Grants Management Division Manual

Reviewing and Approving an Award File

Prepared by BearingPoint, Inc.

Version 2.6

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Document Conventions

Overview

Welcome to the Grants Online Training Manual. This manual is set up to provide you with step-by-step information to accomplish tasks within Grants Online. The manual is logically sequenced based on the National Oceanic and Atmospheric Administration's (NOAA) Grants lifecycle process and is written to address your role within Grants Online.

Using this Guide

Use the following writing conventions as a guide in using the manual. The manual uses block label text in order to scan for the information desired.

Text Conventions

Text; Example	**What it means.**
Text in Bold; Click **Done**	Indicates a command.
Text in Italics; *FFO Details* screen appears.	Indicates a screen.
Text in Bold Italics; ***Name***	Indicates data to be entered into a field.
Text in All Caps; LOGIN	Indicates a field name.

Notes and Warnings

Notes and Warnings are used to indicate information or advisories when using Grants Online.

Note: A note is used to inform you about additional information during the procedure or process.

Warning! Business process may not work as desired or a procedure may produce an undesirable effect.

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Grants Online Overview

Overview

The National Oceanic and Atmospheric Administration (NOAA) offer a variety of competitive and non-competitive grants or Awards to various communities including states, universities, and non-profit organizations. Prior to the advent of Grants Online, the processing of grants was a paper-based task involving time-consuming human interactions and program polices to process the grants and to ensure the awarding of the grant is given to the most qualified applicant for a competitive Award, and for qualified designated applicants of non-competitive Awards.

As part of 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 instructions for reviewing and approving the following:

- Federal Funding Opportunity (FFO)
- Federal Register Notice (FRN)
- Omnibus Synopsis
- Award Files

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.

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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:

- 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.**

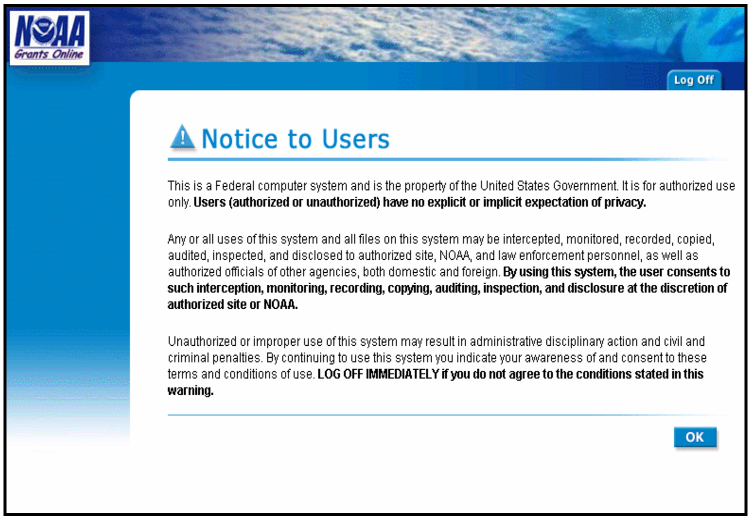
Warning! If you enter your username or password incorrectly you will see an error message in red on the screen. After three unsuccessful attempts to log in, the system will lock you out and you will have to contact the Grants Online Help Desk to unlock your account.

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.**



Reviewing and Approving an Award File

Overview

In the Award stage of the Grants Lifecycle Process, GMD reviews the Grant File packages as they are submitted from the Line Offices via the Review Award File task. Generally, the new Award package will include the following from the Program Officer:

- PO Checklist
- NEPA Documentation
- Procurement Request and Commitment of Funds. In order for the Grants Specialist to forward the Award file to the Grants Officer, CAMS must complete both the first and second approval of the Procurement Request and Commitment of Funds.
- FAIS Sheet This sheet is automatically generated within Grants Online.
- Application and attachments
- For Competitive RFAs, the Award file also includes the Competition, Review Event, and Selection Package information

Upon receiving the Grants File, the Grant Specialist completes the CD-450 and the GMD checklist. Once the CD-450 and the GMD checklist are complete, the Grants Specialist may choose to forward the Award file to the Grants Officer or depending on the specific circumstances of the Award, may choose a different action. This module details the workflow pertaining to each of the following actions that a Grants Specialist can choose when reviewing an Award file:

- Complete GMD Checklist
- Forward to CAMS first approver
- Forward to FALD review
- Forward to IG
- Forward to OLIA
- Forward to Grants Officer for review
- Reject Award file
- Return to Program Officer

This module also details the workflow pertaining to each of the following actions that a Grants Officer can choose when reviewing an Award file:

- Review CD-450
- Reject Award File
- Return Award File to GS

Module Objectives

By the end of this module, the user will be able to:

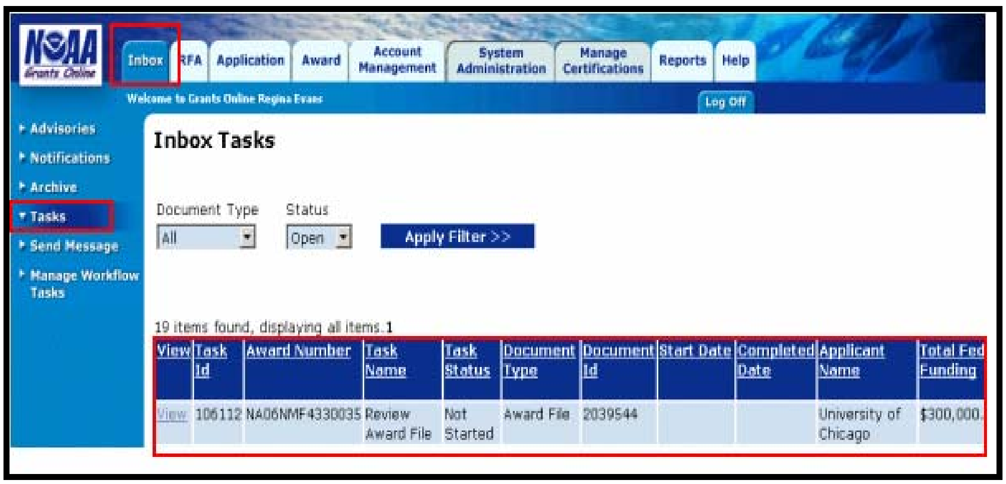
- Access the Award File
- Complete the GMD Checklist
- Complete the CD-450 (New Awards)
- Complete the CD-451 (Continuations)
- Forward the Award file to the appropriate user in the workflow

- Approve the Award File for both new Awards and continuations

Grants Specialist: Review Award File task-New Awards

Once the Program Officer has completed the Award File and forwards the Award to the Grants Specialist for review, the Grants Specialist will have the Review Award File task in their inbox. Please note the Award file is independent of the NEPA document and the Procurement Request and Commitment of Funds (CD-435). The Review Award File task allows the Grants Specialist to view the status of the NEPA document and the Procurement and Commitment of Funds (CD-435), which are both listed in the *Sub Documents* section of the Award file. This section reviews the **Review Award File** task for Grants Specialists.

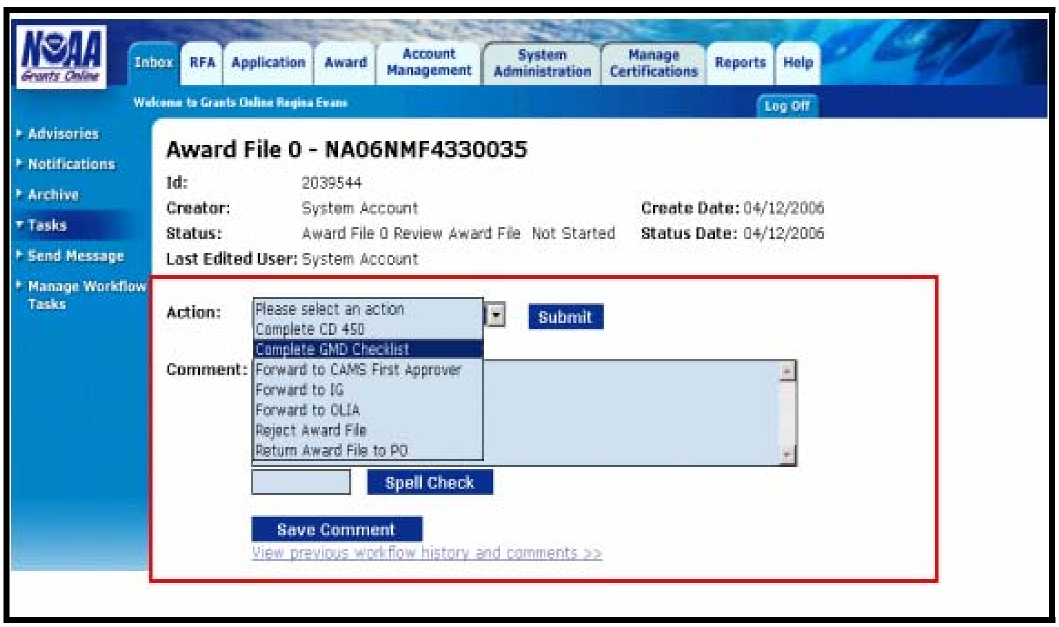
1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the **View** link for the **Review Award File** task.



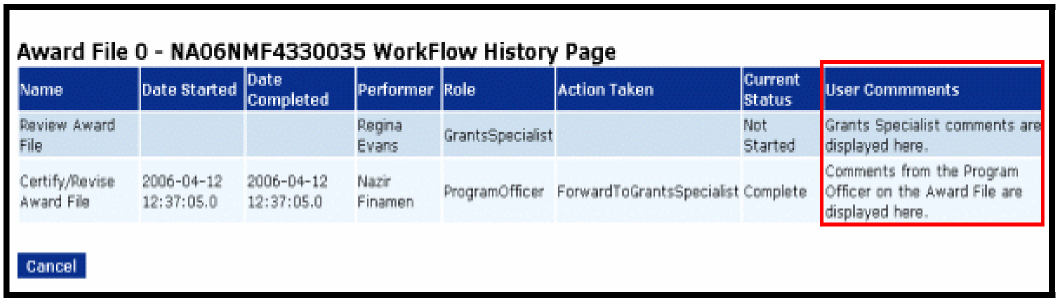
4. The *Task Launch* page is displayed. From the action drop down menu, Grant Specialists can select from the following options:

- **Complete CD-450**
- **Complete GMD Checklist**
- **Forward to CAMS First Approver**
- **Forward to IG**
- **Forward OLIA**
- **Reject Award File**
- **Return Award File to PO**

Once the Grants Specialist has completed the CD-450 and the GMD Checklist, the option **to Forward to GO** will be listed in the action drop down menu. Grants Specialists may also view comments from the Program Officer by selecting the **View Previous Workflow History and Comments**. In the following sections we will review each option, beginning with selecting the option to **Complete GMD Checklist** followed by the **Submit** button.



5. Upon selecting the **View Previous Workflow History and Comments** the following page is the *Workflow History Page,* which displays comments that have been entered by the Program Officers and/or the Grants Specialist.



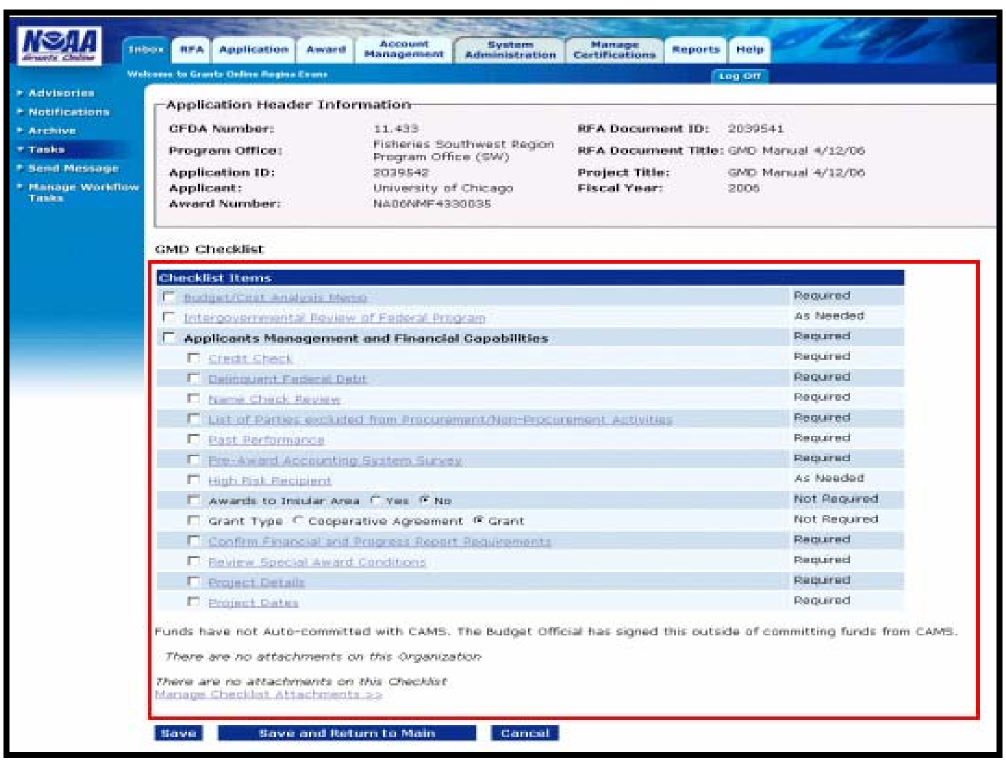
Award File 0 - NA06NMF4330035 WorkFlow History Page

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Award File			Regina Evans	GrantsSpecialist		Not Started	Grants Specialist comments are displayed here.
Certify/Revise Award File	2006-04-12 12:37:05.0	2006-04-12 12:37:05.0	Nazir Finamen	ProgramOfficer	ForwardToGrantsSpecialist	Complete	Comments from the Program Officer on the Award File are displayed here.

Cancel

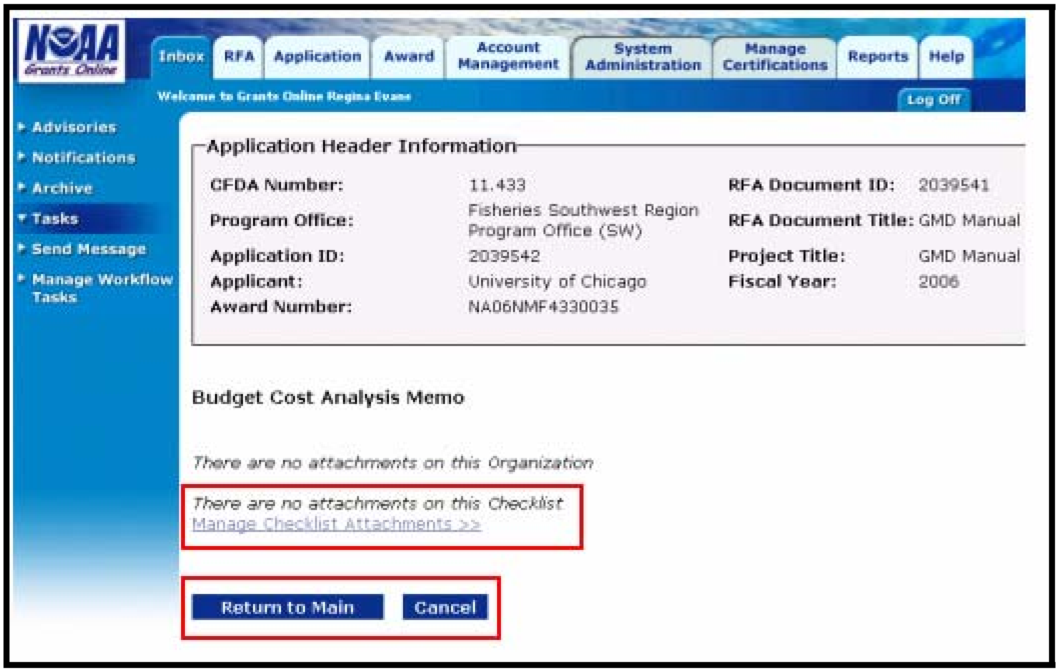
Grants Specialist: Completing the GMD Checklist

1. Upon selecting the option to Complete the GMD Checklist, the *GMD Checklist* page is displayed. The GMD Checklist allows the Grants Specialist to review the recipient's history and to ensure all the proper checks are in order such as a credit check, past performance, or debarment. The GMD Checklist contains links to subdocuments that are connected to the organization's main file. Attachments such as line item budget information and any applicable forms may be uploaded here as well. An additional feature of the GMD Checklist is that each check box automatically populates when the link is selected. Grants Specialists should review each link, verify the information, and attach any necessary files. The following pages will review each link of the GMD Checklist.

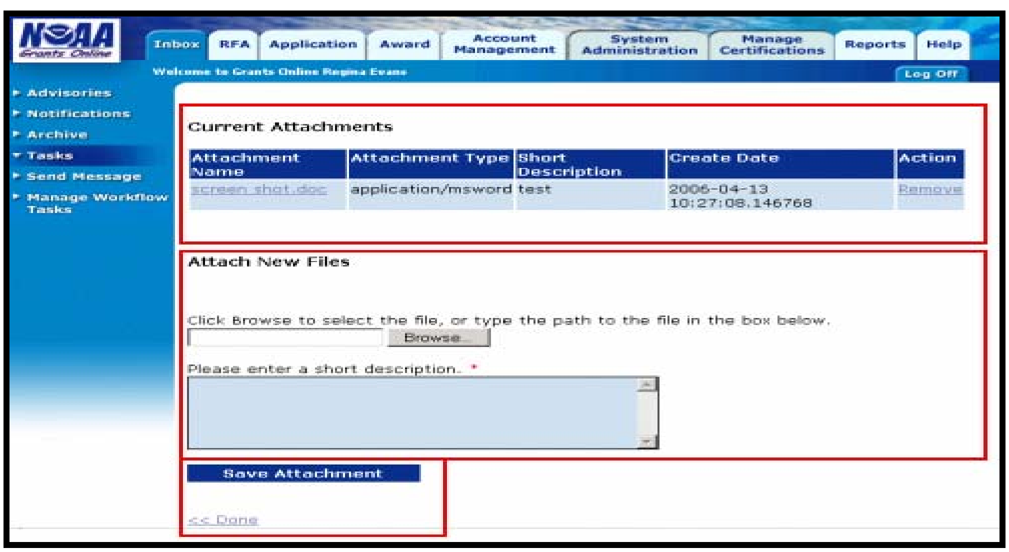


Budget/Cost Analysts Memo

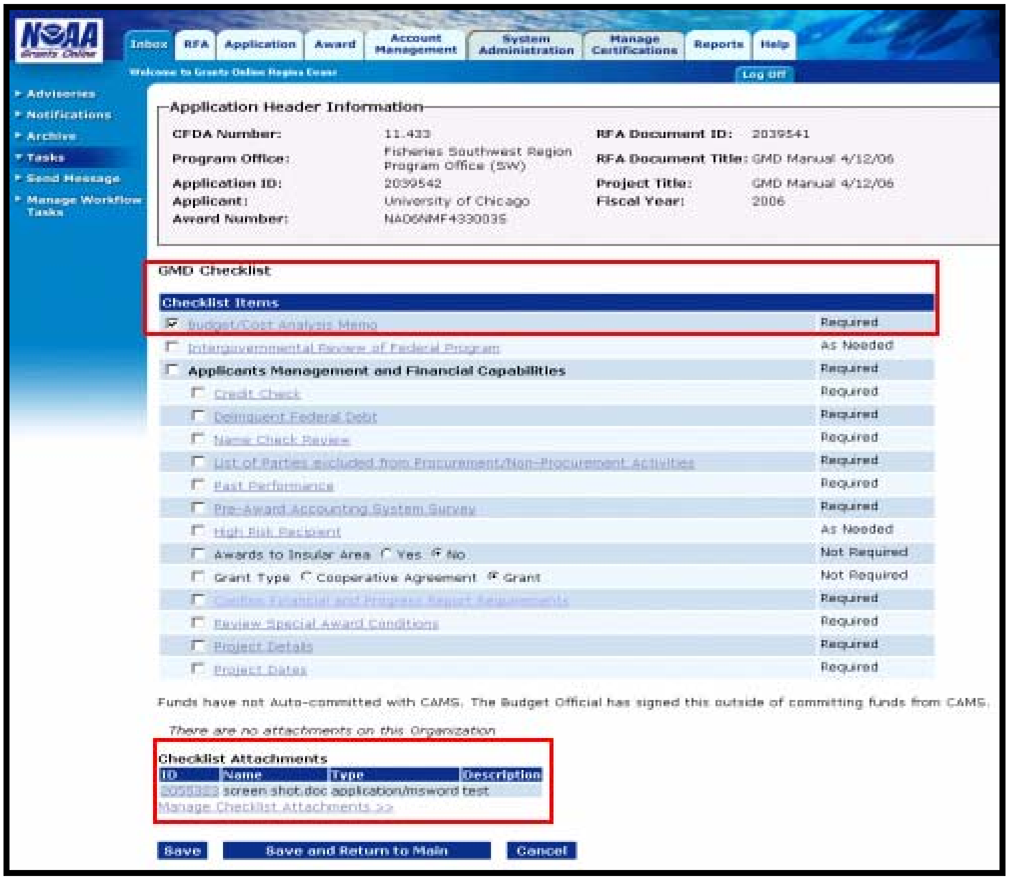
1. Upon selecting the **Budget/Cost Analysis Memo** link from the *GMD Checklist* page (see step 1, page 11) the *Budget Cost Analysis Memo* screen is displayed. To view current checklist attachments and/or to add attachments, select the **Manage Checklist Attachments** link. Select the **Return To Main** button to save changes and return to the *GMD Checklist* page.



2. To add an attachment, the **Manage Checklist Attachments** link, then **Browse** for the desired file, and **Open**. In order to save the attachment, you must enter a short description. For the purposes of this manual, an attachment titled “Screen Shot” has been attached and saved. Please note the attachment is now listed under **Current Attachments**. To save the attachment, select the **Save Attachment** button, followed by the **Done** link.

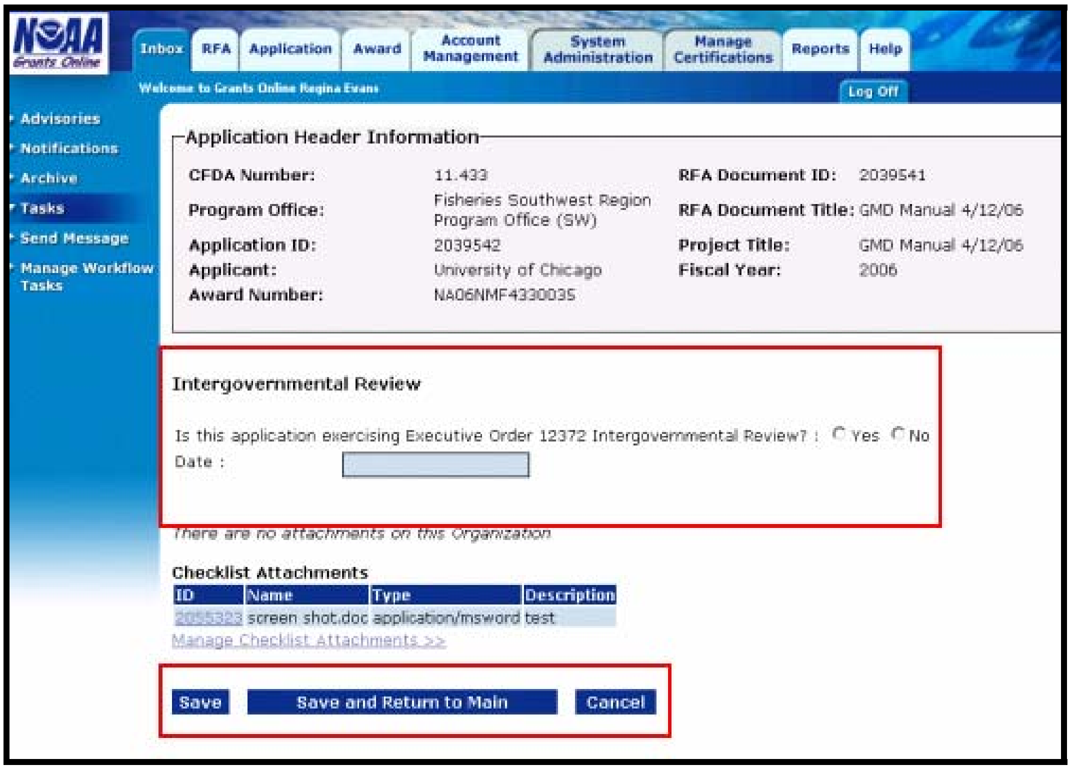


3. Upon selecting **Done,** the *GMD Checklist* page is displayed. Please note because we selected the **Budget/Cost Analysis Memo** link, a check is now in the checkbox in front of **Budget/Cost Analysis Memo.** The attached files are listed in the **Checklist Attachments** section.



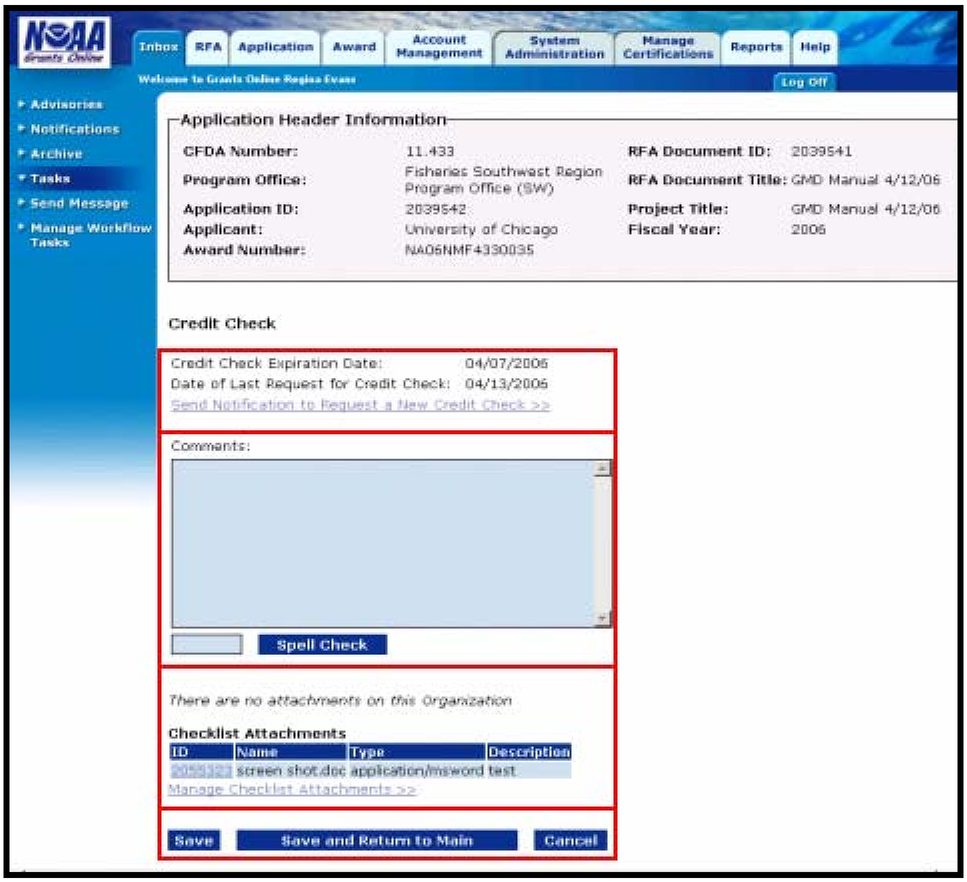
Intergovernmental Review of Federal Program

1. Upon selecting the **Intergovernmental** link from the *GMD Checklist* page (see step1, page 11) the *Intergovernmental Review* screen is displayed. Select the **Yes** or **No** radio button designating if the application is or is not exercising executive order 12372 Intergovernmental Review. If the applicant did exercise executive order 12372 Intergovernmental Review, enter the appropriate date in the DATE field. To view current checklist attachments and/or to add attachments, select the **Manage Checklist Attachments** link. You may also view the attachment by selecting the ID number link in the **ID** column. Select the **Save** followed by **Save and Return to Main** to save changes and return to the *GMD Checklist* page.



Credit Check

1. Upon selecting the **Credit Check** link from the *GMD Checklist* page (see step1, page 11) the *Credit Check* screen is displayed. The **Credit Check Expiration Date** and the **Date of Last Request for Credit Check** are listed on this page. Select the **Send Notification to Request a New Credit Check** link to send a notification within Grants Online requesting a new credit check. You may also enter a comment in the COMMENTS field. To view current checklist attachments and/or to add attachments, select the **Manage Checklist Attachments** link. You may also view the attachment by selecting the ID number link in the **ID** column. Select the **Save** followed by **Save and Return to Main** to save changes and return to the *GMD Checklist* page.

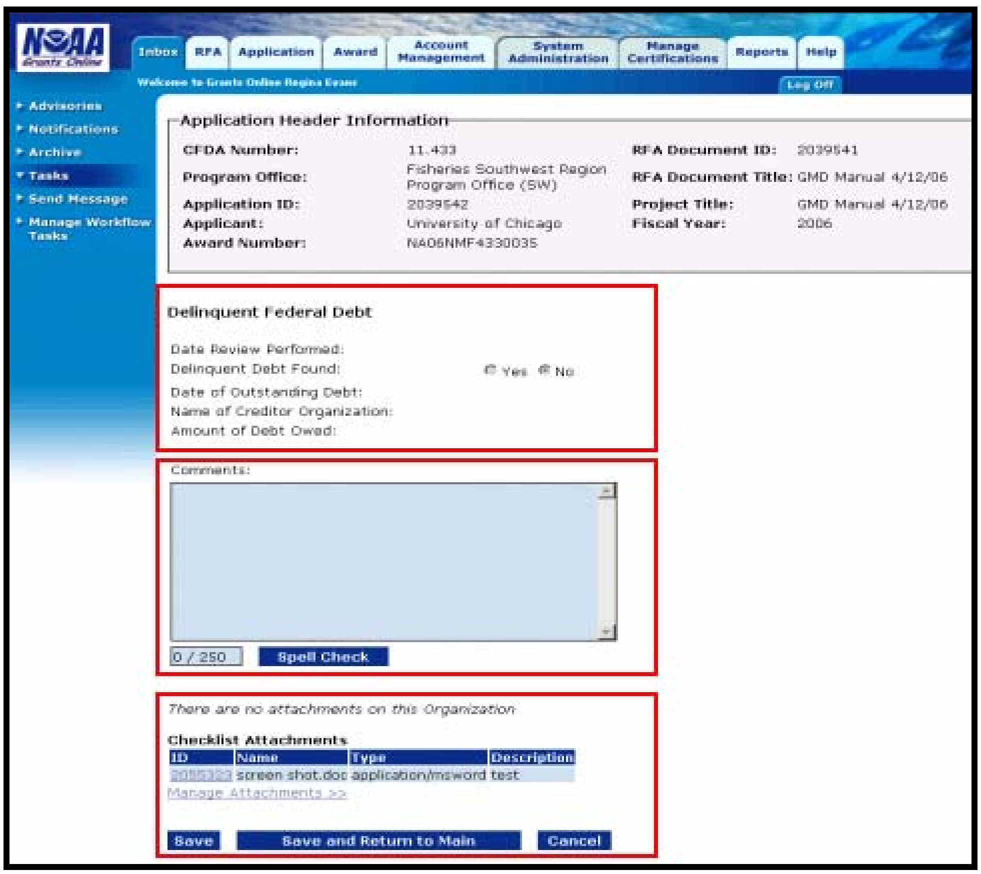


Delinquent Federal Debt

1. Upon selecting the **Delinquent Federal Debt** link from the *GMD Checklist* page (see step1 page 11), the *Delinquent Federal Debt* screen is displayed. The **Yes** and **No** radio buttons indicate if the applicant has any delinquent Federal debt. In cases where the applicant does have delinquent Federal Debt, the following information is displayed:

- **Date Review Performed**
- **Date of Outstanding Debt**
- **Name of Creditor Organization**
- **Amount of Debt Owed**

You may also enter and save comments in the COMMENTS field. To view current checklist attachments and/or to add attachments, select the **Manage Attachments** link. You may also view the attachment by selecting the ID number link in the **ID** column. Select the **Save** followed by **Save and Return to Main** to save changes and return to the *GMD Checklist* page.

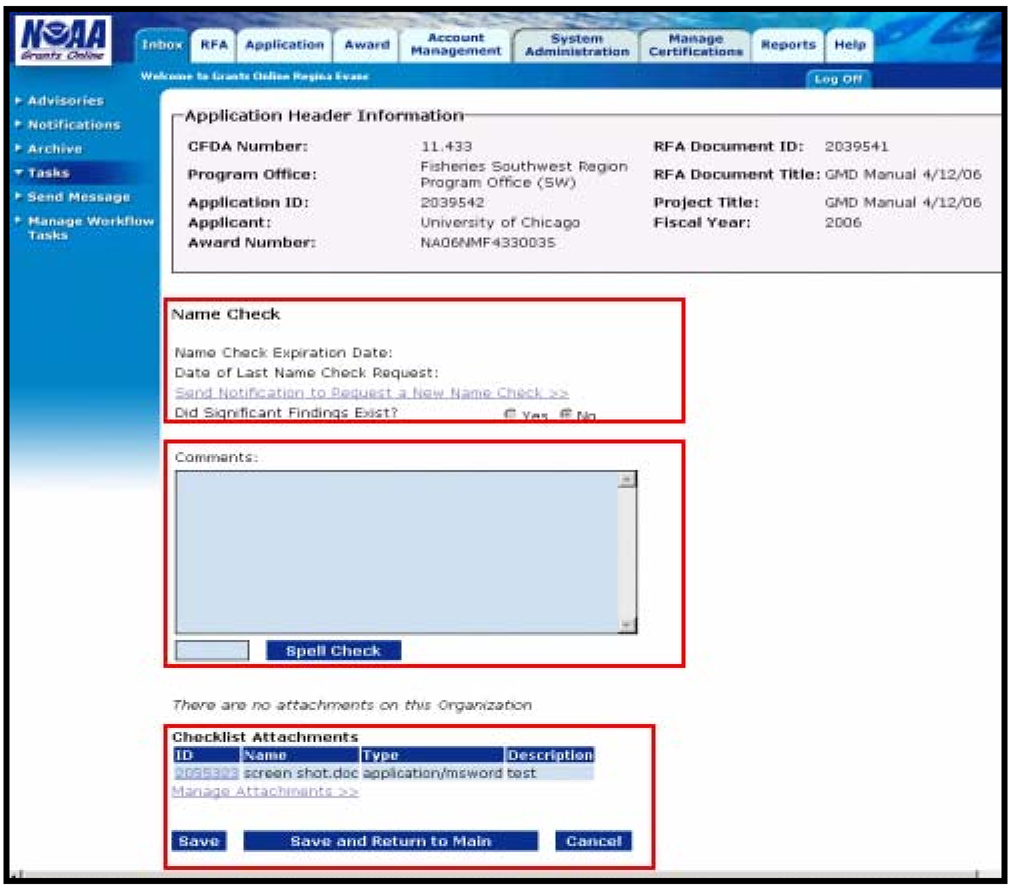


Name Check Review

1. Upon selecting the **Name Check Review** link from the *GMD Checklist* page (see step1 page 11) the *Name Check* screen is displayed. If applicable, the following information is listed:

- **Name Check Expiration Date**
- **Date of Last Name Check Request**
- **Did Significant Findings Exist?**

Select the **Send Notification to Request a New Name Check** link to send a notification within in Grants Online requesting a new name check. You may also enter and save comments in the COMMENTS field. To view current checklist attachments and/or to add attachments, select the **Manage Attachments** link. You may also view the attachment by selecting the ID number link in the **ID** column. Select the **Save** followed by **Save and Return to Main** to save changes and return to the *GMD Checklist* page.

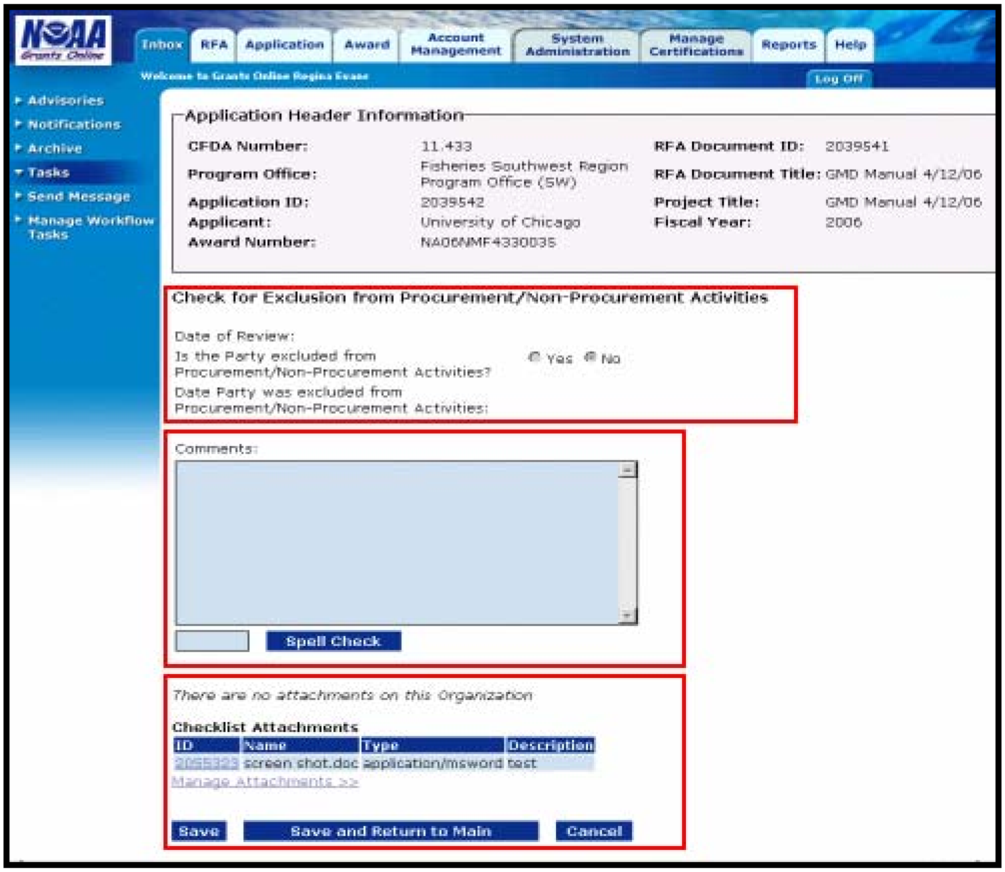


Check for Exclusion from Procurement/Non-Procurement Activities

1. Upon selecting the **List of Parties excluded from Procurement/Non-Procurement Activities** link from the *GMD Checklist* page (see step1 page 11) the *Check for Exclusion from Procurement/Non-Procurement Activities* screen is displayed. The **Yes** and **No** radio buttons indicate if the applicant is excluded from procurement/non-procurement activities. If applicable, the following information is listed:

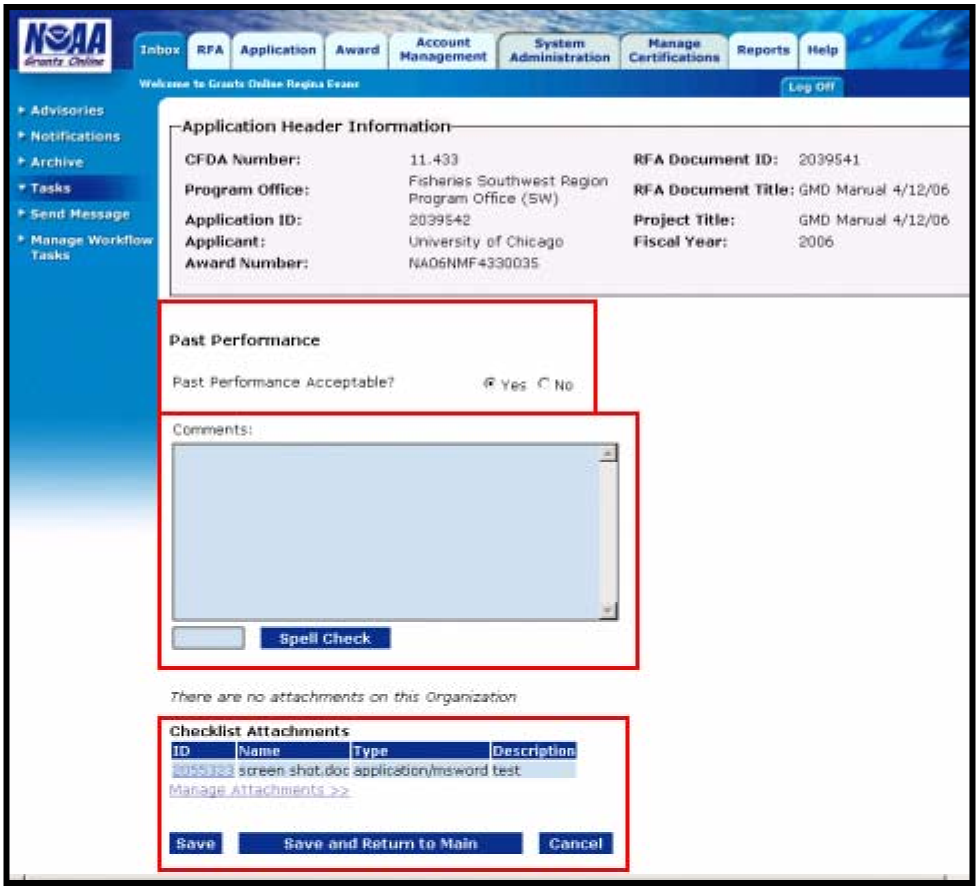
- **Date of Review**
- **Is the Party excluded from Procurement/Non-Procurement Activities?**
- **Date Party was excluded from Procurement/Non-Procurement Activities**

You may also enter and save comments in the COMMENTS field. To view current checklist attachments and/or to add attachments, select the **Manage Attachments** link. You may also view attachments by selecting the ID number link in the **ID** column. Select the **Save** followed by **Save and Return to Main** to save changes and return to the *GMD Checklist* page.



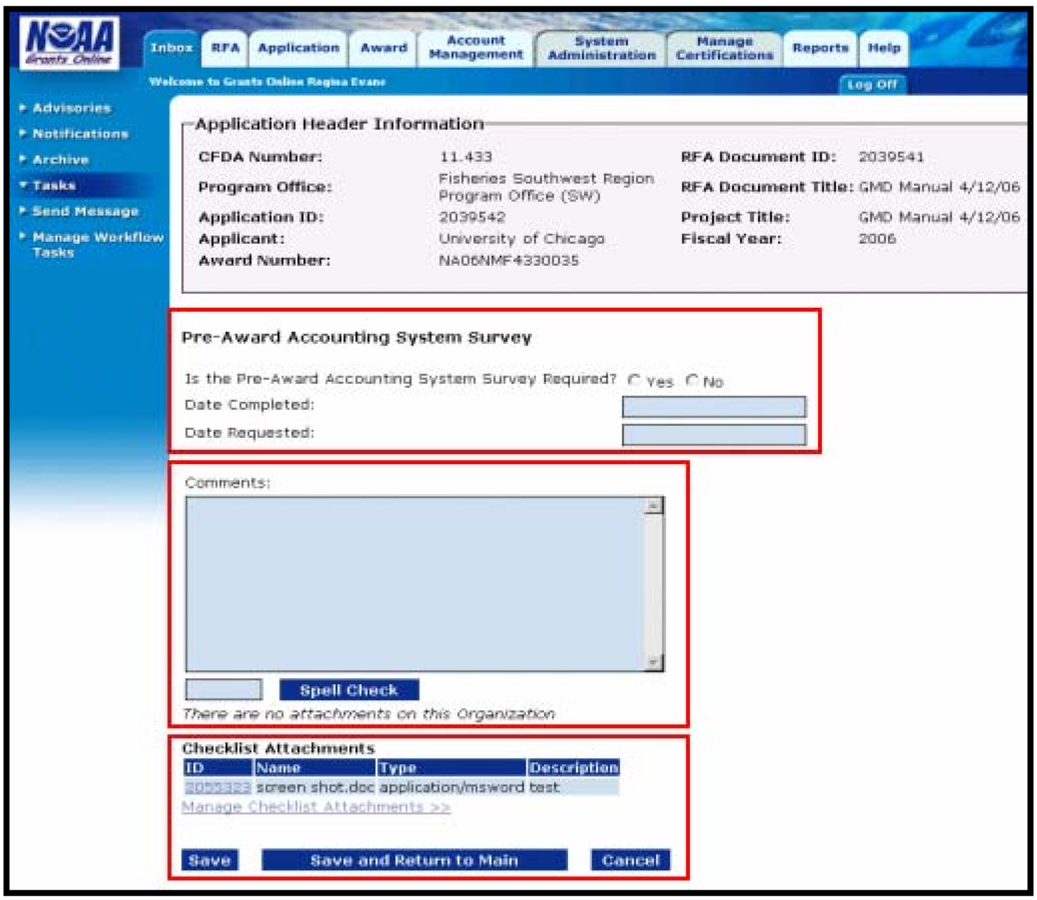
Past Performance

1. Upon selecting the **Past Performance** link from the *GMD Checklist* page (see step1 page 11) the *Past Performance* screen is displayed. Select the **Yes** and **No** radio buttons to indicate if the past performance for the applicant is acceptable. You may also enter and save comments in the COMMENTS field. To view current attachments and/or to add attachments, select the **Manage Attachments** link. You may also view attachments by selecting the ID number link in the **ID** column. Select the **Save** followed by **Save and Return to Main** to save changes and return to the *GMD Checklist* page.



Pre-Award Accounting System Survey

1. Upon selecting the **Pre-Award Accounting System Survey** link from the *GMD Checklist* page (see step 1, page 11) the *Pre-Award Accounting System Survey* screen is displayed. Select the **Yes** and **No** radio buttons to indicate if the pre-Award accounting system survey is required. If it is required, enter the date completed and the date requested in the DATE COMPLETED and DATE REQUESTED fields. You may also enter and save comments in the COMMENTS field. To view current checklist attachments and/or to add attachments, select the **Manage Checklist Attachments** link. You may also view an attachment by selecting the ID number link in the **ID** column. Select the **Save** followed by **Save and Return to Main** to save changes and return to the *GMD Checklist* page.

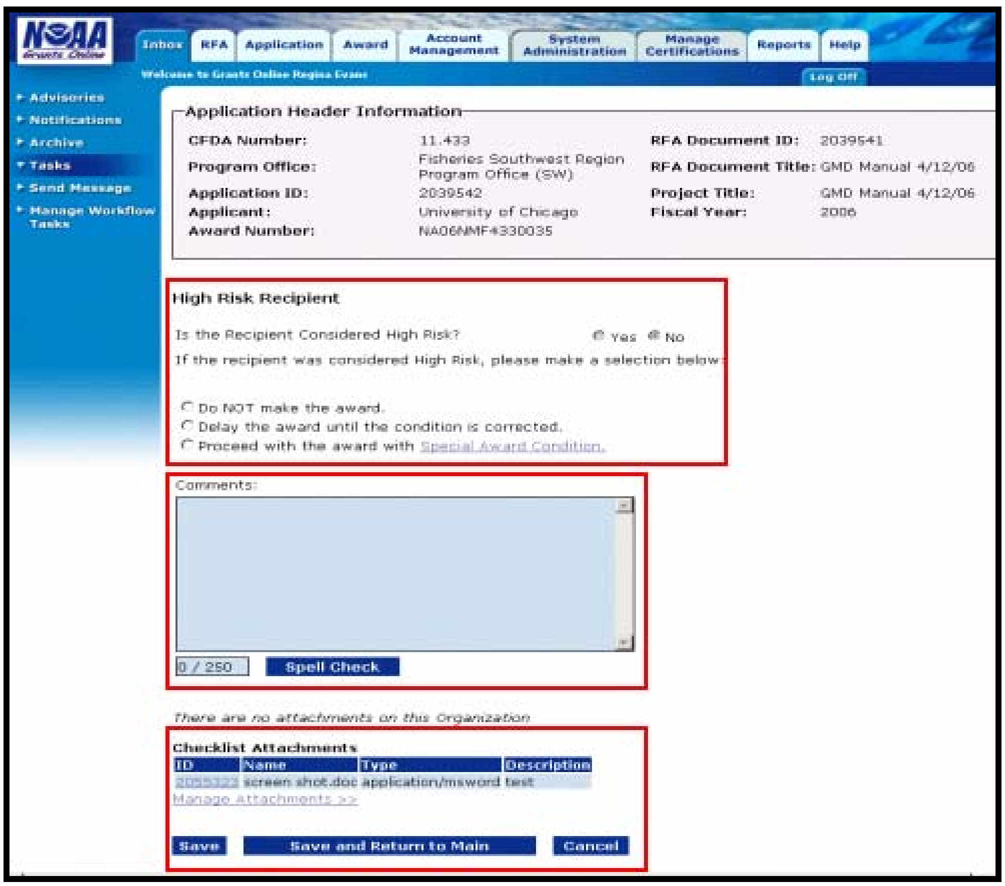


High Risk Recipient

1. Upon selecting the **High Risk Recipient** link from the *GMD Checklist* page (see step 1, page 11) the *High Risk Recipient* screen is displayed. The **Yes** and **No** radio buttons indicate if the recipient is considered high risk. If the recipient is considered high risk, you must select from the following:

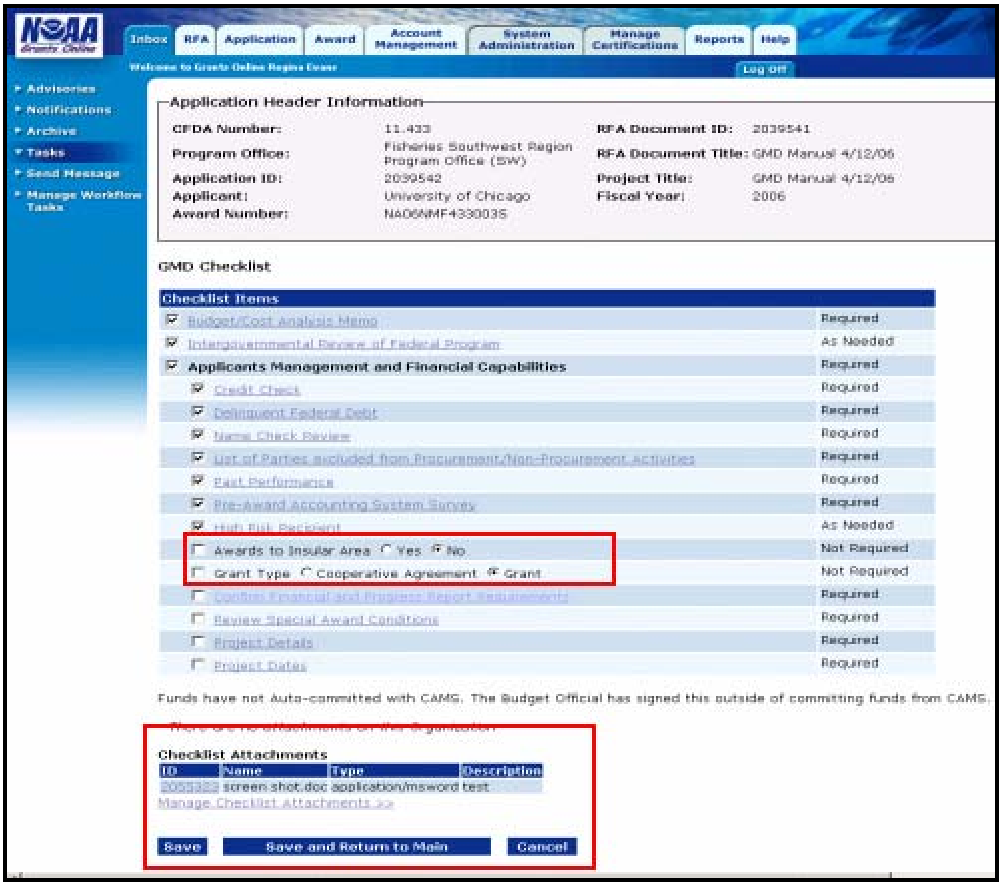
- **Do NOT make the award**
- **Delay the award until the condition is corrected**
- **Proceed with the award with Special Award Conditions**

Select the **Special Award Conditions** link to view the Special Award Conditions (SAC). You may also enter and save comments in the COMMENTS field. To view current checklist attachments and/or to add attachments, select the **Manage Attachments** link. You may also view an attachment by selecting the ID number link in the **ID** column. Select the **Save** followed by **Save and Return to Main** to save changes and return to the *GMD Checklist* page.



Awards to Insular Area and Grant Type

1. The next items on the *GMD Checklist* page are the **Awards to Insular Area** and **Grant Type**. In the **Awards to Insular Area** section, verify the appropriate radio button is selected (**Yes** or **No**) indicating whether this Award is to an insular area. In the **Grant Type** section, verify the appropriate radio button for grant type is selected (**Grant** or **Cooperative Agreement**). To view current checklist attachments and/or to add attachments, select the **Manage Checklist Attachments** link. You may also view the attachment by selecting the ID number link in the **ID** column. Select the **Save** to save changes.

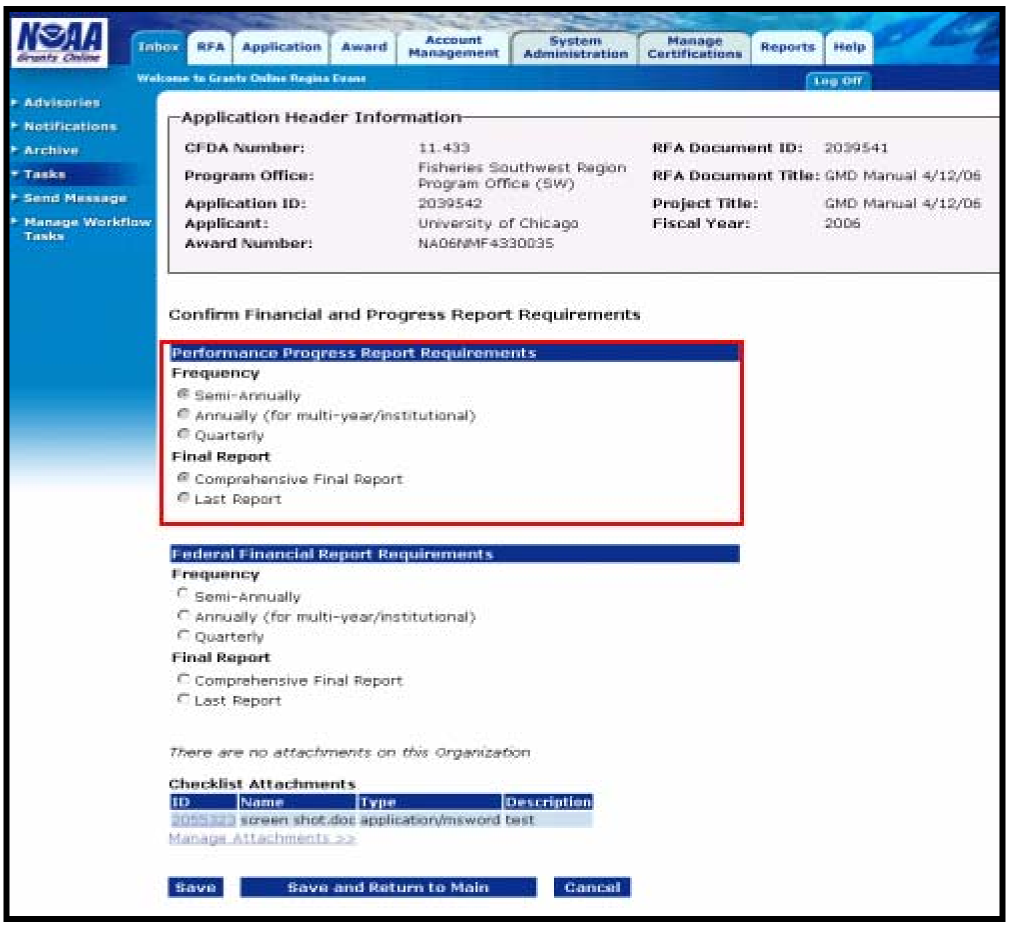


Confirm Financial and Progress Report Requirements

1. Upon selecting the **Confirm Financial and Progress Report Requirements** link from the *GMD Checklist* page (see step1 page 11) the *Confirm Financial and Progress Report Requirements* screen is displayed. The **Performance Progress Report Requirements** section displays the **Frequency** of the Performance Progress Report which is either:

- **Semi Annually**
- **Annually (for multi-year/institutional)**
- **Quarterly**

The **Final Report** section indicates whether the final Performance Progress Report is a **Comprehensive Final Report** or the **Last Report**. The radio buttons in the Performance Progress Report section were entered by the Program Officer and therefore are greyed out.

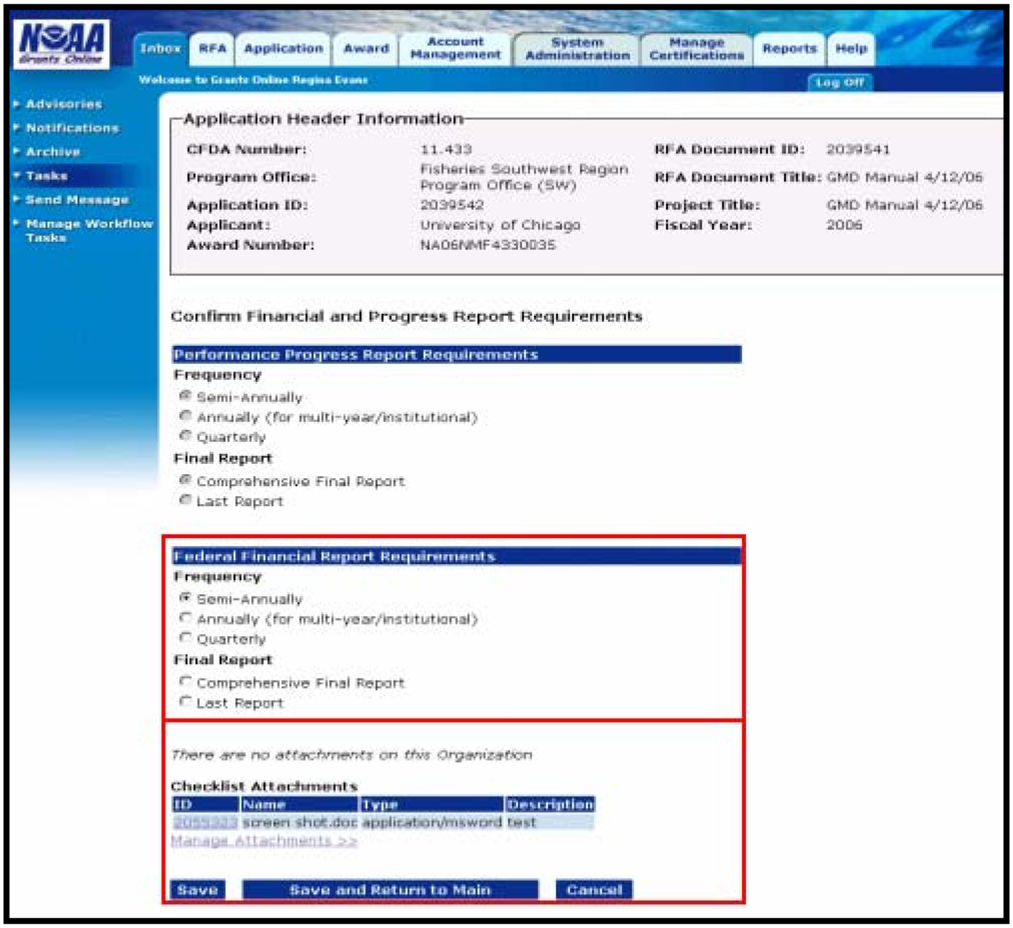


2. In the **Federal Financial Reports Requirements** section, select the **Frequency** of the Federal Financial Reports by selecting the radio button for one of the following:

- **Semi Annually**
- **Annually (for multi-year/institutional)**
- **Quarterly**

In the **Final Report** section select either **Comprehensive Final Report** or the **Last Report** to indicate if the final Federal Financial Report is a comprehensive final report or the last report.

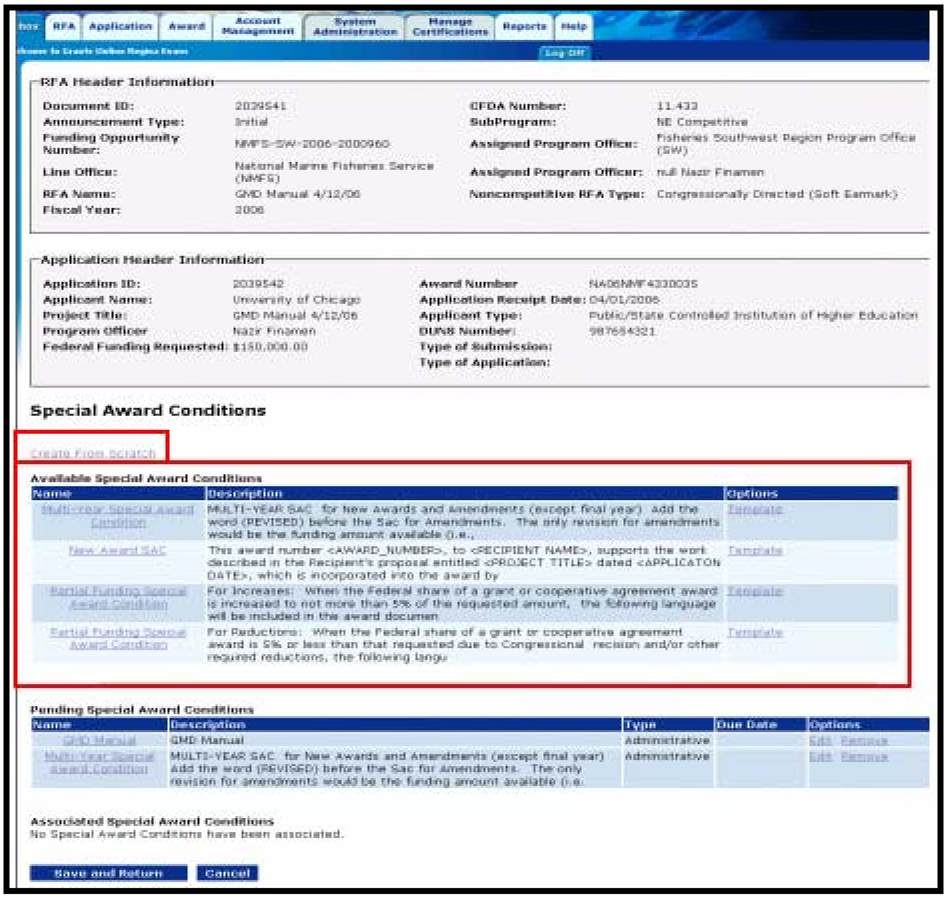
To view current checklist attachments and/or to add attachments, select the **Manage Attachments** link. You may also view the attachment by selecting the ID number link in the **ID** column. Select the **Save** followed by **Save and Return to Main** to save changes and return to the *GMD Checklist* page.



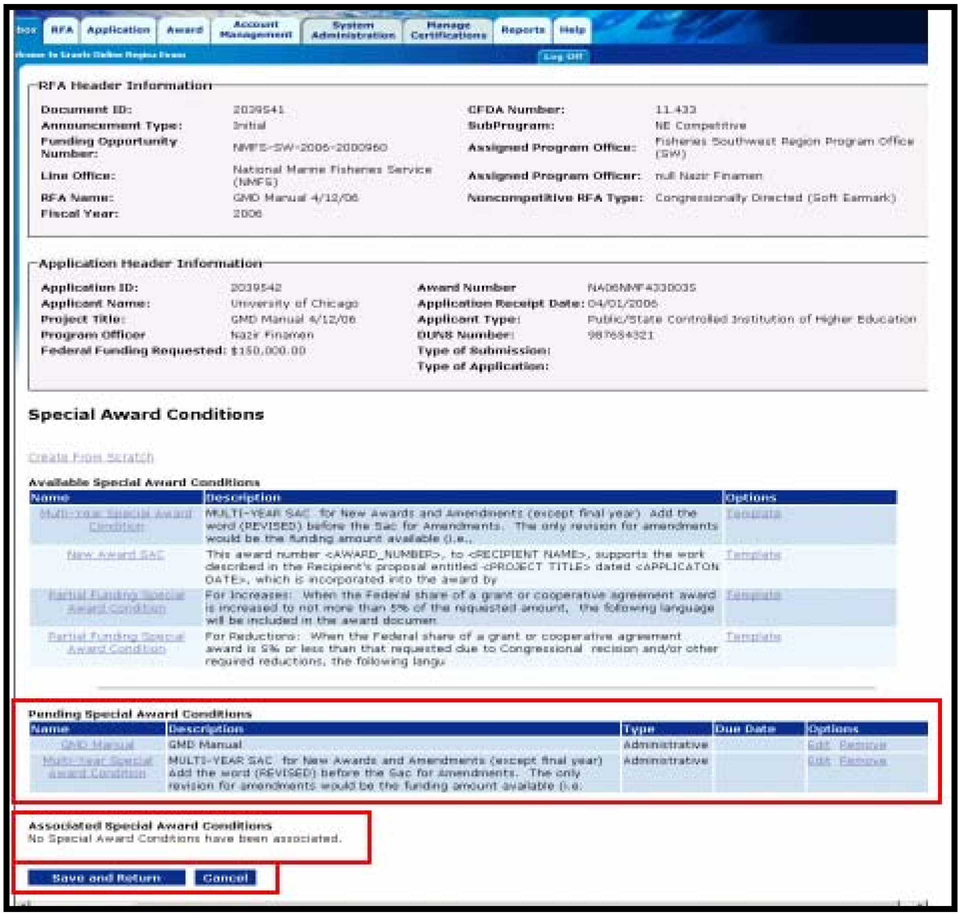
Special Award Conditions

1. Upon selecting the **Special Award Conditions** link from the *GMD Checklist* page (see step1 page 11) the *Special Award Conditions* screen is displayed. You may create a SAC from scratch by selecting the **Create from Scratch** link. You may also create a SAC from the **Available Special Award Conditions** section by selecting the **Template** link next to the SAC you would like to add**.** The name of the SAC is a hyperlink. To view the SAC, click on the name. The following SACs are listed under **Available Special Award Conditions**:

- **Multi-Year Special Award Condition**
- **New Award SAC**
- **Partial Funding Special Award Condition (for increases)**
- **Partial Funding Special Award Condition (for reductions)**

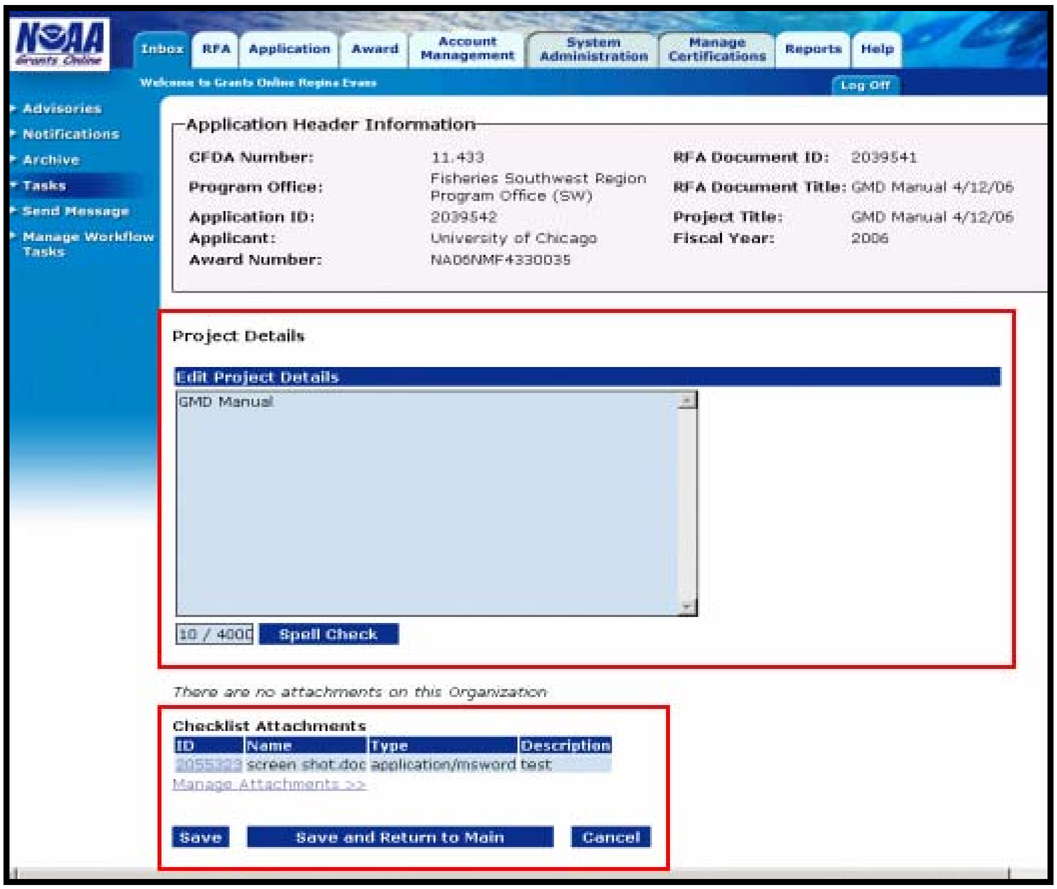


2. The **Pending Special Award Conditions** display Award conditions that are pending approval. The name of the SAC is a hyperlink. To view the SAC, click on the name. Select the **Edit** link to edit the SAC or the **Remove** link to remove the SAC. The **Associated Special Award Conditions** section displays SACs that are associated with this Award. Select **Save and Return** to save changes and return to the *GMD Checklist* page.



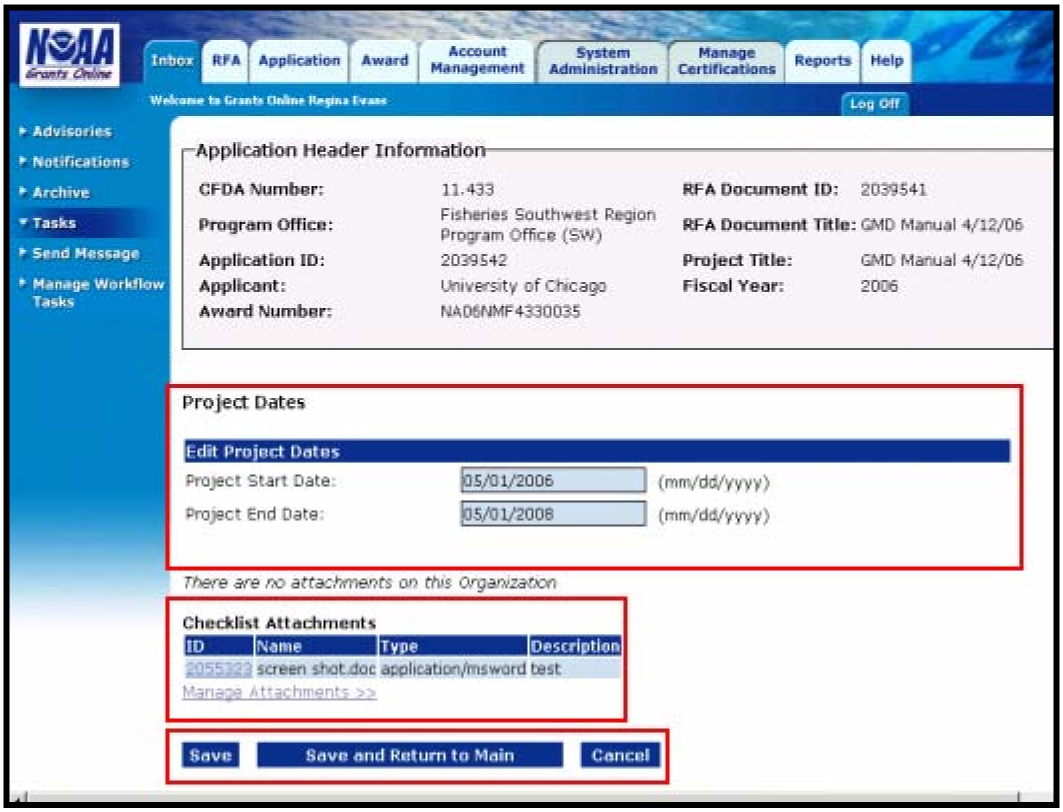
Project Details

1. Upon selecting the **Project Details** link from the *GMD Checklist* page (see step1, page 11) the *Project Details* screen is displayed. The **Edit Project Details** section allows you to view, edit, and save changes to the project details. To view current checklist attachments and/or to add attachments, select the **Manage Attachments** link. You may also view an attachment by selecting the ID number link in the **ID** column. Select the **Save** followed by **Save and Return to Main** to save changes and return to the *GMD Checklist* page.



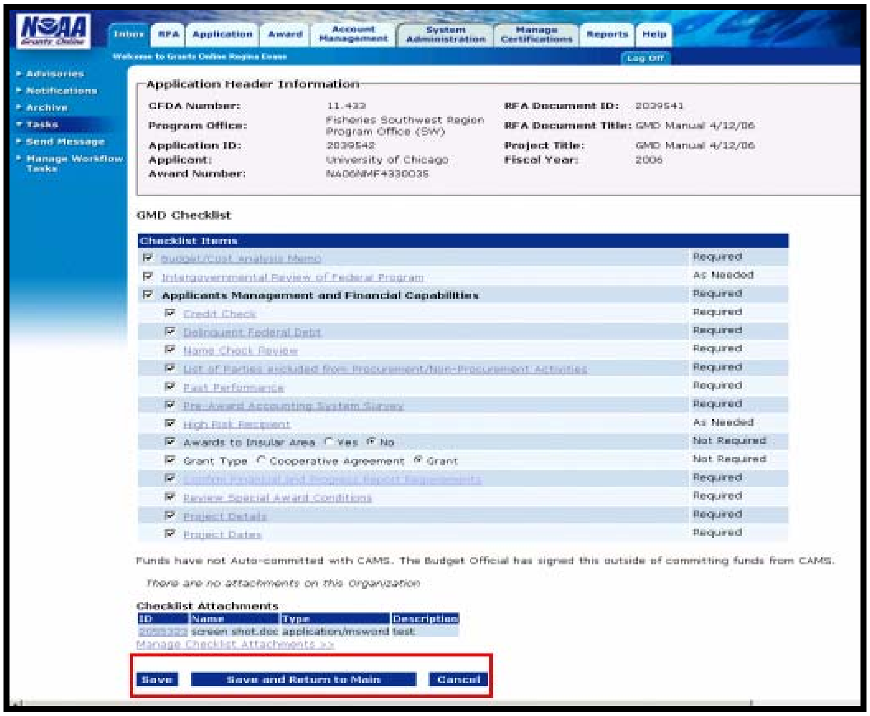
Project Dates

1. Upon selecting the **Project Dates** link from the *GMD Checklist* page (see step1 page 11) the *Project Dates* screen is displayed. The *Project Dates* screen displays the **Project Start Date** and the **Project End Date** and also allows you to modify the dates if necessary. To view current checklist attachments and/or to add attachments, select the **Manage Attachments** link. You may also view attachments by selecting the ID number link in the **ID** column. Select the **Save** followed by **Save and Return to Main** to save changes and return to the *GMD Checklist* page.

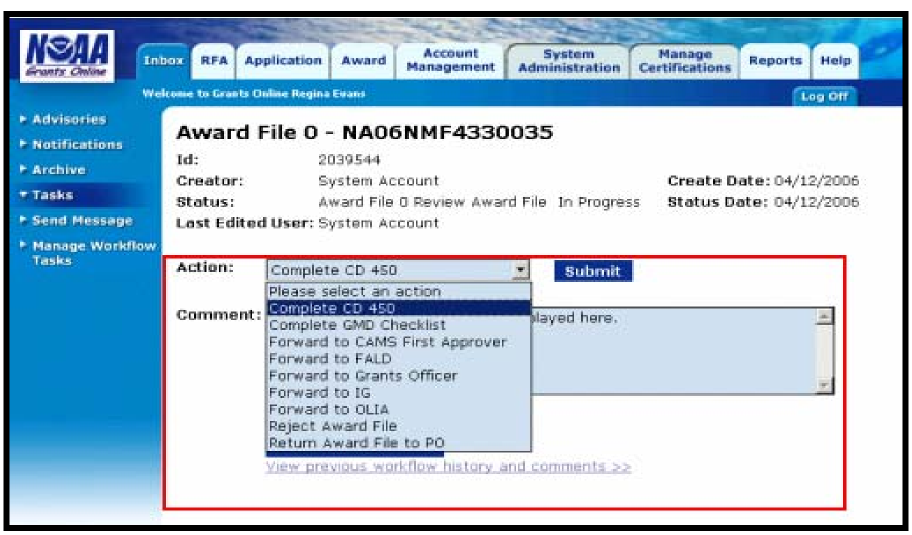


Submitting the GMD Checklist

1. To save the GMD Checklist and work on it later, click **Save**. If the GMD Checklist is complete, select the **Save** followed by **Save and Return to Main** to save changes and continue the workflow.

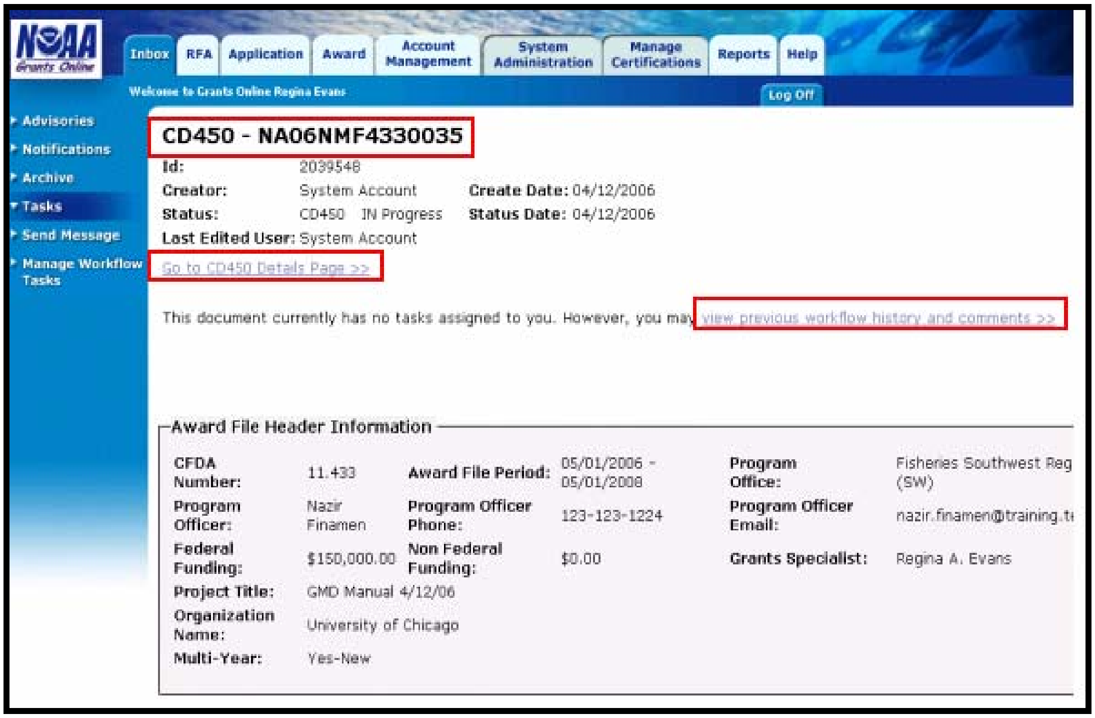


2. The following screen is the launch page for the **Review Award File** task. We are now going to review the process for completing the CD-450. To view the previous workflow history and comments, select the **View previous workflow history and comments** link. From the action drop down menu, select **Complete CD-450** followed by the **Submit** button.

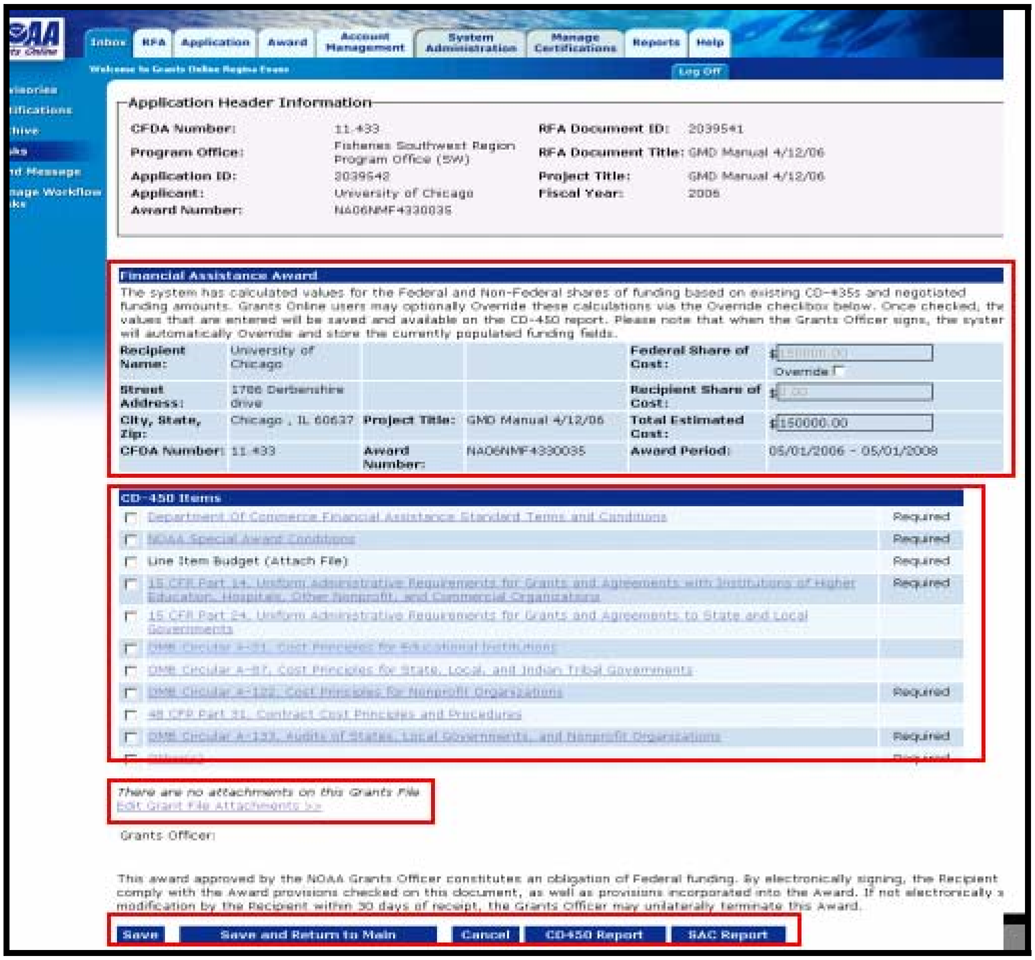


Grants Specialist: Completing the CD-450

1. Upon selecting the **Complete CD-450** option from the action drop down menu, the *CD-450* page is displayed. Select the link entitled **Go to CD450 Details Page**. You may also view the previous workflow history and comments by selecting the link entitled **view previous workflow history and comments**. The CD-450 is the Department of Commerce standard terms and conditions form that is sent to recipients. There are hyperlinks that refer to the various terms and conditions of the award. The CD-450 may be printed from Grants Online.



2. The following screen is the *CD-450 details* page. The CD-450 includes the **Financial Assistance Award** section and the **CD-450 Items** section. This screen also displays any attachments associated with this Grants File. The Grants Officer field is blank, but once the Grants Officer approves the Award file, their name will populate the Grants Officer section, as well as the date they approved the Award. The following pages will review the **Financial Assistance Award** section and the **CD-450 Items**.

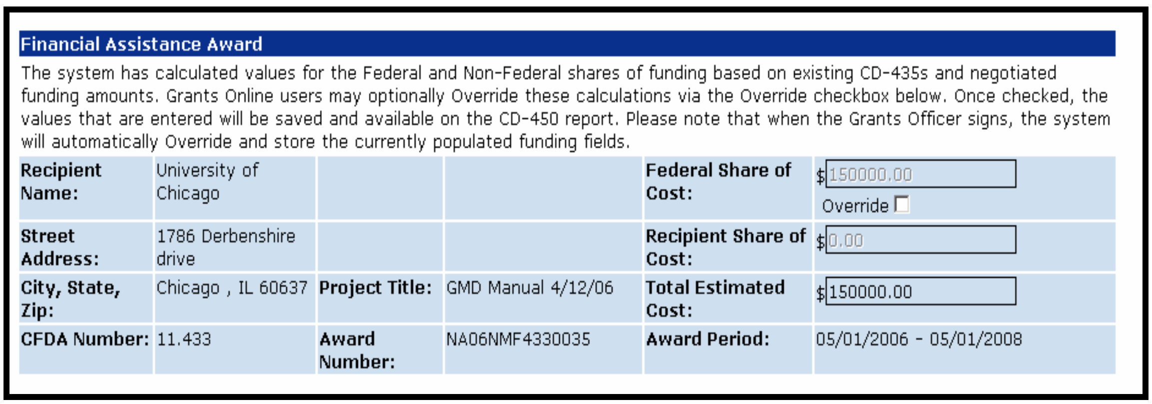


CD-450: Financial Assistance Award

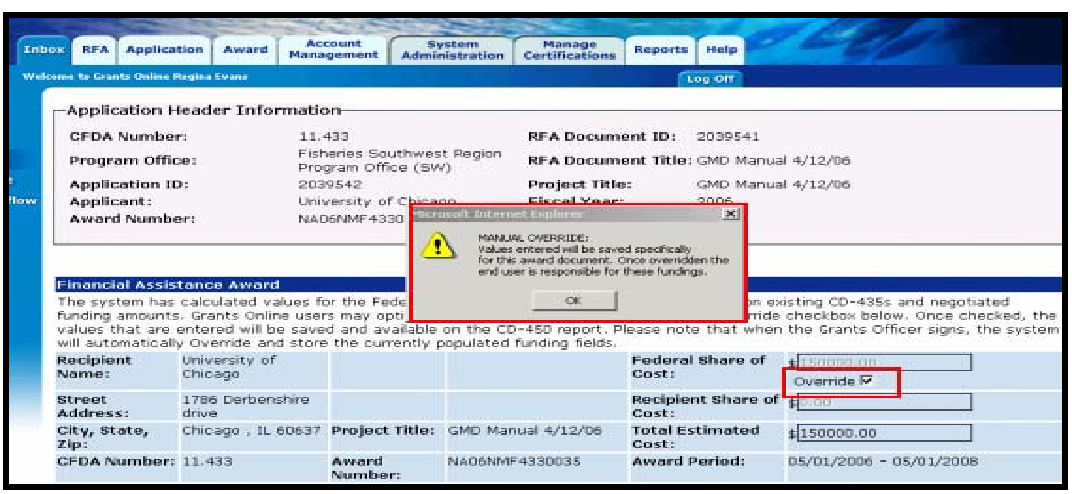
1. The Financial Assistance Award displays the following information:

- **RECIPIENT NAME**
- **STREET ADDRESS**
- **CITY, STATE, ZIP**
- **CFDA NUMBER**
- **FEDERAL SHARE OF COST**
- **RECIPIENT SHARE OF COST**
- **TOTAL ESTIMATED COST**
- **AWARD PERIOD**

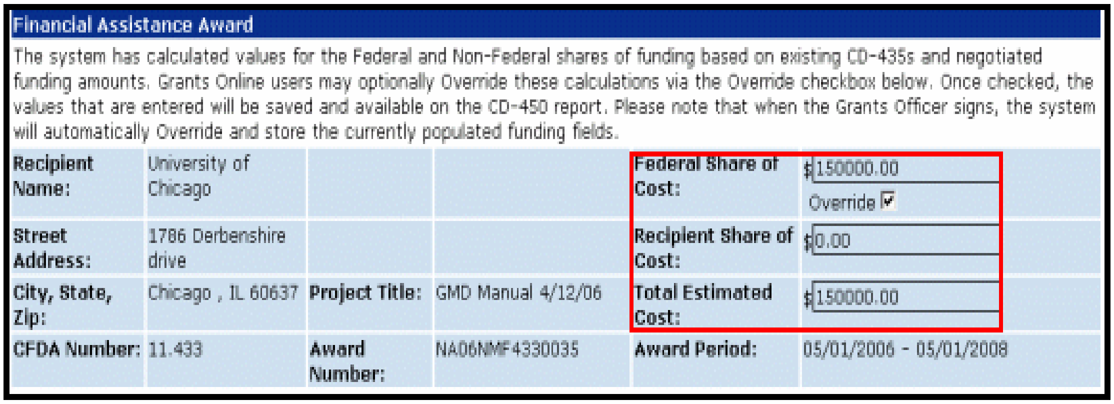
The system has calculated values for the Federal and Non-Federal shares of funding based on existing CD-435s and negotiated funding amounts. You may optionally override these calculations via the **Override** checkbox below. For example, before selecting the **Override** checkbox, the FEDERAL SHARE OF COST field and the RECIPIENT SHARE OF COST field are greyed out.



2. Upon selecting the **Override** checkbox the warning message below is displayed. Please note, by using the override feature, funds indicated on the CD-450 will reflect different values than the CD-435. After reading the warning message, select **OK**.



3. After selecting **OK** from the warning message (see step 2, page 32), the FEDERAL SHARE OF COST, RECIPIENT SHARE OF COST, and the TOTAL ESTIMATED COST fields are no longer greyed out. You are now able modify the amounts. The values that are entered will be saved and available on the CD-450 report. Please note that when the Grants Officer approves the CD-450, the system will automatically override and store the currently populated funding fields.


Financial Assistance Award

The system has calculated values for the Federal and Non-Federal shares of funding based on existing CD-435s and negotiated funding amounts. Grants Online users may optionally Override these calculations via the Override checkbox below. Once checked, the values that are entered will be saved and available on the CD-450 report. Please note that when the Grants Officer signs, the system will automatically Override and store the currently populated funding fields.

Recipient Name:	University of Chicago			**Federal Share of Cost:**	$150000.00 Override
Street Address:	1786 Derbenshire drive			**Recipient Share of Cost:**	$0.00
City, State, Zip:	Chicago , IL 60637	**Project Title:**	GMD Manual 4/12/06	**Total Estimated Cost:**	$150000.00
CFDA Number:	11.433	**Award Number:**	NA06NMF4330035	**Award Period:**	05/01/2006 - 05/01/2008

CD-450: CD 450 Items

1. On the *CD-450 details* page, the following items are listed under **CD-450 items**:

- **Department of Commerce Financial Assistance Standard Terms and Conditions**
- **NOAA Special Award Conditions**
- **Line Item Budget (Attach File)**
- **15 CFR Part 14, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Nonprofit, and Commercial Organizations**
- **15 CFR Part 24, Uniform Administrative Requirements for Grants and Agreements to State Local Governments**
- **OMB Circular A-21, Cost Principles for Educational Institutions**
- **OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments**
- **OMB Circular A-122, Cost Principals for Nonprofit Organizations**
- **48 CFR Part 31, Contract Cost Principles and Procedures**
- **OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations**
- **Other(s)**

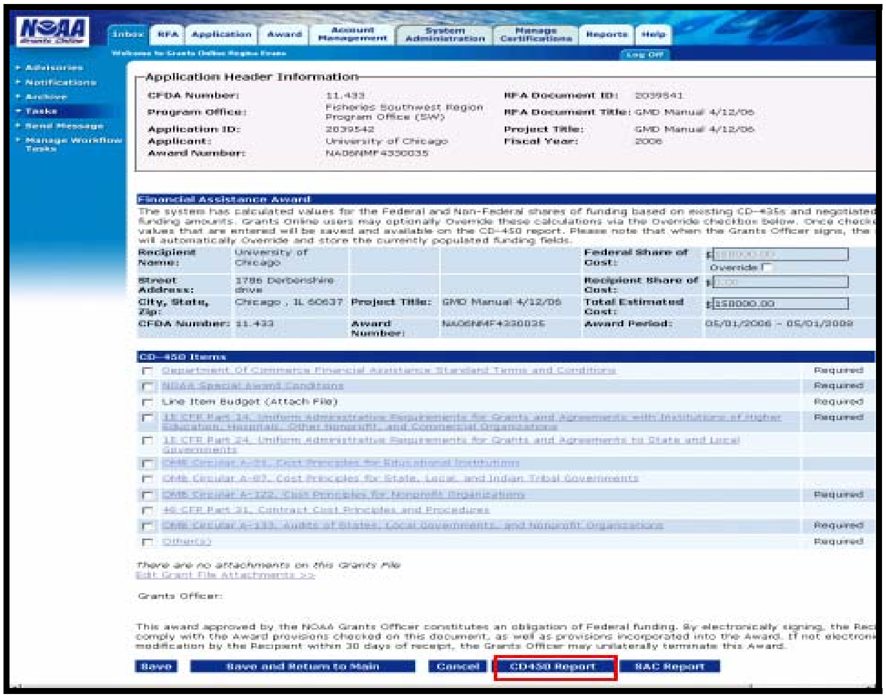
Select the appropriate check box(es) as identified by the **Required** column. Click each required hyperlink to ensure existing recipient data is valid or has not expired. Attach applicable files such as the **Line Item Budget** file. Select the **Edit Grant File Attachments** link to view, add, and/or remove attachments.

CD-450 Items	
☑ Department Of Commerce Financial Assistance Standard Terms and Conditions	Required
☑ NOAA Special Award Conditions	Required
☑ Line Item Budget (Attach File)	Required
☑ 15 CFR Part 14, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Nonprofit, and Commercial Organizations	Required
☐ 15 CFR Part 24, Uniform Administrative Requirements for Grants and Agreements to State and Local Governments	
☐ OMB Circular A-21, Cost Principles for Educational Institutions	
☐ OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments	
☑ OMB Circular A-122, Cost Principles for Nonprofit Organizations	Required
☐ 48 CFR Part 31, Contract Cost Principles and Procedures	
☑ OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations	Required
☑ Other(s)	Required

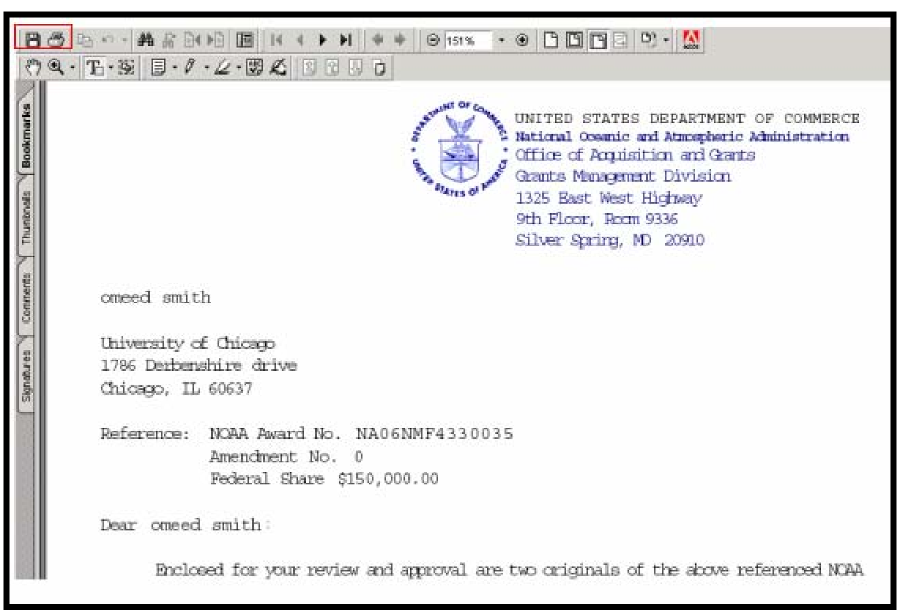
There are no attachments on this Grants File
Edit Grant File Attachments >>

CD-450 Report

1. To view the CD-450 report, from the *CD-450* details page select the button titled **CD-450 Report**.

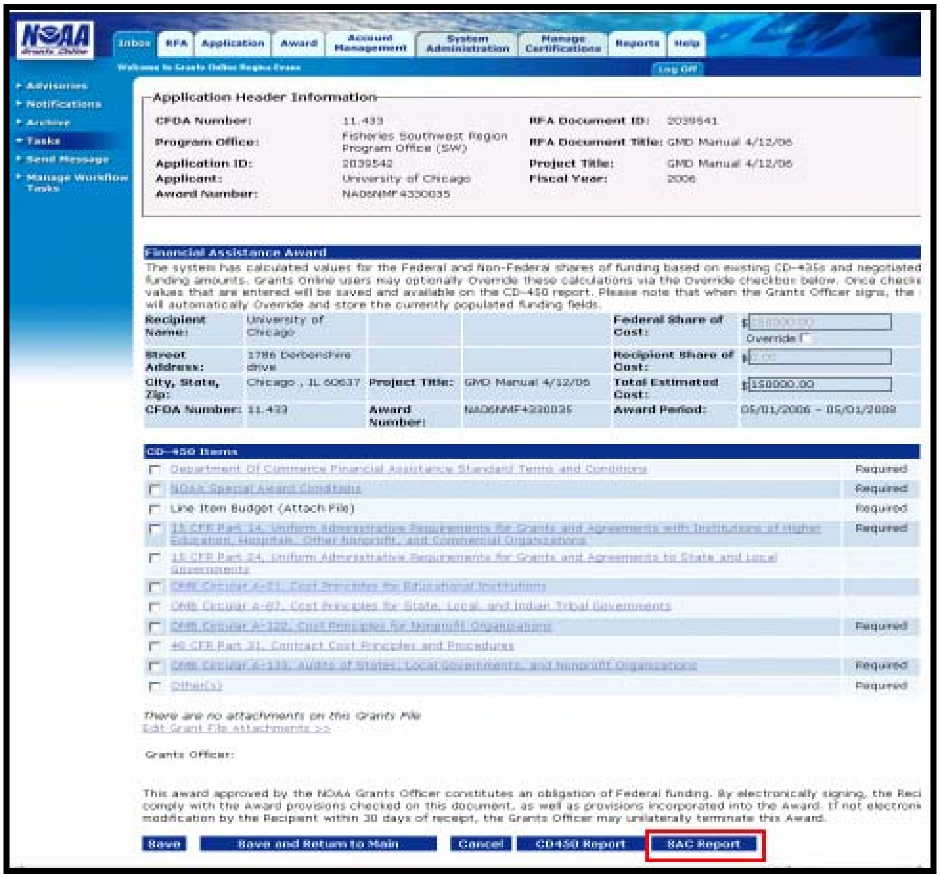


2. An Adobe Acrobat file opens in a separate window, displaying the CD-450.You may save and/or print the report using the save and/or print icons.

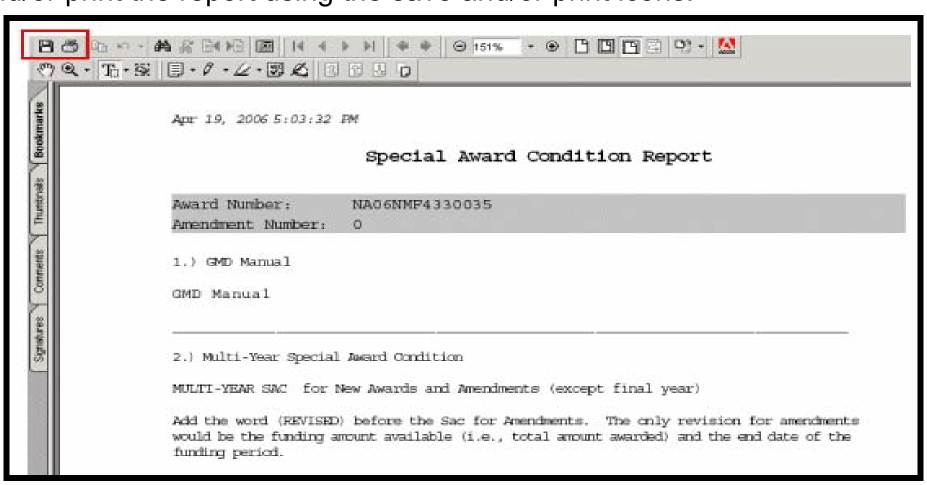


SAC Report

1. To view the SAC report, from the *CD-450* details page, select the button titled **SAC Report**.

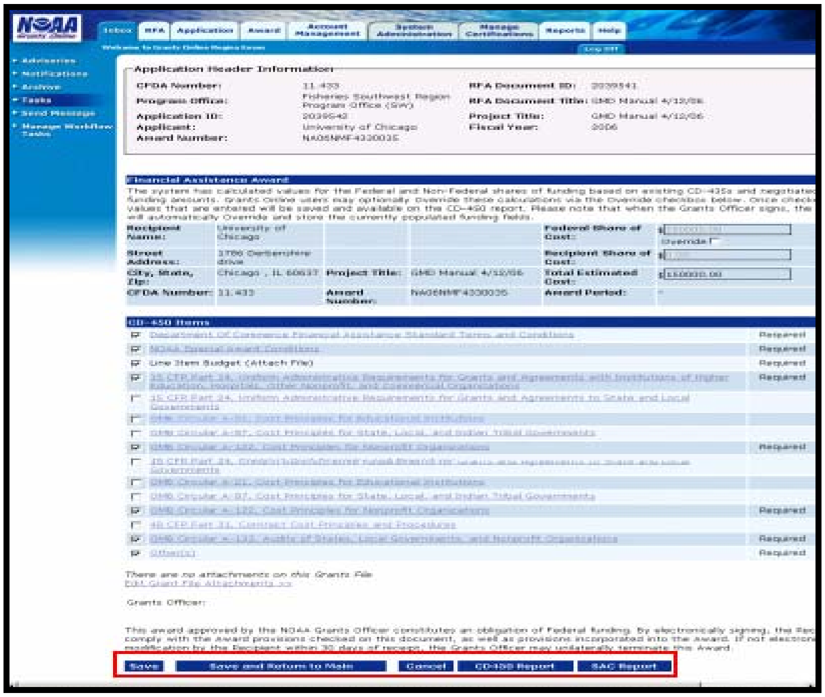


2. An Adobe Acrobat file opens in a separate window, displaying the SAC report. You may save and/or print the report using the save and/or print icons.

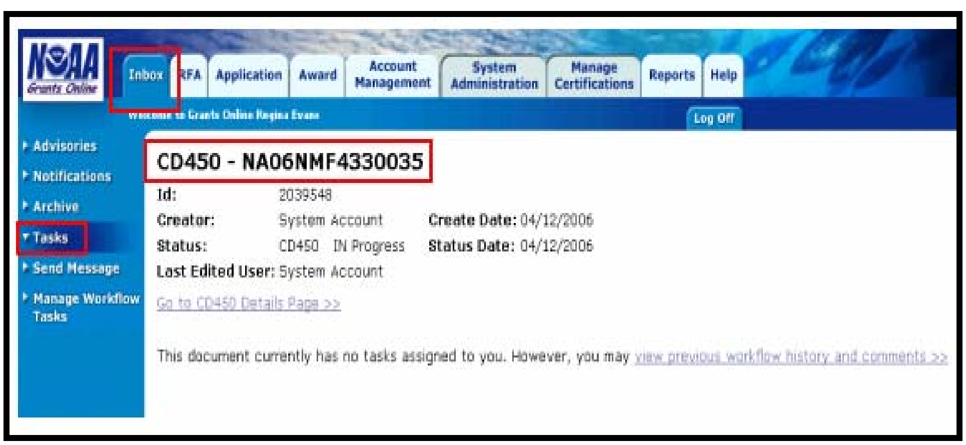


Submitting the CD-450

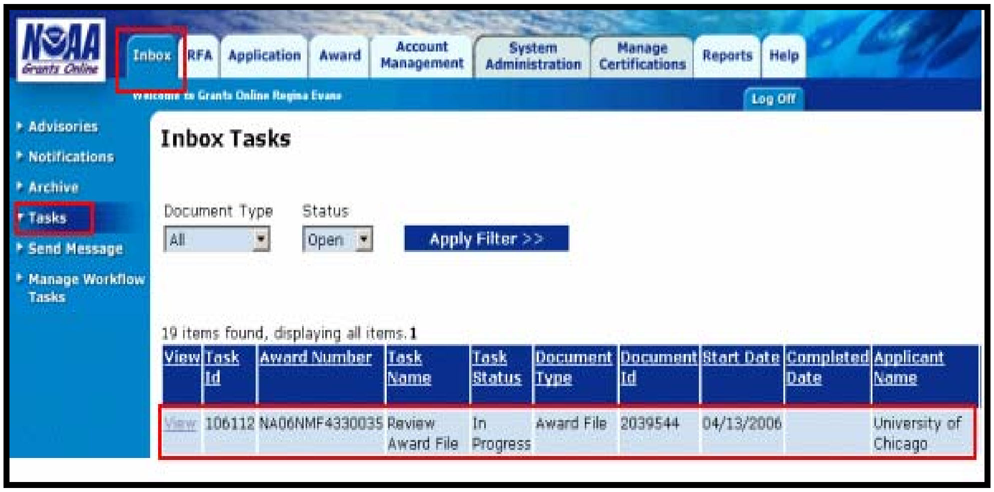
1. Once you have completed reviewing and, if applicable, updating the CD-450, select **Save** followed by **Save and Return to Main**.



2. The following page is the *CD-450* page. Select the **Inbox** tab followed by the **Tasks** link.



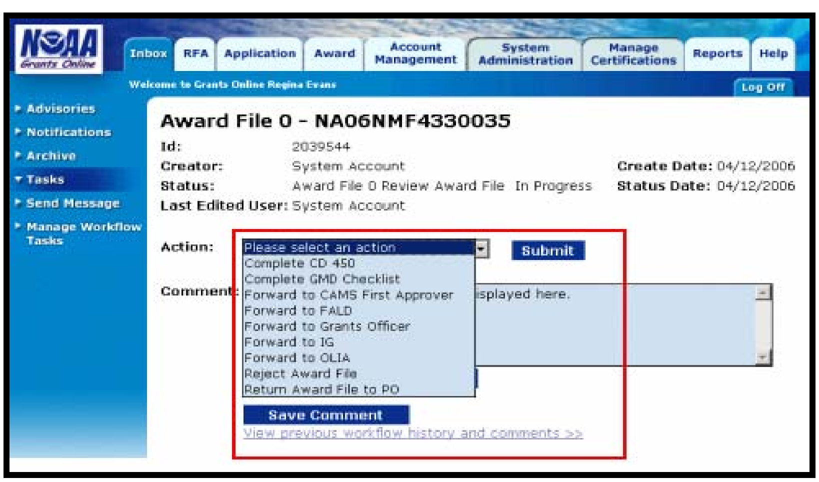
3. Select the **View** link for the **Review Award File** task.



4. The *task launch* page is displayed for the **Review Award File** task. The following options are listed in the action drop down menu:

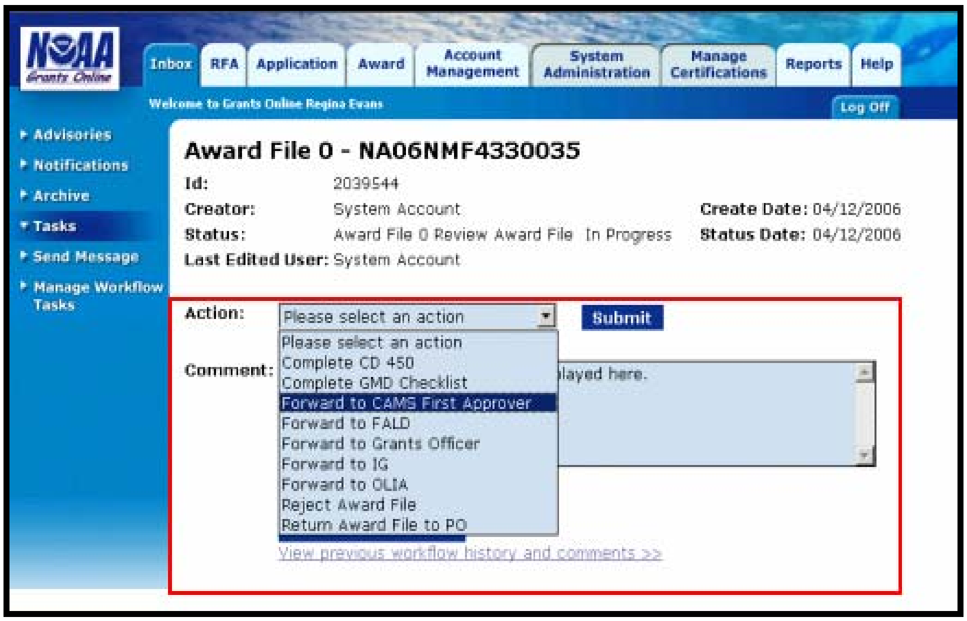
- **Complete CD-450**
- **Complete GMD Checklist**
- **Forward to CAMS First Approver**
- **Forward to FALD**
- **Forward to Grants Officer**
- **Forward to IG**
- **Forward to OLIA**
- **Reject Award File**
- **Return Award file to PO**

Please note the option to **Forward to Grants Officer** is available only after the GMD checklist AND the CD-450 have been completed. In our example, we have already completed the GMD Checklist and the CD-450. The following sections of the manual review the steps for completing the rest of the options from the action drop down menu.



Forward to CAMS First Approver

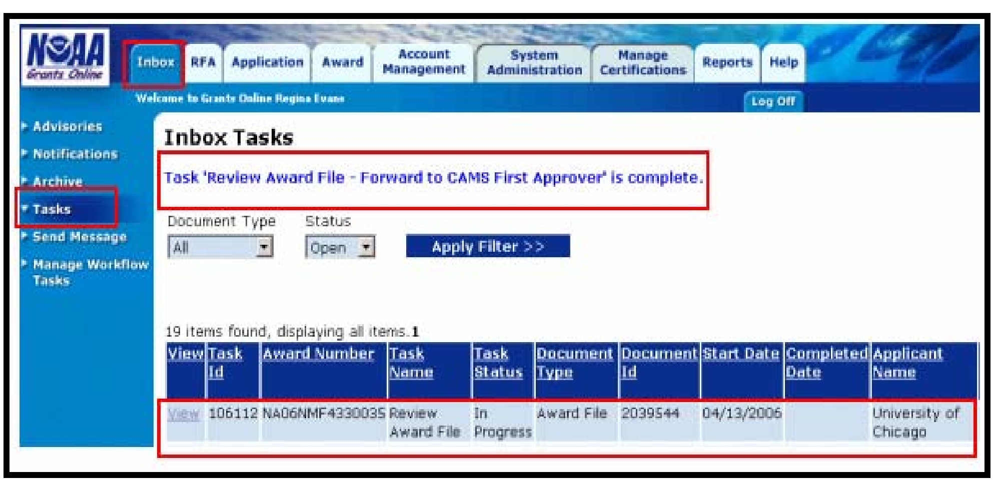
1. From the **Review Award File** task (see step 4, page 38), select the option to **Forward to CAMS First Approver** followed by the **Submit** button. This option allows you to forward the Award file to the CAMS first approver. To view the previous workflow history and comments, select the link entitled **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.



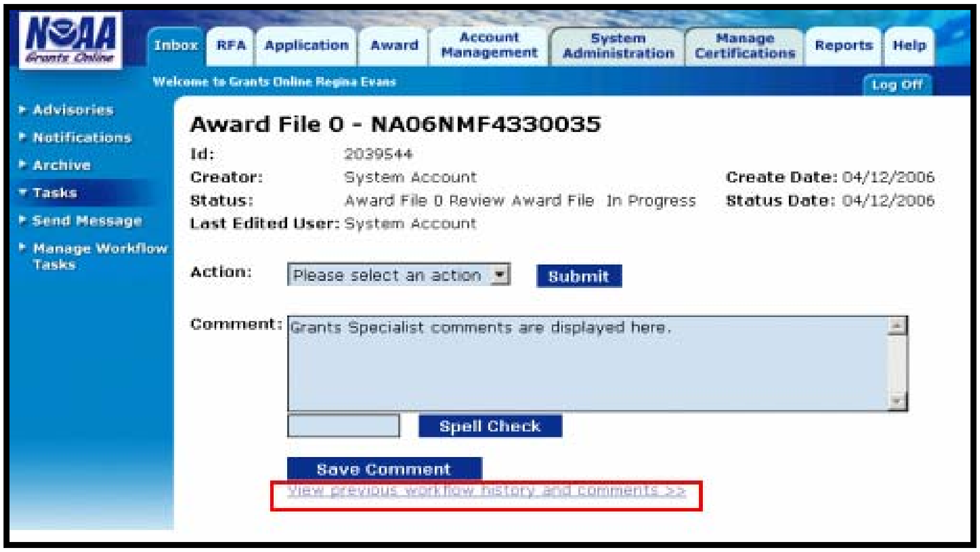
2. After completing task, the following screen is the *Inbox Tasks* screen. The following note is displayed across the top of the screen:

- **Task "Review Award File – Forward to CAMS First Approver" is complete.**

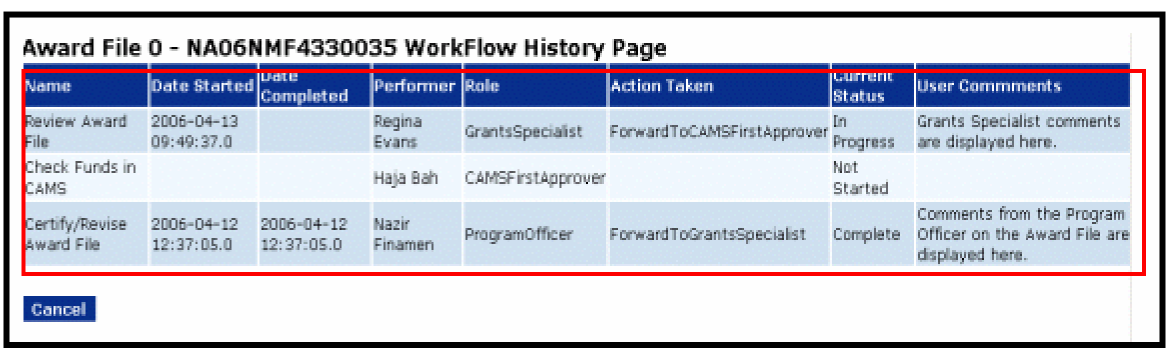
Please note, the **Review Award File** task remains in your inbox. To view the workflow history, select the **View** link for the **Review Award File** task.



3. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**.



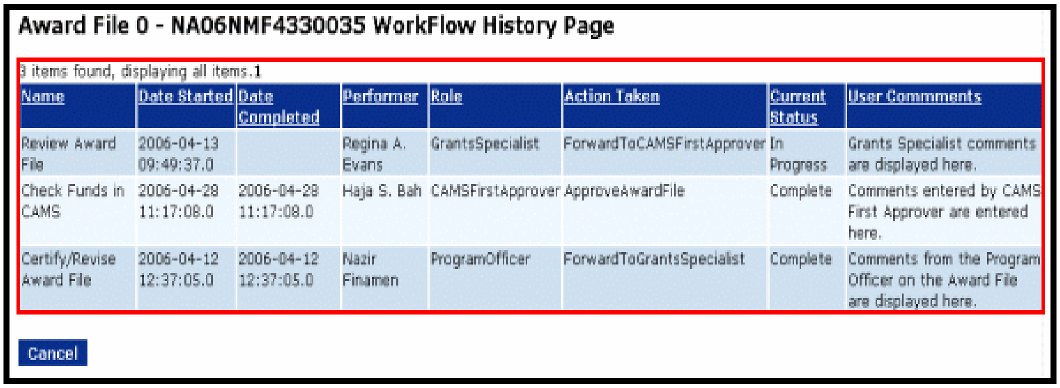
4. The *Workflow History Page* is displayed. By looking at this screen, we know the Program Officer started taking action on the **Certify/Revise Award File** task on 4/12/06 and forwarded the Award file to Regina Evans, the Grants Specialist, on 4/13/06. Although the Review Award File task remains with Regina Evans, Haja Bah, who has the role of CAMSFirstApprover, also has a task titled **Check Funds in CAMS** in her inbox (please see the GMD Manual for CAMS and FALD for further details on the **Check Funds in CAMS** task).


Award File 0 - NA06NMF4330035 WorkFlow History Page

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Award File	2006-04-13 09:49:37.0		Regina Evans	GrantsSpecialist	ForwardToCAMSFirstApprover	In Progress	Grants Specialist comments are displayed here.
Check Funds in CAMS			Haja Bah	CAMSFirstApprover		Not Started	
Certify/Revise Award File	2006-04-12 12:37:05.0	2006-04-12 12:37:05.0	Nazir Finamen	ProgramOfficer	ForwardToGrantsSpecialist	Complete	Comments from the Program Officer on the Award File are displayed here.

Cancel

5. You will receive a notification in Grants Online once the CAMS First Approver has completed the task to Review the Award file. View the *Workflow History Page* to view both the action taken and comments made by the CAMS First Approver.


Award File 0 - NA06NMF4330035 WorkFlow History Page

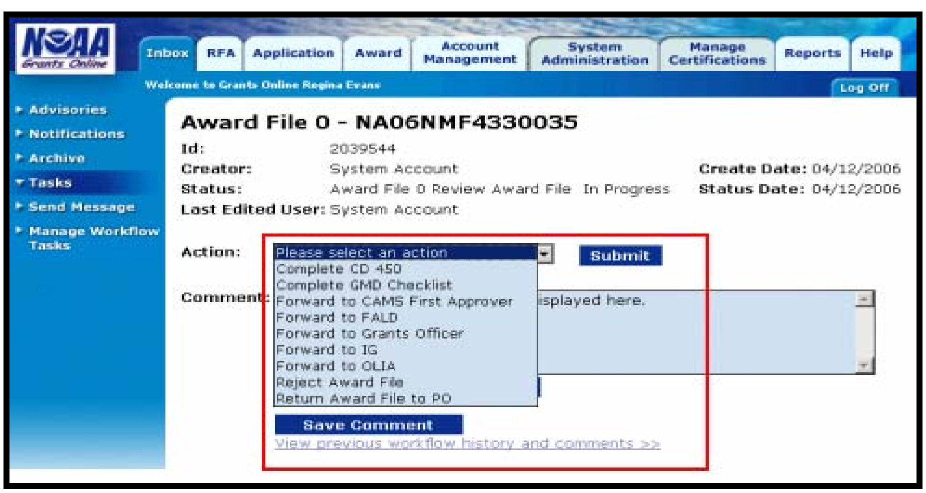
3 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Award File	2006-04-13 09:49:37.0		Regina A. Evans	GrantsSpecialist	ForwardToCAMSFirstApprover	In Progress	Grants Specialist comments are displayed here.
Check Funds in CAMS	2006-04-28 11:17:08.0	2006-04-28 11:17:08.0	Haja S. Bah	CAMSFirstApprover	ApproveAwardFile	Complete	Comments entered by CAMS First Approver are entered here.
Certify/Revise Award File	2006-04-12 12:37:05.0	2006-04-12 12:37:05.0	Nazir Finamen	ProgramOfficer	ForwardToGrantsSpecialist	Complete	Comments from the Program Officer on the Award File are displayed here.

Cancel

Forward to FALD

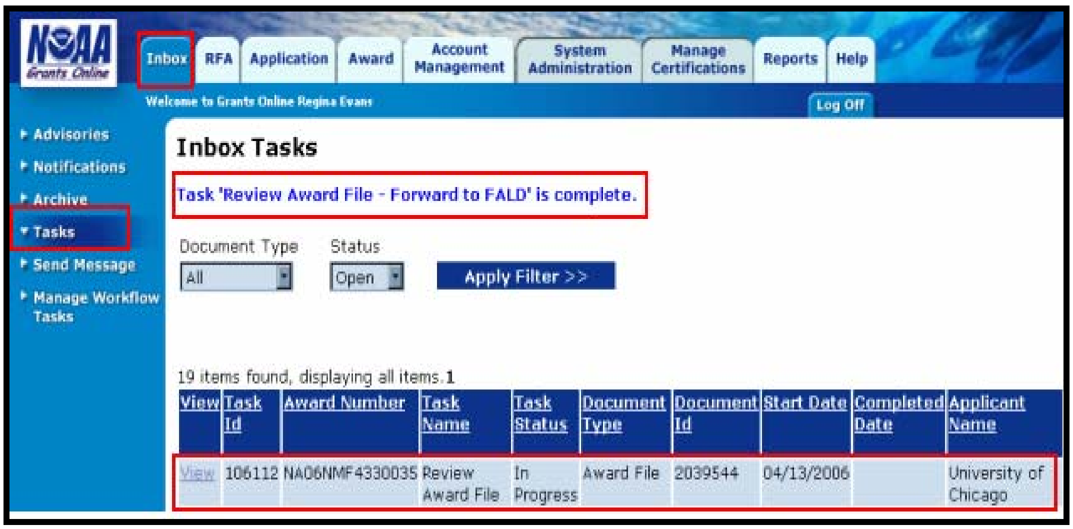
1. From the **Review Award File** task (see step 4, page 38), select the option to **Forward to FALD** followed by the **Submit** button. This option allows you to forward the Award file to FALD for review. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.



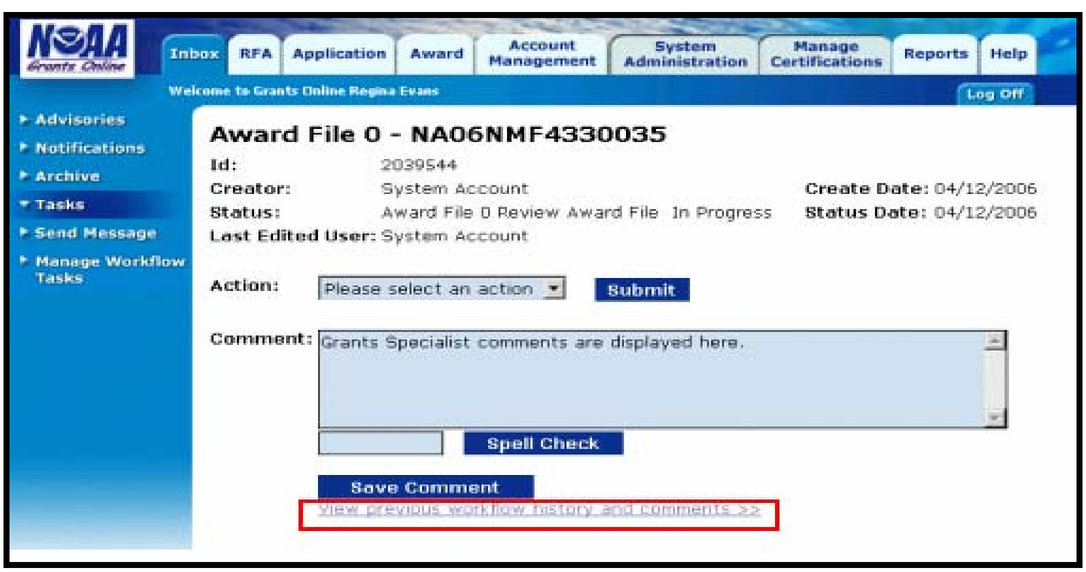
2. After completing task, the following screen is the *Inbox Tasks* screen. The following note is displayed across the top of the screen:

- **Task "Review Award File – Forward to FALD" is complete.**

Please note, the **Review Award File** task remains in your inbox. To view the workflow history select, the **View** link for the **Review Award File** task.



3. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**.



4. The *Workflow History Page* is displayed. By looking at this screen, we know the Program Officer started taking action on the **Certify/Revise Award File** task on 2/21/06 and forwarded the Award file to Regina Evans who is the Grants Specialist, on 2/21/06. Although the **Review Award File** task remains with Regina Evans, all the attorneys at FALD also have the **Review Award File** task in their inboxes (please see the GMD Manual for CAMS and FALD for further details). Even though the task is sent to all of the attorneys, the attorney who is the first to take action on the task will own the task, which removes the task from the inbox of the other attorneys.

11 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Commments
Review Award File	2006-04-29 13:58:20.0		Regina A. Evans	GrantsSpecialist	ForwardToFALD	In Progress	Grants Specialist comments are displayed here.
Review Award File			Stacia Le Blanc	FALD		Not Started	
Review Award File			Jana Gagner	FALD		Not Started	
Review Award File			Joe Levine	FALD		Not Started	
Review Award File			Ed Sharp	FALD		Not Started	
Review Award File			Eric Moll	FALD		Not Started	
Review Award File			Dinah Flynn	FALD		Not Started	
Review Award File			Michelle McClelland	FALD		Not Started	
Review Award File			Eileen Barber	FALD		Not Started	
Review Award File			Percy Robinson	FALD		Not Started	
Certify/Revise Award File	2006-02-21 10:34:17.0	2006-02-21 10:34:17.0	Suzy James	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Cancel

5. You will receive a notification in Grants Online once FALD has completed the task to **Review Award File**. View the *Workflow History Page* to view both the action taken by FALD and comments made by FALD.

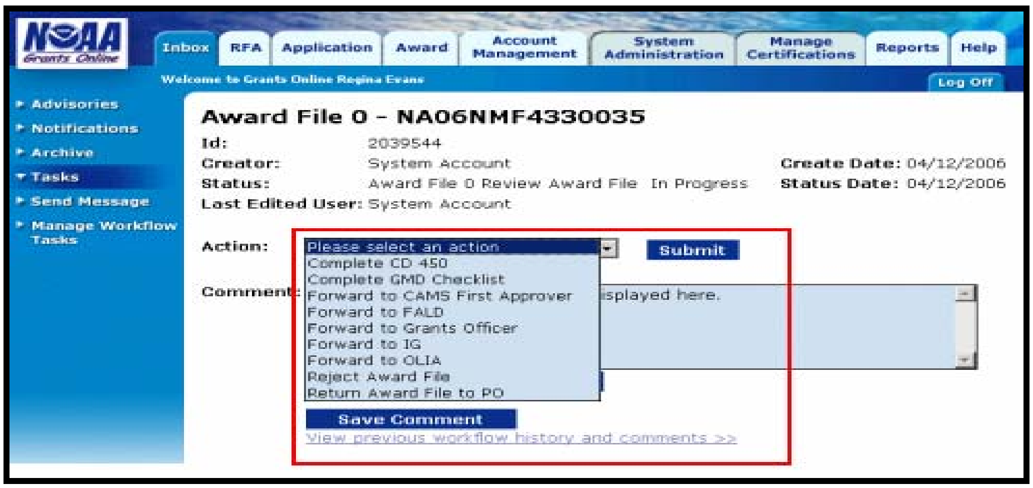
3 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Commments
Review Award File	2006-03-15 17:05:47.0		Regina A. Evans	GrantsSpecialist	ForwardToFALD	In Progress	Grants Specialist comments are displayed here.
Review Award File	2006-04-29 13:53:07.0	2006-04-29 13:53:07.0	Eric Moll	FALD	NoLegalObjection	Complete	Comments made by FALD are displayed here.
Certify/Revise Award File	2006-03-15 16:56:11.0	2006-03-15 16:56:11.0	Suzy James	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Cancel

Forward to OIG

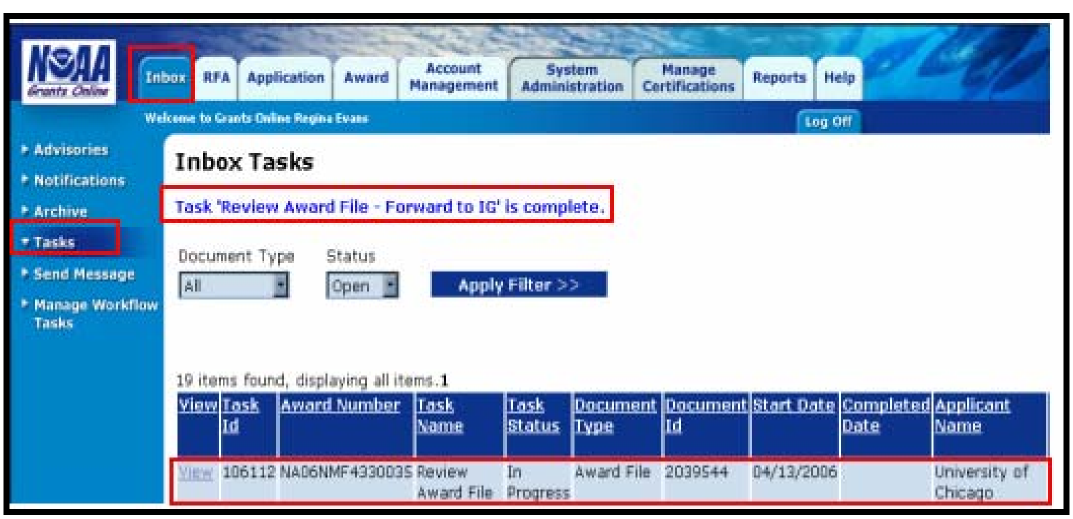
1. From the **Review Award File** task (see step 4, page 38), select the option to **Forward to IG** followed by the **Submit** button. This option allows you to forward the Award file to the Office of Inspector General for review. To view the previous workflow history and comments, select the link entitled **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.



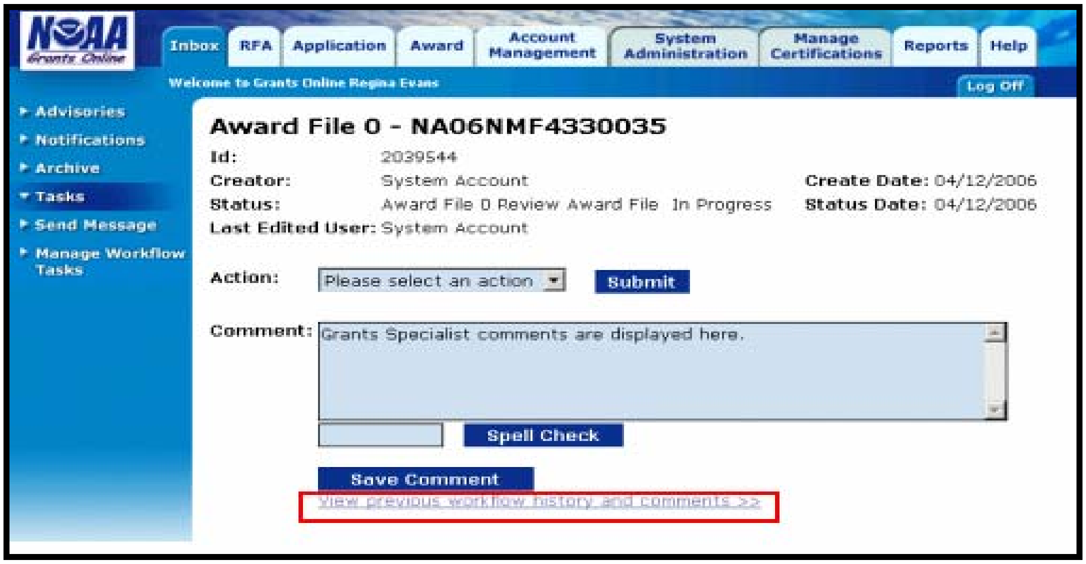
2. After completing task the following screen is the **Inbox Tasks** screen. The following note is displayed across the top of the screen:

- **Task "Review Award File – Forward to IG" is complete.**

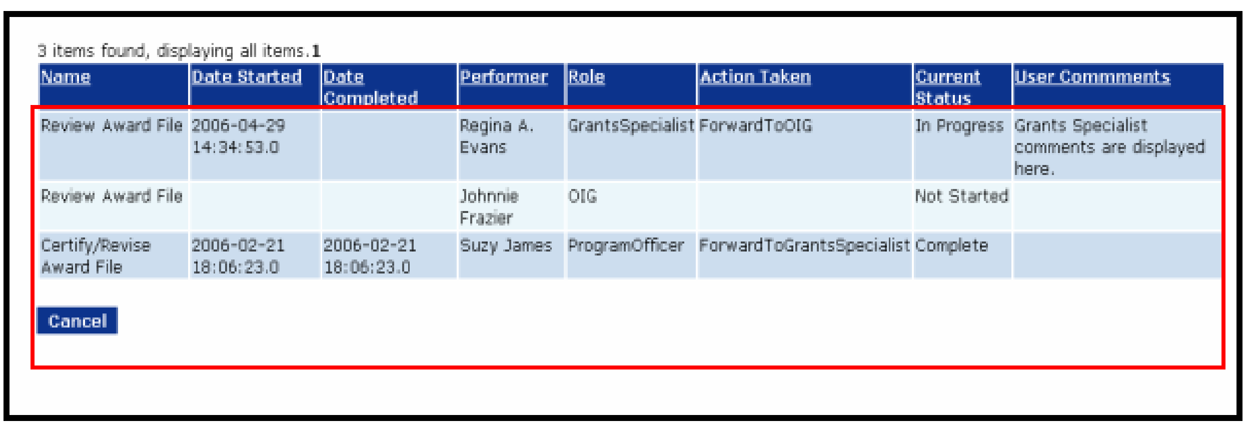
Please note, the **Review Award File** task remains in your inbox. To view the workflow history select, the **View** link for the **Review Award File** task.



3. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**.



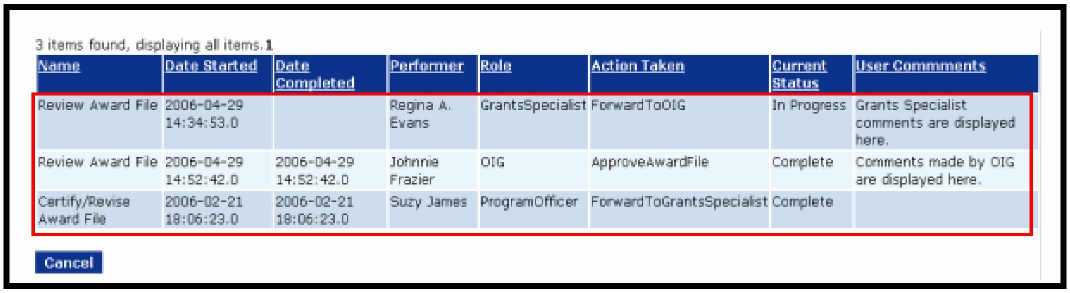
4. The *Workflow History Page* is displayed. By looking at this screen, we know the Program Officer started taking action on the **Certify/Revise Award File** task on 2/21/06 and forwarded the Award file to Regina Evans, the Grants Specialist, on 2/21/06. Although the **Review Award File** task remains with Regina Evans, a task to **Review Award File** has also been sent to OIG.


3 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Commments
Review Award File	2006-04-29 14:34:53.0		Regina A. Evans	GrantsSpecialist	ForwardToOIG	In Progress	Grants Specialist comments are displayed here.
Review Award File			Johnnie Frazier	OIG		Not Started	
Certify/Revise Award File	2006-02-21 18:06:23.0	2006-02-21 18:06:23.0	Suzy James	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Cancel

5. You will receive a notification in Grants Online once OIG has completed their task to review the Award file. View the *Workflow History Page* to view both the action taken by OIG and comments made by OIG.



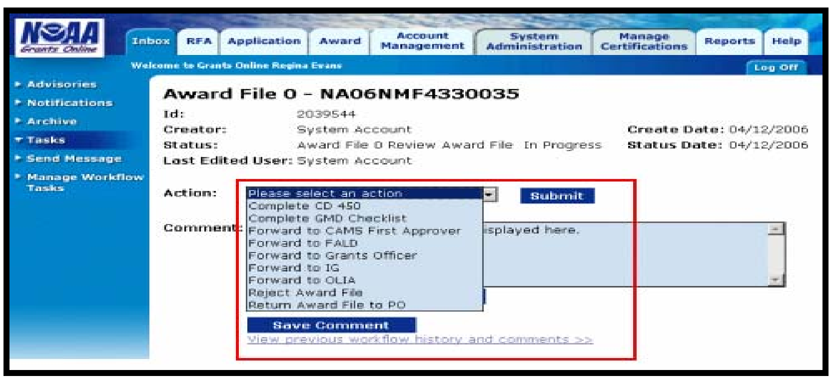
3 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Commments
Review Award File	2006-04-29 14:34:53.0		Regina A. Evans	GrantsSpecialist	ForwardToOIG	In Progress	Grants Specialist comments are displayed here.
Review Award File	2006-04-29 14:52:42.0	2006-04-29 14:52:42.0	Johnnie Frazier	OIG	ApproveAwardFile	Complete	Comments made by OIG are displayed here.
Certify/Revise Award File	2006-02-21 18:06:23.0	2006-02-21 18:06:23.0	Suzy James	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Cancel

Forward to OLIA

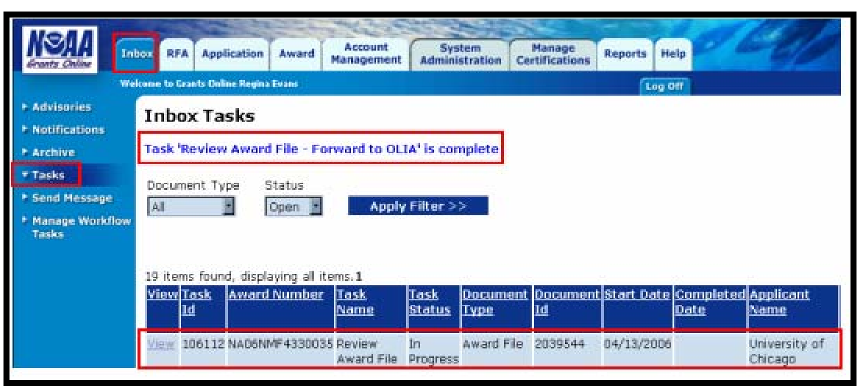
1. From the **Review Award File** task (see step 4, page 38), select the option to **Forward to OLIA** followed by the **Submit** button. This option allows you to forward the Award file to the Office of Legislative and Internal Affairs. To view the previous workflow history and comments, select the 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.



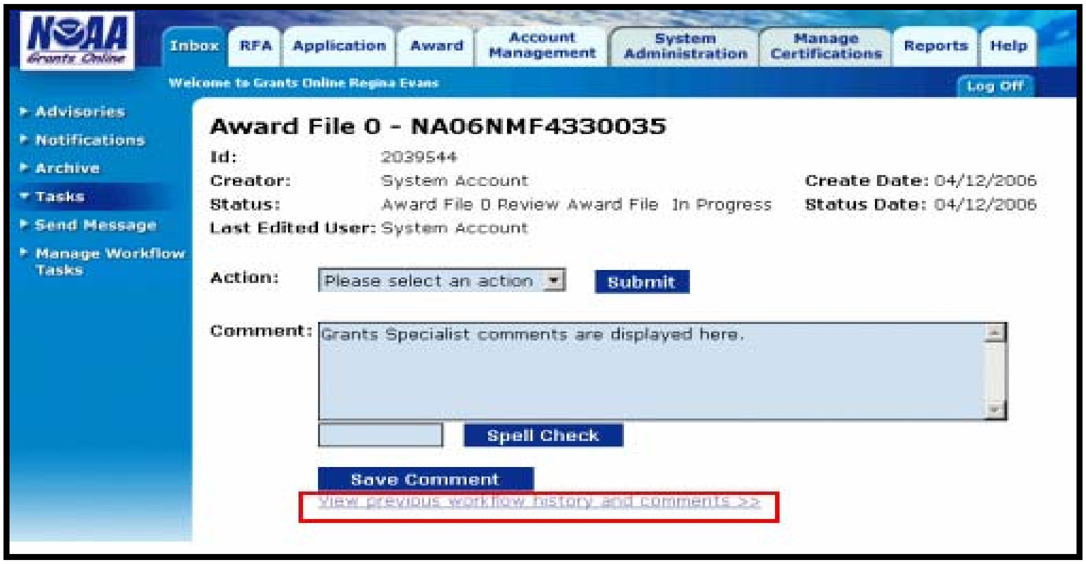
2. After completing task, the following screen is the **Inbox Tasks** screen. The following note is displayed across the top of the screen:

- **Task "Review Award File – Forward to OLIA" is complete.**

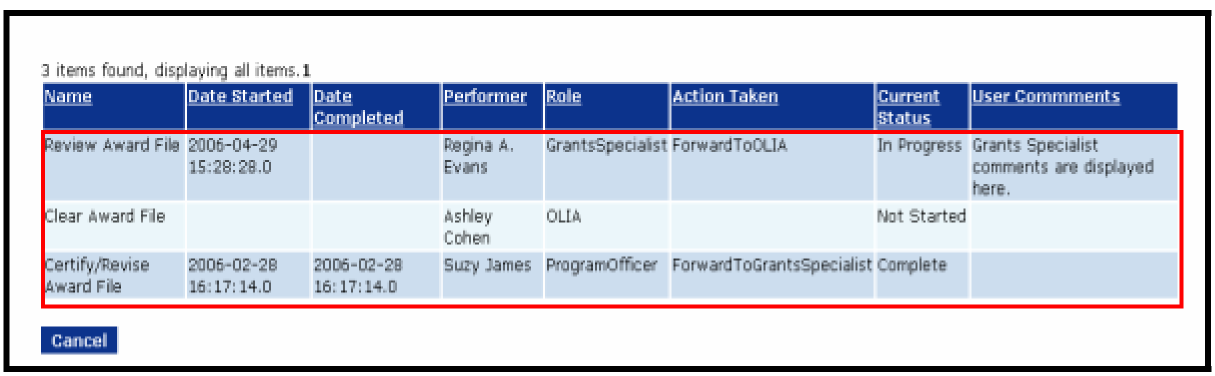
Please note, the **Review Award File** task remains in your inbox. To view the workflow history select, the **View** link for the **Review Award File** task.



3. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**.



4. The *Workflow History Page* is displayed. By looking at this screen, we know the Program Officer started taking action on the **Certify/Revise Award File** task on 2/28/06 and forwarded the Award file to Regina Evans, the Grants Specialist, on 2/28/06. Although the **Review Award File** task remains with Regina Evans, a task entitled **Clear Award File** has also been sent to OLIA to review the Award file.

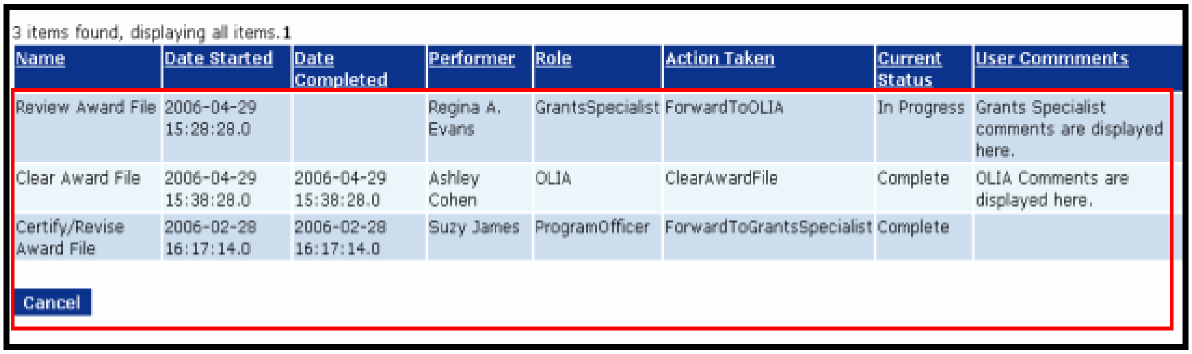


3 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Commments
Review Award File	2006-04-29 15:28:28.0		Regina A. Evans	GrantsSpecialist	ForwardToOLIA	In Progress	Grants Specialist comments are displayed here.
Clear Award File			Ashley Cohen	OLIA		Not Started	
Certify/Revise Award File	2006-02-28 16:17:14.0	2006-02-28 16:17:14.0	Suzy James	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Cancel

5. You will receive a notification in Grants Online once OLIA has completed the **Clear Award File** task. View the *Workflow History Page* to view both the action taken by OLIA and comments made by OLIA.



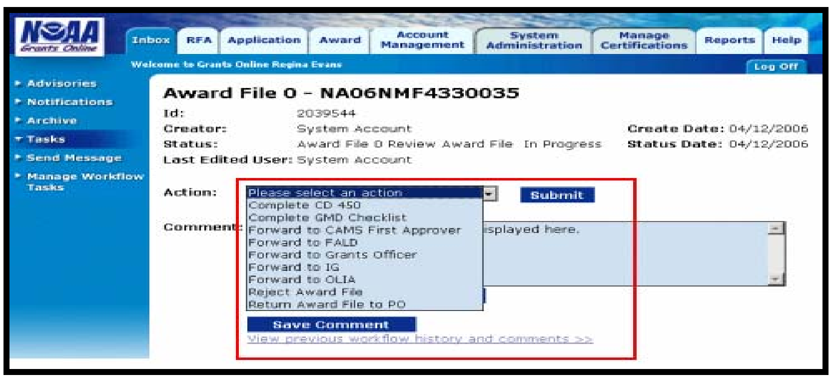
3 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Award File	2006-04-29 15:28:28.0		Regina A. Evans	GrantsSpecialist	ForwardToOLIA	In Progress	Grants Specialist comments are displayed here.
Clear Award File	2006-04-29 15:38:28.0	2006-04-29 15:38:28.0	Ashley Cohen	OLIA	ClearAwardFile	Complete	OLIA Comments are displayed here.
Certify/Revise Award File	2006-02-28 16:17:14.0	2006-02-28 16:17:14.0	Suzy James	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

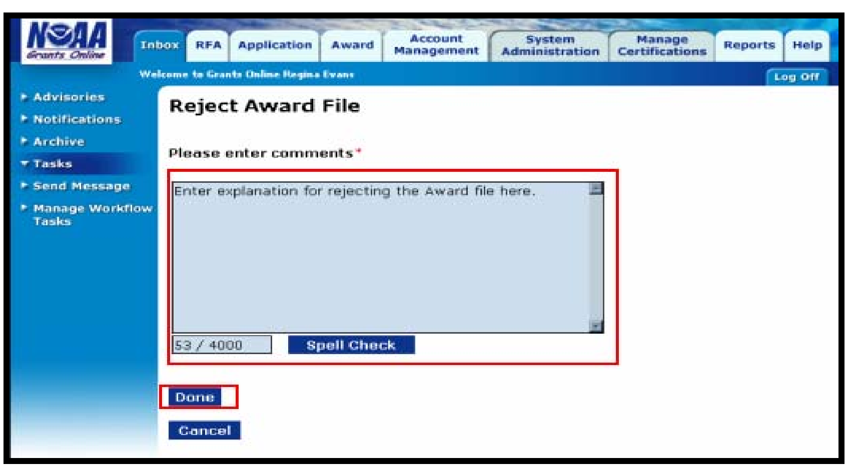
Cancel

Rejecting an Award File

1. From the **Review Award File** task (see step 4, page 38), select the option to **Reject Award File** followed by the **Submit** button. This option allows you to reject the Award file and completes the **Review Award File** task. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**.

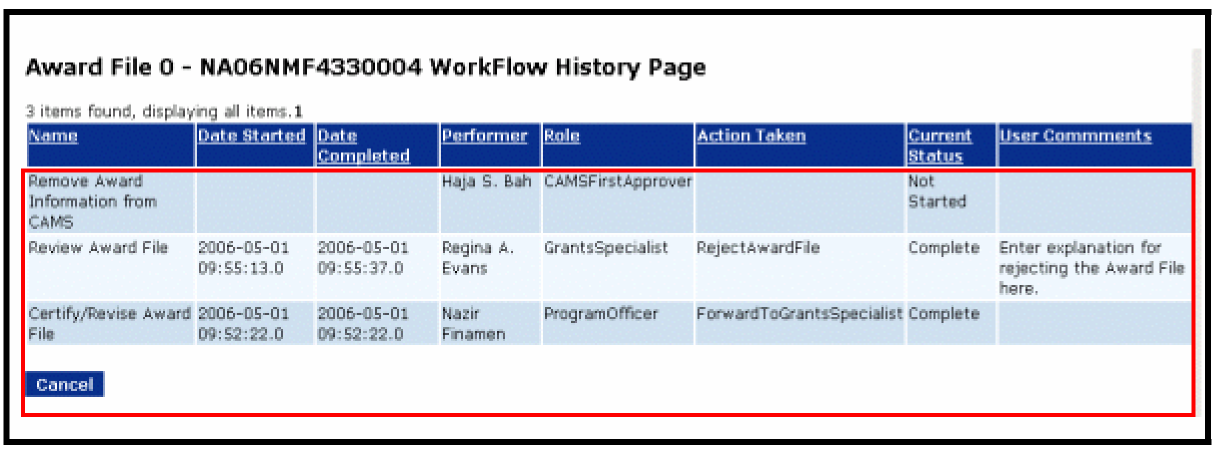


2. The following screen is the *Reject Award File* screen. In the comment field, please explain the reason(s) for rejecting the Award file. After entering the explanation, select the **Done** button.



3. The following screen is the *Award File* page. Please note, upon rejecting an Award file, the STATUS indicates the Grants Specialist completed the task and rejected the Award. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**.

4. The *Workflow History Page* is displayed. By looking at this screen, we know the Program Officer started taking action on the **Certify/Revise Award File** task on 5/01/06 and forwarded the Award file to Regina Evans, the Grants Specialist, on 05/01/06. The Grants Specialist rejected the Award file. Please note, once an Award file is rejected, a task is sent to the CAMS First Approver to remove the Award information from CAMS (CBS).



Award File 0 - NA06NMF4330004 WorkFlow History Page

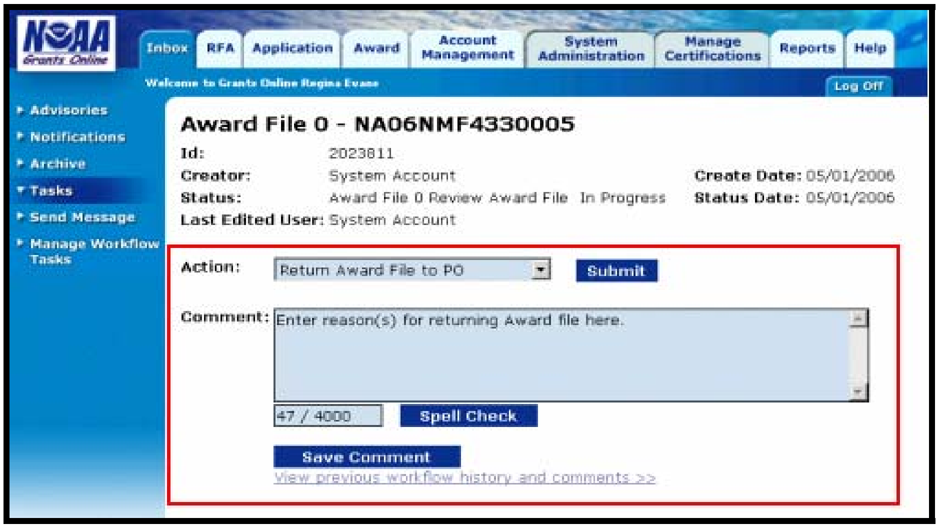
3 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Commments
Remove Award Information from CAMS			Haja S. Bah	CAMSFirstApprover		Not Started	
Review Award File	2006-05-01 09:55:13.0	2006-05-01 09:55:37.0	Regina A. Evans	GrantsSpecialist	RejectAwardFile	Complete	Enter explanation for rejecting the Award File here.
Certify/Revise Award File	2006-05-01 09:52:22.0	2006-05-01 09:52:22.0	Nazir Finamen	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Cancel

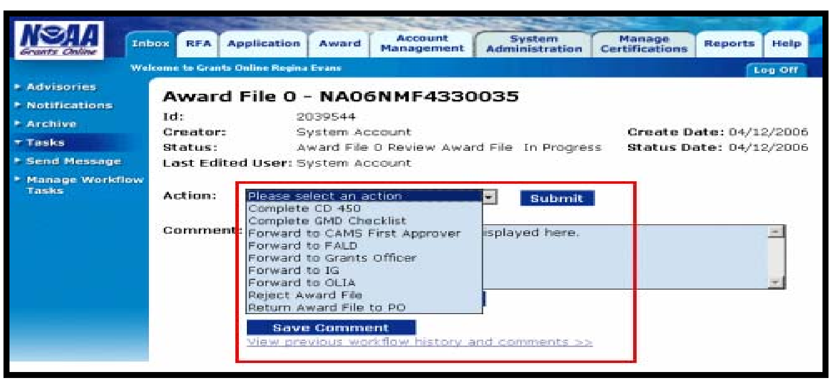
Returning an Award File to the Program Officer

1. From the **Review Award File** task (see step 4, page 38), select the option to **Return Award File to PO** followed by the **Submit** button. This option allows you to return the Award file to the Program Officer for revisions and also completes the **Review Award File** task. Upon selecting **Submit**, a task entitled **Certify/Revise Award file** is sent to the Program Officer. Be sure to enter the reason(s) for returning the Award file in the COMMENT field.



Forward Award File to Grants Officer

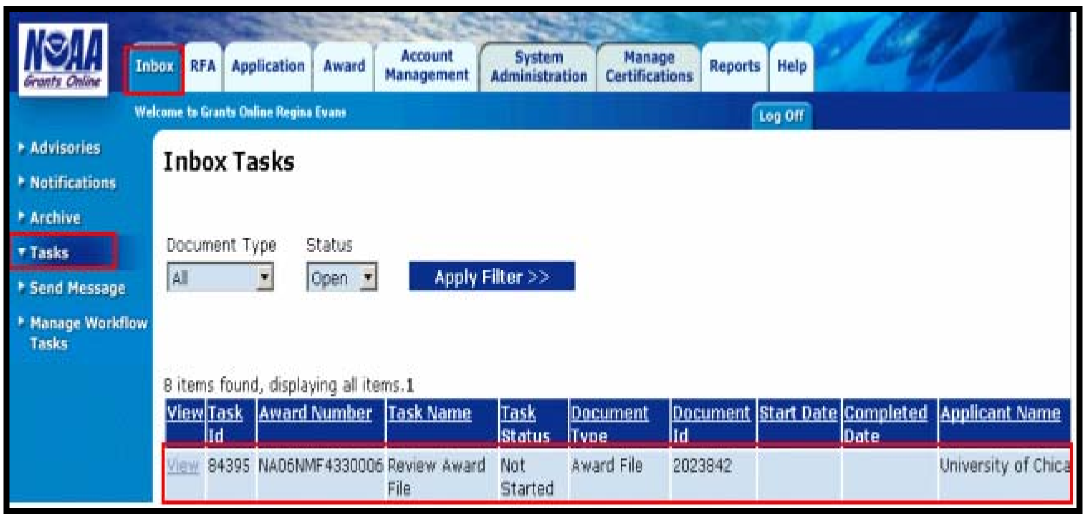
1. From the **Review Award File** task (see step 4, page 38), select the option to **Forward to Grants Officer** followed by the **Submit** button. This option allows you to forward the Award file to the Grants officer for review and also completes the **Review Award File** task.



Grants Specialist: Review Award File task-Continuations

Once the Program Officer has completed the Award File and forwards the Award to the Grants Specialist for review, the Grants Specialist will have the **Review Award File** task in their inbox. Please note the Award file is independent of the NEPA document and the Procurement Request and Commitment of Funds (CD-435). The **Review Award File** task allows the Grants Specialist to view the status of the NEPA document and the Procurement and Commitment of Funds (CD-435), which are both listed in the **Sub Documents** section of the Award file. This section reviews the **Review Award File** task Grants Specialists receive for continuations.

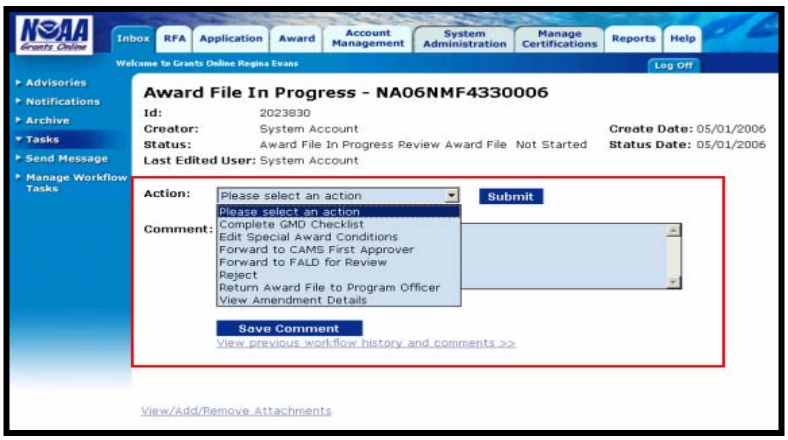
1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the **View** link for the **Review Award File** task.



4. The task launch page is displayed. From the action drop down menu, Grant Specialists can select from the following options:

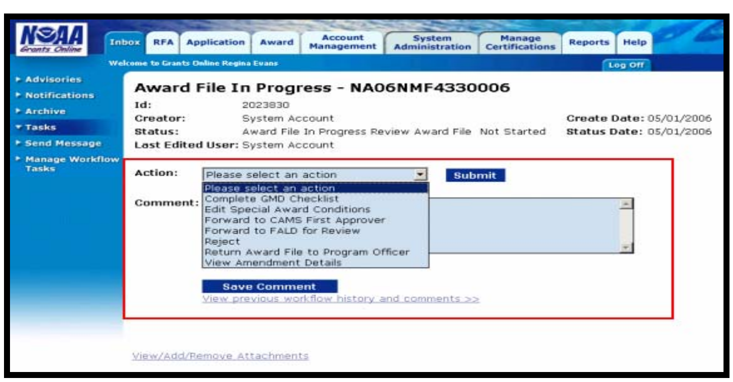
- **Complete GMD Checklist**
- **Edit Special Award Conditions**
- **Forward to CAMS First Approver**
- **Forward to FALD for Review**
- **Reject**
- **Return Award File to Program Officer**
- **View Amendment Details**

Once the Grants Specialist has completed the GMD Checklist, the option to Forward to the Award file to the Grants Officer will be listed in the action drop down menu. Grants Specialist may also view comments from the Program Officer by selecting the **View Previous Workflow History and Comments**. This section will review each of the options beginning with **View Amendment Details**.



View Amendment Details

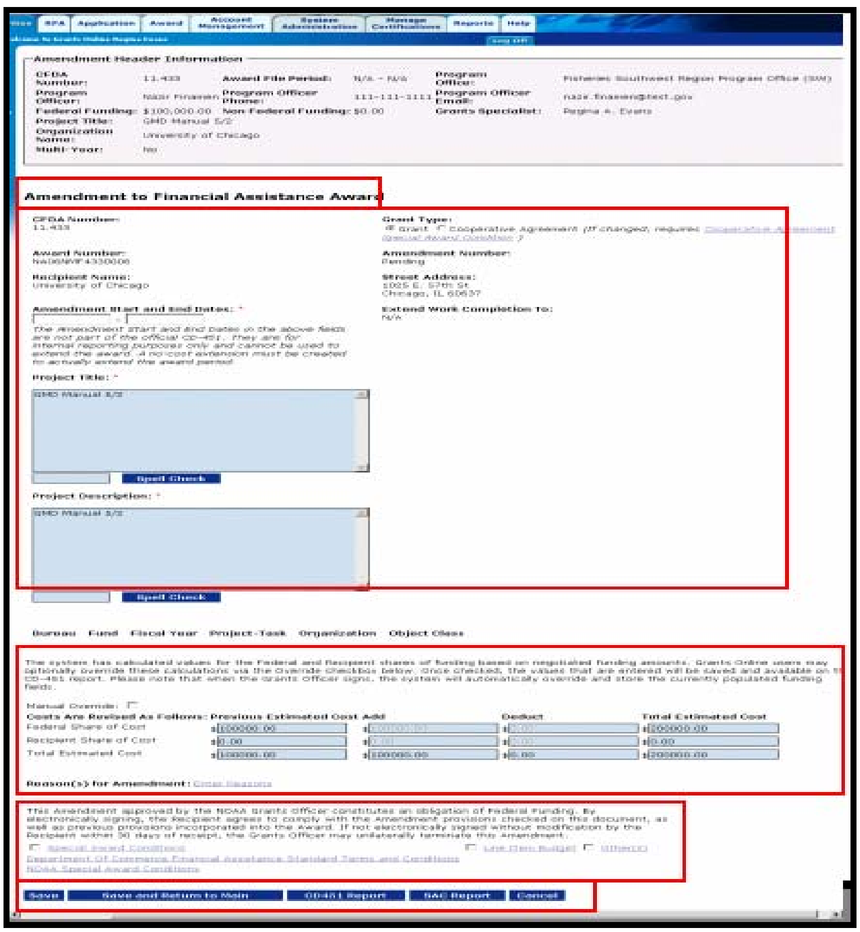
1. Select **View Amendment Details** from the action drop down menu followed by the **Submit** button. This option allows you to view the Amendment details, which include the CD-451. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. 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:

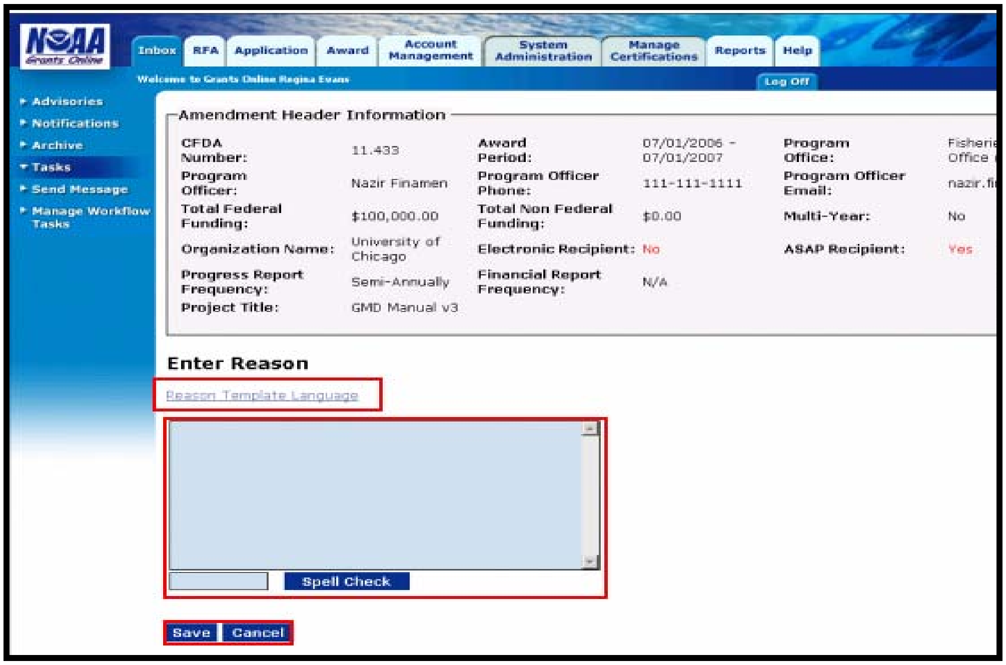
- **CFDA NUMBER**
- **GRANT TYPE**
- **AWARD NUMBER**
- **AMENDMENT NUMBER**
- **RECIPIENT NAME**
- **STREET ADDRESS**
- **AMENDMENT START AND END DATES** Please note The Amendment Start and End Dates are not part of the official CD-451. They are for internal reporting purposes only and cannot be used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

In the **Costs** section, the system has calculated values for the Federal and Recipient shares of funding based on negotiated funding amounts. Grants Online users may optionally override these calculations via the override checkbox. Once checked, the values that are entered will be saved and available on the CD-451 report. Please note that when the Grants Officer signs, the system will automatically override and store the currently populated funding fields.

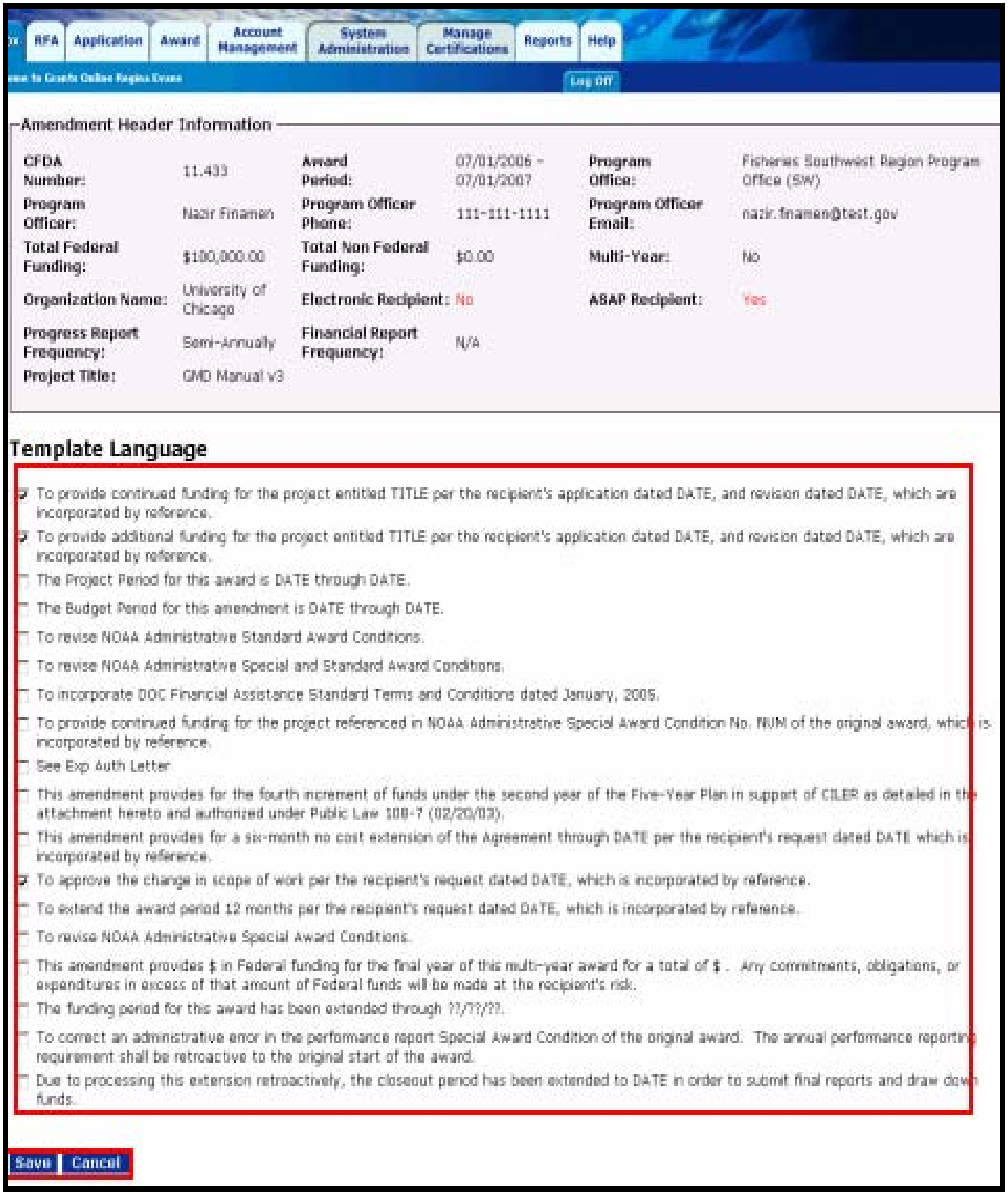


Reason(s) for Amendment

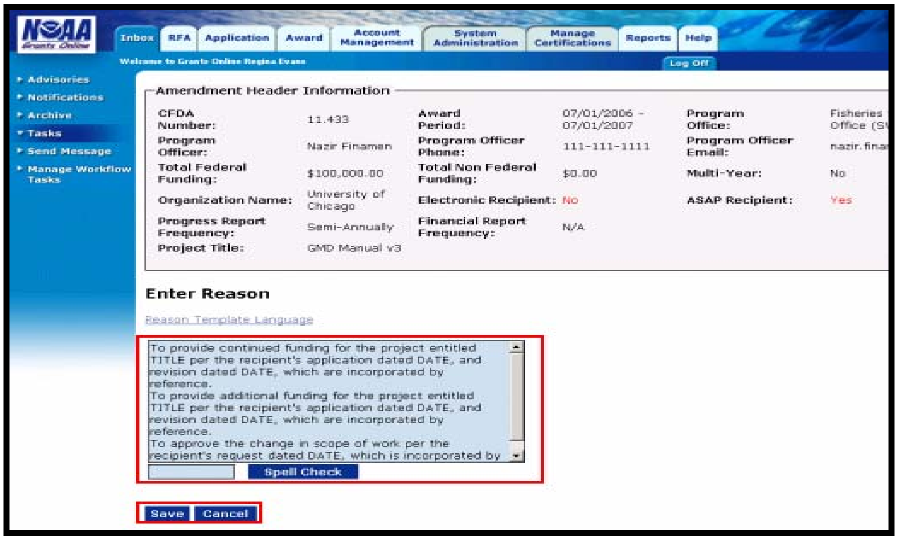
1. To enter a reason(s) for the Amendment, select the link entitled **Enter Reasons** in **Reasons(s) for Amendment** section from the *Amendment to Financial Assistance Award* page (see step 2, page 53). Selecting this link will bring you to the *Enter Reason* screen. You may enter a reason(s) by either 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.

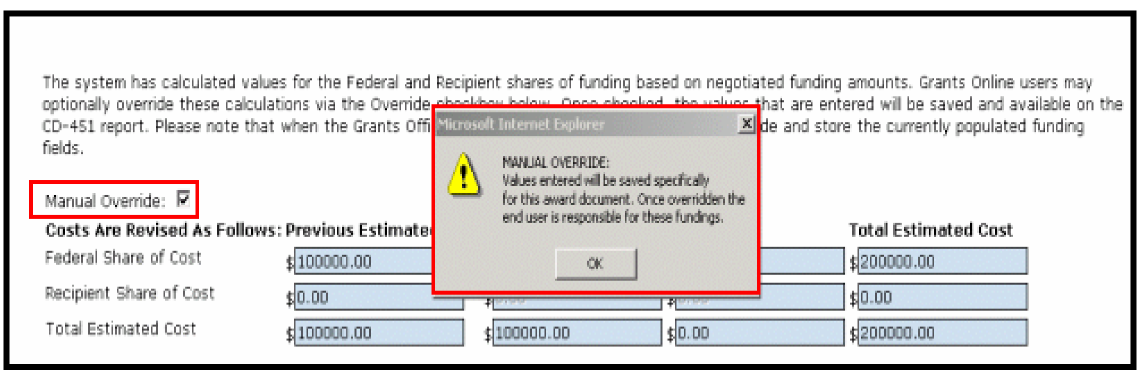


3. The *Enter Reason* screen is displayed and now includes the language selected from the *Template Language* screen (see step 2, page 55). Select the **Save** button to save the reason(s) and return to the CD-451 page.



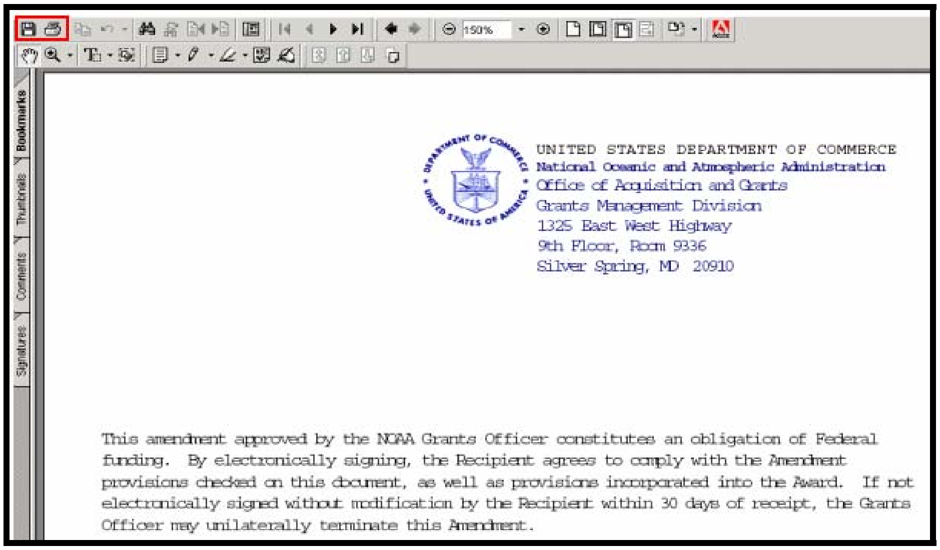
Federal and Recipient shares of Funding

1. The system has calculated values for the Federal and Recipient shares of funding based on negotiated funding amounts. Grants Online users may optionally override these calculations via the **Manual Override** checkbox. Once checked, a warning message is displayed and the values that are manually entered will be saved and available on the CD-451 report. Please note that when the Grants Officer signs, the system will automatically override and store the currently populated funding fields. Also, please note that by using the override feature, funds indicated on the CD-451 will reflect different values than on the CD-435.



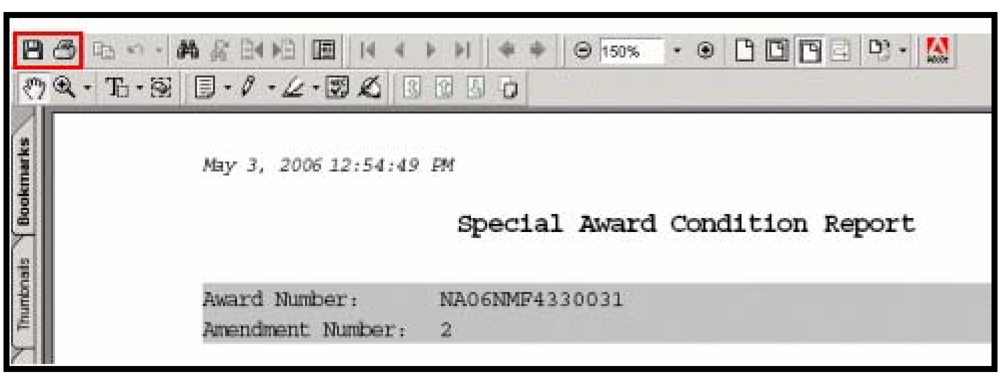
CD-451 Report

1. Upon selecting the **CD-451** button at the bottom of the *Amendment to Financial Assistance Award* page (see step 2, page 53), 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. In this context, it is used for continuations.



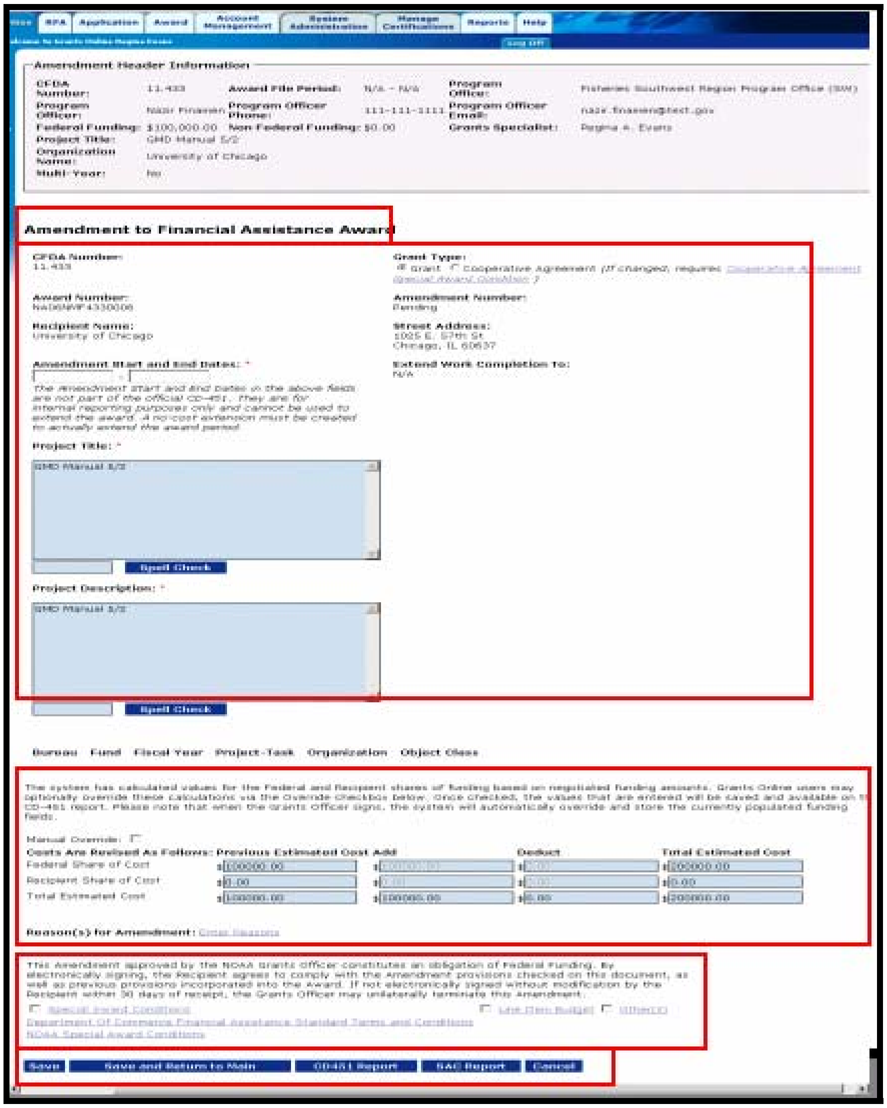
SAC Report

1. Upon selecting the **SAC Report** button at the bottom of the *Amendment to Financial Assistance Award* page, 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.



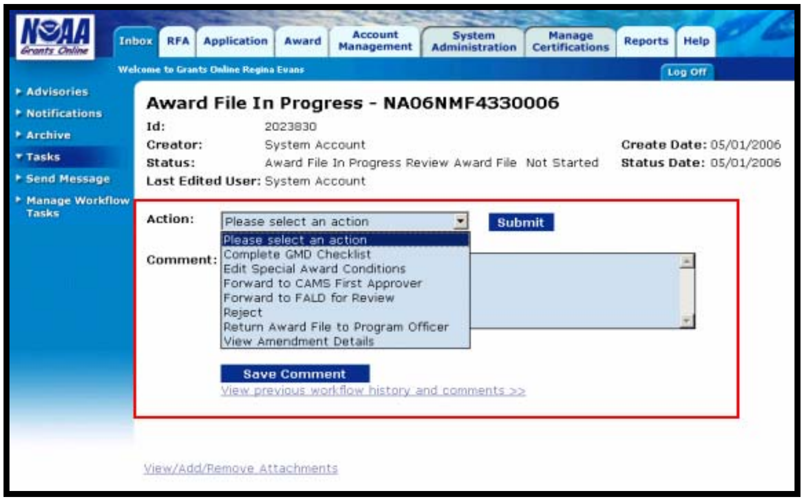
Submitting the Amendment

1. Once you have verified the information, select **Save** followed by **Save and Return to Main** to return to the task launch page.

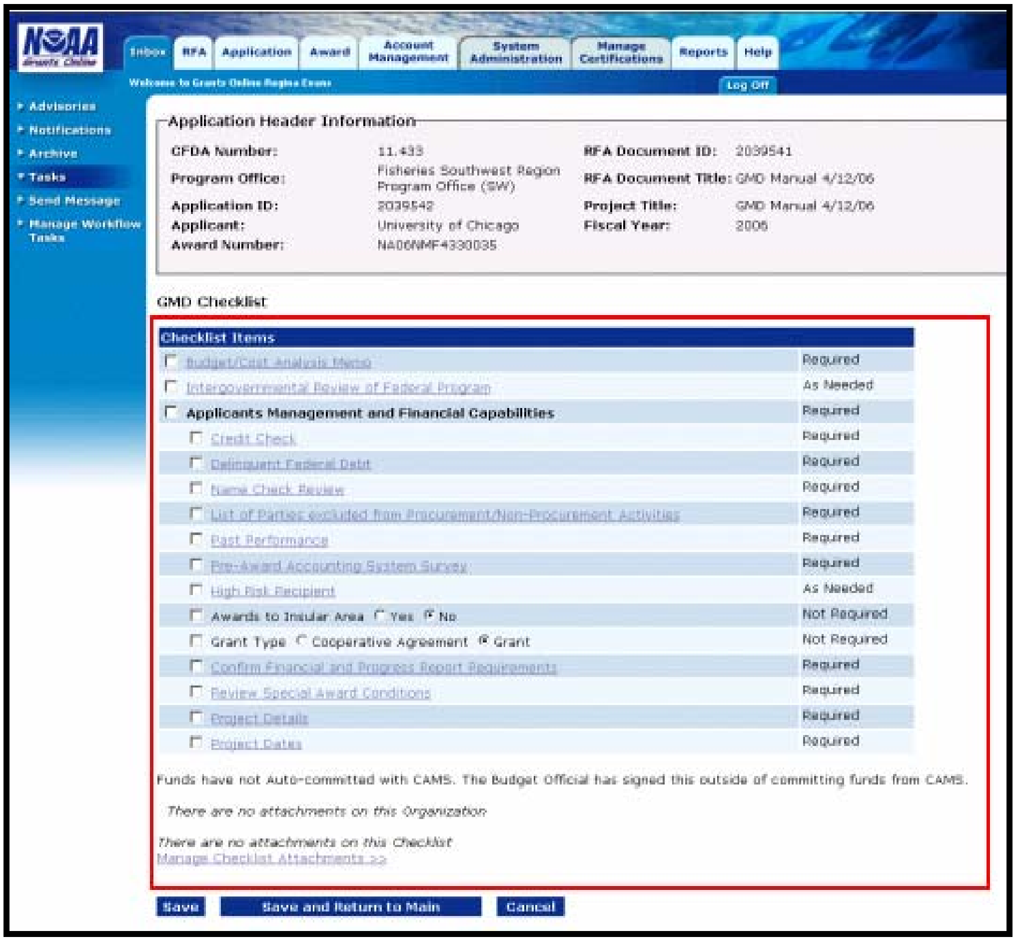


Grants Specialist: Completing the GMD Checklist for Continuations

1. From the action drop down menu, select **Complete GMD Checklist** followed **Submit**. 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. Please note the option to **Forward the Award file to the Grants Officer** will be available after you have completed the GMD checklist.

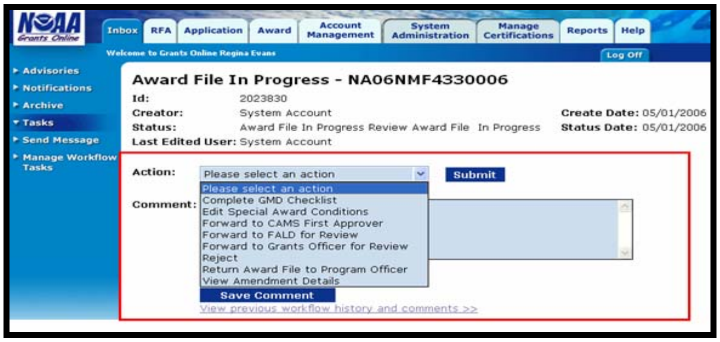


2. The *GMD Checklist* page is displayed. The GMD Checklist allows the Grants Specialist to review the recipient's history and to ensure all the proper checks are in order such as credit check, past performance, and debarment. The GMD Checklist contains links to subdocuments that are connected to the organizations main file. Attachments such as line item budget information and any applicable forms may be uploaded here as well. An additional feature of the GMD Checklist is each check box automatically populates when the link is selected. Grants Specialist should review each link, verify the information, and attach any necessary files. Please refer to page 11 for details on completing the GMD checklist.

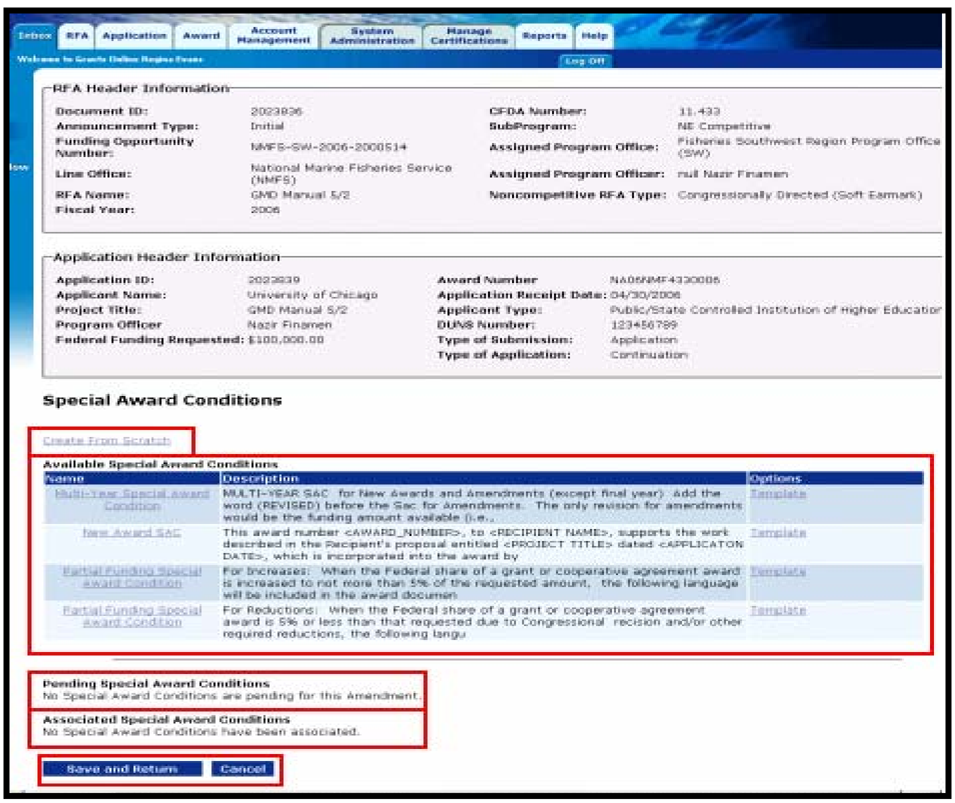


Edit Special Award Conditions

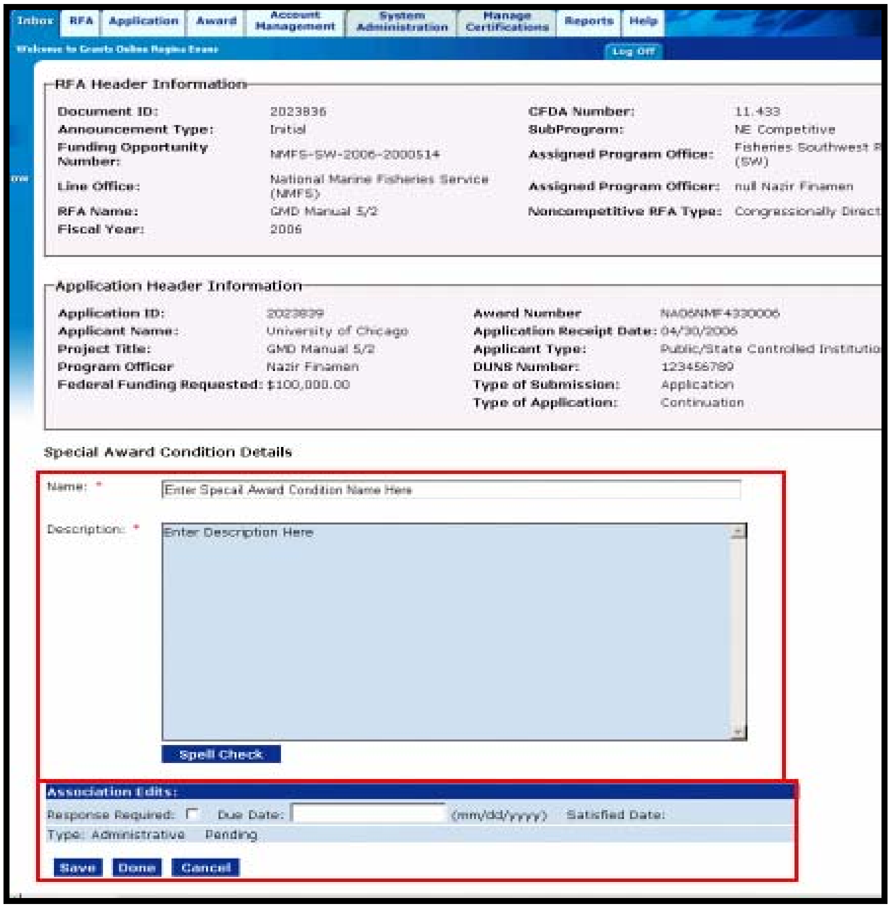
1. From the action drop down menu, select **Edit Special Award Conditions** followed by **Submit**. This option allows you to view/edit the SACs. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments,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



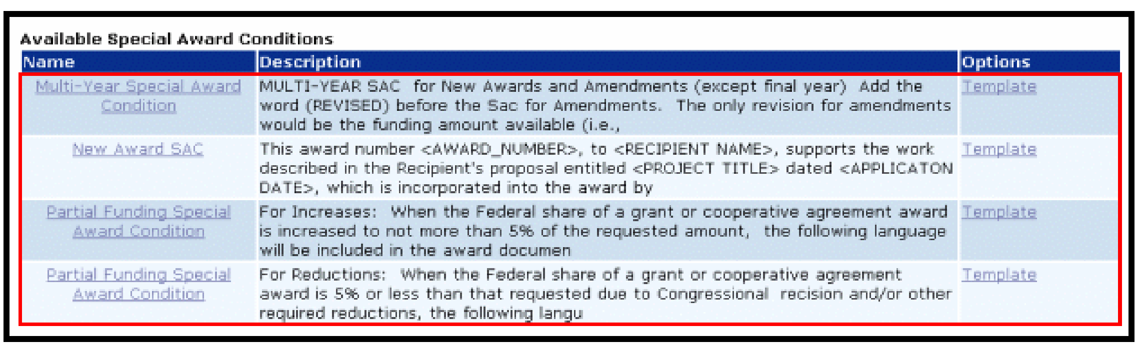
2. The *Special Award Conditions* page is displayed. Select the **Create from Scratch** link to create a SAC from scratch. Available SACs are listed under **Available Special Award Conditions**. SACs created by the Program Officer and any that are pending approval are listed under **Pending Special Award 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.**



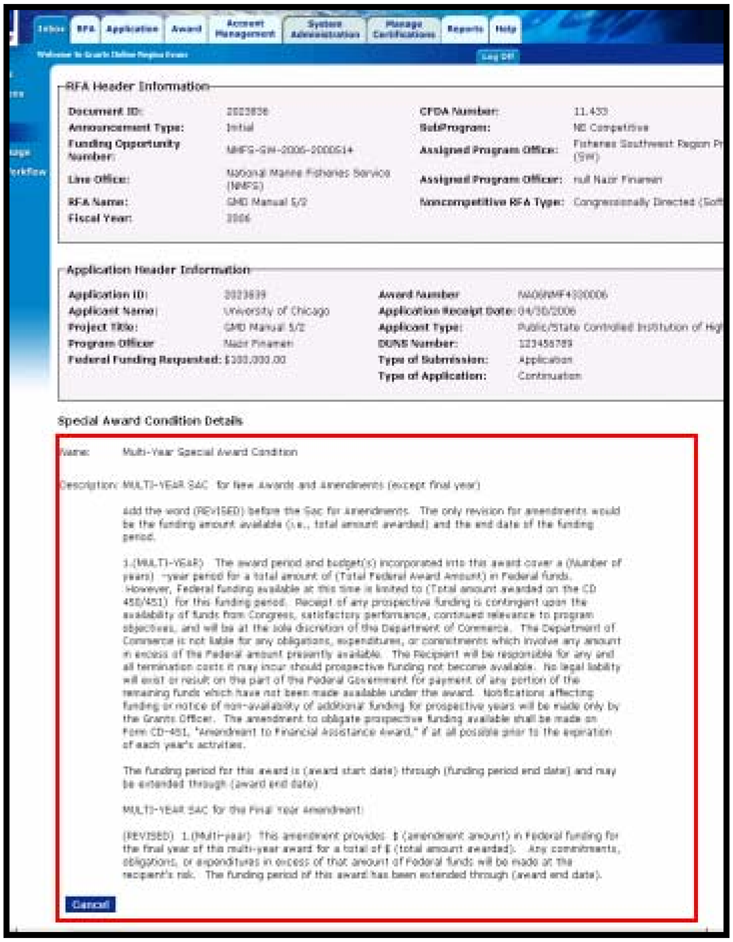
4. To view an available SAC, in the **Available Special Award Conditions** section, select the name of the SAC from the first column. To select the available SAC, select the **Template** link from the **Options** column for the SAC you would like to add.



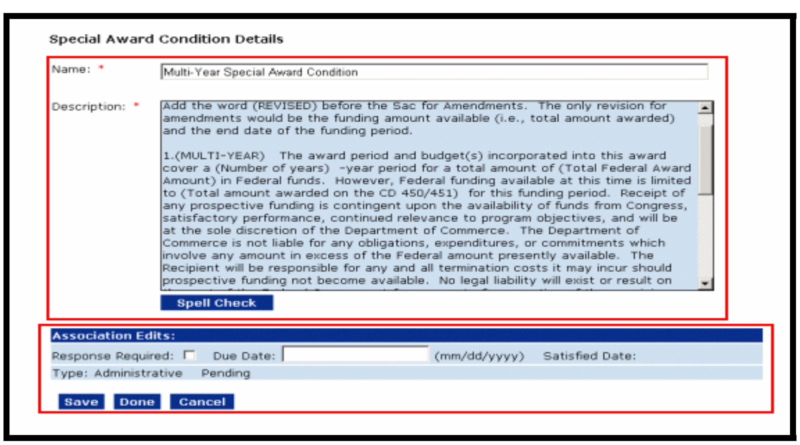
Available Special Award Conditions

Name	Description	Options
Multi-Year Special Award Condition	MULTI-YEAR SAC for New Awards and Amendments (except final year) Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e.,	Template
New Award SAC	This award number <AWARD_NUMBER>, to <RECIPIENT NAME>, supports the work described in the Recipient's proposal entitled <PROJECT TITLE> dated <APPLICATON DATE>, which is incorporated into the award by	Template
Partial Funding Special Award Condition	For Increases: When the Federal share of a grant or cooperative agreement award is increased to not more than 5% of the requested amount, the following language will be included in the award documen	Template
Partial Funding Special Award Condition	For Reductions: When the Federal share of a grant or cooperative agreement award is 5% or less than that requested due to Congressional recision and/or other required reductions, the following langu	Template

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.



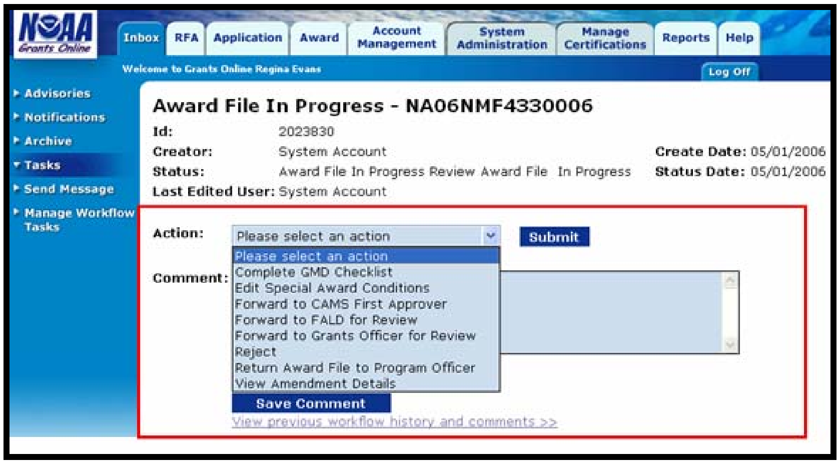
6. Upon selecting the **Template** link (see step 4 page 62), the following page lists the Name of the Special Award Condition, as well as the details and is editable. To save changes, select **Save** followed by **Cancel**.



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 and Return to Main** to save your changes and return to the task launch page.

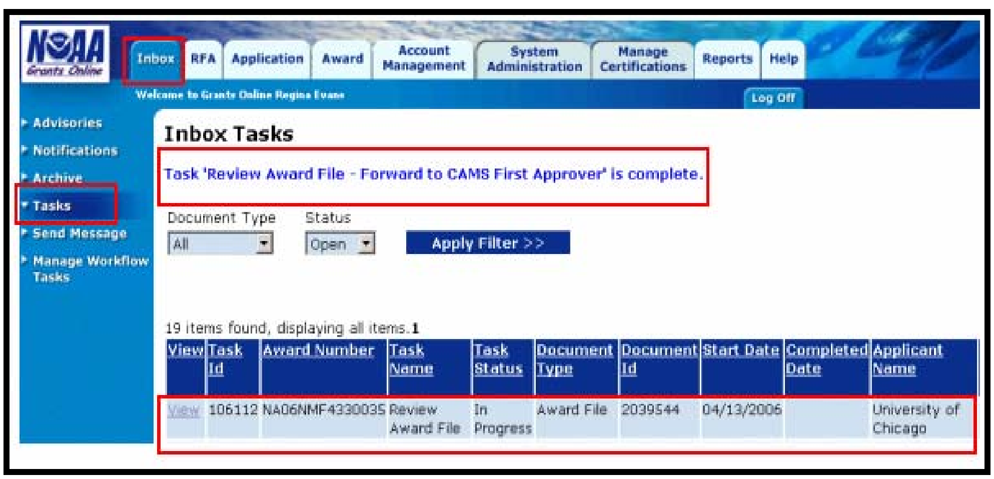
Forward to CAMS First Approver

1. From the action drop down menu, select **Forward to CAMS First Approver** followed by **Submit**. This option allows you to forward the Award file 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.

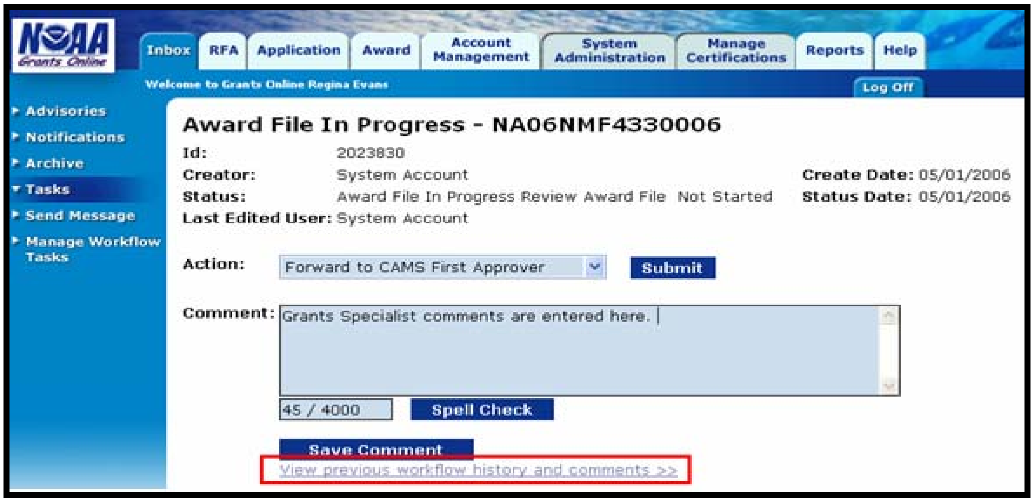


2. After completing task the following screen is the **Inbox Tasks** screen. The following note is displayed across the top of the screen:
   - **Task "Review Award File – Forward to CAMS First Approver" is complete.**

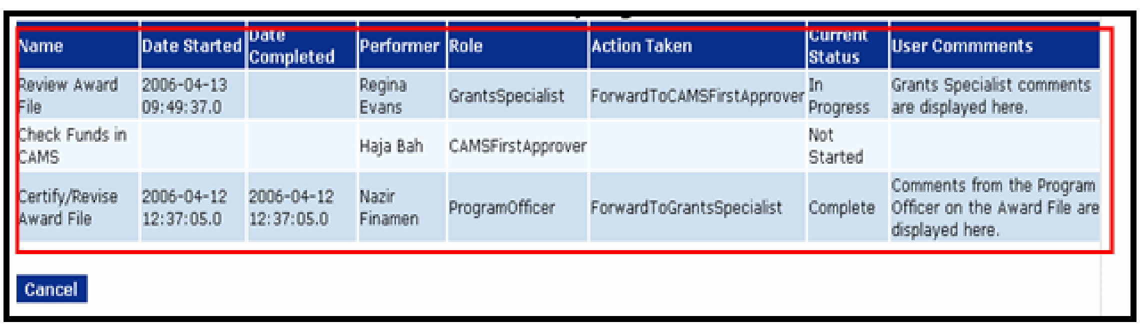
   Please note, the **Review Award File** task remains in your inbox. To view the workflow history select, the **View** link for the **Review Award File** task.



3. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**.



4. The *Workflow History Page* is displayed. By looking at this screen, we know the Program Officer started taking action on the **Certify/Revise Award File** task on 4/12/06 and forwarded the Award file to Regina Evans, the Grants Specialist, on 4/12/06. Although the Review Award File task remains with Regina Evans, Haja Bah, who has the role of CAMSFirstApprover, also has a task titled **Check Funds in CAMS** in her inbox (please see the GMD Manual for CAMS for further details on the **Check Funds in CAMS** task).

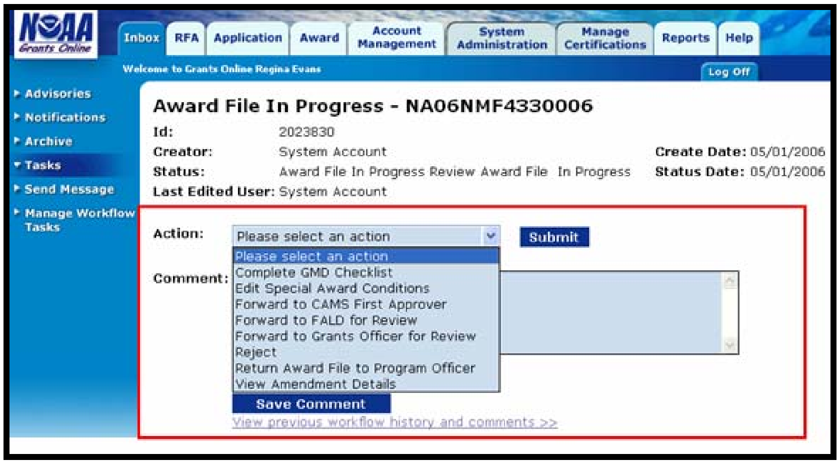


Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Commments
Review Award File	2006-04-13 09:49:37.0		Regina Evans	GrantsSpecialist	ForwardToCAMSFirstApprover	In Progress	Grants Specialist comments are displayed here.
Check Funds in CAMS			Haja Bah	CAMSFirstApprover		Not Started	
Certify/Revise Award File	2006-04-12 12:37:05.0	2006-04-12 12:37:05.0	Nazir Finamen	ProgramOfficer	ForwardToGrantsSpecialist	Complete	Comments from the Program Officer on the Award File are displayed here.

Cancel

Forward to FALD for Review

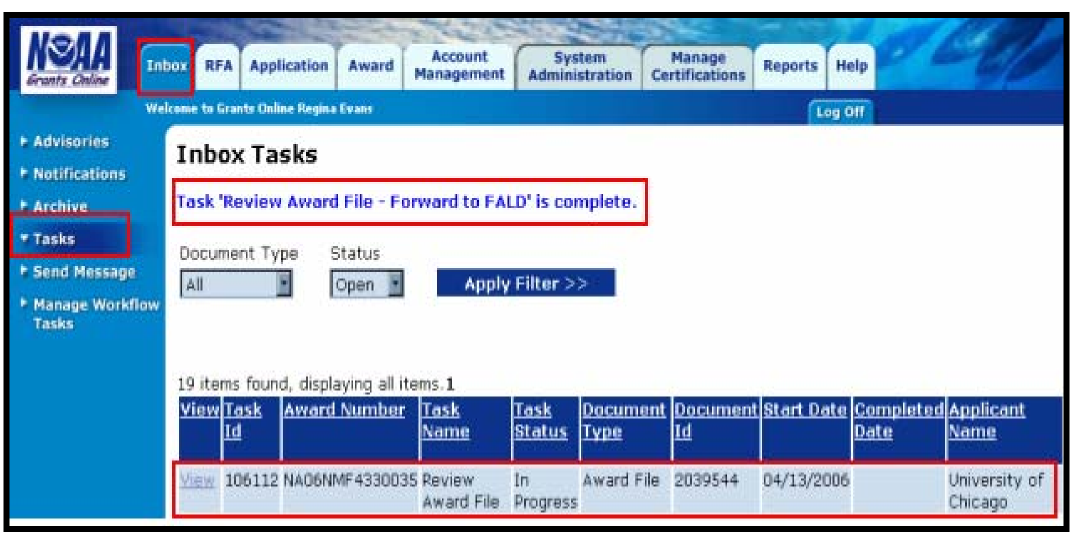
1. From the **Review Award File** task, select the option to **Forward to FALD** followed by the **Submit** button. This option allows you to forward the Award file to the FALD for review. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would like to enter comments, enter and save the comments in the COMMENT field before submitting the action.



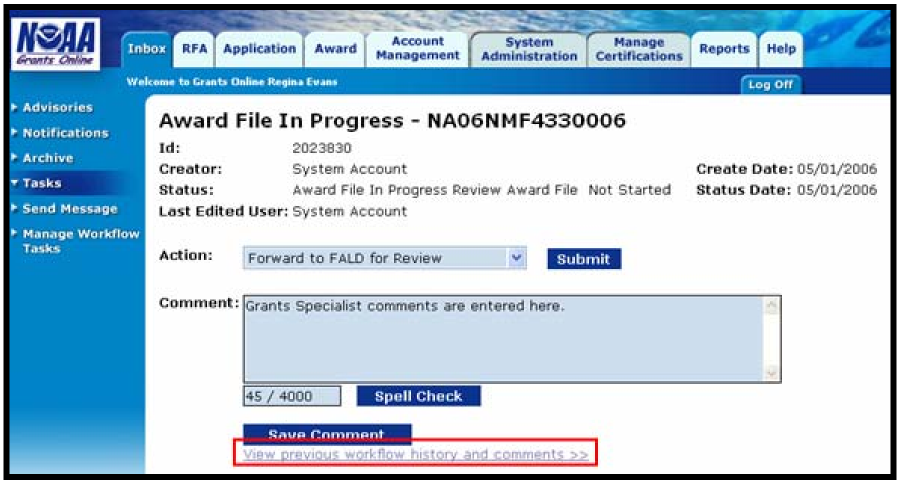
2. After completing task the following screen is the **Inbox Tasks** screen. The following note is displayed across the top of the screen:

- **Task "Review Award File – Forward to FALD" is complete.**

Please note, the **Review Award File** task remains in your inbox. To view the workflow history select, the **View** link for the **Review Award File** task.



3. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**.



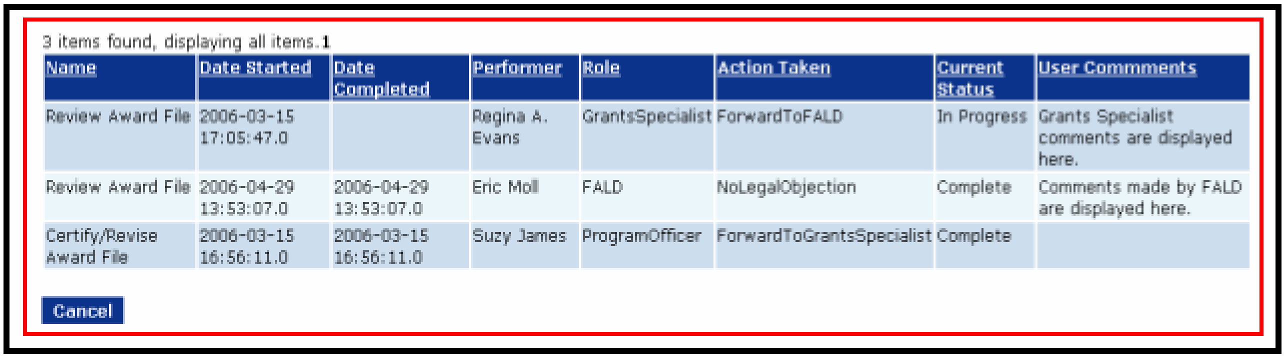
4. The *Workflow History* page is displayed. By looking at this screen, we know the Program Officer started taking action on the **Certify/Revise Award File** task on 2/21/06 and forwarded the Award file to Regina Evans, the Grants Specialist, on 2/21/06. Although the Review Award File task remains with Regina Evans, all the attorneys at FALD also have the Review Award File task in their inboxes (please see the GMD Manual for CAMS and FALD for further details). Even though the task is sent to all of the attorneys, the first attorney to take action on the task will own the task, and the task will be removed from the inbox of the other attorneys.

11 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Commments
Review Award File	2006-04-29 13:58:20.0		Regina A. Evans	GrantsSpecialist	ForwardToFALD	In Progress	Grants Specialist comments are displayed here.
Review Award File			Stacia Le Blanc	FALD		Not Started	
Review Award File			Jana Gagner	FALD		Not Started	
Review Award File			Joe Levine	FALD		Not Started	
Review Award File			Ed Sharp	FALD		Not Started	
Review Award File			Eric Moll	FALD		Not Started	
Review Award File			Dinah Flynn	FALD		Not Started	
Review Award File			Michelle McClelland	FALD		Not Started	
Review Award File			Eileen Barber	FALD		Not Started	
Review Award File			Percy Robinson	FALD		Not Started	
Certify/Revise Award File	2006-02-21 10:34:17.0	2006-02-21 10:34:17.0	Suzy James	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Cancel

5. You will receive a notification in Grants Online once FALD has completed the task to review the Award file. View the *Workflow History Page* to view both the action taken by FALD and comments made by FALD.



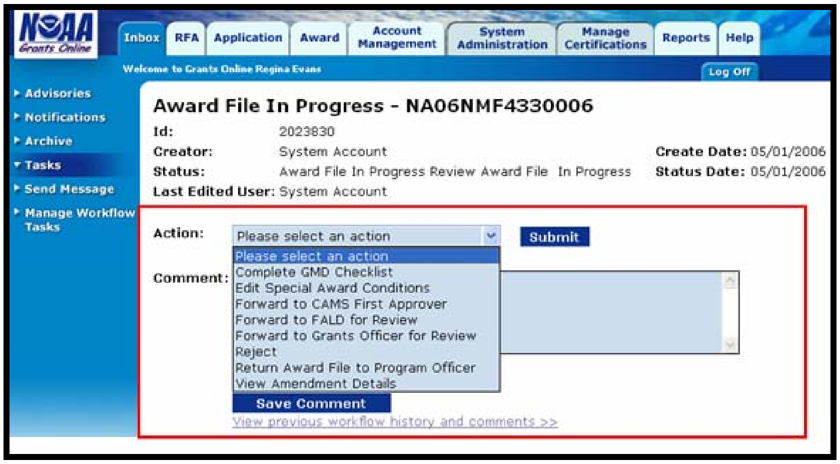
3 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Commments
Review Award File	2006-03-15 17:05:47.0		Regina A. Evans	GrantsSpecialist	ForwardToFALD	In Progress	Grants Specialist comments are displayed here.
Review Award File	2006-04-29 13:53:07.0	2006-04-29 13:53:07.0	Eric Moll	FALD	NoLegalObjection	Complete	Comments made by FALD are displayed here.
Certify/Revise Award File	2006-03-15 16:56:11.0	2006-03-15 16:56:11.0	Suzy James	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

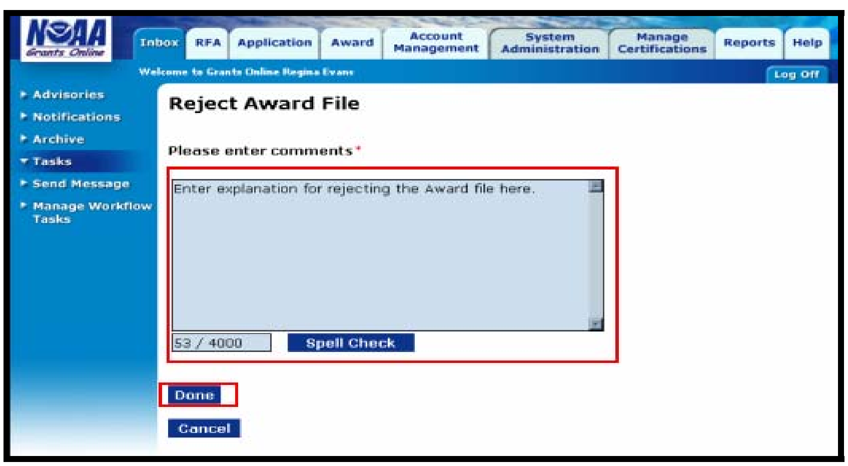
Cancel

Rejecting an Award File

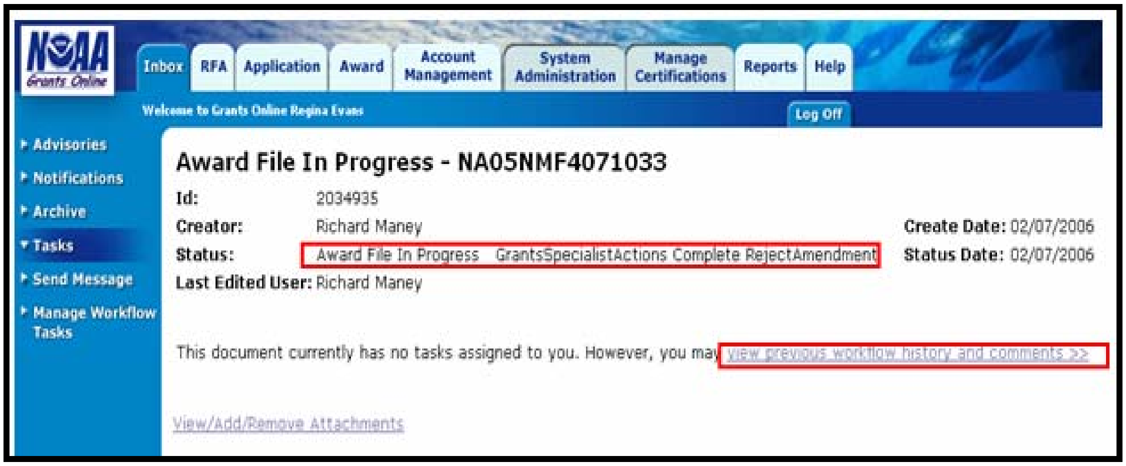
1. From the **Review Award File** task, select the option to **Reject Award File** followed by the **Submit** button. This option allows you to reject the Award file and completes the **Review Award File** task. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**.



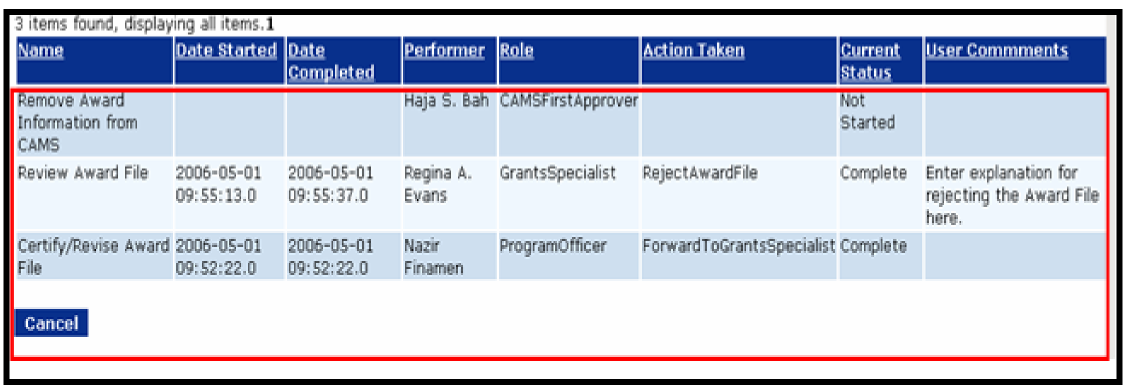
2. The following screen is the *Reject Award File* screen. In the comment field, please explain the reason(s) for rejecting the Award file. After entering the explanation, select the **Done** button. Please note, upon rejecting an Award file, the Award file **Status** indicates the Grants Specialist completed the task and rejected the Award.



3. The following screen is the *Award file* page. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**.



4. The *Workflow History Page* is displayed. By looking at this screen, we know the Program Officer started taking action on the **Certify/Revise Award File** task on 5/01/06 and forwarded the Award file to Regina Evans, the Grants Specialist, on 05/01/06. The Grants Specialist rejected the Award File. Please note, once an Award file is rejected, a task is sent to the CAMS First Approver to remove Award information from CAMS (CBS).

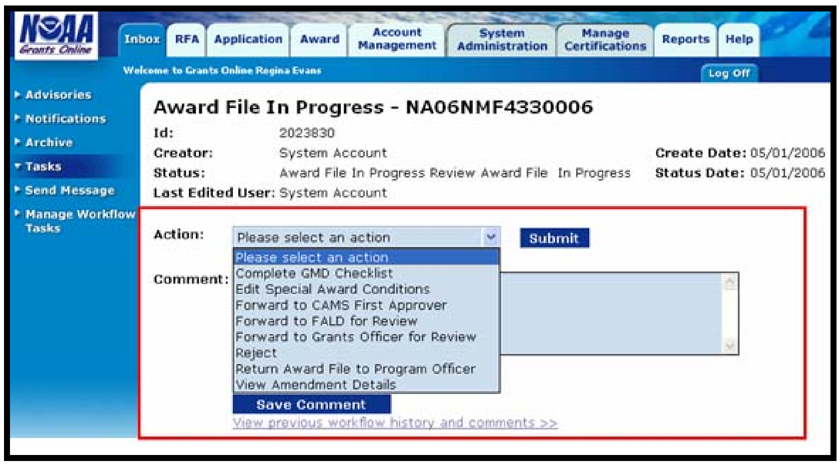

3 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Commments
Remove Award Information from CAMS			Haja S. Bah	CAMSFirstApprover		Not Started	
Review Award File	2006-05-01 09:55:13.0	2006-05-01 09:55:37.0	Regina A. Evans	GrantsSpecialist	RejectAwardFile	Complete	Enter explanation for rejecting the Award File here.
Certify/Revise Award File	2006-05-01 09:52:22.0	2006-05-01 09:52:22.0	Nazir Finamen	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Cancel

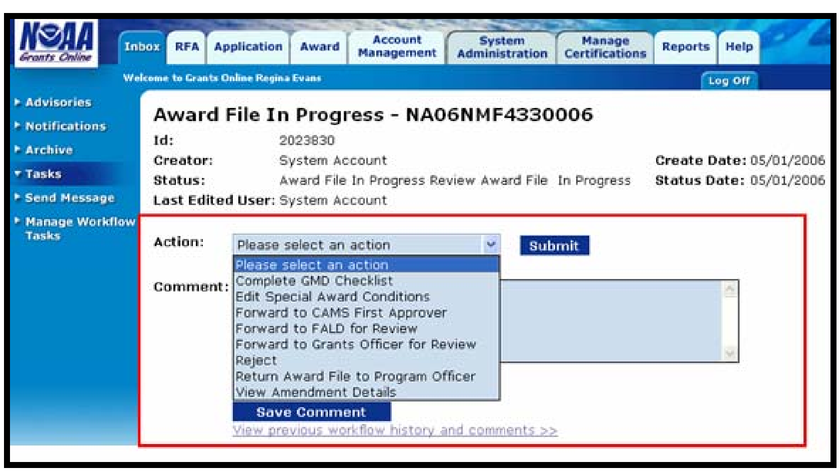
Returning an Award File to the Program Officer

1. From the **Review Award File** task, select the option to **Return Award File to PO,** followed by the **Submit** button. This option allows you to return the Award file to the Program Officer for revisions and also completes the **Review Award File** task. Upon selecting **Submit**, a task entitled **Certify/Revise Award file** is sent to the Program Officer. Be sure to enter the reason(s) for returning the Award file in the COMMENT field.



Forward Award File to Grants Officer

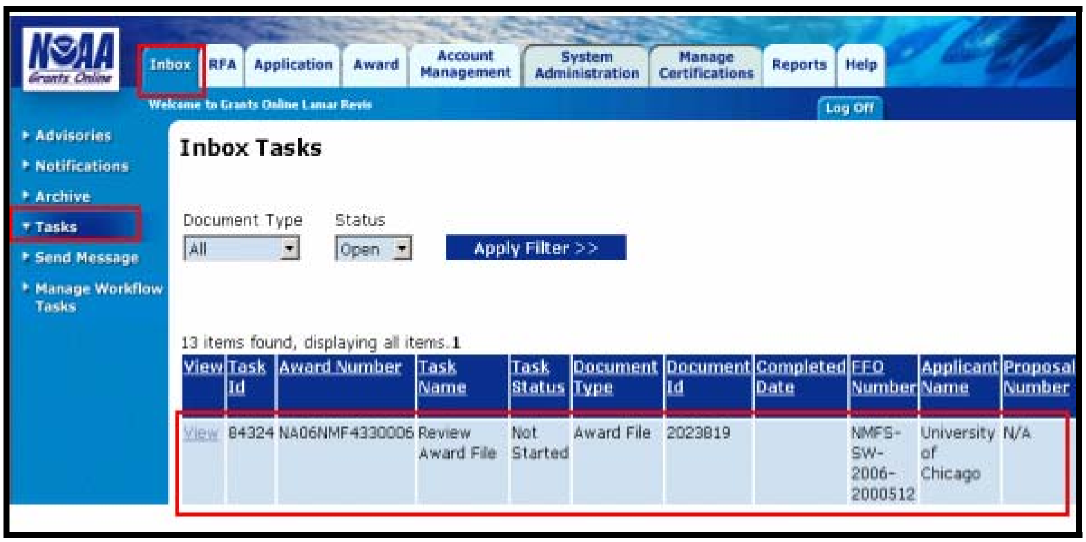
1. From the **Review Award File** task, select the option to **Forward to Grants Officer** followed by the **Submit** button. This option allows you to forward the Award file to the Grants Officer for review and also completes the **Review Award File** task. Please note that the option to **Forward to Grants Officer** is available only after the GMD Checklist is completed.



Grants Officer: Review Award File task – New Awards

Once the Grants Specialist has reviewed and forwarded the Award file to the Grants Officer for approval, the Grants Officer will receive the **Review Award File** task. Please note the Award file is independent of the NEPA document and the Procurement Request and Commitment of Funds (CD-435). The Review Award File task allows the Grants Officer to view the status of the NEPA document and the Procurement and Commitment of Funds (CD-435), which are both listed in the **Sub Documents** section of the Award file. This section reviews the **Review Award File** task for Grants Officers.

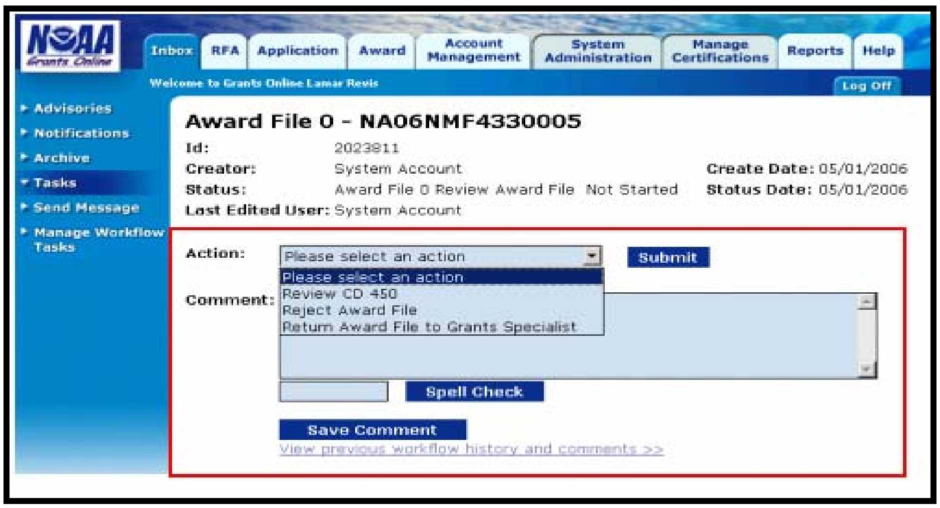
1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the **View** link for the **Review Award File** task.



4. The task launch page is displayed. From the action drop down menu, Grants Officers can select from the following options:

- Review CD-450
- Reject Award File
- Return Award File to Grants Specialist

Once the Grants Officer has reviewed the CD-450, the option to approve the Award file will be listed in the action drop down menu. Grants Officers may also view comments by selecting the **View Previous Workflow History and Comments** link. In the following sections, we will review each option.



5. Upon selecting the **View Previous Workflow History and Comments,** the *Workflow History Page* is displayed and shows comments that have been entered by the Program Officer, Grants Specialist, and/or Grants Officer. The workflow history also indicates the Program Officer forwarded the Award file and completed the **Certify Revise Award file** task on 5/1/2006. The Grants Specialist forwarded the Award file and completed the **Review Award file** task on 5/1/2006.

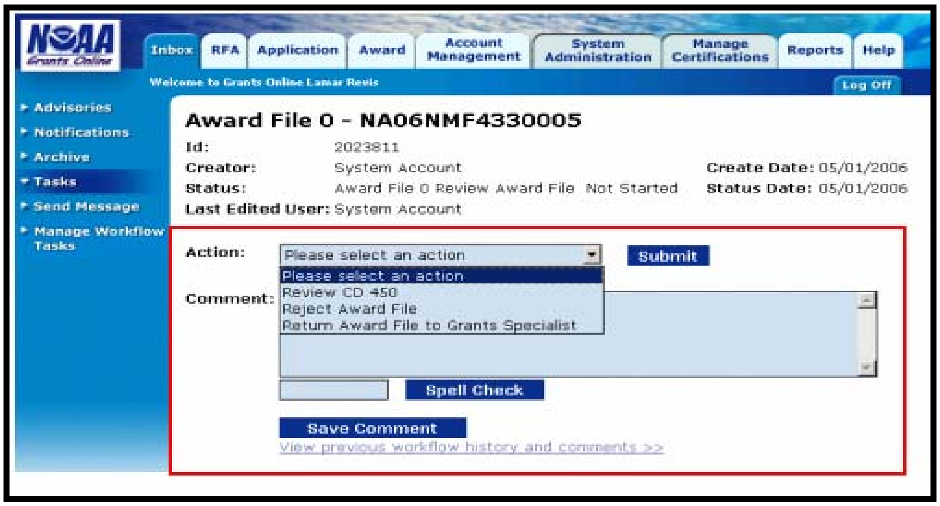
3 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Commments
Review Award File			Lamar Dwayne Revis	GrantsOfficer		Not Started	
Review Award File	2006-05-01 13:50:38.0	2006-05-01 13:51:32.0	Regina A. Evans	GrantsSpecialist	ForwardToGrantsOfficer	Complete	Comments made by the Grants Specialist are displayed here.
Certify/Revise Award File	2006-05-01 13:49:38.0	2006-05-01 13:49:38.0	Nazir Finamen	ProgramOfficer	ForwardToGrantsSpecialist	Complete	Comments made by the Program Officer are displayed here.

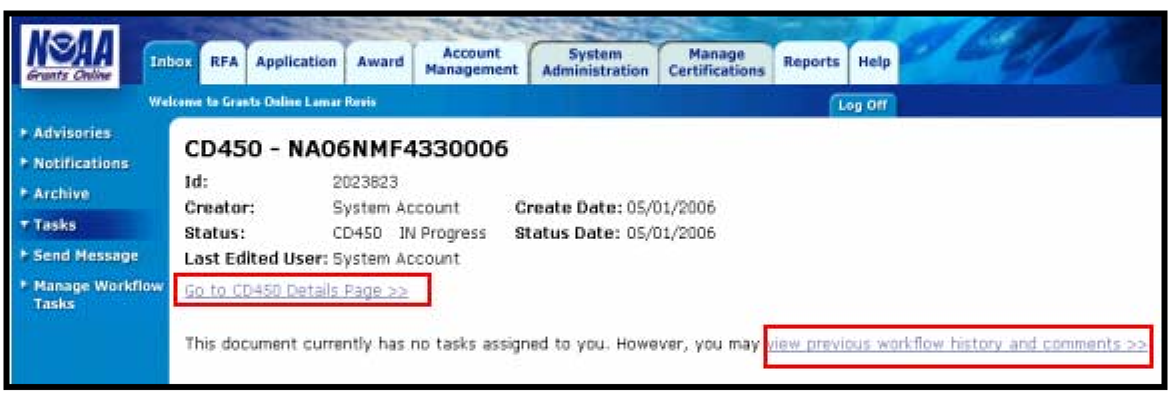
Cancel

Review CD-450

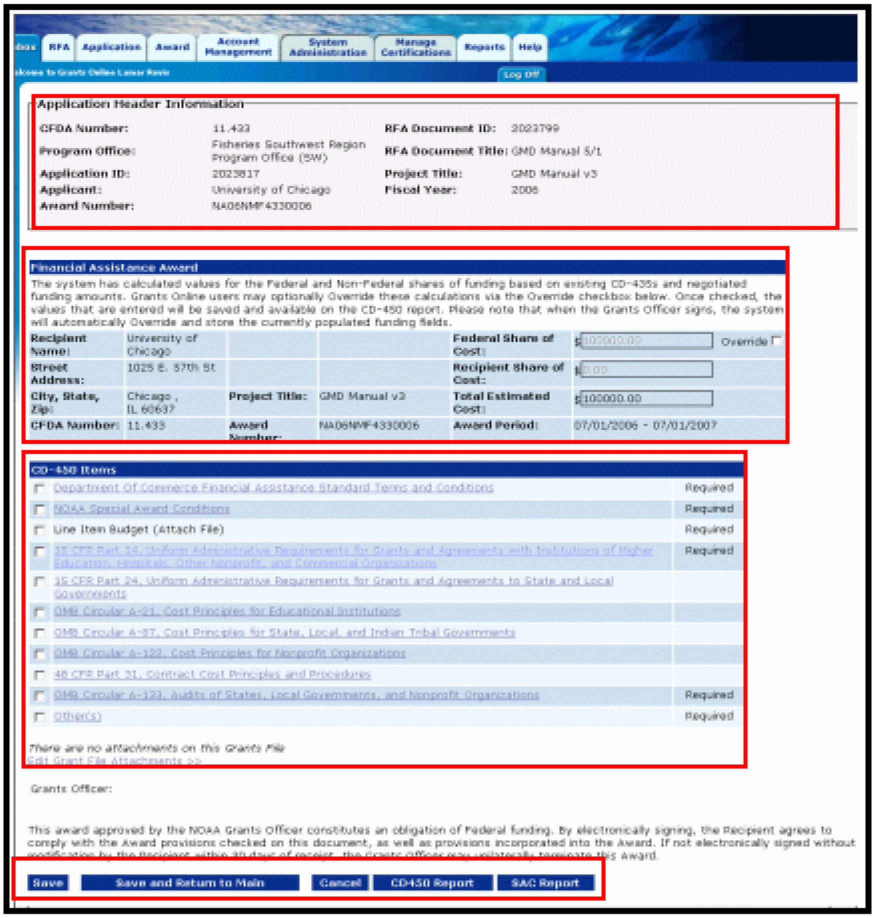
1. From the **Review Award File** task, select the option to **Review CD-450** followed by the **Submit** button. This option allows you to review the CD-450. Please note that Grants Officers must review the CD-450 before they can approve the Award file.



2. The CD-450 page is displayed. Select the **Go to CD450 Details Page** link to view the details of the CD-450. In addition, select the link entitled **view previous workflow history and comments** to view the previous workflow history and comments.



3. The following screen is the *CD-450 details* page. The CD-450 is the Department of Commerce standard terms and conditions form that is sent to recipients. There are hyperlinks that refer to the various terms and conditions of the award. The CD-450 may be printed from Grants Online. The CD-450 includes the **Financial Assistance Award** section and the **CD-450 Items** section. This screen also displays any attachments associated with this Grants File. The Grants Officer field is blank, but once the Grants Officer approves the Award file, their name will populate in the GRANTS OFFICER field, as well as the date they approved the Award.

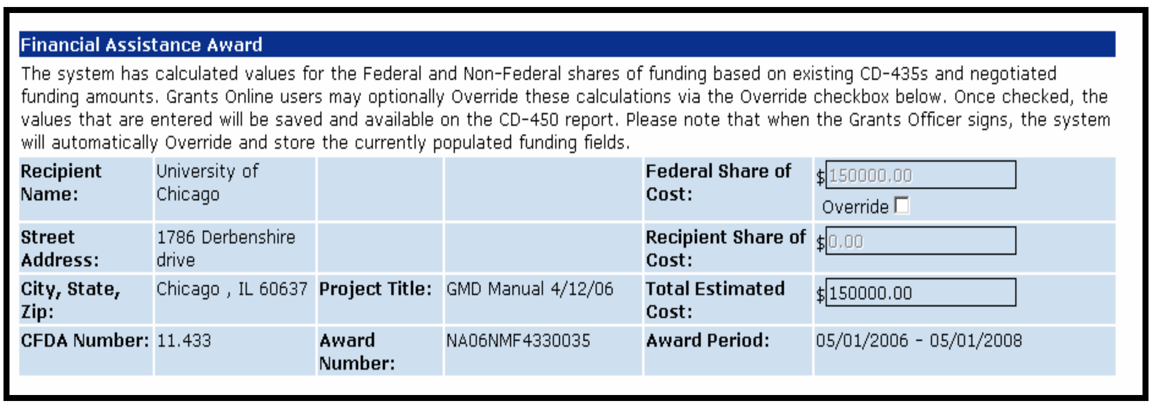


CD-450: Financial Assistance Award

1. The Financial Assistance Award displays the following information:

- **RECIPIENT NAME**
- **STREET ADDRESS**
- **CITY, STATE, ZIP**
- **CFDA NUMBER**
- **FEDERAL SHARE OF COST**
- **RECIPIENT SHARE OF COST**
- **TOTAL ESTIMATED COST**
- **AWARD PERIOD**

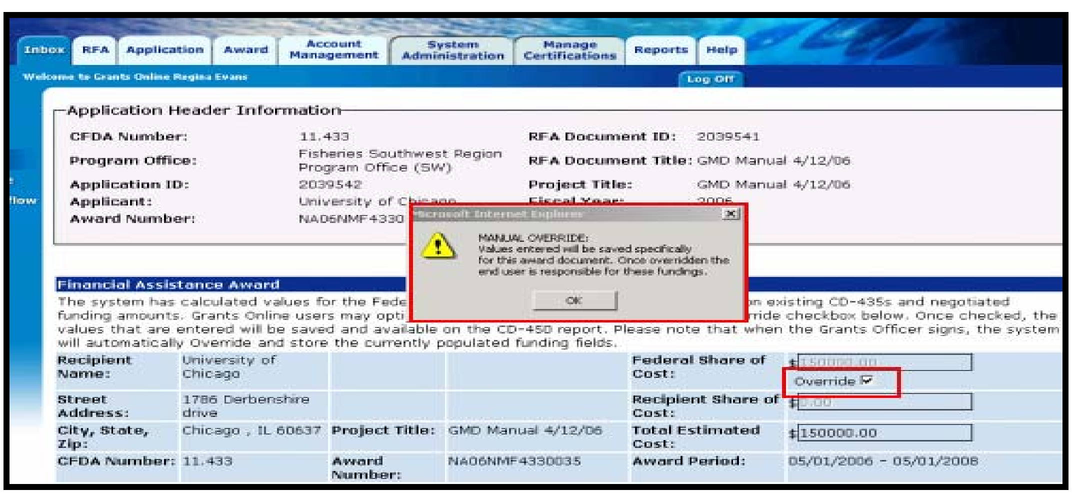
The system has calculated values for the Federal and Non-Federal shares of funding based on existing CD-435s and negotiated funding amounts. You may optionally override these calculations via the **Override** checkbox below. Before selecting the **Override** checkbox, the FEDERAL SHARE OF COST and the RECIPIENT SHARE OF COST fields are greyed out.


Financial Assistance Award

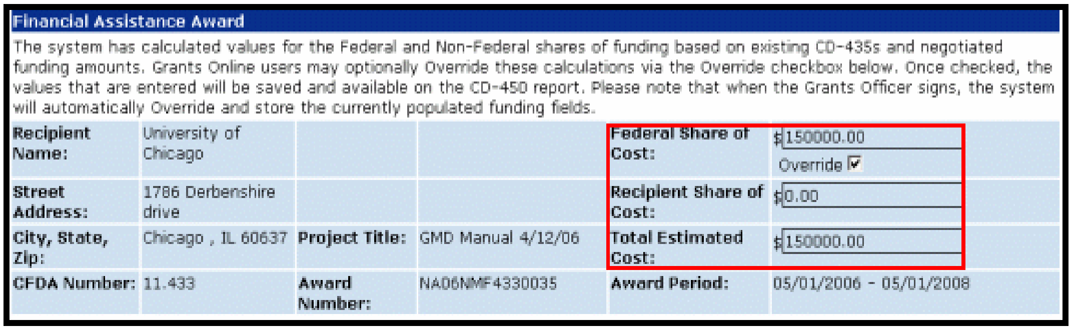
The system has calculated values for the Federal and Non-Federal shares of funding based on existing CD-435s and negotiated funding amounts. Grants Online users may optionally Override these calculations via the Override checkbox below. Once checked, the values that are entered will be saved and available on the CD-450 report. Please note that when the Grants Officer signs, the system will automatically Override and store the currently populated funding fields.

Recipient Name:	University of Chicago			**Federal Share of Cost:**	$150000.00 Override
Street Address:	1786 Derbenshire drive			**Recipient Share of Cost:**	$0.00
City, State, Zip:	Chicago , IL 60637	**Project Title:**	GMD Manual 4/12/06	**Total Estimated Cost:**	$150000.00
CFDA Number:	11.433	**Award Number:**	NA06NMF4330035	**Award Period:**	05/01/2006 - 05/01/2008

2. Upon selecting the **Override** checkbox, the warning message below is displayed. Please note, by using the override feature, funds indicated on the CD-450 will reflect different values than on the CD-435. After reading the warning message, select **OK**.



3. After selecting OK from the warning message, the FEDERAL SHARE OF COST, RECIPIENT SHARE OF COST, and the TOTAL ESTIMATED COST fields are now editable. The values that you enter will be saved and available on the CD-450 report. Please note that when the Grants Officer signs, the system will automatically override and store the currently populated funding fields.



Financial Assistance Award

The system has calculated values for the Federal and Non-Federal shares of funding based on existing CD-435s and negotiated funding amounts. Grants Online users may optionally Override these calculations via the Override checkbox below. Once checked, the values that are entered will be saved and available on the CD-450 report. Please note that when the Grants Officer signs, the system will automatically Override and store the currently populated funding fields.

Recipient Name:	University of Chicago			**Federal Share of Cost:**	$150000.00 Override ☑
Street Address:	1786 Derbenshire drive			**Recipient Share of Cost:**	$0.00
City, State, Zip:	Chicago , IL 60637	**Project Title:**	GMD Manual 4/12/06	**Total Estimated Cost:**	$150000.00
CFDA Number:	11.433	**Award Number:**	NA06NMF4330035	**Award Period:**	05/01/2006 - 05/01/2008

CD-450: CD 450 Items

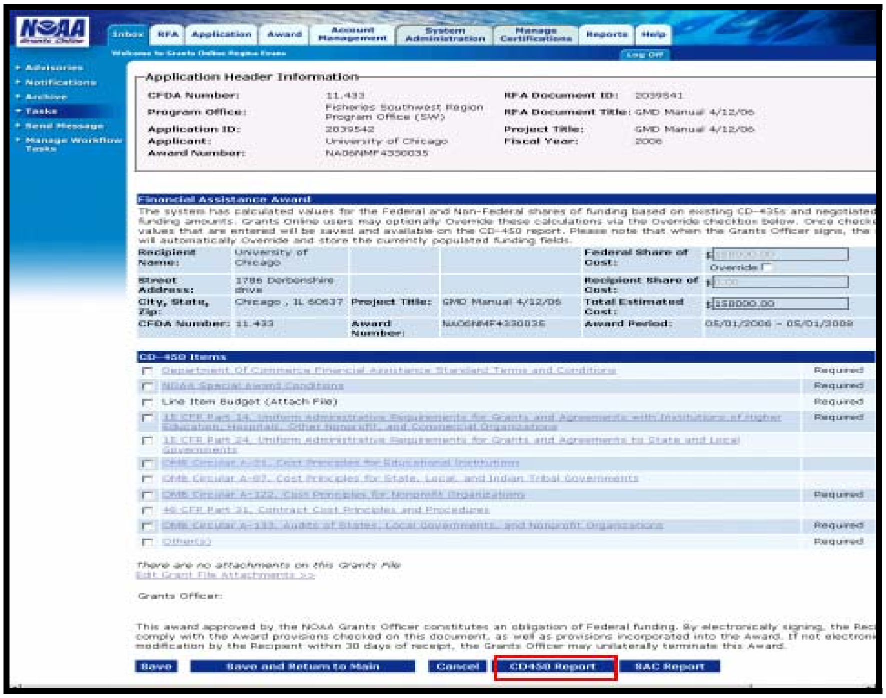
1. On the *CD-450 details* page, the following items are listed under **CD-450 items**:

- **Department of Commerce Financial Assistance Standard Terms and Conditions**
- **NOAA Special Award Conditions**
- **Line Item Budget (Attach File)**
- **15 CFR Part 14, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Nonprofit, and Commercial Organizations**
- **15 CFR Part 24, Uniform Administrative Requirements for Grants and Agreements to State Local Governments**
- **OMB Circular A-21, Cost Principles for Educational Institutions**
- **OMB Circular A-87, Cost Principles for State, Local, and Indian Governments**
- **OMB Circular A-122, Cost Principals for Nonprofit Organizations**
- **48 CFR Part 31, Contract Cost Principles and Procedures**
- **OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations**
- **Other(s)**

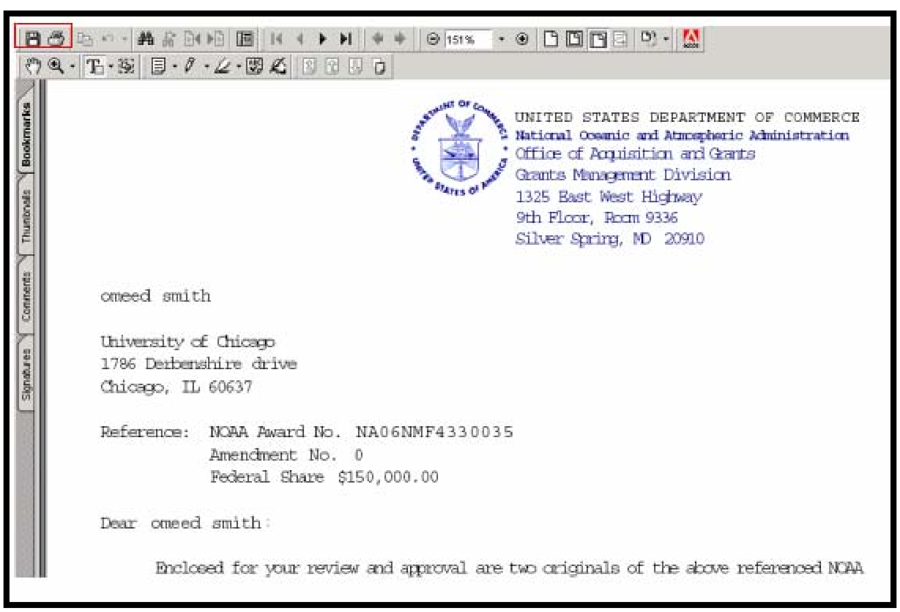
Select the appropriate check boxes as identified by the **Required** column. Click each required item hyperlink to ensure existing recipient data is valid or has not expired. Attach applicable files such as the **Line Item Budget** file. Select the **Edit Grant File Attachments** link to view, add, and/or remove attachments.

CD-450 Report

1. To view the CD-450 report, from the *CD-450 details* page, select the button titled **CD-450 Report**.

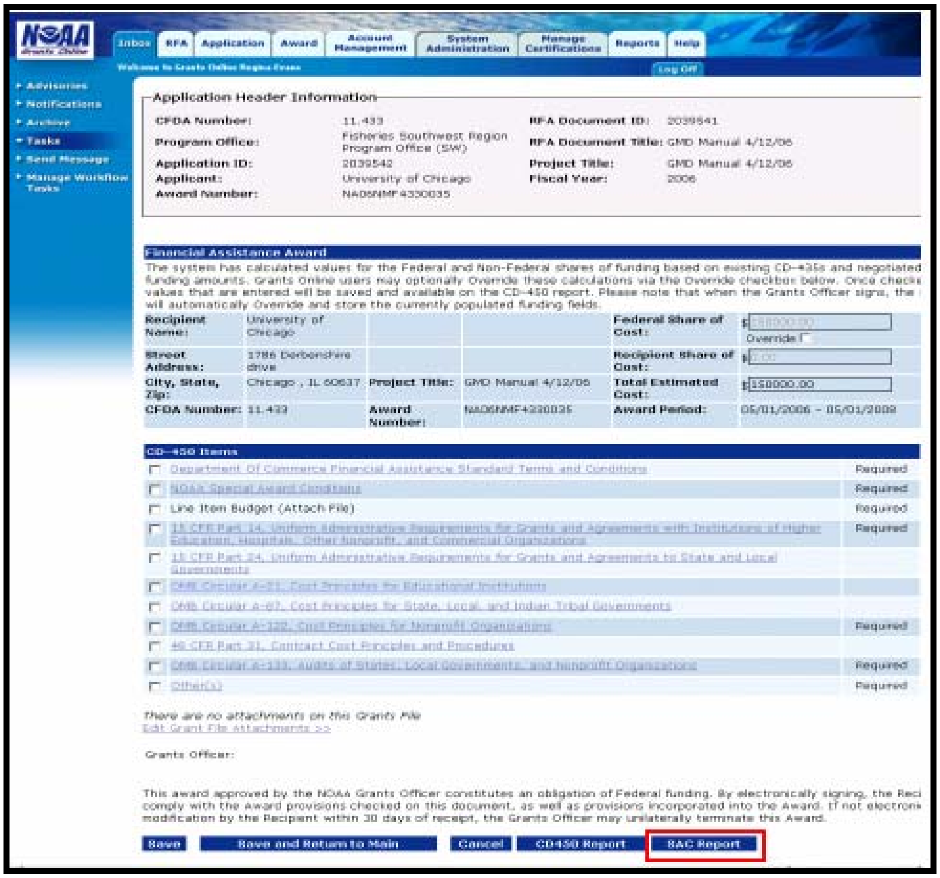


2. An Adobe Acrobat file opens in a separate window, displaying the CD-450. You may save and/or print the report using the save or print icons.

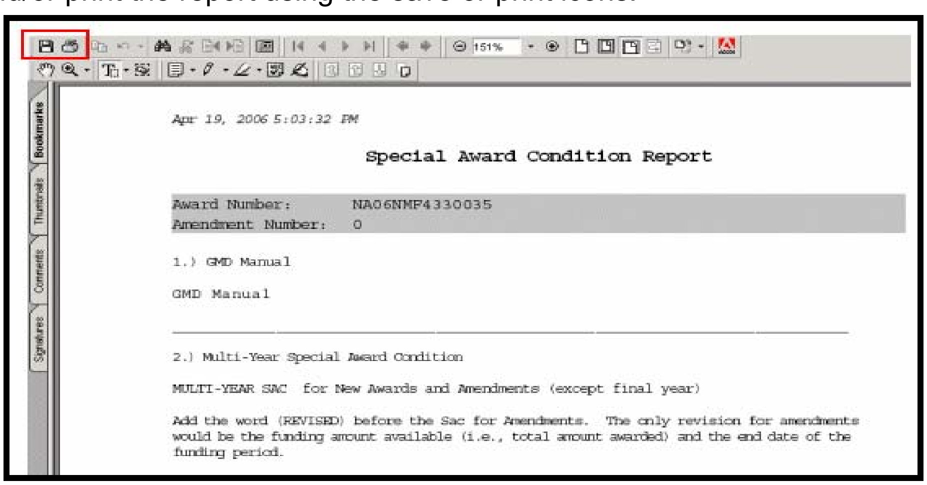


SAC Report

1. To view the SAC report, from the *CD-450 details* page, select the button titled **SAC Report**.

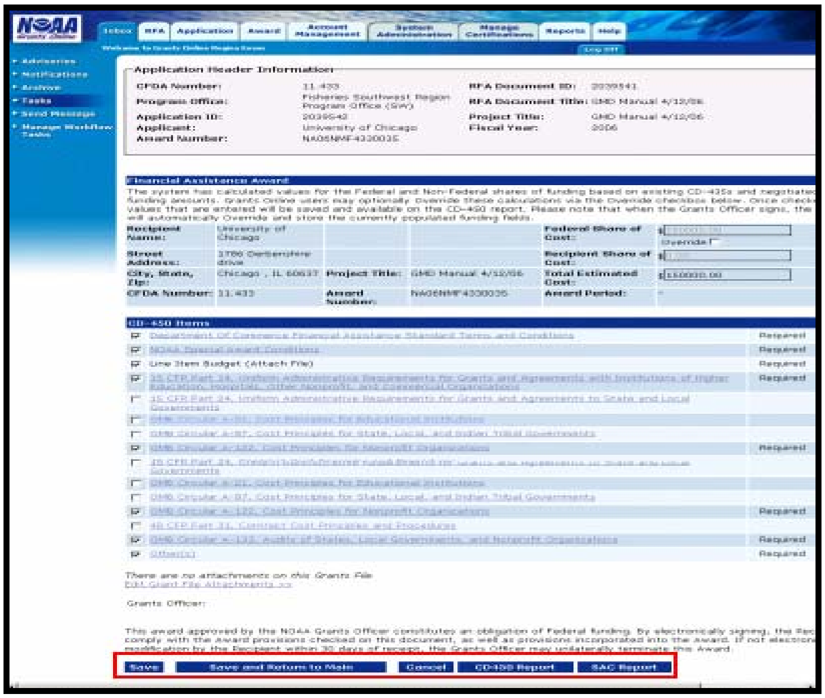


2. An Adobe Acrobat file opens in a separate window, displaying the SAC report. You may save and/or print the report using the save or print icons.

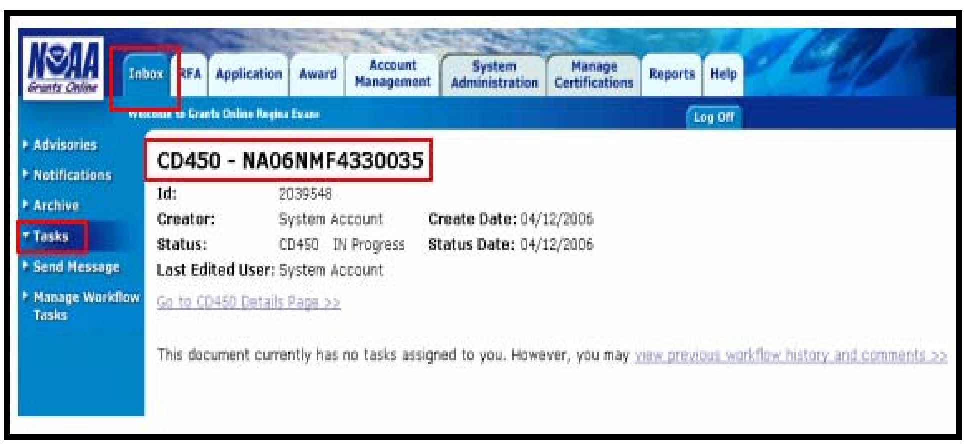


Submitting the CD-450

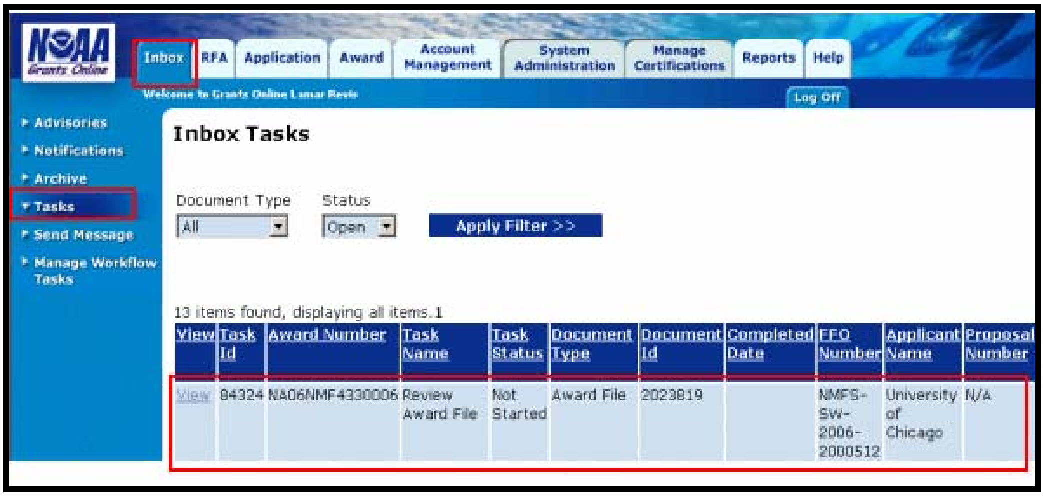
1. Once you have completed reviewing and, if applicable, updating the CD-450, select **Save** followed by **Save and Return to Main**.



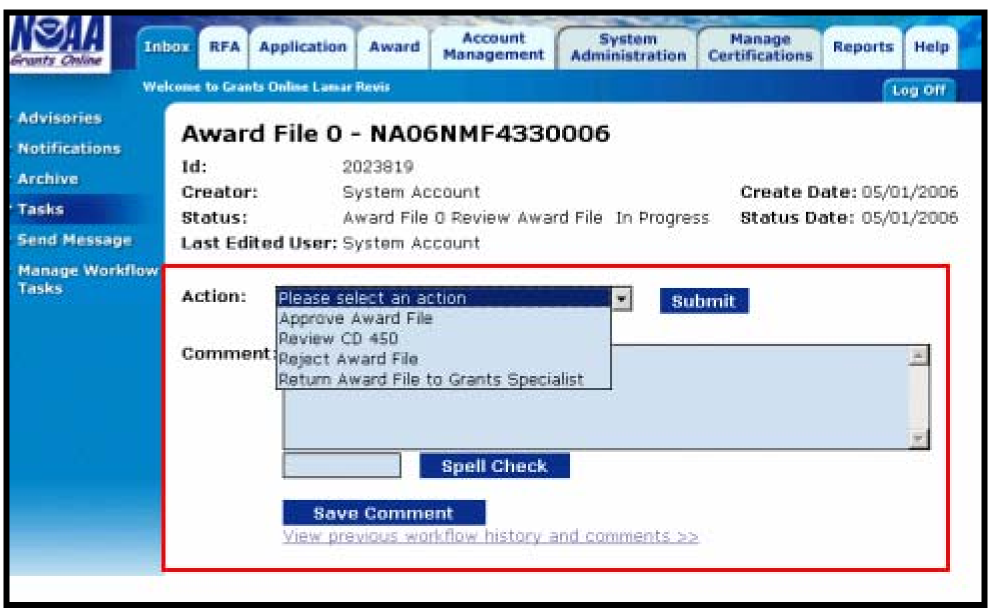
2. The following page is the *CD-450* page. Select the **Inbox** tab followed by the **Tasks** link.



3. Select the **View** link for the **Review Award File task**.

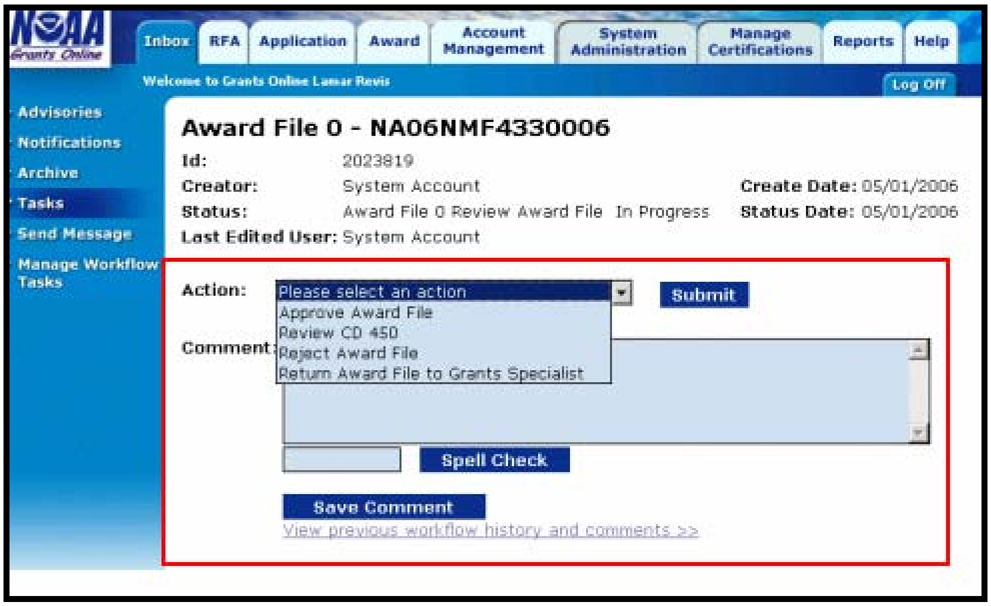


4. The task launch page is displayed. Please note the option to **Approve Award File** has been added to the action drop down menu.



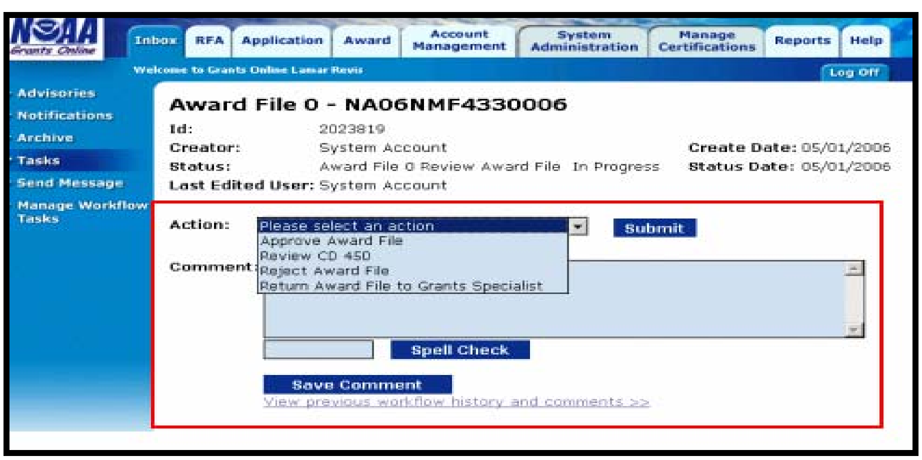
Return Award File to Grants Specialist

1. From the **Review Award File** task, select the option to **Return Award File to Grants Specialist** followed by the **Submit** button. This option allows you to return the Award file to the Grants Specialist for review and/or revisions. In the COMMENT field, be sure enter an explanation for returning the Award file and/or the necessary revisions. This option also completes the **Review Award File** task.

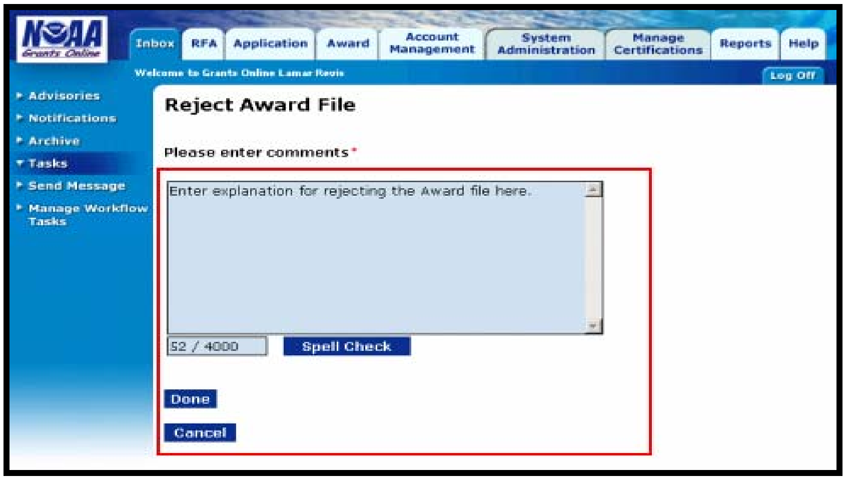


Reject Award File

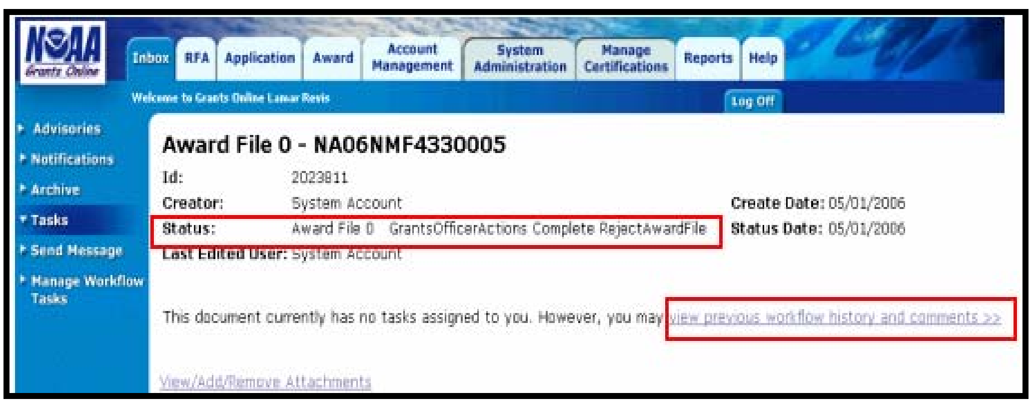
1. From the **Review Award File** task, select the option to **Reject Award File** followed by the **Submit** button. This option allows you to reject the Award file and also completes the **Review Award File** task.



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

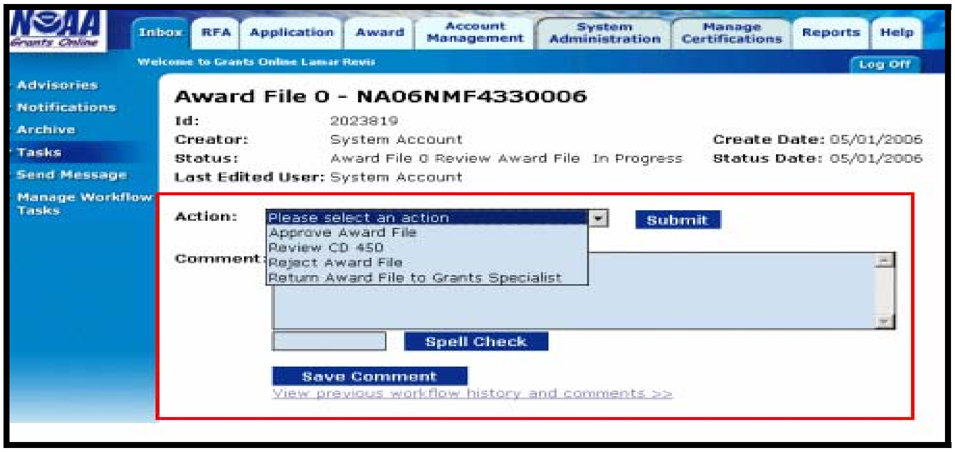


3. The following screen is the *Award file* page. Please note, upon rejecting an Award file, the **Status** indicates the Grants Officer completed the task and rejected the Award. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**.



Approving an Award File

1. From the **Review Award File** task, select the option to **Approve Award File** followed by the **Submit** button. This option allows you to approve the Award file. This option also completes the **Review Award File** task.

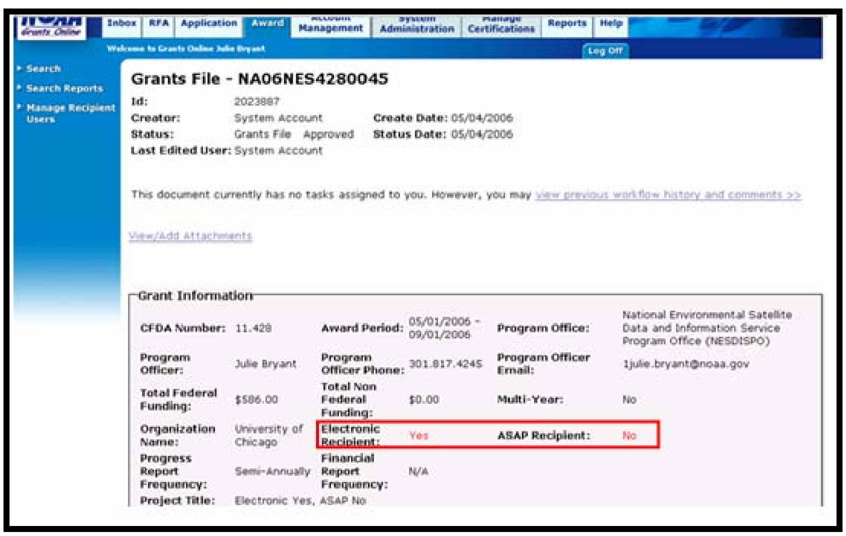


2. After an Award is approved, the workflow varies. The four different workflow paths are determined by the following two factors:

- Is the recipient an electronic recipient?
- Is the recipient an ASAP recipient?

The **Grant Information** section of the Grants file indicates if the recipient is an electronic and/or ASAP recipient.

The four different workflow paths are detailed in the following steps and are the same for both new Awards and continuations.



3. **Electronic-yes, ASAP-yes:** In cases where the recipient is both electronic and in the ASAP system, the workflow is as follows:

1. Grants Officer → Approve (Sign) Award (Award File workflow: Figure 1)
2. CAMS 1st Approver → 1st approval in CBS (Procurement Request workflow: Figure 2)
3. CAMS 2nd Approver → 2nd approval in CBS (Procurement Request Workflow: Figure 2)

* 4. CAMS 1st Approver →ASAP Authorization (Award File workflow: Figure 1)

* 5. Finance Office → ASAP Certification (Award File workflow: Figure 1)

6. Recipient → Accept Award

* NOTE: If a Recipient becomes an ASAP recipient AFTER receiving an Award and then notifies NOAA, the CAMS 1st and 2nd Approval are re-done in CBS, and then ASAP Authorization and Certification must be done.

The screen shots below depict this workflow.

Figure 1: Award File Workflow

5 items found, displaying all items.**1**

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Commments
ASAP Certification	2006-05-04 14:28:33.0	2006-05-04 14:28:33.0	Diana Carpenter	FinanceOffice	CertificationOfASAPFundsComplete	Complete	
ASAP Authorization	2006-05-04 14:26:41.0	2006-05-04 14:26:41.0	Haja S. Bah	CAMSFirstApprover	AuthorizationOfASAPFundsComplete	Complete	
Review Award File	2006-05-04 14:20:35.0	2006-05-04 14:22:13.0	Paulette S. Moss	GrantsOfficer	ApproveAwardFile	Complete	
Review Award File	2006-05-04 14:19:25.0	2006-05-04 14:20:07.0	Zekiea O. Jones	GrantsSpecialist	ForwardToGrantsOfficer	Complete	
Certify/Revise Award File	2006-05-04 14:19:00.0	2006-05-04 14:19:00.0	Julie J Bryant	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Cancel

Figure 2: Procurement Request and Commitment of Funds Workflow

6 items found, displaying all items.**1**

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Commments
Conduct CAMS Second Approval	2006-05-04 14:26:10.0	2006-05-04 14:26:10.0	Naabia Bannerman	CAMSSecondApprover	CAMSSecondApprovalComplete	Complete	
Conduct CAMS First Approval	2006-05-04 14:23:03.0	2006-05-04 14:23:03.0	Haja S. Bah	CAMSFirstApprover	CAMSFirstApprovalComplete	Complete	
Start Initial Work on Award in CAMS	2006-05-04 14:18:22.0	2006-05-04 14:18:22.0	Haja S. Bah	CAMSFirstApprover	ApproveProcurementRequest	Complete	
Review Procurement Request and Commitment of Funds	2006-05-04 14:17:19.0	2006-05-04 14:17:19.0	Mark Demaria	BudgetOfficer	ApproveProcurementRequest	Complete	
Review Procurement Request and Commitment of Funds	2006-05-04 14:16:38.0	2006-05-04 14:16:38.0	Julie J Bryant	Requestor	ApproveProcurementRequest	Complete	
Procurement Request and Commitment of Funds	2006-05-04 14:15:33.0	2006-05-04 14:16:20.0	Julie J Bryant	ProgramOfficer	ForwardProcurementRequest	Complete	

Cancel

4. **<u>Electronic-no, ASAP-yes:</u>** In cases where the recipient is not electronic but they are in the ASAP system, the workflow is as follows:

1. Grants Officer → Approve (Sign) Award (Award file workflow: Figure 3)
2. CAMS 1st Approver → 1st approval in CBS (Procurement Request and Commitment of Funds workflow: Figure 4)
3. CAMS 2nd Approver → 2nd approval in CBS (Procurement Request and Commitment of Funds workflow: Figure 4)

* 4. CAMS 1st Approver → ASAP Authorization (Award file workflow: Figure 3)

* 5. Finance Office → ASAP Certification (Award file workflow: Figure 3)

* 6. CAMS 1st Approver → Mail Award (Award file workflow: Figure 3)

7. GMD Staff enters Countersign date into Grants Online when received back from Recipient

* NOTE: If a Recipient becomes an ASAP recipient AFTER receiving an Award and then notifies NOAA, the CAMS 1st and 2nd Approval are re-done in CBS, and then ASAP Authorization and Certification must be done.

The screen shots below depict this workflow.

Figure 3: Award File Workflow

6 items found, displaying all items.**1**

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Commments
Mail Award	2006-05-04 15:46:41.0	2006-05-04 15:46:41.0	Haja S. Bah	CAMSFirstApprover	AwardMailingComplete	Complete	
ASAP Certification	2006-05-04 15:46:09.0	2006-05-04 15:46:09.0	Diana Carpenter	FinanceOffice	CertificationOfASAPFundsComplete	Complete	
ASAP Authorization	2006-05-04 15:45:39.0	2006-05-04 15:45:39.0	Haja S. Bah	CAMSFirstApprover	AuthorizationOfASAPFundsComplete	Complete	
Review Award File	2006-05-04 15:43:11.0	2006-05-04 15:43:34.0	Paulette S. Moss	GrantsOfficer	ApproveAwardFile	Complete	
Review Award File	2006-05-04 15:41:41.0	2006-05-04 15:42:11.0	Zekiea O. Jones	GrantsSpecialist	ForwardToGrantsOfficer	Complete	
Certify/Revise Award File	2006-05-04 15:41:19.0	2006-05-04 15:41:19.0	Julie J Bryant	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Cancel

Figure 4: Procurement Request and Commitment of Funds Workflow

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Commments
Conduct CAMS Second Approval	2006-05-04 15:44:49.0	2006-05-04 15:44:49.0	Naabia Bannerman	CAMSSecondApprover	CAMSSecondApprovalComplete	Complete	
Conduct CAMS First Approval	2006-05-04 15:44:24.0	2006-05-04 15:44:24.0	Haja S. Bah	CAMSFirstApprover	CAMSFirstApprovalComplete	Complete	
Start Initial Work on Award in CAMS	2006-05-04 15:40:54.0	2006-05-04 15:40:54.0	Haja S. Bah	CAMSFirstApprover	ApproveProcurementRequest	Complete	
Review Procurement Request and Commitment of Funds	2006-05-04 15:40:20.0	2006-05-04 15:40:20.0	Mark Demaria	BudgetOfficer	ApproveProcurementRequest	Complete	
Review Procurement Request and Commitment of Funds	2006-05-04 15:38:17.0	2006-05-04 15:38:17.0	Julie J Bryant	Requestor	ApproveProcurementRequest	Complete	
Procurement Request and Commitment of Funds	2006-05-04 15:37:24.0	2006-05-04 15:38:06.0	Julie J Bryant	ProgramOfficer	ForwardProcurementRequest	Complete	

Cancel

5. **Electronic-no, ASAP-no:** In cases where the recipient is neither electronic nor in the ASAP system, the workflow is as follows:

1. Grants Officer → Approve (Sign) Award (Award file workflow: Figure 5)
2. CAMS 1st Approver → 1st approval in CBS
3. CAMS 2nd Approver → 2nd approval in CBS

* 4. CAMS 1st Approver → Mail Award (Award file workflow: Figure 5)

5. GMD Staff enters Countersign date into Grants Online when received back from Recipient (Not Workflow)

* NOTE: If a Recipient becomes an ASAP recipient AFTER receiving an award and then notifies NOAA, the CAMS 1st and 2nd Approval are re-done in CBS, and then ASAP Authorization and Certification must be done.

The screen shots below depict this workflow.

Figure 5: Award File Workflow

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Commments
Mail Award	2006-05-04 16:29:31.0	2006-05-04 16:29:32.0	Haja S. Bah	CAMSFirstApprover	AwardMailingComplete	Complete	
Review Award File	2006-05-04 16:26:56.0	2006-05-04 16:27:16.0	Paulette S. Moss	GrantsOfficer	ApproveAwardFile	Complete	
Review Award File	2006-05-04 16:24:52.0	2006-05-04 16:25:36.0	Zekiea O. Jones	GrantsSpecialist	ForwardToGrantsOfficer	Complete	
Certify/Revise Award File	2006-05-04 16:24:32.0	2006-05-04 16:24:32.0	Julie J Bryant	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Cancel

Figure 6: Procurement Request and Commitment of Funds Workflow

6 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Commments
Conduct CAMS Second Approval	2006-05-04 16:28:48.0	2006-05-04 16:28:48.0	Naabia Bannerman	CAMSSecondApprover	CAMSSecondApprovalComplete	Complete	
Conduct CAMS First Approval	2006-05-04 16:28:26.0	2006-05-04 16:28:26.0	Haja S. Bah	CAMSFirstApprover	CAMSFirstApprovalComplete	Complete	
Start Initial Work on Award in CAMS	2006-05-04 16:24:02.0	2006-05-04 16:24:02.0	Haja S. Bah	CAMSFirstApprover	ApproveProcurementRequest	Complete	
Review Procurement Request and Commitment of Funds	2006-05-04 16:23:37.0	2006-05-04 16:23:37.0	Mark Demaria	BudgetOfficer	ApproveProcurementRequest	Complete	
Review Procurement Request and Commitment of Funds	2006-05-04 16:22:27.0	2006-05-04 16:22:27.0	Julie J Bryant	Requestor	ApproveProcurementRequest	Complete	
Procurement Request and Commitment of Funds	2006-05-04 16:21:40.0	2006-05-04 16:22:19.0	Julie J Bryant	ProgramOfficer	ForwardProcurementRequest	Complete	

Cancel

6. **<u>Electronic-yes, ASAP-no:</u>** In cases where the recipient is electronic but is not in the ASAP system the workflow is as follows:

1. Grants Officer → Approve (Sign) Award (Award file workflow: Figure 7)
2. CAMS 1st Approver → 1st approval in CBS (Procurement Request and Commitment of Funds workflow: Figure 8)
3. CAMS 2nd Approver → 2nd approval in CBS (Procurement Request and Commitment of Funds workflow: Figure 8)
4. Recipient → Accept Award

The screen shots below depict the workflow:

Figure 7: Award File Workflow

3 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Commments
Review Award File	2006-05-04 15:13:23.0	2006-05-04 15:13:44.0	Paulette S. Moss	GrantsOfficer	ApproveAwardFile	Complete	
Review Award File	2006-05-04 15:11:15.0	2006-05-04 15:11:46.0	Zekiea O. Jones	GrantsSpecialist	ForwardToGrantsOfficer	Complete	
Certify/Revise Award File	2006-05-04 15:10:43.0	2006-05-04 15:10:43.0	Julie J Bryant	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Cancel

Figure 8: Procurement Request and Commitment of Funds Workflow

6 items found, displaying all items.1

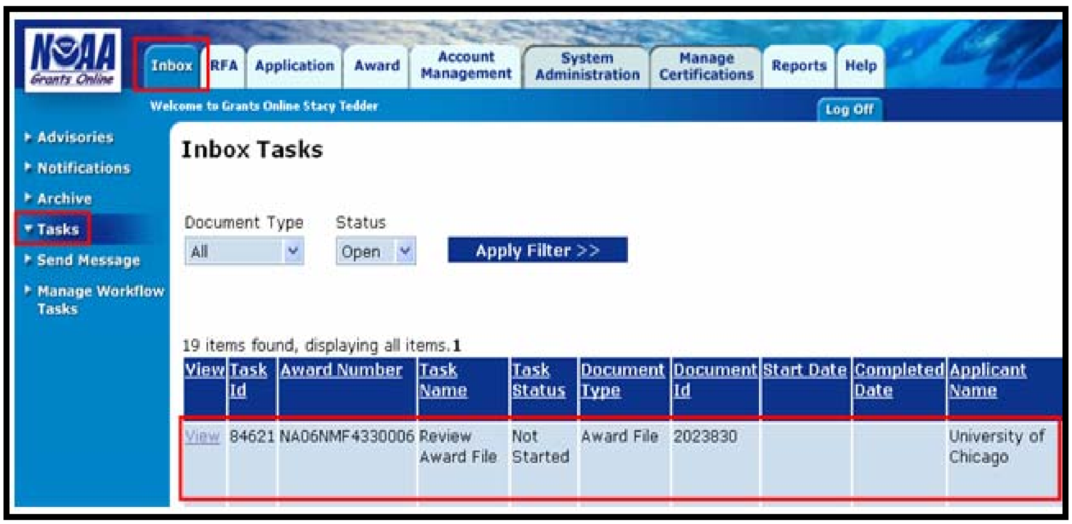
Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Commments
Conduct CAMS Second Approval	2006-05-04 15:15:12.0	2006-05-04 15:15:12.0	Naabia Bannerman	CAMSSecondApprover	CAMSSecondApprovalComplete	Complete	
Conduct CAMS First Approval	2006-05-04 15:14:49.0	2006-05-04 15:14:49.0	Haja S. Bah	CAMSFirstApprover	CAMSFirstApprovalComplete	Complete	
Start Initial Work on Award in CAMS	2006-05-04 15:10:10.0	2006-05-04 15:10:10.0	Haja S. Bah	CAMSFirstApprover	ApproveProcurementRequest	Complete	
Review Procurement Request and Commitment of Funds	2006-05-04 15:09:37.0	2006-05-04 15:09:37.0	Mark Demaria	BudgetOfficer	ApproveProcurementRequest	Complete	
Review Procurement Request and Commitment of Funds	2006-05-04 15:08:30.0	2006-05-04 15:08:30.0	Julie J Bryant	Requestor	ApproveProcurementRequest	Complete	
Procurement Request and Commitment of Funds	2006-05-04 15:07:44.0	2006-05-04 15:08:22.0	Julie J Bryant	ProgramOfficer	ForwardProcurementRequest	Complete	

Cancel

Grants Officer: Review Award File task – Continuations

Once the Grants Specialist has reviewed and forwarded the Award file to the Grants Officer for approval, the Grants Officer will receive the **Review Award File** task. Please note the Award file is independent of the NEPA document and the Procurement Request and Commitment of Funds (CD-435). The Review Award File task allows the Grants Officer to view the status of the NEPA document and the Procurement and Commitment of Funds (CD-435), which are both listed in the **Sub Documents** section of the Award file. This section reviews the **Review Award File** task for Continuations for Grants Officers.

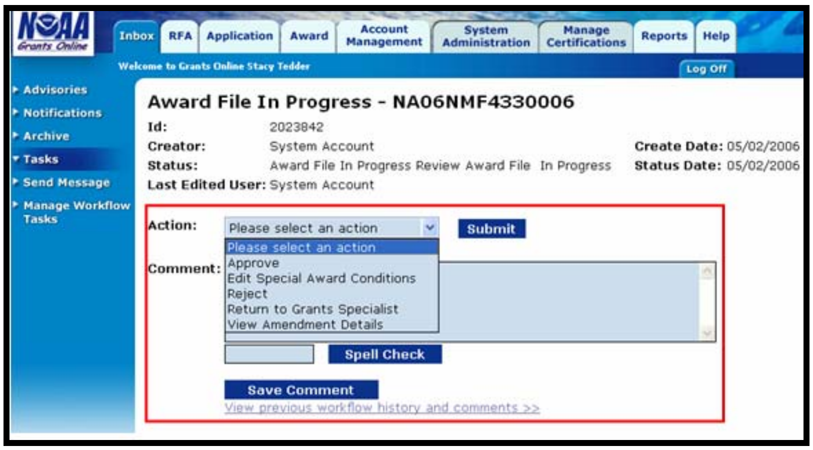
1. Select the **Inbox** tab.
2. Select the **Tasks** link.
3. Select the **View** link for the **Review Award File** task.



4. The task launch page is displayed. From the action drop down menu, Grants Officers can select from the following options:

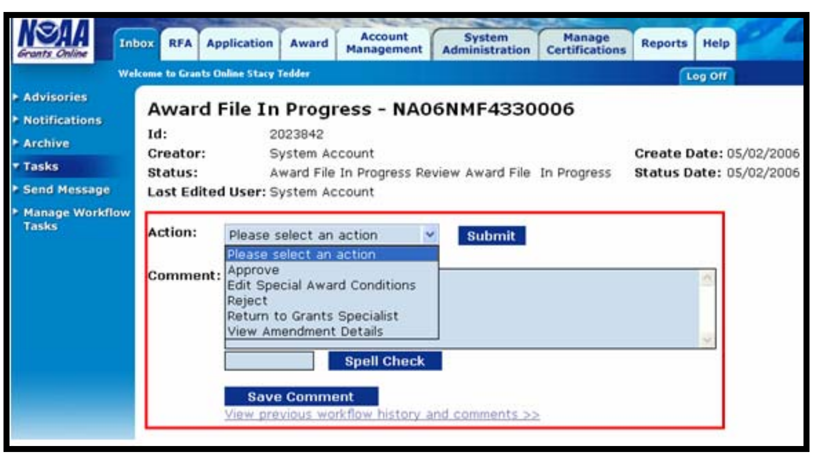
- **Approve**
- **Edit Special Award Conditions**
- **Reject**
- **Return to Grants Specialist**
- **View Amendment Details**

Grants Officers may also view comments made by selecting the **View Previous Workflow History and Comments**. In the following sections, we will review each option.

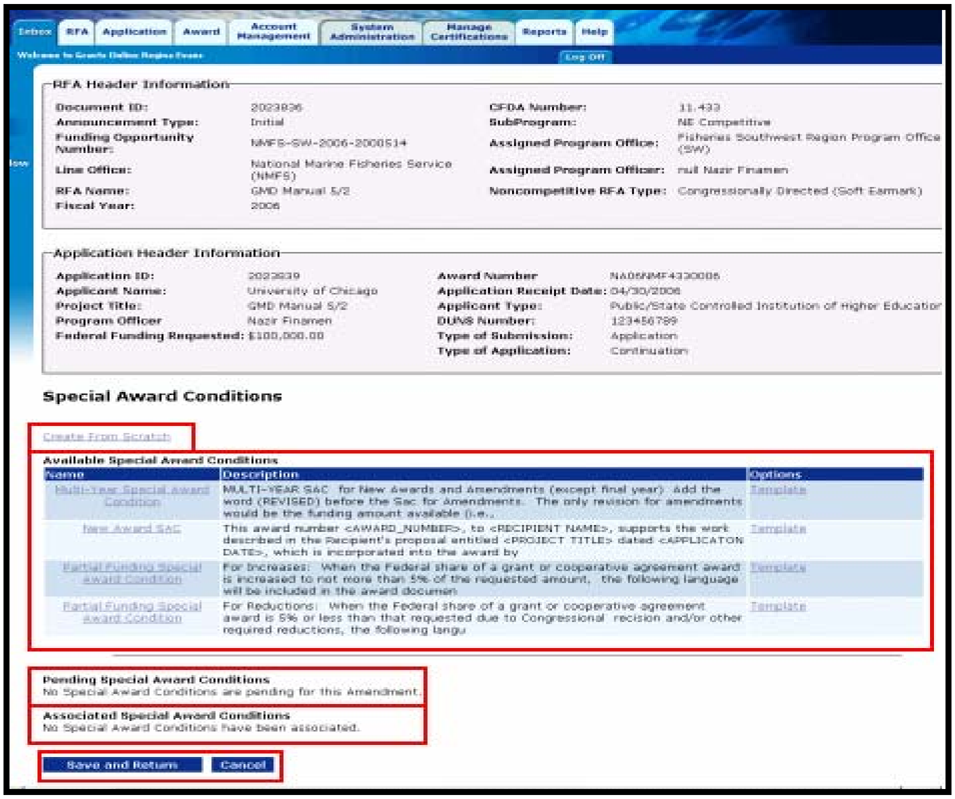


Edit Special Award Conditions

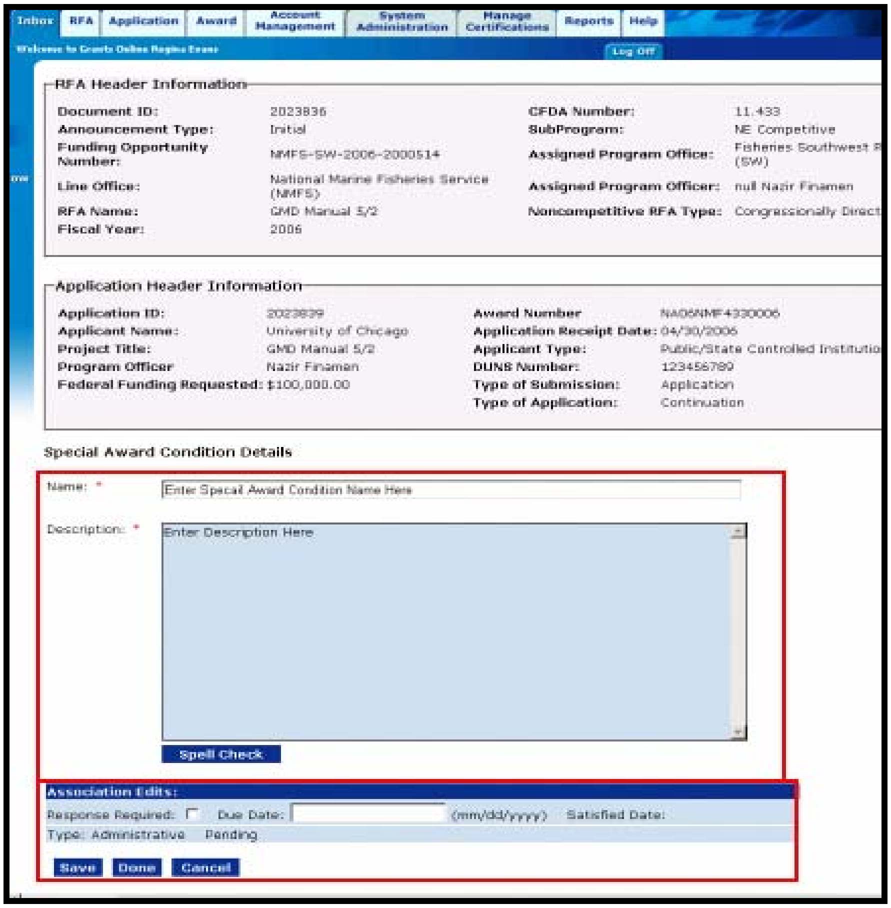
1. From the action drop down menu, select **Edit Special Award Conditions** followed by **Submit**. This option allows you to view/edit the Special Award Conditions. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. If you would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



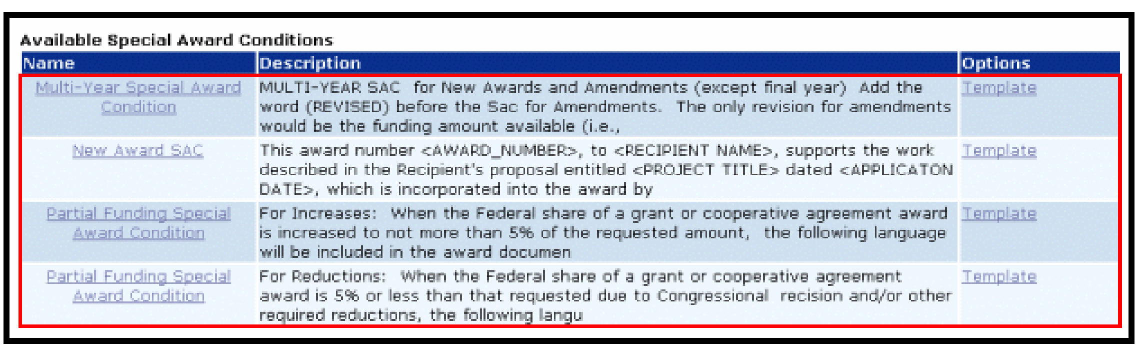
2. The *Special Award Conditions* page is displayed. Select the **Create from Scratch** link to create a SAC from scratch. Available SACs are listed under **Available Special Award Conditions**. SACs created by the Program Officer and any that are pending approval are listed under **Pending Special Award Conditions**.



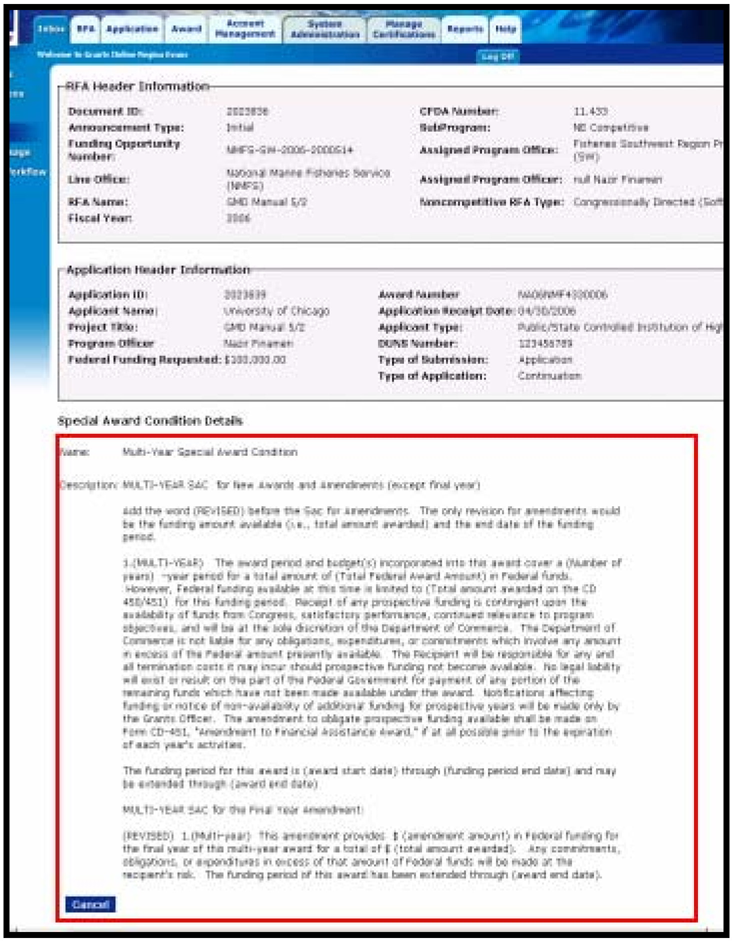
3. Upon selecting the **Create from Scratch** link, the *Special Award Conditions Details* page is displayed. In the NAME field, enter the name of the SAC and in the DESCRIPTION field, enter a description of the SAC. To save the SAC, select **Save** followed by **Done.**



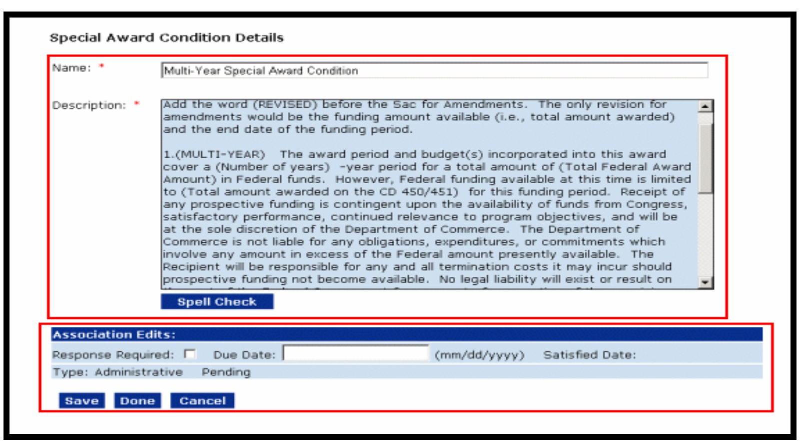
4. To view an available SAC, in the **Available Special Award Conditions** section select the name of the SAC from the first column. To select the available SAC, select the **Template** link from the **Options** column for the SAC you would like to add.



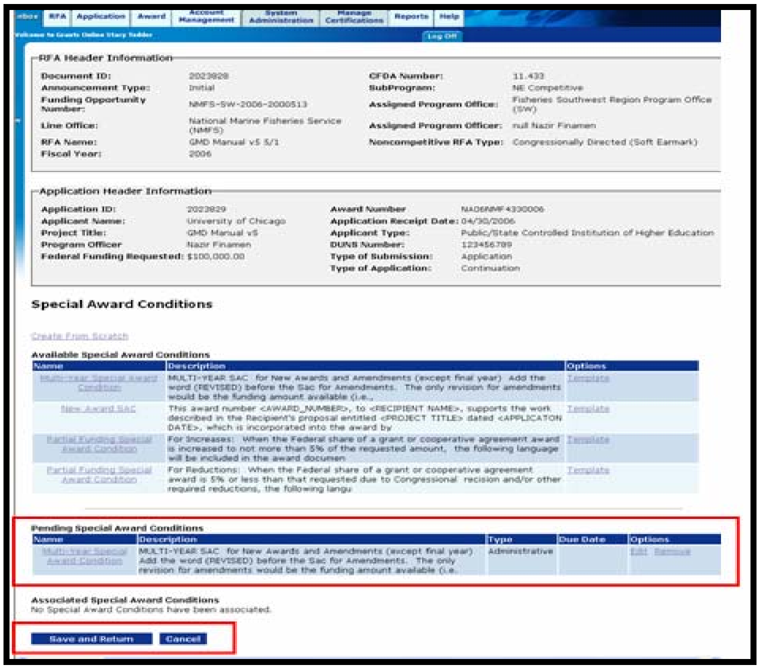
5. Upon selecting the name of the SAC, the *Special Award Condition Details* page is displayed and includes the details of the selected SAC. Select **Cancel** to return to the *Special Award Conditions* page.



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**.

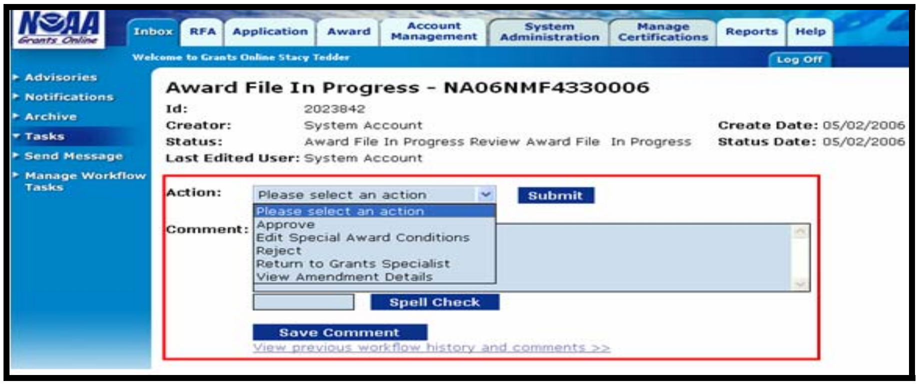


7. The *Special Award Conditions* page is displayed. The selected SAC is now listed under **Pending Special Award Conditions**. Select the **Edit** or **Remove** link if you would like to edit or delete the SAC. Select **Save and Return to Main** to save your changes and return to task launch page.



View Amendment Details

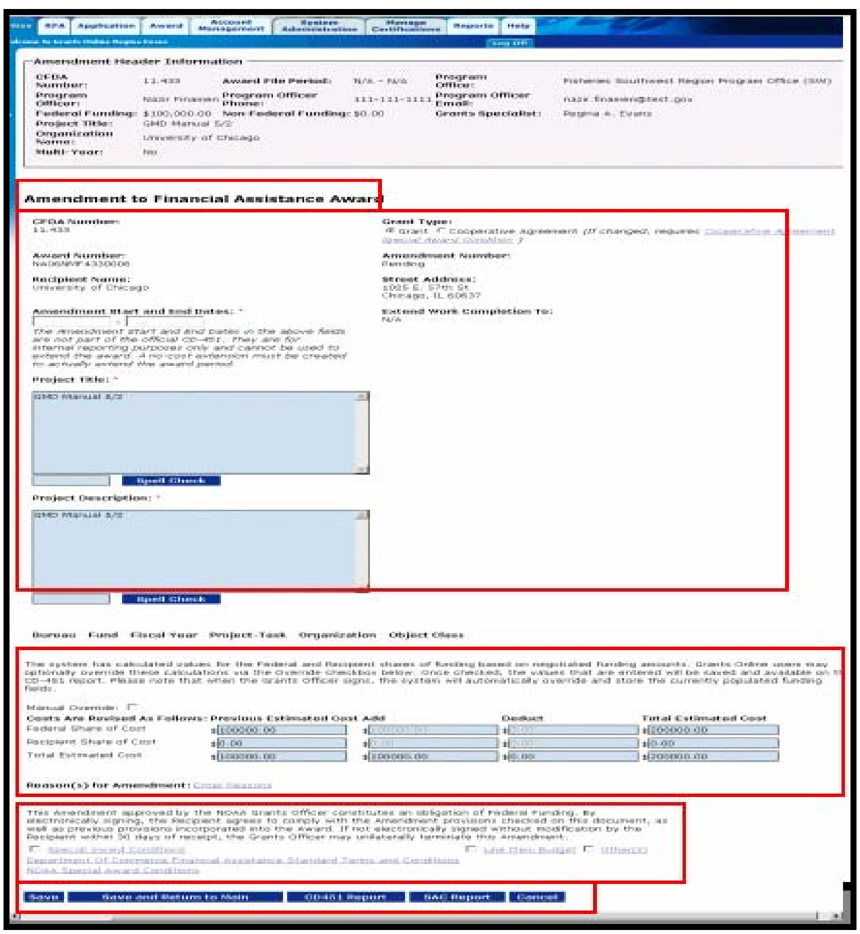
1. Select **View Amendment Details** from the action drop down menu followed by the **Submit** button. This option allows you to view the Amendment details, which include the CD-451. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**. 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:

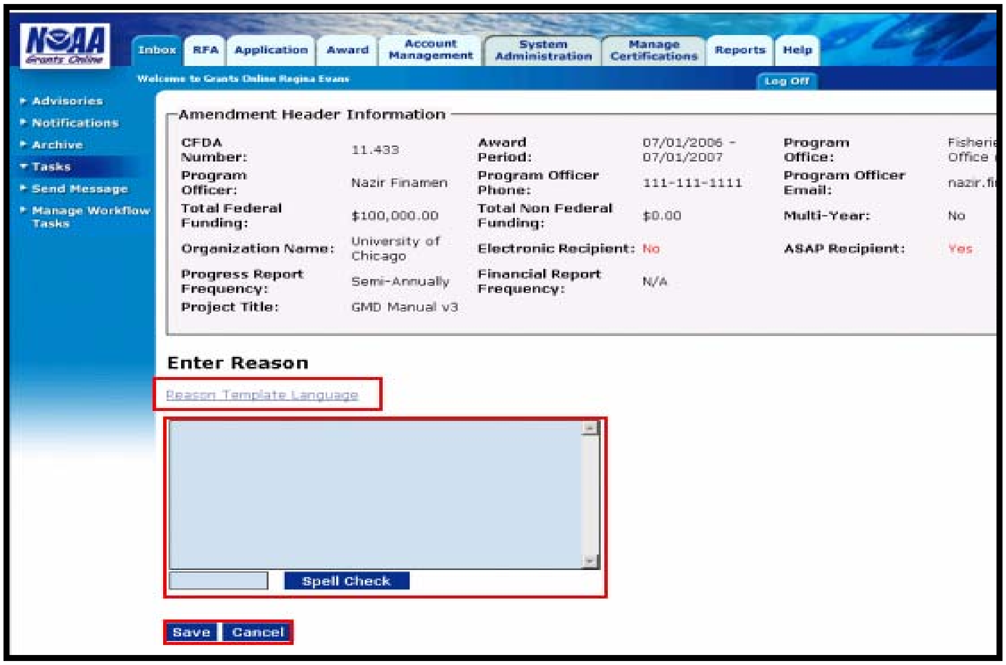
- **CFDA NUMBER**
- **GRANT TYPE**
- **AWARD NUMBER**
- **AMENDMENT NUMBER**
- **RECIPIENT NAME**
- **STREET ADDRESS**
- **AMENDMENT START AND END DATES** Please note The Amendment Start and End Dates are not part of the official CD-451. They are for internal reporting purposes only and cannot be used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

In the **Costs** section, the system has calculated values for the Federal and Recipient shares of funding based on negotiated funding amounts. Grants Online users may optionally override these calculations via the override checkbox. Once checked, the values that are entered will be saved and available on the CD-451 report. Please note that when the Grants Officer signs, the system will automatically override and store the currently populated funding fields.

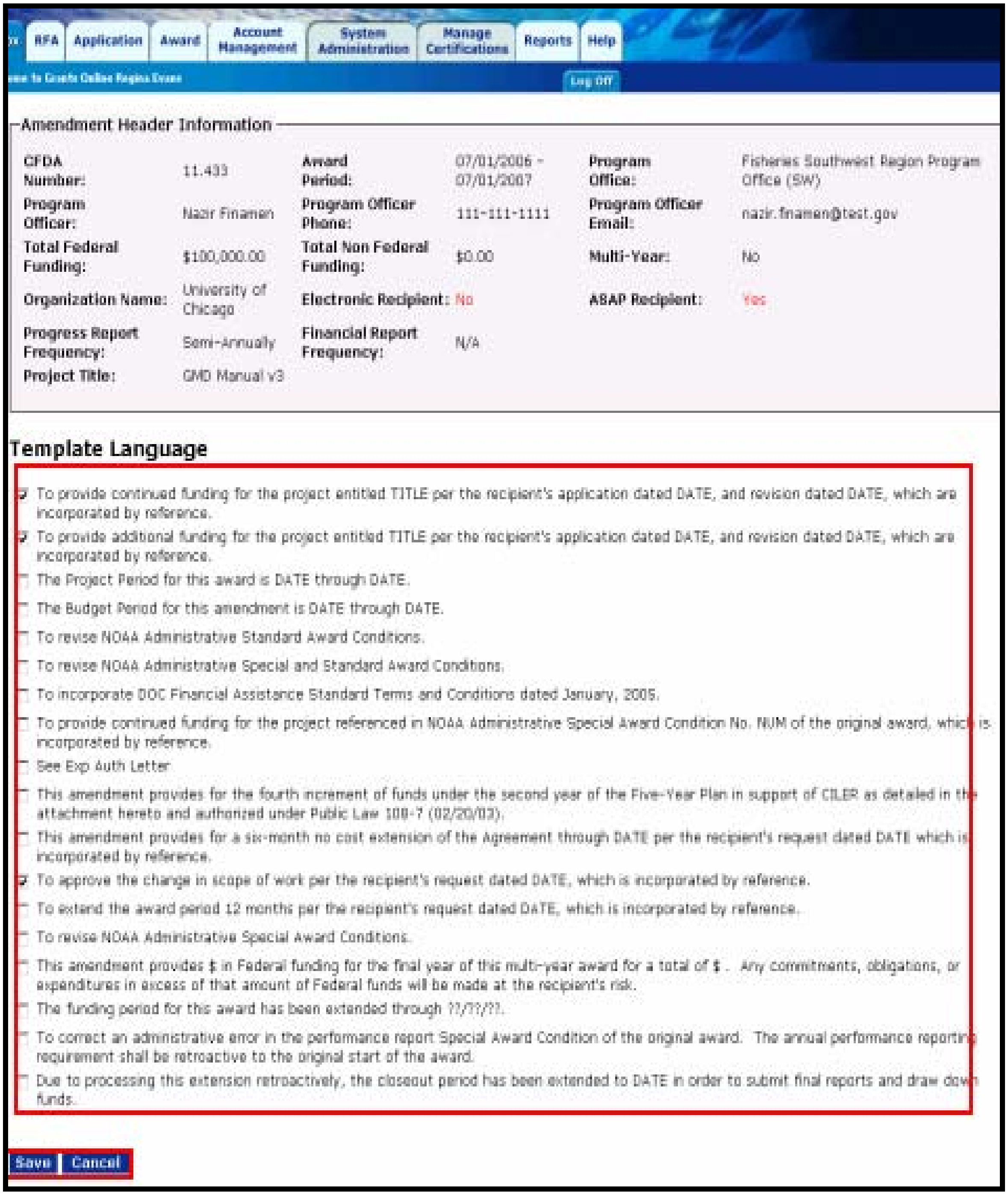


Reason(s) for Amendment

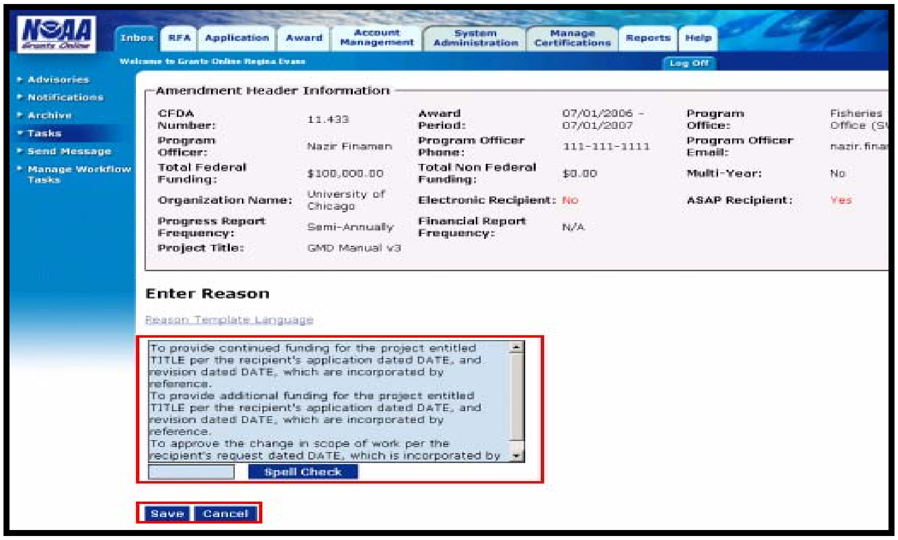
1. To enter a reason(s) for the Amendment, select the link entitled **Enter Reasons** in **Reasons(s) for Amendment** section from the *Amendment to Financial Assistance Award* page (see step 2, page 97). The *Enter Reason* screen is displayed. You may enter the reason(s) in the text field or you may select 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.

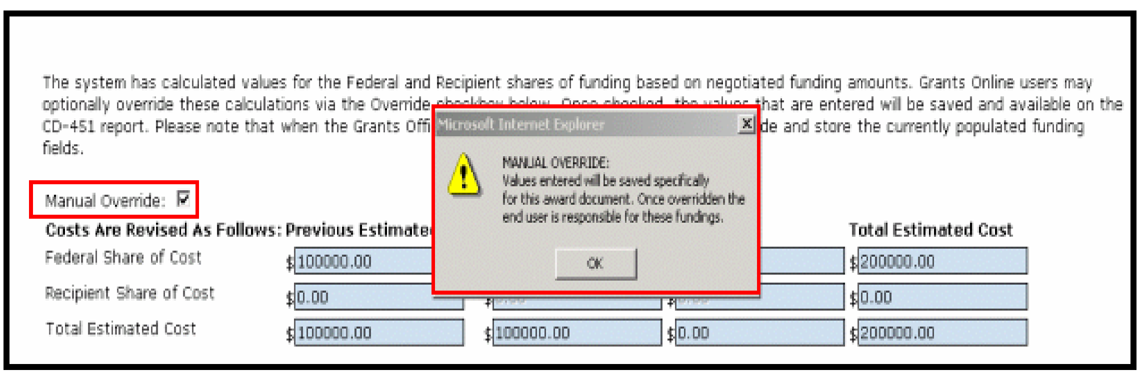


3. The *Enter Reason* screen is displayed and now includes the language selected from the *Template Language* screen. Select the **Save** button to save the reason(s) and return to the CD-451 page.



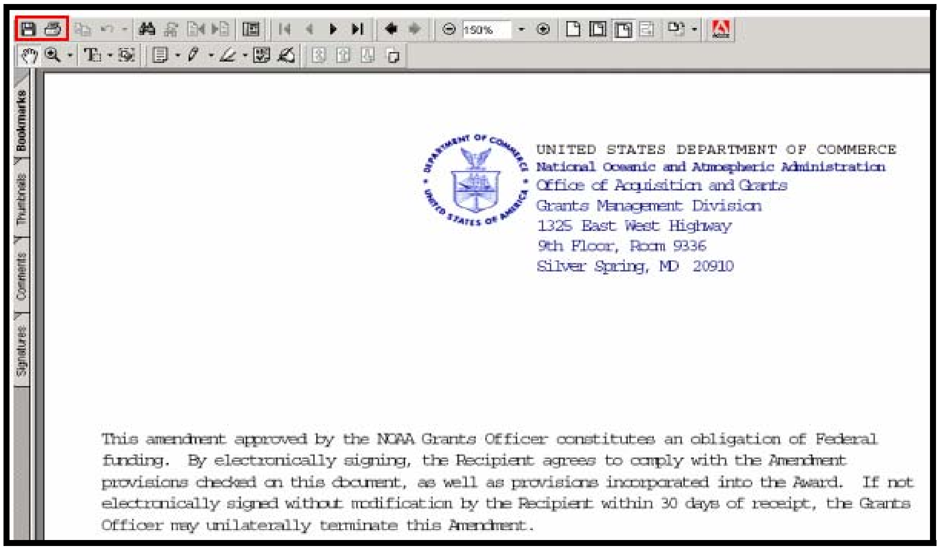
Federal and Recipient shares of Funding

1. The system has calculated values for the Federal and Recipient shares of funding based on negotiated funding amounts. Grants Online users may optionally override these calculations via the **Manual Override** checkbox below. Once checked, a warning message is displayed and the values that are entered will be saved and available on the CD-451 report. Please note that when the Grants Officer signs, the system will automatically override and store the currently populated funding fields. Also, please note that by using the override feature, funds indicated on the CD-451 will reflect different values than on the CD-435.



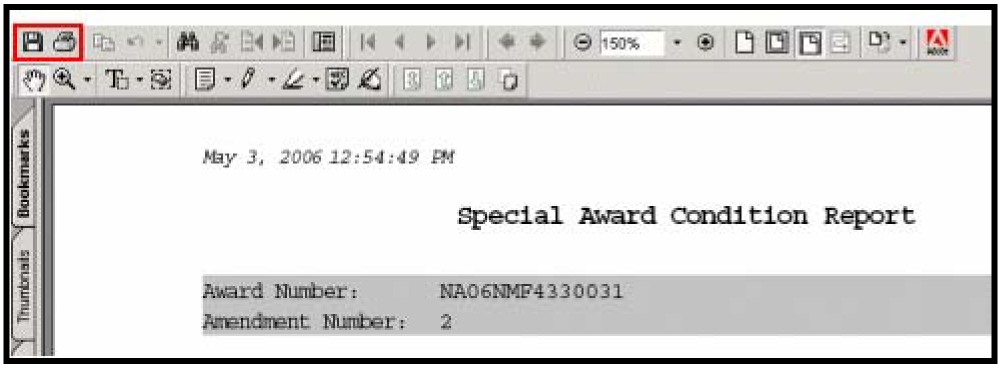
CD-451 Report

1. Upon selecting the **CD-451** button at the bottom of the *Amendment to Financial Assistance Award* page (see step 2, page 97), 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. In this context, it is used for continuations.



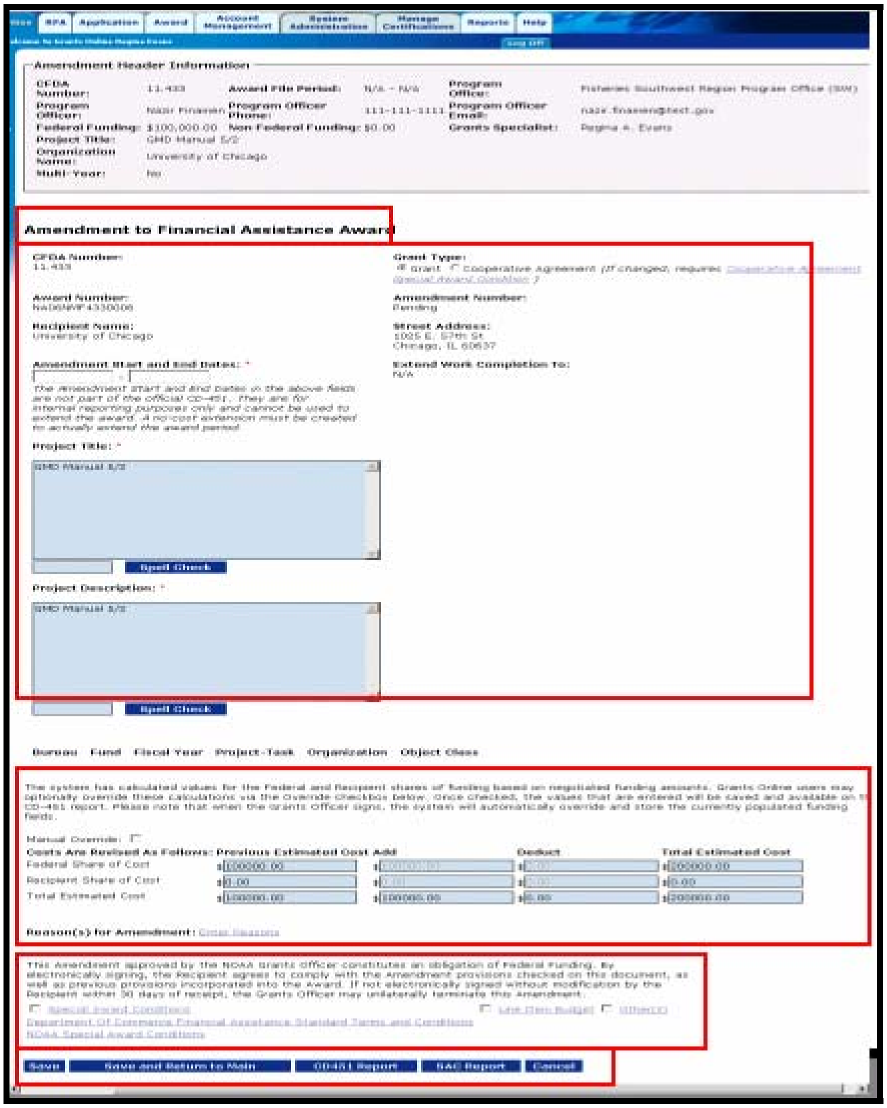
SAC Report

1. Upon selecting the **SAC Report** button at the bottom of the *Amendment to Financial Assistance Award* page (see step 2, page 97), an Adobe Acrobat file opens in a separate window, displaying the SAC Report. You may save and/or print the report using the save or print icons.



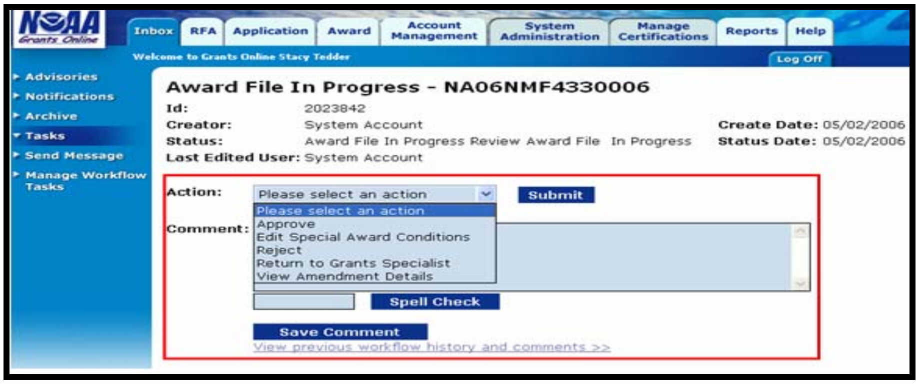
Submitting the Amendment

1. Once you have verified the information, select **Save** followed by **Save and Return to Main** to return to the task launch page.



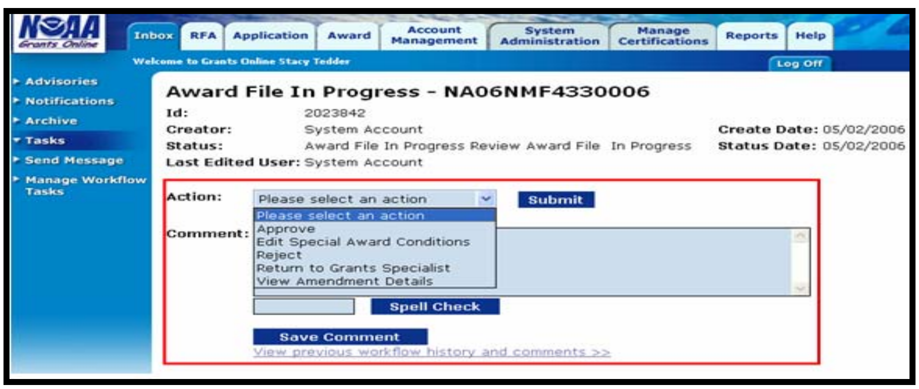
Return Award File to Grants Specialist

1. From the **Review Award File** task, select the option to **Return to Grants Specialist** followed by the **Submit** button. This option allows you to return the Award file to the Grants Specialist for review and/or revisions. In the COMMENT field, be sure to enter an explanation for returning the Award file and/or the necessary revisions. This option also completes the **Review Award File** task.

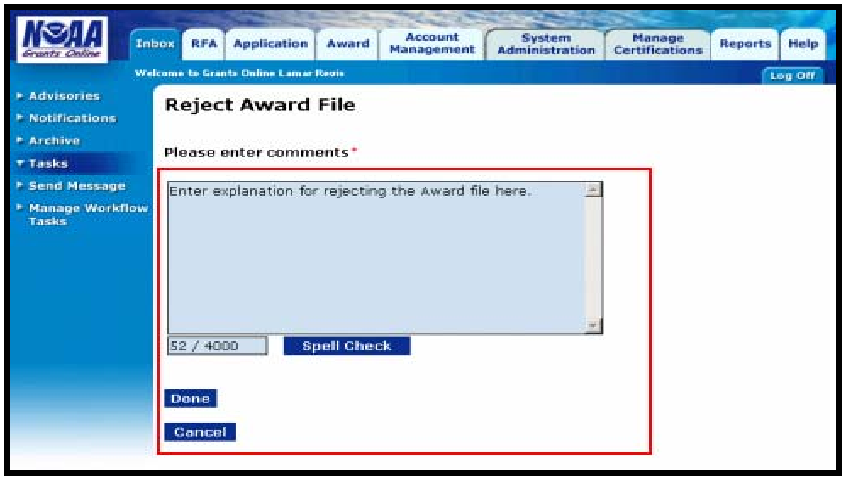


Reject Award File

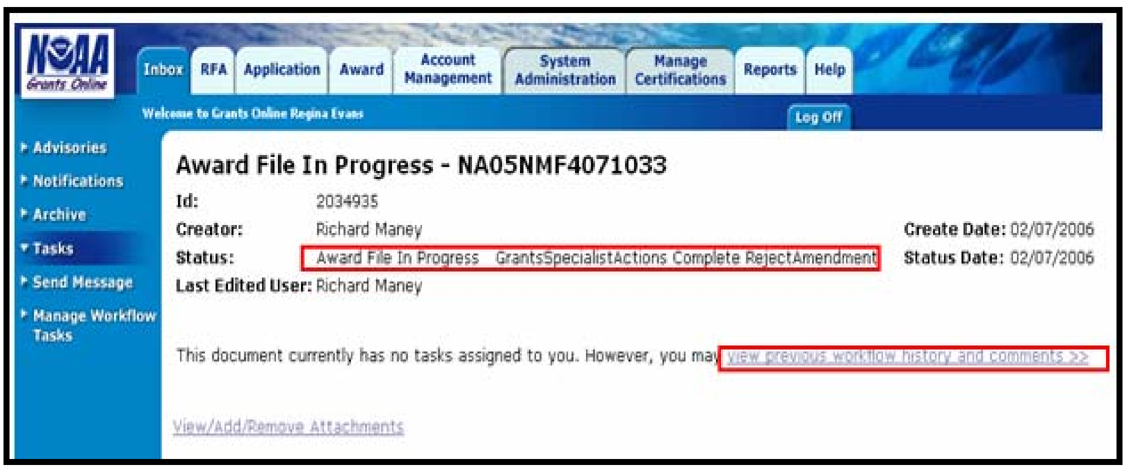
1. From the **Review Award File** task, select the option to **Reject** followed by the **Submit** button. This option allows you to reject the Award file This option also completes the **Review Award File** task.



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



3. The following screen is the *Award file* page. To view the previous workflow history and comments, select the link entitled **View previous workflow history and comments**.



4. The *Workflow History Page* is displayed. By looking at this screen, we know the Program Officer started taking action on the **Certify/Revise Award File** task on 5/01/06 and forwarded the Award file to Regina Evans, the Grants Specialist, on 05/01/06. The Grants Specialist rejected the Award file. Please note, once an Award file is rejected, a task is sent to the CAMS First Approver to remove the Award information from CAMS (CBS).

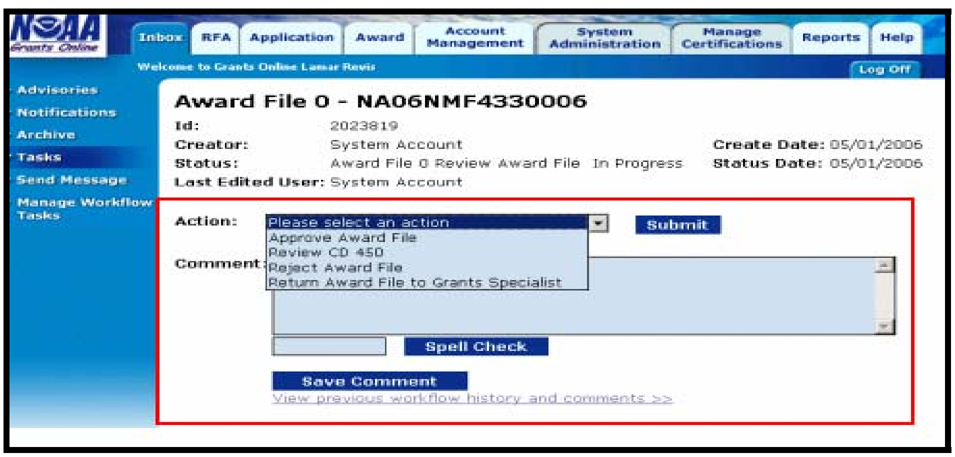
3 items found, displaying all items.1

Name	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Commments
Remove Award Information from CAMS			Haja S. Bah	CAMSFirstApprover		Not Started	
Review Award File	2006-05-01 09:55:13.0	2006-05-01 09:55:37.0	Regina A. Evans	GrantsSpecialist	RejectAwardFile	Complete	Enter explanation for rejecting the Award File here.
Certify/Revise Award File	2006-05-01 09:52:22.0	2006-05-01 09:52:22.0	Nazir Finamen	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Cancel

Approving an Award File

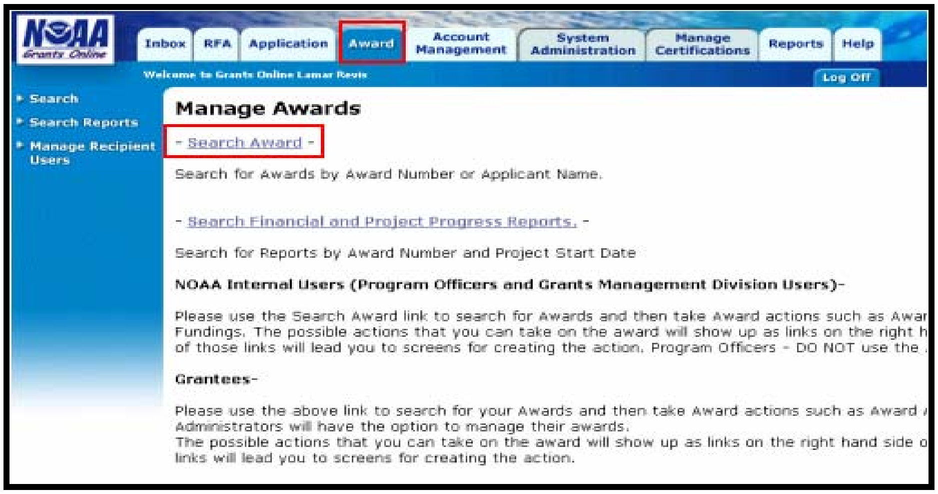
1. From the **Review Award File** task, select the option to **Approve Award File** followed by the **Submit** button. This option allows you to approve the Award file. This option also completes the **Review Award File** task.



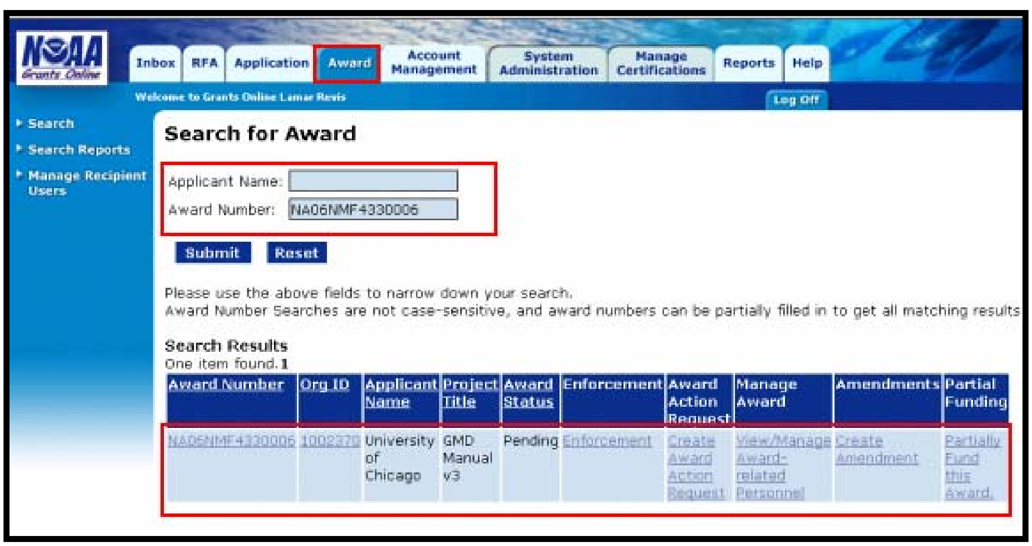
Grants Officer: Manually Accepting an Award

Grants Online also allows the Grants Officer to manually accept an Award on behalf of the recipient for both new Award and continuations. This section will review the process for manually accepting an Award in Grants Online as a Grants Officer.

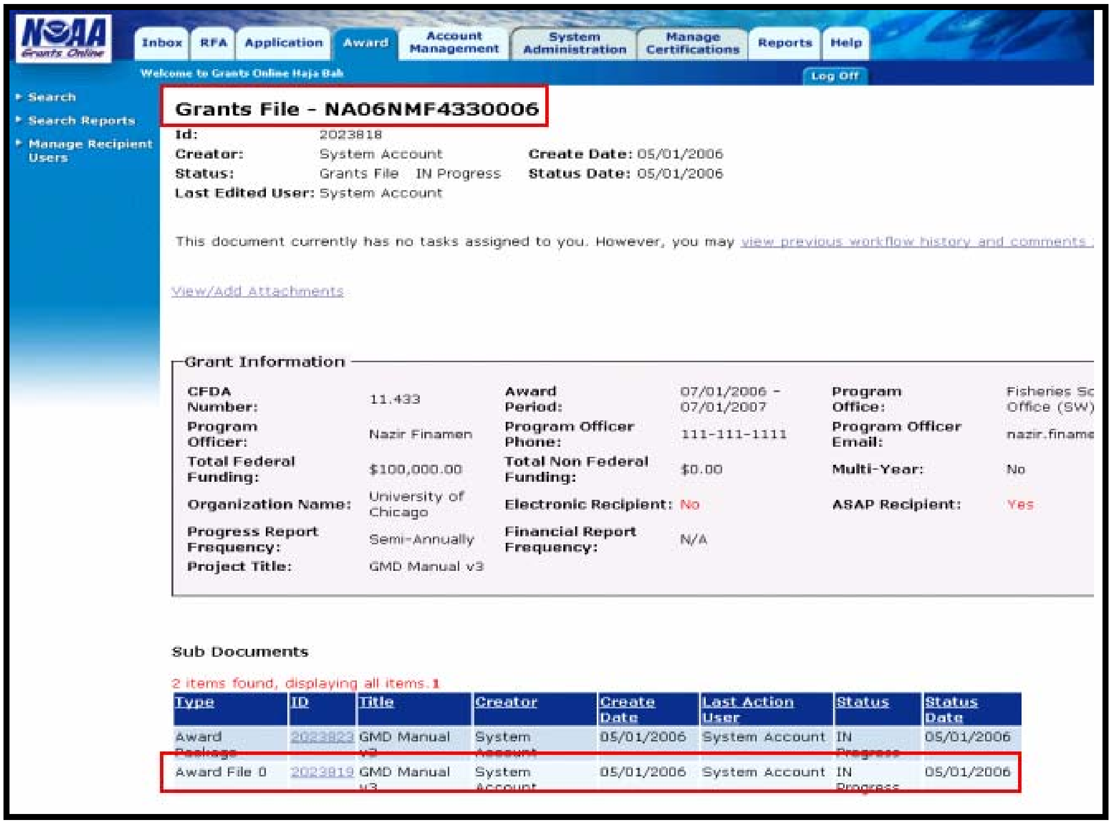
1. Select the **Award** tab.
2. Select the **Search** link.



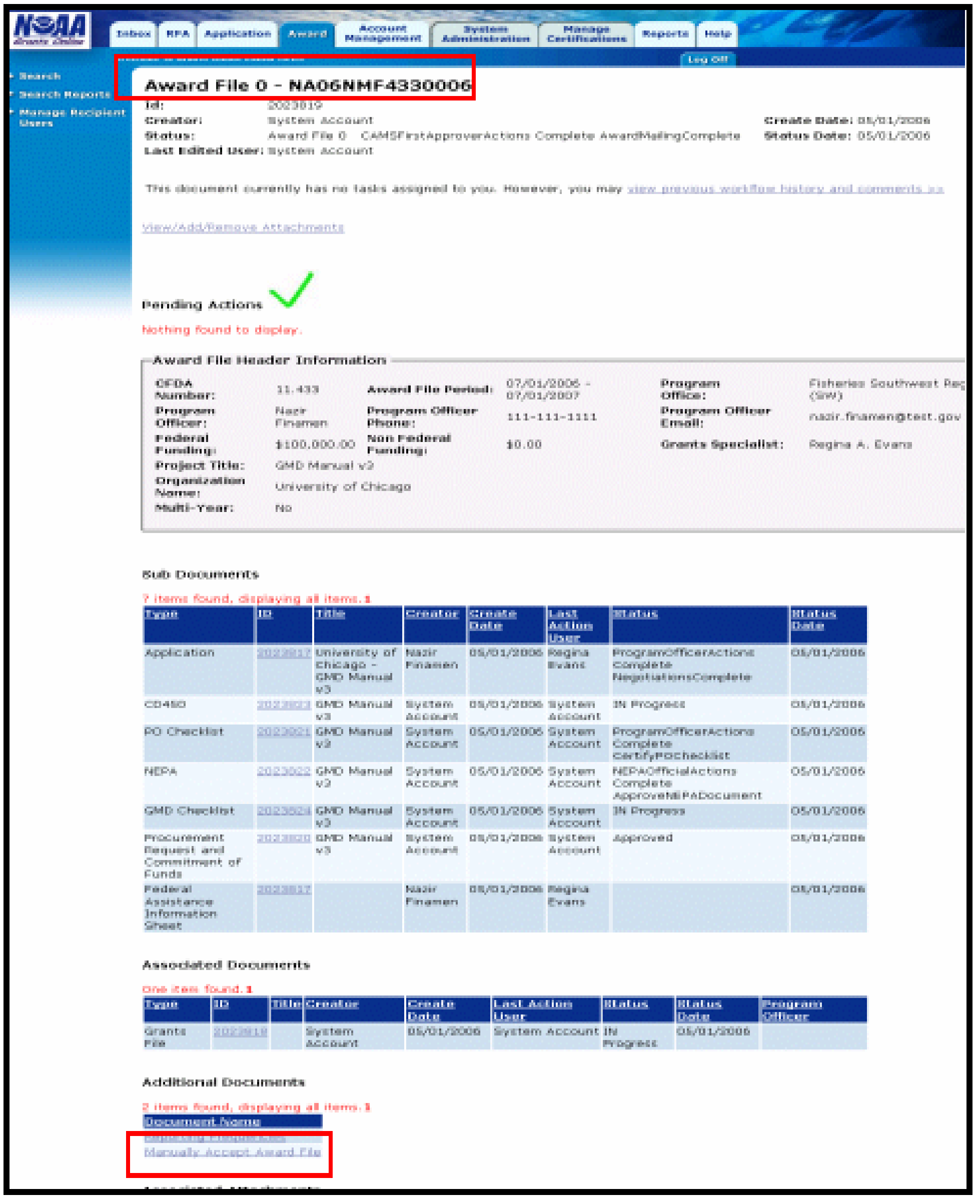
3. Enter the search criterion. You may search by either APPLICANT NAME or AWARD NUMBER.
4. The Award number displayed in the **Award Number** column is a hyperlink. Select the Award number link.



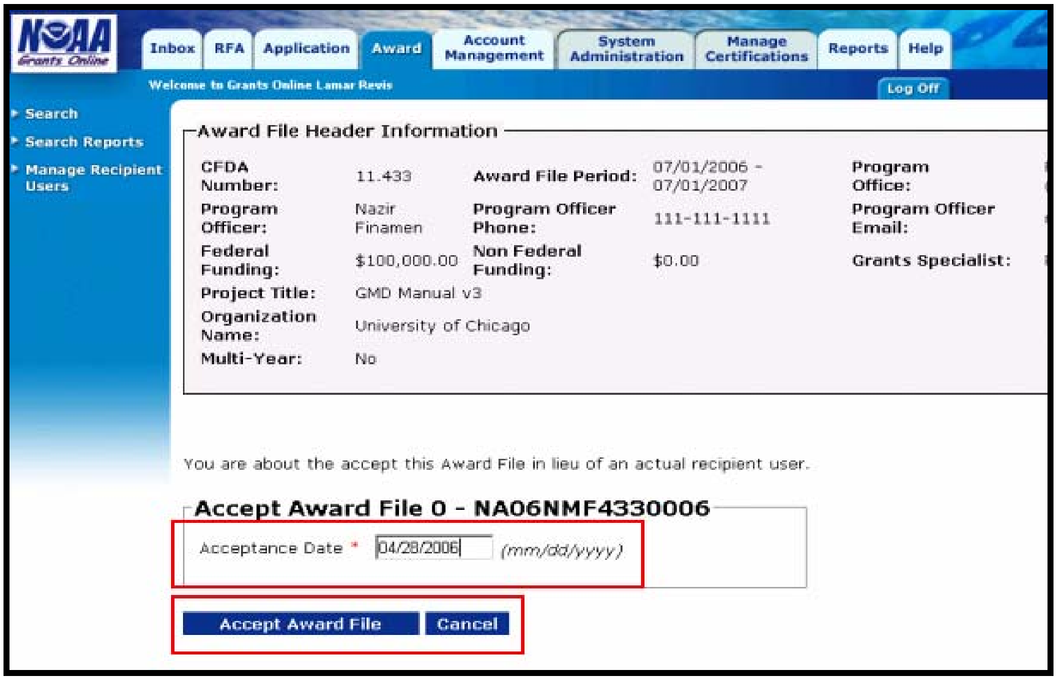
5. The *Grants File* page is displayed. Scroll down to the **Sub Documents** section and select the Award file ID link in the **ID** column.



6. The *Award File* page is displayed. Scroll down to the **Additional Documents** and select the link entitled **Manually Accept Award File**.



7. The *Accept Award File* page is displayed. Enter the **Acceptance Date** and select the **Accept Award File** button. All tasks must be completed by CAMS and the Finance office before the Grants Officer will be able to accept the Award. If the tasks are not complete, an error message with the name of the uncompleted task will appear and the Grants Officer will not be able to accept the Award.



8. Once the Grants Officer has accepted the Award, the status of the Award changes to **Accepted**.