



Grants Online Training

Reduce Funding

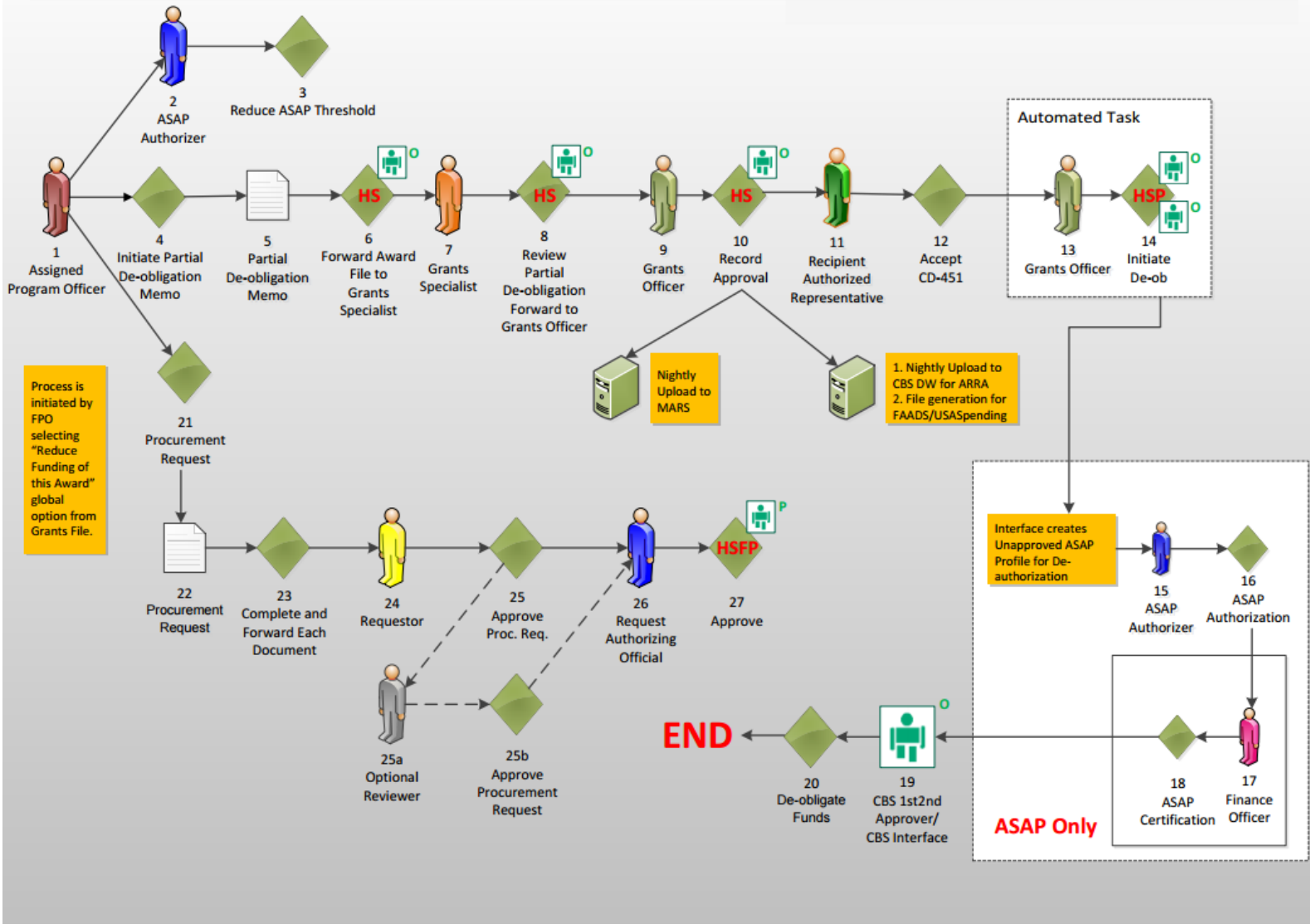
June 2017

Reduce Funding

Reduce Funding Workflow (PR-2)

February 3, 2016

Version 4.18



FPO – Reduce Funding Steps 1 – 3

1. From the main screen, click the **Awards Tab**. From the Search Awards launch page, specify criteria that will help locate the Award for which funding will be reduced.

Search Awards

Award Number:

Recipient 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

One item found.1

Award Number	Org ID	Recipient Name	Project Title	Award Status	Principal Investigators- Project Directors
NA16GOT9980034	2004695	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION - NOAA	GSTUDENT15 - Instructor Comp App 2016	Accepted	None Designated

2. From the Grants File Launch Page choose **Reduce Funding of this Award** from the Action dropdown list.
3. Click the **Submit** button.

Grants File - NA16GOT9980034

Id: 2595286
Status: Accepted

Action: **Submit**

Your Comments:

Spell Check

Save Comment

FPO – Reduce Funding Steps 4 and 5

Reduce Funding -- NA16GOT9980034

Memo * [Guidance](#)
 ----- (select template) ----- ▾

Approved Plan and Prior Obligations

Action	Application ID	Project Title
<input type="button" value="Select"/>	2595204	GSTUDENT15 - Instructor Comp App 2016

Selected Application

None

4. Click the **plus (+)** beside the Action box to get details for the application for which funding will be reduced. All applications associated with the Award are visible. However, Reduce Funding can be applied to only ONE application at a time.

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

Approved Plan and Prior Obligations

Action	Application ID	Project Title
<input type="button" value="Select"/>	2595204	GSTUDENT15 - Instructor Comp App 2016

Planned Year	Approved Fed Share	Obligated	Approved Non-Fed Share	Assigned Non-Fed Share
2016	\$5,000.00	\$10,000.00	\$500.00	\$1,500.00
2017	\$5,000.00	\$0.00	\$500.00	\$0.00

FPO – Reduce Funding Step 6

Reduce Funding -- NA16GOT9980034

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----- (select template) ----- ▼

----- (select template) -----

- Closeout Not Reconciled
- Closeout Reconciles
- Closeout Return Check
- Declined Amendment
- NIST-Closeout Reconciles
- Reduction in Funding**
- Research Set Aside

6. Click the Select Template drop down menu to choose the correct template.

Reduce Funding -- NA16GOT9980034

Memo * [Guidance](#)

Reduction in Funding ▼

The Grants Management Division has reviewed the subject award. This document serves as authorization to proceed with the de-obligation process.

143 / 4000

FPO – Reduce Funding Steps 7 – 9

Reduce Funding -- NA16GOT9980034

Memo * [Guidance](#)

Reduction in Funding

The Grants Management Division has reviewed the subject award. This document serves as authorization to proceed with the de-obligation process.

143 / 4000 [Spell Check](#)

Approved Plan and Prior Obligations

Action	Application ID	Project Title		
Select	2595204	GSTUDENT15 - Instructor Comp App 2016		
Planned Year	Approved Fed Share	Obligated	Approved Non-Fed Share	Assigned Non-Fed Share
2016	\$5,000.00	\$10,000.00	\$500.00	\$1,500.00
2017	\$5,000.00	\$0.00	\$500.00	\$0.00

Selected Application

Application ID	Approved Fed Share	Remaining Fed Share	Pending Fed Share	Fed Deduct Amount*	Approved Non-Fed Share	Remaining Non-Fed Share	Pending Non-Fed Share	Non-Fed Deduct Amount	AMD No.	Project
2595204	\$10,000.00	\$0.00	\$2,500.00	500.00	\$1,000.00	\$-500.00	\$0.00			GSTUDE 2016

Note: Funding may be reduced for only one application per Reduce Funding action.

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

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](#)

7. Enter the Reduce Funding amount into the Fed Deduct Amount* box. If appropriate, specify the funding for the Non-Fed Deduct Amount.
8. Click the **Save and Start Workflow** button.
9. In response to the **WARNING** that a Release of Funds and Procurement Request workflow tasks will be added to the user's Inbox, click the **OK** button.

FPO – Reduce Funding Step 10 and 11

Your Tasks

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

12 items found, displaying all items.1

View	Task Id	Task Name	Task Status	Document Type	Document ID	Start Date	Completed Date	Award Number
View	4866942	Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds	2598028			NA16GOT9980034
View	4866941	Reduce Funding Amendment	Not Started	Award File	2598027			NA16GOT9980034

10. As mentioned earlier, if the Federal Amount was modified, navigate to the Tasks launch screen. There are two new tasks:
- (a) Procurement Request and Commitment of Funds
 - (b) Review Release of Funds

The Procurement Request should be completed and sent through the workflow process. The steps to complete the Procurement Request are the same as those used for a new Award.

NOTE: The Procurement Request and Commitment of Funds must be completed prior to completing the actions associated with the Reduce Funding Amendment. Otherwise, a red **X** is visible beside the Pending Actions header.

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	2597847	03/09/2017	\$15.00	2017	Procurement Request and Commitment of Funds: In Progress	03/09/2017	Grant Student25

11. Click the **View** link for Reduce Funding Amendment. Complete the actions associated with that task.

FPO – Reduce Funding Step 12

Award File In Progress - NA16GOT9980034

Id: 2598027
Status: ProgramOfficerActions - Not Started

Action: **Submit**

Your Comments: **Save Comment**

- Forward to Grants Specialist
- View Amendment Details
- View Deobligation Memo
- View FAIS Sheet
- View Reporting Frequencies
- View/Edit Reduce Funding Document

Print Award File History

Attachments:

Pending Actions ✓
Nothing found to display.

NOTE: When the red ✗ 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.

12. After the Procurement Request has been approved, select **Forward to Grants Specialist** and add a workflow comment.

Do not make any modifications to the Amendment Details. That task will be performed by the Grants Specialist.

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