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

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

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: 10/01/2017 - 03/31/2018 | Due Date: 04/30/2018 | Final Report: Yes | Submitted On: | Accepted On: N/A |

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

Recipient Authorized Representatives:
Nothing found to display.
1b) **RPPR** - the system will input the system time as the submitted date when the FPO clicks "Save and Start Workflow".

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.**

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:
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