Federal Program Officer Training Agenda

Day 1 - AM

Session 1: Grants Online Overview and System Navigation 8:00 am – 10:30 am	
Topic	**Duration**
Introduction and Agenda	8:00 – 8:15 (15 min)
Grants Online Overview and Logging In	8:15 – 8:45 (30 min)
Basic System Navigation; Workflow and Account Management	8:45 – 9:45 (1 hour)
Viewing RFAs and Awards	9:45 – 10:20 (35 min)
Additional Resources and Training Questions and Comments Evaluations	10:20 – 10:30 (10 min)

Objectives – By the end of this class students should:

- Have a basic understanding of the roles of Grants Online and the Grants Online PMO within the DOC Grants community
- Have a basic understanding of the structure of the Grants Online system
- Be able to find basic application and award information in Grants Online
- Know where to find additional help when needed

Training Materials:

1. Agenda and Objectives
2. Acronym List
3. Grants Online Overview Presentation
4. Grants Online User Roles Spreadsheet
5. Grants Online User Roles Definition
6. System Navigation Manual
7. Course Evaluation

DOC Grants and Grants Online Acronyms

AAR	Award Action Request
AGO	Acquisition & Grants Management Office, NOAA
AO	Authorizing Official on Procurement Requests (see also "BO")
AR or AOR	(Recipient) Authorized Representative
ASAP	Automated Standard Application for Payment (Department of the Treasury)
BAA	Broad Agency Announcement
BO	Budget Official (In Grants Online this is actually the Procurement Request Authorizing Official)
CAMS	Commerce Administrative Management System (now know as CBS)
CBS	Commerce Business Systems (formally CAMS)
CD	Congressional District
CD-	Commerce Department (when used in a form number such as CD-435, CD-450, CD-451)
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
CM	Competition Manager
Co-PI	(Recipient) Principle Investigator - Secondary
DOC	Department of Commerce
DOC-OS	Office of the Secretary, DOC
FALD	Federal Assistance Law Division of DOC
FCS	U.S. and Foreign Commercial Service, ITA
FFO	Federal Funding Opportunity
FFR	Federal Financial Report
FIPS	Federal Information Processing Standards
FON	Funding Opportunity Number
FPO	Federal Program Officer
FRN	Federal Register Notice
GMAC	Grants Management Advisory Committee (NOAA)
GMD	Grants Management Division (Silver Spring and HCHB), DOC/NOAA
GO	Grants Officer
GS	Grants Specialist
IA	Import Administration, ITA
ITA	International Trade Administration
LO	Line Office
MBDA	Minority Business Development Agency

DOC Grants and Grants Online Acronyms

NCE	No Cost Extension
NEPA	National Environmental Policy Act
NESDIS	National Environmental Satellite, Data, and Information Service (NOAA Satellite Service)
OFA or NFA	NOAA Finance and Administration
NMFS	National Marine Fisheries Service (NOAA Fisheries Service)
NOAA	National Oceanic and Atmospheric Administration
NOS	National Ocean Service (NOAA's Ocean Service)
NTIA	National Telecommunications and Information Administration
NWS	National Weather Service, NOAA
OAR	Ocean and Atmospheric Research (NOAA Research)
OGC	Office of General Counsel, DOC
OHRM	Office of Human Resource Management, DOC-OS
OIG	Office of Inspector General, DOC
OLA	Office of Legislative Affairs (NOAA, MBDA)
OLIA	Office of Legislative and Intergovernmental Affairs, DOC
OMB	Office of Management and Budget (part of the Executive Office of the President)
OS	Office of the Secretary, DOC
PD	(Recipient) Project Director
PI	(Recipient) Principle Investigator
PMO	Grants Online Program Management Office
PO	Program Office (sub organization under a Line Office)
PPR	Performance Progress Report
PRCF	Procurement Request and Commitment of Funds (CD-435) / Funding Memo
RFA	Request for Application
SAC	Special Award Conditions
SEC	Office of the Under Secretary for Oceans and Atmosphere (USEC abbreviated to SEC for use in FON)
SF-	Standard Form issued by the Office Management and Budget (as in SF-424, SF-269, SF-270, etc.)
SO	Selecting Official
USEC	Office of the Under Secretary for Oceans and Atmosphere (NOAA Upper Management)

Grants Online Overview

August 2009

Project Goals

- DOC Single Unified Grant Processing and Administration, using an electronic solution, that will reduce processing time.
- A scalable solution for high volume usage and robust, available operation.
- A DOC interface with the *Grants.gov* initiative to provide “one-stop” shopping for Federal grants-related activities
- Standardized business processes that will contribute to a more efficient and effective use of resources.
- A direct interface to other systems such as CAMS/ASAP, FinLitLog, and the Grants Notification System

Contract Award – August 29, 2003

GO LIVE! (NOAA Feds Only) – January 10, 2005

Rollout to Grantees – October through August FY 2006

Rollout to DOC – March 2009

Grants Life Cycle

Pre-Award	Award	Post-Award	Close-Out
Create/Review/ Publish RFA in Grants Online, FFO in Grants.gov and FRN	Recommend Applicant for Award	Submit Progress Reports	Initiate Close-Out
Submit Applications via Grants.gov	Approve Selection Package	Submit Financial Reports	Submit Final Documents
Receive Applications via Grants.gov	Prepare Award Package	Manage User Accounts, Update Org Info	Approve Final Documents
Review, Evaluate Applications	Obligate Funds	Certify Progress & Financial Reports	Reconcile Financial Information
Review Application Package	Award Grant	Impose/Remove Special Award Conditions	Close Grant
Modify/Withdraw Application	Accept Grant Award	Initiate Award Action Requests	
Notify Applicants (non-comp only)		Amend/Suspend/ Reactivate/Transfer/ Terminate Award	

KEY	
	NOAA User functionality
	Grantee and NOAA User functionality
	Future functionality

Grants Online System Requirements

Grants Online operates in a web environment. As such, you will be required to use an internet browser to login to the system. No software is required for installation. As Grants Online is web-based, you may access the system anywhere at anytime provided that you have internet access. Logins and passwords are required and will be relayed to you once you are authorized for access.

RECOMMENDED INTERNET BROWSERS:

- **Windows – Internet Explorer 7.0 or above (Preferred)**
- **Mac – Safari 3.1**
- **Windows or Mac – Firefox 2.0**

Grants Online and Grants.gov

Applicants

GRANTS.GOV℠

FIND. APPLY. SUCCEED.℠

General Public

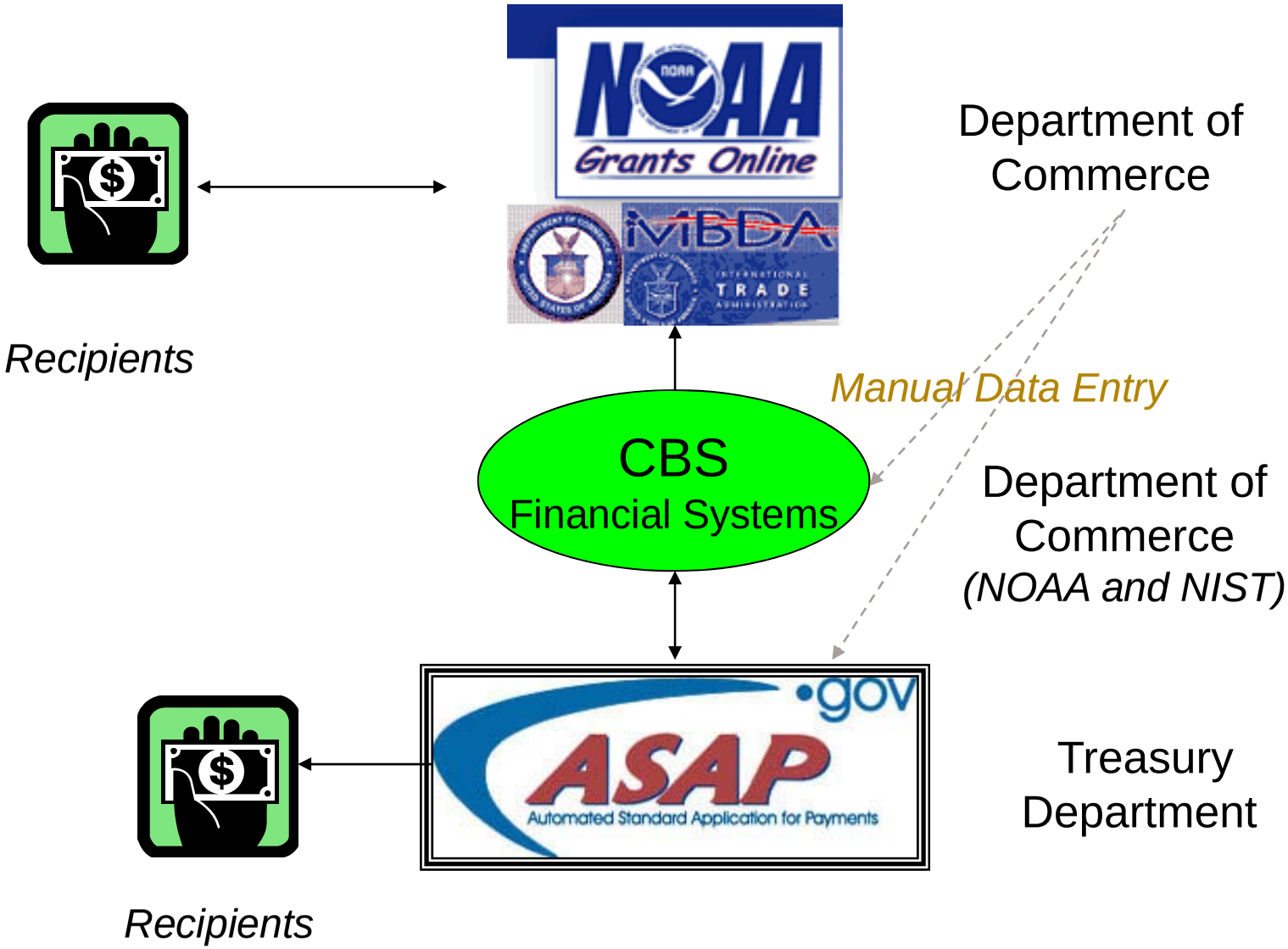
Recipients

NOAA Grants Online

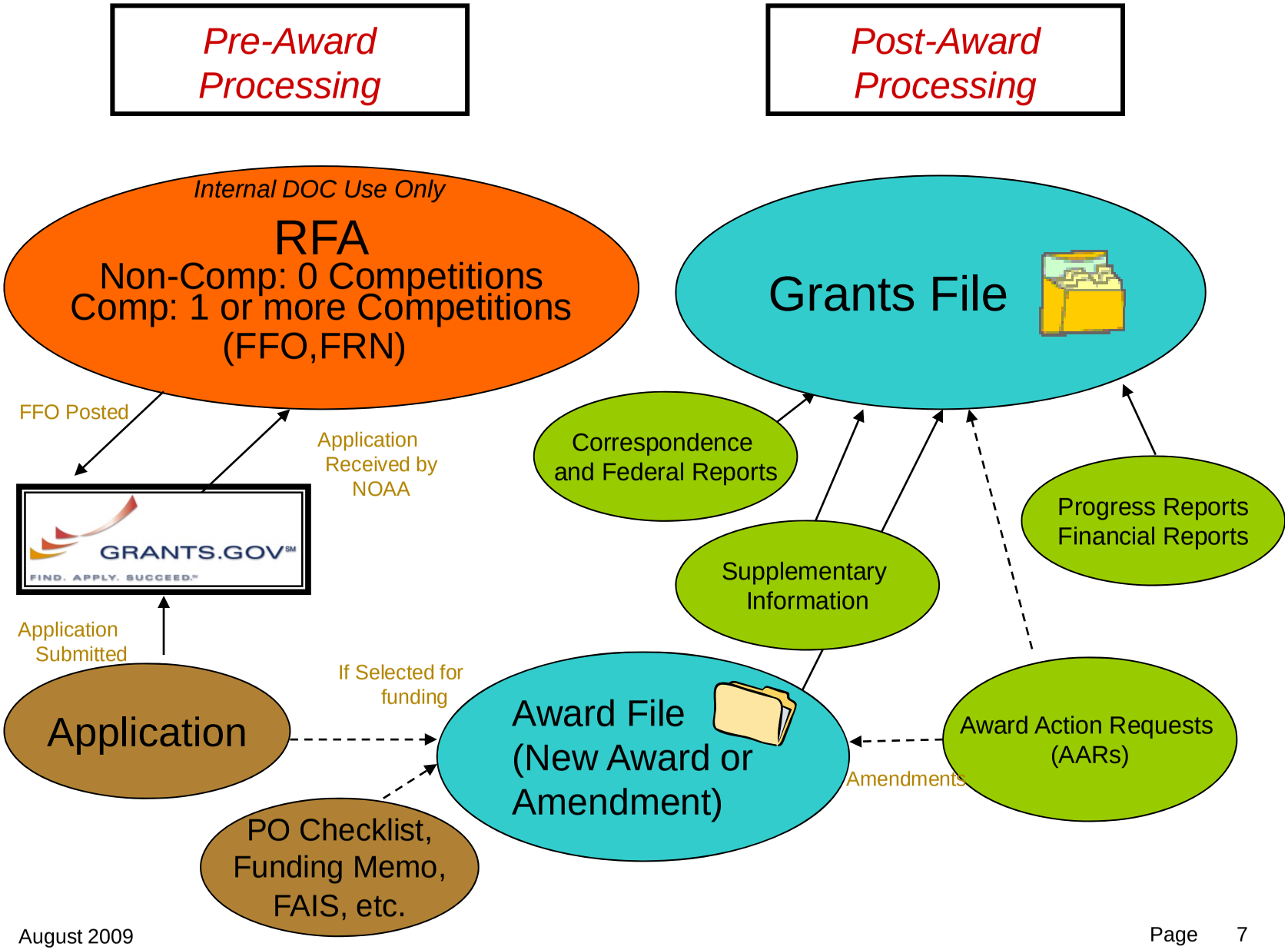
iMBDA International Trade Administration

DOC

Grants Online and ASAP

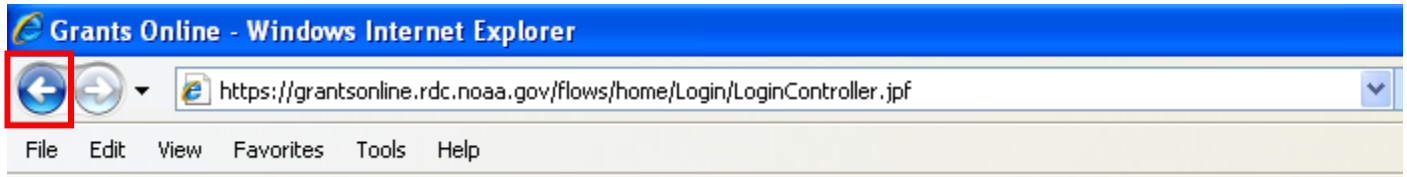


Grants Online Document Relationships

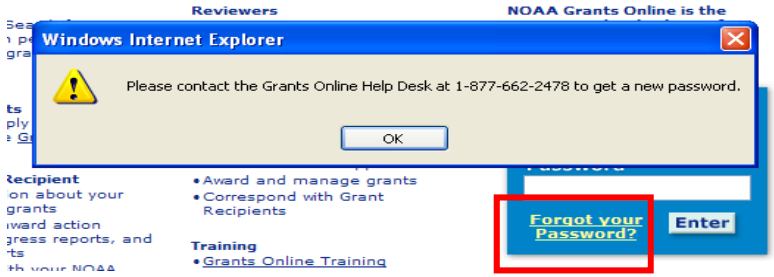


Grants Online Helpful Hints

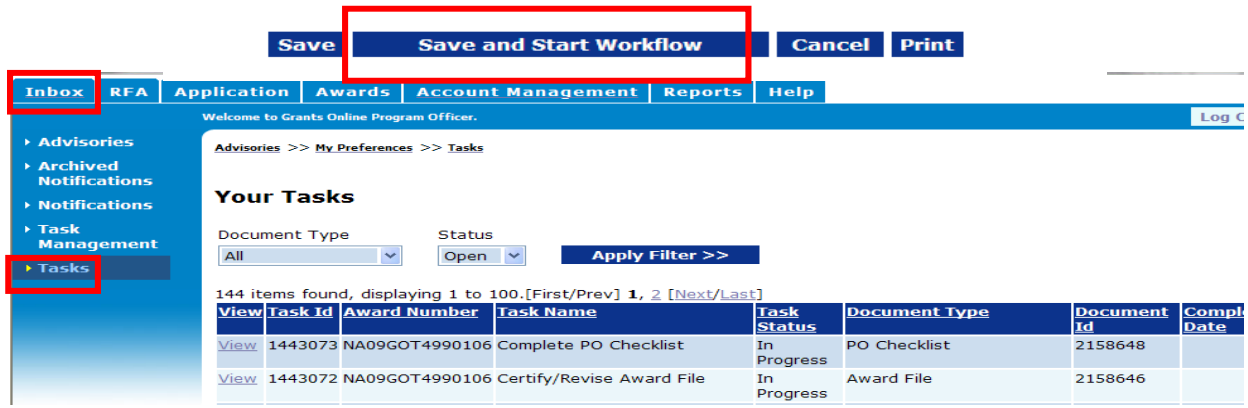
- **<u>Do NOT</u> use the Browser "Back" button *(Use breadcrumbs instead)***



- **On Home Page, click on "Forgot your password?" to get Help Desk phone number.**



- **After clicking "Save and Start Workflow" always go to your Inbox Tasks for your next action. (If you do not see the new task, click "Tasks" in the left navigation pane to refresh the page.)** ***Always check Tasks before logout.***



Buttons vs. Column Headings

Dark blue column headings look like buttons except that there are one or more additional lines of information beneath them. The first line will be displayed with a medium blue background and the next line will have a pale blue background.

Competitions

Press Save before selecting the following link(s)

Competition Name	Actions
Copy of Training Competitive RFA Dec 2008 Screen Shots	Edit Delete

Add New

Attachments:

Save | Create Publication(s) | Save & Continue | Cancel

Dark blue buttons with white lettering indicate an action to be taken.

Document Type: All

Status: Open

Apply Filter >>

9 items found, displaying all items.1

View	Task Id	Task Name	Task Status	Document Type
View	1365154	Certify/Revise Award File	Not Started	Award File
View	1365050	Review Reviewer Instructions	Not Started	Review Instructions
View	1365026	Certify/Revise Award File	Not Started	Award File

Underlined column headings indicate that the data underneath can be sorted by that column.

Grants Management Advisory Committee (GMAC) Contacts

NOAA/NESDIS	Patty Mayo	301-763-8127 x 107
NOAA/NFA	Steve Drescher	301-713-0942 x 122
NOAA/NMFS	Dan Namur	301-713-1364 x118
NOAA/NMFS	Melanie Gange (backup)	301-713-0174 x 210
NOAA/NOS	Jane Piercy	301-713-3050 x 161
NOAA/NWS	Tamara Lewis	301-713-4020 x 111
NOAA/NWS	Herbert Callands (backup)	301-713-1015 x 109
NOAA/OAR	Sharon Schroeder	301-734-1172
NOAA/OAR	Brenda Alford (backup)	301-734-1174
NOAA/USEC/OED	Sarah Schoedinger	704-370-3528
NOAA/USEC/OED	Priti Brahma (backup)	301-713-9437
MBDA	Efrain Gonzalez	202-482-1940
MBDA	Rita Gonzales (backup)	202-482-6473
ITA	Brad Hess	202-482-2969
DOC-OS/OHRM	Janice Guinyard	202-482-4633

Grants Online Training and Help Desk

- **Grants Online Website**
  - Looking For More Information About Grants Online?
    - Go to the Grants Online PMO website at **http://www.corporateservices.noaa.gov/grantsonline**
  - Have A Question When Training is Over?
    - Email the Help Desk at **GrantsOnline.Helpdesk@noaa.gov**
    - Call **301-444-2112** or **1-877-662-2478** toll free
  - Ready to start working in Grants Online?
    - Go to **https://grantsonline.rdc.noaa.gov**

Grants Online User Roles - Federal

FUNCTIONS/ROLES	Cert FPO	UnCert FPO	Pgm Office Staff	Budget Officer (Auth Official)	Pgm Office Reviewer	Pgm Office Requester	NEPA Official	Selecting Official	GMAC	Grants Specialist	Grants Officer
View Awards	X	X	X	X	X	X	X	X	X	X	X
Create RFA (Including FFO and Synopsis)	X	X	X								
Review FFO and Synopsis	X	X	X	X	X	X	X	X	X	X	X
Review Reviewer Instructions	X	X	X								
Manage Competition	X	X	X								
Be Assigned Program Officer on RFA	X	X	X								
Be Assigned Program Officer on Application	X	X	X								
Notify Recipients for Non Competitive Apps	X										
Accept Competitive Applications								X			
Approve Selection Package								X			
Forward Documents to FALD	X							X			
Complete Negotiations	X	X	X								
ACCEPT Minimum Requirements Checklist	X	X	X								
REJECT Minimum Requirements Checklist	X										
Complete PO Checklist	X	X	X								
Certify and Forward PO Checklist	X										
Complete and Forward NEPA Document	X	X	X								
Approve NEPA Document							X				
Complete and Forward Procurement Request	X	X	X								
Be Requester on Procurement Request	X	X	X	X	X	X	X	X	X	X	
Review Procurement Request	X	X	X	X	X	X	X	X	X	X	
Authorize Funds on Procurement Request				X							
Intiate Partial Funding	X	X	X								
Initiate Award Action Request	X**									X	
Initiate Amendment										X	
Complete Administrative Review of Award File										X	
Approve Award											X
Accept Progress Report	X										
Accept Financial Report											X
Authorize Bureau User Access to Grants Online									X		X

*** Special Approval Needed from GMD Chief and GMAC Representative*

Grants Online User Roles - Grantee

FUNCTIONS/ROLES	Recip Auth Rep	Recip Admin	Recip PI/PD	Recip Biz/Fin Rep	Recip Key Person
View Awards	X	X	X	X	X
Initiate Award Action Request	X	X	X		X
Submit Award Action Request	X				
Accept or Reject Award	X				
Manage Recipient Users		X			
Complete Progress Report	X	X	X		
Submit Progress Report	X		X*		
Complete Financial Report	X	X		X	
Submit Financial Report	X			X*	

** Recipient Administrator Needs to grant "Submitting" Role*

Grants Online User Role Definitions

ROLE NAME	DEFINITION
ASAP Authorizer	This role is given to the users who are responsible for the first step in setting up a new award in the ASAP System (for current ASAP recipients) or adding funds to a current award as appropriate.
Budget Officer (Procurement Request Authorizing Official)	The "Budget Officer" role in Grants Online should be given to users who are actually Procurement Request Authorizing Officials. The person with this role checks availability of funds for the award and provides final approval for the Procurement Request (CD-435) of those funds as well as validation of the ACCS codes if not already done. This role has an accompanying threshold amount which the system uses to verify authorization to commit Program Office funds.
CAMS First Approver ***CAMS Second Approver*** ***CAMS First and Second Approver***	These roles are given to users responsible for entering grant obligations into the instance of the Department of Commerce's CBS that tracks financial actions for that particular Bureau. The business process is slightly different at different bureaus so the various roles reflect these differences.
Credit Checker	This role is given to the user within a particular Bureau who is responsible for requesting credit checks as needed during the preparation of an award file for Grants Officer signature.
FALD	This role is given to users in the Department's Financial Assistance Law Division who are assigned to a particular Bureau.
Federal Progam Officer - Certified	This role is given to a person who is responsible for the development of funding announcements, application reviews, and the processing of award and post-award recommendations to be sent to the Grants Management Division. Within Grants Online, only FPOs who are Certified can communicate between their own Program Offices and outside entities such as FALD, GMD, and Recipients. For instance, an Uncertified FPO cannot "Certify" a PO Checklist or forward an Award File to the Grants Management Division. Persons given this role are assumed to have obtained a certain level of training in the Grants Management arena.
Federal Program Officer - Uncertified	This role is intended for persons who are on track to become Certified Federal Program Officers but have not yet obtained the necessary credentials required by their Line Office. They may assist with all tasks normally done by a Certified Federal Program Officer, but cannot forward any documents to entities outside of their own Program Office. The documents must be reassigned to a Certified Federal Program Officer for that purpose.
Finance Office	This role is given to users to perform various Finance related roles such as ASAP Certifications and financial closeout activities.
GMAC (Grants Management Advisory Committee)	This role is reserved for the official members of the NOAA Grants Management Advisory Committee and their designated back-ups, along with the points of contact for the non-NOAA bureaus. There are usually one or two GMAC users within each Line Office. The users with this role are responsible for authorizing the addition, updating, or removal of Grants Online users within their respective Line Offices.
Grants Officer	This role is reserved for Grants Management Division personnel who have been given authority to make award offers to recipients on behalf of DOC. They also make the final decisions with regard to approval or denial of Award Action Requests. This role is accompanied by a system enforced approval threshold for funding.
Grants Specialist	This role is given to Grants Management Division personnel who have responsibility for administrative processing of award files in preparation for DOC's offer to the recipient. They are also responsible for the review of Financial Reports and Award Action Request recommendations from the Program Offices.
NEPA Official/Coordinator	NEPA Official reviews and approves the NEPA documentation as part of an Award File prior to submission to GMD.

Grants Online User Role Definitions

OLA	This role is given to the person who will perform Bureau-level functionality in the Grants Notification System (GNS) relating to congressional notifications of awards. The person with this role will receive notifications from Grants Online that a record has been sent to the GNS system. They do not need to log into the Grants Online system to do any work, but they need to have an account in Grants Online in order to receive the notifications.
Program Office Requestor	The role of Program Office Requestor is given to a user whose only function is to provide first-level "Requestor" approval on Procurement Requests (CD-435) prior to submission to the Budget Officer.
Program Office Reviewer	This role is usually given to a person who needs to be included in the workflow to review a Request For Application (RFA), a Procurement Request, or a Project Progress Report (PPR) but has no other role in Grants Online.
Program Office Staff	This is a staffing role to Federal Program Officers. They may assist in the development of RFA's, assist in the paper application process, assist in the review process, and complete the PO checklist as necessary. Users with this role have the same access in Grants Online as user with the role of Uncertified Federal Program Officer.
Progress Report Reviewer	This is a Federal Program Office role given to a user whose only responsibility is to review Project Progress Reports received from the grant recipients. This functionality can also be done be users with other Program Office roles such as Federal Program Officer (Certified or Uncertifed), Program Office Staff, and Program Office Reviewer
Public Affairs Liaison	This role is given to users who need to be notified about grant awards for the purposes of doing press releases and/or other Public Affairs type activites that are not tied to the Congressional notifications which are perfomed by personnel using the Grants Notification System (GNS).
Recipient Administrator	Users with this role have the permissions needed to set up other people in their organization as users of the Grants Online system and to give them access to specific awards as appropriate.
Recipient Authorized Representative	This role is intended for recipient users with signature authority to sign official grant documents such as an SF-424 (application), or countersigns an Award document such as a CD-450 (new Award) or CD451 (amendment). More than one person can have this role at any organization; however on each Award one person will be designated the primary “Authorized Representative”. (Designation as "primary" does not provide any additional access to awards in Grants Online.)
Recipient Business/Finance Representitive	This role should be given to recipient users who need to fill out Financial Reports (SF-425, SF-272 or SF-270, SF-269). There are two versions of this role - users with a "submitting" role can submit Financial Reports directly to DOC; users without the "submitting" role can only forward the Financial Reports to their Authorized Representative who can in turn submit them to DOC. Both versions of this role will allow the user to initiate an Award Action Request (AAR) but all AARs must first be forwarded to an Authorized Representative for submission to DOC.
Recipient Principle Investigator	This role should be given to recipient users who need to fill out Project Progress Reports (PPRs). There are two versions of this role - users with a "submitting" role can submit PPRs directly to DOC; users without the "submitting" role can only forward the PPRs to their Authorized Representative who can in turn submit them to DOC. Both versions of this role will allow the user to initiate an Award Action Request (AAR) but all AARs must first be forwarded to an Authorized Representative for submission to DOC.
RFA Publisher	This role is given to users who are responsible for posting grant opportunity notices at Grants.gov and for overseeing the bureau and department level review, approval, and publication of Federal Register Notices.
Selecting Official	The role of Selecting Official is given to a user who has the authority to approve the Selection Package generated from applications received in response to a Competitive funding announcement.
View Program Office (Line Office, Agency)	This role is available for Federal staff who need view-only access to Grants Files. The role is available at three different levels: Program Office, Line Office, or Bureau (Agency).

Training Manual

Grants Online System Navigation

Grants Online Release 3.03

Last Update: April 24, 2009

Getting Started

Accessing Grants Online

1. Click on the Internet Explorer Icon on your desktop or Start Menu

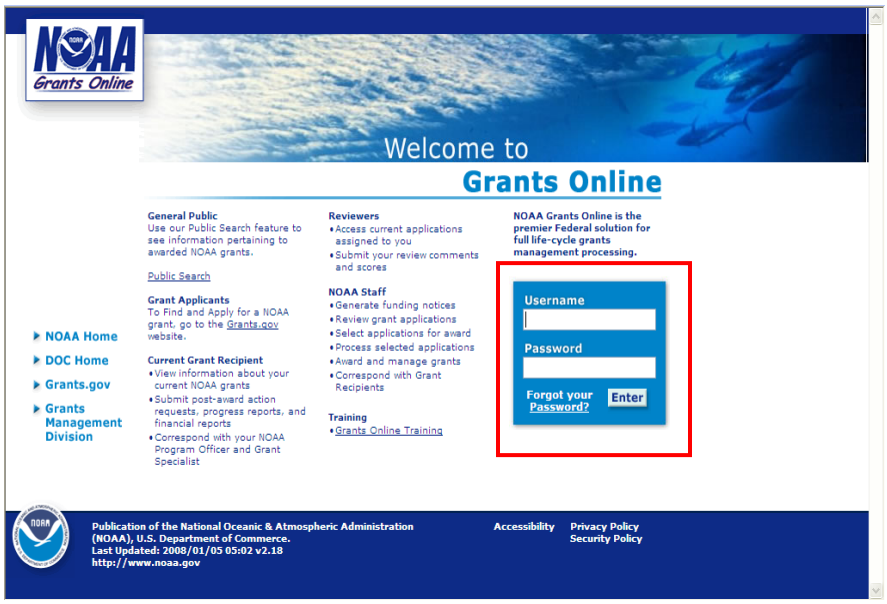
- Internet Explorer browser opens

2. Enter the following URL information in your address bar of your browser: https://grantsonline.rdc.noaa.gov then press **ENTER**

- *Grants Online Home Page/Login Screen* appears

Note: Screen shots still contain the NOAA logo (as a holdover from the previous manuals) instead of the new DOC logo. Future updates to this manual will include screen shot updates with the DOC logo.

3. Before logging into Grants Online, from this screen you can access the Public Search feature as well as other useful links, including the Grants Online Training page.



Warning!

If you entered your username or password incorrectly you will see an error message in red on the screen. After three unsuccessful attempts to log in, the system will lock you out and you will have to contact the Grants Online Help Desk to unlock your account. Click on the "Forgot your Password?" link for the Help Desk Phone Number.

If nothing happens when you click the Enter button, it means the se Grants Online server is down and will need to be restarted.

Grants Online Navigation Features

Overview

Navigating Grants Online is a simple process. The look and feel of the system requires the use of a mouse and keyboard for navigation. Access to certain features of Grants Online is based on your user role. Your user role determines the required access for you to do your work in Grants Online.

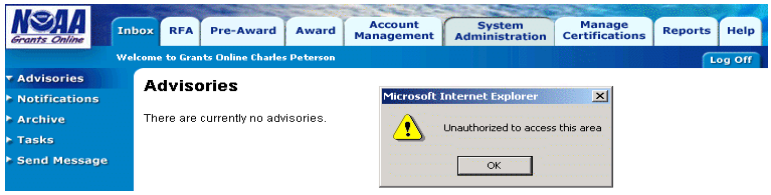
Screen Layout

Screen Layout Defined

Once you have successfully logged into Grants Online, the system will default you to the Inbox tab. Grants Online is actually broken into several areas:

- Tabs: Highlighted by the gold border and located at the top of the page are Grants Online Tabs. Use the Tabs to navigate within the different areas of Grants Online. Click on the appropriate Tab to navigate to the desired area.

Note: Access to various Tabs is determined by your user role. A grayed out Tab will denote restricted areas. If trying to access a restricted area, a pop up message will display, stating "Unauthorized to access this area" (see below).



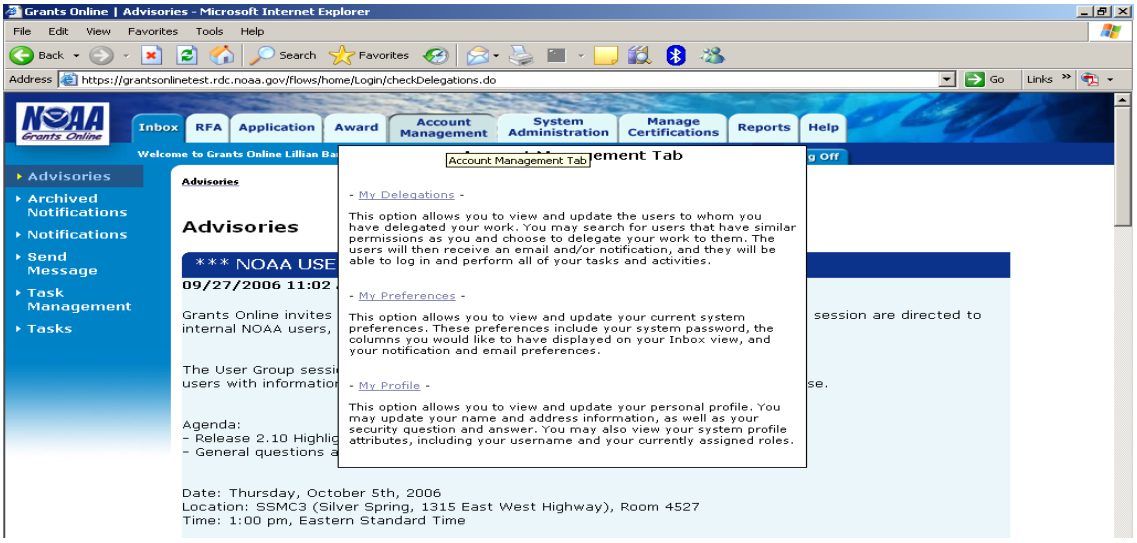
- Navigation Pane: Highlighted by the red border, is the navigation pane. Based on the Tab that you are currently on, commands for certain function display here. Click on the desired command to go to that specific screen.
- Document Pane: Highlighted by the black border, is the document pane. This is located in the middle of the screen. This is where most of the data in Grants Online will be input.

Other User Interface Features

Since the go-live of Grants Online in January 2005, other features have been added to the User Interface to facilitate the ease of navigation through the system.

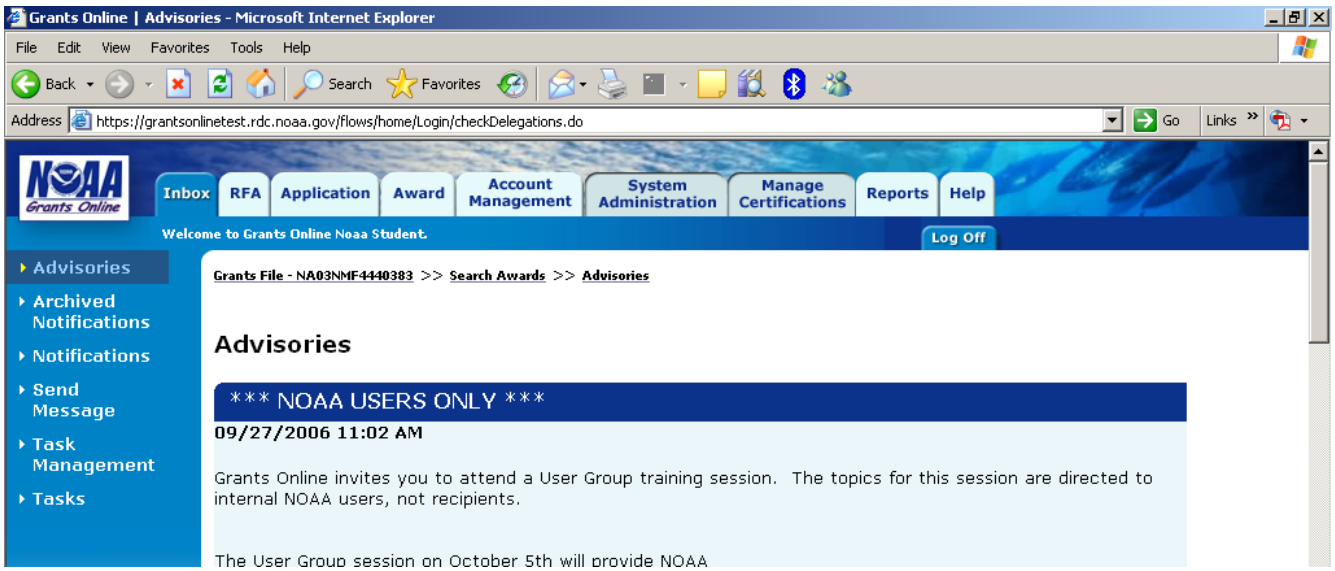
Pop Up Short Cuts

When placing your cursor over a tab at the top of the screen you will get a pop-up menu that contains the same links as the left navigation pane for that tab. This will allow you to navigate directly to one of those areas without clicking on the tab first.



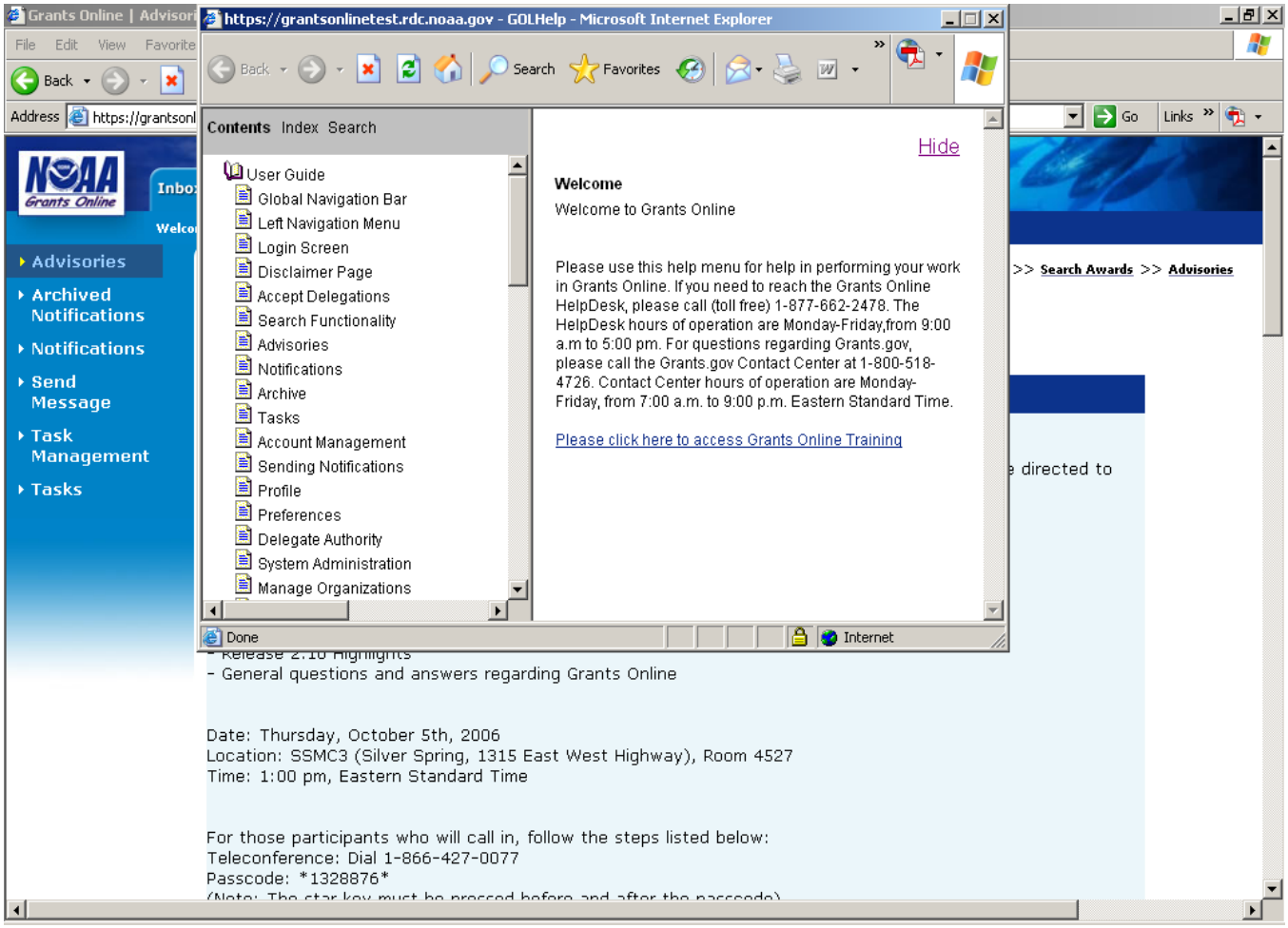
Breadcrumbs

The Grants Online system keeps track of the pages you have visited since you last logged on and put a "breadcrumb trail" of those pages at the top of the Document Pane. This feature can be used in place of a "Back" button.



Help Tab

The Help Tab provides information on accessing the Grants Online Help Desk as well as definitions and/or guidance for various Grants Online functions.



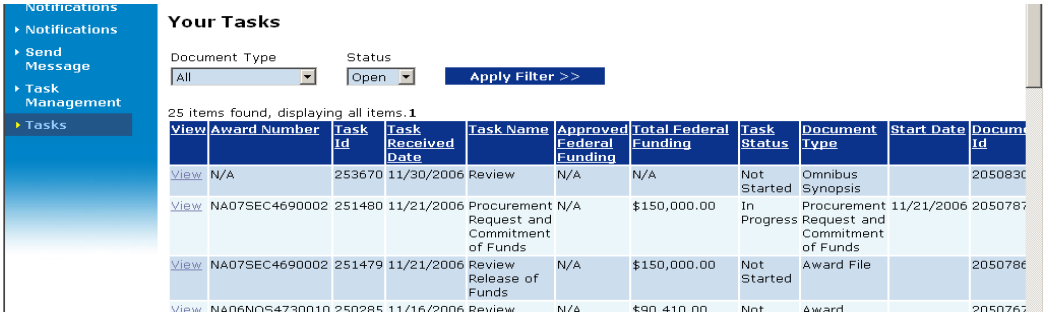
Inbox Tab

Tasks

While Notifications alert you to an action you must complete, Tasks allow you to complete that action assigned to you within the workflow. Tasks that are assigned to you can be located in the Task section in the Inbox Tab.

Accessing Tasks

1. From the Inbox Tab, click **Tasks**
   - *Your Tasks* screen appears



Note: Customizing the Tasks view may be accomplished through the Account Management Tab.

Viewing a Task

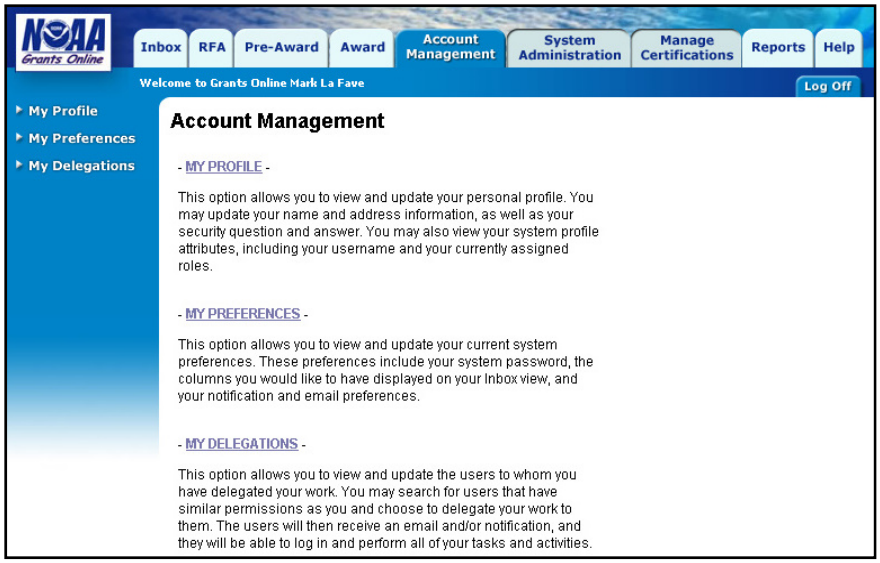
1. Click **View** next to the task you wish to view
   - *Launch Page* appears. From this page you may perform your assigned work by selecting an action in the action dropdown.

Filtering Tasks

1. Select the **Document Type** in the drop-down menu
2. Select the **Status** in the drop-down menu
3. Click **Apply Filter**
   - **Tasks** screen appears showing only filtered tasks.

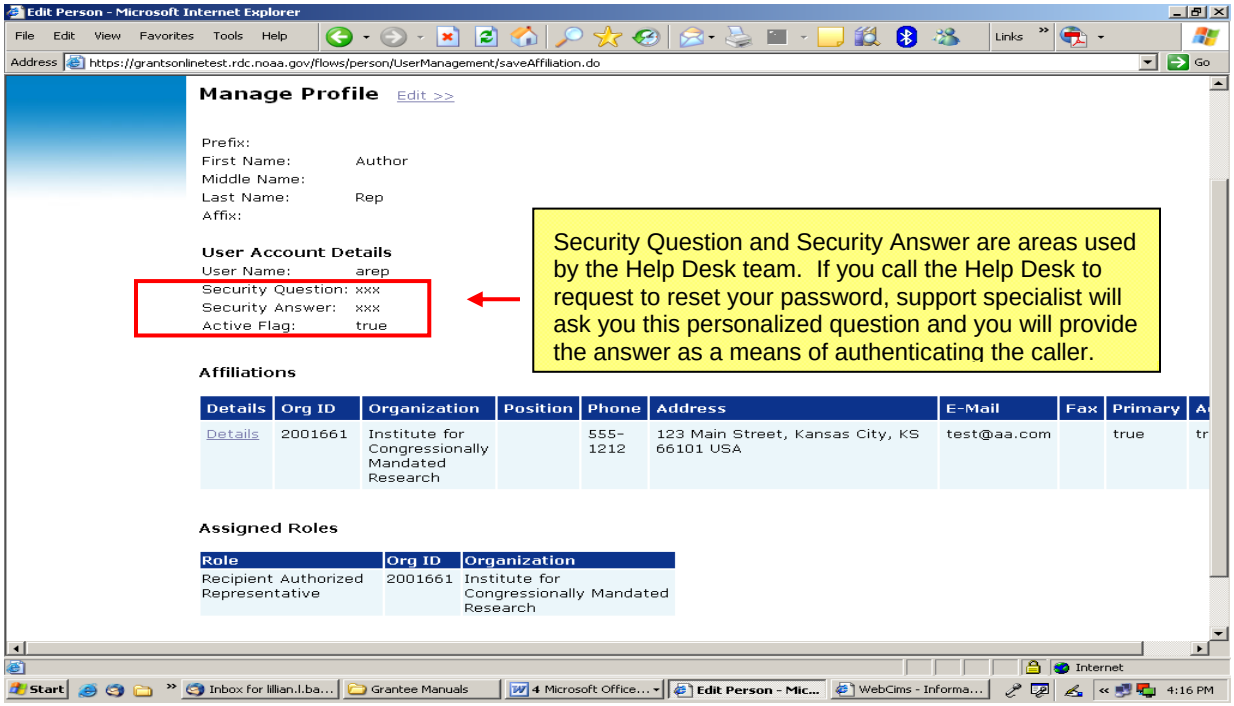
Account Management Tab

The Account Management Tab allows you to view your Profile, Preferences and Delegations. Within this tab you can update your profile, customize your Notifications and Tasks preferences, and delegate your inbox to other users.



Accessing My Profile

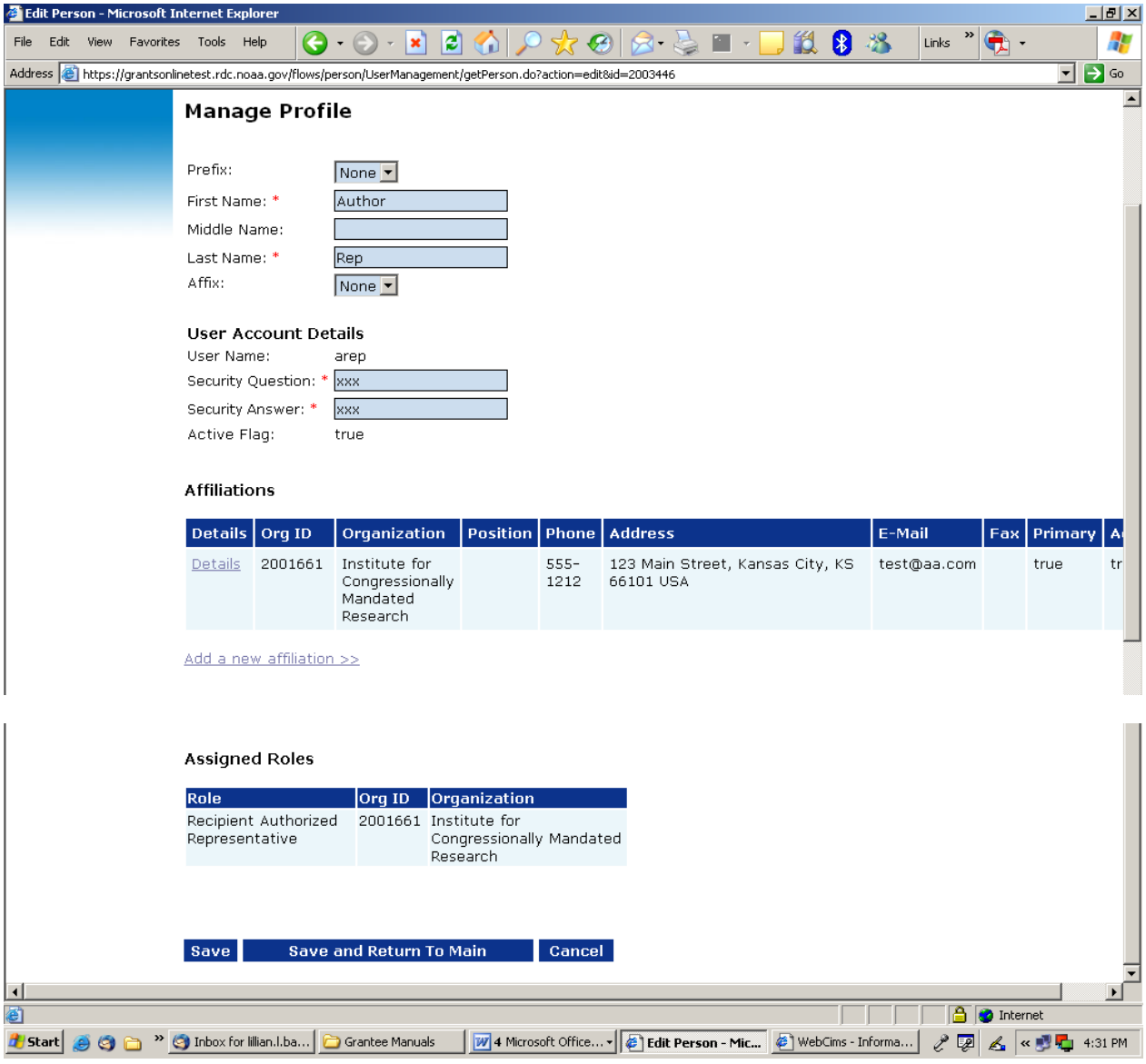
1. From the Account Management Tab, click **My Profile**
   - *Manage Profile* screen appears



Note: To change roles and affiliations, contact the Help Desk

Editing Your Profile

1. Click **Edit** (once you click edit, the screen will become formatted like the one below)
2. Make the necessary changes *(Click on the "Details" link under Affiliations to update phone, address, and/or email information.)*
3. Click **Save** to capture your changes
4. Click **Save and Return to Main** to return to the Account Management tab main screen
5. Click **Cancel** to go back to the previous screen (any changes you made will NOT be saved)

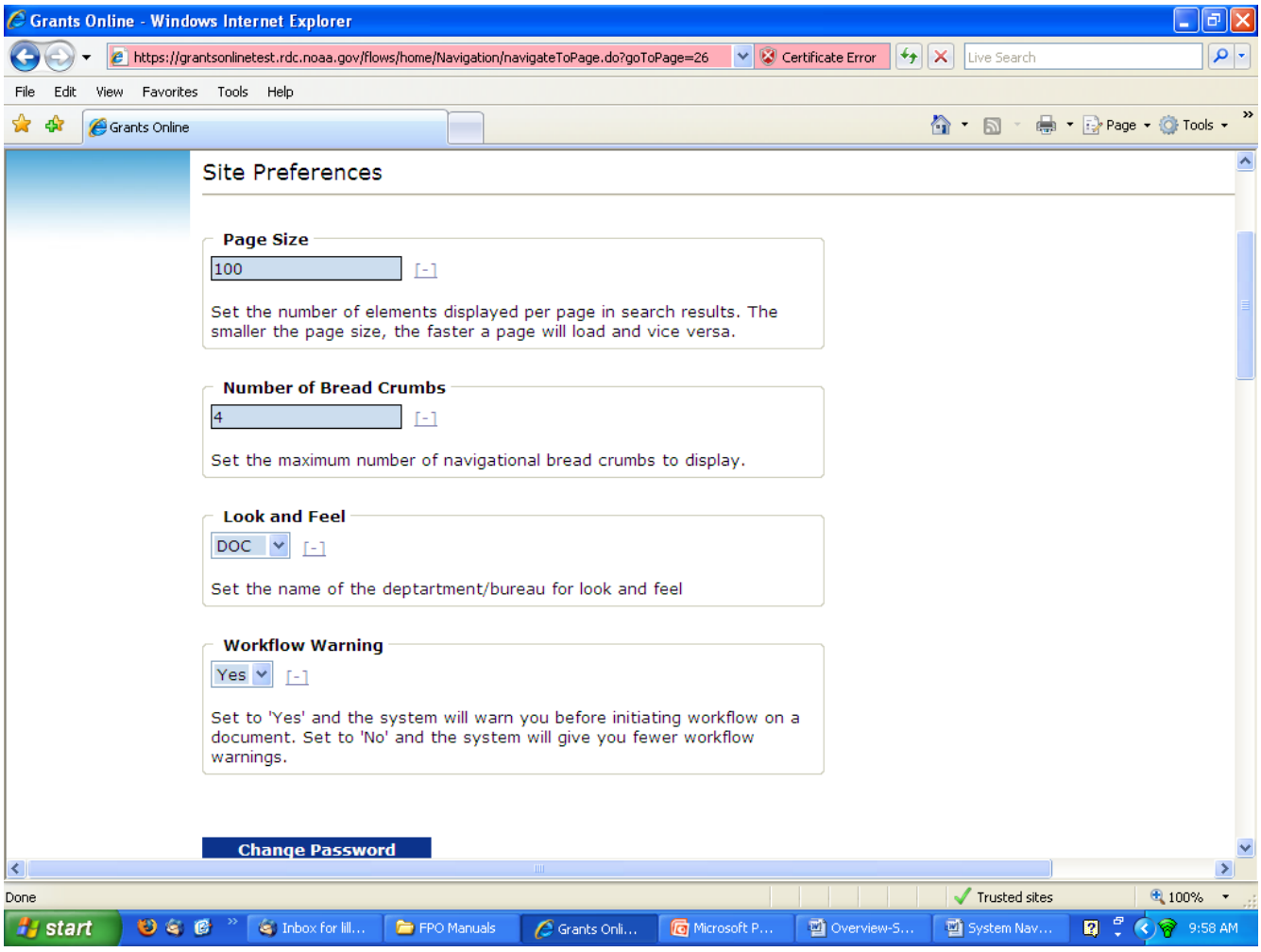


My Preferences

Customize your viewing preferences through the *My Preferences* screen. You may add/remove email Inbox notifications. This will remove notifications sent to your external email account only. Headings may be customized to display certain fields on your Tasks and Notifications screens. Additionally, you may change your password for Grants Online.

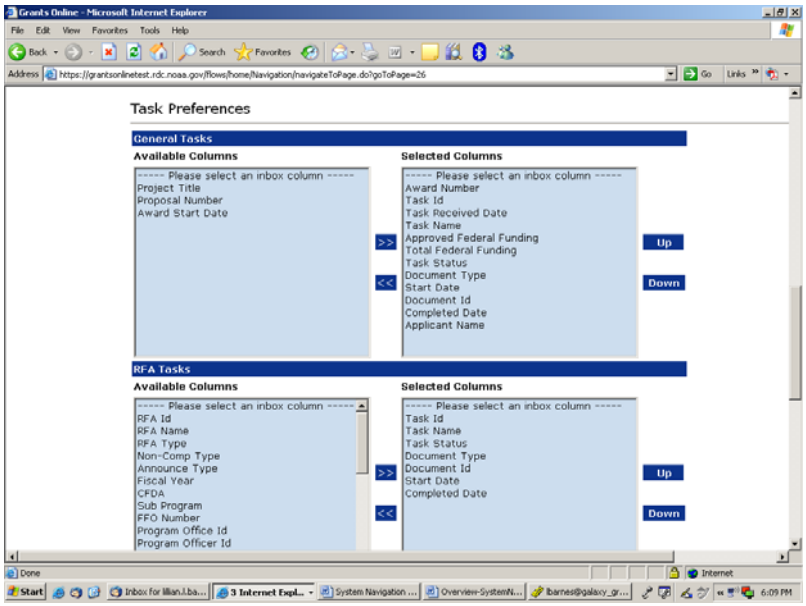
Accessing My Preferences

1. From the Account Management Tab, click **My Preferences**
   - *User Preferences* screen appears
2. Customize Page Size, Bread Crumbs, Look and Feel, and Workflow Warning as desired.
3. Click **Save** at the bottom of the page.



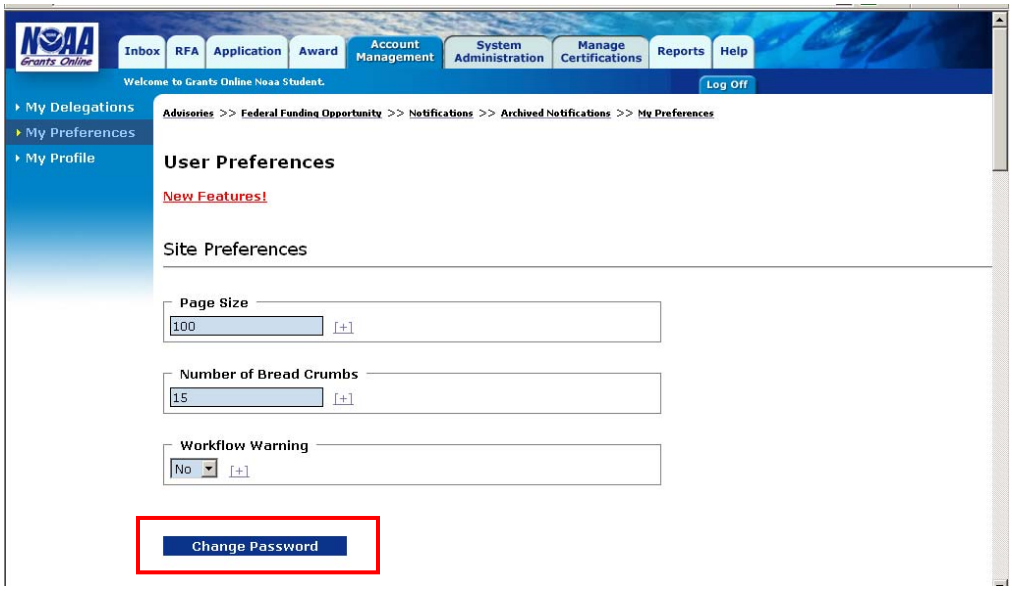
Customizing Tasks

1. Select desired type of Notification to enable/disable
2. "Push" and "Pull" task columns to select the desired columns for display in *Your Inbox*.
3. Use "Up" and "Down" buttons to select the desired column order for display in *Your Inbox*.
4. Click **Save** at the bottom of the page.

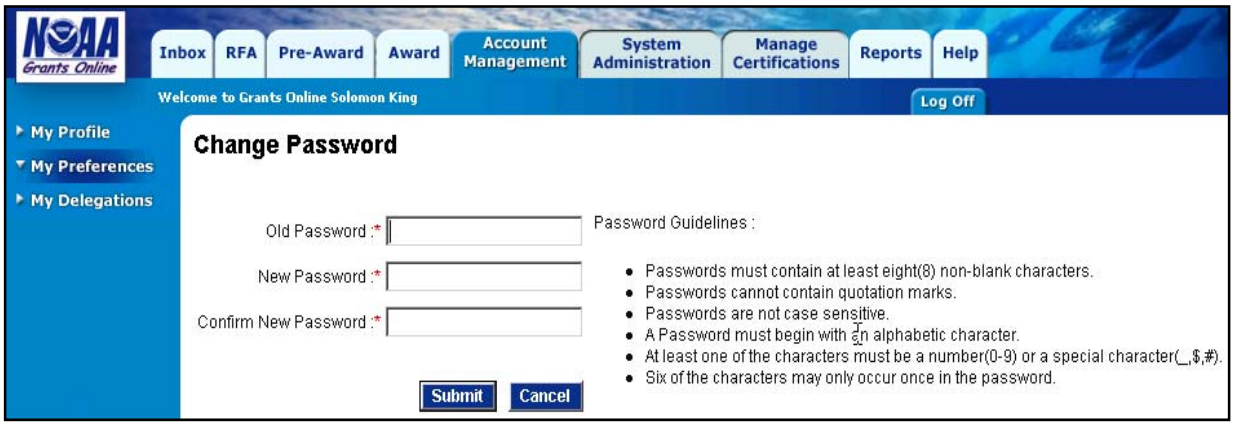


Changing Password

1. Click the blue **Change Password** button in the *User Preferences* screen



2. Change Password screen appears.



3. Enter old password.

4. Enter new password.

5. Enter new password again to confirm.

6. Click **Submit.**

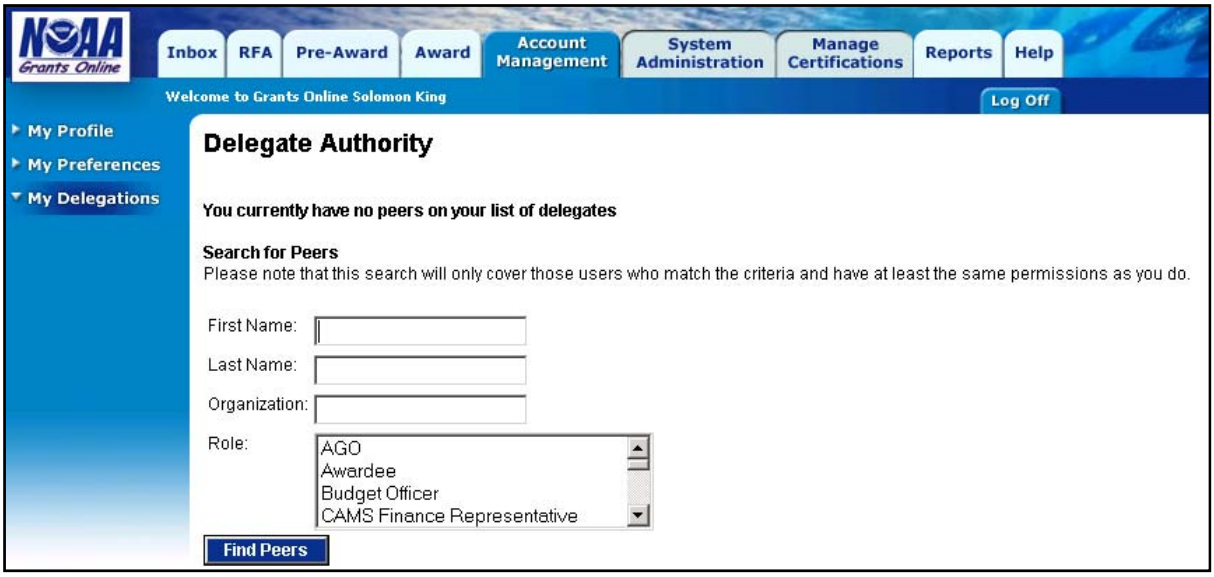
Note: Please follow the indicated Password Guidelines. Also, note that the special characters listed are the ONLY ones that are valid (_$#)

My Delegations

When you select the My Delegations link in the Account Management Tab, you will be able to view existing delegates, add delegates and rescind delegates. The only people you can select to be a delegate are those that have roles matching yours. Example – a Program Officer cannot create a delegation to an individual who only has the role of Budget Officer.

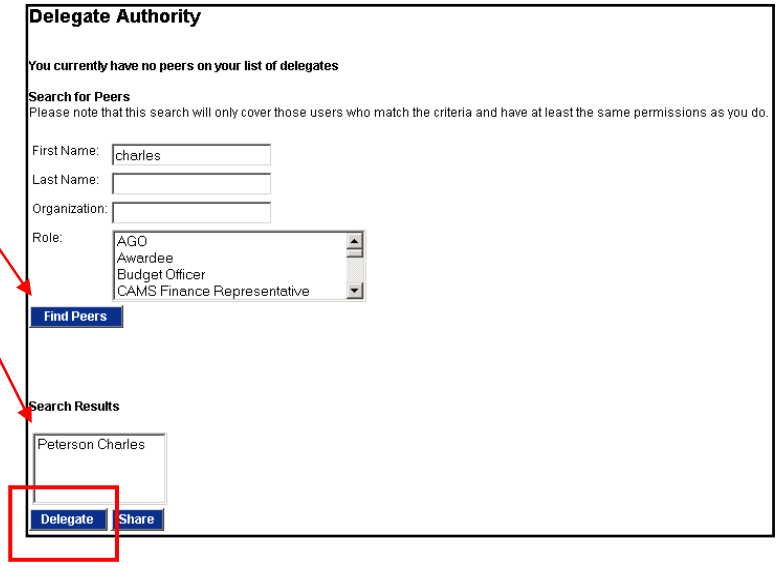
Accessing My Delegations

1. From the Account Management Tab, click **My Delegations**
   - *Delegate Authority* screen appears



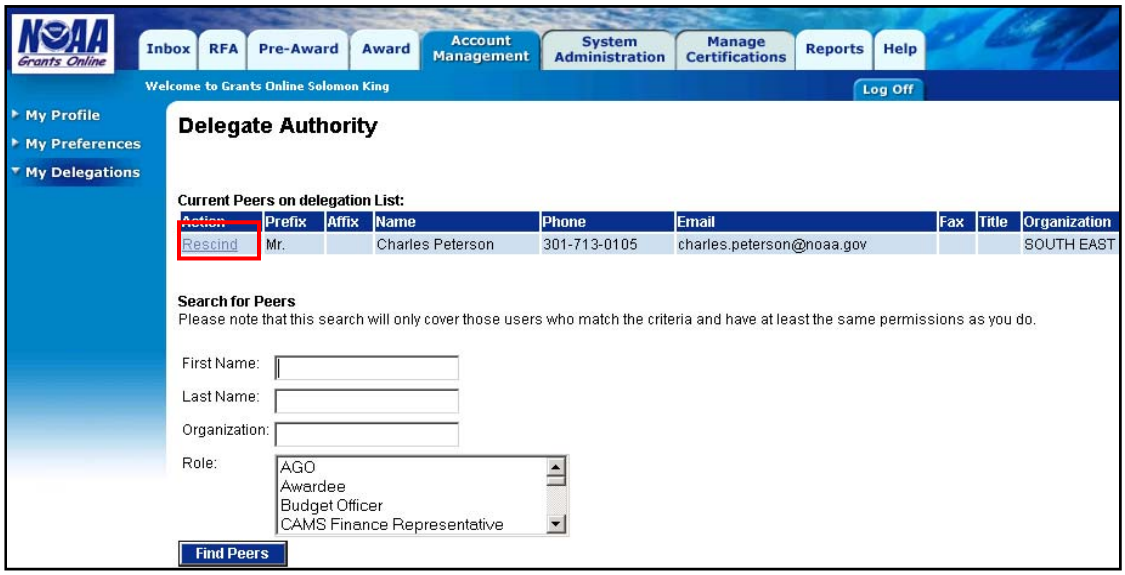
Adding a Delegation

1. Search by First Name, Last Name, Organization or Role
2. Click **Find Peers**
3. Select delegations
4. Click **Delegate**



Rescinding a Delegation

1. From the Account Management Tab, click **My Delegations**
   - *My Delegations* screen appears
2. Click on **Rescind** to remove the individual as your delegate

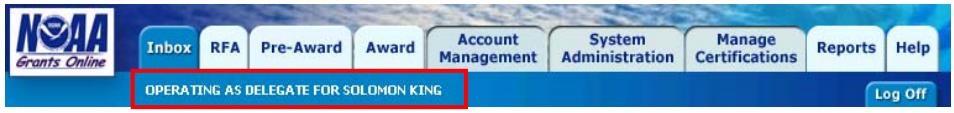


Logging in as a Delegate

1. Log in to Grants Online with your normal user name
2. Click **OK** on the *Notice to Users* page
3. Choose to either continue in as yourself (**Continue to Inbox**) or to go in as the person who delegated to you (**Select** – by the person's name)

Warning! It can take up to three minutes for the system to process your request to go in as a delegate .

Note: When you are in Grants Online as a delegate, the system will identify you as a delegate of that individual (see below). ** Both you and the delegate can work in Grants Online simultaneously.



FPO Training Evaluation
Overview/System Navigation

Date:_____

8:00 AM

As part of our overall training assessment, we are providing course assessment on Grants Online training course. The assessment determines your existing Grants Online knowledge, if any, and the course assessment will determine if the training objectives were adequately reached. Your feedback will be used to remedy any training deficiencies for future sessions.

Name (Optional): _____

Office and Title: _____

Phone: _____

Email Address: _____

Course Feedback

Directions: Using the key below, circle the category that best fits the performance of this event.

Rating Category and Performance Standard	Poor	Fair	Average	Above Average	Excellent
1. Session objectives were clearly defined.	1	2	3	4	5
2. Session objectives were achieved.	1	2	3	4	5
3. The materials received were used in the course.	1	2	3	4	5
4. The amount of materials received is appropriate for the course.	1	2	3	4	5
5. The material was presented in a clear and logical manner.	1	2	3	4	5
6. The course was easy to follow.	1	2	3	4	5
7. The course provided ample time per objective.	1	2	3	4	5
8. The course is relevant to my role in Grants Online.	1	2	3	4	5
9. Extensive hands-on training was provided.	1	2	3	4	5
10. The instructors gave ample opportunity to practice on the system.	1	2	3	4	5

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11. The instructors were receptive to questions.	**1**	**2**	**3**	**4**	**5**
12. The instructors answered questions clearly and completely.	**1**	**2**	**3**	**4**	**5**
13. The instructors provided hands on assistance when needed.	**1**	**2**	**3**	**4**	**5**
14. Post-training help and assistance instructions were provided.	**1**	**2**	**3**	**4**	**5**
15. I am comfortable using the system after training.	**1**	**2**	**3**	**4**	**5**

16. List specific topics or issues not addressed during this session that you would like covered in future trainings.

17. Provide additional comments below. Thank you for attending!

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Federal Program Officer Training Agenda

Day 1 - PM

Session 2: Universal RFA Creation/ Application Processing 11:00 am – 4:30 pm	
Topic	**Duration**
Introduction and Agenda	11:00 – 11:05 (5 min)
Online Demonstration and Hands-On Exercise with Process Maps: Completing a Non-Competitive RFA	11:05 – 2:15 (3 hours and 10 min with 1hr lunch break)
Online Demonstration and Hands-On Exercise with Process Maps: Processing a Non-Competitive Application	2:15– 4:15 (2 hours with break)
Additional Resources and Training Questions and Comments Evaluations	4:15- 4:30 (15 min)

Objectives – By the end of this class students should:

- Understand the difference between a Competitive RFA and all other types of Universal RFA (previously lumped under the label “Non-Competitive”)
- Understand the difference between the Certified and Un-Certified FPO/Program Office Staff roles
- Be able to create and route any variety of Universal RFA
- Be able to input a paper application and complete “Review Minimum Requirements” task
- Be able to Conduct Negotiations and prepare an Award File for GMD review
- Understand the Award File approval and acceptance process
- Understand where to find additional help when needed

Training Materials:

1. Agenda and Objectives
2. Process Maps
3. Student Screen Shots
4. Course Evaluation

Grants Online

Universal Process Maps

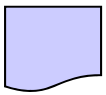
Overviews Only

Last Updated 8/18/2009

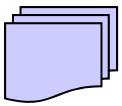
Version 3.05

Process Map Key

Grants Online User



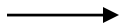
Grants Online Document



Grants Online Documents

Process Step *(New Task or Task Option or Screen button to Start Workflow)*

Timed Action

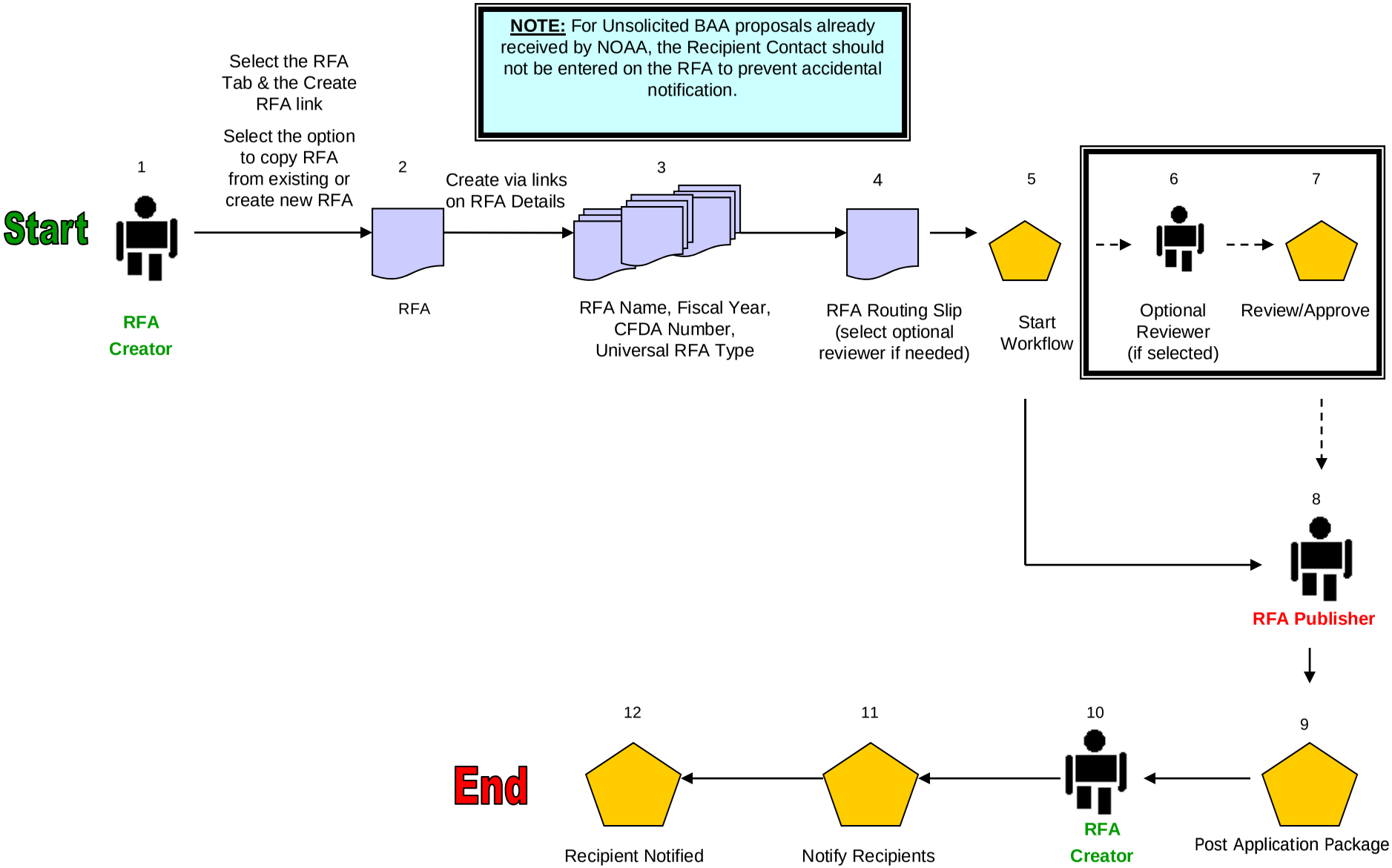


Continue

Important Note

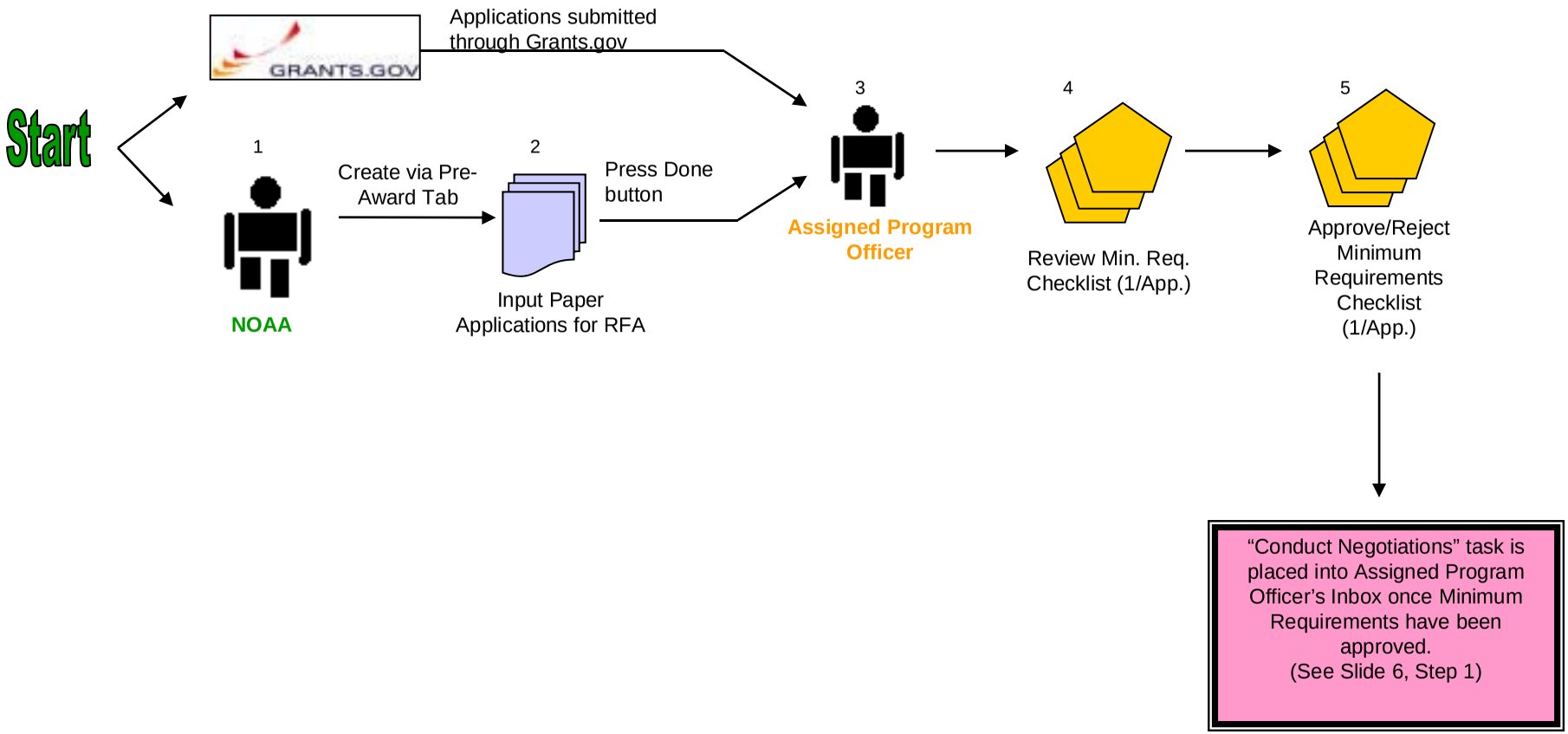
Transition between slides

Create RFA, Post Application Package Overview



Version 3.05

Receive Applications Overview



Version 3.05

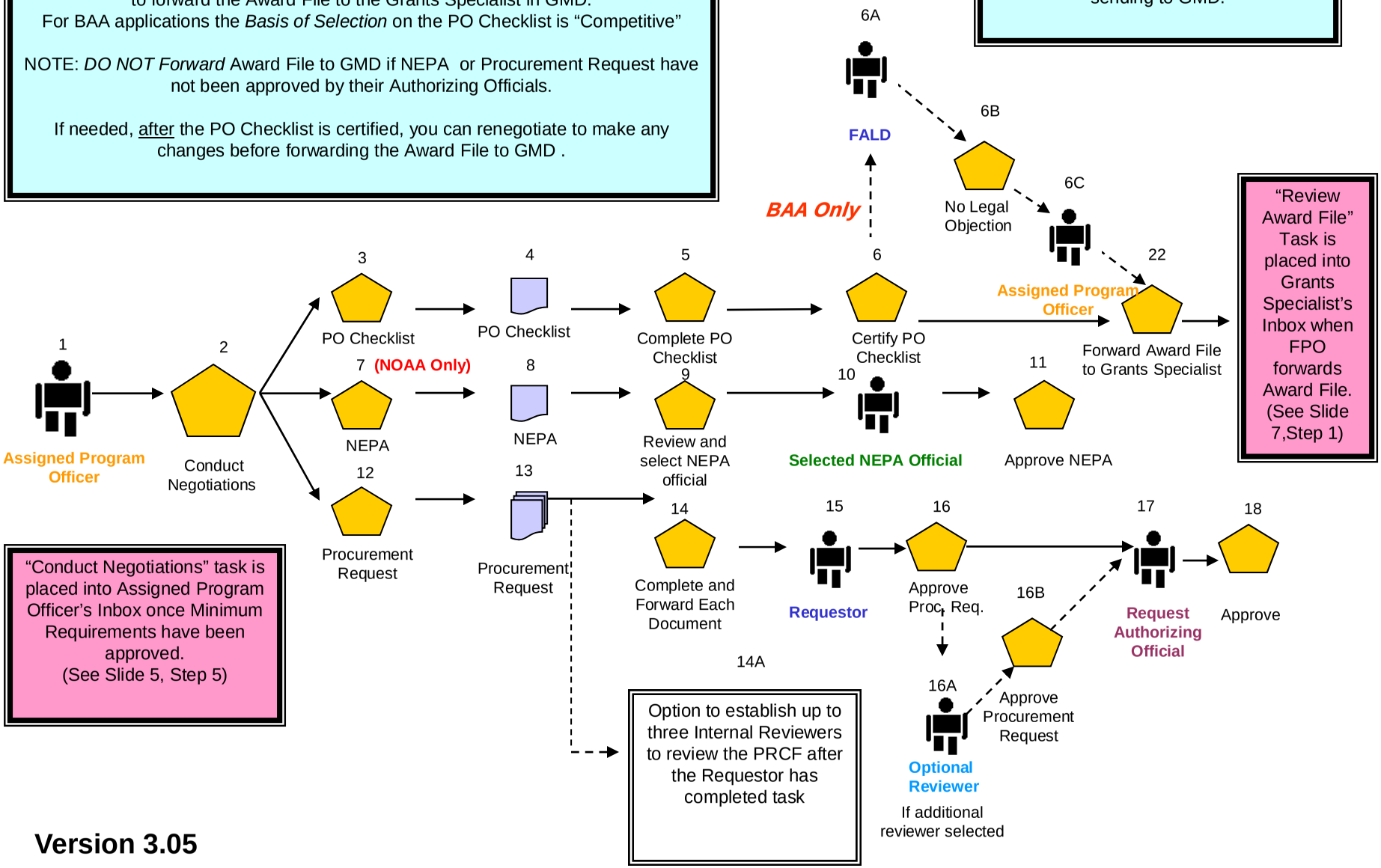
Prepare Applications for Funding Overview

Once the PO Checklist has been completed and certified (Steps 5 and 6), the system will generate the "Certify/ Revise Award File" task, which allows the Program Officer to forward the Award File to the Grants Specialist in GMD.
For BAA applications the *Basis of Selection* on the PO Checklist is "Competitive"

NOTE: *DO NOT Forward* Award File to GMD if NEPA or Procurement Request have not been approved by their Authorizing Officials.

If needed, after the PO Checklist is certified, you can renegotiate to make any changes before forwarding the Award File to GMD .

For a BAA proposal, the FPO must attach the selection package to the Award File and forward to FALD before sending to GMD.



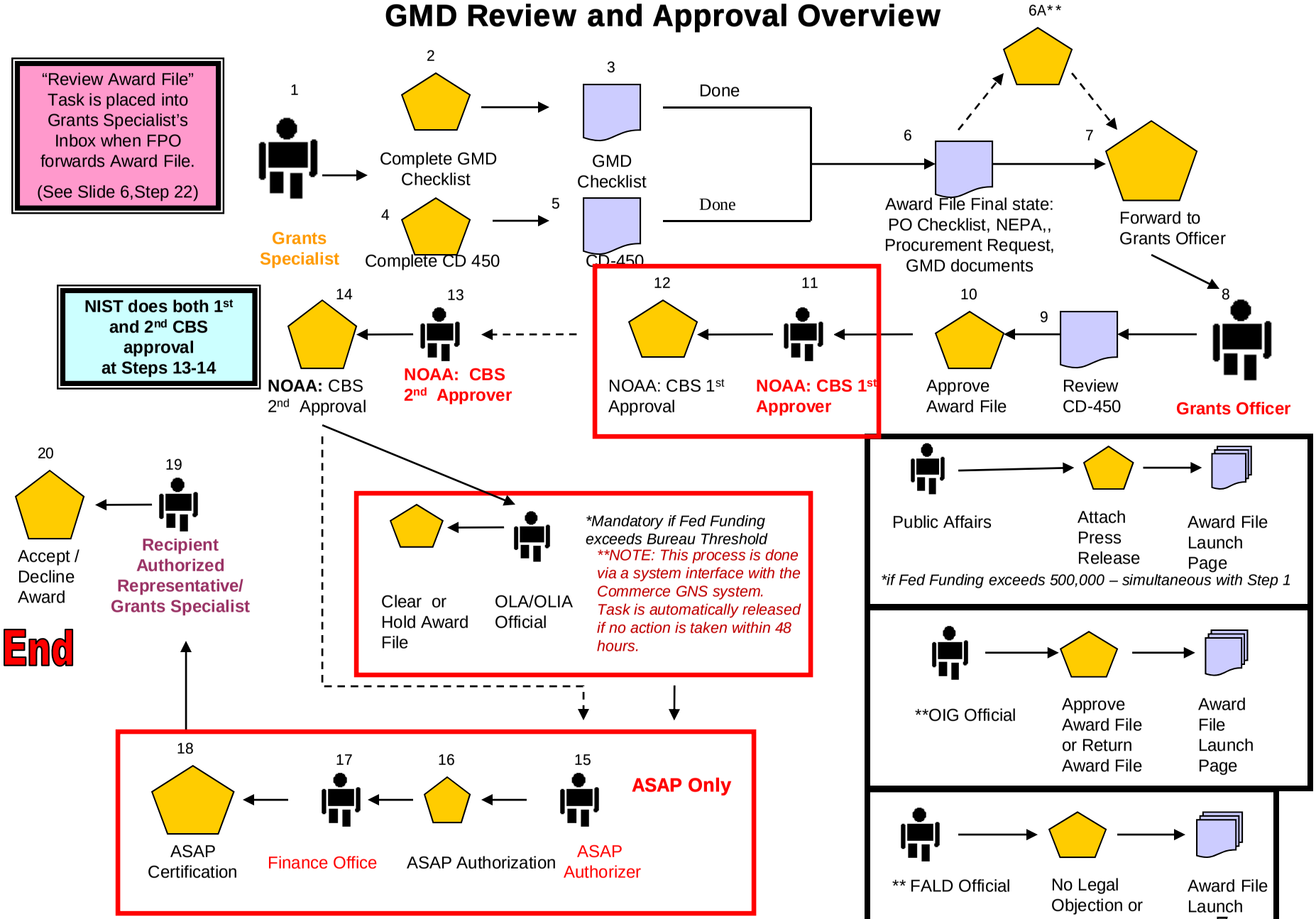
"Review Award File" Task is placed into Grants Specialist's Inbox when FPO forwards Award File. (See Slide 7,Step 1)

"Conduct Negotiations" task is placed into Assigned Program Officer's Inbox once Minimum Requirements have been approved.
(See Slide 5, Step 5)

Option to establish up to three Internal Reviewers to review the PRCF after the Requestor has completed task

Version 3.05

GMD Review and Approval Overview



Version 3.05

NOTE: If selected, alternative flows for FALD and OIG tasks must be completed before the "Forward to Grants Officer" option is available.

Grants Online Training
Student Screen Shots
Competitive and Universal
RFA and Application Processing

August 2009

Universal and ***Competitive*** RFA Fields Posted to Grants.gov

- **Opportunity Number –** ***Federal Opportunity Number***
- **Opportunity Title –** ***RFA Name***
- **Opportunity Category -** ***("Discretionary" for Competitive RFA, "Other" for Universal RFA)***
- **Category Explanation (if opportunity category is "Other"):** ***RFA Type***
- ***CFDA Number***
- **Posting Date –** ***Publication Date***
- **Close Date –** ***Application Due Date***
- **Close Date Explanation -** ***(AS NEEDED)***
- **Agency Contact –** ***RFA Publisher*** ***(Person listed as contact for users having difficulty downloading the application forms)***
- **Email Address –** ***(Email address of Agency Contact)***
- **Open Date –** ***(Most of the time, same as Posting Date)***
- **Application Package –** ***Forms listed on Application Package Details screen***
- **Application Instructions –** ***File attached to Application Package Details screen, or generic instructions if no file was attached.***

Additional RFA Fields Posted to Grants.gov for *Competitive* Announcements

- **Eligible Applicants –** ***FFO Details screen, Section III. A.***
- **Cost-Sharing or Matching Requirement –** ***"Yes" or "No" based on FFO Details screen, Section III. B.***
- **Expected Number of Awards -** ***Anticipated Number of Awards (Min)***
- **Estimated Total Program Funding –** ***Anticipated Funding Amount***
- **Award Ceiling –** ***Anticipated Award Amount (Min)***
- **Award Floor –** ***Anticipated Award Amount (Max)***
- **Funding Opportunity Description -** ***FFO Details screen, Executive Summary, Funding Opportunity Description***
- **Competition ID –** ***System Generated ID for the Competition(s) associated with the RFA***
- **Competition Title –** ***Competition Details screen, Competition Name***

Notes:

1. Assigned Program Officer on the RFA needs to be a "Certified FPO" in order to forward the documents through workflow.

2. For both *Universal* and *Competitive* RFAs you will need to establish the person or persons in your program office who will receive the applications for their initial minimum requirements check .

RFA Creator

RFA Details – (Universal and Competitive)

Create RFA

Choose Type:

- (•) Competitive
- ( ) Broad Agency Announcement
- ( ) Congressionally Directed
- ( ) Congressionally Mandated
- ( ) Formula/Allotment
- ( ) Institutional
- ( ) Noncompetitive

Choose Action:

(•) Create New from Scratch ( ) Create New from Existing

Create RFA

RFA Name*	
Fiscal Year* (YYYY)	
Announcement Type	Initial
Anticipated Publication Date* (MM/DD/YYYY)	
Line Office*	
Assigned Program Office*	-Select a Program Office-
Assigned Program Officer*	-Select a Program Officer-
CFDA Number*	-Select a CFDA #-
Sub Program	-Select a Sub Program-

Save Cancel

** Competitive Only

RFA Header Information

Document ID	2147932
RFA Name*	Sample RFA for FPO Training
Fiscal Year* (YYYY)	2009
Announcement Type	Initial
Anticipated Publication Date* (MM/DD/YYYY)	04/24/2009
Funding Opportunity Number	NOAA-GOT-ONPO-2009-2001984
Line Office*	NOAA Grants Online Training (GOT)
Assigned Program Office*	GOT One NOAA Program Office (ONPO)
Assigned Program Officer*	Student, NOAA
CFDA Number*	11.499 - NOAA Grants Online Training
Sub Program	-Select a Sub Program-

** Competitive Only

RFA Creator

RFA Details – Universal Only

Selected Addresses
No addresses have been selected.
Add/Edit

Selected Contacts
No contacts have been selected.
Add/Edit

Recipient Information/Application Details
No recipients have been selected.
Add New

Mission Goals Information
No mission goals have been selected.
Add/Edit

Application Routing*

Workload State **Configure Routing**

Other
Press Save before selecting the following link(s).

- Minimum Requirements
- Matching Requirements
- Programmatic Special Award Conditions
- Application Package*

Search Addresses

Program Office Name: onpo
Street Address:
City:
State: Please select a state
Zip:
Search

Search Results

Nothing found to display.

Add to RFA

Selected Addresses for this RFA

Nothing found to display.

Remove from RFA

Save and Return to Main **Cancel**

1

2

3

Street Address	City, State, Zip
14th Street & Constitution Avenue, NW	Washington, DC 20230

Add/Edit

Selected Contacts

Contact Name	Phone	Address	Ema
Dr. Noaa Student	(202) 555-1212	14th Street & Constitution Avenue, NW, Washington, DC 20230	test

Add/Edit

Recipient Information/Application Details

Recipient Name	Actions
Institute for Congressionally Mandated Research	Edit Delete

Add New

Application Routing*

Workload -- State *(Disabled)* **Configure Routing**

Other
Press Save before selecting the following link(s).

- Minimum Requirements
- Matching Requirements
- Programmatic Special Award Conditions
- Application Package*

Attachments:

Save **RFA Routing Slip - Start Workflow** **Cancel**

RFA Creator

RFA Details – “Other” Links Universal Only

Application Package

Select a Form Family : * SF-424

Select a Template : * NOAA - Non Construction v2

Mandatory Forms
Budget Narrative Attachment Form
CD-511
Project Narrative Attachment Form
SF-424
SF-424A
SF-424B

Optional Forms
Other Attachments Form
SF-LLL

Attachments:

For Universal RFAs, you may attach Application Instructions to the RFA. Use Application Instructions as the short description. Only one file may be attached at Grants.gov as Application Instructions. The preferred file format is pdf.

Save Cancel/Done

Matching Requirement

Statutory Authority : * Stat Authority goes here.

Minimum Cost Share (%): * 5

Maximum Cost Share (%): * 20

Save Cancel

Selected Minimum Requirements

Priority	Requirement Name	Actions	
1	Received on Time	Edit	Delete
2	Correct Federal Funding	Edit	Delete
3	Correct Match	Edit	Delete
4	Complete Application	Edit	Delete

Reorder

Add >>

<< Done

Special Award Condition Details

Name: * Programmatic SAC

Description: * SAC Description goes here.

Spell Check

Save Done Cancel

RFA Creator

RFA Routing Slip

Universal Only

RFA Creator

It is recommended, although not required that an RFA creator be a Grants Online user with certified program officer role, or equivalent permissions. Within the context of RFA workflow, this is pre-determined to be the person creating the RFA. Further, this role selects optional reviewers and initiates application package posting.

Participant Name	User Name	Organization Name
RFACreator	NOAA Student	GOT One NOAA Program Office (ONPO)

Optional Reviewer

An RFA can be sent for optional review. You may select one or more person(s) as optional reviewers. If you select optional reviewers, please note that you will have to wait for ALL optional reviews to come back before you can initiate application package posting.

Nothing found to display.

Add Optional Reviewer

RFA Publisher

This is the person who coordinates and publishes the Federal Register Notice and posts the FFO on Grants.gov for competitive announcements. This person also posts the application package at Grants.gov for competitive and non-competitive announcements.

Participant Name	User Name	Organization Name	Action
RFAPublisher	Steve John Drescher	GOT One NOAA Program Office (ONPO)	Remove

Add RFA Publisher

Save Route | Start Workflow | Cancel

RFA Assigned Program Officer

Notify Recipients Task – Universal Only

Your Tasks

Document Type: All

Status: Open

Apply Filter >>

24 items found, displaying all items. 1

View	Award Number	Task Id	Task Received Date	Task Name	Approved Federal Funding	Total Federal Funding	Task Status	Document Type	Start Date	Docum Id
View	N/A	264439	01/13/2007	Notify Recipients	N/A	N/A	Not Started	RFA		20508
View	N/A	253670	11/30/2006	Review	N/A	N/A	In Progress	Omnibus Synopsis	01/10/2007	20508
View	NA07SEC4690002	251480	11/21/2006	Procurement Request and Commitment of Funds	N/A	$150,000.00	In Progress	Procurement Request and Commitment of Funds	11/21/2006	20507

RFA Creator

RFA Details – Competitive Only

RFA Supplementary Information

Anticipated Funding Amount $ _____ Actual Funding Amount $ _____

	Min	Max
Anticipated Award Amount $		
Anticipated Number of Awards		

Selected Addresses *
No addresses have been selected.
Add/Edit

Selected Contacts *
No contacts have been selected.
Add/Edit

Selected Mission Goals*
No mission goals have been selected.
Add/Edit

Program Elements/Funding Priorities *
No Program Elements/Funding Priorities Available
Add/Edit

Competitions
Press Save before selecting the following link(s)
No Competition
Add New

Search Addresses

Program Office Name: onpo
Street Address:
City:
State: Please select a state
Zip:
Search

Search Results

Nothing found to display.

Add to RFA

Selected Addresses for this RFA

Nothing found to display.

Remove from RFA

Save and Return to Main | Cancel

1

2

3

Selected Addresses *

Street Address	City, State, Zip
14th Street & Constitution Avenue, NW	Washington, DC 20230

Add/Edit

Selected Contacts *

Contact Name	Phone	Address	Email
Dr. Noaa Student	301-555-1212	14th Street & Constitution Avenue, NW, Washington, DC 20230	Lillian.L.Barnes@n

Add/Edit

Selected Mission Goals*

Mission Goals Name
Protect, Restore and Manage the Use of Coastal and Ocean Resources Through Ecosystem-Based Management

Add/Edit

Program Elements/Funding Priorities *

Order	PE/FP Name	Description
1	Program Element Number 1	Description for Program Elem
2	Program Element Number 2	Description for Program Elem

Add/Edit

Competitions
Press Save before selecting the following link(s)
No Competition
Add New

Attachments:

Save | Create Publication(s) | Save & Continue | Cancel

RFA Creator

Competition Details – Competitive Only

Competition Name * Sample Competitive RFA for FPO Training Fiscal Year * 2009

Competition Type * ○ Group ○ Individual Qualification

Assigned Program Office* GOT One NOAA Program Office (ONPO)

Competition Manager * NOAA Student

Save Cancel

Competition Name * Sample Competitive RFA for FPO Training Fiscal Year * 2009

Competition Type * ◉ Group ○ Individual Qualification

Assigned Program Office GOT One NOAA Program Office (ONPO

Competition Manager * NOAA Student Selecting Official -Select a Selecting Official-

Available Recipient Type		Selected Recipient Type
State Government County Government City or Township Government Special District Government	<< >>	

Actual Funding Amount for this Competition

	Min	Max
Anticipated Federal Funding for this Competition *		
Required Federal Funding (in Dollars) per Applicatic		
Cost Share (%) per Application		

Anticipated Competition Schedule

Pre-Application Due Date Time: PM

Application * Due Date Time: PM

Anticipated Award Date Days after Application Due Date

View Anticipated Competition Schedule

Application Routing *

○ Workload ○ State Configure Routing

If you are creating this competition, press Save before selecting the following links.

- Review Events
- Minimum Requirements
- Special Award Conditions
- Application Package*

Save Save & Continue Cancel

RFA Creator (added after printing May 2009 Student Screen Shots)

Competition Details – Links at bottom

Competitive Only

Review Event Link – see next page.

Application Package

Select a Form Family : * SF-424

Select a Template : * NOAA - Non Construction v2

Mandatory Forms
Budget Narrative Attachment Form
CD-511
Project Narrative Attachment Form
SF-424
SF-424A
SF-424B

Optional Forms
Other Attachments Form
SF-LLL

Attachments:

For Universal RFAs, you may attach Application Instructions to the RFA. Use Application Instructions as the short description. Only one file may be attached at Grants.gov as Application Instructions. The preferred file format is pdf.

Save Cancel/Done

Selected Minimum Requirements

Priority	Requirement Name	Actions
1	Received on Time	Edit Delete
2	Correct Federal Funding	Edit Delete
3	Correct Match	Edit Delete
4	Complete Application	Edit Delete

Reorder

Add >>

<< Done

Special Award Condition Details

Name: * Programmatic SAC

Description: * SAC Description goes here.

Spell Check

Save Done Cancel

RFA Creator

Review Event Details – Competitive Only

Review Event Information

Review Event Name:* Placeholder Review Event

Review Basis: * Independent Individual Merit

Note: The review event is a work-around until futher notice. You MUST choose the Independent Individual Merit Review for it to work. It is now your only choice. On the next page you will find that some fields are already filled out for you. You DO NOT need to change any of this information becauase it is all bogus fill-in to allow the Review Event to work.

Save Cancel

Review Event Information

Review Event Name:* Placeholder Review Event

Review Event Manager:* NOAA Student

Review Basis: * Independent Review

Primary Scoring Method: * Quantitative -- Points

Summary Score Determination: * Mean

Cutoff Score:

Anticipated Review Start Date:* 04/22/2009

Anticipated Review End Date:* 04/29/2009

Quantitative Scoring

Quantitative Scoring Type: *

-- Percentage *(Disabled)*

Points Total Points: 1.0

-- Neither *(Disabled)*

Reviewer Instructions

It is required that Review Instructions be an attached file. See launch page.

Spell Check

Save Save & Continue Cancel

NOTE: *This screen is auto-filled by the system and it is recommended that no changes be made in order to ensure orderly workflow. Remember, for now proposal reviews are done outside of Grants Online. The Review Event screen set up is a work-around for workflow purposes only.*

RFA Creator

FFO Details (after pressing "Save and Return to Main") Competitive Only

C. Selection Factors *(empty)*

D. Anticipated Announcement and Award Dates *(empty)*

VI. **Award Administration Information**

A. Award Notices *(empty)*

B. Administrative and National Policy Requirements *(empty)*

C. Reporting *(empty)*

VII. **Agency Contacts** *(empty)*

VIII. **Other Information** *(empty)*

Please indicate if this document is intended to be published as a Standalone FRN or as a synopsis to be a part of an Omnibus FRN.

○ Synopsis ◉ Standalone FRN

Save **Cancel** **FFO Routing Slip and Start Workflow**

Report Style:

○ RTF (Word) - More correctly formatted but harder to work with.

◉ RTF (Word) - Easier to work with.

○ PDF

View FFO Report

View Synopsis Report

View FRN Report (correctly formatted RTF only)

RFA Creator

FFO Details (Split screen with guidance) Competitive Only

Grants Online | Create Publications - Microsoft Internet Explorer

Address https://grantsonlinetest.rdc.noaa.gov/flows/document/rf

Please read the appropriate guidance documents

Executive Summary

Federal Agency Name	Office of the Under Secre
Funding Opportunity Title	NSTUDENT Test1 Competi
Regulatory Information Number (RIN)	0000
Announcement Type	Initial
FFO Number	SEC-ONPO-2007-2000853
Catalog of Federal Domestic Assistance (CFDA) Number	11.469, Congressionally Id
Dates	*(empty)*
Funding Opportunity Description	*(empty)*

Full Text of Announcement

I. **Funding Opportunity Description**

A. Program Objectives *(empty)*

B. Program Priorities *(empty)*

C. Program Authority *(empty)*

FFO and Omnibus Synopsis Help - Table of Contents - Microsoft Internet E...

Address http://www.ofa.noaa.gov/~grantsonline/Document

Grants Online Federal Funding Opportunity *and* Omnibus Synopsis Document Creation Assistance

Federal Funding Opportunity

Below is the layout and headings in the Federal Funding Opoirtunity. The links provide assistance on what is expected in each of the fields for the FFO document, along with successfully published examples.

Executive Summary

Federal Agency Name(s):
Funding Opportunity Title:
Announcement Type:
FFO Number:
Catalog of Federal Domestic Assistance (CFDA) Number:
Dates:
Funding Opportunity Description:

Full Text of Announcement

I. Funding Opportunity Description

A. Program Objective
B. Program Priorities
C. Program Authority

RFA Creator

RFA Routing Slip
Competitive Only

Assigned Program Officer

The Assigned Program Officer must be on the routing slip. The Assigned Program Officer is set on the RFA details page.

Participant Name	User Name	Organization Name
AssignedProgramOfficer	NOAA Student	GOT One NOAA Program Office (ONPO)

Optional Reviewer

An RFA can be sent for optional review. You may select one or more person(s) as optional reviewers. If you select optional reviewers, please note that you will have to wait for ALL optional reviews to come back before you can initiate application package posting.

Nothing found to display.

Add Optional Reviewer

Federal Assistance Law Division (FALD)

All members of FALD will receive a task to review this document. One FALD user will claim ownership of the review task and all further FALD tasks for this document will be assigned to that person.

Participant Name	User Name	Organization Name
FALD		GOT One NOAA Program Office (ONPO)

RFA Publisher

This is a representative from the Grants Management Division who reviews the RFA and posts the Federal Funding Opportunity and Application Package on Grants.Gov. For competitive RFAs, this role is also responsible for coordinating the Omnibus extract and publishing the Federal Register Notice.

Participant Name	User Name	Organization Name	Action
RFA Publisher	Steve John Drescher	GOT One NOAA Program Office (ONPO)	Remove

Add RFA Publisher

Application Assigned Program Officer

Negotiations Details

Universal and Competitive

Negotiate Application - SF-424

Please click on this icon to view the audit trail on this application:

Proposal Number: App3 for Screen Shot

Award Number : NA09GOT4990002

Generate New Award Number :

Associate Award Number

SO Approved Federal Funding :

Application Submission Type and Date Information

Type of Submission : Application Pre-Application Changed/Corrected Application

Application Type : Construction Non-Construction

Application Type Code : 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 : * 10/01/2008 Project End Date : * 09/30/2012 Submitted Date :

State Received Date : Federal Agency Received Date : * 12/01/2008 Time :* 05:00 PM Eastern

Total Funding : * 500,000.00

Applicant Identifier : State Application Identifier : Federal Identifier :

Applicant Information

Legal Name : * ICMR **Org Lookup**

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

1

Step 1: *Generate or associate award number. (Click "Save" at bottom of screen.)*

2

Step 2 : *Org Lookup - Find organization's record in database or add if necessary*

3

Step 3 (Not Shown): *Authorized Representative Lookup at bottom of page.*

Application Assigned Program Officer

Award Package Tasks

Universal and Competitive

Your Tasks

Document Type: All

Status: Open

Apply Filter >>

4 items found, displaying all items.1

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number
View	1364988	Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds	2138627			NA09GOT4990001
View	1364987	NEPA Document	Not Started	NEPA	2138629			NA09GOT4990001
View	1364986	Complete PO Checklist	Not Started	PO Checklist	2138628			NA09GOT4990001

Note for MBDA, ITA, and DOC/OS users:

The NEPA Document will not be generated since it is not required for your bureau.

Application Assigned Program Officer

NEPA Details (NOAA Only) – Universal & Competitive

NEPA Environmental Review Requirements

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

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

Please Select a NEPA Official for routing purposes: - Select A Nepa Official -

Attachments:

Save | Save and Return to Main | Cancel

Categorical Exclusions

	CE Category	CE Description
☑	6.03a.3 (b)	Management plan amendments.
☐	6.03a.3 (b)(1)	Management plan amendment may be categorically excluded from further NEPA analysi action and the proposed change has no effect individually or cumulatively on the huma the record with a copy submitted to the NEPA Coordinator, and a brief statement with
☐	6.03a.3 (b)(2)	Minor technical additions, corrections, or changes to a management plan.
☐	6.03b.2	Restoration Actions. The Damage Assessment and Restoration Program policy states th actions that may pose significant impacts on the quality of the human environment, ar cumulatively have significant impacts on the human environment (e.g., actions with lim (40 CFR 1508.4).
☐	6.03b.3	Examples of Restoration Actions Eligible for a CE

Application Assigned Program Officer

Procurement Request Details (Funding Memo) Universal and Competitive

Procurement Request and Commitment of Funds - NA09GOT4990048

Active Procurement Requests:
Nothing found to display.

Withdrawn Procurement Requests:
Nothing found to display.

Federal Share: * $400,000.00

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

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

Automatically filled in after Authorizing Official and Requestor have been selected

Affected Reference Number: NA09GOT4990048

EIN: 12-3456789

Application Assigned Program Officer

Procurement Request – ACCS Lines Universal and Competitive

The ACCS is valid

Validated: true
Bureau (xx): * 14
Fund (xx): * 37
Fiscal Year (yyyy): * 2009
Project Task: D8R3BSG - P00
Program Code: 03 - 03 - 02 - 000
Organization: 50 - 42 - 0000 - 00 - 00 - 00 - 00
Object Class: 41 - 12 - 00 - 00
Amount: * $125,000.00

Save | Save and Add More ACCS Lines | Validate | Cancel/Done

One item found. **1**

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Validated
14	37	2009	50 - 42 - 0000- 00- 00- 00- 00	03- 03- 02- 000 -	D8R3BSG- P00 -	41- 12- 00- 00-	$125,000.00	Yes

1

2

3

NOTE: *Step 2 is OPTIONAL until Budget Officer Task*

Application Assigned Program Officer

PO Checklist Details

Universal and Competitive

PO Checklist - NA09GOT4990048

General Award Information

Application Organization: Institute for Culturally Managed Resources (ICMR) State: AK

Grant Type* Guidance

- ○ Grant
- ○ Cooperative Agreement

If Cooperative Agreement, enter Cooperative Agreement Special Award Condition

Statutory Authority* Guidance Audit Trail:

Project Description/Abstract * (For Congressional Notification)

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

Frequency

- ◉ Semi-Annually - Default
- ○ Synchronized to the Federal Financial Report periods – SAC Required
- ○ Annually (for multi-year/institutional) - SAC Required
- ○ Quarterly - SAC Required
- ○ 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 - Default

Award File Launch Page

Award File 0 - MB09DAL8030005

Id: 2141987
Status: Accepted

Action: Please select an action **Submit**

Your Comments:

Spell Check

Save Comment

Workflow History

Attachments:

Pending Actions

Nothing found to display.

Award File Header Information

RFA Name:	Capital requirement NY			**Funding Opportunity Number:**	MBDA-OBD-20
CFDA Number:	11.803	**Award File Period:**	10/01/2008 - 09/30/2012	**Program Office:**	Dallas National (DAL)
Program Officer:	Rita Gonzales	**Program Officer Phone:**	214-767-8001	**Program Officer Email:**	testemail@atla
Grants Specialist:	Latoya Larker	**Grants Specialist Phone:**	12323453456	**Grants Specialist Email:**	testemail@atla
Federal Funding:	$100,000.00	**Non Federal Funding:**	$0.00		
Project Title:	New funding amount.				
Organization Name:	Institute for Culturally Managed Resources (ICMR)				
Multi-Year:	Yes-New				

Sub Documents

Type	ID	Title	Status
Application	2141985	Institute for Culturally Managed Resources (ICMR) ...	ProgramOfficerActions - Complete
CD450	2142000	New funding amount.	Accepted
PO Checklist	2141989	New funding amount.	ProgramOfficerActions - Complete
GMD Checklist	2142001	New funding amount.	
Procurement Request and Commitment of Funds	2141988	New funding amount.	CAMSFirstSecondApproverActions - Complete
Federal Assistance Information Sheet	2141987		

Export options: Excel

Associated Documents

Type	ID	Title	Status	Program Officer
Grants File	2141986		Accepted	

Export options: Excel

NOTE: *A new section called **"Attachments to Award File and Sub Documents"** was added to the Award File launch page in Release 3.07.*

Grants File Launch Page

Search Awards >> My Preferences >> Search Reports >> Grants File - MB09DAL8030005

Grants File - MB09DAL8030005

Id: 2141986
Status: Accepted

Action: Please select an action **Submit**

Your Comments:

Spell Check

Save Comment

Attachments:

Grant Information

CFDA Number:	11.803	**Award Period:**	10/01/2008 - 09/30/2012	**Program Office:**	Dallas Nation (DAL)
Program Officer:	Rita Gonzales	**Program Officer Phone:**	214-767-8001	**Program Officer Email:**	testemail@a
Total Federal Funding:	$100,000.00	**Total Non Federal Funding:**	$0.00	**Multi-Year:**	Yes
Organization Name:	Institute for Culturally Managed Resources (ICMR)	**Electronic Recipient:**	Yes	**ASAP Recipient:**	Yes
SF-425 Frequency: (after 3/31/2009)	Semi-Annual Cash Flow with Final Full Report	**SF-272 Frequency: (before 4/1/2009)**	Semi-Annually	**SF-269 Frequency: (before 4/1/2009)**	Comprehensi reports requi
Progress Report Frequency:	Semi-Annually	**Final Progress Report:**	Comprehensive - a last interim report is required		
Final Reports Due On:	12/29/2012	**Closeout Date:**	N/A		
Project Title:	New funding amount.				
Principal Investigators-Project Directors:	Arthur Rep				

Sub Documents

Type	ID	Title	Status
Award Package	2142000	New funding amount.	Accepted
Award File 0	2141987	New funding amount.	Accepted

Export options: Excel

Associated Documents

Type	ID	Title	Status	Program Officer
Award Action Request	2142018	Satisfied Special Award Conditions	GrantsSpecialistActions - Not Started	

Export options: Excel

Correspondence and Federal Reports
(This section not viewable by recipient users.)

Type	ID	Date / Start Date	End Date	Subject	Status
Memo for Record	2142919	03/16/2009		Test Attachment	

Export options: Excel

NOTE: *A new section called **"Supplementary Information"** was added to the Grants File launch page in Release 3.07.*

From: GrantsOnLine.test@noaa.gov (GrantsOnLine.test@noaa.gov)
To: grant.recipient@yahoo.com
Date: Monday, December 10, 2007 8:54:40 AM
Subject: Notice of NOAA posting of Application Package at Grants.gov

This is an automated notification from NOAA Grants Online that an application package has been posted at Grants.gov and you have been selected by the posting Program Officer for notification.

Grants.gov is available at the URL: http://www.grants.gov. If you are not registered at Grants.gov, please begin the registration process immediately. It can take up to 2 weeks to fulfill all of the registration requirements.

To retrieve your application package from the Grants.gov home page:

1) Click the "Apply for Grants" link in the upper left (under "For Applicants"). Review the instructions and download/install the PureEdge forms program if you have not already done so.

2) Click the "Download a Grant Application Package and Instructions" link.

3) Enter the following Funding Opportunity Number:

SEC-ONPO-2008-2001279
4) Click the Download Package button.

5) Click the "download" link under the Instructions & Application column.

6) Click the download links for the instructions and the application package.

7) Fill out the application and follow the Grants.gov instructions for submission.

Information on the NOAA Request for Applications (RFA):

RFA Name: Generating Sample Notifications
Fiscal Year: 2008
CFDA Number: 11.469
Opportunity Number: SEC-ONPO-2008-2001279
Agency: National Oceanic and Atmospheric Administration
Opening Date: 2007-12-10 08:54:01.0
Program Office: USEC One NOAA Program Office (ONPO)
Program Officer: Program Officer
Closing Date: 2008-09-30 17:30:00.0- NOTE: This is the latest due

date for all applications in this RFA. Please contact the NOAA Program Officer for verification of when your specific application must be submitted for timely award processing.

For further information contact:

Name: Program Officer
Phone: 301-555-1212
Address: 14th Street & Constitution Avenue, NW Washington, DC 20230
Email: federal.program.officer@noaa.gov

APPLICATION FOR FEDERAL ASSISTANCE

Version 7/03

2. DATE SUBMITTED	Applicant Identifier	
3. DATE RECEIVED BY STATE	State Application Identifier	
4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier	

1. TYPE OF SUBMISSION:

Application
- ☐ **Construction**
- ☑ **Non-Construction**

Pre-application
- ☐ **Construction**
- ☐ **Non-Construction**

5. APPLICANT INFORMATION

Legal Name:
Institute for Congressionally Managed Resources (ICMR)

Organizational Unit:
Department:

Organizational DUNS:
123456789

Division:

Address:
Street:
1234 Main Street

City:
Washington

County:

State:
DC

Zip Code
20000

Country:
USA

Name and telephone number of person to be contacted on matters involving this application (give area code)

Prefix:
Mr.

First Name:
Arthur

Middle Name

Last Name
RepXX (Note: "XX" are the two numbers in your training username)

Suffix:

Email:
testemail@msg2.rdc.noaa.gov

Phone Number (give area code)
202-555-1212

Fax Number (give area code)
202-555-2121

6. EMPLOYER IDENTIFICATION NUMBER *(EIN):*
1 2 – 3 4 5 6 7 8 9

8. TYPE OF APPLICATION:
☑ **New** ☐ **Continuation** ☐ **Revision**

If Revision, enter appropriate letter(s) in box(es)
(See back of form for description of letters.)

Other (specify)

7. TYPE OF APPLICANT: (See back of form for Application Types)
O - Non Profit with 501C3

Other (specify)

9. NAME OF FEDERAL AGENCY:
NOAA

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:
1 1 – 4 9 9

TITLE (Name of Program):
Grants Online Training

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
GSTUDENTxx - (Competitive/Universal) [Application for Use in Grants Online May 2010 FPO Training Class]

Note 1: Use "Competitive" OR "Universal" depending upon the class
Note 2: Text in brackets [ ] can be customized as desired; do not include the brackets

12. AREAS AFFECTED BY PROJECT *(Cities, Counties, States, etc.):*
State of Kansas

13. PROPOSED PROJECT

Start Date:
10/01/2009

Ending Date:
09/30/2013

14. CONGRESSIONAL DISTRICTS OF:

a. Applicant
00

b. Project
00

15. ESTIMATED FUNDING:

a. Federal	$ 500,000.00
b. Applicant	$ 0.00
c. State	$ 0.00
d. Local	$ 0.00
e. Other	$ 0.00
f. Program Income	$ .00
g. TOTAL	$ 500,000.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. Yes. ☐ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON

DATE:

b. No. ☐ PROGRAM IS NOT COVERED BY E. O. 12372

☑ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ Yes If "Yes" attach an explanation. ☑ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative

Prefix
Mr.

First Name
Arthur

Middle Name

Last Name
RepXX (Note: "XX" are the two numbers in your username)

Suffix

b. Title
President, ICMR

c. Telephone Number (give area code)
202-555-1212

d. Signature of Authorized Representative

e. Date Signed

Reset Form

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Year 1 Activity	11.499	$	$	$ 125,000.00	$ 0.00	$ 125,000.00
2. Year 2 Activity	11.499			125,000.00		125,000.00
3. Year 3 Activity	11.499			125,000.00		125,000.00
4. Year 4 Activity	11.499			125,000.00		125,000.00
5. Totals		$ 0.00	$ 0.00	$ 500,000.00	$ 0.00	$ 500,000.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total
	(1)	(2)	(3)	(4)	(5)
a. Personnel	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 100,000.00	$ 400,000.00
b. Fringe Benefits	10,000.00	10,000.00	10,000.00	10,000.00	40,000.00
c. Travel	5,000.00	5,000.00	5,000.00	5,000.00	20,000.00
d. Equipment	0.00				0.00
e. Supplies	2,500.00	2,500.00	2,500.00	2,500.00	10,000.00
f. Contractual	0.00				0.00
g. Construction	0.00				0.00
h. Other	2,000.00	2,000.00	2,000.00	2,000.00	8,000.00
i. Total Direct Charges *(sum of 6a-6h)*	119,500.00	119,500.00	119,500.00	119,500.00	478,000.00
j. Indirect Charges	5,500.00	5,500.00	5,500.00	5,500.00	22,000.00
k. TOTALS *(sum of 6i and 6j)*	$ 125,000.00	$ 125,000.00	$ 125,000.00	$ 125,000.00	$ 500,000.00
7. Program Income	$	$	$	$	$ 0.00

FPO Training Evaluation
Universal RFA/App Processing

Date:_____

11:00 AM

As part of our overall training assessment, we are providing course assessment on Grants Online training course. The assessment determines your existing Grants Online knowledge, if any, and the course assessment will determine if the training objectives were adequately reached. Your feedback will be used to remedy any training deficiencies for future sessions.

Name (Optional): _____

Office and Title: _____

Phone: _____

Email Address: _____

Course Feedback

Directions: Using the key below, circle the category that best fits the performance of this event.

Rating Category and Performance Standard	Poor	Fair	Average	Above Average	Excellent
1. Session objectives were clearly defined.	1	2	3	4	5
2. Session objectives were achieved.	1	2	3	4	5
3. The materials received were used in the course.	1	2	3	4	5
4. The amount of materials received is appropriate for the course.	1	2	3	4	5
5. The material was presented in a clear and logical manner.	1	2	3	4	5
6. The course was easy to follow.	1	2	3	4	5
7. The course provided ample time per objective.	1	2	3	4	5
8. The course is relevant to my role in Grants Online.	1	2	3	4	5
9. Extensive hands-on training was provided.	1	2	3	4	5
10. The instructors gave ample opportunity to practice on the system.	1	2	3	4	5

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11. The instructors were receptive to questions.	**1**	**2**	**3**	**4**	**5**
12. The instructors answered questions clearly and completely.	**1**	**2**	**3**	**4**	**5**
13. The instructors provided hands on assistance when needed.	**1**	**2**	**3**	**4**	**5**
14. Post-training help and assistance instructions were provided.	**1**	**2**	**3**	**4**	**5**
15. I am comfortable using the system after training.	**1**	**2**	**3**	**4**	**5**

16. List specific topics or issues not addressed during this session that you would like covered in future trainings.

17. Provide additional comments below. Thank you for attending!

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Federal Program Officer Training Agenda

Day 2 - All Day

Session 3: Competitive RFA Creation/ Application Processing 8:00 am – 4:00 pm	
Topic	**Duration**
Introduction and Agenda	8:00 – 8:15 (15 min)
Online Demonstration and Hands-On Exercise with Process Maps: Creating a Competitive RFA	8:15 – 11:30 (3 hours and 15 min with 2 breaks)
Lunch Break	11:30 – 12:30 (1 hour)
Online Demonstration and Hands-On Exercise with Process Maps: Processing Applications for a Competitive RFA	12:30 – 3:45 (3 hours and 15 min with 2 breaks)
Additional Resources and Training Questions and Comments Evaluations	3:45 – 4:00 (15 min)

Objectives – By the end of this class students should:

- Understand the difference between a Competitive RFA and a Universal RFA (previously called "Non-Competitive")
- Understand the difference between the Certified and Un-Certified FPO/Program Office Staff roles
- Be able to create a Competitive RFA and route documents for publication
- Be able to input a paper application and complete the "Review Minimum Requirements" task
- Understand the Competition Manager and Selection Official functions in the Competitive RFA workflow
- Be able to Conduct Negotiations and prepare an Award File for GMD review
- Understand the Award File approval and acceptance process
- Understand where to find additional help when needed

Training Materials:

1. Agenda and Objectives
2. Process Maps
3. Student Screen Shots
4. Course Evaluation

Grants Online

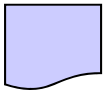
Competitive Process Maps

Pre Award and Award

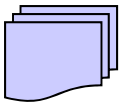
Last Updated 8/18/2009

Process Map Key

Grants Online User



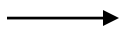
Grants Online Document



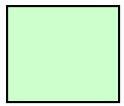
Grants Online Documents

Process Step *(New Task or Task Option)*

Timed Action



Continue



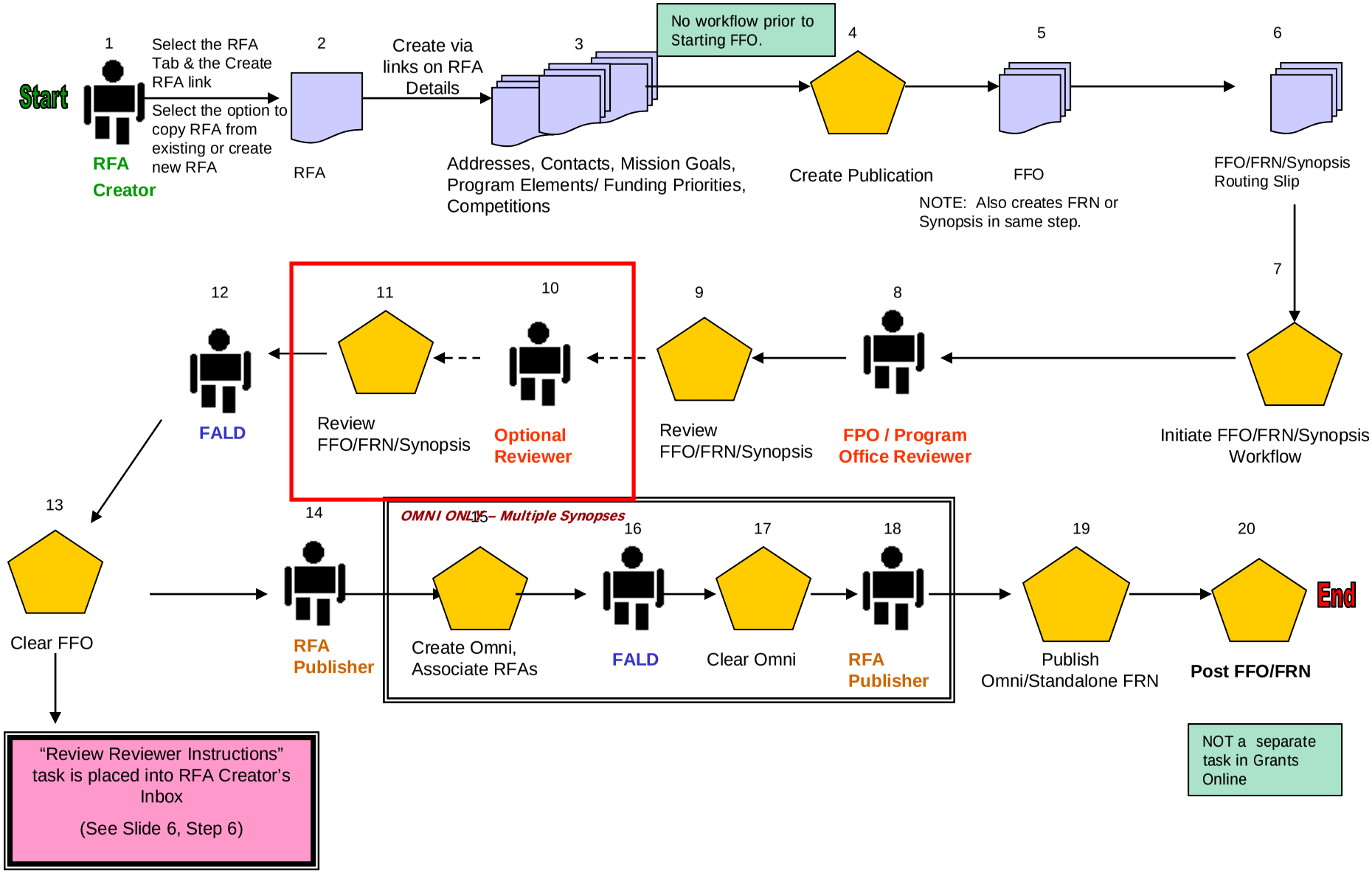
Important Note

Transition between slides

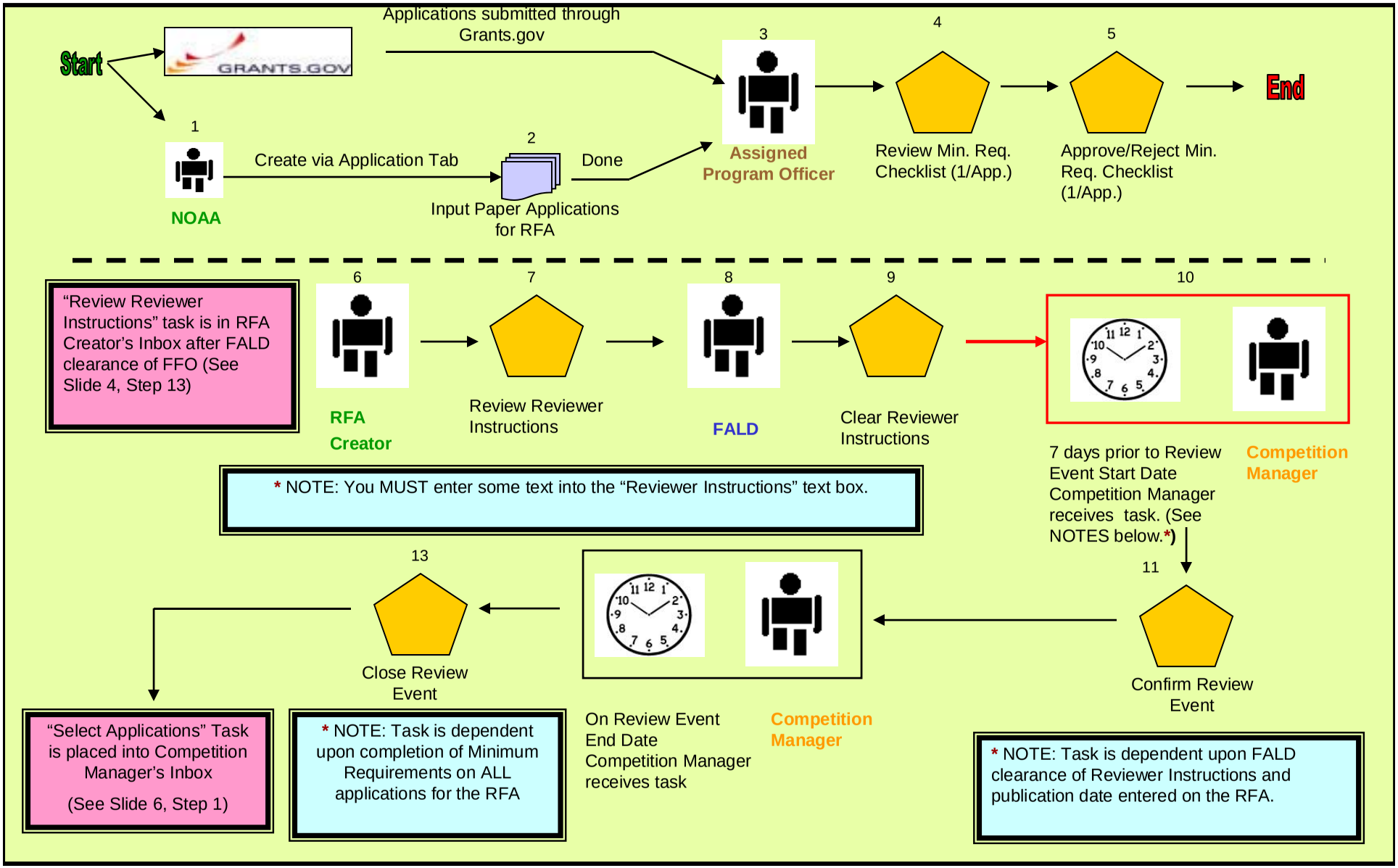
Summary Slide

Slide 4	Create & Review RFA and Publish FFO/FRN/Synopsis Overview:
Slide 5	Applications and Review Event Overview
Slide 6	Select Applications for Funding Overview Part 1
Slide 7	Select Applications for Funding Overview Part 2:
Slide 8	GMD Review and Approval Overview

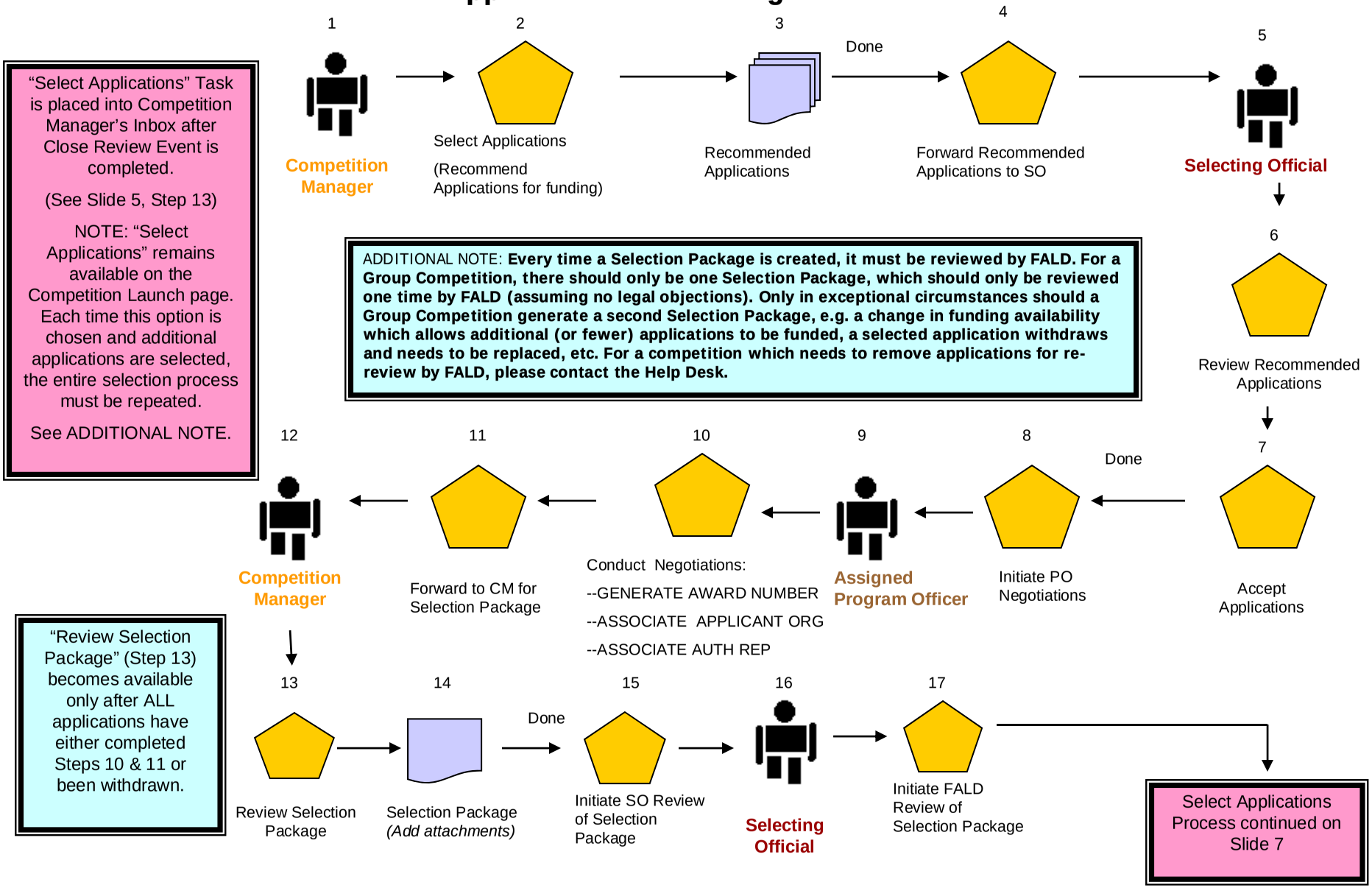
Create & Review RFA and Publish FFO / FRN / Synopsis Overview



Applications and Review Event Overview



Select Applications for Funding Overview Part 1



Select Applications for Funding Overview Part 2

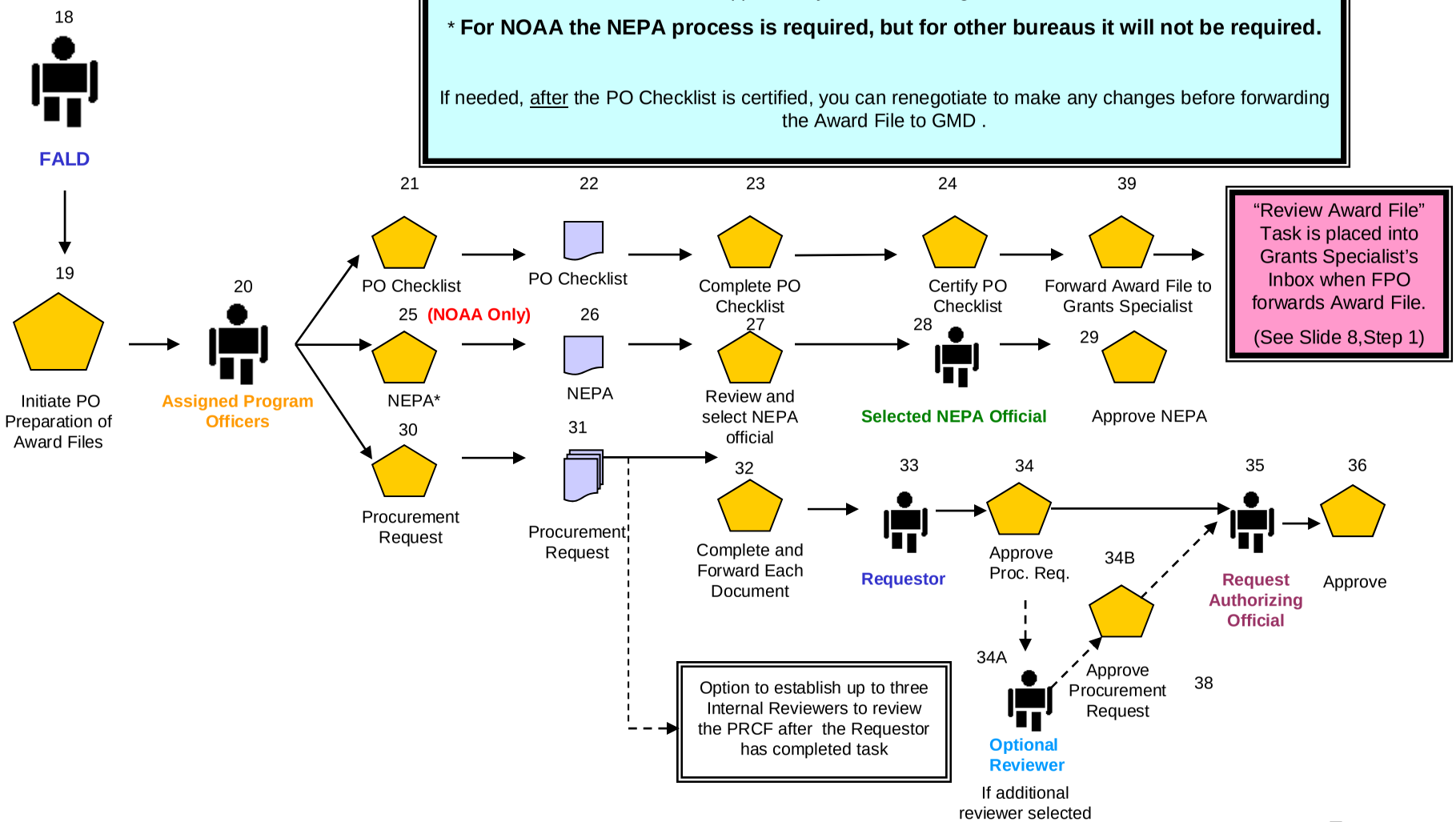
Select Applications process continued from Slide 6

Once the PO Checklist has been completed and certified (Steps 23 and 24), the system will generate the "Certify/ Revise Award File" task, which allows the Program Officer to forward the Award File to the Grants Specialist in GMD.

NOTE: *DO NOT Forward* Award File to GMD if NEPA* or Procurement Request have not been approved by their Authorizing Officials.

* **For NOAA the NEPA process is required, but for other bureaus it will not be required.**

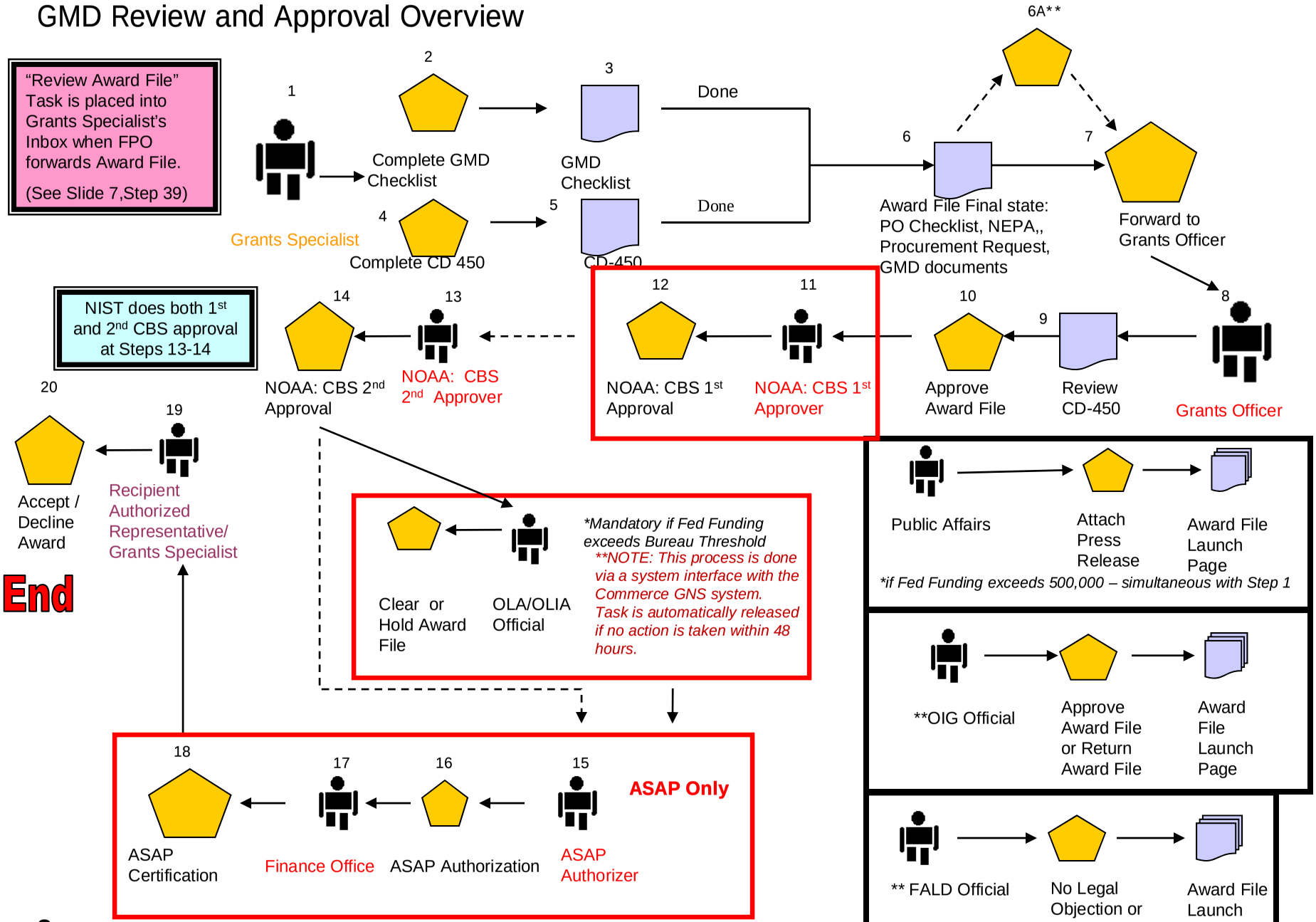
If needed, after the PO Checklist is certified, you can renegotiate to make any changes before forwarding the Award File to GMD .



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

(See Slide 8,Step 1)

GMD Review and Approval Overview



***NOTE: If selected, alternative flows for FALD and OIG tasks must be completed before the "Forward to Grants Officer" option is available.*

FPO Training Evaluation
Competitive RFA/App Processing

Date:_____

8:00 AM

As part of our overall training assessment, we are providing course assessment on Grants Online training course. The assessment determines your existing Grants Online knowledge, if any, and the course assessment will determine if the training objectives were adequately reached. Your feedback will be used to remedy any training deficiencies for future sessions.

Name (Optional): _____

Office and Title: _____

Phone: _____

Email Address: _____

Course Feedback

Directions: Using the key below, circle the category that best fits the performance of this event.

Rating Category and Performance Standard	Poor	Fair	Average	Above Average	Excellent
1. Session objectives were clearly defined.	1	2	3	4	5
2. Session objectives were achieved.	1	2	3	4	5
3. The materials received were used in the course.	1	2	3	4	5
4. The amount of materials received is appropriate for the course.	1	2	3	4	5
5. The material was presented in a clear and logical manner.	1	2	3	4	5
6. The course was easy to follow.	1	2	3	4	5
7. The course provided ample time per objective.	1	2	3	4	5
8. The course is relevant to my role in Grants Online.	1	2	3	4	5
9. Extensive hands-on training was provided.	1	2	3	4	5
10. The instructors gave ample opportunity to practice on the system.	1	2	3	4	5

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11. The instructors were receptive to questions.	**1**	**2**	**3**	**4**	**5**
12. The instructors answered questions clearly and completely.	**1**	**2**	**3**	**4**	**5**
13. The instructors provided hands on assistance when needed.	**1**	**2**	**3**	**4**	**5**
14. Post-training help and assistance instructions were provided.	**1**	**2**	**3**	**4**	**5**
15. I am comfortable using the system after training.	**1**	**2**	**3**	**4**	**5**

16. List specific topics or issues not addressed during this session that you would like covered in future trainings.

17. Provide additional comments below. Thank you for attending!

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Federal Program Officer Training Agenda

Day 3 - AM

Session 4: Post Award Actions (AAR/PPR/FFR/Partial Funding) 8:00am – 12:30pm	
Topic	**Duration**
Introduction and Agenda	8:00 – 8:15 (15 min)
Online Demonstration/Process Maps with Hands-On Participation – AAR, PPR, FFR	8:15 – 10:30 (2 hr 15 min with 2 breaks)
Online Demonstration/Process Maps with Hands-On Participation – Partial Funding	10:30 – 12:15 (1 hr 45 min with 1 or 2 breaks)
Additional Resources and Training Questions and Comments Evaluations	12:15 – 12:30 (15 min)

Objectives – By the end of this class students should:

- Understand the use of an Award Action Request
- Be able to review an Award Action Request
- Be able to review, route (if needed), and accept a Performance Progress Report
- Be able to find and view a Financial Report
- Understand the use of a Partial Funding Action
- Be able to initiate and route a Partial Funding Action
- Know where to find additional help when needed

Training Materials:

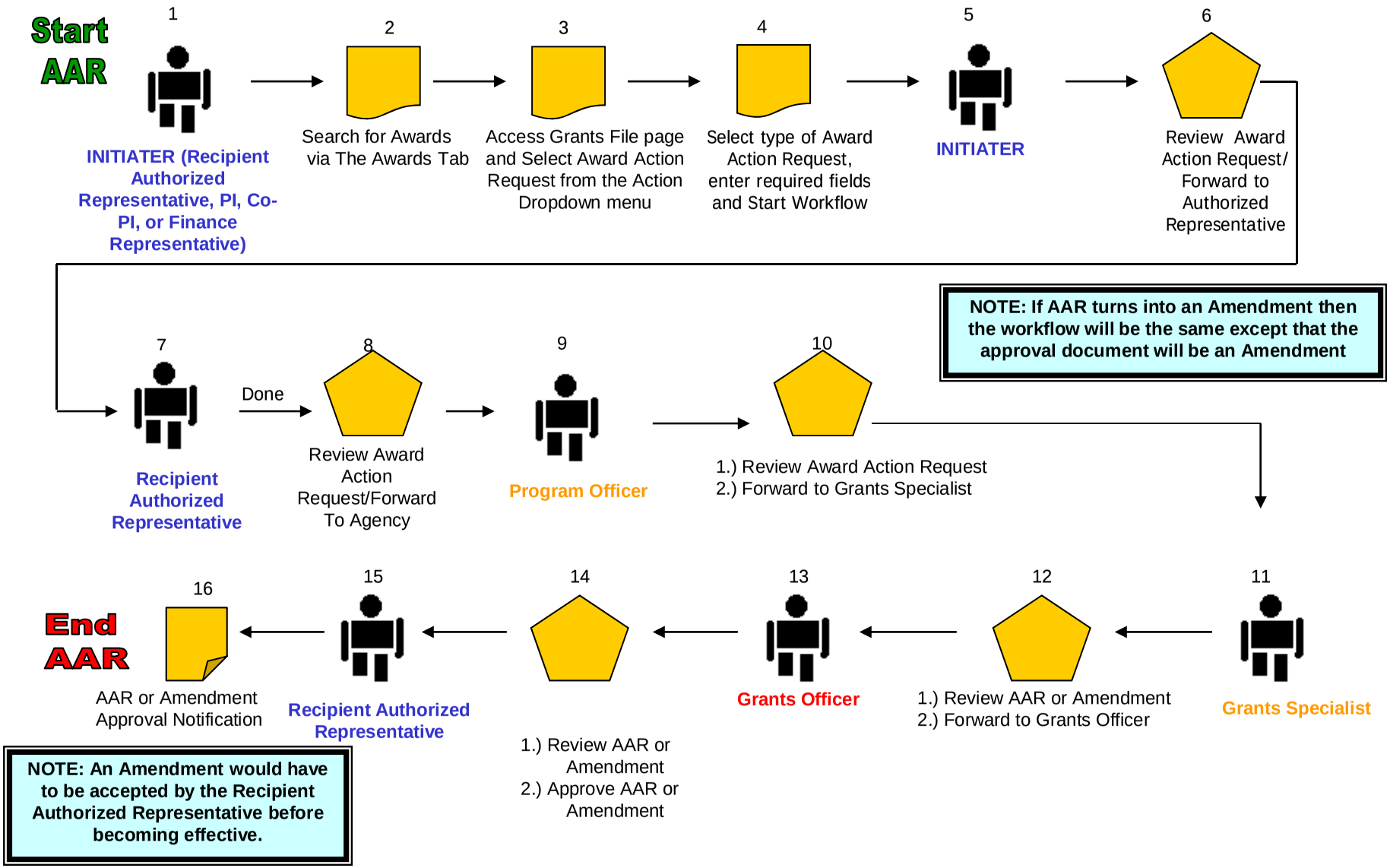
1. Agenda and Objectives
2. Process Maps – AAR Workflow for Grantees
3. Process Map – PPR and FFR
4. Student Screen Shots - Partial Funding Process
5. Course Evaluation

Grants Online

Award Action Request

Process Map and Screen Shot

Award Action Request (AAR) Workflow



Inbox | Awards | Account Management | Help

Welcome to Grants Online Arthur Rep.

- Advisories
- Archived Notifications
- Notifications
- Task Management
- Tasks

Advisories >> Tasks >> Amendment 1 - NA09GOT4990074 >> Award File 1 - NA09GOT4990074 >> Grants File - NA09GOT4990074

Grants File - NA09GOT4990074

Id: 2156951

Status: Accepted

Action: Create Award Action Request

Please select an action
Create Award Action Request
Create SF270
View Accounting Details
View/Manage Award-related Personnel

Submit

Your Comments:

Spell Check

Save Comment

Award Action Request Index Page

	Resources (ICMR)				
SF-425 Frequency: (after 3/31/2009)	Semi-Annual Cash Flow with Final Full Report	**SF-272 Frequency: (before 4/1/2009)**	Semi-Annually	**SF-269 Frequency: (before 4/1/2009)**	Comprehensive Final (no interim rep required)
Progress Report Frequency:	Semi-Annually	**Final Progress Report:**	Comprehensive - a last interim report is required		
Final Reports Due On:	12/29/2012	**Closeout Date:**	N/A		
Project Title:	GOL Training				
Principal Investigators-Project Directors:	Arthur Rep17				

Award Action Request Index - NA09GOT4990074

- No Cost Extension - Prior Approval Required
- Extension to Close Out
- Change in Scope
- Transfer of Award
- Change in Principal Investigator/Project Director
- Change in Institution Name
- Change in Key Person Specified in the Application
- Satisfied Special Award Conditions
- Transfer of funds allotted for training to other categories of expenses
- Pre-Award Cost
- No Cost Extension - Prior Approval Waived (Research Terms and Conditions)
- Reprogram or Rebudget
- Equipment Purchase
- Foreign Travel
- Sole Source Contract
- Other
- Absence of more than 3 months or 25%by project director or PI
- Inclusion of cost that require prior approval based on cost principles
- Sub award, transfer or contracting out of any work under the award if not described in the approved application
- Termination for Convenience

Grantees:
Please note that the above listing contains all the possible Award Action Requests that can be created on this Award.
While the ability to create these Award Action Requests is given to all grantee users, they can only be forwarded to the agency by the Authorized Representative.

Guidance

Return to Main

Satisfied Special Award Conditions - NA09GOT4990074

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

Satisfied Special Award Conditions

Guidance

SAC Name*

Please Select SAC Name

Test SAC with Due Date

Please Select SAC Name

SAC Description

Due Date

Justification*

Spell Check

Grants Online | Award Action Request - Windows Internet Explorer

https://grantsonlinetest.rdc.noaa.gov/flows/document/award/AwardActionRequest/getSACDetail.do Certificate Error Live Search

File Edit View Favorites Tools Help

Grants Online | Award Action Request Page

Satisfied Special Award Conditions

Guidance

SAC Name* Test SAC with Due Date

SAC Description

Test Special Award Condition to show Grantee Screen shots for processing "Satified Special Award Condition".

Due Date 07/24/2009

Justification*

Justification for Satisfying SAC goes here...

45 / 4000 Spell Check

Award Action Request Report

Save Cancel

Satisfied Special Award Conditions

Guidance

SAC Name* Test SAC with Due Date

SAC Description

Test Special Award Condition to show Grantee Screen shots for processing "Satified Special Award Condition".

Windows Internet Explorer

WARNING: This will create an Award Action Request and initiate workflow.
A task will be placed in your Inbox Tasks for review and forwarding of this document.
Do you wish to proceed?

OK Cancel

Due Date 07/24/2009

Justification*

Justification for Satisfying SAC goes here...

Spell Check

Award Action Request Report

Save | Save and Start Workflow | Cancel

Your Tasks

Document Type: All

Status: Open

Apply Filter >>

19 items found, displaying all items. **1**

View	Award Number	Total Federal Funding	Task Id	Task Name	Task Status	Document Type	Document Id
View	NA09GOT4990074	$25,000.00	1424196	Review Award Action Request	Not Started	Award Action Request	2158325
View	NA09GOT4990076	$25,000.00	1419311	Review Award Action Request	Not Started	Award Action Request	2158245
View	NA09GOT4990053	$25,000.00	1419243	Review Award Action Request	Not Started	Award Action Request	2158239
View	NA09GOT4990073	$25,000.00	1419211	Review Award Action Request	Not Started	Award Action Request	2158238
View	NA09GOT4990065	$25,000.00	1419109	Review Award Action Request	Not Started	Award Action Request	2158242
View	NA09GOT4990071	$25,000.00	1419084	Review Award Action Request	Not Started	Award Action Request	2158246
View	NA09GOT4990075	$25,000.00	1419059	Review Award Action Request	Not Started	Award Action Request	2158237
View	NA09GOT4990071	$25,000.00	1419026	Manage Award Users	Not Started	Award Package	2156968

Award Action Request - NA09GOT4990074

Id: 2158325

Status: RecipientAuthorizedRepresentativeActions - Not Started

Action: Please select an action

- Please select an action
- Forward To Agency
- View/Edit Award Action Request details
- Withdraw Award Action Request

Submit

Your Comments:

Spell Check

Save Comment

		Report:	
Final Reports Due On:	12/29/2012	**Closeout Date:**	N/A
Project Title:	GOL Training		
Principal Investigators-Project Directors:	None Designated		

Sub Documents

Type	ID	Title	Status
Award Package	2157008	GOL Training	Accepted: RecipientAdministratorActions - Not Started
Award File In Progress	2158267	GOL Training	
Award File 0	2156952	GOL Training	Accepted
Award File 1	2158323	GOL Training	Accepted

Export options: Excel

Associated Documents

Type	ID	Title	Status	Program Officer
Award Action Request	2158247	Other	ProgramOfficerActions - Not Started	
Award Action Request	2158325	Satisfied Special Award Conditions	ProgramOfficerActions - Not Started	

Export options: Excel

	Resources (ICMR)		
SF-425 Frequency: (after 3/31/2009)	Semi-Annual Cash Flow with Final Full Report	**SF-272 Frequency: (before 4/1/2009)**	Semi-Annually
Progress Report Frequency:	Semi-Annually	**Final Progress Report:**	Comprehensive - a
Final Reports Due On:	12/29/2012	**Closeout Date:**	N/A
Project Title:	GOL Training		
Principal Investigators-Project Directors:	None Designated		

Sub Documents

Type	ID	Title	Status
Award Package	2157008	GOL Training	Accepted: RecipientAdministratorActions - Not Started
Award File 0	2156952	GOL Training	Accepted
Award File 1	2158323	GOL Training	Accepted

Export options: Excel

Associated Documents

Type	ID	Title	Status	Program Officer
Award Action Request	2158247	Other	ProgramOfficerActions - Not Started	
Award Action Request	2158325	Satisfied Special Award Conditions	Approved	

Export options: Excel

Award Action Request - NA09GOT4990074

Id: 2158325
Status: Approved

Go to Award Action Request Details Page >>

This document currently has no tasks assigned to you.

Workflow History

Name	Date Assigned	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Award Action Request	07/20/2009 02:35:3 PM	07/20/2009 02:36:0 PM	07/20/2009 02:36:0 PM	Alan Conway	GrantsOfficer	ApproveRequest	Complete	
Review Award Action Request	07/20/2009 10:02:5 AM	07/20/2009 10:04:2 AM	07/20/2009 10:04:4 AM	Arthur Rep	RecipientAuthorizedRepresentativ	ForwardToAgency	Complete	

Export options: Excel

Award Action Request Header Information

CFDA Number:	11.499	**Award Period:**	10/01/2008 - 09/30/2012	**Program Office:**	GOT One Nice Program Office (ONPO)
Program Officer:	NOAA Student17	**Program Officer Phone:**	301-555-1212	**Program Officer Email:**	testemail@atlas.rdc.noaa.gov
Total Federal Funding:	$25,000.00	**Total Non Federal Funding:**	$0.00	**Multi-Year:**	Yes

Grants Online | Award Action Request

Satisfied Special Award Conditions - NA09GOT4990074

Attachments:

Satisfied Special Award Conditions

Guidance

SAC Name* Test SAC with Due Date

SAC Description

Test Special Award Condition to show Grantee Screen shots for processing "Satified Special Award Condition".

Due Date 07/24/2009

Justification*

Justification for Satisfying SAC goes here...

Spell Check

Signature of Department of Commerce Grants Officer	Date
Alan Conway	07/20/2009

Award Action Request Report

Cancel

AARDetailsReport

1 / 1 85% Sign Find

U. S. DEPARTMENT OF COMMERCE Award Action Request	Award Number: NA09GOT4990074
Recipient Name Institute for Culturally Managed Resources (ICMR)	Request Type Satisfied Special Award Conditions
Street Address 1234 Main Street	Award Period 10/01/2008 - 09/30/2012
City, State, Zip Code Anchorage, AK 99999 USA	Funding Federal: 25,000.00 Non-Federal: 0.00
Program Office GOT One Nice Program Office (ONPO)	Program Officer NOAA Student17 301-555-1212 testemail@atlas.rdc.noaa.gov
CFDA NO. AND PROJECT TITLE 11.499: GOL Training	
Special Award Condition Test SAC with Due Date Test Special Award Condition to show Grantee Screen shots for processing "Satified Special Award Condition".	
Justification Justification for Satisfying SAC goes here...	
SUBMITTED BY Arthur Rep	DATE 07/20/2009
APPROVED BY: Alan Conway	DATE: 07/20/2009

Grants Online Process Maps

Overviews Only

Performance Progress Report (PPR)

&

Federal Financial Reports

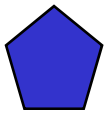
(SF-269, SF-272, SF-425, SF-270)

Version 3.05

Process Map Key

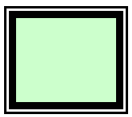
Grants Online User

Grants Online Document



Process Step

Continue

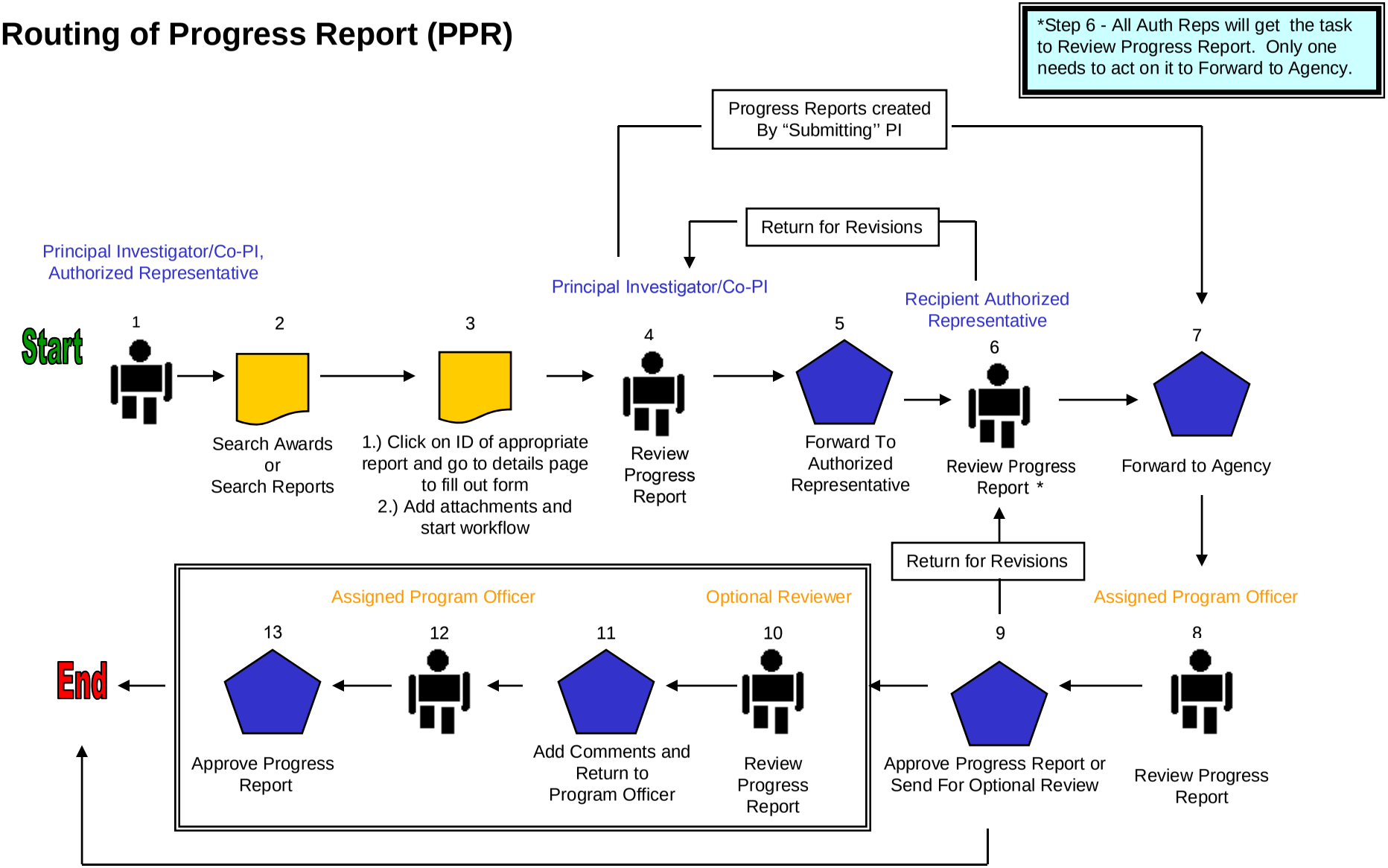


Important Note

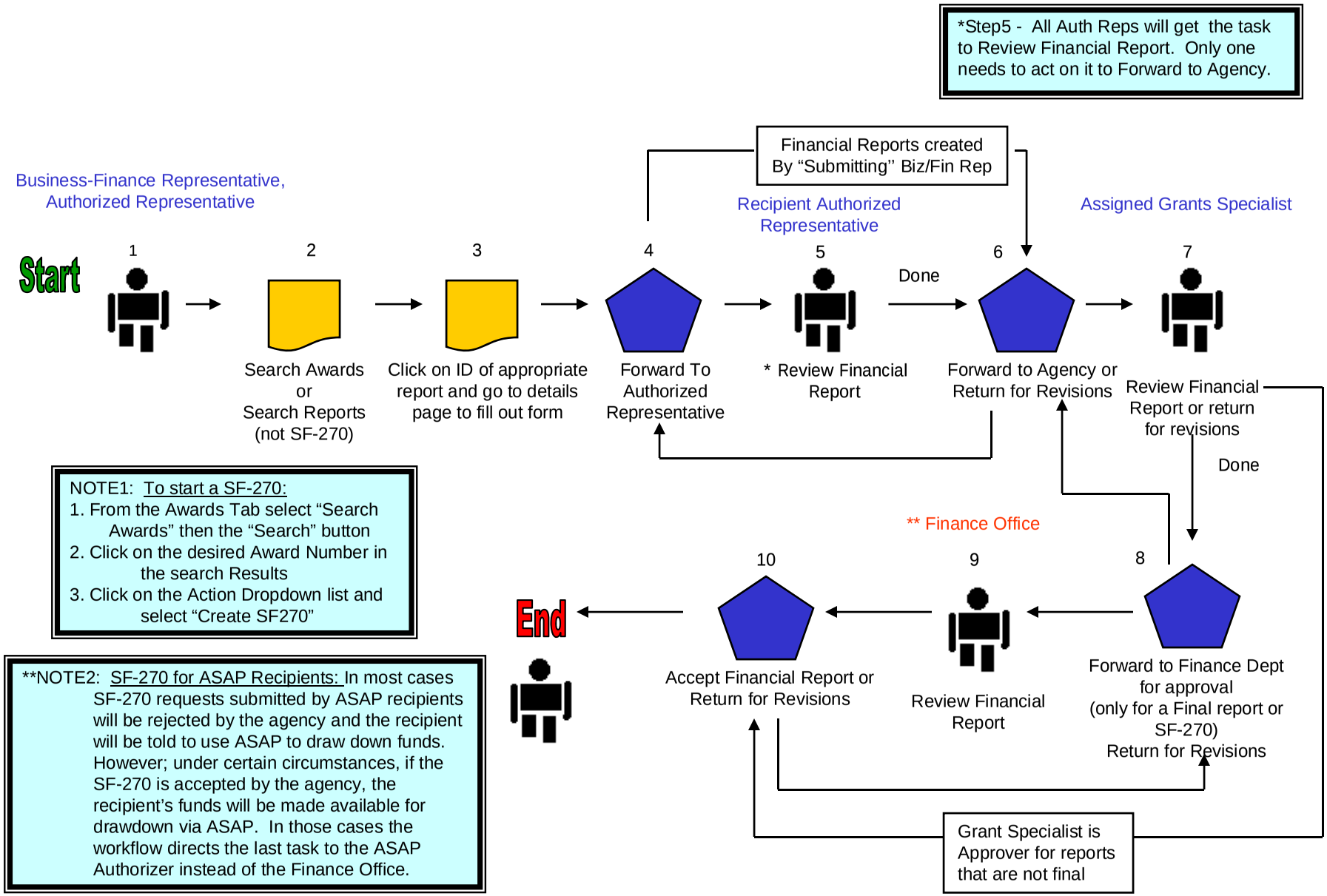
Summary Slide

Slide 4 Routing of Progress Report (PPR)
Slide 5 Routing of Federal Financial Reports (SF-269, SF-272, SF-425, SF-270)

Routing of Progress Report (PPR)



Routing of Federal Financial Reports (SF-269, SF-272, SF-425, SF-270)



NOTE1: To start a SF-270:
1. From the Awards Tab select "Search Awards" then the "Search" button
2. Click on the desired Award Number in the search Results
3. Click on the Action Dropdown list and select "Create SF270"

**NOTE2: SF-270 for ASAP Recipients: In most cases SF-270 requests submitted by ASAP recipients will be rejected by the agency and the recipient will be told to use ASAP to draw down funds. However; under certain circumstances, if the SF-270 is accepted by the agency, the recipient's funds will be made available for drawdown via ASAP. In those cases the workflow directs the last task to the ASAP Authorizer instead of the Finance Office.

Version 3.05

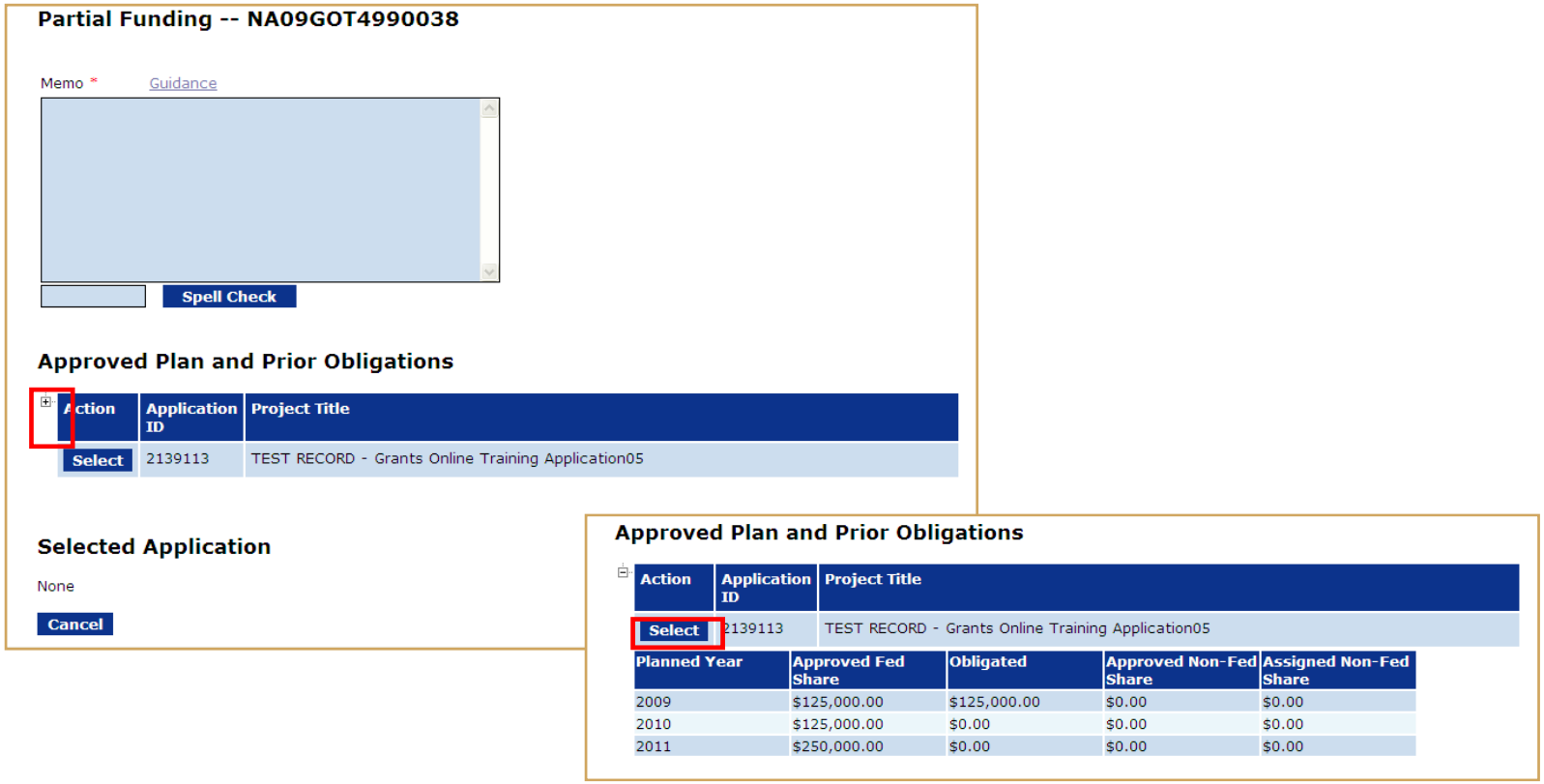
Grants Online Post Award Training Student Screen Shots – Partial Funding

May 2009

FPO – Partial Funding Steps 1 and 2

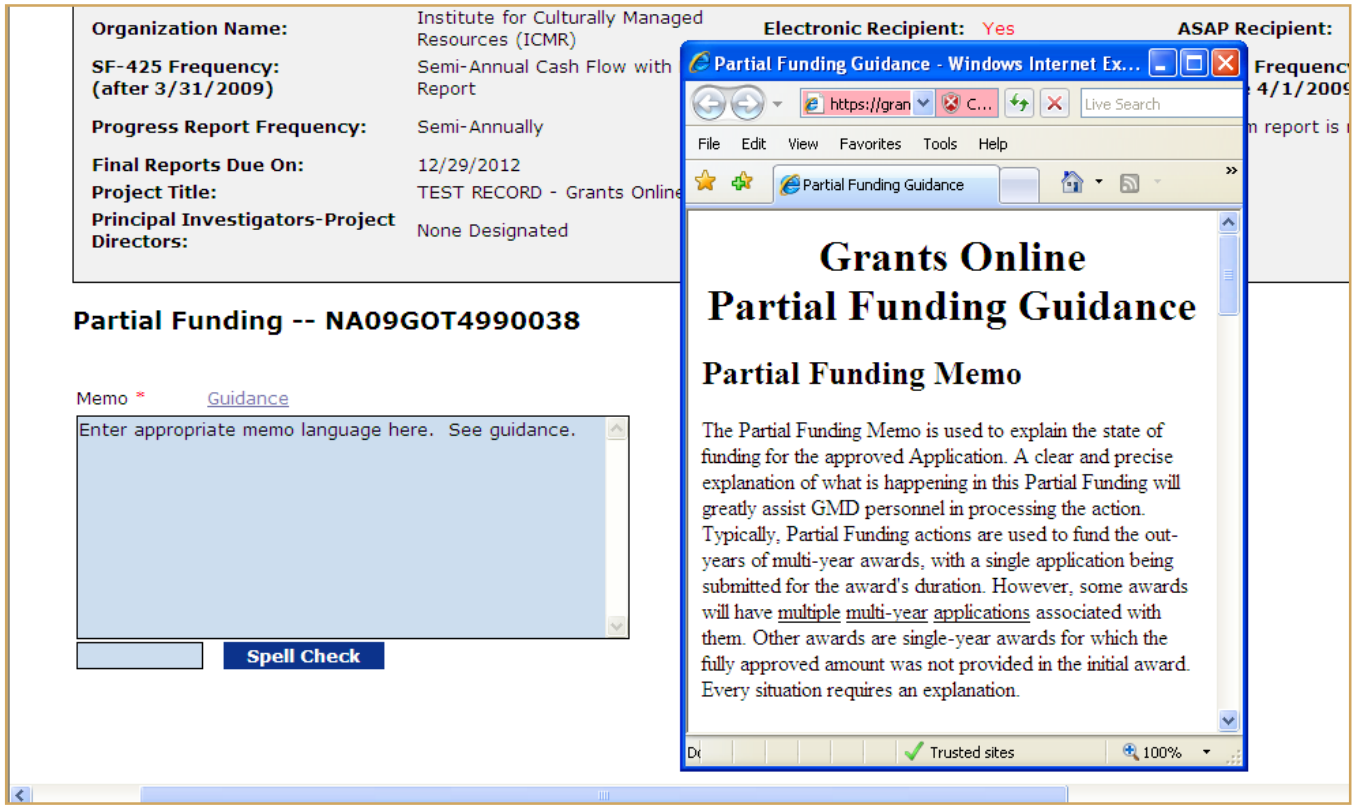
1. From the Award Tab, search for the Award to be used for Partial Funding.
2. From the Grants File Launch Page select "Partially Fund this Award" in the Action dropdown list, then click "Submit".

FPO – Partial Funding Steps 3 and 4



3. Click on the "plus (+)" beside the Action box to get details for the appropriate application for the Partial Funding. (All applications associated with the award will be available, but Partial Funding can be done on only ONE application at a time.)
4. Click the "Select" button to chose the desired application.

FPO – Partial Funding Step 5



5. Enter appropriate language into the Memo box. (See last slide for sample language which is also available from the "Guidance" link.)

FPO – Partial Funding Steps 6 and 7

Partial Funding -- NA09GOT4990038

Memo * Guidance

Enter appropriate memo language here. See guidance.

Spell Check

Windows Internet Explorer

WARNING: Release of Funds and Procurement Request workflow tasks will be placed in your inbox. Are you sure you wish to proceed?

OK Cancel

Selected Application

Application ID	Approved Fed Share	Remaining Fed Share	Pending Fed Share	Fed Add Amount *	Approved Non-Fed Share	Remaining Non-Fed Share	Pending Non-Fed Share	Non-Fed Amount	AMD No.	Project Title
2139113	$500,000.00	$375,000.00	$325,000.00	50,000.00	$0.00	$0.00	$0.00	0.00	0	TEST RECORD - Grants Online Training Application05

Note: *Federal Add Amount plus Pending Federal Share plus the sum of all prior obligations may be up to 5% greater than the Approved Federal Share. If exceeding the Approved Federal Share, enter a memo explaining the reason for the additional funds.*

Note: *Only one application may be funded per Partial Funding action.*

Save | Save and Start Workflow | Cancel

6. Enter amount of Partial Funding into the "Fed Add Amount" box and appropriate Non-Fed Amount if applicable.

7. Click "Save and Start Workflow." Click "OK" on the warning message alerting you that a Procurement Request is being put into your task box. You will be returned to the launch page of the new Award File.

FPO – Partial Funding Step 8

Your Tasks

Document Type: All

Status: Open

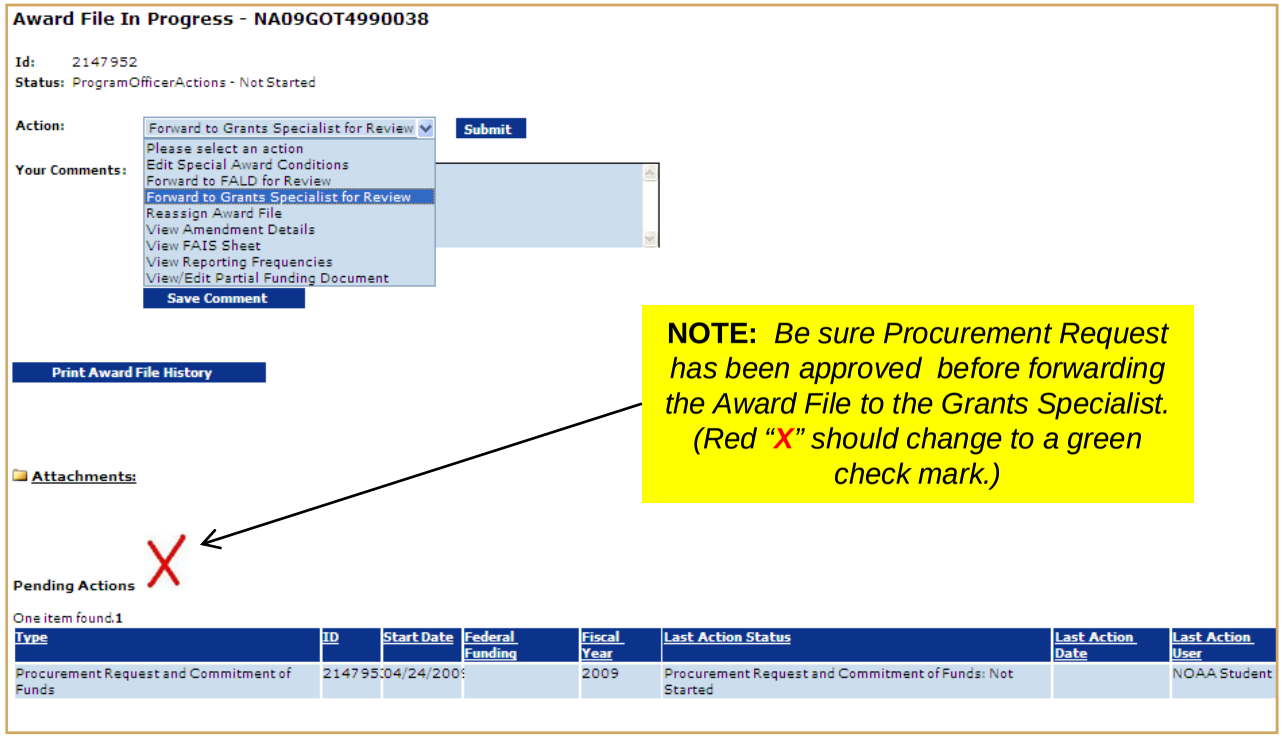
Apply Filter >>

34 items found, displaying all items. **1**

View	Task Id	Award Number	Task Name	Task Status	Applicant Name	Document Type
View	1380605	NA09GOT4990038	Procurement Request and Commitment of Funds	Not Started	Institute for Culturally Managed Resources (ICMR)	Procurement Request and Commitment of Funds
View	1380604	NA09GOT4990038	Review Release of Funds	Not Started	Institute for Culturally Managed Resources (ICMR)	Award File

8. Navigate to the "Inbox" "Task" screen. There should be two new tasks: (1) Procurement Request and Commitment of Funds and (2) Review Release of Funds. (*The Procurement Request should be completed and sent through workflow. The process works just like a new award and will not be repeated here.)* Click on "View" for Review Release of Funds.

FPO – Partial Funding Step 8



8. In most cases, *after the Procurement Request has been approved*, you can simply select "Forward to Grants Specialist for Review" and add a workflow comment. Do not make any edits to the "Amendment Details"; they will be done by the Grants Specialist. If changes to the Partial Funding Memo or Funding Amounts are needed select "View/Edit Partial Funding Document".

NOTE: *If changes are being made to the Federal Funding Amount, the Procurement Request task must also be in your Inbox. Make sure the same changes are made on both documents.*

Sample Language for Partial Funding Memo

- **(STANDARD) This release of funds of $____ is for year __ of a __ year multi-year award. All required Progress and Financial reports have been submitted and accepted.**
- **(EXAMPLE 2) This release… Due to _____ , total funding for this award period is not available; additional funds will be provided at a later date. All required Progress…**
- **(EXAMPLE 3) This release… Due to _____, total funding for this award period is not available in this FY. Additional funds will be provided in FY__. It is our intent to provide total funding for this award. All required Progress…**
- **(EXAMPLE 4*) This release… Due to _____, additional funds will not be provided and this award will be reduced by _____. All required Progress and Financial reports have been submitted and accepted.**
- **(EXAMPLE 5) This release of funds is expected to be the final release of funds in FY ___. The remainder of the project is expected to be funded in FY___ through FY ___ assuming funds are available. All required Progress…**
- **(EXAMPLE 6**) This release of funds of $____ is for year __ of a __ year multi-year application which was originally funded as Amendment ____. All required Progress…**
- **NOTES:**
  - *When no additional funds are to be made available then the Program Office needs to advise the Grants Officer so that an amendment can be created informing the recipient that no additional funds will be provided and that they have the option of continuing work with existing funds or terminating the award.*
  - ** If Federal Funding is being reduced, the match should be reduced accordingly.*
  - *** If the Partial Funding is on a continuation application instead of the original award, note the appropriate amendment number in the Partial Funding Memo.*

FPO Training Evaluation
Post Award Actions

Date:_____

8:00 AM

As part of our overall training assessment, we are providing course assessment on Grants Online training course. The assessment determines your existing Grants Online knowledge, if any, and the course assessment will determine if the training objectives were adequately reached. Your feedback will be used to remedy any training deficiencies for future sessions.

Name (Optional): _____

Office and Title: _____

Phone: _____

Email Address: _____

Course Feedback

Directions: Using the key below, circle the category that best fits the performance of this event.

Rating Category and Performance Standard	Poor	Fair	Average	Above Average	Excellent
1. Session objectives were clearly defined.	1	2	3	4	5
2. Session objectives were achieved.	1	2	3	4	5
3. The materials received were used in the course.	1	2	3	4	5
4. The amount of materials received is appropriate for the course.	1	2	3	4	5
5. The material was presented in a clear and logical manner.	1	2	3	4	5
6. The course was easy to follow.	1	2	3	4	5
7. The course provided ample time per objective.	1	2	3	4	5
8. The course is relevant to my role in Grants Online.	1	2	3	4	5
9. Extensive hands-on training was provided.	1	2	3	4	5
10. The instructors gave ample opportunity to practice on the system.	1	2	3	4	5

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11. The instructors were receptive to questions.	**1**	**2**	**3**	**4**	**5**
12. The instructors answered questions clearly and completely.	**1**	**2**	**3**	**4**	**5**
13. The instructors provided hands on assistance when needed.	**1**	**2**	**3**	**4**	**5**
14. Post-training help and assistance instructions were provided.	**1**	**2**	**3**	**4**	**5**
15. I am comfortable using the system after training.	**1**	**2**	**3**	**4**	**5**

16. List specific topics or issues not addressed during this session that you would like covered in future trainings.

17. Provide additional comments below. Thank you for attending!

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