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**GRANTS ONLINE QUICK REFERENCE GUIDE:**  
*Award Tracking Report*

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**Grants Online**  
**United States Department of Commerce**  
**July 31, 2009**  
*V1.5*

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## Overview

### About the Award Tracking Report

The Award Tracking Report is generated directly from a table. The table is re-populated every 2 hours. The population of the Award Tracking Table is based on Award Files, Applications, and Award Action Requests. Each Award File in Grants Online will correspond to exactly one row in the Award Tracking Table. Also, one row will be inserted into the Award Tracking Table for every Application that is in the negotiations stage and for which an Award Number has been assigned. Finally, one row will be inserted into the Award Tracking Table for each Award Action Request that results in a non-amendment action. The Award Tracking Table is made up of forty-four columns; most of these columns are displayed on the final Award Tracking Report. Each column in the table is generated according to a specific set of rules.

### Award Tracking Report

#### Report Parameters - Award Tracking

Note : Summary results of years prior to FY 2003 will be incomplete.

Start Fiscal Year * (use format YYYY)	<input type="text" value="2008"/>
End Fiscal Year * (use format YYYY)	<input type="text" value="2008"/>
Bureau	<input type="text" value="National Oceanic and Atmospheric Administration (NOAA)"/>
Line Office	<input type="text" value="- Select a Line Office -"/>
Program Office	<input type="text" value="- Select a Program Office -"/>
FPO	<input type="text" value="- Select a Program Officer -"/>
CFDA Number	<input type="text" value="-Select a CFDA #-"/>
Funded Only	<input type="checkbox"/> Yes
Award Number	<input type="text"/>
Recipient Name	<input type="text"/>
Recipient City	<input type="text"/>
Recipient State	<input type="text" value="- Select Recipient State -"/>
Congressional District within State	<input type="text"/>
Recipient Type	<input type="text" value="- Select Recipient Type -"/>
Signed Award Only	<input type="checkbox"/> Yes
Award Start Date (MM/DD/YYYY)	<input type="text"/>
Award End Date (MM/DD/YYYY)	<input type="text"/>
Grant Officer Sign Date Between (MM/DD/YYYY)	<input type="text"/> and <input type="text"/>
Method of Selection:	<input type="text" value="All"/>

Run Report

Cancel

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

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

#### **Generating the Report**

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

#### **Executing the Report**

After clicking the Run Report button, you will be asked: "Do you want to open or save the file?"



**Note:** It is **strongly recommended** that you save the file. If you choose the "Open" option, the data may appear in the existing browser screen (depending on your browser settings), and the only way to get back to Grants Online is to click the browser "Back" button. This will give you a system error which requires clicking the Reports tab again to get back to the report, erasing any previously entered parameters.

#### **Opening the Report**

When opening the file, if you are using Office 97 you will get a warning message: "The file you are trying to open 'runReport.xls' is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source. Do you want to open the file now?"

Click the "Yes" button to open the file.

The message appears because the output is in table-formatted html which is readable by Excel.

## Parameters Names

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<b>Overview</b>	Parameters and rules are listed below. Parameters restrict the amount of information returned. Not selecting a parameter means that all possible data for that parameter will be returned, e.g. selecting a Recipient State returns only information for the selected state, but not selecting a Recipient State will return information for all States.
<b>Start Fiscal Year</b> <b>End Fiscal Year</b>	These are the only two required parameters. The Fiscal Year is the Fiscal Year of the Grants Officer signature on Award Actions. Rules for the Fiscal Year of unsigned actions are explained for the Fiscal Year column below. All awards that were active in FY 2003 were migrated from the old system, so some of the award actions originate from as early as 1995.
<b>Bureau</b>	All Bureaus in the Department of Commerce serviced by Grants Online will be displayed..
<b>Line Office</b>	Cannot be selected until the Bureau is selected. All Bureau Line Offices that belong to the selected Bureau will display in the dropdown.
<b>Program Office</b>	Cannot be selected until the Line Office is selected. All Program Offices that are under the selected Line Office will be listed in the dropdown.
<b>FPO</b>	Cannot be selected until the Program Office is selected. All FPOs who are associated with the selected Program Office will be listed in the dropdown. An FPO associated with multiple Program Offices will need to run the report once for each of their associated Program Offices.
<b>CFDA/Sub-Program</b>	Cannot be selected until the Line Office is selected. Each Line Office is associated with several CFDA numbers. In order to retrieve all actions for 11.463, the user needs to run reports for the NMFS and NOS Line Offices.
<b>Funded Only</b>	This checkbox must be checked after all dropdown parameters (except Recipient State and Type) are selected. Otherwise it will reset itself to unchecked. When checked only funded actions (actions involving money) will be returned. When unchecked, both funded and unfunded actions will be returned.
<b>Recipient Name</b>	All recipients with a partial name matching the input will be returned. Entering North Carolina will return every award action made to a recipient containing the words North Carolina as part of their name. The % character is a wildcard and can be used inside the name to represent 0 or more characters. The query is not case-sensitive. Entering NORTH CAROLINA returns the same results as entering North Carolina or north carolina.
<b>Recipient City</b>	All recipients having a partial city address matching the input will be returned. Entering Springfield will return awards made to recipients in Springfield, Illinois and Springfield, Oregon. Entering Spring will return recipients from Springfield as well as Ocean Springs and Silver Spring. The % wildcard can be used in the query.
<b>Recipient State</b>	All recipients having a State address matching the selected State will be returned.
<b>Congressional</b>	All recipients having an address in the congressional district number will be

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#### **District within State**

returned. You do not have to also select the Recipient State to get results, but the results are meaningless without doing so.



**Note:**

You must precede single-digit districts with a "0". Entering "1" will return districts 1, 11, 12, etc., but entering "01" will only return the "1" district.

#### **Recipient Type**

Selecting from the dropdown will only return recipients of that type. The types come from the Applicant Type in the SF424 cover sheet.

#### **Signed Award Only**

This checkbox must be checked after all dropdown parameters (except Recipient State and Type) are selected. Otherwise it will reset itself to unchecked. When checked, only signed actions will be returned. Otherwise, signed actions and actions in progress will be returned. Actions that are rejected or withdrawn will not be returned.

#### **Award Start Date**

Restricts output to Award Actions that have an Award Action Start Date on or after the entered date.

#### **Award End Date**

Restricts output to Award Actions that have an Award Action End Date on or before the entered date.

#### **Grants Officer Sign Date Between**

Two fields must be entered here: the beginning date and the end date of the Grants Officer signature. If you want all the awards signed on a single date, enter that date in both fields.

#### **Viewing the Report**

It is recommended that you create a formatting template for the report, which will allow you to copy the column widths and formats to the saved report. A formatting template is available on the Grants Online PMO web site.

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## Column Names

### Overview

Columns and rules are listed below. Column letters are referenced as they are populated in the spreadsheet.

### Columns A through F

A	B	C	D	E	F	G
Award Number	Amendment Number	Award File ID	Fiscal Year	CFDA	Award Action Status	Type of Action
NA03NES4400001	28	2106898	2008	11.44	Signed and Complete	Administrative Amendment

**Column A:**  
**Award Number**  
Derived from the Application contained within the Award File or the Application in negotiations; if no Application is in the Award File the Award Number will be determined from the most recently approved Application in the Grant File.

**Column B:**  
**Amendment Number**  
This may be an integer if the Award File contains an Amendment and a valid Amendment Number exists, it will be **0** for the original Award (CD450 in Award File), **'X'** if the Amendment is pending approval, **'A'** if the Award File only contains an Application (original Award, will have a CD450 eventually), an **'N'** if it is an Application in negotiations, or an **'NAA'** if it is a post-award Non-Amendment Action created from an Award Action Request.

**Column C:**  
**Award File Id**  
The unique Grants Online identifier for the award file, pulled from Award Files table; This will be an Application Id for Applications in negotiations. For Non-Amendment Actions, this will be the Award Action Request identifier.

**Column D:**  
**Fiscal Year:**  
The fiscal year of the Grants Officer sign date. If this is not available and the RFP is competitive, it will get the fiscal year from the competition, otherwise, it will check for an Application in the Award File and get the fiscal year from the Application. If no Application is available, or it is an Application in negotiations, then it will use the current fiscal year (i.e. Pending Amendments).

**Column E:**  
**CFDA Number**  
The CFDA assigned to the original Application (Amendment 0).

**Column F:**  
**Award Action Status**  
The status of the Award File, determined by checking the workflow history of the Award File. There are numerous possible values for this, all of which should be self explanatory. If you see the "Unknown Status", please call the Help Desk to have the workflow repaired.

**Column G:**  
**Type of Action**  
The type of action being processed.

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**Columns H through L**

H	I	J	K	L
Bureau	Line Office	Program Office	FPO	Grants Specialist
NOAA	NESDIS	NESDISPO	Patty Mayo	Michelle Teresa Brown

**Column H:** Bureau  
The abbreviation of the Bureau that owns the Award File.

**Column I:** Line Office  
The abbreviation of the Line Office that currently owns the Award File. If the Award File is not yet in workflow then this will be the Line Office specified on the RFP for which the Application was submitted.

**Column J:** Program Office  
The abbreviation of the Program Office that currently owns the Award File. If the Award File is not yet in workflow then this will be the Program Office specified on the RFP for which the Application was submitted.

**Column K:** FPO  
The Federal Program Officer assigned to the Award File, this is determined by first checking any workflow actions that might have been taken by a Program Officer for this Award File, if so use this, otherwise check the Application for an assigned Program Officer, if nothing is found the result will be 'N/A'.

**Column L:** Grants Specialist  
The Grants Specialist assigned to the Award File, this is determined by checking any workflow actions taken by a Grants Specialist, if so use this; if nothing is found 'N/A' will be displayed.

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**Columns M through Q**

M	N	O	P	Q
FFO Notification Date	Application Due Date	Federal Receipt or Initiation Date	Competition Start Date	Competition End Date
9/20/2007	6/1/2008	5/19/2008	6/1/2008	10/3/2008

**Column M:** The date the FFO was published, this is applicable only to Award Actions on competitive RFPs, that are not a multi-year release of funds (refer to Release of Funds below) and the Award File must contain a CD-435 (except in the case of Applications under negotiation), otherwise this field will be empty.  
**FFO Notification Date**

**Column N:** Only applicable if the Award File contains an Application. The due date is determined from the RFA's application due date.  
**Application Due Date**

**Column O:** The receipt date of the application or the receipt date of the Award Action Request. For Partial Funding and Administrative Amendment actions, this will be the date that the documents were created.  
**Federal Receipt or Initiation Date**

**Column P:** Only applicable to competitive awards and Award Files that have an Application, gathers this from the first start date of all Review Events within the Competition, this will only display if the Award Action is not a multi-year release of funds (refer to Release of Funds below) and the Award File contains a CD435 (except in the case of Applications under negotiation).  
**Competition Start Date**

**Column Q:** Only applicable to competitive awards and Award Files that have an Application, gathers this from the last end date of all Review Events within the Competition, this will only display if the Award Action is not a multi-year release of funds (refer to Release of Funds below) and the Award File contains a CD435 (except in the case of Applications under negotiation).  
**Competition End Date**



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### Columns R through V

R	S	T	U	V
Proposal Number	Project Title	Project Description	Signed By	Signed Date
SOCD_FY08_01	Cooperative Institute for Oceanographic Satellite Studies (CROSS) at COAS/OSU	The long-term goal is to improve coupled ocean-atmosphere model forecasts by providing error models for data assimilation.	Michelle Teresa Brown	12/13/2007

**Column R:** For Award Actions involving Applications, the Proposal Number that the Program Officer assigned to the Application during minimum requirements review or negotiations.  
**Proposal Number**

**Column S:** The title of the Award Action. If the Award File contains an Application, the Project Title will be gathered from this, otherwise it will get it from the Amendment; if still nothing is found, it will get the Title from the last approved Application in the Grant File.  
**Project Title**

**Column T:** The Description of the Award Action. If the Award Action contains an Application then the Project Description will be gathered off the most recent PO Checklist, otherwise it will get it from the Amendment; if still nothing is found, it will get the Description from the most recent approved Application in the Grant File. Due to Excel export problems, only the first 250 characters of the Project Description are extracted.  
**Project Description**

**Column U:** The Grants Officer that signed the Award or Amendment; 'N/A' will be displayed if the Action in the Award File has not yet been signed.  
**Signed By**

**Column V:** The date the Grants Officer signed the Award Action in the Award File.  
**Signed Date**

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## Columns W through AD

W	X	Y	Z	AA	AB	AC	AD
First Date from FPO to GMD	Last Date from FPO to GMD	Times To GMD from FPO	First Date to FALD	Last Date Return From FALD	Times to FALD	Date to GNS	Date Cleared GNS
2/11/2008	3/12/2008	3	2/28/2008	3/13/2008	3	3/13/2008	3/13/2008

**Column W:** The first date the Award File was sent to Grants Management Division (GMD), this is determined by checking the workflow history for the Award File.  
**First Date to GMD**

**Column X:** The last date the Award File was sent to GMD, this is determined by checking the workflow history for the Award File.  
**Last Date to GMD**

**Column Y:** Number of times the Award File was sent to GMD, this is determined by checking the workflow history for the Award File.  
**Times to GMD**

**Column Z:** The first date the Award File was sent to FALD, this is determined by checking the workflow history for the Award File.  
**First Date to FALD**

**Column AA:** The last date the Award File was sent to FALD, this is determined by checking the workflow history for the Award File.  
**Last Date to FALD**

**Column AB:** Number of times the Award File was sent to FALD, this is determined by checking the workflow history for the Award File  
**Times to FALD**

**Column AC:** The date that the award file was sent to the Grants Notification System (GNS). GNS is the system used by the Bureau Office of Legislative Affairs, and the Department of Commerce Office of Legislative and Intergovernmental Affairs for informing Congressional offices of impending awards to be made within their districts or states.  
**Date to GNS**

**Column AD:** The date that the award was cleared from GNS.  
**Date Cleared GNS**

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### Columns AE through AG

AE	AF	AG	AH
Award Action Start Date	Award Action End Date	Federal Share	Non-Federal Share
4/1/2008	3/31/2011	\$630,000.00	N/A

**Column AE:**  
**Award Action Start Date** The date the Award or Amendment is effective, if the Award File includes an Amendment the Start Date will be pulled from this, otherwise if the Award File contains an Application the Start Date will be pulled from here.

**Column AF:**  
**Award Action End Date** The termination date of the Award or Amendment, follows the same logic as the Award Start Date, see above.

**Column AG:**  
**Federal Share** For actions with applications, the Federal Share will be determined in the following order, using the first criterion that exists: 1) the amount on the CD-450/451 if the action is signed, 2) the amount of all approved CD435s if any CD435s are approved 3) the amount of all in-progress unapproved CD435s if any CD435s exist and do not have \$0 amounts 4) the amount of the application funding for the Fiscal Year of the action. Original awards for \$0 funding will show \$0 for the amount. Unfunded actions will have an N/A in this column.

**Column AH:**  
**Non Federal Share** If the Amendment has been signed, this value will be the Non Federal Share amount entered on the Award Action (Amendment or CD450), otherwise for original awards, this will be calculated as the total of all approved CD435s in the Award File divided by the Negotiated Federal Share multiplied by the negotiated Non Federal Share (Formula: (CD435 total / negotiated federal share) \* negotiated non federal share); unsigned Amendments will show the recipient add amount entered, Applications in negotiation will show the total of all "other" funding entered in Application Funding. This "other" includes Applicant Funding, State Funding, Local Funding, and Other Funding. Negative amounts will show up as 'N/A'.

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**Columns AH Through AM**

AI	AJ	AK	AL	AM
Recipient	Recipient Type	Recipient City	Recipient State	Congressional District
San Jose State University Foundation	Public/State Controlled Institution of Higher Education	San Jose	CA	16

**Column AI:**  
**Recipient (Name)** The name of the Recipient Organization determined from the organization associated with the Award. For new awards, the name is determined from the associated organization of the application. If the application hasn't moved past the negotiation stage where this is determined, then the name entered on the application.

**Column AJ:**  
**Recipient Type** The type of recipient organization determined in the same way as the Recipient Name.

**Column AK:**  
**Recipient City:** The city of the recipient organization determined in the same way as the Recipient Name.

**Column AL:**  
**Recipient State** The state of the recipient organization determined in the same way as the Recipient Name.

**Column AM:**  
**Recipient District** The congressional district of the recipient organization determined in the same way as the Recipient Name.

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### Columns AN Through AR

AN	AO	AP	AQ	AR
<b>Award File Complete</b>	<b>Selection Criteria</b>	<b>Multi-year</b>	<b>Construction Award</b>	<b>Recovery Act Award</b>
Complete	Competitive	Y	N	N

**Column AN:** The completion status of the Award File, this will be '**Complete**' if the award is signed or if all documents in the Award File have been completed and are ready for signature, otherwise it will be '**Incomplete**'. If the Award File has not been in workflow yet it will be '**Incomplete**'. Additionally, except for applications in initial processing, a list of the incomplete documents will be appended, e.g. '**Incomplete - NEPA – PRCF**'

**Column AO:** For Award Actions with an Application, determined first from its association with a Competitive RFA. If not competitive, determination is made from the PO Checklist. The possible values are:

- Competitive
- Congressionally Directed – Soft Earmark
- Congressionally Directed – Hard Earmark
- Formula/Allotment'
- Institutional
- Noncompetitive

**Column AP:** Determined by checking all applications within a Grant File, if any of these spans more than one fiscal year, this value will be 'Y', otherwise 'N'.

**Column AQ:** Determined by checking the associated application for the Construction or Non-Construction indicator.

**Column AR:** Determined by checking all applications within a Grant File, if any of these are determined to be funded from the American Reinvestment and Recovery Act, the action will be listed as a Recovery Act action.