



Authorized Representative / Principal Investigator

User Manual

Performance Progress Reports Processing

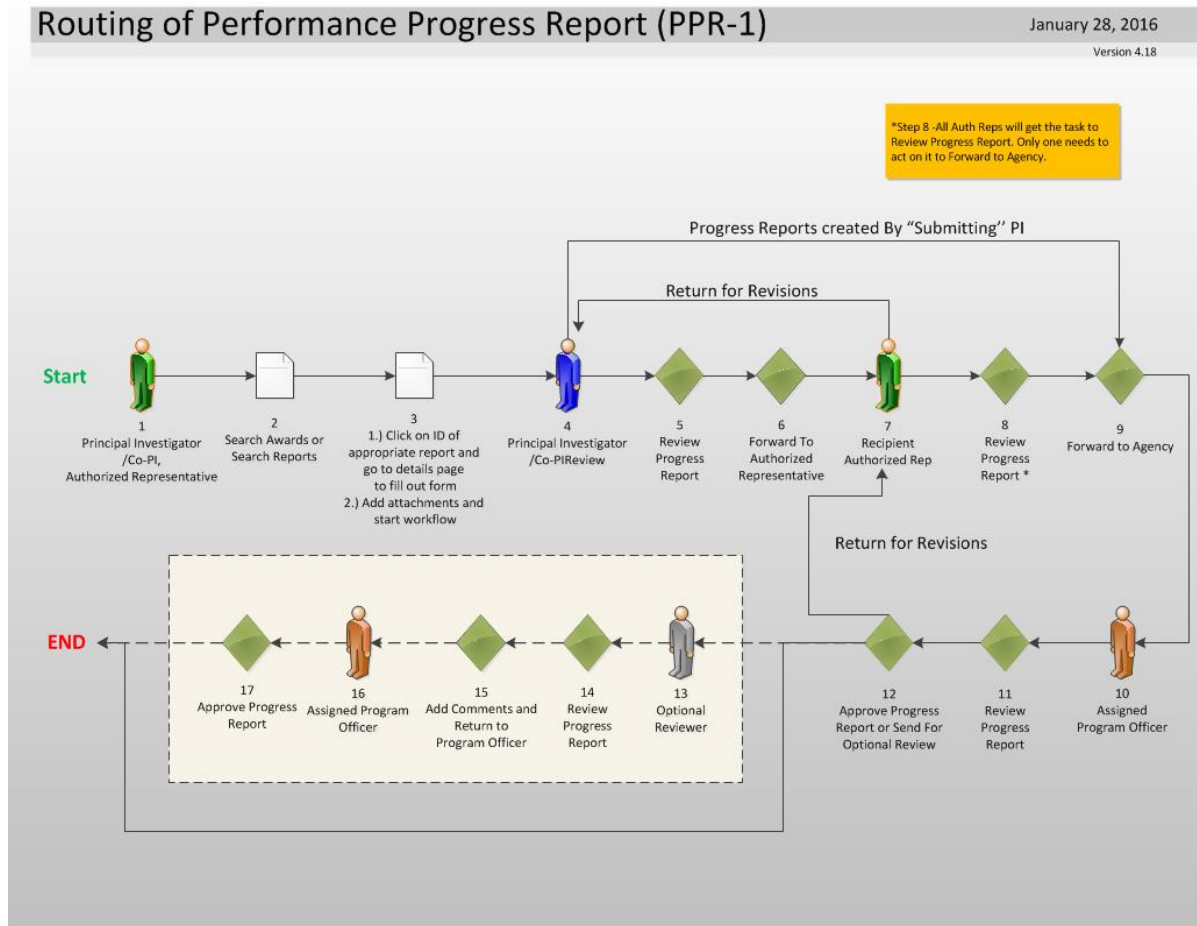
NOAA Grants Online Program Management Office

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Performance Progress Report (PPR)

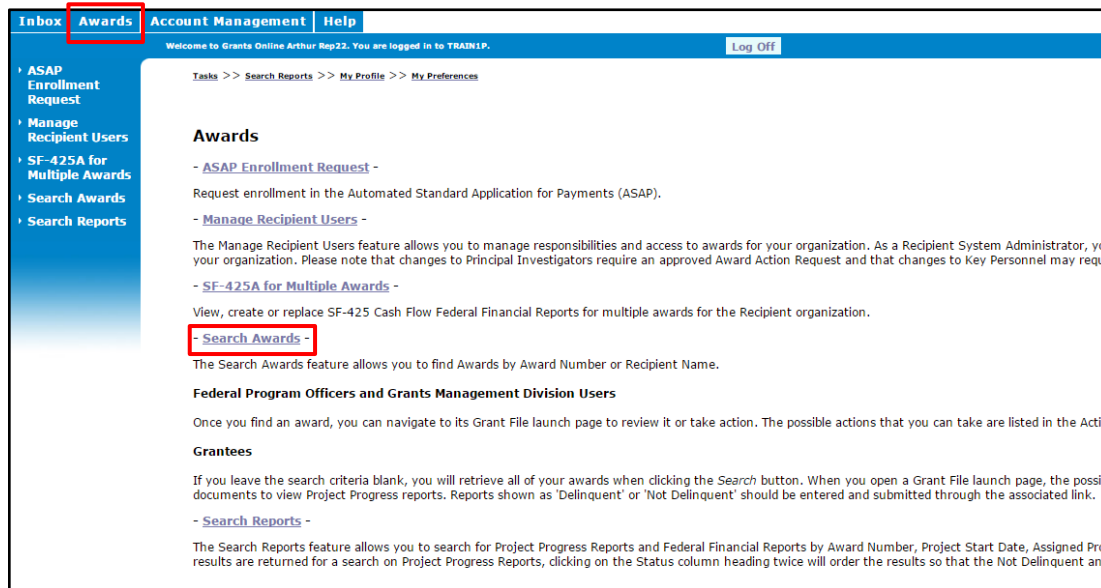


The frequency for the Performance Report is set at the time of the application.

- Annual Performance Progress Report – The first Progress Report is due 9 months from the Award start date. This allows the Agency enough time to review the Progress Report before releasing funds for the following year.
- Semi-annual Performance Progress Report – The first Progress Report is due 6 months from the Award start date.
- Semi-annual Performance Progress Report (Synchronized with Financial Report) – The first Progress Report may be a partial reporting period to synch with the Financial Report.

Searching and Viewing Performance Progress Report (Steps 1 – 3 from PPR-1 Process Map)

1. Click the **Awards** tab and click the **Search Awards** link to search for the Award Number of the report the user wishes to complete.



2. By clicking the **Search** button, all Awards for the users' organization will be displayed. Alternatively, the user may narrow the search by entering the **Award Number** before clicking the **Search** button.

Search Awards

Award Number:

Recipient Name:

Project Title:

Award Status:

PI-PD Last Name:

Please use the above fields to narrow down your search. Searches are not case-sensitive.
Fields can be partially completed to get all matching results. Use % as wildcard in search string.

- When the search results populate, click the appropriate **Award Number**.

Search Awards

Award Number:

Recipient Name:

Project Title:

Award Status:

PI-PD Last Name:

Search **Reset**

Please use the above fields to narrow down your search. Searches are not case-sensitive. Fields can be partially completed to get all matching results. Use % as wildcard in search string.

Search Results

One item found.1

Award Number	Org ID	Recipient Name	Project Title	Award Status	Principal Investigators-Project Directors
NA16GOT9980015	004695	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION	GSTUDENT 07	Accepted	Arthur Rep07, Arthur Rep13

- The Grants File page is displayed. Scroll to the bottom of the page to view the **Progress Reports** section and click the **ID** link next to the Performance Progress Report you would like to complete. On a monthly basis, Grants Online will generate the Performance Progress Reports that are due for each month.

Grants File - NA16GOT9980015

Id: 2594879
Status: Accepted

Action:

Your Comments:

Attachments:

Grant Information

CFDA Number:	11.998	Award Period:	02/01/2016 - 09/30/2017	Program Office:	One Commerce Program Office (OCPO-NOAA)
Program Officer:	Grant Student07	Program Officer Phone:	301-444-1212	Program Officer Email:	lillian.l.barnes@noaa.gov
Grants Specialist:	NOAA Grants Specialist-GOT	Grants Specialist Phone:	301-444-1212 EXT-	Grants Specialist Email:	testemail@msg2.rdc.noaa.gov
Total Federal Funding:	\$1,000.00	Total Non Federal Funding:	\$0.00	Multi-Year:	No
Organization Name:	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION				
SF-425 Frequency:	Interim Reports Not Required - Not ASAP - Use SF-270 - Final Report Required	Progress Report Frequency:	Semi-Annually	Final Progress Report:	Comprehensive - a last interim report is required
Final Reports Due On:	12/29/2017	Project Title:	GSTUDENT 07		
PIs - PDs:	Arthur Rep07, Arthur Rep13		Closeout Date:	N/A	

Sub Documents

Type	ID	Title	Status
Award Package	2594898	GSTUDENT 07	Accepted
Special Award Condition Report	2594898	Special Award Condition Report	
Award File 0	2594880	GSTUDENT 07	Accepted

Export options: [Excel](#)

Associated Documents

Nothing found to display.

Progress Reports

Type	ID	Period Start	Period End	Due Date	Status
Performance Progress Report	2595887	02/01/2016	07/31/2016	08/30/2016	Not Delinquent

Export options: [Excel](#)

- The Performance Progress Report landing page is displayed. Click the **Go to Performance Progress Report Details Page** link.

Performance Progress Report - NA16GOT9980015

Id: 2595887
Status: Not Delinquent

[Go to Performance Progress Report Details Page >>](#)

This document currently has no tasks assigned to you.



NOTE: The text “*This document currently has no tasks assigned to you*” means that no work flow has been started.

- The Performance Progress Report page is displayed.

Performance Progress Report - NA16GOT9980015

Attachments:

No attachments.

Add new Attachment: [\[+\]](#)
 Any changes to information on this page should be saved before adding or removing attachments.
[Large File Guidance](#)

Use the “Add new Attachment: [+]” link to attach the report.

Clarifying comments:

Spell Check

Reporting Period *	Due Date	Final Report
02/01/2016-07/31/2016	08/30/2016	<input type="radio"/> Yes <input checked="" type="radio"/> No

Recipient Principal Investigators/Project Directors:
 2 items found, displaying all items.1

Name	Telephone	Submitting?
Rep07, Arthur	703-555-1212 N	<input type="checkbox"/>
Rep13, Arthur	703-555-1212 N	<input type="checkbox"/>

Recipient Authorized Representatives:
 One item found.1

Name	Telephone
Rep07, Arthur	703-555-1212

Submitted On:
Accepted On: N/A

Save **Save and Start Workflow** **Cancel**

Submitting the Performance Progress Report

(Steps 3 – 6 from PPR-1 Process Map)

1. Follow the above directions on how to search and view the Performance Progress Report. The Attachments section is the first section on the page. Attachments are optional in the Grants Online system.
2. If the user has documents to attach, click the **[+]**, else proceed to step 4.

Performance Progress Report - NA16GOT9980015

Attachments:

No attachments.

Add new Attachment **[+]**

Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters.

[Large File Guidance](#)

Use the "Add new Attachment: [+]" link to attach the report.

Clarifying comments:

Spell Check

Reporting Period *	Due Date	Final Report
02/01/2016-07/31/2016	08/30/2016	<input type="radio"/> Yes <input checked="" type="radio"/> No

Recipient Principal Investigators/Project Directors:
2 items found, displaying all items.1

Name	Telephone	Submitting
Rep07, Arthur	703-555-1212	N
Rep13, Arthur	703-555-1212	N

[Submitting?](#)

Recipient Authorized Representatives:
One item found.1

Name	Telephone
Rep07, Arthur	703-555-1212

Submitted On:

Accepted On:

Save **Save and Start Workflow** **Cancel**

3. Click the **Choose File** button. Select the file to be uploaded and enter a Description. Click the **Save Attachment** button.
4. Enter Clarifying comments.
5. Verify that the Reporting Period*, Due Date and Final Report fields are correct. If any updates are needed, please contact the Help Desk.
6. Click the **Save and Start Workflow** button.

Performance Progress Report - NA16GOT9980015

Attachments:

No attachments.

Add new Attachment: [-]

Filename: * Choose File No file chosen

Description: *

← Step 3

Save Attachment Spell Check

Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters. [Large File Guidance](#)

Use the "Add new Attachment: [+]" link to attach the report.

Clarifying comments:

Enter comments here

← Step 4

Spell Check

Reporting Period * **Due Date** **Final Report**

02/01/2016-07/31/2016 08/30/2016 Yes No

← Step 5

Recipient Principal Investigators/Project Directors:

2 items found, displaying all items.1

Name	Telephone	Submitting
Rep07, Arthur	703-555-1212	N
Rep13, Arthur	703-555-1212	N

[Submitting?](#)

Recipient Authorized Representatives:

One item found.1

Name	Telephone
Rep07, Arthur	703-555-1212

Submitted On:

Accepted On: N/A

← Step 6

Save Save and Start Workflow Cancel

7. The Performance Progress Report landing page is displayed. If the user is a Recipient Principal Investigator (with a non-submitting role), choose **Forward Progress Report to Authorized Representative** from the Action dropdown menu and click the **Submit** button. If the user has a submitting role, please proceed to the next section.

Performance Progress Report - NA16GOT9980015

Id: 2595887
Status: Not Delinquent

Action: Please select an action

Your Comments: Please select an action
Forward Progress Report to Authorized Representative
View Progress Report

Forwarding the Performance Progress Report to the Agency

(Steps 7 – 9 from PPR-1 Process Map)

Once the Performance Progress Report is complete, the Authorized Representative will receive a task in their Inbox to review the Report and forward it to the Agency. This task is sent to all of the Authorized Representatives within the users' organization. For example, if there are three Authorized Representatives within the users' organization, each of them will receive the task to review the Performance Progress Report. Once one of the Authorized Representatives clicks the View link for the task, they will own the task and the task will be removed from the Inbox of the other two Authorized Representatives.

1. Click the Inbox tab followed by the Tasks link. Click the **View** link next to the **Review Progress Report** task.

Welcome to Grants Online Arthur Rep01. You are logged in to TRAIN1P. [Log Off](#)

Advisories >> Tasks

Your Tasks

Document Type: Status: [Apply Filter >>](#)

12 items found, displaying all items.1

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number
View	4855798	Review Progress Report	Not Started	Performance Progress Report	2595887			NA16GOT9980015
View	4855750	Review Progress Report	In Progress	Performance Progress Report	2595833	08/22/2016		NA16GOT9980032
View	4855483	Manage Award Users	Not Started	Award Package	2595673			ED16GOT9970013
View	4855458	Manage Award Users	Not Started	Award Package	2595841			ED16GOT9970023
View	4853500	Review Amendment	Not Started	Award File	2595465			NA16GOT9980023

2. The Performance Progress Report landing page is displayed. The user has three options in the Action dropdown menu:
 - Forward Progress Report to Agency
 - Return Progress Report for Revisions
 - View Progress Report

Performance Progress Report - NA16GOT9980015

Id: 2595887
Status: Not Delinquent

Action: [Submit](#)

Your Comments: [Spell Check](#)

[Save Comment](#)

- When the user is ready to submit the Progress Report, choose **Forward Progress Report to Agency** and click the **Submit** button.

Performance Progress Report - NA16GOT9980015

Id: 2595887
Status: Not Delinquent

Action: Please select an action **Submit**

Your Comments: Please select an action
Forward Progress Report to Agency
Return Progress Report for Revisions
View Progress Report

Spell Check

Save Comment

- This completes the Progress Report task. The message shown in blue letters is displayed on the user's Your Tasks screen.

Your Tasks

Review Progress Report - Forward Progress Report to Agency is complete.

Document Type: All Status: Open **Apply Filter >>**

11 items found, displaying all items.1

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number
View	4855750	Review Progress Report	In Progress	Performance Progress Report	2595833	08/22/2016		NA16GOT9980032
View	4855483	Manage Award Users	Not Started	Award Package	2595673			ED16GOT9970013
View	4855458	Manage Award Users	Not Started	Award Package	2595841			ED16GOT9970025
View	4853509	Review Amendment	Not Started	Award File	2595465			NA16GOT9980021
View	4853471	Manage Award Users	Not Started	Award Package	2594898			NA16GOT9980015