Grants Management Division Manual

Amendments and Award Action Requests

Prepared by BearingPoint, Inc.
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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
Text in Bold; Click Done
Text in Italics; FFO Details screen appears.
Text in Bold Italics; Name
Text in All Caps; LOGIN

What it means.
Indicates a command.
Indicates a screen.
Indicates data to be entered into a field.
Indicates a field name.

Notes and Warnings
Notes and Warnings are used to indicate 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.
This page intentionally left blank.
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 policies to process the grants and to ensure the awarding of the grant was given to the most qualified applicant for a competitive Award, and for qualified designated applicants of non-competitive Awards.

As part of NOAA’s 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 its mission goals.

Grants Online is designed to answer several issues that occur during the Award process including:

- Reducing or eliminating paper forms for application.
- Providing an interface with Grants.gov to ensure applicants can apply for grants electronically.
- Reducing the processing time by incorporating workflows between Federal Program Officers (FPO), Grants Management Division (GMD), Financial Assistance Legal Division (FALD), and Grantees.
- Serving the NOAA community in its efforts to meet mission goals more effectively.

Audience
This manual is developed for the Grants Management Division staff. This guide provides the user with step by step directions for completing the following actions in Grants Online:

- Amendments
- Award Action Requests

This guide does not teach policy or business procedures for the Grants Management Division.

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. Login IDs 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.
This page intentionally left blank.
Getting Started

Overview

When you use 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 with navigation and appropriate system use. 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

The Getting Started module will review the following objectives:

- Accessing and logging into Grants Online
- Obtaining your password
- Logging into Grants Online

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 to open Internet Explorer.
2. Enter the following URL information in the 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 at 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 enter 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.

**Note:** If you click on the Grants Online Training link you can view and download training material including training manuals, quick reference guides, and online webinars.
Logging in to Grants Online

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

Overview

In special cases where the list of Award Action Requests are not applicable, Grants Specialists and Grants Officers have the capability of initiating an Amendment as necessary on Awards. In such cases, the Help Desk should be contacted to provide guidance. Once the Grants Officer or Grants Specialist completes the Amendment, a task for review is sent to the Program Officer. Once the Program Officer reviews the Amendment, it will be sent back to the Grants Specialist. The Grants Specialist in turn, submits it to the Grants Officer for review and approval.

Module Objectives

The module will review the following objectives:

- Completing an Amendment in Grants Online.

Creating an Amendment

1. Select the Award tab.
2. Select the Search link.
3. Search for the Award by entering either of the following criteria:
   - APPLICANT NAME
   - AWARD NUMBER

   After you have entered the search criteria, select Submit.

4. The Award is displayed in the search results. Select the Create Amendment link from the Amendments column.
5. The following screen is the Amendment to Financial Assistance Award and includes the following:

- CFDA NUMBER
- GRANT TYPE
- AWARD NUMBER
- AMENDMENT NUMBER
- RECIPIENT NAME
- STREET ADDRESS

**AMENDMENT START AND END DATES** Please note that Amendment Start and End Dates are not part of the official CD-451. They are for internal reporting purposes only and cannot be used to extend the Award. A no-cost extension must be created to actually extend the Award period.

**PROJECT TITLE** and **PROJECT DESCRIPTION**

To enter the reason for the Amendment, select the **Enter Reasons** link. You may also enter Special Award Conditions by selecting the **Special Award Conditions** link. The **Line Budget** link and the **Other** link are also listed at the bottom of the page. Please note, in the **Costs** section, the manual override button is greyed out for non-funded Amendments.
Reason(s) for Amendment

1. To enter a reason(s) for the Amendment, select the link entitled **Enter Reasons** in **Reason(s) for Amendment** section from the Amendment to Financial Assistance Award page (see step 5, page 7). Selecting this link will bring you to the **Enter Reason** screen. You may enter a reason(s) by either entering the reasons in the text field or by selecting the **Reason Template Language** link.

2. Upon selecting the **Reason Template Language** link, the **Template Language** screen is displayed. Place a check in the checkbox in front of the language you would like to include as a reason, followed by the **Save** button.
3. The Enter Reason screen is displayed and now includes the language selected from the Template Language screen. Please note, you can modify and edit the text in the Enter Reason text box. Select the Save button to save the reason(s) and return to the Amendment to Financial Assistance Award page.
**Special Award Conditions**

1. To add a Special Award Condition (SAC), select the link entitled **Special Award Conditions** from the Amendment to Financial Assistance Award page (see step 5, page 7).

2. The **Special Award Conditions** page is displayed. Select the **Create from Scratch** link to create a Special Award Condition (SAC) from scratch. Available SACs are listed under **Available Special Award Conditions**. Special Award Conditions that are associated with this Award are listed under **Associated Special Award Conditions**.
3. Upon selecting the **Create from Scratch** link, the **Special Award Conditions Details** page is displayed. In the **NAME** field, enter the name of the SAC and in the **DESCRIPTION** field, enter a description of the SAC. To save the SAC, select **Save** followed by **Done**.

4. To view an available SAC, in the **Available Special Award Conditions** section select the name of the SAC from the first column. To select the available SAC, select the **Template** link from the **Options** column for the SAC you would like to add.
5. Upon selecting the name of the SAC, the Special Award Condition Details page is displayed and includes the details of the selected SAC. Select Cancel to return to the Special Award Conditions page.

6. Upon selecting the Template link, the following page lists the NAME of the SAC, as well as the details and is editable. To save changes, select Save followed by Cancel.
7. The Special Award Conditions page is displayed. The selected SAC is now listed under Pending Special Award Conditions. Select the Edit or Remove link if you would like to edit or delete the SAC. Select Save Amendment and Return to save your changes and return to Amendment to Financial Assistance Award page.
**CD-451 Report**

1. Upon selecting the **CD-451** button at the bottom of the *Amendment to Financial Assistance Award* page (see step 5, page 7), an Adobe Acrobat file opens in a separate window displaying the CD-451. You may save and/or print the report using the save or print icons. The CD-451 is the Department of Commerce Amendment to an existing Award.

   ![CD-451 Report Image](image)

**SAC Report**

1. Upon selecting the **SAC Report** button at the bottom of the *Amendment to Financial Assistance Award* page (see step 5, page 7), an Adobe Acrobat file opens in a separate window, displaying the Special Award Condition Report. You may save and/or print the report using the save or print icons.

   ![SAC Report Image](image)
Submitting the Amendment

1. Once you have verified and entered the necessary information, select **Save** followed by **Save and Return to Main**.

**Review Amendment task: Grants Specialist**

When the Grants Specialist completes an Amendment, upon submission of the Amendment the **Review Amendment** task is sent to the Grants Specialist.

1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the **View** link for the **Review Amendment** task.
4. The task launch page is displayed. From the action drop down menu, Grant Specialists can select from the following options:

- **Edit Special Award Conditions**
- **Forward to CAMS First Approver**
- **Forward to FALD for Review**
- **Forward to Grants Officer for Review**
- **Forward to Program Officer for Review**
- **Reject**
- **View Amendment Details**
View Amendment Details

1. Select View Amendment Details from the Review Amendment task action drop down menu, followed by the Submit button. This option allows you to view the Amendment details, which include the CD-451. To view the previous workflow history and comments, select the link entitled View previous workflow history and comments. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.
2. Upon selecting the option to **View Amendment Details**, the *Amendment to Financial Assistance Award* page is displayed and includes the following:

- CFDA NUMBER
- GRANT TYPE
- AWARD NUMBER
- AMENDMENT NUMBER
- RECIPIENT NAME
- STREET ADDRESS

**AMENDMENT START AND END DATES**

Please note the Amendment Start and End Dates are not part of the official CD-451. They are for internal reporting purposes only and cannot be used to extend the Award. A no-cost extension must be created to actually extend the Award period.

**PROJECT TITLE** and **PROJECT DESCRIPTION**

Please review the Completing Amendments section (page 6) for the details on each section of the *Amendment to Financial Assistance Award* page.
1. From the Review Amendment task action drop down menu, select Edit Special Award Conditions followed by Submit. This option allows you to view/edit the Special Award Conditions (SACs). To view the previous workflow history and comments, select the link entitled View previous workflow history and comments. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

2. The Special Award Conditions page is displayed. Select the Create from Scratch link to create a SAC from scratch. Available SACs are listed under Available Special Award Conditions. SACs that are pending approval are listed under Pending Special Award Conditions.
3. Upon selecting the **Create from Scratch** link, the **Special Award Condition Details** page is displayed. In the **NAME** field, enter the name of the SAC and in the **DESCRIPTION** field, enter a description of the SAC. To save the SAC, select **Save** followed by **Done**.

![Special Award Condition Details](image)

4. To view an available SAC, in the **Available Special Award Conditions** section, select the name of the SAC from the first column. To select the available SAC, select the **Template** link from the **Options** column for the SAC you would like to add.

![Available Special Award Conditions Table](image)
5. Upon selecting the name of the SAC, the Special Award Condition Details page is displayed and includes the details of the selected SAC. Select **Cancel** to return to the Special Award Conditions page.

6. Upon selecting the **Template** link (see step 4, page 20), the following page lists the Name of the Special Award Condition, as well as the details and is editable. To save changes, select **Save** followed by **Cancel**.
7. The Special Award Conditions page is displayed. The selected SAC is now listed under Pending Special Award Conditions. Select the Edit or Remove link if you would like to edit or delete the SAC. Select Save Amendment and Return to save your changes and return to the task launch page.

Forward to CAMS First Approver

1. From the Review Amendment task action drop down menu, select Forward to CAMS First Approver followed by Submit. This option allows you to forward the Amendment to the CAMS First Approver. To view the previous workflow history and comments, select the link entitled View previous workflow history and comments. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.
2. After completing the task the following screen is the Inbox Tasks screen. The following note is displayed across the top of the screen:

- Task “Review Amendment – Forward to CAMS First Approver” is complete.

Please note, a task to review the Amendment is sent to the CAMS first approver, removing the Review Amendment task from the inbox of the Grants Specialist.

Forward to FALD for Review

1. From the Review Amendment task action drop down menu, select the option to Forward to FALD followed by the Submit button. This option allows you to forward the Amendment to FALD for review. To view the previous workflow history and comments, select the link entitled View previous workflow history and comments. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.
2. After completing the task the following screen is the **Inbox Tasks** screen. The following note is displayed across the top of the screen:

   - Task “Review Amendment File – Forward to FALD” is complete.

Please note, a task to review the Amendment is sent to FALD removing the **Review Amendment** task from the inbox of the Grants Specialist.

### Forward to Program Officer for Review

1. From the **Review Amendment** task action drop down menu, select the option to **Forward to Program Officer for Review** followed by the **Submit** button. This option allows you to forward the Amendment to the Program Officer for review. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the **COMMENT** field before submitting the action.
2. After completing the task the following screen is the Inbox Tasks screen. The following note is displayed across the top of the screen:

- Task “Review Amendment File – Forward to Program Officer” is complete.

Please note, a task to review the Amendment is sent to the Program Officer removing the Review Amendment task from the inbox of the Grants Specialist.

![Inbox Tasks Screen](image1)

### Rejecting an Amendment

1. From the Review Amendment task action drop down menu, select the Reject option followed by the Submit button. This option allows you to reject the Amendment. To view the previous workflow history and comments, select the link entitled View previous workflow history and comments. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

![Amendment Screen](image2)
2. The following screen is the **Reject Award File** screen. In the comment field, please explain the reason(s) for rejecting the Amendment. After entering the explanation, select the **Done** button.

3. The following screen is the **Amendment** page. Please note, upon rejecting an Amendment file, the STATUS indicates the Grants Specialist completed the task and rejected the Amendment. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. Please note, in the **Associated Documents** section, the Award file for the Amendment is listed as **Award File Rejected**. The status is listed as **Rejected** as well.
Forward to Grants Officer

1. From the Review Amendment task action drop down menu, select Forward to Grants Officer for Review followed by the Submit button. This option allows you to forward the Amendment to the Grants Officer for review and approval. To view the previous workflow history and comments, select the link entitled View previous workflow history and comments. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

2. After completing the task the following screen is the Inbox Tasks screen. The following note is displayed across the top of the screen:
   - Task “Review Amendment File – Forward to Grants Officer” is complete.

   Please note, a task to review the Amendment is sent to the Grants Officer removing the Review Amendment task from the inbox of the Grants Specialist.
Review Amendment task: Grants Officer

Once the Grants Specialist forwards the Amendment to the Grants Officer or if the Grants Officer creates the Amendment, the Review Amendment task is sent to the Grants Officer.

1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the **View** link for the **Review Amendment** task.

4. The task launch page is displayed. From the action drop down menu, Grant Specialists can select from the following options:
   - **Approve**
   - **Edit Special Award Conditions**
   - **Reject**
   - **Return to Grants Specialist**
   - **View Amendment Details**
View Amendment Details

1. Select **View Amendment Details** from the **Review Amendment** task action drop down menu, followed by the **Submit** button. This option allows you to view the Amendment details, which include the CD-451. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the **COMMENT** field before submitting the action.
2. Upon selecting the option to View Amendment Details, the Amendment to Financial Assistance Award page is displayed and includes the following:

- CFDA NUMBER
- GRANT TYPE
- AWARD NUMBER
- AMENDMENT NUMBER
- RECIPIENT NAME
- STREET ADDRESS
- AMENDMENT START AND END DATES Please note the Amendment Start and End Dates are not part of the official CD-451. They are for internal reporting purposes only and cannot be used to extend the Award. A no-cost extension must be created to actually extend the Award period.
- PROJECT TITLE and PROJECT DESCRIPTION

Please review the Completing Amendments section (page 6) for the details on each section of the Amendment to Financial Assistance Award page.
### Edit Special Award Conditions

1. From the Review Amendment task action drop down menu, select **Edit Special Award Conditions** followed by **Submit**. This option allows you to view/edit the SACs. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

2. The **Special Award Conditions** page is displayed. Select the **Create from Scratch** link to create a SAC from scratch. Available SACs are listed under **Available Special Award Conditions**. SACs that are pending approval are listed under **Pending Special Award Conditions**.
3. Upon selecting the **Create from Scratch** link, the **Special Award Condition Details** page is displayed. In the **NAME** field, enter the name of the SAC and in the **DESCRIPTION** field, enter a description of the SAC. To save the SAC, select **Save** followed by **Done**.

4. To view an available SAC, in the **Available Special Award Conditions** section, select the name of the SAC from the first column. To select the available SAC, select the **Template** link from the **Options** column for the SAC you would like to add.
5. Upon selecting the name of the SAC, the Special Award Condition Details page is displayed and includes the details of the selected SAC. Select **Cancel** to return to the Special Award Conditions page.

6. Upon selecting the **Template** link, the following page lists the **Name** of the Special Award Condition, as well as the details and is editable. To save changes, select **Save** followed by **Cancel**.
7. The **Special Award Conditions** page is displayed. The selected SAC is now listed under **Pending Special Award Conditions**. Select the **Edit** or **Remove** link if you would like to edit or delete the SAC. Select **Save Amendment and Return** to save your changes and return to the task launch page.

Return to Grants Specialist

1. From the **Review Amendment** task action drop down menu, select **Return to Grants Specialist** followed by **Submit**. This option allows you to send the Amendment to the Grants Specialist. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.
2. After completing the task the following screen is the Inbox Tasks screen. The following note is displayed across the top of the screen:

- Task “Review Amendment File – Forward to Grants Specialist” is complete.

Please note, a task to review the Amendment is sent to the Grants Specialist removing the Review Amendment task from the inbox of the Grants Officer.

Rejecting an Amendment

1. From the Review Amendment task action drop down menu, select the Reject option followed by the Submit button. This option allows you to reject the Amendment. To view the previous workflow history and comments, select the link entitled View previous workflow history and comments. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.
2. The following screen is the *Reject Award File* screen. In the comment field, please explain the reason(s) for rejecting the Amendment. After entering the explanation, select the **Done** button.

![Reject Award File Screen](image1)

3. The following screen is the *Amendment* page. Please note, upon rejecting an Amendment, the STATUS indicates the Grants Specialist completed the task and rejected the Amendment. To view the previous workflow history and comments, select the link entitled *View previous workflow history and comments*. Please note, in the *Associated Documents* section, the Award file for the Amendment is listed as *Award File Rejected*. The status is listed as *Rejected* as well.

![Amendment Page](image2)
Approving an Amendment

1. From the Review Amendment task action drop down menu, select the Approve option followed by the Submit button. This option allows you to approve the Amendment. To view the previous workflow history and comments, select the link entitled View previous workflow history and comments. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.

2. After completing the task the following screen is the Inbox Tasks screen. The following note is displayed across the top of the screen:
   - Task “Review Amendment – Approve” is complete.
   This action completes the Review Amendment task.
Overview

In this section, you will learn how to process an award action request in Grants Online.

Objectives

The processing Award action requests section will review the following objectives:

- Processing Award Action Requests via the Award Tab

Award Action Requests

During the post Award phase there are times, when you will request an action on the Award. This section details the steps form completing an Award Action Request. The process for completing Award Action Requests is very similar but certain Award Action Requests create Award Files and Amendments in Grants Online and others do not. The chart below lists the Award Action Requests that create Award Files and Amendments in Grants Online as well as those that do not.

<table>
<thead>
<tr>
<th>Award Action Request</th>
<th>Sent to Program Officer, Grant Specialist, and Grants Officer for Approval</th>
<th>Accepted by Authorized Representative after it has been approved</th>
<th>Creates an Award file and Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Cost Extension - Without Invocation of Expanded Authority</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Change in Scope</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Transfer of Award</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Other</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Sub award, transfer or contracting out of any work under the award if not described in the approved application</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Nongrant or Rebudget</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Extension to Close Out</td>
<td>This Request is sent to the Grant Specialist, Grants Officer, and CAMS for approval. It is NOT sent to the Program Officer.</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Change in Principal Investigator</td>
<td>Yes</td>
<td>No*</td>
<td>No</td>
</tr>
<tr>
<td>Change in Institution Name</td>
<td>Yes</td>
<td>No*</td>
<td>No</td>
</tr>
<tr>
<td>Change in Key Person Specified in the Application</td>
<td>Yes</td>
<td>No*</td>
<td>No</td>
</tr>
<tr>
<td>Satisfied Special Award Conditions</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Transfer of Funds allotted for training to other categories of expenses</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Pre-Award Cost</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Equipment Purchase</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Foreign Travel</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Sole Source Contract</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Absence of more than 3 months or 25% by project director or PI</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Inclusion of cost that requires prior approval based on cost principles</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>No Cost Extension Invocation of Expanded Authorities</td>
<td>This request is sent only to CAMS</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

* - After the Grants Officer approves the Award Action Request a task is sent to the Recipient System Administrator to update the change in Grants Online.
1. Select the **Award** Tab.
2. Select the **Search** link.
3. Search for the Award by entering either of the following criteria:
   - APPLICANT NAME
   - AWARD NUMBER
   After you have entered the search criteria, select **Submit**.
4. The Award is displayed in the search results. From the search results click on the **Create Award Action** link listed in the **Award Action Request** column.
5. Click on the link of the Award Action Request you wish to initiate (they all have a similar process). Please note that the list displays all the possible Award Action Requests that can be created for the Award. Therefore, when completing the Award Action Request and selecting the Save and Submit action on any of the subsequent pages initiates workflow.

For the purposes of the manual, we will select No Cost Extension – Without Invocation of Expanded Authority.

6. Enter the extension date and provide the justification in the JUSTIFICATION field. Select Save to capture the changes.
7. The **Attach Files** link is now displayed on the screen. To complete a No-Cost Extension – Without Invocation of Expanded Authority, the budget of remaining funds must be uploaded and attached. Select the **Attach Files** link to upload a budget of remaining funds. Once the file is attached select **Save and Return to Main**. Upon selecting **Save and Return to Main**, an Award file is created for this Award. In addition, within the Award file, an Amendment is created and includes the workflow. A task is also sent to the Program Officer to review and approve the Amendment. The following pages detail the steps to view the Amendment workflow history.
8. The following screen is the Award Action Request page. Scroll down to the Associated Documents section and select the ID link for the Award file in Progress.
9. The following screen is the Award File in Progress page. Scroll down to the Sub Documents section and select the Amendment ID link.

10. The following screen is the Amendment page. Please note the status of the Amendment is Amendment Program Officer Actions Not Started, which indicates a task has been sent to the Program Officer. Select the view previous workflow history and comments link to view the previous workflow history.
11. The following screen is the Amendment Workflow History page. The workflow also indicates the Program Officer currently has a task entitled Review Amendment. The Review Amendment task allows the Program Officer to forward the Amendment to the Grants Specialist for review and approval. Upon review and approval, the Grants Specialist will then forward the Amendment to the Grants Officer.