Grants Online

Proxy User Guidelines
(Federal User on behalf of Grantee)

Reference the chart below for summary of Federal proxy actions on behalf of Grantees:

DOCUMENT TYPE	FEDERAL USER	ACTION
PPR and RPPR	*Federal Program Officer - Certified Federal Program Officer - Uncertified Program Office Staff	Complete Form * Submit Form
SF-425, SF-425A	Grants Specialist	**N/A Due to System Bug**
SF-270	Grants Specialist	Complete and Submit Form
Award Action Requests	Grants Specialist	Complete and Submit Form

Performance Progress Report (PPR) and Research Performance Progress Report (RPPR)

Can be COMPLETED by:
Federal Program Officer - Certified
Federal Program Officer - Uncertified
Program Office Staff

Can be SUBMITTED by:
Federal Program Officer - Certified

The only action in Grants Online that can be completed by a Federal Program Officer (FPO) on behalf of a Grant Recipient is completion and submission of a PPR or RPPR. For a recipient, this process is described in detail in the Grants Online Recipient User Manual (January 2020 - Version 4.30) starting on page 35.

There are three differences for a Progress Report initiated by a FPO versus one submitted by a recipient:

1a)   **PPR** - the FPO must physically input the submitted date on the details page.

Reporting Period * **Due Date** **Final Report**
10/01/2017-03/31/2018 04/30/2018 ☐ Yes ☒ No

Recipient Principal Investigators/Project Directors:
Nothing found to display. Submitting?

Recipient Authorized Representatives:
Nothing found to display.

Submitted On: [   ]

Accepted On: N/A

1b)   **RPPR** - the system will input the system time as the submitted date when the FPO clicks "Save and Start Workflow".

REPORTING INFORMATION

Signature of Submitting Official:

Grants Online

16. Submission Date and Time Stamp:

2020-03-19 10:12:13.0

2. When the FPO does "Save and Start Workflow" the task is created in the inbox of the Assigned FPO as if it has already been submitted to the agency. There is no recipient action in the workflow and it cannot be returned to the recipient for revisions. If revisions are needed, that will have to be communicated outside of Grants Online. **This is the same for the PPR and RPPR.**

Performance Progress Report - NA20GOT9980019

Id: 2845476
Status: Submitted

Action: Please select an action ▼   **Submit**
Your Comments: Please select an action
    Accept Progress Report
    Reassign Progress Report
    View Progress Report

    Spell Check

Save Comment

3. When the PPR has been "submitted" by the FPO it is still unlocked when the task is created to accept the report. **This is the same for the PPR and RPPR.**

SF-425* and SF-270 (FFR)

Can be COMPLETED and *SUBMITTED by:
Grants Specialist

* There is currently a bug in the system that causes the SF-425 to be automatically accepted when submitted by the Grants Specialist.   This bug affects all awards for all Bureaus. Grants Specialists and Project Officers SHOULD NOT submit SF-425s on behalf of recipients at this time.

Award Action Requests (AAR)

Can be COMPLETED and SUBMITTED by:
Grants Specialist

Grants Online allows a user with a role of Grants Specialist to submit an Award Action Request on behalf of a grant recipient. Detailed guidance on this process can be found in the Award Action Requests (AARs) Guidance Document for Grant Recipients. When the AAR has been "submitted" by the Grants Specialist it will be forwarded to the Federal Program Officer for review and the subsequent workflow will proceed as usual.

Grants Online Help Desk Contact Info:
Phone: 240-533-9533
Email: grantsonline.helpdesk@noaa.gov