Authorized Representative / Principal Investigator

User Manual

Performance Progress Reports Processing

NOAA Grants Online Program Management Office

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Performance Progress Report (PPR)

The frequency for the Performance Report is set at the time of the application.

- **Annual Performance Progress Report** – The first Progress Report is due 9 months from the Award start date. This allows the Agency enough time to review the Progress Report before releasing funds for the following year.
- **Semi-annual Performance Progress Report** – The first Progress Report is due 6 months from the Award start date.
**Searching and Viewing Performance Progress Report**  
(Steps 1 – 3 from PPR-1 Process Map)

1. Click the **Awards** tab and click the **Search Awards** link to search for the Award Number of the report the user wishes to complete.

2. By clicking the **Search** button, all Awards for the users’ organization will be displayed. Alternatively, the user may narrow the search by entering the **Award Number** before clicking the **Search** button.
3. When the search results populate, click the appropriate Award Number.
4. The Grants File page is displayed. Scroll to the bottom of the page to view the Progress Reports section and click the ID link next to the Performance Progress Report you would like to complete. On a monthly basis, Grants Online will generate the Performance Progress Reports that are due for each month.
5. The Performance Progress Report landing page is displayed. Click the **Go to Performance Progress Report Details Page** link.

**NOTE:** The text “*This document currently has no tasks assigned to you*” means that no workflow has been started.

6. The Performance Progress Report page is displayed.
Submitting the Performance Progress Report
(Steps 3 – 6 from PPR-1 Process Map)

1. Follow the above directions on how to search and view the Performance Progress Report. The Attachments section is the first section on the page. Attachments are optional in the Grants Online system.

2. If the user has documents to attach, click the [+] button, else proceed to step 4.
3. Click the **Choose File** button. Select the file to be uploaded and enter a Description. Click the **Save Attachment** button.

4. Enter Clarifying comments.

5. Verify that the Reporting Period*, Due Date and Final Report fields are correct. If any updates are needed, please contact the Help Desk.

6. Click the **Save and Start Workflow** button.
7. The Performance Progress Report landing page is displayed. If the user is a Recipient Principal Investigator (with a non-submitting role), choose **Forward Progress Report to Authorized Representative** from the Action dropdown menu and click the **Submit** button. If the user has a submitting role, please proceed to the next section.
Forwarding the Performance Progress Report to the Agency
(Steps 7 – 9 from PPR-1 Process Map)

Once the Performance Progress Report is complete, the Authorized Representative will receive a task in their Inbox to review the Report and forward it to the Agency. This task is sent to all of the Authorized Representatives within the users’ organization. For example, if there are three Authorized Representatives within the users’ organization, each of them will receive the task to review the Performance Progress Report. Once one of the Authorized Representatives clicks the View link for the task, they will own the task and the task will be removed from the Inbox of the other two Authorized Representatives.

1. Click the Inbox tab followed by the Tasks link. Click the View link next to the Review Progress Report task.

2. The Performance Progress Report landing page is displayed. The user has three options in the Action dropdown menu:
   - Forward Progress Report to Agency
   - Return Progress Report for Revisions
   - View Progress Report
3. When the user is ready to submit the Progress Report, choose **Forward Progress Report to Agency** and click the **Submit** button.

4. This completes the Progress Report task. The message shown in blue letters is displayed on the user’s Your Tasks screen.