Grants Online Training
New Federal Program Officers

February 2016

TABLE OF CONTENTS

Federal Program Officer Training Agenda

Day 1

Grants Online Overview and System Navigation Universal RFA Creation / Application Processing
Introduction and Agenda
Grants Online Overview and Log On
System Navigation – Workflow and Account Management
Viewing RFAs and Awards
Online Demonstration/Process Maps   Hands-On Participation – Completing a Non-Competitive RFA
Online Demonstration/Process Maps   Hands-On Participation – Processing a Non-Competitive RFA

Wrap Up:
    Additional Resources and Training
    Questions and Concerns

OBJECTIVES – By the end of the day, students should:

- Understand the roles of Grants Online and the Grants Online PMO within the Department of Commerce Grants community
- Understand the underlying structure of the Grants Online system
- Locate basic Grants Online application and award information
- Understand the difference between a Competitive RFA and other types of Universal RFA (previously aggregated using the label "Non-Competitive")
- Understand the difference between the Certified and Uncertified Federal Program Officer/Program Office Staff roles
- Create and route a variety of Universal RFAs
- Input a paper application and complete the "Review Minimum Requirements" task
- Conduct Negotiations and prepare an Award File for Grants Management review
- Understand the Award File approval and acceptance process
- Know where to find help when needed

TRAINING MATERIALS:

1. Agenda and Objectives
2. List of Acronyms
3. Grants Online Overview Presentation
4. Grants Online User Roles (Spreadsheet)
5. Grants Online User Roles – Federal and Grantee (Definitions)
6. System Navigation Manual
7. Process Maps and Screen Shots

Grants Online Overview

February 2016

Project Goals

- A Single Unified Grant Processing and Administration system that uses an electronic solution to reduce processing time.

- A reliable, robust, and scalable solution that can accommodate mission-critical, high-volume usage.

- An interface with the *Grants.gov* initiative to provide "one-stop" shopping for Federal grants-related activities.

- Standardized business processes that contribute to a more efficient 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

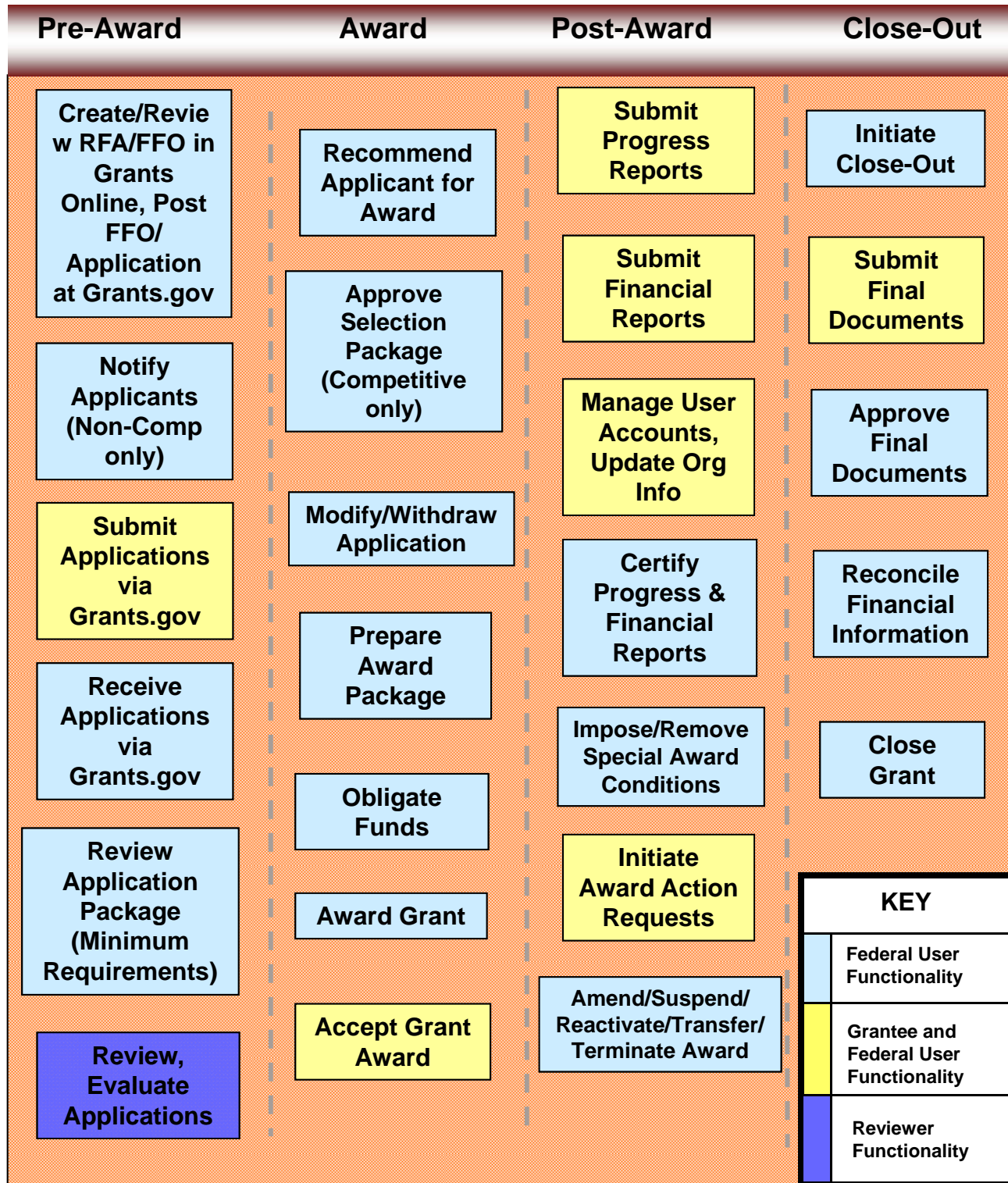**Rollout to Grantees** – FY 2006

Rollout to DOC – March 2009

Review Module – October 2011

CBS Interface (NOAA Only) – June 2012

Rollout to EDA – FY 2015

Rollout to 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

	Federal User Functionality
	Grantee and Federal User Functionality
	Reviewer Functionality

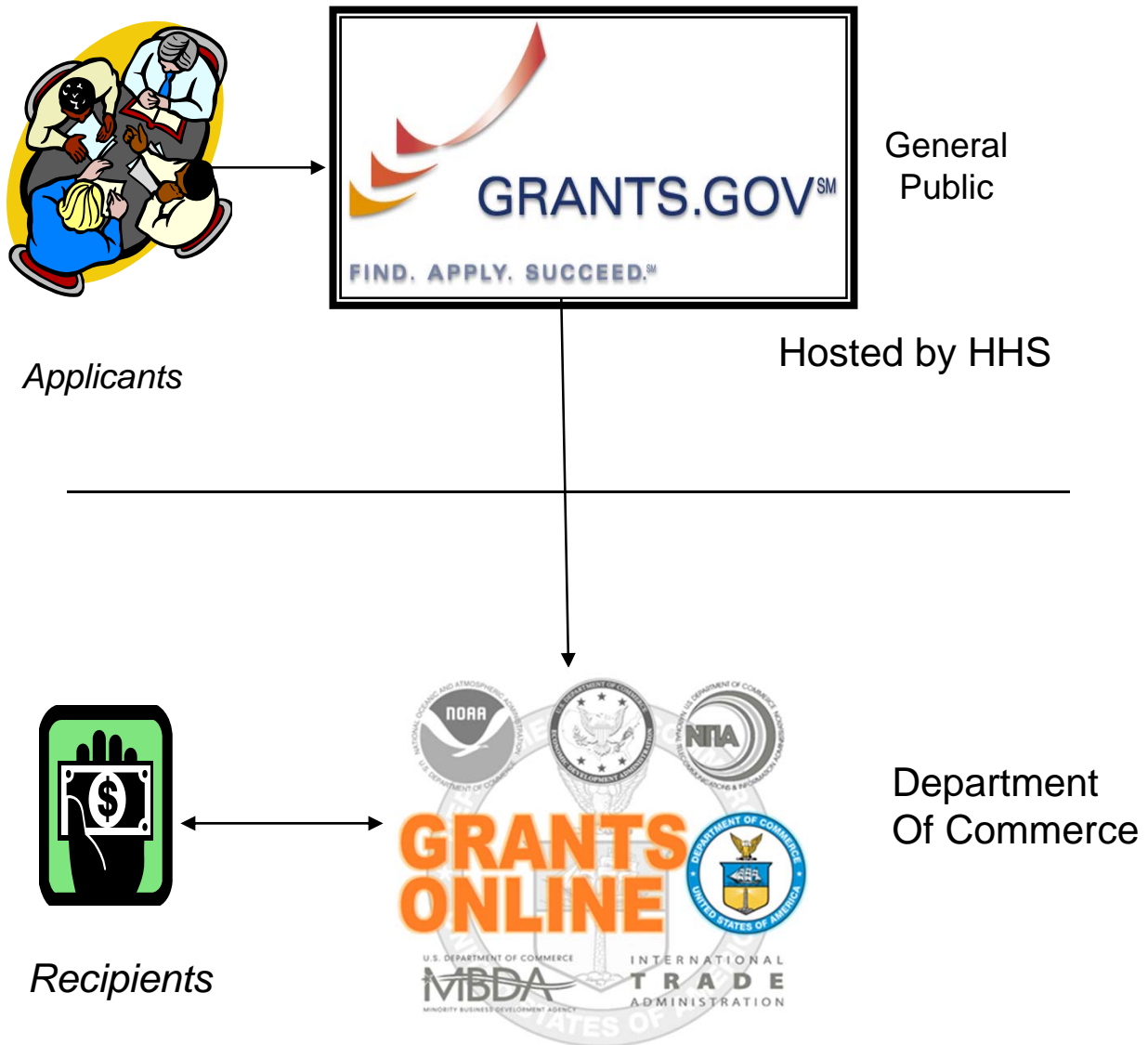# Grants Online System Requirements

The System

Grants Online operates in a web environment and is accessible anywhere and anytime the user has Internet access. There is not a need for the user to install any special software on his/her computer. However, each user must register and obtain a unique login id and password from the appropriate official at his/her agency.
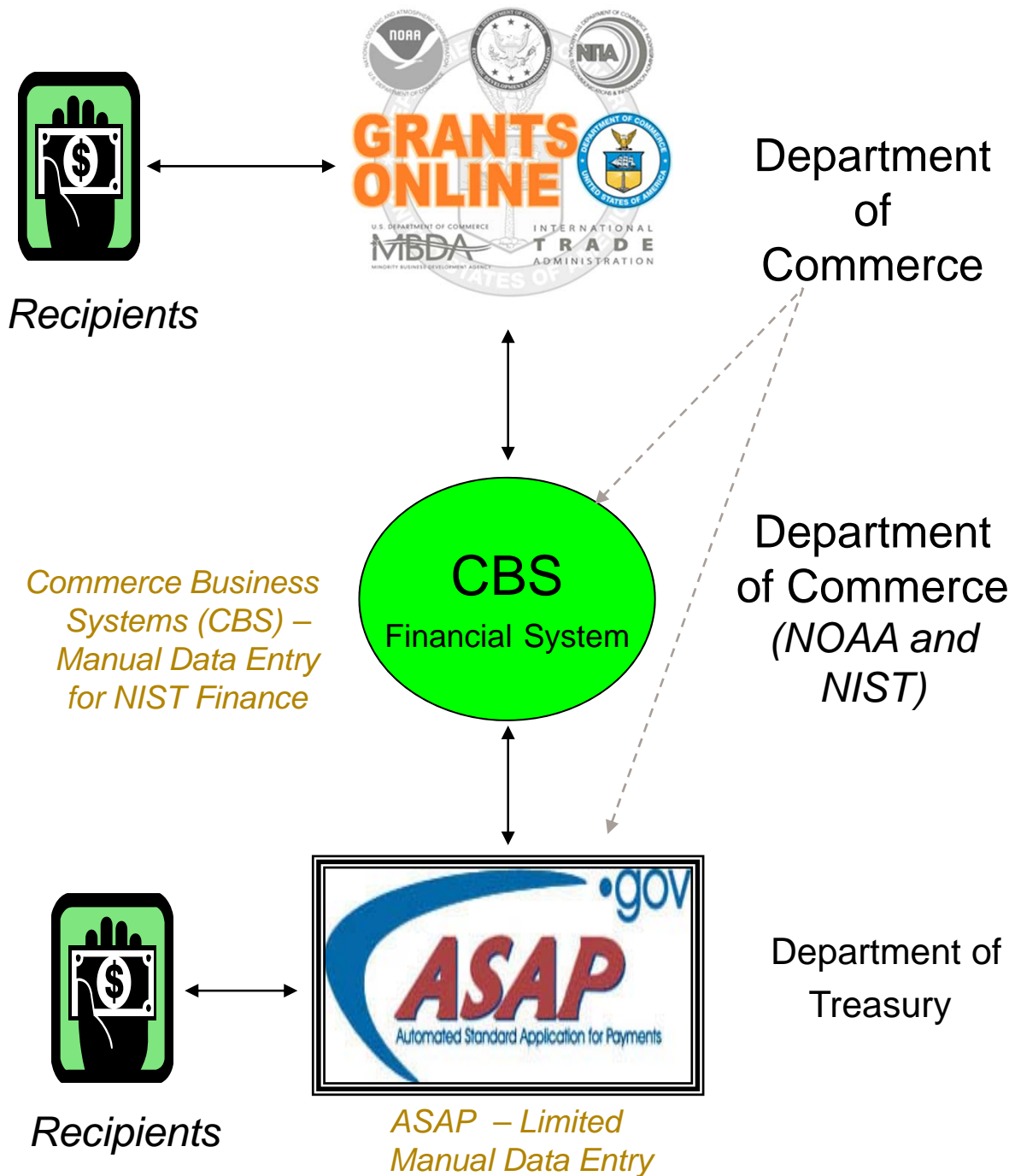
Recommended Internet Browsers:

- **Windows – Internet Explorer 8 or higher**

    - **Attachments are supported in IE 11, after the settings are updated. For step-by-step instructions, please reference the following document: http://www.corporateservices.noaa.gov/grantsonline/pdfs/IE%20Compatibility%20View%20Fix.pdf**

- **Mac – Safari 3.1 or higher**

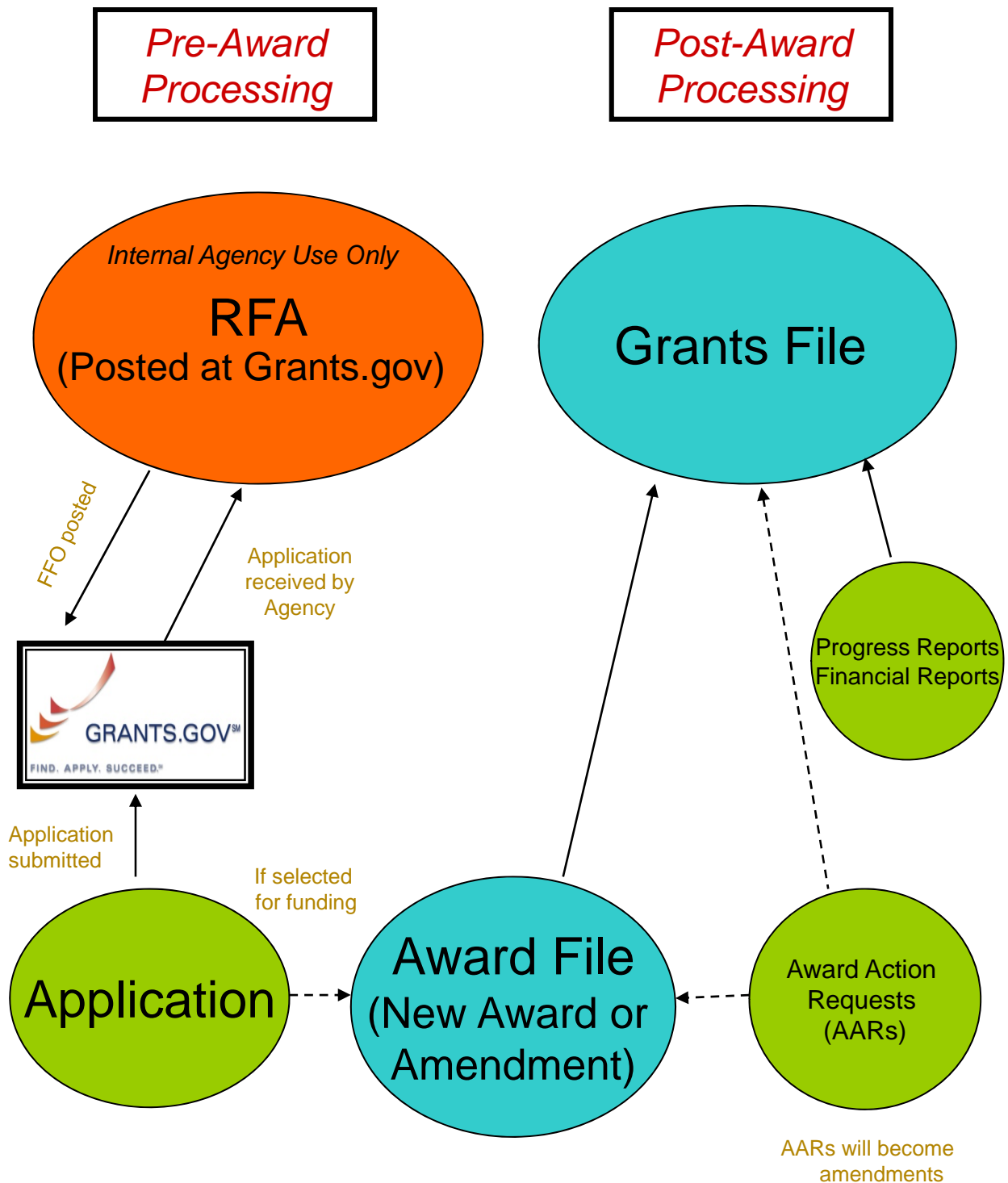- **Windows or Mac – Firefox 2.0 or higher**
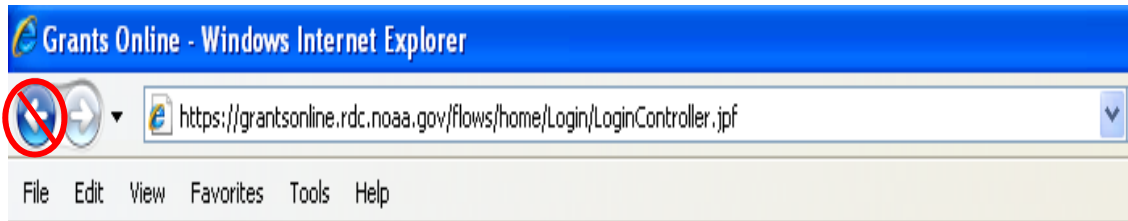
- **Google Chrome**

Grants Online and Grants.gov

General
Public

Hosted by HHS

Department
Of Commerce

Applicants

Recipients

Grants Online and ASAP

Recipients

Department of Commerce

Commerce Business Systems (CBS) – Manual Data Entry for NIST Finance

CBS
Financial System

Department of Commerce (NOAA and NIST)

Recipients

ASAP – Limited Manual Data Entry

Department of Treasury

Grants Online Document Relationships

Internal Agency Use Only

RFA
(Posted at Grants.gov)

Grants File

FFO posted

Application received by Agency

GRANTS.GOV℠
FIND. APPLY. SUCCEED.℠

Application submitted

If selected for funding

Application

Award File
(New Award or Amendment)

Progress Reports
Financial Reports

Award Action Requests
(AARs)

AARs will become amendments

Grants Online Helpful Hints

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

- **On the Home Page, click the "Forgot your username?" link to locate the Help Desk phone number.**
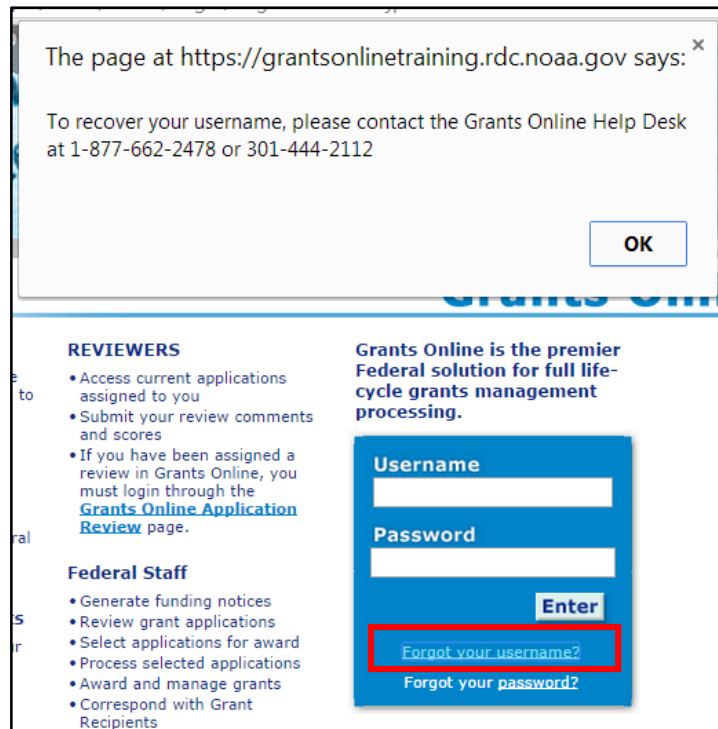
Grants Online Helpful Hints (continued)

- **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.

Competitions

Press Save before selecting the following link(s)

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

Add New

📁 Attachments:

Save	Create Publication(s)	Save & Continue	Cancel

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

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

Document Type   Status

All   Open   Apply Filter >>

9 items found, displaying all items.1

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

Large File Guidance

As a security measure, there is a 5 minute time limit for the download and upload of files. If the user uploads a file and it takes approximately 5 minutes, the file upload may appear to have been successful. To test the integrity of the uploaded file, download and attempt to open the file. If the file does not open, the file is probably corrupted – the attempt to upload was incomplete and therefore unsuccessful.

Solutions for File Upload Problems

- **To determine if the upload process resulted in a corrupted file, download the recently-uploaded file and compare the size of that to the original file.**

- **If most of the file uploaded before failing (indicated by a slight variation in the size of the two files), attempt to upload the file when there is less Internet traffic.**

- **Use a faster Internet connection and try the upload process again.**

- **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 Adobe Acrobat Professional or equivalent software is available; with the file open, from the File Menu, select Save as Other. From the subsequent dropdown menu, select Reduced Size PDF.

- **Options for recipients attempting to upload Progress Reports:**

    - Contact your Program Officer for acceptable options to upload the file (e.g., burn the document to a CD and mail to your Program Officer).

- **Options for Federal personnel:**

    - Contact the Help Desk to determine what additional solutions are available.

Solutions for File Download Problems

- **Download speeds are typically an order of magnitude faster than upload speeds; therefore, there should be fewer file download problems.**

- **Wait to download the file when there is less Internet traffic.**

- **Use a faster Internet connection to perform the download.**

- **Contact the Help Desk to determine what additional solutions are 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 Grants 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)*

- **Project Officer (EDA specific role)**

  - Fulfills roles of both the Program Office and Grants Office, with the exception of the final Grants Officer review and approval

Grants Management Advisory Council (GMAC) Contacts

NOAA/NESDIS	Ericka Rosier	301-683-3512
NOAA/NMFS	Dan Namur Dennis Taylor	301-427-8730 301-427-8270
NOAA/NOS	Kadija Baffoe-Harding Laurie Golden	240-533-0955 240-533-0285
NOAA/NWS	Carla Kirby	301-427-6923
NOAA/OAR	Brenda Alford	301-734-1174
NOAA/OED	Carrie McDougall Meka Laster	202-482-0875 301-628-2906
MBDA	Joann Hill Nakita Chambers	202-482-4826 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 Phil Saputo	202-482-3280 215-597-1811

NOTE: Contact Name & Phone Number based upon Dept. of Commerce or NOAA Personnel Directories -- Accessed: January 19, 2015

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 Standard Time**

  - Ready to start working in Grants Online?

    – Go to **https://grantsonline.rdc.noaa.gov**

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-XXX	Commerce Department 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
ERA	Electronic Recipient Acceptance
EIN	Employer Identification Number
FAADS	Federal Assistance Award Data System
FAIS	Federal Assistance Information Sheet
FALD	Federal Assistance Law Division of DOC
FCS	U.S. and Foreign Commercial Service, ITA
FFO	Federal Funding Opportunity
FFR	Federal Financial Report
FIPS	Federal Information Processing Standards
FON	Funding Opportunity Number
FPO	Federal Program Officer
FRN	Federal Register Notice
GMAC	Grants Management Advisory Committee (NOAA)
GMD	Grants Management Division (NOAA and NIST); other agencies use the term Grants Management
GO	Grants Officer
GS	Grants Specialist
HDQ	Headquarters (EDA Line Office)
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)

DOC Grants and Grants Online Acronyms

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
OIE	Office of Innovation and Entrepreneurship (EDA 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
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
RNTA	Research and National Technical Assistance (EDA Program Office)
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
TAAF	Trade Adjustment Assistance for Firms (EDA Program Office)
USEC	Office of the Under Secretary for Oceans and Atmosphere (NOAA Upper Management)

Grants Online User Roles - Federal

FUNCTIONS / ROLES	Cert FPO	UnCert FPO	Pgm Office Staff	Budget Officer (Auth Official)	Pgm Office Reviewer	Pgm Office Requestor	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.
CESU Manager (NOAA Only)	This role provides oversight for CESU (Cooperative Ecosystem Studies Units) Awards.
Commit1 **Commit2**	These roles are given to users responsible for entering grant commitments (reservation of funds) 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 Grants Management. Within Grants Online, only FPOs who are Certified can communicate between their own Program Offices and outside entities such as FALD, Grants Management, and Recipients. For instance, an Uncertified FPO cannot "Certify" a PO Checklist or forward an Award File to Grants Management. 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.

Grants Online User Role Definitions

Role	Definition
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.
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 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 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.
Lead Budget Officer	The Lead Budget Officer has the responsibility of maintaining all of the Unique Account Descriptor codes in the Grants Online system for a particular Line Office.
NEPA Official/Coordinator	The NEPA Official reviews and approves the NEPA documentation as part of an Award File prior to submission to Grants Management.
NEPA Reviewer	The NEPA Reviewer provides an additional review of the NEPA documentation as part of an Award File prior to submission to Grants Management.
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.

Grants Online User Role Definitions

Role	Definition
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 be 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.
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).

Grants Online Training

System Navigation

February 2016

Overview

This document provides step-by-step instructions that facilitate the Federal Program Officer's (FPO) navigation of the Grants Online system.

Accessing Grants Online

1. Type https://grantsonline.rdc.noaa.gov in the address bar of your browser to launch the Grants Online home page.

2. 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.
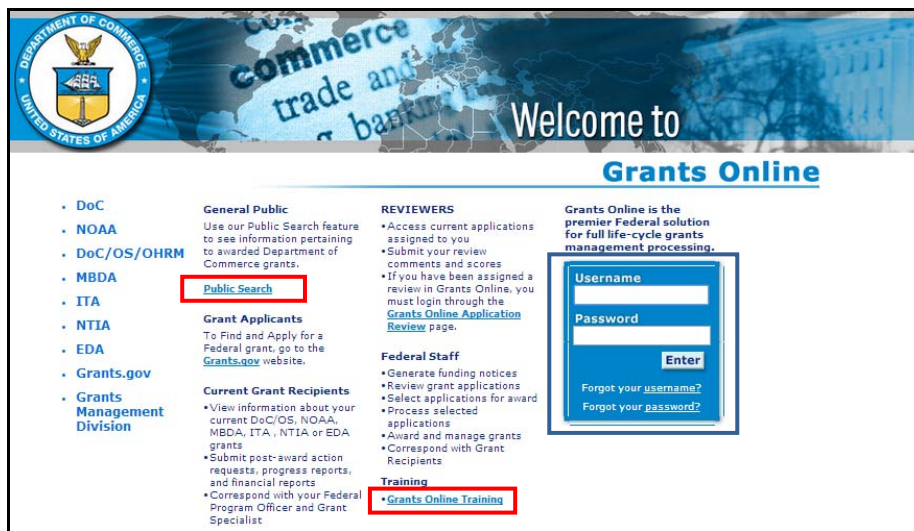
WARNING!

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 of his/her account. The user must click 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 most 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.
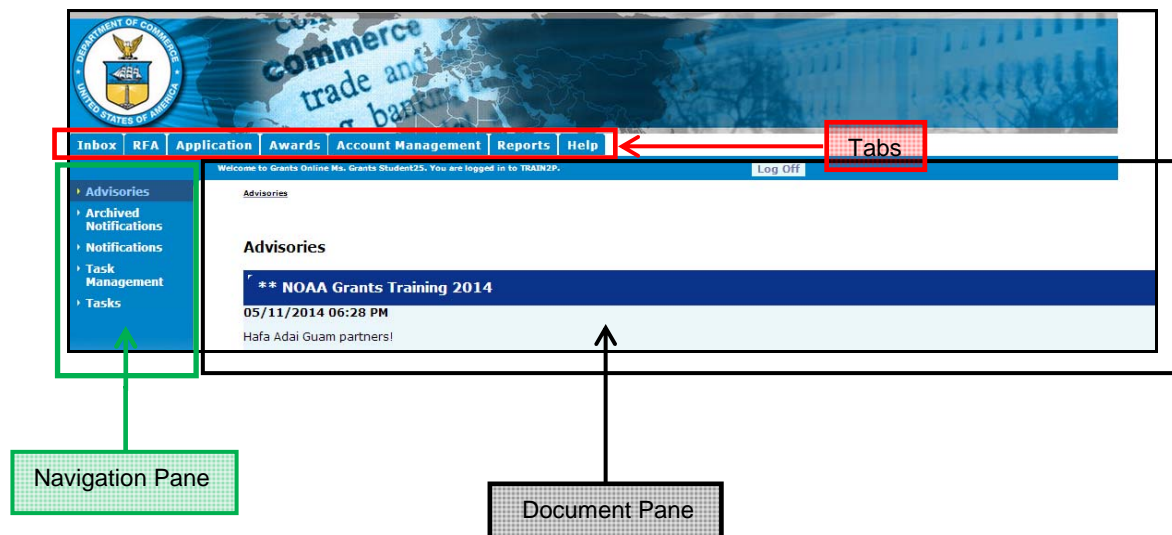
User Interface Features

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.
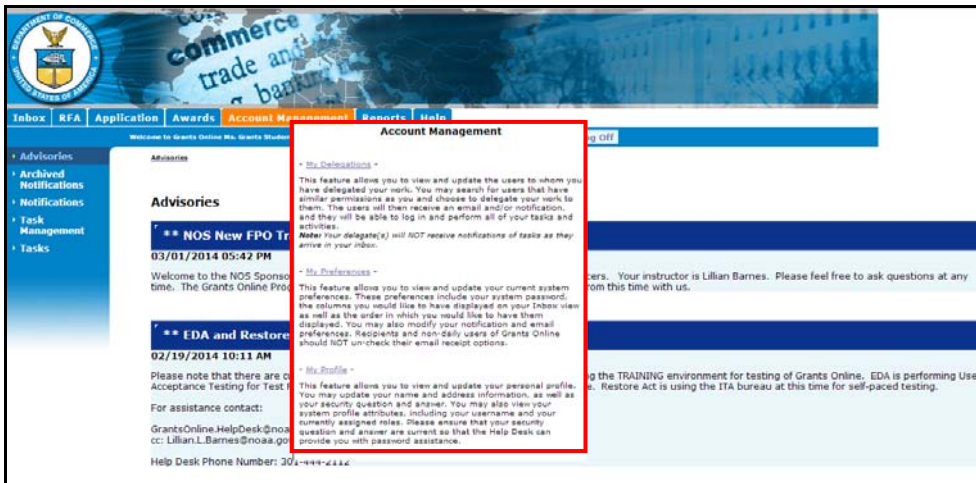
Breadcrumbs

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.
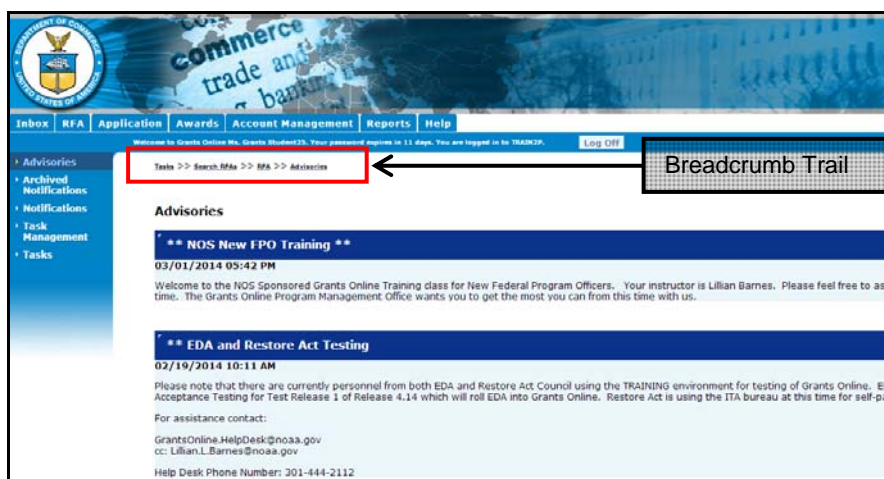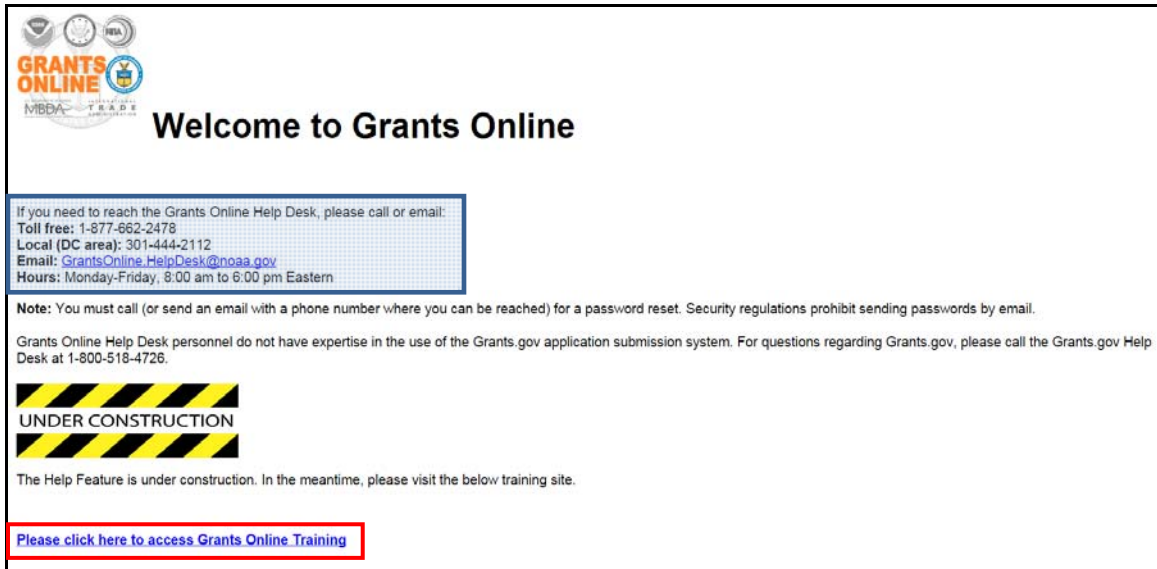
WARNING!

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. The Help Desk contact information and hours of availability are displayed in the blue shaded box. 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
Email notifications alert the user to an action or task s/he must complete. When the user selects a task, s/he has the opportunity to complete the action that has been assigned to him/her within the workflow.

Access a Task

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

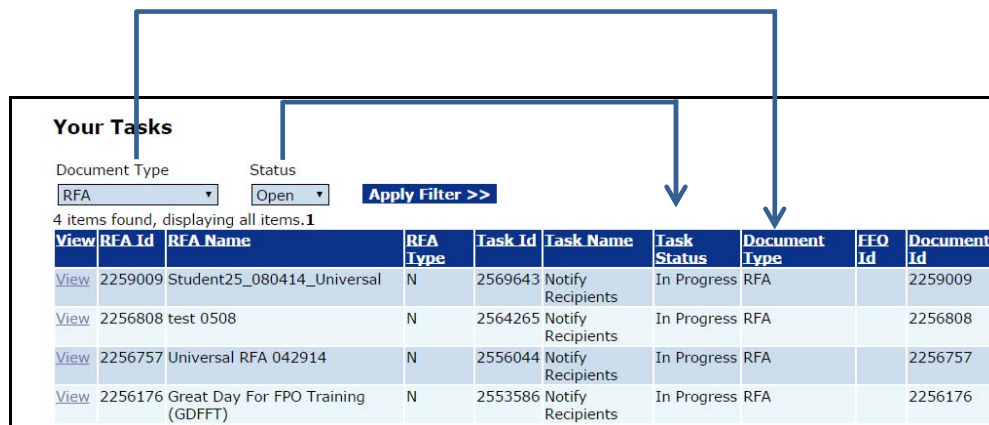1. Click the **View** link next to the task you wish to view.

Filter a Task

1. Select the Document Type from the dropdown list.

2. Specify the Status from the dropdown list.

3. Click the **Apply Filter** button.

4. The **Your Tasks** screen shows only the filtered tasks. In this example, only the Open (In Progress) RFAs are visible.

Account Management Tab

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

Manage the User Profile

1. On the Account Management Tab, click the **My Profile** link.
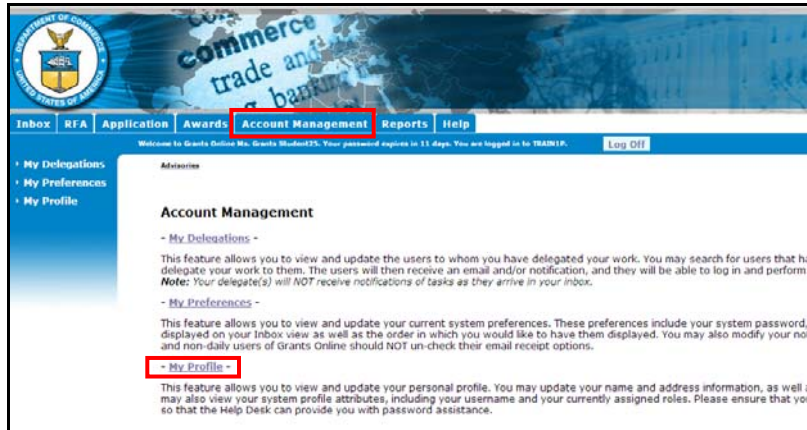
2. The Manage Profile screen is visible. Click the **Edit** link.
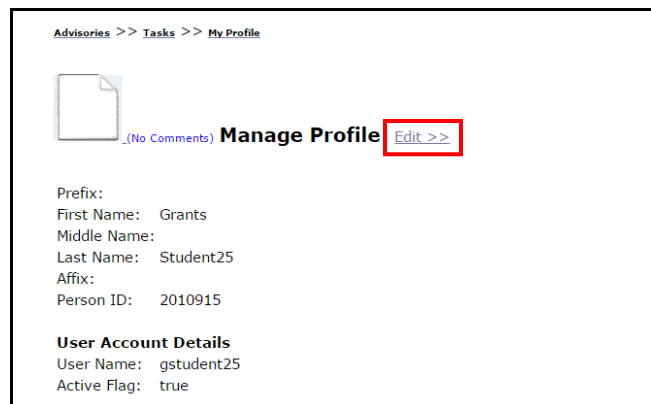
3. The user is presented with a screen on which s/he can modify his/her identifying account information. The variables First Name* and Last Name* are mandatory data entry fields.

4. Scroll to the bottom of the screen and click the **Save** button. An indicator that data was saved is accompanied by the message "**Save was Successful**" and is displayed at the top left-hand corner of the screen. Although not required, it is strongly suggested that the user click the **Save** button after each modification.

5. The Security Questions section displays the current questions and corresponding answers. Initially, when a user logs into Grants Online s/he must specify this information. To change or update the questions, click the **Edit Security Questions** button.

6. From the screen displayed below, the user can modify his/her questions and answers. Click the **Save button** and updates are confirmed with the message "**Security questions saved successfully.**" Subsequently, the user must click the **Save and Continue** button. If the user opts to just click the **Save and Continue** button, changes are saved but the message does not display.

7. To reset his/her password, the user must provide the correct responses to all security questions. If the user contacts the Help Desk for assistance with a password reset, s/he must provide an accurate response to <u>all</u> security questions. This assures the Help Desk that the user has the right to access the Grants Online account.

8. To update his/her affiliations, the user should click the **Details** link under the Affiliations header.

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

10. As per convention, the data fields with a red asterisk require data. Make the necessary changes and click the **Save** button. If the user opts to click the **Cancel** button, changes are not saved.

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

Users from other bureaus should contact the appropriate person in their organization to modify this information.

11. The final section on the Manage Profile screen cannot be modified without the involvement of GMAC and the Grants Online Help Desk.

Assigned Roles

Role	Org ID	Organization
Federal Program Officer - Certified	2002468	GOT One Commerce Program Office (OCPO)

Done

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

Security Questions

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

Edit Security Questions

Affiliations

Details	Org ID	Organization	Position	Phone	Address	E-Mail
Details	2002468	GOT One Commerce Program Office (OCPO)		301-555-1212	20020 Century Blvd, Germantown, MD 20874-1143 USA	testemail@msg2.rdc.noaa.gov

Assigned Roles

Role	Org ID	Organization
Federal Program Officer - Certified	2002468	GOT One Commerce Program Office (OCPO)

Done

User Preferences

The user may customize his/her viewing preferences 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.
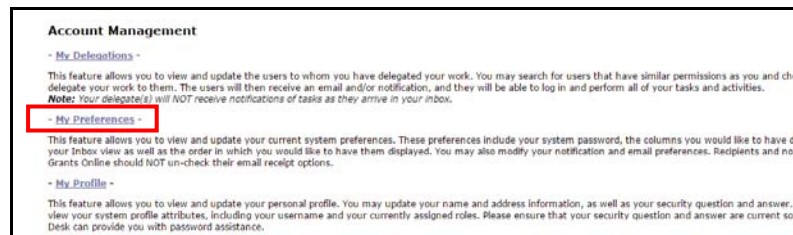
2. On the screen shown below, the user can customize the page size, number of breadcrumbs, the look and feel, and the workflow warning.

3. 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 using the checkboxes in the Email Inbox column (under the "Notification Preferences" section – top portion of the image below). Any modifications only impact 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 make modifications, click the **Tasks 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 on the Tasks portion of the screen.

4. For the **Task Preferences**, use the Up [Up] or Down [Down] buttons to select the column order that should display on the Tasks portion of the screen.

5. Click the **Save** button at the bottom of the screen. The user has to scroll to the bottom of the screen to see the **Save** button.
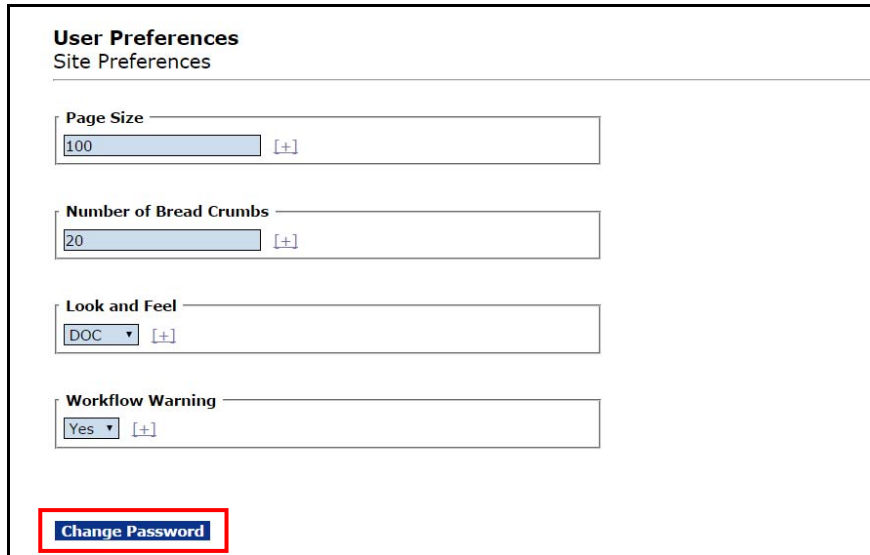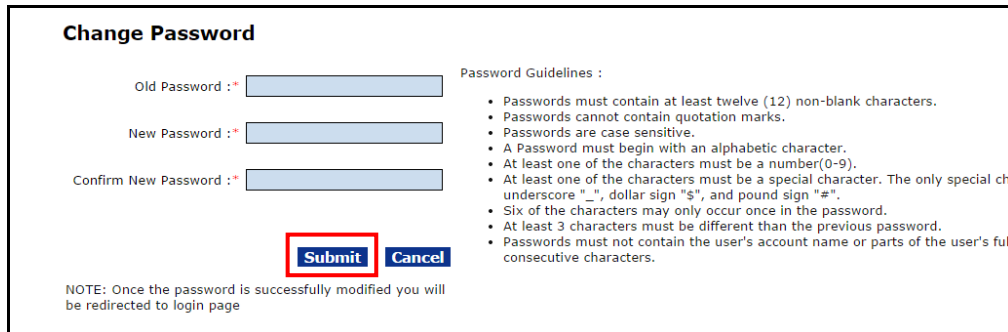
Change the Password

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.
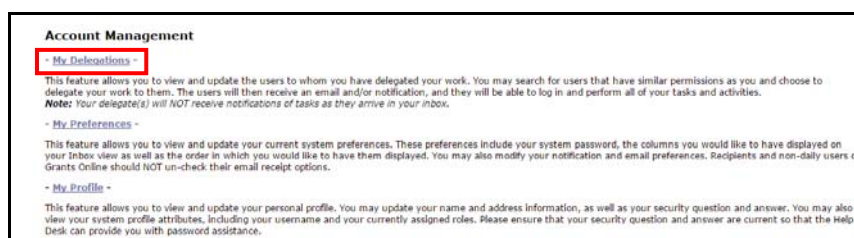
2. The Delegate Authority screen is visible.

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 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** link.

2. 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.

3. 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).
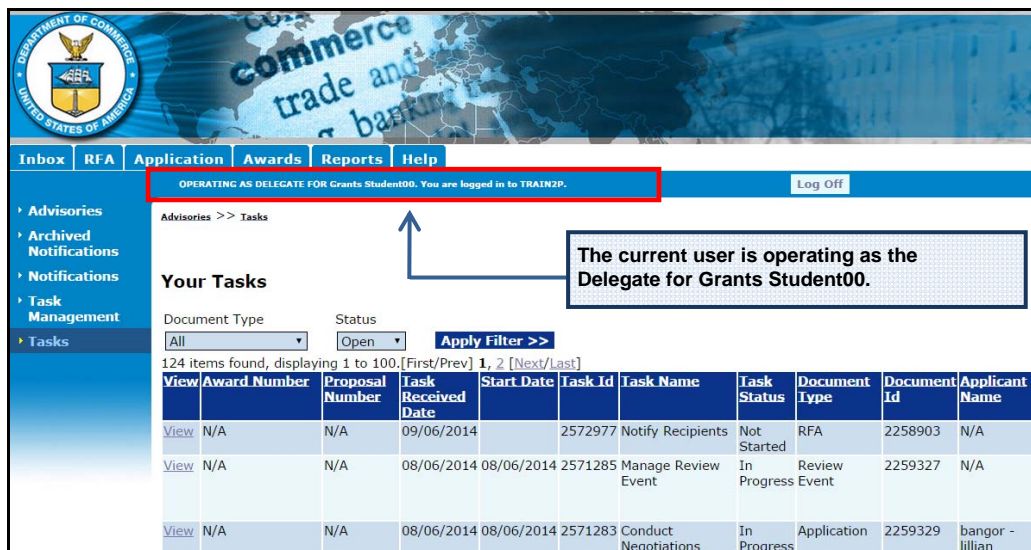
NOTE: When a user is signed into Grants Online as a delegate, the system will identify him/her as a delegate of that individual (see below). The tasks displayed on the screen are the tasks the delegate may perform on behalf of the original user. Both the user and the delegate can work in Grants Online simultaneously.

Grants Online Training

Universal RFA Creation & Application Processing

February 2016

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.

Universal Process – RFA Creation

Create RFA, Post Application Package Overview (UNI-1)
October 5, 2015
Version 4.17

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

Optional

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

End

11
Notify Recipients

10
RFA Creator

9
Post Application Package

RFA Details

RFA Header Information

Document ID	2199733
RFA Name *	Universal RFA
Fiscal Year *	2011 (YYYY)
Announcement Type	I
Funding Opportunity Number	NOAA-GOT-OCPO-2011-2002849
Line Office	Grants Online Training (GOT)
Assigned Program Office *	GOT One Commerce Program Office (OCPO)
Assigned Program Officer*	Student, Grants
CFDA Number *	11.999 - Grants Online Training Program
SubProgram	-Select a Sub Pro
RFA Type *	Noncompetitive

RFA Additional Information

Anticipated Funding Amount for All Recipients*	$
Application Due Date* (MM/DD/YYYY)	
Anticipated Award Date (MM/DD/YYYY)	

Selected Federal Addresses *
No addresses have been selected
View/Edit

Selected Federal Contacts *
No contacts have been selected.
View/Edit

Recipient Information/Application Deta
Add New

Search Addresses

Program Office Name:
Street Address:
City:
State: Please select a state
Zip:

[Search]

1

Search Results

Nothing found to display

[Add to RFA]

2

Selected Addresses for this RFA

One item found.1

	Program Office Name	Address
☐	GOT One Commerce Program Office (OCPO)	20020 Century Blvd, Germantown, MD 208

[Remove from RFA]

[Done]

3

Mission Goals Information * No mission goals have been selected.
View/Edit

Application Routing *
No Program Officers are assigned to receive applications
View/Edit

Application Package *
An application package has not been selected.
View/Edit

Minimum Requirements *

Priority	Requirement Name
1	Received on Time
2	Correct Federal Funding
3	Correct Match
4	Complete Application

View/Edit

Special Award Conditions
No Special Award Conditions are associated with this RFA.
View/Edit

Matching Requirements
No Matching Requirements have been defined.
View/Edit

📁 **Attachments:**

No attachments.

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

[Save]   [RFA Routing Slip – Start Workflow]   [Cancel]

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

Select the RFA Tab & the Create RFA link

Select the option to copy RFA from existing or create new RFA

Create via links on RFA Details

Start

1 **RFA Creator**

2 RFA

3 RFA Name, Fiscal Year, CFDA Number, Universal RFA Type

4 RFA Routing Slip (select optional reviewer if needed)

5 Start Workflow
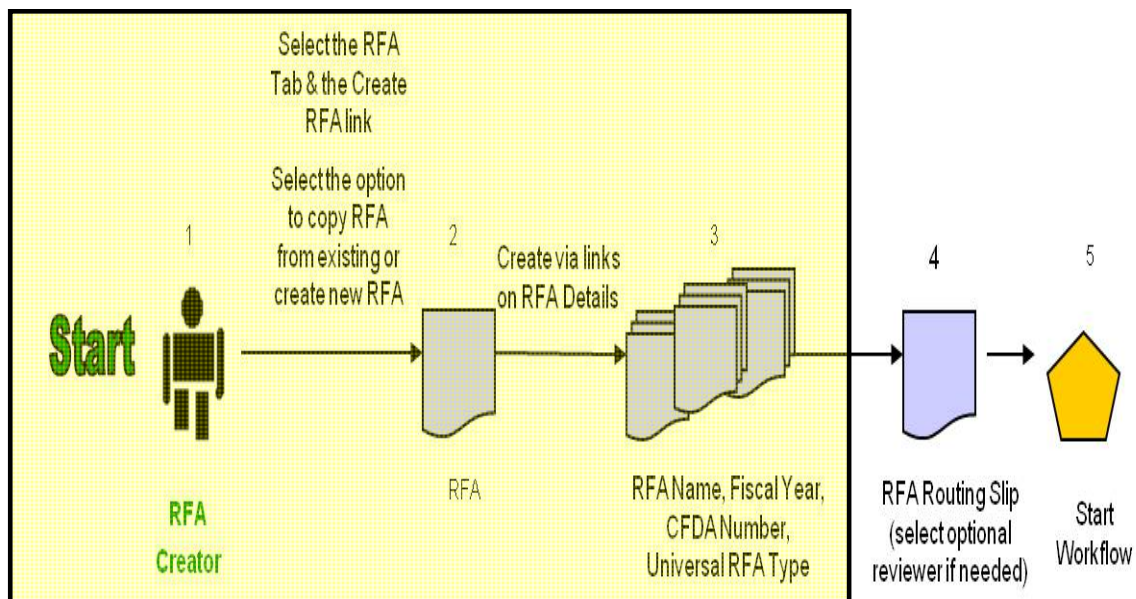
Application Package

Select a Form Family : *   SF-424

Select a Template : *   NOAA - Non Construction v2

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

Optional Forms
Other Attachments Form
SF-LLL

📁 **Attachments:**

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

Save   **Cancel/Done**

Matching Requirement

Statutory Authority : *   Stat Authority goes here.

Minimum Cost Share (%): *   5

Maximum Cost Share (%): *   20

Save

Special Award Condition Details

Name: *   Programmatic SAC

Description: *   SAC Description goes here.

Spell Check

Save **Done** **Cancel**

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.

Select the RFA
Tab & the Create
RFA link

Select the option
to copy RFA
from existing or
create new RFA

Create via links
on RFA Details

1   2   3   4   5

Start

RFA
Creator

RFA

RFA Name, Fiscal Year,
CFDA Number,
Universal RFA Type

RFA Routing Slip
(select optional
reviewer if needed)

Start
Workflow
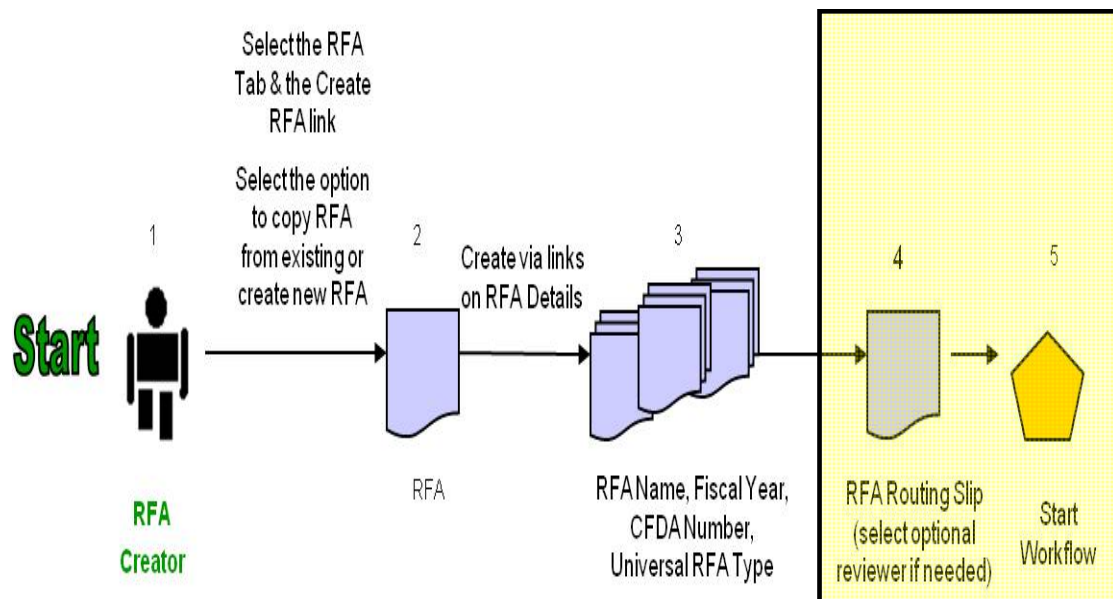
Routing Slip

RFA Creator

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

Participant Name	User Name
RFACreator	Grants Student

Optional Reviewer

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

Nothing found to display.

Add Optional Reviewer

RFA Publisher

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

Participant Name
RFAPublisher

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

Grant Applicant Email

From: GrantsOnLine.test@noaa.gov (GrantsOnLine.test@noaa.gov)

To: grant.applicant@gmail.com

Date: Wednesday, December 10, 2014 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.

The Grants.gov URL is: *__http://www.grants.gov__*. If not registered for Grants.gov, please begin the registration process immediately. It can take up to 2 weeks to fulfill all the registration requirements.

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

1. From the Grants.gov home screen, click the **Applicants** tab.

2. The user may click either the **Search for Grant Opportunities** link or the **Apply for a Grant Opportunity Today** link.

3. If the user selects the **Apply for a Grant Opportunity Today** link, click the **Download Application Package** button.

4. Enter the following Funding Opportunity Number:

    - NOAA-ONPO-2015-2001279

5. From the Actions column, click the **Select Application Package to Download** link.

6. The user should supply his/her email address so s/he can be notified of changes to the application before the closing date. If the user does not provide an email address, s/he cannot be apprised of changes to the application requirements. This limits his/her knowledge of **all** conditions that must be met to be selected for an award.

7. Click the **Download Application Instruction** link.

8. Click the **Download Application Package** link.

9. Complete the fillable pdf form and submit.

Information on the NOAA Request for Applications (RFA):

RFA Name:	Generating Sample Notifications
Fiscal Year:	2015
CFDA Number:	11.999
Opportunity Number:	NOAA-ONPO-2015-2001279
Agency:	National Oceanic and Atmospheric Administration
Opening Date:	2014-12-10 10:54:01.0
Pgm Office:	One NOAA Program Office (ONPO)
Pgm Officer:	Program Officer
Closing Date:	2015-09-30 17:30:00.00

NOTE: Please contact the NOAA Program Officer for verification of when an 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

Universal Process – Applications and Review Event

Applications and Review Event Overview (UNI-2)

October 5, 2015
Version 4.17

Receive applications

- 1a Grants.gov
- Applications submitted via Grants.gov
- Start
- 1b NOAA — Input Paper Applications for RFA
- 2 RFA
- 3 Assigned Program Officer
- 4 Review Minimum Requirements Checklist (1 Per Application)
- 5 Approve/Reject Minimum Requirements Checklist (1 Per Application)
- End
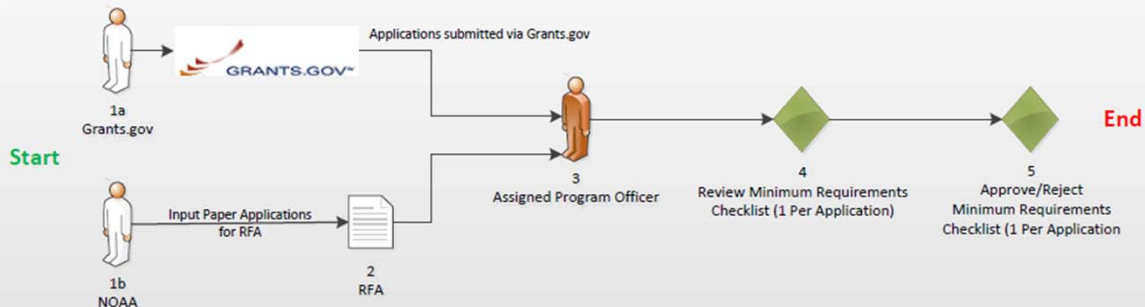
Review Reviewer Instructions

- "Review Reviewer Instructions" document is available, but not a task.
- 6 Assigned Program Officer
- 7 Review Reviewer Instructions
- 8 FALD
- 9 Clear Reviewer Instructions
- End
- Select Applications global option becomes available after Review Instructions workflow is completed if there is no Review Event

Review Event Workflow

Only if Review Event Exists

- Review Events are optional in Grants Online.
- Review can be conducted using Grants Online functionality or outside of Grants Online

- 10 Assigned Program Officer
- 11 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 Assigned Program Officer
- 13 Close Review Event — Global Option Available without a task
- End
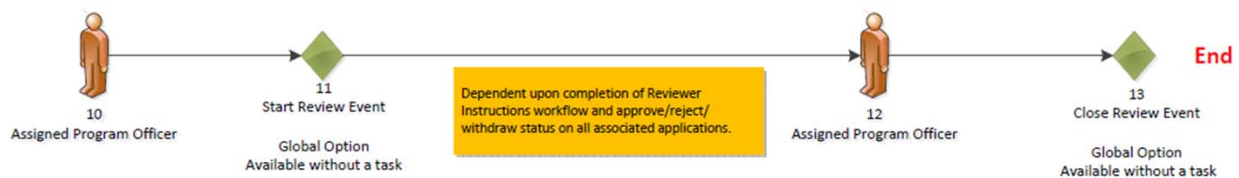
A Review Event is optional for the Universal process.

Applications submitted through Grants.gov

Start → 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:
Project Type: ○ Construction ◉ Non-Construction ○ Both
Principal Investigators-Project Directors:
Keyword(s):
Principal Place Of Performance : [Search FIPS Data] Guidance

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: * 10/01/2015   Project End Date: * 09/30/2019   Submitted Date:
State Received Date: Federal Agency Received Date: * 02/01/2015   Time: * 05:00
Applicant Identifier: State Application Identifier: Federal Identifier:

Applicant Information
Legal Name: * NonComp App
Department Name:
Division Name:
Duns Number: (9 or 13 digit number)   EIN Number: (xx-xxxxxxx)

Street:
City: County:
State: * Maryland   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: * For-Profit Organization (Other than Small Business)
Type of Applicant2: Please Select Applicant Type
Type of Applicant3: Please Select Applicant Type
Descriptive Title of Applicant's Project: * Training App 1
Project Areas:
CFDA Number: * 11.413 - Fishery Products Inspection and Certification

---

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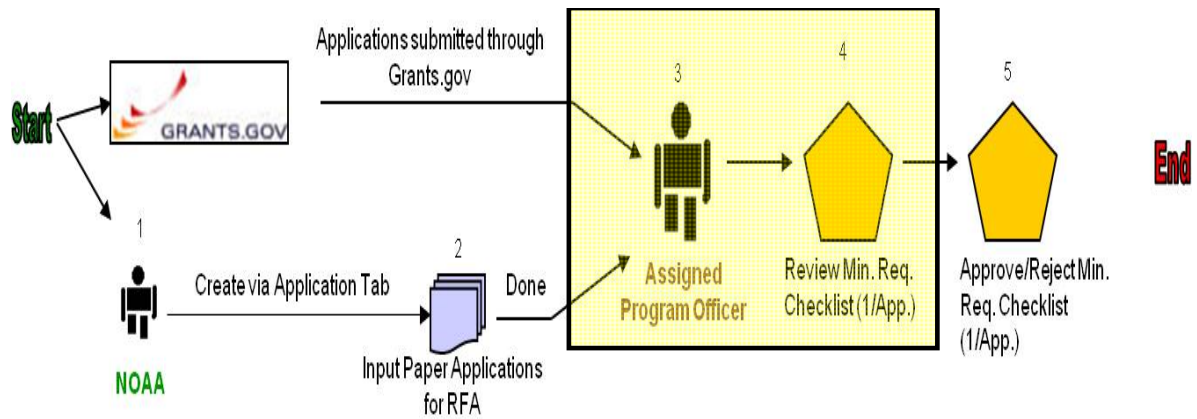
View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award N
View	1364984	Review Min. Req. Checklist	Not Started	Application	2138624			N/A
View	1364983	Notify Recipients	In Progress	RFA	2138600	12/01/2008		N/A

2 items found, displaying all items. 1

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 using the EIN or DUNS.

Grants Online info is manually checked against the SAM record.

Application (DUNS is entered on SF-424)

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
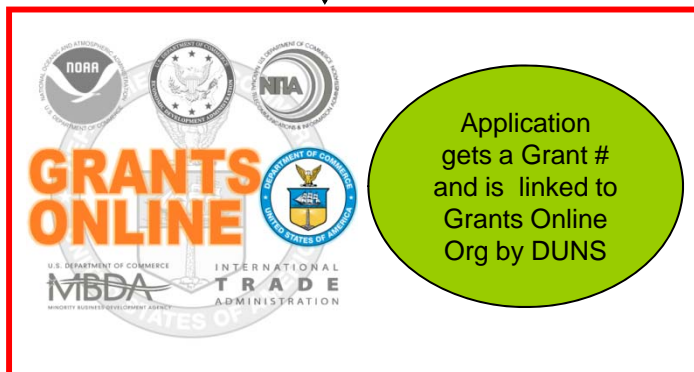
Application gets a Grant # and is linked to Grants Online Org by DUNS

GRANT #, DUNS

Universal Process – Prepare Applications for Funding

Prepare Applications for Funding Overview (UNI-3)

January 27, 2016

Version 4.18

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

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.

"Review Award File" Task is placed into Grants Specialist's Inbox when FPO forwards Award File.

3 PO Checklist
4 PO Checklist
5 Complete PO CheckList
6 Certify PO Checklist

BAA Only **6A** FALD
6B No Legal Objection
6C Assigned Program Officer

31 Forward Award File to Grants Specialist

1 Assigned Program Officer

HSV **2** Conduct Negotiations

7 NEPA
8 NEPA (NOAA, EDA and NTIA)
9 Review and select NEPA Official
10 Selected NEPA Official
11 Approve NEPA

Option to establish additional NEPA reviewers.

Interfaced Awards Only

12 Procurement Request
13 Procurement Request
14 Complete and Forward Each Document
15 Requestor
16 Approve Procurement Request
17 Request Authorizing Official
18 Approve

HSFP

EDA Only
19 Commit1 Approver
20 Approve
21 Commit2 Approver
22 Approve

Option to establish additional PRCF reviewers.

If needed, you can renegotiate and make any changes before forwarding the Award File to GMD (See separate "Renegotiation" Process Map).

23 Data Quality Validator
24 Validate Org Profile (CCR)
25 Vendor Data Control
VV
26 Initiate Get Vendor Info
27 Vendor Data Control
VC
28 Accept Vendor Info/ Request New Vendor

Create New Vendor
Choose Current Vendor

Automated Task
29 Grants Online System Admin
30 Link Vendor with Org Profile

End

---

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
View	Notify Recipients	N/A	02/05/2011	RFA	N/A	In	2199760	1795525	02/05/2011		N/A	N/A

Application Submission Type and Date Information

Type of Submission: ○ Application ○ Pre-Application ○ Changed/Corrected Application
Type of Application: ○ New ○ Continuation ○ Revision ○ Renewal ○ Resubmission
If Revision, select appropriate letter(s): -Select a Revision Type- ▼

Use format MM/DD/YYYY for date fields.

Project Start Date: * `10/01/2015`	Project End Date: * `09/30/2019`	Submitted Date:	
State Received Date:	Federal Agency Received Date: * `02/01/2015`	Time: * `05:00` `PM ▼` Eastern	
Applicant Identifier:	State Application Identifier:	Federal Identifier:	

Applicant Information

Legal Name: * `NonComp App`   **Org Lookup**
Please Associate an Organization within Grants Online using the Org Lookup button.

Department Name:
Division Name:
Duns Number: * `123456789`   EIN Number: *
(9 or 13 digit number)   (xx-xxxxxxx)

Street:
City: County:
State: * `Maryland ▼`   Province:
Country: Zip:

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
Address-City
DUNS Number   `123456789`
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, Tamuning, GU 20000 GUM	123456789		987654321			true
Select	1000059	St Martin Parish Police Jury	NOAA	P.O. Box 9, St. Martinville, LA 70582 USA	123456789		726001273			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).

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.

Add Organization

Add Organization

*****PROVISIONAL ORGANIZATION*****

Description

Organization Type *	External Recipient ▼
Bureau *	National Oceanic and Atmospheric Administration (NOAA) ▼
Applicant Type	Other ▼
Organization Name *	An Organization that is External to NOAA

Identification

Duns Number (9 digit number)	987654321	+4
EIN Number (xx-xxxxxxx)	123456789	
MSI Code	- not specified - ▼	Search MSI List

Note: Addresses must match the physical and mailing addresses in the SAM for the associated FFATA DUNS. The Physical Address is the address used for searching and viewing throughout the system.

SAM Physical Address

Street Address *	1457 Main Street	
City *	Germantown	
County		
State *	Maryland ▼	Zip * 20874
Country *	United States ▼	
Phone *	301-123-9876	

SAM Mailing Address

SAM Mailing Name		
Street Address		
City		Note: Leaving the City blank will copy the Physical address on Save >> Exit.
State	Please select a state ▼	Zip
Country	United States ▼	

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).

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
View	Notify Recipients	N/A	02/05/2011	RFA	N/A	In	2199760	1795525	02/05/2011		N/A	N/A

Step 2: *Select Construction, Non-Construction or Both*

Step 3: *Authorized Representative Lookup – Find Auth Rep in database*

Step 4: *Generate New Award Number or Associate with Existing Award*

We are currently working on a new award. When working on a continuation amendment, the user will only have the option to select an organization identified on the original award.

3
PO Checklist

P

HSV

No Procurement Request for
Zero Dollar Awards

1
Assigned
Program Officer

2
Conduct
Negotiations

7
NEPA
(NOAA, NTIA, EDA
Only)

To
Provisional
Organization
Workflow

12
Procurement
Request

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	La
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	

Your Tasks

Document Type   Status
All ▾   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
View	Complete PO Checklist	NA11GOT9990039	02/02/2011	PO Checklist	Test/Training App 1 for Release 4.06 Comp RFA	Not Started	2199723	1795340			Institute for Community Managed Resources (ICMR)	LB Test App 1
View	Assign Award Number/Recipient	N/A	01/04/2011	Application	Test App for 4.05 Process Maps	In Progress	2199526	1794572	01/25/2011		Institute for Community	LB - Tes App 1

(NEPA - NOAA, NTIA, EDA Only)

- 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 chooses **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 will have either two (2) or 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.) Only NOAA, NTIA, and EDA receive the NEPA Document. The other bureaus only receive the PO Checklist and the Procurement Request.

- An Award File has also been created in the database. These tasks will move along separate workflow paths but will become a part of the same Award File in the Grants Specialist's Inbox. The 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 documents that comprise the Award File are complete. The user should periodically check the Workflow History to ensure the Procurement Request (and if appropriate the 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 the user completes the PO Checklist.)
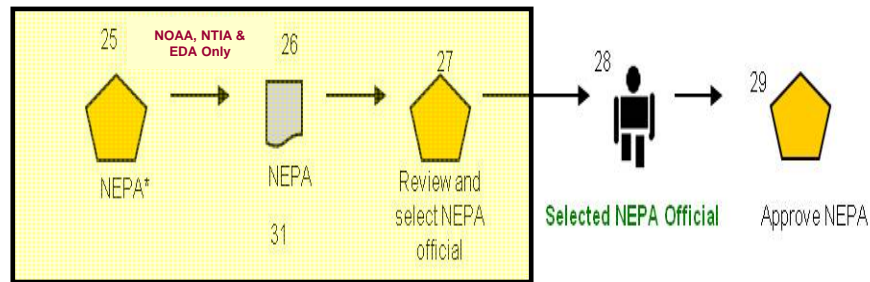
NEPA Environmental Review Requirements

📁 **Attachments:**

No attachments.

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

Guidance

a.) Level of Review

Indicate below the level of environmental review that has been
conducted for the proposed action.

○ Categorical Exclusion (Attach memo if required.)
Select/View CE
Nothing found to display.

○ Finding of No Significant Impact associated with Environmental
Assessment Programmatic Environmental Assessment.

○ Record of Decision associated with Environmental Impact Statement.

○ Other - Explanation in Attachment.

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 ○ Special Award
YES   Condition

c.) Post Award NEPA Review Process

Does the proposal include funding for one or more projects that have not
yet been identified and therefore NEPA review cannot be completed?

◉ NO ○ Special Award
YES   Condition

d.) National Historic Preservation Act

Indicate below the conclusion of the review conducted per section 106 of
the National Historic Preservation Act:
○ No potential to cause effects (36 CFR § 800.3(a)(1))
○ No historic properties affected (36 CFR § 800.4(d)(1))
○ No adverse effect (36 CFR § 800.5(d)(1))
○ Adverse effects resolved (36 CFR § 800.6)
◉ Not Required

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

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

Categorical Exclusions

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

NOAA, NTIA, and EDA ONLY

From the Action dropdown menu, choose **Complete NEPA Document** and click the **Submit** button. The NEPA Details screen displays four questions for which the user must provide a response. After responding to the questions, add any relevant attachments and identify the NEPA Official who will perform the final NEPA approval.

NOTE: The user can opt to send the NEPA document to NEPA Reviewers prior to forwarding to the NEPA Official. In that scenario, the NEPA document is sent to all identified NEPA Reviewers for the user's Program Office. The NEPA Reviewer who acts on the task first is the "owner"; the task is removed from the Inbox of all remaining NEPA Reviewers.

For this class choose **Internal Reviewer** as the NEPA Official. After clicking **Save and Return to Main**, choose **Forward NEPA Document** from the Action dropdown menu and click the **Submit** button. The user is redirected to his/her Inbox where s/he will see the NEPA Document task is no longer visible. The task has advanced to the next step in the workflow. The user can locate old tasks by changing the filter on his/her Inbox from "Open" to "Closed."

NOTE: For additional information regarding the NEPA process, please reference:
http://www.corporateservices.noaa.gov/grantsonline/NEPA_Guidance.html

30 Procurement Request

31 Procurement Request

32 Complete and Forward Each Document

33 Requestor

34 Approve Proc. Req.

34B

35 Request Authorizing Official

36 Approve

34A Optional Reviewer
If additional reviewer(s) are selected

Approve Procurement Request

Option to establish additional PRCF reviewers between the Requester and Authorizing Official
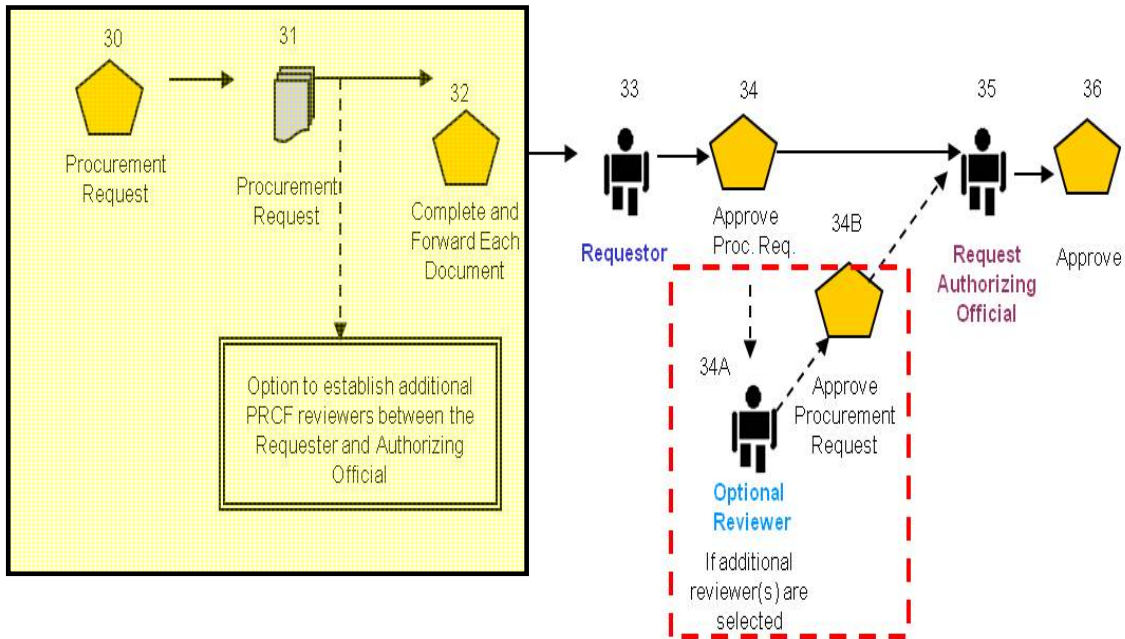
Request Authorizing Official: *
None Selected.
Search

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

Requestor: *
None Selected.
Search

Federal Share: * $ 500,000.00   Requisition Number: *

Affected Reference Number: NA16NMF4130006   EIN: 987654321   DUNS: 123456789

To: *
TEST ORG INC.
123 Germantown Road Germantown, MD 20876

Description: *
CFDA Number: 11.413
Project Start Date: 2015-10-01
Project End Date: 2019-09-30
Grant Type: not entered
Project Description: Training App 1

The ACCS is valid
Validated: true
Bureau (xx): *   14
Fund (xx): *   1
Fiscal Year (yyyy): *   2016
Project Task: 28LEF29 - P00
Program Code: 02 - 21 - 16 - 001
Organization: 30 - 31 - 0002 - 00 - 00 - 00 - 00
Object Class: 41 - 11 - 00 - 00
Unique Account Descriptor: Select Descriptor   ype: X
Amount: * $2,000.00   ear Fund: No ▼

Save   DWValidate   Cancel/Done

Add New ACCS Line

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account ID
14	1	2016	30-31-0002-00-00-00-00	02-21-16-001	28LEF29-P00	41-11-00-00	$2,000.00	N	Yes	---

2

3

1

The Fiscal Year can be changed by the FPO to use Prior Year Funds

Automatically filled in after Authorizing Official and Requestor have been selected

Accounting - ACCS Lines *
One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account ID	Action
14	1	2016	30 -31 -0002-00-00-00-00	02-21-16-001	28LEF29-P00	41-11-00-00	$125,000.00	N	Yes	COUNCILCOMMISSION---	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

- Next, click the **Procurement Request** task from the Inbox and then choose **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., gstudent01)). Click the **Save** button.

- Now the Requisition Number and Ship To boxes have been populated 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. If necessary, this field can be manually updated.

FY 2015 UPDATE

- The Department of Treasury's Bureau of Fiscal Services mandated changes that impact how some NOAA awards are processed by Automated Standard Application for Payments (ASAP). Prior to FY 2015, all NOAA Awards were processed as *Regular Accounts*. Going forward (starting with FY 2015) new NOAA awards, except Cooperative Initiative (CI) awards, will be processed as *Control Detail Accounts*.

- For a detailed discussion of the conventions and rules associated with *Control Detail Accounts*, please refer to the Training Manual reference: *http://www.corporateservices.noaa.gov/grantsonline/Documents/ASAP_FPO2015Feb.pdf*

- The essential data entry requirements for the two award types, and the corresponding ACCS Lines, will be discussed at a high level.

Regular Accounts

- When a recipient logs into ASAP to draw down funds from a Regular Account award, s/he requests an amount that will be deducted from the total balance of the award's authorized funds. When entering the ACCS Lines for this type of award, standard procedures will apply.

Control Detail Accounts

- Each Control Detail Account award has an authorized total award funding amount. The total award funding amount is divided into to smaller sub-units, each of which is associated with a Unique Account ID. When requesting payments from the award account, the recipient must specify one or more Unique Account IDs and the draw down amount for each Unique Account ID. When entering the ACCS Lines for a Control Detail account, additional requirements apply.

- To facilitate the use of Unique Account Descriptors, a new Grants Online role has been created – the Lead Budget Officer. The person in this role is responsible for maintaining all *Unique Account Descriptor codes* in the Grants Online system for a particular Line Office.

ACCS Lines (Regular Accounts)

- The user must supply data for the ACCS Lines. To complete this task, click the **Add New ACCS Lines** link. The "Fiscal Year" defaults 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.

ACCS Lines (Control Detail Accounts)

- To supply data for Control Detail Accounts ACCS Lines, click the **Add New ACCS Lines** link. As for the Regular Accounts, the "Fiscal Year" defaults 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.

- In addition to the usual information, a Unique Account Descriptor and a Fund Type must be entered.

  - When data for Project, Task, Organization, Object Class, and Amount is entered; Fund Type is populated based upon the Project and Task.

  - Click the **Save** button.

  - The new ACCS Line displays at the bottom of the screen.

  NOTE: The Data Warehouse (DW) Validation is an optional step for the Federal Program Officer or Program Office staff user. That step is not a prerequisite to add the Account Descriptor. However, DWValidate must be completed before the Budget Officer can approve the Procurement Request.

  - Click the **Select Descriptor** link to specify the Unique Account Descriptor.

  - Based upon the line office, a list of the available Unique Account Descriptor is visible.

  - To filter by a Program Office, choose the appropriate Program Office from the dropdown list and click the **Apply Filter** button.

  - Click the **Select** link next to the Unique Account Descriptor to complete the ACCS Line information that should be added to the Procurement Request.

- **After entering the ACCS information.**
  - Click the **Save** button.
  - Click the **DWValidate** button to validate the data against the CBS Data Warehouse tables. If the validation is successful, the Program Code is populated.
  - When the user enters a valid ACCS Line, the words *"The ACCS is Valid"* displays at the top of the "Accounting – ACCS Line" section of the screen. In addition, the word *"True"* displays next to the Validated field.
  - Click the **Cancel/Done** button to return to the previous screen.
  - Continue to process and forward the Procurement Request as usual.

- **A validated ACCS Line for a Regular Account:**

- **A validated ACCS Line for a Control Detail Account (includes Unique Account Descriptor):**

Accounting - ACCS Lines *
No CD435 ACCS Lines have been defined.
Add New ACCS Line
PRCF Total for this Award action: $0.00
Total Federal funds authorized for this Award action: $5,000.00

Procurement Request Official Comments

Save | Save and Return to Main | CBSValidate | Cancel

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.

CBS Result

Vendor Validation ; Sl.No 1; VendNo 90600;VendId 1;Tin 205533272;Duns 602201043;Active Y;
Item_No 001; Line_No 1; CD435_ACCS_ID 2025511;
Error - Org4 0; Invalid or inactive Org 4 Code;
Item_No 001; Line_No 1; CD435_ACCS_ID 2025511;
Error - Can not find the mask in FM001 -13-14-SAE0000-10-01-0005-00-00-00-0041-11-00-00;

Cancel

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 validation 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."

- Click **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 choose **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. Choose **Approve Procurement Request** from the dropdown menu.

Flowchart (left to right):
21 — PO Checklist → 22 — PO Checklist → 23 — Complete PO Checklist → 24 — Certify PO Checklist → 24a — Award File → 39 — Forward Award File to Grants Specialist
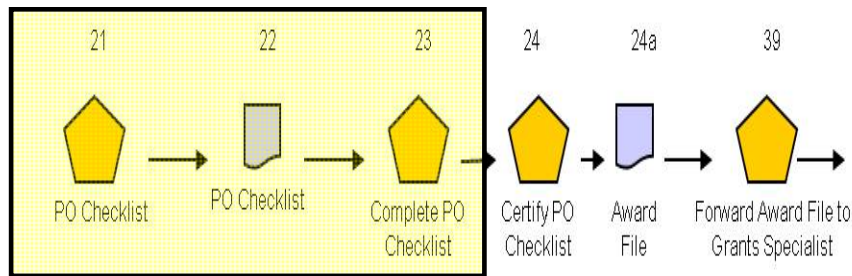
PO Checklist - NA14GOT9990103

📁 **Attachments:**

No attachments.

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

General Award Information
Application Organization: SKILLIGALEE INC   State: MD
Applicant's EIN and DUNS numbers have been verified:* ☐

Grant Type *   Guidance
○ Grant
○ Cooperative Agreement
If Cooperative Agreement, enter Cooperative Agreement Special Award Condition

Statutory Authority *   Guidance   Audit Trail: 📇

Project Description/Abstract *   Guidance

[ ] **Spell Check**

IMPORTANT: PLEASE REVIEW CAREFULLY for spelling or punctuation err[...]
(as can occur with copy/paste from Word).

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 Grants Management.

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

- The user should verify the accuracy of the EIN and DUNS; indicate verification by marking the checkbox on the General Award Information section of the screen. Verifying those two variables will diminish the possibility of errors that delay receiving applications and processing the award.

- 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 Process

GMD Review, Obligation, Approval and Award Offer (GMD-1)   October 8, 2015

Version 4.17

"Review Award File" Task is placed into Grants Specialist's Inbox when FPO forwards Award File. A task also goes to Public Affairs to attach Press Release. (Canceled if no action taken as of GO approval -Step 10.)

1 Grants Specialist

2 Complete GMD Checklist

3 GMD Checklist — Done

4 Complete CD-450/451

5 CD-450/451 — Done

6 Award File Final State PO Checklist, NEPA, Procurement Request, GMD Documents

6a FALD/OIG Optional Workflow

7 Forward to Grants Officer

Nightly Upload to CBS DW for ARRA File generation for FAADS/USASpending

Award Files cannot be signed by Grants Officer if there is a pending amendment.

Nightly Upload to MARS

ASAP Only — AUTOMATED TASK

16 ASAP Authorizer

15 ASAP Authorization

AUTOMATED TASK

14 Record Grants Officer Approval

13 Grants Officer

12 CBS 1st/2nd Approval

11 CBS 1st/2nd Approver/ CBS Interface

Validation Successful

10 Initiate Award Obligation

9 Review CD-450/451

8 Grants Officer

Legislative Affairs

(Interface to WebDocFlow for all Bureaus except EDA)

(IF NOAA , Grants > $100,000 Only) OR (If Other Bureau, all Grants)

(IF NOAA , Grants > $500,000 Only) OR (If Other Bureau, all Grants)

17 Bureau OLIA (OLA)

18 Clear Award File

19 Department OLIA

20 Clear Award File

ASAP Only

*AUTOMATED TASK (based on Data Warehouse Records, not CBS Interface)

21 Finance Office

22 ASAP Certification

23 Recipient Authorized Representative

24 Accept/ Decline

Accept — END

Decline

CD-450 – Closeout Process or CD-451 – De-ob Process (Declined Workflow - See DA-1 and DA-2)

76

- When the Award File has been forwarded to Grants Management there are several additional steps that take place before the award offer is sent to the recipient.

- If funds have been removed from the ASAP accounts used on the "Procurement Request" after the award file was sent to Grants Management, 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.

- For non-NOAA bureaus (except EDA) using Grants Online, all awards are routed to WebDocFlow for OLIA clearance, irrespective of award amount. In addition, this rule applies to awards that require bureau-level OLA clearance. For NOAA, the determining factor for WebDocFlow routing is the award amount. For EDA, the OLIA and OLA tasks are manually cleared.

Federal Program Officer Training Agenda

Day 2

Competitive RFA / Federal Funding Opportunity (FFO) Creation Application Review and Processing
Introduction and Agenda
Online Demonstration/Process Maps   Hands-On Participation – Creating a Competitive RFA
Online Demonstration/Process Maps   Hands-On Participation – Processing Applications for a Competitive RFA

Wrap Up:
    Additional Resources and Training
    Questions and Concerns

OBJECTIVES – By the end of the day, students should:

- Understand the difference between a Competitive RFA and a Universal RFA (previously called "Non-Competitive")
- Understand the difference between the Certified and Uncertified Federal Program Officer/Program Office Staff roles
- Create a Competitive RFA and route documents for publication
- Input a paper application and complete the "Review Minimum Requirements" task
- Understand the Competition Manager and Selection Official functions in the Competitive RFA workflow
- Conduct Negotiations and prepare an Award File for Grants Management review
- Understand the Award File approval and acceptance process
- Know where to find help when needed

TRAINING MATERIALS:

1. Agenda and Objectives
2. Process Maps and Screen Shots

Grants Online Training

Competitive RFA / FFO Creation

February 2016

Competitive Process – RFA Creation

Create & Review RFA and Publish FFO Overview (COMP-1)

October 5, 2015
Version 4.17
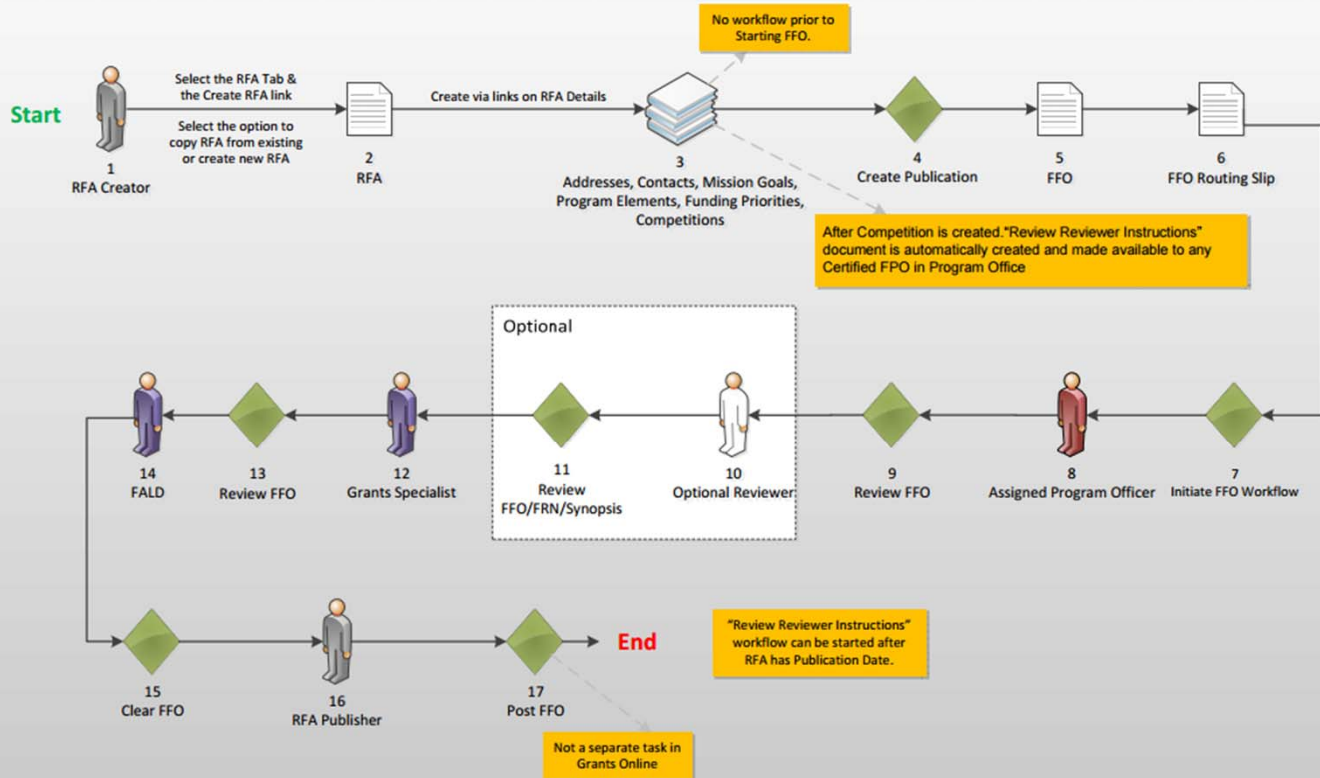
Universal and *Competitive* RFA Fields Posted to Grants.gov

- **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*

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
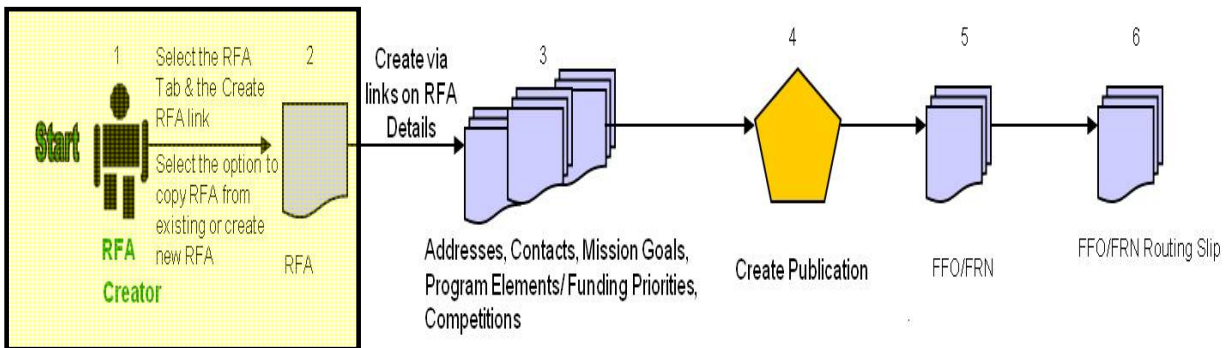
Create RFA

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 Header Information

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

** Competitive Only

RFA 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**

- 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.

- Choose **One Commerce Program Office (OCPO)** as the Assigned Program Office and the training instructor as the Assigned Program Officer. Choose 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
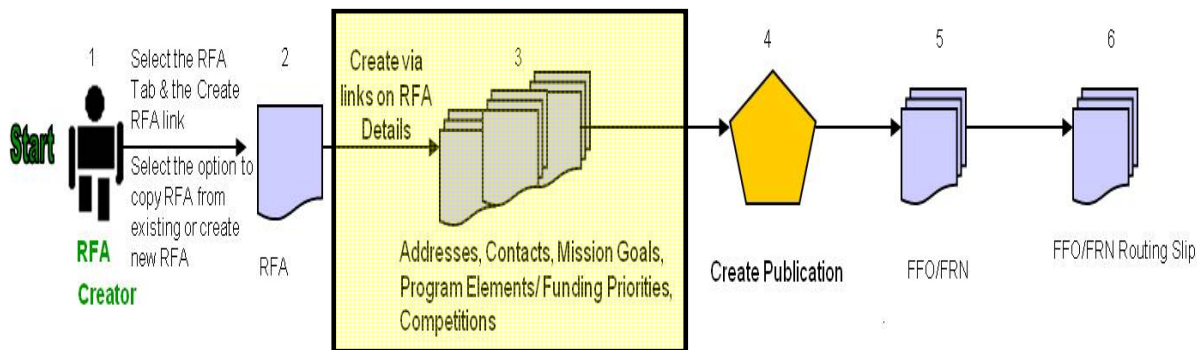
RFA Supplementary Information

Anticipated Funding Amount * $ [   ]

	Min	Max
Anticipated Award Amount* $	[ ]	[ ]
Anticipated Number of Awards*	[ ]	[ ]

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

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

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

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

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

Search Addresses
Program Office Name: OCPO
Street Address: [   ]
City: [   ]
State: Please select a state ▼
Zip: [   ]
Search

Search Results

Nothing found to display.

Add to RFA

Selected Addresses for this RFA
Nothing found to display.

Remove from RFA

Done

Add Program Element/Funding Priority

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

Name: * First Program Element/Funding Priority

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

Description:

Description of Program Element "A" goes here.

45 / 4000   **Spell Check**

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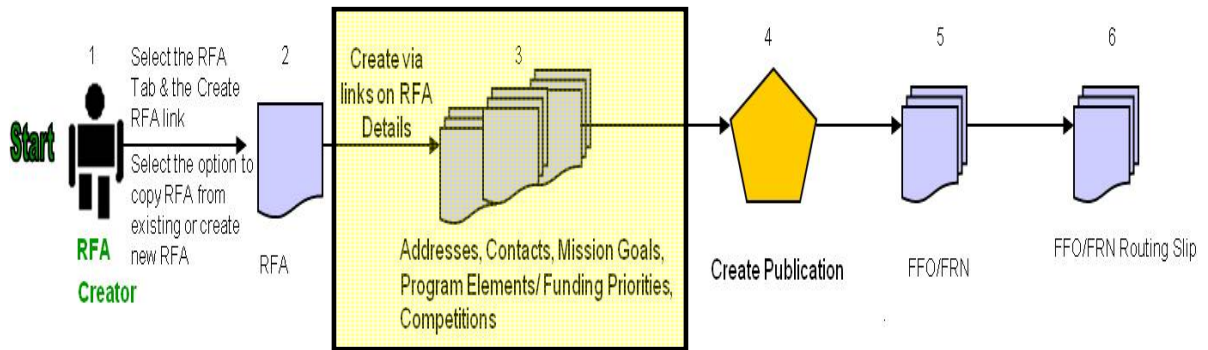
Selected Addresses *
No addresses have been selected.
Add/Edit

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

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

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

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

Program Element/Funding Priorities

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

Add New

Done

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 → **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

3. Create via links on RFA Details
   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

NOTE: The Review Criteria Type is only available for NOAA application processing.

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 completed outside of Grants Online.

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

NOTE: Please reference the expanded version of the Special Award Conditions data entry screen in the Universal Processing section.

89

- 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 choose **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. Choose **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. Click **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.

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

3. Create via links on RFA Details
   Addresses, Contacts, Mission Goals, Program Elements/ Funding Priorities, Competitions

4. Create Publication

5. FFO/FRN

6. FFO/FRN Routing Slip
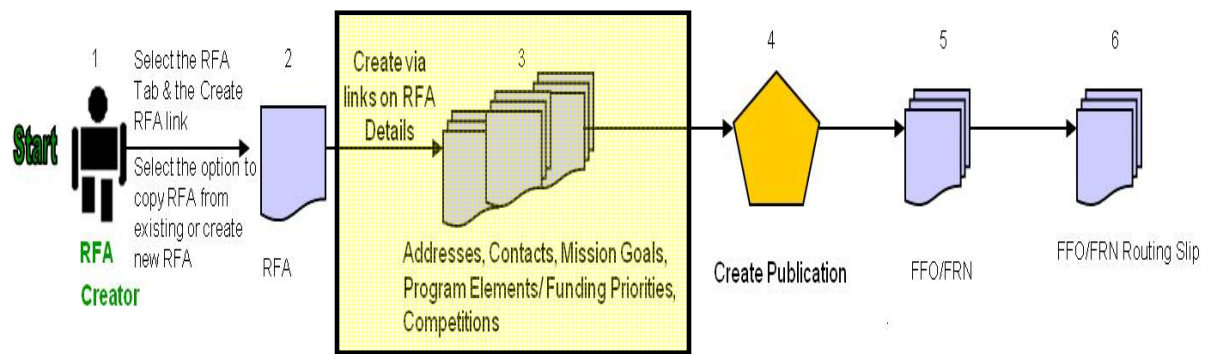
Independent Individual Merit Review

Guidance

Review Event Name:* `Review Event 1 - Merit Review`

Review Event Manager:* `System User ▼`

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

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

Summary Score Determination:* ○ N/A ● Mean ○ Median

Not Scored Criteria:* ○ Yes ● No

Bonus Points:* ○ Yes ● No

Anticipated Review Start Date:* `10/01/2014`   Anticipated Review End Date:* `12/31/2014`

Add Agency Standard Criteria   **NOTE:** This link is only available for NOAA.

Points Scoring Criteria

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

Add New >>   Reorder >>

FFO Evaluation Criteria Report   Application Review Scoring Sheet

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

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 click **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).
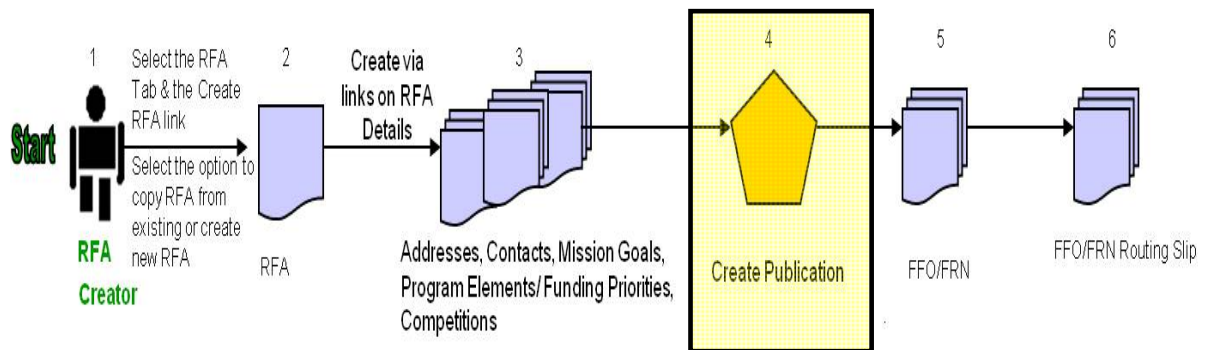
Competition

Id: 2199731
Status:

Action: Please select an action ▼ | Submit

Your Comments:

Spell Check

Save Comment

Workflow Analysis

The following needs to be completed before applications can be selected f
competition:
- The RFA must be published.
- Reviewer Instructions must be reviewed by FALD.
- There must be applications that have passed minimum requirements.

RFA

Id: 2199641
Status:

Action: Please select an action ▼ | Submit

Please select an action
Create the Federal Funding Opportunity
View RFA Details

Your Comments:

Spell Check

Save Comment

📁 **Attachments:**

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.

Flowchart: RFA Creator process

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**
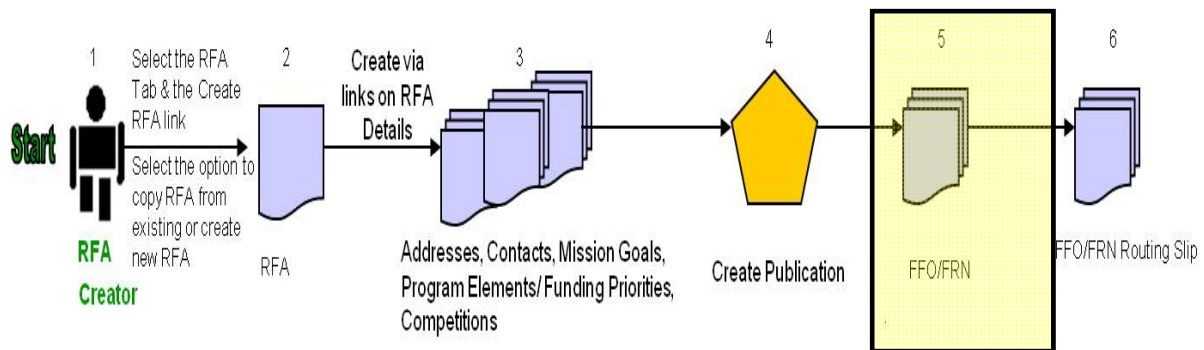
Federal Funding Opportunity

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 A...

Funding Opportunity Title: Competitive Test -- August 2015

Announcement Type: Initial

FFO Number: NOAA-GOT-OCPO-2014-2003461

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 ✔
   C. Program Authority ✔

II. **Award Information**
   A. Funding Availability *(empty)*
   B. Project/Award Period *(empty)*
   C. Type of Funding Instrument *(empty)*

III. **Eligibility Information**
   A. Eligible Applicants *(empty)*
   B. Cost Share or Matching Requirement *(empty)*

Grants Online
Federal Funding Opportunity,
and
Federal Register Notice
Document Creation Assistance

...deral Funding Opportunity (FFO). The FFO will be available on Gra...
All grant programs must continue to develop FFO announcements, w...
...a and selection procedures, and to make it available on Grants.gov. ...
...Counsel for Legislation and Regulation (L&R), those FFO announce...
...&R may coordinate the review and clearance of those announcements

...ory or regulatory requirements to publish a Notice of Funding Availa...
...f required to do so by any law or regulation. For these situations, Gra...

...rants.gov throughout the fiscal year. Federal Program Officers are re...
...your FFO being routed to FALD.

...quired by the Office of Management and Budget. Additionally, the D...
...e a required standard format, modeled on the FFO, for the Federal Re...
...Register Notice.

...rmat of the Federal Funding Opportunity details page that you will se...
...which will be posted at Grants.gov. Fields on the FFO page that are ...

- 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 <u>Funding Availability</u> that states: "Actual funding availability for this program is contingent upon Fiscal Year 20XX Congressional appropriations."

The diagram shows a workflow:

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. 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
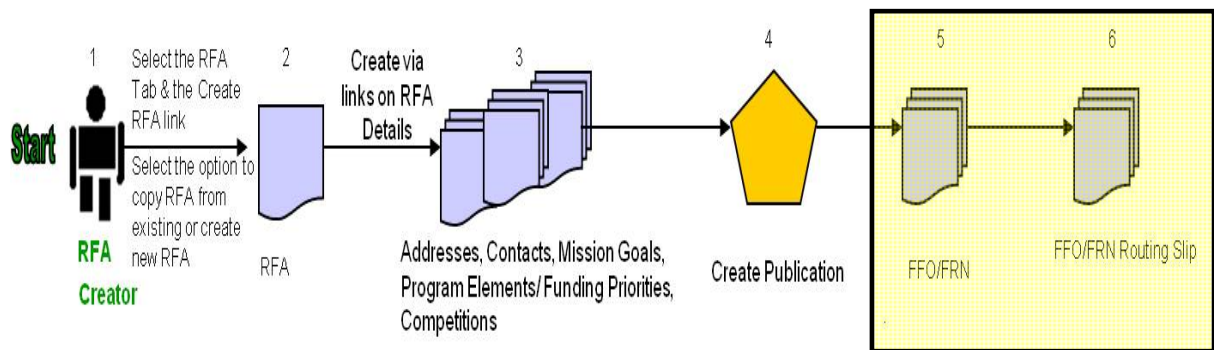
Routing Slip

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

Participant Name	User Name
AssignedProgramOfficer	Grants Student00

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

Grants Specialist
The lead Grants Specialist assigned to the line office and CFDA number associated with this RFA is listed below and will receive a task to review this document. The Grants Management Division has the ability to reassign the task at their discretion.

Participant Name	User Name
GrantsSpecialist	NOAA Grants Specialist

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

Participant Name
FALD

RFA Publisher
All RFA Publishers will receive a task to review this document. One RFA Publisher will claim ownership. This is the person who coordinates and 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

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 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.

Grants Online Training

Competitive RFA
Review and Processing

February 2016

Competitive Process – Application and Review Event

Start → GRANTS.GOV

Applications submitted through Grants.gov

NOAA

1

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:

Project Type: ○ Construction ◉ Non-Construction ○ Both

Principal Investigators-
Project Directors:

Keyword(s):

Principal Place Of Performance :   [Search FIPS Data] Guidance

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: * 10/01/2015   Project End Date: * 09/30/2019   Submitted Date:

State Received Date: Federal Agency Received Date: * 02/01/2015   Time: * 05:00 PM ▼ Eastern

Applicant Identifier: State Application Identifier: Federal Identifier:

Applicant Information

Legal Name: * icmr

Department Name:

Division Name:

Duns Number: EIN Number:
(9 or 13 digit 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: First Name: Middle Name: Last Name: Suffix:
None ▼   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, choose the **Input Paper Applications** menu option on the Applications tab. The data on the Application Details screen will be populated if the application is imported from Grants.gov. However, if a paper application is received by the Program Office the data must be entered into Grants Online. Only the fields marked with an asterisk are required for the application processing to continue.

- The Application Details screen contains most of the fields included on a SF-424. After entering required fields click **Save as Draft**. If the user does not supply data for all required fields s/he receives an error message with guidance regarding the missing data.

- Be certain to include the student username (GSTUDENTxx) in the Project Title. Adhering to that naming convention will make future identification and/or location of the RFA easier.

Applications submitted through Grants.gov

Start

GRANTS.GOV

1

NOAA

Create via Application Tab → 2 → Done

Input Paper Applications for RFA

3

Assigned Program Officer

4 — Review Min. Req. Checklist (1/App.)

5 — Approve/Reject Min. Req. Checklist (1/App.)

End
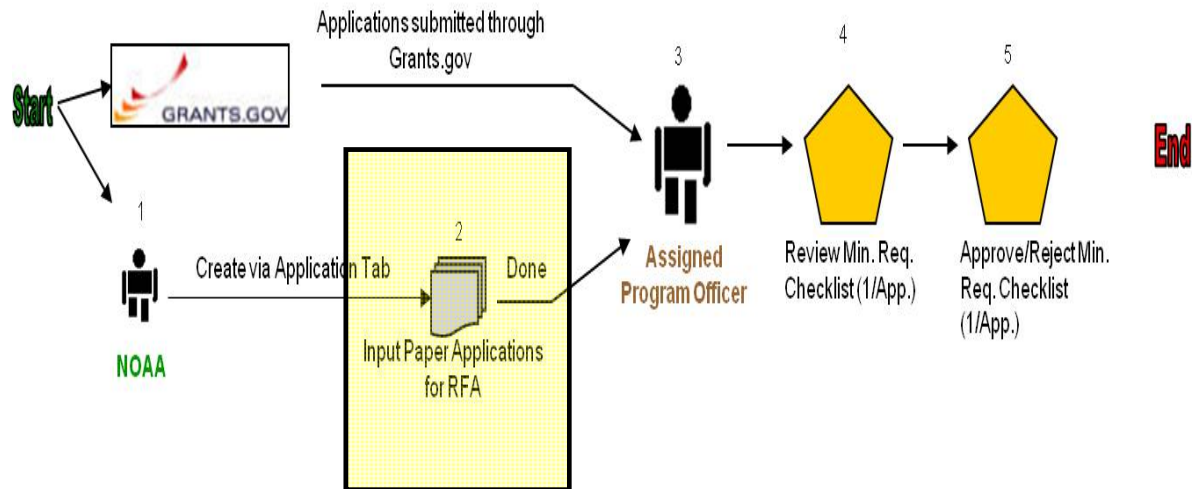
Name of Federal Agency: NOAA

Applicant Congressional District: [____]   Project Congressional District: [____]

Is the Applicant Delinquent on any Federal Debt? ○ Yes ○ No

Is Application Subject to Review by State Executive Order 12372 Process?

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

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

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

Authorized Representative

Prefix: [None ▾] First Name: [____] Middle Name: [____] Last Name: [____] Suffix: [None ▾]

Title: [____]

Phone Number: [____]   Fax Number: [____]

Email: [____]

Application Funding Details: *
Total Funding: * [500000]
Multi Year Award: No
Nothing found to display.
Add New

[Save as Draft] [Save and Start Workflow] [Cancel]

Add Application Funding Details

Application Total Funding : 500000

Fiscal Year : *
(use format YYYY) [2016]

Funding Start Date : *
(use format MM/DD/YYYY) [10/01/2015]   Funding End Date : *
(use format MM/DD/YYYY) [09/30/2019]

Federal Funding : * [500000.00]   Program Income : [____]

Applicant Funding : [____]

State Funding : [____]

Local Funding : [____]

Other Funding : [____]

Total Funding : [$500,000.00]

[Save] [Close]

Application Funding Details: *
Total Funding: * [500000]
Multi Year Award: No

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2016	10/01/2015	09/30/2019	$500,000.00	$0.00	$0.00	$0.00	$0.00	$500,000.00	$0.00	Edit	Delete

Add New

[Save as Draft] [Save and Start Workflow] [Cancel]
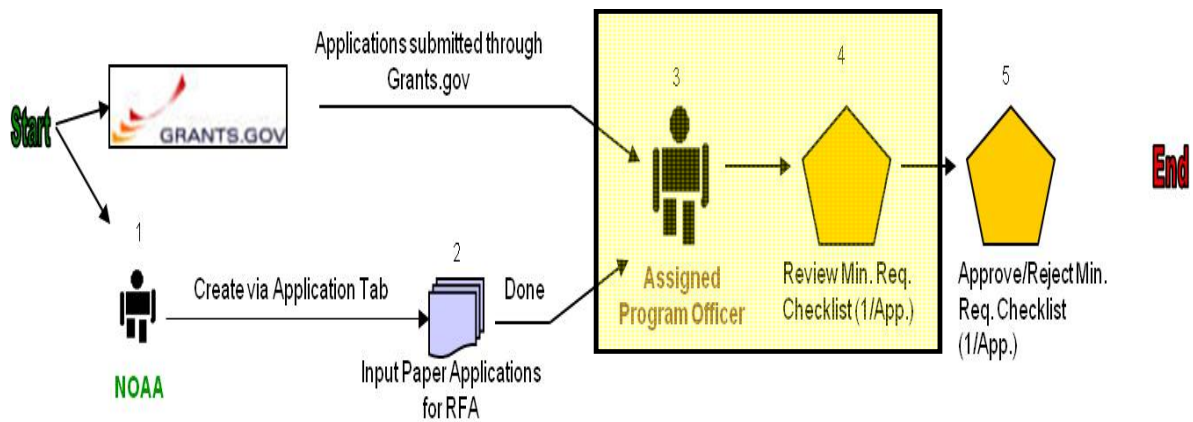
Your Tasks

Document Type   Status
[All ▼]   [Open ▼]   [Apply Filter >>]

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

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

Minimum Requirements Checklist

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

Does the non-Federal funding provide at no more than the maximum match percentage of the total funding?	○ Yes ○ No ○ Not Applicable	[ ] Spell Check
Does the application contain all of the required forms?	○ Yes ○ No ○ Not Applicable	[ ] Spell Check

Overall Comments:

[ ]   [Spell Check]

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

[Save] [Save and Return to Main] [Cancel]

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.
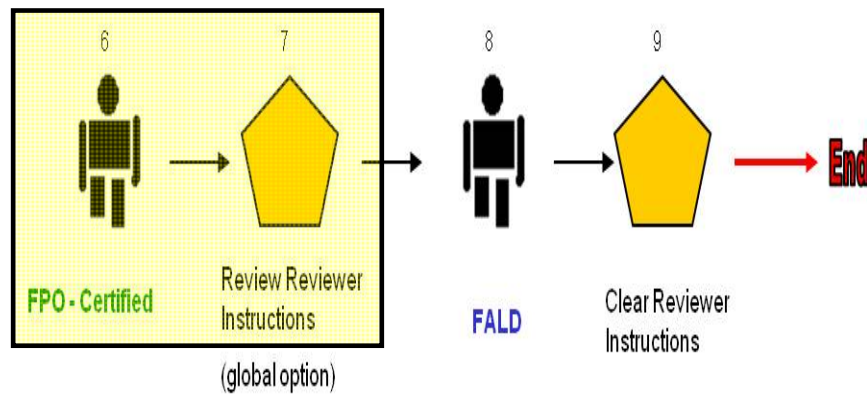
Sub Documents

Type	ID	Title	Status
Applications Report	2281181	Applications Report	
Selected Applications	2281181	Selected Applications	
Review Event	2281183	Review Event #1 -- created December 14, 2015	
Review Event	2281203	Review Event #2 -- created December 14, 2015	ManageReviewEvent - Not Started
Reviewer Instructions	2281182	Reviewer Instructions for Review Event #1 -- creat...	FALDActions - Complete
Reviewer Instructions	2281204	Reviewer Instructions for Review Event #2 -- creat...	FALDActions - Complete

Export options: Excel

Reviewer Instructions

📁 **Attachments:**

Name	Short Description	Created Date	Internal Use Only	FALD Reviewed	Remove
2nd screen shot for page 102.docx	This is where I would describe the Reviewer Instructions	01/27/2016 03:41:34 PM	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:**

No attachments.

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 requireme
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 revi

- Prior to starting the Review Event, the Reviewer Instructions must be reviewed by FALD. The FPO will not have the option to start the Reviewer Instructions workflow until FALD approves the Reviewer Instructions. To start the workflow, navigate to the Competition launch page and click the ID link for the Reviewer Instructions (under the sub-documents section).

- There are two sections on the Reviewer Instructions details page:

  - The top section is mandatory and must be completed. Reviewer Instructions provide the procedural/technical requirements for conducting the review. All attachments should be added to the application prior to starting the workflow.

  - The bottom section (Logistical Instructions) is optional. Logistical Instructions are intended for panel reviewers and detail the logistics of convening a panel to review applications. FALD review and approval is not required for this component of the Reviewer Instructions.

- The Competition Manager should navigate to the Review Event launch page (RFA ➔ Search for the RFA ➔ Competition ➔ select the appropriate Review Event). From the Action dropdown Menu, the Competition Manager should select **Start Review Event** and click the **Submit** button. In this instance, we are working on an Independent Individual Merit Review. If the option to start the Review Event on the dropdown menu is not visible, the Competition Manager should view the Workflow Analysis box to determine the status of the application.

- When the Competition Manager starts the Review Event, the Review Event Manager receives a task in his/her Inbox to "Manage the Review Event". The Review Event functionality will be demonstrated during the Open Forum Session Wednesday afternoon.

- When the Review Event Manager has logged onto his/her account and the Workflow History is visible, it can be observed that the task **Start Review Event** is complete; however, the task to **Manage Review Event** has not started.   In addition, there is an option on the Action dropdown menu to **Close Review Event**.

Competitive Process – Review Event

Review Event Workflow – Federal Agency (REF)   January 28, 2016
                                                                Version 4.18

Only if Review Event Exists

- Review Events are optional in Grants Online.
- Review Event is conducted for both Competitive and Universal, if chosen.
- Review can be conducted using Grants Online functionality or outside of Grants Online.
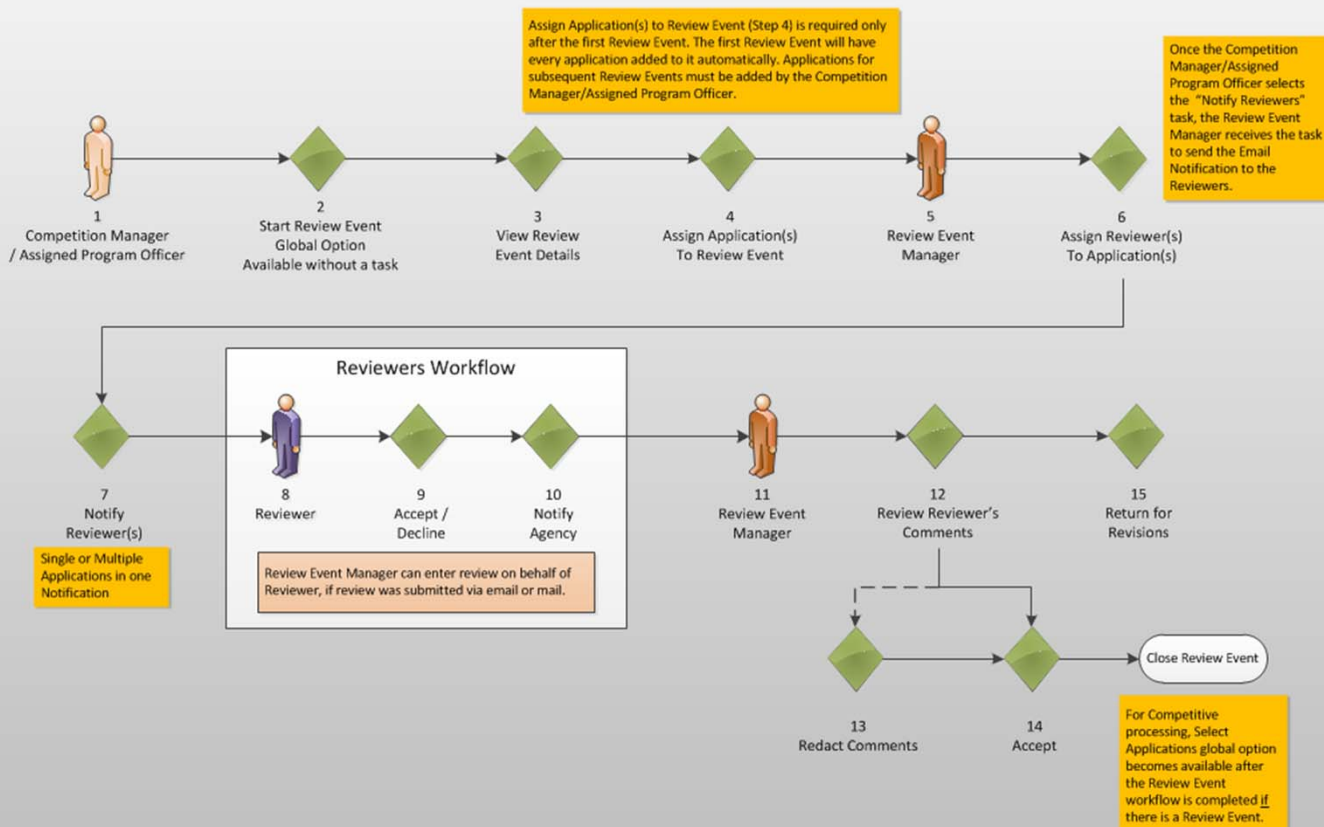
For further training material, please refer to item #15 on the PMO website:

Review Event Quick Reference Guides
- Creating a Review Event -
  http://www.corporateservices.noaa.gov/grantsonline/Documents/Quick%20Reference%20Guides/ReviewEvent_Creation.pdf
- Conducting a Review Event -
  http://www.corporateservices.noaa.gov/grantsonline/Documents/Quick%20Reference%20Guides/ReviewEventManager_UserGuide.pdf
- Conducting an Application Review -
  http://www.corporateservices.noaa.gov/grantsonline/Documents/Quick%20Reference%20Guides/Reviewers_Quick_Ref_Guide_4_08.pdf

Competitive Process – Reviewer
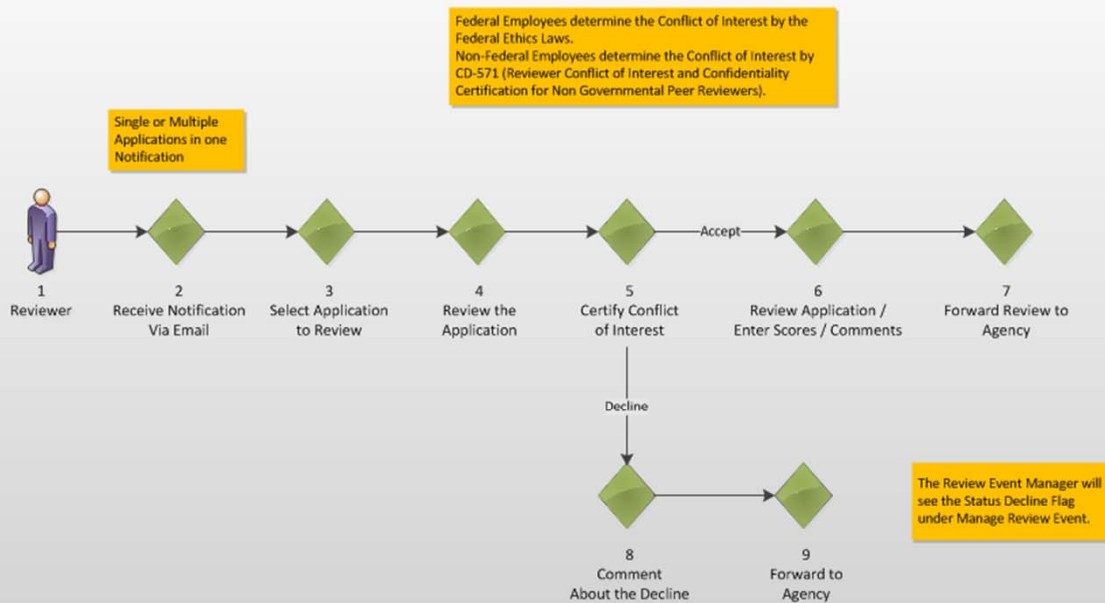
Competitive Process – Select Applications for Funding
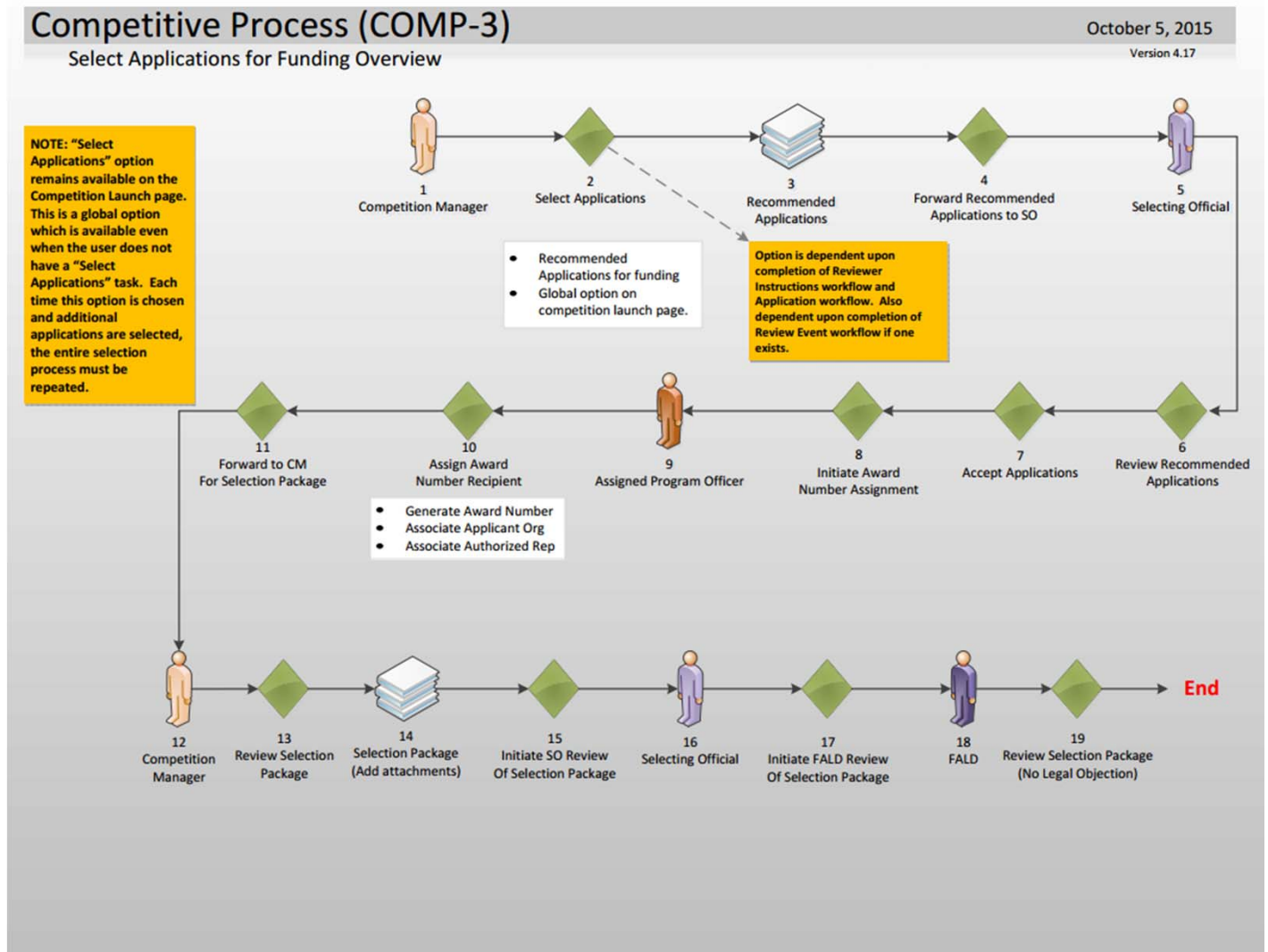
During the class, the Select Applications workflow will be demonstrated using the Instructor's RFA. Students will have tasks at Steps 9-11 to assign award numbers to the application. This step is functionally the same as the "Conduct Negotiations" step of the Universal Application Processing workflow.
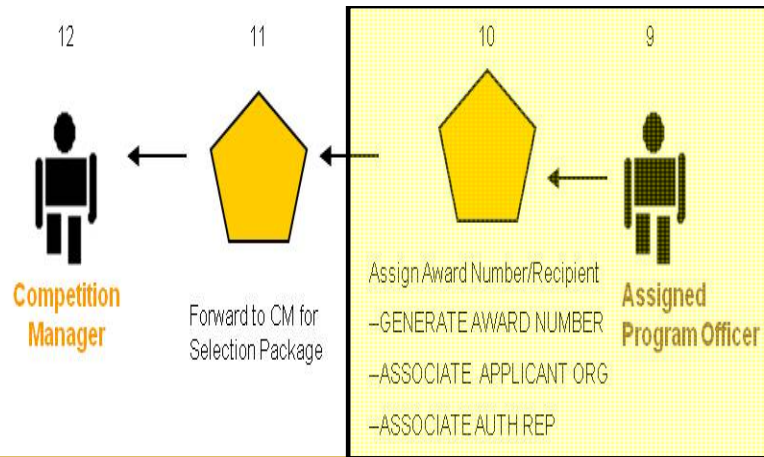
Competition Manager ← Forward to CM for Selection Package ← Assign Award Number/Recipient

—GENERATE AWARD NUMBER

—ASSOCIATE APPLICANT ORG

—ASSOCIATE AUTH REP

Assigned Program Officer

12 11 10 9

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 Community	LB - Test App 1

Application Submission Type and Date Information

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

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

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

Use format MM/DD/YYYY for date fields.

Project Start Date: * 10/01/2015	Project End Date: * 09/30/2019	Submitted Date:	
State Received Date:	Federal Agency Received Date: * 02/01/2015	Time: * 05:00 PM ▼ Eastern	
Applicant Identifier:	State Application Identifier:	Federal Identifier:	

Applicant Information

Legal Name: * NonComp App   [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) 123456789   EIN Number: * (xx-xxxxxxx)

Street:

City: County:

State: * Maryland   Province:

Country: Zip:

Select Organization

Enter your search criteria to find the organization.

Organization Name

Address-City

DUNS Number   123456789

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, Tamuning, GU 20000 GUM	123456789		98765432			true
Select	1000059	St Martin Parish Police Jury	NOAA	P.O. Box 9, St. Martinville, LA 70582 USA	123456789		726001273			true

109

- 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).

    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 Organization

Add Organization

*****PROVISIONAL ORGANIZATION*****

Description

Organization Type *	External Recipient ▼
Bureau *	National Oceanic and Atmospheric Administration (NOAA) ▼
Applicant Type	Other ▼
Organization Name *	An Organization that is External to NOAA

Identification

Duns Number (9 digit number)	987654321	+4	
EIN Number (xx-xxxxxxx)	123456789		
MSI Code	- not specified - ▼	Search MSI List	

Note: Addresses must match the physical and mailing addresses in the SAM for the associated FFATA DUNS. The Physical Address is the address used for searching and viewing throughout the system.

SAM Physical Address

Street Address *	1457 Main Street
City *	Germantown
County	
State *	Maryland ▼
Zip *	20874
Country *	United States ▼
Phone *	301-123-9876

SAM Mailing Address

SAM Mailing Name	
Street Address	
City	
State	Please select a state ▼
Country	United States ▼
Zip	

Note: Leaving the City blank will copy the Physical address on Save >> Exit.

- 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 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.
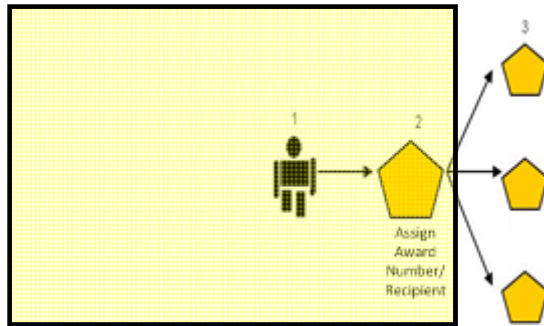
View	Completed Date	Task Status	Document Type	Task Name	Start Date	Document Id	Task Id	Award Number	Proposal Number	Applicant Name	Approved Federal Funding	Total Federal Funding	Project Titl
View		Not Started	Application	Assign Award Number/Recipient		2433636	3461250	N/A	N/A	Chesapeake Research Fellowship 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 RECOF 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 RECOF 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 RECOF Assessment

[-] Program Office Added Information

Proposal Number: _____

Project Type: ○ Construction ○ Non-Construction ○ Both

Principal Investigators-
Project Directors: _____

Keyword(s): _____

Principal Place Of Performance : _____ **Search FIPS Data** Guidance

Step 2: *Select Construction, Non-Construction or Both*

Authorized Representative

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

Title: _____

Phone Number: _____ Fax Number: _____

Email: _____

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

Authorized Representative Lookup

Application Funding Details: *

Total Funding: * 500,000.00

Multi Year Award: No

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

Add New

Step 3: *Authorized Representative Lookup – Find Auth Rep in database*

Award Number:
Generate New Award Number
Associate with Existing Award

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

Step 4: *Generate New Award Number or Associate with Existing Award.*

- We are currently working on a new award. When working on a continuation amendment, the user will only have the option to select an organization identified on the original award.

- When the Award number has been generated, click **Save and Return to Main**. Next, choose 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 only have one line of funding.

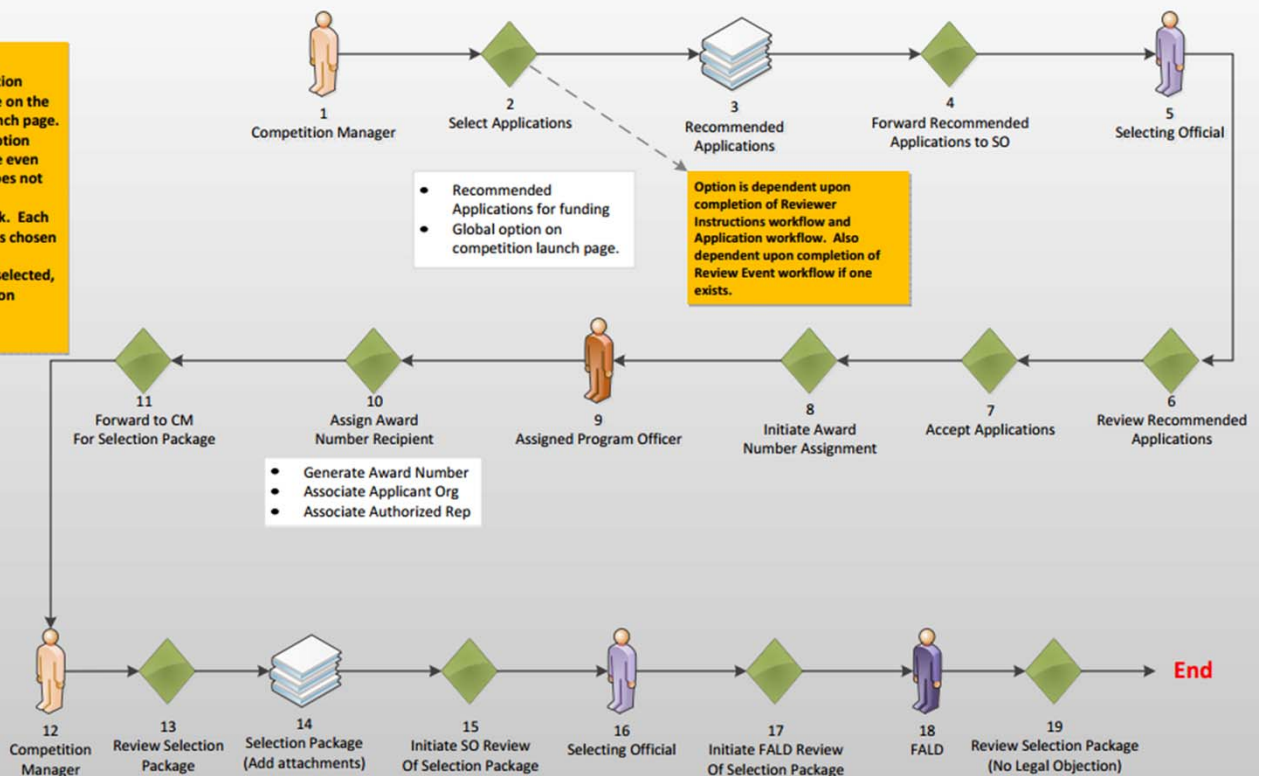# Competitive Process – Select Applications for Funding

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.

Competitive Process – Start Award Processing

Start Award Processing Overview (COMP-4)

January 28, 2016
Version 4.18

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

If needed, you can renegotiate and 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.

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.

1a Competition Manager
1b Start Award Processing
1c Assigned Program Officer
2 PO Checklist
3 PO Checklist
4 Complete PO CheckList
5 Certify PO Checklist
5a Award File
30 Forward Award File to Grants Specialist

6 NEPA
7 NEPA (NOAA, EDA and NTIA)
8 Review and select NEPA Official
9 Selected NEPA Official
10 Approve NEPA

Option to establish additional NEPA reviewers.

Interfaced Awards Only

11 Procurement Request
12 Procurement Request
13 Complete and Forward Each Document
14 Requestor
15 Approve Procurement Request
16 Request Authorizing Official
17 Approve

EDA Only
18 Commit1 Approver
19 Approve
20 Commit2 Approver
21 Approve

Option to establish additional PRCF reviewers.

Nightly Upload to Mars

Automated Task

22 Data Quality Validator
23 Validate Org Profile (CCR)
24 Vendor Data Control
25 Initiate Get Vendor Info
26 Vendor Data Control
27 Accept Vendor Info/ Request New Vendor

Create New Vendor
Choose Current Vendor

28 System Admin
29 Link Vendor with Org Profile

End

117

Steps 1a-1b

- To move forward with application processing, the Competition Manager chooses 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.

3
PO Checklist

HSV

P

1
Assigned
Program Officer

2
Conduct
Negotiations

7
NEPA
(NOAA, NTIA, EDA
Only)

To
Provisional
Organization
Workflow

12
Procurement
Request

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	La
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	

Your Tasks

Document Type   Status
All   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
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

(NEPA - NOAA, NTIA, & EDA Only)

- 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 chooses **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.
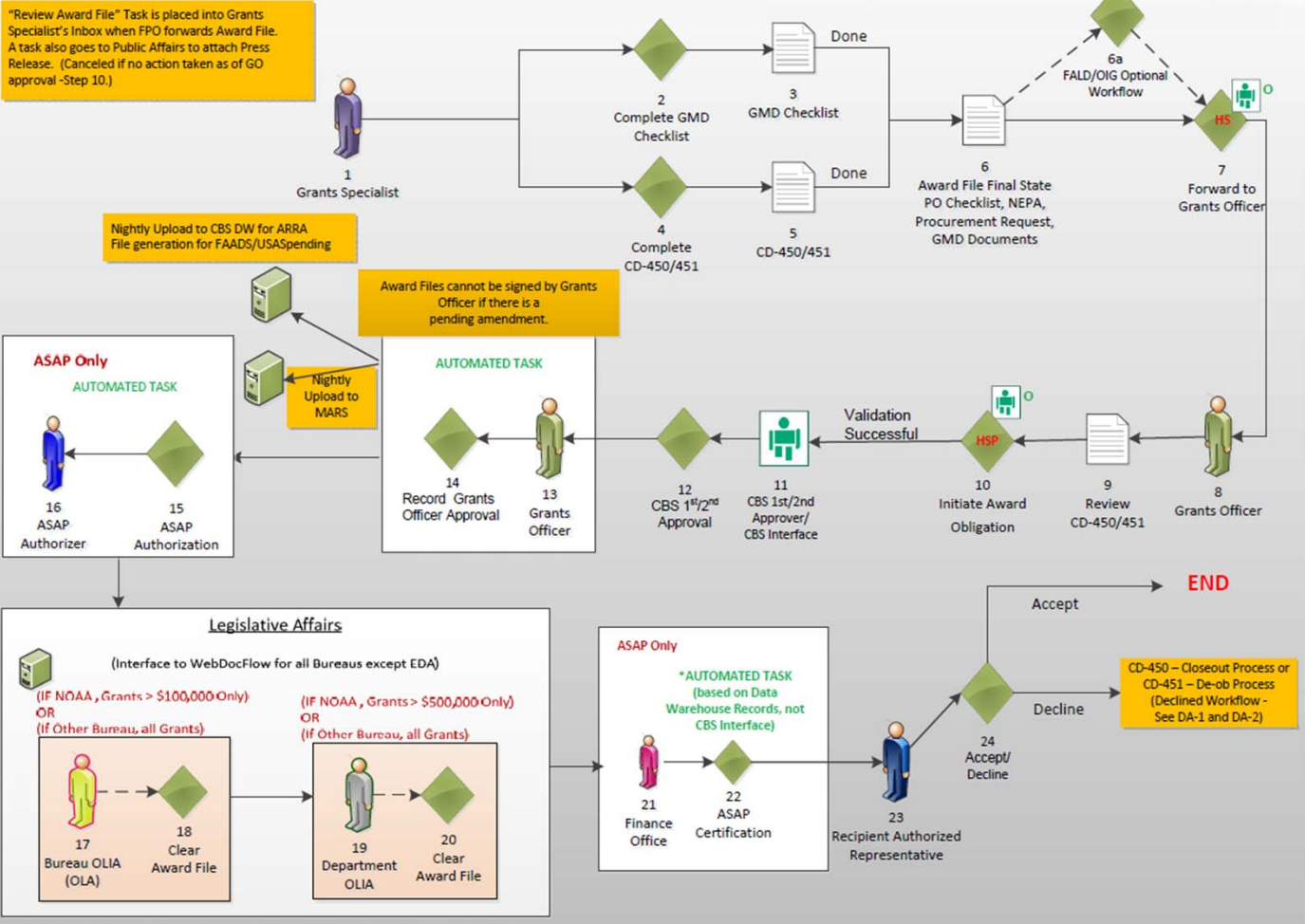
NOTE: For detailed steps associated with completing the NEPA Document, the PO Checklist, and the Procurement Request refer to the Universal Processing section.

Grants Management Process

GMD Review, Obligation, Approval and Award Offer (GMD-1)

October 8, 2015
Version 4.17

"Review Award File" Task is placed into Grants Specialist's Inbox when FPO forwards Award File. A task also goes to Public Affairs to attach Press Release. (Canceled if no action taken as of GO approval -Step 10.)

1 Grants Specialist

2 Complete GMD Checklist

3 GMD Checklist — Done

4 Complete CD-450/451

5 CD-450/451 — Done

6 Award File Final State PO Checklist, NEPA, Procurement Request, GMD Documents

6a FALD/OIG Optional Workflow

7 Forward to Grants Officer — HS

Nightly Upload to CBS DW for ARRA File generation for FAADS/USASpending

Nightly Upload to MARS

Award Files cannot be signed by Grants Officer if there is a pending amendment.

AUTOMATED TASK

14 Record Grants Officer Approval

13 Grants Officer

12 CBS 1st/2nd Approval

11 CBS 1st/2nd Approver/ CBS Interface

Validation Successful

10 Initiate Award Obligation — HSP

9 Review CD-450/451

8 Grants Officer

ASAP Only — AUTOMATED TASK

16 ASAP Authorizer

15 ASAP Authorization

Legislative Affairs

(Interface to WebDocFlow for all Bureaus except EDA)

(IF NOAA , Grants > $100,000 Only) OR (If Other Bureau, all Grants)

(IF NOAA , Grants > $500,000 Only) OR (If Other Bureau, all Grants)

17 Bureau OLIA (OLA)

18 Clear Award File

19 Department OLIA

20 Clear Award File

ASAP Only

*AUTOMATED TASK (based on Data Warehouse Records, not CBS Interface)

21 Finance Office

22 ASAP Certification

23 Recipient Authorized Representative

24 Accept/ Decline

Accept — END

Decline

CD-450 – Closeout Process or CD-451 – De-ob Process (Declined Workflow – See DA-1 and DA-2)

Please note: The FPO should communicate to the Recipient that the Decline Award process should not be used if an update is needed.

- When the Award File has been forwarded to Grants Management there are several additional steps that take place before the award offer is sent to the recipient. The Grants Management workflow steps for processing a Competitive application package are exactly the same as for the Universal application package with the exception of the Grants Management 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 Grants Management, 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.

- For non-NOAA bureaus (except EDA) using Grants Online, all awards are routed to WebDocFlow for OLIA clearance, irrespective of award amount. In addition, this rule applies to awards that require bureau-level OLA clearance. For NOAA, the determining factor for WebDocFlow routing is the award amount. For EDA, the OLIA and OLA tasks are manually cleared.

Federal Program Officer Training Agenda

Day 3

Post Award Processing
Introduction and Agenda
Online Demonstration/Process Maps   Hands-On Participation – Electronic Recipient Acceptance (ERA)
Online Demonstration/Process Maps   Hands-On Participation – AAR, PPR, FFR
Online Demonstration/Process Maps   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
   -   Supplementary Information
   -   Correspondence
   -   Federal Reports

Wrap Up:
   Additional Resources and Training
   Questions and Concerns
   Course Evaluation

Grants Management Functions or Open Lab

OBJECTIVES – By the end of the day, students should:

- Understand the Recipient Award Acceptance process
- Understand the use of an Award Action Request
- Review an Award Action Request
- Review, route and accept a Performance Progress Report
- Locate and view a Federal Financial Report
- Understand the use of a Partial Funding Action
- Initiate and route a Partial Funding Action
- Understand additional Post Award Processes
- Know where to find help when needed

TRAINING MATERIALS:

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

Grants Online Training

Post Award Processing

February 2016

Award Action Request (AAR)

Award Action Request Workflow (AAR-1)

September 30, 2015
Version 4.17

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

Note: If AAR turns info an Amendment then the workflow will be 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

12
Forward for
Optional
Review

13
FALD
and/or
Director

End

20
AAR or Amendment
Approval Notification

19
Recipient Authorized
Representative

18
1.) Review AAR or Amendment
2.) Approve AAR or Amendment

17
Grants Officer

16
1.) Review Award Action Request
2.) Forward to Grants Officer

15
Grants Specialist

14
1.) Review Award
Action Request
2.) Forward to Grants
Specialist

Note: An amendment would have to be accepted by the Recipient
Authorized Representative before becoming 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

Performance Progress Report (PPR)

Federal Financial Report (FFR #1)

Routing of Federal Financial Reports (FFR-1)
SF-425

January 28, 2016
Version 4.18

Financial Reports created By "Submitting" Biz/Fin Rep

*Step 6 -All Auth Reps will get the task to Review Financial Report. Only one needs to act on it to Forward to Agency.

Start

1
Business-Finance Representative, Authorized Representative

2
Search Awards or Search Reports

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
* Review Financial Report

7
Forward to Agency or Return for Revisions

8
Assigned Grants Specialist

9
Review Financial Report or return for revisions

END

13
Accept Financial Report Or Return for Revisions

12
Review Financial Report

11
Finance Office

10
Forward to Finance Dept for approval (only for a Final report) Return for Revisions

Financial Reports created By "Submitting" Biz/Fin Rep

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.

Federal Financial Report (FFR #2)

Partial Funding

Partial Funding Workflow (PR-1)
October 8, 2015
Version 4.17

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 choose **Partially Fund this Award** from the Action dropdown list.

3. Click the **Submit** button.

FPO – Partial Funding Steps 4 and 5

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 the user that a Procurement Request is being added to his/her Inbox.

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 choose **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 choose **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.*

Reduce Funding

Reduce Funding Workflow (PR-2) — October 8, 2015, Version 4.17
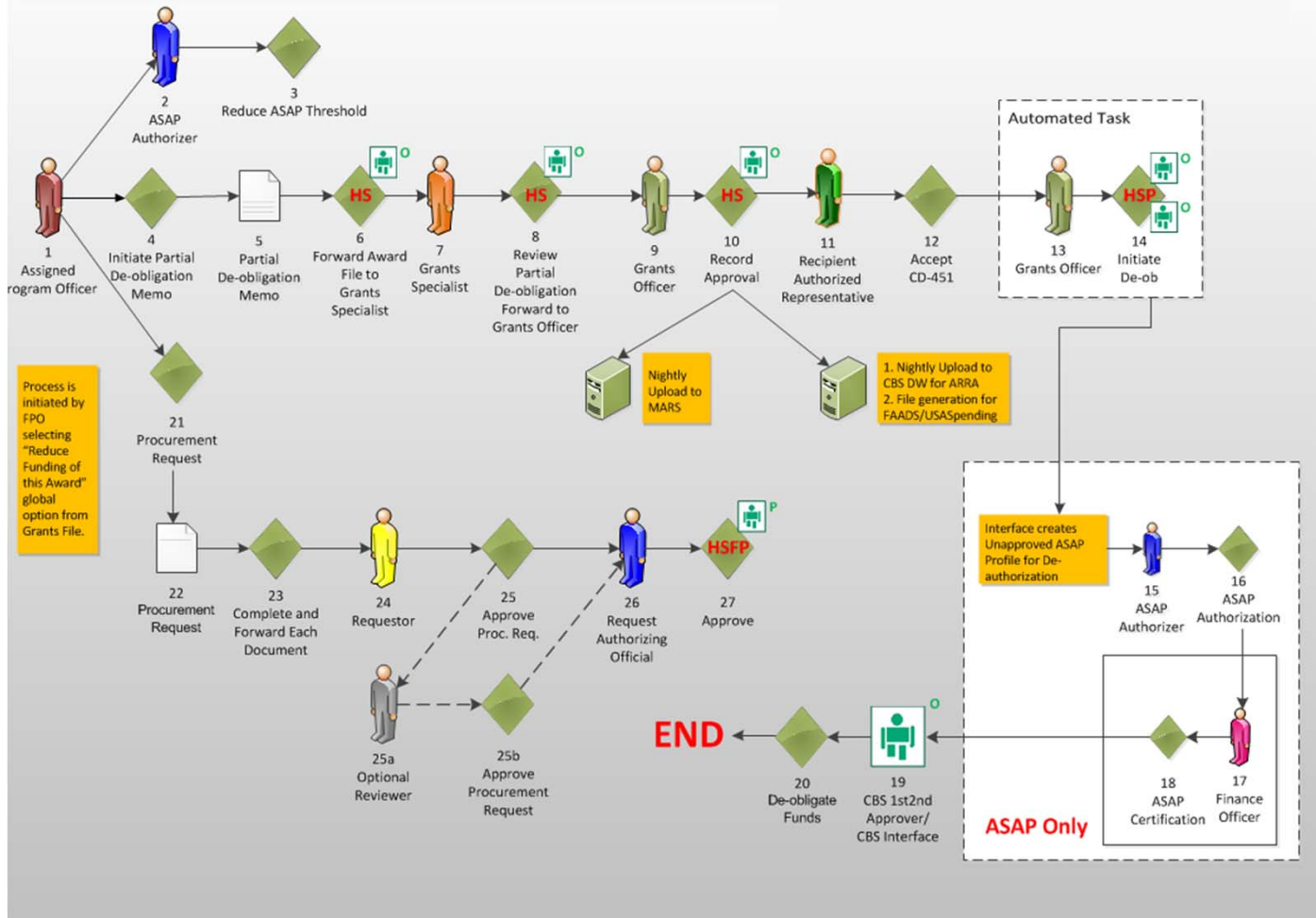
The Reduction in Funding workflow follows a very similar process to the Partial Funding workflow and has the same "Look and Feel."

Grants File - NA12GOT9990023

Id: 2245484
Status: Accepted

Action: [Please select an action ▾] [Submit]

Your Comments:
- Please select an action
- Partially Fund this Award
- Reduce Funding of this Award
- View Accounting Details
- View/Manage Award-related Personnel

[Spell Check]

[Save Comment]

A Reduction in Funding Action is initiated from the Grants File page similar to a Partial Funding action.

The Reduction in Funding memo screen is also similar to a Partial Funding action.

Reduce Funding -- NA12GOT9990023

Memo *   Guidance
[Reduction in Funding ▾]

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

[143 / 4000] [Spell Check]

Approved Plan and Prior Obligations

Action	Application ID	Project Title
Select	2245483	For Reduction in Funding Screen Shots

Planned Year	Approved Fed Share	Obligated	Approved Non-Fed Share	Assigned Non-Fed Share
2012	$10,000.00	$10,000.00	$0.00	$0.00

Selected Application

Application ID	Approved Fed Share	Remaining Fed Share	Pending Fed Share	Fed Deduct Amount	Approved Non-Fed Share	Remaining Non-Fed Share	Pending Non-Fed Share	Non-Fed Amount	AMD No.	Project Title
2245483	$10,000.00	$0.00	$0.00	100.00	$0.00	$0.00	$0.00	0	0	For Reduction in Funding Screen Shots

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

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	DW Validated	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 Grants Management.

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.

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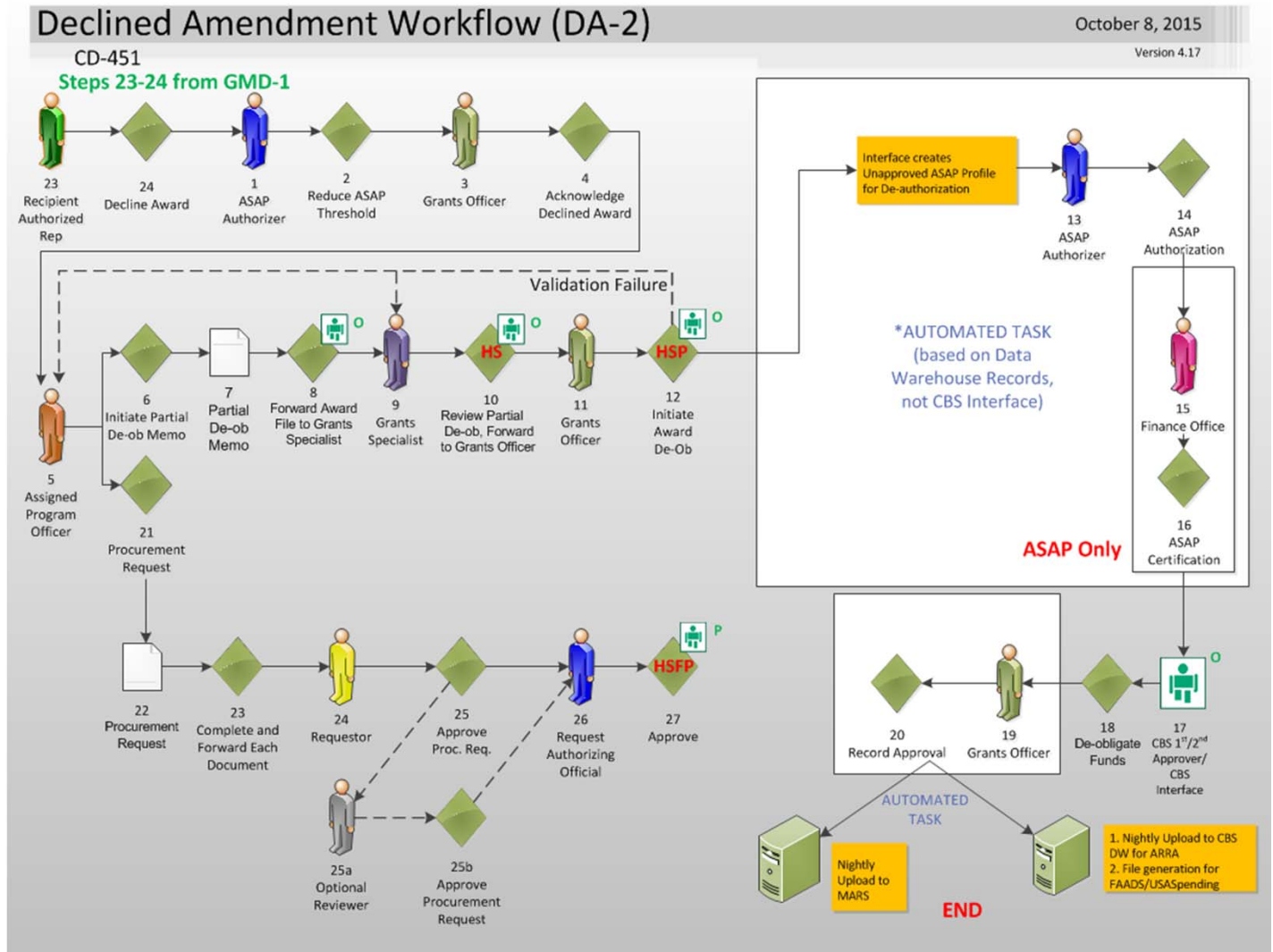
For a Federal Program Officer, the Declined Amendment workflow looks similar to a Reduction in Funding. However, the tasks are generated when the Grants Officer acknowledges the declined award rather than the Federal Program Officer initiating the action.

Correct ACCS Lines on an Approved Award

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.

Reference: ACCS Correction Guidance link:
http://www.corporateservices.noaa.gov/grantsonline/Documents/ACCS_Correction_Guidance.pdf

Administrative Amendment

Grants Management 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.

Organization Profile Change Request (OPCR)

This Grants Online component allows recipients to request changes to Organization and Vendor records. In addition, from this screen Non-ASAP recipients can initiate the ASAP Enrollment process. There is no need to send a separate email, simply submit the recipient's Point of Contact information.

For detailed Organization Profile Change Request information, please reference the link: http://www.corporateservices.noaa.gov/grantsonline/Documents/Grantees/Org_Profile_Change_Requests_Grantees.pdf

NOTE: The user <u>cannot</u> update the DUNS or EIN using the Organization Profile Change Request.