Economic Development Administration

# Grants Online Training Manual

Project Officer Training 2015

Updated: October 2015

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# Training Agenda

## Day 1 – Processing a Non-Competitive Application (EDD Example)

| | | |
|---|---|---|
| 8:30 am | Overview and Logging in* | (30 min) |
| 9:00 am | Basic System Navigation: Workflow and Account Management * | (60 min) |
| 10:00 am | Viewing RFAs and Awards* | (30 min) |
| 10:30 am | Questions* | (15 min) |
| 10:45 am | *Morning Break* | (15 min) |
| 11:00 am | Overview of RFA's and FFOs – Competitive, Non-Competitive, Institutional | (30 min) |
| 11:30 am | SF-424 and Organization Profile | (60 min) |
| 12:30 am | *Lunch Break* | (60 min) |
| 1:30 pm | Procurement Requests | (30 min) |
| 2:00 pm | NEPA Checklist | (30 min) |
| 2:30 pm | *Afternoon Break* | (15 min) |
| 2:45 pm | PO Checklist | (60 min) |
| 3:45 pm | Questions | (30 min) |

## Day 2 - Processing a Competitive Application (University Center Example)

| | | |
|---|---|---|
| 8:30 am | GMD Checklist | (60 min) |
| 9:30 am | Special Award Conditions | (30 min) |
| 10:00 am | CD-450 | (30 min) |
| 10:30 am | *Morning Break* | (15 min) |
| 10:45 am | Merit Review Module - Managing a Review Event | (60 min) |
| 11:45 am | *Lunch Break* | (60 min) |
| 12:45 pm | Merit Review Module - Reviewing an Application | (30 min) |
| 1:15 pm | Selection Package* | (60 min) |
| 2:15 pm | View Report: Application Report* | (15 min) |
| 2:30 pm | Review of Application Processing Maps* | (15 min) |
| 2:45 pm | *Afternoon Break* | (15 min) |
| 3:00 pm | Recipient Award Acceptance | (30 min) |
| 3:30 pm | View Report: Award Tracking Report | (15 min) |
| 3:45 pm | Questions | (30 min) |

## Day 3 – Post Award Processing

| | | |
|---|---|---|
| 8:30 am | Award Action Requests | (30 min) |
| 9:00 am | Financial and Progress Reports | (30 min) |
| 9:30 am | View Report: Satisfied Special Award Conditions | (15 min) |
| 9:45 am | Reduce Funding | (15 min) |
| 10:00 am | De-Obligate Declined Award/Amendment | (30 min) |
| 10:30 am | *Morning Break* | (15 min) |
| 10:45 am | Correct ACCS Lines on Approved Award | (30 min) |
| 11:15 am | Correct Award Dates (Administrative Amendment) | (30 min) |
| 11:45 am | *Lunch Break* | (60 min) |
| 12:45 pm | Organization Profile Change Request | (15 min) |
| 1:00 pm | Questions | (30 min) |
| 1:30 pm | Discussion of Reporting Needs* | (45 min) |
| 2:15 pm | *Afternoon Break* | (15 min) |
| 2:30 pm | Meet with RO Leadership on Assignment of Roles and Any Other Issues/Concerns* | (60 min) |

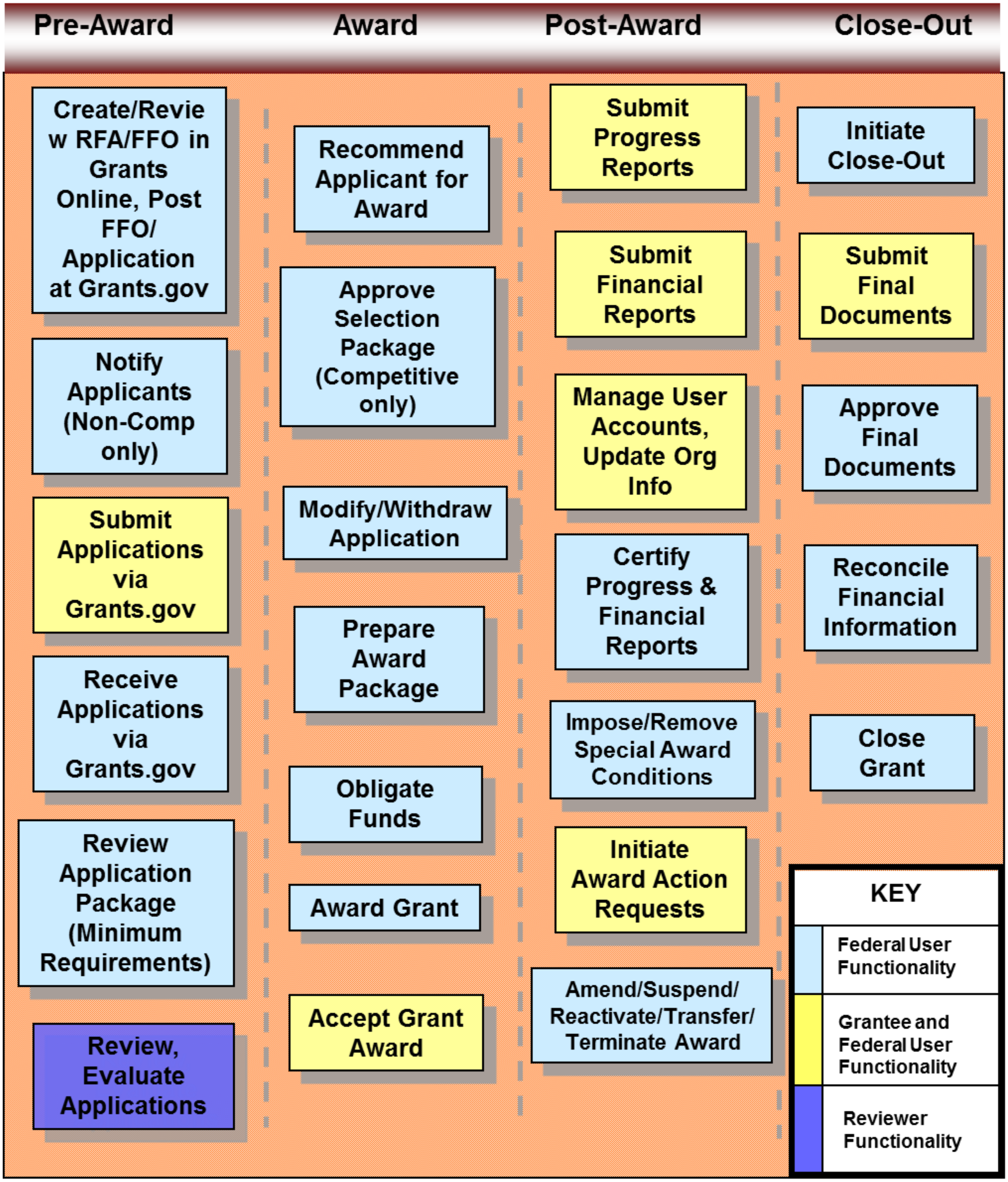
# Grants Online Overview

## Grants Online Acronym List

| | |
|---|---|
| **AAR** | Award Action Request |
| **ACCS** | Accounting Classification Code Structure |
| **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 *(EDA Note – OCC is "FALD" for EDA)* |
| **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) |
| **LO** | Line Office |

| | |
|---|---|
| **MARS** | Management Analysis and Reporting System |
| **NCE** | No Cost Extension |
| **NEPA** | National Environmental Policy Act |
| **NFA or OFA** | NOAA Finance and Administration |
| **NOAA** | National Oceanic and Atmospheric Administration |
| **NOFA** | Notice of Funds Availability (See FFO, FRN, RFA) |
| **OIE** | Office of Innovation and Entrepreneurship (EDA 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) |
| **OS** | Office of the Secretary, DOC |
| **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 |
| **SAC** | Special Award Conditions |
| **SAM** | System for Award Management |
| **SF-XXX** | Standard Form issued by the Office Management and Budget (e.g., SF-424, SF-269, SF-270, etc.) |
| **SO** | Selecting Official |

## Grants Life Cycle



## Grants Online System Requirements

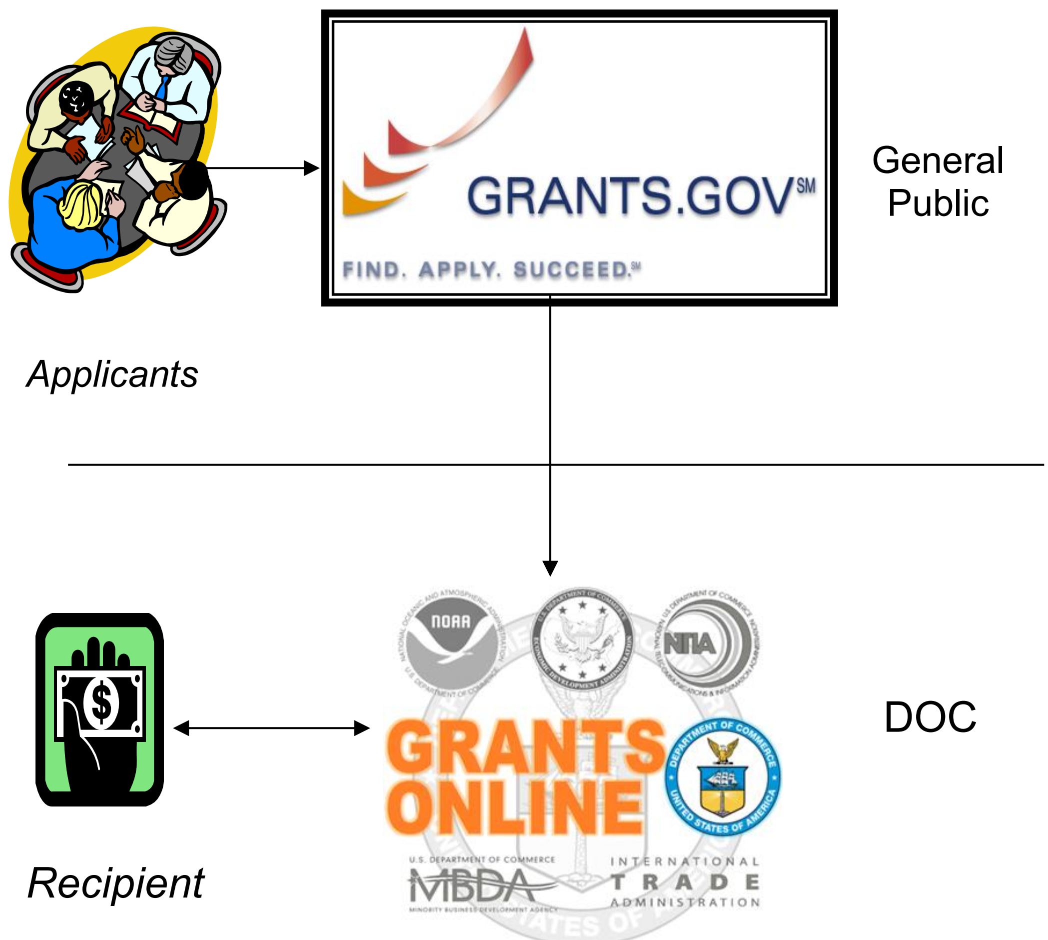
**The System**

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.

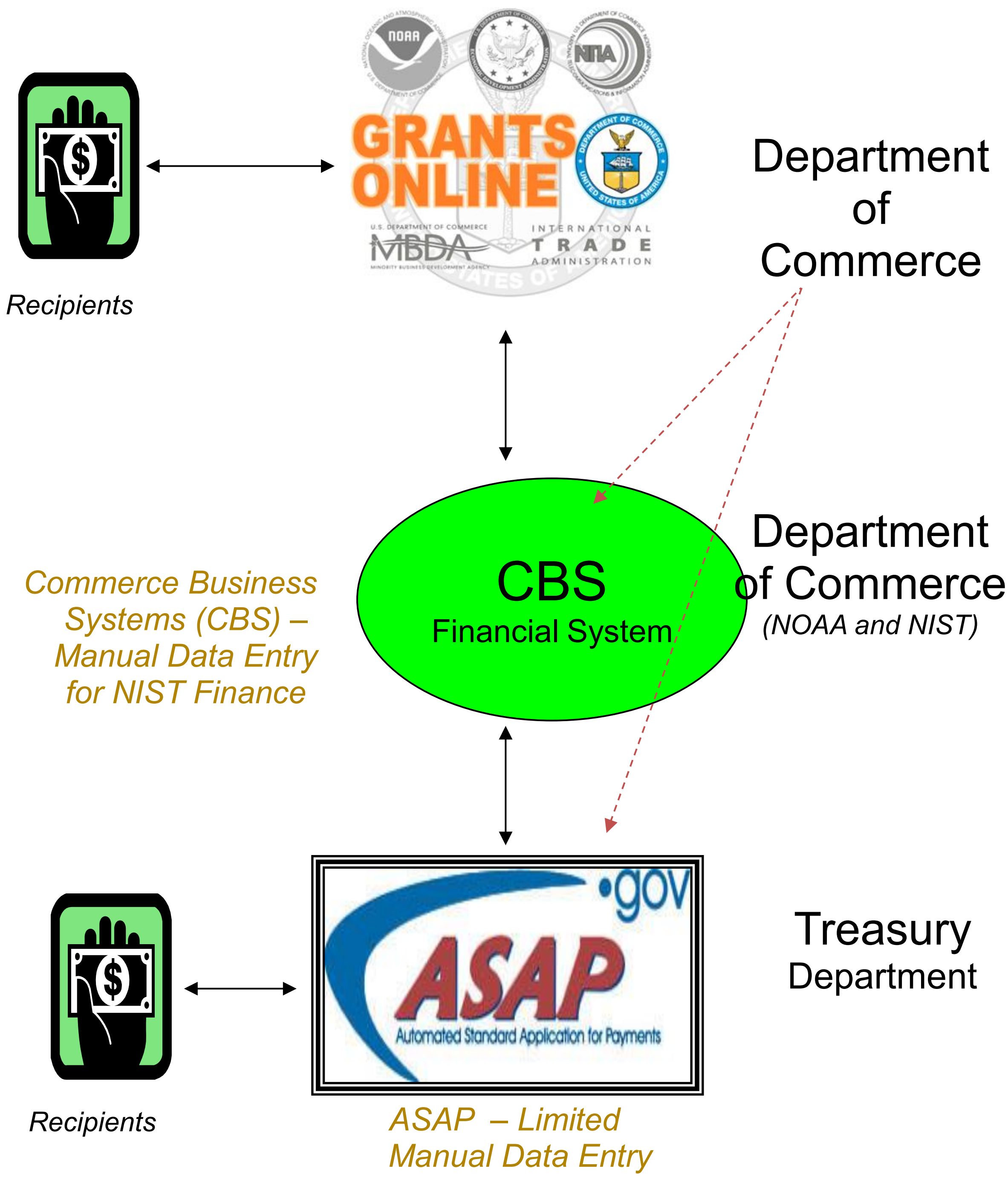
**Recommended Internet Browsers:**

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

## Grants Online and Grants.gov

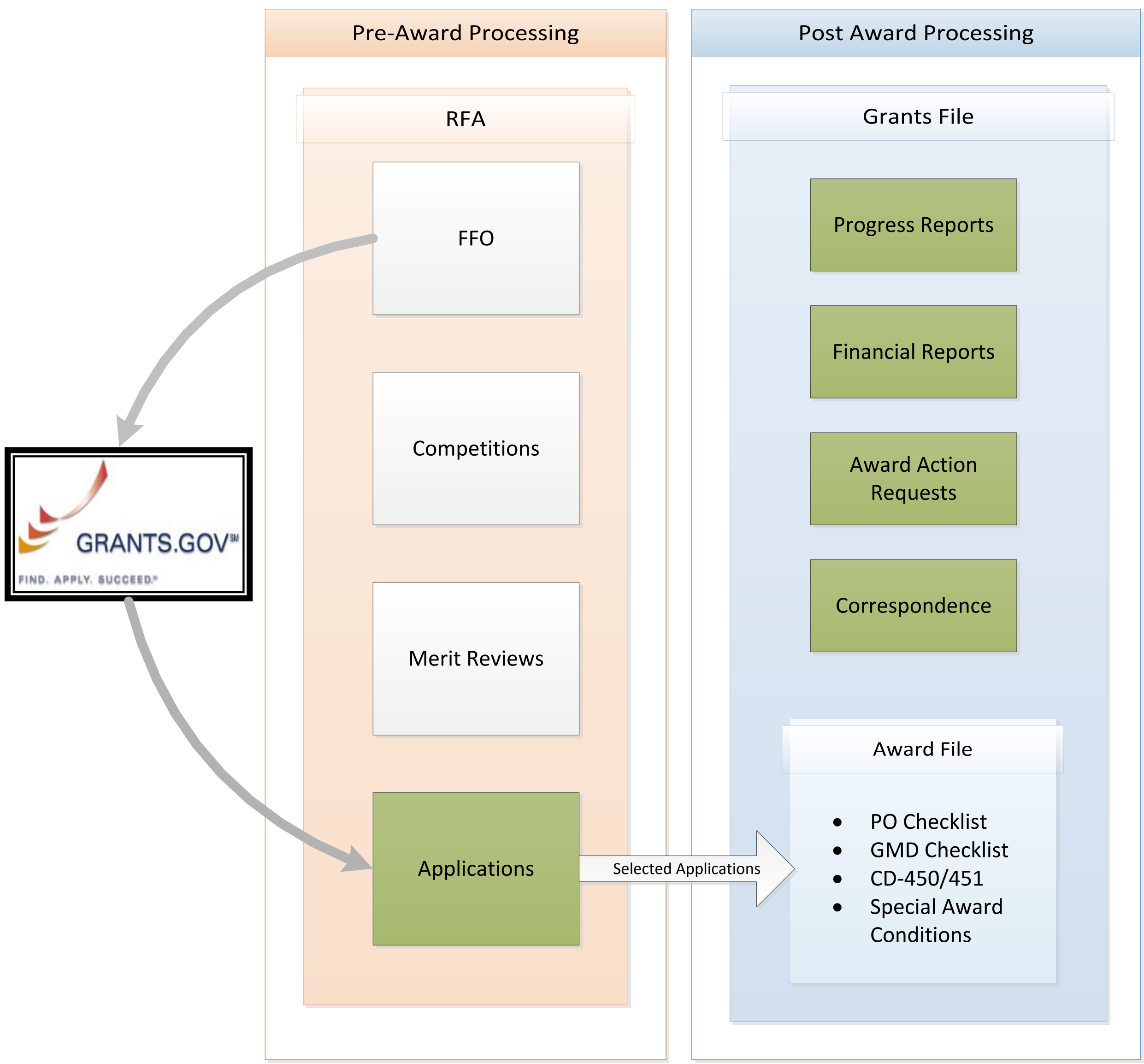


## Grants Online and ASAP



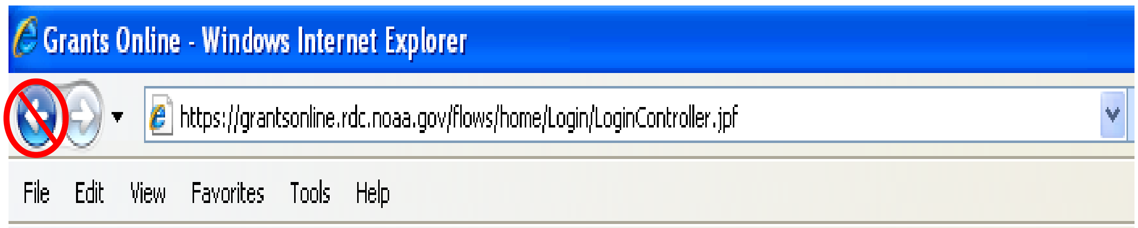

After the ASAP accounts have been set up, recipients can log onto ASAP.gov to electronically transfer (draw down) their grant funds to their own bank accounts. For recipients who have already been set up on ASAP, the funds are available when they accept their award in Grants Online. Recipients not yet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

## Grants Online Document Relationships

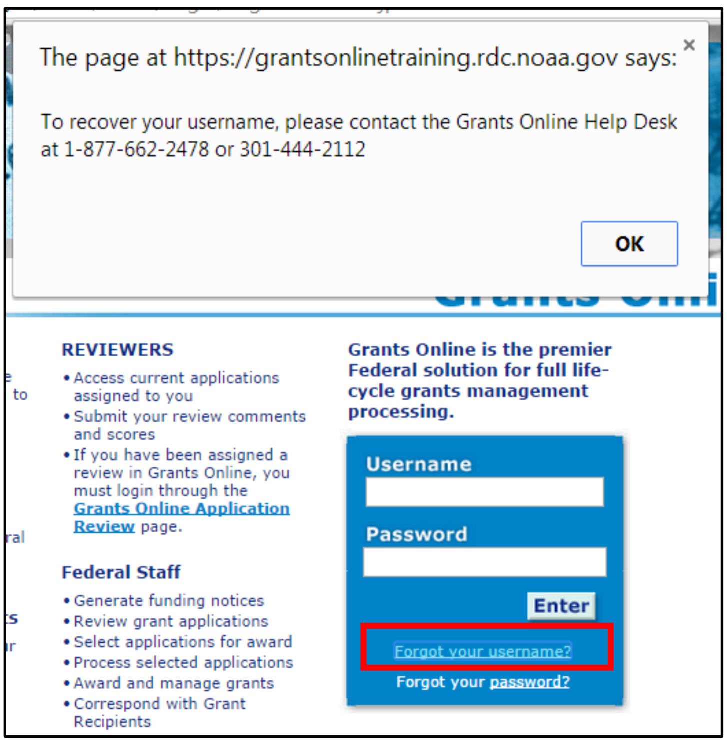


## Grants Online Helpful Hints

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

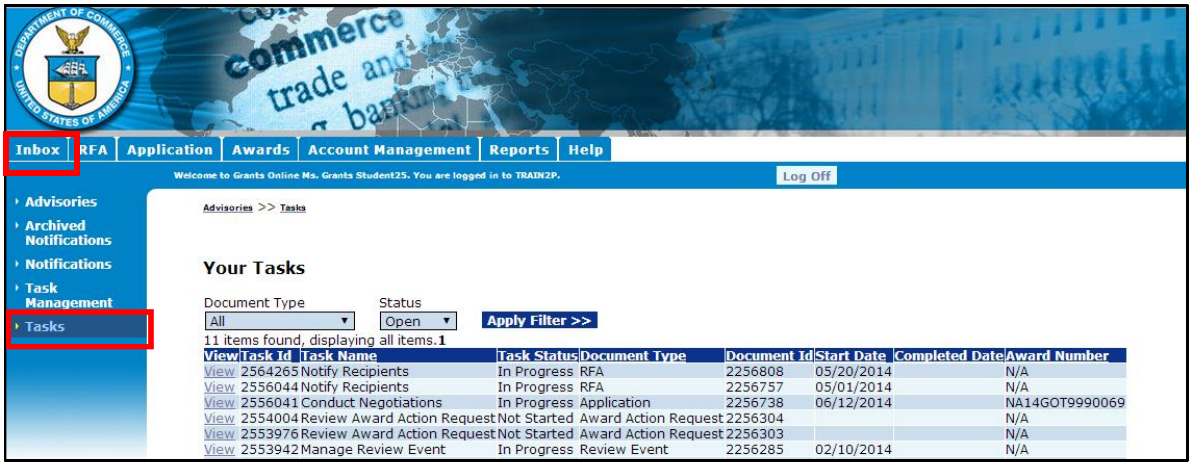



**On the Home Page, click the "Forgot your username?" link to locate the Help Desk phone number.**

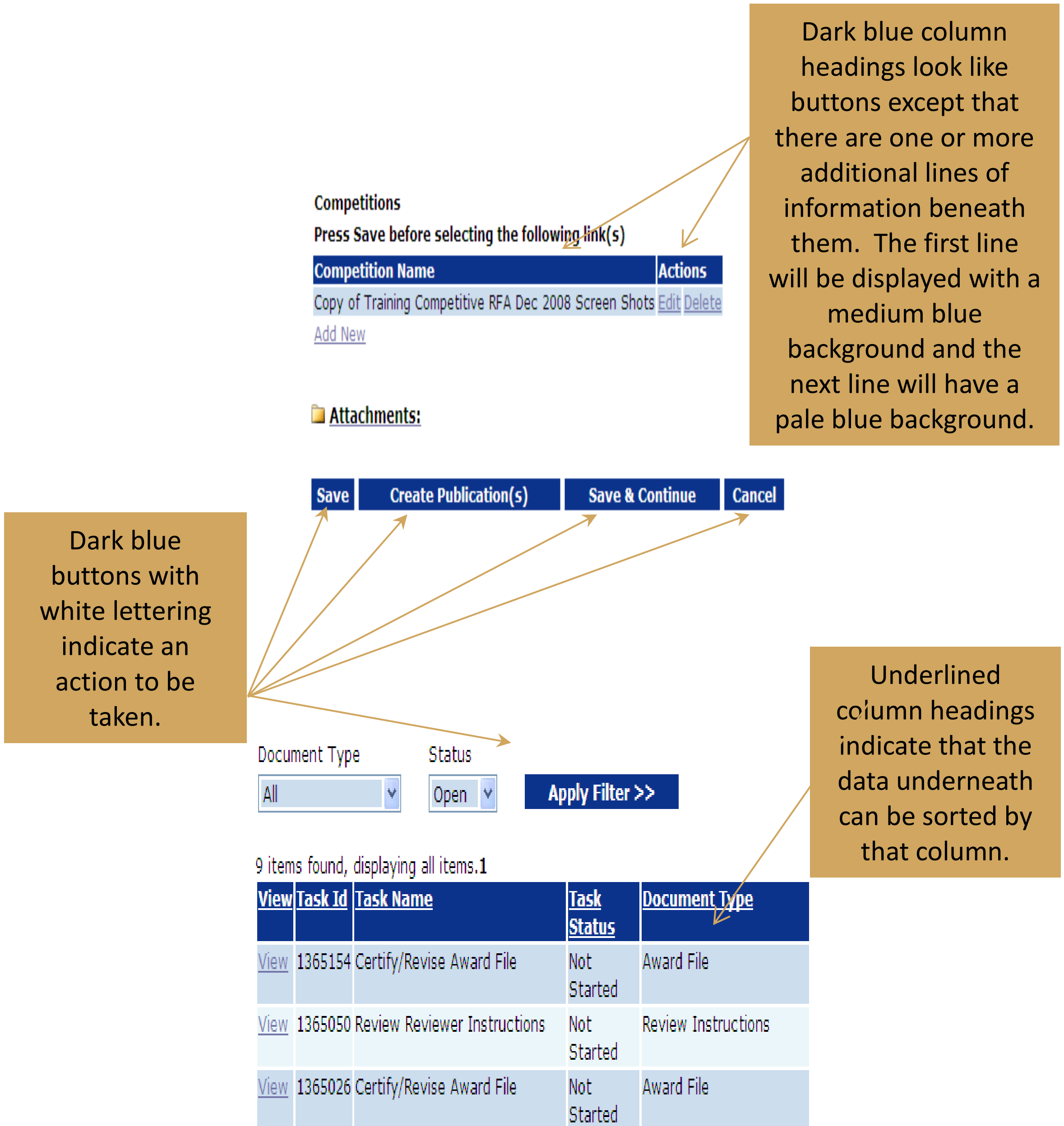



After clicking "Save and Start Workflow" always go to the Inbox – Tasks for the next action.


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.***


commerce
trade and
Inbox
RFA
Application
Awards
Account Management
Reports
Help
Welcome to Grants Online Ms. Grants Student25. You are logged in to TRAIN2P.
Log Off
Advisories
Archived Notifications
Notifications
Task Management
Tasks
Advisories >> Tasks
Your Tasks
Document Type
All
Status
Open
Apply Filter >>
11 items found, displaying all items.1
View Task Id Task Name Task Status Document Type Document Id Start Date Completed Date Award Number
View 2564265 Notify Recipients In Progress RFA 2256808 05/20/2014 N/A
View 2556044 Notify Recipients In Progress RFA 2256757 05/01/2014 N/A
View 2556041 Conduct Negotiations In Progress Application 2256738 06/12/2014 NA14GOT9990069
View 2554004 Review Award Action Request Not Started Award Action Request 2256304 N/A
View 2553976 Review Award Action Request Not Started Award Action Request 2256303 N/A
View 2553942 Manage Review Event In Progress Review Event 2256285 02/10/2014 N/A

## Buttons vs. Column Headings



## 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**<br><br>**Melanie Gange** | **301-427-8730**<br><br>**301-427-8664** |
| **NOAA/NOS** | **Regina Evans**<br><br>**Laurie Golden** | **301-713-3050 x183**<br><br>**301-713-3338 x151** |
| **NOAA/NWS** | **Carla Kirby** | **301-427-6923** |
| **NOAA/OAR** | **Brenda Alford** | **301-734-1174** |
| **NOAA/OED** | **Carrie McDougall**<br><br>**Meka Laster** | **202-482-0875**<br><br>**301-628-2906** |
| **MBDA** | **Joann Hill**<br><br>**Nakita Chambers** | **202-482-4826**<br><br>**202-482-0065** |
| **ITA** | **Brad Hess**<br><br>**Annette Henderson** | **202-482-2969**<br><br>**202-482-3995** |
| **NTIA/BTOP** | **Wayne Ritchie**<br><br>**Laura Pettus** | **202-482-5515**<br><br>**202-482-4509** |
| **EDA** | **Kerstin Millius** | **202-482-3280** |

**NOTE:** Contact Name & Phone Number based upon Dept. of Commerce or NOAA Personnel Directories -- Accessed: April 7, 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**

## Grants Online User Roles - Federal

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

## Grants Online User Roles - Grantee

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

* Recipient Administrator needs to confer "Submitting" Role

## Grants Online User Roles - 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*<br>*(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*<br>*CAMS Second Approver*<br>*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*<br>*CAMS Second Approver - D*<br>*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 oversignt for CESU (Cooperative Ecosystem Studies Units) Awards. |
| *Commit1*<br>*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. |

| ROLE NAME | DEFINITION |
|---|---|
| *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. Individuals given this role are assumed to have obtained a certain level of training in the Grants Management arena. |
| *Federal Program Officer - Uncertified* | This role is intended for persons who are on track to become Certified Federal Program Officers but have not yet obtained the necessary credentials required by their Line Office. They may assist with all tasks normally done by a Certified Federal Program Officer, but cannot forward any documents to entities outside of their own Program Office. The documents must be reassigned to a Certified Federal Program Officer for that purpose. |
| *Finance Office* | This role is given to the users who are responsible for the second step (ASAP Certification) of the 2-step process used in setting up a new award in the ASAP System or adding funds to a current ASAP award. The first step is ASAP Authorization. |
| *Finance Reviewer* | This role is given to users who perform the preliminary Finance Office review of Financial Closeout documents. Workflow routing of tasks to this user is controlled by the "Reconciliation" checkbox on the deobligation memo. |
| *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 Grants Specialist* | For every CFDA/Line Office combination, one Grants Specialist must be designated as the “Lead.” The “Lead” is the initially assigned Grants Specialiast for any award with that CFDA/Line Office combination. The lead also becomes the default Grants Specialist for certain tasks on an award (which can subsequently be reassigned). |

| ROLE NAME | DEFINITION |
|---|---|
| *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. |
| *Progress Report Reviewer* | This is a Federal Program Office role given to a user whose only responsibility is to review Performance Progress Reports received from the grant recipients. This functionality can also by done be users with other Program Office roles such as Federal Program Officer (Certified or Uncertified), Program Office Staff, and Program Office Reviewer. |

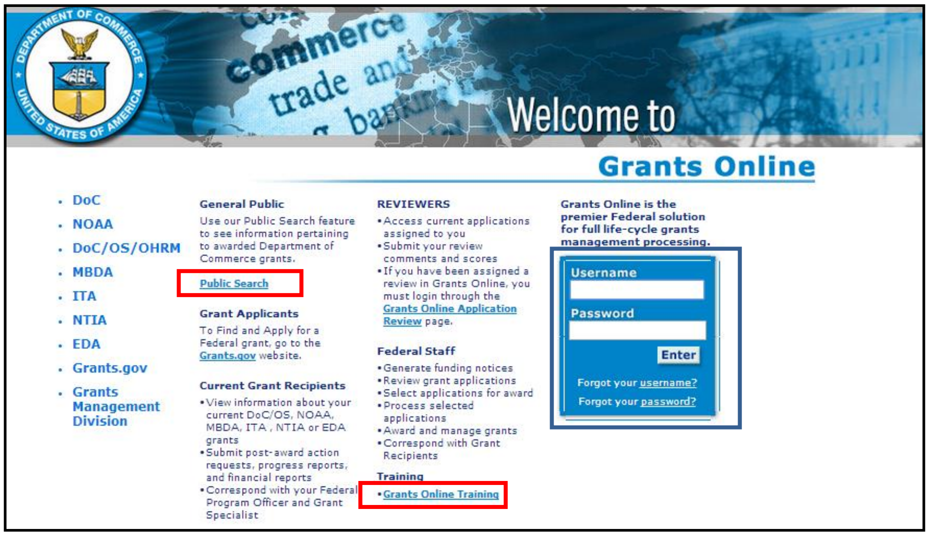
| ROLE NAME | DEFINITION |
|---|---|
| *Public Affairs Liaison* | This role is given to users who need to be notified about grant awards for the purposes of preparing press releases and/or other Public Affairs type activities which are separate and distinct from the Congressional notifications performed 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 System Navigation

## Accessing Grants Online

1. Type [https://grantsonline.rdc.noaa.gov](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.

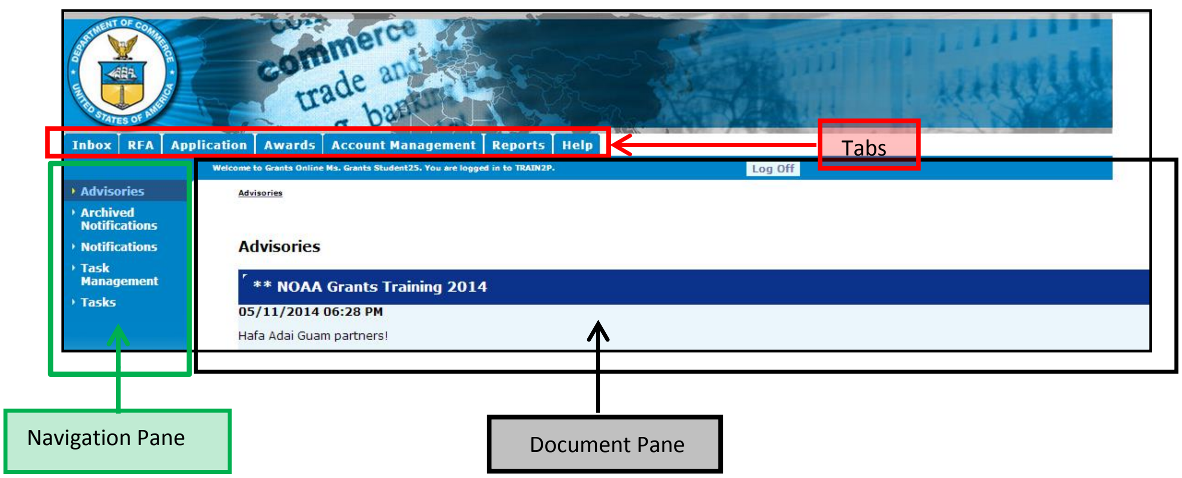
## Grants Online Navigation Features

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:

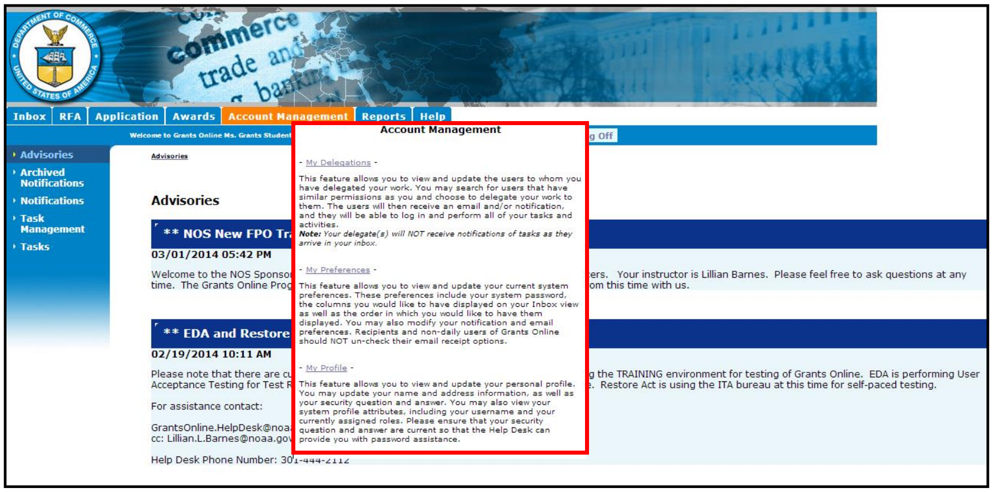
- **Tabs**: Highlighted by a red border at the top of the screen. Use the tabs to navigate to the different areas of Grants Online.
- **Navigation Pane**: Highlighted by a green border on the left-hand side of the screen. The options displayed in the navigation pane are determined by the active tab.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

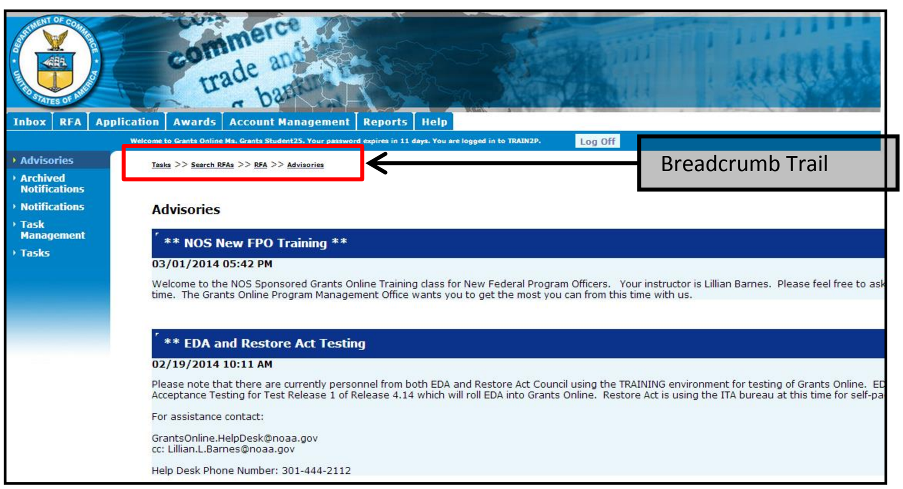
### Pop-Up Short Cuts

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.

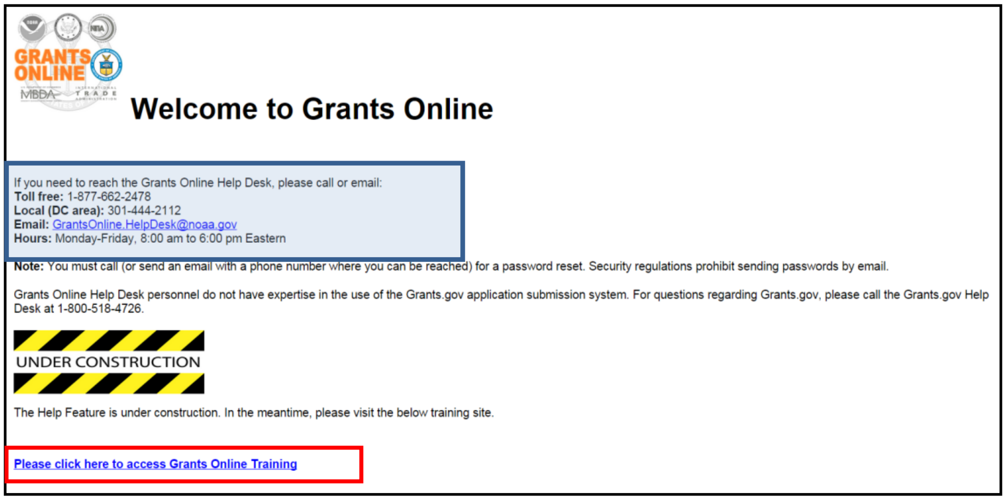



**WARNING!**

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.



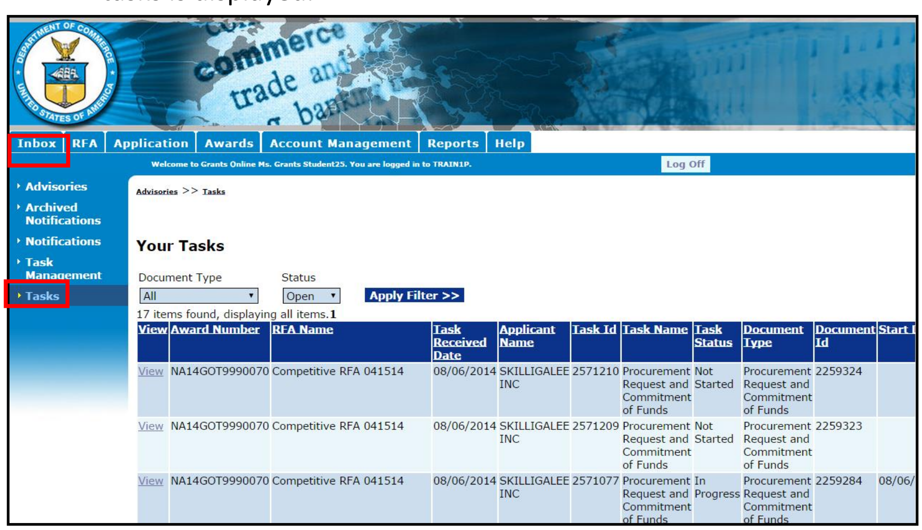

## Inbox Tab

### 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**

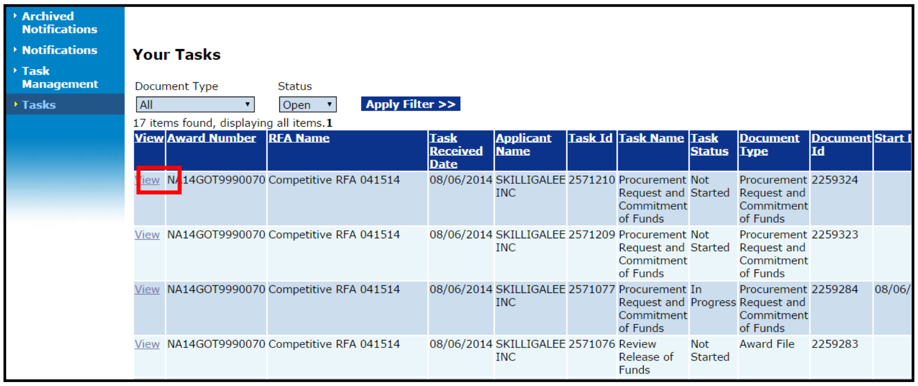
1. From the Inbox Tab, click the **Tasks** link. A list of the user's available tasks is displayed.




**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.

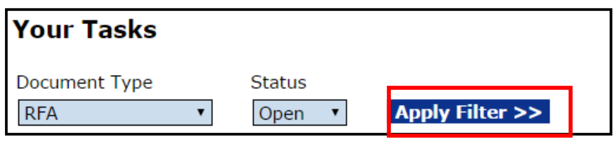
## View a Task

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

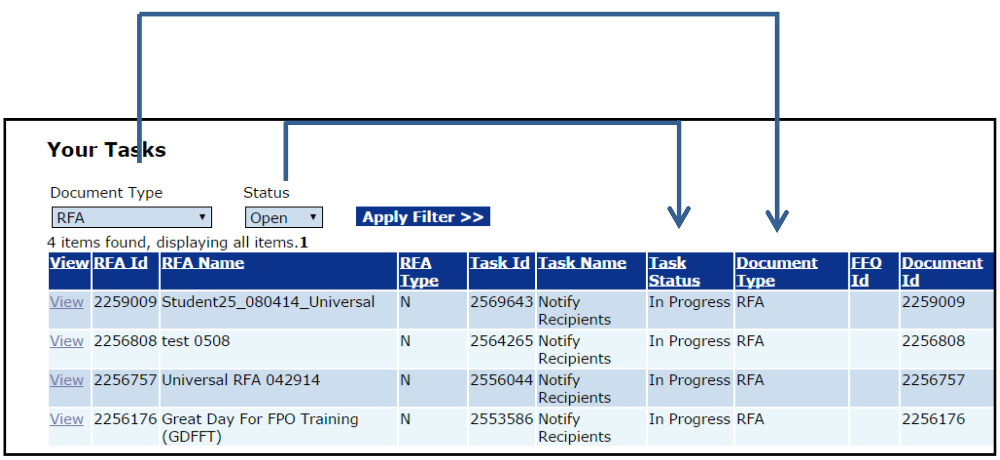



## Filter a Task

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.

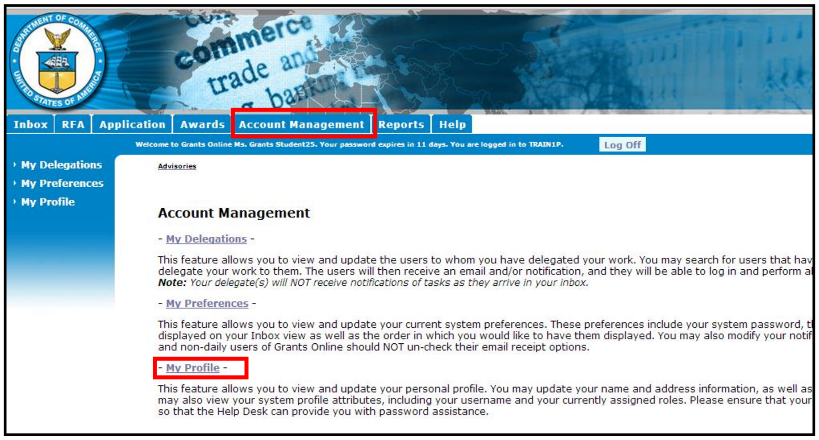


## Account Management Tab

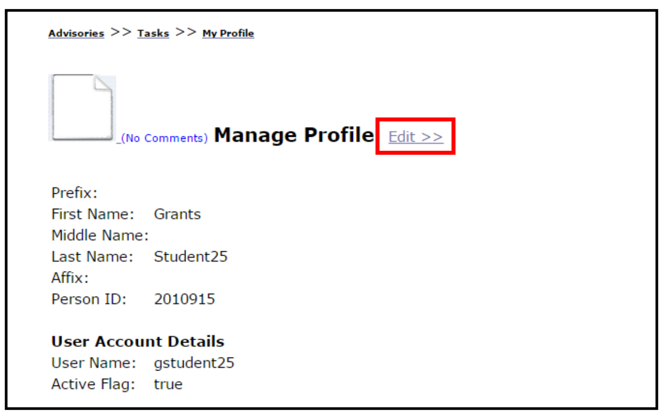
The Account Management Tab allows the user to view and update his/her profile; customize his/her notifications and task preferences; and delegate his/her Inbox to other users.

### Manage the User Profile

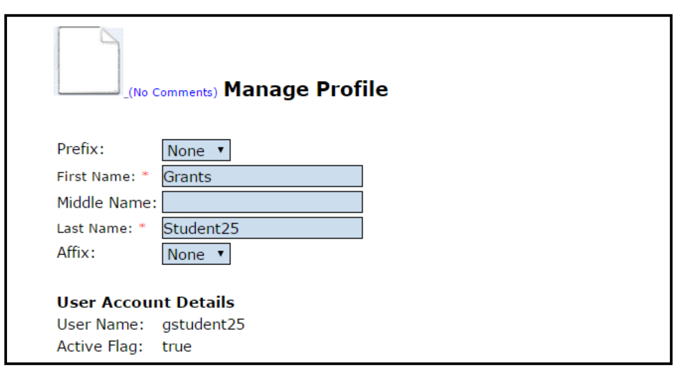
1. On the Account Management Tab, click the **My Profile** link.



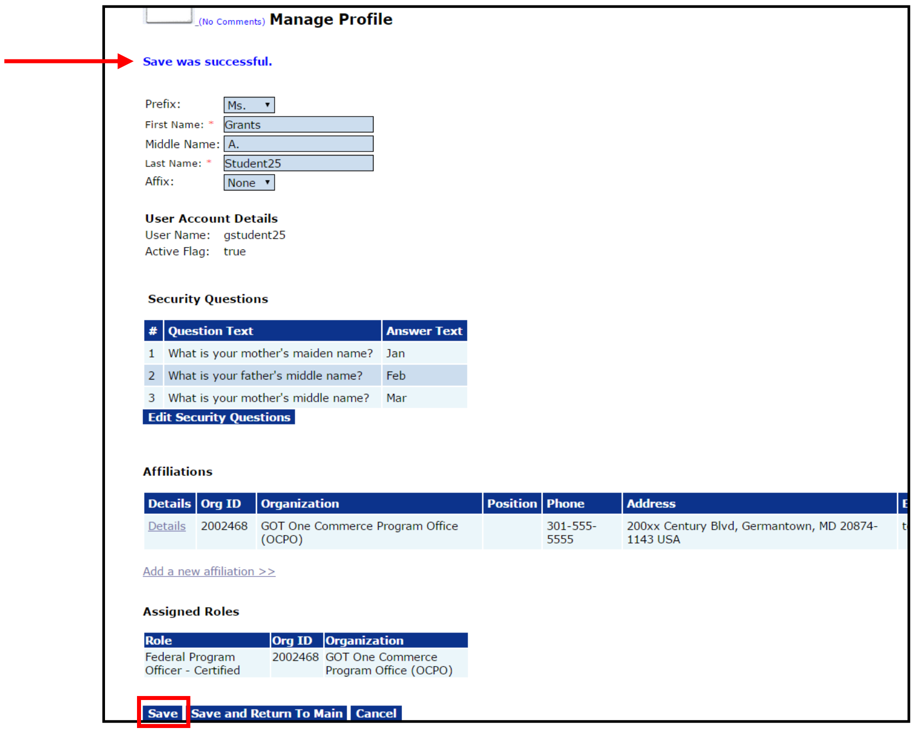

2. The Manage Profile screen is visible. Click the **Edit** link.



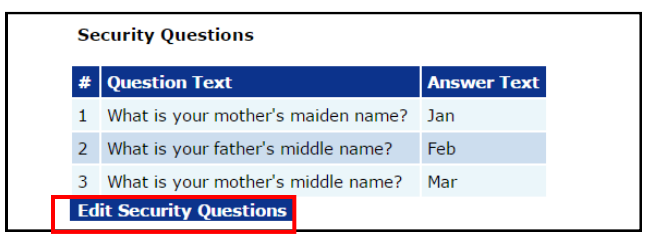

3. The user is presented with a screen on which s/he can modify his/her identifying account information. The variables First Name* and Last Name* are mandatory data entry fields.



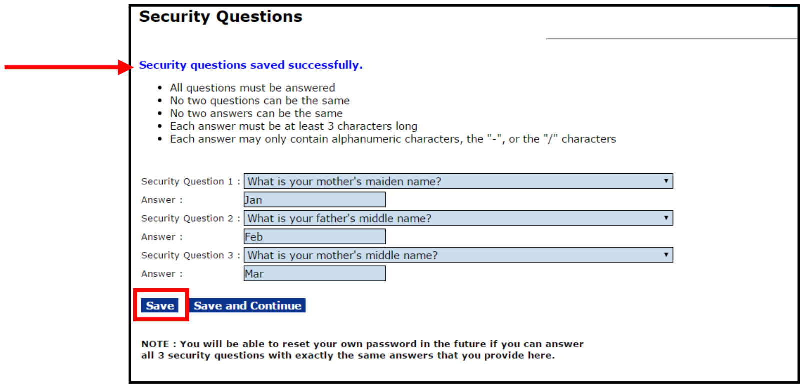
4. Scroll to the bottom of the screen and click the **Save** button. An indicator that data was saved is accompanied by the message "**Save was Successful"** and is displayed at the top left-hand corner of the screen. Although not required, it is strongly suggested that the user click the **Save** button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

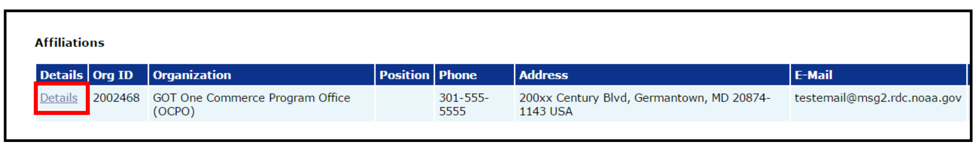


6. From the screen displayed below, the user can modify his/her questions and answers. Click the **Save button** and updates are confirmed with the message “**Security questions saved successfully.”** Subsequently, the user must click the **Save and Continue** button. If the user opts to just click the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

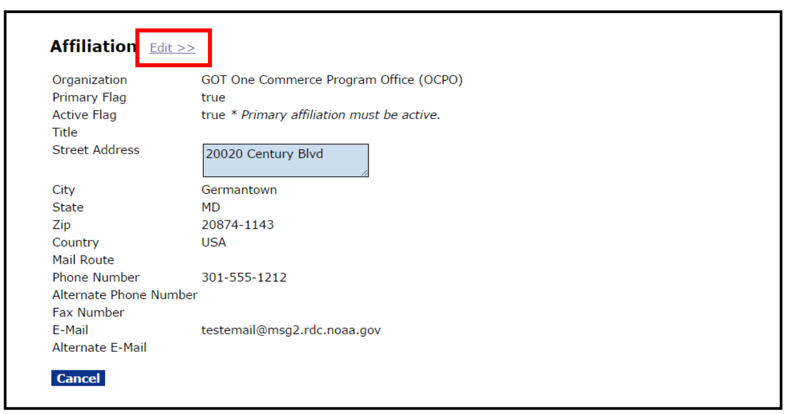



7. To reset his/her password, the user must provide the correct responses to all security questions. If the user contacts the Help Desk for assistance with a password reset, s/he must provide an accurate response to <u>all</u> security questions. This assures the Help Desk that the user has the right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

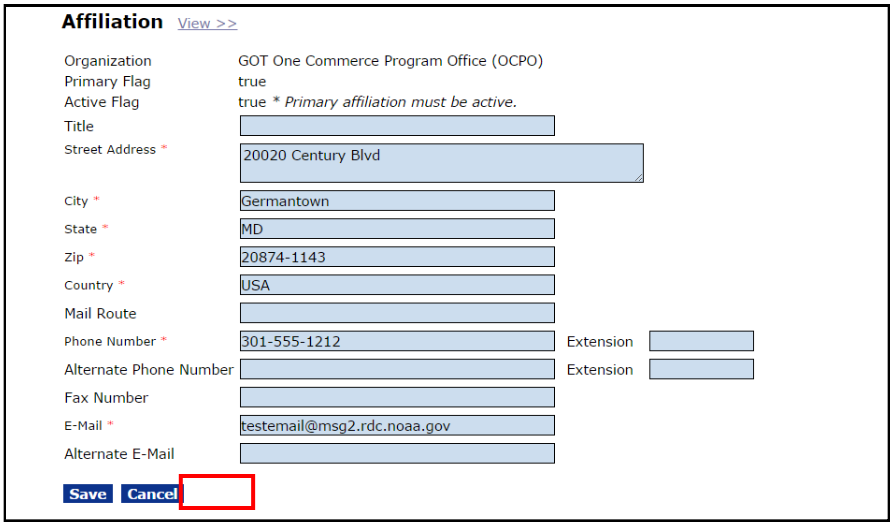
8. To update his/her affiliations, the user should click the **Details** link under the Affiliations header.




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.



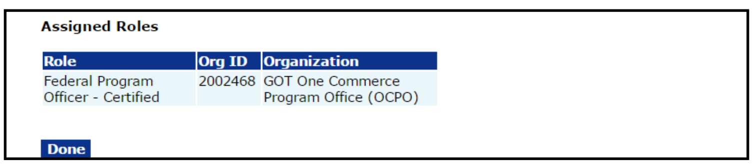
**Affiliation** View >>

| | |
|---|---|
| Organization | GOT One Commerce Program Office (OCPO) |
| Primary Flag | true |
| Active Flag | true * *Primary affiliation must be active.* |
| Title | |
| Street Address * | 20020 Century Blvd |
| City * | Germantown |
| State * | MD |
| Zip * | 20874-1143 |
| Country * | USA |
| Mail Route | |
| Phone Number * | 301-555-1212 Extension |
| Alternate Phone Number | Extension |
| Fax Number | |
| E-Mail * | testemail@msg2.rdc.noaa.gov |
| Alternate E-Mail | |

Save Cancel

NOTE: If a user wishes to change his/her Organization, s/he must contact his/her bureaus' Grants Online representative. That person will contact the Help Desk on behalf of the user.

11. The final section on the Manage Profile screen cannot be modified without the involvement of a Bureau's Grants Online representative and the Grants Online Help Desk.

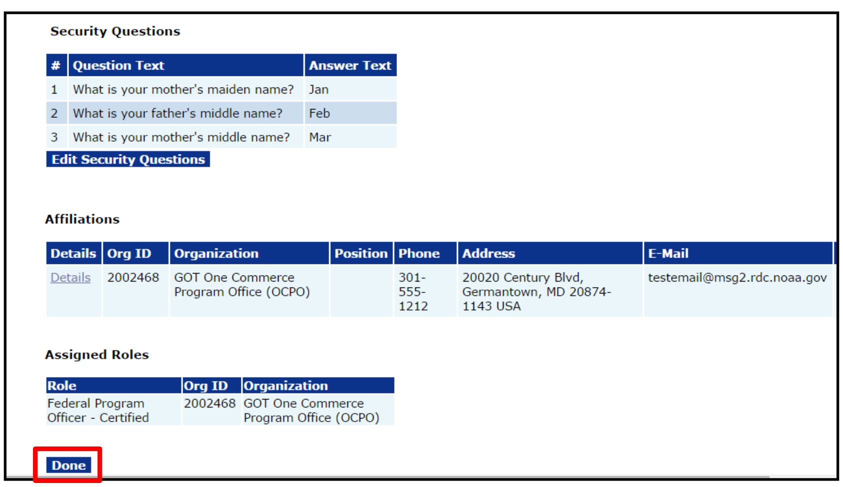


**Assigned Roles**

| 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) |

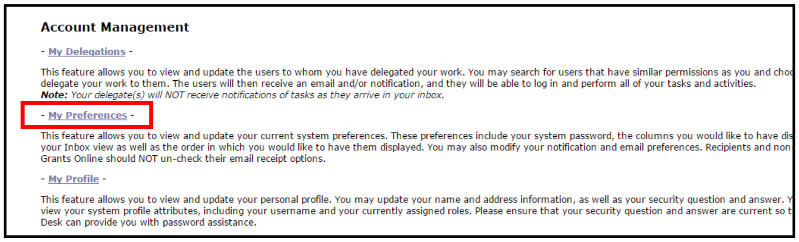
Done

## User Preferences

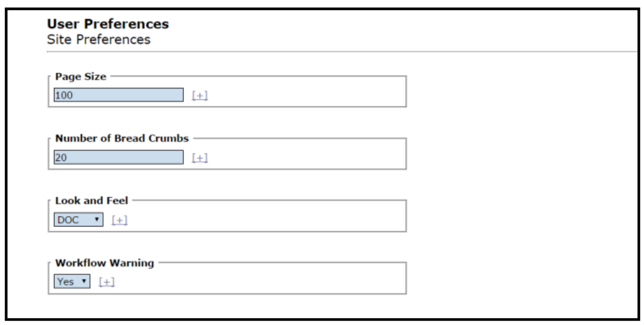
The user may customize his/her viewing preferences using the My Preferences link. The user may add/remove email Inbox notifications. This will remove notifications sent to the user's external email account only. Headings may be customized to display certain fields on the user's tasks and notifications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

### *Access User Preferences*

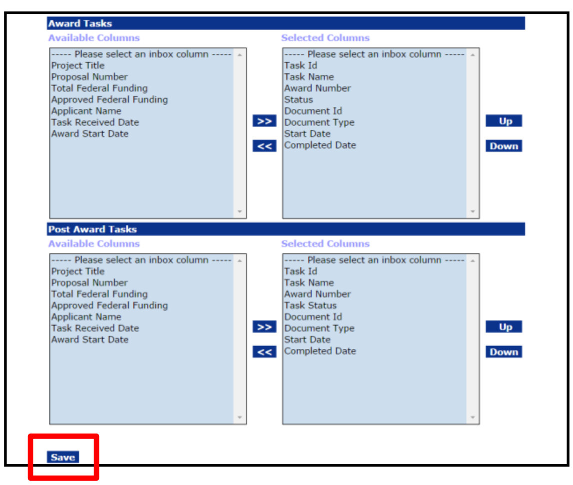
1. From the Account Management Tab, click the **My Preferences** link.




2. On the screen shown below, the user can customize the page size, number of breadcrumbs, the look and feel, and the workflow warning.



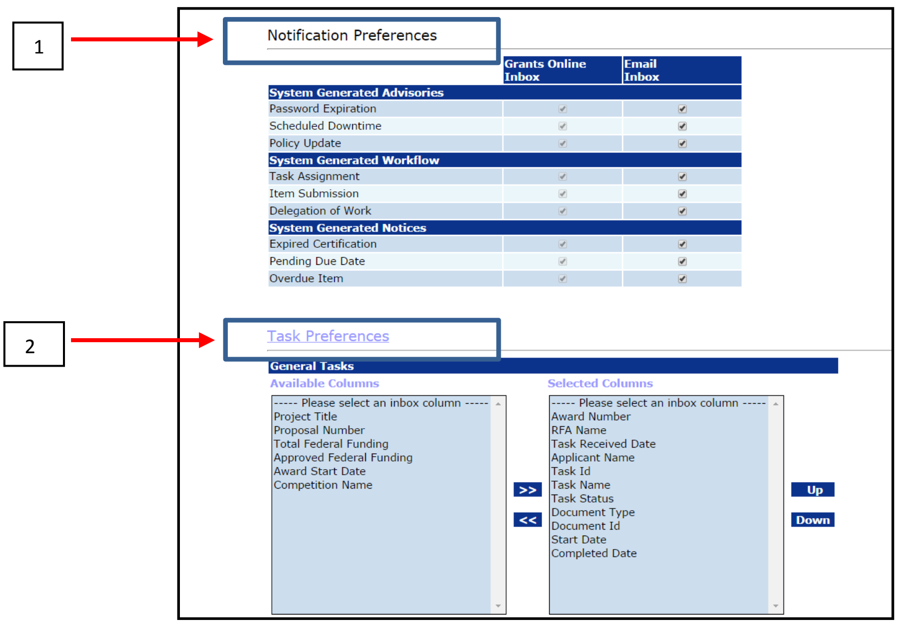

3. Scroll to the bottom of the screen and click the Save button to capture the changes.



## *Customize Tasks*

1. The user can modify his/her notifications using the checkboxes in the Email Inbox column (under the **Notification Preferences** section – top potion of the image below). Any modifications only impact the user's Email Inbox; the Grants Online Inbox specifications cannot be modified.

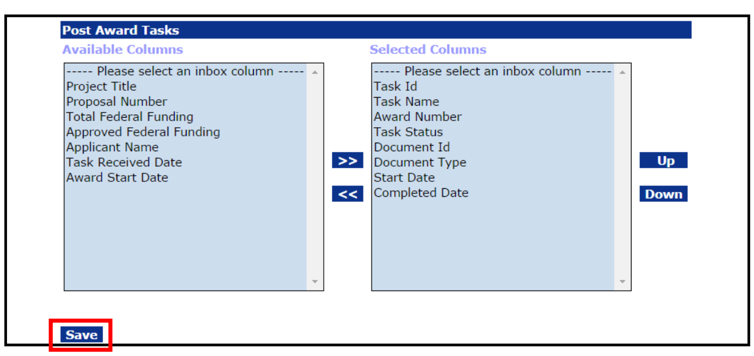
2. The user can modify the type and order of preferences that display on the screen. To make modifications, click the **Tasks Preferences** link (bottom portion of the image below)**.** The user can modify his/her preferences for General Tasks, RFA Tasks, Award Tasks, and Post Award Tasks.




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.

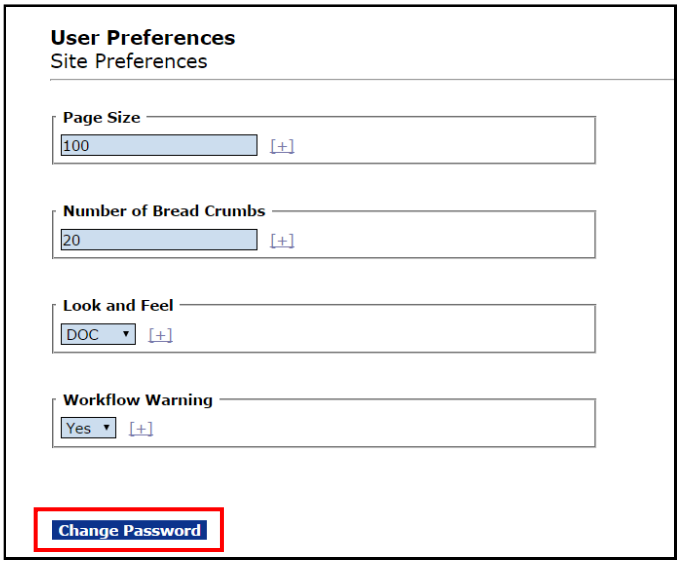
4. For the Task Preferences, use the Up  or Down  buttons to select the column order that should display on the Tasks portion of the screen.

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.



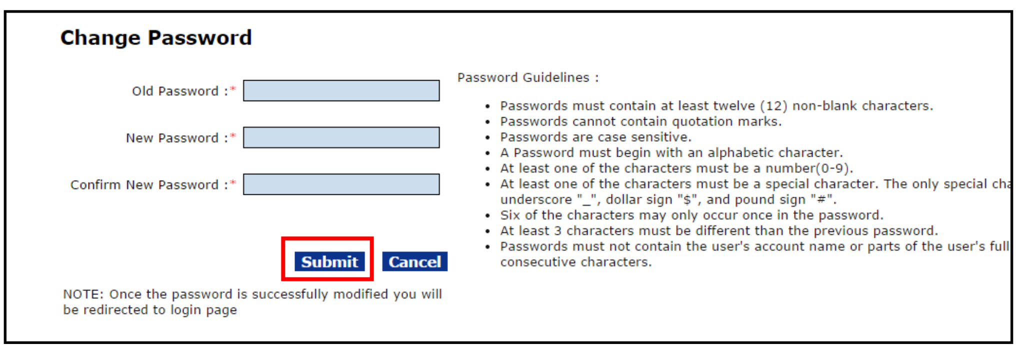
## *Change the Password*

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.

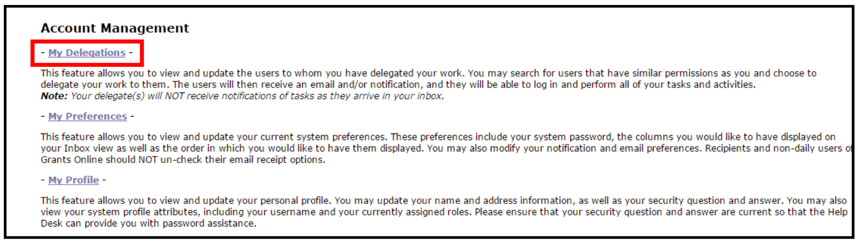
ONLY the following special characters are valid: underscore "_", dollar sign "$", and pound sign "#".

## User Delegations

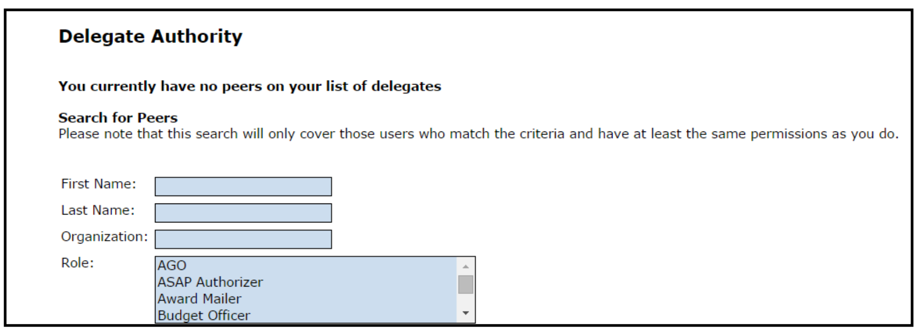
When the user selects the **My Delegations** link on the Account Management Tab, s/he will be able to view existing delegates, add delegates, and rescind delegates. A user can only select as a delegate a person with an access level that matches his/hers. For example, a certified program officer cannot 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.



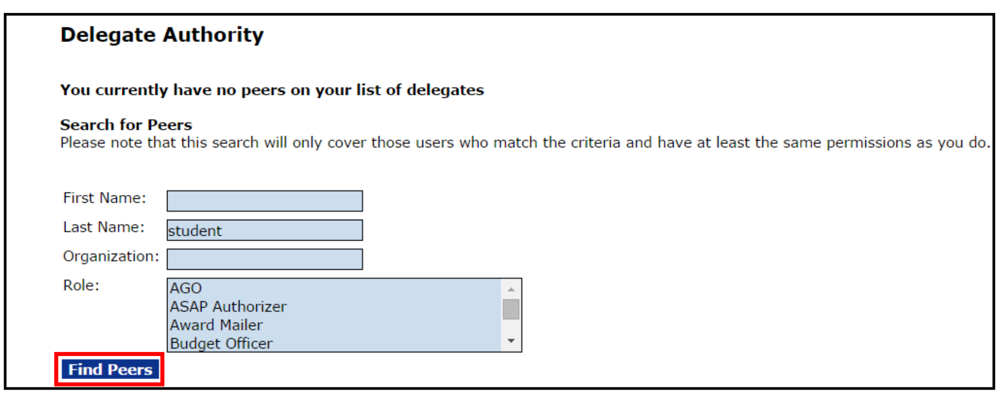

2. The Delegate Authority screen is visible.



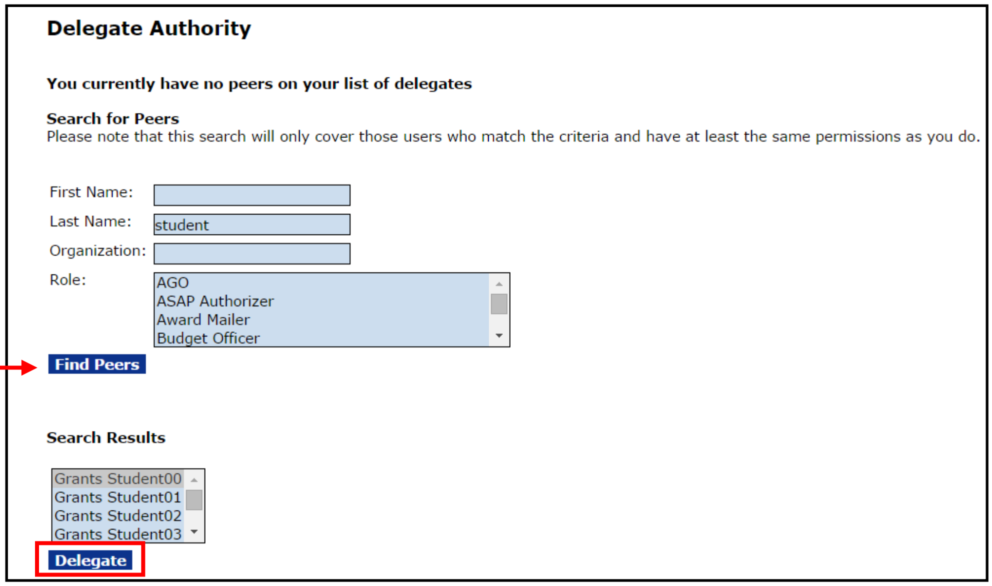

### *Add a Delegate*

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

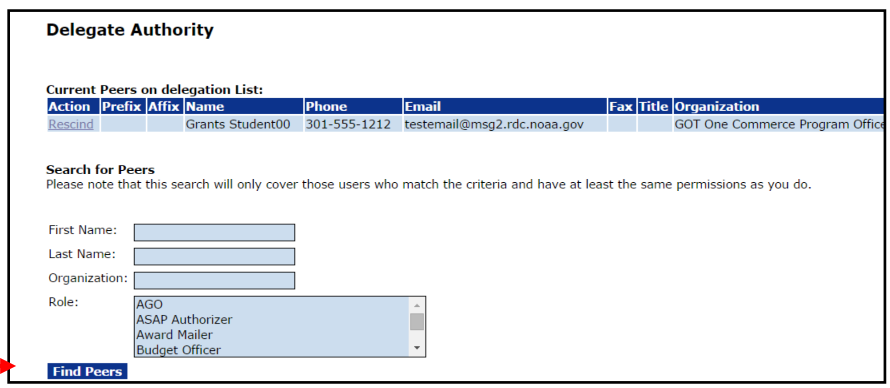
2. Click the Find Peers button.



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

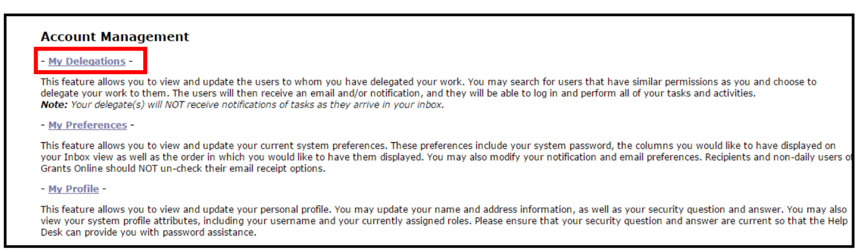



4. The screen shot below is visible when a person is successfully chosen as a delegate. To specify additional delegates, repeat steps 2-3 as many times as is necessary.

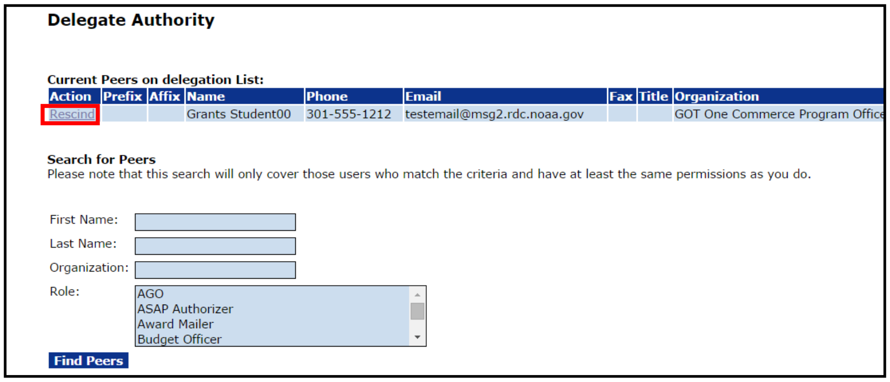



## *Rescind a Delegation*

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.



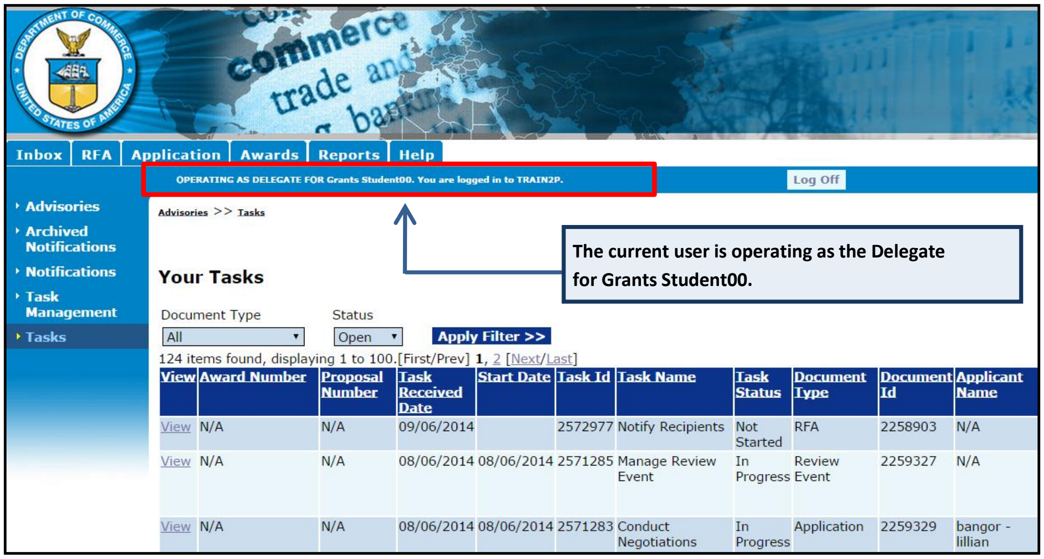

## *Log In As a Delegate*

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.




| View | Award Number | Proposal Number | Task Received Date | Start Date | Task Id | Task Name | Task Status | Document Type | Document Id | Applicant Name |
|---|---|---|---|---|---|---|---|---|---|---|
| View | N/A | N/A | 09/06/2014 | | 2572977 | Notify Recipients | Not Started | RFA | 2258903 | N/A |
| View | N/A | N/A | 08/06/2014 | 08/06/2014 | 2571285 | Manage Review Event | In Progress | Review Event | 2259327 | N/A |
| View | N/A | N/A | 08/06/2014 | 08/06/2014 | 2571283 | Conduct Negotiations | In Progress | Application | 2259329 | bangor - lillian |

# Viewing RFAs and Awards

## RFA: Request for Applications

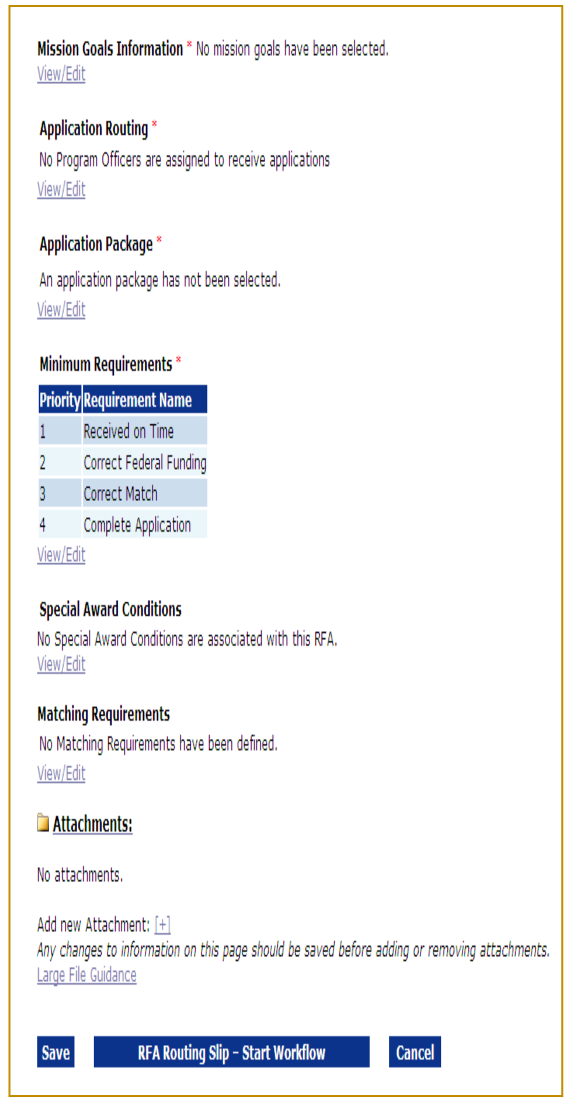
### Overview

**Encompasses:**

1. Federal Funding Opportunity (FFO)
2. Competitions (if any)
3. Merit Review Events (if any)
4. Applications Received

**RFA Types:**

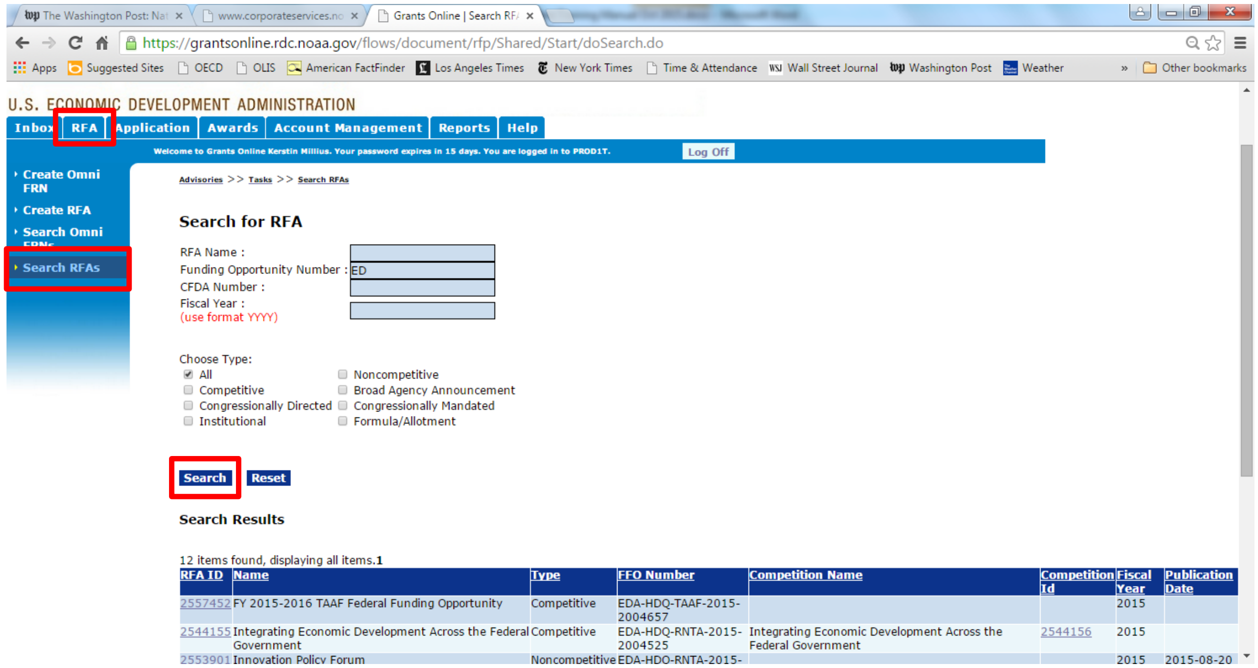
- Competitive
    - Recipients are not known in advance
    - A selection package is required
- Non-Competitive
    - Includes Institutional Awards (i.e. EDDs), and earmarks
    - Main requirement is that recipients are known in advance
    - No funding opportunity needed in Grants Online
    - Applicants can access application packages through grants.gov using the Funding Opportunity number, but the Funding Opportunity cannot be "found" by Grants.gov's search feature.




**Setup of the RFA includes the designation of:**

- Basic data an information necessary to post an FFO on Grants.gov and set up applications in Grants Online (CFDA #, Fiscal Year, Total Available Funding, etc)
- Staff who will initially receive and process applications
    - Can be done via WORKLOAD routing (i.e. round-robin) or STATE routing (applications from specific states go to designated reps)
    - Once applications are received, they can also be reassigned
- Minimum Requirements that applications must meet in order to be processed (Technical Review)
- Review Events that will be handled through the Merit Review Module in Grants Online

## Searching for an RFA

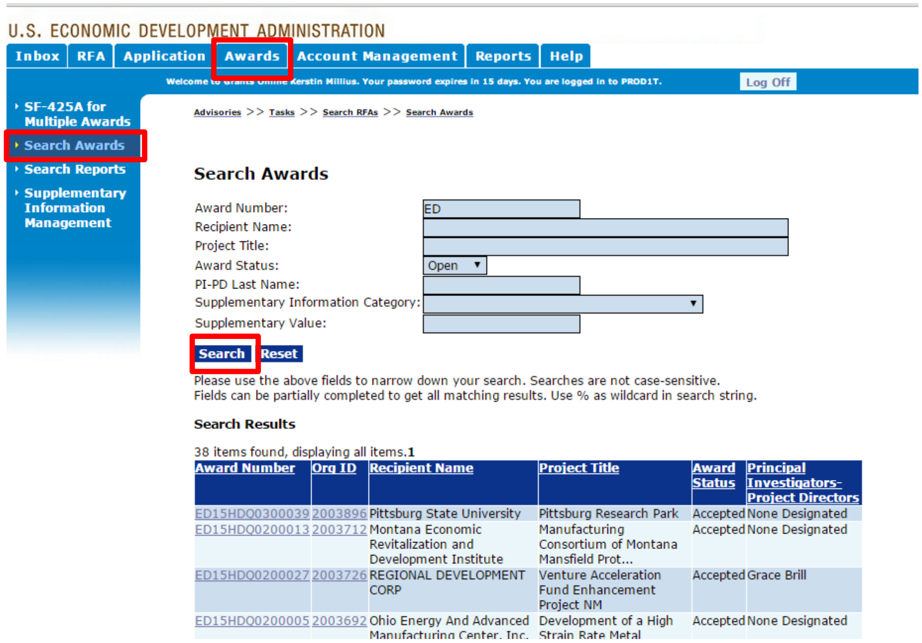



## Funding Opportunity Number Algorithm

**BBB- LLL-Program Office-YYYY-NNNNNNN (e.g. EDA-HDQ-TAAF-2016-2004559)**

- **BB** Bureau Identifier: **EDA**
- **YYYY** Fiscal Year
- **LLL** Line Office Identifier, **e.g. Headquarters = HDQ**
- **Program Office** Acronym for the relevant Program Office for the FFO (Note: Funding Opportunities pertaining to all of EDA may be posted using PNP as the Program Office)
- **NNNNNN** A sequence derived number

## Searching for an Award




## Award Number Algorithm

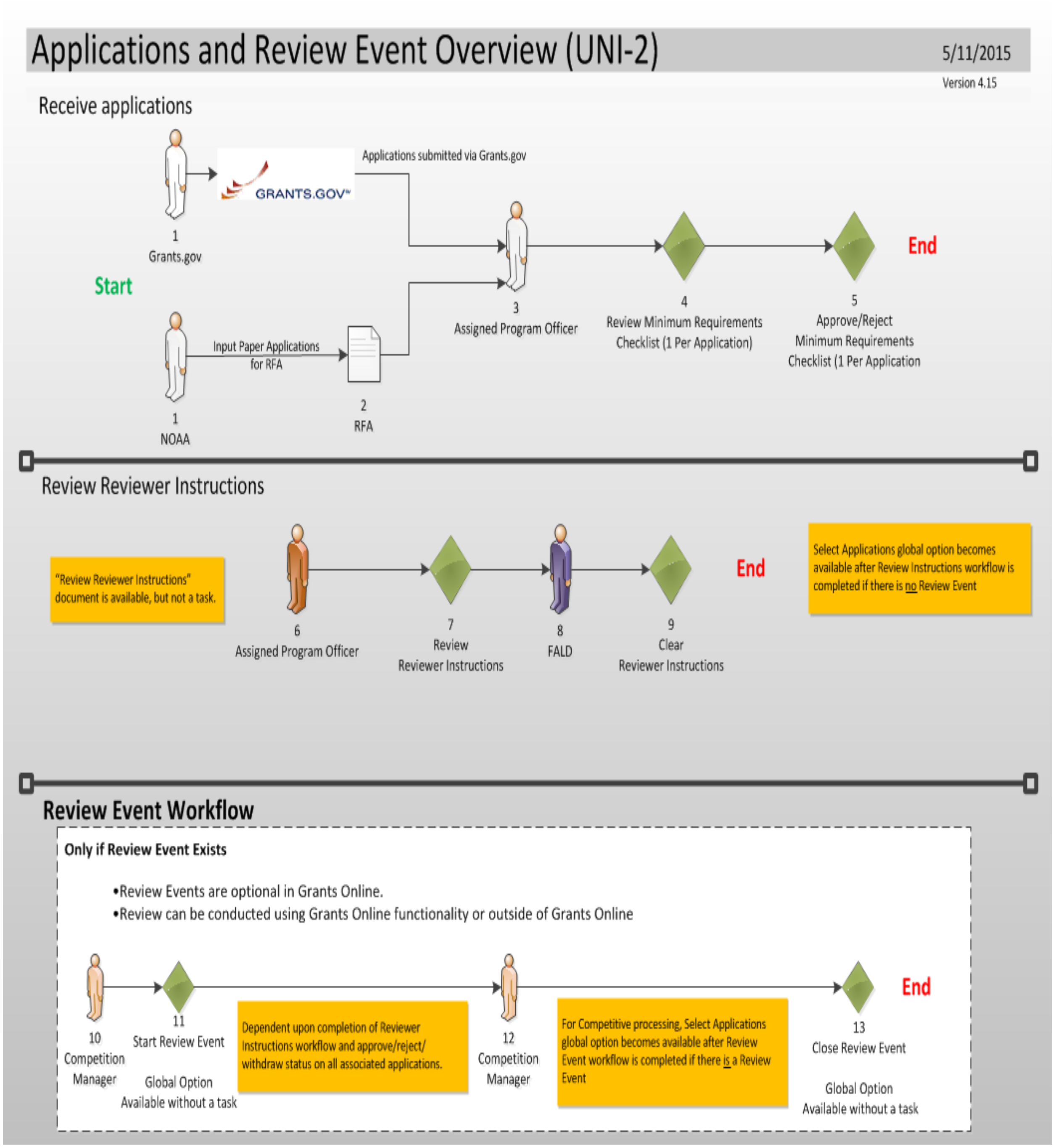
**BBYYLLLCCCNNNN (e.g. ED14HDQ3030001)**

- **BB** Bureau Identifier: **EDA = ED**
- **YY** Last 2 digits of Fiscal Year
- **LLL** Line Office Identifier, **e.g. Headquarters = HDQ**
- **CCC** The post-decimal part of the CFDA Number, e.g. 11.303 (CCC --> 303)
- **NNNN** A sequence derived number that starts with 0001 for each line office for each Fiscal Year

| EDA Line Office Identifiers: | |
|---|---|
| Atlanta | ATL |
| Austin | AUS |
| Chicago | CHI |
| Denver | DEN |
| Philadelphia | PHI |
| Seattle | SEA |
| Headquarters | HDQ |

# Processing a Non-Competitive Application

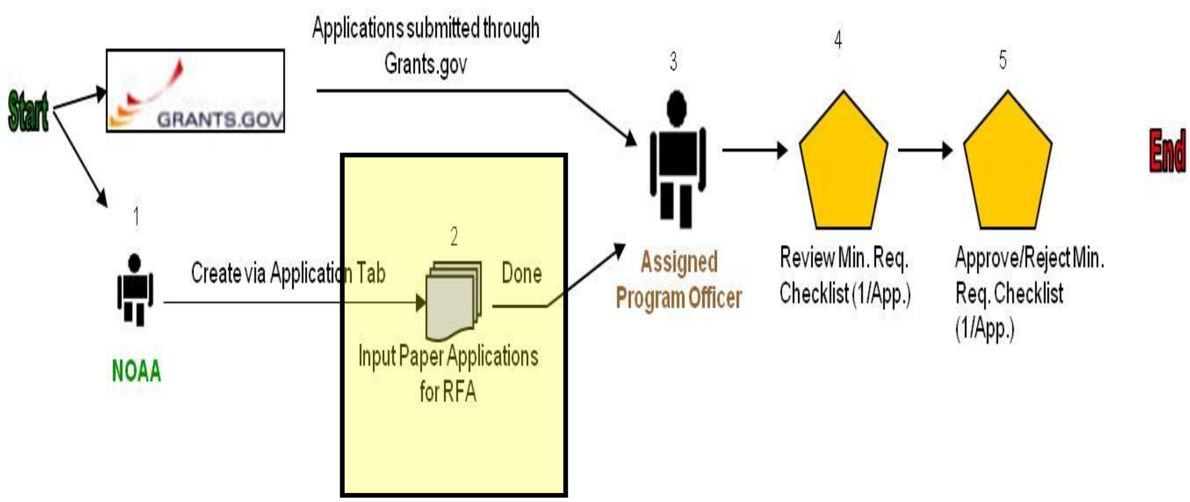
*(EDD Example)*

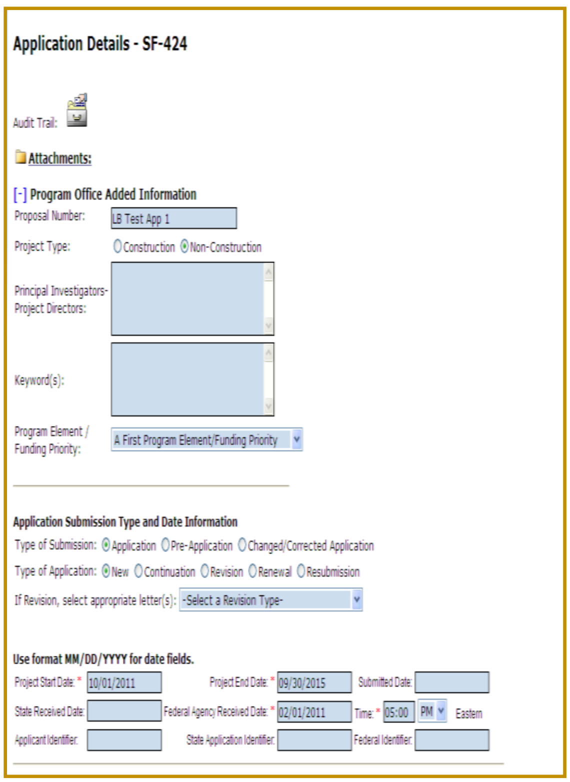


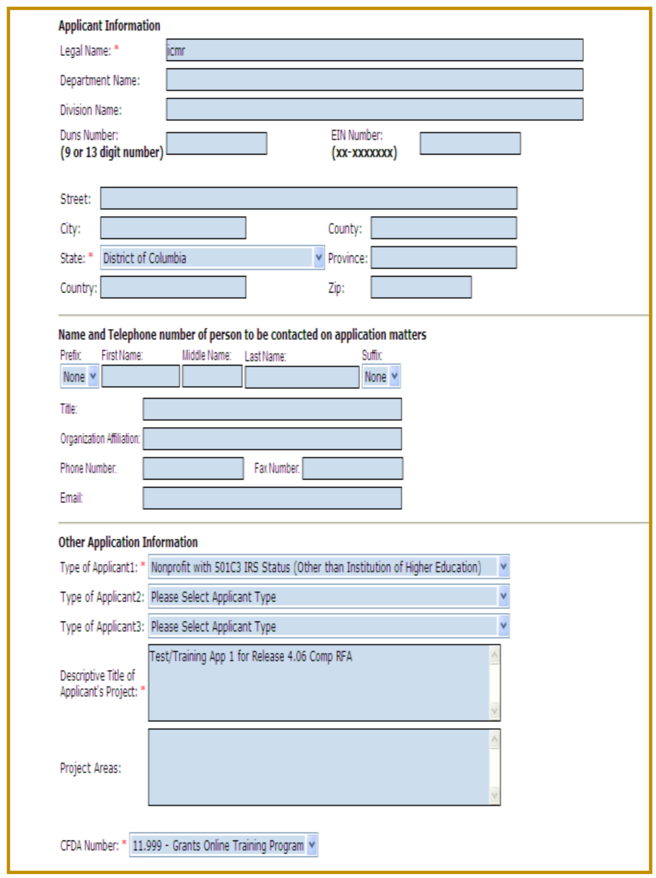

We will use the sample application in the training package for data entry.

A review event is optional for the Universal process.

## Receiving/Inputting a Paper Application

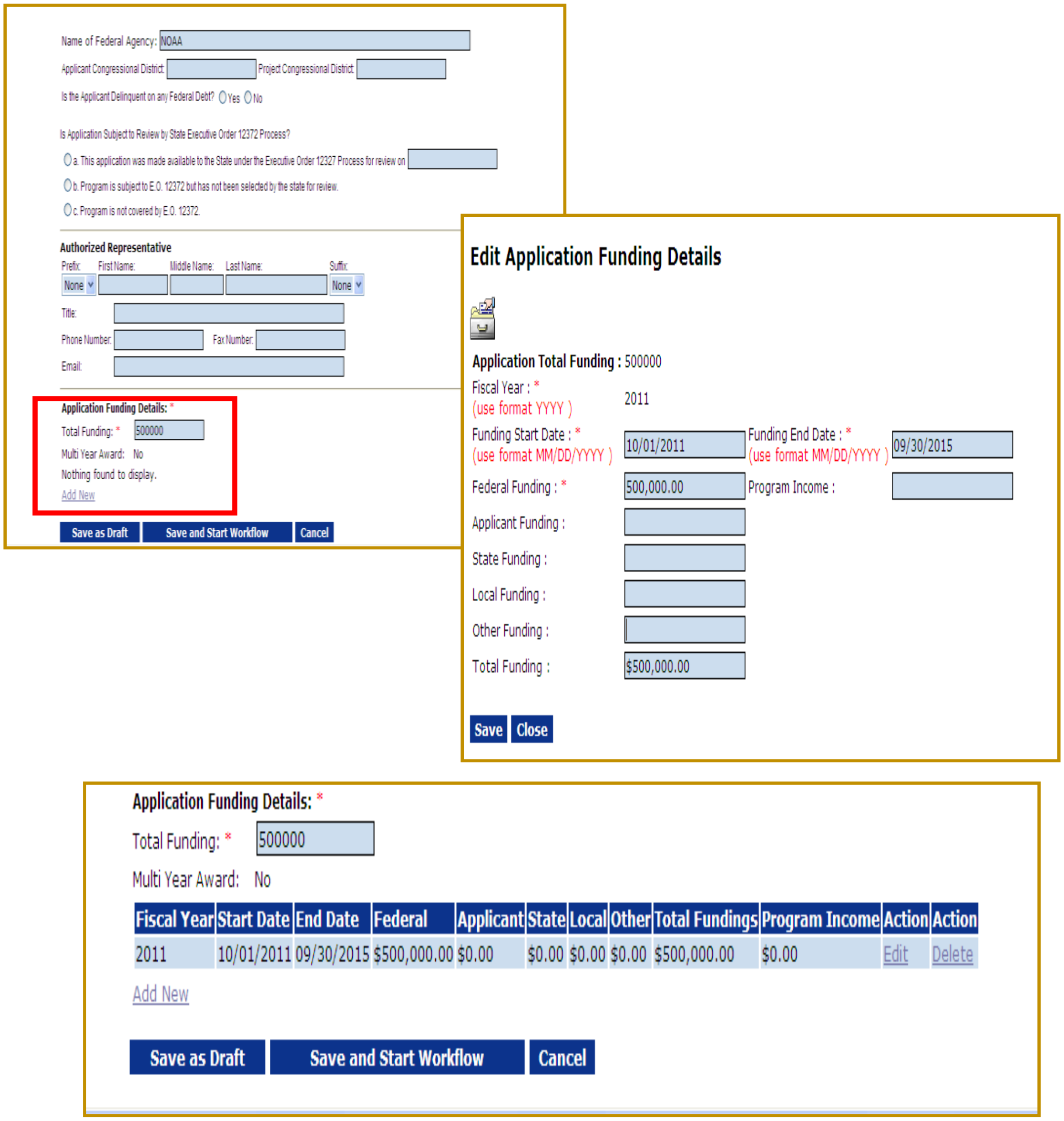


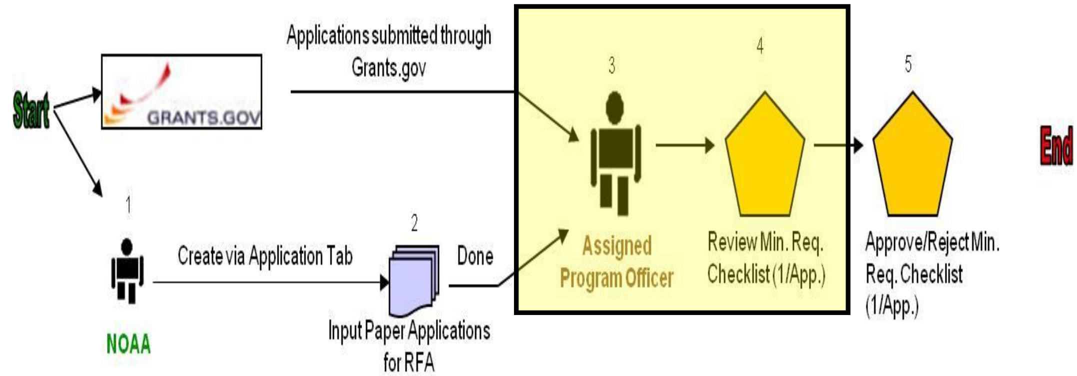

To start, select the "Input Paper Applications" menu item from the Application tab. The data on the Application Details screen will already be filled in if the application was exported from Grants.gov. However, if a paper application is received by the Program Office the data must be entered on this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

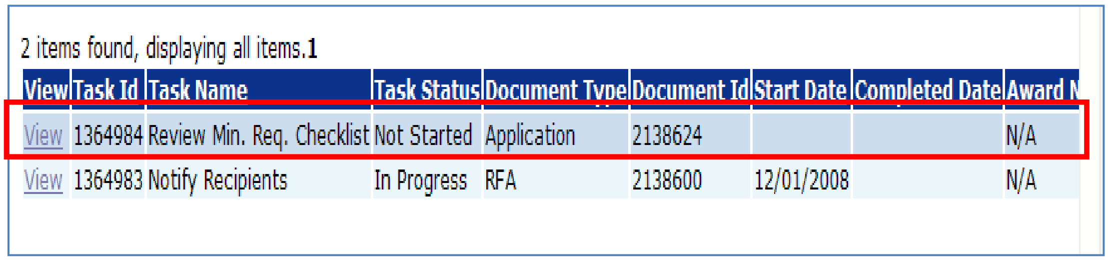
The Application Details screen contains most of the fields found on an SF-424. After entering all required fields, click “Save as Draft.” If you have missed any required fields you will see an error message with guidance regarding the missing fields.




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

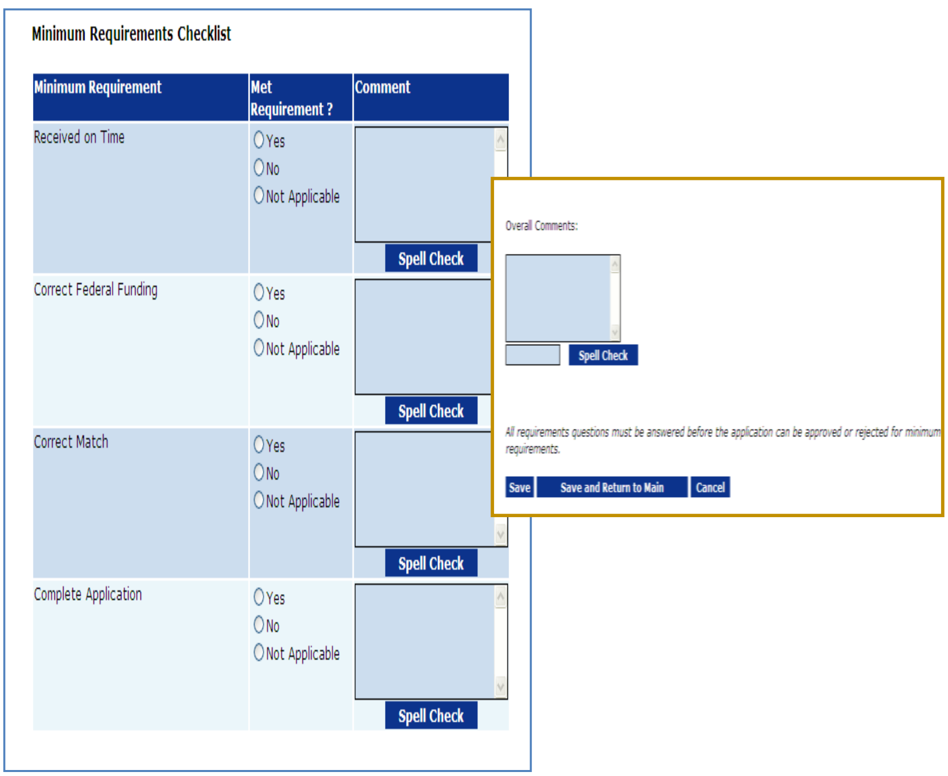
## Minimum Requirements Checklist



2 items found, displaying all items.1

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




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.

## Rejecting or Withdrawing an Application

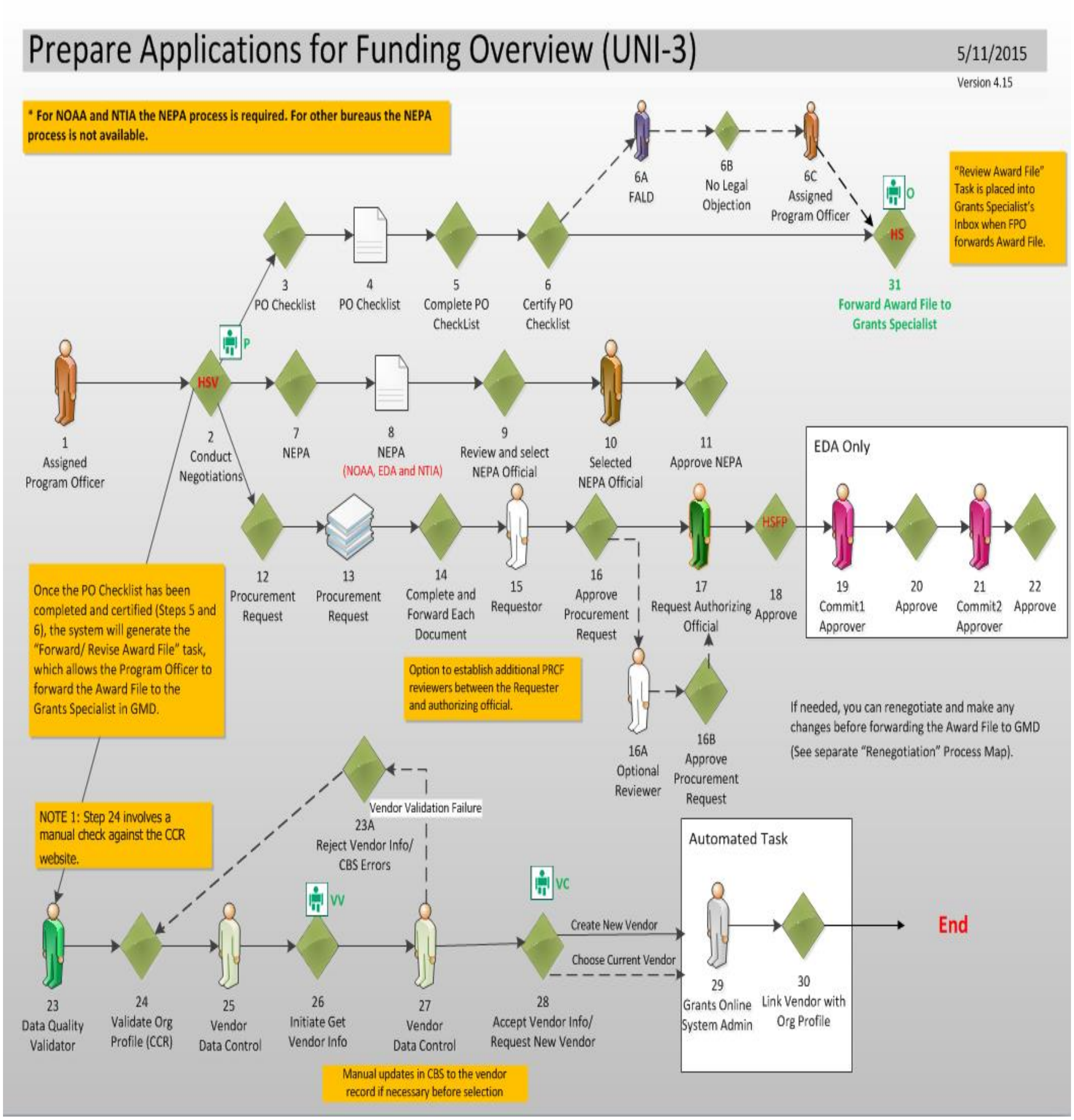
Withdraw – Use for duplicate applications

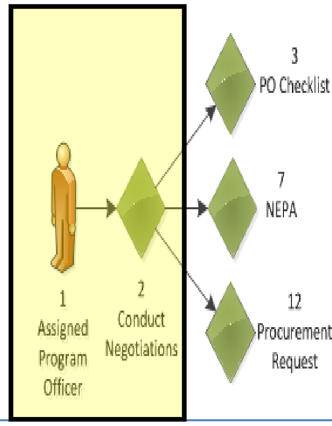
Reject – Use for applications that do not meet minimum requirements. Note: "Reject Application" does not automatically notify the applicant that their application has been rejected. This should be done outside the system, and a copy of the notice saved to the application file.

## Federal Grants System DUNS Relationships

**An award must be linked to the SAME DUNS Number in all Federal Systems**

## SF-424 and Organization Profile: "Conduct Negotiations"






33 items found, displaying all items.1

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

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

**Use format MM/DD/YYYY for date fields.**
Project Start Date: * 09/01/2014 Project End Date: * 09/30/2017 Submitted Date:
State Received Date: Federal Agency Received Date: * 08/01/2014 Time: * 05:00 PM Eastern
Applicant Identifier: State Application Identifier: Federal Identifier:

**Applicant Information**
Legal Name: * First name Last name **Org Lookup**
Please Associate an Organization within Grants Online using the Org Lookup button.
**Note: If this is a Continuation or Supplemental, skip this step and click on the "Associate Award Number" button at b**
Department Name:
Division Name:
Duns Number: * **(9 or 13 digit number)** 123456789 EIN 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 >>

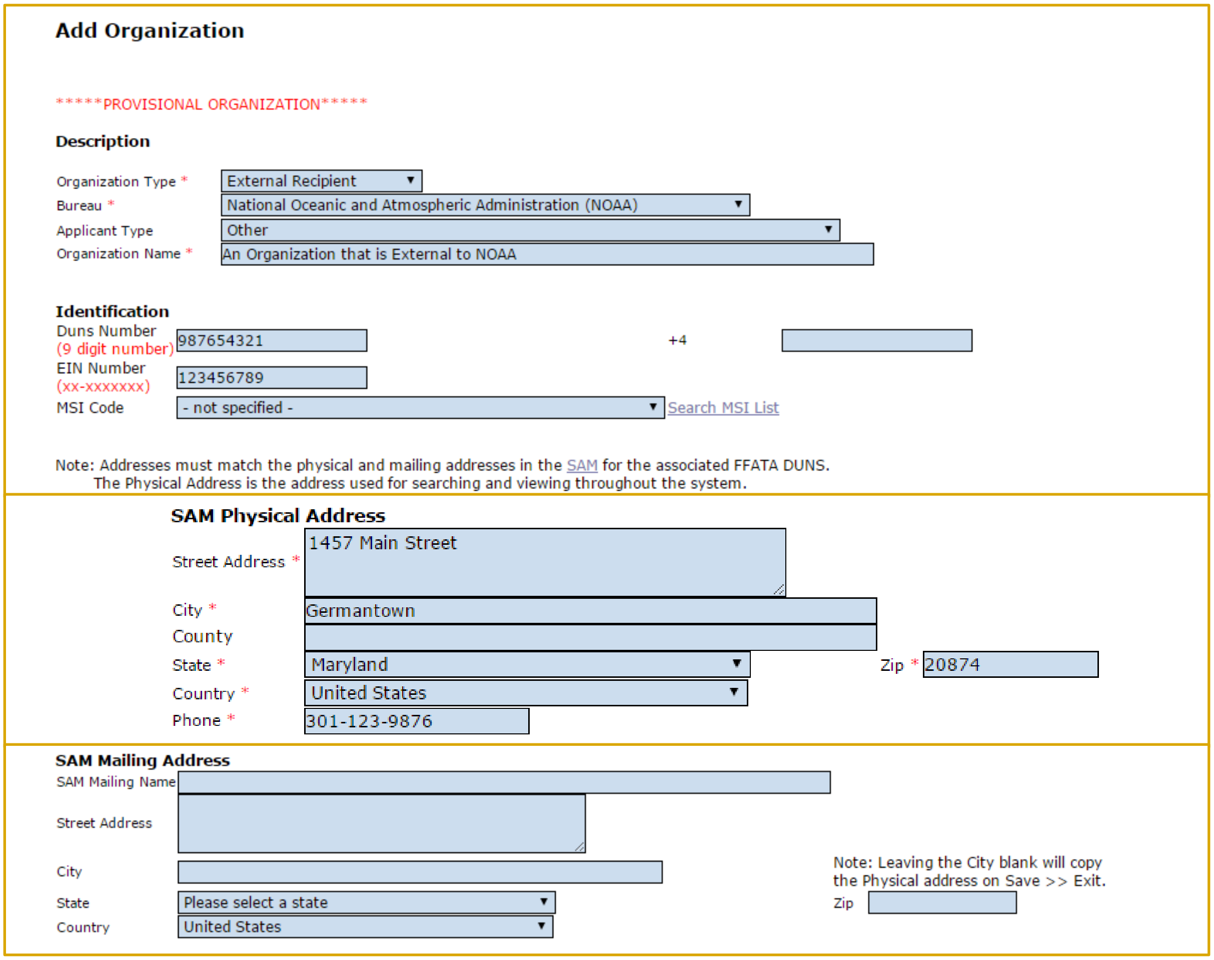
2 items found, displaying all items.1

| 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 |

## Associating an Application with an Organization Profile in Grants Online

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 a New 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**

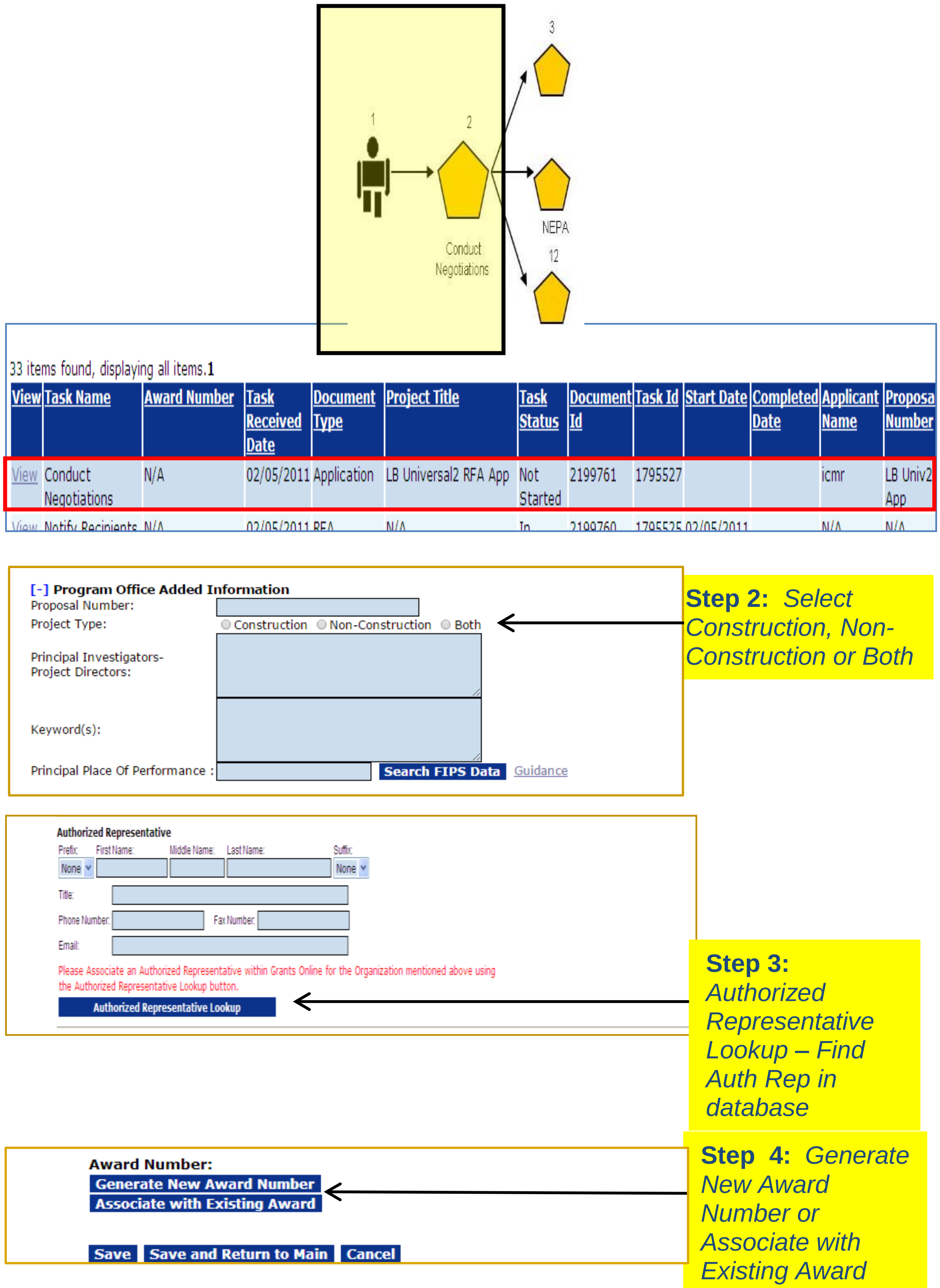
| | | | |
|---|---|---|---|
| Street Address * | 1457 Main Street | | |
| City * | Germantown | | |
| County | | | |
| State * | Maryland | Zip * | 20874 |
| Country * | United States | | |
| Phone * | 301-123-9876 | | |

**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 | | |

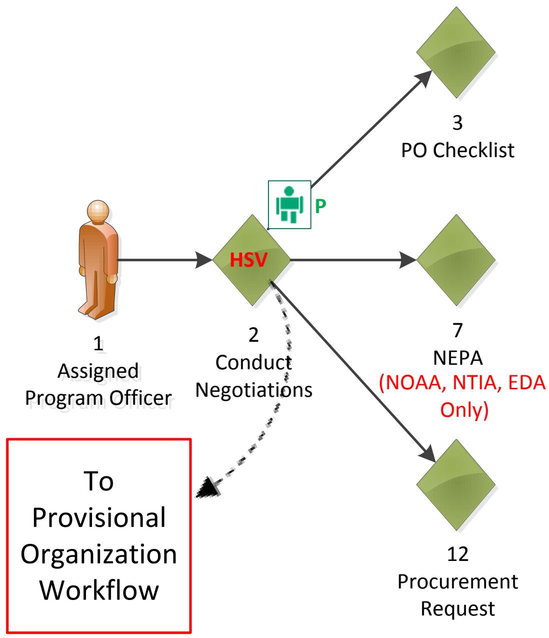
When adding a new organization the user must select his/her Bureau at the top of the page. If you have the organization's Cage Code it can be entered at the bottom of the page.

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).

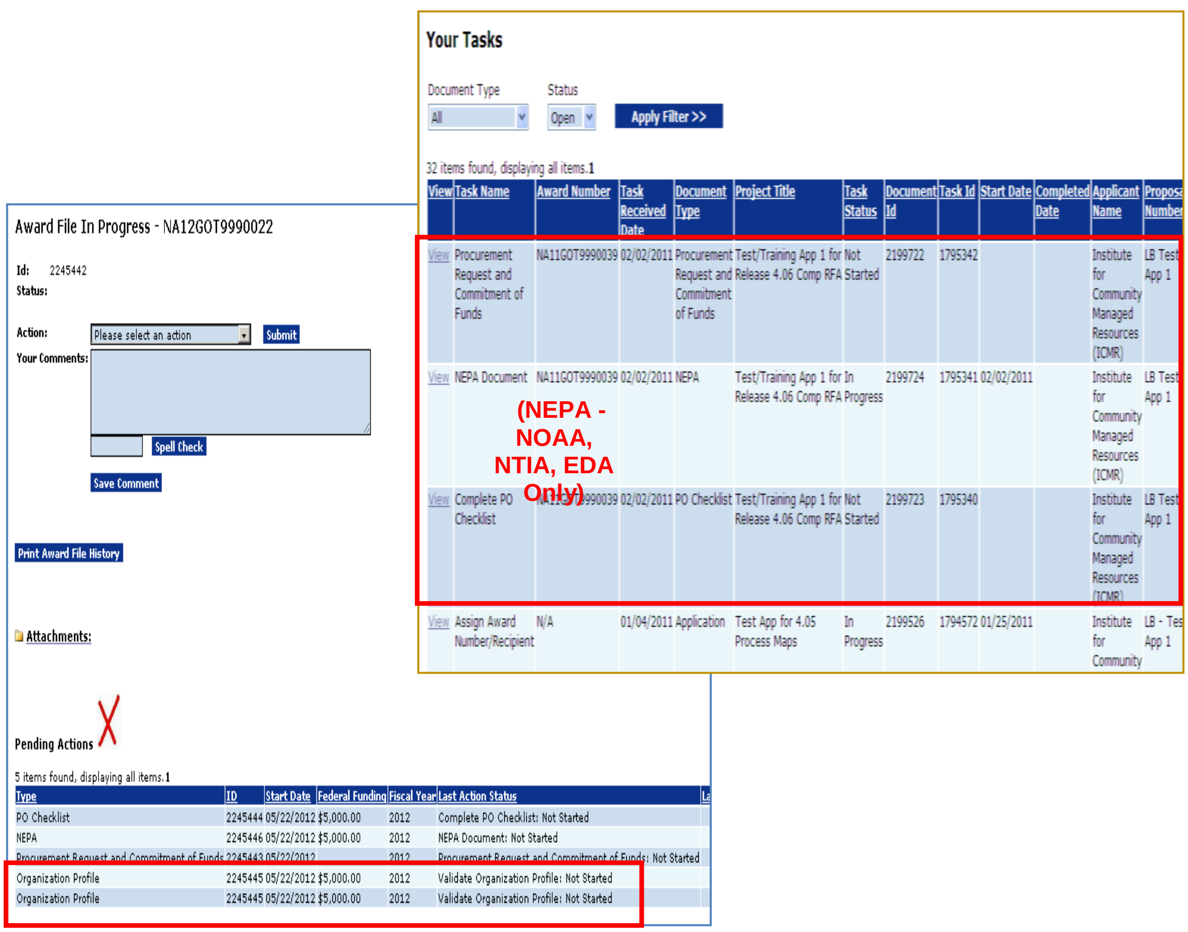



We are currently working on a new award. When working on a continuation amendment, the user will only have the option to select an organization identified on the original award.

## Conduct Negotiations Complete

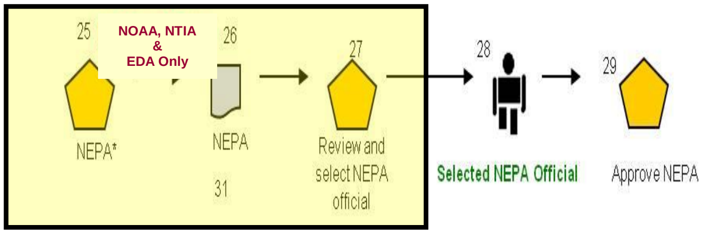


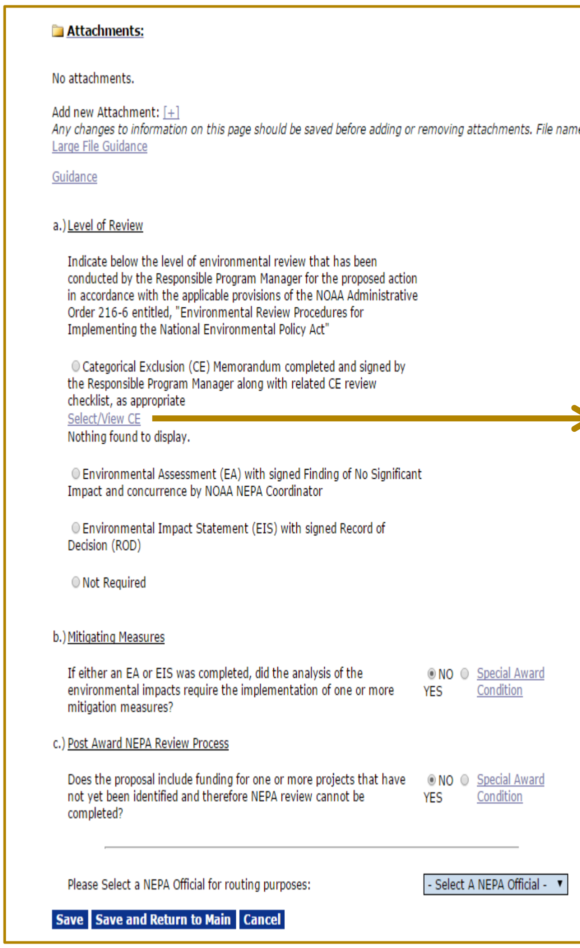

No Procurement Request for Zero Dollar Awards

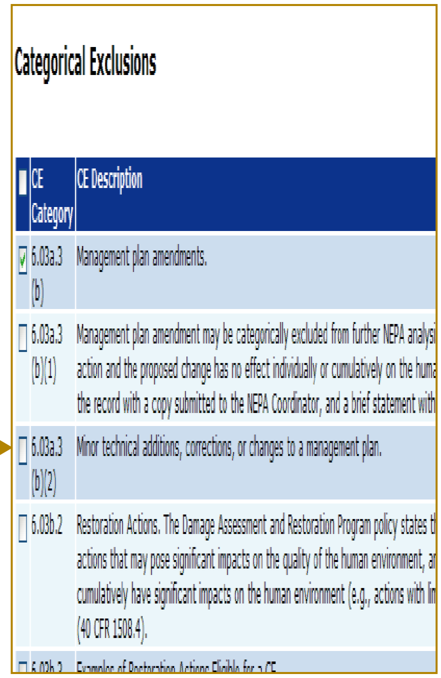


- In the Universal application process, the Provisional Organization workflow is initiated at the same time as the PO Checklist, NEPA, and Procurement Request when the FPO selects "Negotiations Complete." However, the Organization Profile task for the Provisional Organization Workflow is not in the FPO's Inbox. Rather it is created in the Inbox of a new Grants Online user called the Data Quality Validator. The FPO can monitor the progress of the Organization Profile by checking under "Pending Actions" on the Award File launch page.
- Until the Provisional Organization workflow is completed, the FPO will not have an option to Certify the PO Checklist and the Budget Officer will not have an option to Approve the Procurement Request.
- The user 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 Checklist



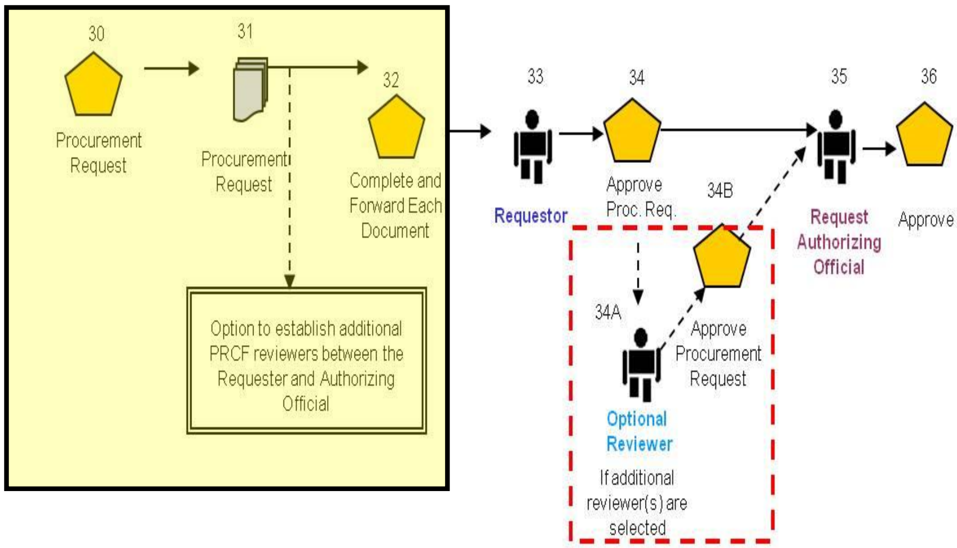



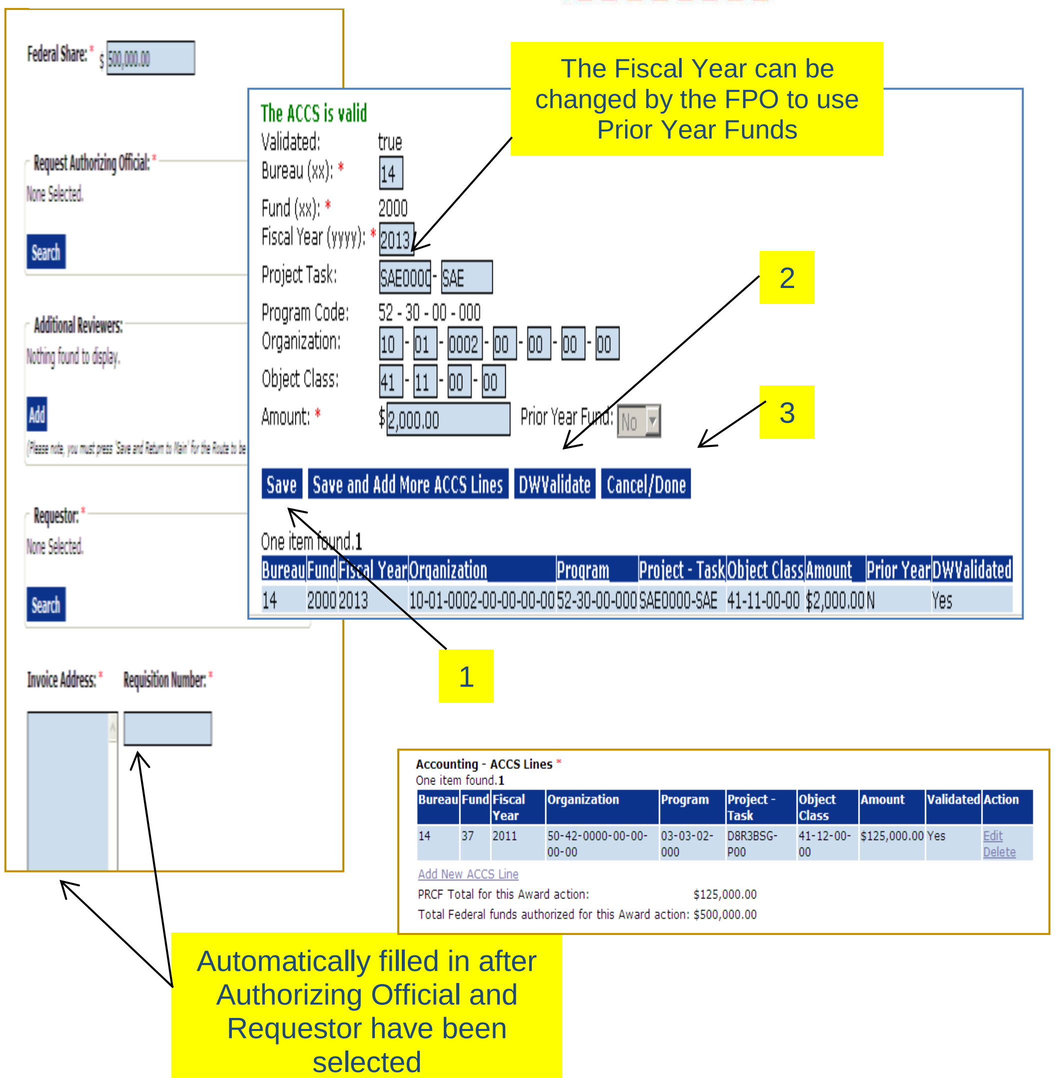




From the Action Dropdown menu, select "Complete NEPA Document" and click the Submit button. The NEPA Details screen displays three questions for which the user must provide a response. After responding to the questions, add any relevant attachments and identify the NEPA Official who will perform the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

For this class select "Internal Reviewer" as the NEPA Official. After clicking Save and Return to Main, select "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."

## Procurement Requests



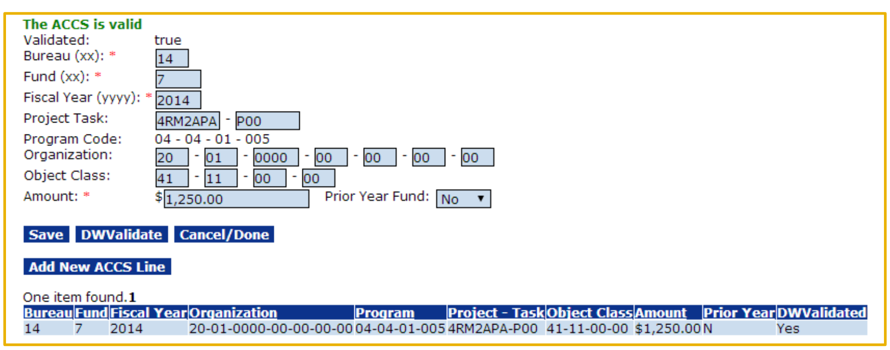
- Next, select the “Procurement Request” task from the Inbox and then select “Complete Procurement Request and Commitment of Funds” from the Action dropdown menu. Note that this “Procurement Request” is only for the first year of funding. We will discuss how to fund the out-years during the Post Award class.
- Fill in Authorizing Official (Internal Reviewer) and Requestor (During class each student should use his/her own training ID (e.g., gstudent01). Select Save.
- 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.

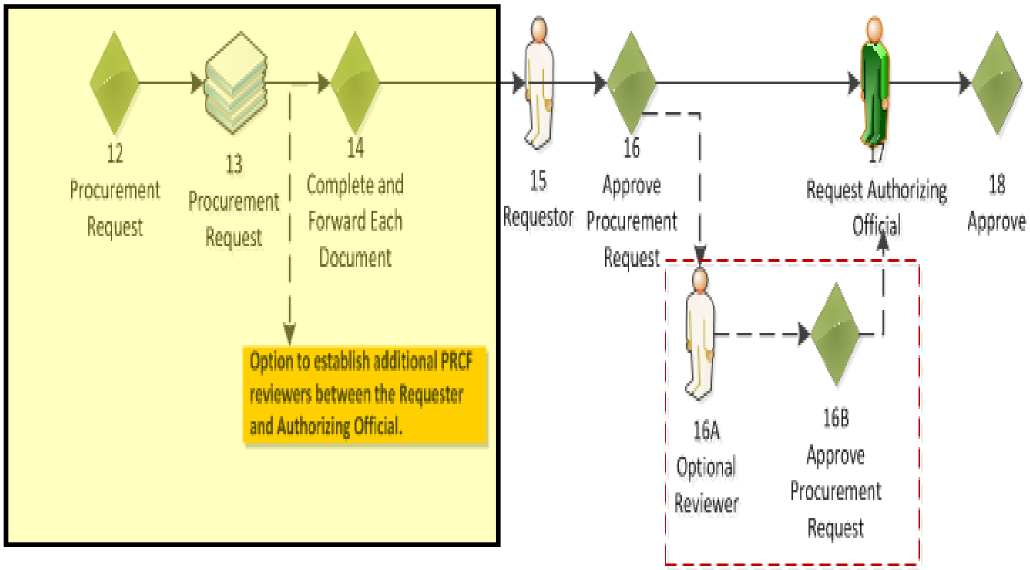
### ACCS Lines (Accounting Codes)

- The user must supply data for the ACCS Lines. To complete this task, select 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.

After entering the ACCS information.

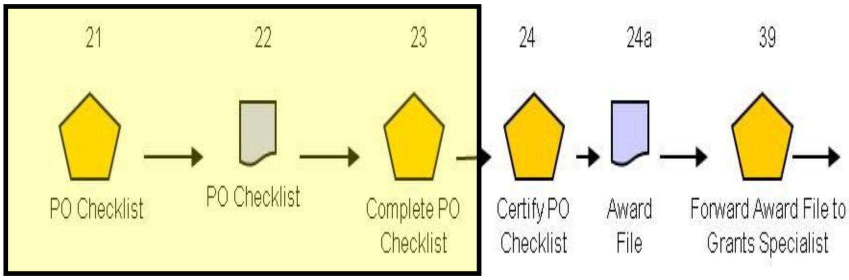
- Click the Save button.
- Click the DWValidate button to validate the data against the CBS Data Warehouse tables. If the validation is successful, the Program Code is populated.
- When the user enters a valid ACCS Line, the words ***“The ACCS is Valid***” displays at the top of the Accounting – ACCS 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:**

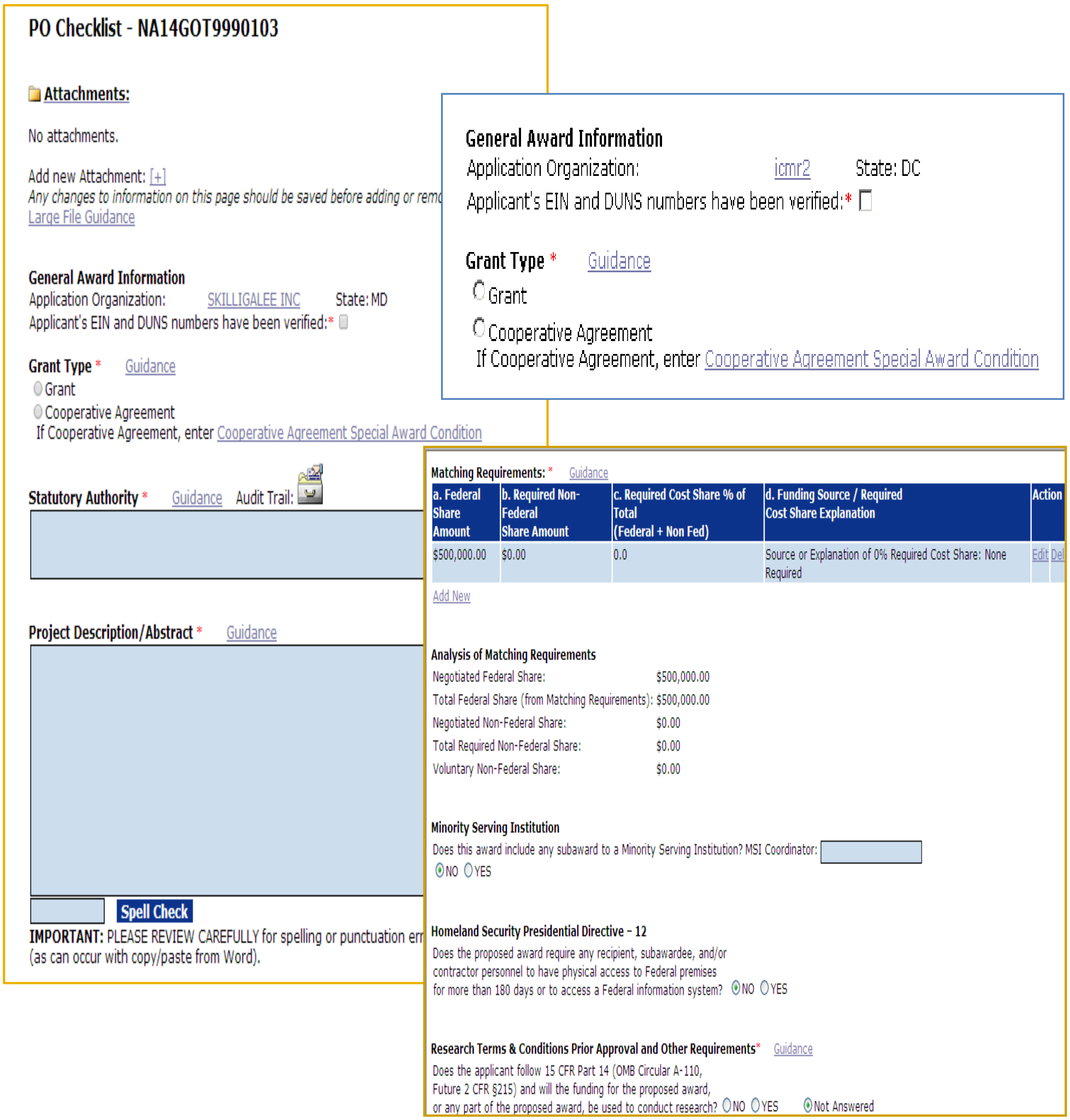





- The amount of the “PRCF Total for this Award action” must be equal to or less than the amount in “Total Federal Funds Authorized For This Award Action.”
- If the user needs to create more than one Procurement Request to send through different approval routes, s/he can select “Create New Procurement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

## PO Checklist



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.**

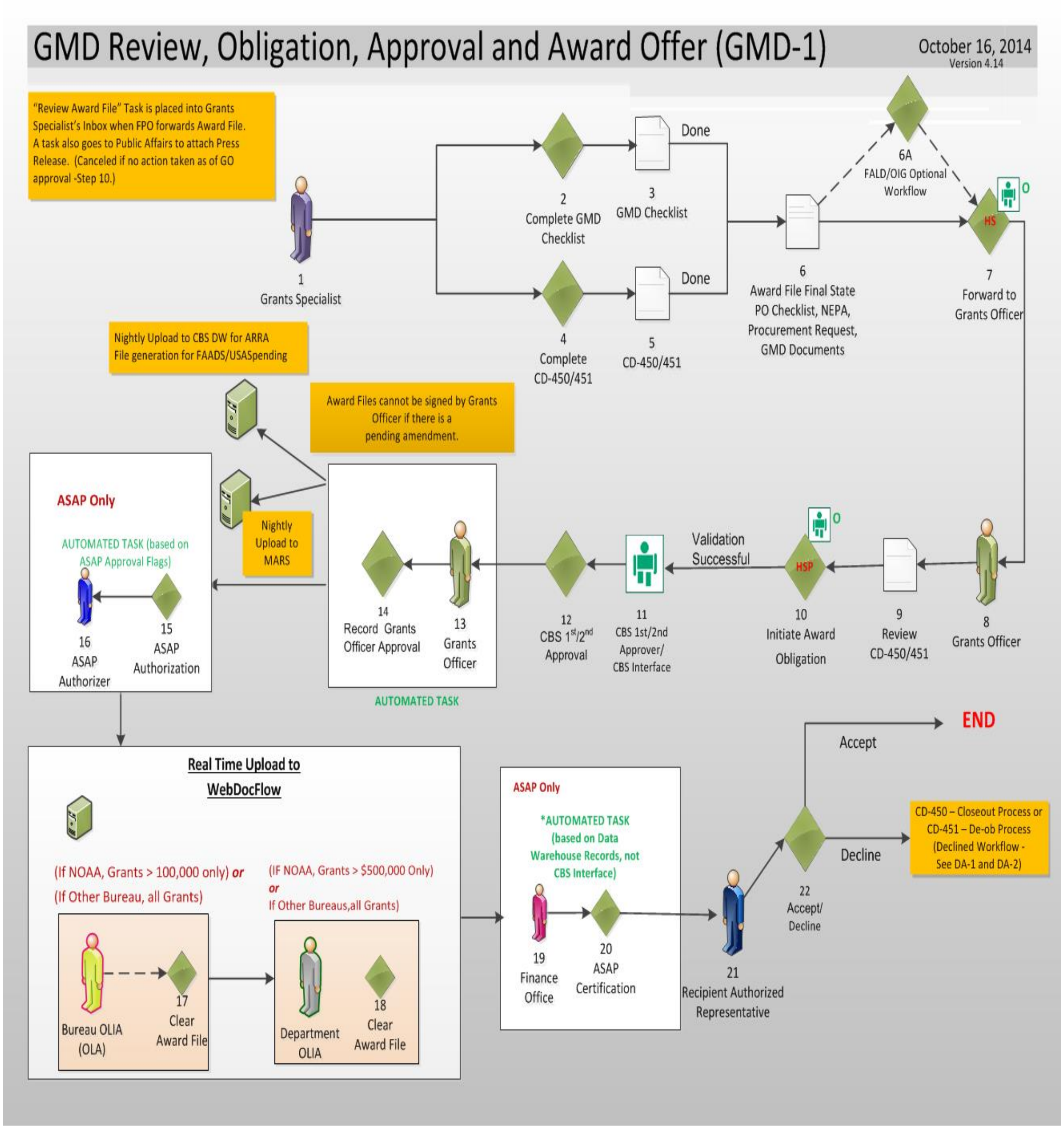
- **Attachments:**
  - If the Grants Online Review Module was not used for the competition/award, but a merit review was conducted outside of Grants Online, a copy of the review documents should be saved here.
- **Statutory Authority – Data must be entered. The information can be modified by Grants Management; however, NOAA policy specifies that the FPO should enter complete and accurate information.**
- **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.**
- **Research Terms and Conditions – Generally, for EDA, this box should be checked "No."** The effect of choosing "yes" on this page will allow a university to invoke a special authority to unilaterally extend their award for up to one year without Grants Officer approval. Additionally,

on the CD-450, the DOC Standard Terms and Conditions are left unchecked; and in lieu of these, the Government-Wide Research Terms and Conditions are required.

## Grants Management Process



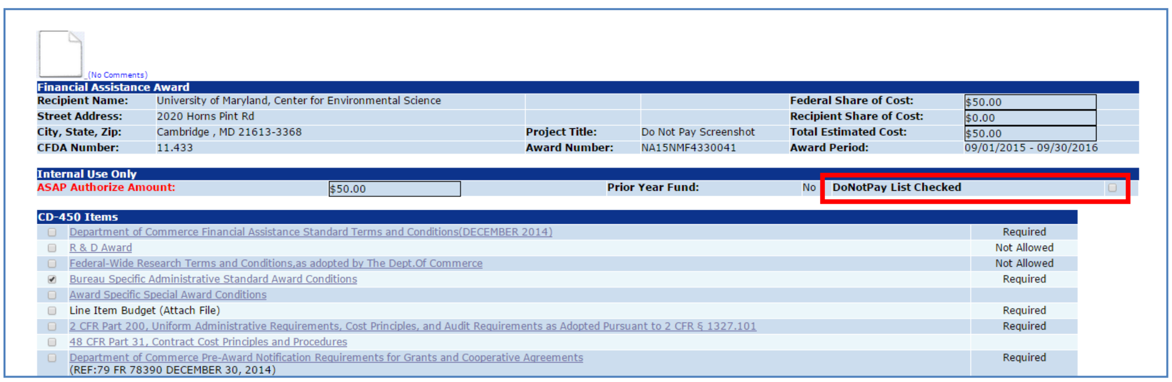

- **When the Award File has been forwarded to Grants Management there are several additional steps that take place before the award offer is sent to the recipient. NOAA Grants Management has 60 days to complete its review and approval process.**

- **If funds have been removed from the ASAP accounts used on the “Procurement Request” after the award file was sent to 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.**

## CD-450


(No Comments)

**Financial Assistance Award**

| | | | | | |
|---|---|---|---|---|---|
| **Recipient Name:** | University of Maryland, Center for Environmental Science | | | **Federal Share of Cost:** | $50.00 |
| **Street Address:** | 2020 Horns Pint Rd | | | **Recipient Share of Cost:** | $0.00 |
| **City, State, Zip:** | Cambridge , MD 21613-3368 | **Project Title:** | Do Not Pay Screenshot | **Total Estimated Cost:** | $50.00 |
| **CFDA Number:** | 11.433 | **Award Number:** | NA15NMF4330041 | **Award Period:** | 09/01/2015 - 09/30/2016 |

**Internal Use Only**

| | | | | |
|---|---|---|---|---|
| **ASAP Authorize Amount:** | $50.00 | **Prior Year Fund:** | No | **DoNotPay List Checked** |

| CD-450 Items | |
|---|---|
| Department of Commerce Financial Assistance Standard Terms and Conditions(DECEMBER 2014) | Required |
| R & D Award | Not Allowed |
| Federal-Wide Research Terms and Conditions,as adopted by The Dept.Of Commerce | Not Allowed |
| Bureau Specific Administrative Standard Award Conditions | Required |
| Award Specific Special Award Conditions | |
| Line Item Budget (Attach File) | Required |
| 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements as Adopted Pursuant to 2 CFR § 1327.101 | Required |
| 48 CFR Part 31, Contract Cost Principles and Procedures | |
| Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements (REF:79 FR 78390 DECEMBER 30, 2014) | Required |

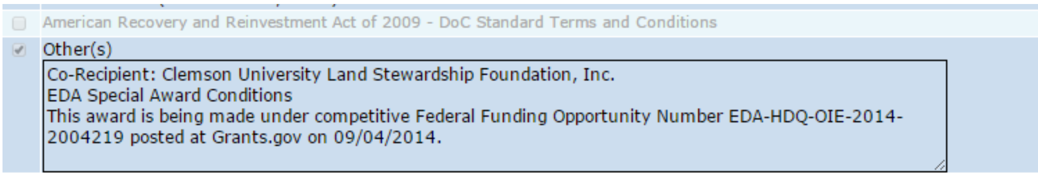
**Do Not Pay should be checked when SAM.GOV has been checked and no issues found.**

## Attachments

NOTE: Only save FINAL documents to the CD-450/451 page.

| Name | Short Description | Created Date | Internal Use Only |
|---|---|---|---|
| i6 2015 required metrics.pdf | i6 2015 Required Metrics | 03/13/2015 11:28:41 AM | No |
| ED15HDQ0200001 - FINAL Line Item Budget.pdf | Line Item Budget | 03/13/2015 01:19:48 PM | No |
| ED15HDQ0200001 - Authorized Scope of Work.pdf | Authorized Scope of Work | 03/13/2015 01:32:05 PM | No |
| ED15HDQ0200001 - Special Award Conditions.docx | EDA Special Award Conditions | 03/25/2015 12:24:41 PM | No |

**NOTE: Short Descriptions of all file attachments should be entered into the “Other” field on the CD-450 – this will ensure that they are included in the CD-450 “report” generated by the system.**


American Recovery and Reinvestment Act of 2009 - DoC Standard Terms and Conditions
Other(s)
Co-Recipient: Clemson University Land Stewardship Foundation, Inc.
EDA Special Award Conditions
This award is being made under competitive Federal Funding Opportunity Number EDA-HDQ-OIE-2014-2004219 posted at Grants.gov on 09/04/2014.

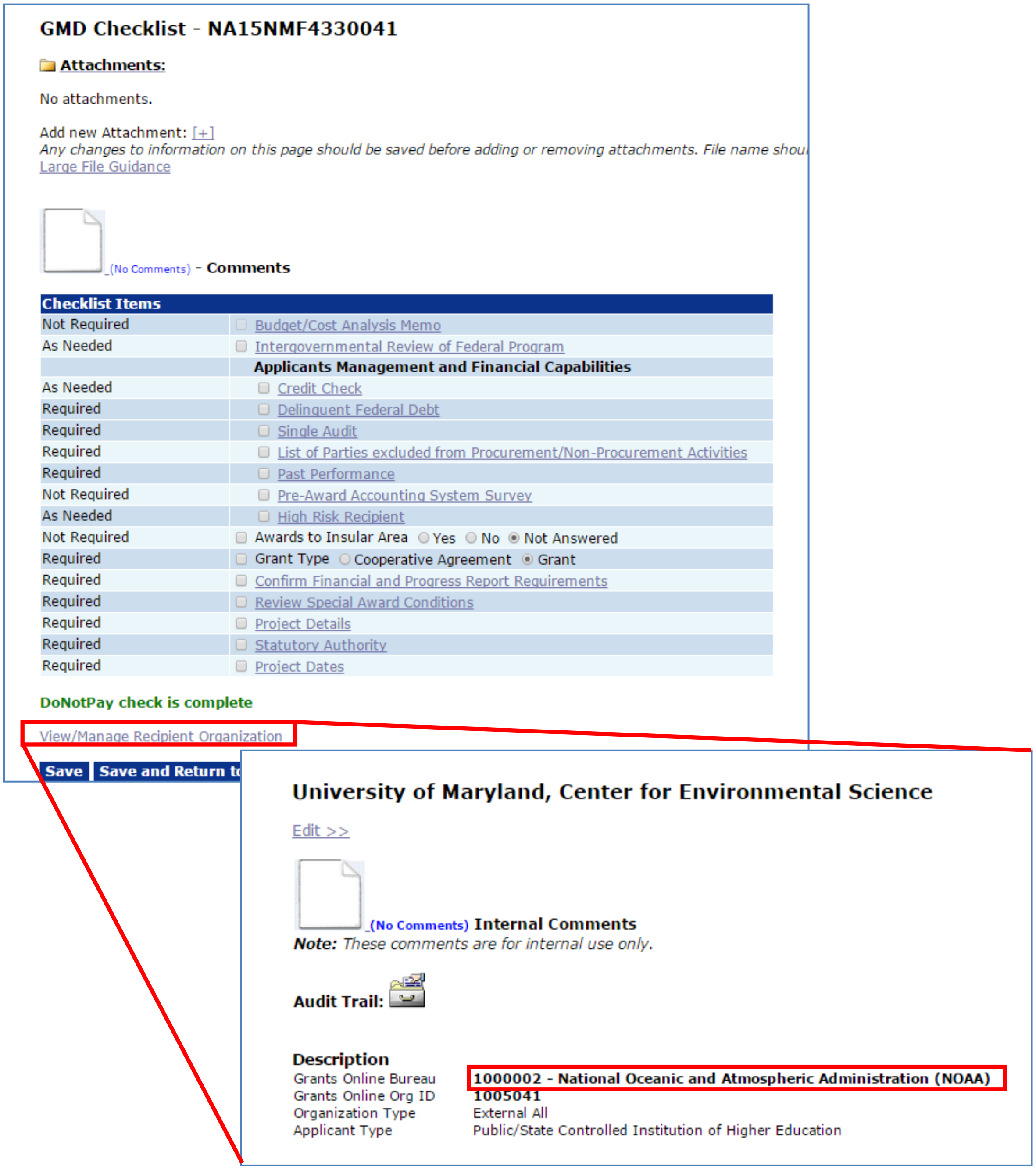
Also note any Co-recipients in the "Other" box, and be sure to add a special award condition through the Grants Online interface to track whether the co-recipient has signed an "Acknowledgement and Agreement of Co-Recipient."

## Filename Conventions for CD-450 Attachments

1. Line Item Budget
    a. File Name
        i. Initial Award: "[Award Number] – FINAL Line Item Budget" (example: ED15HDQ0200001 - FINAL Line Item Budget.pdf)
        ii. Amendment: "[Award Number] – Amendment [#] FINAL Line Item Budget"(example: ED15HDQ0200001 - Amendment 1 FINAL Line Item Budget.pdf)
    b. Short Description
        i. Initial Award: "Line Item Budget"
        ii. Amendment: FINAL Line Item Budget Amendment [#] (example: Line Item Budget Amendment 1)
2. EDA-Specific Special Award Conditions
    a. File Name
        i. Initial Award: "[Award Number] – Special Award Conditions" (example: ED15HDQ0200001 - Special Award Conditions.pdf)
        ii. Amendment: "[Award Number] – Amendment [#]Special Award Conditions"(example: ED15HDQ0200001 - Amendment 1 Special Award Conditions.pdf)
    b. Short Description
        i. Initial Award: "EDA Special Award Conditions"
        ii. Amendment: EDA Special Award Conditions Amendment [#] (example: EDA Special Award Conditions Amendment 1)
3. Authorized Scope of Work
    a. File Name
        i. Initial Award: "[Award Number] – Authorized Scope of Work" (example: ED15HDQ0200001 - Authorized Scope of Work.pdf)
        ii. Amendment: "[Award Number] –Authorized Scope of Work Amendment [#]"(example: ED15HDQ0200001 - Authorized Scope of Work Amendment 1.pdf)
    b. Short Description
        i. Initial Award: "Authorized Scope of Work"

ii. Amendment: Authorized Scope of Work Amendment [#] (example: Authorized Scope of Work Amendment 1)

## GMD Checklist



**GMD Checklist - NA15NMF4330041**

**Attachments:**

No attachments.

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

_(No Comments) - **Comments**

| Checklist Items | |
|---|---|
| Not Required | Budget/Cost Analysis Memo |
| As Needed | Intergovernmental Review of Federal Program |
| | **Applicants Management and Financial Capabilities** |
| As Needed | Credit Check |
| Required | Delinquent Federal Debt |
| Required | Single Audit |
| Required | List of Parties excluded from Procurement/Non-Procurement Activities |
| Required | Past Performance |
| Not Required | Pre-Award Accounting System Survey |
| As Needed | High Risk Recipient |
| Not Required | Awards to Insular Area ○ Yes ○ No ◉ Not Answered |
| Required | Grant Type ○ Cooperative Agreement ◉ Grant |
| Required | Confirm Financial and Progress Report Requirements |
| Required | Review Special Award Conditions |
| Required | Project Details |
| Required | Statutory Authority |
| Required | Project Dates |

**DoNotPay check is complete**

View/Manage Recipient Organization

**Save** **Save and Return t**

**University of Maryland, Center for Environmental Science**

Edit >>

_(No Comments) **Internal Comments**
***Note:*** *These comments are for internal use only.*

**Audit Trail:**

**Description**

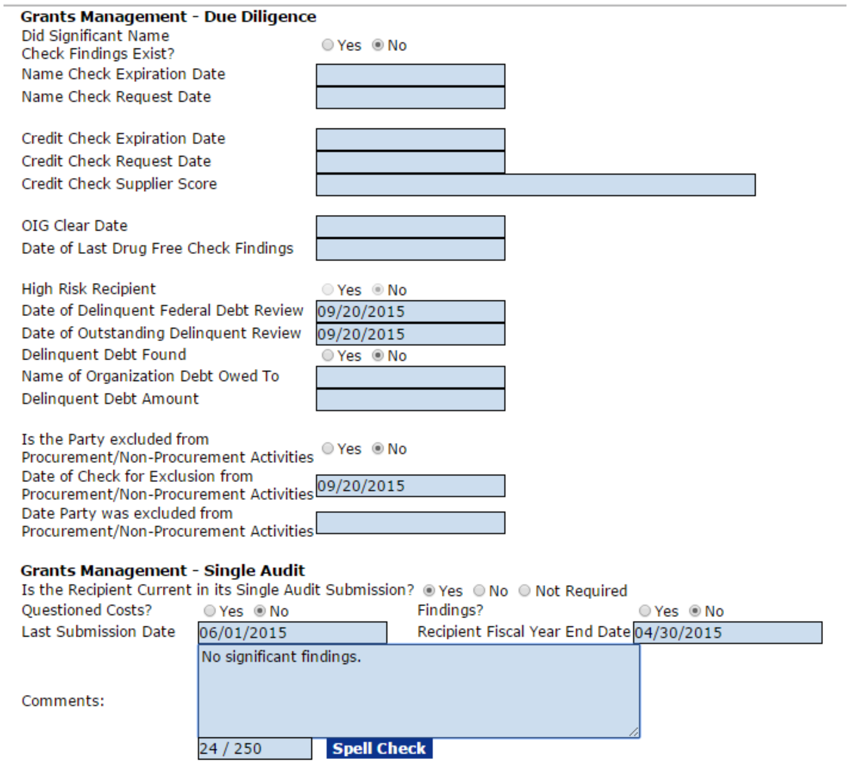
| | |
|---|---|
| Grants Online Bureau | **1000002 - National Oceanic and Atmospheric Administration (NOAA)** |
| Grants Online Org ID | **1005041** |
| Organization Type | External All |
| Applicant Type | Public/State Controlled Institution of Higher Education |

With multiple Bureaus into Grants Online, the Grants Specialist is encouraged to click on the View/Manage Recipient Organization link to confirm that the correct Bureau has been associated with the organization record linked to the award.

## Checking SAM.gov

SAM.gov should be checked for “Delinquent Federal Debt” and “List of Parties Excluded from Procurement/Non-Procurement Activities.”

When SAM.gov is checked, a screenshot of the search results should be uploaded to the Organization Profile for the applicant, and the date of the search should be filled in to the relevant fields. The description of the SAM.gov screenshot should include the name of the applicant and the date of the search, e.g.: “SAM.gov check for SRI International 20150917”



**Grants Management - Due Diligence**

| | |
|---|---|
| Did Significant Name Check Findings Exist? | Yes ◉ No |
| Name Check Expiration Date | |
| Name Check Request Date | |
| Credit Check Expiration Date | |
| Credit Check Request Date | |
| Credit Check Supplier Score | |
| OIG Clear Date | |
| Date of Last Drug Free Check Findings | |
| High Risk Recipient | Yes ◉ No |
| Date of Delinquent Federal Debt Review | 09/20/2015 |
| Date of Outstanding Delinquent Review | 09/20/2015 |
| Delinquent Debt Found | Yes ◉ No |
| Name of Organization Debt Owed To | |
| Delinquent Debt Amount | |
| Is the Party excluded from Procurement/Non-Procurement Activities | Yes ◉ No |
| Date of Check for Exclusion from Procurement/Non-Procurement Activities | 09/20/2015 |
| Date Party was excluded from Procurement/Non-Procurement Activities | |

**Grants Management - Single Audit**

Is the Recipient Current in its Single Audit Submission? ◉ Yes No Not Required

Questioned Costs? Yes ◉ No Findings? Yes ◉ No

Last Submission Date 06/01/2015 Recipient Fiscal Year End Date 04/30/2015

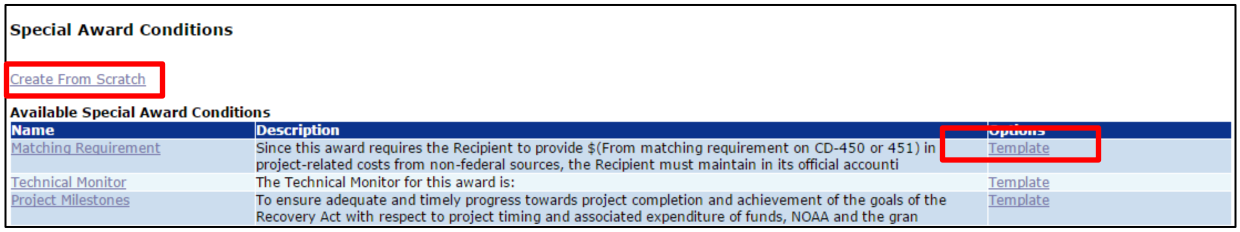
Comments: No significant findings.

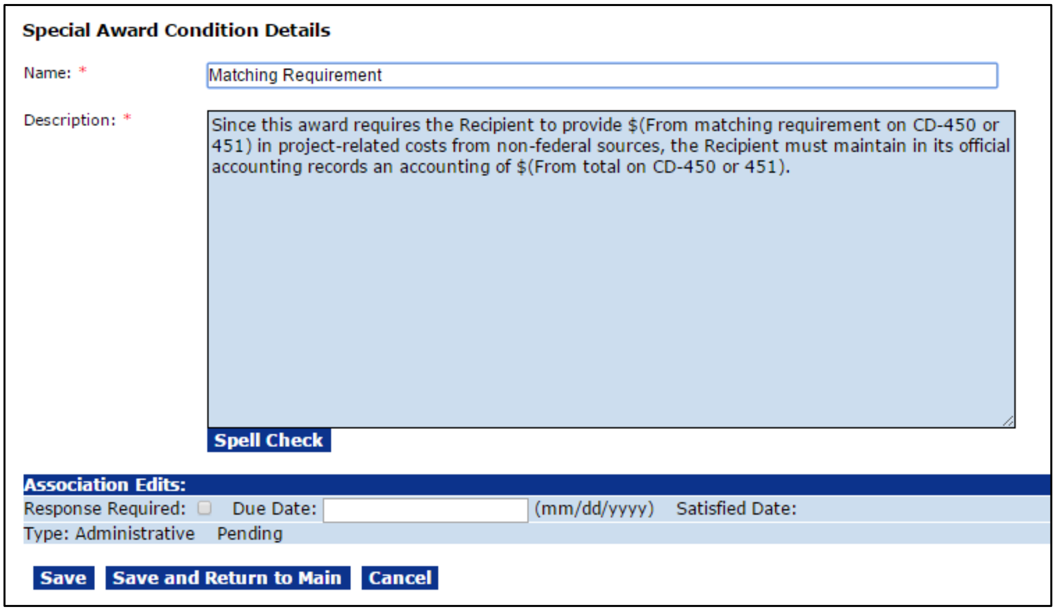
24 / 250 **Spell Check**

## Checking for the most recent Single Audit

Similarly, after checking the Clearinghouse for the applicants’ most recent single audit, the relevant details should be completed on the Organization Profile for the applicant; a copy of the audit does not need to be attached if enough information is completed in order to access it again on the Clearinghouse; however, if there were no records found in the Clearinghouse, a screenshot of the search should be attached. Any relevant questioned costs or findings should be addressed in the Comments box.

## Special Award Conditions



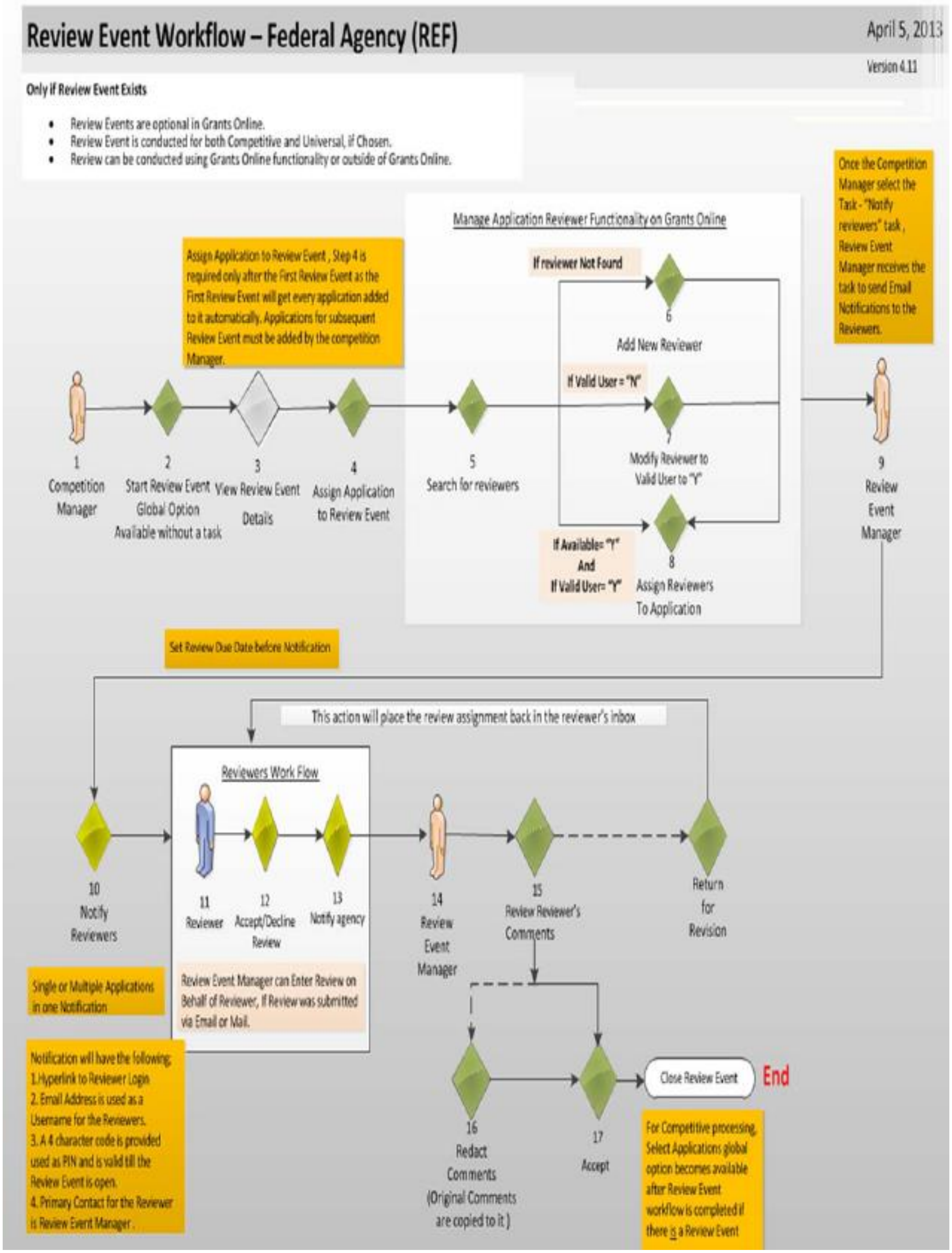



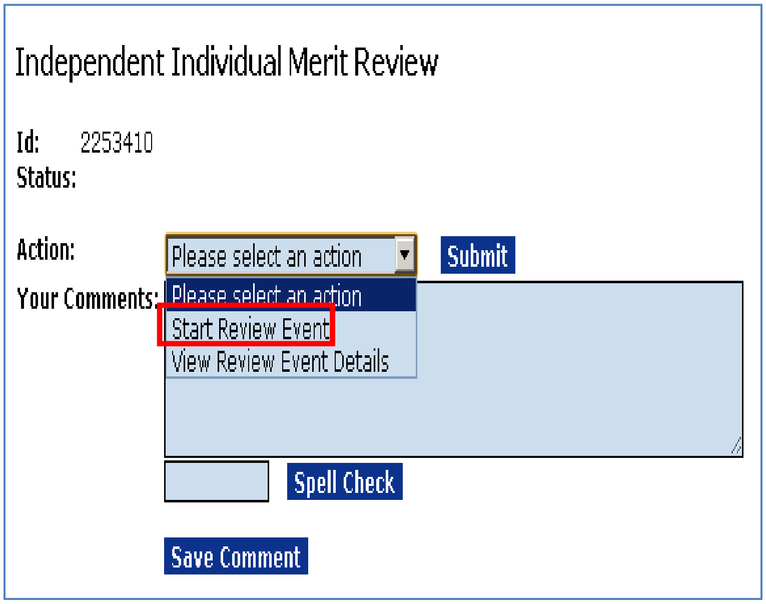

- Clicking a template will pull up stock language for any given special award condition. This language can then be edited for that particular award.
- All Special Award conditions entered through this screen will be aggregated into a PDF that is automatically attached to the CD-450/451.
- Checking "Response Required" will allow you to track the grantee's progress in fulfilling a particular award condition.

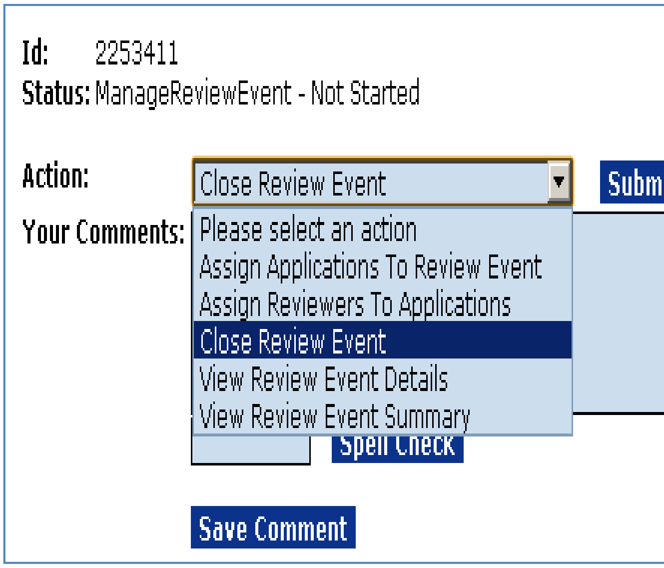
# Processing a Competitive Application

*(University Center Example)*

## Merit Review Module - Managing a Review Event

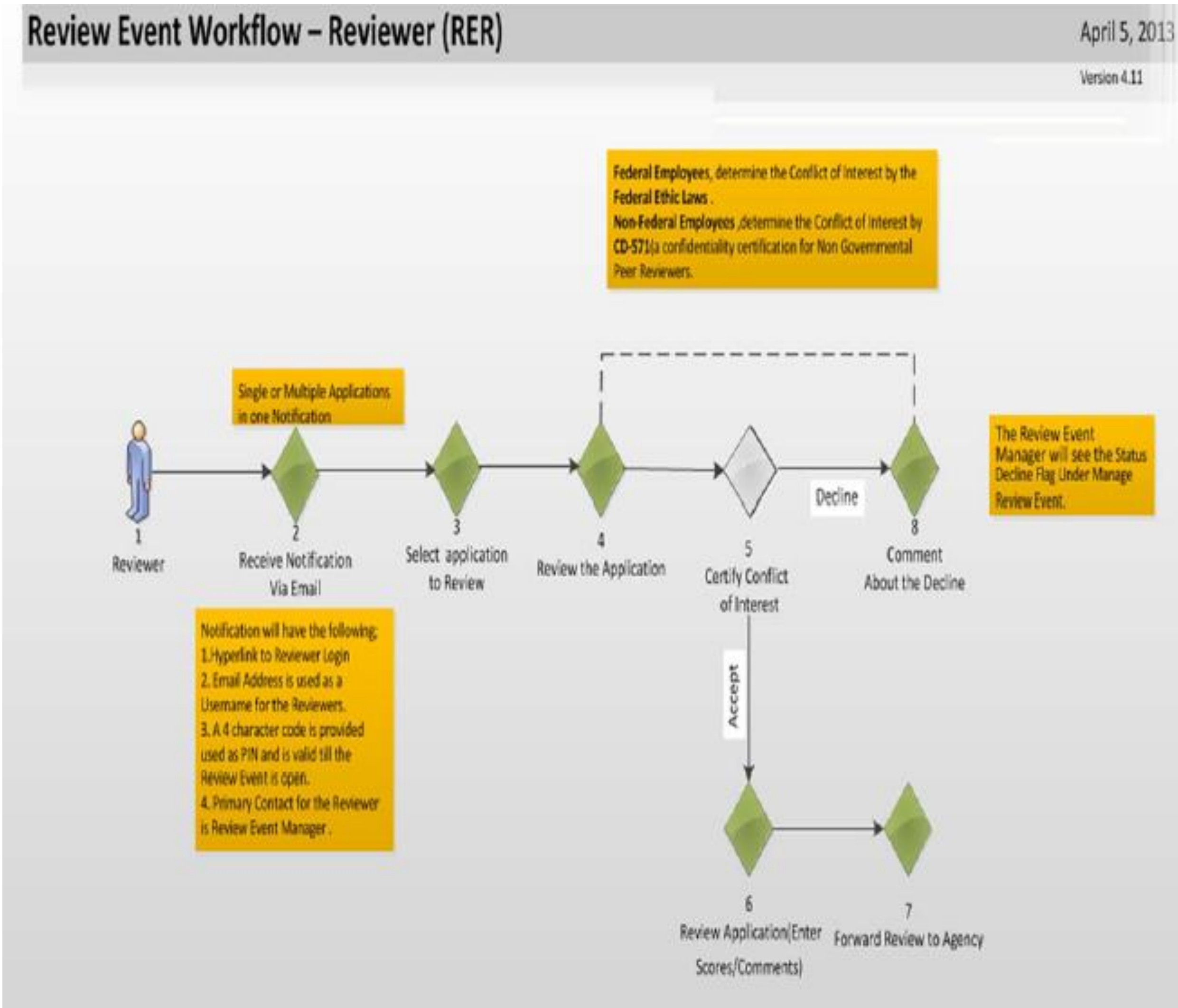




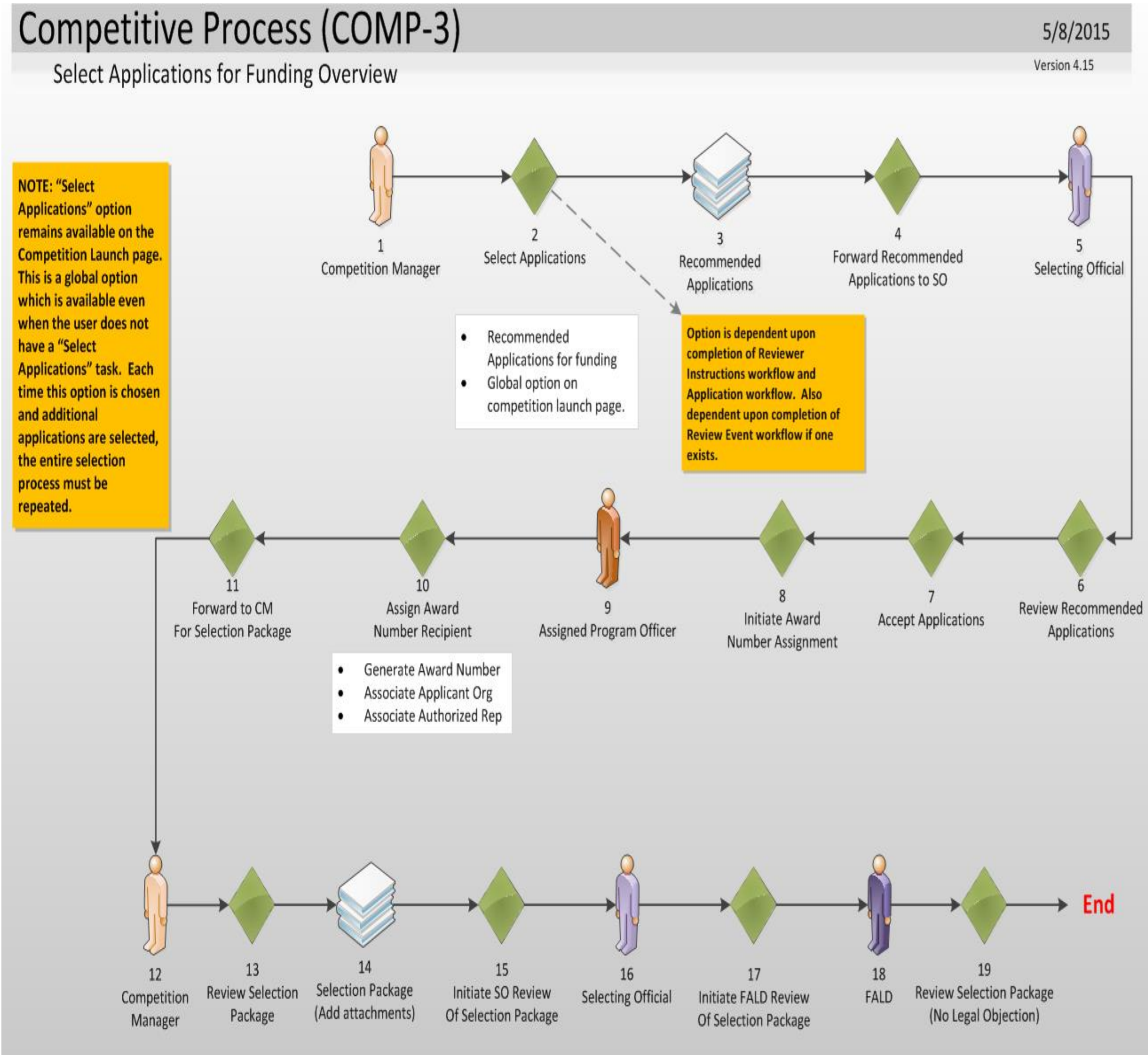




- Initially there is not a Review Event task in the Inbox. Therefore, the Competition Manager should navigate to the Review Event Launch Page (from the sub-documents section of the Competition Launch Page). When the Competition Manager completes that process, the "Start the Review Event" option is now available on the Action dropdown menu. Remember, the option to Start the Review Event will only be available if the Reviewer Instructions task has been completed by FALD.
- When the Review Event has been started by the Competition Manger a "Manage Review Event" task goes to the Review Event Manager. The Review Event functionality will be demonstrated during the Open Forum session on Wednesday afternoon.

## Merit Review Module - Reviewing an Application



## Selection Package




**Steps 1-4**

- The Competition Manager is responsible for reviewing the recommendations from the merit reviewers and creating a list of recommended applications for the Selecting Official.

**Steps 5-8**

- The Selecting Official is responsible for reviewing the recommendations of the Competition Manager and finalizing the list of selected applications.

**Steps 9-11**

- 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.

## Assign Award Number/Recipient

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

30 items found, displaying all items.1

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

- The requirements for this task are the same as the “Conduct Negotiations” task covered earlier.
- 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, select the option to “Forward to Competition Manager for Selection Package.” After the last application has completed this step, the Competition Manager will receive the next task to Review the Selection Package. After the Competition Manager reviews the package, it can be prepared for approval by the Selecting Official and FALD.

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

## Create Selection Package

**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.

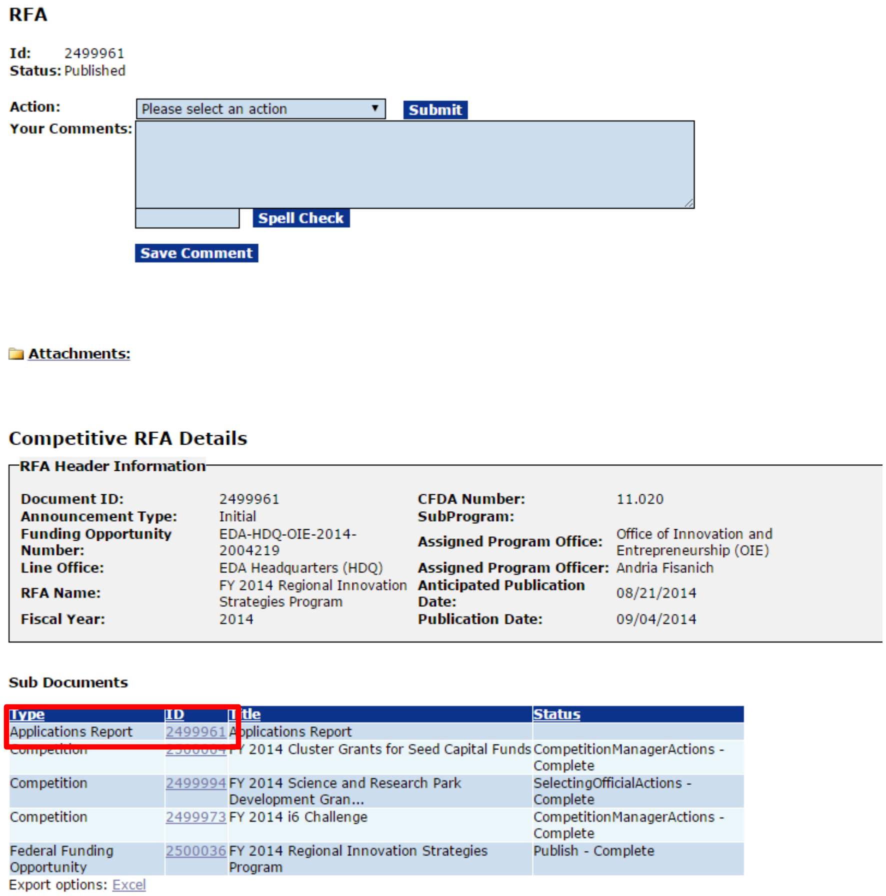
**NOTE:** If FALD has issues with the Selection Package, they may return it to the Selecting Official **once** with the action: "FALD Comment." The Selecting Official has an option to follow or not follow the FALD's advice. However, the Selecting Official must send the Selection Package back to FALD. 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.

## Start Award Processing

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

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" after it has been forwarded for Grants Specialist processing.

## View Report: Application Report



### RFA

**Id:** 2499961
**Status:** Published

**Action:** Please select an action **Submit**
**Your Comments:**

**Spell Check**

**Save Comment**

**Attachments:**

### Competitive RFA Details

**RFA Header Information**

| | | | |
|---|---|---|---|
| **Document ID:** | 2499961 | **CFDA Number:** | 11.020 |
| **Announcement Type:** | Initial | **SubProgram:** | |
| **Funding Opportunity Number:** | EDA-HDQ-OIE-2014-2004219 | **Assigned Program Office:** | Office of Innovation and Entrepreneurship (OIE) |
| **Line Office:** | EDA Headquarters (HDQ) | **Assigned Program Officer:** | Andria Fisanich |
| **RFA Name:** | FY 2014 Regional Innovation Strategies Program | **Anticipated Publication Date:** | 08/21/2014 |
| **Fiscal Year:** | 2014 | **Publication Date:** | 09/04/2014 |

**Sub Documents**

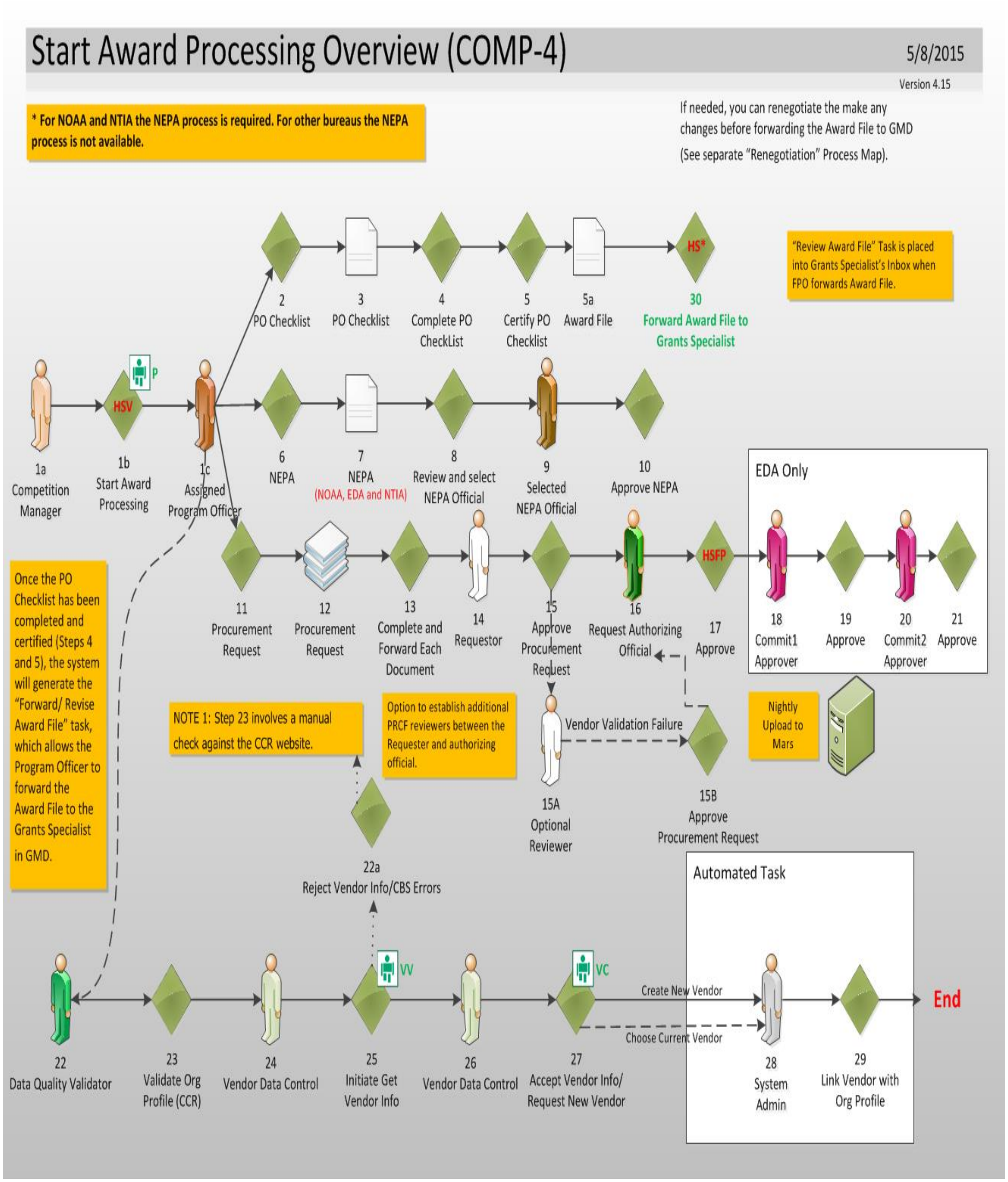
| Type | ID | Title | Status |
|---|---|---|---|
| Applications Report | 2499961 | Applications Report | |
| Competition | 2500004 | FY 2014 Cluster Grants for Seed Capital Funds | CompetitionManagerActions - Complete |
| Competition | 2499994 | FY 2014 Science and Research Park Development Gran... | SelectingOfficialActions - Complete |
| Competition | 2499973 | FY 2014 i6 Challenge | CompetitionManagerActions - Complete |
| Federal Funding Opportunity | 2500036 | FY 2014 Regional Innovation Strategies Program | Publish - Complete |

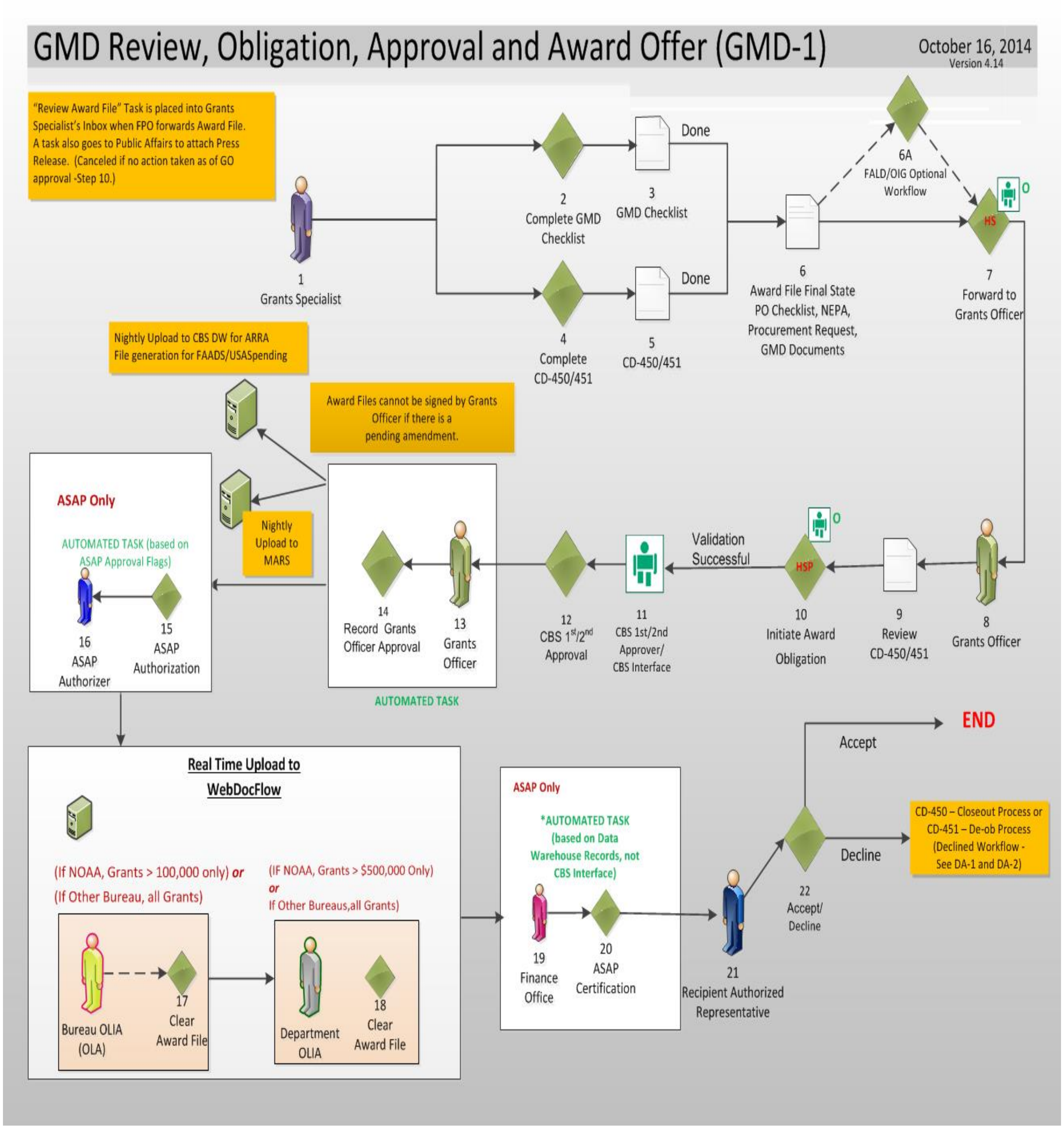
Export options: Excel

Click the ID link to download an excel file that shows all applications associated with the RFA, contact information for the authorized representatives, and the disposition of the application in the application review process (note: status does not update to follow the application after selection, so if an application is awarded, the awarded status is not reflected here).

There is a similar link under each competition, which will limit the results to just that competition.

## Review of Application Processing Maps



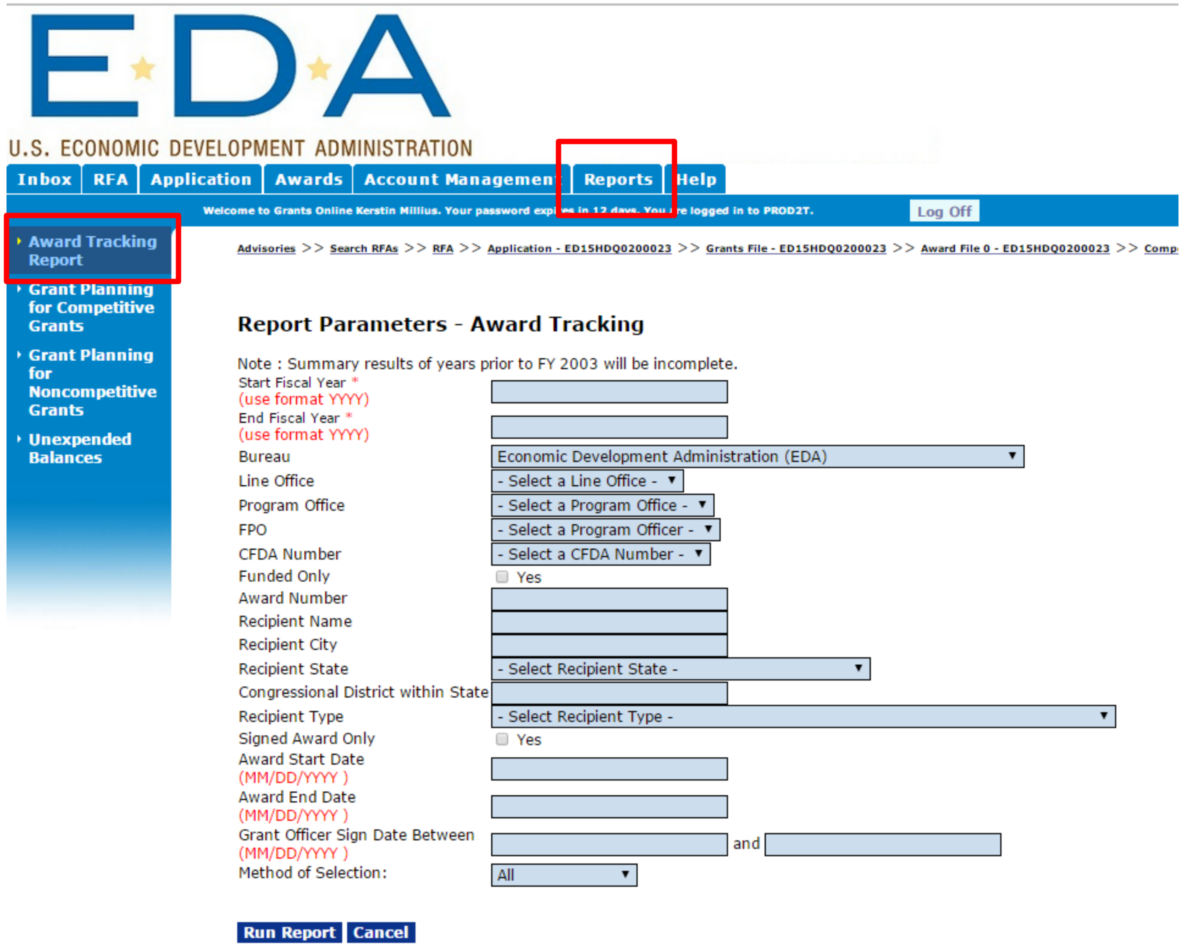



## Recipient Award Acceptance

See the Recipient Quick Reference Guide posted as item #1 at:
http://www.corporateservices.noaa.gov/grantsonline/gol_training_GRANTEE.htm

NOTE: If the authorized representative identified on the application turns out not to be the person who needs to accept the award at the organization, they must call the Grants Online helpdesk in order to designate a new person to accept the award on behalf of their organization. EDA cannot change the authorized rep once the award has been signed by the Grants Officer.

## View Report: Award Tracking Report

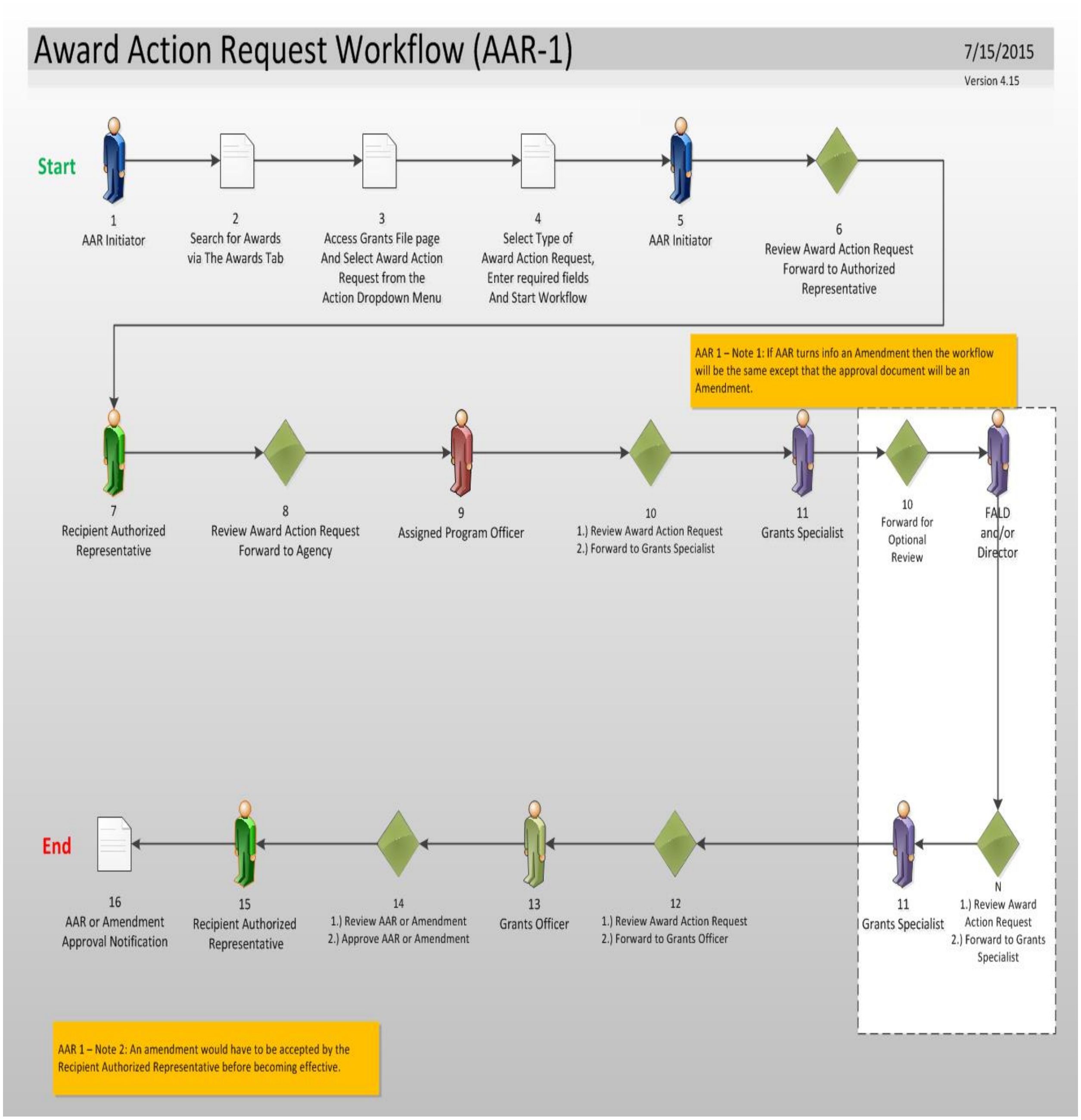



This is the only “customizable” report in Grants Online.

# Post Award Processing

## Award Action Requests

### General Award Action Request WorkFlow

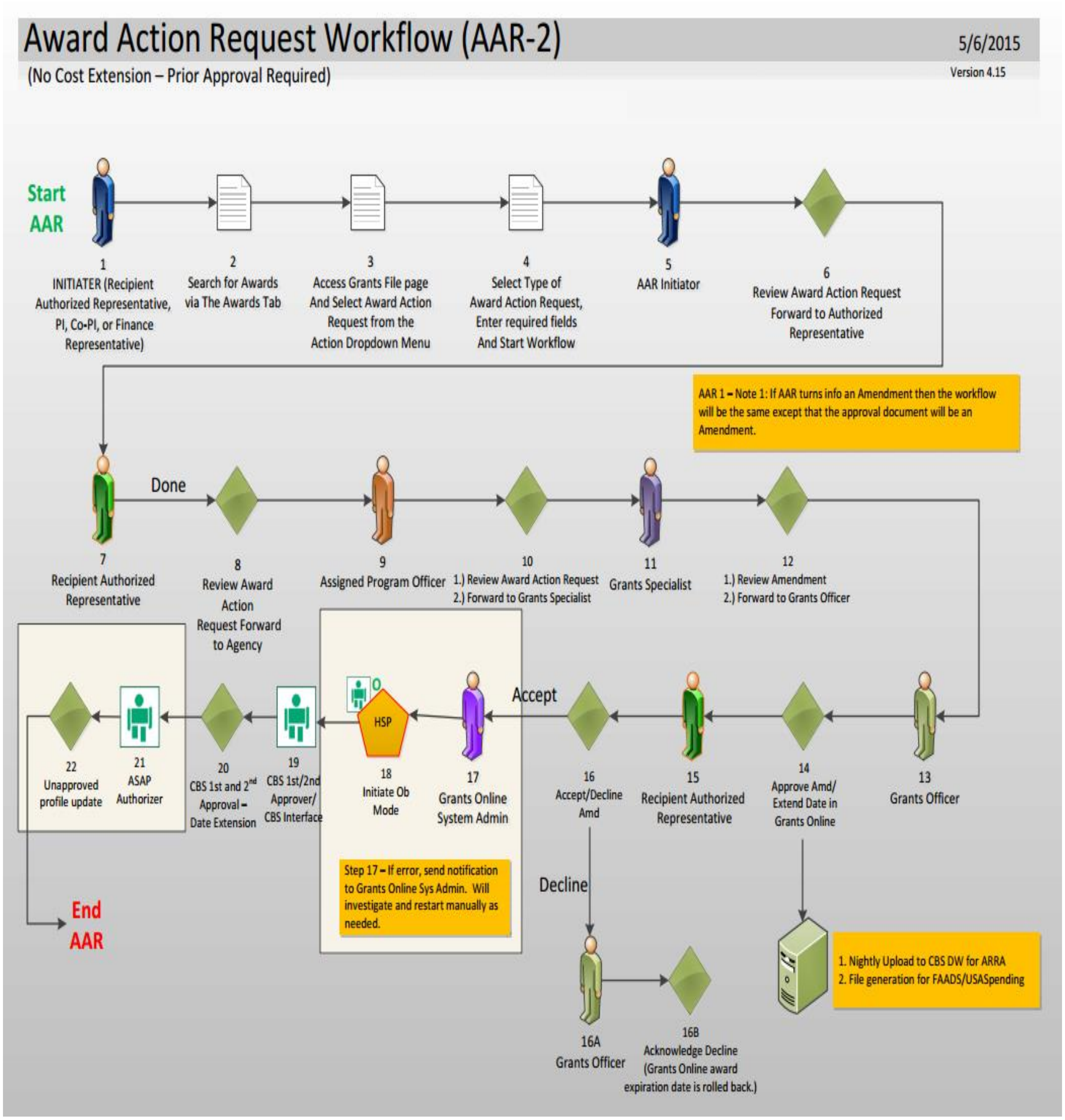


## Award Action Request Index Page

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 | |

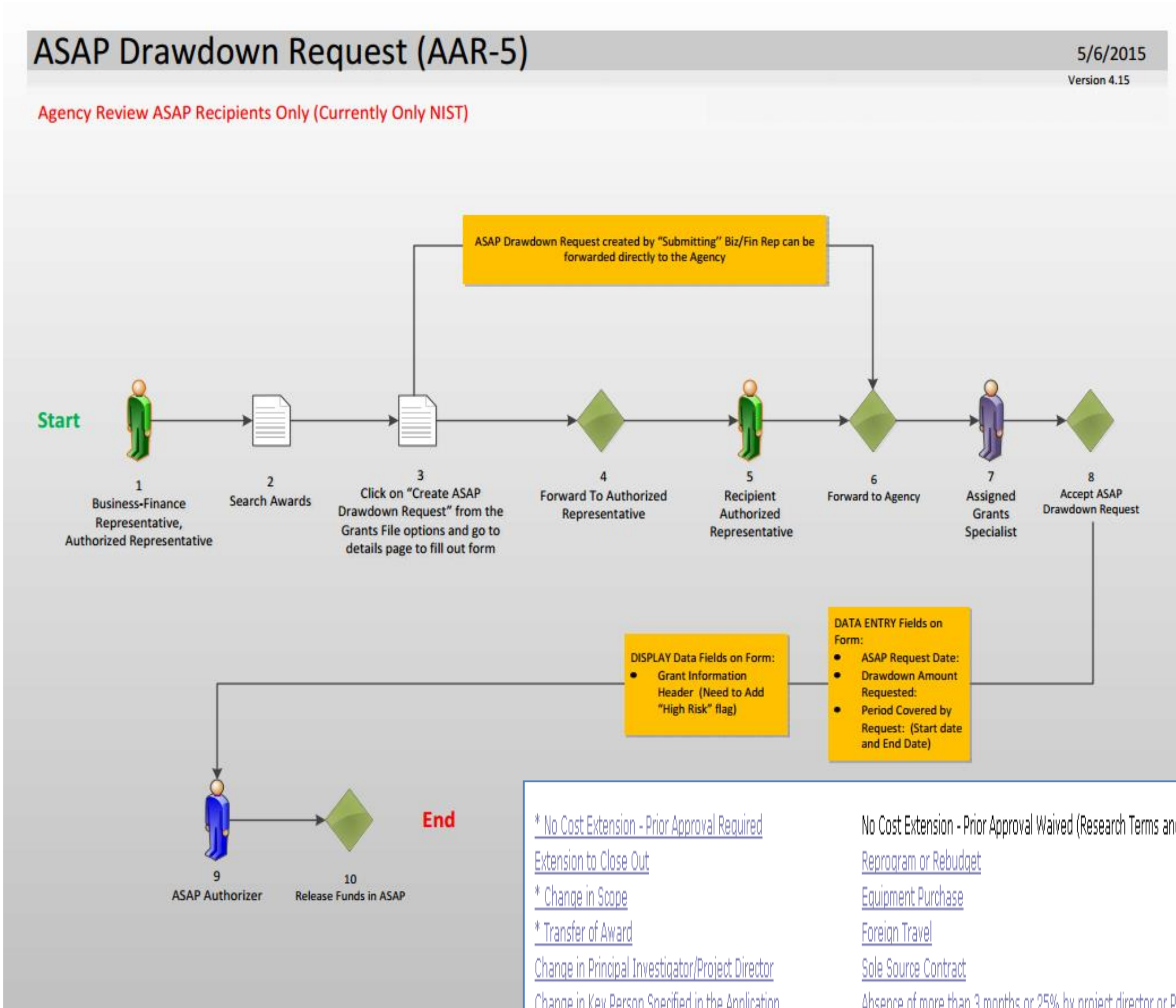
## No Cost Extension




For No Cost Extensions, since project date updates are now going to be updated at CBS the workflow will go through the CBS approval process. For ASAP awards a task will go to the ASAP Authorizer to update the ASAP profile with the new date.

## Financial and Progress Reports

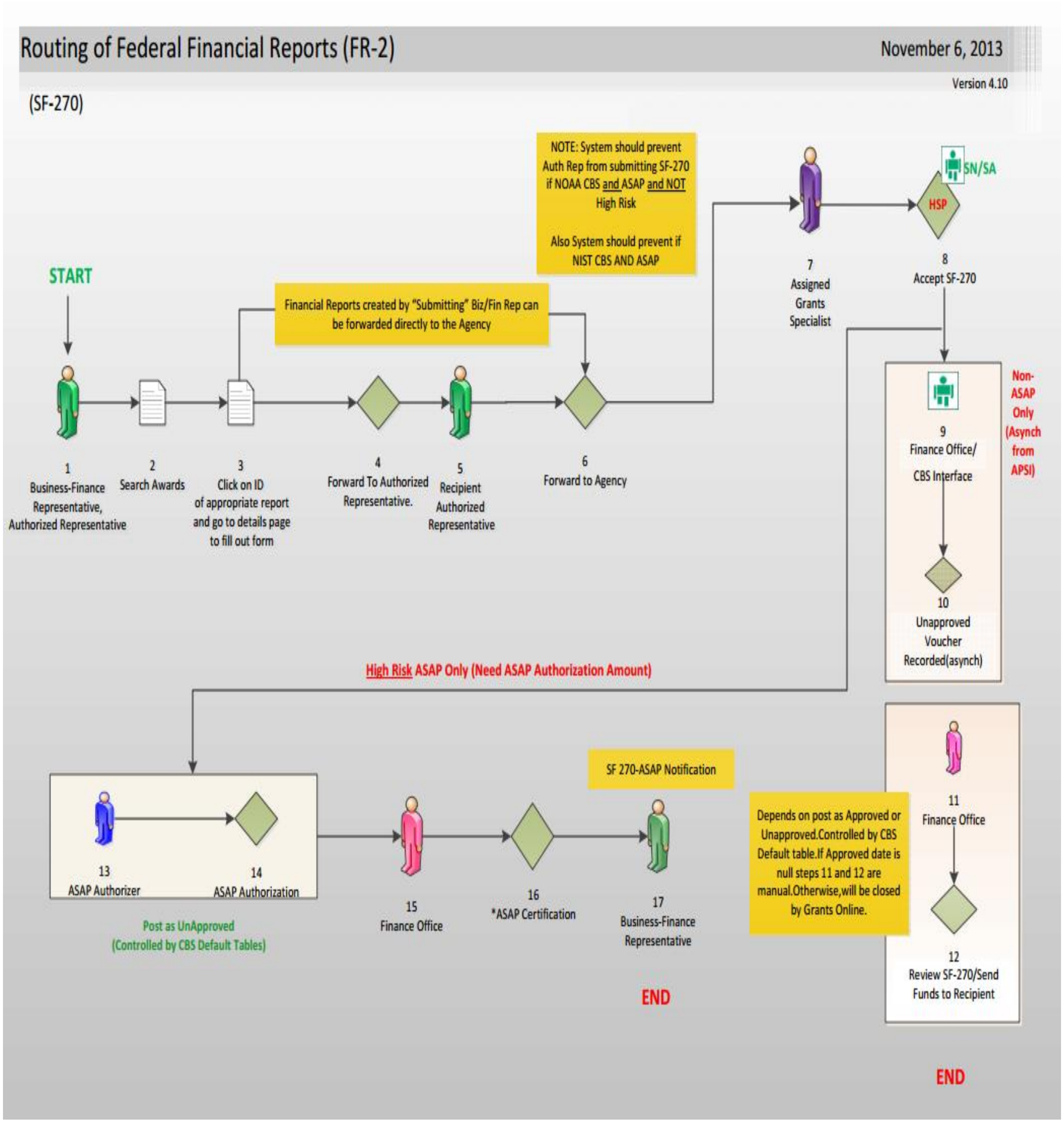
### ASAP Drawdown Request




* No Cost Extension - Prior Approval Required
Extension to Close Out
* Change in Scope
* Transfer of Award
Change in Principal Investigator/Project Director
Change in Key Person Specified in the Application
Satisfied Special Award Conditions
Transfer of funds allotted for training to other categories of expenses
Pre-Award Cost
ASAP Drawdown Request
Other

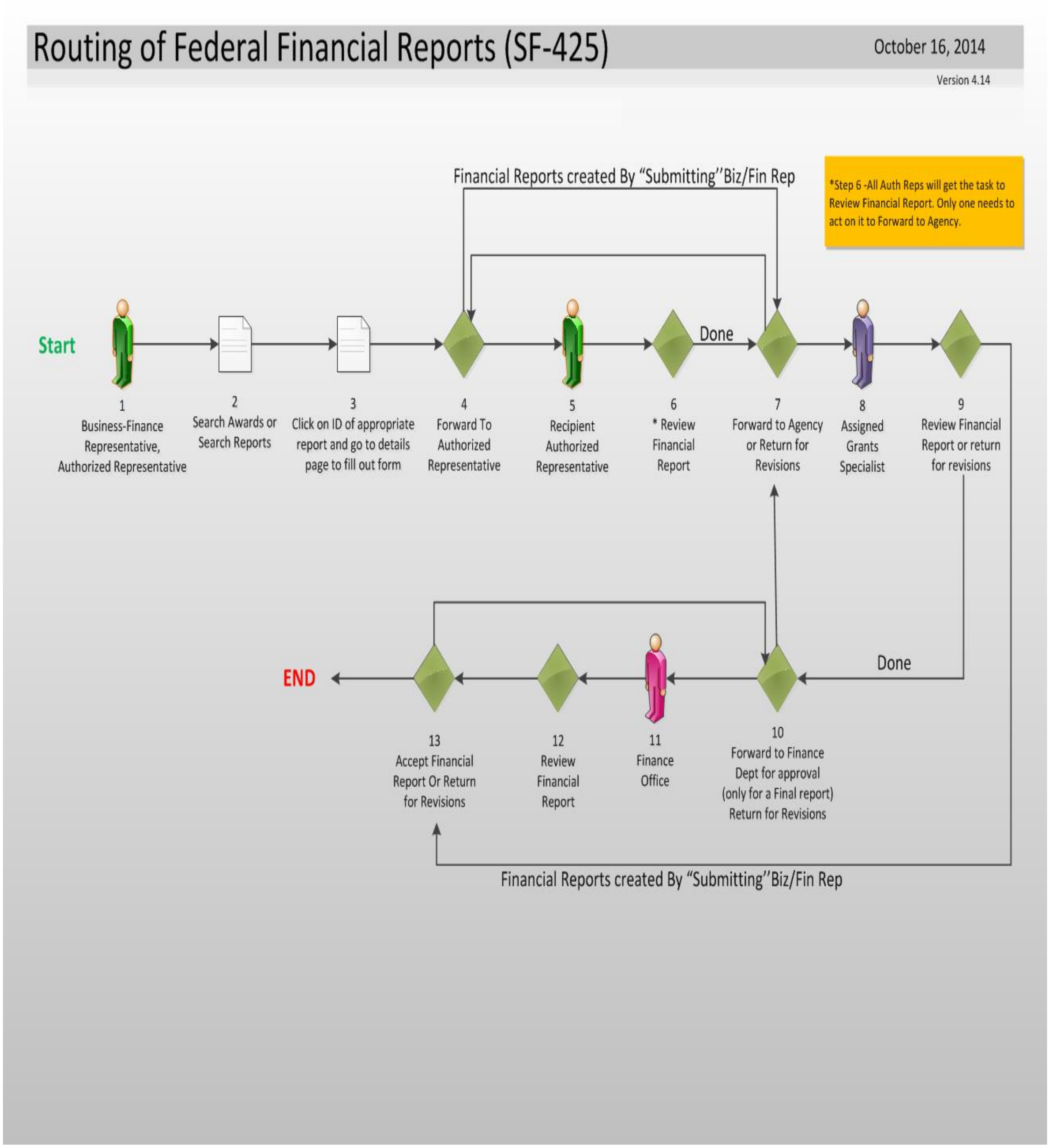
No Cost Extension - Prior Approval Waived (Research Terms and Conditions)
Reprogram or Rebudget
Equipment Purchase
Foreign Travel
Sole Source Contract
Absence of more than 3 months or 25% by project director or PI
Inclusion of cost that require prior approval based on cost principles
* Sub award, transfer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

## SF-270

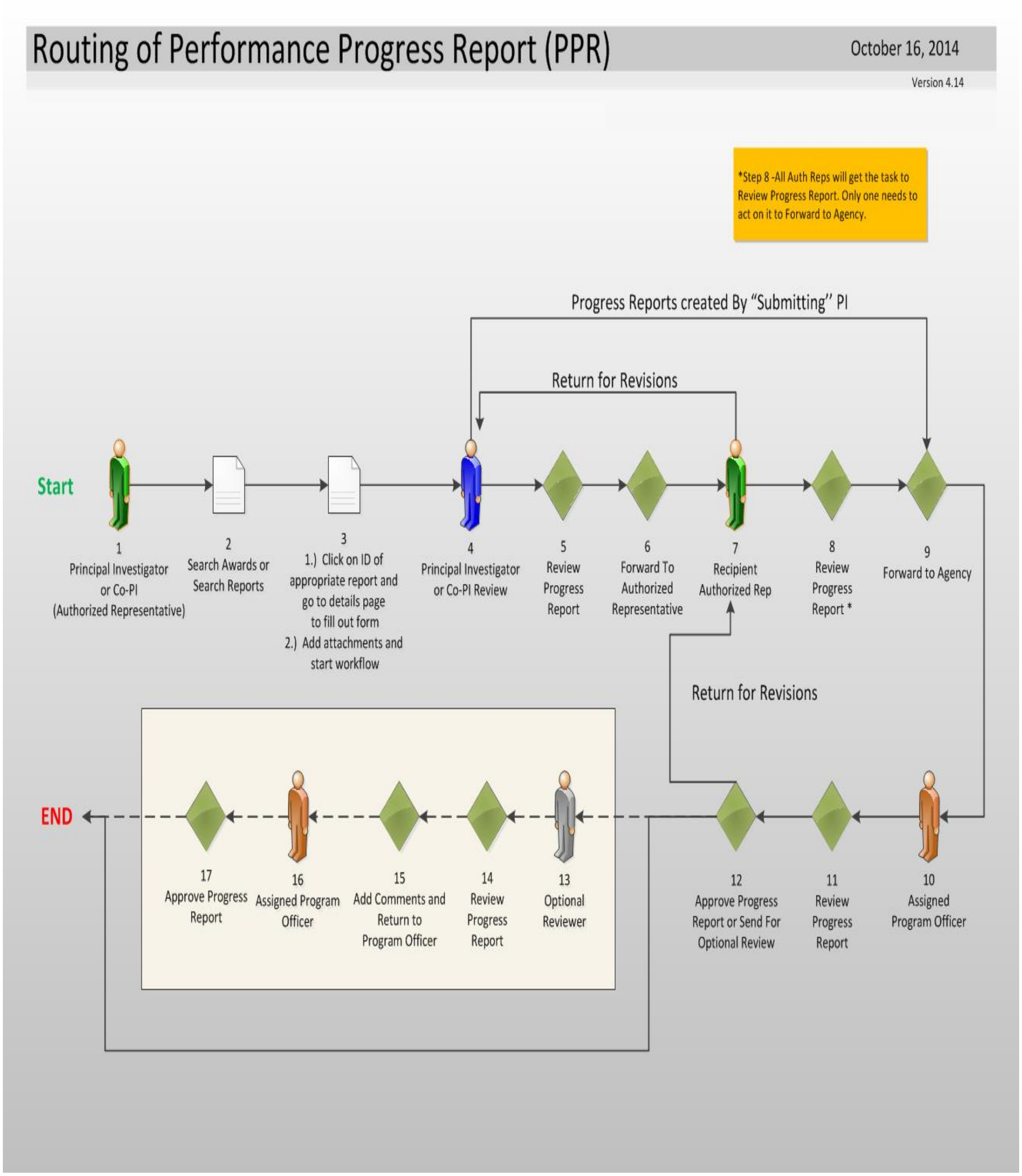



The option to submit a SF-270 is now only available to Non-ASAP recipients. A new Award Action Request has been created for ASAP Recipients on the Agency Review process, who wish to inform the agency that a drawdown request has been submitted in ASAP. (See ASAP Drawdown Request AAR.)

## Federal Financial Report



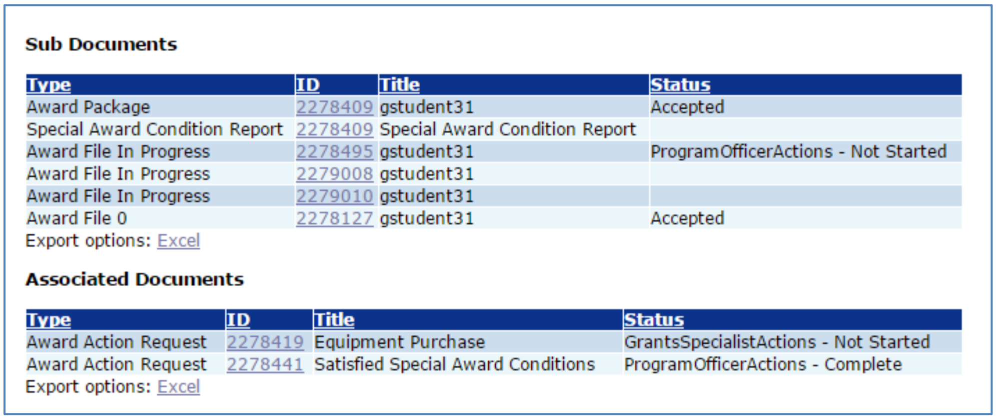
## Performance Progress Reports



## View Report: Satisfied Special Award Conditions

Navigate to the Grants File for the award.

Scroll Down to “Sub Documents” and click “Special Award Condition Report.”



**Sub Documents**

| Type | ID | Title | Status |
|---|---|---|---|
| Award Package | 2278409 | gstudent31 | Accepted |
| Special Award Condition Report | 2278409 | Special Award Condition Report | |
| Award File In Progress | 2278495 | gstudent31 | ProgramOfficerActions - Not Started |
| Award File In Progress | 2279008 | gstudent31 | |
| Award File In Progress | 2279010 | gstudent31 | |
| Award File 0 | 2278127 | gstudent31 | Accepted |

Export options: Excel

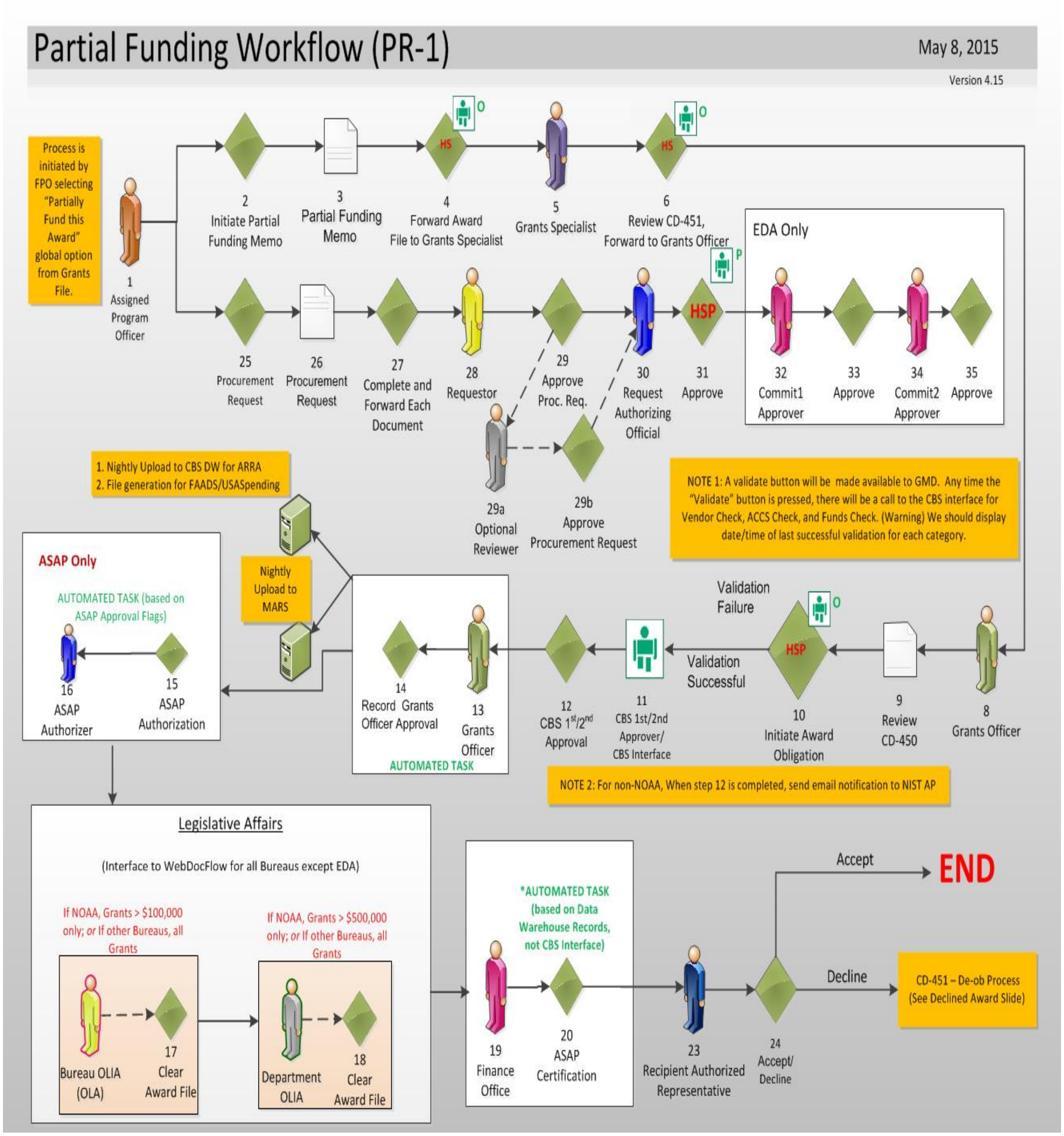
**Associated Documents**

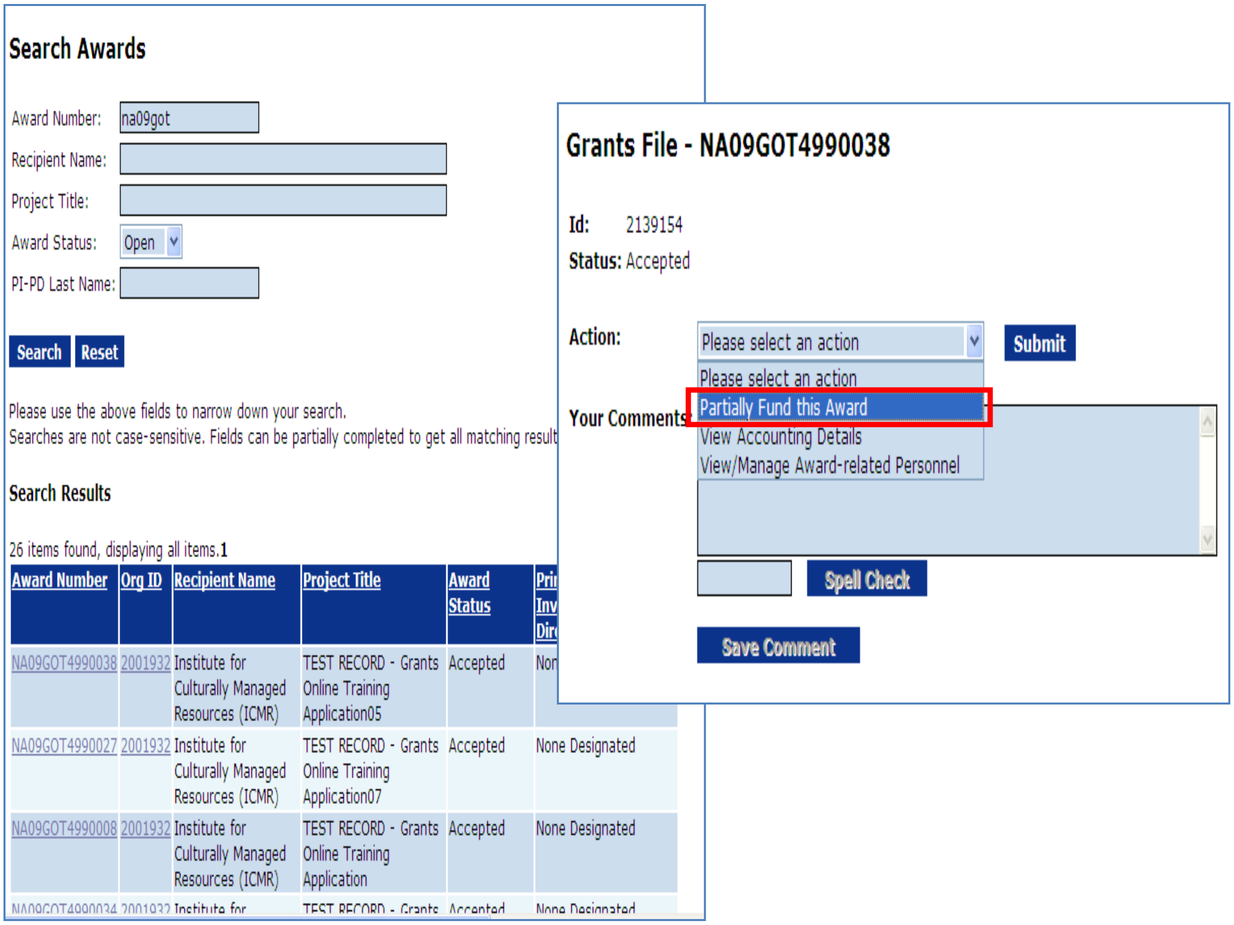
| Type | ID | Title | Status |
|---|---|---|---|
| Award Action Request | 2278419 | Equipment Purchase | GrantsSpecialistActions - Not Started |
| Award Action Request | 2278441 | Satisfied Special Award Conditions | ProgramOfficerActions - Complete |

Export options: Excel

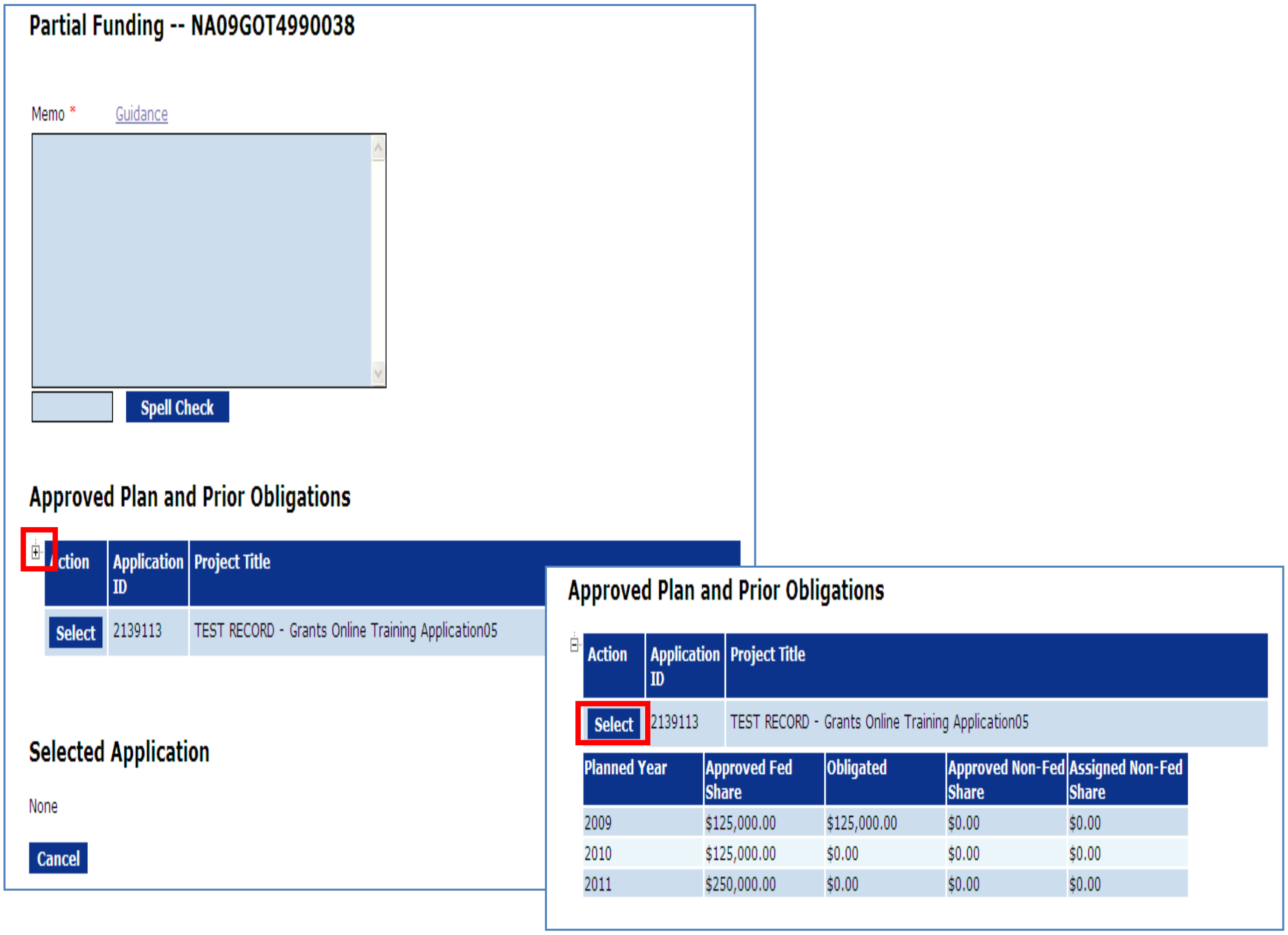
Grantees must submit an award action request for “Satisfied Special Award” conditions in order to document that a special award condition has been fulfilled.

## Partial Funding

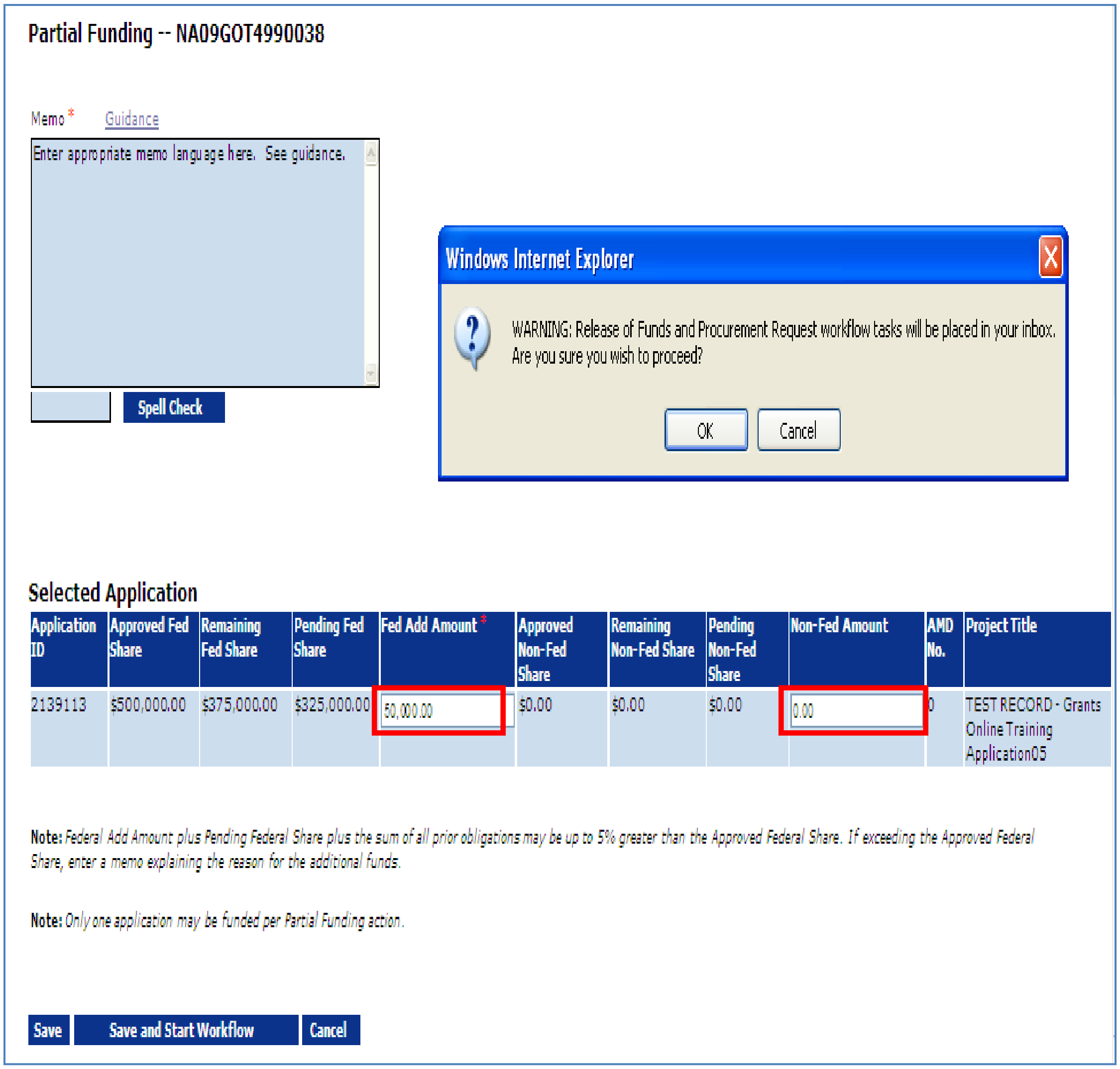




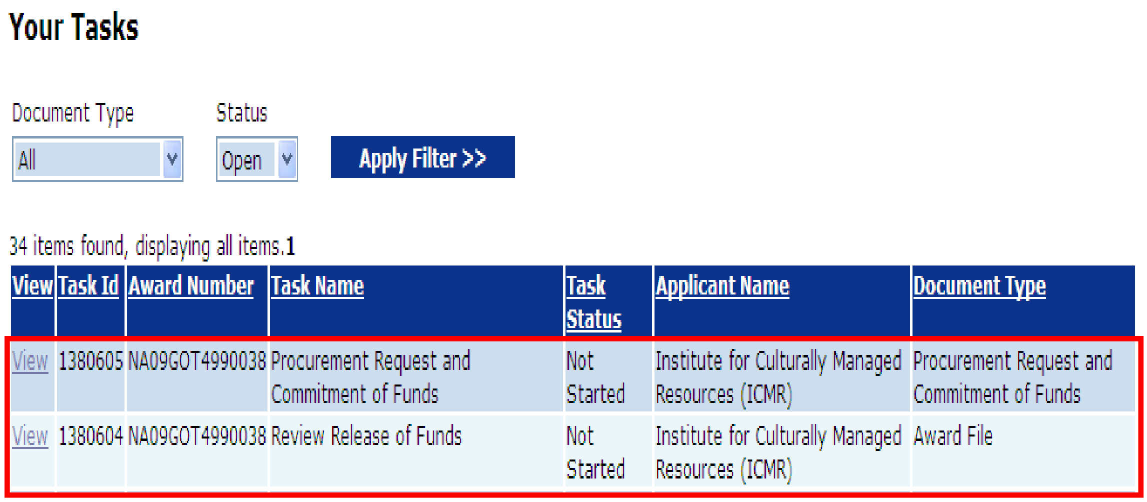

1. From the Award Tab, search for the Award that will be Partially Funded.
2. From the Grants File Launch Page select "Partially Fund this Award" from the Action dropdown list.
3. Click the "Submit" button.




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.
6. In the Memo box, provide a detailed explanation of why the partial funding action is being completed (new year in a multi-year award, additional available funding after appropriations are passed following a CR, etc).




7. Enter the amount for Partial Funding into the “Fed Add Amount” box and, if appropriate, the amount for the “Non-Fed Amount.”
8. Click “Save and Start Workflow.”
9. Click “OK” on the warning message alerting you that a Procurement Request is being added to your task box. The user will be returned to the launch page of the new Award File.



## 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.

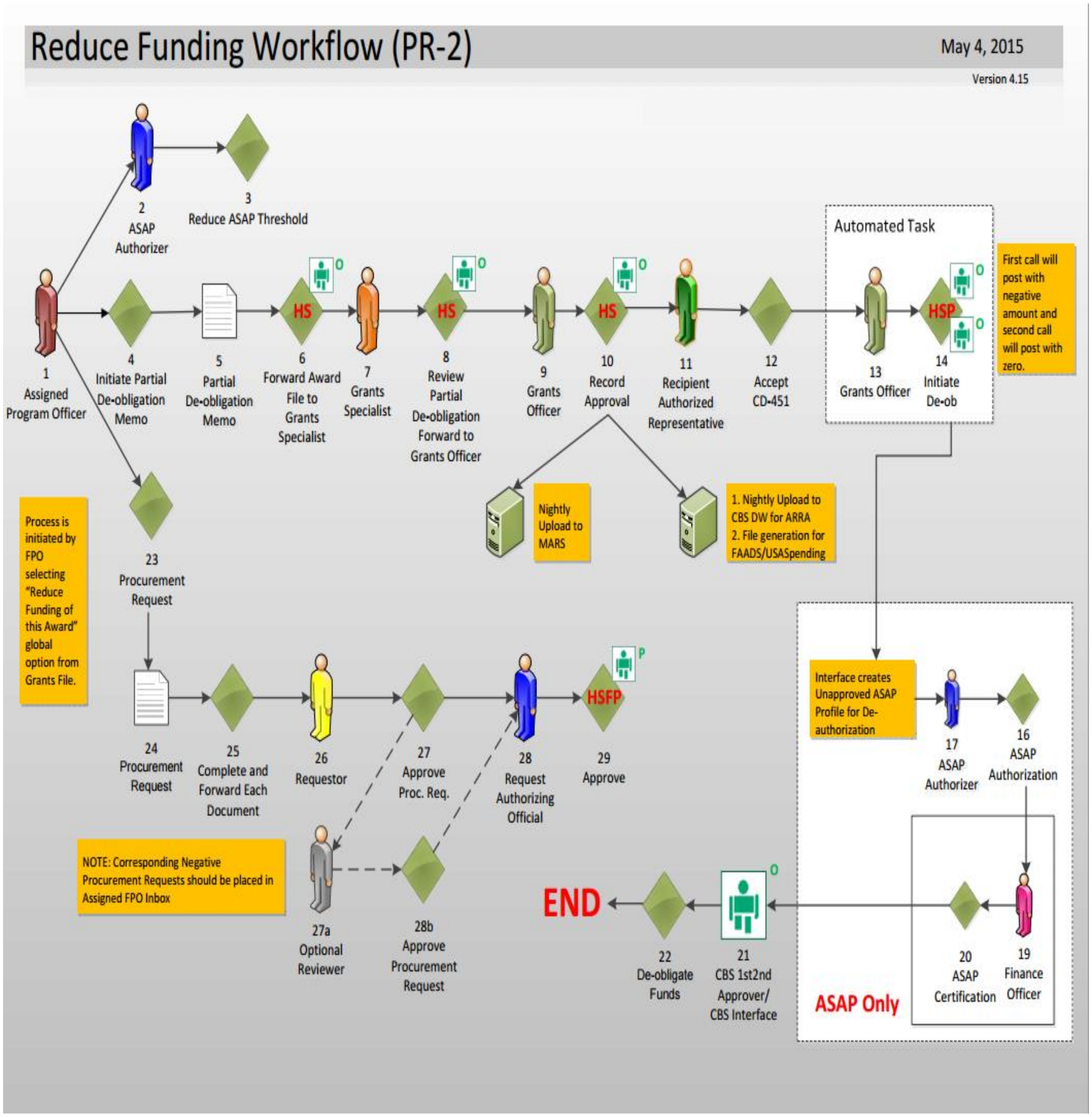

12. Usually, after the Procurement Request has been approved, the user can select "Forward to Grants Specialist for Review" and add a workflow comment. You will have the opportunity to make modifications to the "Amendment Details"; in your role as "Grants Specialist." If changes to the Partial Funding Memo or Funding Amounts are necessary select "View/Edit Partial Funding Document."

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

**Sample Language for Partial Funding Memo**

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

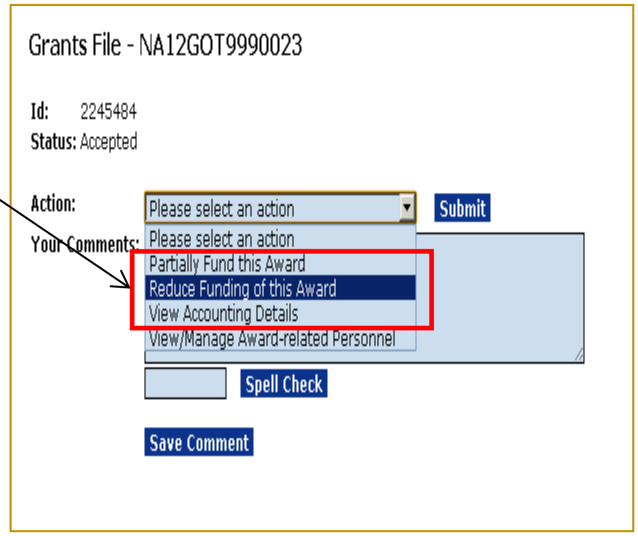
## Reduce Funding




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

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.



Grants File - NA12GOT9990023

Id: 2245484
Status: Accepted

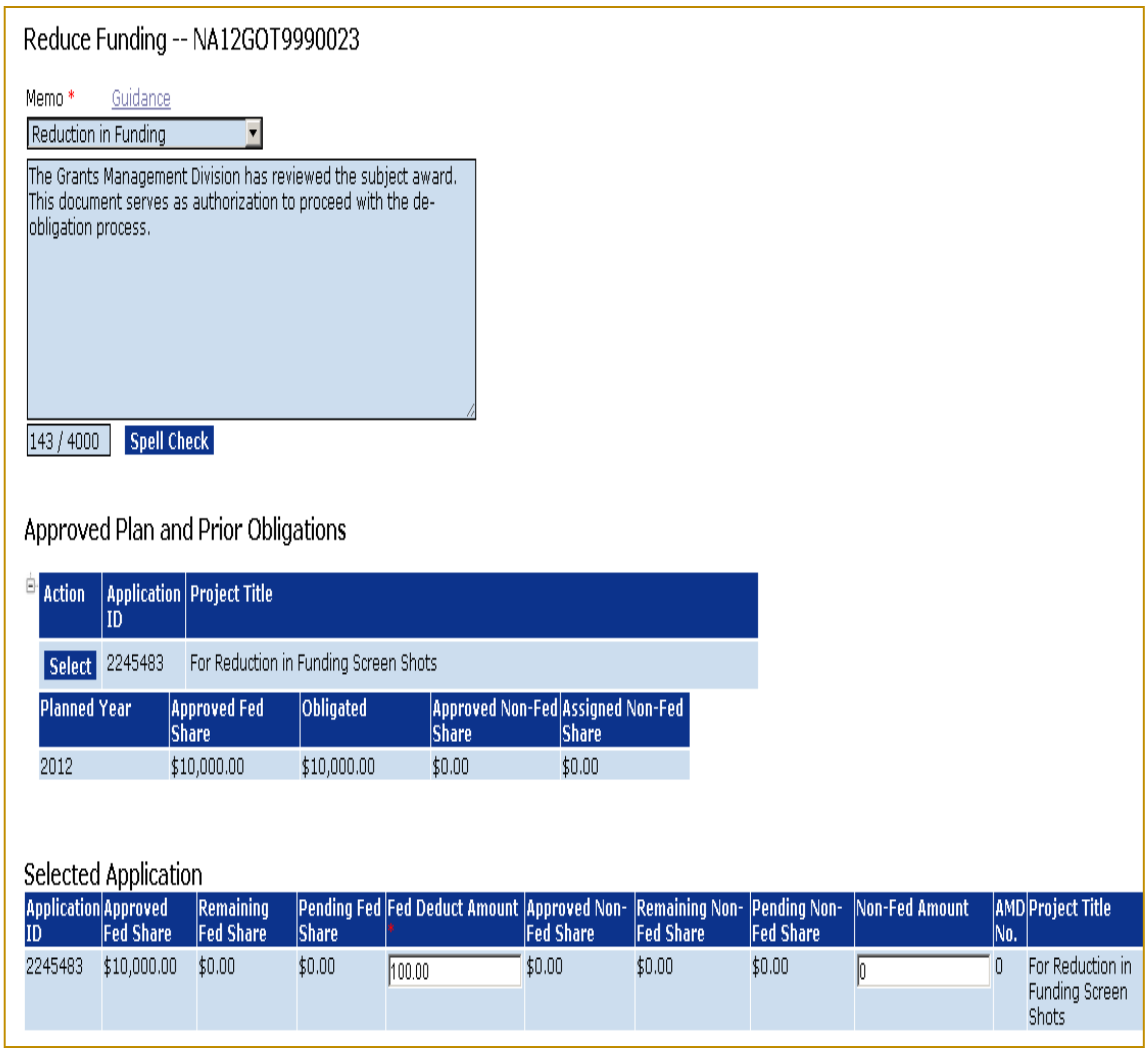
Action: Please select an action | Submit

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



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.

31 items found, displaying all items.1

| 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 |

For a Reduction in Funding, two tasks are generated in the FPO Inbox similar to a Partial Funding action.

Last CBS Validation: Status:

**Active Procurement Requests:**
Nothing found to display.

**Withdrawn Procurement Requests:**
Nothing found to display.

**Federal Share:** * $ -100.00

The Reduction in Funding Procurement Request should be for a negative dollar amount.

**Accounting - ACCS Lines** *
One item found.1

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

Add New ACCS Line

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

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

**THIS DOCUMENT IS LOCKED**

| | |
|---|---|
| MEMORANDOM: | NOAA Finance Office |
| FROM: | Grants Management Division |
| SUBJECT: | FINANCIAL CLOSEOUT<br>De-obligation Request for Award: ED14HDQ3130053 |

| | |
|---|---|
| **Total Federal Funding** (entire award): | $150.00 |
| **Recipient Name:** | BANGOR PUBLISHING COMPANY |
| **EIN:** | 010024570 |
| **DUNS:** | 001096643 |
| **ASAP ID** (if applicable): | |
| **Award Period:** | 05/01/2014 - 07/16/2014 |
| **Federal Program Officer:** | Matthew Chasse |
| **Obligation Number:** (Available only for Interfaced Awards) | |
| **Total De-obligation Amount from CBS:** (Available only for Interfaced Awards) | $150.00 |

| **Item #/MDL** | **ACCS** | **Amount to De-obligate** |
|---|---|---|
| 0 / 0 | Not interfaced. No ACCS lines available. | $0.00 |

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

**Justification for De-obligation:**

The Grants Management Division received the Final SF-425 (attached) and recognizes that it does not reconcile with the Commerce Business System (CBS) due to <REASON GOES HERE>. De-obligations and closeout are authorized for the remaining unobligated balance as reported by CBS.

**Spell Check**

**Financial Closeout Checklist:**

The Grants Management Division recognizes there is a reconciliation issue with this grant in the CBS: ☑

| | | |
|---|---|---|
| **Grants Officer Approval:** | Lamar Dwayne Revis | 07/17/2014 |
| **Finance Office Approval:** | Diana Carpenter | 07/17/2014 |

**Attachments:**

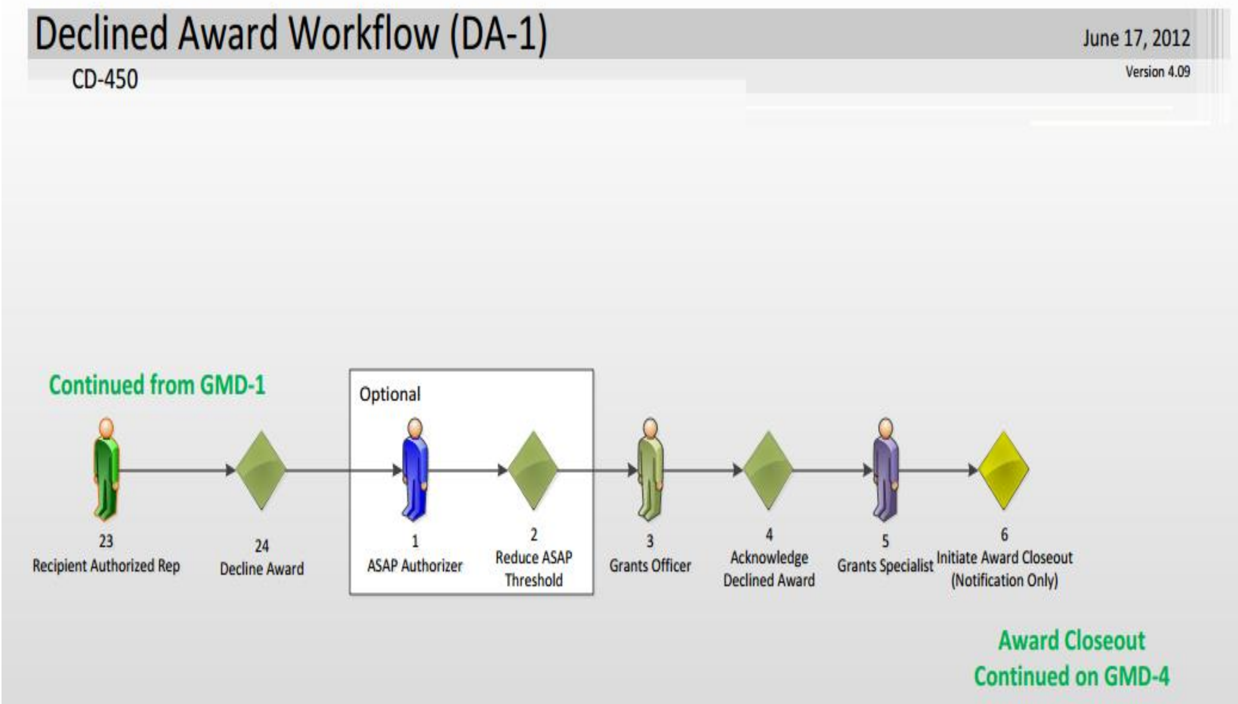
No attachments.

**Cancel** **Print Memo** **Print Final Financial Report**

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. For EDA (which is non-interfaced), the workflow will go through the Finance Office where the de-obligation memo will be manually approved.

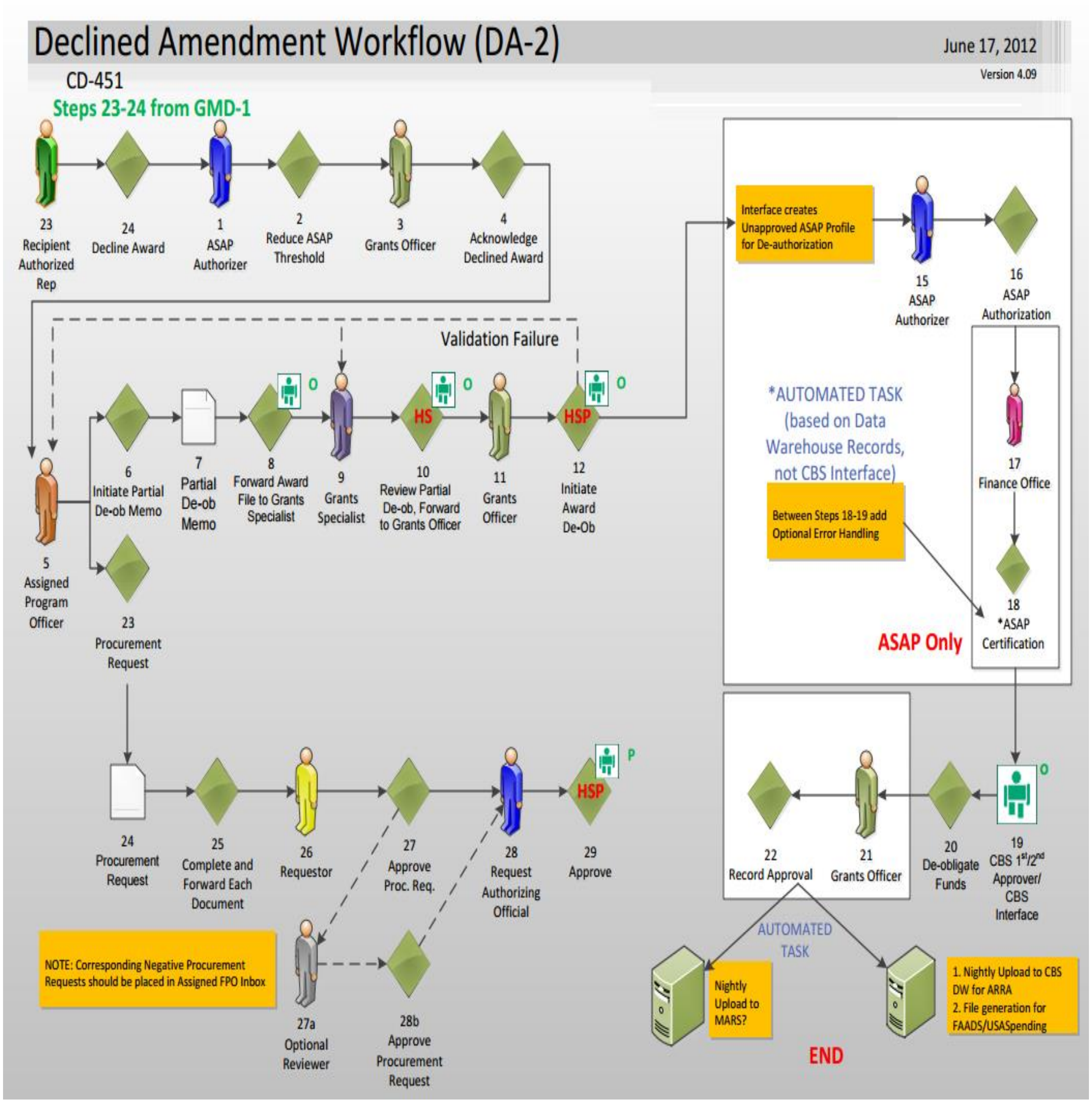
Note: For EDA, the accounting line will not be shown, because EDA's accounting system is not interfaced with Grants Online. The label that says "Total De-Obigation Amount from CBS" has a paranthetical beneath it that indicates this data field is only available for interfaced awards but there is still an amount showing which is actually coming from the final SF-425.

## De-Obligate Declined Award



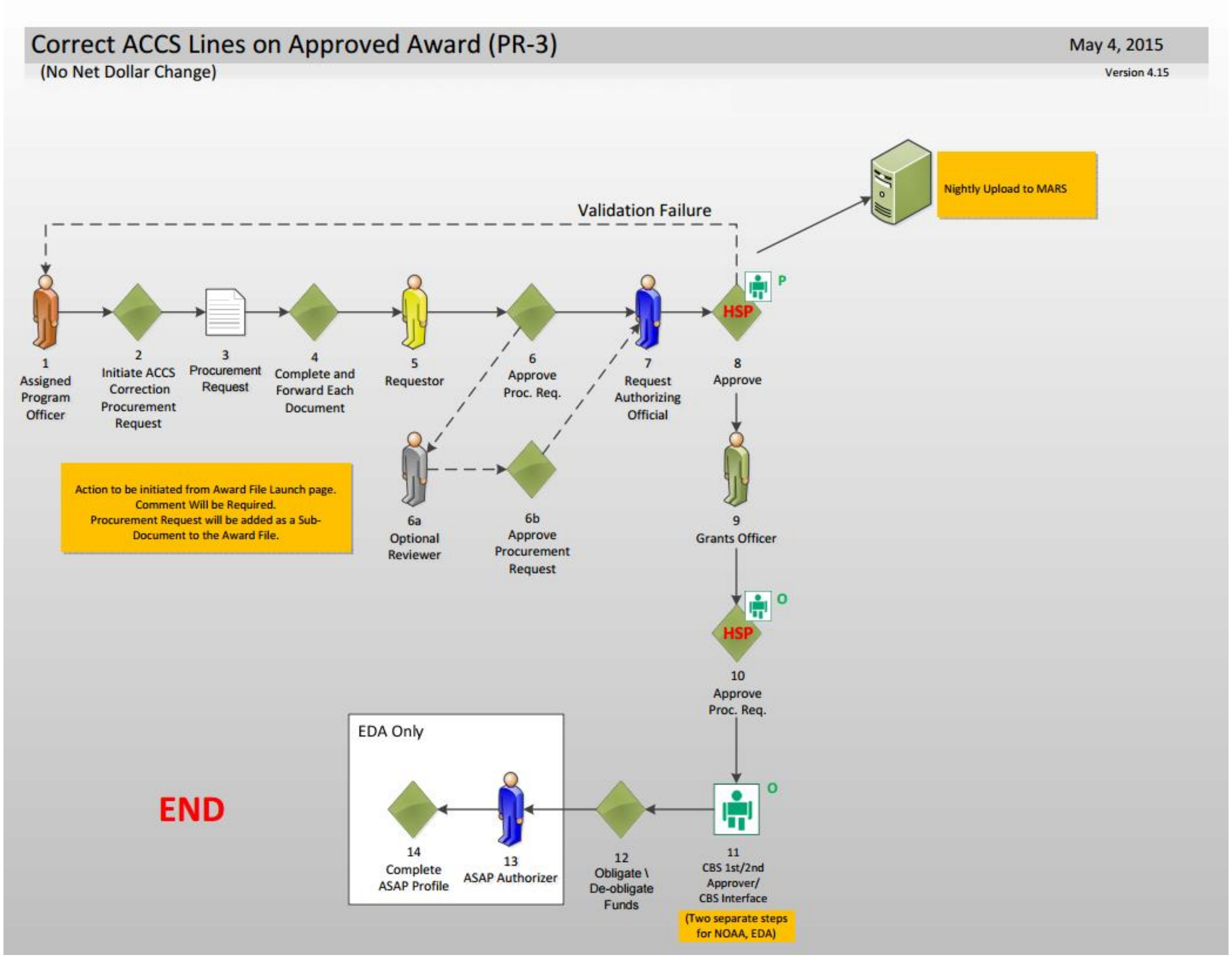

If an award is declined by the recipient, the extraneous CBS Approver task will be automatically closed for interfaced awards. For non-interfaced awards the task should be manually closed by the CBS Approver and then the Help Desk should be notified in order to remove the Closeout date from the Award File. The Award still needs to go through a Financial Closeout process to de-obligate the funds via the interface using the de-obligation memo.

## De-Obligate Declined Amendment




The Declined Amendment workflow looks just like a Reduction in Funding except that the De-obligation Memo and De-obligating Procurement Request are generated when the Grants Officer acknowledges the declined award as opposed to the Federal Program Officer initiating an action. The Declined Amendment workflow will not be an "Award File in Progress" but will have the amendment number of the Declined Amendment.

## Correct ACCS Lines on Approved Award




To make a correction to the 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 on the “Correct ACCS” button. This will generate a new “zero-dollar” Procurement Request.
4. Edit the ACCS line to make the amount (or portion of the amount) negative.
5. Add one or more positive ACCS lines to make a net balance of zero on the Procurement Request.
6. Start the workflow for approval of the 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.

Procurement Request and Commitment of Funds - NA12GOT9990014

THIS DOCUMENT IS LOCKED

THIS REQUEST IS APPROVED

Correct ACCS Lines

Last CBS Validation: Status:

**Accounting - ACCS Lines** *

2 items found, displaying all items.1

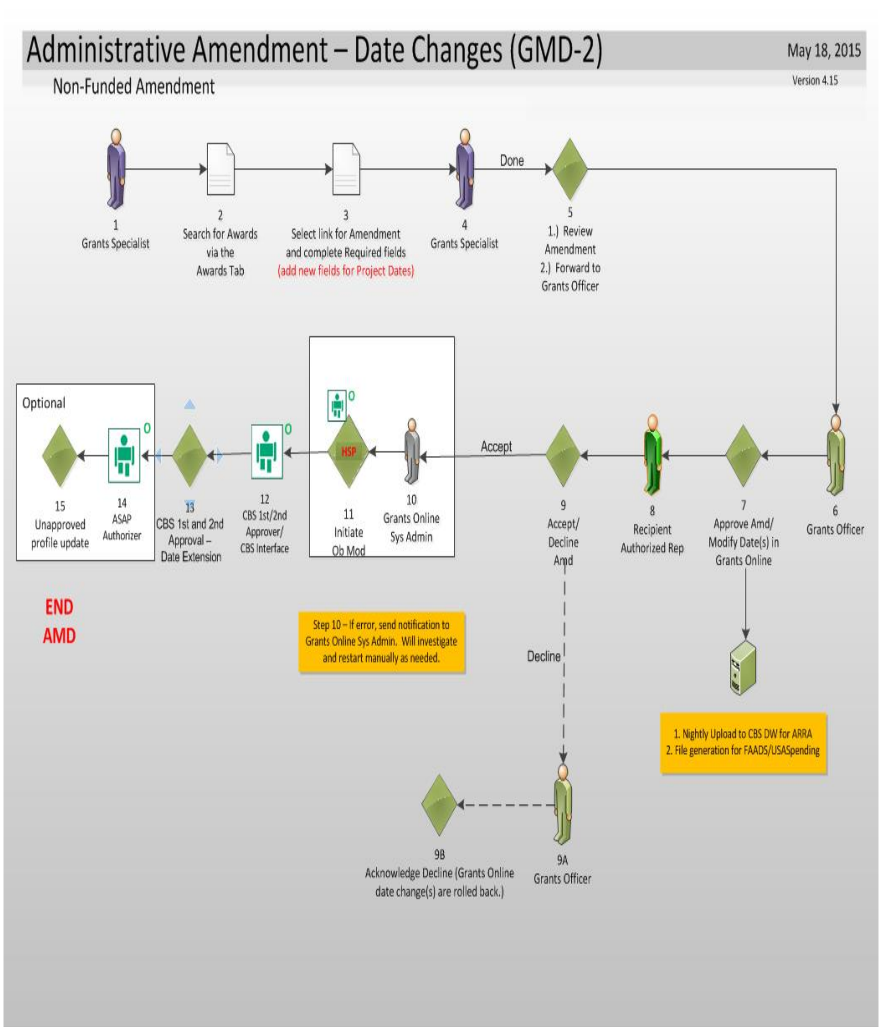
| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Prior Year | DWValidated |
|---|---|---|---|---|---|---|---|---|---|
| 14 | 1 | 2012 | 06 -02 -0004-01-00-00-00 | 01-01-02-000 | 14K3BN8-P00 | 41-11-00-00 | $10,000.00 | N | Yes |
| 14 | 2000 | 2012 | 10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

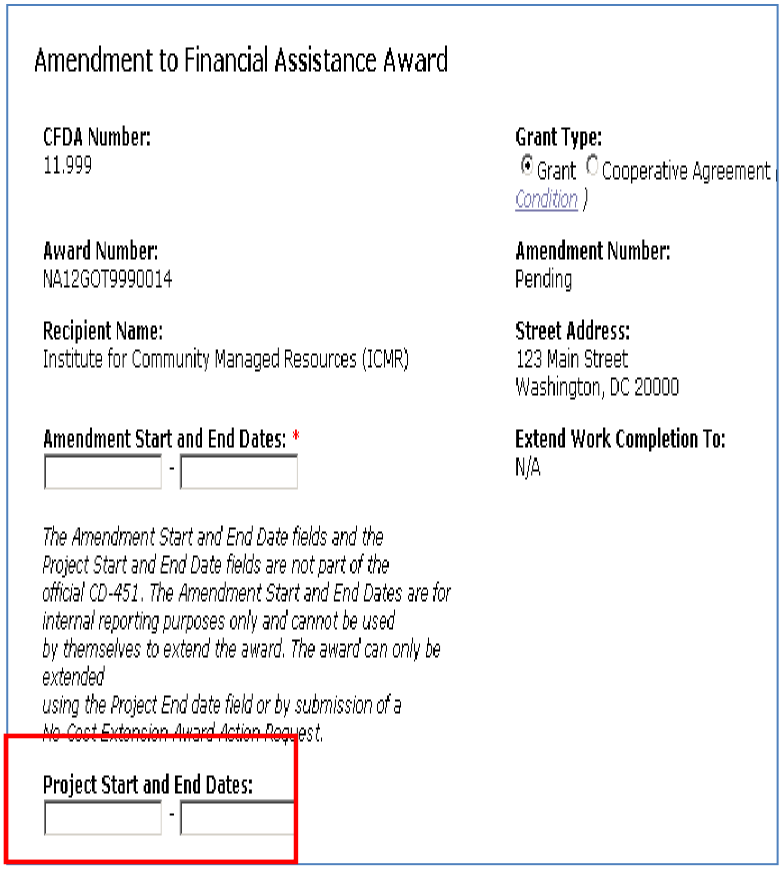
Add New ACCS Line

PRCF Total for this Award action: $10,000.00

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

## Correct Award Dates (Administrative Amendment)





Amendment to Financial Assistance Award

CFDA Number:
11.999

Grant Type:
Grant Cooperative Agreement (
Condition )

Award Number:
NA12GOT9990014

Amendment Number:
Pending

Recipient Name:
Institute for Community Managed Resources (ICMR)

Street Address:
123 Main Street
Washington, DC 20000

Amendment Start and End Dates: *

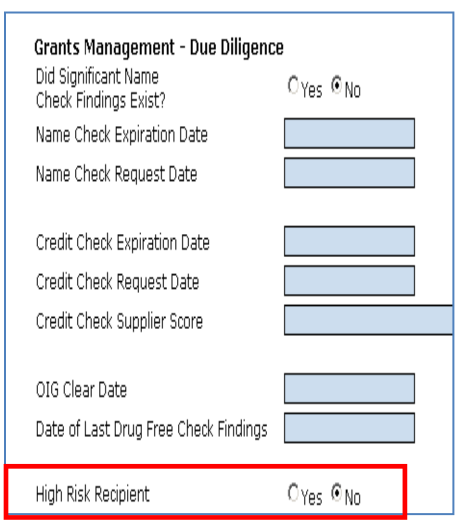
Extend Work Completion To:
N/A

*The Amendment Start and End Date fields and the Project Start and End Date fields are not part of the official CD-451. The Amendment Start and End Dates are for internal reporting purposes only and cannot be used by themselves to extend the award. The award can only be extended using the Project End date field or by submission of a No-Cost Extension Award Action Request.*

Project Start and End Dates:

The Grants Management Division can initiate administrative amendments to make corrections to Project Start and/or End Dates without requiring the Recipient to submit a No-Cost Extension request.

## Flagging an Organization as "High Risk"



Grants Management - Due Diligence

Did Significant Name Check Findings Exist? Yes No

Name Check Expiration Date

Name Check Request Date

Credit Check Expiration Date

Credit Check Request Date

Credit Check Supplier Score

OIG Clear Date

Date of Last Drug Free Check Findings

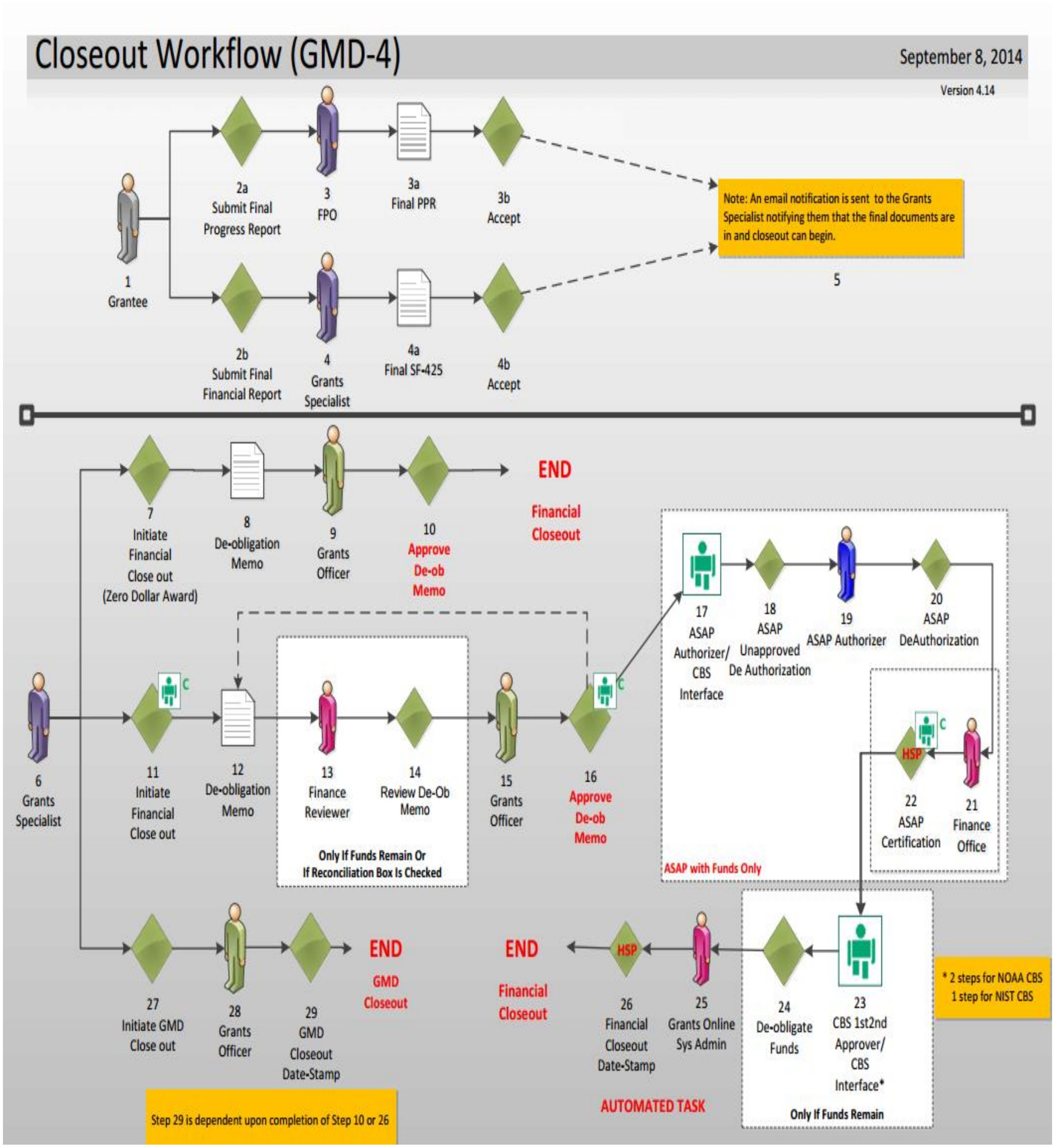
High Risk Recipient Yes No

EDA must contact the Grants Online Help Desk in order to change the High-Risk flag for an organization: it cannot be changed manually through the Organization Details page.

## Organization Profile Change Request

Note – this functionality does not currently work for EDA grantees. Applicants must contact their project officer with requests for changes, who will then work with the Grants Online Helpdesk and NOAA Finance to make sure the updates get made in both Grants Online and CBS.

## Closeout



## Grants File - NA15NOS4820044

**Id:** 2439208
**Status:** Accepted

**Action:** Initiate Financial Closeout **Submit**

**Your Comments:**

- Please select an action
- Create Administrative Amendment
- Create Award Action Request
- Create Enforcement
- Initiate Financial Closeout
- Initiate Manual Closeout - Override GMD Policy
- Request Extension to Closeout
- Submit Additional Closeout Documents
- Submit Satisfied Special Award Conditions
- View Accounting Details
- View/Manage Award-related Personnel

**THIS DOCUMENT IS LOCKED**

| | |
|---|---|
| MEMORANDOM: | NOAA Finance Office |
| FROM: | Grants Management Division |
| SUBJECT: | FINANCIAL CLOSEOUT<br>De-obligation Request for Award: ED14HDQ3130053 |

| | |
|---|---|
| **Total Federal Funding** (entire award): | $150.00 |
| **Recipient Name:** | BANGOR PUBLISHING COMPANY |
| **EIN:** | 010024570 |
| **DUNS:** | 001096643 |
| **ASAP ID** (if applicable): | |
| **Award Period:** | 05/01/2014 - 07/16/2014 |
| **Federal Program Officer:** | Matthew Chasse |
| **Obligation Number:** (Available only for Interfaced Awards) | |
| **Total De-obligation Amount from CBS:** (Available only for Interfaced Awards) | $150.00 |

| Item #/MDL | ACCS | Amount to De-obligate |
|---|---|---|
| 0 / 0 | Not interfaced. No ACCS lines available. | $0.00 |

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

**Justification for De-obligation:**

The Grants Management Division received the Final SF-425 (attached) and recognizes that it does not reconcile with the Commerce Business System (CBS) due to <REASON GOES HERE>. De-obligations and closeout are authorized for the remaining unobligated balance as reported by CBS.

**Spell Check**

**Financial Closeout Checklist:**
The Grants Management Division recognizes there is a reconciliation issue with this grant in the CBS:

| | | |
|---|---|---|
| **Grants Officer Approval:** | Lamar Dwayne Revis | 07/17/2014 |
| **Finance Office Approval:** | Diana Carpenter | 07/17/2014 |

**Attachments:**

No attachments.

**Cancel** **Print Memo** **Print Final Financial Report**