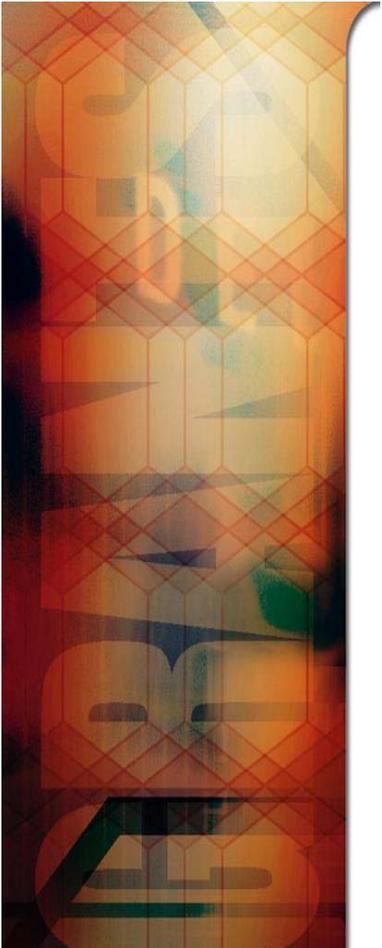
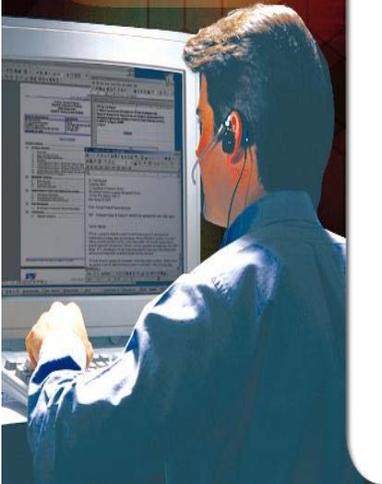




Grants Online Overview

August 2015





Project Goals

- A Single Unified Grant Processing and Administration system that uses an electronic solution to reduce processing time.
- A reliable, robust, and scalable solution that can accommodate mission-critical, high-volume usage.
- An interface with the *Grants.gov* initiative to provide “one-stop” shopping for Federal grants-related activities.
- Standardized business processes that contribute to a more efficient use of resources.
- A direct interface to other systems such as CBS/ASAP, FinLitLog, and WebDocFlow.

Contract Award – August 29, 2003

GO LIVE! (NOAA Feds Only) – January 10, 2005

Rollout to Grantees – October through August FY 2006

Rollout to DOC – March 2009

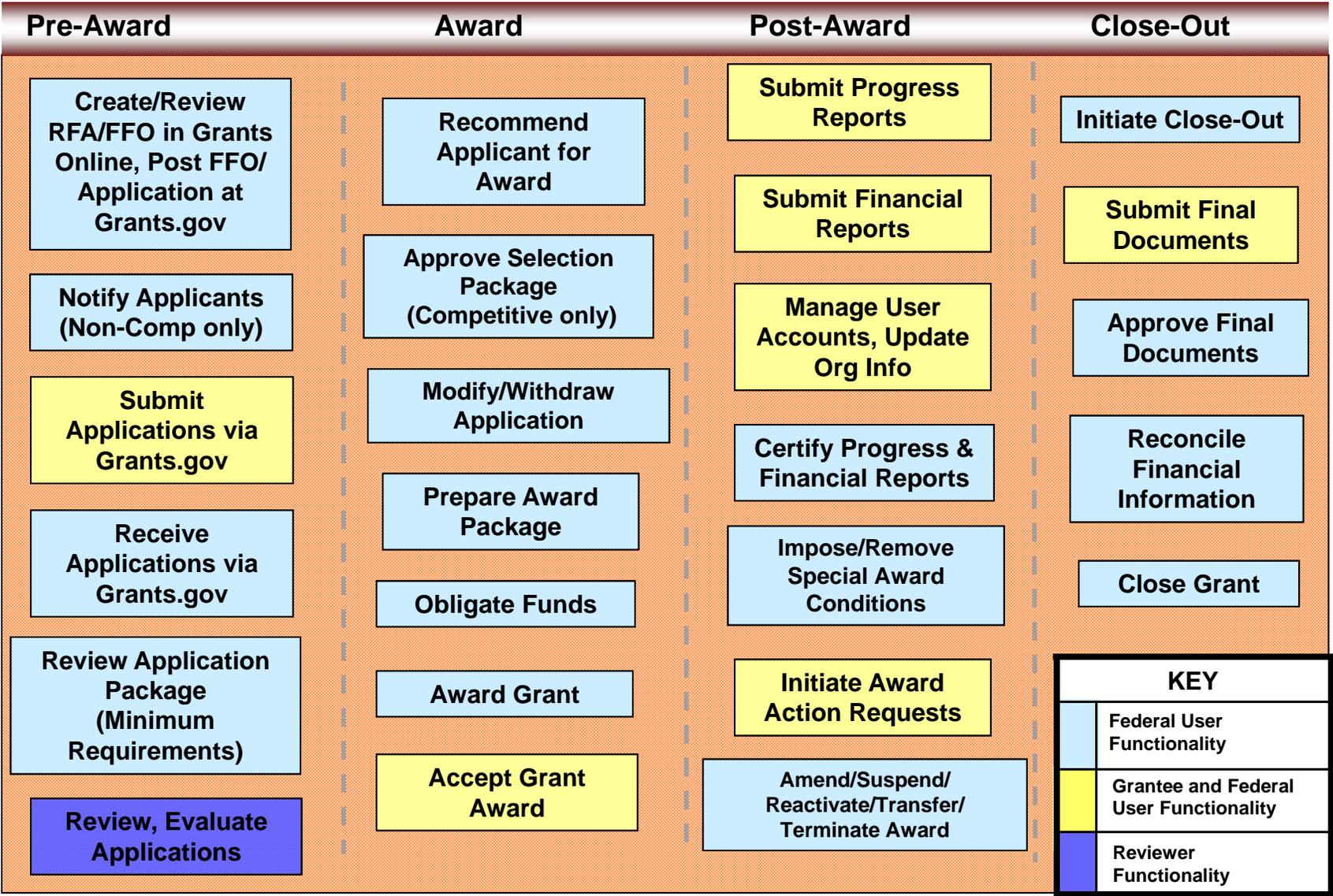
Review Module – October 2011

CBS Interface – June 2012

Rollout to EDA – FY 2015

Rollout to NIST – FY 2017 (In Planning)

Grants Life Cycle





Grants Online System Requirements

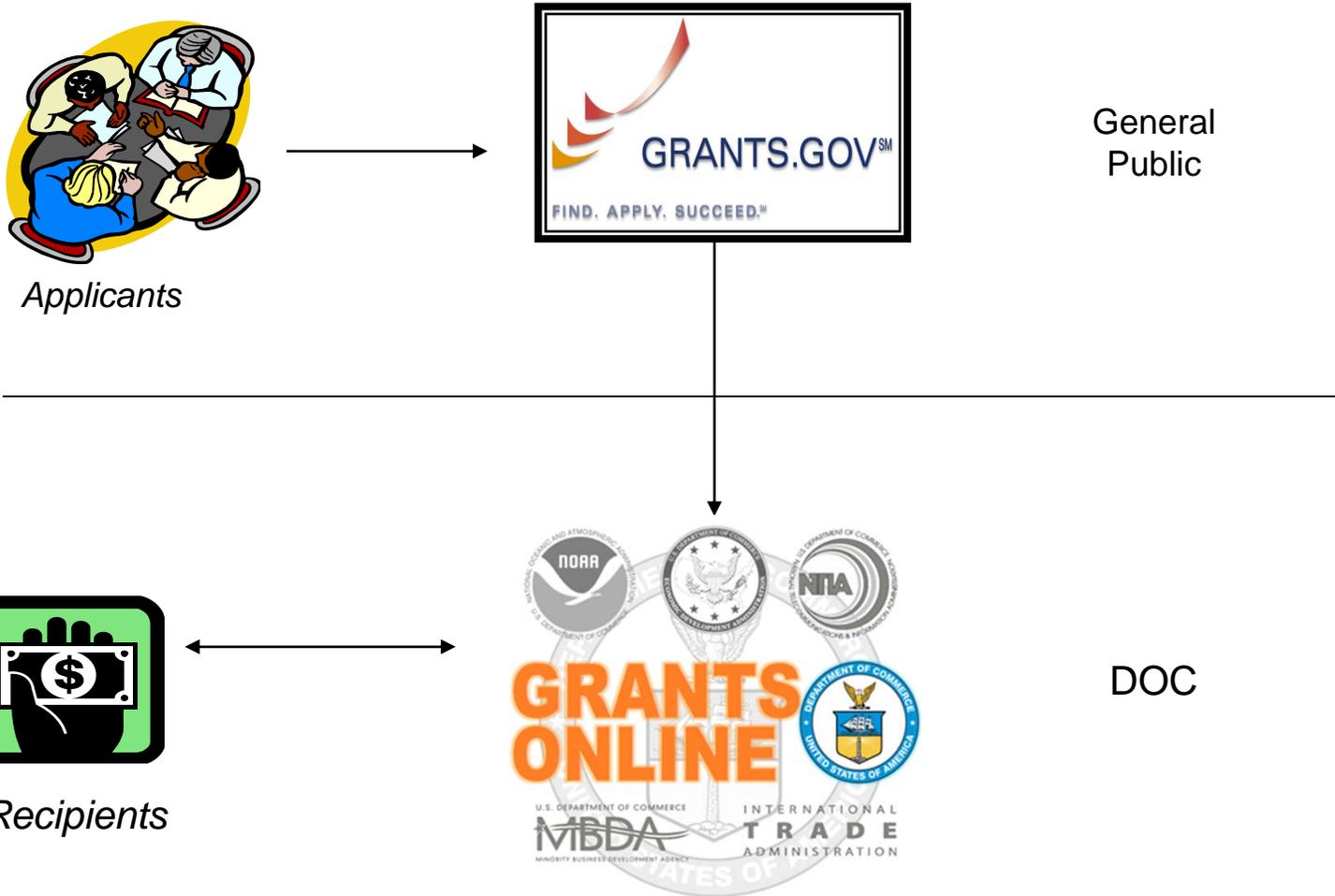
The System

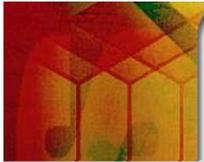
Grants Online operates in a web environment and is accessible anywhere and anytime the user has Internet access. There is not a need for the user to install any special software on his/her computer. However, each user must register and obtain a unique login id and password from the appropriate official at his/her agency.

Recommended Internet Browsers:

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

Grants Online and Grants.gov





Grants Online and ASAP

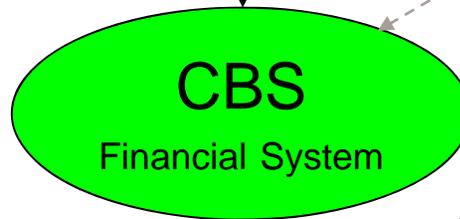


Recipients



Department of Commerce

Commerce Business Systems (CBS) – Manual Data Entry for NIST Finance



Department of Commerce (NOAA and NIST)

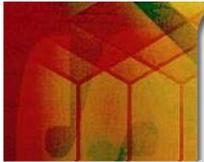


Recipients

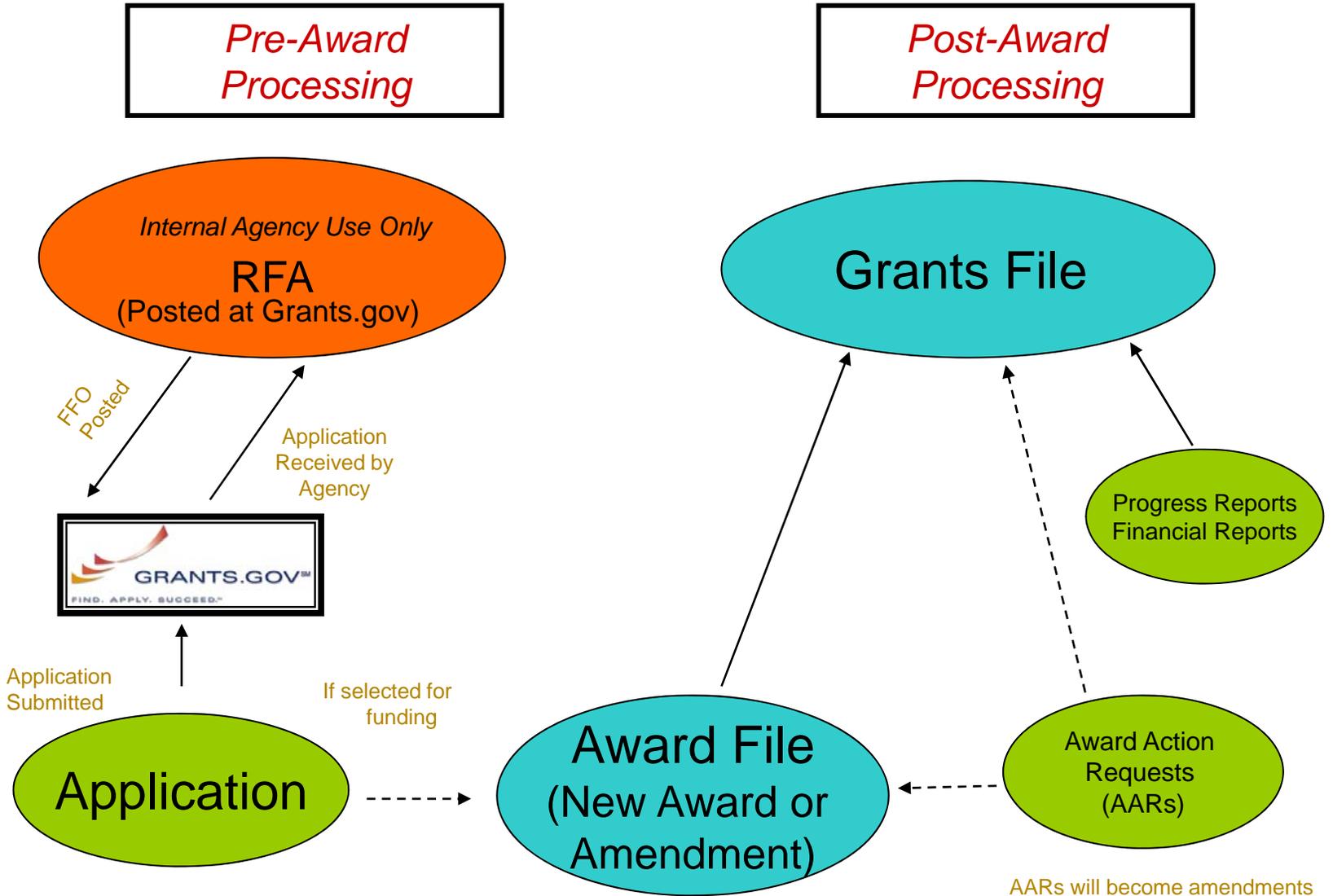


ASAP – Limited Manual Data Entry

Treasury Department

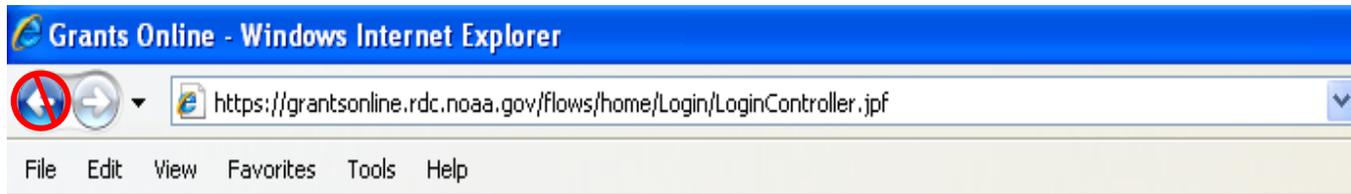


Grants Online Document Relationships

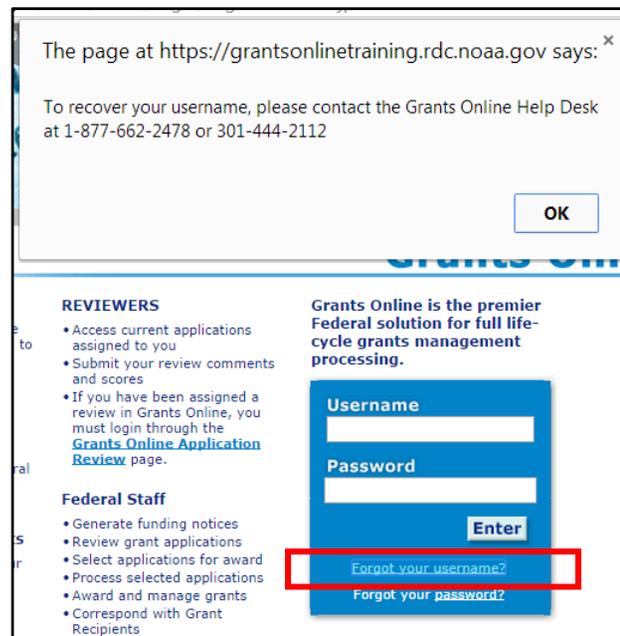


Grants Online Helpful Hints

- **DO NOT** use the browser's “Back” button.



- On the Home Page, click the “Forgot your username?” link to locate the Help Desk phone number.





Grants Online Helpful Hints (continued)

- After clicking “Save and Start Workflow” always go to the Inbox – Tasks for the next action. If you do not see the new task, click “Tasks” in the left navigation pane to refresh the page. **To prevent unaddressed tasks from remaining in the Inbox, always click the Tasks link prior to logging out.**



Welcome to Grants Online Ms. Grants Student25. You are logged in to TRAIN2P. [Log Off](#)

Advisories >> Tasks

Your Tasks

Document Type: Status: [Apply Filter >>](#)

11 items found, displaying all items.1

| View | Task Id | Task Name | Task Status | Document Type | Document Id | Start Date | Completed Date | Award Number |
|----------------------|---------|-----------------------------|-------------|----------------------|-------------|------------|----------------|----------------|
| View | 2564265 | Notify Recipients | In Progress | RFA | 2256808 | 05/20/2014 | | N/A |
| View | 2556044 | Notify Recipients | In Progress | RFA | 2256757 | 05/01/2014 | | N/A |
| View | 2556041 | Conduct Negotiations | In Progress | Application | 2256738 | 06/12/2014 | | NA14GOT9990069 |
| View | 2554004 | Review Award Action Request | Not Started | Award Action Request | 2256304 | | | N/A |
| View | 2553976 | Review Award Action Request | Not Started | Award Action Request | 2256303 | | | N/A |
| View | 2553942 | Manage Review Event | In Progress | Review Event | 2256285 | 02/10/2014 | | N/A |



Buttons vs. Column Headings

Dark blue column headings look like buttons except that there are one or more additional lines of information beneath them. The first line will be displayed with a medium blue background and the next line will have a pale blue background.

Dark blue buttons with white lettering indicate an action to be taken.

Underlined column headings indicate that the data underneath can be sorted by that column.

Competitions
 Press Save before selecting the following link(s)

| Competition Name | Actions |
|--|---|
| Copy of Training Competitive RFA Dec 2008 Screen Shots | Edit Delete |
| Add New | |

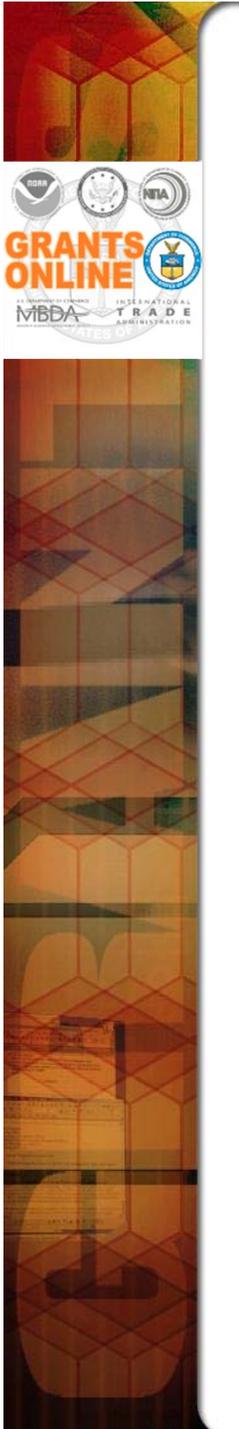
Attachments:

[Save](#) [Create Publication\(s\)](#) [Save & Continue](#) [Cancel](#)

Document Type: Status: [Apply Filter >>](#)

9 items found, displaying all items.1

| View | Task Id | Task Name | Task Status | Document Type |
|----------------------|-------------------------|------------------------------|-----------------------------|-------------------------------|
| View | 1365154 | Certify/Revise Award File | Not Started | Award File |
| View | 1365050 | Review Reviewer Instructions | Not Started | Review Instructions |
| View | 1365026 | Certify/Revise Award File | Not Started | Award File |



Large File Guidance

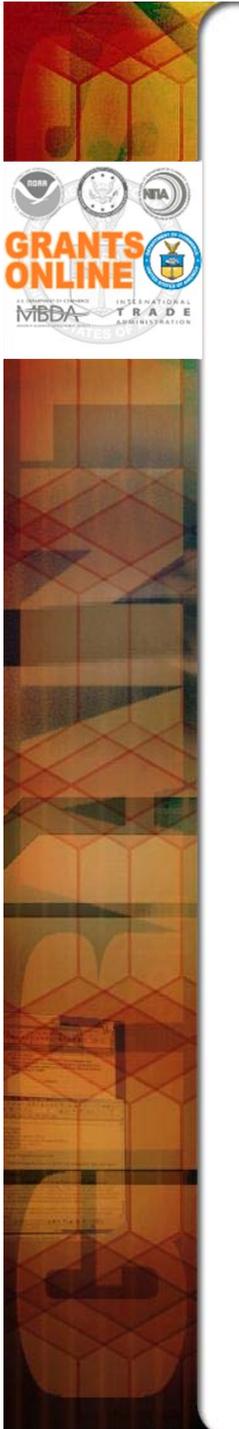
As a security measure, there is a 5 minute time limit for the download and upload of files. If the user uploads a file and it takes approximately 5 minutes, the file upload may appear to have been successful. To test the integrity of the uploaded file, download and attempt to open the file. If the file does not open, the file is probably corrupted – the attempt to upload was incomplete and therefore unsuccessful.

Solutions for File Upload Problems

- To determine if the upload process resulted in a corrupted file, download the recently-uploaded file and compare the size of that to the original file.
- If most of the file uploaded before failing (indicated by a slight variation in the size of the two files), attempt to upload the file when there is less Internet traffic.
- Use a faster Internet connection and try the upload process again.
- Reduce the file size:
 - Split the file into multiple parts and upload as Filename - Part 1, Filename - Part 2, etc.
 - Zip the file.
 - If the file is a PDF and Adobe Acrobat Professional or equivalent software is available; with the file open, from the File Menu, select Save as Other. From the subsequent dropdown menu, select Reduced Size PDF.
- **Options for recipients attempting to upload Progress Reports:**
 - Contact your Program Officer for acceptable options to upload the file (e.g., burn the document to a CD and mail to your Program Officer).
- **Options for Federal personnel:**
 - Contact the Help Desk to determine what additional solutions are available.

Solutions for File Download Problems

- Download speeds are typically an order of magnitude faster than upload speeds; therefore, there should be fewer file download problems.
- Wait to download the file when there is less Internet traffic.
- Use a faster Internet connection to perform the download.
- Contact the Help Desk to determine what additional solutions are available.



Federal Grants Personnel

▪ **Program Office (Federal Program Officers)**

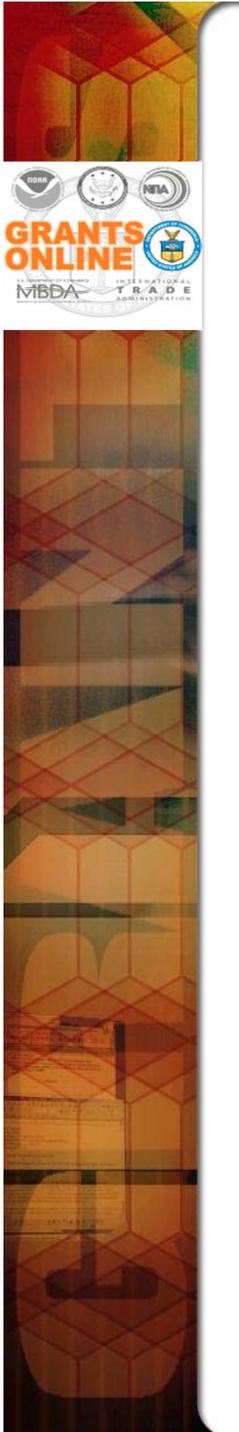
- Provides the funding for the grant award
- Federal Subject Matter Experts
- Provides oversight for the programmatic aspects of the project – *receives and accepts the Performance Progress Reports*

▪ **Grants Office (Grants Management Specialists and Grants Officers)**

- Provides the final approval for all Grants Management matters
- Federal Grants Management Experts
- Provides oversight for the financial aspects of the project – receives and accepts the Financial Reports (SF-425, SF-270)

▪ **Project Officer (EDA-specific role)**

- Fulfills roles of both the Program Office and Grants Office, with the exception of the final Grants Officer review and approval.



Grants Management Advisory Council (GMAC) Contacts

| | | |
|-------------|---------------------------------|--|
| NOAA/NESDIS | Ericka Rosier | 301-683-3512 |
| NOAA/NMFS | Dan Namur Melanie Gange | 301-427-8730 301-427-8664 |
| NOAA/NOS | Regina Evans Laurie Golden | 301-713-3050 x183 301-713-3338 x151 |
| NOAA/NWS | Carla Kirby | 301-427-6923 |
| NOAA/OAR | Brenda Alford | 301-734-1174 |
| NOAA/OED | Carrie McDougall Meka Laster | 202-482-0875 301-628-2906 |
| MBDA | Joann Hill Nakita Chambers | 202-482-4826 202-482-0065 |
| ITA | Brad Hess Annette Henderson | 202-482-2969 202-482-3995 |
| NTIA/BTOP | Wayne Ritchie Laura Pettus | 202-482-5515 202-482-4509 |
| EDA | Kerstin Millius | 202-482-3280 |

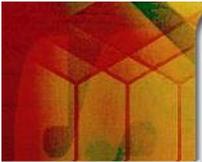
NOTE: Contact Name & Phone Number based upon Dept. of Commerce or NOAA Personnel Directories
 Accessed: April 7, 2015



Grants Online Training and Help Desk

▪ Grants Online Website

- Looking For More Information About Grants Online?
 - Go to the Grants Online PMO website at <http://www.corporateservices.noaa.gov/grantsonline>
- Have A Question When Training is Over?
 - Email the Help Desk at GrantsOnline.Helpdesk@noaa.gov
 - Call **301-444-2112** or **1-877-662-2478** toll free
 - Hours: **8:00 AM – 6:00 PM Eastern Standard Time**
- Ready to start working in Grants Online?
 - Go to <https://grantsonline.rdc.noaa.gov>



**GRANTS
ONLINE**

MBDA INTERNATIONAL TRADE ADMINISTRATION

