



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

Version 4.13
July 2014

This page intentionally left blank

Table of Contents

Grants Online Overview5
 Grants Online Software5
 Accessing Grants Online7
 Sign In to Grants Online.....8
 Grants Online Navigation.....9
 Other User Interface Features10
 Pop-Up Short Cuts.....10
 Breadcrumbs.....10
 Help Tab11
 Inbox Tab12
 Account Management Tab.....13
 User Preferences13
 User Password15
 User Profile.....17
 Awards Tab20
 Grants File24
 Action Dropdown Menu24
 Attachments26
 Grant Information26
 Sub-Documents27
 Associated Documents30
 Correspondence & Federal Reports33
 Supplementary Information36
 Financial Reports.....37
 Progress Reports43
 Award File44
 Action Dropdown Menu45
 Workflow History49
 Attachments50
 Pending Actions.....50
 Award File Header Information.....51
 Sub-Documents51
 Associated Documents60
 Attachments to Award File and Sub-Documents.....61

Reports Tab 62

 Award Tracking Report..... 62

Guidelines for Retrieving Data & Generating Reports..... 63

Grants Online Data – Legacy and Current..... 63

Additional References 63

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.

This page intentionally left blank.

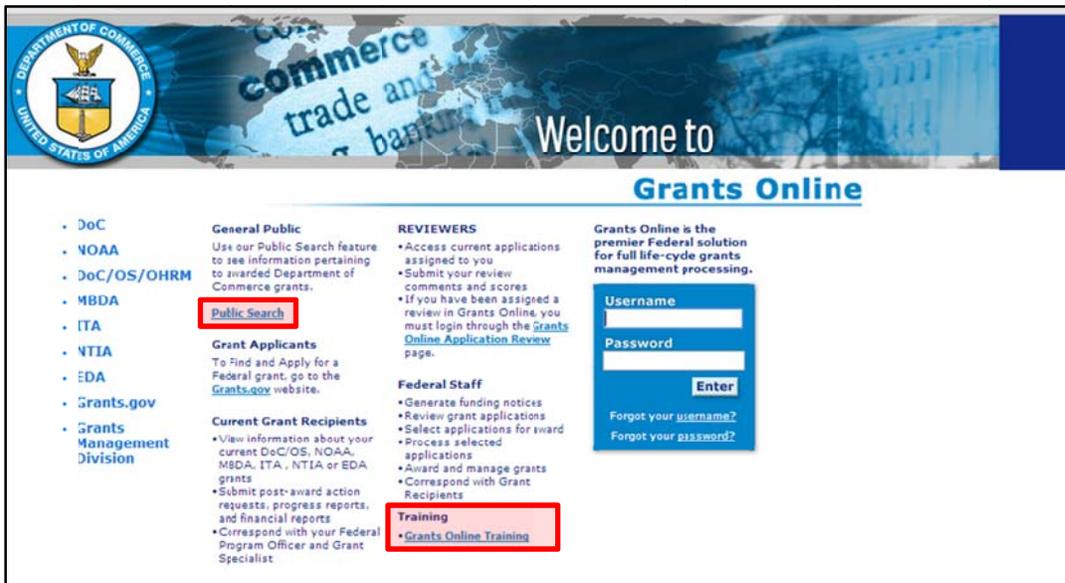
Getting Started: This module explains the basics of using Grants Online – the look and feel of the software, navigation, and customizations.

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.

The screenshot shows the Grants Online sign-in interface. On the left is a navigation menu with links to DoC, NOAA, DoC/OS/OHRM, MBDA, ITA, NTIA, EDA, Grants.gov, and Grants Management Division. The main content area is divided into several sections: 'General Public' (Public Search), 'Grant Applicants' (Find and Apply for a Federal grant), 'Current Grant Recipients' (View information about your current grants), 'REVIEWERS' (Access current applications, Submit review comments), 'Federal Staff' (Generate funding notices, Review grant applications), and 'Training' (Grants Online Training). On the right, there is a sign-in form with 'Username' and 'Password' fields, an 'Enter' button (highlighted with a red box), and links for 'Forgot your username?' and 'Forgot your password?'.



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.

The screenshot shows the 'Notice to Users' screen. It begins with a blue header and a disclaimer: 'This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy.' This is followed by a paragraph stating that all uses of the system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized personnel. A bolded statement reads: 'By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Federal Agency.' Below this is another paragraph about disciplinary action for unauthorized use and a final warning: 'LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.' An 'OK' button is located at the bottom right, highlighted with a red box.

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

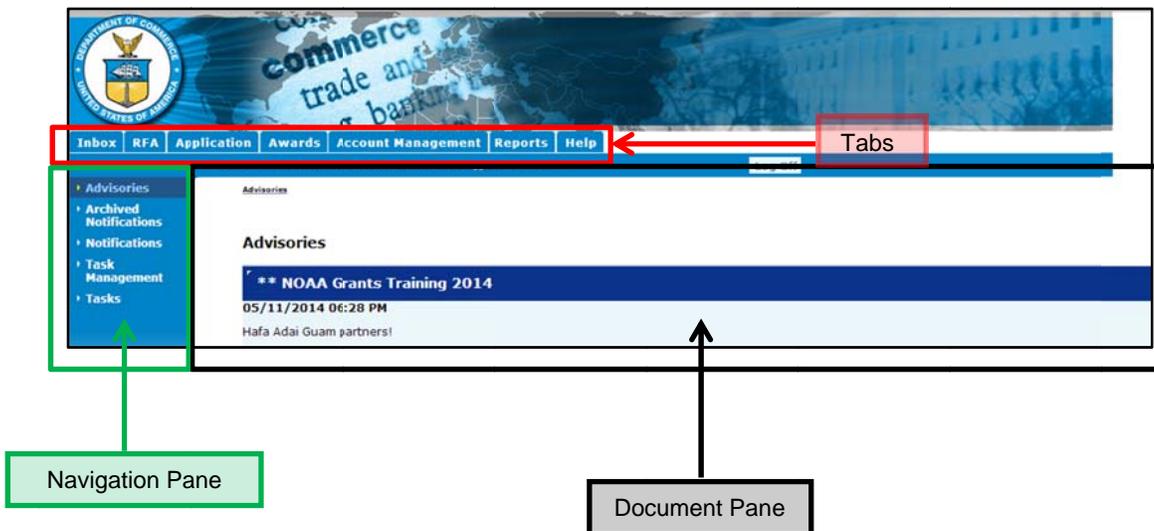
Grants Online Navigation

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

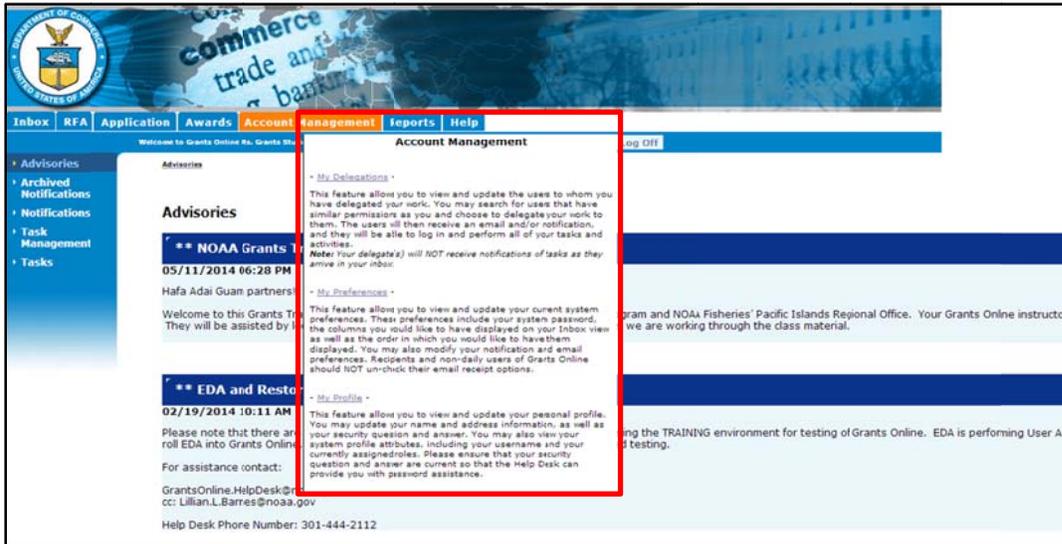
When the user has successfully signed into Grants Online, the system will default to the Inbox Tab. Grants Online is divided into several content areas:

- **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.

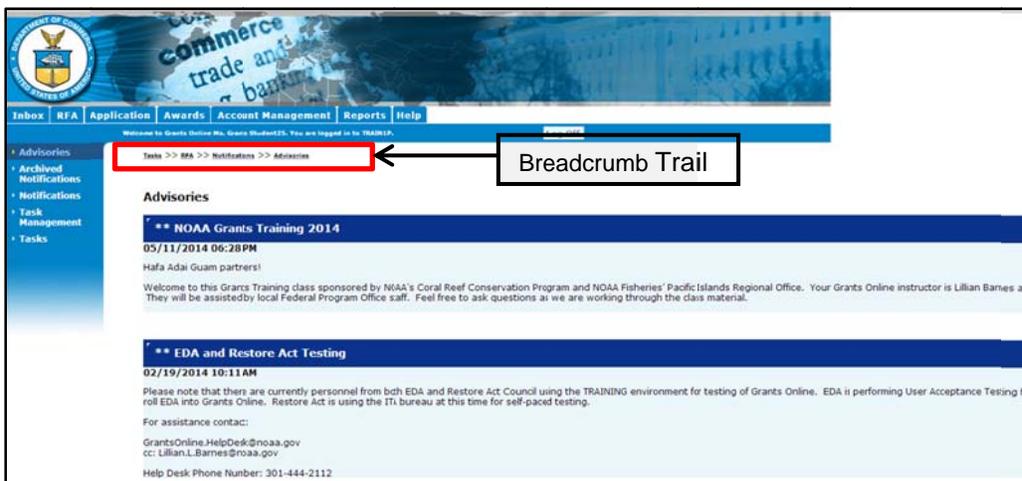


Other User Interface Features

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.

Contents Index Search

- User Guide
 - Global Navigation Bar
 - Left Navigation Menu
 - Login Screen
 - Disclaimer Page
 - Accept Delegations
 - Search Functionality
 - Advisories
 - Notifications
 - Archive
 - Tasks
 - Account Management
 - Sending Notifications
 - Profile
 - Preferences
 - Delegate Authority
 - System Administration
 - Manage Organizations
 - Roles
 - Users
 - System Advisories
 - Manager Certifications
 - Manager Programs
 - Manage Certifications
 - Certification Statuses
 - Viewing Users for Certification Progra
 - Granting Extensions to Users in Satis
 - Manually Modifying Requirement to Cc
 - Manually Changing User's Certification
 - Global Navigation Bar
 - Left Navigation Menu

[Hide](#)



Welcome to Grants Online

Please view the topics on the left for help in performing your work in Grants Online.

If you need to reach the Grants Online Help Desk, please call or email:
Toll free: 1-877-662-2478
Local (DC area): 301-444-2112
Email: GrantsOnline.HepDesk@noaa.gov
Hours: Monday-Friday, 8:00 am to 6:00 pm Eastern

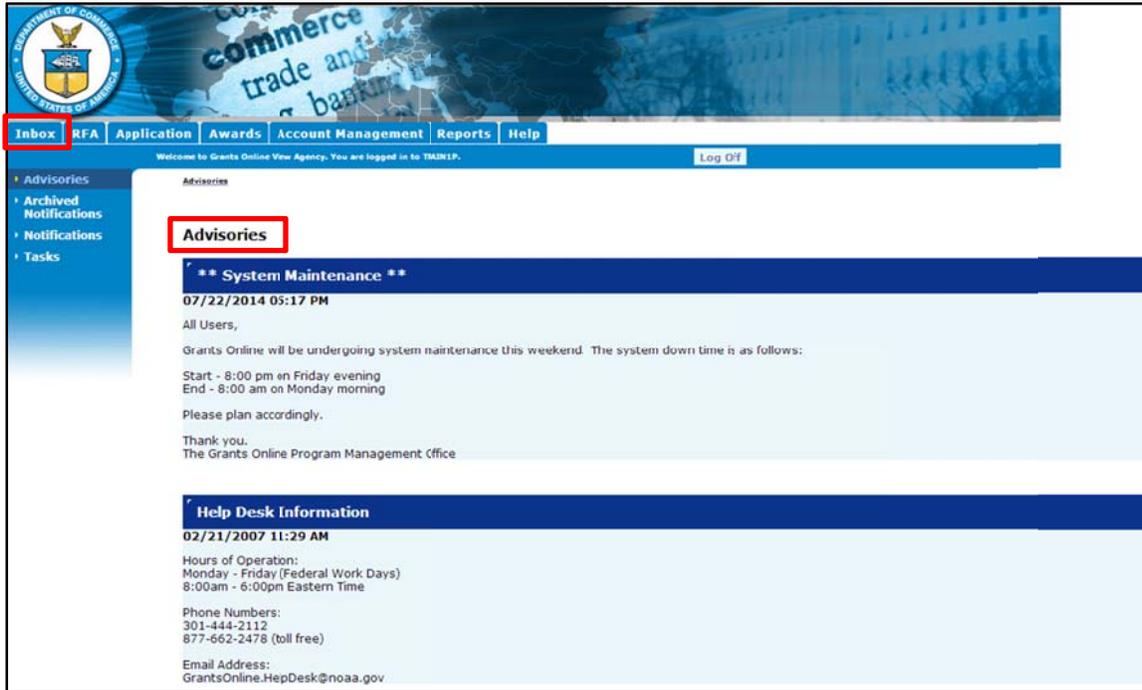
Note: You must call (or send an email with a phone number where you can be reached) for a password reset. Security regulations prohibit sending passwords by email.

Grants Online Help Desk personnel do not have expertise in the use of the Grants.gov application submission system. For questions regarding Grants.gov, please call the Grants.gov Help Desk at 1-800-518-4726.

[Please click here to access Grants Online Training](#)

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.

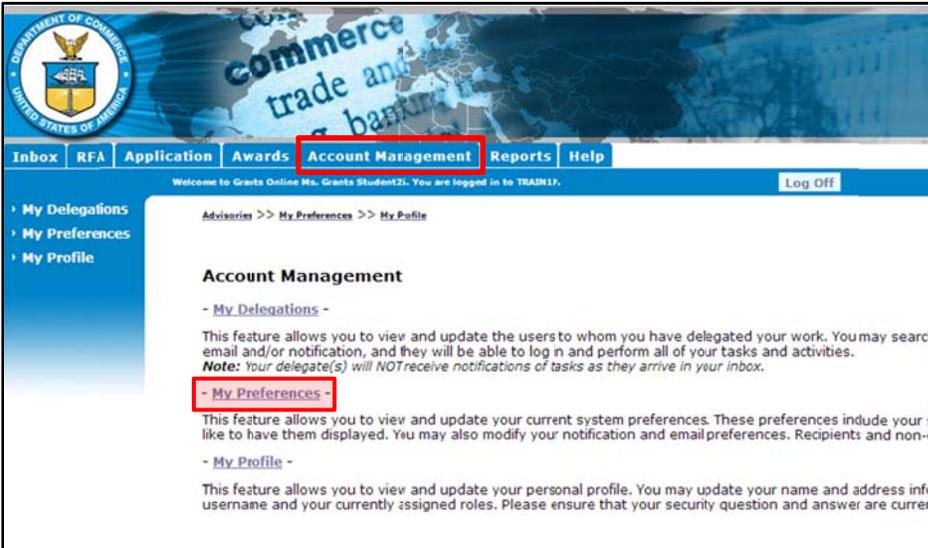


Account Management Tab

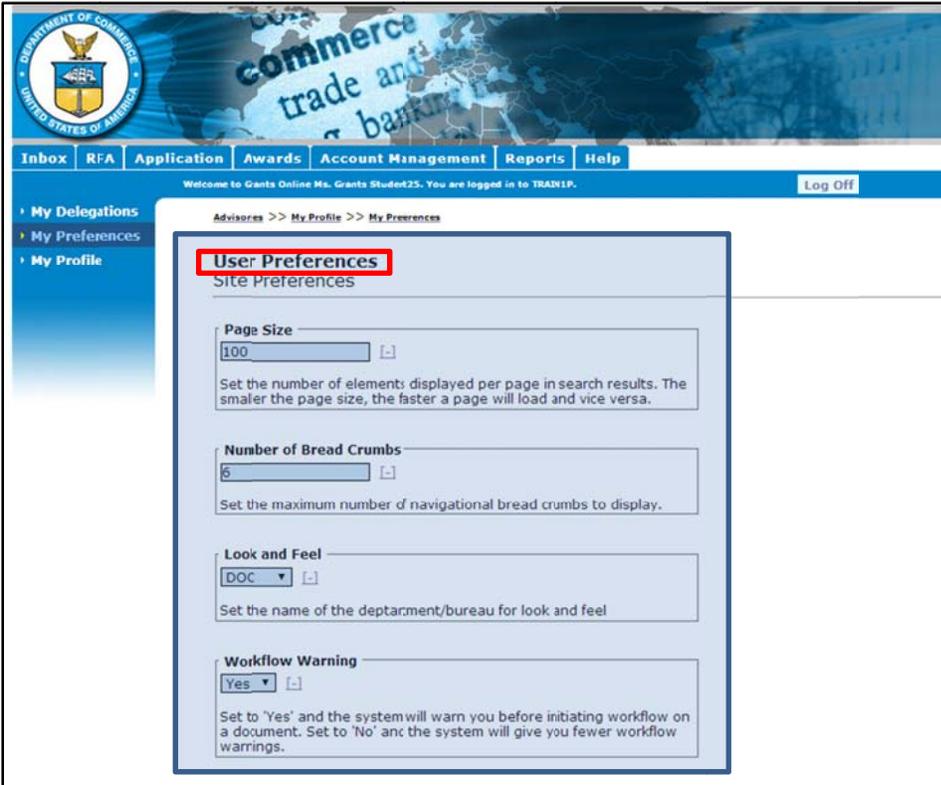
The Account Management Tab allows the user to view his/her Preferences and Profile. Since the Agency View role does not have any tasks, there is no need to use the My Delegations link.

User Preferences

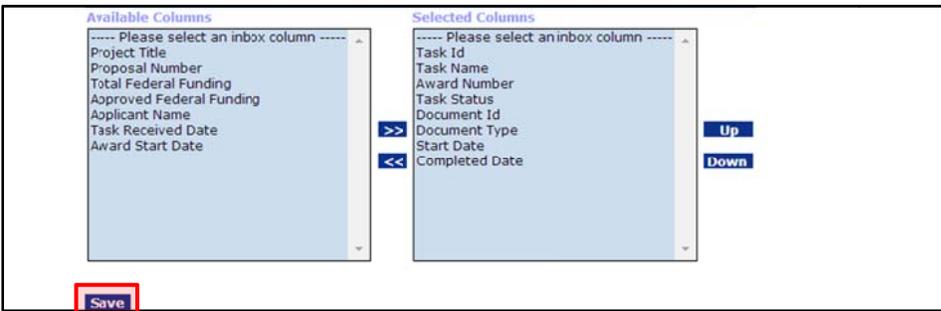
1. From the Account Management Tab, click the **My Preferences** link.



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.

User Preferences
Site Preferences

Page Size [-] [+]
Set the number of elements displayed per page in search results. The smaller the page size, the faster a page will load and vice versa.

Number of Bread Crumbs [-] [+]
Set the maximum number of navigational bread crumbs to display.

Look and Feel [-] [+]
Set the name of the department/bureau for look and feel

Workflow Warning [-] [+]
Set to 'Yes' and the system will warn you before initiating workflow on a document. Set to 'No' and the system will give you fewer workflow warnings.

Change 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.

Change Password

Old Password :^{*}

New Password :^{*}

Confirm New Password :^{*}

NOTE: Once the password is successfully modified you will be redirected to login page

Password Guidelines :

- Passwords must contain at least twelve (12) non-blank characters.
- Passwords cannot contain quotation marks.
- Passwords are case sensitive.
- A Password must begin with an alphabetic character.
- At least one of the characters must be a number(0-9).
- At least one of the characters must be a special character. The only special characters allowed are the underscore "_", dollar sign "\$", and
- Six of the characters may only occur once in the password.
- At least 3 characters must be different than the previous password.
- Passwords must not contain the user's account name or parts of the user's full name that exceed two consecutive characters.

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

Notification Preferences

	Grants Online Inbox	Email Inbox
System Generated Advisories		
Password Expiration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Scheduled Downtime	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Policy Update	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
System Generated Workflow		
Task Assignment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Item Submission	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delegation of Work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
System Generated Notices		
Expired Certification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Pending Due Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Overdue Item	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

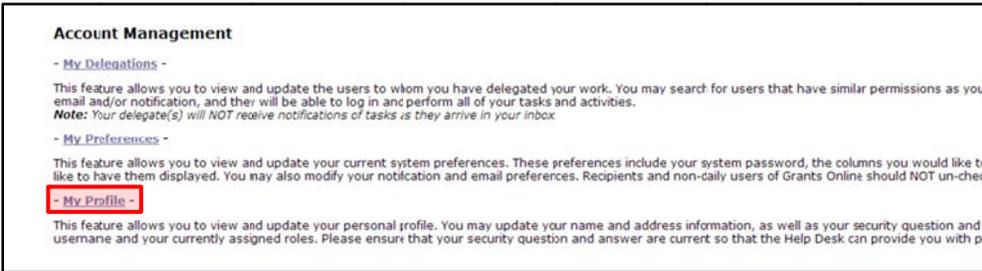
Task Preferences

General Tasks

Available Columns	Selected Columns
----- Please select an inbox column ----- Project Title Proposal Number Total Federal Funding Approved Federal Funding Applicant Name Task Received Date Award Start Date RFAName Competition Name	----- Please select an inbox column ----- Task Id Task Name Task Status Document Type Document Id Start Date Completed Date Award Number

User Profile

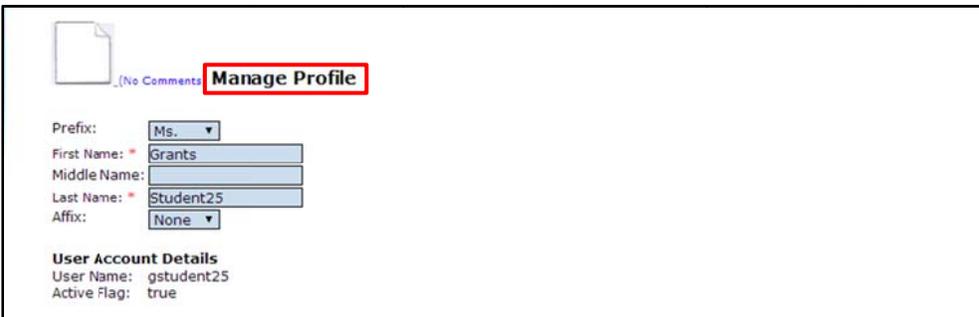
1. From the Account Management Tab, click the **My Profile** link.



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.



- 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.

[\[No Comments\]](#) **Manage Profile**

Prefix:

First Name:

Middle Name:

Last Name:

Affix:

User Account Details
 User Name: gstudent25
 Active Flag: true

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	20029 Century Blvd, Germantown, MD 20874-1143 USA	testem@msg2.rdc.noaa.gov

[Add a new affiliation >>](#)

Assigned Roles

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

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

[\[No Comments\]](#) **Manage Profile**

Prefix:

First Name:

Middle Name:

Last Name:

Affix:

User Account Details
 User Name: gstudent25
 Active Flag: true

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	20029 Century Blvd, Germantown MD 20874-1143 USA	testemail@msg2.rdc.noaa.gov

[Add a new affiliation >>](#)

Assigned Roles

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

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

Advisorin >> My Profile

Affiliation [Edit >>](#)

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
 Alternate Phone Number
 Fax Number
 E-Mail testemail@msg2.rdc.noaa.gov
 Alternate E-Mail

[Cancel](#)

- 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.

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](#)

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

(No Comments) **Manage Profile** [Edit >>](#)

Prefix: Ms.
 First Name: Grants
 Middle Name:
 Last Name: Student25
 Affix:
 Person D: 2010915

User Account Details
 User Name: gstudent25
 Active Flag: true

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	20029 Century Blvd, Germantown, MD 20874-1143 USA	testemail@msg2.rdc.noaa.gov

Assigned Roles

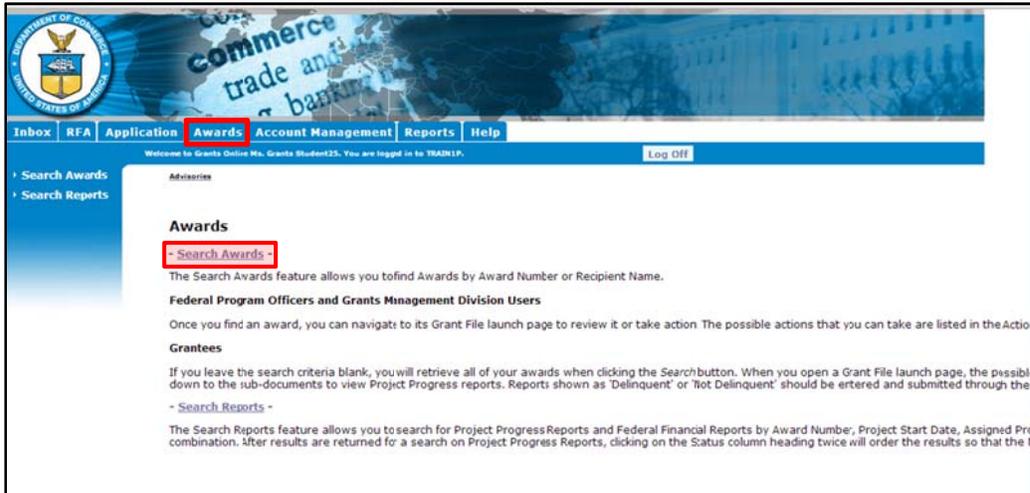
Role	Org ID	Organization
Federal Program Officer - Certified	2002468	GOT One Commerce Program Office (OCPO)

[Done](#)

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.

A screenshot of the 'Search Awards' form. The form contains several input fields: 'Award Number' (with the value 'NA14GOT9990192'), 'Recipient Name', 'Project Title', 'Award Status' (with a dropdown menu set to 'Open'), 'PI-PO Last Name', 'Supplementary Information Category' (with a dropdown menu), and 'Supplementary Value'. At the bottom of the form, there are two buttons: 'Search' and 'Reset', both highlighted with red boxes. Below the buttons, there is a note: 'Please use the above fields to narrow down your search. Searches are not case-sensitive. Fields can be partially completed to get all matching results. Use % as wildcard in search string.'

- 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.

Search Awards

Award Number:

Recipient Name:

Project Title:

Award Status:

PI-PD Last Name:

Supplementary Information Category:

Supplementary Value:

[Search](#) [Reset](#)

Please use the above fields to narrow down your search. Searches are not case-sensitive. Fields can be partially completed to get all matching results. Use % as wildcard in search string.

Search Results

One item found.1

Award Number	Org ID	Recipient Name	Project Title	Award Status	Principal Investigators: Project Directors
NA14GOT9990092	2002469	Institute for Community Managed Resources (ICMR)	Training Application 22	Accepted	Arthur Rep22

- Below is a screen that shows a portion of the organization’s information.

Institute for Community Managed Resources (ICMR)

(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 **2002469**
 Organization Type External Recipient
 Applicant Type Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Identification

DUNS Number 123455789 +4: N/A
 EIN Number 98-7654321
 MSI Code NONE Not an MSI

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 123 Main Street
 City Tamuning
 State GU
 Zip 20000
 Country GUM - Guam
 Phone 301-555-1212

SAM Mailing Address

SAM Mailing Name ICMR
 Street Address 123 Main Street
 City Tamuning
 State GU
 Zip 20000
 Country GUM - Guam

FFATA

Confidence Code N/A
 FIPS City Code 50000
 FIPS County Code 001

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

Search Awards

Award Number:

Recipient Name:

Project Title:

Award Status:

PI-PD Last Name:

Supplementary Information Category:

Supplementary Value:

Please use the above fields to narrow down your search. Searches are not case-sensitive.
Fields can be partially completed to get all matching results. Use % as wildcard in search string.

Search Results

One item found.1

Award Number	Org ID	Recipient Name	Project Title	Award Status	Principal Investigators- Project Directors
NA14GOT9990092	2002465	Institute for Community Managed Resources (ICMR)	Training Application 22	Accepted	Arthur Rep22

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@msq2.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 Rsk Recipient:** No

SF-425 Frequency: Not ASAP - Use SF-270 - Final 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
Pls - PDs: Arthur Rep22 **Closeout Date:** N/A

NON-INTERFACED

Sub Documents

Type	ID	Title	Status
Award Package	2257720	Training Application 22	Accepted
Special Award Condition Report	2257720	Special Award Condition Report	
Award File 0	2257720	Training Application 22	Accepted
Award File 1	2258941	Training Application 22	Approved

Export options: [Excel](#)

Associated Documents

Type	ID	Title	Status
Award Action Request	2258303	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 and Date	Subject	Created By
Memo for Record	2258922	07/10/2014	Memo for Training Documentation	Grants Student00
Email	2258920	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	09/31/2014		Accepted	\$1,000.00

Export options: [Excel](#)

Progress Reports

Type	ID	Period Start	Period End	Due Date	Status
Performance Progress Report	2253342	10/01/2013	03/31/2014	04/30/2014	Replaced
Performance Progress Report	2253346	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.

The screenshot shows the 'Grants File - NA14GOT9990092' screen. The 'Action:' dropdown menu is set to 'View Accounting Details', and the 'Submit' button is highlighted with a red box. Below the dropdown is a 'Your Comments:' text area with a 'Spell Check' button and a 'Save Comment' button at the bottom.

- c. The screen below is displayed.

The screenshot displays the 'Grant Information' section with the following details:

CFDA Number: 11.999	Award Period: 10/01/2013 - 09/30/2014	Program Office: GOT One Commerce Program Office (OCPO)
Program Officer: Grants Student10	Program Officer Phone: 301-555-1212	Program Officer Email: testemail@msg2.rdc.naa.gov
Total Federal Funding: \$500,000.00	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: 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 Application 22	Closeout Date: N/A
PIs - PDs: Arthur Rep22		

Accounting Details
No accounting information is available for this Award.

DISCLAIMER: Please note that the accounting information displayed is an extract from the agency accounting system data warehouse and may not reflect the official grants system but is not considered the official agency financial system of record. Official financial transactions must be obtained

[Cancel](#)

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.

Grants File - NA14GOT9990092

Id: 2257728
Status: Accepted

Action: View/Manage Award-related Personnel Submit

Your Comments:

[Spell Check](#)

[Save Comment](#)

- 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.

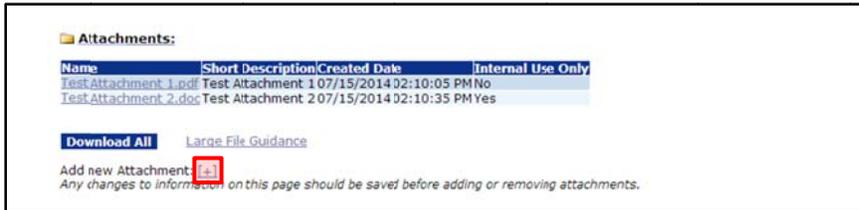
Recipient Administrator
WARNING: The "UnAssign" link will remove this person as an Recipient Administrator from ALL awards for this organization.

26 items found, displaying all items.1

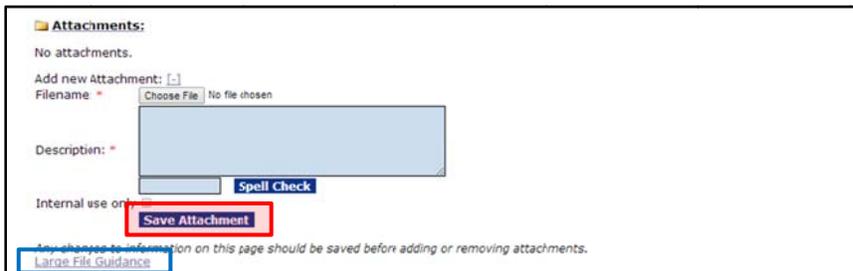
Name	Email	Phone	Address
Rep00, Arthur	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street, Washington, DC-20000
Rep01, Arthur	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street, Washington, DC-20000
Rep02, Arthur	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street, Washington, DC-20000
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	4257790	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 assigned to you.

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

Application Header Information

CFDA Number: 11.999	RFA Document ID: 2256776
Program Office: GOT 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	Total Estimated Cost: \$500,000.00
CFDA Number: 11.999	Award Number: NA14GOT9990092
	Award Period: 10/01/2013 - 09/30/2014

Internal Use Only

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

CD-450 Items

- Department of Commerce Financial Assistance Standard Terms and Conditions
- Government Wide Research Terms and Conditions
- Bureau Specific Administrative Standard Award Conditions
- Award Specific Special Award Conditions
- Line Item Budget (File Attached)
- 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-89, Cost Principles for State, Local, and Indian Tribal Governments
- OMB Circular A-122, Cost Principles for Nonprofit Organizations
- 48 CFR Part 31, Contract Cost Principles and Procedures
- OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations
- Department of Commerce Financial Assistance 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
- 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.

Sub Documents			
Type	ID	Title	Status
Award Package	2257720	Training Application 22	Accepted
Special Award Condition Report	2257720	Special Award Condition Report	Accepted
Award File 0	2257720	Training Application 22	Accepted
Award File 1	2258911	Training Application 22	Approved

Export options: [Excel](#)

- 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.

Grant Information

CFDA Number: 11.999	Award Period: 10/01/2013	Program Office: GOT One Commerce Program Office (OCPD)
Program Officer: Grants Student00	Phone: 301-555-1212	Program Officer Email: testemail@msg2.rfc.noaa.gov
Total Federal Funding: \$500,000.00	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 - i last interim report is required

Final Reports Due On: 12/29/2014
 Project Title: Training Application 22
 Closeout Date: N/A

NON-INTERFACED

Sub Documents

Type	ID	Title	Status
Award Package	2257720	Training Application 22	Accepted
Special Award Condition Report	2257720	Special Award Condition Report	Accepted
Award File 0	2257720	Training Application 22	Accepted

Export options: [Excel](#)

Associated Documents

Type	ID	Title	Status
Award Action Request	2258363	Equipment Purchase	Program Officer Actions - Not Started

Export options: [Excel](#)

Correspondence and Federal Reports (This section not viewable by recipient users.)
 Nothing found to display.

Progress Reports

From	To	Subject	Created Date	Due Date	Status
special-award-....pdf					

3. Award File 0 (Original Award)

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

Sub Documents			
Type	ID	Title	Status
Award Package	2257720	Training Application 22	Accepted
Special Award Condition Report	2257720	Special Award Condition Report	Accepted
Award File 0	2257720	Training Application 22	Accepted
Award File 1	2258911	Training Application 22	Approved

Export options: [Excel](#)

- 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 Training Application	Funding Opportunity Number:	NOAA-GOT-OCPO-2014-2003550
CFDA Number:	11.999	Award File Period:	10/01/2013 - 09/30/2014
Program Officer:	Grants Stuent00	Program Officer Phone:	301-555-1212 EXT-null
Program Office:		Program Officer Email:	testemail@msg2.rd.noaa.gov
Grants Specialist:	NOAA Grants Specialist	Grants Specialist Phone:	301-555-1212 EXT-null
Grants Specialist Email:		Grants Specialist Email:	testemail@msg2.rd.noaa.gov
Federal Funding:	\$500,000.00	Non Federal Funding:	\$0.00
Project Title:	Training Application 22	NON-INTERFACED	
Organization Name:	Institute for Community Managed Resources (ICMR)	High Risk Recipient:	No
Multi-Year:	No	ASAP Recipient:	No

Sub Documents

Type	ID	Title	Status
Application	2257299	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](#)

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_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	Download of All 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	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	2258041	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 Officer:	Grants Student00	Program Officer Phone:	301-551-1212 E: null
Grants Specialist:	NOAA Grants Specialist	Grants Specialist Phone:	301-551-1212 E: null
Federal Funding:	\$100.00	Non Federal Funding:	\$0.00
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: CAMRFirstApproverActions - Not Started

Export options: [Excel](#)

Associated Documents

Type	ID	Title	Status	Program Officer
Grants File	2237726		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.

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 Date: 12/29/2014 Project Title: Training Application 22 PEs - PDS: Arthur Rep22 Closeout Date: N/A NON-INTERFACED

Equipment Purchase - NA14GOT999092
THIS DOCUMENT IS LOCKED

Attachments:
No attachments.

Equipment Purchase
Guidance

Was Lease vs. Purchase Analysis Completed: Yes, please attach analysis for PO's review No, please provide justification for not doing the analysis

Equipment Description*
Equipment
[Text Area]
[Spell check]

Justification*
To purchase a truck to be used to
[Text Area]
[Spell check]

Award Action Request Report
Cancel

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

Equipment Purchase - NA14GOT999092
THIS DOCUMENT IS LOCKED

Attachments:
No attachments.

Equipment Purchase
Guidance

Was Lease vs. Purchase Analysis Completed: Yes, please attach analysis for PO's review No, please provide justification for not doing the analysis

Equipment Description*
Equipment
[Text Area]
[Spell check]

Justification*
To purchase a truck to be used to
[Text Area]
[Spell check]

AAR (1).pdf

2. Organization Profile Change Request

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

Associated Documents			
Type	ID	Title	Status
Award Action Request	2258936	EquipmentPurchase	ProgramOfficerActions - Not Started
Organization Profile Change Request	2258929	Institute for Community Managed Resources(ICMR)	Withdrawn

Export options: [Excel](#)

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

Organization Profile Change Request

Id: 2258929
Status: Withdrawn
[Go to Organization Profile Change Request Details Page >>](#)

This document currently has no tasks assigned to you.

Workflow History
[Print Workflow History](#)

Sub Documents
 Nothing found to display.

Associated Documents

Type	ID	Title	Status	Program Officer
Grants File	2241272		Pending Acceptance	
Grants File	2241240		Pending Acceptance	
Grants File	2241245		Pending Acceptance	
Grants File	2241240		Accepted	
Grants File	2241260		Pending Acceptance	
Grants File	2241265		Pending Acceptance	
Grants File	2241284		Pending Acceptance	
Grants File	2241279		Pending Acceptance	

- c. This page is locked for editing.

Organization Profile Change Request
 Organization: Institute for Community Managed Resources (ICMR) (2002469)
 Request ID: 2258929
THIS REQUEST IS LOCKED

Profile Field	Current Value	Requested Change
Physical Address		
Phone	301-555-1212	671-555-1212

Justification for Changes

Creating Record for Training Manual

35 / 4000 [Spell Check](#)

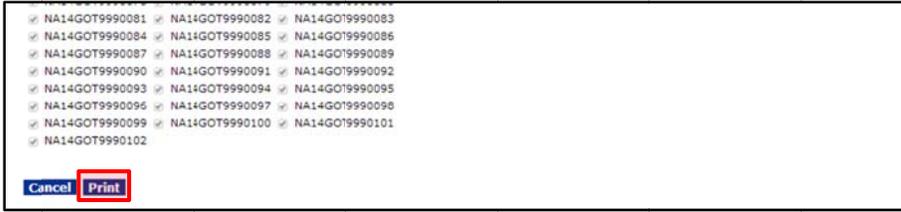
Attachments:
 No attachments.

Selected organization:

This request impacts the following awards:

- NA11GOT9990001 NA11GOT9990002 NA11GOT9990003
- NA11GOT9990004 NA11GOT9990005 NA11GOT9990006
- NA11GOT9990007 NA11GOT9990008 NA11GOT9990009
- NA11GOT9990010 NA11GOT9990011 NA11GOT9990012
- NA11GOT9990013 NA11GOT9990014 NA11GOT9990015

- 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.

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

Type	ID	Date / Start Date	End Date	Subject	Created By
Memo for Record	92359938	07/10/2014		Memo for Training Documentation	Grants Student00
Email	2258928	07/09/2014		Test Email	Grants Student00

Export options: [Excel](#)

- 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.

The screenshot shows a web form titled "Correspondence and Federal Reports - NA14GOT9990092". Under the "Attachments" section, it says "No attachments." and provides a link to "Add new Attachment: [+]" and "Large File Guidance". The form has several fields: "Type:" with a dropdown menu set to "Memo for Record"; "Date or Start Date:" with a date picker set to "07/10/2014"; "End Date:" with an empty date picker; "Title or Subject:" with a text box containing "Memo for Training Documentation" and a larger text area below it containing "Training Memo". There is a "Comments:" label to the left of the text area. At the bottom left, it says "Created By: Grants Student00". At the bottom right, there is a "Spell Check" button. At the very bottom, there are three buttons: "Save", "Cancel", and "Run Report". The "Save" and "Run Report" buttons are highlighted with red boxes.

- 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.

This screenshot is similar to the one above, but with some changes. The "Date or Start Date:" is now "07/10/2014". The "Title or Subject:" text box now contains "Memo for Training Documentation" and the larger text area below it contains "Training Memo. Adding more information to the existing data." The "Run Report" button is now highlighted with a red box. At the bottom of the page, there is a download notification for a file named "Correspondenc...pdf", which is also highlighted with a red box.

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

Correspondence and Federal Reports (This section not viewable by recipient users.)					
Type	ID	Date / Start Date	End Date	Subject	Created By
Memo for Record	2255928	07/10/2014		Memo for Training Documentation	Grants Student00
Email		07/09/2014		Test Email	Grants Student00

Export options: [Excel](#)

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

Correspondence and Federal Reports - NA14GOT999092

Attachments:

Name	Short Description	Created Date	Internal Use Only	Remove
Correspondence Email for Sample Award.pdf	Sample Email	07/10/2014 11:13:50 AM	No	Remove

Download All [Large File Guidance](#)

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

Type: *

Date or Start Date: * End Date:

Title or Subject: *

Comments:

Created By: Grants Student00

[Save](#) [Cancel](#) [Run Report](#) [Spell Check](#)

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

Correspondence and Federal Reports - NA14GOT999092

Attachments:

Name	Short Description	Created Date	Internal Use Only	Remove
Correspondence Email for Sample Award.pdf	Sample Email	07/10/2014 11:13:50 AM	No	Remove

Download All [Large File Guidance](#)

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

Type: *

Date or Start Date: * End Date:

Title or Subject: *

Comments:

Created By: Grants Student00

[Save](#) [Cancel](#) [Run Report](#) [Spell Check](#)

 Correspondenc....pdf

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.

<u>Supplementary Information</u>			
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) (Follow 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 <input type="checkbox"/> Yes <input type="checkbox"/> No	7. Basis <input type="checkbox"/> Cash <input type="checkbox"/> 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	I 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		OMB APPROVAL NO. 0348-0003	
<p>(See instructions on the back. If report is for more than one grant or assistance agreement, attach completed Standard Form 272A.)</p>		1. Federal sponsoring agency and organizational element to which this report is submitted	
<p>2. RECIPIENT ORGANIZATION</p> <p>Name: _____</p> <p>Number and Street: _____</p> <p>City, State and ZIP Code: _____</p>		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
		<i>Give total number for this period</i>	
		8. Payment Vouchers credited to your account	9. Treasury checks received (whether or not deposited)
<p>3. FEDERAL EMPLOYER IDENTIFICATION NO. _____</p>		10. PERIOD COVERED BY THIS REPORT	
		FROM (month, day, year) _____	TO (month, day, year) _____
<p>11. STATUS OF FEDERAL CASH</p> <p>(See specific instructions on the back)</p>	a. Cash on hand beginning of reporting period		\$ _____
	b. Letter of credit withdrawals		_____
	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		\$ _____
<p>12. THE AMOUNT SHOWN ON LINE 11j, ABOVE, REPRESENTS CASH REQUIREMENTS FOR THE ENSUING</p> <p style="text-align: right;">Days</p>	13. OTHER INFORMATION		
	a. Interest income		\$ _____
b. Advances to subgrantees or subcontractors		\$ _____	
<p>14. REMARKS (Attach additional sheets of plain paper, if more space is required)</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>			
15. CERTIFICATION			
<p>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.</p>	AUTHORIZED	SIGNATURE	DATE REPORT SUBMITTED
	CERTIFYING OFFICIAL	TYPED OR PRINTED NAME AND TITLE	TELEPHONE (Area Code, Number, Extension)
<p>THIS SPACE FOR AGENCY USE</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>			

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

FEDERAL FINANCIAL REPORT								
<small>(Follow form instructions)</small>								
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	7. Basis of Accounting			
				<input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	<input type="checkbox"/> Cash <input type="checkbox"/> Accrual			
8. Project/Grant Period From: (Month, Day, Year)			To: (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)			
10. Transactions						Cumulative		
<i>(Use lines a-c for single or multiple grant reporting)</i>								
Federal Cash (To report multiple grants, also use FFR Attachment):								
a. Cash Receipts								
b. Cash Disbursements								
c. Cash on Hand (line a minus b)								
<i>(Use lines d-o for single grant reporting)</i>								
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 information 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:				
<small>Standard Form 425 - Revised 6/28/2010 OMB Approval Number: 0348-0061 Expiration Date: 10/31/2011</small>								
Paperwork Burden Statement <small>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.</small>								

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

REQUEST FOR ADVANCE OR REIMBURSEMENT				
<i>(See instructions on back)</i>				
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY		
6. EMPLOYER IDENTIFICATION NUMBER		7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER		
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 <i>(As of date)</i>	\$	\$	\$	\$ 0.00
b. Less: Cumulative program income				0.00
c. Net program outlays <i>(Line a minus line b)</i>		0.00	0.00	0.00
d. Estimated net cash outlays for advance period				0.00
e. Total <i>(Sum of lines c & d)</i>		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 <i>(Line g minus line h)</i>		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 <i>(Line a minus line b)</i>			\$ 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 Reimbursement Details Page >>](#)

This document currently has no tasks assigned to 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.

Request for Advance or Reimbursement - NA14GOT9990092

1. Type of Payment Requested* (a.) Advance Reimbursement (b.)* Final Partial

2. Basis of Request* Cash Accrual

3. Federal Agency and Organization Element to Which Report is Submitted Department of Commerce/NOAA

4. Federal Grant or Other Identifying Number Assigned by Federal Agency NA14GOT9990092

5. Partial Payment Request Number For This Request 0

6. EIN Number 987654321

7. Recipient Identifying Number or Account Number NOAA

8. Period Covered By This Request * 10/01/2013 - 03/31/2014 (MM/DD/YYYY - MM/DD/YYYY)

9. Recipient Organization
Institute for Community Managed Resources (ICMR)
123 Main Street, Tamuning, GU 20000

10. Payee Where payment is to be sent if different than item 9
Name:
Address:
Number and Street:
City, State and Zip:

11. Computation

Internal Use Only
DoNotPay check is complete

SF-270 Instructions
Note: If the Special Award Conditions require submission of supporting documentation with the SF-270, attach that documentation here.

Attachments:
No attachments.

ATTACHING A FILLED OUT COPY OF THE SF-270 IS NOT ACCEPTABLE AND THE SUBMISSION WILL BE REJECTED. YOU MUST FILL OUT THE SF-270 IN THE FORM ABOVE.

Cancel **Print Report**

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

Request for Advance or Reimbursement - NA14GOT9990092

1. Type of Payment Requested* (a.) Advance Reimbursement (b.)* Final Partial

2. Basis of Request* Cash Accrual

3. Federal Agency and Organization Element to Which Report is Submitted Department of Commerce/NOAA

4. Federal Grant or Other Identifying Number Assigned by Federal Agency NA14GOT9990092

5. Partial Payment Request Number For This Request 0

6. EIN Number 987654321

7. Recipient Identifying Number or Account Number NOAA

8. Period Covered By This Request * 10/01/2013 - 03/31/2014 (MM/DD/YYYY - MM/DD/YYYY)

9. Recipient Organization
Institute for Community Managed Resources (ICMR)
123 Main Street, Tamuning, GU 20000

10. Payee Where payment is to be sent if different than item 9
Name:
Address:
Number and Street:
City, State and Zip:

11. Computation

Internal Use Only
DoNotPay check is complete

SF-270 Instructions
Note: If the Special Award Conditions require submission of supporting documentation with the SF-270, attach that documentation here.

Attachments:
No attachments.

ATTACHING A FILLED OUT COPY OF THE SF-270 IS NOT ACCEPTABLE AND THE SUBMISSION WILL BE REJECTED. YOU MUST FILL OUT THE SF-270 IN THE FORM ABOVE.

SF270 (2).pdf

Progress Reports

1. Performance Progress Report

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

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](#)

- 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**.

Advisories >> Search Awards >> Grants File - NA14GOT9990092 >> Performance Progress Report - NA14GOT9990092

Performance Progress Report - NA14GOT9990092

Id: 2258342
Status: Replaced

[Go to Performance Progress Report Details Page >>](#)

This document currently has no tasks assigned to you.

- 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.

Performance Progress Report - NA14GOT9990092

THIS DOCUMENT IS LOCKED

Attachments:
 No attachments.

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

Use the "Add new Attachment: [+]" link to attach the report.

Clarifying comments:
 Semi Progress Report

[Spell Check](#)

Reporting Period * 10/01/2013-03/31/2014 **Due Date** 04/30/2014 **Final Report** Yes No

Recipient Principal Investigators/Project Directors:
 One item found.1

Name	Telephone	Submitting?
Rep22, Arthur	301-555-1212	N

Recipient Authorized Representatives:
 One item found.1

Name	Telephone
Rep22, Arthur	301-555-1212

Submitted On: 05/22/2014
Accepted On: 05/22/2014

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.

Award File 0 - NA14GOT9990092

Id: 2257729
Status: Accepted

Action: Plse select an action Submit

Your Comments:

Spell Check

Save Comment

Workflow History

Attachments:

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:	10/01/2013 - 09/30/2014
Program Officer:	Grants Student00	Program Officer Phone:	301-555-1212 EXT-rull
Grants Specialist:	NOA Grants Specialist	Grants Specialist Phone:	301-555-1212 EXT-rull
Federal Funding:	\$50,000.00	Non Federal Funding:	\$0.00
Project Title:	Traning Application 22	Program Office:	GOT One Commerce Program Office (OCPO)
Organization Name:	Institute for Community Managed Resources (ICMR)	Program Officer Email:	testemail@msg2.rdc.noaa.gov
Multi-Year:	No	Grants Specialist Email:	testemail@msg2.rdc.noaa.gov
ASAP Recipient:	No	NON-INTERFACED:	No
High Risk Recipient:	No		

Sub Documents

Type	ID	Title	Status
Application	2257729	Institute for Community Managed Resources (ICMR) ...	ProgramOfficerActions - Complete
CD450	2257730	Training Application 22	Accepted
PO Checklist	2257731	Training Application 22	ProgramOfficerActions - Complete
NEPA	2257722	Training Application 22	NEPAOfficialActions - Complete
GMD Checklist	2257729	Training Application 22	Complete
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](#)

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 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.m	Download of All Files		Yes	

Export options: [Excel](#)

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.

Rep18, Arthur	testemail@msg2.rdc.noaa.gov	301-555-1212	123 Main Street, Washington, DC-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

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 all 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.

Award File 0 - NA14GOT9990092

Id: 2257729
Status: Accepted

Action: View Accounting Details **Submit**

Your Comments:

Spell Check

Save Comment

- c. The screen below is visible.

Grant Information

CFDA Number: 11.999	Award Period: 10/01/2013 - 09/30/2011	Program Office: GOT One Commerce Program Office (OCPD)
Program Officer: Grants Student00	Program Officer Phone: 301-555-1212	Program Officer Email: testemail@msg2.rdc.noaa.gov
Total Federal Funding: \$500,000.00	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 Application 22	Closeout Date: N/A
Finals - PDs: Arthur Rep22		
NON-INTERFACED		

Accounting Details

No accounting information is available for this Award.

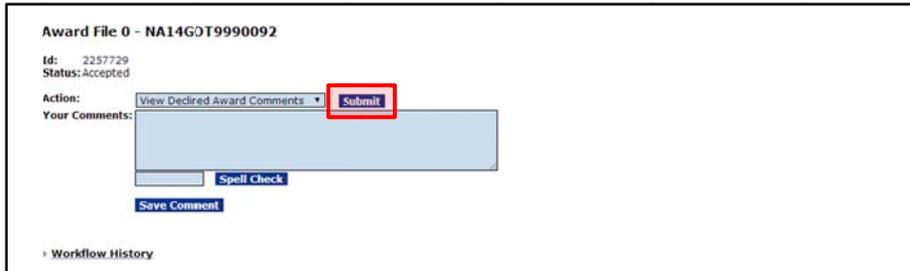
DISCLAIMER: Please note that the accounting information displayed is an extract from the agency accounting system data warehouse and may not reflect the exact information in the grants system but is not considered the official agency financial system of record. Official financial transactions must be obtained from the agency's accounting system.

Cancel

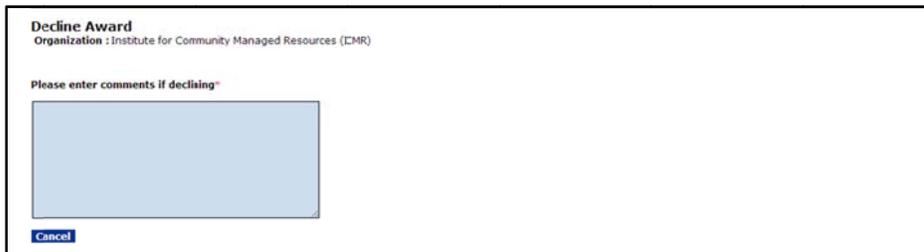
NOTE: For security reasons, accounting information is excluded from the training manual.

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.

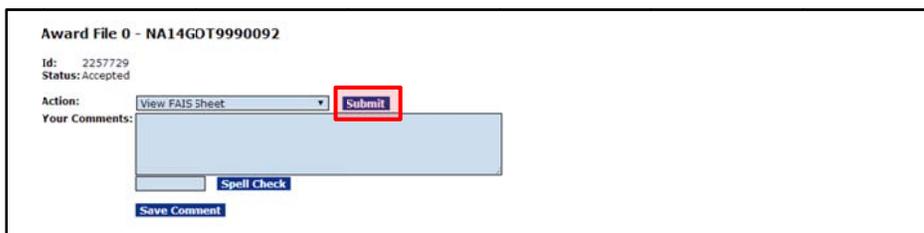


- c. The following screen is displayed. This screen is locked for additional data entry.



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.

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 96900 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 12. Training

[Cancel](#)

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.

Award File 0 - NA14GOT9990092

ID: 2257729
Status: Accepted

Action: View Reporting Frequencies [Submit](#)

Your Comments:

[Spell Check](#)

[Save Comment](#)

c. The following screen shot is visible.

Reporting Frequencies set in this Award File

Performance Progress Report

Frequency

- Semi-Annually
- Synchronized to the Federal Financial Report periods
- Annual: (for multi-year/institutional)
- Quarterly
- Not Required (for "No Specific Purpose" awards). No final report required. Final report selection is not relevant.
- Not Required (for Single Year awards). One report, covers award period up to 12 months and is due 90 days after expiration date of award

Final Report

- Comprehensive - a final interim report is required
- Comprehensive - a final interim report is not required
- Last Report

FFR - Federal Financial Report

- Quarterly Cash Flow (Lines 10.a-c) with Final Full Report
- Semi-Annual Cash Flow (Lines 10.a-c) with Final Full Report
- Annual Cash Flow (Lines 10.a-c) with Final Full Report
- Quarterly Full Report with Final Full Report
- Semi-Annual Full Report with Final Full Report
- Annual Full Report with Final Full Report
- Final Full Report Only - No Interim Reports
- Not Required

[Done](#)

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.

Workflow History									
Name	Date Assigned	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User	Comments
Accept/Decline Award	05/19/2014 07:22:44 AM	05/21/2014 09:13:28 AM	05/21/2014 09:28:05 PM	Arthur, Rep22	RecipientAuthorizedRepresentative	AcceptAward	Complete		
Review Award File	05/16/2014 12:33:46 AM	05/16/2014 01:09:23 AM	05/16/2014 01:09:23 AM	NOAA Grants Officer	Grants Officer	ApproveAwardFile	Complete		
Review Award File	05/16/2014 12:28:32 AM	05/16/2014 12:33:46 AM	05/16/2014 12:33:46 AM	NOAA Grants Specialist	Grants Specialist	ForwardToGrantsOfficer	Complete		
Forward/Revise Award File	05/16/2014 12:25:53 AM	05/16/2014 12:26:32 AM	05/16/2014 12:26:32 AM	Grants Student00	Program Officer	ForwardToGrantsSpecialist	Complete		

[Print Award File History](#)

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

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:	10/01/2013 - 09/30/2014
Program Officer:	Grants Student00	Program Officer Phone:	301-555-1212 EXT-null
Grants Specialist:	NOAA Grants Specialist	Grants Specialist Phone:	301-555-1212 EXT-
Federal Funding:	\$500,000.00	Non Federal Funding:	\$0.00
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			
Icon	ID	Title	Status
		Workflow-Histo...pdf	

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.

Workflow History

Name	Date Assigned	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Com
Accept/Denied award	05/19/2014 07:22:44 AM	05/21/2014 09:13:28 PM	05/21/2014 09:28:05 PM	grants Student00	Recipient/Authorize/Representative	AcceptAward	Complete	
Review Award File	05/16/2014 12:33:46 AM	05/16/2014 01:09:23 AM	05/16/2014 01:09:23 AM	NOAA Grants Officer	GrantsOfficer	ApproveAwardFile	Complete	
Review Award File	05/16/2014 12:26:32 AM	05/16/2014 12:33:46 AM	05/16/2014 12:33:46 AM	NOAA Grants Specialist	GrantsSpecialist	ForwardToGrantsOfficer	Complete	
Forward/Revise Award File	05/16/2014 12:25:53 AM	05/16/2014 12:26:32 AM	05/16/2014 12:26:32 AM	grants Student00	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Export options: Email
Print Award File History

Attachments:

Name	Short Description	Created Date	Internal Use Only
Test Attachment 1.pdf	Test Attachment	1 07/15/2014 02:11:25 PM	No
Test Attachment 2.doc	Test Attachment	2 07/15/2014 02:11:49 PM	Yes

Download All Large File Guidance

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.

Pending Actions ✓
Nothing found to display.

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.

Pending Actions ✗
One item found. 1

ID	Start Date	Federal Funding	Fiscal Year	Last Action	Status	Last Action Date	Last Action User
Procurement Request and Commitment of Funds 2258925	07/07/2014	2014	2014	Procurement Request and Commitment of Funds: Not Started			Grants Student00

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:	NOAA-GOT-OCPO-2014-2003550
CFDA Number:	11.999	Award File Period:	10/01/2013 - 09/30/2014
Program Officer:	Grants Student00	Program Officer Phone:	301-555-1212 EX-null
Grants Specialist:	NOAA Grants Specialist	Grants Specialist Phone:	301-555-1212 EX-null
Federal Funding:	\$500,000.00	Non Federal Funding:	\$0.00
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.

Sub Documents			
Type	ID	Title	Status
Application	2256799	Institute for Community Managed Resources (ICMR) -...	Program Officer Actions - Complete
CD450	2257790	Training Application 22	Accepted

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

Application - NA14GOT9990092

Id: 2256799
Status: Program Officer Actions - Complete

[Go to Application Details Page >>](#)

This document currently has no tasks assigned to you.

- 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

THIS DOCUMENT IS LOCKED

Application Details - SF-424 - NA14GOT9990092

Audit Trail:

Attachments:

[-] Program Office Added Information

Proposal Number:

Project Type: Construction Non-Construction

Principal Investigators-
Project Directors:

Keyword(s):

Principal Place Of Performance : [Search FIPS Data](#) [Guidance](#)

Application Submission Type and Date Information

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

Type of Application: New Continuation Revision Renewal Resubmission

If Revision, select appropriate letter(s):

Use format MM/DD/YYYY for date fields.

Project Start Date: 10/01/2013 Project End Date: 09/30/2014 Submitted Date:

State Received Date: Federal Agency Received Date: 05/10/2014 Time: 11:00 PM Eastern

Applicant Identifier: State Application Identifier: Federal Identifier:

Applicant Information [Organization Profile](#)

Legal Name: Institute for Community Managed Resources (ICMR)

Department Name:

Division Name:

Duns Number: 123456789 (9 or 13 digit number) EIN Number: 98-7654321 (xx-xxxxxxx)

The bottom portion of the SF-424

Street: 123 Main Street
 City: Tamuning County:
 State: * Guam Province:
 Country: GUM Zip: 20000

Name and Telephone number of person to be contacted on application matters
 Prefix: First Name: Middle Name: Last Name: Suffix:
 None None
 Title:
 Organization Affiliation:
 Phone Number: Fax Number:
 Email:

Other Application Information
 Type of Applicant1: * Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
 Type of Applicant2: * Please Select Applicant Type
 Type of Applicant3: * Please Select Applicant Type
 Descriptive Title of Applicant's Project: * Training Application 22
 Project Areas:
 CFDA Number: * 11.999 - Grants Online Training Program
 Name of Federal Agency: NOAA
 Applicant Congressional District: Project Congressional District:
 Is the Applicant Delinquent on any Federal Debt? Yes No
 Is Application Subject to Review by State Executive Order 12372 Process?
 a. This application was made available to the State under the Executive Order 12327 Process for review on
 b. Program is subject to E.O. 12372 but has not been selected by the state for review.
 c. Program is not covered by E.O. 12372.

Authorized Representative
 Prefix: First Name: Middle Name: Last Name: Suffix:
 None Arthur Rep22 None
 Title:
 Phone Number: 111-111-1111 Fax Number:
 Email: testemail@msg2.rdc.noaa.gov

Application Funding Details: *
 Total Funding: * 1,000,000.00
 Multi Year Award: No

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Funding	Program Income	Action
2014	10/01/2013	09/30/2014	\$1,000,000.00	0.00	\$0.00	\$0.00	\$0.00	\$1,000,000.00	\$0.00	View

[Cancel](#)

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) -...	Program Officer Actions - Complete
CD450	2257790	Training Application 22	Accepted
PO Checklist	2257731	Training Application 22	Program Officer Actions - Complete

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

Grants File - NA14GOT9990092 >> Application - NA14GOT9990092 >> Award File 0 - NA14GOT9990092 >> CD-450 - NA14GOT9990092

CD-450 - NA14GOT9990092

Id: 2257790
Status: Accepted
[Go to CD-450 Details Page >>](#)

c. The screen image shown below is visible.

Application Header Information

CFDA Number: 11.999	RFA Document ID: 2256776
Program Office: GOT One Commerce Program Office (OCPO)	RFA Document Title: RFA for 2014 Pacific Island Training Application
Application ID: 2256799	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: \$500.00
Street Address: 123 Main Street	Recipient Share of Cost: \$0.00
City, State, Zip: Tamuning , GU 20000	Total Estimated Cost: \$500.00
CFDA Number: 11.999	Award Number: NA14GOT9990092
	Award Period: 10/01

Internal Use Only

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

CD-450 Items

- Department of Commerce Financial Assistance Standard Terms and Conditions
- Government Wide Research Terms and Conditions
- Bureau Specific Administrative Standard Award Conditions
- Award Specific Special Award Conditions
- Line Item Budget (File Attached)
- 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
- OMB Circular A-122, Cost Principles for Nonprofit Organizations
- 48 CFR Part 31, Contract Cost Principles and Procedures
- 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
- Other(s)

Attachments:

Name	Short Description	Created Date	Internal Use Only
NA14GOT9990092 Official Accepted CO-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](#)

Grants Officer: NOAA Grants Officer
 Recipient Authorized Representative: Arthur Rep22
 Last CBS Validation: Status: _____

Signature Date: 05/16/2014
 Signature Date: 05/21/2014

This award approved by the Agency Grants Officer constitutes an obligation of Federal funding. By electronically signing, the Recipient agrees to comply with the Award provisions checked on this document, as electronically signed without modification by the Recipient within 30 days of receipt. The Grants Officer may unilaterally terminate this Award.

CD-450 Report **Award Finance Report**

[Cancel](#)

- 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.

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

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

PO Checklist - NA14GOT9990092

Id: 2257731
[Click here to go to Official Actions - Complete](#)

[Go to PO Checklist Details Page >>](#)

This document currently has no tasks assigned to you.

- 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.

PO Checklist - NA14GOT9990092

THIS DOCUMENT IS LOCKED

Attachments:
No attachments.

General Award Information
 Application Organization: [Institute for Community Managed Resources \(ICMR\)](#) State: GU
 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:

Training

Project Description/Abstract * [Guidance](#)

Training

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

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	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

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 Administrative Order 216-5 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?

Special
 NO Award
 Condition
 YES

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?

Special
 NO Award
 Condition
 YES

[Cancel](#)

5. GMD Checklist

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

Sub Documents			
Type	ID	Title	Status
Application	2256798	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	2257792	Training Application 22	Approved

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

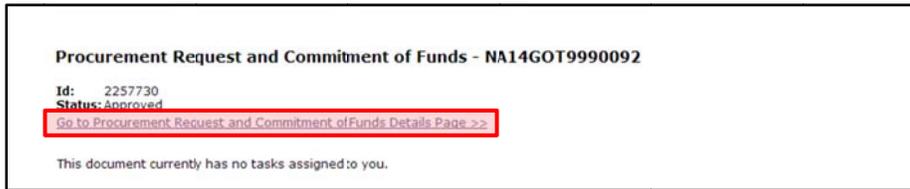
Checklist Items	
Required	<input checked="" type="checkbox"/> Budget/Cost Analysis Memo
As Needed	<input type="checkbox"/> Intergovernmental Review of Federal Program
Applicants Management and Financial Capabilities	
As Needed	<input type="checkbox"/> Credit Check
Required	<input checked="" type="checkbox"/> Delinquent Federal Debt
Required	<input checked="" type="checkbox"/> A-133 Single Audit
Required	<input checked="" type="checkbox"/> List of Parties excluded from Procurement/Non-Procurement Activities
Required	<input checked="" type="checkbox"/> Past Performance
Not Required	<input type="checkbox"/> Pre-Award Accounting System Survey
As Needed	<input type="checkbox"/> High Risk Recipient
Not Required	<input type="checkbox"/> Awards to Insular Area <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Answered
Required	<input checked="" type="checkbox"/> Grant Type <input type="radio"/> Cooperative Agreement <input checked="" type="radio"/> Grant
Required	<input checked="" type="checkbox"/> Confirm Financial and Progress Report Requirements
Required	<input checked="" type="checkbox"/> Review Special Award Conditions
Required	<input checked="" type="checkbox"/> Project Details
Required	<input checked="" type="checkbox"/> Statutory Authority
Required	<input checked="" type="checkbox"/> Project Dates
DoNotPay check is not complete	
View/Manage Recipient Organization	
Cancel	

6. Procurement Request and Commitment of Funds

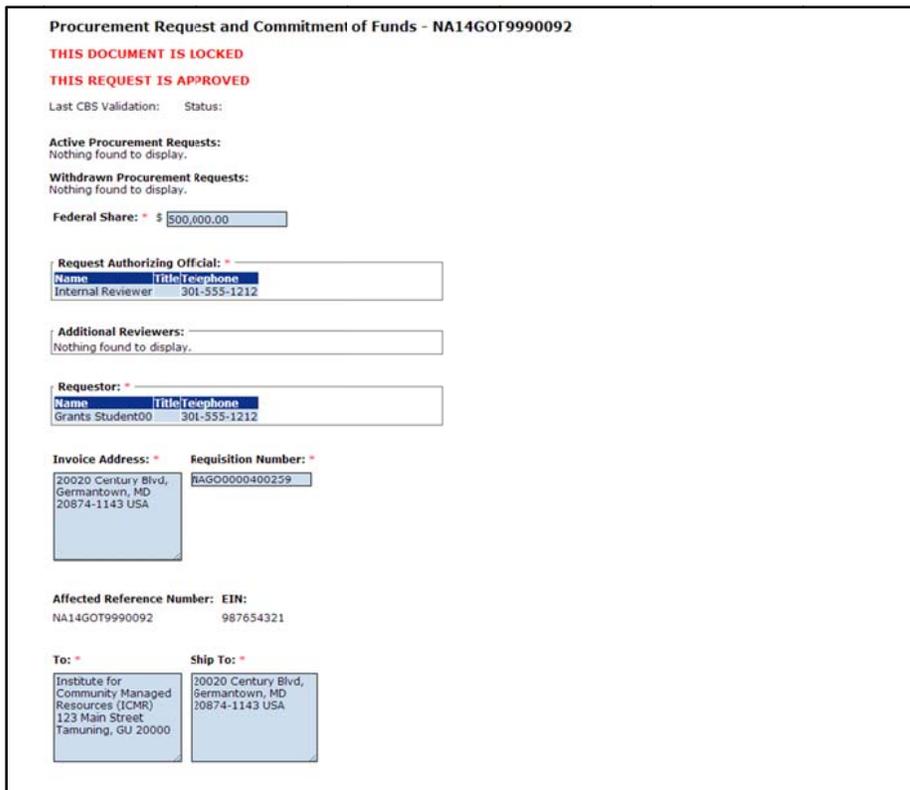
a. Click the **ID** link beside the Procurement Request and Commitment of Funds line item.

Sub Documents			
Type	ID	Title	Status
Application	2256798	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

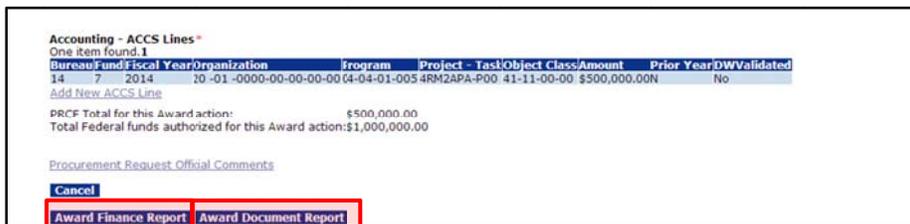
- b. On the resulting screen, click the **Go to Procurement Request and Commitment of Funds Details Page** link.



- 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
FO 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	2257732		
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)

- Bureau Name**
National Oceanic and Atmospheric Administration (NOAA)
- Name and Address of Applicant**
Institute for Community Managed Resources (ICMR)
123 Main Street
Tamuning, GU 20000 GUM
- Applicant Contact Name, Title and Telephone Number**
- Applicant Congressional District**
98
- Award Number**
NA14GOT9990092
- Proposed Federal Funding**
\$ 500,000.00
- CFDA Number and Program Name**
11.999 - Grants Online Training Program
- 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
FO 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	2257732		
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	EN NUMBER	DUNS NO	DUNS PLUS4	CAGE CODE	VENDOR DESIGNATION	FLAG	SYSTEM BUREAU
2002460	Institute for Community Managed Resources (ICMR)	NA14GOT9990092	M	97654321	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 ID	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: 2:57728
Status: Accepted

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	Download of All Files		Yes	
Export options: Excel				

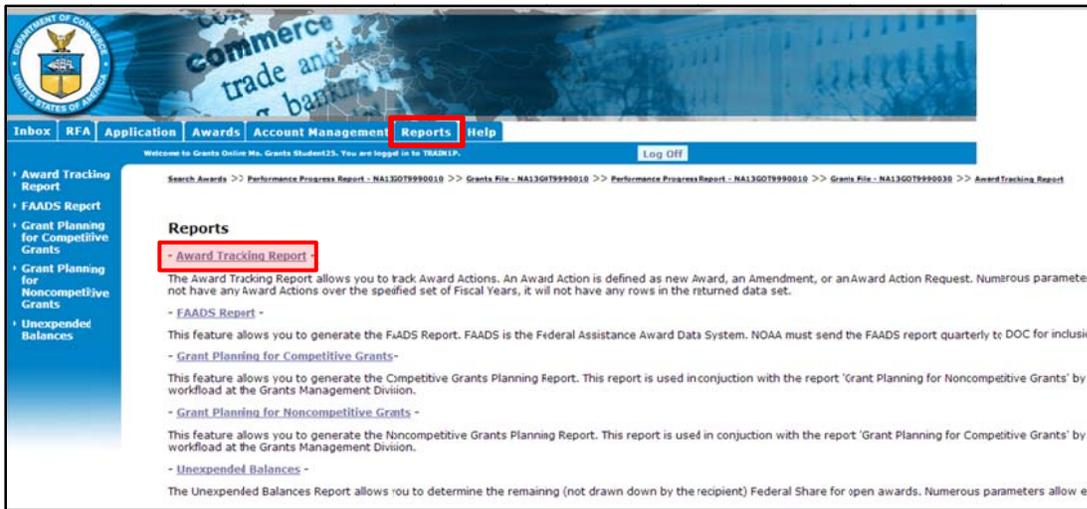
Click a **filename** and the file is downloaded to the user's computer. Opening the file is accomplished by clicking the **filename.pdf**, **filename.doc**, or **filename.zip**.

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.

