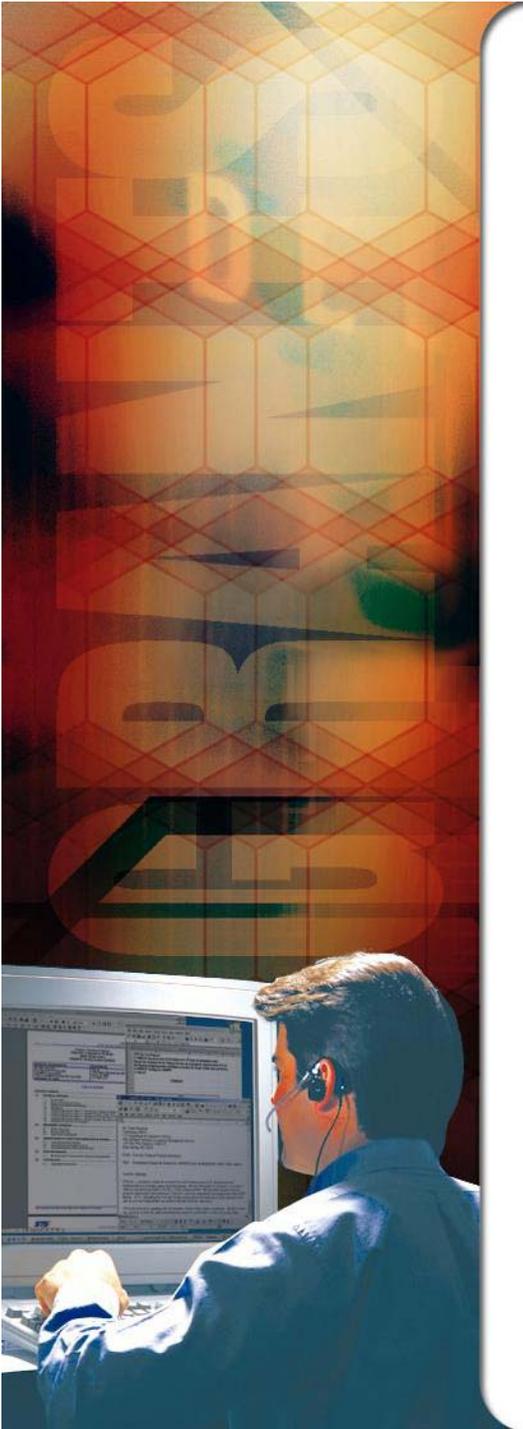
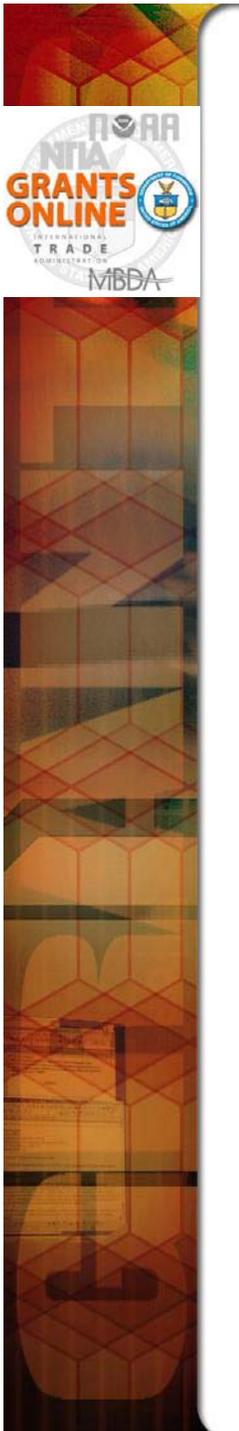




**Grants Online
User Group Meeting
Release 4.06
Focus: Competitive RFA Processing
and
Application Selection**

March 10, 2011





Agenda Part 1

▪ OPENING

- Introduction of Grants Online Project Manager – Vladimir Mazelev
- Current Projects: CBS Interface and Review Module
- FPO Training schedule for the rest of the fiscal year:
 - May 9-11, 2011
 - Aug 15-17, 2011
- E-Learning



Grants Online and Commerce Business System (CBS) Interface Update

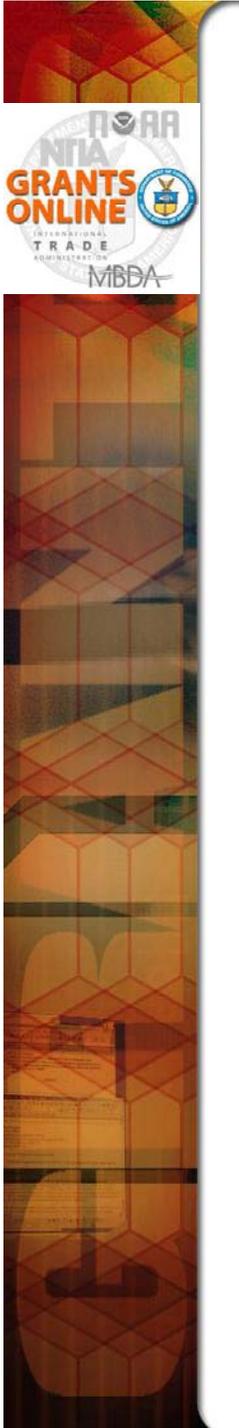
March 10, 2011





Background

The American Recovery and Reinvestment Act of 2009 (ARRA) was passed by Congress and signed into law by President Obama on February 17, 2009. To support ARRA accountability and transparency requirements as well as the overall workload increase in the number of Grants the National Oceanic and Atmospheric Administration (NOAA) manages, the NOAA Acquisitions and Grants Office (AGO) - Grants Management Division (GMD) wants an interface developed between the NOAA Grants Management System (Grants Online) and the NOAA Commerce Business System (CBS).



Background (Continued)

- The interfacing of these two systems will improve overall operational efficiencies of GMD and the Finance Office/Accounting Operations Division (AOD), as well as improve the accuracy of the data transferred between the systems.



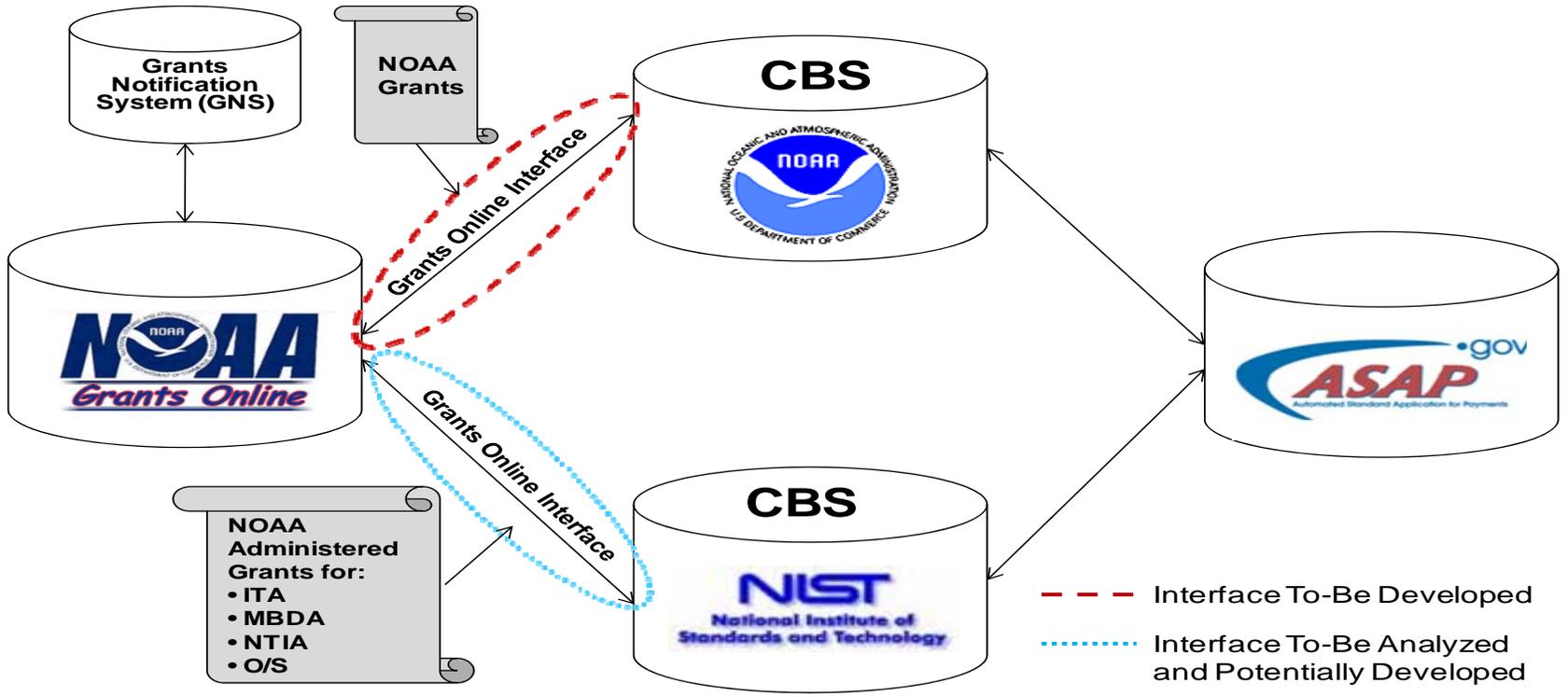
Purpose

- **The Grants Online Interface will provide an automated bi-directional interface between the National Oceanic and Atmospheric Administration (NOAA) Grants management system (Grants Online) and the Commerce Business System (CBS) to alleviate manual data entry of Grants related financial information for both the NOAA Grants Management Division (GMD) and the NOAA Finance Office Accounting Operations Division (AOD).**



Purpose (continued)

- A determination will be made upon completion of the High-Level Design phase as to whether the Grants Online Interface will only include an automated solution for Grants administered by NOAA's GMD and are serviced financially by NOAA or also those administered by NOAA's GMD but for which NIST financially services.



Grants Online Interface Overview

Improving operational efficiencies and accuracy of data transferred between systems by developing the Grants Online Interface will also support the increase of Grants managed by NOAA as well as ARRA accountability and transparency requirements.

Automating the data exchange between Grants Online and CBS will result in improved data accuracy, reduced processing time, and better transactional audit capability.



Grants Online/CBS Interface scheduled to be operational

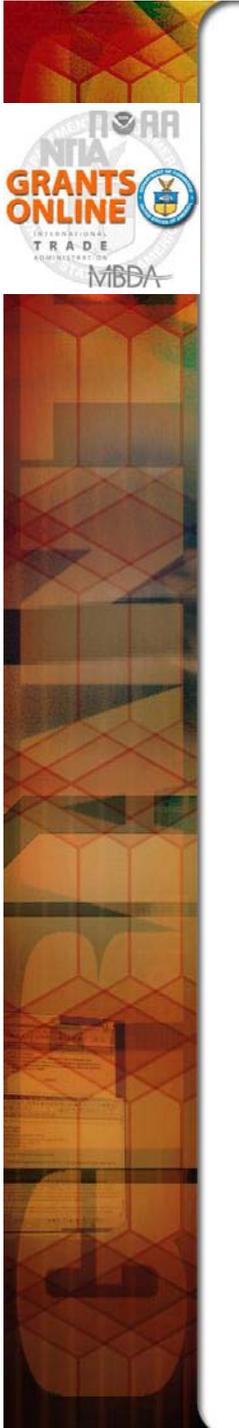
October 2011



Grants Online Review Module Update

March 10, 2011





▪ REVIEW MODULE - User Requirements

▪ 3.1 Reviewer Instructions

- **DONE** - Separate Reviewer Instructions from specific Review Events. Allow association between Reviewer Instructions and Review Events at the discretion of the Program Office.
- *Allow for optional FALD Review of Reviewer Instructions for the Universal RFA process. FALD Review of Reviewer Instructions for the Competitive process will continue to be mandatory.*

▪ 3.2 Application Selection

- **DONE** - Allow Competition Managers to initiate the Select Applications workflow at their discretion once prior dependencies have been met; remove automatic creation of the task by the system.
- *Allow for manual data entry of application review scores (Universal and Competitive processes). Allow for system calculation of application review scores and display of discrepancies between calculated scores and manually entered scores (Competitive process only).*
- **DONE** - Provide clear indication of which selected applications have been reviewed by FALD as a part of a selection package and which have not.
- **DONE** - Allow applications to be individually linked to specific Program Elements/Funding Priorities from the RFA.
- **DONE** - Provide one “Selection Comments” data field instead of separate comments for each application.



▪ REVIEW MODULE - User Requirements cont.

▪ 3.3 Selection Package

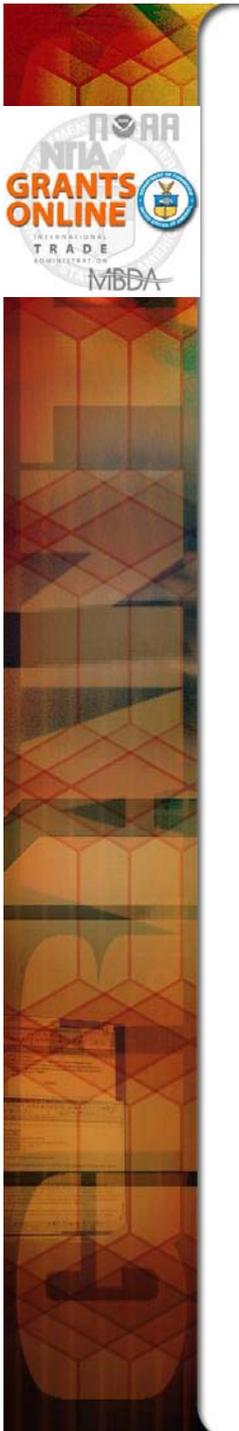
- **DONE** - Allow for appropriate Selection Package details based on type of competition (i.e. “Group” or “Individual Qualification”).
- **DONE** - Allow Selection Packages to be developed from both system generated and external (attached) documents.
- *Provide clear indication of which Selection Package documents (both system generated and attached) have been reviewed by FALD.*
- **DONE** - Upon completion of FALD review of Selection Package always move Selection Package to Selecting Official and provide clear indication of any FALD comments if they exist.

▪ 3.4 Processing Competitively Selected Awards

- **DONE** - Allow Program Offices to initiate award processing at their discretion after FALD review and Selecting Official approval of the Selection Package.

▪ 3.5 Review Event Workflow

- *Allow Competition Managers (for Competitive RFAs) and RFA Creators (for Universal RFAs) to initiate and close Review Events at their discretion once prior dependencies have been met; remove automatic creation of the tasks by the system.*



▪ REVIEW MODULE - User Requirements cont.

▪ 3.6 Setting up a Review Event

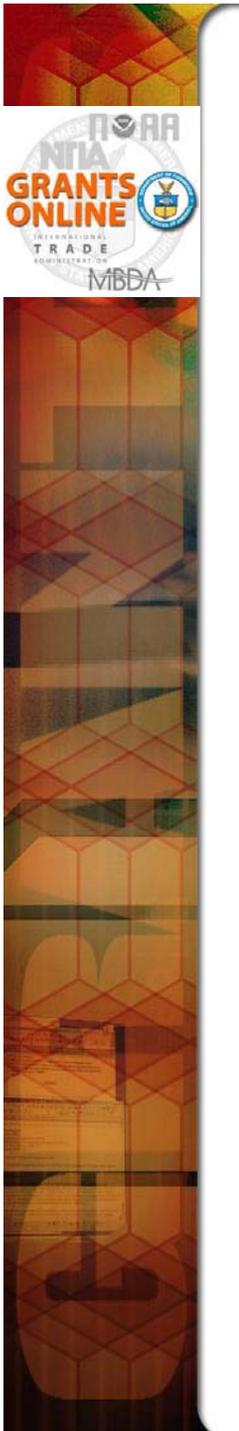
- *Allow for optional creation of Review Events for Universal RFAs.*
- *Allow Program Offices to create Independent Individual Merit and Panel (Consensus and non-Consensus) Review Events.*
- **DONE** - *Allow Program Offices to run external Review Events and attach the results in Grants Online.*
- *Allow Program Offices to include “Not Scored” questions.*
- *Allow Program Offices to give reviewers the option to attach documents to their reviews.*
- *Allow Program Offices the options of requiring or not requiring scores and comments on each review question.*
- *Allow Program Offices the option to add bonus points.*

▪ 3.7 Managing Application Reviewers

- *Allow Program Officers to create and update Grants Online accounts for application reviewers.*
- *Allow Program Officers to reset passwords for application reviewers.*

▪ 3.8 Managing a Review Event – Part 1

- *Allow Program Offices to add and remove applications from Review Events*
- *Allow Program Offices to assign and remove reviewers for each application.*
- *Provide system notification to reviewers to review applications. Allow Program Offices to send notifications at their discretion.*



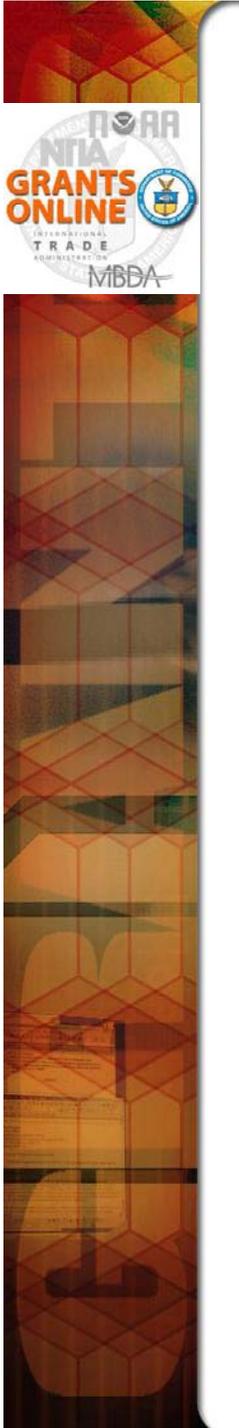
▪ REVIEW MODULE - User Requirements cont.

▪ 3.9 Reviewing an Application

- *Provide more descriptive filenames for application packages downloaded from Grants.gov.*
- *Allow reviewers to opt out of application reviews at their discretion.*
- *Provide clear, simple guidance for application reviewers from the user interface.*
- *Require reviewers to certify the Conflict of Interest statement before submitting their review on each application. Allow reviewers to change their Conflict of Interest options at any time before submitting the review.*
- *Allow Program Officers to terminate application reviews at their discretion.*
- *Provide the capability for panel reviewers to view previously submitted reviews (redacted as needed).*

▪ 3.10 Review Event Reports

- *List of Reviewers – status report of all assigned Application Reviewers.*
- *Application Reviewers – status report of every assigned Application Review to every Assigned Reviewer (more detailed than the List of Reviewers report).*
- *Completed Application Reviews – same as Application Reviewers Report but only for completed reviews (gives a scoring summary by application and reviewer).*
- *List of Applications – scoring summary by application.*
- *Scoring and Evaluation – a detailed breakdown of every scoring category for every completed review (this is useful for scoring schemes where every question is not required to be answered and individual Application Review scores cannot be calculated).*
- *All Reviews – a document that contains every application in the Review Event with a report of each Application Reviewer’s comments. This should be attached to the selection package.*
- *All Reviews - Anonymous – the same report as the All Reviews report, but with the Application Reviewers only identified by a number (not identifiable by subsequent Application Reviewers).*



Grants Online Review Event Rollout Schedule

Phase 1 – January 4, 2011

Phase 2 – February 25, 2011

Phase 3 – June 2011

Phase 4 – October 2011



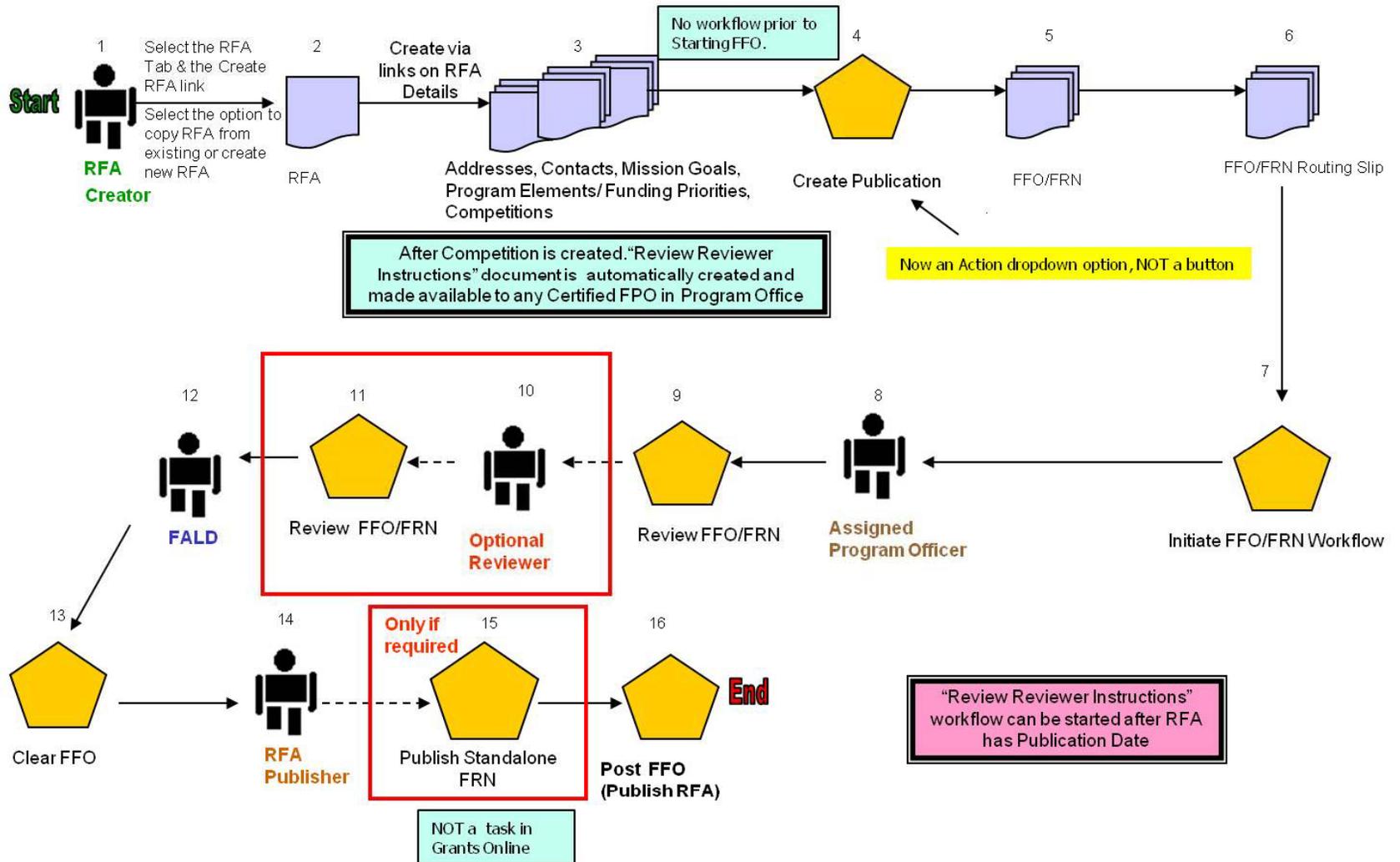
Agenda Part 2

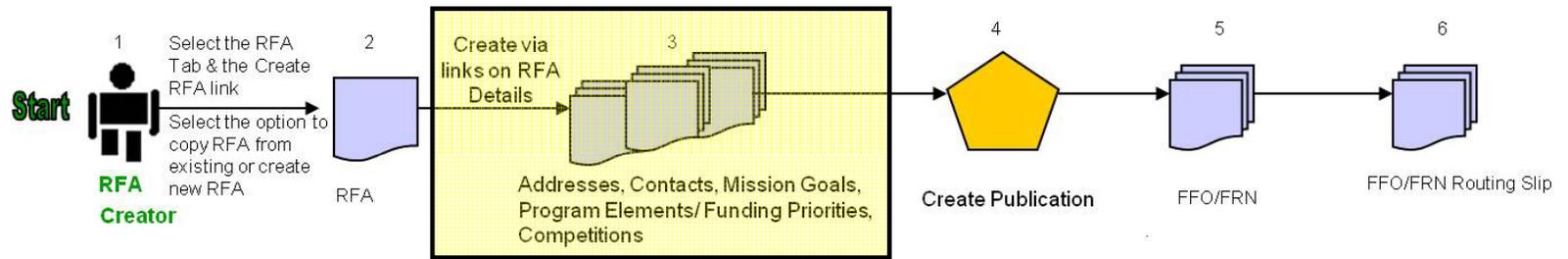
▪ DEMO - Competitive RFA Creation and Application Selection Features to review:

- RFA Detail page
 - New Program Indicator
 - Program Elements/Finding Priorities
- Competition Detail page
 - Review Events
 - Not required for External reviews
 - Multiple Review Events available (preparation for future functionality)
- Workflow Analysis boxes
- Reviewer Instructions page and workflow (*Competition Manager*)
- Application Attachments
- Select Applications page and workflow (*Competition Manager*)
- Reworked "Assign Award Number" (Conduct Negotiations) screen
- Selection Package page and workflow (*Competition Manager and Selecting Official*)
- Start Award Processing (*Competition Manager*)
- Renegotiation

Competitive Process – RFA Creation

Create & Review RFA and Publish FFO/FRN Overview





RFA Supplementary Information

Anticipated Funding Amount * \$

New Program *

This **IS NOT** a new program. A Federal Register Notice IS NOT REQUIRED unless anticipated funding is \$100M or greater.

This **IS** a new program. A Federal Register notice IS REQUIRED.

Min Max

Anticipated Award Amount \$

Anticipated Number of Awards

Selected Federal Addresses *

No addresses have been selected.
[Add/Edit](#)

Selected Federal Contacts *

No contacts have been selected.
[Add/Edit](#)

Selected Mission Goals *

No mission goals have been selected.
[Add/Edit](#)

Program Elements/Funding Priorities *

No Program Elements/Funding Priorities Available
[Add/Edit](#)

Competitions

Press Save before selecting the following link(s)

No Competition
[Add New](#)

New feature in Release 4.06

C. [Reporting](#) (empty)

VII. [Agency Contacts](#) (empty)

VIII. [Other Information](#) (empty)

Save **Cancel** **FFO Routing Slip and Start Workflow**

Report Style:

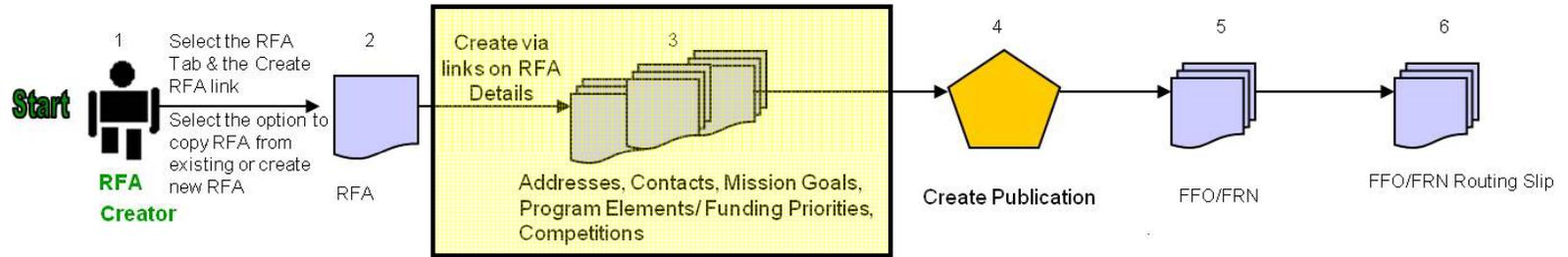
RTF (Word)

PDF

View FFO Report

View FRN Report

The publication of a Federal Funding Opportunity is required for this RFA.
The publication of a Federal Register Notice is NOT required.



Selected Addresses *
No addresses have been selected.
[Add/Edit](#)

Selected Contacts *
No contacts have been selected.
[Add/Edit](#)

Selected Mission Goals*
No mission goals have been selected.
[Add/Edit](#)

Program Elements/Funding Priorities *
No Program Elements/Funding Priorities Available
[Add/Edit](#)

Competitions
Press Save before selecting the following link(s)
No Competition
[Add New](#)

Edit Program Element/Funding Priority

Label: e.g. I, A, 1., 1), 1.a.

Name:

Description:

Note: Reports and screen listings will use the label if entered. Otherwise, the name will be used.

51 / 4000

Funding Priorities on the RFA...

Program Element/Funding Priorities

Order	Label	Name	Description	Edit	Delete
1	A	Program Element Number 1	Description of Program Eleme	Edit	Delete
2	B	Program Element Number 2	Description of Program Eleme	Edit	Delete

[Reorder](#)
[Add New](#)

[-] Program Office Added Information

Proposal Number:

Project Type: * Construction Non-Construction

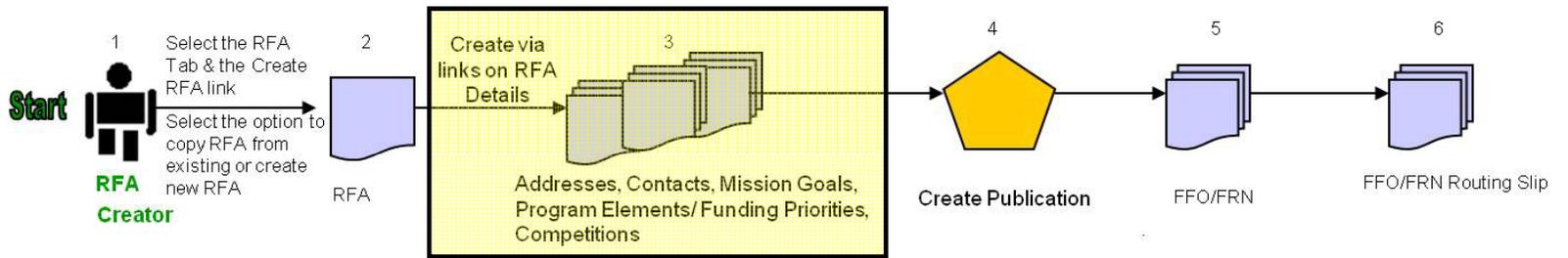
Principal Investigators-
Project Directors:

Keyword(s):

Program Element /
Funding Priority:
N/A - Not Selected
A Program Element Number 1
B Program Element Number 2

Application Submission Type and Date Information
Type of Submission: Application Pre-Application Changed/Cd

...can now be linked to the associated applications during “Minimum Requirements” or “Associate Award Number” steps (displayed on reports and screens during the selection process)



Application Routing *

Name
Student, Grants
[View/Edit](#)

Application Package *

SF-424: NOAA - Non Construction v2

Form	Mandatory
SF-424	Y
SF-424A	Y
SF-424B	Y
CD-511	Y
Budget Narrative Attachment Form	Y
Project Narrative Attachment Form	Y
SF-LLL	N
Other Attachments Form	N

[View/Edit](#)

Minimum Requirements *

Priority	Requirement Name
1	Eligible Applicant
2	Complete Application

[View/Edit](#)

Special Award Conditions

Name	Description
Permits	You must obtain the proper permits by mm/dd/yyyy before drawing down funding after the first \$10,000.00.

[View/Edit](#)

Review Events

Order	Review Event Name
1	Review Event Number 1
2	Review Event Number 2

[View/Edit](#)

Save **Save and Return to Main** **Cancel**

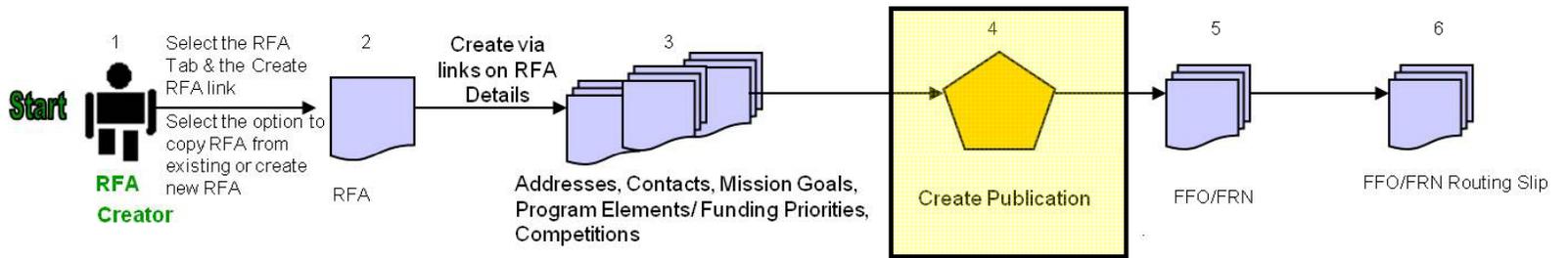
NOTE on Review Events:

Review Events ARE NO LONGER REQUIRED for those events that are done outside of Grants Online. Until the next release (4.07) there will be NO WORKFLOW on Review Events if they are created.

HOWEVER,

A Reviewer Instructions document will be created on every Competition with or without a Review Event.

In anticipation of doing Review Events within Grants Online, Review Events can still be created (without workflow for Release 4.06) and a Reviewer Instructions document will be created by the system for every Review Event.. Additionally more than one Review Event can be created for each competition.



Competition

Id: 2199731
Status:

Action:

Your Comments:

Workflow Analysis

The following needs to be completed before applications can be selected for this competition:

- The RFA must be published.
- Reviewer Instructions must be reviewed by FALD.
- There must be applications that have passed minimum requirements.

Workflow Analysis boxes...

...guide you to your next step.

RFA

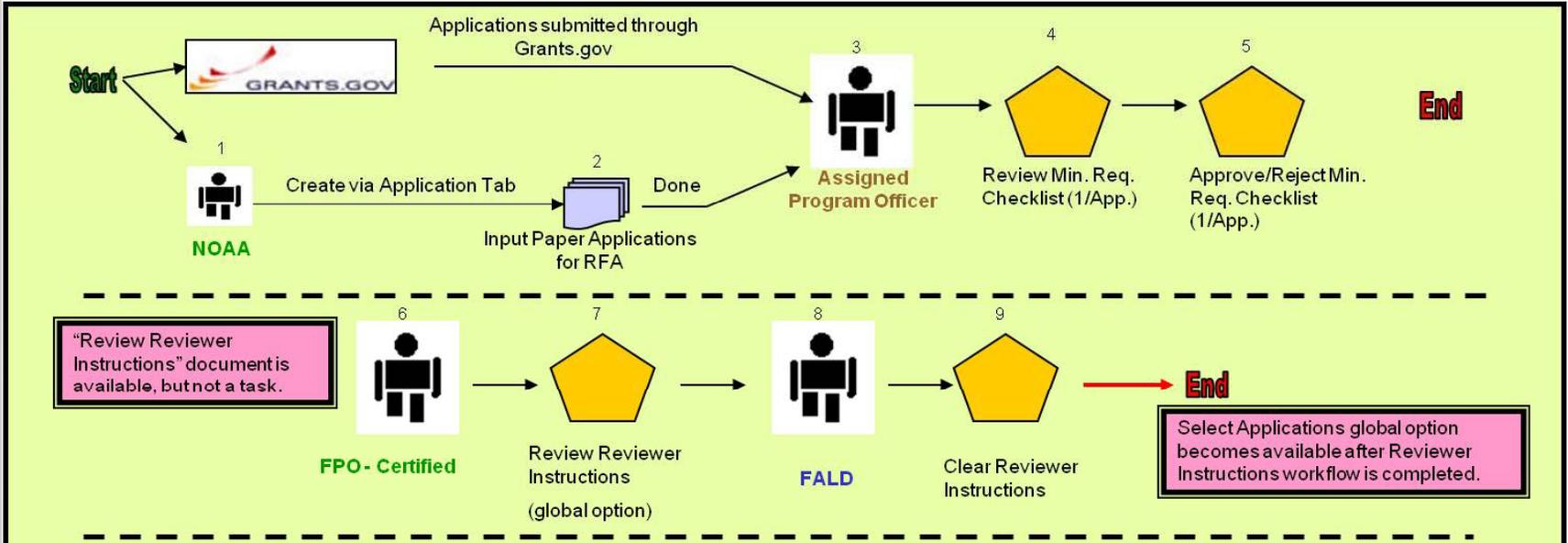
Id: 2199641
Status:

Action:

Your Comments:

Attachments:

Applications and Review Event Overview

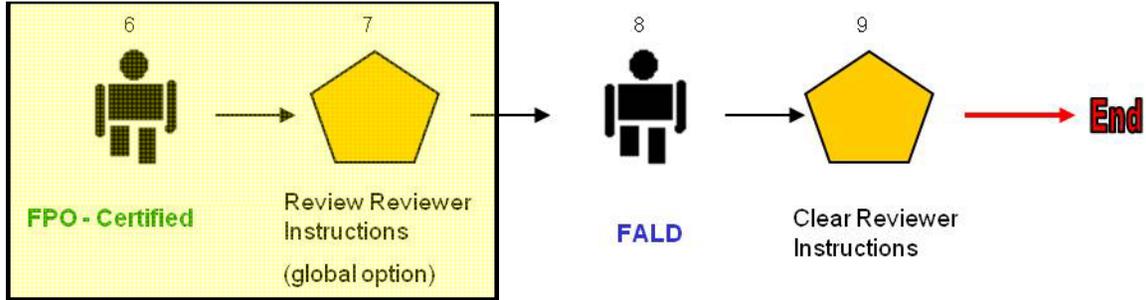


NOTE on REVIEW EVENTS:

Currently (as of Release 4.05) there are NO workflow options available for Review Events (therefore, it is not really necessary to create one). In a future release there will be two types of Review Events available:

- External (done outside of Grants Online – *no workflow*)
- Internal (application reviewers will log into Grants Online – *workflow needed*)

Review Events created before Release 4.05 (1/4/2011) will need to be closed in order to be able to Select Applications.



Sub Documents

Type	ID	Title	Status
Applications Report	2199731	Applications Report	
Selected Applications	2199731	Selected Applications	
Reviewer Instructions	2199731	Reviewer Instructions	

Export options: [Excel](#)

Reviewer Instructions

Id: 2201017

Status:

Action:

Please select an action

Please select an action

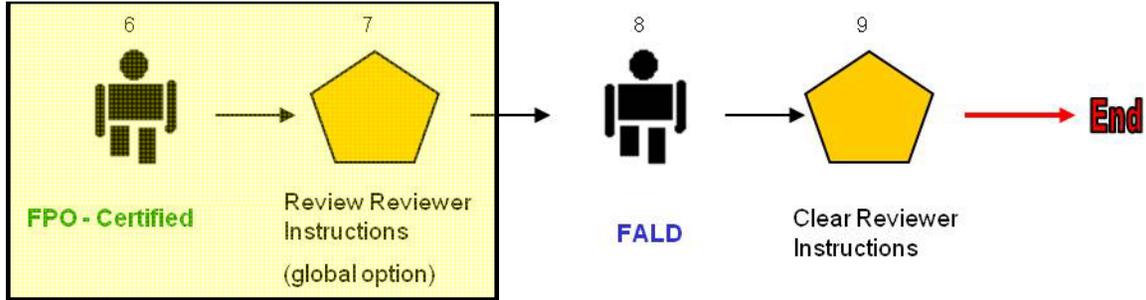
View Reviewer Instructions Details

Your Comments:

Workflow Analysis

Review Instructions must be attached to the Reviewer Instructions document before workflow can be started.
The Reviewer Instructions must be reviewed by FALD before applications can be selected for this external Review Event.

New feature in Release 4.05



Federal Funding Opportunity

Name	Short Description	Created Date
Federal Funding Opportunity	Federal Funding Opportunity Report	03/07/2011

FFO Attachments

Nothing found to display.

Note:

- If there are any NON-Internal Use Only attachments associated with the FFO, they will be provided to the Reviewer instead of the FFO Report and Evaluation Criteria from the FFO Report.
- The Federal Funding Opportunity Report will be provided to the Application Reviewer exactly as shown above in the Federal Funding Opportunity link.

Reviewer Instructions

Attachments:

Name	Short Description	Created Date	Internal Use Only	FALD Reviewed	Logistical	Remove
Test Attachment 1.pdf	Reviewer Instructions for FALD Review	03/07/2011 10:43:54 PM	No	No	No	Remove

Add new Attachment: [\[+\]](#)

Any changes to information on this page should be saved before adding or removing attachments.

Save

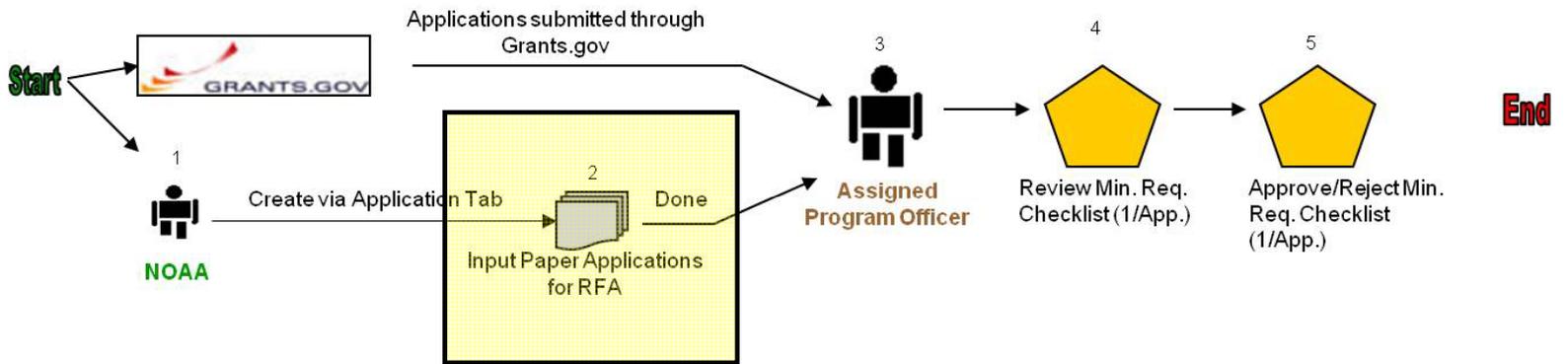
Logistical Reviewer Instructions

Attachments:

No attachments.

Add new Attachment: [\[+\]](#)

Any changes to information on this page should be saved before adding or removing attachments.



Attachments link on Application Details page...

Application Details - SF-424

Audit Trail:

Attachment

[-] Program Office Added Information

Proposal Number: LB Test App 1

Project Type: Construction Non-Construction

Principal Investigators-
Project Directors:

Keyword(s):

Program Element /
Funding Priority: A First Program Element/Funding Priority

Application Submission Type and Date Information

Type of Submission: Application Pre-Application Changed/Corrected Application

Type of Application: New Continuation Revision Renewal Resubmission

If Revision, select appropriate letter(s): -Select a Revision Type-

Use format MM/DD/YYYY for date fields.

Project Start Date: 10/01/2011 Project End Date: 09/30/2015 Submitted On:

State Received Date: Federal Agency Received Date: 02/01/2011 Time: 10:53

Applicant Identifier: State Application Identifier: Federal Identifier:

[+] Application Header

Application Attachments for Review

Action	Filename	Description	Created Date	Internal Use Only
Up Down Remove	Test Attachment 1.pdf	SF-424 Cover	03/03/2011	No
Up Down Remove	Test Attachment 1.pdf	SF-424A	03/03/2011	No
Up Down Remove	Test Attachment 1.pdf	Project Narrative	03/03/2011	No

Export options: [Excel](#)

Add new Attachment for Application Review: [\[+\]](#)

PDF Application Review Report [Guidance](#)

Application Attachments NOT Included in the Application Review

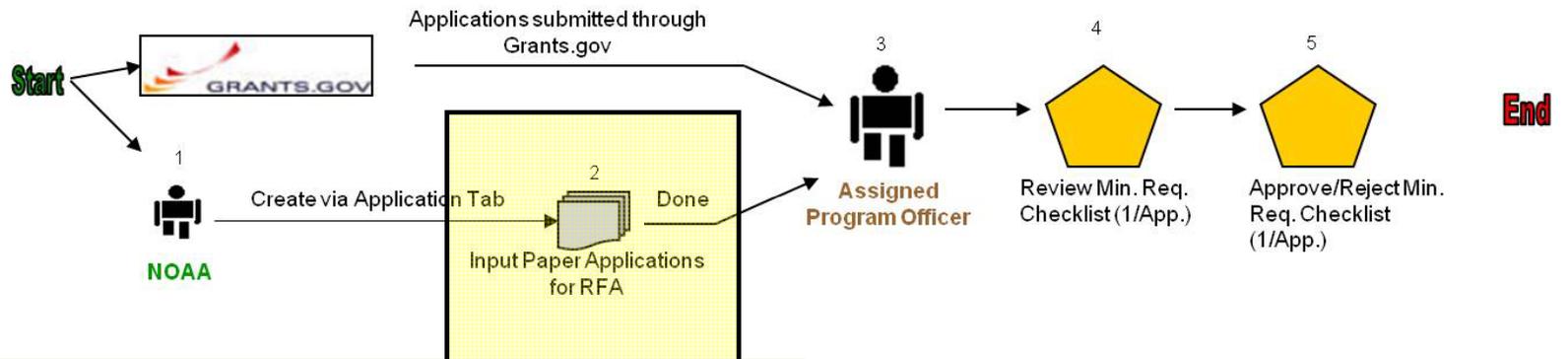
Action	Filename	Description	Created Date	Internal Use Only
Include for Review	Test Attachment 1.pdf	LLL	03/03/2011	No

Export options: [Excel](#)

Add new Attachment NOT to be included in the Application Review: [\[+\]](#)

Return to Application Details

...opens up to a new window with a feature to generate a PDF report for reviewers



Name of Federal Agency:

Applicant Congressional District: Project Congressional District:

Is the Applicant Delinquent on any Federal Debt? Yes No

Is Application Subject to Review by State Executive Order 12372 Process?

a. This application was made available to the State under the Executive Order 12327 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the state for review.

c. Program is not covered by E.O. 12372.

Authorized Representative

Prefix: First Name: Middle Name: Last Name: Suffix:

Title:

Phone Number: Fax Number:

Email:

Application Funding Details: *

Total Funding: *

Multi Year Award:

Nothing found to display.

[Add New](#)

Edit Application Funding Details

Application Total Funding : 500000

Fiscal Year : * 2011
(use format YYYY)

Funding Start Date : * 10/01/2011
(use format MM/DD/YYYY)

Funding End Date : * 09/30/2015
(use format MM/DD/YYYY)

Federal Funding : * 500,000.00

Program Income :

Applicant Funding :

State Funding :

Local Funding :

Other Funding :

Total Funding : \$500,000.00

Total Funding box has been moved to the bottom of the page. System calculates Multi-Year flag.

Application Funding Details: *

Total Funding: *

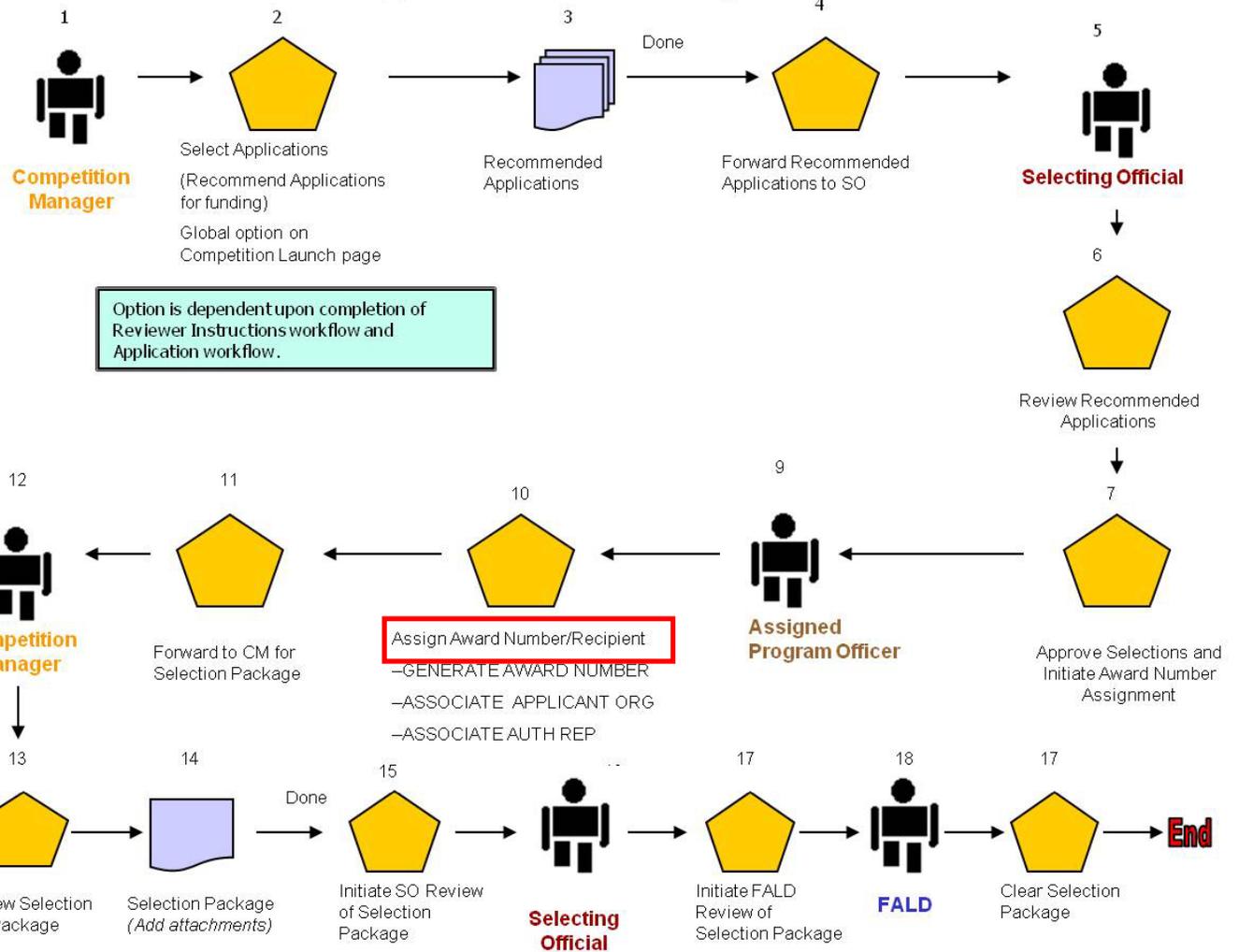
Multi Year Award:

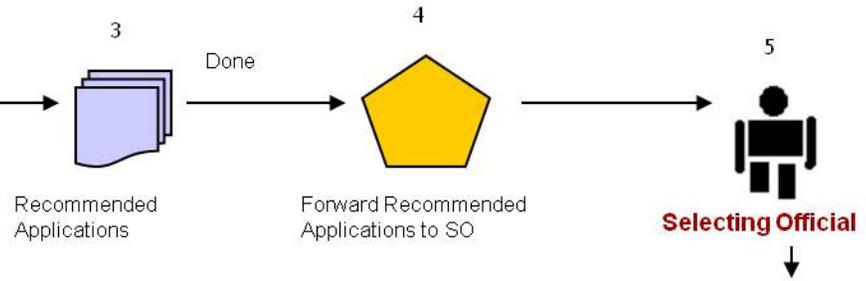
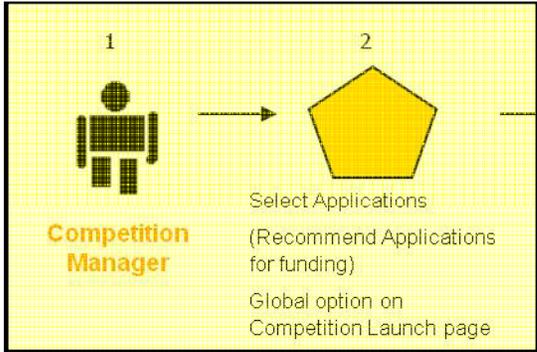
Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2011	10/01/2011	09/30/2015	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00	\$0.00	Edit	Delete

[Add New](#)

Select Applications for Funding Overview

"NOTE: "Select Applications" global option remains available on the Competition Launch page. Each time this option is chosen and additional applications are selected, the entire selection process must be repeated.





Competition

Id: 2201015
Status: CompetitionManagerActions - In Progress

Action: Please select an action Submit

Your Comments: Select Applications
Suspend Select Applications
View Competition Details

Spell Check

Save Comment

Workflow Analysis
 There is an open task for the Competition Manager to select a

Selection comments:

Spell Check

Selection Comments Audit Trail

Save Done

Review Events
 Nothing found to display.

Applications Selected for Funding

Remove	Proposal Number	ID	Applicant	Project Title	Status	Rank Order	Federal Amount Requested: Total	Changed Amount: Total	FALD Reviewed Selection
<input type="checkbox"/>		2200784	icmr2	Test App 2	Review Minimum Requirement Checklist - Complete	1	\$400,000.00		N

Export options: [Excel](#)

Save Done

Applications Not Selected for Funding

Add	Proposal Number	ID	Applicant	Project Title	Status	Rank Order	Federal Amount Requested: Yr 1	Federal Amount Requested: Total	FALD Reviewed Non-Selection
<input type="checkbox"/>		2200784	icmr	Test App 1	Review Minimum Requirements Checklist - Complete	2	\$400,000.00	\$400,000.00	N

Export options: [Excel](#)

Select Applications Screen



Competition

Id: 2201015

Status: SelectingOfficialActions - Not Started

Action:

Please select an action

Submit

Your Comments:

Please select an action

Approve Selections and Initiate Award Number/Recipient Assignments

Return Recommended Applications

Review Recommended Applications

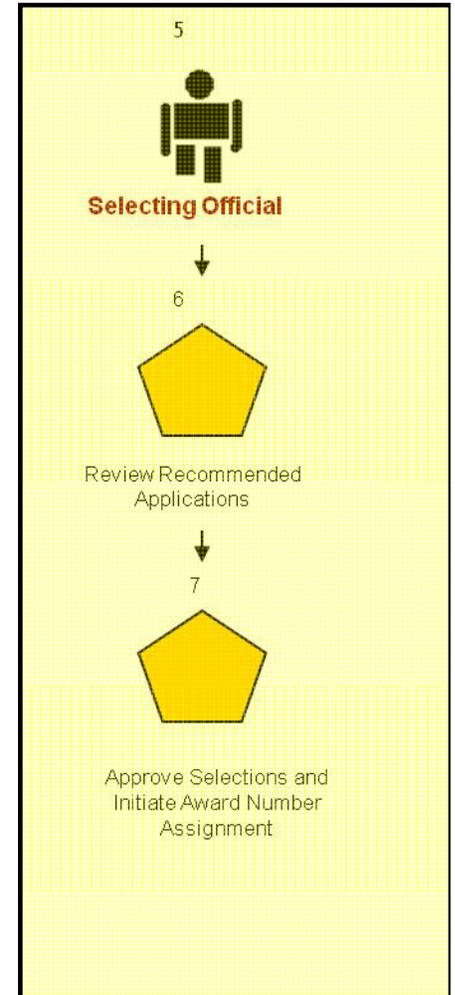
View Competition Details

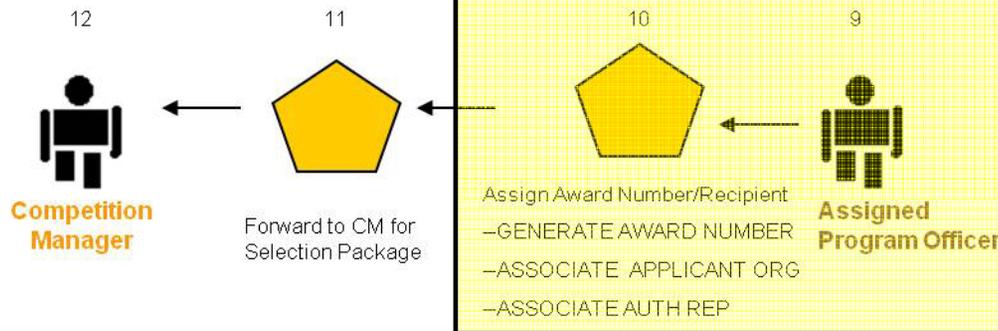
Spell Check

Save Comment

Workflow Analysis

The Selecting Official has an open task to review/approve the recommended applications.





30 items found, displaying all items.1

View	Task Name	Award Number	Task Received Date	Document Type	Project Title	Task Status	Document Id	Task Id	Start Date	Completed Date	Applicant Name	Proposal Number
View	Assign Award Number/Recipient	N/A	02/02/2011	Application	Test/Training App 1 for Release 4.06 Comp RFA	Not Started	2199712	1795321			icmr	LB Test App 1
View	Assign Award Number/Recipient	N/A	01/04/2011	Application	Test App for 4.05 Process Maps	In Progress	2199526	1794572	01/25/2011		Institute for	LB Test App 1

Application Submission Type and Date Information
 Type of Submission: Application Pre-Application Changed/Corrected Application
 Type of Application: New Continuation Revision Renewal Resubmission
 If Revision, select appropriate letter(s): [-Select a Revision Type-]

Use format MM/DD/YYYY for date fields.
 Project Start Date: * 10/01/2011 Project End Date: * 09/30/2015 Submitted Date:
 State Received Date: Federal Agency Received Date: * 02/01/2011 Time: * 05:00 PM Eastern
 Applicant Identifier: State Application Identifier: Federal Identifier:

Applicant Information
 Legal Name: * icmr [Org Lookup](#)
 Department Name:
 Division Name:
 Duns Nu (9 or 10):

Step 1 : Org Lookup - Find organization's record in database or add if necessary

Step 2: Authorized Representative Lookup – Find Auth Rep in database

Step 3: Generate or Associate* award number.
 *Associate award number is only available after org has been selected and if there are other awards in the system for the selected organization.

Multi-Year Flag is Auto Generated

Authorized Representative
 Prefix: None First Name: Middle Name: Last Name: Suffix: None
 Fax Number:

Authorized Representative Lookup

Application Funding Details:
 Total Funding: \$500,000.00
 Multi Year Award: No

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2011	10/01/2011	09/30/2015	\$500,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500,000.00	\$0.00	Edit	Delete

Award Number:
[Generate New Award Number](#)
[Associate with Existing Award](#)

Note: The option to associate this application with an existing award is not available because a recipient organization is not found.

[Save](#) [Save and Return to Main](#) [Cancel](#)

Award Number:
[Generate New Award Number](#)
[Associate with Existing Award](#)

[Save](#) [Save and Return to Main](#) [Cancel](#)

[Guidance \(see Page 4\)](#)

A. Copy of Authorizing Legislation

Nothing found to display.

Add Authorizing Legislation attachment: [\[+\]](#)

B. FRN/FFO

Nothing found to display.

C. Reviewer Instructions

Review Event: Review Event for - LB RFA2 for User Group Screen Shots

Review Basis: Independent Review

Review Order: 1

Review Conducted in Grants Online: No

Filename	Description	Created Date
Test Attachment 1.pdf	Reviewer Instructions for FALD Review	03/07/2011

D. List of Reviewers

Nothing found to display.

Add List of Reviewers attachment: [\[+\]](#)

E. List of Applications Received

Nothing found to display.

[List of Applications Received](#)

Add List of Applications Received attachment: [\[+\]](#)

F. All Rejected Applications and Reasons for Rejection

Nothing found to display.

[Non-Selected Applications Report](#)

Add All Rejected Applications and Reasons for Rejection attachment: [\[+\]](#)

G. Rank Order of Applications

Nothing found to display.

[Rank Order Report](#)

Add Rank Order of Applications attachment: [\[+\]](#)

Selection Package Screen

H. Completed Reviewer's Score/Evaluations

Nothing found to display.

Add Completed Reviewer's Score/Evaluations attachment: [\[+\]](#)

I. Selection Choices

Nothing found to display.

[Selection Choices Report](#)

Add Selection Choices attachment: [\[+\]](#)

J. FALD Comments

Nothing found to display.

Add FALD Comments attachment: [\[+\]](#)

K. Identification of the Selecting Official

Name:

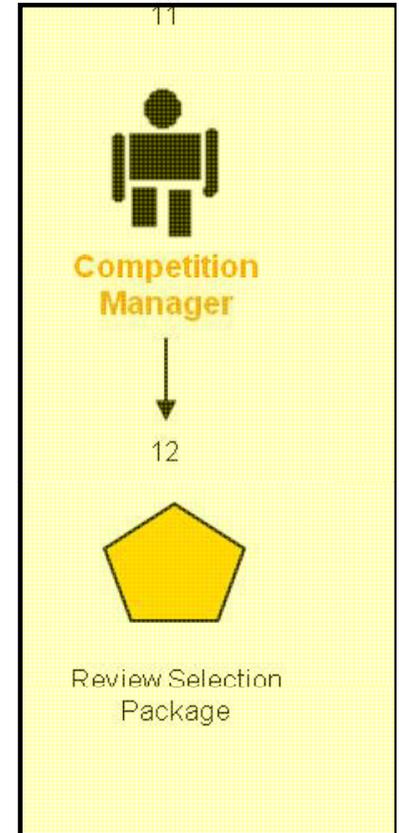
Email:

Title:

Telephone:

Note: If the Selecting Official identified in the workflow is not the actual Selecting Official, insert the information for the correct Selecting Official here.

Selecting Official Name is defaulted to user but can be changed to name of actual Selecting Official if necessary.



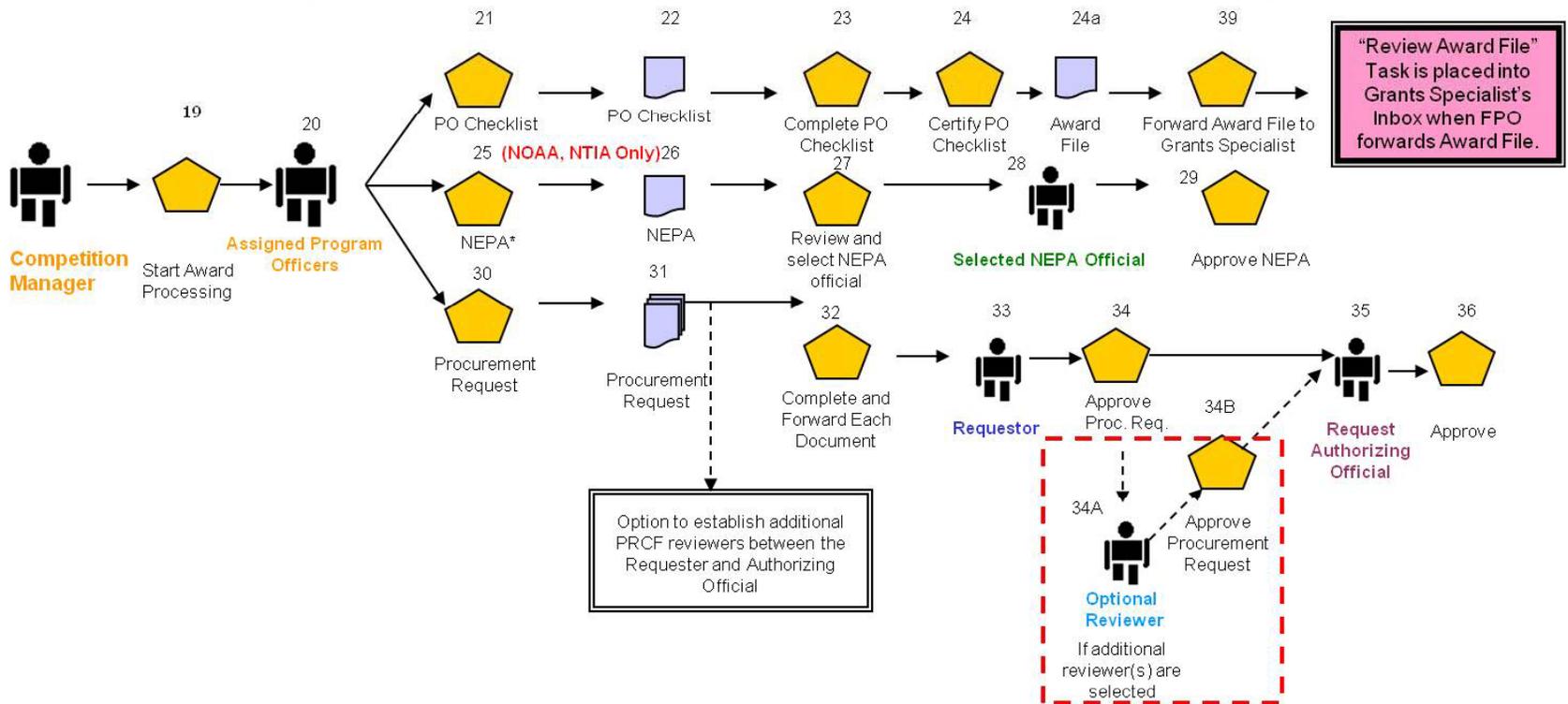
Start Award Processing Overview

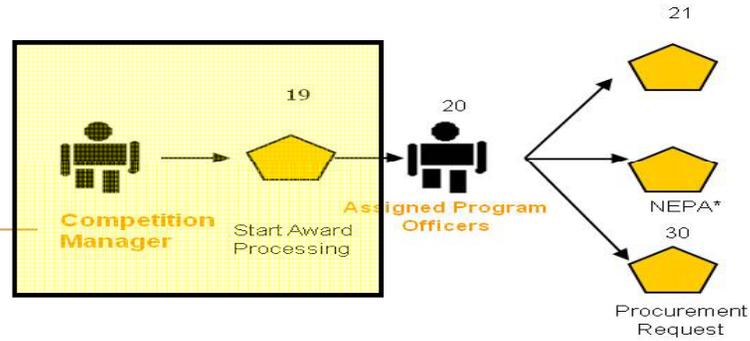
Once the PO Checklist has been completed and certified (Steps 23 and 24), the system will generate the "Forward/ Revise Award File" task, which allows the Program Officer to forward the Award File to the Grants Specialist in GMD.

NOTE: DO NOT Forward Award File to GMD if NEPA* or Procurement Request have not been approved by their Authorizing Officials.

*** For NOAA and NTIA the NEPA process is required. For other bureaus the NEPA process is not available.**

If needed, you can renegotiate to make any changes before forwarding the Award File to GMD (See separate "Renegotiation" Process Map).





Selection Package

Id: 2201022
Status: CompetitionManagerActions - Not Started

Action:

Your Comments:
 Initiate Selecting Official Review of Selection Package
 Review Selection Package
 Select Additional Applications (Initial Selection is Complete)
 Start Award Processing

Workflow Analysis

There are 3 applications in the Selection Package that have been reviewed by FALD and for which Award Processing has not started. To start the processing of these awards, choose the option to Start Award Processing.

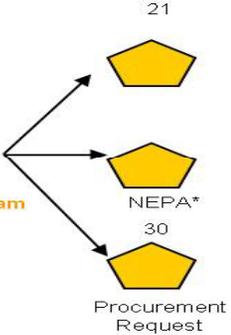
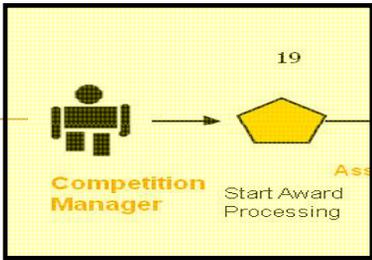
The Selection Package is in the Competition Manager's inbox.

▼ **Workflow History**

Name	Date Assigned	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Selection Package	03/08/2011 08:53:25 AM	03/08/2011 08:54:02 AM	03/08/2011 08:54:02 AM	Edward Sharp	FALD	NoLegalObjection	Complete	
Selecting Official Review Selection Package	03/08/2011 08:52:48 AM	03/08/2011 08:53:25 AM	03/08/2011 08:53:25 AM	Internal Reviewer	SelectingOfficial	InitiateFALDReview	Complete	
Competition Manager Review Selection Package	03/08/2011 08:21:44 AM	03/08/2011 08:27:11 AM	03/08/2011 08:52:48 AM	Grants Student	CompetitionManager	InitiateSORreview	Complete	

Export options: [Excel](#)

Start Award Processing Screen



Selection comments:
No selection comments.

Selection Comments Audit Trail:

Cancel

Award Processing Started

Proposal Number	Award Number	ID	Applicant	Project Title	Funding Priority	Status	Rank Order	Federal Amount Requested: Total	Changed Amount: Total
User Group App 2	NA11GOT9990089	2201020	Institute for Community Managed Resources (ICMR)	LB Test App 2 for User Group Demo	B	Award File in Progress - at Program Office - initial processing	1	\$500,000.00	

Export options: [Excel](#)

Cancel

Applications Available for Award Processing

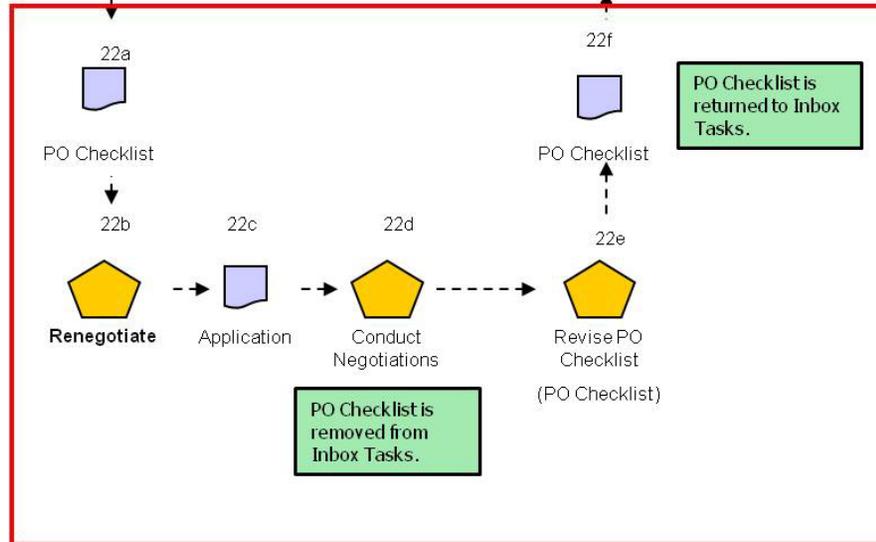
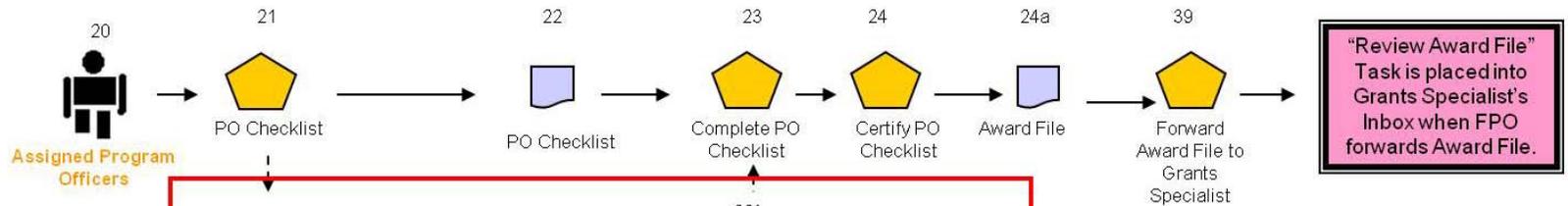
Start Award Processing	Proposal Number	Award Number	ID	Applicant	Project Title	Funding Priority	Status	Rank Order	Federal Amount Requested: Total	Changed Amount: Total
<input type="checkbox"/>	User Group App 3	NA11GOT9990088	2201021	Institute for Community Managed Resources (ICMR)	LB Test App 3 for User Group Demo	A	Available to start award processing.	2	\$500,000.00	\$ <input type="text"/>
<input type="checkbox"/>	User Group App 1	NA11GOT9990090	2201019	Institute for Community Managed Resources (ICMR)	LB Test App 1 for User Group Demo w/ Attachments		Available to start award processing.	3	\$500,000.00	\$ <input type="text"/>

Export options: [Excel](#)

Save **Cancel**

Renegotiation Overview

TOP ROW (Steps 20–39) - Normal "Happy" Path from Competitive Process Map



RED BOX (Steps 22a-22f) - Renegotiation Path

** Note that the PO Checklist does not need to be "Certified" in order to Renegotiate.*



Renegotiate Step 1

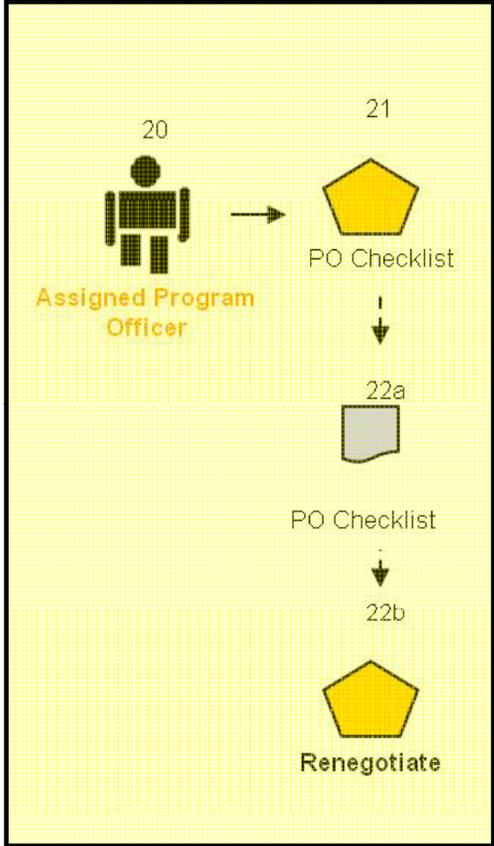
PO Checklist Screen – Renegotiate Option...

PO Checklist - NA11GOT9990089

Id: 2201026
Status: ProgramOfficerActions - Not Started

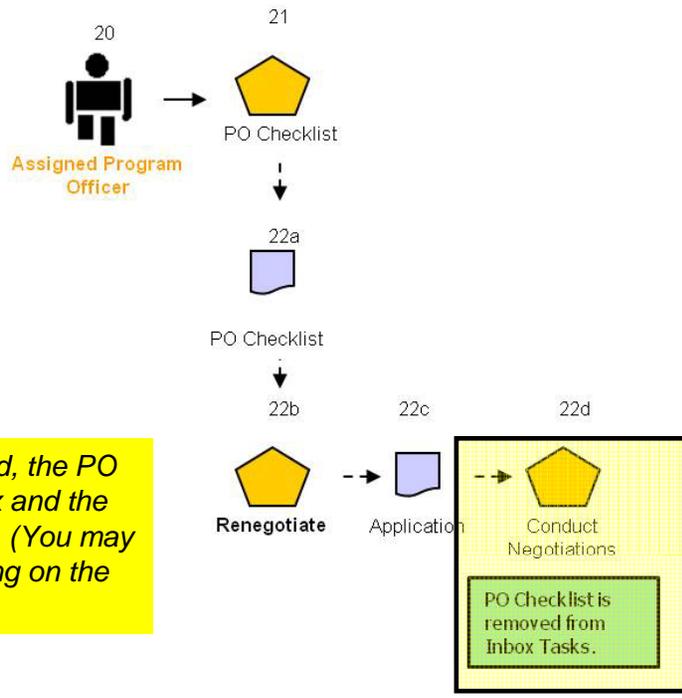
Action:

Your Comments:



...available before Certifying the PO Checklist

Renegotiate Step 2



After "Renegotiate" option is selected, the PO Checklist is removed from the inbox and the "Conduct Negotiations" task appears. (You may need to refresh your inbox by clicking on the "Task" link or breadcrumb.)

Your Tasks

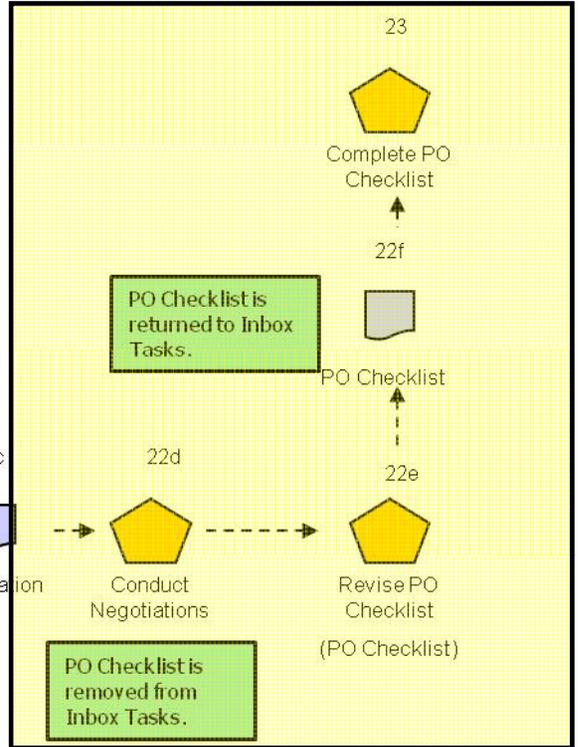
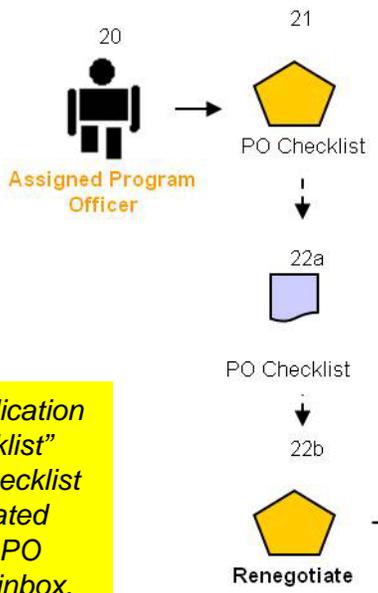
Document Type: All Status: Open Apply Filter >>

6 items found, displaying all items. 1

	Task Name	Award Number	Document Type	Project Title	Task Status	Task Received Date	Document Id	Completed Date	Applicant Name	Proposal Number	RFA Name	Task Id
View	Conduct Negotiations	NA11GOT9990089	Application	LB Test App 2 for User Group Demo	Not Started	03/08/2011	2201020		Institute for Community Managed Resources (ICMR)	User Group App 2	LB RFA2 for User Group Screen Shots	1802159

Renegotiate Step 3

Once the changes are made to the Application Details screen, the "Revise PO Checklist" option will take user back to the PO Checklist to continue editing based on the updated information on the application. The PO Checklist task is returned to the user's inbox.



Application - NA11GOT9990089

Id: 2201020
Status: ProgramOfficerActions - In Progress

Action: Revise PO Checklist Submit

Your Comments: Please select an action
Conduct Negotiations
Forward/Revise Award File
Reassign
Reject
Revise NEPA Document
Revise PO Checklist
Withdraw k

Save Comment

PO Checklist - NA11GOT9990089

Id: 2201026
Status: ProgramOfficerActions - In Progress

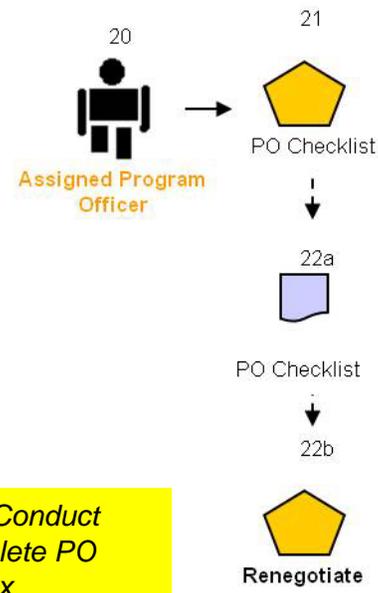
Action: Please select an action Submit

Your Comments: Please select an action
Complete PO Checklist
Reassign Award File
Renegotiate

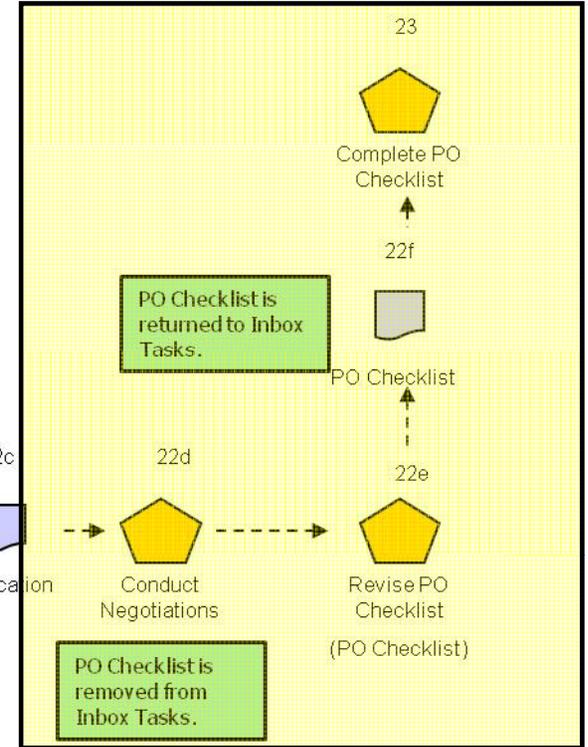
Save Comment

Spell Check

Renegotiate Step 4



The user will now have both a "Conduct Negotiations" task and a "Complete PO Checklist" task in the Inbox.

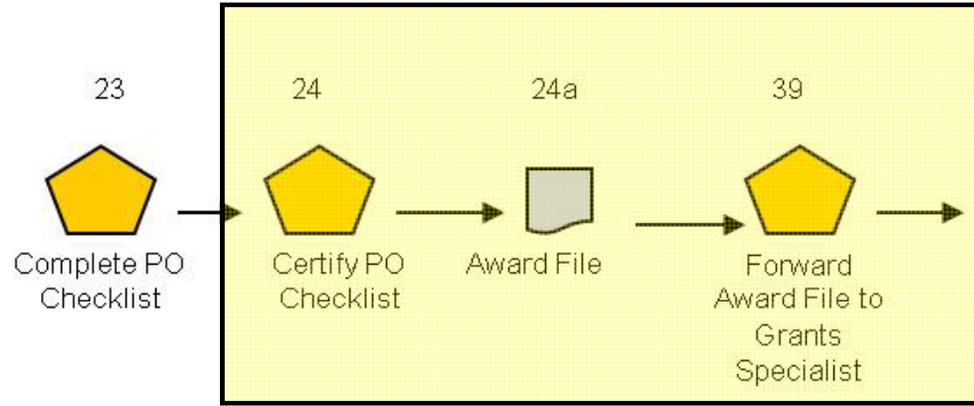


Your Tasks

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

7 items found, displaying all items.1

View	Task Name	Award Number	Document Type	Project Title	Task Status	Task Received Date	Document Id	Completed Date	Applicant Name	Proposal Number	RFA Name	Task Id
View	Complete PO Checklist	NA11GOT9990089	PO Checklist	LB Test App 2 for User Group Demo	In Progress	03/08/2011	2201026		Institute for Community Managed Resources (ICMR)	User Group App 2	LB RFA2 for User Group Screen Shots	1802160
View	Conduct Negotiations	NA11GOT9990089	Application	LB Test App 2 for User Group Demo	In Progress	03/08/2011	2201020		Institute for Community Managed Resources (ICMR)	User Group App 2	LB RFA2 for User Group Screen Shots	1802159



Renegotiate Step 5

After the PO Checklist is certified, it will be removed from the Inbox Tasks and there will be a new task to "Forward/Revise Award File". The Conduct Negotiations task remains in the inbox but should go away when the Award File is forwarded to the Grants Specialist. If it does not, click on the "Forward/Revise Award File" option to close out the task.

Your Tasks

Complete PO Checklist - Certify PO Checklist is complete.

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

6 items found, displaying all items.1

View	Task Name	Award Number	Document Type	Project Title	Task Status
View	Conduct Negotiations	NA11GOT9990089	Application	LB Test App 2 for User Group Demo	In Progress

Your Tasks

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

7 items found, displaying all items.1

View	Task Name	Award Number	Document Type	Project Title	Task Status	Task Received Date	Docu Id
View	Forward/Revise Award File	NA11GOT9990089	Award File	LB Test App 2 for User Group Demo	Not Started	03/08/2011	2201
View	Conduct Negotiations	NA11GOT9990089	Application	LB Test App 2 for User Group Demo	In Progress	03/08/2011	2201



Q & A



From 3/10/2011 Meeting

Q: *Can you search for applications using the Principle Investigator/Project Director names entered on the Application Details screen.*

A: YES – there is a field on the “Search Applications” screen to enter the “PI-PD” as one of the search criteria.

Q: Does the feature to select all application at once to “Start Award Processing” work if there is more than one application?

A: YES – even though this feature does not work if there is only one application, it does indeed work when there is more than one application to be selected for processing.