New Federal Program/Project Office (FPO)
Assessments to Accompany the New FPO Training

NOAA Grants Online Program Management Office

February 2023
Version 5.10

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*For each question, please highlight <mark>**ONE**</mark> response.*

What is your current or future role in grants processing/grants management?
a. Federal Program Officer
b. Program Officer Staff (Contractor)
c. Budget Officer
d. Grants Specialist
e. Other (please specify in this box)

01 – Grants Online 101 (Overview)

1. Why might a user **not receive** a *reset password* link via email when they click the "Forgot Password?" link?
    a. This is the user's first time logging into Grants Online
    b. The user has not set up security questions
    c. The user's email address is incorrect in Grants Online
    d. All the above

2. Who should you contact to obtain a new Grants Online user account?
    a. Grant Online Help Desk
    b. Any person in your Bureau who manages a Program/Project Office
    c. The GMAC Representative or the AAA for your Office/Region

3. Grants.gov is accessible to the public. However, Grants Online is only accessible by those affiliated with an organization who has an award.
    a. True
    b. False

4. The Federal Program Officer provides oversight for the **programmatic** aspects of an award. This user role receives and determines if the _____ complies with the Grants Terms and Conditions.
    a. Award Tracking Report
    b. Federal Financial Report (FFR)
    c. Performance Progress Report (PPR or Research PPR)
    d. SF-270

5. The Recipient Administrator is responsible for all actions related to managing their organizations' user accounts.
    a. True
    b. False

02 – Create a Competitive RFA

1. There can be more than one Competition per RFA.
    a. True
    b. False

2. For a Competitive grant program, what do you use to communicate with the potential applicants?
    a. An email
    b. Application Instructions in the RFA
    c. Notice of Funding Opportunity (NOFO)
    d. The Help Desk

3. If the Review Event is conducted outside Grants Online, there is no need to attach the scores and comments received from Reviewers to the Selection Package.
    a. True
    b. False

4. For the Notice of Funding Opportunity (NOFO), **NOAA**-**GOT**-**OCPO**- **2023**-**2006373**, match the items in the left-most column with those in the right-most column. One example was completed for you.

Portion of the Funding Opportunity Number	Enter the correct letter	Options from which a selection should be made
NOAA	B	i. Fiscal Year
GOT		B. Bureau
OCPO		C. System Generated Component
2023		D. Program Office
2006373		E. Line Office

03 – Review Event

1. For a Competitive Application, why must the Federal Assistance Law Division (FALD) review the Reviewer Instructions?
    a. The Review Instructions are a prerequisite to move forward with the **Competitive** Application process.
    b. The Application Reviewers need accurate, comprehensive instructions to effectively review applications.
    c. To ensure the instructions sent to the Reviewers (SMEs) match the information in the NOFO.
    d. All of the above.

2. Which tasks **must be** completed by the Application Reviewer prior to being able to forward information to a Federal agency?
    a. Enter a score for all required evaluation categories
    b. Enter comments for all required evaluation categories
    c. Indicate if there is a Conflict of Interest
    d. All of the above

3. The system automatically moves all applications that meet the Minimum Requirements to the **first** Review Event created for a Competition.
    a. True
    b. False

4. What information **is not** included in the email sent to potential Application Reviewers?
    a. A user login (i.e., the Reviewer's personal email address) and PIN
    b. The Federal funding amount the applicant is requesting
    c. The Review Event Manager's contact information
    d. The title of the application they are being asked to review

04 – Competitive Application Selection

1. If the Selecting Official does not agree with the applications forwarded by the Competition Manager, the list of selected applications can be returned for revision.
    a. True
    b. False

2. For which data element(s) must the Federal Program Officer enter data prior to having the option to select **Forward to Competition Manager** from the Action dropdown menu?
    a. Principal Place of Performance
    b. Legal Name (Application Information)
    c. Project Type
    d. All of the above

3. If the funding amount for the award is modified from the amount on the original application, according to **NOAA** grants policy the applicant...
    a. should submit a new application via Grants.gov
    b. should withdraw the original application
    c. should submit a revised SF-424 directly to the Program Office
    d. is automatically disqualified for the award

4. What is the source of guidance for the information that should be uploaded to the Selection Package page?
    a. The Department of Commerce Grants Manual
    b. The guidance link on the Selection Package page
    c. The Help Desk
    d. a and b

05 – Create a Universal RFA

1. The Assistance Listing (formerly identified as the Catalog of Federal Domestic Assistance (CFDA Number) can be used by more than one Program or Line Office working collaboratively on a single grant program.
    a. True
    b. False

2. What is currently the most efficient way to search for the intended recipient of an award associated with a Universal RFA?
    a. The Employer Identification Number (EIN)
    b. The Unique Entity Identifier
    c. The Organization Name
    d. The Grant Recipient's Name

3. The last step in the Universal RFA Creation process, is to ensure the status of the Notify Recipients task is:
    a. Not Started
    b. In Progress
    c. Completed

4. What action would you take to communicate to the Grants Management Division that a RFA is ready to be posted to Grants.gov (NOAA only)?
    a. Send them an email
    b. Initiate Application Package Processing
    c. View RFA Details
    d. IM your Grants Management Division contact

06 – Universal Application Processing

1. If you receive a paper application (SF-424), what additional action are you required to take?
    a. There are no additional requirements
    b. Scan and include the SF-424 as an attachment to the Grants Online file
    c. Scan and upload the other forms that were sent with the application package
    d. b and c

2. If an application does not meet the Minimum Requirements either a Certified or an Uncertified Federal Program Officer can reject the application.
    a. True
    b. False

3. How does Grants Online recognize that an application is being processed as a **multi-year award**?
    a. The Project Period crosses a fiscal year
    b. The Project Period is more than 12 months
    c. There is more than one funding line on the Application Details Page
    d. All of the above

4. Each Grants Online award has a unique number. Using this example, **NA23GOT9980274,** match the items in the left-most column with those in the right-most column. One example was completed for you.

Portion of the Award Number	Enter the correct letter	Options from which a selection should be made
NA		A. Fiscal Year
23		B. Bureau
GOT	D.	C. System Generated Number
11.998		D. Program/Line Office
0274		E. Assistance Listing Number (last three digits)

07 & 08 – Award File Processing – Procurement Request, NEPA and PO Checklist

1. In Grants Online, if you create a Specific Award Condition (SAC) when you set up a RFA or Competition, that SAC is automatically applied to:
    a. The first application that comes in
    b. All applications
    c. The most recent application
    d. Applications submitted via Grants.gov

2. For the **Project Description/Abstract** data element (located on the PO Checklist); this item:
    a. Is an optional data element
    b. Should be a verbatim copy of information included on the application
    c. Should not use acronyms and complex scientific terms
    d. Can be copied and pasted directly from a Word document

3. Each bureau has a default frequency for submitting the Performance Progress Report (PPR). What steps should the FPO use to change the frequency of PPR reporting?
    a. Change the radio button to select a different reporting frequency
    b. Use the link to add a Specific Award Condition for the PPR
    c. Enter data into the PPR Comments box
    d. All of the above

4. The **DWValidate** button checks the accuracy of the information entered for the ACCS Lines for the fiscal year specified **and** checks to determine if there are sufficient funds available.
    a. True
    b. False

5. How can the FPO communicate with the user who has the next task on the process map and ensure comments are automatically included in the Award File Workflow History?
    a. Send an email
    b. Make a phone call
    c. Use the workflow Comments box
    d. Use Google chat or other IM feature

09 – Recipient Acceptance of an Award

1. What information **is not** included in the New Award Notification email sent to the Grant Recipient?
    a. Specific instructions for how to log on to **Grants.gov**
    b. The period of performance
    c. The number of days they have to electronically sign the award offer
    d. The name of the Authorized Representative who can accept the award

2. What must the Authorized Representative do prior to having the option to accept or decline an award?
    a. Return to Federal Agency for Revision
    b. View Award Details
    c. Email the Program Officer
    d. Manage Award Recipients

3. When accepting an award, in Grants Online, what is the final step the Authorized Representative must complete?
    a. Email the Grants Officer to let them know you have accepted the award
    b. Identify a Recipient Administrator for the award
    c. There are no additional steps required
    d. Print the CD-450

4. Which user role is responsible for managing users at the Recipient organization (e.g., add new users to an Award, add new user roles, unlock accounts, or reset passwords).
   a. Recipient Administrator
   b. Recipient Authorized Representative
   c. Principal Investigator/Project Director
   d. Business/Financial Representative

5. The Principal Investigator/Project Director (PI/PD) on an award has access to all awards for which their organization has received Federal funding during the current fiscal year.
   a. True
   b. False

10 – Award Action Request

1. How does a **Recipient** officially notify the Program Office of the desire to use award funds in a manner other than specified in the original award document?

   a. Contact the Grants Online Help Desk
   b. Email your Federal Program Officer
   c. Call your Federal Program Officer
   d. Submit an Award Action Request

2. On the **Award Action Report Index Page** what does an asterisk (*) next to an item indicate?
   a. It does not have any meaning
   b. An amendment is automatically created
   c. The item generally results in a notification of approval
   d. An amendment may be created

3. To include an attachment with the Award Action Request, you must:
   a. Enter data for all mandatory data elements
   b. Click the Save button at the bottom of the screen
   c. Specify a filename and provide a brief description of the file.
   d. All of the above

4. Only an Authorized Representative can forward an Award Action Request to the sponsoring Federal agency.
   a. True
   b. False

11 – Performance Progress Report and Federal Financial Report

1. Which report **is not** submitted by a Recipient to the Federal Government?
   a. Performance Progress Report (PPR)
   b. Federal Financial Report (FFR)
   c. Award Tracking Report (ATR)
   d. Research Performance Progress Report (RPPR)

2. For an award that was set up with semi-annual SF-425 reporting, the reporting periods are: Jan 1 – June 30 and July 1 – December 31.
   a. True
   b. False

3. When submitting a Research Performance Progress Report (RPPR) to the sponsoring agency, if the _____ user role **is not** specified, a system error is visible.
   a. The Authorized Representative
   b. The Principal Investigator / Project Director
   c. The Recipient Administrator
   d. The Business / Financial Representative

4. Which is the only option the Federal Program Officer **does not have** when reviewing the Progress Report?
   a. Accept Progress Report
   b. Return Progress Report for Revisions
   c. Reject Progress Report
   d. Reassign Progress Report

12 – Partial Funding

1. According to DOC policy, which of the following items must be complete and up-to-date before additional funds can be released (assuming funds are available):
   a. Performance Progress Report
   b. Award Action Request
   c. SF-424
   d. Property Form

2. According to process map **PR-1** which document(s) is/are generated as a task in the FPO Inbox?
    a. Procurement Request
    b. Release of Funds
    c. Application
    d. a and b

3. Which resource(s) is/are an example of the ***Memo*** data element's content?
    a. Partial Funding Memo samples
    b. The Grants Terms and Conditions document
    c. The Guidance link on the Partial Funding screen
    d. a and c

4. Which actions must be complete before you can forward the Release of Funds document to the Grants Specialist?
    a. The NEPA Official must have approved the NEPA Document
    b. The Request Authorizing Official must have approved the Procurement Request
    c. All other Award Files in Progress must have been sent to the Grants Specialist
    d. All the above

13 – Award Tracking / Correspondence / Supplementary Information

1. Running an Award Tracking Report results in a file with a ".do" extension. Opening that file results in a/an _____ file?
    a. Word
    b. Excel
    c. NotePad++
    d. OneNote

2. Which parameter **is not** included in the Award Tracking Report?
    a. Award Number
    b. The Spend Plan
    c. Amendment Number
    d. Recipient Name

3. Supplementary Information tags are used to search for a Grants Online award.
    a. True
    b. False

4. The Correspondence and Federal Reports section may contain all except for which item?
    a. Memo for Record
    b. PII or other sensitive information
    c. Email
    d. Record of phone call