Grant Recipients User Manual

NOAA Grants Online Program Management Office

September 2016
Version 4.20

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Overview

Grants Online operates in a web environment. To access the software, a unique username and password are the only requirements. Please contact your Recipient Administrator for assistance in obtaining log in credentials. The Grants Online Help Desk is available to provide your Recipient Administrator's contact information.

A recipient of a grant can use the Grants Online system to manage Post-Award grant activities. Grants Online allows recipients to:

- Accept awards electronically
- Manage user roles for individuals within their organization
- Submit Award Action Requests (AARs) and Performance Progress Reports (PPRs)

The Grants Online URL is: https://grantsonline.rdc.noaa.gov

For assistance using Grants Online contact the Help Desk:

- Hours of operation – 8:00 a.m. – 6:00 p.m., ET
  - Monday through Friday, excluding Federal holidays
- E-mail: GrantsOnline.HelpDesk@noaa.gov
- Phone: 301-444-2112 (Washington, DC metropolitan area)
  1-877-662-2478 (outside the Washington, DC metropolitan area)

Warning! Do **not** use the browser's "Back" button in Grants Online; it may log you out of the system.

Grants Online Tabs and Links

The Grants Online system's main launch screen has **Tabs** from which the user can access general categories of features. Each tab has **Links** to the items associated with that category. The links are displayed vertically in the left-hand column (the Navigation pane). Links are also displayed in the main portion of the screen (the Document pane). Click the Grants Online System Navigation link and refer to the Grants Online Navigation Features section.

Below is a list and explanation of the Tabs (Inbox, Awards, Account Management, and Help) available to Grants Online recipients:

Inbox Tab:

- Advisories – The first page displayed after successful login and acceptance of use conditions.

- Archived Notifications – Notifications that were originally accessible from the Notifications link.

- Notifications – Internal messages sent to recipients and external email messages. Notifications may be viewed, deleted, or archived.

- Task Management – The primary function of this option is to allow tasks to be reassigned between users. A task with a **Not Started** status cannot be reassigned.

  When the **Accept/Decline Award** task is selected, a notification that action needs to be completed is routed to one Recipient Authorized Representative (RAR).

  Other RAR tasks are sent to **all** RARs in that organization. When a RAR selects an action from the dropdown menu and clicks the **Submit** button, the task is assigned to that RAR. The **View Details** task is now unavailable to the remaining RARs. Unless the task is reassigned, all subsequent workflow actions associated with that task will be routed to the first RAR to **View Details** for that award.

- Tasks – All tasks assigned to a user are visible from the **Tasks** link. To submit documents or accept awards/amendments, refer to the Process an Inbox Task section of this document.

Awards Tab:

- ASAP Enrollment Request – Request an Automated Standard Application for Payment (ASAP) user account.

- Manage Recipient Users – Only Recipient Administrators have this link. The Recipient Administrator can perform his/her responsibilities and access his/her organization's award information; refer to the Add or Edit Your Organization's Users section of this document.

- SF-425A for Multiple Awards – The user can view, create or replace SF-425 Cash Flow Federal Financial Reports for Multiple Awards for the same Recipient organization; refer to the Submit a SF-425A Multiple Awards Federal Financial Report or an Interim Report section in this document.

- Search Awards – Locate awards by Award Number or Recipient Name. A general search returns all recipient awards when no parameters are specified.

- Search Reports – Search for Federal Financial Reports (FFRs) and/or Performance Progress Reports (PPRs).

- Supplementary Information Management – Manage supplementary information associated with awards and applications. There is not a link on the Awards tab for this option. However, if Supplementary Information was added to the Award file, that content is visible but not editable from the Award file launch page.

Account Management Tab:

- My Delegations – Delegate a user's Inbox to other users. The **Find Peers** button locates other users in a person's organization with the same or lesser access privileges.

- My Preferences – View and update site and notification preferences (e.g., passwords, screen display, etc.). Although the user can update the options in the Email Inbox column, the checkbox on the Task Assignment row should **never** be unchecked. If this option is unchecked, the user will not receive notifications when s/he needs to perform a task. The user cannot update any rows in the Grants Online Inbox column.

- My Profile – View and update a user's personal profile (e.g., name and address information, security questions/answers, and email).

Click the Grants Online System Navigation link and refer to the sections with the following **titles** and subtitles in that document:

- **Account Management** (Manage the User Profile)

- **User Preferences** (Access User Preferences, Customize Tasks, Change the Password)

- **User Delegations** (Access User Delegations, Add a Delegate, Rescind a Delegation, Log In As a Delegate)

Help Tab:

Refer to the ***Overview*** section (page 5) of this document for the details associated with the Grants Online Help Desk.

Grant Recipient User Roles – Definitions

Grant Recipient User Roles – Definitions	
User Role	**Responsibilities**
Recipient Authorized Representative (also referred to as the Authorized Representative)	A user with signatory authority for official grant documents (e.g., SF-424). The user in this role may countersign Award documents (e.g., new award, CD-450 or amendment, CD-451). More than one person may have this role at an organization. For each award, only one person is designated as the primary Authorized Representative.
Recipient Administrator	A user who has permission to set up other people in his/her organization as Grants Online users. The Recipient Administrator can also give a user access, as appropriate, to specific awards.
Business / Financial Representative (BIZ/FIN)	A user who may initiate Award Action Requests (AARs) and prepare Federal Financial Reports (FFRs). A person with this role cannot submit the FFR directly to the Federal agency; s/he must send it to his/her organization's Authorized Representative.
Business / Financial Representative – Submitting (BIZ/FIN)	A user whose role is the same as the Business / Financial Representative. However, a user with this role may submit the FFR directly to the Federal agency without routing it through an Authorized Representative.
Principal Investigator / Project Director (PI/PD)	A user who can initiate AARs and complete Performance Progress Reports (PPRs). A person with this role cannot submit the PPR directly to the Federal agency; s/he must send it to his/her organization's Authorized Representative.
Principal Investigator / Project Director – Submitting (PI/PD)	A user whose role is the same as the Principal Investigator / Project Director. However, a user with this role may submit the PPR directly to the Federal agency without routing it through an Authorized Representative.
Key Personnel (Recipient User)	A user with this role can view awards assigned to his/her organization and initiate Award Action Requests. However, a person with this role must submit documents to his/her organization's Authorized Representative. The Authorized Representative will review and submit documents to the agency.
More than one user can have the same role. A single user can have more than one role.	

Grant Recipient User Roles – Functionality

Grant Recipient User Roles – Functionality							
Role / Functionality	**Recipient Authorized Representative**	**Recipient Administrator**	**BIZ/FIN Representative**	**BIZ/FIN Submitting**	**PI/PD**	**PI/PD Submitting**	**Recipient User**
View/Access All Org. Awards	X	X	X	X			
View/Access Assigned Awards					X	X	X
Manage Recipient Users		X					
Reassign Tasks	X	X					
Submit an ASAP Enrollment	X						
Initiate Award Action Request	X	X	X	X	X	X	X
Submit Award Action Request	X						
Complete Financial Report	X		X	X			
Submit Financial Report	X			X			
Complete Progress Report	X				X	X	
Submit Progress Report	X					X	

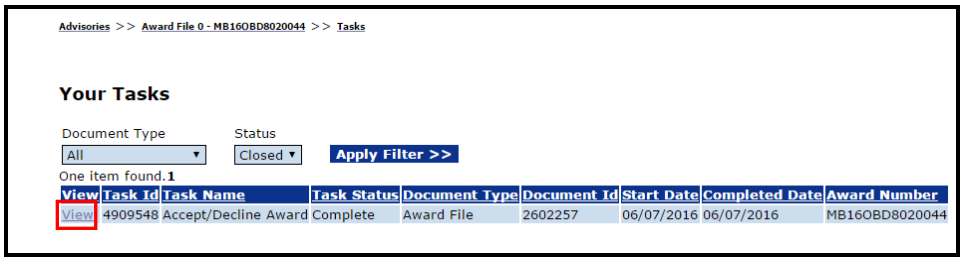
Process an Inbox Task

Grants Online is a workflow system that sends a task to a user's Inbox for each action the user needs to complete. The action(s) a user can perform are dependent upon the information in his/her user profile (organization and role(s)). The steps below demonstrate how to access and complete tasks in the user's Inbox.

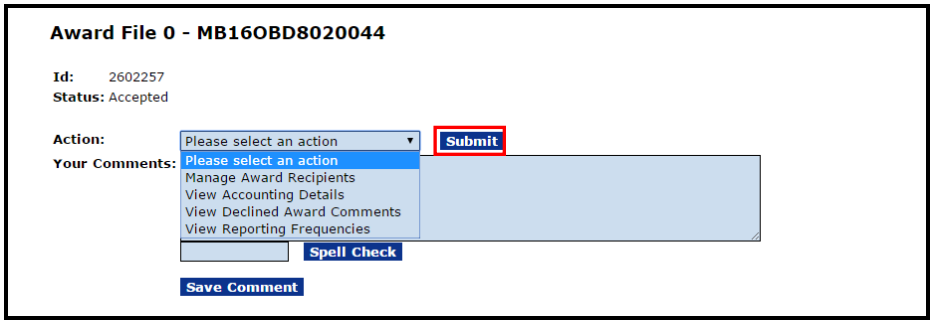
1. Click the **Inbox** tab.

2. Click the **Tasks** link.

3. Locate the task you wish to complete and click the **View** link beside that task.



4. The launch page for the selected task is visible. Select an item (dependent upon the user role) from the Action dropdown menu. Click the **Submit** button.



5. Perform the remaining steps associated with completion of the selected task.

Reassign a Task

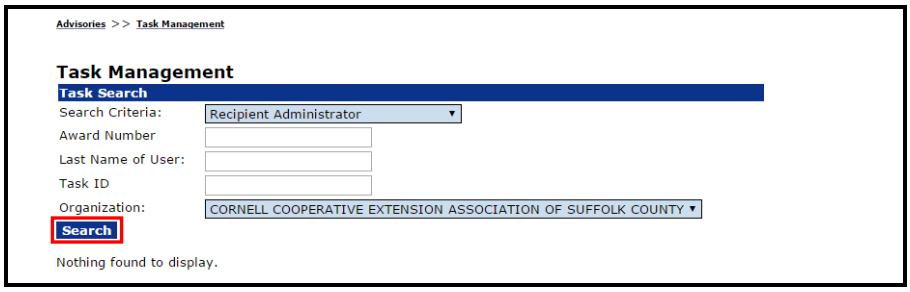
Use the following steps to reassign a task between users in the same organization. In addition to being affiliated with the same organization, the user to whom the task is being reassigned must have the same Grants Online role.

1. Click the **Inbox** tab.

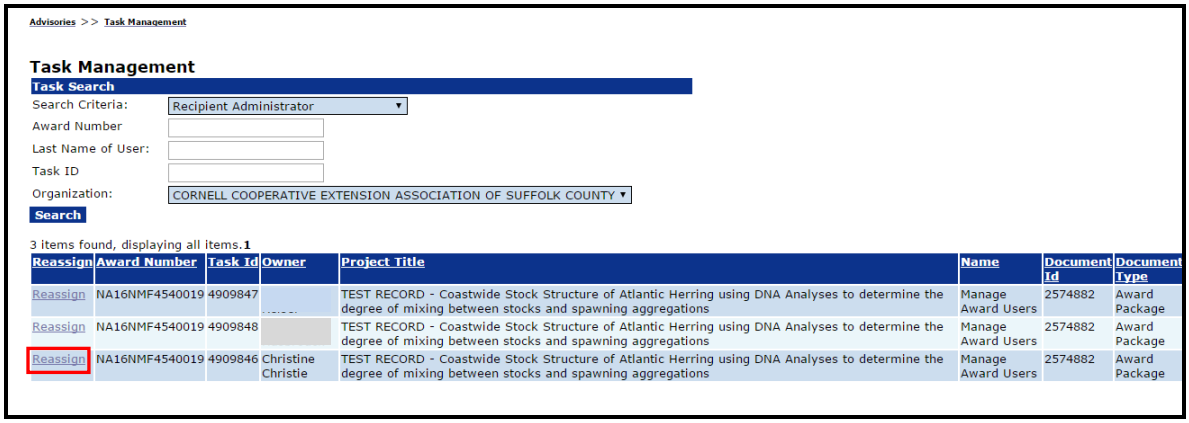
2. Click the **Task Management** link.

3. While on the Task Management launch page, select the appropriate role from the Search Criteria dropdown list. The selection defaults to the user's main role. For this example, **Recipient Administrator** has been selected**.** From the Organization dropdown list, select the appropriate organization.

4. Click the **Search** button located in the main window.

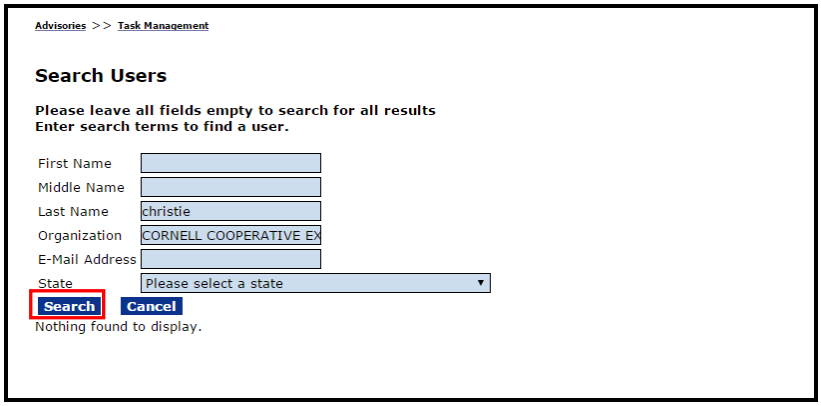


5. From the search results, click the **Reassign** link next to the task that is to be reassigned.

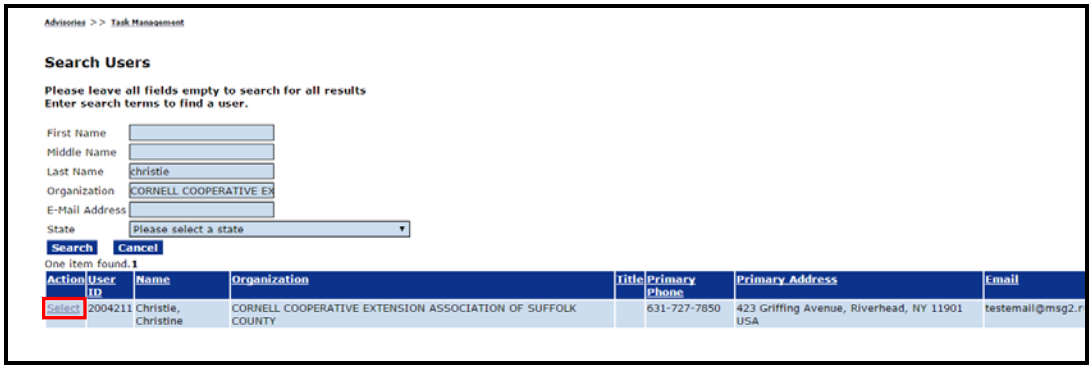


6. From the **Search Users** page specify the last name of the user to whom the task will be reassigned. By default, the organization is pre-populated with the information specified in step 3 of this section.

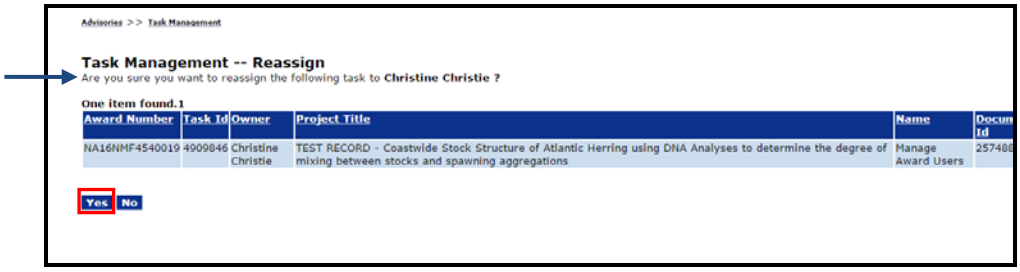
   If the search is conducted using a common last name, the user may need to specify additional information to limit the number of records returned by the search. Click the **Search** button.



7. Click the **Select** link next to the name of the user that will have the task reassigned to him/her.



8. Click the **Yes** button to confirm the reassignment request; click the **No** button to cancel the request.



Accept an Award

An award can only be accepted by the Recipient Authorized Representative (RAR).

The steps below explain how the RAR accepts a grant awarded to his/her organization.

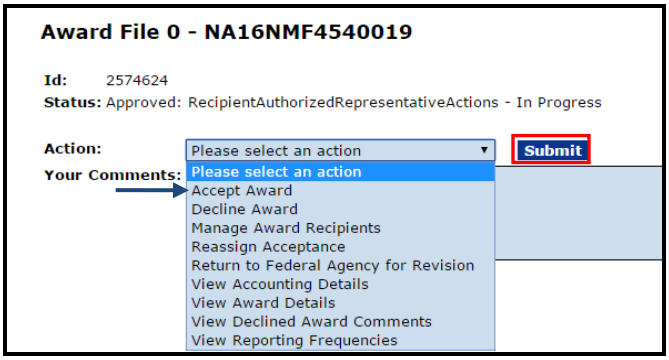
1. Complete steps 1-3 from the Process an Inbox Task section of this document.

2. From the Action dropdown menu on the Award File 0 launch page the user can select from the following options:

Option	Explanation of RAR Action
Accept Award	Acknowledge acceptance and concurrence of the terms of the award.
Decline Award	Indicate the intent to decline the award. In conjunction with specifying the action, a reason must be given for declining the award.
Manage Award Recipients	View and edit user roles for his/her organization. Can also reset passwords and unlock accounts for users in his/her organization.
Reassign Acceptance	Assign a task to another RAR. The RAR to whom the task is assigned must have equivalent access rights to act on behalf of the organization.
Return to Federal Agency for Revision	Return an award to the originating agency for revisions prior to acceptance.
View Accounting Details	View the following information about the award: ACCS Lines, amount obligated, amount disbursed, and the transaction date.
View Award Details	Verify the award details, associated attachments, and terms of performance prior to accepting the award.
View Declined Award Comments	View the comments entered when the award was declined.
View Reporting Frequencies	View the frequency with which reports must be submitted. • Performance Progress Reports (interim and final) • SF-xxx (interim and final)

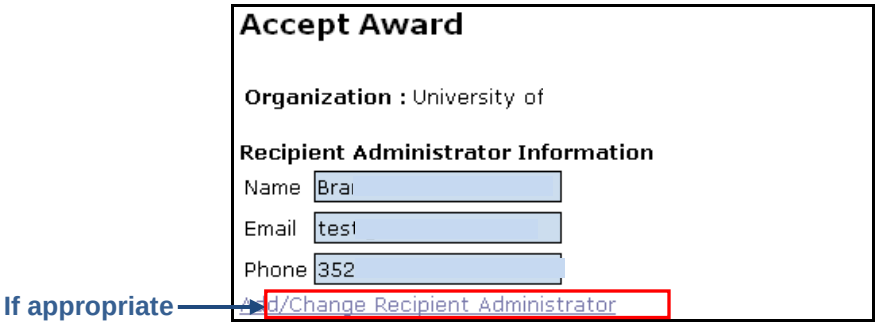
Grants Online allows a RAR to accept an award s/he has not viewed. However, it is strongly recommended that the RAR review and ensure the accuracy of all award details **prior** to accepting.

3. Select **Accept Award** from the Action dropdown menu and click the **Submit** button.



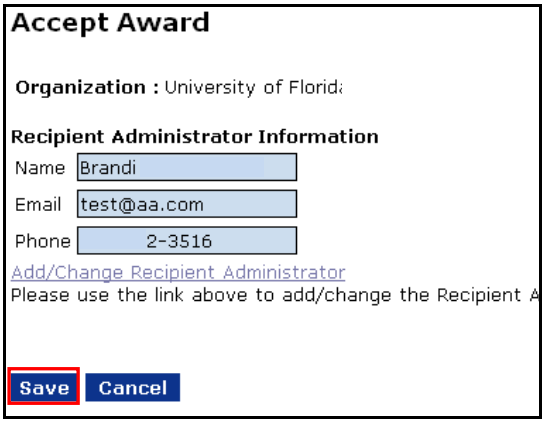
4. On the Accept Award page, scroll to the bottom of the page and verify the Recipient Administrator information.

5. If the Recipient Administrator information needs to be updated, click the **Add/Change Recipient Administrator** link. If the Recipient Administrator Information cannot be appropriately updated, contact the Grants Online Help Desk for assistance.



6. By electronically signing, the Recipient agrees to comply with the award requirements. If an award is not electronically signed within thirty (30) days of receipt, the Grants Officer may terminate the award.

7. To complete the task, click the **Save** button.



NOTE: Although only one Recipient Administrator is visible in the screen image above, the task to Manage Award Users is routed to all Recipient Administrators associated with the organization.

The Recipient Administrator who initially completes the task has the ability to add users to the award or to reassign a task to a different user. The person to whom the task is reassigned must be affiliated with the same organization and have the same Grants Online role.

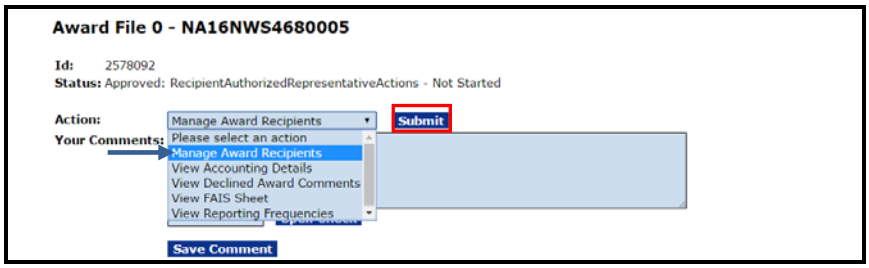
Manage Award Users

Completed by the Recipient Administrator or Recipient Authorized Representative (RAR).

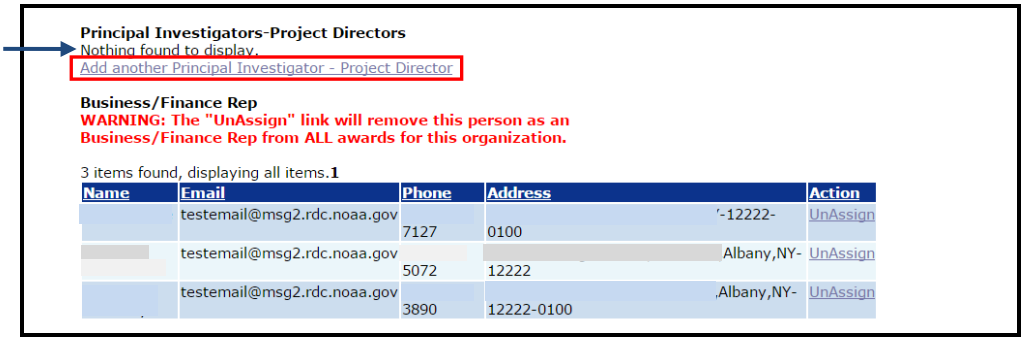
1. Complete steps 1-3 from the Process an Inbox Task section of this document.

2. While on the Award File 0 launch page, select **Manage Award Recipients** from the Action dropdown menu**. C**lick the **Submit** button.

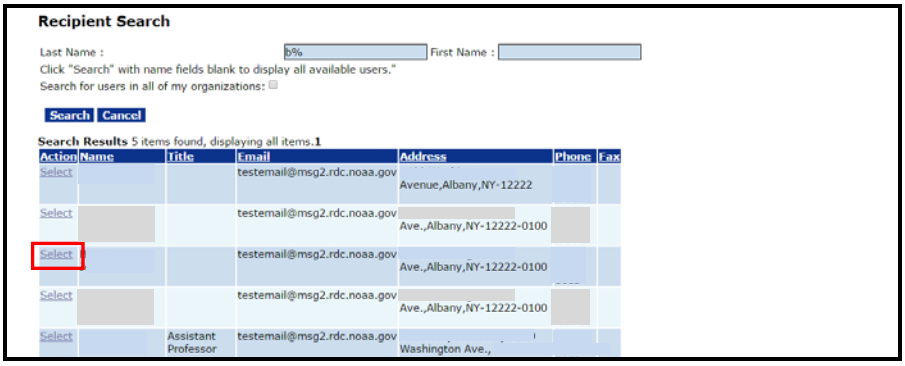
   Award File 0 is the original Award; Award File 1, Award File 2, etc. are amendments to the original Award File.



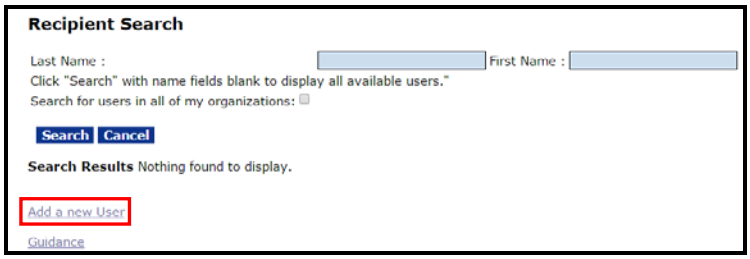
3. On the next screen, click the **Add Another Principal Investigator - Project Director** link to specify a Project Investigator (PI) or Project Director (PD) for the award. Notice there is currently ***Nothing found to display*** for the PI/PD role associated with the award.



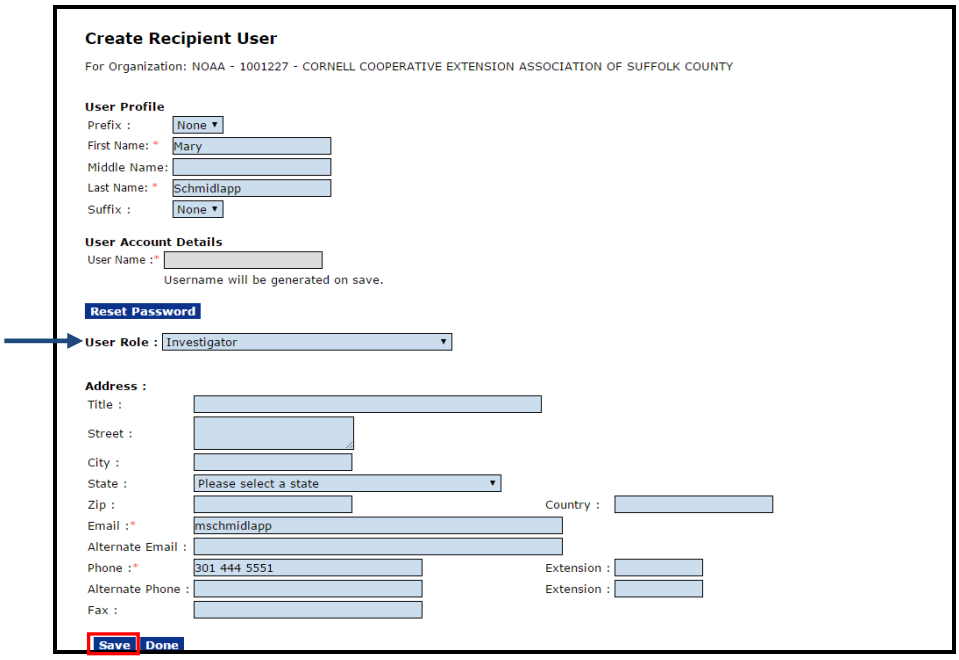
4. While on the Recipient Search page, locate the person you would like to assign as a PI/PD for this award. If the search returns one or more names, click the **Select** link in the Action column to indicate the person that should be assigned.



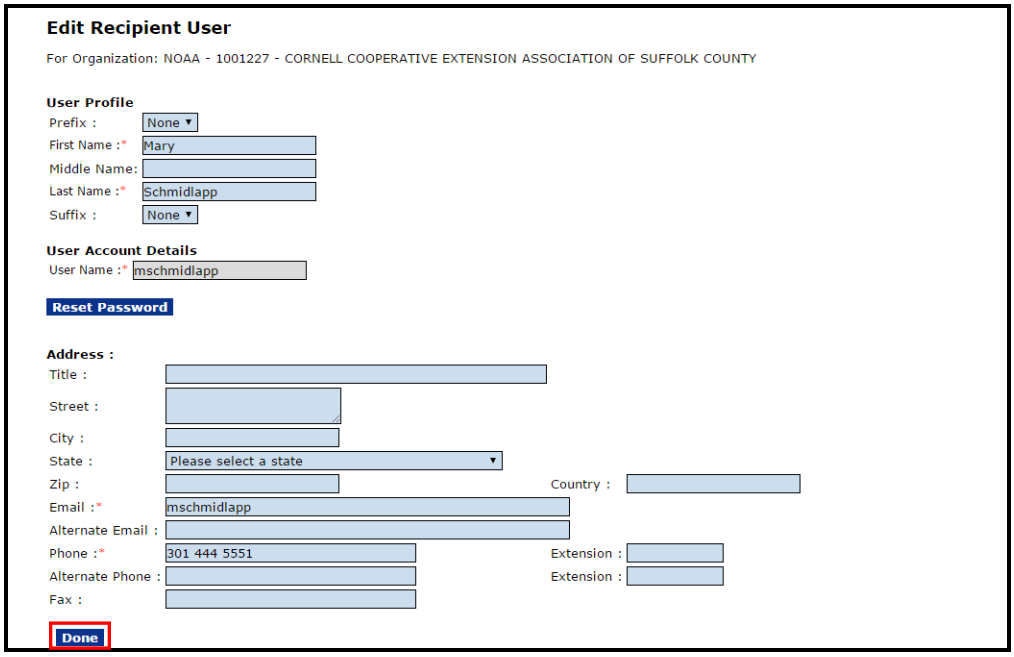
5. If the PI's name is not returned from the search, click the **Add a New User** link to establish that person as a Grants Online user.



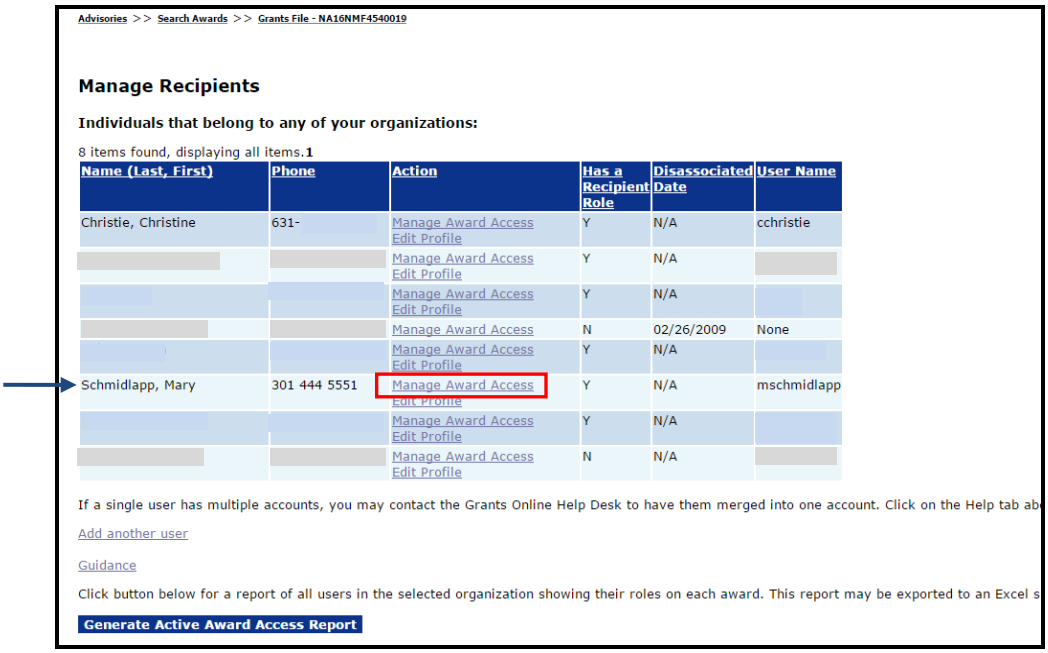
6. Information must be provided for each data item that has a red asterisk (*). Select the appropriate **User Role** from the dropdown menu. In this example, the person is being assigned to the Investigator role. Click the **Save** button**.**



7. A page is now available to make any additional edits. When finished editing, click the **Done** button to return to the previous screen.



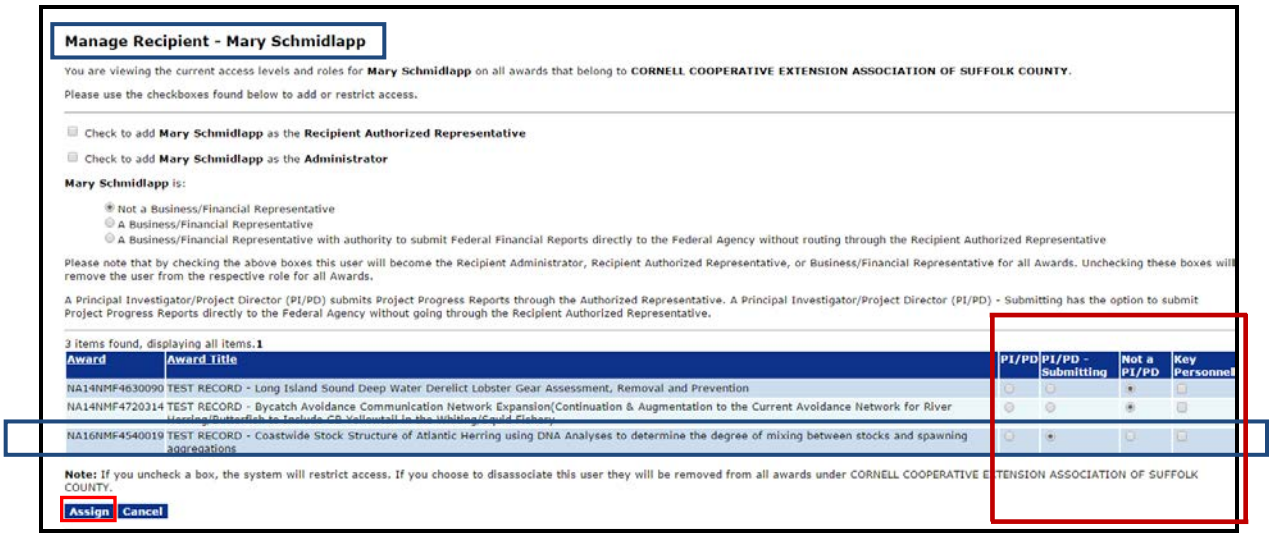
8. When a person has been added as a Grants Online user and designated a role, that person is available for assignment to an award. In the Action column, click the **Manage Award Access** link.



9. From this screen the user can be assigned to additional roles (e.g., Recipient Authorized Representative, Administrator, Business / Financial Representative, etc.)

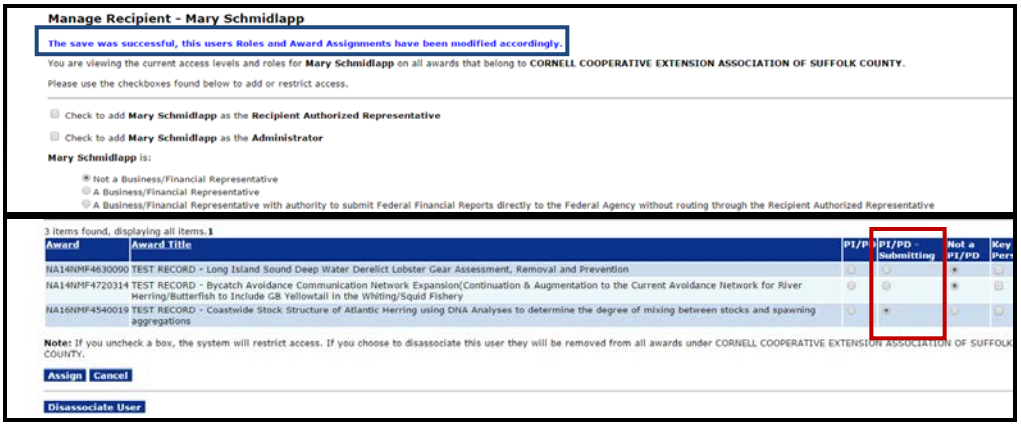
   Remember, the Principal Investigator(s) and Key Personnel should be the person whose name was submitted on the application. To change the person assigned to those roles, the applicant must submit an Award Action Request and receive approval from the DOC bureau that originated the award. Each application must have a least one Principal Investigator and one Recipient Authorized Representative identified on the application.

   Locate the radio buttons for the various roles (PI/PD, PI/PD Submitting, Not a PI/PD, or Key Personnel) on the row of the award on which you are working. Click the radio button in the column that corresponds to the role the user should be assigned. In this example, the person is assigned to the **PI/PD Submitting** role. To retain the selection, click the **Assign** button.

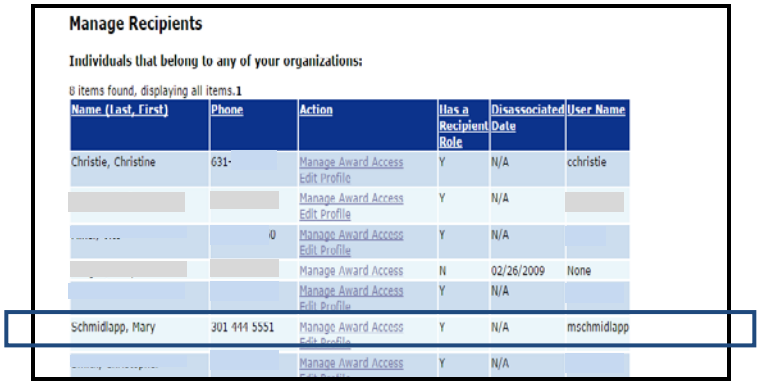


10. Note the message at the top of the screen:

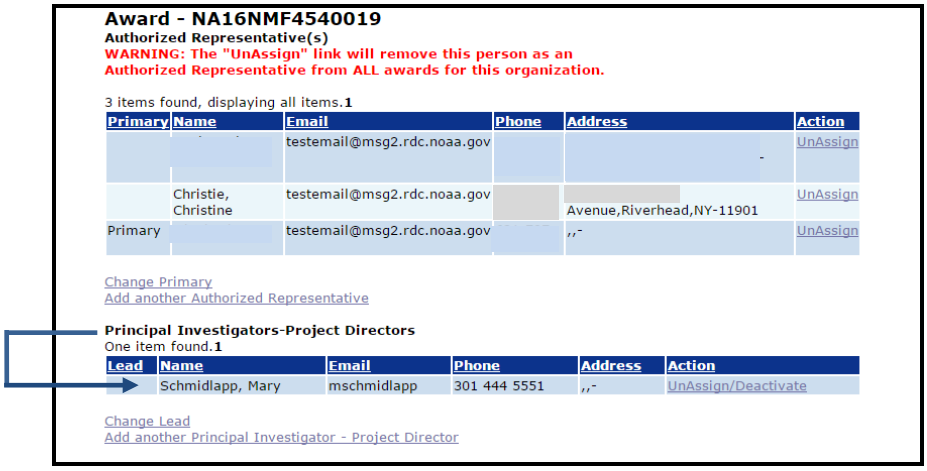
    The save was successful, this user's Role(s) and Award Assignment(s) have been modified accordingly.



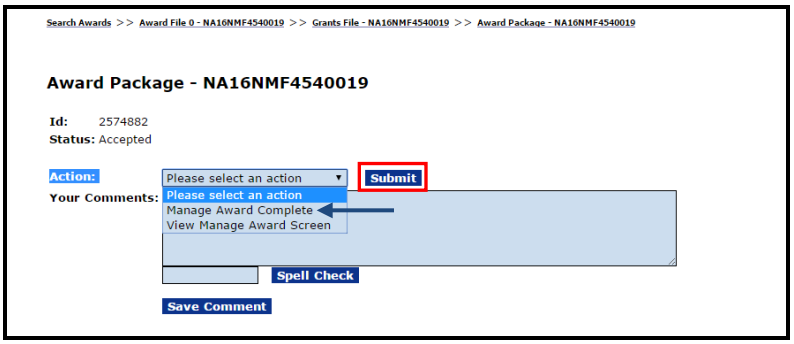
11. A return to the Manage Recipient Screen confirms the person has been added and now is assigned a Recipient role.



12. The image (shown in Step 3) of this section has been updated; the newly-added user is now assigned the role of a Principal Investigator / Principal Director.



13. When finished making and/or updating person/role assignments, return to the Award Package launch page. From the Action dropdown menu, select **Manage Award Complete**. Click the **Submit** button.

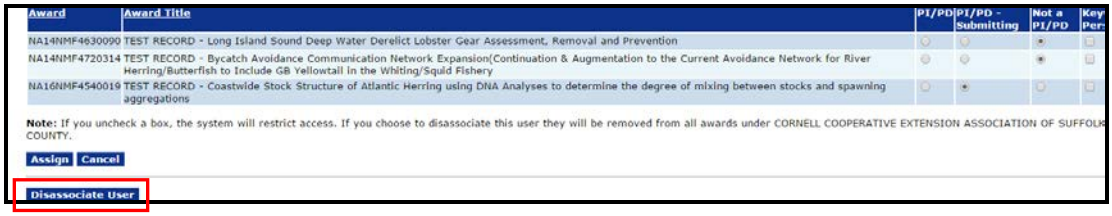


14. On the resulting screen image, the following message is visible:

***Manage Award Users – Manage Award Complete* is complete.**

15. Observe that at the bottom of the Manage Recipient screen there is a **Disassociate User** button. This option can be used to curtail a user's access to an award. This should be used when the person is no longer a member of the organization or is no longer associated with the award.

    For tracking purposes, this person's name is still included in the list of individuals associated with the organization. Although the name remains on the organization's user list, the date the person was disassociated with the award is displayed in the **Last Disassociated On** column. Starting with the date on which the user was disassociated, the user will not receive email notifications associated with the award and organization.



Print the Award Acceptance Letter

1. Click the **Awards** tab.

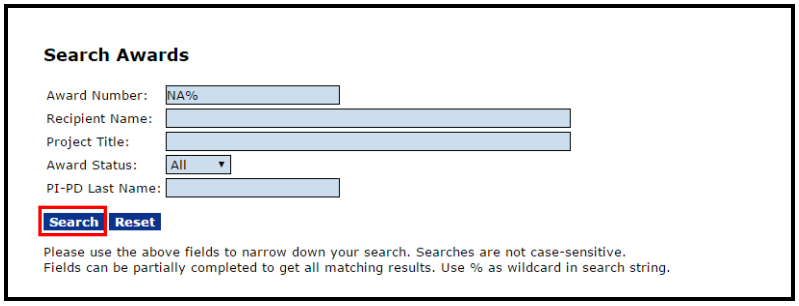
2. Click the **Search Awards** link. The Search Awards launch page is displayed.

3. To search for the Award Acceptance Letter, use one of two methods:

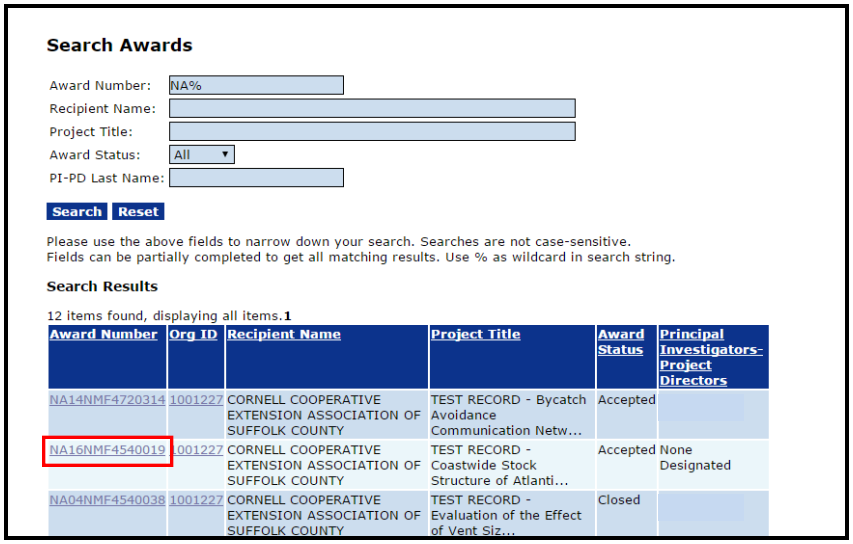
   a. For a general search, the user can specify the Award Status as **All** or **Open**, leaving the remaining search criteria boxes blank.

   b. To limit the number of results displayed when the search is executed, the user may opt to specify the Award Number (or as in the example below, a portion of the Award Number). Note the use of the wildcard symbol (%).

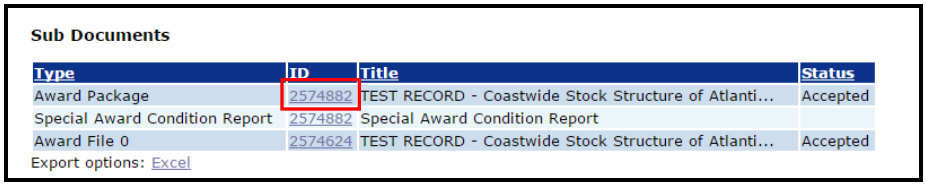
4. Click the **Search** button**.** The award(s) to which the user has access and meet the criteria specified are visible on the screen.



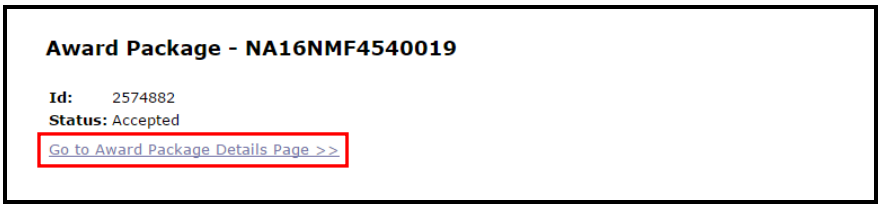
5. When the search results are displayed, click the **Award Number** link on the same line as the award.



6. The Grants File launch page is visible. Scroll down to the Sub-Documents section and click the **ID** link beside the Award Package.

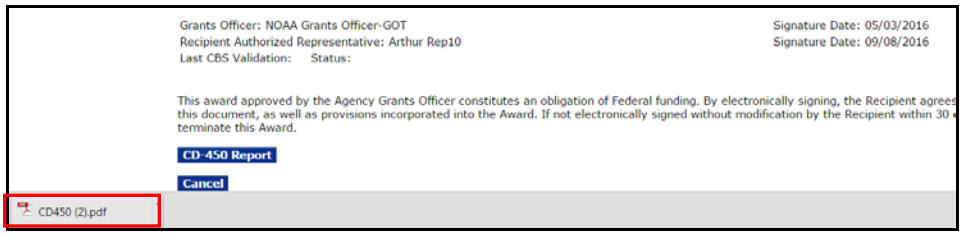


7. The Award Package page is visible. Click the **Go to Award Package Details Page** link.



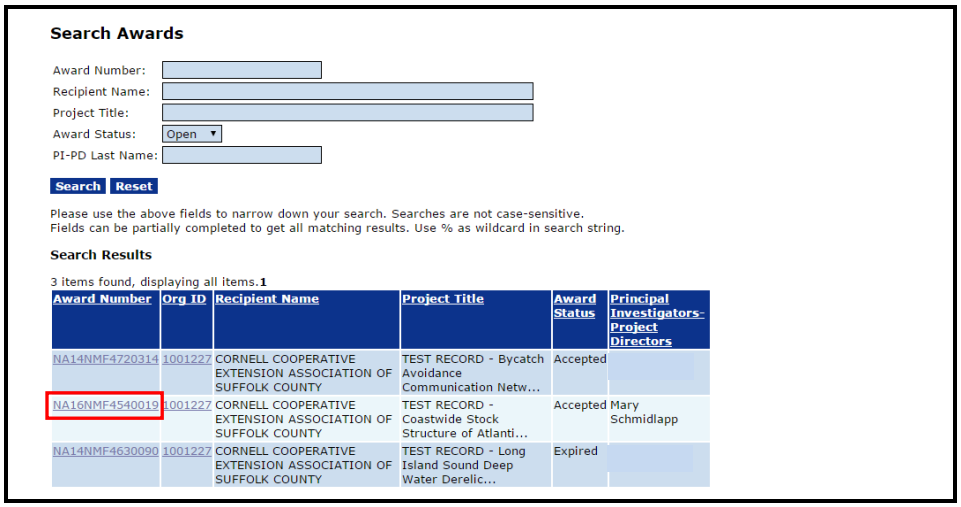
8. Scroll to the bottom of the page and click the **CD-450 Report** button. The Financial Assistance Award document downloads to the user's computer as an Adobe PDF file.

9. Click the **CD450 XXX.pdf** (where **XXX** is replaced by the actual file name) on the browser's task bar to view and/or print the Adobe PDF file.

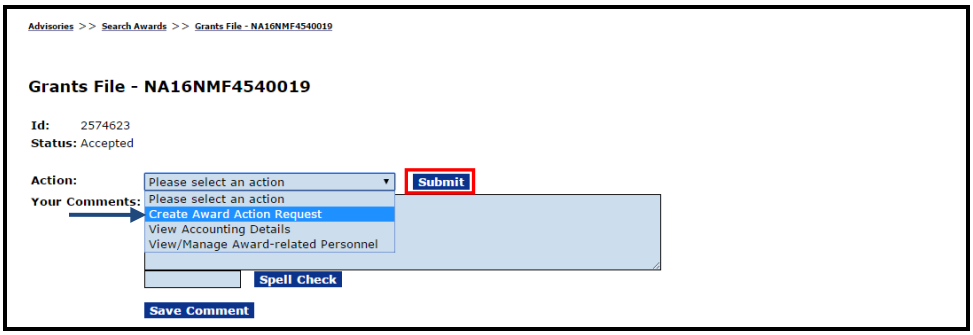


Submit & Review an Award Action Request (AAR)

1. Click the **Awards** tab.
2. Click the **Search Awards** link. The Search Awards launch page is visible.
3. Input the Award Number or a portion of the Award Number and click the **Search** button.
4. Click the **Award Number** link.

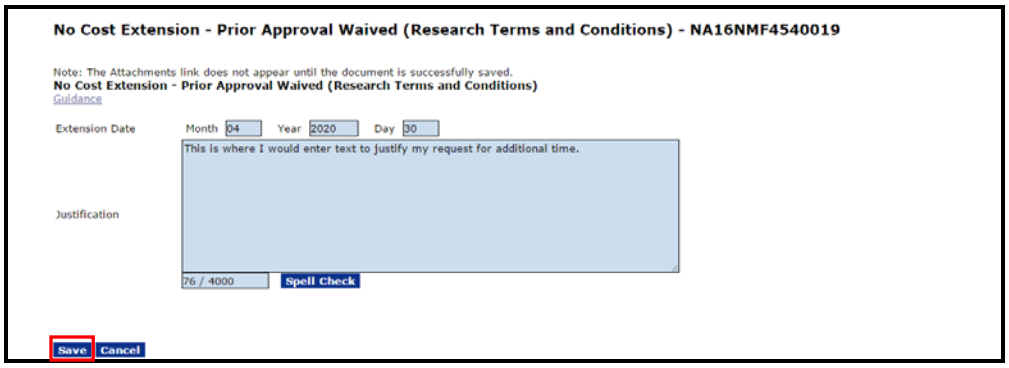


5. On the Grants File launch page, select **Create Award Action Request** from the Action dropdown menu. Click the **Submit** button.

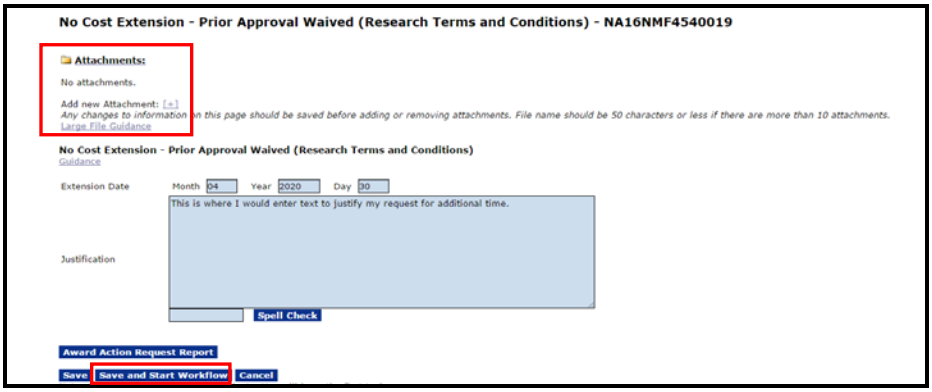


6. The available AARs are visible on the Award Action Request Index page. The user should click the link that corresponds to the AAR s/he wishes to create. In this example, **No Cost Extension – Prior Approval Waived (Research Terms and Conditions)** link was selected.

7. By default, information for the Extension Date data element is pre-populated. It cannot be modified. If appropriate the user can enter data for the Justification data element. Click the **Save** button.



8. The launch page for the selected AAR is re-displayed with an opportunity to include attachments and/or input additional data. Upload any relevant documents and make any necessary edits. Click the **Save** button. When all information associated with the Award Action Request has been specified, the user can click the **Save and Start Workflow** button. In response to that action, the user is asked to confirm his/her intent to advance to the next steps.



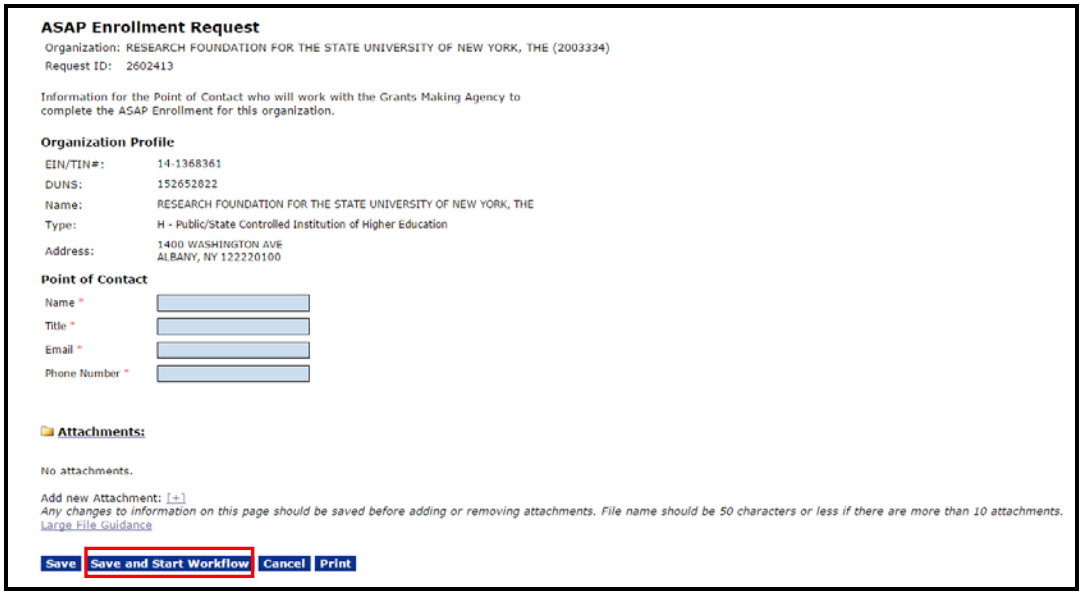
9. A review task is sent to the user's Inbox for the request. If the person who created the AAR is the Recipient Authorized Representative (RAR), the task is sent to all RARs in the organization.

NOTE: If the user is the creator of the AAR and the Recipient Authorized Representative s/he can submit the request to the agency.

Submit an ASAP Enrollment

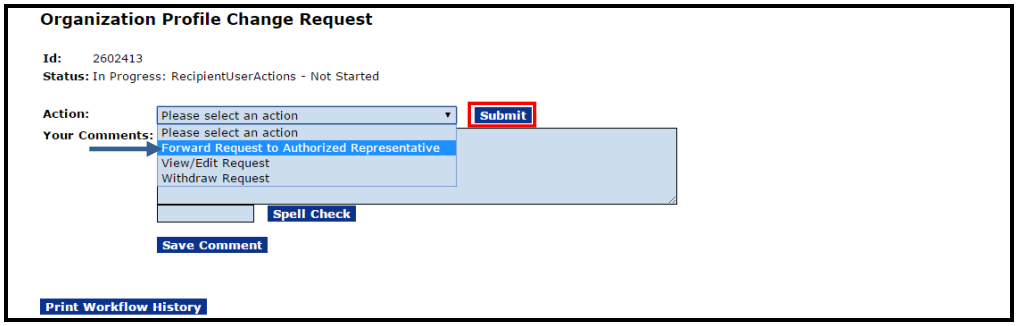
NOAA Only

1. Click the **Awards** tab.
2. Click the **ASAP Enrollment Request** link.
3. If presented with more than one organization, select the appropriate organization from the dropdown list. Click the **Submit** button.
4. When presented with the screen below, complete the Point of Contact information. Mandatory data entry items are indicated by a red asterisk (*****).
5. Click the **Save and Start Workflow** button.



The image below shows how the Point of Contact information may have been completed in the previous image.

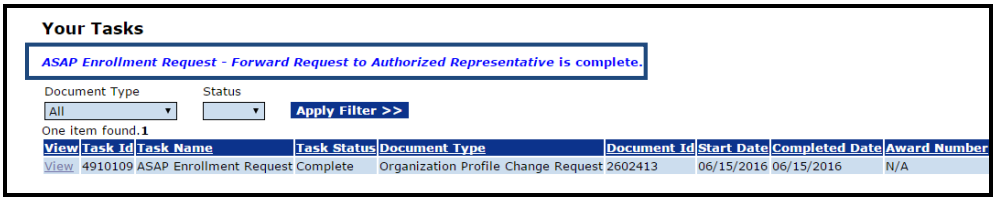
6. The user is presented with the Organization Profile Change Request screen. From this point the options are: Forward Request to Authorized Representative, View/Edit Request, or Withdraw Request. Select an option and click the **Submit** button. From this screen there is also an option to click the **Print Workflow History** button.



7. When **Forward Request to Authorized Representative** is selected, the task initially goes to the document's creator and then to the organization's Recipient Authorized Representative.

8. The following message on the screen confirms the request is complete:

   ASAP Enrollment Request – Forward Request to Authorized Representative is complete.



9. If the person who created the enrollment request also has the Recipient Authorized Representative role, s/he can submit the request to the agency.

For assistance with ASAP Enrollment the contact person is as follows:

NOAA

Darius Porter: Darius.Porter@noaa.gov

ITA, MBDA, NTIA, EDA

The ASAP Enrollment process for these four (4) agencies differs from that used by NOAA. For assistance with ASAP enrollment, the contacts are as follows:

ITA, MBDA, NTIA/BTOP

Janet Russell: Janet.J.Russell@noaa.gov
Freddie Isaac: Fredrick.L.Isaac@noaa.gov

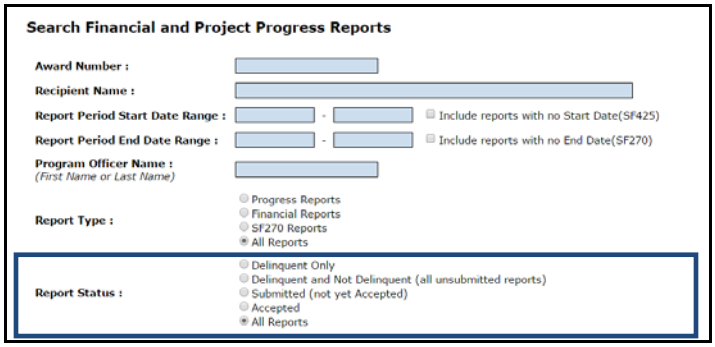
EDA

Roberta Duncan: Roberta.Duncan@noaa.gov

Overview of Report Status (Financial and Performance Progress Reports)

The next few sections of this document are dedicated to the Post-Award component of the Grants Lifecycle. During the Post-Award section, the Grant Recipient must submit one or more reports: the Performance Progress Report and/or Financial Report (SF-425, SF-270 or SF-425A). The reporting requirements were specified in the Request for Application (and other associated documents) and agreed to by the Grant Recipient when s/he accepted the award.

When a search for reports (SF-xxx) is conducted, the results are limited to the information available to the grantee's user account.



The Report Status options are explained below:

- **Delinquent** – The report due date has passed; the report has not been submitted to the appropriate Department of Commerce (DOC) agency. Although a report was not submitted by the deadline, it can still be submitted to the DOC agency using Grants Online.

- **Not Delinquent** – The report has been created and is ready to be completed (by the recipient) and submitted to the DOC agency. For 30 days after the report's due date, the status is **Not Delinquent**. For a FINAL report, the status is **Not Delinquent** for 90 days. After either 30 days (for an interim report) or 90 days (for a FINAL report) the status is changed to **Delinquent**.

- **Submitted** – The report has been submitted to the DOC agency but has not yet been accepted.

- **Accepted** – The report has been accepted by the DOC agency.

Submit a Performance Progress Report

NOAA, ITA, EDA, and OSEC

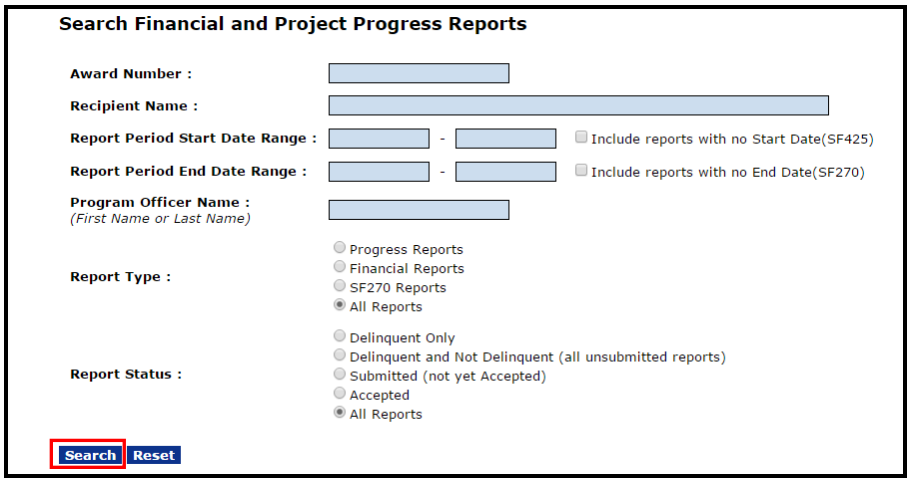
1. Click the **Awards** tab.

2. Click the **Search Reports** link.

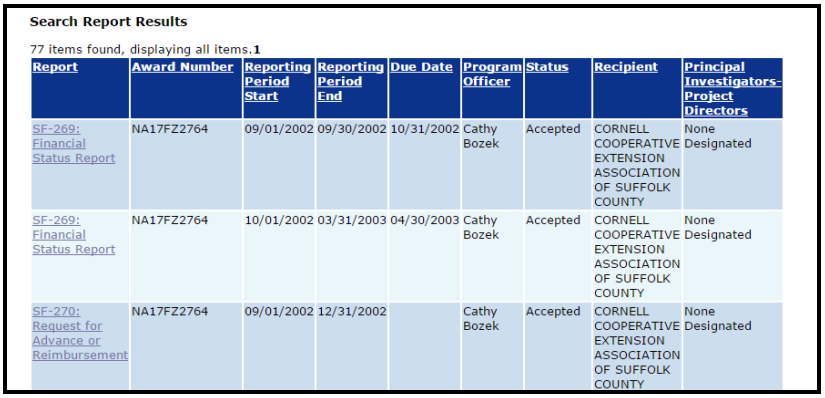
3. The Search Financial and Performance Progress Reports launch page is visible.

4. To locate the Progress Report associated with the award, the user can perform a generic search (leave all boxes at the top of the screen blank and select **All Reports** for the Report Status and the Report Type). The user may also narrow the search by specifying one or more additional search criteria. The screen image below demonstrates a generic search.

5. Click the **Search** button.



6. From the **Search Report Results** section, locate and click the appropriate **Report** link (in this case a Performance Progress Report). If there are numerous reports of the type being sought, the user may have to scroll through several pages of reports.

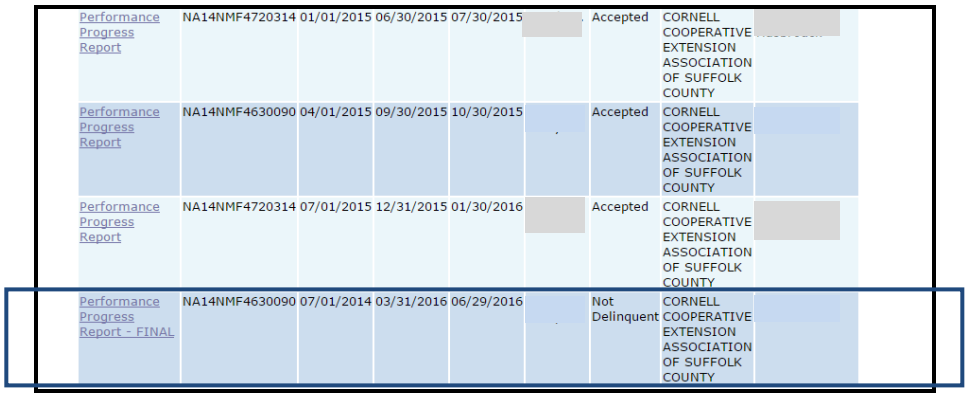


Search Report Results

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

Report	Award Number	Reporting Period Start	Reporting Period End	Due Date	Program Officer	Status	Recipient	Principal Investigators-Project Directors
SF-269: Financial Status Report	NA17FZ2764	09/01/2002	09/30/2002	10/31/2002	Cathy Bozek	Accepted	CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY	None Designated
SF-269: Financial Status Report	NA17FZ2764	10/01/2002	03/31/2003	04/30/2003	Cathy Bozek	Accepted	CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY	None Designated
SF-270: Request for Advance or Reimbursement	NA17FZ2764	09/01/2002	12/31/2002		Cathy Bozek	Accepted	CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY	None Designated

7. The image shown below is a continuation of the screen in step 6. We have located a Progress Report whose status is **Not Delinquent.** In the Report column, click the **Performance Progress Report – FINAL** link.



Performance Progress Report	NA14NMF4720314	01/01/2015	06/30/2015	07/30/2015		Accepted	CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY	
Performance Progress Report	NA14NMF4630090	04/01/2015	09/30/2015	10/30/2015		Accepted	CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY	
Performance Progress Report	NA14NMF4720314	07/01/2015	12/31/2015	01/30/2016		Accepted	CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY	
Performance Progress Report - FINAL	NA14NMF4630090	07/01/2014	03/31/2016	06/29/2016		Not Delinquent	CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY	

8. Click the **Go to Performance Progress Report – FINAL Details Page** link. In the screen image below, there is a message that states: **This document currently has no tasks assigned to you.** The message indicates that the Performance Progress report currently does not require the user take any action; in this case the Status is **Not Delinquent.**

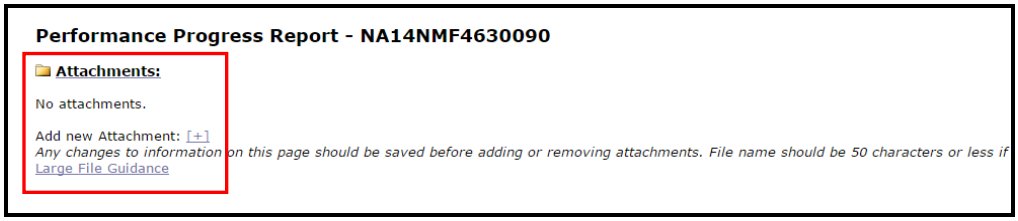
Performance Progress Report - FINAL - NA14NMF4630090

Id: 2591686
Status: Not Delinquent

Go to Performance Progress Report - FINAL Details Page >>

This document currently has no tasks assigned to you.

9. From this page, the user can attach his/her report. The Federal Program Officer has defined the acceptable format and content for Progress Reports; follow those guidelines.



NOTE: Occasionally there are problems associated with uploading a file. If the user is unable to upload file(s), refer to the instructions accessible from the Large File Guidance link.

10. To upload attachments:

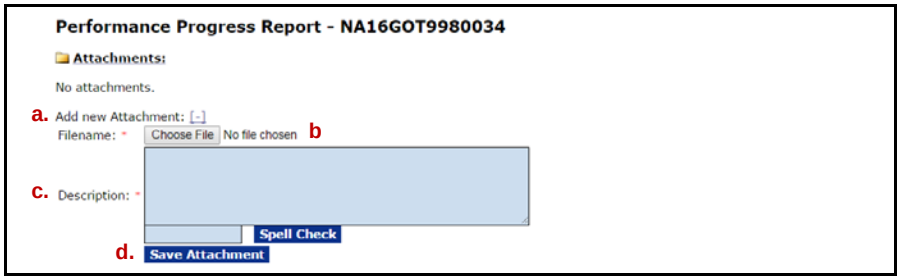
    a. Next to Add New Attachment, click the **[+]** link.

    b. Click the **Choose File** button and navigate to the appropriate file stored on the computer.

    c. The user **must** include a short description of the attachment in the Description field. The user cannot save the attachment without providing a description of the attachment.

    d. Click the **Save Attachment** button and the attachment is uploaded to Grants Online.

    e. Repeat steps 10a – 10d as many times as is necessary to upload each attachment.



11. To start workflow, click the **Save and Start Workflow** button. A message displays asking the user to confirm that s/he wants to start workflow.

12. To proceed, click the **Yes** button; otherwise click the **No** button.

13. A task associated with this request is visible in the user's Inbox. Follow the steps in the Process an Inbox Task section of this document. The review task goes to the creator of the document and the organization's Recipient Authorized Representative(s). If the user has the Recipient Authorized Representative role s/he will complete both actions prior to forwarding the task to the appropriate Grants Online agency.

MBDA, NTIA

MBDA and NTIA do not submit reports directly to Grants Online. Generally speaking, MBDA uploads its reports to an internal system and the Program Officer obtains the relevant information and enters data into Grants Online. In a similar manner NTIA extracts information from an internal database and enters data into Grants Online.

For a detailed explanation of the steps involved in the process, the MBDA and NTIA user should contact his/her Federal Program Officer. The FPO should be able to provide the user with the relevant documentation.

Submit a SF-425 Cash Flow or Federal Financial Report

1. Click the **Awards** tab.

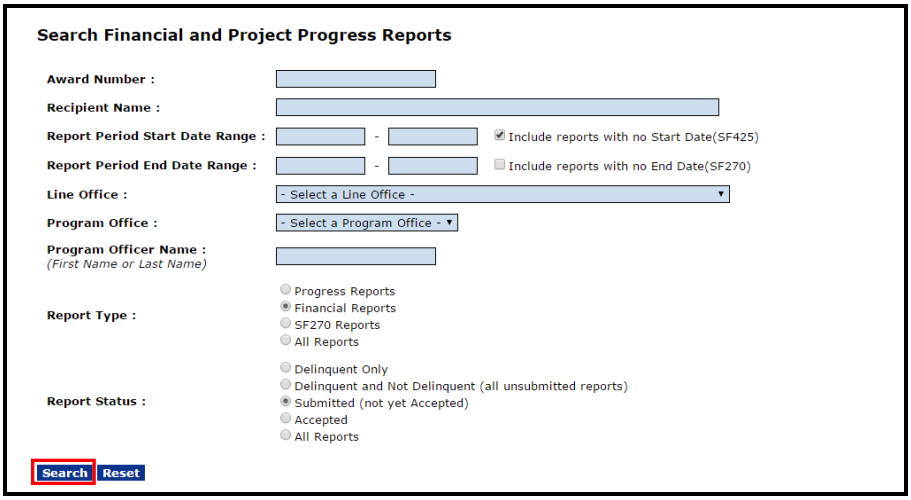
2. Click the **Search Reports** link.

3. The Search Financial and Performance Progress Reports launch page is visible.

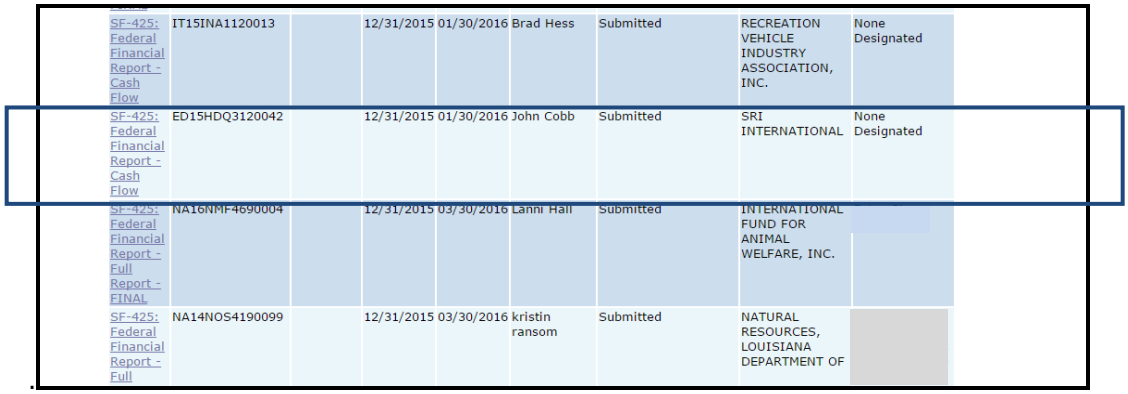
4. To locate the Financial Report associated with the award, the user can perform a generic search. To do so, click the **Include Reports with no Start Date (SF-425)** checkbox and leave the remaining boxes at the top of the screen blank. Select **All Reports** for the Report Status and the Report Type.

   The user may narrow the search (visible in the screen below) by clicking the **Financial Reports** (Report Type) radio button and clicking the **Submitted (not yet Accepted)** (Report Status) radio button.

5. Click the **Search** button.

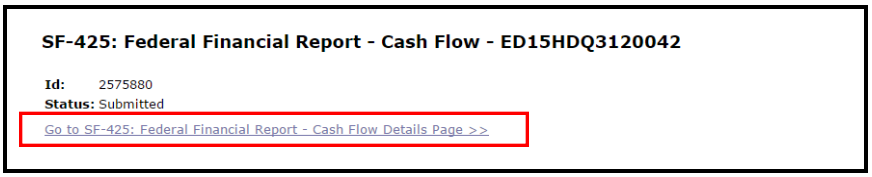


6. From the **Search Report Results** section, locate and click the appropriate **Report** link (in this case a SF-425: Federal Financial Report – Cash Flow). If there are numerous reports of the type searched, the user may have to scroll through several pages of reports.



SF-425: Federal Financial Report - Cash Flow	IT15INA1120013		12/31/2015	01/30/2016	Brad Hess	Submitted	RECREATION VEHICLE INDUSTRY ASSOCIATION, INC.	None Designated
SF-425: Federal Financial Report - Cash Flow	ED15HDQ3120042		12/31/2015	01/30/2016	John Cobb	Submitted	SRI INTERNATIONAL	None Designated
SF-425: Federal Financial Report - Full Report - FINAL	NA16NMF4690004		12/31/2015	03/30/2016	Lanni Hall	Submitted	INTERNATIONAL FUND FOR ANIMAL WELFARE, INC.	
SF-425: Federal Financial Report - Full	NA14NOS4190099		12/31/2015	03/30/2016	kristin ransom	Submitted	NATURAL RESOURCES, LOUISIANA DEPARTMENT OF	

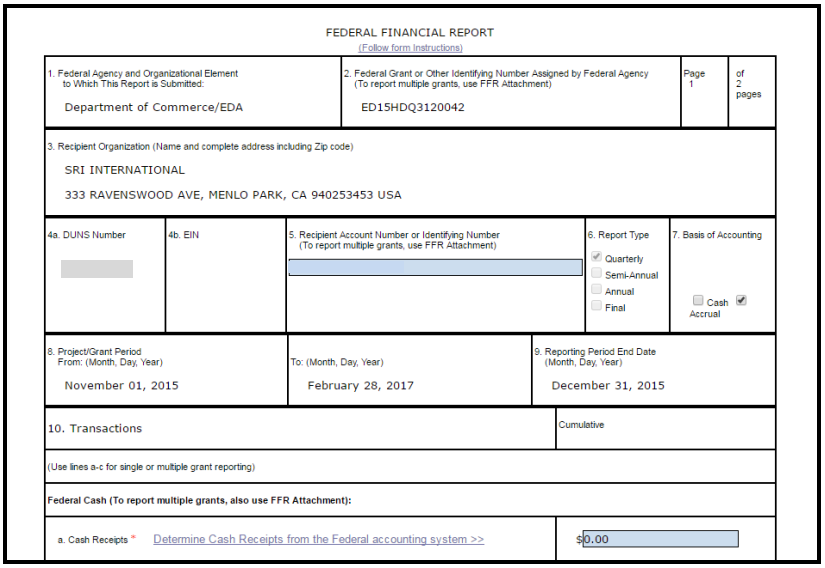
7. Click the **Go to SF-425: Federal Financial Report – Cash Flow Details Page** link.



SF-425: Federal Financial Report - Cash Flow - ED15HDQ3120042

Id: 2575880
Status: Submitted
Go to SF-425: Federal Financial Report - Cash Flow Details Page >>

8. The form contains several sections for detailed financial information. All fields that require data entry are indicated by a red asterisk (*). All fields must be reviewed for accuracy. Some of the fields are locked and cannot be edited. Inaccuracies associated with fields that are locked for editing should be resolved by contacting the Grants Online Help Desk.



FEDERAL FINANCIAL REPORT
(Follow form instructions)

1. Federal Agency and Organizational Element to Which This Report is Submitted:	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page 1	of 2 pages
Department of Commerce/EDA	ED15HDQ3120042		

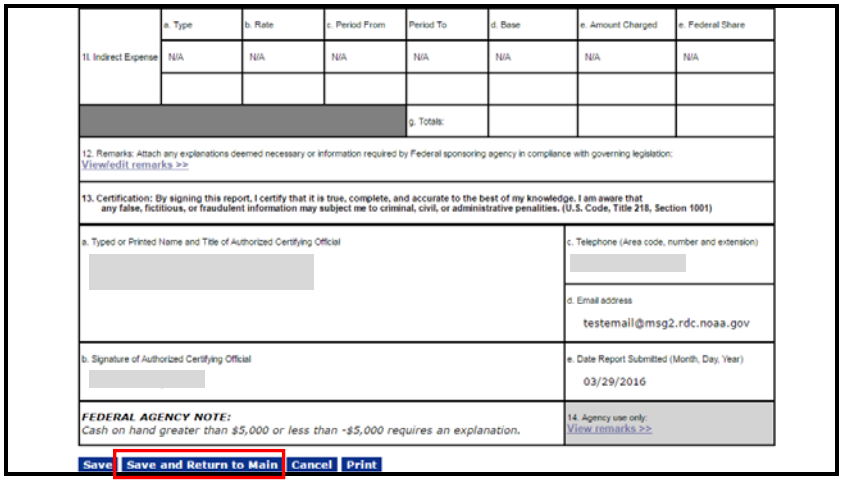
3. Recipient Organization (Name and complete address including Zip code)
SRI INTERNATIONAL
333 RAVENSWOOD AVE, MENLO PARK, CA 940253453 USA

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
			☑ Quarterly ☐ Semi-Annual ☐ Annual ☐ Final	☐ Cash ☑ Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
November 01, 2015	February 28, 2017	December 31, 2015

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts * Determine Cash Receipts from the Federal accounting system >>	$0.00

9. To start the workflow, click the **Save and Return to Main** button. A task is sent to the Inbox of the person who created the report.



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

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:
View/edit remarks >>

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalities. (U.S. Code, Title 218, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
	d. Email address testemail@msg2.rdc.noaa.gov
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year) 03/29/2016
FEDERAL AGENCY NOTE: *Cash on hand greater than $5,000 or less than -$5,000 requires an explanation.*	14. Agency use only: View remarks >>

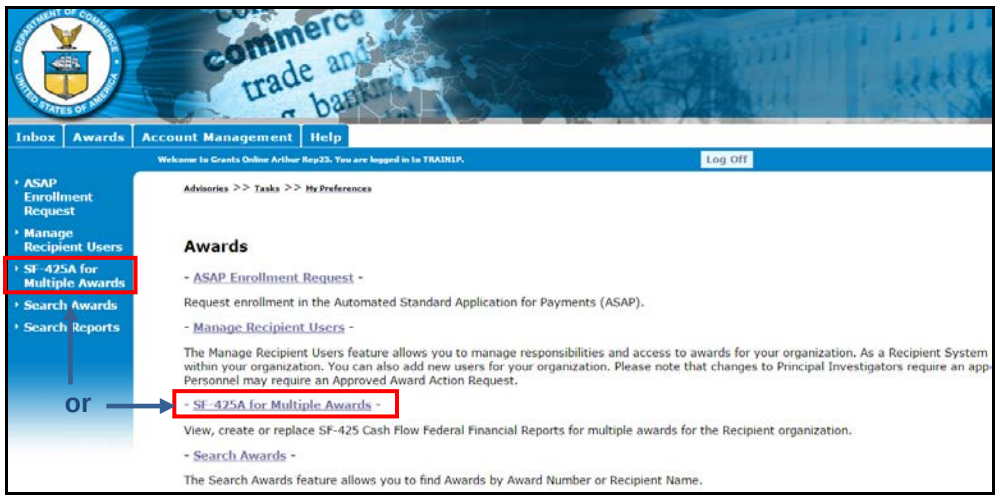
Save | Save and Return to Main | Cancel | Print

Submit a SF-425A Multiple Awards Federal Financial Report or an Interim Report

MBDA, ITA, EDA, OSEC – Grant recipients must submit a SF-425 Full Report to satisfy the Interim Report requirement.

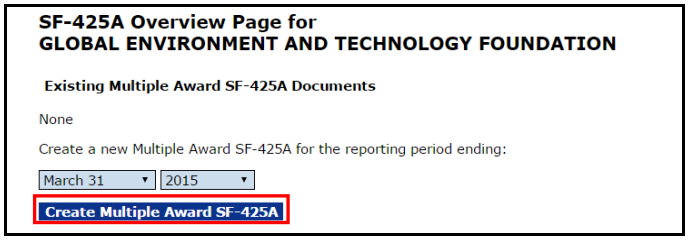
1. Click the **Awards** tab.

2. Click the **SF-425A for Multiple Awards** link.



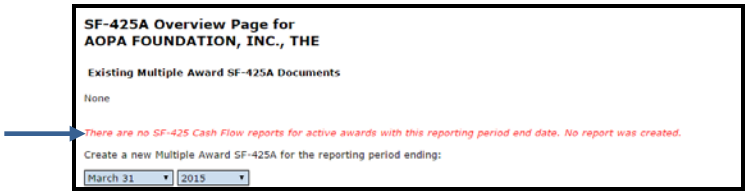
3. On the SF-425A Overview Page for the selected organization, specify an End Day (March 31 or September 30) and the End Year.

4. Click the **Create Multiple Award SF-425A** button.



5. If there are no or only one SF-425 Cash Flow Reports for the period selected, the user receives one of two error messages:

a. There are no SF-425 Cash Flow Reports for the dates specified.

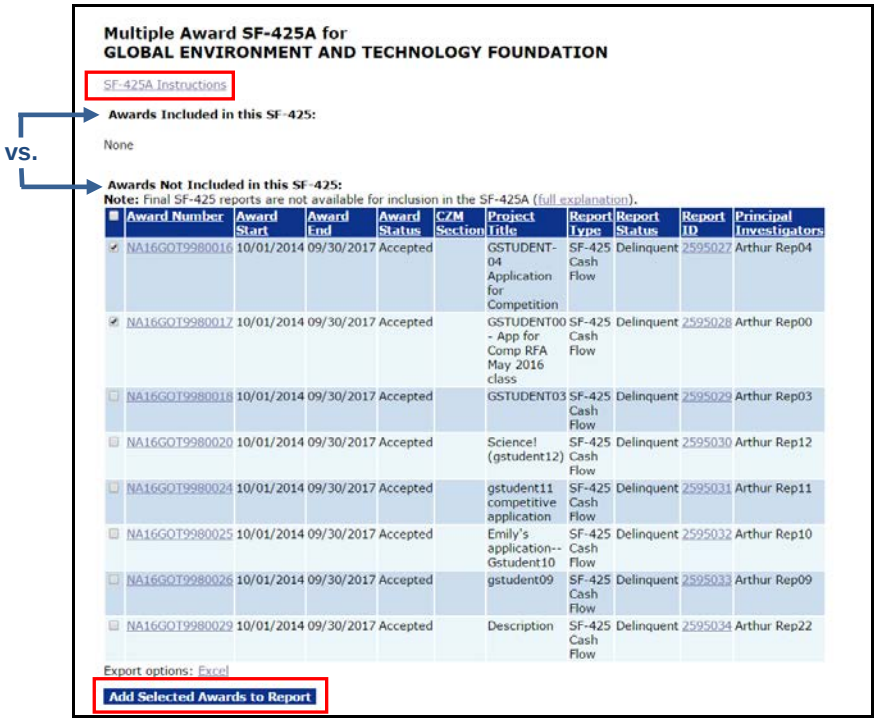


b. Only one SF-425 Cash Flow Report exists for the dates specified.

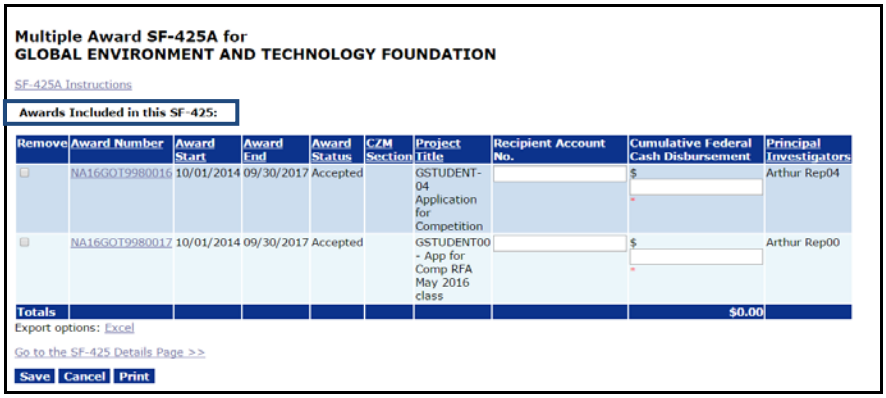
6. Instructions for the Federal Financial Report attachment can be accessed by clicking the **SF-425A Instructions** link.

7. By default, all awards are under the **Awards Not Included in this SF-425** header. Placing a checkbox in the first column indicates the awards that should be moved beneath the **Awards Included in this SF-425** header. Place a check in the boxes that will be included in the SF-425A.

8. Click the **Add Selected Awards to Report** button.



9. The selected awards are now located beneath the heading ***Awards Included in this SF-425A.***



Multiple Award SF-425A for
GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION

SF-425A Instructions

Awards Included in this SF-425:

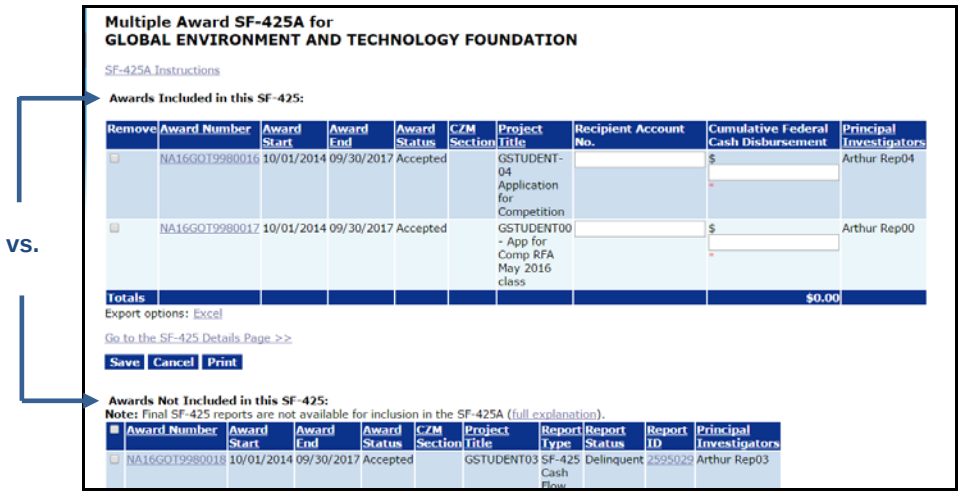
Remove	Award Number	Award Start	Award End	Award Status	CZM Section	Project Title	Recipient Account No.	Cumulative Federal Cash Disbursement	Principal Investigators
	NA16GOT9980016	10/01/2014	09/30/2017	Accepted		GSTUDENT-04 Application for Competition		$ *	Arthur Rep04
	NA16GOT9980017	10/01/2014	09/30/2017	Accepted		GSTUDENT00 - App for Comp RFA May 2016 class		$ *	Arthur Rep00
Totals								**$0.00**	

Export options: Excel

Go to the SF-425 Details Page >>

Save **Cancel** **Print**

10. The remaining SF-425s remain beneath the heading ***Awards Not Included in this SF-425A***.



Multiple Award SF-425A for
GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION

SF-425A Instructions

Awards Included in this SF-425:

Remove	Award Number	Award Start	Award End	Award Status	CZM Section	Project Title	Recipient Account No.	Cumulative Federal Cash Disbursement	Principal Investigators
	NA16GOT9980016	10/01/2014	09/30/2017	Accepted		GSTUDENT-04 Application for Competition		$ *	Arthur Rep04
	NA16GOT9980017	10/01/2014	09/30/2017	Accepted		GSTUDENT00 - App for Comp RFA May 2016 class		$ *	Arthur Rep00
Totals								**$0.00**	

Export options: Excel

Go to the SF-425 Details Page >>

Save **Cancel** **Print**

Awards Not Included in this SF-425:

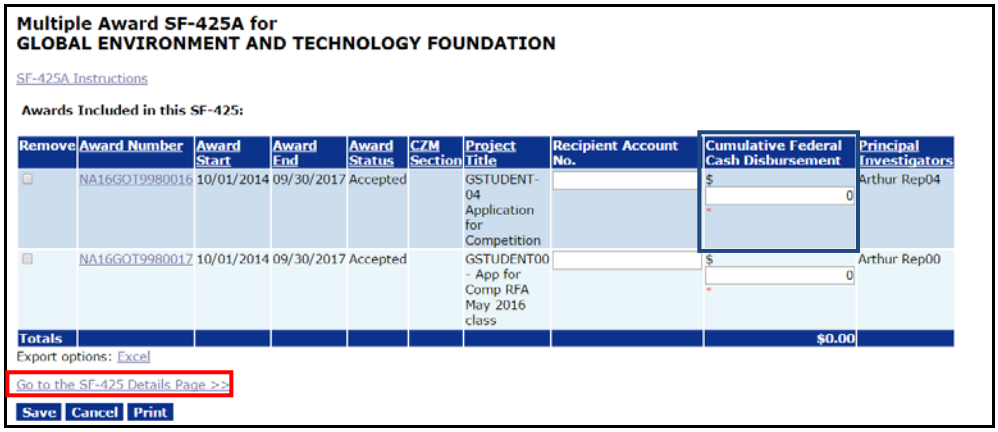
Note: Final SF-425 reports are not available for inclusion in the SF-425A (full explanation).

	Award Number	Award Start	Award End	Award Status	CZM Section	Project Title	Report Type	Report Status	Report ID	Principal Investigators
	NA16GOT9980018	10/01/2014	09/30/2017	Accepted		GSTUDENT03	SF-425 Cash Flow	Delinquent	2595029	Arthur Rep03

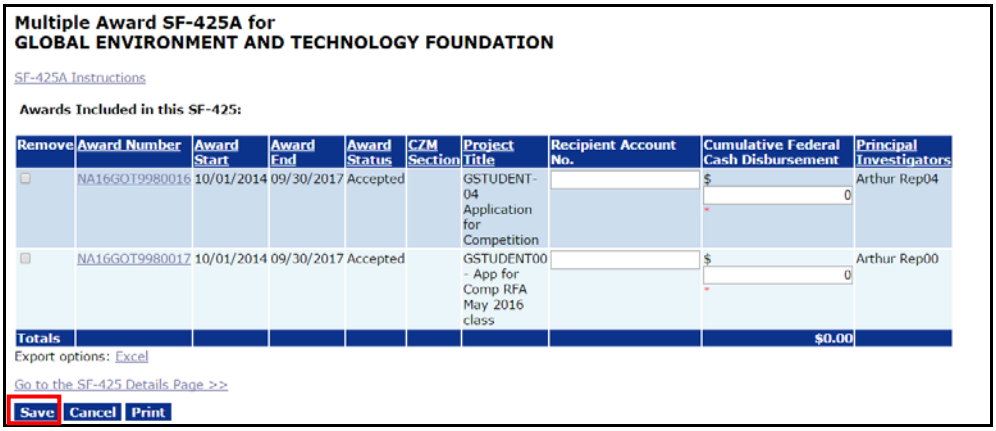
vs.

11. Enter information for the **Cumulative Federal Cash Disbursement*** (mandatory) and the **Recipient Account No.** (optional) data fields. If the user would like to enter data later on, advance to Step 13.

12. When data has been entered, click the **Go to the SF-425 Details Page** link to launch the SF-425 form. The SF-425 form contains several sections for detailed financial information; some fields are locked and cannot be edited.



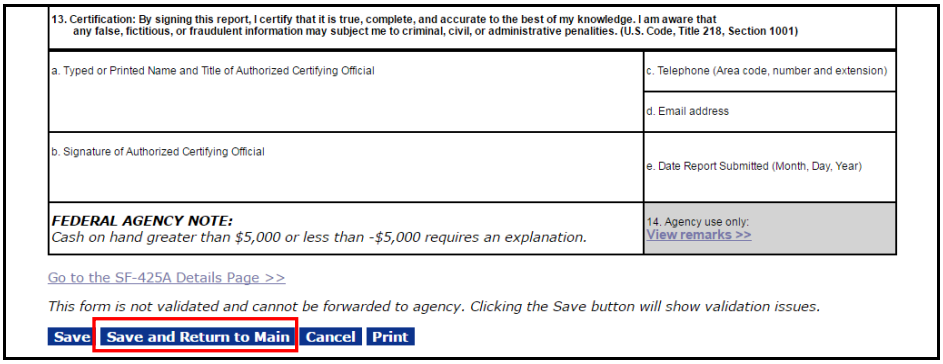
13. To save the data entered thus far click the **Save** button; the user can resume data entry at a later date. Click the **Print** button to generate a printable PDF version of the SF-425A. To exit without saving the data entered, click the **Cancel** button.



14. On the SF-425, all fields that require data entry are indicated by a red asterisk (*). The data on the form should be based on the transactions for all awards included with the SF-425A.

    All fields should be reviewed for accuracy. Inaccuracies associated with fields that have been locked for editing should be resolved by contacting the Grants Online Help Desk.

15. To start the workflow, click the **Save and Return to Main** button. A task is sent to the Inbox of the person who created the SF-425A.



16. Click the **Inbox** tab and then the **Task** link (located on the left navigation pane).

17. Click the **View** link next to the task you wish to process.

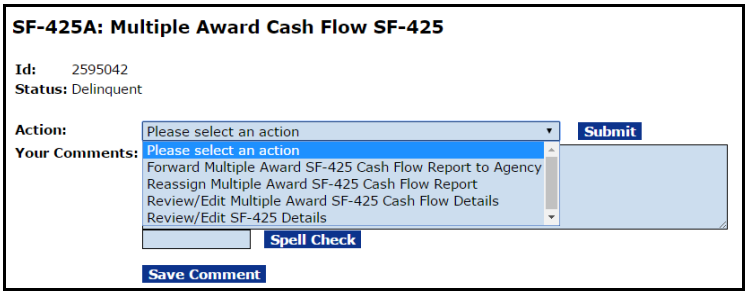
18. The Federal Financial Report launch page is visible. The Action dropdown menu contains the following options:

    a. **Forward Multiple Award SF-425 Cash Flow Report to Agency** – forwards the report to the agency for approval. **(Available only to users who have Authorized Representative or a Business/Finance Representative Submitting Role).** If the user does not have either of those roles, only the next two options are available. Click the **Submit** button.

    b. **Reassign Multiple Award SF-425 Cash Flow Report** – routes the report to another Authorized Representatives for review and approval prior to the report being submitted to the agency.

    c. **Review/Edit Multiple Award SF-425 Cash Flow Details** – opens the Multiple Award details page for review. The document is unlocked and revisions can be made prior to sending for approval.

    d. **Review/Edit SF-425 Details** – opens the SF-425 details page for review. The document is unlocked and revisions can be made prior to sending for approval.

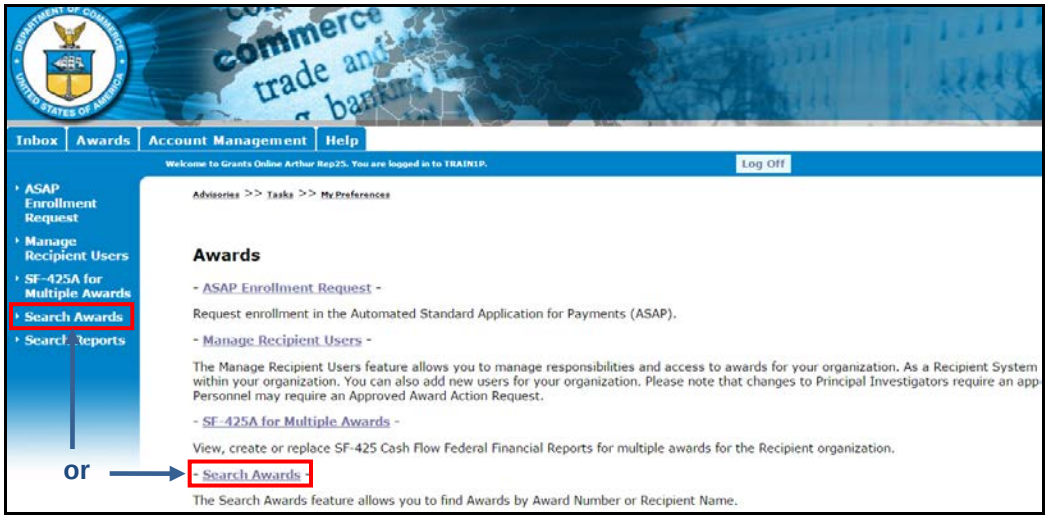


Create and Submit a SF-270 Request for Advance or Reimbursement

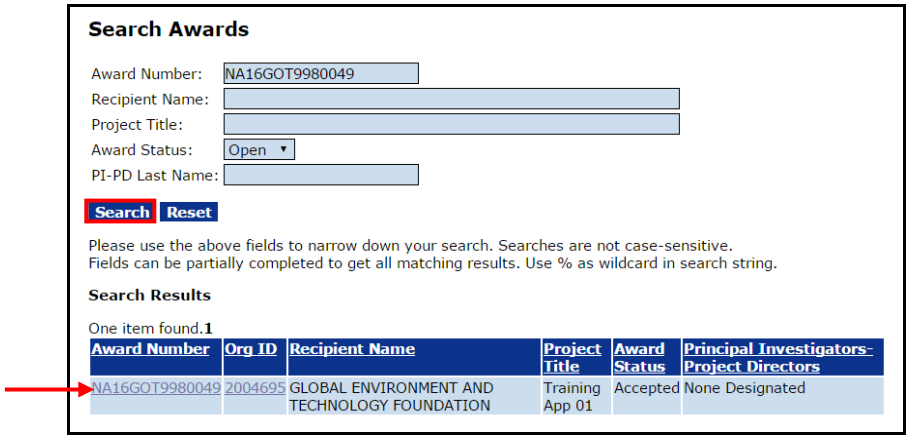
The SF-270 should only be used by organizations that are unable to draw down funds using the Department of Treasury's ASAP system. NOAA high-risk ASAP Recipients must also submit a SF-270.

1. Click the **Awards** tab.

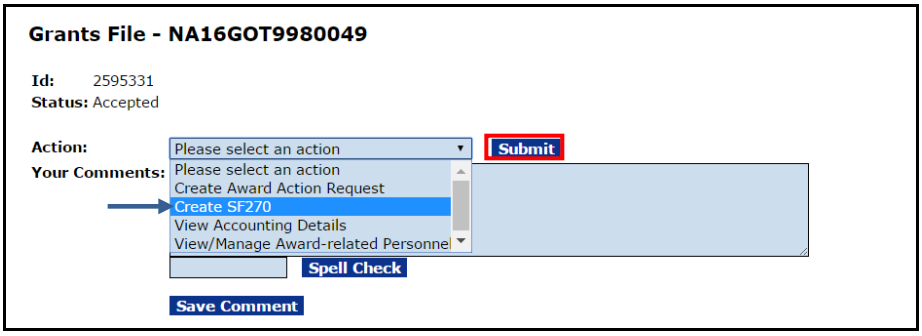
2. Click the **Search Awards** link.



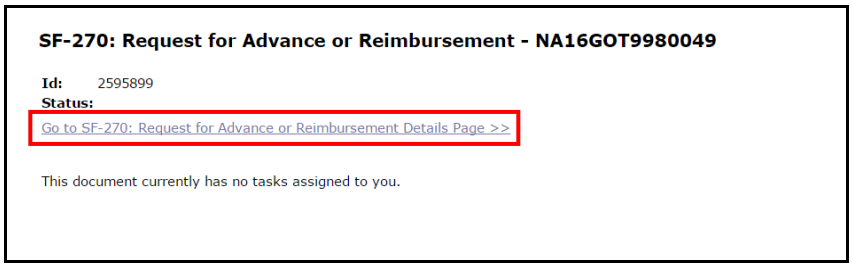
3. Enter the Award Number and click the **Search** button. The search results are displayed at the bottom of the screen. Locate and click the **Award Number** link.



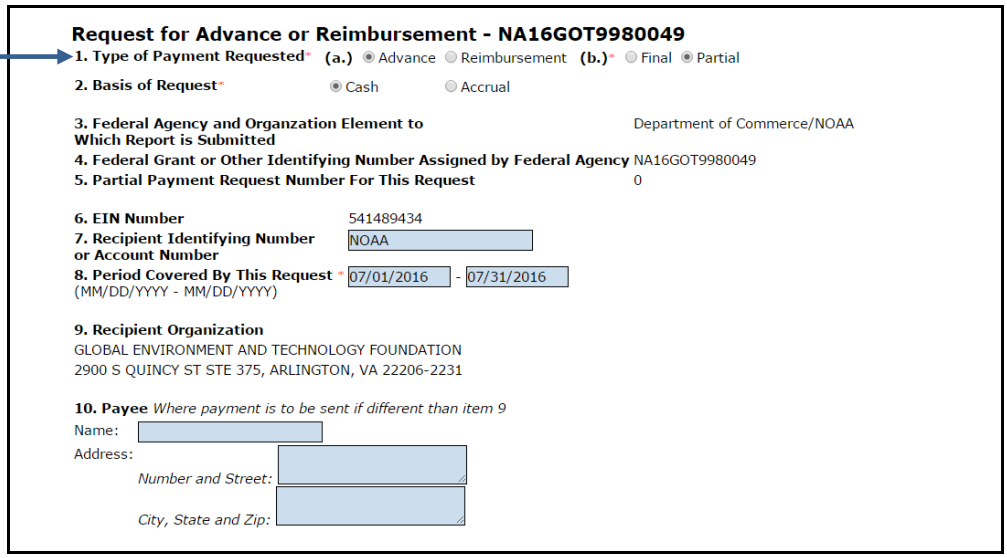
4. When the Grants File launch page is visible, select **Create SF-270**. Click the **Submit** button.



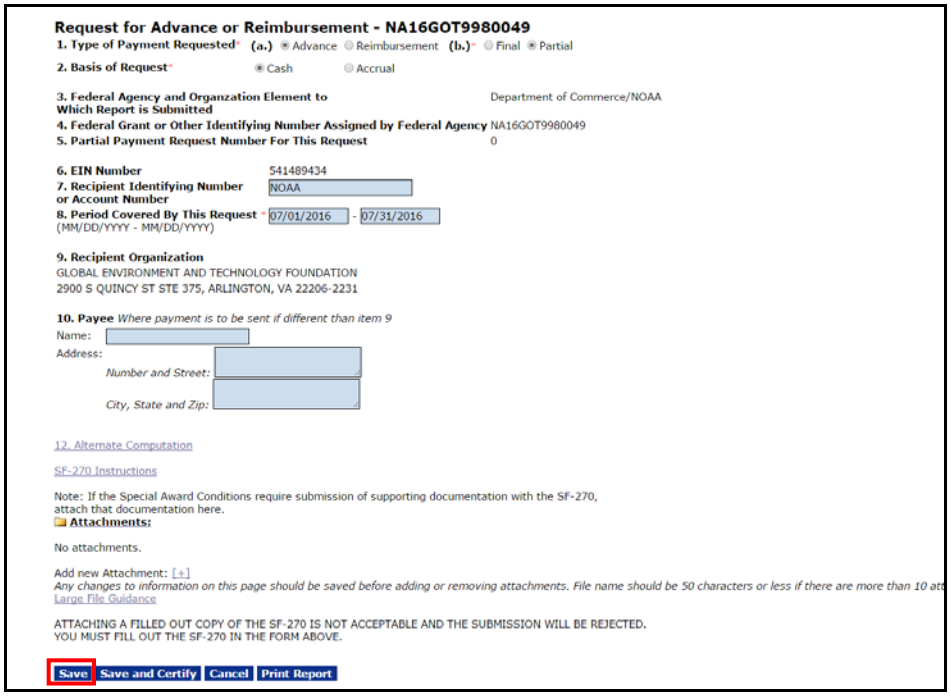
5. From the SF-270 launch page, click the **Go to SF-270: Request for Advance or Reimbursement Details Page** link.



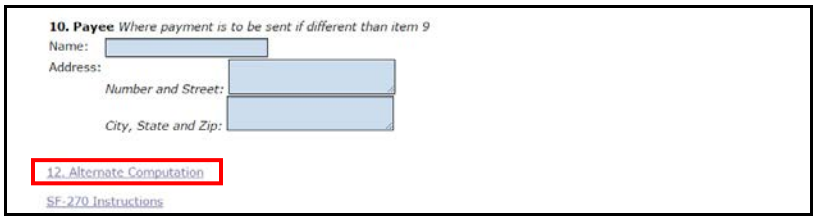
6. The SF-270 is shown in the image below; all fields that require data entry are indicated by a red asterisk (*). Specify the Type of Payment Requested – either Advance or Reimbursements. For item 1(b) specify either Final or Partial.



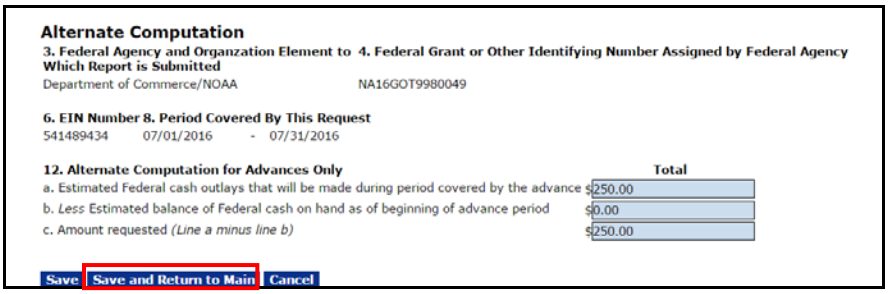
7. Click the **Save** button at the bottom of the screen



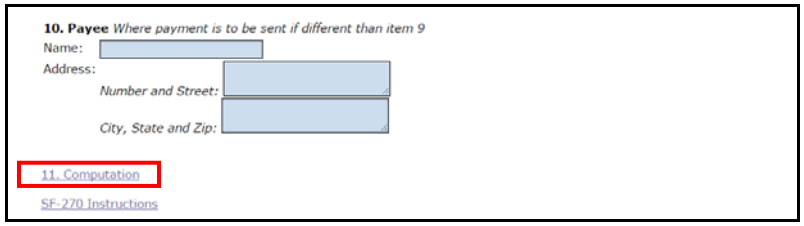
8. The Type of Payment Requested (Advance or Reimbursement) determines the secondary screen that must be completed. The image below is associated with having selected the **Advance** radio button for item 1(a). Click the **Alternate Computation** link.



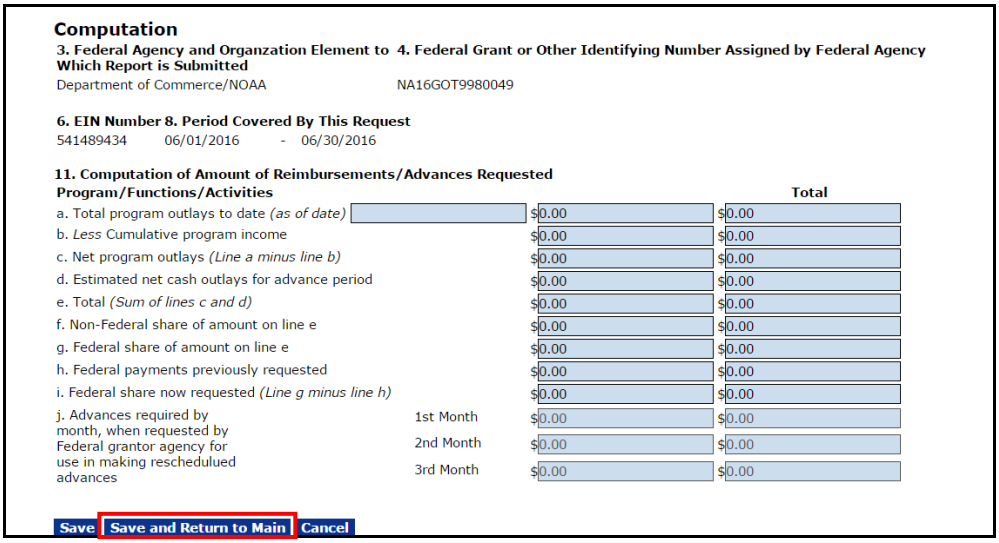
a. The following screen is visible. Enter the appropriate dollar amount(s) for items 12a, 12b, and 12c. To return to the previous screen, click the **Save and Return to Main** button.



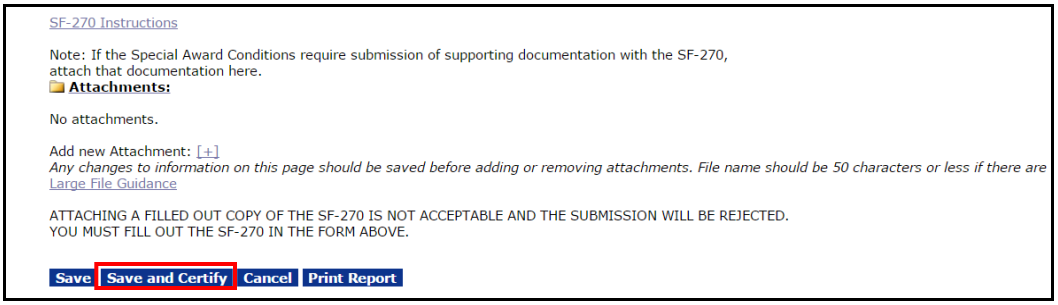
b. The image below is associated with having selected the **Reimbursement** radio button for item 1(a). Click the **Computation** link.



The following screen is visible. Enter the appropriate dollar amount(s) for items 11a – 11j. To return to the previous screen, click the **Save and Return to Main** button.

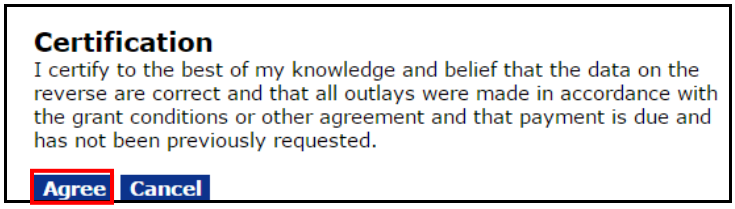


9. Irrespective of the computation method used, click the **Save and Certify** button.

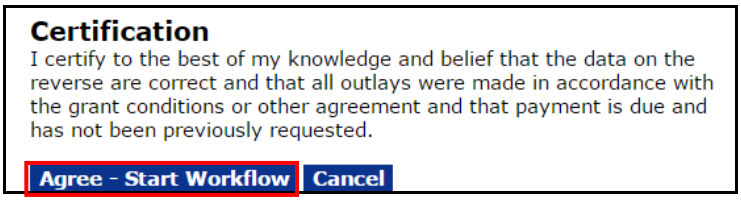


10. Indicate concurrence with the request and validate the accuracy of information on the SF-270.

    a. For an Advance, click the **Agree** button.



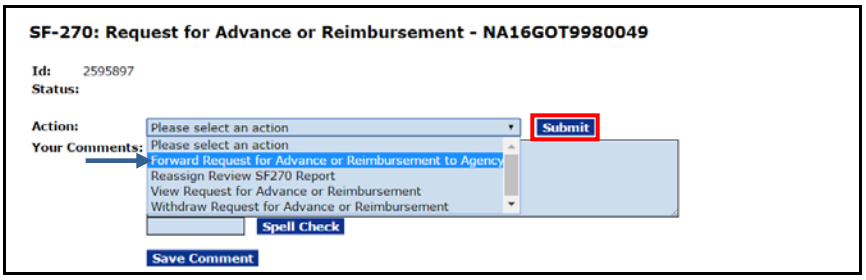
    b. For a Reimbursement, click the **Agree – Start Workflow** button.



11. A task is placed in the user's Inbox to initiate the process of sending the SF-270 to the appropriate Federal agency.

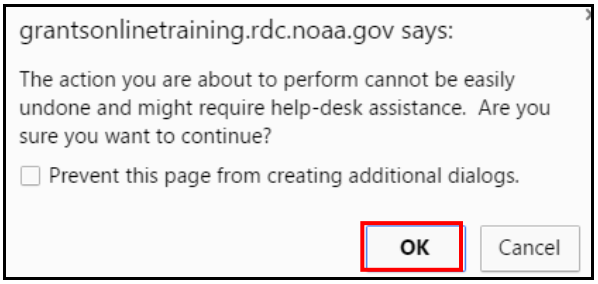
12. Navigate to the **SF-270: Request for Advance or Reimbursement** launch page. On the Action dropdown menu, there are three (3) or four (4) options, depending upon the user's assigned role. In this example, because the user's role is an Authorized Representative or Business / Financial Representative (submitting), there are four (4) options.

    From the Action dropdown menu, select **Forward Request for Advance or Reimbursement to Agency**. Click the **Submit** button.



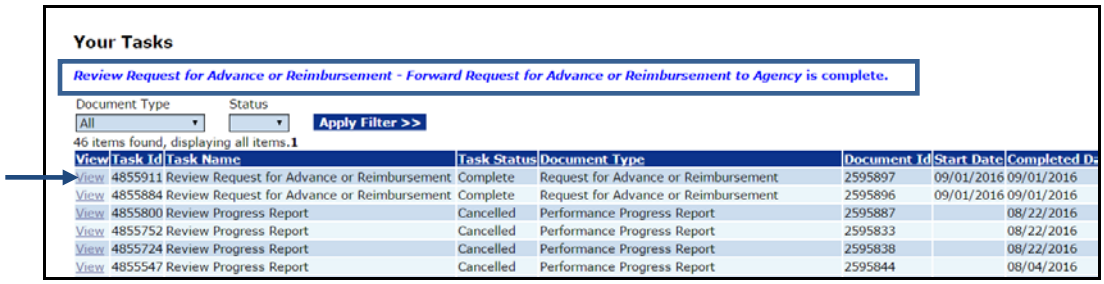
    If the user's role does not allow the individual to submit reports to the Federal agency, s/he should forward the SF-270 to the Authorized Representative or the Business / Financial Representative (submitting). The person with either role will forward the form to the appropriate Federal agency.

13. To confirm the intent to move forward, click the **OK** button on the pop-up screen.



14. The message on the screen confirms successful completion of the task.

Review Request for Advance or Reimbursement – Forward Request for Advance or Reimbursement to Agency is complete.



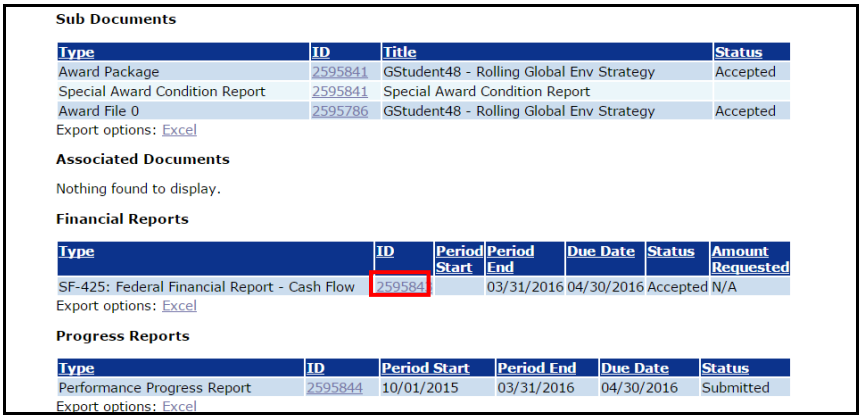
Replace a Report

Any accepted Federal Financial Report or Performance Progress Report (for an open award) can be replaced with a new report. This is a two-step process that involves withdrawing the existing report and replacing it with a new report. The new report must be processed using the same workflow as was applied to the original report.

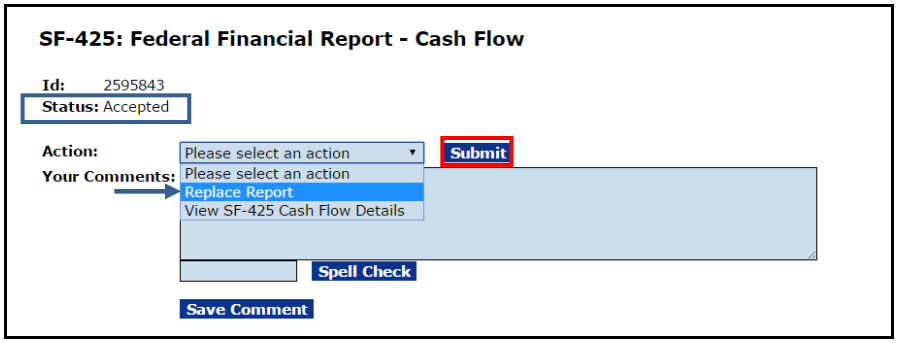
Although there is no limit to the number of times a report can be replaced, the following guidelines should govern replacing a report:

- Reports for closed awards cannot be replaced
- **Only accepted reports can be replaced**
- Legacy reports and/or those created outside Grants Online should only be replaced if the value for the Cash On Hand data elements is unacceptably inaccurate

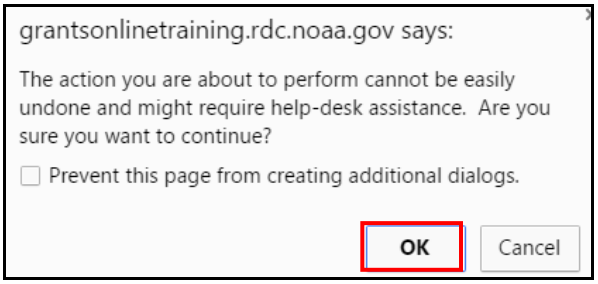
1. From the Grants File launch page, under the Financial Reports (or the Progress Reports) header, locate the report that is to be replaced. Click the **ID** link that is associated with the report.



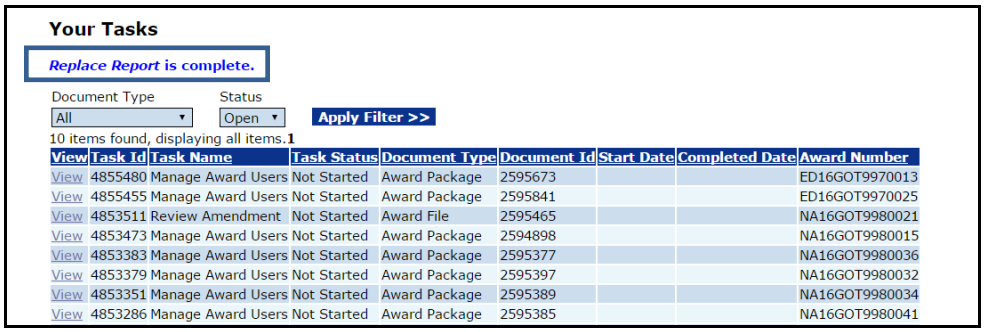
2. The SF-425: Federal Financial Report – Cash Flow launch page is visible. Select **Replace Report** on the Action dropdown menu. Click the **Submit** button.



3. To confirm the intent to move forward, click the **OK** button on the pop-up screen.

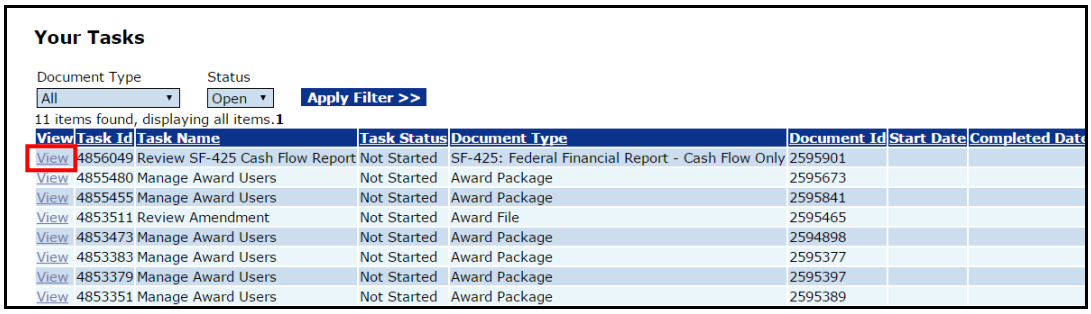


4. The message on the screen confirms successful completion of the task.



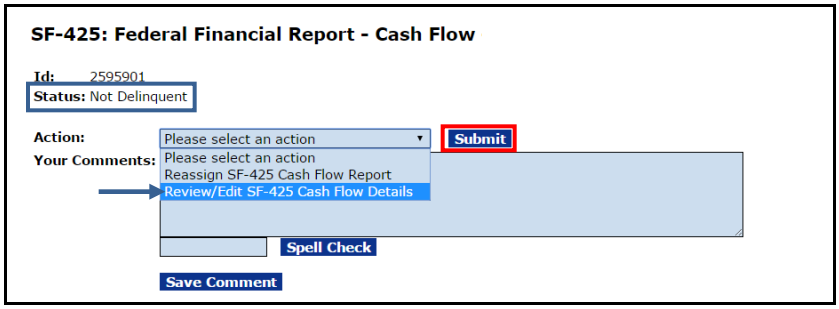
View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number
View	4855480	Manage Award Users	Not Started	Award Package	2595673			ED16GOT9970013
View	4855455	Manage Award Users	Not Started	Award Package	2595841			ED16GOT9970025
View	4853511	Review Amendment	Not Started	Award File	2595465			NA16GOT9980021
View	4853473	Manage Award Users	Not Started	Award Package	2594898			NA16GOT9980015
View	4853383	Manage Award Users	Not Started	Award Package	2595377			NA16GOT9980036
View	4853379	Manage Award Users	Not Started	Award Package	2595397			NA16GOT9980032
View	4853351	Manage Award Users	Not Started	Award Package	2595389			NA16GOT9980034
View	4853286	Manage Award Users	Not Started	Award Package	2595385			NA16GOT9980041

5. Navigate to the user's tasks. Observe that the Review SF-425 Cash Flow Report (Task Name) has a Task Status of Not Started. The user can now generate a new report to replace the previous version. Click the **View** link next to the new task.



View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date
View	4856049	Review SF-425 Cash Flow Report	Not Started	SF-425: Federal Financial Report - Cash Flow Only	2595901		
View	4855480	Manage Award Users	Not Started	Award Package	2595673		
View	4855455	Manage Award Users	Not Started	Award Package	2595841		
View	4853511	Review Amendment	Not Started	Award File	2595465		
View	4853473	Manage Award Users	Not Started	Award Package	2594898		
View	4853383	Manage Award Users	Not Started	Award Package	2595377		
View	4853379	Manage Award Users	Not Started	Award Package	2595397		
View	4853351	Manage Award Users	Not Started	Award Package	2595389		

6. The Financial Report launch page is visible. From the Action dropdown menu, select **Review/Edit SF-425 Cash Flow Details**. Click the **Submit** button.



7. Make the appropriate changes to the SF-425. If the user has the appropriate access level s/he can forward the report directly to the Federal agency; otherwise, the report should be forwarded to the individual who has the access rights to forward the SF-425.

8. When the new Financial Report is completed and accepted, the status on the Grants File page will be updated to Accepted.

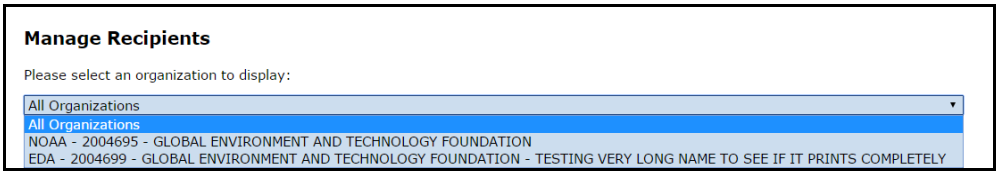
Add or Edit an Organization's Users

Completed by a Recipient Administrator

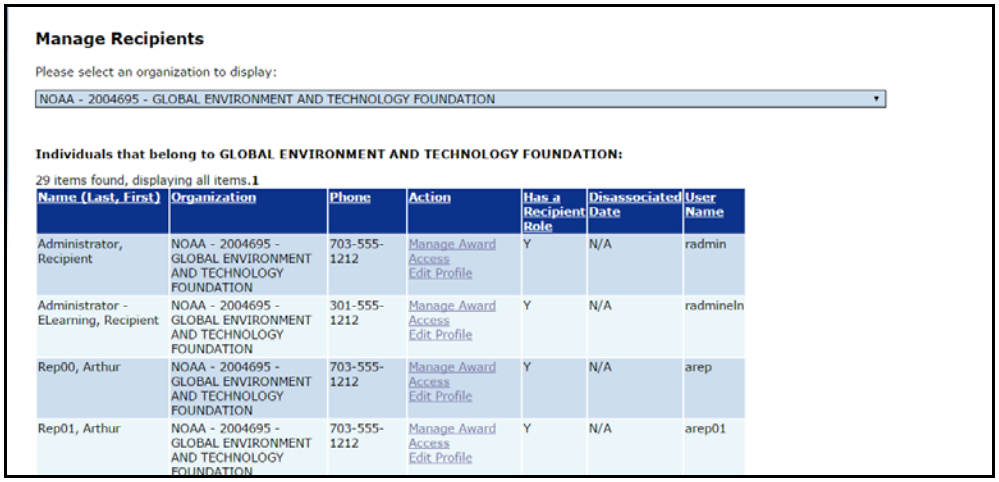
1. Click the **Awards** tab.

2. Click the **Manage Recipient Users** link.

3. Using the dropdown menu, specify the Organization whose users should be displayed. If the Grant Recipient is only associated with a single organization, s/he will not have to make this selection.

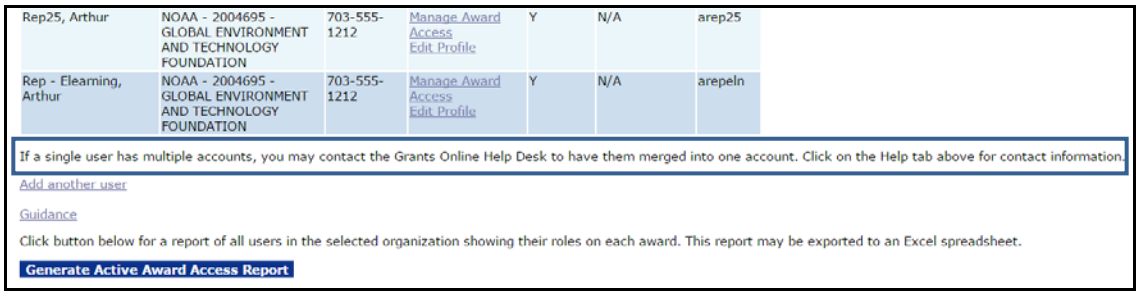


4. A list of users for the selected Grants Online organization is displayed.



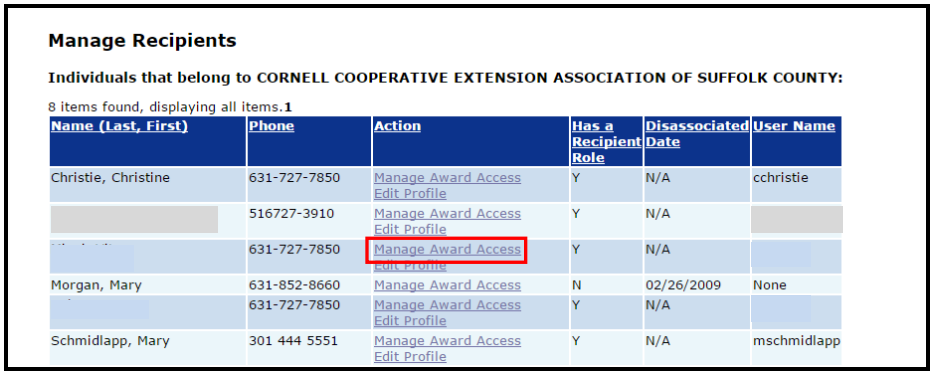
Name (Last, First)	Organization	Phone	Action	Has a Recipient Role	Disassociated Date	User Name
Administrator, Recipient	NOAA - 2004695 - GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION	703-555-1212	Manage Award Access Edit Profile	Y	N/A	radmin
Administrator - ELearning, Recipient	NOAA - 2004695 - GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION	301-555-1212	Manage Award Access Edit Profile	Y	N/A	radmineln
Rep00, Arthur	NOAA - 2004695 - GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION	703-555-1212	Manage Award Access Edit Profile	Y	N/A	arep
Rep01, Arthur	NOAA - 2004695 - GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION	703-555-1212	Manage Award Access Edit Profile	Y	N/A	arep01

Observe the message regarding assistance with merging multiple accounts (assigned to the same user) into one user account.



5. To update a user's access, follow the steps below:

   a. Click the **Manage Award Access** link on the same line as the user's name that is to be updated.



Manage Recipients

Individuals that belong to CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY:

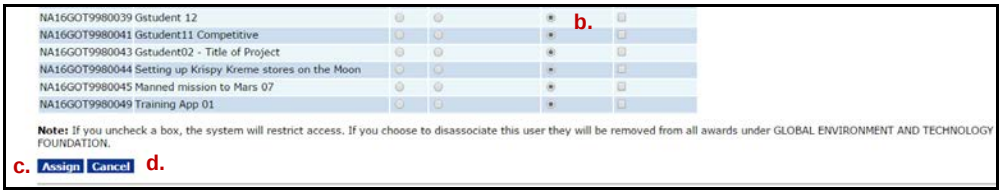
8 items found, displaying all items.1

Name (Last, First)	Phone	Action	Has a Recipient Role	Disassociated Date	User Name
Christie, Christine	631-727-7850	Manage Award Access Edit Profile	Y	N/A	cchristie
	516727-3910	Manage Award Access Edit Profile	Y	N/A	
	631-727-7850	Manage Award Access Edit Profile	Y	N/A	
Morgan, Mary	631-852-8660	Manage Award Access	N	02/26/2009	None
	631-727-7850	Manage Award Access Edit Profile	Y	N/A	
Schmidlapp, Mary	301 444 5551	Manage Award Access Edit Profile	Y	N/A	mschmidlapp

   b. Select or deselect the appropriate checkbox(s) for the level of access the user should be assigned.

   c. Click the **Assign** button at the bottom of the page to complete changes.

   d. Click the **Cancel** button to return to the previous page (changes have been saved).



   e. To deactivate a user account:

      - At the top of the screen, uncheck buttons associated with the user's Grants Online role.
      - Make certain the Not a Business/Financial Representative radio button is checked.

Manage Recipient - Arthur Rep06

You are viewing the current access levels and roles for **Arthur Rep06** on all awards that belong to **GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION**.

Please use the checkboxes found below to add or restrict access.

Check to add **Arthur Rep06** as the **Recipient Authorized Representative**

Check to add **Arthur Rep06** as the **Administrator**

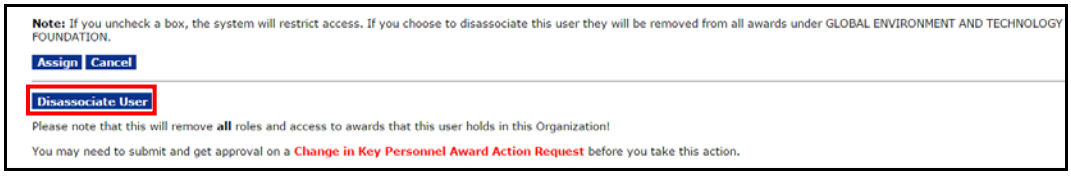
Arthur Rep06 is:

Not a Business/Financial Representative
A Business/Financial Representative
A Business/Financial Representative with authority to submit Federal Financial Reports directly to the Federal Agency without routing through the Recipient Auth

Please note that by checking the above boxes this user will become the Recipient Administrator, Recipient Authorized Representative, or Business/Financial Representativ
Unchecking these boxes will remove the user from the respective role for all Awards.

A Principal Investigator/Project Director (PI/PD) submits Project Progress Reports through the Authorized Representative. A Principal Investigator/Project Director (PI/PD
option to submit Project Progress Reports directly to the Federal Agency without going through the Recipient Authorized Representative.

- Click the **Disassociate User** button at the bottom of the page. This removes the user's access to all awards associated with the specified organization. The user will no longer receive Grants Online email notifications sent to users associated with the organization and the award.



- Click the **Cancel** button to return to the previous page (changes have been saved).

6. To add users to the organization, follow the steps below:

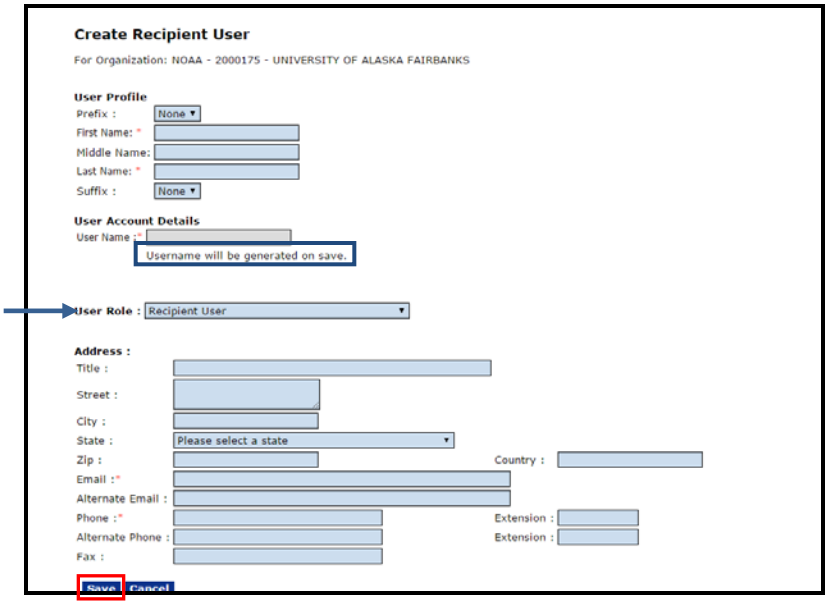
   a. Complete steps 1-4 in this section of the document.

   b. Click the **Add Another User** link at the bottom of the Manage Recipients page.

   c. Enter data for the mandatory red asterisk (*****) data elements (first name, last name, email address, and phone number) on the Create Recipient User page. The User Name, as noted, will be generated when the information is saved.

   d. Choose the appropriate user role from the **User Role** dropdown list. The default role is Recipient User. Select the appropriate role for the person being added.

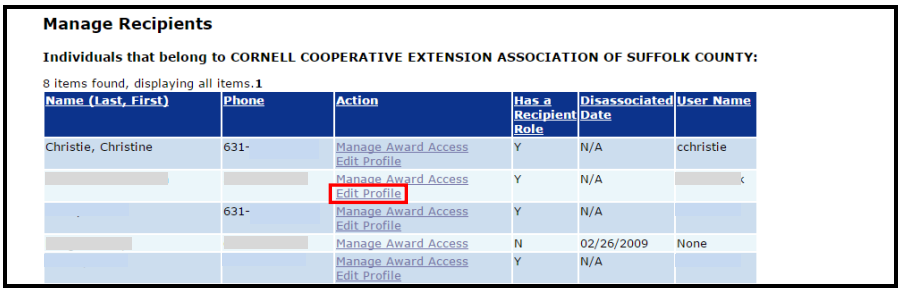
   e. Click the **Save** button. If there are no errors, the user name is generated; otherwise make the necessary corrections and attempt to save the data again.



7. To edit account details, unlock a user's account or reset the user's password, follow the steps below:

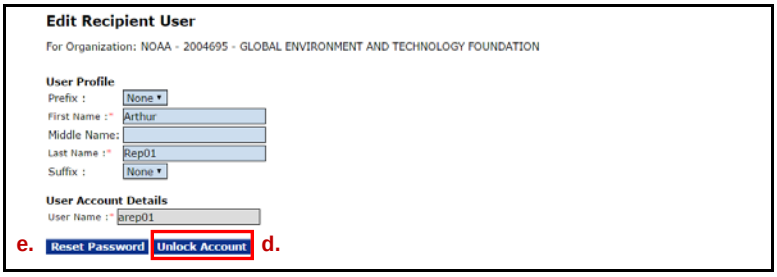
   a. Complete steps 1-4 in this section of the document.

   b. Click the **Edit Profile** link on the same line as the user name being updated.

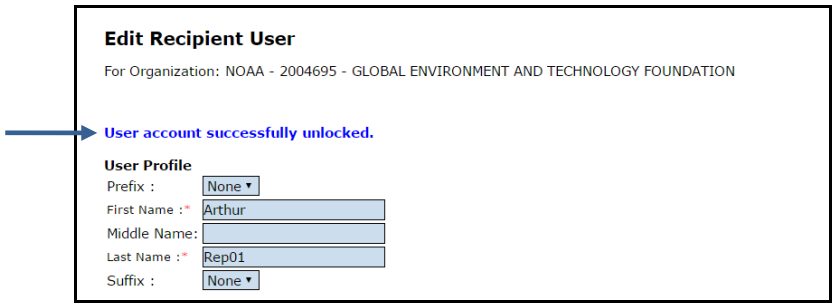


   c. With the exception of the User Name, all information on the resulting screen can be edited.

d. To unlock a user account:
   - Click the **Unlock Account** button on the Edit Recipient User page.



   - A message on the screen indicates when the user account was successfully unlocked.



e. To reset a user password:
   - Click the **Reset Password** button on the Edit Recipient User page.

   - Click either the **Reset** or the **Done** button. The **Reset** button generates a new (temporary) password that should be provided to the user. The **Done** button cancels the request.

Temporary password provided to the user.

- After the temporary password is provided to the user, use either the **Done** button or the breadcrumbs at the top of the screen to navigate away from the screen.

NOTE: The temporary password is valid for use **ONLY** on the day it was issued.