



NTIA Pre-Award Training Session Questions & Answers

Thursday July 27, 2021 (9:30 a.m. – 5:30 p.m.)

Basic Grants Online Concepts

1. *How often do you have to change/update your password in Grants Online?*

According to Department of Commerce guidance, every 60 days. After 45 days, when logging on the user gets a warning message that includes a countdown of the number of days Grants Online will be accessible using the current password.

2. *Does the Competition Manager have to be a Federal employee, or can he/she be a contractor?*

The person assigned to the Competition Manager role does not have to be a Federal employee; he/she can be a contractor.

3. *The Selecting Official for this program is NTIA's Assistant Secretary; however, I don't expect him/her to go into Grants Online to complete this task. Can someone with Grants Online access complete the task on his/her behalf?*

Another user may be given the role of Selecting Official in Grants Online to operate on behalf of the NTIA Assistant Secretary. However, the Selection Memo requires the Selecting Official's wet signature.

4. *When an application is submitted via Grants.gov, do we have to enter SF-424 information?*

When an application is submitted via Grants.gov, most of the data on the SF-424 is auto-populated from Grants.gov.

5. *Is any data from the SF-424 B or SF-424 C also pulled in or just the main SF-424 data?*

No, only data for the cover page of the SF-424 is pulled in.

6. *What is the file size restriction for attachments?*

There is no system file size restriction. However, based upon your Internet connectivity/bandwidth, the system might time out before data is uploaded (this is more likely with very large files).

7. Can you use the applicant's tribal name in the keywords?

Yes, you can use the tribal applicant's name as a keyword. The keyword(s) can be any information that might facilitate retrieving an application later in the workflow.

Application Details - SF-424

Audit Trail:

Attachments:

[-] Program Office Added Information

Proposal Number:

Project Type: ☐ Construction ☐ Non-Construction ☐ Both

Principal Investigators-Project Directors:

Keyword(s):

Program Element / Funding Priority:

Note: This section is for the regular SF-424 or for any additional Principal Investigators / Project Directors not listed below

8. Can the minimum requirements checklist be customized to your RFA?

Yes, the minimum requirements checklist can be customized when the RFA is set up. Please refer to the Minimum Requirements section of the [Competitive RFA document](#).

9. When sending GMD the information entered from a paper application, should you send one large file that includes all the application's scanned documents or send separate documents?

GMD would prefer that you send the application's components as separate documents.

10. Is there a recommended naming convention for attachments?

The naming convention should be determined by your program office.

11. Does each application imported from Grants.gov have a unique identifier?

Yes each application imported from Grants.gov has a unique identifier. Please see the image below.

The screenshot shows a web form titled "[+] Program Office Added Information". It contains several input fields: "Proposal Number:", "Project Type:" (with radio buttons for Construction, Non-Construction, and Both), "Principal Investigators- Project Directors:" (a large text area), "Keyword(s):" (a large text area), "Program Element / Funding Priority:" (a dropdown menu showing "N/A - Not Selected"), and "Principal Place Of Performance:" (with radio buttons for Applicant's Legal Address, Foreign, Multi-state, Statewide, Countywide, Citywide, and Zipcode). A "City:" dropdown menu is also present. A red box highlights the "Grants.gov Tracking Number:" field, which contains the value "GRANT128". A blue callout box on the left points to the form with the text "Information from the paper application is entered in this section." A blue callout box on the right points to the tracking number field with the text "Populated when an application comes in from Grants.gov".

In a similar manner, as shown on the Application launch page, the Application also has a unique identifier.

The screenshot shows a web form titled "Application - NA21GOT9980117". It contains several input fields: "Id:" (a text field containing "2865057"), "Status:" (a text field containing "ProgramOfficerActions - Complete"), "Action:" (a dropdown menu showing "Please select an action"), and "Your Comments:" (a large text area). A red box highlights the "Id:" field.

12. If the Review Event is performed outside of Grants Online do you still need a Conflict of Interest (COI) for each Application Reviewer?

No matter where you complete the Review Event (inside or outside of Grants Online), there should be a COI for each Application Reviewer.

NOTE: Since NTIA does not plan to use Grants Online to conduct the Review Event, the remaining questions (asked during the training session) associated with the Review Event are not included in this document.

13. Can you show the workflow history document?

Please refer to page 63 of the [NTIA Pre-Award training manual](#). Just above the Attachment widget, locate and click the **Print Award File History** button.

Award File In Progress - NA21GOT9980050

Id: 2856679
Status: Program Officer Actions - Not Started

Action: **Submit**

Your Comments:

Spell Check

Save Comment

Print Award File History

Attachments:

If you don't see the **Print Award File History** button on the screen you may first need to click the **Workflow History** link. The screen is updated and the **Print Award File History** button is visible.

Award File In Progress - NA21GOT9980085

Id: 2849628
Status: Program Officer Actions - In Progress

Action: **Submit**

Your Comments:

Spell Check

Save Comment

Workflow History

Name	Date Assigned	Date Started	Date Completed	Performer
Forward/Revise Award File	05/10/2021 02:00:19 PM	05/10/2021 02:00:19 PM	05/10/2021 02:10:33 PM	Grants Student25
Forward/Revise Award File	05/10/2021 01:58:42 PM	05/10/2021 01:59:16 PM	05/10/2021 01:59:16 PM	Grants Student25
Forward/Revise Award File	05/10/2021 01:53:30 PM	05/10/2021 01:57:06 PM	05/10/2021 01:57:06 PM	Grants Student25

Print Award File History

14. Can we bypass FALD's review of the Reviewer Instructions?

Grants Online requires FALD's No Legal Objections for the Reviewer Instructions before being able to proceed to the next steps of the Selection Process. Please refer to process map [COMP-2 steps 8 - 9](#).

15. Can you select more than one option for the frequency of reporting?

Only one frequency can be selected for an award. You have the option to change the frequency of reports later.

NEPA

1. Is NEPA always done post-award?

NEPA is part of the pre-award process.

2. Does NEPA always have to be completed in Grants Online?

Yes, it does.

3. Can you please share the NEPA questionnaire?

Please see pages 37 – 38 in the [NTIA Pre-Award training manual](#).

4. Does the NEPA have to be completed and approved before GMD will take up the award?

All three components of the Award File: PO Checklist, NEPA, and the Procurement Request (see process map [COMP-4 steps 5, 10 and 17](#)) must be completed before the Forward to Grants Specialist option is available on the Action dropdown menu (see process map [COMP-4 step 30](#)).