



Grants Online Overview

February 2020

Project Goals

- A Single Unified Grant Processing and Administration system that uses an electronic solution to reduce processing time.
- A reliable, robust, and scalable solution that can accommodate mission-critical, high-volume usage.
- An interface with the *Grants.gov* initiative to provide “one-stop” shopping for Federal grants-related activities.
- Standardized business processes that contribute to a more efficient use of resources.
- A direct interface to other systems such as CBS/ASAP, FinLitLog, and WebDocFlow.

Contract Award – August 29, 2003

GO LIVE! (NOAA Feds Only) – January 10, 2005

Rollout to Grantees – FY 2006

Rollout to DOC – March 2009

Review Module – October 2011

CBS Interface (NOAA Only) – June 2012

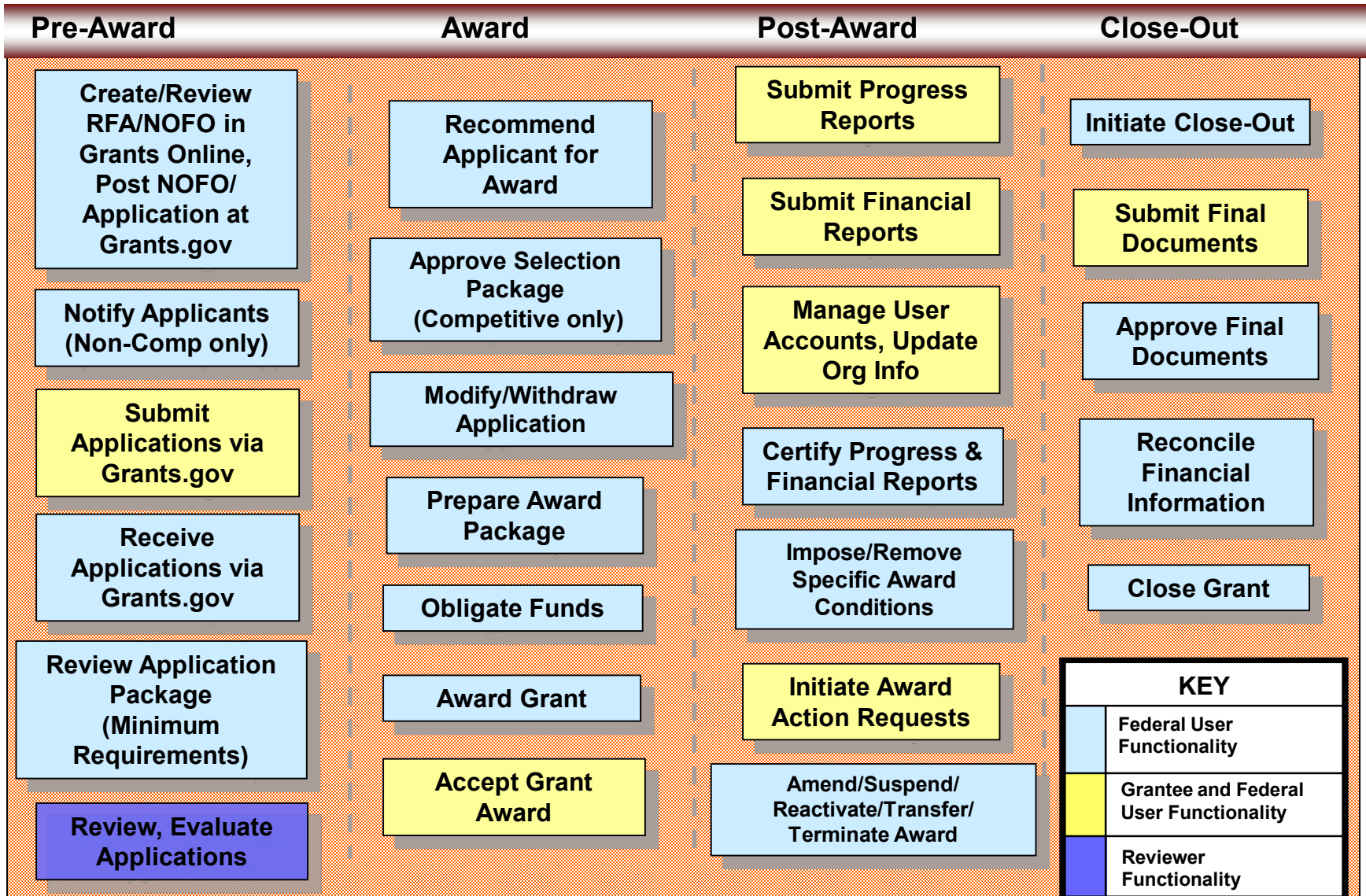
Rollout to EDA – FY 2015

Rollout to Census – FY 2016

How Bureau's Cross-Service Each Other in Grants Online

BUREAU of Pgm Office	Grant System	Grants Management	ASAP Authorizers	Financial Services (CBS)
CENSUS	Grants Online	NOAA	N/A	CENSUS
EDA (Non-Construction)	Grants Online	EDA	NOAA Finance	NOAA
EDA (Construction)	OPCS	EDA	NOAA Finance	NOAA
ITA	Grants Online	NOAA	NOAA GMD	NIST
MBDA	Grants Online	NOAA	NOAA GMD	NIST
NIST	GMIS	NIST	NIST GMD	NIST
NOAA	Grants Online	NOAA	NOAA GMD	NOAA
NTIA (BTOP)	Grants Online	NOAA	NOAA GMD	NIST
NTIA (Non-BTOP)	GMIS	NIST	NIST GMD	NIST

Grants Life Cycle



Grants Online System Requirements

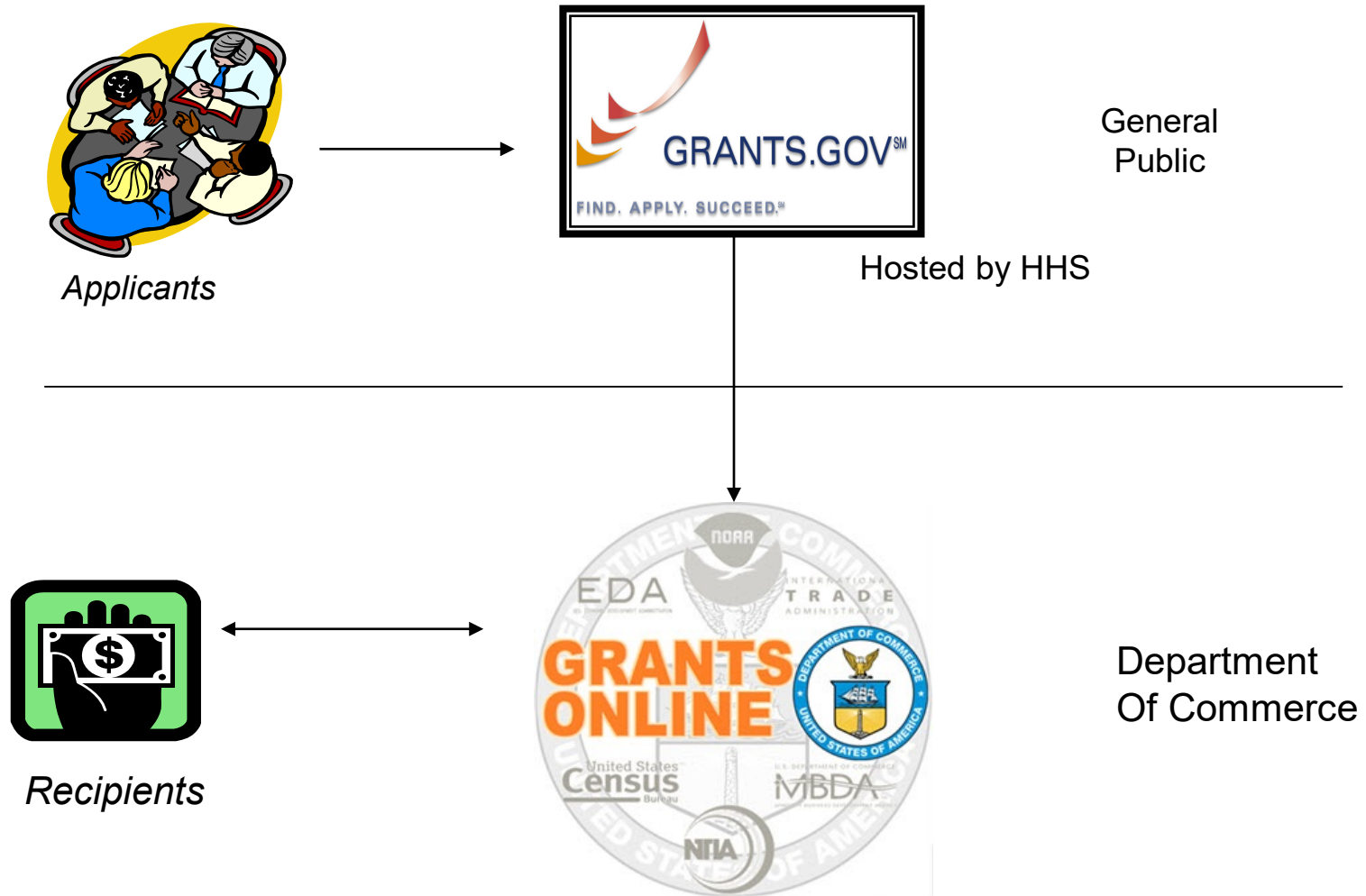
The System

Grants Online operates in a web environment and is accessible anywhere and anytime the user has Internet access. There is not a need for the user to install any special software on his/her computer. However, each user must register and obtain a unique login id and password from the appropriate official at his/her agency.

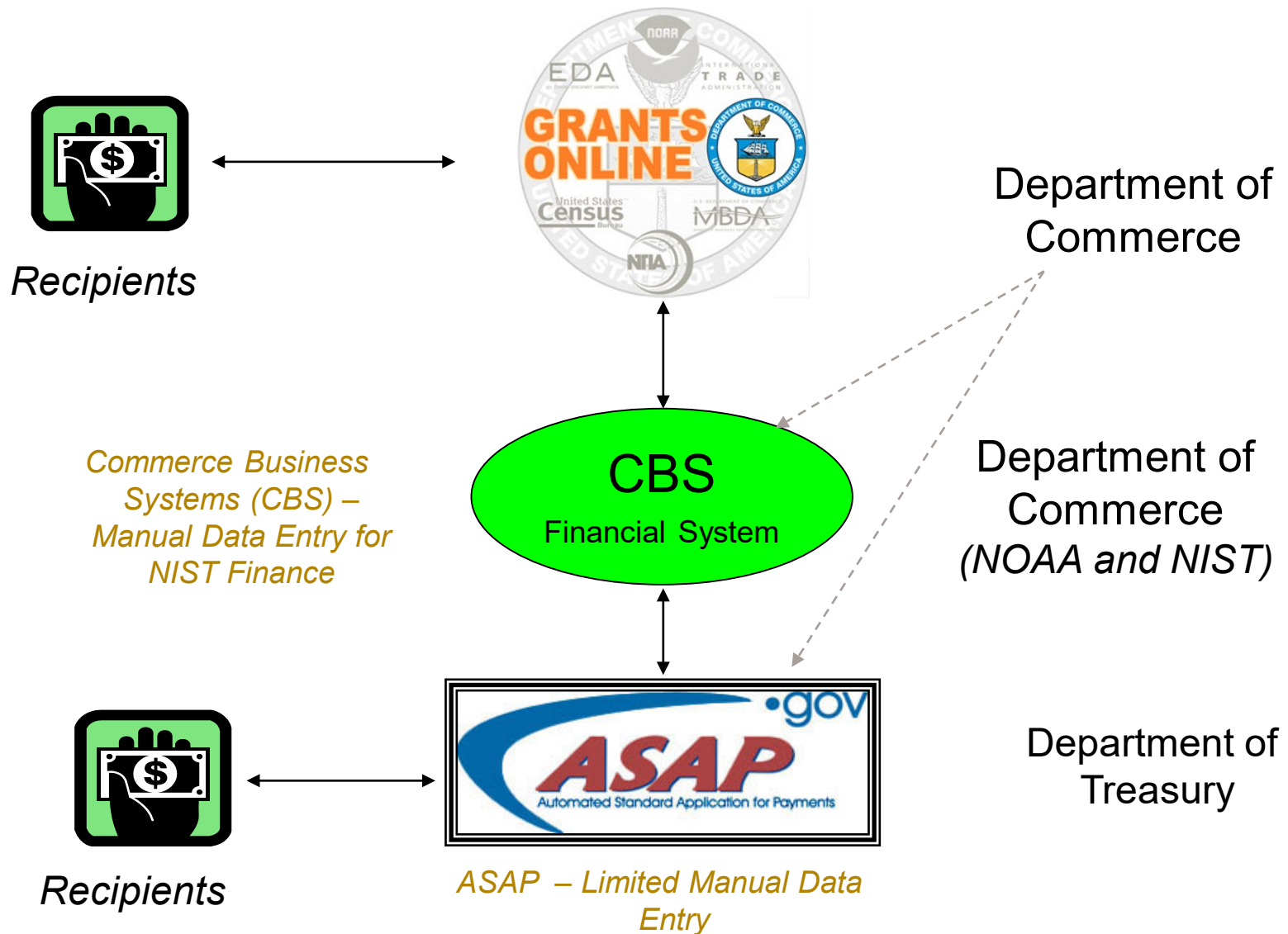
Recommended Internet Browsers:

- Windows – Internet Explorer 8 or higher
 - Attachments are supported in IE 11, after the settings are updated. For step-by-step instructions, please reference the following document:
<http://www.corporateservices.noaa.gov/grantsonline/pdfs/IE%20Compatibility%20View%20Fix.pdf>
- Windows or Mac – Firefox 2.0 or higher
- Google Chrome

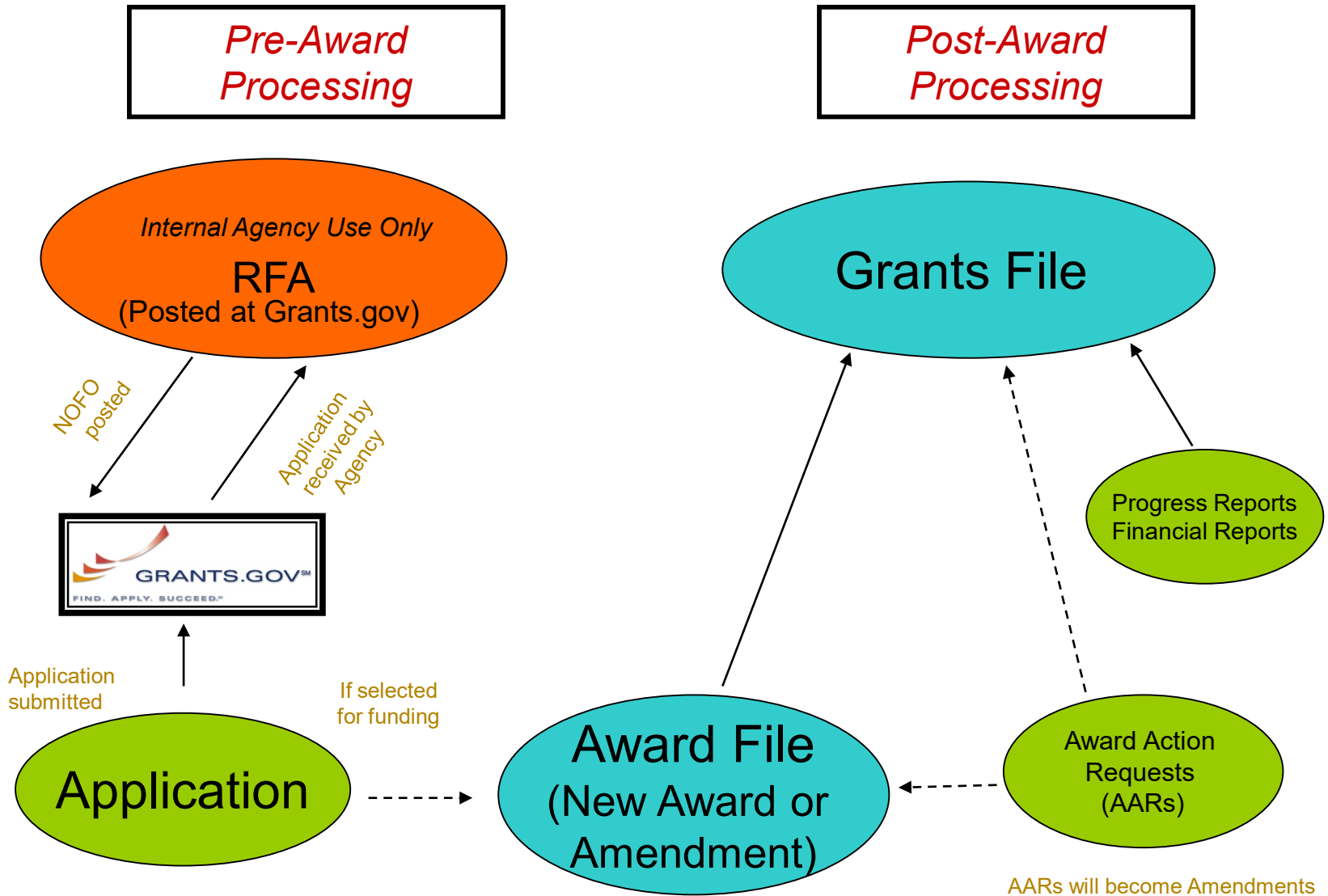
Grants Online and Grants.gov



Grants Online and ASAP

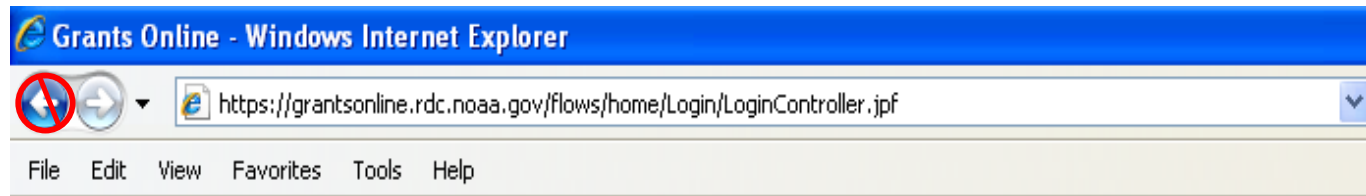


Grants Online Document Relationships

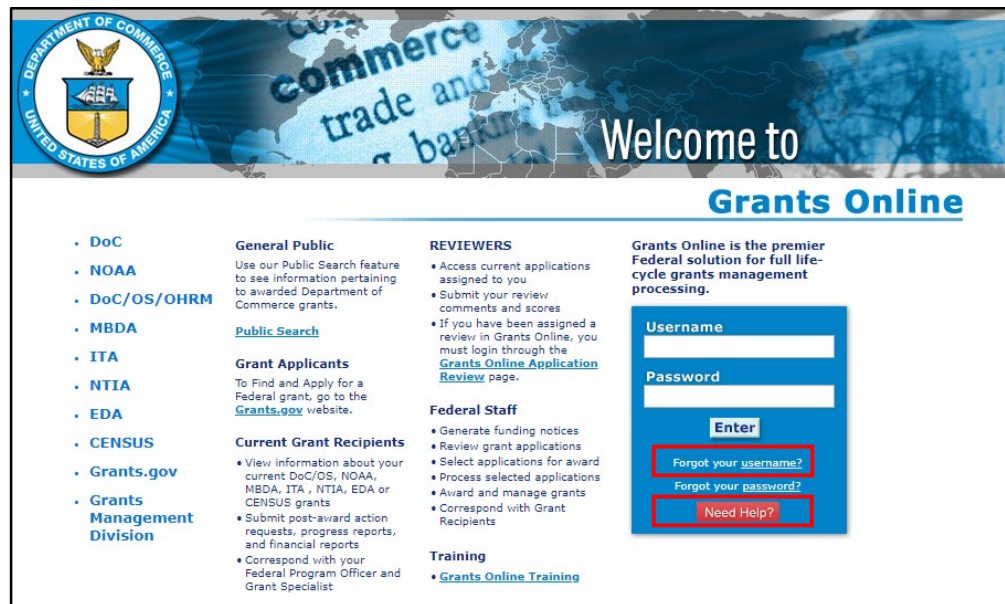


Grants Online Helpful Hints

- **DO NOT** use the browser's “Back” button.



- On the Home Page, click the “Forgot your username?” link or the “Need Help?” button to locate the Help Desk phone number.



The image shows the Grants Online Home Page. At the top, there is a banner with the Department of Commerce seal and the text "Welcome to Grants Online". Below the banner, there is a navigation menu on the left with links to various departments and the Grants Management Division. The main content area is divided into several sections: General Public, Grant Applicants, Current Grant Recipients, REVIEWERS, Federal Staff, and Training. On the right side, there is a login form with fields for Username and Password, an Enter button, and links for "Forgot your username?", "Forgot your password?", and "Need Help?".

DEPARTMENT OF COMMERCE
UNITED STATES OF AMERICA

commerce
trade and
banking

Welcome to
Grants Online

- DoC
- NOAA
- DoC/OS/OHRM
- MBDA
- ITA
- NTIA
- EDA
- CENSUS
- Grants.gov
- Grants Management Division

General Public
Use our Public Search feature to see information pertaining to awarded Department of Commerce grants.

[Public Search](#)

Grant Applicants
To Find and Apply for a Federal grant, go to the [Grants.gov](#) website.

Current Grant Recipients

- View information about your current DoC/OS, NOAA, MBDA, ITA, NTIA, EDA or CENSUS grants
- Submit post-award action requests, progress reports, and financial reports
- Correspond with your Federal Program Officer and Grant Specialist

REVIEWERS

- Access current applications assigned to you
- Submit your review comments and scores
- If you have been assigned a review in Grants Online, you must login through the [Grants Online Application Review](#) page.

Federal Staff

- Generate funding notices
- Review grant applications
- Select applications for award
- Process selected applications
- Award and manage grants
- Correspond with Grant Recipients

Training

- [Grants Online Training](#)

Grants Online is the premier Federal solution for full life-cycle grants management processing.

Username

Password

Enter

[Forgot your username?](#)

[Forgot your password?](#)

[Need Help?](#)

Grants Online Helpful Hints (continued)

- After clicking “Save and Start Workflow” always go to the Inbox – Tasks for the next action. If you do not see the new task, click “Tasks” in the left navigation pane to refresh the page. **To prevent unaddressed tasks from remaining in the Inbox, always click the Tasks link prior to logging out.**



The screenshot shows the Grants Online Ms. Grants Student25 interface. The left navigation pane has the 'Tasks' link highlighted with a red box. The main content area displays 'Your Tasks' with filters for Document Type (All) and Status (Open), and an 'Apply Filter >>' button. Below the filters, it states '11 items found, displaying all items.1' and shows a table of tasks.

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number
View	2564265	Notify Recipients	In Progress	RFA	2256808	05/20/2014		N/A
View	2556044	Notify Recipients	In Progress	RFA	2256757	05/01/2014		N/A
View	2556041	Conduct Negotiations	In Progress	Application	2256738	06/12/2014		NA14GOT9990069
View	2554004	Review Award Action Request	Not Started	Award Action Request	2256304			N/A
View	2553976	Review Award Action Request	Not Started	Award Action Request	2256303			N/A
View	2553942	Manage Review Event	In Progress	Review Event	2256285	02/10/2014		N/A

Buttons vs. Column Headings

Dark blue column headings look like buttons except that there are one or more additional lines of information beneath them.

The first line will be displayed with a medium blue background and the next line will have a pale blue background.

Competitions
Press Save before selecting the following link(s)

Competition Name	Actions
Copy of Training Competitive RFA Dec 2008 Screen Shots	Edit Delete
Add New	

Attachments:

[Save](#) [Create Publication\(s\)](#) [Save & Continue](#) [Cancel](#)

Dark blue buttons with white lettering indicate an action to be taken.

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

9 items found, displaying all items.1

View	Task Id	Task Name	Task Status	Document Type
View	1365154	Certify/Revise Award File	Not Started	Award File
View	1365050	Review Reviewer Instructions	Not Started	Review Instructions
View	1365026	Certify/Revise Award File	Not Started	Award File

Underlined column headings indicate that the data underneath can be sorted by that column.

Federal Grants Personnel

- **Program Office (Federal Program Officers)**
 - Provides the funding for the grant award
 - Federal Subject Matter Experts
 - Provides oversight for the programmatic aspects of the project – *receives and accepts the Performance Progress Reports*
- **Grants Office (Grants Management Specialists and Grants Officers)**
 - Provides the final approval for all Grants Management matters
 - Federal Grants Management Experts
 - Provides oversight for the financial aspects of the project – *receives and accepts the Financial Reports (SF-425, SF-270)*
- **Project Officer (EDA specific role)**
 - Fulfills roles of both the Program Office and Grants Office, with the exception of the final Grants Officer review and approval

Grants Management Advisory Council (GMAC) Contacts

NOAA/NESDIS	Ericka Rosier Brandi Franklin	301-683-3512 301-683-0496
NOAA/NMFS	Jeff Kulnis Dan Namur	301-427-8771 301-427-8730
NOAA/NOS	Kadija Baffoe-Harding Craig Reid Laurie Golden	240-533-0955 240-533-0783 240-533-0285
NOAA/NWS	Claudel Aubry Sam Contorno	301-427-6964 205-347-1313
NOAA/OAR	Larry Evans	301-734-1092
NOAA/OED	Carrie McDougall Sarah Schoedinger	202-482-0875 240-676-3538
MBDA	Nakita Chambers Ebony Mack	202-482-0065 202-482-1940
ITA	Brad Hess Annette Henderson	202-482-2969 202-482-3995
NTIA/BTOP	Stacy Delgado Laura Pettus	202-482-7936 202-482-4509
Census	Mekia Turner Theresa Taylor	301-763-8273 301-763-2921
EDA*	Bernadette Grafton Ryan Smith	202-482-2917 202-482-1464

Regional & Area Directors are also authorized to request user account updates for their region.

NOTE: Contact Name & Phone Number based upon Dept. of Commerce or NOAA Personnel Directories
Accessed: February 18, 2020

Who to Contact for Assistance

Role	Responsibilities
Recipient Administrator	<p>All the actions related to managing their organization's user accounts:</p> <ul style="list-style-type: none"> ➤ Create an account for a new user ➤ Reset user passwords ➤ Unlock user accounts ➤ Update the roles and access for users ➤ Disassociate users <p>For step-by-step instructions associated with tasks performed by the Recipient Administrator, please reference the Task Reference Guide.</p> <p>The Grants Online Help Desk is available for additional assistance to the Recipient Administrator as needed.</p>
Federal Staff	<p>Provide guidance with non-technical questions, including helping users with the following:</p> <ul style="list-style-type: none"> ➤ Programmatic and grants management ➤ Policy questions – terms and conditions on their awards ➤ Content of financial and progress reports ➤ Explaining the different award action requests and the content if submitted through Grants Online ➤ Close out process
Grants Online Program Management Office (Help Desk)	<p>Technical support associated with completing the following actions:</p> <ul style="list-style-type: none"> ➤ View a task ➤ View an award file ➤ View workflow history ➤ Accept a new award ➤ Reassign tasks ➤ Access and submit progress and financial reports ➤ Inquiries related to reports that are not generated in the system

Grants Online Training and Help Desk

▪ Grants Online Website

- Looking For More Information About Grants Online?
 - Go to the Grants Online PMO website at <http://www.corporateservices.noaa.gov/grantsonline>
- Have A Question When Training is Over?
 - Email the Help Desk at GrantsOnline.Helpdesk@noaa.gov
 - Call **240-533-9533**
 - Hours: **8:00 AM – 6:00 PM** Eastern Time
- Ready to start working in Grants Online?
 - Go to <https://grantsonline.rdc.noaa.gov>

