

Certified Program Officer

or

Uncertified Program Officer

Uncertified Federal Program Officers and Program Office Staff have identical Grants Online roles.

They can:

- Be assigned as the Program Officer on an RFA or application.
- Complete the PO Checklist.
- Complete the NEPA document and forward it to the NEPA Official.
- Complete Negotiations.
- Complete the Procurement Request and Commitment of Funds (PRCF) and send it to the Requestor.
- Initiate a Partial Funding.
- Accept the Minimum Requirements Checklist (**NOTE:** only the **Certified Federal Program Officer** can reject an Application).
- Create a Progress Report (but cannot accept Progress Reports).
- Be assigned as Requestors.
- Manage a Competition.

They cannot:

- Certify the PO Checklist (**NOTE:** only the **Certified Federal Program Officer** can certify the PO Checklist).
- Forward an Award File to the **Grants Specialist**.
- Create Award Action Requests (AARs). (Certified FPOs also cannot create Award Action Requests)
- Create Amendments. (Certified FPOs also cannot create Award Action Requests)
- Forward a RFA, the Reviewer Instructions, or the Notice of Funding Opportunity (NOFO); those tasks must be performed by the **Certified Federal Program Officer**.
- Forward Reviewer Instructions, AARs, the Award File or an Amendment to FALD for review.

NOTE:

An underlying rule is that the **Uncertified Program Officer** and **Program Office Staff** users cannot use the Grants Online system to communicate with Grants Management, FALD, Applicants or Recipients.