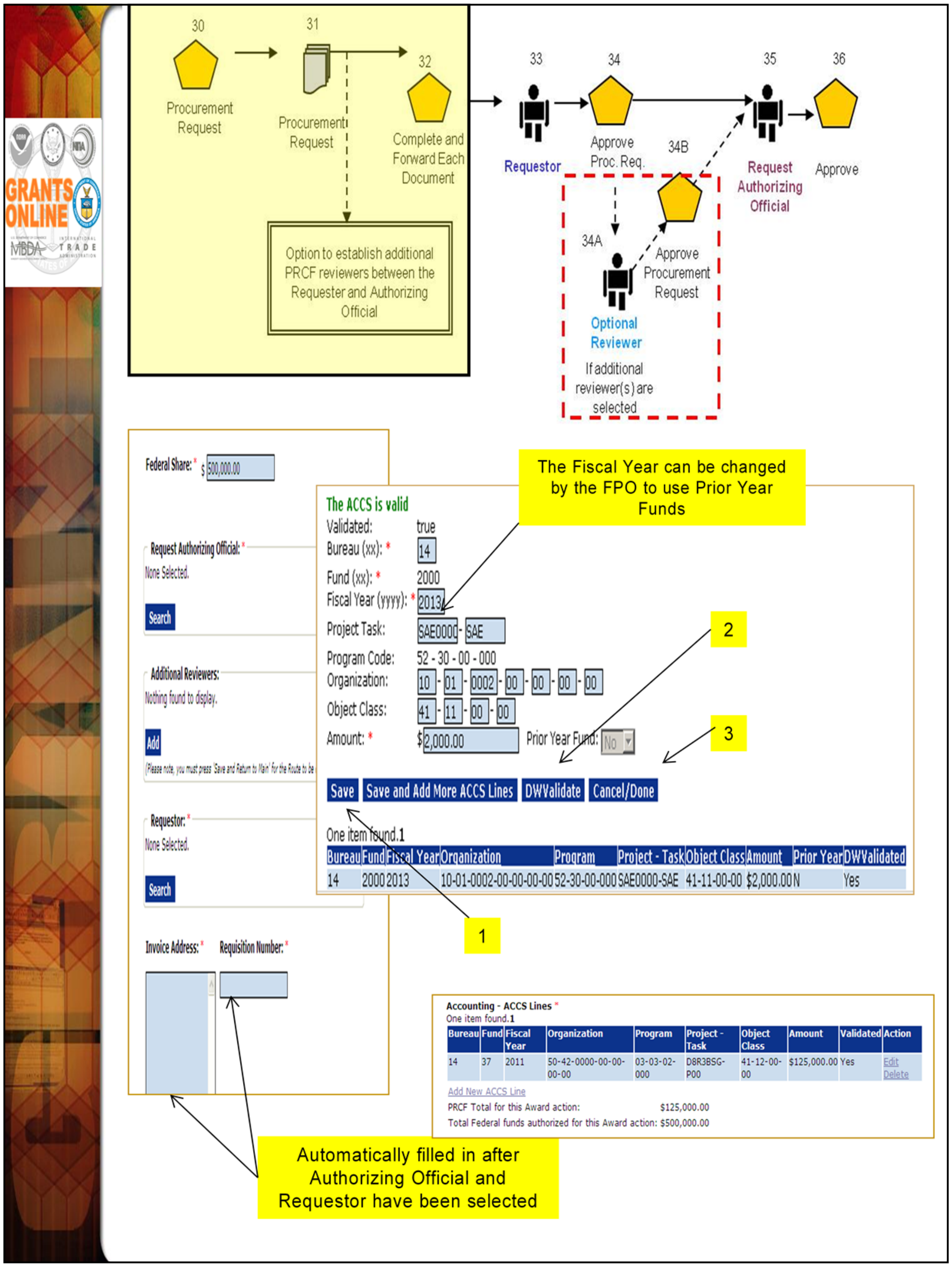
GRANTS ONLINE
MBDA
INTERNATIONAL TRADE ADMINISTRATION
1
Assigned Program Officer
HSV
P
2
Conduct Negotiations
3
PO Checklist
NOAA and NTIA
7
NEPA
12
Procurement Request
To Provisional Organization Workflow
No Procurement Request for Zero Dollar Awards
Your Tasks
Document Type
All
Status
Open
Apply Filter >>
32 items found, displaying all items.1
View | Task Name | Award Number | Task Received Date | Document Type | Project Title | Task Status | Document Id | Task Id | Start Date | Completed Date | Applicant Name | Proposa Number
View | Procurement Request and Commitment of Funds | NA11GOT9990039 | 02/02/2011 | Procurement Request and Commitment of Funds | Test/Training App 1 for Release 4.06 Comp RFA | Not Started | 2199722 | 1795342 | | | Institute for Community Managed Resources (ICMR) | LB Test App 1
View | NEPA Document | NA11GOT9990039 | 02/02/2011 | NEPA | Test/Training App 1 for Release 4.06 Comp RFA | In Progress | 2199724 | 1795341 | 02/02/2011 | | Institute for Community Managed Resources (ICMR) | LB Test App 1
(NEPA - NOAA, NTIA, EDA Only)
View | Complete PO Checklist | NA11GOT9990039 | 02/02/2011 | PO Checklist | Test/Training App 1 for Release 4.06 Comp RFA | Not Started | 2199723 | 1795340 | | | Institute for Community Managed Resources (ICMR) | LB Test App 1
View | Assign Award Number/Recipient | N/A | 01/04/2011 | Application | Test App for 4.05 Process Maps | In Progress | 2199526 | 1794572 | 01/25/2011 | | Institute for Community | LB - Tes App 1
Award File In Progress - NA12GOT9990022
Id: 2245442
Status:
Action: Please select an action
Submit
Your Comments:
Spell Check
Save Comment
Print Award File History
Attachments:
Pending Actions
5 items found, displaying all items.1
Type | ID | Start Date | Federal Funding | Fiscal Year | Last Action Status
PO Checklist | 2245444 | 05/22/2012 | $5,000.00 | 2012 | Complete PO Checklist: Not Started
NEPA | 2245446 | 05/22/2012 | $5,000.00 | 2012 | NEPA Document: Not Started
Procurement Request and Commitment of Funds | 2245443 | 05/22/2012 | | 2012 | Procurement Request and Commitment of Funds: Not Started
Organization Profile | 2245445 | 05/22/2012 | $5,000.00 | 2012 | Validate Organization Profile: Not Started
Organization Profile | 2245445 | 05/22/2012 | $5,000.00 | 2012 | Validate Organization Profile: Not Started

- 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 appears after you complete the PO Checklist.)
- We will start with the NEPA Document. Only NOAA gets the NEPA Document. The other bureaus only get the PO Checklist and the Procurement Request.

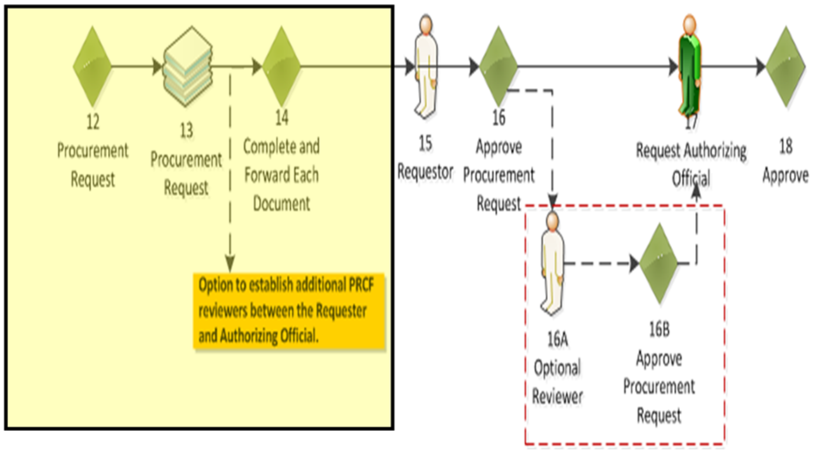

25 (NOAA, NTIA Only) 26
27
28
29
NEPA*
NEPA
31
Review and select NEPA official
Selected NEPA Official
Approve NEPA
GRANTS ONLINE
MBDA
INTERNATIONAL TRADE ADMINISTRATION
Attachments:
No attachments.
Add new Attachment: [+]
Any changes to information on this page should be saved before adding or removing attachments.
Large File Guidance
Guidance - (NOAA FY 2009 Workshop: Presentations - Day1 pp. 107-121)
NOAA Guidance - requires NOAA email address and password
a.) Level of Review
Indicate below the level of environmental review that has been conducted by the Responsible Program Manager for the proposed action in accordance with the applicable provisions of the NOAA Administrative Order 216-6 entitled, "Environmental Review Procedures for Implementing the National Environmental Policy Act"
Categorical Exclusion (CE) Memorandum completed and signed by the Responsible Program Manager along with related CE review checklist, as appropriate
Select/View CE
Environmental Assessment (EA) with signed Finding of No Significant Impact and concurrence by NOAA NEPA Coordinator
Environmental Impact Statement (EIS) with signed Record of Decision (ROD)
Not Required
b.) Mitigating Measures
If either an EA or EIS was completed, did the analysis of the environmental impacts require the implementation of one or more mitigation measures?
NO
YES
Special Award Condition
c.) Post Award NEPA Review Process
Does the proposal include funding for one or more projects that hav
not yet been identified and therefore NEPA review cannot be completed?
NO
YES
Special Award Condition
Please Select a NEPA Official for routing purposes:
- Select A NEPA Official -
Save
Save and Return to Main
Cancel
Categorical Exclusions
CE Category
CE Description
6.03a.3 (b)
Management plan amendments.
6.03a.3 (b)(1)
Management plan amendment may be categorically excluded from further NEPA analysi
action and the proposed change has no effect individually or cumulatively on the huma
the record with a copy submitted to the NEPA Coordinator, and a brief statement with
6.03a.3 (b)(2)
Minor technical additions, corrections, or changes to a management plan.
6.03b.2
Restoration Actions. The Damage Assessment and Restoration Program policy states t
actions that may pose significant impacts on the quality of the human environment, a
cumulatively have significant impacts on the human environment (e.g., actions with li
(40 CFR 1508.4).

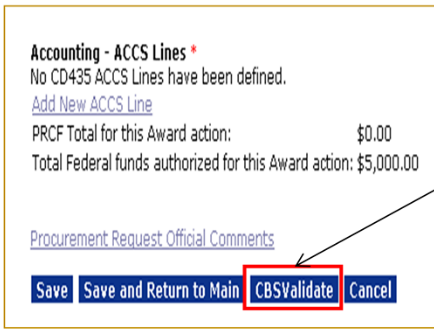
- From the Action Dropdown menu, select “Complete NEPA Document” and click the Submit button. The NEPA Details screen displays three questions the user must complete. After completing those three questions add any appropriate attachments and select the NEPA Official who will be perform the final NEPA 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 filter from “Open” to “Closed.”)

NOTE: For additional information regarding the NEPA process, please see item #18 on the FPO Training page.

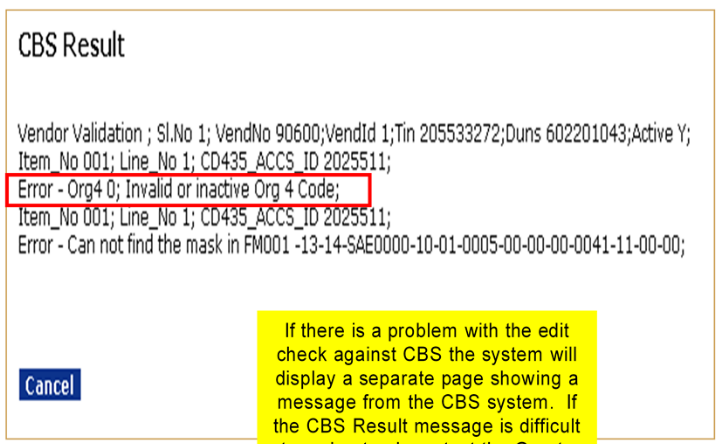

30
31
32
Procurement Request
Procurement Request
Complete and Forward Each Document
Option to establish additional PRCF reviewers between the Requester and Authorizing Official
33
34
35
36
Requestor
Approve Proc. Req.
34B
Request Authorizing Official
Approve
34A
Approve Procurement Request
Optional Reviewer
If additional reviewer(s) are selected
Federal Share: * $ 500,000.00
Request Authorizing Official: *
None Selected.
Search
Additional Reviewers:
Nothing found to display.
Add
Requestor: *
None Selected.
Search
Invoice Address: *
Requisition Number: *
The Fiscal Year can be changed by the FPO to use Prior Year Funds
The ACCS is valid
Validated: true
Bureau (xx): * 14
Fund (xx): * 2000
Fiscal Year (yyyy): * 2013
Project Task: SAE0000 - SAE
Program Code: 52 - 30 - 00 - 000
Organization: 10 - 01 - 0002 - 00 - 00 - 00 - 00
Object Class: 41 - 11 - 00 - 00
Amount: * $ 2,000.00
Prior Year Fund: No
Save
Save and Add More ACCS Lines
DWValidate
Cancel/Done
One item found.1
Bureau Fund Fiscal Year Organization Program Project - Task Object Class Amount Prior Year DWValidated
14 2000 2013 10-01-0002-00-00-00-00 52-30-00-000 SAE0000-SAE 41-11-00-00 $2,000.00 N Yes
1
2
3
Accounting - ACCS Lines *
One item found.1
Bureau Fund Fiscal Year Organization Program Project - Task Object Class Amount Validated Action
14 37 2011 50-42-0000-00-00-00-00 03-03-02-000 D8R3BSG-P00 41-12-00-00 $125,000.00 Yes Edit Delete
Add New ACCS Line
PRCF Total for this Award action: $125,000.00
Total Federal funds authorized for this Award action: $500,000.00
Automatically filled in after Authorizing Official and Requestor have been selected

- **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 (During class each student should use his/her own training ID – e.g., gstudent25). 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:**
  - Click the Save button.
  - Click the DWValidate button to validate the data against the CBS Data Warehouse tables. This action pulls in the Program Code.
  - Click the Cancel/Done button to return to the previous screen.





There is a "Validate" button on the main Procurement Request screen to do an edit check against the main CBS database. This cannot be used until after the ACCS line(s) have been added.

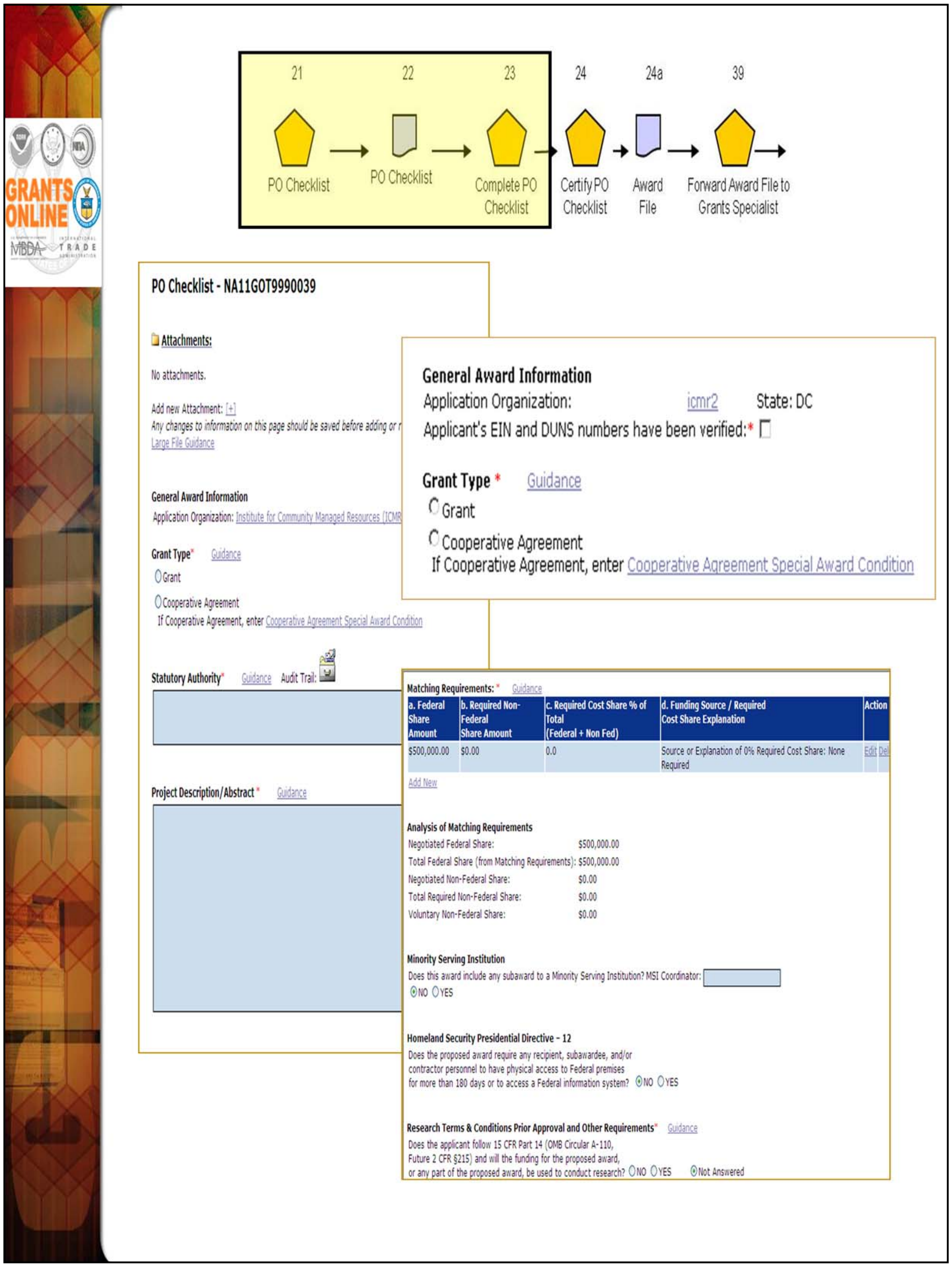


If there is a problem with the edit check against CBS the system will display a separate page showing a message from the CBS system. If the CBS Result message is difficult to understand, contact the Grants Online Help Desk for assistance. In this example one component of the org code is incorrect.

- 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 check for sufficient funds. The CBSValidate process also validates each component of the ACCS line and ensures the organization has been linked to a valid vendor in CBS. The results of the CBS validation process are displayed at the top of the Procurement Request screen. If any edits checks are not passed, a CBS error message indicates the cause of the validation failure.

NOTE: CBS validation is only required for the Budget Officer. The functionality, however, is also available to the FPO and Requestor.

- 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."
- 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." Remember, if there is more than one Procurement Request for an Award, the total funding for all requests must be equal to or less than the Total Federal Funds.
- Select "Save and Return to Main" to prepare to start the workflow. The user is returned to the Procurement Request launch page.
- From the Action dropdown menu select "Forward Procurement Request to Requestor" to begin workflow. Since 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, click the Tasks link and select that task. Select "Approve Procurement Request" from the dropdown menu.

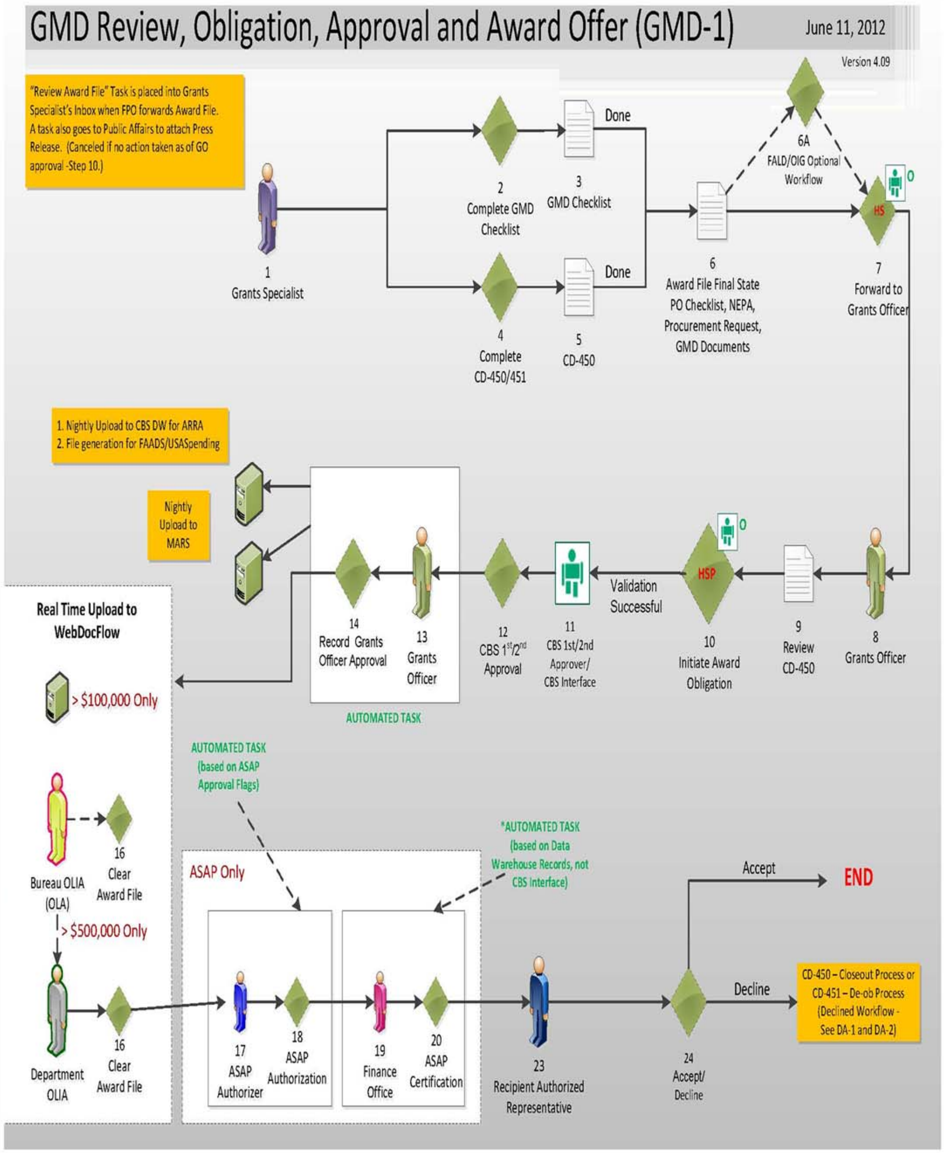


21
22
23
24
24a
39
PO Checklist
PO Checklist
Complete PO Checklist
Certify PO Checklist
Award File
Forward Award File to Grants Specialist
PO Checklist - NA11GOT9990039
Attachments:
No attachments.
Add new Attachment: [+]
Large File Guidance
General Award Information
Application Organization: Institute for Community Managed Resources (ICMR
Grant Type* Guidance
Grant
Cooperative Agreement
If Cooperative Agreement, enter Cooperative Agreement Special Award Condition
Statutory Authority* Guidance Audit Trail:
Project Description/Abstract* Guidance
General Award Information
Application Organization: icmr2 State: DC
Applicant's EIN and DUNS numbers have been verified:*
Grant Type * Guidance
Grant
Cooperative Agreement
If Cooperative Agreement, enter Cooperative Agreement Special Award Condition
Matching Requirements: * Guidance
a. Federal Share Amount
b. Required Non-Federal Share Amount
c. Required Cost Share % of Total (Federal + Non Fed)
d. Funding Source / Required Cost Share Explanation
Action
$500,000.00
$0.00
0.0
Source or Explanation of 0% Required Cost Share: None Required
Edit Del
Add New
Analysis of Matching Requirements
Negotiated Federal Share: $500,000.00
Total Federal Share (from Matching Requirements): $500,000.00
Negotiated Non-Federal Share: $0.00
Total Required Non-Federal Share: $0.00
Voluntary Non-Federal Share: $0.00
Minority Serving Institution
Does this award include any subaward to a Minority Serving Institution? MSI Coordinator:
NO YES
Homeland Security Presidential Directive - 12
Does the proposed award require any recipient, subawardee, and/or contractor personnel to have physical access to Federal premises for more than 180 days or to access a Federal information system? NO YES
Research Terms & Conditions Prior Approval and Other Requirements* Guidance
Does the applicant follow 15 CFR Part 14 (OMB Circular A-110, Future 2 CFR §215) and will the funding for the proposed award, or any part of the proposed award, be used to conduct research? NO YES Not Answered

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.

Grants Management Division Process



- 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.com

Date: Monday, December 10, 2007 8:54:40 AM

Subject: Notice of NOAA posting of Application Package at Grants.gov

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

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

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

1. Click the "Apply for Grants" link on the upper left side of the screen (under "For Applicants"). Review the instructions and download/install the Pure Edge 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. Click the download links for the instructions and the application submission.

Information on the NOAA Request for Applications (RFA):

RFA Name:	Generating Sample Notifications
Fiscal Year:	2008
CFDA Number:	11.469
Opportunity Number:	SEC-ONPO-2008-2001279
Agency:	National Oceanic and Atmospheric Administration
Opening Date:	2007-12-10 08:54:01.0
Pgm Office:	USEC One NOAA Program Office (ONPO)
Pgm Officer:	Program Officer
Closing Date:	2008-09-30 17:30:00.00

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

For further information contact:

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

Federal Program Officer Training Agenda

Day 2 - All Day

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

Objectives – By the end of this class students should:

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

Training Materials:

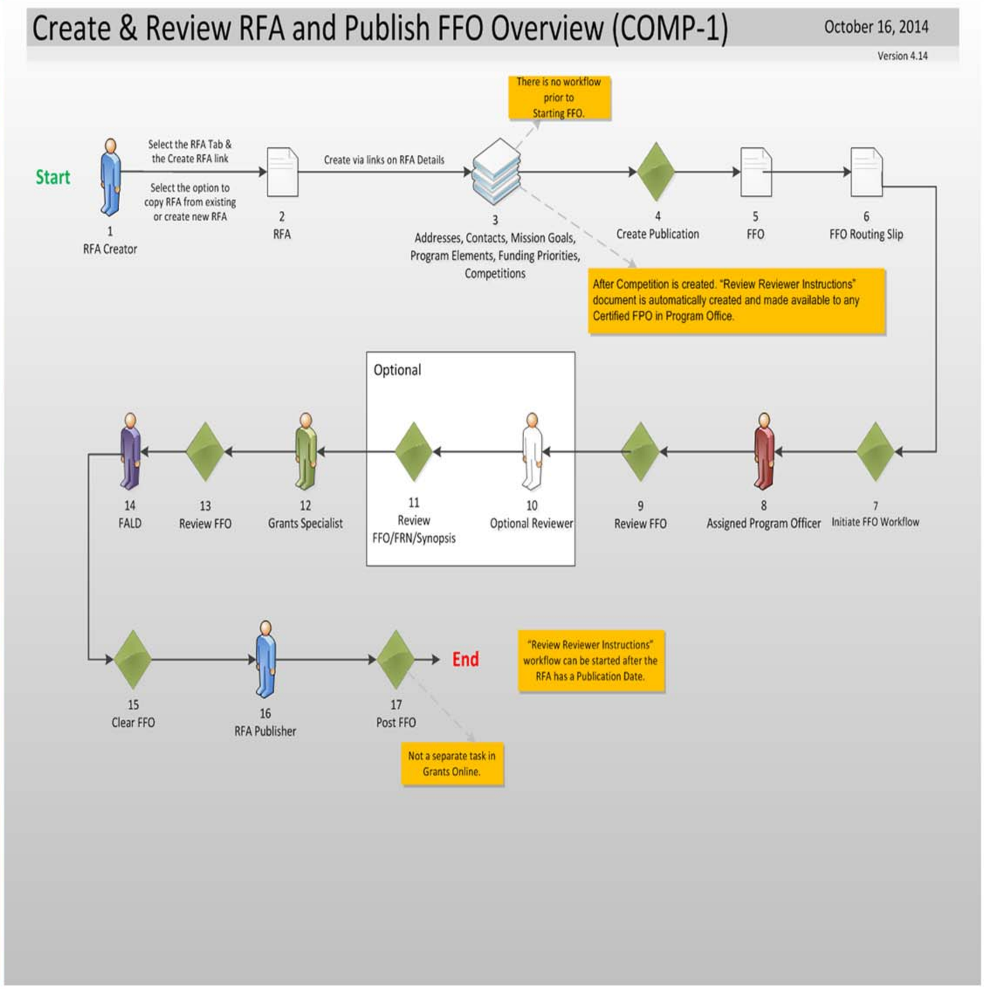
1. Agenda and Objectives
2. Student Screen Shots with Process Maps
3. Course Evaluation

GRANTS ONLINE

Grants Online Training
Student Screen Shots
Competitive RFA
and
Application Processing

November 2014

Competitive Process – RFA Creation



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

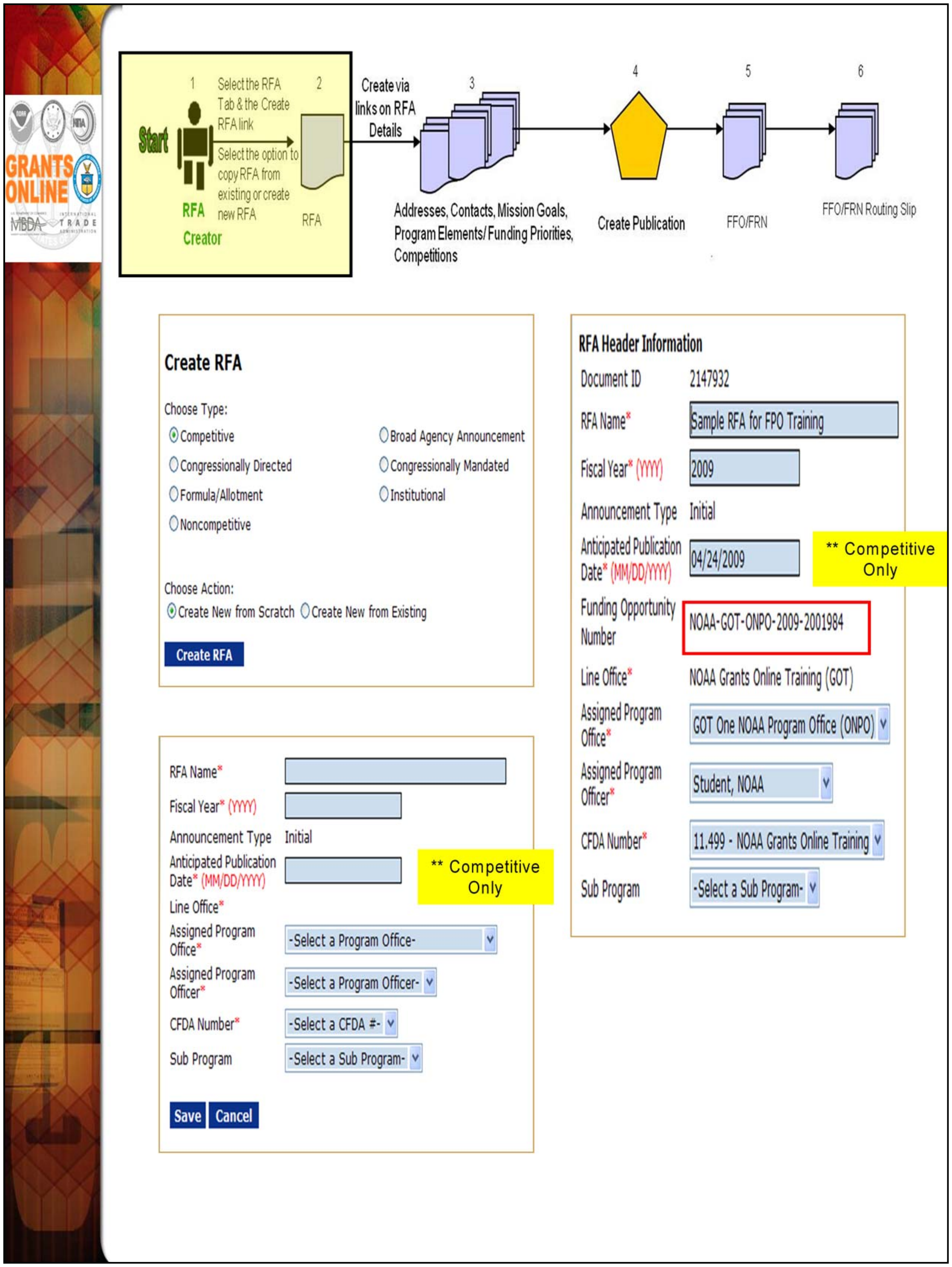
- **Opportunity Number – *Federal Opportunity Number***
- **Opportunity Title – *RFA Name***
- **Opportunity Category – *(Competitive RFA ➔ "Discretionary"; Universal RFA ➔ "Other")***
- **Category Explanation – (If Opportunity Category is "Other"): *RFA Type***
- ***CFDA Number***
- **Posting Date – *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 the 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 *Universal* and *Competitive* 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 *Competitive* Announcements

- **Eligible Applicants** – *FFO Details screen, Section III. A*
- **Cost-Sharing or Matching Requirement** – *"Yes" or "No" (based on FFO) Details screen, Section III. B*
- **Expected Number of Awards** – *Anticipated Number of Awards (Min)*
- **Estimated Total Program Funding** – *Anticipated Funding Amount*
- **Award Ceiling** – *Anticipated Award Amount (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*



GRANTS ONLINE
MBDA
INTERNATIONAL TRADE ADMINISTRATION
Start
RFA Creator
1
Select the RFA Tab & the Create RFA link
Select the option to copy RFA from existing or create new RFA
2
RFA
Create via links on RFA Details
3
Addresses, Contacts, Mission Goals, Program Elements/ Funding Priorities, Competitions
4
Create Publication
5
FFO/FRN
6
FFO/FRN Routing Slip
Create RFA
Choose Type:
Competitive
Broad Agency Announcement
Congressionally Directed
Congressionally Mandated
Formula/Allotment
Institutional
Noncompetitive
Choose Action:
Create New from Scratch
Create New from Existing
Create RFA
RFA Name*
Fiscal Year* (YYYY)
Announcement Type
Initial
Anticipated Publication Date* (MM/DD/YYYY)
** Competitive Only
Line Office*
Assigned Program Office*
-Select a Program Office-
Assigned Program Officer*
-Select a Program Officer-
CFDA Number*
-Select a CFDA #-
Sub Program
-Select a Sub Program-
Save
Cancel
RFA Header Information
Document ID
2147932
RFA Name*
Sample RFA for FPO Training
Fiscal Year* (YYYY)
2009
Announcement Type
Initial
Anticipated Publication Date* (MM/DD/YYYY)
04/24/2009
** Competitive Only
Funding Opportunity Number
NOAA-GOT-ONPO-2009-2001984
Line Office*
NOAA Grants Online Training (GOT)
Assigned Program Office*
GOT One NOAA Program Office (ONPO)
Assigned Program Officer*
Student, NOAA
CFDA Number*
11.499 - NOAA Grants Online Training
Sub Program
-Select a Sub Program-

- **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")

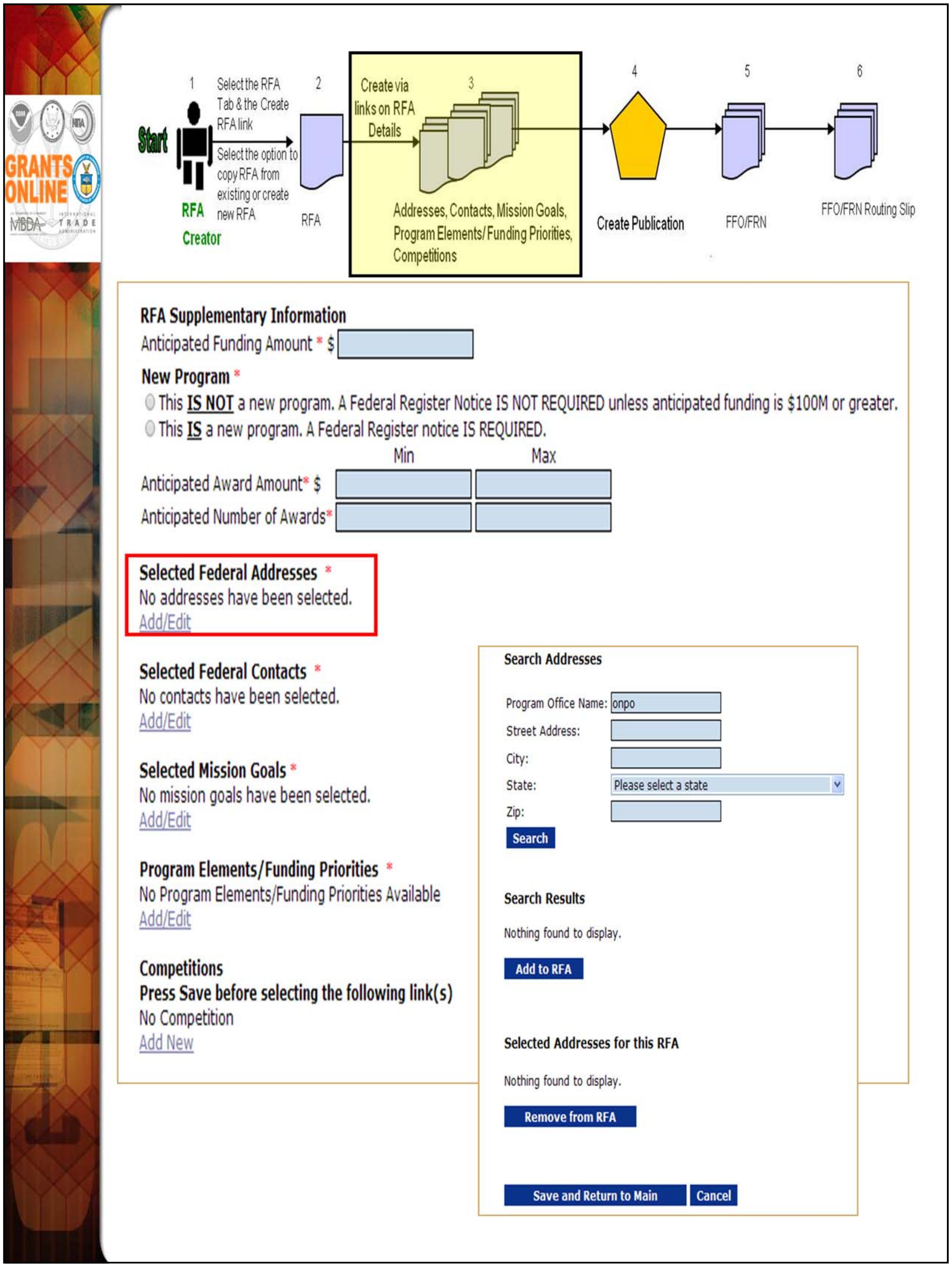
  Second component – Line Office (for training – "GOT")

  NOTE: For organizations where the Bureau and Line Office are the same, the Line Office is not included

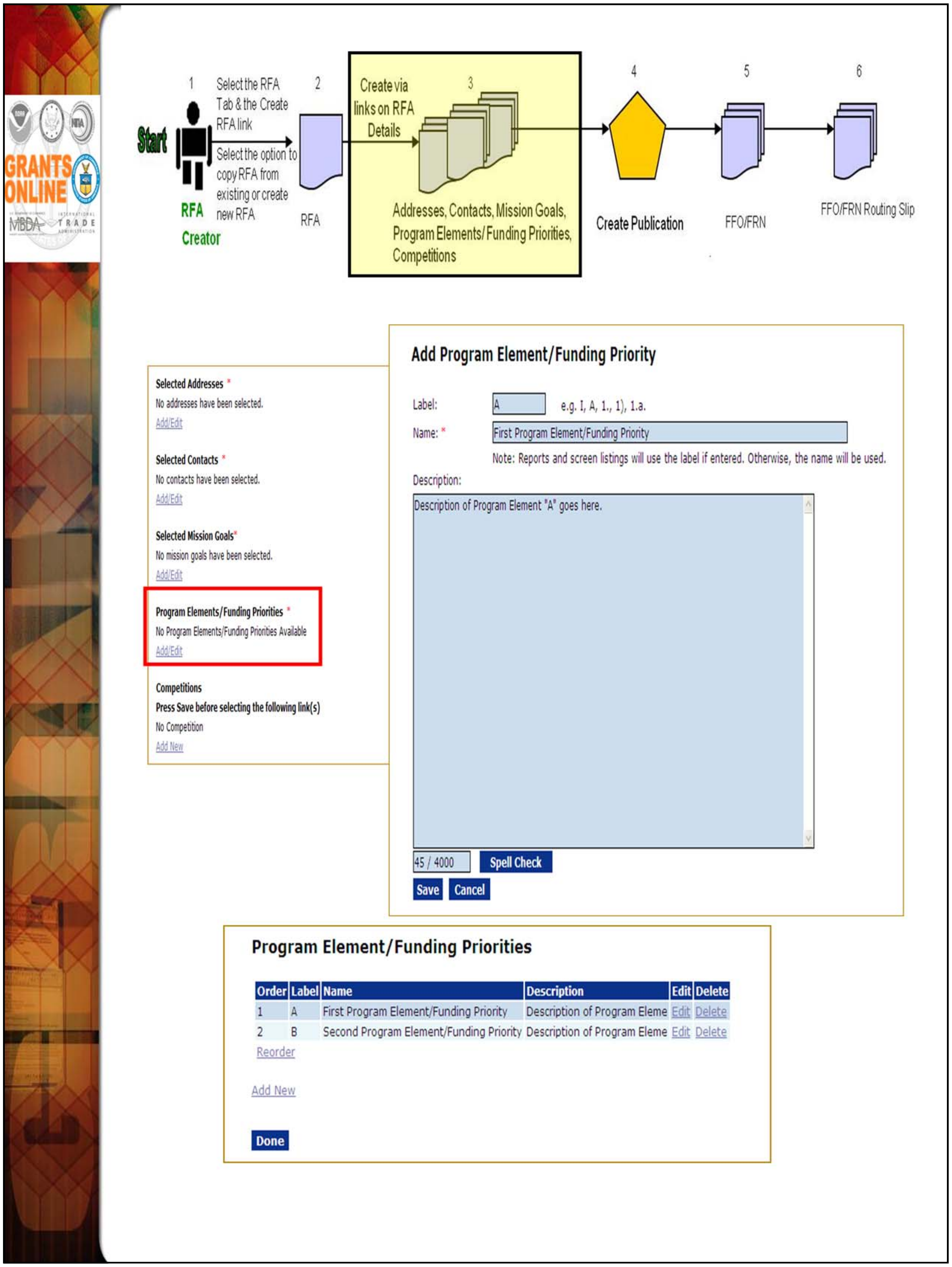
  Third component – Program Office (for training – "OCPO")

  Fourth component – Next 4 characters reference the Fiscal Year

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

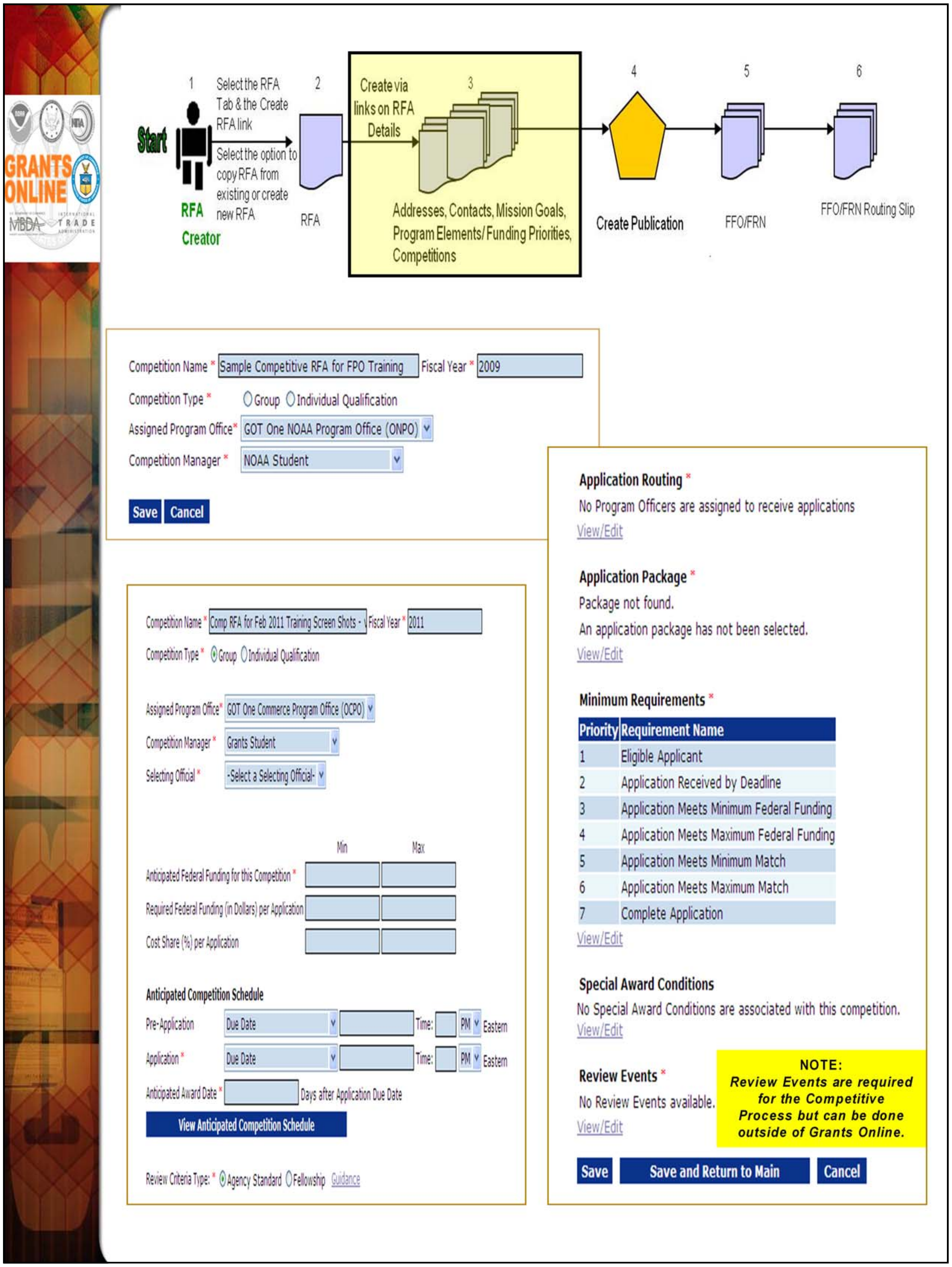


As of April FY 2011 – FRNs are no longer required for any Grant Programs.   Always click on the 1st radio button.



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.


Start
1
Select the RFA Tab & the Create RFA link
Select the option to copy RFA from existing or create new RFA
RFA Creator
2
RFA
Create via links on RFA Details
3
Addresses, Contacts, Mission Goals, Program Elements/ Funding Priorities, Competitions
4
Create Publication
5
FFO/FRN
6
FFO/FRN Routing Slip
Competition Name * Sample Competitive RFA for FPO Training
Fiscal Year * 2009
Competition Type * Group Individual Qualification
Assigned Program Office* GOT One NOAA Program Office (ONPO)
Competition Manager * NOAA Student
Save
Cancel
Competition Name * Comp RFA for Feb 2011 Training Screen Shots -
Fiscal Year * 2011
Competition Type * Group Individual Qualification
Assigned Program Office* GOT One Commerce Program Office (OCPO)
Competition Manager * Grants Student
Selecting Official * -Select a Selecting Official-
Min
Max
Anticipated Federal Funding for this Competition *
Required Federal Funding (in Dollars) per Application
Cost Share (%) per Application
Anticipated Competition Schedule
Pre-Application Due Date Time: PM Eastern
Application * Due Date Time: PM Eastern
Anticipated Award Date * Days after Application Due Date
View Anticipated Competition Schedule
Review Criteria Type: * Agency Standard Fellowship Guidance
Application Routing *
No Program Officers are assigned to receive applications
View/Edit
Application Package *
Package not found.
An application package has not been selected.
View/Edit
Minimum Requirements *
Priority Requirement Name
1 Eligible Applicant
2 Application Received by Deadline
3 Application Meets Minimum Federal Funding
4 Application Meets Maximum Federal Funding
5 Application Meets Minimum Match
6 Application Meets Maximum Match
7 Complete Application
View/Edit
Special Award Conditions
No Special Award Conditions are associated with this competition.
View/Edit
Review Events *
No Review Events available.
View/Edit
NOTE:
Review Events are required for the Competitive Process but can be done outside of Grants Online.
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.

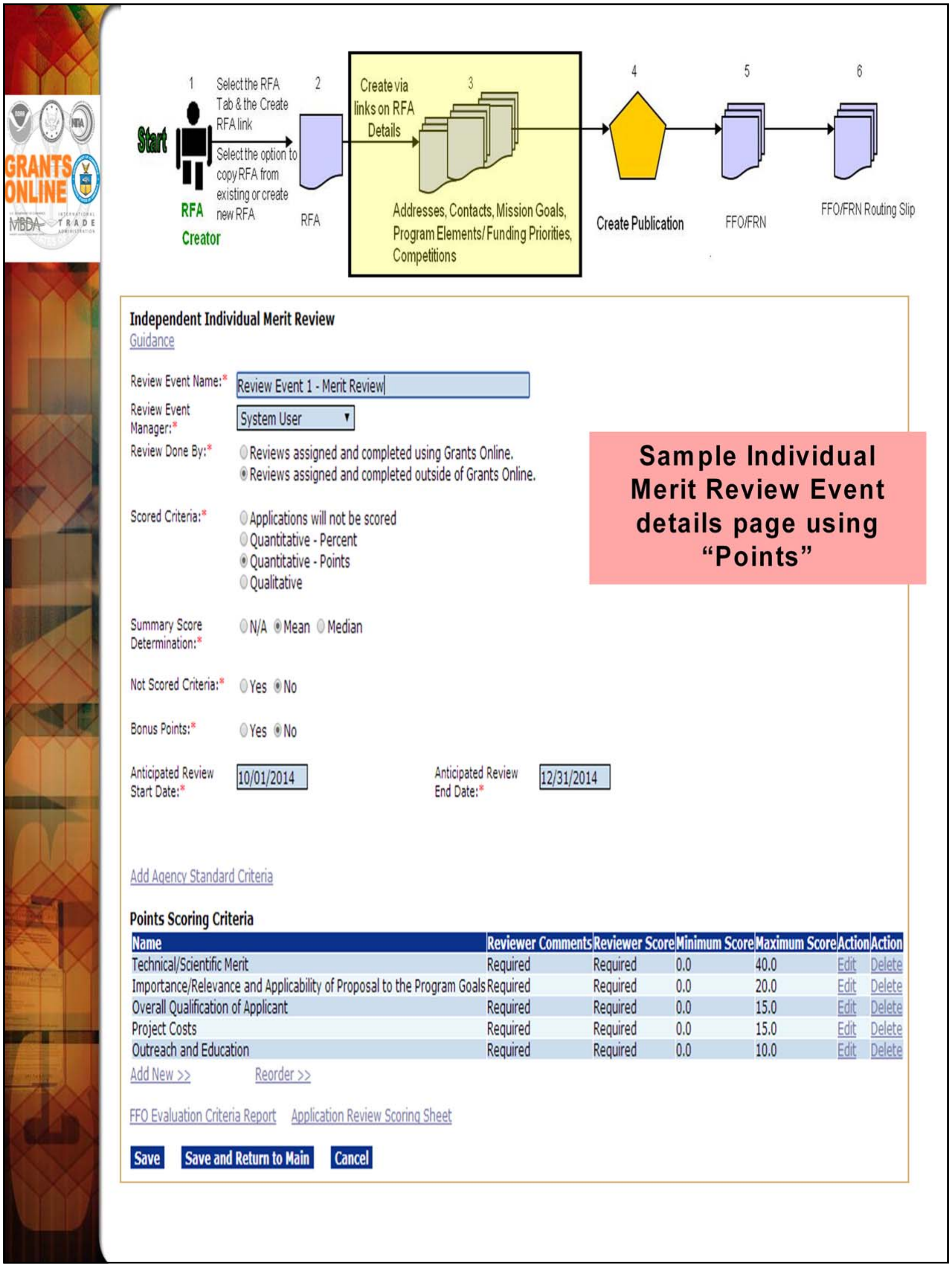
- **Remember to Save often.**

- **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.**

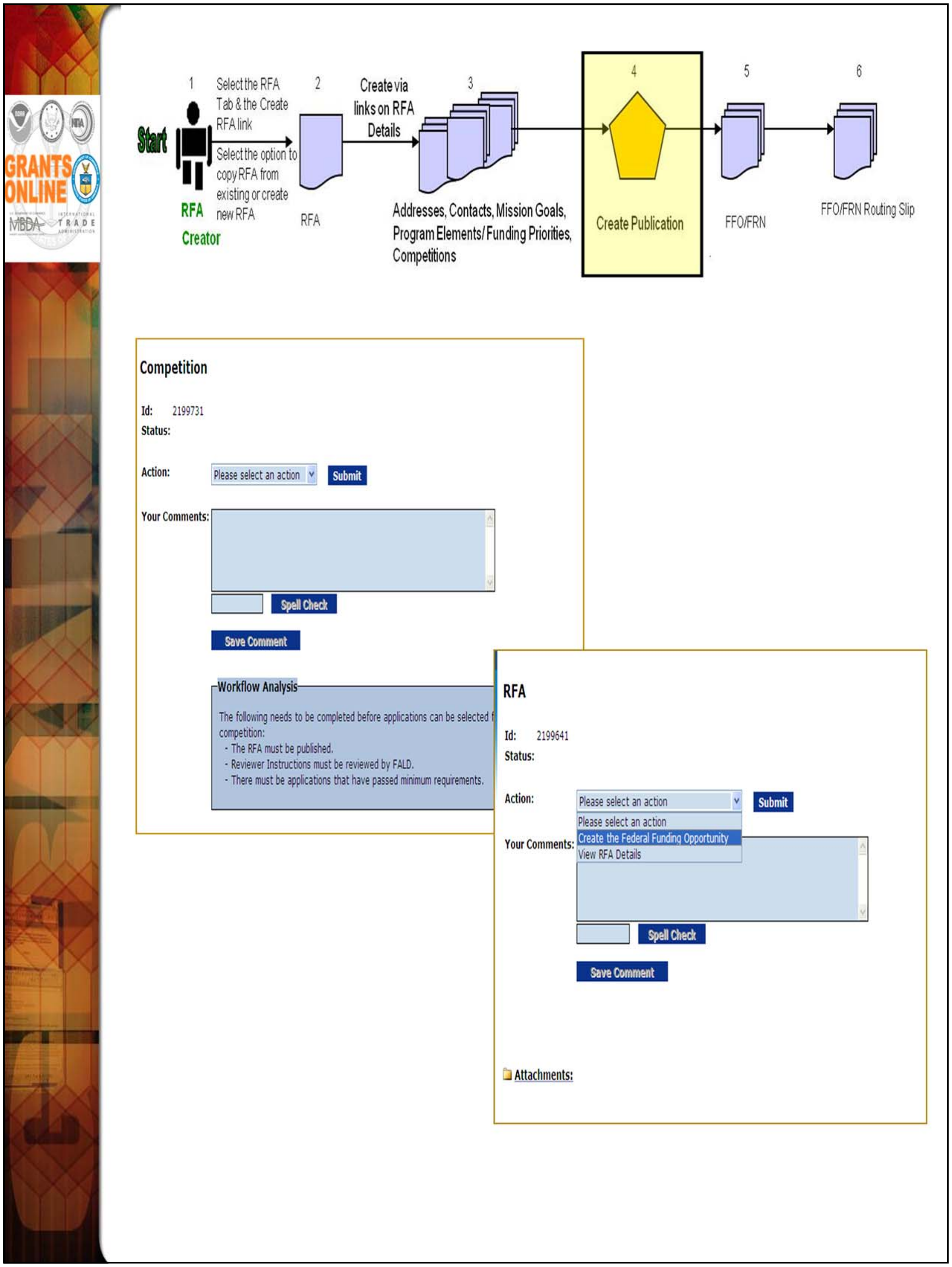
- **NOTE:** The user who receives a routed application becomes the "Assigned Program Officer" for that application and will get the tasks to "Conduct Negotiations" and three Award File tasks: 1) the PO Checklist; 2) Procurement Request; and 3) NEPA Document. If the user who receives a routed application 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.**

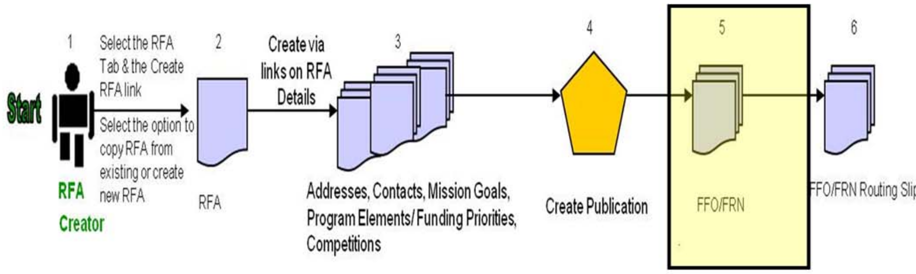


At this point, you need to know some basic information regarding the Review Event(s). These details should reflect the information posted in the FFO regarding evaluation criteria and, for the most part, should not be changed after the FFO has been posted. The Review Event start and end dates can be modified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

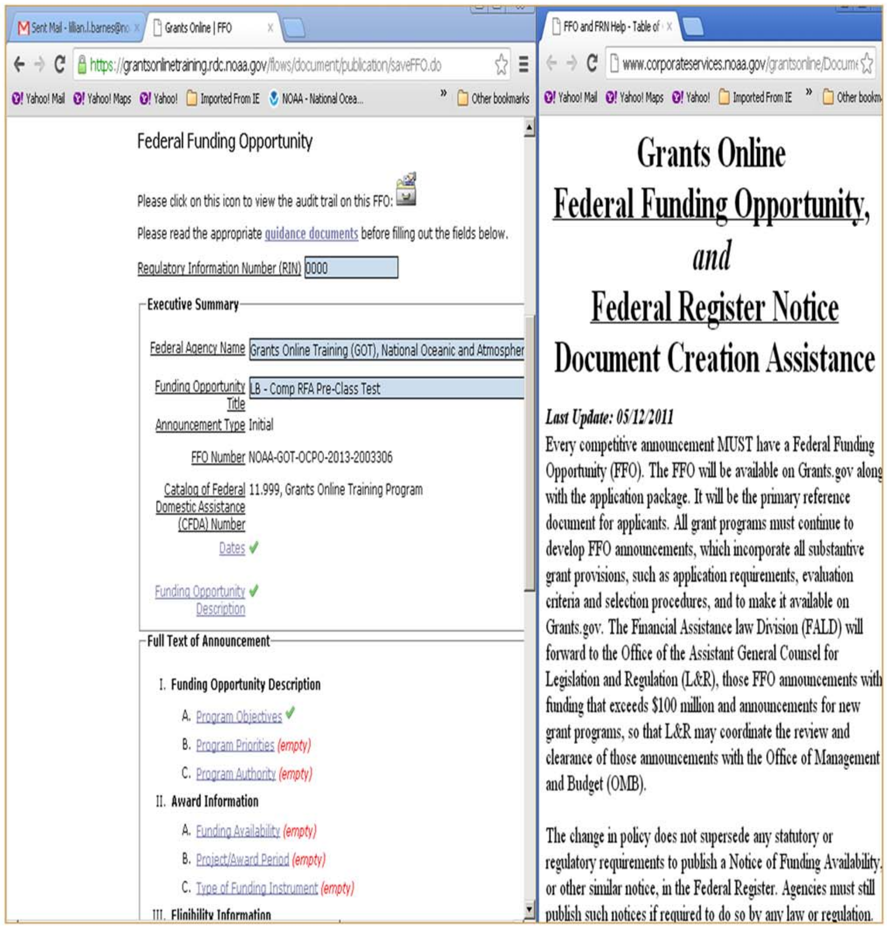
When you select “Save and Return to Main” you will go to the launch page for this new Review Event (not back to the Competition Details page from which you navigated).



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.



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



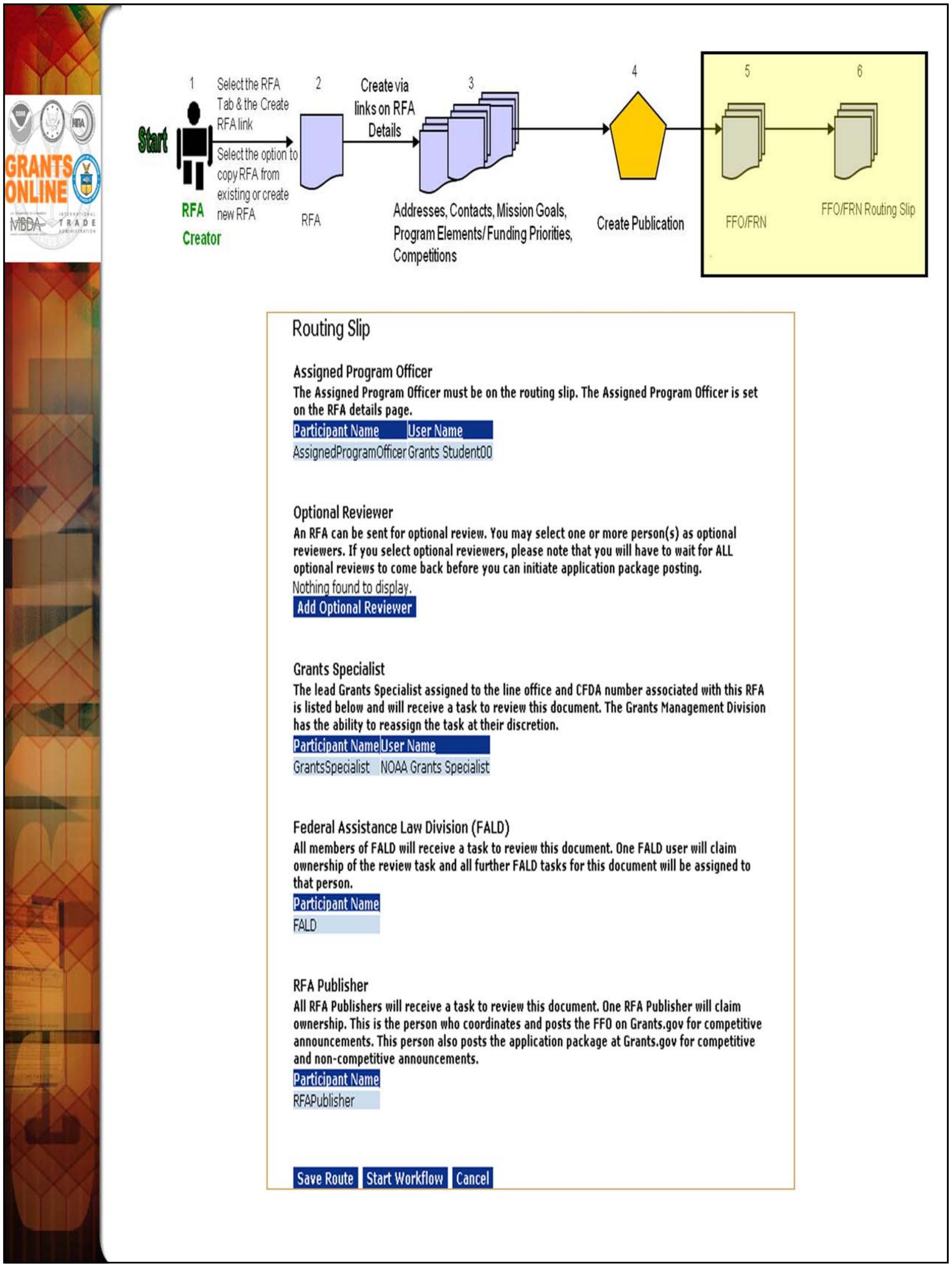
Sent Mail - lilian.l.barnes@no
Grants Online | FFO
https://grantsonlinetraining.rdc.noaa.gov/flows/document/publication/saveFFO.do
Yahoo! Mail Yahoo! Maps Yahoo! Imported From IE NOAA - National Ocea... Other bookmarks
Federal Funding Opportunity
Please click on this icon to view the audit trail on this FFO:
Please read the appropriate guidance documents before filling out the fields below.
Regulatory Information Number (RIN) 0000
Executive Summary
Federal Agency Name Grants Online Training (GOT), National Oceanic and Atmospher
Funding Opportunity Title LB - Comp RFA Pre-Class Test
Announcement Type Initial
FFO Number NOAA-GOT-OCPO-2013-2003306
Catalog of Federal Domestic Assistance (CFDA) Number 11.999, Grants Online Training Program
Dates
Funding Opportunity Description
Full Text of Announcement
I. Funding Opportunity Description
A. Program Objectives
B. Program Priorities (empty)
C. Program Authority (empty)
II. Award Information
A. Funding Availability (empty)
B. Project/Award Period (empty)
C. Type of Funding Instrument (empty)
III. Eligibility Information
FFO and FRN Help - Table of
www.corporateservices.noaa.gov/grantsonline/Docume
Grants Online
Federal Funding Opportunity,
and
Federal Register Notice
Document Creation Assistance
Last Update: 05/12/2011
Every competitive announcement MUST have a Federal Funding Opportunity (FFO). The FFO will be available on Grants.gov along with the application package. It will be the primary reference document for applicants. All grant programs must continue to develop FFO announcements, which incorporate all substantive grant provisions, such as application requirements, evaluation criteria and selection procedures, and to make it available on Grants.gov. The Financial Assistance law Division (FALD) will forward to the Office of the Assistant General Counsel for Legislation and Regulation (L&R), those FFO announcements with funding that exceeds $100 million and announcements for new grant programs, so that L&R may coordinate the review and clearance of those announcements with the Office of Management and Budget (OMB).
The change in policy does not supersede any statutory or regulatory requirements to publish a Notice of Funding Availability, or other similar notice, in the Federal Register. Agencies must still publish such notices if required to do so by any law or regulation.

- Data previously entered into other parts of the RFA will not carry over to these fields. This forces the user to format the paragraphs appropriately for publication. Similarly, if the “Create New from Existing” option was used to create the RFA, the publication’s fields are blank. Again this forces the user to format the paragraphs appropriately for publication.
- Formatting (bold, italics, underline, etc.) is currently unavailable at this time for FFOs. This restriction is because of the historical link to a corresponding Federal Register Notice.
- To have both windows open on one screen right click the “Guidance Documents” link and specify it should be opened in a new window. Resize both windows so the FFO screen and guidance screen can be displayed side-by-side. Use the samples from the guidance document to complete information for the FFO. The user must customize the sample for his/her Opportunity notice. Use the “Preceding” and “Subsequent” links to move through the guidance pages.

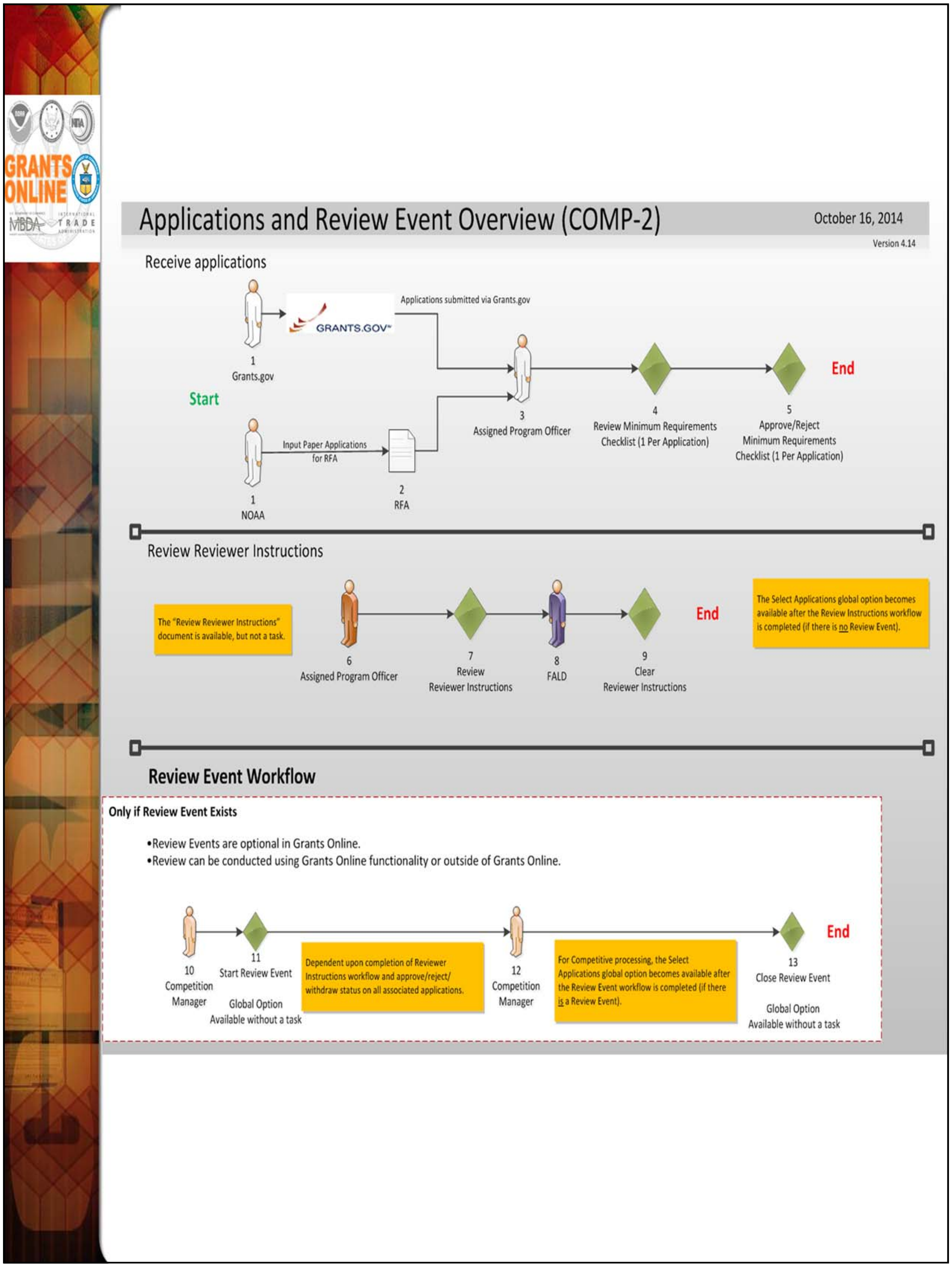
  NOTE: When creating a new RFA from an existing RFA, the user can open a second window with a *plain text version* of the old FFO. That facilitates copying and pasting data into the new RFA – one field at a time, making appropriate changes as you go.
- For the instances where there is a “soft” date based on the publication date of the Federal Register Notice the user should use the phrase <INSERT DATE 45 DAYS AFTER PUBLICATION>. The user also has the option to specify the appropriate number of days based on his/her RFA.
- Do not indent the first paragraph of any section – the system automatically indents the text. Subsequent paragraphs in the FFO for each section should be indented.
- As data is entered into the various sections of the outline the “empty” tag changes to a check mark. This is an indicator that the user has entered data for that section. As needed, the user may return to that section and edit data. If all data is removed from a section, the “empty” tag again displays.

NMFS NOTE:

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

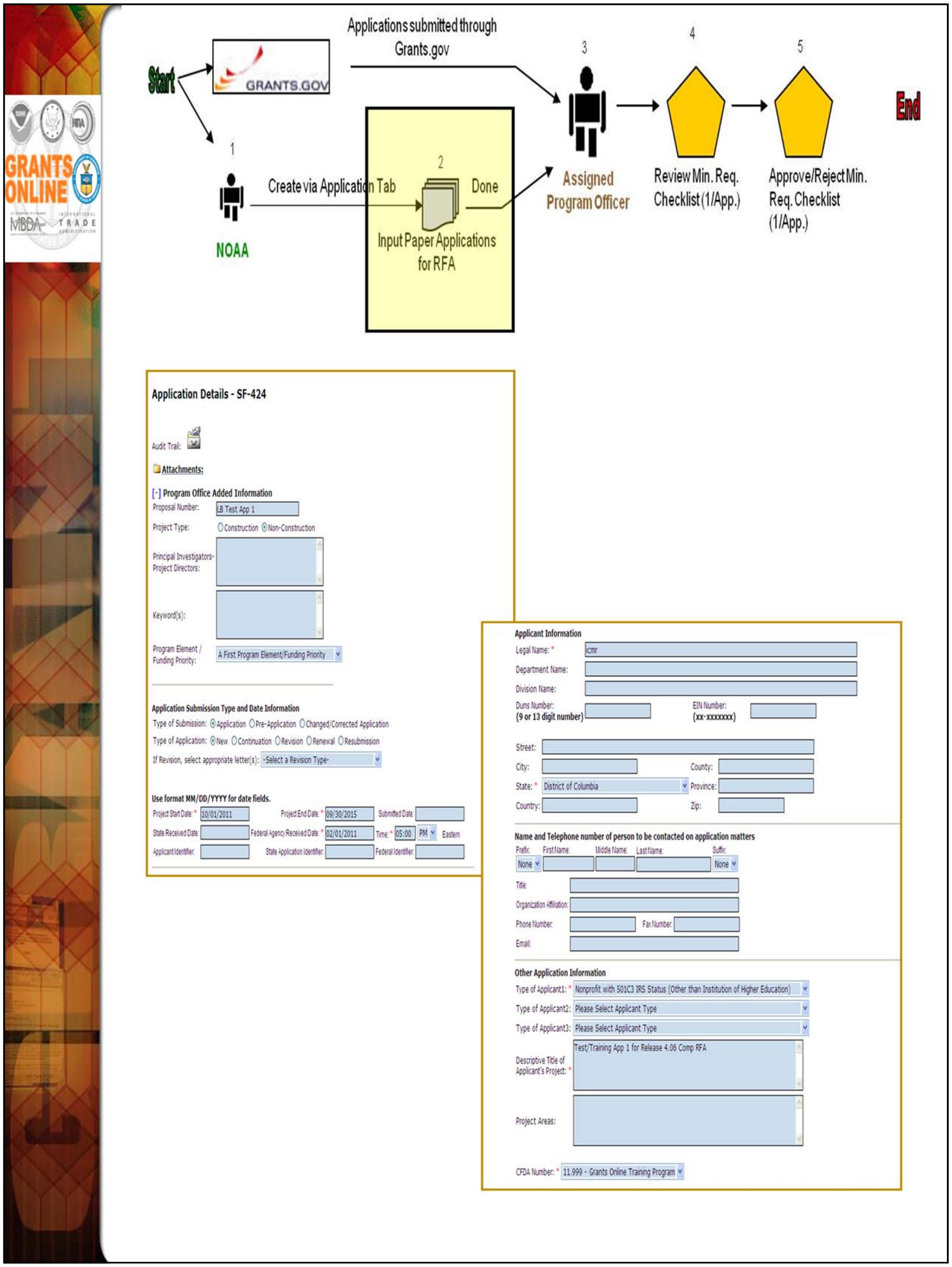


The only customizable portion of the FFO Routing slip is the Optional Reviewer section. The Assigned Program Officer is copied from the RFA details. The Grants Specialist is the current lead Grants Specialist in GMD for the user's Line Office and CFDA Number. When the FFO goes to FALD and to the RFA 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.

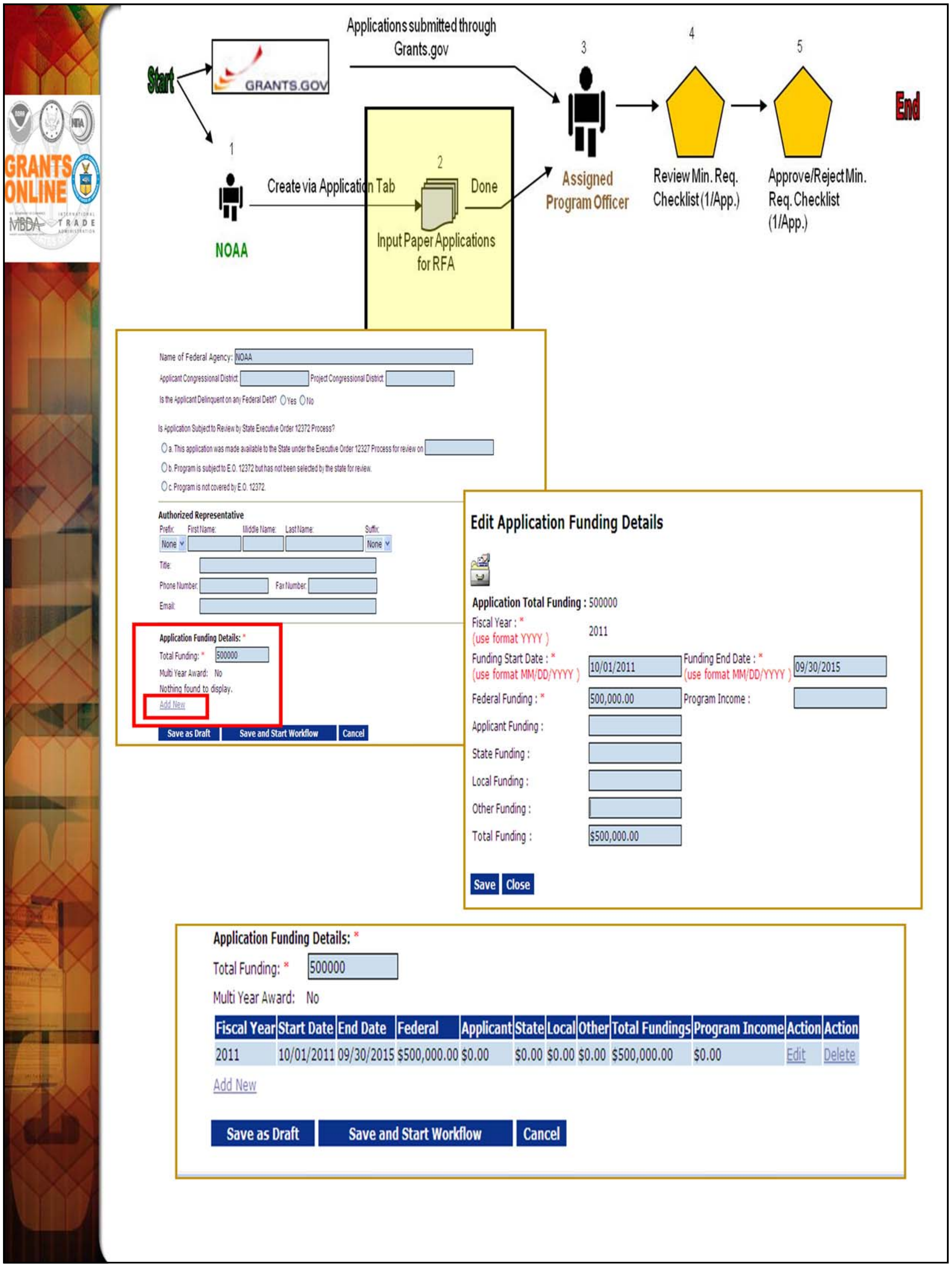


We will use the sample application in the training package for data entry.

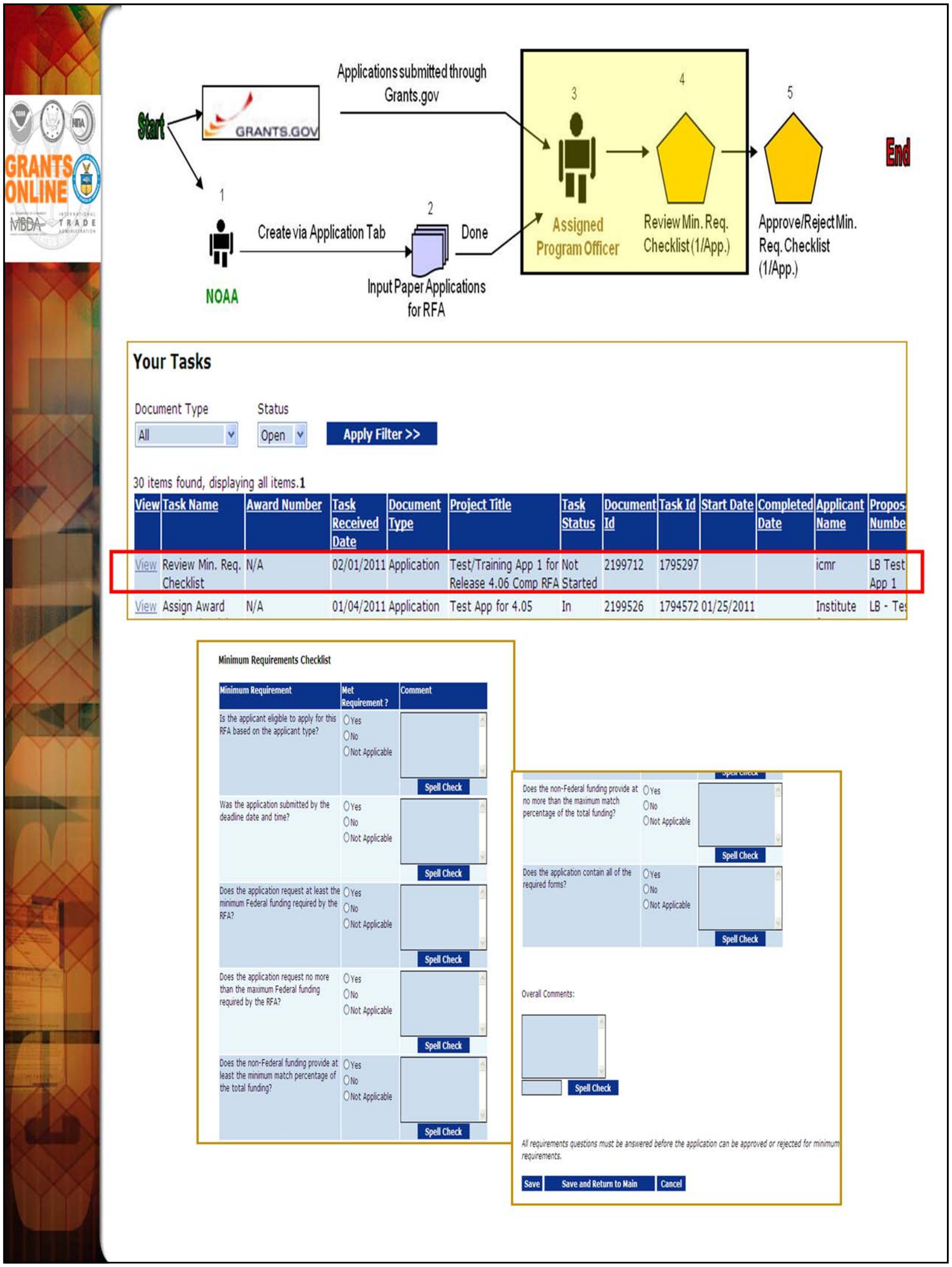
NOTE: Refer to the Review Event Section at the end of the Training Material for additional details.


Start
Applications submitted through Grants.gov
GRANTS.GOV
1
NOAA
Create via Application Tab
2
Input Paper Applications for RFA
Done
3
Assigned Program Officer
4
Review Min. Req. Checklist (1/App.)
5
Approve/Reject Min. Req. Checklist (1/App.)
End
Application Details - SF-424
Audit Trail:
Attachments:
[-] Program Office Added Information
Proposal Number: LB Test App 1
Project Type: Construction Non-Construction
Principal Investigators-Project Directors:
Keyword(s):
Program Element / Funding Priority: A First Program Element/Funding Priority
Application Submission Type and Date Information
Type of Submission: Application Pre-Application Changed/Corrected Application
Type of Application: New Continuation Revision Renewal Resubmission
If Revision, select appropriate letter(s): -Select a Revision Type-
Use format MM/DD/YYYY for date fields.
Project Start Date: * 10/01/2011 Project End Date: * 09/30/2015 Submitted Date:
State Received Date: Federal Agency Received Date: * 02/01/2011 Time: * 05:00 PM Eastern
Applicant Identifier: State Application Identifier: Federal Identifier:
Applicant Information
Legal Name: * icmr
Department Name:
Division Name:
Duns Number: (9 or 13 digit number) EIN Number: (xx-xxxxxxx)
Street:
City: County:
State: * District of Columbia Province:
Country: Zip:
Name and Telephone number of person to be contacted on application matters
Prefix: None First Name: Middle Name: Last Name: Suffix: None
Title:
Organization Affiliation:
Phone Number: Fax Number:
Email:
Other Application Information
Type of Applicant1: * Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
Type of Applicant2: Please Select Applicant Type
Type of Applicant3: Please Select Applicant Type
Descriptive Title of Applicant's Project: * Test/Training App 1 for Release 4.06 Comp RFA
Project Areas:
CFDA Number: * 11.999 - Grants Online Training Program

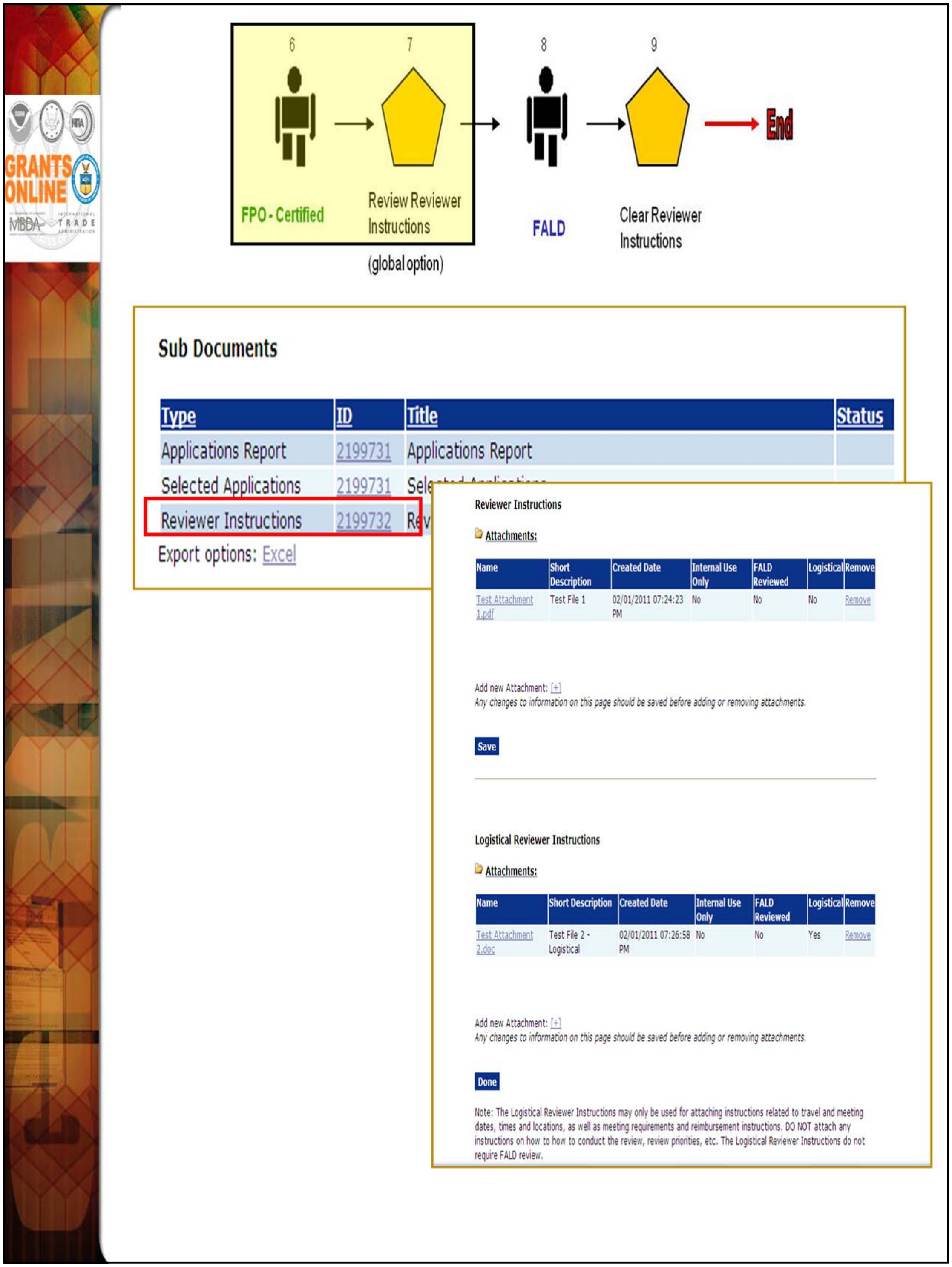
- To begin, select the “Input Paper Applications” menu option on the Applications tab. The data on the Application Details screen will be populated if the application is imported from Grants.gov. However, if a paper application is received by the Program Office the data must be entered into Grants Online. 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.



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

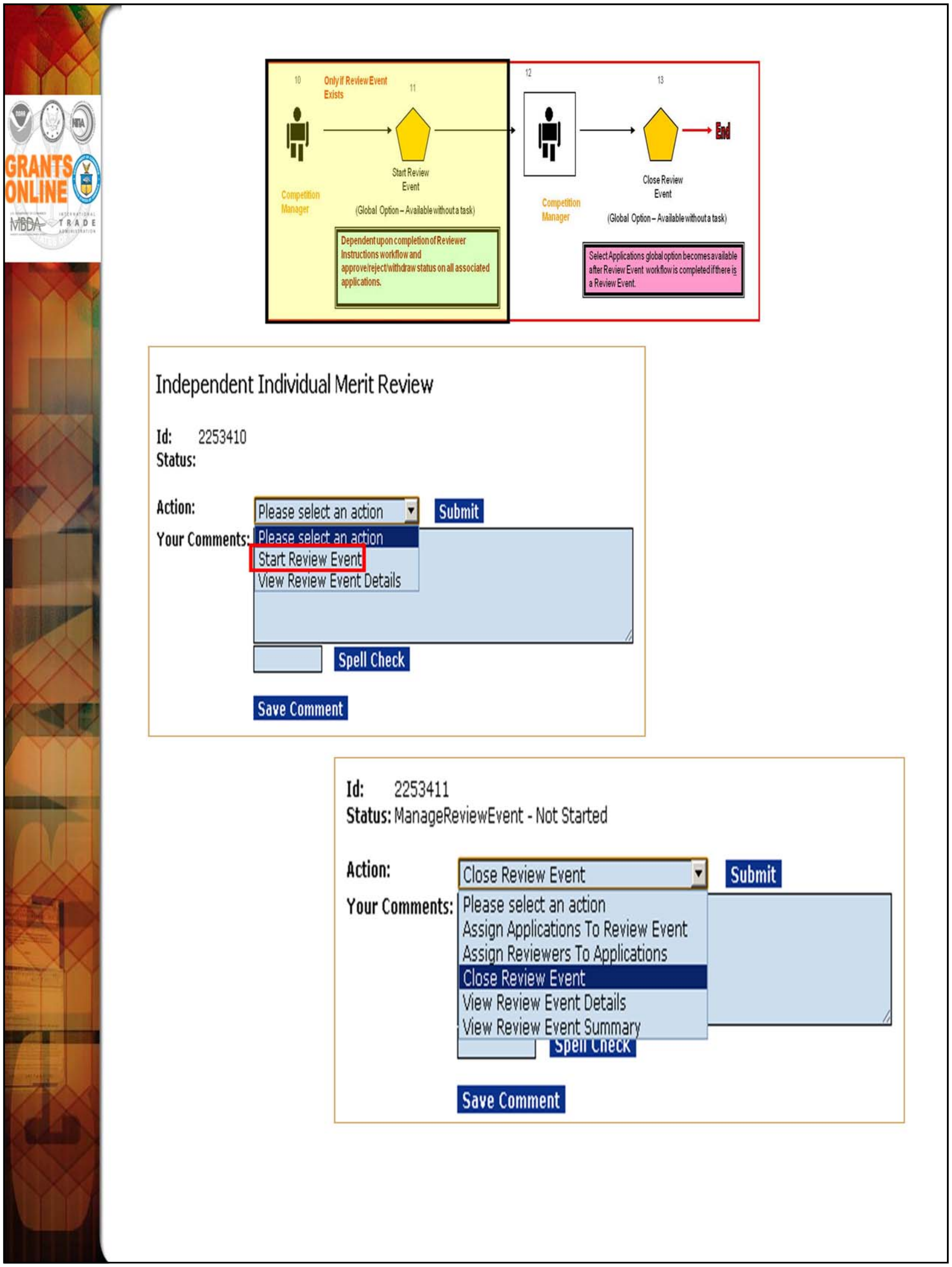


If the “No” radio button is selected for any item in the Minimum Requirements Checklist, a comment must be entered in the associated comments box or in the Overall Comments box at the bottom. The user will not be able to save the screen’s data content until s/he enters a comment.



GRANTS ONLINE
MBDA
6
7
8
9
FPO - Certified
Review Reviewer Instructions
(global option)
FALD
Clear Reviewer Instructions
End
Sub Documents
Type
ID
Title
Status
Applications Report
2199731
Applications Report
Selected Applications
2199731
Reviewer Instructions
2199732
Export options: Excel
Reviewer Instructions
Attachments:
Name
Short Description
Created Date
Internal Use Only
FALD Reviewed
Logistical
Remove
Test Attachment 1.pdf
Test File 1
02/01/2011 07:24:23 PM
No
No
No
Remove
Add new Attachment: [+]
Any changes to information on this page should be saved before adding or removing attachments.
Save
Logistical Reviewer Instructions
Attachments:
Name
Short Description
Created Date
Internal Use Only
FALD Reviewed
Logistical
Remove
Test Attachment 2.doc
Test File 2 - Logistical
02/01/2011 07:26:58 PM
No
No
Yes
Remove
Add new Attachment: [+]
Any changes to information on this page should be saved before adding or removing attachments.
Done
Note: The Logistical Reviewer Instructions may only be used for attaching instructions related to travel and meeting dates, times and locations, as well as meeting requirements and reimbursement instructions. DO NOT attach any instructions on how to how to conduct the review, review priorities, etc. The Logistical Reviewer Instructions do not require FALD review.

- 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 ONLINE
10
Only if Review Event Exists
11
Competition Manager
Start Review Event
(Global Option – Available without a task)
Dependent upon completion of Reviewer Instructions workflow and approve/reject/withdraw status on all associated applications.
12
13
Competition Manager
Close Review Event
(Global Option – Available without a task)
End
Select Applications global option becomes available after Review Event workflow is completed if there is a Review Event.
Independent Individual Merit Review
Id: 2253410
Status:
Action: Please select an action
Submit
Your Comments:
Please select an action
Start Review Event
View Review Event Details
Spell Check
Save Comment
Id: 2253411
Status: ManageReviewEvent - Not Started
Action: Close Review Event
Submit
Your Comments:
Please select an action
Assign Applications To Review Event
Assign Reviewers To Applications
Close Review Event
View Review Event Details
View Review Event Summary
Spell Check
Save Comment

- 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.

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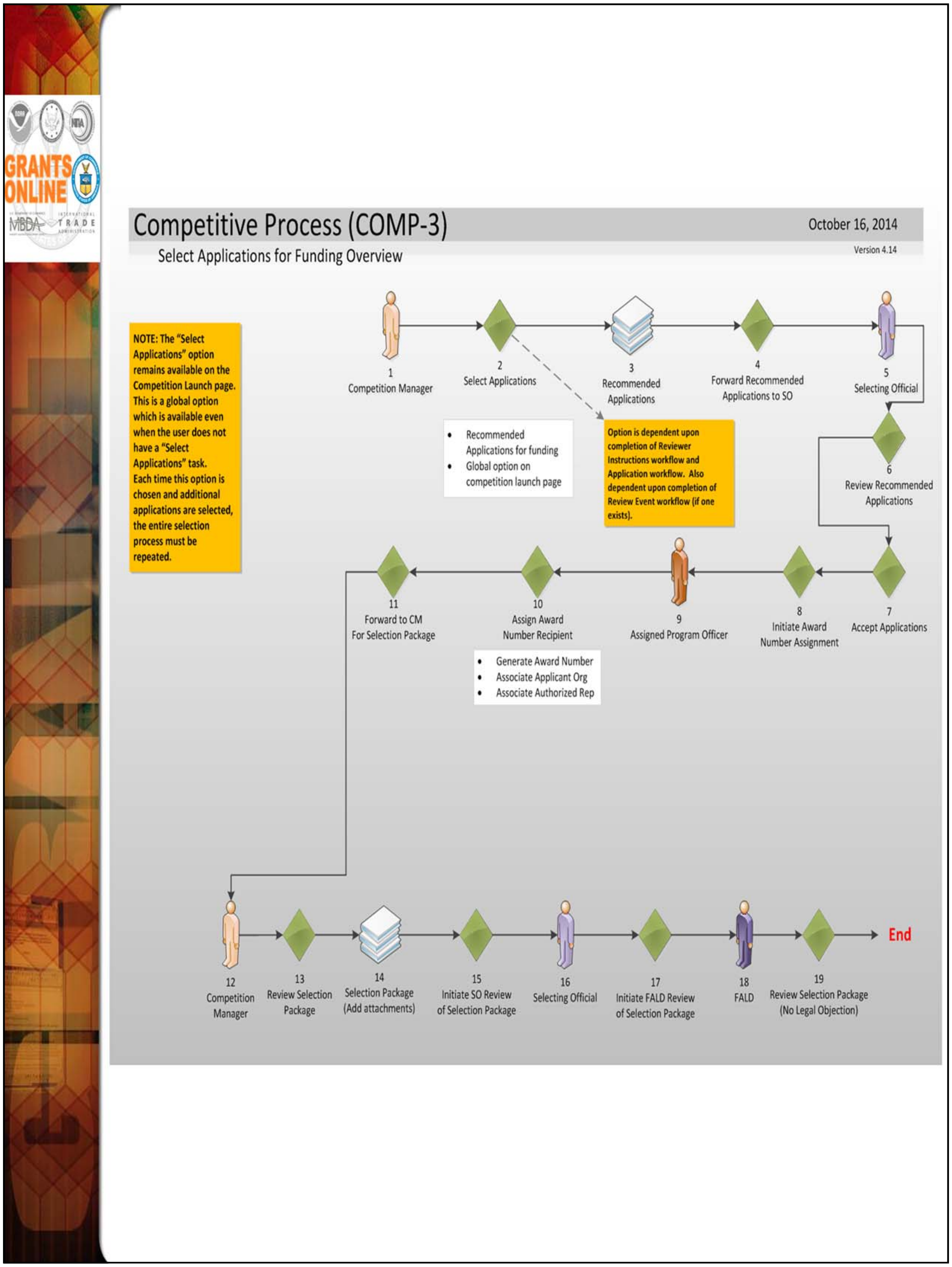
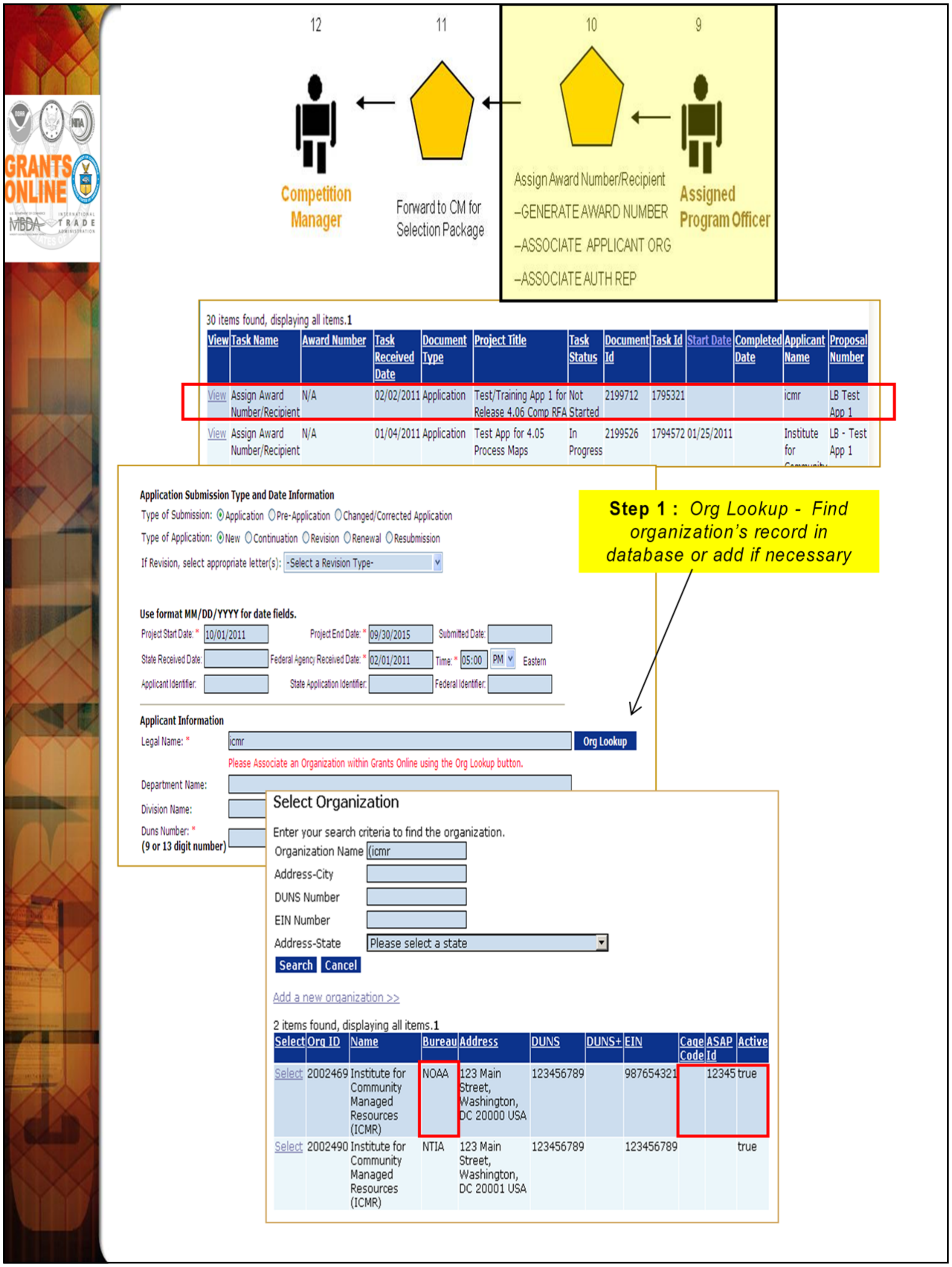


During the class, the Select Applications workflow will be demonstrated using the Instructor's RFA. Students will have tasks at Steps 9-11 to assign award numbers to the application. This step is functionally the same as the "Conduct Negotiations" step of the Universal Application Processing workflow.


GRANTS ONLINE
MBDA
INTERNATIONAL TRADE ADMINISTRATION
12
11
10
9
Competition Manager
Forward to CM for Selection Package
Assign Award Number/Recipient
–GENERATE AWARD NUMBER
–ASSOCIATE APPLICANT ORG
–ASSOCIATE AUTH REP
Assigned Program Officer
30 items found, displaying all items.1
View Task Name Award Number Task Received Date Document Type Project Title Task Status Document Id Task Id Start Date Completed Date Applicant Name Proposal Number
View Assign Award Number/Recipient N/A 02/02/2011 Application Test/Training App 1 for Release 4.06 Comp RFA Not Started 2199712 1795321 icmr LB Test App 1
View Assign Award Number/Recipient N/A 01/04/2011 Application Test App for 4.05 Process Maps In Progress 2199526 1794572 01/25/2011 Institute for LB - Test App 1
Step 1 : Org Lookup - Find organization's record in database or add if necessary
Application Submission Type and Date Information
Type of Submission: Application Pre-Application Changed/Corrected Application
Type of Application: New Continuation Revision Renewal Resubmission
If Revision, select appropriate letter(s): -Select a Revision Type-
Use format MM/DD/YYYY for date fields.
Project Start Date: * 10/01/2011 Project End Date: * 09/30/2015 Submitted Date:
State Received Date: Federal Agency Received Date: * 02/01/2011 Time: * 05:00 PM Eastern
Applicant Identifier: State Application Identifier: Federal Identifier:
Applicant Information
Legal Name: * icmr Org Lookup
Please Associate an Organization within Grants Online using the Org Lookup button.
Department Name:
Division Name:
Duns Number: * (9 or 13 digit number)
Select Organization
Enter your search criteria to find the organization.
Organization Name icmr
Address-City
DUNS Number
EIN Number
Address-State Please select a state
Search Cancel
Add a new organization >>
2 items found, displaying all items.1
Select Org ID Name Bureau Address DUNS DUNS+ EIN Cage Code ASAP Id Active
Select 2002469 Institute for Community Managed Resources (ICMR) NOAA 123 Main Street, Washington, DC 20000 USA 123456789 987654321 12345 true
Select 2002490 Institute for Community Managed Resources (ICMR) NTIA 123 Main Street, Washington, DC 20001 USA 123456789 123456789 true

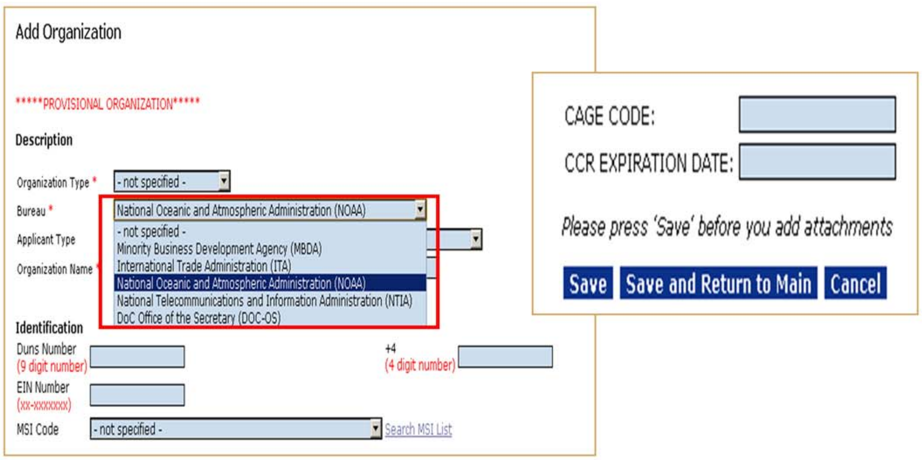
- The “Assign Award Number/Recipient” task is now with each Assigned Program Officer.
- The initial step is to link the application to a recipient organization record in the Grants Online database.

  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).

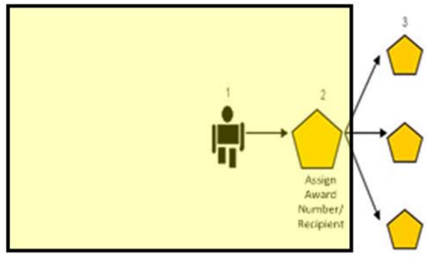
  b. Only active records will be returned in the search results. If for some reason an organization is marked as inactive in the Grants Online database it will not show up in the search results although it may be associated with a current award or closed award. For example, when an organization converts 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.

  c. 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.

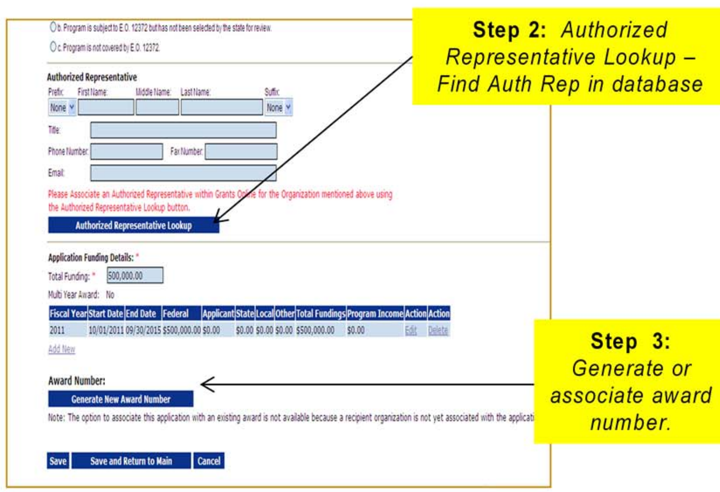
Add New Organization



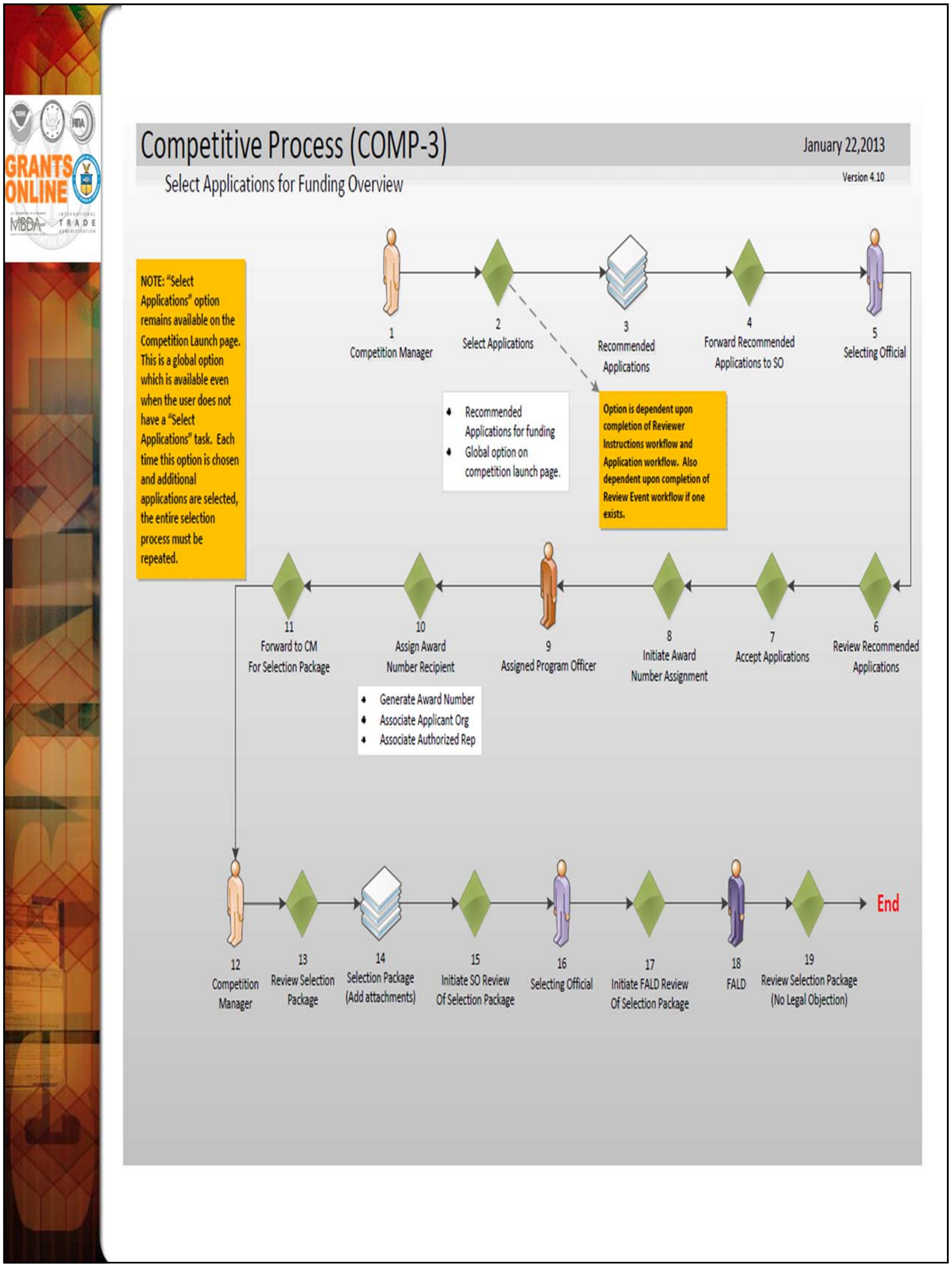
- **When adding a new organization the user must select his/her Bureau at the top of the page. The user may enter his/her organization's Cage Code at the bottom of the page (if that information is known or available) .**
- **A required checkbox has been added to the PO Checklist. That requires the user 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.**



View	Completed Date	Task Status	Document Type	Task Name	Start Date	Document Id	Task Id	Award Number	Proposal Number	Applicant Name	Approved Federal Funding	Total Federal Funding	Project Titl
View		Not Started	Application	Assign Award Number/Recipient		2433636	3461250	N/A	N/A	Chesapeake Research Fellowship Professional Develo...	N/A	$1,000.00	Chesapeak
View		Not Started	Award File	Review Release of Funds		2412836	3428863	NA11NMF4720274	N/A	World Wildlife Fund, Inc	$500.00	$300,000.00	TEST RECOR Smart Gear
View		Not Started	Performance Progress Report	Review Progress Report		2404002	3410775	NA10NMF4540293	N/A	National Fish and Wildlife Foundation	N/A	$2,000,000.00	TEST RECOR Fisheries In Fund
View		Not Started	Performance Progress Report	Review Progress Report		2403850	3406949	NA09NMF4570410	N/A	University of Maryland, Center for Environmental	N/A	$422,644.00	TEST RECOR Assessment



- 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.
- Please note that a multiple year award refers to an award that spans across more than one year. A multi-year award would have more than one line of funding; whereas a multiple year award would not necessarily have more than one line of funding.


GRANTS ONLINE
MBDA
INTERNATIONAL TRADE ADMINISTRATION
Competitive Process (COMP-3)
January 22,2013
Select Applications for Funding Overview
Version 4.10
NOTE: "Select Applications" option remains available on the Competition Launch page. This is a global option which is available even when the user does not have a "Select Applications" task. Each time this option is chosen and additional applications are selected, the entire selection process must be repeated.
1 Competition Manager
2 Select Applications
3 Recommended Applications
4 Forward Recommended Applications to SO
5 Selecting Official
Recommended Applications for funding
Global option on competition launch page.
Option is dependent upon completion of Reviewer Instructions workflow and Application workflow. Also dependent upon completion of Review Event workflow if one exists.
6 Review Recommended Applications
7 Accept Applications
8 Initiate Award Number Assignment
9 Assigned Program Officer
10 Assign Award Number Recipient
11 Forward to CM For Selection Package
Generate Award Number
Associate Applicant Org
Associate Authorized Rep
12 Competition Manager
13 Review Selection Package
14 Selection Package (Add attachments)
15 Initiate SO Review Of Selection Package
16 Selecting Official
17 Initiate FALD Review Of Selection Package
18 FALD
19 Review Selection Package (No Legal Objection)
End

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.**

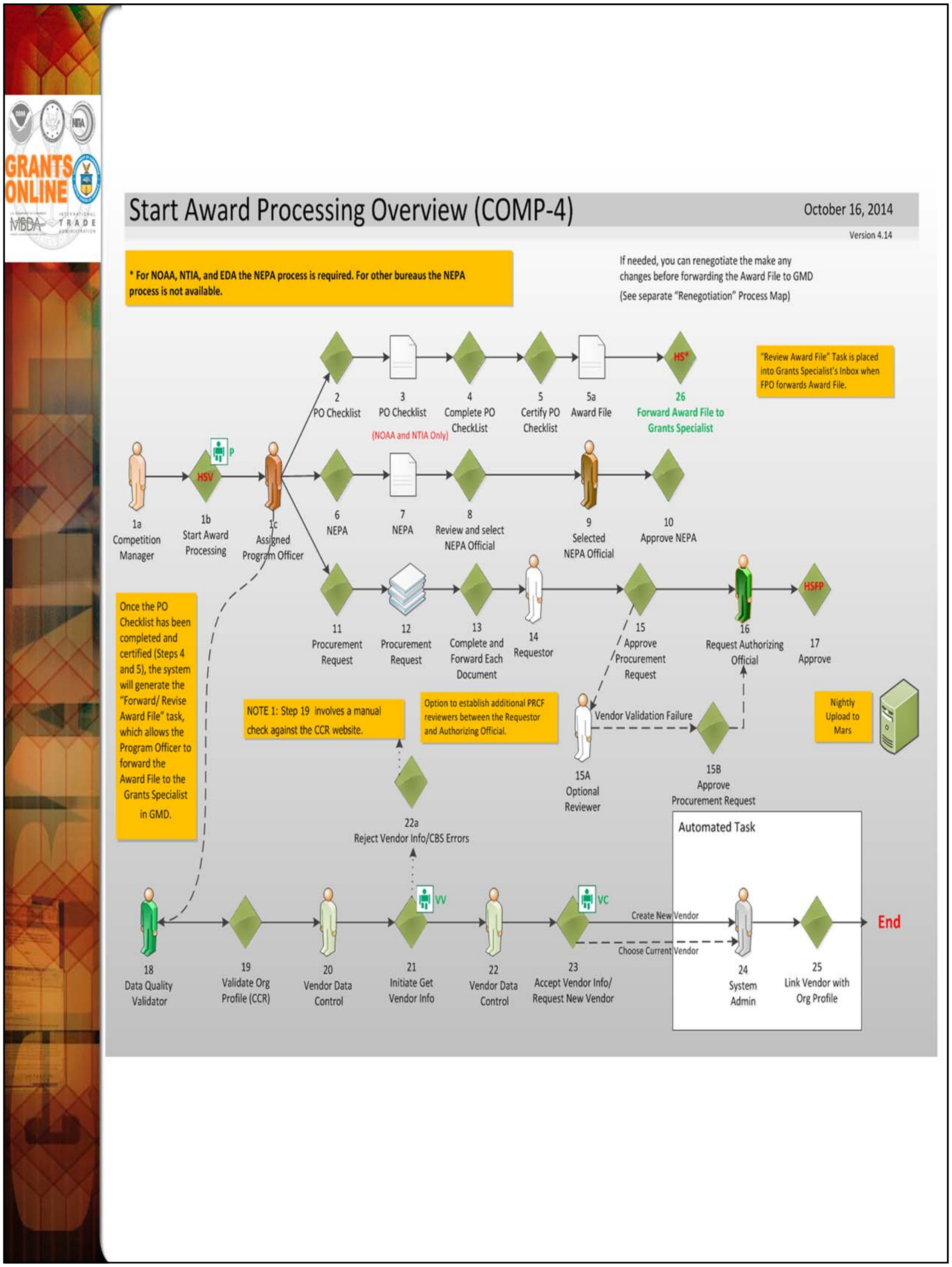
Steps 16-17

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

Steps 18-19

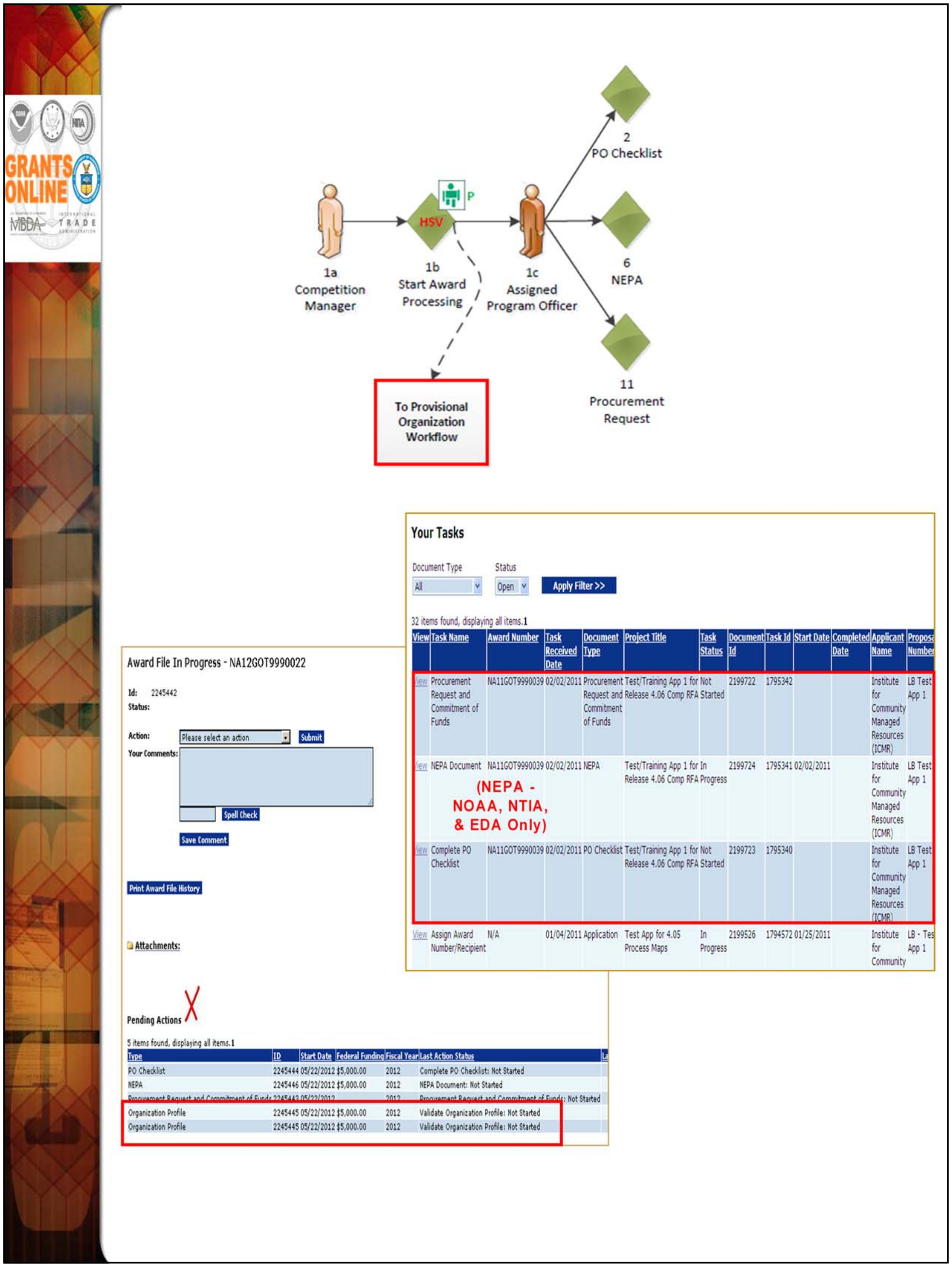
- **If satisfied with the Selection Package, the FALD attorney will initiate the Award File workflow by choosing the "No Legal Objection" option. This will generate another "Selection Package" task for the Competition Manager. At this point the Competition Manager can, at their discretion, select additional 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 **once** with the action: "FALD Comment." The Selecting Official has an 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.


GRANTS ONLINE
Start Award Processing Overview (COMP-4)
October 16, 2014
Version 4.14
* For NOAA, NTIA, and EDA the NEPA process is required. For other bureaus the NEPA process is not available.
If needed, you can renegotiate the make any changes before forwarding the Award File to GMD
(See separate "Renegotiation" Process Map)
"Review Award File" Task is placed into Grants Specialist's Inbox when FPO forwards Award File.
1a Competition Manager
HSV
P
1b Start Award Processing
1c Assigned Program Officer
2 PO Checklist
3 PO Checklist
(NOAA and NTIA Only)
4 Complete PO CheckList
5 Certify PO Checklist
5a Award File
HS*
26 Forward Award File to Grants Specialist
6 NEPA
7 NEPA
8 Review and select NEPA Official
9 Selected NEPA Official
10 Approve NEPA
11 Procurement Request
12 Procurement Request
13 Complete and Forward Each Document
14 Requestor
15 Approve Procurement Request
16 Request Authorizing Official
HSFP
17 Approve
Once the PO Checklist has been completed and certified (Steps 4 and 5), the system will generate the "Forward/ Revise Award File" task, which allows the Program Officer to forward the Award File to the Grants Specialist in GMD.
NOTE 1: Step 19 involves a manual check against the CCR website.
Option to establish additional PRCF reviewers between the Requestor and Authorizing Official.
Vendor Validation Failure
15A Optional Reviewer
15B Approve Procurement Request
Nightly Upload to Mars
22a Reject Vendor Info/CBS Errors
Automated Task
VV
VC
Create New Vendor
Choose Current Vendor
End
18 Data Quality Validator
19 Validate Org Profile (CCR)
20 Vendor Data Control
21 Initiate Get Vendor Info
22 Vendor Data Control
23 Accept Vendor Info/ Request New Vendor
24 System Admin
25 Link Vendor with Org Profile

Steps 1a-1b

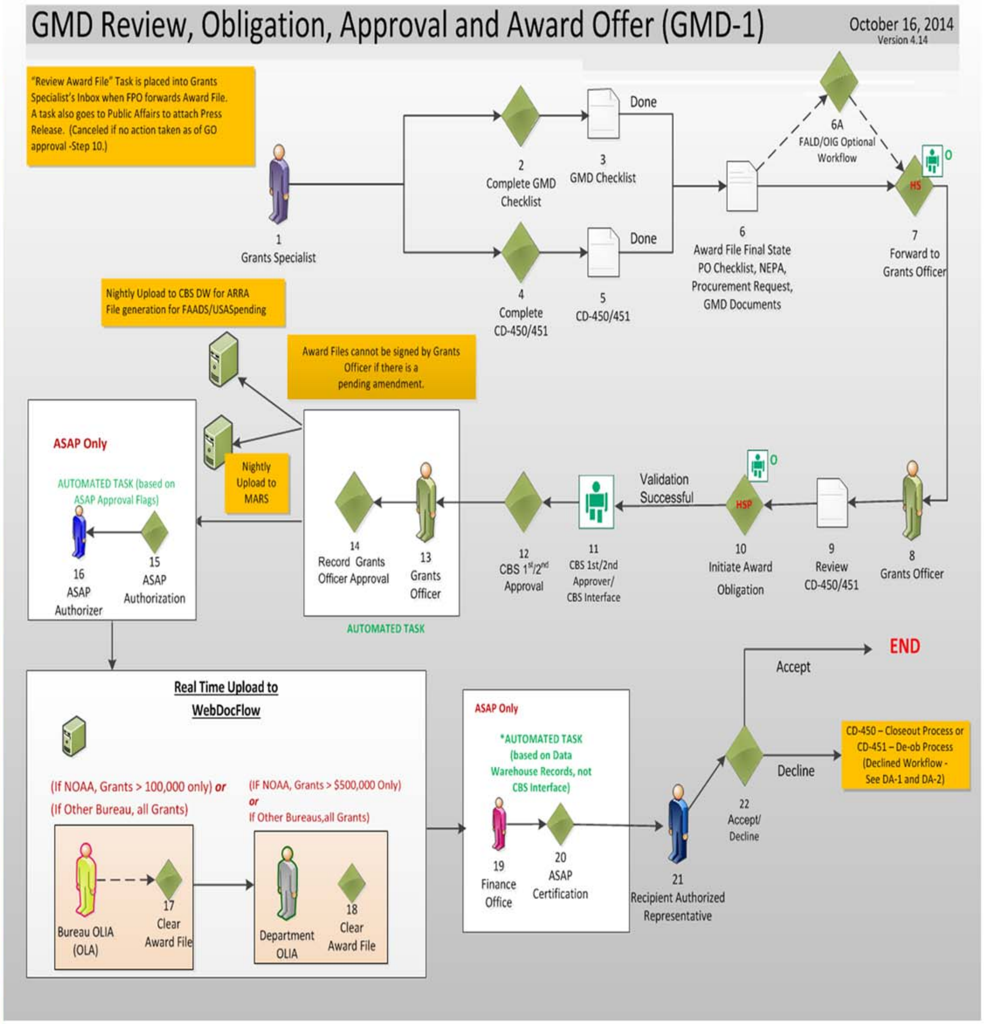
- **To move forward with application processing, the Competition Manager selects the option to "Start Award Processing" from the "Review Selection Package" task. After an award is checked and the "Save" button is clicked, the system will immediately generate an Award File with a PO Checklist, a NEPA 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.**


GRANTS ONLINE
MBDA
INTERNATIONAL TRADE ADMINISTRATION
1a
Competition Manager
HSV
P
1b
Start Award Processing
1c
Assigned Program Officer
2
PO Checklist
6
NEPA
11
Procurement Request
To Provisional Organization Workflow
Your Tasks
Document Type
All
Status
Open
Apply Filter >>
32 items found, displaying all items.1
View Task Name Award Number Task Received Date Document Type Project Title Task Status Document Id Task Id Start Date Completed Date Applicant Name Proposal Number
View Procurement Request and Commitment of Funds NA11GOT9990039 02/02/2011 Procurement Request and Commitment of Funds Test/Training App 1 for Release 4.06 Comp RFA Not Started 2199722 1795342 Institute for Community Managed Resources (ICMR) LB Test App 1
View NEPA Document NA11GOT9990039 02/02/2011 NEPA Test/Training App 1 for Release 4.06 Comp RFA In Progress 2199724 1795341 02/02/2011 Institute for Community Managed Resources (ICMR) LB Test App 1
(NEPA - NOAA, NTIA, & EDA Only)
View Complete PO Checklist NA11GOT9990039 02/02/2011 PO Checklist Test/Training App 1 for Release 4.06 Comp RFA Not Started 2199723 1795340 Institute for Community Managed Resources (ICMR) LB Test App 1
View Assign Award Number/Recipient N/A 01/04/2011 Application Test App for 4.05 Process Maps In Progress 2199526 1794572 01/25/2011 Institute for Community LB - Test App 1
Award File In Progress - NA12GOT9990022
Id: 2245442
Status:
Action: Please select an action Submit
Your Comments:
Spell Check
Save Comment
Print Award File History
Attachments:
Pending Actions
5 items found, displaying all items.1
Type ID Start Date Federal Funding Fiscal Year Last Action Status
PO Checklist 2245444 05/22/2012 $5,000.00 2012 Complete PO Checklist: Not Started
NEPA 2245446 05/22/2012 $5,000.00 2012 NEPA Document: Not Started
Procurement Request and Commitment of Funds 2245443 05/22/2012 2012 Procurement Request and Commitment of Funds: Not Started
Organization Profile 2245445 05/22/2012 $5,000.00 2012 Validate Organization Profile: Not Started
Organization Profile 2245445 05/22/2012 $5,000.00 2012 Validate Organization Profile: Not Started

- **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 Inbox. 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).

Grants Management Division Process



- **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

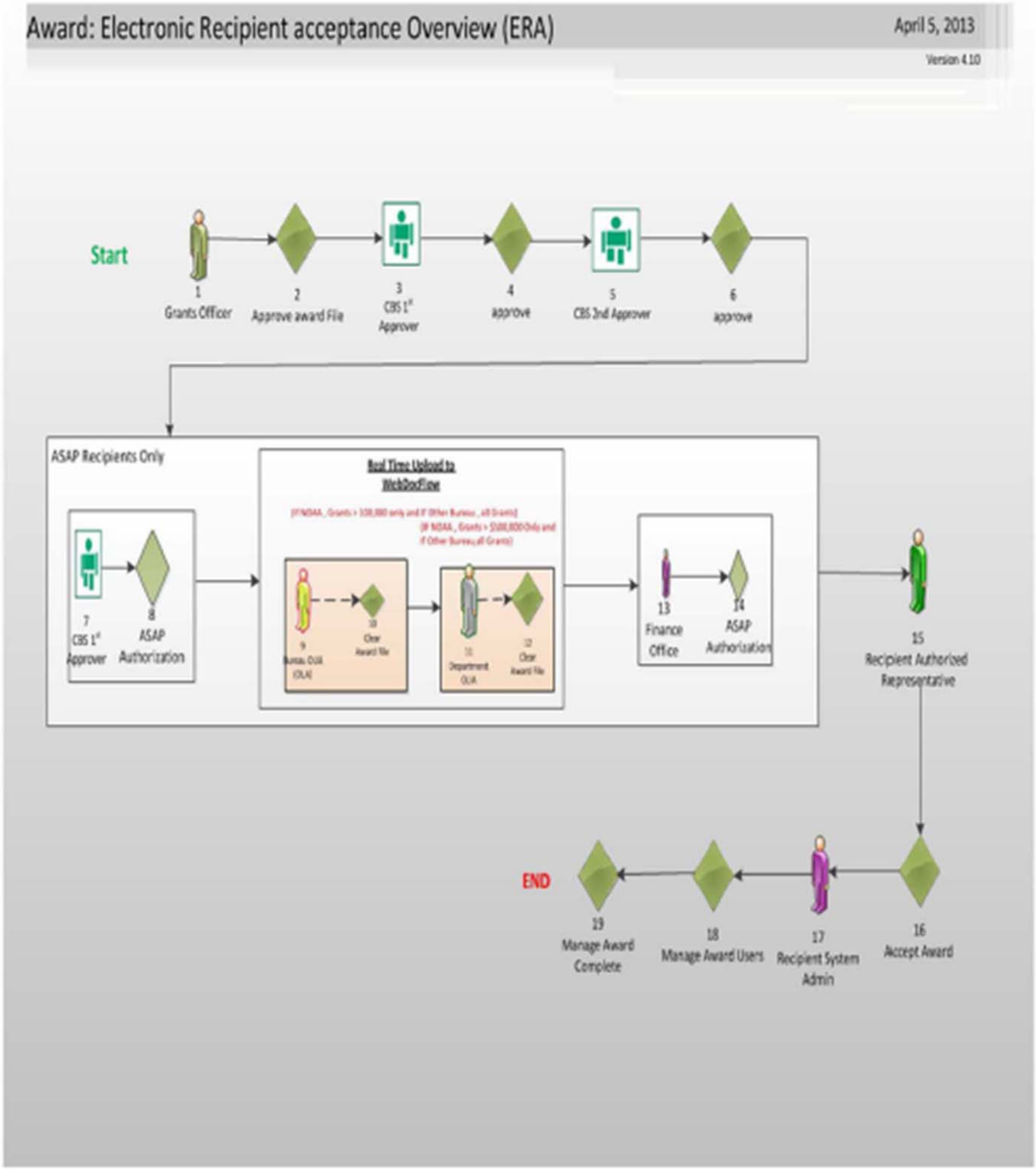
Session 4: Post Award Actions 8:00am – 12:30pm	
Topic	**Duration**
Introduction and Agenda	8:00 – 8:15 (15 min)
Online Demonstration/Process Maps with Hands-On Participation – Recipient Award Acceptance (EAR)	8:15 – 8:45 (30 min)
Online Demonstration/Process Maps with Hands-On Participation – AAR, PPR, 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 o ***Reference #19 on the PMO website*** - Correct Award Dates (Administrative Amendment) o ***Grants Specialist must initiate action to make the correction*** - 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



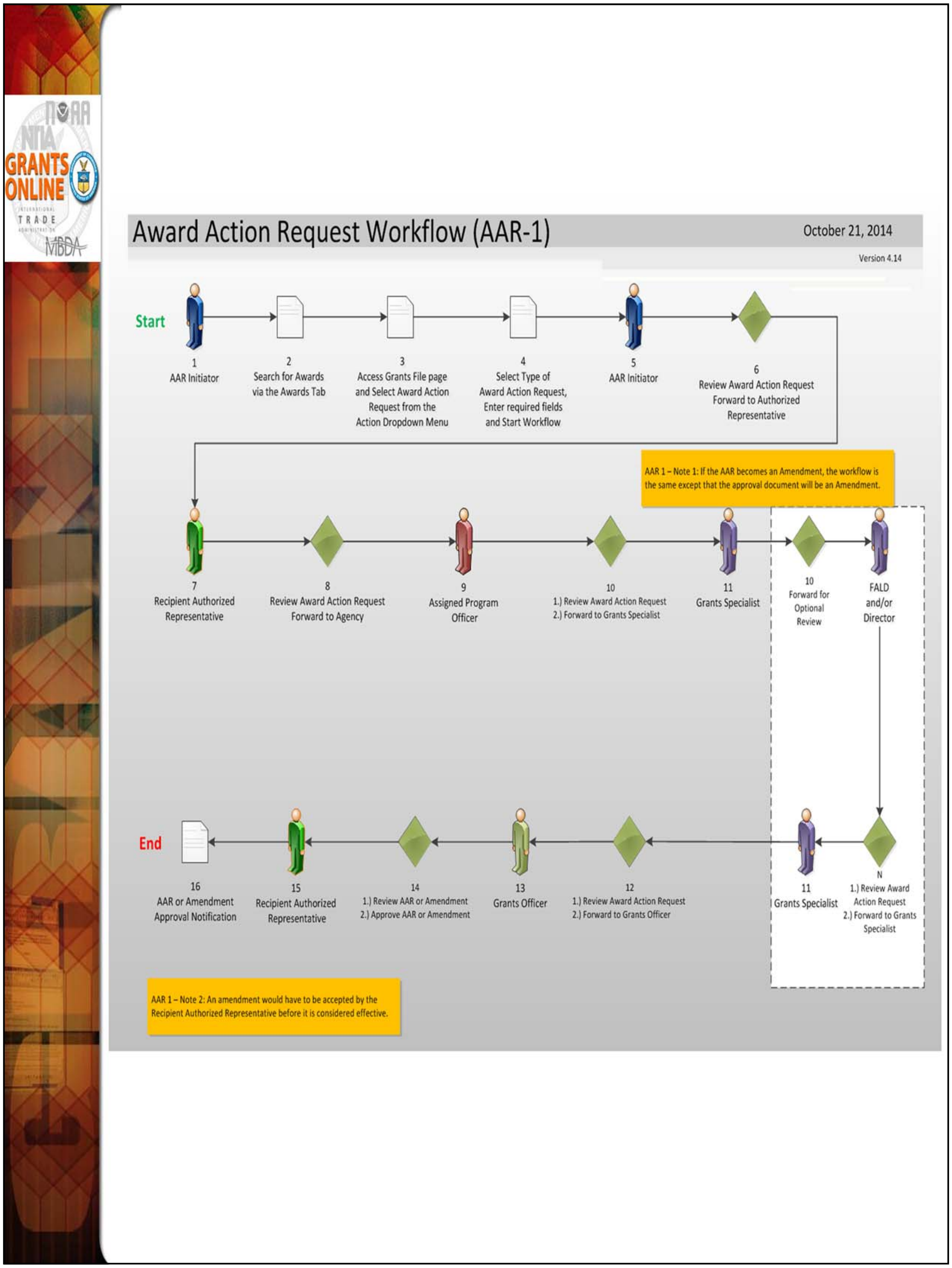
Note: Recipient Training Page link:

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

Grants Online Process Maps & Screen Shot

Award Action Request (AAR)

November 2014



GRANTS ONLINE
Award Action Request Workflow (AAR-1)
October 21, 2014
Version 4.14
Start
1
AAR Initiator
2
Search for Awards via the Awards Tab
3
Access Grants File page and Select Award Action Request from the Action Dropdown Menu
4
Select Type of Award Action Request, Enter required fields and Start Workflow
5
AAR Initiator
6
Review Award Action Request Forward to Authorized Representative
AAR 1 – Note 1: If the AAR becomes an Amendment, the workflow is the same except that the approval document will be an Amendment.
7
Recipient Authorized Representative
8
Review Award Action Request Forward to Agency
9
Assigned Program Officer
10
1.) Review Award Action Request
2.) Forward to Grants Specialist
11
Grants Specialist
10
Forward for Optional Review
FALD and/or Director
N
1.) Review Award Action Request
2.) Forward to Grants Specialist
11
Grants Specialist
12
1.) Review Award Action Request
2.) Forward to Grants Officer
13
Grants Officer
14
1.) Review AAR or Amendment
2.) Approve AAR or Amendment
15
Recipient Authorized Representative
16
AAR or Amendment Approval Notification
End
AAR 1 – Note 2: An amendment would have to be accepted by the Recipient Authorized Representative before it is considered effective.

Award Action Request Index Page

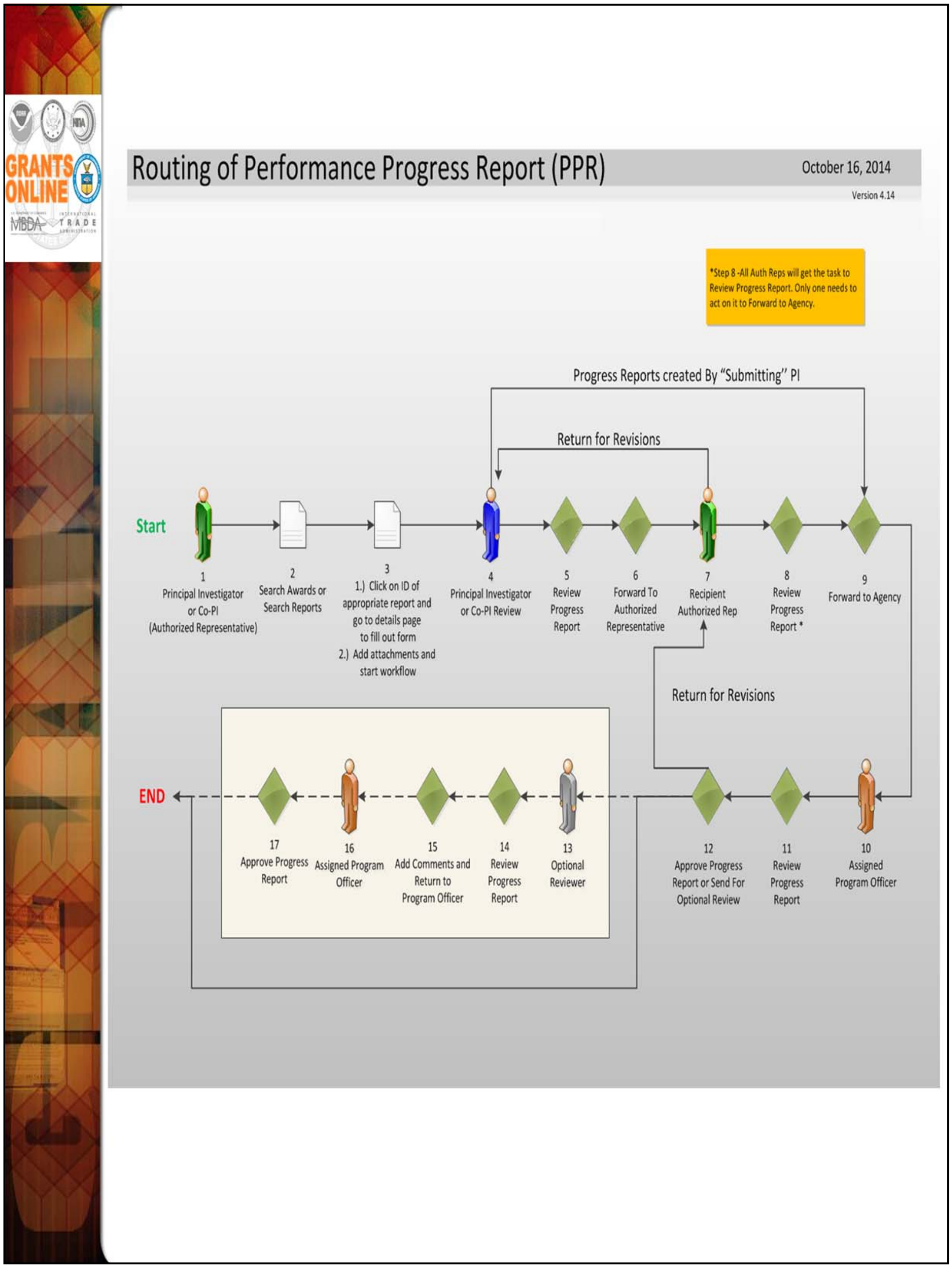
Award Action Requests marked with an asterisk (*) will always result in an amendment to the award (if approved). Other requests generally result in a notification of approval. However, any request may result in an amendment at the discretion of the Grants Officer. Please refer to the Guidance document for additional information.

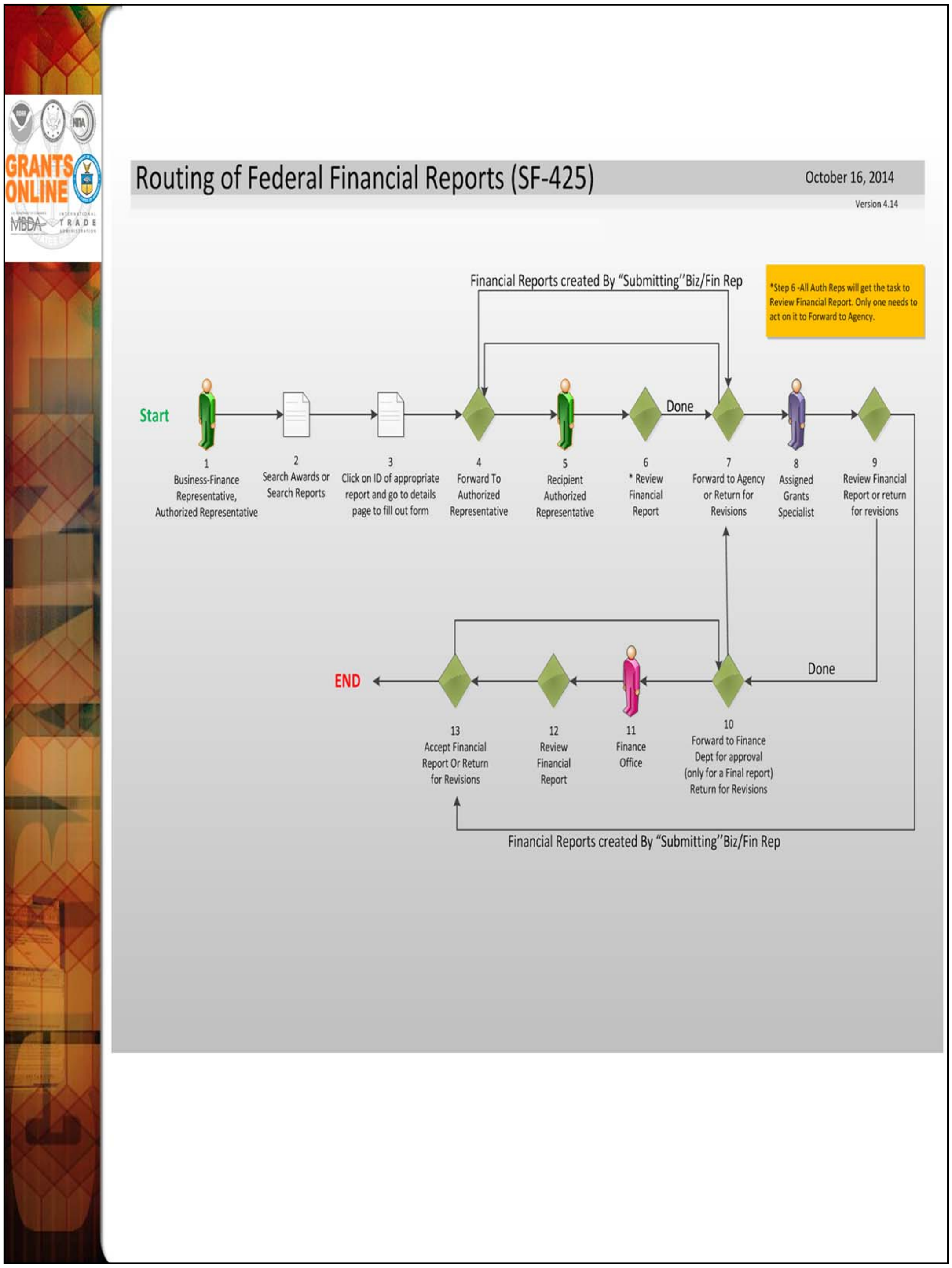
* No Cost Extension - Prior Approval Required	No Cost Extension - Prior Approval Waived (Research Terms and Conditions)
Extension to Close Out	Reprogram or Rebudget
* Change in Scope	Equipment Purchase
* Transfer of Award	Foreign Travel
Change in Principal Investigator/Project Director	Sole Source Contract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

Reference: Award Action Request Guidance link:
http://www.corporateservices.noaa.gov/grantsonline/Documents/AAR_Assistance/Recipient_AAR_Help.htm

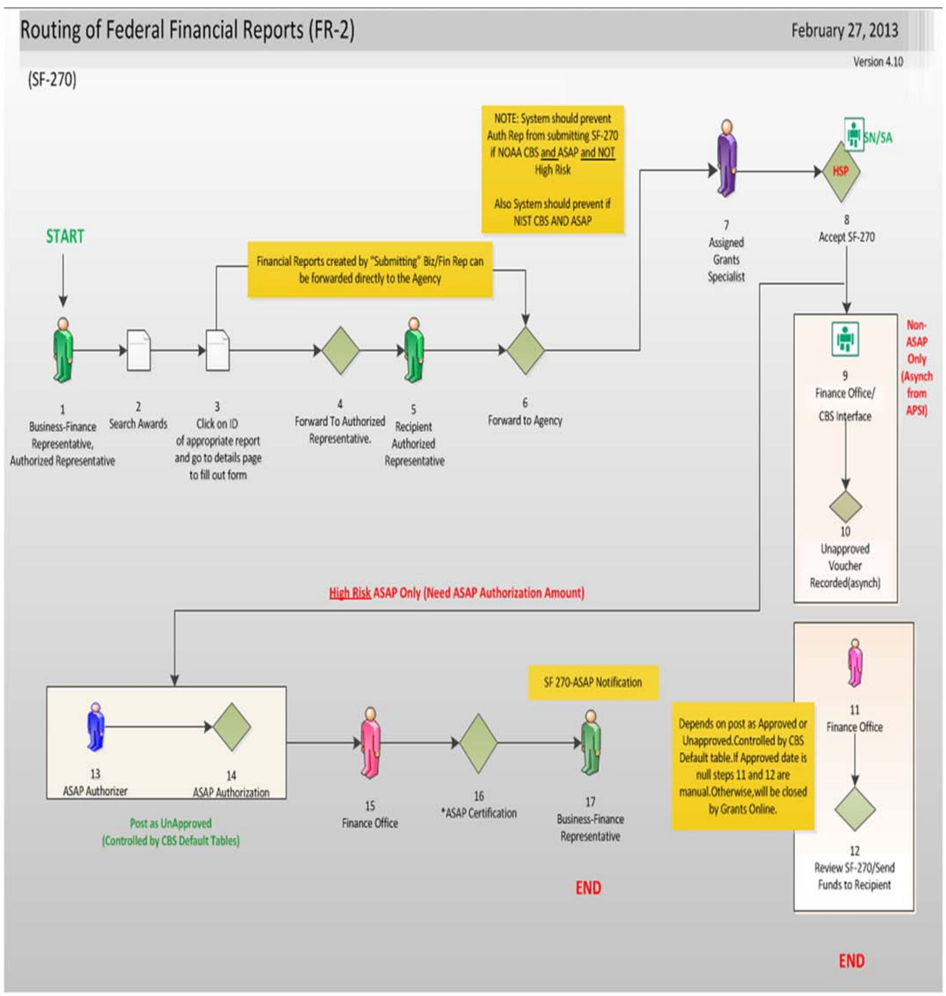
Grants Online Process Maps
Overviews Only
Performance Progress Report (PPR)
&
Federal Financial Reports (FFR)
(SF-425, SF-270)

November 2014

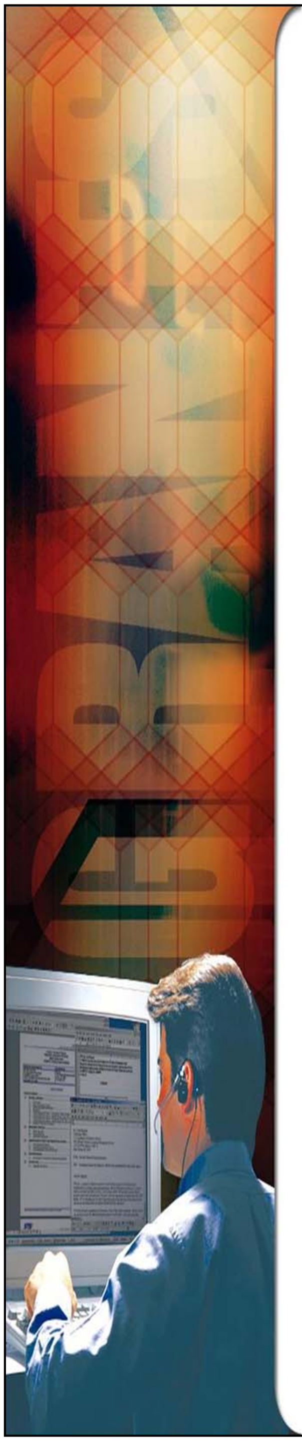

GRANTS ONLINE
Routing of Performance Progress Report (PPR)
October 16, 2014
Version 4.14
*Step 8 -All Auth Reps will get the task to Review Progress Report. Only one needs to act on it to Forward to Agency.
Progress Reports created By "Submitting" PI
Return for Revisions
Start
1 Principal Investigator or Co-PI (Authorized Representative)
2 Search Awards or Search Reports
3 1.) Click on ID of appropriate report and go to details page to fill out form 2.) Add attachments and start workflow
4 Principal Investigator or Co-PI Review
5 Review Progress Report
6 Forward To Authorized Representative
7 Recipient Authorized Rep
8 Review Progress Report *
9 Forward to Agency
Return for Revisions
END
17 Approve Progress Report
16 Assigned Program Officer
15 Add Comments and Return to Program Officer
14 Review Progress Report
13 Optional Reviewer
12 Approve Progress Report or Send For Optional Review
11 Review Progress Report
10 Assigned Program Officer



Within NOAA, the user is only required to complete two fields (Cash Receipt & Cash Disbursements) for the interim Federal Financial Report; however for the final Federal Financial Report, all fields need to be completed. All other Bureaus are required to complete all fields on both the interim and final Federal Financial Reports.



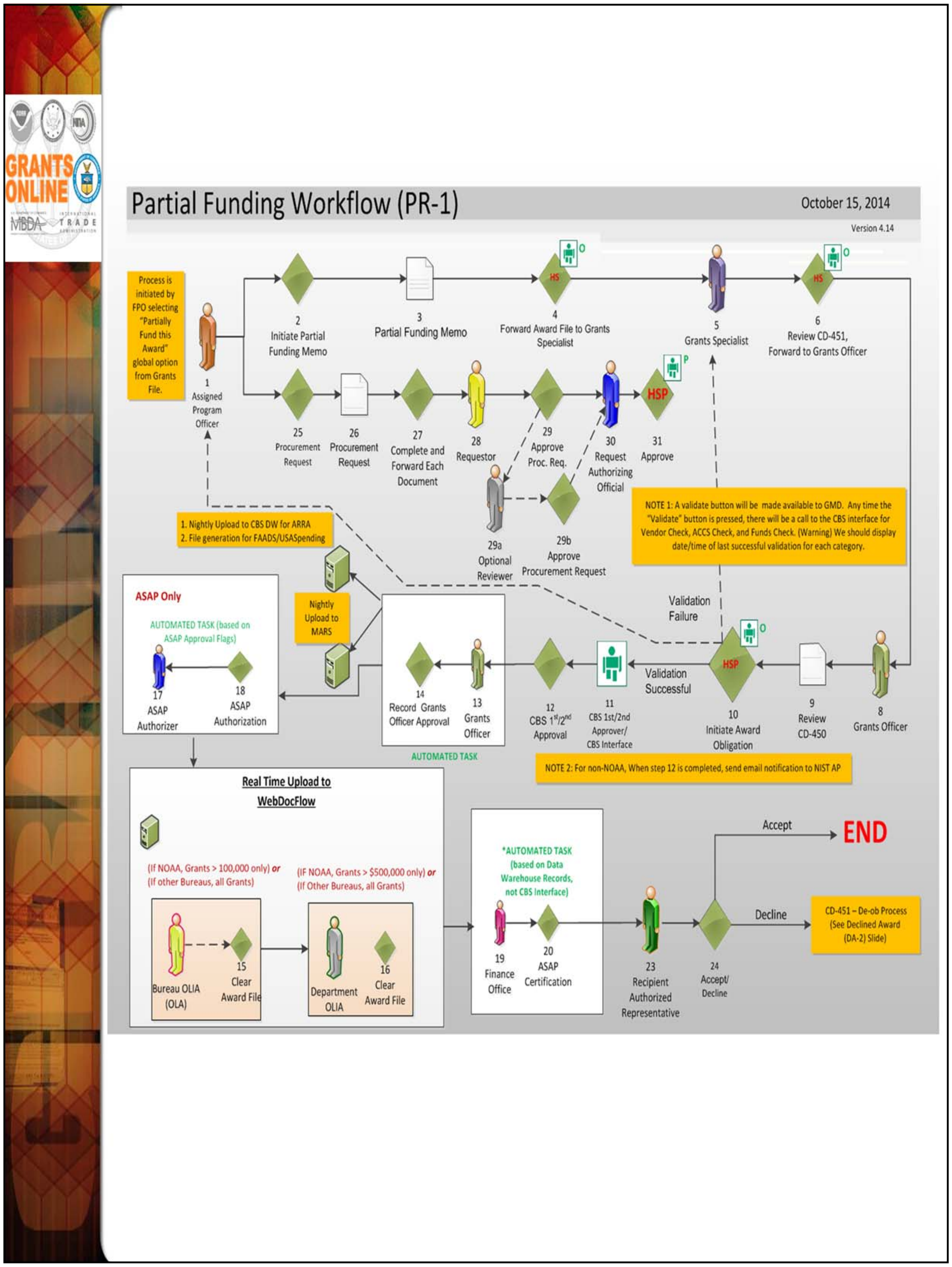
Routing of Federal Financial Reports (FR-2)
February 27, 2013
Version 4.10
(SF-270)
START
NOTE: System should prevent Auth Rep from submitting SF-270 if NOAA CBS and ASAP and NOT High Risk
Also System should prevent if NIST CBS AND ASAP
Financial Reports created by "Submitting" Biz/Fin Rep can be forwarded directly to the Agency
1 Business-Finance Representative, Authorized Representative
2 Search Awards
3 Click on ID of appropriate report and go to details page to fill out form
4 Forward To Authorized Representative.
5 Recipient Authorized Representative
6 Forward to Agency
7 Assigned Grants Specialist
SN/SA
HSP
8 Accept SF-270
Non-ASAP Only (Asynch from APSI)
9 Finance Office/ CBS Interface
10 Unapproved Voucher Recorded(asynch)
High Risk ASAP Only (Need ASAP Authorization Amount)
13 ASAP Authorizer
14 ASAP Authorization
Post as UnApproved (Controlled by CBS Default Tables)
15 Finance Office
16 *ASAP Certification
SF 270-ASAP Notification
17 Business-Finance Representative
END
Depends on post as Approved or Unapproved.Controlled by CBS Default table.If Approved date is null steps 11 and 12 are manual.Otherwise,will be closed by Grants Online.
11 Finance Office
12 Review SF-270/Send Funds to Recipient
END



GRANTS ONLINE

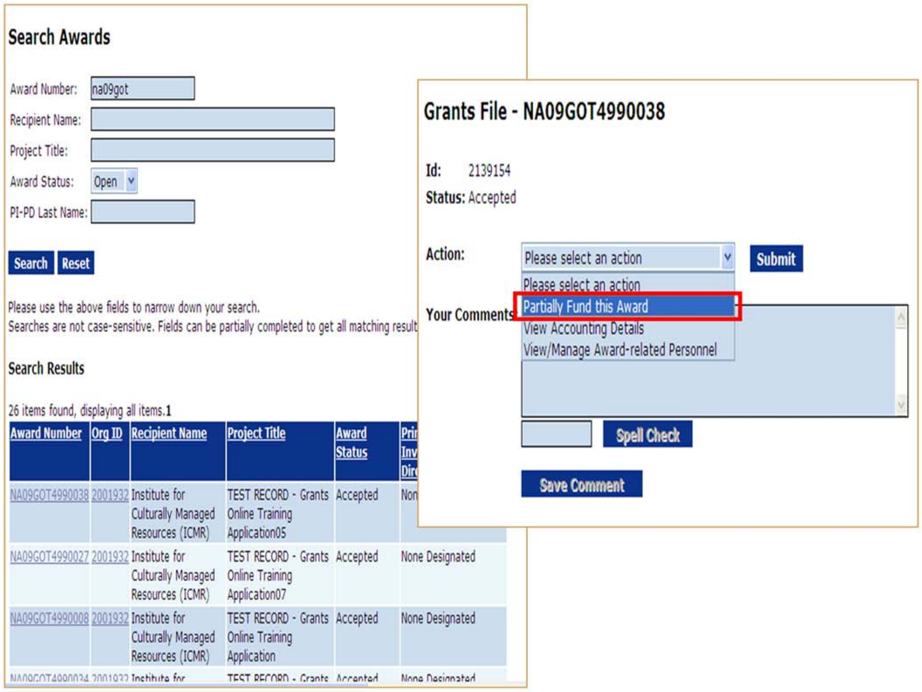
Grants Online Training
Post Award Processes

November 2014



Partial Funding Workflow (PR-1)
October 15, 2014
Version 4.14
Process is initiated by FPO selecting "Partially Fund this Award" global option from Grants File.
1
Assigned Program Officer
2
Initiate Partial Funding Memo
3
Partial Funding Memo
HS
4
Forward Award File to Grants Specialist
5
Grants Specialist
HS
6
Review CD-451, Forward to Grants Officer
25
Procurement Request
26
Procurement Request
27
Complete and Forward Each Document
28
Requestor
29
Approve Proc. Req.
30
Request Authorizing Official
HSP
31
Approve
29a
Optional Reviewer
29b
Approve Procurement Request
1. Nightly Upload to CBS DW for ARRA
2. File generation for FAADS/USASpending
NOTE 1: A validate button will be made available to GMD. Any time the "Validate" button is pressed, there will be a call to the CBS interface for Vendor Check, ACCS Check, and Funds Check. (Warning) We should display date/time of last successful validation for each category.
Validation Failure
ASAP Only
AUTOMATED TASK (based on ASAP Approval Flags)
17
ASAP Authorizer
18
ASAP Authorization
Nightly Upload to MARS
14
Record Grants Officer Approval
13
Grants Officer
AUTOMATED TASK
12
CBS 1st/2nd Approval
11
CBS 1st/2nd Approver/ CBS Interface
Validation Successful
HSP
10
Initiate Award Obligation
9
Review CD-450
8
Grants Officer
NOTE 2: For non-NOAA, When step 12 is completed, send email notification to NIST AP
Real Time Upload to WebDocFlow
(If NOAA, Grants > 100,000 only) or (If other Bureaus, all Grants)
(IF NOAA, Grants > $500,000 only) or (If Other Bureaus, all Grants)
Bureau OLIA (OLA)
15
Clear Award File
Department OLIA
16
Clear Award File
*AUTOMATED TASK (based on Data Warehouse Records, not CBS Interface)
19
Finance Office
20
ASAP Certification
23
Recipient Authorized Representative
24
Accept/ Decline
Accept
END
Decline
CD-451 – De-ob Process (See Declined Award (DA-2) Slide)

FPO – Partial Funding Steps 1 – 3

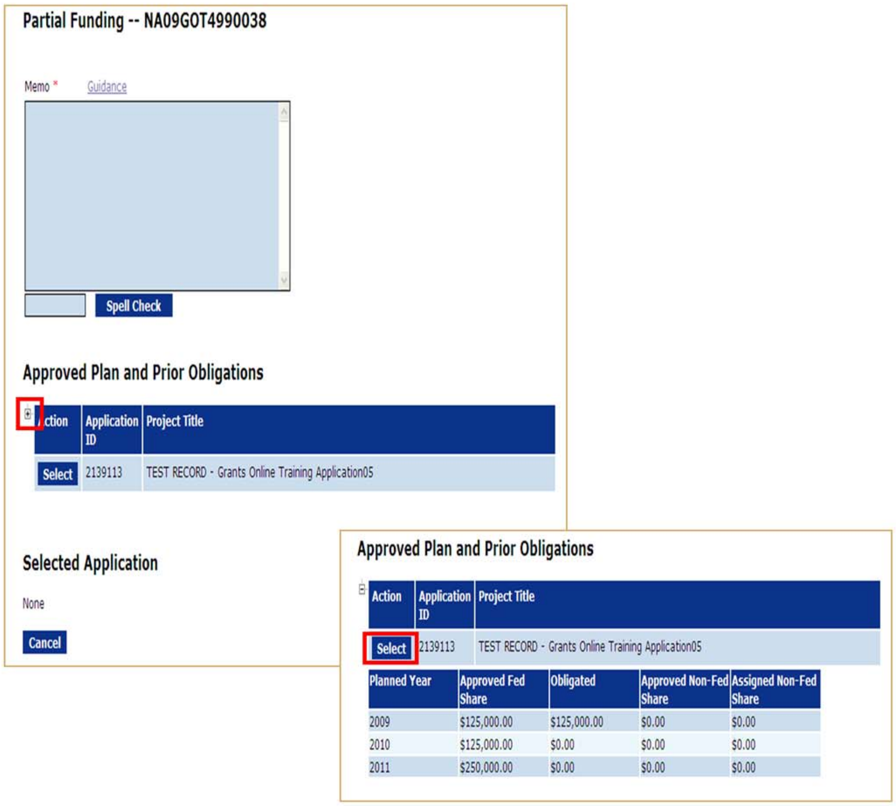


1. From the Award Tab, search for the Award that will be Partially Funded.

2. From the Grants File Launch Page select “Partially Fund this Award” from the Action dropdown list.

3. Click the “Submit” button.

FPO – Partial Funding Steps 4 and 5



Partial Funding -- NA09GOT4990038

Memo * Guidance

Spell Check

Approved Plan and Prior Obligations

Action	Application ID	Project Title
Select	2139113	TEST RECORD - Grants Online Training Application05

Selected Application

None

Cancel

Approved Plan and Prior Obligations

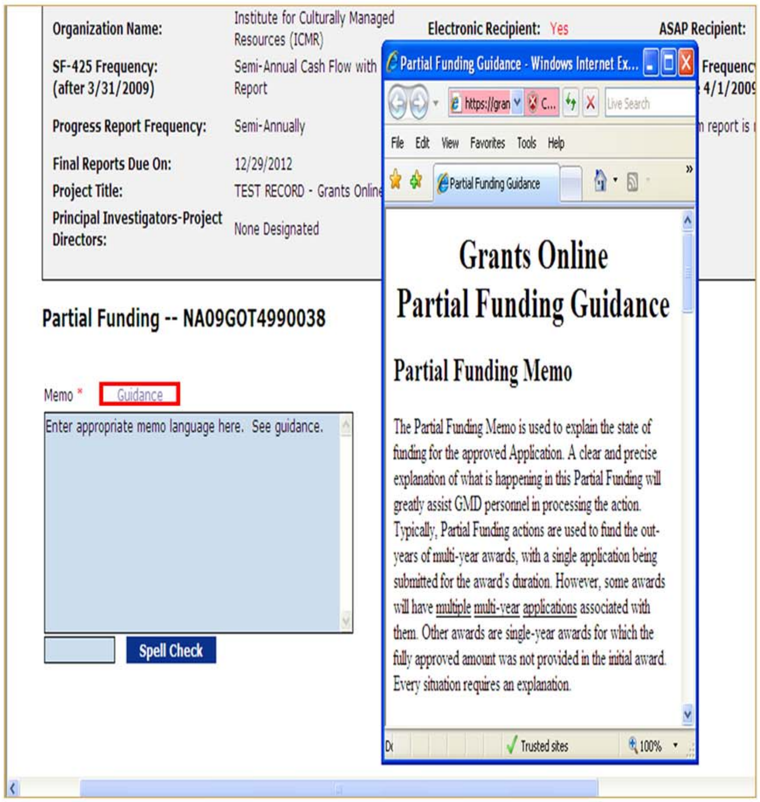
Action	Application ID	Project Title
Select	2139113	TEST RECORD - Grants Online Training Application05

Planned Year	Approved Fed Share	Obligated	Approved Non-Fed Share	Assigned Non-Fed Share
2009	$125,000.00	$125,000.00	$0.00	$0.00
2010	$125,000.00	$0.00	$0.00	$0.00
2011	$250,000.00	$0.00	$0.00	$0.00

4. **Click the "plus" (+) beside the Action box to get details for the appropriate application for Partial Funding. (All applications associated with the Award will be available. However, Partial Funding can be applied to only ONE application at a time.)**

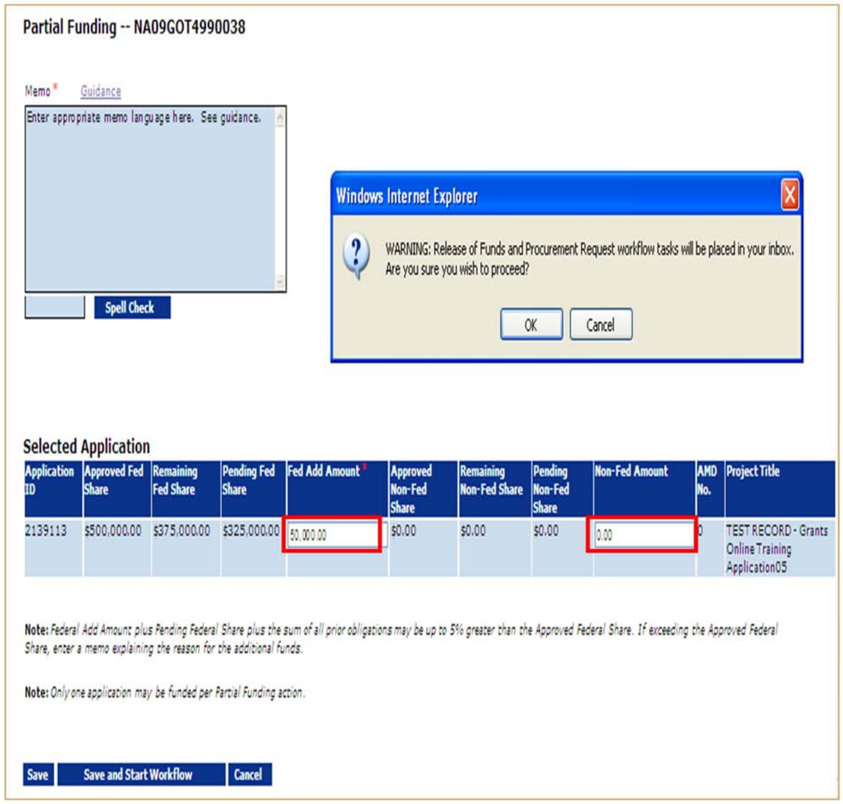
5. **Click the "Select" button to chose the desired application.**

FPO – Partial Funding Step 6



6. **Reference the "Guidance" link for an example of the language that should be used for the Memo box.**

FPO – Partial Funding Steps 7 – 9



7. Enter the amount for Partial Funding into the “Fed Add Amount” box and, if appropriate, the amount for the “Non-Fed Amount.”

8. Click “Save and Start Workflow.”

9. Click “OK” on the warning message alerting you that a Procurement Request is being added to your task box. The user will be returned to the launch page of the new Award File.

FPO – Partial Funding Step 10 – 11

Your Tasks

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

34 items found, displaying all items.1

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

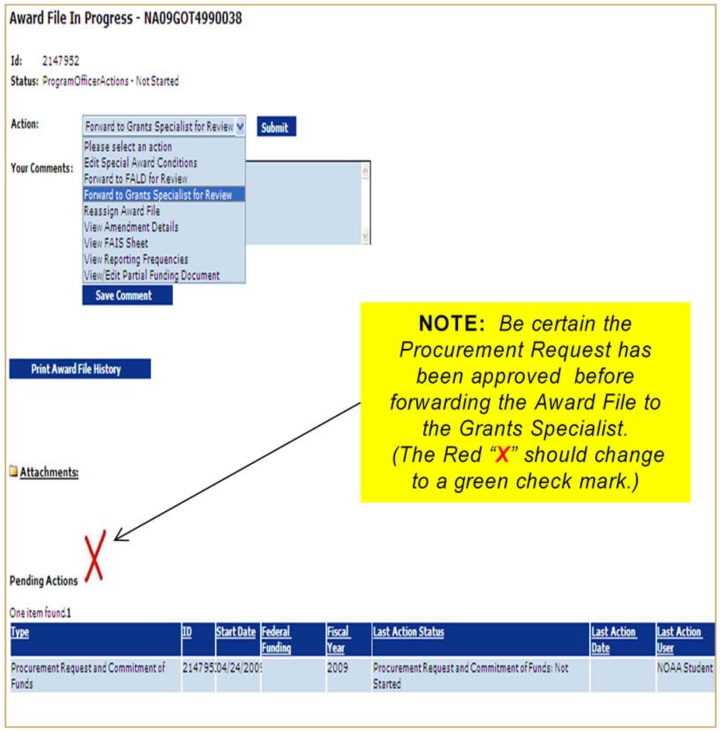
10. Navigate to the "Inbox/Task" screen. There should be two new tasks:

(a) Procurement Request and Commitment of Funds
(b) Review Release of Funds

The Procurement Request should be completed and sent through the workflow process. The steps to complete the Procurement Request are the same as those used for a new award and will not be repeated here.

11. Click the "View" link for Review Release of Funds.

FPO – Partial Funding Step 12

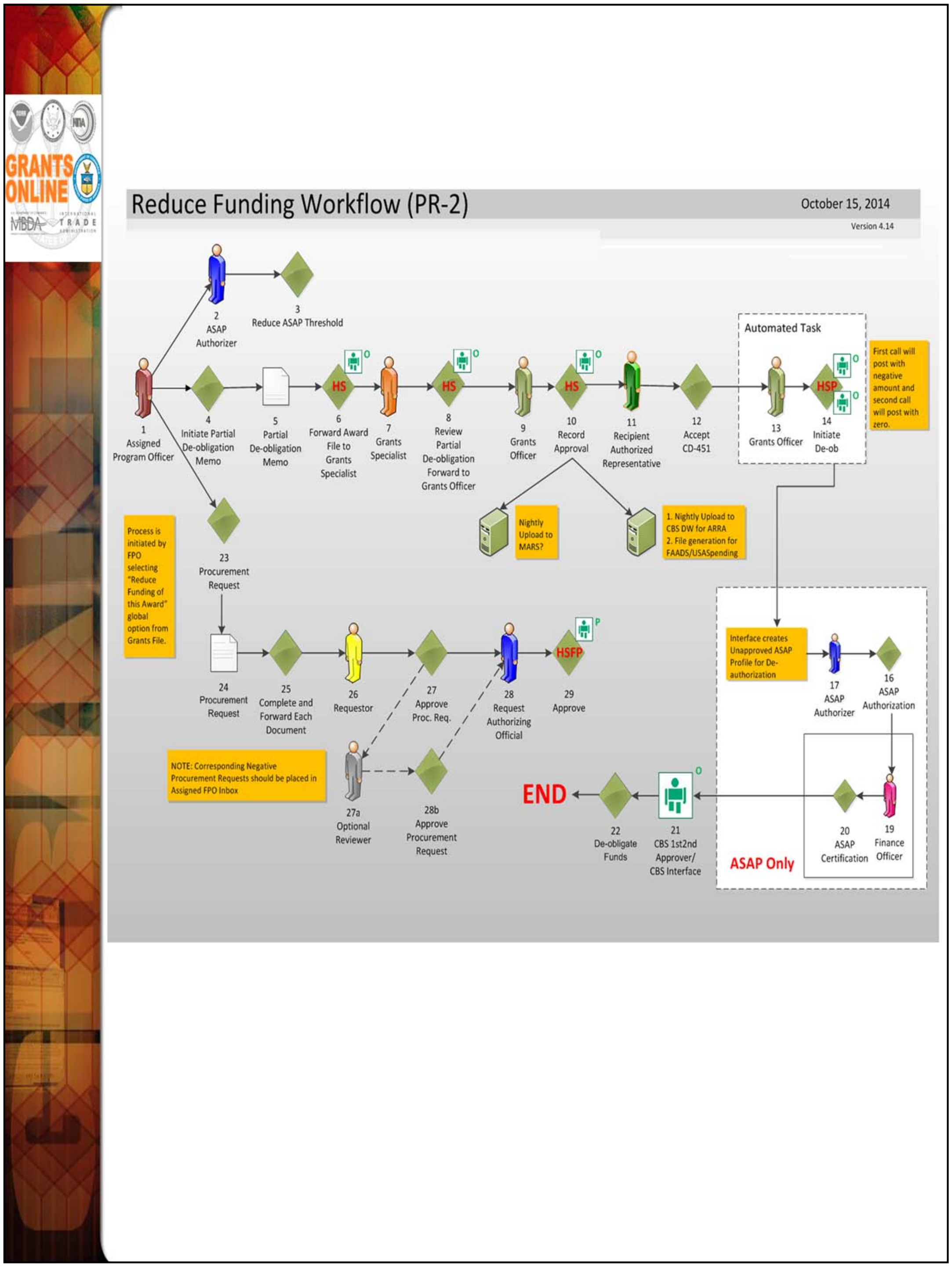


12. Usually, after the Procurement Request has been approved, the user can select "Forward to Grants Specialist for Review" and add a workflow comment. Do not make any modifications to the "Amendment Details"; this will be done by the Grants Specialist. If changes to the Partial Funding Memo or Funding Amounts are necessary select "View/Edit Partial Funding Document."

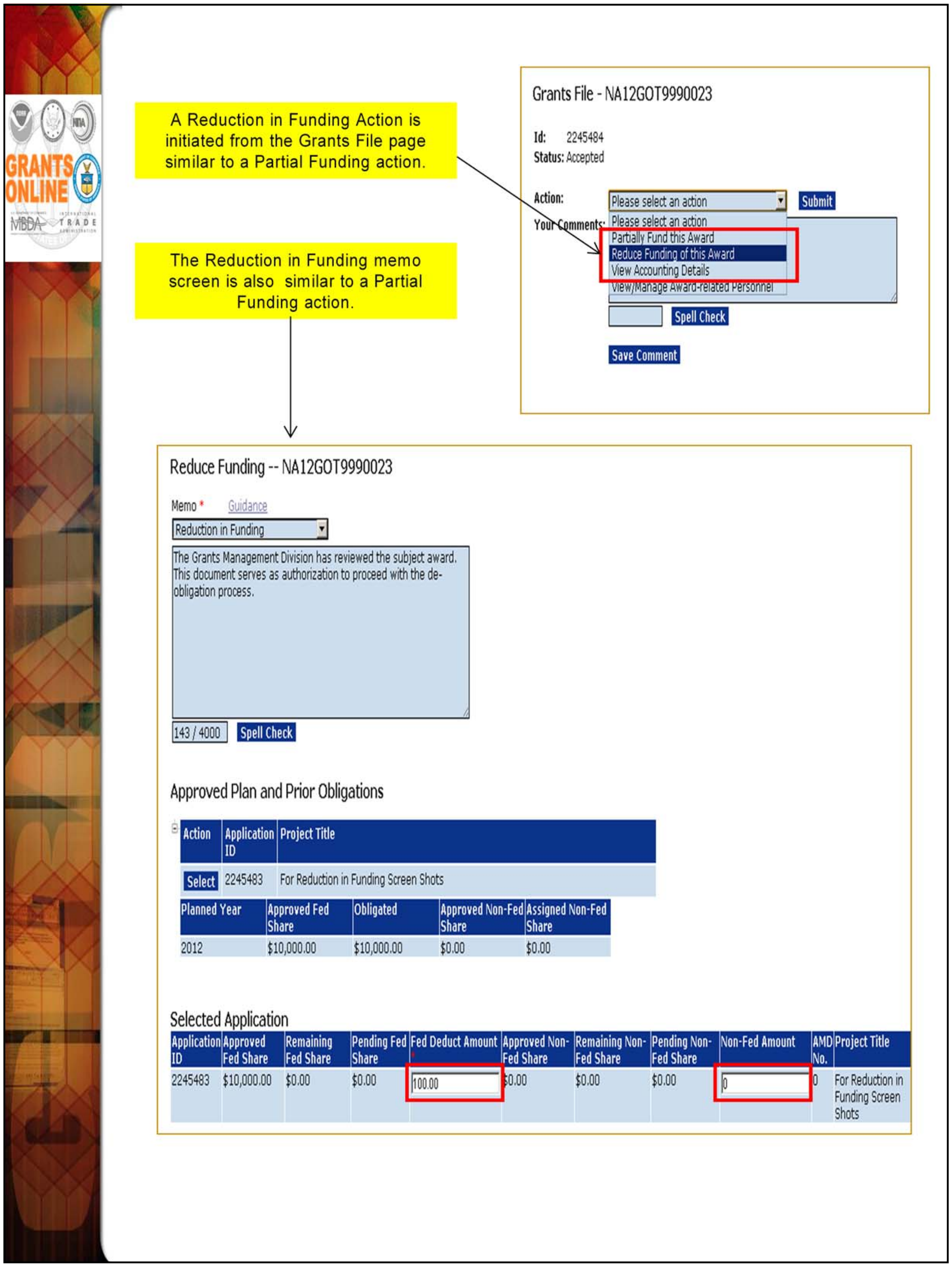
NOTE: ***If changes are being made to the Federal Funding Amount, the Procurement Request task must also be in the user's Inbox. Make certain the same changes are made on both documents (the Procurement Request and Commitment of Funds and the Review Release of Funds).***

Sample Language for Partial Funding Memo

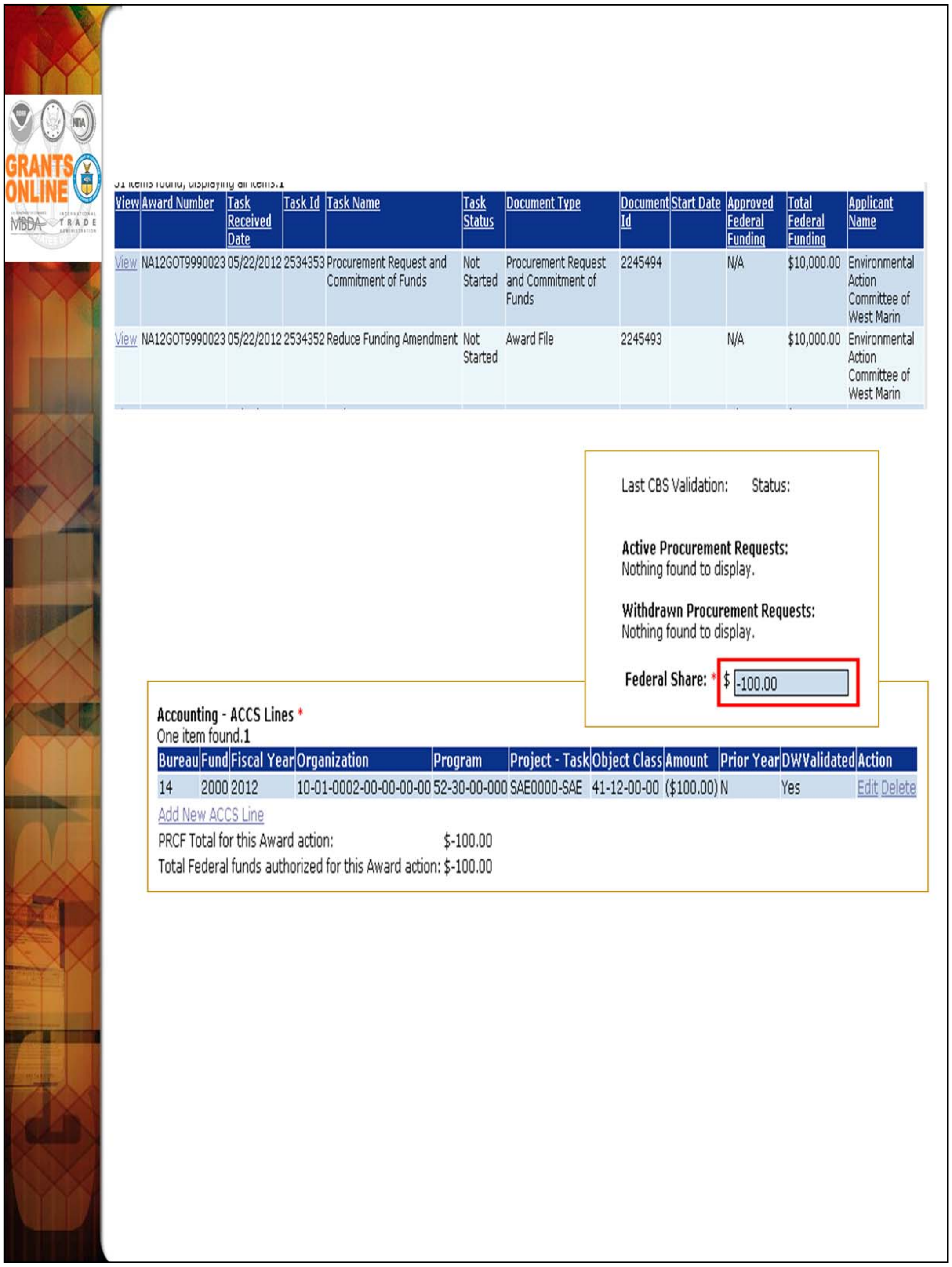
- (STANDARD) This release of funds of $____ is for year __ of a __ year multi-year award. All required Progress and Financial reports have been submitted and accepted.
- (EXAMPLE 2) This release… Due to ________ , total funding for this award period is not available; additional funds will be provided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



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.



View	Award Number	Task Received Date	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Approved Federal Funding	Total Federal Funding	Applicant Name
View	NA12GOT9990023	05/22/2012	2534353	Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds	2245494		N/A	$10,000.00	Environmental Action Committee of West Marin
View	NA12GOT9990023	05/22/2012	2534352	Reduce Funding Amendment	Not Started	Award File	2245493		N/A	$10,000.00	Environmental Action Committee of West Marin

Last CBS Validation: Status:

Active Procurement Requests:
Nothing found to display.

Withdrawn Procurement Requests:
Nothing found to display.

Federal Share: * $ -100.00

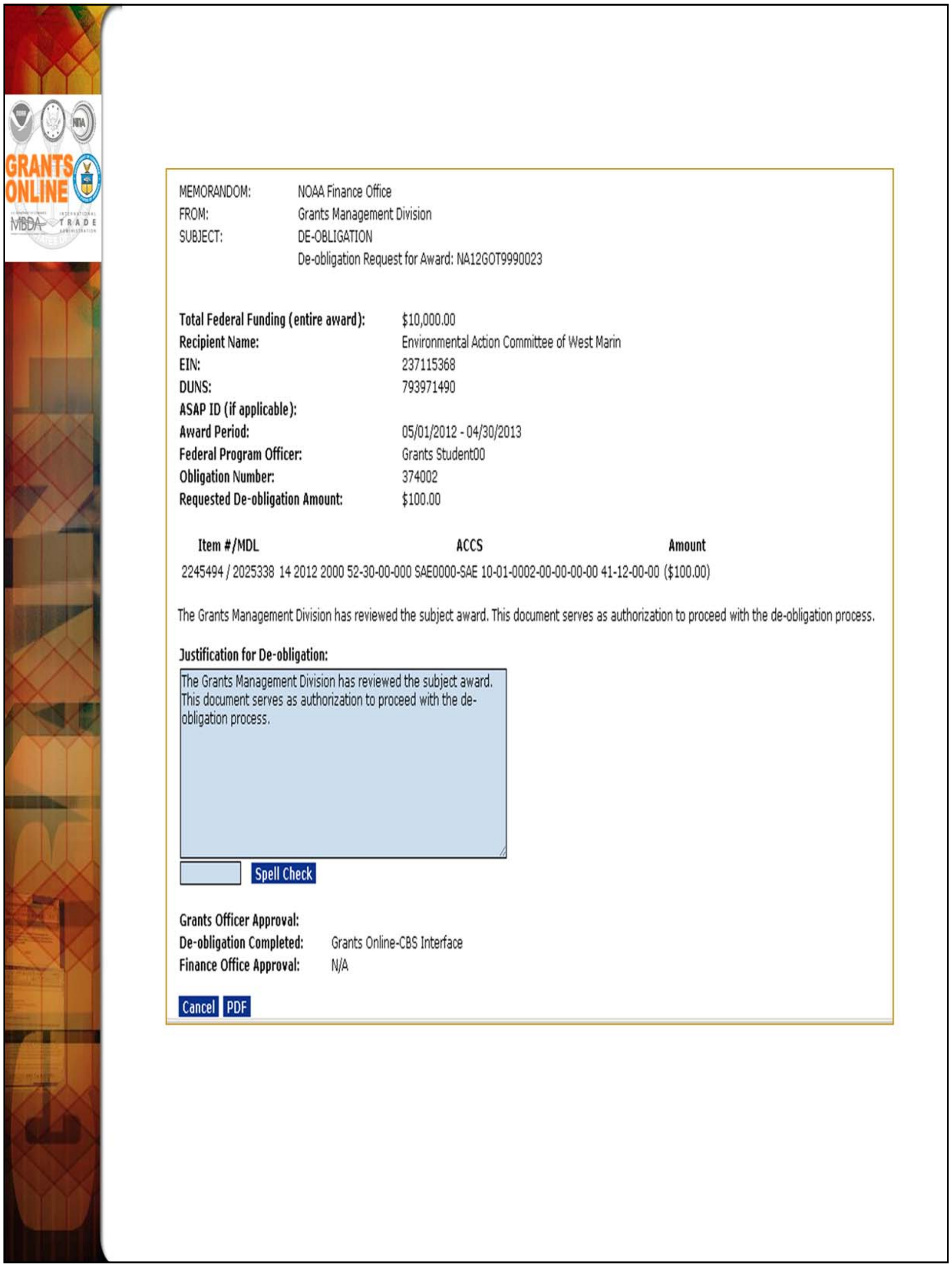
Accounting - ACCS Lines *
One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Action
14	2000	2012	10-01-0002-00-00-00-00	52-30-00-000	SAE0000-SAE	41-12-00-00	($100.00)	N	Yes	Edit Delete

Add New ACCS Line

PRCF Total for this Award action: $-100.00
Total Federal funds authorized for this Award action: $-100.00

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 Office
FROM: Grants Management Division
SUBJECT: DE-OBLIGATION
De-obligation Request for Award: NA12GOT9990023

Total Federal Funding (entire award):	$10,000.00
Recipient Name:	Environmental Action Committee of West Marin
EIN:	237115368
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 10-01-0002-00-00-00-00 41-12-00-00	($100.00)

The Grants Management Division has reviewed the subject award. This document serves as authorization to proceed with the de-obligation process.

Justification for De-obligation:

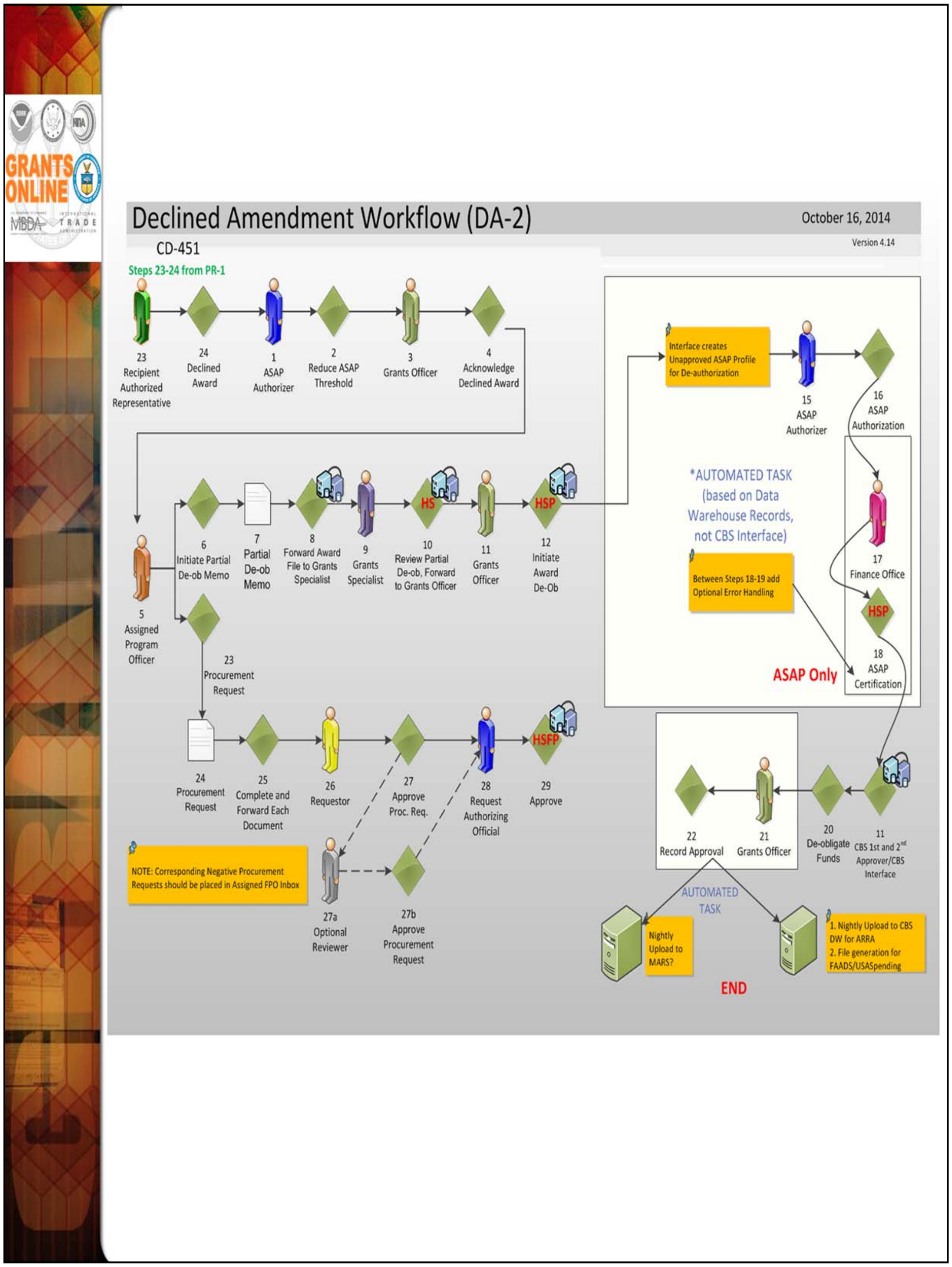
The Grants Management Division has reviewed the subject award. This document serves as authorization to proceed with the de-obligation process.

Spell Check

Grants Officer Approval:	
De-obligation Completed:	Grants Online-CBS Interface
Finance Office Approval:	N/A

Cancel PDF

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.



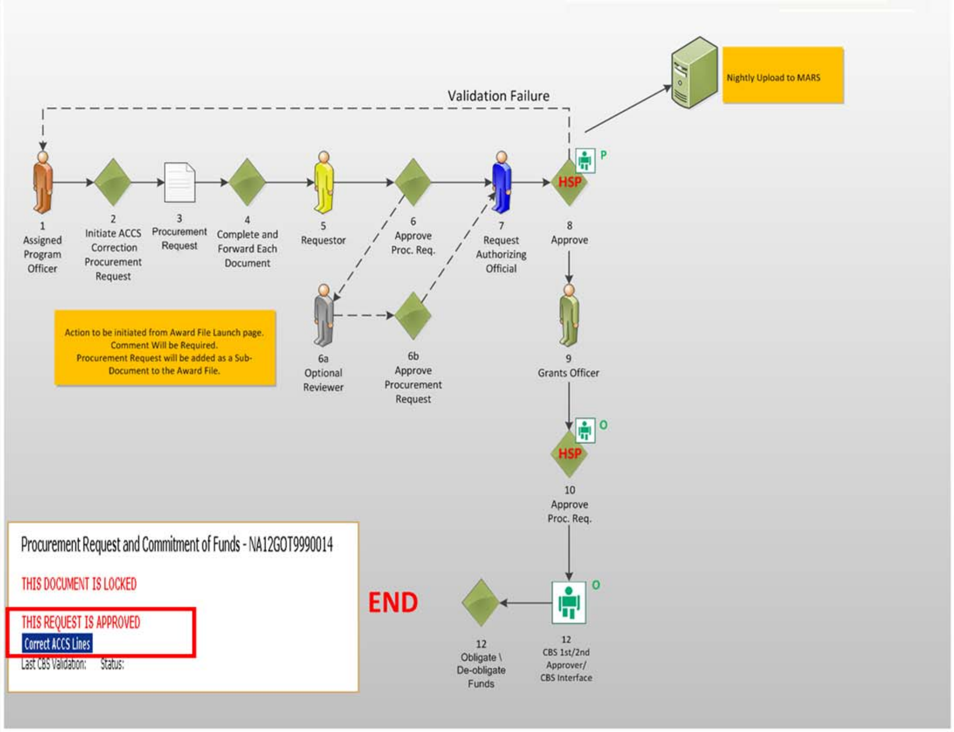
For a Federal Program Officer, the Declined Amendment workflow looks similar to a Reduction in Funding. However, the tasks are generated when the Grants Officer acknowledges the declined award rather than the Federal Program Officer initiating the action.

Correct ACCS Lines on Approved Award (PR-3)

(No Net Dollar Change)

October 15, 2014

Version 4.14



Accounting - ACCS Lines *

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

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated
14	1	2012	06 -02 -0004-01-00-00-00	01-01-02-000	14K3BN8-P00	41-11-00-00	$10,000.00	N	Yes
14	2000	2012	10 -01 -0002-00-00-00-00	52-30-00-000	SAE0000-SAE	41-12-00-00	($10,000.00)	N	Yes

Add New ACCS Line

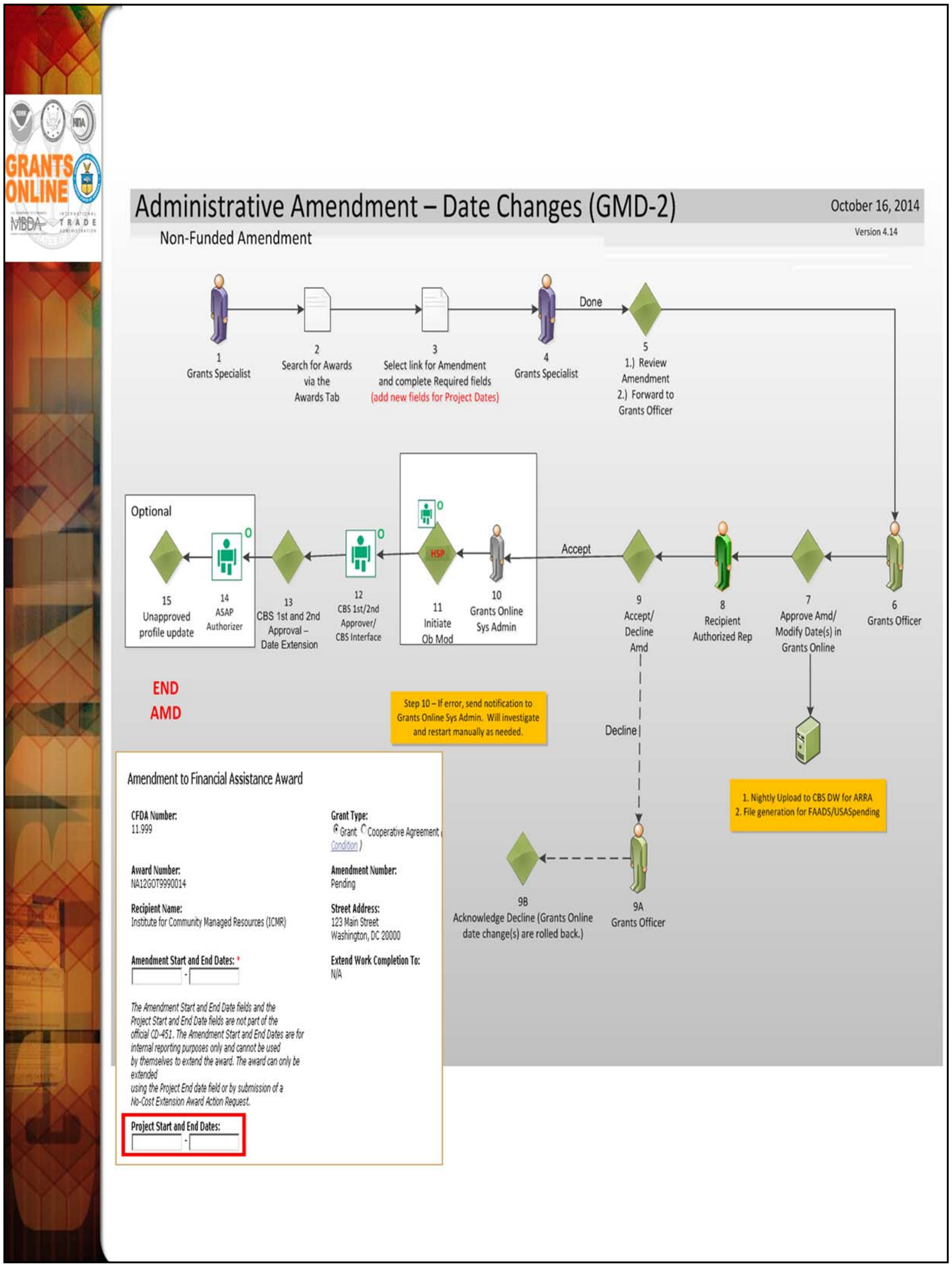
PRCF Total for this Award action: $10,000.00

Total Federal funds authorized for this Award action: $10,000.00

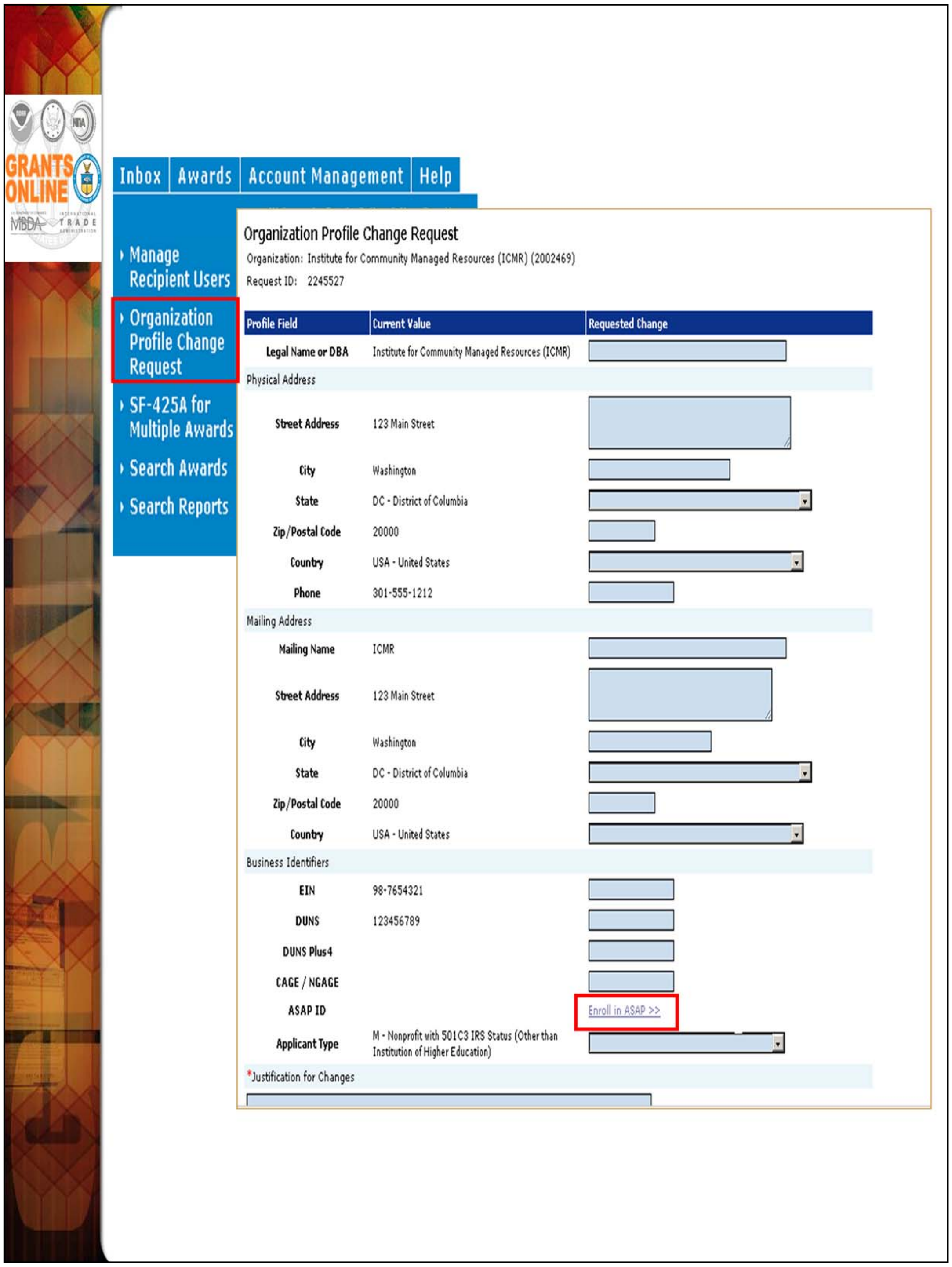
To make a correction to an ACCS line on an already approved award:

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.



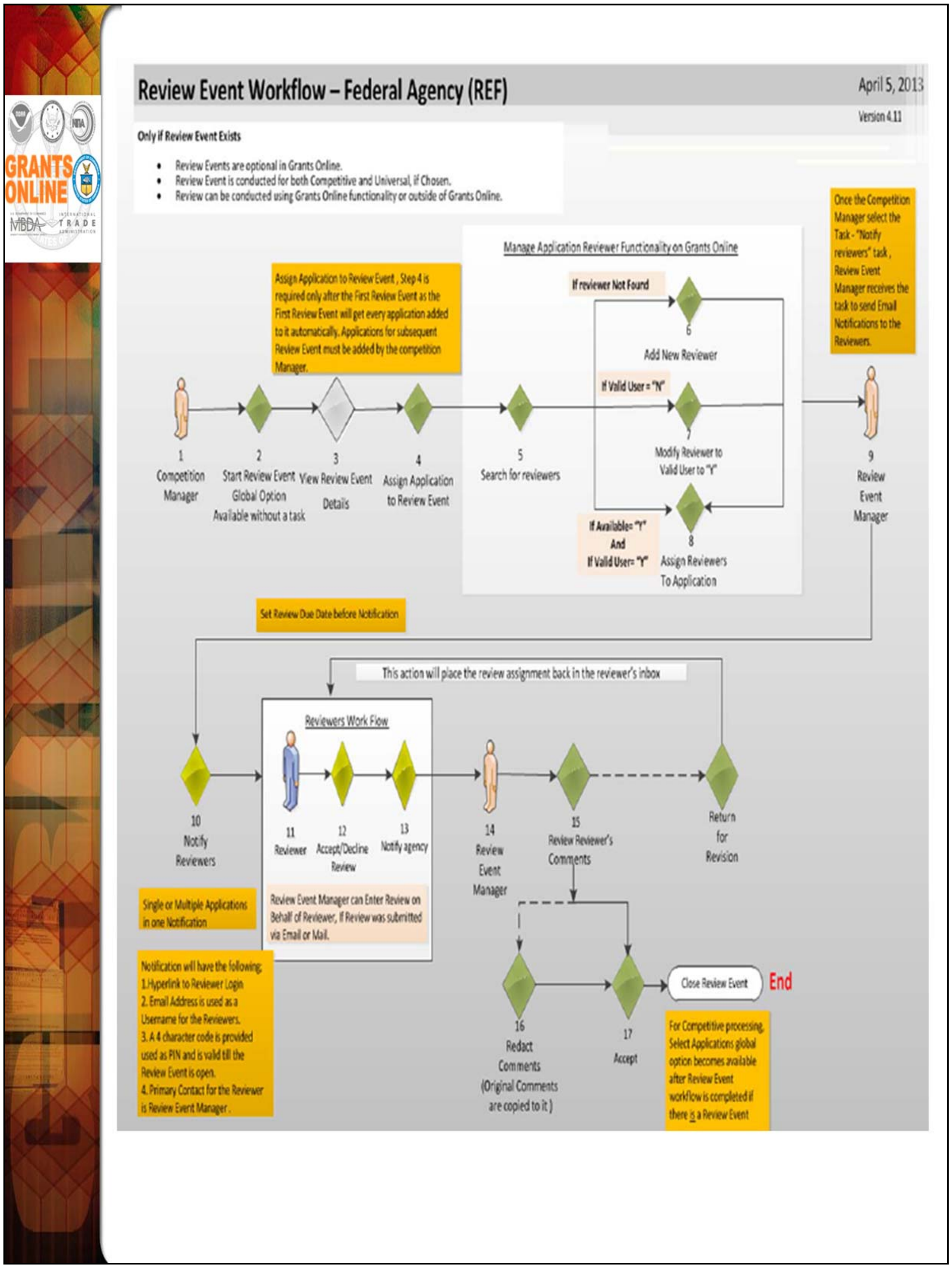
The New Organization Profile Change Request screen allows recipients to submit changes to data fields associated with Organization and Vendor records. The Change Request screen also allows Non-ASAP recipients to initiate the ASAP Enrollment process. This is accomplished by submitting the recipient's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

Grants Online Training

Review Event

Process Maps

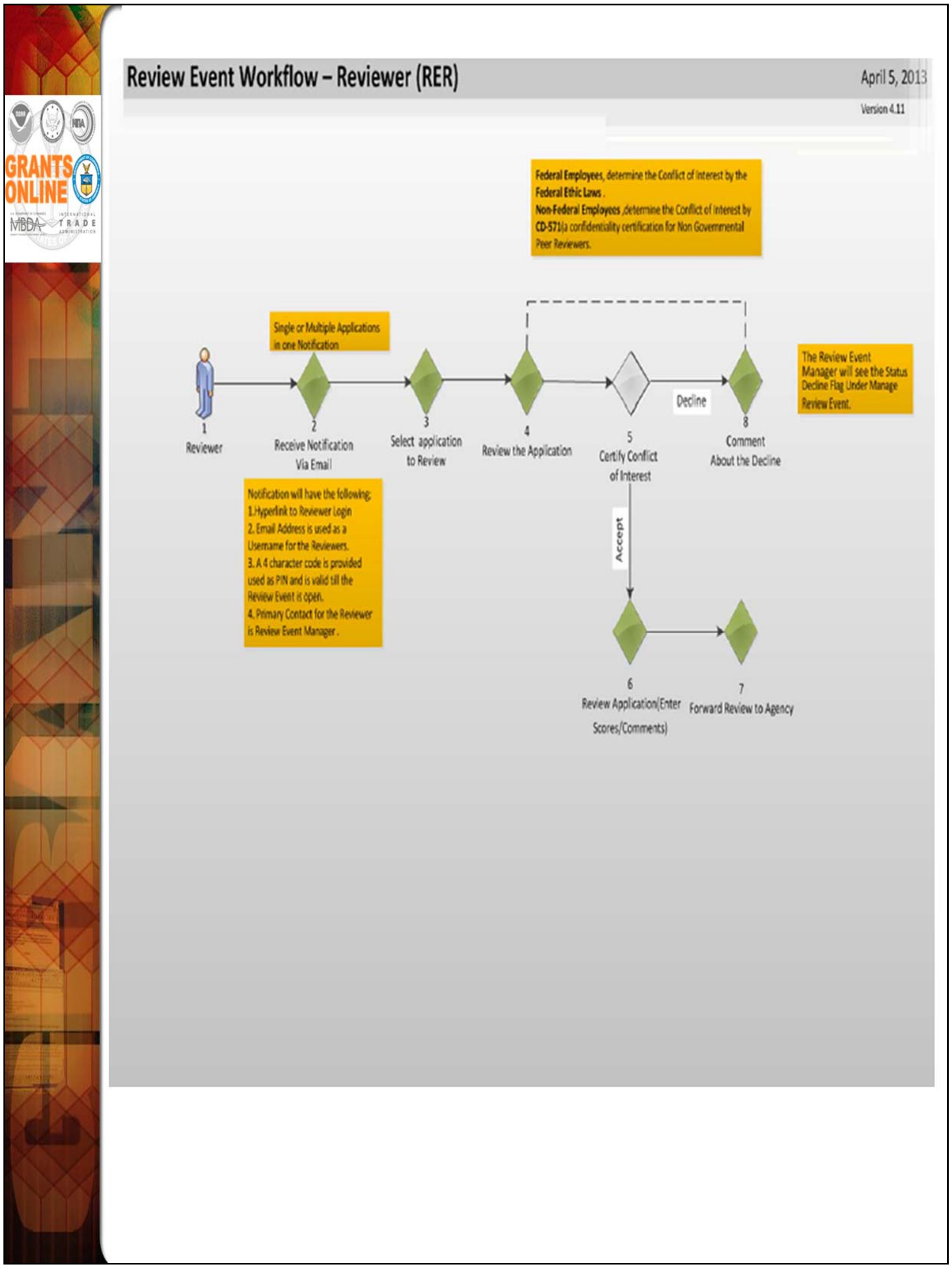
November 2014



For further training material, please refer to item #15 on the PMO website:

Review Event Quick Reference Guides

- Creating a Review Event
- Conducting a Review Event
- Conducting an Application Review


GRANTS ONLINE
MBDA
INTERNATIONAL TRADE ADMINISTRATION
Review Event Workflow – Reviewer (RER)
April 5, 2013
Version 4.11
Federal Employees, determine the Conflict of Interest by the Federal Ethic Laws .
Non-Federal Employees ,determine the Conflict of Interest by CD-571(a confidentiality certification for Non Governmental Peer Reviewers.
Single or Multiple Applications in one Notification
The Review Event Manager will see the Status Decline Flag Under Manage Review Event.
1 Reviewer
2 Receive Notification Via Email
3 Select application to Review
4 Review the Application
5 Certify Conflict of Interest
Decline
8 Comment About the Decline
Notification will have the following:
1.Hyperlink to Reviewer Login
2. Email Address is used as a Username for the Reviewers.
3. A 4 character code is provided used as PIN and is valid till the Review Event is open.
4. Primary Contact for the Reviewer is Review Event Manager .
Accept
6 Review Application(Enter Scores/Comments)
7 Forward Review to Agency