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# **Grants Online Training New Federal Program Officers**

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**February 2023 –Virtual Class**

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## **Grants Online Overview** **Materials**

The following Grants Online reference materials are available from the Grants Online 101 web page:

- Grants Online Overview
- Grants Online Glossary
- Explanation of Grants  
Online Roles
- System Navigation

<https://www.noaa.gov/organization/information-technology/grants-online-101>

# Pre-Award / Award Activities

For all Pre-Award / Award activities, please use your assigned Student Number:

<b>Student#</b>	<b>Name</b>
<b>01</b>	Larry Evans
<b>02</b>	Mackenzie Griffin
<b>03</b>	Ian Sears
<b>04</b>	Nicholas Dawson
<b>05</b>	Bill Cushman
<b>06</b>	Jessica Cross
<b>07</b>	Gabby Kitch
<b>08</b>	Kerry Yannacito
<b>09</b>	Roberta Lusic
<b>10</b>	David Herring
<b>11</b>	Frank Niepold
<b>12</b>	Todd Christenson
<b>13</b>	Carmen Davila
<b>14</b>	Claudia Rojo
<b>15</b>	Jennifer Hunter
<b>16</b>	Zach Topor
<b>17</b>	Ryan Holman
<b>18</b>	Brittany King
<b>19</b>	Mandy Bromilow
<b>21</b>	Hideyo Hattori
<b>22</b>	Victoria Dodd
<b>23</b>	Tamara Marshall-Jones
<b>24</b>	Ashlee Jones
<b>26</b>	Trevon Pitt
<b>27</b>	Andrew Garrow
<b>28</b>	
<b>29</b>	



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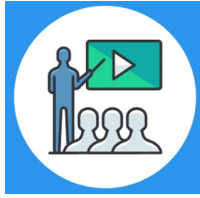
**Grants Online Training**

**Competitive RFA / NOFO Creation**

**Module #02**

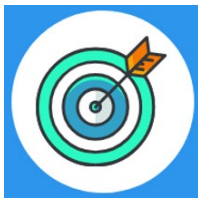
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**February 2023**



## **Module Overview**

The first step in the grant process is to create a Request For Application (RFA) and Notice of Funding Opportunity (NOFO) in Grants Online. In a real world scenario, once the RFA has been completed in Grants Online, it will be posted on Grants.gov for the public to submit their application package.



## **Module Objectives**

Upon completion of this module, students will be able to:

- Understand the Competitive Process – Create and Review RFA and Publish NOFO Overview Process Map
- Complete a Request For Application (RFA)
- Complete the Notice of Funding Opportunity (NOFO)

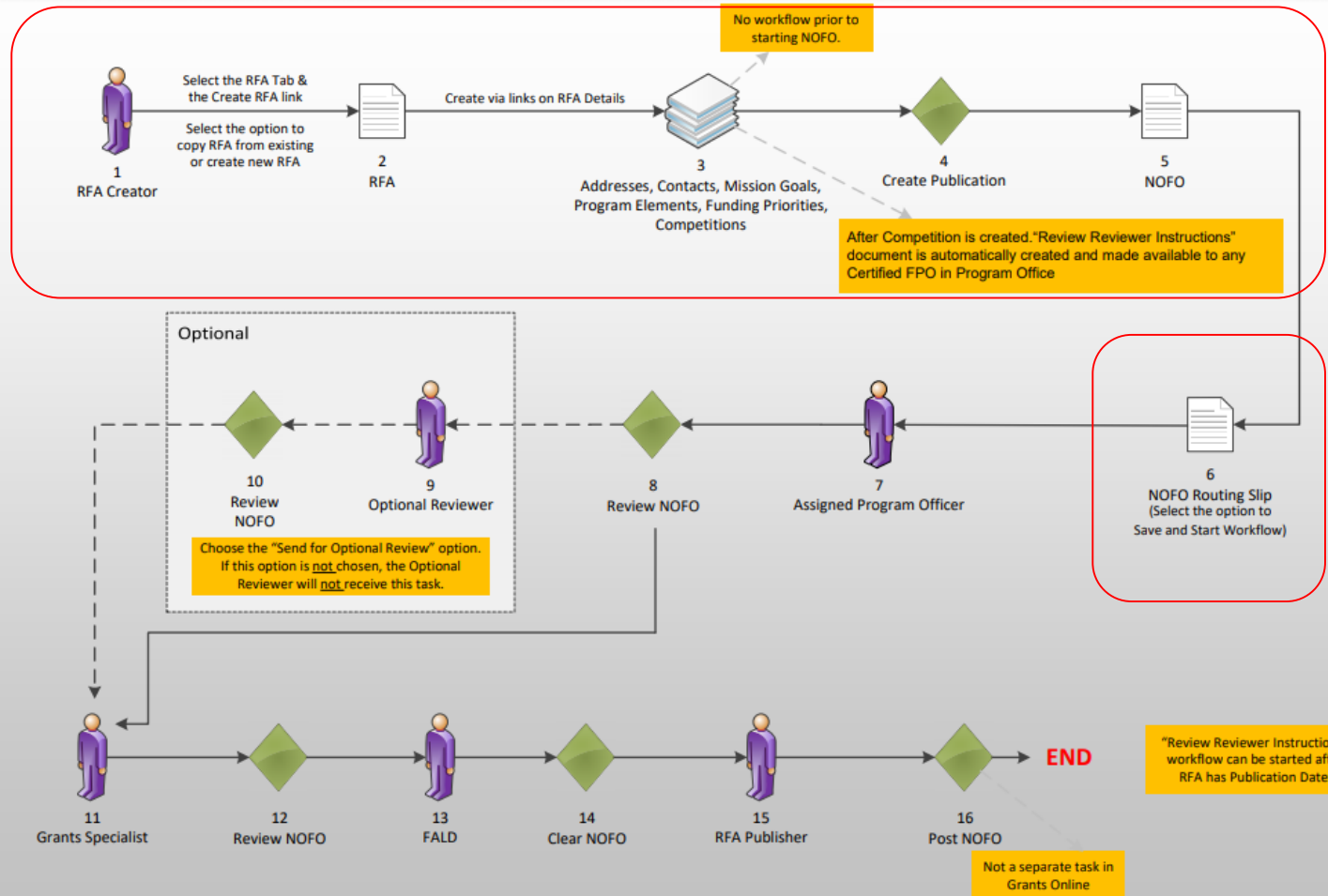


# Competitive Process – RFA Creation

## Create & Review RFA and Publish NOFO Overview (COMP-1)

March 4, 2020

Version 4.28

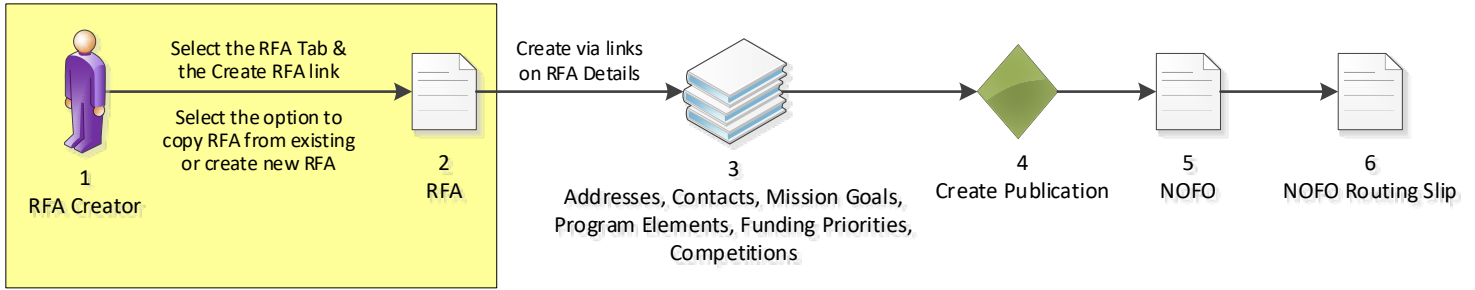


## [Corresponding Video](#)

Hands on activity for this Module starts here.  
You will be completing steps 1 – 6.

To begin, access the [Grants Online Training](#) site.

The gstudent account represents a Certified Federal Program Officer.  
Sign in with your **gstudentXX** account.  
The password is **gotremfeb23XX\$\$**  
**Note: XX is your Student Number.**



**NOAA**  
GRANTS ONLINE

Inbox RFA Application Awards Account Management Reports Help

Welcome to Grants Online Grants Student20. Your password expires in 12 days. You are logged in to GOLTr1.

▶ Create RFA  
▶ Search RFAs

**Advisories**

**RFA**

- [Create RFA](#) -

The Create RFA feature allows you to create a new competitive or noncompetitive RFA. sense to you and your applicants.

- [Search RFAs](#) -

The Search RFAs feature allows you to search for existing RFAs. From the search result

To begin, click on the **RFA** tab. Then click on the **Create RFA** link.

## Create RFA

Choose Type:

- Competitive
  Broad Agency Announcement  
 Congressionally Directed
  Congressionally Mandated  
 Formula/Allotment
  Institutional  
 Noncompetitive

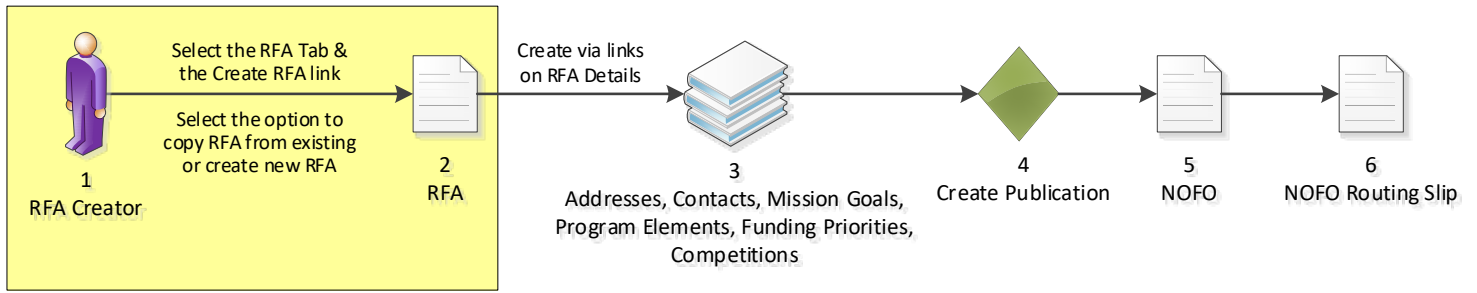
Choose Action:

- Create New from Scratch
  Create New from Existing

**Create RFA**

**Choose Type:** Choose **Competitive**.  
**Choose Action:** Choose **Create New from Scratch**.  
 Then click the **Create RFA** button.





## Create Competitive RFA

RFA Name\*

Fiscal Year\* (YYYY)

Announcement Type Initial

Anticipated Publication Date\* (MM/DD/YYYY)

Line Office\*

Assigned Program Office\*

Assigned Program Officer\*

CFDA Number\*

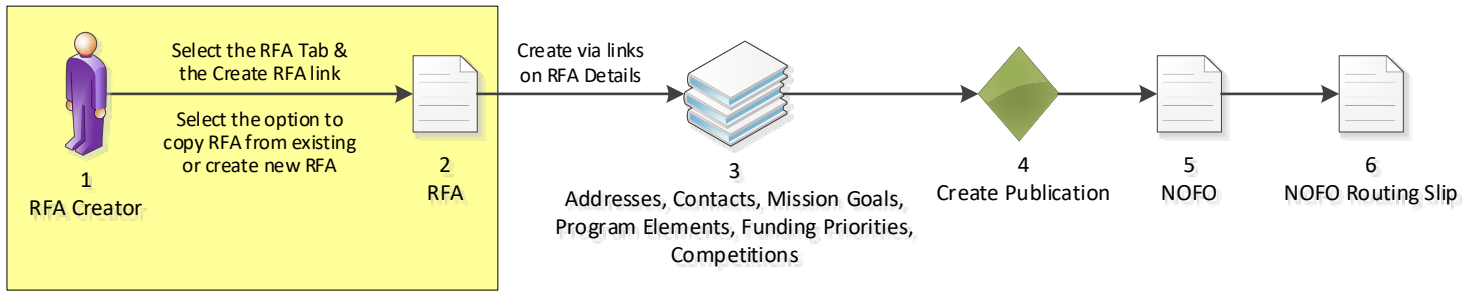
Sub Program

**Save** **Cancel**

Enter or select a value for every field with a red asterisk.

- **RFA Name:** Enter the RFA name of your choice, please include your gstudent number in the name for the purpose of tracking.
- **Fiscal Year:** Enter the current four digit **Fiscal Year**.
- **Anticipated Publication Date:** Enter **tomorrow's date**.
- **Assigned Program Office:** Choose **One Commerce Program Office (OCPO)**
- **Assigned Program Officer:** Choose your **StudentXX number**
- **CFDA Number:** Choose **11.998 – Grants Online Training**
- **Sub Program:** This is the only entry field that does not have a red asterisk next to it. This can be left blank.

Click on the **Save** button.



Note that the Funding Opportunity Number is set at this time.

## Competitive RFA Details

### RFA Header Information

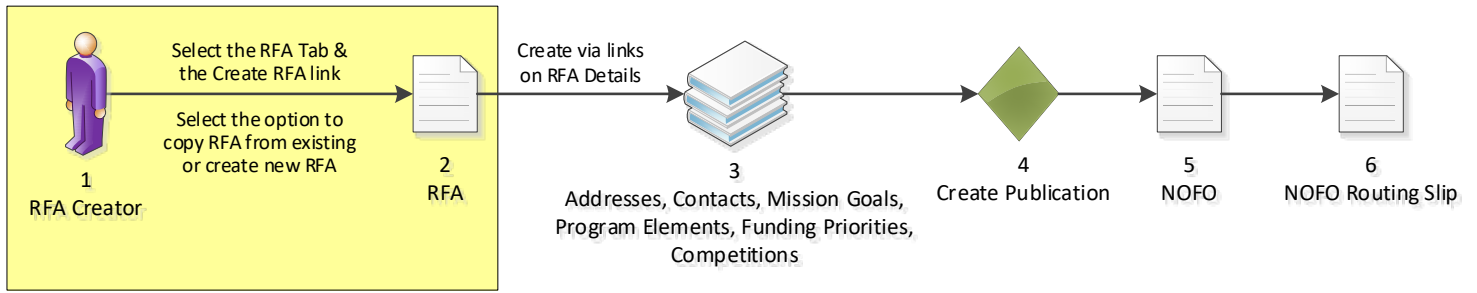
Document ID	2872246
RFA Name*	<input type="text" value="Test RFA for Training Manual"/>
Fiscal Year* (YYYY)	<input type="text" value="2023"/>
Announcement Type	Initial
Anticipated Publication Date* (MM/DD/YYYY)	<input type="text" value="10/15/2022"/>
Funding Opportunity Number	NOAA-GOT-OCPO-2023-2006923
Line Office*	Grants Online Training (GOT)
Assigned Program Office*	<input type="text" value="One Commerce Program Office (OCPO)"/>
Assigned Program Officer*	<input type="text" value="Student20, Grants"/>
CFDA Number*	<input type="text" value="11.998 - Grants Online TRAINING"/>
Sub Program	<input type="text" value="-Select a Sub Program-"/>

### RFA Supplementary Information

Anticipated Funding Amount * \$	<input type="text"/>	
	Min	Max
Anticipated Award Amount* \$	<input type="text"/>	<input type="text"/>
Anticipated Number of Awards*	<input type="text"/>	<input type="text"/>

Enter the following values:

- **Anticipated Funding Amount = 10,000,000**
- **Anticipated Award Amount Min = 10,000**
- **Anticipated Award Amount Max = 1,000,000**
- **Anticipated Number of Awards Min = 10**
- **Anticipated Number of Awards Max = 20**



## Selected Federal Addresses

**Selected Federal Addresses \***  
No addresses have been selected.  
[Add/Edit](#)

**Step 1 – Click the *Add/Edit* link.**

**Selected Federal Contacts \***  
No contacts have been selected.  
[Add/Edit](#)

**Selected Mission Goals \***  
No mission goals have been selected.  
[Add/Edit](#)

**Program Elements/Funding Priorities \***  
No Program Elements/Funding Priorities  
[Add/Edit](#)

**Competitions \***  
**Press Save before selecting the following link(s)**  
No Competition  
[Add New](#)

**Attachments:**  
No attachments.  
Add new Attachment: [+]  
*Any changes to information on this page will be lost.*  
[Large File Guidance](#)

Save
Save and Return to Main
Cancel

**Search Addresses**

Program Office Name:

Street Address:

City:

State:

Zip:

Search

**Step 2 – Enter “OCPO” in the Program Office Name field, then click the *Search* button.**

**Search Results**

One item found.1

<input type="checkbox"/> Program Office Name	Address
<input checked="" type="checkbox"/> One Commerce Program Office (OCPO)	20020 Century Blvd, Germantown, MD 20874-1143 USA

Add to RFA

**Step 3 – Click the check box in the search results, then click the *Add to RFA* button.**

**Selected Addresses for this RFA**

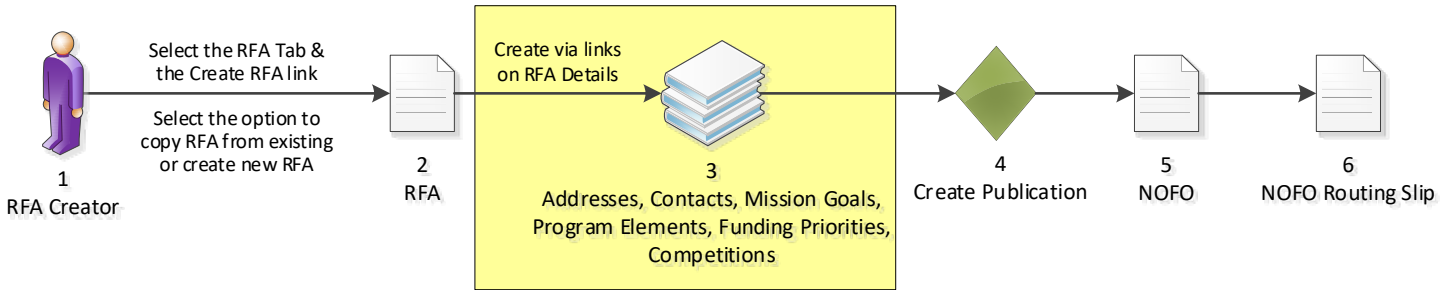
One item found.1

<input type="checkbox"/> Program Office Name	Address
<input type="checkbox"/> One Commerce Program Office (OCPO)	20020 Century Blvd, Germantown, MD 20874-1143 USA

Remove from RFA

Done

**Step 4 – Click the *Done* button.**



## Selected Federal Contacts

**Selected Federal Addresses \***

Organization	Street Address	City, State, Zip
One Commerce Program Office (OCPO)	20020 Century Blvd	Germantown, MD 20874-1143

[Add/Edit](#)

**Selected Federal Contacts \***

No contacts have been selected.

[Add/Edit](#)

**Selected Mission Goals \***

No mission goals have been selected.

[Add/Edit](#)

**Program Elements/Funding Priorities**

No Program Elements/Funding Priorities A

[Add/Edit](#)

**Competitions \***

**Press Save before selecting the follow**

No Competition

[Add New](#)

**Attachments:**

No attachments.

Add new Attachment: [+]

Any changes to information on this page s

[Large File Guidance](#)

Step 1 – Click the **Add/Edit** link.

Step 2 – Enter your **XX number** in the Last Name field, then click the **Search** button.

**Search Contacts**

First Name:

Last Name:

Org Name:

Street:

City:

State:

Zip:

Phone:

Email:

Step 3 – Click the check box in the search results, then click the **Add to RFA** button.

**Search Results**

One item found.1

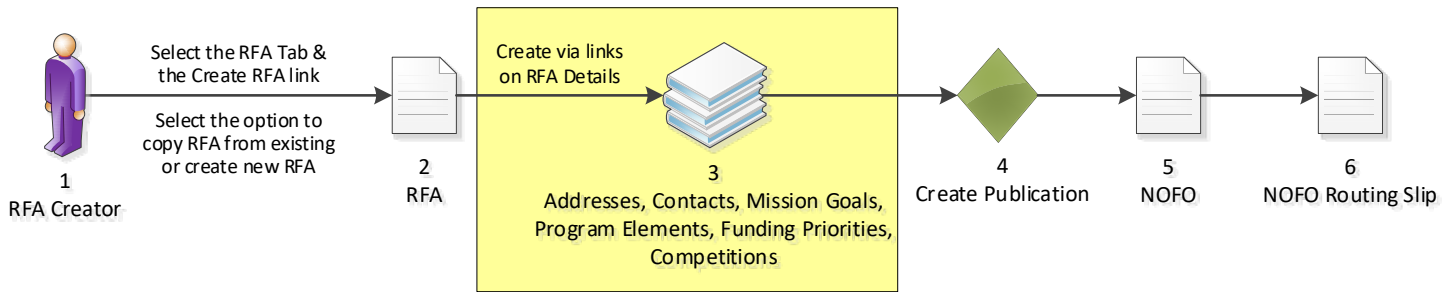
	Contact Name	Org Name
<input checked="" type="checkbox"/>	Grants Student20	One Commerce Program Office (OCPO)

**Selected Contacts for this RFA**

One item found.1

Contact Name	Org Name	Address
<input type="checkbox"/>	Grants Student20	One Commerce Program Office (OCPO) 20020 Century Blvd, Germantown, MD 20

Step 4 – Click the **Done** button.



## Selected Mission Goals

**Selected Federal Contacts \***

Contact Name	Phone	Address	Email
Grants Student20	301-555-1212	20020 Century Blvd, Germantown, MD 20874-1143	testem

[Add/Edit](#)

**Selected Mission Goals \***

No mission goals have been selected.

[Add/Edit](#)

**Step 1 – Click the [Add/Edit](#) link.**

**Available Mission Goals For this RFA**

<input type="checkbox"/> Mission Goals Name	Mission Goals Description
<input type="checkbox"/> Climate Adaptation and Mitigation	Projected future climate-related changes include increased global temperatures, melting sea ice and glaciers, rising sea levels, increased frequency of extreme precipitation events, acidification of the oceans, modifications of growing seasons, changes in storm frequency and intensity, air quality, ... <a href="#">more</a>
<input type="checkbox"/> Weather-Ready Nation	A weather-ready nation is a society that is able to prepare for and respond to environmental events that affect safety, health, the environment, economy, and homeland security. Urbanization and a growing population increasingly put people and businesses at greater risk to the impacts of weather, wat ... <a href="#">more</a>
<input type="checkbox"/> Healthy Oceans	Ocean ecosystems provide many benefits to humans. They provide food and recre. Yet the resources that our marine, coastal, and Great Lakes environments present changes have depleted fish and shellfish ... <a href="#">more</a>
<input checked="" type="checkbox"/> Resilient Coastal Communities and Economies	The complex interdependence of ecosystems and economies will grow with increas resulting in particularly heavy economic and environmental pressures on the Natio coastal populations, economic expansion, and gl ... <a href="#">more</a>

[Add to RFA](#)

[Large File Guidance](#)

**Available Mission Goals For this RFA**

<input type="checkbox"/> Mission Goals Name	Mission Goals Description
<input type="checkbox"/> Climate Adaptation and Mitigation	Projected future climate-related changes include increased global temperatures, melting sea ice and glaciers, rising sea levels, increased frequency of extreme precipitation events, acidification of the oceans, modifications of growing seasons, changes in storm frequency and intensity, air quality, ... <a href="#">more</a>
<input type="checkbox"/> Weather-Ready Nation	A weather-ready nation is a society that is able to prepare for and respond to environmental events that affect safety, health, the environment, economy, and homeland security. Urbanization and a growing population increasingly put people and businesses at greater risk to the impacts of weather, wat ... <a href="#">more</a>
<input type="checkbox"/> Healthy Oceans	Ocean ecosystems provide many benefits to humans. They provide food and recreational opportunities, and they support economies. Yet the resources that our marine, coastal, and Great Lakes environments present to us are already stressed by human uses. Habitat changes have depleted fish and shellfish ... <a href="#">more</a>

[Add to RFA](#)

**1 Selected Mission Goals for this RFA**

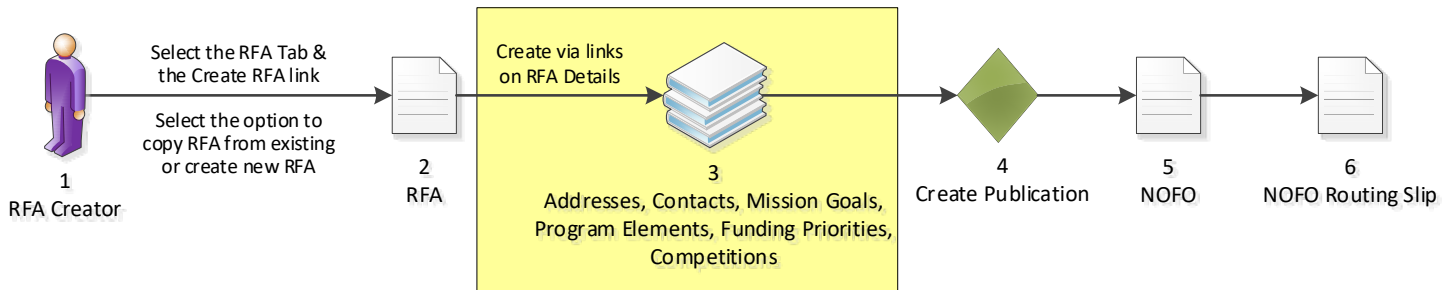
<input type="checkbox"/> Mission Goals Name	Mission Goals Description
<input type="checkbox"/> Resilient Coastal Communities and Economies	The complex interdependence of ecosystems and economies will grow with increasing uses of land, marine, and coastal resources, resulting in particularly heavy economic and environmental pressures on the Nation's coastal communities. Continued growth in coastal populations, economic expansion, and gl ... <a href="#">more</a>

[Remove from RFA](#)

[Done](#)

**Step 2 – Click the check box next to one of the Mission Goal(s) to add to this RFA, then click the [Add to RFA](#) button.**

**Step 3 – Click the [Done](#) button.**



**Selected Federal Contacts \***

Contact Name	Phone	Address	Email
Grants Student20	301-555-1212	20020 Century Blvd, Germantown, MD 20874-1143	testemail@

[Add/Edit](#)

**Selected Mission Goals \***

**Mission Goals Name**

To understand and predict changes in climate, weather, oceans and coasts;

[Add/Edit](#)

**Program Elements/Funding Priorities \***

No Program Elements/Funding Priorities Available

[Add/Edit](#)

**Competitions \***

**Press Save before selecting the following link(s)**

No Competition

[Add New](#)

**Attachments:**

No attachments.

Add new Attachment: [+]

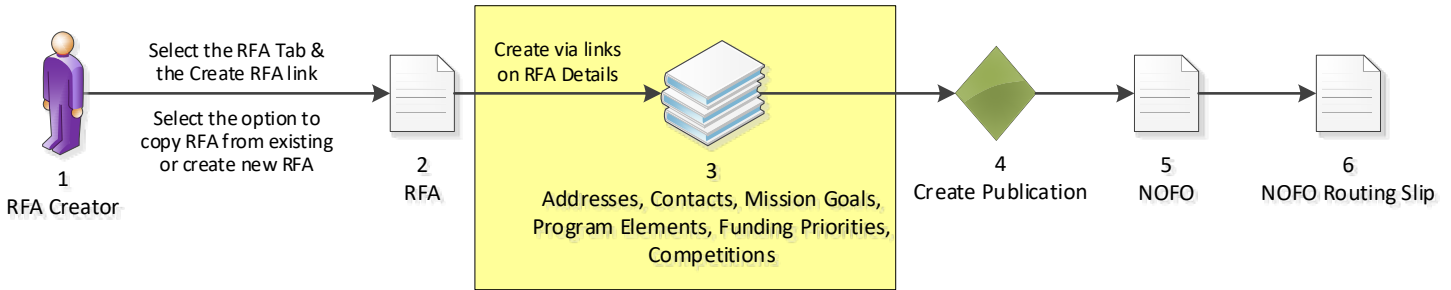
*Any changes to information on this page should be saved before adding or removing attachments.*

[Large File Guidance](#)

**Save** **Save and Return to Main** **Cancel**

Throughout this process, please remember to Save often.

Click the **Save** button.



## Program Elements/Funding Priorities

**Selected Federal Contacts \***

Contact Name	Phone	Address	Email
Grants Student20	301-555-1212	20020 Century Blvd, Germantown, MD 20874-1143	testemail@

[Add/Edit](#)

**Selected Mission Goals \***

**Mission Goals Name**

To understand and predict changes in climate, weather, oceans and coasts;

[Add/Edit](#)

**Program Elements/Funding Priorities \***

No Program Elements/Funding Priorities Available

[Add/Edit](#)

**Competitions \***

Press Save before selecting the fo

No Competition

[Add New](#)

**Attachments:**

No attachments.

Add new Attachment: [+]

Any changes to information on this page

[Large File Guidance](#)

**Save** **Save and Return to Main**

Step 1 – Click the **Add/Edit** link.

Step 2 – Add a Label, Name and Description, then click the **Save** button.

### Add Program Element/Funding Priority

Label:  e.g. I, A, 1., 1), 1.a.

Name: \*

Note: Reports and screen listings will use the label if entered. Otherwise, the name will be used.

Description:

Description of Program Element "A" goes here.

Step 3 – Once all Program Elements have been added, click the **Done** button.

### Program Element/Funding Priorities

Order	Label	Name	Description	Edit	Delete
1	A	First Program Element/Funding Priority	Description of Program Eleme	Edit	Delete

[Reorder](#)

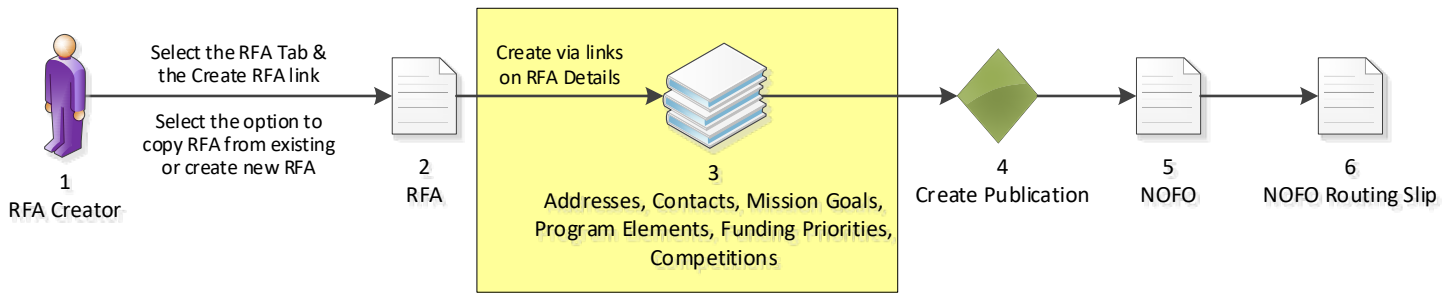
[Add New](#)

**Done**

Step 4 – Click the **Save** button at the bottom of the screen.



Note that Program Elements can be assigned custom labels. Applications that will later be associated with this RFA can be linked to one (and only one) of the Program Elements defined at this step.



## Competitions

**Selected Federal Contacts \***

Contact Name	Phone	Address	Email
Grants Student20	301-555-1212	20020 Century Blvd, Germantown, MD 20874-1143	testemail@m

[Add/Edit](#)

**Selected Mission Goals \***

**Mission Goals Name**

To understand and predict changes in climate, weather, oceans and coasts;

[Add/Edit](#)

**Program Elements/Funding Priorities \***

Order	Label	Name	Description
1	A	First Program Element/Funding Priority	Description of Program Eleme
2	B	Second Program Element/Funding Priority	Description of Program Eleme

[Add/Edit](#)

**Competitions \***

Press Save before selecting the following link(s)

No Competition

[Add New](#)

**Attachments:**

No attachments.

Add new Attachment: [\[+\]](#)

Any changes to information on this page should be saved before adding or removing attachments.

Step 1 – Click the **Add New** link.

Competition Name \*  Fiscal Year \*

Competition Type \*  Group  Individual Qualification

Assigned Program Office \*  ▼

Competition Manager \*  ▼

**Save** **Cancel**

Step 2 – Enter or select a value for every field with a red asterisk.

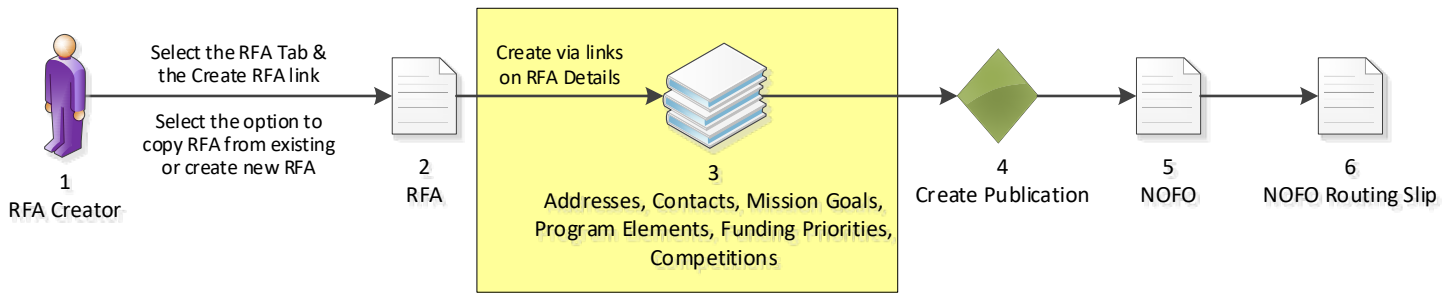
- **Competition Name:** Leave this field as is.
- **Fiscal Year:** Enter the current four digit **Fiscal Year**.
- **Competition Type:** Choose **Group**.
- **Assigned Program Office:** Choose **OCPO**.
- **Competition Manager:** Choose your Student **XX number**

Click on the **Save** button.



Note: There may be one or more competitions per RFA.





Competition Name \*  Fiscal Year \*   
 Competition Type \*  Group  Individual Qualification  
 Assigned Program Office \*   
 Competition Manager \*   
 Selecting Official \*

	Min	Max
Anticipated Federal Funding for this Competition *	<input type="text"/>	<input type="text"/>
Required Federal Funding (in Dollars) per Application	<input type="text"/>	<input type="text"/>
Cost Share (%) per Application	<input type="text"/>	<input type="text"/>

**Anticipated Competition Schedule** [Guidance](#)

Pre-Application  Time:   Eastern  
 Application \*  Time:   Eastern  
 Anticipated Award Date \*  Days after Application Due Date

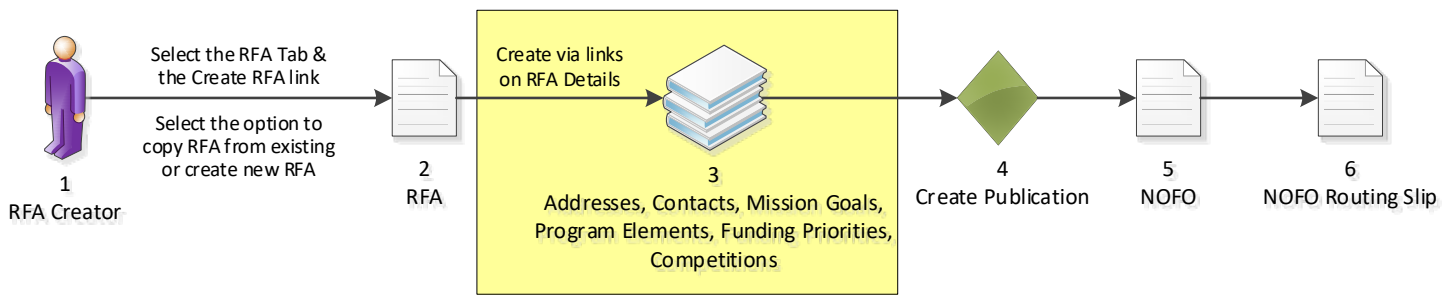
[View Anticipated Competition Schedule](#)

Enter or select a value for every field with a red asterisk.

- **Selecting Official:** Choose **“NOAA Official”** from the dropdown menu.
- **Anticipated Federal Funding for this Competition -**  
**Min = 1,000,000**  
**Max = 10,000,000**
- **Application:** From the dropdown menu, choose **Days after RFA Publication.**
  - In the field next to it, enter **1**
  - In the time field, enter **11:59 PM**
- **Anticipated Award Date = 180**



Note: When the Competition Type is Group, all applications must be submitted by the Application due date and time.



**NOTE** that the Review Criteria Type is only available for NOAA application processing.

## Application Routing

**Anticipated Competition Schedule** [Guidance](#)

Pre-Application Due Date [ ] Time: [ ] PM Eastern

Application \* Days after RFA Publication Date [ 1 ] Time: 11:59 PM Eastern

Anticipated Award Date \* 180 Days after Application Due Date

[View Anticipated Competition Schedule](#)

Review Criteria Type: \*  Agency Standard  Fellowship [Guidance](#)

**Application Routing \***  
No Program Officers are assigned to receive applications  
 Workload  State  
[View/Edit](#)

**Application Package**  
An application package  
[View/Edit](#)

**Minimum Requirements**

Priority	Requirement
1	Eligible Applicant
2	Application Requirements
3	Application Meeting
4	Application Meeting
5	Application Meets Minimum Match
6	Application Meeting
7	Complete Application
8	Data Management

[View/Edit](#)

**Specific Award Conditions**  
No Specific Award Conditions  
[View/Edit](#)

**Review Events** No review events  
[Add New >>](#)

[Edit Notification Template](#)

[Save](#) [Save and Return to Main](#)

**Application Routing Configuration Method: State**  
No state routing groups have been created

[Add New](#)

[Cancel](#)

[Save and Return to Main](#)

**Application Routing Configuration Method: State**

Routing Group Name\* [ State Group 1 ]

Available States	Selected States
Please select a state	APO/FPO Korea, Japan, Philippines, Other Pacific
Alabama	APO/FPO Europe, Middle East, and Africa
Alaska	APO/FPO Central and South America
American Samoa	* Foreign State *
Arizona	
Arkansas	

Available Users	Select
Student00, Grants	
Student01, Grants	
Student02, Grants	
Student03, Grants	
Student04, Grants	

[Cancel](#) [Save](#)

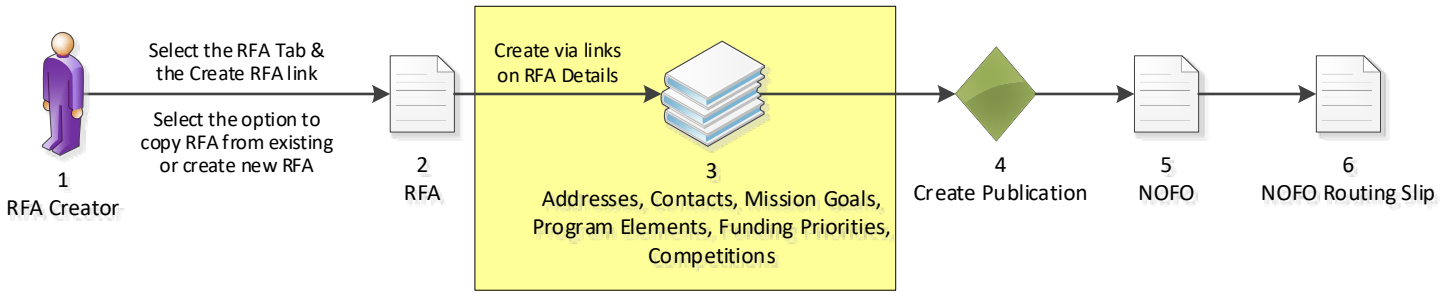
Step 1 – Click the **State** radio button then click the **View/Edit** link.

Step 2 – Click the **Add New** link.

Step 3 – Enter or select a value for all fields.

- Routing Group Name:** Enter a name.
- Available States:** Select APO's and Foreign State and click the **>>** button.
- Available Users:** Select Student01, Student02 & Student03 and click the **>>** button.

Then click the **Save** button.



**Application Routing Configuration Method: State**

Routing Group Name	States Assigned	Actions
State Group 1	* Foreign State * APO/FPO Central and South America APO/FPO Europe, Middle East, and Africa APO/FPO Korea, Japan, Philippines, Other Pacific	Edit Delete

Time:  PM Eastern  
Time: 11:59 PM Eastern

[Add New](#)  
**Cancel**  
**Save and Return to Main**

Step 4 – Click the **Add New** link.

**Application Routing Configuration Method: State**

Routing Group Name\*

Available States	Selected States
Please select a state Navassa Island Nebraska Nevada New Hampshire New Jersey	Montana Missouri Mississippi Minnesota Midway Island:

Available Users	Selected User
Student01, Grants Student02, Grants Student03, Grants Student04, Grants Student05, Grants	Student00, Gr

**Cancel Save**

Step 5 – Enter or select a value for all fields.

- **Routing Group Name:** Enter a name.
- **Available States:** Select States A-M and click the >> button.
- **Available Users:** Select Student00, and click the >> button.

Then click the **Save** button.

**Application Routing Configuration Method: State**

Routing Group Name\*

Available States	Selected States
Please select a state	Wyoming Wisconsin West Virginia Washington Wake Island

Available Users	Selected User
Student12, Grants Student13, Grants Student17, Grants Student18, Grants Student19, Grants Student20, Grants	Student16, G Student15, G Student14, G

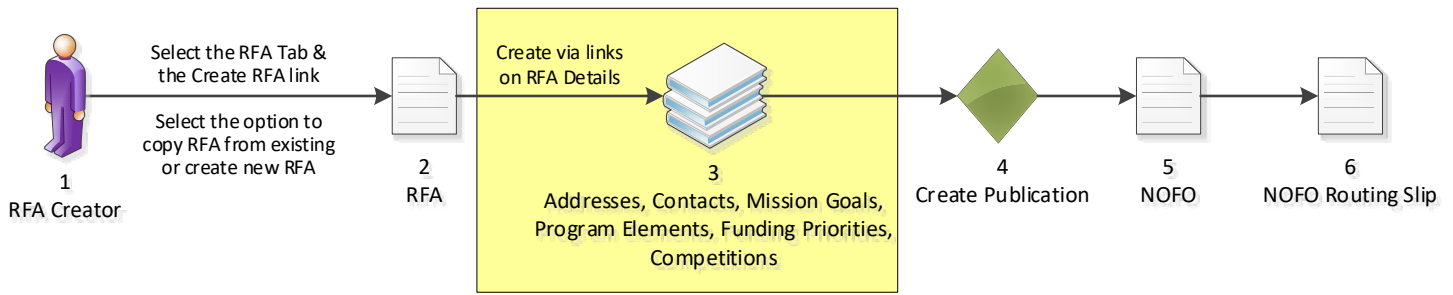
**Cancel Save**

Step 6 – On the next page, click the **Add New** link.

Step 7 – Enter or select a value for all fields.

- **Routing Group Name:** Enter a name.
- **Available States:** Select all remaining States and click the >> button.
- **Available Users:** Select Student14, Student15 & Student16 and click the >> button.

Then click the **Save** button.



**Anticipated Competition Schedule** [Guidance](#)

Pre-Application Due Date [ ] Time: [ ] PM Eastern  
 Application \* Days after RFA Publication Date [ 1 ] Time: 11:59 PM Eastern  
 Anticipated Award Date \* [ 180 ] Days after Application Due Date

[View Anticipated Competition Schedule](#)

Review Criteria Type: \*  Agency Standard

**Application Routing \***

No Program Officers are assigned to receive applications

Workload  State

[View/Edit](#)

**Application Package \***

An application package has not been selected

[View/Edit](#)

**Minimum Requirements \***

Priority	Requirement Name
1	Eligible Applicant
2	Application Received by Deadline
3	Application Meets Minimum Federal Requirements
4	Application Meets Maximum Federal Requirements
5	Application Meets Minimum Maximum Federal Requirements
6	Application Meets Maximum Maximum Federal Requirements
7	Complete Application
8	Data Management Plan

[View/Edit](#)

**Specific Award Conditions**

No Specific Award Conditions are associated with this RFA

[View/Edit](#)

**Review Events**

No review events have been scheduled

[Add New >>](#)

[Edit Notification Template for Non-Selected Applications](#)

[Save](#) [Save and Return to Main](#)

**Application Routing Configuration Method: State**

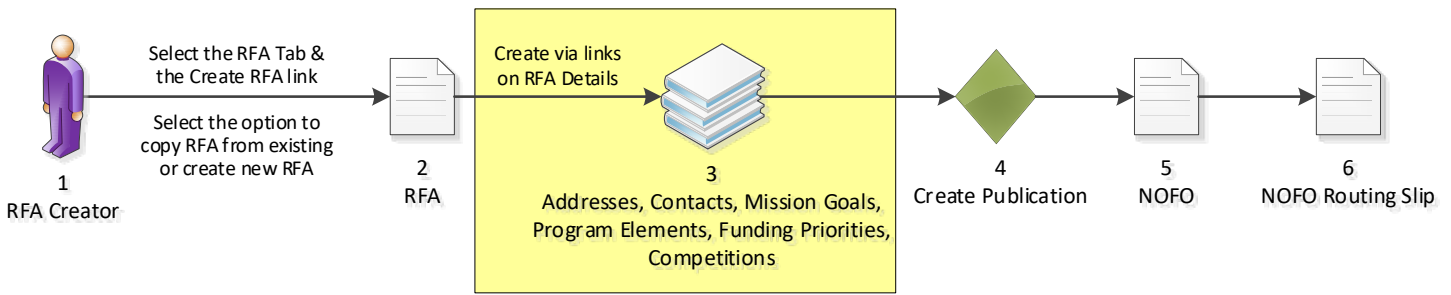
Routing Group Name	States Assigned	Actions
State Group 1	* Foreign State * APO/FPO Central and South America APO/FPO Europe, Middle East, and Africa APO/FPO Korea, Japan, Philippines, Other Pacific	<a href="#">Edit</a> <a href="#">Delete</a>
State Group 2	Alaska Alabama Arkansas American Samoa Arizona California Colorado Connecticut District of Columbia Delaware Florida Federated States of Micronesia Georgia Guam Hawaii Iowa Idaho Illinois Indiana Kansas Kentucky Louisiana Massachusetts Maryland Maine Marshall Islands Michigan Minnesota Missouri Mississippi Montana Baker Island Howard Island Johnston Atoll Kingman Reef Midway Islands British Columbia, Canada	<a href="#">Edit</a> <a href="#">Delete</a>
State Group 3	Northern Mariana Islands North Carolina North Dakota Nebraska New Hampshire New Jersey New Mexico Nevada New York Ohio Oklahoma Oregon Pennsylvania Puerto Rico Palau Rhode Island South Carolina South Dakota Tennessee Texas Utah Virginia Virgin Islands of the US Vermont Washington Wisconsin West Virginia Wyoming Trust Territory of Pacific Navassa Island Palmyra Atoll Wake Island	<a href="#">Edit</a> <a href="#">Delete</a>

[Add New](#)

[Cancel](#)

[Save and Return to Main](#)

Step 7 – Click the **Save and Return to Main** button.



## Application Package

**Application Routing \***

Routing Group Name	Name
State Group 1	Grants Student01
State Group 1	Grants Student02
State Group 1	Grants Student03
State Group 2	Grants Student00
State Group 3	Grants Student14
State Group 3	Grants Student15
State Group 3	Grants Student16

-- Workload (Disabled)  State

[View/Edit](#)

**Application Package \***  
 Package not found.  
 An application package has not been selected.  
[View/Edit](#)

**Minimum Requirements \***

Priority	Requirement Name
1	Eligible Applicant
2	Application Received by Deadline
3	Application Meets Minimum Federal Fun
4	Application Meets Maximum Federal Fun
5	Application Meets Minimum Match
6	Application Meets Maximum Match
7	Complete Application
8	Data Mana

[View/Edit](#)

**Specific Award Co**  
 No Specific Award C  
[View/Edit](#)

**Review Events No**  
[Add New >>](#)

[Edit Notification Ten](#)

**Application Package**

Select a Form Family : \*

Select a Template : \*

- Select a Template -
- Legacy SF-424 Template
- NOAA Construction Application Package
- NOAA Construction or Non Construction Application Package
- NOAA SF-424 Only
- NOAA Sponsorships
- NOAA Standard Non-Construction Application Package**

No Mandatory Forms availa  
 No Optional Forms availa

**Attachments:**

No attachments.

Add new Attachment: [**±**]  
 Any changes to information on this page should be saved before adding or removing attachmen  
[Large File Guidance](#)

For Universal RFAs, you may attach Application Instructions to the RFA. Use Application Instructions as the short description. Only one file may be attached at Grants.gov as Application Instructions. The preferred file format is pdf.

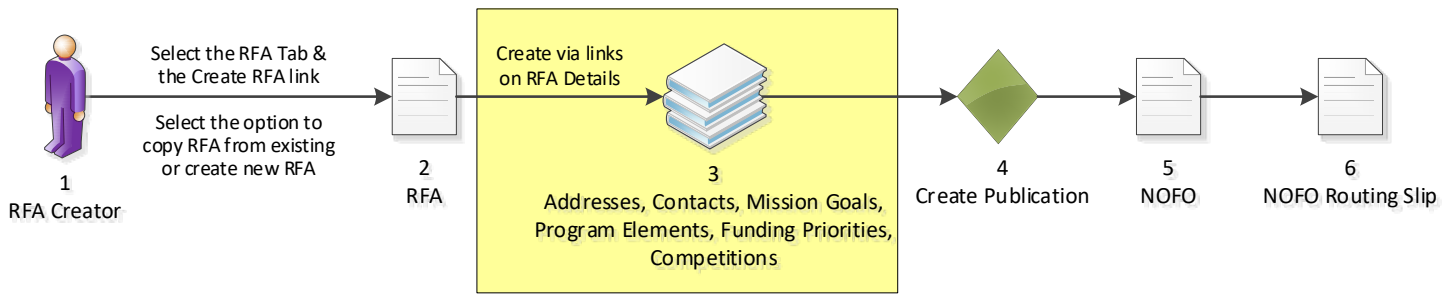
**Save Save and Return to Main Cancel**

Step 1 – Click the *View/Edit* link.

Step 2 – Choose the following from the dropdown menus:

- **Select a Form Family: SF-424**
- **Select a Template: NOAA Standard Non-Construction Application Package**

Then click the *Save and Return to Main* button.



## Specific Award Conditions

**Specific Award Conditions**  
 No Specific Award Conditions are associated with this competition.  
[View/Edit](#)

Step 1 – Click the **View/Edit** link.

**Review Events** No review events have been defined.  
[Add New >>](#)

**Specific Award Conditions**

Step 2 – Click the **Create From Scratch** link.

[Create From Scratch](#)

**Available Specific Award Conditions**  
 No available Specific Award Conditions found.

**Done**

**Specific Award Condition Details**

Name: \*

Description: \*

**Spell Check**

**Save Done Cancel**

Step 3 – Enter a value in both fields:

- **Name: NOAA Logo Required**
- **Description: All publications resulting from this grant award project must display a NOAA Logo on the cover sheet.**

Click the **Save** button.  
 Then click the **Done** button.

**Specific Award Conditions**

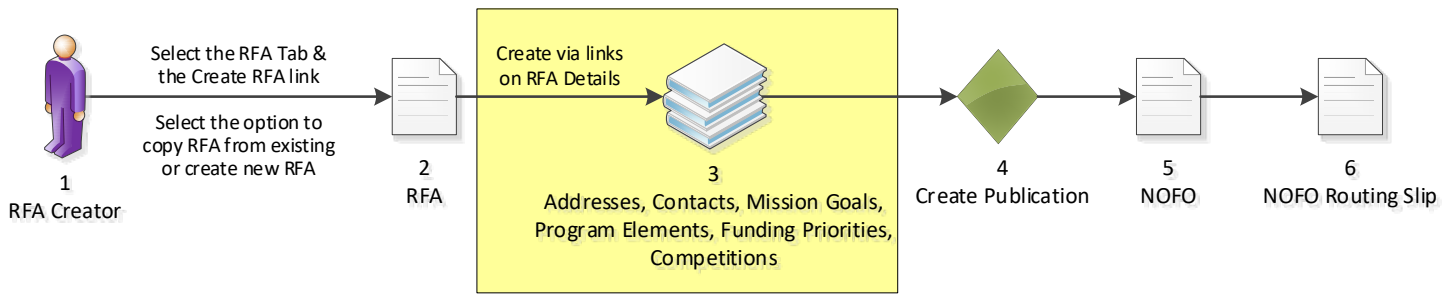
[Create From Scratch](#)

**Available Specific Award Conditions**

Group Name	Name	Description	Options
RFA SACS	NOAA Logo Required...	All publications resulting from this grant award project must display a NOAA Logo on the cover sheet...	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Template</a>

**Done**

Step 4 – Click the **Done** button.



## Review Events

### Minimum Requirements \*

Priority	Requirement Name
1	Eligible Applicant
2	Application Received by Deadline
3	Application Meets Minimum Federal Funding
4	Application Meets Maximum Federal Funding
5	Application Meets Minimum Match
6	Application Meets Maximum Match
7	Complete Application
8	Data Management Plan

[View/Edit](#)

### Specific Award Conditions

Name	Description
NOAA Logo Required	All publications resulting from this grant award project must display a NOAA Logo on the cover sheet.

[View/Edit](#)

**Review Events** No review events have been defined.  
[Add New >>](#)

Step 1 – Click the **Add New >>** link.

[Edit Notification Template for Non-Selected Applications >>](#)

**Save** **Save and Return to Main** **Cancel**

### Review Event Information

Review Event Name: \*

Review Basis: \*   
 Independent Individual Merit ▼   
 Independent Individual Merit   
 Consensus Panel   
 Non-Consensus Panel

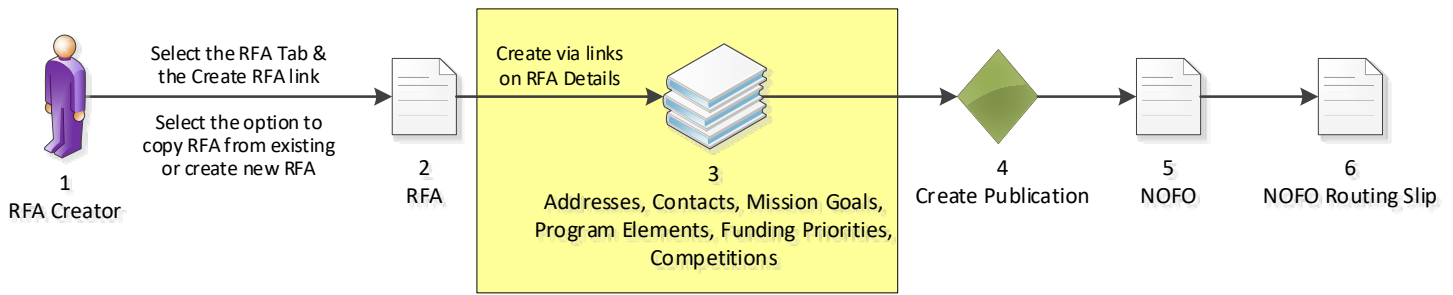
**Save**

**Cancel**

Step 2 –

- **Review Event Name:** Enter a name
- **Review Basis:** Choose **Independent Individual Merit** from the dropdown menu

Then click the **Save** button.



Note: A Review Event may be conducted outside Grants Online. However, you must attach the scores and comments received from Reviewers to the Selection Package.

**Independent Individual Merit Review**  
[Guidance](#)

Review Event Name:\*

Review Event Manager:\*

Review Done By:\*  
 Reviews assigned and completed using Grants Online.  
 Reviews assigned and completed outside of Grants Online.

Scored Criteria:\*  
 Applications will not be scored  
 Quantitative - Percent  
 Quantitative - Points  
 Qualitative

Summary Score Determination:\*  
 N/A  Mean  Median

Not Scored Criteria:\*  
 Yes  No

Anticipated Review Start Date:\*

Anticipated Review End Date:\*

[Add Agency Standard Criteria](#)

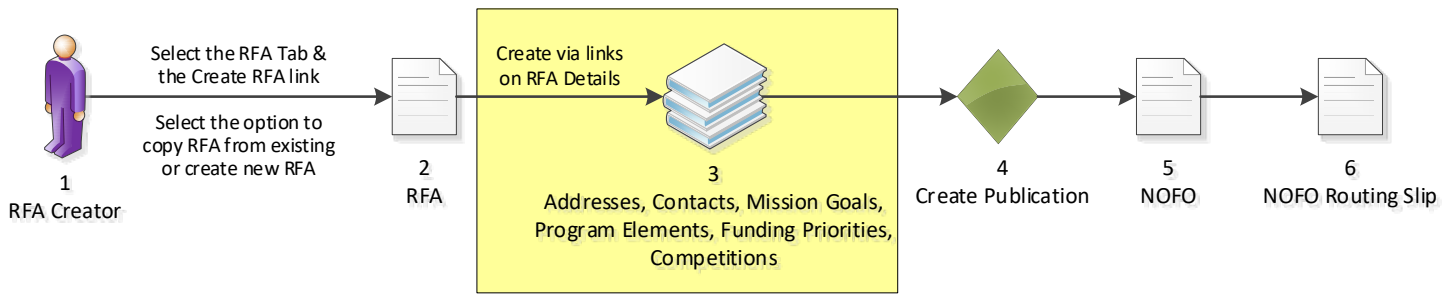
[NOFO Evaluation Criteria Report](#)

Enter or select a value for every field with a red asterisk.

- **Review Event Manager:** Choose your Student **XX number** from the dropdown menu.
- **Review Done By:** Choose the “**using Grants Online**” option
- **Scored Criteria:** Choose **Quantitative – Percent**
- **Summary Score Determination:** Choose **Mean**
- **Not Scored Criteria:** Leave as **No**
- **Anticipated Review Start Date:** **Today’s date**
- **Anticipated Review End Date:** **Tomorrow’s date**
- Click the **Add Agency Standard Criteria** link

Then click the **Save** button.





Note that the top of the page has text in red. This section explains what needs to be filled out in order to complete this step. For this example, the criteria needs to be updated to have scores and weights.

*The sum of the percentage weights must be 100.  
They currently sum to 0.0.  
Changes were saved. However, corrections must be made before the review event can be started.*

### Independent Individual Merit Review

[Guidance](#)

Review Event Name:

Review Event Manager:

Review Done By:  Reviews assigned and completed using Grants Online.  Reviews assigned and completed outside of Grants Online.

Scored Criteria:  Applications will not be scored  Quantitative - Percent  Quantitative - Points  Qualitative

Summary Score Determination:  N/A  Mean  Median

Not Scored Criteria:  Yes  No

Bonus Points:  Yes  No  
At any time while the review event is open, the Review Event Manager can assign bonus points to individual applications meeting the bonus point criteria. The bonus points will be added to the mean (or median) score of the application reviews for the total score.

Anticipated Review Start Date:  Anticipated Review End Date:

Actual Review Start Date:  Actual Review End Date:

Allow Reviewer Attachments:  Yes  No  
If Yes is selected, reviewers will be able to attach external files as part of the review. This will allow them to mark up a copy of the original Project Description, Budget, or other documents with their own comments and attach to the review. Additionally, it will allow them to attach independently created documents with their reviewer comments.

### Percent Scoring Criteria

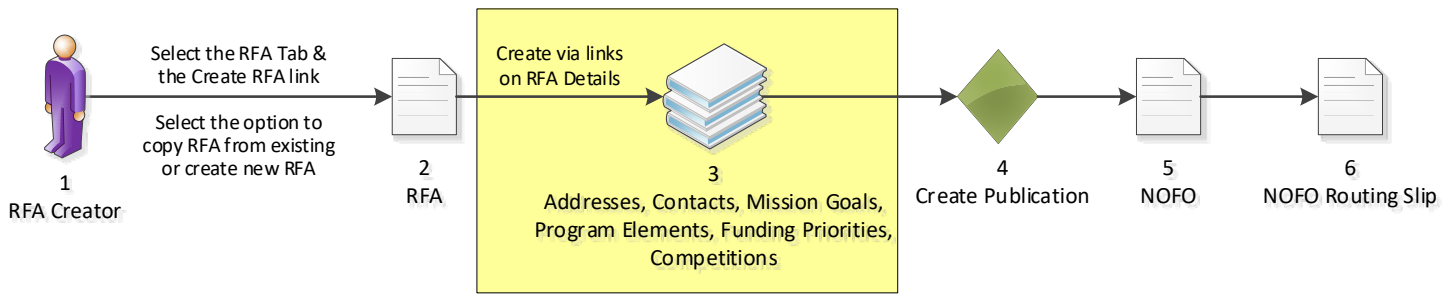
Name	Reviewer Comments	Reviewer Score	Minimum Score	Weight	Action	Action
Technical/Scientific Merit	Required	Required	0.0	0.0	<a href="#">Edit</a>	<a href="#">Delete</a>
Importance/Relevance and Applicability of Proposal to the Program Goals	Required	Required	0.0	0.0	<a href="#">Edit</a>	<a href="#">Delete</a>
Overall Qualification of Applicant	Required	Required	0.0	0.0	<a href="#">Edit</a>	<a href="#">Delete</a>
Project Costs	Required	Required	0.0	0.0	<a href="#">Edit</a>	<a href="#">Delete</a>
Outreach and Education	Required	Required	0.0	0.0	<a href="#">Edit</a>	<a href="#">Delete</a>
Data Management Plan Technical Soundness	Required	Required	0.0	0.0	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add New >>](#) [Reorder >>](#)

[NOFO Evaluation Criteria Report](#) [Application Review Scoring Sheet](#)

[Save](#) [Save and Return to Main](#) [Cancel](#)

Click the **Edit** link for the first criteria.



**Percent Criterion**

Criterion Name:\*

Reviewer Comments:\*  Required  Not Required  Not Allowed

Reviewer Score:\*  Required  Not Required

Minimum Score:\*

Weight (%):\*  %

Description:\*

Enter a value for every field with a red asterisk.

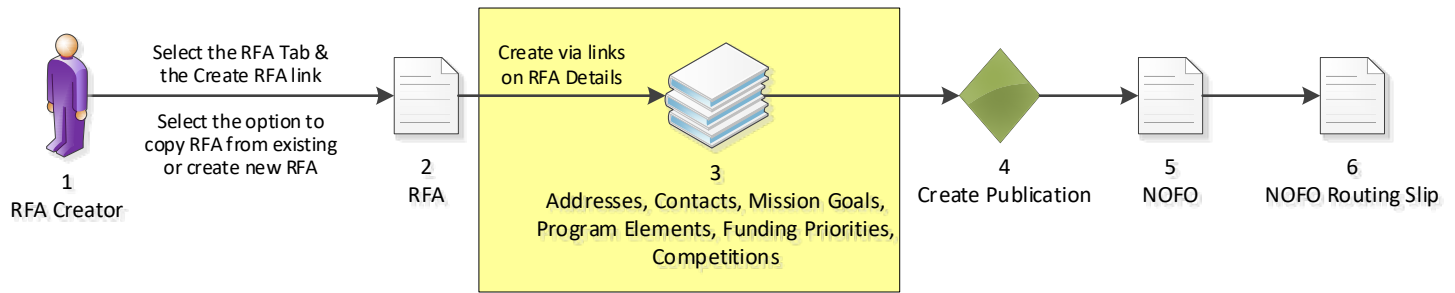
- **Criterion Name:** No need to modify.
- **Reviewer Comments:** Choose any of the options.
- **Reviewer Score:** Choose either option.
- **Minimum Score:** Can be left as zero.
- **Weight (%):** Enter an amount, in this example enter **20**.
- **Description:** No need to modify.

Then click the **Save** button.

**Repeat this process for each criteria, ensuring that the sum of the Weight for all criteria equals 100.**



Note: At this point, you need to know some basic information regarding the Review Event(s). These details should reflect the information posted in the NOFO regarding evaluation criteria and should not be changed after the NOFO has been posted.



### Independent Individual Merit Review

[Guidance](#)

Review Event Name:\*

Review Event Manager:\*

Review Done By:\*  Reviews assigned and completed using Grants Online.  
 Reviews assigned and completed outside of Grants Online.

Scored Criteria:\*  Applications will not be scored  
 Quantitative - Percent  
 Quantitative - Points  
 Qualitative

Summary Score Determination:\*  N/A  Mean  Median

Not Scored Criteria:\*  Yes  No

Anticipated Review Start Date:\*  Anticipated Review End Date:\*

Actual Review Start Date:\*  Actual Review End Date:\*

Allow Reviewer Attachments:\*  Yes  No

If Yes is selected, reviewers will be able to attach external files as part of the review. This will allow them to mark up a copy of the original Project Description, Budget, or other documents with their own comments and attach to the review. Additionally, it will allow them to attach independently created documents with their reviewer comments.

### Percent Scoring Criteria

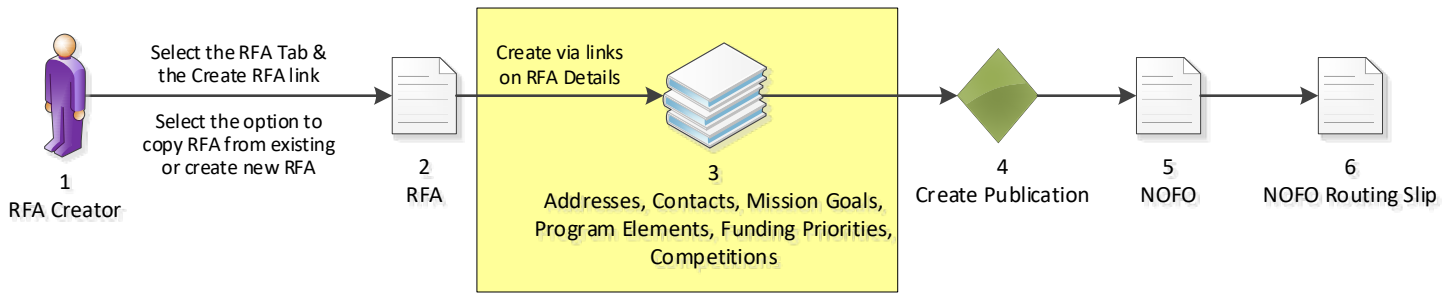
Name	Reviewer Comments	Reviewer Score	Minimum Score	Weight	Action	Action
Technical/Scientific Merit	Required	Required	0.0	20.0	<a href="#">Edit</a>	<a href="#">Delete</a>
Importance/Relevance and Applicability of Proposal to the Program Goals	Required	Required	0.0	10.0	<a href="#">Edit</a>	<a href="#">Delete</a>
Overall Qualification of Applicant	Required	Required	0.0	20.0	<a href="#">Edit</a>	<a href="#">Delete</a>
Project Costs	Required	Required	0.0	20.0	<a href="#">Edit</a>	<a href="#">Delete</a>
Outreach and Education	Required	Required	0.0	20.0	<a href="#">Edit</a>	<a href="#">Delete</a>
Data Management Plan Technical Soundness	Required	Required	0.0	10.0	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add New >>](#)

[Reorder >>](#)

[NOFO Evaluation Criteria Report](#) [Application Review Scoring Sheet](#)

Click the **Save and Return to Main** button at the bottom of the screen.



## Independent Individual Merit Review

**Id:** 2872249

**Status:**

**Action:**

Please select an action ▼

**Submit**

**Your Comments:**

**Spell Check**

**Save Comment**

### Workflow Analysis

No workflow can be started on the Reviewer Instructions for this Review Event because no publication exists for the RFA.

### Attachments:

### RFA Header Information

<b>Document ID:</b>	2872246	<b>CFDA Number:</b>	11.998
<b>Announcement Type:</b>	Initial	<b>SubProgram:</b>	
<b>Funding Opportunity Number:</b>	NOAA-GOT-OCPO-2023-2006923	<b>Assigned Program Office:</b>	One Commerce Progr Office (OCPO)
<b>Line Office:</b>	Grants Online Training (GOT)	<b>Assigned Program Officer:</b>	Grants Student20
<b>RFA Name:</b>	Test RFA for Training Manual	<b>Anticipated Publication Date:</b>	10/15/2022
<b>Fiscal Year:</b>	2023	<b>Publication Date:</b>	Not Published
<b>Competition Number:</b>	2872247	<b>Competition Name:</b>	Test COMP RFA for Training Manual
<b>Anticipated Application Due Date:</b>			

### Sub Documents

Type	ID	Title	Status	Status Date
Application Scores	<a href="#">2872249</a>	Reviewer Scores of Applications		
Reviewer Instructions	<a href="#">2872248</a>	Reviewer Instructions for Review Event Even...		
Review Event Applications	<a href="#">2872249</a>	Applications Assigned to the Review Event		
Application Reviewers	<a href="#">2872249</a>	Assigned Reviewers to Review Event Ap		
Review Event Summary	<a href="#">2872249</a>	Reports for Managing the Review Event		

Export options: [Excel](#)

### Associated Documents

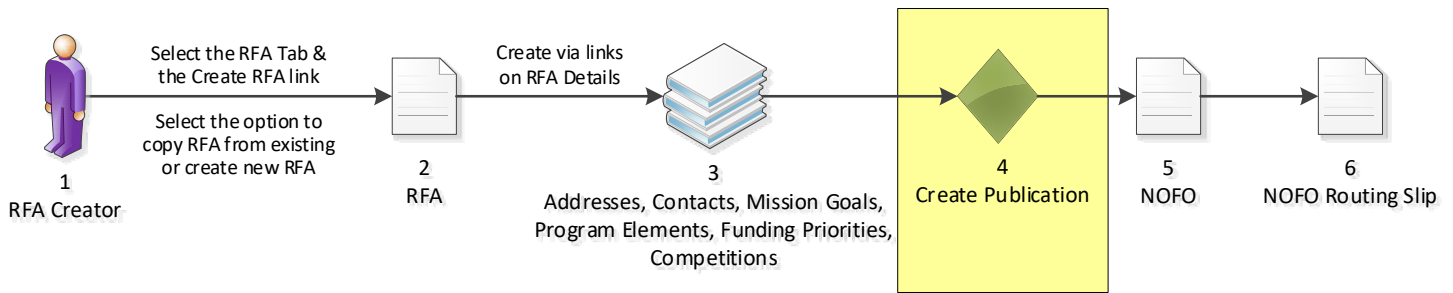
Type	ID	Title	Status
Competition	<a href="#">2872247</a>	Test COMP RFA for Training Manual	
RFA	<a href="#">2872246</a>	Test RFA for Training Manual	

Export options: [Excel](#)

The Independent Individual Merit Review page is displayed.

Scroll down to the bottom of the page.

Click on the **ID** link next to the RFA document in the Associated Documents section.



**RFA**

**Id:** 2872246

**Status:**

**Action:**

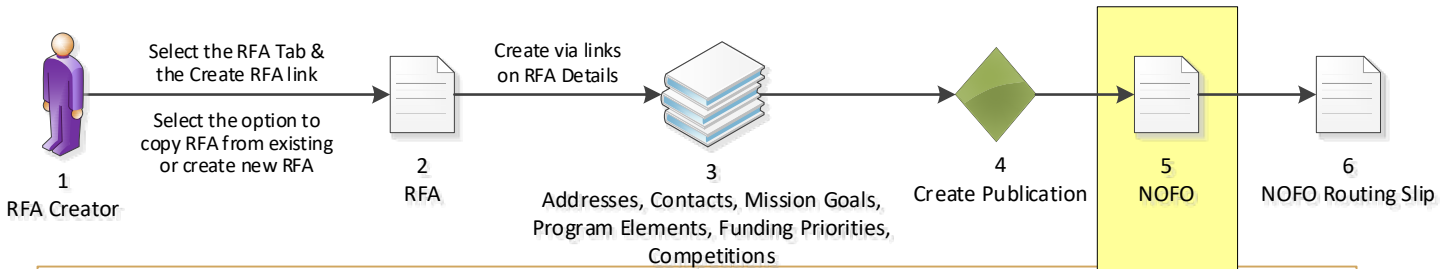
**Your Comments:**

The RFA page is displayed.

Choose **Create the Notice of Funding Opportunity** from the dropdown menu and click the **Submit** button.



Note: For a Competitive grant program, the Notice of Funding Opportunity is used to communicate with the potential applicants.



## Notice of Funding Opportunity

Please click on this icon to view the audit trail on this NOFO

Please read the appropriate [guidance documents](#) before

Regulatory Information Number (RIN): 0000

### Executive Summary

Federal Agency Name: Grants Online Tra

Funding Opportunity Title: Test RFA for Trai

Announcement Type Initial

NOFO Number NOAA-GOT-OCPO

Federal Assistance Listings Number 11.998, Grants O

[Dates](#) (empty)

[Funding Opportunity Description](#) (empty)

### Full Text of Announcement

#### I. Funding Opportunity Description

A. [Program Objectives](#) (empty)

#### II. Av

A. [Funding Availability](#) (empty)

B. [Project/Award Period](#) (empty)

C. [Type of Funding Instrument](#) (empty)

#### III. Eligibility Information

A. [Eligible Applicants](#) (empty)

B. [Cost Share or Matching Requirement](#) (empty)

C. [Other Criteria that Affect Eligibility](#) (empty)

VII. [Agency Contacts](#) (empty)

VIII. [Other Information](#) (empty)

[Save](#) [Cancel](#) [NOFO Routing Slip and Start Workflow](#)

#### Report Style:

PDF

RTF (Word)

[View NOFO Report](#)

[View FRN Report](#)

The publication of a Notice of Funding Opportunity is required for this RFA.

The publication of a Federal Register Notice is NOT required.

## Grants Online Notice of Funding Opportunity Document Creation

Share: [Twitter](#) [Facebook](#) [Email](#) [Print](#)

Every competitive announcement MUST have a Notice of Funding Opportunity (NOFO). The NOFO will be available on Grants.gov along with the application package. It will be the primary reference document for applicants. All grant programs must continue to develop NOFO announcements, which incorporate all substantive grant provisions, such as application requirements, evaluation criteria, and selection procedures, and to make it available on Grants.gov. The Financial Assistance Law Division (FALD) will forward to the Office of the Assistant General Counsel for Legislation and Regulation (L&R), those NOFO announcements with funding that exceeds \$100 million and announcements for new grant programs, so that L&R may coordinate the review and clearance of those announcements with the Office of Management and Budget (OMB).

The change in policy does not supersede any statutory or regulatory requirements to publish a Notice of Funding Availability, or other similar notice, in the Federal Register. Agencies must still publish such notices if required to do so by any law or regulation. For these situations, Grants Online also provides the capability to publish Federal Register Notices.

Competitive grant opportunities will be posted at Grants.gov throughout the fiscal year. Federal Program Officers are reminded that your Grants Management Specialist must be listed as an Optional Reviewer prior to your NOFO being routed to FALD.

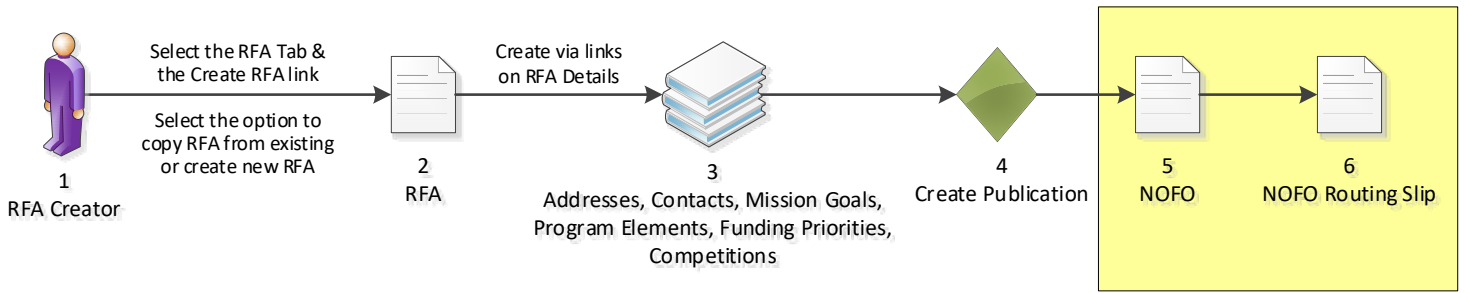
The NOFO has a Federal-wide standard format, as required by the Office of Management and Budget (OMB). The format is based on the standard format used on the Grants.gov website.

The links directly below display the outline and format of the Notice of Funding Opportunity details page that you will see in Grants Online. This page is essentially the format of the Notice of Funding Opportunity report, which will be posted at Grants.gov. Fields on the NOFO page that are not in the NOFO report are noted.

[Why do I get an error when I try to print the report?](#)

For training purposes, enter data only in the following fields: **Dates**, **Funding Opportunity Description** and **Program Objectives**.

Click the **NOFO Routing Slip and Start Workflow** button at the bottom of the screen.



## Routing Slip

### Assigned Program Officer

The Assigned Program Officer must be on the routing slip. The Assigned Program Officer is set on the RFA details page.

Participant Name	User Name
AssignedProgramOfficer	Grants Student20

### Optional Reviewer

An RFA can be sent for optional review. You may select one or more person(s) as optional reviewers. If you select optional reviewers, please note that you will have to wait for ALL optional reviews to come back before you can initiate application package posting.

Nothing found to display.

[Add Optional Reviewer](#)

### Grants Specialist

The lead Grants Specialist assigned to the line office and CFDA number associated with this RFA is listed below and will receive a task to review this document. The Grants Management Division has the ability to reassign the task at their discretion.

Participant Name	User Name
GrantsSpecialist	NOAA Grants Specialist (noaagsgot)

### Federal Assistance Law Division (FALD)

All members of FALD will receive a task to review this document. One FALD user will claim ownership of the review task and all further FALD tasks for this document will be assigned to that person.

Participant Name
FALD

### RFA Publisher

All RFA Publishers will receive a task to review this document. One RFA Publisher will claim ownership. This is the person who coordinates and posts the NOFO on Grants.gov for competitive announcements. This person also posts the application package at Grants.gov for competitive and non-competitive announcements.

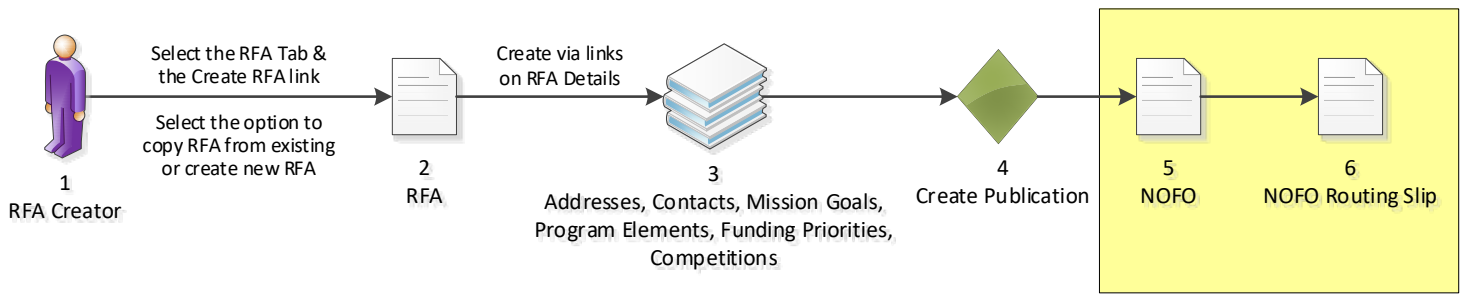
Participant Name
RFAPublisher

Click the **Start Workflow** button at the bottom of the screen.

[Save Route](#) [Start Workflow](#) [Cancel](#)



Note: The only customizable portion of the NOFO Routing slip is the Optional Reviewer section. The Assigned Program Officer is copied from the RFA details. The Grants Specialist is the current lead Grants Specialist in the user's Line Office and CFDA Number. When the NOFO goes to FALD and to the RFA Publisher, all users with those roles in the user's agency will receive a task. The first user to take an action on the task will become the owner and it will be cleared from the inboxes of other users to whom the task was sent.



**Notice of Funding Opportunity**

**Id:** 2856663  
**Status:** ApproveOrReview - Not Started

**Action:**

**Your Comments:**

[View routing slip >>](#)

The Notice of Funding Opportunity page is displayed.

Choose **Approve** from the dropdown menu and click the **Submit** button.



This completes the hands on activity for this Module.  
**Please complete the assessment questions.**





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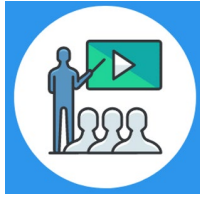
# **Grants Online Training**

## **Review Event Processing**

### **Module #03**

---

**February 2023**



## **Module Overview**

Prior to this module, a Request For Application (RFA) must have been completed in Grants Online. In a real world scenario, this RFA would have also been posted on Grants.gov and the public would have submitted their application packages. The applications then go through the Review Event.



## **Module Objectives**

Upon completion of this module, students will be able to:

- Understand the Application and Review Event Process Map
- Understand the Review Event – Federal Agency Process Map
- Understand the Review Event – Reviewer Process Map



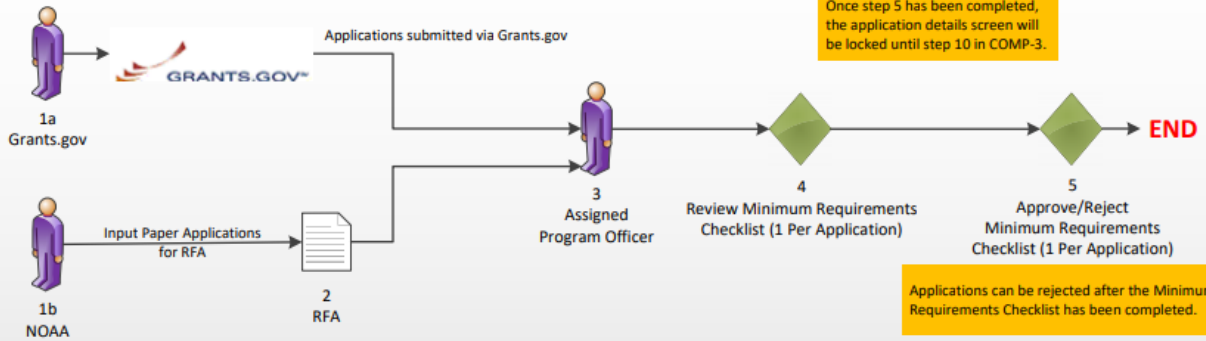
# Competitive Process – Application and Review Event

## Applications and Review Event Overview (COMP-2)

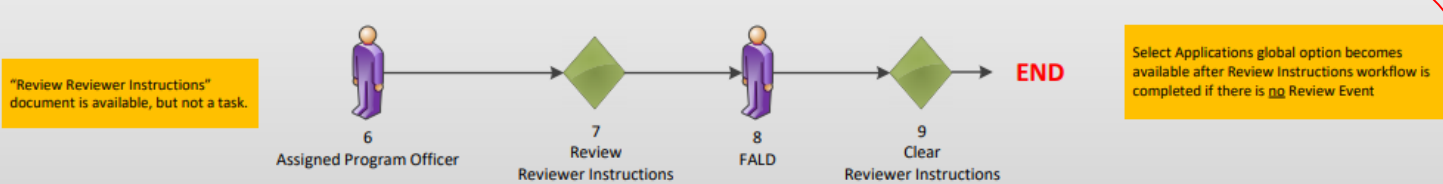
March 4, 2020

Version 4.28

### Receive applications



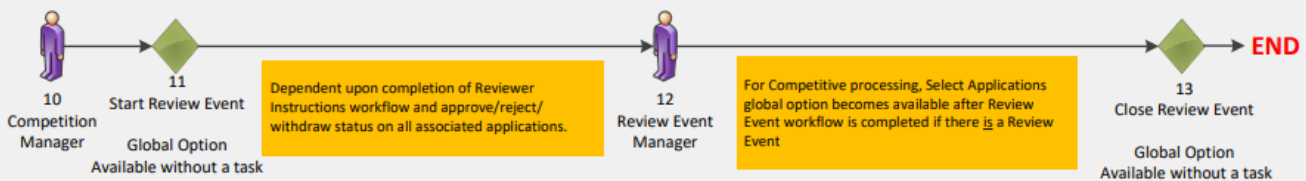
### Review Reviewer Instructions



### Review Event Workflow

#### Only if Review Event Exists

- Review Events are optional in Grants Online.
- Review can be conducted using Grants Online functionality or outside of Grants Online



## [Corresponding Video](#)

There are no hands on activities for this module.

The assumption is that applications have been submitted.



# Competitive Process – Review Event

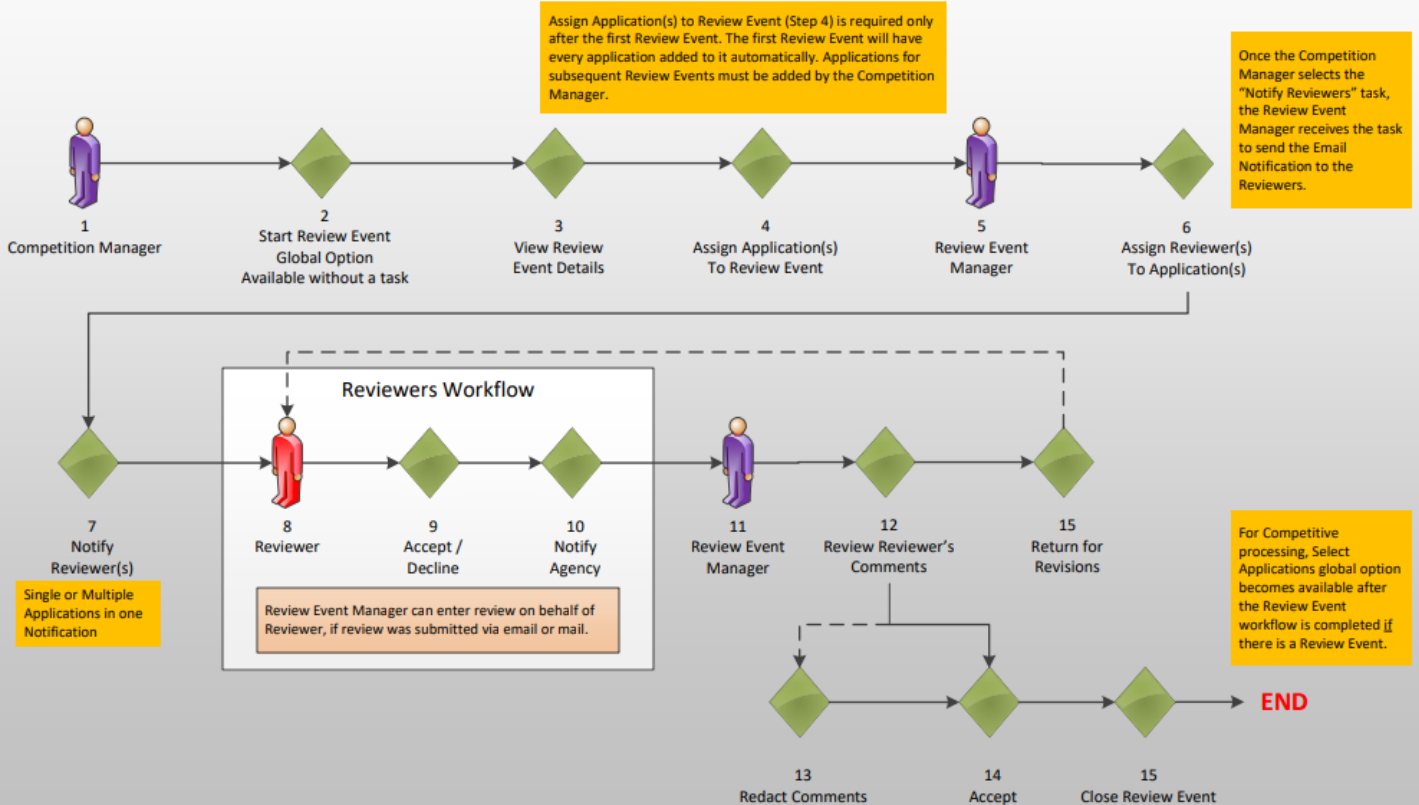
## Review Event Workflow – Federal Agency (REF)

March 16, 2021

Version 5.02

Only if Review Event Exists

- Review Events are optional in Grants Online.
- Review Event is conducted for both Competitive and Universal, if chosen.
- Review can be conducted using Grants Online functionality or outside of Grants Online.



For further training material, please refer to the PMO website:

<https://www.noaa.gov/organization/information-technology/federal-program-office-pre-award-award-user-resources>

### 6. Review Event Guidance

- Create a Review Event
- Conduct a Review Event
- Conduct an Application Review



# Competitive Process – Reviewer

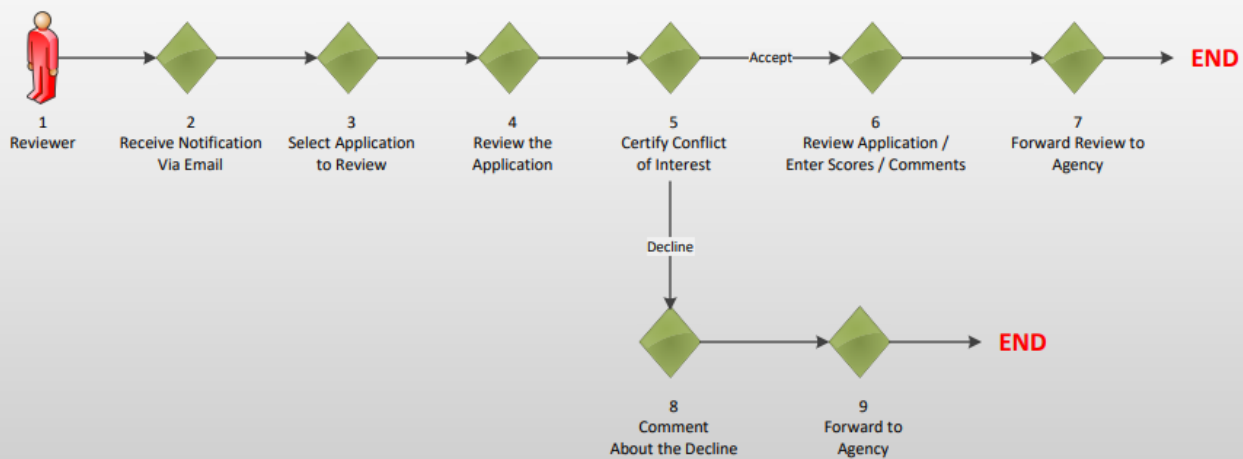
## Review Event Workflow – Reviewer (RER)

March 16, 2021

Version 5.02

Federal Employees determine the Conflict of Interest by the Federal Ethics Laws.  
Non-Federal Employees determine the Conflict of Interest by the Reviewer Conflict of Interest and Confidentiality Certification for Non Governmental Peer Reviewers form.

Single or Multiple Applications in one Notification



The Review Event Manager will see the Status Decline Flag under Manage Review Event.

# Email to Application Reviewer

Dear John Smith,

Thank you for agreeing to review the application listed below. The application, Review forms, and instructions for completing the Review is available online at the Grants Online web site: <https://grantsonline.rdc.noaa.gov/flows/home/Login/reviewerLogin.do>.

The application that you are requested to review is for the Notice of Funding Opportunity Final Review Module Acceptance Test  
FFO Number: NOAA-NMFS-SE-2019-2003142.  
The Review Event is named: Mail Review

Your login credentials for this Review Event are as follows:

Username is: [John.Smith@sample.com](mailto:John.Smith@sample.com).  
Personal Identification Number (PIN) is: 272D.  
This PIN is valid for this Review Event **only**.

If you are having trouble logging in or otherwise having trouble conducting the Review, please contact the Review Event Manager, listed below. The Review Event Manager will need the information in the previous two paragraphs to assist you.

The Review Event Manager is: Jeffrey E. Brown  
301.444.1212  
testemail@msg2.rdc.noaa.gov

The Review Event Manager has scheduled this Review Event to end on August 15, 2019. You may be contacted separately by the Review Event Manager regarding a different due date for this Application Review.

The Application you are being asked to review is:

Application: **Maine Department of Marine Resources**  
Project Title: **TEST RECORD - Maine Red Tide Disaster Relief Program**

If you are having trouble conducting the requested Review, first contact the Review Event Manager listed above. If that person is not available, or otherwise unable to assist you, please contact the Grants Online Help Desk at 301.533.9533, Monday-Friday between 8:00 AM and 6:00 PM Eastern Standard Time.

We at the Department of Commerce, National Marine Fisheries Service (NMFS), appreciate and thank you for the time and effort you are taking to assist us with this effort.

Sincerely,  
Jeffrey E. Brown



**There are no hands on activities for this module.  
HOWEVER  
please complete the assessment questions.**



---

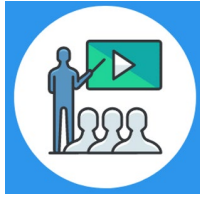
# Grants Online Training

## Competitive Application Selection Process

### Module #04

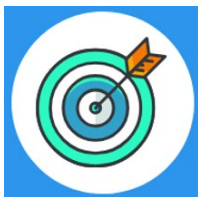
---

**February 2023**



## **Module Overview**

Prior to this module, a Request For Application (RFA) must have been completed in Grants Online. In a real world scenario, this RFA would have also been posted on Grants.gov and the public would have submitted their application packages. The applications have gone through the Review Event. Now we will review how to select applications for funding.



## **Module Objectives**

Upon completion of this module, students will be able to:

- Understand the Select Applications for Funding Process Map





# Competitive Process – Select Applications for Funding

## Competitive Process (COMP-3)

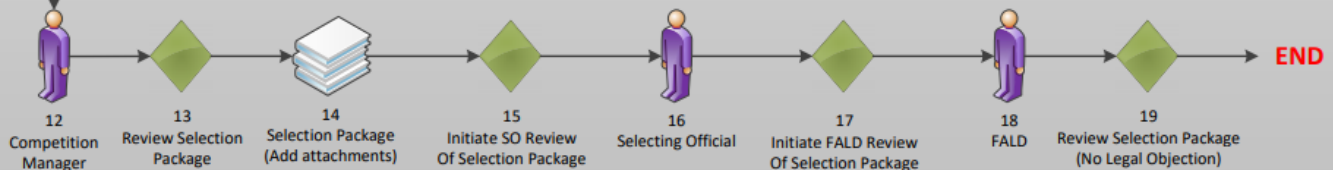
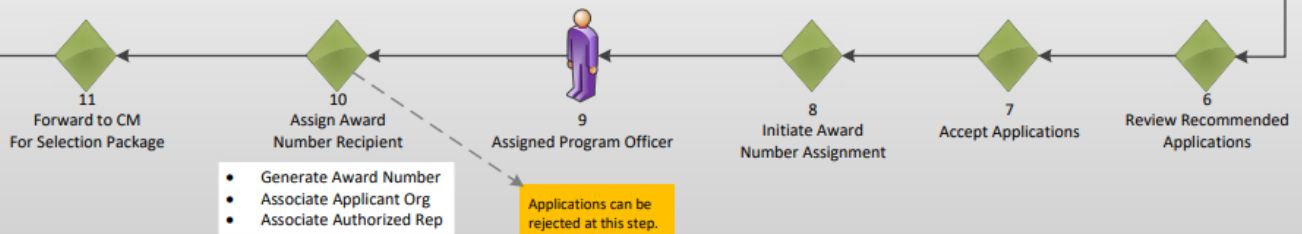
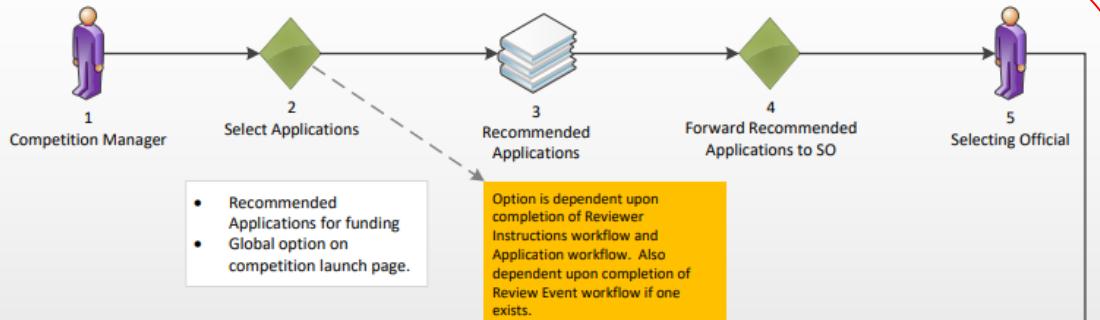
Select Applications for Funding Overview

March 4, 2020

Version 4.28

### Competition Page

NOTE: "Select Applications" option remains available on the Competition Launch page. This is a global option which is available even when the user does not have a "Select Applications" task. Each time this option is chosen and additional applications are selected, the entire selection process must be repeated.

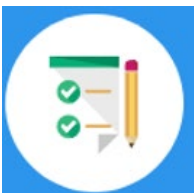


From this point forward, the "Selection Package" page will be displayed.

### Selection Package Page

## Corresponding Video

There are no hands on activities for this module.



**There are no hands on activities for this module.  
HOWEVER  
please complete the assessment questions.**



---

# **Grants Online Training**

## **Universal RFA Creation**

### **Module #05**

---

**February 2023**



## Module Overview

The first step in the grant process is to create a Request For Application (RFA) and Notice of Funding Opportunity (NOFO) in Grants Online. In a real world scenario, once the RFA has been completed in Grants Online, it will be posted on Grants.gov for the public to submit their application package.



## Module Objectives

Upon completion of this module, students will be able to:

- Understand the Universal Process – Create RFA, Post Application Package Overview Process Map
- Complete a Request For Application (RFA)
- Complete the Notice of Funding Opportunity (NOFO)

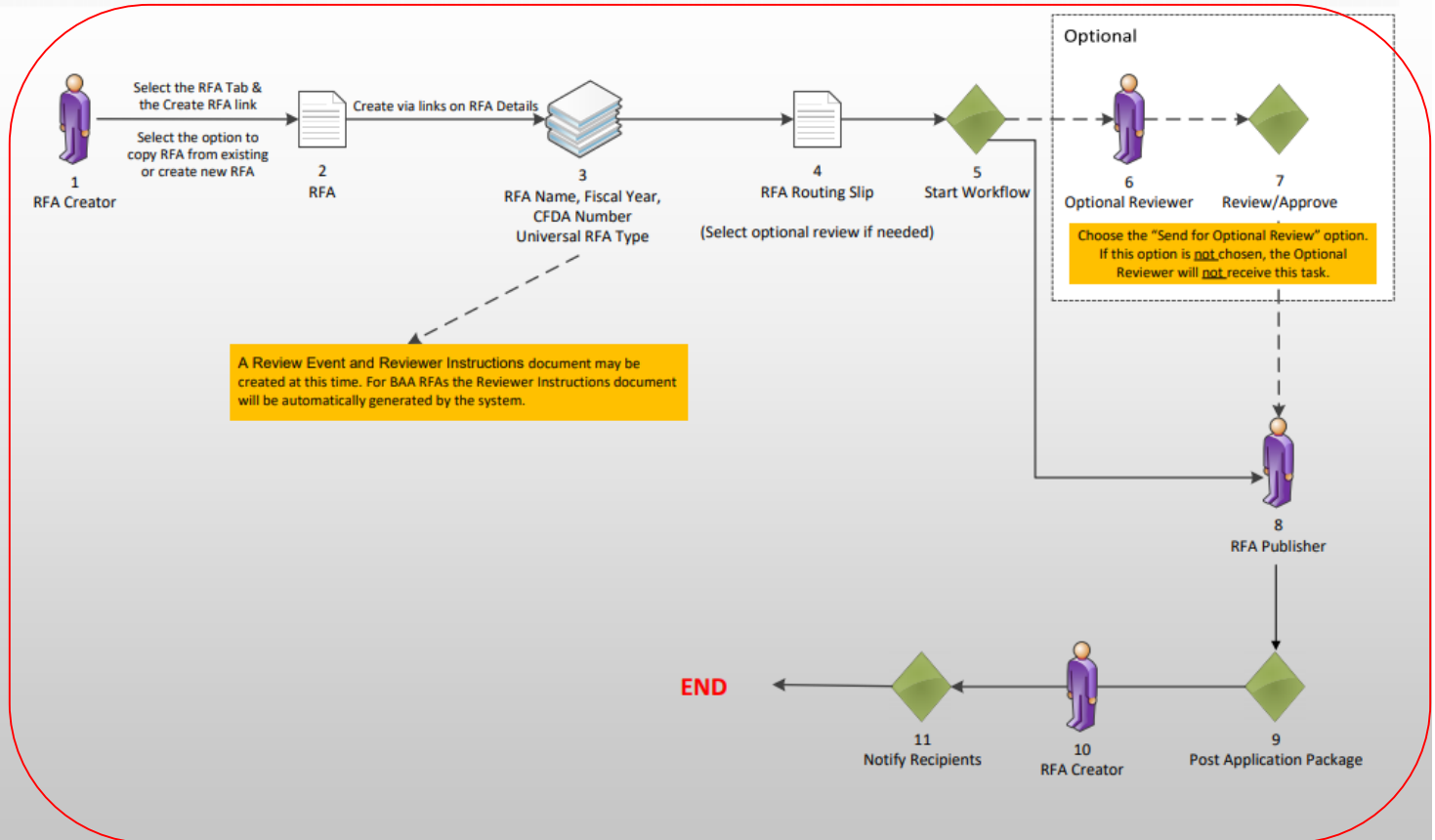


# Universal Process – RFA Creation

## Create RFA, Post Application Package Overview (UNI-1)

March 4, 2020

Version 4.27

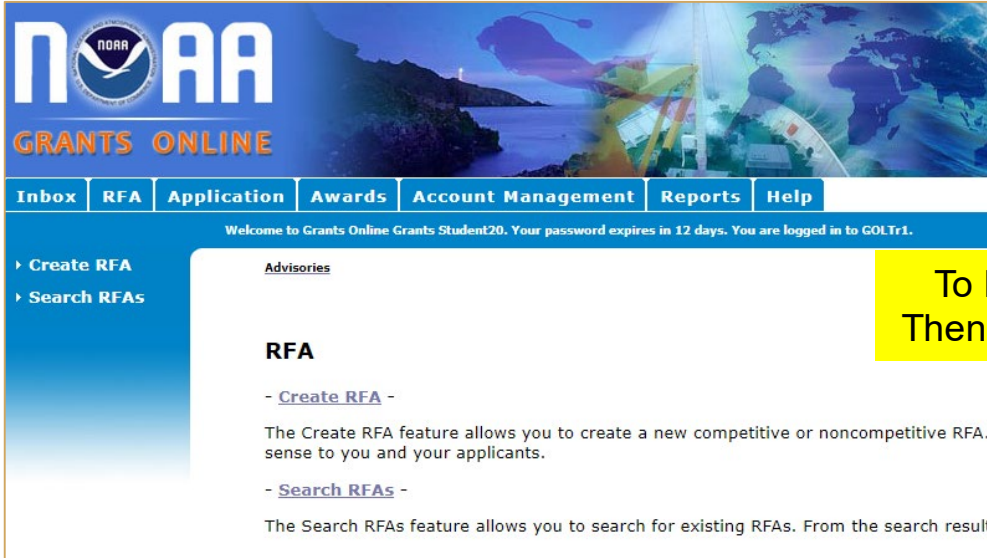
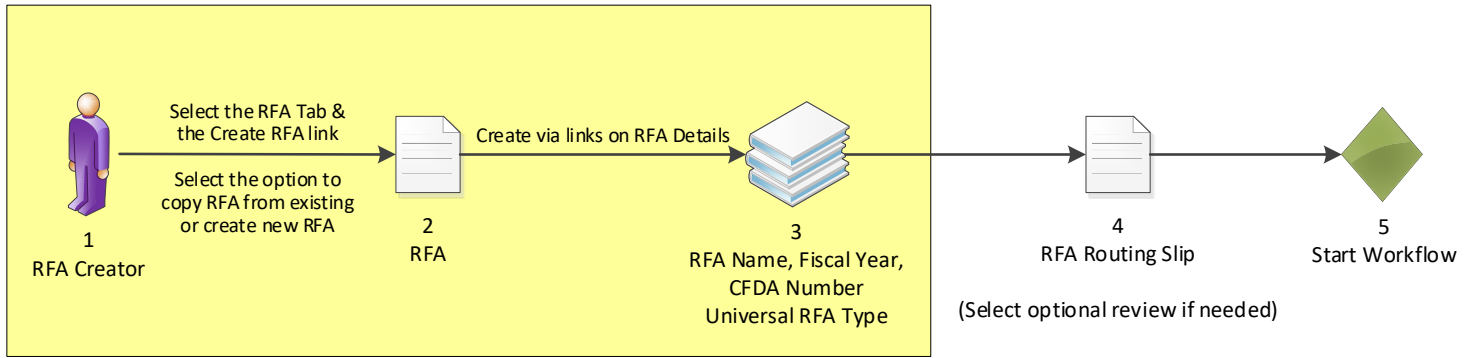


### [Corresponding Video](#)

Hands on activity for this Module starts here.  
You will be completing steps 1 – 11.

To begin, access the [Grants Online Training](#) site.

The gstudent account represents a Certified Federal Program Officer.  
Sign in with your **gstudentXX** account.  
The password is **gotremfeb23XX\$\$**  
**Note: XX is your Student Number.**



To begin, click on the **RFA** tab. Then click on the **Create RFA** link.

### Create RFA

Choose Type:

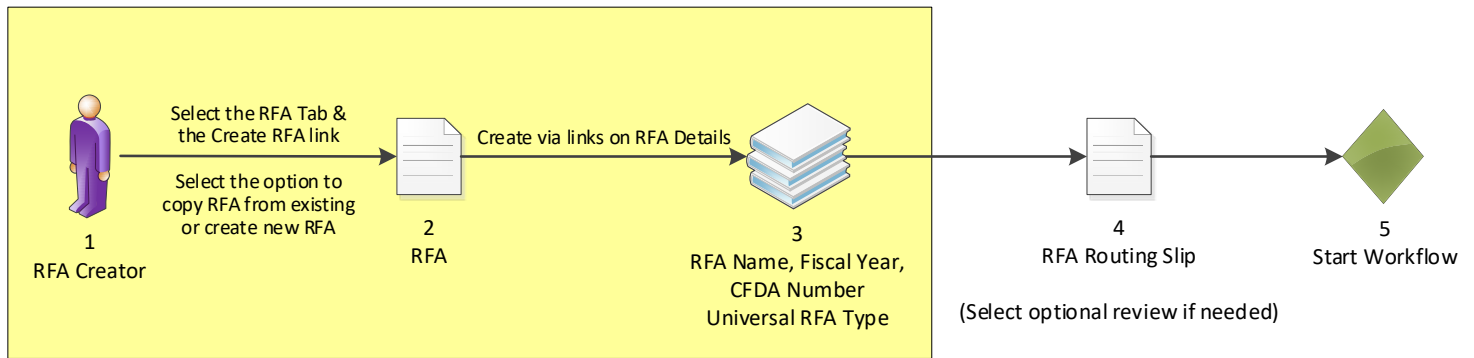
Competitive
  Broad Agency Announcement  
 Congressionally Directed
  Congressionally Mandated  
 Formula/Allotment
  Institutional  
 Noncompetitive

Choose Action:

Create New from Scratch
  Create New from Existing

**Create RFA**

Choose Type: Choose **Noncompetitive**.  
 Choose Action: Choose **Create New from Scratch**.  
 Then click the **Create RFA** button.



### Create RFA

RFA Name \*

Fiscal Year \*

Announcement Type Initial

Line Office

Assigned Program Office \*

Assigned Program Officer\*

CFDA Number \*

SubProgram

RFA Type \*

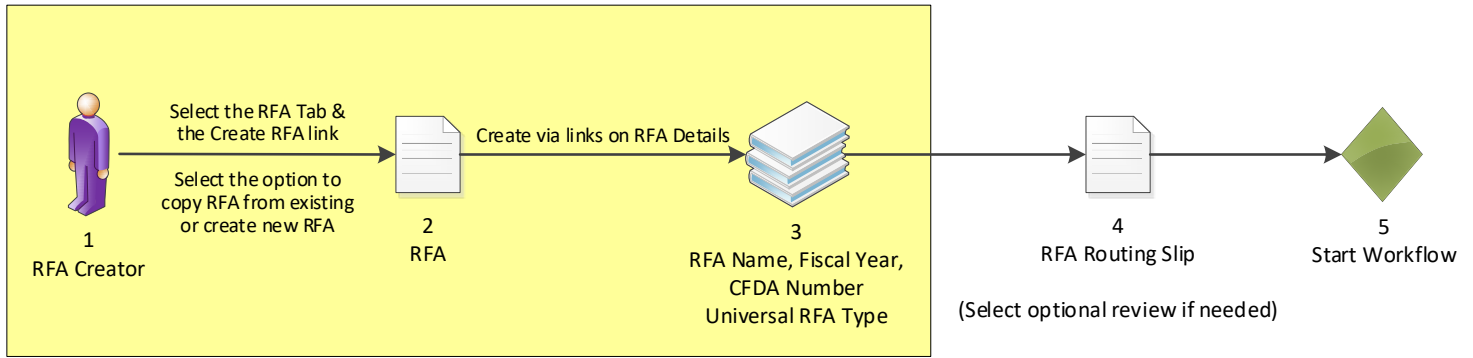
Enter or select a value for every field with a red asterisk.

- **RFA Name:** Enter the RFA name of your choice, please include your gstudent number in the name for tracking.
- **Fiscal Year:** Enter the current four digit **Fiscal Year**.
- **Assigned Program Office:** Choose **One Commerce Program Office (OCPO)**
- **Assigned Program Officer:** Choose your **StudentXX number**.
- **CFDA Number:** Choose **11.998 – Grants Online TRAINING**
- **Sub Program:** This is the only entry field that does not have a red asterisk next to it. This can be left blank.
- **RFA Type:** Leave as **Noncompetitive**

Click on the **Save** button.



Note: The Catalog of Federal Domestic Assistance (CFDA) Number can be shared by more than one Program or Line Office working collaboratively on a single grant program.



Note that the Funding Opportunity Number is set at this time.

## RFA Details

### RFA Header Information

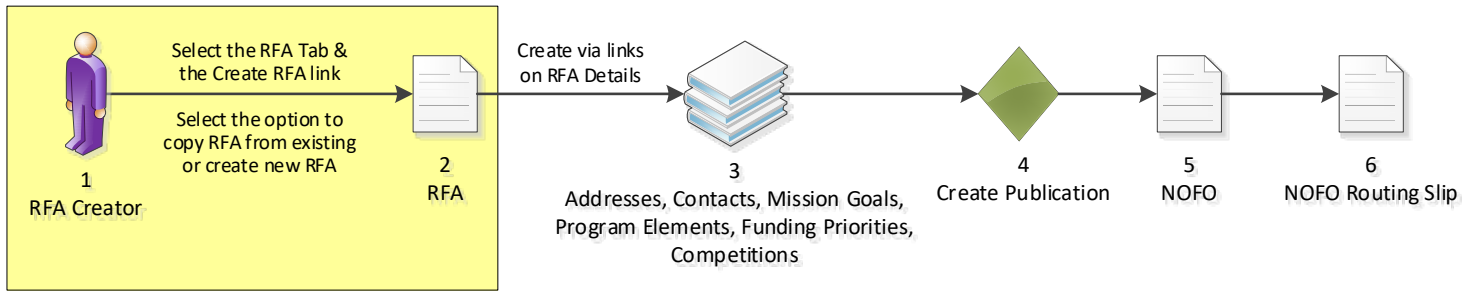
Document ID	2872251		
RFA Name *	<input type="text" value="Test NonComp RFA for Training Manual"/>		
Fiscal Year *	<input type="text" value="2023"/>	(YYYY)	
Announcement Type	I		
Funding Opportunity Number	<input type="text" value="NOAA-GOT-OCPO-2023-2006924"/>		
Line Office	Grants Online Training (GOT)		
Assigned Program Office *	<input type="text" value="One Commerce Program Office (OCPO)"/>		
Assigned Program Officer *	<input type="text" value="Student20, Grants"/>		
CFDA Number *	<input type="text" value="11.998 - Grants Online TRAINING"/>		
SubProgram	<input type="text" value="-Select a Sub Program-"/>		
RFA Type *	<input type="text" value="Noncompetitive"/>		

### RFA Additional Information [Guidance](#)

Anticipated Funding Amount for All Recipients*	\$	<input type="text"/>		
Application Due Date* (MM/DD/YYYY)	<input type="text"/>	Time* (HH:MM)	<input type="text"/>	<input type="text" value="PM"/> Eastern
Anticipated Award Date (MM/DD/YYYY)	<input type="text"/>			

Enter the following values:

- Anticipated Funding Amount for All Recipients = **1,000,000**
- Application Due Date = **9/30/2023**
- Time: format is **11:59 PM**



## Selected Federal Addresses

**Selected Federal Addresses \***  
No addresses have been selected.  
[Add/Edit](#)

**Step 1 – Click the *Add/Edit* link.**

**Selected Federal Contacts \***  
No contacts have been selected.  
[Add/Edit](#)

**Selected Mission Goals \***  
No mission goals have been selected.  
[Add/Edit](#)

**Program Elements/Funding Priorities \***  
No Program Elements/Funding Priorities have been selected.  
[Add/Edit](#)

**Competitions \***  
**Press Save before selecting the following link(s)**  
No Competition  
[Add New](#)

**Attachments:**  
No attachments.  
Add new Attachment: [+]  
*Any changes to information on this page should be saved before clicking the Done button.*  
[Large File Guidance](#)

**Save Save and Return to Main**

**Search Addresses**

Program Office Name:

Street Address:

City:

State:

Zip:

**Search**

**Step 2 – Enter “OCPO” in the Program Office Name field, then click the *Search* button.**

**Search Results**

One item found.1

<input type="checkbox"/> Program Office Name	Address
<input checked="" type="checkbox"/> One Commerce Program Office (OCPO)	20020 Century Blvd, Germantown, MD 20874-1143 USA

**Add to RFA**

**Step 3 – Click the check box in the search results, then click the *Add to RFA* button.**

**Selected Addresses for this RFA**

One item found.1

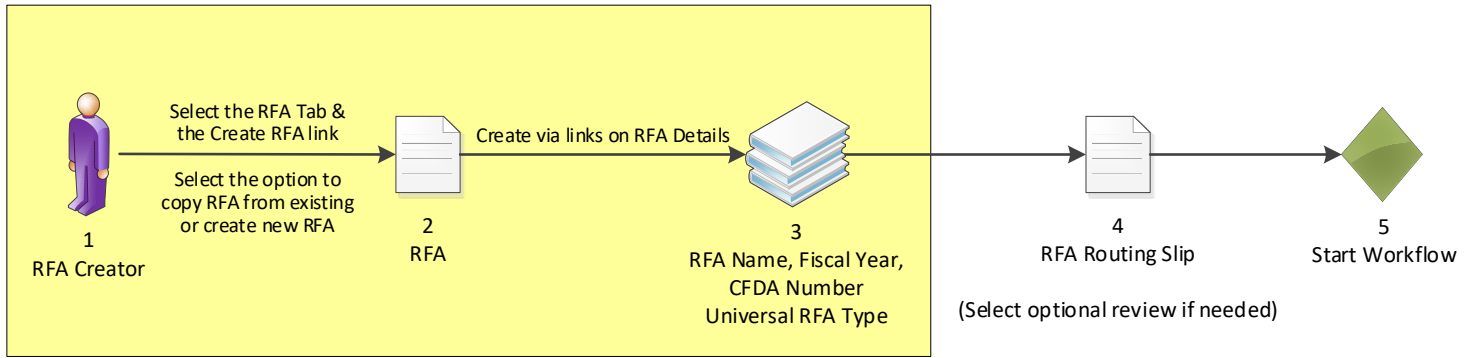
<input type="checkbox"/> Program Office Name	Address
<input type="checkbox"/> One Commerce Program Office (OCPO)	20020 Century Blvd, Germantown, MD 20874-1143 USA

**Remove from RFA**

**Done**

**Step 4 – Click the *Done* button.**





## Selected Federal Contacts

**Selected Federal Addresses \***

Organization	Street Address	City, State, Zip
One Commerce Program Office (OCPO)	20020 Century Blvd	Germantown, MD 20874-1143

[View/Edit](#)

**Selected Federal Contacts \***  
No contacts have been selected.  
[View/Edit](#)

**Recipient Information/Application Details \*** No recipients have been selected.  
[Add New](#)

**Mission Goals Information \*** No mission goals have been selected.  
[View/Edit](#)

**Application Routing \***  
No Program Officers are assigned to receive applications.  
 Workload  State [View/Edit](#)

**Application Package \***  
An application package has not been selected.  
[View/Edit](#)

**Minimum Requirements \***

Priority	Requirement Name
1	Received on Time
2	Correct Federal Funding
3	Correct Match
4	Complete Application
5	Data Management Plan

[View/Edit](#)

**Specific Award Conditions**  
No Specific Award Conditions are associated with this RFA.  
[View/Edit](#)

**Matching Requirements**  
No Matching Requirements have been defined.  
[View/Edit](#)

**Review Events** No review events have been defined.  
[Add New >>](#)

**Attachments:**  
No attachments.

Add new Attachment: [+](#)  
Any changes to information on this page should be saved.  
[Large File Guidance](#)

**Save**   **RFA Routing Slip – Start Workflow**

**Step 1 – Click the *View/Edit* link.**

**Search Contacts**

First Name:

Last Name:

Org Name:

Street:

City:

State:

Zip:

Phone:

Email:

**Search**

**Step 2 – Enter **XX number** in the Last Name field, then click the *Search* button.**

**Search Results**

One item found.1

<input type="checkbox"/>	Contact Name	Org Name	Address
<input checked="" type="checkbox"/>	Grants Student20	One Commerce Program Office (OCPO)	20020 Century Blvd Germantown, MD 20874-1143

**Add to RFA**

**Step 3 – Click the check box in the search results, then click the *Add to RFA* button.**

**Selected Contacts for this RFA**

One item found.1

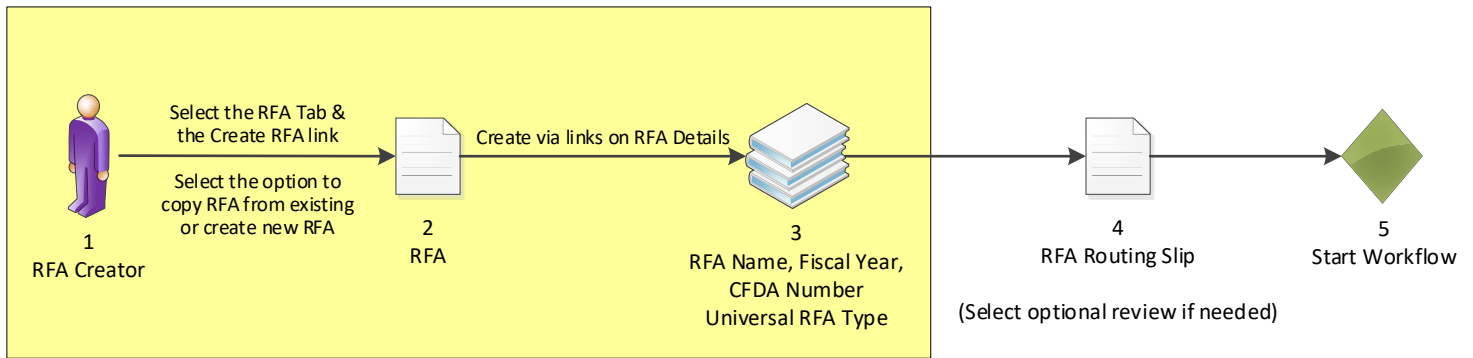
<input checked="" type="checkbox"/>	Contact Name	Org Name	Address
<input checked="" type="checkbox"/>	Grants Student20	One Commerce Program Office (OCPO)	20020 Century Blvd, Germantown, MD 20874-1143

**Remove from RFA**

**Step 4 – Click the *Done* button.**

**Done**

49



## Recipient Information/Application Details

**Recipient Information/Application Details \*** No recipients have been added.  
[Add New](#)

**Step 1 – Click the *Add New* link.**

**Mission Goals Information**  
[View/Edit](#)

**Application Routing \***  
No Program Officers are assigned.  
 Workload  State [View](#)

**Application Package \***  
An application package has not been created.  
[View/Edit](#)

**Minimum Requirements \***

Priority	Requirement Name
1	Received on Time
2	Correct Federal Funding
3	Correct Match
4	Complete Application
5	Data Management Plan

[View/Edit](#)

**Specific Award Conditions**  
No Specific Award Conditions have been defined.  
[View/Edit](#)

**Matching Requirements**  
No Matching Requirements have been defined.  
[View/Edit](#)

**Review Events** No review events have been defined.  
[Add New >>](#)

**Attachments:**  
No attachments.

Add new Attachment: [[+](#)]  
[Any changes to information on this page will be saved when you click the Save button.](#)  
[Large File Guidance](#)

**Save** **RFA Routing Slip**

**Recipient Information**

Recipient \*

**Search**

**Save** **Cancel**

---

**Select Organization**

Enter your search criteria to find the organization.

Organization Name

Address-City

Unique Entity Identifier

EIN Number

Address-State

**Search** **Cancel**

[Add a new organization >>](#)

---

**Select Organization**

Enter your search criteria to find the organization.

Organization Name

Address-City

Unique Entity Identifier

EIN Number

Address-State

**Search** **Cancel**

[Add a new organization >>](#)

---

One item found. 1

Select	Org ID	Name	Bureau	Address	UEI	EIN	Cage Code	ASAP Id	Active
Select	2003017	SCIENCE SYSTEMS AND APPLICATIONS, INC.	NOAA	10210 GREENBELT RD STE 600, LANHAM, MD 20706-6239 USA	PJ2SP76D3HJ3	521087599	55009		true

---

**Recipient Information**

Recipient \*

**Search**

**Save** **Cancel**

---

**Recipient Information**

Recipient \*

**Search**

**Notification Contacts**  
No contacts have been selected.  
[Add/Edit](#)

**Expected Applications**  
Nothing found to display.  
[Add/Edit](#)

**Save** **Save and Return to Main**

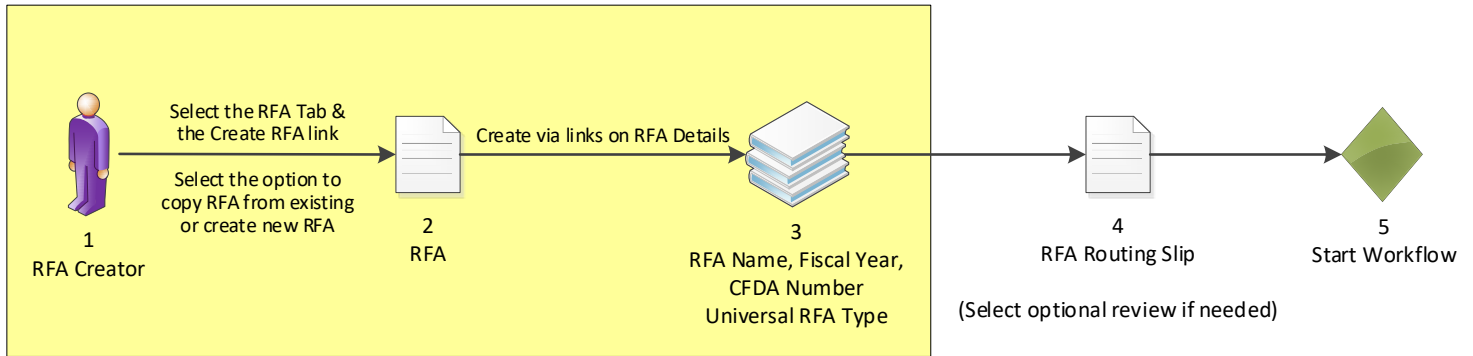
**Step 2 – Click the *Search* button.**

**Step 3 – Searching by the UEI is the most efficient way to search for the intended Recipient of an award. Enter “PJ2SP76D3HJ3” in the Unique Entity Identifier field. Click the *Search* button.**

**Step 4 – Click the *Select* link next to the Organization.**

**Step 5 – Click the *Save* button.**

**Step 6 – Click the *Save and Return to Main* button.**



## Mission Goals Information

**Recipient Information/Application Details \***

Recipient Name	Actions
SCIENCE SYSTEMS AND APPLICATIONS, INC.	<a href="#">Edit</a> <a href="#">Delete</a>

[Add New](#)

---

**Mission Goals Information \*** No mission goals available

[View/Edit](#)

**Step 1 – Click the *View/Edit* link.**

---

**Application Routing \***

No Specific Award Conditions are associated with this RFA

**Available Mission Goals For this RFA**

<input checked="" type="checkbox"/>	Mission Goals Name	Mission Goals Description
<input type="checkbox"/>	Climate Adaptation and Mitigation	Projected future climate-related changes include increased global temperatures, melting sea ice and glaciers, rising sea levels, increased frequency of extreme precipitation events, acidification of the oceans, modifications of growing seasons, changes in storm frequency and intensity, air quality, ... <a href="#">more</a>
<input type="checkbox"/>	Weather-Ready Nation	A weather-ready nation is a society that is able to prepare for and respond to environmental events that affect safety, health, the environment, economy, and homeland security. Urbanization and a growing population increasingly put people and businesses at greater risk to the impacts of weather, wat ... <a href="#">more</a>
<input type="checkbox"/>	Healthy Oceans	Ocean ecosystems provide many benefits to humans. They provide food and recreational opportunities, and they support economies. Yet the resources that our marine, coastal, and Great Lakes environments present to us are already stressed by human uses. Habitat changes have depleted fish and shellfish ... <a href="#">more</a>
<input type="checkbox"/>	Resilient Coastal Communities and Economies	The complex interdependence of ecosystems and economies will grow with increasing uses of land, marine, and coastal resources, resulting in particularly heavy economic and environmental pressures on the Nation's coastal communities. Continued growth in coastal populations, economic expansion, and gl ... <a href="#">more</a>

**Step 2 – Click the check box for the Mission Goal(s) to add to this RFA, then click the *Add to RFA* button.**

**Add to RFA**

---

**Available Mission Goals For this RFA**

<input checked="" type="checkbox"/>	Mission Goals Name	Mission Goals Description
<input type="checkbox"/>	Climate Adaptation and Mitigation	Projected future climate-related changes include increased global temperatures, melting sea ice and glaciers, rising sea levels, increased frequency of extreme precipitation events, acidification of the oceans, modifications of growing seasons, changes in storm frequency and intensity, air quality, ... <a href="#">more</a>
<input type="checkbox"/>	Weather-Ready Nation	A weather-ready nation is a society that is able to prepare for and respond to environmental events that affect safety, health, the environment, economy, and homeland security. Urbanization and a growing population increasingly put people and businesses at greater risk to the impacts of weather, wat ... <a href="#">more</a>
<input type="checkbox"/>	Healthy Oceans	Ocean ecosystems provide many benefits to humans. They provide food and recreational opportunities, and they support economies. Yet the resources that our marine, coastal, and Great Lakes environments present to us are already stressed by human uses. Habitat changes have depleted fish and shellfish ... <a href="#">more</a>

**Add to RFA**

---

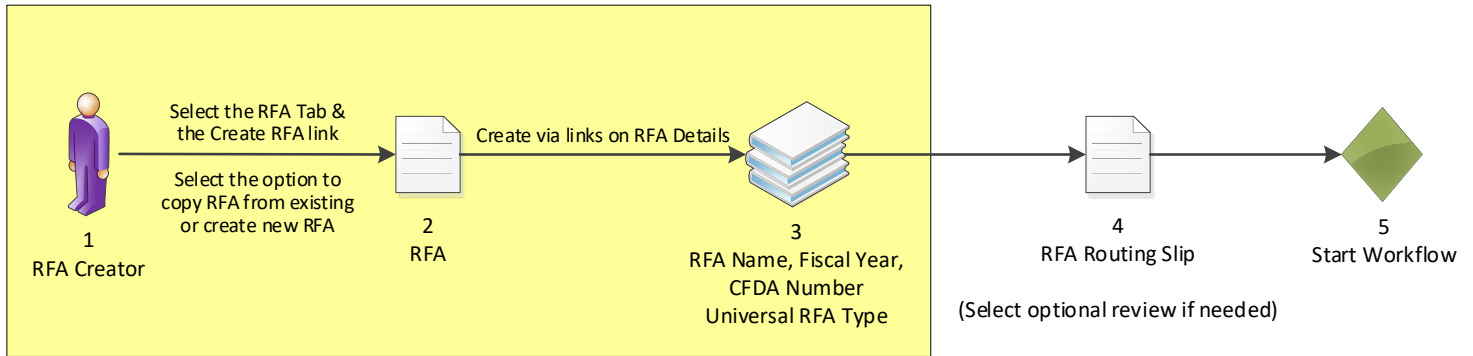
**1 Selected Mission Goals for this RFA**

<input checked="" type="checkbox"/>	Mission Goals Name	Mission Goals Description
<input type="checkbox"/>	Resilient Coastal Communities and Economies	The complex interdependence of ecosystems and economies will grow with increasing uses of land, marine, and coastal resources, resulting in particularly heavy economic and environmental pressures on the Nation's coastal communities. Continued growth in coastal populations, economic expansion, and gl ... <a href="#">more</a>

**Step 3 – Click the *Done* button.**

**Remove from RFA**

**Done**



**Selected Federal Contacts \***

Contact Name	Phone	Address	Email
Grants Student20	301-555-1212	20020 Century Blvd, Germantown, MD 20874-1143	testemail@msg2.rdc.noaa.gov

[View/Edit](#)

**Recipient Information/Application Details \***

Recipient Name	Actions
SCIENCE SYSTEMS AND APPLICATIONS, INC.	<a href="#">Edit</a> <a href="#">Delete</a>

[Add New](#)

**Mission Goals Information \***

Mission Goals Name
Resilient Coastal Communities and Economies

[View/Edit](#)

**Application Routing \***

No Program Officers are assigned to receive applications

Workload  State [View/Edit](#)

**Application Package \***

Package not found.  
An application package has not been selected.

[View/Edit](#)

**Minimum Requirements \***

Priority	Requirement Name
1	Received on Time
2	Correct Federal Funding
3	Correct Match
4	Complete Application
5	Data Management Plan

[View/Edit](#)

**Specific Award Conditions**

No Specific Award Conditions are associated with this RFA.

[View/Edit](#)

**Matching Requirements**

No Matching Requirements have been defined.

[View/Edit](#)

**Review Events** No review events have been defined.  
[Add New >>](#)

**Attachments:**

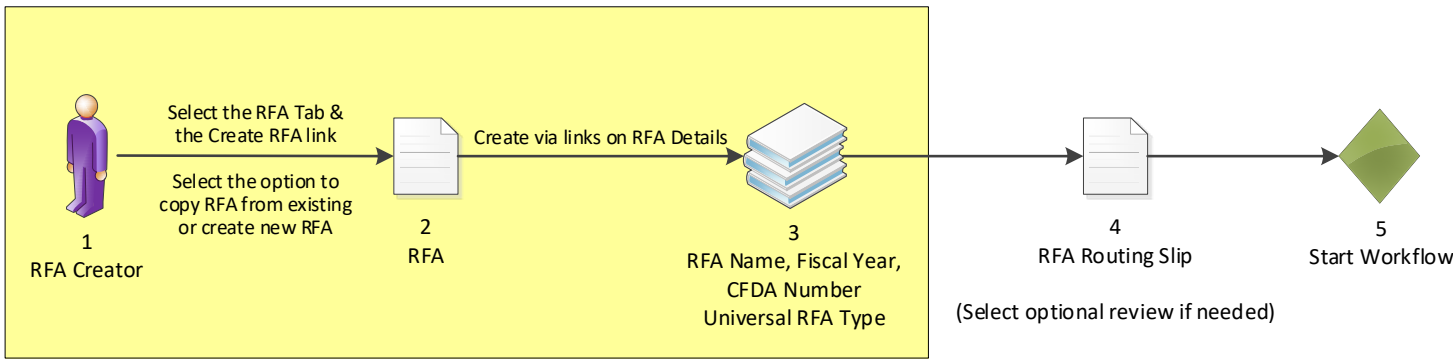
No attachments.

Add new Attachment: [\[+\]](#)  
Any changes to information on this page should be saved before adding or removing attachments. File name should be 5  
[Large File Guidance](#)

**Save** **RFA Routing Slip – Start Workflow** **Cancel**

Throughout this process, please remember to Save often.

Click the **Save** button.



## Application Routing

**Recipient Information/Application Details \***

Recipient Name	Actions
SCIENCE SYSTEMS AND APPLICATIONS, INC.	<a href="#">Edit</a> <a href="#">Delete</a>

[Add New](#)

**Mission Goals Information \***

**Mission Goals Name**

Resilient Coastal Communities and Economies

[View/Edit](#)

**Application Routing \***

No Program Officers are assigned to receive applications

Workload  State [View/Edit](#)

Step 1 – Click the **Workload** radio button then click the **View/Edit** link.

**Application Routing Configuration Method: Workload**

Available Users	Selected Users to receive applications
Student14, Grants	
Student15, Grants	
Student16, Grants	
Student17, Grants	
Student18, Grants	
Student19, Grants	
Student20, Grants	
Student21, Grants	
Student22, Grants	
Student23, Grants	

<<      >>

Step 2 – Choose your Student **XX** number and click the **>>** button to move to the “Selected Users to receive application” box.

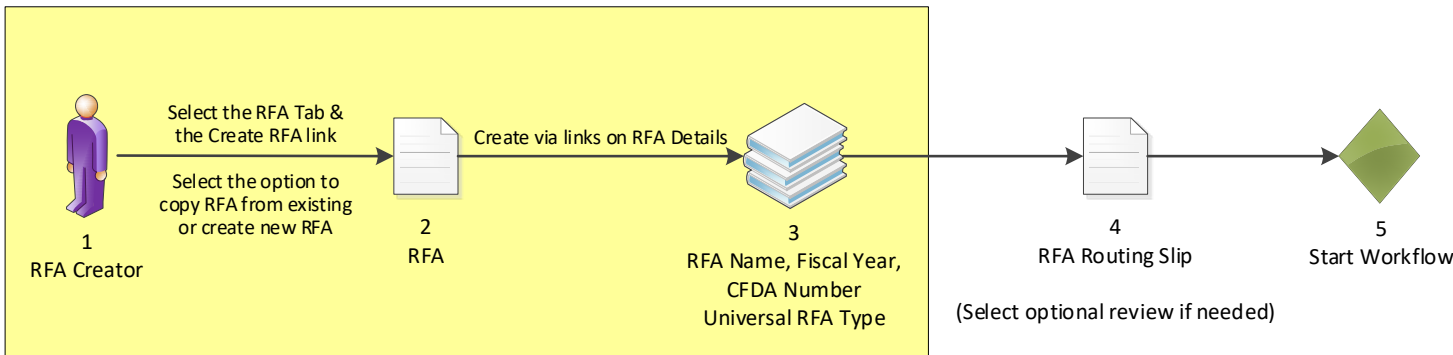
**Application Routing Configuration Method: Workload**

Available Users	Selected Users to receive applications
Student01, Grants	Student20, Grants
Student02, Grants	
Student03, Grants	
Student04, Grants	
Student05, Grants	
Student06, Grants	
Student07, Grants	
Student08, Grants	
Student09, Grants	

<<      >>

**Save and Return to Main**    **Cancel**

Step 3 – Click the **Save and Return to Main** button.



## Application Package

**Mission Goals Information \***

**Mission Goals Name**  
Resilient Coastal Communities and Economies  
[View/Edit](#)

**Application Routing \***

**Name**  
Grants Student20  
 Workload -- State (Disabled) [View/Edit](#)

**Application Package \***  
Package not found.  
An application package has not been selected.  
[View/Edit](#)

**Minimum Requirements \***

Priority	Requirement Name
1	Received on Time
2	Correct Federal Funding
3	Correct Match
4	Complete Application
5	Data Management Plan

[View/Edit](#)

**Specific Award Conditions**  
No Specific Award Con  
[View/Edit](#)

**Matching Requireme**  
No Matching Requirem  
[View/Edit](#)

**Review Events** No re  
[Add New >>](#)

**Attachments:**  
No attachments.

Add new Attachment:  
Any changes to inform  
[Large File Guidance](#)

**Save** **RFA Routi**

Step 1 – Click the **View/Edit** link.

Step 2 – Choose the following from the dropdown menus:

- **Select a Form Family: SF-424**
- **Select a Template: NOAA Standard Non-Construction Application Package**

Then click the **Save and Return to Main** button.

**Application Package**

Select a Form Family : \*

Select a Template : \*

- Select a Template -

- Select a Template -

Legacy SF-424 Template

NOAA Construction Application Package

NOAA Construction or Non Construction Application Package

NOAA SF-424 Only

NOAA Sponsorships

**NOAA Standard Non-Construction Application Package**

No Mandatory Forms available

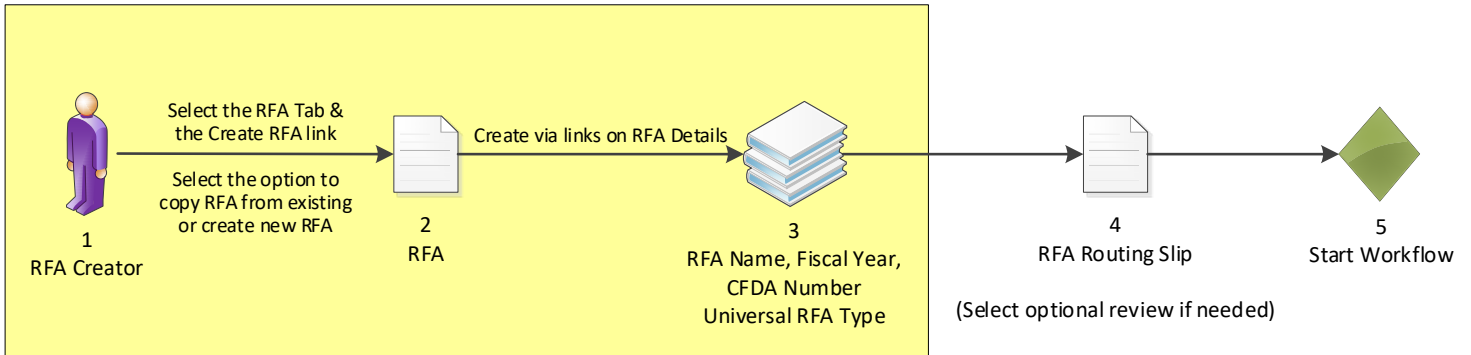
No Optional Forms available

**Attachments:**  
No attachments.

Add new Attachment: [+]  
Any changes to information on this page should be saved before adding or removing attachments  
[Large File Guidance](#)

For Universal RFAs, you may attach Application Instructions to the RFA. Use Application Instructions as the short description. Only one file may be attached at Grants.gov as Application Instructions. The preferred file format is pdf.

**Save** **Save and Return to Main** **Cancel**



## Minimum Requirements

### Mission Goals Information \*

#### Mission Goals Name

Resilient Coastal Communities and Economies

[View/Edit](#)

### Application Routing \*

#### Name

Grants Student20

Workload --  State (Disabled) [View/Edit](#)

### Application Package \*

SF-424: NOAA Standard Non-Construction Application Package

Form	Mandatory
SF-424	Y
SF-424A	Y
SF-424B	Y
CD-511	Y
Budget Narrative Attachment Form	Y
Project Narrative Attachment Form	Y
SF-LLL	N
Other Attachments Form	N

[View/Edit](#)

### Minimum Requirements \*

Priority	Requirement Name
1	Received on Time
2	Correct Federal Funding
3	Correct Match
4	Complete Application
5	Data Management Plan

[View/Edit](#)

Step 1 – Click the **View/Edit** link.

### Selected Minimum Requirements

Priority	Requirement Name	Actions
1	Received on Time	<a href="#">Edit</a> <a href="#">Delete</a>
2	Correct Federal Funding	<a href="#">Edit</a> <a href="#">Delete</a>
3	Correct Match	<a href="#">Edit</a> <a href="#">Delete</a>
4	Complete Application	<a href="#">Edit</a> <a href="#">Delete</a>
5	Data Management Plan	<a href="#">Edit</a> <a href="#">Delete</a>

[Reorder](#)

[Add New >>](#)

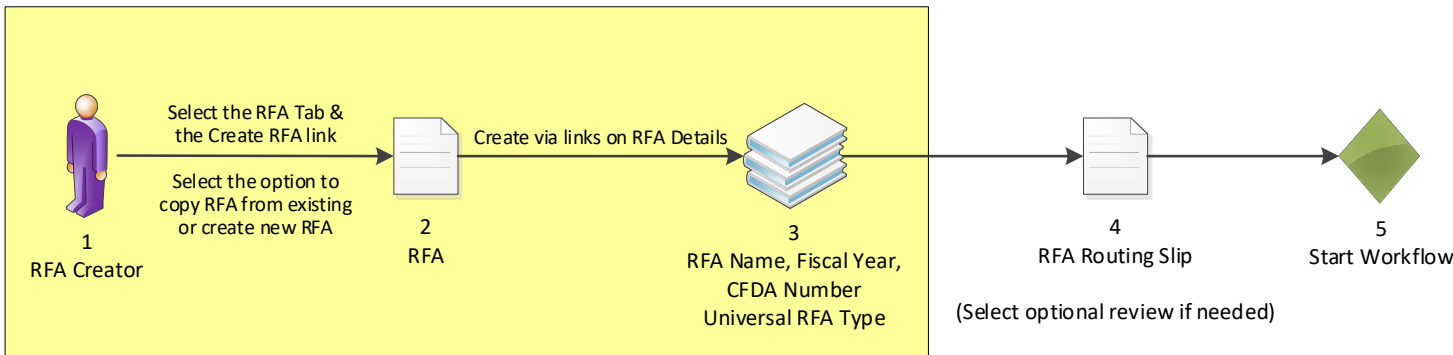
**Done**

Step 2 – Click the **Delete** link next to Priority items 4 & 5.

Then click the **Done** button.

or removing attachments.

**Save** **RFA Routing Slip – Start Workflow** **Cancel**



**Recipient Information/Application Details \***

Recipient Name	Actions
SCIENCE SYSTEMS AND APPLICATIONS, INC.	<a href="#">Edit</a> <a href="#">Delete</a>

[Add New](#)

**Mission Goals Information \***

**Mission Goals Name**  
Resilient Coastal Communities and Economies  
[View/Edit](#)

**Application Routing \***

**Name**  
Grants Student20  
 Workload --  State (Disabled) [View/Edit](#)

**Application Package \***  
SF-424: NOAA Standard Non-Construction Application Package

Form	Mandatory
SF-424	Y
SF-424A	Y
SF-424B	Y
CD-511	Y
Budget Narrative Attachment Form	Y
Project Narrative Attachment Form	Y
SF-LLL	N
Other Attachments Form	N

[View/Edit](#)

**Minimum Requirements \***

Priority	Requirement Name
1	Received on Time
2	Correct Federal Funding
3	Correct Match

[View/Edit](#)

**Specific Award Conditions**  
No Specific Award Conditions are associated with this RFA.  
[View/Edit](#)

**Matching Requirements**  
No Matching Requirements have been defined.  
[View/Edit](#)

**Review Events** No review events have been defined.  
[Add New >>](#)

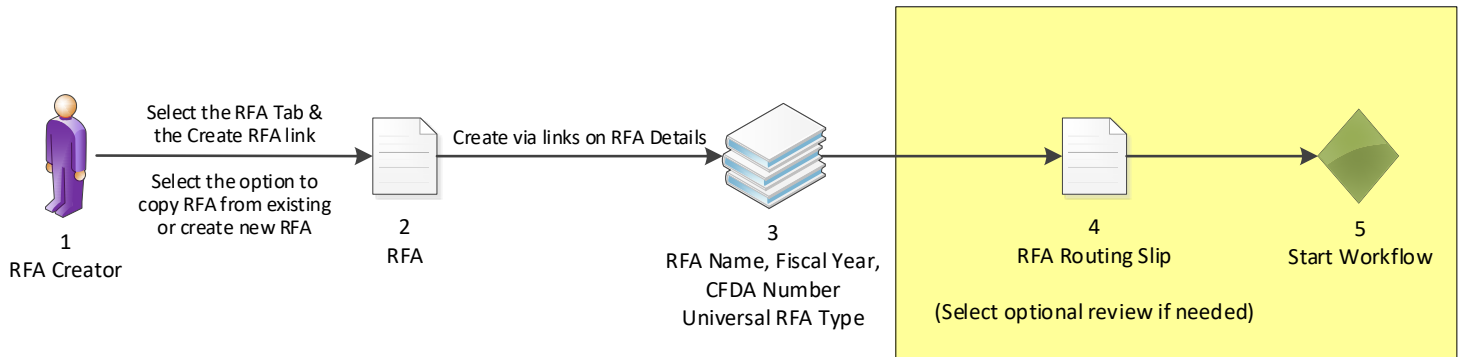
**Attachments:**  
No attachments.

Add new Attachment: [\[+\]](#)  
Any changes to information on this page should be saved.  
[Large File Guidance](#)

**Save** **RFA Routing Slip – Start Workflow** **Cancel**

Once all data has been entered, click the **RFA Routing Slip – Start Workflow** button.





## Routing Slip

### RFA Creator

It is recommended, although not required that an RFA creator be a Grants Online user with certified program officer role, or equivalent permissions. Within the context of RFA workflow, this is pre-determined to be the person creating the RFA. Further, this role selects optional reviewers and initiates application package posting.

Participant Name	User Name
RFACreator	Grants Student20

### Optional Reviewer

An RFA can be sent for optional review. You may select one or more person(s) as optional reviewers. If you select optional reviewers, please note that you will have to wait for ALL optional reviews to come back before you can initiate application package posting.

Nothing found to display.

**Add Optional Reviewer**

### RFA Publisher

All RFA Publishers will receive a task to review this document. One RFA Publisher will claim ownership. This is the person who coordinates and posts the NOFO on Grants.gov for competitive announcements. This person also posts the application package at Grants.gov for competitive and non-competitive announcements.

Participant Name
RFAPublisher

**Save Route** **Start Workflow** **Cancel**

Click the **Start Workflow** button at the bottom of the screen.

# RFA

**Id:** 2856655

**Status:** ApproveOrReview - Not Started

**Action:**

Please select an action ▼  
Please select an action  
Initiate Application Package Posting  
View RFA Details

**Submit**

**Your Comments:**

Please select an action

Spell Check

**Save Comment**

[View the routing slip >>](#)

The RFA page is displayed.

Choose **Initiate Application Package Posting** from the dropdown menu and click the **Submit** button.



Note when the RFA has been published in Grants.gov the CFDA number cannot be changed by using the "Amend RFA" process.

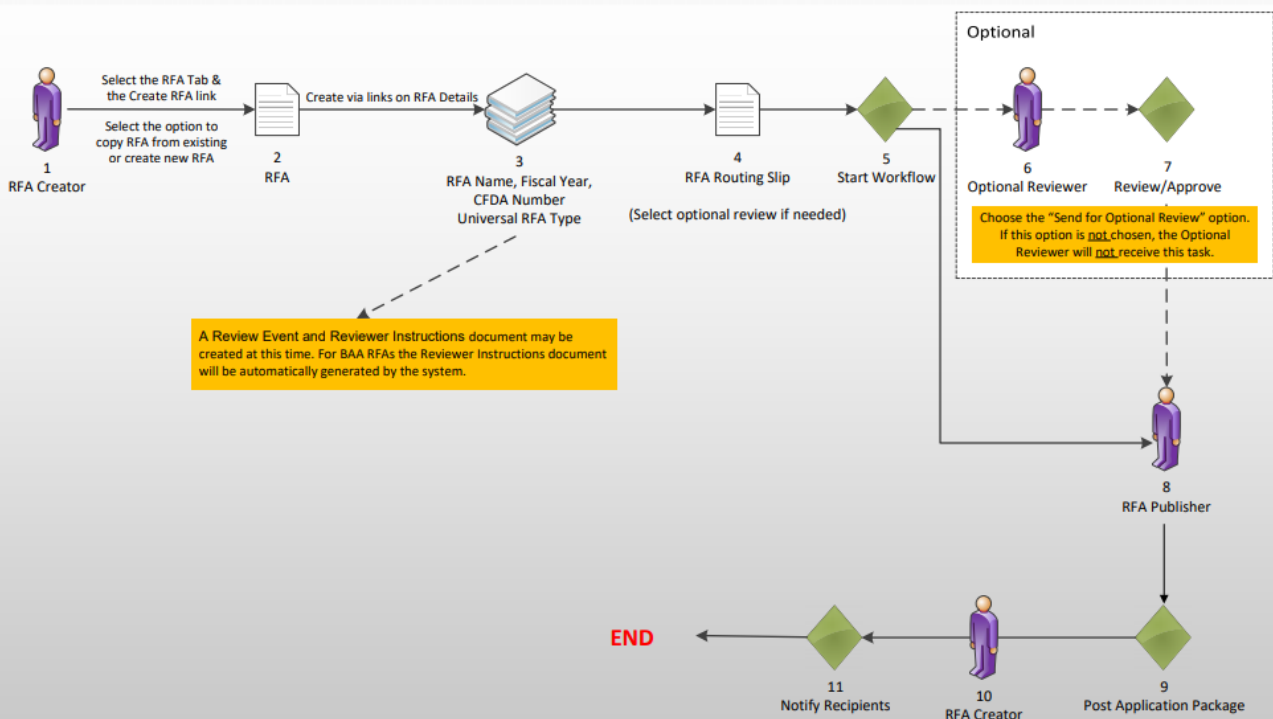


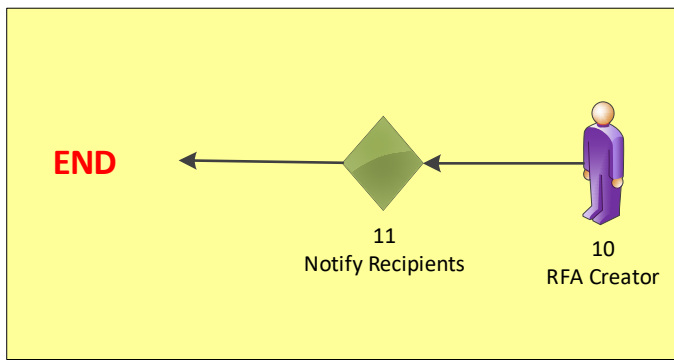
In the UNI-1 Process Map, this completes step 7. Training staff will be monitoring the workflow and will complete steps 8-9. Please check the "Your Tasks" page for the next step.

## Create RFA, Post Application Package Overview (UNI-1)

March 4, 2020

Version 4.27





**Your Tasks**

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

22 items found, displaying all items.1

View	Task Received Date	Award Number	Task Status	Task Name	Project Title	Approved Federal Funding	Task Id	Document Type	Document Id	RFA Name
<a href="#">View</a>	10/31/2022	N/A	Not Started	Notify Recipients	N/A	N/A	6829007	RFA	2872251	Test NonComp RFA for Training
<a href="#">View</a>	10/11/2022	N/A	In	Approve or Review	N/A					

Click the **View** link for the **Notify Recipients** task.

**RFA**

**Id:** 2871430  
**Status:** NotifyRecipients - Not Started

**Action:**  [Submit](#)

**Your Comments:**

[Spell Check](#)

[Save Comment](#)  
[View the routing slip >>](#)

The RFA page is displayed.  
 Choose **Notify** from the dropdown menu and click the **Submit** button.



By completing the Notify Recipient task you are completing steps 10-11 from UNI-1. This step completes the hands on activity for this Module.

**Please complete the assessment questions for this Module.**



Note the sample email below is sent to the applicant once you complete the Notify Recipient task.

## Sample Grant Applicant Email

From: GrantsOnline.test@noaa.gov (GrantsOnline.test@noaa.gov)  
To: Grant.Applicant@gmail.com  
Date: Wednesday, April 17, 2019 8:54:40 AM  
Subject: Notice of NOAA posting of Application Package at Grants.gov

This is an automated notification from Grants Online that an application package has been posted at Grants.gov and you have been selected by the posting Program Officer for notification.

Grants.gov is available at the URL: <http://www.grants.gov>. If you are not registered at Grants.gov, please begin the registration process immediately. It can take up to 2 weeks to fulfill all of the registration requirements.

To retrieve your application package from the Grants.gov home page:

1. Go to the Applicant tab and click **Apply Now**.
2. On the next page enter the Funding Opportunity Number in the search box:
  - NOAA-ONPO-2019-789654
3. Enter the application filing name.
4. Click on **Create Workspace**.
5. Use the **Download** or **Webform** option for the application (Webform is recommended).
6. Fill out the application and follow the Grants.gov instructions for submission.

Information on the NOAA Request for Applications (RFA):

RFA Name: RFA\_Name\_Sample01  
Fiscal Year: 2019  
CFDA Number: 11.998  
Opportunity Number: NOAA-ONPO-2019-7896543  
Agency: National Oceanic and Atmospheric Administration  
Opening Date: 2019-02-11 09:00:00.00  
Program Office: One NOAA Program Office  
Program Officer: Program Officer  
Closing Date: 2019-06-11 23:59:00.00

NOTE: This is the latest due date for all applications in this RFA. Please contact the NOAA Program Officer for verification of when your specific application must be submitted for timely award processing.

For further information contact:

Name: Federal Program Officer  
Phone: 301.555.1212  
Address: 14<sup>th</sup> Street & Constitution Avenue, NW  
Washington, DC 20230  
Email: Federal.ProgramOfficer@noaa.gov



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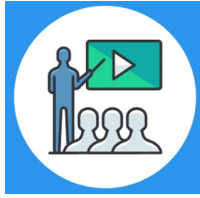
# Grants Online Training

## Universal Application Processing

### Module #06

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**February 2023**



## Module Overview

Prior to this module, a Request For Application (RFA) must have been completed in Grants Online. In a real world scenario, this RFA would have also been posted on Grants.gov for the public to submit their application package.



## Module Objectives

Upon completion of this module, students will be able to:

- Understand the Universal Process – Application and Review Event Overview Process Map
- Complete entering a paper application
- Complete the Review Minimum Requirements Checklist
- Understand the Universal Process – Prepare Application for Funding Process Map
- Complete the Conduct Negotiations process

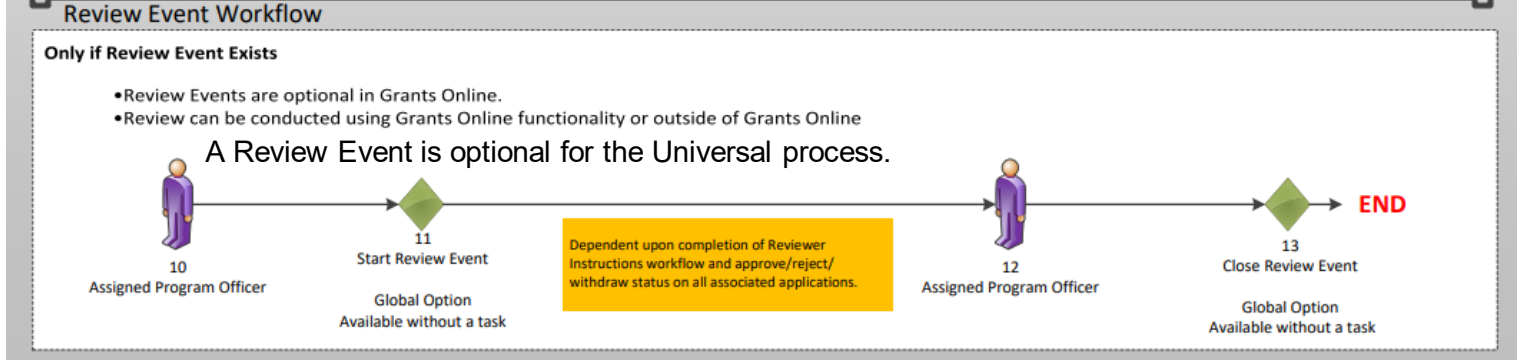
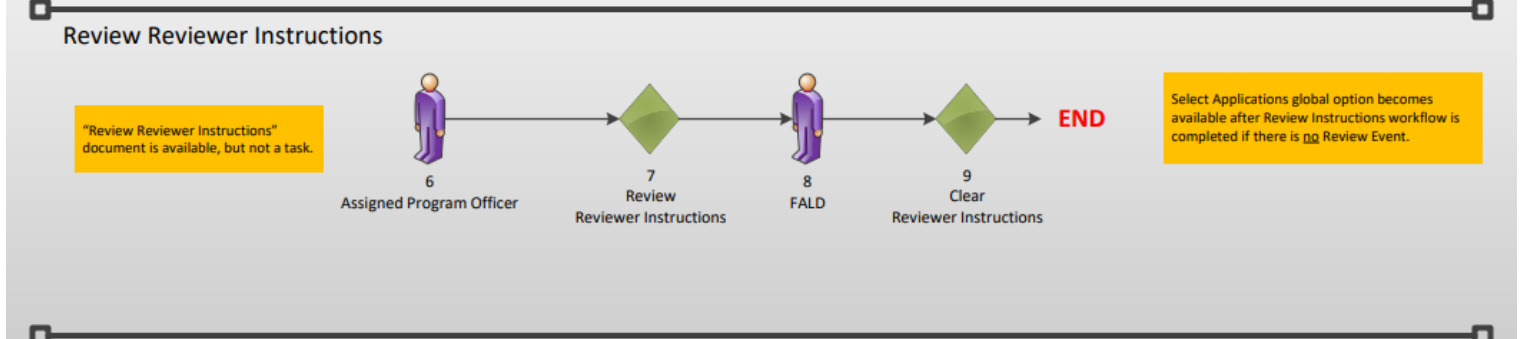
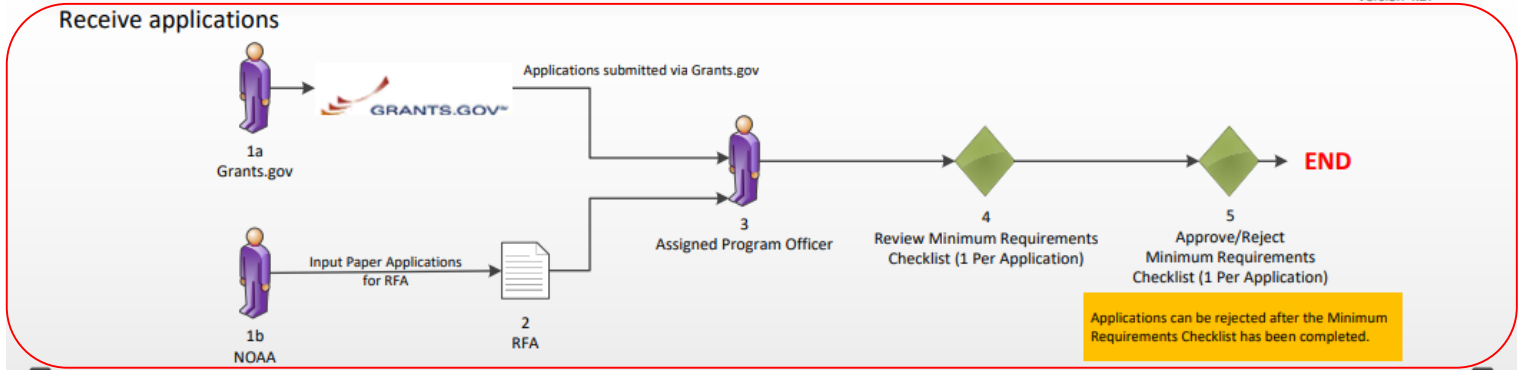


# Universal Process – Applications and Review Event

## Applications and Review Event Overview (UNI-2)

March 4, 2020

Version 4.27

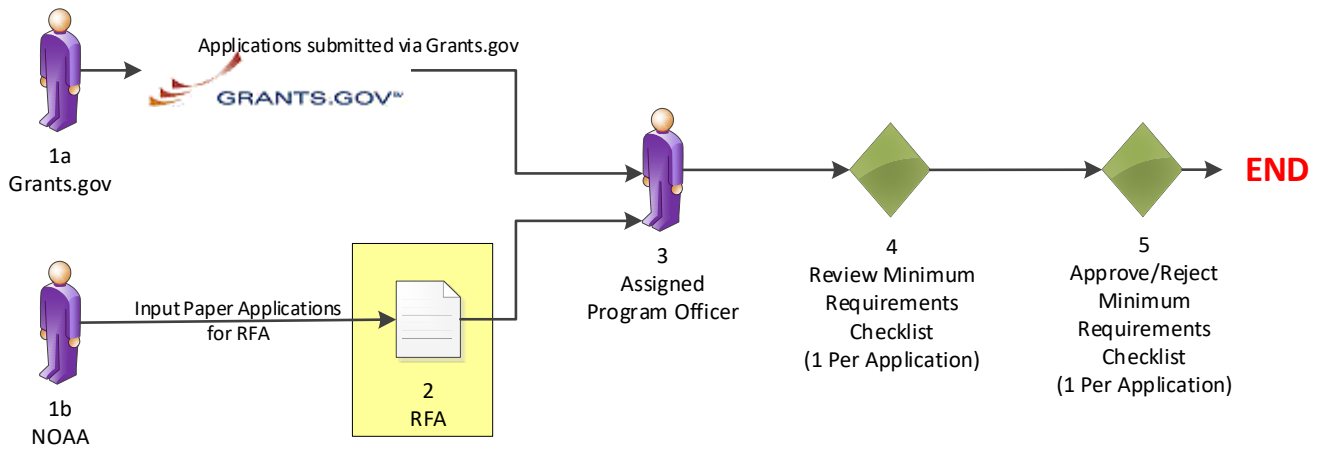


### [Corresponding Video](#)

Hands on activity for this Module starts here.  
You will be completing steps 1 – 5.

To begin, access the [Grants Online Training](#) site.

The gstudent account represents a Certified Federal Program Officer.  
Sign in with your **gstudentXX** account.  
The password is **gotremfeb23XX\$\$**  
**Note: XX is your Student Number.**



**Inbox** | **RFA** | **Application** | **Awards** | **Account Management** | **Reports** | **Help**

Welcome to Grants Online Grants Student13. You are logged in to GOLTr2. [Log Off](#)

Search Awards >> Search Applications >> Application - NA20GOT9980195 >> Award File In Progress - NA20GOT9980195

**Application**  
- [Input Paper Application](#) -

This feature allows you to input new paper applications to an existing RFA or competition. The actual application m

To begin, click on the **Application** tab. Then click on the **Input Paper Application** link.

### Search for RFA

RFA Name :

Funding Opportunity Number :

CFDA Number :

Fiscal Year :   
(use format YYYY)

Selected Type : All

[Search](#) [Reset](#)

Search for the **Noncompetitive (Universal) RFA** you just created in **Module #5**.

If you don't remember the RFA Name you used in **Module #5**, please ask any of the instructors for help.

### Search for RFA

RFA Name :

Funding Opportunity Number :

CFDA Number :

Fiscal Year :   
(use format YYYY)

Selected Type : All

[Search](#) [Reset](#)

#### Search Results

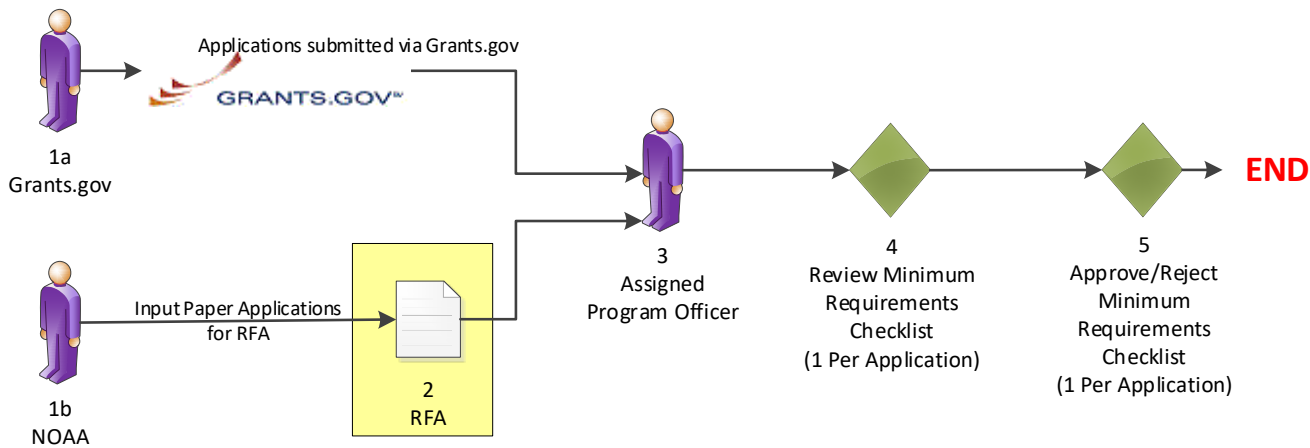
One item found.1

RFA ID	Name	Type	NOFO Number	Competition Name	Competition Id	Fiscal Year	Publication Date	Competition Id
<a href="#">Select</a>	Test NonComp RFA for Training Manual	N	NOAA-GOT-OCPO-2023-2006924		<a href="#">Select</a>	2023	2022-10-31	

Click the **Select** link next to the correct RFA.

To ensure it is the correct RFA, please take note that the Publication Date should be today's date.





### Create Application Header - SF-424

Applicant Name : \*

Applicant Type : \*

Applicant State : \*

**Save** **Cancel**

Applicant Name: **SCIENCE SYSTEMS AND APPLICATIONS, INC**  
 Applicant Type: **Small Business**  
 Applicant State: **MD**

Click the **Save** button.

### Application Details - SF-424

Audit Trail:

**Attachments:**

#### **[-] Program Office Added Information**

Proposal Number:

Project Type:  Construction  Non-Construction  Both

Principal Investigators-  
Project Directors:

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

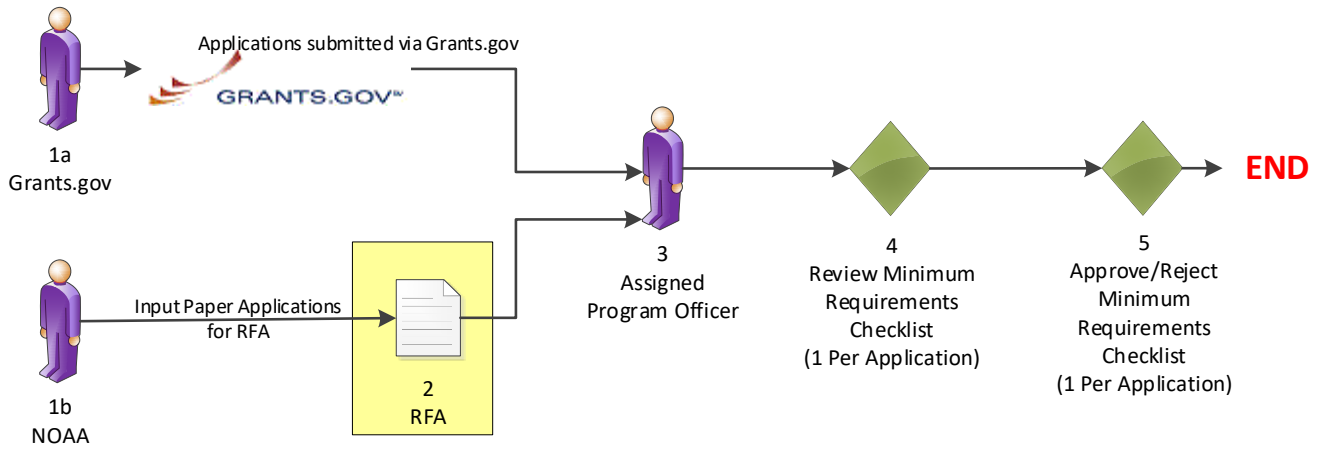
Keyword(s):

Principal Place Of Performance : \*  Applicant's Legal Address

[Guidance](#)

- Foreign
- Multi-state
- Statewide
- Countywide
- Citywide
- Zipcode

Principal Place of Performance defaults to "Applicant's Legal Address"



**Application Submission Type and Date Information**

Type of Submission:  Application  Pre-Application  Changed/Corrected Application

Type of Application:  New  Continuation  Revision  Renewal  Resubmission

If Revision, select appropriate letter(s):

Other (specify)

Is this application being submitted to other agencies?  What other agencies?

**Use format MM/DD/YYYY for date fields.**

Project Start Date: \*  Project End Date: \*  Submitted Date:   
 State Received Date:  Federal Agency Received Date: \*  Time: \*  PM  Eastern  
 Applicant Identifier:  State Application Identifier:  Federal Identifier:

**Applicant Information**

Legal Name: \*   
 Department Name:   
 Division Name:   
 EIN Number:   
 UNIQUE ENTITY IDENTIFIER SAM: \*

Project Start Date: **10/01/2022**  
 Project End Date: **09/30/2024**  
 Federal Agency Received Date: **Today's date**  
 Time: **Current time**  
 Unique Entity Identifier SAM: **PJ2SP76D3HJ3**

Street:   
 City:  County:   
 State: \*  Province:   
 Country:  Zip:

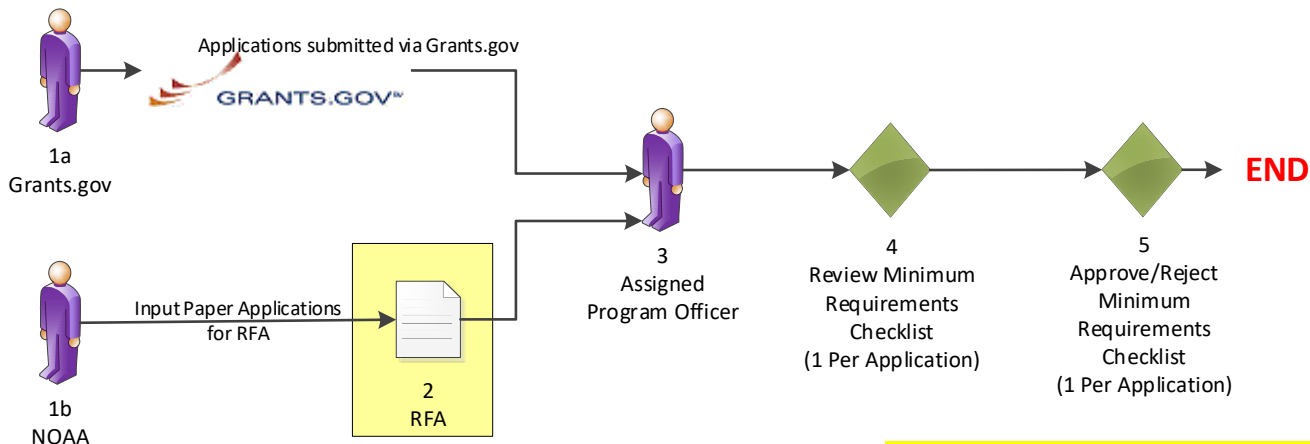
**Person to be Contacted on Matters Involving this Application**

Prefix:  First Name:  Middle Name:  Last Name:  Suffix:   
 Title:   
 Organization Affiliation:   
 Phone Number:  Fax Number:   
 Email:   
 Street:   
 City:  County:   
 State:  Province:   
 Country:  Zip:

To see what a SF-424 Paper Application looks like, [click here](#).



Note: The DUNS Number was replaced by the Unique Entity Identifier SAM Number in April 2022, therefore the DUNS Number has been removed from this screen.



Type of Applicant was already entered at the beginning of the application process.

Enter Title of Project. Within the title, use your **gstudentXX** number. This will allow for an easy way to search for your application if needed.

**Other Application Information**

Type of Applicant1: \*

Other (specify):

Small Business Organization Type:  Women Owned  Socially and Economically Disadvantaged

Descriptive Title of Applicant's Project: \*

Project Areas:

*Please verify the accuracy of the CFDA #: inaccurate information will cause processing errors and*

CFDA Number: \*

Name of Federal Agency:

Applicant Congressional District:  Project Congressional District:

Is the Applicant Delinquent on any Federal Debt?  Yes  No

Is Application Subject to Review by State Executive Order 12372 Process?

a. This application was made available to the State under the Executive Order 12327 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the state for review.

c. Program is not covered by E.O. 12372.

**Project Director/Principal Investigator Contact Information**

Prefix:  First Name:  Middle Name:  Last Name:  Suffix:

Title:

Organization:

Department:

Division:

Phone Number:  Fax Number:

Email:

Street:

City:  County:

State:  Province:

Country:  Zip:

**Authorized Representative**

Prefix:  First Name:  Middle Name:  Last Name:  Suffix:

Title:

Phone Number:  Fax Number:

Email:

Street:

City:  County:

State:  Province:

Country:  Zip:

**Application Funding Details: \***

Total Funding: \*

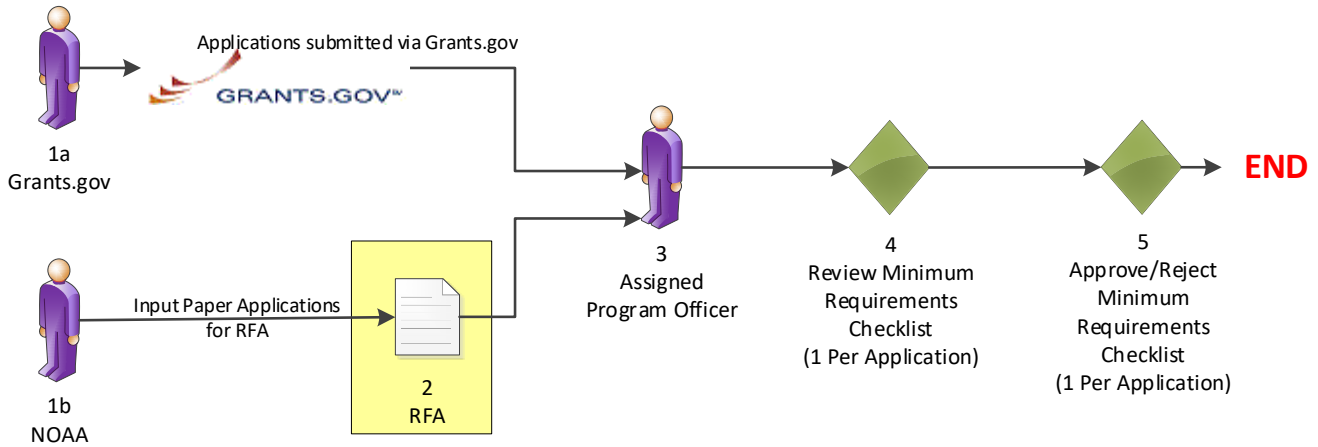
Multi Year Award: No

Nothing found to display.

[Add New](#)

[Save as Draft](#) [Save and Start Workflow](#) [Cancel](#)

Total Funding = 20,000. Click the **Add New** link.



### Add Application Funding Details

Application Total Funding : 20000

Fiscal Year : \*   
 (use format YYYY )

Funding Start Date : \*  Funding End Date : \*   
 (use format MM/DD/YYYY) (use format MM/DD/YYYY)

Federal Funding : \*  Program Income :

Applicant Funding :

State Funding :

Local Funding :

Other Funding :

Total Funding :

Start Date: **10/01/2022**  
 End Date: **09/30/2024**  
 (Both dates are auto-filled)  
 Federal Funding = **10,000**  
 Applicant Funding = **5,000**  
 State Funding = **5,000**

Click the **Save** button.

### Application Funding Details: \*

Total Funding: \*

Multi Year Award: No

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2023	10/01/2022	09/30/2024	\$10,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	Edit	Delete

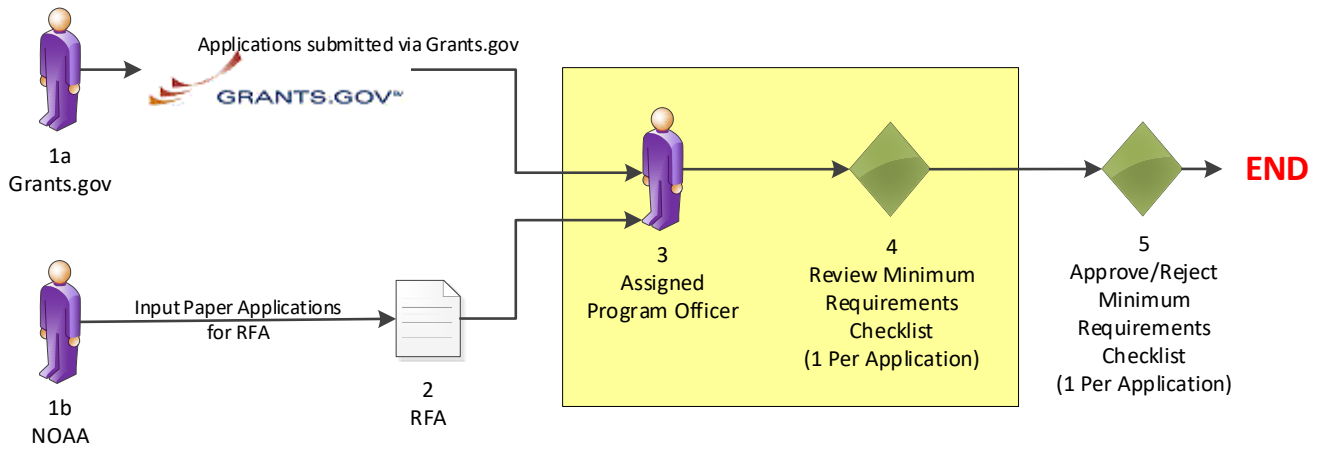
[Add New](#)

Click the **Save and Start Workflow** button at the bottom of the screen.



Note: The Total Funding amount includes both Federal and matching funds.

Please note that a multiple year award refers to an award that spans across more than one year. A multi-year award would have more than one line of funding; whereas a multiple year award would only have one line of funding.



## Your Tasks

*Notify Recipients - Notify is complete.*

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

23 items found, displaying all items.1

View	Task Received Date	Award Number	Task Status	Task Name	Project Title	Approved Federal Funding	Task Id	Document Type	Document Id	RFA Name
<a href="#">View</a>	10/31/2022	N/A	Not Started	Review Min. Req. Checklist	Training Manual Screenshot Nov 2022 - GStudent20	N/A	6829008	Application	2872253	Test NonComp RFA for Training Manual

Click the **View** link for the **Review Min. Req. Checklist** task.

## Application

**Id:** 2871431

**Status:** ReviewMinimumRequirementsChecklist - Not Started

**Action:**

Please select an action

- Please select an action
- Reassign Application
- Review Application for Minimum Requirements**
- View Application Details
- Withdraw

[Submit](#)

**Your Comments:**

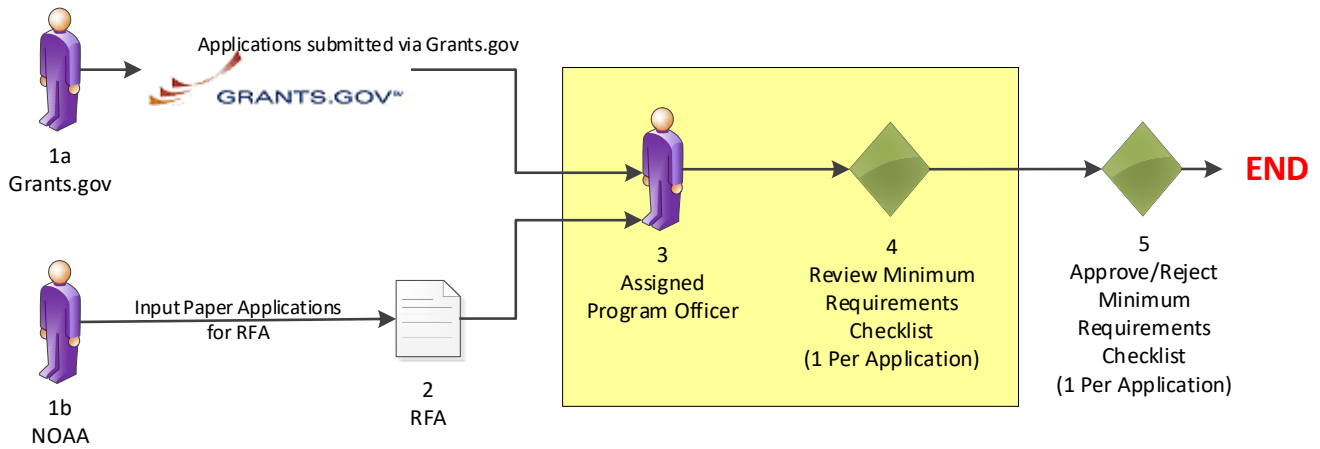
Please select an action

[Spell Check](#)

[Save Comment](#)

The Application page is displayed.

Choose **Review Application for Minimum Requirements** from the dropdown menu and click the **Submit** button.



### Minimum Requirements Checklist

If you choose 'No' for a Minimum Requirement, please provide a comment in the corresponding box to the right or provide general comments in the 'Overall Comments' section below.

Minimum Requirement	Met Requirement ?	Comment
<b>Received on Time:</b> Was the application received before the due date and time?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p style="text-align: right; margin: 0;"><b>Spell Check</b></p>
<b>Correct Federal Funding:</b> Does the application request the correct Federal funding amount?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p style="text-align: right; margin: 0;"><b>Spell Check</b></p>
<b>Correct Match:</b> Does the application contain the correct non-Federal funding amount?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p style="text-align: right; margin: 0;"><b>Spell Check</b></p>

Overall Comments:

**Spell Check**

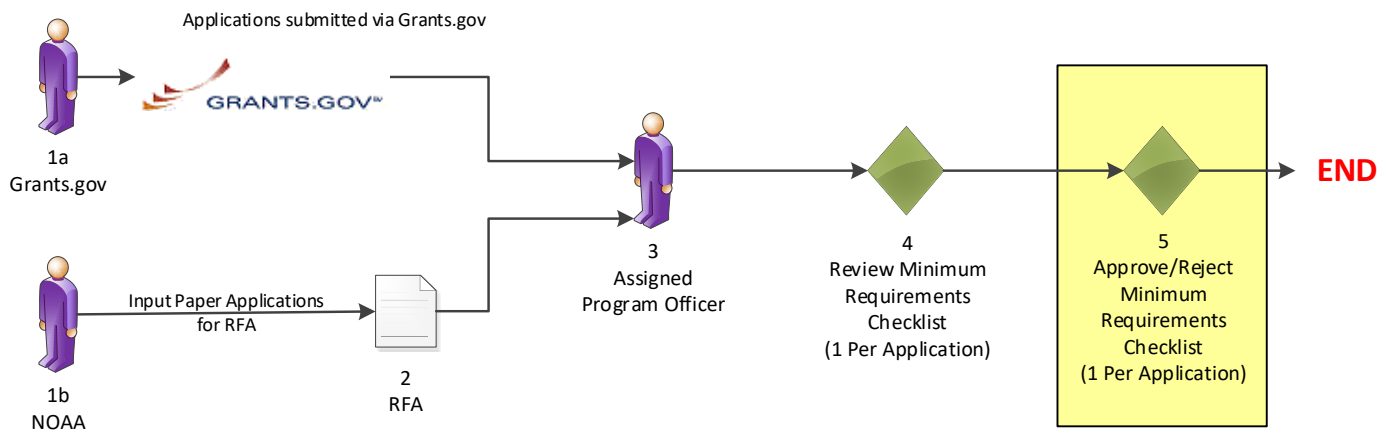
All requirements questions must be answered before the application can be saved.

**Save Save and Return to Main Cancel**

Choose the **Yes** radio button for each criteria. Then click the **Save and Return to Main** button.



Note: If the "No" radio button is selected on any of the items comprising the Minimum Requirements Checklist, a comment should be entered in the associated comments box or in the Overall Comments box. The user will not be allowed to save the screen without a comment if a "No" radio button has been selected.



**Application**

**Id:** 2871431  
**Status:** ReviewMinimumRequirementsChecklist - In Progress

**Action:**

**Your Comments:**

- Approve Application for Meeting Minimum Requirements
- Reassign Application
- Reject Application
- Review Application for Minimum Requirements
- View Application Details
- Withdraw

The Application page is displayed.

Choose **Approve Application for Meeting Minimum Requirements** from the dropdown menu and click the **Submit** button.



Note: Any Federal Program Officer may approve an application for meeting the minimum requirements. However, only a Certified Federal Program Officer may reject an application.



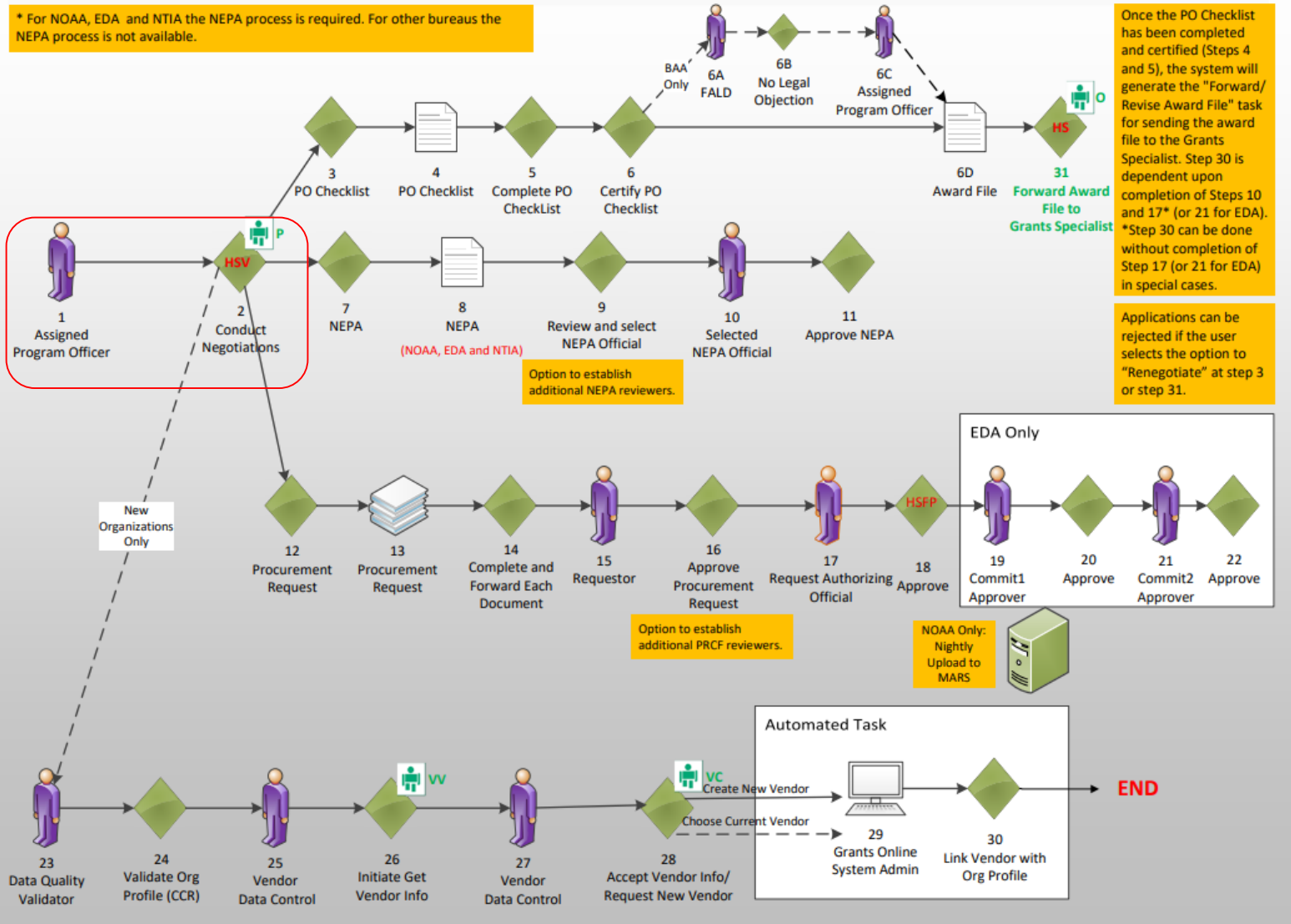
# Universal Process – Prepare Applications for Funding

## Prepare Applications for Funding Overview (UNI-3)

March 4, 2020

Version 4.27

\* For NOAA, EDA and NTIA the NEPA process is required. For other bureaus the NEPA process is not available.

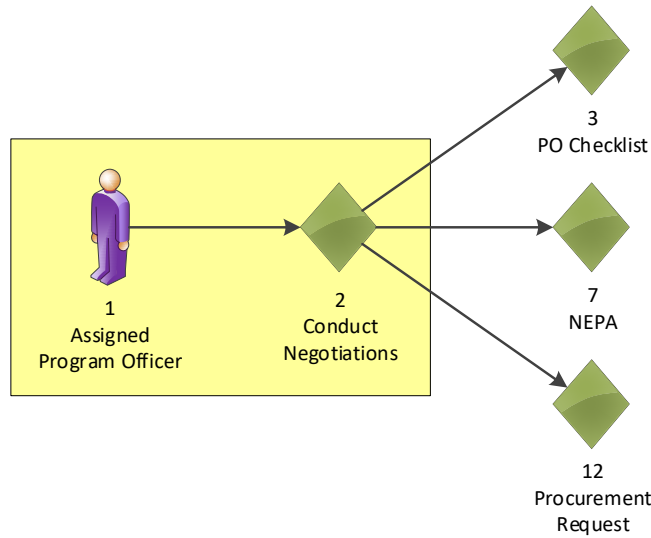


Once the PO Checklist has been completed and certified (Steps 4 and 5), the system will generate the "Forward/Revise Award File" task for sending the award file to the Grants Specialist. Step 30 is dependent upon completion of Steps 10 and 17\* (or 21 for EDA). \*Step 30 can be done without completion of Step 17 (or 21 for EDA) in special cases.

Applications can be rejected if the user selects the option to "Renegotiate" at step 3 or step 31.

Hands on activity for this Module continue here.  
You will be completing steps 1 – 2.





### Your Tasks

Document Type

All

Status

Open

Apply Filter >>

23 items found, displaying all items.1

View	Task Received Date	Award Number	Task Status	Task Name	Project Title	Approved Federal Funding	Task Id	Document Type	Document Id	RFA Name
<a href="#">View</a>	10/31/2022	N/A	Not Started	Conduct Negotiations	Training Manual Screenshot Nov 2022 - GStudent20	N/A	6829009	Application	2872253	Test NonComp RFA for Training Manual
<a href="#">View</a>	10/31/2022	N/A	In Progress	Notify Recipients	N/A	N/A	6829007	RFA	2872251	Test NonComp RFA for Training

Click the **View** link for the **Conduct Negotiations** task.

### Application

**Id:** 2871431

**Status:** ProgramOfficerActions - Not Started

**Action:**

Please select an action

Submit

**Your Comments:**

Please select an action

Conduct Negotiations

Reassign

Reject

Withdraw

Spell Check

Save Comment

The Application page is displayed.

Choose **Conduct Negotiations** from the dropdown menu and click the **Submit** button.

### Negotiate Application - SF-424

Audit Trail:

**Attachments:**

**[-] Program Office Added Information**

Proposal Number:

Project Type: \*  Construction  Non-Construction  Both

Principal Investigators-  
Project Directors:

Keyword(s):

Principal Place Of Performance : \*  Applicant's Legal Address

[Guidance](#)

- Foreign
- Multi-state
- Statewide
- Countywide
- Citywide
- Zipcode

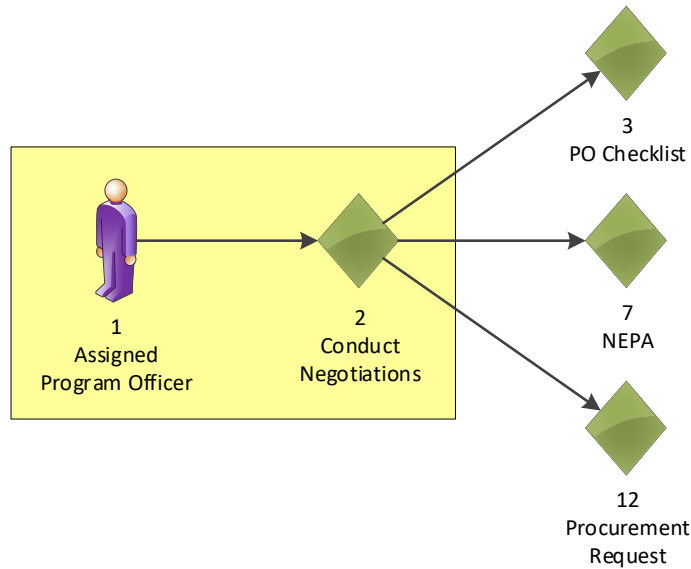
Native American Options:

- Reservation
- Tribal Subdivision
- Off-Reservation Land Trust / Native Hawaiian Land Trust

Choose the **Non-Construction** radio button.

Note: This section regular SF-424 additional Principal Investigators / Project Directors not listed below

Choose the **Statewide** radio button for the Principal Place of Performance category.



**[-] Program Office Added Information**

Proposal Number:

Project Type: \*  Construction  Non-Construction  Both

Principal Investigators-Project Directors:

Keyword(s):

Principal Place Of Performance : \*  Applicant's Legal Address  
 Foreign  
 Multi-state  
 Statewide  
 Countywide  
 Citywide  
 Zipcode

Native American Options:  
 Reservation  
 Tribal Subdivision  
 Off-Reservation Land Trust / Native Hawaiian Land Trust

State:

**Application Submission Type and Date**

Type of Submission:  Application  Pre-Application

Type of Application:  New  Continuation

If Revision, select appropriate letter(s):

Other (specify)

Is this application being submitted to other agencies?

**Use format MM/DD/YYYY for date fields**

Project Start Date: \*

State Received Date:

Applicant Identifier:

Submitted Date: \*

Time: \*

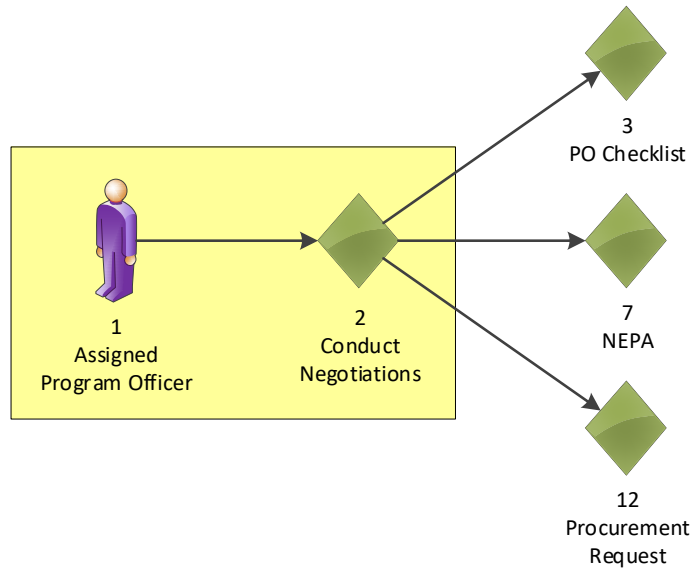
Federal Identifier:

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

**Choose Montana from the dropdown menu.**



For a detailed discussion of the rules associated with *Principal Place of Performance*, please refer to the following training manual:  
[https://www.noaa.gov/sites/default/files/2022-10/PPoP\\_Quick\\_Reference\\_Guide.pdf](https://www.noaa.gov/sites/default/files/2022-10/PPoP_Quick_Reference_Guide.pdf)



**Application Submission Type and Date Information**

Type of Submission:  Application  Pre-Application  Changed/Corrected Application

Type of Application:  New  Continuation  Revision  Renewal  Resubmission

If Revision, select appropriate letter(s):

Other (specify)

Is this application being submitted to other agencies?  What other agencies?

**Use format MM/DD/YYYY for date fields.**

Project Start Date: \*  Project End Date: \*  Submitted Date:   
 State Received Date:  Federal Agency Received Date: \*  Time: \*   Eastern  
 Applicant Identifier:  State Application Identifier:  Federal Identifier:

**Applicant Information**

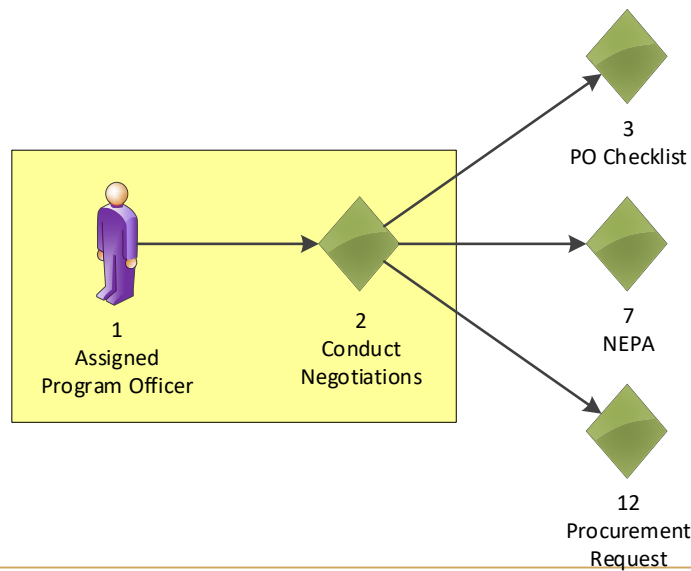
[Organization Profile](#)

Legal Name: \*  [Org Lookup](#)  
**This Applicant has been automatically assigned a Grants Online Organization based on UNIQUE ENTITY IDENTIFIER SAM match.**  
 Department Name:   
 Division Name:   
 EIN Number: \*  (xx-xxxxxxx)  
 UNIQUE ENTITY IDENTIFIER SAM: \*   
 Street:   
 City:  County:   
 State: \*  Province:   
 Country:  Zip:

As the Unique Entity Identifier was entered on the application and the organization was found in Grants Online, a message in black bold text will be displayed that reads **“This Applicant has been automatically assigned a Grants Online Organization based on Unique Entity Identifier SAM match.”**



Note: We are currently working on a new award. When working on a continuation amendment, the user will only have the option to select an organization identified on the original award.



**Authorized Representative**

Prefix:  First Name:  Middle Name:  Last Name:  Suffix:

Title:

Phone Number:  Fax Number:

Email:

Street:

City:  County:

State:  Province:

Country:  Zip:

Please Associate an Authorized Representative within Grant the Authorized Representative Lookup button.

**Authorized Representative Lookup**

**Application Funding Details: \***

Total Funding: \*

Multi Year Award: No

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2023	10/01/2022	09/30/2024	\$10,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	Edit	Delete

[Add New](#)

**Award Number:**

**Generate New Award Number**

**Associate with Existing Award**

**Save Save and Return to Main Cancel**

Step 1 – Click the **Authorized Representative Lookup** button.

**Recipient Search**

Last Name :  First Name :

Click "Search" with name fields blank to display all available users."

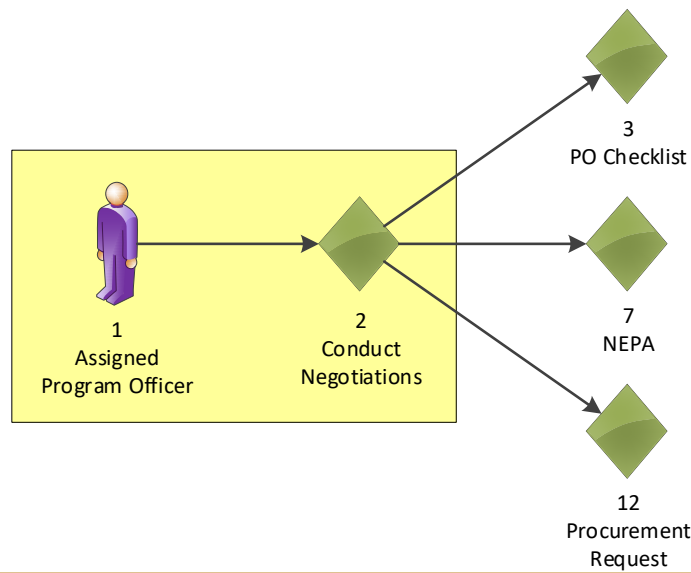
**Search Cancel**

**Search Results** One item found.1

Action	Name	Title	Email	Address	Phone	Fax
<a href="#">Select</a>	Rep20, Arthur		arep20@n.gov	10210 GREENBELT RD STE 600, LANHAM, MD-20706-6239	3019876543	

Step 2 – Enter your **XX number** in the Last Name field, then click the **Search** button.

Step 3 – Click the **Select** link next to the correct individual.



**Authorized Representative**

Prefix:  First Name:  Middle Name:  Last Name:  Suffix:

Title:

Phone Number:  Fax Number:

Email:

Street:

City:  County:

State:  Province:

Country:  Zip:

**This Applicant is now associated with a Grants Online Authorized Representative.**

[Authorized Representative Lookup](#)

**Application Funding Details: \***

Total Funding: \*

Multi Year Award: No

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2023	10/01/2022	09/30/2024	\$10,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add New](#)

**Award Number:**

[Generate New Award Number](#)

[Associate with Existing Award](#)

Click the **Generate New Award Number** button.

[Save](#) [Save and Return to Main](#) [Cancel](#)



Note: The top of the page now shows the Award Number.

**Negotiate Application - SF-424 - NA23GOT9980001**

Audit Trail:

**Attachments:**

**[ - ] Program Office Added Information**

Proposal Number:

**Application Funding Details: \***

Total Funding: \* 20,000.00

Multi Year Award: No

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2023	10/01/2022	09/30/2024	\$10,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	Edit	Delete

[Add New](#)

When applications come in, there will only be one line of funding. In order to make this a multi year award, click the **Add New** link.

**Add Application Funding Details**

Application Total Funding : 20,000.00

Fiscal Year : \* 2024  
(use format YYYY)

Funding Start Date : \* 10/01/2023  
(use format MM/DD/YYYY)

Funding End Date : \* 09/30/2024  
(use format MM/DD/YYYY)

Federal Funding : \*

Program Income :

Applicant Funding :

State Funding :

Local Funding :

Other Funding :

Total Funding : \$0.00

**Save** **Close**

Start Date: **10/01/2023**  
End Date: **09/30/2024**  
(Both dates are auto-filled)  
Funding will be split in half:  
Federal Funding: **5,000**  
Applicant Funding: **2,500**  
State Funding: **2,500**

**Application Funding Details: \***

Total Funding: \* 20,000.00

Multi Year Award: Yes

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2023	10/01/2022	09/30/2024	\$10,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	Edit	Delete
2024	10/01/2023	09/30/2024	\$5,000.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$10,000.00	\$0.00	Edit	Delete

[Add New](#)

Now there are two lines of funding, however the total funding is currently at \$30,000. Click the **Edit** link for the 2023 funding and split the funding in half, as per the above screenshot.

**Application Funding Details: \***

Total Funding: \* 20,000.00

Multi Year Award: Yes

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2023	10/01/2022	09/30/2024	\$5,000.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$10,000.00	\$0.00	Edit	Delete
2024	10/01/2023	09/30/2024	\$5,000.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$10,000.00	\$0.00	Edit	Delete

[Add New](#)

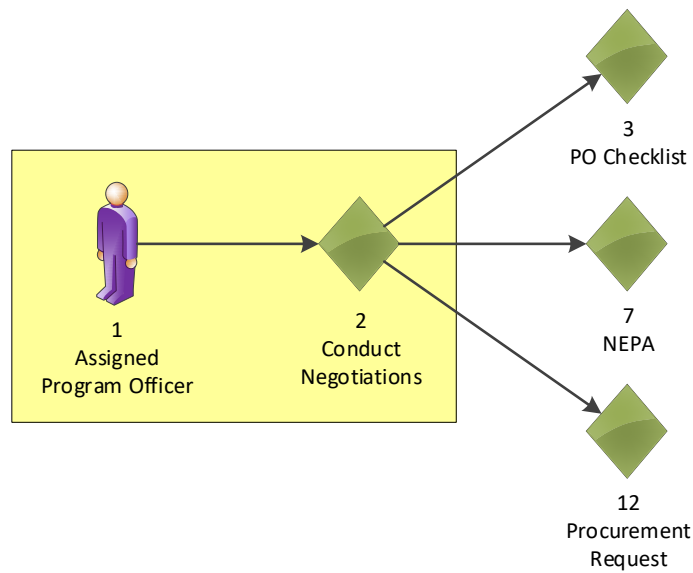
**Award Number: NA23GOT9980001**

**Generate New Award Number**

**Associate with Existing Award**

**Save** **Save and Return to Main** **Cancel**

Once the funding lines are correct, click the **Save and Return to Main** button.



## Application - NA23GOT9980001

**Id:** 2872253

**Status:** ProgramOfficerActions - In Progress

**Action:**

Please select an action ▾

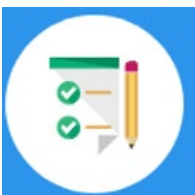
**Submit**

**Your Comments:**

Please select an action  
 Conduct Negotiations  
**Negotiations Complete**  
 Reassign  
 Reject  
 Withdraw

**Save Comment**

Choose **Negotiations Complete** from the dropdown menu, then click the **Submit** button.



This completes the hands on activity for this Module.  
**Please complete the assessment questions.**



---

## **Grants Online Training**

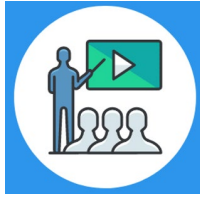
### **Award File: NEPA & PO Checklist Processing**

#### **Module #07**

---

**February 2023**

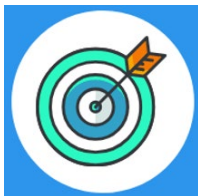




## Module Overview

Prior to this module, an application was entered and the Conduct Negotiations step was completed. The following three components of the Award File were create:

- NEPA
- PO Checklist
- Procurement Request and Commitment of Funds



## Module Objectives

Upon completion of this module, students will be able to:

- Understand the Universal Process – Prepare Application for Funding Overview Process Map
- Complete the NEPA process
- Complete the PO Checklist process



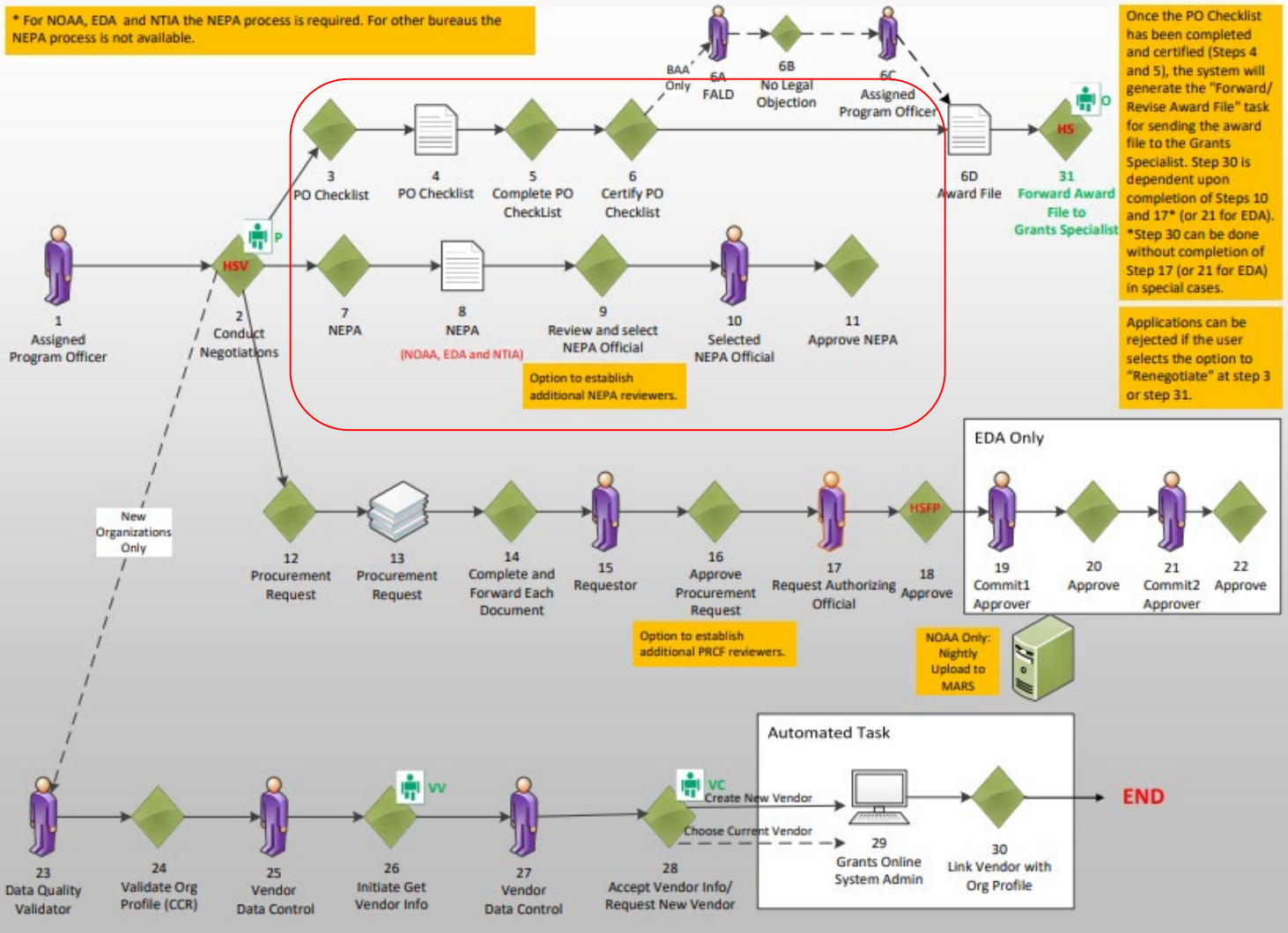
# Competitive Process – Start Award Processing

## Prepare Applications for Funding Overview (UNI-3)

March 4, 2020

Version 4.27

\* For NOAA, EDA and NTIA the NEPA process is required. For other bureaus the NEPA process is not available.

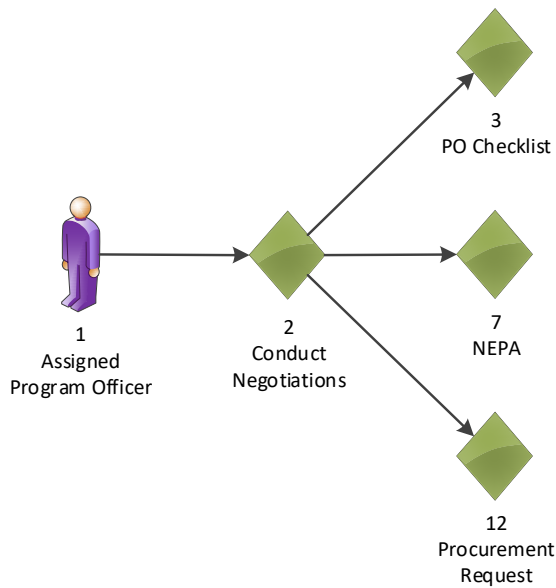


## [Corresponding Video](#)

Hands on activity for this Module starts here.  
You will be completing steps 3 – 11.

To begin, access the [Grants Online Training](#) site.

The gstudent account represents a Certified Federal Program Officer.  
Sign in with your **gstudentXX** account.  
The password is **gotremfeb23XX\$\$**  
**Note: XX is your Student Number.**



Welcome to Grants Online Grants Student20. You are logged in to GOLTr1.

Input Paper Application >> RFA >> Application - NA23GOT9980001 >> Tasks

### Your Tasks

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

25 items found, displaying all items.1

View	Task Received Date	Award Number	Task Status	Task Name	Project Title	Approved Federal Funding	Task Id	Document Type	Document Id	RFA Name
<a href="#">View</a>	10/31/2022	NA23GOT9980001	Not Started	Procurement Request and Commitment of Funds	Training Manual Screenshot Nov 2022 - GStudent20	N/A	6829012	Procurement Request and Commitment of Funds	2872257	Test NonComp RFA for Training Manual
<a href="#">View</a>	10/31/2022	NA23GOT9980001	Not Started	NEPA Document	Training Manual Screenshot Nov 2022 - GStudent20	N/A	6829011	NEPA	2872259	Test NonComp RFA for Training Manual
<a href="#">View</a>	10/31/2022	NA23GOT9980001	Not Started	Complete PO Checklist	Training Manual Screenshot Nov 2022 - GStudent20	N/A	6829010	PO Checklist	2872258	Test NonComp RFA for Training Manual

## NEPA - NA23GOT9980001

**Id:** 2872259

**Status:** ProgramOfficerActions - Not Started

**Action:**

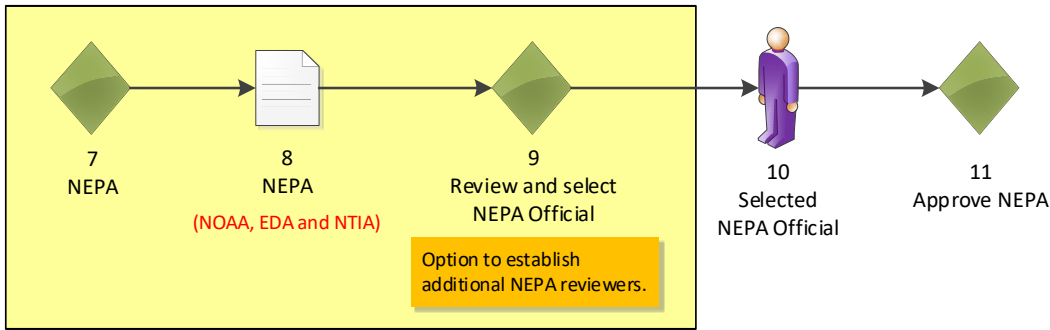
Please select an action

**Your Comments:**

Please select an action  
 Complete NEPA Document

The NEPA page is displayed.

Choose **Complete NEPA Document** from the dropdown menu and click the **Submit** button.



**NEPA Environmental Review Requirements - NA23GOT9980001**

**Attachments:**

No attachments.

Add new Attachment: [+]

Any changes to information on this page should be saved before adding or removing attachments. File name [Large File Guidance](#)

[Guidance](#)

For a.) Level of Review, choose the **Categorical Exclusion** radio button. Then click the **Select/View CE** link.

**a.) Level of Review \***

Indicate below the level of environmental review that has been conducted for the proposed action.

Categorical Exclusion (Attach memo if required.)

[Select/View CE](#)

Nothing found to display.

Finding of No Significant Assessment Programmatic E

Record of Decision associated Statement.

Other - Explanation in At

**Categorical Exclusions**

CE Category	CE Description
<input type="checkbox"/> A01	An action that is a technical correction or a change to a fishery management plan.
<input type="checkbox"/> A02	Preparation of a recovery plan pursuant to section 4(f)(1) of the ESA. Implementation of specific tasks identified in a recovery plan may require
<input type="checkbox"/> A03	Temporary fishery closures
<input type="checkbox"/> A04	Minor updates to existing management plans
<input checked="" type="checkbox"/> A05	Updates to existing National Environmental Restoration Review (NERR) management plans
<input type="checkbox"/> A06	Review and approval of change orders
<input type="checkbox"/> B01	Issuance of permits or permit amendments under section 4(d) regulation
<input type="checkbox"/> B02	Issuance of permits or permit amendments under section 104 of the National Marine Sanctuaries Act or the General Authorization for scientific research involving only Level B
<input type="checkbox"/> B03	Issuance of, and amendments to, "low effect" Incidental Take Permits
<input type="checkbox"/> B04	Issuance of incidental harassment authorizations under section 101(a)
<input type="checkbox"/> B05	Issuance of, or amendments to, general permits for activities that are conducted in a manner compatible with the National Marine Sanctuary
<input type="checkbox"/> B06	Issuance of, or amendments to, special use permits for activities that are conducted in a manner that does not destroy, cause the loss of, or
<input type="checkbox"/> B07	Issuance of or amendments to, authorizations for activities allowed by authorizations are based upon a consideration of the regulatory review
<input type="checkbox"/> B08	Issuance of, or amendments to certifications for pre-existing activities designation or expansion of any national marine sanctuary where the sanctuary resources.
<input type="checkbox"/> B09	Issuance of, or amendments to Papahānaumokuākea Marine National permit categories (50 C.F.R. pt. 404) and that meet the regulatory review protection.
<input checked="" type="checkbox"/> B10	Issuance of, or amendments to, Papahānaumokuākea Marine National do not destroy, cause the loss of, or injure monument resources.
<input type="checkbox"/> B11	Issuance of, or amendments to permits or authorizations for activities compatible with a monument's primary objective of resource protection
<input type="checkbox"/> B12	Issuance of Exempted Fishing Permits (EFPs), Scientific Research Permit Convention Act (ATCA). This CE is limited to permits that authorize activities
<input type="checkbox"/> C01	Habitat restoration actions, provided that such action: 1) transplants do not involve any removal of debris, excavation, or conditioning of soils compliance with all permit and disposal requirements). and will not im
<input type="checkbox"/> H06	Relocation of employees in
<input type="checkbox"/> H07	Transferring real property

Click the checkbox next to the appropriate Categorical Exclusion(s). In the video, A05 & B10 were selected.

**b.) Mitigating Measures**

If either an EA or EIS was conducted, indicate below whether environmental impacts require mitigation measures?

**c.) Post Award NEPA Review Process**

Does the proposal include full environmental review that have not yet been identified completed?

**d.) National Historic Preservation Act**

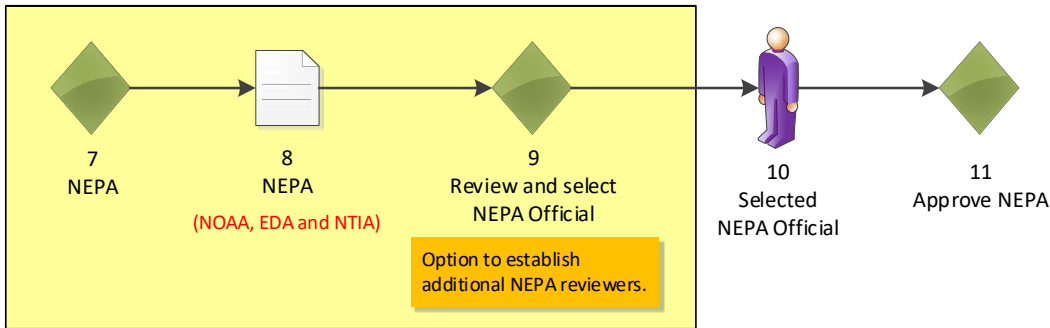
Indicate below the conclusion of the review under section 106 of the National Historic Preservation Act.

- No potential to cause effects
- No historic properties affected
- No adverse effect (36 CFR § 800.6)
- Adverse effects resolved (36 CFR § 800.6)
- Not Required

Please Select a NEPA Official

Click the **Save and Return to Main** button at the bottom of the screen.

Save Save And Return to Main Cancel



**NEPA Environmental Review Requirements - NA23GOT9980001**

**Attachments:**

No attachments.

Add new Attachment: [+]

Any changes to information on this page should be saved before adding or removing attachments. File name should be [Large File Guidance](#)

[Guidance](#)

**a.) Level of Review \***

Indicate below the level of environmental review that has been conducted for the proposed action.

**Categorical Exclusion** (Attach memo if required.)

[Select/View CE](#)

2 items found, displaying all items.1

CE Category	CE Description
A05	Updates to existing National Estuarine Research Reserve (NERR) management plans, provided that the update does not change NERR boundaries or add or significantly change allowable uses, uses requiring a permit, or restrictions on uses. This CE does not apply to new NERR management plans, or to the execution of any specific action subsequently funded to support the updated NERR management plan.
B10	Issuance of, or amendments to, Papahānaumokuākea Marine National Monument special ocean use permits for activities or use of the monument that are engaged in to generate revenue or profits for one or more of the persons associated with the activity or use, and do not destroy, cause the loss of, or injure monument resources.

Finding of No Significant Impact associated with Environmental Assessment Programmatic Environmental Assessment.

Record of Decision associated with Environmental Impact Statement.

Other - Explanation in Attachment.

**b.) Mitigating Measures**

If either an EA or EIS was completed, did the analysis of the environmental impacts require the implementation of one or more mitigation measures?  NO  YES  [Specific Award Condition](#)

**c.) Post Award NEPA Review Process**

Does the proposal include funding for one or more projects that have not yet been identified and therefore NEPA review cannot be completed?  NO  YES  [Specific Award Condition](#)

**d.) National Historic Preservation Act**

Indicate below the conclusion of the review conducted per section 106 of the National Historic Preservation Act:

- No potential to cause effects (36 CFR § 800.3(a)(1))
- No historic properties affected (36 CFR § 800.4(d)(1))
- No adverse effect (36 CFR § 800.5(d)(1))
- Adverse effects resolved (36 CFR § 800.6)
- Not Required

Please Select a NEPA Official for routing purposes:

- Select A NEPA Official -  
  
 - Select A NEPA Official -

**Save Save and Return to Main Cancel**

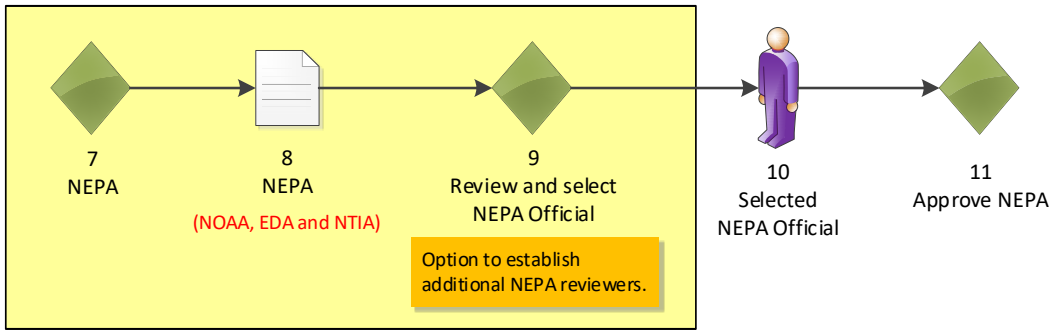
For b.) Mitigating Measures, leave the default response.

For c.) Post Award NEPA Review Process, leave the default response.

For d.) National Historic Preservation Act, leave the default response.

Choose **NOAA Official** from the NEPA Official dropdown list.

Then click the **Save and Return to Main** button.



**NEPA - NA23GOT9980001**

**Id:** 2872259  
**Status:** ProgramOfficerActions - In Progress

**Action:**

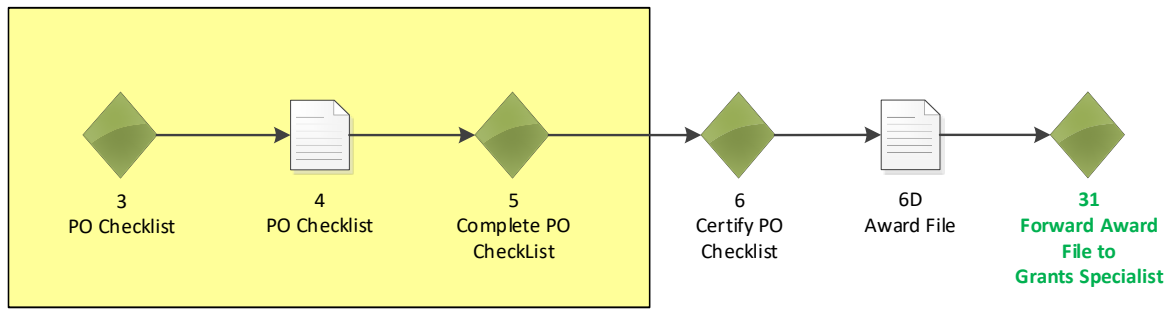
**Your Comments:**   
 Complete NEPA Document  
 Forward to NEPA Official  
 Forward to NEPA Reviewer

The NEPA page is displayed.

Choose **Forward to NEPA Official** from the dropdown menu and click the **Submit** button.



For additional information regarding the NEPA process, please reference: <http://www.noaa.gov/organization/information-technology/guidance-for-national-environmental-policy-act-nepa>



**NOAA GRANTS ONLINE**

Inbox RFA Application Awards Account Management Reports Help

Welcome to Grants Online Grants Student20. You are logged in to GOLTr1. Log

Advisories >> Tasks

**Your Tasks**

Document Type: All Status: Open Apply Filter >>

24 items found, displaying all items.1

View	Task	Award Number	Task Status	Task Name	Project Title	Approved Federal Funding	Task Id	Document Type	Document Id	RFA Name
<a href="#">View</a>	10/31/2022	NA23GOT9980001	Not Started	Procurement Request and Commitment of Funds	Training Manual Screenshot Nov 2022 - GStudent20	N/A	6829012	Procurement Request and Commitment of Funds	2872257	Test NonComp RFA for Training Manual
<a href="#">View</a>	10/31/2022	NA23GOT9980001	Not Started	Complete PO Checklist	Training Manual Screenshot Nov 2022 - GStudent20	N/A	6829010	PO Checklist	2872258	Test NonComp RFA for Training Manual

To begin, click on the **Inbox** tab and **Tasks** link.

Then click on the **View** link next to the Complete PO Checklist task.

### PO Checklist - NA23GOT9980001

**Id:** 2872258  
**Status:** ProgramOfficerActions - Not Started

**Action:** Please select an action **Submit**

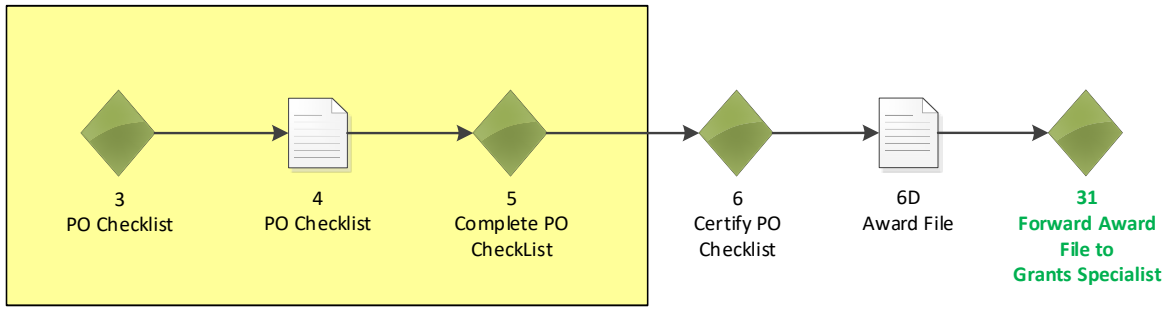
**Your Comments:** Please select an action  
 Complete PO Checklist  
 Reassign Award File  
 Renegotiate

**Spell Check**

**Save Comment**

The PO Checklist page is displayed.

Choose **Complete PO Checklist** from the dropdown menu and click the **Submit** button.



## PO Checklist - NA23GOT9980001

### Attachments:

No attachments.

Add new Attachment: [+]

Any changes to information on this page should be saved before adding or removing attachments.  
[Large File Guidance](#)

### General Award Information \*

Application Organization: [SCIENCE SYSTEMS AND APPLICATIONS, INC.](#) State: MD  
 Applicant's EIN and UEI have been verified:

### Grant Type \* [Guidance](#)

- Grant
  - Cooperative Agreement
- If Cooperative Agreement, enter [Cooperative Agreement Specific Award Condition](#)

### Statutory Authority \* [Guidance](#) [Audit Trail:](#)

**General Award Information:** Confirm that the EIN and UEI have been verified by checking the checkbox.

**Grant Type:** Choose Grant.

**Statutory Authority:** Click the [Guidance](#) link which will open up the SAM.gov website.

Home  Data Bank Data Services Help



Official U.S. Government Website  
100% Free

Click on the [Search](#) link.

Home Search Data Bank Data Services Help

Search  e.g. 1606N020Q02

Select Domain All Domains

Filter By

Keyword Search

For more information on how to use our keyword search, visit our help guide

Any Words  All Words  Exact Phrase

Federal Organizations

Enter Code or Name

Status

Active  Inactive

Reset

Showing 1 - 6 of 6 results

44--AIR PURIFIERS

Notice ID: 140A2322Q0206

AIR PURIFIERS...

Department/Ind.Agency: INTERIOR, DEPARTMENT OF THE BUREAU OF INDIAN AFFAIRS Office: INDIAN EDUCATION ACQUISITION OFFICE

Contract Opportunities

Current Date Offers Due: April 01, 2022, 03:00 PM EDT

Notice Type: Updated Combined Synopsis/Solicitation

Updated Date: Mar 28, 2022 (2)

Published Date: Mar 28, 2022

58--RADIO STATION EQUIPMENT

Notice ID: PR10400249\_01

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in FAR Subpart 12.6, as supplemented with additional...

Department/Ind.Agency: STATE, DEPARTMENT OF OFFICE OF ACQUISITIONS - AQM MOMENTUM

Contract Opportunities

Current Date Offers Due: January 28, 2022, 01:30 PM EST

Notice Type: Original Combined Synopsis/Solicitation

Updated Date: Jan 7, 2022

Published Date: Jan 7, 2022

11.999 Marine Debris Program

To provide grants and cooperative agreements to help identify, determine sources of, assess, reduce, and prevent marine debris and its adverse impacts...

Dept / Ind Agency: COMMERCE, DEPARTMENT OF NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Assistance Listing

Is Funded: Yes

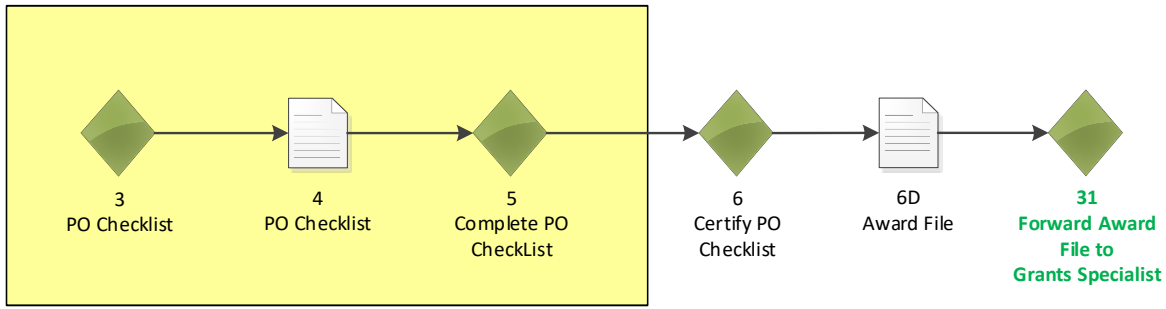
Last Updated Date: Sep 9, 2021

Type of Assistance:

Enter a CFDA Number in the search field. In the video, CFDA 11.999 was used.

Click on the [Marine Debris Program](#) link.





ASSISTANCE LISTINGS

## Marine Debris Program



Note: This Assistance Listing was not updated by the issuing agency in 2021. Please contact the issuing agency listed under "Contact Information" for more information.

Assistance Listing
Sub-tier NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
CFDA Number 11.999
Related Federal Assistance <a href="#">11.469</a> , <a href="#">11.463</a> , <a href="#">11.441</a> , <a href="#">11.457</a>
<a href="#">View available opportunities on Grants.gov related to this Assistance Listing</a>

### Overview

#### Objectives

To provide grants and cooperative agreements to help identify, determine sources of, assess, reduce, and prevent marine debris and its adverse impacts on the marine environment and navigation safety within the coastal United States and territories. Awards made under this program will remove marine debris from coastal habitats; explore non-regulatory incentives to reduce the quantity and impacts of derelict fishing gear; support regional coordination among marine debris practitioners, states, and tribes; conduct outreach and education activities aimed at preventing marine debris; develop interagency plans to respond to "severe marine debris events"; assess debris composition, volume, and trajectory in different marine and coastal ecosystems; conduct research and development on marine debris impacts and distribution; and estimate the potential impacts of marine debris on coastal resources, habitats and economies.

#### Examples of Funded Projects

Not Applicable.

#### Authorizations

Marine Debris Research, Prevention, and Reduction Act, 33 US Code 1951 - 1958

Scroll down to the Authorizations section of the page. Copy the information from this section and paste it in the Statutory Authority text box.

#### Grant Type \*

[Guidance](#)

Grant

Cooperative Agreement

If Cooperative Agreement, enter [Cooperative Agreement Specific Award Condition](#)

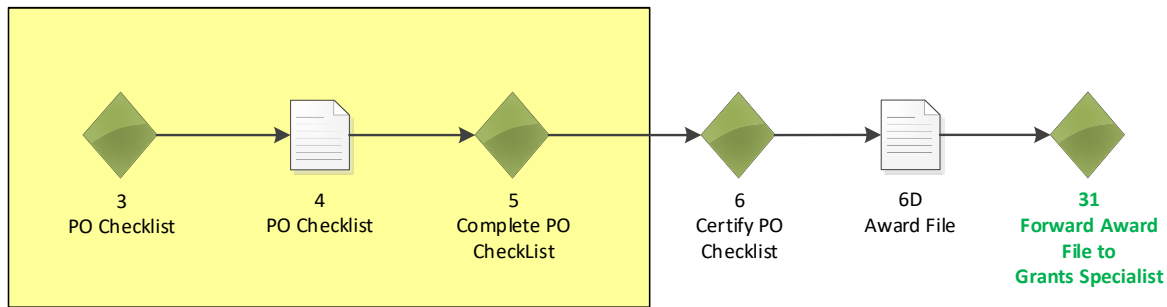
#### Statutory Authority \*

[Guidance](#)

Audit Trail:




Marine Debris Research, Prevention, and Reduction Act, 33 US Code 1951 - 1958



**Statutory Authority \***

[Guidance](#)

Audit Trail: 

Marine Debris Research, Prevention, and Reduction Act, 33 US Code 1951 - 1958

**Project Description/Abstract \***

[Guidance](#)

Are you smarter than a 5th grader?

**Spell Check**

**IMPORTANT:** PLEASE REVIEW CAREFULLY for spelling or punctuation errors (as can occur with copy/paste from Word).

**Basis of Selection \***

[Guidance](#)

- Competitive
- Non-Competitive
- Institutional (designated by Grants Office)
- Formula/Allotment

**Project Progress Reports**

[Guidance](#)

Any changes to these values will be applied to the entire grant.

**Frequency**

- Semi-Annually
- Synchronized to the Federal Financial Report periods
- Annually (for multi-year/institutional)
- Quarterly
- Not Required (for "No Special Purpose" awards). No final report required. Final report required for all other awards.
- Not Required (for Single Year awards). One report, covers award period up to 12 months.

**Final Report**

- Comprehensive - a last interim report is required
- Comprehensive - a last interim report is not required
- Last Report

**[Specific Award Condition for Project Progress Reports](#)**

**Project Progress Reporting Comments:**

**Project Description:**

This information should be understood by the general public.

The information entered in this text box is passed on to the Legislative Affairs team. That office notifies Congress of the Award. To ensure the content is understood by the majority of the target audience, do not use acronyms.

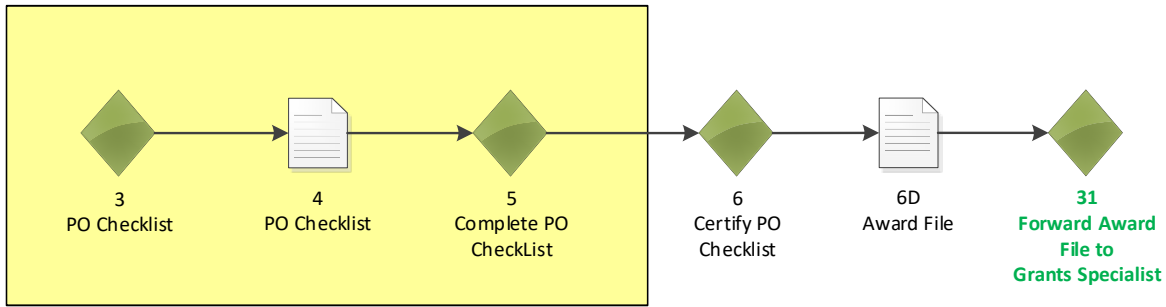
**Basis of Selection:**

Choose the **Non-Competitive** radio button.

**Frequency:**

Choose the **Synchronized to the Federal Financial Report periods** radio button.

Then click on the **[Specific Award Condition for Project Progress Reports](#)** link.



**Specific Award Conditions**

[Create From Scratch](#)

**Available Specific Award Conditions**

Group Name	Name	Description
Administrative - NEW AWARD	Matching Requirement...	Since this awa...
Administrative - CONTINUATION AWARD	Matching Requirement - Sea Grants and CI...	recipient to pro project-related mai...
Administrative - CONTINUATION AWARD	Matching Requirement...	(REVISED) Sin cumulative ma costs from non

Click the **Create From Scratch** link.

**Specific Award Condition Details**

Name: \*

Description: \*

[Spell Check](#)

**Association Edits:**

Response Required:  -- Select One --

Payment Verification Needed:  FPO Only:

Satisfied Date:

Type: Programmatic Pending

[Save](#) [Save and Return to Main](#) [Cancel](#)

The Name is prepopulated. In the Description field, enter a description.

Then click the **Save and Return to Main** button.

**Pending Specific Award Conditions**

2 items found, displaying all items.1

Name	Description
<a href="#">Performance Progress Reports</a>	Synchronized to the Financial Reporting frequency..
<a href="#">NOAA Logo Required</a>	All publications resulting from this grant award proj display a NOAA Logo on the cover sheet.

**Associated Specific Award Conditions**

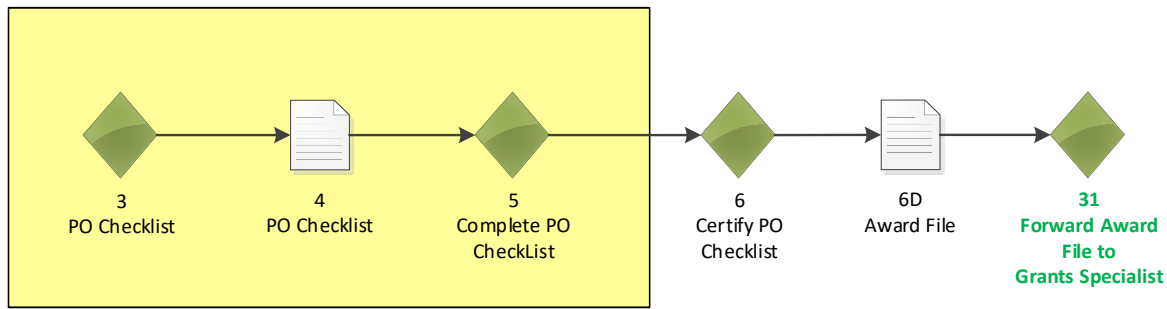
Nothing found to display.

[Done](#)

At the bottom of the page, click the **Done** button.



Note: If you create a Specific Award Condition (SAC) when you set up a RFA or Competition, that SAC is automatically applied to all applications associated with that RFA or Competition.



**Project Progress Reports** [Guidance](#)

Any changes to these values will be applied to the entire grant.

**Frequency**

- Semi-Annually
- Synchronized to the Federal Financial Report periods
- Annually (for multi-year/institutional)
- Quarterly
- Not Required (for "No Special Purpose" awards). No final report required. Final report selection is not
- Not Required (for Single Year awards). One report, covers award period up to 12 months and is due 9

**Final Report**

- Comprehensive - a last interim report is required
- Comprehensive - a last interim report is not required
- Last Report

[Specific Award Condition for Project Progress Reports](#)

**Project Progress Reporting Comments:**

Comments here.

**Note:** It is the Program Officer's responsibility to create the Specific Award Condition. If no Specific Award Condition exists for project progress reporting, comments are required in this box.

**Conflict of Interest/Post Employment Restrictions** [Guidance](#)

Is there a former DOC employee working for the applicant who represents the applicant?

NO  YES

If YES, please attach files below.

**Matching Requirements:** \* [Guidance](#)

No Matching Requirements have been defined

[Add New](#)

**Project Progress Reporting Comments:** As a Specific Award Condition was created, comments are required in this box.

**Conflict of Interest:** Leave as default.

**Matching Requirements:** Click the [Add New](#) link.

**PO Checklist Matching Requirement**

Calculation of Match:  Percentage  Ratio

Federal Share Amount \* \$

Required Cost Share \* %   
(max 14 decimal places)

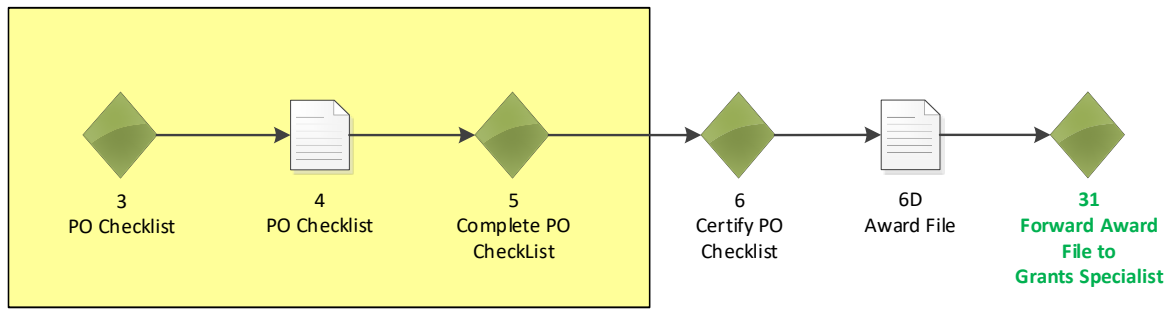
Cost Share Explanation  Statutory  Competitive Announcement  Other Explanation

Explanatory Notes:

**Save** **Cancel**

Calculation of March = **Percentage**  
 Federal Share Amount = **\$10,000**.  
 Required Cost Share = **50%**

Click the **Save** button.



**Matching Requirements:** \* [Guidance](#)

Federal Share Amount	Required Cost Share % of Total (Non-Federal + Federal) OR Required Non-Fed:Fed Ratio	Required Non-Federal Share Amount (calculated)	Funding Source / Required Cost Share Explanation	Action
\$10,000.00	50.0%	\$10,000.00		<a href="#">Edit</a> <a href="#">Delete</a>

[Add New](#)

**Analysis of Matching Requirements**

Negotiated Federal Share: \$10,000.00  
 Total Federal Share (from Matching Requirements): \$10,000.00  
 Negotiated Non-Federal Share: \$10,000.00  
 Total Required Non-Federal Share: \$10,000.00  
**Voluntary Non-Federal Share:** \$0.00

**Minority Serving Institution** [Guidance](#)

At the time of this award, it has not been determined if the recipient is a Minority Serving Institution. If you believe that this information is incorrect, please contact the Help Desk to correct the MSI status of the award.

Does this award include any subaward to a Minority Serving Institution?  NO  YES

**Homeland Security Presidential Directive - 12** [Guidance](#)

Does the proposed award require any recipient, subawardee, and/or contractor personnel to have physical access to Federal premises for more than 180 days or to access a Federal information system?  NO  YES

**Research Terms & Conditions Prior Approval and Other Requirements** \* [Guidance](#)

Will the funding for the proposed award, or any part of the proposed award, be used to conduct research?  NO  YES  Not Answered

**Project Specific Information** [Guidance](#)

Is PROGRAM INCOME anticipated being earned during performance of this project?  NO  YES [Ent](#)  
 Will a VIDEO be created for public viewing as part of this project?  NO  YES [Ent](#)  
 Is a SURVEY/QUESTIONNAIRE required by the Program Office for this project?  NO  YES [Ent](#)  
 Will Federal Agency owned equipment be provided to the recipient to use for this award?  NO  YES [Spe](#)

**Transfer Information** [Guidance](#)

Does this award include any Federal funds that were transferred from another Federal agency specifically for this award?  NO  YES  
 If YES, enter transfer documents [Enter Comments](#)

**Programmatic Specific Award Condition**

Are there any NEPA mitigating factors, Post Award NEPA reviews, or any other programmatic restrictions that need to be placed on the award?  NO  YES

[Specific Award Condition](#)

**Minority Serving Institution:** Leave as default.

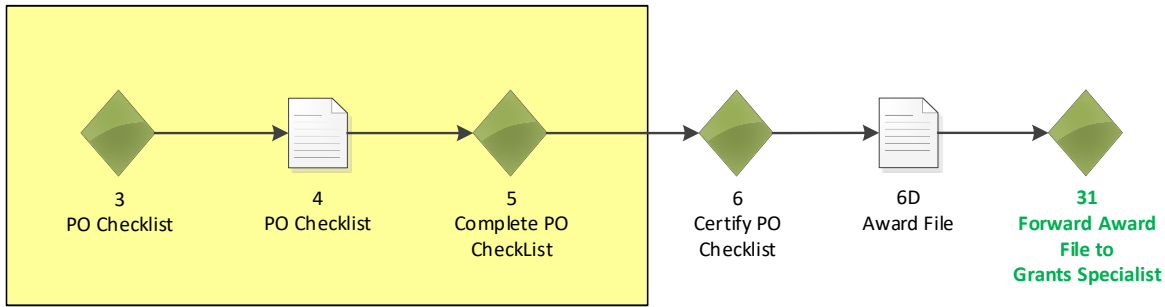
**Homeland Security Presidential Directive - 12:** Leave as default.

**Research Terms & Conditions Prior Approval and Other Requirements:** Click the **Yes** radio button.

**Project Specific Information:** Leave as default.

**Transfer Information:** Leave as default.

**Programmatic Specific Award Condition:** Click the **Specific Award Condition** link.



## Specific Award Conditions

[Create From Scratch](#)

### Available Specific Award Conditions

Group Name	Name	Description
Administrative - NEW AWARD	<a href="#">Matching Requirement...</a>	Since requir

Click the **Create From Scratch** link.

### Specific Award Condition Details

Name: \*

Description: \*   
 The recipient must show proof of obtaining the appropriate permit before using federal funds on the grant award project. A copy of the permit must be submitted to the Federal Program Office within 45 days of the Grants Officer signature on the award document.

[Spell Check](#)

#### Association Edits:

Response Required:

Payment Verification Needed:  FPO Only:

Satisfied Date:

Type: Programmatic Pending

[Save](#) [Save and Return to Main](#) [Cancel](#)

**Name:** Enter **“Permit Required.”**

**Description:** Enter **“The recipient must show proof of obtaining the appropriate permit before using federal funds on the grant award project. A copy of the permit must be submitted to the Federal Program Office within 45 days of the Grants Officer signature on the award document.”**

**Response Required:** Click the checkbox. Choose **Days after Grants Officer Approval Date** from the dropdown menu and enter **45** in the box.

**Payment Verification Needed:** Click the checkbox.

Then click the **Save and Return to Main** button.

At the bottom of the page, click the **Done** button.

Programmatic - COO  
 Programmatic - OAR

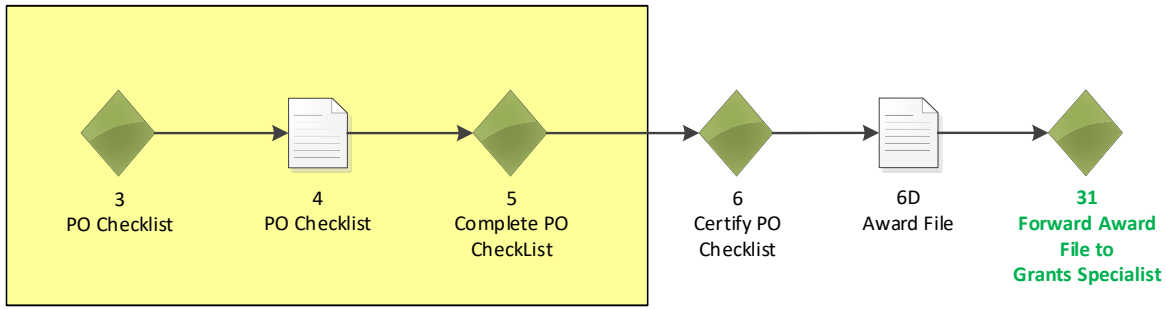
#### Pending Specific Award Conditions

3 items found, displaying 1

Name
<a href="#">Performance Progress Reports</a>
<a href="#">NOAA Logo Required</a>
<a href="#">Permit Required</a>

Associated Specific Award Conditions  
 Nothing found to display.

[Done](#)



**Programmatic Specific Award Condition**  
 Are there any NEPA mitigating factors, Post Award NEPA reviews, or any other programmatic restrictions that need to be placed on the award?  NO  YES  
[Specific Award Condition](#)

**Additional Information**  
 [Text area]

**NOAA Specific Information**  
**Coastal Zone Management Awards**  
 For Coastal Zone Management Awards, indicate which sections of the Coastal Zone Management Act are applicable to this award.  
 Section 306/306a  NO  YES  
 Section 308  NO  YES  
 Section 309  NO  YES  
 Section 310  NO  YES  
 Section 6217  NO  YES  
 If no boxes are checked, only the normal Financial Reports will be generated. Every appropriate report and Amendment 1 only has Section 308 tasks, but Section 306 reports are still required through the end of the project.

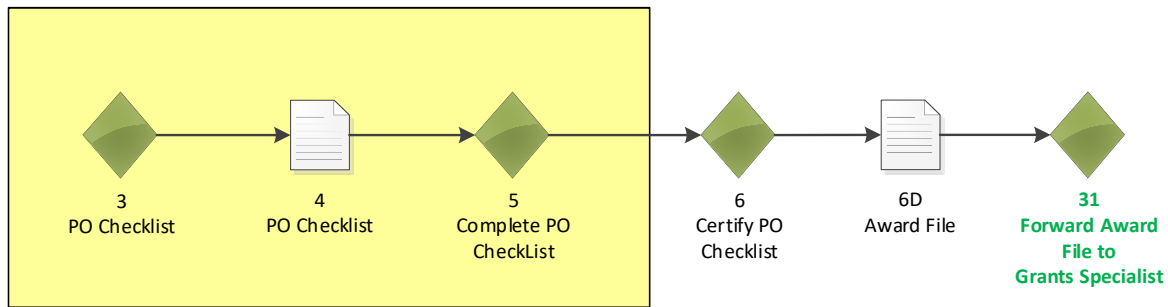
**CESU Awards**  
 Is CESU Award?  NO  YES If YES, enter justification and verify Grant Type   
 Justification [Text area]

**Other**  
 Past Performance Acceptable?  NO  YES  No prior experience  
 Comments [Text area]

[Cooperative Agreement Specific Award Condition](#)

**Save** **Save and Return to Main** **Cancel**

**NOAA Specific Information**  
**Coastal Zone Management Awards:** Leave as default.  
**CESU Awards:** Leave as default.  
**Other:**  
 Click the **Yes** radio button.  
 Click the **Save and Return to Main** button.



**PO Checklist - NA23GOT9980001**

**Id:** 2872258  
**Status:** ProgramOfficerActions - In Progress

**Action:**  **Submit**

**Your Comments:**  **Spell Check**

**Save Comment**

The PO Checklist page is displayed.

Choose **Certify PO Checklist** from the dropdown menu and click the **Submit** button.



This completes the hands on activity for this Module.  
**Please complete the assessment questions.**





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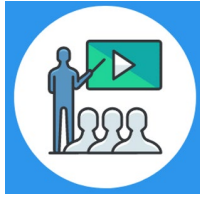
## **Grants Online Training**

# **Award File: Procurement Request & Commitment of Funds**

## **Module #08**

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**February 2023**



## Module Overview

Prior to this module the NEPA and PO Checklist were completed. The following Award File component will be completed in this module:

- Procurement Request and Commitment of Funds

This module will conclude with completing the Award File process.



## Module Objectives

Upon completion of this module, students will be able to:

- Understand the Universal Process – Prepare Application for Funding Process Map
- Complete the Procurement Request and Commitment of Funds process

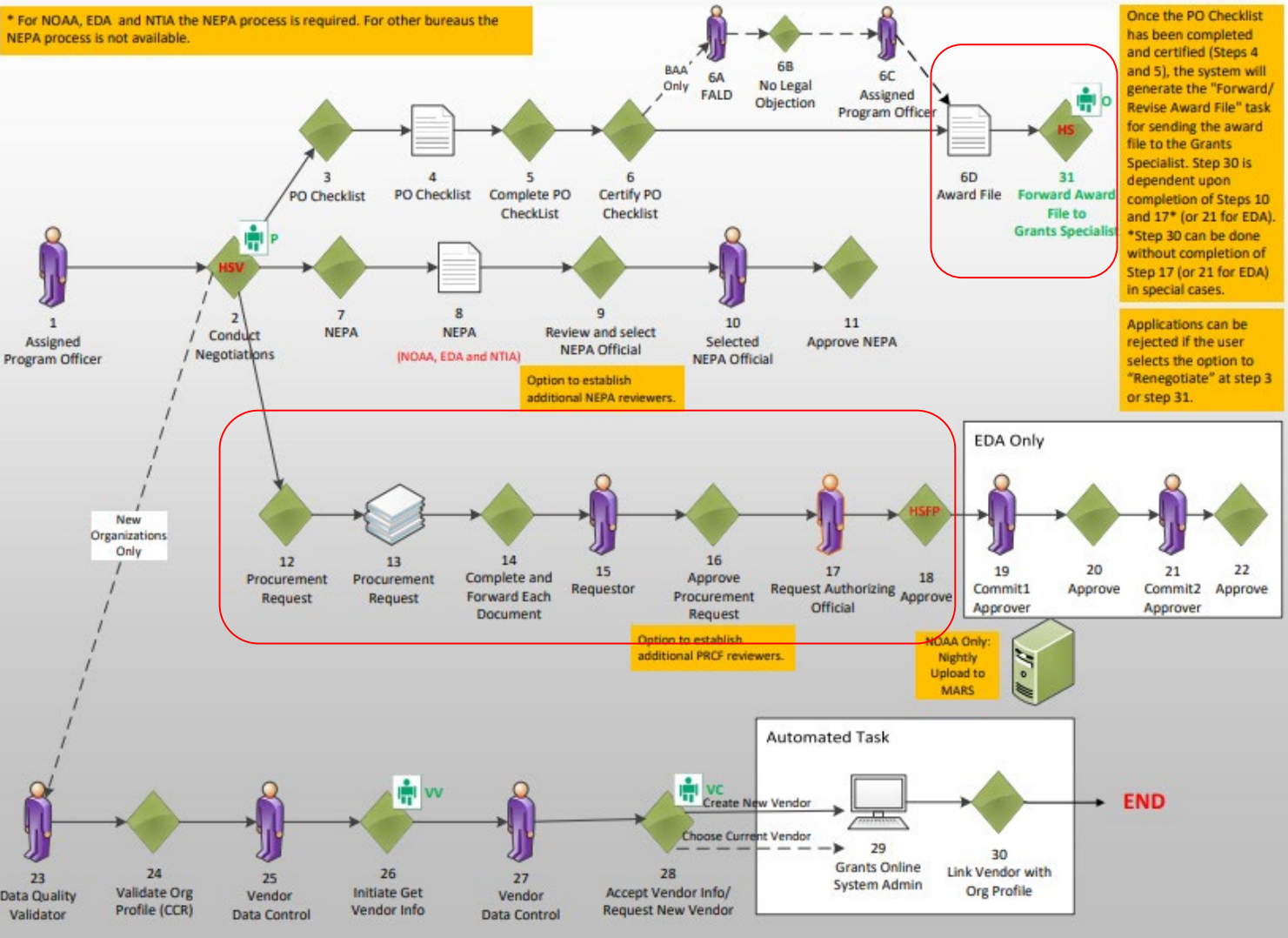


# Universal Process – Prepare Applications for Funding Process Map

## Prepare Applications for Funding Overview (UNI-3)

March 4, 2020  
Version 4.27

\* For NOAA, EDA and NTIA the NEPA process is required. For other bureaus the NEPA process is not available.



Once the PO Checklist has been completed and certified (Steps 4 and 5), the system will generate the "Forward/Revise Award File" task for sending the award file to the Grants Specialist. Step 30 is dependent upon completion of Steps 10 and 17\* (or 21 for EDA). \*Step 30 can be done without completion of Step 17 (or 21 for EDA) in special cases.

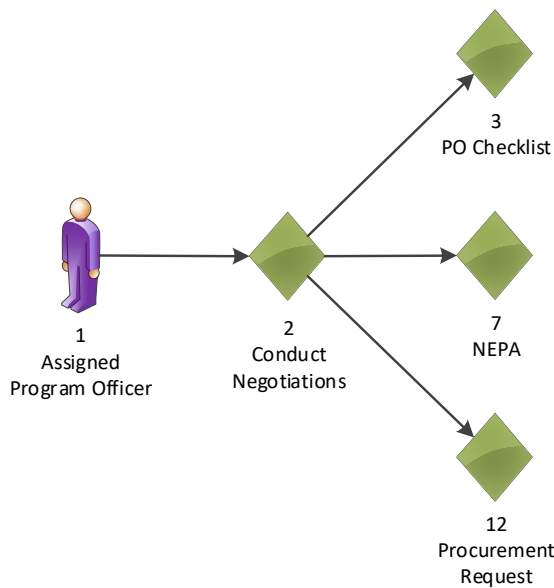
Applications can be rejected if the user selects the option to "Renegotiate" at step 3 or step 31.

### [Corresponding Video](#)

Hands on activity for this Module starts here. You will be completing steps 12 – 18 and 6D-31.

To begin, access the [Grants Online Training](#) site.

The gstudent account represents a Certified Federal Program Officer. Sign in with your **gstudentXX** account. The password is **gotremfeb23XX\$\$**  
**Note: XX is your Student Number.**



**NRAA GRANTS ONLINE**

Inbox RFA Application Awards Account Management Reports Help

Welcome to Grants Online Grants Student20. You are logged in to GOLTr1.

Advisories >> PO Checklist - NA23GOT9980001 >> Tasks

**Your Tasks**

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

24 items found, displaying all items. 1

View	Task	Received Date	Award Number	Task Status	Task Name	Project Title	Approved Federal Funding	Task Id	Document Type	Document Id	RFA Name
<a href="#">View</a>		10/31/2022	NA23GOT9980001	Not Started	Forward/Revise Award File	Training Manual Screenshot Nov 2022 - GStudent20	N/A	6829014	Award File	2872255	Test NonComp RFA for Training Manual
<a href="#">View</a>		10/31/2022	NA23GOT9980001	Not Started	Procurement Request and Commitment of Funds	Training Manual Screenshot Nov 2022 - GStudent20	N/A	6829012	Procurement Request and Commitment of Funds	2872257	Test NonComp RFA for Training Manual

To begin, click on the **Inbox** tab and **Tasks** link.

Then click on the **View** link next to the **Procurement Request and Commitment of Funds** task.

## Procurement Request and Commitment of Funds - NA23GOT9980001

**Id:** 2872257

**Status:** ProgramOfficerActions - Not Started

**Action:**

Please select an action

**Submit**

**Your Comments:**

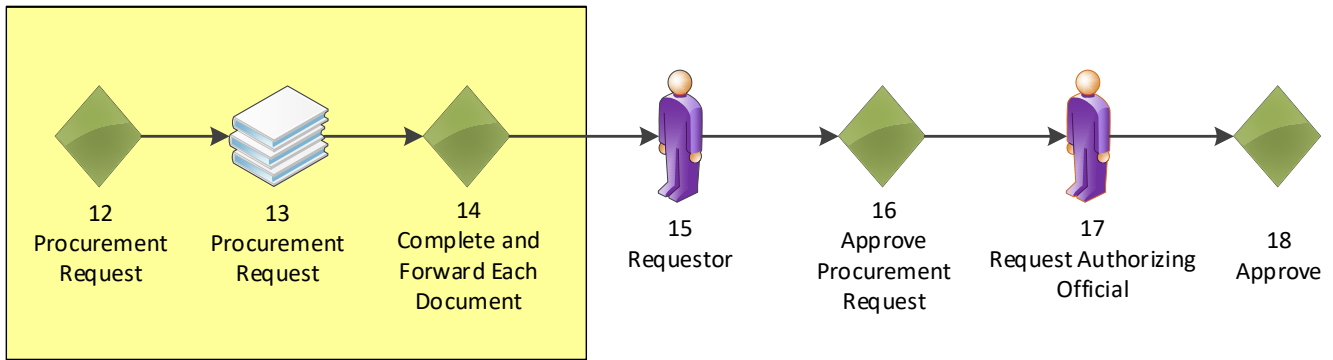
Please select an action  
 Complete Procurement Request and Commitment of Funds

**Spell Check**

**Save Comment**

The Procurement Request and Commitment of Funds page is displayed.

Choose **Complete Procurement Request and Commitment of Funds** from the dropdown menu and click the **Submit** button.



## Procurement Request and Commitment of Funds - NA23GOT9980001

Last CBS Validation:      Status:

### Active Procurement Requests:

Nothing found to display.

### Withdrawn Procurement Requests:

Nothing found to display.

### Request Authorizing Official: \*

None Selected.

**Search**

Step 1 – Click the **Search** button.

### Additional Reviewers:

Nothing found to display.

**Add**

(Please not

### Request

None Se

**Search**

### Search Users

Please leave all fields empty to search for all results  
Enter search terms to find a user.

First Name

Middle Name

Last Name

Organization

E-Mail Address

State

**Search**

**Cancel**

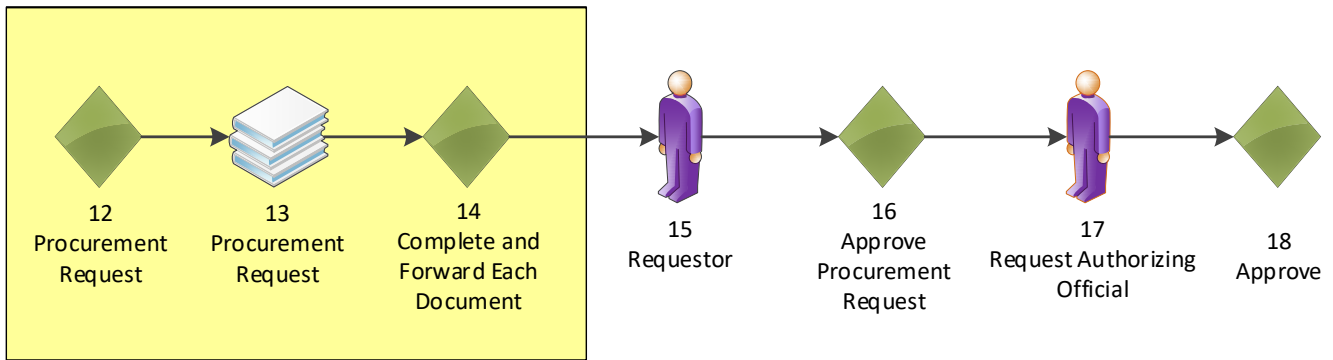
Nothing found to display.

Step 2 – Enter “**Official**” in the Last Name field, then click the **Search** button.

One item found.1

Action	User ID	Name	Organization		
<a href="#">Select</a>	2036040	Official (nofficial), NOAA	One Commerce Program Office (OCPO)	301-555-1212	20020 1143 U

Step 3 – Click the **Select** link next to the **NOAA Official** user.



## Procurement Request and Commitment of Funds - NA23GOT9980001

Last CBS Validation:      Status:

### Active Procurement Requests:

Nothing found to display.

### Withdrawn Procurement Requests:

Nothing found to display.

### Request Authorizing Official: \*

Name	Title	Telephone	Action
NOAA Official (nofficial)		301-555-1212	<a href="#">Change</a>

### Additional Reviewers:

Nothing found to display.

[Add](#)

*(Please note, you must press 'Save and Return to Main' for the Route to be committed)*

### Requestor: \*

None Selected.

[Search](#)

Step 1 – Click the **Search** button.

## Search Users

Please leave all fields empty to search for all results  
Enter search terms to find a user.

First Name

Middle Name

Last Name

Organization

E-Mail Address

State

[Search](#)   [Cancel](#)

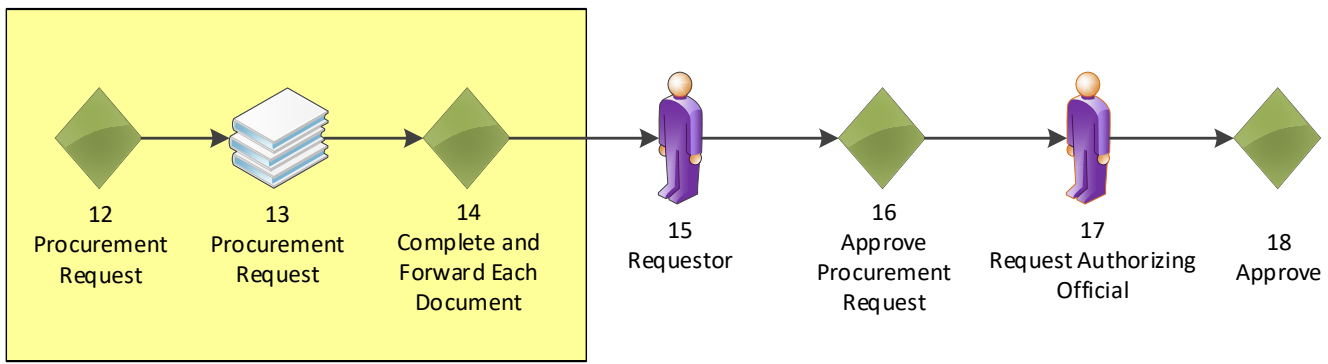
Nothing found to display.

Step 2 – Enter your **gstudentXX number only** in the Last Name field, then click the **Search** button.

One item found.1

Action	User ID	Name	Organization
<a href="#">Select</a>	2036084	Student20, Grants	One Commerce Program Off

Step 3 – Click **Select** link next your **Grants StudentXX** account.



Requestor: \*

Name	Title	Telephone	Action
Grants Student20		301-555-1212	<a href="#">Change</a>

Federal Share: \* \$  Requisition Number: \*

Affected Reference Number: NA23GOT9980001 EII 012345678 UEI: PJ2SP76D3HJ3

URI: Applicant Type: Small Business

To: \*

SCIENCE SYSTEMS AND APPLICATIONS, INC.  
 10210 GREENBELT RD STE 600 LANHAM, MD  
 20706-6239

CFDA Number: 11.998  
 Project Start Date: 2022-10-01  
 Project End Date: 2024-09-30  
 Grant Type: Grant  
 Project Description: Training Manual Screenshot

Clearances/Remarks:

**Accounting - ACCS Lines \***  
 No CD435 ACCS Lines have been defined.  
[Add New ACCS Line](#)

Step 1 – Click the **Add New ACCS Line** link.

PRCF Total for this Award action: \$0.00

Total Federal fun  
 Recipient Share:  
 Total Recipient F

*Note: Budget Of  
 amount are disp  
 450/451 will not*

Procurement Req  
[Save](#) [Save ar](#)  
[Award Finance](#)

Validated: false

Bureau (xx): \*

Fund (xx): \*

Fiscal Year (yyyy): \*

Project - Task: \*  -

Program Code: The Program Code will display here once the ACCS line is validated

Organization: \*  -  -  -  -  -  -

Object Class: \*  -  -  -

Unique Account Descriptor: [Select Descriptor](#) Fund Type:

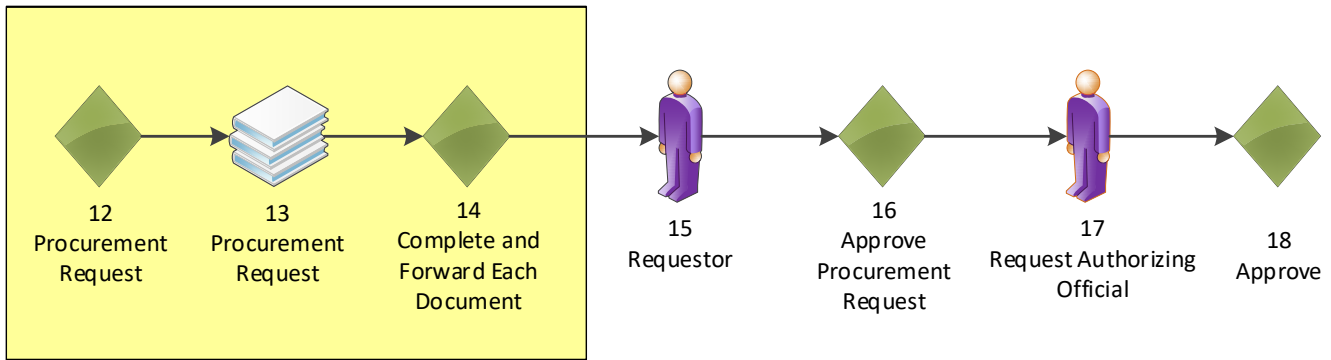
Amount: \* \$  Prior Year Fund:

[Save](#) [Award Finance](#)  
[Add](#)

Step 2 – Enter the following values:

- **Bureau:** Leave as 14.
- **Fiscal Year:** This can be changed by the FPO to use Prior Year Funds. For class leave this as “**2023**”.
- **Project:** Enter **28LEF29**
- **Task:** Enter **P00**
- **Organization:** Enter **30-31-0002**
- **Object Class:** Enter **41-11-00-00**
- **Amount:** Enter **5,000.00**

Click the “**Save**” button.



Validated: false

Bureau (xx): \* 14

Fund (xx): \* 0

Fiscal Year (yyyy): \* 2023

Project - Task: \* 28LEF29 - P00

Program Code: The Program Code will display here once the ACCS line is validated

Organization: \* 30 - 31 - 0002 - 00 - 00 - 00 - 00

Object Class: \* 41 - 11 - 00 - 00

Unique Account Descriptor: [Select Descriptor](#) Fund Type:

Amount: \* \$5,000.00 Prior Year Fund: No

[Save](#) [DWValidate](#) [Cancel/Done](#)

Click the **DWValidate** button.

[Add New ACCS Line](#)

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account ID
14	0	2023	30-31-0002-00-00-00-00	---	28LEF29-P00	41-11-00-00	\$5,000.00	N	No	---



Note that “DWValidate” button checks the accuracy of the information entered for the ACCS Lines for the fiscal year specified.

**The ACCS is valid**

Validated: true

Bureau (xx): \* 14

Fund (xx): \* 1

Fiscal Year (yyyy): \* 2023

Project - Task: \* 28LEF29 - P00

Program Code: 02 - 21 - 16 - 001

Organization: \* 30 - 31 - 0002 - 00 - 00 - 00 - 00

Object Class: \* 41 - 11 - 00 - 00

Unique Account Descriptor: [Select Descriptor](#) Fund Type:

Amount: \* \$5,000.00 Prior Year Fund:

[Save](#) [DWValidate](#) [Cancel/Done](#)

At the top of the page, Validated should now be “true”. Additionally, the Fund code and the Program Code will be automatically populated.

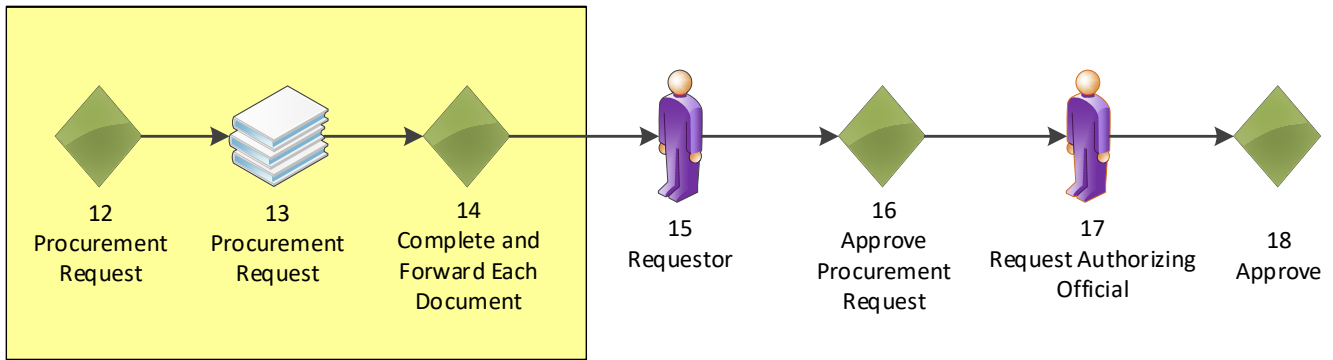
Unique Account Descriptor: Click the **Select Descriptor** link.

[Add New ACCS Line](#)

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account ID
14	1	2023	30-31-0002-00-00-00-00	02-21-16-001	28LEF29-P00	41-11-00-00	\$5,000.00	N	Yes	---





Program Office:  [Apply Filter >>](#)

**Unique Account Descriptor:**

Line/Program Office	Descriptor	Identifying Information	Action
GOT	LINEOFF DESCRIPTOR		<a href="#">Select</a>
OCPO	PGMOFFICE DESCRIPTOR		<a href="#">Select</a>

[Cancel](#)

Choose one descriptor by clicking the **Select** link. In the video, the **PGMOFFICE DESCRIPTOR** was chosen.

**The ACCS is valid**

Validated: true

Bureau (xx): \*

Fund (xx): \*

Fiscal Year (yyyy): \*

Project - Task: \*  -

Program Code: 02 - 21 - 16 - 001

Organization: \*  -  -  -  -  -  -

Object Class: \*  -  -  -

Unique Account Descriptor: PGMOFFICE DESCRIPTOR [Select Descriptor](#) Fund Type: X

Amount: \*  Prior Year Fund:

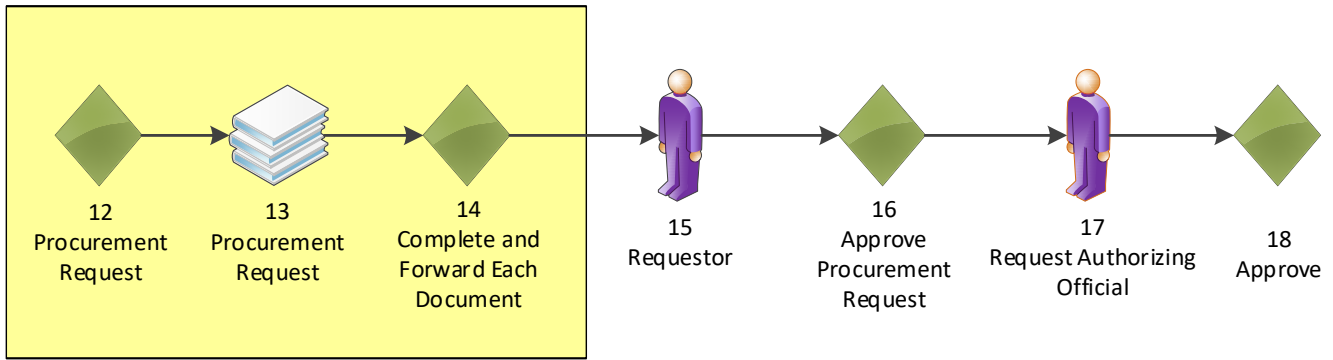
[Save](#) [DWValidate](#) [Cancel/Done](#)

[Add New ACCS Line](#)

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account ID
14	1	2023	30 - 31 - 0002 - 00 - 00 - 00 - 00	02 - 21 - 16 - 001	28LEF29 - P00	41 - 11 - 00 - 00	\$5,000.00	N	Yes	PGMOFFICE DESCRIPTOR-X-999-001

Click the **Cancel/Done** button.



### Procurement Request and Commitment of Funds - NA23GOT9980001

Last CBS Validation:      Status:

**Active Procurement Requests:**

Nothing found to display.

**Withdrawn Procurement Requests:**

Nothing found to display.

**Request Authorizing Official: \***

Name	Title	Telephone	Action
NOAA Official (nofficial)		301-555-1212	Change

**Additional Reviewers:**

Nothing found to display.

**Add**

*(Please note, you must press 'Save and Return to Main' for the Route to be committed)*

**Requestor: \***

Name	Title	Telephone	Action
Grants Student20		301-555-1212	Change

**Federal Share: \***

\$ 5,000.00

**Requisition Number: \***

NAGO0000300006

**Affected Reference Number:** NA23GOT9980001

**EIN: 5** 012345678

**UEI:** PJ2SP76D3HJ3

**URI:**

**Applicant Type:** Small Business

**To: \***

SCIENCE SYSTEMS AND APPLICATIONS, INC.  
10210 GREENBELT RD STE 600 LANHAM, MD 20706-6239

**Description: \***

CFDA Number: 11.998  
Project Start Date: 2022-10-01  
Project End Date: 2024-09-30  
Grant Type: Grant  
Project Description: Training Manual Screenshot

**Clearances/Remarks:**

**Accounting - ACCS Lines \***

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account ID	Action
14	1	2023	30 -31 -0002-00-00-00-00	02-21-16-001	28LEF29-P00	41-11-00-00	\$5,000.00	N	Yes	PGMOFFICE DESCRIPTOR-X-999-001	Edit Delete

[Add New ACCS Line](#)

PRCF Total for this Award action: \$5,000.00

\$5,000.00

Total Federal funds authorized for this Award action: \$5,000.00

\$5,000.00

Recipient Share Total for this Award action:

0.00

Total Recipient Funds authorized for this Award action: \$5,000.00

*Note: Budget Officer Approval does not apply to Recipient Share amounts. These amount are displayed for informational purposes only. Changes made in cd-450/451 will not be reflected on this page.*

[Procurement Request Official Comments](#)

**Save** **Save and Return to Main** **CBSValidate** **Cancel**

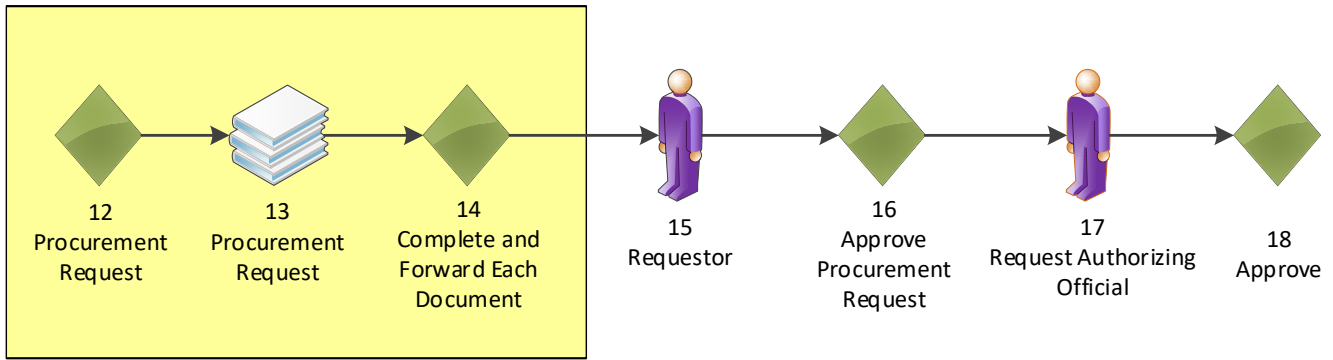
**Award Finance Report**

Enter the matching funds in the Recipient Share Total for this Award action field = **\$5,000.00**.

Then click the **CBSValidate** button.



Note that CBSValidate button checks the CBS table to determine if there are sufficient funding available at this moment in time.



## Procurement Request and Commitment of Funds - NA23GOT9980001

Last CBS Validation: 10/31/2022 6:7:5 PM      Status: Valid

### Active Procurement Requests:

Nothing found to display.

### Withdrawn Procurement Requests:

Nothing found to display.

### Request Authorizing Official: \*

Name	Title	Telephone	Action
NOAA Official (nofficial)		301-555-1212	Change

### Additional Reviewers:

Nothing found to display.

**Add**

(Please note, you must press 'Save and Return to Main' for the Route to be committed)

### Requestor: \*

Name	Title	Telephone	Action
Grants Student20		301-555-1212	Change

### Federal Share: \*

\$ 5,000.00

### Requisition Number: \*

NAGO0000300006

Affected Reference Number: NA23GOT9980001

EIN: 012345678

UEI: PJ2SP76D3HJ3

URI:

Applicant Type: Small Business

To: \*

SCIENCE SYSTEMS AND APPLICATIONS, INC.  
10210 GREENBELT RD STE 600 LANHAM, MD 20706-6239

Description: \*

CFDA Number: 11.998  
Project Start Date: 2022-10-01  
Project End Date: 2024-09-30  
Grant Type: Grant  
Project Description: Training Manual Screenshot

### Clearances/Remarks:

### Accounting - ACCS Lines \*

One item found. 1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account ID	Action
14	1	2023	30 -31 -0002-00-00-00-00	02-21-16-001	28LEF29-P00	41-11-00-00	\$5,000.00 N		Yes	PGMOFFICE DESCRIPTOR-X-999-001	Edit Delete

[Add New ACCS Line](#)

PRCF Total for this Award action:

\$5,000.00

Total Federal funds authorized for this Award action:

\$5,000.00

Recipient Share Total for this Award action:

5,000.00

Total Recipient Funds authorized for this Award action: \$5,000.00

Note: Budget Officer Approval does not apply to Recipient Share amounts. These amount are displayed for informational purposes only. Changes made in cd-450/451 will not be reflected on this page.

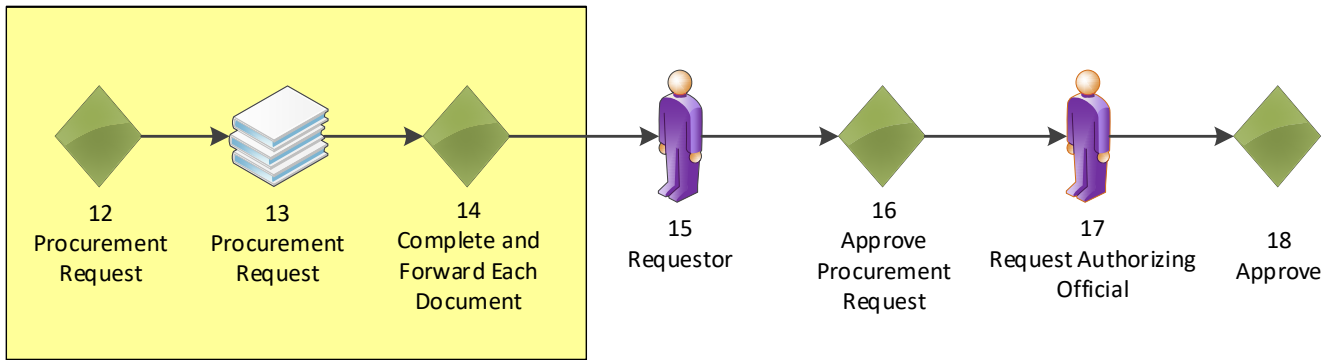
[Procurement Request Official Comments](#)

**Save** **Save and Return to Main** **CBSValidate** **Cancel**

**Award Finance Report**

The top of the screen shows that the CBS validation was successful.

Click the **Save and Return to Main** button.



## Procurement Request and Commitment of Funds - NA23GOT9980001

**Id:** 2872257

**Status:** ProgramOfficerActions - In Progress

**Action:**

Please select an action

- Please select an action
- Complete Procurement Request and Commitment of Funds
- Forward Procurement Request to Requestor**

**Your Comments:**

Please select an action

The Procurement Request and Commitment of Funds page is displayed. Choose **Forward Procurement Request to Requestor** from the dropdown menu and click the **Submit** button.

### Your Tasks

*Procurement Request and Commitment of Funds - Forward Procurement Request to Requestor is complete.*

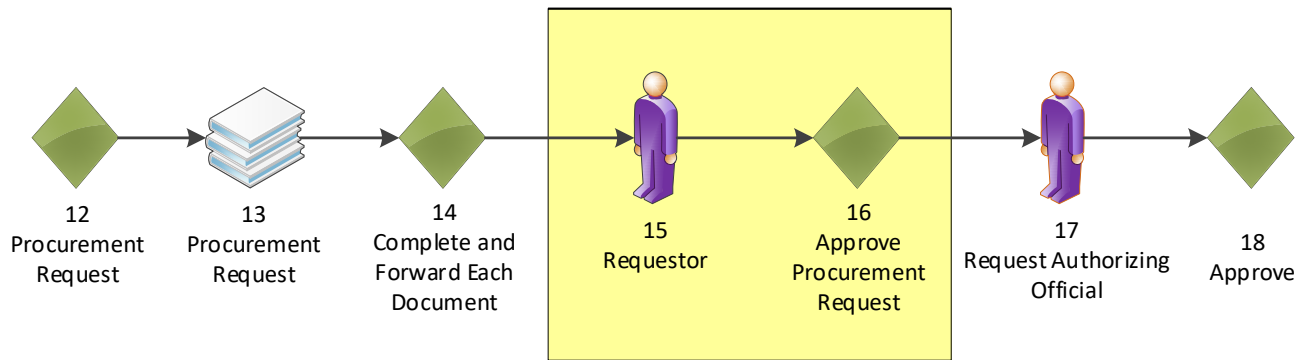
Document Type:  Status:

24 items found, displaying all items.1

<a href="#">View</a>	Task Received Date	Award Number	Task Status	Task Name	Project Title	Approved Federal Funding	Task Id	Document Type	Document Id	RFA Name
<a href="#">View</a>	10/31/2022	NA23GOT9980001	Not Started	Review Procurement Request and Commitment of Funds	Training Manual Screenshot Nov 2022 - GStudent20	N/A	6829015	Procurement Request and Commitment of Funds	2872257	Test NonComp RFA for Training Manual
<a href="#">View</a>	10/31/2022	NA23GOT9980001	Not Started	Forward/Revise Award File	Training Manual Screenshot Nov 2022 - GStudent20	N/A	6829014	Award File	2872255	Test NonComp RFA for Training Manual

You identified yourself as the Requestor, therefore you received another Procurement Request task.

Click the **View** link for the **Review Procurement Request and Commitment of Funds** task.



**Procurement Request and Commitment of Funds - NA23GOT9980001**

**Id:** 2872257  
**Status:** ReviewActions - Not Started

**Action:**

**Your Comments:**

Choose **Approve Procurement Request** from the dropdown menu and click the **Submit** button.

**Your Tasks**

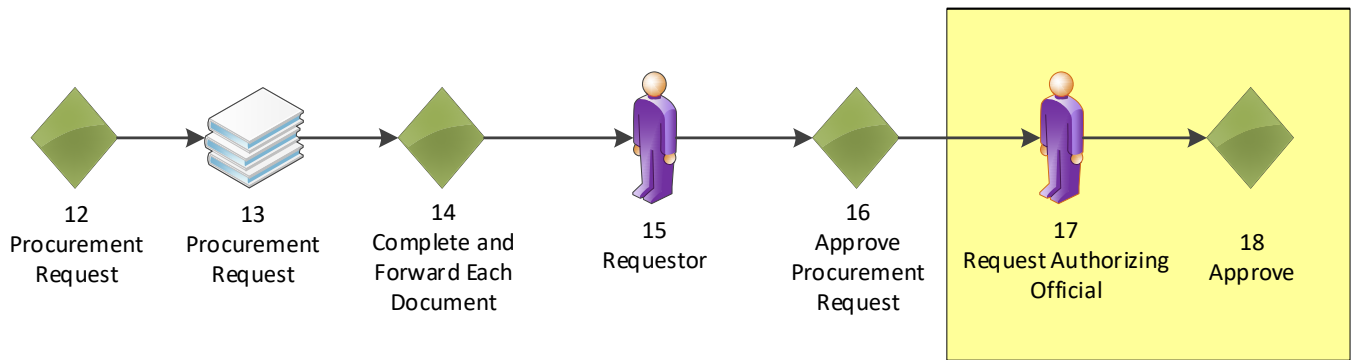
*Review Procurement Request and Commitment of Funds - Approve Procurement Request is complete.*

Document Type:  Status:

23 items found, displaying all items.1

View	Task Received Date	Award Number	Task Status	Task Name	Project Title	Approved Federal Funding	Task Id	Document Type	Document Id	RFA Name
<a href="#">View</a>	10/31/2022	NA23GOT9980001	Not Started	Forward/Revise Award File	Training Manual Screenshot Nov 2022 - GStudent20	N/A	6829014	Award File	2872255	Test NonComp RFA for Training Manual

Click the **View** link for the **Forward/Revise Award File** task.



**Award File In Progress - NA23GOT9980001**

**Id:** 2872255

**Status:** ProgramOfficerActions - Not Started

**Action:**

**Your Comments:**

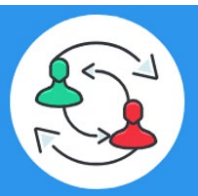
[Print Award File History](#)

**Attachments:**

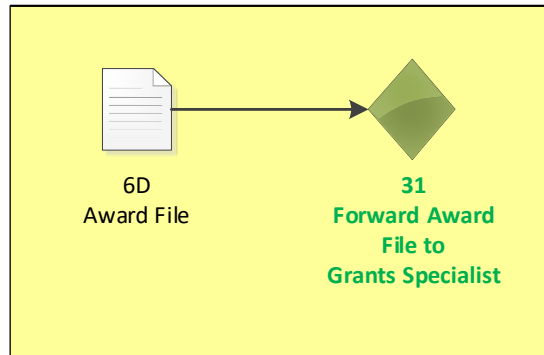
**Pending Actions** X

One item found.1

Type	ID	Start Date	Federal Funding	Fiscal Year	Last Action Status	Last Action Date	Last Action User
Procurement Request and Commitment of Funds	2872257	10/31/2022	\$5,000.00	2023	Review Procurement Request and Commitment of Funds: Not Started		NOAA Official (noofficial)



In the UNI-3 Process Map, you completed step 16. Training staff will be monitoring the workflow and will complete steps 17-18 to review and approve the tasks under Pending Actions. Please check the “Your Tasks” page for the next step.



**Your Tasks**

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

23 items found, displaying all items. 1

View	Task Received Date	Award Number	Task Status	Task Name	Project Title	Approved Federal Funding	Task Id	Document Type	Document Id	RFA Name
<a href="#">View</a>	10/31/2022	NA23GOT9980001	Not Started	Forward/Revise Award File	Training Manual Screenshot Nov 2022 - GStudent20	\$5,000.00	6829014	Award File	2872255	Test NonComp RFA for Training Manual
<a href="#">View</a>	10/31/2022	N/A	In Progress	Notify Recipients	N/A	N/A	6829007	RFA	2872251	Test NonComp RFA for

Click the [View](#) link for the [Forward/Revise Award File](#) task.

**Award File In Progress - NA23GOT9980001**

**Id:** 2872255  
**Status:** ProgramOfficerActions - Not Started

**Action:**  [Submit](#)

**Your Comments:**

- [Forward Award File to Grants Specialist](#)
- Forward Award File to Grants Specialist and Ignore Warnings
- Reassign Award File
- Renegotiate
- Revise NEPA Document
- Revise PO Checklist
- Revise Procurement Request and Commitment of Funds
- View FAIS Sheet
- View Reporting Frequencies

[Print Award File History](#)

**Attachments:**

**Pending Actions**

Nothing found to display.

All Pending Actions have been resolved, so a green check mark is now visible.

Choose [Forward Award File to Grants Specialist](#) and then click the [Submit](#) button.



Note: In the video, comments were added to the Your Comments box. This feature allows the FPO to communicate with the user who has the next task in the process and ensure comments are automatically included in the Award File Workflow History



This completes the hands on activity for this Module.  
**Please complete the assessment questions.**





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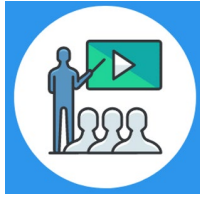
# **Grants Online Training**

## **Recipient Acceptance of Award**

### **Module #09**

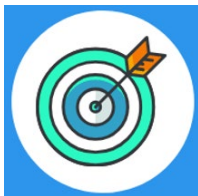
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**February 2023**



## Module Overview

Prior to this module the Award File was completed by the Federal Program Officer. This module will show how the Recipient can accept their Award.



## Module Objectives

Upon completion of this module, students will be able to:

- Understand the Electronic Recipient Acceptance Process Map
- Understand what tabs are available to the Recipient
- Understand who can accept the Award
- Understand how the Recipient can accept the Award
- Understand where to find the Recipient User Manual training guide

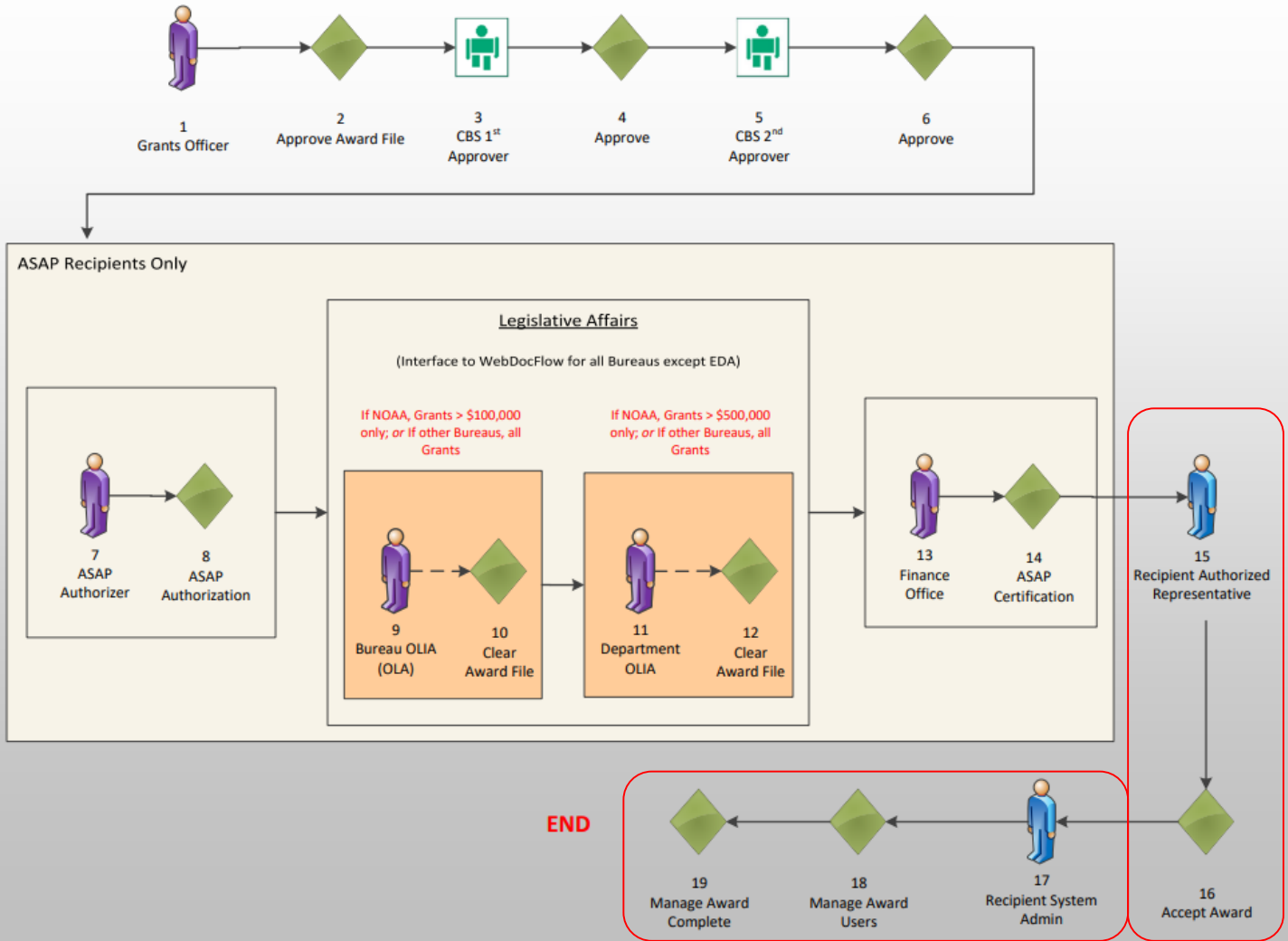


# Electronic Recipient Acceptance Overview Process Map

Award: Electronic Recipient Acceptance Overview (ERA)

February 16, 2022

Version 5.06



## [Corresponding Video](#)

There are no hands on activities for this module.



**There are no hands on activities for this module.  
HOWEVER  
please complete the assessment questions.**



Note the sample email below is sent to the **only** person who is allowed to accept the award. The FPO identified this individual when they were processing the application. In order to make a change to this person, the FPO would need to contact the Grants Online Help Desk.

## Sample New Award Email

### Notification of NOAA Award - NA21GOT9980104

**From:** grantsonline.notifications@noaa.gov

**To:** [authorized\\_representative@science\\_systems.com](mailto:authorized_representative@science_systems.com)

Congratulations, you are the recipient of NOAA Award Number NA21GOT9980104.

This award, approved by the Grants Officer, constitutes an obligation of Federal funding. Within 30 days of receiving this email, the recipient should forward this email notification to the Grants Online Help Desk at [grantsonline.helpdesk@noaa.gov](mailto:grantsonline.helpdesk@noaa.gov). The Help Desk will create a ticket and respond to your email with additional instructions.

If the award is not electronically signed without modification by the recipient within 30 days of receipt, the Grants Officer may unilaterally terminate the award. By electronically signing, the recipient agrees to comply with the award provisions specified on the award document. Grants Online can be accessed from the following URL: <https://grantsonline.rdc.noaa.gov>.

Additional Information about your award is shown below:

- \* CFDA Number: 11.998
- \* Award File Period: 07/01/2021 - 09/28/2021
- \* Program Office: One Commerce Program Office (OCPO)
- \* Program Officer: Grants Student20
- \* Phone: 301-555-1212
- \* Email: [grants.student20@noaa.gov](mailto:grants.student20@noaa.gov)
- \* Total Federal Funding: \$4,000.00
- \* Total Non-Federal Funding: \$0.00
- \* Organization Name: Science Systems, Inc.
- \* Project Title: Evaluating Methods to Address Climate Change
- \* Name of Principal Investigator/Project Director (PI/PD) as identified in the negotiated application: None Identified

Resources are available to assist with completion of award acceptance from: <https://bit.ly/GranteeMainPage>. From the Grant Recipient User Resources website, please reference the Grant Recipient User Manual (item #1b), the Grant Recipient Quick Reference Guide (item #2), or the Recipient Administrator Task Reference Guide (item #3).

If you are not registered in SAM.gov and do not plan to use ASAP to obtain your grant payments, then you must complete the Vendor Payment Profile Form before payment can be made. Please click on the following link: <https://www.corporateservices.noaa.gov/finance/vendorpayfrm.html> to obtain the Vendor Payment Profile Form. Please submit the completed form, by mail or fax to the following:

# Post Award Activities

For all Post Award activities, please use the following Award Numbers:

<b>Student#</b>	<b>Name</b>	<b>POST-AWARD#</b>
<b>01</b>	Larry Evans	NA23GOT9980031
<b>02</b>	Mackenzie Griffin	NA23GOT9980032
<b>03</b>	Ian Sears	NA23GOT9980033
<b>04</b>	Nicholas Dawson	NA23GOT9980034
<b>05</b>	Bill Cushman	NA23GOT9980035
<b>06</b>	Jessica Cross	NA23GOT9980036
<b>07</b>	Gabby Kitch	NA23GOT9980037
<b>08</b>	Kerry Yannacito	NA23GOT9980038
<b>09</b>	Roberta Lusic	NA23GOT9980039
<b>10</b>	David Herring	NA23GOT9980040
<b>11</b>	Frank Niepold	NA23GOT9980041
<b>12</b>	Todd Christenson	NA23GOT9980042
<b>13</b>	Carmen Davila	NA23GOT9980043
<b>14</b>	Claudia Rojo	NA23GOT9980044
<b>15</b>	Jennifer Hunter	NA23GOT9980045
<b>16</b>	Zach Topor	NA23GOT9980046
<b>17</b>	Ryan Holman	NA23GOT9980047
<b>18</b>	Brittany King	NA23GOT9980048
<b>19</b>	Mandy Bromilow	NA23GOT9980049
<b>21</b>	Hideyo Hattori	NA23GOT9980051
<b>22</b>	Victoria Dodd	NA23GOT9980052
<b>23</b>	Tamara Marshall-Jones	NA23GOT9980053
<b>24</b>	Ashlee Jones	NA23GOT9980054
<b>26</b>	Trevon Pitt	NA23GOT9980056
<b>27</b>	Andrew Garrow	NA23GOT9980057
<b>28</b>		NA23GOT9980058
<b>29</b>		NA23GOT9980059



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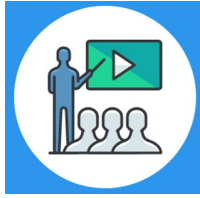
# **Grants Online Training**

## **Award Action Request Processing**

### **Module #10**

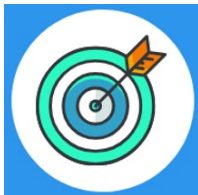
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**February 2023**



## Module Overview

Prior to this module, the Award File was completed and accepted by the Recipient. The Award Action Request process allows the Recipient to modify some Award stipulations, for example they may request an extension to the Award closeout date.



## Module Objectives

Upon completion of this module, students will be able to:

- Understand the Award Action Request Process Map
- Complete entering an Award Action Request
- Understand when an AAR results in an amendment

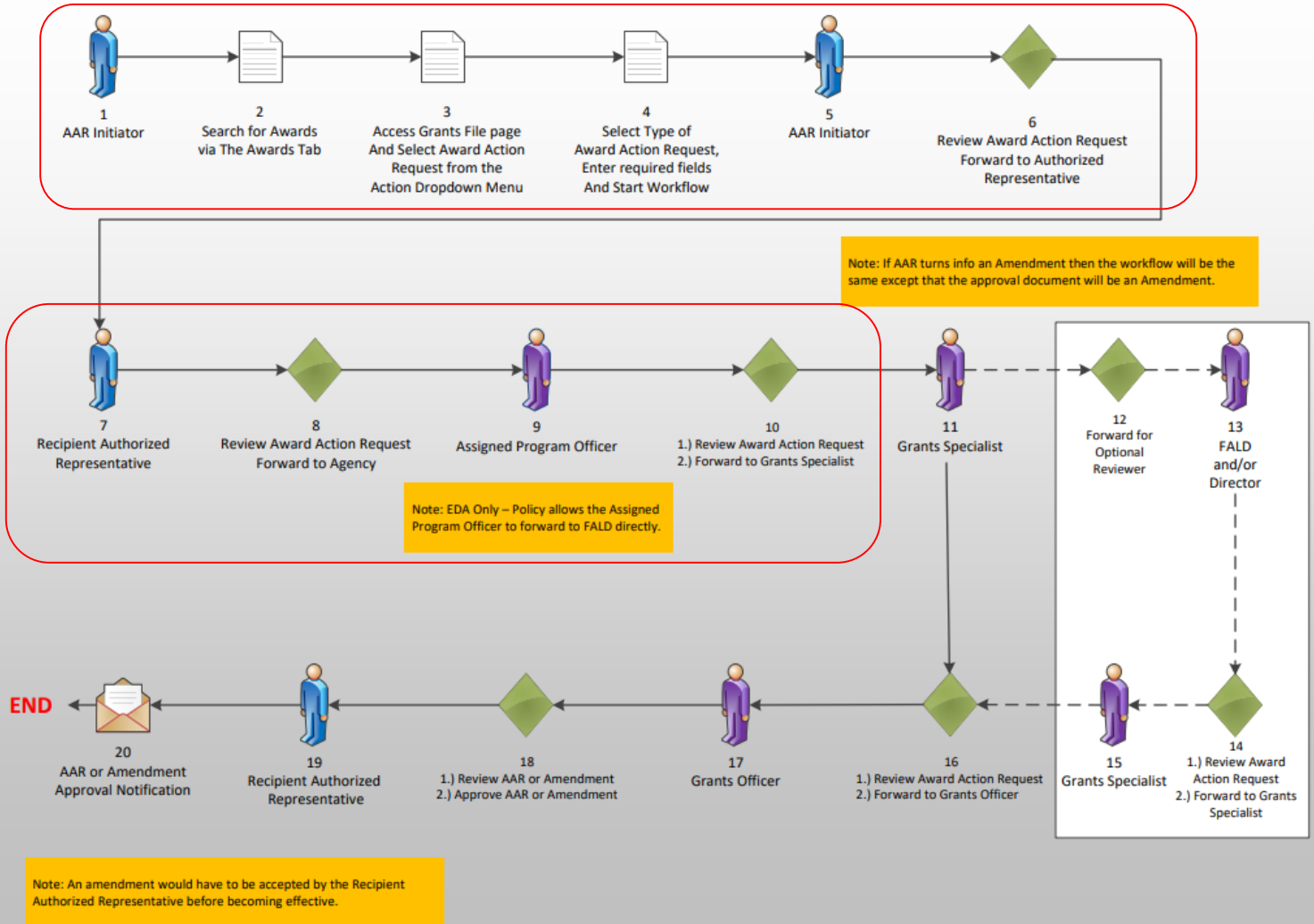


# Award Action Request (AAR) Process Map

## Award Action Request Workflow (AAR-1)

February 16, 2022

Version 5.06



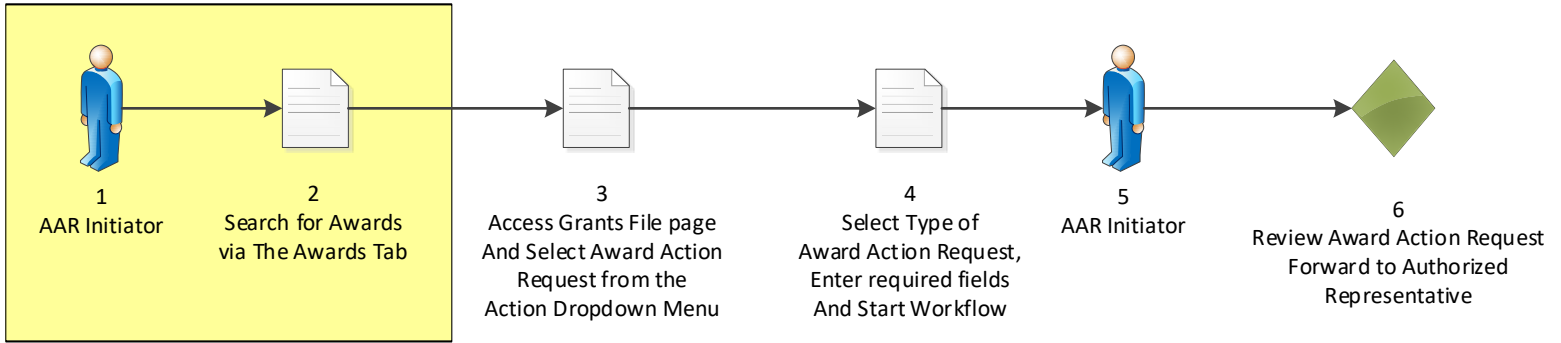
## [Corresponding Video](#)

Hands on activity for this Module starts here.  
You will be completing steps 1 – 10.

To begin, access the [Grants Online Training](#) site.

The arep account represents a Recipient.  
Sign in with your **arepXX** account.  
The password is **gotremfeb23XX\$\$**  
**Note: XX is your Student Number.**





Note that a Recipient may submit an Award Action Request to officially notify the Program Office of the desire to use award funds in a manner other than what was specified in the original award document.

**Inbox Awards Account Management Help**

Welcome to Grants Online Arthur Rep20. Your password expires in 15 days. You are logged in to GOLTr2. [Log Off](#)

**ASAP Enrollment Request**

**Manage Recipient Users**

**SF-425A for Multiple Awards**

**Search Awards**

**Search Reports**

**Awards**

- [ASAP Enrollment Request](#) -  
Request enrollment in the Automated Standard Application
- [Manage Recipient Users](#) -  
The Manage Recipient Users feature allows you to manage can modify or disassociate users within your organization. require an approved Award Action Request and that change
- [SF-425A for Multiple Awards](#) -  
View, create or replace SF-425 Cash Flow Federal Financial Reports for multiple awards for the Recipient o
- [Search Awards](#) -  
The Search Awards feature allows you to find Awards by Award Number or Recipient Name.

Make sure you sign in with your **arepXX** account.

To begin, click on the **Awards** tab.

Then click on the **Search Awards** link.

**Search Awards**

Award Number:

Recipient Name:

DBA Name:

Project Title:

Award Status:

PI-PD Last Name:

**Search** **Reset**

Please use the above fields to narrow down your search. Searches are not Fields can be partially completed to get all matching results. Use % as wild

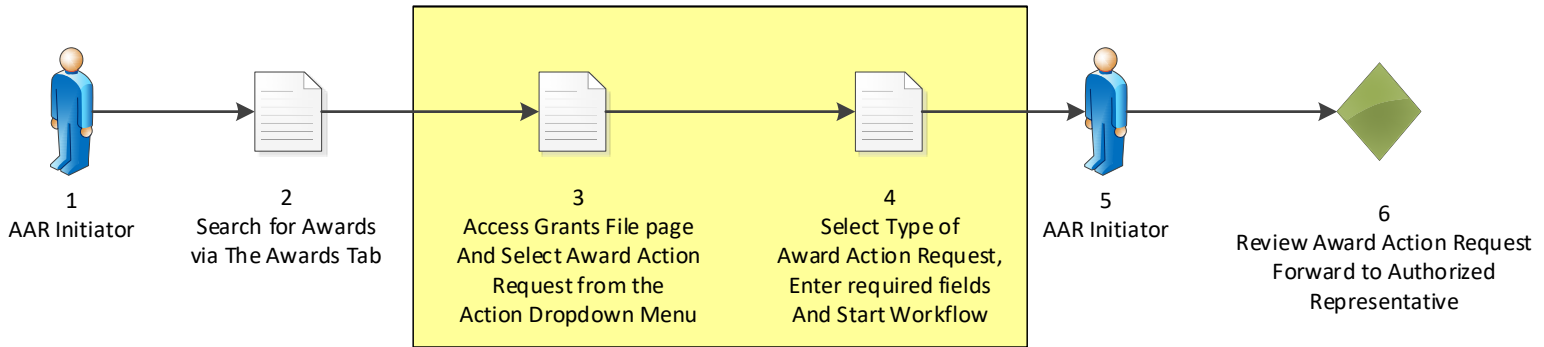
**Search Results**

One item found.1

Award Number	Org ID	Recipient Name	DBA Name	Project Title	Award Status	Principal Investigators- Project Directors
NA21GOT9980049	2003017	SCIENCE SYSTEMS AND APPLICATIONS, INC.	SSAI	GSTUDENT20 - Award for POST-Award Training Exercis...	Accepted	Arthur Rep20 (Lead), Arthur Rep00

Search for the **Post Award assigned to your Student Number**. The Post Award Number chart is found before this module.

Then click on the **Award Number** link.



**Grants File - NA21GOT9980049**

**Id:** 2856645  
**Status:** Accepted

**Action:**

**Your Comments:**

- Create Award Action Request
- Create SF270
- View Accounting Details
- View/Manage Award-related Personnel

The Grants File page is displayed. Choose **Create Award Action Request** from the dropdown menu. Then click on the **Submit** button.

**Award Action Request Index - NA21GOT9980060**

- \* [No Cost Extension - Prior Approval Required](#)
- [Extension to Close Out](#)
- [Change in Principal Investigator/Project Director](#)
- [Change in Key Person Specified in the Application](#)
- [Satisfy Specific Conditions](#)
- [Transfer of Funds Budgeted for Participant Support Costs to Other Categories of Expense](#)
- \* [Rebudget - Prior Approval Required](#)
- [Pre-Award Costs More than 90 Days](#)
- [Submit Additional Closeout Documents](#)
- [Other](#)

No Cost Extension - Prior Approval Waived (Research Terms and Conditions)

- \* [Change in Scope](#)
- [Foreign Air Carrier for Travel](#)
- [Disengagement for More Than 3 Months, or 25% Reduction by Project Director or PI](#)
- \* [Inclusion of Costs Requiring Prior Approval in Cost Principles](#)
- \* [Subaward, Transfer or Contract Out Work Under the Award if Not Described in the Approved Application](#)
- Re-budget - Prior Approval Waived (Research Terms and Conditions)
- \* [Termination by Consent](#)

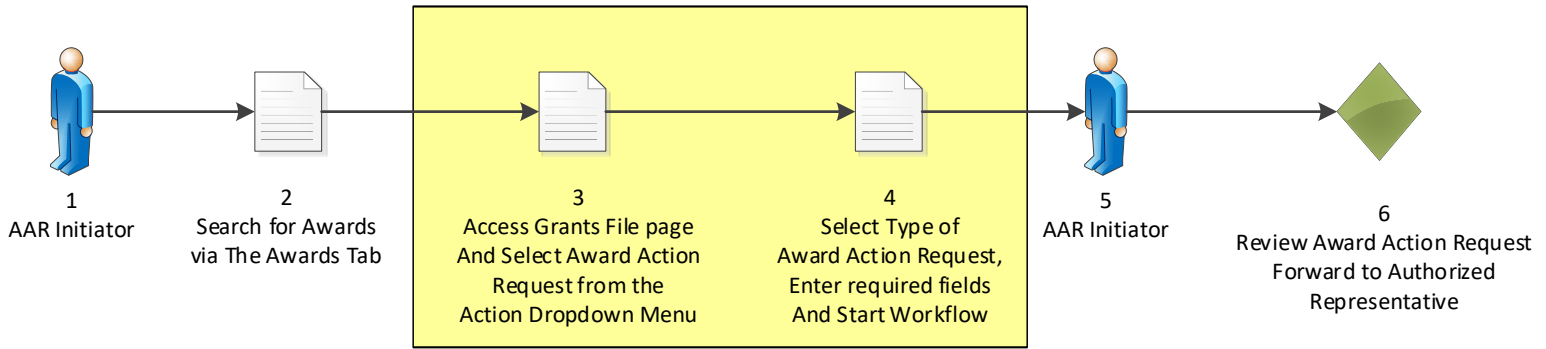
The Award Action Request Index page is displayed. The student may choose any Award Action Request option.

The following instructions will be as per the video.

Click the **Satisfy Specific Condition** link.



Note if there is an asterisk next to an item on the Award Action Request Index page, an amendment to the Award will automatically be created.



**Satisfy Specific Conditions - NA21GOT9980049**

Note: The Attachments link does not appear until the document is successfully saved.

**Satisfy Specific Conditions**  
[Guidance](#)

SAC Name\*  Training SAC for Satisfying Specific Conditions

SAC Description

Due Date

Justification\*

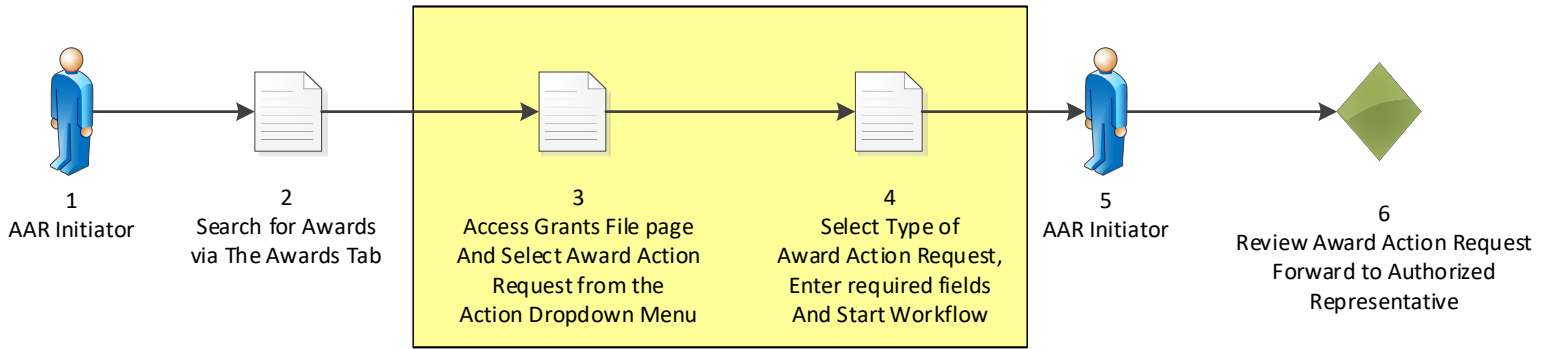
30 / 4000

The Satisfy Specific Conditions page is displayed.

From the SAC Name dropdown menu, pick a Specific Award Condition.

In the Justification box, enter the justification.

Then click the **Save** button.



## Satisfy Specific Conditions - NA21GOT9980049

### Attachments:

No attachments.

Add new Attachment: [\[+\]](#)

Any changes to information on this page should be saved before adding or removing attachments. File name should be [Large File Guidance](#)

### Satisfy Specific Conditions

[Guidance](#)

SAC Name\*

Training SAC for Satisfying Specific Conditions ▾

Training SAC for Satisfying Specific Conditions

SAC Description

Due Date

05/09/2021

Justification\*

Please see attached document.

Spell Check

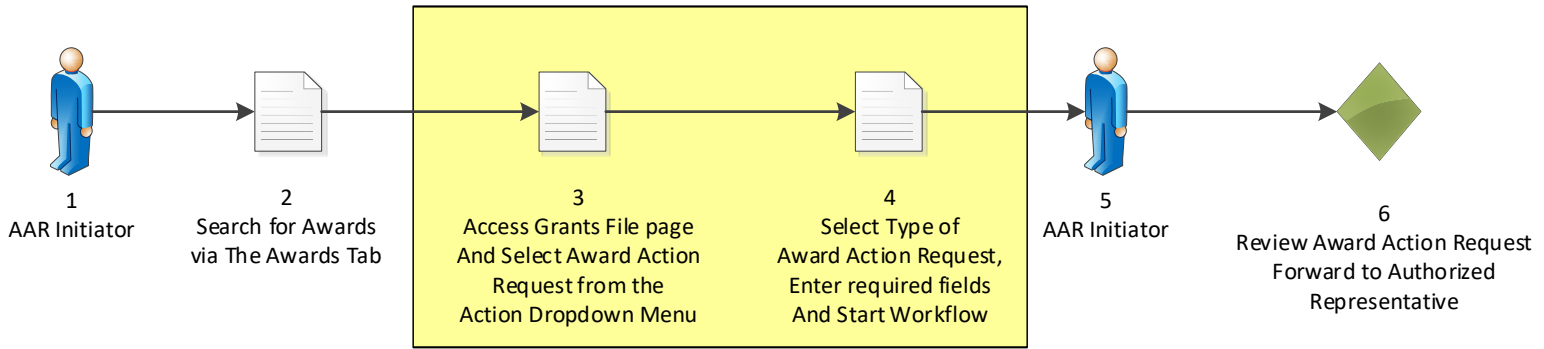
**Award Action Request Report**

**Save** **Save and Start Workflow** **Cancel**

Note: Starting workflow will take a minute. You will have the first task.

The Attachments section is now visible at the top of the page.

Click the Add new Attachment [\[+\]](#) link.



**Satisfy Specific Conditions - NA21GOT9980049**

**Attachments:**

No attachments.

Add new Attachment: [-]

Filename: \*  No file chosen

Description: \*

*Any changes to information on this page should be saved before adding or removing attachments.*

[Large File Guidance](#)

Click the **Choose File** button.

**Satisfy Specific Conditions - NA21GOT9980049**

**Attachments:**

No attachments.

Add new Attachment: [-]

Filename: \*  No file chosen

Description: \*

Open

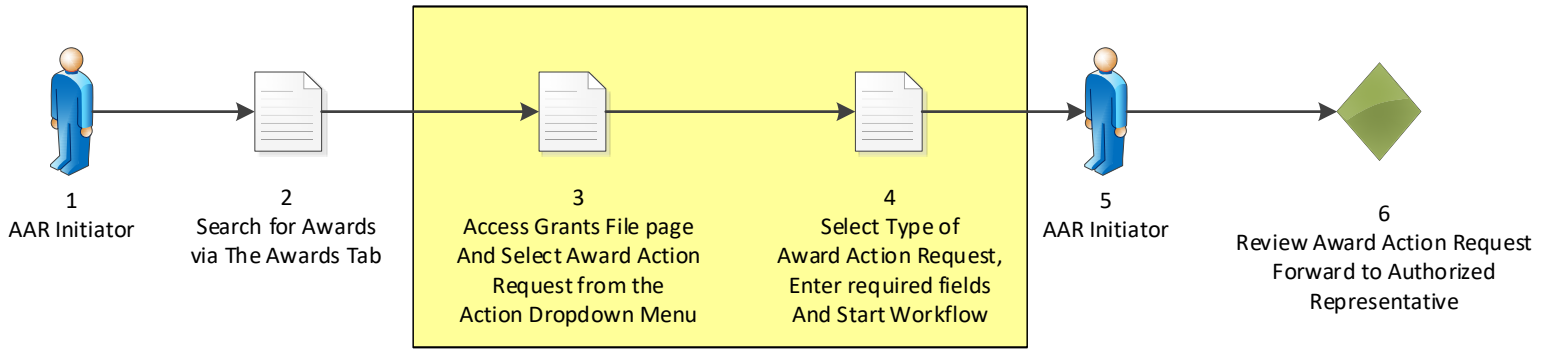
This PC > Documents

Organize New folder

Name	Date modified	Type
OIG Print Details.docx	7/23/2014 5:08 PM	Microsoft Word Document
<b>Attachment.docx</b>	7/23/2014 11:06 AM	Microsoft Word Document
Estimated Printing Cost - OIG and FPO Classes.docx	7/21/2014 5:32 PM	Microsoft Word Document
PO Checklist.docx	6/24/2014 4:52 PM	Microsoft Word Document
NEPA Document.docx	6/23/2014 1:42 PM	Microsoft Word Document
Reviewer Instructions.docx	5/19/2014 4:03 PM	Microsoft Word Document
Progress Report.docx	4/2/2014 3:32 PM	Microsoft Word Document
Quick Reference Guides	4/14/2021 1:46 PM	File folder
Admin	4/12/2021 2:24 PM	File folder

File name: Attachment.docx All Files (\*.\*)

From the navigation window, choose a file by double clicking on the file name.



**Satisfy Specific Conditions - NA21GOT9980049**

**Attachments:**  
No attachments.

Add new Attachment: [-]

Filename: \*  Attachment.docx

Description: \*

24 / 1000

In the Description box, enter a description of the file.

Click the **Save Attachment** button.

**Satisfy Specific Conditions - NA21GOT9980049**

**Attachments:**

Name	Short Description	Created Date	Remove
Attachment.docx	Attachment description.	04/14/2021 02:28:58 PM	Remove

[Large File Guidance](#)

Add new Attachment: [+]  
*Any changes to information on this page should be saved before adding or removing attachments. File name should be*

**Satisfy Specific Conditions**  
[Guidance](#)

SAC Name\*

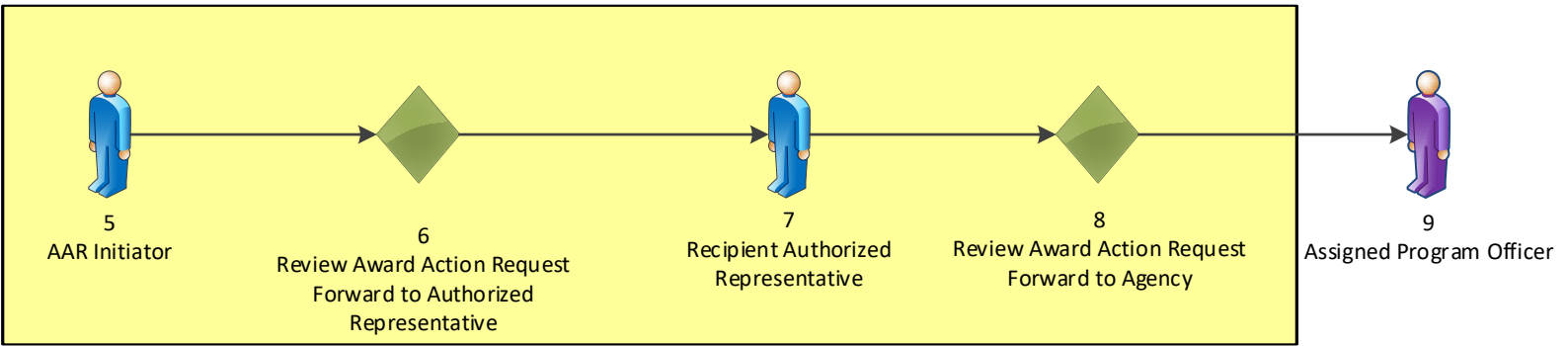
SAC Description

Due Date

Justification\*

Note: Starting workflow will take a minute. You will have the first task.

Click the **Save and Start Workflow** button.



Note: Only an Authorized Representative can forward an Award Action Request to the Agency.

### Award Action Request - NA21GOT9980049

**Id:** 2856819

**Status:** RecipientAuthorizedRepresentativeActions - Not Started

**Action:**

Please select an action ▼

- Please select an action
- Forward To Agency**
- View/Edit Award Action Request details
- Withdraw Award Action Request

**Submit**

**Your Comments:**

Please select an action

**Spell Check**

**Save Comment**

The Award Action Request page is displayed.

Choose **Forward to Agency** from the dropdown menu. Then click the **Submit** button.

Log off as the Authorized Representative.

Log on as the Federal Program Officer.  
Sign in with your **gstudentXX** account.  
The password is **gotremfeb23XX\$\$**

Click on the **Inbox** tab.  
Then click on the **Tasks** link.

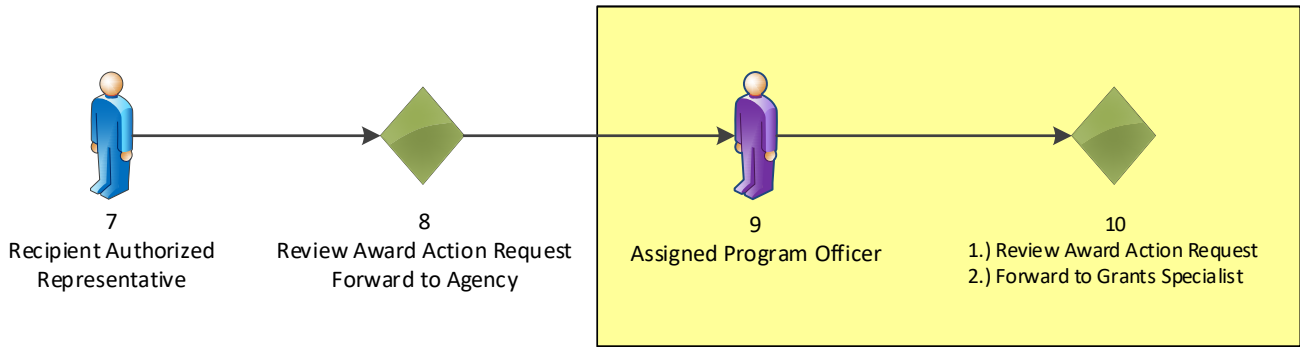
### Your Tasks

Document Type:  Status:  **Apply Filter >>**

8 items found, displaying all items.1

View	Task Received Date	Award Number	Task Status	Task Name	Project Title	Approved Federal	Task Id	Document Type	Doc Id
<a href="#">View</a>	04/14/2021	NA21GOT9980049	Not Started	Review Award Action Request	GSTUDENT2 POST-Award Exercises				856

Click the **View** link for the **Review Award Action Request** task.



**Award Action Request - NA21GOT9980049**

**Id:** 2856819  
**Status:** ProgramOfficerActions - Not Started

**Action:**

**Your Comments:**

- Forward to Grants Specialist for Review
- Reassign Award Action Request
- Reject
- Return Request to Recipient Authorized Representative
- Send for Legal Review
- View Award Action Request Details

The Award Action Request page is displayed.

Choose **Forward to Grants Specialist for Review** from the dropdown menu. In the **Your Comments** field, enter "Recommending for Approval. All required documentation is attached."

Then click the **Submit** button.



This completes the hands on activity for this Module.  
**Please complete the assessment questions.**





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## **Grants Online Training**

# **Performance Progress Report & Federal Financial Report Processing**

## **Module #11**

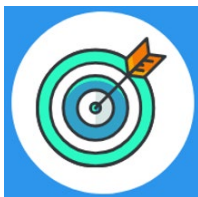
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**February 2023**



## **Module Overview**

Prior to this module, the Award File was completed and accepted by the Recipient. The reporting requirements were specified in the Award's Terms and Conditions and agreed to by the Recipient when accepting the Award. This module will cover how the Recipient can complete the Performance Progress Report and the Federal Financial Report.



## **Module Objectives**

Upon completion of this module, students will be able to:

- Understand the PPR and FFR Process Maps
- Complete entering a Performance Progress Report
- Complete entering a Federal Financial Report



# Performance Progress Report (PPR) Process Map

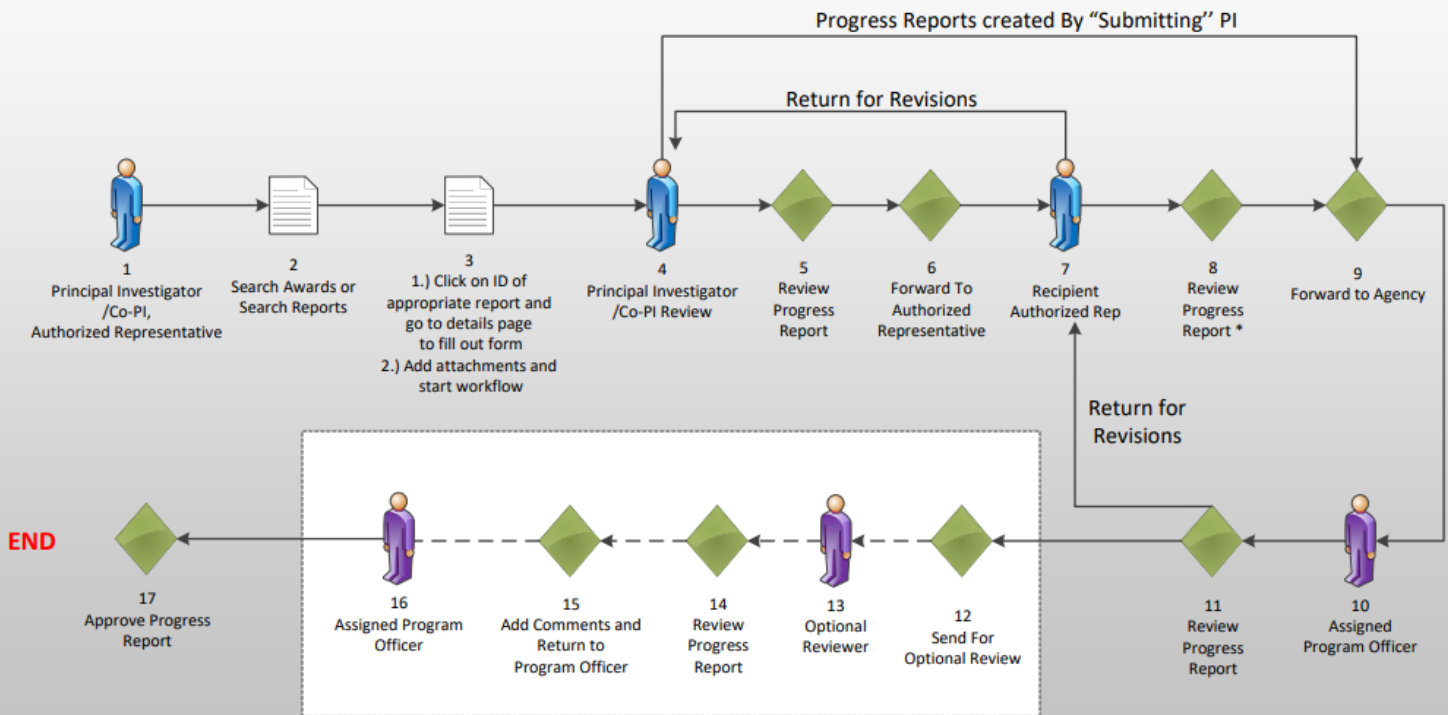
## Routing of Performance Progress Report (PPR-1)

March 4, 2020

Version 4.28

The Research Performance Progress Report (RPPR) follows the same process flow. The only difference is that the RPPR does not allow Optional Reviewers at this time.

\*Step 8 -All Auth Reps will get the task to Review Progress Report. Only one needs to act on it to Forward to Agency.



## [Corresponding Video](#)

Hands on activity for this Module starts here.

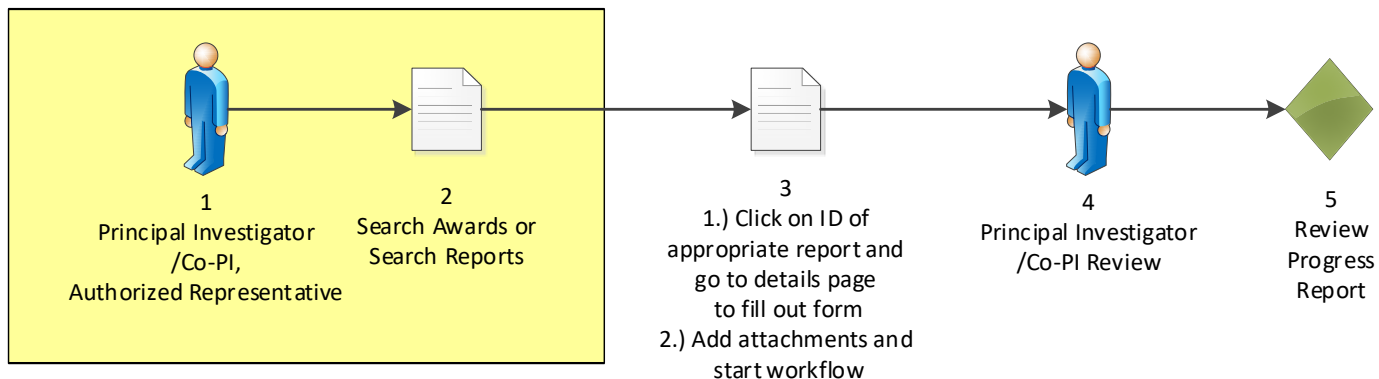
To begin, access the [Grants Online Training](#) site.

The arep account represents a Recipient.

Sign in with your **arepXX** account.

The password is **gotremfeb23XX\$\$**

**Note: XX is your Student Number.**



## Performance Progress Report

**Inbox Awards Account Management Help**

Welcome to Grants Online Arthur Rep20. Your password expires in 15 days. You are logged in to GOLTr2. Log Off

**Advisories**

**Awards**

- [ASAP Enrollment Request](#) -
- Request enrollment in the Automated Standard Ap
- [Manage Recipient Users](#) -
- The Manage Recipient Users feature allows you to can modify or disassociate users within your organ require an approved Award Action Request and that changes to Key Personnel may require an Approved A
- [SF-425A for Multiple Awards](#) -
- View, create or replace SF-425 Cash Flow Federal Financial Reports for multiple awards for the Recipient o
- [Search Awards](#) -
- The Search Awards feature allows you to find Awards by Award Number or Recipient Name.

Make sure you sign in as a Recipient with your **arepXX** account.  
 To begin, click on the **Awards** tab.  
 Then click on the **Search Awards** link.

**Search Awards**

Award Number:

Recipient Name:

DBA Name:

Project Title:

Award Status:

PI-PD Last Name:

**Search** **Reset**

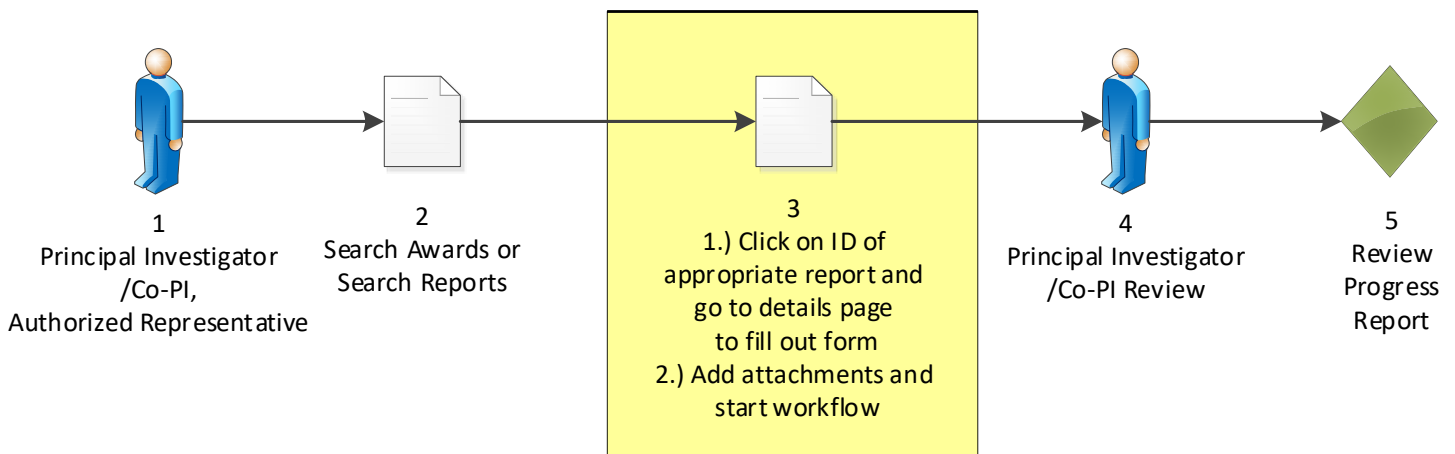
Please use the above fields to narrow down your search. Searches are not Fields can be partially completed to get all matching results. Use % as wild

**Search Results**

One item found.1

Award Number	Org ID	Recipient Name	DBA Name	Project Title	Award Status	Principal Investigators-Project Directors
<a href="#">NA21GOT9980049</a>	2003017	SCIENCE SYSTEMS AND APPLICATIONS, INC.	SSAI	GSTUDENT20 - Award for POST-Award Training Exercis...	Accepted	Arthur Rep20 (Lead), Arthur Rep00

Search for the **Post Award assigned to your Student Number**. The Post Award Number chart is found at the start of the Post Award section.  
 Then click on the **Award Number** link.



## Performance Progress Report

### Grants File - NA21GOT9980049

**Id:** 2856645  
**Status:** Accepted

**Action:**

**Your Comments:**

**Spell Check**

**Save Comment**

The Grants File page is displayed.  
Scroll down to the bottom of the screen.

#### Sub Documents

Type	ID	Title	Status	Status Date	Federal Funding	Non-Federal Funding
Award Package	<a href="#">2856651</a>	GSTUDENT20 - Award for POST-Award Training Exercis...	Accepted	04/14/2021	\$10,000.00	\$10,000.00
Specific Award Condition Report	<a href="#">2856651</a>	Specific Award Condition Report			\$0.00	\$0.00
Award File 0	<a href="#">2856646</a>	GSTUDENT20 - Award for POST-Award Training Exercis...	Accepted	03/10/2021	\$5,000.00	\$5,000.00

Export options: [Excel](#)

#### Associated Documents

Type	ID	Title	Status	Status Date
Award Action Request	<a href="#">2856819</a>	Satisfy Specific Conditions	ProgramOfficerActions - Not Started	04/14/2021

Export options: [Excel](#)

#### Financial Reports

Type	ID	Period Start	Period End
SF-425: Federal Financial Report - Cash Flow	<a href="#">2856822</a>		03/31

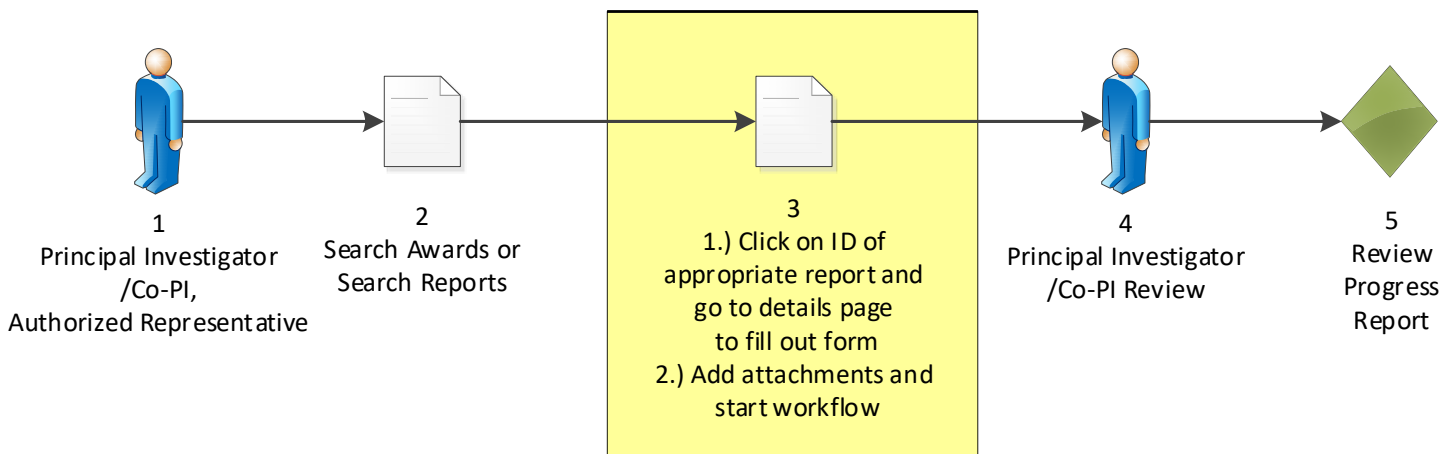
Export options: [Excel](#)

The last section of the page is the Progress Reports section.  
Click on the Performance Progress Report **ID** link.

#### Progress Reports

Type	ID	Period Start	Period End	Due Date	Status
Performance Progress Report	<a href="#">2856820</a>	10/01/2020	12/31/2020	01/30/2021	Delinquent
Research Performance Progress Report	<a href="#">2856821</a>	01/01/2021	03/31/2021	04/30/2021	Not Delinquent

Export options: [Excel](#)



## Performance Progress Report

### Performance Progress Report - NA21GOT9980049

**Id:** 2856820  
**Status:** Delinquent

[Go to Performance Progress Report Details Page >>](#)

This document currently has no tasks assigned to you.

The Performance Progress Report page is displayed.

Click on the ***Go to Performance Progress Report Details Page*** link.

### Performance Progress Report - NA21GOT9980049

**Attachments:**

No attachments.

Add new Attachment: [\[+\]](#)

*Any changes to information on this page should be saved before adding or removing attachments.*  
[Large File Guidance](#)

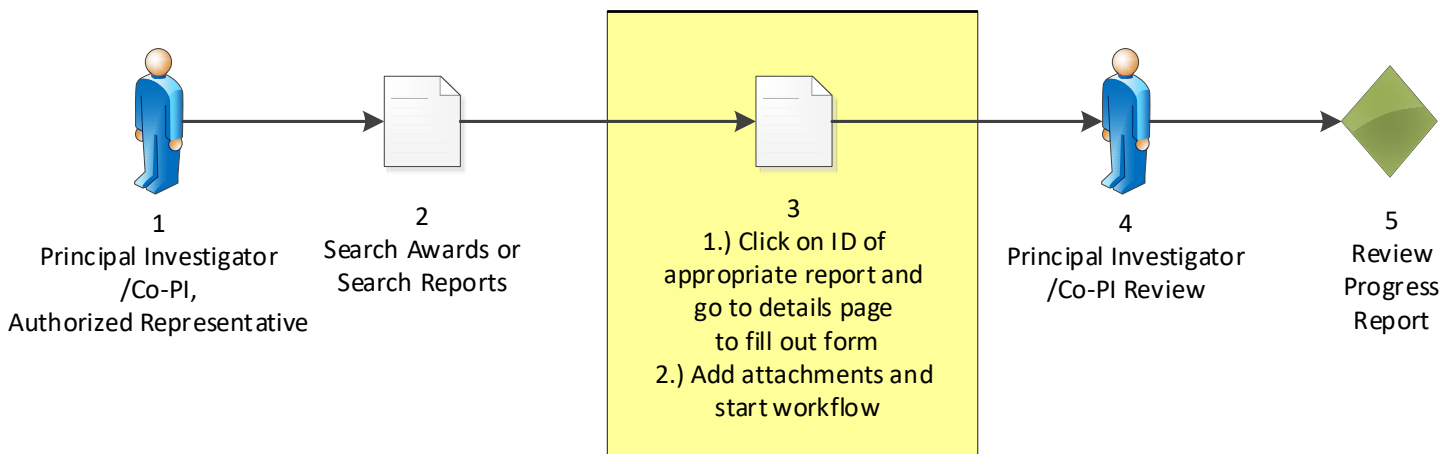
**Use the "Add new Attachment: [+]" link to attach the report.**

Clarifying comments:

The Performance Progress Report detail page is displayed.

Click on the Add new Attachment: ***[+]*** link.

**Spell Check**



## Performance Progress Report

### Performance Progress Report - NA21GOT9980049

#### Attachments:

No attachments.

Add new Attachment: [-]

Filename: \*  No file chosen

Click on the **Choose File** button.

Add new Attachment: [-]  
Filename: \*  No file chosen

Open

This PC > Documents

Name	Date modified	Type
OIG Receipt.jpg	7/29/2014 1:37 PM	JPG File
OIG Print Details.docx		
Attachment.docx		
Estimated Printing Cost - OIG and FPO Class		
PO Checklist.docx	8/24/2014 4:32 PM	Microsoft
NEPA Document.docx	6/23/2014 1:42 PM	Microsoft
Reviewer Instructions.docx	5/19/2014 4:03 PM	Microsoft
<b>Progress Report.docx</b>	4/2/2014 3:32 PM	Microsoft
Quick Reference Guides	4/19/2021 2:11 PM	File folder

File name: Progress Report.docx All Files (\*.\*)

From the navigation window, choose any file by double clicking on the file name.

### Performance Progress Report - NA21GOT9980049

#### Attachments:

No attachments.

Add new Attachment: [-]

Filename: \*  Progress Report.docx

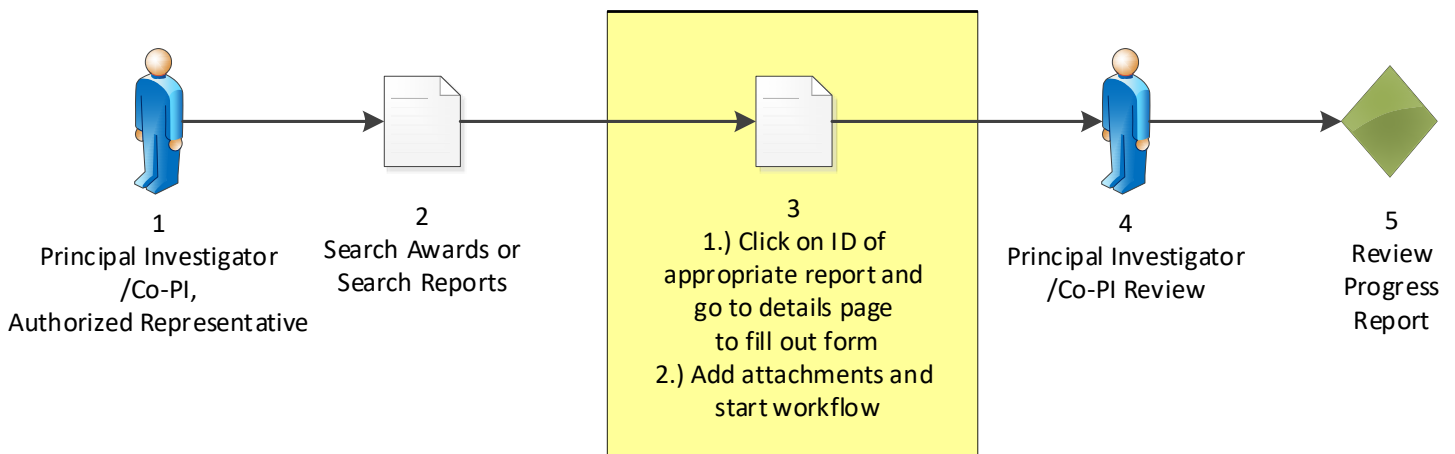
Description: \*

Progress Report

15 / 1000

In the Description box, enter a description of the file.

Click the **Save Attachment** button.



## Performance Progress Report

**Performance Progress Report - NA21GOT9980049**

**Attachments:**

Name	Short Description	Created Date	Remove
<a href="#">Progress Report.docx</a>	Progress Report	04/19/2021 03:07:55 PM	<a href="#">Remove</a>

**Download All** [Large File Guidance](#)

Add new Attachment: [\[+\]](#)  
*Any changes to information on this page should be saved before adding or removing attachments.*

**Use the "Add new Attachment: [+]" link to attach the report.**

Clarifying comments:

**Spell Check**

**Reporting Period \*** 10/01/2020-12/31/2020    **Due Date** 01/30/2021    **Final Report**  Yes  No

**Recipient Principal Investigators/Project Directors:**  
 2 items found, displaying all items.1

Name	Telephone	Submitting	Submitting?
Rep00, Arthur	301-555-1212	N	
Rep20, Arthur	3019876543	N	

**Recipient Authorized Representatives:**  
 One item found.1

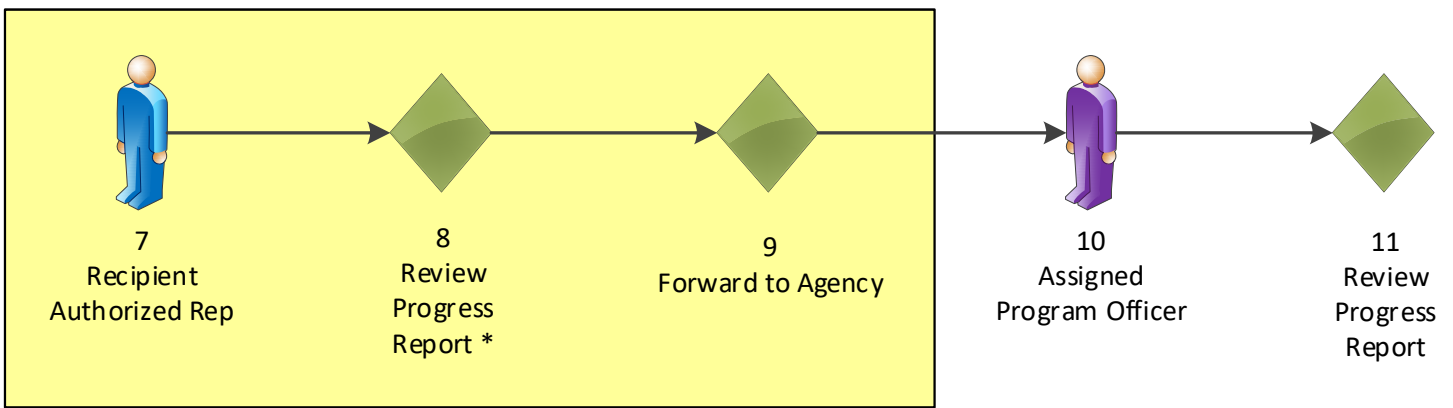
Name	Telephone
Rep00, Arthur	301-555-1212

**Submitted On:**  
**Accepted On:** N/A

**Save** **Save and Start Workflow** **Cancel**

Click the **Save and Start Workflow** button.





## Performance Progress Report

**Performance Progress Report - NA21GOT9980049**

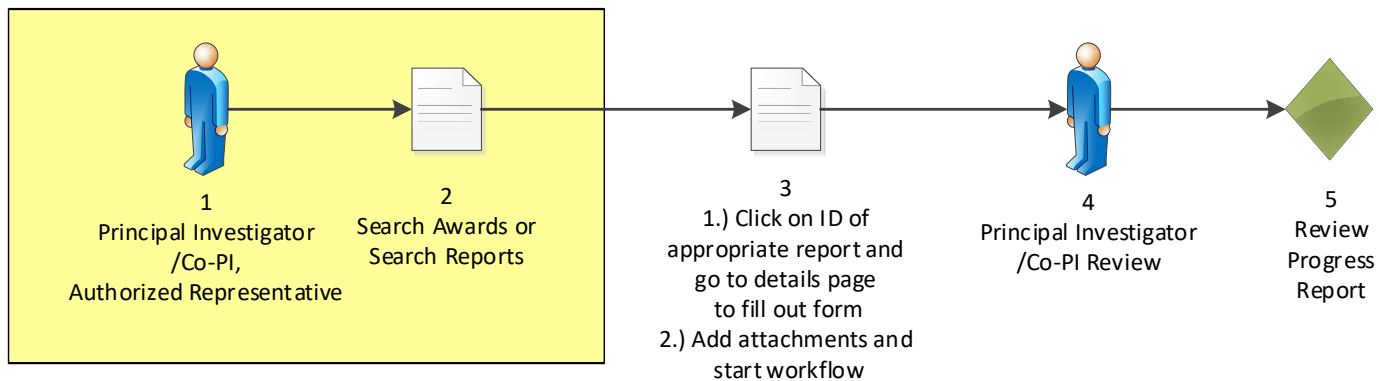
**Id:** 2856820  
**Status:** Delinquent

**Action:**

**Your Comments:**

The Performance Progress Report page is displayed.

Choose **Forward Progress Report to Agency** from the dropdown menu. Then click on the **Submit** button.



## Research Performance Progress Report

### Search Awards

Award Number:

Recipient Name:

DBA Name:

Project Title:

Award Status:

PI-PD Last Name:

[Search](#) [Reset](#)

Please use the above fields to narrow down your search. Searches are not case-sensitive. Fields can be partially completed to get all matching results. Use % as wildcard in search.

#### Search Results

One item found. [1](#)

Award Number	Org ID	Recipient Name	DBA Name	Project Title	Status	Directors
<a href="#">NA21GOT9980049</a>	<a href="#">2003017</a>	SCIENCE SYSTEMS AND APPLICATIONS, INC.	SSAI	GSTUDENT20 - Award for POST-Award Training Exercis...	Accepted	Arthur Rep20 (Lead), Arthur Rep00

Click on the **Awards** tab.

Then click on the **Search Awards** link.

Search for the **Post Award assigned to your Student Number**. The Post Award Number chart is found at the start of the Post Award section.

Then click on the **Award Number** link.

### Sub Documents

Type	ID	Title	Status	Status Date	Federal Funding	Non-Federal Funding
Award Package	<a href="#">2856651</a>	GSTUDENT20 - Award for POST-Award Training Exercis...	Accepted	04/19/2021	\$10,000.00	\$10,000.00
Specific Award Condition Report	<a href="#">2856651</a>	Specific Award Condition Report			\$0.00	\$0.00
Award File 0	<a href="#">2856646</a>	GSTUDENT20 - Award for POST-Award Training Exercis...	Accepted	03/10/2021	\$5,000.00	\$5,000.00

Export options: [Excel](#)

### Associated Documents

Type	ID	Title	Status
Award Action Request	<a href="#">2856819</a>	Satisfy Specific Conditions	ProgramOfficerActio

Export options: [Excel](#)

### Financial Reports

Type	ID	Period Start	Period End	Due Date
SF-425: Federal Financial Report - Cash Flow	<a href="#">2856822</a>		03/31/2021	04/30/2021

Export options: [Excel](#)

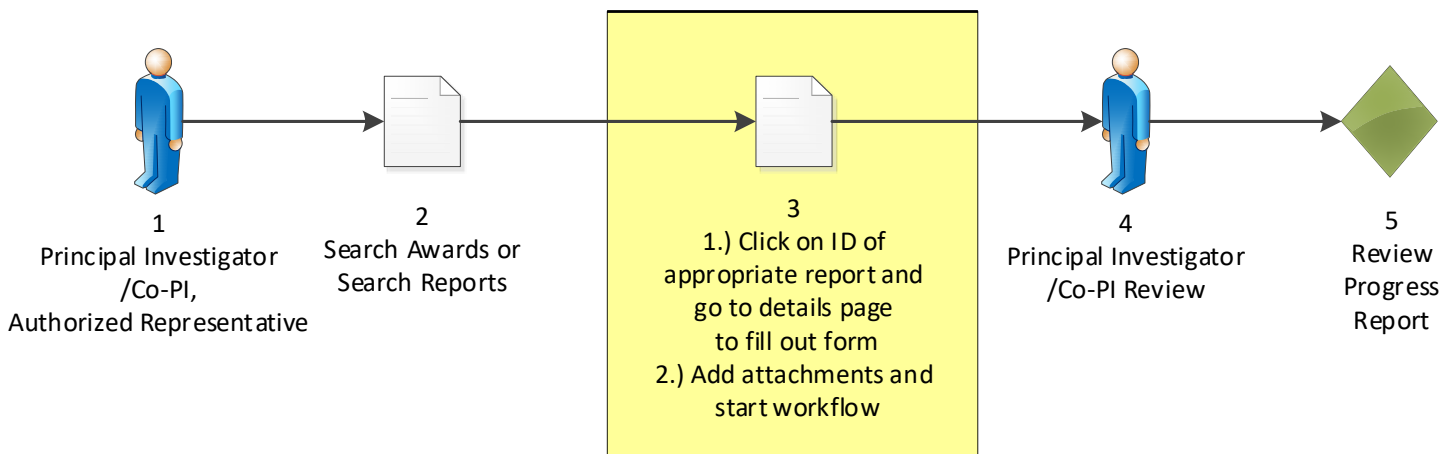
### Progress Reports

Type	ID	Period Start	Period End	Due Date	Status
Performance Progress Report	<a href="#">2856820</a>	10/01/2020	12/31/2020	01/30/2021	Submitted
Research Performance Progress Report	<a href="#">2856821</a>	01/01/2021	03/31/2021	04/30/2021	Not Delinquent

Export options: [Excel](#)

The last section of the page is the Progress Reports section.

Click on the Research Performance Progress Report **ID** link.



## Research Performance Progress Report

### Research Performance Progress Report - NA21GOT9980049

**Id:** 2856821

**Status:** Not Delinquent

[Go to Research Performance Progress Report Details Page](#)

This document currently has no tasks assigned to you.

The Research Performance Progress Report page is displayed.

Click on the [Go to Research Performance Progress Report Details Page](#) link.

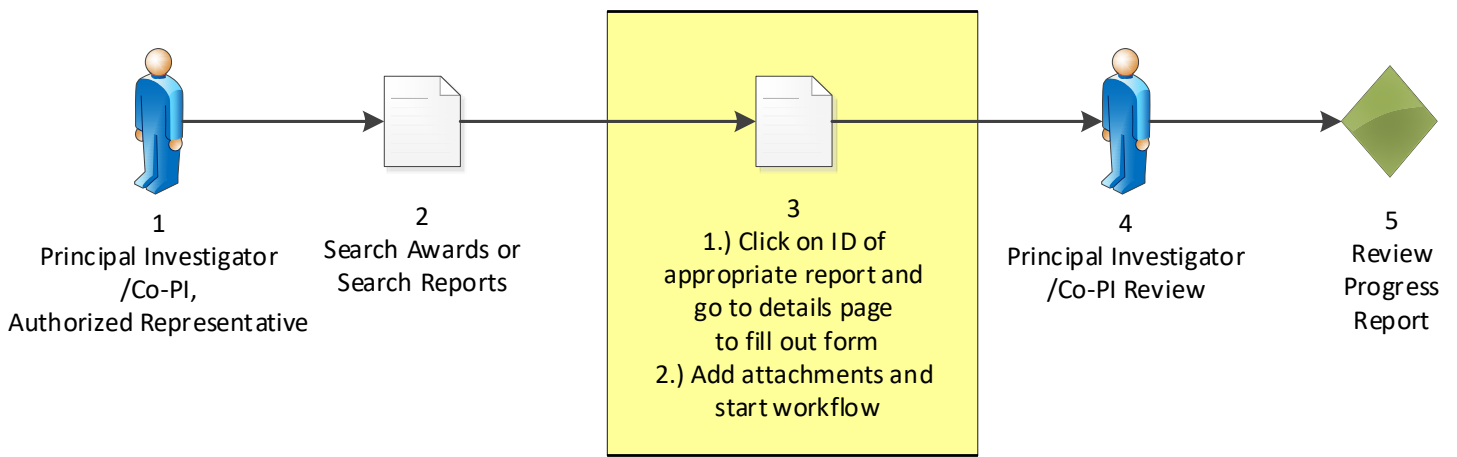
#### Attachments:

DEPARTMENT OF COMMERCE  
RESEARCH PERFORMANCE PROGRESS REPORT (RPPR)  
[RPPR Guidance](#)  
[Award Action Request Guidance](#)

AWARD INFORMATION	
1. Federal Agency: Department of Commerce / NOAA	2. Federal Award Number: NA21GOT9980049
3. Project Title GSTUDENT20 - Award for POST-Award Training Exercises	
4. Award Period of Performance Start Date: October 01, 2020	5. Award Period of Performance End Date: September 30, 2022
PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR	
6. Last Name and Suffix: Rep20	7. First and Middle Name: Arthur
8. Title:	
9. Email: arep20@n.gov	10. Phone Number: 3019876543
AUTHORIZING OFFICIAL	
11. Last Name and Suffix: Rep20	12. First and Middle Name: Arthur
13. Title:	
14. Email: arep20@n.gov	15. Phone Number: 3019876543
REPORTING INFORMATION	
Signature of Submitting Official:	

The Research Performance Progress Report detail page is displayed.

Fill out all fields that have a red asterisk \*.



## Research Performance Progress Report

Spell Check

48. Significant changes in use or care of human subjects, vertebrate animals, biohazards, and/or select agents\*

Nothing to Report

Spell Check

49. Change of primary performance site location from that originally proposed\*

Nothing to Report

Spell Check

PROJECT OUTCOMES [Guidance](#)

50. What were the outcomes of the award?\*

Outcome is documented here. |

28 / 4000 Spell Check

Once all required fields have been filled out, click the **Save** button.

*This form is not validated and cannot be forwarded to the Federal Agency. Clicking the Save button will show validation issues.*

Save Cancel Print

Spell Check

49. Change of primary performance site location from that originally proposed\*

Nothing to Report

Spell Check

PROJECT OUTCOMES [Guidance](#)

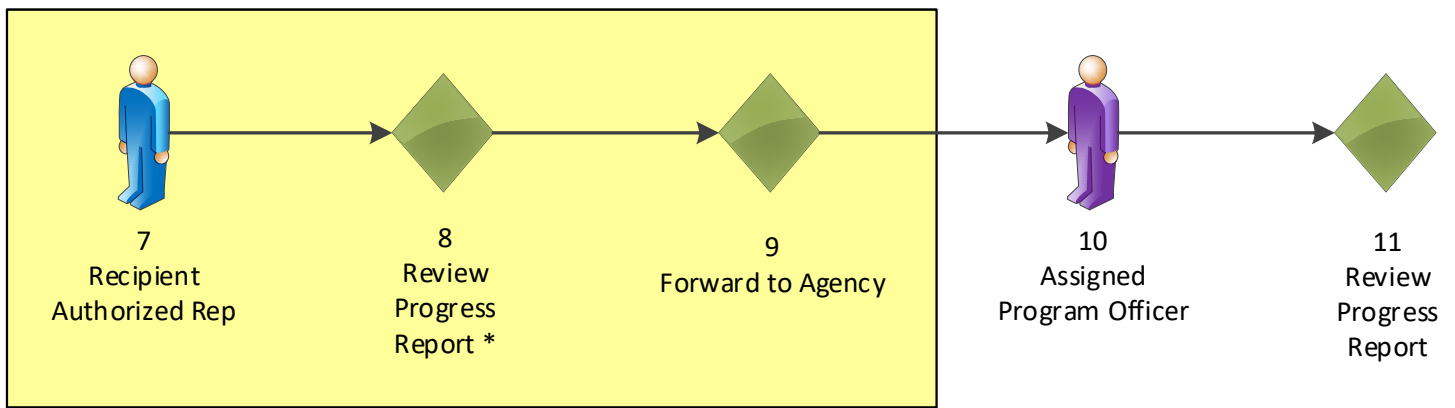
50. What were the outcomes of the award?\*

Outcome is documented here.

Spell Check

Click the **Save and Start Workflow** button.

Save Save and Start Workflow Cancel Print



## Research Performance Progress Report

**Research Performance Progress Report - NA21GOT9980049**

**Id:** 2856821  
**Status:** Not Delinquent

**Action:** Please select an action ▼ Submit

**Your Comments:** Please select an action  
Forward Progress Report to Agency  
View Progress Report

Spell Check

Save Comment

The Research Performance Progress Report page is displayed.

Choose **Forward Progress Report to Agency** from the dropdown menu. Then click on the **Submit** button.



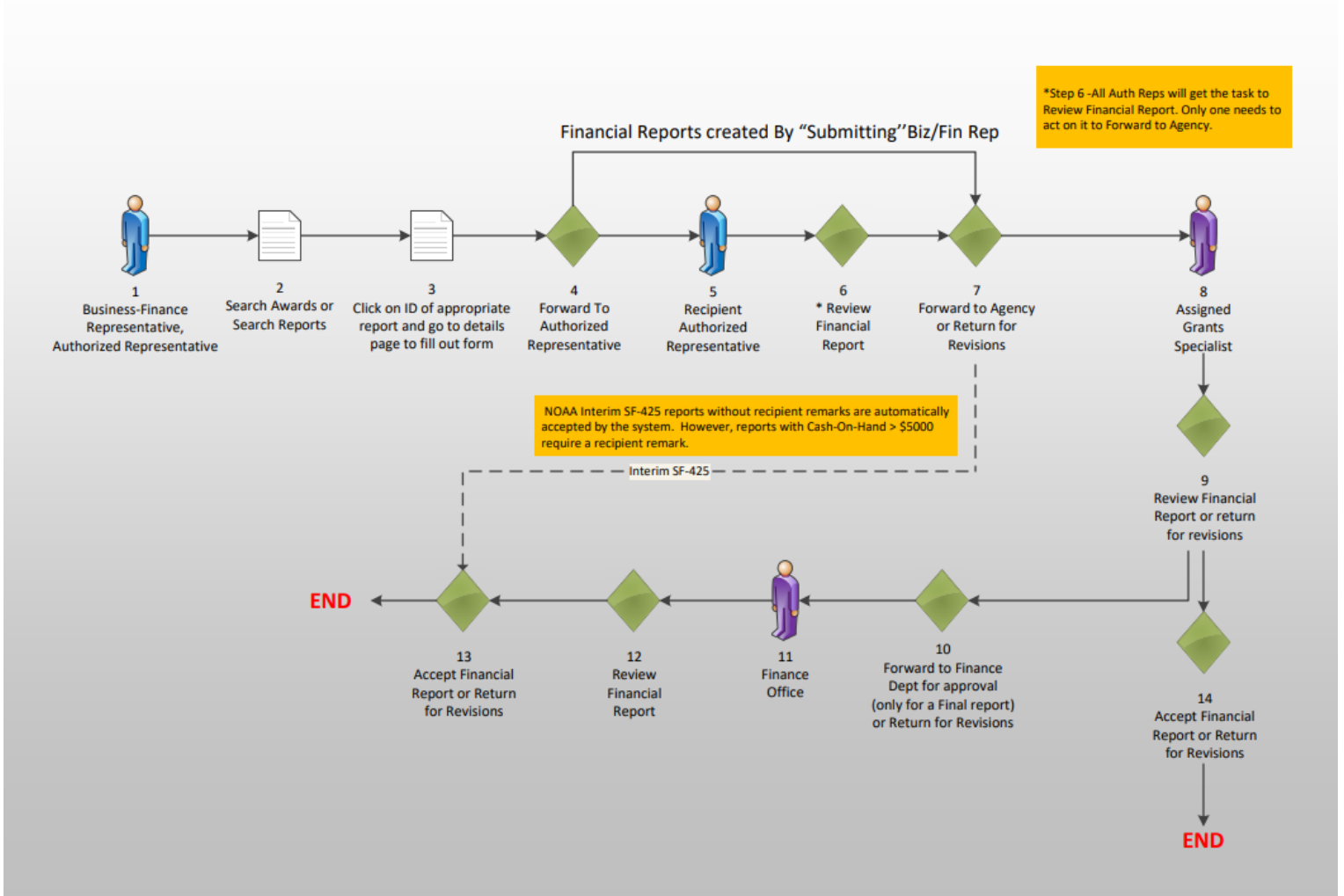
# Federal Financial Report (FFR #1) Process Map

## Routing of Federal Financial Reports (FFR-1)

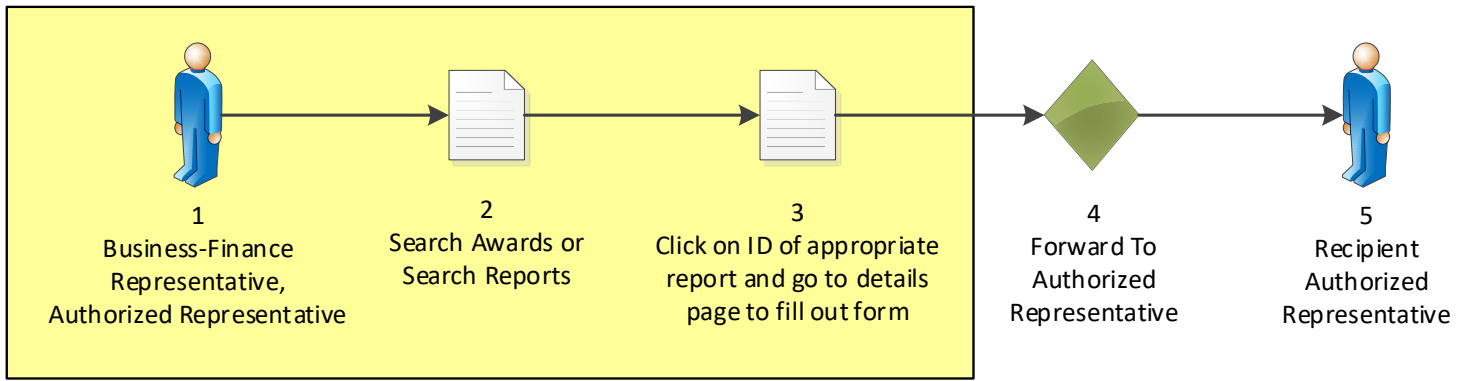
March 4, 2020

Version 4.28

SF-425



NOAA uses a modified SF-425 interim report called a "Cash Flow" report. It does not contain all of the data fields of a Full SF-425. For the Final Report NOAA does use a Full SF-425.



## Federal Financial Report

Inbox
Awards
Account Management
Help

Welcome to Grants Online Arthur Rep20. Your password expires in 2 days. You are logged in to GOLTr1. Log Off

- ▶ ASAP Enrollment Request
- ▶ Manage Recipient Users
- ▶ SF-425A for Multiple Awards
- ▶ Search Awards
- ▶ Search Reports

Advisories

**Awards**

- [ASAP Enrollment Request](#) -

Request enrollment in the Automated Standard Application for

- [Manage Recipient Users](#) -

The Manage Recipient Users feature allows you to manage res changes to Principal Investigators require an approved Award

- [SF-425A for Multiple Awards](#) -

View, create or replace SF-425 Cash Flow Federal Financial Re

- [Search Awards](#) -

The Search Awards feature allows you to find Awards by Award number or recipient name.

**Federal Program Officers and Grants Management Division Users**

Once you find an award, you can navigate to its Grant File launch page to review it or take action. The possibl

**Grantees**

If you leave the search criteria blank, you will retrieve all of your awards when clicking the *Search* button. Wh reports. Reports shown as 'Delinquent' or 'Not Delinquent' should be entered and submitted through the assoc

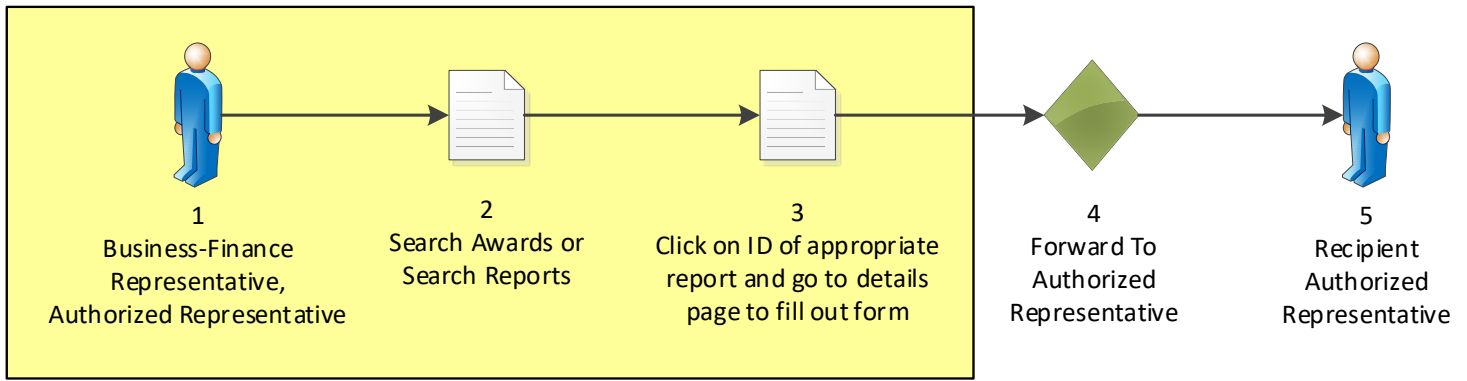
- [Search Reports](#) -

The Search Reports feature allows you to search for Project Progress Reports and Federal Financial Reports by Project Progress Reports, clicking on the Status column heading twice will order the results so that the Not De

Make sure you sign in as a Recipient with your **arepXX** account.

To begin, click on the **Awards** tab.

Then click on the **Search Reports** link.



## Federal Financial Report

[Inbox](#) | [Awards](#) | [Account Management](#) | [Help](#)

Welcome to Grants Online Arthur Rep20. Your password expires in 10 days. You are logged in to GOLTr2. [Log Off](#)

[Advisories](#) >> [Search Awards](#) >> [Grants File - NA21GOT9980049](#) >> [Research Performance Progress Report - NA21GOT9980049](#) >> [Tasks](#) >> [Performance Progress](#)

### Search Financial and Project Progress Reports

**Award Number :**   
**Recipient Name :**   
**DBA Name :**   
**Report Period Start Date Range :**  -   Include reports with no Start Date(SF425)  
**Report Period End Date Range :**  -   Include reports with no End Date(SF270)  
**Program Officer Name :**   
*(First Name or Last Name)*  
**Report Type :**  
 Progress Reports  
 Financial Reports  
 SF270 Reports  
 All Reports  
 Delinquent Only  
 Delinquent and Not Delinquent  
 Submitted (not yet Accepted)  
 Accepted  
 All Reports  
**Report Status :**  
 Progress Reports  
 Financial Reports  
 SF270 Reports  
 All Reports

**Search Report Results**

One item found.1

Report	Award Number	Reporting Period Start	Reporting Period End	Due Date
<a href="#">SF-425: Federal Financial Report - Cash Flow</a>	NA21GOT9980049		03/31/2021	04/30/2021

Export options: [Excel](#)

Search for the **Post Award** assigned to your **Student Number**. The Post Award Number chart is found at the start of the Post Award section.

Report Period Start Date Range: Check the Include report with no Start Date (SF425) checkbox.

Report Type: Select the Financial Report radio button.

Click the **Search** button.

Then click on the **SF-425 Federal Financial Report- Cash Flow** link.

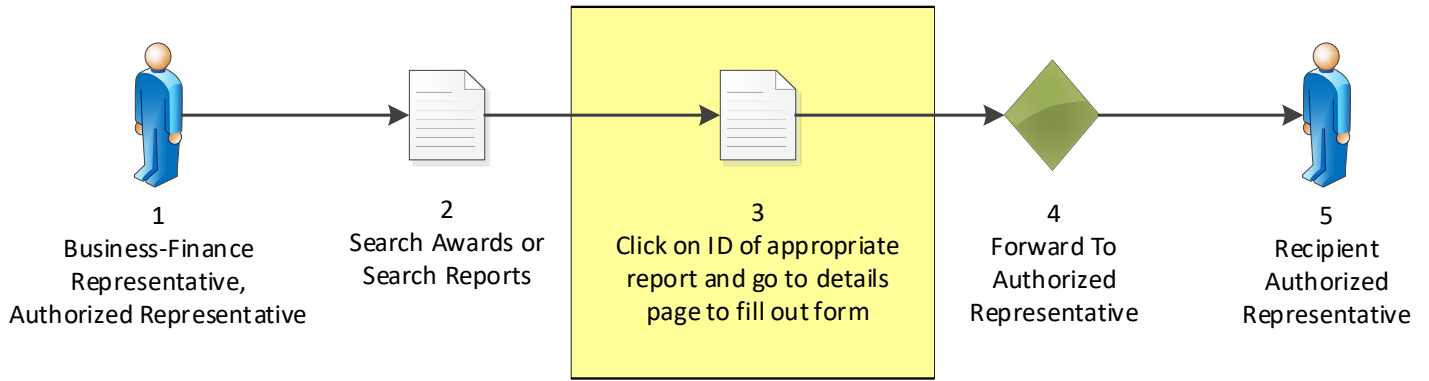
### SF-425: Federal Financial Report - Cash Flow - NA21GOT9980049

**Id:** 2856822  
**Status:** Not Delinquent  
[Go to SF-425: Federal Financial Report - Cash Flow Details Page >](#)

Click the **Go to SF-425: Federal Financial Report – Cash Flow Details Page >** link.

This document currently has no tasks assigned to you.





## Federal Financial Report

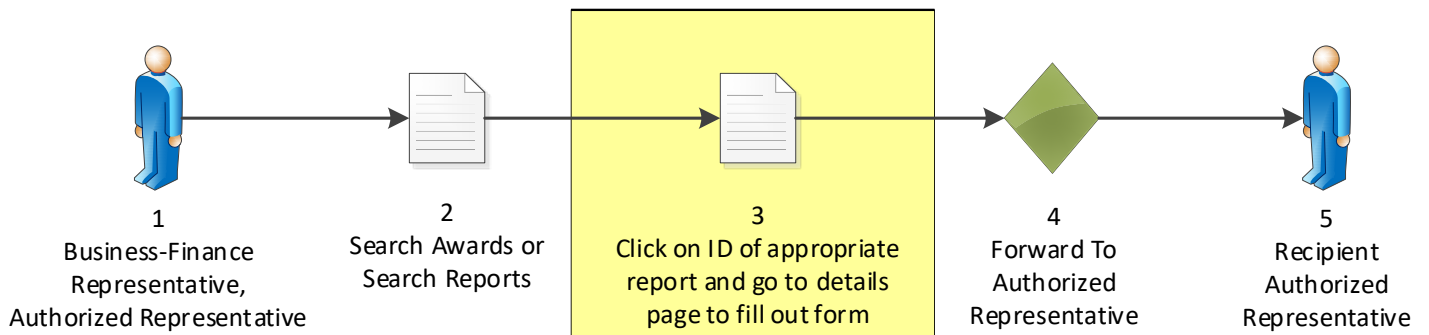
FEDERAL FINANCIAL REPORT  
(Follow form Instructions)

1. Federal Agency and Organizational Element to Which This Report is Submitted:		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)  NA22GOT9980050		Page 1	of 2 pages
3. Recipient Organization (Name and complete address including Zip code)  SCIENCE SYSTEMS AND APPLICATIONS, INC.  10210 GREENBELT RD STE 600, LANHAM, MD 20706-6239 USA					
4a. UEI  PJ2SP76D3HJ3	4b. EIN  012345678	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)  [Input Field]	6. Report Type  <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting  <input type="checkbox"/> Cash <input type="checkbox"/> Accrual	
8. Project/Grant Period From: (Month, Day, Year)  October 01, 2020		To: (Month, Day, Year)  September 30, 2023		9. Reporting Period End Date (Month, Day, Year)  March 31, 2021	
10. Transactions				Cumulative	
(Use lines a-c for single or multiple grant reporting)					
Federal Cash (To report multiple grants, also use FFR Attachment):					
a. Cash Receipts * <a href="#">Determine Cash Receipts from the Federal accounting system &gt;&gt;</a>			\$ [Input Field]		
b. Cash Disbursements *			\$ [Input Field]		
c. Cash on Hand			[Input Field]		
(Use lines d-o for single or multiple grant reporting)					
Federal Expenditures					

Enter or select a value in the following fields:

- Basis of Accounting – Choose the **Cash** check box.
- Cash Receipts – Enter **2,000**.
- Cash Disbursements – Enter **1,850**.

Click the **Save** button at the bottom of the screen.



## Federal Financial Report

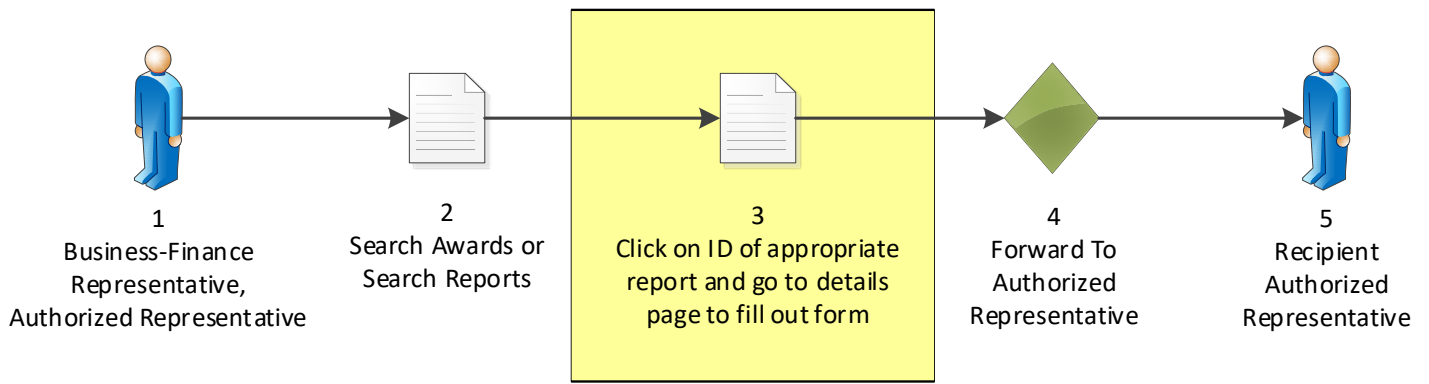
The top of the page shows an error message.

*Basis of Accounting is required.  
 The Cash Receipts, as determined by the Federal Accounting System (CBS) are \$0.00  
 The Cash Receipts (Line 10.a) reported on the form are \$2,000.00  
 This discrepancy must be explained in the remarks (Line 12).*

Click the **View/edit remarks >>** link in box 12.

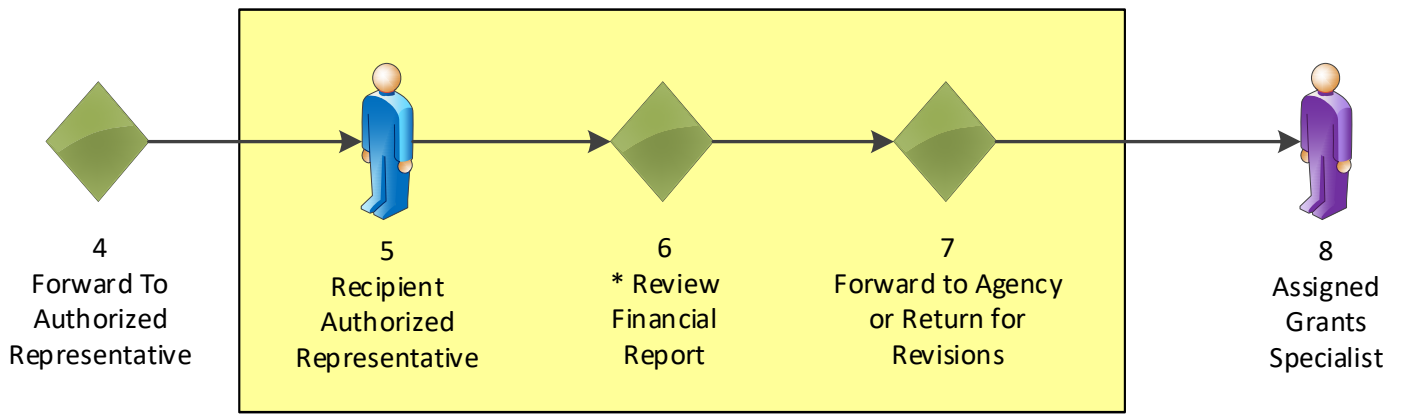
Enter remarks. Then click the **Save and Return to Main** button.

	g. Totals:
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: <a href="#">View/edit remarks &gt;&gt;</a> <i>No recipient remarks exist.</i>	
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge and belief and that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)	
a. Typed or Printed Name of Recipient:  b. Signature of Recipient:  <b>FEDERAL</b> Cash on hand  This form is... <input type="button" value="Save"/> <input type="button" value="Save and Return to Main"/>	<div style="border: 1px solid black; padding: 5px; min-height: 200px;">           12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:            Training         </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">           8 / 4000 <input type="button" value="Spell Check"/> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">           14. Agency use only:            Below is an automated analysis of this SF-425 by Grants Online. Any analysis or issues with this report by the Federal Grants Management Specialist will be displayed in the workflow comments.             This report has NOT been submitted.             There is a discrepancy between the data in box 10a (Cash Receipts) and the amount calculated from the CBS Data Warehouse.            The recipient has reported cash receipts of \$2,000.00 on Line 10.a.            The Federal accounting system (CBS) has determined that the amount received by the recipient is \$0.00.            An explanation of this discrepancy should be provided by the recipient.             Reported cash receipts (Line 10.a) for this report indicate that the recipient has drawn down 40% of the Federal funding for this award in 25% of the award period.             Audit Trail:  </div> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <input type="button" value="Save"/> <input type="button" value="Save and Return to Main"/> <input type="button" value="Cancel"/> </div>



## Federal Financial Report

FEDERAL FINANCIAL REPORT							
<small>(Follow form Instructions)</small>							
1. Federal Agency and Organizational Element to Which This Report is Submitted:			2. Federal Grant or Other Identifying Number Assigned by Federal Agency <small>(To report multiple grants, use FFR Attachment)</small>			Page 1	of 2 pages
			NA22GOT9980050				
3. Recipient Organization (Name and complete address including Zip code)							
SCIENCE SYSTEMS AND APPLICATIONS, INC.							
10210 GREENBELT RD STE 600, LANHAM, MD 20706-6239 USA							
4a. UEI	4b. EIN	5. Recipient Account Number or Identifying Number <small>(To report multiple grants, use FFR Attachment)</small>			6. Report Type	7. Basis of Accounting	
PJ2SP76D3HJ3	012345678				<input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	<input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual	
8. Project From:							
				g. Totals:			
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: <a href="#">View/edit remarks &gt;&gt;</a>							
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official					c. Telephone (Area code, number and extension)		
					d. Email address		
b. Signature of Authorized Certifying Official							
<b>FEDERAL AGENCY NOTE:</b> Cash on hand greater than \$5,000 or less than -\$5,000 requires an explanation.					<small>Agency use only:</small> <a href="#">View remarks &gt;&gt;</a>		
<span style="background-color: yellow; padding: 5px;">Click the <b>Save and Start Workflow</b> button.</span>							
<span style="background-color: #0056b3; color: white; padding: 5px;">Save</span> <span style="background-color: #0056b3; color: white; padding: 5px;">Save and Start Workflow</span> <span style="background-color: #0056b3; color: white; padding: 5px;">Cancel</span> <span style="background-color: #0056b3; color: white; padding: 5px;">Print</span>							



## Federal Financial Report

**SF-425: Federal Financial Report - Cash Flow - NA21GOT9980049**

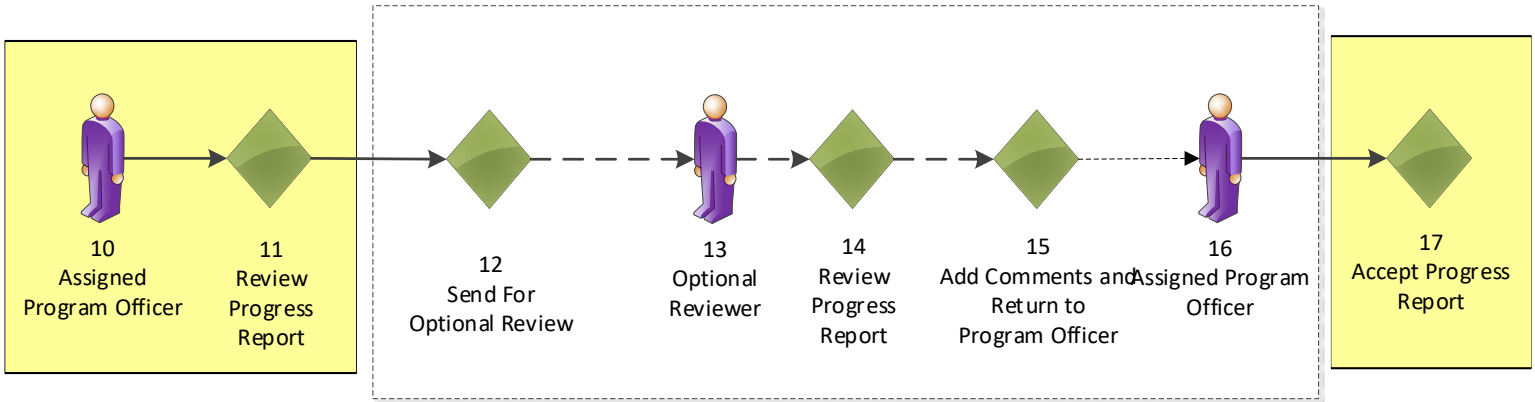
**Id:** 2856822  
**Status:** Not Delinquent

**Action:**

**Your Comments:**

The SF-425: Federal Financial Report – Cash Flow page is displayed.

Choose *Forward SF-425 Cash Flow Report to Agency* from the dropdown menu, then click on the *Submit* button.



## Research / Performance Progress Report

Log out as the Recipient. Log in as the FPO with your **gstudentXX** account.

Click on the **Inbox** tab.  
Then click on the **Tasks** link.

Click on the **View** link next to the **Review Progress Report** task for the Progress Report you submitted earlier in this module.

View	Task Received Date	Award Number	Task Status	Task Name	Project
<a href="#">View</a>	04/19/2021	NA21GOT9980049	Not Started	Review Progress Report	GSTUDEN POST-Aw Exercises
<a href="#">View</a>	04/19/2021	NA21GOT9980049	Not Started	Review Progress Report	GSTUDENT20 - Award for N/A POST-Award Training Exercises

### Research Performance Progress Report - NA21GOT9980049

**Id:** 2856821  
**Status:** Submitted

**Action:** Please select an action **Submit**

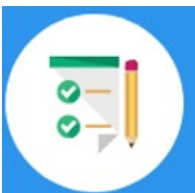
**Your Comments:** Please select an action  
Accept Progress Report  
Reassign Progress Report  
Return Progress Report for Revisions  
View Progress Report

**Spell Check**

**Save Comment**

The Research Performance Progress Report or the Performance Progress Report page is displayed.

Choose **Accept Progress Report** from the dropdown menu.  
Then click on the **Submit** button.



This completes the hands on activity for this Module.  
**Please complete the assessment questions.**



---

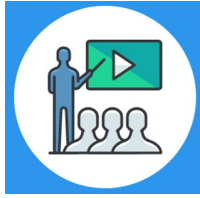
# **Grants Online Training**

## **Partial Funding Processing**

### **Module #12**

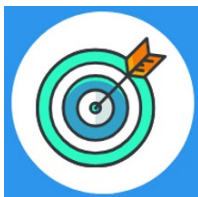
---

**February 2023**



## **Module Overview**

Prior to this module, the Award File was completed and accepted by the Recipient. This module will cover the Partial Funding process which is also referred to as release of funds. This process is used for an award where additional funding is being released.



## **Module Objectives**

Upon completion of this module, students will be able to:

- Understand the Partial Funding Process Map
- Complete the Partial Funding process

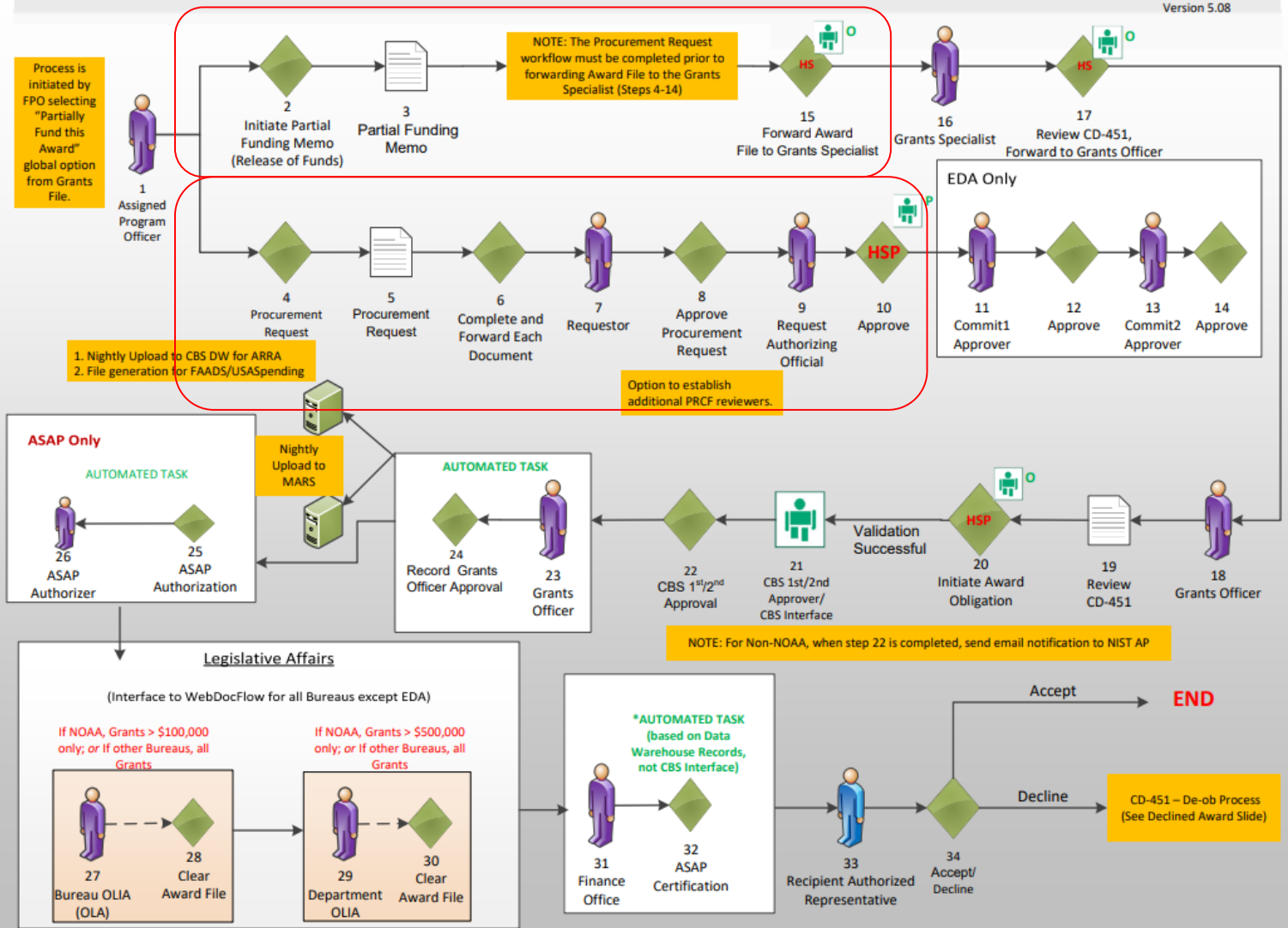


# Partial Funding Process Map

## Partial Funding Workflow (PR-1)

July 8, 2022

Version 5.08



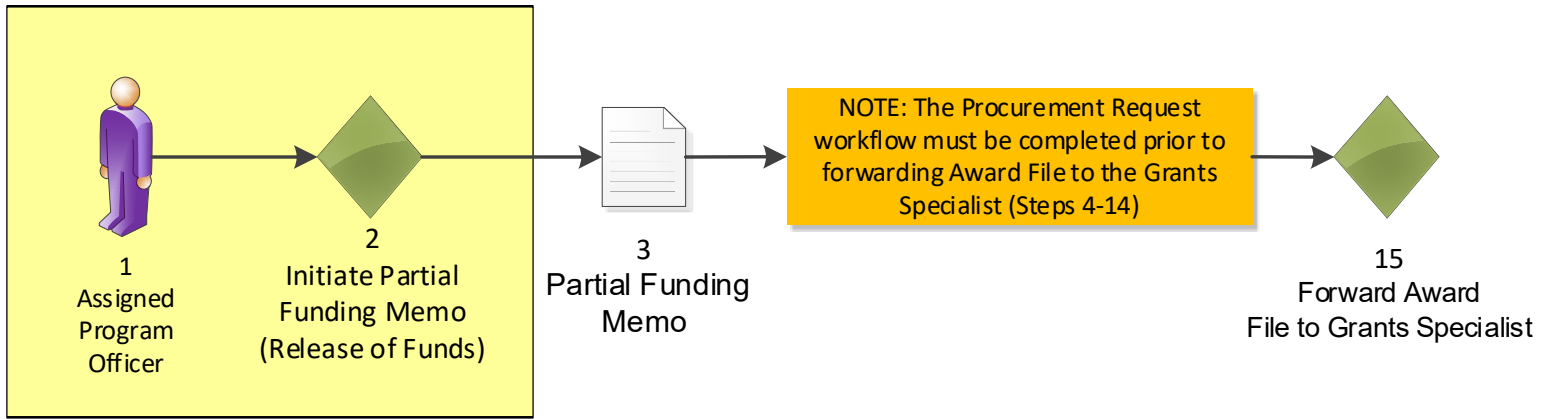
## [Corresponding Video](#)

Hands on activity for this Module starts here.  
You will be completing steps 1 – 15.

To begin, access the [Grants Online Training](#) site.

The gstudent account represents a Certified Federal Program Officer.  
Sign in with your **gstudentXX** account.  
The password is **gotremfeb23XX\$\$**  
**Note: XX is your Student Number.**





**Inbox** **RFA** **Application** **Awards** **Account Management** **Reports** **Help**

Welcome to Grants Online Grants Student20. Your password expires in 16 days. You are logged in to GOLTr2. [Log Off](#)

Tasks >> Application - NA21GOT9980051 >> Search Applications >> Search Awards

**Awards**

- [Search Awards](#) -

The Search Awards feature allows you to find Awards by Federal Program Officers and Grants Management. Once you find an award, you can navigate to its Grant File.

**Grantees**

If you leave the search criteria blank, you will retrieve all of your awards when clicking the *Search* button. W reports. Reports shown as 'Delinquent' or 'Not Delinquent' should be entered and submitted through the ass

- [Search Reports](#) -

The Search Reports feature allows you to search for Project Progress Reports and Federal Financial Reports t Project Progress Reports, clicking on the Status column heading twice will order the results so that the Not D

Make sure you sign in with your **gstudentXX** account.

To begin, click on the **Awards** tab.

Then click on the **Search Awards** link.

### Search Awards

Award Number:

Recipient Name:

DBA Name:

Project Title:

Award Status:

PI-PD Last Name:

Supplementary Information Category:

Supplementary Value:

Please use the above fields to narrow down your search. Searches are not case-sensitive. Fields can be partially completed to get all matching results. Use % as wildcard in search string.

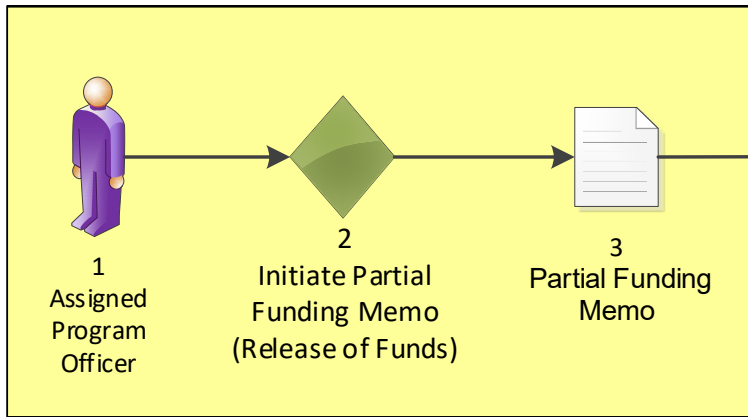
### Search Results

One item found.1

Award Number	Org ID	Recipient Name	DBA Name	Project Title	Award Status	Principal Investigators-Project Directors
NA22GOT9980050	2003017	SCIENCE SYSTEMS AND APPLICATIONS, INC.	SSAI	TRAINING RECORD - GSTUDENT20 - Award for POST-Awar...	Accepted	Arthur Rep20

Search for the **Post Award assigned to your Student Number**. The Post Award Number chart is found at the beginning of the Post Award section of this manual.

Then click on the **Award Number** link.



NOTE: The Procurement Request workflow must be completed prior to forwarding Award File to the Grants Specialist (Steps 4-14)



### Grants File - NA22GOT9980050

**Id:** 2871041  
**Status:** Accepted

**Action:**

**Your Comments:**

- Partially Fund this Award
- Reduce Funding of this Award
- Submit Satisfied Specific Award Conditions
- View Accounting Details
- View/Manage Award-related Personnel

The Grants File page is displayed. Choose **Partially Fund this Award** from the dropdown menu. Then click on the **Submit** button.

### Partial Funding -- NA22GOT9980050

Memo \* [Guidance](#)

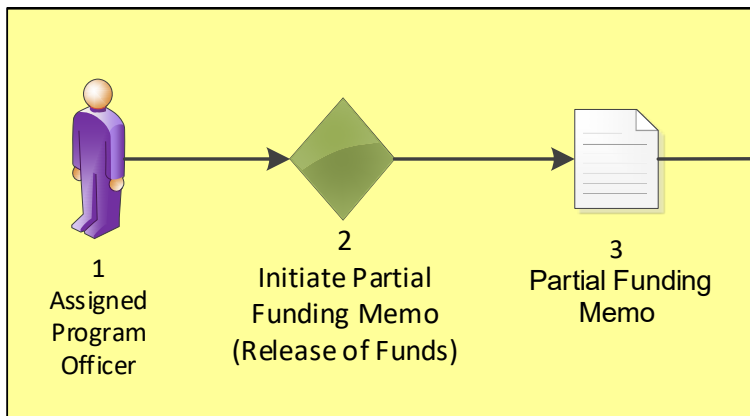
#### Approved Plan and Prior Obligations

Action	Application ID	Project Title
<input type="button" value="Select"/>	2870890	TRAINING RECORD - GSTUDENT20 - Award for POST-Award Training Exercises

#### Selected Application

None

The Partial Funding page is displayed. Under Approved Plan and Prior Obligations, click the **[+]** sign.



NOTE: The Procurement Request workflow must be completed prior to forwarding Award File to the Grants Specialist (Steps 4-14)



### Approved Plan and Prior Obligations

Action	Application ID	Project Title		
Select	2870890	TRAINING RECORD - GSTUDENT20 - Award for POST-Award Training Exercises		
Planned Year	Approved Fed Share	Obligated	Approved Non-Fed Share	Assigned Non-Fed Share
2022	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
2023	\$5,000.00	\$0.00	\$5,000.00	\$0.00

In this example, there is only one application.  
Click the **Select** button to choose the desired application.

### Selected Application

None

Cancel

### Partial Funding -- NA22GOT9980050

Memo \* [Guidance](#)

This release of funds of \$\_\_\_\_\_ is for year \_\_ of a \_\_ year multi-year award. All required Progress and Financial reports have been submitted and accepted.

154 / 4000 [Spell Check](#)

The Selected Application section is now available.  
Before entering in any values, enter text in the Memo field. Click on the **Guidance** link for sample language for the Memo.  
In the video, the sample language from Example 1 is used.

### Approved Plan and Prior Obligations

Action	Application ID	Project Title		
Select	2870890	TRAINING RECORD - GSTUDENT20 - Award for POST-Award Training Exercises		
Planned Year	Approved Fed Share	Obligated	Approved Non-Fed Share	Assigned Non-Fed Share
2022	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
2023	\$5,000.00	\$0.00	\$5,000.00	\$0.00

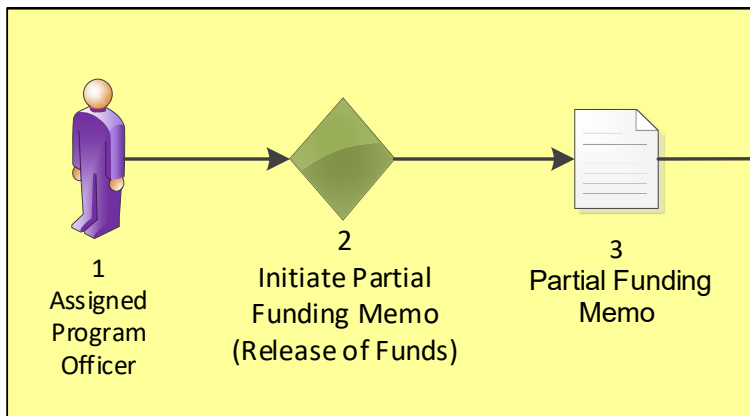
### Selected Application

Application ID	Approved Fed Share	Remaining Fed Share	Pending Fed Share	Fed Add Amount *	Approved Non-Fed Share	Remaining Non-Fed Share	Pending Non-Fed Share	Non-Fed Amount	AMD No.	Project Title
2870890	\$10,000.00	\$5,000.00	\$0.00		\$10,000.00	\$10,000.00	\$0.00		0	TRAINING RECORD - GSTUDENT20 - Award for POST-Award Training Exercises

Note: Federal Add Amount plus Pending Federal Share plus the sum of all prior obligations must be less than or equal to the Approved Federal Share. For any amount that exceeds the approved Federal share, a new application is required.

Note: Only one application may be funded per Partial Funding action.

Save Save and Start Workflow Cancel



NOTE: The Procurement Request workflow must be completed prior to forwarding Award File to the Grants Specialist (Steps 4-14)



Note that according to DOC policy, the Performance Progress Report must be complete and up-to-date before additional funds can be released.

**Partial Funding -- NA22GOT9980050**

Memo \* [Guidance](#)

This release of funds of \$1,000 is for year 2 of a 2 year multi-year award. All required Progress and Financial reports have been submitted and accepted.

153 / 4000 [Spell Check](#)

In the Memo field, enter values where the sample language has placeholders. In the video, the following was used: This release of funds of **\$1,000** is for year **2** of a **2** year multi-year award.

In the Fed Add Amount field enter **\$1,000** and in the Non-Fed Amount field enter **\$1,000**. Then click the **Save and Start Workflow** button.

**Approved Plan and Prior Obligations**

Action	Application ID	Project Title
Select	2870890	TRAINING RECORD - GSTUDENT20 - Award for POST-Award Training Exercises

Planned Year	Approved Fed Share	Obligated	Approved Non-Fed Share	Assigned Non-Fed Share
2022	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
2023	\$5,000.00	\$0.00	\$5,000.00	\$0.00

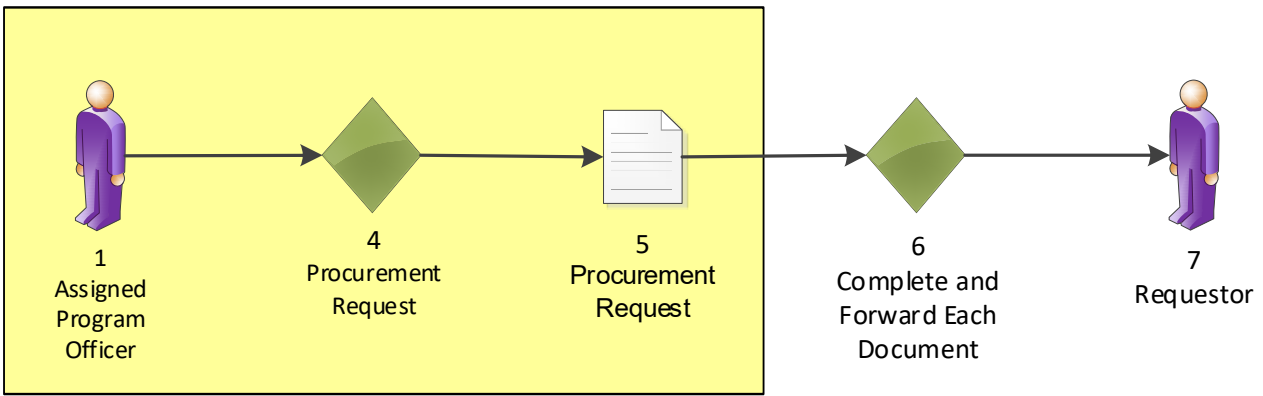
**Selected Application**

Application ID	Approved Fed Share	Remaining Fed Share	Pending Fed Share	Fed Add Amount *	Approved Non-Fed Share	Remaining Non-Fed Share	Pending Non-Fed Share	Non-Fed Amount	AMD No.	Project Title
2870890	\$10,000.00	\$5,000.00	\$0.00	1,000	\$10,000.00	\$10,000.00	\$0.00	1,000	0	TRAINING RECORD - GSTUDENT20 - Award for POST-Award Training Exercises

**Note:** Federal Add Amount plus Pending Federal Share plus the sum of all prior obligations must be less than or equal to the Approved Federal Share. For any amount that exceeds the approved Federal share, a new application is required.

**Note:** Only one application may be funded per Partial Funding action.

[Save](#) [Save and Start Workflow](#) [Cancel](#)



Note that a Partial Funding Amendment is also known as a Release of Funds.

Inbox RFA Application Awards Account Management Reports Help

Welcome to Grants Online Grants Student20. You are logged in to GOLTr1.

Advisories >> Search Awards >> Grants File - NA22GOT9980050 >> Tasks

**Your Tasks**

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

25 items found, displaying all items.1

View	Task Received Date	Award Number	Task Status	Task Name	Project Title	Approved Federal Funding	Task Id	Document Type	Document Id	RFA Name
<a href="#">View</a>	11/02/2022	NA22GOT9980050	Not Started	Procurement Request and Commitment of Funds	TRAINING RECORD - GSTUDENT20 - Award for POST-Award Training Exercises	N/A	6829022	Procurement Request and Commitment of Funds	2872298	Non-Comp RFA for FPO Training POST-Awards
<a href="#">View</a>	11/02/2022	NA22GOT9980050	Not Started	Review Release of Funds	TRAINING RECORD - GSTUDENT20 - Award for POST-Award Training Exercises	N/A	6829021	Award File	2872297	Non-Comp RFA for FPO Training POST-Awards

Click the **Tasks** link to refresh the Your Tasks page.

Then click on the **View** link next to the Procurement Request and Commitment of Funds task.

## Procurement Request and Commitment of Funds - NA22GOT9980050

**Id:** 2872298

**Status:** ProgramOfficerActions - Not Started

**Action:**

**Your Comments:**

Please select an action [Submit](#)

Please select an action

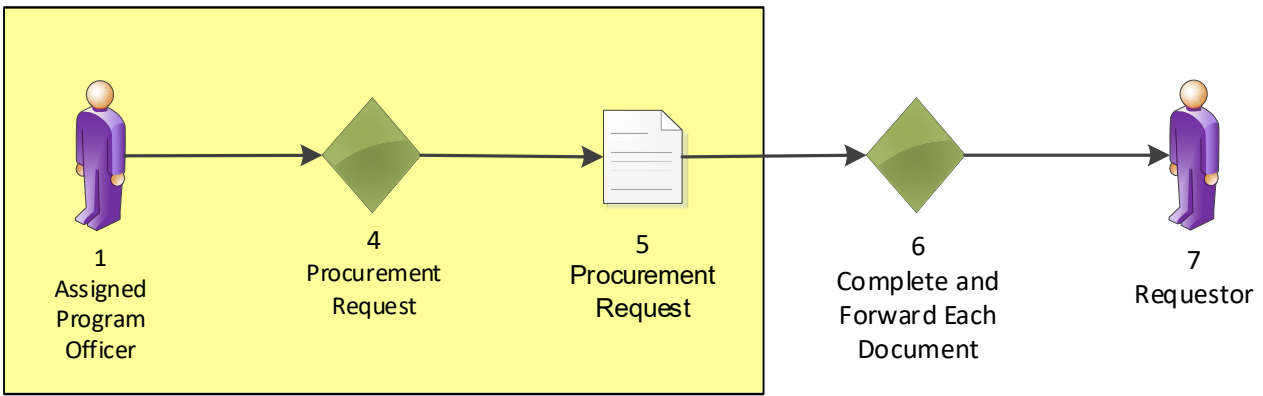
Complete Procurement Request and Commitment of Funds

[Spell Check](#)

[Save Comment](#)

The Procurement Request and Commitment of Funds page is displayed.

Choose **Complete Procurement Request and Commitment of Funds** from the dropdown menu and click the **Submit** button.



**Procurement Request and Commitment of Funds - NA22GOT9980050**

Last CBS Validation:      Status:

**Active Procurement Requests:**  
Nothing found to display.

**Withdrawn Procurement Requests:**  
Nothing found to display.

**Request Authorizing Official: \***   
None Selected.

**Search**

**Additional Reviewers:**   
Nothing found to display.

**Add**  
*(Please note, you must press 'Save and Return to Main' for the Route to be committed)*

**Requestor: \***   
None Selected.

**Search**

**Federal Share:**

**Affected Refer URI:**

**To: \***

SCIENCE SYSTEMS  
10210 GREENBAY  
20706-6239

**Clearances/Re**

**Search Users**

Please leave all fields empty to search for all results  
Enter search terms to find a user.

First Name

Middle Name

Last Name

Organization

E-Mail Address

State

**Search**   **Cancel**

Nothing found to display.

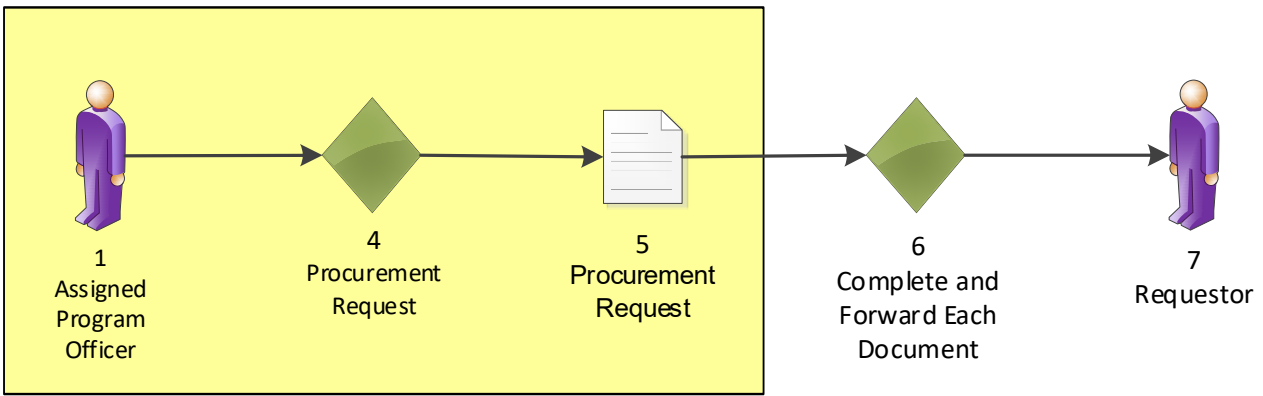
One item found.1

Action	User ID	Name	Organization	Title	Primary Phone	Primary Address
Select	2036040	Official (nofficial), NOAA	One Commerce Program Office (OCPO)		201.555.1212	20030 Century Blvd, Comm

Step 1 – Click the **Search** button.

Step 2 – Enter “Official” in the Last Name field, then click the **Search** button.

Step 3 – Click **Select** link next to the NOAA Official user.



## Procurement Request and Commitment of Funds - NA22GOT9980050

Last CBS Validation:      Status:

### Active Procurement Requests:

Nothing found to display.

### Withdrawn Procurement Requests:

Nothing found to display.

### Request Authorizing Official: \*

Name	Title	Telephone	Action
NOAA Official (nofficial)		301-555-1212	<a href="#">Change</a>

### Additional Reviewers:

Nothing found to display.

[Add](#)

*(Please note, you must press 'Save and Return to Main' for the Route to be committed)*

### Requestor: \*

None Selected.

[Search](#)

Step 1 – Click the [Search](#) button.

### Federal Share: \*

### Affected Reference

URI:

To: \*

## Search Users

Please leave all fields empty to search for all results  
Enter search terms to find a user.

First Name

Middle Name

Last Name

Organization

E-Mail Address

State

[Search](#) [Cancel](#)

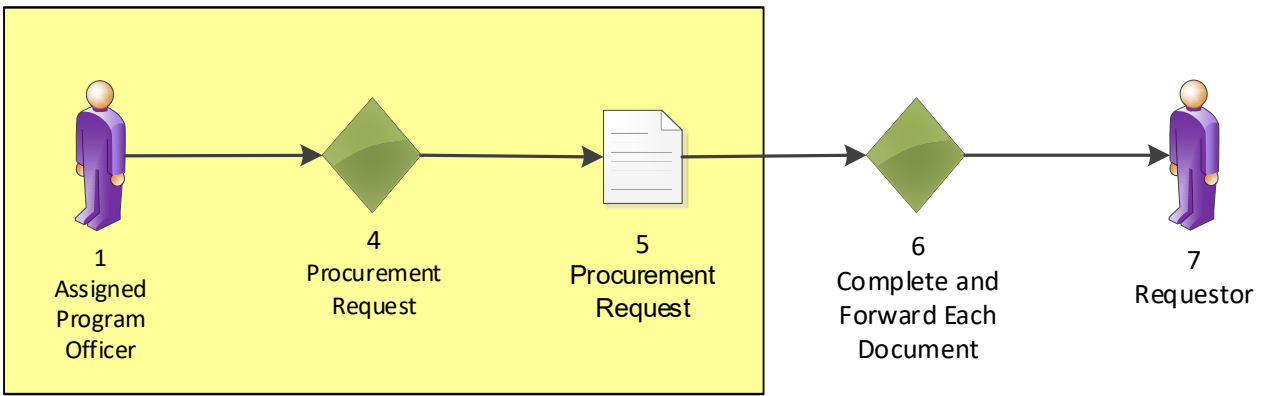
Nothing found to display.

Step 2 – Enter your **gstudentXX** number only in the Last Name field, then click the [Search](#) button.

One item found.1

Action	User ID	Name	Organization
<a href="#">Select</a>	2036084	Student20, Grants	One Commerce Program Office (OCPO)

Step 3 – Click [Select](#) link next your **Grants StudentXX** account.



**Federal Share: \*** \$  **Requisition Number: \***

**Affected Reference Number:** NA22GOT9980050 **EIN:** 012345678 **UEI:** PJ2SP76D3HJ3

**URI:** **Applicant Type:** Small Business

**To: \*** **Description: \***

SCIENCE SYSTEMS AND APPLICATIONS, INC.  
 10210 GREENBELT RD STE 600 LANHAM, MD  
 20706-6239

CFDA Number: 11.998  
 Project Start Date: 2021-10-01  
 Project End Date: 2023-09-30  
 Grant Type: Grant  
 Project Description: TRAINING RECORD -

**Clearances/Remarks:**

**Accounting - ACCS Lines \***  
 No CD435 ACCS Lines have been defined.  
[Add New ACCS Line](#)

**Step 1 – Click the *Add New ACCS Line* link.**

PRCF Total for this Award action: \$0.00

Validated: false

Bureau (xx): \*

Fund (xx): \*

Fiscal Year (yyyy): \*

Project - Task: \*  -

Program Code: The Program Code will display here once the ACCS line is validated

Organization: \*  -  -  -  -  -  -

Object Class: \*  -  -  -

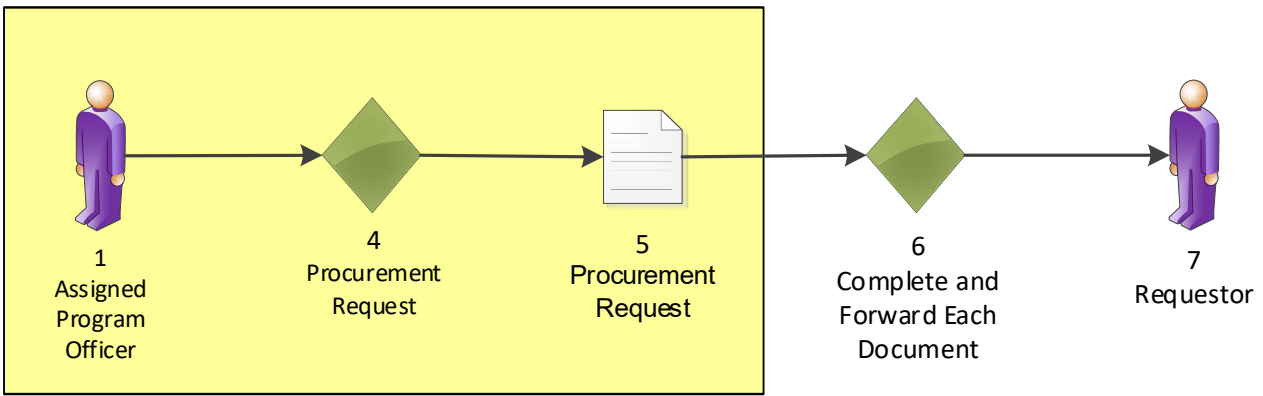
Unique Account Descriptor: [Select Descriptor](#) Fund Type:

Amount: \* \$  Prior Year Fund:

**Save DWValidate Cancel/Done**

- Step 2 – Enter the following values:**
- **Bureau:** Leave as 14.
  - **Fiscal Year:** This can be changed by the FPO to use Prior Year Funds. For class leave this as “**2023**”.
  - **Project:** Enter **28LEF29**.
  - **Task:** Enter **P00**.
  - **Organization:** Enter **30-31-0002**
  - **Object Class:** Enter **41-11-00-00**
  - **Amount:** Enter **\$1,000.00**.
- Click the “**Save**” button.





Validated: false

Bureau (xx): \* 14

Fund (xx): \* 0

Fiscal Year (yyyy): \* 2023

Project - Task: \* 28LEF29 - P00

Program Code: The Program Code will display here once the ACCS line is validated

Organization: \* 30 - 31 - 0002 - 00 - 00 - 00 - 00

Object Class: \* 41 - 11 - 00 - 00

Unique Account Descriptor: [Select Descriptor](#) Fund Type:

Amount: \* \$1,000.00 Prior Year Fund: No

**Save DWValidate Cancel/Done**

**Add New ACCS Line**

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account ID
14	0	2023	30-31-0002-00-00-00-00	---	28LEF29-P00	41-11-00-00	\$1,000.00	N	No	---

Click the **DWValidate** button.

**The ACCS is valid**

Validated: true

Bureau (xx): \* 14

Fund (xx): \* 1

Fiscal Year (yyyy): \* 2023

Project - Task: \* 28LEF29 - P00

Program Code: 02 - 21 - 16 - 001

Organization: \* 30 - 31 - 0002 - 00 - 00 - 00 - 00

Object Class: \* 41 - 11 - 00 - 00

Unique Account Descriptor: [Select Descriptor](#) Fund Type:

Amount: \* \$1,000.00 Prior Year Fund:

**Save DWValidate Cancel/Done**

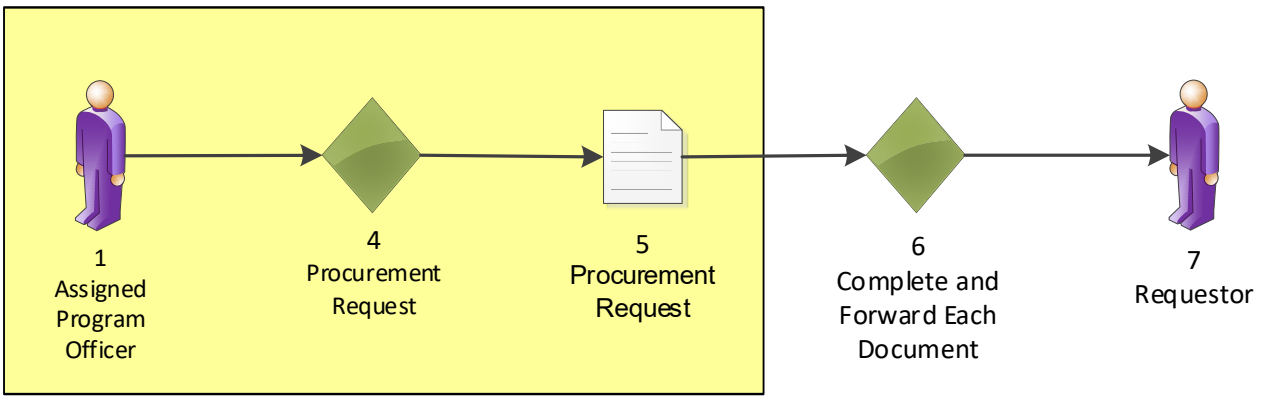
**Add New ACCS Line**

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account ID
14	1	2023	30-31-0002-00-00-00-00	02-21-16-001	28LEF29-P00	41-11-00-00	\$1,000.00	N	Yes	---

At the top of the page, Validated should now be "true". Additionally, the Fund code and the Program Code will be automatically populated.

Unique Account Descriptor: Click the **Select Descriptor** link.



Program Office:  [Apply Filter >>](#)

**Unique Account Descriptor:**

Line/Program Office	Descriptor	Identifying Information	Action
GOT	LINEOFF DESCRIPTOR		<a href="#">Select</a>
OCPO	PGMOFFICE DESCRIPTOR		<a href="#">Select</a>

[Cancel](#)

Choose one descriptor by clicking the **Select** link. In the video, the **PGMOFFICE DESCRIPTOR** was chosen.

**The ACCS is valid**

Validated: true

Bureau (xx): \*

Fund (xx): \*

Fiscal Year (yyyy): \*

Project - Task: \*  -

Program Code: 02 - 21 - 16 - 001

Organization: \*  -  -  -  -  -  -

Object Class: \*  -  -  -

Unique Account Descriptor: PGMOFFICE DESCRIPTOR [Select Descriptor](#) Fund Type: X

Amount: \*  Prior Year Fund:

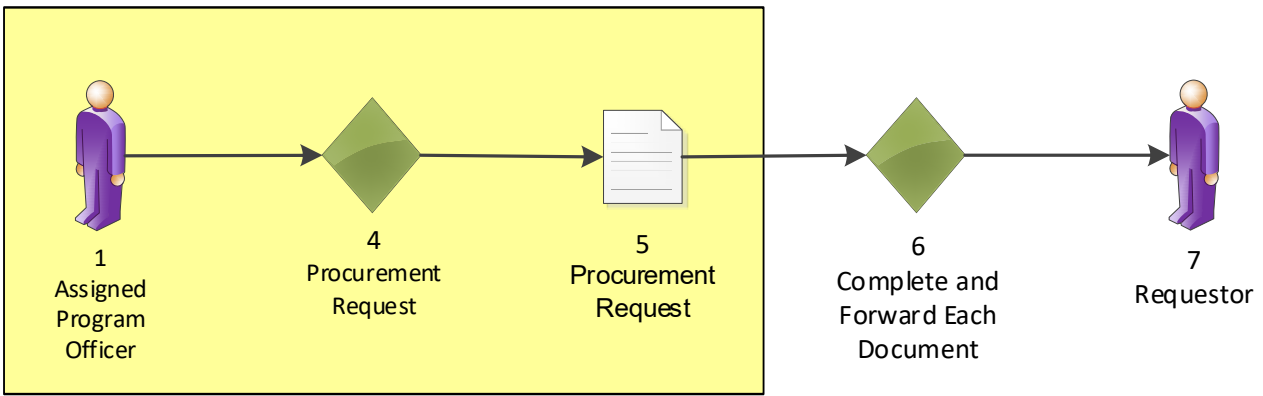
[Save](#) [DWValidate](#) [Cancel/Done](#)

[Add New ACCS Line](#)

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account ID
14	1	2023	30 - 31 - 0002 - 00 - 00 - 00	02-21-16-001	28LEF29-P00	41-11-00-00	\$1,000.00	N	Yes	PGMOFFICE DESCRIPTOR-X-999-001

Click the **Cancel/Done** button.



**Procurement Request and Commitment of Funds - NA22GOT9980050**

Last CBS Validation:      Status:

**Active Procurement Requests:**

Nothing found to display.

**Withdrawn Procurement Requests:**

Nothing found to display.

**Request Authorizing Official: \***

Name	Title	Telephone	Action
NOAA Official (nonofficial)		301-555-1212	Change

**Additional Reviewers:**

Nothing found to display.

**Add**

(Please note, you must press 'Save and Return to Main' for the Route to be committed)

**Requestor: \***

Name	Title	Telephone	Action
Grants Student20		301-555-1212	Change

**Federal Share: \***      \$       **Requisition Number: \***

**Affected Reference Number:** NA22GOT9980050      **EIN:** 012345678      **UEI:** PJ2SP76D3HJ3

**URI:**      **Applicant Type:** Small Business

**To: \***      **Description: \***

SCIENCE SYSTEMS AND APPLICATIONS, INC. 10210 GREENBELT RD STE 600 LANHAM, MD 20706-6239	CFDA Number: 11.998 Project Start Date: 2021-10-01 Project End Date: 2023-09-30 Grant Type: Grant Project Description: TRAINING RECORD -
---	--

**Clearances/Remarks:**

**Accounting - ACCS Lines \***

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account ID	Action
14	1	2023	30 -31 -0002-00-00-00-00	02-21-16-001	28LEF29-P00	41-11-00-00	\$1,000.00 N		Yes	PGMOFFICE DESCRIPTOR-X-999-001	Edit Delete

[Add New ACCS Line](#)

PRCF Total for this Award action:      \$1,000.00  
 Total Federal funds authorized for this Award action:      \$1,000.00  
 Recipient Share Total for this Award action:        
 Total Recipient Funds authorized for this Award action: \$1,000.00

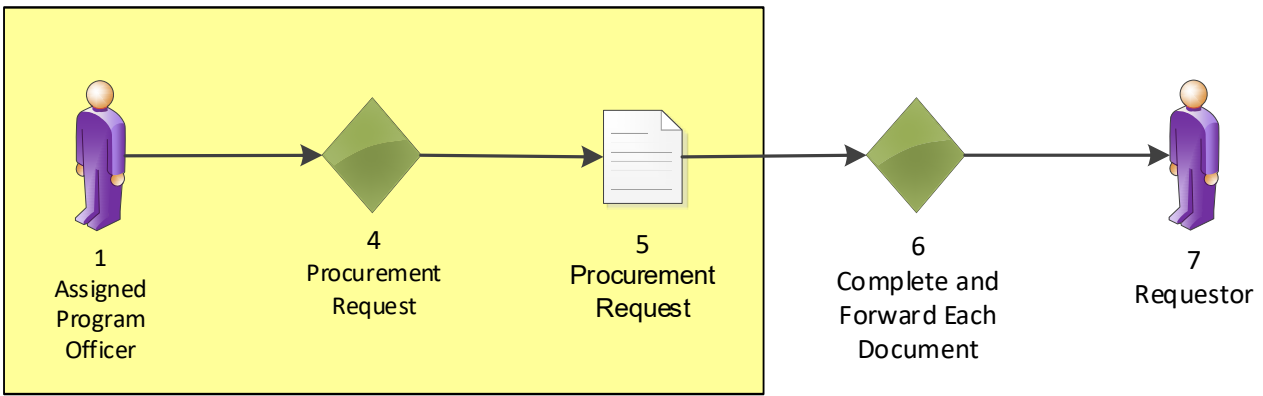
Note: Budget Officer Approval does not apply to Recipient Share amounts. These amount are displayed for informational purposes only. Changes made in cd-450/451 will not be reflected on this page.

Enter the matching funds in the amount of  
**\$1,000.00.**

Then click the **CBSValidate** button.

[Procurement Request Official Comments](#)

**Save** **Save and Return to Main** **CBSValidate** **Cancel**



## Procurement Request and Commitment of Funds - NA22GOT9980050

Last CBS Validation: 11/02/2022 4:5:5 PM    Status: Valid

### Active Procurement Requests:

Nothing found to display.

### Withdrawn Procurement Requests:

Nothing found to display.

#### Request Authorizing Official: \*

Name	Title	Telephone	Action
NOAA Official (nofficial)		301-555-1212	Change

#### Additional Reviewers:

Nothing found to display.

[Add](#)

(Please note, you must press 'Save and Return to Main' for the Route to be committed)

#### Requestor: \*

Name	Title	Telephone	Action
Grants Student20		301-555-1212	Change

#### Federal Share: \*

\$ 1,000.00

#### Requisition Number: \*

NAGO0000300007

Affected Reference Number: NA22GOT9980050

EIN: 012345678

UEI: PJ2SP76D3HJ3

URI:

Applicant Type: Small Business

To: \*

SCIENCE SYSTEMS AND APPLICATIONS, INC.  
10210 GREENBELT RD STE 600 LANHAM, MD  
20706-6239

#### Description: \*

CFDA Number: 11.998  
Project Start Date: 2021-10-01  
Project End Date: 2023-09-30  
Grant Type: Grant  
Project Description: TRAINING RECORD -

#### Clearances/Remarks:

#### Accounting - ACCS Lines \*

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account ID	Action
14	1	2023	30 -31 -0002-00-00-00-00	02-21-16-001	28LEF29-P00	41-11-00-00	\$1,000.00	N	Yes	PGMOFFICE_DESCRIPTOR-Y-999-001	Edit Delete

[Add New ACCS Line](#)

PRCF Total for this Award action: \$1,000.00

Total Federal funds authorized for this Award action: \$1,000.00

Recipient Share Total for this Award action: 1,000.00

Total Recipient Funds authorized for this Award action: \$1,000.00

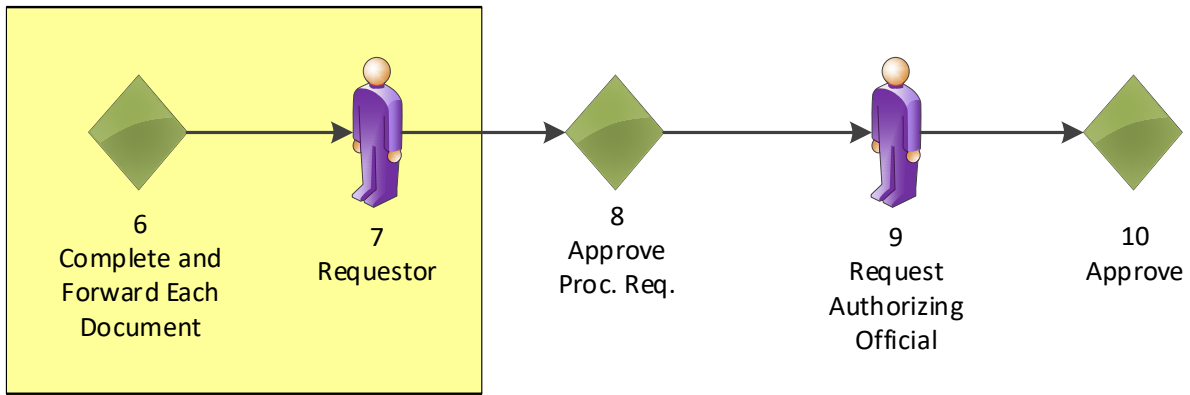
Note: Budget Officer Approval does not apply to Recipient Share amounts. These amount are displayed for informational purposes only. Changes made in cd-450/451 will not be reflected on this page.

[Procurement Request Official Comments](#)

[Save](#) [Save and Return to Main](#) [CBSValidate](#) [Cancel](#)

The top of the screen shows that the CBS validation was successful.

Click the **Save and Return to Main** button.



**Procurement Request and Commitment of Funds - NA22GOT9980050**

**Id:** 2872298  
**Status:** ProgramOfficerActions - In Progress

**Action:**

**Your Comments:**   
 Complete Procurement Request and Commitment of Funds  
 Forward Procurement Request to Requestor

Choose **Forward Procurement Request to Requestor** from the dropdown menu and click the **Submit** button.

**Your Tasks**

*Procurement Request and Commitment of Funds - Forward Procurement Request to Requestor is complete.*

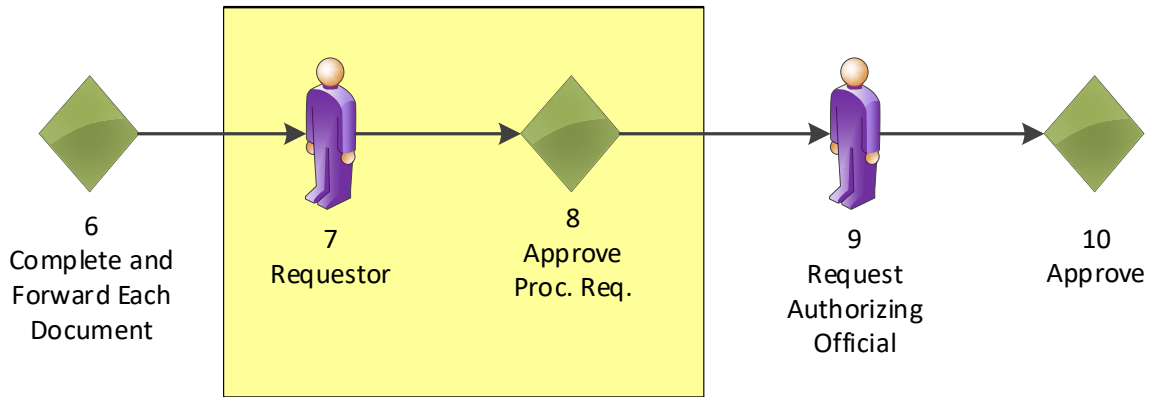
Document Type:  Status:

25 items found, displaying all items.1

View	Task Received Date	Award Number	Task Status	Task Name	Project Title	Approved Federal Funding	Task Id	Document Type	Document Id	RFA Name
<a href="#">View</a>	11/02/2022	NA22GOT9980050	Not Started	Review Procurement Request and Commitment of Funds	TRAINING RECORD - GSTUDENT20 - Award for POST-Award Training Exercises	N/A	6829023	Procurement Request and Commitment of Funds	2872298	Non-Comp RFA for FPO Training POST-Awards
<a href="#">View</a>	11/02/2022	NA22GOT9980050	Not Started	Review Release of Funds	TRAINING RECORD - GSTUDENT20 - Award for POST-Award Training Exercises	N/A	6829021	Award File	2872297	Non-Comp RFA for FPO Training POST-Awards

You identified yourself as the Requestor, therefore you received another Procurement Request task.

Click **View** link for the **Review Procurement Request and Commitment of Funds** task.



### Procurement Request and Commitment of Funds - NA22GOT9980050

**Id:** 2872298  
**Status:** ReviewActions - Not Started

**Action:**

**Your Comments:**   
 Approve Procurement Request  
 Return Procurement Request to PO  
 Review/Edit Procurement Request and Commitment of Funds

Choose **Approve Procurement Request** from the dropdown menu and click the **Submit** button.

**Your Tasks**

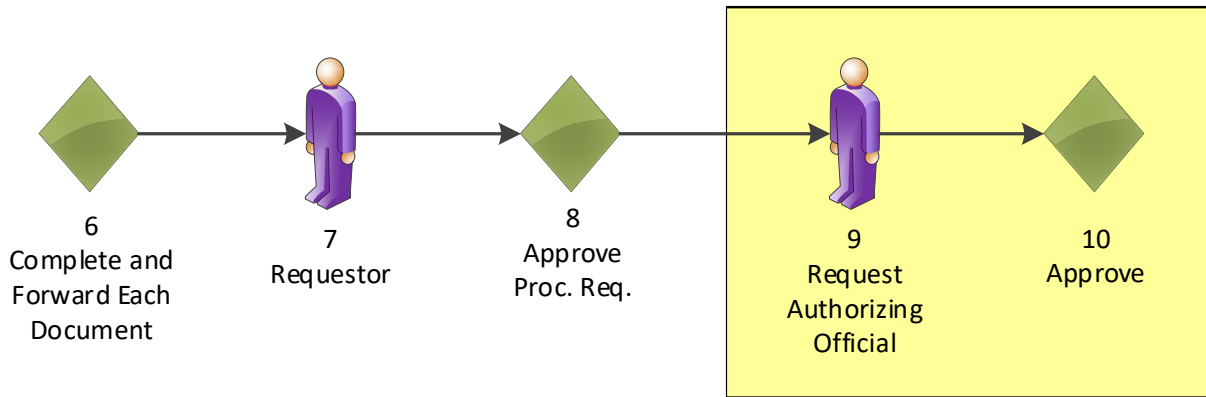
*Review Procurement Request and Commitment of Funds - Approve Procurement Request is complete.*

Document Type:  Status:

24 items found, displaying all items.1

View	Task Received Date	Award Number	Task Status	Task Name	Project Title	Approved Federal Funding	Task Id	Document Type	Document Id	RFA Name
<a href="#">View</a>	11/02/2022	NA22GOT9980050	Not Started	Review Release of Funds	TRAINING RECORD - GSTUDENT20 - Award for POST-Award Training Exercises	N/A	6829021	Award File	2872297	Non-Comp RFA for FPO Training POST-Awards

Click the **View** link for the **Review Release of Funds** task.



Note that the Request Authorizing Official must have approved the Procurement Request before you can forward the Release of Funds document to the Grants Specialist.

### Award File In Progress - NA22GOT9980050

**Id:** 2872297

**Status:** ProgramOfficerActions - Not Started

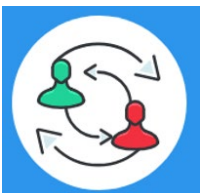
**Action:**

**Your Comments:**

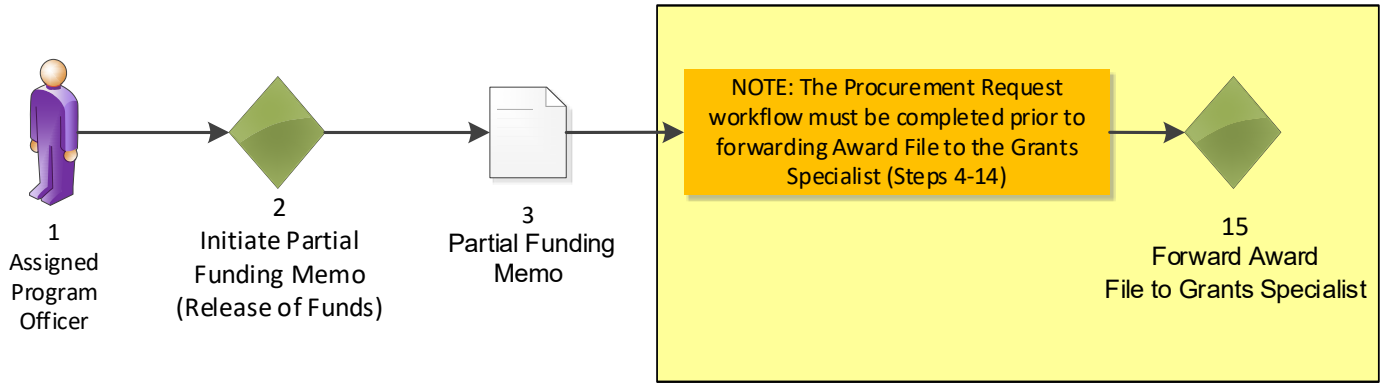
**Pending Actions** X

One item found.1

Type	ID	Start Date	Federal Funding	Fiscal Year	Last Action Status	Last Action Date	Last Action User
Procurement Request and Commitment of Funds	2872298	11/02/2022	\$1,000.00	2023	Review Procurement Request and Commitment of Funds: Not Started		NOAA Official (noofficial)



In the PR-1 Process Map, you completed step 8. Training staff will be monitoring the workflow and will complete steps 9 – 10 to review and approve the task under Pending Actions. Please check the “Your Tasks” page for the next step.



Inbox	RFA	Application	Awards	Account Management	Reports	Help				
Welcome to Grants Online Grants Student20. You are logged in to COLTr1. <a href="#">Log Off</a>										
Advisories >> Tasks										
<b>Your Tasks</b>										
Document Type		Status								
<input type="text" value="All"/>		<input type="text" value="Open"/>		<a href="#">Apply Filter &gt;&gt;</a>						
24 items found, displaying all items.1										
View	Task Received Date	Award Number	Task Status	Task Name	Project Title	Approved Federal Funding	Task Id	Document Type	Document Id	RFA Name
<a href="#">View</a>	11/02/2022	NA22GOT9980050	Not Started	Review Release of Funds	TRAINING RECORD - GSTUDENT20 - Award for POST-Award Training Exercises	\$1,000.00	6829021	Award File	2872297	Non-Comp RFA for FPO Training POST-Awards

Click the [View](#) link for the [Review Release of Funds](#) task.

### Award File In Progress - NA22GOT9980050

**Id:** 2872297

**Status:** ProgramOfficerActions - Not Started

**Action:**  [Submit](#)

**Your Comments:**

[Spell Check](#)

[Save Comment](#)

[Print Award File History](#)

**Attachments:**

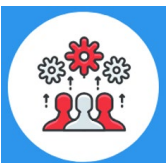
**Pending Actions**

Nothing found to display.

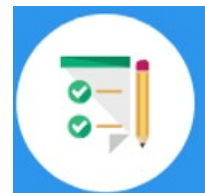
All Pending Actions have been resolved, so a green check mark is now visible.

Choose [Forward to Grants Specialist for Review](#) and then click the [Submit](#) button.





Note steps 33 – 34 of the PR-1 Process Map: A Partial Funding Amendment must be sent to the Recipient for acceptance.



This completes the hands on activity for this Module.  
**Please complete the assessment questions.**



---

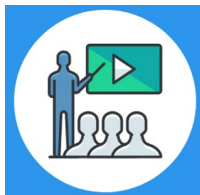
## **Grants Online Training**

# **Award Tracking Report, Correspondence & Federal Report, and Supplementary Information**

## **Module #13**

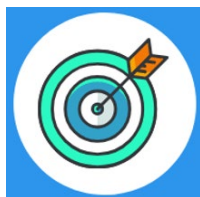
---

**February 2023**



## Module Overview

Prior to this module, the Award File was completed and accepted by the Recipient. This module will discuss how to track your Award and how to use the Correspondence and Federal Reports features. Additionally, Supplementary Information for awards can be used to assist users with day-to-day Award management.



## Module Objectives

Upon completion of this module, students will be able to:

- Understand how to use the Award Tracking Report feature.
- Understand how to use the Correspondence and Federal Reports feature.
- Understand how to use the Supplementary Information feature.

### [Corresponding Video](#)

There are no hands on activities for this module.



**Please complete the assessment questions.**

# APPENDIX



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# Grants Online Training

## UEI Scenarios

---

# Scenario 1: UEI Number is found in Grants Online

**Negotiate Application - SF-424**

Audit Trail:

**Attachments:**

**[-] Program Office Added Information**

Proposal Number:

Project Type: \*  Construction  Non-Construction  Both

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

Keyword(s):

Principal Place Of Performance : \*  Applicant's Legal Address [Guidance](#)  
 Foreign  
 Multi-state  
 Statewide  
 Countywide  
 Citywide  
 Zipcode

City:

---

**Application Submission Type and Date Information**

Type of Submission:  Application  Pre-Application  Changed/Corrected Application  
Type of Application:  New  Continuation  Revision  Renewal  Resubmission  
If Revision, select appropriate letter(s):   
Other (specify)

Is this application being submitted to other agencies?  **What other agencies?**

**Use format MM/DD/YYYY for date fields.**

Project Start Date: \*  Project End Date: \*  Submitted Date:   
State Received Date:  Federal Agency Received Date: \*  Time: \*   Eastern  
Applicant Identifier:  State Application Identifier:  Federal Identifier:

---

**Applicant Information** [Organization Profile](#)

Legal Name: \*  [Org Lookup](#)  
**This Applicant has been automatically assigned a Grants Online Organization based on UNIQUE ENTITY IDENTIFIER SAM match.**

Department Name:   
Division Name:   
EIN Number: \*  (xx-xxxxxxx)  
UNIQUE ENTITY IDENTIFIER SAM: \*

Street:   
City:  County:   
State: \*  Province:   
Country:  Zip:

*If the UEI Number entered on the application is found in Grants Online, a message in black bold text will be displayed that reads "This Applicant has been automatically assigned a Grants Online Organization based on Unique Entity Identifier SAM match."*

*This was covered in training and is considered the happy path, where no action is needed in order to proceed*

*Please note that an individual recipient / applicant type should use twelve zeros for the UEI number.*

# Scenario 2: UEI Number matches with multiple records in Grants Online

**Application Submission Type and Date Information**  
 Type of Submission:  Application  Pre-Application  Changed/Corrected Application  
 Type of Application:  New  Continuation  Revision  Renewal  Resubmission  
 If Revision, select appropriate letter(s):   
 Other (specify)   
 Is this application being submitted to other agencies?  What other agencies?

**Use format MM/DD/YYYY for date fields.**  
 Project Start Date: \*  Project End Date: \*  Submitted Date:   
 State Received Date:  Federal Agency Received Date: \*  Time: \*   Eastern  
 Applicant Identifier:  State Application Identifier:  Federal Identifier:

**Applicant Information**  
 Legal Name: \*  **Org Lookup**  
Please Associate an Organization within Grants Online using the Org Lookup button.  
 Department Name:   
 Division Name:   
 EIN Number: \*   
 (xx-xxxxxxx)  
 UNIQUE ENTITY IDENTIFIER SAM: \*   
 Street:   
 City:  County:   
 State: \*  Province:   
 Country:  Zip:

a) If the UEI Number was not found in Grants Online a red message is displayed. Click the **Org Lookup** button to find the organization's record in the database or add if necessary.

b) The UEI Number will automatically be pre-populated in the field. Please note that the UEI is the only field that can be modified and it is a required field. Click the **Search** button.

c) If the organization's record is in the SAM.gov file, click the **Select** link for the correct organization.

**Select Organization**

Enter your search criteria to find the organization.

Organization Name   
 Address-City   
 EIN Number   
 Unique Entity Identifier   
 Address-State

Nothing found to display.

**Select Organization**

Enter your search criteria to find the organization.

Organization Name   
 Address-City   
 EIN Number   
 Unique Entity Identifier   
 Address-State

2 items found, displaying all items. 1

Select	Org ID	Name	Bureau	Address	UEI	EIN	Cage Code	ASAP Id	Active
<input type="button" value="Select"/>	2006802	ROCK PORT, CITY OF	NOAA	102 W CLAY ST, ROCK PORT, MO 64482-1508 USA	XDA1JZG1AKH6	123456789	8FLE0		true
<input type="button" value="Select"/>	2006801	ROCK PORT, CITY OF	NOAA	102 W CLAY ST, ROCK PORT, MO 64482-1508 USA	XDA1JZG1AKH6	123456789	8FLE0		true



# Scenario 3: UEI Number was not found in Grants Online – Adding a New Organization

**Application Submission Type and Date Information**  
Type of Submission:  Application  Pre-Application  Changed/Corrected Application  
Type of Application:  New  Continuation  Revision  Renewal  Resubmission  
If Revision, select appropriate letter(s): [-Select a Revision Type-]  
Other (specify) \_\_\_\_\_  
Is this application being submitted to other agencies?  What other agencies? \_\_\_\_\_

**Use format MM/DD/YYYY for date fields.**  
Project Start Date: \* 10/01/2021 Project End Date: \* 09/30/2023 Submitted Date: \_\_\_\_\_  
State Received Date: \_\_\_\_\_ Federal Agency Received Date: \* 07/27/2022 Time: \* 01:52 PM Eastern  
Applicant Identifier: \_\_\_\_\_ State Application Identifier: \_\_\_\_\_ Federal Identifier: \_\_\_\_\_

**Applicant Information**  
Legal Name: \* WADE'S DAIRY, INC. **Org Lookup**  
Please Associate an Organization within Grants Online using the Org Lookup button.  
Department Name: \_\_\_\_\_  
Division Name: \_\_\_\_\_  
EIN Number: \* \_\_\_\_\_  
(xx-xxxxxx)  
UNIQUE ENTITY IDENTIFIER SAM: \* NPDHA27R6HX5  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_  
State: \* Maryland Province: \_\_\_\_\_  
Country: \_\_\_\_\_ Zip: \_\_\_\_\_

a) If the UEI Number was not found in Grants Online a red message is displayed. Click the **Org Lookup** button to find the organization's record in the database or add if necessary.

b) The UEI Number will automatically be pre-populated in the field. Please note that the UEI is the only field that can be modified and it is a required field. Click the **Search** button.

**Select Organization**

Enter your search criteria to find the organization.

Organization Name \_\_\_\_\_  
Address-City \_\_\_\_\_  
EIN Number \_\_\_\_\_  
Unique Entity Identifier NPDHA27R6HX5  
Address-State Please select a state \_\_\_\_\_  
**Search** **Cancel**

Nothing found to display.

# Scenario 3: UEI Number was not found in Grants Online – Adding a New Organization (Continued)

### Select Organization

*No search results were found. Please change your criteria and search again.*  
 Enter your search criteria to find the organization.

Organization Name

Address-City

EIN Number

Unique Entity Identifier

Address-State

**Search** **Cancel**

[Add a new organization >>](#)

Nothing found to display.

c) If the desired organization is NOT found in Grants Online, click the **Add a new organization** link.

d) If the organization is found in SAM, click the **Select** link to enter this new organization or individual recipient in Grants Online.

Please note: If the expiration date has past, there will not be an option to select this organization. The recipient will need to update their account in sam.gov.

### Select SAM Organization

One or more organizations matching your search criteria were found in the System for Award Management (SAM) database. Select a SAM organization to initialize the new organization from SAM data or select "Add a new blank organization" to create an organization that is not initialized from a SAM organization.

One item found.1

Select	Sam ID	Name	Address	EIN	UEI	Cage Code	Active	Expiration Date
<a href="#">Select</a>	1000506	WADE'S DAIRY, INC.	1316 BARNUM AVE, BRIDGEPORT, CT 06610-2825 USA	123456789	NPDHA27R6HX5	3WYN5	true	12/23/2022

# Scenario 3: UEI Number was not found in Grants Online – Adding a New Organization (Continued)

## Add Organization

\*\*\*\*\*PROVISIONAL ORGANIZATION\*\*\*\*\*

### Description

Organization Type \*

Bureau \*

Applicant Type \*

Organization Name \*

### Identification

EIN Number   
(xx-xxxxxxx)

Unique Entity Identifier

MSI Code  [Search MSI List](#)

DBA Name

Note: Addresses must match the physical and mailing addresses in the [SAM](#) for the associated UEI.  
The Physical Address is the address used for searching and viewing throughout the system.

### SAM Physical Address

Street Address \*

City \*

County

State \*

Country \*

Phone \*

Zip \*

### SAM Mailing Address

SAM Mailing Name

Street Address

City

State

Country

Zip

Note: Leaving the City blank will copy the Physical address on Save >> Exit.

### FFATA

Confidence Code

City Code

County Code

State Code

[Search FIPS Data](#) [External FIPS Search](#)

Congressional District

DODAAC

Entity Structure

Primary NAICS

Company Division

### Grants Online Specific

Address Validation Code

Electronic Rollout Date (Blank means non-Electronic)

Is Paper Organization \*  Yes  No

ASAP Payment Routing Date (Blank means non-ASAP)

Please press 'Save' before you add attachments

[Save](#) [Save and Return to Main](#) [Cancel](#)

e) Ensure all data is correct, then click on the **Save and Return to Main** button.



---

## Grants Online Training

### How to Use This Hands On Activity Guide

---


## To begin, know your Student Number.

Student#	Name
01	Larry Evans
02	Mackenzie Griffin
03	Ian Sears
04	Nicholas Dawson
05	Bill Cushman
06	Jessica Cross
07	Gabby Kitch
08	Kerry Yannacito
09	Roberta Lusic
10	David Herring
11	Frank Niepold
12	Todd Christenson
13	Carmen Davila
14	Claudia Rojo
15	Jennifer Hunter
16	Zach Topor
17	Ryan Holman
18	Brittany King
19	Mandy Bromilow
21	Hideyo Hattori
22	Victoria Dodd
23	Tamara Marshall-Jones
24	Ashlee Jones
26	Trevon Pitt
27	Andrew Garrow

This is the number that will replace the **XX** in your username and password for training.


# How to Use: Training Materials

**a**



### Module Overview

Prior to this module, a Request For Application (RFA) must have been completed in Grants Online. In a real world scenario, this RFA would have also been posted on Grants.gov for the public to submit their application package.



### Module Objectives

Upon completion of this module, students will be able to:

- Understand the Universal Process – Application and Review Event Process Map
- Complete entering a paper application
- Complete the Review Minimum Requirements Checklist
- Understand the Universal Process – Prepare Application for Funding Process Map
- Complete the Conduct Negotiations process

**a** Each module starts with an overview and objectives.

**b** Process Maps are identified throughout as they show the steps and roles involved in completing the process

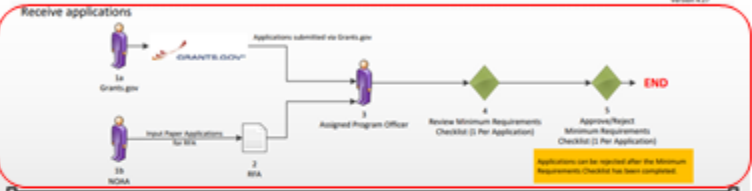
**b**

## Universal Process – Applications and Review Event


April 29, 2019  
Version 4.07

### Applications and Review Event Overview (UNI-2)

Receive applications



Review Reviewer Instructions




Review Event Workflow

Only if Review Event Exists

- Review Events are optional in Grants Online.
- Review can be conducted using Grants Online functionality or outside of Grants Online.

A Review Event is optional for the Universal process.



**c**

[Corresponding Video](#)

Hands on activity for this Module starts here.  
You will be completing steps 1 – 5.

To begin, access the [Grants Online Training](#) site.

The gstudent account represents a Certified Federal Program Officer.  
Sign in with your *gstudentXX* account.  
The password is *gotremfeb21XX\$\$*.  
**Note: XX is your Student Number.**

**c** A link to the corresponding instruction video is provided. This section states if any hands on activities are needed and if so provides login information.

# How to Use: Training Web Site

For hands on exercises, go to the Grants Online Training site. The link to the site and login information is included at the beginning of each module.

**Please do not reset or change any passwords.**

If you get locked out of your account, please notify the trainers.



Inbox	RFA	Application	Awards	Account Management	Reports	Help		
Welcome to Grants Online Grants Student20. Your password expires in 17 days. You are logged in to COLTr1. <a href="#">Log Off</a>								
Advisories >> Tasks								
<b>Your Tasks</b>								
Document Type		Status						
All		Open		<a href="#">Apply Filter &gt;&gt;</a>				
8 items found, displaying all items.1								
View	Task Received Date	Award Number	Task Status	Task Name	Project Title	Approved Federal Funding	Task Id	Do
<a href="#">View</a>	04/07/2021	NA21GOT9980050	Not Started	Forward/Revise Award File	Universal Training Manual Application	N/A	6810842	Aw
<a href="#">View</a>	04/06/2021	NA21GOT9980050	In Progress	Procurement Request and Commitment of Funds	Universal Training Manual Application	N/A	6810823	Pro Red Cor Fun
<a href="#">View</a>	04/05/2021	N/A	In Progress	Conduct Negotiations	GStudent20 - Sample Application for Universal Training Manual	N/A	6810682	App
<a href="#">View</a>	03/16/2021	N/A	In Progress	Notify Recipients	N/A	N/A	6810567	RFA
<a href="#">View</a>	12/03/2019	NA20GOT9980010	Not Started	Procurement Request and Commitment of	TRAINING RECORD - GSTUDENT20	N/A	6780456	Pro Red Cor

The *Your Tasks* screen is used extensively during class. Please note that any tasks dated **prior to your class date** should be ignored. Do not use previous tasks for your hands on activities.

# How to Use: Training Materials

- (d) Snap Shot of Process Map – This shows the user what step of the process map they are working on.

(e)

The red box highlights the element to be completed on this page.

(f)

Numbered Steps – Steps are numbered when completing one element requires multiple steps and/or screens.

**d**

1 RFA Creator

Select the RFA Tab & the Create RFA Ink

Select the option to copy RFA from existing or create new RFA

2 RFA

3 Create via links on RFA Details

Addresses, Contacts, Mission Goals, Program Elements, Funding Priorities, Competitions

4 Create Publication

5 NOFO

6 NOFO Routing Slip

**e**

**f**

**g**

Selected Federal Addresses

Organization	Street Address	City, State, Zip
Ona Commerce Program Office (OCPO)	20020 Century Blvd	Germantown, MD 20874-1143

Add/Edit

Selected Federal Contacts

Contact Name	Phone	Address	Email
Grants	Student20 301-555-1212	20020 Century Blvd, Germantown, MD 20874-1143	testemail@

Add/Edit

Selected Mission Goals

Mission Goals Name

To understand and predict changes in climate, weather, oceans and coasts;

Add/Edit

**Program Elements/Funding Priorities**

No Program Elements/Funding Priorities Available

Add/Edit

**Step 1 – Click the *Add/Edit* link.**

Competitions

Press Save before selecting the fo

No Competition

Add New

Attachments:

No attachments.

Add new Attachment: [ + ]

Any changes to information on this page will be saved.

Large File Guidance

Save Save and Return to Main

**Add Program Element/Funding Priority**

Label:  e.g. I, A, 1, 1), 1a.

Name:

Note: Reports and screen listings will use the label if entered. Otherwise, the name will be used.

Description:

Description of Program Element "A" goes here.

**Step 2 – Add a Label, Name and Description, then click the *Save* button.**

**Program Element/Funding Priorities**

Order	Label	Name	Description	Edit	Delete
1	A	First Program Element/Funding Priority	Description of Program Element	edit	delete

Reorder

Add New

Done

**Step 3 – Once all Program Elements have been added, click the *Done* button.**

Note that Program Elements can be assigned custom labels. Applications that will later be associated with this RFA can be linked to one (and only one) of the Program Elements defined at this step.

- (g) This icon is used when an additional explanation is being noted.



# How to Use: Training Materials

h

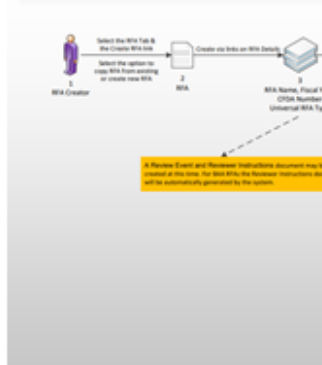
This icon shows where the training staff must complete some actions before the student can proceed with the module.

h



In the UNI-1 Process Map, this completes step 7. Training staff will be monitoring the workflow and will complete steps 8-9. Please check the "Your Tasks" page for the next step.

Create RFA, Post Application Package Overview (UNI-1) March 4, 2020



i

Yellow boxes contain the details that the student should enter, select and/or click.

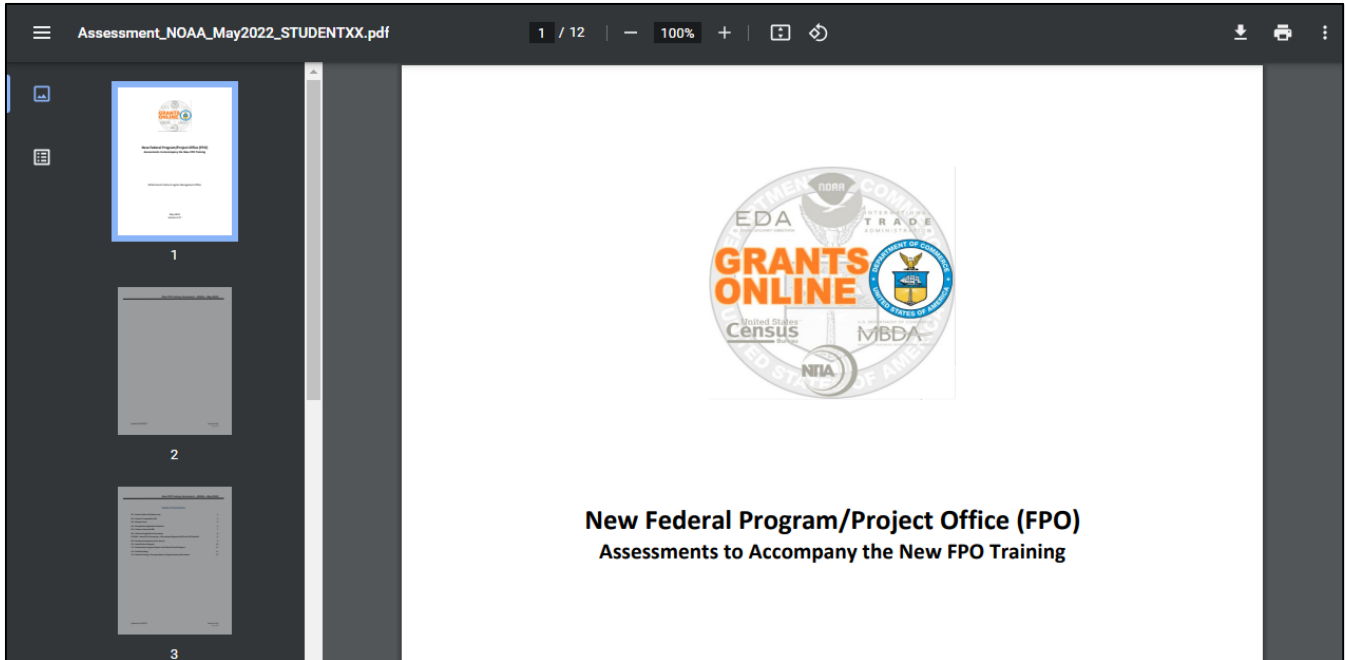
**Do not use the details provided in the training videos.**

j

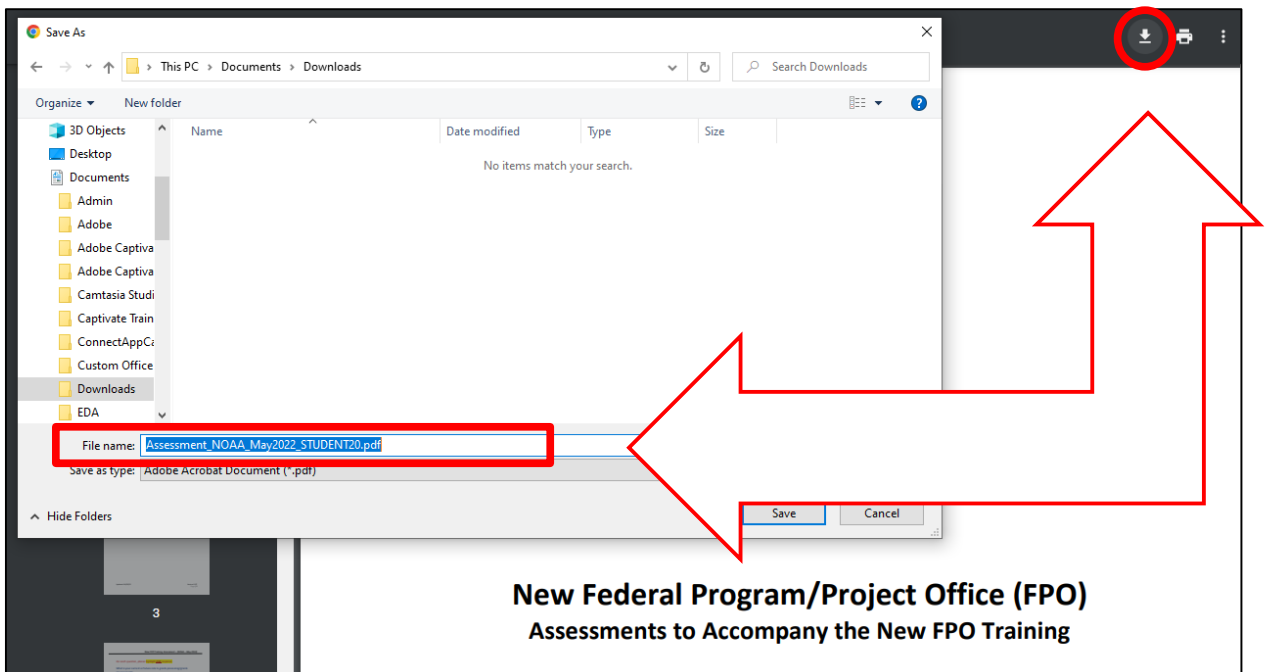
This icon is repeated at the end of each module. **Please complete the assessment questions before proceeding to the next module.** In order to get a certificate for this class, each student must receive a total score of at least 75% on the assessment questions.

# How to Use: Grants Online Assessment

- **Step 1 – Download the file to your workstation. [Click here to access the Grants Online Assessment](#). It will open up on your browser.**

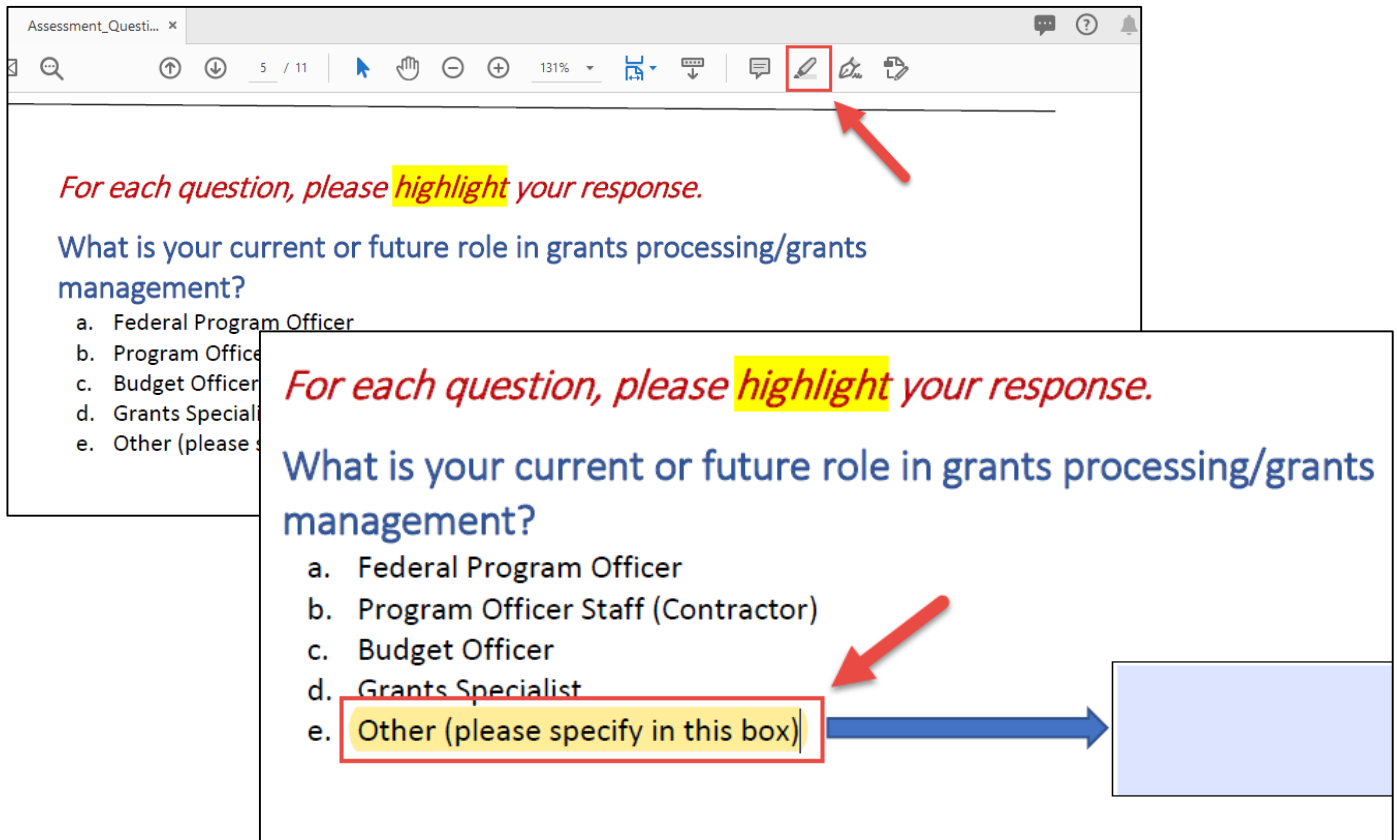


- **Step 2 – Save the file to your computer and rename replacing the XX with your student number. This can be done by clicking on the download icon. When the popup window is displayed, update the file name with your student number.**



# How to Use: Grants Online Assessment

- **Step 3 – Open the file in Acrobat to mark your answers. Use the Adobe highlight tool to indicate your answer.**



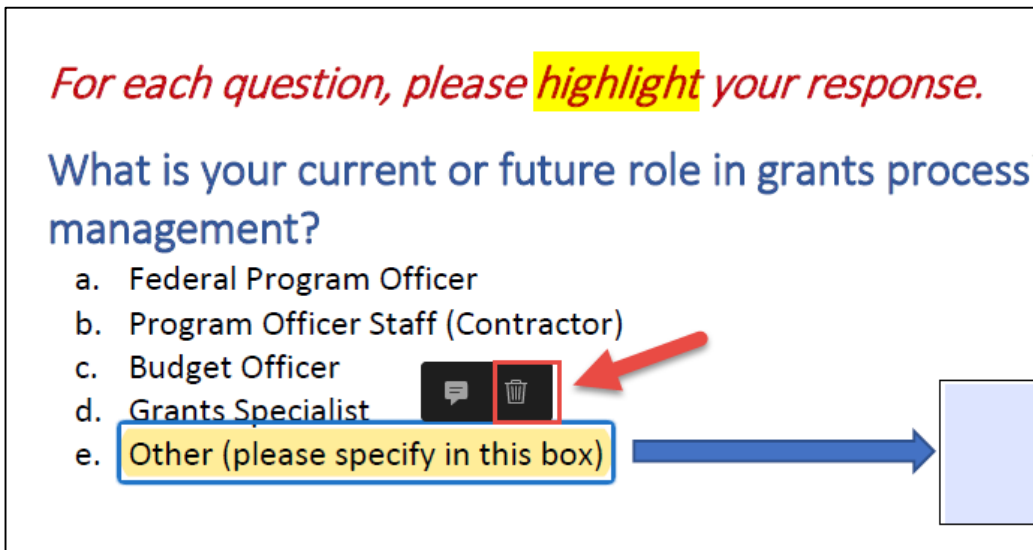
Assessment\_Questi... x

For each question, please **highlight** your response.

What is your current or future role in grants processing/grants management?

- a. Federal Program Officer
- b. Program Officer
- c. Budget Officer
- d. Grants Specialist
- e. Other (please specify in this box)

The screenshot shows the Adobe Acrobat interface. The 'Highlight' tool icon in the top toolbar is highlighted with a red box and a red arrow. Below, the question text is shown with the word 'highlight' in the instruction highlighted in yellow. In the second instance, the 'Other' option is highlighted in yellow, and a red arrow points to the 'Highlight' tool icon. A blue arrow points from the highlighted text to a light blue rectangular box on the right.



For each question, please **highlight** your response.

What is your current or future role in grants process management?

- a. Federal Program Officer
- b. Program Officer Staff (Contractor)
- c. Budget Officer
- d. Grants Specialist
- e. Other (please specify in this box)

The screenshot shows the Adobe Acrobat interface. The 'Other' option is highlighted in yellow. A right-click context menu is open over the highlight, with a red arrow pointing to the 'Delete' (trash) icon. A blue arrow points from the highlighted text to a light blue rectangular box on the right.

**If necessary, right-click on the highlighted answer to delete the highlight and choose another answer.**

**Remember to complete the assessment questions for each module before proceeding in the training.**

# Suggested Completion Pace

This Training is comprised of 13 Modules.

<b>By the end of Day 1</b>	<b>Video Length</b>
Grants Online Introduction and Overview	Live/39:44
Create a Competitive RFA	55:09
Review Event	36:24
Competitive Application Selection	29:46
Create a Universal RFA	42:25

<b>By the end of Day 2</b>	<b>Video Length</b>
Universal Application Processing	36:01
Award Processing (NEPA and PO Checklist)	34:57
Award Processing (Procurement Request)	29:51
Recipient Acceptance of Award	20:53

<b>By 3:15pm Eastern of Day 3 *</b>	<b>Video Length</b>
Award Action Request (AAR)	18:15
Performance Progress Report and Federal Financial Report	32:57
Partial Funding	17:26
Award Tracking / Correspondence / Supplementary Information	22:41

**\* All assessments should be submitted via email by 3:15 pm on the last day of training.**

# Need Help During Training?

Communicate with Trainers via email, phone, or Google Meet:

Email addresses:

Lillian Barnes - [Lillian.L.Barnes@noaa.gov](mailto:Lillian.L.Barnes@noaa.gov)

Yvette Bowser - [Yvette.Bowser@noaa.gov](mailto:Yvette.Bowser@noaa.gov)

Ana Holt - [Ana.Holt@noaa.gov](mailto:Ana.Holt@noaa.gov)

To receive help over the phone or via IM, please email all three trainers.

Google Meet/Virtual Office links:

<https://meet.google.com/ytu-bqip-udj>

Grants Online Virtual Office - Non-NOAA Students

<https://global.gotomeeting.com/join/779185837>

# Need Help After Training?

**Visit the Grants Online PMO website**

[www.noaa.gov/organization/information-technology/grants-online-program-management-office](http://www.noaa.gov/organization/information-technology/grants-online-program-management-office)

**Contact the Grants Online Help Desk**

GrantsOnline.Helpdesk@noaa.gov

240-533-9533

Hours: 8:00 AM – 6:00 PM Eastern Time