



Federal Program Office User Manual

Universal Application Processing

NOAA Grants Online Program Management Office

February 2017
Version 4.20

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Overview

This document details the steps associated with entering Grants Online data and processing a Universal (Non-competitive) Request for Application (RFA). In Grants Online, a Non-competitive RFA is a sub-category of the Universal RFA. In many instances, the two terms are used interchangeably.

Prepare to Process a Universal RFA

An application can be submitted to any Department of Commerce (DOC) bureau using either Grants.gov or Grants Online to enter a paper application. When a paper application is received, the Federal Program Officer (FPO) should follow the instructions in the [Input a Paper Application](#) section. In conjunction with inputting information from the paper application, the FPO must scan the paper application and create electronic **PDF files**. Converting all files to PDFs (prior to uploading) facilitates the completion of subsequent tasks. The PDFs are an integral component of processing an application.



NOTES: Although the examples in this manual are based on National Oceanic and Atmospheric Administration (NOAA) grants programs, the processes described are applicable (with appropriate modifications) to all bureaus that use the Grants Online system.

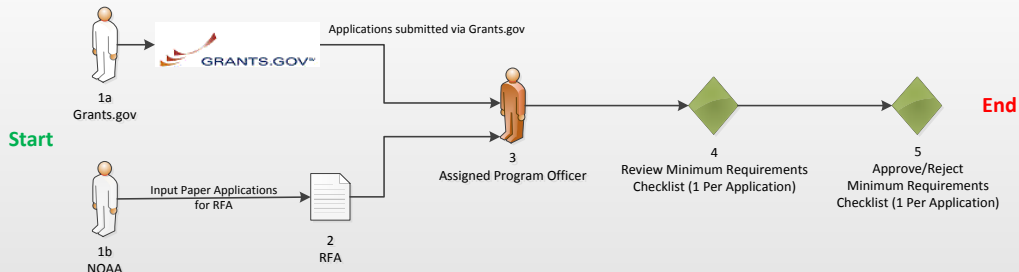
Process Diagram – Applications and Review Event Overview

Applications and Review Event Overview (UNI-2)

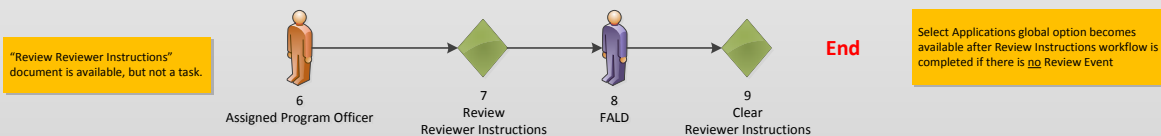
June 1, 2016

Version 4.19

Receive applications



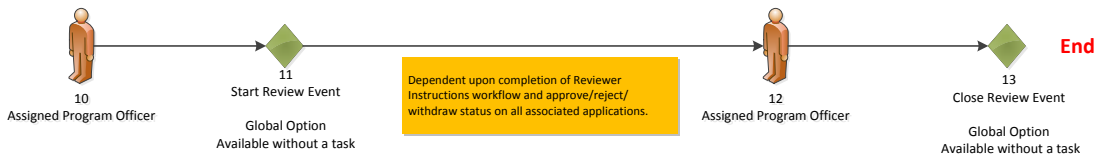
Review Reviewer Instructions



Review Event Workflow

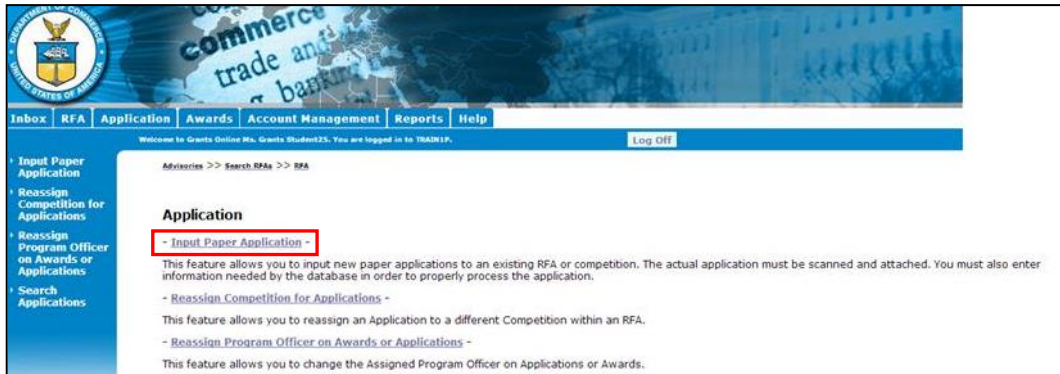
Only if Review Event Exists

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



Input a Paper Application

1. Click the **Application** tab.
2. Click the **Input Paper Application** link.



3. The Search for RFA launch page is visible. Input information for at least one data element. If data is entered for more than one field, search efficiency is degraded; the system attempts to match **all** data elements specified.
4. Click the **Search** button.

Search for RFA

RFA Name :

Funding Opportunity Number :

CFDA Number :

Fiscal Year :

(use format YYYY)

Choose Type:

All Noncompetitive

Competitive Broad Agency Announcement

Congressionally Directed Congressionally Mandated

Institutional Formula/Allotment

5. When the search results display, click the **Select** link next to the RFA with which the application should be associated.

Search Results								
One item found.1								
RFA ID	Name	Type	EFO Number	Competition Name	Competition Id	Fiscal Year	Publication Date	Competition Id
Select	Student25_080414_Universal	N	NOAA-GOT-OCPO-2014-2003567		Select	2014	2014-08-04	



NOTE: If the search did not locate any items that match the search criteria, a message displays on the screen – **There is nothing found to display.** This message indicates the RFA for which the FPO is searching has not been published. The FPO can only input paper applications for a RFA **after** it has been published.

6. The Create Application Header – SF-424 screen is visible. Use the information from the SF-424 to enter data for the following mandatory fields:

- Applicant Name*
- Applicant Type*
- Applicant State*

7. Click the **Save** button.

Create Application Header - SF-424

Applicant Name : *

Applicant Type : *

Applicant State : *



NOTE: When the user clicks the **Save** button, the basis for an application has been created and is saved. The user may continue to enter information from the paper application (advance to step 9) – **or** – resume data entry later (starting with step 8).

8. To resume data entry later:

- Go to the **RFA** tab.
- Search for the RFA by specifying data for one of the data elements displayed on the screen.
- Select the appropriate RFA.
- Scroll down the page and click the **Application** link under Associated Documents.
- Click the **Go to Application Details Page** link to continue inputting information from the paper application.

9. The Application Details – SF-424 page is shown below. Use the information on the paper version of the SF-424 to enter mandatory* data elements. Remember a scanned copy of the paper application must also be uploaded. In the image below, representative of a portion of the screen, the area framed with blue braces contains the following mandatory fields.

- Project Start Date*
- Project End Date*
- Federal Agency Received Date*
- Federal Agency Received Time*

Application Details - SF-424

Audit Trail:

Attachments:

[-] Program Office Added Information

Proposal Number:

Project Type: Construction Non-Construction

Principal Investigators-
Project Directors:

Keyword(s):

Principal Place Of Performance : [Search FIPS Data](#) [Guidance](#)

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):

Use format MM/DD/YYYY for date fields.

Project Start Date: * Project End Date: * Submitted Date:

State Received Date: Federal Agency Received Date: * Time: *

Applicant Identifier: State Application Identifier: Federal Identifier:



NOTE: If this is a Multi-Year Award, the user should specify the Start Date, the End Date, and the Funding Amount for the entire Award.

10. Continue entering information for the next sections of the Application Details page.

- Legal Name* (pre-populated based upon earlier data entry)
- DUNS Number – If the DUNS Number is known, it should be entered
- Employee Identification Number (EIN)
- State*

Applicant Information

Legal Name: *

Department Name:

Division Name:

Duns Number: EIN Number:

Street:

City: County:

State: * Province:

Country: Zip:

11. The section of the screen identified by the header Name and Telephone Number of Person to be Contacted on Application Matters does not contain any mandatory data entry fields.

Name and Telephone number of person to be contacted on application matters

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

Title:

Organization Affiliation:

Phone Number: Fax Number:

Email:

12. Under the Other Application Information header, the following are mandatory data entry fields:
- Type of Applicant1* (pre-populated from earlier data entry)
 - Descriptive Title of Applicant's Project*
 - CFDA Number*

Other Application Information

Type of Applicant1: *

Type of Applicant2:

Type of Applicant3:

Descriptive Title of Applicant's Project: *

Project Areas:

CFDA Number: *

Name of Federal Agency:

Applicant Congressional District: Project Congressional District:

Is the Applicant Delinquent on any Federal Debt? Yes No

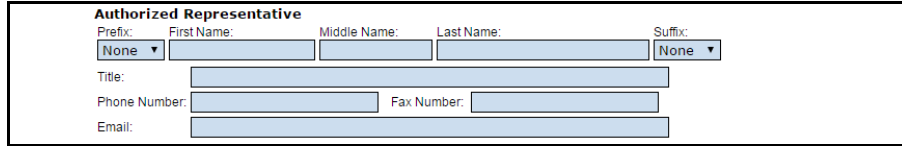
Is Application Subject to Review by State Executive Order 12372 Process?

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

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

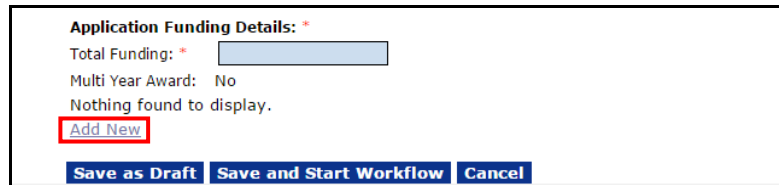
c. Program is not covered by E.O. 12372.

13. The next section of the screen shown below, Authorized Representative, does not contain any mandatory data entry fields.



The screenshot shows a form titled "Authorized Representative". It contains several input fields: a dropdown menu for "Prefix" with "None" selected, text boxes for "First Name", "Middle Name", and "Last Name", another dropdown menu for "Suffix" with "None" selected, a "Title" text box, "Phone Number" and "Fax Number" text boxes, and an "Email" text box.

14. The FPO must enter information for the Application Funding Details* section of the screen. Specify the amount of the Total Funding* and click the **Add New** link.



The screenshot shows a form titled "Application Funding Details: *". It includes a "Total Funding: *" text box, a "Multi Year Award: No" label, and the text "Nothing found to display." Below this is a red-bordered "Add New" button. At the bottom of the form are three buttons: "Save as Draft", "Save and Start Workflow", and "Cancel".

15. Specify information for the following data fields:

- Fiscal Year*
- Funding Start Date*
- Funding End Date*
- Federal Funding*



NOTE: Enter data for the first year of the Award: Start Date, End Date, and the Funding Amount. The steps associated with entering data for a Multi-Year Award will be explained in the [Minimum Requirements Checklist](#) section.

16. In addition to the mandatory data elements on this screen, the user may choose to enter non-zero values for Applicant, State, Local, and Other Funding. The Total Funding is automatically updated when data is entered for each funding category. The total amount for all categories **must not** exceed the amount specified for the Application's Total Funding.

- Click the **Save** button to capture changes and continue data entry – *or* – click the **Close** button to exit the screen without saving changes.

Add Application Funding Details

Application Total Funding : 5000

Fiscal Year : * 2016
(use format YYYY)

Funding Start Date : * 10/01/2015 (use format MM/DD/YYYY) Funding End Date : * 09/30/2016 (use format MM/DD/YYYY)

Federal Funding : * 4500 Program Income :

Applicant Funding :

State Funding : 500

Local Funding :

Other Funding :

Total Funding : \$5,000.00

Save **Close**

- The image below represents a one-year Award (**Multi-Year Award: No**). As such, funding has been designated for one fiscal year. If the user clicks the **Save as Draft** button, the data is saved and the user remains on the screen. If the user clicks the **Cancel** button, all data entry since the last save is lost.

Application Funding Details: *

Total Funding : * 5000

Multi Year Award: No

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2016	10/01/2015	09/30/2016	\$4,500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$5,000.00	\$0.00	Edit	Delete

Add New

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

- If attachments need to be included, reference the [Application Attachments](#) section of this document.
- The user must click the **Save and Start Workflow** button to proceed to the next step. The workflow should be started *after* all relevant information has been entered for the application and all attachments have been included.

When the workflow starts, the application is locked. The user will not be able to make changes without assistance from the Help Desk.

Application Funding Details: *

Total Funding : * 5000

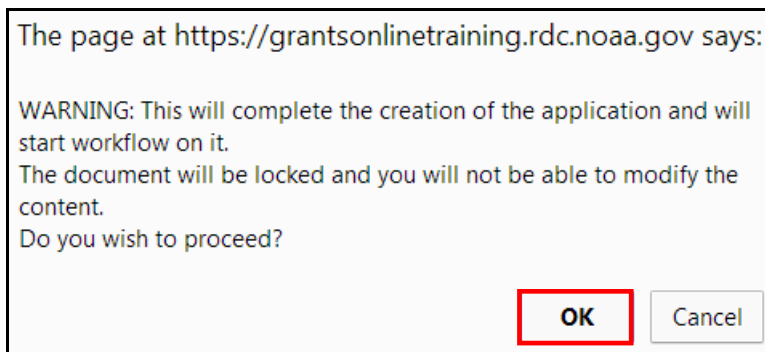
Multi Year Award: No

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2016	10/01/2015	09/30/2016	\$4,500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$5,000.00	\$0.00	Edit	Delete

Add New

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

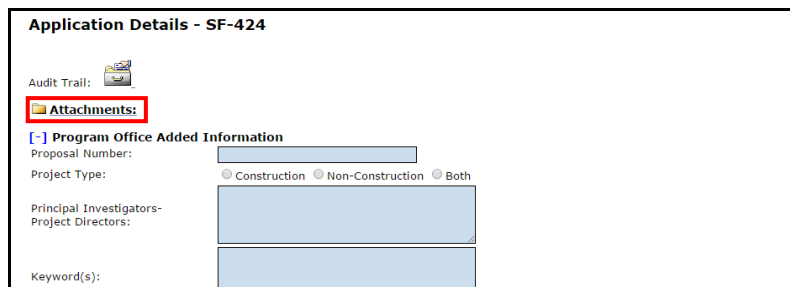
21. The precautionary message that displays on the screen provides the user an opportunity to confirm the intent to advance to the next step. The [Conduct Negotiations](#) phase is the next opportunity for the user to modify the RFA. To proceed, click the **OK** button.




Application Attachments

If the user wishes to submit attachments that will be viewed either as a component of the application – **or** – separate from the application, s/he should navigate to the top of the electronic version of the Application Details – SF-424 screen.

1. Click the **Attachments** link.



Application Details - SF-424

Audit Trail: 

Attachments:

[-] Program Office Added Information

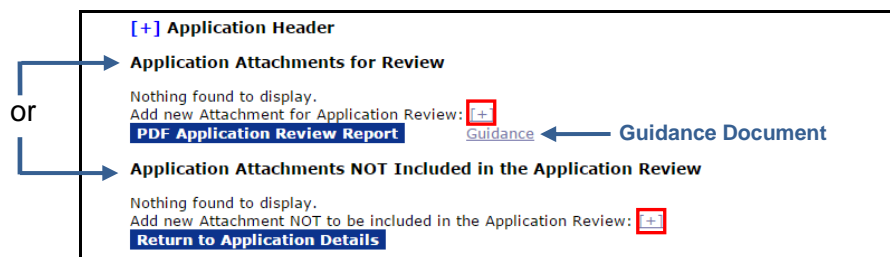
Proposal Number:

Project Type: Construction Non-Construction Both

Principal Investigators-Project Directors:

Keyword(s):

2. When the screen below displays, click the **[+]** link (either beside the words Add New Attachment for Application Review or Add New Attachment NOT to be included in the Application Review). The **Guidance** link provides suggestions regarding the content and format of attachments.



[+] Application Header

Application Attachments for Review

Nothing found to display.
Add new Attachment for Application Review: **[+]**

PDF Application Review Report [Guidance](#) **← Guidance Document**

Application Attachments NOT Included in the Application Review

Nothing found to display.
Add new Attachment NOT to be included in the Application Review: **[-]**

Return to Application Details

3. There are two mandatory fields: Filename* and Description*. Click the **Choose File** button to navigate to the file you would like to attach. As mentioned earlier, converting non-pdf files to PDF files facilitates the completion of subsequent tasks. Provide a brief description of the attachment. When finished data entry, click the **Save Attachment** button.

[\[+\] Application Header](#)

Application Attachments for Review

Nothing found to display.
Add new Attachment for Application Review: [\[-\]](#)

Filename: * Choose File No file chosen

Description: *

Internal use only

Save Attachment

[PDF Application Review Report](#) [Guidance](#)

Application Attachments NOT Included in the Application Review

Nothing found to display.
Add new Attachment NOT to be included in the Application Review: [\[+\]](#)

[Return to Application Details](#)

- Click the **Up** or **Down** link to re-order the items in the **Application Attachments for Review** section.

Click the **Remove** link beside an attachment to move a file from the **Application Attachments for Review** section to the **Application Attachments NOT included in the Application Review** section.

Click the **Include for Review** link beside an attachment to move a file from the **Application Attachments NOT included in the Application Review** section to the **Application Attachments for Review** section.

To eliminate an attachment from either section, please contact the Help Desk.

[\[+\] Application Header](#)

Application Attachments for Review

Action	Filename	Description	Created Date	Internal Use Only
Up Down Remove	Test Document #5.docx (CONVERT TO PDF)	Attachment #5	12/07/2015	Yes
Up Down Remove	Test Document #3.docx (CONVERT TO PDF)	Attachment #3.	12/07/2015	No
Up Down Remove	Test Document #4.docx (CONVERT TO PDF)	Attachment #4.	12/07/2015	No

Export options: [Excel](#)

File name should be 50 characters or less if there are more than 10 attachments.
Add new Attachment for Application Review: [\[+\]](#)

[PDF Application Review Report](#) [Guidance](#)

Application Attachments NOT Included in the Application Review

Action	Filename	Description	Created Date	Internal Use Only
Include for Review	Test Document #3.docx	Test document #3	12/07/2015	No

Export options: [Excel](#)

File name should be 50 characters or less if there are more than 10 attachments.
Add new Attachment NOT to be included in the Application Review: [\[+\]](#)

[Return to Application Details](#)

Step 5

- When finished adding all attachments and indicating whether an attachment should or should not be included in the Application Review, click the **Return to Application Detail** button (at the bottom of the step 4 screen image).

6. If you have navigated to this section from the Input a Paper Application section, and wish to return to that section of the document, click [Input a Paper Application](#) and continue with step 20. Otherwise, advance to the next section to Complete the Minimum Requirements Checklist.
7. If you have navigated to this section from the Complete the Minimum Requirements Checklist section, and wish to return to that section of the document, [click Complete the Minimum Requirements Checklist](#) and continue with step 15.

Complete the Minimum Requirements Checklist

After an application is submitted electronically via Grants.gov or has been Input From a Paper Application, the Federal Program Officer (FPO) must complete the Minimum Requirements Checklist task. The items on the checklist represent criteria specified in the RFA.

Any FPO who reviews the Minimum Requirements Checklist can approve the associated application; however, only a certified FPO can reject the application.



NOTE: The user should review the application before starting this task. It is also recommended that a hardcopy of the application or an electronic version of the application (open in a separate window) be available for reference during the Minimum Requirements Checklist task.

1. Click the **Inbox** tab.
2. Click the **Tasks** link.
3. Click the **View** link in the left-most column for the Task Name: Review Min. Req. Checklist.

Your Tasks											
Document Type		Status									
All		Open		Apply Filter >>							
2 items found, displaying all items.1											
View	Task Received Date	Award Number	RFA Name	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Applicant Name	Applicant State
View	07/06/2016	N/A	Universal RFA -- July 6, 2016	485185	Review Min. Req. Checklist	Not Started	Application	2595025		Funds for the Next Big Idea	MD
View	05/02/2016	N/A	GStudent05 - nonCompetitive	4849741	Notify Recipients	In Progress	RFA	2594623	05/02/2016	N/A	N/A

4. The Application launch page is displayed. If this application should be reassigned to someone else, select **Reassign Application** from the Action dropdown menu and click the **Submit** button. If not, proceed to step 6.

Application

Id: 2595025
Status: ReviewMinimumRequirementsChecklist - Not Started

Action: Please select an action Submit

Your Comments: Please select an action
Reassign Application
Review Application for Minimum Requirements
View Application Details
Withdraw

Save Comment Spell Check

5. The next screen that displays is the Reassign Application page. Select the appropriate FPO from the Available Program Officers* dropdown menu and click the **Reassign** button. A notification will be sent via email to the person to whom the task was assigned.

Reassign Application

Available Program Officers * -Select a Program Officer- ▼

Reassign

Cancel

-Select a Program Officer- ▲

FPOSpec, Grant

Student00, Grants

Student01, Grants

Student02, Grants

Student03, Grants

Student04, Grants

Student05, Grants

Student06, Grants

Student07, Grants

Student08, Grants

Student09, Grants

Student10, Grants

Student11, Grants

Student12, Grants

Student13, Grants

Student14, Grants

Student15, Grants

Student16, Grants

Student17, Grants

6. Choose **View Application Details** from the Action dropdown menu and click the **Submit** button.

Application

Id: 2443878

Status: ReviewMinimumRequirementsChecklist - In Progress

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

Your Comments: Please select an action

Reassign Application

Review Application for Minimum Requirements

View Application Details

Withdraw

Spell Check

Save Comment

- The Application Details page is displayed. The user should review the Application details and attachments.

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):

Program Element /
Funding Priority: N/A - Not Selected

Principal Place Of Performance : [Search FIPS Data](#) [Guidance](#)

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-]

Use format MM/DD/YYYY for date fields.

Project Start Date: 10/01/2015 Project End Date: 09/30/2016 Submitted Date:

State Received Date: Federal Agency Received Date: 03/09/2016 Time: 11:00 AM Eastern

Applicant Identifier: State Application Identifier: Federal Identifier:

Applicant Information

Legal Name: Global Env and Tech Foundation

Department Name:

Division Name:

Duns Number: (9 or 13 digit number) EIN Number: (xx-xxxxxx)

Street:

City: County:

State: Virginia Province:

Country: Zip:

Name and Telephone number of person to be contacted on application matters

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

Title:

Organization Affiliation:

Phone Number: Fax Number:

Email:

Other Application Information

Type of Applicant1: For-Profit Organization (Other than Small Business)

Type of Applicant2: Please Select Applicant Type

Type of Applicant3: Please Select Applicant Type

Project description:

Descriptive Title of Applicant's Project:

Project Areas:

CFDA Number: 11.999 - Grants Online Testing

Name of Federal Agency: NOAA

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.

Authorized Representative

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

Title:

Phone Number: Fax Number:

Email:

Application Funding Details:

Total Funding: 2,000.00

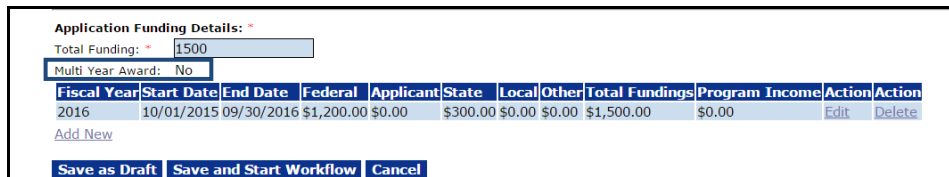
Multi Year Award: No

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total	Fundings	Program	Income	Action	Action
2016	10/01/2015	09/30/2016	\$1,000.00	\$500.00	\$500.00	\$0.00	\$0.00	\$2,000.00		\$0.00		Edit	Delete

[Add New](#)

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

8. The Application Funding Details* section displayed below represents a one-year Award. Funding has been designated for one fiscal year; **Multi-Year Award: No**. If it is not a Multi-Year Award, proceed to step 14.



Application Funding Details: *

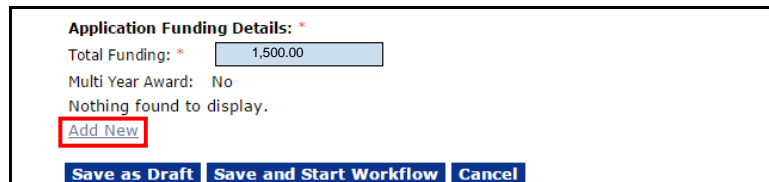
Total Funding: *

Multi Year Award:

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2016	10/01/2015	09/30/2016	\$1,200.00	\$0.00	\$300.00	\$0.00	\$0.00	\$1,500.00	\$0.00	Edit	Delete

[Add New](#)

9. For a Multi-Year Award, click the **Add New** link under the Application Funding Details* section.



Application Funding Details: *

Total Funding: *

Multi Year Award:

Nothing found to display.

[Add New](#)

10. The user must specify information for the following mandatory data fields:
- Fiscal Year*
 - Funding Start Date*
 - Funding End Date*
 - Federal Funding*
11. The user may opt to enter non-zero values for Applicant, State, Local, and Other Funding. If non-zero values are entered for the optional data elements, the Total Funding **must not** exceed the amount specified for the Application's Total Funding. Carefully check the accuracy of the information in the Funding Start Date and Funding End Date to ensure the correct dates are specified.
12. After completing the Funding Details worksheet for each fiscal year click the **Save** button to capture changes and continue data entry. Click the **Close** button to exit the screen without saving the changes.

Edit Application Funding Details

Application Total Funding : 1500

Fiscal Year : * 2016
(use format YYYY)

Funding Start Date : * 10/01/2015 Funding End Date : * 09/30/2016
(use format MM/DD/YYYY) (use format MM/DD/YYYY)

Federal Funding : * 1,200.00 Program Income : 0.00

Applicant Funding : 0.00

State Funding : 300.00

Local Funding : 0.00

Other Funding : 0.00

Total Funding : \$1,500.00

13. Repeat steps 9 - 12 as many times as is appropriate. The image below is representative of what displays if data was entered for more than one fiscal year;
Multi-Year Award: Yes.

Application Funding Details: *										
Total Funding: *		5,000.00								
Multi Year Award:		Yes								
Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action
2014	10/01/2013	09/30/2014	\$1,250.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$2,250.00	\$0.00	View
2015	10/01/2014	09/30/2015	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	View
2016	10/01/2015	09/30/2016	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	View
2017	10/01/2016	09/30/2017	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$0.00	View

14. The user may include attachments that will be viewed either as a component of the Application, or separate from the Application. To add attachments, refer to the [Application Attachments](#) section of this document. If attachments are not required, advance to the next step.
15. From the Action dropdown menu, select **Review Application for Minimum Requirements** and click the **Submit** button.

Application

Id: 2276455
Status: ReviewMinimumRequirementsChecklist - Not Started

Action:

Your Comments:

16. A FPO must respond to each question on the Minimum Requirements Checklist. In the **Met Requirement** column, select the radio button that corresponds to the correct response for each question.

As indicated by the instructions at the top of the page, when the response to a question is **No**, the user must provide an explanation (either in the box associated with the Minimum Requirements criteria or in the Overall Comments box) to justify the response.

The FPO may click the **Save** button to retain responses (without having responded to all questions). The user cannot navigate away from the Minimum Requirements Checklist until a response has been provided for **all** Requirements Questions.

Minimum Requirements Checklist		
<p><i>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.</i></p>		
Minimum Requirement	Met Requirement ?	Comment
<p>Complete Application: Does the application contain all of the required forms?</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	<div style="border: 1px solid gray; height: 30px; width: 100%;"></div> <p style="text-align: right;">Spell Check</p>
<p>Received on Time: Was the application received before the due date and time?</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	<div style="border: 1px solid gray; height: 30px; width: 100%;"></div> <p style="text-align: right;">Spell Check</p>
<p>Correct Federal Funding: Does the application request the correct Federal funding amount?</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	<div style="border: 1px solid gray; height: 30px; width: 100%;"></div> <p style="text-align: right;">Spell Check</p>
<p>Correct Match: Does the application contain the correct non-Federal funding amount?</p>	<p><input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable</p>	<div style="border: 1px solid gray; height: 30px; width: 100%;"></div>

17. Click the **Save** button to retain the data entered. Click the **Save and Return to Main** button to advance to the next step in the process. Click the **Cancel** button to exit the screen without capturing the data entered.

Overall Comments:

Spell Check

All requirements questions must be answered before the application can be approved or rejected for minimum requirements.

18. The FPO can either approve or reject an application. However, only a **certified FPO** can reject the application. All questions on the Minimum Requirements Checklist must be answered before the FPO or certified FPO is presented with an opportunity to accept or reject an application. The validity of the responses will be evaluated as the application progresses through the workflow. Invalid responses may result in the application being returned for review and correction.
19. In this example, **Approve Application for Meeting Minimum Requirements** is the desired course of action. Select that option and click the **Submit** button to proceed. At this point the application is locked for additional data entry.

The screenshot shows a form titled "Application" with the following details:

- Id:** 2276455
- Status:** ReviewMinimumRequirementsChecklist - In Progress
- Action:** A dropdown menu is set to "Approve Application for Meeting Minimum Requirements", with a red box around the "Submit" button next to it.
- Your Comments:** A large text area with a "Spell Check" button below it.
- A "Save Comment" button is located at the bottom of the form.

20. When the Minimum Requirements Checklist has been reviewed and approved, the message shown in bold blue letters is visible on the user's Your Tasks screen.

The screenshot shows the "Your Tasks" section with a message highlighted in a red box:

Review Min. Req. Checklist - Approve Application for Meeting Minimum Requirements is complete.

Below the message are filters for "Document Type" (set to "All") and "Status" (set to "Open"), along with an "Apply Filter >>" button.

Process Diagram – Prepare Applications for Funding

Prepare Applications for Funding Overview (UNI-3)

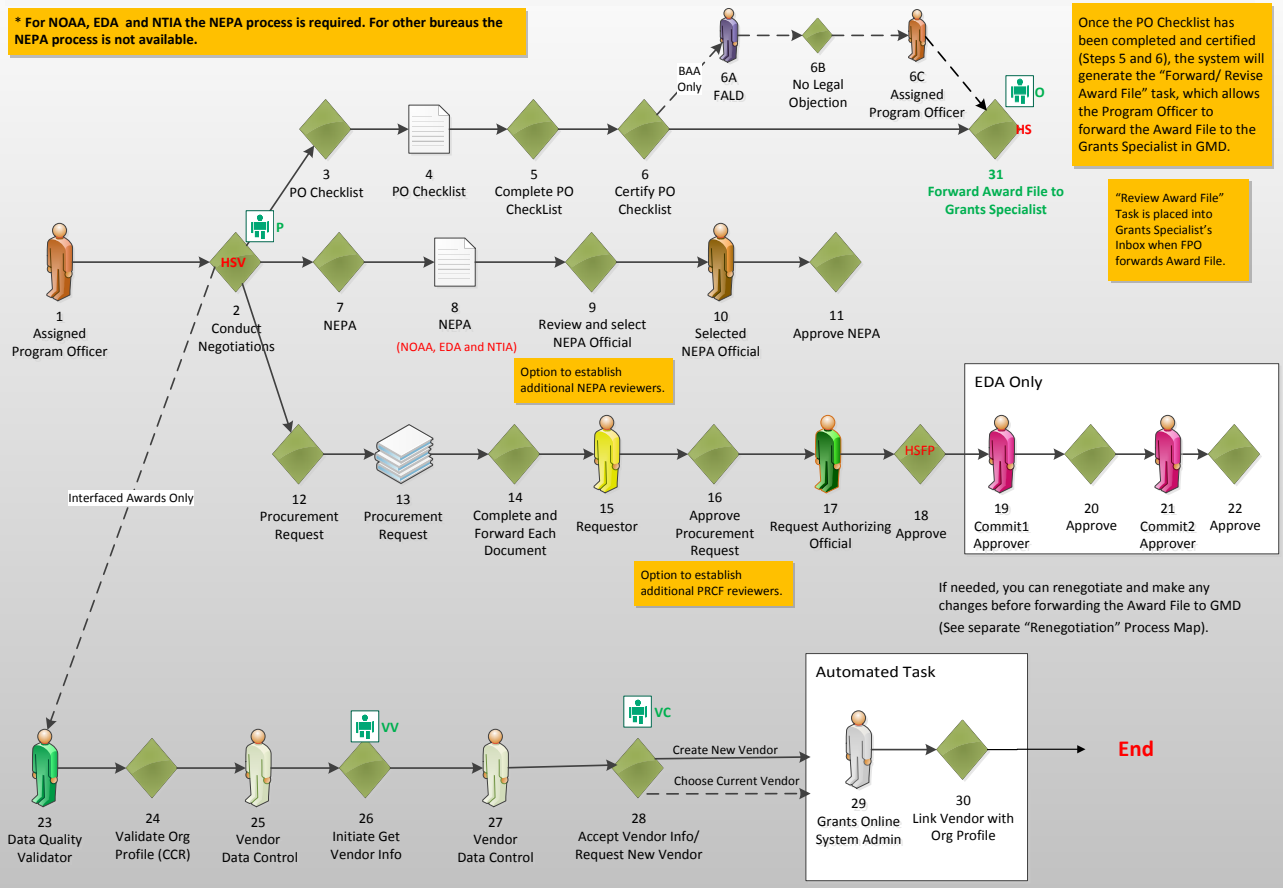
June 1, 2016

Version 4.19

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

Once the PO Checklist has been completed and certified (Steps 5 and 6), the system will generate the "Forward/ Revise Award File" task, which allows the Program Officer to forward the Award File to the Grants Specialist in GMD.

"Review Award File" Task is placed into Grants Specialist's inbox when FPO forwards Award File.



If needed, you can renegotiate and make any changes before forwarding the Award File to GMD (See separate "Renegotiation" Process Map).

Conduct Negotiations

After completion of the Minimum Requirements Checklist, the next step is the Conduct Negotiations task. During this phase of Grants Online processing, the Federal Program Officer performs the following tasks:

- Assign a new Award Number or associate the application with an existing Award Number
- Confirm the Start and End Date for the Award
- Confirm the final negotiated funding amount for the Award
- Associate an organization with the application
- Identify an Authorized Official for the application
- Verify the funding period(s) and the corresponding dollar amount(s)
- Attach files (documents, Reviewer responses, etc.) to the application

1. Select the **Inbox** tab.
2. Click the **Tasks** link.
3. Select the **View** link in the left-most column for the Task Name: **Conduct Negotiations**.

Your Tasks

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

19 items found, displaying all items.1

View	Award Number	RFA Name	Task Received Date	Applicant Name	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date
View	N/A	Student25_080414_Universal	03/12/2015	Test 03 06 2015	2599354	Conduct Negotiations	Not Started	Application	2276455		
View	N/A	Test 052814	01/16/2015	N/A	2593574	Review Reviewer Instructions	In Progress	Reviewer Instructions	2258481	01/16/2015	
View	N/A	Copy2 of Universal RFA 042914	01/13/2015	N/A	2593208	Notify Recipients	In Progress	RFA	2263351	01/13/2015	
View	NA14GOT9990070	Competitive RFA 041514	08/06/2014	SKILLIGALEE INC	2571210	Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds	2259324		
View	NA14GOT9990070	Competitive RFA 041514	08/06/2014	SKILLIGALEE INC	2571209	Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds	2259323		

4. When the user clicks the **View** link, the image below is visible. Select **Conduct Negotiations** from the Action dropdown menu. Click the **Submit** button.

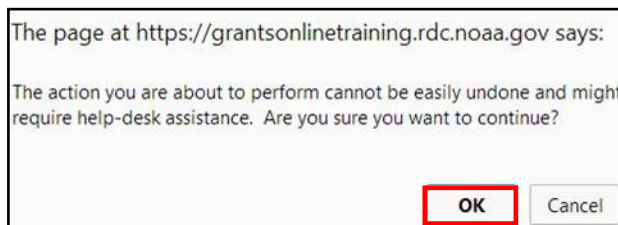
Application

Id: 2276455
Status: ProgramOfficerActions - Not Started

Action:

Your Comments:

- Before advancing to the next step, the FPO is asked to confirm the intent to proceed. If the user proceeds, the action can only be reversed with assistance from the Help Desk. To proceed, click the **OK** button.



- The FPO must supply data for all mandatory data entry fields (indicated by a red asterisk). Some fields are pre-populated with data; others require that the FPO provide information. This section also provides an opportunity for the FPO to modify information that was entered during the [Input a Paper Application](#) phase.
- Although the Proposal Number is optional, entering data in this field can be useful when attempting to identify a proposal and/or when multiple submissions are received for an application. The Proposal Number can also be used to search for an application from the Application tab.

Negotiate Application - SF-424

Audit Trail:

Attachments:

[-] Program Office Added Information

Proposal Number:

Project Type: * Construction Non-Construction Both

Principal Investigators-
Project Directors:

Keyword(s):

Principal Place Of Performance: [Search FIPS Data](#) [Guidance](#)

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):

Use format MM/DD/YYYY for date fields.

Project Start Date: * Project End Date: * Submitted Date:

State Received Date: Federal Agency Received Date: * Time: *

Applicant Identifier: State Application Identifier: Federal Identifier:

Applicant Information

Legal Name: * [Org Lookup](#)

Please Associate an Organization within Grants Online using the Org Lookup button.

Department Name:

Division Name:

Duns Number: * (9 or 13 digit number) EIN Number: * (xx-xxxxxxx)

Street:

City: County:

State: * Province:

Country: Zip:

8. The FPO can use the **Org Lookup** button to locate an existing organization or, if necessary, enter information for a new organization. The new organization remains provisional until reviewed and approved. Click the **Org Lookup** button.

Applicant Information

Legal Name: * Test 03 06 2015 **Org Lookup**

Please Associate an Organization within Grants Online using the Org Lookup button.

Department Name: _____

Division Name: _____

Duns Number: * _____ EIN Number: * _____
 (9 or 13 digit number) (xx-xxxxxxx)

Street: _____

City: _____ County: _____

State: * Maryland Province: _____

Country: _____ Zip: _____

9. The FPO should specify data for one data element; entering data for more than one field compounds the complexity of the search. Click the **Search** button to initiate the requested action.

Select Organization

Enter your search criteria to find the organization.

Organization Name SKI

Address-City _____

DUNS Number _____

EIN Number _____

Address-State Please select a state

Search **Cancel**

[Add a new organization >>](#)

6 items found, displaying all items.1

Select	Org ID	Name	Bureau	Address	DUNS	DUNS+	EIN	Cage Code	ASAP Id	Active
Select	1000740		NOAA							true
Select	2000597		NOAA			0				true
Select	2002041		NOAA							true
Select	2002014	SKILLIGALEE INC	NOAA							true
Select	2001907		NOAA							true
Select	2001642		NOAA							true

10. When the user selects an organization, the DUNS Number and the Employee Identification Number (EIN) data fields are populated. Because the EIN is considered Personally / Business Identifiable Information (PII/BII) it is hidden from view in the screen image below.

Applicant Information Organization Profile

Legal Name: * SKILLIGALEE INC **Org Lookup**

This Applicant is now associated with a Grants Online Organization.

Department Name: _____

Division Name: _____

Duns Number: * 068997902 EIN Number: * _____
 (9 or 13 digit number) (xx-xxxxxxx)

Street: 10448 Azalea RD

City: Berlin County: _____

State: * Maryland Province: _____

Country: USA Zip: 21811-3107

- Moving down the screen, locate the section associated with identifying an Authorized Representative. At this point, the FPO verifies that the recipient is in Grants Online and associated with the selected organization. Click the **Authorized Representative Lookup** button.

Authorized Representative

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

Title:

Phone Number: Fax Number:

Email:

Please Associate an Authorized Representative within Grants Online for the Organization mentioned above using the **Authorized Representative Lookup** button.

Authorized Representative Lookup

- A search can be conducted without specifying the first and last name; however, an unwieldy list of user names may be returned. For common last names, it is recommended that the user narrow the search by specifying both the first name and the last name of the Authorized Representative. Click the **Search** button to initiate the search.

Recipient Search

Last Name : First Name :

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

Search Cancel

Search Results Nothing found to display.

[Add a new User](#)

- Click the **Select** link next to a name to designate that person as the Authorized Representative.

Recipient Search

Last Name : First Name :

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

Search Cancel

Search Results 27 items found, displaying all items.1

Action	Name	Title	Email	Address	Phone	Fax
Select	Rep00, Arthur		testemail@msg2.rdc.noaa.gov	10448 Azalea RD,Berlin,MD-21811-3107	301-555-1212	
Select	Rep01, Arthur		testemail@msg2.rdc.noaa.gov	10448 Azalea RD,Berlin,MD-21811-3107	301-555-1212	
Select	Rep02, Arthur		testemail@msg2.rdc.noaa.gov	10448 Azalea RD,Berlin,MD-21811-3107	301-555-1212	
Select	Rep03, Arthur		testemail@msg2.rdc.noaa.gov	10448 Azalea RD,Berlin,MD-21811-3107	301-555-1212	
Select	Rep04, Arthur		testemail@msg2.rdc.noaa.gov	10448 Azalea RD,Berlin,MD-21811-3107	301-555-1212	
Select	Rep05, Arthur		testemail@msg2.rdc.noaa.gov	10448 Azalea RD,Berlin,MD-21811-3107	301-555-1212	
Select	Rep06, Arthur		testemail@msg2.rdc.noaa.gov	10448 Azalea RD,Berlin,MD-21811-3107	301-555-1212	
Select	Rep07, Arthur		testemail@msg2.rdc.noaa.gov	10448 Azalea RD,Berlin,MD-21811-3107	301-555-1212	

14. If the search does not return the requested information, the user can specify a new user. To do so, click the **Add a New User** link and supply the mandatory data on the Create Recipient User screen.

Recipient Search

Last Name : First Name :

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

Search Results Nothing found to display.

[Add a new User](#)

15. On this screen, enter data for mandatory (*) data elements. Click the **Save** button.

Create Recipient User

User Profile

Prefix :

First Name :*

Middle Name :

Last Name :*

Suffix :

Address :

Title :

Street :

City :

State :

Zip :

Country :

Email :*

Alternate Email :

Phone :* Extension

Alternate Phone : Extension

Fax :

16. When the Authorized Representative is successfully associated with a valid NOAA (or other DOC) organization, the message as shown on the screen below is visible.

Authorized Representative

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

Title:

Phone Number: Fax Number:

Email:

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

- Although this step should have been completed when the application was downloaded from Grants.gov or input into Grants Online (using the directions in the [Input a Paper Application](#) section), the content of the Application Funding Details* section should be verified for accuracy.

Multi-Year Award: Yes

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
2014	10/01/2013	09/30/2014	\$1,250.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$2,250.00	\$0.00	View
2015	10/01/2014	09/30/2015	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	View
2016	10/01/2015	09/30/2016	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	View
2017	10/01/2016	09/30/2017	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$0.00	View

Multi-Year Award: No

Application Funding Details: * 10/01/2013

Total Funding: *

Multi Year Award: No

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2016	10/01/2015	09/30/2016	\$1,200.00	\$0.00	\$300.00	\$0.00	\$0.00	\$1,500.00	\$0.00	Edit	Delete

[Add New](#)

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

- Locate the section where the user selects the method used to assign an Award Number. If the current application is a continuation of an existing Award, click the **Associate with Existing Award** button. Otherwise, click the **Generate New Award Number** button.

Award Number:

[Generate New Award Number](#)

[Associate with Existing Award](#)

To associate the current application with an existing RFA, the FPO is presented with a screen to indicate the searched for Award Number. When the appropriate Award is located, click the **Select** link to associate the current application with that Award Number.

Search Award :

Award Number :

[Search](#) [Cancel](#)

Search Results

One item found.1

Award Number	Project Title	Recipient	Status	Action
NA09NMF4520282	TEST RECORD - Trap Gear Fishing Without Use of Vertical Lines	SKILLIGALEE INC	Accepted	Select

19. Using either method, an Award Number is assigned to the application. Click the **Save and Return to Main** button to proceed to the next steps of the process.

Award Number: NA15GOT9990057

Generate New Award Number
Associate with Existing Award

Save Save and Return to Main Cancel

20. To conclude this section, select **Negotiations Complete** from the Action dropdown menu. Click the **Submit** button.

Application - NA15GOT9990057

Id: 2276455
Status: Program Officer Actions - In Progress

Action: Negotiations Complete Submit

Your Comments:

Spell Check

Save Comment

21. Before advancing to the next step of this task, confirm the intent to proceed. If the user proceeds, the action can only be reversed with assistance from the Help Desk. To proceed, click the **OK** button.

The page at <https://grantsonline.training.rdc.noaa.gov> says:

The action you are about to perform cannot be easily undone and might require help-desk assistance. Are you sure you want to continue?

OK Cancel

22. The message in bold blue letters, as shown on the screen below, confirms the task has been completed.

Your Tasks

Conduct Negotiations - Negotiations Complete is complete.

Document Type: All Status: Open Apply Filter >>

18 Items found, displaying all items.1

	View	Award Number	RFA Name	Task Received Date	Applicant Name	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date
	View	N/A	Test 052814	01/16/2015	N/A	2593574	Review Reviewer Instructions	In Progress	Reviewer Instructions	2258481	01/16/2015
	View	N/A	Copy2 of Universal RFA 042914	01/13/2015	N/A	2593208	Notify Recipients	In Progress	RFA	2263351	01/13/2015

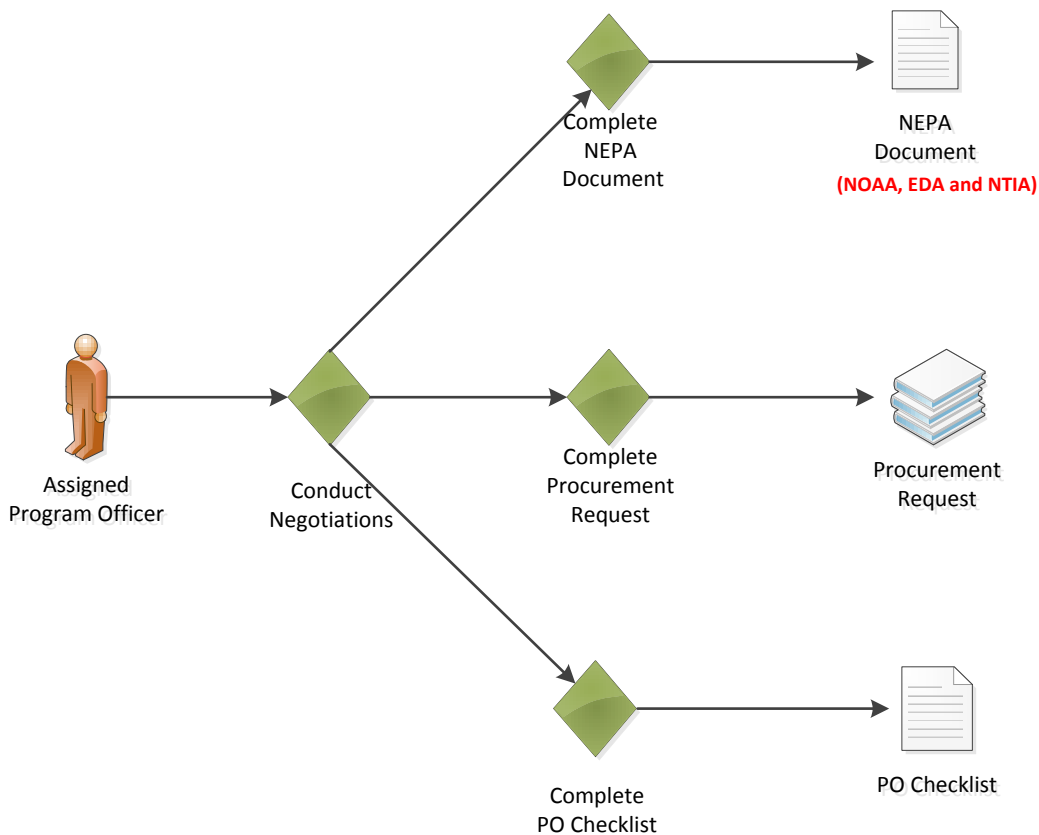
This page intentionally left blank

Prepare the Award Package

When the FPO has finished the Conduct Negotiations task, three additional tasks are sent to the Program Officer's Inbox. The tasks are:

- The National Environment Policy Act (NEPA) Document
- The Procurement Request and Commitment of Funds (PRCF) – also known as the CD-435
- The PO Checklist

The next three sections of this document are devoted to a discussion of the steps required to perform each task. The tasks can be completed in any order.



The NEPA Document

The NEPA Document allows the user to specify and attach NEPA information relevant to an organization. As indicated in the diagram on the previous page, the NEPA Document is only relevant to NOAA, EDA and NTIA.

1. Click the **Inbox** tab.
2. Click the **Tasks** link to display the items currently available to the Program Officer.
3. Click the **View** link beside the **NEPA Document** task.

Your Tasks

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

21 items found, displaying all items.1

View	Award Number	REA Name	Task Received Date	Applicant Name	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date
View	NA15GOT9990057	Student25_080414_Universal	03/12/2015	SKILLIGALEE INC	2599495	Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds	2276654		
View	NA15GOT9990057	Student25_080414_Universal	03/12/2015	SKILLIGALEE INC	2599494	NEPA Document	Not Started	NEPA	2276657		
View	NA15GOT9990057	Student25_080414_Universal	03/12/2015	SKILLIGALEE INC	2599493	Complete PO Checklist	Not Started	PO Checklist	2276655		

4. The NEPA launch page is visible. From the Action dropdown menu, select **Complete NEPA Document**. Click the **Submit** button.

NEPA - NA15GOT9990057

Id: 2276657
Status: ProgramOfficerActions - Not Started

Action: [Submit](#)

Your Comments:

[Spell Check](#)

[Save Comment](#)

5. The screen on the next page is visible.

Step 7

NEPA Environmental Review Requirements - NA15GOT9990057

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 - \(NOAA FY 2009 Workshop: Presentations - Day1 pp. 107-121\)](#)

[NOAA Guidance - requires NOAA email address and password](#)

a.) Level of Review

Indicate below the level of environmental review that has been conducted by the Responsible Program Manager for the proposed action in accordance with the applicable provisions of the NOAA Administrative Order 216-6 entitled, "Environmental Review Procedures for Implementing the National Environmental Policy Act"

Categorical Exclusion (CE) Memorandum completed and signed by the Responsible Program Manager along with related CE review checklist, as appropriate
[Select/View CE](#)

Environmental Assessment (EA) with signed Finding of No Significant Impact and concurrence by NOAA NEPA Coordinator

Environmental Impact Statement (EIS) with signed Record of Decision (ROD)

Not Required

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 [Special Award Condition](#)

c.) Post Award NEPA Review Process

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

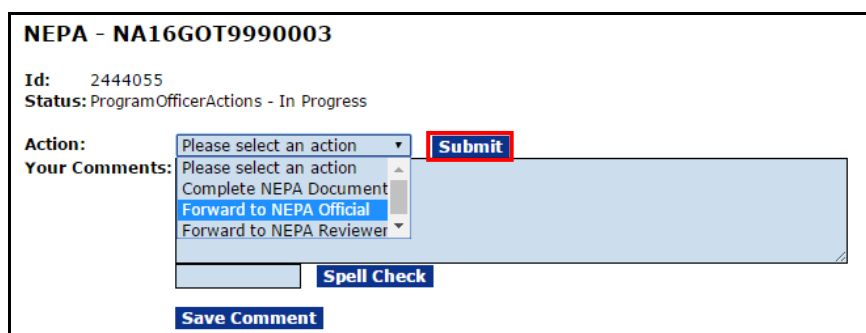
6. On the NEPA document, there are three components that require a response. The 2nd and 3rd items have default values.
 - a. Level of Review
 - b. Mitigating Measures
 - c. Post Award NEPA Review Process
7. To upload the NEPA document, click the **[+]** beside the **Add New Attachment** link at the top of the page.

8. Select the NEPA Official from the dropdown menu on the lower right-hand side of the screen. After a selection is made, click the **Save and Return to Main** button.



Please Select a NEPA Official for routing purposes:

9. When the NEPA document is complete, the user has an opportunity to forward the document to the NEPA Official. From the Action dropdown menu, select **Forward to NEPA Official** and click the **Submit** button.



NEPA - NA16GOT9990003
Id: 2444055
Status: ProgramOfficerActions - In Progress

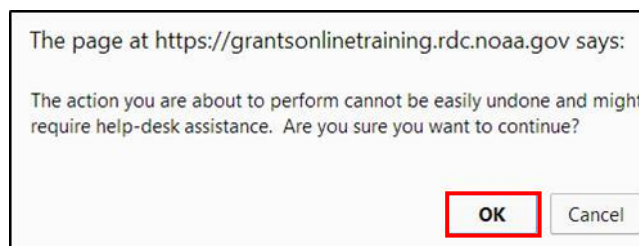
Action:

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



NOTE: Forward to NEPA Reviewer is an optional task. If selected, the task goes to all individuals with a NEPA Reviewer role. The first individual to take action on this task owns the task. If the NEPA Reviewer does not finish the task in a timely manner, the FPO can opt to select Forward to NEPA Official. This task remains in the FPO's Inbox until forwarded to the NEPA Official.

10. Before advancing to the next step of this task, the FPO confirms the intent to proceed. If the user proceeds, the action can only be reversed with assistance from the Help Desk. To proceed, click the **OK** button.



The page at <https://grantsonlinetraining.rdc.noaa.gov> says:

The action you are about to perform cannot be easily undone and might require help-desk assistance. Are you sure you want to continue?

11. When the NEPA Document has been successfully forwarded, the FPO receives the message shown in bold blue letters on the image below.

Your Tasks

NEPA Document - Forward NEPA Document is complete.

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

20 items found, displaying all items.1

View	Award Number	RFA Name	Task Received Date	Applicant Name	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date
View	NA15GOT9990057	Student25_080414_Universal	03/12/2015	SKILLIGALEE INC	2599495	Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds	2276654		
View	NA15GOT9990057	Student25_080414_Universal	03/12/2015	SKILLIGALEE INC	2599493	Complete PO Checklist	Not Started	PO Checklist	2276655		

12. The Award File is not available for further processing until the NEPA Official approves the NEPA Document and the Budget Officer approves the Procurement Request and Commitment of Funds document.



NOTE: For EDA, the Procurement Request and Commitment of Funds must be accepted by the Commit1 Approver and the Commit2 Approver. These actions are performed by the NOAA Finance Office.

Procurement Request and Commitment of Funds (PRCF)

The focus of this section is the completion of budgetary information associated with the Award. The Procurement Request and Commitment of Funds (PRCF) document is also known as Form CD-435. The CD-435 is reviewed and receives sign-off by the Request Authorizing Official (Budget Officer).

1. Click the **Inbox** tab.
2. Click the **Tasks** link to display the items currently available to the Program Officer.
3. Click the **View** link beside the **Procurement Request and Commitment of Funds** task.

Your Tasks

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

20 items found, displaying all items.1

	View	Award Number	RFA Name	Task Received Date	Applicant Name	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date
	View	NA15GOT9990057	Student25_080414_Universal	03/12/2015	SKILLIGALEE INC	2599495	Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds	2276654		
	View	NA15GOT9990057	Student25_080414_Universal	03/12/2015	SKILLIGALEE INC	2599493	Complete PO Checklist	Not Started	PO Checklist	2276655		

4. The Procurement Request and Commitment of Funds launch page is displayed. Choose **Complete Procurement Request and Commitment of Funds** from the Action dropdown menu and click the **Submit** button.

Procurement Request and Commitment of Funds - NA16GOT9990003

Id: 2444053
Status: ProgramOfficerActions - Not Started

Action: **Submit**

Your Comments:

5. The image on the next page shows the top portion of the Procurement Request and Commitment of Funds screen. Supply data for the mandatory data fields marked with an asterisk:

- Federal Share* (pre-populated with data that reflects the current year’s Federal Funding as specified on the application)
- Request Authorizing Official*
- Requestor*

Procurement Request and Commitment of Funds - NA15GOT9990057

Last CBS Validation: Status:

Active Procurement Requests:
Nothing found to display.

Withdrawn Procurement Requests:
Nothing found to display.

Federal Share: * \$ 1,000.00

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

6. Click the **Search** button to specify the Request Authorizing Official* (Budget Officer).

Procurement Request and Commitment of Funds - NA15GOT9990057

Last CBS Validation: Status:

Active Procurement Requests:
Nothing found to display.

Withdrawn Procurement Requests:
Nothing found to display.

Federal Share: * \$ 1,000.00

Request Authorizing Official: *
None Selected.
Search

7. When the image shown on the next page displays, enter a value for at least one of the search criteria. Although entering data for one search criteria usually ensures an efficient search; it may not be the prudent approach when looking for someone with a common first or last name. Click the **Search** button. The **Nothing Found to Display** message is visible until the user clicks the Search button.

Search Users

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

First Name

Middle Name

Last Name

Organization

E-Mail Address

State

Nothing found to display.

8. If the search returns more than one name click the **Select** link beside the appropriate name.

Search Users

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

First Name

Middle Name

Last Name

Organization

E-Mail Address

State

3 items found, displaying all items.1

Action	User ID	Name	Organization	Title	Primary Phone	Primary Address	Em
<input type="button" value="Select"/>	2013909	NOAABudgetOfficer, PMO	NOAA Regression Testing (RT-NOAA)		301-444-2112	20020 Century Blvd, Germantown, MD 20874-1143 USA	test
<input type="button" value="Select"/>	2013987	Budget Officer, NIST	NIST DEMO Program Office (NISTPO)		301-975-0000	100 Bureau Drive, Gaithersburg, MD 20899-1070 USA	test
<input type="button" value="Select"/>	2013987	Budget Officer, NIST	NIST Line Office under NOAA TEST (NIST)		301-975-0000	100 Bureau Drive, Gaithersburg, MD 20899-1070 USA	test

9. If a search is performed and the name of the relevant Authorizing Official is not returned, contact your Line Office (NOAA-assigned Grants Management Advisory Council (GMAC)) / Agency point-of-contact (other DOC bureaus) to request that person's name be added to the list of available resources.

When contacting the GMAC, at a minimum, have the following contact information: name, address, email, and phone number for the new Budget Officer. Do not forget to specify the dollar threshold that should be associated with the new person.

- To specify Additional Reviewers, click the **Add** button below the Additional Reviewers header. Perform the process (similar to that completed in steps 6 - 8) to search for and specify an additional person as a Reviewer.

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

- To specify the Requestor*, click the **Search** button below the header.

Requestor: * None Selected.
Search

Invoice Address: * 20020 Century Blvd,
Germantown, MD 20874-
1143 USA

Requisition Number: *

- When presented with the Search Users (for the Requestor) screen, unless the user has a common last name, specify one search criterion. Click the **Search** button.

Search Users

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

First Name
Middle Name
Last Name student25
Organization
E-Mail Address
State Please select a state

Search **Cancel**

Nothing found to display.

- Click the **Select** link next to the Requestor's name.

Search Users

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

First Name
 Middle Name
 Last Name
 Organization
 E-Mail Address
 State

Search **Cancel**

One item found.1

Action	User ID	Name	Organization	Title	Primary Phone	Primary Address	Email
Select	2010915	Student25, Grants	GOT One Commerce Program Office (OCPO)		301-555-1212	20020 Century Blvd, Germantown, MD 20874-1143 USA	testemail@msg2.r

- When the Request Authorizing Official* and Requestor* are identified, other mandatory data fields on the screen will populate.

Requestor: *

Name	Title	Telephone	Action
Grants Student25		301-555-1212	Change

Invoice Address: * **Requisition Number: ***

20020 Century Blvd,
Germantown, MD 20874-1143 USA

NAG00000500551

Affected Reference Number: EIN:

NA15GOT9990057 123456789

To: * **Ship To: ***

SKILLIGALEE INC
10448 Azalea RD Berlin,
MD 21811-3107

20020 Century Blvd,
Germantown, MD 20874-1143 USA

Requisition Contact Person: * **Telephone Number: ***

Grants Student25 301-555-1212

Line Item: Description: * **Quantity: Unit Issue:**

1	CFDA Number: 11.999 Project Start Date: 2015-04-01 Project End Date: 2015-09-15 Grant Type: not entered Project Description: This is a	1	EACH
---	--	---	------

15. If appropriate, use the Clearance/Remarks field to enter comments.

The screenshot shows a table with columns: Line Item, Description, Quantity, and Unit Issue. Line Item 1 has a description field containing: CFDA Number: 11.999, Project Start Date: 2015-04-01, Project End Date: 2015-09-15, Grant Type: not entered, Project Description: This is a. Below the table is a 'Clearances/Remarks' field, which is a large text area. A blue bracket on the right side of this field is labeled 'Optional'.

16. To specify ACCS Lines, click the **Add New ACCS Line** link below the Accounting – ACCS Lines* header.

The screenshot shows the 'Accounting - ACCS Lines' screen. At the top, it says 'No CD435 ACCS Lines have been defined.' Below this is a red-bordered box containing the link 'Add New ACCS Line'. Underneath are several financial totals: PRCF Total for this Award action: \$0.00; Total Federal funds authorized for this Award action: \$ 1,000.00; Recipient Share Total for this Award action: 0.00; Total Recipient Funds authorized for this Award action: \$10,000.00. A note at the bottom states: 'Note: Budget Officer Approval does not apply to Recipient Share amounts. These amount are displayed for informational purposes only. Changes made in cd-450/451 will not be reflected on this page.' At the bottom of the screen are buttons for 'Save', 'Save and Return to Main', 'CBSValidate', and 'Cancel', and a link for 'Award Finance Report'.

17. On the ACCS details screen, specify information for the following data fields:

- Bureau* ⇔ (pre-populated)
- Fund* ⇔ (pre-populated)
- Fiscal Year* ⇔ (pre-populated)
- Project Task ^
- Organization ^
- Object Class ^
- Amount*

^ Although not indicated as mandatory for data entry, data validation cannot occur when this data element is blank.

- When data entry is complete, click the **Save** button. Observe the message, **The Program Code will display here once the ACCS Line is validated.**

Validated: false

Bureau (xx): * 14

Fund (xx): * 01

Fiscal Year (yyyy): * 2016

Project Task: 28LEF28 - B00

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

Organization: 30 - 21 - 0002 - 00 - 00 - 00 - 00

Object Class: 41 - 11 - 00 - 00

Unique Account Descriptor: [Select Descriptor](#) Fund Type: No

Amount: * \$1,000.00 Prior Year Fund: No

Save **DWValidate** **Cancel/Done**

Add New ACCS Line

No CD435 ACCS Lines have been defined.

- When all information has been saved, validate the codes by clicking the **DWValidate** button. Until the codes have been validated, **False** is displayed beside the Validated data element and **No** is displayed beneath the DWValidated column header.

Validated: false

Bureau (xx): 14

Fund (xx): * 1

Fiscal Year (yyyy): * 2016

Project Task: 28LEF28 - B00

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

Organization: 30 - 21 - 0002 - 00 - 00 - 00 - 00

Object Class: 41 - 11 - 00 - 00

Unique Account Descriptor: [Select Descriptor](#) Fund Type: No

Amount: * \$1,000.00 Prior Year Fund: No

Save **DWValidate** **Cancel/Done**

Add New ACCS Line

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account ID
14	1	2016	30-21-0002-00-00-00-00	---	28LEF28-B00	41-11-00-00	\$1,000.00	N	No	---



NOTE: The system allows the workflow to go forward without validating the ACCS Lines and selecting the Descriptor. However, the Budget Officer must complete these steps before the PRCF can be approved. The Budget Officer may opt to return the PRCF to the FPO to provide information for the missing data fields.

- If the code does not validate, an error message assists the user in determining which portion of the ACCS Line is inaccurate.

When accurate information is entered a message at the top of the ACCS Lines section indicates **The ACCS is valid**. Beside the Validated data element the word **True** is displayed. When the ACCS Line is validated, the value for the Program Code is also populated.

The ACCS is valid
 Validated: true
 Bureau (xx): * 14
 Fund (xx): * 1
 Fiscal Year (yyyy): * 2016
 Project Task: 28LEF28 - B00
 Program Code: 02 - 21 - 16 - 001
 Organization: 30 - 21 - 0002 - 00 - 00 - 00 - 00
 Object Class: 41 - 11 - 00 - 00
 Unique Account Descriptor: [Select Descriptor](#) Fund Type: X
 Amount: * \$1,000.00 Prior Year Fund: No

Save DWValidate Cancel/Done

Add New ACCS Line

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account ID
14	1	2016	30-21-0002-00-00-00-00	02-21-16-001	28LEF28-B00	41-11-00-00	\$1,000.00	N	Yes	---

- The total dollar amount must equal the Total Federal Funds Authorized for this Award. To specify additional ACCS Lines, click the **Add New ACCS Line** button. Repeat steps 17 - 20 as necessary to specify additional ACCS Lines.

The ACCS is valid
 Validated: true
 Bureau (xx): * 14
 Fund (xx): * 1
 Fiscal Year (yyyy): * 2016
 Project Task: 28LEF28 - B00
 Program Code: 02 - 21 - 16 - 001
 Organization: 30 - 21 - 0002 - 00 - 00 - 00 - 00
 Object Class: 41 - 11 - 00 - 00
 Unique Account Descriptor: [Select Descriptor](#) Fund Type: X
 Amount: * \$1,000.00 Prior Year Fund: No

Save DWValidate Cancel/Done

Add New ACCS Line

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account ID
14	1	2016	30-21-0002-00-00-00-00	02-21-16-001	28LEF28-B00	41-11-00-00	\$1,000.00	N	Yes	---

- NOAA Only (steps 22 - 24)**
 For all NOAA Awards (except the Cooperative Institute Program), the FPO must use the Select Descriptor link to identify a Unique Account Descriptor. The Cooperative Institute Program is comprised of academic and non-profit research institutions that conduct research in support of NOAA’s Mission Goals and Strategic Plan.

Click the **Select Descriptor** link.

The ACCS is valid
 Validated: true
 Bureau (xx): * 14
 Fund (xx): * 1
 Fiscal Year (yyyy): * 2016
 Project Task: 28LEF28 - B00
 Program Code: 02 - 21 - 16 - 001
 Organization: 30 - 21 - 0002 - 00 - 00 - 00 - 00
 Object Class: 41 - 11 - 00 - 00
 Unique Account Descriptor: [Select Descriptor](#) Fund Type: X
 Amount: * \$1,000.00 Prior Year Fund: No

Save DWValidate Cancel/Done

Add New ACCS Line

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account ID
14	1	2016	30-21-0002-00-00-00-00	02-21-16-001	28LEF28-B00	41-11-00-00	\$1,000.00	N	Yes	---

Federal Program Office – Universal Application Processing

- A list of potential Unique Account Descriptors is visible. Click the **Select** link next to the appropriate descriptor. If the Unique Account Descriptors are too numerous, use the **Apply Filter** button to narrow the available options.

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

Unique Account Descriptor:

Line/Program Office	Descriptor	Identifying Information	Action
GOT	TEST		Select

[Cancel](#)

- The selected Descriptor is shown under the Unique Account ID column header. To return to the previous screen click the **Cancel/Done** button.

The ACS is valid

Validated: true

Bureau (xx): *

Fund (xx): *

Fiscal Year (yyyy): *

Project Task: -

Program Code: - - -

Organization: - - - - - -

Object Class: - - -

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

Amount: * Prior Year Fund:

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

[Add New ACS Line](#)

One item found. 1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidate	Unique Account ID
14	1	2016	30-21-0002-00-00-00	02-21-16-001	28LEF28-B00	41-11-00-00	\$1,000.00	N	Yes	TEST-X-999-001

- Click the **CBSValidate** button.

Procurement Request and Commitment of Funds - NA16GOT9990003

Last CBS Validation: Status:

Active Procurement Requests:
Nothing found to display.

Withdrawn Procurement Requests:
Nothing found to display.

Request Authorizing Official: *

Name	Title	Telephone	Action
PMO NOAA Budget Officer		301-444-2112	Change

Additional Reviewers:
Nothing found to display.

[Add](#)
(Please note, you must press "Save and Return to Main" for the Route to be committed)

Requestor: *

Name	Title	Telephone	Action
GrantsOnline User		301-444-2112	Change

Federal Share: * **Requisition Number: ***

Affected Reference Number: NA16GOT9990003 **EIN:** DUNS: 068

To: *

SKILLIGALEE INC 1234 MAIN ST Berlin, MD 20076	CFDA Number: 11.999 Project Start Date: 2015-10-01 Project End Date: 2016-09-30 Grant Type: not entered Project Description: Project description
--	--

Clearances/Remarks:

(Continuation – Procurement Request and Commitment of Funds screen)

Accounting - ACCS Lines *
One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account ID	Action
14	1	2016	30 -21 -0002-00-00-00-00	02-21-16-001	28LEF28-B00	41-11-00-00	\$1,000.00	N	Yes	TEST-X-999-001	Edit Delete

[Add New ACCS Line](#)

PRCF Total for this Award action: \$1,000.00
 Total Federal funds authorized for this Award action: \$1,000.00
 Recipient Share Total for this Award action: 0.00
 Total Recipient Funds authorized for this Award action: \$1,000.00

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

[Procurement Request Official Comments](#)

- This action validates the Award information against the Commerce Business Systems (CBS) database. When the PRCF information is successfully validated, the information shown on the screen image below is visible.

Procurement Request and Commitment of Funds - NA15GOT9990057

Last CBS Validation: 03/19/2015 4:22:49 PM Status: Valid

Active Procurement Requests:
Nothing found to display.

Withdrawn Procurement Requests:
Nothing found to display.

- To view a copy of the CD-435 report, click the **Award Finance Report** button at the bottom of the screen.
- When the user is certain the ACCS Lines are accurate, click the **Save and Return to Main** button.

Accounting - ACCS Lines *
One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account ID	Action
14	1	2016	30 -21 -0002-00-00-00-00	02-21-16-001	28LEF28-B00	41-11-00-00	\$1,000.00	N	Yes	TEST-X-999-001	Edit Delete

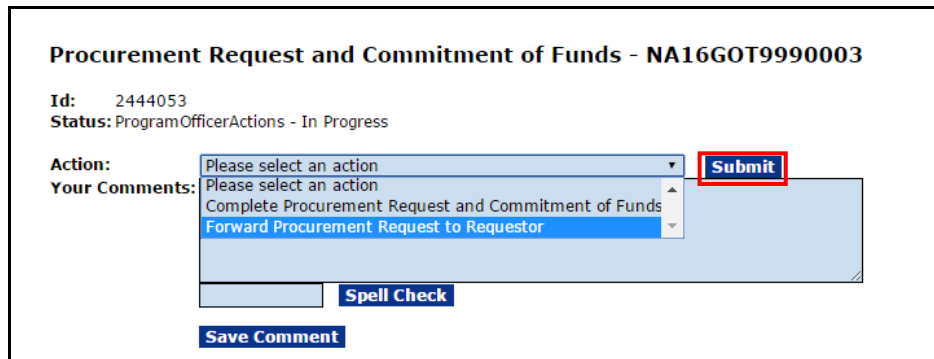
[Add New ACCS Line](#)

PRCF Total for this Award action: \$1,000.00
 Total Federal funds authorized for this Award action: \$1,000.00
 Recipient Share Total for this Award action: 0.00
 Total Recipient Funds authorized for this Award action: \$1,000.00

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

[Procurement Request Official Comments](#)

29. The Procurement Request and Commitment of Funds launch page displays. Choose **Forward Procurement Request to Requestor** from the Action dropdown menu and click the **Submit** button.



Procurement Request and Commitment of Funds - NA16GOT9990003

Id: 2444053
Status: ProgramOfficerActions - In Progress

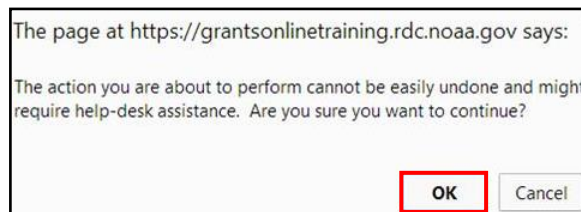
Action: Please select an action **Submit**

Your Comments: Please select an action
Complete Procurement Request and Commitment of Funds
Forward Procurement Request to Requestor

Spell Check

Save Comment

30. A warning message indicates the next step can only be reversed with assistance from the Help Desk. To proceed, click the **OK** button.

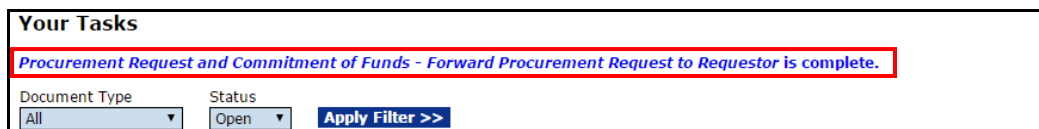


The page at <https://grantsonlinetraining.rdc.noaa.gov> says:

The action you are about to perform cannot be easily undone and might require help-desk assistance. Are you sure you want to continue?

OK Cancel

31. This concludes the Procurement Request and Commitment of Funds task.



Your Tasks

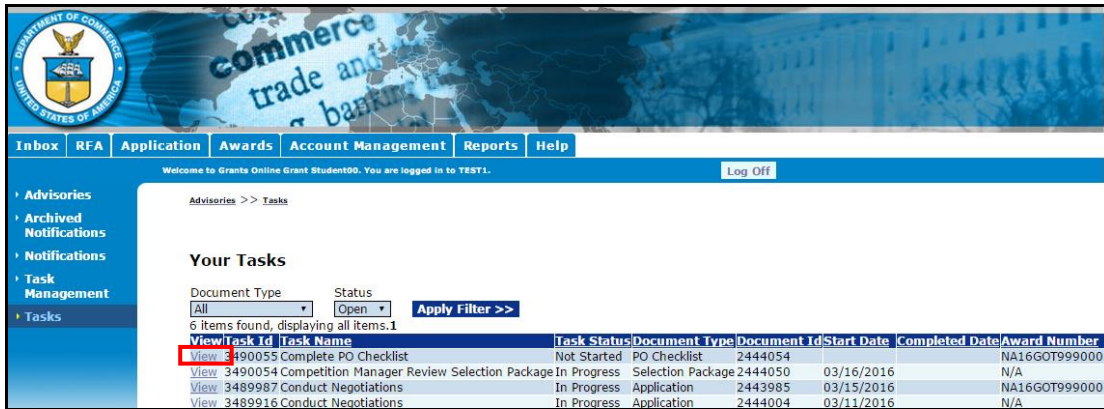
Procurement Request and Commitment of Funds - Forward Procurement Request to Requestor is complete.

Document Type: All
Status: Open **Apply Filter >>**

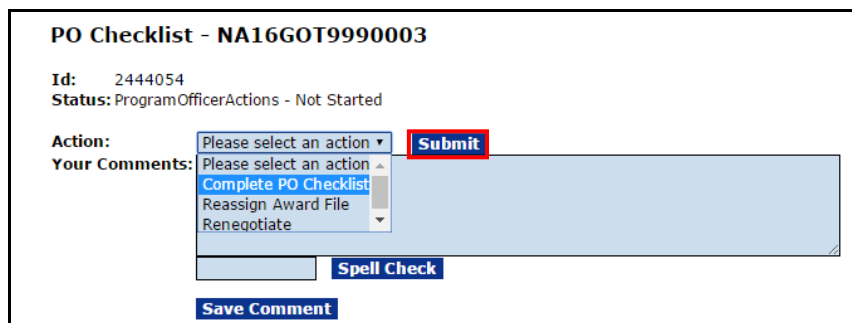
The PO Checklist

The last of the three tasks addresses the PO Checklist. When the PO Checklist is complete, a task is sent to the FPO's Inbox to Forward/Revise the Award File. The Award File is the repository for the NEPA Document, the Procurement Request and Commitment of Funds, and the PO Checklist.

1. Click the **Inbox** tab.
2. Click the **Tasks** link.
3. Click the **View** link for the **Complete PO Checklist** task.



4. The PO Checklist launch page is visible. Choose **Complete PO Checklist** from the Action dropdown menu and click the **Submit** button.



Federal Program Office – Universal Application Processing


5. Upon selecting Complete PO Checklist, the PO Checklist launch screen is visible. Click the **Guidance** link beside each data field for assistance in determining the information that should be entered.

PO Checklist - NA16GOT9990003

Attachments:
No attachments.
Add new Attachment: [\[+\]](#)
Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters or less if there are more than 1
[Large File Guidance](#)

General Award Information
Application Organization: [SKILLIGALEE INC](#) State: MD
Applicant's EIN and DUNS numbers have been verified:

Grant Type * [Guidance](#) **← Guidance Document**
 Grant
 Cooperative Agreement
If Cooperative Agreement, enter [Cooperative Agreement Special Award Condition](#)

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

Project Description/Abstract * [Guidance](#)

[Spell Check](#)

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

Basis of Selection * [Guidance](#)
 Competitive
 Non-Competitive
 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 Specific Purpose" awards). No final report required. Final report selection is not relevant.
 Not Required (for Single Year awards). One report, covers award period up to 12 months and is due 90 days after expiration date of award

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

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

Project Progress Reporting Comments:

Note: It is the Program Officer's responsibility to create the Special Award Condition for non-default project progress reporting. Any discrepancies between the Perfor progress reporting at the time of the award, the values above will be disregarded and the award will require the default values as defined for the Agency in the Bureau

(Continuation – PO Checklist screen)

Conflict of Interest/Post Employment Restrictions [Guidance](#)
 Is there a former DOC employee working for the applicant who represented or will represent the applicant before DOC or another Federal agency regarding this award?
 NO YES
 If YES, please attach files below.

Matching Requirements: * [Guidance](#) ← **Guidance Document**
 No Matching Requirements have been defined
[Add New](#)

Analysis of Matching Requirements

Negotiated Federal Share:	\$1,000.00
Total Federal Share (from Matching Requirements):	\$0.00
Negotiated Non-Federal Share:	\$1,000.00
Total Required Non-Federal Share:	\$0.00
Voluntary Non-Federal Share:	\$1,000.00

Minority Serving Institution [Guidance](#)
 At the time of this award, it has not been determined if the recipient is a Minority Serving Institution.
 If you believe that this information is incorrect, please contact the Help Desk to correct the MSI status of the recipient. Once the organization MSI status is correct, does this award include any subaward to a Minority Serving Institution? NO YES

Homeland Security Presidential Directive – 12 [Guidance](#)
 Does the proposed award require any recipient, subawardee, and/or contractor personnel to have physical access to Federal premises for more than 180 days or to access a Federal information system? NO YES

Research Terms & Conditions Prior Approval and Other Requirements * [Guidance](#)
 Does the applicant follow 2 CFR Part 200 and will the funding for the proposed award, or any part of the proposed award, be used to conduct research? NO YES Not Answered

Project Specific Information [Guidance](#)
 Is PROGRAM INCOME anticipated being earned during performance of this project? NO YES [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 [Special 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

Programmatic Special 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
[Special Award Condition](#)

Additional Information

NOAA Specific Information

Coastal Zone Management Awards
 For Coastal Zone Management Awards, indicate which sections of the Coastal Zone Management Act this award addresses:

Section 306/306a NO YES
 Section 308 NO YES
 Section 309 NO YES
 Section 310 NO YES
 Section 6217 NO YES

If no boxes are checked, only the normal Financial Reports will be generated. Every appropriate Section must be checked on every checklist to cover the expected 306 reports are still required through the time span of Amendment 1, then both Sections 306 and 308 must be selected as YES in the Amendment 1 checklist

CESU Awards
 Is CESU Award? NO YES If YES, enter justification and verify Grant Type [Guidance](#)
 Justification

[Cooperative Agreement Special Award Condition](#)

6. If one or more attachments should be included, click **[+]** beside the Add new Attachment header.

Attachments:

No attachments.

Add new Attachment: **[+]**

Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters or less if there are more than 10 attachments.

[Large File Guidance](#)

7. Verify the Applicant’s EIN and DUNS numbers and click the checkbox.

General Award Information

Application Organization: [SKILLIGALEE INC](#) State: MD

Applicant’s EIN and DUNS numbers have been verified:

8. Select the radio button that corresponds to the type of grant being processed. If this is a Cooperative Agreement, the FPO must enter a Special Award Condition. Click the **Cooperative Agreement Special Award Condition** link. If this Award is not a Cooperative Agreement, proceed to step 16.

Grant Type * [Guidance](#)

Grant

Cooperative Agreement

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

9. The Special Award Conditions screen is displayed.

Special Award Conditions

[Create From Scratch](#)

Available Special Award Conditions

Name	Description	Options
New Award SAC	This award number <AWARD_NUMBER>, to <RECIPIENT NAME>, supports the work described in the Recipient’s proposal entitled <PROJECT TITLE> dated <APPLICATON DATE>, which is incorporated into the award by	Template
Partial Funding Special Award Condition	For Reductions: When the Federal share of a grant or cooperative agreement award is 5% or less than that requested due to Congressional rescission and/or other required reductions, the following lan	Template
Multi-Year Special Award Condition	MULTI-YEAR SAC for New Awards and Amendments (except final year) Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e.,	Template
Partial Funding Special Award Condition	For Increases: When the Federal share of a grant or cooperative agreement award is increased to not more than 5% of the requested amount, the following language will be included in the award documen	Template
Performance Reports - (Annual)	An annual performance report must be submitted to the Program Office at least 90 days prior to the end of each budget period. A final performance report that covers the remaining 90 days and s	Template
Sea Grant Project Extension Special Awar	Authority is delegated to the Recipient to extend any projects or subawards incorporated in this Sea Grant Omnibus award up to, but not beyond, the approved grant project period without prior approval	Template
Matching Requirement	Since this award requires the Recipient to provide \$(From matching requirement on CD-450 or 451) in project-related costs from non-federal sources, the Recipient must maintain in its official accounti	Template
Technical Monitor	The Technical Monitor for this award is:	Template
Project Milestones	To ensure adequate and timely progress towards project completion and achievement of the goals of the Recovery Act with respect to project timing and associated expenditure of funds, NOAA and the gran	Template

10. The user may create a Special Award Condition (SAC) from scratch or select one of the available templates. Proceed to step 12 to use a template. If the user chooses to create a Special Award Condition (SAC) from scratch, click the **Create from Scratch** link.

Special Award Conditions

[Create From Scratch](#)

Available Special Award Conditions

Name	Description	Options
New Award SAC	This award number <AWARD_NUMBER>, to <RECIPIENT NAME>, supports the work described in the Recipient's proposal entitled <PROJECT TITLE> dated <APPLICATION DATE>, which is incorporated into the award by	Template
Partial Funding Special Award	For Reductions: When the Federal share of a grant or cooperative agreement award is 5% or less than	Template

11. Enter information for the required data elements (marked by a red asterisk). When finished, click the **Save and Return to Main** button. Proceed to step 16.

Special Award Condition Details

Name: *

Description: *

[Spell Check](#)

Association Edits:

Response Required: -- Select One -- Satisfied Date:

Type: Administrative Pending

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

12. To create a Special Award Condition (SAC) from a template, click the **Template** link that corresponds to the relevant template.

Special Award Conditions

[Create From Scratch](#)

Available Special Award Conditions

Name	Description	Options
New Award SAC	This award number <AWARD_NUMBER>, to <RECIPIENT NAME>, supports the work described in the Recipient's proposal entitled <PROJECT TITLE> dated <APPLICATION DATE>, which is incorporated into the award by	Template
Partial Funding Special Award Condition	For Reductions: When the Federal share of a grant or cooperative agreement award is 5% or less than that requested due to Congressional rescission and/or other required reductions, the following lan	Template
Multi-Year Special Award Condition	MULTI-YEAR SAC for New Awards and Amendments (except final year) Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e.,	Template
Partial Funding Special Award Condition	For Increases: When the Federal share of a grant or cooperative agreement award is increased to not more than 5% of the requested amount, the following language will be included in the award documen	Template
Performance Reports - (Annual)	An annual performance report must be submitted to the Program Office at least 90 days prior to the end of each budget period. A final performance report that covers the remaining 90 days and s	Template
Sea Grant Project Extension Special Award	Authority is delegated to the Recipient to extend any projects or subawards incorporated in this Sea Grant Omnibus award up to, but not beyond, the approved grant project period without prior approval	Template
Matching Requirement	Since this award requires the Recipient to provide \$(From matching requirement on CD-450 or 451) in project-related costs from non-federal sources, the Recipient must maintain in its official accounti	Template
Technical Monitor	The Technical Monitor for this award is:	Template
Project Milestones	To ensure adequate and timely progress towards project completion and achievement of the goals of the Recovery Act with respect to project timing and associated expenditure of funds, NOAA and the gran	Template
ARRA Special Award Condition for Report	Reporting Requirements: Pursuant to ARRA Special award conditions which are incorporated into this award. The recipient will report on the progress of their approved projects as reflected in the desc	Template
Performance Reports - (Annual for Cooper	The first Performance Progress Report will cover a period of nine months from the start date of award. Following reports are due annually. All Interim Performance Progress Reports are due 30 days after	Template
Substantial Involvement Special Award Co	This award is created as a cooperative agreement because of the substantial involvement of NOAA scientists in the award activity. NOAA scientists will collaborate with Cooperative Institute scientists	Template
Competitive Award Special Award	The University/NOAA MOA would be incorporated by reference into the terms of the competitive award	Template

Federal Program Office – Universal Application Processing

- Complete the mandatory data elements (marked with a red asterisk) by modifying the template's text as appropriate. When finished, click the **Save and Return to Main** button.

Special Award Condition Details

Name: *

Description: *

This award is created as a cooperative agreement because of the substantial involvement of NOAA scientists in the award activity. NOAA scientists will collaborate with Cooperative Institute scientists, research associates, and students on research projects of mutual interest throughout the award period.

[Spell Check](#)

Association Edits:

Response Required: -- Select One -- Satisfied Date:

Type: Programmatic Pending

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

- All added Special Award Conditions are visible under the Pending Special Award Conditions header. To edit or remove any Special Award Conditions associated with the Application click the **Edit** or **Remove** link.
- Click the **Done** button when finished entering the Special Award Condition(s). The user is re-directed to the PO Checklist to supply information for additional data elements.

Special Award Conditions

[Create From Scratch](#)

Available Special Award Conditions

Name	Description	Options
New Award SAC	This award number <AWARD_NUMBER>, to <RECIPIENT NAME>, supports the work described in the Recipient's proposal entitled <PROJECT TITLE> dated <APPLICATION DATE>, which is incorporated into the award by	Template
Multi-Year Special Award Condition	MULTI-YEAR SAC for New Awards and Amendments (except final year) Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e.,	Template
Partial Funding Special Award Condition	For Increases: When the Federal share of a grant or cooperative agreement award is increased to not more than 5% of the requested amount, the following language will be included in the award document	Template
Partial Funding Special Award Condition	For Reductions: When the Federal share of a grant or cooperative agreement award is 5% or less than that requested due to Congressional rescission and/or other required reductions, the following lan	Template
Performance Reports - (Annual)	An annual performance report must be submitted to the Program Office at least 90 days prior to the end of each budget period. A final performance report that covers the remaining 90 days and s	Template
Sea Grant Project Extension Special Award	Authority is delegated to the Recipient to extend any projects or subawards incorporated in this Sea Grant Omnibus award up to, but not beyond, the approved grant project period without prior approval	Template
Matching Requirement	Since this award requires the Recipient to provide \$[From matching requirement on CD-450 or 451] in project-related costs from non-federal sources, the Recipient must maintain in its official account	Template
Technical Monitor	The Technical Monitor for this award is:	Template
Project Milestones	To ensure adequate and timely progress towards project completion and achievement of the goals of the Recovery Act with respect to project timing and associated expenditure of funds, NOAA and the gran	Template
ARRA Special Award Condition for Report	Reporting Requirements: Pursuant to ARRA Special award conditions which are incorporated into this award. The recipient will report on the progress of their approved projects as reflected in the desc	Template
Substantial Involvement Special Award Co	This award is created as a cooperative agreement because of the substantial involvement of NOAA scientists in the award activity. NOAA scientists will collaborate with Cooperative Institute scientists	Template
Competitive Award Special Award Conditio	The University/NOAA MOA would be incorporated by reference into the terms of the competitive award. Any performance reports (s) for the competitive project must follow the timetable of the funding pr	Template
NOAA Environmental Data and Information	Environmental data and information, collected and/or created under this grant/cooperative agreement will be made visible, accessible and independently understandable to users, free of charge or at min	Template
USE OF NOAA EMBLEM SPECIAL AWARD CONDI	The Joint and Cooperative Institutes may place the NOAA emblem on the following items, in a manner consistent with the terms and uses prescribed below: 1. SCIENTIFIC POSTERS AND WRITTEN PRESENTATI	Edit Template
Performance Reports - (Annual for Cooper	The first Performance Progress Report will cover a period of nine months from the start date of award. Following reports are due annually. All Interim Performance Progress Reports are due 30 days aft	Template
Handling of Environmental Data or PeerR	1. Data Sharing: Environmental data collected or created under this Grant, Cooperative Agreement, or Contract must be made publicly visible and accessible in a timely manner, free of charge or at mini	Template
Co-Recipient Signature	A copy of the attached "Acknowledgment and Agreement of Co-Recipient" signed by the Co-Recipient, <INSERT NAME OF CO-RECIPIENT HERE>, must be returned to EDA within 30 days of the award date.	Template

Pending Special Award Conditions
One item found.1

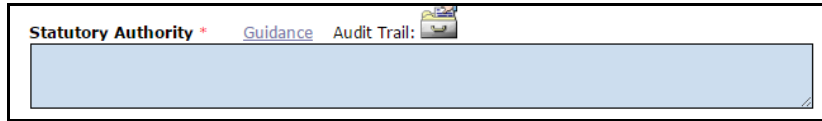
Name	Description	Amendment	Type	Due Date	Satisfied Date	Options
Substantial Involvement Special Award Co	This award is created as a cooperative agreement because of the substantial involvement of NOAA scientists in the award activity. NOAA scientists will collaborate with Cooperative Institute scientists	current	Programmatic			Edit Remove

Associated Special Award Conditions
Nothing found to display.

[Done](#) **Step 15**

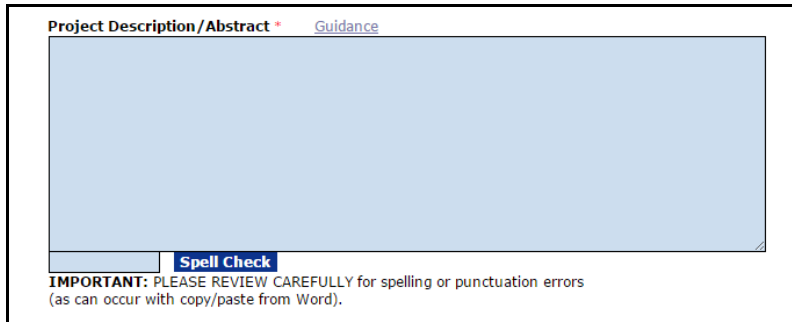
Step 14

16. Enter information for the Statutory Authority*.



The screenshot shows a form field titled "Statutory Authority *". To the right of the title are two links: "Guidance" and "Audit Trail:". Below the title is a large, empty light blue rectangular text box for entering information.

17. Enter data for the Project Description/Abstract*.

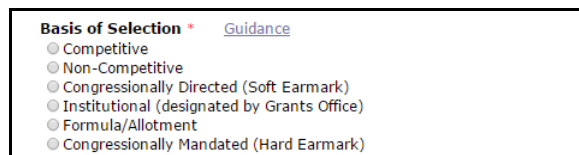


The screenshot shows a form field titled "Project Description/Abstract *". To the right of the title is a link: "Guidance". Below the title is a large, empty light blue rectangular text box for entering data. At the bottom left of the text box is a "Spell Check" button. Below the text box is an important note: "IMPORTANT: PLEASE REVIEW CAREFULLY for spelling or punctuation errors (as can occur with copy/paste from Word)."



NOTE: The information entered in this text box is passed on to the Legislative Affairs team. That office notifies Congress of the Award. To ensure the content is understood by the majority of the target audience, **do not** use acronyms. Only copy and paste from a plain text file. **Do not** copy and paste from a Word document.

18. Specify the Basis of Selection*.



The screenshot shows a form field titled "Basis of Selection *". To the right of the title is a link: "Guidance". Below the title is a list of six radio button options:

- Competitive
- Non-Competitive
- Congressionally Directed (Soft Earmark)
- Institutional (designated by Grants Office)
- Formula/Allotment
- Congressionally Mandated (Hard Earmark)

For many of the data elements, starting with step 19, a default value is indicated; modify as is appropriate.

19. Select the Progress Reports Frequency and Final Report type.

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 Specific Purpose" awards). No final report required. Final report selection is not relevant.
- Not Required (for Single Year awards). One report, covers award period up to 12 months and is due 90 days after expiration date of award

Final Report

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

20. Respond to the Conflict of Interest/Post Employment Restrictions question.

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

Is there a former DOC employee working for the applicant who represented or will represent the applicant before DOC or another Federal agency regarding this application and/or subsequent award or who has been involved in the merit review and/or selection process?

NO YES

If YES, please attach files below.

21. To enter Matching Requirements*, click the **Add New** link. This data element is mandatory and must be completed whether or not there are matching funds associated with the Award.

Matching Requirements: * [Guidance](#)

No Matching Requirements have been defined

[Add New](#)

22. The PO Checklist Matching Requirement screen is displayed. Supply data for all applicable fields and click the **Save** button.

PO Checklist Matching Requirement

Calculation of Match: Percentage Ratio

Federal Share Amount \$

Required Cost Share %
(max 14 decimal places)

Cost Share Explanation Statutory
 Competitive Announcement
 Other Explanation

Explanatory Notes:

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

Mandatory

23. The Analysis of Matching Requirements* is now complete.

Matching Requirements: * Guidance				
Federal Share Amount	Required Cost Share % of Total (Non-Federal + Federal) OR Required Non-Fed:Fed Ratio	Required Non-Federal Share Amount (calculated)	Funding Source / Required Cost Share Explanation	Action
\$1,000.00	50.0%	\$1,000.00		Edit Delete
Add New				
Analysis of Matching Requirements				
Negotiated Federal Share:		\$1,000.00		
Total Federal Share (from Matching Requirements):		\$1,000.00		
Negotiated Non-Federal Share:		\$1,000.00		
Total Required Non-Federal Share:		\$1,000.00		
Voluntary Non-Federal Share:		\$0.00		

24. Answer the Minority Serving Institution and Homeland Security Presidential Directive-12 (HSPD-12) questions.

Minority Serving Institution [Guidance](#)
 At the time of this award, it has not been determined if the recipient is a Minority Serving Institution. If you believe that this information is incorrect, please contact the Help Desk to correct the MSI status of the recipient. Once the organization MSI status is correct, does this award include any subaward to a Minority Serving Institution? NO YES

Homeland Security Presidential Directive – 12 [Guidance](#)
 Does the proposed award require any recipient, subawardee, and/or contractor personnel to have physical access to Federal premises for more than 180 days or to access a Federal information system? NO YES

25. Answer the Research Terms & Conditions Prior Approval and Other Requirements* question. The default value is **Not Answered**. This is a mandatory data element and a response must be provided before navigation from this page is permitted.

Research Terms & Conditions Prior Approval and Other Requirements * [Guidance](#)
 Does the applicant follow 2 CFR Part 200 and will the funding for the proposed award, or any part of the proposed award, be used to conduct research? NO YES Not Answered

26. Answer the Project Specific Information, Transfer Information, and Programmatic Special Award Condition questions.

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 [Special 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 document number: _____

Programmatic Special 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
[Special Award Condition](#)

Additional Information

Federal Program Office – Universal Application Processing

27. Bureau specific information is located at the bottom of the PO Checklist for NOAA, MBDA and EDA. See the screen images below for information associated with those three bureaus.

Census, ITA and NTIA **do not** require comparable information.

NOAA Only:

NOAA Specific Information

Coastal Zone Management Awards
For Coastal Zone Management Awards, indicate which sections of the Coastal Zone Management Act this award addresses:
Section 306/306a NO YES
Section 308 NO YES
Section 309 NO YES
Section 310 NO YES
Section 6217 NO YES

If no boxes are checked, only the normal Financial Reports will be generated. Every appropriate Section must be checked on every checklist to cover the 306 reports are still required through the time span of Amendment 1, then both Sections 306 and 308 must be selected as YES in the Amendment 1 checklist.

CESU Awards
Is CESU Award? NO YES If YES, enter justification and verify Grant Type [Guidance](#)
Justification

[Cooperative Agreement Special Award Condition](#)

MBDA Only:

MBDA Specific Information

Geographic Service Area

Funding Breakdown

*Total Federal Amount:	\$500.00	50%
*In-Kind:	\$0.00	0%
*Cash:	\$0.00	0%
*Client Fees:	\$0.00	0%
*Total Non-Federal Amount:	\$500.00	50%
*Total Project Cost:	\$1,000.00	100%

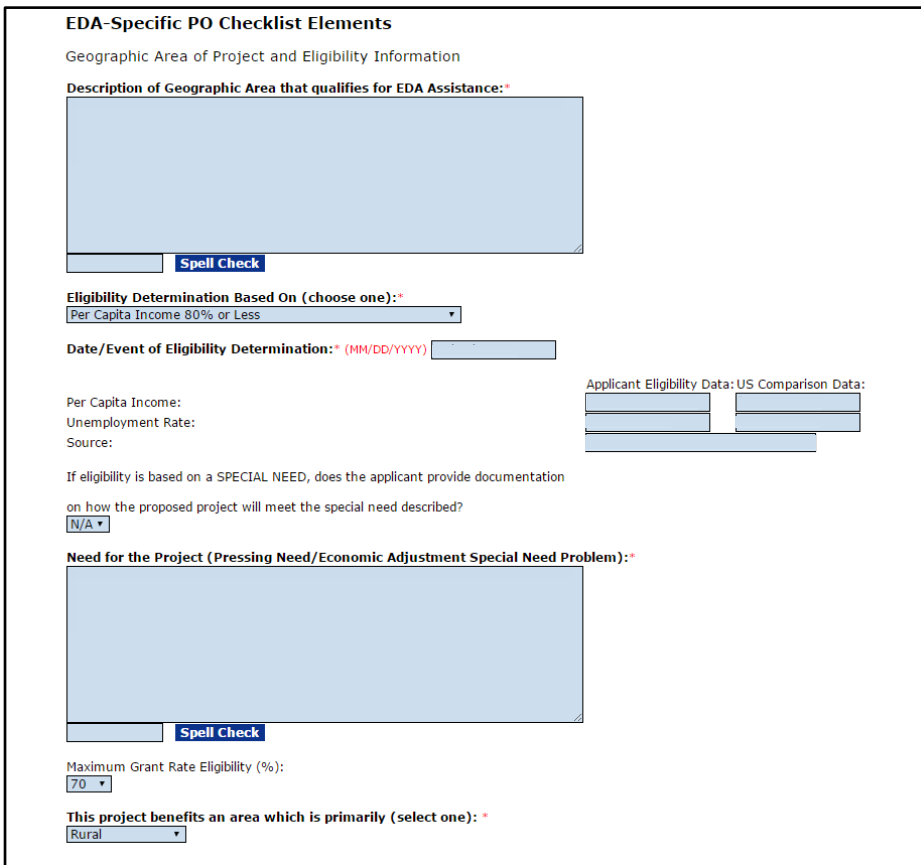
EDA Only:

Click the **View/Edit EDA-Specific Information** link to navigate to the data entry screen for additional EDA information.



A screenshot of a web application menu titled "EDA Specific Information". The menu contains a link "View/Edit EDA Specific Information" which is highlighted with a red rectangular box. Below the link are three buttons: "Save", "Save and Return to Main", and "Cancel".

A portion of the **EDA-Specific PO Checklist Elements** screen is shown below:



A screenshot of the "EDA-Specific PO Checklist Elements" screen. The screen is titled "EDA-Specific PO Checklist Elements" and contains the following sections:

- Geographic Area of Project and Eligibility Information**
 - Description of Geographic Area that qualifies for EDA Assistance:*** (Text area with a "Spell Check" button below it)
 - Eligibility Determination Based On (choose one):*** (Dropdown menu with "Per Capita Income 80% or Less" selected)
 - Date/Event of Eligibility Determination:*** (MM/DD/YYYY) (Text input field)
 - Per Capita Income: (Text input field)
 - Unemployment Rate: (Text input field)
 - Source: (Text input field)
 - Applicant Eligibility Data: US Comparison Data: (Text input field)
 - If eligibility is based on a SPECIAL NEED, does the applicant provide documentation on how the proposed project will meet the special need described? (Dropdown menu with "N/A" selected)
- Need for the Project (Pressing Need/Economic Adjustment Special Need Problem):*** (Text area with a "Spell Check" button below it)
- Maximum Grant Rate Eligibility (%): (Dropdown menu with "70" selected)
- This project benefits an area which is primarily (select one): *** (Dropdown menu with "Rural" selected)

(Continuation – EDA-Specific PO Checklist Elements screen)

Anticipated Economic Benefit

Anticipated Economic Benefit:*

Estimated Jobs Created:* N/A
(Number should reflect amounts after attribution is applied.)

Estimated Jobs Saved:* N/A

Estimated Private Investment Leveraged:* N/A

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:*

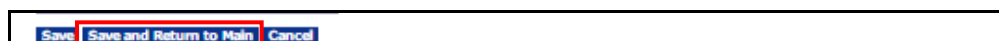
Primary	Special Initiative Code	Initiative Description
false	46	Benefits underserved pop./community
false	PM	Resiliency (National Strategic Priorities)
true	01	Regional Cooperation (Collaborative Reg. Innovation)
false	06	Local Partners Participating (Public/Private Partnerships)

NAICS Code that best describes the EDA project:*

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?*

28. When all PO Checklist data has been entered and reviewed click the **Save** button to capture information and remain on the page. Click the **Save and Return to Main** button to capture the information and return to the PO Checklist launch page.



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

PO Checklist - NA16GOT9990003

Id: 2444054
Status: ProgramOfficerActions - In Progress

Action:

Your Comments:



NOTE: Only a Certified Federal Program Officer can Certify the PO Checklist. An uncertified Federal Program Officer must reassign the task to a Certified FPO. In turn, that person certifies the PO Checklist and forwards the Award File to the Grants Specialist.

30. The PO Checklist is now complete; the Forward/Revise Award File task has been generated.

Your Tasks

Complete PO Checklist - Certify PO Checklist is complete.

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

5 items found, displaying all items.1

View	Task Id	Task Name	Task Status	Document Type	Document Id
View	3490054	Competition Manager Review Selection Package	In Progress	Selection Package	2444050
View	3489987	Conduct Negotiations	In Progress	Application	2443985
View	3489916	Conduct Negotiations	In Progress	Application	2444004

The Award File

The NEPA Document, the Procurement Request and Commitment of Funds, and the PO Checklist comprise the Award File. After the NEPA Official, the Budget Officer, and the Requestor sign-off on their respective tasks, the FPO can forward the Award File to Grants Management. The FPO can determine the status of those documents by viewing the Forward/Revise Award File Task in his/her Inbox.

1. Click the **Inbox** tab.
2. Click the **Tasks** link.
3. Click the **View** link beside the **Forward/Revise Award File** task.

Your Tasks											
Document Type		Status									
[All]		[Open]		Apply Filter >>							
19 items found, displaying all items.1											
View	Award Number	RFA Name	Task Received Date	Applicant Name	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Com Date
View	NA15GOT9990057	Student25_080414_Universal	03/13/2015	SKILLIGALEE INC	2599911	Forward/Revise Award File	In Progress	Award File	2276653	03/19/2015	
View	N/A	Test 052814	01/16/2015	N/A	2593574	Review Reviewer Instructions	In Progress	Reviewer Instructions	2258481	01/16/2015	
View	N/A	Copy2 of Universal RFA 042914	01/13/2015	N/A	2593208	Notify Recipients	In Progress	RFA	2263351	01/13/2015	

4. Notice the green ✓ and the message under the Pending Actions header: **Nothing found to display**. When there are no further Pending Actions, there is an option on the Action dropdown menu to select **Forward Award File to Grants Specialist**. Click the **Submit** button.
5. If there were Pending Actions, a red ✗ would be visible where there is currently a green check. The Award File **cannot** be sent to the Grants Specialist without first resolving those issues.

Award File In Progress - NA15GOT9990057

Id: 2276653
Status: ProgramOfficerActions - In Progress

Action: Forward Award File to Grants Specialist Submit

Your Comments:

[Spell Check](#)

[Save Comment](#)

[Print Award File History](#)

Attachments:

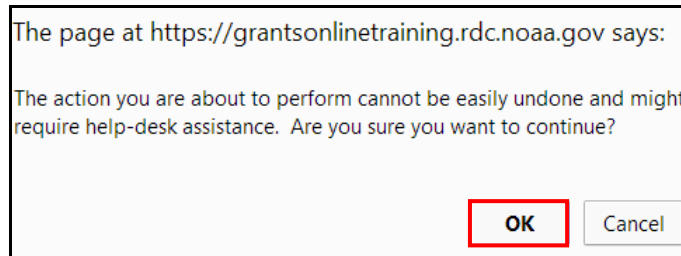
Pending Actions ✓

Nothing found to display.



NOTE: If the user needs to revise the Application, NEPA document, the PO Checklist, and/or the Procurement Request, refer to the **Renegotiate Quick Reference Guide** on the Grants Online Training page: (item #5) http://www.corporateservices.noaa.gov/grantsonline/gol_training_FPO.htm

- The next message indicates the action the user is about to perform cannot be easily reversed without assistance from the Help Desk. To proceed, click the **OK** button.



- The message on the screen confirms the Award File has been successfully forwarded to the next step.



- The Grants Specialist (GS) is the next person to process the Award File. Until the Grants Specialist completes the Grants Management Checklist, the Award File cannot be forwarded to FALD or the Grants Officer.

