Grant Recipient Webinar
Questions and Answers

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<p style="text-align:center">Grants Online Grantee Webinar
Thursday May 11, 2017
(1:00 p.m. – 3:00 p.m.)</p>

Agenda:

- Why Grants Online?
- Accepting An EDA Award
- Locating an Award File when no tasks are assigned
- Progress Reports
- Financial Reports
- Award Action Requests
- Training Resources
- Additional Questions

Questions and Answers

1. *Where can I find the handouts for this webinar?*
   Click here for the Power Point slides associated with this webinar.

2. *Are EDA and NOAA two separate agencies?*
   EDA and NOAA are two separate bureaus (agencies) in the Department of Commerce.

3. *Is the signature date the date of acceptance?*
   There are two signature dates on the CD-450:
   - Grants Officer, indicative of the date Award funding was obligated
   - Authorized Organizational Representative (AOR), indicative of the date the AOR accepted the Award

4. *Our Executive Director has left. How do we assign a new Recipient Administrator?*
   An assumption is being made that the Executive Director was the <u>only</u> person assigned the roles of Recipient Administrator and Recipient Authorized Representative at your organization. If that is the case, the EDA Project Officer should email the Help Desk to request the assignment of a new Recipient Administrator and a new Recipient Authorized Representative.

5. *When I click to add someone as a Recipient Authorized Representative and/or a Recipient Administrator, it does not allow me to save it or "assign" it.*
   If you are not your organization's Recipient Administrator, you will not be able to assign users' roles. If you are a Recipient Administrator, refer to the instructions on page 7 of the [Grant Recipient Quick Reference Guide](#).

   Step-by-step instructions for assigning a user role are on page 17-22 of the [Grant Recipient User Manual](#). If you require additional assistance, please contact the Help Desk.

6. *Why doesn't a Principal Investigator (PI) have access to all of their awards rather than having to obtain an assignment to be able to submit reports for each award?*
   The Principal Investigator/Project Director (PI/PD) is specified in the project narrative. Currently there is no automated method to extract that information from the project narrative. More importantly, Grants Online does not assume the PI/PD on a previous award should also be assigned as the PI/PD for a new award.

7. *Are we required to establish a PI?*
   You are not required to assign a Principal Investigator/ Project Director (PI/PD) unless the Award Terms and Conditions require you to do so. If clarification is needed beyond that, please contact your EDA Project Officer. If you work for an organization that only has a few staff members, someone assigned to another role (e.g., the AOR) may perform the function of a PI/PD.

8. *If you do not set up a PI, how can you identify the key personnel? Re: change in scope/reduction in time of PI.*
   The person who is designated as the PI/PD (or other key personnel) should have been specified in the Project Narrative.

9. *What is the difference between the Grants File page and the Awards File page? Which one would be more important to reference/save when processing awards through our system?*
    The Grants File is an "electronic" accordion file in which you would store all documents associated with an award. An Award File is a manila folder inside the accordion file. It is representative of each action (the Application, CD-450, Award File 0, Award File 1, Amendment 1, etc.) associated with each award. The Grant File is the parent; the Award File is the child.

10. *Do all EDA awards require an annual Progress Report? Or, could they require a semi-annual report?*
    No, not all EDA Awards require an annual Progress Report. The frequency of the Performance Progress Report (PPR) and the Federal Financial Report (FFR) is specified when the Award Terms and Conditions are defined.

11. *In what instance would the RAR submit a progress report?*
    The Recipient Authorized Representative (RAR) submits the Performance Progress Report (PPR) to the agency if the Project Director does not have the authority (permissions) to submit a report to the agency.

12. *I have submitted my SF-425 for Q1 and it has been accepted. I do not have the link you clicked on to view full report.*
    Search Awards; specify the Award Number with which the SF-425 is associated. Navigate to your Grants File and locate the Financial Report. Click the **ID** link to view the report. That brings you to the SF-425 launch screen.

    If you have already submitted a report to the agency, there is a link to navigate to the details screen. If the SF-425 has been accepted, you will see a blue Action dropdown menu. From the Action dropdown menu, you can select View SF-425 Cash Flow Details. The message at the top of the screen, **"THIS DOCUMENT IS LOCKED"**, prevents the SF-425 from being modified.

    However, the AOR or the Business/Financial Representative has an additional option from the Action dropdown menu, **Replace Report**. This option allows the individual with either of those two roles to withdraw the previously accepted SF-425 and replace the content with updated information.

13. *How long after submitting reports should we expect it take the EDA Project Officer to review and accept/reject reports?*
    The length of time needed to approve or reject a PPR depends upon the workload of the person to whom this task is assigned. If you do not have a response from the Project Officer in 3-4 weeks, you might want to check with them to determine if the report has been received.

14. *Does this mean that no signatures or names are required on the report?*

When a user clicks the **Save and Start Workflow** button and then clicks the **OK** button, that person is indicating the intent to proceed to the next step in the workflow. Based upon that series of actions, an electronic signature is captured. The electronic signature contains the following: date, time, and user who completed a task or submitted a report.

15. *Will there be an electronic version of the SF-270 available in the future?*

There currently are no plans to have an electronic version of the SF-270. EDA guidelines require that each request for an ASAP drawdown must include an uploaded (attached) copy of the SF-270.

16. *For each month that I want to draw funds, do I have to complete the Award Action Request each time?*

Yes, the ASAP Drawdown Request (an Award Action Request) must be completed every time the user wants to drawdown funds.

17. *How did you access the chart for Progress Reports?*

Click here to view the Grants Online Notification Schedule.

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Grants Online Grantee Webinar
Thursday August 10, 2017
(10:00 a.m. – 12:00 p.m. & 2:00 p.m. – 4:00 p.m.)

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Agenda:

- Why Grants Online?
- Accepting An EDA Award
- Locating an Award File when no tasks are assigned
- Progress Reports
- Financial Reports
- Award Action Requests
- Training Resources
- Additional Questions

Questions and Answers

1. ***Where can I find the handouts for this Power Point presentation?***
   Click here for the Power Point slides associated with this presentation.

2. ***What is the format for the Progress Reports? What information must be included and/or addressed?***
   The EDA Federal Program Officer specifies the format and content of the Performance Progress Report.

3. ***Are there instructions explaining how to process invoices and get reimbursements?***
   Step-by-step instructions for processing invoices and getting reimbursements are located on pages 43-48 of the Grant Recipient User Manual.

   The information, presented in an abbreviated form, is included on pages 6-7 of the Grant Recipient Quick Reference Guide.

4. ***The person who previously completed and submitted the Federal Financial Reports is no longer with my organization. I am now responsible for completing the Financial Report; where can I obtain instructions?***
Effective January 2018, the content associated with the Federal Financial Report document was subsumed into the Grant Recipient User Manual. Reference the Table of Contents in the Grant Recipient User Manual for the most up-to-date location of that topic.

5. ***Please provide links for the Award process diagram and the NOAA guide.***
Click here to view the Award and Post Award process maps.

   - ASAP Drawdown Requests (Agency Review ASAP Recipients Only (Non-NOAA Bureaus) ➔ (AAR-5, page 7)
   - Companion instructions for ASAP Drawdown Requests are on page 32 of the Award Action Request (AAR) Guidance for Grant Recipients.

6. ***Is there a system requirement that mandates information be entered in the Your Comments box prior to clicking the Submit button?***
Comments are required only when either declining or rejecting the proposed course of action. Otherwise, there is no requirement that information be entered in the ***Your Comments*** box prior to clicking the Submit button.

7. ***What are the benefits of designating a Business/Financial Representative? Does this person receive reminder notifications when the financial reports are due?***
When a Business/Financial Representative is designated, that person receives an email reminder notification when the Federal Financial Report is due. If there no one in your organization designated for this role, the Authorized Representative and the Recipient Administrators receive the email notification.

Click here for the Grants Online Reminder Notification Schedule for: the Progress Report, the SF-425, and the Special Award Conditions.

8. ***Are report dates tied to the award period or are report dates standard irrespective of the award period?***
Due dates for reports are specified in the Award Terms and Conditions. Financial reports, irrespective of the date of award, are based on the fiscal year calendar.

9. *When the Project Director (or Principal Investigator) submits the Progress Report, does the AOR need to review/approve the contents prior to submitting the report to the Federal agency (in this case, EDA)?*

    If the Project Director (or Principal Investigator) does not have a submitting role, s/he will have to submit the Performance Progress Report to the Authorized Organizational Representative. Subsequently, that person will submit the report to the appropriate Federal agency.

10. *I have a three-year award; does the SF-425 report have to be submitted for all three years of the performance period?*

    Yes, unless otherwise specified in the Award Terms and Conditions, the SF-425 must be submitted for each year of the award performance period.

11. *Does the awardee have 30 days after the due date to submit the Performance Progress Report to the agency before the report is delinquent?*

    Yes, thirty-one days after the due date, the Progress Report is delinquent.

12. *We have been told to submit the ASAP request and then submit the forms (refers to the SF-270); we have also been told the opposite. Please clarify.*

    Per the ASAP Drawdown Request (Agency Review ASAP Recipients Only (Non-NOAA Bureaus) ➔ (AAR-5, page 7, step 3) (Updated July 8, 2017) when creating the Award Action Request (AAR), EDA users should attach the SF-270 as a PDF file. In step 10, the Recipient Authorized Representative receives a notification that the request for an ASAP drawdown of funds has been approved. In step 13, the ASAP funds are released. Finally, in step 15, the Recipient Authorized Representative receives confirmation that ASAP funds have been released.

13. *After entering data on a screen, I was told to initially click the Save button, and then click the Save and Start Workflow button. Is this a system requirement?*

    If there are numerous data entry fields on a screen, it is prudent to periodically click the **Save** button. This prevents data loss if the software unexpectedly encounters an operational anomaly. Otherwise, there is no requirement that the user click the **Save** button prior to clicking the **Save and Start Workflow** button.

14. *How many authorized users can one organization set up for a grant?*

    There is no limit to the number of users within an organization that can be assigned one or more roles in Grants Online.

<p align="center">**Grants Online Grantee Webinar**
Thursday November 9, 2017
(2:00 p.m. – 4:00 p.m.)</p>

Agenda:

- Why Grants Online?
- Accepting An EDA Award
- Locating an Award File when no tasks are assigned
- Progress Reports
- Financial Reports
- Award Action Requests
- Training Resources
- Additional Questions

Questions and Answers

1. *Does a change (update) in staff require approval by the EDA Project Officer? If so, where is the requirement for Project Officer approval specified?*

   If the Recipient Administrator makes staff changes (using the available features on the Grants File or the "Manage Recipient Users" link under the Awards tab) without submitting an Award Action Request there is no requirement that the changes be approved by the EDA (or other grant-sponsoring Federal agency).

   However, if EDA (or other grant-sponsoring Federal agency) approval is required for a staff change, the recipient must create and submit the appropriate Award Action Request. Upon approval of the Award Action Request, the Grants Online user role can be updated.

2. *To satisfy a special award condition, which user role should forward the approved Award Action Request (AAR) to the Federal agency?*

   Only the recipient's Authorized Representative (RAR/AOR) has the authority to submit a "Satisfied Specific Conditions" Award Action Request to the Federal agency.

3. ***Does the Department of Commerce issue the login information for Grants Online?***

In the case of a new Grants Online award recipient: Upon notification of an award and with verification, the Grants Online Help Desk provides login information (username and password) to the Authorized Representative (the person who accepted the award on behalf of his/her organization). Subsequently, the Recipient Administrator creates usernames and password for other personnel who need to work on tasks associated with an award.

Grants Online Grantee Webinar
Thursday May 10, 2018
(2:00 p.m. to 4:00 p.m.)

Agenda:

➢ Progress and Financial Reports

- o Who gets notifications and when?

- o When can the reports be submitted?

- o How are the reports submitted and who can submit them?

- o How do you included attachments with the reports?

➢ ASAP Drawdown Award Action Request (particularly focus on reimbursements).

- o How is the current process similar to the previous process?

- o Review the ASAP drawdown process – process map and demonstration

- o How, when and where to add the SF-270 attachment.

➢ Demonstration of the options you can use to add attachments in Grants Online

➢ Additional Questions

General Questions

1. *How do grant recipients create a Grants Online account? (generate a login and password)*
   Click here to access the User Account Guidelines (Grant Recipients).

2. *Are Grants Online and ASAP.gov two separate applications?*
   Yes, they are two separate and distinct applications. The diagram below, excerpted from the Grants Online Overview document (page 6), shows the relationship between the two applications. The ASAP Drawdown Request workflow details are shown in the diagram on the right.
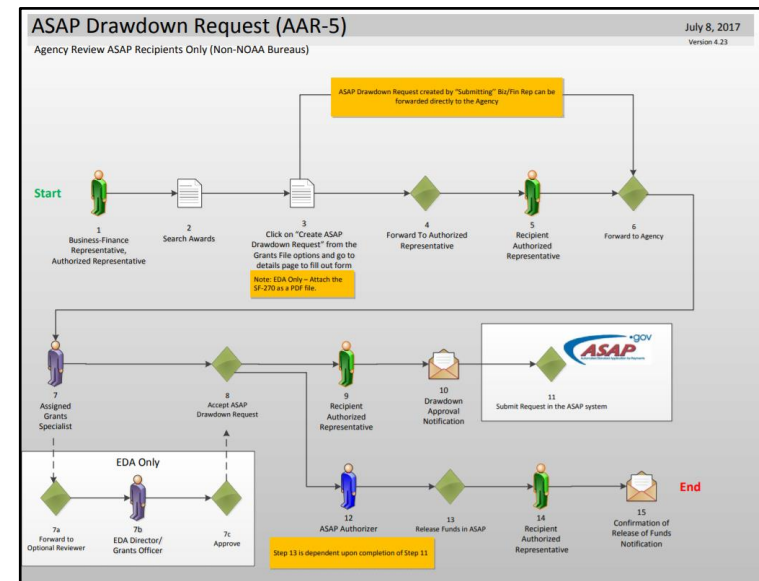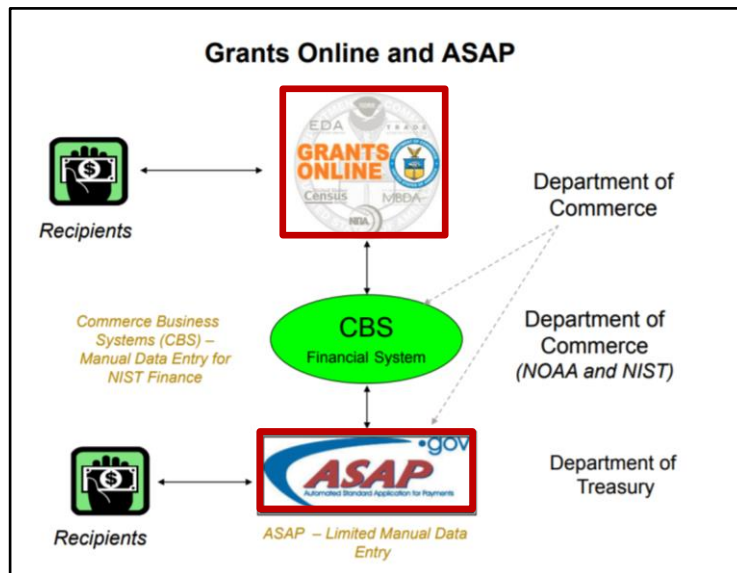
3. *What does the term non-interfaced mean?*
   The term non-interfaced indicates the absence of an automated transfer of data between Grants Online and the Commerce Business System (CBS). Data entry by Federal staff is required to move data between the two systems/applications.

4. *Is an organization required to assign a person to the PI/PD role?*

Technically, an organization does not have to assign someone to the Principal Investigator/Principal Director role. Please talk to your EDA Project Officer for the appropriate action re: assignment of the PI/PD.

If there is not an assigned PI/PD, the responsibility for submitting the Performance Progress Reports (PPRs) falls to the Authorized Representative. More than one person may be assigned to a role in Grants Online. In some small organizations one person performs all roles associated with management of an award. For an explanation of the Grants Online roles and responsibilities, reference page 9 of the Grant Recipient Quick Reference Guide.

5. *Can an organization have more than one PI?*

Yes, more than one person can be assigned to the PI/PD role. To ensure efficient operation most agencies have at least one person assigned to the PI/PD role. If there is more than one PI/PD, one person may be assigned as the lead PI/PD. PPR notifications are sent to all users identified as PIs/PDs. The first person to act on the task "owns" the task. If necessary, the task can be re-assigned to another person who has the same role.

6. *If the main account holder retires (Executive Director) how do we reassign the account to the new director? Would we also need to establish a new username?*

If by the "main account holder" you mean the Authorized Representative, contact your EDA Project Officer. The Help Desk requires a written request from the EDA Project Officer to create a username/password for a new Authorized Representative.

7. *While reviewing my role as Business/Financial Representative, I noted that my name and email address are incorrect. Whom should I contact to have those item corrected?*

You can correct your name and email address. To update the user name and email address, follow the instructions below:
From the Account Management tab, click the **My Profile** link. At the top of the screen near the Manage Profile header, click the **Edit >>** link.
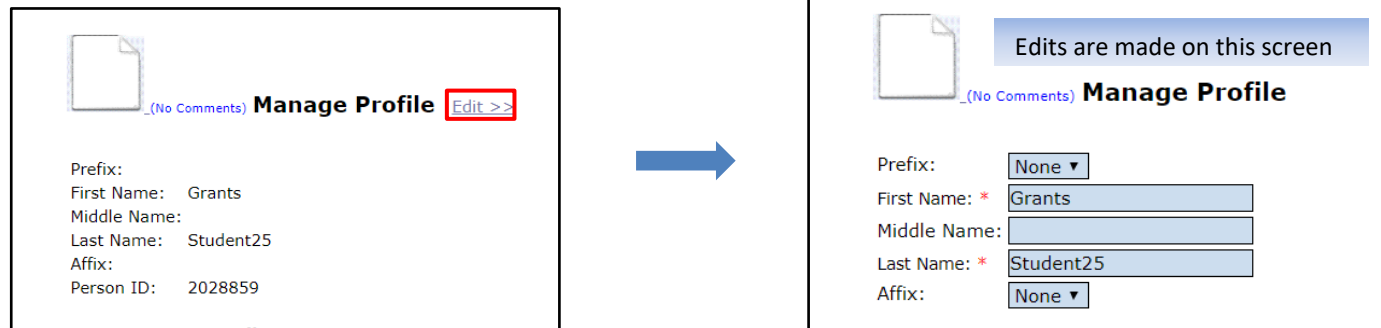
Scroll down to the Affiliations header and click the **Details** link next to the Org ID.

On the Affiliations page, click the **Edit >>** link. From the resulting screen, update the email information as necessary. To retain the updated information click the **Save** button.

You can also contact your organization's Recipient Administrator for assistance with updating your profile. The Recipient Administrator is responsible for managing the accounts of everyone in the organization to whom the grant was awarded. As a last resort, contact the Grants Online Help Desk.

8. *Our grant award indicates a semi-annual reporting schedule for the PPR and the FFR. However, Grants Online has our award setup for a quarterly reporting schedule. We checked with our EDA Project Officer and were informed the reporting schedule could not be updated. Our grant ends soon, so this is not a major concern. Is it possible to fix situations like this in the future?*

    If you were expecting to submit semi-annual reports and there are placeholders for quarterly reports, contact your Project Officer. Your EDA Project Officer can send the Grants Online Help Desk staff an email (*grantsonline.helpdesk@noaa.gov*) requesting modification of the reporting schedule.
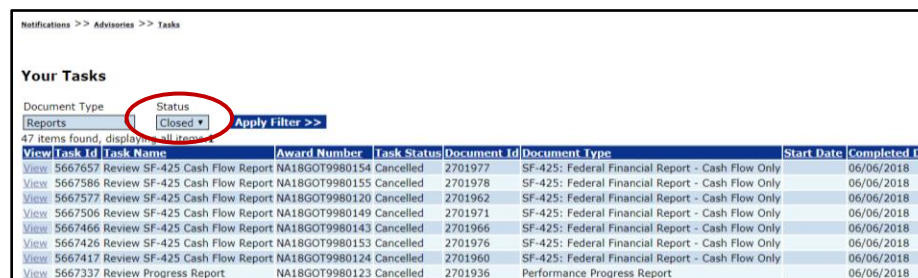
9. *Can we delete a task? I was told by the EDA Project Officer to contact Grants Online to delete the task since it was the wrong financial report.*

    No, you cannot delete a task. Tasks are removed from view in a user's Inbox when work associated with a task has been completed and forwarded to the next person in the workflow. The section that displays reports (PPRs and FFRs) contains placeholders. If information is entered into the wrong report, please reference the guidelines in the Grant Recipient User Manual (January 2018, page 70) to replace a report.

    Tasks can also be removed from view by changing the filter (e.g. Open, Closed, All) for a Document Type (e.g., All, Application/Award, RFA, or Reports). When the "Open" status is selected, tasks on which work has been completed *and* has been forwarded to the next person in the workflow **will not** be visible. In the image below, "Open" Reports (Document Type) are visible; the Task Name references PPRs.

In the second image, "Closed" Reports (Document Type) are visible; the Task Name references PPRs and FFRs (SF-425). This list is much longer because completed and cancelled tasks are displayed. Notice the screen image below shows only cancelled tasks.

10. *Previously, when we received the agreements by mail, we were given exhibits. Is there a way to get a copy of the complete grant agreement with the exhibits?*

The Grants File contains all the information associated with the award. The CD-450 is the cover page for your award. To download a copy of the CD-450, scroll to the bottom of the page. Locate and click the **CD-450 Report** button. The image shown on the right-hand side of the page below is visible. If appropriate, this page may be printed.

Below the **CD-450 Items heading**, there are several file names and documents. Any item that has a hyperlink may be viewed and/or printed.

The attachments associated with the award may be downloaded by clicking the **Download All** button.

EDA will probably have additional documents available from the Attachments section. If you are unable to locate the desired attachments, contact your Project Officer. The EDA Project Officer can set up a conference call between the Grantee and the Grants Online Help Desk.

11. *If I submit a request but forgot to attach the document, how can I include an attachment after the fact?*
    You cannot attach anything after you have submitted the report. However, you can contact your EDA Project Officer and request he/she return the report. At that point, you may include the attachment. However, if the report has already been accepted, you need to replace the report following the instructions in the Grant Recipient User's Manual (January 2018, page 70).

12. *If the Award Action Request is "Satisfy Specific Conditions", how do you determine the conditions that must be satisfied?*

EDA Grantee's Specific Award Conditions (SACs) are sometimes generated using a different process than that used by other Department of Commerce agencies. Therefore, grant recipients should work closely with their EDA Project Officer to understand the Terms and Conditions of the award. Most SACs associated with an EDA award are included as an attachment and are visible under the Attachments header.

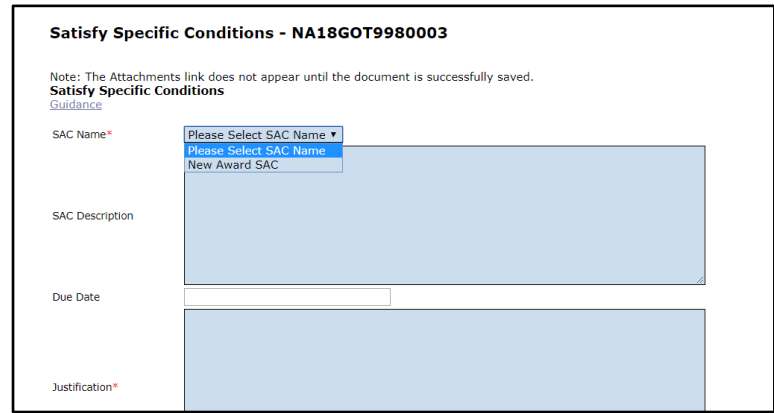Typically, SACs associated with a non-EDA award are created as a part of the award set-up process. SACs created in this manner are visible from the SAC Name dropdown menu on the Satisfy Specific Conditions screen. In the example below, there is one option – New Award SAC.

Performance Progress Reports (PPR) and Federal Financial Reports (FFR) Questions

13. *Does the financial report need be signed before submittal?*
When the Federal Financial Report is submitted to the grant-awarding agency, an electronic signature is generated.

14. *The current status for a PPR and a FFR submitted earlier this month still has the "submitted" status. How long should I wait before asking why the report has not been accepted and the status updated to "approved"?*
The report retains the submitted status until the report(s) has/have been accepted by the Project Officer. EDA Project Officers have ninety (90) days to accept the PPR and thirty (30) days to accept the FFR.

15. *I submitted my report online but it is still noted as delinquent. How do I determine what needs to be done?*
Status is a real-time indicator as to what is going on with either the PPR or the FFR. Double check your Inbox to ensure the task is not in your Inbox waiting to be forwarded to the award-granting agency. If you do not have a role that allows you to send reports directly to the agency, send it to the Authorized Representative. The Authorized Representative will forward the report(s) to the agency on your behalf.

16. *Can the reports be sent to more than one person?*
Grants Online does not send reports to anyone. PPR Notifications are sent to the PI/PD (if assigned); FFRs notifications are sent to the Business/Financial Representative. The person responsible for the PPR or the FFR should complete the Performance Progress Report Details Page or the Federal Financial Report Details Page. Here is a link to the Grants Online Reminder Notification Schedule.
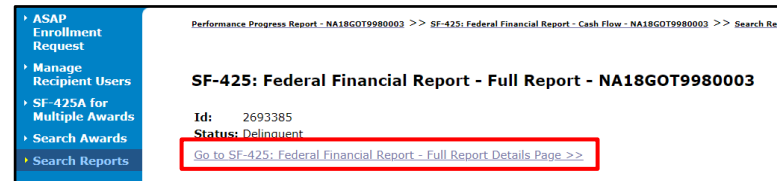
Refer to the Grant Recipient User Manual for instructions to complete the PPR (starts on page 35 of the January 2018 version) or the FFR (starts on page 45 of the January 2018 version). As indicated in the Table of Contents of the Grantee User Manual there is more than one type of FFR. The instructions in the manual are intended to be general enough for Grantees from all DOC agencies. However, the guidance of your Project Officer supersedes these instructions.

ASAP-Related Questions

ASAP Drawdown Request (AAR-5)
Agency Review ASAP Recipients Only (Non-NOAA Bureaus)

July 8, 2017
Version 4.23
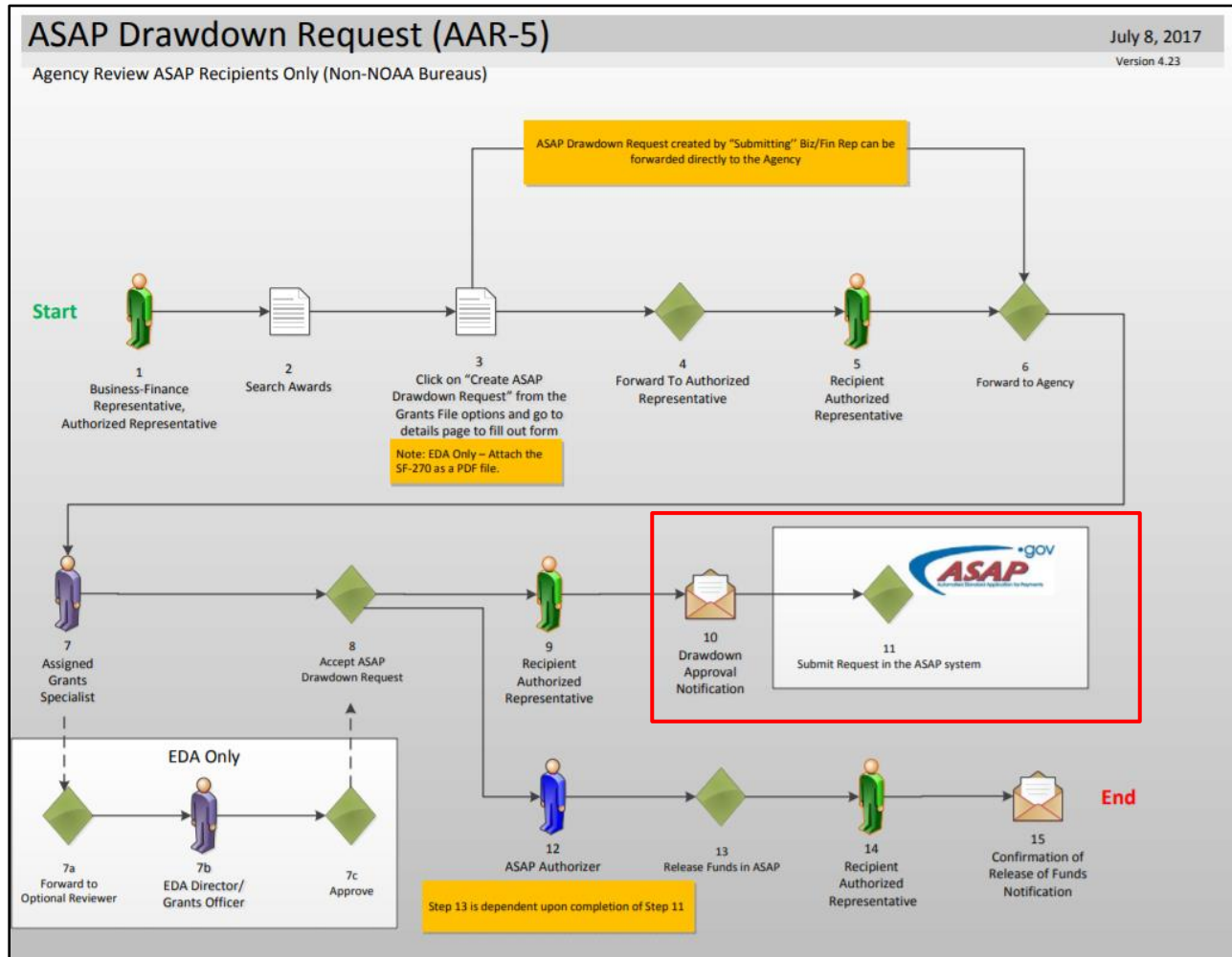
17. ***I am the Business/Financial Representative for my organization. However, the ASAP Drawdown Request is not available on the Award Action Request (AAR) Index list. Can I have it added to the AAR Index list?***
If the ASAP Drawdown Request is not available from the AAR Index, it is because the current award has not been identified in Grants Online as one that will be funded using the ASAP system. Please contact your EDA Project Officer for assistance in resolving this situation.

18. ***Did the instructions change for the steps to drawdown? I have instructions that specify "only after a drawdown request has been entered into ASAP, should a Grantee submit the Award Action Request."***
Yes, see the response to question 19.

19. ***When can the grant recipient draw down funds from the ASAP System?***
Refer to the [Award and Post Award Overview](#) process diagrams (see AAR-5). In step 3, the Business/Financial Representative creates an AAR (i.e., selects the Create ASAP Drawdown Request). The grant recipient can draw down funds at step 13 (Release Funds in ASAP). As noted in the AAR-5 process diagram, step 13 is contingent upon completion of step 11.

20. ***I initiate financial requests in Grants Online and ASAP. How do I ensure I receive a notification when the precursors to the ASAP Drawdown have completed?***
You do not explicitly state your Grants Online role. However, I am inferring you are a Business/Financial Representative. Notifications associated with the ASAP drawdown process should be sent to the Business/Financial Representative and the Authorized Representative. However, currently only the Authorized Representative receives notification. Please contact the Help Desk for a temporary work around until the issue has been resolved in an upcoming release.

21. ***If we have used ASAP in the past (5-6 years ago), do we need to re-enroll?***
Although you may have used ASAP for another agency, there is an abbreviated process that must be completed to enroll in ASAP with the current agency. Contact your agency's ASAP representative, as defined in the [Grantee Quick Reference Guide](#) (page 4).

22. ***If the ASAP drawdown request has been rejected; what are the next steps?***
You should talk to your EDA Project Officer who will correspond with the NOAA Finance office.

23. ***The status indicates "Approved: ASAP Authorizer Actions - Not Started." What are the next steps?***
If that is the message shown on the screen, the workflow is at step 12 on the AAR-5 process diagram. Contact your EDA Project Officer with any questions. The EDA Project Officer will enlist the assistance of the Finance Office to determine what must be done to resume the workflow.

24. **On the ASAP drawdown request screen the term "This request is locked" is visible.**
   The ASAP drawdown request screen (and all Grants Online screens) will always be locked to the user if he/she does not have the task in his/her Inbox. If changes need to be made, the task must be returned to the Inbox of the person who wants to make the changes.

SF-425 and/or SF-270

25. **I have instructions that state the SF-270 should only be used by organizations that are unable to draw down funds using the Department of Treasury's ASAP System. Is that accurate?**
   EDA programs have different requirements for which forms must be submitted. The particulars of a SF-270 submission in conjunction with an ASAP reimbursement request is governed by the type of grant you have with EDA. For program-specific requirements, please refer to your EDA Specific Award Conditions and your EDA Project Officer.

   All ASAP reimbursement requests should initially be submitted through Grants Online for approval by EDA. When EDA approval is obtained, the grant recipient can request funds from ASAP. Please refer to guidance materials on the Grant Recipient Training Resources website. Step-by-step instructions for completing the SF-425 and /or the SF-270 are available in the Grant Recipient User Manual. Please remember that while the content in this document is generalized to apply to all Department of Commerce agencies, there may be variations on the requirements for each agency or program office.

   For a visual representation of the steps associated with the SF-425 and the SF-270 reference the PPR and FFR process diagrams (PPR ➔ pages 3-4; FFR ➔ page 5).

26. **Where can I find the SF-270?**
   If needed, a downloadable version of the SF-270 is available from the EDA website. When accessed in June 2019, the link for the SF-270 is the first item under the **Additional Links** header.

27. **Where do I include an attachment for the FFR?**
   There is not an attachment widget associated with the FFR. Refer to the response for Question 30.

28. **It would be helpful to know the typical response timeframe for each approval step. My understanding is that each step has a defined timeframe to respond.**
   There is no "typical" response timeframe for each approval step on the process map. That largely depends upon the workload of the person who is approving the submitted product.

29. *Why do you send a threatening email if we explain the $5,000 over balance?*

The Grants Online system was built to NOAA specifications based upon its business rules. If you get a system-generated notification and have concerns about the content, contact your EDA Project Officer.

30. *What are the rules regarding completion of item #12 on the SF-425?*

If the Cash On Hand (difference between the amount drawn down and the amount spent) is greater than $5,000 or less than -$5,000, an explanation must be provided. There is no attachment widget for the SF-425. Any explanation you want to add should be entered in the blue box associated with item #12. As an alternative, attachments associated with the Cash On Hand may be included with the *Other* option on the Award Action Request Index.

Notifications

31. *Can we remove notifications? If so, how is this done?*

A Notification is an email that is sent to the user from outside of Grants Online. You can click on the Notifications link on the Inbox tab. Beside each task there is a small checkbox. If you mark a checkbox and scroll to the bottom of the screen, there are two buttons: Archive and Delete. Click the button to invoke the appropriate action.

Your Notifications

327 items found, displaying 1 to 100.[First/Prev] **1**, 2, 3, 4 [Next/Last]

Action		From	Sent	Subject
View Notification		Arthur Rep16	06/06/2018 04:18:14 PM	Award NA18GOT9980144
View Notification	View Task	Arthur Rep16	06/06/2018 04:18:12 PM	Award File for NA18GOT9980144
View Notification		Arthur Rep38	06/06/2018 04:18:11 PM	Award NA18GOT9980157
View Notification	View Task	Arthur Rep38	06/06/2018 04:18:09 PM	Award File for NA18GOT9980157
View Notification		Grants Online	05/28/2018 03:00:06 AM	Notice of Upcoming Proof of Satisfaction of Special Award Condition(s) for Award NA18GOT9980109
View Notification		Grants Online	05/28/2018 03:00:05 AM	Notice of Upcoming Proof of Satisfaction of Special Award Condition(s) for Award NA18GOT9980106
View Notification		Grants Online	05/28/2018 03:00:05 AM	Notice of Upcoming Proof of Satisfaction of Special Award Condition(s) for Award NA18GOT9980110
View Notification		Grants Online	05/22/2018 11:15:10 AM	Notice of Project Progress Reports Due for NOAA Award NA18GOT9980081
View Notification		Grants Online	05/22/2018 11:15:10 AM	Notice of Project Progress Reports Due for NOAA Award NA18GOT9980083
View Notification		Grants Online	05/22/2018 11:15:10 AM	Notice of Project Progress Reports Due for NOAA Award NA18GOT9980085

Archive **Delete**

32. *Will you receive an email to confirm receipt of reports?*

Currently the action to send an email confirmation when a report has been received is not functioning properly for the PPR. In an upcoming system release this functionality will be fixed. In addition, an email confirmation associated with receipt of the FFR will be developed.

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33. *If the EDA Project Officer sends the report back for revisions, will we get an email? Should we continue to check Grants Online for a confirmation that the report has been accepted?*

If the EDA Project Officer returns a report for revisions, the recipient receives an email indicating the concerns that need to be addressed. When a report is returned for revisions to either the FFR or the PPR, another 30 days are apportioned to address the concerns. If the revised report is not re-submitted before the 30 days has elapsed, another delinquent notice is sent. The report status is updated to indicate when the report has been accepted.

<div align="center">

Grants Online Grantee Webinar
Thursday May 9, 2019
(2:00 p.m. – 3:30 p.m.)

</div>

Agenda

- Closeouts (Financial and Manual/Administrative)
- Amendments
- Reassignments

Questions and Answers

1. ***What process should be followed when the person assigned to the Grants Online Recipient Authorized Representative (RAR) role leaves the organization? What happens to the "open" Grants Online tasks assigned to that person?***
   Please refer to the video {time stamp: 50:45} for a response to this question.

2. ***Are Grants Online and ASAP.gov two separate applications?***
   Yes, they are two separate and distinct applications. The diagram on page 6 of the Grants Online Overview shows the relationship between the two applications. Your Grants Online role will determine whether you can submit an ASAP drawdown request.

3. ***If my award period of performance ends on 5/31/19 and my final financial report is due 8/31/19 can I still make ASAP drawdown requests between May 2019 and August 2019?***
   You can make ASAP drawdown requests for 90 days following the award period of performance end date. Timing is important since you need to include the total amount of all ASAP drawdown requests in the **final** financial report.

4. ***I am interested in applying for a 3-year award/grant. When will we receive instructions to apply for an award/grant that starts in FY 2020? When is the application due?***
   Grants.gov continually posts awards/grants available for application. You must register for Grants.gov and monitor the site for awards/grants for which you qualify. The application Terms and Conditions are clearly stated in the announcement.

5. *My organization's award is set up to receive advanced payments. I currently use the ASAP site to do an initial request then log into Grants Online to complete the request. Do I still need to do that or can the full request be done using Grants Online?*
Please check with your EDA Project Officer for the Terms and Conditions of your award.

6. *For those groups who are not closing out but are just starting, will you be walking through how to initiate funds, send reports, etc.?*
The focus of this webinar is closeouts, task reassignments, and amendments. Refer to item #4 on the [Grant Recipient Training Resources](#) website for recorded webinars that discuss some aspects of using Grants Online.

7. *If the Program Officer caps the indirect cost (IDC) rate, should we complete that section on the SF-425?*
If a grant recipient is receiving money for indirect costs on a Federal award, that section of the SF-425 must be filled out. If there are additional concerns regarding what should be reported, please contact your EDA Project Officer.

8. *If our indirect cost rate goes up during the 3-year grant period, can we request a change?*
Questions about changes in the indirect costs associated with a Federal award should be directed to the grant recipient's EDA Project Officer.

9. *What if we have a cost allocation plan for reporting our indirect costs? Please explain how that works.*
All grant recipients (regardless of the existence of an indirect cost rate or a cost allocation plan), were provided an indirect cost rate during the pre-award process. This information is used to determine the total indirect cost budgeted for the award period. That rate should be used when completing the indirect cost section of the SF-425. For additional information, please contact your EDA Project Officer.

10. **We received an award several years ago from the EDA and have never managed any of our reports through Grants Online. Will we have to use this interface for closeout?**
Information regarding the closeout process is specified in the Terms and Conditions of award acceptance. Not all offices have the same closeout requirements. To obtain a response to questions about the closeout process, check with your Program Officer.

11. **Are we required to submit Federal Financial Progress Reports and Performance Progress Reports using Grants Online?**
The terms of how reports must be submitted is defined in the Notification of Award document.

12. **Can you navigate to a PDF of your EDA grant/award?**
The CD-450 (Financial Assistance Award) document can be viewed using the series of steps listed:
- Click the **Awards** Tab
- Click the **Search Awards** link
- Specify the Award Number (or leave all the data fields blank)
- From the list, select the appropriate award
- From the Grants File launch page, scroll to the bottom and click the **ID** link for Award File 0
- Scroll to the bottom of the Award File 0 launch page and click the **ID** link for CD-450
- Click the **Go to CD-450 Details Page** link
- Click the **CD-450 Report** button
- A printable PDF file is downloaded to the user's computer

13. **How are grantees notified when a grant is closed? To whom is the notification sent?**
A system-generated email is sent to the Authorized Organizational Representative.

14. **Does the reassign feature retain changes for the future or does this process have to be completed for each new task?**
The reassign feature should be used to reassign any task currently in your Inbox.

15. **Why don't we submit Comprehensive Economic Development Strategy (CEDS) updates using Grants Online?**
There is currently no consistent method for tracking CEDS updates. Some regional offices have a policy in place for submitting that information; others do not.

16. Is a SF-270 required for all EDA recipients?

In most instances, the answer to this question is yes. To be certain of the requirements related to your award, check with your EDA Project Officer. The information is also contained in the Award File Acceptance Terms and Conditions.

17. On the Grants File page, what should we do to change the status of a SF-425 from "submitted" to "accepted"?

When you have submitted the SF-425 to the EDA Project Officer there is nothing more for you to do. If the status of the SF-425 is not updated within 3-4 weeks from the date it was submitted to the agency; contact your EDA Project Officer.

<p align="center">**Grants Online Grantee Webinar**
Tuesday February 18, 2020
(3:00 p.m. – 5:00 p.m.)</p>

Agenda

- Reading a Grants File
  - Understanding a Task Status
  - Looking at the Workflow History
- Submitting a Progress Report -- DO NOT FORGET TO INCLUDE THE ATTACHMENT(S)!
- The Closeout Process and Reminders
  - Open Award Action Requests (AARs) delay the Closeout Process
  - Check for duplicate tasks and who has them
- The **NEW** Grants Online Program Management Office Website
- Additional Questions & Answers (Time Permitting)

Questions and Answers

1. *How do you give the business official authorization to submit the ASAP request without going through the Authorized Representative?*
The business official, in Grants Online known as the Business/Financial Representative, can initiate a specific Award Action Request (AAR) – the ASAP Drawdown Request. This topic was presented in earlier videos. For a quick summary of the actions that can be completed by various Grants Online roles, please refer to the Grant Recipient Quick Reference Guide (page 10 of the January 2020 document). Refer to the February 6, 2019 version of the Award Action Guidance document (see the index on page 5) for information about the ASAP Drawdown Request.

2. *Please explain what we need to do in Grants Online to submit a reimbursement request through ASAP.*
The Award Action Request(s) associated with an award are shown under the **Associated Documents** header located on the Grants File. An ASAP Drawdown Request (or request for reimbursement) is a type of Award Action Request. Reference the AAR Guidance document for an explanation of the parameters associated with the ASAP Drawdown Request.

3. *Can you save your work in progress after starting a request? Or does everything need to be completed in one sitting?*
You do not have to complete all aspects of a task in one sitting. No matter, we highly recommend you save your work as you go along.

4. *How long will funds be available in ASAP for EDA awards that have closed?*

   ASAP funds are available until the date indicated by the **Final Reports Due On**: data element.

5. *Please explain what action must be taken to resolve a "delinquent" report status.*

   Refer to page 33 of the Grant Recipient User Manual (January 2020 version). Information on that page of the document explains how the Report Status option is assigned.

6. *How long does it take to receive approval, prior to being able to drawn down funds, after an ASAP Drawdown Request is submitted?*

   It depends on how long it takes the person who is doing the review to complete his/her process. Please refer to the ASAP Drawdown process map, AAR-5.

7. *Who fills out the SF-270?*

   The Business/Financial Representative completes the SF-270. A fillable SF-270 is available on the EDA website.

8. *Are there any guidelines to complete the tracking form for EDA?*

   Some EDA Program Managers use a form/spreadsheet that is not a part of the Grants Online system to manage the ASAP Drawdown Requests. Each Project Officer has his/her guidelines for using this tool.

9. *Is there a webinar explaining how to fill out the SF-425 Federal Financial Report? If so, would this be on the Grants Online Training page?*

   There is a webinar that details the steps to complete the SF-425 form. The steps to complete the SF-425 are also explained in the Grant Recipient User Manual (see the Table of Contents for the appropriate page) or the Grant Recipient Quick Reference Guide.

10. *Maybe off-topic, when does the DUNS system transfer to the "new" system? Will current applicants have to change anything in their profiles?*

    We do not have any specific guidance on that topic. They are still in the formative stages of the DUNS replacement project. Since the impact of moving to the "new system" will be far-reaching, Grants Online will try to minimize the impact on Grant Recipients.

11. *How do you re-submit a rejected ASAP request?*

    If the ASAP Drawdown request is rejected you must initiate a new ASAP Drawdown Request. If an ASAP Drawdown Request is returned (indicated by a task in your Inbox), make the modifications indicated and resubmit. As shown in process map AAR-5, (page 7) you will not be able to draw down funds until all the steps that proceed step 13 are complete.