Grants Online Overview

November 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

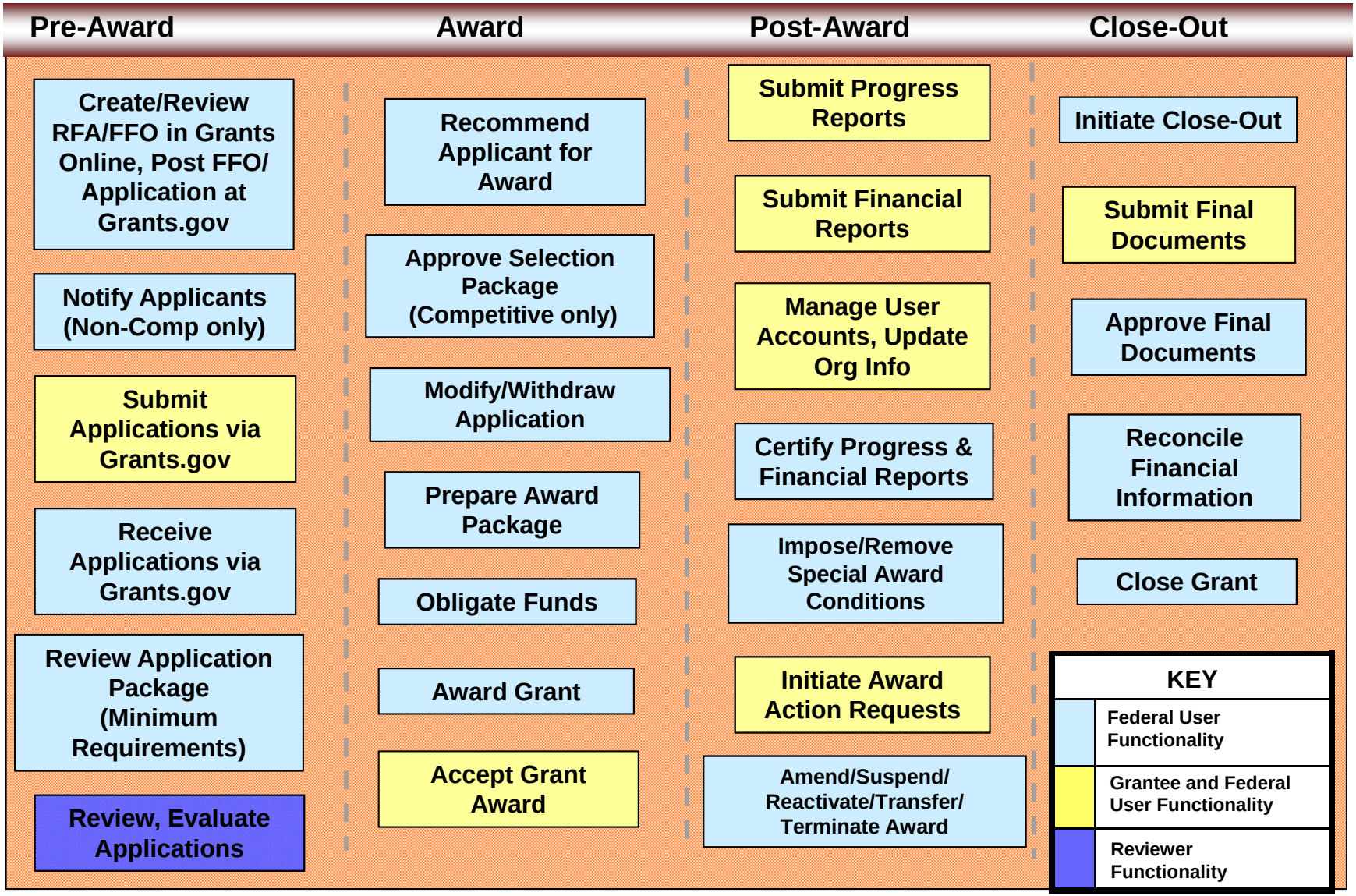
Review Module – October 2011

CBS Interface – June 2012

Rollout to EDA – FY 2015

Rollout to NIST – FY 2017 (In Planning)

Grants Life Cycle



Grants Online System Requirements

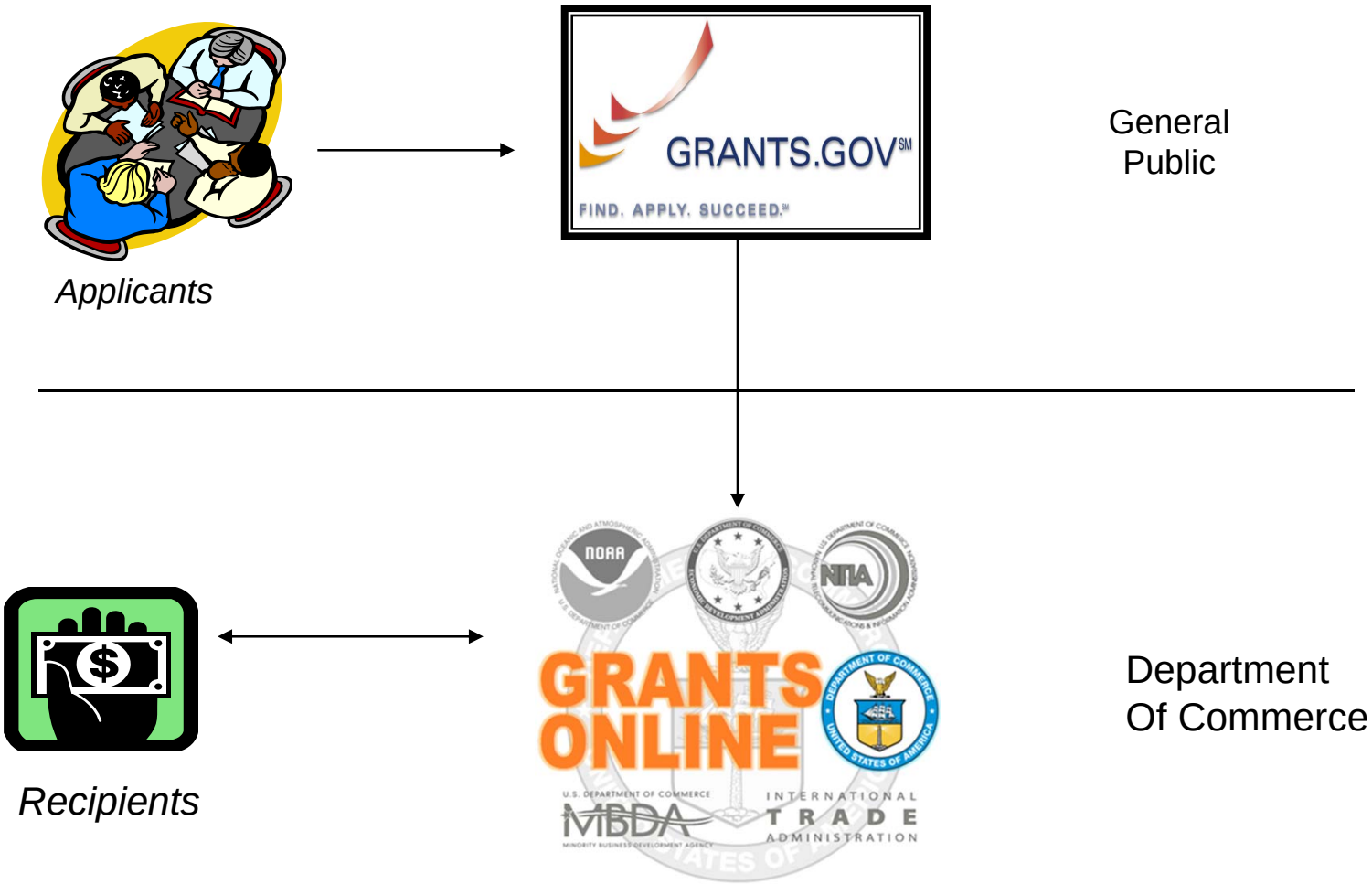
The System

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.

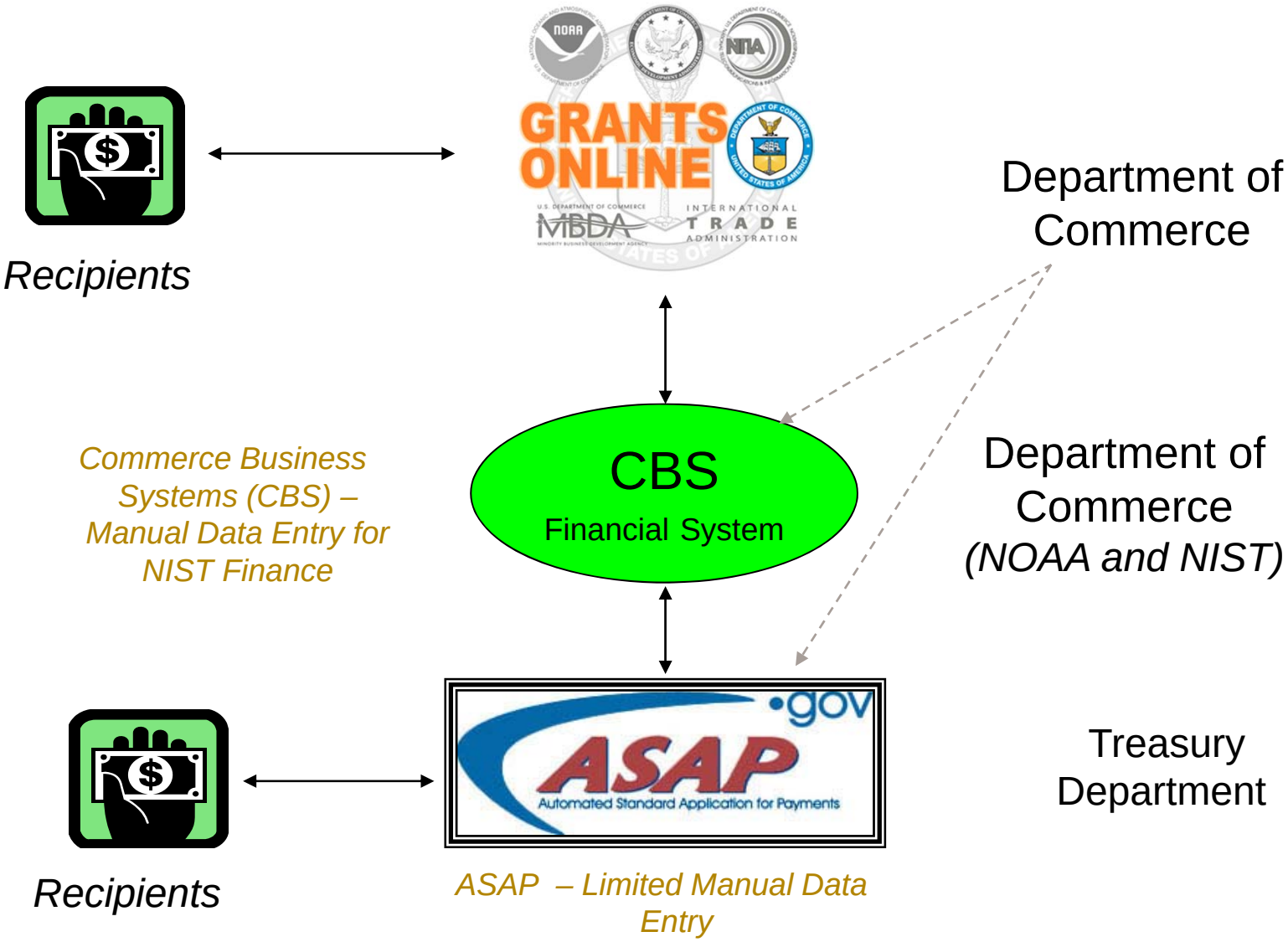
Recommended Internet Browsers:

- **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**

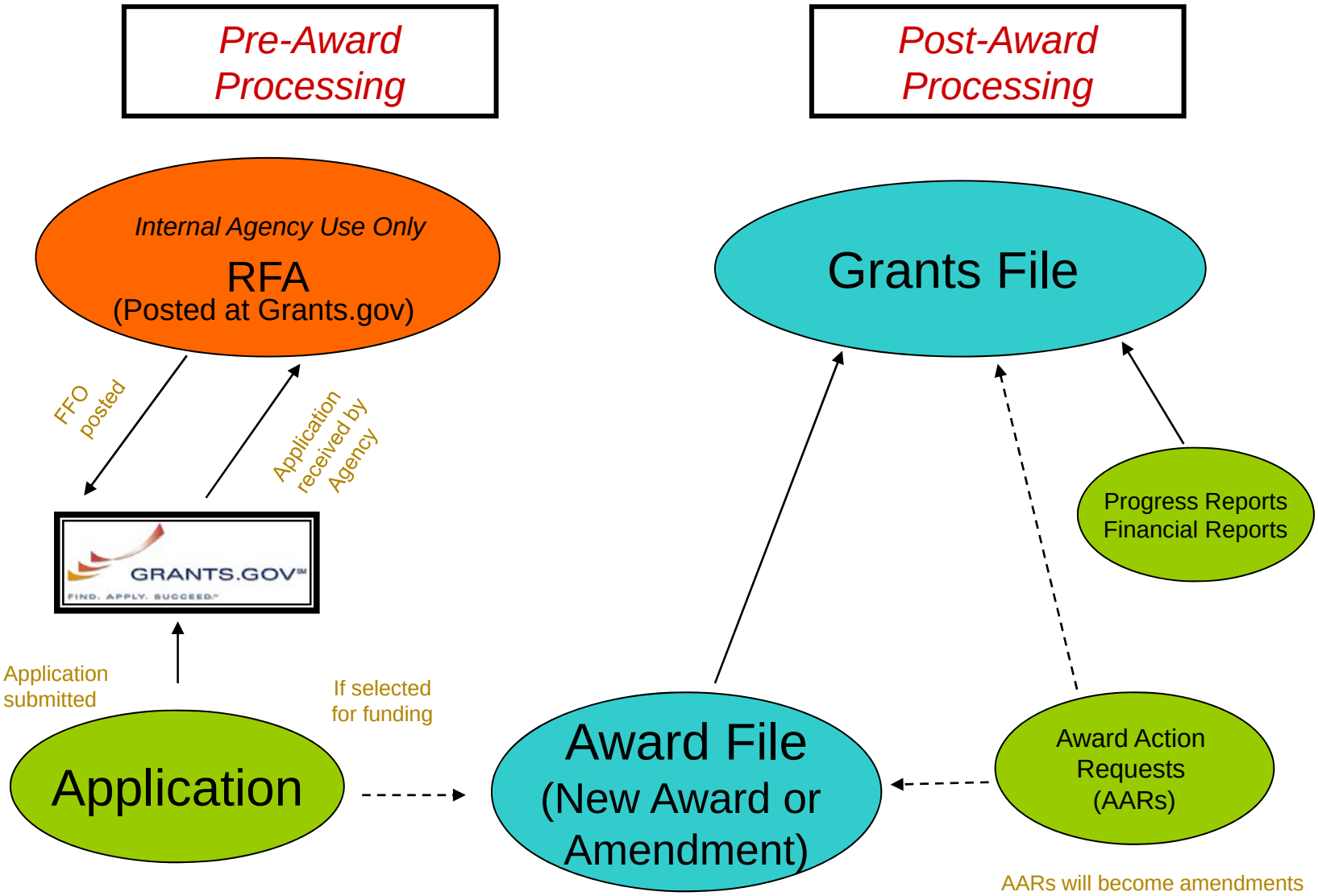
Grants Online and Grants.gov



Grants Online and ASAP

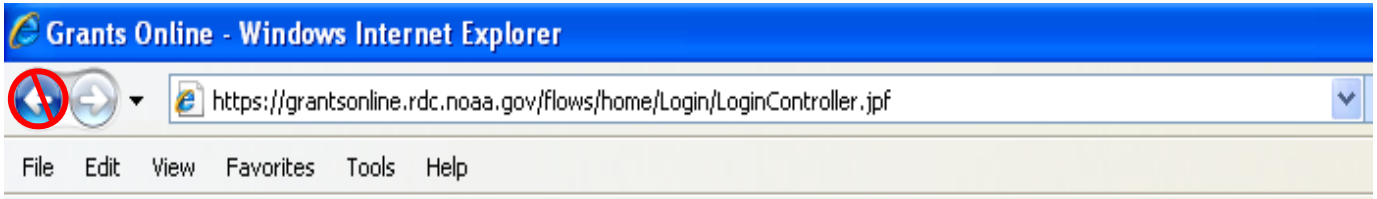


Grants Online Document Relationships

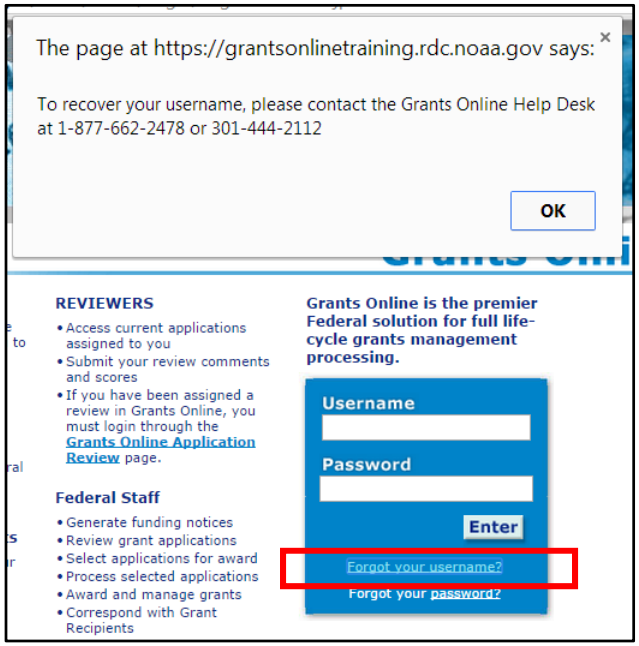


Grants Online Helpful Hints

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

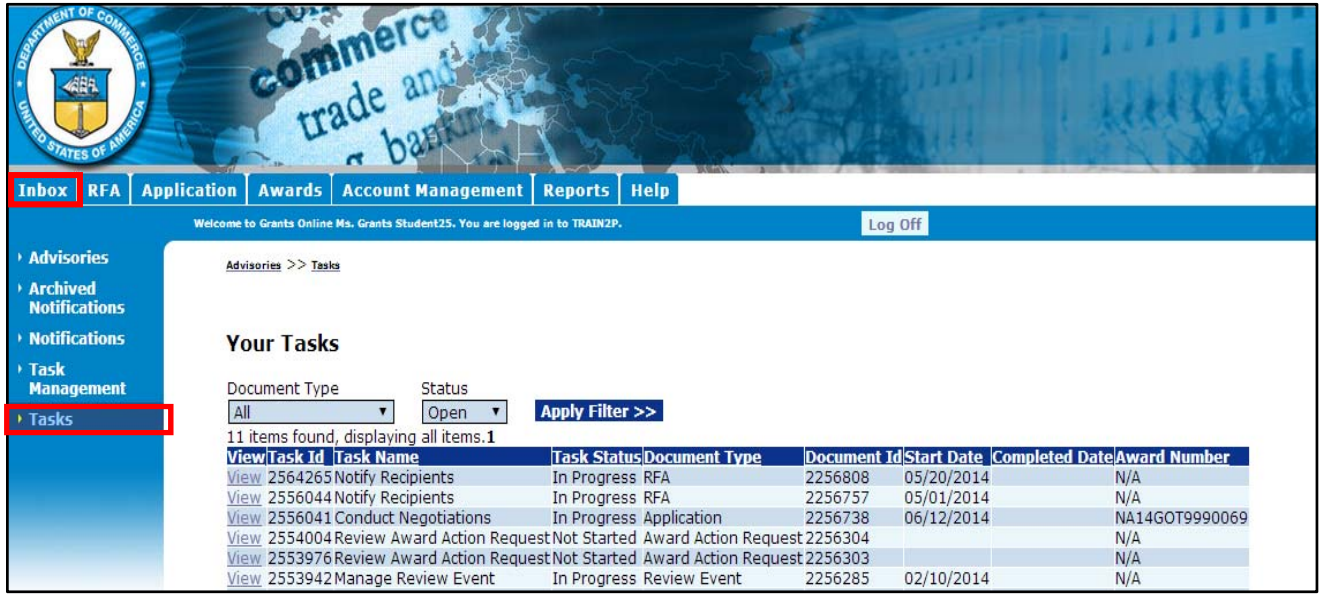


- **On the Home Page, click the "Forgot your username?" link to locate the Help Desk phone number.**



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.***



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.

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

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

Document Type: All

Status: Open

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

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

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

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NOTE: Contact Name & Phone Number based upon Dept. of Commerce or NOAA Personnel Directories
Accessed: October 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**