

**NOAA Grants Online
Partial Funding Processing
Reference Guide for
Federal Program Officers**

NOAA Grants Online Partial Funding Processing Reference Guide for Federal Program Officers

The purpose of this document is to provide Federal Program Officers (FPO) with a step-by-step guide for processing a partial funding action in Grants Online.

Step 1: Log into Grants Online by entering your *Username* and *Password*.



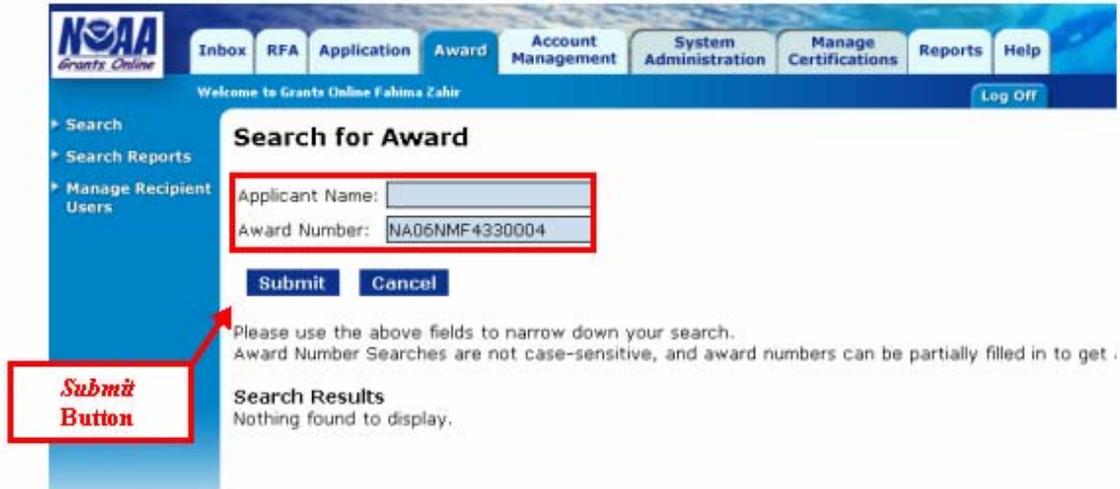
Step 2: Select the *Award* tab and click on the *Search Award* link.



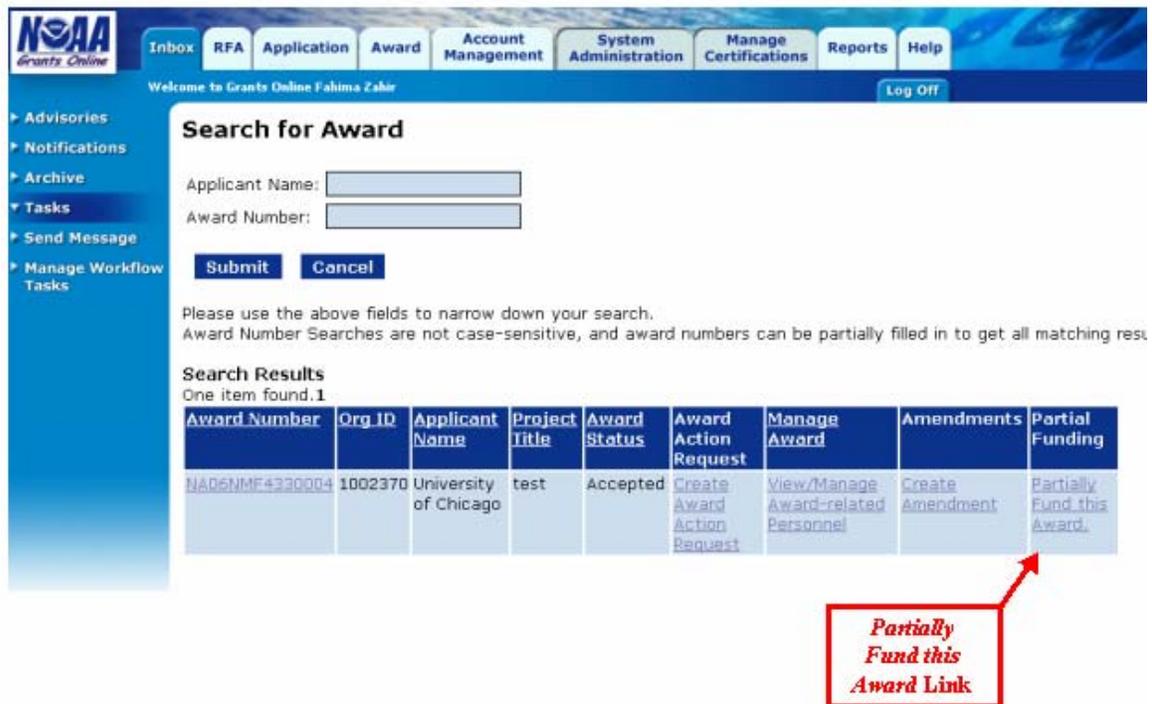
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Step 3: After selecting the *Search Award* link, the *Search for Award* page is displayed. Enter at least one search criterion, including *Applicant Name* and/or *Award Number*. Click *Submit*.



Step 4: Review *Search Results* for your award and select the *Partially Fund this Award* link.



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Step 5: The *Partial Funding Document* screen is displayed. Enter the appropriate text into the *Memo* field (can be copy/paste from another document). Select the radio button for the relevant fiscal year; if the fiscal year is not available as an option, please contact the Help Desk. In the *Optional Partial Funding Amount* section, enter the amount you would like to fund. Once all the information has been entered select *Save* followed by *Save and Return to Main*. This will take you back to your Inbox.

NOAA Grants Online

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

Welcome to Grants Online Fahima Zahr

Log Off

Search
Search Reports
Manage Recipient Users

Grant Information

| | | | | |
|----------------------------|-----------------------|-----------------------------|-------------------------|-----------------------|
| CFDA Number: | 11.423 | Award Period: | 03/01/2006 - 03/01/2008 | Program Office: |
| Program Officer: | Fahima Zahr | Program Officer Phone: | 123-123-1345 | Program Office Email: |
| Total Federal Funding: | \$50,000.00 | Total Non Federal Funding: | \$0.00 | |
| Organization Name: | University of Chicago | Electronic Recipient: | No | |
| Progress Report Frequency: | Semi-Annually | Financial Report Frequency: | N/A | |
| Project Title: | test | | | |

Partial Funding Document

Memo *

Add verbiage related to funding amount in this box

Spell Check

GMD Comments

Spell Check

2 items found, displaying all items. 1

| Fiscal Year | Applicant Requested Share | Remaining Share | Application ID | Select |
|-------------|---------------------------|-----------------|----------------|----------------------------------|
| 2006 | \$50,000.00 | \$0.00 | 2024885 | <input type="radio"/> |
| 2007 | \$50,000.00 | \$50,000.00 | 2024885 | <input checked="" type="radio"/> |

Optional Partial Funding Amount:
(Validated amount: Allocated Amount + 5%)

50,000.00

Save Save and Return to Main Cancel

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Step 6: Select the *Tasks* link from the *Inbox* tab. Review the task details on the *Procurement Request and Commitment of Funds* (PRCF) task, and select the *View* link.

The screenshot shows the NOAA Grants Online interface. The 'Inbox' tab is selected, and the 'Tasks' link in the left sidebar is highlighted. A table of tasks is displayed, with the 'View' link for the first task highlighted. The table contains the following data:

| View | Task Id | Award Number | Task Name | Task Status | Document Type | Document Id | Start Date | Complete Date |
|----------------------|---------|----------------|---|-------------|---|-------------|------------|---------------|
| View | 96326 | NA06NMF4330008 | Procurement Request and Commitment of Funds | Not Started | Procurement Request and Commitment of Funds | 2024621 | | |

Step 7: Select *Complete Procurement Request and Commitment of Funds* from the action dropdown menu, followed by the *Submit* button.

The screenshot shows the details of a 'Procurement Request and Commitment of Funds' task. The 'Action' dropdown menu is set to 'Complete Procurement Request and Commitment of Funds', and the 'Submit' button is highlighted. The task details are as follows:

Procurement Request and Commitment of Funds - NA06NMF4330008
Id: 2024621
Creator: Fahima Zahir
Status: Procurement Request and Commitment of Funds Procurement Request and Commitment of Funds: Not Started
Last Edited User: Fahima Zahir

Action: [Complete Procurement Request and Commitment of Funds](#) [Submit](#)

Comment:

[Spell Check](#)

[Save Comment](#)

[View previous workflow history and comments >>](#)

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Step 8: The *Procurement Request and Commitment of Funds* screen is displayed. Complete the mandatory fields marked with an asterisk. This includes selecting the Request Authorizing Official and Requestor using the *Search* buttons. You may also add additional Optional Reviewers by selecting the *Add* button in the *Additional Reviewers* section. Select the link titled *Add New ACCS line* to add an ACCS line. Once all the information has been entered select *Save* followed by *Save and Return to Main*. You may also view the CD435 report by selecting the *View Report* button at the bottom of the screen.

Award File Header Information

| | | | | | |
|--------------------|-----------------------|------------------------|-----------|------------------|-------------------------|
| CFDA Number: | 11.433 | Award File Period: | N/A - N/A | Program Office: | Fisheries Southeast Reg |
| Program Officer: | Fahima Zahir | Program Officer Phone: | | Program Officer: | |
| Federal Funding: | \$0.00 | Non Federal Fun | | | |
| Project Title: | test | | | | |
| Organization Name: | University of Chicago | | | | |

Procurement Request and Commitment

Active Procurement Requests:
Nothing found to display.

Withdrawn Procurement Requests:
Nothing found to display.

Federal Share: * \$50,000.00

This field pre-populates from the *Optional Partial Funding Amount* on the *Amendment Supplement* screen shown in step 5.

Requesting Official Information

Margaret Davidson [Search] 803-974-6220

Additional Reviewers:
Nothing found to display.
[Add](#)
(Please note, you must press 'Save and Return to Main' for the Route to be committed)

Requestor: Fahima Zahir [Search] **Title:** [] **Telephone:** 123-123-1345

Invoice Address: * 1900 Hobson Avenue, Charleston, SC 29405-2409 USA **Requisition Number: *** NAG00000700001

Affected Reference Number: EIN:
NA06NMF4330008 12-1234567

To: * University of Chicago, 1025 E. 57th St, Chicago, IL 60637 **Ship To: *** 1234 street, Anytown, OO 12345 UNKNOWN

Requisition Contact Person: * Fahima Zahir **Telephone Number: *** 123-123-1345

Line Item: Description: * 1 CFDA Number: 11.433, Project Start Date: 2006-03-01, Project End Date: 2008-03-01, Grant Type: Grant **Quantity:** 1 **Unit Issue:** EACH

Clearances/Remarks:

One item found. 1

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Action |
|--------|------|-------------|--------------|---------------|------------------|--------------|-------------|-------------|
| 14 | 0 | 2007 | | 00-00-00-000- | 1234567-1234567- | -00-00- | \$50,000.00 | edit delete |

[Add New ACCS Line](#)
 PCF Total for this Award action: \$50,000.00
 Total Federal funds authorized for this Award action: \$50,000.00

Create New Procurement Request

Procurement Request Official Comments

[Save](#) [Save and Return to Main](#) [Cancel](#) [Withdraw](#) [View Report](#)

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Step 9: To view the CD 435 report, select the *View Report* button (see step 8), from the *Procurement Request and Commitment of Funds* screen. The following screen displays the printable version of the CD 435.

Jan 24, 2006 11:23:04 AM

Procurement Request and Commitment of Funds NAGO0000700002

CFDA Number: 11.433
 Award File Period: N/A - N/A
 Program Office: Fisheries Southeast Region Program Office (SE)
 Program Officer: Fahima Zahir non@non.com 123567876543
 Federal Funding: \$0.00
 Non Federal Funding: \$0.00
 Grants Specialist: Regina A. Evans
 Organization Name: University of Chicago
 Project Title: test
 Federal Share: \$50,000.00
 Request Authorizing Official: Margaret Davidson 803-974-6220
 Requestor: Fahima Zahir 123567876543
 Invoice Address: 1990 Hobson Avenue, Charleston, SC 29405-2409 USA

Affected Reference Number: NA06NMP4330008
 EM: 12-1234567
 To: University of Chicago
 1025 E. 57th St Chicago, IL 60637
 1234 street, anytown, 00 12345 UNKNOWN
 Ship To:
 Requisition Contact Person: Fahima Zahir 123-123-1345
 Is Completed: No
 CD435 Status: Unapproved
 Fiscal Year: 2007

Line Item: Quantity: 1 Unit Issue: EACH
 Description: CFDA Number: 11.433
 Project Start Date: 2006-03-01
 Project End Date: 2008-03-01
 Grant Type: Grant
 Project Description: test

Clearances/Remarks:

Page 1 of 2

Jan 24, 2006 11:23:04 AM

Procurement Request and Commitment of Funds NAGO0000700002

Additional Reviewers:

| Name | Title | Telephone |
|------|-------|-----------|
| | | |

ACCS Line:

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount |
|--------|------|-------------|--------------|--------------|-----------------|--------------|-------------|
| 14 | 0 | 2007 | | 00-00-00-000 | 1234567-1234567 | --00-00 | \$50,000.00 |

HCF Total for this Award action: \$50,000.00
 Total Federal funds authorized for this Award action: \$50,000.00

Procurement Request Official Comments:

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Step 10: Once all the information has been entered in the *Procurement Request and Commitment of Funds* screen (see step 8) select *Save* followed by *Save and Return to Main*.

One item found.1

| Bureau | Fund | Fiscal Year | Organization | Program | Project - Task | Object Class | Amount | Action |
|--------|------|-------------|--------------|------------------|-------------------|--------------|-------------|-------------|
| 14 | 0 | 2007 | ----- | 00- 00- 00- 000- | 1234567- 1234567- | -- 00- 00- | \$50,000.00 | Edit Delete |

[Add New ACCS Line](#)

PRCF Total for this Award action: \$50,000.00
Total Federal funds authorized for this Award action: \$50,000.00

[Create New Procurement Request](#)

[Procurement Request Official Comments](#)



Step 11: The task launch page is displayed. From the action dropdown menu, select *Forward Procurement Request to Requestor* and click *Submit*. A task to Review PRCF will then be sent to the Grants Online Inbox of the Requestor. Once the Requestor has approved the PRCF, the Requestor can forward it to the Request Authorizing Official.

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Welcome to Grants Online Fahima Zahir

Procurement Request and Commitment of Funds - NA06NMF4330008

Id: 2024621
Creator: Fahima Zahir
Status: Procurement Request and Commitment of Funds Procurement Request and Commitment of Funds In Progress
Last Edited User: Fahima Zahir

Action:

Comment:

[View previous workflow history and comments >>](#)

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Step 12: From the *Inbox* tab, select the *Tasks* link. Review search results and for the *Review Award File* task and select the *View* link.

The screenshot shows the NOAA Grants Online interface. At the top, there are navigation tabs: Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. The 'Inbox' tab is selected. Below the tabs, there's a welcome message and a 'Log Off' button. On the left sidebar, there are links for Advisories, Notifications, Archive, Tasks, Send Message, and Manage Workflow Tasks. The 'Tasks' link is highlighted with a red box and labeled 'Tasks Link'. The main content area is titled 'Inbox Tasks' and has a red box labeled 'Inbox Tab' around it. Below the title, there are filters for Document Type (All) and Status (Open), with an 'Apply Filter >>' button. Below the filters, it says 'displaying all items.1'. A table of tasks is displayed with the following columns: View, Task Id, Award Number, Task Name, Task Status, Document Type, Document Id, Start Date, Completed Date, and FFO Number. The table has two rows. The second row, 'Review Award File', has its 'View' link highlighted with a red box and labeled 'View Link'.

| View | Task Id | Award Number | Task Name | Task Status | Document Type | Document Id | Start Date | Completed Date | FFO Number |
|----------------------|---------|----------------|--|-------------|---|-------------|------------|----------------|----------------------|
| View | 96431 | NA06NMF4330008 | Review Procurement Request and Commitment of Funds | Not Started | Procurement Request and Commitment of Funds | 2024621 | | | NMFS-SE-2007-2000571 |
| View | 96325 | NA06NMF4330008 | Review Award File | Not Started | Award File | 2024620 | | | N/A |

Step 13: The *Award File* screen is displayed. From the action dropdown menu select *View Amendment Details* followed by *Submit*. Please note that from the action dropdown menu you may also select edit Special Award Conditions, forward to FALD for review, or view partial funding document.

The screenshot shows the 'Award File In Progress - NA06NMF4330008' screen. At the top, there are navigation tabs: Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. The 'Award' tab is selected. Below the tabs, there's a welcome message and a 'Log Off' button. On the left sidebar, there are links for Advisories, Notifications, Archive, Tasks, Send Message, and Manage Workflow Tasks. The 'Tasks' link is highlighted with a red box. The main content area is titled 'Award File In Progress - NA06NMF4330008'. Below the title, there are details for Id (2024620), Creator (Fahima Zahir), Status (Award File In Progress Review Award File Not Started), and Last Edited User (Fahima Zahir). Below the details, there is an 'Action:' dropdown menu with 'View Amendment Details' selected, and a 'Submit' button. The 'Submit' button is highlighted with a red box and labeled 'Submit button'. Below the action dropdown, there is a 'Comment:' text area with a 'Spell Check' button and a 'Save Comment' button. At the bottom, there is a link 'View previous workflow history and comments >>'.

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Step 14: The *Amendment to Financial Assistance Award* screen is displayed. Complete the Amendment details including the Grant type, Amendment start and end dates, reason(s) for the amendment, project title and project description. If you need to change the amounts listed in the federal and recipient shares of funding, select the checkbox next to *Manual Override*. You may also view the CD451 Report and the SAC Report by selecting the *CD451 Report* button and the *SAC Report* button at the bottom of the page. Once all the information has been entered select *Save* followed by *Save and Return to Main*.

Amendment Header Information

| | | | | | |
|--------------------|-----------------------|------------------------|-------------------------|------------------------|-----------------------------|
| CFDA Number: | 11.433 | Award File Period: | 03/01/2006 - 03/01/2007 | Program Office: | Fisheries Southeast Re (SE) |
| Program Officer: | Fahima Zahir | Program Officer Phone: | 123567876543 | Program Officer Email: | non@non.com |
| Federal Funding: | \$0.00 | Non Federal Funding: | \$0.00 | Grants Specialist: | Regina A. Evans |
| Project Title: | test | | | | |
| Organization Name: | University of Chicago | | | | |

Amendment to Financial Assistance Award

CFDA Number:
11.433

Grant Type:
 Grant Cooperative Agreement (If changed, requires Co

Award Number:
NAD6NMF4330008

Amendment Number:
Pending

Recipient Name:
University of Chicago

Street Address:
1025 E. 57th St
Chicago, IL 60637

Amendment Start Date (Effective Date): *
03/01/2006
Currently, this field does *not* affect the Award start date

Extend Work Completion To:
N/A

Amendment End Date *
03/01/2007
Currently, this field does *not* affect the Award end date

Project Title: *
test

Project Description: *
test

Bureau Fund Fiscal Year Project-Task Organization Object Class

The system has calculated values for the Federal and Recipient shares of funding based on negotiated funding amounts. Grant optionally override these calculations via the Override checkbox below. Once checked, the values that are entered will be saved in the CD-451 report. Please note that when the Grants Officer signs, the system will automatically override and store the currently entered values.

Manual Override:

Costs Are Revised As Follows: Previous Estimated Cost Add Deduct Total Estimated

| | | | | |
|-------------------------|------------|------------|--------|-------------|
| Federal Share of Cost | \$50000.00 | \$50000.00 | \$0.00 | \$100000.00 |
| Recipient Share of Cost | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total Estimated Cost | \$50000.00 | \$50000.00 | \$0.00 | \$100000.00 |

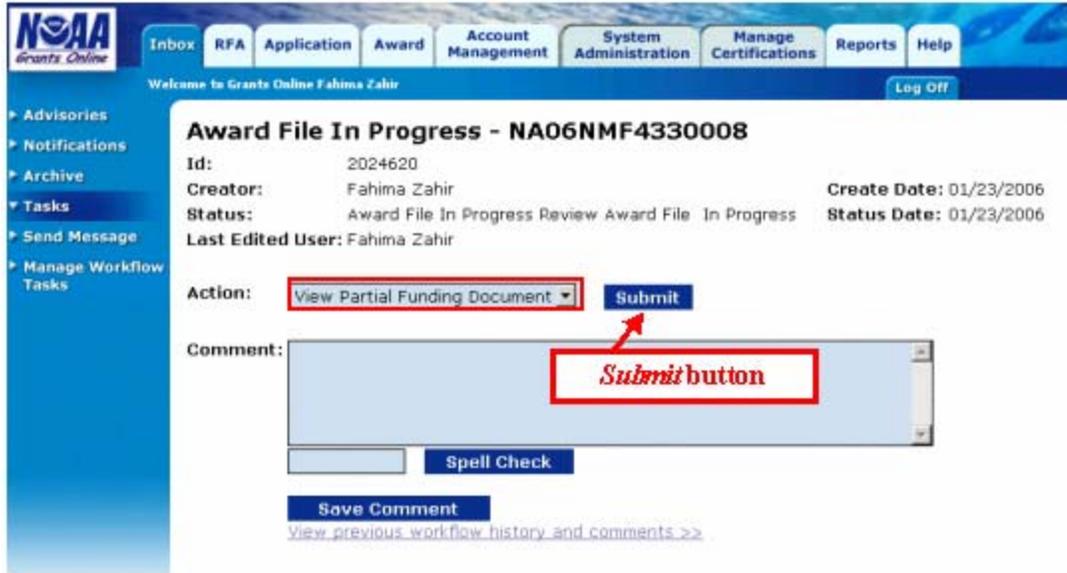
Reason(s) for Amendment: [Enter Reasons](#)

This Amendment approved by the NOAA Grants Officer constitutes an obligation of Federal Funding. By electronically signing, the Recipient agrees to comply with the Amendment provisions checked on this document, as well as previous provisions incorporated into the Award. If not electronically signed without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Amendment.

Save Save and Return to Main CD451 Report SAC Report Cancel

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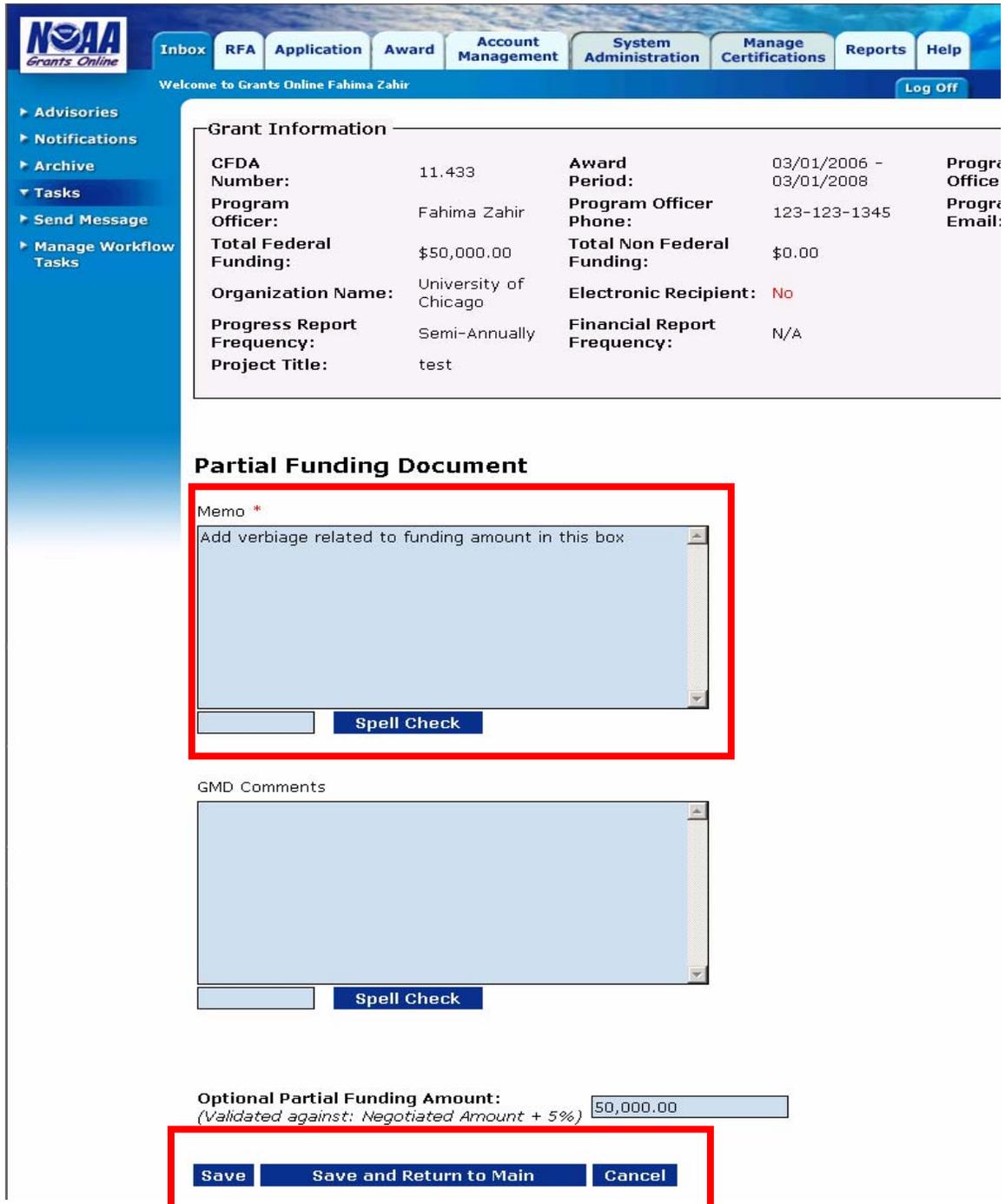
Step 15: The following screen is the task launch page. From the action dropdown menu select *View Partial Funding Document* and then click the *Submit* button.



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Step 16: The *Partial Funding Document* screen is displayed. Review the information that was previously entered (see step 5) in the *Memo* section as well as the *Optional Partial Funding Amount* section. Once you have reviewed the information, select *Save* followed by *Save and Return to Main*.



The screenshot shows the NOAA Grants Online interface. At the top, there is a navigation bar with tabs for Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below this is a welcome message: "Welcome to Grants Online Fahima Zahir" and a "Log Off" button. On the left side, there is a sidebar menu with options: Advisories, Notifications, Archive, Tasks, Send Message, and Manage Workflow Tasks. The main content area is titled "Grant Information" and contains the following data:

| | | | | | |
|----------------------------|-----------------------|-----------------------------|-------------------------|-----------------|--|
| CFDA Number: | 11.433 | Award Period: | 03/01/2006 - 03/01/2008 | Program Office: | |
| Program Officer: | Fahima Zahir | Program Officer Phone: | 123-123-1345 | Program Email: | |
| Total Federal Funding: | \$50,000.00 | Total Non Federal Funding: | \$0.00 | | |
| Organization Name: | University of Chicago | Electronic Recipient: | No | | |
| Progress Report Frequency: | Semi-Annually | Financial Report Frequency: | N/A | | |
| Project Title: | test | | | | |

Below the Grant Information section is the "Partial Funding Document" section. It contains two text input areas, each with a "Spell Check" button. The first is labeled "Memo *" and contains the placeholder text "Add verbiage related to funding amount in this box". The second is labeled "GMD Comments".

At the bottom of the form, there is an "Optional Partial Funding Amount:" field with a value of "50,000.00" and a note "(Validated against: Negotiated Amount + 5%)". Below this field are three buttons: "Save", "Save and Return to Main", and "Cancel".

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Step 17: The following screen is the task launch page. From the action dropdown menu select *Forward to Grants Specialist for Review* and then click the *Submit* button. This completes the Partial Funding Process for the Federal Program Officer.

NOAA Grants Online

Welcome to Grants Online Fahima Zahir

Award File In Progress - NA06NMF4330008

Id: 2024620
Creator: Fahima Zahir
Status: Award File In Progress Review Award File In Progress
Last Edited User: Fahima Zahir
Create Date: 01/23/2006
Status Date: 01/23/2006

Action: Forward to Grants Specialist for Review

Comment:

0 / 4000

[View previous workflow history and comments >>](#)