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# **Grants Online Training**

## **New Federal Program Officers**

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**February 2021 – EDA 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>





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## **Grants Online Training**

# **Universal Application Processing**

## **Module #06**

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**February 2021 - EDA**



## Module 6 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 6 Objectives

Upon completion of this module, students should understand:

- The Universal Process – Application and Review Event Process Map
- How to enter a paper application
- How to complete the Review Minimum Requirements Checklist
- The Universal Process – Prepare Application for Funding Process Map
- How to complete the Conduct Negotiations process



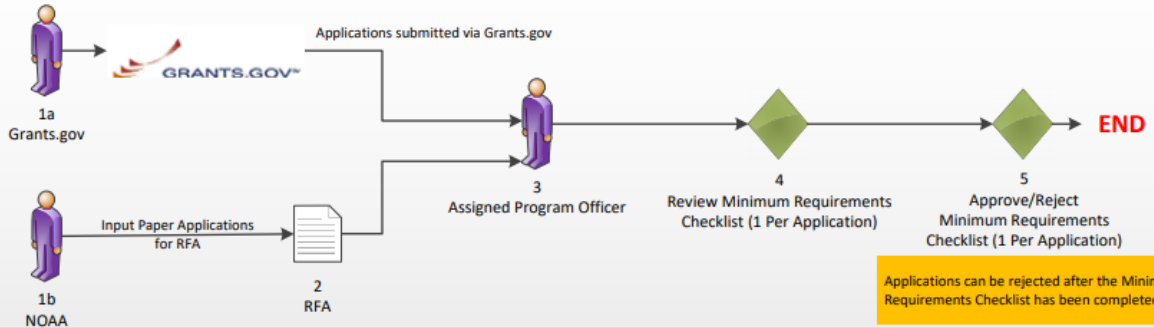
# Universal Process – Applications and Review Event Process Map

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

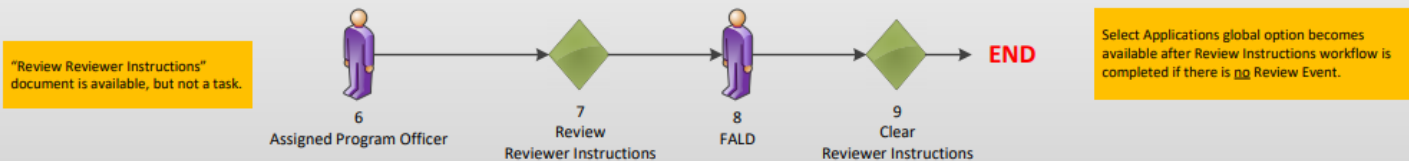
April 29, 2019

Version 4.27

### Receive applications



### Review Reviewer Instructions

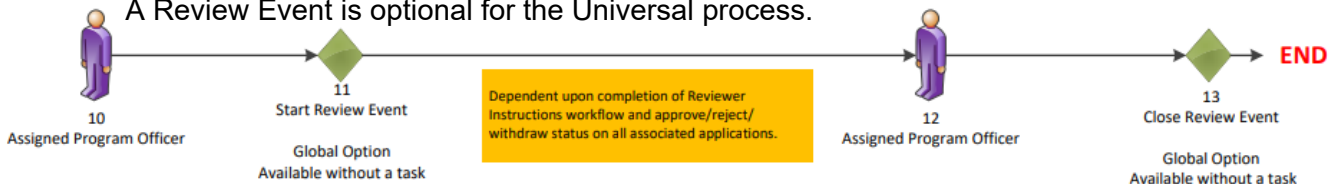


### Review Event Workflow

#### 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.

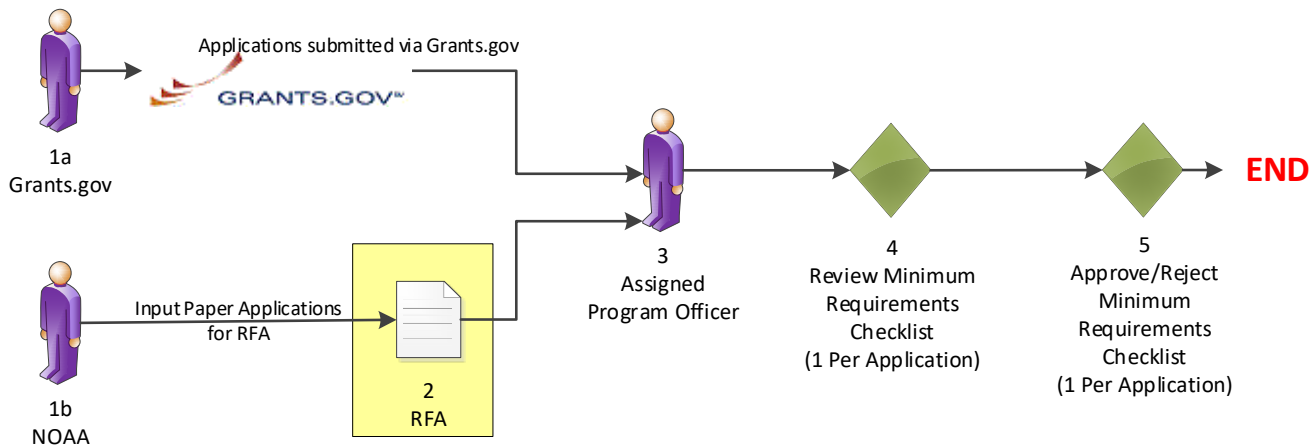


## [Corresponding Video](#)

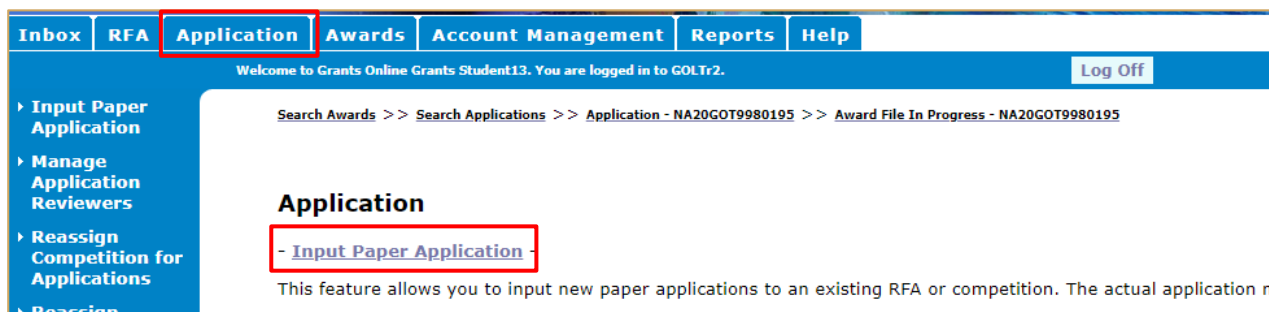
Hands on activity for this Module starts here.  
You will be completing steps 1 – 5.

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 **gotedafeb21XX\$\$**.  
**Note: XX is your Student Number.**



To start, select the **Input Paper Applications** menu item from the Application tab. The data on the Application Details screen will already be filled in if the application was exported from Grants.gov. However, if a paper application is received by the Program Office the data must be entered on this screen. The fields marked with an **asterisk** are required for the application processing to continue.



Search for your RFA:  
 Funding Opportunity Number: **2021-2006676**  
 Fiscal Year: **2021**

**Search for RFA**

RFA Name :

Funding Opportunity Number :

CFDA Number :

Fiscal Year :   
(use format YYYY)

Selected Type : All

**Create Application Header - SF-424**

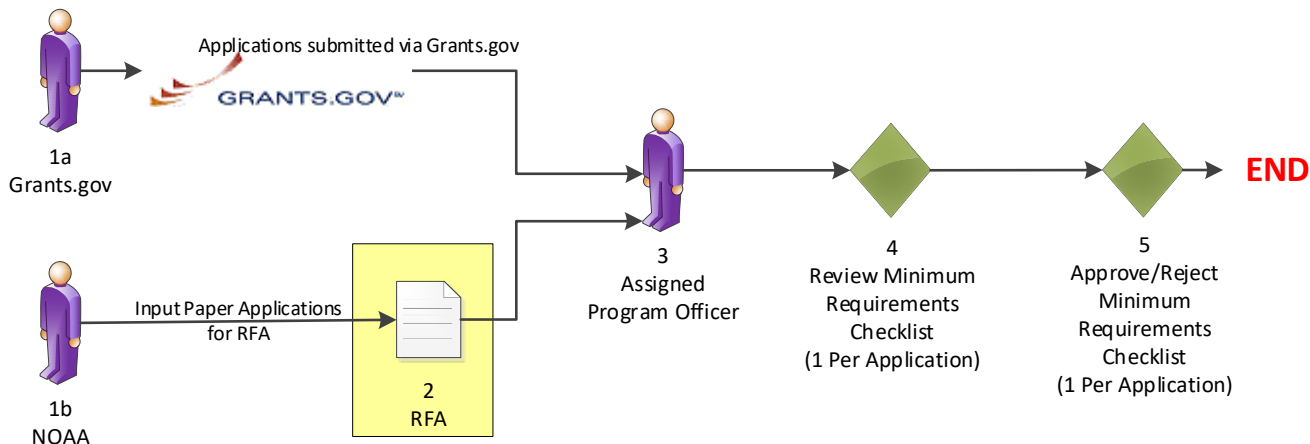
Applicant Name : \*

Applicant Type : \*

Applicant State : \*

Applicant Name: **Great Plains Development**  
 Applicant Type: **Regional Organization**  
 Applicant State: **Kansas**





### Application Details - SF-424

Audit Trail:

**Attachments:**

**[-] Program Office Added Information**

Proposal Number:

Project Type:  Construction  Non-Construction  Both

Principal Investigators-Project Directors:

Keyword(s):

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

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

**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: \*  Project End Date: \*  Submitted Date:

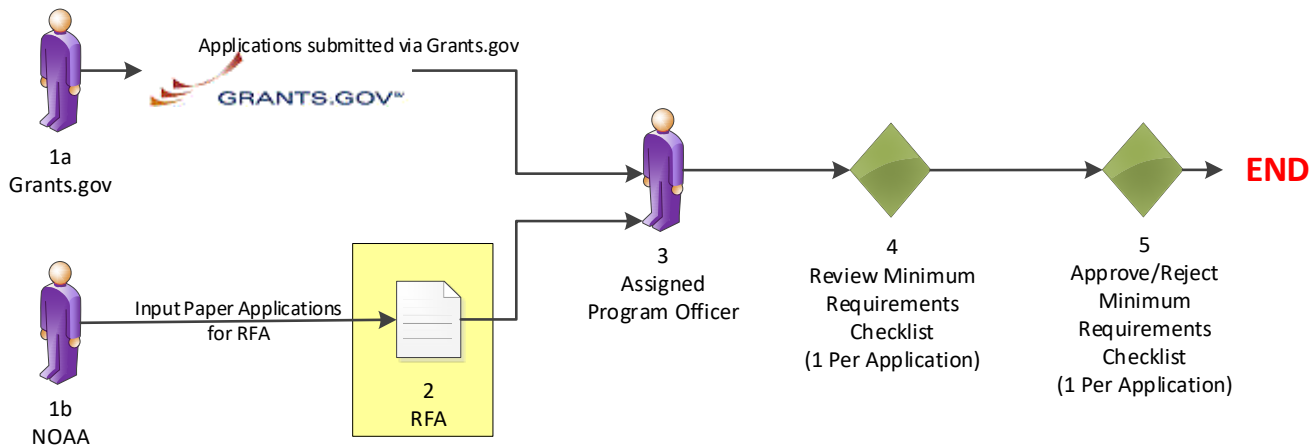
State Received Date:  Federal Agency Received Date: \*  Time: \*  PM  Eastern

Applicant Identifier:  State Application Identifier:  Federal Identifier:

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

Project Start Date: 10/01/2020  
 Project End Date: 09/30/2022  
 Federal Agency Received Date: Today's date  
 Time: Current time

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



**Applicant Information**

Legal Name:

Department Name:

Division Name:

Duns Number:  (9 or 13 digit number)

EIN Number:  (xx-xxxxxxx)

Street:

City:  County:

State:  Please select a 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:  Please select a state

Province:

Country:  Zip:

**Other Application Information**

Type of Applicant:  Please Select Applicant Type

Other (specify):

Small Business Organization Type:  Women Owned  Socially and Economically Disadvantaged

Descriptive Title of Applicant's Project:

Project Areas:

CFDA Number:  11.998 - Grants Online TRAINING - NOAA

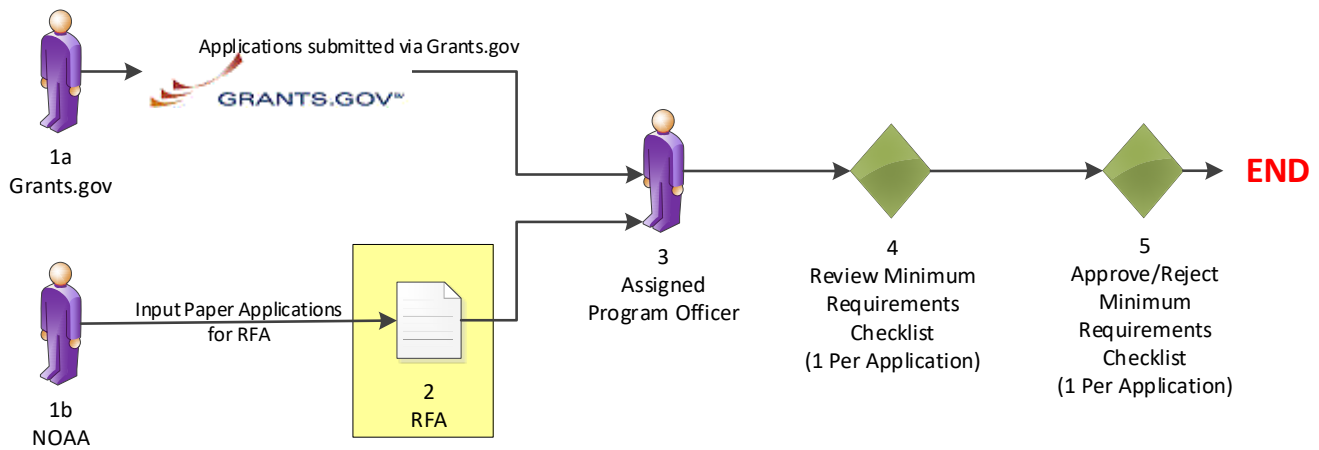
Duns Number: **963521687**

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.

The **DUNS Number** should be entered if it is known.

The Application Details screen contains most of the fields found on an SF-424. After entering all required fields, click **Save as Draft**. If you have missed any required fields you will see an error message with guidance regarding the missing fields.



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:

**Authorized Representative**

Prefix:  First Name:  Middle Name:  Last Name:

Title:

Phone Number:

Email:

Street:

**Add Application Funding Details**

Application Total Funding : 20,000.00

Fiscal Year : \*   
(use format YYYY)

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

Federal Funding : \*  Program Income :

Applicant Funding :

State Funding :

Local Funding :

Other Funding :

Total Funding :

**Save** **Close**

**Total Funding: \$20,000.**

**Start Date: 10/01/2020**  
**End Date: 09/30/2022**  
 (Both dates are auto-filled)  
**Federal Funding: \$10,000**  
**Applicant Funding: \$5,000**  
**State Funding: \$5,000**

**Application Funding Details: \***

Total Funding : \*

Multi Year Award: No  
Nothing found to display.  
[Add New](#)

**Save as Draft** **Save and Start Workflow** **Cancel**

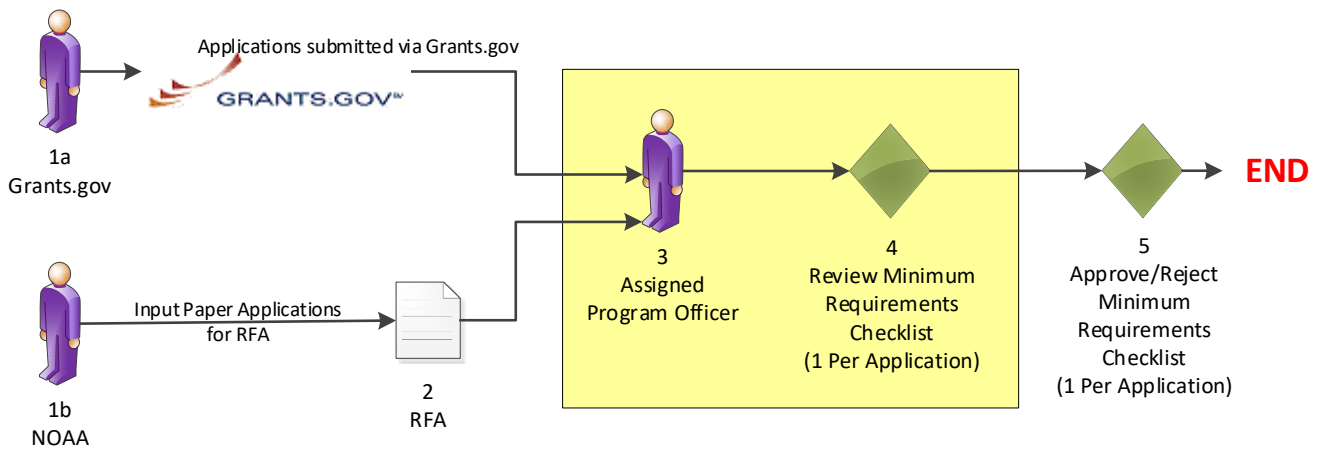
Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2021	10/01/2020	09/30/2022	\$10,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add New](#)

**Save as Draft** **Save and Start Workflow** **Cancel**

The Total Funding amount includes both Federal and matching funds.

**PLEASE NOTE:** A **multiple year** award refers to an award that spans across more than one year but the all the funding is provided in one fiscal year. A **multi-year** award would have more than one line of funding on the application details page; whereas a multiple year award would only have one line of funding.



**Training staff will be monitoring the workflow and reassign the Minimum Requirements Checklist to you.**

View	Task Id	Task Name	Task Status	Award Number	Document Id	Document Type
<a href="#">View</a>	5694901	Review Min. Req. Checklist	Not Started	N/A	2714351	Application
<a href="#">View</a>	5694490	Notify Recipients	In Progress	N/A	2714322	RFA

**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 gray; height: 40px;"></div> <p style="text-align: right; margin: 0;"><a href="#">Spell Check</a></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 gray; height: 40px;"></div> <p style="text-align: right; margin: 0;"><a href="#">Spell Check</a></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 gray; height: 40px;"></div> <p style="text-align: right; margin: 0;"><a href="#">Spell Check</a></p>
<b>Complete Application:</b> Does the application contain all of the required forms?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	<div style="border: 1px solid gray; height: 40px;"></div> <p style="text-align: right; margin: 0;"><a href="#">Spell Check</a></p>
<b>Data Management Plan:</b> Was a Data Management Plan included with the proposal if required by the NOFO?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	<div style="border: 1px solid gray; height: 40px;"></div> <p style="text-align: right; margin: 0;"><a href="#">Spell Check</a></p>

Overall Comments:

[Spell Check](#)

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

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

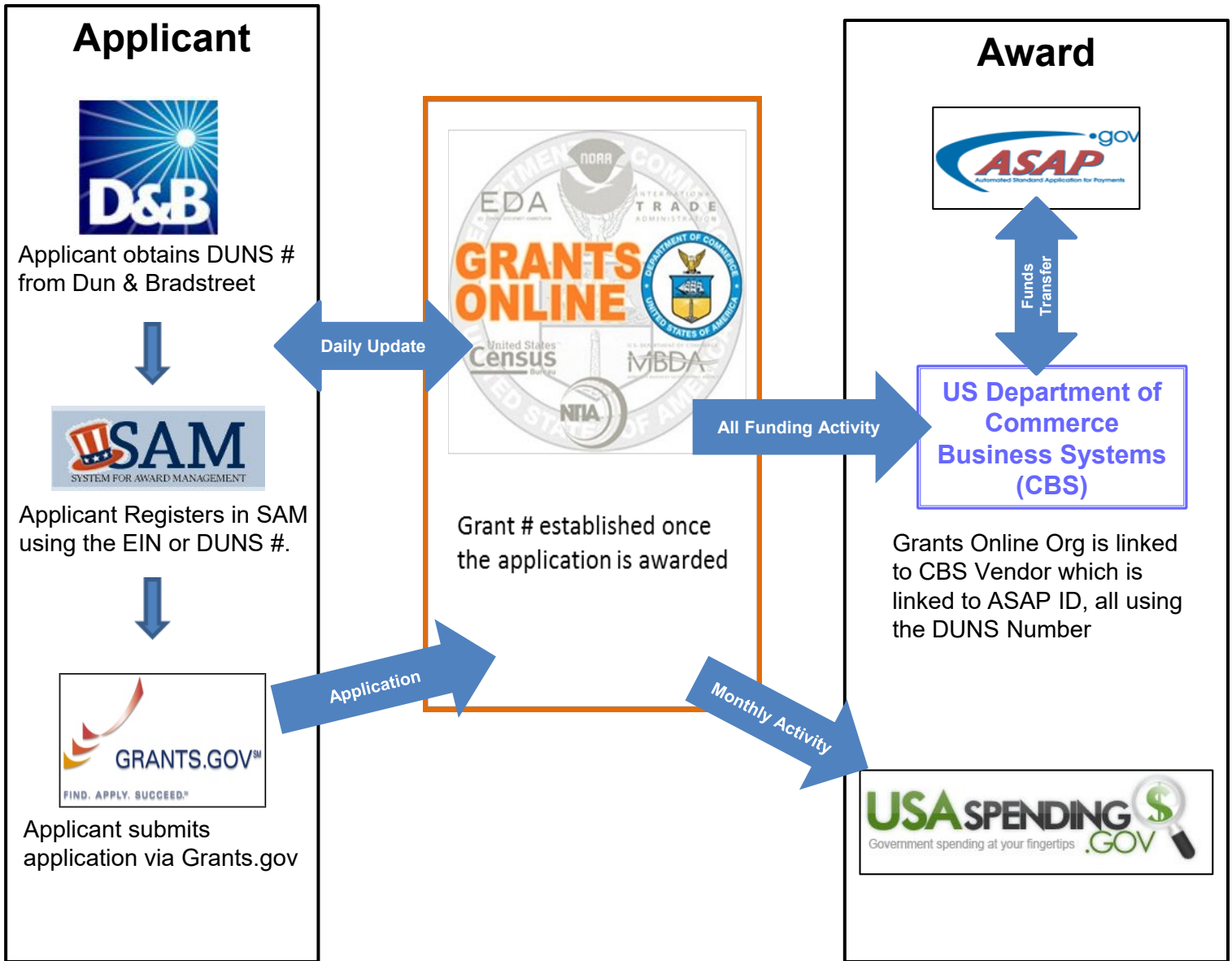
**Choose the "Yes" radio button for each criteria. Then click the "Save and Return to Main" button.**

**On the following screen, choose "Approve Application for Meeting Minimum Requirements."**

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 (typically at the bottom of the screen). The user will not be allowed to save the screen without a comment if a "No" radio button has been selected.

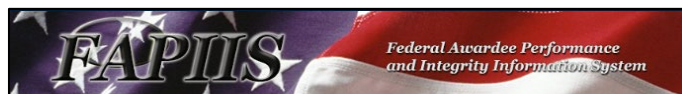
# Federal Grants System DUNS Relationships

An Award must be linked to the SAME DUNS Number in all Federal Systems



## Due Diligence

Completed using the DUNS Number





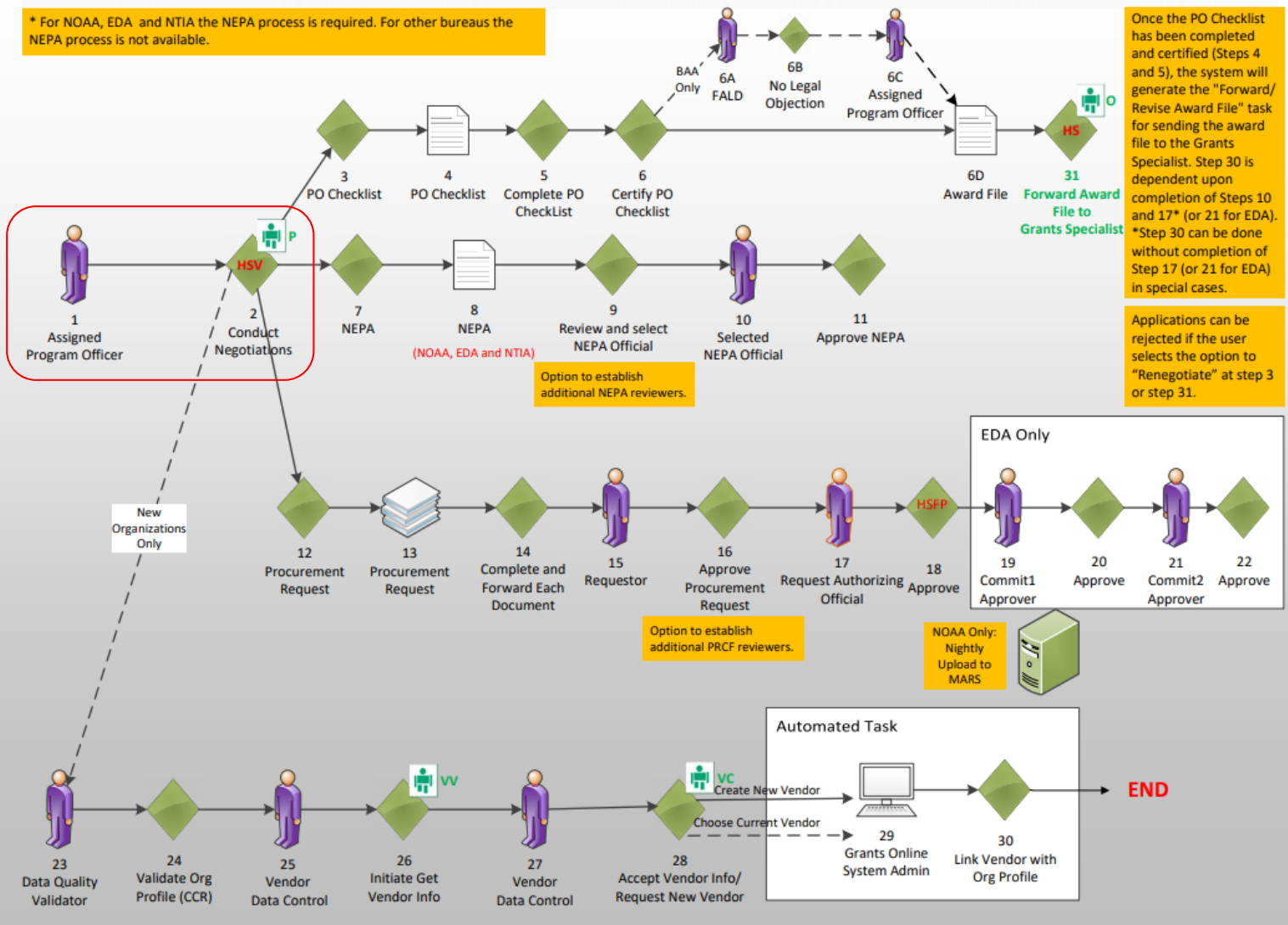
# Universal Process – Prepare Applications for Funding Process Map

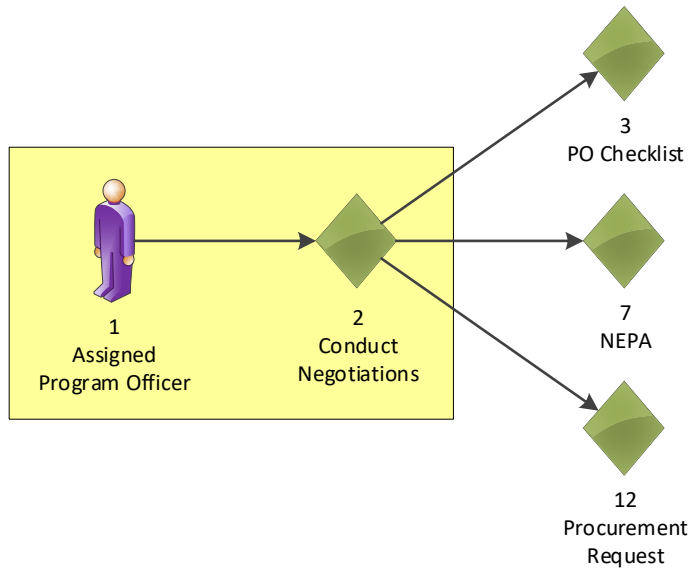
## Prepare Applications for Funding Overview (UNI-3)

April 29, 2019

Version 4.27

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





<a href="#">View</a>	Task Id	Task Name	Task Status	Award Number	Document Id	Document Type
<a href="#">View</a>	5694921	Conduct Negotiations	Not Started	N/A	2714351	Application
<a href="#">View</a>	5694490	Notify Recipients	In Progress	N/A	2714322	RFA

**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 DUNS number match.**  
 Department Name:   
 Division Name:   
 Duns Number: \*  (9 or 13 digit number) EIN Number: \*  (xx-xxxxxxx)  
 Street:   
 City:  County:   
 State: \*  Province:   
 Country:  Zip:

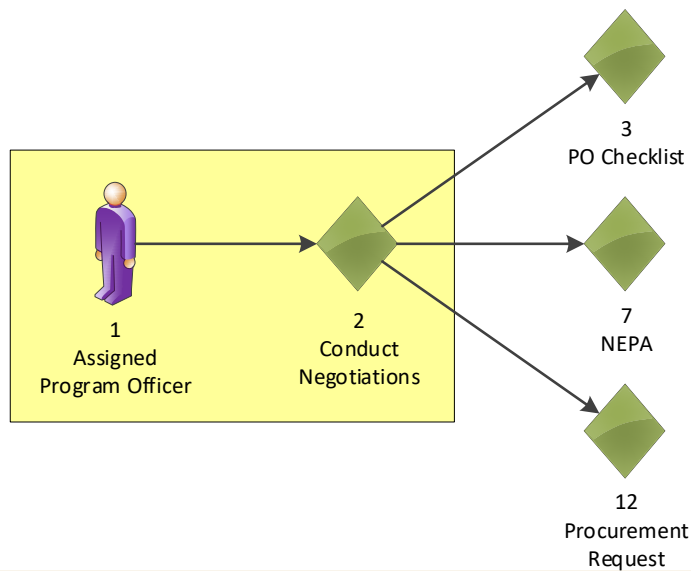
**Person to be Contacted on Matters Involving this Application**  
 Prefix:  First Name:  Middle Name:  Last Name:  Suffix:   
 Title:   
 Organization Affiliation:   
 Phone Number:  Fax Number:   
 Email:

**Step 1:**

*If the DUNS Number was entered on the application and the organization 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 DUNS Number match."*

1. An additional identifier on the Organization Profile called the Cage Code may be returned in the search results. The Cage Code is a data field from the System for Award Management (SAM). As a result of the Digital Accountability and Transparency Act (DATA Act), Grants Online now receives a daily extract from SAM.gov that will automatically update the Organization's profile in Grants Online.
2. Only active records are returned in the search results. If for some reason an organization is marked as inactive in the Grants Online database it will not show up in the search results even though it may be associated with a current award or closed award. For example, when an organization converts from non-ASAP to ASAP, the non-ASAP record will be made inactive so that it cannot be selected for a new award. If there are any closed awards for that organization before it converts to ASAP, they will remain associated with the non-ASAP record but the active ones will become associated with the ASAP record.
3. You will be able to tell whether or not an organization is already set up in ASAP by the presence of an ASAP ID in the search results. If an organization record is non-ASAP, but that Organization has been ASAP in the past, please contact the Grants Online Help Desk.





33 items found, displaying all items.1

View	Task Name	Award Number	Task Received Date	Document Type	Project Title	Task Status	Document Id	Task Id	Start Date	Completed Date	Applicant Name	Proposa Number
<a href="#">View</a>	Conduct Negotiations	N/A	02/05/2011	Application	LB Universal2 RFA App	Not Started	2199761	1795527			icmr	LB Univ2 App
<a href="#">View</a>	Notifv Recipients	N/A	02/05/2011	RFA	N/A	In	2100760	1705525	02/05/2011		N/A	N/A

**[ - ] 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

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

**Step 2:** Choose the "Non-Construction" radio button.

**Step 3:** Choose the Principal Place of Performance category, then provide the needed details based upon the selected category.

**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 Grants Online for the Organization mentioned above using the Authorized Representative Lookup button.

**Authorized Representative Lookup**

**Step 4:** Click the "Authorized Representative Lookup" button. Search by your **studentXX number** in the Last Name field.

Click the "Save" button at the bottom of the screen.

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.

**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
2021	10/01/2020	09/30/2022	\$10,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	Edit	Delete

[Add New](#)

**Step 5:** 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 : \*

(use format YYYY)

Funding Start Date : \*

(use format MM/DD/YYYY)

Funding End Date : \*

(use format MM/DD/YYYY)

Federal Funding : \*

Program Income :

Applicant Funding :

State Funding :

Local Funding :

Other Funding :

Total Funding :

[Save](#) [Close](#)

Start Date: **10/01/2021**  
End Date: **09/30/2022**  
(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: \*

Multi Year Award: Yes

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2021	10/01/2020	09/30/2022	\$10,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$20,000.00	\$0.00	Edit	Delete
2022	10/01/2021	09/30/2022	\$5,000.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$10,000.00	\$0.00	Edit	Delete

[Add New](#)

**Step 6:** Now there are two lines of funding, however the total funding is currently at \$30,000. Click the "Edit" link for the 2021 funding and split the funding in half, as per the above screenshot.

**Application Funding Details: \***

Total Funding: \*

Multi Year Award: Yes

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2021	10/01/2020	09/30/2022	\$5,000.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$10,000.00	\$0.00	Edit	Delete
2022	10/01/2021	09/30/2022	\$5,000.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$10,000.00	\$0.00	Edit	Delete

[Add New](#)

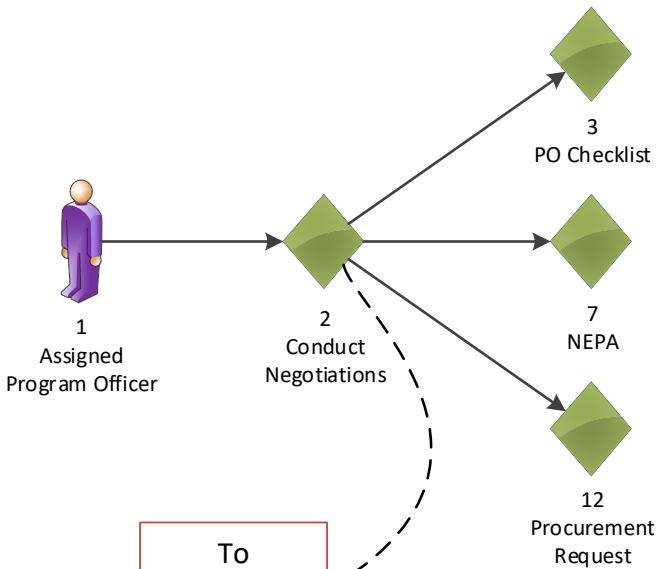
Once the funding lines are correct, proceed to the next step.

Award Number:

[Generate New Award Number](#)  
[Associate with Existing Award](#)

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

**Step 7:** Click the "Generate New Award Number" button. Then click the "Save and Return to Main" button.



To Provisional Organization Workflow

**Step 8:** Choose "Negotiations Complete" from the dropdown menu then click the "Submit" button.

### Application - NA20GOT9980214

**Id:** 2853622  
**Status:** ProgramOfficerActions - In Progress

**Action:**

**Your Comments:**

*(Note: In the original image, a red box highlights the dropdown menu with "Negotiations Complete" selected.)*

### Your Tasks

Document Type:  Status:

32 items found, displaying all items.1

View	Task Name	Award Number	Task Received Date	Document Type	Project Title	Task Status	Document Id	Task Id	Start Date	Completed Date	Applicant Name	Propos Number
<a href="#">View</a>	Procurement Request and Commitment of Funds	NA11GOT9990039	02/02/2011	Procurement Request and Commitment of Funds	Test/Training App 1 for Not Release 4.06 Comp RFA Started		2199722	1795342			Institute for Community Managed Resources (ICMR)	LB Test App 1
<a href="#">View</a>	NEPA Document	NA11GOT9990039	02/02/2011	NEPA	Test/Training App 1 for In Release 4.06 Comp RFA Progress		2199724	1795341	02/02/2011		Institute for Community Managed Resources (ICMR)	LB Test App 1
<a href="#">View</a>	Complete PO Checklist	NA11GOT9990039	02/02/2011	PO Checklist	Test/Training App 1 for Not Release 4.06 Comp RFA Started		2199723	1795340			Institute for Community Managed Resources (ICMR)	LB Test App 1
<a href="#">View</a>	Assign Award Number/Recipient	N/A	01/04/2011	Application	Test App for 4.05 Process Maps	In Progress	2199526	1794572	01/25/2011		Institute for Community	LB - Test App 1

**(NEPA - NOAA, NTIA, EDA Only)**

### Award File In Progress - NA12GOT9990022

**Id:** 2245442  
**Status:**

**Action:**

**Your Comments:**

**Attachments:**

**Pending Actions** X

5 items found, displaying all items.1

Type	ID	Start Date	Federal Funding	Fiscal Year	Last Action Status
PO Checklist	2245444	05/22/2012	\$5,000.00	2012	Complete PO Checklist: Not Started
NEPA	2245446	05/22/2012	\$5,000.00	2012	NEPA Document: Not Started
Procurement Request and Commitment of Funds	2245448	05/22/2012		2012	Procurement Request and Commitment of Funds: Not Started
Organization Profile	2245445	05/22/2012	\$5,000.00	2012	Validate Organization Profile: Not Started
Organization Profile	2245445	05/22/2012	\$5,000.00	2012	Validate Organization Profile: Not Started

- In the Universal application process, the Provisional Organization workflow is initiated at the same time as the PO Checklist, NEPA, and Procurement Request when the FPO chooses **Negotiations Complete**. However, the Organization Profile task for the Provisional Organization Workflow is not in the FPO's Inbox. Rather it is created in the Inbox of a new Grants Online user called the Data Quality Validator. The FPO can monitor the progress of the Organization Profile by checking under "Pending Actions" on the Award File launch page.
- Until the Provisional Organization workflow is completed, the FPO will not have an option to Certify the PO Checklist and the Budget Officer will not have an option to Approve the Procurement Request.
- The user will have either two (2) or three (3) new tasks in his/her Inbox. (If there are no new tasks in the Inbox, click the **Inbox** tab and Task link to refresh the screen display.) Only NOAA, NTIA, and EDA receive the NEPA Document. The other bureaus only receive the PO Checklist and the Procurement Request.
- An Award File has also been created in the database. These tasks will move along separate workflow paths but will become a part of the same Award File in the Grants Specialist's Inbox. The tasks do not have to be completed in any particular order. However, the Grants Specialist may return an "incomplete" Award File to the FPO. The Grants Specialist cannot proceed to the next step until all documents that comprise the Award File are complete. The user should periodically check the Workflow History to ensure the Procurement Request (and if appropriate the NEPA) have completed their approval process before forwarding the Award File to the Grants Specialist. (The task with the option to forward the Award File to the Grants Specialist appears after the user completes the PO Checklist.)
- 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/atoms/files/PPPER\\_Quick\\_Reference\\_Guide.pdf](https://www.noaa.gov/sites/default/files/atoms/files/PPPER_Quick_Reference_Guide.pdf)



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





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## **Grants Online Training**

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

#### **Module #07**

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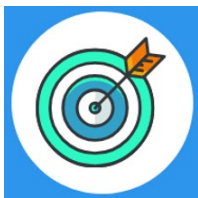
**February 2021 - EDA**



## Module 7 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 created:

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



## Module 7 Objectives

Upon completion of this module, students should understand:

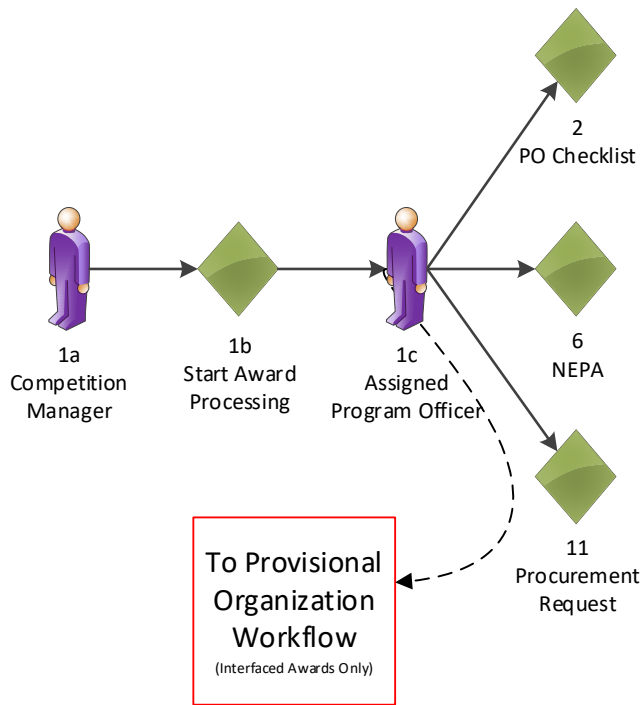
- The Universal Process – Prepare Application for Funding Process Map
- How to complete the NEPA
- How to complete the PO Checklist





## Steps 1a-1b

- To move forward with application processing, the Competition Manager chooses the option to **Start Award Processing** from the “Review Selection Package” task. After an award is checked and the **Save** button is clicked, the system will immediately generate an Award File with a PO Checklist, a NEPA document, and a Procurement Request. These documents are delivered to the Inbox of the Assigned Program Officer (the person who has been working on the application). The Competition Manager can return to this task and start the award processing as needed for each selected application. The “Review Selection Package” task will remain in the Competition Manager’s Inbox until the “Terminate Selection Package Processing” option is selected.



**Your Tasks**

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

32 items found, displaying all items. 1

View	Task Name	Award Number	Task Received Date	Document Type	Project Title	Task Status	Document Id	Task Id	Start Date	Completed Date	Applicant Name	Propos Number
<a href="#">View</a>	Procurement Request and Commitment of Funds	NA11GOT9990039	02/02/2011	Procurement Request and Commitment of Funds	Test/Training App 1 for Not Release 4.06 Comp RFA	Not Started	2199722	1795342			Institute for Community Managed Resources (ICMR)	LB Test App 1
<a href="#">View</a>	NEPA Document	NA11GOT9990039	02/02/2011	NEPA	Test/Training App 1 for In Release 4.06 Comp RFA	Progress	2199724	1795341	02/02/2011		Institute for Community Managed Resources (ICMR)	LB Test App 1
<a href="#">View</a>	Complete PO Checklist	NA11GOT9990039	02/02/2011	PO Checklist	Test/Training App 1 for Not Release 4.06 Comp RFA	Started	2199723	1795340			Institute for Community Managed Resources (ICMR)	LB Test App 1
<a href="#">View</a>	Assign Award Number/Recipient	N/A	01/04/2011	Application	Test App for 4.05 Process Maps	In Progress	2199526	1794572	01/25/2011		Institute for Community	LB - Test App 1

**Award File In Progress - NA12GOT9990022**

**Id:** 2245442  
**Status:**

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

**Your Comments:**

[Spell check](#)

[Save Comment](#)

[Print Award File History](#)

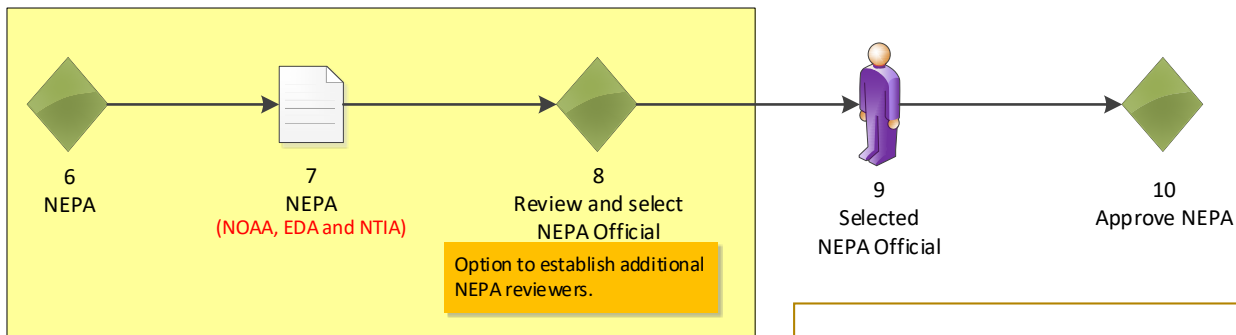
**Attachments:**

**Pending Actions** X

5 items found, displaying all items. 1

Type	ID	Start Date	Federal Funding	Fiscal Year	Last Action Status
PO Checklist	2245444	05/22/2012	\$5,000.00	2012	Complete PO Checklist: Not Started
NEPA	2245446	05/22/2012	\$5,000.00	2012	NEPA Document: Not Started
Procurement Request and Commitment of Funds	2245443	05/22/2012		2012	Procurement Request and Commitment of Funds: Not Started
Organization Profile	2245445	05/22/2012	\$5,000.00	2012	Validate Organization Profile: Not Started
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- In the Competitive application process, the Provisional Organization workflow is initiated at the same time as the PO Checklist, the NEPA Document, and the Procurement Request when the FPO chooses **Start Award Processing**. However, similar to the Universal Process, the Organization Profile task for the Provisional Organization Workflow is not in the FPO's inbox. Instead, it is created in the Inbox of the Data Quality Validator (a new Grants Online user role). The FPO can monitor the progress of the Organization Profile by checking "Pending Actions" on the Award File launch page.
- Until the Provisional Organization workflow is completed, the FPO does not have an option to Certify the PO Checklist and the Budget Officer does not have an option to Approve the Procurement Request.
- The user will have either two (2) or three (3) new tasks in his/her Inbox. (If there are no new tasks in the Inbox, click the **Inbox** tab and Task link to refresh the screen display.) Only NOAA, NTIA, and EDA receive the NEPA Document. The other bureaus only receive the PO Checklist and the Procurement Request.
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## Categorical Exclusions

CE Category	CE Description
<input checked="" type="checkbox"/> 6.03a.3 (b)	Management plan amendments.
<input type="checkbox"/> 6.03a.3 (b)(1)	Management plan amendment may be categorically excluded from further NEPA analysis if the action and the proposed change has no effect individually or cumulatively on the human environment and the record with a copy submitted to the NEPA Coordinator, and a brief statement with the record.
<input type="checkbox"/> 6.03a.3 (b)(2)	Minor technical additions, corrections, or changes to a management plan.
<input type="checkbox"/> 6.03b.2	Restoration Actions. The Damage Assessment and Restoration Program policy states that actions that may pose significant impacts on the quality of the human environment, and cumulatively have significant impacts on the human environment (e.g., actions with limited scope (40 CFR 1508.4).
<input type="checkbox"/> 6.03b.3	Examples of Restoration Actions Eligible for a CE

## NEPA Environmental Review Requirements - NA19NOS4

### Attachments:

No attachments.

Add new Attachment: [+]

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

Nothing found to display.

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

#### 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

#### 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:

- S

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

For Level of Review, choose the “*Categorical Exclusion*” radio button. Then choose any categorical exclusion from the list.

For the next three items, leave these with the default response.

Choose “**EDA Budget and NEPA Official**” from the NEPA Official dropdown list.

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

On the following screen, choose “*Forward to NEPA Official.*”

## ***NOAA, NTIA, and EDA ONLY***

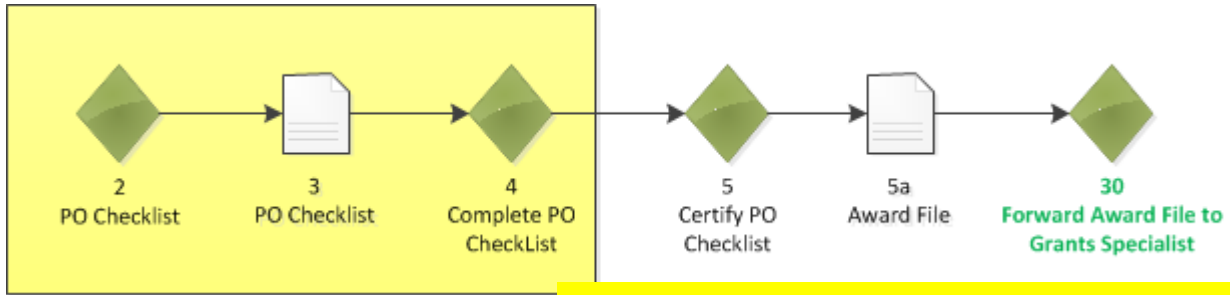
From the Action dropdown menu, choose **Complete NEPA Document** and click the **Submit** button. The NEPA Details screen displays four questions for which the user must provide a response. After responding to the questions, add any relevant attachments and identify the NEPA Official who will perform the final NEPA approval.

**NOTE:** The user can opt to send the NEPA document to NEPA Reviewers prior to forwarding to the NEPA Official. In that scenario, the NEPA document is sent to all identified NEPA Reviewers for the user's Program Office. The NEPA Reviewer who acts on the task first is the "owner"; the task is removed from the Inbox of all remaining NEPA Reviewers.

For this class choose **Internal Reviewer** as the NEPA Official. After clicking **Save and Return to Main**, choose **Forward NEPA Document** from the Action dropdown menu and click the **Submit** button. The user is redirected to his/her Inbox where s/he will see the NEPA Document task is no longer visible. The task has advanced to the next step in the workflow. The user can locate old tasks by changing the filter on his/her Inbox from "Open" to "Closed."

**NOTE:** For additional information regarding the NEPA process, please reference:

<http://www.noaa.gov/organization/information-technology/guidance-for-national-environmental-policy-act-nepa>



**PO Checklist - NA20GOT9980016**

**Attachments:**  
No attachments.

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

**General Award Information**  
Application Organization: [GENERAL ATOMICS](#) State: CA  
Applicant's EIN and DUNS numbers have been verified:

**Grant Type \*** [Guidance](#)  
 Grant  
 Cooperative Agreement  
 If Cooperative Agreement, enter [Cooperative Agreement Specific Award](#)

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

**Project Description/Abstract \*** [Guidance](#)

[Spell Check](#)

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

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

**Grant Type:** Choose Grant.

**Statutory Authority:** Pick up the Statutory Authority related to your CFDA Number from the beta.sam.gov website. Enter a CFDA Number in the All Award Data search field.

**Project Description:** This information should be understood by the general public.

**Basis of Selection \*** [Guidance](#)  
 Competitive  
 Non-Competitive  
 Congressionally Directed (Soft Earmark)  
 Institutional (designated by Grants Office)  
 Formula/Allotment  
 Congressionally Mandated (Hard Earmark)

**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 required for all other awards.  
 Not Required (for Single Year awards). One report, covers award period up to 12 months and is required.

**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:**

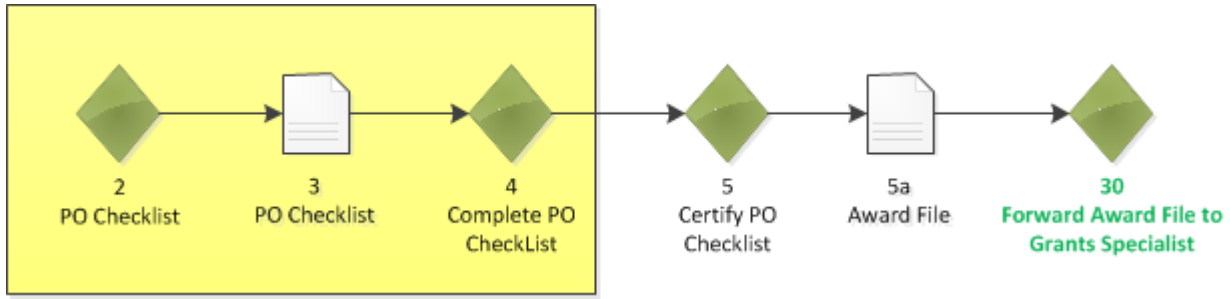
**Note:** It is the Program Officer's responsibility to create the Specific Award Condition for non-default awards and the above values will be ruled in favor of the Specific Award Condition. If no Specific Award Condition is entered, the default values will be used. If no Specific Award Condition is entered for a non-default award will require the default values as defined for the Agency in the Bureau (or Department) Standard Award.

**Conflict of Interest/Post Employment Restrictions** [Guidance](#)  
 Is there a former DOC employee working for the applicant who represented or will represent the applicant in the merit review and/or selection process?  
 NO  YES  
 If YES, please attach files below.

**Basis of Selection:** Choose Non-Competitive.

**Project Progress Reports Frequency:** Leave Bureau default of Synchronized to the Federal Financial Report.

**Final Report:** Leave Bureau default.



Matching Requirements: \* [Guidance](#)

a. Federal Share Amount	b. Required Non-Federal Share Amount	c. Required Cost Share % of Total (Federal + Non Fed)	d. Funding Source / Required Cost Share Explanation	Action
\$500,000.00	\$0.00	0.0	Source or Explanation of 0% Required Cost Share: None Required	<a href="#">Edit</a> <a href="#">Del</a>

[Add New](#)

**Analysis of Matching Requirements**

Negotiated Federal Share: \$500,000.00  
 Total Federal Share (from Matching Requirements): \$500,000.00  
 Negotiated Non-Federal Share: \$0.00  
 Total Required Non-Federal Share: \$0.00  
 Voluntary Non-Federal Share: \$0.00

**Minority Serving Institution**

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

**Homeland Security Presidential Directive - 12**

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](#)**

Does the applicant follow 15 CFR Part 14 (OMB Circular A-110, Future 2 CFR §215) and will the funding for the proposed award, or any part of the proposed award, be used to conduct research?  NO  YES  Not Applicable

**Matching Requirements:** Click Add New link and indicate a 50% match required.  
**Minority Serving Institution:** Leave default.  
**HSPD-12:** Leave default.  
**Research Terms & Conditions:** Choose "No".

**Project Specific Information:** Leave defaults.  
**Transfer Information:** Leave default.  
**EDA Specific Information:** Click the link to view the EDA information.

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

Is PROGRAM INCOME anticipated being earned during performance of this project?  NO  YES [Enter Comments](#)

Will a VIDEO be created for public viewing as part of this project?  NO  YES [Enter Comments](#)

Is a SURVEY/QUESTIONNAIRE required by the Program Office for this project?  NO  YES [Enter Comments](#)

Will Federal Agency owned equipment be provided to the recipient to use for this award?  NO  YES [Specific Award Condition](#)

**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](#)

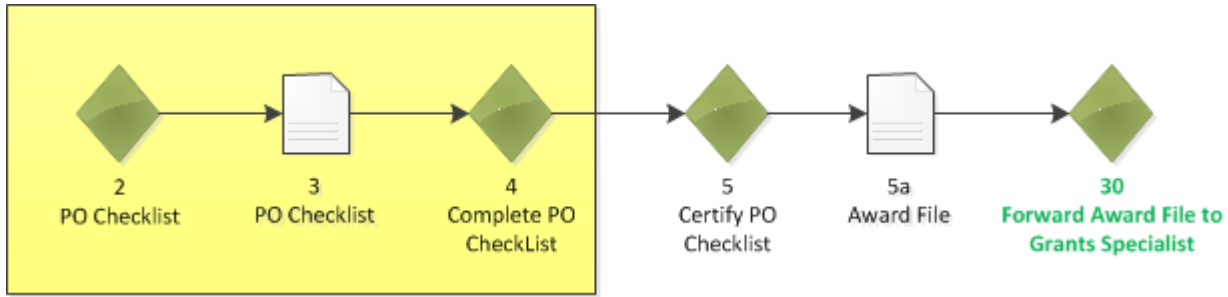
**Programmatic Specific Award Condition**

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](#)

**Additional Information**

**EDA Specific Information**

[View/Edit EDA Specific Information.](#)



**EDA-Specific PO Checklist Elements**

Geographic Area of Project and Eligibility Information

**Description of Geographic Area that qualifies for EDA Assistance:\***

Jefferson County, Colorado; City and County of Denver, Colorado; El Paso County, Colorado; and Colorado Springs, Colorado to host the Americas Competitiveness Exchange (ACE) to pursue economic links with economies from more than 25 countries.

Spell Check

**Eligibility Determination Based On (choose one):\***

Not Applicable

Date/Event of Eligibility Determination:\*(MM/DD/YYYY) 09/26/2019

	Applicant Eligibility	US Comparison
Per Capita Income	36,607	31,177
Unemployment Rate		
Source	2017 PCPI (BEA)	

If eligibility is based on a SPECIAL NEED, does the applicant provide doc

on how the proposed project will meet the special need described?

N/A

**Need for the Project (Pressing Need/Economic Adjustment Spec**

Colorado's industry clusters are comprised of a diverse core of high-tech innovative sectors, including aerospace, aviation, beverage production, medical technology, energy and outdoor recreation.

ACE 13 will help Colorado urban and rural areas hosting ACE to build on collaboration to find new opportunities to foster relationships to increase international partnerships.

ACE 13 will provide Colorado the opportunity to promote, partner, and s innovations in mobility, sustainability, and emerging industries.

Spell Check

Maximum Grant Rate Eligibility (%):

50

**This project benefits an area which is primarily (select one): \***

Regional/Multi-Jurisdictional

After completing all items, click the "Save and Return to Main" button.

On the PO Checklist page, click the "Save and Return to Main" button.

On the next screen, choose "Certify PO Checklist" from the dropdown menu and click the Submit button.

**EDA Specifics Elements:**

For purposes of training, we are only looking for values in all required fields.

For direction on how to complete this section for a real award in production, please contact Bernadette Grafton.

**Anticipated Economic Benefit**

**Anticipated Economic Benefit:\***

By the end of the ACE, participants will see how host communities in urban and rural areas of the Denver Region and their strategic clusters are ready to: Establish global commercial relationships and FDI partnerships among hosts and participants. Share and promote best practices in economic development to strengthen local innovation and entrepreneurship ecosystems. Showcase the importance and benefits of: Public-private partnerships to advance a coordinated regional economic development strategy that leverages local assets and present key lessons and paths defined by regional CEDS; A coordinated regional business plan to stimulate capital investment and job creation; Research to understand problems and develop tools to achieve environmentally sound economic

Spell Check

**Estimated Jobs Created:\***

N/A 0

(Number should reflect amounts after attribution is applied.)

**Estimated Jobs Saved:\***

N/A 0

**Estimated Private Investment Leveraged:\***

N/A 0

Source of Grantee Estimates (check as many as apply):

- Letters from Beneficiaries of the Project
- Input/Output Model (e.g. IMPLAN, REMI)
- Comparison to Similar Projects
- Other Method (specify):
- Unknown Method

**Project Beneficiaries:**

No beneficiaries have been selected.

**Additional Project Information**

**Special Initiative Codes:\***

Primary	Special Initiative Code	Initiative Description	Active	Update Date
No	01	Regional Cooperation (Collaborative Reg. Innovation)	Yes	09/26/2019
No	02	Supports growing/emerging clusters (Collaborative Reg. Innovation)	Yes	09/26/2019
No	04	Federal Partners Participating (Public/Private Partnerships)	Yes	09/26/2019
No	05	State Partners Participating (Public/Private Partnerships)	Yes	09/26/2019
No	06	Local Partners Participating (Public/Private Partnerships)	Yes	09/26/2019
No	07	Foundations Participating (Public/Private Partnerships)	Yes	09/26/2019
Yes	27	Support Export Development and Assistance (Global Competitiveness)	Yes	09/26/2019
No	28	Attracts Foreign Direct Investment (Global Competitiveness)	Yes	09/26/2019
No	29	Encourages Commercialization and Tech Transfer (Global Competitiveness)	Yes	09/26/2019

**NAICS Code that best describes the EDA project:\***

925120

In the textfield above, enter the code that corresponds to the primary purpose of the project. NAICS codes can be obtained from: <http://www.census.gov/eos/www/naics/index.html>

**Are reimbursables being used as EDA funds?\***

No

Select the appropriate program under which this application will be funded:\*

Select an Option

Cancel



The user now has one more task in his/her Inbox to complete for this application: “Complete PO Checklist.” Click on that task and go to the details page. Fill out this form carefully. Each section is important.

- Statutory Authority – Data must be entered. The information can be modified by Grants Management.
- Project Description/Abstract – Do not use abbreviations. This is the information that is used for congressional notifications and for press releases.
- The user should verify the accuracy of the EIN and DUNS; indicate verification by marking the checkbox on the General Award Information section of the screen. Verifying those two variables will diminish the possibility of errors that delay receiving applications and processing the award.
- Matching Requirements –
  - a. If using a ratio, remember that the number on the left of the colon plus the number on the right of the colon equals to the total number of even parts. (Ex: 1:4 ratio means that the award total is divided into 5 equal parts with the recipient contributing a match of 1 part for every 4 parts of the Federal share). Using real numbers, for a \$500,000 total award there is \$100,000 in matching funds to \$400,000 in Federal funds.
  - b. If using percentages, the percentage is based on the total award (Federal plus match), not a percentage of just the Federal funds. (Ex. A 20% match means that the total award contains 80% Federal funds and 20% matching funds). Using real numbers, for a \$500,000 total award there is \$100,000 in matching funds (20% of \$500,000) to \$400,000 in Federal funds (80% of \$500,000).
- The correct “Specific Award Conditions” links must be used for Grants Online to associate the condition with that item in the “PO Checklist.” The “Specific Award Conditions” at the bottom of the page should be used only for additional programmatic award conditions not covered elsewhere on the page.



**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 2021 - EDA**

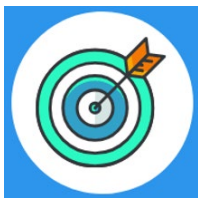


## Module 8 Overview

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 Project Officer (Program Officer/Grant Specialist) component of the EDA Award File process.



## Module 8 Objectives

Upon completion of this module, students should understand:

- The Universal Process – Prepare Application for Funding Process Map
- How to complete the Procurement Request and Commitment of Funds
- How to complete the CD-450 and GMD Checklist



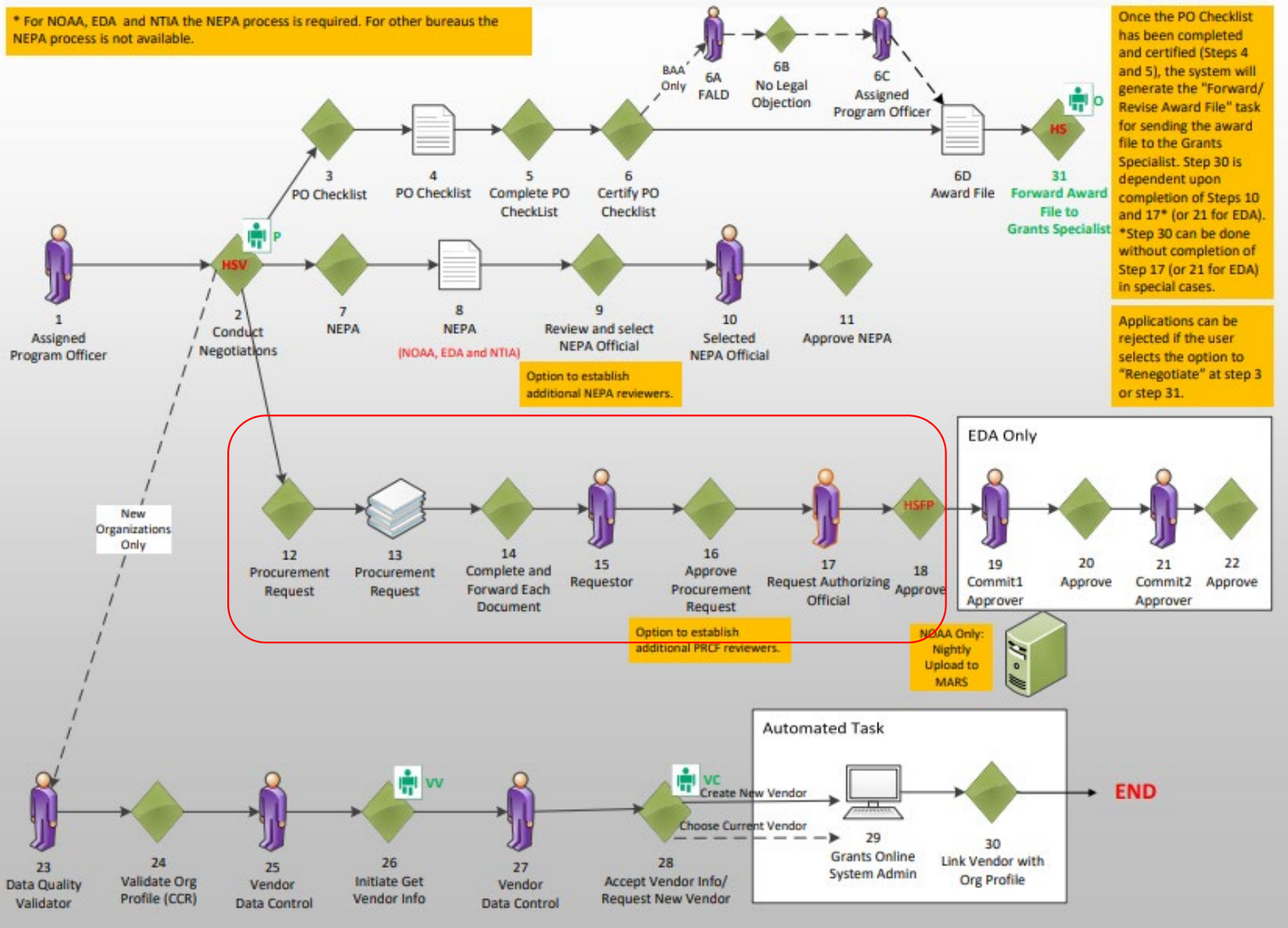
# Universal Process – Prepare Applications for Funding Process Map

## 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.



## [Corresponding Video](#)

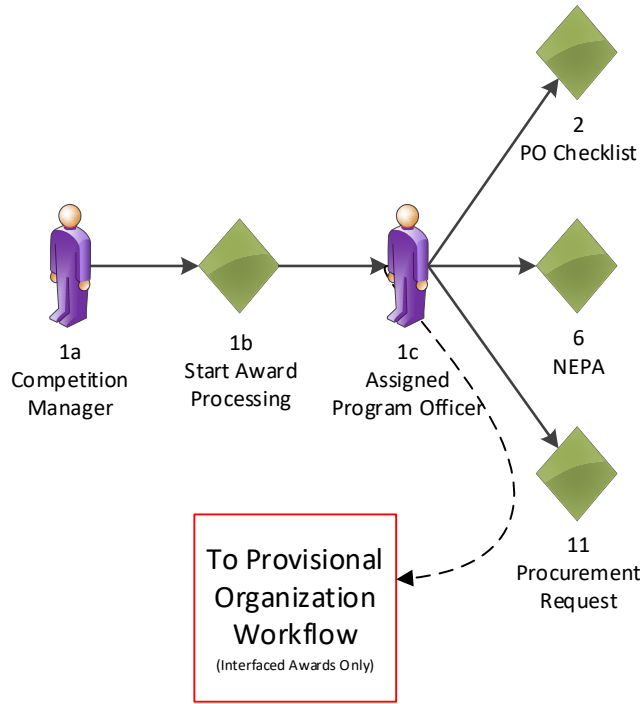
Hands on activity for this Module starts here. You will be completing steps 12 – 18 and 31.

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 **gotedafeb21XX\$\$**. **Note: XX is your Student Number.**

## Steps 1a-1b

- To move forward with application processing, the Competition Manager chooses the option to **Start Award Processing** from the “Review Selection Package” task. After an award is checked and the **Save** button is clicked, the system will immediately generate an Award File with a PO Checklist, a NEPA document, and a Procurement Request. These documents are delivered to the Inbox of the Assigned Program Officer (the person who has been working on the application). The Competition Manager can return to this task and start the award processing as needed for each selected application. The “Review Selection Package” task will remain in the Competition Manager’s Inbox until the “Terminate Selection Package Processing” option is selected.



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**(NEPA - NOAA, NTIA, & EDA Only)**

### Award File In Progress - NA12GOT9990022

**Id:** 2245442  
**Status:**

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

**Your Comments:**

[Spell check](#)

[Save Comment](#)

[Print Award File History](#)

**Attachments:**

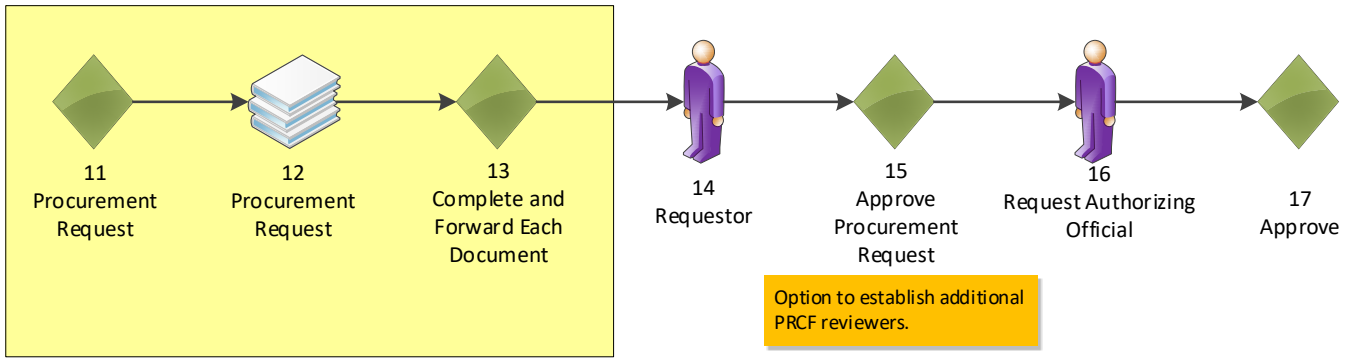
**Pending Actions** X

5 items found, displaying all items. 1

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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: \* \$ 500,000.00 Requisition Number: \*

Affected Reference Number: NA16NMF4130006 EIN: 987654321 DUNS: 123456789

To: \*  
TEST ORG. INC.  
123 Germantown Road Germantown, MD  
20876

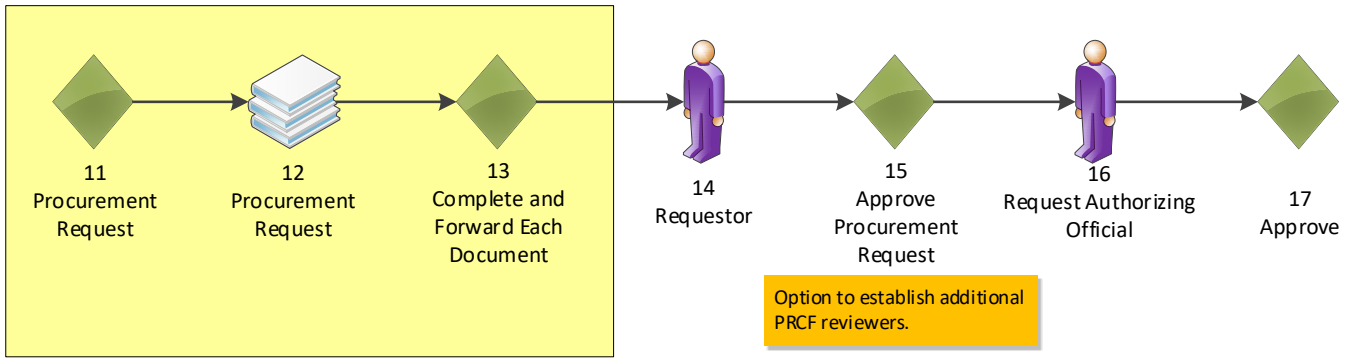
Description: \*  
CFDA Number: 11.413  
Project Start Date: 2015-10-01  
Project End Date: 2019-09-30  
Grant Type: not entered  
Project Description: Training App 1

Enter “**Official**” in the Last Name field.  
Then choose “**EDA Budget and NEPA Official**”.

Use your **XX** number in the Last Name field.

Automatically filled in after the Authorizing Official and Requestor have been selected

Click the “**Add New ACCS Line**” link.



**Step 1 – Bureau:** Leave as 14.  
 Fiscal Year: This can be changed by the FPO to use Prior Year Funds. For class leave this as “2021”.

**Step 2 – Project:** Enter **E000025**.  
 Task: Enter **000**.

**Step 3 – Organization:** Enter **99-00-0000**

**Step 4 – Object Class:** Enter **41-11-00-00**

**Step 5 – Amount:** Enter **\$10,000**.

**Step 6 –** Click the “Save” button.

**Step 7 –** Click the “DWValidate” button.  
 Validated should change to “True”.  
 Additionally, the Program Code will be automatically populated.

**Step 8 –** Click the “Cancel/Done” button.  
 On the next page, click the “Save and Return to Main” button.

**The ACCS is valid**

Validated: true

Bureau (xx): \* 20

Fund (xx): \* 40

Fiscal Year (yyyy): \* 2020

Project - Task: \* E000025 - 000

Program Code: 30 - 11 - 00 - 000

Organization: \* 99 - 00 - 0000 - 00 - 00 - 00 - 00 - 00

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

Amount: \* \$2,000.00

Prior Year Fund: No

**Save DWValidate Cancel/Done**

**Add New ACCS Line**

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project
20	40	2020	99-00-0000-00-00-00-00	30-11-00-000	E000025-000

**Accounting - ACCS Lines \***

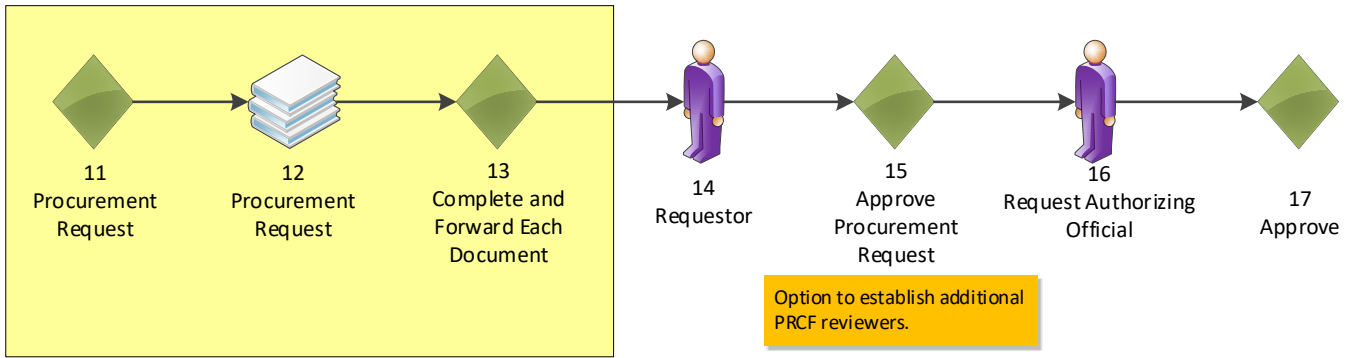
One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Action
20	40	2021	99-00-0000-00-00-00-00	30-11-00-000	E000025-000	41-11-00-00	\$5,000.00	N	Yes	<a href="#">Edit</a> <a href="#">Delete</a>

[Add New ACCS Line](#)

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

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



**Procurement Request and Commitment of Funds - ED20DEN3330007**

**Id:** 2849751  
**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**

Document Type:  Status:

8 items found, displaying all items.1

<a href="#">View</a>	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number
<a href="#">View</a>	6796316	Review Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds	2854539			ED20DEN3330046
<a href="#">View</a>	6796315	Forward/Revise Award File	Not Started	Award File	2854537			ED20DEN3330046

From Your Tasks, Approve the Procurement Request and Commitment of Funds task. Then click “View” for the Forward/Revise Award File task.

- Next, click the **Procurement Request** task from the Inbox and then choose **Complete Procurement Request and Commitment of Funds** from the Action dropdown menu. Note that this Procurement Request is only for the first year of funding. We will discuss how to fund the out-years during the Post Award class.
- Fill in Authorizing Official (Internal Reviewer) and Requestor (During class each student should use his/her own training ID (e.g., gstudent01)). Click the **Save** button.
- Now the Requisition Number and Ship To boxes have been populated by the system. Notice the data in the Description box. If the Procurement Request is completed before the PO Checklist, the Grant Type (Grant or Cooperative Agreement) is not available to be filled in. If necessary, this field can be manually updated.

## **FY 2015 UPDATE**

- The Department of Treasury's Bureau of Fiscal Services mandated changes that impact how some NOAA awards are processed by Automated Standard Application for Payments (ASAP). Prior to FY 2015, all NOAA Awards were processed as *Regular Accounts*. Going forward (starting with FY 2015) new NOAA awards, except Cooperative Initiative (CI) awards, will be processed as *Control Detail Accounts*.
- For a detailed discussion of the conventions and rules associated with *Control Detail Accounts*, please refer to the following training manual:  
[http://www.noaa.gov/sites/default/files/atoms/files/ASAP\\_FPO.pdf](http://www.noaa.gov/sites/default/files/atoms/files/ASAP_FPO.pdf)
- The essential data entry requirements for the two award types, and the corresponding ACCS Lines, will be discussed at a high level.

## ***Regular Accounts***

- When a recipient logs into ASAP to draw down funds from a Regular Account award, s/he requests an amount that will be deducted from the total balance of the award's authorized funds. When entering the ACCS Lines for this type of award, standard procedures will apply.

## ***Control Detail Accounts***

- Each Control Detail Account award has an authorized total award funding amount. The total award funding amount is divided into smaller sub-units, each of which is associated with a Unique Account ID. When requesting payments from the award account, the recipient must specify one or more Unique Account IDs and the draw down amount for each Unique Account ID. When entering the ACCS Lines for a Control Detail account, additional requirements apply.
- To facilitate the use of Unique Account Descriptors, a new Grants Online role has been created – the Lead Budget Officer. The person in this role is responsible for maintaining all *Unique Account Descriptor codes* in the Grants Online system for a particular Line Office.

## ***ACCS Lines (Regular Accounts)***

- The user must supply data for the ACCS Lines. To complete this task, click the **Add New ACCS Lines** link. The "Fiscal Year" defaults to the current fiscal year but can be changed by any user who has the right to edit the contents of this screen. The "Prior Year Fund" indicator is automatically set by the system based on the data in the "Fiscal Year" field.

## **ACCS Lines (Control Detail Accounts)**

- To supply data for Control Detail Accounts ACCS Lines, click the **Add New ACCS Lines** link. As for the Regular Accounts, the “Fiscal Year” defaults to the current fiscal year but can be changed by any user who has the right to edit the contents of this screen. The “Prior Year Fund” indicator is automatically set by the system based on the data in the “Fiscal Year” field.
- In addition to the usual information, a Unique Account Descriptor and a Fund Type must be entered.
  - When data for Project, Task, Organization, Object Class, and Amount is entered; Fund Type is populated based upon the Project and Task.
  - Click the **Save** button.
  - The new ACCS Line displays at the bottom of the screen.

**NOTE:** The Data Warehouse (DW) Validation is an optional step for the Federal Program Officer or Program Office staff user. That step is not a prerequisite to add the Account Descriptor. However, DWValidate must be completed before the Budget Officer can approve the Procurement Request.

- Click the **Select Descriptor** link to specify the Unique Account Descriptor.
- Based upon the line office, a list of the available Unique Account Descriptor is visible.
- To filter by a Program Office, choose the appropriate Program Office from the dropdown list and click the **Apply Filter** button.
- Click the **Select** link next to the Unique Account Descriptor to complete the ACCS Line information that should be added to the Procurement Request.

- **After entering the ACCS information.**
  - Click the **Save** button.
  - Click the **DWValidate** button to validate the data against the CBS Data Warehouse tables. If the validation is successful, the Program Code is populated.
  - When the user enters a valid ACCS Line, the words *“The ACCS is Valid”* displays at the top of the “Accounting – ACCS Line” section of the screen. In addition, the word *“True”* displays next to the Validated field.
  - Click the **Cancel/Done** button to return to the previous screen.
  - Continue to process and forward the Procurement Request as usual.

▪ **A validated ACCS Line for a Regular Account:**

**The ACCS is valid**

Validated: true

Bureau (xx): \* 14

Fund (xx): \* 7

Fiscal Year (yyyy): \* 2014

Project - Task: \* 4RM2APA - P00

Program Code: 04 - 04 - 01 - 005

Organization: \* 20 - 01 - 0000 - 00 - 00 - 00 - 00

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

Amount: \* \$1,250.00 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
14	7	2014	20-01-0000-00-00-00-00	04-04-01-005	4RM2APA-P00	41-11-00-00	\$1,250.00	N	Yes

## Forward/Revise Award File

- Once the PO Checklist has been completed and certified, the system will generate the Forward/Revise Award File task, which will enable the Project Officer to move the file from the “Program Office” side of Grants Online to the “Grants Specialist” side of Grants Online in order to continue processing.
- Note that while the task will be generated once the PO Checklist is certified, the Project Officer will not generally be able to move the file forward to the Grants Specialists tasks, until *all* of the Program tasks (the PO Checklist, the Procurement Request and Commitment of Funds, and the NEPA Checklist), have been completed and approved. A large red “X” will show on the Award File in Progress page, along with a table of outstanding tasks, until all outstanding tasks are completed.
- Under special circumstances, a Program Officer may submit the award file to GMD for review before the Procurement Request is completed. In order for this option to be available, the PO Checklist must be certified and the NEPA must be approved by the NEPA Official. The Program Officer will see the option to “Forward Award File to Grants Specialist without PRCF.”


**Award File In Progress - NA19GOT9980052**

**Id:** 2705755  
**Status:** ProgramOfficerActions - Not Started

**Action:**

**Your Comments:**

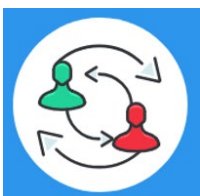
**Attachments:**

**Pending Actions** 

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	2705756	07/10/2019		2019	Procurement Request and Commitment of Funds: Not Started		Grants Student02

- In this circumstance, the PRCF may be completed at any point in time. Once the PRCF has been completed, then the award file can be sent to the Grants Officer for review and continue in the workflow.



Training staff will be monitoring the workflow and will complete the needed approvals.



## Forward/Revise Award File (cont.)

**Award File In Progress - NA19GOT9980052**

**Id:** 2705755  
**Status:** ProgramOfficerActions - In Progress


**Action:**

**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

▶ **Workflow History**

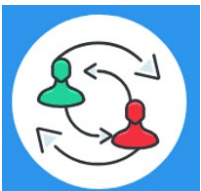
📁 **Attachments:**

**Pending Actions** 

Nothing found to display.

Once you have a green check mark on the Award File in Progress page, choose “Forward Award File to Grants Specialist.”

- After all the required tasks are completed, the red “X” shown on the previous page will change to a green checkmark, signifying that the file is ready to move to the Grants Specialist workflow.
- Should any of the Program tasks need to be modified, the “Forward/Revise Award File” task will enable the user to “revise” any of the Program documents, or “Renegotiate,” if elements of the SF-424 page need to be corrected. If the Project Officer chooses to modify a document, it will need to move through the entire workflow/approval process, before the file can move forward to the Grants Specialist workflow.
- Once all of the program tasks have been completed, the Project Officer should choose “Forward Award File to Grants Specialist” option. Note that this will automatically forward the file to the “Lead Grants Specialist” for that line office/CFDA number combination.
- **EDA Only:** If the EDA Project Officer needs to complete the Grants Specialist tasks, but is not the “Lead Grants Specialist,” the Grants Specialist task to “Review Award File,” will need to be reassigned back to the EDA Project Officer.



Training staff will be monitoring the workflow and will reassign the award to the correct student number.

# Grants Management Process

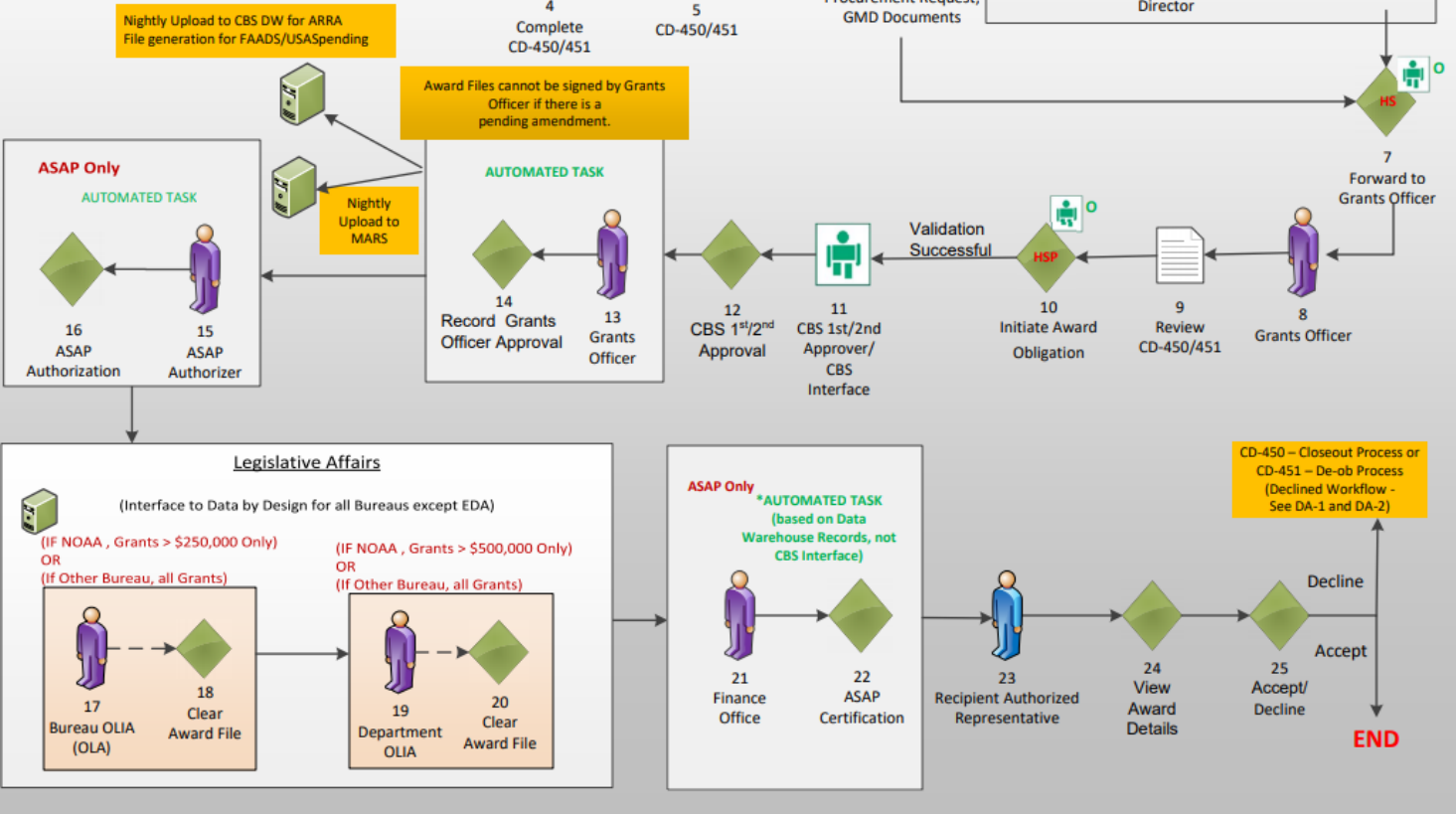
## GMD Review, Obligation, Approval and Award Offer (GMD-1)

February 25, 2019

Version 4.26

"Review Award File" Task is placed into Grants Specialist's Inbox when FPO forwards Award File. A task also goes to Public Affairs (based on the Bureau Threshold\*) to attach Press Release. (Canceled if no action taken as of GO approval -Step 10.)

\*Bureau Threshold:  
(IF EDA, all Grants) / (IF Census, no Grants)  
OR  
(IF Other Bureau > \$500,000 Only)



Please note: The FPO should communicate to the Recipient that the Decline Award process should not be used if an update is needed.

- When the Award File has been forwarded to Grants Management there are several additional steps that take place before the award offer is sent to the recipient. The Grants Management workflow steps for processing a Competitive application package are exactly the same as for the Universal application package with the exception of the Grants Management review and approval process.
- If funds have been removed from the ASAP account(s) used on the Procurement Request after the Award File was sent to Grants Management, the Grants Officer will not be able to approve the award and will return it to the Program Office to remedy the situation.
- If the recipient organization record attached to the application is not marked as ASAP, the ASAP portion of the workflow will be skipped. The recipient will have to use an Organization Profile Change Request to initiate the ASAP enrollment after the award has been accepted. This process must occur when the Non-ASAP record rather than the ASAP record for an organization is accidentally associated with an application.
- For non-NOAA bureaus (except EDA) using Grants Online, all awards are routed to WebDocFlow for OLIA clearance, irrespective of award amount. In addition, this rule applies to awards that require bureau-level OLA clearance. For NOAA, the determining factor for WebDocFlow routing is the award amount. For EDA, the OLIA and OLA tasks are manually cleared.

## Your Tasks

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

2 items found, displaying all items. 1

<a href="#">View</a>	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number
<a href="#">View</a>	6809021	Review Award File	Not Started	Award File	2856411			ED21DEN3330011

Click "View" for the Review Award File task.

## Award File 0 - ED20DEN3330046

**Id:** 2854537  
**Status:** PublicAffairsLiaisonActions - Not Started

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

**Your Comments:**

- Complete CD 450
- Complete GMD Checklist
- Edit Specific Award Conditions
- Forward to OIG
- Reject Award File
- Return Award File to PO
- View FAIS Sheet
- View Reporting Frequencies

### Workflow Analysis

Award File is in the Grants Specialist's inbox.  
 Award File cannot be forwarded to FALD, the Director or the Grants Officer until the GMD Checklist is completed.

The Grants Specialist will complete the CD 450 – Be sure to check the Do Not Pay List Checked box.

Financial Assistance Award			
<b>Recipient Name:</b>	GREAT PLAINS DEVELOPMENT	<b>DBA Name:</b>	
<b>Street Address:</b>	100 MILITARY PLZ STE 128	<b>Federal Share of Cost:</b>	<input type="text" value="\$10,000.00"/>
<b>City, State, Zip:</b>	DODGE CITY, KS 67801-4945	<b>Recipient Share of Cost:</b>	<input type="text" value="\$0.00"/>
<b>CFDA Number:</b>	11.333	<b>Project Title:</b>	Test for Sept Class
		<b>Total Estimated Cost:</b>	<input type="text" value="\$10,000.00"/>
		<b>Award Number:</b>	ED20DEN3330046
		<b>Award Period:</b>	10/01/2019 - 09/30/2021
<b>Internal Use Only</b>			
<b>ASAP Authorize Amount:</b>	<input type="text" value="\$10,000.00"/>	<b>Prior Year Fund:</b>	No <input type="checkbox"/>
<b>DoNotPay List Checked</b> <input type="checkbox"/>			
<b>CD-450 Items</b>			
<input checked="" type="checkbox"/>	Department of Commerce Financial Assistance Standard Terms and Conditions		Required
<input type="checkbox"/>	R & D Award		Not Allowed
<input type="checkbox"/>	Federal-Wide Research Terms and Conditions as adopted by The Dept. Of Commerce		Not Allowed
<input type="checkbox"/>	Bureau Specific Administrative Standard Award Conditions		Not Allowed
<input type="checkbox"/>	Specific Award Conditions		
<input type="checkbox"/>	Line Item Budget (Attach File)		Required
<input type="checkbox"/>	2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements as Adopted Pursuant to 2 CFR 5.1327.101		Required
<input type="checkbox"/>	48 CFR Part 31, Contract Cost Principles and Procedures		
<input type="checkbox"/>	Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements (REF:79 FR 78390)		Required
<input type="checkbox"/>	Multi-Year Award. Please see the Multi-Year Specific Award Condition.		
<input type="checkbox"/>	Other(s)		
<input type="text" value=""/>			
<a href="#">Spell Check</a>			
<b>Attachments:</b>			
No attachments.			
Add new Attachment: [±]			
Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters or less if there are more than 10 attachments.			
<a href="#">Large File Guidance</a>			
<b>Grants Officer:</b>			
Recipient Authorized Representative:			
Last CBS Validation: Status:			
This award approved by the Agency Grants Officer constitutes an obligation of Federal funding. By electronically signing, the Recipient agrees to comply with the Award provisions checked on this document, as well as provisions incorporated into the Award, without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Award.			
<a href="#">CD-450 Report</a> <a href="#">Award Finance Report</a>			
<a href="#">Save</a> <a href="#">Save and Return to Main</a> <a href="#">Cancel</a>			

Complete the GMD Checklist. The Grant Specialist will also review the Organization Profile in Grants Online before sending the package to the Grants Officer for final approval.

**GMD Checklist - NA15NMF4330041**

**Attachments:**  
No attachments.

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

(No Comments) - Comments

Checklist Items	
Not Required	<input type="checkbox"/> <a href="#">Budget/Cost Analysis Memo</a>
As Needed	<input type="checkbox"/> <a href="#">Intergovernmental Review of Federal Financial Assistance</a>
	<b>Applicants Management and Financial Management</b>
As Needed	<input type="checkbox"/> <a href="#">Credit Check</a>
Required	<input type="checkbox"/> <a href="#">Delinquent Federal Debt</a>
Required	<input type="checkbox"/> <a href="#">Single Audit</a>
Required	<input type="checkbox"/> <a href="#">List of Parties excluded from Procurement</a>
Required	<input type="checkbox"/> <a href="#">Past Performance</a>
Not Required	<input type="checkbox"/> <a href="#">Pre-Award Accounting System Survey</a>
As Needed	<input type="checkbox"/> <a href="#">High Risk Recipient</a>
Not Required	<input type="checkbox"/> Awards to Insular Areas <input type="radio"/> Yes <input type="radio"/> No
Required	<input type="checkbox"/> Grant Type <input type="radio"/> Cooperative Agreement
Required	<input type="checkbox"/> <a href="#">Confirm Financial and Progress Report</a>
Required	<input type="checkbox"/> <a href="#">Review Special Award Conditions</a>
Required	<input type="checkbox"/> <a href="#">Project Details</a>
Required	<input type="checkbox"/> <a href="#">Statutory Authority</a>
Required	<input type="checkbox"/> <a href="#">Project Dates</a>

**DoNotPay check is complete**

[View/Manage Recipient Organization](#)

---

**University of Maryland, Center for Environmental Science**

[Edit >>](#)

(No Comments) Internal Comments  
*Note: These comments are for internal use only.*

**Audit Trail:**

**Description**  
Grants Online Bureau **1000002 - National Oceanic and Atmospheric Administration (NOAA)**  
Grants Online Org ID **1005041**  
Organization Type External All  
Applicant Type Public/State Controlled Institution of Higher Education

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

Once both items have been completed, choose “Forward to Grants Officer” from the dropdown menu and click the “Submit” button.  
Note: Most EDA Regions will “Forward to the Director” before forwarding to the Grants Officer.

**Award File 0 - ED20DEN3330046**

**Id:** 2854537  
**Status:** PublicAffairsLiaisonActions - Not Started

**Action:**  **Submit**

**Your Comments:**

- Please select an action
- Complete CD 450
- Complete GMD Checklist
- Edit Specific Award Conditions
- Forward to Director
- Forward to Grants Officer**
- Forward to Grants Officer and Ignore Warnings
- Forward to OIG
- Reject Award File
- Return Award File to PO
- Send for Legal Review
- View FAIS Sheet
- View Reporting Frequencies



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

**Award File 0 - CB16ADR0160002**

**Id:** 2602566  
**Status:** GrantsOfficerActions - In Progress

**Action:**

**Your Comments:**

**Workflow Analysis**  
 The Award File is in the Grants Officer's inbox.

**- Workflow History**

Name	Date Assigned	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User
Attach Press Release	06/27/2016 12:00:42 AM			CENSUS Public Affairs	PublicAffairsLiaison		Not Started	
Review Award File	06/27/2016 12:00:42 AM	06/27/2016 12:01:14 AM	06/27/2016 12:01:35 AM	CENSUS Grants Specialist at NOAA	GrantsSpecialist	ForwardToGrantsOfficer	Complete	
Forward/Revise Award File	06/26/2016 10:51:56 PM	06/27/2016 12:00:41 AM	06/27/2016 12:00:42 AM	CENSUS Federal Program Officer	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Export options: Excel


When the Federal Project Officer forwards the Award File to the Grant Specialist a task is also created for the Public Affairs Liaison. This task will remain available until the Grants Officer approves the award. At that point, if no action has been taken by the Public Affairs staff, their task will be cancelled. (Note: This is different from the Legislative Affairs task that comes AFTER the Grants Officer approval and obligation by the Finance Office.)

**- Workflow History**

Name	Date Assigned	Date Started	Date Completed	Performer	Role	Action Taken	Current St
Review Award File	06/27/2016 12:02:35 AM	06/27/2016 12:03:16 AM	06/27/2016 12:12:00 AM	CENSUS Grants Officer at NOAA	GrantsOfficer	ApproveAwardFile	Complete
Review Award File	06/27/2016 12:00:42 AM	06/27/2016 12:01:14 AM	06/27/2016 12:02:35 AM	CENSUS Grants Specialist at NOAA	GrantsSpecialist	ForwardToGrantsOfficer	Complete
Forward/Revise Award File	06/26/2016 10:51:56 PM	06/27/2016 12:00:41 AM	06/27/2016 12:00:42 AM	CENSUS Federal Program Officer	ProgramOfficer	ForwardToGrantsSpecialist	Complete

Export options: Excel

**Attachments:**

**Pending Actions** 

4 items found, displaying all items. 1

Type	ID	Start Date	Federal Funding	Fiscal Year	Last Action Status	Last Action Date	Last Action User
Procurement Request and Commitment of Funds	2602567	06/27/2016	\$10,000.00	2016	CBS First Approval: Not Started		Census CBS First
Procurement Request and Commitment of Funds	2602567	06/27/2016	\$10,000.00	2016	CBS First Approval: Not Started		Census CBS First01
Procurement Request and Commitment of Funds	2602567	06/27/2016	\$10,000.00	2016	CBS First Approval: Not Started		Census CBS First02
Procurement Request and Commitment of Funds	2602567	06/27/2016	\$10,000.00	2016	CBS First Approval: Not Started		CENSUS CBS 1st Approver





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# **Grants Online Training**

## **Recipient Acceptance of Award**

### **Module #09**

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**February 2021 – EDA**

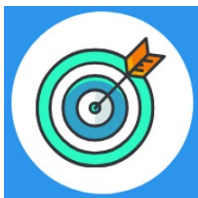




## **Module 9 Overview**

### **(View Only)**

Prior to this module the Award File was approved by the Grants Officer. This module will show how the Recipient can accept their Award.



## **Module 9 Objectives**

Upon completion of this module, students should understand:

- The Electronic Recipient Acceptance Process Map (ERA)
- What tabs are available to the Recipient
- How the Recipient can accept the Award
- Where to find the Recipient User Manual training guide

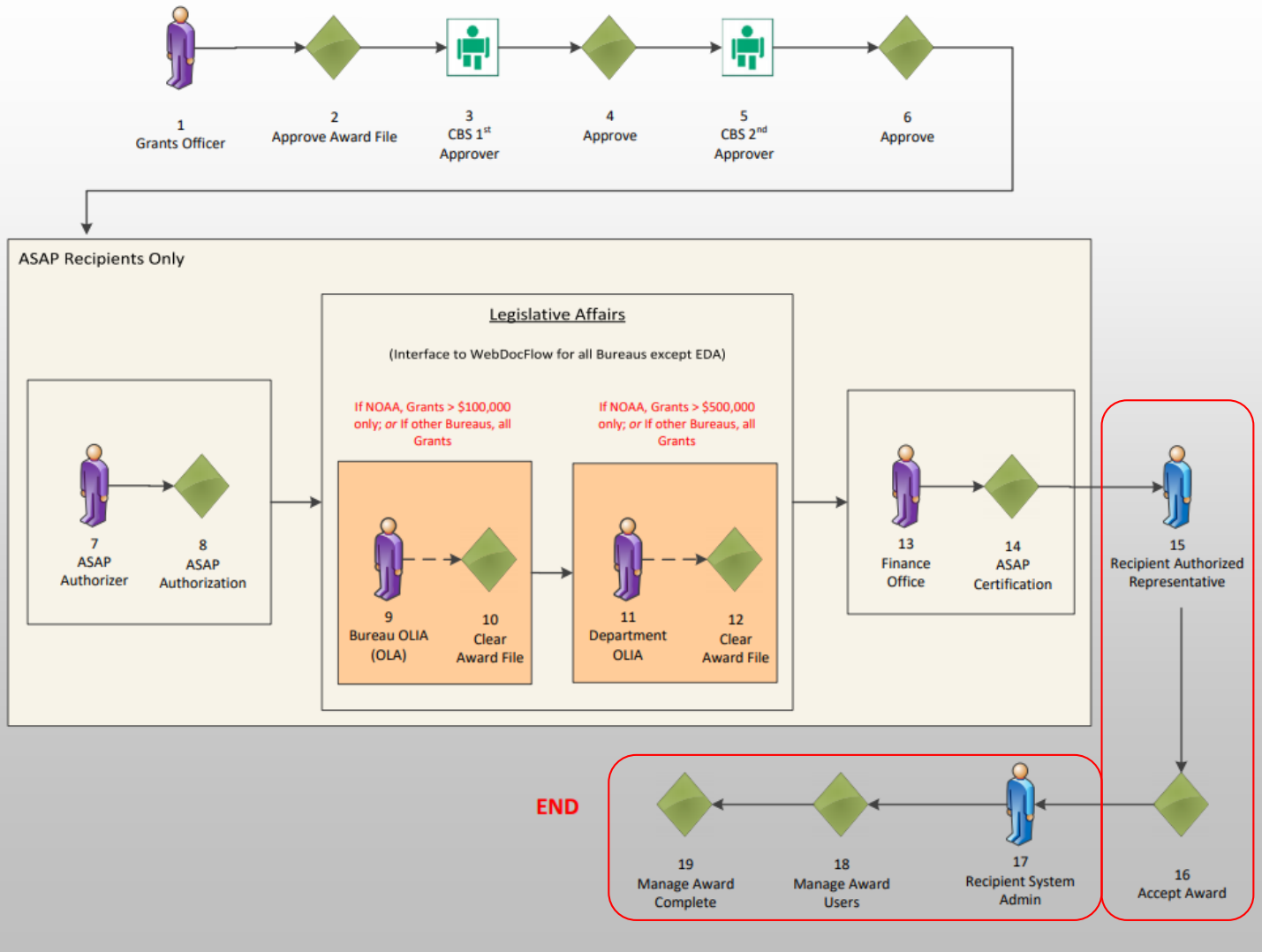


# Electronic Recipient Acceptance Overview Process Map

Award: Electronic Recipient Acceptance Overview (ERA)

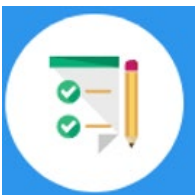
March 4, 2020

Version 4.25



## [Corresponding Video](#)

There are no hands on activities for this module.



**Please complete the assessment questions.**



## Post Award Activities

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

Student#	Region	Name	POST-AWARD#
31	ATRO	Angela Riley	ED20DEN3330049
32	AURO	Tomilayo (Tomi) Ogungbamigbe	ED20DEN3330050
33	CRO	Tom Baron	ED20DEN3330051
34	CRO	Shamik Amin	ED20DEN3330052
35	CRO	Ellen Heinz	ED20DEN3330053
36	CRO	Calvin Yassi	ED20DEN3330054
37	DRO	Caleb Seeling	ED20DEN3330055
38	DRO	Jamie Hackbarth	ED20DEN3330056
38	DRO	Dan Lara	ED20DEN3330057
40	HQ	Miriam Kerse	ED20DEN3330058
41	SRO	Cindi Ptak	ED20DEN3330059
42	SRO	Riley O'Leary	ED20DEN3330060
43	SRO	Sharon Metiva	ED20DEN3330061
44	SRO	Winnie Wakaba	ED20DEN3330062



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**Grants Online Training**

**Award Action Request  
Processing**

**Module #10**

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**February 2021 – EDA**



## Module 10 Overview

Prior to this module, the Award File was completed and accepted by the Recipient. The Award Action Request (AAR) process allows the Recipient to modify some Award stipulations, for example they may request an extension to the Award expiration date (No Cost Extension).



## Module 10 Objectives

Upon completion of this module, students should understand:

- The Award Action Request Process Map (AAR-1 through AAR-5)
- How a Recipient would enter and submit an AAR
- How the Project Officer would receive and review the AAR
- How to determine when an AAR results in an amendment

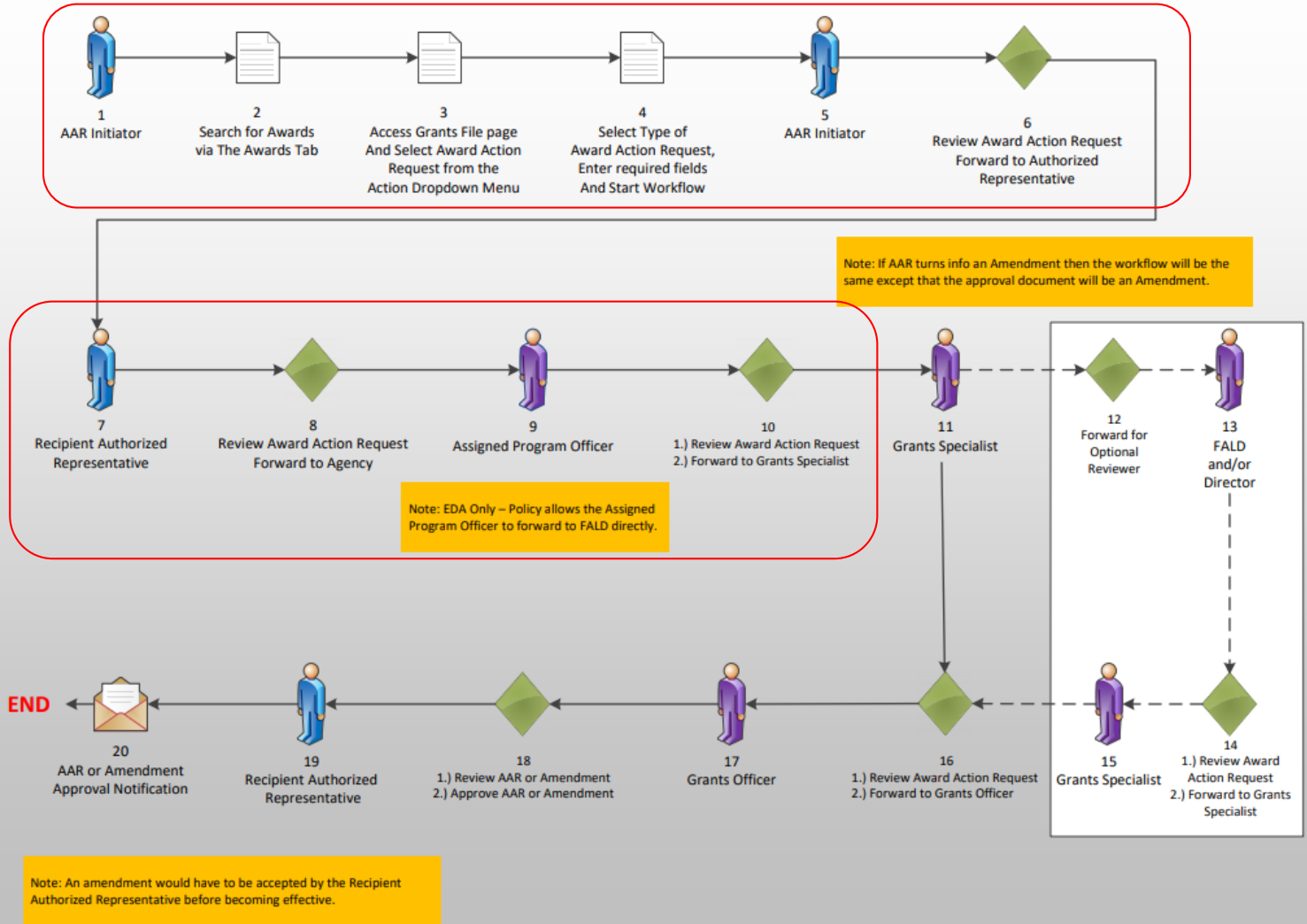


# Award Action Request (AAR) Process Map

## Award Action Request Workflow (AAR-1)

October 9, 2018

Version 4.25



## [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 **gotedefeb21XX\$\$.**

**Note: XX is your Student Number.**

# Award Action Request Index Page

Award Action Requests marked with an asterisk (\*) will always result in an amendment to the award (if approved). Other requests generally result in a notification of approval. However, any request may result in an amendment at the discretion of the Grants Officer. Please refer to the Guidance document for additional information.

*No Cost Extension – Prior Approval Required	No Cost Extension – Prior Approval Waived (Research Terms and Conditions)
Extension to Close Out	*Change in Scope
Change in Principal Investigator/ Project Director	Foreign Air Carrier for Travel
Change in Key Person Specified in the Application	Disengagement More Than 3 Months, or 25% Reduction by Project Director or PI
Satisfy Specific Conditions	Inclusion of Costs Requiring Prior Approval in Cost Principles
Transfer of Funds Budgeted for Participant Support Cost to Other Categories of Expense	*Subaward, Transfer or Contract Out Work Under the Award if Not Described in the Approved Application
Rebudget – Prior Approval Required	Re-budget – Prior Approval Waived (Research Terms and Conditions)
Pre-Award Costs More than 90 Days	*Termination by Consent
Submit Additional Closeout Documents	ASAP Drawdown Request
Other	

Reference: Award Action Request Guidance link:

[http://www.noaa.gov/sites/default/files/atoms/files/Recipient\\_AAR\\_Help.pdf](http://www.noaa.gov/sites/default/files/atoms/files/Recipient_AAR_Help.pdf)

Step 1 - Click on the “Award” tab at the top of the page.

Step 2 - Use the Search Award feature to search for your assigned **POST AWARD - Award Number**.

Step 3 - Click on the award number in the search results to get to the Grants File.

Step 4 - From the Grants File dropdown choose the option to “*Create Award Action Request*”.

Step 5 – From the Index page, displayed above, you may select any one or two requests to complete.



## Award Action Request - ED20DEN3330067

**Id:** 2856418

**Status:** RecipientAuthorizedRepresentativeActions - Not Started

**Action:**

Please select an action

**Submit**

**Your Comments:**

Please select an action

Forward To Agency

View/Edit Award Action Request details

Withdraw Award Action Request

**Spell Check**

**Save Comment**

Step 6 – Complete the form for the selected AAR and then “*Forward to Agency*”.

Step 7 – Log off as the recipient and log back on as the Project Officer using your **gstudentXX** account.

Step 8 – Review the AAR and then forward it to the next person in the workflow. If that person is the Grants Specialist you will get another task to review and forward to the Grants Officer.

### Your Tasks

Document Type

All

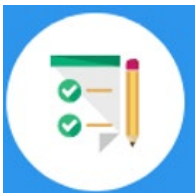
Status

Open

**Apply Filter >>**

2 items found, displaying all items.1

<a href="#">View</a>	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number
<a href="#">View</a>	6809017	Review Award Action Request	Not Started	Award Action Request	2856418			ED20DEN3330067



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**

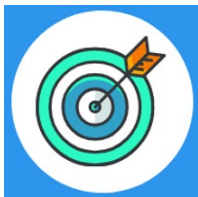
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**February 2021 – EDA**



## Module 11 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 (PPR) and the Federal Financial Report (FFR).



## Module 11 Objectives

Upon completion of this module, students should understand:

- The PPR and FFR Process Maps
- How a Recipient would enter and submit a PPR
- How a Recipient would enter and submit a FFR
- How a Project Officer would accept the PPR and FFR



# Performance Progress Report (PPR) Process Map

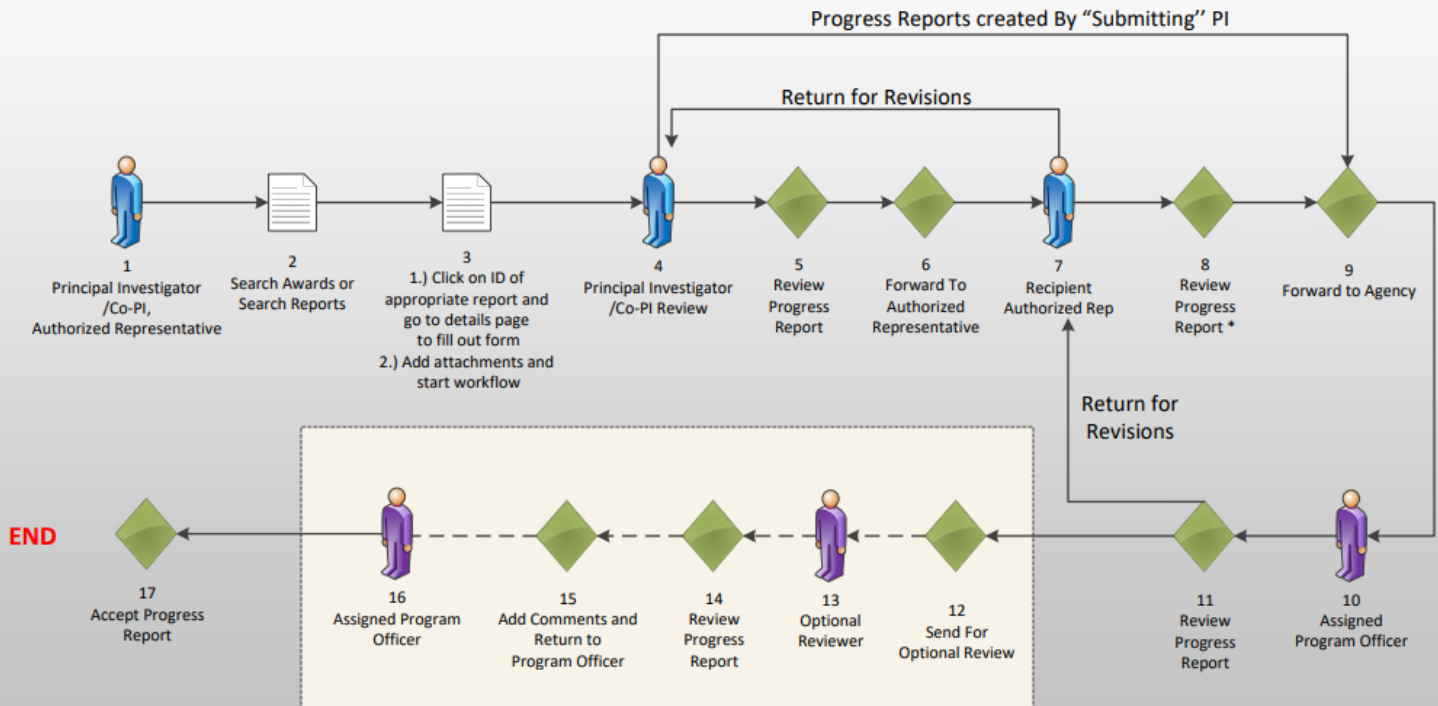
## Routing of Performance Progress Report (PPR-1)

July 29, 2019

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 **gotedafeb21XX\$\$**.

**Note: XX is your Student Number.**



# Performance Progress Report (PPR) Process Map

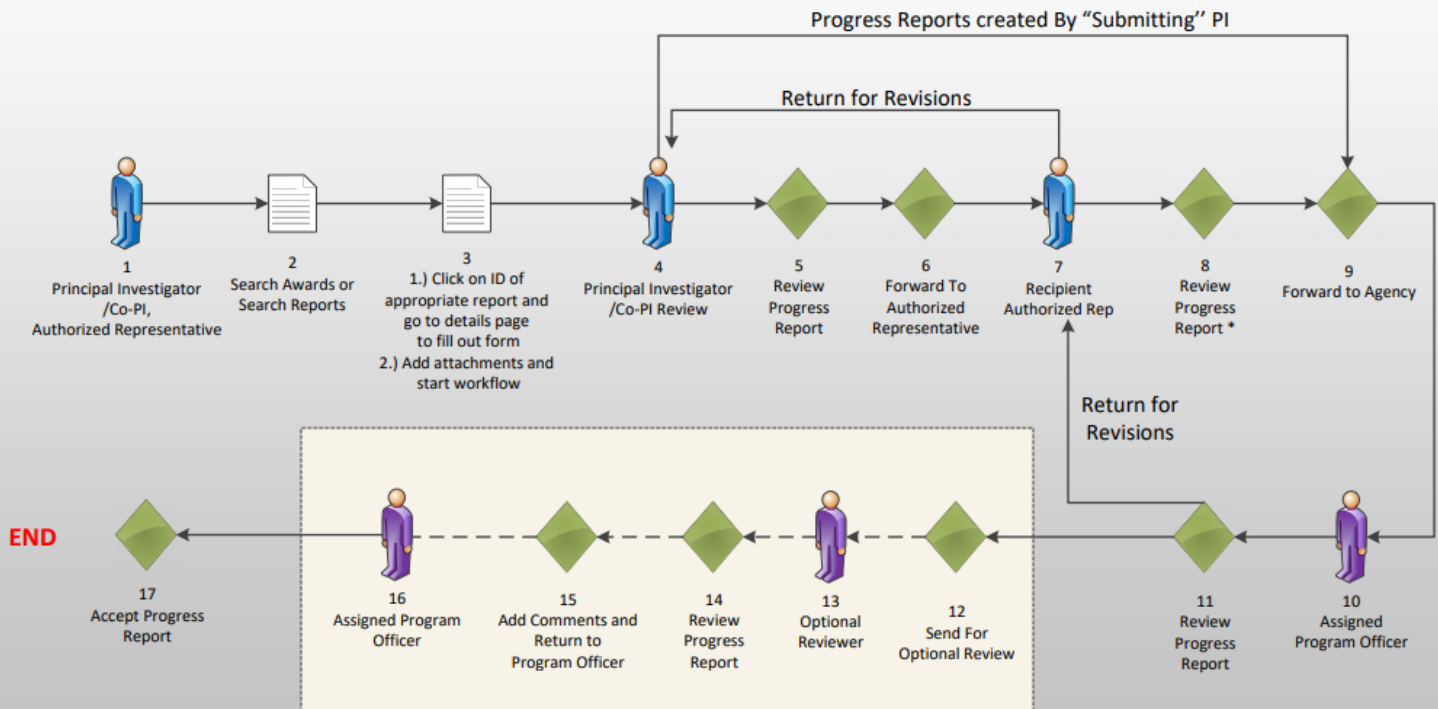
## Routing of Performance Progress Report (PPR-1)

July 29, 2019

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.



Note: EDA has some business processes that require the PPR to be due earlier than the Grants Online system is programmed to allow. In those cases EDA has to work with the Grants Online Help Desk to put custom workarounds in place.

Step 1 - Click on the "Award" tab at the top of the page.

Step 2 - Use the Search Award feature to search for your assigned **POST AWARD - Award Number**.

Step 3 -Click on the award number in the search results to get to the Grants File.

Step 4 -On the Grants File page, scroll down to the Progress Report section.

## Performance Progress Report - ED20DEN3330067

### 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:

**Spell Check**

**Reporting Period \***

10/01/2019-03/31/2020

**Due Date**

04/30/2020

**Final Report**

Yes  No

**Recipient Principal Investigators/Project Directors:**

Nothing found to display. [Submitting?](#)

**Recipient Authorized Representa**

One item found. **1**

Name	Telephone
Rep30, Arthur	301-555-1212

**Submitted On:**

**Accepted On:** N/A

**Save** **Save and Start Workflow**

## Performance Progress Report - ED20DEN3330067

**Id:** 2854879

**Status:** 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**

Step 5 - Complete one Performance Progress Report (PPR) as the Recipient and forward to the agency.

Step 6 – Log off as the recipient and log back on as the FPO using your **gstudentXX** account. Review the PPR and accept it.

### Your Tasks

Document Type

All

Status

Open

**Apply Filter >>**

2 items found, displaying all items. **1**

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number
<a href="#">View</a>	6809050	Review Progress Report	Not Started	Performance Progress Report	2854879			ED20DEN3330067



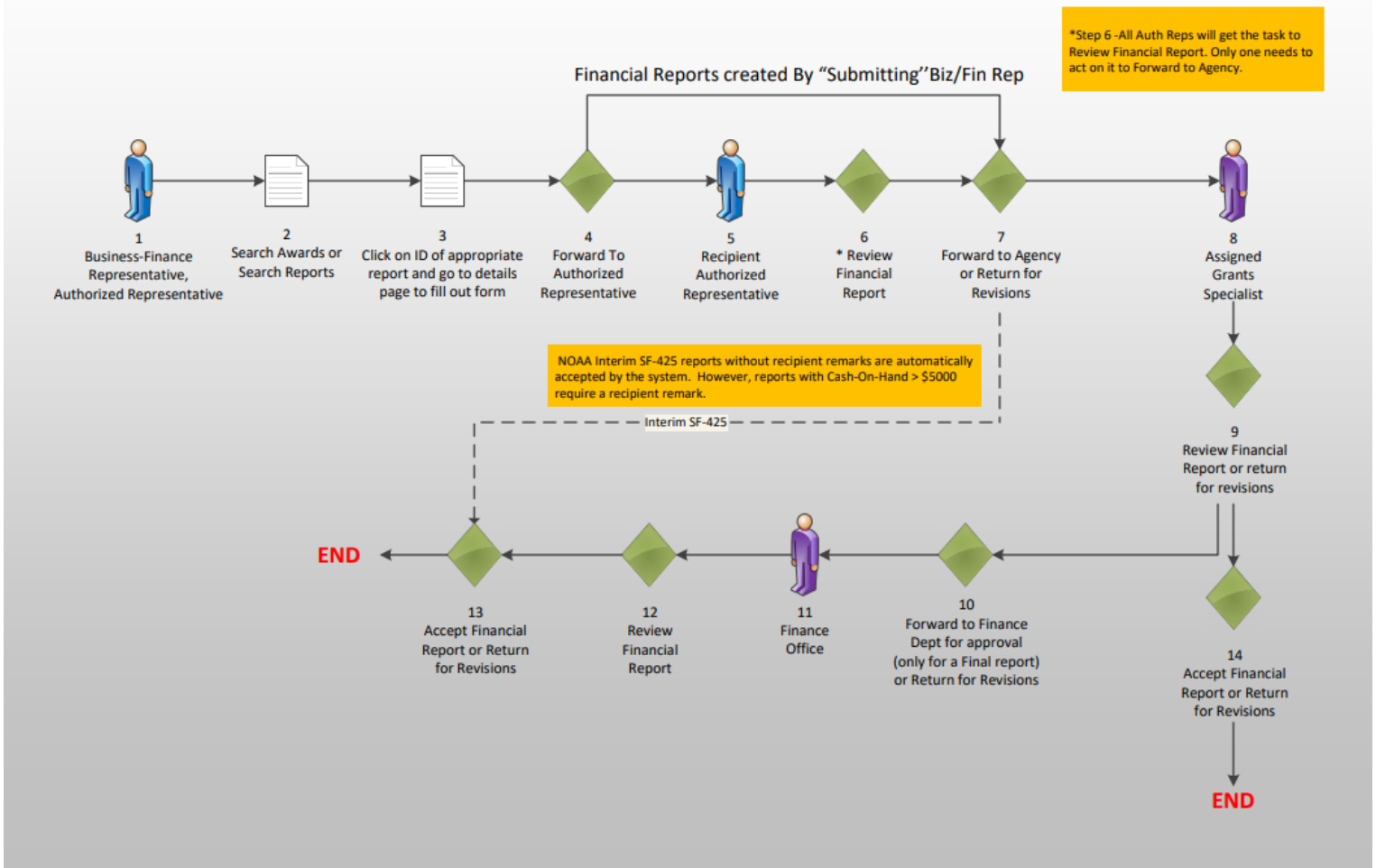
# Federal Financial Report (FFR #1) Process Map

## Routing of Federal Financial Reports (FFR-1)

July 29, 2019

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 SF425.  
Note: EDA uses the Full SF-425 report for both interim and final reports.

Step 1 - Sign in with your **arepXX** account. Click on the "Award" tab at the top of the page.

Step 2 - Use the Search Award feature to search for your assigned **POST AWARD - Award Number**.

Note: If searching for the SF-425 using "Search Reports" you must be sure to check the box to "Include reports with no Start Date."



FEDERAL FINANCIAL REPORT

(Follow form Instructions)

1. Federal Agency and Organizational Element to Which This Report is Submitted: Department of Commerce/EDA		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) ED20DEN3330067		Page 1	of 2 pages
3. Recipient Organization (Name and complete address including Zip code) GREAT PLAINS DEVELOPMENT 100 MILITARY PLZ STE 128, DODGE CITY, KS 67801-4945 USA					
4a. DUNS Number 963521687	4b. EIN 480000000	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		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, 2019		To: (Month, Day, Year) September 20, 2021		9. Reporting Period End Date (Month, Day, Year) March 31, 2020	
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 \* [Determine C](#)

b. Cash Disbursements \*

c. Cash on Hand (line a minus b)

(Use lines d-o for single grant reporting)

Federal Expenditures and Unobligated

d. Total Federal funds authorized \*

**SF-425: Federal Financial Report - Full Report - ED20DEN3330067**

**Id:** 2854860  
**Status:** Delinquent

**Action:**

**Your Comments:**

Step 3 - Complete one Federal Financial Progress Report (FFR) as the Recipient and forward to the agency.

Step 4 –Log off as the recipient and log back on as the FPO using your **gstudentXX** account. Review the FFR and accept it.



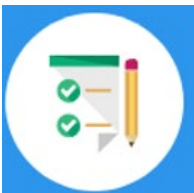
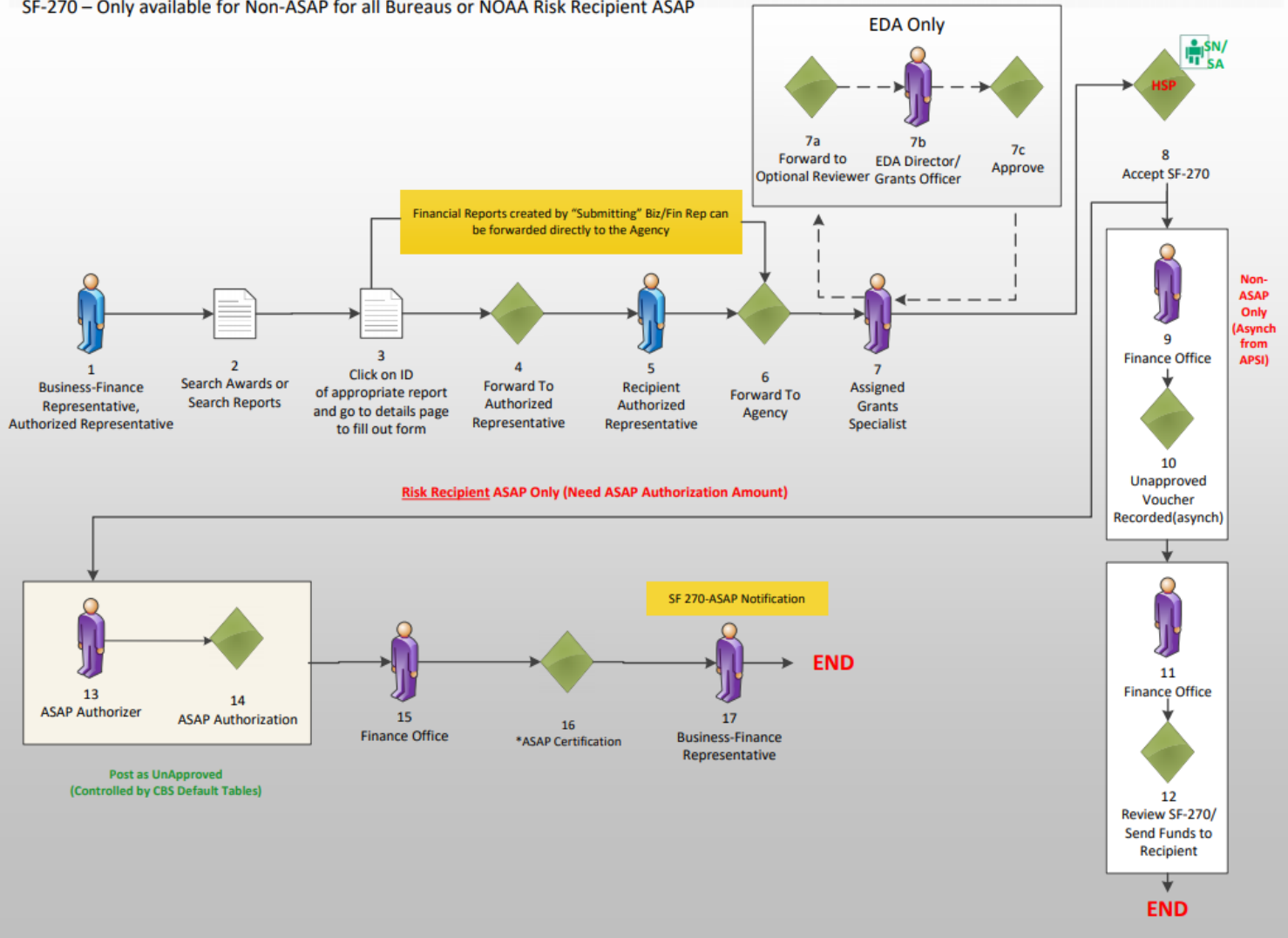
# Federal Financial Report (FFR #2) Process Map

## Routing of Federal Financial Reports (FFR-2)

July 29, 2019

Version 4.28

SF-270 – Only available for Non-ASAP for all Bureaus or NOAA Risk Recipient ASAP



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





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# **Grants Online Training**

## **Partial Funding Processing**

### **Module #12**

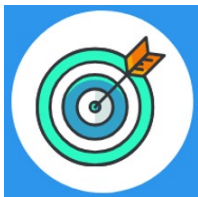
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**February 2021 – EDA**



## Module 12 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 associated with a current application is being released.



## Module 12 Objectives

Upon completion of this module, students should understand:

- The Partial Funding Process Map
- How to complete the Partial Funding process



# FPO – Partial Funding Steps 1 – 3

Search for your assigned **POST AWARD - Award Number.**

1. While on the **Awards Tab**, click the **Search Awards** link. Enter information for one of the data elements on the page. Click the **Search** button.

**Search Awards**

Award Number:

Recipient Name:

DBA Name:

Project Title:

Award Status:

PI-PD Last Name:

Supplementary Information Category:

Supplementary Value:

**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 string.

**Search Results**

23 items found, displaying all items.1

Award Number	Org ID	Recipient Name	DBA Name	Project Title	Award Status	Principal Investigators-Project Directors
<a href="#">NA20GOT9980017</a>	2004893	GENERAL ATOMICS		gstudent16	Accepted	None Designated
<b><a href="#">NA20GOT9980007</a></b>	2004893	GENERAL ATOMICS		GSTUDENT00 - Instructor App for Comp Process Dec 2...	Accepted	Arthur Rep00
<a href="#">NA20GOT9980006</a>	2004893	GENERAL ATOMICS		GStudent15	Accepted	None Designated

3. While on the Grants File launch page select **Partially Fund this Award** from the Action dropdown list. Click the **Submit** button.

**Grants File - NA20GOT9980007**

**Id:** 2845241  
**Status:** Accepted

**Action:**  **Submit**

**Your Comments:**

- Partially Fund this Award**
- Reduce Funding of this Award
- Submit Satisfied Specific Award Conditions
- View Accounting Details
- View/Manage Award-related Personnel

**Save Comment**

# FPO – Partial Funding Steps 4 and 5

**Partial Funding -- NA20GOT9980007**

Memo \* [Guidance](#)

[Spell Check](#)

**Approved Plan and Prior Obligations**

+	Action	Application ID	Project Title
Select		2845190	GSTUDENT00 - Instructor App for Comp Process Dec 2019 Class2000

**Selected Application**

None

[Cancel](#)

- Click the **plus (+)** beside the Action column header to obtain details associated with the application that will be partially funded.

Although all applications associated with an Award are visible; partial funding can be applied to **one** application at a time.

- Click the **Select** button to choose the desired application.

**Approved Plan and Prior Obligations**

+	Action	Application ID	Project Title
Select		2845190	GSTUDENT00 - Instructor App for Comp Process Dec 2019 Class2000

Planned Year	Approved Fed Share	Obligated	Approved Non-Fed Share	Assigned Non-Fed Share
2020	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
2021	\$4,000.00	\$0.00	\$4,000.00	\$0.00



# FPO – Partial Funding Step 6

SF-425 Interim Reports Not Required - Not ASAP - Use SF-270 - Final Full Report Required

**Progress Report Frequency:** Annually

**Final Progress Report:** Comprehensive - a last interim report is not required

**Final Reports Due On:** 12/29/2021

**Closeout Date:** N/A

**PIs - PDs:** Arthur Rep00

## Partial Funding -- NA20GOT9980007

Memo \*

[Guidance](#)

[Spell Check](#)

## Grants Online Partial Funding Guidance

### Partial Funding Memo

The Partial Funding Memo is used to explain the state of funding for the approved Application. A clear and precise explanation of what is happening in this Partial Funding will greatly assist GMD personnel in processing the action. Typically, Partial Funding actions are used to fund the out-years of multi-year awards, with a single application being submitted for the award's duration. However, some awards will have multiple multi-year applications associated with them. Other awards are single-year awards for which the fully approved amount was not provided in the initial award. Every situation requires an explanation.

GMD personnel want to know that the Program Officer is aware of the Recipient's reporting status for the award. GMD does NOT want to receive Partial Funding actions for awards for which the recipient is delinquent in reporting. It is GMD policy not to approve additional funding for awards that have delinquent reports.

**Example 1 - The Standard Memo.** Fully funding an out-year for a multi-year application, for which the initial funding was in the original award.

6. Click the **Guidance** link for an example of the language that should be used for the Memo\* data element. Six examples of the appropriate language are included on the next two slides.

## Sample Language for Partial Funding Memo

- **Example 1 - The Standard Memo.** Fully funding an out-year for a multi-year application, for which the initial funding was in the original award.

**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.**

- **Example 2** - Partially funding an out-year for a multi-year application, for which the initial funding was in the original award, and for which an additional Partial Funding action is expected to take place later in the year to complete the year's approved funding.

**This release of funds of \$\_\_\_\_\_ is for year \_\_ of a \_\_ year multi-year award. Due to \_\_\_\_\_, total funding for this award period is not available; additional funds will be provided at a later date. All required Progress and Financial reports have been submitted and accepted.**

- **Example 3** - Partially funding an out-year for a multi-year application, for which the initial funding was in the original award, and for which an additional Partial Funding action is expected to take place the following year to complete this year's approved funding.

**This release of funds of \$\_\_\_\_\_ is for year \_\_ of a \_\_ year multi-year award. Due to \_\_\_\_\_, total funding for this award period is not available in this FY. Additional funds will be provided in FY\_\_. It is our intent to provide total funding for this award. All required Progress and Financial reports have been submitted and accepted.**

## Sample Language for Partial Funding Memo (*Continued*)

- **Example 4\*** - Partially funding an out-year for a multi-year application, for which the initial funding was in the original award, and for which budgeted funds are not expected to be made available to fully fund the award.

**This release of funds of \$\_\_\_\_\_ is for year \_\_ of a \_\_ year multi-year award. Due to \_\_\_\_\_, funding for this award period is not available. Additional funds will not be provided and this award will be reduced by \_\_\_\_\_. All required Progress and Financial reports have been submitted and accepted.**

*(Note: In this situation, work with the Grants Specialist to create an administrative amendment to reduce the total authorized award funding.)*

- **Example 5** - Partially funding an out-year for a multi-year application, for which the initial funding was in the original award, and for which one or more Partial Funding actions have already occurred to fund the application for the current Fiscal Year.
- **This release of funds of \$\_\_\_\_\_ is for year \_\_ of a \_\_ year multi-year award. This release of funds is expected to be the final release of funds in FY \_\_\_\_\_. The remainder of the project is expected to be funded in FY \_\_\_\_\_ through FY \_\_\_\_\_ assuming funds are available. All required Progress and Financial reports have been submitted and accepted.**
- **Example 6\*\*** - Partially funding an out-year for a multi-year application, for which the initial funding was **NOT** in the original award.
- **This release of funds of \$\_\_\_\_\_ is for year \_\_ of a \_\_ year multi-year application which was originally funded as Amendment \_\_\_\_\_. ... additional explanation according to above examples.**

### **NOTES:**

*When no additional funds are available the Program Office must advise the Grants Officer. Subsequently, the Grants Officer creates an amendment to inform the recipient that no additional funds will be provided. The recipient has two options: continue work with existing funds or terminate the award.*

*\* If Federal Funding is being reduced, the match should be reduced by a comparable amount.*

*\*\* If the Partial Funding is on a continuation application, instead of the original Award, notate the appropriate amendment number in the Partial Funding Memo.*

# FPO – Partial Funding Steps 7 – 9

7. Enter the Partial Funding amount for the Fed Add Amount\* data element.

**NOTE:** If changes are made to the Federal Funding Amount, the Procurement Request and Commitment of Funds and the Review Release of Funds tasks must be updated. If appropriate, specify the amount for the Non-Fed Amount.

8. Click the **Save and Start Workflow** button.

9. To acknowledge the intent to proceed with the workflow and that it is acceptable that a Procurement Request and Commitment of Funds and a Release of Funds task are added to the user’s Inbox. Click the **OK** button.

**Partial Funding -- NA20GOT9980007**

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.

156 / 4000 [Spell Check](#)

**Approved Plan and Prior Obligations**

Action	Application ID	Project Title
<a href="#">Select</a>	2845190	GSTUDENT00 - Instructor App for Comp Process Dec 2019 Class2000

**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	MD No.	Project Title
2845190	\$8,000.00	\$4,000.00	\$0.00	2,500	\$8,000.00	\$4,000.00	\$4,000.00			GSTUDENT00 - Instructor App for Comp Process Dec 2019 Class2000

**Note:** Federal Add Amount plus Pending Federal Share plus the sum of all prior obligations may be up to 5% greater than the Approved Federal Share. If exceeding the Approved Federal Share, enter a memo explaining the reason for the additional funds.

**Note:** Only one application may be funded per Partial Funding action.

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

**Federal Add Amount and Non-Fed Amount - \$1,000.**

grantsonlinetraining.rdc.noaa.gov says:

WARNING: Release of Funds and Procurement Request workflow tasks will be placed in your inbox.  
Are you sure you wish to proceed?

Prevent this page from creating additional dialogs.

[OK](#) [Cancel](#)

# FPO – Partial Funding Step 10

10. If the Federal Amount was modified, navigate to the Your Tasks screen. There should be two new tasks:

- (a) Procurement Request and Commitment of Funds
- (b) Review Release of Funds

The status for both tasks is **Not Started**. The Procurement Request should be completed prior to attempting to work on the Release of Funds task. The steps to complete the Procurement Request are the same as those used for a new Award and are not repeated here.

**Your Tasks**

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

5 items found, displaying all items: 1

<a href="#">View</a>	Task Received Date	Project Title	Document Id	Task Name	Award Number	Task Id	Task Status	Document Type
<a href="#">View</a>	02/03/2020	GSTUDENT00 - Instructor App for Comp Process Dec 2019 Class2000	2845614	Procurement Request and Commitment of Funds	NA20GOT9980007	6781194	Not Started	Procurement Request and Commitment of Funds
<a href="#">View</a>	02/03/2020	GSTUDENT00 - Instructor App for Comp Process Dec 2019 Class2000	2845613	Review Release of Funds	NA20GOT9980007	6781193	Not Started	Award File

Fill out the Procurement Request:

Request Authorizing Official: Enter “**Official**” in the Last Name field. Then choose “**EDA Budget and NEPA Official**”.

Requestor: Use your **XX number** in the Last Name field.

Click the “*Add New ACCS Line*” link.

Enter the ACCS Line information:

Project: Enter **E000025**. Task: Enter **000**.

Organization: Enter **99-00-0000**

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

Amount: Enter **\$1,000**.

Click the “*Save*” button.

Click the “*DWValidate*” button.

Click the “*Cancel/Done*” button.

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

# FPO – Partial Funding Step 11

10. If the Federal Amount was modified, navigate to the Your Tasks screen. There should be two new tasks:

- (a) Procurement Request and Commitment of Funds
- (b) Review Release of Funds

The status for both tasks is **Not Started**. The Procurement Request should be completed prior to attempting to work on the Release of Funds task. The steps to complete the Procurement Request are the same as those used for a new Award and are not repeated here.

**Your Tasks**

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

5 items found, displaying all items.

<a href="#">View</a>	Task Received Date	Project Title	Document Id	Task Name	Award Number	Task Id	Task Status	Document Type
<a href="#">View</a>	02/03/2020	GSTUDENT00 - Instructor App for Comp Process Dec 2019 Class2000	2845614	Procurement Request and Commitment of Funds	NA20GOT9980007	6781194	Not Started	Procurement Request and Commitment of Funds
<a href="#">View</a>	02/03/2020	GSTUDENT00 - Instructor App for Comp Process Dec 2019 Class2000	2845613	Review Release of Funds	NA20GOT9980007	6781193	Not Started	Award File
<a href="#">View</a>	02/03/2020	GSTUDENT00 - Instructor App for Comp Process Dec 2019 Class2000	2845612	Procurement Request and Commitment of Funds	NA20GOT9980007	6781192	Not Started	Procurement Request and Commitment of Funds

11. When the ACCS Lines associated with the PRCF are complete, select **Forward Procurement Request to Requestor** from the Action dropdown menu on the PRCF launch page. Click the **Submit** button.

**Procurement Request and Commitment of Funds - NA20GOT9980007**

**Id:** 2845614  
**Status:** ProgramOfficerActions - In Progress

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

**Your Comments:**

[Spell Check](#)

[Save Comment](#)

Approve the Procurement Request

# FPO – Partial Funding Step 12 and 13

- From the PRCF, click the **View** link for Review Release of Funds. Complete the action associated with that task.

**Your Tasks**

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

5 items found, displaying all items.1

View	Task Received Date	Project Title	Document Id	Task Name	Award Number	Task Id	Task Status	Document Type
<a href="#">View</a>	02/03/2020	GSTUDENT00 - Instructor App for Comp Process Dec 2019 Class2000	2845614	Review Procurement Request and Commitment of Funds	NA20GOT9980007	6781195	Not Started	Procurement Request and Commitment of Funds
<a href="#">View</a>	02/03/2020	GSTUDENT00 - Instructor App for Comp Process Dec 2019 Class2000	2845613	Review Release of Funds	NA20GOT9980007	6781193	Not Started	Award File
<a href="#">View</a>	12/02/2010	GSTUDENT02 - Whatever I Want for My Title	2845202	Procurement Request and	NA20GOT0080016	6770861	Not	Procurement Request and



Training staff will be monitoring the workflow and will complete the needed approvals.

- After the Procurement Request has been approved and there are no pending actions, the user can choose **Forward to Grants Specialist for Review**. If appropriate, a workflow comment can be included.

**Award File In Progress - NA20GOT9980007**

**Id:** 2845613  
**Status:** ProgramOfficerActions - In Progress

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

**Your Comments:**

- Please select an action
- Edit Specific Award Conditions
- Forward to Grants Specialist for Review**
- Reassign Award File
- Revise Procurement Request and Commitment of Funds
- Send for Legal Review
- View Amendment Details
- View FAIS Sheet
- View Reporting Frequencies
- View/Edit Partial Funding Document
- Withdraw Release of Funds

▶ **Workflow History**

📁 **Attachments:**

**Pending Actions**

Nothing found to display.

**NOTE:** When the red **X** beside the Pending Actions is replaced with a green **✓**, the option to **Forward to Grants Specialist for Review** is available from the Action dropdown menu.

# FPO – Partial Funding Step 13 (continued) and 14

**NOTE:** If the red **X** is visible, the pending task(s) must be completed before you can advance to the next step in the workflow.

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	2597794	03/03/2017		2017	Procurement Request and Commitment of Funds: In Progress	03/03/2017	Grant Student25

- Do not make any modifications to the Amendment Details (**View Amendment Details**) task; this will be modified by the Grants Specialist.

If changes to the Partial Funding Memo or Funding Amounts are necessary select **View/Edit Partial Funding Document**.

**Award File In Progress - NA20GOT9980007**

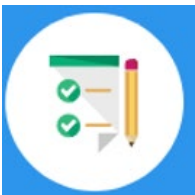
**Id:** 2845613  
**Status:** ProgramOfficerActions - In Progress

**Action:**

**Your Comments:**

- Edit Specific Award Conditions
- **Forward to Grants Specialist for Review**
- Reassign Award File
- Revise Procurement Request and Commitment of Funds
- Send for Legal Review
- View Amendment Details
- View FAIS Sheet
- View Reporting Frequencies
- View/Edit Partial Funding Document
- Withdraw Release of Funds

▶ **Workflow History**



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







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## **Grants Online Training**

# **Award Tracking Report, Correspondence & Federal Report, and Supplementary Information**

## **Module #13**

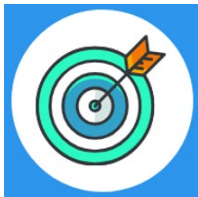
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**February 2021 – EDA**



## **Module 13 Overview** **(View Only)**

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, the Supplementary Information feature is explained so that awards can be further categorized for ease of use.



## **Module 13 Objectives**

Upon completion of this module, students should understand:

- How to use the Award Tracking Report feature
- How to use the Correspondence and Federal Reports feature
- How to use the Supplementary Information feature

### Corresponding Video

There are no hands on activities for this module.



**Please complete the assessment questions.**