



Federal Program Officer Training Manual

Post Award Actions

Prepared by BearingPoint, Inc.

Version 1.0

May 17, 2005



Table of Contents

DOCUMENT CONVENTIONS	I
GRANTS ONLINE OVERVIEW	1
GRANTS ONLINE SOFTWARE DESCRIPTION.....	1
GETTING STARTED	3
Accessing Grants Online	3
Logging in to Grants Online.....	4
PARTIAL FUNDING	7
Initiating Partial Funding.....	7
AWARD ACTION REQUESTS	21
Processing an Award Action Request	21

Document Conventions

Overview Welcome to the Grants Online Training Manual. This manual is set up to provide you with step-by-step information to accomplish tasks within Grants Online. The manual is logically sequenced based on the National Oceanic and Atmospheric Administration's (NOAA) Grants lifecycle process and is written to address your role within Grants Online.

Using this Guide Use the following writing conventions as a guide in using the manual. The manual uses block label text in order to scan for the information desired.

Text Conventions

Text; Example

Text in Bold; Click **Done**

Text in Italics; *RFA Details* screen appears.

What it means.

Indicates a command.

Indicates a screen.

Notes and Warnings

Notes and Warnings are used to indicate information or advisories when using Grants Online.



Note: A note is used to inform you about additional information during the procedure or process.



Warning!

Business process may not work as desired or a procedure may produce an undesirable effect.

This page intentionally left blank.

Grants Online Overview

Overview The National Oceanic and Atmospheric Administration (NOAA) offers a variety of competitive and non-competitive grants or awards to various communities including States, Universities, and non-profit organizations. Prior to the advent of Grants Online, the processing of grants was a paper-based task involving time-consuming human interactions and program polices to process the grants and to ensure the awarding of the grant is given to the most qualified applicant for a competitive award, and for qualified designated applicants of non-competitive awards.

As part of its strategy to move scientifically and operationally into the 21st century, Grants Online was developed. Grants Online is an E-Government initiative to create an automated tool that will support the grant evaluation, award, management and operations process. Grants Online significantly streamlines and unifies grants processing throughout all of NOAA, allowing the agency to increase efficiencies related to mission goals.

Grants Online is developed to answer several issues that occur during the award processing including:

- Reducing or eliminating paper forms for application.
- Providing an interface with Grants.gov to ensure applicants can apply for grants electronically.
- Reducing the processing time by incorporating workflows between Federal Program Officers (FPO), Grants Management Division (GMD), Financial Assistance Legal Division (FALD), and Reviewers.
- Serving the NOAA community in its efforts to meet its mission goals more effectively.

Grants Online Software Description

About Grants Online Grants Online operates in a web environment. As such, you will be required to use an internet browser to log in and use Grants Online. No software is required for installation. As Grants Online is web-based, you may access the system anywhere at anytime provided that you have internet access. Logins and passwords are required and will be relayed to you once you are established within the system.



Note: You must have an Internet connection in order to access Grants Online.

This page intentionally left blank.

Getting Started

Overview When you are using any Windows-based software, navigation and ease of use are key components. Grants Online incorporates an intuitive Graphic User Interface (GUI) that assists end users to navigate and use the system appropriately. In Grants Online, all actions within the system can be made through mouse and keyboard. In this module, you will be shown the basics of Grants Online, including the look and feel of the system, navigation, and user customizations.

Module Objectives In Module 1: you will accomplish the following objectives:

- Obtaining your password
- How to login
- Identify Grants Online screen features
- Managing your Inbox
- Updating your profile

Overview Grants Online is accessible through your web browser, specifically Internet Explorer.

Accessing Grants Online

1. Click on the Internet Explorer Icon on your desktop
 - Internet Explorer browser opens
2. Enter the following URL information in your address bar of your browser:
<http://www.grantsonline.noaa.gov> then press **ENTER**
 - *Grants Online Login* page appears

Logging in to Grants Online

1. If you haven't already, contact the Grants Online Help Desk to obtain your Username and Password.
 - Phone: 301-713-1000
 - Email: grantsonline.helpdesk@noaa.gov
2. Enter your assigned **Username**
3. Enter your assigned **Password**
4. Click **Enter**



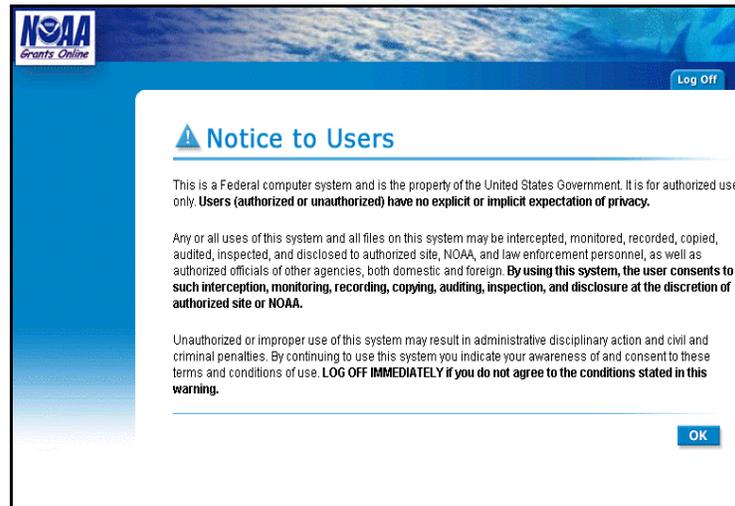
Warning!

If you entered your username or password incorrectly you will see an error message in red on the screen. After three unsuccessful attempts to log in, the system will lock you out and you will have to contact the Grants Online Help Desk to unlock your account

If nothing happens when you click enter, it means the server is down and will need to be restarted.

Logging in to Grants Online

5. The Notice to Users screen appears
6. Review disclaimer information and click **OK**



This page intentionally left blank

Partial Funding

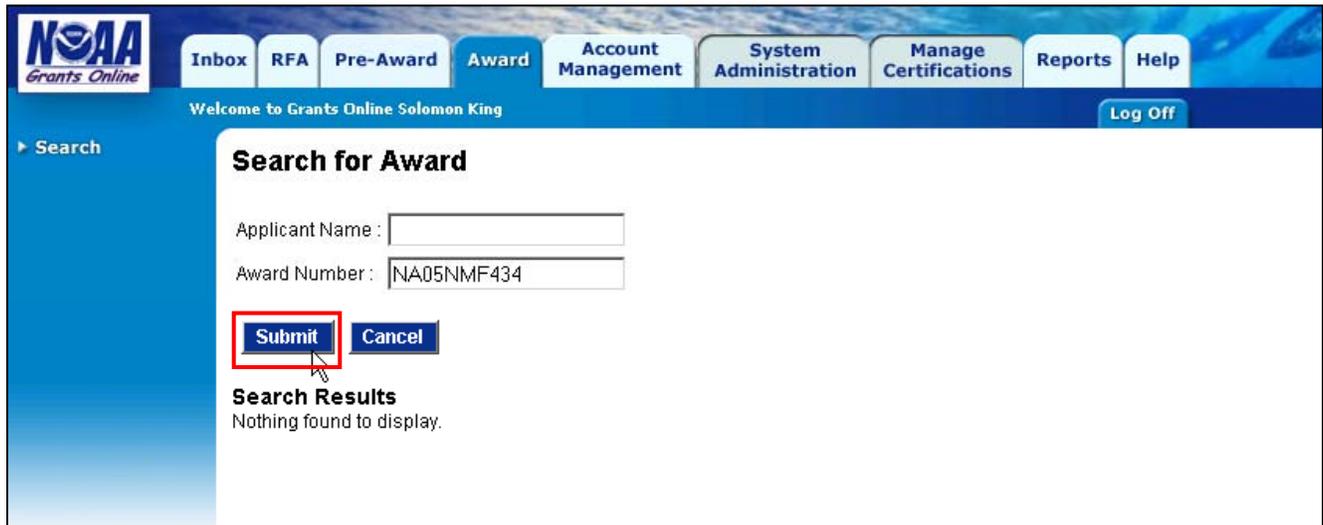
When you need to release funding related to a multi year award, you will follow the Partial Funding procedure. The steps for completing this action are described in the following section.

Initiating Partial Funding

1. Click on the Award Tab
2. Click on **Search Award**



3. Search for Award screen displays
4. Enter the Award Number
5. Click **Submit**
 - a. Click **Cancel** to go back to the previous page



Initiating Partial Funding

6. Search results are displayed
7. Click on the **Partial Funding** link to release funds on the award

The screenshot shows the NOAA Grants Online interface. At the top, there is a navigation bar with tabs for 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below the navigation bar, a welcome message reads 'Welcome to Grants Online Solomon King' and a 'Log Off' button is visible. The main content area is titled 'Search for Award' and contains two input fields: 'Applicant Name' and 'Award Number'. Below these fields are 'Submit' and 'Cancel' buttons. Underneath, the 'Search Results' section indicates 'One item found.1' and displays a table with the following data:

Award Number	Applicant Name	Award Status	Award Action Request	Amendment	Partial Funding
NA05NMF4341065	University of California	Accepted	N/A	Amendment	Partial Funding

The 'Partial Funding' link in the table is highlighted with a red box, and a mouse cursor is pointing at it.

Initiating Partial Funding

- 8. Amendment Supplement screen appears
- 9. Enter information into the Memo box. This box is where you state why you are releasing the funding now.
- 10. Select the radial button in the row of the year you wish to fund. If that year does not exist, contact the Grants Online Help Desk
- 11. If you wish to fund less than the *Remaining Share*, enter the amount in the *Optional Partial Funding Amount* box.



Note: If you do not enter anything into the Optional Partial Funding Amount box, the system will process the entire amount listed under the Remaining Share

- 12. Click **Done** to initiate workflow and continue processing OR click **Cancel** to go back to the previous screen

Amendment Supplement

Memo *

Add verbiage related to funding amount in this box

50 / 4000 Spell Check

GMD Comments

Spell Check

2 items found, displaying all items. 1

Fiscal Year	Applicant Requested Share	Remaining Share	Application ID	Select
2005	\$5,000.00	\$0.00	101138	<input type="radio"/>
2006	\$5,000.00	\$5,000.00	101138	<input checked="" type="radio"/>

Optional Partial Funding Amount:

Done Cancel

Initiating Partial Funding

13. Navigate to your inbox, where you will see two tasks
 - a. Complete the Procurement Request and Commitment of Funds
 - b. Review Award File
14. Click **View** next to the Procurement Request and Commitment of Funds task

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes tabs for 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below the navigation bar, there is a 'Welcome to Grants Online Solomon King' message and a 'Log Off' button. On the left side, there is a sidebar menu with options: 'Advisories', 'Notifications', 'Archive', 'Tasks', and 'Send Message'. The main content area is titled 'Inbox Tasks' and contains a filter section with 'Document Type' (set to 'All') and 'Status' (set to 'Open'), followed by an 'Apply Filter >>' button. Below the filter, it says '29 items found, displaying 1 to 10. [First/Prev] 1, 2, 3 [Next/Last]'. A table of tasks is displayed with columns: 'View', 'Task ID', 'Task Name', 'Task Status', 'Document Type', 'Document ID', and 'Start Date'. The first row of the table is highlighted with a red box.

View	Task ID	Task Name	Task Status	Document Type	Document ID	Start Date
View	26202	Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds	101205	
View	26201	Review Award File	Not Started	Award File	101204	
View	26065	Procurement Request and Commitment of Funds	In Progress	Procurement Request and Commitment of Funds	101133	02/04/2005
View	26064	NEPA Document	Not Started	NEPA	101135	
View	26063	Complete PO Checklist	In Progress	PO Checklist	101134	02/04/2005
View	26058	Notify Recipients	In Progress	RFA	101129	02/04/2005
View	25642	Notify Recipients	In Progress	RFA	100944	02/02/2005
View	25346	Confirm Review Event	In Progress	Review Event	100802	01/31/2005
View	25338	Close Out	In Progress	Review Event	100793	01/31/2005
View	25229	Conduct Negotiations	Not Started	Application	100750	

Initiating Partial Funding

- 15. Select Complete Procurement Request and Commitment of Funds from the action dropdown
- 16. Click **Submit**

The screenshot shows the NOAA Grants Online interface. At the top, there is a navigation bar with tabs for 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below this is a 'Welcome to Grants Online Solomon King' message with a 'Log Off' button. The main content area is titled 'Procurement Request and Commitment of Funds - NA05NMF4341065'. It displays metadata such as 'Id: 101205', 'Creator: Solomon King', 'Status: Procurement Request and Commitment of Funds Procurement Request and Commitment of Funds Not Started', and 'Last Edited User: Solomon King'. There is also a 'Title' field and 'Create Date: 02/06/2' and 'Status Date: 02/06/2'. An 'Action' dropdown menu is set to 'Complete Procurement Request and Commitment of Funds', and the 'Submit' button next to it is highlighted with a red box. Below the action menu is a 'Comment' text area and a 'Spell Check' button. A link 'View previous workflow history and comments >>' is also present. The page is divided into two main sections: 'RFA Header Information' and 'Application Header Information'. The 'RFA Header Information' section includes fields for Document ID (101129), Announcement Type (Initial), Funding Opportunity Number (NMFS-SERO-2005-100115), Line Office (NATIONAL MARINE FISHERIES SERVICE), RFA Name (Amendments), Fiscal Year (2005), CFDA Number (11.434), SubProgram, Assigned Program Office (SOUTH EAST REGIONAL OFFICE - N), and Noncompetitive RFA Type (Congressionally Directed (Soft Earma)). The 'Application Header Information' section includes Application ID (101138) and Award Number (NA05NMF4341065).

Initiating Partial Funding

- 17. Identify Request Authorizing Official (Budget Officer)
 - a. See Noncompetitive Application Processing manual – page 46 for detailed instructions
- 18. Identify Requestor
 - a. See Noncompetitive Application Processing manual – page 46 for detailed instructions



Note: The amount listed under the Federal Share heading is the same amount we selected when we first went in under the Partial Funding selection (page 9)



Inbox
RFA
Pre-Award
Award
Account Management
System Administration
Manage Certifications
Reports
Help

Welcome to Grants Online Solomon King Log Off

Application Header Information

CFDA Number:	11.434	RFA Document ID:	101129
Program Office:	SOUTH EAST REGIONAL OFFICE - NMFS	RFA Document Title:	Amendments
Application ID:	101138	Project Title:	
Applicant:	University of California	Fiscal Year:	2005
Award Number:	NA05NMF4341065		

Procurement Request and Commitment of Funds

Request Authorizing Official: Title Telephone:

Requestor: Title Telephone:

Invoice Address: * **Requisition Number: ***

Affected Reference Number: To: * **Ship To: ***

EIN: **Requisition Contact Person: *** **Telephone Number: ***

Line Item:	Description: *	Quantity:	Unit Issue:	Federal Share: *
1	CFDA Number: 11.434 Project Start Date: 2005-03-01 Project End Date: 2007-02-28 Grant Type: Grant Project Description: not	1	EACH	\$5,000.00

Initiating Partial Funding

19. Enter any Clearances/Remarks
20. Click on **Add New ACCS Line** to enter budgetary information

Clearances/Remarks:

No CD435 ACCS Lines have been defined

[Add New ACCS Line](#)

GMD Final Obligation Amount

\$

[Enter Comments](#)

[Budget Officer Comments](#)

[Go To Additional Procurement Request and Commitment of Funds Listing](#)

Please ensure that you visit the listing of additional Procurement Request and Commitment of Funds Listing and complete them by assigning Requestors

21. Enter information into the following fields
 - a. Project Task
 - b. Organization
 - c. Object Class
 - d. Amount
22. Click the **Validate** button to check the funding codes
23. Click the **Save** button once the codes have validated, and the Program Code has populated

Bureau (xx): *	<input type="text" value="14"/>
Fund (xx): *	<input type="text" value="0"/>
Fiscal Year (yyy): *	<input type="text" value="2005"/>
Project Task:	<input type="text" value="1234500"/> - <input type="text" value="123000"/>
Program Code:	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>
Organization:	<input type="text" value="12"/> - <input type="text" value="12"/> - <input type="text" value="1200"/> - <input type="text" value="12"/> - <input type="text" value="10"/> - <input type="text" value="10"/> - <input type="text" value="00"/>
Object Class:	<input type="text" value="12"/> - <input type="text" value="12"/> - <input type="text" value="00"/> - <input type="text" value="00"/>
Amount: * \$	<input type="text" value="5,000"/>

Initiating Partial Funding

- 24. Enter as many ACCS codes as needed to sum to the dollar amount that is being dispersed this year
- 25. Click **Save** to capture the changes and click **Save and Return to Main** to finish the task

Clearances/Remarks:

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Action
14	0	2006	-----	---	-	-- 00- 00	\$5,000.00	Edit Delete

[Add New ACCS Line](#)

GMD Final Obligation Amount

[Enter Comments](#)

[Budget Officer Comments](#)

[Go To Additional Procurement Request and Commitment of Funds Listing](#)

Please ensure that you visit the listing of additional Procurement Request and Commitment of Funds Listing and complete them by assigning Requestors a

Save Save and Return to Main Cancel

Initiating Partial Funding

26. Once you are satisfied that the information on the Procurement Request and Commitment of Funds is complete, select Forward Procurement Request to Requestor from the action dropdown
27. Click **Submit**

The screenshot displays the NOAA Grants Online interface. At the top, there is a navigation bar with tabs for 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below this is a welcome message: 'Welcome to Grants Online Charles Peterson' and a 'Log Off' button. The main content area is titled 'Procurement Request and Commitment of Funds - NA05NMF4051179'. It shows the following details: 'Id: 103777', 'Creator: SYSTEM ACCOUNT', 'Status: Procurement Request and Commitment of Funds Procurement Request and Commitment of Funds In Progress', and 'Last Edited User: SYSTEM ACCOUNT'. The 'Action' dropdown menu is open, showing options: 'Please select an action', 'Please select an action', 'Complete Procurement Request and Commitment of Funds', and 'Forward Procurement Request to Requestor'. The 'Submit' button is highlighted with a red box. Below the dropdown is a 'Comment' field with the text 'Complete Procurement Request and Commitment of Funds Forward Procurement Request to Requestor'. There are also 'Spell Check' and 'Save Comment' buttons, and a link to 'View previous workflow history and comments >>'.

Initiating Partial Funding

28. **View** the task in your inbox to Review Award File

Document Type Status

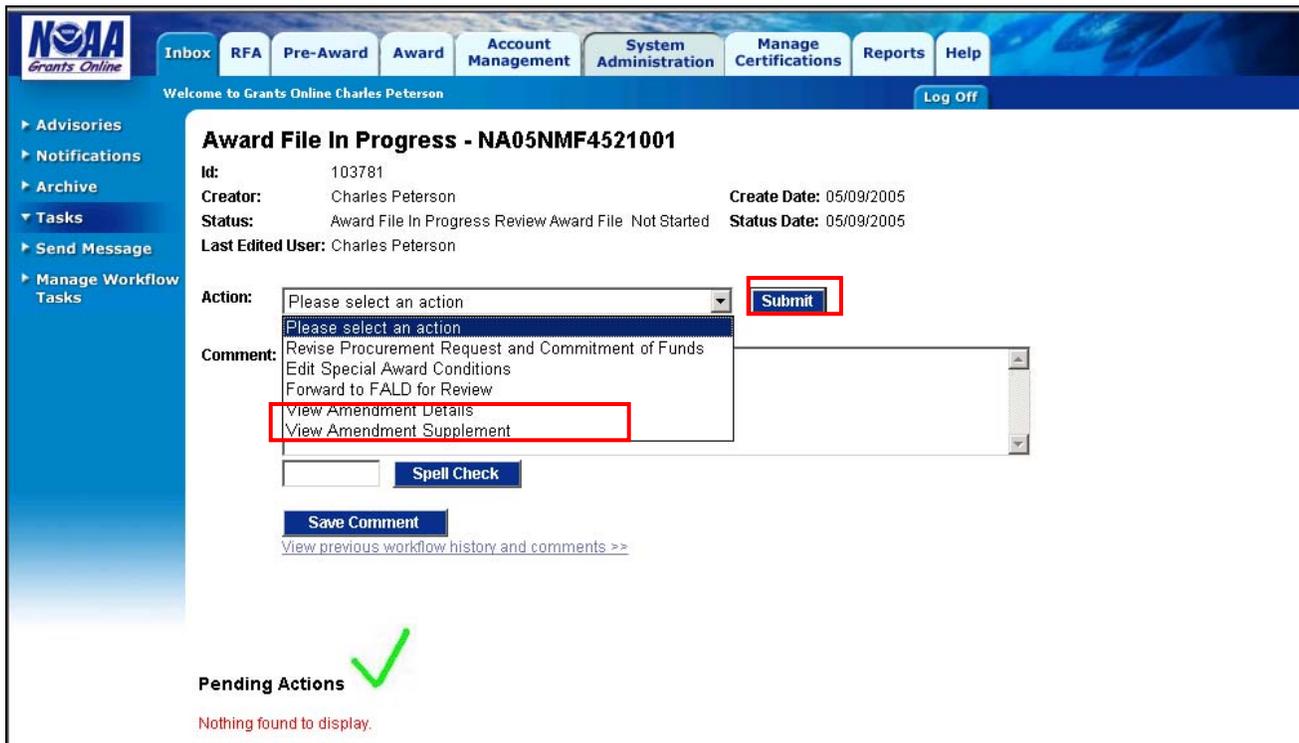
All Open **Apply Filter >>**

28 items found, displaying 1 to 10. [First/Prev] **1**, 2, 3 [Next/Last]

View	Task Id	Task Name	Task Status	Document Type	Document
View	26201	Review Award File	In Progress	Award File	101204
View	26065	Procurement Request and Commitment of Funds	In Progress	Procurement Request and Commitment of Funds	101133
View	26064	NEPA Document	Not Started	NEPA	101135
View	26063	Complete PO Checklist	In Progress	PO Checklist	101134
View	26058	Notify Recipients	In Progress	RFA	101129
View	25642	Notify Recipients	In Progress	RFA	100944
View	25346	Confirm Review Event	In Progress	Review Event	100802
View	25338	Close Out	In Progress	Review Event	100793
View	25229	Conduct Negotiations	Not Started	Application	100750
View	25227	Notify Recipients	In Progress	RFA	100749

Initiating Partial Funding

29. Once there are no pending actions (or if the actions pending pertain to a CAMS official) you can forward this award file to GMD.
30. First, you have to select an action in the dropdown
 - a. Revise Procurement Request and Commitment of Funds – if you need to make a change to that document, select this option
 - b. Edit Special Award Conditions
 - c. Forward to FALD for review – this is optional
 - d. View Amendment Details – if you view this information before the Procurement Request is signed, the funding amounts will reflect last year’s funding. Once the Budget Officer signs the Procurement Request, the Amendment will automatically update
 - e. **View Amendment Supplement – This is the action we take in order to get the option to forward to Grants Specialist**
31. Click **Submit**



Initiating Partial Funding

32. View the information and click **Done**

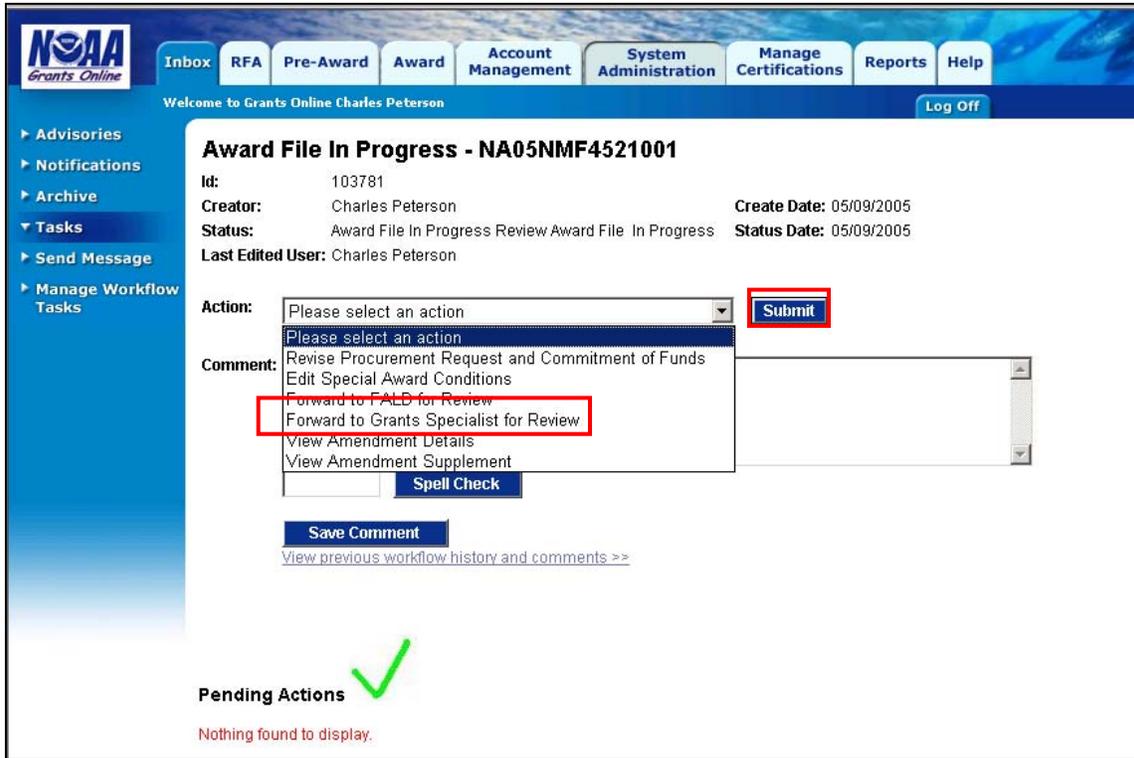
The screenshot displays the NOAA Grants Online interface. At the top, there is a navigation bar with tabs for 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', and 'Manage Certifications'. Below this is a welcome message: 'Welcome to Grants Online Solomon King'. On the left side, there is a sidebar menu with options: 'Advisories', 'Notifications', 'Archive', 'Tasks', and 'Send Message'. The main content area is titled 'Award Header Information' and contains the following details:

Award ID:	101156	CFDA Number:	11.434	Program
Program Officer:	Solomon King	Program Officer Phone:	(111)111-1111	Program
Organization Name:	University of California			Award N
Project Title:				

Below the award information is the 'Amendment Supplement' section, which includes a 'Memo' field with the text 'Add verbiage related to funding amount in this box' and a 'Spell Check' button. There is also a 'GMD Comments' field with a 'Spell Check' button. At the bottom, there is an 'Optional Partial Funding Amount' field with the value '\$5,000.00' and two buttons: 'Done' (highlighted with a red box) and 'Cancel'.

Initiating Partial Funding

- 33. Select Forward to Grants Specialist for Review in the action dropdown
- 34. Click **Submit** to send this partial funding request to GMD

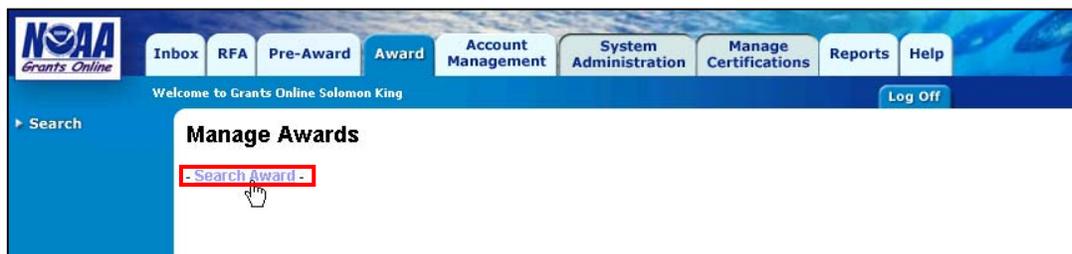


Award Action Requests

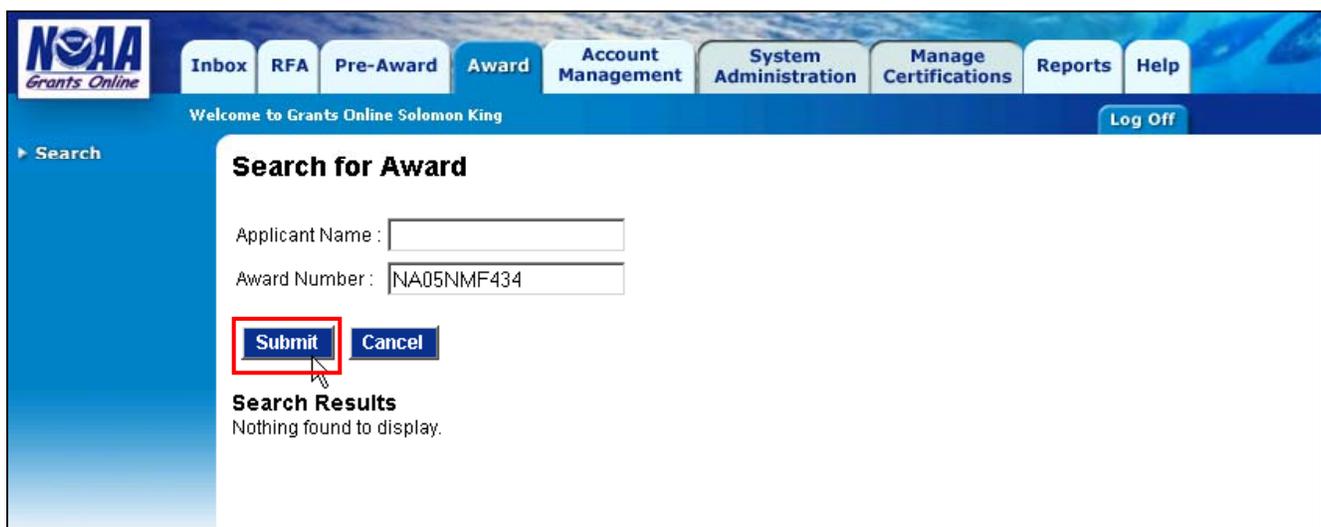
During the post award phase there are often times when the recipient requests an action on the award. Until that time when recipients initiate these requests on their own, the Program Officer will act on their behalf. This section goes through the steps needed to initiate an Award Action Request.

Processing an Award Action Request

1. Click on the Award Tab
2. Click **Search Award**



3. Search for Award screen displays
4. Enter the Award Number – you can search the award number by entering the entire number, or pieces of it
5. Click **Submit**
 - a. Click **Cancel** to go back to the previous page



Processing an Award Action Request

6. Search results are displayed
7. Click on the **Award Action Request** link to begin processing your action

The screenshot shows the NOAA Grants Online interface. At the top, there is a navigation bar with tabs for 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below this is a welcome message: 'Welcome to Grants Online Charles Peterson' and a 'Log Off' button. The main content area is titled 'Search for Award' and contains two input fields: 'Applicant Name' and 'Award Number'. Below these fields are 'Submit' and 'Cancel' buttons. Underneath, the 'Search Results' section shows 'One item found.1' and a table with the following data:

Award Number	Applicant Name	Award Status	Award Action Request	Amendment	Partial Funding
NA05NMF4371015	University of California	Accepted	Award Action Request	Amendment	Partial Funding

Processing an Award Action Request

8. Click on the link of the Award Action Request you wish to initiate (they all have a similar process)
 - a. Clicking **Return to Main** will take you to the award package header screen. If you want to initiate an Award Action Request, you'll have to repeat steps 1-8 again.
9. For the purpose of the manual, we will select No Cost Extension – Without Invocation of Expanded Authority

The screenshot displays the Grants Online interface. At the top, there is a navigation bar with buttons for 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below this is a blue header with the text 'Welcome to Grants Online Charles Peterson' and a 'Log Off' button. The main content area is divided into two sections: 'Grant Information' and 'Award Action Request Index'. The 'Grant Information' section contains the following details: CFDA Number: 11.437, Award Period: 10/22/2005 - 09/30/2006, Program Office: SOUTH EAST REGIONAL OFFICE, Program Officer: Charles Peterson, Program Officer Phone: 301-713-0105, Program Officer Email: charles.peterson@noaa.gov, Total Federal Funding: \$326.00, Total Non Federal Funding: \$0.00, Organization Name: University of California, and Project Title: (blank). The 'Award Action Request Index' section lists various request types, with 'No Cost Extension - Without Invocation of Expanded Authority' highlighted by a red box. Other request types include 'No Cost Extension - Invocation of Expanded Authority', 'Reprogram or Rebudget', 'Equipment Purchase', 'Foreign Travel', 'Sole Source Contract', 'Other', 'Absence of more than 3 months or 25% by project director or PI', 'Inclusion of cost that require prior approval based on cost principles', 'Sub award, transfer or contracting out of any work under the award if not described in t', 'Extension to Close Out', 'Change in Scope', 'Transfer of Award', 'Change in Principle Investigator', 'Change in Institution Name', 'Change in Key Person Specified in the Application', 'Satisfied Special Award Conditions', 'Transfer of funds allotted for training to other categories of expenses', and 'Pre-Award Cost'. At the bottom left of the interface, there is a 'Return to Main' button.

Processing an Award Action Request

- 10. Enter in the extension date
- 11. Provide a justification
- 12. Click **Save** to capture the changes
- 13. Click the Attach Files link to upload a budget of remaining funds
- 14. Once the file is attached, click **Save and Submit** to continue processing the request
 - a. Click **Cancel** to go back to the Award Action Request main page

Grant Information

CFDA Number:	11.437	Award Period:	10/22/2005 - 09/30/2006	Program Office:	SOUTH EAST REGIONAL
Program Officer:	Charles Peterson	Program Officer Phone:	301-713-0105	Program Officer Email:	charles.peterson@no
Total Federal Funding:	\$326.00	Total Non Federal Funding:	\$0.00		
Organization Name:	University of California				
Project Title:					

No Cost Extension - Without Invocation of Expanded Authority

No Cost Extension - Without Invocation of Expanded Authority

Extension Date Month Year Day

Justification*

 (For this request to be considered complete, you MUST attach a budget of remaining funds)

Processing an Award Action Request

15. Navigate to your task inbox
16. You have a task to Review Amendment
17. Click **View** by that task

Welcome to Grants Online Charles Peterson [Log Off](#)

Inbox Tasks

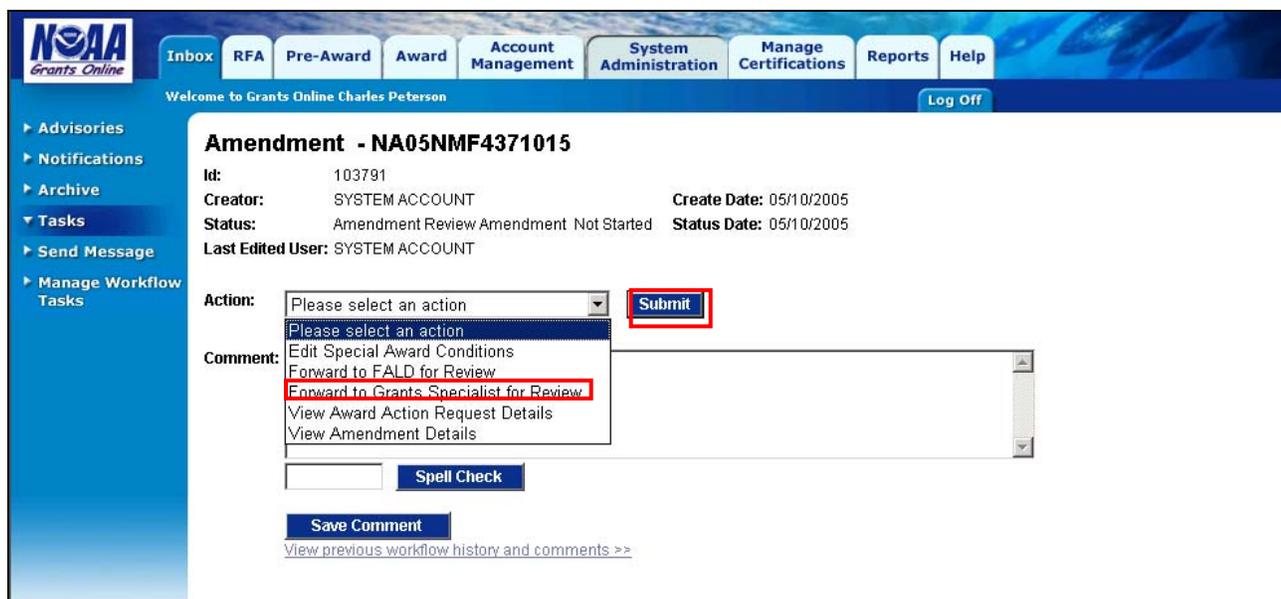
Document Type: Status: [Apply Filter >>](#)

310 items found, displaying 1 to 10. [\[First/Prev\]](#) [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#) [\[Next/Last\]](#)

View	Task Id	Task Name	Task Status	Document Type	Document Id
View	61479	Review Amendment	Not Started	Amendment	103791
View	61216	Review Reviewer Instructions	Not Started	Review Instructions	103787
View	61214	Review Reviewer Instructions	Not Started	Review Instructions	103787
View	59601	Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds	103782

Processing an Award Action Request

- 18. Select the action in the action dropdown that best suits your need
 - a. Edit Special Award Conditions
 - b. Forward to FALD for Review (optional)
 - c. **Forward to Grants Specialist for Review – if you are ready to send to GMD, select this option**
 - d. View Award Action Request Details – if you would like to see the details of the Award Action Request
 - e. View Amendment Details – if you would like to review the amendment created from this Award Action Request
- 19. Once you've selected an action, click **Submit**



This page intentionally left blank