

IMPORTANT NOTES:

- 1. Before proceeding with the steps outlined in this guidance, it should be noted that it may be easier and simpler to use the Input Paper Application functionality to create the “break out” (also called “Child”) applications. This is especially true if the individual proposals have not been attached to the “Parent” application as separate documents.**
- 2. If you choose to proceed with the steps outlined in this guidance, the “Child” applications will not be displayed in the list of recommended applications sent to the Selecting Official before the final Selection Package is prepared. You will have to make sure your final selection package includes all of the “Child” applications.**
- 3. The initial “Parent” application will no longer be available for funding once the break out of the “Child” applications has been done. To fund the initial “Parent” application also, it will have to be re-created as a “Child” application. (*See instructions later in this document.*)**

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COMPETITION MANAGER

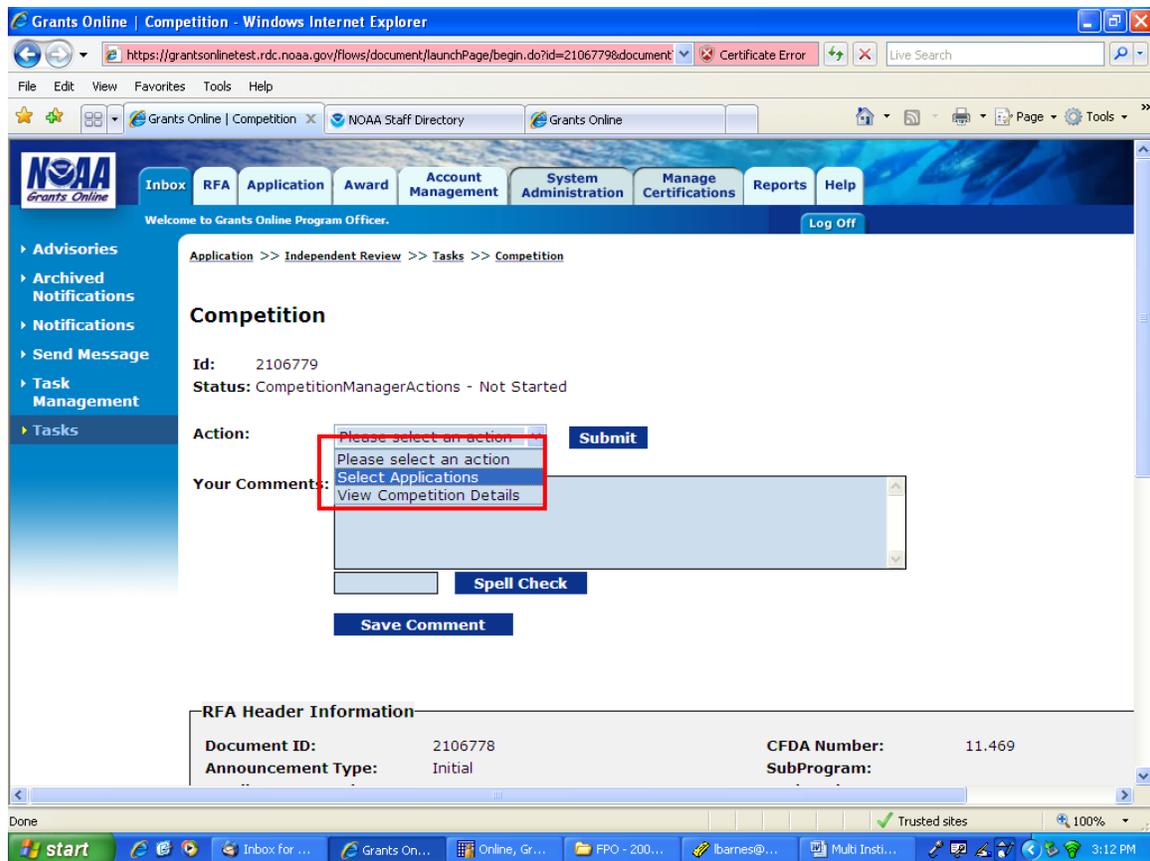
We are starting from the point after the Review Event has been closed.

The screenshot shows the Grants Online interface. The top navigation bar includes links for Inboxes, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. The main content area is titled "Your Tasks" and displays a list of tasks. A message box at the top of the task list reads "Close Out - Close Review Event is complete." Below this, there are filters for Document Type (All) and Status (Open). The task list contains 13 items, with the first item highlighted by a red box. The task name is "Select Applications" and its status is "Not Started".

View	Award Number	Task Id	Task Name	Task Status	Document Type	Document Id	Sta
View	N/A	878495	Select Applications	Not Started	Competition	2106779	
View	N/A	878395	Select Applications	In Progress	Competition	2106760	02/
View	N/A	878390	Conduct Negotiations	In Progress	Application	2106773	02/
View	N/A	878389	Conduct Negotiations	Not Started	Application	2106771	
View	N/A	878338	Conduct Negotiations	Not Started	Application	2106758	
View	NA08SEC4690032	877658	Procurement Request and Commitment of Funds	In Progress	Procurement Request and Commitment of Funds	2106746	02/
View	NA08SEC4690032	877649	Review Release of Funds	In	Award File	2106745	02/

Click on the "Select Applications" task.

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On the Competition Launch Page, choose “Select Applications” from the Action dropdown list.

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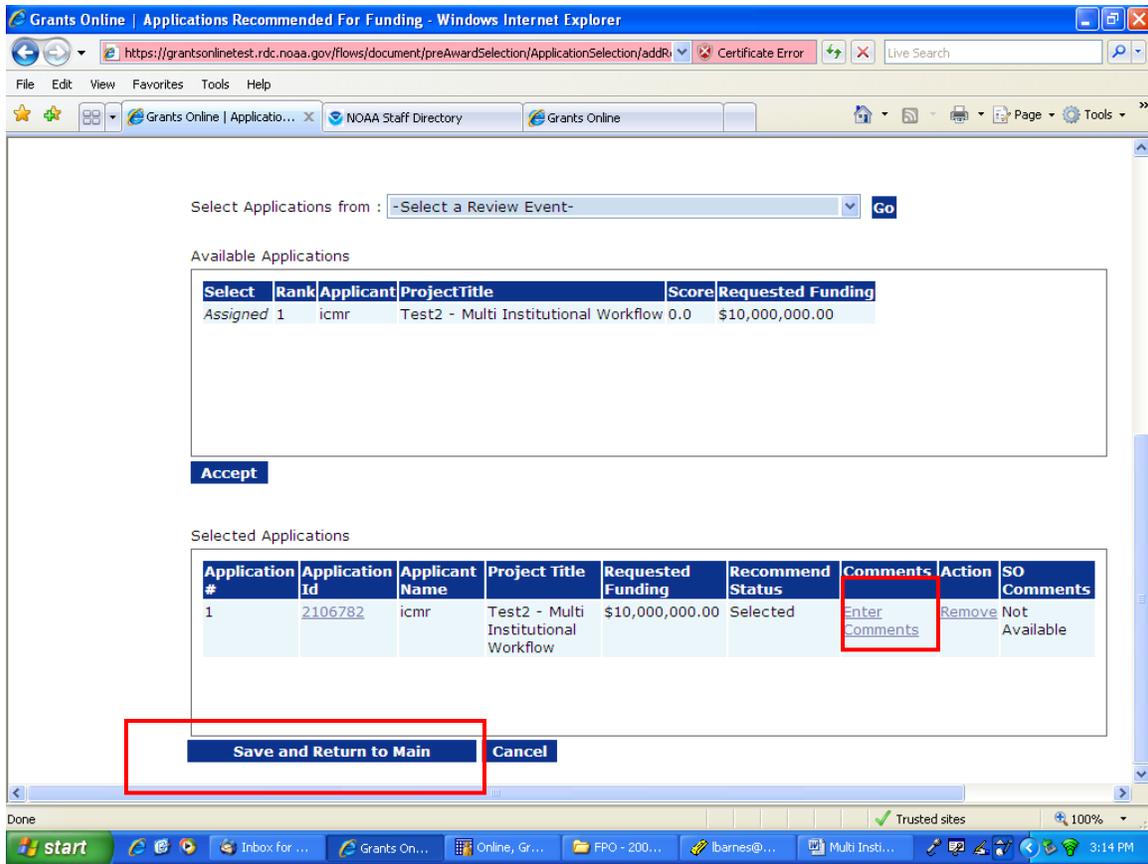
The screenshot shows the Grants Online web application interface. The browser window title is "Grants Online | Applications Recommended For Funding - Windows Internet Explorer". The address bar shows the URL: <https://grantsonline.test.rdc.noaa.gov/flows/document/preAwardSelection/ApplicationSelection/getAp...>. The page content includes a "Select Applications from:" dropdown menu with the selected value "Test2 - Workflow for Competitive Multi-Institutional Awards" and a "Go" button. Below this is the "Available Applications" section, which contains a table with the following data:

Select	Rank	Applicant	Project Title	Score	Requested Funding
<input type="checkbox"/>	1	icmr	Test2 - Multi Institutional Workflow	0.0	\$10,000,000.00

Below the table is an "Accept" button. At the bottom of the page, there are "Save and Return to Main" and "Cancel" buttons. The Windows taskbar at the bottom shows the Start button and several open applications, including "Inbox for...", "Grants On...", "Online, Gr...", "FPO - 200...", "lbarnes@...", and "Multi Insti...". The system clock shows 3:13 PM.

Choose the correct Review Event for the “Select Applications from:” textbox. Then click on the “Go” button. *All* applications attached to the competition should appear under “Available Applications”. Click on the checkbox for the applications to be selected for funding and then click on the “Accept” button.

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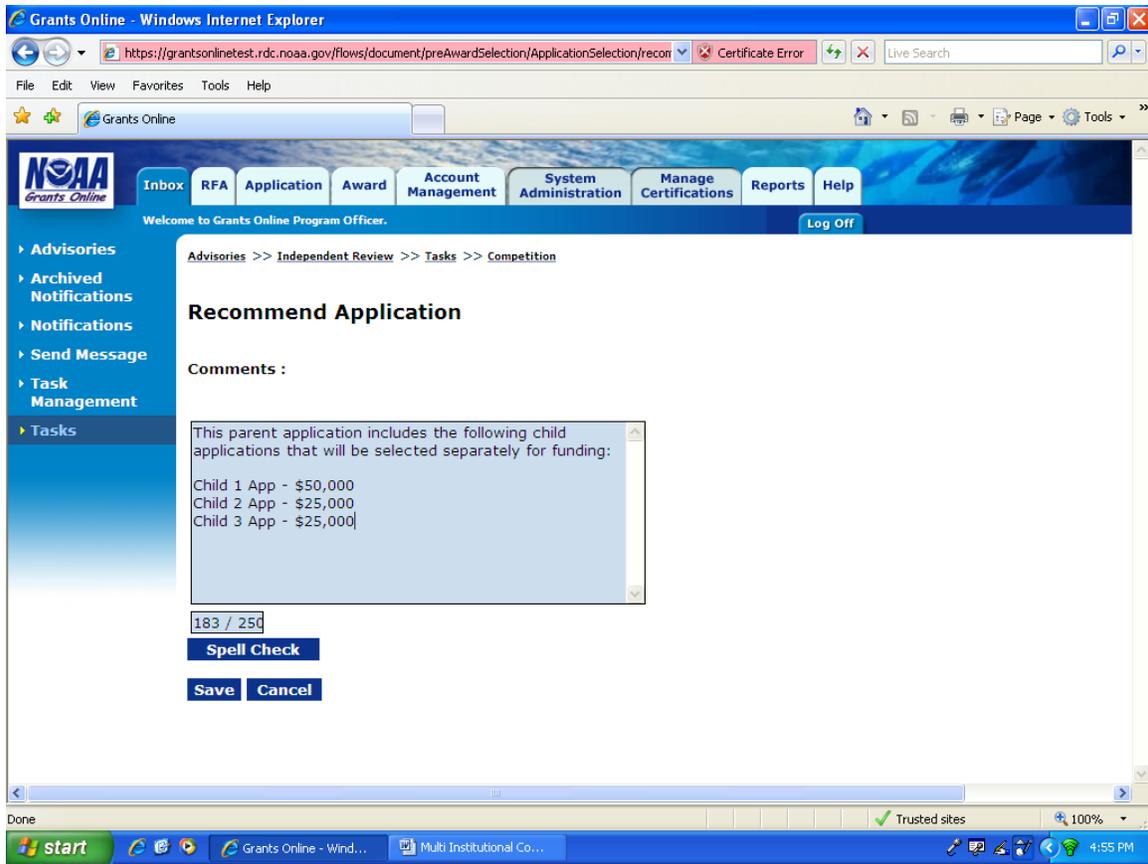


The selected application(s) will now appear in the bottom box under “Selected Applications”.

IMPORTANT NOTE: The Competition Manager can optionally use the “Enter Comments” link to communicate to the Selecting Official which child applications are being recommended for funding. (See next screen shot.) **The Selecting Official WILL NOT get another task showing the break-out of the child applications.**

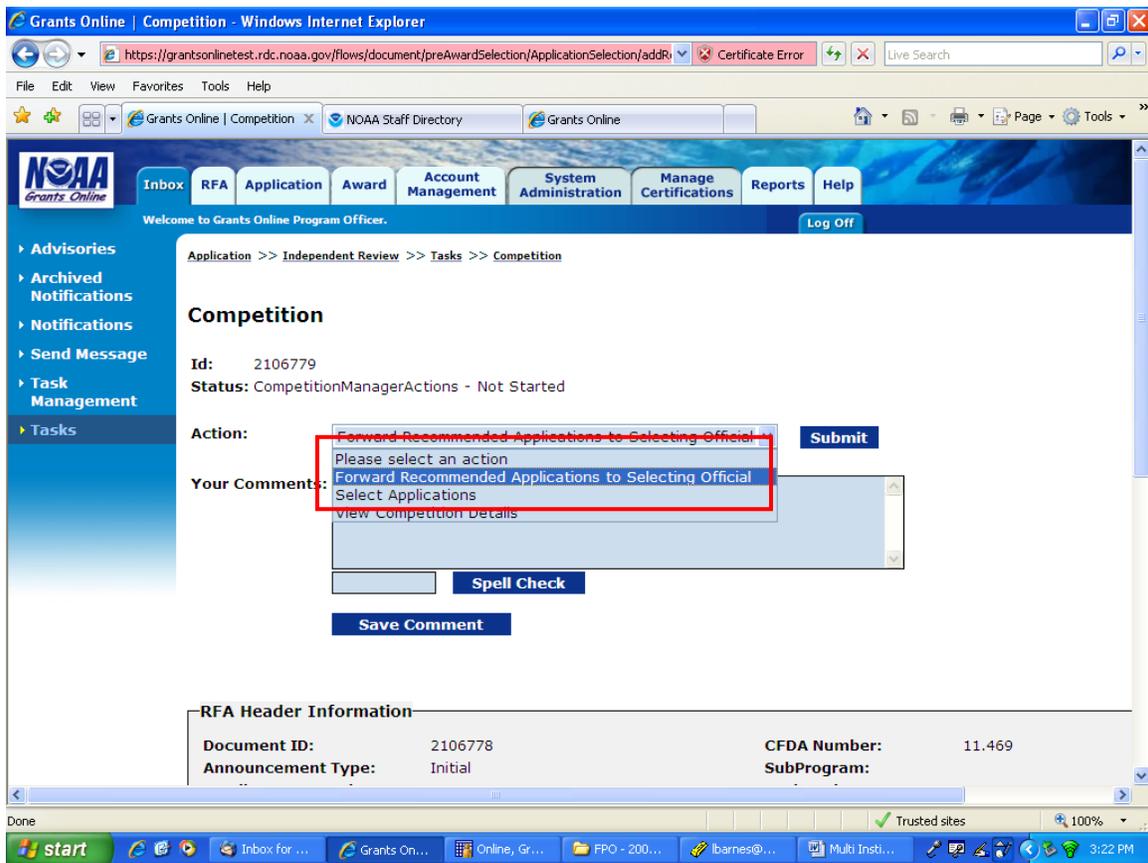
When done click on “Save and Return to Main”. This will take you to the Competition Launch Page (see 2nd screen shot after this one.)

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Sample comments by the Competition Manager...

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On the Competition Launch page, choose “Forward Recommended Applications to Selecting Official” from the Action dropdown box. The Select Applications task is complete.

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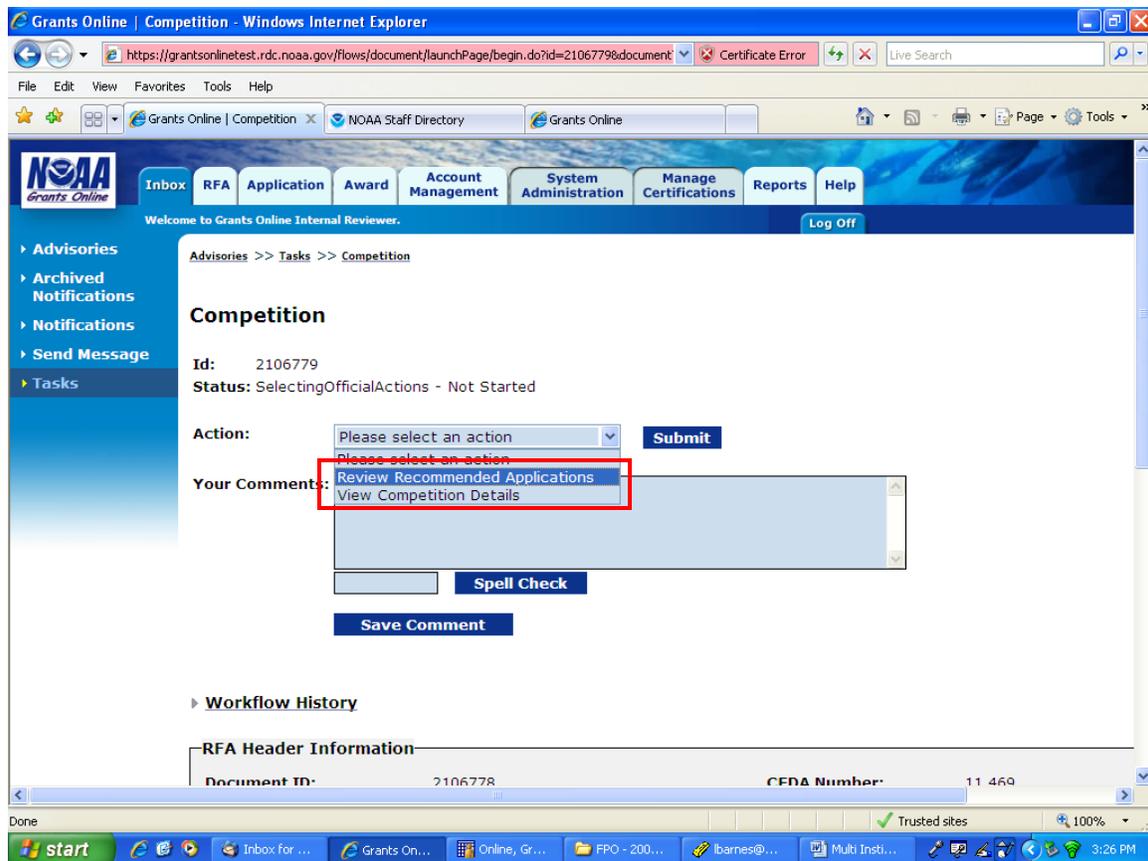
SELECTING OFFICIAL

The screenshot shows the NOAA Grants Online Internal Reviewer interface. The page title is "Your Tasks". There are filters for Document Type (All) and Status (Open). A table lists one task found:

View	Award Number	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Co
View	N/A	878500	Review Recommended Applications	Not Started	Competition	2106779		

The Selecting Official will now get a task to “Review Recommended Applications”.

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The Selecting Official should choose “Review Recommended Applications” from the Action dropdown list.

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The screenshot shows a web browser window with the URL <https://grantsonline.test.rdc.noaa.gov/flows/document/launchPage/actionItemAction.do>. The page displays application details for Fiscal Year 2008, Competition Number 2106779, and Competition Name 'Test2 - Workflow for Competit Institutional Awards'. Below this is a section titled 'Recommended Applications' containing a table:

Application Id	Score	Applicant Name	Project Title	CM Comments	Requested Funding	Actual Funding	Approve/Reject	Comments
2106782	0.0	icmr	Test2 - Multi Institutional Workflow	View Comments	\$10,000,000.00	0.00	Pending	Enter Comments

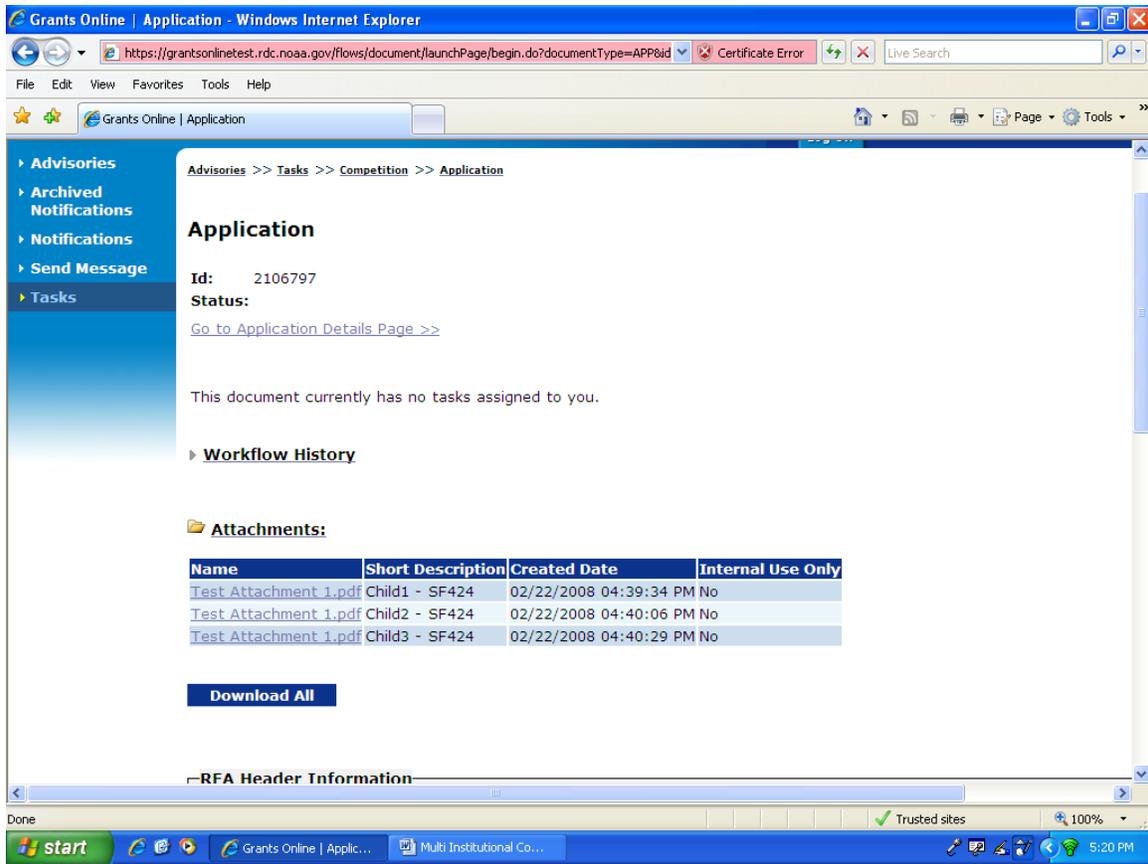
At the bottom of the table area are three buttons: 'Save', 'Save and Return to Main', and 'Cancel'.

Because only the parent application appears at this time, the Selecting Official can click on the “View Comments” link for more information if it was used by the Competition Manager.

NOTE: *If the Selecting Official wants to make changes to the recommendations of the Competition Manager, the Selecting Official should choose “Reject” in the dropdown box under the “Approve/Reject” column. Comments can optionally be documented using the “Enter Comments” link at the far right end of the data row. After clicking on the “Save and Return to Main” button there will be an option in the Action dropdown on the Launch page to Return the Recommend Applications task back to the Competition Manager. Comments should always be entered into the workflow comments box to alert the Competition Manager of the reason for the returned task.*

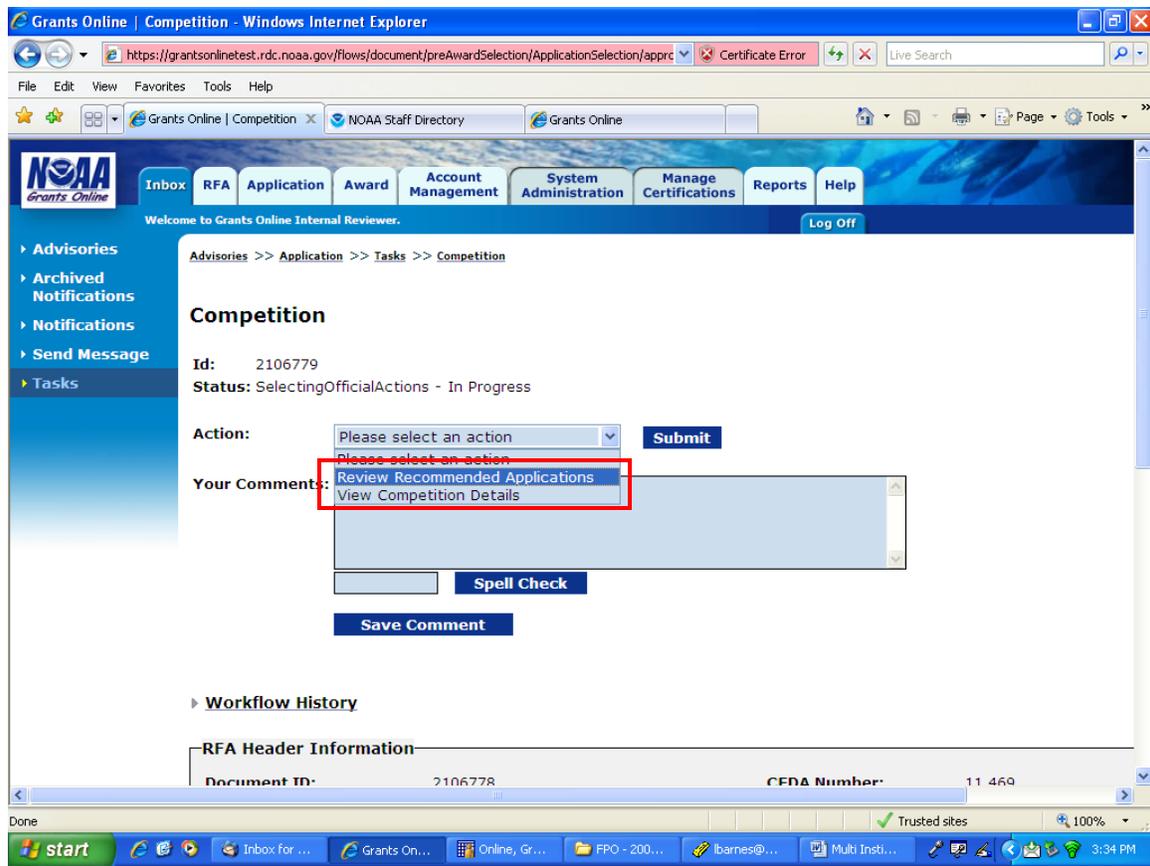
If desired, the Selecting Official can click on the Application ID link to view the Parent application along with the links (under the Attachment widget) to the SF-424s for the child applications. (See next screen shot.)

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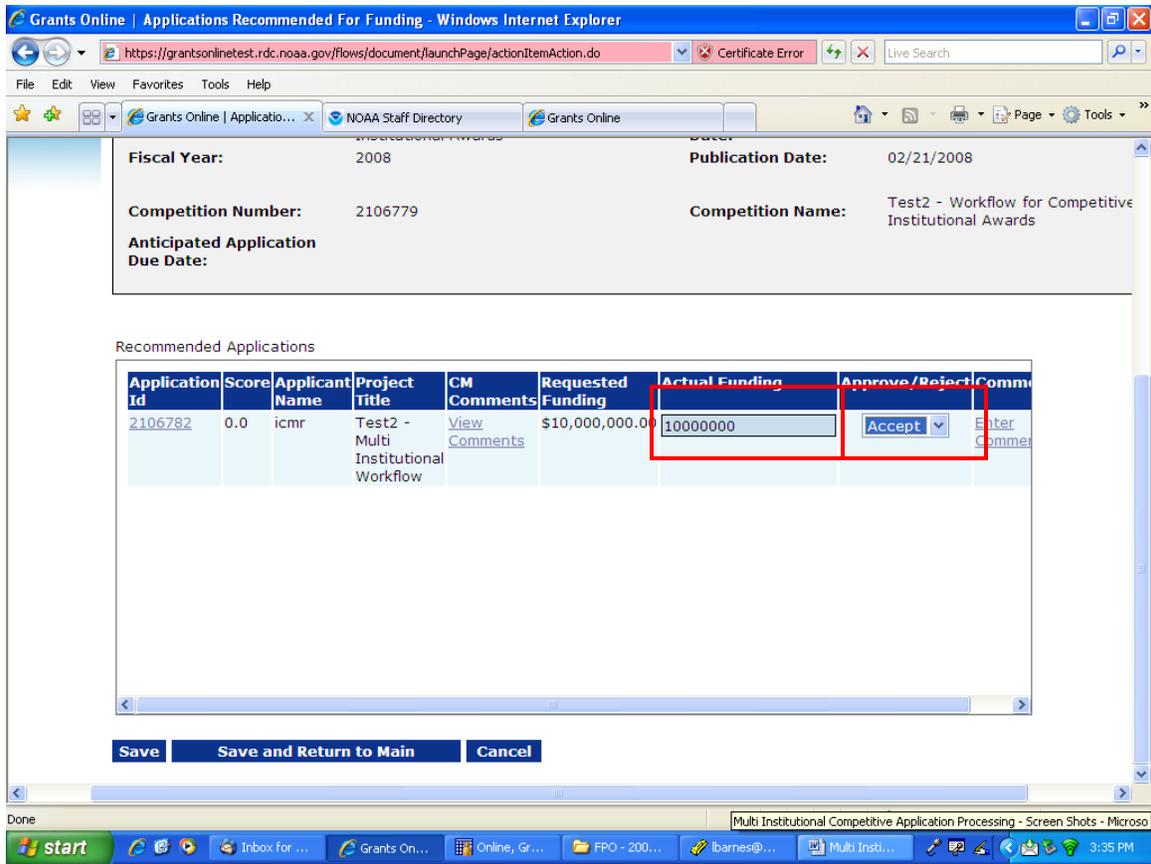
If the Application ID link is clicked the Application Launch page will appear. After the Selecting Official reviews the Parent application and the attached SF-424s, he can navigate back to the Competition Launch page by using either the breadcrumbs at the top of the screen or returning to the Inbox Tasks and clicking on the “Review Recommended Applications” task again.

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Choose “Review Recommended Applications” again to return to the “Recommended Applications” screen.

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At this point, the Selecting Official should input a dollar amount into the “Actual Funding” box and then choose “Accept” under the “Approve/Reject” column. (*The actual funding amount is simply a guide and is not enforced by the system. It is for informational use only.*) Then click on “Save and Return to Main”.

NOTE: *Until the “Accept” option is chosen, there will be no option available to “Initiate PO Negotiations” (see next page).*

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The screenshot shows a web browser window displaying the Grants Online interface. The browser's address bar shows the URL: <https://grantsonline.test.rdc.noaa.gov/flows/document/preAwardSelection/ApplicationSelection/apprc>. The browser window title is "Grants Online | Competition - Windows Internet Explorer".

The Grants Online navigation menu includes: **Inbox**, **RFA**, **Application**, **Award**, **Account Management**, **System Administration**, **Manage Certifications**, **Reports**, and **Help**. A "Log Off" button is also present.

The main content area displays the "Competition" page for document ID 2106779. The status is "SelectingOfficialActions - In Progress". The "Action" dropdown menu is open, showing the following options:

- Please select an action
- Initiate PO Negotiations
- Review Recommended Applications
- View Competition Details

The "Initiate PO Negotiations" option is highlighted with a red box. Below the dropdown menu, there is a "Submit" button, a "Spell Check" button, and a "Save Comment" button. The "Your Comment:" field is empty.

At the bottom of the page, the "RFA Header Information" section shows:

- Document ID: 2106778
- CFDA Number: 11 469

The Windows taskbar at the bottom shows the Start button and several open applications, including "Inbox for...", "Grants On...", "Online, Gr...", "FPO - 200...", "lbarnes@...", and "Multi Insti...". The system clock shows 3:39 PM.

Back on the Competition Launch page the Selecting Official should now choose “Initiate PO Negotiations” from the Action dropdown list.

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ASSIGNED PROGRAM OFFICER

Grants Online | Tasks - Windows Internet Explorer

https://grantsonlinetest.rdc.noaa.gov/flows/home/Navigation/navigateToPage.do?goToPage=14

File Edit View Favorites Tools Help

Grants Online | Tasks

NOAA Grants Online

Inbox RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Program Officer. [Log Off](#)

Advisories >> Tasks

Your Tasks

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

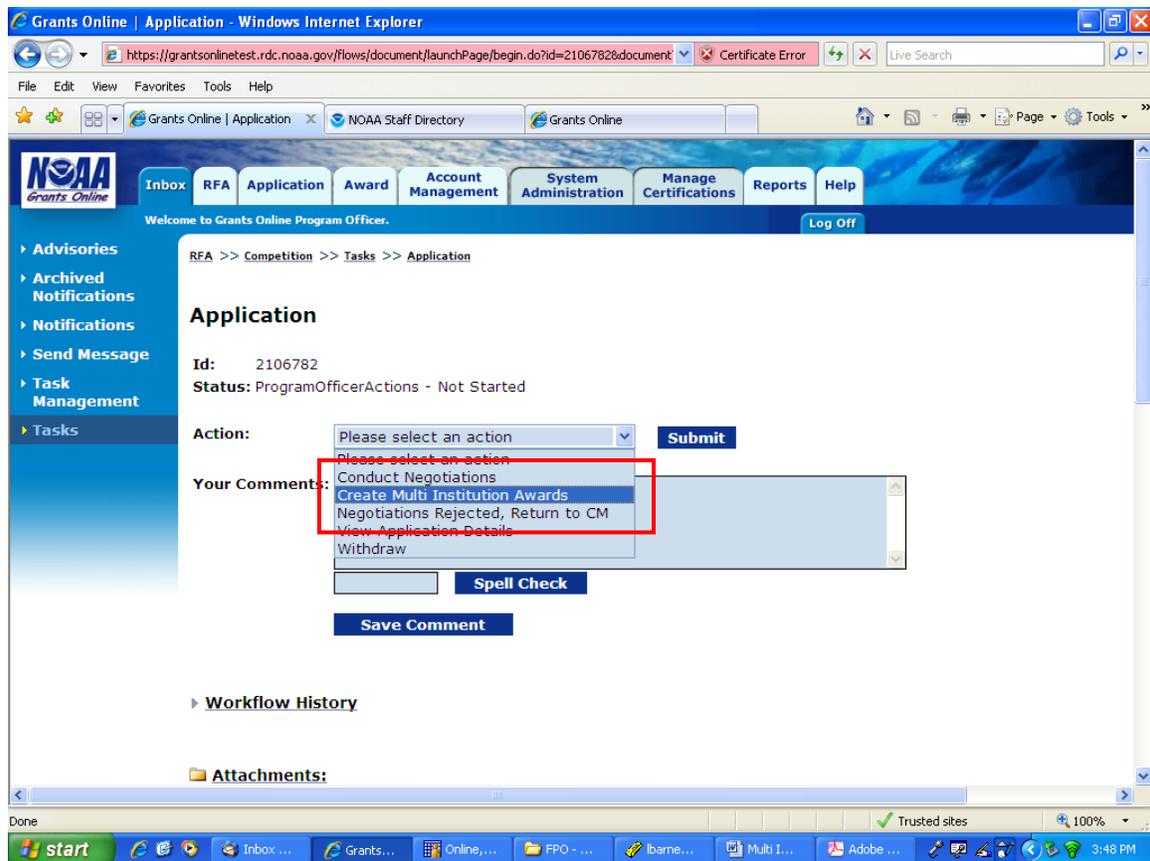
14 items found, displaying all items.1

View	Award Number	Task Id	Task Name	Task Status	Document Type	Document Id	Sta
View	N/A	878945	Conduct Negotiations	Not Started	Application	2106797	
View	N/A	878395	Select Applications	In Progress	Competition	2106760	02/
View	N/A	878390	Conduct Negotiations	In Progress	Application	2106773	02/
View	N/A	878389	Conduct Negotiations	Not Started	Application	2106771	
View	N/A	878338	Conduct Negotiations	Not Started	Application	2106758	
View	NA08SEC4690032	877658	Procurement Request and Commitment of Funds	In Progress	Procurement Request and Commitment of Funds	2106746	02/
View	NA08SEC4690032	877649	Review Release of Funds	In Progress	Award File	2106745	02/
View	NA08SEC4690025	877611	Procurement Request and	Not	Procurement Request and	2106742	

start | Inbox for lillian.j.barn... | Grants Online | Tasks... | Multi Institutional Co... | 11:34 PM

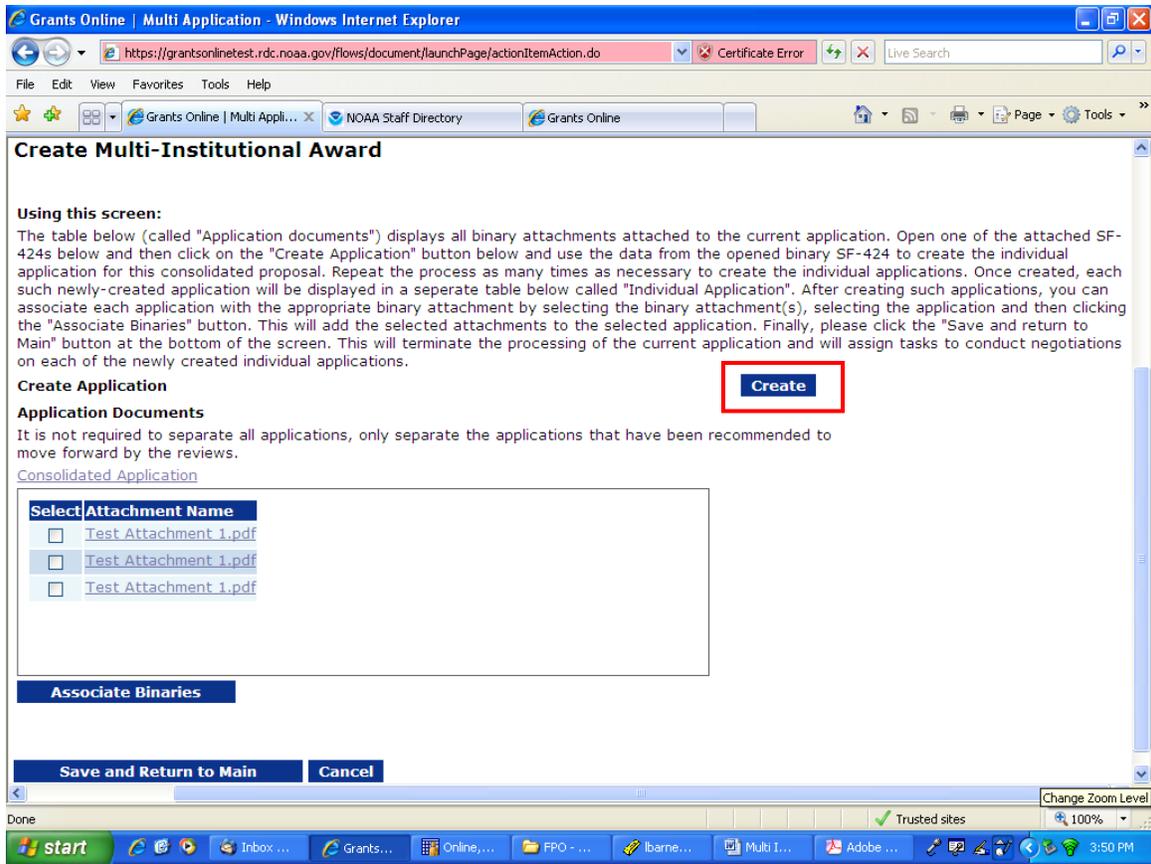
The Assigned Program Officer will now have a “Conduction Negotiations” task. Click on this task to go to the Application Launch page.

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On the Application Launch Page the Assigned Program Officer should choose “Create Multi Institution Awards” from the Action dropdown list.

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On the next screen will appear a list of attachments from the Parent Application.

The "Consolidated Application" link will allow you to view the details of the Parent Application. If you do follow this link to view the Parent Application you must use the "Cancel" button to return to the "Create Multi-Institutional Award" screen.

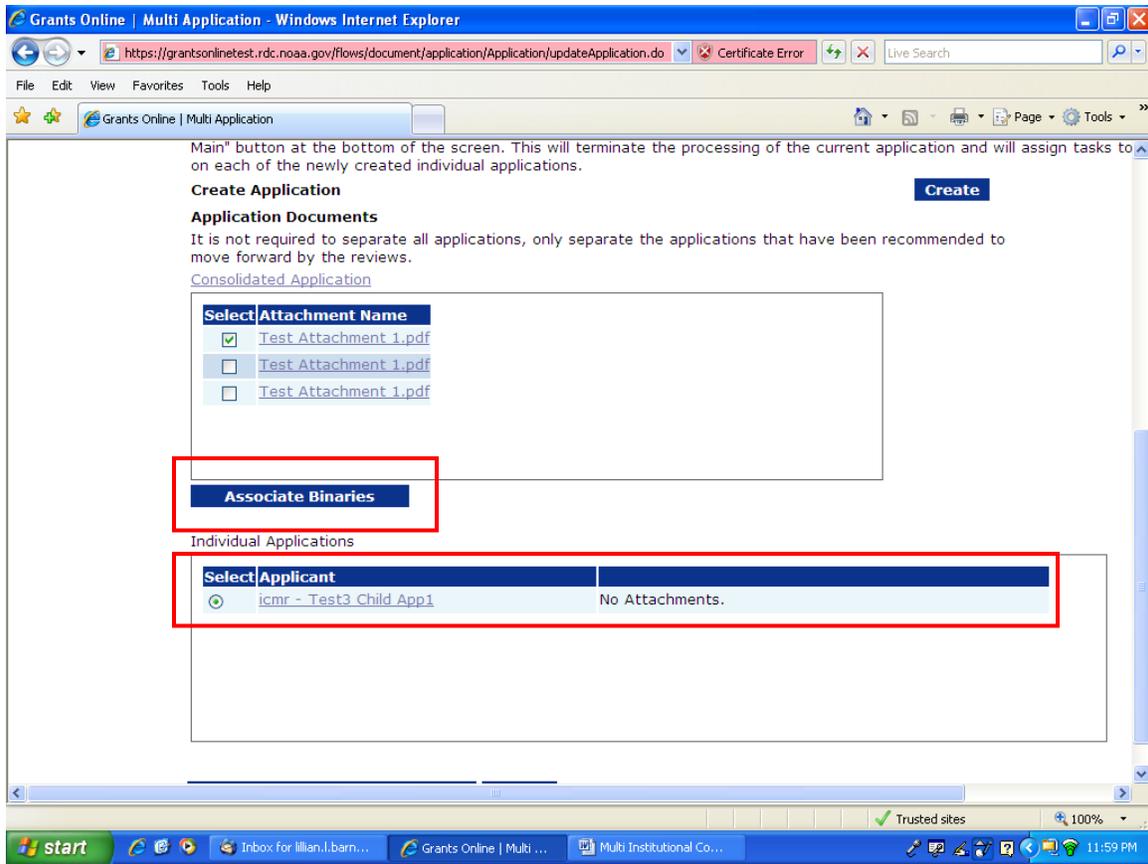
Steps to Break Out "Child" Applications

1. Click on the "Create" button.
2. Input data for the first "Child" Application.

NOTE: When creating the subsequent child applications, the Application Funding details line will carry over from the previous child application that was created. You must **delete** this line then use the "Add New" link to create a new Funding Details line. (This must be done even if the data is the same for this application. See page 20.)

3. Click "Save and Return to Main" at the bottom of the Applications Details screen.
4. Repeat Steps 1-3 as many times as necessary for each "Child" application.
5. If the "Parent" application will also be funded, repeat Steps 1-3 to re-create the Parent application since the original parent (also called the "Consolidated Application") will no longer be available for funding after this process.

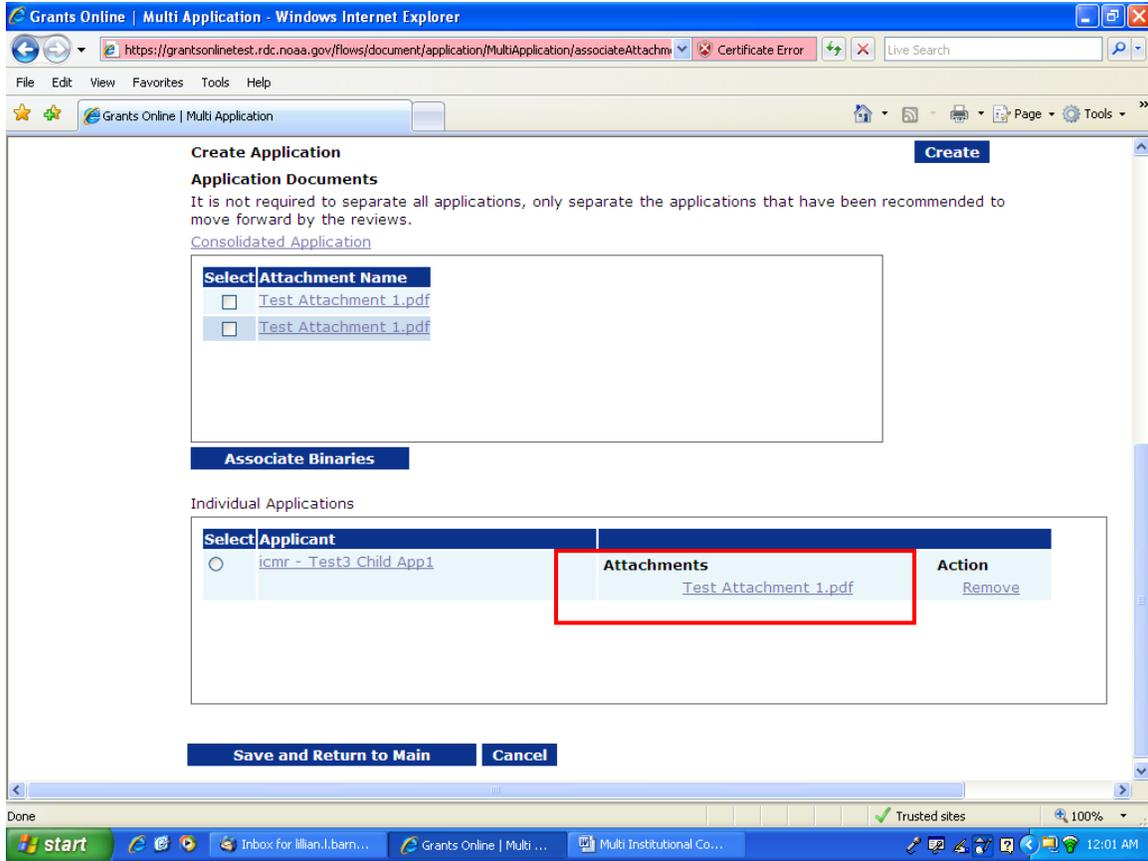
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Steps to Associate Attachments with Child Applications

1. Click on the radio button beside the child application in the lower box.
2. Click on the check boxes in the upper box for the attachments to associate with the child application that was selected in Step 1.
3. Click on the “Associate Binaries” button between the upper and lower boxes. The selected attachments will now move from the upper box to the lower box next to the child application with which they are associated. (*See next page.*)
4. Repeat Steps 1-3 for each of the child applications in the lower box.

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Screen shot showing attachment now associated with “Child” application.

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CFDA Number : * 11.469 - Congressionally Identified Awards and Projects

Name of Federal Agency : NOAA

Applicant Congressional District : Project Congressional District :

Is the Applicant Delinquent on any Federal Debt ? Yes No

Is Application Subject to Review by State Executive Yes Date : No

Order 12372 Process ? Program has not been selected by state for review

Authorized Representative

Prefix : None First Name : Middle Name :
 Suffix : None Last Name : Title :
 Phone Number : Fax Number :
 Email :

Application Funding Details : *

Fiscal Year	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action
2008	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	Edit Delete

[Add New](#)

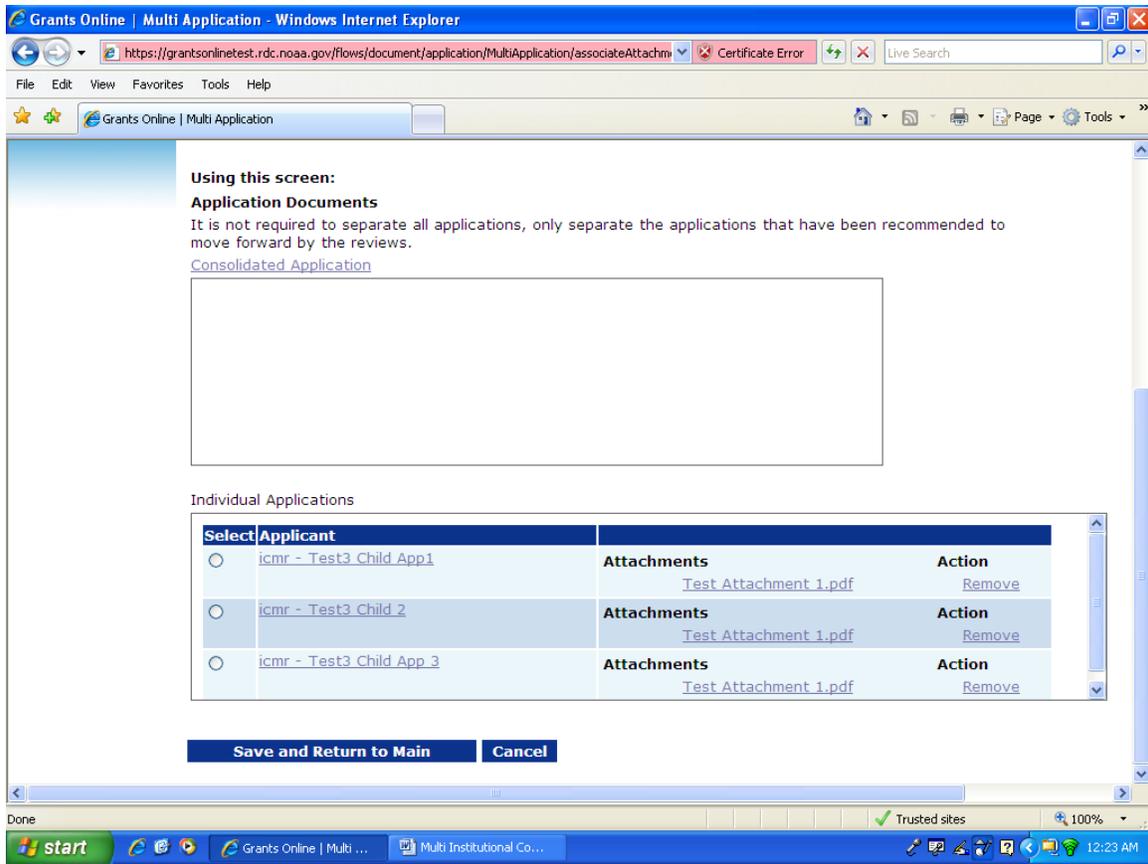
[View Reviewer Comments Report](#)

Attachments:

[Save as Draft](#) [Save and Start Workflow](#) [Cancel](#)

NOTE: When creating the subsequent child applications, the Application Funding details line will carry over from the previous child application that was created. You must delete this line then use the “Add New” link to create a new Funding Details line. (This must be done even if the data is the same for this application.)

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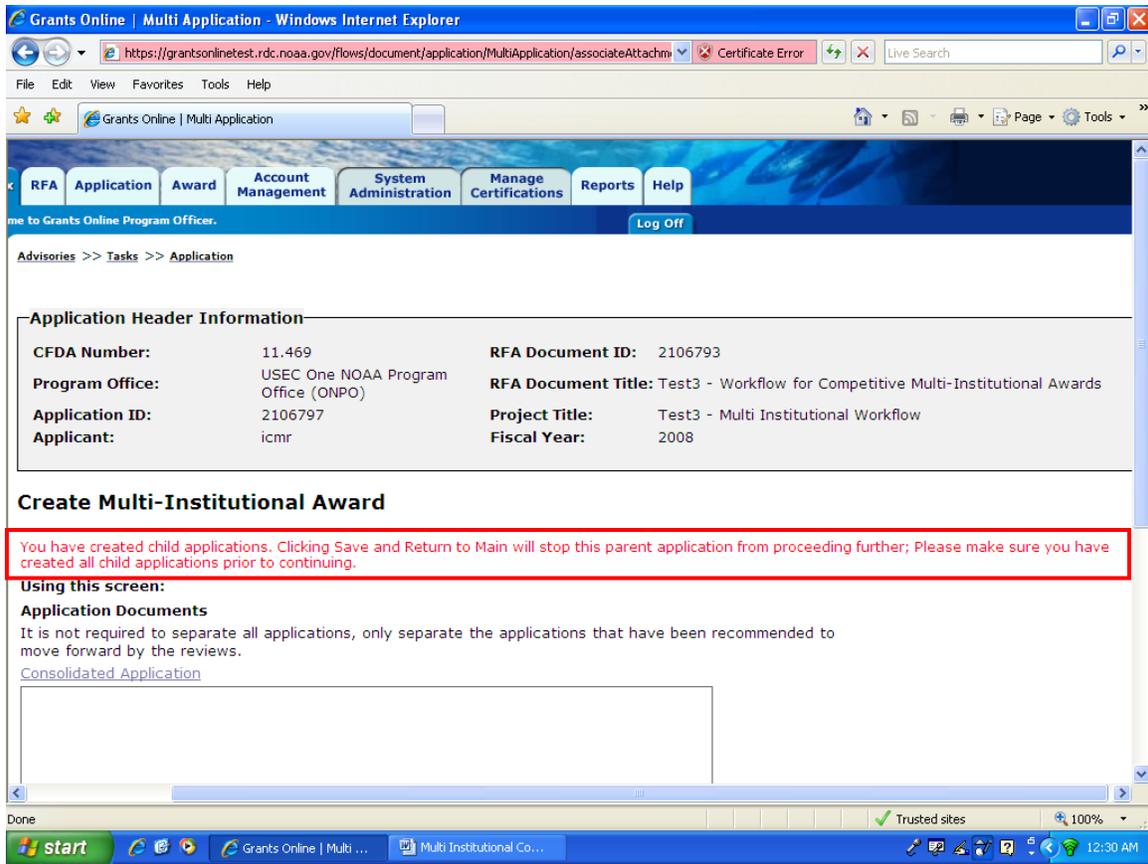


NOTE: *You should also recreate a new application for the Parent if it will also be made into an award. (The reason you will need to create a new application for the Parent is because once the “Create Multi Institutional Awards” feature is invoked, the Parent application is no longer available for funding.)*

When you have completed the creation of all the child applications to be funded (plus the new Parent application if applicable) click on the “Save and Return to Main” button.

WARNING: *Do not click this button until all of the applications that will be funded have been created.*

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When you click on the “Save and Return to Main” button, you will get a warning on the screen reminding you that once you have completed this step the original Parent application will no longer be available for funding. You can continue with creating additional child applications if necessary, or click the “Save and Return to Main” button once more to complete this task.

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Grants Online | Tasks - Windows Internet Explorer

https://grantsonlinetest.rdc.noaa.gov/flows/home/Navigation/navigateToPage.do?goToPage=14

File Edit View Favorites Tools Help

Grants Online | Tasks

NOAA Grants Online

Inbox RFA Application Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Program Officer. [Log Off](#)

Advisories >> Application >> Tasks

Your Tasks

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

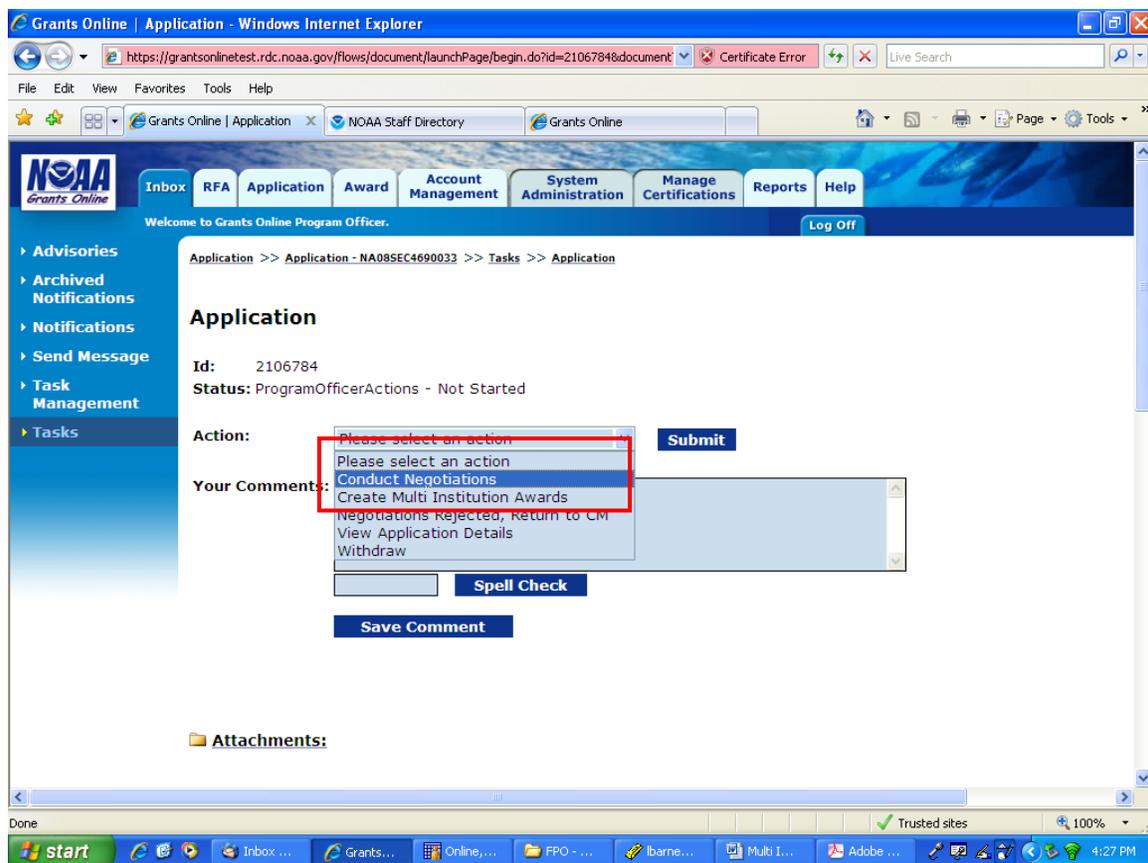
16 items found, displaying all items.1

View	Award Number	Task Id	Task Name	Task Status	Document Type	Document Id	Sta
View	N/A	879124	Conduct Negotiations	Not Started	Application	2106799	
View	N/A	879123	Conduct Negotiations	Not Started	Application	2106800	
View	N/A	879122	Conduct Negotiations	Not Started	Application	2106798	
View	N/A	878395	Select Applications	In Progress	Competition	2106760	02/1
View	N/A	878390	Conduct Negotiations	In Progress	Application	2106773	02/1
View	N/A	878389	Conduct Negotiations	Not Started	Application	2106771	
View	N/A	878338	Conduct Negotiations	Not Started	Application	2106758	
View	NA08SEC4690032	877658	Procurement Request and	In	Procurement Request and	2106746	02/1

start Grants Online | Tasks... Multi Institutional Co... 12:35 AM

The Assigned Program Officer will now get a “Conduct Negotiations” task on all the new child applications.

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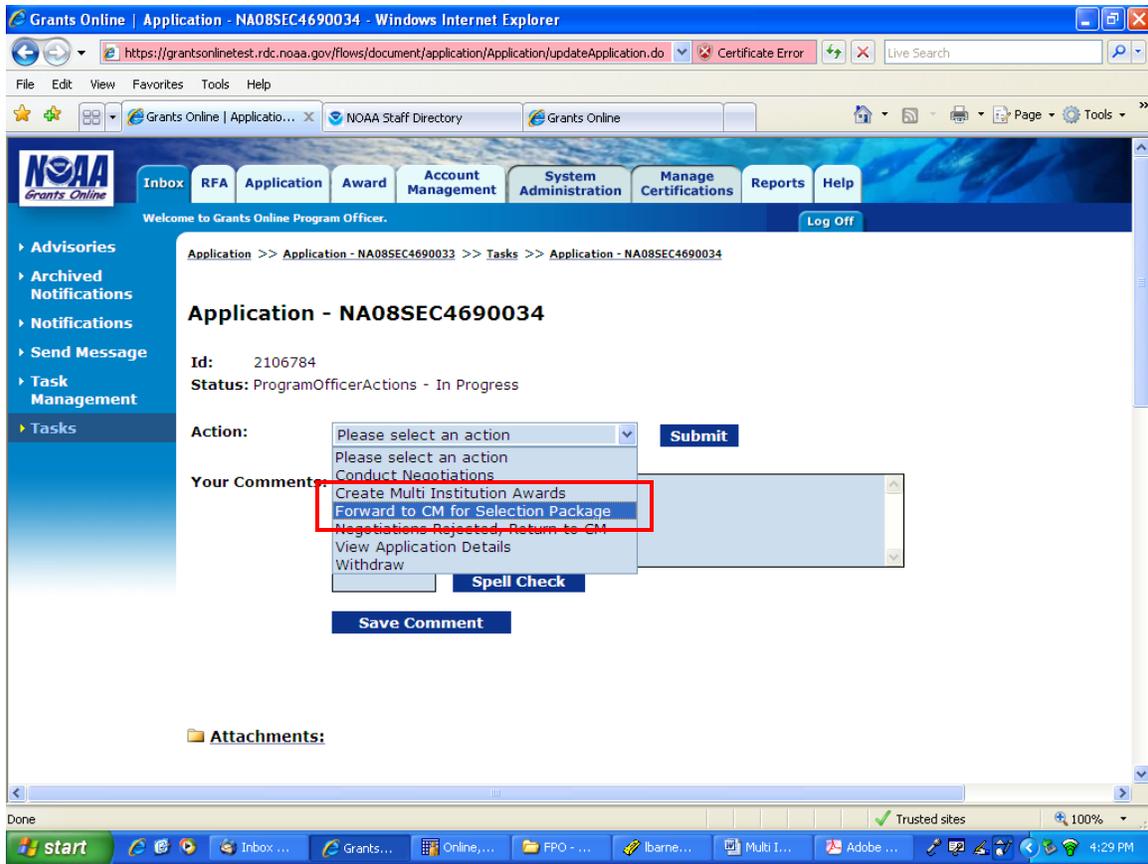


The Assigned Program Officer should select “Conduct Negotiations” from the dropdown list and

- (1) Generate or Associate an award number,
- (2) Associate an Organization, and
- (3) Associate an Authorized Rep.

Then click the “Save and Return to Main” button.

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The Assigned Program Officer should now choose “Forward to CM for Selection Package” from the Application Launch Page Action dropdown list. This option only becomes available on the application after the “Conduct Negotiation” option has been completed for that application.

The Conduct Negotiations task needs to be completed for each child application.

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COMPETITION MANAGER

The screenshot shows the Grants Online interface. The main content area is titled 'Your Tasks' and displays a table of tasks. The table has columns for 'View', 'Award Number', 'Task Id', 'Task Name', 'Task Status', 'Document Type', 'Document Id', and 'Sta'. The first row is highlighted with a red border and contains the following data:

View	Award Number	Task Id	Task Name	Task Status	Document Type	Document Id	Sta
View	N/A	878533	Competition Manager Review Selection Package	Not Started	Selection Package	2106785	
View	N/A	878395	Select Applications	In Progress	Competition	2106780	02/...
View	N/A	878390	Conduct Negotiations	In Progress	Application	2106773	02/...
View	N/A	878389	Conduct Negotiations	Not Started	Application	2106771	
View	N/A	878338	Conduct Negotiations	Not Started	Application	2106758	
View	NA08SEC4690032	877658	Procurement Request and Commitment of Funds	In Progress	Procurement Request and Commitment of Funds	2106746	02/...
View	NA08SEC4690032	877649	Review Release of Funds	In Progress	Award File	2106745	02/...
View	NA08SEC4690025	877611	Procurement Request and	Not	Procurement Request and	2106742	

After the Conduct Negotiations task as been completed for all of the new child applications as well as for the other selected applications in the competition, the Competition Manager will now get a “Competition Manager Review Selection Package” task.

At this point the Competition Manager should contact the Help Desk with a list of Child Application IDs to be included in this Selection Package, along with the RFA ID and the Competition ID. (The Competition Manager can navigate back to the Competition Launch page to get a list of the child Application IDs – do a screen print or run the Applications Report.)

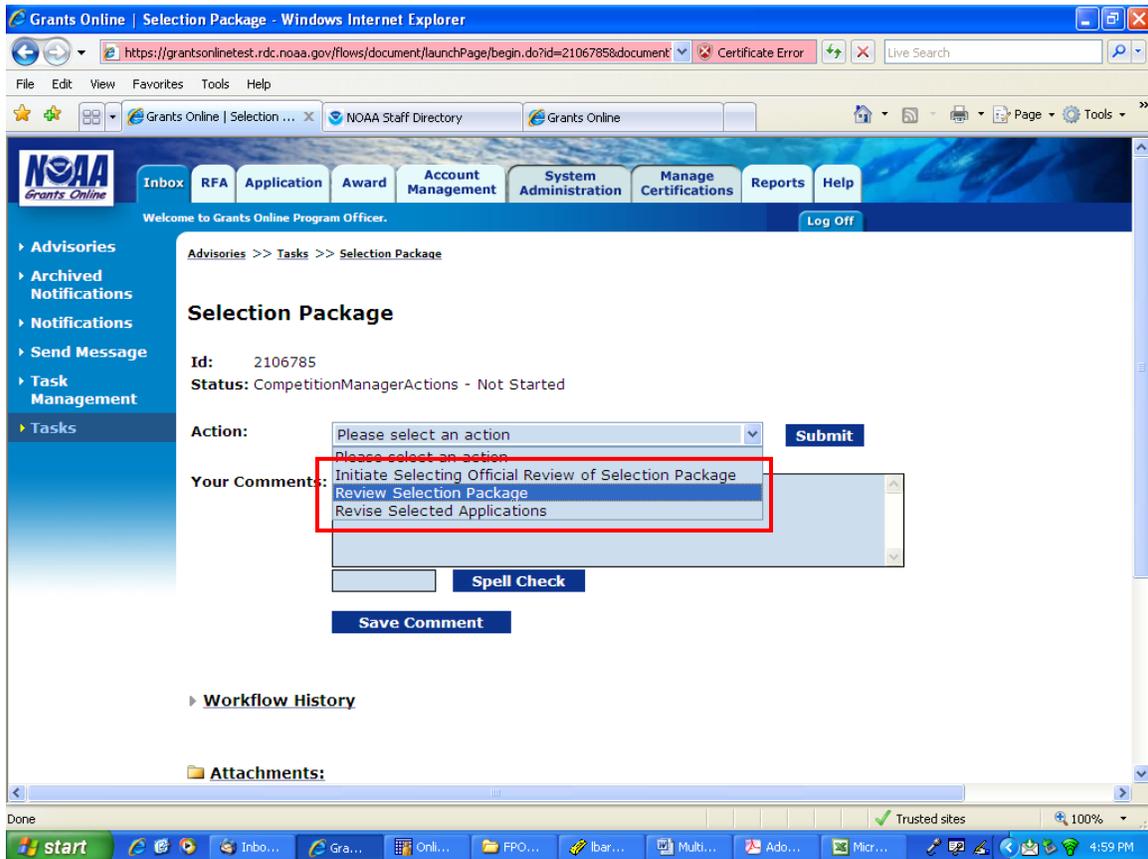
The Help Desk will associate the Child Applications with the Review Event.

HELP DESK Instructions:

- Add child applications to the NOAA.REVIEW_EVENT_APP_ASSOC table for the appropriate Review Event ID
- Remove the original parent application from the NOAA.REVIEW_EVENT_APP_ASSOC table.

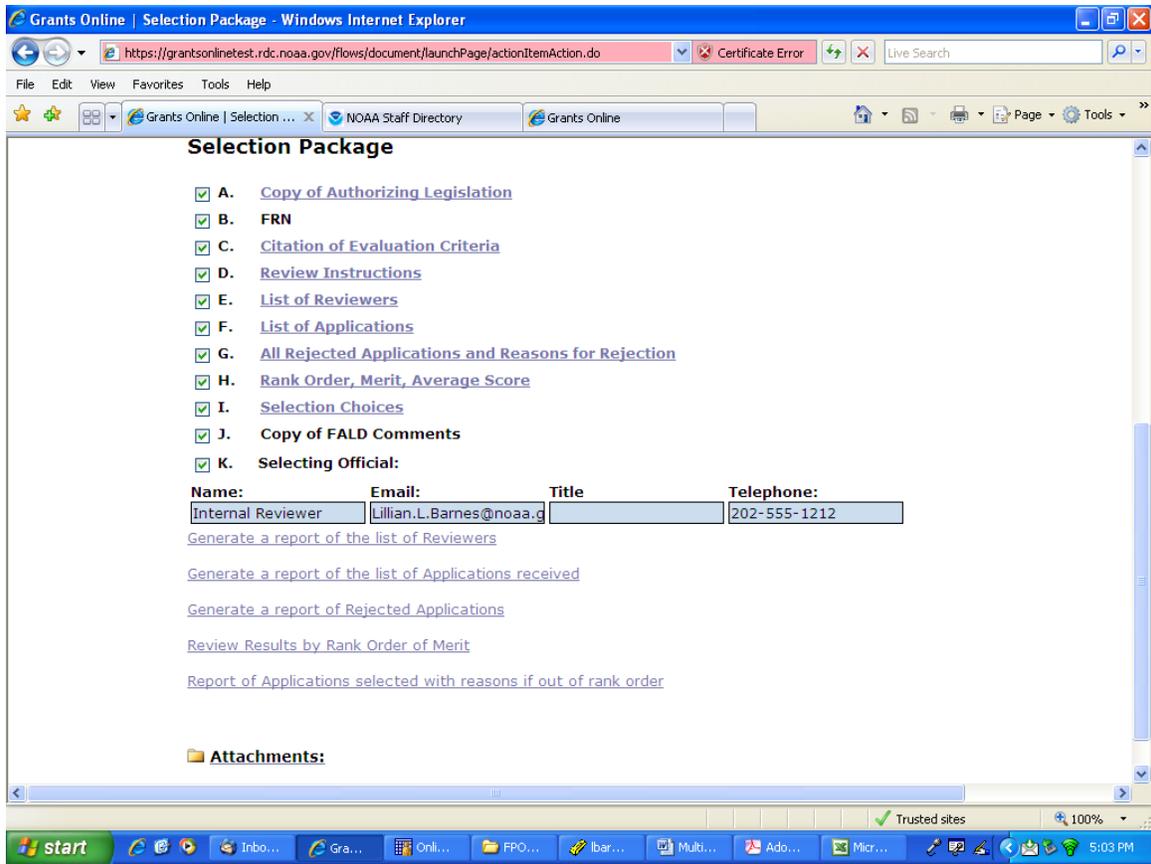
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After the Help Desk closes the ticket, select the “Competition Manger Review Selection Package” task.



The Competition Manager should choose the “Review Selection Package” option from the Action dropdown list on the “Selection Package” launch page.

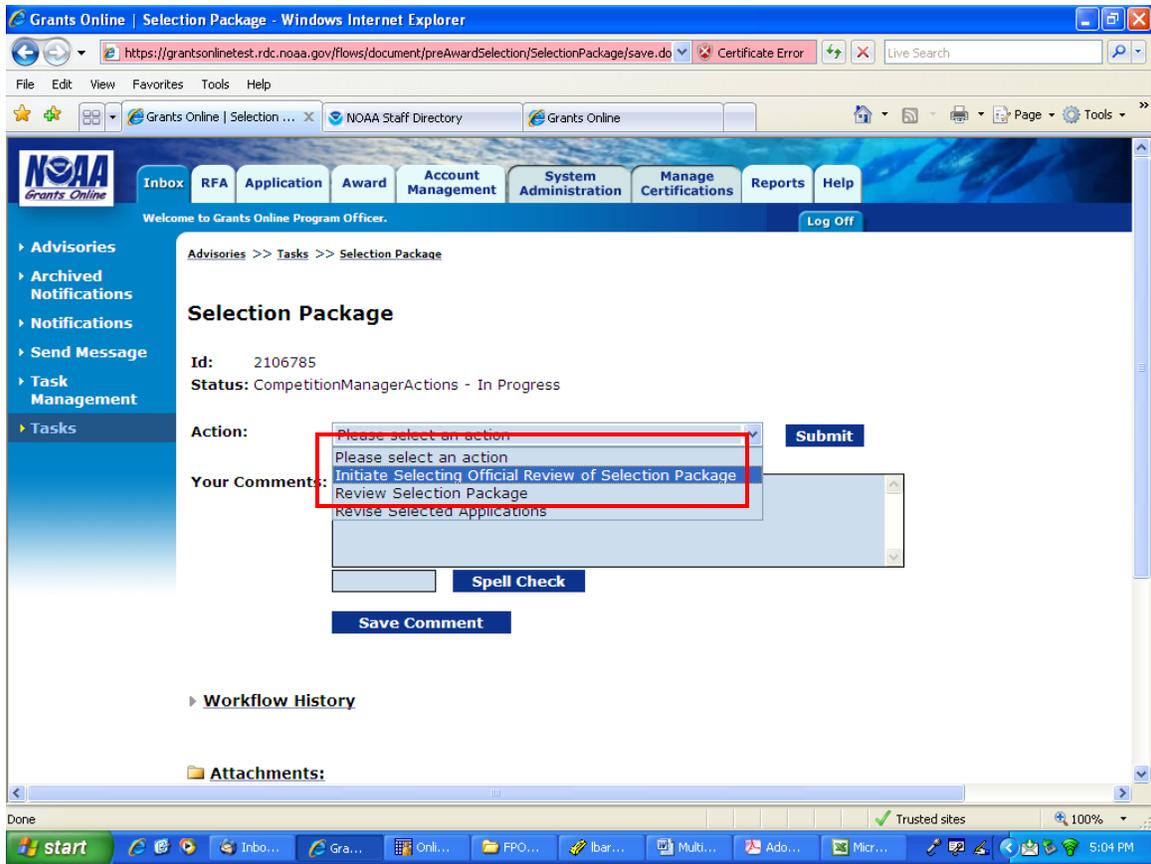
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The Competition Manager should check all of the boxes under “Selection Package” then upload the actual selection package documents under using the “Attachments” widget. Then click the “Save and Return to Main” button.

Note: *If there are problems uploading the selection package documents to this details screen, the Competition Manager should click the “Save and Return to Main” button, then upload the selection package documents using the “Attachments” widget on the Selection Package launch page.*

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The Competition Manager should choose “Initiate Selection Official Review of Selection Package” from the Action dropdown list on the Selection Package Launch page. From this point the process should proceed just like for a regular Competition - the Selection Official will send the Selection Package to FALD. Once FALD clears the Selection Package, a PO Checklist, Procurement Request and NEPA document will appear in the Assigned Program Officer’s Inbox for each selected application in order to prepare the award file for the Grants Management Division.