



# Grant Recipient User Manual

NOAA Grants Online Program Management Office

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Version 4.30



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## Overview

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Grants Online is the Department of Commerce's unified grant processing and administration system that interfaces directly with Grants.gov. Grants Online supports the grant evaluation, award, management, and operations processes. Specifically, using Grants Online, a recipient can complete the following tasks:

- Accept awards electronically
- Manage user roles for individuals within their organization
- Submit Award Action Requests (AARs)
- Submit Federal Financial Reports (FFRs)
- Submit Performance Progress Reports (PPRs)
- Submit Research Performance Progress Reports (RPPRs)

Grants Online operates in a web environment. To access the software, a unique user name and password are the only requirements. Grant Recipients should contact their organization's Recipient Administrator to obtain log in credentials. The Grants Online Help Desk is available to provide your Recipient Administrator's contact information.

The Grants Online URL is: <https://grantsonline.rdc.noaa.gov>

For assistance with Grants Online technical issues contact the Help Desk:

- Hours of operation – 8:00 a.m. until 6:00 p.m., Eastern Time  
Monday through Friday, excluding Federal holidays
- E-mail: [GrantsOnline.HelpDesk@noaa.gov](mailto:GrantsOnline.HelpDesk@noaa.gov)
- Phone: 240.533.9533



**Warning!** Do not use the browser's **Back** button in Grants Online. Using the **Back** button may log the user out of the system.

An abbreviated version of the Grant Recipient User Manual, the [Quick Reference Guide -- Grant Recipient \(item #2\)](#), is also available.

### Grants Online Tabs and Links

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The Grants Online system's main launch screen has **Tabs** from which the user can access general categories of features. Each **Tab** has **Links** to the items associated with that category. The links are displayed vertically in the left-hand column (the Navigation pane). Links are also displayed in the main portion of the screen (the Document pane). To learn more about the **Grants Online Navigation Features**, click [Grants Online System Navigation \(the first link under item #1\)](#) and refer to the first few pages of the document.

Below is a list and explanation of the Tabs (Inbox, Awards, Account Management, and Help) available to Grants Online recipients:

#### Inbox Tab:

- **Advisories** – The first page displayed after successful login and acceptance of use conditions.
- **Archived Notifications** – Notifications that were originally accessible from the Notifications link.
- **Notifications** – Internal messages and external email messages. Notifications may be viewed, deleted, or archived.
- **Task Management** – Allows tasks to be reassigned between users. A task with a **Not Started** status cannot be reassigned.

When the **Accept/Decline Award** task is selected, a notification that action needs to be completed is routed to one Recipient Authorized Representative (RAR).

Other RAR tasks are sent to **all** RARs in that organization. When a RAR selects an action from the dropdown menu and clicks the **Submit** button, the task is assigned to that RAR. The **View Details** task is now **unavailable** to the remaining RARs. Unless the task is reassigned, all subsequent workflow actions associated with that task will be routed to the first RAR to **View Details** for that award.

- **Tasks** – Tasks assigned to a user are visible. Refer to the [Process an Inbox Task](#) section of this document.

**Awards Tab:**

- **ASAP Enrollment Request** – Request an Automated Standard Application for Payment (ASAP) user account.
- **Manage Recipient Users** – Only the Recipient Administrator (RA) has this link. The Recipient Administrator can perform his/her responsibilities and access his/her organization's award information. Refer to the [Add or Edit Your Organization's Users](#) section of this document.
- **SF-425A for Multiple Awards** – The user can view, create or replace the SF-425 Federal Financial Reports for multiple awards for the same recipient organization. Refer to the [Submit a SF-425A Multiple Awards Federal Financial Report or an Interim Report](#) section of this document.
- **Search Awards** – Search for Awards by Award Number or Recipient Name. When no parameters are specified, a general search is performed and returns all awards to which the recipient has access.
- **Search Reports** – Search for Federal Financial Reports (FFRs) and/or Performance Progress Reports (PPRs).
- **Supplementary Information Management** – The link is visible only when Supplementary Information was added to an Award file. When visible, the link allows a user to view, but not edit, the supplementary information associated with awards and applications.

**Account Management Tab:**

- **My Delegations** – View and update the users to whom you have delegated your Inbox tasks. Delegations may only be made to a peer with the same or greater access privileges.
- **My Preferences** – View and update site and notification preferences (e.g., passwords, screen display, etc.). If the user unchecks the checkbox on the Task Assignment row he/she will not receive email notifications to perform a task. The user cannot update any rows in the Grants Online Inbox column.
- **My Profile** – View and update a user's personal profile (e.g., name and address information, security questions/answers, and email).

Click [Grants Online System Navigation \(1st link under item #1\)](#) and refer to the sections with the following **titles** and subtitles in that document:

**Account Management** (Manage the User Profile)

**User Preferences** (Access User Preferences, Customize Tasks, and Change the Password)

**User Delegations** (Access User Delegations, Add a Delegate, Rescind a Delegation, and Log In As a Delegate)

### Help Tab:

Refer to the **Overview** section (page 5) of this document for the details associated with the Grants Online Help Desk.

From the Help tab, the grant recipient can access the following:

- [Grants Online Program Management Office Training website](#)
- [Grants Online Overview \(item #1\) and Glossary \(item #2\)](#)



Grant Recipient User Roles – Definitions

Grant Recipient User Roles – Definitions	
User Role	Responsibilities
<b>Recipient Authorized Representative (also referred to as the Authorized Representative)</b>	Has signatory authority for official grant documents (e.g., SF-424). A person with this role may countersign Award Documents (e.g., New Award, CD-450, or amendment (CD-451)). More than one person may have this role at an organization. For each award, only one person is designated as the primary Authorized Representative.
<b>Recipient Administrator</b>	Has permission to set-up other people in his/her organization as Grants Online users. The Recipient Administrator can also give a user access, as appropriate, to specific awards.
<b>Business / Financial Representative (BIZ/FIN)</b>	Can initiate Award Action Requests (AARs) and prepare Federal Financial Reports (FFRs). A person with this role <b>cannot</b> submit the FFR directly to the Federal agency; he/ she must send it to his/her organization's Authorized Representative.
<b>Business / Financial Representative – Submitting (BIZ/FIN)</b>	Has the same role as the Business / Financial Representative. However, a person with this role <b>may</b> submit the FFR directly to the Federal agency without routing it through an Authorized Representative.
<b>Principal Investigator / Project Director (PI/PD)</b>	Can initiate Award Action Reports and complete Performance Progress Reports (PPRs). A person with this role <b>cannot</b> submit the PPR directly to the Federal agency; he/she must send it to his/her organization's Authorized Representative.
<b>Principal Investigator / Project Director – Submitting (PI/PD)</b>	Has the same role as the Principal Investigator / Project Director. However, a person with this role <b>may</b> submit the PPR directly to the Federal agency without routing it through an Authorized Representative.
<b>Key Personnel (Recipient User)</b>	Can view assigned awards for his/her organization and initiate Award Action Requests. However, a person with this role must submit documents to his/her organization's Authorized Representative. The Authorized Representative will review and submit documents to the agency.
<p><b>More than one user can have the same role.</b>  <b>A single user can have more than one role.</b></p>	

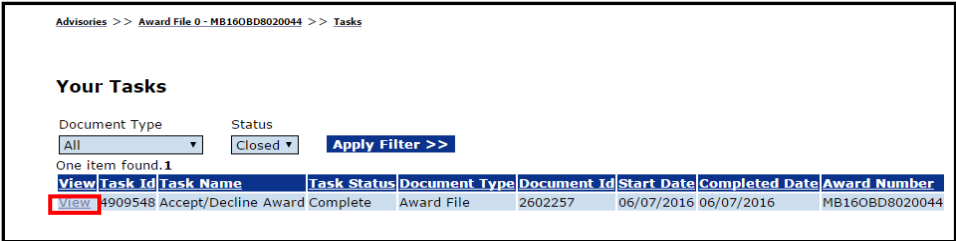
**Grant Recipient User Roles – Functionality**

Grant Recipient User Roles – Functionality							
Role / Functionality	Recipient Authorized Representative	Recipient Administrator	BIZ/FIN Representative	BIZ/FIN Submitting	PI/PD	PI/PD Submitting	Recipient User
View/Access All Org. Awards	X	X	X	X			
View/Access Assigned Awards					X	X	X
Manage Recipient Users		X					
Reassign Tasks	X	X					
Submit an ASAP Enrollment	X						
Initiate Award Action Request	X	X	X	X	X	X	X
Submit Award Action Request	X						
Complete Financial Report	X		X	X			
Submit Financial Report	X			X			
Complete Progress Report	X				X	X	
Submit Progress Report	X					X	

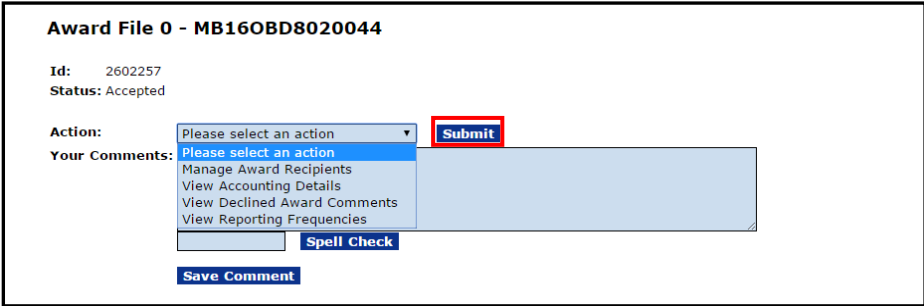
### Process an Inbox Task

Grants Online is a workflow system that sends a task to a user's Inbox for each action the user should complete. The action a user can perform is dependent upon the information in his/her user profile (organization and roles). The steps below explain how to access and complete tasks in the user's Inbox.

- 1. Click the **Inbox** tab.
- 2. Click the **Tasks** link.
- 3. Locate the task you wish to complete and click the **View** link beside that task.



- 4. The launch page for the selected task is visible. Select an item from the Action dropdown menu. Click the **Submit** button.

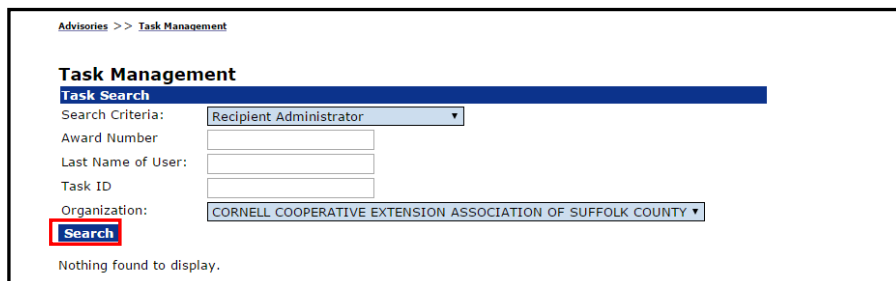


- 5. Perform the remaining steps associated with completion of the selected task.

## Reassign a Task

The following steps explain how to reassign a task between users in the same organization. In addition to being affiliated with the same organization, the user to whom the task is being reassigned must have the same Grants Online role. To locate open tasks in his/her organization, a user should complete step 1-5 in this section of the document.

1. Click the **Inbox** tab.
2. Click the **Task Management** link.
3. While on the Task Management launch page, select the appropriate role from the Search Criteria dropdown list. The selection defaults to the user's main role. For this example, **Recipient Administrator** has been selected.
4. From the Organization dropdown list, select the appropriate organization.
5. Click the **Search** button, under the Task Management header.



Advisories >> Task Management

**Task Management**

**Task Search**

Search Criteria: Recipient Administrator

Award Number:

Last Name of User:

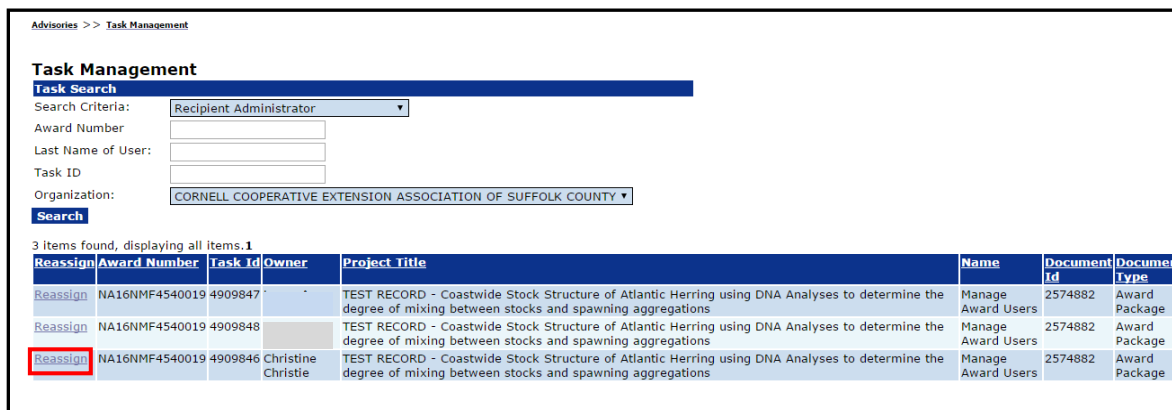
Task ID:

Organization: CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY

**Search**

Nothing found to display.

6. When search results display, click the **Reassign** link next to the task that is to be reassigned.



Advisories >> Task Management

**Task Management**

**Task Search**

Search Criteria: Recipient Administrator

Award Number:

Last Name of User:

Task ID:

Organization: CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY

**Search**

3 items found, displaying all items. 1

Reassign	Award Number	Task Id	Owner	Project Title	Name	Document Id	Document Type
Reassign	NA16NMF4540019	4909847		TEST RECORD - Coastwide Stock Structure of Atlantic Herring using DNA Analyses to determine the degree of mixing between stocks and spawning aggregations	Manage Award Users	2574882	Award Package
Reassign	NA16NMF4540019	4909848		TEST RECORD - Coastwide Stock Structure of Atlantic Herring using DNA Analyses to determine the degree of mixing between stocks and spawning aggregations	Manage Award Users	2574882	Award Package
Reassign	NA16NMF4540019	4909846	Christine Christie	TEST RECORD - Coastwide Stock Structure of Atlantic Herring using DNA Analyses to determine the degree of mixing between stocks and spawning aggregations	Manage Award Users	2574882	Award Package

- From the Search Users page specify the last name of the user to whom the task will be reassigned. If the search is conducted using a common last name, also specify the first name; that limits the number of records returned by the search. By default, the organization is pre-populated with the information specified in step 4 of this section.
- Click the **Search** button.

Advisories >> Task Management

### Search Users

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

First Name

Middle Name

Last Name

Organization

E-Mail Address

State

**Search** **Cancel**

Nothing found to display.

- Click the **Select** link next to the name of the user to whom the task should be reassigned.

Advisories >> Task Management

### Search Users

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

First Name

Middle Name

Last Name

Organization

E-Mail Address

State

**Search** **Cancel**

One item found.1

Action	User ID	Name	Organization	Title	Primary Phone	Primary Address	Email
<b>Select</b>	2004211	Christie, Christine	CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY		631-727-7850	423 Griffing Avenue, Riverhead, NY 11901 USA	testemail@msg2.r

- Click the **Yes** button to confirm the request; click the **No** button to cancel the request.

Advisories >> Task Management

### Task Management -- Reassign

Are you sure you want to reassign the following task to **Christine Christie** ?

One item found.1

Award Number	Task Id	Owner	Project Title	Name	Docum Id
NA16NMF4540019	4909846	Christine Christie	TEST RECORD - Coastwide Stock Structure of Atlantic Herring using DNA Analyses to determine the degree of mixing between stocks and spawning aggregations	Manage Award Users	257488

**Yes** **No**

## Accept an Award

---

### Recipient Authorized Representative (RAR) Only

By electronically signing, the Authorized Representative (the role with signatory authority) agrees to comply with the award requirements. If an award is not electronically signed within thirty days of receipt, the Grants Officer may terminate the award.

The steps below explain how the RAR accepts a grant awarded to his/her organization.

1. Complete steps 1-3 from the [Process an Inbox Task](#) section of this document.
2. From the Action dropdown menu on the Award File 0 launch page the user can select from the following options:

Option	Explanation of RAR Action
Accept Award	Acknowledge acceptance and concurrence with the terms of the award.
Decline Award	Indicate intent to decline the award. In conjunction with selecting this action, a reason must be given for declining the award.
Manage Award Recipients	View and edit user roles for his/her organization. Can also reset passwords and unlock accounts for users in his/her organization.
Reassign Acceptance	Assign a task to another RAR. The RAR to whom the task is assigned must have equivalent access rights to act on behalf of the organization.
Return to Federal Agency for Revision	Return an award to the originating agency for revisions prior to acceptance.
View Accounting Details	View the following information about the award: ACCS Lines, amount obligated, amount disbursed, and the transaction date.
View Award Details	Verify the award details, associated attachments, and terms of performance prior to accepting the award.
View Declined Award Comments	View the comments entered when an award was declined.
View Reporting Frequencies	View the frequency with which reports must be submitted. <ul style="list-style-type: none"> <li>• Performance Progress Reports (interim and final)</li> <li>• SF-xxx (interim and final)</li> </ul>

- IMPORTANT:** The RAR does not have the option to Accept Award or Decline Award until he/she has viewed the Award Details. This forces the RAR to ensure the accuracy of the Award conditions **prior** to accepting the Award.
- To either accept or decline the Award, select **View Award Details** from the Action dropdown menu and click the **Submit** button. Prior to viewing the Award details, the Accept Award or Decline Award options are not available from the Action dropdown menu.

**Award File 0 - NA17NOS4820023**

**Id:** 2607426  
**Status:** Approved: RecipientAuthorizedRepresentativeActions - Not Started

**Action:** Please select an action Submit

**Your Comments:** Please select an action  
 Manage Award Recipients  
 Reassign Acceptance  
 Return to Federal Agency for Revision  
 View Accounting Details  
View Award Details  
 View Declined Award Comments  
 View Reporting Frequencies

- The following screen image is visible when the user selects the Award Details option. The links on the screen provide important details. Review that information **prior** to accepting the Award. While on the Award Details screen, if you click the **CD-450 Report** button, a copy of the CD-450 is downloaded to the user's computer. To return to the previous screen, click the **Cancel** button.

Financial Assistance Award					
<b>Recipient Name:</b>	UNIVERSITY OF ARIZONA	<b>DBA Name</b>	ARIZONA BOARD OF REGENTS	<b>Federal Share of Cost:</b>	\$580.00
<b>Street Address:</b>	888 N EUCLID AVE RM 510			<b>Recipient Share of Cost:</b>	\$0.00
<b>City, State, Zip:</b>	TUCSON , AZ 85719-4824	<b>Project Title:</b>	Retest GOL-618 new req.	<b>Total Estimated Cost:</b>	\$580.00
<b>CFDA Number:</b>	11.482	<b>Award Number:</b>	NA17NOS4820068	<b>Award Period:</b>	01/01/2017 - 07/31/2017
Internal Use Only					
<b>ASAP Authorize Amount:</b>	\$580.00	<b>Prior Year Fund:</b>	false	<b>DoNotPay List Checked</b>	<input checked="" type="checkbox"/>
CD-450 Items					
<input checked="" type="checkbox"/>	<a href="#">Department of Commerce Financial Assistance Standard Terms and Conditions</a>				
<input checked="" type="checkbox"/>	<a href="#">R &amp; D Award</a>				
<input checked="" type="checkbox"/>	<a href="#">Federal-Wide Research Terms and Conditions, as adopted by The Dept. Of Commerce</a>				
<input checked="" type="checkbox"/>	<a href="#">Bureau Specific Administrative Standard Award Conditions</a>				
<input type="checkbox"/>	Award Specific Special Award Conditions				
<input checked="" type="checkbox"/>	Line Item Budget (File Attached)				
<input checked="" type="checkbox"/>	<a href="#">2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements as Adopted Pursuant to 2 CFR § 1327.101</a>				
<input type="checkbox"/>	48 CFR Part 31, Contract Cost Principles and Procedures				
<input checked="" type="checkbox"/>	<a href="#">Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements (REF:79 FR 78390 DECEMBER 30, 2014)</a>				
<input type="checkbox"/>	Multi-Year Award. Please see the Multi-Year Special Award Condition.				
<input type="checkbox"/>	Other(s)				
Grants Officer: Alan Conwaw			Signature Date: 06/07/2017		
Recipient Authoritative: Carol Evans Senior Sponsored Programs Administrator			Signature Date: 06/07/2017		
Last CBS Validation: Status:					
<p>This award approved by the Agency Grants Officer constitutes an obligation of Federal funding. By electronically signing, the Recipient agrees to comply with the Award provisions 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 unilaterally terminate this Award.</p>					
<span style="border: 1px solid red; padding: 2px;">CD-450 Report</span>		<span style="background-color: #0056b3; color: white; padding: 2px;">Award Finance Report</span>			

- When the Award File 0 launch page is visible again, the user has two additional options. Select either **Accept Award** or **Decline Award** from the Action dropdown menu. Click the **Submit** button.

**Award File 0 - NA17NOS4820023**  
Id: 2607426  
Status: Approved: RecipientAuthorizedRepresentativeActions - In Progress

Action: Please select an action

Your Comments: Please select an action

- Accept Award
- Decline Award
- Manage Award Recipients
- Reassign Acceptance
- Return to Federal Agency for Revision
- View Accounting Details
- View Award Details
- View Declined Award Comments
- View Reporting Frequencies

- On the Accept Award page, scroll to the bottom of the page and verify the Recipient Administrator Information. If the Recipient Administrator Information needs to be updated, click the **Add/Change Recipient Administrator** link. If the Recipient Administrator Information is blank or cannot be updated, contact the Grants Online Help Desk.

**Accept Award**

Organization : University of Florida

**Recipient Administrator Information**

Name

Email

Phone

[Add/Change Recipient Administrator](#)

If appropriate →

- To complete the task, click the **Save** button.

**Accept Award**

Organization : University of Florida

**Recipient Administrator Information**

Name

Email

Phone

[Add/Change Recipient Administrator](#)

Please use the link above to add/change the Recipient A



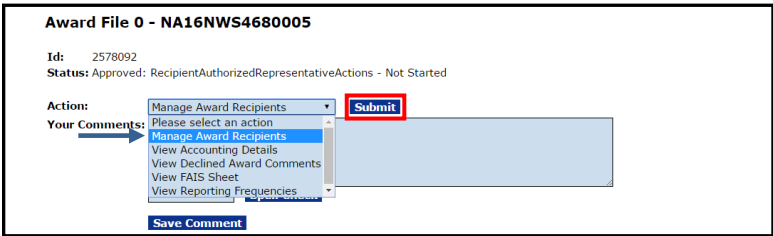
## Manage Award Users

### Recipient Administrator ONLY

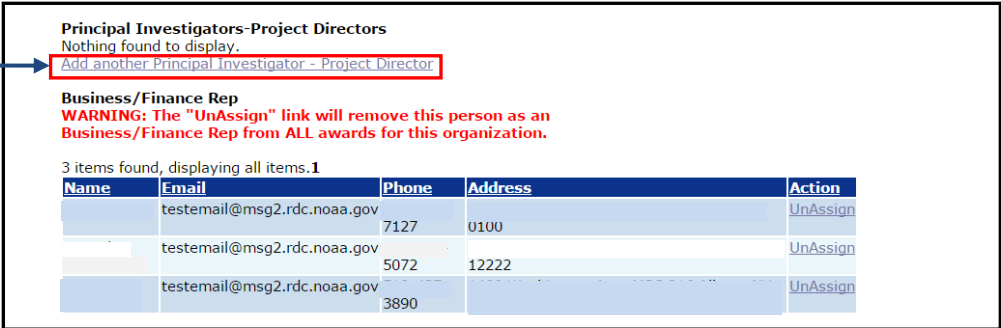
In addition to accepting an award within 30 calendar days of award notification, the Recipient Administrator must also identify the award's Principal Investigator (PI) / Project Director (PD) within 30 calendar days of the award's acceptance. It is highly recommended that the Recipient Administrator keep the Grants Online award profile up-to-date; updating the system when roles are modified or staff is no longer affiliated with the organization.

1. Complete steps 1-3 from the [Process an Inbox Task](#) section of this document.
2. While on the Award File 0 launch page, select **Manage Award Recipients** from the Action dropdown menu. Click the **Submit** button.

Award File 0 is the original Award; Award File 1, Award File 2, etc. are amendments to the original Award File.



3. Steps 4-15 should be completed to add a person for any role. The example below focuses on adding a Principal Investigator/Project Director (PI/PD). The person/people assigned to the PI/PD role should be the same as those submitted on the application.
4. Note the message: **Nothing found to display** for the PI/PD role associated with the award. On the screen, click the **Add Another Principal Investigator - Project Director** link to identify a Principal Investigator (PI) or Project Director (PD) for the award.



- On the Recipient Search page, locate the person you would like to assign as a PI/PD for this award. If the search returns one or more names, click the **Select** link in the Action column to indicate the person who should be assigned.

**Recipient Search**

Last Name :  First Name :

Click "Search" with name fields blank to display all available users.  
 Search for users in all of my organizations:

**Search** **Cancel**

**Search Results** 5 items found, displaying all items.1

Action	Name	Title	Email	Address	Phone	Fax
Select			testemail@msg2.rdc.noaa.gov			
Select			testemail@msg2.rdc.noaa.gov			
Select			testemail@msg2.rdc.noaa.gov			
Select			testemail@msg2.rdc.noaa.gov			
Select		Assistant Professor	testemail@msg2.rdc.noaa.gov			

- If the PI's or PD's name is not returned from the search, click the **Add a New User** link to establish that person as a Grants Online user.

**Recipient Search**

Last Name :  First Name :

Click "Search" with name fields blank to display all available users.  
 Search for users in all of my organizations:

**Search** **Cancel**

**Search Results** Nothing found to display.

[Add a new User](#)

- Information must be provided for each data item that has a red asterisk. Select the appropriate **User Role** from the dropdown menu. In this example, the person is being assigned to the Investigator role. Enter data as appropriate then click the **Save** button. For the sake of readability, the image below is displayed across consecutive pages.

**Create Recipient User**

For Organization: NOAA - 1001227 - CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY

**User Profile**

Prefix :

First Name: \*

Middle Name:

Last Name: \*

Suffix :

**User Account Details**

User Name: \*

Username will be generated on save.

**Reset Password**

**User Role** :

**Reset Password**

User Role : Investigator

**Address :**  
Title :  
Street :  
City :  
State : Please select a state  
Zip : Country :  
Email :\* mschmidlapp  
Alternate Email :  
Phone :\* 301 444 5551 Extension :  
Alternate Phone : Extension :  
Fax :

**Save Done**

8. A page is now available to make any additional edits. When finished editing, click the **Done** button to return to the previous screen.

**Edit Recipient User**

For Organization: NOAA - 1001227 - CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY

**User Profile**  
Prefix : None  
First Name :\* Mary  
Middle Name :  
Last Name :\* Schmidlapp  
Suffix : None

**User Account Details**  
User Name :\* mschmidlapp

**Reset Password**

**Address :**  
Title :  
Street :  
City :  
State : Please select a state  
Zip : Country :  
Email :\* mschmidlapp  
Alternate Email :  
Phone :\* 301 444 5551 Extension :  
Alternate Phone : Extension :  
Fax :

**Done**

9. When the Recipient Administrator adds a Grants Online user and specifies the new user's role, that person is available for assignment to an award.

10. In the Action column, click the **Manage Award Access** link.

**Manage Recipients**

Individuals that belong to any of your organizations:

8 Items found, displaying all Items.1

Name (Last, First)	Phone	Action	Has a Recipient Role	Disassociated Date	User Name
Christie, Christine		<a href="#">Manage Award Access</a>	Y	N/A	cchristie
		<a href="#">Edit Profile</a>			
		<a href="#">Manage Award Access</a>	Y	N/A	
Schmidlapp, Mary	301 444 5551	<a href="#">Manage Award Access</a>	Y	N/A	mschmidlapp
		<a href="#">Edit Profile</a>			
		<a href="#">Manage Award Access</a>	N	02/26/2009	

If a single user has multiple accounts, you may contact the Grants Online Help Desk to have them merged into one account. Click on the Help tab above.

[Add another user](#)

[Guidance](#)

Click button below for a report of all users in the selected organization showing their roles on each award. This report may be exported to an Excel spreadsheet.

[Generate Active Award Access Report](#)

11. From the next screen the user can be assigned to various roles (e.g., Authorized Representative, Recipient Administrator, Business / Financial Representative, etc.).

12. Locate the row of radio buttons associated with PI/PD, PI/PD Submitting, Not a PI/PD, or Key Personnel; each award has a row of radio buttons. Click the radio button in the column that corresponds to the role the user should be assigned. In this example, the person is assigned to the **PI/PD Submitting** role. To retain the selection, click the **Assign** button.

**Manage Recipient - Mary Schmidlapp**

You are viewing the current access levels and roles for **Mary Schmidlapp** on all awards that belong to **CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY**.

Please use the checkboxes found below to add or restrict access.

Check to add **Mary Schmidlapp** as the **Recipient Authorized Representative**

Check to add **Mary Schmidlapp** as the **Administrator**

**Mary Schmidlapp** is:

Not a Business/Financial Representative

A Business/Financial Representative

A Business/Financial Representative with authority to submit Federal Financial Reports directly to the Federal Agency without routing through the Recipient Authorized Representative

Please note that by checking the above boxes this user will become the Recipient Administrator, Recipient Authorized Representative, or Business/Financial Representative for all Awards. Unchecking these boxes will remove the user from the respective role for all Awards.

A Principal Investigator/Project Director (PI/PD) submits Project Progress Reports through the Authorized Representative. A Principal Investigator/Project Director (PI/PD) - Submitting has the option to submit Project Progress Reports directly to the Federal Agency without going through the Recipient Authorized Representative.

3 Items found, displaying all Items.1

Award	Award Title	PI/PD	PI/PD - Submitting	Not a PI/PD	Key Personnel
NA14NMF4630090	TEST RECORD - Long Island Sound Deep Water Derelict Lobster Gear Assessment, Removal and Prevention	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
NA14NMF4720314	TEST RECORD - Bycatch Avoidance Communication Network Expansion(Continuation & Augmentation to the Current Avoidance Network for River Herring/Butterfish to Include GB Yellowtail in the Whiting/Squid Fishery	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
NA16NMF4540019	TEST RECORD - Coastwide Stock Structure of Atlantic Herring using DNA Analyses to determine the degree of mixing between stocks and spawning aggregations	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

**Note:** If you uncheck a box, the system will restrict access. If you choose to disassociate this user they will be removed from all awards under **CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY**.

[Assign](#) [Cancel](#)

13. Note the message at the top of the screen:

**The save was successful; the user’s roles and Award assignments have been modified accordingly.**

**Manage Recipient - Mary Schmidlapp**

**The save was successful, this users Roles and Award Assignments have been modified accordingly.**

You are viewing the current access levels and roles for **Mary Schmidlapp** on all awards that belong to **CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY**.

Please use the checkboxes found below to add or restrict access.

Check to add **Mary Schmidlapp** as the **Recipient Authorized Representative**

Check to add **Mary Schmidlapp** as the **Administrator**

**Mary Schmidlapp** is:

- Not a Business/Financial Representative
- A Business/Financial Representative
- A Business/Financial Representative with authority to submit Federal Financial Reports directly to the Federal Agency without routing through the Recipient Authorized Representative

14. A return to the Manage Recipients Screen confirms the person has been added and now is assigned a Recipient role.

**Manage Recipients**

Individuals that belong to any of your organizations:

8 items found, displaying all items.1

Name (Last, First)	Phone	Action	Has a Recipient Role	Disassociated Date	User Name
Christie, Christine		<a href="#">Manage Award Access</a> <a href="#">Edit Profile</a>	Y	N/A	cchristie
		<a href="#">Manage Award Access</a> <a href="#">Edit Profile</a>	Y	N/A	
Minei, Vito		<a href="#">Manage Award Access</a> <a href="#">Edit Profile</a>	Y	N/A	
		<a href="#">Manage Award Access</a> <a href="#">Edit Profile</a>	N	02/26/2009	
		<a href="#">Manage Award Access</a> <a href="#">Edit Profile</a>	Y	N/A	
Schmidlapp, Mary	301 444 5551	<a href="#">Manage Award Access</a> <a href="#">Edit Profile</a>	Y	N/A	mschmidlapp
		<a href="#">Manage Award Access</a> <a href="#">Edit Profile</a>	Y	N/A	

15. The image (shown earlier in Step 4) of this section has been updated; the newly-added user is now assigned the role of a Principal Investigator / Project Director.

**Award - NA16NMF4540019**

**Authorized Representative(s)**

**WARNING: The "UnAssign" link will remove this person as an Authorized Representative from ALL awards for this organization.**

3 items found, displaying all items.1

Primary	Name	Email	Phone	Address	Action
		testemail@msg2.rdc.noaa.gov			<a href="#">UnAssign</a>
	Christie, Christine	testemail@msg2.rdc.noaa.gov			<a href="#">UnAssign</a>
Primary		testemail@msg2.rdc.noaa.gov			<a href="#">UnAssign</a>

[Change Primary](#)  
[Add another Authorized Representative](#)

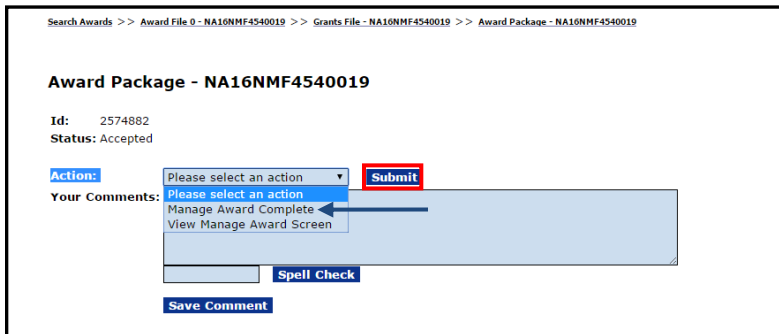
**Principal Investigators-Project Directors**

One item found.1

Lead	Name	Email	Phone	Address	Action
→	Schmidlapp, Mary	mschmidlapp	301 444 5551		<a href="#">UnAssign/Deactivate</a>

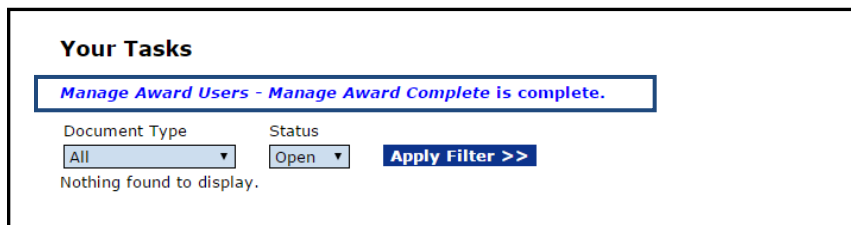
[Change Lead](#)  
[Add another Principal Investigator - Project Director](#)

- When finished making and/or updating person/role assignments, return to the Award Package launch page. From the Action dropdown menu, select **Manage Award Complete**. Click the **Submit** button.



- On the resulting screen image, the following message is visible:

**Manage Award Users – Manage Award Complete is complete.**



- Observe that at the bottom of the Manage Recipients screen there is a **Disassociate User** button. This option should be used to curtail a user’s access to an award. This is applicable when the person is no longer a member of the organization or is no longer associated with the award.

For tracking purposes, this person’s name is still included in the list of individuals associated with the organization. Although the name remains on the organization’s user list, the date the person was disassociated with the award is displayed in the **Last Disassociated On** column. Starting with the date on which the user was disassociated, the user **will not** receive email notifications associated with the award and organization.

Award	Award Title	PI/PD	PI/PD - Submitting	Not a PI/PD	Key Pers
NA14NMF4630090	TEST RECORD - Long Island Sound Deep Water Derelict Lobster Gear Assessment, Removal and Prevention	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NA14NMF4720314	TEST RECORD - Bycatch Avoidance Communication Network Expansion(Continuation & Augmentation to the Current Avoidance Network for River Herring/Butterfish to Include GB Yellowtail in the Whiting/Squid Fishery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NA16NMF4540019	TEST RECORD - Coastwide Stock Structure of Atlantic Herring using DNA Analyses to determine the degree of mixing between stocks and spawning aggregations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: If you uncheck a box, the system will restrict access. If you choose to disassociate this user they will be removed from all awards under CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY.

Assign Cancel

**Disassociate User**

## Print the Award Acceptance Letter

1. Click the **Awards** tab.
2. Click the **Search Awards** link. The Search Awards launch page is visible.
3. To search for the Award Acceptance Letter, use one of two methods:
  - a. For a general search, the user can specify the Award Status as **All** or **Open**, leaving the remaining search criteria boxes blank.
  - b. To limit the number of results displayed when the search is executed, the user may opt to specify the Award Number (or as in the example below, a portion of the Award Number). Note the use of the wildcard symbol (%).
4. Click the **Search** button. The awards to which the user has access and meet the criteria specified are visible on the screen.

**Search Awards**

Award Number:

Recipient Name:

Project Title:

Award Status:

PI-PD Last Name:

Please use the above fields to narrow down your search. Searches are not case-sensitive. Fields can be partially completed to get all matching results. Use % as wildcard in search string.

5. When the search results are displayed, click the **Award Number** link on the same line as the award.

**Search Awards**

Award Number:

Recipient Name:

Project Title:

Award Status:

PI-PD Last Name:

Please use the above fields to narrow down your search. Searches are not case-sensitive. Fields can be partially completed to get all matching results. Use % as wildcard in search string.

**Search Results**

12 items found, displaying all items.1

Award Number	Org ID	Recipient Name	Project Title	Award Status	Principal Investigators-Project Directors
NA14NMF4720314	1001227	CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY	TEST RECORD - Bycatch Avoidance Communication Netw...	Accepted	
NA16NMF4540019	001227	CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY	TEST RECORD - Coastwide Stock Structure of Atlanti...	Accepted	None Designated
NA04NMF4540038	1001227	CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY	TEST RECORD - Evaluation of the Effect of Vent Siz...	Closed	

- The Grants File launch page is visible. Scroll down to the Sub-Documents section and click the **ID** link beside the Award Package.

Sub Documents			
Type	ID	Title	Status
Award Package	<a href="#">2574882</a>	TEST RECORD - Coastwide Stock Structure of Atlanti...	Accepted
Special Award Condition Report	<a href="#">2574882</a>	Special Award Condition Report	
Award File 0	<a href="#">2574624</a>	TEST RECORD - Coastwide Stock Structure of Atlanti...	Accepted

Export options: [Excel](#)

- The Award Package page is visible. Click the **Go to Award Package Details Page** link.

**Award Package - NA16NMF4540019**

**Id:** 2574882  
**Status:** Accepted

[Go to Award Package Details Page >>](#)

- Scroll to the bottom of the page and click the **CD-450 Report** button. The Financial Assistance Award document downloads to the user's computer as an Adobe PDF file.

**Attachments:**

Name	Short Description	Created Date
NA16NMF4540019 - 16-HERR-002 Revised Atl Herring SF-424A.Signed.pdf	Revised SF-424A	01/11/2016 11:33:22 AM
NA16NMF4540019 Official Accepted CD-450.pdf	NA16NMF4540019 Official Accepted CD-450	06/09/2016 05:15:42 PM
NA16NMF4540019 Official Accepted Special Award Conditions.pdf	NA16NMF4540019 Official Accepted Special Award Conditions	06/09/2016 05:15:44 PM

[Download All](#) [Large File Guidance](#)

Grants Officer: Naabla Bannerman Signature Date: 01/27/2016  
 Recipient Authorized Representative: Mr. Vito Minei , Executive Director Signature Date: 06/09/2016  
 Last CBS Validation: Status:

This award approved by the Agency Grants Officer constitutes an obligation of Federal funding. By electronically signing, the Recipient agrees to comply with the Award provisions checked on 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.


[CD-450 Report](#)

- Click the **CD450 XXX.pdf** (where **XXX** is replaced by the actual file name) on the browser's task bar to view and/or print the Adobe PDF file.

Grants Officer: NOAA Grants Officer-GOT Signature Date: 05/03/2016  
 Recipient Authorized Representative: Arthur Rep10 Signature Date: 09/08/2016  
 Last CBS Validation: Status:

This award approved by the Agency Grants Officer constitutes an obligation of Federal funding. By electronically signing, the Recipient agrees to comply with the Award provisions checked on 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.

[CD-450 Report](#)  
[Cancel](#)

 CD450 (2).pdf



## Create & Submit an Award Action Request (AAR)

1. Click the **Awards** tab.
2. Click the **Search Awards** link. The Search Awards launch page is visible.
3. Select Award Status = Open or input the Award Number or a portion of the Award Number and click the **Search** button.
4. When the search results are returned, click the **Award Number** link next to the appropriate award.

**Search Awards**

Award Number:

Recipient Name:

Project Title:

Award Status:

PI-PD Last Name:

**Search** **Reset**

Please use the above fields to narrow down your search. Searches are not case-sensitive. Fields can be partially completed to get all matching results. Use % as wildcard in search string.

**Search Results**

3 items found, displaying all items.1

Award Number	Org ID	Recipient Name	Project Title	Award Status	Principal Investigators-Project Directors
<a href="#">NA14NMF4720314</a>	1001227	CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY	TEST RECORD - Bycatch Avoidance Communication Netw...	Accepted	
<a href="#">NA16NMF4540019</a>	1001227	CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY	TEST RECORD - Coastwide Stock Structure of Atlanti...	Accepted	Mary Schmidlapp
<a href="#">NA14NMF4630090</a>	1001227	CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY	TEST RECORD - Long Island Sound Deep Water Derelic...	Expired	

5. On the Grants File launch page, select **Create Award Action Request** from the Action dropdown menu. Click the **Submit** button.

Advisories >> Search Awards >> Grants File - NA16NMF4540019

**Grants File - NA16NMF4540019**

**Id:** 2574623  
**Status:** Accepted

**Action:**  **Submit**

**Your Comments:**  **Save Comment**

- Create Award Action Request
- View Accounting Details
- View/Manage Award-related Personnel

**Spell Check**

- The [Award Action Request Guidance \(item #4\)](#) was developed by NOAA's Grants Management Division and is maintained by the Grants Online Program Management Office. Refer to the guidance for an explanation of the data elements associated with each Award Action Request.

The last two pages of the Award Action Request guidance document includes a table that indicates which AARs result in an Amendment and whether the Amendment requires Recipient approval/acceptance.

- The Grants Online Award Action Request Index is comprised of hyperlinks that can be used to navigate to information for each AAR. Click the link that corresponds to the AAR you wish to create.

In the first example, the **No Cost Extension – Prior Approval Waived (Research Terms and Conditions)** link was selected.

**Award Action Request Index - NA18GOT9980014**

- \* No Cost Extension - Prior Approval Required
- [Extension to Close Out](#)
- [Change in Principal Investigator/Project Director](#)
- [Change in Key Person Specified in the Application](#)
- [Satisfy Specific Conditions](#)
- [Transfer of Funds Budgeted for Participant Support Costs to Other Categories of Expense](#)
- Re-budget - Prior Approval Required
- [Pre-Award Costs More than 90 Days](#)
- [Submit Additional Closeout Documents](#)
- Other

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

\* Note: Award Action Requests marked with an \* will always result in an amendment to the award (if approved). Other requests generally result in a notification of approval. However, request may result in an amendment at the discretion of the Grants Officer. See guidance document for more information.

[Guidance](#)  
[Return to Main](#)

**No Cost Extension - Prior Approval Waived (Research Terms and Conditions)**

- [Change in Scope](#)
- [Foreign Air Carrier for Travel](#)
- [Disengagement for More Than 3 Months, or 25% Reduction by Project Director or PI](#)
- [Inclusion of Costs Requiring Prior Approval in Cost Principles](#)
- \* [Subaward, Transfer or Contract Out Work Under the Award if Not Described in the Approved Application](#)
- [Rebudget - Prior Approval Waived \(Research Terms and Conditions\)](#)
- \* [Termination by Consent](#)

- By default, information for the Extension Date data element is pre-populated and cannot be modified. If appropriate the user can enter data for the Justification data element. Click the **Save** button.

**No Cost Extension - Prior Approval Waived (Research Terms and Conditions) - NA18GOT9980014**

Note: The Attachments link does not appear until the document is successfully saved.  
**No Cost Extension - Prior Approval Waived (Research Terms and Conditions)**  
[Guidance](#)

URI:

Extension Date    Month     Year     Day

Justification

This is where I would provide a justification for requesting additional time required to complete the project.

   [Spell Check](#)

[Save](#)    [Cancel](#)

- The launch page for the selected AAR is re-displayed with an opportunity to include attachments. Click the **[+]** and upload any relevant documents. Make any additional edits. Click the **Save** button.

**No Cost Extension - Prior Approval Waived (Research Terms and Conditions) - NA18GOT9980014**

**Attachments:**  
 No attachments.  
 Add new Attachment: **[+]**  
 Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters or less if there are more than 10 attachments. [Large File Guidance](#)

**No Cost Extension - Prior Approval Waived (Research Terms and Conditions)**  
[Guidance](#)

**URI:**  
 Extension Date: Month  Year  Day

Justification:

- When all information associated with the Award Action Request has been specified click the **Save and Start Workflow** button.

**No Cost Extension - Prior Approval Waived (Research Terms and Conditions) - NA18GOT9980014**

**Attachments:**  
 No attachments.  
 Add new Attachment: **[+]**  
 Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters or less if there are more than 10 attachments. [Large File Guidance](#)

**No Cost Extension - Prior Approval Waived (Research Terms and Conditions)**  
[Guidance](#)

**URI:**  
 Extension Date: Month  Year  Day

Justification:

- In response to clicking the Save and Start Workflow button, the user must confirm the intent to advance to the next step. To move forward, click the **OK** button.

grantsonlinetraining.rdc.noaa.gov says:

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

**NON-INTERFACED**

**No Cost Extension - Prior Approval Waived (Research Terms and Conditions) - NA18GOT9980014**

12. A review task is sent to the user's Inbox for the request. If the person who created the AAR is also the Authorized Representative (AR) he/she can submit the request to the agency.
13. Otherwise the task must be sent to the organization's AR who subsequently forwards the request to the sponsoring agency.
14. The next example, in this section, shows a screen of the data elements associated with the **Change in a Key Person Specified in the Application** AAR. Refer to the **Change in a Key Person Specified in the Application** in the [Award Action Request Guidance \(item #4\)](#).

**Change in Key Person Specified in the Application - NA18GOT9980014**

Note: The Attachments link does not appear until the document is successfully saved.  
**Change in Key Person Specified in the Application**  
[Guidance](#)

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

Name (Last, First)\*  Email\*   
Phone Number\*  Title   
Address\*  Effective Date\*

Justification\*

15. When data entry is complete for the initial screen, click the **Save** button. This activates the Attachment widget. Identify any files that should accompany the AAR.
16. Follow steps 9 through 13 to submit the AAR to the award-sponsoring agency.
17. The next example, in this section, shows a screen of the data elements associated with updating the PI/PD role. Refer to the [Award Action Request Guidance \(item #4\)](#) to obtain instructions to complete the **Change in Principal Investigator / Project Director** AAR.

**Change in Principal Investigator/Project Director - NA18GOT9980014**

Note: The Attachments link does not appear until the document is successfully saved.  
**Change in Principal Investigator/Project Director**  
[Guidance](#)

New PI Information  
[Search PI](#)

Name (Last, First) \*  Email \*   
Phone Number \*  Effective Date \*   
Address \*

Justification \*

- 18. When data entry is complete for the initial screen, click the **Save** button. This activates the Attachment widget. Identify any files that should accompany the AAR.
- 19. Follow steps 9 through 13 to submit the AAR to the award-sponsoring agency.
- 20. The final example, in this section, shows a screen of the data elements associated with updating the ASAP Drawdown Request. Refer to the [Award Action Request Guidance \(item #4\)](#) to obtain instructions to complete the **ASAP Drawdown Request** AAR.

**ASAP Drawdown Request - ED15HDQ3130020**

**Attachments:**  
No attachments.  
Add new Attachment: [\[+\]](#)  
*Any changes to information on this page should be saved before adding or removing attachments. File name should [Large File Guidance](#)*

**ASAP Drawdown Request**  
[Guidance](#)

Requested Drawdown Date \*   
Requested Amount \*   
Period Covered by this Request \* From  To   
Total Expenditures to Date \*   
Total Federal Funds Previously Requested \*

Justification

**Award Action Request Report**

Note: Starting workflow will take a minute. You will have the first task.

21. When data entry is complete for the initial screen, click the **Save** button. This activates the Attachment widget. Identify any files that should accompany the AAR.
22. Follow steps 9 through 13 to submit the AAR to the award-sponsoring agency.

## Submit an ASAP Enrollment

### NOAA Only

For assistance with ASAP Enrollment the contact person is:

Darius Porter, NOAA Grants Management Division: [Darius.Porter@noaa.gov](mailto:Darius.Porter@noaa.gov)

1. Click the **Awards** tab.
2. Click the **ASAP Enrollment Request** link.
3. If presented with more than one organization, select the appropriate organization from the dropdown list. Click the **Submit** button.
4. When presented with the screen below, complete the Point of Contact section. Mandatory data entry items are indicated by a red asterisk (\*).
5. Click the **Save and Start Workflow** button.

**ASAP Enrollment Request**  
Organization: RESEARCH FOUNDATION FOR THE STATE UNIVERSITY OF NEW YORK, THE (2003334)  
Request ID: 2602413

Information for the Point of Contact who will work with the Grants Making Agency to complete the ASAP Enrollment for this organization.

**Organization Profile**  
EIN/TIN#: 14-1368361  
DUNS: 152652822  
Name: RESEARCH FOUNDATION FOR THE STATE UNIVERSITY OF NEW YORK, THE  
Type: H - Public/State Controlled Institution of Higher Education  
Address: 1400 WASHINGTON AVE  
ALBANY, NY 122220100

**Point of Contact**  
Name \*   
Title \*   
Email \*   
Phone Number \*

**Attachments:**  
No attachments.  
Add new Attachment: [+]  
Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters or less if there are more than 10 attachments.  
[Large File Guidance](#)

**Save** **Save and Start Workflow** **Cancel** **Print**

The image below shows the Point of Contact information as it may have been completed in the previous image.

**Point of Contact**  
Name: Jeannine Vaughne  
Title: Dr.  
Email: jvaughne@rdc.test.gov  
Phone Number: 301 333 4444

- The user is presented with the Organization Profile Change Request screen. From this point the options are: Forward Request to Authorized Representative, View/Edit Request, or Withdraw Request. Select an option and click the **Submit** button. From this screen there is also an option to click the **Print Workflow History** button.

- When **Forward Request to Authorized Representative** is selected, the task initially goes to the document’s creator and then to the organization’s Authorized Representative.
- The following message on the screen confirms the request is complete:

**ASAP Enrollment Request – Forward Request to Authorized Representative is complete.**

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number
	4910109	ASAP Enrollment Request Complete	Complete	Organization Profile Change Request	2602413	06/15/2016	06/15/2016	N/A

- If the person who created the enrollment request also has the Authorized Representative role, he/she can submit the request to the agency.

**ITA, MBDA, EDA**

These agencies use a different ASAP Enrollment process than NOAA. For ASAP Enrollment assistance, the contacts are as follows:

**ITA, MBDA**

Angela Carpenter, MBDA: [Angela.Carpenter@noaa.gov](mailto:Angela.Carpenter@noaa.gov)

Helen Pham, ITA: [Helen.Pham@noaa.gov](mailto:Helen.Pham@noaa.gov)

**EDA**

ASAP Enrollment, NOAA Finance: [EDAGrants@noaa.gov](mailto:EDAGrants@noaa.gov)



## Overview -- Performance Progress (PPR) and Federal Financial (FFR) Report

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During the Post-Award portion of the Grants Online lifecycle, the Grant Recipient must submit one or more reports: the Performance Progress Report, and/or Financial Report (SF-425, SF-270 or SF-425A). The reporting requirements were specified in the Award's Terms and Conditions and agreed to by the Grant Recipient when accepting the Award.

The Report Status options are explained below:

- **Delinquent** – The report due date has passed; the report has not been submitted to the appropriate Department of Commerce (DOC) agency. Although a report was not submitted by the deadline, it can still be submitted to the DOC agency using Grants Online.
- **Not Delinquent** – The report has been created and is ready to be completed (by the recipient) and submitted to the DOC agency. For 30 days after the report's due date, the status is **Not Delinquent**. For a **final** report, the status is **Not Delinquent** for 120 days. After either 30 days (for an interim report) or 120 days (for a **final** report) the status is changed to **Delinquent**.
- **Submitted** – The report has been submitted to the DOC agency but has not yet been accepted.
- **Accepted** – The report has been accepted by the DOC agency.

Two report status categories are relevant when an accepted report has been retracted and replaced with an updated report.

- **Withdrawn** – The report was previously accepted by the Federal agency but was subsequently retracted for correction. When a report is retracted, a new report is created; the status on the newly-created report is either **Not Delinquent** or **Delinquent** (depending upon the report due date).
- **Replaced** – A report that previously had a status of **Withdrawn**. When the new report (created by the system when the original report was retracted) has been accepted by the Federal agency, the **Withdrawn** Status is changed to **Replaced**.

The Performance Progress Report and the SF-425 are generated one day after the performance period end date. The report is due 30 days after the performance period end date.

The final Performance Progress Report and final SF-425 are generated one day after the award end date. The final report is due 120 days after the award end date.

## **Reminder Notifications (PPRs, FFRs, and Specific Conditions )**

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As previously discussed, the initial PI/PD and Key Personnel must be the same as the person's name specified on the award application. The recipient must use the Award Action Request to obtain pre-approval for updates to those assigned to the PI/PD or Key Personnel role from the sponsoring DOC agency.

Keeping the PI/PD or Key Personnel role (and other roles) up-to-date ensures Grants Online automated notification messages (e.g., report deadlines and report reminders) are sent to the appropriate recipient personnel. Messages to DOC grant recipients associated with the submission of required reports and SACs are automated; they cannot be turned off using the Grants Online User Preferences option.

Grants Online automated notifications and reminders for Federal Financial Reports, Performance Progress Reports, and satisfaction of Specific Conditions due dates are sent to the PI/PD. If a recipient has not identified a PI/PD on the Grants Online award profile, the advance notifications and reminders are sent to the Recipient's Authorized Representatives and Recipient Administrators.

Grants Online automated advance notifications and reminders for FFRs are sent to the recipient's Business/Financial Representative. If a recipient has not identified a Business/Financial Representative on the Grants Online award profile, the advance notifications and reminders are sent to the Recipient's Authorized Representatives and Recipient Administrators.

Refer to the [Grants Online Notification Chart \(item #5\)](#) for a summary of when recipients receive alerts for upcoming performance progress and financial reports; delinquent notifications; and enforcement notices.

 **NOTE:** The former name of this Grants Online object was Special Award Condition.

## Performance Progress Report

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### Performance Progress Report Details

- **Annual Performance Progress Report** – Initial Progress Report that covers the first nine months after the award start date. The deadline to submit the report is 30 days after the report period ends.
- **Annual Performance Progress Report (EDA only):** Initial Progress Report due 12 months after the award start date. The due date for the PPR allows the Agency sufficient time to review the Progress Report prior to releasing money for the next year of funding.
- **Semi-annual Performance Progress** – Progress Report due no later than 30 calendar days following the end of each six month period beginning with the award's start date.
- **Semi-annual Performance Progress Report (Synchronized with Financial Report)** – First Progress Report may be a partial reporting period to synch with the Federal Financial Report.

A last semi-annual report may be required no later than 30 calendar days following the end of the reporting period.

- **Final Performance Progress Report** – Report that summarizes activities conducted during the entire award, must be submitted within 120 calendar days after the award's expiration date. A recipient may submit the final report at any time during the 120-day period.

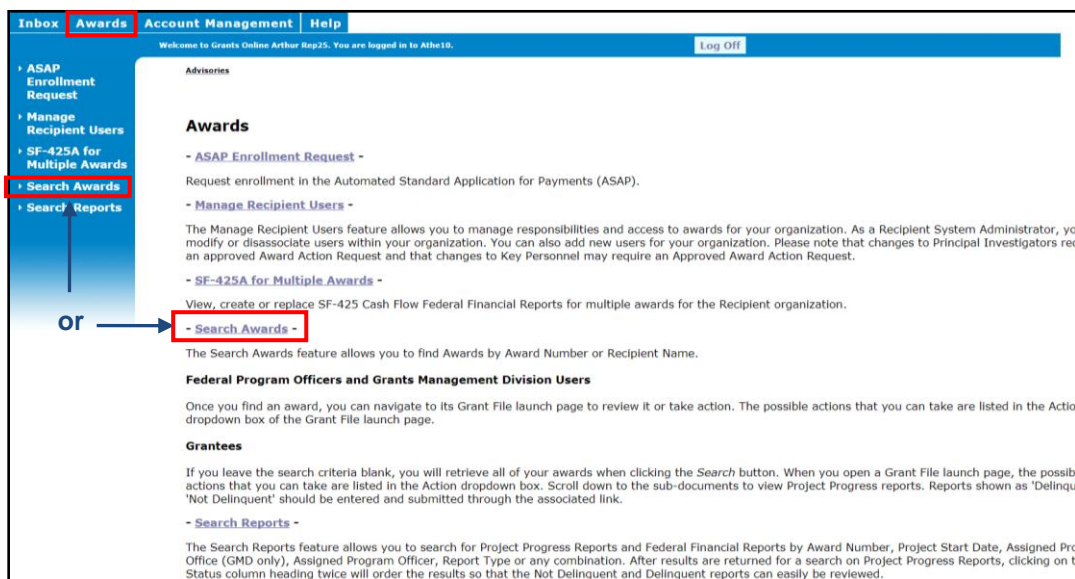
If the recipient submits a final report before the 120-day period expires and the Program Officer determines that revisions are required, the report will be returned via Grants Online to the recipient. The recipient may return the revised report at any time within the remaining 120-day period. The final report may also be returned multiple times to the recipient during the 120-day period, but the recipient must submit the last revised final report before the 120-day period expires. If a final or revised report is submitted after the 120-day period expires, it is delinquent.

**NOTE:** When a report is submitted, no additional notifications are sent. An exception occurs when the report is returned to the recipient and thirty days have elapsed but the report has not been resubmitted. At that point, the task is considered delinquent and a delinquent notification is sent.

## Search for a Performance Progress Report

### NOAA, ITA, EDA, and OSEC

1. There are two methods that can be used to locate the Award Number associated with the PPR. The first method is explained in Steps 2 - 5; the second method is explained in steps 6 - 9. Either pathway leads the user to step 10.
2. Click the **Awards** tab and click the **Search Awards** link to locate the Award Number of the report you wish to complete. The discussion in this section focuses on locating the Performance Progress Report.



3. From the Search Awards launch screen, click the **Search** button. All Awards for the users' organization are displayed. Alternatively, the user may narrow the search by entering the **Award Number** before clicking the **Search** button.

### Search Awards

Award Number:

Recipient Name:

Project Title:

Award Status:

PI-PD Last Name:

Please use the above fields to narrow down your search. Searches are not case-sensitive. Fields can be partially completed to get all matching results. Use % as wildcard in search string.

4. When the search results populate, click the appropriate **Award Number**.

**Search Awards**

Award Number:

Recipient Name:

Project Title:

Award Status:

PI-PD Last Name:

**Search** **Reset**

Please use the above fields to narrow down your search. Searches are not case-sensitive. Fields can be partially completed to get all matching results. Use % as wildcard in search string.

**Search Results**

One item found.1

Award Number	Org ID	Recipient Name	Project Title	Award Status	Principal Investigators-Project Directors
NA16GOT9980015	2004695	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION	GSTUDENT 07	Accepted	Arthur Rep07, Arthur Rep13

5. The Grants File launch page is displayed. Scroll to the bottom of the page to view the **Progress Reports** section. Click the **ID** link next to the Performance Progress Report you would like to complete.

**NOTE:** If you used steps 2-5 to locate the PPR, advance to step 10.

**Grants File - NA17GOT9980058**

**Id:** 2597473  
**Status:** Accepted

**Action:**  **Submit**

**Your Comments:**

**Spell Check**

**Save Comment**

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**Financial Reports**

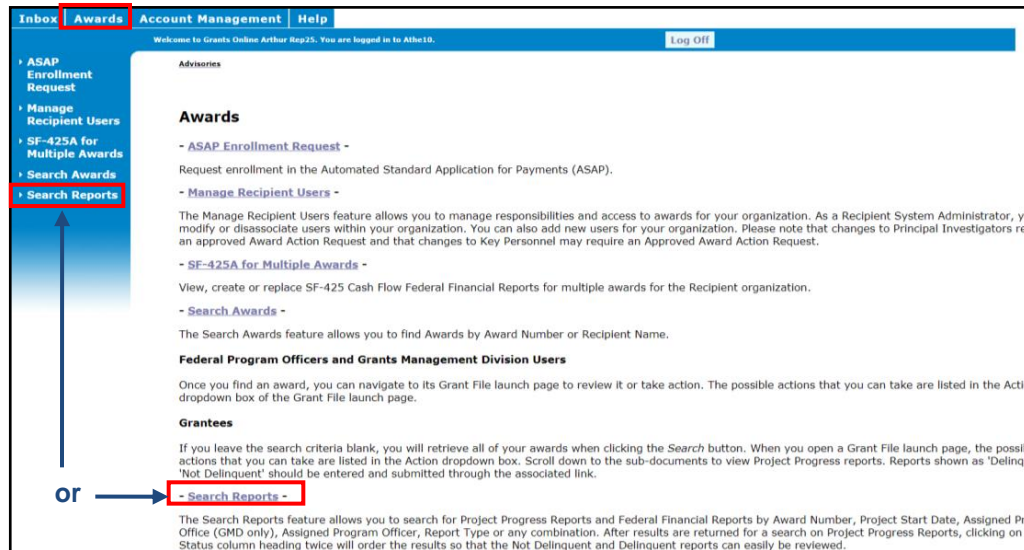
Type	ID	Period Start	Period End	Due Date	Status	Amount Requested
SF-425: Federal Financial Report - Cash Flow	<a href="#">2597689</a>		09/30/2016	10/30/2016	Delinquent	N/A

Export options: [Excel](#)

**Progress Reports**

Type	ID	Period Start	Period End	Due Date	Status
Performance Progress Report	<a href="#">2597666</a>	10/01/2015	03/31/2016	04/30/2016	Delinquent
Performance Progress Report	<a href="#">2597667</a>	04/01/2016	09/30/2016	10/30/2016	Accepted

6. Another method can be used to locate the Award for which you wish to complete the PPR. While on the **Awards** tab, click the **Search Reports** link.



7. The Search Financial and Project Progress Reports launch page is visible.
8. On the launch page, the text boxes and radio buttons can be used to narrow the search for the type of report that is to be completed.
  - a. To locate all reports associated with the award, the user can perform a generic search (leave all boxes at the top of the screen blank and select **All Reports** for the Report Status and the Report Type). Click the **Search** button.

The screenshot shows the 'Search Financial and Project Progress Reports' form. It contains several input fields and radio buttons for filtering search results. The fields are: 'Award Number', 'Recipient Name', 'Report Period Start Date Range', 'Report Period End Date Range', 'Program Officer Name', 'Report Type', and 'Report Status'. The 'Report Type' and 'Report Status' sections have radio buttons for selecting different report categories. At the bottom of the form, there are two buttons: 'Search' and 'Reset'. The 'Search' button is highlighted with a red box.

- b. To locate Progress Reports associated with the award, the user should click the Report Type: **Progress Reports** radio button and the Report Status: **Delinquent and Not Delinquent (all un-submitted reports)** radio button. Click the **Search** button.

**Search Financial and Project Progress Reports**

Award Number :

Recipient Name :

DBA Name :

Report Period Start Date Range :  -   Include reports with no Start Date(SF425)

Report Period End Date Range :  -   Include reports with no End Date(SF270)

Program Officer Name :   
(First Name or Last Name)

Report Type :

- Progress Reports
- Financial Reports
- SF270 Reports
- All Reports

Report Status :

- Delinquent Only
- Delinquent and Not Delinquent (all unsubmitted reports)
- Submitted (not yet Accepted)
- Accepted
- All Reports

- 9. When the Search Report Results page is visible, locate and click the appropriate **Report** link. If the search returns more than a few reports, the user may have to scroll through several screens to locate the correct report. In this example a Progress Report whose status is **Delinquent** is the appropriate option. In the Report column, click the **Performance Progress Report** link.

**Search Report Results**

2 items found, displaying all items.1

Report	Award Number	Reporting Period Start	Reporting Period End	Due Date	Program Officer	Status	Recipient	DBA Name	Principal Investigators/Project Directors
<a href="#">Performance Progress Report</a>	NA17GOT9980058	10/01/2015	03/31/2016	04/30/2016	Grant Student02	Delinquent	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION		None Designated
<a href="#">Performance Progress Report</a>	NA17GOT9980001	04/01/2016	09/30/2016	10/30/2016	Grant Student00	Delinquent	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION		Arthur Repoz

- 10. Click the **Go to Performance Progress Report Details Page** link. In the screen image below, a message states: **This document currently has no tasks assigned to you.** The message indicates that the placeholder for that report has been established but the report is not yet due. Therefore, the user is not required to take any action.

**Performance Progress Report - NA17GOT9980058**

**Id:** 2597666

**Status:** Delinquent

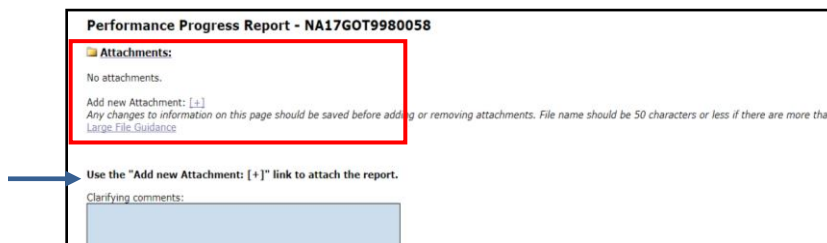
[Go to Performance Progress Report Details Page >>](#)

→ This document currently has no tasks assigned to you.

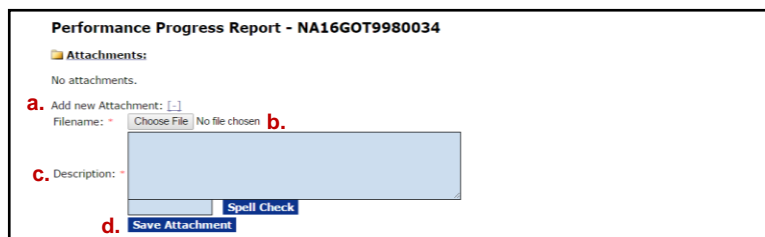
## Prepare a Performance Progress Report

### NOAA, ITA, EDA, and OSEC

1. Click the **Go to Performance Progress Report Details Page** link and the page shown below is visible. If appropriate, from this page, the user can attach the report. The content and format of the report was specified by the Federal Program Officer and agreed to by the grant recipient when accepting the Terms and Conditions of the award.



2. To upload attachments:
  - a. Next to Add New Attachment, click the **[+]** link.
  - b. Click the **Choose File** button and navigate to the appropriate file stored on the computer.
  - c. The Description\* data element is mandatory. The user won't be able to navigate away from this screen without providing a description of the attachment.
  - d. Click the **Save Attachment** button and the attachment is uploaded to Grants Online.
  - e. Repeat steps 10a – 10d as many times as is necessary to upload each attachment.





3. If appropriate, enter Clarifying comments.
4. Verify the accuracy of the following data elements: Reporting Period\*, Due Date, and whether or not this is the Final Report (use the radio button).

Use the "Add new Attachment: [+]" link to attach the report.

Clarifying comments:

Step 3.

[Spell Check](#)

**Reporting Period \***      **Due Date**      **Final Report**  
 10/01/2015-03/31/2016      04/30/2016       Yes  No

**Recipient Principal Investigators/Project Directors:**  
 Nothing found to display. [Submitting?](#)

**Step 4.** →

5. To start the workflow, click the **Save and Start Workflow** button. A message displays asking the user to confirm the intent to proceed with the next steps in the process.

**Recipient Principal Investigators/Project Directors:**  
 One item found. 1

Name	Telephone	Submitting
		N

[Submitting?](#)

**Recipient Authorized Representatives:**  
 One item found. 1

Name	Telephone

[Submitted On:](#)  
[Accepted On: N/A](#)

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

6. To proceed, click the **OK** button.
7. A task associated with this action is visible in the user's Inbox. Follow the steps in the [Process an Inbox Task](#) section of this document. The review task goes to the creator of the document and the organization's Authorized Representative. If the user has the Authorized Representative role he/she will complete both actions prior to forwarding the task to the appropriate Grants Online agency.

**MBDA**

MBDA does not submit reports directly to Grants Online. MBDA uploads its reports to an internal system. Subsequently, the Federal Program Officer obtains the relevant information and enters data into Grants Online.

For a detailed explanation of the steps involved in the process, the MBDA user should contact his/her Federal Program Officer. The FPO should be able to direct the user to the relevant documentation.

## Submit a Performance Progress Report

When the Performance Progress Report is complete, the Authorized Representative receives a task in his/her Inbox to review the Report. This task is sent to all of the Authorized Representatives within the users' organization. For example, if there are five Authorized Representatives within the users' organization, all five receive a task to review the Performance Progress Report. When an Authorized Representative clicks the View link for the task, that person owns the task. Subsequently, the task is removed from the Inbox of the other four Authorized Representatives.

1. From the Inbox tab, click the Tasks link. From Your Tasks, click the **View** link next to the **Review Progress Report** task.

Your Tasks								
Document Type		Status						
All		Open		Apply Filter >>				
50 items found, displaying all items.1								
View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Aw
<a href="#">View</a>	4873114	Review Progress Report	Not Started	Performance Progress Report	2599018			NA1
<a href="#">View</a>	4873091	Manage Award Users	Not Started	Award Package	2598373			NA1
<a href="#">View</a>	4872897	Review Award Action Request	Not Started	Award Action Request	2599050			ED1
<a href="#">View</a>	4872454	Manage Award Users	Not Started	Award Package	2598963			NA1
<a href="#">View</a>	4872235	Manage Award Users	Not Started	Award Package	2598951			NA1
<a href="#">View</a>	4872207	Manage Award Users	Not Started	Award Package	2598961			NA1
<a href="#">View</a>	4872189	Manage Award Users	Not Started	Award Package	2598957			NA1
<a href="#">View</a>	4872178	Manage Award Users	Not Started	Award Package	2598955			NA1
<a href="#">View</a>	4872095	Manage Award Users	Not Started	Award Package	2598947			NA1

2. The Performance Progress Report launch page is displayed. The options available to the user depend upon the role assigned. The following list indicates the items available to the user. Following each item are the user roles that have that option available.
  - Forward Progress Report to Agency
    - Authorized Representative or PI/PD – submitting
  - Forward Progress Report to Authorized Representative
    - PI/PD
  - Return Progress Report for Revisions
    - Authorized Representative or PI/PD – submitting
  - View Progress Report
    - Authorized Representative, PI/PD, or PI/PD – submitting
3. If user has an Authorized Representative or PI/PD – submitting role that person has the option to select **Forward Progress Report to Agency**. Click the **Submit** button **to** send the Progress Report to the agency that awarded the grant.

**Performance Progress Report - NA17GOT9980115**

**Id:** 2599018  
**Status:** Delinquent

**Action:** Forward Progress Report to Agency

**Your Comments:** Please select an action  
 Forward Progress Report to Agency  
 View Progress Report

4. The Progress Report task is complete as evidenced by the message shown in blue letters. In the second image below observe the line item that indicates the Progress Report Task is complete.

**Your Tasks**

*Review Progress Report - Forward Progress Report to Agency is complete.*

Document Type: All | Status: Open |

**Your Tasks**

Document Type: Reports | Status: Closed |

60 items found, displaying all items. 1

View	Task Id	Task Name	Award Number	Task Status	Document Id	Document Type	Start Date	Completed Date
<a href="#">View</a>	4873114	Review Progress Report	NA17GOT9980115	Complete	2599018	Performance Progress Report	10/02/2017	10/02/2017
<a href="#">View</a>	4872984	Review SF-425 Cash Flow Report	ED17GOT9970021	Cancelled	2599048	SF-425: Federal Financial Report - Cash Flow Only	08/10/2017	
<a href="#">View</a>	4872947	Review Progress Report	ED17GOT9970021	Cancelled	2599049	Performance Progress Report	08/10/2017	
<a href="#">View</a>	4872748	Review Progress Report	NA17GOT9980063	Cancelled	2597675	Performance Progress Report	08/10/2017	
<a href="#">View</a>	4872631	Review Progress Report	NA17GOT9980125	Cancelled	2599031	Performance Progress Report	08/08/2017	
<a href="#">View</a>	4872615	Review Progress Report	NA17GOT9980128	Complete	2599022	Performance Progress Report	08/08/2017	08/08/2017

## Federal Financial Report

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### Federal Financial Report Details

#### Interim FFRs

- **NOAA** requires that non-ASAP organizations submit a SF-270; ASAP organizations should submit an interim SF-425 Cash Flow.
- **Other Department of Commerce agencies** require the SF-425 Full Report for each reporting period.
- **NOAA Only** A recipient that has two or more SF-425 Cash Flow reports due to the same agency can submit a single SF-425 with a SF-425A attachment. This policy mitigates the frequent occurrence of recipients replacing SF-425A reports with corrected reports.
- If any award included on a SF-425A has been closed, that SF-425A cannot be replaced.

#### Final FFRs

- Both ASAP and non-ASAP enrollees must submit a final SF-425 Full report.
- The final SF-425 should include all financial transactions that occurred during the life of the award.
- Financial transactions (even if they occurred after the award expired) pertaining to the award (i.e., wrap-up activities such as paying salaries) must be included in the final report.
- The agency will de-obligate any remaining funds and closeout the award after the final reports are submitted.
- When the award has been closed, no further transactions will be permitted and no reports may be submitted or replaced.

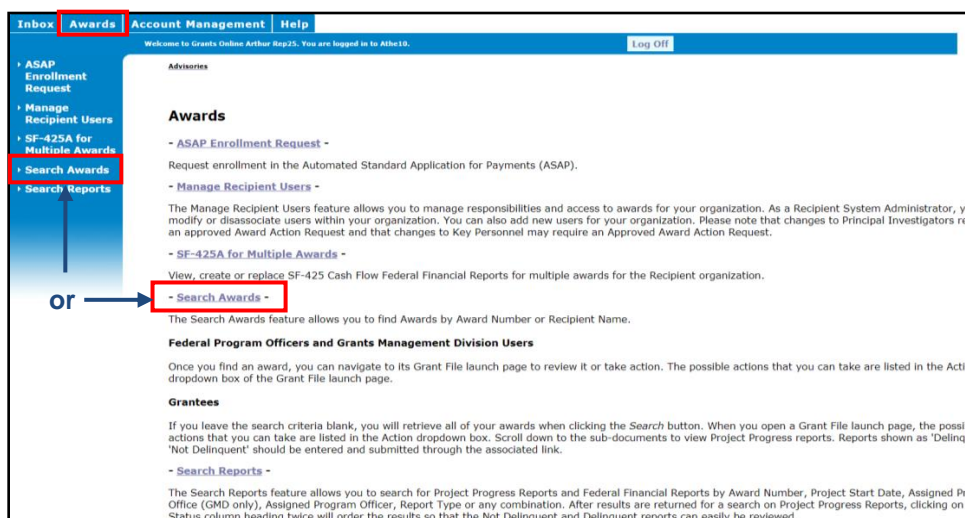
#### SF-270

- The SF-270 is not tied to a reporting period. It is used to request payment by recipients who are unable to enroll in the ASAP system or who have a Specific Condition that requires they utilize the SF-270 for payment.
- NOAA Grant Recipients who use the SF-270 for payment **should not** submit an interim SF-425. However, they must submit a Final SF-425.

## Search for a Federal Financial Report

### NOAA, ITA, EDA, and OSEC

1. There are two methods that can be used to locate the Award Number associated with the FFR. The first method is explained in Steps 2 - 5; the second method is explained in steps 6 - 9. Either pathway leads the user to step 10.
2. Click the **Awards** tab and click the **Search Awards** link to locate the Award Number of the report you wish to complete. The discussion in this section focuses on locating the Federal Financial Report.



3. From the Search Awards launch screen, click the **Search** button. All awards for the users' organization are displayed. Alternatively, the user may narrow the search by entering the **Award Number** before clicking the **Search** button.

### Search Awards

Award Number:

Recipient Name:

Project Title:

Award Status:

PI-PD Last Name:

Please use the above fields to narrow down your search. Searches are not case-sensitive.  
Fields can be partially completed to get all matching results. Use % as wildcard in search string.

4. When the search results populate, click the appropriate **Award Number**.

**Search Awards**

Award Number:   
Recipient Name:   
Project Title:   
Award Status:   
PI-PD Last Name:

**Search** **Reset**

Please use the above fields to narrow down your search. Searches are not case-sensitive. Fields can be partially completed to get all matching results. Use % as wildcard in search string.

**Search Results**

One item found.1

Award Number	Org ID	Recipient Name	Project Title	Award Status	Principal Investigators-Project Directors
NA16GOT9980015	0004695	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION	GSTUDENT 07	Accepted	Arthur Rep07, Arthur Rep13

5. The Grants File launch page is displayed. Scroll to the bottom of the page to view the **Financial Reports** section. Click the **ID** link next to the SF-425 Report you would like to complete.

**NOTE:** If you used steps 2-5 to locate the FFR, advance to step 10.

**Grants File - NA17GOT9980058**

**Id:** 2597473  
**Status:** Accepted

**Action:**  **Submit**

**Your Comments:**

**Spell Check**

**Save Comment**

**Financial Reports**

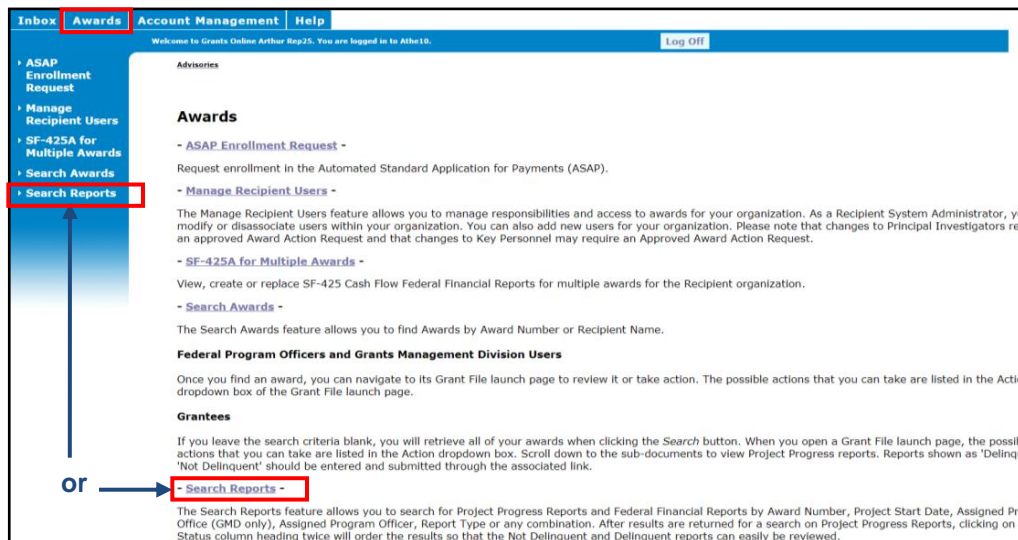
Type	ID	Period Start	Period End	Due Date	Status	Amount Requested
SF-425: Federal Financial Report - Cash Flow	2597689	10/01/2015	03/31/2016	10/30/2016	Delinquent	N/A

Export options: [Excel](#)

**Progress Reports**

Type	ID	Period Start	Period End	Due Date	Status
Performance Progress Report	2597666	10/01/2015	03/31/2016	04/30/2016	Delinquent
Performance Progress Report	2597667	04/01/2016	09/30/2016	10/30/2016	Accepted

6. Another method can be used to locate the Award for which you wish to complete the FFR. While on the **Awards** tab, click the **Search Reports** link.



7. The Search Financial and Project Progress Reports launch page is visible.
8. On the launch page, the text boxes and radio buttons can be used to narrow the search for the type of report that is to be completed.
  - a. To locate all reports associated with the award, the user can perform a generic search (leave all boxes at the top of the screen blank and select **All Reports** for the Report Status and the Report Type). Click the **Search** button.

**Search Financial and Project Progress Reports**

**Award Number :**

**Recipient Name :**

**Report Period Start Date Range :**  -   Include reports with no Start Date(SF425)

**Report Period End Date Range :**  -   Include reports with no End Date(SF270)

**Program Officer Name :**  
(First Name or Last Name)

**Report Type :**

- Progress Reports
- Financial Reports
- SF270 Reports
- All Reports

**Report Status :**

- Delinquent Only
- Delinquent and Not Delinquent (all unsubmitted reports)
- Submitted (not yet Accepted)
- Accepted
- All Reports



- b. To locate the Financial Report associated with the award, click the Report Type: **Financial Reports** radio button and the Report Status: **Delinquent and Not Delinquent (all un-submitted reports)** radio button. Click the **Search** button.
- c. With the same options as selected in step 8b:
  - (**Report Type: Financial Reports** and **Report Status: Delinquent and Not Delinquent (all un-submitted reports)**).

~and~

  - Click two additional checkboxes:
    - **Include Reports with no Start Date (SF-425)**
    - **Include Reports with no End Date (SF-270)**
  - Leave the remaining boxes at the top of the screen blank. Click the **Search** button.

**Search Financial and Project Progress Reports**

Award Number :

Recipient Name :

DBA Name :

Report Period Start Date Range :  -   Include reports with no Start Date(SF425)

Report Period End Date Range :  -   Include reports with no End Date(SF270) } option c

Program Officer Name :   
(First Name or Last Name)

Report Type :

- Progress Reports
- Financial Reports**
- SF270 Reports
- All Reports

Report Status :

- Delinquent and Not Delinquent (all unsubmitted reports)**
- Submitted (not yet Accepted)
- Accepted
- All Reports

9. When the Search Report Results section is visible, locate and click the appropriate **Report** link. If the search returns more than a few reports, scroll the list to locate the correct report. In this example a SF-425: Federal Financial Report whose status is **Not Delinquent** is the appropriate selection. In the Report column, click the **SF-425: Federal Financial Report – Cash Flow Report** link.

**Search Report Results**  
8 items found, displaying all items.1

Report	Award Number	Reporting Period Start	Reporting Period End	Due Date	Program Officer	Status	Recipient	DBA Name	Principal Investigators-Project Directors
SF-425: Federal Financial Report - Full Report	NA18GOT9980003		09/30/2016	10/30/2016	Grants Student00	Delinquent	CARDINAL PEAK TECHNOLOGIES, LLC		None Designated
SF-425: Federal Financial Report - Full Report	NA18GOT9980003		03/31/2017	04/30/2017	Grants Student00	Delinquent	CARDINAL PEAK TECHNOLOGIES, LLC		None Designated
SF-425: Federal Financial Report - Cash Flow	NA18GOT9980003		09/30/2017	10/30/2017	Grants Student00	Not Delinquent	CARDINAL PEAK TECHNOLOGIES, LLC		None Designated

- Click the **Go to SF-425: Federal Financial Report – Cash Flow Details Page** link. In the screen image below, note the message that **This document currently has no tasks assigned to you**. The message indicates that the placeholder for that report has been established but the report is not yet due. Therefore, the user is not required to take any action.

**SF-425: Federal Financial Report - Cash Flow - NA18GOT9980003**

**Id:** 2693386  
**Status:** Not Delinquent

[Go to SF-425: Federal Financial Report - Cash Flow Details Page >>](#)

→ This document currently has no tasks assigned to you.

**Submit a SF-425 Cash Flow / SF-425 Full Federal Financial Report**

1. The form contains several sections of detailed financial information. All fields that require data entry are indicated by a red asterisk. Although some fields are locked and cannot be edited, all fields should be reviewed for accuracy. Contact the Grants Online Help Desk for assistance resolving inaccuracies for non-editable fields.
2. On the next few pages the SF-425 Cash Flow Federal Financial Report is displayed. Following that, the SF-425 Full Federal Financial Report is shown.
3. For the **SF-425: Federal Financial Report – Cash Flow Details Page** many data fields, with the exception of the following, are pre-populated with data:
  - Recipient Account Number or Identifying Number (item 5)
  - Basis of Accounting (item 7)
  - Transactions (items - 10a to 10c)

FEDERAL FINANCIAL REPORT <small>(Follow form instructions)</small>				
1. Federal Agency and Organizational Element to Which This Report is Submitted: Department of Commerce/NOAA		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) NA18GOT9980003		Page 1 of 2 pages
3. Recipient Organization (Name and complete address including Zip code) CARDINAL PEAK TECHNOLOGIES, LLC 1380 FOREST PARK CIR STE 202, LAFAYETTE, CO 80026-3378 USA				
4a. DUNS Number 964047778	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual
8. Project/Grant Period From: (Month, Day, Year) October 01, 2015		To: (Month, Day, Year) September 30, 2018	9. Reporting Period End Date (Month, Day, Year) March 31, 2016	
10. Transactions			Cumulative	
<small>(Use lines a-c for single or multiple grant reporting)</small>				
Federal Cash (To report multiple grants, also use FFR Attachment):				
a. Cash Receipts *			\$	
b. Cash Disbursements *			\$	
c. Cash on Hand (line a minus b)			\$0.00	

## Grant Recipient User Manual

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The screen below is representative of the **Transactions** data elements (item #10). The image below shows the format visible to NOAA Grant Recipients.

For NOAA and other agencies → items **10d to 10o** are pre-populated with **N/A**  
 For EDA → (item **10d to 10o**) there is an opportunity to enter a dollar amount

10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
<b>Federal Cash (To report multiple grants, also use FFR Attachment):</b>	
a. Cash Receipts * <a href="#">Determine Cash Receipts from the Federal accounting system &gt;&gt;</a>	\$ <input type="text"/>
b. Cash Disbursements *	\$ <input type="text"/>
c. Cash on Hand (line a minus b)	\$0.00
(Use lines d-o for single grant reporting)	
<b>Federal Expenditures and Unobligated Balance:</b>	
d. Total Federal funds authorized	N/A
e. Total Federal share of expenditures	N/A
f. Total share of unliquidated obligations	N/A
g. Total Federal share (sum of lines e and f)	N/A
h. Unobligated balance of Federal funds (line d minus g)	N/A
<b>Recipient Share:</b>	
i. Total recipient share required	N/A
j. Recipient share of expenditures	N/A
k. Remaining Recipient share to be provided (line i minus j)	N/A
<b>Program Income:</b>	
l. Total Federal program income earned	N/A
m. Program income expended in accordance with the deduction alternative	N/A
n. Program income expended in accordance with the addition alternative	N/A
o. Unexpended program income (line l minus line m or line n)	N/A

The screen below is representative of the content for:

- Indirect Expense (item #11)
- Remarks (item #12) – If the Cash on Hand is greater than \$5,000 or less than negative \$5,000, information must be entered for this data element
- Certification (item #13) is populated with the submitter’s information when the **Forward to Agency** task is complete

For NOAA and other agencies → items **11a to 11f** are pre-populated with **N/A**

For EDA → (item **11a to 11g**) there is an opportunity to enter

- a dollar amount
- a  %

	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	e. Federal Share
11. Indirect Expense	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				g. Totals:			

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation.  
[View/edit remarks >>](#) **No recipient remarks exist.**

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
	d. Email address
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year)

**FEDERAL AGENCY NOTE:**  
*Cash on hand greater than \$5,000 or less than -\$5,000 requires an explanation.*

14. Agency use only:  
[View remarks >>](#)

*This form is not validated and cannot be forwarded to agency. Clicking the Save button will show validation issues.*

**Cancel Print**

4. When all required information is entered on the form, click the **Save and Return to Main** button. This initiates the next step in the workflow. A task is sent to the Inbox of the person who created the report.

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
<input type="text"/>	<input type="text"/>
	d. Email address
	testemail@msg2.rdc.noaa.gov
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year)
<input type="text"/>	03/29/20 <input type="text"/>
<b>FEDERAL AGENCY NOTE:</b> <i>Cash on hand greater than \$5,000 or less than -\$5,000 requires an explanation.</i>	14. Agency use only: <a href="#">View remarks &gt;&gt;</a>

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

5. For the **SF-425: Federal Financial Report – Full Report Details Page** many data fields, with the exception of the following, are pre-populated with data:

- Recipient Account Number or Identifying Number (item #5)
- Basis of Accounting (item #7)
- Transactions (items 10a to 10c)

FEDERAL FINANCIAL REPORT <small>(Follow form instructions)</small>				
1. Federal Agency and Organizational Element to Which This Report is Submitted:  Department of Commerce/NOAA		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)  NA18GOT9980003		Page 1  of 2 pages
3. Recipient Organization (Name and complete address including Zip code)  CARDINAL PEAK TECHNOLOGIES, LLC  1380 FOREST PARK CIR STE 202, LAFAYETTE, CO 80026-3378 USA				
4a. DUNS Number  964047778	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type  <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting  <input type="checkbox"/> Cash <input type="checkbox"/> Accrue
8. Project/Grant Period From: (Month, Day, Year)  October 01, 2015		To: (Month, Day, Year)  September 30, 2018	9. Reporting Period End Date (Month, Day, Year)  September 30, 2016	
10. Transactions			Cumulative	
<small>(Use lines a-c for single or multiple grant reporting)</small>				
<b>Federal Cash (To report multiple grants, also use FFR Attachment):</b>				
a. Cash Receipts * <a href="#">Determine Cash Receipts from the Federal accounting system &gt;&gt;</a>			\$ <input type="text"/>	
b. Cash Disbursements *			\$ <input type="text"/>	
c. Cash on Hand (line a minus b)			\$0.00	
<small>(Use lines d-o for single grant reporting)</small>				

The screen below is representative of the **Transactions** data elements (item #10). For the majority of the items, there is an opportunity to enter a dollar amount \$ . The remaining fields are updated with information for calculated values.

10. Transactions	Cumulative
<i>(Use lines a-c for single or multiple grant reporting)</i>	
<b>Federal Cash (To report multiple grants, also use FFR Attachment):</b>	
a. Cash Receipts * <a href="#">Determine Cash Receipts from the Federal accounting system &gt;&gt;</a>	\$ <input style="width: 80px; height: 15px;" type="text"/>
b. Cash Disbursements *	\$ <input style="width: 80px; height: 15px;" type="text"/>
c. Cash on Hand (line a minus b)	\$0.00
<i>(Use lines d-o for single grant reporting)</i>	
<b>Federal Expenditures and Unobligated Balance:</b>	
d. Total Federal funds authorized * <a href="#">Update/verify total Federal funds authorized &gt;&gt;</a>	\$ <input style="width: 80px; height: 15px;" type="text"/>
e. Total Federal share of expenditures *	\$ <input style="width: 80px; height: 15px;" type="text"/>
f. Total share of unliquidated obligations *	\$ <input style="width: 80px; height: 15px;" type="text"/>
g. Total Federal share (sum of lines e and f)	\$0.00
h. Unobligated balance of Federal funds (line d minus g)	\$0.00
<b>Recipient Share:</b>	
i. Total recipient share required * <a href="#">Update/verify total recipient share required &gt;&gt;</a>	\$0.00 <input style="width: 80px; height: 15px;" type="text"/>
j. Recipient share of expenditures *	\$ <input style="width: 80px; height: 15px;" type="text"/>
k. Remaining Recipient share to be provided (line i minus j)	\$0.00
<b>Program Income:</b>	
l. Total Federal program income earned	\$ <input style="width: 80px; height: 15px;" type="text"/>
m. Program income expended in accordance with the deduction alternative	\$ <input style="width: 80px; height: 15px;" type="text"/>
n. Program income expended in accordance with the addition alternative	\$ <input style="width: 80px; height: 15px;" type="text"/>
o. Unexpended program income (line l minus line m or line n)	\$0.00

The image below is representative of the content for:

- Indirect Expense (item #11)
- Remarks (item #12) – If the Cash on Hand is greater than \$5,000 or less than negative \$5,000, information must be entered for this data element
- Certification (item #13) is populated with the submitter’s information when the **Forward to Agency** task is complete

For all Department of Commerce Agencies that use Grants Online, the **Indirect Expense** data (item **11a to 11g**), there is an opportunity to enter:

- a dollar amount
- a %

	a. Type	b. Rate	c. Period From (MM/DD/YYYY)	Period To (MM/DD/YYYY)	d. Base	e. Amount Charged	f. Federal Share
11. Indirect Expense	<input type="text"/>	% <input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
	<input type="text"/>	% <input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
g. Totals:					\$0.00	\$0.00	\$0.00
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: <a href="#">View/edit remarks &gt;&gt;</a> <i>No recipient remarks exist.</i>							
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official				c. Telephone (Area code, number and extension)			
				d. Email address			
b. Signature of Authorized Certifying Official				e. Date Report Submitted (Month, Day, Year)			
<b>FEDERAL AGENCY NOTE:</b> Cash on hand greater than \$5,000 or less than -\$5,000 requires an explanation.				14. Agency use only: <a href="#">View remarks &gt;&gt;</a>			
This form is not validated and cannot be forwarded to the Federal Agency. Clicking the Save button will show validation issues.							
<input type="button" value="Save"/> <input type="button" value="Save and Start Workflow"/> <input type="button" value="Cancel"/> <input type="button" value="Print"/>							

6. To proceed to the next step in the process, click the **Save and Start Workflow** button.

a. Typed or Printed Name and Title of Authorized Certifying Official				c. Telephone (Area code, number and extension)			
				d. Email address			
b. Signature of Authorized Certifying Official				e. Date Report Submitted (Month, Day, Year)			
<b>FEDERAL AGENCY NOTE:</b> Cash on hand greater than \$5,000 or less than -\$5,000 requires an explanation.				14. Agency use only: <a href="#">View remarks &gt;&gt;</a>			
This form is not validated and cannot be forwarded to the Federal Agency. Clicking the Save button will show validation issues.							
<input type="button" value="Save"/> <input type="button" value="Save and Start Workflow"/> <input type="button" value="Cancel"/> <input type="button" value="Print"/>							



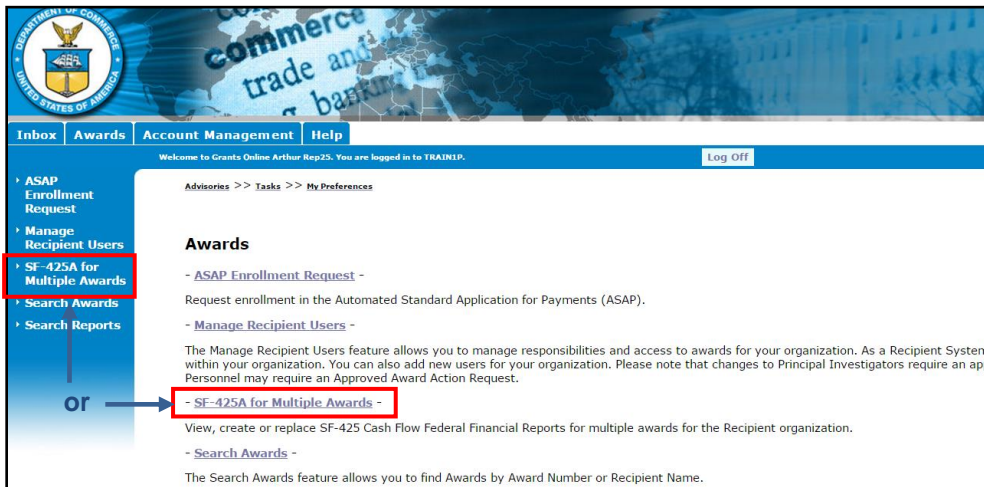
## Submit a SF-425A Multiple Awards Federal Financial Report (Interim Report)

A SF-425A can be submitted by any organization that has more than one active award in Grants Online. When creating a Multiple Award SF-425A report, awards from the same Federal agency can be included in one report. However, if you have awards from multiple agencies you need to generate separate reports for each agency.

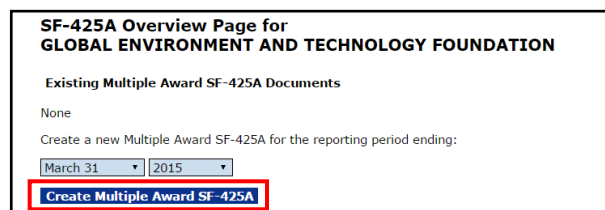
**NOTE:** Do not attempt to create a SF-425A for any financial reports with a report period end date that is in the future. In addition, do not attempt to include **final** reports in a SF-425A.

### NOAA Only

1. Click the **Awards** tab.
2. Click the **SF-425A for Multiple Awards** link.

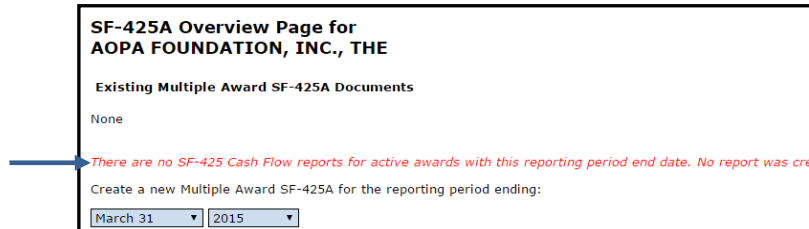


3. Existing Multiple Award SF-425As will be visible on the screen at the top of the screen (just beneath the heading **Existing Multiple Award SF-425As**). In this case, there are none.
4. On the SF-425A Overview Page for the selected organization, specify an End Date (March 31 or September 30) and the End Year.
5. Click the **Create Multiple Award SF-425A** button.



6. If there are no or only one SF-425 Cash Flow Reports for the period selected, the user receives one of two error messages:

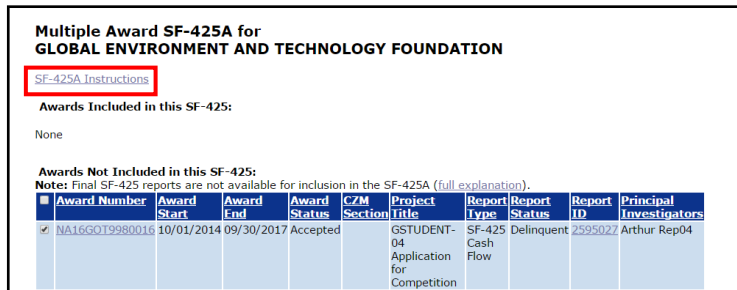
a. There are no SF-425 Cash Flow Reports for the dates specified.



b. Only one SF-425 Cash Flow Report exists for the dates specified.



7. Instructions for the Federal Financial Report attachment can be accessed by clicking the **SF-425A Instructions** link.



8. By default, all awards are under the **Awards Not Included in this SF-425** header. Place a check in the first column to indicate the awards that should be moved beneath the **Awards Included in this SF-425** header.

9. Click the **Add Selected Awards to Report** button.

**Multiple Award SF-425A for GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION**

[SF-425A Instructions](#)

Awards Included in this SF-425:  
None

vs.

Awards Not Included in this SF-425:  
Note: Final SF-425 reports are not available for inclusion in the SF-425A (full explanation).

<input type="checkbox"/>	Award Number	Award Start	Award End	Award Status	CZM Section	Project Title	Report Type	Report Status	Report ID	Principal Investigators
<input checked="" type="checkbox"/>	NA16GOT9980016	10/01/2014	09/30/2017	Accepted		GSTUDENT-04 Application for Competition	SF-425 Cash Flow	Delinquent	2595027	Arthur Rep04
<input checked="" type="checkbox"/>	NA16GOT9980017	10/01/2014	09/30/2017	Accepted		GSTUDENT00 - App for Comp RFA May 2016 class	SF-425 Cash Flow	Delinquent	2595028	Arthur Rep00
<input type="checkbox"/>	NA16GOT9980018	10/01/2014	09/30/2017	Accepted		GSTUDENT03	SF-425 Cash Flow	Delinquent	2595029	Arthur Rep03
<input type="checkbox"/>	NA16GOT9980020	10/01/2014	09/30/2017	Accepted		Science! (gstudent12)	SF-425 Cash Flow	Delinquent	2595030	Arthur Rep12
<input type="checkbox"/>	NA16GOT9980024	10/01/2014	09/30/2017	Accepted		gstudent11 competitive application	SF-425 Cash Flow	Delinquent	2595031	Arthur Rep11
<input type="checkbox"/>	NA16GOT9980025	10/01/2014	09/30/2017	Accepted		Emily's application-- Gstudent10	SF-425 Cash Flow	Delinquent	2595032	Arthur Rep10
<input type="checkbox"/>	NA16GOT9980026	10/01/2014	09/30/2017	Accepted		gstudent09	SF-425 Cash Flow	Delinquent	2595033	Arthur Rep09
<input type="checkbox"/>	NA16GOT9980029	10/01/2014	09/30/2017	Accepted		Description	SF-425 Cash Flow	Delinquent	2595034	Arthur Rep22

Export options: [Excel](#)

**Add Selected Awards to Report**

10. The selected awards are now located beneath the heading **Awards Included in this SF-425A**.

**Multiple Award SF-425A for GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION**

[SF-425A Instructions](#)

**Awards Included in this SF-425:**

Remove	Award Number	Award Start	Award End	Award Status	CZM Section	Project Title	Recipient Account No.	Cumulative Federal Cash Disbursement	Principal Investigators
<input type="checkbox"/>	NA16GOT9980016	10/01/2014	09/30/2017	Accepted		GSTUDENT-04 Application for Competition		\$	Arthur Rep04
<input type="checkbox"/>	NA16GOT9980017	10/01/2014	09/30/2017	Accepted		GSTUDENT00 - App for Comp RFA May 2016 class		\$	Arthur Rep00
<b>Totals</b>								<b>\$0.00</b>	

Export options: [Excel](#)

[Go to the SF-425 Details Page >>](#)

**Save** **Cancel** **Print**

- The other SF-425s remain beneath the heading **Awards Not Included in this SF-425A.**

**Multiple Award SF-425A for GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION**

[SF-425A Instructions](#)

**Awards Included in this SF-425:**

Remove	Award Number	Award Start	Award End	Award Status	CZM Section	Project Title	Recipient Account No.	Cumulative Federal Cash Disbursement	Principal Investigators
<input type="checkbox"/>	NA16GOT9980016	10/01/2014	09/30/2017	Accepted		GSTUDENT-04 Application for Competition		\$	Arthur Rep04
<input type="checkbox"/>	NA16GOT9980017	10/01/2014	09/30/2017	Accepted		GSTUDENT00 - App for Comp RFA May 2016 class		\$	Arthur Rep00
<b>Totals</b>								<b>\$0.00</b>	

Export options: [Excel](#)

[Go to the SF-425 Details Page >>](#)

**Save** **Cancel** **Print**

**Awards Not Included in this SF-425:**

Notes: Final SF-425 reports are not available for inclusion in the SF-425A (full explanation).

Award Number	Award Start	Award End	Award Status	CZM Section	Project Title	Report Type	Report Status	Report ID	Principal Investigators
NA16GOT9980018	10/01/2014	09/30/2017	Accepted		GSTUDENT03 SF-425 Cash Flow	Delinquent	2595029		Arthur Rep03

- Enter information for the **Cumulative Federal Cash Disbursement\*** (mandatory) and the **Recipient Account No.** (optional) data fields. To enter data later, advance to Step 13.
- When data has been entered, click the **Go to the SF-425 Details Page** link to launch the SF-425 form. The SF-425 contains several sections for detailed financial information. Advance to step 14.

**Multiple Award SF-425A for GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION**

[SF-425A Instructions](#)

**Awards Included in this SF-425:**

Remove	Award Number	Award Start	Award End	Award Status	CZM Section	Project Title	Recipient Account No.	Cumulative Federal Cash Disbursement	Principal Investigators
<input type="checkbox"/>	NA16GOT9980016	10/01/2014	09/30/2017	Accepted		GSTUDENT-04 Application for Competition		\$ 0	Arthur Rep04
<input type="checkbox"/>	NA16GOT9980017	10/01/2014	09/30/2017	Accepted		GSTUDENT00 - App for Comp RFA May 2016 class		\$ 0	Arthur Rep00
<b>Totals</b>								<b>\$0.00</b>	

Export options: [Excel](#)

**Go to the SF-425 Details Page >>**

**Save** **Cancel** **Print**

14. To save data entered thus far click the **Save** button; the user can resume data entry at a later date. Click the **Print** button to generate a printable PDF version of the SF-425A. To exit without saving the data entered, click the **Cancel** button.

**Multiple Award SF-425A for GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION**

[SF-425A Instructions](#)

Awards Included in this SF-425:

Remove	Award Number	Award Start	Award End	Award Status	CZM Section	Project Title	Recipient Account No.	Cumulative Federal Cash Disbursement	Principal Investigators
<input type="checkbox"/>	NA16GOT9980016	10/01/2014	09/30/2017	Accepted		GSTUDENT-04 Application for Competition		\$ 0	Arthur Rep04
<input type="checkbox"/>	NA16GOT9980017	10/01/2014	09/30/2017	Accepted		GSTUDENT00 - App for Comp RFA May 2016 class		\$ 0	Arthur Rep00
<b>Totals</b>								<b>\$0.00</b>	

Export options: [Excel](#)

[Go to the SF-425 Details Page >>](#)

**Save** **Cancel** **Print**

15. On the SF-425, all fields that require data entry are indicated by a red asterisk. The data on the form should be based on the transactions for all awards included with the SF-425A. All fields should be reviewed for accuracy. Contact the Grants Online Help Desk for assistance resolving inaccuracies if a field cannot be edited.
16. When all information has been entered and verified, at the bottom of the screen, there are four buttons:
- **Save** – saves all information entered on the form without starting the workflow.
  - **Save and Return to Main** – saves all information entered on the form and starts the workflow process. The report is routed to the Inbox of the person who created the SF-425A.
  - **Cancel** – returns the user to the SF-425A launch page. If this option is selected prior to clicking the **Save** button, all data entered is lost.
  - **Print** – generates a PDF version of the report.

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
	d. Email address
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year)

**FEDERAL AGENCY NOTE:**  
Cash on hand greater than \$5,000 or less than -\$5,000 requires an explanation.

14. Agency use only:  
[View remarks >>](#)

[Go to the SF-425A Details Page >>](#)

This form is not validated and cannot be forwarded to agency. Clicking the Save button will show validation issues.

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



**NOTE:** When the **Save** or the **Save and Return to Main** button is clicked, the data entered is validated. Errors detected during the data validation are displayed at the top of the screen in red letters. Those issues must be addressed before the SF-425A can be forwarded to the Federal agency responsible for the award.

17. Click the **Inbox** tab and then the **Task** link (located on the left navigation pane).
18. Click the **View** link next to the SF-425A task.
19. The Federal Financial Report launch page is visible. The Action dropdown menu contains the following options:
  - a. **Forward Multiple Award SF-425 Cash Flow Report to Agency** – forwards the report to the agency for approval. (Available only to users with the **Authorized Representative** or **Business/Finance Representative Submitting** role). Click the **Submit** button.
  - b. **Reassign Multiple Award SF-425 Cash Flow Report** – routes the report to another Authorized Representative for review and approval prior to the report being submitted to the agency.
  - c. **Review/Edit Multiple Award SF-425 Cash Flow Details** – opens the Multiple Award Details page for review. The document is unlocked and revisions can be made prior to sending for approval.
  - d. **Review/Edit SF-425 Details** – opens the SF-425 Details page for review. The document is unlocked and revisions can be made prior to sending for approval.

The screenshot shows a web form titled "SF-425A: Multiple Award Cash Flow SF-425". It includes the following fields and controls:

- Id:** 2595042
- Status:** Delinquent
- Action:** A dropdown menu with the text "Please select an action". To its right is a blue "Submit" button.
- Your Comments:** A text area containing "Please select an action". Below this text area is a dropdown menu with the following options:
  - Forward Multiple Award SF-425 Cash Flow Report to Agency
  - Reassign Multiple Award SF-425 Cash Flow Report
  - Review/Edit Multiple Award SF-425 Cash Flow Details
  - Review/Edit SF-425 Details
- Below the dropdown menu is a blue "Spell Check" button.
- At the bottom of the form is a blue "Save Comment" button.

20. Select an option from the Action dropdown menu and click the **Submit** button.
21. A warning message is visible. The user should click the **OK** button to proceed to the next steps.

If the user is not an Authorized Representative or Business/Finance Representative-Submitting, he/she will not have **Forward SF-xxx to the Agency** on his/her dropdown menu. That person must select **Forward SF-xxx to the Authorized Representative** for review and approval. Subsequently, the Authorized Representative receives a task in his/her Inbox to review, edit, and approve the report. When satisfied with the accuracy of the content, the Authorized Representative forwards the report to the agency.

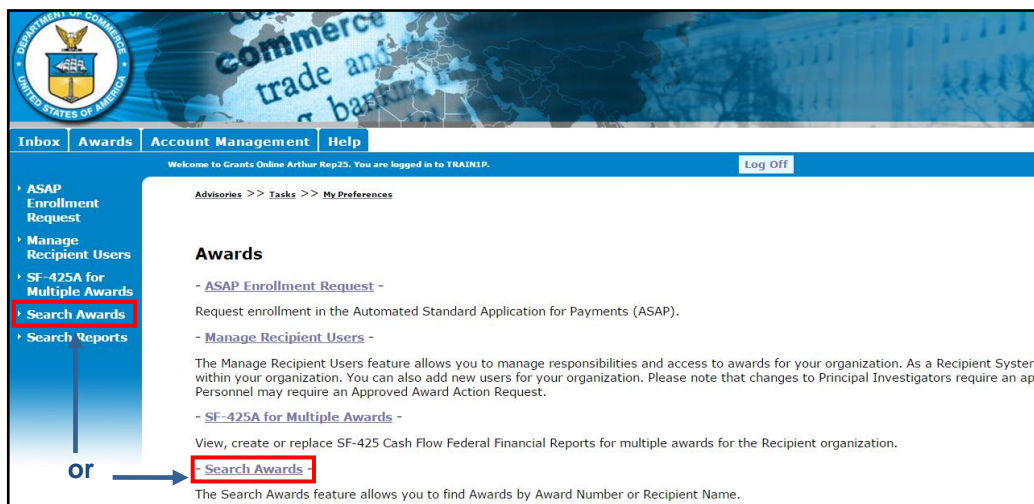
When the report is forwarded to the agency there are two possible paths:

- If comments were entered for the **Remarks** data element (on the form details page) the report is sent to the Grants Management Division for approval.
- If there are no comments for the **Remarks** data element (on the form details page) the report is automatically approved. The person who sent the report receives notification that the report has been approved.

## Create and Submit a SF-270 Request for Advance or Reimbursement

The SF-270 should only be used by organizations that are unable to draw down funds using the Department of Treasury's ASAP system. NOAA ASAP Risk Recipients must use the SF-270 to draw down funds.

1. Click the **Awards** tab.
2. Click the **Search Awards** link.



3. Enter the Award Number and click the **Search** button. The search results are displayed at the bottom of the screen. Locate and click the **Award Number** link.

**Search Awards**

Award Number:

Recipient Name:

Project Title:

Award Status:

PI-PD Last Name:

**Search** **Reset**

Please use the above fields to narrow down your search. Searches are not case-sensitive. Fields can be partially completed to get all matching results. Use % as wildcard in search string.

**Search Results**

One item found.1

Award Number	Org ID	Recipient Name	Project Title	Award Status	Principal Investigators-Project Directors
<a href="#">NA16GOT9980049</a>	2004695	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION	Training App 01	Accepted	None Designated

4. When the Grants File launch page is visible, select **Create SF-270** from the Action dropdown menu. Click the **Submit** button.

**Grants File - NA16GOT9980049**

**Id:** 2595331  
**Status:** Accepted

**Action:**  **Submit**

**Your Comments:**

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

**Spell Check**

**Save Comment**

5. From the SF-270 launch page, click the **Go to SF-270: Request for Advance or Reimbursement Details Page** link.

**SF-270: Request for Advance or Reimbursement - NA16GOT9980049**

**Id:** 2595899  
**Status:**

[Go to SF-270: Request for Advance or Reimbursement Details Page >>](#)

This document currently has no tasks assigned to you.



6. The SF-270 is shown in the image below; all fields that require data entry are indicated by a red asterisk. Specify the Type of Payment Requested – either Advance or Reimbursement. For item 1(b) specify either Final or Partial.

**Request for Advance or Reimbursement - NA16GOT9980049**

1. Type of Payment Requested\* (a.)  Advance  Reimbursement (b.)\*  Final  Partial

2. Basis of Request\*  Cash  Accrual

3. Federal Agency and Organization Element to Which Report is Submitted Department of Commerce/NOAA

4. Federal Grant or Other Identifying Number Assigned by Federal Agency NA16GOT9980049

5. Partial Payment Request Number For This Request 0

6. EIN Number 541489434

7. Recipient Identifying Number or Account Number NOAA

8. Period Covered By This Request\* 07/01/2016 - 07/31/2016  
(MM/DD/YYYY - MM/DD/YYYY)

9. Recipient Organization  
GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION  
2900 S QUINCY ST STE 375, ARLINGTON, VA 22206-2231

10. Payee Where payment is to be sent if different than item 9  
Name:   
Address:  
Number and Street:   
City, State and Zip:

7. When finished data entry, click the **Save** button at the bottom of the screen.

**Request for Advance or Reimbursement - NA16GOT9980049**

1. Type of Payment Requested\* (a.)  Advance  Reimbursement (b.)\*  Final  Partial

2. Basis of Request\*  Cash  Accrual

3. Federal Agency and Organization Element to Which Report is Submitted Department of Commerce/NOAA

4. Federal Grant or Other Identifying Number Assigned by Federal Agency NA16GOT9980049

5. Partial Payment Request Number For This Request 0

6. EIN Number 541489434

7. Recipient Identifying Number or Account Number NOAA

8. Period Covered By This Request\* 07/01/2016 - 07/31/2016  
(MM/DD/YYYY - MM/DD/YYYY)

9. Recipient Organization  
GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION  
2900 S QUINCY ST STE 375, ARLINGTON, VA 22206-2231

10. Payee Where payment is to be sent if different than item 9  
Name:   
Address:  
Number and Street:   
City, State and Zip:

12. Alternate Computation

[SF-270 Instructions](#)

Note: If the Special Award Conditions require submission of supporting documentation with the SF-270, attach that documentation here.

**Attachments:**  
No attachments.

Add new Attachment: [+]  
Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters or less if there are more than 10 attachments.  
[Large File Guidance](#)

ATTACHING A FILLED OUT COPY OF THE SF-270 IS NOT ACCEPTABLE AND THE SUBMISSION WILL BE REJECTED.  
YOU MUST FILL OUT THE SF-270 IN THE FORM ABOVE.

**Save** Save and Certify Cancel Print Report

8. The Type of Payment Requested (Advance or Reimbursement) determines the secondary screen that must be completed.
  - a. The image below is associated with having selected the **Advance** radio button for item 1a. Click the **Alternate Computation** link.

**10. Payee** *Where payment is to be sent if different than item 9*  
Name:   
Address:  
Number and Street:   
City, State and Zip:   
**12. Alternate Computation**  
[SF-270 Instructions](#)

Enter the appropriate dollar amount for items 12a, 12b, and 12c. To return to the previous screen, click the **Save and Return to Main** button.

**Alternate Computation**  
3. Federal Agency and Organization Element to Which Report is Submitted  
4. Federal Grant or Other Identifying Number Assigned by Federal Agency  
Department of Commerce/NOAA NA16GOT9980049  
6. EIN Number 8. Period Covered By This Request  
541489434 07/01/2016 - 07/31/2016  
12. Alternate Computation for Advances Only

	Total
a. Estimated Federal cash outlays that will be made during period covered by the advance	\$250.00
b. Less Estimated balance of Federal cash on hand as of beginning of advance period	\$0.00
c. Amount requested (Line a minus line b)	\$250.00

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

- b. The image below is associated with having selected the **Reimbursement** radio button for item 1a. Click the **Computation** link.

**10. Payee** *Where payment is to be sent if different than item 9*  
Name:   
Address:  
Number and Street:   
City, State and Zip:   
**11. Computation**  
[SF-270 Instructions](#)

Enter the appropriate dollar amount for items 11a to 11j. To return to the previous screen, click the **Save and Return to Main** button.

**Computation**  
**3. Federal Agency and Organization Element to Which Report is Submitted**  
 Department of Commerce/NOAA NA16GOT9980049  
**4. Federal Grant or Other Identifying Number Assigned by Federal Agency**

**6. EIN Number 8. Period Covered By This Request**  
 541489434 06/01/2016 - 06/30/2016

**11. Computation of Amount of Reimbursements/Advances Requested**

Program/Functions/Activities		Total
a. Total program outlays to date (as of date)	\$0.00	\$0.00
b. Less Cumulative program income	\$0.00	\$0.00
c. Net program outlays (Line a minus line b)	\$0.00	\$0.00
d. Estimated net cash outlays for advance period	\$0.00	\$0.00
e. Total (Sum of lines c and d)	\$0.00	\$0.00
f. Non-Federal share of amount on line e	\$0.00	\$0.00
g. Federal share of amount on line e	\$0.00	\$0.00
h. Federal payments previously requested	\$0.00	\$0.00
i. Federal share now requested (Line g minus line h)	\$0.00	\$0.00
j. Advances required by month, when requested by Federal grantor agency for use in making rescheduled advances		
	1st Month	\$0.00
	2nd Month	\$0.00
	3rd Month	\$0.00

Save Save and Return to Main Cancel

9. Irrespective of the computation method used, when finished, click the **Save and Certify** button.

[SF-270 Instructions](#)

Note: If the Special Award Conditions require submission of supporting documentation with the SF-270, attach that documentation here.

**Attachments:**

No attachments.

Add new Attachment: [\[+\]](#)  
 Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters or less if there are [Large File Guidance](#)

ATTACHING A FILLED OUT COPY OF THE SF-270 IS NOT ACCEPTABLE AND THE SUBMISSION WILL BE REJECTED. YOU MUST FILL OUT THE SF-270 IN THE FORM ABOVE.

Save Save and Certify Cancel Print Report

10. Indicate concurrence with the request and validate the accuracy of information on the SF-270.

a. For an Advance, click the **Agree** button.

**Certification**

I certify to the best of my knowledge and belief that the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

Agree Cancel

- b. For a Reimbursement, click the **Agree – Start Workflow** button.

**Certification**  
I certify to the best of my knowledge and belief that the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

**Agree - Start Workflow** **Cancel**

- 11. A task is placed in the user’s Inbox to initiate the process of sending the SF-270 to the appropriate Federal agency.
- 12. Navigate to the **SF-270: Request for Advance or Reimbursement** launch page. On the Action dropdown menu, there are three or four options, depending upon the user’s assigned role. In this example, because the user’s role is an Authorized Representative or Business / Financial Representative (submitting), there are four options.  
From the Action dropdown menu, select **Forward Request for Advance or Reimbursement to Agency**. Click the **Submit** button.

**SF-270: Request for Advance or Reimbursement - NA16GOT9980049**

**Id:** 2595897  
**Status:**

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

**Your Comments:** Please select an action  
Forward Request for Advance or Reimbursement to Agency  
Reassign Review SF270 Report  
View Request for Advance or Reimbursement  
Withdraw Request for Advance or Reimbursement

**Spell Check**

**Save Comment**

If the user’s role does not allow the individual to submit reports to the Federal agency, he/she should forward the SF-270 to the Authorized Representative or the Business / Financial Representative (submitting). The person with either role will forward the form to the appropriate Federal agency.

- 13. To confirm the intent to move forward, click the **OK** button on the pop-up screen.

grantsonlinetraining.rdc.noaa.gov says:

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

Prevent this page from creating additional dialogs.

**OK** Cancel

14. The message on the screen confirms successful completion of the task.

**Review Request for Advance or Reimbursement – Forward Request for Advance or Reimbursement to Agency is complete.**

**Your Tasks**

*Review Request for Advance or Reimbursement - Forward Request for Advance or Reimbursement to Agency is complete.*

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

46 items found, displaying all items. 1

<a href="#">View</a>	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date
<a href="#">View</a>	4855911	Review Request for Advance or Reimbursement	Complete	Request for Advance or Reimbursement	2595897	09/01/2016	09/01/2016
<a href="#">View</a>	4855884	Review Request for Advance or Reimbursement	Complete	Request for Advance or Reimbursement	2595896	09/01/2016	09/01/2016
<a href="#">View</a>	4855800	Review Progress Report	Cancelled	Performance Progress Report	2595887		08/22/2016
<a href="#">View</a>	4855752	Review Progress Report	Cancelled	Performance Progress Report	2595833		08/22/2016
<a href="#">View</a>	4855724	Review Progress Report	Cancelled	Performance Progress Report	2595838		08/22/2016
<a href="#">View</a>	4855547	Review Progress Report	Cancelled	Performance Progress Report	2595844		08/04/2016

## Replace a Report

Any accepted Federal Financial Report or Performance Progress Report (for an open award) can be replaced with a new report. This is a two-step process that involves withdrawing the existing report and replacing it with a new report. The new report must be processed using the same workflow as was applied to the original report.

Although there is no limit to the number of times a report can be replaced, the following guidelines should govern replacing a report:

- Reports for closed awards cannot be replaced
  - Only **accepted** reports can be replaced
  - Legacy reports and/or those created outside of Grants Online should only be replaced if the value for the Cash On Hand data element is unacceptably inaccurate
1. From the Grants File launch page, under the Financial Reports (or the Progress Reports) header, locate the report that is to be replaced. Click the **ID** link that is associated with the report.

The screenshot shows a web interface with three sections: Sub Documents, Associated Documents, and Financial Reports. The Financial Reports section contains a table with columns: Type, ID, Period Start, Period End, Due Date, Status, and Amount Requested. The row for 'SF-425: Federal Financial Report - Cash Flow' has the ID '2595843' highlighted with a red box. Below the table are 'Export options: Excel' and 'Progress Reports' section.

Type	ID	Title	Status
Award Package	2595841	GStudent48 - Rolling Global Env Strategy	Accepted
Special Award Condition Report	2595841	Special Award Condition Report	
Award File 0	2595786	GStudent48 - Rolling Global Env Strategy	Accepted

Export options: [Excel](#)

**Associated Documents**  
Nothing found to display.

**Financial Reports**

Type	ID	Period Start	Period End	Due Date	Status	Amount Requested
SF-425: Federal Financial Report - Cash Flow	2595843	03/31/2016	04/30/2016	Accepted	N/A	

Export options: [Excel](#)

**Progress Reports**

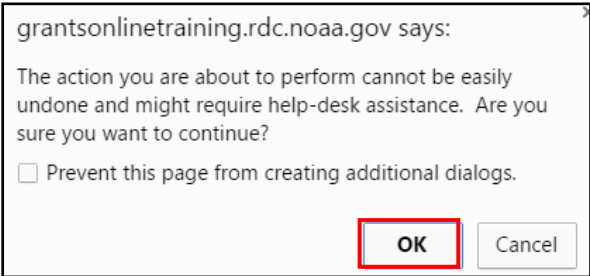
Type	ID	Period Start	Period End	Due Date	Status
Performance Progress Report	2595844	10/01/2015	03/31/2016	04/30/2016	Submitted

Export options: [Excel](#)

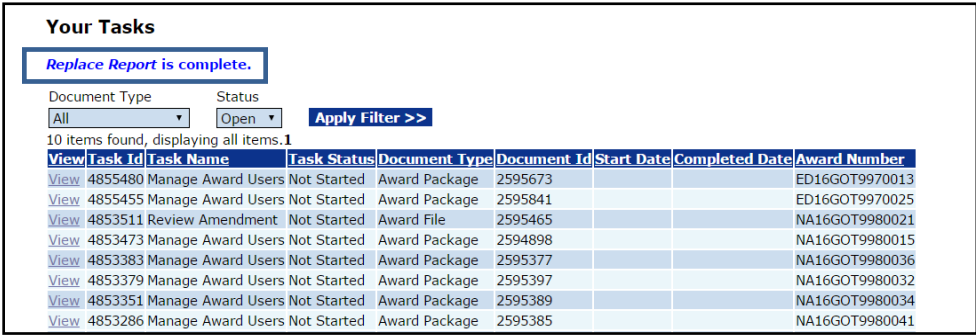
2. The SF-425: Federal Financial Report – Cash Flow launch page is visible. Select **Replace Report** from the Action dropdown menu. Click the **Submit** button.

The screenshot shows the 'SF-425: Federal Financial Report - Cash Flow' launch page. It includes fields for 'Id: 2595843' and 'Status: Accepted'. There is an 'Action:' dropdown menu with options: 'Please select an action', 'Please select an action', 'Replace Report', and 'View SF-425 Cash Flow Details'. The 'Replace Report' option is highlighted. A red box highlights the 'Submit' button. Below the dropdown is a 'Your Comments:' text area with a 'Spell Check' button and a 'Save Comment' button.

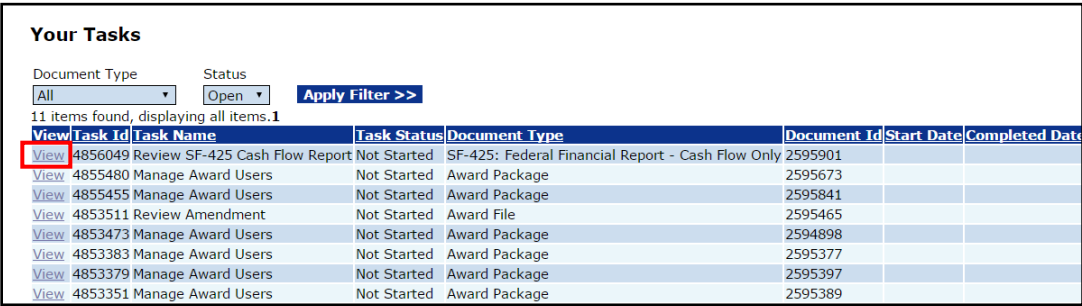
3. To confirm the intent to move forward, click the **OK** button on the pop-up screen.



4. The message on the screen confirms successful completion of the task.



5. Navigate to the user’s tasks. Observe that the Review SF-425 Cash Flow Report (Task Name) has a Task Status of Not Started. The user can now generate a new report to replace the previous version. Click the **View** link next to the new task.



6. The Financial Report launch page is visible. From the Action dropdown menu, select **Review/Edit SF-425 Cash Flow Details**. Click the **Submit** button.

**SF-425: Federal Financial Report - Cash Flow**

**Id:** 2595901  
**Status:** Not Delinquent

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

**Your Comments:** Please select an action  
Reassign SF-425 Cash Flow Report  
Review/Edit SF-425 Cash Flow Details

Spell Check

Save Comment

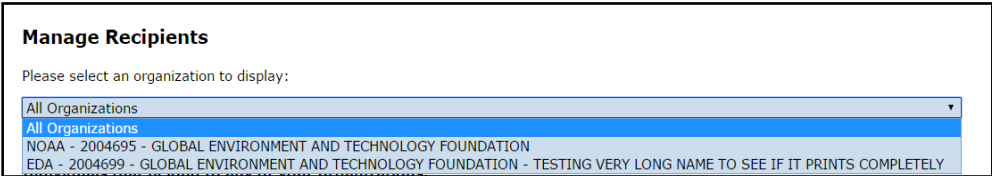
7. Make the appropriate changes to the SF-425. If the user has the appropriate access level he/she can forward the report directly to the Federal agency; otherwise, the report should be forwarded to the individual whose role permits him/her to forward the SF-425 to the agency.
8. When the new Financial Report is completed and accepted, the status on the Grants File page will be updated to Accepted.



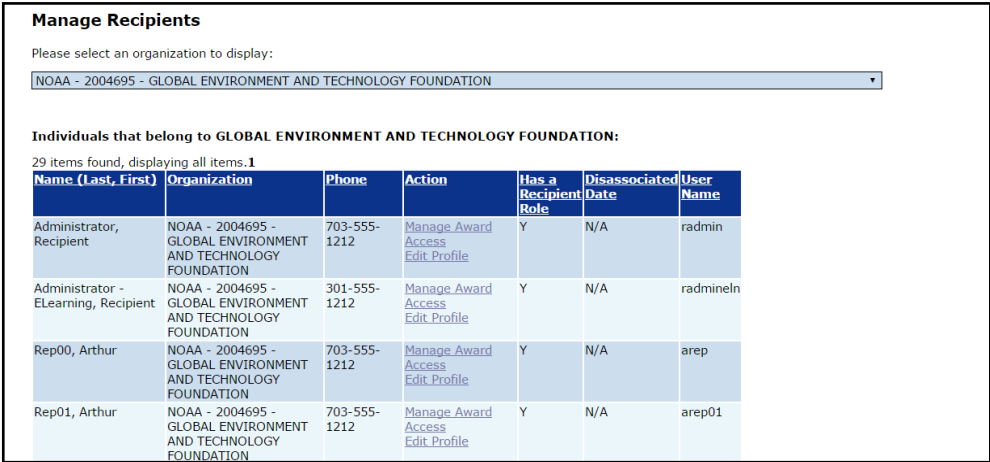
## Add or Edit an Organization's Users

### Recipient Administrator ONLY

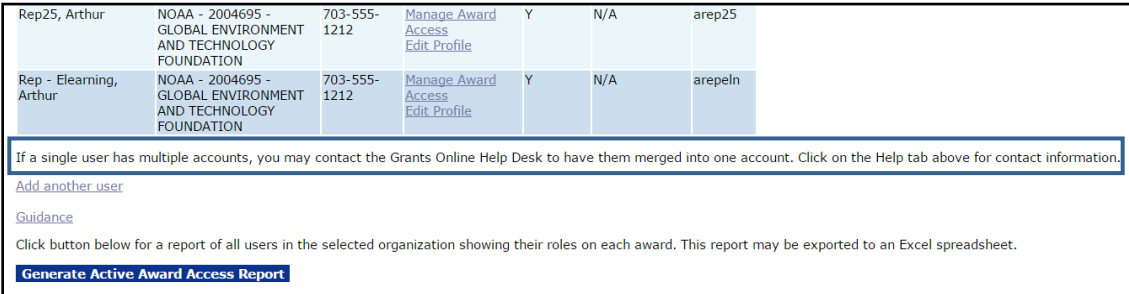
1. Click the **Awards** tab.
2. Click the **Manage Recipient Users** link.
3. Select the appropriate organization from the dropdown menu.



4. A list of users for the selected Grants Online organization is visible.



Observe the message regarding assistance with merging multiple accounts (assigned to the same user) into one user account.



5. To update a user's access:

- a. Click the **Manage Award Access** link on the same line as the user's name.

Name (Last, First)	Phone	Action	Has a Recipient Role	Disassociated Date	User Name
Christie, Christine		<a href="#">Manage Award Access</a> <a href="#">Edit Profile</a>	Y	N/A	cchristie
		<a href="#">Manage Award Access</a> <a href="#">Edit Profile</a>	Y	N/A	
		<a href="#">Manage Award Access</a> <a href="#">Edit Profile</a>	Y	N/A	
		<a href="#">Manage Award Access</a> <a href="#">Edit Profile</a>	N	02/26/2009	None
		<a href="#">Manage Award Access</a> <a href="#">Edit Profile</a>	Y	N/A	
Schmidlapp, Mary	301 444 5551	<a href="#">Manage Award Access</a> <a href="#">Edit Profile</a>	Y	N/A	mschmidlapp

- b. Select or deselect the appropriate checkbox(s) for the level of access the user should be assigned.
- c. Click the **Assign** button at the bottom of the page to complete changes.
- d. Click the **Cancel** button to return to the previous page (changes have been saved).

NA16GOT9980039 Gstudent 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NA16GOT9980041 Gstudent11 Competitive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NA16GOT9980043 Gstudent02 - Title of Project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NA16GOT9980044 Setting up Krispy Kreme stores on the Moon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NA16GOT9980045 Manned mission to Mars 07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
NA16GOT9980049 Training App 01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Note:** If you uncheck a box, the system will restrict access. If you choose to disassociate this user they will be removed from all awards under GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION.

6. To deactivate a user account:

- a. At the top of the screen, uncheck buttons associated with the user's Grants Online role.
- b. Make certain the **Not a Business/Financial Representative** radio button is checked.

**Manage Recipient - Arthur Rep06**

You are viewing the current access levels and roles for **Arthur Rep06** on all awards that belong to GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION. Please use the checkboxes found below to add or restrict access.

Check to add **Arthur Rep06** as the **Recipient Authorized Representative**

Check to add **Arthur Rep06** as the **Administrator**

Arthur Rep06 is:

Not a Business/Financial Representative

A Business/Financial Representative

A Business/Financial Representative with authority to submit Federal Financial Reports directly to the Federal Agency without routing through the Recipient Authority

Please note that by checking the above boxes this user will become the Recipient Administrator, Recipient Authorized Representative, or Business/Financial Representative. Unchecking these boxes will remove the user from the respective role for all Awards.

- c. Click the **Disassociate User** button at the bottom of the page. This removes the user’s access to all awards associated with the specified organization. The user will no longer receive Grants Online email notifications sent to users associated with the organization and the award.

**Note:** If you uncheck a box, the system will restrict access. If you choose to disassociate this user they will be removed from all awards under GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION.

[Assign](#) [Cancel](#)

**Disassociate User**

Please note that this will remove **all** roles and access to awards that this user holds in this Organization!

You may need to submit and get approval on a **Change in Key Personnel Award Action Request** before you take this action.

- d. Click the **Cancel** button to return to the previous page (changes have been saved).

7. To add users to the organization, follow the steps below:

- a. Complete steps 1-4 in this section of the document.
- b. Click the **Add Another User** link at the bottom of the Manage Recipients page.

**Manage Recipients**

Individuals that belong to CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY:

8 items found, displaying all items. 1

Name (Last, First)	Phone	Action	Has a Recipient Role	Disassociated Date	User Name
Christie, Christine		<a href="#">Manage Award Access</a> <a href="#">Edit Profile</a>	Y	N/A	cchristie
		<a href="#">Manage Award Access</a> <a href="#">Edit Profile</a>	Y	N/A	
		<a href="#">Manage Award Access</a> <a href="#">Edit Profile</a>	Y	N/A	
		<a href="#">Manage Award Access</a> <a href="#">Edit Profile</a>	N	02/26/2009	
		<a href="#">Manage Award Access</a> <a href="#">Edit Profile</a>	Y	N/A	
Schmidlapp, Mary	301 444 5551	<a href="#">Manage Award Access</a> <a href="#">Edit Profile</a>	Y	N/A	mschmidlapp
		<a href="#">Manage Award Access</a> <a href="#">Edit Profile</a>	Y	N/A	
		<a href="#">Manage Award Access</a> <a href="#">Edit Profile</a>	N	N/A	

If a single user has multiple accounts, you may contact the Grants Online Help Desk to have them merged into one account. Click on the Help

**Add another user**

[Guidance](#)

- c. Enter data for the mandatory red asterisk data elements (first name, last name, email address, and phone number) on the Create Recipient User page. The User Name, as noted, will be generated when the information is saved.
- d. Choose the appropriate user role from the **User Role** dropdown list. The default role is Recipient User. Select the appropriate role for the person being added.

- e. Click the **Save** button. If there are no errors, the user name is generated; otherwise make the necessary corrections and attempt to save the data again.

### Create Recipient User

For Organization: NOAA - 2000175 - UNIVERSITY OF ALASKA FAIRBANKS

**User Profile**

Prefix :

First Name : \*

Middle Name :

Last Name : \*

Suffix :

**User Account Details**

User Name : \*

Username will be generated on save.

**User Role :**

**Address :**

Title :

Street :

City :

State :

Zip :  Country :

Email : \*

Alternate Email :

Phone : \*  Extension :

Alternate Phone :  Extension :

Fax :

- 8. To edit account details, unlock a user's account or reset the user's password, follow the steps below:
  - a. Complete steps 1-4 in this section of the document.
  - b. Click the **Edit Profile** link on the same line as the user name.

### Manage Recipients

Individuals that belong to CORNELL COOPERATIVE EXTENSION ASSOCIATION OF SUFFOLK COUNTY:

8 items found, displaying all items.1

Name (Last, First)	Phone	Action	Has a Recipient Role	Disassociated Date	User Name
Christie, Christine		<a href="#">Manage Award Access</a> <span style="border: 1px solid red; padding: 2px;">Edit Profile</span>	Y	N/A	cchristie
		<a href="#">Manage Award Access</a> <a href="#">Edit Profile</a>	Y	N/A	
		<a href="#">Manage Award Access</a> <a href="#">Edit Profile</a>	Y	N/A	
		<a href="#">Manage Award Access</a>	N		
		<a href="#">Manage Award Access</a> <a href="#">Edit Profile</a>	Y	N/A	

- c. With the exception of the User Name, all information on the resulting screen can be edited.
- d. To unlock a user account:
  - Click the **Unlock Account** button on the Edit Recipient User page.

**Edit Recipient User**  
For Organization: NOAA - 2004695 - GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION

**User Profile**  
Prefix :   
First Name :\*   
Middle Name:   
Last Name :\*   
Suffix :

**User Account Details**  
User Name :\*

e.   d.

- A message on the screen displays when the user account was successfully unlocked.

**Edit Recipient User**  
For Organization: NOAA - 2004695 - GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION

→ **User account successfully unlocked.**

**User Profile**  
Prefix :   
First Name :\*   
Middle Name:   
Last Name :\*   
Suffix :

- e. To reset a user password:
  - Click the **Reset Password** button on the Edit Recipient User page.
  - Click either the **Reset** or the **Done** button. The **Reset** button generates a new (temporary) password that should be provided to the user. The **Done** button cancels the request.

**Resetting password for: arep01**

Are you sure?

Temporary password provided to the user.



- After providing the temporary password to the user, use either the **Done** button or the breadcrumbs to navigate away from the screen.



**General References:**

**Code of Federal Regulations: 2 CFR § 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards***

[https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

**Council of Inspectors General on Integrity and Efficiency (CIGIE)**

An independent entity established within the executive branch to address integrity, economy, and effectiveness issues that transcend individual government agencies.

[www.ignet.gov](http://www.ignet.gov)

**Federal Audit Clearinghouse**

<https://harvester.census.gov/facweb/Default.aspx>

**Federal Awardee Performance and Integrity Information System (FAPIS)**

[www.fapiis.gov/fapiis/index.action](http://www.fapiis.gov/fapiis/index.action)

**U.S. General Accountability Office: *Standards for Internal Control in the Federal Government*** GAO-14-704G, September 2014.

<https://www.gao.gov/products/gao-14-704g>

