

# Grants Online Requestor and Request Authorizing Official Quick Reference Guide

The purpose of this document is to provide the Requestor and Request Authorizing Official with a step-by-step process for reviewing and approving the Procurement Request and Commitment of Funds document in Grants Online.

**Step 1:** Log into Grants Online and select the **“Tasks”** hyperlink from the menu bar on the left.

**Step 2:** The Requestor and Request Authorizing Official should locate the task entitled **“Review Procurement Request and Commitment of Funds”**. Select the **“View”** hyperlink from the **“Review Procurement Request and Commitment of Funds”** task that you would like to modify.

The screenshot shows the Grants Online interface. At the top, there is a navigation bar with tabs: Inbox, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below this is a welcome message: "Welcome to Grants Online Ingrid Guch" and a "Log Off" button. On the left side, there is a vertical menu with items: Advisories, Notifications, Archive, Tasks (highlighted with a red box and labeled "Tasks Hyperlink"), Send Message, and Manage Workflow Tasks. The main content area is titled "Inbox Tasks" and contains a filter section with "Document Type" (All) and "Status" (Open) dropdown menus, and an "Apply Filter >>" button. Below the filter, it says "14 items found, displaying all items.1". A table lists tasks with columns: View, Task Id, Task Name, Task Status, Document Type, Document Id, Start Date, and Complete Date. The first row is highlighted and has its "View" link highlighted with a red box and labeled "View Hyper-link".

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Complete Date
<a href="#">View</a>	68292	Review Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds	2017953		
<a href="#">View</a>	68287	Complete PO Checklist	In Progress	PO Checklist	2017954	09/01/2005	

**Step 3:** Select **“Review Procurement Request and Commitment of Funds”** from the **“Action”** drop down menu and click the **“Submit”** button. This will take you to the **“Procurement Request and Commitment of Funds”** details page.

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The screenshot shows the NOAA Grants Online interface. The main content area displays the following information:

- Title:** Procurement Request and Commitment of Funds - NA04NOS4780276
- Id:** 2017953
- Creator:** System Account
- Status:** Procurement Request and Commitment of Funds Review Procurement Request and Commitment of Funds Not Started
- Last Edited User:** System Account

The **Action:** dropdown menu is set to "Review Procurement Request and Commitment of Funds". A red box highlights this action, with an arrow pointing to it from a text box that reads: "Review Procurement Request" Action.

Below the action menu is a **Comment:** text area containing "Test 123." and buttons for "Spell Check" and "Save Comment".

**Step 4:** The next screen is the **“Procurement Request and Commitment of Funds”** details page (found on the next page).

On this page, the Requestor and Request Authorizing Official should review the **“Procurement Request and Commitment of Funds”** document, validating the following information:

Active Procurement Requests	Affected Reference Number
Withdrawn Procurement Requests	EIN Number
Federal Share Amount	Shipped To and From Addresses
Request Authorizing Official	Requisition Contact Person/Number
Requestor	Line Item Description
Invoice Address	Clearances/Remarks
Requisition Number	ACCS Lines

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The screenshot displays the Grants Online interface for Ingrid Guch. The top navigation bar includes tabs for Inbox, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. A left sidebar contains a menu with options like Advisories, Notifications, Archive, Tasks, Send Message, and Manage Workflow Tasks. The main content area is titled 'Award File Header Information' and contains the following data:

CFDA Number:	11.440	Award File Period:	09/01/2004 - 08/31/2007	Program Office:	National Environmental Satellite Data and Program Office (NESDISPO)
Program Officer:	Ingrid Guch	Program Officer Phone:	3017130088	Program Officer Email:	ingrid.guch@noaa.gov
Federal Funding:	\$0.00	Non Federal Funding:	\$0.00	Grants Specialist:	Undefined
Project Title:	test				
Organization Name:	University of Maryland, Biotechnology Institute				

Below this is the 'Procurement Request and Commitment of Funds - NA04NOS4780276' section. It includes fields for 'Active Procurement Requests' (Nothing found to display), 'Withdrawn Procurement Requests' (Nothing found to display), and a 'Federal Share' of \$500,000.00. There are also fields for 'Request Authorizing Official' (Norman Mendes, Telephone: 562-980-4010) and 'Requestor' (Ingrid Guch, Telephone: 3017130088). The 'Invoice Address' is 501 WEST OCEAN BLVD., LONG BEACH, CA 90802-4213 USA, and the 'Requisition Number' is NAG0000502458. The 'Affected Reference Number' is NA04NOS4780276 and the 'EIN' is 12-1234567. The 'Ship To' address is Nevada University and Community College System, Desert Research Institute, 2215 Raggio Parkway Reno, NV, with a 'Ship To' address of 1335 EAST WEST HWY., SILVER SPRING, MD 20910 USA. The 'Requisition Contact Person' is Ingrid Guch (Telephone: 301-713-0088 x153). A table shows one line item with a description of project dates and a quantity of 1. At the bottom, a summary table shows 'One item found 1' with columns for Break, Fund, Fiscal Year, Organization, Program, Project, Task, Object Class, Amount, and Action. A red box highlights the 'Save and Return to Main' button.

Break	Fund	Fiscal Year	Organization	Program	Project	Task	Object Class	Amount	Action
14	0	2005	00-00-0000-00-00-00-00	00-00-00-000-	1234500-	123000-	00-00-00-00-	\$500,000.00	edit delete

PRCF Total for this Award action: \$500,000.00  
Total Federal funds authorized for this Award action: \$500,000.00

Buttons: Save, Save and Return to Main, Cancel

**Step 5:** After reviewing the document, select the **“Save and Return to Main”** button located at the bottom of the screen.

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**Step 6:** The next screen is the ***“Procurement Request and Commitment of Funds”*** home page. From the ***“Action”*** drop down menu, you will have the option to ***“Approve the Procurement Request,” “Return the Procurement Request to the Program Officer”*** or ***“Review the Procurement Request.”*** After selecting your action, select the ***“Submit”*** button.

From the action drop down menu, if you select:

- ***“Approve the Procurement Request”***- the document will be available for the next person in the workflow for their review and approval.
- ***“Return the Procurement Request to the Program Officer”*** - a task will be forwarded back to the Program Officer requesting revisions.
- ***“Review the Procurement Request”*** - the “Procurement Request and Commitment of Funds” details page will appear for review.

The screenshot shows a web browser window displaying the Grants Online interface. The main content area is titled "Procurement Request and Commitment of Funds - NA04NOS4780276". It includes fields for ID (2017953), Creator (System Account), Status (In Progress), and Last Edited User (System Account). Below this, there is an "Action" dropdown menu with a "Submit" button. The dropdown menu is open, showing three options: "Approve Procurement Request", "Return Procurement Request to PO", and "Review Procurement Request and Commitment of Funds". A red arrow points to the dropdown menu, which is highlighted by a red box with the text "Action Drop Down Menu".

**Step 7:** If you ***“Approve the Procurement Request”*** or ***“Return the Procurement Request to the Program Officer,”*** and select ***“Submit”***, you will be returned to your ***“Task”*** inbox. From here, you will see that there is no longer a task to ***“Review Procurement Request and Commitment of Funds.”***

If you have questions or comments about the Grants Online Requestor and Request Authorizing Official Quick Reference Guide, contact the Grants Online Help Desk at 301-713-1000 or via email [grantsonline.helpdesk@noaa.gov](mailto:grantsonline.helpdesk@noaa.gov), for further assistance.