



Federal Program Officer Training Manual

Grants Online Overview & System Navigation

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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>RFA 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 Software Description

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



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

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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.

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

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

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

Accessing Grants Online

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

Logging in to Grants Online

1. If you haven't already, contact the Grants Online Help Desk to obtain your Username and Password.
 - Phone: 301-713-1000 or toll free 1-877-662-2478
 - Email: grantsonline.helpdesk@noaa.gov
2. Enter your assigned **Username**
3. Enter your assigned **Password**
4. Click **Enter**



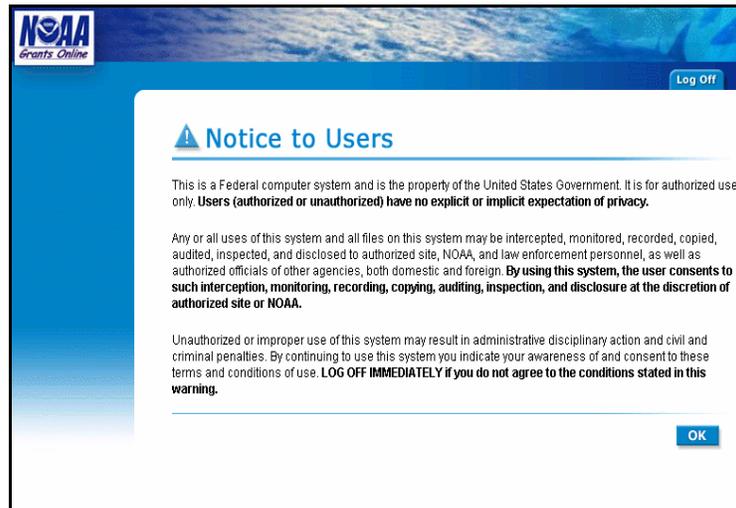
Warning!

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

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

Logging in to Grants Online

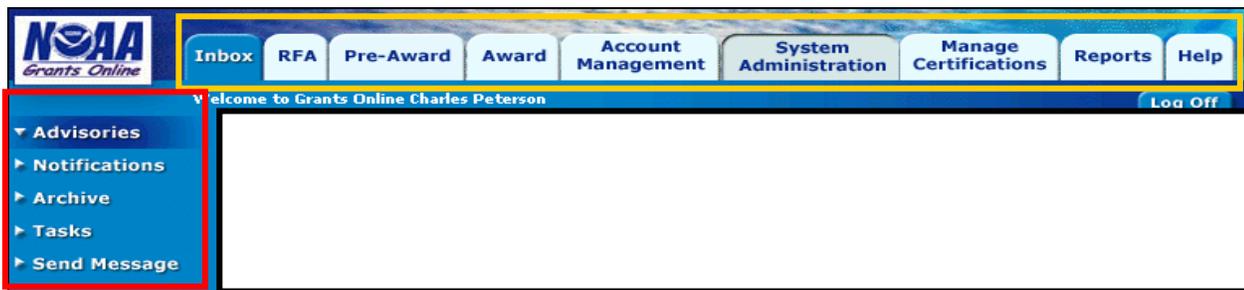
5. The Notice to Users screen appears
6. Review disclaimer information and click **OK**



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:

- **Tab:** 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).



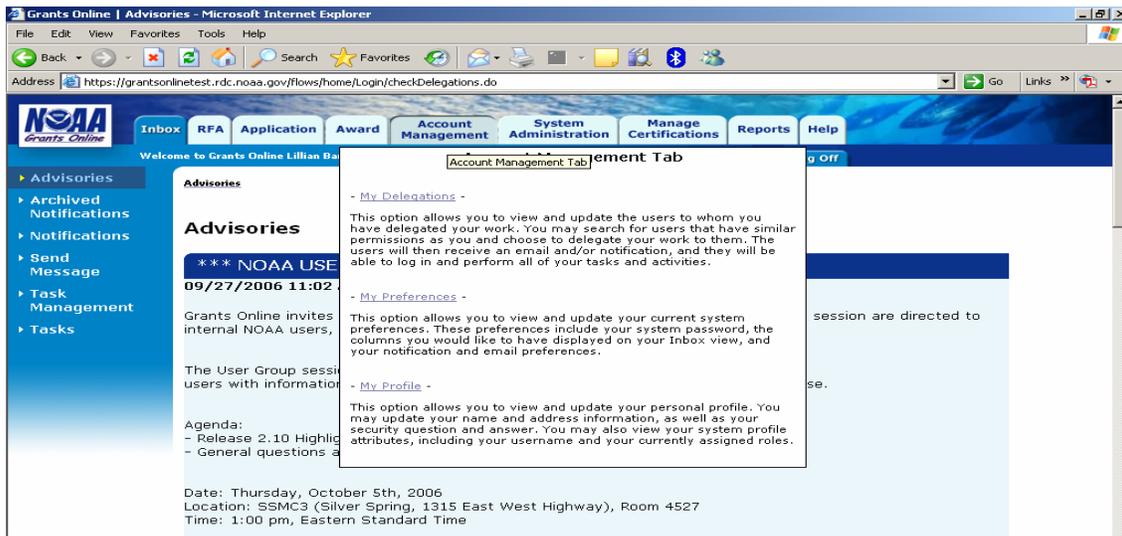
- **Navigation Pane:** Highlighted by the red border, is the navigation pane. Based on the Tab that you are currently on, commands for certain function display here. Click on the desired command to go to that specific screen.
- **Document Pane:** Highlighted by the black border, is the document pane. 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.

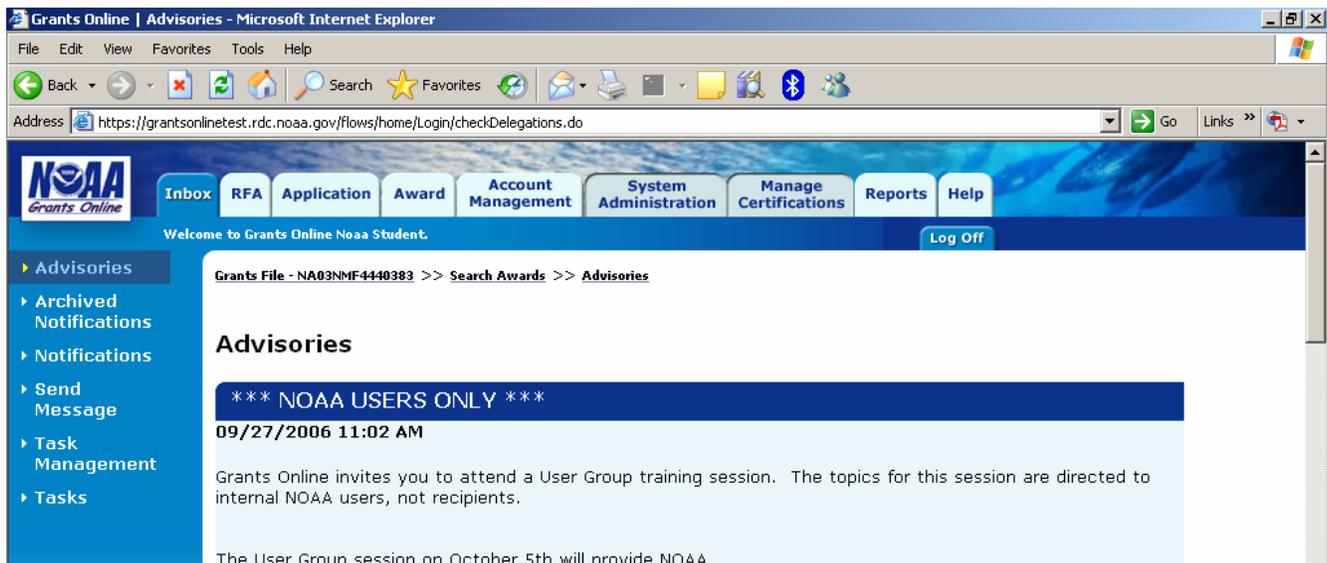
Pop Up Short Cuts

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.



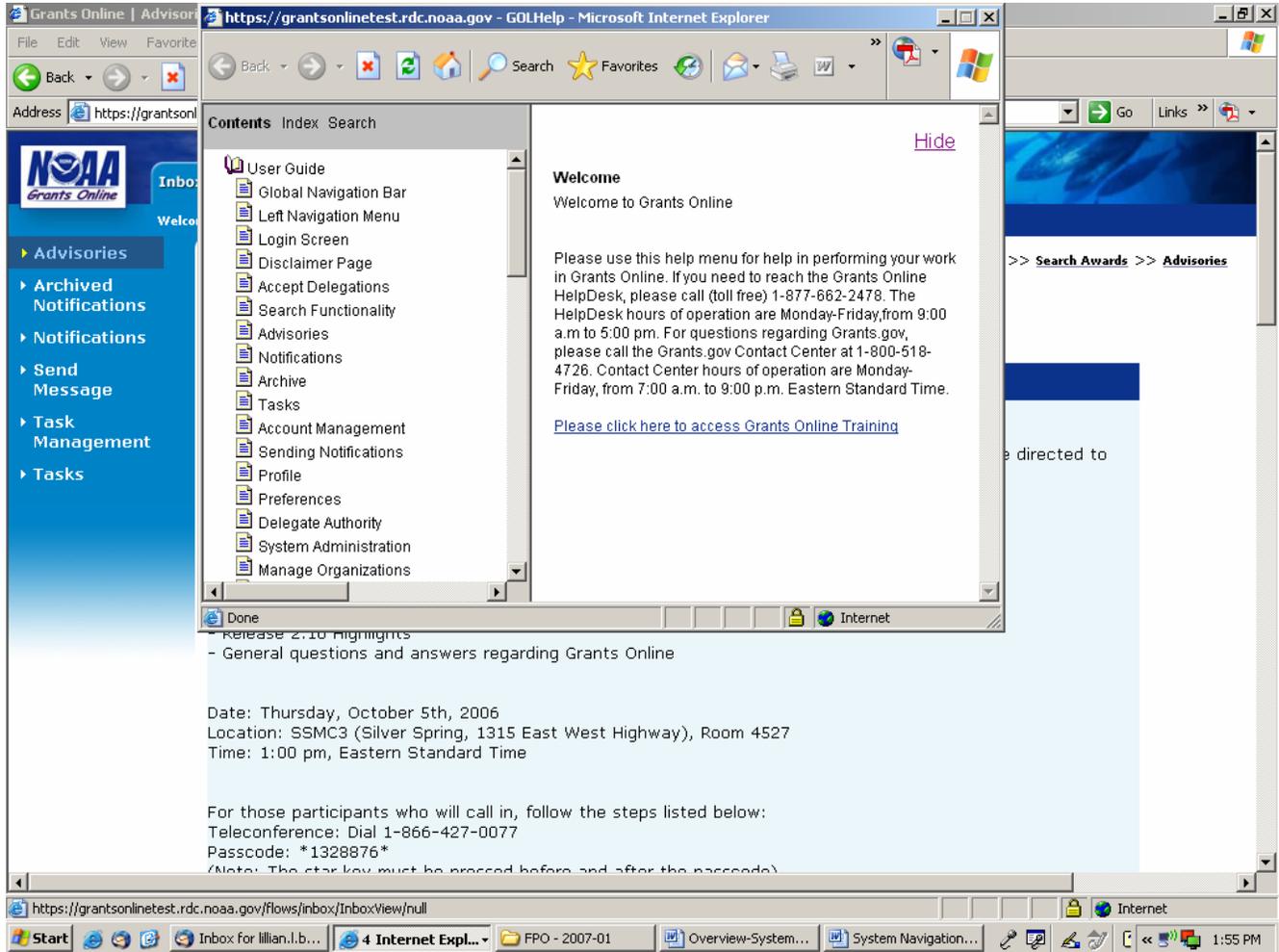
Breadcrumbs

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

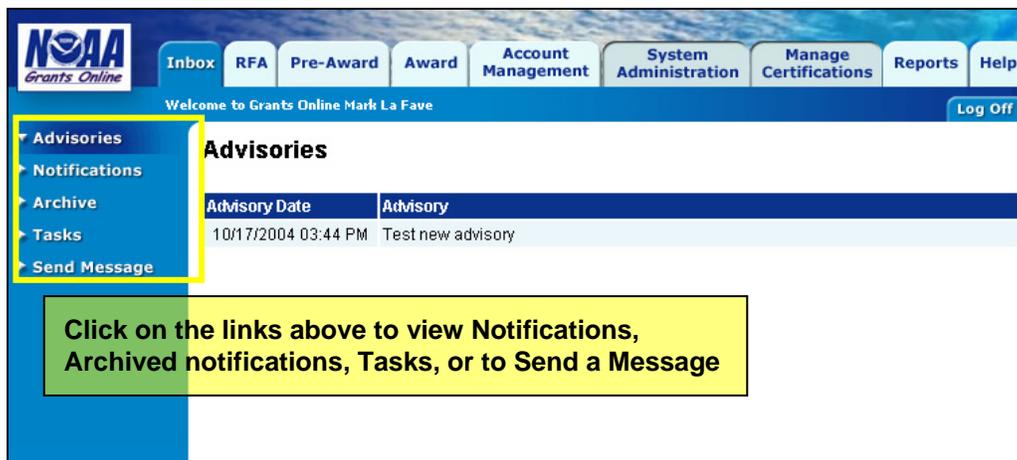
The Help Tab provides information on accessing the Grants Online Help Desk as well as definitions and/or guidance for various Grants Online functions.



Managing Your Inbox

Managing your Inbox is a straightforward task. From your Inbox you can access and view information related to: system advisories, notifications and tasks. You may also send an email to a group or to an individual.

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.



Accessing Notifications

1. From the Inbox Tab, click **Notifications**

- *Notifications* screen appears

Notifications Notifications are displayed in your Inbox to inform you that you have tasks assigned to you through the workflow process. Other types of notifications include information related to: direct assignments, status within the workflow process, and overdue tasks. You can archive your tasks or delete them by checking the box and clicking on the blue Archive or Delete button.



Note: You can modify the notifications that appear in your Inbox through the Account Management Tab. Archived notifications appear in your Archive folder, accessible by clicking on the Archive link.

Grants Online | Notifications - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://grantsonlinetest.rdc.noaa.gov/flows/home/Navigation/navigateToPage.do?goToPage=12>

NOAA Grants Online

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

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

Advisories >> Federal Funding Opportunity >> Notifications

Your Notifications

New Features!

310 items found, displaying 1 to 100. [First/Prev] 1, 2, 3, 4 [Next/Last]

Action	From	Sent	Subject
<input type="checkbox"/> View Notification	Noaa Student	12/23/2006 05:25:02 PM	Review Event Review Event 1 - User Group 2.11
<input type="checkbox"/> View Notification	Noaa Student	12/22/2006 10:52:04 AM	Review Event Review Event 1 - User Group 2.11
<input type="checkbox"/> View Notification View Task	Lamar Revis	12/06/2006 04:16:01 PM	NA03OAR4600109 - Extension to Close Out
<input type="checkbox"/> View Notification View Task	Noaa Student	11/30/2006 01:54:55 PM	Omnibus Synopsis for RFA2 for User Group 2.11 - nstu
<input type="checkbox"/> View Notification View Task	Noaa Student	11/30/2006 01:49:34 PM	Federal Funding Opportunity for RFA2 for User Group 2
<input type="checkbox"/> View Notification View Task	Noaa Student	11/29/2006 08:31:53 PM	Reviewer Instructions for Review Event 1 - User Group
<input type="checkbox"/> View Notification View Task	Dinah Flynn	11/29/2006 08:31:43 PM	Omnibus Synopsis for User Group 2.11 Copy of Comp R nstudent
<input type="checkbox"/> View Notification View Task	Noaa Student	11/29/2006 08:26:45 PM	Omnibus Synopsis for User Group 2.11 Copy of Comp R nstudent

Done

Start Internet Explorer System Navigation Overview-SystemN... lbarnes@galaxy_gr... 5:31 PM

Archiving and Deleting Notifications

1. Click the check box next to the notification you wish to archive or delete
2. Click the blue **Archive** button or the blue **Delete** button
 - The task is moved to the *Archives* folder or is permanently deleted



Note: You can delete or archive an entire page of your notifications at once by checking the box in the header column (seen below)

<input checked="" type="checkbox"/>	Notification ID	Recipient Name	Sender Name	Subject	Created Date
-------------------------------------	-----------------	----------------	-------------	---------	--------------



Warning! Once a notification is deleted, it cannot be recovered.

Viewing Notifications

1. Click on the **View Notification** link next to the notification you wish to view (Pop-up of notification details appears when cursor is placed on the link.)
 - *Notification details* screen appears
2. Click **Cancel** to close the details screen and return to the *Notifications* list
3. NOTE: You can navigate directly to the task by clicking on the **View Task** link

<input type="checkbox"/>	View Notification View Task	Lamar Revis	11/29/2006 09:37:27 AM	Award File for NA07SEC4690012
<input type="checkbox"/>	View Notification View Task	Lamar Revis	11/28/2006 10:35:47 AM	Award File for NA07SEC4690012
<input type="checkbox"/>	View Notification View Task	Haja Bah	11/28/2006 10:21:00 AM	Procurement Request for NA07SEC4690012 - \$1,000.00
<input type="checkbox"/>	View Notification View Task	Internal Reviewer	11/28/2006 10:18:58 AM	NEPA document for NA07SEC4690012 - \$1,000.00
<input type="checkbox"/>	View Notification View Task	Internal Reviewer	11/28/2006 10:18:49 AM	Procurement Request for NA07SEC4690012 - \$1,000.00
<input type="checkbox"/>	View Notification View Task	Noaa Student	11/28/2006 10:17:55 AM	Procurement Request for NA07SEC4690012 - \$1,000.00
<input type="checkbox"/>	View Notification View Task	Noaa Student	11/28/2006 10:17:43 AM	Procurement Request for NA07SEC4690012 - \$1,000.00
<input type="checkbox"/>	View Notification View Task	Noaa Student	11/28/2006 10:15:18 AM	Award File for NA07SEC4690012
<input type="checkbox"/>	View Notification View Task	Award File is pending your review.		
<input type="checkbox"/>	View Notification View Task	Award Number: NA07SEC4690012		
<input type="checkbox"/>	View Notification View Task	Project Title:		
<input type="checkbox"/>	View Notification View Task	Amendment#:		
<input type="checkbox"/>	View Notification View Task	Recipient: Institute of Congressionally Mandated Research		
<input type="checkbox"/>	View Notification View Task	Federal Share: \$1,000.00		
<input type="checkbox"/>	View Notification View Task	Requested Start Date: December 1, 2006		
<input type="checkbox"/>	View Notification View Task	Program Office: One NOAA Program Office (ONPO)		
<input type="checkbox"/>	View Notification View Task	Program Officer: Noaa Student Grants Specialist:		
<input type="checkbox"/>	View Notification View Task	Task Id: 252667		
<input type="checkbox"/>	View Notification View Task	Document Id: APP 2050805		
<input type="checkbox"/>	View Notification View Task	Sent From: Phone:		
<input type="checkbox"/>	View Notification View Task	Noaa Student	11/21/2006 12:21:00	Award File for NA07SEC4690002

Browser address bar: https://grantsonline.rdc.noaa.gov/flows/inbox/InboxView/showNotificationDetails.do?notificationId=4092078&inboxAdminAction=N

Archived Notifications

Archived Notifications is your personal repository for all notifications you would like to maintain for historical purposes.

Accessing Archived Notifications

- From the Inbox Tab, click **Archived Notifications**
 - Archived Notifications* screen appears

Grants Online | Notifications - Microsoft Internet Explorer

Address: https://grantsonline.test.rdc.noaa.gov/flows/home/Navigation/navigateToPage.do?goToPage=13

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

Advisories >> Federal Funding Opportunity >> Notifications >> Archived Notifications

Your Archived Notifications

New Features!

100 items found, displaying all items.1

Action	From	Sent	Subject
<input type="checkbox"/> View Notification View Task	Noaa Student	09/17/2006 02:01:02 PM	Application for Final Trial rfa2 for lillian
<input type="checkbox"/> View Notification View Task	Noaa Student	09/17/2006 01:15:12 PM	Application for Trial rfa2 for lillian
<input type="checkbox"/> View Notification View Task	Noaa Student15	09/17/2006 12:49:58 PM	Review Event Copy of Review Event 1
<input type="checkbox"/> View Notification View Task	Noaa Student	09/17/2006 11:35:42 AM	Application for Copy1 of RFA2 for FPO Class - nstuent
<input type="checkbox"/> View Notification View Task	Noaa Student15	09/16/2006 08:00:46 PM	Review Event Review Event 1
<input type="checkbox"/> View Notification View Task	Noaa Student	09/16/2006 07:01:14 PM	Application for RFA2 for FPO Class - nstudent
<input type="checkbox"/> View Notification View Task	Noaa Student	09/16/2006 06:54:21 PM	Application for RFA2 for FPO Class - nstudent
<input type="checkbox"/> View Notification View Task	Dinah Flynn	09/16/2006 06:26:46 PM	Reviewer Instructions for Review Event 1
<input type="checkbox"/> View Notification View Task	Noaa Student	09/15/2006 08:59:37 PM	Review Event Review Event 1
<input type="checkbox"/> View Notification View Task	Noaa Student	09/15/2006 08:56:37 PM	Review Event Review Event 1
<input type="checkbox"/> View Notification View Task	Noaa Student	09/15/2006 08:53:37 PM	Review Event Review Event 1
<input type="checkbox"/> View Notification View Task	Paulette Moss	09/15/2006 08:50:53 PM	Federal Register Notice for RFA2 for FPO Class - ns

Deleting Archived Notifications

- Select the notification you wish to delete by clicking in the check box next to that action
- Click the **Delete** button at the bottom of the screen
 - The task will be removed from *Archived Notifications*



Warning!

Once a notification is deleted, it cannot be recovered

Viewing Archived Notifications

- Click **View** next to the notification you wish to view
 - Notification details* screen appears
- Click **Cancel** to close the details and return to the *Archived Notifications* list

Send Notification (Send Message)

Notifications can be created to send to an individual or to a group. The email is sent to the email address indicated in the user's profile.

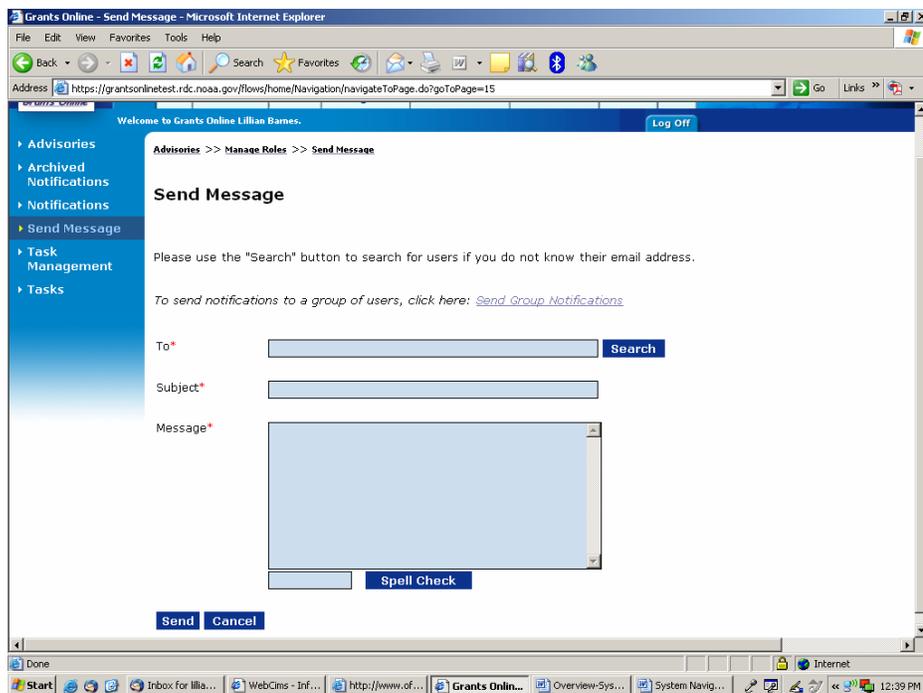


Note: Notifications will be sent with a "From" email address of GrantsOnlineQandA@noaa.gov. You must include your own name in the **body** of the email message so the receiver will know who the email is actually from.

Accessing Send Message

From the Inbox Tab, click **Send Message**

- *Send Message* screen appears

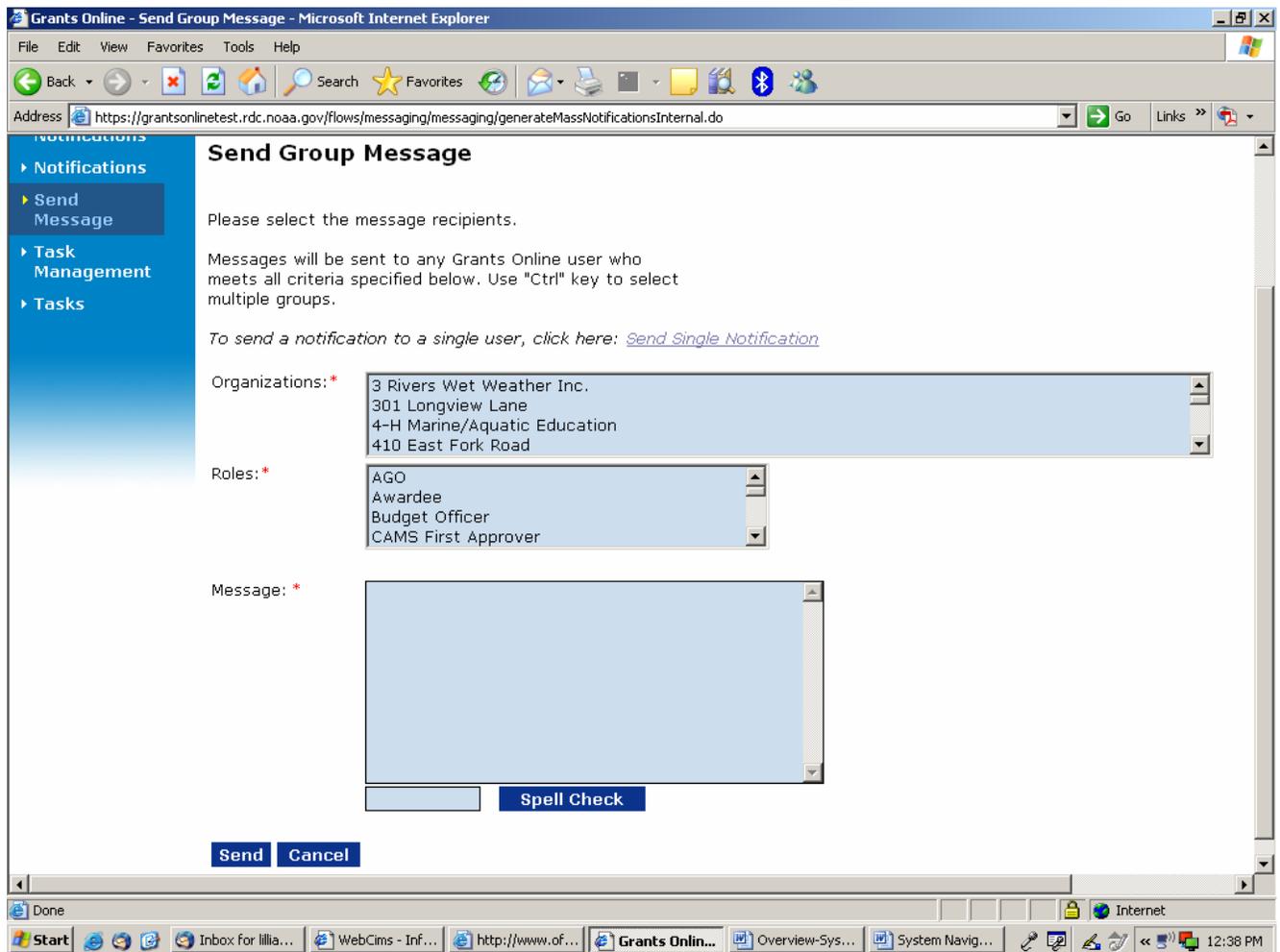


Sending Individual Notifications

1. Click the **Search** button besides the "To" field
2. Select the individual to whom you wish to send a notification
3. Type the body of the notification in the MESSAGE box
4. Click **Spell Check** to check your spelling
5. Click **Send** once the message has been completed

Sending Group Messages

- 1 From the *Send Message* screen Click **Send Group Notifications**
- 2 Select the individuals to whom you wish to send a notification (You must select from both the ORGANIZATIONS and ROLES fields).
- 3 Type the body of the notification in the MESSAGE box
- 4 Click **Send**



Tasks

While Notifications alert you to an action you must complete, Tasks allow you to complete that action assigned to you within the workflow. Tasks that are assigned to you can be located in the Task section in the Inbox Tab.

Accessing Tasks

- From the Inbox Tab, click **Tasks**
 - Your Tasks screen appears

View	Award Number	Task Id	Task Received Date	Task Name	Approved Federal Funding	Total Federal Funding	Task Status	Document Type	Start Date	Document Id
View	N/A	253670	11/30/2006	Review	N/A	N/A	Not Started	Omnibus Synopsis		2050830
View	NA07SEC4690002	251480	11/21/2006	Procurement Request and Commitment of Funds	N/A	\$150,000.00	In Progress	Procurement Request and Commitment of Funds	11/21/2006	2050787
View	NA07SEC4690002	251479	11/21/2006	Review Release of Funds	N/A	\$150,000.00	Not Started	Award File		2050786
View	NA06NDS4730010	250285	11/16/2006	Review	N/A	\$0.410.00	Not	Award		2050767



Note: Customizing the Tasks view may be accomplished through the Account Management Tab.

Viewing a Task

- Click **View** next to the task you wish to view
 - Launch Page* appears. From this page you may perform your assigned work by selecting an action in the action dropdown.

Filtering Tasks

- Select the **Document Type** in the drop-down menu
- Select the **Status** in the drop-down menu
- Click **Apply Filter**
 - Tasks** screen appears showing only filtered tasks.

Document Type: All
 Status: Open
 Apply Filter

Managing Your Profile

The Account Management Tab allows you to view your Profile, Preferences and Delegations. Within this tab you can update your profile, customize your Notifications and Tasks preferences, and delegate your inbox to other users.

Account Management

- MY PROFILE -

This option allows you to view and update your personal profile. You may update your name and address information, as well as your security question and answer. You may also view your system profile attributes, including your username and your currently assigned roles.

- MY PREFERENCES -

This option allows you to view and update your current system preferences. These preferences include your system password, the columns you would like to have displayed on your Inbox view, and your notification and email preferences.

- MY DELEGATIONS -

This option allows you to view and update the users to whom you have delegated your work. You may search for users that have similar permissions as you and choose to delegate your work to them. The users will then receive an email and/or notification, and they will be able to log in and perform all of your tasks and activities.

Accessing My Profile

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

Manage Profile [Edit >>](#)

Prefix: Dr.
 First Name: Mark
 Middle Name:
 Last Name: La Fave
 Affic:

User Account Details

User Name: mlafave_fpo
 Security Question: mlafave_fpo
 Security Answer: mlafave_fpo
 Active Flag: true

Reviewer Details

Is Accepting Reviews?: true
 Unavailable From: None To: None
 Skills: air, sea, fish

Affiliations

Details	Organization	Position	Phone	Address	E-Mail	Fax	Primary	Active
Details	Fisheries		(703)555-1212	123 University Ave, Chicago, IL 94867 USA	mark.lafave@noaa.gov		true	true

Assigned Roles

Role	Organization
Budget Officer	Fisheries
FALD	FALD
Federal Program Officer - Certified	Fisheries



Note: To change roles and affiliations, contact the Help Desk

Editing Your Profile

1. Click **Edit** (once you click edit, the screen will become formatted like the one below)
2. Make the necessary changes
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:

Security Question: *

Security Answer: *

Active Flag:

Affiliations

Details	Organization	Position	Phone	Address
Details	SOUTH EAST REGIONAL OFFICE - NMFS		(111)111-1111	1315 East-West Highway, Silver Spring, MD 20910 USA

[Add a new affiliation >>](#)

Assigned Roles

Role	Organization
Federal Program Officer - Certified	NORTH EAST REGIONAL OFFICE - NMFS
Federal Program Officer - Certified	SOUTH EAST REGIONAL OFFICE - NMFS

Buttons:

Callout Box: Security Question and Security Answer are areas used by the Help Desk team. If you call the Help Desk to request to reset your password, support specialist will ask you this personalized question and you will provide the answer as a means of authenticating the caller.

My Preferences

Customize your viewing preferences through the *My Preferences* screen. You may add/remove email Inbox notifications. This will remove notifications sent to your external email account only. Headings may be customized to display certain fields on your Tasks and Notifications screens. Additionally, you may change your password for Grants Online.

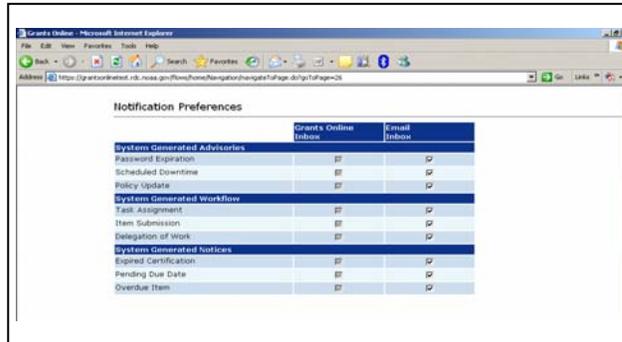
Accessing My Preferences

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 the Grants Online web application interface. The browser window title is "Grants Online - Microsoft Internet Explorer". The address bar shows the URL: <https://grantsonlinetest.rdc.noaa.gov/flows/home/Navigation/navigateToPage.do?goToPage=26>. The application 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. The main content area is titled "User Preferences" and includes a "New Features!" link. Under "Site Preferences", there are three sections: "Page Size" with a text input field containing "100" and a description: "This number will be the number of elements displayed per page in search results"; "Number of Bread Crumbs" with a text input field containing "15" and a description: "This is the maximum number of navigational bread crumbs to display"; and "Workflow Warning" with a dropdown menu set to "No" and a description: "If this is set to 'yes', the system will warn you before initiating workflow on a document". The Windows taskbar at the bottom shows several open applications, including "Inbox for lillia...", "WebCims - Inf...", "http://www.of...", "Grants Onlin...", "Overview-Sys...", and "System Navig...", along with the system clock showing 1:11 PM.

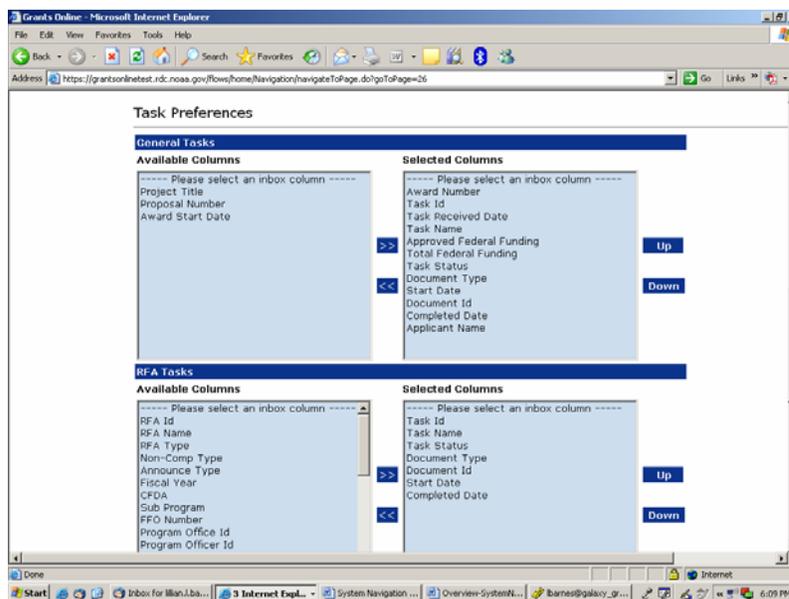
Customizing Notifications

1. Select desired type of Notification to enable/disable
2. Click box to enable or disable to the right of the task
3. Click **Save** at the bottom of the page.



Customizing Tasks

4. Select desired type of Notification to enable/disable
5. “Push” and “Pull” task columns to select the desired columns for display in *Your Inbox*.
6. Use “Up” and “Down” buttons to select the desired column order for display in *Your Inbox*.
7. Click **Save** at the bottom of the page.



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



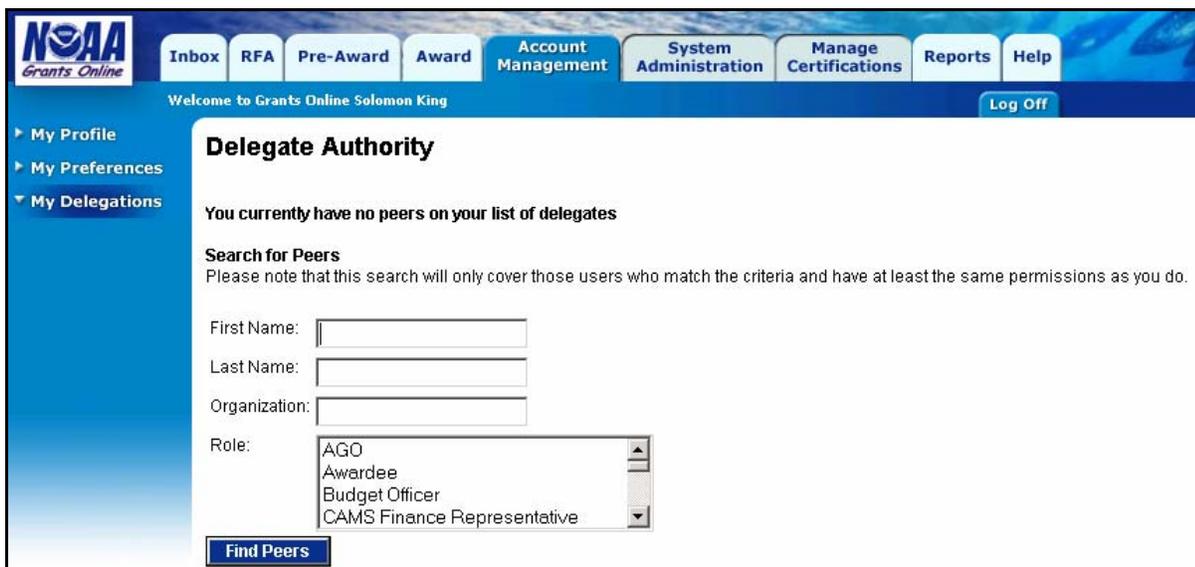
Note: Please follow the indicated Password Guidelines. Also, note that the special characters listed are the **ONLY** ones that are valid (_,\$#)

My Delegations

When you select the My Delegations link in the Account Management Tab, you will be able to view existing delegates, add delegates and rescind delegates. The only people you can select to be a delegate are those that have roles matching yours. Example – a Program Officer cannot create a delegation to an individual who only has the role of Budget Officer.

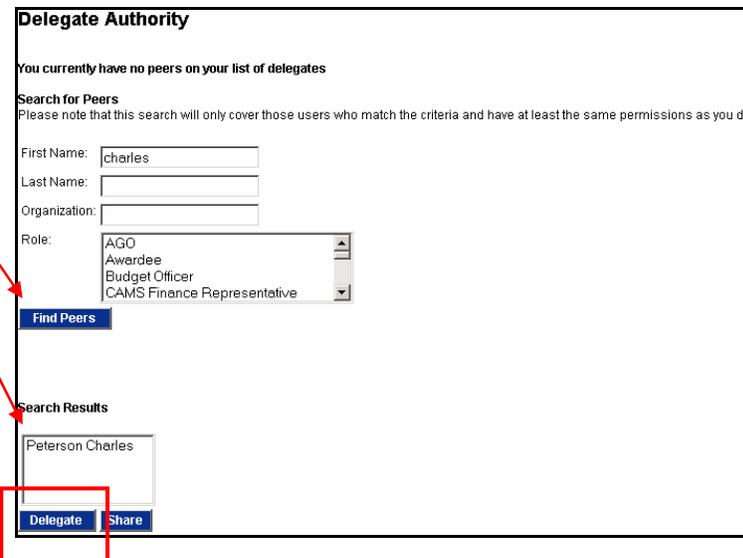
Accessing My Delegations

1. From the Account Management Tab, click **My Delegations**
 - *Delegate Authority* screen appears



Adding a Delegation

1. Search by First Name, Last Name, Organization or Role
2. Click **Find Peers**
3. Select delegations.
4. Click **Delegate**



Rescinding a Delegation

1. From the Account Management Tab, click **My Delegations**
 - *My Delegations* screen appears
2. Click on **Rescind** to remove the individual as your delegate

NOAA Grants Online

Welcome to Grants Online Solomon King

Log Off

My Profile
My Preferences
My Delegations

Delegate Authority

Current Peers on delegation List:

Action	Prefix	Affix	Name	Phone	Email	Fax	Title	Organization
Rescind	Mr.		Charles Peterson	301-713-0105	charles.peterson@noaa.gov			SOUTH EAST

Search for Peers
Please note that this search will only cover those users who match the criteria and have at least the same permissions as you do.

First Name:

Last Name:

Organization:

Role:
 Awardee
 Budget Officer
 CAMS Finance Representative

Find Peers

Logging in as a Delegate

1. Log in to Grants Online with your normal user name
2. Click **OK** on the *Notice to Users* page
3. Choose to either continue in as yourself (**Continue to Inbox**) or to go in as the person who delegated to you (**Select** – by the person’s name)



Warning! It can take up to three minutes for the system to process your request to go in as a delegate .



Note: When you are in Grants Online as a delegate, the system will identify you as a delegate of that individual (see below). ** Both you and the delegate can work in Grants Online simultaneously.

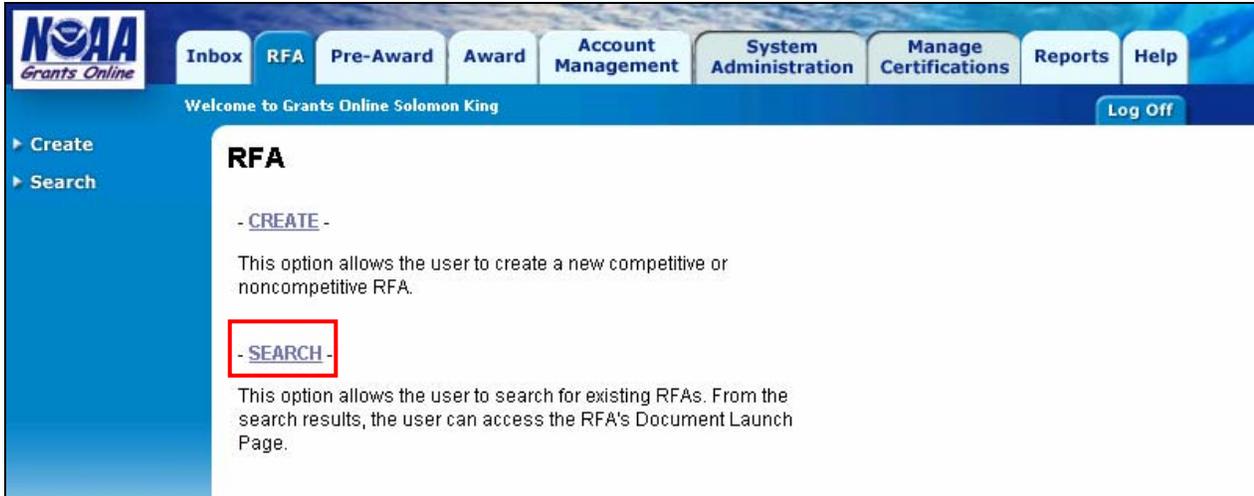


How to Search for an RFA

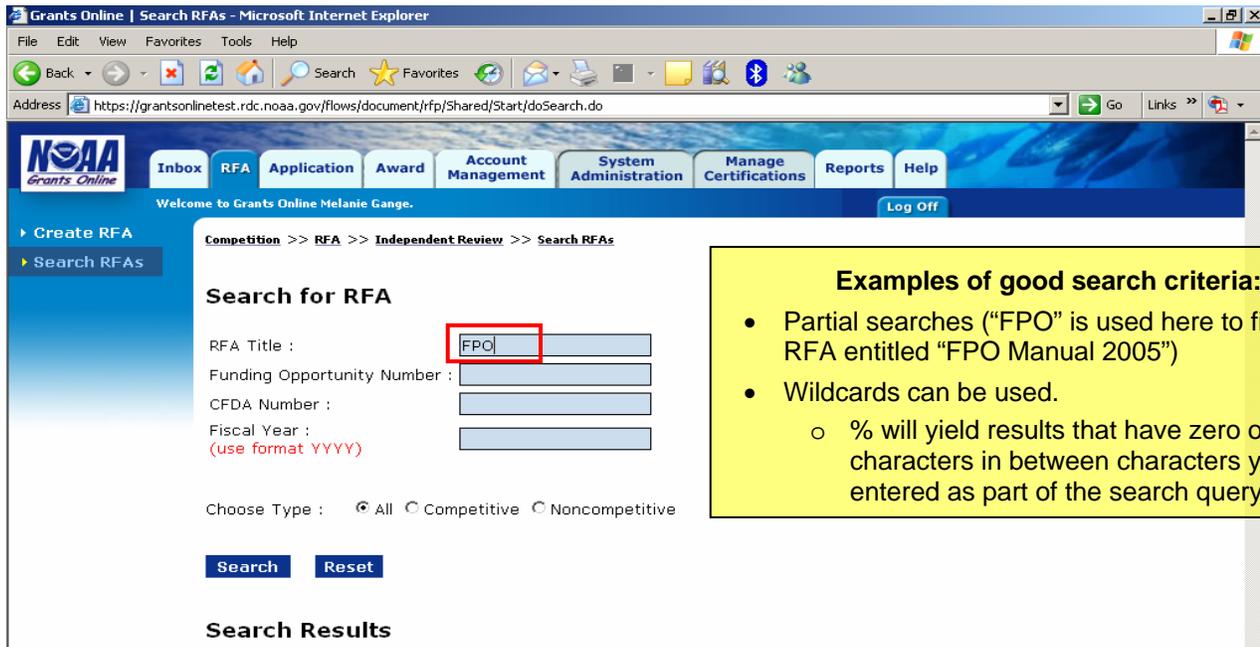
This section will provide you with a step-by-step process on how to search for an RFA that is fully or partially created.

Searching an RFA

1. Once you have logged in to Grants Online, click on the RFA tab
2. Click on the **Search** option to search for an existing RFA

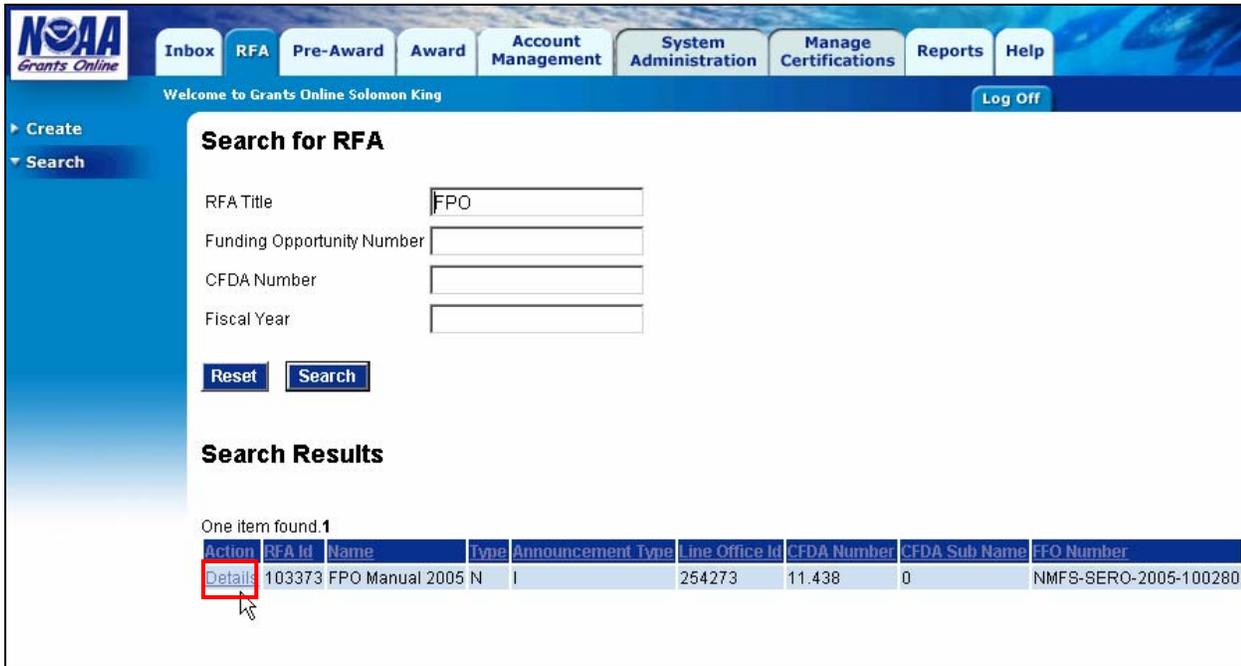


3. Enter search criteria into at least one of the query fields listed
4. Click **Search** (the "Nothing found to display" message displays until you click the search button)



Searching for an RFA

5. The results from your search will display under the *Search Results* header
6. Select the RFA you want to view by clicking the **Details** link



The screenshot shows the NOAA Grants Online interface. At the top, there is a navigation bar with tabs for Inbox, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below the navigation bar, a welcome message reads "Welcome to Grants Online Solomon King" and a "Log Off" button is visible. On the left side, there is a sidebar with "Create" and "Search" options. The main content area is titled "Search for RFA" and contains four input fields: "RFA Title" (with "FPO" entered), "Funding Opportunity Number", "CFDA Number", and "Fiscal Year". Below these fields are "Reset" and "Search" buttons. Underneath, the "Search Results" section shows "One item found.1" and a table with the following data:

Action	RFA Id	Name	Type	Announcement Type	Line Office Id	CFDA Number	CFDA Sub Name	FPO Number
Details	103373	FPO Manual 2005 N	I		254273	11.438	0	NMFS-SERO-2005-100280



Note: The RFA name used in this manual is not a valid RFA name for an FPO to use. This name was selected as a means of using the data for the sake of this manual.

Searching for an RFA

7. The RFA Header page is now displayed
8. If you wish to view the details of your RFA click the **Go To RFA Details Page>>** link
9. If you wish to view the history of this RFA click the **view previous workflow history and comments>>** link

The screenshot shows the NOAA Grants Online interface. At the top, there is a navigation bar with tabs for 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below this is a 'Welcome to Grants Online Solomon King' message with a 'Log Off' button. On the left side, there are 'Create' and 'Search' options. The main content area is titled 'RFA' and displays the following information:

- Id:** 103373
- Title:** FPO Manual 2005
- Creator:** Solomon King
- Create Date:** 04/14/2005
- Status:** RFA Creation In Progress
- Status Date:** 04/14/2005
- Last Edited User:** Solomon King

Below this information is a link: [Go to RFA Details Page >>](#)

A message states: "This document currently has no tasks assigned to you. However, you may [view previous workflow history and comments >>](#)"

The 'RFA Header Information' section contains the following details:

Document ID:	103373	CFDA Number:	11.438
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NMFS-SERO-2005-100280	Assigned Program Office:	SOUTH EAST REGIONAL
Line Office:	NATIONAL MARINE FISHERIES SERVICE	Assigned Program Officer:	Mr. Solomon King
RFA Name:	FPO Manual 2005	Noncompetitive RFA Type:	Congressionally Directed
Fiscal Year:	2005		

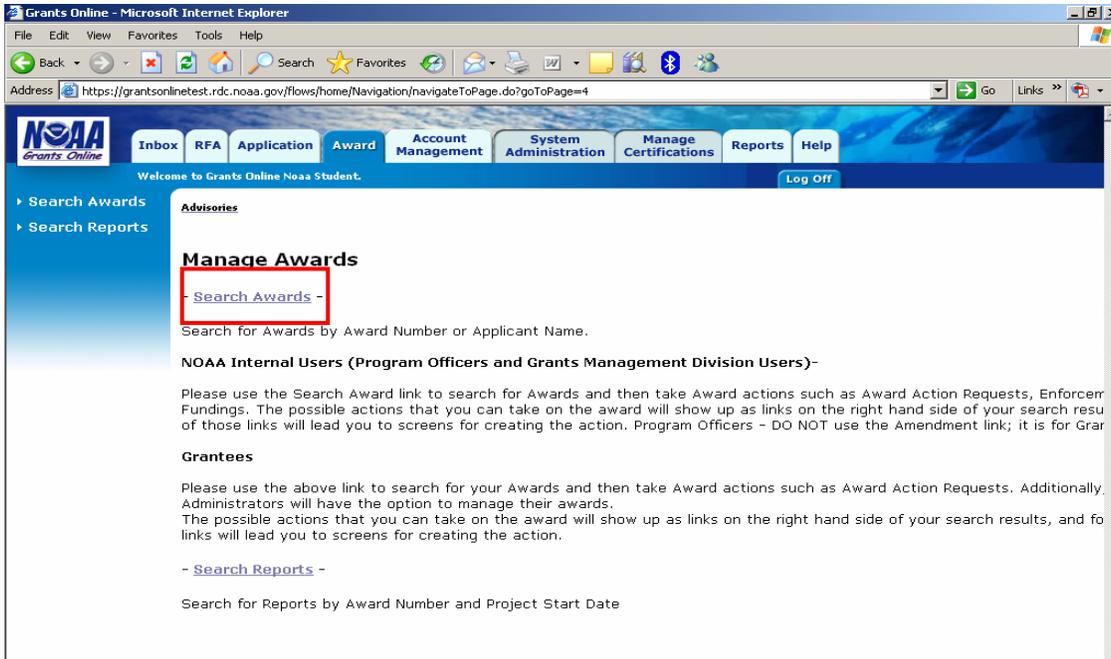
Below the header information are sections for 'Sub Documents', 'Associated Documents', 'Additional Documents', and 'Associated Attachments', each with the text 'Nothing found to display.'

How to Search for an Award

This section will provide you with a step-by-step process on how to search for an Award that has been signed by a Grants Officer.

Searching for an Award

1. Once you have logged in to Grants Online, click on the Award tab
2. Click on the **Search Awards** option to search for an existing award



3. Enter search criteria if desired. Leave blank to display all awards to which you have access.
4. Click **Search** (the "Nothing found to display" message displays until you click the search button)



Viewing Organization Information

5. The results from your search will display under the *Search Results* header
6. View information about the recipient organization by clicking the **Org ID** link

The screenshot shows the NOAA Grants Online interface in Microsoft Internet Explorer. The browser address bar shows the URL: <https://grantsonlinetest.rdc.noaa.gov/flows/document/award/ManageAwards/getAwardsList.do>. The application header includes the NOAA logo and navigation tabs: **Inbox**, **RFA**, **Application**, **Award**, **Account Management**, **System Administration**, **Manage Certifications**, **Reports**, and **Help**. A "Log Off" button is also present.

The main content area is titled "Search Awards" and contains the following search criteria:

Applicant Name:
 Award Number:

Buttons for **Search** and **Reset** are located below the input fields.

Below the search fields, a message reads: "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."

The "Search Results" section indicates "12 items found, displaying all items.1" and displays a table with the following data:

Award Number	Org ID	Applicant Name	Project Title	Aw...
NA04NMF4440110	1000945	The Oceanic Institute	Hawaii Sustainable Fisheries Development Project	Acce...
NA03NMF444038	1000945	The Oceanic Institute	Hawaii Sustainable Fisheries Development Project	Acce...
NA17RG2076	1000945	The Oceanic Institute	Aquaculture Interchange Program	Acce...
NA04OAR4170135	1000945	The Oceanic Institute	National Marine Aquaculture Initiative 2004-1/ The...	Acce...
NA04NMF4450111	1000945	The Oceanic Institute	Hawaii Stock Management Program - Stock Enhancemen...	Acce...
NA05NMF4451229	1000945	The Oceanic Institute	Hawaii Stock Management Program	Acce...
NA07SEC4690007	2001600	texas oceanography consortium	Auto ocean current obs	Acce...
NA05OAR4171169	1000945	The Oceanic Institute	AQUACULTURE INTERCHANGE PROGRAM	Acce...
NA05NMF4441228	1000945	The Oceanic Institute	Hawaii Sustainable Fisheries Development Project	Acce...

The browser's taskbar at the bottom shows the Start button, several open applications (including "Inbox for lillia...", "Grants Onlin...", "WebCims - Inf...", "System Navig...", "Overview-Sys...", and "lbarnes@gala..."), and the system clock showing 12:32 PM on 12/31/2007.

Viewing Organization Information

7. The Org ID link will take you to a page that displays basic information regarding this recipient organization.
8. Return to the Search Awards page using your breadcrumbs or left navigation links.

The screenshot shows the NOAA Grants Online interface. At the top, there is a navigation bar with buttons for 'Inbox', 'RFA', 'Application', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below this is a 'Welcome to Grants Online NOAA Student.' message and a 'Log Off' button. The left sidebar contains 'Search Awards' and 'Search Reports' links. The main content area displays the following information:

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	

Identification

DUNS Number	77681203
+4	N/A
Cage Code	N/A
ASAP Payment Routing	Y
EIN Code	265
EIN Number	99-0109952
MSI Code	N/A - N/A
FIPS Id	36211
Electronic Rollout Date	03/06/2006

Other

Congressional District	02
FAADS Code	12
Name Check Findings Significant	false
Name Check Expr Date	N/A
Name Check Request Date	N/A
Credit Check Expr Date	N/A

Searching for an Award

9. Search again using the same criteria. The criteria will remain from the last search.
10. Select the Award you want to view by clicking the **Award Number** link.

NOAA Grants Online

Search Awards

Applicant 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	Applicant Name	Project Title	Aw...
NA04NMF4440110	1000945	The Oceanic Institute	Hawaii Sustainable Fisheries Development Project	Acce
NA03NMF444038	1000945	The Oceanic Institute	Hawaii Sustainable Fisheries Development Project	Acce
NA17RC2876	1000945	The Oceanic Institute	Aquaculture Interchange Program	Acce
NA04OAR4170135	1000945	The Oceanic Institute	National Marine Aquaculture Initiative 2004-1/ The...	Acce
NA04NMF4450111	1000945	The Oceanic Institute	Hawaii Stock Management Program - Stock Enhancemen...	Acce
NA05NMF4451229	1000945	The Oceanic Institute	Hawaii Stock Management Program	Acce
NA07SEC4690007	2001600	texas oceanography consortium	Auto ocean current obs	Acce
NA05OAR4171169	1000945	The Oceanic Institute	AQUACULTURE INTERCHANGE PROGRAM	Acce
NA05NMF4441228	1000945	The Oceanic Institute	Hawaii Sustainable Fisheries Development Project	Acce

Searching for an Award

- The Grants File Launch page is now displayed. From here you can navigate to any document related to this award.

Grants File - NA03NMF4440383

Id: 1102910
Creator: [Data Migration](#) **Create Date:** 01/10/2005
Status: Approved **Status Date:** 01/10/2005
Last Edited User: [Data Migration](#)

Action:

Your Comments:

Attachments:

Grant Information

CFDA Number:	11.444	Award Period:	07/01/2003 - 12/31/2004	Program Office:	One NOAA Program Office (ONPO)
Program Officer:	Noaa Student	Program Officer Phone:	301-713-0001	Program Officer Email:	test.noaa@aa.com
Total Federal Funding:	\$580,900.00	Total Non Federal Funding:	\$0.00	Multi-Year:	No
Organization Name:	The Oceanic Institute	Electronic Recipient:	Yes	ASAP Recipient:	Yes
Progress Report Frequency:	Semi-Annually	Financial Report Frequency:	N/A		
Final Reports Due On:	03/31/2005	Closeout Date:	N/A		
Project Title:	Hawaii Sustainable Fisheries Development Project				

Sub Documents

3 items found, displaying all items.1

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date
Award Package	1000296	Hawaii Sustainable Fisheries Development Project	Data Migration	01/10/2005	Dennis Seem	Accepted	08/08/2006
Award File 0	1107430	Hawaii Sustainable Fisheries Development Project	Data Migration	09/30/2003	System Account	Accepted	01/24/2005
Award File 1	1107433	Hawaii Sustainable Fisheries Development Project	Data Migration	07/28/2004	System Account	Accepted	01/10/2005

Export options: [Excel](#)

Associated Documents

12 items found, displaying all items.1

Grants Online | Grants File - NA03NMF4440383 - Microsoft Internet Explorer

Address: <https://grantsonlinetest.rdc.noaa.gov/flows/document/launchPage/begin.do?id=1102910&documentType=GRANTFILE>

Associated Documents

12 items found, displaying all items.1

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date	Program Officer
Federal Financial Report	1152804	07/01/2003 - 09/30/2003	Data Migration	11/09/2005	Dennis A. Seem	Accepted	12/01/2005	
Federal Financial Report	1152803	07/01/2003 - 09/30/2003	Data Migration	11/09/2005	Data Migration	Accepted	11/09/2005	
Performance Progress Report	1156195	07/01/2003 - 12/31/2003	Data Migration	11/09/2005	Data Migration	Accepted	11/09/2005	
Performance Progress Report	2026887	07/01/2003 - 12/31/2004	Dennis A. Seem	02/28/2006	System Account	Accepted	06/01/2006	Scott Bloom
Federal Financial Report	1164482	10/01/2003 - 03/31/2004	Data Migration	11/09/2005	Dennis A. Seem	Accepted	12/01/2005	
Federal Financial Report	1164477	10/01/2003 - 03/31/2004	Data Migration	11/09/2005	Dennis A. Seem	Accepted	12/01/2005	
Performance Progress Report	2026885	01/01/2004 - 06/30/2004	Dennis A. Seem	02/28/2006	System Account	Accepted	06/01/2006	Scott Bloom
Federal Financial Report	1166634	04/01/2004 - 09/30/2004	Data Migration	11/09/2005	Dennis A. Seem	Accepted	12/01/2005	
Federal Financial Report	1166635	04/01/2004 - 09/30/2004	Data Migration	11/09/2005	Dennis A. Seem	Accepted	12/01/2005	
Performance Progress Report	2026886	07/01/2004 - 12/31/2004	Dennis A. Seem	02/28/2006	System Account	Accepted	06/01/2006	Scott Bloom
Federal Financial Report	1166713	10/01/2004 - 12/31/2004	Data Migration	11/09/2005	Data Migration	Accepted	11/09/2005	
Federal Financial Report	1166714	10/01/2004 - 11/30/2004	Data Migration	11/09/2005	Dennis A. Seem	Accepted	12/01/2005	

Export options: [Excel](#)

Start | Inboxes for lillian.l.ba... | WebCims - Informa... | Grants Online | ... | 2 Microsoft Offic... | lbarnes@galaxy_gr... | 3:34 PM

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