



# Grants Management Division

# Training Manual

Prepared by BearingPoint, Inc.

Version 1.0

April 18, 2005





---

## Table of Contents

---

Table of Contents.....	I
Document Conventions.....	i
1 Overview.....	1
1.1 Audience.....	1
2 Processing Request For Application.....	1
2.1 Module Objectives.....	1
2.2 Reviewing and Posting Noncompetitive Application Package.....	1
2.2.1 Selecting Post Application Package Task.....	2
2.2.2 Posting Application Package.....	3
2.3 Competitive Process.....	4
2.3.1 Selecting FFO Task.....	4
2.3.2 Reviewing and Approving the FFO.....	5
2.3.3 Publishing the FFO.....	6
2.3.4 Selecting the FRN Task.....	7
2.3.5 Reviewing and Approving the FRN.....	8
2.3.6 Publishing the FRN.....	9
2.3.7 Selecting the Omnibus Task.....	10
2.3.8 Reviewing and Approving the Omnibus Synopsis.....	11
2.3.9 Publishing the Omnibus Synopsis.....	12
3 Preparing a Funded Award.....	13
3.1 Module Objectives.....	13
3.2 Grants Specialist, Accessing the Award File.....	14
3.2.1 Selecting the Award File.....	14
3.3 Grants Specialist, Complete the GMD Checklist.....	15
3.3.1 Accessing the GMD Checklist.....	15
3.3.2 Completing the GMD Checklist.....	16
3.3.2.1 Budget/Cost Analysis Memo.....	17
3.3.2.2 Intergovernmental Review of Federal Program.....	18
3.3.2.3 Credit Check.....	19
3.3.2.4 Delinquent Federal Debt.....	20
3.3.2.5 Name Check.....	21
3.3.2.6 List of Parties excluded from Procurement/Non-Procurement Activities.....	22
3.3.2.7 Past Performance.....	23
3.3.2.8 Pre-Award Accounting System Survey.....	24
3.3.2.9 High Risk Recipient.....	25
3.3.2.10 Confirm Financial and Progress Report Requirements.....	26
3.3.2.11 Review Special Award Conditions.....	27
3.3.2.12 Project Details.....	28
3.3.2.13 Project Dates.....	29

3.3.3	Submitting the GMD Checklist .....	29
3.4	Grants Specialist, Completing the CD-450 .....	30
3.4.1	Completing the CD-450.....	31
3.4.1.1	Using the Funds Override.....	32
3.4.1.2	Completing the CD-450 Items .....	32
3.4.1.3	Printing the CD-450 .....	32
3.4.1.4	Saving and Exiting the CD-450.....	33
3.5	Grants Specialist, Submitting the Award File.....	34
3.6	Grants Specialist, Continuations.....	35
3.6.1	Accessing a Continuation.....	35
3.6.2	Review Continuation .....	36
3.6.2.1	Using Manual Override (Optional) .....	37
3.6.2.2	Entering Reasons .....	38
3.6.2.3	Printing the CD-451 (Optional) .....	38
3.6.2.4	Saving the Amendment .....	38
3.6.3	Submitting the Continuation .....	39
3.7	Grants Officer Approval, New Award.....	40
3.8	Grants Officer, Approving a Continuation .....	41
3.8.1	Approving the Continuation .....	42
4	CAMS Approval.....	43
4.1	Module Objectives .....	43
4.2	Selecting a CAMS Task.....	44
4.3	Complete Initial Work in CAMS .....	45
4.4	Complete CAMS First Approval.....	46
4.5	Complete Second CAMS Approval.....	47
5	Initiating Post Award Actions.....	49
5.1	Module Objectives .....	49
5.2	Grants Specialist, Award Search .....	50
5.2.1	Award Search Results.....	51
5.3	Grants Specialist, Enforcements .....	52
5.4	Grants Specialist, Initiating an Enforcement.....	53
5.4.1	Enforcement Details.....	54
5.4.2	Completing Suspension of Payments .....	55
5.4.3	Submit Enforcement Task.....	56
5.5	Grants Specialist, Initiating an AAR.....	57
5.5.1	Selecting an AAR .....	58
5.5.1.1	Award Action Request Details .....	59
5.6	Grants Specialist, Initiating an Amendment.....	60
5.6.1	Creating an Amendment (CD-451).....	61
5.6.1.1	Selecting Appropriate Grant Type .....	62
5.6.1.2	Using Manual Override (Optional) .....	62

---

5.6.1.3	Entering Reasons .....	63
5.6.1.4	Adding Special Award Conditions (Optional) .....	64
5.6.1.5	Adding a Customized Special Award Condition.....	65
5.6.1.6	Adding a Special Award Condition from the Template .....	65
5.6.1.7	Printing the CD-451 (Optional).....	65
5.6.1.8	Saving the Amendment.....	65
5.6.2	Submitting the Amendment .....	66
5.7	Award Action Request Screens .....	67
6	Reviewing Post Award Actions.....	77
6.1	Module Objectives .....	77
6.2	Grants Specialist, Reviewing an Award Action Request.....	77
6.2.1	Accessing the Award Action Request Task.....	78
6.2.2	Reviewing Award Action Requests.....	79
6.2.3	Reviewing Award Action Request Details .....	80
6.2.4	Forward Award Action Request.....	81
6.3	Grants Officer, Review and Approve Award Action Request.....	82
6.3.1	Reviewing Award Action Request .....	83
6.3.2	Approving Award Action Request.....	84
6.4	Grants Specialists, Amendments.....	85
6.4.1	Accessing an Amendment.....	85
6.4.2	Reviewing an Amendment.....	86
6.4.3	Reviewing Amendments.....	87
6.4.3.1	Using Manual Override (Optional) .....	88
6.4.3.2	Review Amendment.....	88
6.4.3.3	Printing the CD-451 (Optional).....	88
6.4.3.4	Printing the SAC .....	89
6.4.3.5	Printing Current Special Award Conditions.....	89
6.4.4	Forwarding an Amendment .....	90
6.5	Grants Officer, Review and Approve Amendment .....	91
6.5.1	Viewing the Amendment.....	92
6.5.2	Reviewing the Amendment.....	93
6.5.2.1	Using Manual Override (Optional) .....	94
6.5.2.2	Review Amendment.....	94
6.5.2.3	Printing the CD-451 (Optional).....	94
6.5.3	Approving the Amendment.....	95
6.6	Grants Officer, Approving Enforcements .....	96
6.6.1	Approving an Enforcement.....	97



---

## Document Conventions

---

**Overview** Welcome to the Grants Online Grants Management Division Training Manual. This manual is set up to provide you with step-by-step information to assist you in accomplishing tasks within Grants Online. The manual is logically sequenced based on the National Oceanic and Atmospheric Administration's (NOAA) Grants lifecycle process and is written to address your role within Grants Online. Please note: this manual assumes the reader has basic knowledge of the NOAA grants management process.

**Using this Guide** This manual has been categorized into modules, which contain step-by-step instructions on how to complete GMD activities in Grants Online. Each module includes screen shots, action steps and a summary of alternative steps that may be taken by the user. Additionally, each module utilizes the text conventions illustrated below.

### Text Conventions

#### Text; Example

Text in Bold; Click **Done**

Text in Italics; *RFA Details* screen appears.

Text in Bold Italics; ***Name***

#### What it means.

Indicates a command.

Indicates a screen name.

Indicates data to be entered into a field.

### Notes and Warnings

Notes and Warnings are used to indicate information or undesired effects when using Grants Online.



**Note:** A note is used to inform you about additional information during the procedure or process.



**Warning!** Procedure may incur an undesirable result within the system.

This page intentionally left blank.

# 1 Overview

---

## Background Information

The National Oceanic and Atmospheric Administration (NOAA) offer a variety of competitive and non-competitive grants or awards to various communities including States, Universities, and non-profit organizations. Prior to the advent of Grants Online, the processing of grants was a paper-based task involving time-consuming human interactions and program polices to process the grants and to ensure the awarding of the grant is given to the most qualified applicant for a competitive award, and for qualified designated applicants of non-competitive awards.

As part of its strategy to move scientifically and operationally into the 21<sup>st</sup> century, Grants Online was developed. Grants Online is an E-Government initiative to create an automated tool that will support the grant evaluation, award, management and operations process. Grants Online significantly streamlines and unifies grants processing throughout all of NOAA, allowing the agency to increase efficiencies related to mission goals.

Grants Online is developed to answer several issues that occur during the award processing including:

- Reducing or eliminating paper forms for application.
- Provide an interface with Grants.gov to ensure applicants can apply for grants electronically.
- Reduce the processing time by incorporating workflows between Federal Program Officers (FPO), Grants Management Division (GMD), Financial Assistance Legal Division (FALD), and Reviewers.
- Serve the NOAA community in its efforts to meet its mission goals more effectively.

## 1.1 Audience

### Grants Management Division

This manual is developed for the Grants Management Division staff. This functional guide will navigate the user through a variety of workflow actions and tasks that are done within Grants Online. This guide does not teach policy or business procedures for the Grants Management Division.



**Note:**

This manual will be updated for the Project Monitor Team when new Grants Online functionality is released.

This page intentionally left blank.

## 2 Processing Request For Application

---

**Overview** Grants Management Division (GMD) has the responsibility to provide awareness to the Grantee community of available programs. As such, GMD is responsible for the posting of Noncompetitive and Competitive applications and instructions to Grants.gov.



**Note:**

The review and posting of programs to Grants.gov is applicable to Grants Officers only. Grants Specialists may skip this module as needed.

### 2.1 Module Objectives

**Module Objectives**

By the end of Module 2, the user will be able to:

- Review and Post Noncompetitive Application Package.
- Review the Federal Funding Opportunity (FFO) prior to publication.
- Review the Federal Register Notice (FRN) prior to publication.
- Publish the FFO and FRN.
- Review and Publish the Omnibus Synopsis.

### 2.2 Reviewing and Posting Noncompetitive Application Package

**Overview** Following the completion of a Noncompetitive Request for Application (RFA), the Program Officer will submit a task to the Grants Officer for posting the application package to Grants.gov. The Grants Officer receives the task to post the application to Grants.gov or to reject the RFA without posting.

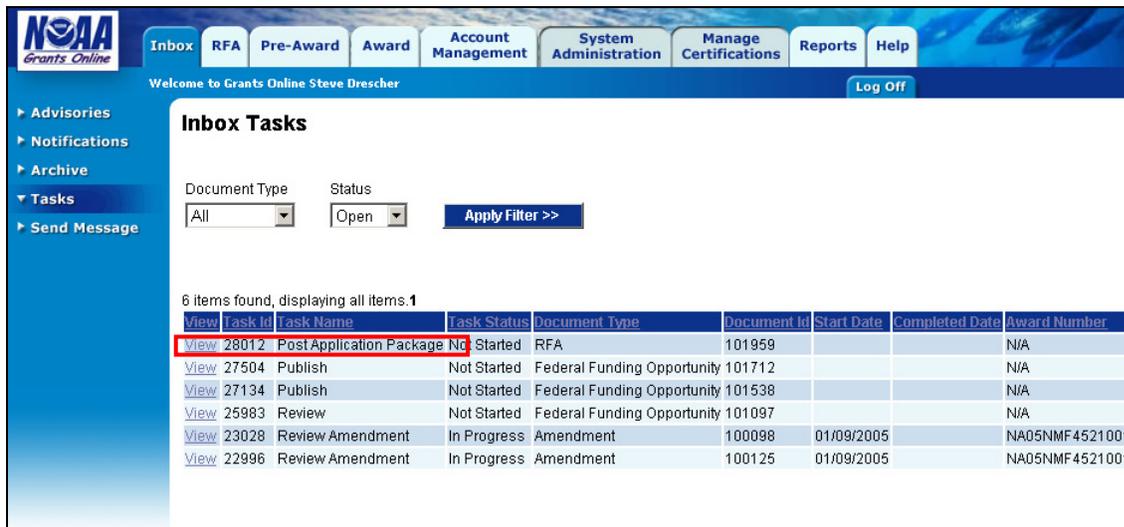


**Note:**

In some instances, the Program Officer may request a customized set of instructions. These will be sent separately in an email. It is recommended on an as-needed basis to check with the Program Officer that the RFA will need to be posted to Grants.gov.

## 2.2.1 Selecting Post Application Package Task

Figure 1: Inbox Tasks View



To view Inbox tasks, perform the following steps:

1. From the *Advisory* screen, click **Tasks**.
  - *Inbox Tasks* screen appears.
2. Select desired task. In this case, select Post Application Package and click **View**.
  - *Post Application Package* task screen appears.

## 2.2.2 Posting Application Package

Figure 2: Post Application Package Task

The screenshot shows the NOAA Grants Online interface. At the top, there is a navigation bar with tabs for 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below this, a welcome message reads 'Welcome to Grants Online Steve Drescher' with a 'Log Off' button. On the left, a sidebar contains links for 'Advisories', 'Notifications', 'Archive', 'Tasks', and 'Send Message'. The main content area displays 'RFA' details: 'Id: 101959', 'Creator: Mark La Fave', 'Status: RFA Post Application Package Not Started', and 'Last Edited User: Mark La Fave'. It also shows 'Title: Mark Test 3', 'Create Date: 02/28/2005', and 'Status Date: 02/28/2005'. An 'Action:' dropdown menu is open, showing options: 'Please select an action', 'Application Package Posted', 'Reject Without Posting', and 'View RFA Details'. A red box highlights the 'Application Package Posted' option. Below the dropdown is a 'Comment:' text area and a 'Save Comment' button. A 'Spell Check' button is also visible. At the bottom, there is a link: 'View previous workflow history and comments >>'.

To complete the posting of the Application Package, perform the following steps:

1. Enter application package into Grants.gov using application criteria the Program Officer has selected. Attach custom application instructions, if available.
2. From the Action Drop-Down list, select Application Package Posted.



**Note:** Other options include Reject Without Posting, or View RFA Details.

3. Click **Submit**
  - The task disappears from Inbox view. A notification is sent to the Program Officer as well as the task, Notify Recipients.

## 2.3 Competitive Process

**Overview** The Competitive approval process is slightly different and requires additional steps to review and approve the FFO and either the FRN, or Omnibus Synopsis. As opposed to the Noncompetitive RFA, the Competitive RFA goes through significant review from Line Office Management, and Federal Assistance Legal Division (FALD).

### 2.3.1 Selecting FFO Task

Figure 3: Inbox Tasks View

Welcome to Grants Online Steve Drescher [Log Off](#)

**Inbox Tasks**

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

11 items found, displaying 1 to 10. [First](#) [Prev](#) [1](#) [2](#) [Next](#) [Last](#)

<a href="#">View</a>	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number
<a href="#">View</a>	28619	Review	Not Started	Federal Register Notice	102046			N/A
<a href="#">View</a>	28616	Review	Not Started	Federal Funding Opportunity	102045			N/A
<a href="#">View</a>	28581	Review Award File	Not Started	Award File	102151			NA05NMF4071125
<a href="#">View</a>	28344	Review Award File	Not Started	Award File	100605			NA05NMF4521001
<a href="#">View</a>	28299	Review Award Action Request	Not Started	Award Action Request	102024			NA05NMF4081112
<a href="#">View</a>	28127	Review Award File	Not Started	Award File	101990			NA05NMF4331110
<a href="#">View</a>	27504	Publish	Not Started	Federal Funding Opportunity	101712			N/A
<a href="#">View</a>	27134	Publish	Not Started	Federal Funding Opportunity	101538			N/A
<a href="#">View</a>	25983	Review	Not Started	Federal Funding Opportunity	101097			N/A
<a href="#">View</a>	23028	Review Amendment	In Progress	Amendment	100098	01/09/2005		NA05NMF4521001

To view Inbox tasks, perform the following steps:

1. From the *Advisory* screen, click **Tasks**.
  - *Inbox Tasks* screen appears.
2. Select desired task. In this case, select Review and click **View**.
  - *Review FFO* task screen appears.

## 2.3.2 Reviewing and Approving the FFO

Figure 4: FFO Review Task

To complete the FFO review, perform the following steps:

1. From the Action Drop-Down list, select **View Details** and click **Submit**.
  - *Federal Funding Opportunity* screen appears.

2. Review the FFO by clicking on the separate links.

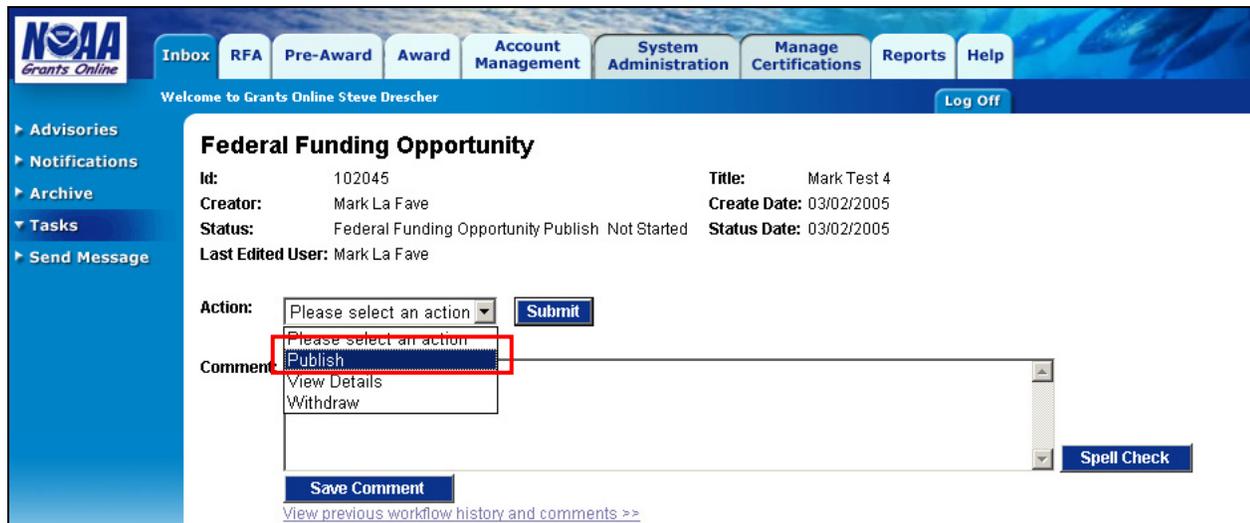


**Note:** The FFO may be generated in MS Word as well.

3. Once reviewed, click **Save and Return to Main**.
  - The *FFO Review* task screen appears
4. From the Action Drop-Down list, select **Approve** or **Return for Revisions** and click **Submit**.
  - The task disappears from the Inbox. A new task called Publish appears.

### 2.3.3 Publishing the FFO

Figure 5: FFO Publish Task



To publish the FFO, perform the following steps:

1. Enter application package into Grants.gov using application criteria the Program Officer has selected. Attach custom application instructions, if available.
2. From the *Inbox Tasks* screen, select Publish task and click **View**.
  - *FFO Publish* task screen appears.
3. From the Action Drop-Down list, select **Publish** and then click **Submit**.
  - The task disappears from your Inbox. At this time a Notification is sent back to the Program Officer indicating the FFO has been published.

### 2.3.4 Selecting the FRN Task

Figure 6: Inbox Task View

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below this is a 'Welcome to Grants Online Steve Drescher' message and a 'Log Off' button. The left sidebar contains a menu with 'Advisories', 'Notifications', 'Archive', 'Tasks' (selected), and 'Send Message'. The main content area is titled 'Inbox Tasks' and features two dropdown menus for 'Document Type' (set to 'All') and 'Status' (set to 'Open'), with an 'Apply Filter >>' button. Below the filters, it states '11 items found, displaying 1 to 10. [First/Prev] 1, 2 [Next/Last]'. A table of tasks is displayed with the following data:

View	Task ID	Task Name	Task Status	Document Type	Document ID	Start Date	Completed Date	Award Number
<a href="#">View</a>	28619	Review	Not Started	Federal Register Notice	102046			N/A
<a href="#">View</a>	28616	Review	Not Started	Federal Funding Opportunity	102045			N/A
<a href="#">View</a>	28581	Review Award File	Not Started	Award File	102151			NA05NMF4071125
<a href="#">View</a>	28344	Review Award File	Not Started	Award File	100605			NA05NMF4521001
<a href="#">View</a>	28299	Review Award Action Request	Not Started	Award Action Request	102024			NA05NMF4081112
<a href="#">View</a>	28127	Review Award File	Not Started	Award File	101990			NA05NMF4331110
<a href="#">View</a>	27504	Publish	Not Started	Federal Funding Opportunity	101712			N/A
<a href="#">View</a>	27134	Publish	Not Started	Federal Funding Opportunity	101538			N/A
<a href="#">View</a>	25983	Review	Not Started	Federal Funding Opportunity	101097			N/A
<a href="#">View</a>	23028	Review Amendment	In Progress	Amendment	100098	01/09/2005		NA05NMF4521001

To view Inbox tasks, perform the following steps:

1. From the *Advisory* screen, click **Tasks**.
  - *Inbox Tasks* screen appears.
2. Select desired task. In this case, select Review and click **View**.
  - *Review FRN* task screen appears.

### 2.3.5 Reviewing and Approving the FRN

Figure 7: Approve FRN Task



To complete the FFO review, perform the following steps:

1. From the Action Drop-Down list, select **View Details** and click **Submit**.
  - *FRN Review* task screen appears.
2. Review the FRN by clicking on the separate links.
3. Once reviewed, click **Save and Return to Main**.
  - The *FRN Review* task screen appears
4. From the Action Drop-Down list, select **Approve** or **Return for Revisions** and click **Submit**.
  - The task disappears from the Inbox. A new task called Publish appears.

### 2.3.6 Publishing the FRN

Figure 8: FRN Publish Task

NOAA Grants Online

Inbox RFA Pre-Award Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Steve Drescher Log Off

#### Federal Register Notice

**Id:** 102046 **Title:** Mark Test 4  
**Creator:** Mark La Fave **Create Date:** 03/02/2005  
**Status:** Federal Register Notice Publish Not Started **Status Date:** 03/02/2005  
**Last Edited User:** Mark La Fave

Action: Please select an action Submit

Comment: Publish View Details Withdraw

Save Comment Spell Check

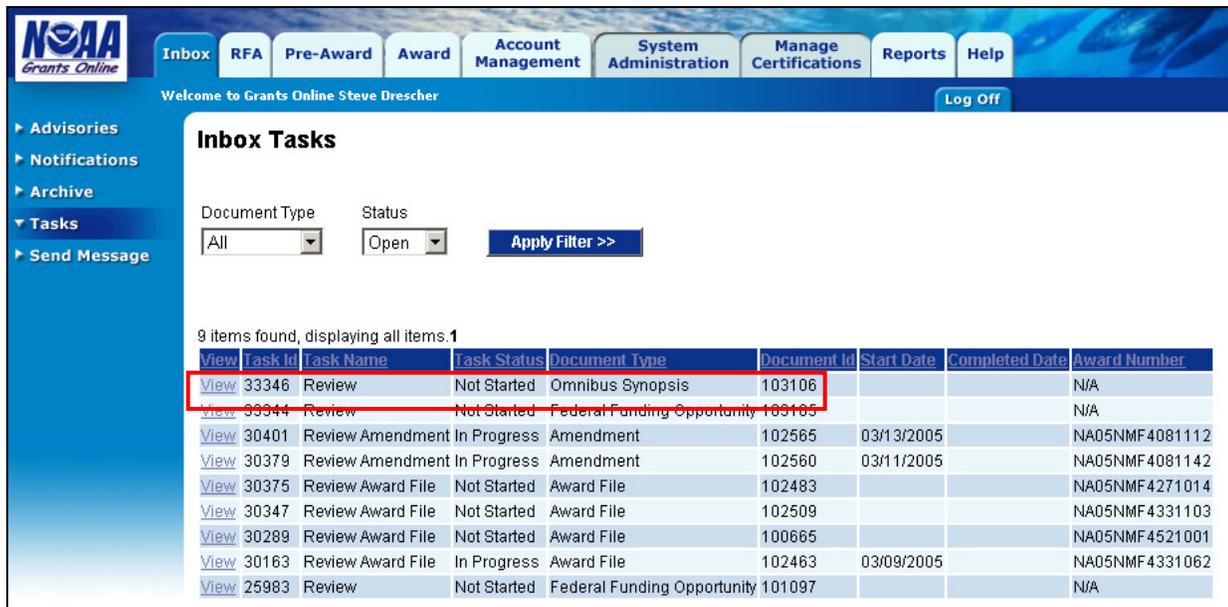
[View previous workflow history and comments >>](#)

To publish the FRN, perform the following steps:

1. From the *Inbox Tasks* screen, select Publish task and click **View**.
  - *FRN Publish* task screen appears.
2. From the Action Drop-Down list, select **Publish** and click **Submit**.
  - The task disappears from your Inbox. At this time a Notification is sent back to the Program Officer indicating the FRN has been published. Additionally, the FRN may be generated and reviewed outside the system for approval.

### 2.3.7 Selecting the Omnibus Task

Figure 9: Inbox Tasks View



To view Inbox tasks, perform the following steps:

1. From the *Advisory* screen, click **Tasks**.
  - *Inbox Tasks* screen appears.
2. Select desired task. In this case, select Review and click **View**.
  - *Review Omnibus Synopsis* task screen appears.

### 2.3.8 Reviewing and Approving the Omnibus Synopsis

Figure 10: Omnibus Synopsis Review Task



To complete the FFO review, perform the following steps:

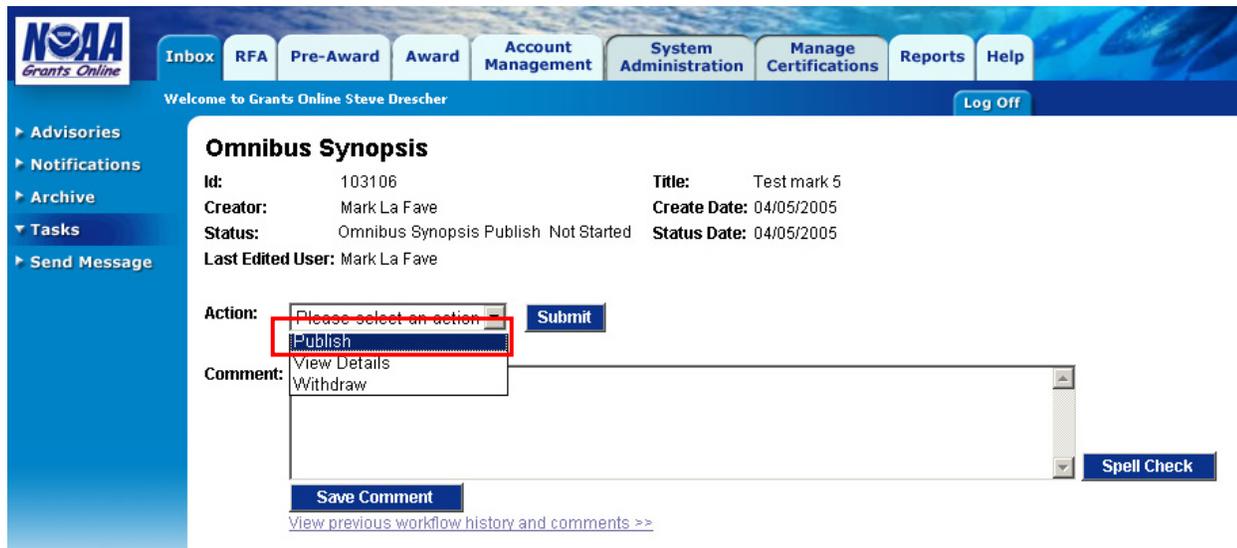
1. From the Action Drop-Down list, select **View Details** and click **Submit**.
  - *Omnibus Synopsis* screen appears.
2. Review the Omnibus Synopsis by clicking on the separate links.
 



**Note:** The Omnibus Synopsis may be generated in MS Word as well.
3. Once reviewed, click **Save and Return to Main**.
  - The *Review Omnibus Synopsis* task screen appears
4. From the Action Drop-Down list, select **Approve** or **Return for Revisions** and click **Submit**.
  - The task disappears from the Inbox. A new task called Publish appears.

### 2.3.9 Publishing the Omnibus Synopsis

Figure 11: Omnibus Synopsis Publish Task



To publish the FFO, perform the following steps:

1. From the *Inbox Tasks* screen, select Publish task and click **View**.
  - *Omnibus Publish* task screen appears.
2. From the Action Drop-Down list, select **Publish** and then click **Submit**.
  - The task disappears from your Inbox.

## 3 Preparing a Funded Award

---

**Overview** In the award stage of the Grants Lifecycle Process, GMD reviews the Grant File packages as they are submitted from the Line Offices. Generally, the new Award package will include the following from the Program Office:

- PO Checklist
- NEPA Documentation
- Procurement Request (CAMS commitment is required via the first and second approver process in order to issue the award.)
- Press Release attachment from Public Affairs. (As determined by threshold.)
- FAIS Sheet (Automatically generated within Grants Online.)
- Application and attachments.
- Reviewer and Selection information.

Upon receiving the Grants File, the Grants Specialist completes the CD-450 and the GMD checklist. Grants Once complete, they may submit to FALD for review or to the Grants Officer for approval. In some instances an award may reach a certain monetary threshold, which will require the Office of Inspector General or Office of Legislative and International Affairs to review.

### 3.1 Module Objectives

**Module Objectives**

By the end of Module 3, the user will be able to:

- Access the Award File.
- Complete the GMD Checklist.
- Complete appropriate sections of the GMD Checklist.
- Complete the CD-450.
- Complete the CD-451 (For Continuations).
- Forward the Award File to the appropriate user in the workflow.
- Approve the Award File.
- Approve the Award File (For Continuations)

### 3.2 Grants Specialist, Accessing the Award File

**Overview** Once the Program Officer has submitted the award file to GMD, a Grants Specialist will receive a task to Review Award File. At this time, this file is independent of the NEPA Document, or the Procurement Request (CD-435). Grants Specialists may view the status of the documents when opening the Review Award File Task.

#### 3.2.1 Selecting the Award File

Figure 12: Inbox Tasks View

The screenshot shows the NOAA Grants Online interface. At the top, there are navigation tabs: **Inbox**, **RFA**, **Pre-Award**, **Award**, **Account Management**, **System Administration**, **Manage Certifications**, **Reports**, and **Help**. Below the tabs, a welcome message reads "Welcome to Grants Online Mark La Fave" and a "Log Off" button is visible. On the left side, a vertical menu includes: **Advisories**, **Notifications**, **Archive**, **Tasks** (highlighted), and **Send Message**. The main content area is titled "Inbox Tasks" and contains a filter section with "Document Type" set to "All" and "Status" set to "Open", with an "Apply Filter >>" button. Below the filter, it states "11 items found, displaying 1 to 10. [First/Prev] 1, 2 [Next/Last]". A table lists the tasks:

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number
<a href="#">View</a>	28619	Review	Not Started	Federal Register Notice	102046			N/A
<a href="#">View</a>	28616	Review	Not Started	Federal Funding Opportunity	102045			N/A
<a href="#">View</a>	28581	Review Award File	Not Started	Award File	102151			NA05NMF4071125
<a href="#">View</a>	28344	Review Award File	Not Started	Award File	100605			NA05NMF4521001
<a href="#">View</a>	28299	Review Award Action Request	Not Started	Award Action Request	102024			NA05NMF4081112
<a href="#">View</a>	28127	Review Award File	Not Started	Award File	101990			NA05NMF4331110
<a href="#">View</a>	27504	Publish	Not Started	Federal Funding Opportunity	101712			N/A
<a href="#">View</a>	27134	Publish	Not Started	Federal Funding Opportunity	101538			N/A
<a href="#">View</a>	25983	Review	Not Started	Federal Funding Opportunity	101097			N/A
<a href="#">View</a>	23028	Review Amendment	In Progress	Amendment	100098	01/09/2005		NA05NMF4521001

To view Inbox tasks, perform the following steps:

1. From the *Advisory* screen, click **Tasks**.
  - *Inbox Tasks* screen appears.
2. Select desired task. In this case, select Review Award File and click **View**.
  - *Grants File* task screen appears.

### 3.3 Grants Specialist, Complete the GMD Checklist

**Overview:** The GMD Checklist allows the Grants Specialist to review the recipient's history and to ensure all the proper checks are in order such as credit check, past performance, and debarment, for example. Attachments such as line item budget information and any applicable forms may be uploaded here as well. An additional feature of the GMD Checklist is each check box will be automatically populated once the link has been reviewed.

#### 3.3.1 Accessing the GMD Checklist

Figure 13: Review Award File Task

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. The main content area displays details for 'Award File 0 - NA05NMF4361152'. The metadata includes: Id: 103130, Creator: SYSTEM ACCOUNT, Status: Award File 0 Review Award File Not Started, Total Federal Funding: \$10,000.00, Last Edited User: SYSTEM ACCOUNT, Title: (blank), Create Date: 04/05/2005, Status Date: 04/05/2005, Total Non Federal Funding: \$0.00, and Grants Specialist: Kevin Conaway. Below the metadata, there is an 'Action' dropdown menu with 'Please select an action' selected, and a 'Submit' button. A 'Comment' field is also present with a dropdown menu showing options: 'Please select an action', 'Complete CD 450', 'Complete GMD Checklist' (highlighted in red), 'Forward to IG', 'Forward to OLIA', and 'Return Award File to PO'. There is a 'Save Comment' button and a 'Spell Check' button. A link at the bottom says 'View previous workflow history and comments >>'.

To access the GMD Checklist, perform the following steps:

1. From the *Review Award File* task screen, select Complete GMD Checklist and click **Submit**.
  - *GMD Checklist* screen appears.

### 3.3.2 Completing the GMD Checklist

**Using the GMD Checklist:** The GMD Checklist contains links to subdocuments that are connected the organizations main file. Any attachments and history can be reviewed by clicking the links. Once the link has been accessed and information saved, the checkbox will be automatically populated with a checkmark. Review the following pages for information on each section of the GMD Checklist.

Figure 14: GMD Checklist

The screenshot displays the NOAA Grants Online interface. At the top, there is a navigation bar with tabs for 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below this, a welcome message reads 'Welcome to Grants Online Kevin Conway' with a 'Log Off' button. A left-hand sidebar contains a menu with options: 'Advisories', 'Notifications', 'Archive', 'Tasks', and 'Send Message'. The main content area is titled 'Application Header Information' and contains the following details:

<b>CFDA Number:</b>	11.436	<b>RFA Document ID:</b>	103112
<b>Program Office:</b>	SOUTH EAST REGIONAL OFFICE - NMFS	<b>RFA Document Title:</b>	Mark Test 7
<b>Application ID:</b>	103128	<b>Project Title:</b>	Text
<b>Applicant:</b>	Bean University	<b>Fiscal Year:</b>	2005
<b>Award Number:</b>	NA05NMF4361152		

Below the header information is the 'GMD Checklist' section, which contains a table of checklist items:

Checklist Items	Requirement
<input type="checkbox"/> <a href="#">Budget/Cost Analysis Memo</a>	Required
<input type="checkbox"/> <a href="#">Intergovernmental Review of Federal Program</a>	As Needed
<input type="checkbox"/> <b>Applicants Management and Financial Capabilities</b>	Required
<input type="checkbox"/> <a href="#">Credit Check</a>	
<input type="checkbox"/> <a href="#">Delinquent Federal Debt</a>	Required
<input type="checkbox"/> <a href="#">Name Check Review</a>	
<input type="checkbox"/> <a href="#">List of Parties excluded from Procurement/Non-Procurement Activities</a>	Required
<input type="checkbox"/> <a href="#">Past Performance</a>	Required
<input type="checkbox"/> <a href="#">Pre-Award Accounting System Survey</a>	Required
<input type="checkbox"/> <a href="#">High Risk Recipient</a>	As Needed
<input type="checkbox"/> Awards to Insular Area <input type="radio"/> Yes <input checked="" type="radio"/> No	Not Required
<input type="checkbox"/> Grant Type <input type="radio"/> Cooperative Agreement <input checked="" type="radio"/> Grant	Not Required
<input type="checkbox"/> <a href="#">Confirm Financial and Progress Report Requirements</a>	Required
<input type="checkbox"/> <a href="#">Review Special Award Conditions</a>	Required
<input type="checkbox"/> <a href="#">Project Details</a>	Required
<input type="checkbox"/> <a href="#">Project Dates</a>	Required

Below the checklist, there are three informational messages:

- Funds have not Auto-committed with CAMS. The Budget Official has signed this outside of committing funds from CAMS.
- There are no attachments on this Organization
- There are no attachments on this Checklist

A link for [Manage Checklist Attachments >>](#) is provided. At the bottom of the page, there are three buttons: 'Save', 'Save and Return to Main', and 'Cancel'.

### 3.3.2.1 Budget/Cost Analysis Memo

Figure 15: Budget/Cost Analysis Memo



To attach a budget/cost analysis memo, perform the following steps:

---

1. To access, click the **Budget/Cost Analysis Memo** link from the GMD Checklist.
  - *Budget/Cost Analysis* screen appears.
-  **Note:** For space considerations, only the functional screen area is shown.
2. To add an attachment click **Manage Checklist Attachments**.
3. Click **Browse** for desired file and select **Open**.
4. Enter a description and click **Save Attachment**.
5. Click **Done**
  - *Budget/Cost Analysis* screen appears with the new file attached.
6. Click **Save and Return to Main**.
  - *GMD Checklist* screen appears.

### 3.3.2.2 Intergovernmental Review of Federal Program

Figure 16: Intergovernmental Review of Federal Program

**Intergovernmental Review**

Is this application exercising Executive Order 12372 Intergovernmental Review? :  Yes  No

Date :

*There are no attachments on this Organization*

*There are no attachments on this Checklist*

[Manage Checklist Attachments >>](#)

To update the Intergovernmental Review of Federal Program, perform the following steps:

---

1. To access, click the **Intergovernmental Review of Federal Program** link from the GMD Checklist.
  - *Intergovernmental Review of Federal Program* s screen appears.
2. Select the appropriate radio button for yes or no for Executive Order 12372.
3. Enter the date.
4. Click **Save and Return to Main**.
  - *GMD Checklist* screen appears.



**Note:** For space considerations, only the functional screen area is shown.

3.3.2.3 Credit Check

Figure 17: Credit Check

**Credit Check**

Credit Check Expiration Date: 02/02/2008  
 Date of Last Request for Credit Check: 04/06/2005  
[Send Notification to Request a New Credit Check >>](#)

Comments:

*There are no attachments on this Organization*

*There are no attachments on this Checklist*  
[Manage Checklist Attachments >>](#)

To update the Credit Check, perform the following steps:

1. To access, click the **Credit Check** link from the GMD Checklist.
  - *Credit Check* screen appears.



**Note:** For space considerations, only the functional screen area is shown.

2. Verify date and enter comments if applicable.



**Note:** Use the send notification to notify the Grants Officer if the credit check date is/about to expire.

3. Click **Save and Return to Main**.
  - *GMD Checklist* screen appears.

### 3.3.2.4 Delinquent Federal Debt

Figure 18: Delinquent Federal Debt

**Delinquent Federal Debt**

Date Review Performed: 02/02/2008  
Delinquent Debt Found:  Yes  No  
Date of Outstanding Debt:  
Name of Creditor Organization: 02/02/2008  
Amount of Debt Owed:

Comments:

*There are no attachments on this Organization*  
*There are no attachments on this Checklist*  
[Manage Attachments >>](#)

To update Delinquent Federal Debt, perform the following steps:

---

1. To access, click the **Delinquent Federal Debt** link from the GMD Checklist.
  - *Delinquent Federal Debt* screen appears.



**Note:** For space considerations, only the functional screen area is shown.

2. Enter comments if applicable.
3. Click **Save and Return to Main**.
  - *GMD Checklist* screen appears.

3.3.2.5 Name Check

Figure 19: Name Check

**Name Check**

Name Check Expiration Date: 02/02/2008

Date of Last Name Check Request:

[Send Notification to Request a New Name Check >>](#)

Did Significant Findings Exist?  Yes  No

Comments:

*There are no attachments on this Organization*

*There are no attachments on this Checklist*

[Manage Attachments >>](#)

To update Name Check, perform the following steps:

1. To access, click the **Name Check** link from the GMD Checklist.
  - *Name Check* screen appears.



**Note:** For space considerations, only the functional screen area is shown.

2. Enter comments if applicable.
3. Click **Save and Return to Main**.
  - *GMD Checklist* screen appears.

### 3.3.2.6 List of Parties excluded from Procurement/Non-Procurement Activities

Figure 20: Check For Exclusion From Procurement/Non-Procurement Activities

**Check for Exclusion from Procurement/Non-Procurement Activities**

Date of Review: 02/02/2008

Is the Party excluded from Procurement/Non-Procurement Activities?  Yes  No

Date Party was excluded from Procurement/Non-Procurement Activities:

Comments:

*There are no attachments on this Organization*

*There are no attachments on this Checklist*  
[Manage Attachments >>](#)

To update Check for Exclusion, perform the following steps:

1. To access, click the **List of Parties excluded from Procurement/Non-Procurement Activities** link from the GMD Checklist.

- *Check For Exclusion From Procurement/Non-Procurement Activities* screen appears.



**Note:** For space considerations, only the functional screen area is shown.

2. Enter comments if applicable.
3. Click **Save and Return to Main**.
  - *GMD Checklist* screen appears.

3.3.2.7 Past Performance

Figure 21: Past Performance

**Past Performance**

Past Performance Acceptable?  Yes  No

Comments:

**Spell Check**

*There are no attachments on this Organization*

*There are no attachments on this Checklist*  
[Manage Attachments >>](#)

**Save** **Save and Return to Main** **Cancel**

To update Past Performance, perform the following steps:

1. To access, click the **Past Performance** link from the GMD Checklist.
  - *Past Performance* screen appears.



**Note:** For space considerations, only the functional screen area is shown.

2. Select yes or no for Past Performance Acceptable?
3. Enter comments if applicable.
4. Click **Save and Return to Main**.
  - *GMD Checklist* screen appears.

### 3.3.2.8 Pre-Award Accounting System Survey

**Figure 22: Pre-Award Accounting System Survey**

The screenshot shows a web form titled "Pre-Award Accounting System Survey". At the top, it asks "Is the Pre-Award Accounting System Survey Required?" with radio buttons for "Yes" and "No". Below this are two text input fields: "Date Completed:" and "Date Requested:". A large text area for "Comments:" follows. At the bottom of the form, there is a "Spell Check" button, a status message "There are no attachments on this Organization", another status message "There are no attachments on this Checklist" with a link "Manage Checklist Attachments >>", and three buttons: "Save", "Save and Return to Main", and "Cancel".

To update Pre Award Accounting System Survey, perform the following steps:

1. To access, click the **Pre Award Accounting System Survey** link from the GMD Checklist.
  - *Pre Award Accounting System Survey* screen appears.



**Note:** For space considerations, only the functional screen area is shown.

2. Select yes or no for, Is the Pre-Award Accounting System Survey required?
3. If yes, Enter **Date Completed** and **Date Requested**.
4. Enter comments if applicable.
5. Click **Save and Return to Main**.
  - *GMD Checklist* screen appears.

3.3.2.9 High Risk Recipient

Figure 23: High Recipient

**High Risk Recipient**

Is the Recipient Considered High Risk?  Yes  No

If the recipient was considered High Risk, please make a selection below:

Do NOT make the award.

Delay the award until the condition is corrected.

Proceed with the award with [Special Award Condition](#).

Comments:

*There are no attachments on this Organization*

*There are no attachments on this Checklist*  
[Manage Attachments >>](#)

To update High Risk Recipient, perform the following steps:

1. To access, click the **High Risk Recipient** link from the GMD Checklist.
  - *High Risk Recipient* screen appears.



**Note:** For space considerations, only the functional screen area is shown.

2. If applicable, select action if the recipient is deemed High Risk.
3. Enter comments if applicable.
4. Click **Save and Return to Main**.
  - *GMD Checklist* screen appears.

### 3.3.2.10 Confirm Financial and Progress Report Requirements

Figure 24: Confirm Financial and Progress Report Requirements

**Confirm Financial and Progress Report Requirements**

**Progress Report Requirements**

**Frequency**

Semi-Annually

Annually (for multi-year/institutional)

Quarterly

**Final Report**

Comprehensive Final Report

Last Report

*There are no attachments on this Organization*

*There are no attachments on this Checklist*

[Manage Attachments >>](#)

**Save** **Save and Return to Main** **Cancel**

To update Confirm Financial and Progress Report Requirements, perform the following steps:

1. To access, click the **Confirm Financial and Progress Report Requirements** link from the GMD Checklist.
  - *Confirm Financial and Progress Report Requirements* screen appears.



**Note:** For space considerations, only the functional screen area is shown.

2. If applicable, select desired frequency.
3. If applicable, select desired last report.
4. Click **Save and Return to Main**.
  - *GMD Checklist* screen appears.

3.3.2.11 Review Special Award Conditions

Figure 25: Review Special Award Conditions

**Special Award Conditions**

[Add a New Special Award Condition](#)

**Programmatic Special Award Conditions**  
No programmatic Special Award Conditions found.

**Administrative Special Award Conditions**  
No administrative Special Award Conditions found.

**NOAA Administrative Special Award Conditions**

Id	Condition	Actions
100001	Financial Reports	<a href="#">Add</a> <a href="#">View</a>
100002	Performance/Progress Reports	<a href="#">Add</a> <a href="#">View</a>
100003	Award Payments	<a href="#">Add</a> <a href="#">View</a>
100004	Budget Revisions and Transfers Among Cost Categories	<a href="#">Add</a> <a href="#">View</a>
100005	Indirect Costs	<a href="#">Add</a> <a href="#">View</a>
100006	Other Program Revisions	<a href="#">Add</a> <a href="#">View</a>
100007	Program Income	<a href="#">Add</a> <a href="#">View</a>
100008	Extensions	<a href="#">Add</a> <a href="#">View</a>
100009	Publications and Acknowledgement of Sponsorship	<a href="#">Add</a> <a href="#">View</a>
100010	Foreign Travel	<a href="#">Add</a> <a href="#">View</a>
100011	Inventions and Intellectual Property Rights	<a href="#">Add</a> <a href="#">View</a>
100175	Multi-Year Special Award Condition	<a href="#">Add</a> <a href="#">View</a>
100179	Partial Funding Special Award Condition For Increases	<a href="#">Add</a> <a href="#">View</a>
100180	Partial Funding Special Award Condition For Reductions	<a href="#">Add</a> <a href="#">View</a>

**Associated Special Award Conditions**  
No associated Special Award Conditions selected.

Save Amendment and Return to Main
Cancel Amendment

To update Special Award Conditions, perform the following steps:

- To access, click the **Review Special Award Conditions** link from the GMD Checklist.
  - Review Special Award Conditions* screen appears.



**Note:** For space considerations, only the functional screen area is shown.

- If applicable, to add a special award condition, click **Add a New Special Award Condition**, or click **Add** from the templates provided.



**Note:** If a programmatic special award condition exists, it must be associated here.

- Click **Save and Return to Main**.
  - GMD Checklist* screen appears.

### 3.3.2.12 Project Details

Figure 26: Project Details

Project Details

Edit Project Details

There are no attachments on this Organization

There are no attachments on this Checklist

[Manage Attachments >>](#)

Save Save and Return to Main Cancel

To update Project Details, perform the following steps:

---

1. To access, click the **Project Details** link from the GMD Checklist.
  - *Project Details* screen appears.



**Note:** For space considerations, only the functional screen area is shown.

2. If applicable, edit Project Details.
3. Click **Save and Return to Main**.
  - *GMD Checklist* screen appears.

### 3.3.2.13 Project Dates

Figure 27: Project Dates

**Project Dates**

---

**Edit Project Dates**

Project Start Date:  (mm/dd/yyyy)

Project End Date:  (mm/dd/yyyy)

*There are no attachments on this Organization*

*There are no attachments on this Checklist*

[Manage Attachments >>](#)

To update Project Details, perform the following steps:

1. To access, click the **Project Dates** link from the GMD Checklist.

- *Project Dates* screen appears.



**Note:** For space considerations, only the functional screen area is shown.

2. If applicable, edit Project Start Date and End Date.
3. Click **Save and Return to Main**.
  - *GMD Checklist* screen appears.

### 3.3.3 Submitting the GMD Checklist

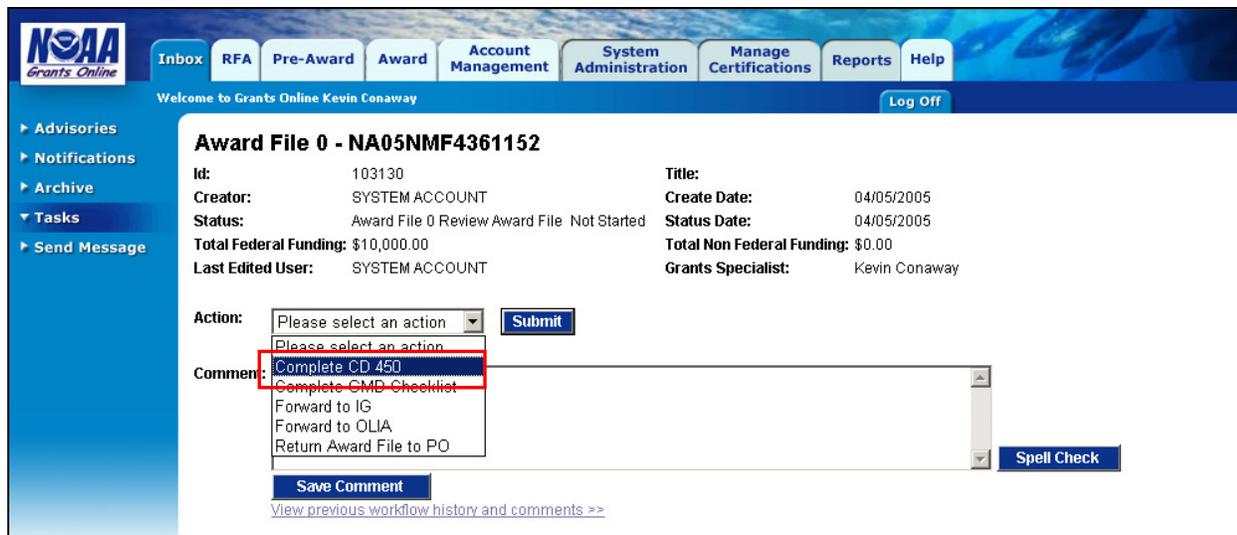
Once the GMD Checklist is complete, perform the following steps:

1. To save the GMD Checklist and work on it later, click **Save**.  
To save and return to the *Grants File* task screen, click **Save and Return to Main**
  - *Review Award File* task screen appears.

### 3.4 Grants Specialist, Completing the CD-450

**Overview:** The CD-450 is the Department of Commerce standard terms and conditions form that is sent to recipients. There are hyperlinks that refer to the various terms and conditions of the award. The CD-450 may be printed from Grants Online and sent to the recipient as a hard copy.

Figure 28: Grants File Task



To begin processing the CD-450, perform the following steps:

1. From the Action Drop-Down list, select **Complete CD-450**, and then click **Submit**.
  - CD-450 screen appears.
2. Click CD-450 Details link at the top of the page.
  - CD-450 Details screen appears.

### 3.4.1 Completing the CD-450

**Using the Cd-450:** It is important to note that Award Period and Total Estimated Cost are above the CD-450 items section.



**Note:** Instructions on how to complete the CD-450 are on the following page.

**Figure 29: CD-450 Details Screen**

Application Header Information			
CFDA Number:	11.408	RFA Document ID:	101959
Program Office:	SOUTH EAST REGIONAL OFFICE - NMFS	RFA Document Title:	Mark Test 3
Application ID:	102157	Project Title:	Test
Applicant:	Bean University	Fiscal Year:	2005
Award Number:	NA05NMF4081126		

Financial Assistance Award			
The system has calculated values for the Federal and Non-Federal shares of funding based on existing CD-435s and negotiated funding amounts. Grants Online users may optionally Override these calculations via the Override checkbox below. Once checked, the values that are entered will be saved and available on the CD-450 report. Please note that when the Grants Officer signs, the system will automatically Override and store the currently populated funding fields.			
Recipient Name:	Bean University	Federal Share of Cost:	\$ 10000.00 <input type="checkbox"/> Override
Street Address:	1335 Main Street	Recipient Share of Cost:	\$ 0.00
City, State, Zip:	BUFFALO, NY 14201	Project Title:	Test
CFDA Number:	11.408	Award Number:	NA05NMF4081126
		Award Period:	04/01/2005 - 03/31/2006
		Total Estimated Cost:	\$ 10000.00

CD-450 Items	
<input type="checkbox"/> Department Of Commerce Financial Assistance Standard Terms and Conditions	Required
<input type="checkbox"/> Special Award Conditions	Required
<input type="checkbox"/> Line Item Budget (Attach File)	Required
<input type="checkbox"/> 15 CFR Part 14, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Nonprofit, and Commercial Organizations	Required
<input type="checkbox"/> 15 CFR Part 24, Uniform Administrative Requirements for Grants and Agreements to State and Local Governments	
<input type="checkbox"/> OMB Circular A-21, Cost Principles for Educational Institutions	Required
<input type="checkbox"/> OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments	
<input type="checkbox"/> OMB Circular A-122, Cost Principles for Nonprofit Organizations	
<input type="checkbox"/> 48 CFR Part 31, Contract Cost Principles and Procedures	
<input type="checkbox"/> OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations	Required
<input type="checkbox"/> Other (Attach Files)	Required

There are no attachments on this Grants File  
[Edit Grant File Attachments >>](#)

Grants Officer:

This award approved by the NOAA Grants Officer constitutes an obligation of Federal funding. By electronically signing, the Recipient agrees to comply with the Award provisions checked on this document, as well as provisions incorporated into the Award. If not electronically signed without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Award.

### 3.4.1.1 Using the Funds Override

To use the Override feature, perform the following steps:

1. Click **Override** in the upper left-hand corner of the screen.



**Warning!**

By using the Override feature, funds indicated on the CD-450 will reflect different values than on the CD-435.

2. The following pop-up appears to inform the user:



Click **OK**.

3. Enter adjusted Federal Share and/or Recipient Shares of cost. Total Estimated Cost will automatically update.
4. Continue finalizing the GMD Checklist for submission.



**Note:**

The Override feature is temporary and be removed in the future.

### 3.4.1.2 Completing the CD-450 Items

To complete the CD-450, perform the following steps:

1. Select the appropriate check boxes as identified by the Required column.
2. Click each required hyperlink to sure existing recipient data is valid or has not expired.
3. Attach applicable files such as the Line Item Budget file.

### 3.4.1.3 Printing the CD-450

To print the CD-450, perform the following steps:

1. Once the CD-450 is complete and saved, click **CD450 Report**.
  - An Adobe Acrobat file opens in a separate window, displaying the CD-450.
2. Click the **Adobe Print Icon**.
  - The report is printed to default printer.

#### **3.4.1.4 Saving and Exiting the CD-450**

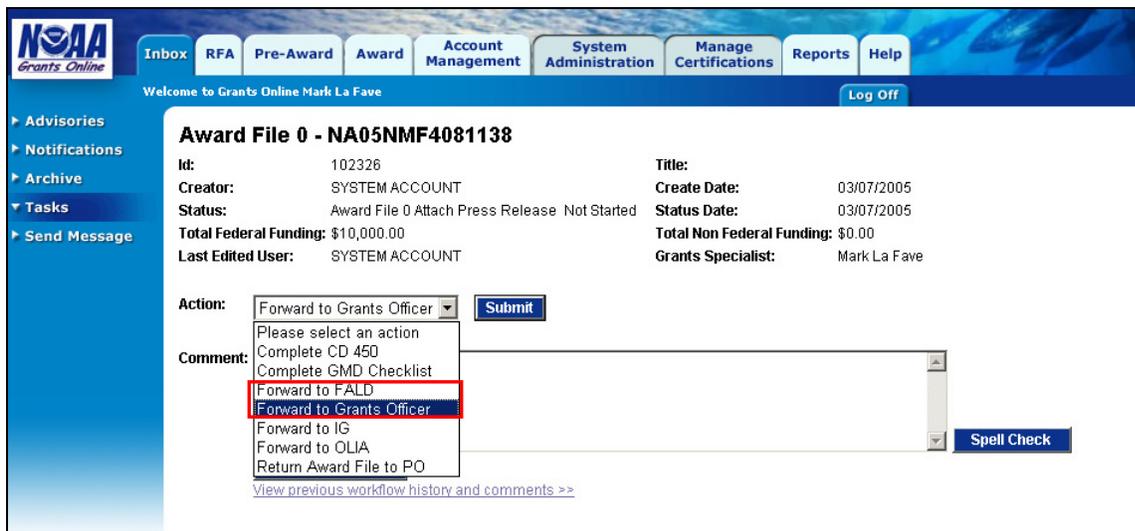
To save and exit, perform the following steps:

---

1. Click **Save and Return to Main**.
  - CD-450 Screen appears.
2. Click **Tasks** in the Navigation Pane and access the Award task as needed.

### 3.5 Grants Specialist, Submitting the Award File

Figure 30: Award File Task



To submit the Award, perform the following steps:

1. From the Action Drop-Down list, select Forward to Grants Officer.



**Note:** In order to view/select the Grants Officer, the CD-450 and the GMD Checklist must be completed.

2. Click **Submit**
  - The task disappears from the Inbox.

### 3.6 Grants Specialist, Continuations

**Overview:** The CD-451 is the Department of Commerce amendment to an existing award. In this context, it is used for continuations. The CD-451 may be printed from Grants Online and sent to the recipient as a hard copy.



**Note:** Initiating and reviewing Amendments appears in a later module. Navigation through the corresponding Grant File to the applicable amendment is required to view the GMD Checklist.

#### 3.6.1 Accessing a Continuation

Figure 31: Review Award File

The screenshot shows the NOAA Grants Online interface. At the top, there is a navigation bar with tabs for 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below this is a welcome message: 'Welcome to Grants Online Kevin Conway' and a 'Log Off' button. On the left, there is a sidebar menu with options: 'Advisories', 'Notifications', 'Archive', 'Tasks', and 'Send Message'. The main content area is titled 'Award File In Progress - NA05NMF4081142'. It contains the following information:

- Id:** 103392
- Creator:** SYSTEM ACCOUNT
- Status:** Award File In Progress Review Award File In Progress
- Total Federal Funding:** \$10,000.00
- Last Edited User:** SYSTEM ACCOUNT
- Title:**
- Create Date:** 04/15/2005
- Status Date:** 04/15/2005
- Total Non Federal Funding:** \$0.00
- Grants Specialist:** Kevin Conway

Below the metadata, there is an 'Action:' dropdown menu with the text 'Please select an action'. A 'Submit' button is next to it. A 'Comment:' text area is also present. The dropdown menu is open, showing a list of actions: 'Please select an action', 'Edit Special Award Conditions', 'Forward to FALD for Review', 'Forward to Grants Officer for Review', 'Return Award File to Program Officer', and 'View Amendment Details'. The 'View Amendment Details' option is highlighted with a red box. A 'Save Comment' button is at the bottom of the comment area, and a 'Spell Check' button is to the right. At the very bottom, there is a link: 'View previous workflow history and comments >>'.

To access the CD-451, perform the following steps:

1. From the Inbox Tasks screen, click **Review Award File**.
  - *Award File* task screen appears.



**Note:** Task Review Award File in the Inbox may be a continuation. This will be updated in the near future.

2. From the Action Drop-Down list, click **View Amendment Details**.
3. Click **Submit**
  - The *Amendment Details* screen appears.

### 3.6.2 Review Continuation

Figure 32: Amendment Details Page

**Award Header Information**

<b>Award ID:</b>	102453	<b>CFDA Number:</b>	11.408	<b>Program Office:</b>	SOUTH EAST REGIONAL OFFICE - NMFS
<b>Program Officer:</b>	Mark La Fave	<b>Program Officer Phone:</b>	301.555.1212	<b>Program Officer Email:</b>	mlafave@noaa.net
<b>Organization Name:</b>	Bean University	<b>Award Number:</b>	NA05NMF4081142		
<b>Project Title:</b>	Test				

**Amendment to Financial Assistance Award**

**Project Title:**  
Text

**CFDA Number:** 11.436      **Grant Type:**  
 Grant    Cooperative Agreement *(If changed, requires [Cooperative Agreement Special Award Condition](#))*

**Award Number:** NA05NMF4081142      **Amendment Number:** Pending

**Recipient Name:** Foster Brooks      **Street Address:**  
 1335 Main Street  
 BUFFALO, NY 14201

**Effective Date:** Effective Upon Execution      **Extend Work Completion To:** 05/31/2006

Bureau	Fund	Fiscal Year	Project-Task	Organization	Object Class																				
<p>The system has calculated values for the Federal and Recipient shares of funding based on approved CD-435s and negotiated funding amounts. Grants Online users may optionally override these calculations via the Override checkbox below. Once checked, the values that are entered will be saved and available on the CD-451 report. Please note that when the Grants Officer signs, the system will automatically override and store the currently populated funding fields.</p> <p>Manual Override: <input type="checkbox"/></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Costs Are Revised As Follows:</th> <th style="text-align: left;">Previous Estimated Cost</th> <th style="text-align: left;">Add</th> <th style="text-align: left;">Deduct</th> <th style="text-align: left;">Total Estimated Cost</th> </tr> </thead> <tbody> <tr> <td>Federal Share of Cost</td> <td>\$10000.00</td> <td>\$10000.00</td> <td>\$0.00</td> <td>\$20000.00</td> </tr> <tr> <td>Recipient Share of Cost</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Total Estimated Cost</td> <td>\$10000.00</td> <td>\$10000.00</td> <td>\$0.00</td> <td>\$20000.00</td> </tr> </tbody> </table>						Costs Are Revised As Follows:	Previous Estimated Cost	Add	Deduct	Total Estimated Cost	Federal Share of Cost	\$10000.00	\$10000.00	\$0.00	\$20000.00	Recipient Share of Cost	\$0.00	\$0.00	\$0.00	\$0.00	Total Estimated Cost	\$10000.00	\$10000.00	\$0.00	\$20000.00
Costs Are Revised As Follows:	Previous Estimated Cost	Add	Deduct	Total Estimated Cost																					
Federal Share of Cost	\$10000.00	\$10000.00	\$0.00	\$20000.00																					
Recipient Share of Cost	\$0.00	\$0.00	\$0.00	\$0.00																					
Total Estimated Cost	\$10000.00	\$10000.00	\$0.00	\$20000.00																					

**Reason(s) for Amendment:** [Enter Reasons](#)

This Amendment approved by the NOAA Grants Officer constitutes an obligation of Federal Funding. By electronically signing, the Recipient agrees to comply with the Amendment provisions checked on this document, as well as previous provisions incorporated into the Award. If not electronically signed without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Amendment.

[Special Award Conditions](#)    [Line Item Budget](#)    [Other\(s\)](#)

[Save](#)
[Save and Return to Main](#)
[CD451 Report](#)
[SAC Report](#)
[Cancel](#)



**Note:** Instructions are on the following page.

### 3.6.2.1 Using Manual Override (Optional)

To use the Override feature, perform the following steps:

---

1. Click **Override** in the upper left-hand corner of the screen.



**Warning!**

By using the Override feature, funds indicated on the CD-450 will reflect different values than on the CD-435.

2. The following pop-up appears to inform the user:



Click **OK**.

3. Enter adjusted Federal Share and/or Recipient Shares of cost. Total Estimated Cost will automatically update.



**Note:**

The Override feature is temporary and be removed in the future.

### 3.6.2.2 Entering Reasons

Figure 33: Reasons

**Enter Reason**

[Reason Template Language](#)

To provide continued funding for the project entitled TITLE per the receipt's application dated DATE, and revision dated DATE, which are incorporated by reference.

Spell Check

Save Cancel

To enter Amendment reasons, perform the following steps:

---

1. Click **Enter Reasons** link.
2. Click **Reason Template Language**
  - Select the appropriate continuation funding language and edit.
3. Click **Done**.
4. Click **Save**

### 3.6.2.3 Printing the CD-451 (Optional)

To print the CD-451, perform the following steps:

---

1. Once the CD-451 is complete and saved, click **CD451 Report**.
  - An Adobe Acrobat file opens in a separate window, displaying the CD-451.
2. Click the **Adobe Print Icon**.
  - The report is printed to default printer.



**Note:** Repeat the steps to generate the SAC Report.

### 3.6.2.4 Saving the Amendment

To save the Amendment, perform the following steps:

---

1. At the bottom of the Amendment Details screen, click **Save and Return to Main**.
  - *Review Award File* task screen appears.

### 3.6.3 Submitting the Continuation

Figure 34: Review Award File

The screenshot shows the NOAA Grants Online interface. At the top, there is a navigation menu with tabs: Inbox, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below the menu, a welcome message reads "Welcome to Grants Online Kevin Conaway" with a "Log Off" button. The main content area is titled "Award File In Progress - NA05NMF4081142". It displays the following information:

<b>Id:</b>	103392	<b>Title:</b>	
<b>Creator:</b>	SYSTEM ACCOUNT	<b>Create Date:</b>	04/15/2005
<b>Status:</b>	Award File In Progress Review Award File In Progress	<b>Status Date:</b>	04/15/2005
<b>Total Federal Funding:</b>	\$10,000.00	<b>Total Non Federal Funding:</b>	\$0.00
<b>Last Edited User:</b>	SYSTEM ACCOUNT	<b>Grants Specialist:</b>	Kevin Conaway

Below the information, there is an "Action:" dropdown menu with the following options:

- Please select an action
- Please select an action
- Edit Special Award Conditions
- Forward to FALD for Review
- Forward to Grants Officer for Review
- Return Award File to Program Officer
- View Amendment Details

A "Submit" button is located to the right of the dropdown menu. Below the dropdown menu, there is a "Comment:" field with a "Save Comment" button and a "Spell Check" button. A link at the bottom reads "View previous workflow history and comments >>".

To forward the continuation, perform the following steps:

1. From the Action Drop-Down list, select **Forward to Grants Officer for Review**.
2. Click **Submit**.
  - The task has been forwarded to the Grants Officer.



**Note:**

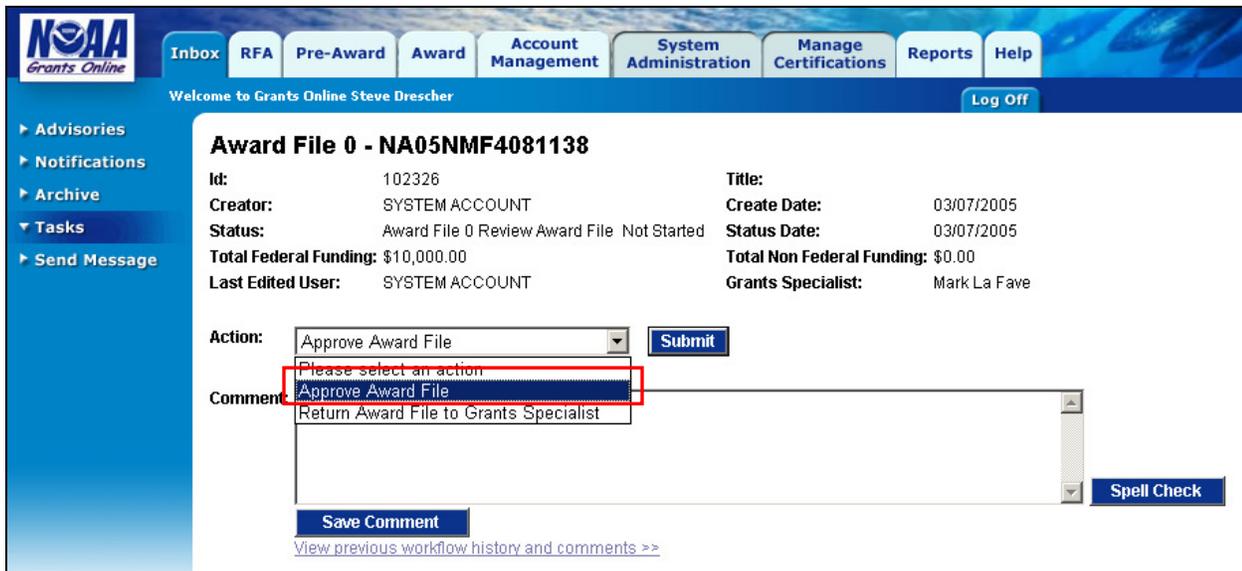
The task may also be routed to whomever needs to review the continuation prior to the Grants Officer. After review the task will be forwarded back to the Grants Specialist who will forward to the Grants Officer.

### 3.7 Grants Officer Approval, New Award

**Overview** Once the Grants Specialist has submitted the Award File, a task will appear in the Grants Officer Inbox to review and approve electronically the award file. Ensure that all items are completed appropriately. A red 'X' indicates some items are not fully processed. A green '✓' indicates all items are complete within the system.

Once the file is approved, the Grants Specialist will receive a notification that the award was approved. The Grants Specialist may print out the CD-450 and submit the form to the recipient. The CAMS Second Approver receives a task to commit the funds in CAMS.

Figure 35: Review Award File



To complete the Grants File approval, perform the following steps:

1. From *Inbox Tasks* screen, click **View** to open the Approve Grants File task.
  - *Review Award File* task screen appears.
2. Review items within the Grants File. Once complete, select from the Action Drop-Down List **Approve**, and then click **Submit**.
  - The task disappears from the Inbox.

### 3.8 Grants Officer, Approving a Continuation

Figure 36: Review Award File

The screenshot shows the NOAA Grants Online interface. At the top, there is a navigation bar with tabs for 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below this is a welcome message: 'Welcome to Grants Online Steve Drescher' and a 'Log Off' button. The main content area is titled 'Award File In Progress - NA05NMF4081142'. It displays the following information:

<b>Id:</b>	103392	<b>Title:</b>	
<b>Creator:</b>	SYSTEM ACCOUNT	<b>Create Date:</b>	04/15/2005
<b>Status:</b>	Award File In Progress Review Award File Not Started	<b>Status Date:</b>	04/15/2005
<b>Total Federal Funding:</b>	\$10,000.00	<b>Total Non Federal Funding:</b>	\$0.00
<b>Last Edited User:</b>	SYSTEM ACCOUNT	<b>Grants Specialist:</b>	Kevin Conaway

Below the metadata, there is an 'Action:' dropdown menu with a 'Submit' button. The dropdown menu is open, showing the following options:

- Please select an action
- Approve Award File
- Edit Special Award Conditions
- Reject Award File
- Return Award File to Grants Specialist (highlighted with a red box)
- View Amendment Details

Below the dropdown menu, there is a 'Comment:' field with a 'Save Comment' button and a 'Spell Check' button. At the bottom, there is a link: 'View previous workflow history and comments >>'.

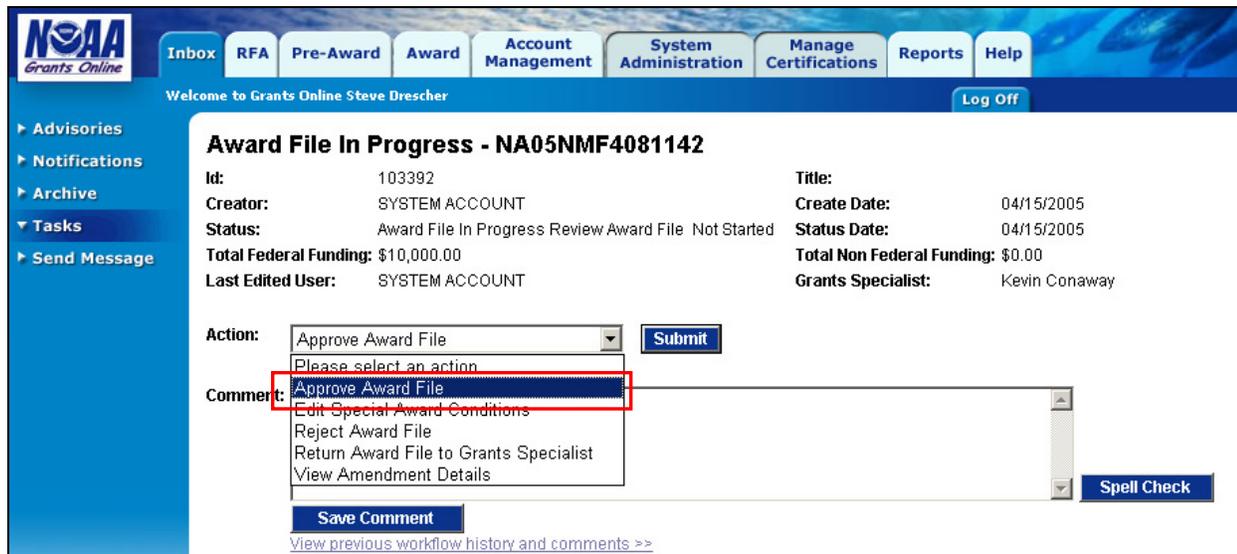
To review the award file, perform the following steps:

- From *Inbox Tasks* screen, click **View** to open the Approve Grants File task.
  - Review Award File* task screen appears.
- From the Action Drop-Down list, click **View Amendment Details**, and then click **Submit**.
  - Amendment Details* screen appears.
- Review amendment information.
 

 **Note:** Reviewing Amendments including screenshots may be found in Module 6.
- Click **Save and Return to Main**.
  - Review Award File* task screen appears.

### 3.8.1 Approving the Continuation

Figure 37: Review Award File



To approve the award file, perform the following steps:

1. From the Action Drop-Down list, click **Approve Award File**, and then click **Submit**.
  - Task is approved and removed from Inbox.

## 4 CAMS Approval

---

**Overview:** CAMS Approvers review and commit the Procurement Request and Commitment of funds into CAMS. In the workflow, CAMS Approvers initiate the commitment of funds into CAMS; perform the first commitment once the Grants Officer has signed off on the Award. Once the first approval is complete, a second or final commitment into CAMS is accomplished and the funds are obligated.



**Note:** This module is for CAMS Approvers only. Grants Specialists and Grants Officers may skip this module. This section does not cover CAMS or ASAP processing. This functionality will be removed once Grants Online develops an interface with CAMS.

### 4.1 Module Objectives

**Objectives:** By the end of Module 4, the user will be able to:

- Access a CAMS Task.
- Complete Initial CAMS Approval
- Complete First Approval
- Complete Second Approval

## 4.2 Selecting a CAMS Task

Figure 38: Inbox Tasks

The screenshot shows the NOAA Grants Online interface. At the top, there are navigation tabs: **Inbox**, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below the tabs, it says "Welcome to Grants Online Sundie Approver" and has a "Log Off" button. On the left, a sidebar menu includes: Advisories, Notifications, Archive, **Tasks**, and Send Message. The main content area is titled "Inbox Tasks" and contains filter options for Document Type (set to "All") and Status (set to "Open"), with an "Apply Filter >>" button. Below the filters, it indicates "90 items found, displaying 1 to 10." and provides navigation links: [First/Prev], 1, 2, 3, 4, 5, 6, 7, 8, [Next/Last]. A table of tasks is displayed with the following columns: View, Task Id, Task Name, Task Status, Document Type, Document Id, Start Date, and Completed Date. The first row is highlighted, and the "View" link is circled in red.

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date
<a href="#">View</a>	36353	Start Initial Work on Award in CAMS	Not Started	Procurement Request and Commitment of Funds	103393		
<a href="#">View</a>	36350	Start Initial Work on Award in CAMS	Not Started	Procurement Request and Commitment of Funds	103399		
<a href="#">View</a>	36077	Conduct CAMS First Approval	Not Started	Procurement Request and Commitment of Funds	103253		
<a href="#">View</a>	35803	Conduct CAMS First Approval	Not Started	Procurement Request and Commitment of Funds	103240		
<a href="#">View</a>	35628	Start Initial Work on Award in CAMS	Not Started	Procurement Request and Commitment of Funds	103220		
<a href="#">View</a>	35431	Start Initial Work on Award in CAMS	Not Started	Procurement Request and Commitment of Funds	100831		
<a href="#">View</a>	33712	Review Award File	Not Started	Award File	103164		
<a href="#">View</a>	33429	Conduct CAMS First Approval	Not Started	Procurement Request and Commitment of Funds	103131		
<a href="#">View</a>	33082	Conduct CAMS First Approval	Not Started	Procurement Request and Commitment of Funds	102906		
<a href="#">View</a>	30884	Conduct CAMS First Approval	Not Started	Procurement Request and Commitment of Funds	102857		

To access a CAMS task, perform the following steps:

1. Click on the **Inbox** tab.
2. Click **Tasks**.
  - *Inbox Tasks* screen appears.
3. To select desired task, click **View**.
  - *Task* screen appears.



**Note:** This procedure will be referred to throughout the module.

### 4.3 Complete Initial Work in CAMS

Figure 39: Start Initial Work in CAMS

To start initial work in CAMS, perform the following steps:

1. Review procedure in Section 4.2 and click **View** for task Start Initial Work on Award in CAMS.
  - *Start Initial Work on Award in CAMS* task screen appears.
2. To review the Procurement Request, select from the Action Drop-Down list, **Review Procurement Request** and click **Submit**.
  - *Procurement Request and Commitment of Funds* screen appears.
3. Review Procurement Request and Commitment of Funds and when complete, click **Cancel**.
  - *Start Initial Work on Award in CAMS* task screen appears.
4. From the Action Drop-Down List, select **Initial Data Entry in CAMS Complete** and click **Submit**.
  - The task disappears from the Inbox.



**Note:** Alternately the task may be returned to the Budget Officer for corrections.

## 4.4 Complete CAMS First Approval

Figure 40: CAMS First Approval

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. The user is logged in as 'Sundie Approver'. The main content area displays details for 'Procurement Request and Commitment of Funds - NA05NMF4361166'. The 'Action' dropdown menu is open, showing options: 'Please select an action', 'CAMS First Approval Complete' (highlighted), and 'Review Procurement Request'. The 'Comment' field contains 'Review Procurement Request'. There are buttons for 'Submit', 'Save Comment', and 'Spell Check'. A link at the bottom says 'View previous workflow history and comments >>'.

To complete CAMS First Approval, perform the following steps:

1. Review procedure in Section 4.2 and click **View** for task Conduct CAMS First Approval.
  - *Conduct CAMS First Approval* task screen appears.



**Note:** This task only appears after the Grants Officer approves the award.

2. To review the Procurement Request, select from the Action Drop-Down list, **Review Procurement Request** and click **Submit**.
  - *Procurement Request and Commitment of Funds* screen appears.
3. Review Procurement Request and Commitment of Funds and when complete, click **Cancel**.
  - *Conduct CAMS First Approval* task screen appears.
4. From the Action Drop-Down List, select **CAMS First Approval Complete** and click **Submit**.
  - The task disappears from the Inbox.

## 4.5 Complete Second CAMS Approval

Figure 41: CAMS Second Approval

To complete CAMS Second Approval, perform the following steps:

1. Review procedure in Section 4.2 and click **View** for task Conduct CAMS Second Approval.
  - *Conduct CAMS Second Approval* task screen appears.
- 
**Note:** This task only appears after the CAMS First Approval is complete.
2. To review the Procurement Request, select from the Action Drop-Down list, **Review Procurement Request** and click **Submit**.
  - *Procurement Request and Commitment of Funds* screen appears.
3. Review Procurement Request and Commitment of Funds and when complete, click **Cancel**.
  - *Conduct CAMS First Approval* task screen appears.
4. From the Action Drop-Down List, select **CAMS Second Approval Complete** and click **Submit**.
  - The task disappears from the Inbox.

This page intentionally left blank.

## 5 Initiating Post Award Actions

---

**Overview:** In Grants Online, Grants Specialists have the capability to initiate Award Action Request (AAR), Amendments, and Enforcement actions as necessary.

- An AAR is a request by the Grantee that requires prior approval in order to perform the necessary action. For example, Foreign Travel.
- An Amendment is a request by the grantee that requires
- Enforcement is an action to prevent the award or organization from failing to meet the awards objectives or as a penalty in extreme cases.

For example, a Grants Specialist may need to designate a “High Risk” recipient for various reasons, suspend funding, or even terminate an award. In addition, Grants Specialists may initiate an AAR, Amendment, or set up Out-Year funding for a multi-year award.

### 5.1 Module Objectives

**Objectives:** By the end of Module 5, the user will be able to:

- Search for an Award.
- Initiate an Enforcement Action.
- Initiate an AAR.
- Initiate an Amendment.



**Note:** The review and approve process for AAR's and Amendments is documented in Module 6, Reviewing Post Award Actions.

## 5.2 Grants Specialist, Award Search

Figure 42: Award View

The screenshot shows the NOAA Grants Online interface. At the top, there is a navigation bar with tabs for 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below the navigation bar, a blue banner reads 'Welcome to Grants Online Grace Spencer' and includes a 'Log Off' button. On the left side, there is a 'Search' link. The main content area is titled 'Search for Award' and contains two input fields: 'Applicant Name :' and 'Award Number :'. Below these fields are 'Submit' and 'Cancel' buttons. Underneath, the 'Search Results' section displays the message 'Nothing found to display.'

To search for an award, perform the following steps:

1. Click Award Tab
2. Click Search for Award Hyperlink  
*Award Search* screen appears.
3. Enter either the Applicant Name or Award Number.



**Note:** A partial text string may be used to yield greater search results. The applicant name referred here is the Recipient.

4. Click **Submit**.
  - *Awards View* screen refreshes with search results

5.2.1 Award Search Results

Figure 43: Awards View

NOAA Grants Online

Welcome to Grants Online Grace Spencer

Search

**Search for Award**

Applicant Name :

Award Number :

**Submit** **Cancel**

**Search Results**  
3 items found, displaying all items.1

Award Number	Applicant Name	Award Status	Enforcement	Award Action Request	Amendment	Partial Funding
NA05NMF4081142	Bean University	Accepted	<a href="#">Enforcement</a>	<a href="#">Award Action Request</a>	<a href="#">Amendment</a>	<a href="#">Partial Funding</a>
NA05NMF4081112	Bean University	Accepted	<a href="#">Enforcement</a>	<a href="#">Award Action Request</a>	<a href="#">Amendment</a>	<a href="#">Partial Funding</a>
NA05NMF4081138	Bean University	Accepted	<a href="#">Enforcement</a>	<a href="#">Award Action Request</a>	<a href="#">Amendment</a>	<a href="#">Partial Funding</a>

**Award Searches:**

After receiving the award results, users may access the award itself, or initiate the following actions:

- Enforcement
- Award Action Request
- Amendment



**Warning!**

A Grants Specialist should not initiate partial Funding.

### 5.3 Grants Specialist, Enforcements

**Overview:** Enforcements are initiated by the Grants Specialists when a recipient may be jeopardizing the terms and agreements of the award. By using the Enforcements feature in Grants Online, the Grants Specialist may perform the following:

- Designate an award or recipient as “High Risk”.
- Suspend payments to an award.
- Suspend the award.
- Termination of the Award for cause.

Again, the Grants Specialist initiates workflow in Grants Online. Enforcement action is complete; the task may be routed to the Grants Officer for review and approval. An important note the workflow and screens on the following demonstrate one of the enforcements actions only. Workflow and screen functionality are similar for the other enforcements.



**Note:** Upon approval of the Enforcement, the Grants Specialist receives a task called Reactivate. The Grants Specialist will use this task after the recipient has made the necessary corrections to begin the award again.

## 5.4 Grants Specialist, Initiating an Enforcement

Figure 44: Award View

NOAA Grants Online

Inbox RFA Pre-Award **Award** Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Grace Spencer [Log Off](#)

Search

**Search for Award**

Applicant Name:

Award Number:

[Submit](#) [Cancel](#)

**Search Results**  
3 items found, displaying all items.1

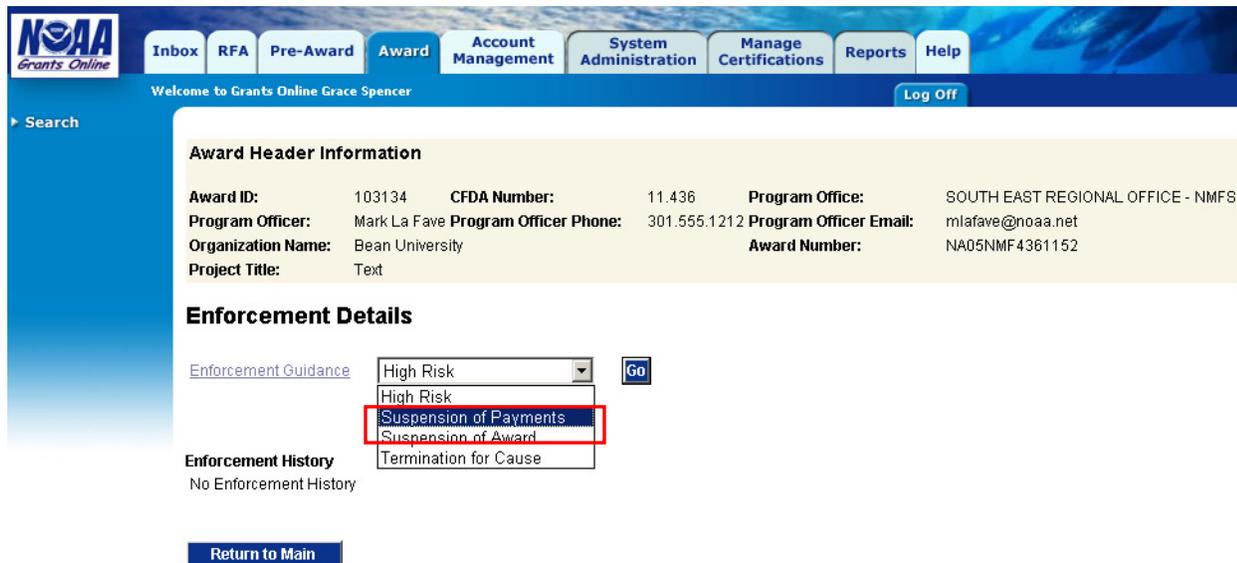
Award Number	Applicant Name	Award Status	Enforcement	Award Action Request	Amendment	Partial Funding
<a href="#">NA05NMF4081142</a>	Bean University	Accepted	Enforcement	<a href="#">Award Action Request</a>	<a href="#">Amendment</a>	<a href="#">Partial Funding</a>
<a href="#">NA05NMF4081112</a>	Bean University	Accepted	Enforcement	<a href="#">Award Action Request</a>	<a href="#">Amendment</a>	<a href="#">Partial Funding</a>
<a href="#">NA05NMF4081138</a>	Bean University	Accepted	Enforcement	<a href="#">Award Action Request</a>	<a href="#">Amendment</a>	<a href="#">Partial Funding</a>

To initiate an Enforcement, perform the following steps:

1. Search for desired award.
  - Award appears in Search Results.
2. Click **Enforcement**
  - *Enforcement Details* screen appears

### 5.4.1 Enforcement Details

Figure 45: Enforcement Details



To initiate an Enforcement, perform the following steps:

1. From the Enforcement Drop-Down list, select **Suspension of Payments**.
2. Click **Go**
  - *Suspension of Payments* screen appears.

## 5.4.2 Completing Suspension of Payments

Figure 46: Suspension of Payments

The screenshot shows the NOAA Grants Online interface for the 'Suspension of Payments' form. The top navigation bar includes links for 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. The user is logged in as 'Grace Spencer'.

**Award Header Information:**

<b>Award ID:</b>	102330	<b>CFDA Number:</b>	11.408	<b>Program Office:</b>	SOUTH EAST REGIONAL OFFICE - NMFS
<b>Program Officer:</b>	Mark La Fave	<b>Program Officer Phone:</b>	301.555.1212	<b>Program Officer Email:</b>	m1afave@noaa.net
<b>Organization Name:</b>	Bean University	<b>Award Number:</b>	NA05NMF4081138		
<b>Project Title:</b>	Test				

**Suspension of Payments**

Suspend by: \*  Award  Organization

Reason for Suspension:

Corrective Action:

Suspend Immediately  Notice - Recipient Action Required 30 Days from Grants Officer Signature

Please hit 'Save' to add Attachments [Create Transmittal Letter](#)

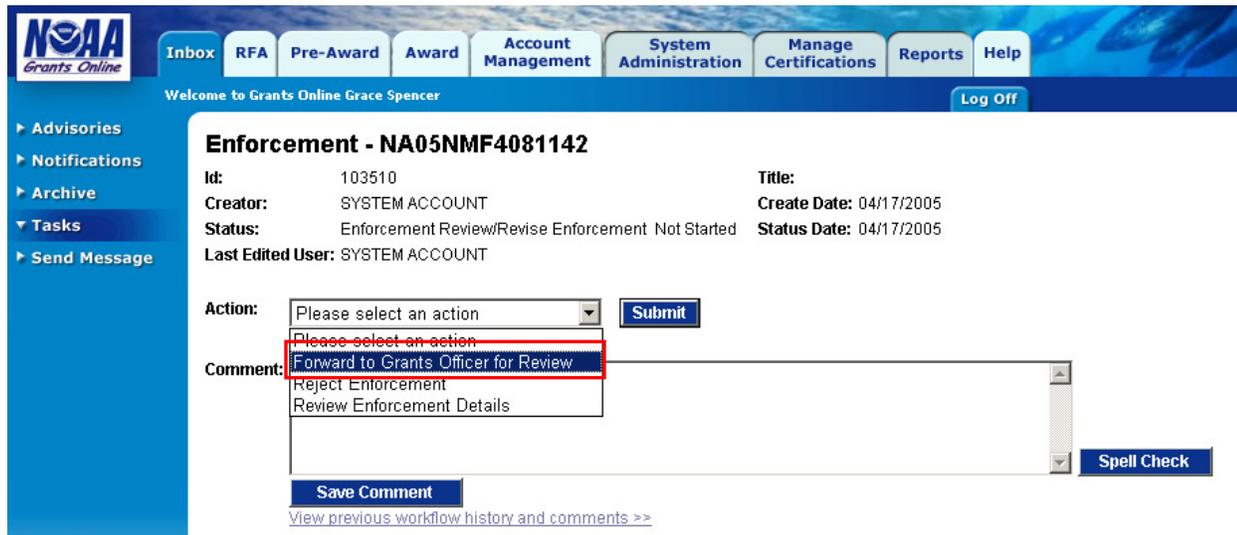
Buttons: Save, Save and Return to Main, Cancel

To complete the Suspension of Payments, perform the following steps:

1. Select the scope of suspension, select **Suspend By Award** or **By Organization**.
2. Enter text for **Reason for Suspension**
3. Enter text for **Corrective Action**
4. Select either **Suspend Immediately** or **Notice – Recipient Action Required in 30 Days**
5. (Optional) Click the **Create Transmittal Letter** link to generate letter.
6. Click **Save and Return to Main**
  - Task has been sent to the Grants Specialists Inbox.

### 5.4.3 Submit Enforcement Task

Figure 47: Enforcement Task



To complete the Enforcement Task, perform the following steps:

1. From the Inbox view, select **Review/Revise Enforcement**
2. Click **View**
  - *Enforcement Task* appears.
3. From the Action Drop-Down, select **Forward to Grants Officer for Review**
4. Click **Submit**
  - Task disappears from Inbox.

## 5.5 Grants Specialist, Initiating an AAR

**Overview:** A Grants Specialist has the capability of initiating an AAR as necessary on awards. Once the Grants Specialist completes the AAR, it will be sent as a task for review to the Program Officer assigned to the award. The Program Officer reviews the AAR and it is sent back to the Grants Specialist. The Grants Specialist in turn, submits it to the Grants Officer for review and approval.



**Note:** As there many types of Award Action Requests, screen shots of all screens shall be provided at the end of Module 5..

Figure 48: Award View

The screenshot shows the NOAA Grants Online interface. At the top, there are navigation tabs: Inbox, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below the tabs, there is a search section titled 'Search for Award' with input fields for 'Applicant Name' and 'Award Number', and 'Submit' and 'Cancel' buttons. Below the search section, there is a 'Search Results' section showing 3 items found. The results are displayed in a table with columns: Award Number, Applicant Name, Award Status, Enforcement, Award Action Request, Amendment, and Partial Funding. The 'Award Action Request' link in the first row is highlighted with a red box.

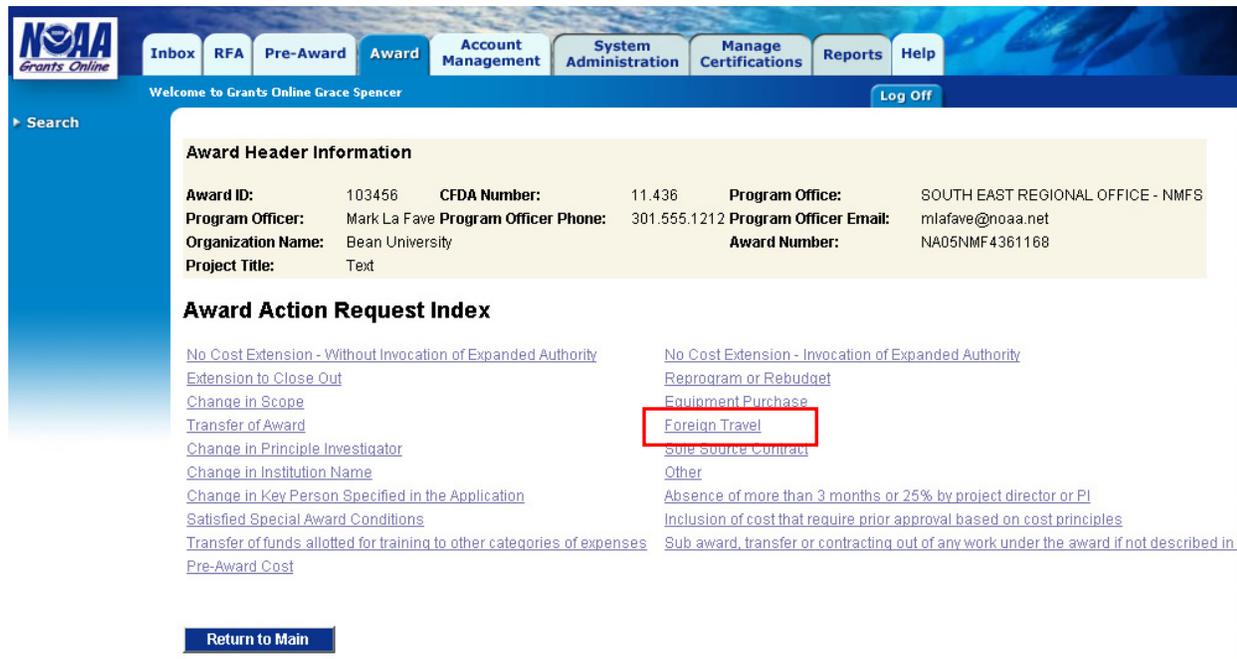
Award Number	Applicant Name	Award Status	Enforcement	Award Action Request	Amendment	Partial Funding
NA05NMF4081142	Bean University	Accepted	Enforcement	<a href="#">Award Action Request</a>	<a href="#">Amendment</a>	<a href="#">Partial Funding</a>
NA05NMF4081112	Bean University	Accepted	Enforcement	<a href="#">Award Action Request</a>	<a href="#">Amendment</a>	<a href="#">Partial Funding</a>
NA05NMF4081138	Bean University	Accepted	Enforcement	<a href="#">Award Action Request</a>	<a href="#">Amendment</a>	<a href="#">Partial Funding</a>

To initiate an Award Action Request, perform the following steps:

1. Click the **Award Tab**
2. Search for desired award.
  - Award search results appear.
3. Click **Award Action Request**
  - *Award Action Request* screen appears.

### 5.5.1 Selecting an AAR

Figure 49: Award Action Request



To select an Award Action Request, perform the following steps:

1. Click desired the Award Action Request link.
  - *Award Action Request Details* screen appears.



**Note:** The following scenario demonstrates the request for Foreign Travel. Other screens may have different fields to populate. All workflow processes as described in the overview will remain the same.

## 5.5.1.1 Award Action Request Details

Figure 50: Award Action Request Details

The screenshot displays the NOAA Grants Online interface. At the top, there is a navigation bar with tabs for 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below this is a 'Welcome to Grants Online Grace Spencer' message and a 'Log Off' button. A search bar is visible on the left. The main content area is titled 'Award Header Information' and contains the following details:

<b>Award ID:</b>	102019	<b>CFDA Number:</b>	11.408	<b>Program Office:</b>	SOUTH EAST REGIONAL OFFICE - NMFS
<b>Program Officer:</b>	Mark La Fave	<b>Program Officer Phone:</b>	301.555.1212	<b>Program Officer Email:</b>	mlafave@noaa.net
<b>Organization Name:</b>	Bean University	<b>Award Number:</b>	NA05NMF4081112		
<b>Project Title:</b>	This is for research.				

Below the header information is the 'Foreign Travel' section. It asks, 'Are you in compliance with Fly America Act?' and provides three radio button options: 'Yes' (selected), 'No', and 'Not Applicable'. A link for 'What is Fly America Act' is provided. A text area for justification is present, with the prompt 'If no, please provide justification\*'. At the bottom of the form, there is an 'Attach Files' link, a 'Spell Check' button, and three buttons: 'Save', 'Save and Submit', and 'Cancel'.

To complete Foreign Travel AAR, perform the following steps:

1. Select compliance for the Fly America Act.
2. Enter justification, if required.
3. Click **Save**.
  - Attach Files link appears after saving.
4. Click **Attach Files** link.
5. Attach files as necessary.
6. Click **Save and Submit**

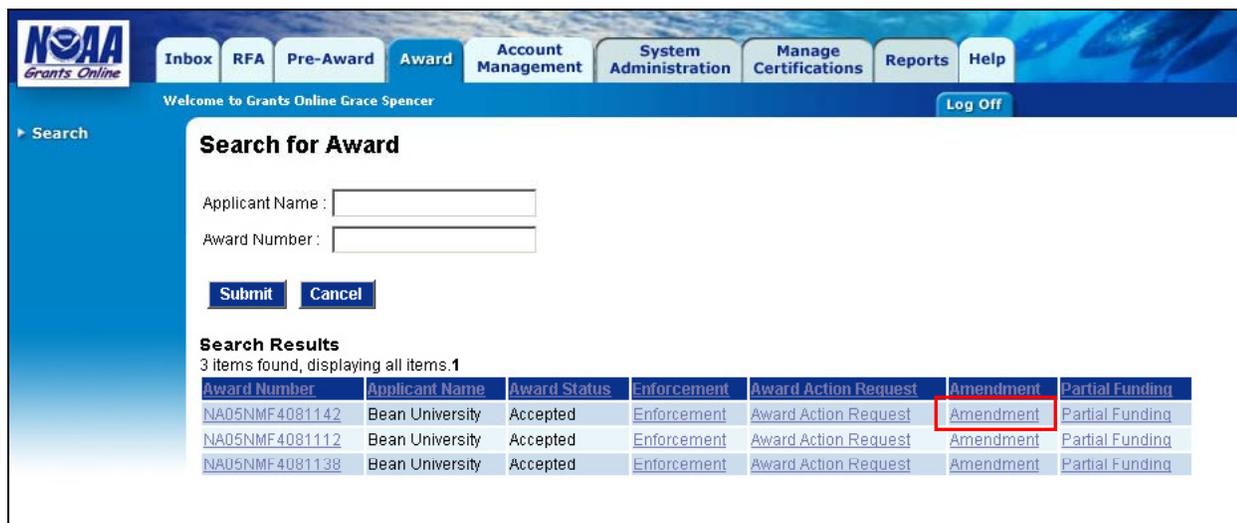
**Note:**

A task is sent to the Program Officer. Review Module 6 on processing AAR's.

## 5.6 Grants Specialist, Initiating an Amendment

**Overview:** A Grants Specialist has the capability of initiating an Amendment as necessary on awards as well. Once the Grants Specialist completes the Amendment, it may be sent as a task for review to the Program Officer or the Grants Officer. If the Program Officer reviews the Amendment it will be sent back to the Grants Specialist. The Grants Specialist in turn, submits it to the Grants Officer for review and approval.

Figure 51: Award View



To initiate an Amendment, perform the following steps:

1. Click the **Award Tab**
2. Search for desired award.
  - Award search results appear.
3. Click **Amendment**
  - *Amendment Details* screen appears.

5.6.1 Creating an Amendment (CD-451)

Figure 52: Amendment Details

**NOAA Grants Online**

Inbox RFA Pre-Award **Award** Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Grace Spencer Log Off

Search

---

**Award Header Information**

**Award ID:** 102453    **CFDA Number:** 11.408    **Program Office:** SOUTH EAST REGIONAL OFFICE - NMFS  
**Program Officer:** Mark La Fave    **Program Officer Phone:** 301.555.1212    **Program Officer Email:** mlafave@noaa.net  
**Organization Name:** Bean University    **Award Number:** NA05NMF4081142  
**Project Title:** Test

---

**Amendment to Financial Assistance Award**

**Project Title:** Test

**CFDA Number:** 11.408    **Grant Type:**  Grant  Cooperative Agreement (If changed, requires [Cooperative Agreement Special Award Condition](#))

**Award Number:** NA05NMF4081142    **Amendment Number:** Pending

**Recipient Name:** Foster Brooks    **Street Address:** 1335 Main Street  
BUFFALO, NY 14201

**Effective Date:** Effective Upon Execution    **Extend Work Completion To:** N/A

---

**Bureau Fund Fiscal Year Project-Task Organization Object Class**

The system has calculated values for the Federal and Recipient shares of funding based on approved CD-435s and negotiated funding amounts. Grants Online override these calculations via the Override checkbox below. Once checked, the values that are entered will be saved and available on the CD-451 report. Please Grants Officer signs, the system will automatically override and store the currently populated funding fields.

Manual Override:

Costs Are Revised As Follows:	Previous Estimated Cost	Add	Deduct	Total Estimated Cost
Federal Share of Cost	\$10000.00	\$0.00	\$0.00	\$10000.00
Recipient Share of Cost	\$0.00	\$0.00	\$0.00	\$0.00
Total Estimated Cost	\$10000.00	\$0.00	\$0.00	\$10000.00

**Reason(s) for Amendment:** [Enter Reasons](#)

This Amendment approved by the NOAA Grants Officer constitutes an obligation of Federal Funding. By electronically signing, the Recipient agrees to comply with the Amendment provisions checked on this document, as well as previous provisions incorporated into the Award. If not electronically signed without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Amendment.

[Special Award Conditions](#)     [Line Item Budget](#)     [Other\(s\)](#)

**Save**    **Save and Return to Main**    **CD451 Report**    **SAC Report**    **Cancel**



**Note:** Instructions are on the following page.

### 5.6.1.1 Selecting Appropriate Grant Type

To select appropriate Grant Type, perform the following steps:

1. Select **Grant** or **Cooperative Agreement**



**Note:** Add a Special Award Condition for a Cooperative Agreement if changing from Grant.

### 5.6.1.2 Using Manual Override (Optional)

To use the Override feature, perform the following steps:

1. Click **Override** in the upper left-hand corner of the screen.



**Warning!** By using the Override feature, funds indicated on the CD-450 will reflect different values than on the CD-435.

2. The following pop-up appears to inform the user:



Click **OK**.

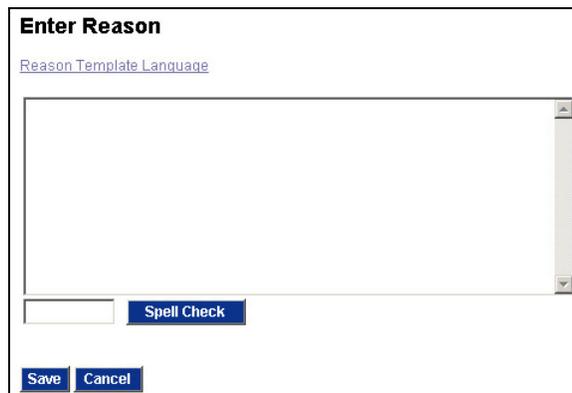
3. Enter adjusted Federal Share and/or Recipient Shares of cost. Total Estimated Cost will automatically update.



**Note:** The Override feature is temporary and may be removed in the future.

### 5.6.1.3 Entering Reasons

Figure 53: Reasons



The screenshot shows a dialog box titled "Enter Reason". Below the title is a link labeled "Reason Template Language". The main area of the dialog is a large, empty text box. At the bottom of the text box, there is a "Spell Check" button. Below the "Spell Check" button, there are two buttons: "Save" and "Cancel".

To enter Amendment reasons, perform the following steps:

---

1. Click **Enter Reasons** link.
2. Click **Reason Template Language**
  - A screen display for prepopulating standard language. Ensure dates are correct as applicable.
3. Click **Done**.
4. Click **Save**

5.6.1.4 Adding Special Award Conditions (Optional)

Figure 54: Special Award Conditions

The screenshot displays the NOAA Grants Online interface. At the top, there is a navigation menu with tabs for 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below the menu, a 'Welcome to Grants Online Grace Spencer' message is visible, along with a 'Log Off' button. The main content area is divided into several sections:

- RFA Header Information:** A table with fields for Document ID (101959), Announcement Type (Initial), Funding Opportunity Number (NMF8-SERO-2005-100175), Line Office (NATIONAL MARINE FISHERIES SERVICE), RFA Name (Mark Test 3), Fiscal Year (2005), CFDA Number (11.408), SubProgram, Assigned Program Office (SOUTH EAST REGIONAL OFFICE - NM null Mark La Fave), and Noncompetitive RFA Type (Congressionally Mandated (Hard Earn).
- Application Header Information:** A table with fields for Application ID (102446), Applicant Name (Bean University), Project Title (Test), Program Officer (Mark La Fave), Federal Funding Requested (\$10,000.00), Award Number (NA05NMF4081142), Application Receipt Date (03/09/2005), Applicant Type (Private Institution of Higher Education), DUNS Number (123444555), and Application Submission Type (Application).
- Special Award Conditions:** A section with a link 'Add a New Special Award Condition'. Below it, two sub-sections are shown: 'Programmatic Special Award Conditions' (No programmatic Special Award Conditions found.) and 'Administrative Special Award Conditions' (No administrative Special Award Conditions found.).
- NOAA Administrative Special Award Conditions:** A table listing various conditions with their IDs and actions.
- Associated Special Award Conditions:** A table showing a list of conditions with columns for Id, Amendment, Condition, Type, Required, Due Date, Satisfied, Satisfied Date, and Actions.

At the bottom of the interface, there is a 'Return to Main' button.



**Note:** Instructions are on the following page.

### 5.6.1.5 Adding a Customized Special Award Condition

To add a custom Special Award Conditions, perform the following steps:

---

1. If applicable, click **Add a New Special Award Condition**.
  - *Add a New Special Award Condition* screen appears.
2. Enter Name of the condition.
3. Enter Description.
4. Click **Done**.
  - *Special Award Conditions* screen appears.
5. To add this to the Special Award Conditions, click **Add**.

### 5.6.1.6 Adding a Special Award Condition from the Template

To add a Special Award Condition from the Template, perform the following steps:

---

1. Select from the Administrative Award Conditions template list.
2. Click **Add**
  - Associated Special Award Condition populates.
3. Click **Return to Main**
  - *Amendments Details* screen appears.

### 5.6.1.7 Printing the CD-451 (Optional)

To print the CD-451, perform the following steps:

---

1. Once the CD-451 is complete and saved, click **CD451 Report**.
  - An Adobe Acrobat file opens in a separate window, displaying the CD-451.
2. Click the **Adobe Print Icon**.
  - The report is printed to default printer.



**Note:** Repeat the steps to generate the SAC Report.

### 5.6.1.8 Saving the Amendment

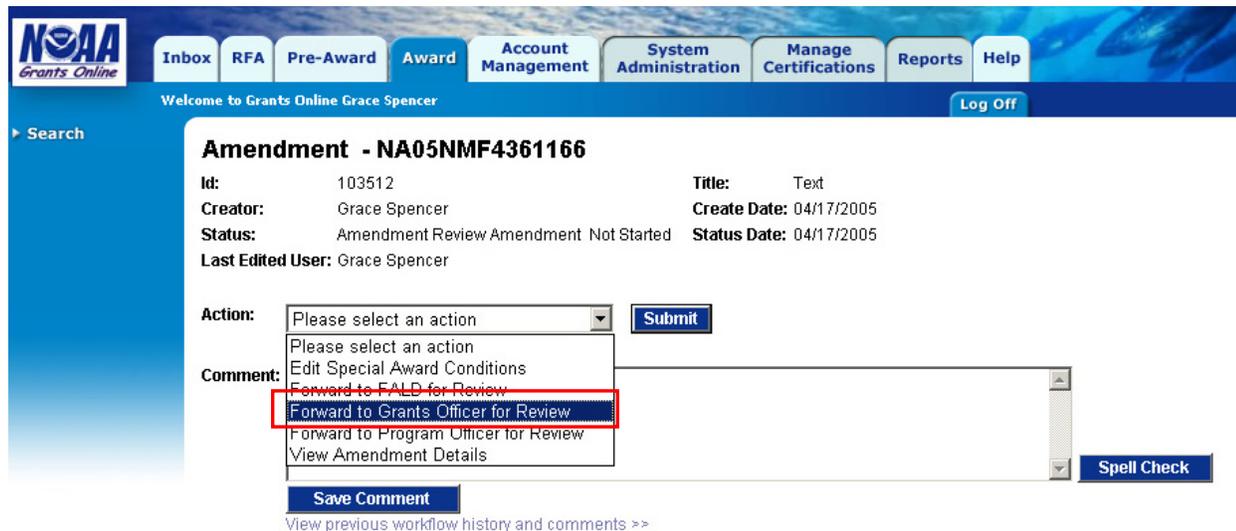
To save the Amendment, perform the following steps:

---

1. At the bottom of the Amendment Details screen, click **Save and Return to Main**.
  - A task is generated to the Grants Specialist Inbox.

### 5.6.2 Submitting the Amendment

Figure 55: Amendment Task



To submit the amendment, perform the following steps:

1. From the Action Drop-Down, select desired recipient.
2. Click **Submit**.
  - The task disappears from the Inbox.



**Note:** For processing and approving Amendments, see Module 6.

## 5.7 Award Action Request Screens

**Overview:** The following are all the screens located on the *Award Action Request Index* screen. The screens are self-explanatory. Some screens are very similar to each as well.



**Note:** In order to attach a file to an Award Action Request, the file must be saved first. All screens shown will show only the functional area of the screen.

**Figure 56: No Cost Extension Without Invocation of Expanded Authority.**

**No Cost Extension - Without Invocation of Expanded Authority**

**No Cost Extension - Without Invocation of Expanded Authority**

Extension Date      Month  Year  Day

Justification\*

[Attach Files](#)      (For this request to be considered complete, you MUST attach a budget of remaining funds)

**Figure 57: Extension to Close Out**

**Extension to Closeout**

**Extension to Closeout**

Closeout Date      09/27/2006

Extension Date      Month  Year  Day

Justification\*

**Figure 58: Change in Scope**

**Change in Scope**

**Change in Scope**  
New Scope of Work (Include w/Justification or Attach)

Justification

**Figure 59: Transfer of Award**

**Transfer of Award**

**Transfer of Award**

Is this a Novation Agreement?  Yes  No

Justification\*

Figure 60: Change in Principle Investigator

**Change in Principle Investigator**

**Change in Principle Investigator**

New PI Information [Search PI](#)

Name(Last, First)	<input type="text"/>	Email	<input type="text"/>
Phone Number	<input type="text"/>	Effective Date	<input type="text"/>
Address	<input type="text"/>		

Justification\*

Figure 61: Change in Institution Name

**Change in Institution Name**

**Change in Institution Name**

Please provide justification or upload attachments

Justification\*

Figure 62: Change in Key Person Specified in Application

**Change in Key Person Specified in the Application**

**Change in Key Person Specified in the Application**  
You may provide optional justification or upload attachments

New Person's Information [Search Person](#)

Name (Last, First)	<input type="text"/>	Email	<input type="text"/>
Phone Number	<input type="text"/>	Title	<input type="text"/>
Address	<input type="text"/>	Effective Date	<input type="text"/>

Justification

Figure 63: Satisfied Special Award Condition

**Satisfied Special Award Conditions**

**Satisfied Special Award Conditions**

SAC Name\*

SAC Description

Due Date\*

Version\*

Justification\*

Figure 64: Transfer of Funds

**Transfer of funds allotted for training to other categories of expenses**

Transfer of funds allotted for training to other categories of expenses

Transfer Amount\*

Justification\*

**Spell Check**

**Save** **Cancel**

Figure 65: Pre-Award Cost

**Pre-Award Cost**

Pre-Award Cost

Pre-Award Time Period\* From  To

Budget Line Item\*

Amount\*

Description of Task\*

**Spell Check**

Justification\*

**Spell Check**

**Save** **Cancel**

**Figure 66: No Cost Extension-Invocation of Expanded Authorities**

**No Cost Extension - Invocation of Expanded Authority**

No Cost Extension - Invocation of Expanded Authority

Extension Date      Month       Year       Day

Justification

**Figure 67: Reprogram or Rebudget**

**Reprogram or Rebudget**

Reprogram or Rebudget

Justification\*

Figure 68: Foreign Travel

**Foreign Travel**

**Foreign Travel**

Are you in compliance with Fly America Act?  
[What is Fly America Act](#)

Yes  
 No  
 Not Applicable

If no, please provide justification\*

Figure 69: Sole Source Contract

**Sole Source Contract**

**Sole Source Contract**

Description of Sole Source Contract Required(either provide an attachment or provide description in the text field below)

Justification

**Figure 70: Other**

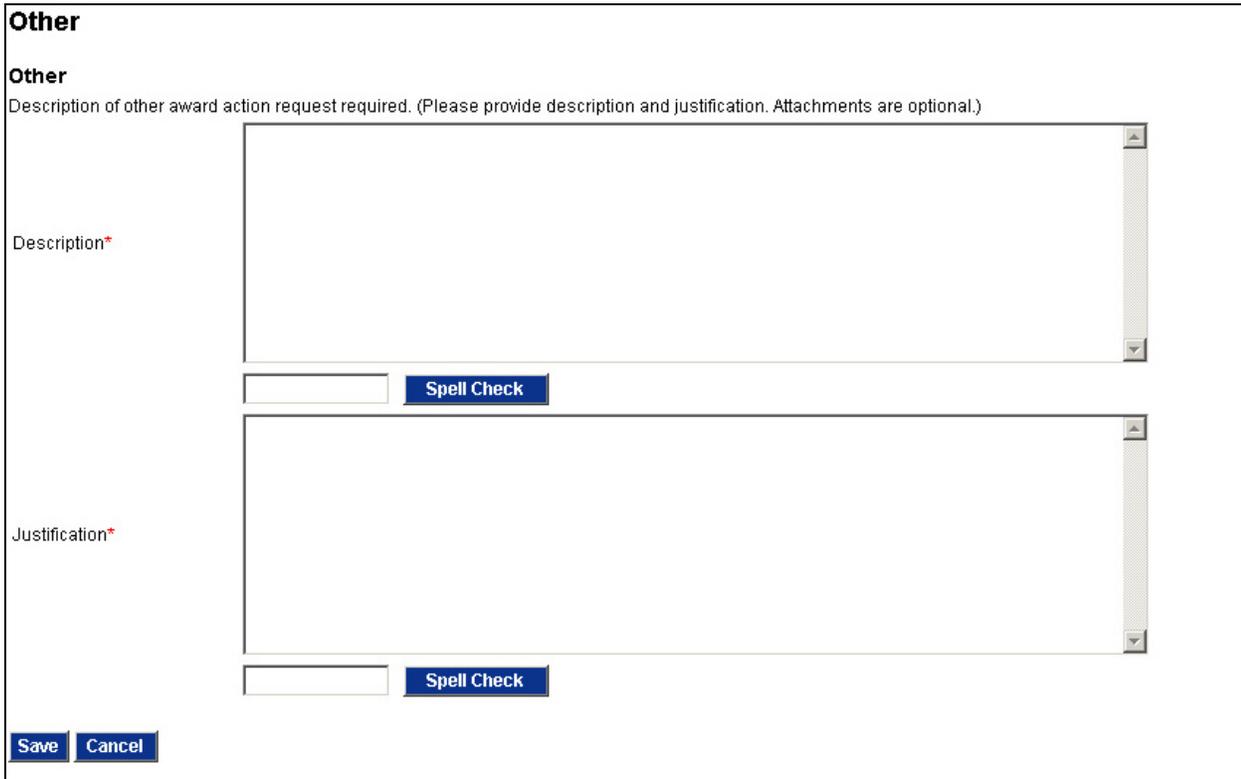
**Other**

**Other**  
Description of other award action request required. (Please provide description and justification. Attachments are optional.)

Description\*

Justification\*

Save Cancel



**Figure 71: Absence of More than 3 Months**

**Absence of more than 3 months or 25% by project director or PI**

**Absence of more than 3 months or 25% by project director or PI**  
Please provide justification. You may optionally upload attachments

Justification\*

Save Cancel

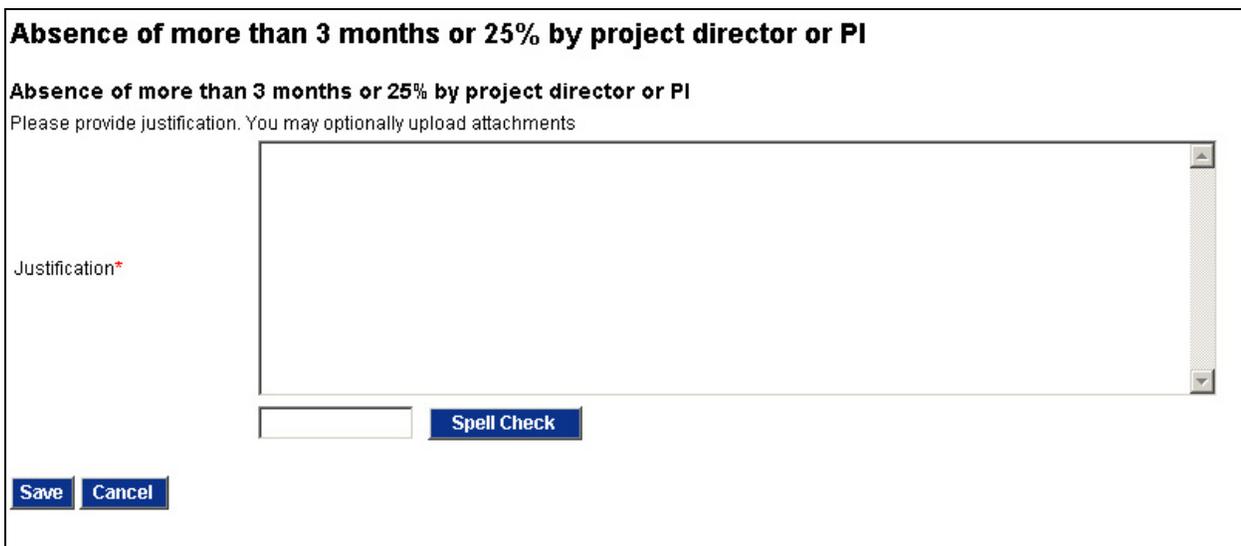


Figure 72: Inclusion of Costs that Require Prior Approval

**Inclusion of cost that require prior approval based on cost principles**

Inclusion of cost that require prior approval based on cost principles

Cost Amount\*

Justification\*

Figure 73: Sub Award, Transfer or Contracting Out of Any Work

**Sub award, transfer or contracting out of any work under the award if not described in the approved application**

Sub award, transfer or contracting out of any work under the award if not described in the approved application

Method of Selection\*

Description of work\*

Justification for Non-Competitive\*



## 6 Reviewing Post Award Actions

---

**Overview:** This module will cover the review of Award Action Requests (AAR) and Amendments. Grants Online is not fully accessible by the Recipients. As a result, Program Officers will submit AAR's and Amendments on behalf of recipients to GMD.



**Note:** Close Outs are not available within Grants Online at the time of this writing. An update shall follow when the functionality is released.

### 6.1 Module Objectives

**Module Objectives**

By the end of Module 6, the user will be able to:

- Review an Award Action Request
- Submit an Award Action Request
- Approve an Award Action Request
- Review an Amendment
- Submit an Amendment
- Approve an Amendment
- Approve an Enforcement

### 6.2 Grants Specialist, Reviewing an Award Action Request

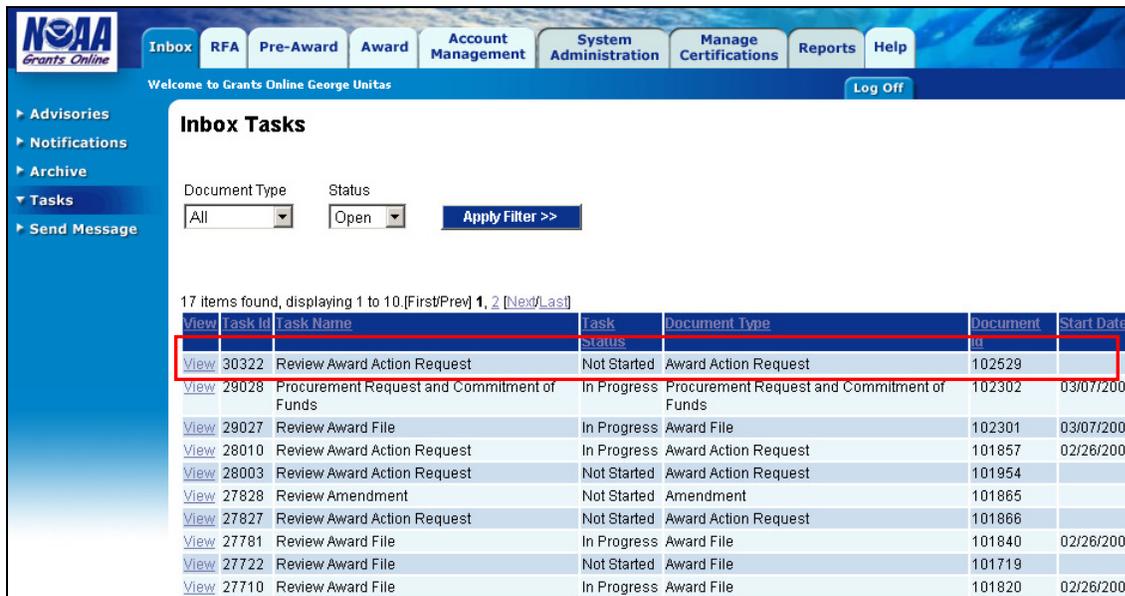
**Overview:** The following scenario is applicable to all AAR's. The Initiator will create the request, attach files, and then submit the AAR to the Program Officer. Once reviewed by the Program Officer it is sent administrative processing to GMD. The GMD. Once received by the Grants Specialist, they will review the request and submit it to the Grants Officer, or send back to the Program Officer for revisions.



**Note:** Extension to Close-Out goes directly to GMD for processing and does not go through the Program Officer for review..

### 6.2.1 Accessing the Award Action Request Task

Figure 74: Inbox Tasks View



To view Inbox tasks, perform the following steps:

1. From the Inbox, click **Tasks**.
  - *Inbox Tasks* screen appears.
2. To select desired Award Action Request, click **View**.
  - *Award Action Request* task screen appears.

## 6.2.2 Reviewing Award Action Requests

Figure 75: View Award Action Request

To view the Award Action Request, perform the following steps:

1. From the Action Drop-Down, select **View Award Action Request Details**.



**Note:**

The Program Officer will include a comment indicating their recommendation to approve the AAR in the previous workflow history.

2. Click **Submit**.
  - *Award Action Request Details* screen appears.

### 6.2.3 Reviewing Award Action Request Details

Figure 76: Action Award Request Details Page

The screenshot displays the NOAA Grants Online interface. At the top, there is a navigation bar with tabs for 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below this is a 'Welcome to Grants Online George Unitas' message with a 'Log Off' button. On the left, a sidebar contains links for 'Advisories', 'Notifications', 'Archive', 'Tasks', and 'Send Message'. The main content area is titled 'Award Header Information' and contains the following details:

Award ID:	101247	CFDA Number:	11.433	Program Office:	SOUTH EAST REGIONAL OFFICE - NMFS
Program Officer:	Charles Peterson	Program Officer Phone:	1234567890	Program Officer Email:	ab.cd@abcd.com
Organization Name:	University of Chicago		Award Number:	NA05NMF4331071	
Project Title:					

Below the header information is the 'Equipment Purchase' section. It includes a 'Was Lease vs. Purchase Analysis Completed?' question with two radio button options: 'Yes, please attach analysis for PO's review' and 'No, please provide justification for not doing the analysis'. The 'No' option is selected. A text area contains the text 'New fishing vessel.' Below this is a 'Justification\*' section with a text area containing the text 'Required'. Both text areas have 'Spell Check' buttons. At the bottom left, a 'View Files' button is highlighted with a red box, and a 'Cancel' button is located below it.

To review Award Action Request, perform the following steps:

1. Review justification block if applicable.
2. To review attachments, click **View Files**.
  - *Current Attachments* screen Appears
3. Click desired attachment to view.
  - Attachment appears.
4. Click **Cancel** to return to the *Award Action Request Task* screen.

## 6.2.4 Forward Award Action Request

Figure 77: Forward Award Action Request

To forward the Award Action Request, perform the following steps:

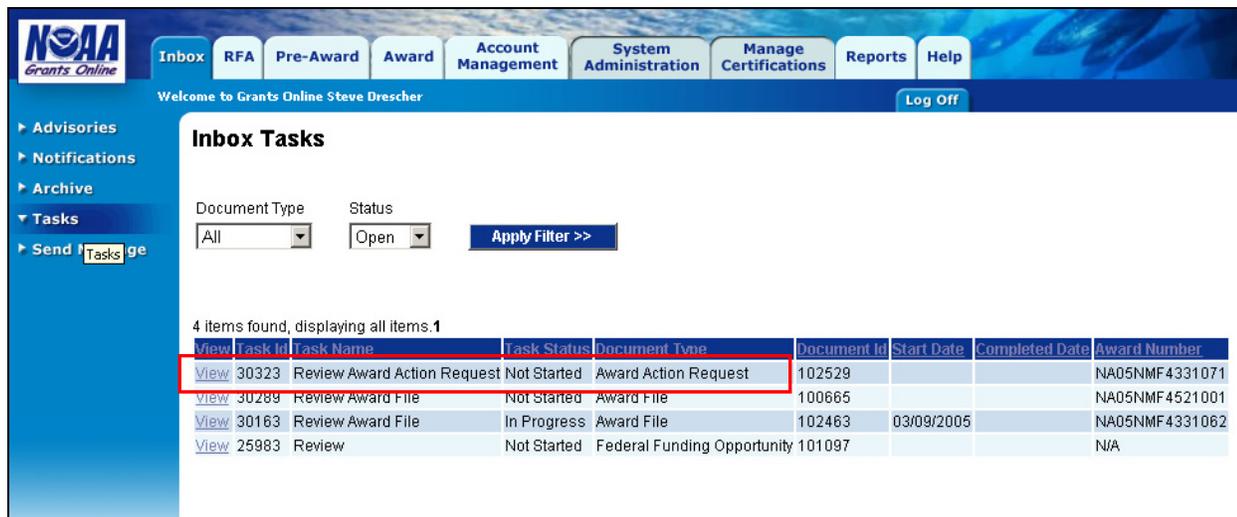
1. From the Action Drop-Down, select **Forward to Grants Officer for Review**
2. Click **Submit**.
  - The task has been forwarded to the Grants Officer for approval.



**Note:** The task may be returned to the to the Program Officer, or forward to FALD as appropriate.

### 6.3 Grants Officer, Review and Approve Award Action Request

Figure 78: Inbox Tasks View



To access the Award Action Request, perform the following steps:

1. From the Inbox, click **Tasks**.
  - *Inbox Tasks* screen appears.
2. To select desired Award Action Request, click **View**.
  - *Award Action Request Task* screen appears.

## 6.3.1 Reviewing Award Action Request

Figure 79: Award Action Request Task

**Award Action Request - NA05NMF4631004**

**Id:** 100429 **Title:** Foreign Travel  
**Creator:** SYSTEM ACCOUNT **Create Date:** 01/17/2005  
**Status:** Award Action Request Review Award Action Request Not Started **Status Date:** 01/17/2005  
**Last Edited User:** Bala Krishna

**Action:** View Award Action Request Details **Submit**

**Comment:** Please select an action  
 Approve Award Action Request  
 Edit Special Award Conditions  
 Reject  
 Return to Grants Specialist  
 View Award Action Request Details **Spell Check**

**RFA Header Information**

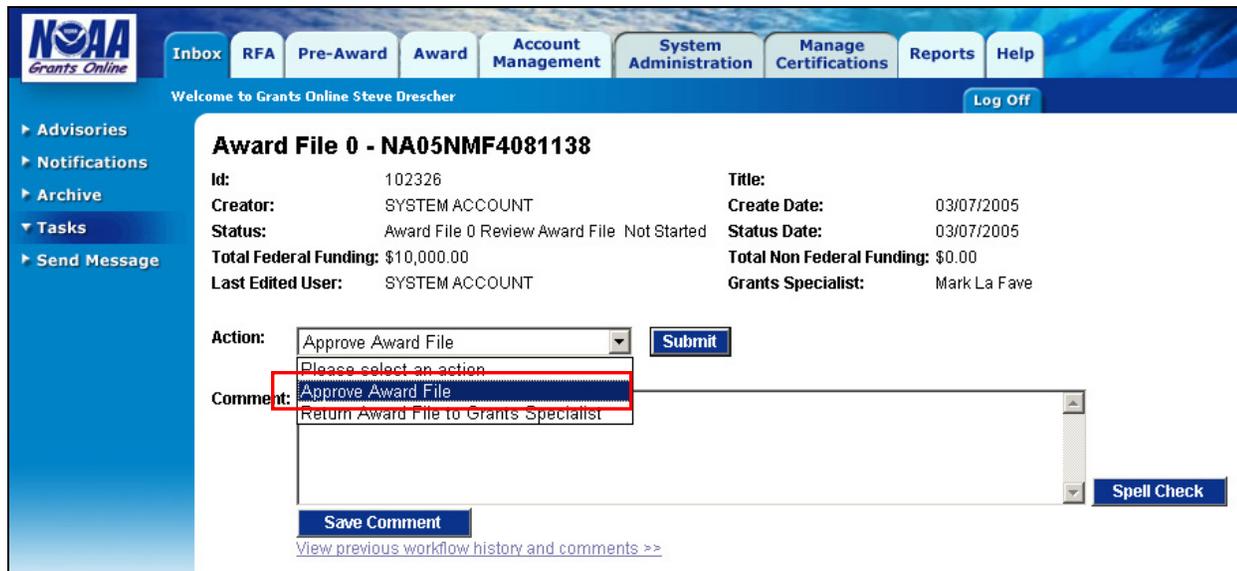
<b>Document ID:</b>	100038	<b>CFDA Number:</b>	11.463
<b>Announcement Type:</b>	Initial	<b>SubProgram:</b>	Regional Restoration
<b>Funding Opportunity Number:</b>	NMFS-SERO-2005-100003	<b>Assigned Program Office:</b>	SOUTH EAST REGIONAL OFFICE - NM
<b>Line Office:</b>	NATIONAL MARINE FISHERIES SERVICE	<b>Assigned Program Officer:</b>	Mr. Charles mark Peterson

To view the Award Action Request, perform the following steps:

1. From the Action Drop-Down, select **View Award Action Request Details**.
2. Click **Submit**.
  - *Award Action Request Details* screen appears.
3. Review justification block if applicable.
4. To review attachments, click **View Files**.
  - *Current Attachments* screen appears.
5. Click **Cancel** to return to the *Award Action Request Task* screen.

### 6.3.2 Approving Award Action Request

Figure 80: Approving Award Action Request



To approve the Award Action Request, perform the following steps:

1. From the Action Drop-Down, select **Approve Award Action Request**
2. Click **Submit**
  - The Program Officer will receive a Notification that the AAR was approved.

## 6.4 Grants Specialists, Amendments

**Overview:** This section will provide an example of the workflow for an Amendment for Grants Specialists and Grants Officers. Typically the workflow is similar for each task. Once the Program Officer has forwarded the task to GMD, the Grants Specialist will receive the task in the Inbox. Once the task is complete, the Grants Specialist will forward the Amendment to the appropriate workflow user in the list. In addition Grants Specialists may create an amendment as well.



**Note:** In some instances certain AAR's will be converted into Amendments as the terms of the award will be changed.

### 6.4.1 Accessing an Amendment

Figure 81: Inbox Tasks View

The screenshot shows the 'Inbox Tasks' view in the NOAA Grants Online system. The interface includes a top navigation bar with tabs for 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below the navigation bar, there is a 'Welcome to Grants Online Grace Spencer' message and a 'Log Off' button. The main content area is titled 'Inbox Tasks' and features a filter section with 'Document Type' set to 'All' and 'Status' set to 'Open'. Below the filter, it indicates '9 items found, displaying all items. 1'. A table lists the tasks with the following data:

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date
<a href="#">View</a>	24408	Review Amendment	In Progress	AMEN	100474	01/18/2005	
<a href="#">View</a>	24378	Review Amendment	Not Started	AMEN	100452		
<a href="#">View</a>	24378	Review Amendment	Not Started	AMEN	100450		
<a href="#">View</a>	24375	Review Amendment	Not Started	AMEN	100432		
<a href="#">View</a>	24374	Review Award Action Request	In Progress	AAR	100429	01/17/2005	
<a href="#">View</a>	23103	Review Award File	In Progress	AWARDFILE	100193	01/09/2005	
<a href="#">View</a>	23069	Review Amendment	Not Started	AMEN	100171		
<a href="#">View</a>	23027	Review Amendment	In Progress	AMEN	100135	01/09/2005	
<a href="#">View</a>	22877	Review Award File	In Progress	AWARDFILE	100032	01/09/2005	

To access the Award Action Request, perform the following steps:

1. From the Inbox, click **Tasks**.
  - *Inbox asks* screen appears.
2. To select desired Award Action Request, click **View**.
  - *Amendment* Task screen appears.

## 6.4.2 Reviewing an Amendment

Figure 82: View Amendment Details

The screenshot displays the NOAA Grants Online interface. At the top, there is a navigation bar with tabs for 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below this is a 'Welcome to Grants Online Grace Spencer' message with a 'Log Off' button. The main content area is titled 'Amendment - NA05NMF4271014'. It shows details for the amendment, including its ID (100533), creator (SYSTEM ACCOUNT), status (Amendment Review Amendment In Progress), and last edited user (Grace Spencer). There is an 'Action:' dropdown menu with a 'Submit' button next to it. The dropdown menu is open, showing several options: 'Please select an action', 'Edit Special Award Conditions', 'Forward to FALD for Review', 'Forward to Grants Officer for Review', 'Return Request to Authorizing Official', 'View Award Action Request Details', and 'View Amendment Details'. The 'View Amendment Details' option is highlighted with a red box. Below the dropdown menu is a 'Comment:' text area and a 'Spell Check' button. At the bottom of the main content area, there is a section for 'RFA Header Information' with fields for Document ID, Announcement Type, Funding Opportunity Number, Line Office, RFA Name, Fiscal Year, CFDA Number, SubProgram, Assigned Program Office, and Anticipated Publication Date.

To view the Award Action Request, perform the following steps:

1. From the Action Drop-Down, select **View Amendment Details**.
2. Click **Submit**.
  - *Award Action Request Details* screen appears.

6.4.3 Reviewing Amendments

Figure 83: Amendment Details

**NOAA Grants Online**

Inbox RFA Pre-Award Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Mark La Fave [Log Off](#)

**Award Header Information**

Award ID: 102330 CFDA Number: 11.408 Program Office: SOUTH EAST REGIONAL OFFICE - NMFS  
 Program Officer: Mark La Fave Program Officer Phone: 301.555.1212 Program Officer Email: mlafave@noaa.net  
 Organization Name: Bean University Award Number: NA05NMF4081138  
 Project Title: Test

**Amendment to Financial Assistance Award**

Project Title: Test

CFDA Number: 11.408 Grant Type:  Grant  Cooperative Agreement (If changed, requires [Cooperative Agreement Special Award Condition](#))

Award Number: NA05NMF4081138 Amendment Number: Pending

Recipient Name: Foster Brooks Street Address: 1335 Main Street, BUFFALO, NY 14201

Effective Date: Effective Upon Execution Extend Work Completion To: N/A

Bureau	Fund	Fiscal Year	Project-Task	Organization	Object Class																				
<p>The system has calculated values for the Federal and Recipient shares of funding based on approved CD-435s and negotiated funding amounts. Grants Online override these calculations via the Override checkbox below. Once checked, the values that are entered will be saved and available on the CD-451 report. Please Grants Officer signs, the system will automatically override and store the currently populated funding fields.</p> <p>Manual Override: <input type="checkbox"/></p> <p>Costs Are Revised As Follows:</p> <table border="1"> <thead> <tr> <th></th> <th>Previous Estimated Cost</th> <th>Add</th> <th>Deduct</th> <th>Total Estimated Cost</th> </tr> </thead> <tbody> <tr> <td>Federal Share of Cost</td> <td>\$20000.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$20000.00</td> </tr> <tr> <td>Recipient Share of Cost</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$0.00</td> </tr> <tr> <td>Total Estimated Cost</td> <td>\$20000.00</td> <td>\$0.00</td> <td>\$0.00</td> <td>\$20000.00</td> </tr> </tbody> </table>							Previous Estimated Cost	Add	Deduct	Total Estimated Cost	Federal Share of Cost	\$20000.00	\$0.00	\$0.00	\$20000.00	Recipient Share of Cost	\$0.00	\$0.00	\$0.00	\$0.00	Total Estimated Cost	\$20000.00	\$0.00	\$0.00	\$20000.00
	Previous Estimated Cost	Add	Deduct	Total Estimated Cost																					
Federal Share of Cost	\$20000.00	\$0.00	\$0.00	\$20000.00																					
Recipient Share of Cost	\$0.00	\$0.00	\$0.00	\$0.00																					
Total Estimated Cost	\$20000.00	\$0.00	\$0.00	\$20000.00																					

Reason(s) for Amendment: [Enter Reasons](#)

This Amendment approved by the NOAA Grants Officer constitutes an obligation of Federal Funding. By electronically signing, the Recipient agrees to comply with the Amendment provisions checked on this document, as well as previous provisions incorporated into the Award. If not electronically signed without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Amendment.

[Special Award Conditions](#)  [Line Item Budget](#)  [Other\(s\)](#)

[Save](#) [Save and Return to Main](#) [CD451 Report](#) [SAC Report](#) [Cancel](#)

### 6.4.3.1 Using Manual Override (Optional)

To use the Override feature, perform the following steps:

1. Click **Override** in the upper left-hand corner of the screen.



**Warning!**

By using the Override feature, funds indicated on the CD-435 will reflect new values. CHSNGE this to what we had elsewhere.

2. The following pop-up appears to inform the user:



Click **OK**.

3. Add or deduct Federal Share and/or Recipient Shares of cost. Total Estimated Cost will automatically update.

### 6.4.3.2 Review Amendment

To review the amendment, perform the following steps:

1. Click **Enter Reasons** link.
2. Click **Special Award Conditions**, if applicable. **SEE SECTION 5....**
3. Click **Line Item Budget**, if applicable.
4. Click **Others**, if applicable.
5. Click **Save and Return to Main**.
  - The *Review Amendment Task* appears.

### 6.4.3.3 Printing the CD-451 (Optional)

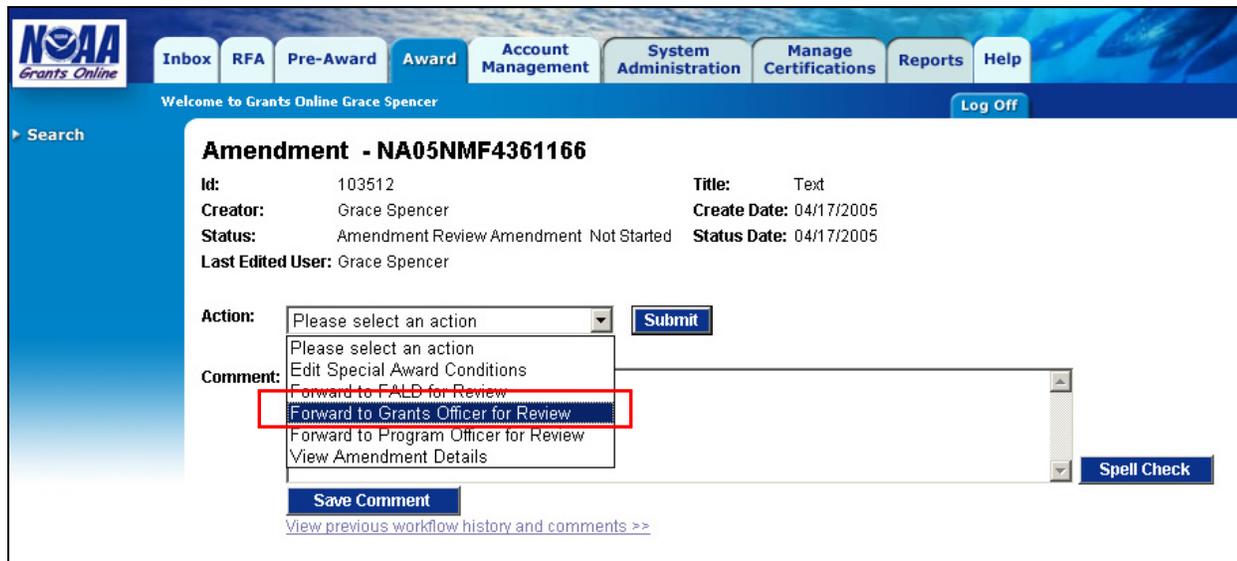
To print the CD-451, perform the following steps:

1. Once the CD-451 is complete and saved, click **CD451 Report**.
  - An Adobe Acrobat file opens in a separate window, displaying the CD-450.
2. Click the **Adobe Print Icon**.
  - The report is printed to default printer.



### 6.4.4 Forwarding an Amendment

Figure 85: Amendment Task



To forward the Amendment, perform the following steps:

1. From the Action Drop-Down, select **Forward to Grants Officer for Review**
2. Click **Submit**.
  - The task has been forwarded to the Grants Officer for approval.



**Note:** This scenario shows the forwarding of the task to the Grants Officer, you may refer to the a, or Forward to FALD.

## 6.5 Grants Officer, Review and Approve Amendment

Figure 86: Inbox Tasks View

The screenshot shows the 'Inbox Tasks' view in the NOAA Grants Online system. The top navigation bar includes 'Inbox', 'RFA', 'Pre-Award', 'Award', 'Account Management', 'System Administration', 'Manage Certifications', 'Reports', and 'Help'. Below the navigation bar, there is a 'Welcome to Grants Online Steve Drescher' message and a 'Log Off' button. The left sidebar contains a menu with 'Advisories', 'Notifications', 'Archive', 'Tasks', and 'Send Message'. The main content area is titled 'Inbox Tasks' and features a filter section with 'Document Type' set to 'All' and 'Status' set to 'Open', with an 'Apply Filter >>' button. Below the filter, it states '5 items found, displaying all items.1'. A table lists the tasks, with the first row highlighted in red:

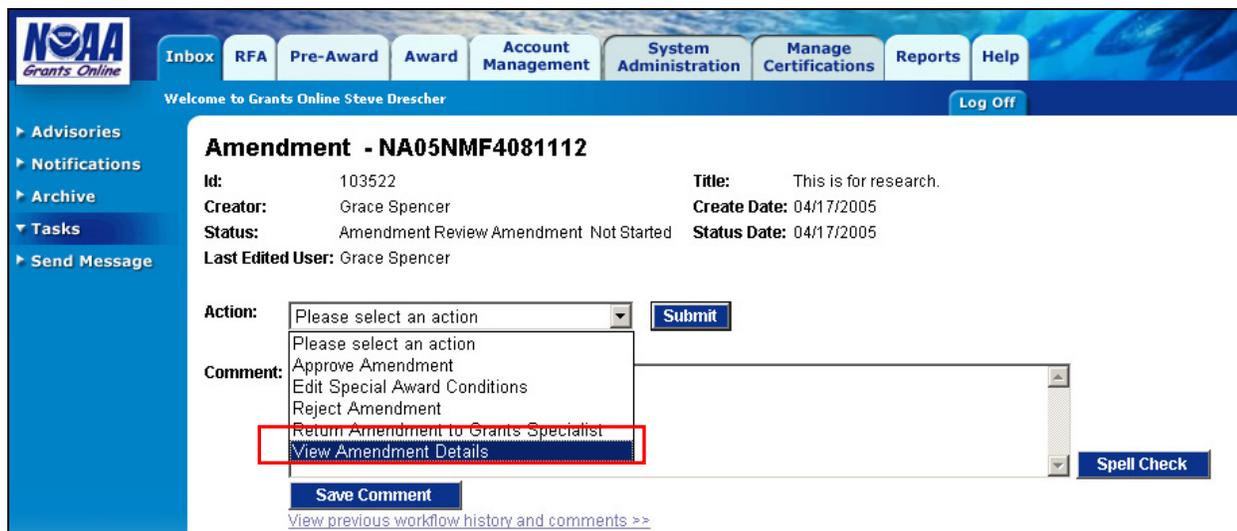
View	Task ID	Task Name	Task Status	Document Type	Document ID	Start Date	Completed Date	Award Number
<a href="#">View</a>	30373	Review Amendment In Progress	In Progress	Amendment	102553	03/11/2005		NA05NMF4081138
<a href="#">View</a>	30347	Review Award File	Not Started	Award File	102509			NA05NMF4331103
<a href="#">View</a>	30289	Review Award File	Not Started	Award File	100665			NA05NMF4521001
<a href="#">View</a>	30163	Review Award File	In Progress	Award File	102463	03/09/2005		NA05NMF4331062
<a href="#">View</a>	25983	Review	Not Started	Federal Funding Opportunity	101097			N/A

To access the Amendment, perform the following steps:

1. From the Inbox, click **Tasks**.
  - *Inbox Tasks* screen appears.
2. To select desired Amendment, click **View**.
  - *Review Amendment Task* screen appears.

### 6.5.1 Viewing the Amendment

Figure 87: Amendment Task



To review the Amendment, perform the following steps:

1. From the Action Drop-Down list, select **View Amendment Details**.
2. Click **Submit**.
  - *Amendment Details* screen appears

6.5.2 Reviewing the Amendment

Figure 88: Amendment Details

**NOAA Grants Online**

Inbox RFA Pre-Award Award Account Management System Administration Manage Certifications Reports Help

Welcome to Grants Online Steve Drescher [Log Off](#)

[Advisories](#)  
[Notifications](#)  
[Archive](#)  
[Tasks](#)  
[Send Message](#)

**Award Header Information**

**Award ID:** 102330    **CFDA Number:** 11.408    **Program Office:** SOUTH EAST REGIONAL OFFICE - NMFS  
**Program Officer:** Mark La Fave    **Program Officer Phone:** 301.555.1212    **Program Officer Email:** mlafave@noaa.net  
**Organization Name:** Bean University    **Award Number:** NA05NMF4081138  
**Project Title:** Test

**Amendment to Financial Assistance Award**

**Project Title:** Test  
**CFDA Number:** 11.408    **Grant Type:**  Grant  Cooperative Agreement (If changed, requires [Cooperative Agreement Special Award Condition](#))  
**Award Number:** NA05NMF4081138    **Amendment Number:** Pending  
**Recipient Name:** Foster Brooks    **Street Address:** 1335 Main Street  
 BUFFALO, NY 14201  
**Effective Date:** Effective Upon Execution    **Extend Work Completion To:** N/A

Bureau	Fund	Fiscal Year	Project-Task	Organization	Object Class
The system has calculated values for the Federal and Recipient shares of funding based on approved CD-435s and negotiated funding amounts. Grants Onl override these calculations via the Override checkbox below. Once checked, the values that are entered will be saved and available on the CD-451 report. Ple Grants Officer signs, the system will automatically override and store the currently populated funding fields.					

Manual Override:

Costs Are Revised As Follows:	Previous Estimated Cost	Add	Deduct	Total Estimated Cost
Federal Share of Cost	\$20000.00	\$0.00	\$0.00	\$20000.00
Recipient Share of Cost	\$0.00	\$0.00	\$0.00	\$0.00
Total Estimated Cost	\$20000.00	\$0.00	\$0.00	\$20000.00

**Reason(s) for Amendment:** [Enter Reasons](#)

This Amendment approved by the NOAA Grants Officer constitutes an obligation of Federal Funding. By electronically signing, the Recipient agrees to comply with the Amendment provisions checked on this document, as well as previous provisions incorporated into the Award. If not electronically signed without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Amendment.

[Special Award Conditions](#)
 [Line Item Budget](#)
 [Other\(s\)](#)

### 6.5.2.1 Using Manual Override (Optional)

To use the Override feature, perform the following steps:

1. Click **Override** in the upper left-hand corner of the screen.



**Warning!**

By using the Override feature, funds indicated on the CD-435 will reflect new values.

2. The following pop-up appears to inform the user:



Click **OK**.

3. Add or deduct Federal Share and/or Recipient Shares of cost. Total Estimated Cost will automatically update.

### 6.5.2.2 Review Amendment

To review the amendment, perform the following steps:

1. Click **Enter Reasons** link.
2. Click **Special Award Conditions**, if applicable.
3. Click **Line Item Budget**, if applicable.
4. Click **Others**, if applicable.



**Note:**

Only check boxes that are enabled by the Program Officer need to be reviewed. Grants Officer may make edits as necessary.

5. Click **Save and Return to Main**.
  - The *Review Amendment Task* appears.

### 6.5.2.3 Printing the CD-451 (Optional)

To print the CD-450, perform the following steps:

1. Once the CD-450 is complete and saved, click **CD451 Report**.
  - An Adobe Acrobat file opens in a separate window, displaying the CD-450.
2. Click the **Adobe Print Icon**.
  - The report is printed to default printer.

### 6.5.3 Approving the Amendment

Figure 89: Amendment Task

**Amendment - NA05NMF4361166**

**Id:** 103512 **Title:** Text  
**Creator:** Grace Spencer **Create Date:** 04/17/2005  
**Status:** Amendment Review Amendment Not Started **Status Date:** 04/17/2005  
**Last Edited User:** Grace Spencer

**Action:** Please select an action

**Comment:** Approve Amendment  
Edit Special Award Conditions  
Reject Amendment  
Return Amendment to Grants Specialist  
View Amendment Details

[View previous workflow history and comments >>](#)

To approve the amendment, perform the following steps:

1. From the Action Drop-Down list, select **Approve Amendment**.
2. Click **Submit**.
  - The task disappears from the Inbox.

## 6.6 Grants Officer, Approving Enforcements

Figure 90: Inbox Tasks View

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

8 items found, displaying all items.1

<a href="#">View</a>	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number
<a href="#">View</a>	30403	Review Enforcement	Not Started	Enforcement	102575			NA05NMF4081112
<a href="#">View</a>	30401	Review Amendment	Not Started	Amendment	102565			NA05NMF4081112
<a href="#">View</a>	30379	Review Amendment	In Progress	Amendment	102560	03/11/2005		NA05NMF4081142
<a href="#">View</a>	30375	Review Award File	Not Started	Award File	102483			NA05NMF4271014
<a href="#">View</a>	30347	Review Award File	Not Started	Award File	102509			NA05NMF4331103
<a href="#">View</a>	30289	Review Award File	Not Started	Award File	100665			NA05NMF4521001
<a href="#">View</a>	30163	Review Award File	In Progress	Award File	102463	03/09/2005		NA05NMF4331062
<a href="#">View</a>	25983	Review	Not Started	Federal Funding Opportunity	101097			N/A

To access the Enforcement Task, perform the following steps:

1. From the Inbox, click **Tasks**.
  - *Inbox Tasks* screen appears.
2. To select desired Enforcement task, click **View**.
  - *Enforcement* task screen appears.

## 6.6.1 Approving an Enforcement

Figure 91: Enforcement Task

**Enforcement - NA05NMF4081142**

**Id:** 103510 **Title:** Enforcement Review Enforcement Not Started  
**Creator:** SYSTEM ACCOUNT **Create Date:** 04/17/2005  
**Status:** Enforcement Review Enforcement Not Started **Status Date:** 04/17/2005  
**Last Edited User:** SYSTEM ACCOUNT

**Action:** Please select an action

**Comment:** Please select an action  
 Approve Enforcement  
 Reject Enforcement  
 Return Enforcement to Grants Specialist  
 Review Enforcement Details

[View previous workflow history and comments >>](#)

To review and approve the Enforcement, perform the following steps:

1. From the Action Drop-Down, select **Review Enforcement Details**.
2. Click **Submit**
  - *Enforcement Details* screen appears.
3. Review the Enforcement and click **Save and Return to Main**.
  - *Enforcement* task screen appears.
4. From the Action Drop-Down, select **Approve Enforcement**.
  - Enforcement Task disappears from Inbox.

**Note:**

Upon approval, the Grants Specialist receives a task called Reactivate. The Grants Specialist will use this task after the recipient has made the necessary corrections to begin the award again.