Grants Online
Overview & System Navigation
(Post-Award View Only Access)

Version 4.13
July 2014
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Grants Online Overview

Grants Online is an E-Government initiative that supports the grant evaluation, award, management, and operations process. Grants Online significantly streamlines and unifies grants processing throughout all of NOAA and most of the Department of Commerce. The software permits agencies to process awards more efficiently and therefore facilitates their ability to meet mission goals.

Grants Online provides the following benefits:

- An interface with Grants.gov that enables applicants to apply for grants electronically.
- Standardized business processes that contribute to a more efficient and effective use of resources.
- Reduced processing time by facilitating seamless workflows between Federal Program Officers (FPO), the Grants Management Division (GMD), the Financial Assistance Legal Division (FALD), and Reviewers.
- A direct interface to other Commerce systems such as Commerce Business Systems/Automated Standard Application for Payment (CBS/ASAP) and WebDocFlow.

Grants Online Software

Grants Online is a web-based software product that can be accessed anywhere and anytime using an Internet browser. To access the software, each user must register with the authority designated by his/her agency and have a unique username and password. Internet Explorer and Google Chrome are the preferred browsers for PC users; Mozilla Firefox is the preferred browser for MAC users.
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Getting Started: This module explains the basics of using Grants Online – the look and feel of the software, navigation, and customizations.

Objectives: At the conclusion of this section, the user should know how to accomplish the following actions:

- Obtain a password
- Sign in to Grants Online
- Identify Grants Online screen features
- Manage the Inbox
- Update the User Profile
- Locate Award Information

Accessing Grants Online

1. Click the Internet Explorer icon or the Start button.
   - The Internet Explorer browser or a box where you can specify the file opens.

2. Enter the following URL in the address bar of the browser or the search box: https://grantsonline.rcd.noaa.gov; then press the Enter key.

3. The Grants Online Home page/sign in screen displays.

4. Before signing into Grants Online, from the screen image shown above, the user can access the Public Search page and other useful links (e.g., the Grants Online Training page).
Sign In to Grants Online

1. If you have not already done so, request a username and password by contacting the appropriate authority in your agency.

2. On the Grants Online sign in screen, enter your username and password and click the Enter button.

   ![Grants Online Sign In Screen]

   **Warning!** If the username and/or password are entered incorrectly, the user will see a red error message. After three unsuccessful attempts to sign in, the system locks the user out. S/he must contact the Grants Online Help Desk to unlock his/her account.

3. The Notice to Users screen displays when the user successfully signs in.

   ![Notice to Users Screen]

4. Read the disclaimer and indicate concurrence with the rules by clicking the OK button.
Grants Online Navigation

Access to certain Grants Online features is determined by the user’s role. Each registered user is granted a level of access suitable to accomplish his/her assigned tasks.

Screen Layout

When the user has successfully signed into Grants Online, the system will default to the Inbox Tab. Grants Online is divided into several content areas:

- **Tabs**: Highlighted by a red border at the top of the screen. Use the Tabs to navigate to the different areas of Grants Online.

- **Navigation Pane**: Highlighted by a green border on the lower left-hand side of the screen. The options displayed in the Navigation Pane are determined by the active Tab. Click on the desired command to go to that content area of Grants Online.

- **Document Pane**: Highlighted by a black border located in the middle of the screen. This is where most of the data in Grants Online is displayed for input.
Other User Interface Features

**Pop-Up Short Cuts**  When the user places the cursor over a tab at the top of the screen, s/he will see a pop-up menu that contains the same links as the left navigation pane for that tab. This allows the user to navigate directly to a content area without first having to click the tab.

**Breadcrumbs**  The Grants Online system keeps track of the pages the user has visited since s/he last signed on. The software puts a “Breadcrumbs Trail” of those pages at the top of the Document pane. This feature should be used instead of the “Back” button.

**Warning!**  Please do not use the browser's “Back” button in Grants Online. Using the browser's “Back” button may sign you out of Grants Online.
Help Tab

The Help Tab provides information regarding how to contact the Grants Online Help Desk and a link to the Grants Online Training.

When the user clicks the Help Tab, the following screen will display. Note that the right side of the screen shows the Help Desk contact information and hours of availability. To access the Grants Online Training website click on the link at the bottom of the screen.
Inbox Tab

Advisories  Upon successfully signing into the system and clicking the OK button to consent to the terms of use, the user is directed to the Advisories page. The screen shot below shows an example of the type of message that may display in the Advisories Document pane. The advisory messages are created by the system administrator and cannot be edited by users.

Because the Agency View role does not have tasks, the user does not need to use the Archived Notifications, Notifications, or Tasks links on the Inbox Tab. If the user clicks on one of those links from the Inbox Tab, the message “Nothing found to display” is visible.
Account Management Tab

The Account Management Tab allows the user to view his/her Preferences and Profile. Since the Agency View role does not have any tasks, there is no need to use the My Delegations link.

User Preferences

1. From the Account Management Tab, click the My Preferences link.
2. The User Preferences screen is displayed.

3. On the User Preferences screen the user can customize the page size, the number of breadcrumbs, the look and feel of the screen, and the amount of detail and functionality of the workflow warning. In the screen above, there is a brief explanation of the effect of modifying each dropdown option.

4. When finished making changes to the User Preferences section, scroll to the bottom of the screen and click the **Save** button. An image of the bottom portion of the screen is shown below.
User Password

1. Slightly below the User Preferences (Site Preferences) section, there is blue button labeled Change Password. Click the Change Password button to modify the existing password.

2. While on the Change Password screen, the user must enter data for three mandatory fields – the old password, the new password, and a confirmation of the new password. Please follow the Password Guidelines, as indicated, on the screen.

3. Click the Submit button to update the password or click the Cancel button to exit the screen without changing the existing password.
4. Since the Agency View role does not have any notifications and tasks, there is no need to modify the Notifications Preferences or Task Preferences.
**User Profile**

1. From the Account Management Tab, click the **My Profile** link.

![Account Management](image)

2. The Manage Profile screen displays. Click the **Edit** link.

![Manage Profile](image)

3. When the user clicks the Edit link, the Manage Profile screen will allow you to update various profile fields.

![Manage Profile](image)
4. Make the necessary changes. When all changes have been made, click the **Save** button to capture the changes; click the **Save and Return to Main** button to return to the previous screen or click the **Cancel** button to exit without saving changes.

5. To update the organization, phone, address, and/or email information, click the **Details** link.
6. The Affiliation screen will display. Click the **Edit** link.

![Affiliation Screen](image1)

7. When the user clicks the Edit link, the Affiliation screen allows the user to update various fields. Remember, all fields with a red asterisk (*) indicate mandatory data entry. Click the **Save** button to capture the changes or click the **Cancel** button to return to the previous screen without saving changes.

![Affiliation Screen](image2)

8. Click the **Done** button to finish editing the user profile.

![User Profile](image3)
Awards Tab

The Awards Tab allows the user to locate any award/grant in the Grants Online system. From this tab, the user will be able to view the award information and navigate to the Application and Request for Application (RFA) from which the award was initiated.

1. From the Awards Tab, click the **Search Awards** link.

2. The Search Awards page will display. Enter data for at least one of the fields shown in the screen image below. If the user enters data into more than one field s/he is asking the system to match the values in all fields for which data has been entered. The user may use “%” to indicate the wildcard in a search string. Click the **Search** button.
3. The Search Results will display. If the user clicks the link in the Org ID column, a page with the recipient organization’s basic information is visible.

![Search Awards](image1)

4. Below is a screen that shows a portion of the organization’s information.

![Institute for Community Managed Resources (ICMR)](image2)
5. After executing the search (step 2), if the user clicks the link in the Award Number column, the Grants File screen is visible.
6. The screen below displays an electronic version of the Grants Online Grants File – whether the information was exported from Grants.gov or entered from a paper application.
Grants Online Overview – View Only Access

Grants File

Starting at the top, we will discuss each section of the Grants File screen displayed on the previous page. The content of the Grants File screen will be discussed in the following order: Action Dropdown Menu, Attachments, Grant Information, Sub-Documents, Associated Documents, Correspondence & Federal Reports, Supplementary Information, Financial Reports, and Progress Reports.

Action Dropdown Menu

1. View Accounting Details
   a. The first option on the Action dropdown menu allows the user to view the amount disbursed for each corresponding amendment.
   b. Click the **Submit** button.

2. The screen below is displayed.

![Grants File Screen](image)

**Grant Information**

- **CRDA Number**: 11.999
- **Award Period**: 10/01/2013 - 06/30/2014
- **Program Office**: IRB Validation Office
- **NOA Name**: APS
- **Total Federal Funding**: $500,000.00
- **Total Non Federal Funding**: 10.00
- **Project Title**: Training Application 22
- **FNS, PNS**: N/A
- **Project Type**: Interface
- **Status**: Accepted

**NOTE**: For security reasons, accounting information is excluded from the training manual.

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2. View/Manage Award-related Personnel

   a. The second option on the Action dropdown menu generates a list of the personnel that have been granted access to the award.

   b. Click the Submit button.

   c. The following screen is displayed.
Attachments

Any documents (memos and correspondence) associated with the Award file are visible and available for printing. Typically the attachments are in the .pdf, .txt, MS Word (.doc, .docx) formats. When the user clicks the [+] in the screen below, attachments can be added.

1. When adding an attachment, there are two fields that require mandatory data entry: Filename and Description.
2. Click the Save Attachment button to retain information entered.
3. Please see the Large File Guidance link for assistance in adding large (definition of large is network dependent) attachments.

Grant Information

The screen shot shown below provides a quick summary of some of the important information associated with the Grant File. This example represents a Non-Interfaced award (i.e., there is no system-to-system interaction between Grants Online and CBS).
### Sub-Documents

Under this header, there are typically four types of documents: the Award Package, Special Award Condition Report, Award File 0 (Original Award), Award File 1 – Award File XX (Amendments).

<table>
<thead>
<tr>
<th>Sub-Documents</th>
<th>File Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Package</td>
<td>Training Application 22</td>
<td>Accepted</td>
</tr>
<tr>
<td>Special Award Condition Report</td>
<td>Training Application 22</td>
<td>Accepted</td>
</tr>
<tr>
<td>Award File 0</td>
<td>Training Application 22</td>
<td>Approved</td>
</tr>
<tr>
<td>Award File 1</td>
<td>Training Application 22</td>
<td>Approved</td>
</tr>
</tbody>
</table>

1. **Award Package**
   
   a. Click the **ID** link beside the Award Package and the user is directed to the screen shot below.

   ![ID link](image)

   ![Award Package Details Page](image)

   This document currently has no tasks assigned to you.

   b. Click the **Go to Award Package Details Page** link and the screen shot below is displayed.

   ![Application Header Information](image)

   **T&D Document in Log**:

   ![T&D Document in Log](image)

   **Financial Assistance**

   ![Financial Assistance](image)

   **Award Authoritative Reports**

   ![Award Authoritative Reports](image)

   **Funding Amount**

   ![Funding Amount](image)

   **Other**

   ![Other](image)

   **Attachments**

   ![Attachments](image)
2. Special Award Condition Report
   a. Click the ID link beside the Special Award Condition Report and a copy of the Special Award Condition document is downloaded to the user’s computer and is available for viewing.

   ![Sub Documents Table]

   b. On the screen below, locate the pdf indicator, typically located at the bottom left-hand side of the task bar. Click the Special Award.pdf button to open the file for viewing.

   ![Special Award Condition Report]

3. Award File 0 (Original Award)
   a. Click the ID link beside Award File 0 and the screen shot on the next page displays.
b. On page 44 of this document, a detailed discussion of the components on the Award File section is presented.

![Pending Actions](image)

<table>
<thead>
<tr>
<th>Award File Header Information</th>
<th>Funding Opportunities Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFA Name:</td>
<td></td>
</tr>
<tr>
<td>CFDA Number:</td>
<td>11.99</td>
</tr>
<tr>
<td>Award Period:</td>
<td>06/30/2014</td>
</tr>
<tr>
<td>Program Officer:</td>
<td>Grants Branch50</td>
</tr>
<tr>
<td>Program Office:</td>
<td>G01 One Commercial Program Office (DCFO)</td>
</tr>
<tr>
<td>Program Officer Email:</td>
<td><a href="mailto:testemail@ms2r.noaa.gov">testemail@ms2r.noaa.gov</a></td>
</tr>
<tr>
<td>Grants Specialist:</td>
<td>Mike Grant Specialist</td>
</tr>
<tr>
<td>Contact Person:</td>
<td>Mike Grant Specialist</td>
</tr>
<tr>
<td>Phone:</td>
<td>(202) 555-1212 EST</td>
</tr>
<tr>
<td>Project Title:</td>
<td>Training Application 20</td>
</tr>
<tr>
<td>Organization:</td>
<td>Institute for Community Managed Resources (ICMR)</td>
</tr>
<tr>
<td>Multi-Year:</td>
<td>No</td>
</tr>
<tr>
<td>ASAP Recipient:</td>
<td>No</td>
</tr>
<tr>
<td>High Risk Recipient:</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sub Documents</th>
<th>RFA: 44/35</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Title</td>
</tr>
<tr>
<td>CD50</td>
<td>Training Application 22</td>
</tr>
<tr>
<td>RO Checklist</td>
<td>Training Application 22</td>
</tr>
<tr>
<td>NHPA</td>
<td>Training Application 22</td>
</tr>
<tr>
<td>GAO Checklist</td>
<td>Training Application 22</td>
</tr>
<tr>
<td>Procurement Request and Commitment of Funds</td>
<td>Training Application 22</td>
</tr>
<tr>
<td>Federal Assistance Information</td>
<td>Training Application 22</td>
</tr>
<tr>
<td>Organization Profile</td>
<td>Institute for Community Managed Resources (ICMR)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Associated Documents</th>
<th>RFA: 44/35</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Title</td>
</tr>
<tr>
<td>Stats File</td>
<td>Accepted</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attachments to Award File and Sub Documents</th>
<th>RFA: 44/35</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Award File 1</td>
<td>Training Application 22</td>
</tr>
</tbody>
</table>

4. Award File 1 – Award File XX (Amendments)

a. Click the ID link beside Award File 1 and the screen image on the next page is visible.

![Sub Documents](image)

b. Each Award File usually has a Status in the far right-hand column: Not Started, Accepted, In Progress, Withdrawn, Rejected, or the data for this column may be blank.
c. Award File 1 is shown below.

Associated Documents

Under this header, there are typically two types of documents; the Award Action Request and the Organization Profile Change Request.

1. Award Action Request

a. Click the ID link beside the Award Action Request.

b. Click the Go to Award Action Request Details Page link.
c. The following screen will be displayed. Click the **Award Action Request Report** button.

![Award Action Request Report button](image1)

d. The Award Action Request Report is downloaded to the user’s computer. Click the **AAR.pdf** button to open the file for viewing.

![AAR.pdf button](image2)
2. Organization Profile Change Request
   
a. Click the ID link beside the Organization Profile Change Request.
   
   ![Associated Document](image)
   
   b. Click the Go to Organization Profile Change Request Details Page link and the screen image below is visible.
   
   ![Organization Profile Change Request](image)
   
   c. This page is locked for editing.
d. When the user scrolls to the bottom of the screen and clicks the **Print** button, a file is downloaded to the user’s computer.

![Print button]

---

e. Click **Request.pdf** to open the file for viewing.

![Request.pdf]

---

**Correspondence & Federal Reports**

Under this header any type of correspondence, relative to receiving and processing the grant, is available for viewing. By way of example, two types of documents are included in this example: a Memo for Record and an Email.

1. **Click the ID link beside the Memo for Record line item.**

![Correspondence and Federal Reports table]

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a. The following screen displays and includes the Type (of document), Date or Start Date, and Title or Subject. These are the mandatory data fields.

b. The user can include additional text in the Comments box. To retain information entered, please be certain to click the Save button.

c. The user can also create a formatted report. To do so, click the Run Report button as shown at the bottom of the screen image above.

d. A file is downloaded to the user’s computer. Click Correspondence.pdf to open the file for viewing.
2. Click the **ID** link beside the Email line item.

   a. The following screen displays and includes the Type (of document), Date or Start Date, and the Title or Subject. These are the mandatory data fields.

   ![Screen Display](image)

   b. The user can include additional text in the Comments box. To retain information entered, please be certain to click the **Save** button.

   c. The user can also create a formatted report. To do so, click the **Run Report** button at the bottom of the screen image above.

   d. A file is downloaded to the user’s computer. Click **Correspondence.pdf** to open the file for viewing.

   ![Downloaded File](image)
Supplementary Information

Under this header, the user will find additional information associated with the award receipt and processing. In the example used for this documentation, the Supplementary Information is comprised of User Manuals. The resulting file is available for opening and viewing.
**Financial Reports**

Under this header there are several documents: for legacy award files (SF-269 and SF-272); and for current award files (SF-425 and SF-270). When a report is generated, data related to **Cash Receipts** and **Federal Funds Authorized** is retrieved from the Commerce Business System (CBS) for NOAA Awards only. After the report has been submitted to NOAA, the report fields are locked and information is no longer pulled down from the CBS. To familiarize the user with the content of the Standard Forms (SF-XXX), a screen shot of each form is included.

1. SF-269 (Use: Legacy Award Files)

   ![Financial Status Report](image)

   **FINANCIAL STATUS REPORT**
   (Long Form)

   **1. Federal Agency and Organizational Element to Which Report is Submitted**

   **2. Federal Grant or Other Identifying Number Assigned by Federal Agency**

   **3. Recipient Organization (Name and complete address, including ZIP code)**

   **4. Employer Identification Number**

   **5. Recipient/Account Number or Identifying Number**

   **6. Final Report Yes [ ] No [ ]**

   **7. Basis [ ] Cash [ ] Accrual**

   **8. Funding/Grant Period (See instructions)**

   **9. Period Covered by this Report**

   **10. Transactions:**

   a. **Total outlays**

   b. **Refunds, rebates, etc.**

   c. **Program income used in accordance with the deduction alternative**

   d. **Net outlays** (Line a, less the sum of lines b and c)

   e. **Recipient’s share of net outlays, consisting of:**

   f. **Third party (in-kind) contribution**

   g. **Other Federal awards authorized to be used to match this award**

   h. **Program income used in accordance with the matching or cost sharing alternative**

   i. **Total-recipient share of net outlays** (Sum of lines e, f, g and h)

   j. **Feder share or net outlays** (Sum of lines e, f, g and h)

   k. **Total unliquidated obligations**

   l. **Recipient’s share of unliquidated obligations**

   m. **Federal share of unliquidated obligations**

   n. **Total federal share of unliquidated obligations**

   o. **Total federal funds authorized for this funding period**

   p. **Unobligated balance of Federal funds** (Line o minus line r)

   q. **Program income, consisting of:**

   r. **Deduced program income shown on lines c and/or g above**

   s. **Undistributed program income**

   t. **Total program income realized** (Sum of lines q, r and s)

   "a. Type of Rate: **Place “X” in appropriate box**"
2. SF-272 (Use: Legacy Award Files)
3. SF-425 (Use: Current Award File)
4. SF-270 (Use: Current Award File)
5. To navigate to the screen image that shows the type of data contained in the SF-270, follow the instructions below.

a. Click the ID link beside the SF-270 line item: Request for Advance or Reimbursement.

For the Financial Reports screen image, the columns are as follows: Type, ID, Period Start, Period End, Due Date, Status, and Amount Requested. The status is one of the most important columns and its possible values are explained below:

- **Accepted** – The report has been submitted and accepted by NOAA.
- **Not Delinquent** – A placeholder has been created and the report is ready to be submitted.
- **Delinquent** – The report was not submitted to NOAA by the report due date. Though late, the report can still be submitted to NOAA via Grants Online.
- **Withdrawn** – The report was accepted by NOAA but subsequently withdrawn for correction.
- **Replaced** - The original report created was withdrawn and replaced with a new report.

b. Click the **Go to SF-270: Request for Advance or Reimbursement Details Page** link.
c. The following screen is displayed. To generate a copy of the form and its data; click the **Print Report** button at the bottom of the screen.

![](image)

**SF270.pdf**

d. Click **SF270.pdf** to open the file for viewing.

![](image)
**Progress Reports**

1. **Performance Progress Report**
   
   a. Click the ID link beside the Performance Progress Report.

   ![Progress Report Table]

   b. The columns beneath the Progress Reports heading are as follows: Type, ID, Period Start, Period End, Due Date, and Status. The values for the Status column are the same as for Financial Reports. Please reference the explanation of those values on page 41.

   ![Performance Progress Report - NA4GOT9990092]

   c. Click the **Go to Performance Progress Report Details Page**.

   ![Performance Progress Report - NA4GOT9990092]

   d. The following screen displays. The document is locked but the user can view staffing information and identify the progress reports that have been submitted to date.
Award File

To navigate to the Award File section, see the screen images on page 28-29 (reference the instructions for items 3a and 3b). Under the Sub-Documents header (shown on that page) click the ID link next to the Award File 0 line item.

Starting at the top of the screen, we will discuss each section of the Award File in the following order: Action Dropdown Menu, Workflow History, Attachments, Pending Actions, Award File Header, Sub-Documents, Associated Documents, and finally Attachments to Award File and Sub-Documents.
Action Dropdown Menu

1. Manage Award Recipients
   
   a. The first option on the Action dropdown menu displays the personnel that have been granted access to complete tasks associated with processing the award.

   b. Click the Submit button.

   c. The resulting screen shows the Grants Online-registered users for the following roles (those that may be involved in processing the RFA): Authorized Representative(s), Principal Investigators-Project Directors, Business/Finance Rep, Additional Key Personnel, Recipient Administrator, and Other Key Personnel.
2. View Accounting Details
   
a. The second option on the Action dropdown menu allows the user to view the amount disbursed for the Award.

b. Click the **Submit** button.

c. The screen below is visible.

![Accounting Details Screen](image)

NOTE: For security reasons, accounting information is excluded from the training manual.
3. View Declined Award Comments
   a. The third option on the Action dropdown menu allows the user to view information and comments associated with a declined award, if applicable.
   b. Click the **Submit** button.

   ![View Declined Award Comments](image1)

   c. The following screen is displayed. This screen is locked for additional data entry.

   ![Decline Award](image2)

4. View Federal Assistance Information Sheet (FAIS)
   a. The fourth option on the Action dropdown menu allows the user to view the FAIS.
   b. Click the **Submit** button.

   ![View FAIS](image3)
c. The following screen displays an example of a FAIS Sheet.

![FAIS Sheet Example](image)

5. View Reporting Frequencies

a. The fifth option on the Action dropdown menu allows the user to view the reporting frequencies associated with Financial and Project Progress Reports.

b. Click the **Submit** button.

![Submit Button](image)

c. The following screen shot is visible.

![Reporting Frequencies](image)
### Workflow History

1. Click the **Workflow History** link. The user is presented with a timeline of the details associated with each step of the grant processing that has occurred to date related to that specific document.

![Workflow History Timeline](image)

2. Click the **Print Award File History** button (available only on Award files). This button provides a consolidated workflow history report of workflow actions on all documents related to a single Award file.

![Print Award File History](image)

3. A file is downloaded to the user's computer. Click **Workflow History.pdf** to open the file for viewing.

![Workflow History PDF](image)
Attachments

1. Click the **Attachments** link.

2. Any documents (memos and correspondence) associated with the Award file would be visible and available for printing. Typically the attachments are in the .pdf, .txt, MS Word (.doc, .docx) formats.

Pending Actions

Moving down the screen, the next header references Pending Actions. As is indicated by the green check mark, there are no pending actions.

In the screen shot below, a red “X” is shown beside the Pending Actions header. In this example, the Procurement Request and Commitment of Funds is pending. The workflow step where the document is forwarded to the Budget Officer for his/her signature (the prerequisite for sending an Award file to the Grants Specialist) has not been completed.
Award File Header Information

The next section provides a quick summary of some of the important information associated with the Award File. This example represents a Non-Interfaced award (i.e., there is no system-to-system interaction between Grants Online and CBS).

Sub-Documents

On the screen image below, the user is presented with a list of the Sub-documents currently associated with the Award File. A brief discussion of each will be conducted in the following order: Application, CD-450, PO Checklist, NEPA Document, GMD Checklist, Procurement Request and Commitment of Funds, Federal Assistance Information Sheet, and Organization Profile.
1. Application
   
a. Click the ID link beside the Application line item.

   ![Sub Documents Table]

<table>
<thead>
<tr>
<th>Sub Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application</td>
</tr>
<tr>
<td>Institute for Community Managed Resources (CMR)</td>
</tr>
<tr>
<td>CD430</td>
</tr>
</tbody>
</table>

   | No.  |
   | 2227726 |
   | Training Application 22 |
   | Accepted |

b. On the resulting screen, click the Go to Application Details Page link.

   ![Go to Application Details Page]

   This document currently has no tasks assigned to you.

c. The SF-424 is displayed below. Because of the quantity of information on the form and the need to give the user a comprehensive view of the information contained in this form, the screen has been divided into two screen images. Please note, the document is locked and cannot be edited.

   The top portion of the SF-424
The bottom portion of the SF-424

2. CD-450
   a. Click the ID link beside the CD-450 line item.

   ![Sub Documents Table]

   b. On the resulting screen, click the Go to CD-450 Details Page link.
c. The screen image shown below is visible.

![Image of screen](image.png)

- To download the individual files (attachments), click the `filename` link. In the example above, the two items (.pdf) available for downloading are the CD-450 form and the Special Award Conditions. The user can download the files individually or s/he can click the **Download All** button. Clicking download all produces a zip file that contains all attachments associated with the CD-450.

e. The user can generate a CD-450 Report or an Award Finance Report by clicking the appropriate button at the bottom of the screen (see the image above). When the user clicks either the **CD-450 Report** button or the **Award Finance Report** button, a file is downloaded to the user’s computer. Click either **CD450.pdf** or **Award_(Award Number).pdf** to open the file for viewing.
3. **PO Checklist**

   a. Click the **ID** link beside the PO Checklist line item.

   ![PO Checklist Table](image)

   b. On the resulting screen, click the **Go to PO Checklist Details Page** link.

   ![PO Checklist Details Page](image)

   c. When the user clicks the link, a portion of the resulting screen image is visible in the next diagram. The user will not be able to edit or modify data on this screen.

   ![PO Checklist Image](image)
4. **NEPA**

   a. Click the **ID** link beside the NEPA line item.

   ![Sub Documents Table]

   b. On the resulting screen, click the **Go to NEPA Details Page** link.

   ![NEPA Document]

   c. The screen image shown below is visible.

   ![NEPA Environmental Review Requirements - NA14GOT9990092]

   - **Attachments:**
     - No attachments.

   - **Guidance:** (NOAA 2000 Workshop - Presentations - Day 1, pp. 107-121)
     - NOAA Guidance - requires NOAA email address and password

   - **Level of Review**
     - Indicate below the level of environmental review that has been conducted by the Responsible Program Manager for the proposed action in accordance with the applicable provisions of the NOAA Administrative Order 216-6 entitled, "Environmental Review Procedures for Implementing the National Environmental Policy Act".
       - Category Exclusion (CE) Memorandum completed and signed by the Responsible Program Manager along with related CE review checklist, as appropriate
       - CE/Exclusion CE
       - Environmental Assessment (EA) with Finding of No Significant Impact and concurrence by NOAA NEPA Coordinator
       - Environmental Impact Statement (EIS) with signed Record of Decision (ROD)
       - Not Required

   - **Mitigating Measures**
     - If either an EA or EIS was completed, did the analysis of the environmental impacts require the implementation of one or more mitigation measures?
       - Special NO Exempt Condition
       - Not Exempt Condition

   - **End Award NEPA Review Process**
     - Does the proposal include funding for one or more projects that have not yet been identified and therefore NEPA review cannot be completed?
5. **GMD Checklist**
   
a. Click the **ID** link beside the GMD Checklist line item.

![GMD Checklist Table]

b. Subsequently, the screen in the image below is visible.

![GMD Checklist Checklist Items]

6. **Procurement Request and Commitment of Funds**
   
a. Click the **ID** link beside the Procurement Request and Commitment of Funds line item.

![Procurement Request Table]
b. On the resulting screen, click the **Go to Procurement Request and Commitment of Funds Details Page** link.

![Go to Procurement Request and Commitment of Funds Details Page](image1)

The screen shown below is displayed. The screen image represents only a portion of the information associated with the content area.

![Procurement Request and Commitment of Funds Details Page](image2)

d. When the user scrolls to the bottom of the screen s/he should see two buttons. Click either the **Award Finance Report** button or the **Award Document Report** button. A pdf file is downloaded to the task bar. The user can click the appropriate filename and the file is opened for viewing.

![Award Finance Report and Award Document Report](image3)
7. Federal Assistance Information Sheet (FAIS)
   a. Click the ID link beside the FAIS line item.

   ![SubDocuments](image)

   b. The screen image shown below is the result of clicking the FAIS ID link.

   ![FederalAssistanceInformationSheet](image)

8. Organization Profile
   a. Click the ID link beside the Organization Profile line item.

   ![SubDocuments](image)

   b. On the resulting screen, click the Go to Organization Profile Details Page link.

   ![OrganizationProfile](image)
c. The screen below is visible when the user clicks the link on the previous screen.

![Organization Profile](image)

**Associated Documents**

1. Click the **ID** link beside the Grants File line item.

![Associated Documents](image)

2. The following screen is the result of clicking the **ID** link for the Grants File. Only the top portion of the screen is shown in the image below. Please return to page 24 of this document for guidance in navigating the Grants File.

![Grants File - NA14G019990002](image)

3. The bottom portion of the screen, visible when the user clicks the **ID** link for the Grants File, is shown on the next page.
Attachments to Award File and Sub-Documents

The screen image below displays the Attachments to the Award File. In the example, there are two pdf files – the Official Accepted CD-450 and the Accepted Special Award Conditions; and a zip file of the original file, Award File 0.

Click a filename and the file is downloaded to the user’s computer. Opening the file is accomplished by clicking the filename.pdf, filename.doc, or filename.zip.
Reports Tab

Award Tracking Report

The Award Tracking Report is generated directly from a table and is re-populated every two (2) hours. Updates to the Award Tracking Table are based upon Award Files, Applications, and Award Action Requests. To access the Award Tracking Report, follow the instructions below:

1. Click the Reports Tab.
2. On the next screen image, click the Award Tracking Report link.
3. As shown in the screen image on the next page, there are two mandatory data entry fields (indicated by a red asterisk (*)). Specify data for the Start Fiscal Year and the End Fiscal Year. Specifying data for other fields in the report affords the user flexibility to customize the report. Click the Run Report button.
Guidelines for Retrieving Data & Generating Reports

Data entry for a field restricts the amount of information returned. If data is not specified for a field, all possible data for that field will be returned. For example, specifying a Recipient State returns only information for the specified Recipient State; not specifying the Recipient State returns data for all states.

Grants Online Data – Legacy and Current

The fiscal year refers to the fiscal year of the Grants Officer’s signature on award actions. For all awards that were active in FY 2003, when data was migrated from the old system, the fiscal year defaults to 2005. Some of those award actions predate 2005 and may have occurred as early as 1995.

Additional References

For a detailed guide to the Award Tracking Report please refer to Item #3 on the Federal Program Officer’s Training page under the Grants Online Program Management Office website.