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# Grants Online Grant Recipient Organization Profiles

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January 2024

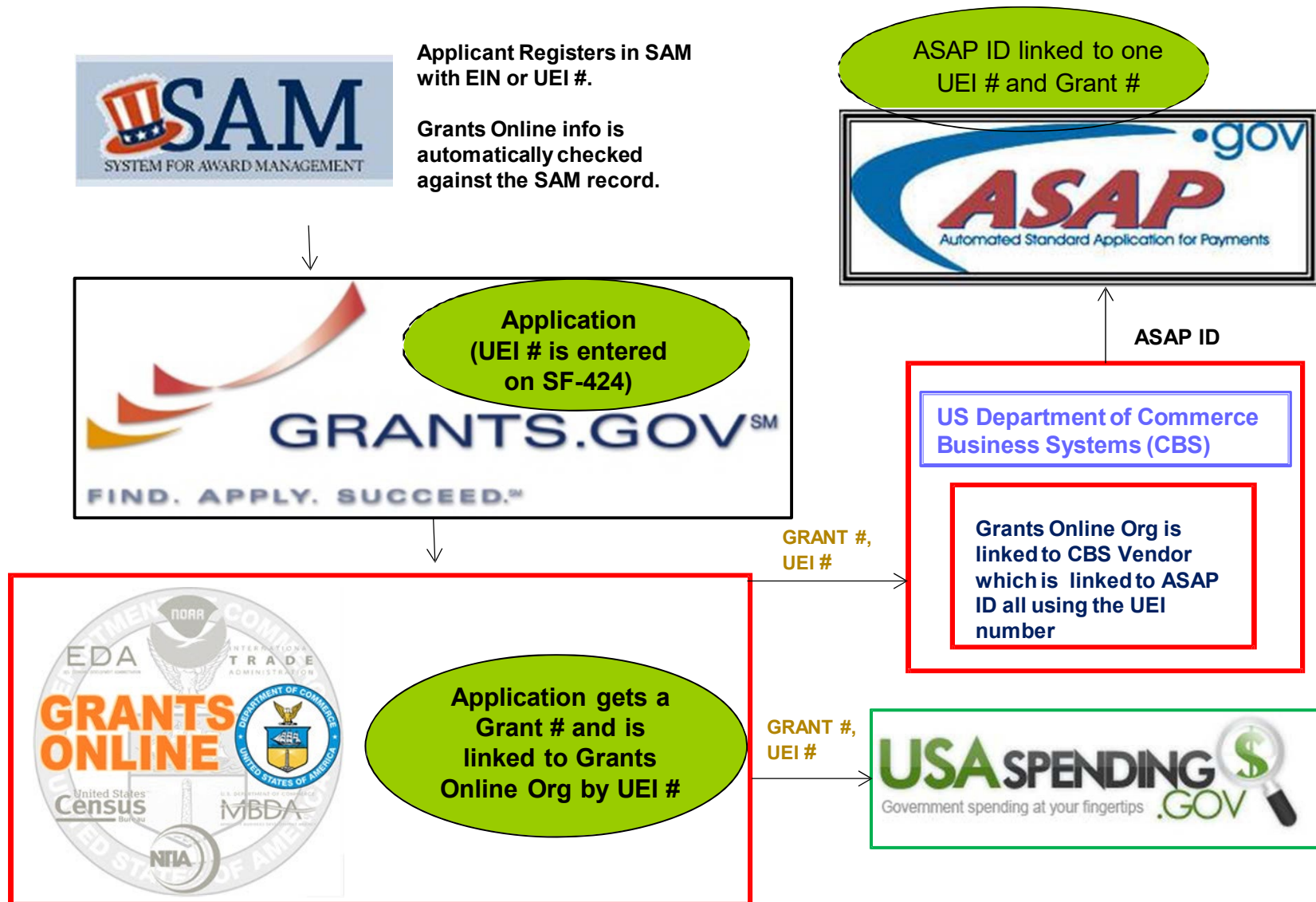
# Topics

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- **SLIDE 3:**           **Flow of UEI Number through Federal Grant Systems for NOAA, ITA, MBDA and EDA Grants**
- **SLIDE 4:**           **Why One UEI Number per Organization?**
- **SLIDES 5-10:**   **ASAP Enrollment Process (NOAA)**
- **SLIDES 11-16:** **ASAP Enrollment Process (NTIA/ITA/MBDA)**
- **SLIDE 18:**       **ASAP Enrollment Process (EDA)**
- **SLIDE 19:**       **ASAP Drawdown Award Action Request**
- **SLIDE 20:**       **Department of Commerce ASAP Contacts**

# Federal Grants System UEI Relationships

**\* An award must be linked to the SAME UEI number in all Federal Systems \***



# DATA Act

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- **Digital Accountability and Transparency Act (DATA)**

- The objective is to transform U.S. Federal Government spending from isolated documents to government-wide standards that can be used to report financial, payment, and award information. As required by this mandate, agencies will adopt common data elements and a universal schema across all spending information. The remuneration will be automated reporting that reduces compliance costs for grantees and contractors.

- **System Interfaces**

- As automation increases there are fewer points of human interaction in the flow of data from one system to another; therefore, there is reduced opportunity to manually correct mistakes during the processing of a grant award.

- **Process Update for Organization Profile Changes**

- As a result of DATA Act, Recipients must update their organization profile in SAM.gov. Grants Online now receives a daily extract from SAM.gov that will automatically update the organization's profile in Grants Online.

# ASAP Enrollment Process (NOAA)

**ASAP Enrollment Request**

Organization: GENERAL ATOMICS (2004893)  
Request ID: 2874600

Information for the Point of Contact who will work with the Grants Making Agency to complete the ASAP Enrollment for this organization.

**Organization Profile**

EIN/TIN#: 123456789  
DUNS: 123456789  
UEI: 0123456789  
Name: GENERAL ATOMICS  
Type: Q - For-Profit Organization (Other than Small Business)  
Address: 3550 GENERAL ATOMICS CT  
SAN DIEGO, CA 92121-1122

**Point of Contact**

Name \*   
Title \*   
Email \*   
Phone Number \*

**Attachments:**

No attachments.

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

**Save** **Save and Start Workflow** **Cancel** **Print**

1. Click on the Awards tab in Grants Online.
2. On the left navigation menu click on ASAP Enrollment Request.
3. Fill in the Point of Contact information on the ASAP Enrollment Request Screen, then select the “Save and Start Workflow” button.
4. On the next screen select the “Forward to Agency” option from the Action dropdown list and click the “Submit” button. This will send the ASAP Enrollment request to NOAA.

**Organization Profile Change Request**

**Id:** 2444424  
**Status:** In Progress

**Action:** Please select an action

**Your Comments:** Please select an action

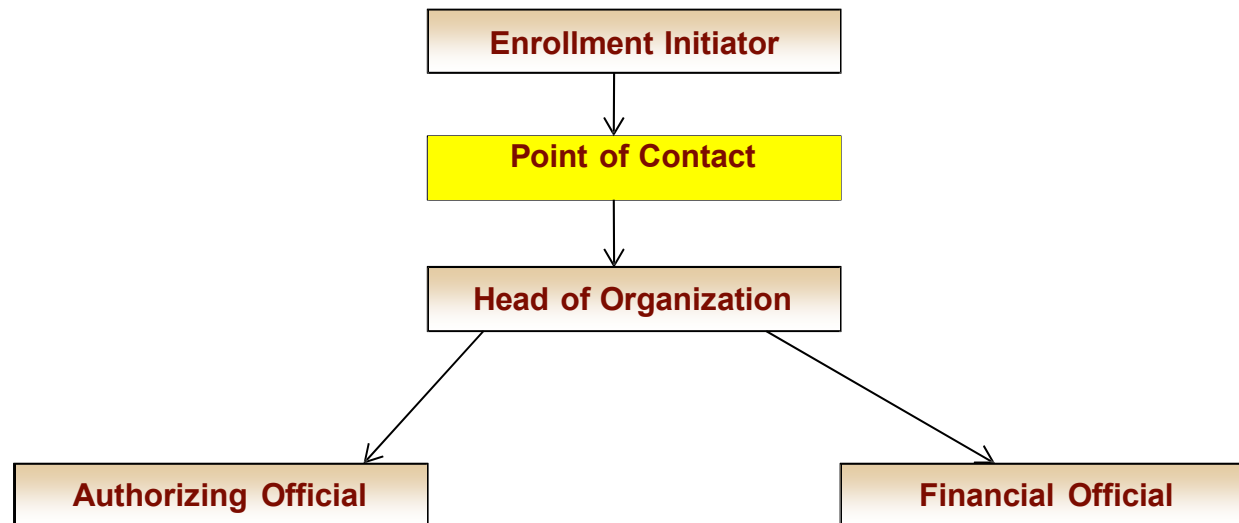
**Save Comment**

*If the user who initiated the action is not an Authorized Representative, the task will go to the Authorized Representative for submission to the Agency.*

# ASAP Enrollment Process (NOAA)

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After the data is entered into ASAP by the Agency Enrollment Initiator at NOAA, the Point of Contact at the Recipient Organization will receive an ASAP user ID via e-mail and a password will be sent via the Post Office by Treasury.

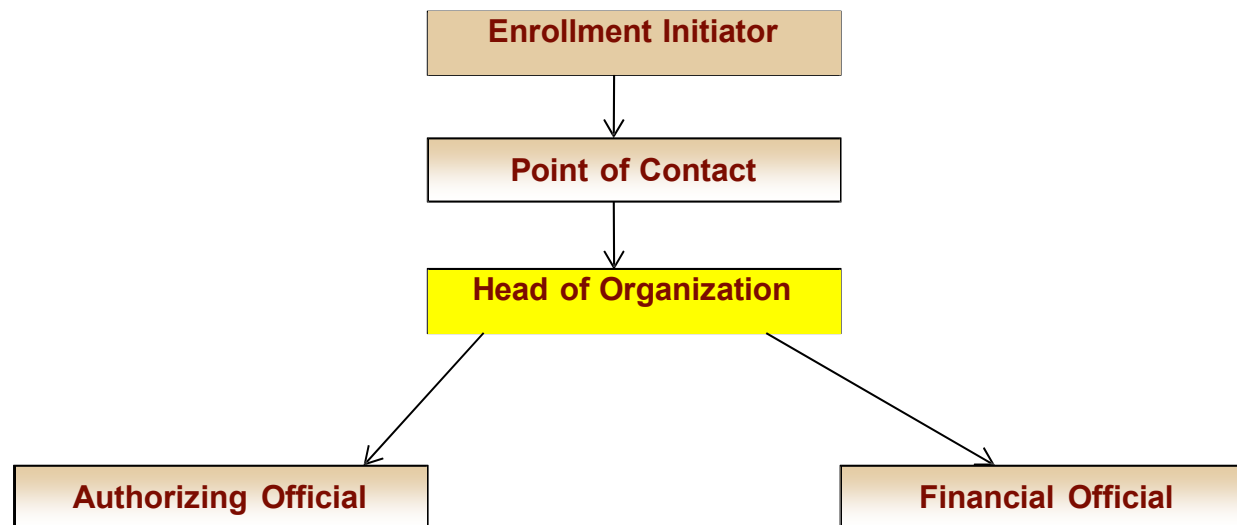


After receiving their ASAP user ID and password, the Recipient Organization's Point of Contact logs into ASAP and verifies the UEI number, TIN, and official organization name entered by the Enrollment Initiator. *This data must match what is entered into the System for Award Management (SAM).*

The Point of Contact then enters their Head of Organization, Authorizing Official, and Financial Official into the ASAP system.

# ASAP Enrollment Process (NOAA)

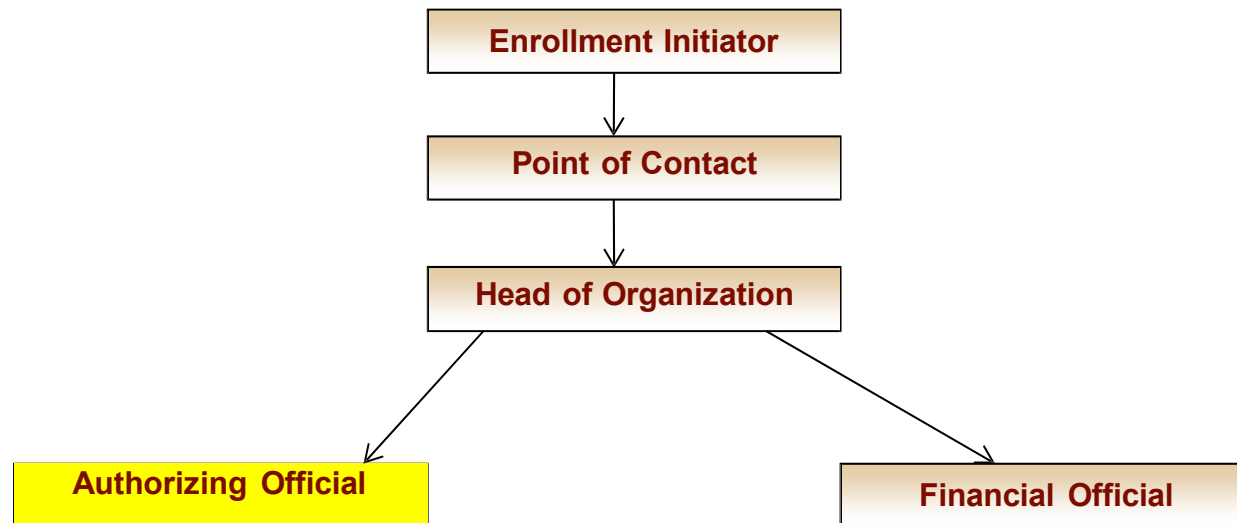
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The next step in initiating the enrollment of a new Recipient Organization is for the Head of Organization to establish authority for the Organization to use ASAP and approve the Authorizing and Financial Officials identified by the Point of Contact. (Please note that each person will get an individual ASAP user ID via e-mail and a password via the Post Office.)

# ASAP Enrollment Process (NOAA)

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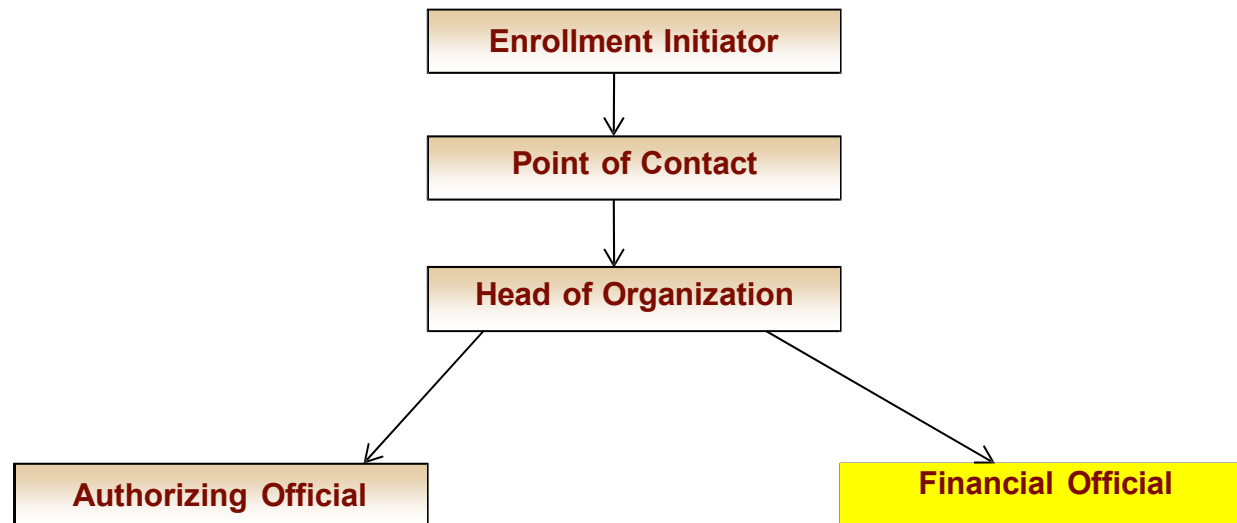


Once the Authorizing Official is approved, the Recipient enters the organization's profile and identifies users and their roles for the organization. At least one payment requestor must be identified in ASAP.



# ASAP Enrollment Process (NOAA)

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Once the Financial Official is approved, that person enters and maintains the banking information for the new ASAP organization. Organizations can have up to four (4) ACH and four (4) Fedwire accounts for a maximum of eight (8) accounts. After banking is identified, Treasury verifies the validity of the information, this process takes about 5 working days.

# ASAP Setup – Final Steps (NOAA)

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After the Enrollment process is completed by the Recipient Organization, NOAA is notified by e-mail from ASAP that the process is complete. No additional activity can take place on the award until the ASAP setup is completed. The following additional steps must be taken within NOAA to complete the ASAP setup:

1. A new ASAP organization profile for the Recipient is created in Grants Online by the Grants Online Program Management Office (PMO).
2. A new ASAP vendor record for the Recipient is created in NOAA's accounting system (CBS) by NOAA's Finance Office and linked with the award and the new ASAP organization record in Grants Online.
3. The NOAA Grants Management Division approves the ASAP enrollment checklist.
4. The remaining funds get re-obligated to the new ASAP vendor in NOAA's accounting system.
5. The funds get authorized in ASAP on the new account by NOAA's ASAP Authorizer.
6. The funds get certified by NOAA's Finance Office.

***NOW the Recipient can draw down their grant award funds from ASAP!!***

# ASAP Enrollment Process (NTIA/ITA/MBDA)

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The steps in this manual assume that the award has been processed in Grants Online with a recipient organization that is marked NOT ASAP in Grants Online and has been sent to NIST for Obligation (CBS 1st and 2nd Approval task).

NIST Finance will go ahead and obligate the award in CBS while it is still listed as NON-ASAP.

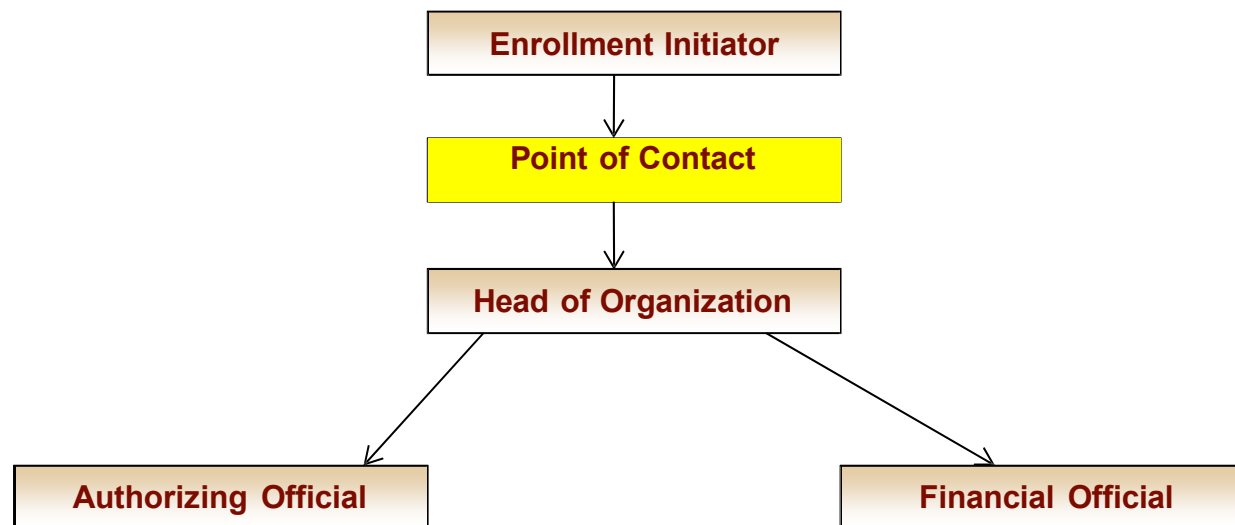
After the recipient accepts the award in Grants Online, GMD initiates enrollment in ASAP by logging into ASAP at [www.asap.gov](http://www.asap.gov) and hovering over the enrollment tab. Then choose initiate Recipient Organization Enrollment and complete the following based on the Recipient's application:

- EIN/TIN # (Tax Identification Number)
- UEI # (Unique Entity Identifier requested in, and assigned by SAM.gov)
- Name of Organization
- Type of Organization (Non-profit, State, University, etc.)
- Address
- Point of Contact
- Point of Contact's Title
- Point of Contact's Email Address
- Point of Contact's Phone Number

# ASAP Enrollment Process (NTIA/ITA/MBDA)

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After the data is entered into ASAP by the Grants Management Specialist (GMS), the Point of Contact at the Recipient Organization will receive an ASAP user ID via e-mail and a password will be sent via the Post Office by Treasury.

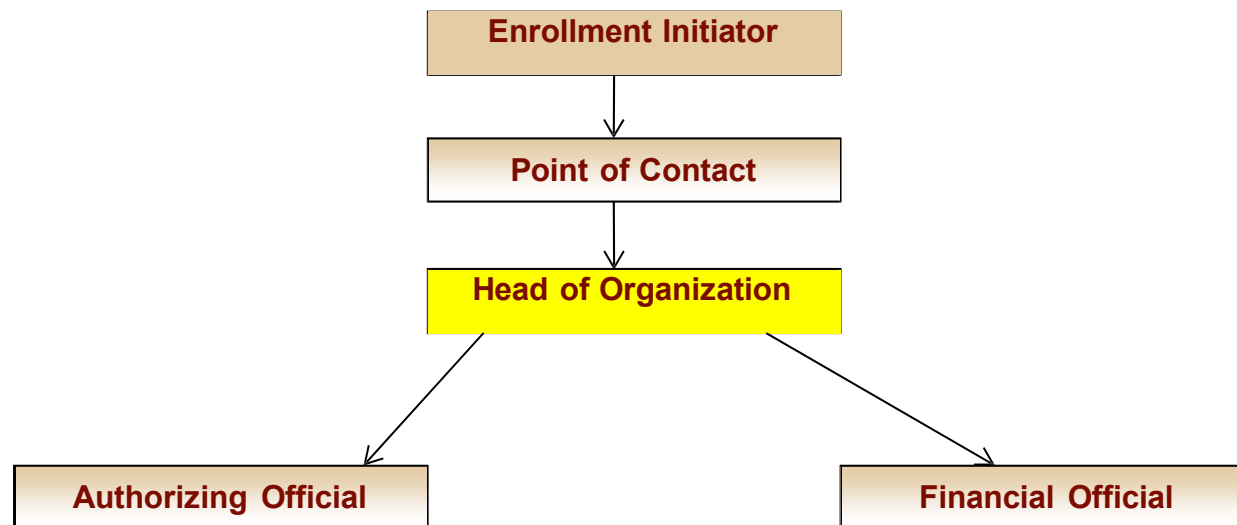


After receiving their ASAP user ID and password, the Recipient Organization's Point of Contact has 45 days to log into ASAP and verify the UEI number, TIN, and official organization name entered by the Enrollment Initiator. *This data must match what is entered into the System for Award Management (SAM).*

The Point of Contact then enters their Head of Organization, Authorizing Official, and Financial Official into the ASAP system.

# ASAP Enrollment Process (NTIA/ITA/MBDA)

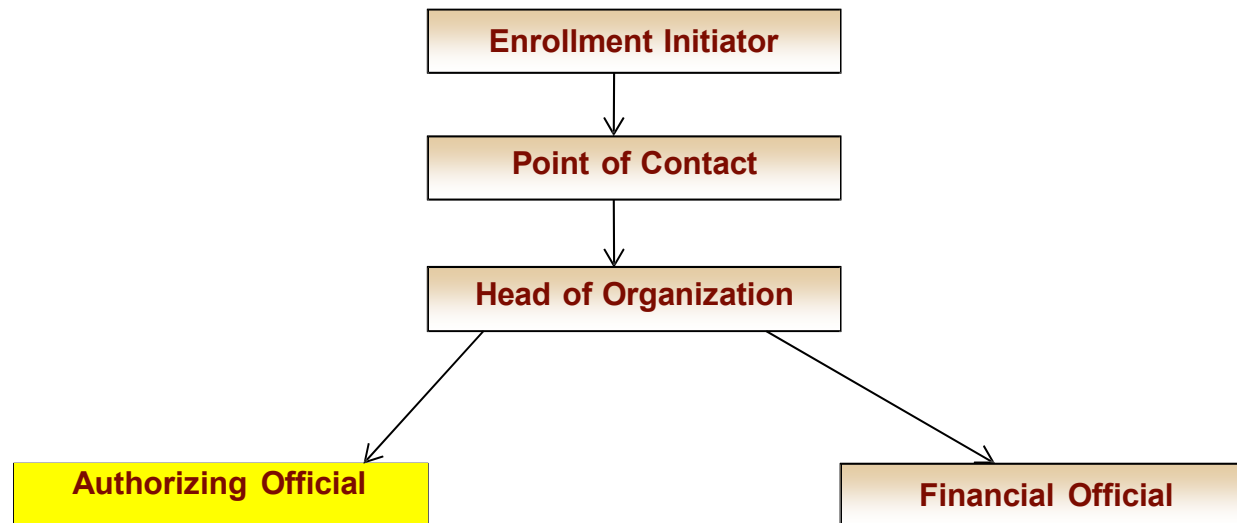
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The next step in initiating the enrollment of a new Recipient Organization is for the Head of Organization to establish authority for the Organization to use ASAP and approve the Authorizing and Financial Officials identified by the Point of Contact. (Please note that each person will get an individual ASAP user ID via e-mail and a password via the Post Office.)

# ASAP Enrollment Process (NTIA/ITA/MBDA)

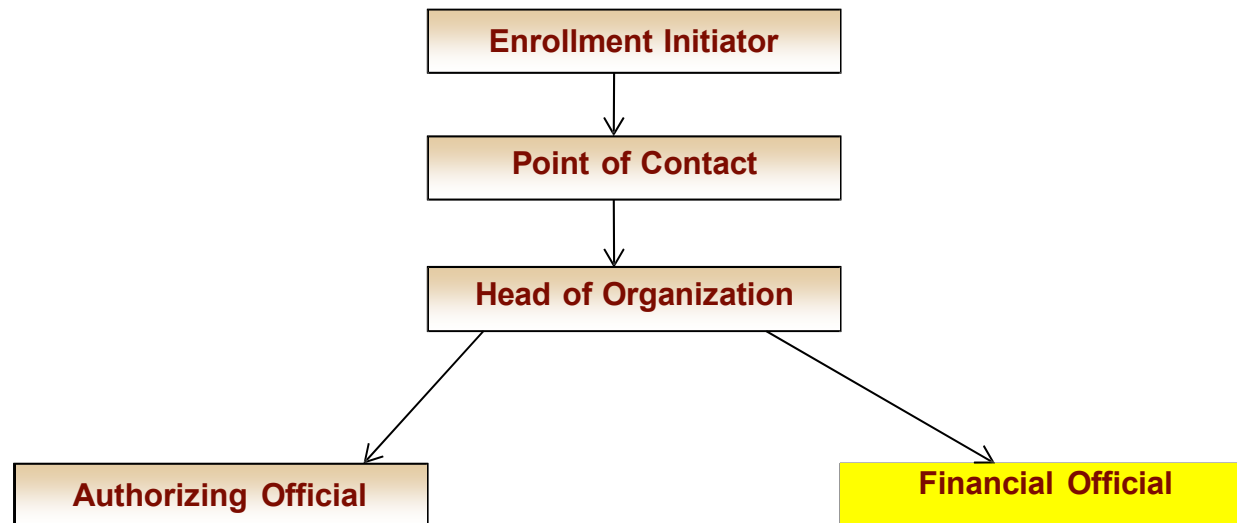
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Once the Authorizing Official is approved, the Recipient enters the organization's profile and identifies users and their roles for the organization. At least one payment requestor must be identified in ASAP.

# ASAP Enrollment Process (NTIA/ITA/MBDA)

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Once the Financial Official is approved, that person enters and maintains the banking information for the new ASAP organization. Organizations can have up to four (4) ACH and four (4) Fedwire accounts for a maximum of eight (8) accounts. After banking is identified, Treasury verifies the validity of the information, this process takes about 5 working days.

# ASAP Enrollment Process (NTIA/ITA/MBDA)

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After the Enrollment process is completed by the Recipient Organization, External Recipients POC are notified by e-mail from ASAP that the process is complete. No additional activity can take place on the award until the ASAP setup is completed. The following additional steps must be taken within NIST to complete the ASAP setup:

1. Recipient profiles are then set up in the Department of Commerce accounting system (CBS) and accounts are created in ASAP by GMS.
2. GMD is responsible for notifying NIST that the Recipient enrollment is complete.
3. GMD will send NIST the CD450 (Financial Award Document), the Award Finance Department (Out of Grants Online), and ASAP e-mail of completion.
4. NIST Finance will notify the GMD ASAP Authorizer when the ASAP vendor has been set up in CBS.



# ASAP Enrollment Process (NTIA/ITA/MBDA)

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5. GMD ASAP Authorizer will update the Grants Online Organization Profile with the ASAP Enrollment Date and ASAP Recipient ID. (The Organization Profile page can be accessed from the GMD Checklist.)
6. GMD ASAP Authorizer will create and release an ASAP Profile and Authorization for the award. There will be NO task in Grants Online for this action.
7. NIST Finance will Certify the Authorization. (Also NO Task in Grants Online.)

Note: Steps 6 & 7 may take one to two business days to complete.

# ASAP Enrollment Process (EDA)

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The EDA process is currently done outside of Grants Online. The EDA steps are as follows:

1. EDA Project Officers initiate the contact with the Recipients to get their enrollment forms and forward that information to NOAA Finance/AOD.
2. AOD works with the Recipient to complete the ASAP enrollment process.
3. After the Recipient has been set up in ASAP and the vendor information has been updated in CBS, AOD will send an email to the Grants Online Help Desk with the vendor no, vendor ids, and ASAP ID so that the Recipient's non-construction awards can be switched to an ASAP organization profile in Grants Online. AOD will cc: the Project Officer on the Help Desk request so EDA will know that the ASAP setup is now complete for that award.
4. For Grants Online awards, EDA will notify the Recipient of their ability to request ASAP payments, but that they will be using the "ASAP Drawdown" Award Action Request in Grants Online (with an attached SF-270) before submitting the request in ASAP (See next slide).

# ASAP Drawdown Award Action Request in Grants Online

## Award Action Request Index - ED17GOT9970018

[\\* No Cost Extension - Prior Approval Required](#)

[Extension to Close Out](#)

[Change in Principal Investigator/Project Director](#)

[Change in Key Person Specified in the Application](#)

[Satisfy Specific Conditions](#)

[Transfer of Funds Budgeted for Participant Support Costs to Other Categories of Expense](#)

[Rebudget - Prior Approval Required](#)

[Pre-Award Costs More than 90 Days](#)

[Submit Additional Closeout Documents](#)

[Other](#)

No Cost Extension - Prior Approval Waived (Research Terms and Conditions)

[\\* Change in Scope](#)

[Foreign Air Carrier for Travel](#)

[Disengagement for More Than 3 Months, or 25% Reduction by Project Director or PI](#)

[Inclusion of Costs Requiring Prior Approval in Cost Principles](#)

[\\* Subaward, Transfer or Contract Out Work Under the Award if Not Described in the Approved Application](#)

Re-budget - Prior Approval Waived (Research Terms and Conditions)

[\\* Termination by Consent](#)

**ASAP Drawdown Request**

## ASAP Drawdown Request - ED17GOT9970018

Note: The Attachments link does not appear until the document is successfully saved.

### ASAP Drawdown Request

[Guidance](#)

Requested Drawdown Date\*

Requested Amount\*

Period Covered by this Request\*

From  To

Total Expenditures to Date\*

Total Federal Funds Previously Requested\*

Justification

**Spell Check**

**Save** **Cancel**

# Department of Commerce ASAP Contacts

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- Recipients having problems with the Enrollment Process should call the ASAP Finance Branch:  
**Central Time Zone – Kansas City 816-414-2100**

**NOAA:**

**Darius Porter      301-628-1321      Darius.Porter@noaa.gov**

**ITA:**

**Helen Pham      301-628-1304      Helen.Pham@noaa.gov**

**MBDA:**

**Darius Porter      301-628-1321      Darius.Porter@noaa.gov**

**EDA:**

**Roberta Duncan      301-444-2753      edagrants@noaa.gov**

**NTIA:**

**Jessica Paulk      240-653-9144      Jessica.Paulk@noaa.gov**