



View Agency Role Training Manual

**Grants Online Overview
& System Navigation**

Prepared by NOAA

Version 1.0

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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	What it means.
	Text in Bold; Click Done	Indicates a command.
	Text in Italics; <i>Amendment Details</i> screen appears.	Indicates a screen.
	Text in Bold Italics; <i>Name</i>	Indicates data to be entered into a field.
	Text in All Caps; LOGIN	Indicates a field name.

Notes and Warnings Notes and Warnings are used to indicate additional 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.

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Grants Online Overview

Overview The National Oceanic and Atmospheric Administration (NOAA) offer 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.
- Provide an interface with Grants.gov to ensure applicants can apply for grants electronically.
- Reduce the processing time by incorporating workflows between Federal Program Officers (FPO), Grants Management Division (GMD), Financial Assistance Legal Division (FALD), and Reviewers.
- Serve the NOAA community in its efforts to meet its mission goals more effectively.

Grants Online allows Grantees to:

- Accept Awards electronically.
- Manage user roles for individuals within their organization.
- Submit post-Award Action Requests, Performance Progress Reports, and Federal Financial Reports.

Grants Online Software Description

About Grants Online Grants Online operates in a web environment, and can be accessed anywhere at anytime provided that you have Internet access. You will be required to use an Internet browser to log in and use Grants Online. Internet Explorer is the preferred browser for PC users; FireFox is the preferred browser for MAC users. No software is required for installation. 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.



Warning: Please do not use the browser "Back" button in Grants Online. Using the browser "Back" button will log you out of Grants Online.

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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.

Manual Objectives By using this Manual you will be able to accomplish the following objectives:

- Obtain your password
- Login to the system
- Identify Grants Online screen features
- Manage your Inbox
- Update your Profile
- Find Award information

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

Accessing Grants Online

1. Click on the Internet Explorer Icon on your desktop or Start Menu
 - Internet Explorer browser opens
2. Enter the following URL information in your address bar of your browser:
<https://grantsonline.rdc.noaa.gov> then press **ENTER**
 - *Grants Online Home Page/Login Screen* appears
3. Before logging into Grants Online, from this screen you can access the Public Search feature as well as other useful links, including the Grants Online Training page.



Logging in to Grants Online

1. If you haven't already obtained your Username and Password, contact your Recipient Administrator. If you have been designated as the Recipient Administrator for your organization, contact the Grants Online Help Desk:
 - Phone: 301-444-2112 or toll free 1-877-662-2478
 - Email: grantsonline.helpdesk@noaa.gov
2. On the Grants Online Login Screen, enter your assigned **Username**
3. Enter your assigned **Password**
4. Click **Enter**

ABOUT GRANTS ONLINE | OPPORTUNITIES | PROGRAMS | SEARCH | SITE MAP | HELP

NOAA
Grants Online

Welcome to
Grants Online

General Public
Use our Public Search feature to see information pertaining to awarded NOAA grants.

Grant Applicants
To Find and Apply for a NOAA grant, go to the [Grants.gov](http://grants.gov) website.

Current Grant Recipient
•View information about your current NOAA grants
•Submit post-award action requests, progress reports, and financial reports
•Correspond with your NOAA Program Officer and Grant Specialist

Reviewers
•Access current applications assigned to you
•Submit your review comments and scores

NOAA Staff
•Generate funding notices
•Review grant applications
•Select applications for award
•Process selected applications
•Award and manage grants
•Correspond with Grant Recipients

NOAA Grants Online is the premier Federal solution for full life-cycle grants management processing.

Username
Password
Password Lookup
Enter

NOAA
Publication of the National Oceanic & Atmospheric Administration (NOAA), U.S. Department of Commerce.
Last Updated: 2005/03/09 17:33 v1.6
<http://www.noaa.gov>

Accessibility Privacy Policy



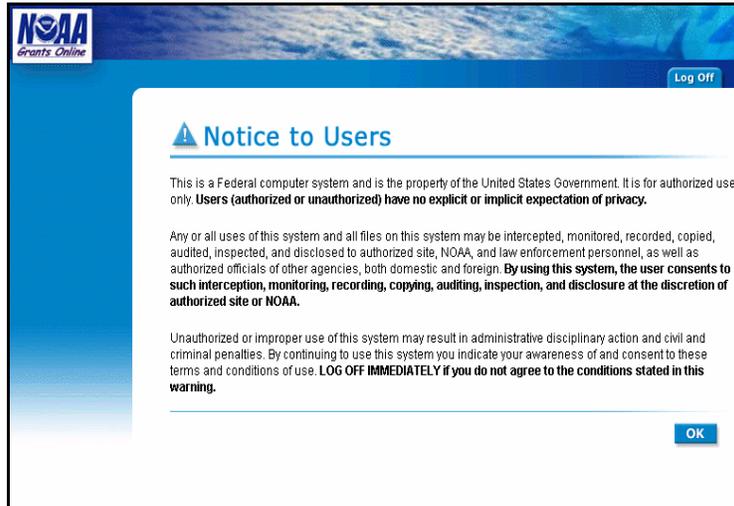
Warning!

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

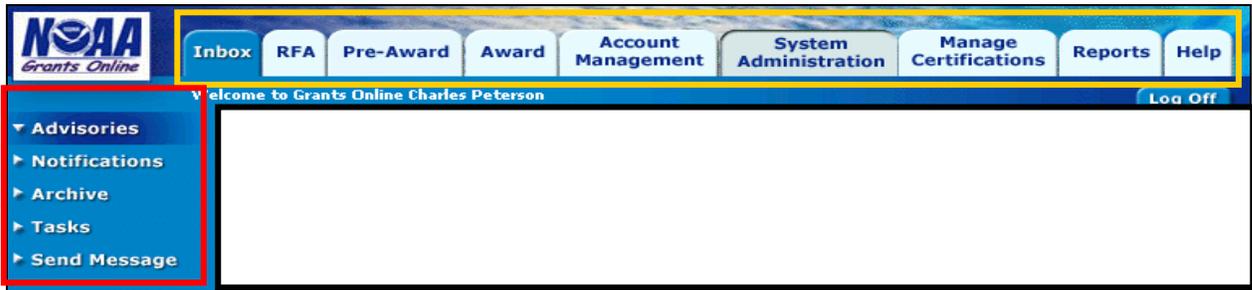
5. The Notice to Users screen appears
6. Review disclaimer information and click **OK**



Grants Online Navigation Features

Overview Navigating Grants Online is a simple process. The look and feel of the system requires the use of a mouse and keyboard for navigation. Access to certain features of Grants Online is based on your user role. Your user role determines the required access for you to do your work in Grants Online.

Screen Layout



Screen Layout Defined

Once you have successfully logged into Grants Online, the system will default you to the Inbox tab. Grants Online is actually broken into several areas:

- **Tabs:** Highlighted by the gold border and located at the top of the page are Grants Online Tabs. Use the Tabs to navigate within the different areas of Grants Online. Click on the appropriate Tab to navigate to the desired area.



Note: Access to various Tabs is determined by your user role. A grayed out Tab will denote restricted areas. If trying to access a restricted area, a pop up message will display, stating "Unauthorized to access this area" (see below).



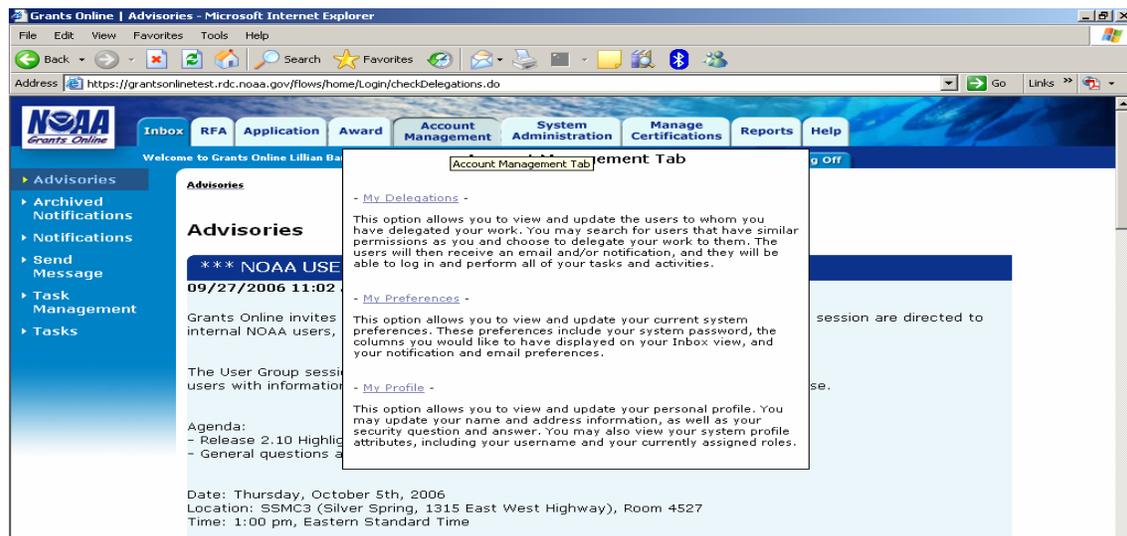
- **Navigation Pane:** Highlighted by the red border, is the navigation pane. Based on the Tab that you are currently on, commands for certain function display here. Click on the desired command to go to that specific screen.
- **Document Pane:** Highlighted by the black border, is the document pane. This is located in the middle of the screen. This is where most of the data in Grants Online will be input.

Other User Interface Features

Since the go-live of Grants Online in January 2005, other features have been added to the User Interface to facilitate the ease of navigation through the system.

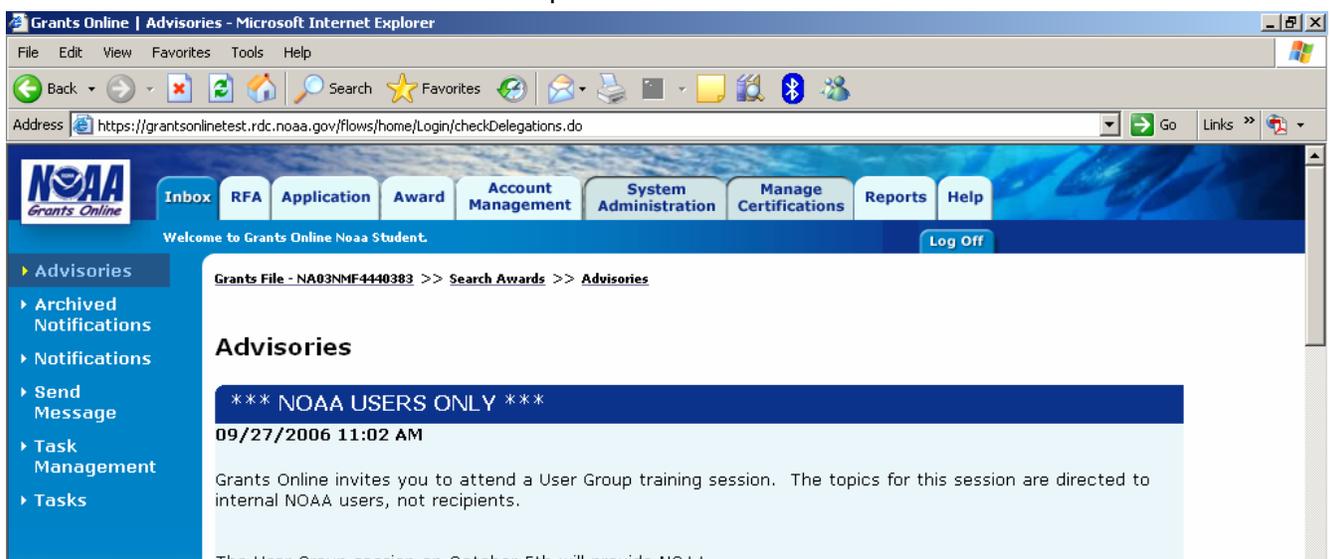
Pop Up Short Cuts

When placing your cursor over a tab at the top of the screen you will get a pop-up menu that contains the same links as the left navigation pane for that tab. This will allow you to navigate directly to one of those areas without clicking on the tab first.



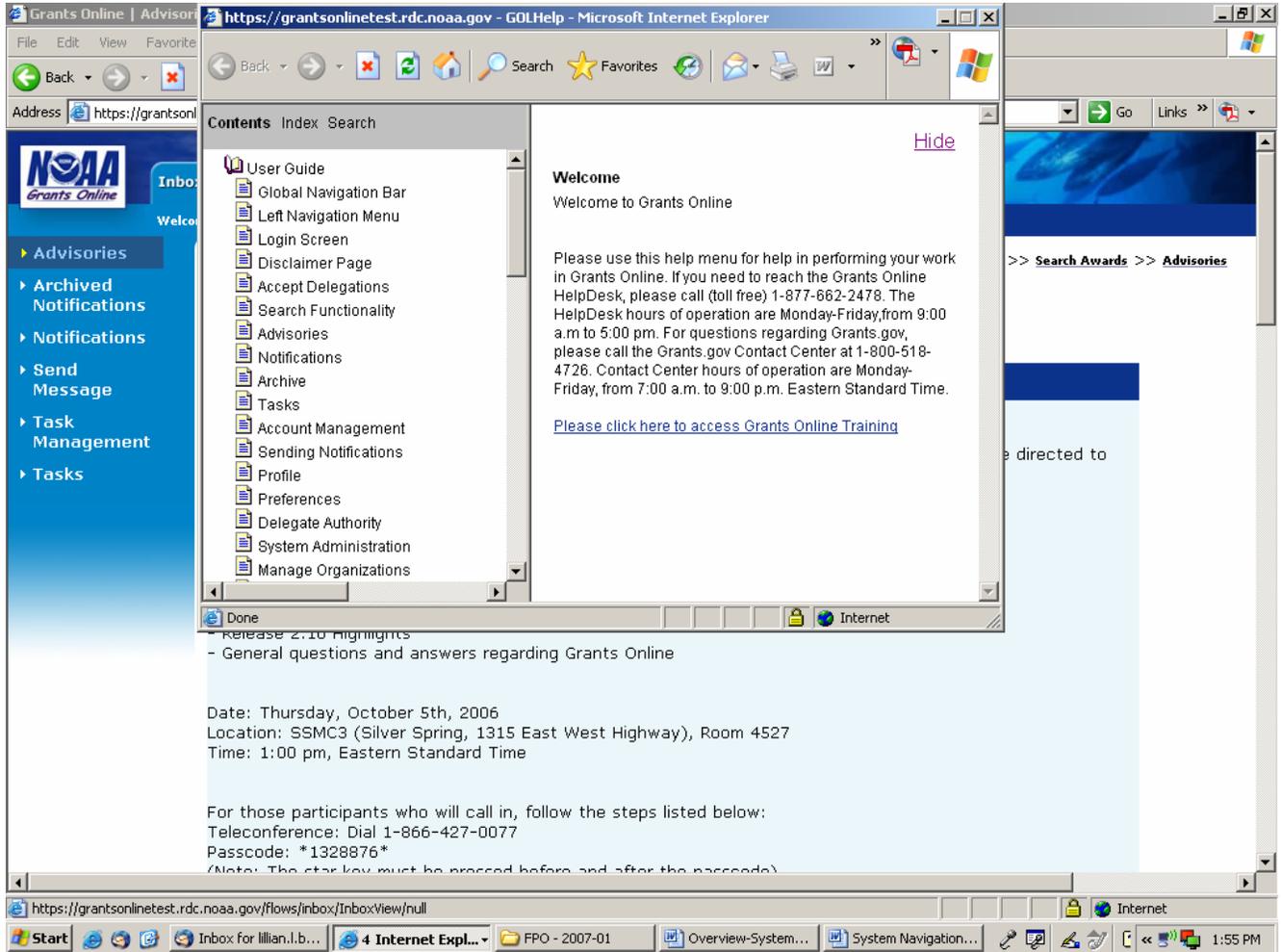
Breadcrumbs

The Grants Online system keeps track of the pages you have visited since you last logged on and put a “breadcrumb trail” of those pages at the top of the Document Pane. This feature can be used in place of a “Back” button.



Help Tab

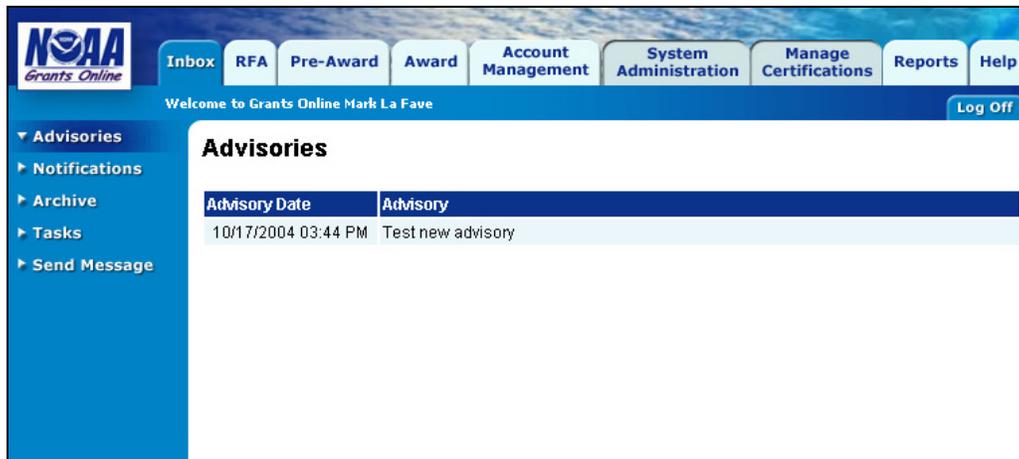
The Help Tab provides information on accessing the Grants Online Help Desk as well as definitions and/or guidance for various Grants Online functions.



Inbox Tab

Since the View-Agency role does not have tasks, you will not be using the Notifications, Archive, Tasks, or Send Message features under the Inbox Tab.

Advisories Upon successfully logging into the system, you will be taken by default to the advisories page within the Inbox Tab. In figure 3, you can view any advisories noted in the system. These are created by the system administrator and cannot be edited.

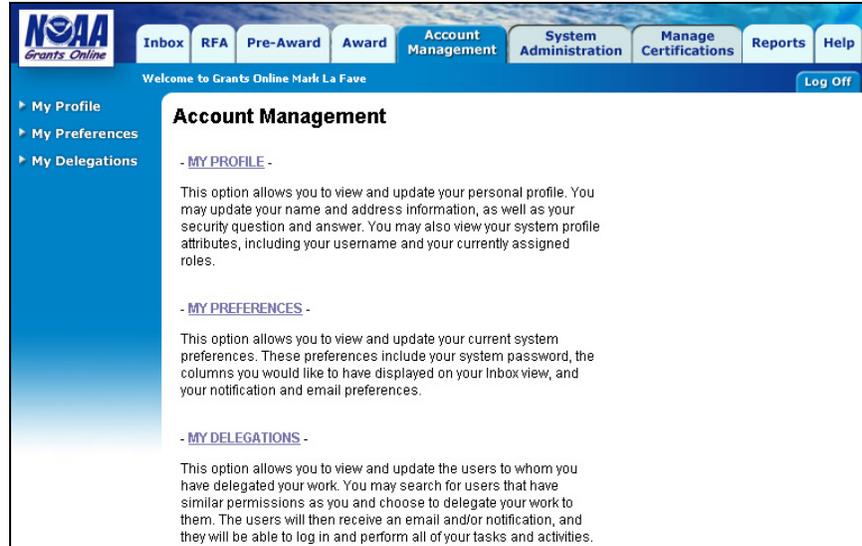


The screenshot shows the NOAA Grants Online interface. At the top, there is a navigation bar with tabs for Inbox, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below this, a welcome message reads "Welcome to Grants Online Mark La Fave" and a "Log Off" button is visible. On the left side, a vertical menu lists "Advisories", "Notifications", "Archive", "Tasks", and "Send Message". The main content area is titled "Advisories" and contains a table with the following data:

Advisory Date	Advisory
10/17/2004 03:44 PM	Test new advisory

Account Management Tab

The Account Management Tab allows you to view your Profile and Preferences. Because the View Agency role has no tasks, there is no need to use the Delegations feature.

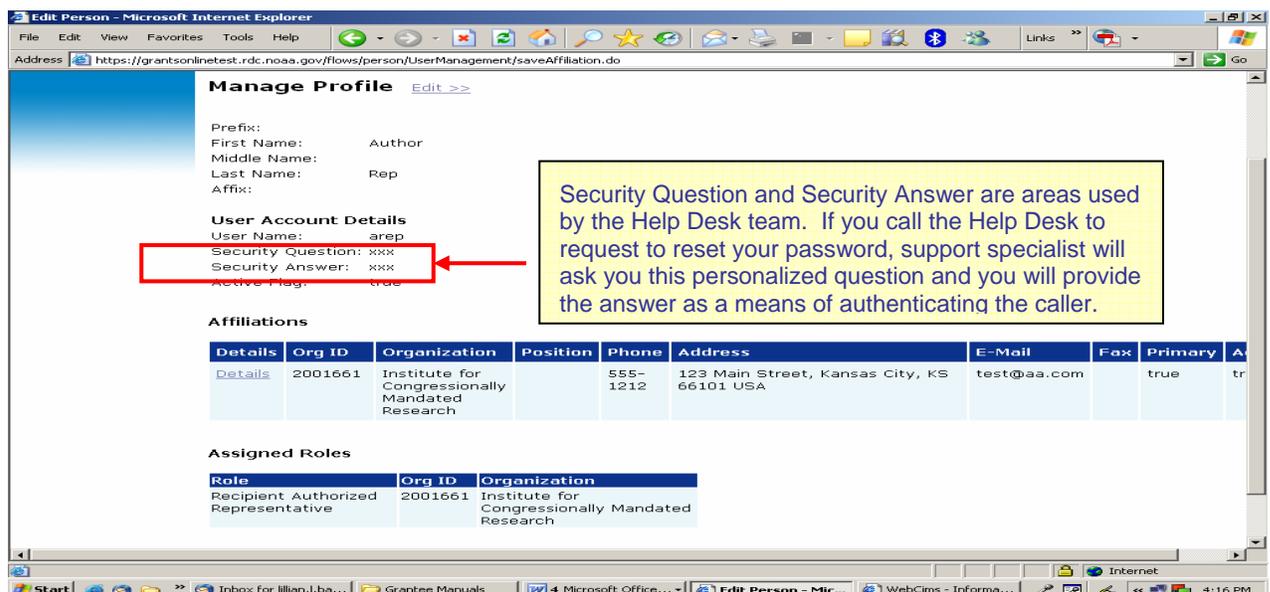


My Profile

Customize your contact and security information through the *My Profile* screen.

Accessing My Profile

- From the Account Management Tab, click **My Profile**
 - Manage Profile* screen appears



Editing Your Profile

1. Click **Edit** (once you click edit, the screen will become formatted like the one below)
2. Make the necessary changes (*Click on the "Details" link under Affiliations to update phone, address, and/or email information.*)
3. Click **Save** to capture your changes
4. Click **Save and Return to Main** to return to the Account Management tab main screen
5. Click **Cancel** to go back to the previous screen (any changes you made will NOT be saved)

Manage Profile

Prefix:

First Name: *

Middle Name:

Last Name: *

Affix:

User Account Details

User Name: arep

Security Question: *

Security Answer: *

Active Flag: true

Affiliations

Details	Org ID	Organization	Position	Phone	Address	E-Mail	Fax	Primary	A
Details	2001661	Institute for Congressionally Mandated Research		555-1212	123 Main Street, Kansas City, KS 66101 USA	test@aa.com		true	tr

[Add a new affiliation >>](#)

Assigned Roles

Role	Org ID	Organization
Recipient Authorized Representative	2001661	Institute for Congressionally Mandated Research

My Preferences

Customize your viewing preferences through the *My Preferences* screen. Since the View Agency role has no tasks, there is no need to customize the Inbox tasks columns. However, you may want to customize the Page Size for search results and the number of Bread Crumbs that will be retained on your screen. Additionally, you may change your password for Grants Online.

Accessing My Preferences

1. From the Account Management Tab, click **My Preferences**
 - *User Preferences* screen appears
2. Customize Page Size, Bread Crumbs, and Workflow Warning as desired.
3. Click **Save** at the bottom of the page.

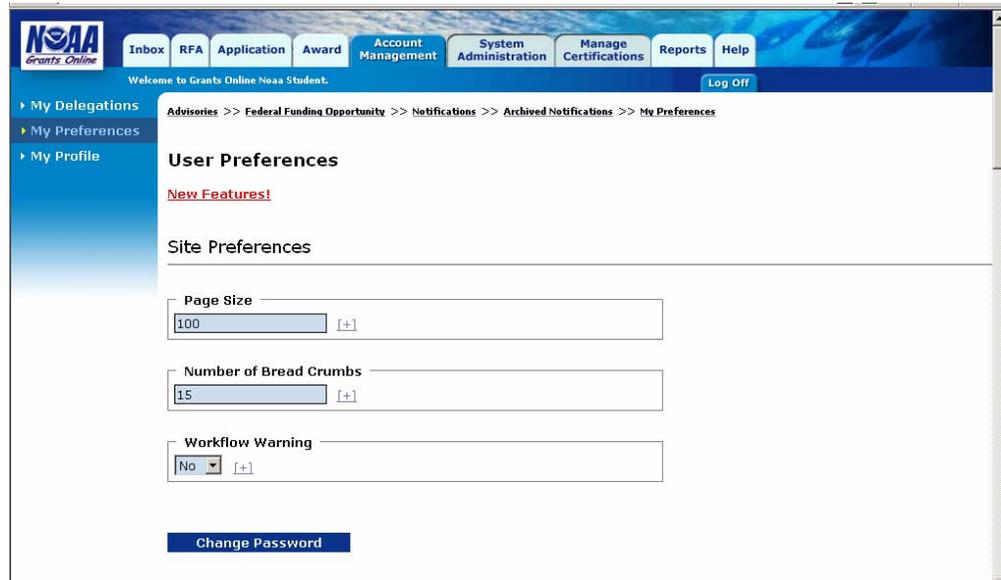
The screenshot shows a Microsoft Internet Explorer browser window displaying the Grants Online website. The address bar shows the URL: <https://grantsonlinetest.rdc.noaa.gov/flows/home/Navigation/navigateToPage.do?goToPage=26>. The website header includes the NOAA Grants Online logo and navigation tabs: Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. A "Log Off" button is visible in the top right corner. The main content area is titled "User Preferences" and includes a "New Features!" link. Under the "Site Preferences" section, there are three settings:

- Page Size:** A text input field containing "100" with a "[-]" button. Below it, a note states: "This number will be the number of elements displayed per page in search results".
- Number of Bread Crumbs:** A text input field containing "15" with a "[-]" button. Below it, a note states: "This is the maximum number of navigational bread crumbs to display".
- Workflow Warning:** A dropdown menu set to "No" with a "[-]" button. Below it, a note states: "If this is set to 'yes', the system will warn you before initiating workflow on a document".

The browser's taskbar at the bottom shows several open applications, including "Inbox for Iillia...", "WebCims - Inf...", "http://www.of...", "Grants Onlin...", "Overview-Sys...", and "System Navig...". The system tray shows the time as 1:11 PM.

View Agency Grants Online Training Manual
Changing Your Password

1 Click the blue **Change Password** button in the *User Preferences* screen



- *Change Password* screen appears

2 Enter old password (see picture below)

3 Enter new password (see picture below)

4 Enter new password again to confirm (see picture below)

5 Click **Submit**



Old Password :*

New Password :*

Confirm New Password :*

Password Guidelines :

- Passwords must contain at least eight(8) non-blank characters.
- Passwords cannot contain quotation marks.
- Passwords are not case sensitive.
- A Password must begin with an alphabetic character.
- At least one of the characters must be a number(0-9) or a special character(_,\$,#).
- Six of the characters may only occur once in the password.

Submit **Cancel**



Note: Please follow the indicated Password Guidelines. Also, note that the special characters listed are the **ONLY** ones that are valid (_,\$#)

Award Tab

The Award Tab allows you to find any grant in the Grants Online system. Using this tab you will be able to view not only the award information but you can also navigate to the Application and RFA from which the award was initiated. All of these documents are viewable in a Read-Only mode.

Welcome to Grants Online Johnnie Frazier. [Log Off](#)

Search Awards Search Reports

Advisories >> Search Reports >> Search Awards

Search Awards

Recipient Name:

Award Number:

[Search](#) [Reset](#)

Please use the above fields to narrow down your search.
Award Number Searches are not case-sensitive, and award numbers can be partially filled in to get all matching results.

Search Results

12 items found, displaying all items.1

Award Number	Org ID	Recipient Name	Project Title	Award Status
NA05NMF4521102	2000437	Saipan Fisherman's Association	Saipan Fisherman's Coop	Accepted
NA05NMF4521103	2000439	Samoa Business and Culture, Inc.	To Install a Cold-Storage Refrigeration System	Expired
NA05NMF4521104	2000441	James Campbell High School	Ewa Beach Limu Project	Expired
NA05NMF4521105	2000443	Pago Pago Commercial Fishing, Inc.	Niche Marketing to Reduce American samoa Longline ...	Expired
NA05NMF4521106	2000445	Carolinian Affairs Office, Office of the Governor	Saipan Traditional Fishing Education Project	Accepted
NA05NMF4521112	2001132	Pacmar, Inc.	Hawaii Seafood Project	Expired
NA05NMF4521123	2001749	Alu Like, Inc.	Fishery Observer orientation and preparatory train...	Expired
NA05NMF4521168	2000179	Airborne Technologies, Inc	Detection and Tracking of Drift Nets in the North ...	Closed

The Org ID link will take you to a page that displays basic information regarding this recipient organization.

NOAA Grants Online

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

Welcome to Grants Online NOAA Student. [Log Off](#)

Search Awards Search Reports

Grants File - NA03NMF4440383 >> Advisories >> Search Awards

Organization

Description

Organization Type External All
Applicant Type Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)
Organization Name The Oceanic Institute

Default Address

Street Address 41-202 Kalaniana'ole Highway, Suite 9
City Waimanalo
State HI
Zip 96795
Country USA
Phone

Once you have selected an Award, the following **Grants File** screen is displayed.

Grants File - NA05NMF4521112

Bread Crumbs allow you to navigate within GRANTS ONLINE. Do not use the back

Grant Information

CFDA Number:	11.452	Award Period:	06/01/2005 - 11/30/2007	Program Office:	Fisheries Pacific Islands Region Program Office (PIRO)
Program Officer:	Scott Bloom	Program Officer Phone:	808.944.2218	Program Officer Email:	scott.bloom@noaa.gov
Total Federal Funding:	\$1,280,000.00	Total Non Federal Funding:	\$0.00	Multi-Year:	No
Organization Name:	Pacmar, Inc.	Electronic Recipient:	Yes	ASAP Recipient:	Yes
Progress Report Frequency:	Semi-Annually	SF-272 Frequency:	Semi-Annually	SF-269 Frequency:	Comprehensive - a final interim report is not required
Final Reports Due On:	02/28/2008	Closeout Date:	N/A		
Project Title:	Hawaii Seafood Project				

Sub Documents

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date
Award Package	2009987	Hawaii Seafood Project	System Account	07/26/2005	System Account	Accepted	06/06/2007
Award File 0	2009945	Hawaii Seafood Project	System Account	05/20/2005	System Account	Accepted	05/20/2005
Award File 1	2037500	Hawaii Seafood Project	System Account	03/17/2006	System Account	Accepted	03/17/2006
Award File 2	2085280	Hawaii Seafood Project	System Account	05/08/2007	System Account	Accepted	05/08/2007

Export options: [Excel](#)

Associated Documents

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date	Program Officer
Award Action Request	2037499	No Cost Extension - Without Invocation of Expanded...	Stephanie Bennett	03/17/2006	Stephanie Bennett	Completed	03/17/2006	
Award Action Request	2084777	No Cost Extension - Without Invocation of Expanded...	Yvette Yamamoto	05/04/2007	System Account	Accepted	06/06/2007	

Export options: [Excel](#)

Financial Reports

Type	ID	Period Start	Period End	Due Date	Status	Amount Requested
SF-272: Federal Cash Transactions Report	2071031	06/01/2005	09/30/2005	10/30/2005	Accepted	N/A
SF-272: Federal Cash Transactions Report	2038816	07/26/2005	09/30/2005	10/30/2005	Accepted	N/A
SF-272: Federal Cash Transactions Report	2049155	10/01/2005	03/31/2006	04/30/2006	Accepted	N/A
SF-272: Federal Cash Transactions Report	2065531	04/01/2006	09/30/2006	10/30/2006	Accepted	N/A
SF-272: Federal Cash Transactions Report	2080867	10/01/2006	03/31/2007	04/30/2007	Accepted	N/A

Export options: [Excel](#)

Progress Reports

Type	ID	Period Start	Period End	Due Date	Status
Performance Progress Report	2033371	06/01/2005	11/30/2005	12/30/2005	Accepted
Performance Progress Report	2048994	12/01/2005	05/31/2006	06/30/2006	Accepted
Performance Progress Report	2063927	06/01/2006	11/30/2006	12/30/2006	Accepted
Performance Progress Report	2087726	12/01/2006	05/31/2007	06/30/2007	Accepted

Export options: [Excel](#)

The Grants File in Grants Online is an electronic version of the official paper Grants File that was maintained in the Grants Management Division. All awards, amendments, and other documents associated with a NOAA grant award can be accessed from the Grants

File in Grants Online. The following pages give more details on navigating through the **Grants File**.

Grants File

GRANT FILE, ACTIONS

Grants File - NA05NMF4521112

Id: 2009944
Creator: System Account **Create Date:** 05/20/2005
Status: Accepted **Status Date:** 07/26/2005
Last Edited User: System Account

Action: [Please select an action] [Submit]
 [Please select an action]
 [View Accounting Details]
 [View/Manage Award-related Personnel]

Your Comments: [Text area] [Spell Check] [Save Comment]

Attachments:

Grant Information

CFDA Number: 11.452	Award Period: 06/01/2005 - 11/30/2007	Program Officer: Scott Bloom	Program Officer Phone: 808.944.2218	Program Office: Fisheries Pacific Islands Region Program Office (PIRO)	Program Officer Email: scott.bloom@noaa.gov
Total Federal Funding: \$1,280,000.00	Total Non Federal Funding: \$0.00	Organization Name: Pacmar, Inc.	Electronic Recipient: Yes	Multi-Year: No	ASAP Recipient: Yes
Progress Report Frequency: Semi-Annually	SF-272 Frequency: Semi-Annually	Final Report Due On: 02/28/2008	Closure Date: N/A	SF-269 Frequency: Comprehensive - a final interim report is not required	

GRANT FILE, ACTIONS, VIEW ACCOUNTING DETAILS

Organization Name:	Pacmar, Inc.	Electronic Recipient:	Yes	ASAP Recipient:	Yes
Progress Report Frequency:	Semi-Annually	SF-272 Frequency:	Semi-Annually	SF-269 Frequency:	Comprehensive - a final interim report is not required
Final Reports Due On:	02/28/2008	Closeout Date:	N/A		
Project Title:	Hawaii Seafood Project				

Accounting Details

Amendment	Amount Disbursed
0	\$23,293.52
0	\$91,141.51
0	\$76,722.79
0	\$78,110.27
0	\$70,820.27
0	\$70,820.27
0	\$74,080.52
0	\$68,221.52
0	\$80,068.52
0	\$53,432.27
0	\$70,315.37
0	\$49,891.03
0	\$47,868.34
0	\$78,000.00
0	\$40,105.81
0	\$66,819.74
0	\$49,282.87
0	\$50,000.00
0	\$42,975.12
0	\$23,557.50
Total Disbursements:	\$1,206,127.24
Total Award Obligation:	\$1,280,000.00

Cancel

Select the **Action** pull down menu / view accounting details

- o feature allows you to view the amount disbursed for each corresponding amendment

GRANT FILE, ATTACHMENTS

Amendment 2 - NA05NMF4521112 >> Application - NA05NMF4521112 >> Award Package - NA05NMF4521112 >> Grants File - NA05NMF4521112

Grants File - NA05NMF4521112

Id: 2009944
Creator: System Account
Status: Accepted
Last Edited User: System Account
Create Date: 05/20/2005
Status Date: 07/26/2005

Action:

Your Comments:

Attachments:

Grant Information			
CFDA Number: 11.452	Award Period: 06/01/2005 - 11/30/2007	Program Office: Fisheries Pacific Islands Region Program Office (PIRO)	scott.bloom@noaa.gov
Program Officer: Scott Bloom	Program Officer Phone: 808.944.2218	Program Officer Email:	

By Selecting the **Attachments** folder, you can view memos and correspondence which are usually in .pdf, txt, or MS Word format. **The attachments are related to the section of Grants Online that you are in.**

Attachments:

Name	Short Description	Created Date
Transmittal Letter Amend 1 1112.doc	Corrected Transmittal Letter for Amd #1	04/28/2006 09:52:06 AM
PACMAR.pdf	Letter Stating Adequacy of PACMAR Internal Control Systems	04/12/2007 11:35:54 AM
PacMar.doc	GMD Letter Citing Concerns About Internal Control Systems	04/12/2007 11:37:55 AM
PACMAR Memo for Record.doc	Memo for Record	04/12/2007 11:47:57 AM
PACMAR removal of high-risk-2.pdf	Letter from Rimas-removing the recipient from high risk	07/19/2007 03:38:06 PM

Add new Attachment:

GRANT FILE, AWARD PACKAGE, Go to Award Package Details Page >>

CD-450 (similar to the award face sheet)

Application Header Information

CFDA Number:	11.452	RFA Document ID:	2000978
Program Office:	Fisheries Pacific Islands Region Program Office (PIRO)	RFA Document Title:	FY05 Hawaii Seafood Program
Application ID:	2008713	Project Title:	Hawaii Seafood Project
Applicant:	Pacmar, Inc.	Fiscal Year:	2005
Award Number:	NA05NMF4521112		

THIS DOCUMENT IS LOCKED

Financial Assistance Award

The system has calculated values for the Federal and Non-Federal shares of funding based on existing CD-435s and negotiated funding amounts. Grants Online users may optionally Override these calculations via the Override checkbox below. Once checked, the values that are entered will be saved and available on the CD-450 report. Please note that when the Grants Officer signs, the system will automatically Override and store the currently populated funding fields.

Recipient Name:	Pacmar, Inc.	Federal Share of Cost:	\$1,280,000.00	Override <input checked="" type="checkbox"/>	
Street Address:	3615 Harding Avenue, Suite 408-409	Recipient Share of Cost:	\$0.00		
City, State, Zip:	Honolulu , HI 96816	Project Title:	Hawaii Seafood Project	Total Estimated Cost:	\$1,280,000.00
CFDA Number:	11.452	Award Number:	NA05NMF4521112	Award Period:	06/01/2005 - 05/31/2006

CD-450 Items

<input checked="" type="checkbox"/> Department of Commerce Financial Assistance Standard Terms and Conditions	Required
<input checked="" type="checkbox"/> NOAA Administrative Standard Award Conditions	Required
<input checked="" type="checkbox"/> Line Item Budget (Attach File)	Required
<input checked="" type="checkbox"/> 15 CFR Part 14, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Nonprofit, and Commercial Organizations	
<input type="checkbox"/> 15 CFR Part 24, Uniform Administrative Requirements for Grants and Agreements to State and Local Governments	
<input type="checkbox"/> OMB Circular A-21, Cost Principles for Educational Institutions	
<input type="checkbox"/> OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments	
<input type="checkbox"/> OMB Circular A-122, Cost Principles for Nonprofit Organizations	
<input checked="" type="checkbox"/> 48 CFR Part 31, Contract Cost Principles and Procedures	Required
<input checked="" type="checkbox"/> OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations	
<input checked="" type="checkbox"/> Other(s)	Required

Attachments:
No attachments.

Grants Officer: Arlene Simpson Porter Signature Date: 07/26/2005
 Recipient Authorized Representative: Paper Acceptance Returned Signature Date: 08/02/2005

Criteria should be the applicable criteria during the period.

Example, amendment 2 is done 2 years after amendment 1 and the NOAA Administrative Standard Terms and Conditions were revised the prior year.

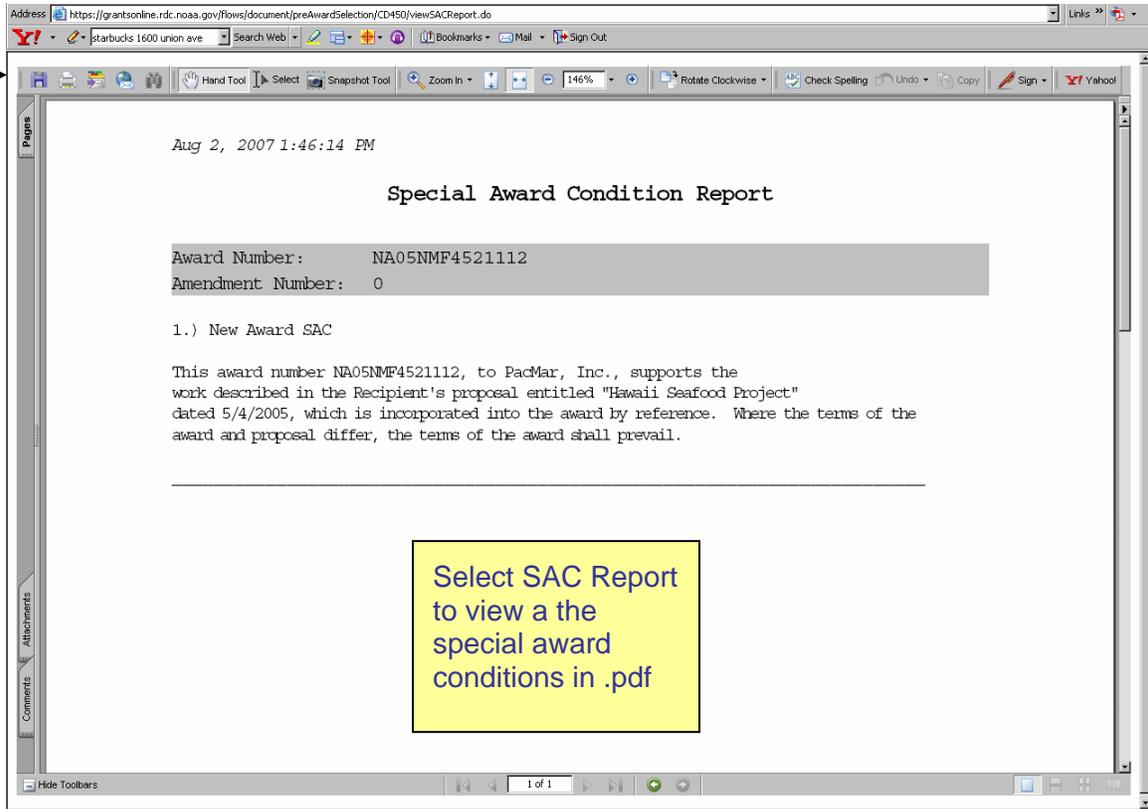
Amendment 2 criteria links should reflect the prior year **revised** NOAA Administrative Standard Terms and Conditions.

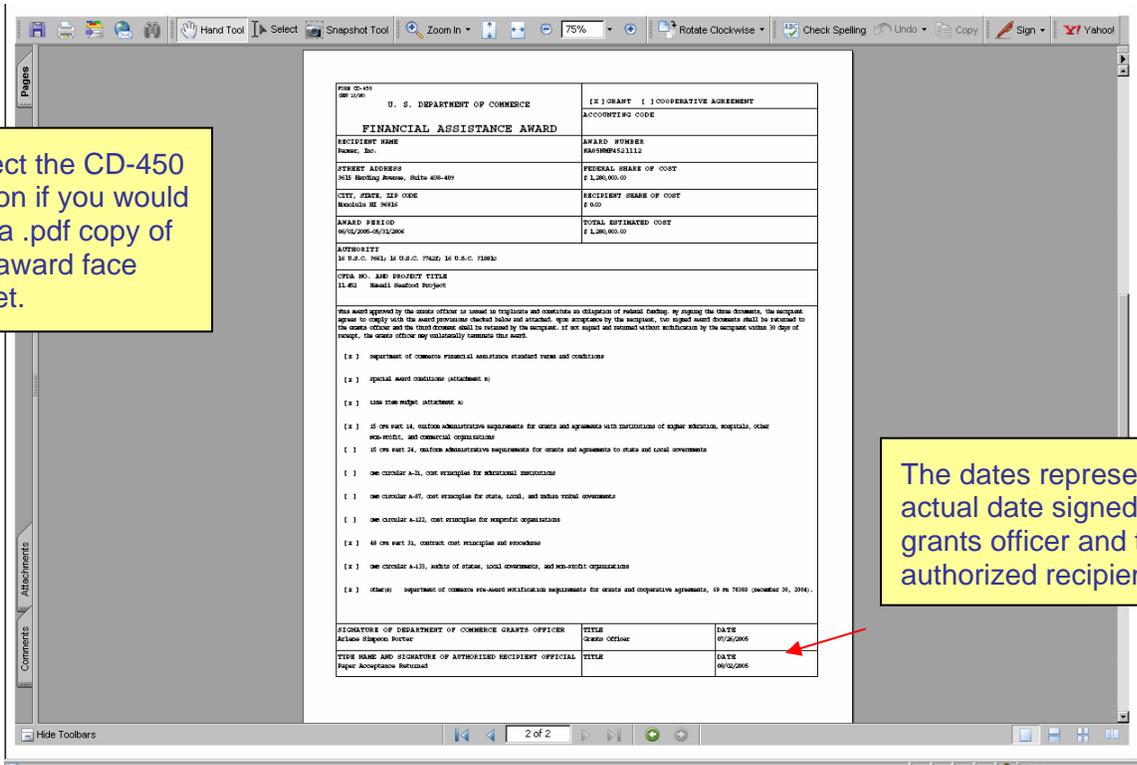
This award approved by the NOAA Grants Officer constitutes an obligation of Federal funding. By electronically signing, the Recipient agrees to comply with the Award provisions checked on this document, as well as provisions incorporated into the Award. If not electronically signed without modification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

A complete CD-450 includes: Criteria such as D.O.C Financial Assistance Standard Terms and Conditions, Special Award Conditions, 15 CFR Part 14 or 24, OMB Circular A-21, A-87, A-122, A-133, 48 CFR Part 31, the Line Item Budget and other.

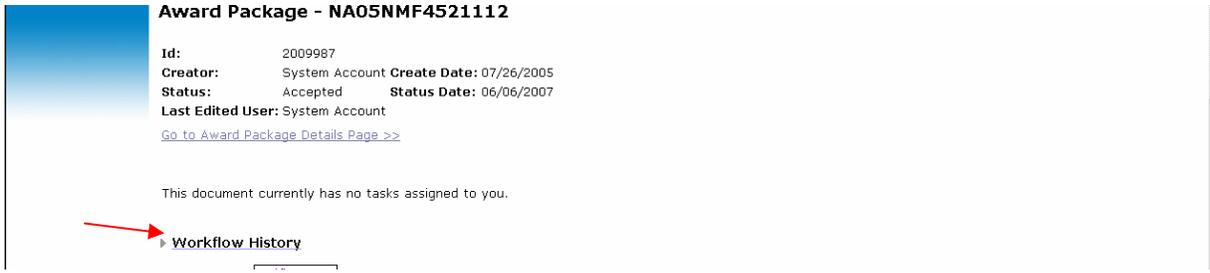
Continued GRANT FILE, AWARD PACKAGE, Go to Award Package Details Page >>

Forms can be saved by selecting "Save" on the .pdf. **NOTE:** The ability to "save" requires the installation of a full version of Adobe Acrobat software, not just the Acrobat reader.





GRANT FILE, AWARD PACKAGE, ▶ Workflow History



Shows what actions have taken place for that particular during this award phase only.

Workflow History

Name	Workflow History	Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Accept/Decline Award		10/01/2005	12:00:00 AM	John Kaneko	RecipientAuthorizedRepresentative	Migrated	Complete	

Export options: [Excel](#)

ASSOCIATED DOCUMENTS, APPLICATION, Attachments:

Application - NA05NMF4521112

Id: 2008713
Creator: [Scott Bloom](#) **Create Date:** 05/06/2005
Status: **Status Date:** 06/04/2007
Last Edited User: [Rosalie Vega](#)
[Go to Application Details Page >>](#)

This document currently has no tasks assigned to you.

▸ **Workflow History**

→ **Attachments:**

Name	Short Description	Created Date
Hawaii Seafood Project - Narrative.pdf	Statement of Work	05/06/2005 04:33:10 PM
BUDGET NARRATIVE - FINAL.pdf	Budget Narrative	05/06/2005 04:34:13 PM
Indirect Cost.pdf	Indirect Cost Rate	05/06/2005 04:36:23 PM
SF-424.pdf	SF-424	05/06/2005 04:37:16 PM
SF-424B.pdf	SF-424B	05/06/2005 04:38:00 PM
CD-511.pdf	CD-511	05/06/2005 04:38:45 PM
SF-424A.pdf	SF-424A	05/06/2005 04:40:03 PM
CD-512.pdf	CD-512	05/06/2005 04:42:12 PM
SF-LLL.pdf	SF-LLL	05/06/2005 04:43:36 PM
Sole Source 1.28M.pdf	Sole Source Justification	05/12/2005 08:51:52 PM
CE- Decision Memo.pdf	Categorical Exclusion Memo	05/12/2005 08:54:58 PM
FY05 HSP Merit Review.doc	Merit Review #1	05/18/2005 05:24:45 PM
Merit Review - kek.doc	Merit review #2	05/18/2005 05:25:02 PM
Merit Review - TG.doc	Merit Review #3	05/18/2005 05:25:22 PM
FY05 Hawaii Seafood Program CD-571 Burnell.doc.pdf	CD-571	05/18/2005 05:33:54 PM
FY05 Hawaii Seafood Program CD-571 Kawamoto.doc.pdf	CD-571 #2	05/19/2005 07:04:59 PM
Merit Review - PacMar Response.doc	Response to Merit Reviewer Comments	05/20/2005 01:32:32 PM
CD-571 Tom Graham - Hawaii Seafood Program.pdf	CD-571 #3	05/20/2005 04:19:10 PM

[Download All](#)

Attachments can be viewed and saved. Files are usually in .pdf, txt, or MS Word format. **The attachments are related to the section of GRANTS ONLINE that you are in.** You can **download all (zip) or save the files individually.**

If there are amendments associated with the award, you will need to go to Award File x (x= amendment number), Go to Amendment x Details Page >> to view the workflow history for that amendment.

GRANT FILE, AWARD PACKAGE, ASSOCIATED DOCUMENTS, APPLICATION, Go to Application Details Page >>

Application Details - SF-424

Please click on this icon to view the audit trail on this application: 

Proposal Number:

Application Submission Type and Date Information

Type of Submission : Application Pre-Application Changed/Corrected Application
 Application Type : Construction Non-Construction
 Application Type Code : New Continuation Revision Renewal Resubmission
 If Revision, select appropriate letter(s):

Use format MM/DD/YYYY for date fields.

Project Start Date : * Project End Date : * Submitted Date :
 State Received Date : Federal Agency Received Date : * Time :
 Total Funding : *
 Applicant Identifier : State Application Identifier : Federal Identifier :

Applicant Information

Legal Name : *
 Department Name :
 Division Name :
 Duns Number : * EIN Number : *
 (9 or 13 digit number) (xx-xxxxxxx)
 Street :
 City : County :
 State : * Province :
 Country : Zip :

Name and Telephone number of person to be contacted on application matters

Prefix : First Name : Middle Name :
 Suffix : Last Name : Email :
 Title : Organizational Affiliation :
 Phone Number : Fax Number :

Is Application Subject to Review by State Executive ? Yes No Date :
 Order 12372 Process ? Yes No Program has not been selected by state for review

Authorized Representative

Prefix : First Name : Middle Name :
 Suffix : Last Name : Title :
 Phone Number : Fax Number :
 Email :

Application Funding Details : *

Fiscal Year	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action
2005	\$1,280,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,280,000.00	\$0.00	View

[View Reviewer Comments Report](#)

Attachments:

Name	Short Description	Created Date
Hawaii Seafood Project - Narrative.pdf	Statement of Work	05/06/2005 04:33:10 PM
BUDGET NARRATIVE - FINAL.pdf	Budget Narrative	05/06/2005 04:34:13 PM
Indirect Cost.pdf	Indirect Cost Rate	05/06/2005 04:36:23 PM
SF-424.pdf	SF-424	05/06/2005 04:37:16 PM
SF-424B.pdf	SF-424B	05/06/2005 04:38:00 PM
CD-511.pdf	CD-511	05/06/2005 04:38:45 PM
SF-424A.pdf	SF-424A	05/06/2005 04:40:03 PM
CD-512.pdf	CD-512	05/06/2005 04:42:12 PM
SF-LLL.pdf	SF-LLL	05/06/2005 04:43:36 PM
Sole Source 1.28M.pdf	Sole Source Justification	05/12/2005 08:51:52 PM
CE- Decision Memo.pdf	Categorical Exclusion Memo	05/12/2005 08:54:58 PM
FY05 HSP Merit Review.doc	Merit Review #1	05/18/2005 05:24:45 PM
Merit Review - kek.doc	Merit review #2	05/18/2005 05:25:02 PM
Merit Review - TG.doc	Merit Review #3	05/18/2005 05:25:22 PM
FY05 Hawaii Seafood Program CD-571 Burnell.doc.pdf	CD-571	05/18/2005 05:33:54 PM
FY05 Hawaii Seafood Program CD-571 Kawamoto.doc.pdf	CD-571 #2	05/19/2005 07:04:59 PM
Merit Review - PacMar Response.doc	Response to Merit Reviewer Comments	05/20/2005 01:32:32 PM
CD-571 Tom Graham - Hawaii Seafood Program.pdf	CD-571 #3	05/20/2005 04:19:10 PM

[Download All](#)

[Cancel](#)

To exit, press **CANCEL** or use **breadcrumbs** (top of page)

The same attachments associated with the application package on the previous page can also be accessed here.

GRANT FILE, AWARD PACKAGE 0

Grants Online | Award File 0 - NA05NMF4521112 - Microsoft Internet Explorer

Address: https://grantsonline.rd.noaa.gov/flows/document/launchPage/begin.do?d=2009945&documentType=AWARDFILE

starbucks 1600 union ave Search Web

NOAA Grants Online

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

Welcome to Grants Online theresa mullarkey. Log Off

Search Awards

Search Reports

Award Package - NA05NMF4521112 >> Application - NA05NMF4521112 >> Grants File - NA05NMF4521112 >> Award File 0 - NA05NMF4521112

Award File 0 - NA05NMF4521112

Id: 2009945
Creator: System Account **Create Date:** 05/20/2005
Status: Accepted **Status Date:** 05/20/2005
Last Edited User: System Account

Action:

Your Comments:

Workflow History

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Award File	07/26/2005 10:53:40 AM	07/26/2005 11:44:33 AM	Arlene Simpson Porter	GrantsOfficer	ApproveAwardFile	Complete	Excellent review.
Review Award File	05/20/2005 04:20:17 PM	07/26/2005 06:25:40 AM	Kadja Baffoe Harding	GrantsSpecialist	ForwardToGrantsOfficer	Complete	This is a non-competitive award. Non-competitive justification memo and merit reviews included in application package. Requested CD-346 to be filled out by recipient 6/22/05; received 6/22/05. Sent to OIG 6/23/05. Requested current Indirect Cost Rate Agreement and justification of fringe used 6/14/05; received 6/14/05. Requested OIG Clearance 6/22/05; received 6/23/05. Requested Credit Check 6/22/05; received 6/22/05. Not on the NIST Debt List. Not on the Suspension/Debarment Listing. Findings on the Single Audit Database. Funds are available upon receipt by GMD; accounting codes are okay; possesses authorized budget official signature; 435 matches 424, 424 completed and signed; congressional district is okay; 424A, 424B and 511 were completed and

Start Grants Online | Aw... 90 - Spearhead / Runf... Grants Online Training... Grants Online _ Grant... Grants Online Training... 3:25 PM

Workflow history displays a history of occurrences related to the section of GRANTS ONLINE you are in.

Award File Header Information

CFDA Number: 11.452 **Award File Period:** 06/01/2005 - 11/30/2007 **Program Office:** Fisheries Pacific Islands Region Program Office (PIRO)

Program Officer: Scott Bloom **Program Officer phone:** 808.944.2218 **Program Officer Email:** scott.bloom@noaa.gov

Federal Funding: \$1,280,000.00 **Non Federal Funding:** \$0.00 **Grants Specialist:** Kadja Baffoe Harding

Project Title: Hawaii Seafood Project

Organization Name: Pacmar, Inc.

Multi-Year: No

Sub Documents

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date
Application	2008713	Pacmar, Inc. - Hawaii Seafood Project	Scott Bloom	05/06/2005	Rosalie Vega		06/04/2007
CD450	2009987	Hawaii Seafood Project	System Account	05/20/2005	System Account	Accepted	05/20/2005
PO Checklist	2009947	Hawaii Seafood Project	System Account	05/20/2005	System Account		05/20/2005
NEPA	2009948	Hawaii Seafood Project	System Account	05/20/2005	System Account		05/20/2005
GMD Checklist	2009988	Hawaii Seafood Project	System Account	05/20/2005	System Account		05/20/2005
Procurement Request and Commitment of Funds	2009946	Hawaii Seafood Project	System Account	05/20/2005	System Account	Approved	05/20/2005
Federal Assistance Information Sheet	2009945		Scott Bloom	05/06/2005	Rosalie Vega		06/04/2007

Export options: [Excel](#)

Associated Documents

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date	Program Officer
Grants File	2009944		System Account	05/20/2005	System Account	Accepted	07/26/2005	

Export options: [Excel](#)

GRANT FILE, AWARD FILE 1, Go to Amendment 1 Details Page >>

The screenshot displays the NOAA Grants Online interface. At the top, there is a navigation menu with options: Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below the menu, a breadcrumb trail reads: Award Package - NA05NMF4521112 >> Award File 0 - NA05NMF4521112 >> Grants File - NA05NMF4521112 >> Award File 1 - NA05NMF4521112. The main content area is titled "Award File 1 - NA05NMF4521112" and includes the following information:

- Id:** 2037500
- Creator:** System Account **Create Date:** 03/17/2006
- Status:** Accepted **Status Date:** 03/17/2006
- Last Edited User:** System Account

Below this information is an "Action:" dropdown menu set to "Please select an action" with a "Submit" button. There is also a "Your Comments:" text area with a "Spell Check" button and a "Save Comment" button. An "Attachments:" section shows a green checkmark, and a "Pending Actions" section indicates "Nothing found to display."

The "Award File Header Information" section contains the following details:

- CFDA Number:** 11.452 **Award File Period:** 06/01/2006 - 05/31/2007
- Program Office:** Fisheries Pacific Islands Region Program Office (PIRO)
- Program Officer:** Scott Bloom **Program Officer Phone:** 808.944.2218 **Program Officer Email:** scott.bloom@noaa.gov
- Federal Funding:** \$0.00 **Non Federal Funding:** \$0.00 **Grants Specialist:** Rosalie J. Vega
- Project Title:** Hawaii Seafood Project
- Organization Name:** Pacmar, Inc.
- Multi-Year:** No

The "Sub Documents" section features a table with the following data:

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date
Amendment 1	2037501	Hawaii Seafood Project	System Account	03/17/2006	Lamar Revis	Accepted	05/11/2007

Export options: [Excel](#)

The "Associated Documents" section features a table with the following data:

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date	Program Officer
Grants File	2009944		System Account	05/20/2005	System Account	Accepted	07/26/2005	
Award Action Request	2037499	No Cost Extension - Without Invocation of Expanded...	Stephanie Bennett	03/17/2006	Stephanie Bennett	Completed	03/17/2006	

Export options: [Excel](#)

Select Amendment 1, Go to Amendment 1 Details Page >> to view the details for the amendment.

Associated documents will allow you to go back to the main grant file or the award action request related to amendment 1

GRANT FILE, AWARD ACTION REQUEST

Sub Documents

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date
Award Package	2009987	Hawaii Seafood Project	System Account	07/26/2005	System Account	Accepted	06/06/2007
Award File 0	2009945	Hawaii Seafood Project	System Account	05/20/2005	System Account	Accepted	05/20/2005
Award File 1	2037500	Hawaii Seafood Project	System Account	03/17/2006	System Account	Accepted	03/17/2006
Award File 2	2085280	Hawaii Seafood Project	System Account	05/08/2007	System Account	Accepted	05/08/2007

Export options: [Excel](#)

Associated Documents

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date	Program Officer
Award Action Request	2037498	No Cost Extension - Without Invocation of Expanded...	Stephanie Bennett	03/17/2006	Stephanie Bennett	Completed	03/17/2006	
Award Action Request	2084777	No Cost Extension - Without Invocation of Expanded...	Yvette Yamamoto	05/04/2007	System Account	Accepted	06/06/2007	

Export options: [Excel](#)

Financial Reports

Type	ID	Period Start	Period End	Due Date	Status	Amount Requested
SF-272: Federal Cash Transactions Report	2071031	06/01/2005	09/30/2005	10/30/2005	Accepted	N/A
SF-272: Federal Cash Transactions Report	2038816	07/26/2005	09/30/2005	10/30/2005	Accepted	N/A
SF-272: Federal Cash Transactions Report	2049158	10/01/2005	03/31/2006	04/30/2006	Accepted	N/A
SF-272: Federal Cash Transactions Report	2065531	04/01/2006	09/30/2006	10/30/2006	Accepted	N/A
SF-272: Federal Cash Transactions Report	2080867	10/01/2006	03/31/2007	04/30/2007	Accepted	N/A

Export options: [Excel](#)

Progress Reports

Type	ID	Period Start	Period End	Due Date	Status
Performance Progress Report	2033371	06/01/2005	11/30/2005	12/30/2005	Accepted
Performance Progress Report	2048994	12/01/2005	05/31/2006	06/30/2006	Accepted
Performance Progress Report	2063927	06/01/2006	11/30/2006	12/30/2006	Accepted
Performance Progress Report	2087726	12/01/2006	05/31/2007	06/30/2007	Accepted

Export options: [Excel](#)

[Inbox](#) | [RFA](#) | [Application](#) | [Award](#) | [Account Management](#) | [System Administration](#) | [Manage Certifications](#) | [Reports](#) | [Help](#)

Welcome to Grants Online theresa.mullaney. [Log Off](#)

Award File 1 - NA05NMF4521112 >> Amendment 1 - NA05NMF4521112 >> Grants File - NA05NMF4521112 >> Award Action Request - NA05NMF4521112

Award Action Request Header Information

CFDA Number:	11.452	Award Period:	06/01/2005 - 11/30/2007	Program Office:	Fisheries Pacific Islands Region Program Office (PIRO)
Program Officer:	Scott Bloom	Program Officer Phone:	808.944.2218	Program Officer Email:	scott.bloom@noaa.gov
Total Federal Funding:	\$1,280,000.00	Total Non Federal Funding:	\$0.00	Multi-Year:	No
Organization Name:	Pacmar, Inc.	Electronic Recipient:	Yes	ASAP Recipient:	Yes
Progress Report Frequency:	Semi-Annually	SF-272 Frequency:	Semi-Annually	SF-269 Frequency:	Comprehensive - a final interim report is not required
Final Reports Due On:	02/28/2008	Closeout Date:	N/A		
Project Title:	Hawaii Seafood Project				

No Cost Extension - Without Invocation of Expanded Authority - NA05NMF4521112

Attachments:

Name	Short Description	Created Date
NCE_5-30-07.pdf	No Cost Extension Letter	03/17/2006 06:10:35 PM
Transmittal Letter Amend 1 1112.doc	Transmittal Letter for Amendment #1 - 12-month No-cost Extension	03/23/2006 08:15:37 AM
PacMar Missing SF272 - NA05NMF4521112_Email.pdf	Email to grantee requesting financial report for period ending 09/30/2005	03/28/2006 10:04:21 AM

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

[Download All](#)

No Cost Extension - Without Invocation of Expanded Authority

[Guidance](#)

Extension Date Month Year Day

PACMAR Inc. is requesting a 12-month extension to the Hawaii Seafood Project due to delays in start date, coordination with other experts/consultants and labs for analytical work and scheduling.

Justification*

Accessing Existing Performance Progress Reports and Financial Reports *while in the Grants file*

Scroll to the bottom of the **Grants File** screen to view the **Financial Reports or Progress Reports** section and select the ID link next to the Financial or Performance Progress Report you would like to view. On a monthly basis, Grants Online will generate the Financial and Performance Progress Reports that are due for each month.

Financial Reports

Type	ID	Period Start	Period End	Due Date	Status	Amount Requested
SF-272: Federal Cash Transactions Report	2071031	06/01/2005	09/30/2005	10/30/2005	Accepted	N/A
SF-272: Federal Cash Transactions Report	2038816	07/26/2005	09/30/2005	10/30/2005	Accepted	N/A
SF-272: Federal Cash Transactions Report	2049155	10/01/2005	03/31/2006	04/30/2006	Accepted	N/A
SF-272: Federal Cash Transactions Report	2065531	04/01/2006	09/30/2006	10/30/2006	Accepted	N/A
SF-272: Federal Cash Transactions Report	2080867	10/01/2006	03/31/2007	04/30/2007	Accepted	N/A

Export options: [Excel](#)

Progress Reports

Type	ID	Period Start	Period End	Due Date	Status
Performance Progress Report	2033371	06/01/2005	11/30/2005	12/30/2005	Accepted
Performance Progress Report	2048994	12/01/2005	05/31/2006	06/30/2006	Accepted
Performance Progress Report	2063927	06/01/2006	11/30/2006	12/30/2006	Accepted
Performance Progress Report	2087726	12/01/2006	05/31/2007	06/30/2007	Accepted

Export options: [Excel](#)

Accessing Existing Performance Progress Reports and Financial Reports *using Search Reports*

1. In order to search Financial and Performance Progress Reports, select the **Search Reports** link from the **Award** tab.

The screenshot shows the NOAA Grants Online user 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'. The 'Award' tab is currently selected. Below the navigation bar, a welcome message reads 'Welcome to Grants Online Johnnie Frazier.' and a 'Log Off' button is visible. On the left side, there is a sidebar with two main sections: 'Search Awards' and 'Search Reports'. The 'Search Reports' link is highlighted with a red box. The main content area displays 'Manage Awards' and includes a sub-section for 'Search Reports' with a red box around the link. The text in the main area explains the search functionality for awards and reports.

2. The screen below is displayed. Enter at least one search criterion. After entering the search criteria, click the **Search Reports** button.

NOAA Grants Online

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

Welcome to Grants Online Johnnie Frazier. Log Off

Advisories >> Search Reports

Search Financial and Project Progress Reports

Award Number :

Recipient Name :

Period Start Date : -

Line Office :

Program Office :

Program Officer Name :
(First Name or Last Name)

Report Type :

Progress Reports

Financial Reports

SF270 Reports

All Reports

Report Status :

Delinquent Only

Delinquent and Not Delinquent (all unsubmitted reports)

Submitted (not yet Accepted)

Accepted

All Reports

Search Report Results

28 items found, displaying all items.1

Report	Award Number	Reporting Period Start	Reporting Period End	Due Date	Program Officer	Status	Recipient
Performance Progress Report	NA17RJ1227	07/01/2006	06/30/2007	07/30/2007	John V. Cortinas	Delinquent	University of Oklahoma
SF-272: Federal Cash Transactions Report	NA17RJ1227	10/01/2006	03/31/2007	04/30/2007	John V. Cortinas	Delinquent	University of Oklahoma
SF-269: Financial Status Report	NA17RJ1227	04/01/2006	09/30/2006	10/30/2006	John V. Cortinas	Accepted	University of Oklahoma
SF-272: Federal Cash Transactions Report	NA17RJ1227	04/01/2006	09/30/2006	10/30/2006	John V. Cortinas	Accepted	University of Oklahoma
Performance Progress Report	NA17RJ1227	07/01/2005	06/30/2006	07/30/2006	John V. Cortinas	Accepted	University of Oklahoma
SF-272: Federal Cash Transactions Report	NA17RJ1227	10/01/2005	03/31/2006	04/30/2006	John V. Cortinas	Accepted	University of Oklahoma
SF-269: Financial Status Report	NA17RJ1227	04/01/2005	09/30/2005	10/30/2005	John V. Cortinas	Accepted	University of Oklahoma
SF-272: Federal	NA17RJ1227	04/01/2005	09/30/2005	10/30/2005	John V.	Accepted	University of

The search results will be displayed at the bottom of the page. Notice the status of each report located in the "Status" column. The affiliated status for each financial report is defined below:

Accepted – The report has been submitted and accepted by NOAA.

Not Delinquent – The place holder has been created and report is ready to be submitted. The report is not delinquent due to the fact that the report due date has not passed.

Delinquent –The report was not submitted to NOAA prior to the report due date. Although the report was not submitted by the required date, it can still be submitted to NOAA via Grants Online.

Withdrawn –The report was accepted by NOAA but subsequently withdrawn for correction.

Replaced - The original report created has been withdrawn and replaced with a new report.

SF-272: Federal Cash Transactions Report	NA03NMF4570378	10/01/2005	03/31/2006	04/30/2006	Derek M. Orner	Withdrawn	Virginia Institute of Marine Science
SF-272: Federal Cash Transactions Report	NA04NMF4550390	04/01/2006	09/30/2006	12/29/2006	Kelly A. Taranto	Accepted	Virginia Institute of Marine Science
SF-272: Federal Cash Transactions Report	NA03NMF4540022	10/01/2006	12/31/2006	03/31/2007	Maria J. Uitterhoeve	Accepted	Virginia Institute of Marine Science
SF-272: Federal Cash Transactions Report	NA16OP1487	04/01/2003	09/30/2003	10/30/2003	Quay Frances Dortch	Delinquent	Virginia Institute of Marine Science

Step 3. Locate the report to be completed and select the actual report name link from the “**Reports**” column. (i.e.SF -269 Financial Status Report)

The “*SF-269: Financial Status Report*” launch page will be displayed. Review the “**Report Header Information**” section verifying the reporting period, report type and the report due date.

Select the **Go to SF-269: Financial Status Report Details link.**

4. The **SF-269 Federal Financial Report** screen is displayed.

THIS DOCUMENT IS LOCKED

Financial Status Report

1. Federal Agency and Organizational Element to Which Report is Submitted
Department of Commerce/NOAA

2. Federal Grant or Other Identifying Number Assigned by Federal Agency
NA04NMF4550390

3. Recipient Organization
Virginia Institute of Marine Science
P.O. Box 1346, Gloucester Point, VA 23062 USA

4. EIN Number 546001802

5. Recipient Identifying Number or Account Number

6. Final Report Yes No

7. Basis* Cash Accrual

8. Funding/Grant Period From: 10/01/2004 - To: 09/30/2006

9. Period covered by this Report October 01, 2004 - September 30, 2006

10. Transactions:

	I Previously Reported	II This Period	III Cumulative
a. Total outlays*	\$0.00	\$0.00	\$0.00
b. Recipient Share of outlays	\$	\$	\$0.00
c. Federal Share of outlays*	\$100,000.00	\$57,263.00	\$157,263.00
d. Total Unliquidated Obligations*			\$0.00
e. Recipient share of unliquidated obligations*			\$0.00
f. Federal share of unliquidated obligations*			\$0.00
g. Total Federal Share(Sum of lines c and f)			\$157,263.00
h. Total Federal funds authorized for this funding period			\$157,263.00
i. Unobligated balance of Federal Funds(line h minus line g) (*See NOTES)			\$0.00

11. Indirect Expense:

a. Type of Rate(Place "X" in appropriate box) Provisional Predetermined Final Fixed None/NA

b. Rate %

c. Base \$

d. Total Amount \$

e. Federal Share \$

12. Remarks:

13. Certification: I certify to the best of my knowledge and belief that this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the award documents.

Typed or Printed Name and Title: Jane Lopez, Director of Sponsored Programs

Telephone (Area code, number and extension): 804-684-7029 x 13

Date Report Submitted: 04/23/2007

Clicking **Save and Return to Main** will start workflow if not already started.

NOTES: This is the FINAL report - ALL transactions from the reporting period start through the LAST transaction on the award, regardless of transaction date, must be represented in this report.

For a negative Unobligated Balance, you must reimburse NOAA through your ASAP account (if it is open) and adjust your accounting figures accordingly before submitting the form. If your ASAP account is closed and you sent NOAA a check for the unobligated balance, provide an explanation in the remarks.

For a positive Unobligated Balance, please indicate in your remarks that you do not intend to use the remaining funds. NOAA will de-obligate remaining funds from the Award.

NOTE:

When a report is generated, data related to **Cash Receipts (drawdowns)** and **Federal Funds Authorized** is **retrieved from the Commerce Business Systems (CBS)**. Once this report has been submitted to NOAA, these fields are locked records and are no longer pulled from the CBS system.

Award Tracking Report

NOAA Grants Online

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

Welcome to Grants Online Mark La Fave Log Off

Report Parameters - Award Tracking

Start Fiscal Year *
(use format YYYY)

End Fiscal Year *
(use format YYYY)

Line Office

Program Office

FPO

CFDA/Sub-Program

Funded Only Yes

Recipient Name

Recipient City

Recipient State

Congressional District within State

Recipient Type

Signed Award Only Yes

Award Start Date
(MM/DD/YYYY)

Award End Date
(MM/DD/YYYY)

Grant Officer Sign Date Between
(MM/DD/YYYY) and

To access the Award Tracking Report, perform the following steps:

1. In Grants Online, click on the **Reports Tab**.
 - *Reports screen* appears.
2. Click **Award Tracking Report**.
 - *Award Tracking Report screen* appears as displayed above.

The Award Tracking Report is generated directly from a table and is **re-populated every 4 hours**. The population of the Award Tracking Table is based on Award Files, Applications, and Award Action Requests.

Generating the Report

The Award Tracking Report has tremendous flexibility in generating information based on the parameters that can be set on the Award Tracking Report. **Mandatory fields are marked with an asterisk (*). Parameters are provided below.**

Parameters Names

Overview

Parameters and rules are listed below. Parameters restrict the amount of information returned. Not selecting a parameter means that all possible data for that parameter will be returned, **e.g. selecting a Recipient State returns only information for the selected state, but not selecting a Recipient State will return information for all States.**

Start Fiscal Year & End Fiscal Year

These are the only two required parameters. **The Fiscal Year is the Fiscal Year of the Grants Officer signature on Award Actions.** Rules for the Fiscal Year of unsigned actions are explained for the Fiscal Year column below. All awards that were active in FY 2003 were migrated from the old system, so some of the award actions originate from as early as 1995.

A more detailed guide to the Award Tracking Report can be found on the Training Page of the Grants Online Program Management Office website under the section entitled “Quick Reference Guides” –

http://www.ofa.noaa.gov/~grantsonline/gol_training.html