Grants Online
Overview & System Navigation
(Post-Award View Only Access)

Version 4.13
July 2014

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Grants Online Overview

Grants Online is an E-Government initiative that supports the grant evaluation, award, management, and operations process. Grants Online significantly streamlines and unifies grants processing throughout all of NOAA and most of the Department of Commerce. The software permits agencies to process awards more efficiently and therefore facilitates their ability to meet mission goals.

Grants Online provides the following benefits:

- An interface with Grants.gov that enables applicants to apply for grants electronically.
- Standardized business processes that contribute to a more efficient and effective use of resources.
- Reduced processing time by facilitating seamless workflows between Federal Program Officers (FPO), the Grants Management Division (GMD), the Financial Assistance Legal Division (FALD), and Reviewers.
- A direct interface to other Commerce systems such as Commerce Business Systems/Automated Standard Application for Payment (CBS/ASAP) and WebDocFlow.

Grants Online Software

Grants Online is a web-based software product that can be accessed anywhere and anytime using an Internet browser. To access the software, each user must register with the authority designated by his/her agency and have a unique username and password. Internet Explorer and Google Chrome are the preferred browsers for PC users; Mozilla Firefox is the preferred browser for MAC users.

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Getting Started: This module explains the basics of using Grants Online – the look and feel of the software, navigation, and customizations.

Objectives: At the conclusion of this section, the user should know how to accomplish the following actions:

- Obtain a password
- Sign in to Grants Online
- Identify Grants Online screen features
- Manage the Inbox
- Update the User Profile
- Locate Award Information

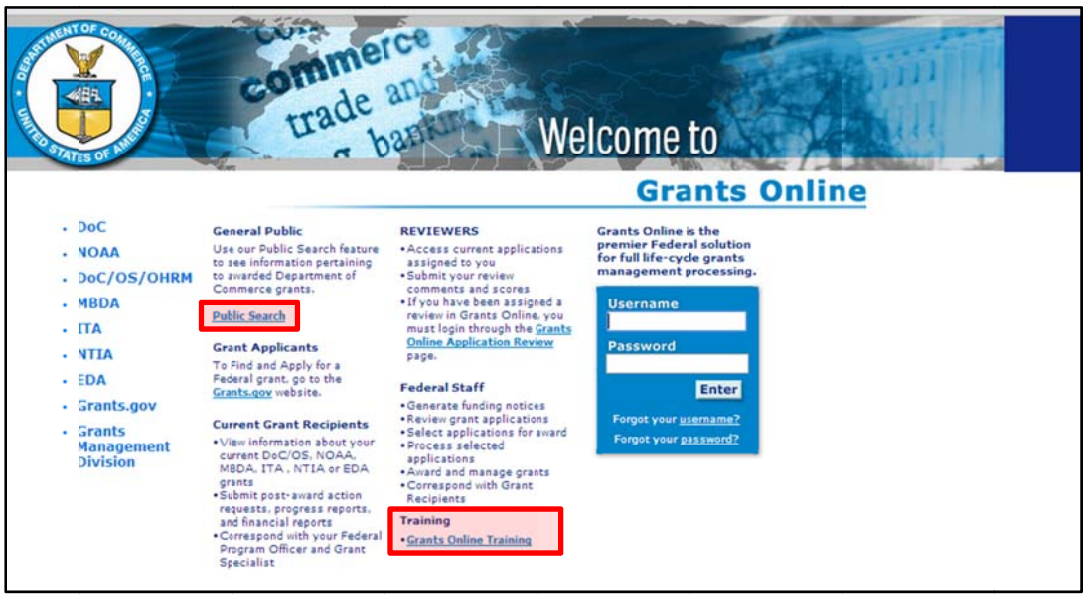
Accessing Grants Online

1. Click the **Internet Explorer** icon or the **Start** button.

   - The Internet Explorer browser or a box where you can specify the file opens.

2. Enter the following URL in the address bar of the browser or the search box: https://grantsonline.rdc.noaa.gov; then press the **Enter** key.

3. The Grants Online Home page/sign in screen displays.

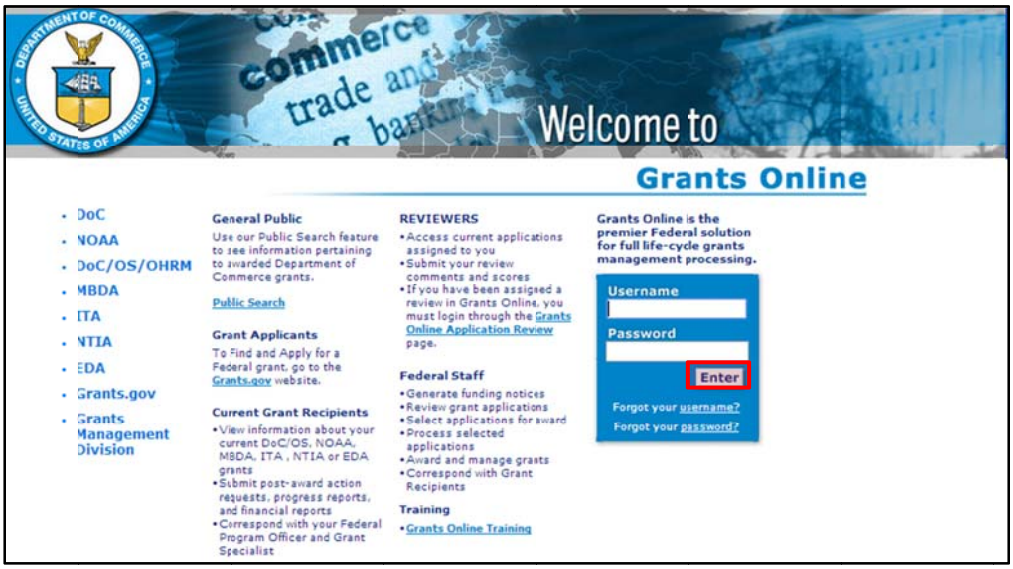


4. Before signing into Grants Online, from the screen image shown above, the user can access the Public Search page and other useful links (e.g., the Grants Online Training page).

Sign In to Grants Online

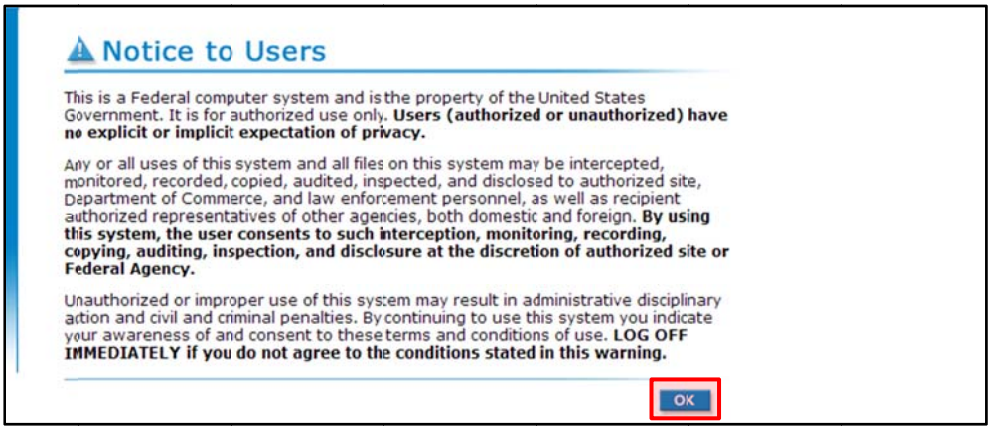
1. If you have not already done so, request a username and password by contacting the appropriate authority in your agency.

2. On the Grants Online sign in screen, enter your username and password and click the **Enter** button.



Warning! If the username and/or password are entered incorrectly, the user will see a red error message. After three unsuccessful attempts to sign in, the system locks the user out. S/he must contact the Grants Online Help Desk to unlock his/her account.

3. The Notice to Users screen displays when the user successfully signs in.



4. Read the disclaimer and indicate concurrence with the rules by clicking the **OK** button.

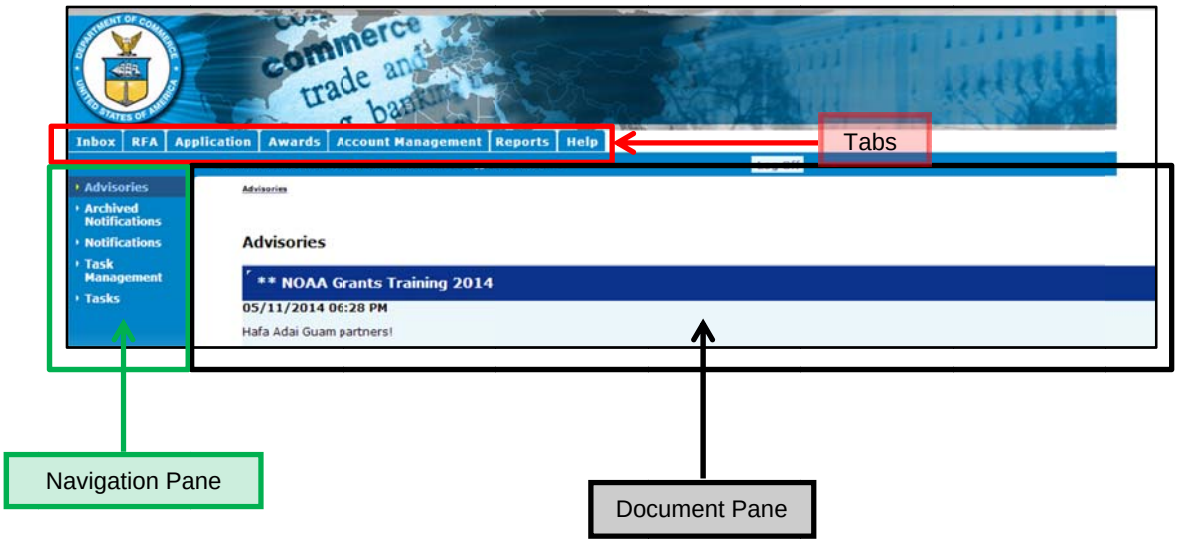
Grants Online Navigation

Access to certain Grants Online features is determined by the user's role. Each registered user is granted a level of access suitable to accomplish his/her assigned tasks.

Screen Layout

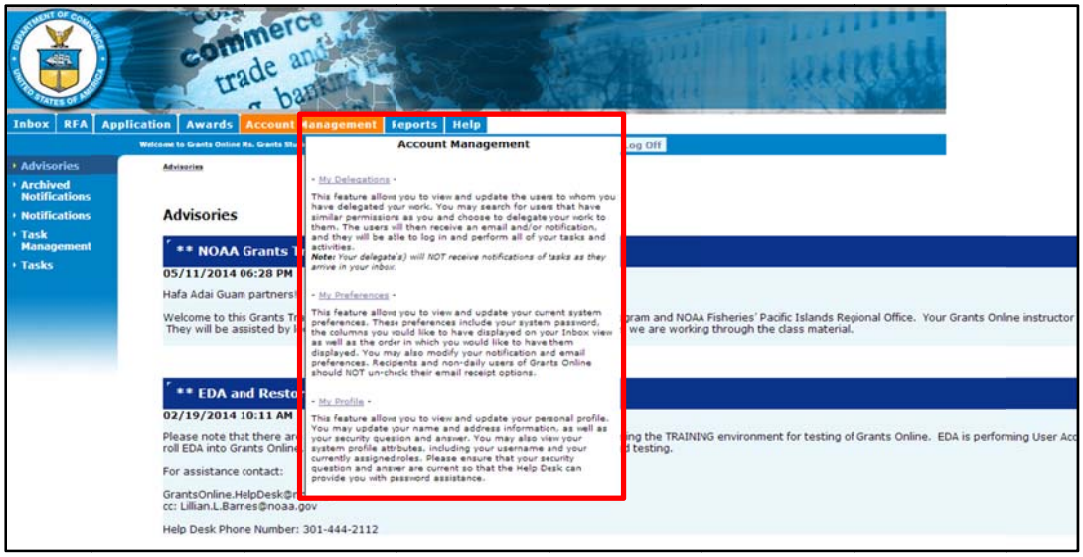
When the user has successfully signed into Grants Online, the system will default to the Inbox Tab. Grants Online is divided into several content areas:

- **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 lower left-hand side of the screen. The options displayed in the Navigation Pane are determined by the active Tab. Click on the desired command to go to that content area of Grants Online.
- **Document Pane**: Highlighted by a black border located in the middle of the screen. This is where most of the data in Grants Online is displayed for input.

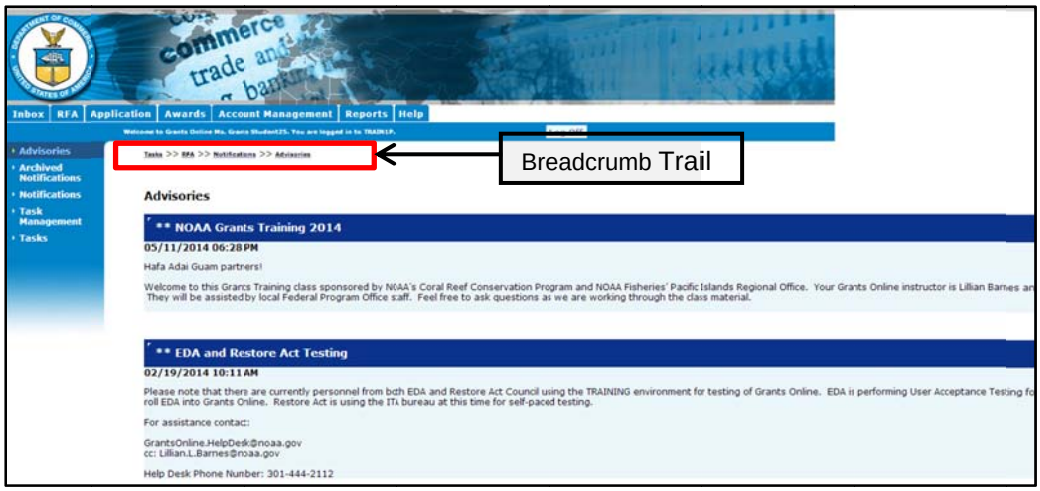


Other User Interface Features

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



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

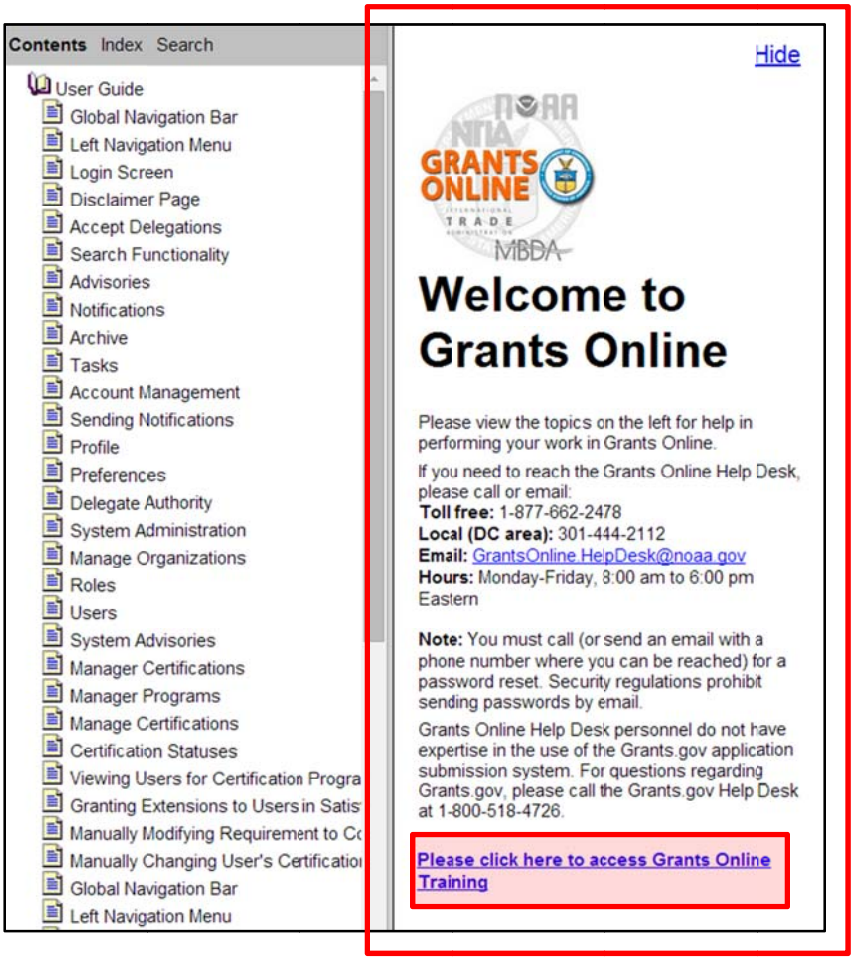


Warning! Please do not use the browser's "Back" button in Grants Online. Using the browser's "Back" button may sign you out of Grants Online.

Help Tab

The Help Tab provides information regarding how to contact the Grants Online Help Desk and a link to the Grants Online Training.

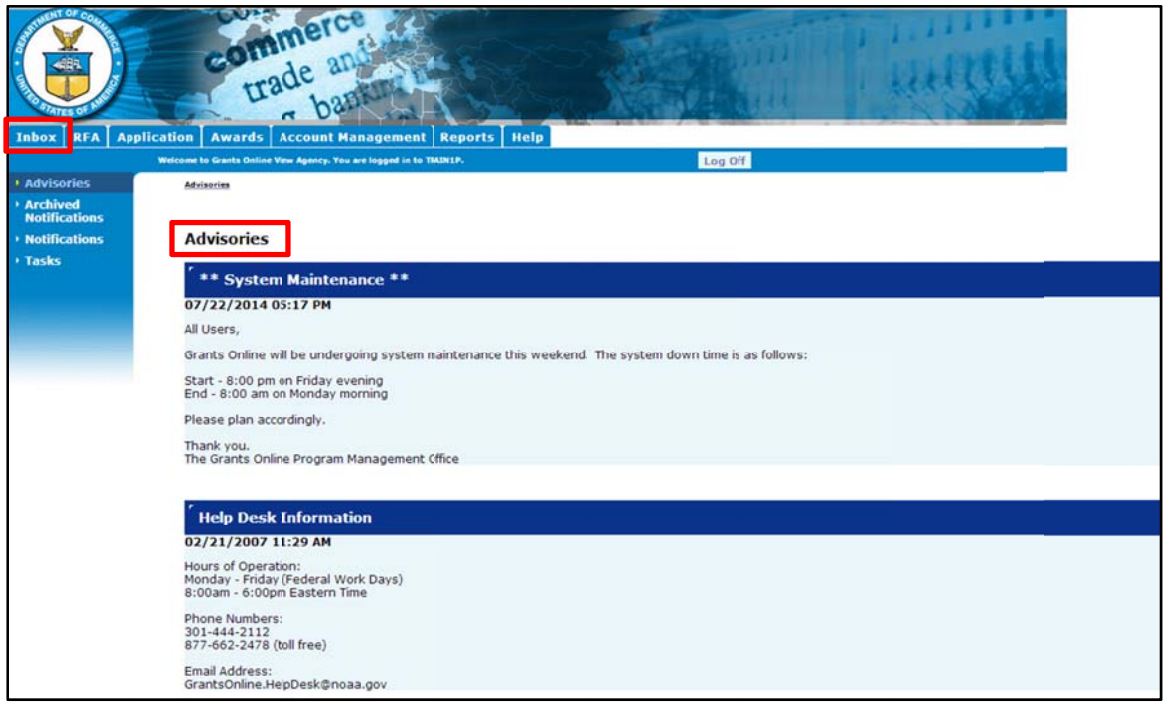
When the user clicks the **Help** Tab, the following screen will display. Note that the right side of the screen shows the Help Desk contact information and hours of availability. To access the Grants Online Training website click on the link at the bottom of the screen.



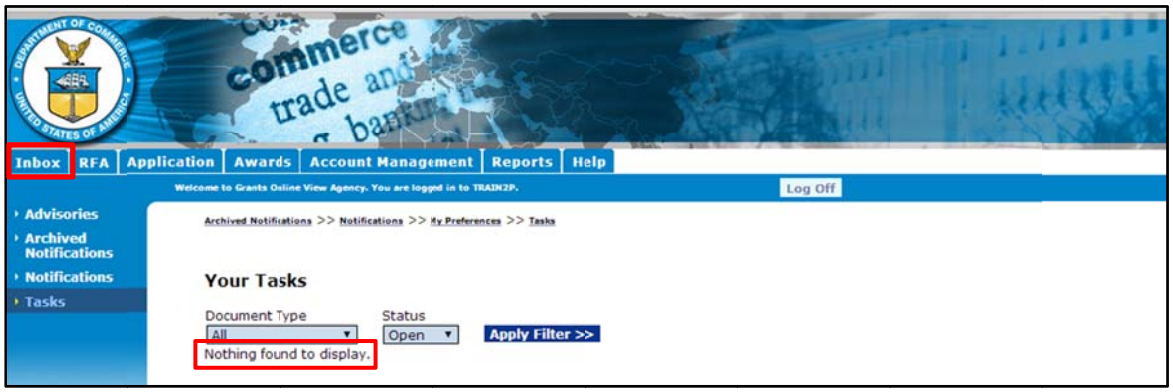
Inbox Tab

Advisories

Upon successfully signing into the system and clicking the OK button to consent to the terms of use, the user is directed to the Advisories page. The screen shot below shows an example of the type of message that may display in the Advisories Document pane. The advisory messages are created by the system administrator and cannot be edited by users.



Because the Agency View role does not have tasks, the user does not need to use the Archived Notifications, Notifications, or Tasks links on the Inbox Tab. If the user clicks on one of those links from the Inbox Tab, the message “Nothing found to display” is visible.

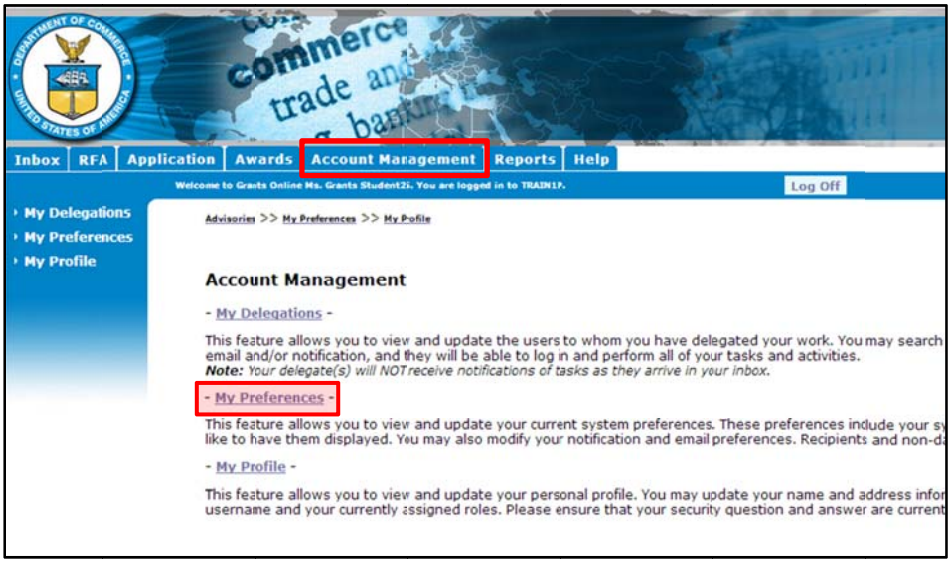


Account Management Tab

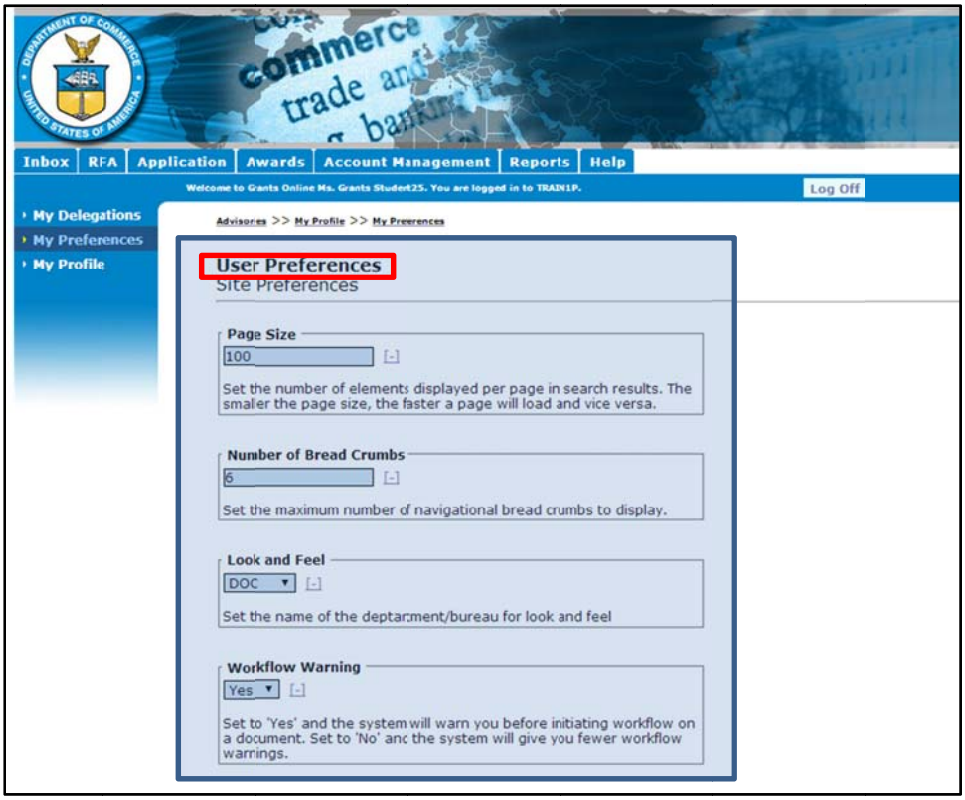
The Account Management Tab allows the user to view his/her Preferences and Profile. Since the Agency View role does not have any tasks, there is no need to use the My Delegations link.

User Preferences

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

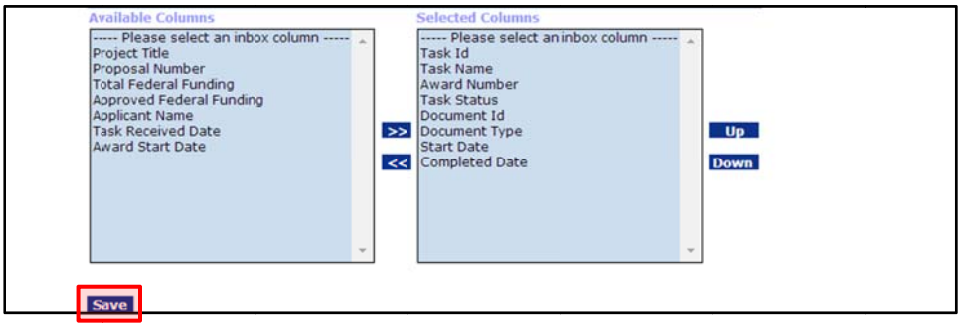


2. The User Preferences screen is displayed.



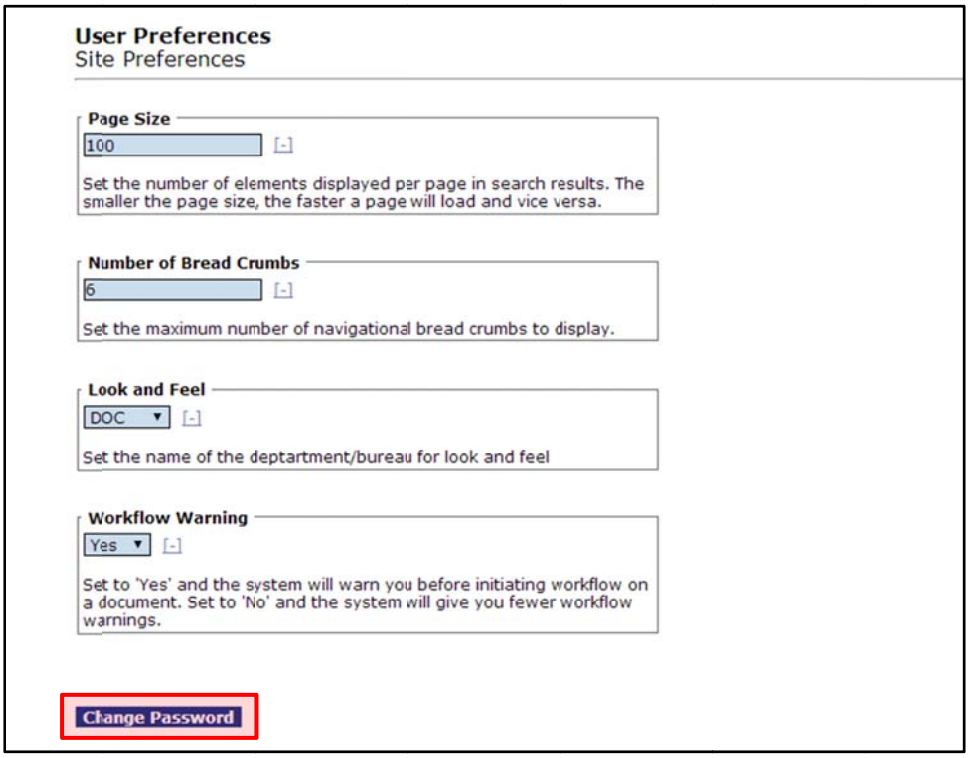
3. On the User Preferences screen the user can customize the page size, the number of breadcrumbs, the look and feel of the screen, and the amount of detail and functionality of the workflow warning. In the screen above, there is a brief explanation of the effect of modifying each dropdown option.

4. When finished making changes to the User Preferences section, scroll to the bottom of the screen and click the **Save** button. An image of the bottom portion of the screen is shown below.



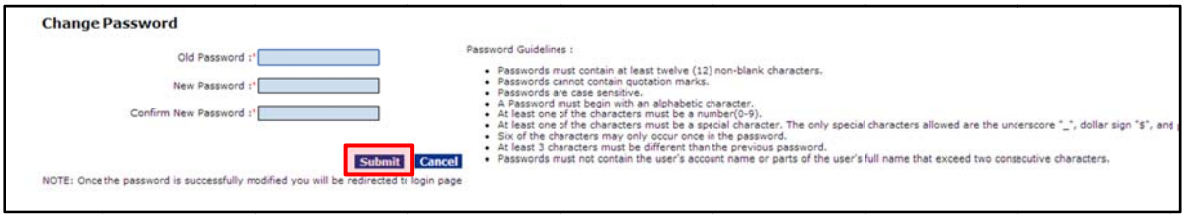
User Password

1. Slightly below the User Preferences (Site Preferences) section, there is blue button labeled Change Password. Click the **Change Password** button to modify the existing password.

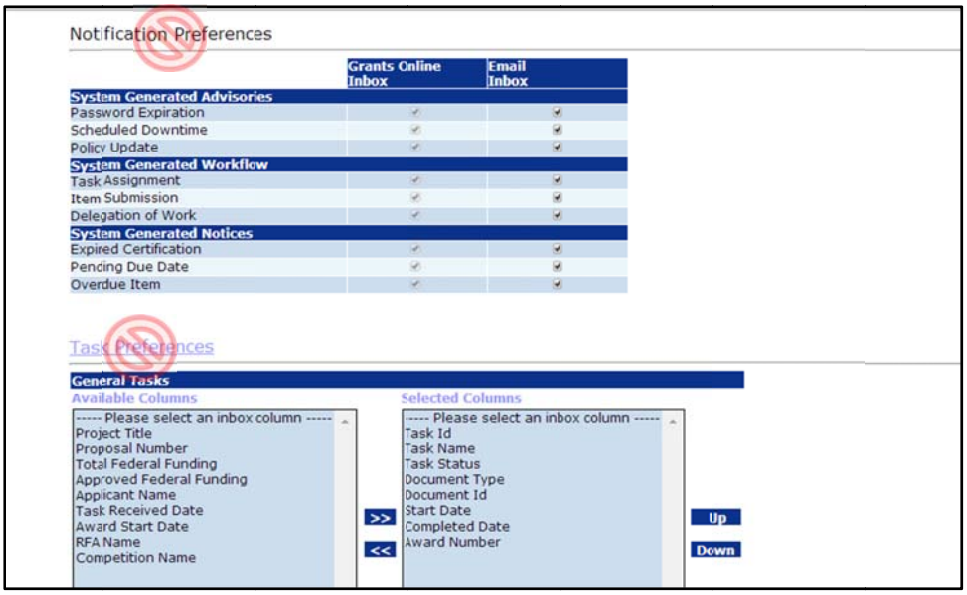


2. While on the Change Password screen, the user must enter data for three mandatory fields – the old password, the new password, and a confirmation of the new password. Please follow the Password Guidelines, as indicated, on the screen.

3. Click the **Submit** button to update the password or click the **Cancel** button to exit the screen without changing the existing password.

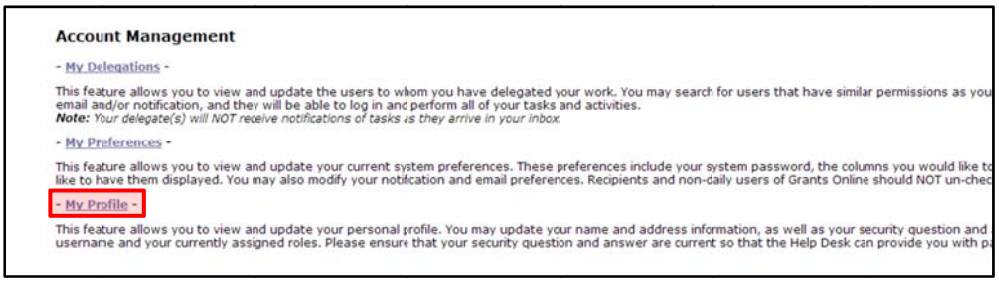


4. Since the Agency View role does not have any notifications and tasks, there is no need to modify the Notifications Preferences or Task Preferences.

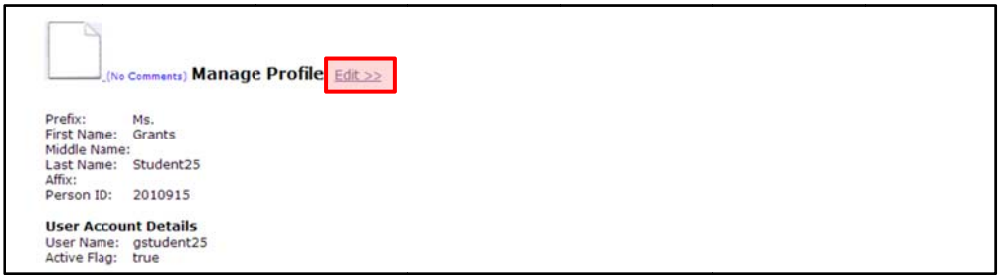


User Profile

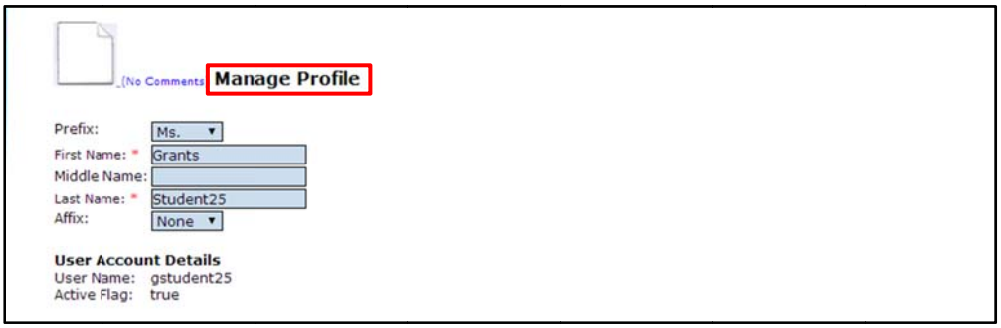
1. From the Account Management Tab, click the **My Profile** link.



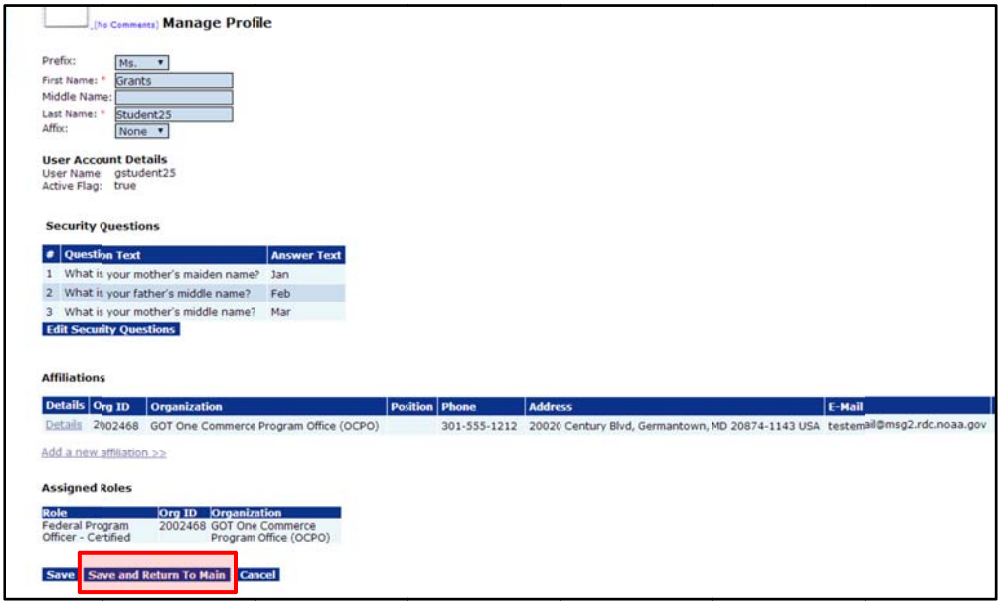
2. The Manage Profile screen displays. Click the **Edit** link.



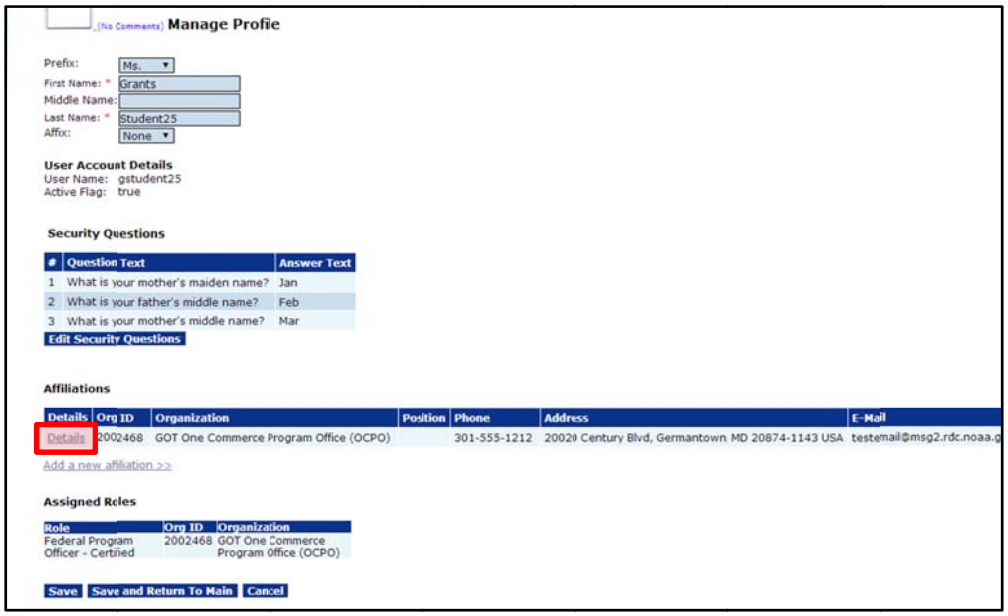
3. When the user clicks the Edit link, the Manage Profile screen will allow you to update various profile fields.



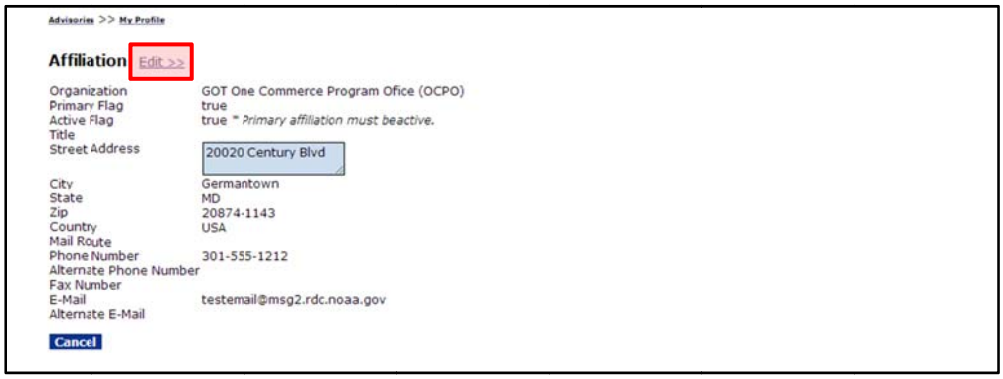
4. Make the necessary changes. When all changes have been made, click the **Save** button to capture the changes; click the **Save and Return to Main** button to return to the previous screen or click the **Cancel** button to exit without saving changes.



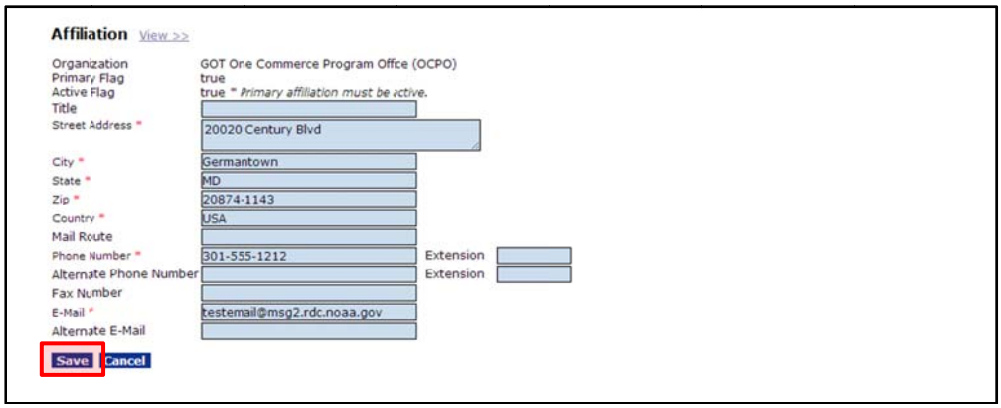
5. To update the organization, phone, address, and/or email information, click the **Details** link.



6. The Affiliation screen will display. Click the **Edit** link.



7. When the user clicks the Edit link, the Affiliation screen allows the user to update various fields. Remember, all fields with a red asterisk (*) indicate mandatory data entry. Click the **Save** button to capture the changes or click the **Cancel** button to return to the previous screen without saving changes.

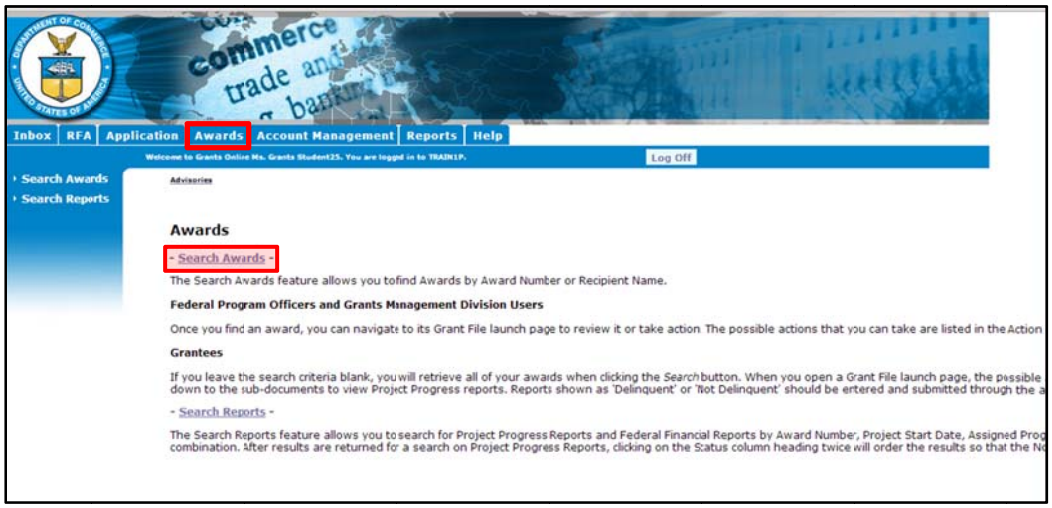


8. Click the **Done** button to finish editing the user profile.

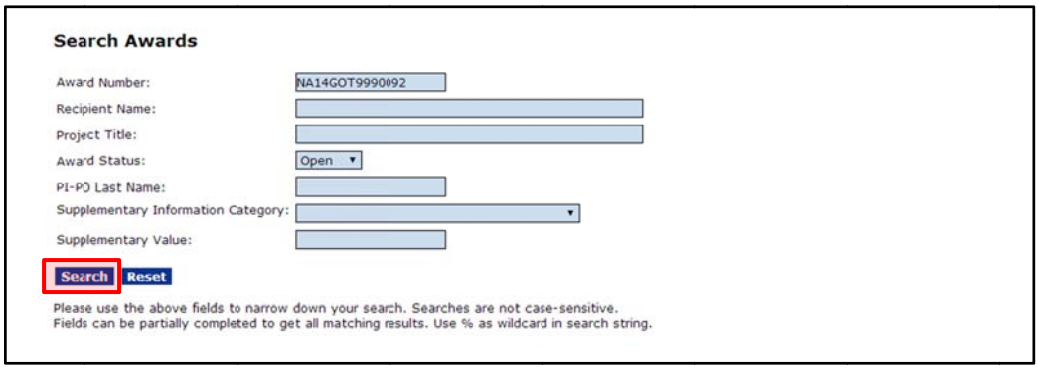
Awards Tab

The Awards Tab allows the user to locate any award/grant in the Grants Online system. From this tab, the user will be able to view the award information and navigate to the Application and Request for Application (RFA) from which the award was initiated.

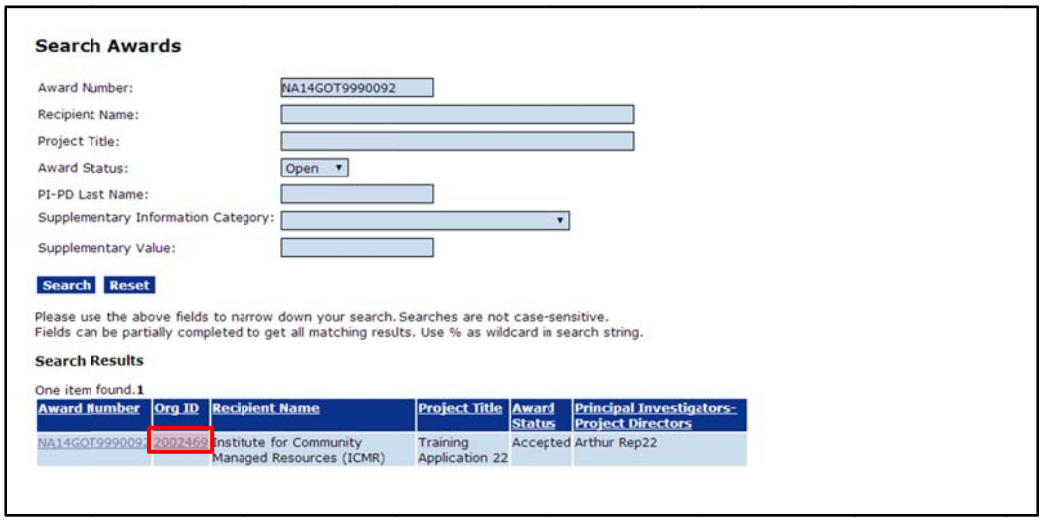
1. From the Awards Tab, click the **Search Awards** link.



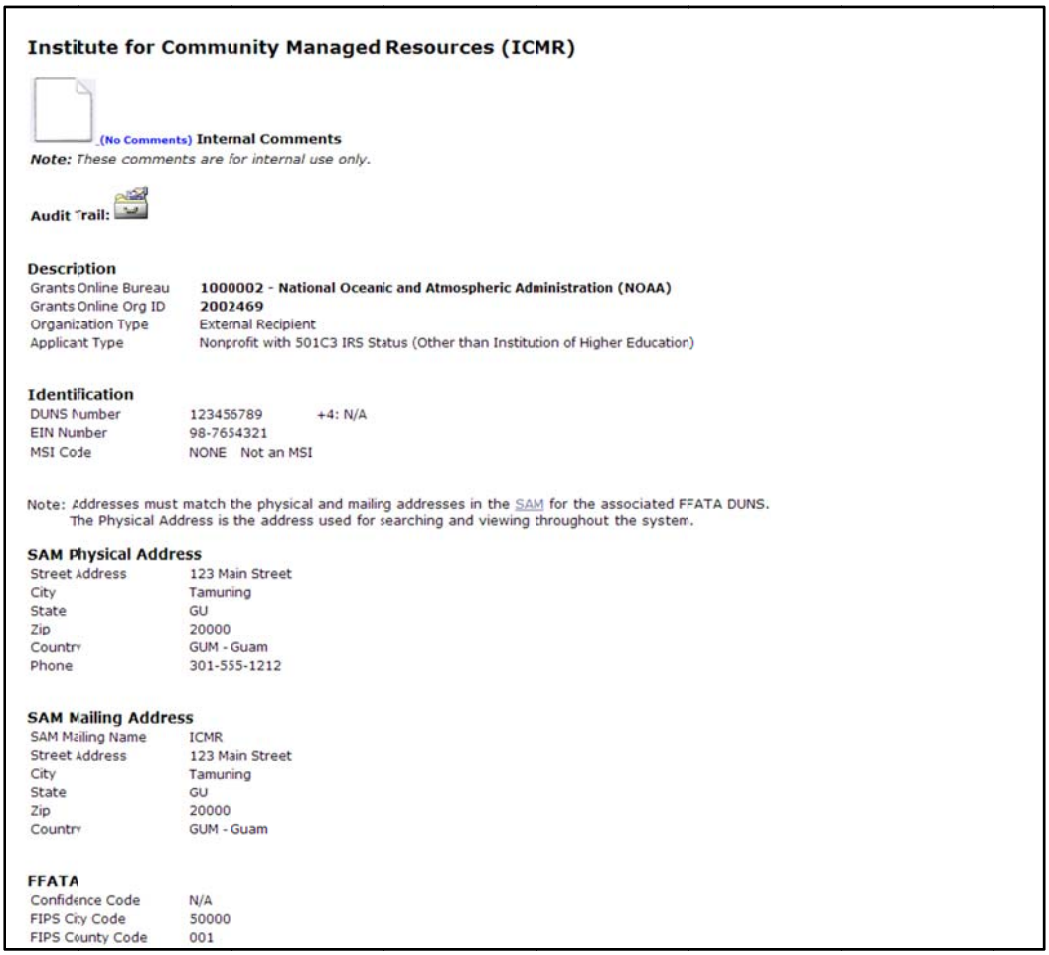
2. The Search Awards page will display. Enter data for at least one of the fields shown in the screen image below. If the user enters data into more than one field s/he is asking the system to match the values in all fields for which data has been entered. The user may use "%" to indicate the wildcard in a search string. Click the **Search** button**.**



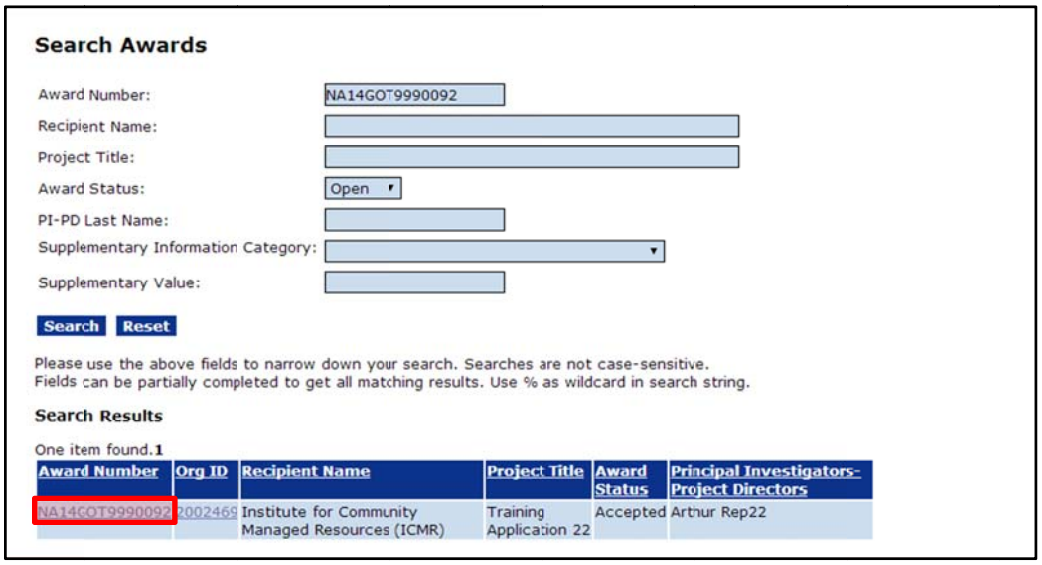
3. The Search Results will display. If the user clicks the link in the Org ID column, a page with the recipient organization's basic information is visible.



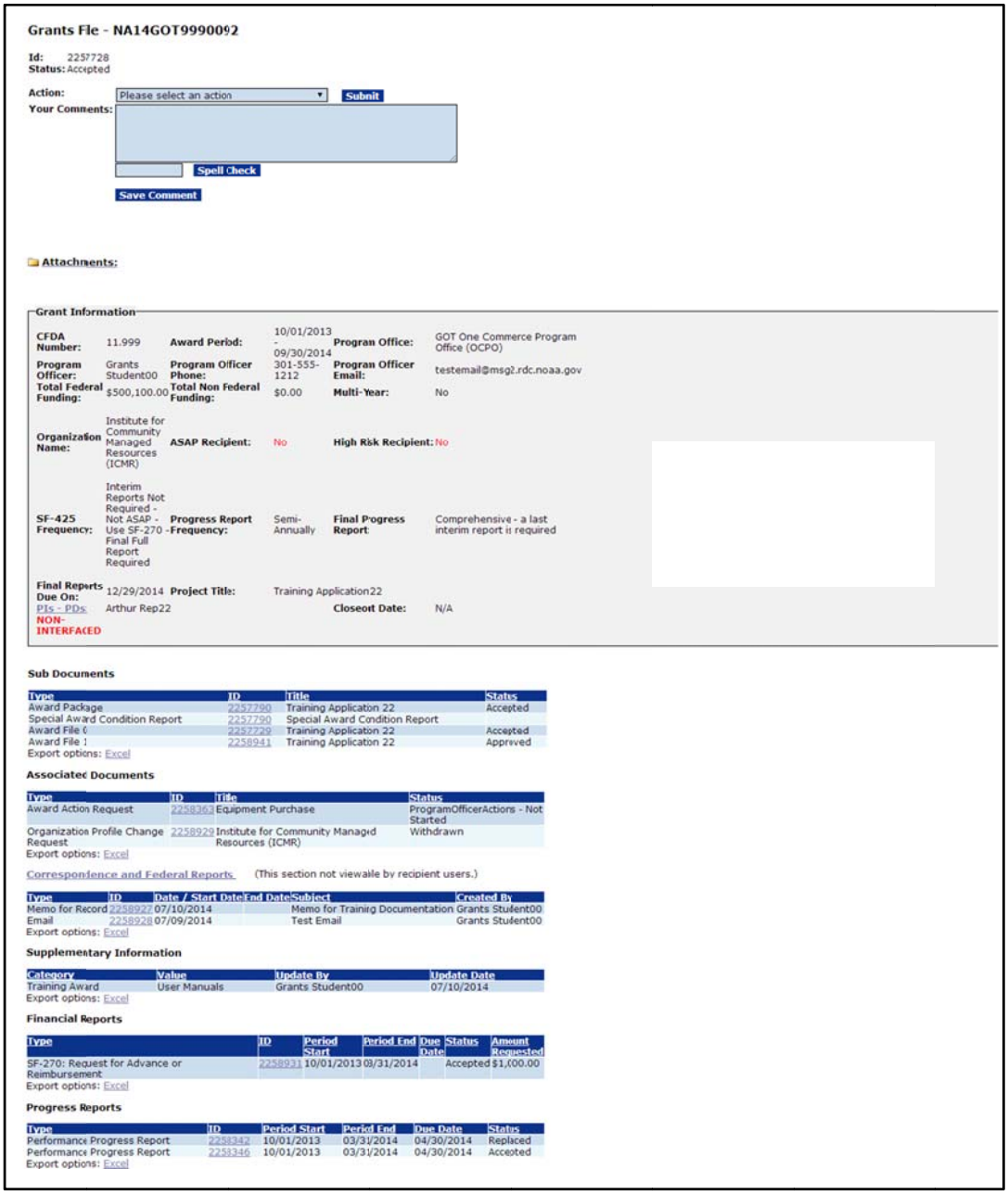
4. Below is a screen that shows a portion of the organization's information.



5. After executing the search (step 2), if the user clicks the link in the Award Number column, the Grants File screen is visible.



6. The screen below displays an electronic version of the Grants Online Grants File – whether the information was exported from Grants.gov or entered from a paper application.



Grants File - NA14GOT9990092

Id: 2257728
Status: Accepted

Action: Please select an action **Submit**
Your Comments:
Spell Check
Save Comment

Attachments:

Grant Information

CFDA Number:	11.999	**Award Period:**	10/01/2013 - 09/30/2014	**Program Office:**	GOT One Commerce Program Office (OCPO)
Program Officer:	Grants Student00	**Program Officer Phone:**	301-555-1212	**Program Officer Email:**	testemail@msg2.rdc.noaa.gov
Total Federal Funding:	$500,100.00	**Total Non Federal Funding:**	$0.00	**Multi-Year:**	No
Organization Name:	Institute for Community Managed Resources (ICMR)	**ASAP Recipient:**	No	**High Risk Recipient:**	No
SF-425 Frequency:	Interim Reports Not Required - Not ASAP - Use SF-270 - Final Full Report Required	**Progress Report Frequency:**	Semi-Annually	**Final Progress Report:**	Comprehensive - a last interim report is required
Final Reports Due On:	12/29/2014	**Project Title:**	Training Application22		
PIs - PDs:	Arthur Rep22			**Closeout Date:**	N/A
NON-INTERFACED					

Sub Documents

Type	ID	Title	Status
Award Package	2257790	Training Application 22	Accepted
Special Award Condition Report	2257790	Special Award Condition Report	
Award File 0	2257729	Training Application 22	Accepted
Award File 1	2258941	Training Application 22	Approved

Export options: Excel

Associated Documents

Type	ID	Title	Status
Award Action Request	2258363	Equipment Purchase	ProgramOfficerActions - Not Started
Organization Profile Change Request	2258929	Institute for Community Managed Resources (ICMR)	Withdrawn

Export options: Excel

Correspondence and Federal Reports (This section not viewable by recipient users.)

Type	ID	Date / Start Date	End Date	Subject	Created By
Memo for Record	2258927	07/10/2014		Memo for Training Documentation	Grants Student00
Email	2258928	07/09/2014		Test Email	Grants Student00

Export options: Excel

Supplementary Information

Category	Value	Update By	Update Date
Training Award	User Manuals	Grants Student00	07/10/2014

Export options: Excel

Financial Reports

Type	ID	Period Start	Period End	Due Date	Status	Amount Requested
SF-270: Request for Advance or Reimbursement	2258931	10/01/2013	03/31/2014		Accepted	$1,000.00

Export options: Excel

Progress Reports

Type	ID	Period Start	Period End	Due Date	Status
Performance Progress Report	2258342	10/01/2013	03/31/2014	04/30/2014	Replaced
Performance Progress Report	2258346	10/01/2013	03/31/2014	04/30/2014	Accepted

Export options: Excel

Grants File

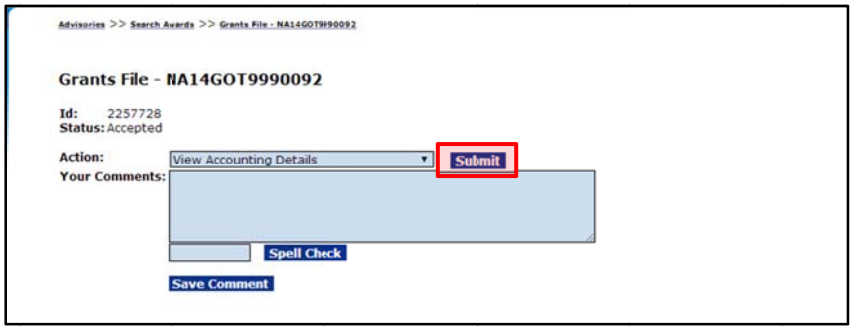
Starting at the top, we will discuss each section of the Grants File screen displayed on the previous page. The content of the Grants File screen will be discussed in the following order: Action Dropdown Menu, Attachments, Grant Information, Sub-Documents, Associated Documents, Correspondence & Federal Reports, Supplementary Information, Financial Reports, and Progress Reports.

Action Dropdown Menu

1. View Accounting Details

   a. The first option on the Action dropdown menu allows the user to view the amount disbursed for each corresponding amendment.

   b. Click the **Submit** button.



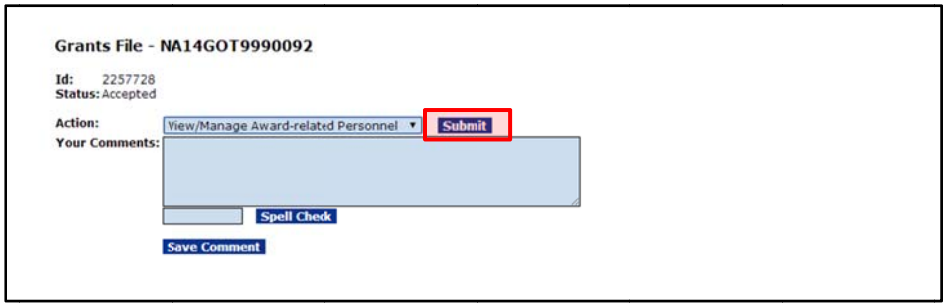
   c. The screen below is displayed.

NOTE: For security reasons, accounting information is excluded from the training manual.

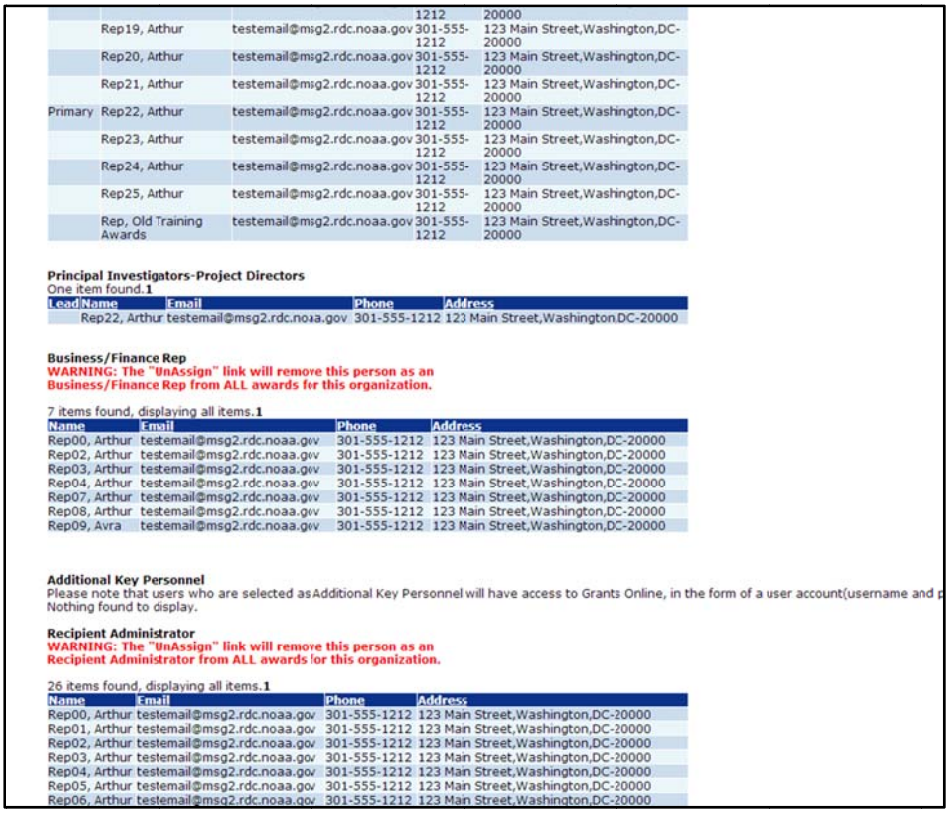
2. View/Manage Award-related Personnel

   a. The second option on the Action dropdown menu generates a list of the personnel that have been granted access to the award.

   b. Click the **Submit** button.



   c. The following screen is displayed.



			1212	20000
	Rep19, Arthur	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street,Washington,DC-20000
	Rep20, Arthur	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street,Washington,DC-20000
	Rep21, Arthur	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street,Washington,DC-20000
Primary	Rep22, Arthur	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street,Washington,DC-20000
	Rep23, Arthur	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street,Washington,DC-20000
	Rep24, Arthur	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street,Washington,DC-20000
	Rep25, Arthur	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street,Washington,DC-20000
	Rep, Old Training Awards	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street,Washington,DC-20000

Principal Investigators-Project Directors
One item found.1

Lead	Name	Email	Phone	Address
	Rep22, Arthur	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street,Washington,DC-20000

Business/Finance Rep
WARNING: The "UnAssign" link will remove this person as an Business/Finance Rep from ALL awards for this organization.

7 items found, displaying all items.1

Name	Email	Phone	Address
Rep00, Arthur	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street,Washington,DC-20000
Rep02, Arthur	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street,Washington,DC-20000
Rep03, Arthur	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street,Washington,DC-20000
Rep04, Arthur	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street,Washington,DC-20000
Rep07, Arthur	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street,Washington,DC-20000
Rep08, Arthur	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street,Washington,DC-20000
Rep09, Avra	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street,Washington,DC-20000

Additional Key Personnel
Please note that users who are selected as Additional Key Personnel will have access to Grants Online, in the form of a user account(username and p
Nothing found to display.

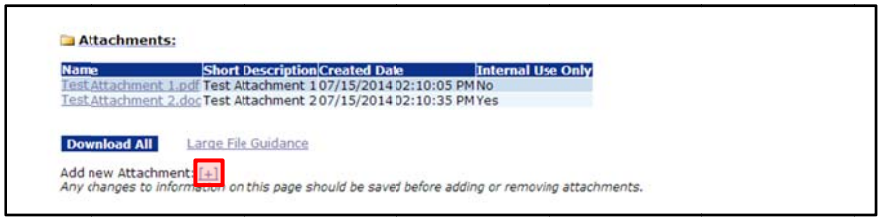
Recipient Administrator
WARNING: The "UnAssign" link will remove this person as an Recipient Administrator from ALL awards for this organization.

26 items found, displaying all items.1

Name	Email	Phone	Address
Rep00, Arthur	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street,Washington,DC-20000
Rep01, Arthur	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street,Washington,DC-20000
Rep02, Arthur	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street,Washington,DC-20000
Rep03, Arthur	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street,Washington,DC-20000
Rep04, Arthur	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street,Washington,DC-20000
Rep05, Arthur	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street,Washington,DC-20000
Rep06, Arthur	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street,Washington,DC-20000

Attachments

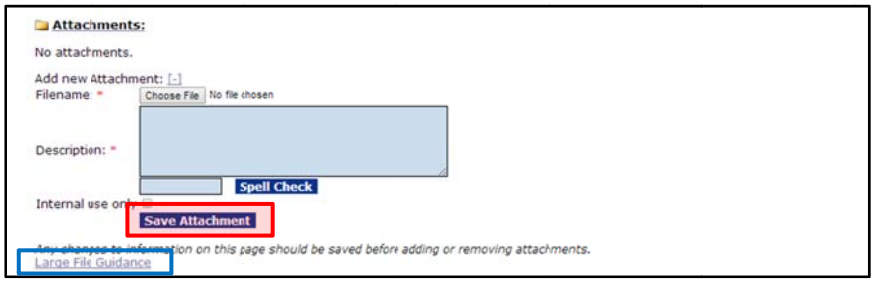
Any documents (memos and correspondence) associated with the Award file are visible and available for printing. Typically the attachments are in the .pdf, .txt, MS Word (.doc, .docx) formats. When the user clicks the **[+]** in the screen below, attachments can be added.



1. When adding an attachment, there are two fields that require mandatory data entry: Filename and Description.

2. Click the **Save Attachment** button to retain information entered.

3. Please see the **Large File Guidance** link for assistance in adding large (definition of large is network dependent) attachments.

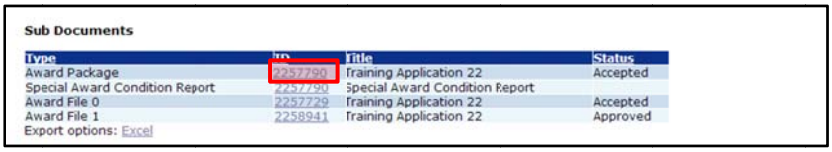


Grant Information

The screen shot shown below provides a quick summary of some of the important information associated with the Grant File. This example represents a Non-Interfaced award (i.e., there is no system-to-system interaction between Grants Online and CBS).

Sub-Documents

Under this header, there are typically four types of documents; the Award Package, Special Award Condition Report, Award File 0 (Original Award), Award File 1 – Award File XX (Amendments).



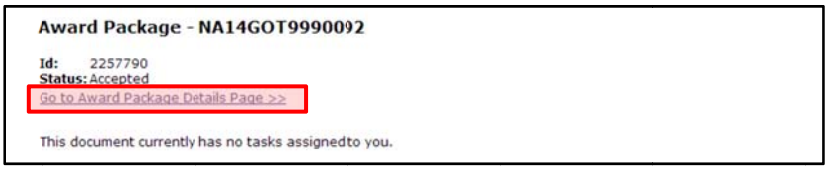
Sub Documents

Type	ID	Title	Status
Award Package	2257790	Training Application 22	Accepted
Special Award Condition Report	2257790	Special Award Condition Report	
Award File 0	2257729	Training Application 22	Accepted
Award File 1	2258941	Training Application 22	Approved

Export options: Excel

1. Award Package

   a. Click the **ID** link beside the Award Package and the user is directed to the screen shot below.

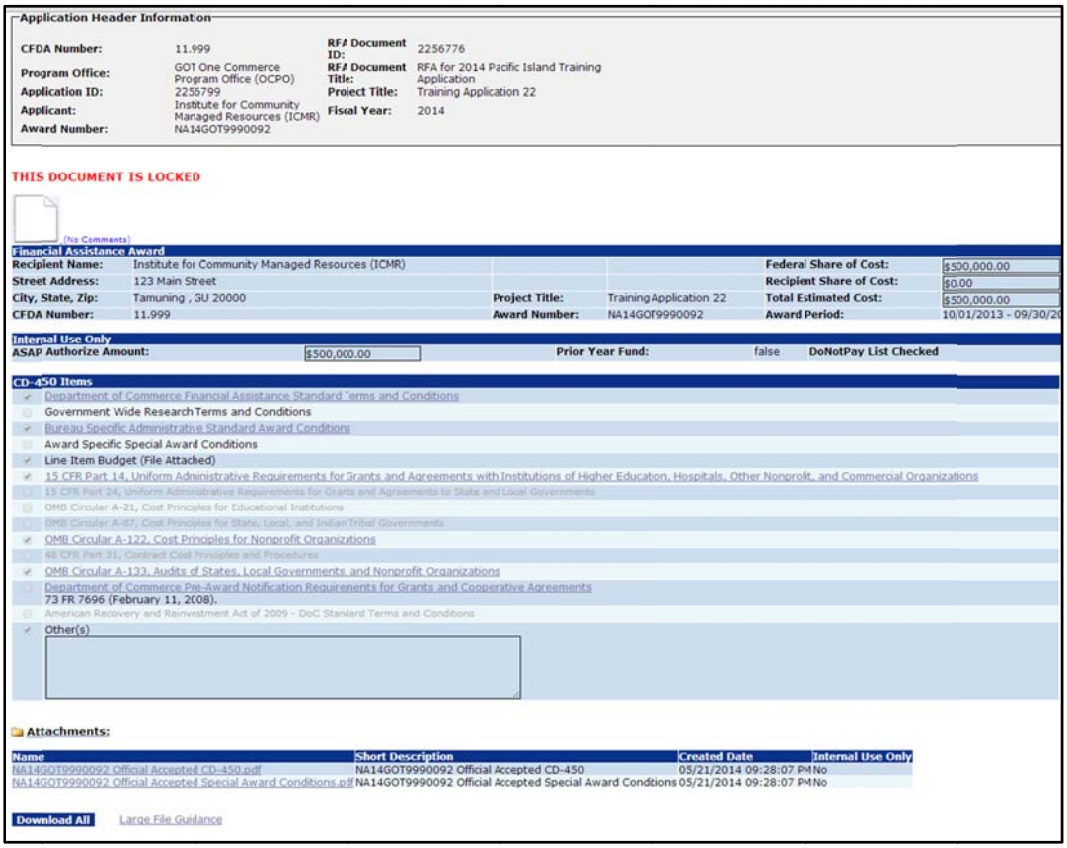


Award Package - NA14GOT9990092

Id: 2257790
Status: Accepted
Go to Award Package Details Page >>

This document currently has no tasks assignedto you.

   b. Click the **Go to Award Package Details Page** link and the screen shot below is displayed.



Application Header Informaton

CFDA Number:	11.999	RFA Document ID:	2256776
Program Office:	GOI One Commerce Program Office (OCPO)	RFA Document Title:	RFA for 2014 Pacific Island Training Application
Application ID:	2255799	Project Title:	Training Application 22
Applicant:	Institute for Community Managed Resources (ICMR)	Fiscal Year:	2014
Award Number:	NA14GOT9990092		

THIS DOCUMENT IS LOCKED

(No Comments)

Financial Assistance Award

Recipient Name:	Institute for Community Managed Resources (ICMR)			Federal Share of Cost:	$500,000.00
Street Address:	123 Main Street			Recipient Share of Cost:	$0.00
City, State, Zip:	Tamuning , GU 20000	Project Title:	Training Application 22	Total Estimated Cost:	$500,000.00
CFDA Number:	11.999	Award Number:	NA14GOT9990092	Award Period:	10/01/2013 - 09/30/20

Internal Use Only

ASAP Authorize Amount: $500,000.00 Prior Year Fund: false DoNotPay List Checked

CD-450 Items

- [x] Department of Commerce Financial Assistance Standard Terms and Conditions
- [ ] Government Wide Research Terms and Conditions
- [x] Bureau Specific Administrative Standard Award Conditions
- [ ] Award Specific Special Award Conditions
- [x] Line Item Budget (File Attached)
- [x] 15 CFR Part 14, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Nonprofit, and Commercial Organizations
- [ ] 15 CFR Part 24, Uniform Administrative Requirements for Grants and Agreements to State and Local Governments
- [ ] OMB Circular A-21, Cost Principles for Educational Institutions
- [ ] OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments
- [x] OMB Circular A-122, Cost Principles for Nonprofit Organizations
- [ ] 48 CFR Part 31, Contract Cost Principles and Procedures
- [x] OMB Circular A-133, Audits of States, Local Governments and Nonprofit Organizations
- [ ] Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements 73 FR 7696 (February 11, 2008).
- [ ] American Recovery and Reinvestment Act of 2009 - DoC Standard Terms and Conditions
- [x] Other(s)

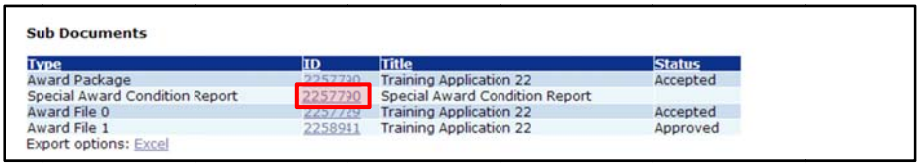
Attachments:

Name	Short Description	Created Date	Internal Use Only
NA14GOT9990092 Official Accepted CD-450.pdf	NA14GOT9990092 Official Accepted CD-450	05/21/2014 09:28:07 PM	No
NA14GOT9990092 Official Accepted Special Award Conditions.pdf	NA14GOT9990092 Official Accepted Special Award Conditions	05/21/2014 09:28:07 PM	No

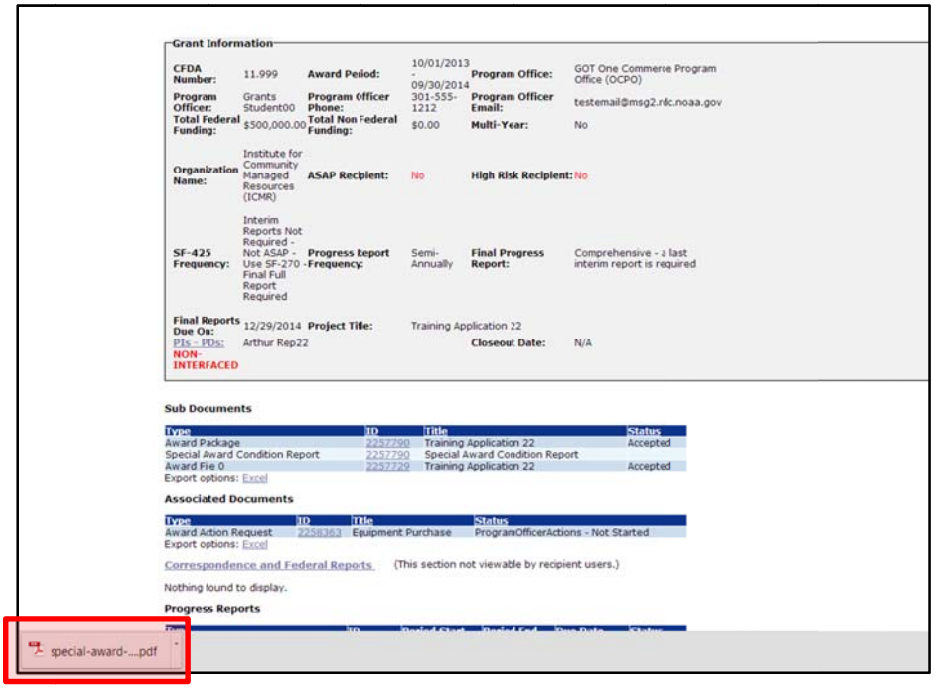
Download All Large File Guidance

2. Special Award Condition Report

   a. Click the **ID** link beside the Special Award Condition Report and a copy of the Special Award Condition document is downloaded to the user's computer and is available for viewing.

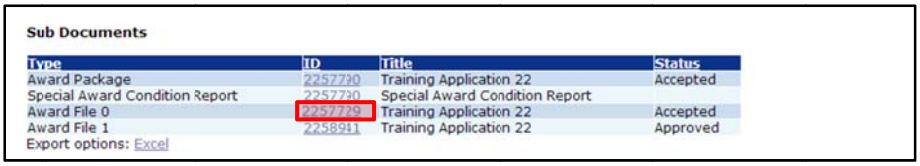


   b. On the screen below, locate the pdf indicator, typically located at the bottom left-hand side of the task bar. Click the **Special Award.pdf** button to open the file for viewing.

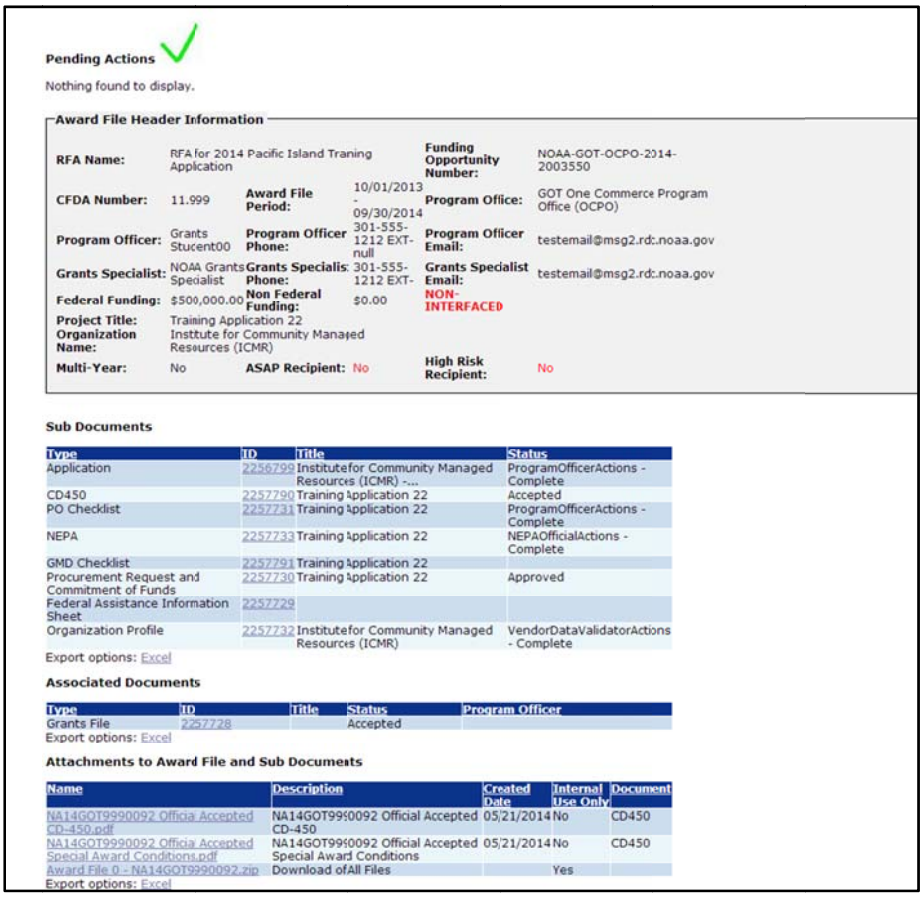


3. Award File 0 (Original Award)

   a. Click the **ID** link beside Award File 0 and the screen shot on the next page displays.



b. On page 44 of this document, a detailed discussion of the components on the Award File section is presented.



Pending Actions

Nothing found to display.

Award File Header Information

RFA Name:	RFA for 2014 Pacific Island Traning Application			**Funding Opportunity Number:**	NOAA-GOT-OCPO-2014-2003550
CFDA Number:	11.999	**Award File Period:**	10/01/2013 - 09/30/2014	**Program Office:**	GOT One Commerce Program Office (OCPO)
Program Officer:	Grants Stucent00	**Program Officer Phone:**	301-555-1212 EXT-null	**Program Officer Email:**	testemail@msg2.rdc.noaa.gov
Grants Specialist:	NOAA Grants Specialist	**Grants Specialist Phone:**	301-555-1212 EXT-	**Grants Specialist Email:**	testemail@msg2.rdc.noaa.gov
Federal Funding:	$500,000.00	**Non Federal Funding:**	$0.00	NON-INTERFACED	
Project Title:	Training Application 22				
Organization Name:	Institute for Community Managed Resources (ICMR)				
Multi-Year:	No	**ASAP Recipient:**	No	**High Risk Recipient:**	No

Sub Documents

Type	ID	Title	Status
Application	2256799	Institutefor Community Managed Resources (ICMR) -...	ProgramOfficerActions - Complete
CD450	2257790	Training Application 22	Accepted
PO Checklist	2257731	Training Application 22	ProgramOfficerActions - Complete
NEPA	2257733	Training Application 22	NEPAOfficialActions - Complete
GMD Checklist	2257791	Training Application 22	
Procurement Request and Commitment of Funds	2257730	Training Application 22	Approved
Federal Assistance Information Sheet	2257729		
Organization Profile	2257732	Institutefor Community Managed Resources (ICMR)	VendorDataValidatorActions - Complete

Export options: Excel

Associated Documents

Type	ID	Title	Status	Program Officer
Grants File	2257728		Accepted	

Export options: Excel

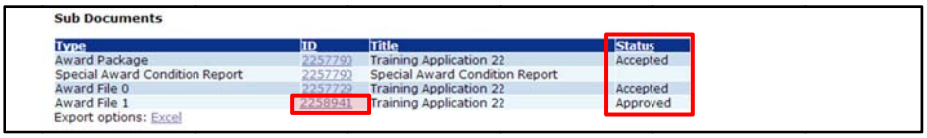
Attachments to Award File and Sub Documents

Name	Description	Created Date	Internal Use Only	Document
NA14GOT9990092 Officia Accepted CD-450.pdf	NA14GOT9990092 Official Accepted CD-450	05/21/2014	No	CD450
NA14GOT9990092 Officia Accepted Special Award Conditions.pdf	NA14GOT9990092 Official Accepted Special Award Conditions	05/21/2014	No	CD450
Award File 0 - NA14GOT9990092.zip	Download ofAll Files		Yes	

Export options: Excel

4. Award File 1 – Award File XX (Amendments)

a. Click the **ID** link beside Award File 1 and the screen image on the next page is visible.



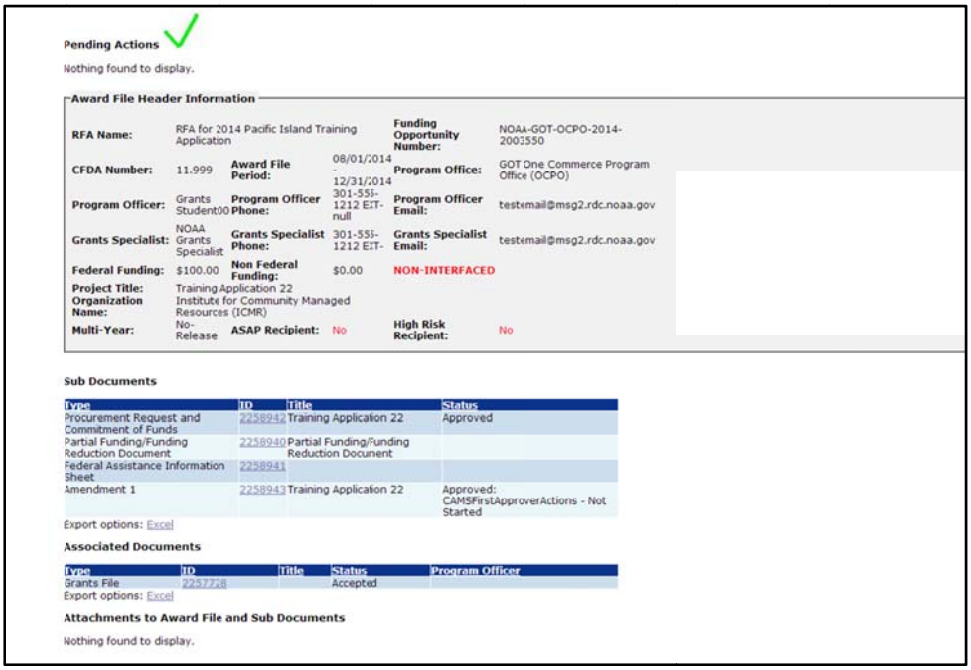
Sub Documents

Type	ID	Title	Status
Award Package	2257793	Training Application 22	Accepted
Special Award Condition Report	2257793	Special Award Condition Report	
Award File 0	2257729	Training Application 22	Accepted
Award File 1	2258941	Training Application 22	Approved

Export options: Excel

b. Each Award File usually has a Status in the far right-hand column: Not Started, Accepted, In Progress, Withdrawn, Rejected, or the data for this column may be blank.

c. Award File 1 is shown below.



Pending Actions

Nothing found to display.

Award File Header Information

RFA Name:	RFA for 2014 Pacific Island Training Application			Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003550
CFDA Number:	11.999	Award File Period:	08/01/2014 - 12/31/2014	Program Office:	GOT One Commerce Program Office (OCPO)
Program Officer:	Grants Student00	Program Officer Phone:	301-555-1212 EST-null	Program Officer Email:	testemail@msg2.rdc.noaa.gov
Grants Specialist:	NOAA Grants Specialist	Grants Specialist Phone:	301-555-1212 EST-	Grants Specialist Email:	testemail@msg2.rdc.noaa.gov
Federal Funding:	$100.00	Non Federal Funding:	$0.00	NON-INTERFACED	
Project Title:	Training Application 22				
Organization Name:	Institute for Community Managed Resources (ICMR)				
Multi-Year:	No-Release	ASAP Recipient:	No	High Risk Recipient:	No

Sub Documents

Type	ID	Title	Status
Procurement Request and Commitment of Funds	2258942	Training Application 22	Approved
Partial Funding/Funding Reduction Document	2258940	Partial Funding/Funding Reduction Document	
Federal Assistance Information Sheet	2258941		
Amendment 1	2258943	Training Application 22	Approved: CAMSFirstApproverActions - Not Started

Export options: Excel

Associated Documents

Type	ID	Title	Status	Program Officer
Grants File	2257718		Accepted	

Export options: Excel

Attachments to Award File and Sub Documents

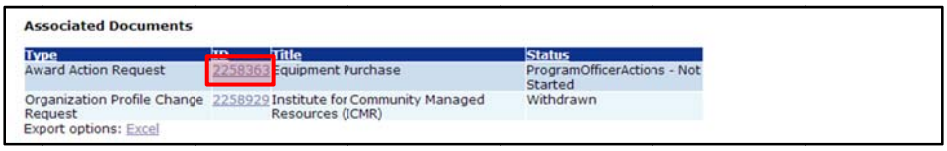
Nothing found to display.

Associated Documents

Under this header, there are typically two types of documents; the Award Action Request and the Organization Profile Change Request.

1. Award Action Request

a. Click the **ID** link beside the Award Action Request.



Associated Documents

Type	ID	Title	Status
Award Action Request	2258363	Equipment Purchase	ProgramOfficerActions - Not Started
Organization Profile Change Request	2258929	Institute for Community Managed Resources (ICMR)	Withdrawn

Export options: Excel

b. Click the **Go to Award Action Request Details Page** link.

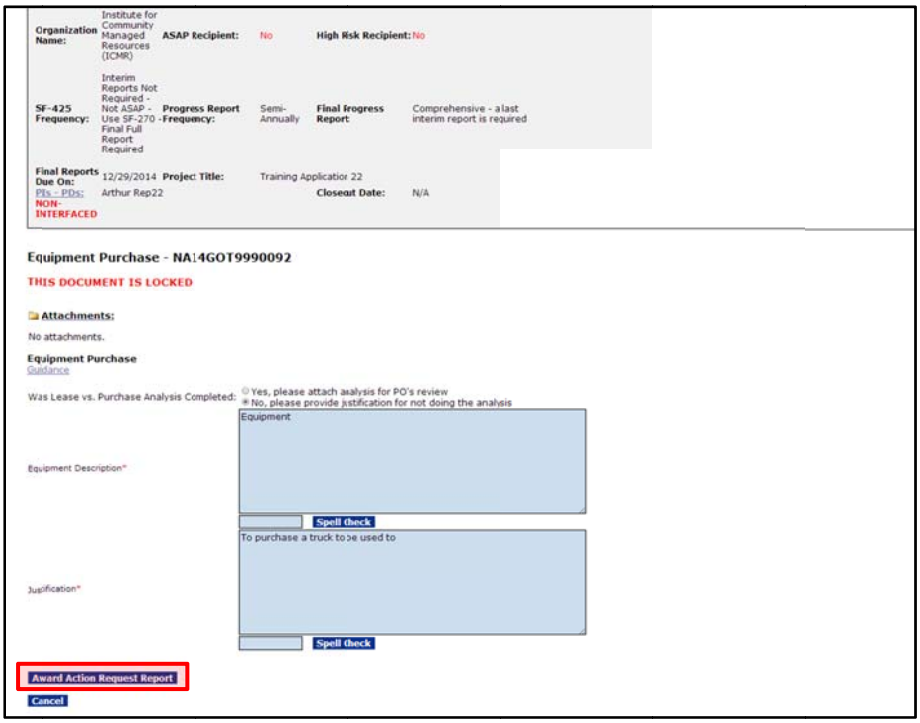
Award File 0 - NA14GOT9990092 >> Award Package - NA14GOT9990092 >> Grants File - NA14GOT9990092 >> Award Action Request - NA14GOT9990092

Award Action Request - NA14GOT9990092

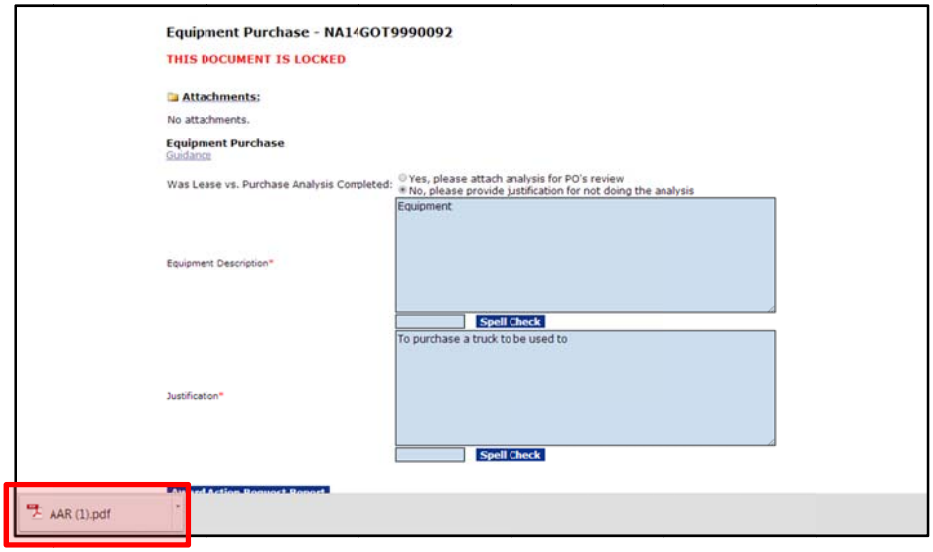
Id: 2258363
Status: ProgramOfficerActions - Not Started
Go to Award Action Request Details Page >>

This document currently has no tasks assigned to you.

c. The following screen will be displayed. Click the **Award Action Request Report** button.



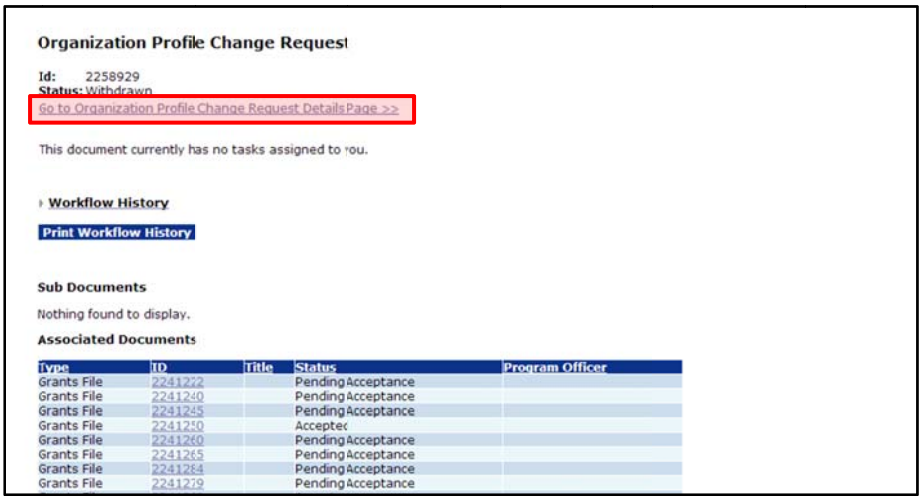
d. The Award Action Request Report is downloaded to the user's computer. Click the **AAR.pdf** button to open the file for viewing.



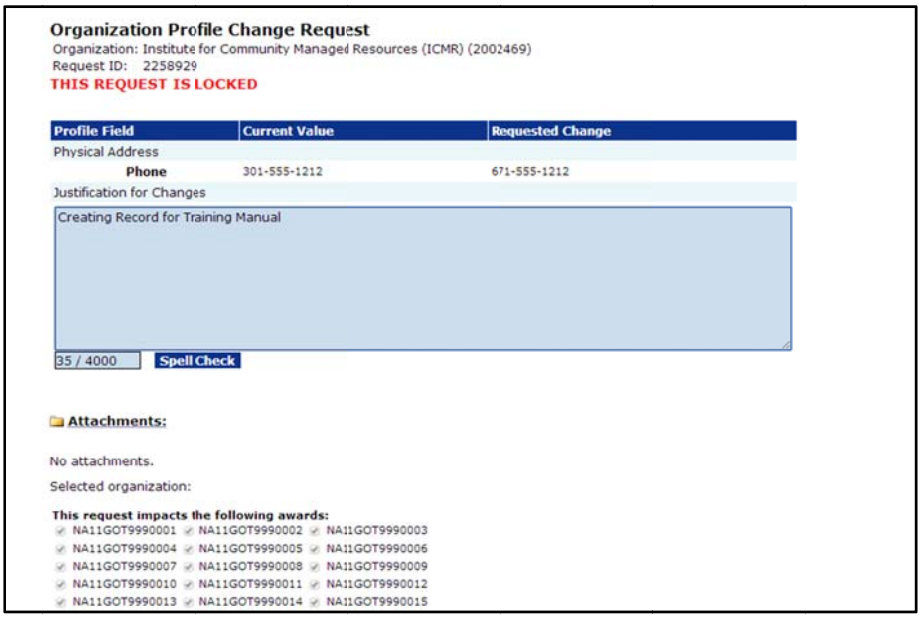
2. Organization Profile Change Request

   a. Click the **ID** link beside the Organization Profile Change Request.

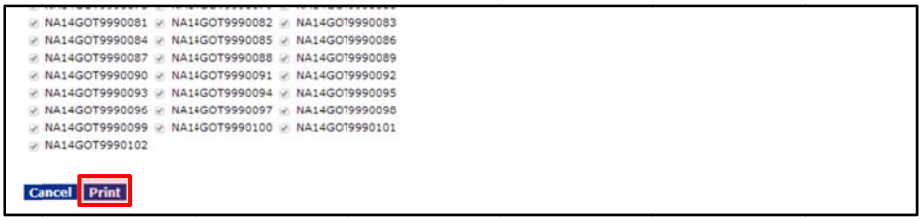
   b. Click the **Go to Organization Profile Change Request Details Page** link and the screen image below is visible.



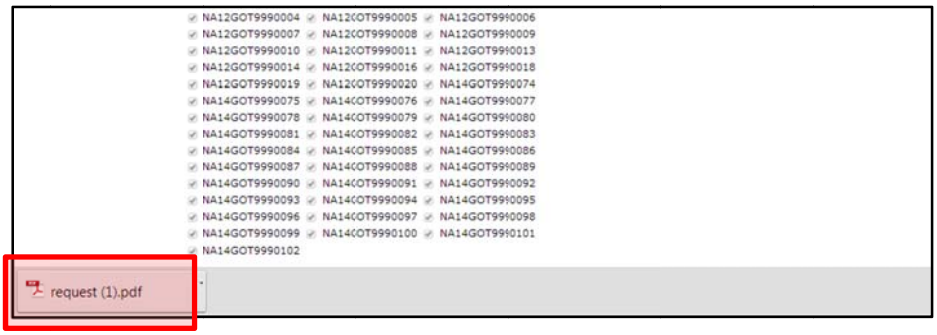
   c. This page is locked for editing.



d. When the user scrolls to the bottom of the screen and clicks the **Print** button, a file is downloaded to the user's computer.



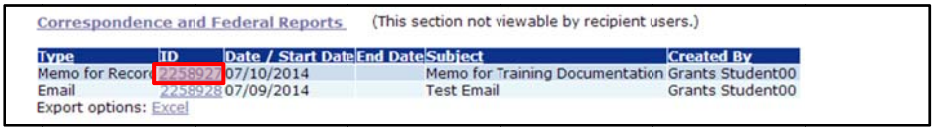
e. Click **Request.pdf** to open the file for viewing.



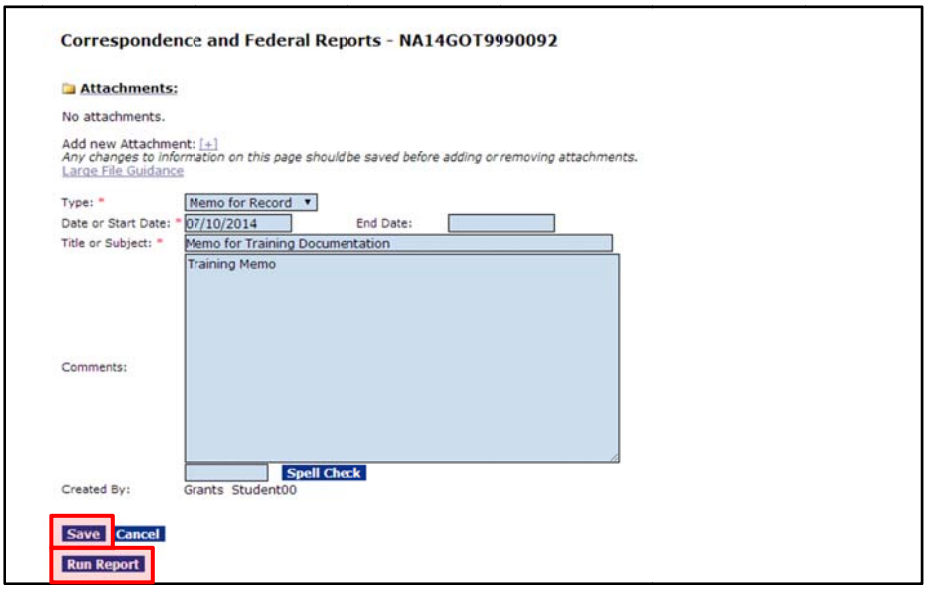
Correspondence & Federal Reports

Under this header any type of correspondence, relative to receiving and processing the grant, is available for viewing. By way of example, two types of documents are included in this example: a Memo for Record and an Email.

1. Click the **ID** link beside the Memo for Record line item.



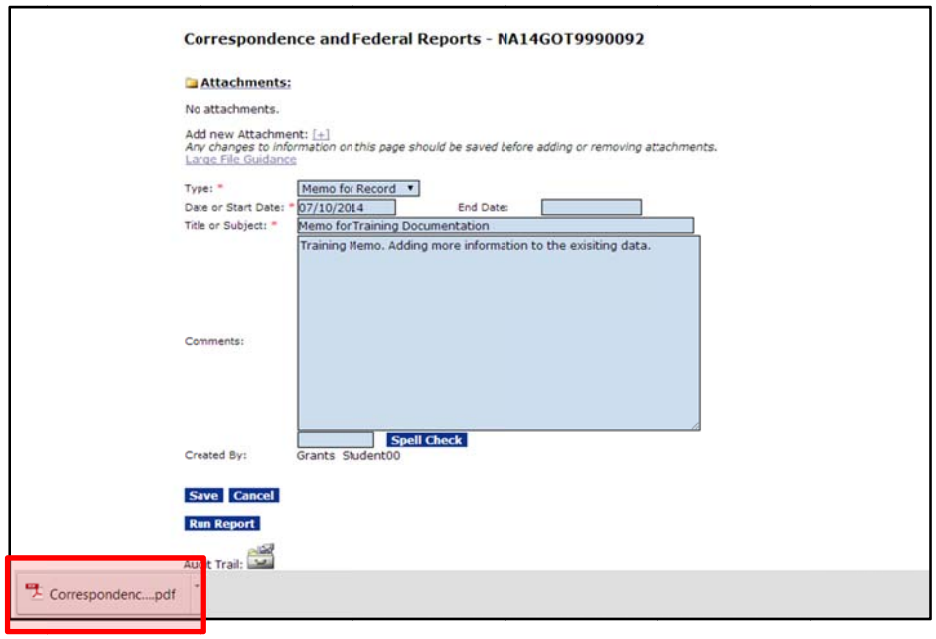
a. The following screen displays and includes the Type (of document), Date or Start Date, and Title or Subject. These are the mandatory data fields.



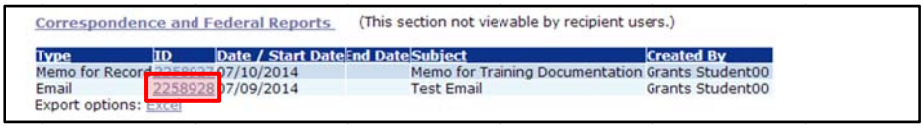
b. The user can include additional text in the Comments box. To retain information entered, please be certain to click the **Save** button.

c. The user can also create a formatted report. To do so, click the **Run Report** button as shown at the bottom of the screen image above.

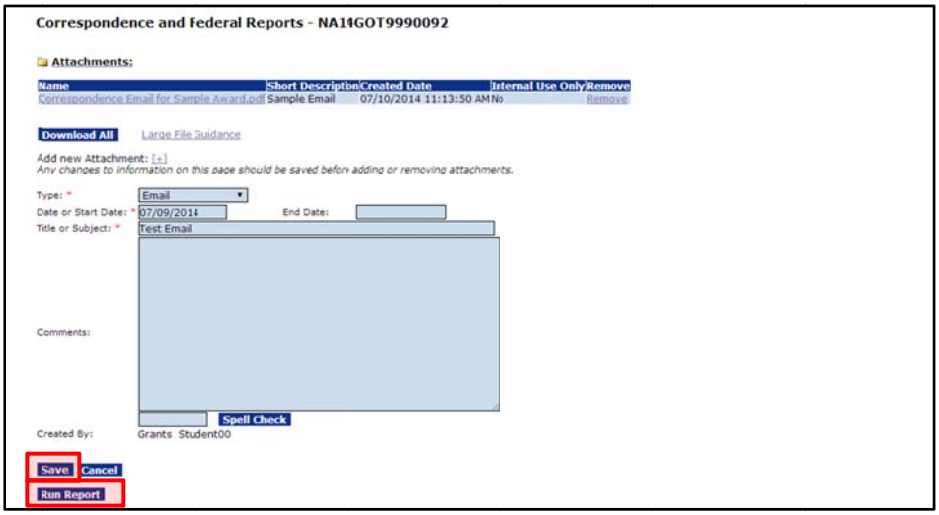
d. A file is downloaded to the user's computer. Click **Correspondence.pdf** to open the file for viewing.



2. Click the **ID** link beside the Email line item.



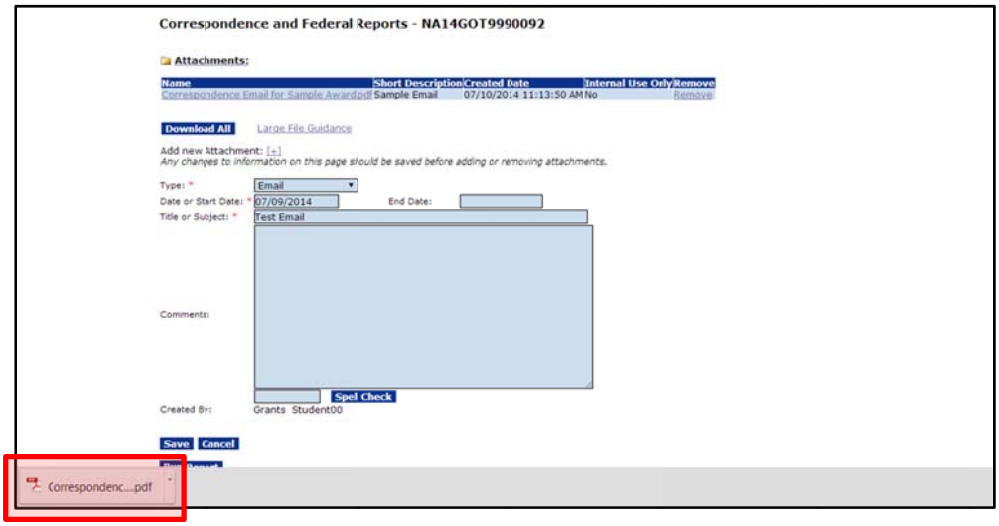
a. The following screen displays and includes the Type (of document), Date or Start Date, and the Title or Subject. These are the mandatory data fields.



b. The user can include additional text in the Comments box. To retain information entered, please be certain to click the **Save** button.

c. The user can also create a formatted report. To do so, click the **Run Report** button at the bottom of the screen image above.

d. A file is downloaded to the user's computer. Click **Correspondence.pdf** to open the file for viewing



Supplementary Information

Under this header, the user will find additional information associated with the award receipt and processing. In the example used for this documentation, the Supplementary Information is comprised of User Manuals. The resulting file is available for opening and viewing.

Supplementary Information

Category	Value	Update By	Update Date
Training Award	User Manuals	Grants Student00	07/10/2014

Export options: Excel

Financial Reports

Under this header there are several documents: for legacy award files (SF-269 and SF-272); and for current award files (SF-425 and SF-270). When a report is generated, data related to **Cash Receipts** and **Federal Funds Authorized** is retrieved from the Commerce Business System (CBS) for NOAA Awards only. After the report has been submitted to NOAA, the report fields are locked and information is no longer pulled down from the CBS. To familiarize the user with the content of the Standard Forms (SF-XXX), a screen shot of each form is included.

1. SF-269 (Use: Legacy Award Files)

FINANCIAL STATUS REPORT
(Long Form)
(Folow instructions on the back)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned By Federal Agency	OMB Approval No. 0348-0039	Page of pages
3. Recipient Organization (Name and complete address, including ZIP code)			
4. Employer Identification Number	5. Recipient Account Number or Identifying Number	6. Final Report ☐ Yes ☐ No	7. Basis ☐ Cash ☐ Accrual
8. Funding/Grant Period *(See instructions)* From: (Month, Day, Year)	To: (Month, Day, Year)	9. Period Covered by this Report From: (Month, Day, Year)	To: (Month, Day, Year)

10. Transactions:	I Previously Reported	II This Period	III Cumulative
a. Total outlays			0.00
b. Refunds, rebates, etc.			0.00
c. Program income used in accordance with the deduction alternative			0.00
d. Net outlays *(Line a, less the sum of lines b and c)*	0.00	0.00	0.00
Recipient's share of net outlays, consisting of: e. Third party (in-kind) contributions			0.00
f. Other Federal awards authorized to be used to match this award			0.00
g. Program income used in accordance with the matching or cost sharing alternative			0.00
h. All other recipient outlays not shown on lines e, f or g			0.00
i. Total recipient share of net outlays *(Sum of lines e, f, g and h)*	0.00	0.00	0.00
j. Federal share of net outlays *(line d less line i)*	0.00	0.00	0.00
k. Total unliquidated obligations			
l. Recipient's share of unliquidated obligations			
m. Federal share of unliquidated obligations			
n. Total Federal share *(sum of lines j and m)*			0.00
o. Total Federal funds authorized for this funding period			
p. Unobligated balance of Federal funds *(Line o minus line n)*			0.00
Program income, consisting of: q. Disbursed program income shown on lines c and/or g above			
r. Disbursed program income using the addition alternative			
s. Undisbursed program income			
t. Total program income realized *(Sum of lines q, r and s)*			0.00
a. Type of Rate *(Place "X" in appropriate box)*			

2. SF-272 (Use: Legacy Award Files)

FEDERAL CASH TRANSACTIONS REPORT

(See instructions on the back. If report is for more than one grant or assistance agreement, attach completed Standard Form 272A.)

OMB APPROVAL NO. 0348-0003

1. Federal sponsoring agency and organizational element to which this report is submitted

2. RECIPIENT ORGANIZATION

Name:

Number and Street:

City, State and ZIP Code:

4. Federal grant or other identification number

5. Recipient's account number or identifying number

6. Letter of credit number

7. Last payment voucher number

Give total number for this period

8. Payment Vouchers credited to your account

9. Treasury checks received *(whether or not deposited)*

3. FEDERAL EMPLOYER IDENTIFICATION NO.

10. PERIOD COVERED BY THIS REPORT

FROM *(month, day, year)*

TO *(month, day, year)*

11. STATUS OF FEDERAL CASH

(See specific instructions on the back)

a. Cash on hand beginning of reporting period	$
b. Letter of credit withdrawls	
c. Treasury checkpayments	
d. Total receipts *(Sum of lines b and c)*	0.00
e. Total cash available *(Sum of lines a and d)*	0.00
f. Gross disbursements	
g. Federal share of program income	
h. Net disbursements *(Line f minus line g)*	0.00
i. Adjustments of prior periods	
j. Cash on hand end of period	$

12. THE AMOUNT SHOWN ON LINE 11j, ABOVE, REPRESENTS CASH REQUIREMENTS FOR THE ENSUING *Days*

13. OTHER INFORMATION

a. Interest income	$
b. Advances to subgrantees or subcontractors	$

14. REMARKS *(Attach additional sheets of plain paper, if more space is required)*

15. CERIFICATION

I certify to the best of my knowledge and belief that this report is true in all respects and that all disbursements have been made for the purpose and conditions of the grant or agreement.

AUTHORIZED CERTIFYING OFFICIAL

SIGNATURE

DATE REPORT SUBMITTED 07/10/2014

TYPED OR PRINTED NAME AND TITLE

TELEPHONE *(Area Code, Number, Extension)*

THIS SPACE FOR AGENCY USE

3. SF-425 (Use: Current Award File)

FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which Report is Submitted	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page 1	of pages
3. Recipient Organization (Name and complete address including Zip code)			

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type ☐ Quarterly ☐ Semi-Annual ☐ Annual ☐ Final	7. Basis of Accounting ☐ Cash ☐ Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)

10. **Transactions**	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts	
b. Cash Disbursements	
c. Cash on Hand (line a minus b)	
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	
e. Federal share of expenditures	
f. Federal share of unliquidated obligations	
g. Total Federal share (sum of lines e and f)	
h. Unobligated balance of Federal funds (line d minus g)	
Recipient Share:	
i. Total recipient share required	
j. Recipient share of expenditures	
k. Remaining recipient share to be provided (line i minus j)	
Program Income:	
l. Total Federal program income earned	
m. Program income expended in accordance with the deduction alternative	
n. Program income expended in accordance with the addition alternative	
o. Unexpended program income (line l minus line m or line n)	

11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share
				g. Totals:			

12. *Remarks: Attach any explanations deemed necessary or informaton required by Federal sponsoring agency in compliance with governing legislation:*

13. **Certification: By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and intent set forth in the award documents. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)**

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
	d. Email address
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year)
	14. Agency use only:

Standard Form 425 - Revised 6/28/2010
OMB Approval Number: 0348-0061
Expiration Date: 10/31/2011

Paperwork Burden Statement
According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is 0348-0061. Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0061), Washington, DC 20503.

4. SF-270 (Use: Current Award File)

REQUEST FOR ADVANCE OR REIMBURSEMENT

(See instructions on back)

1. TYPE OF PAYMENT REQUESTED
a. "X" one or both boxes: ☐ ADVANCE ☐ REIMBURSEMENT
b. "X" the applicable box: ☐ FINAL ☐ PARTIAL

2. BASIS OF REQUEST: ☐ CASH ☐ ACCRUAL

3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED

4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY

5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST

6. EMPLOYER IDENTIFICATION NUMBER

7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER

8. PERIOD COVERED BY THIS REQUEST
FROM *(month, day, year)* TO *(month, day, year)*

9. RECIPIENT ORGANIZATION
Name:
Number and Street:
City, State and ZIP Code:

10. PAYEE *(Where check is to be sent if different than item 9)*
Name:
Number and Street:
City, State and ZIP Code:

11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED

PROGRAMS/FUNCTIONS/ACTIVITIES ►	(a)	(b)	(c)	TOTAL
a. Total program outlays to date *(As of date)*	$	$	$	$ 0.00
b. *Less:* Cumulative program income				0.00
c. Net program outlays *(Line a minus line b)*	0.00	0.00	0.00	0.00
d. Estimated net cash outlays for advance period				0.00
e. Total *(Sum of lines c & c)*	0.00	0.00	0.00	0.00
f. Non-Federal share of amount on line e				0.00
g. Federal share of amount on line e				0.00
h. Federal payments previously requested				0.00
i. Federal share now requested *(Line g minus line h)*	0.00	0.00	0.00	0.00
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances — 1st month				0.00
2nd month				0.00
3rd month				0.00

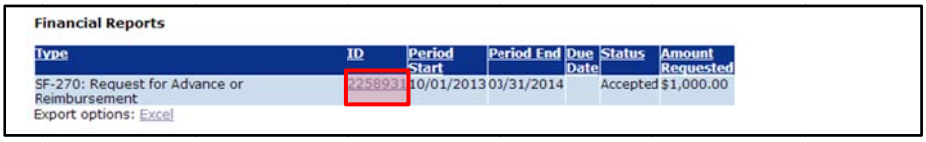
12. ALTERNATE COMPUTATION FOR ADVANCES ONLY

a. Estimated Federal cash outlays that will be made during period covered by the advance	$
b. *Less:* Estimated balance of Federal cash on hand as of beginning of advance period	
c. Amount requested *(Line a minus line b)*	$ 0.00

AUTHORIZED FOR LOCAL REPRODUCTION *(Continued on Reverse)* STANDARD FORM 270 (Rev. 7-97) Prescribed by OMB Circulars A-102 and A-110

5. To navigate to the screen image that shows the type of data contained in the SF-270, follow the instructions below.

   a. Click the **ID** link beside the SF-270 line item: Request for Advance or Reimbursement.



Financial Reports

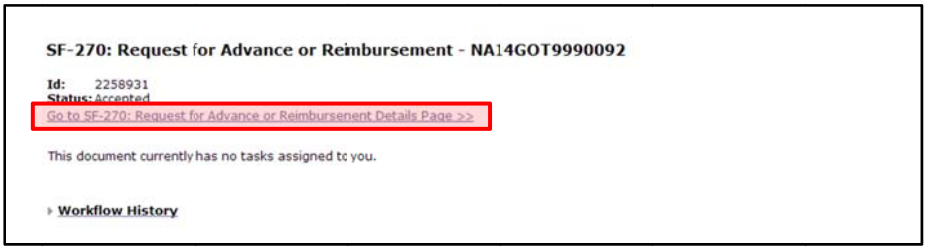
Type	ID	Period Start	Period End	Due Date	Status	Amount Requested
SF-270: Request for Advance or Reimbursement	2258931	10/01/2013	03/31/2014		Accepted	$1,000.00

Export options: Excel

For the Financial Reports screen image, the columns are as follows: Type, ID, Period Start, Period End, Due Date, Status, and Amount Requested. The status is one of the most important columns and its possible values are explained below:

- **Accepted** – The report has been submitted and accepted by NOAA.
- **Not Delinquent** – A placeholder has been created and the report is ready to be submitted.
- **Delinquent** –The report was not submitted to NOAA by the report due date. Though late, the report can still be submitted to NOAA via Grants Online.
- **Withdrawn** –The report was accepted by NOAA but subsequently withdrawn for correction.
- **Replaced** - The original report created was withdrawn and replaced with a new report.

   b. Click the **Go to SF-270: Request for Advance or Reimbursement Details Page** link.



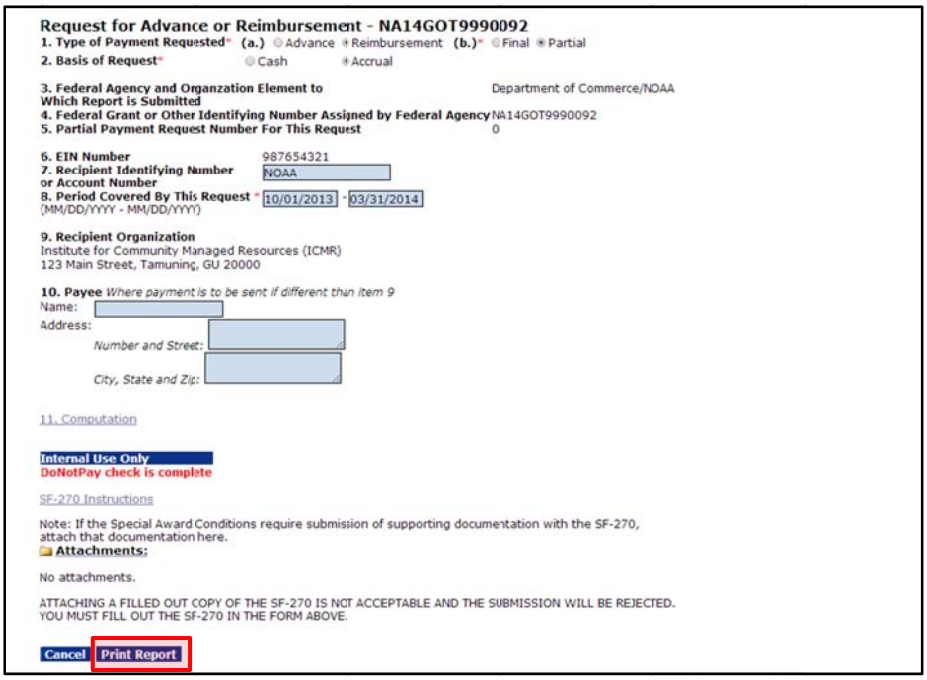
SF-270: Request for Advance or Reimbursement - NA14GOT9990092

Id: 2258931
Status: Accepted
Go to SF-270: Request for Advance or Reimbursenent Details Page >>

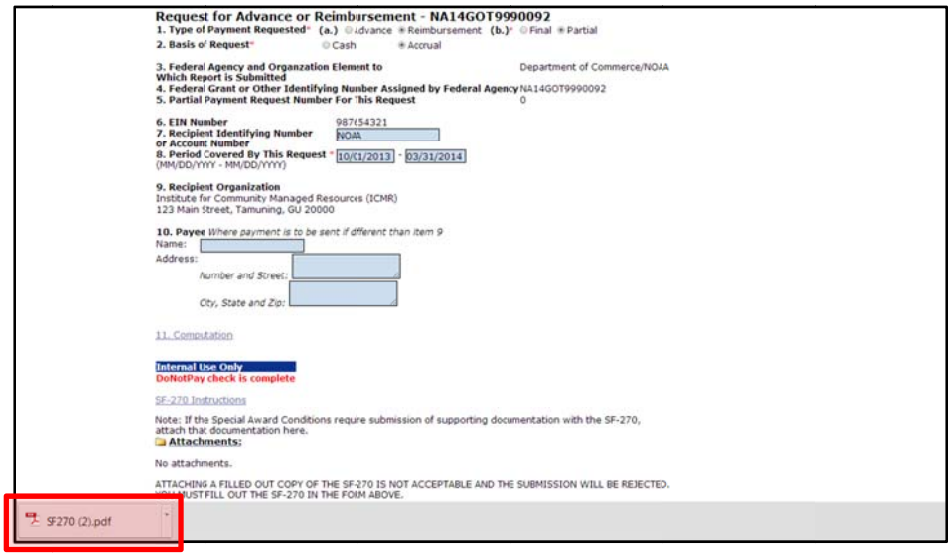
This document currently has no tasks assigned tc you.

Workflow History

c. The following screen is displayed. To generate a copy of the form and its data; click the **Print Report** button at the bottom of the screen.



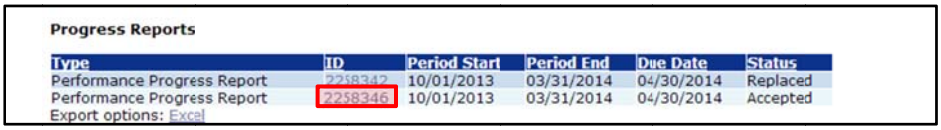
d. Click **SF270.pdf** to open the file for viewing.



Progress Reports

1. Performance Progress Report

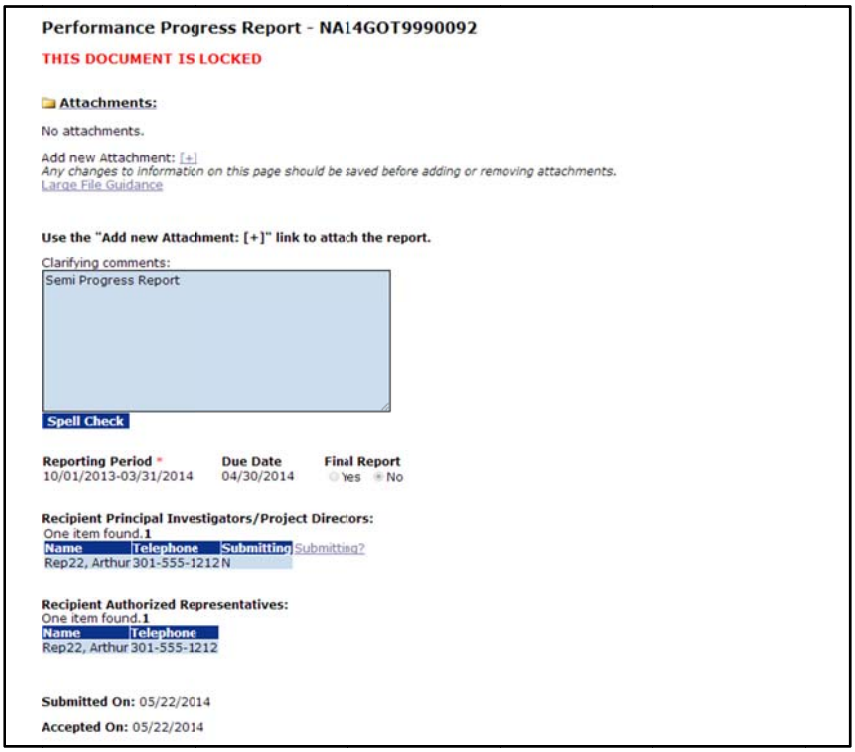
   a. Click the **ID** link beside the Performance Progress Report.



   b. The columns beneath the Progress Reports heading are as follows: Type, ID, Period Start, Period End, Due Date, and Status. The values for the Status column are the same as for Financial Reports. Please reference the explanation of those values on page. 41.

   c. Click the **Go to Performance Progress Report Details Page**.

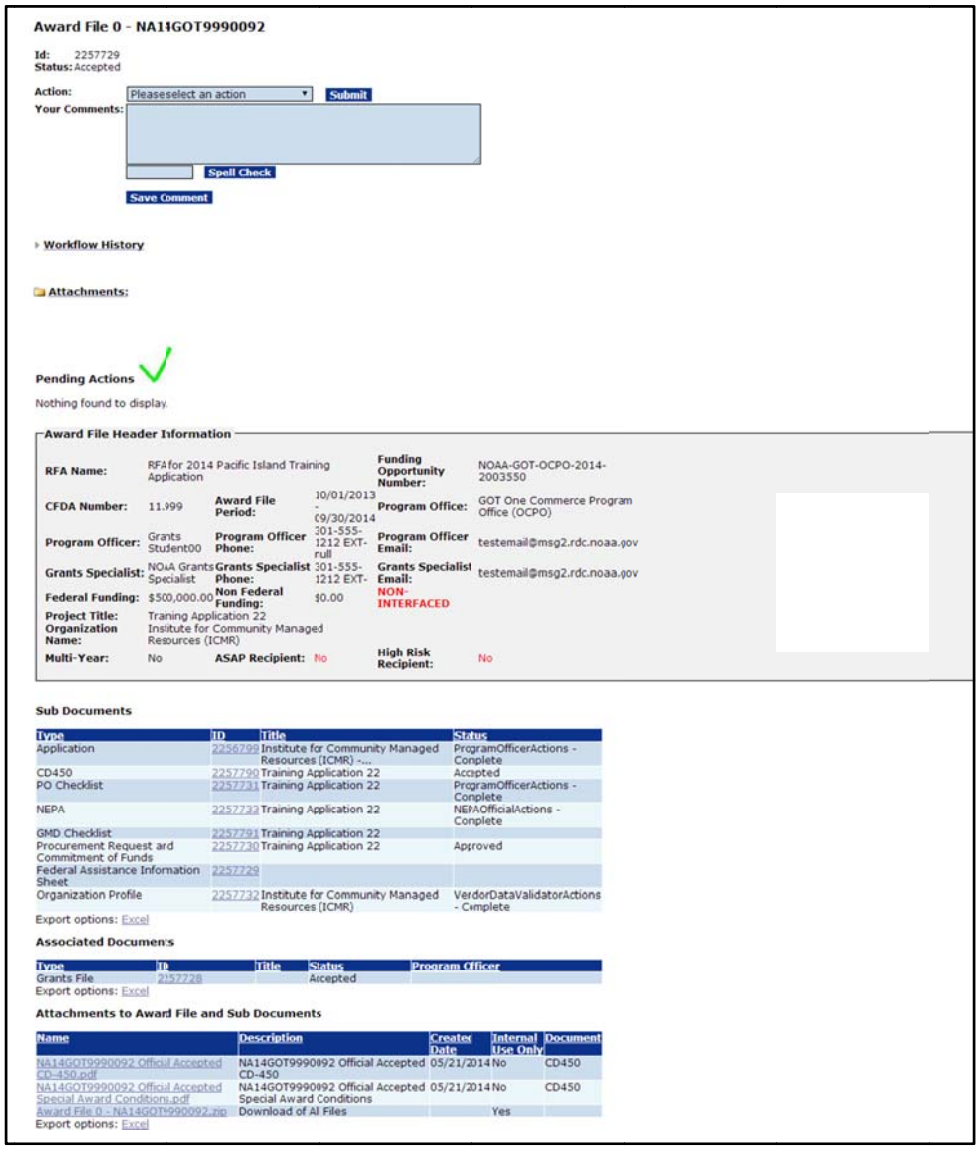
   d. The following screen displays. The document is locked but the user can view staffing information and identify the progress reports that have been submitted to date.



Award File

To navigate to the Award File section, see the screen images on page 28-29 (reference the instructions for items 3a and 3b). Under the Sub-Documents header (shown on that page) click the **ID** link next to the Award File 0 line item.

Starting at the top of the screen, we will discuss each section of the Award File in the following order: Action Dropdown Menu, Workflow History, Attachments, Pending Actions, Award File Header, Sub-Documents, Associated Documents, and finally Attachments to Award File and Sub-Documents.

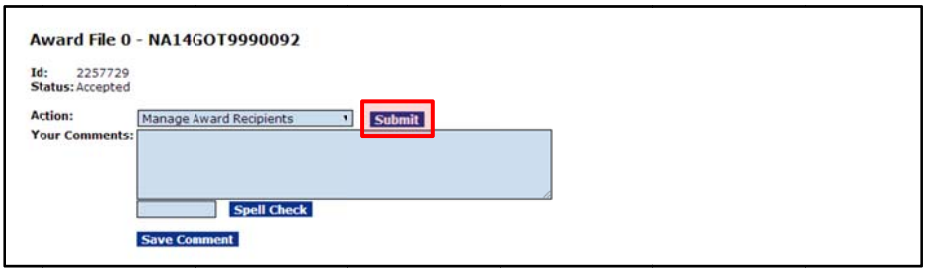


Action Dropdown Menu

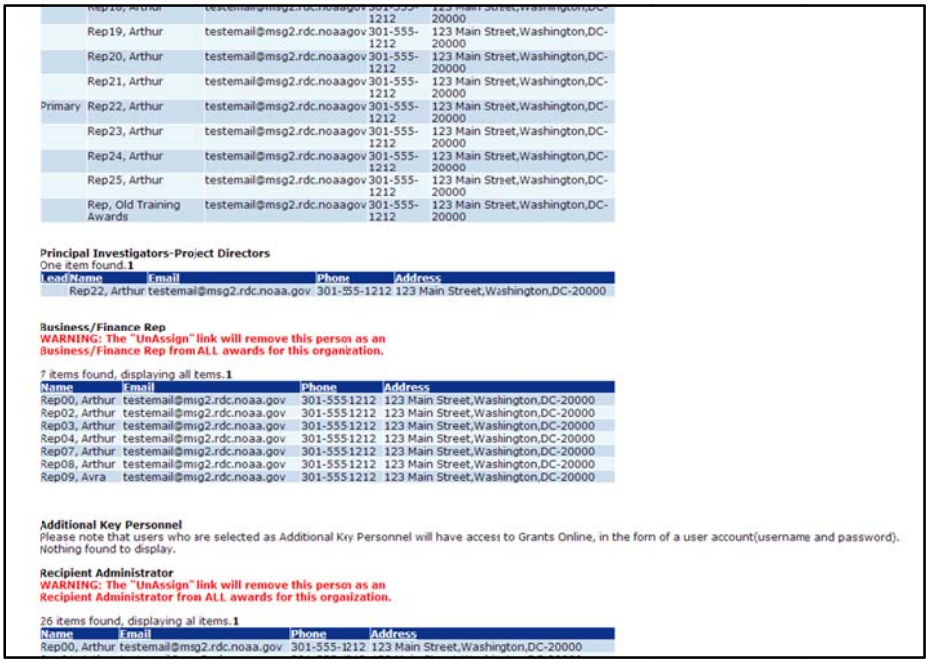
1. Manage Award Recipients

   a. The first option on the Action dropdown menu displays the personnel that have been granted access to complete tasks associated with processing the award.

   b. Click the **Submit** button.



   c. The resulting screen shows the Grants Online-registered users for the following roles (those that may be involved in processing the RFA): Authorized Representative(s), Principal Investigators-Project Directors, Business/Finance Rep, Additional Key Personnel, Recipient Administrator, and Other Key Personnel.



			1212	20000
	Rep19, Arthur	testemail@msg2.rdc.noaagov	301-555-1212	123 Main Street,Washington,DC-20000
	Rep20, Arthur	testemail@msg2.rdc.noaagov	301-555-1212	123 Main Street,Washington,DC-20000
	Rep21, Arthur	testemail@msg2.rdc.noaagov	301-555-1212	123 Main Street,Washington,DC-20000
Primary	Rep22, Arthur	testemail@msg2.rdc.noaagov	301-555-1212	123 Main Street,Washington,DC-20000
	Rep23, Arthur	testemail@msg2.rdc.noaagov	301-555-1212	123 Main Street,Washington,DC-20000
	Rep24, Arthur	testemail@msg2.rdc.noaagov	301-555-1212	123 Main Street,Washington,DC-20000
	Rep25, Arthur	testemail@msg2.rdc.noaagov	301-555-1212	123 Main Street,Washington,DC-20000
	Rep, Old Training Awards	testemail@msg2.rdc.noaagov	301-555-1212	123 Main Street,Washington,DC-20000

Principal Investigators-Project Directors
One item found.1

Lead	Name	Email	Phone	Address
	Rep22, Arthur	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street,Washington,DC-20000

Business/Finance Rep
WARNING: The "UnAssign" link will remove this person as an Business/Finance Rep from ALL awards for this organization.

7 items found, displaying all items.1

Name	Email	Phone	Address
Rep00, Arthur	testemail@msg2.rdc.noaa.gov	301-555 1212	123 Main Street,Washington,DC-20000
Rep02, Arthur	testemail@msg2.rdc.noaa.gov	301-555 1212	123 Main Street,Washington,DC-20000
Rep03, Arthur	testemail@msg2.rdc.noaa.gov	301-555 1212	123 Main Street,Washington,DC-20000
Rep04, Arthur	testemail@msg2.rdc.noaa.gov	301-555 1212	123 Main Street,Washington,DC-20000
Rep07, Arthur	testemail@msg2.rdc.noaa.gov	301-555 1212	123 Main Street,Washington,DC-20000
Rep08, Arthur	testemail@msg2.rdc.noaa.gov	301-555 1212	123 Main Street,Washington,DC-20000
Rep09, Avra	testemail@msg2.rdc.noaa.gov	301-555 1212	123 Main Street,Washington,DC-20000

Additional Key Personnel
Please note that users who are selected as Additional Key Personnel will have access to Grants Online, in the form of a user account(username and password).
Nothing found to display.

Recipient Administrator
WARNING: The "UnAssign" link will remove this person as an Recipient Administrator from ALL awards for this organization.

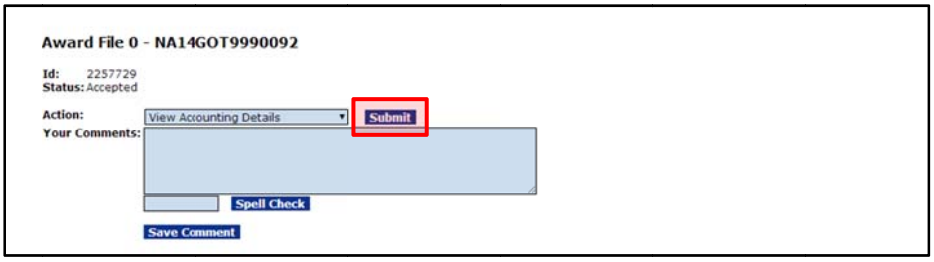
26 items found, displaying al items.1

Name	Email	Phone	Address
Rep00, Arthur	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street,Washington,DC-20000

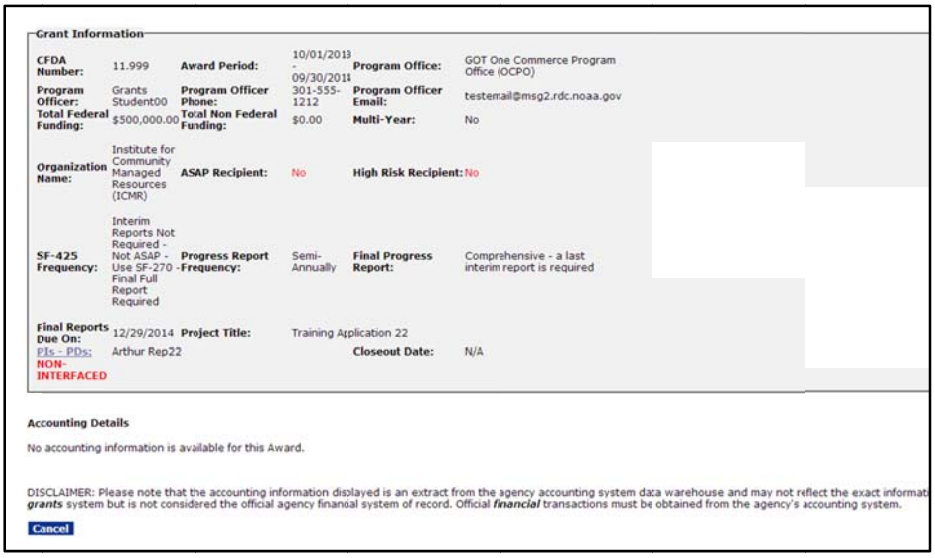
2. View Accounting Details

   a. The second option on the Action dropdown menu allows the user to view the amount disbursed for the Award.

   b. Click the **Submit** button.



   c. The screen below is visible.

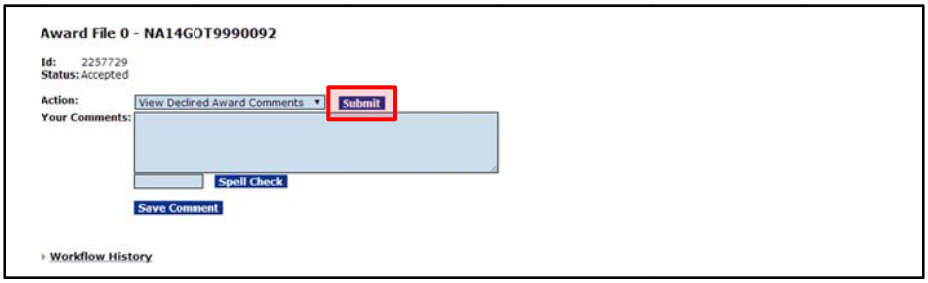


NOTE: For security reasons, accounting information is excluded from the training manual.

3. View Declined Award Comments

   a. The third option on the Action dropdown menu allows the user to view information and comments associated with a declined award, if applicable.

   b. Click the **Submit** button.

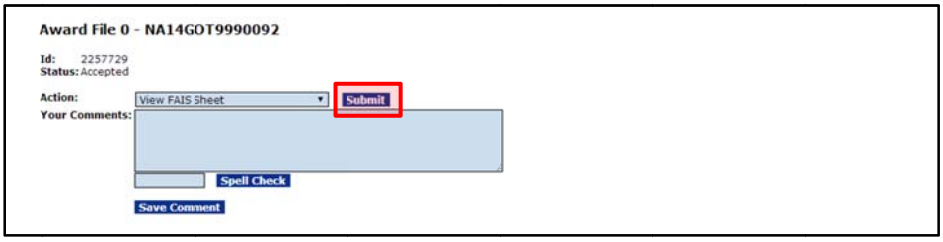


   c. The following screen is displayed. This screen is locked for additional data entry.

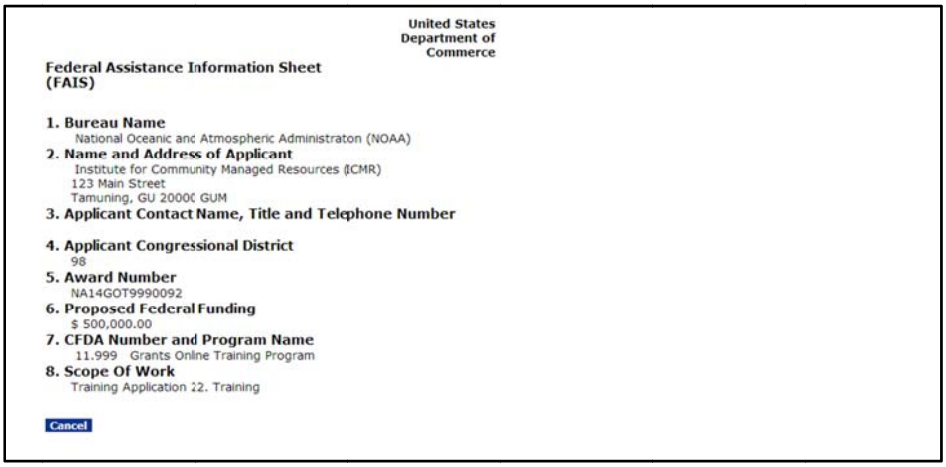
4. View Federal Assistance Information Sheet (FAIS)

   a. The fourth option on the Action dropdown menu allows the user to view the FAIS.

   b. Click the **Submit** button.



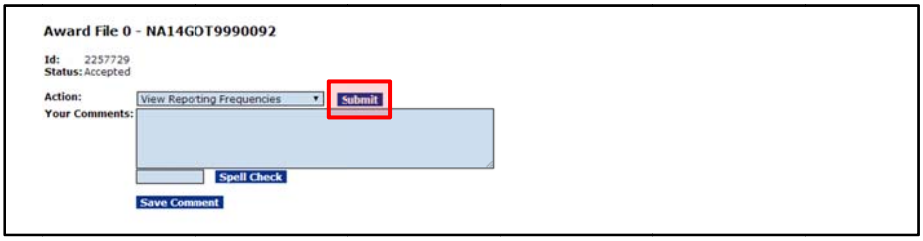
c. The following screen displays an example of a FAIS Sheet.



5. View Reporting Frequencies

a. The fifth option on the Action dropdown menu allows the user to view the reporting frequencies associated with Financial and Project Progress Reports.

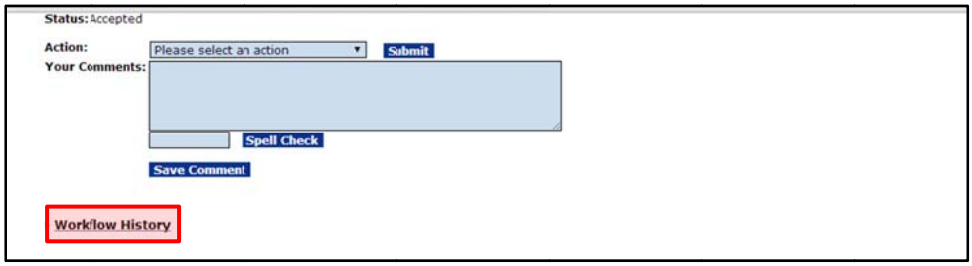
b. Click the **Submit** button.



c. The following screen shot is visible.

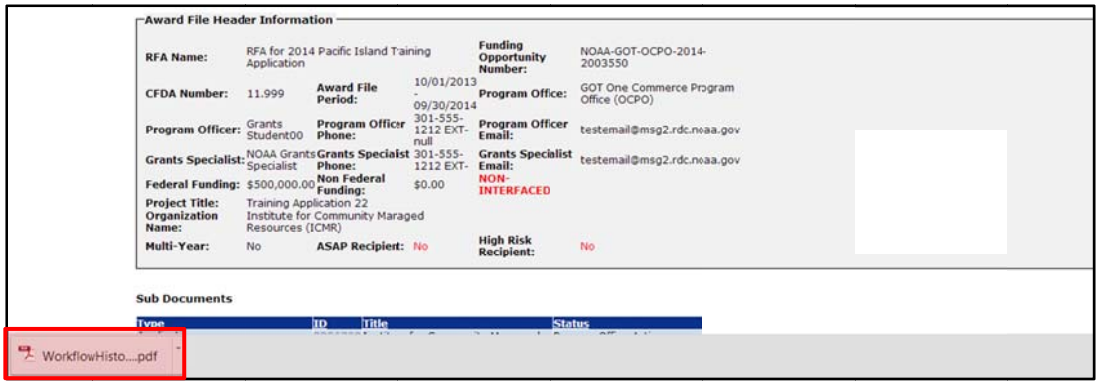
Workflow History

1. Click the **Workflow History** link. The user is presented with a timeline of the details associated with each step of the grant processing that has occurred to date related to that specific document.



2. Click the **Print Award File History** button (available only on Award files). This button provides a consolidated workflow history report of workflow actions on all documents related to a single Award file.

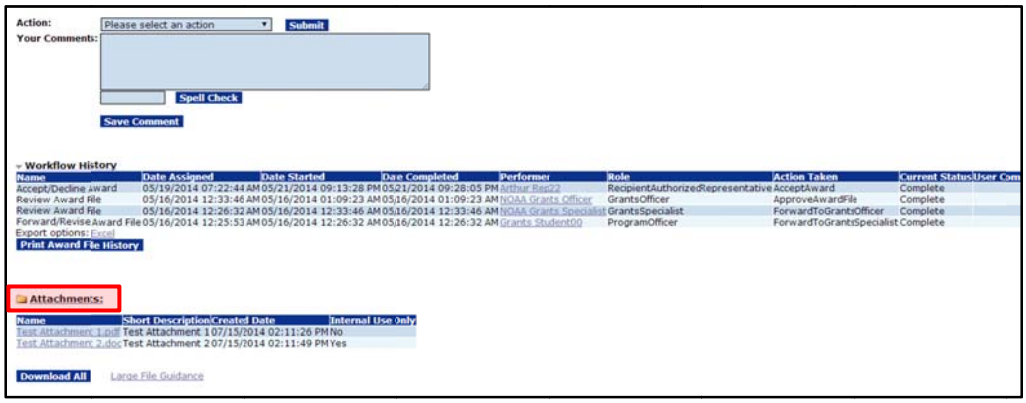
3. A file is downloaded to the user's computer. Click **Workflow History.pdf** to open the file for viewing.



Attachments

1. Click the **Attachments** link.

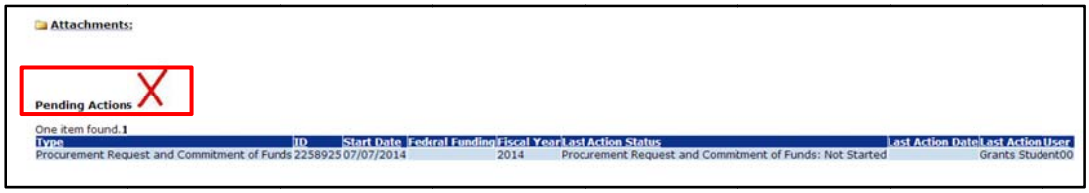
2. Any documents (memos and correspondence) associated with the Award file would be visible and available for printing. Typically the attachments are in the .pdf, .txt, MS Word (.doc, .docx) formats.



Pending Actions

Moving down the screen, the next header references Pending Actions. As is indicated by the green check mark, there are no pending actions.

In the screen shot below, a red "**X**" is shown beside the Pending Actions header. In this example, the Procurement Request and Commitment of Funds is pending. The workflow step where the document is forwarded to the Budget Officer for his/her signature (the prerequisite for sending an Award file to the Grants Specialist) has not been completed.



Award File Header Information

The next section provides a quick summary of some of the important information associated with the Award File. This example represents a Non-Interfaced award (i.e., there is no system-to-system interaction between Grants Online and CBS).

Award File Header Information

RFA Name:	RFA for 2014 Pacific Island Training Application			**Funding Opportunity Number:**	N0AA-GOT-OCPO-2014-2003550
CFDA Number:	11.999	**Award File Period:**	10/01/2013 - 09/30/2014	**Program Office:**	G0T One Commerce Program Office (OCPO)
Program Officer:	Grants Student00	**Program Officer Phone:**	301-555 1212 EX"-null	**Program Officer Email:**	testemail@msg2.rdc.noaa.gov
Grants Specialist:	NOAA Grants Specialist	**Grants Specialist Phone:**	301-555 1212 EX"-	**Grants Specialist Email:**	testemail@msg2.rdc.noaa.gov
Federal Funding:	$500,000.00	**Non Federal Funding:**	$0.00	NON-INTERFACED	
Project Title:	Training Application 22				
Organization Name:	Institute for Community Managed Resources (ICMR)				
Multi-Year:	No	**ASAP Recipient:**	No	**High Risk Recipient:**	No

Sub-Documents

On the screen image below, the user is presented with a list of the Sub-documents currently associated with the Award File. A brief discussion of each will be conducted in the following order: Application, CD-450, PO Checklist, NEPA Document, GMD Checklist, Procurement Request and Commitment of Funds, Federal Assistance Information Sheet, and Organization Profile.

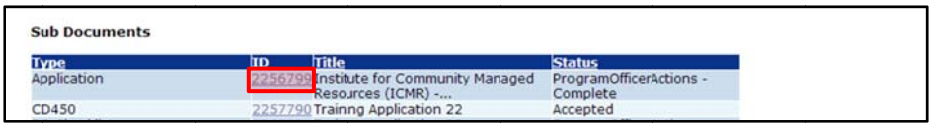
Sub Documents

Type	ID	Title	Status
Application	2256799	Institute for Community Managed Resources (ICMR) -...	ProgramOfficerActions - Complete
CD450	2257790	Training Application 22	Accepted
PO Checklist	2257731	Training Application 22	ProgramOfficerActions - Complete
NEPA	2257733	Training Application 22	NEPAOfficialActions - Complete
GMD Checklist	2257791	Training Application 22	
Procurement Request and Commitment of Funds	2257730	Training Application 22	Approved
Federal Assistance Information Sheet	2257729		
Organization Profile	2257732	Institute for Community Managed Resources (ICMR)	VendorDataValidatorActions - Complete

Export options: Excel

1. Application

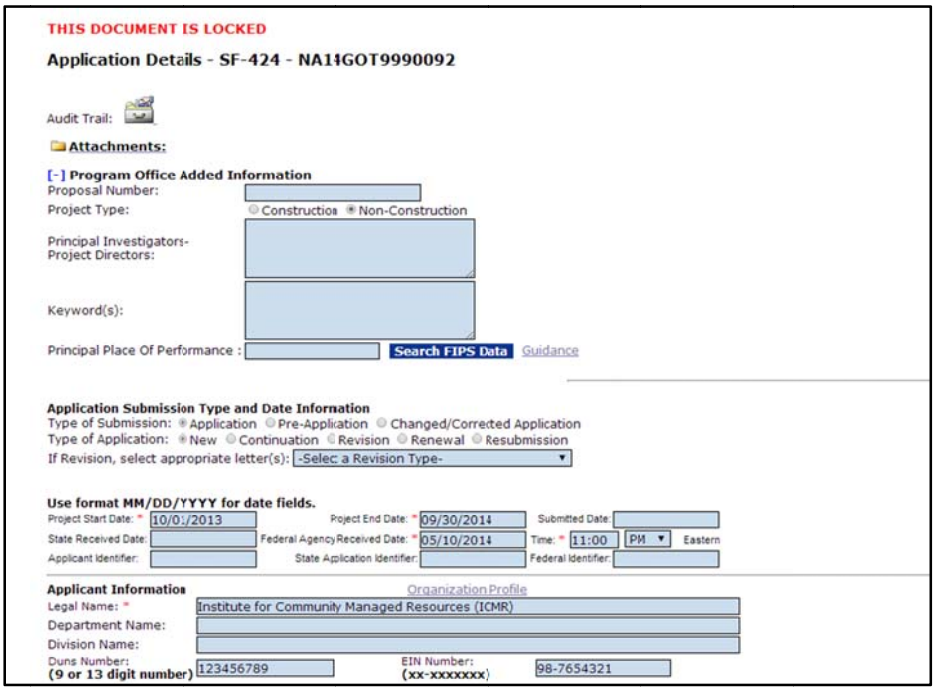
   a. Click the **ID** link beside the Application line item.



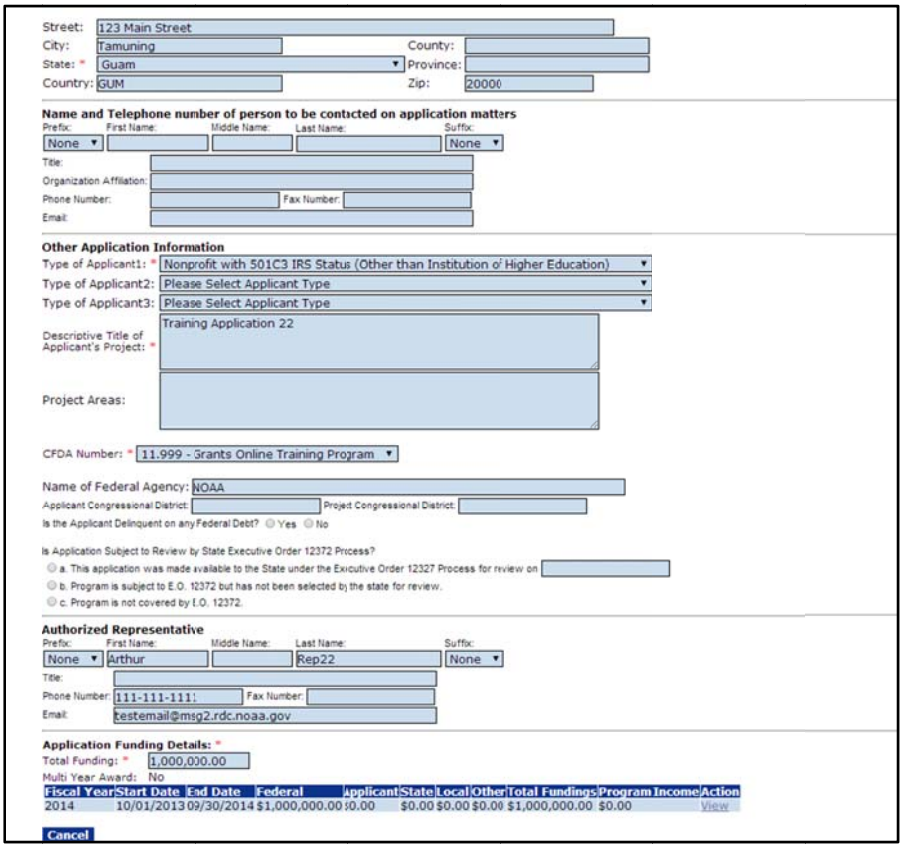
   b. On the resulting screen, click the **Go to Application Details Page** link.

   c. The SF-424 is displayed below. Because of the quantity of information on the form and the need to give the user a comprehensive view of the information contained in this form, the screen has been divided into two screen images. Please note, the document is locked and cannot be edited.

   The top portion of the SF-424

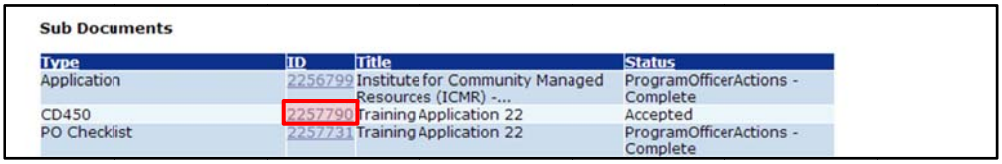


The bottom portion of the SF-424



2. CD-450

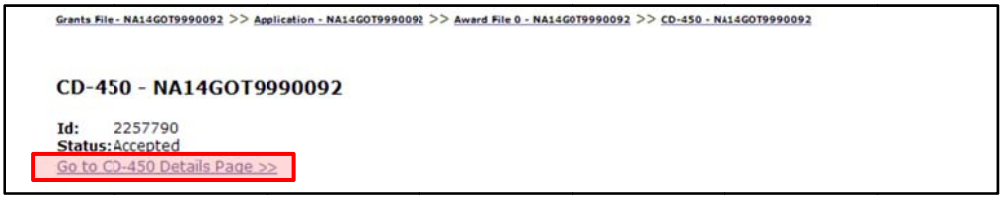
a. Click the **ID** link beside the CD-450 line item.



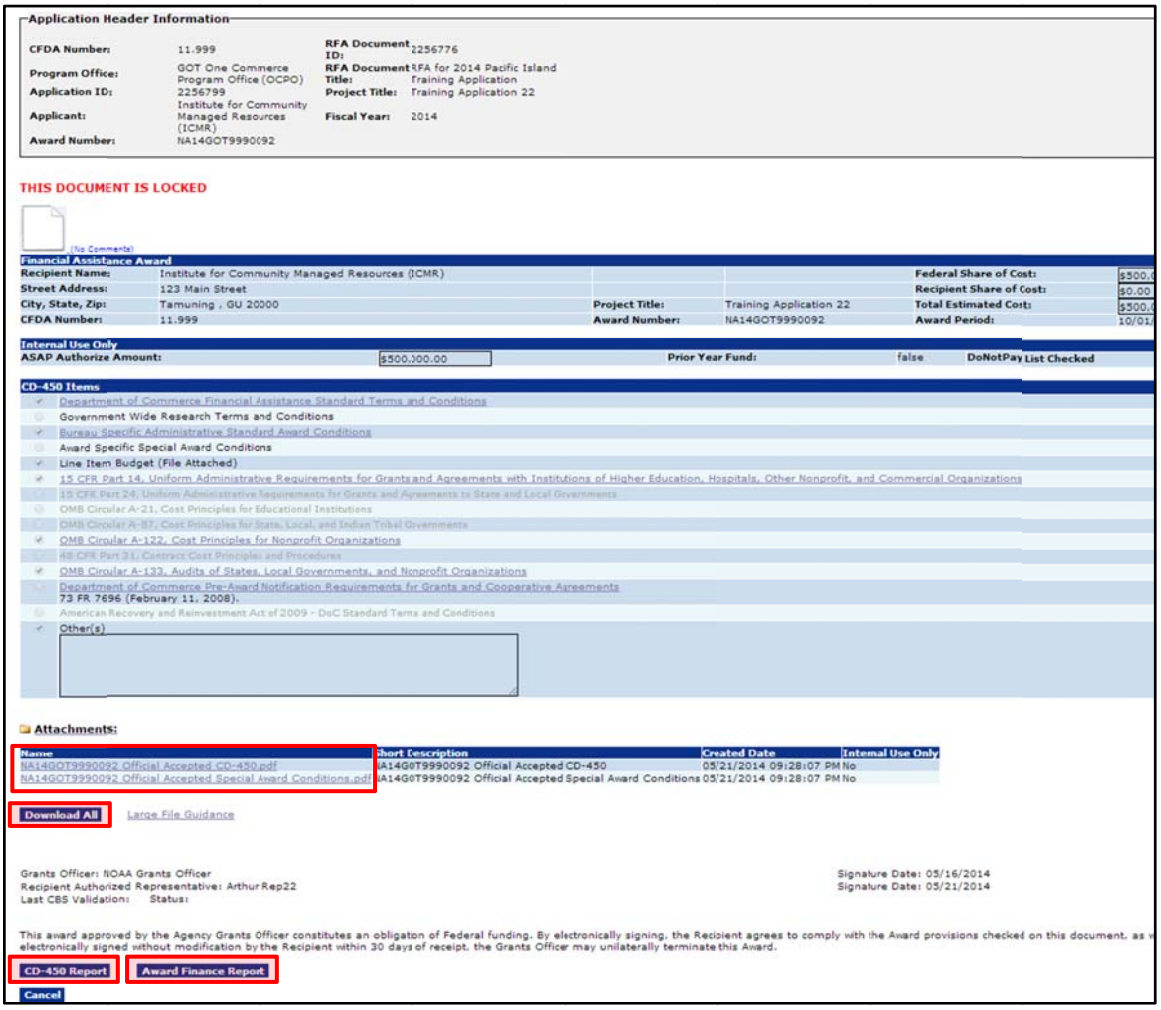
Sub Documents

Type	ID	Title	Status
Application	2256799	Institute for Community Managed Resources (ICMR) -...	ProgramOfficerActions - Complete
CD450	2257790	Training Application 22	Accepted
PO Checklist	2257731	Training Application 22	ProgramOfficerActions - Complete

b. On the resulting screen, click the **Go to CD-450 Details Page** link.



c. The screen image shown below is visible.

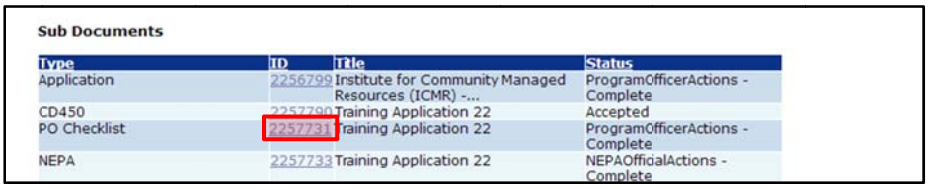


d. To download the individual files (attachments), click the **filename** link. In the example above, the two items (.pdf) available for downloading are the CD-450 form and the Special Award Conditions. The user can download the files individually or s/he can click the **Download All** button. Clicking download all produces a zip file that contains all attachments associated with the CD-450.

e. The user can generate a CD-450 Report or an Award Finance Report by clicking the appropriate button at the bottom of the screen (see the image above). When the user clicks either the **CD-450 Report** button or the **Award Finance Report** button, a file is downloaded to the user's computer. Click either **CD450.pdf** or **Award_{Award Number}.pdf** to open the file for viewing.

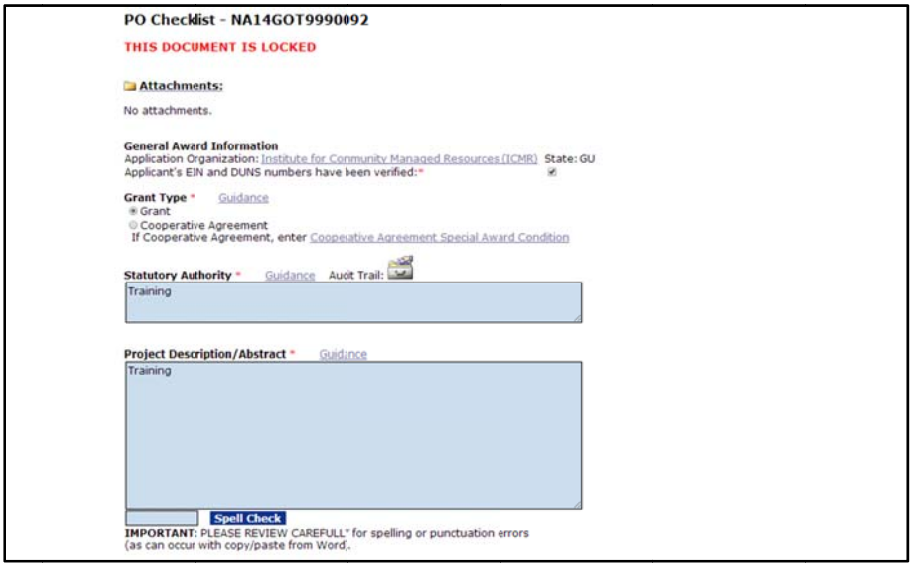
3. PO Checklist

a. Click the **ID** link beside the PO Checklist line item.



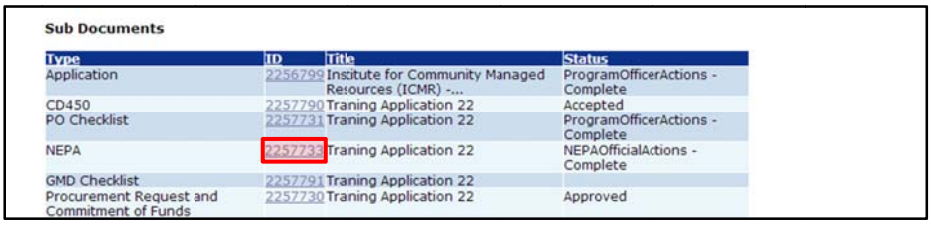
b. On the resulting screen, click the **Go to PO Checklist Details Page** link.

c. When the user clicks the link, a portion of the resulting screen image is visible in the next diagram. The user will not be able to edit or modify data on this screen.



4. NEPA

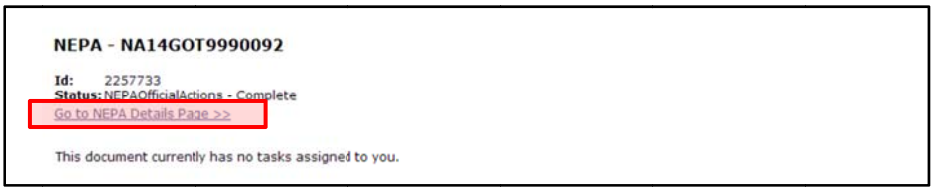
a. Click the **ID** link beside the NEPA line item.



Sub Documents

Type	ID	Title	Status
Application	2256799	Institute for Community Managed Resources (ICMR) -...	ProgramOfficerActions - Complete
CD450	2257790	Traning Application 22	Accepted
PO Checklist	2257731	Traning Application 22	ProgramOfficerActions - Complete
NEPA	2257733	Traning Application 22	NEPAOfficialActions - Complete
GMD Checklist	2257791	Traning Application 22	
Procurement Request and Commitment of Funds	2257730	Traning Application 22	Approved

b. On the resulting screen, click the **Go to NEPA Details Page** link.



NEPA - NA14GOT9990092

Id: 2257733
Status: NEPAOfficialActions - Complete
Go to NEPA Details Page >>

This document currently has no tasks assigned to you.

c. The screen image shown below is visible.

THIS DOCUMENT IS LOCKED

NEPA Environmental Review Requirements - NA14GOT9990092

Attachments:

No attachments.

Guidance - (NOAA FY 2009 Workshop: Presentations - Day1 pp. 107-121)

NOAA Guidance - requires NOAA email address and password

a.) Level of Review

Indicate below the level of environmental review that has been conducted by the Responsible Program Manager for the proposed action in accordance with the applicable provisions of the NOAA Adminstrative Order 216-6 entitled, "Environmental Review Procedures for Implementing the National Environmental Policy Act"

- Categorical Exclusion (CE) Memorandum completed and signed by the Responsible Program Manager along with related CE review checklist, as appropriate
  Select/View CE
- Environmental Assessment (EA) with signed Finding of No Significant Impact and concurrence by NOAA NEPA Coordinator
- Environmental Impact Statement (EIS) with signed Record of Decision (ROD)
- Not Required

b.) Mitigating Measures

If either an EA or EIS was completed, did the analysis of the environmental impacts require the implementation of one or more mitigation measures? NO YES — Special Award Condition

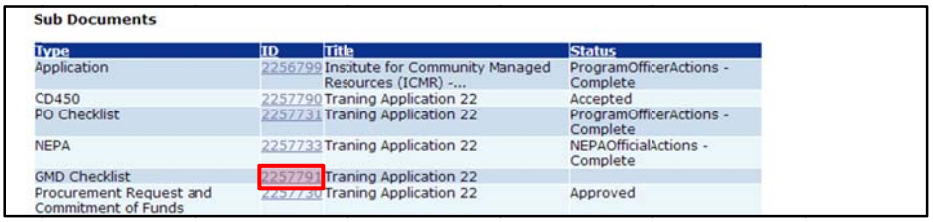
c.) Post Award NEPA Review Process

Does the proposal include funding for one or more projects that have not yet been identified and therefore NEPA review cannot be completed? NO YES — Special Award Condition

Cancel

5. GMD Checklist

   a. Click the **ID** link beside the GMD Checklist line item.



Sub Documents

Type	ID	Title	Status
Application	2256799	Institute for Community Managed Resources (ICMR) -...	ProgramOfficerActions - Complete
CD450	2257790	Traning Application 22	Accepted
PO Checklist	2257731	Traning Application 22	ProgramOfficerActions - Complete
NEPA	2257733	Traning Application 22	NEPAOfficialActions - Complete
GMD Checklist	2257791	Traning Application 22	
Procurement Request and Commitment of Funds	2257730	Traning Application 22	Approved

   b. Subsequently, the screen in the image below is visible.

Checklist Items

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	A-133 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 not complete

View/Manage Recipient Organization

Cancel

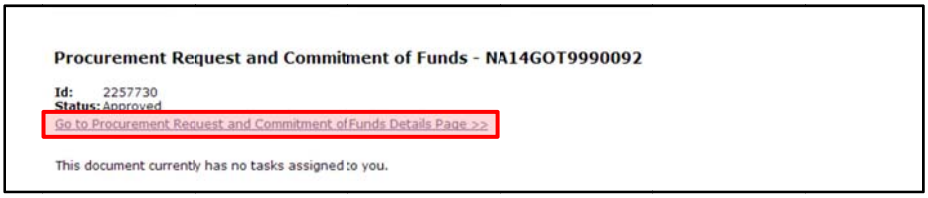
6. Procurement Request and Commitment of Funds

   a. Click the **ID** link beside the Procurement Request and Commitment of Funds line item.

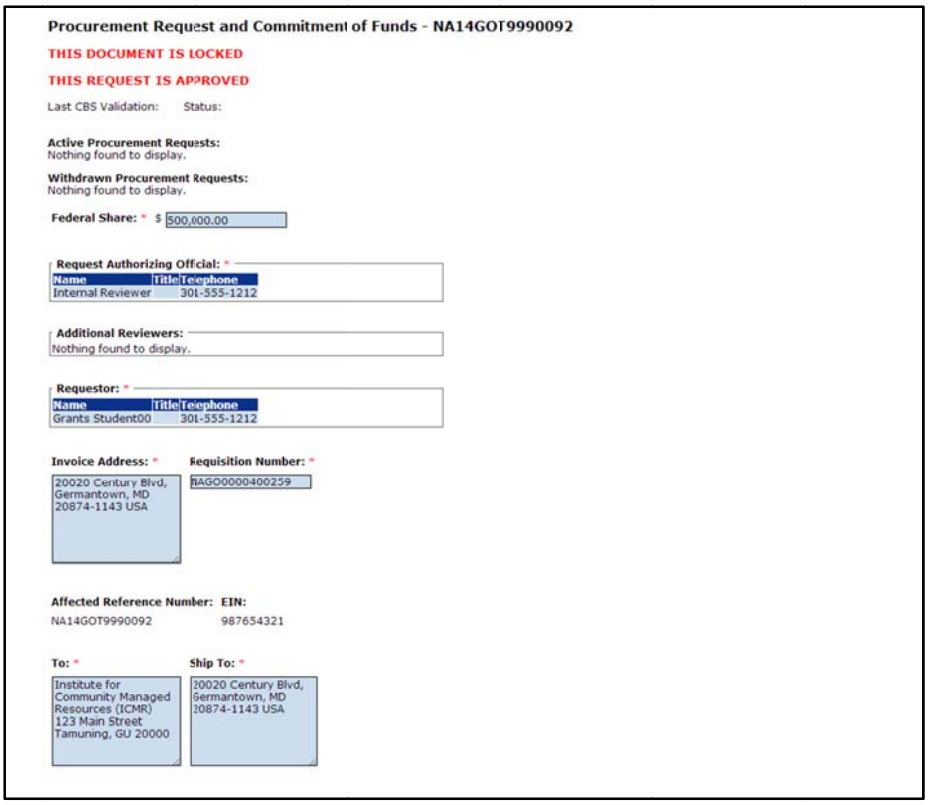
Sub Documents

Type	ID	Title	Status
Application	2256799	Institute for Community Managed Resources (ICMR) -...	ProgramOfficerActions - Complete
CD450	2257790	Training Application 22	Accepted
PO Checklist	2257731	Training Application 22	ProgramOfficerActions - Complete
NEPA	2257733	Training Application 22	NEPAOfficialActions - Complete
GMD Checklist	2257791	Training Application 22	
Procurement Request and Commitment of Funds	2257730	Training Application 22	Approved
Federal Assistance Information Sheet	2257729		
Organization Profile	2257732	Institute for Community Managed Resources (ICMR)	VendorDataValidatorActions - Complete

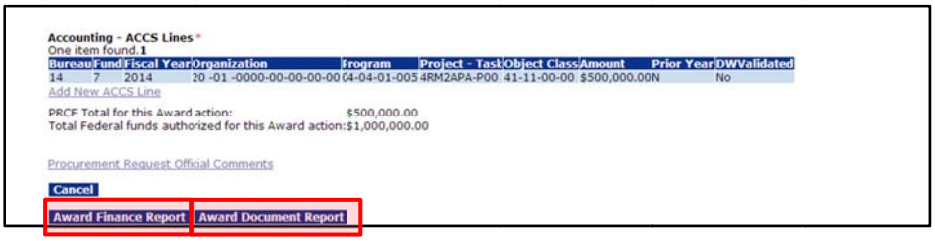
b. On the resulting screen, click the **Go to Procurement Request and Commitment of Funds Details Page** link.



c. The screen shown below is displayed. The screen image represents only a portion of the information associated with the content area.

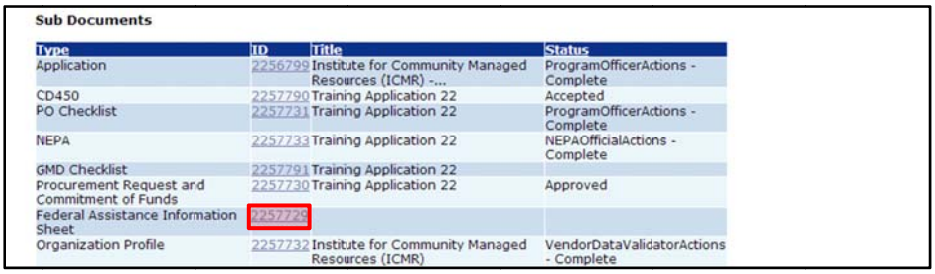


d. When the user scrolls to the bottom of the screen s/he should see two buttons. Click either the **Award Finance Report** button or the **Award Document Report** button**.** A pdf file is downloaded to the task bar. The user can click the appropriate filename and the file is opened for viewing.



7. Federal Assistance Information Sheet (FAIS)

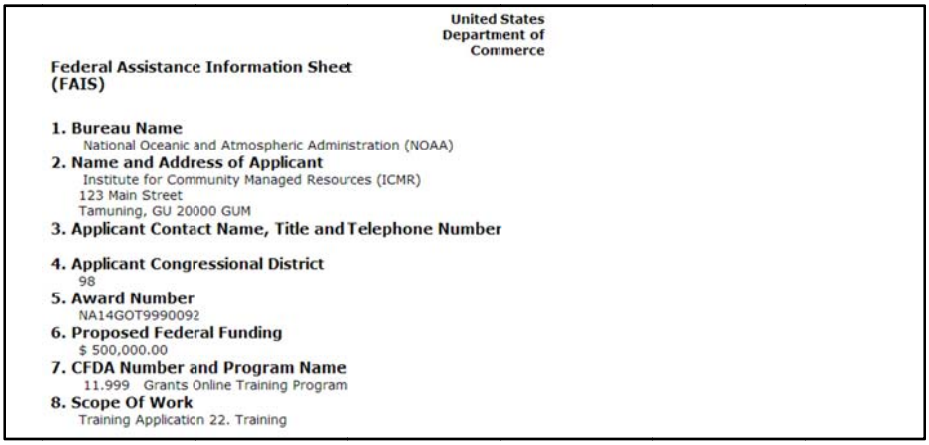
   a. Click the **ID** link beside the FAIS line item.



Sub Documents

Type	ID	Title	Status
Application	2256799	Institute for Community Managed Resources (ICMR) -...	ProgramOfficerActions - Complete
CD450	2257790	Training Application 22	Accepted
PO Checklist	2257731	Training Application 22	ProgramOfficerActions - Complete
NEPA	2257733	Training Application 22	NEPAOfficialActions - Complete
GMD Checklist	2257791	Training Application 22	
Procurement Request and Commitment of Funds	2257730	Training Application 22	Approved
Federal Assistance Information Sheet	2257729		
Organization Profile	2257732	Institute for Community Managed Resources (ICMR)	VendorDataValidatorActions - Complete

   b. The screen image shown below is the result of clicking the FAIS **ID** link.



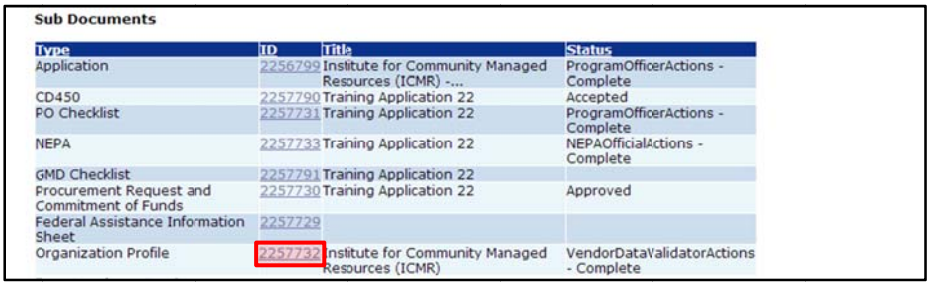
United States Department of Commerce

Federal Assistance Information Sheet (FAIS)

1. Bureau Name
National Oceanic and Atmospheric Administration (NOAA)
2. Name and Address of Applicant
Institute for Community Managed Resources (ICMR)
123 Main Street
Tamuning, GU 20000 GUM
3. Applicant Contact Name, Title and Telephone Number
4. Applicant Congressional District
98
5. Award Number
NA14GOT9990092
6. Proposed Federal Funding
$ 500,000.00
7. CFDA Number and Program Name
11.999 Grants Online Training Program
8. Scope Of Work
Training Application 22. Training

8. Organization Profile

   a. Click the **ID** link beside the Organization Profile line item.



Sub Documents

Type	ID	Title	Status
Application	2256799	Institute for Community Managed Resources (ICMR) -...	ProgramOfficerActions - Complete
CD450	2257790	Training Application 22	Accepted
PO Checklist	2257731	Training Application 22	ProgramOfficerActions - Complete
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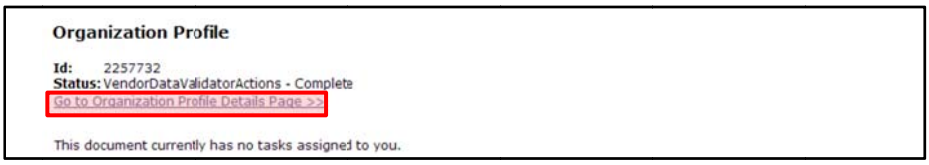
GMD Checklist	2257791	Training Application 22	
Procurement Request and Commitment of Funds	2257730	Training Application 22	Approved
Federal Assistance Information Sheet	2257729		
Organization Profile	2257732	Institute for Community Managed Resources (ICMR)	VendorDataValidatorActions - Complete

   b. On the resulting screen, click the **Go to Organization Profile Details Page** link.

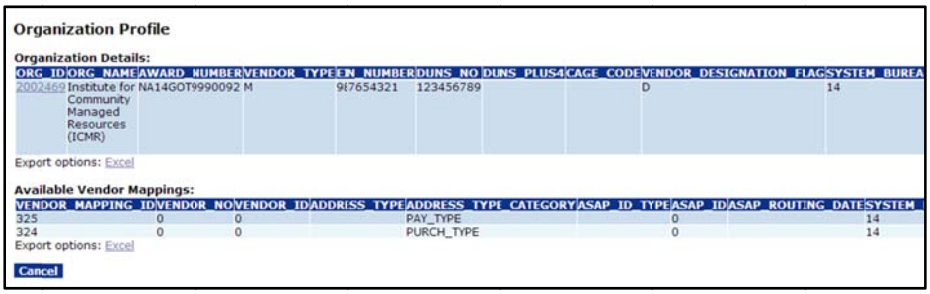


Organization Profile

Id: 2257732
Status: VendorDataValidatorActions - Complete
Go to Organization Profile Details Page >>

This document currently has no tasks assigned to you.

c. The screen below is visible when the user clicks the link on the previous screen.



Organization Profile

Organization Details:

ORG_ID	ORG_NAME	AWARD_NUMBER	VENDOR_TYPE	EIN_NUMBER	DUNS_NO	DUNS_PLUS4	CAGE_CODE	VENDOR_DESIGNATION_FLAG	SYSTEM_BUREA
2002469	Institute for Community Managed Resources (ICMR)	NA14GOT9990092	M	917654321	123456789			D	14

Export options: Excel

Available Vendor Mappings:

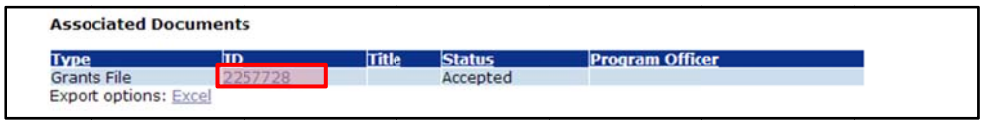
VENDOR_MAPPING_ID	VENDOR_NO	VENDOR_ID	ADDRESS_TYPE	ADDRESS_TYPE_CATEGORY	ASAP_ID_TYPE	ASAP_ID	ASAP_ROUTING_DATE	SYSTEM
325	0	0		PAY_TYPE		0		14
324	0	0		PURCH_TYPE		0		14

Export options: Excel

Cancel

Associated Documents

1. Click the **ID** link beside the Grants File line item.

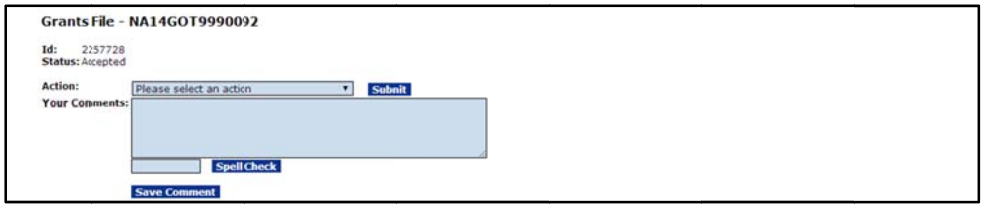


Associated Documents

Type	ID	Title	Status	Program Officer
Grants File	2257728		Accepted	

Export options: Excel

2. The following screen is the result of clicking the **ID** link for the Grants File. Only the top portion of the screen is shown in the image below. Please return to page 24 of this document for guidance in navigating the Grants File.



Grants File - NA14GOT9990092

Id: 2257728
Status: Accepted

Action: Please select an action — Submit
Your Comments:

Spell Check

Save Comment

3. The bottom portion of the screen, visible when the user clicks the **ID** link for the Grants File, is shown on the next page.

Sub Documents

Type	ID	Title	Status
Award Package	2257790	Training Application 22	Accepted
Special Award Condition Report	2257790	Special Award Condition Report	
Award File 0	2257729	Training Application 22	Accepted

Export options: Excel

Associated Documents

Type	ID	Title	Status
Award Action Request	2258363	Equipment Purchase	ProgramOfficerActions - Not Started
Organization Profile Change Request	2258929	Institute for Community Managed Resources (ICMR)	Withdrawn

Export options: Excel

Correspondence and Federal Reports (This section not viewable by recipient users.)

Type	ID	Date / Start Date	End Date	Subject	Created By
Memo for Record	2258927	07/10/2014		Memo for Training Documentation	Grants Student00
Email	2258928	07/09/2014		Test Email	Grants Student00

Export options: Excel

Supplementary Information

Category	Value	Update By	Update Date
Training Award	User Manuals	Grants Student00	07/10/2014

Export options: Excel

Financial Reports

Type	ID	Period Start	Period End	Due Date	Status	Amount Requested
SF-270: Request for Advance or Reimbursement	2258931	10/01/2013	03/31/2014		Accepted	$1,000.00

Export options: Excel

Progress Reports

Type	ID	Period Start	Period End	Due Date	Status
Performance Progress Report	2258342	10/01/2013	03/31/2014	04/30/2014	Replaced
Performance Progress Report	2258346	10/01/2013	03/31/2014	04/30/2014	Accepted

Export options: Excel

Attachments to Award File and Sub-Documents

The screen image below displays the Attachments to the Award File. In the example, there are two pdf files – the Official Accepted CD-450 and the Accepted Special Award Conditions; and a zip file of the original file, Award File 0.

Attachments to Award File and Sub Documents

Name	Description	Created Date	Internal Use Only	Document
NA14GOT9990092 Official Accepted CD-450.pdf	NA14GOT9990092 Official Accepted CD-450	05/21/2014	No	CD450
NA14GOT9990092 Official Accepted Special Award Conditions.pdf	NA14GOT9990092 Official Accepted Special Award Conditions	05/21/2014	No	CD450
Award File 0 - NA14GOT9990092.zip	Downoad of All Files		Yes	

Export options: Excel

Click a **filename** and the file is downloaded to the user's computer. Opening the file is accomplished by clicking the **filename.pdf, filename.doc, or filename.zip**.

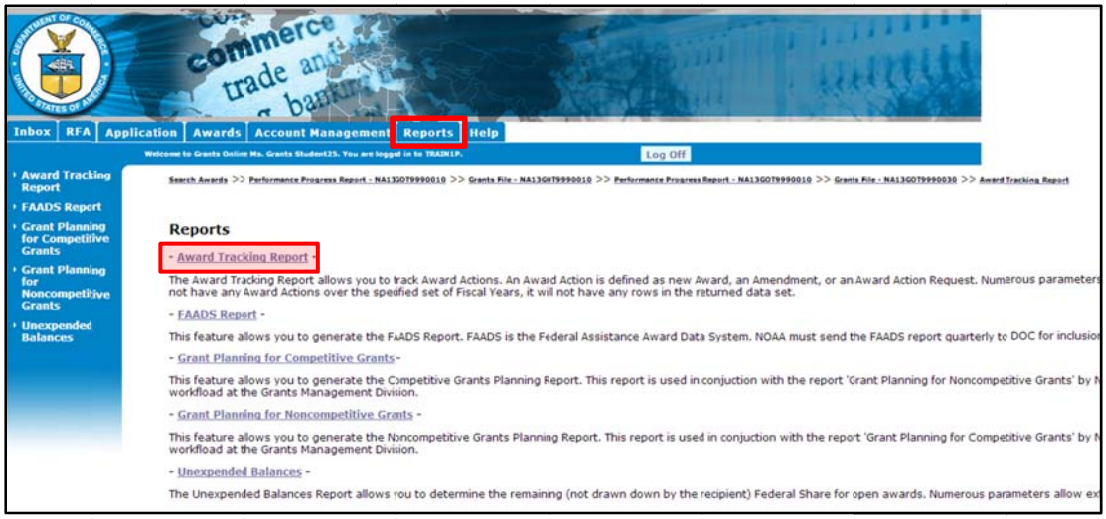
Reports Tab

Award Tracking Report

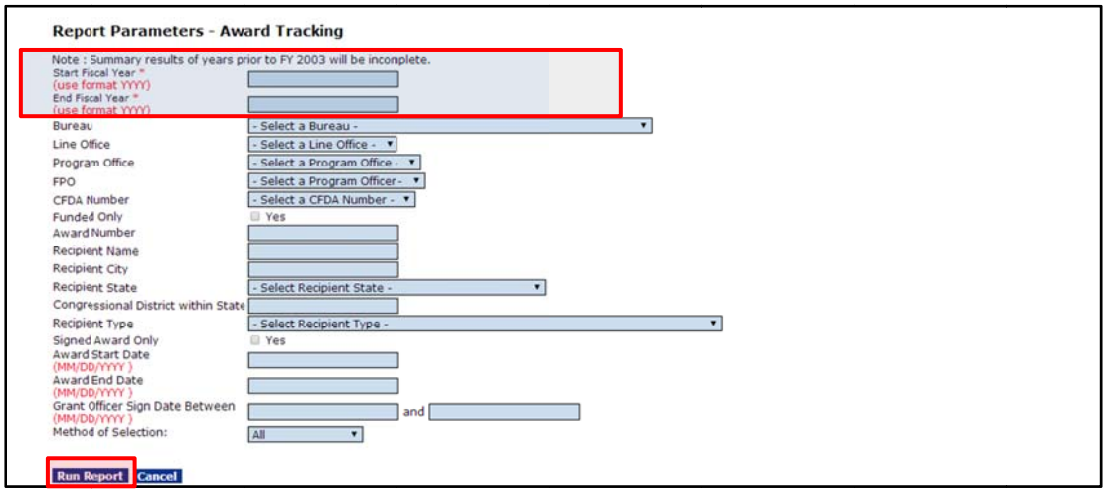
The Award Tracking Report is generated directly from a table and is re-populated every two (2) hours. Updates to the Award Tracking Table are based upon Award Files, Applications, and Award Action Requests. To access the Award Tracking Report, follow the instructions below:

1. Click the **Reports** Tab.

2. On the next screen image, click the **Award Tracking Report** link.



3. As shown in the screen image on the next page, there are two mandatory data entry fields (indicated by a red asterisk (*)). Specify data for the Start Fiscal Year and the End Fiscal Year. Specifying data for other fields in the report affords the user flexibility to customize the report. Click the **Run Report** button.



Guidelines for Retrieving Data & Generating Reports

Data entry for a field restricts the amount of information returned. If data is not specified for a field, all possible data for that field will be returned. For example, specifying a Recipient State returns only information for the specified Recipient State; not specifying the Recipient State returns data for all states.

Grants Online Data – Legacy and Current

The fiscal year refers to the fiscal year of the Grants Officer's signature on award actions. For all awards that were active in FY 2003, when data was migrated from the old system, the fiscal year defaults to 2005. Some of those award actions predate 2005 and may have occurred as early as 1995.

Additional References

For a detailed guide to the Award Tracking Report please refer to Item #3 on the Federal Program Officer's Training page under the Grants Online Program Management Office website.