



## **Federal Program Officer, Grants Specialist and Grant Recipient**

### **Reassignments**

NOAA Grants Online Program Management Office

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Version 4.27



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## Reassignments

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Grants Online is a workflow driven application, where tasks are assigned to the appropriate role/user. At times, task(s) may need to be reassigned. Some common reasons are as follows:

- An Uncertified FPO completes a document, but is not authorized to start the workflow. In this example, the Uncertified FPO would need to reassign the task to a Certified FPO.
- An individual is leaving his/her position, and therefore reassigns his/her tasks.

Grants Online provides a notification when a task has been reassigned. The notification will note the former task owner, the current task owner and who reassigned the task.

This manual will focus on how to reassign a task for two principle user roles, the Federal Program Officer (FPO), and Grants Specialist / Director role.

When looking to reassign a task, keep in mind the following two criteria:

- The user can only select a person with a role that has oversight of his/her role
- The user can only select a person within the same Program Office / Line Office

## Universal – Inbox – Task Management

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Most Grants Online users have access to the Inbox tab as well as the Task Management feature which allows the user to reassign tasks between users. This will only reassign the owner for the selected task. This process will not reassign any subsequent tasks for the selected application / award.

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 assigned must have the same Grants Online role.

1. Click the **Inbox** tab.
2. Click the **Task Management** link. The Task Management page is displayed.

The screenshot shows the Grants Online interface. At the top, there is a navigation bar with tabs: **Inbox**, RFA, Application, Awards, Account Management, Reports, and Help. Below this is a blue banner with the Department of Commerce logo and the text "Welcome to Grants Online Grants Student10. You are logged in to TRAIN1A1." and a "Log Off" button. The left sidebar contains a list of links: Advisories, Archived Notifications, Notifications, **Task Management**, and Tasks. The main content area is titled "Task Management" and contains a "Task Search" section. This section has a "Search Criteria" dropdown menu set to "Program Officer", three input fields for "Award Number", "Last Name of User", and "Task ID", and an "Organization" dropdown menu set to "One Commerce Program Office (OCPO)". A "Search" button is located below the form. The text "Nothing found to display." is shown at the bottom of the search results area.

3. While on the Task Management page, choose the appropriate role from the Search Criteria dropdown list. The selection defaults to the user's main role.
4. Select the appropriate Organization from the second dropdown menu. If the user is affiliated with multiple organizations, they must choose the right organization for the task to be reassigned.
5. Click the **Search** button.

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

**Task Management**

**Task Search**

Search Criteria:

Award Number:

Last Name of User:

Task ID:

Organization:

**Search**

429 items found, displaying 1 to 100. [First/Prev] 1, 2, 3, 4, 5 [Next/Last]

Reassign	Award Number	Task Id	Owner	Project Title	Name
<a href="#">Reassign</a>	NA18GOT9980168	5687209	Grants Student25	TRAINING RECORD - Awd-07 CNMI GrantsOnlineTraining Session	Procurement Re Commitment of
<a href="#">Reassign</a>	NA18GOT9980168	5687205	Grants Student25	TRAINING RECORD - Awd-07 CNMI GrantsOnlineTraining Session	Review Release
<a href="#">Reassign</a>	NA18GOT9980068	5687082	Grants Student25	TRAINING RECORD - ACCS Lines -- test for Partial Funding	Conduct Negotia
<a href="#">Reassign</a>	NA19GOT9980023	5686771	Grants Student00	App 3 for Webinar FPO Class - November 2018	Review Award A Request
<a href="#">Reassign</a>	NA19GOT9980021	5686673	Grants Student00	GSTUDENT00 - Competitive Application for Nov18 Webinar FPO Training	Procurement Re Commitment of
<a href="#">Reassign</a>	NA19GOT9980022	5686674	Grants Student18	Gstudent18 - Comp Application	Complete PO Ch
<a href="#">Reassign</a>	NA19GOT9980021	5686671	Grants Student00	GSTUDENT00 - Competitive Application for Nov18 Webinar FPO Training	Complete PO Ch
<a href="#">Reassign</a>	NA19GOT9980021	5686672	Grants Student00	GSTUDENT00 - Competitive Application for Nov18 Webinar FPO Training	NEPA Document
<a href="#">Reassign</a>	NA19GOT9980002	5686419	Grants Student00	Pre Class Testing APP #1	Complete PO Ch

Note that all available tasks are displayed using this search method. Other methods that can be used to refine the search are:

- a. Add the Last Name of User to the search criteria.

**Task Management**

**Task Search**

Search Criteria:

Award Number:

Last Name of User:

Task ID:

Organization:

**Search**

41 items found, displaying all items. 1

Reassign	Award Number	Task Id	Owner	Project Title	Name
<a href="#">Reassign</a>	NA20GOT9980001	5690611	Grants Student00	Testing App to be funded in future fiscal year	Forward/Revise Award File
<a href="#">Reassign</a>	NA20GOT9980001	5690609	Grants Student00	Testing App to be funded in future fiscal year	Procurement Request and Commitment of Funds
<a href="#">Reassign</a>	N/A	5689884	Grants Student00		Review Progress Repo
<a href="#">Reassign</a>	N/A	5689875	Grants Student00		Review Progress Repo
<a href="#">Reassign</a>	NA19GOT9980042	5689824	Grants Student00	GSTUDENT00 - Instructor's Application for May 2019 Comp Processing	Review Release of Funds
<a href="#">Reassign</a>	NA19GOT9980021	5686672	Grants Student00	GSTUDENT00 - Competitive Application for Nov18 Webinar FPO Training	

b. Add the Award Number to the search criteria.

**Task Management**

**Task Search**

Search Criteria:

Award Number:

Last Name of User:

Task ID:

Organization:

**Search**

3 items found, displaying all items.1

Reassign	Award Number	Task Id	Owner	Project Title	Name
<input type="checkbox"/>	NA19GOT9980021	5686673	Grants Student00	GSTUDENT00 - Competitive Application for Nov18 Webinar FPO Training	Procurement Request and Commitment of Funds
<input type="checkbox"/>	NA19GOT9980021	5686671	Grants Student00	GSTUDENT00 - Competitive Application for Nov18 Webinar FPO Training	Complete PO Checklist
<input type="checkbox"/>	NA19GOT9980021	5686672	Grants Student00	GSTUDENT00 - Competitive Application for Nov18 Webinar FPO Training	NEPA Document

c. Add the Task ID to the search criteria.

**Task Management**

**Task Search**

Search Criteria:

Award Number:

Last Name of User:

Task ID:

Organization:

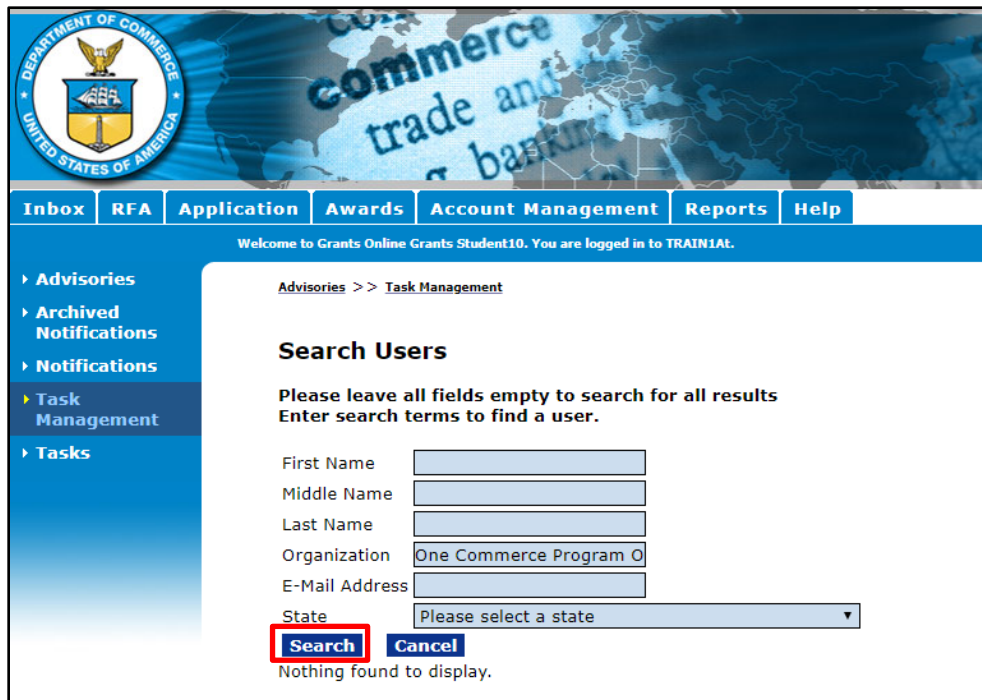
**Search**

One item found.1

Reassign	Award Number	Task Id	Owner	Project Title	Name
<input type="checkbox"/>	NA19GOT9980021	5686672	Grants Student00	GSTUDENT00 - Competitive Application for Nov18 Webinar FPO Training	NEPA Document



- The result of clicking the Reassign button is the Search Users screen. Click the **Search** button. The user may also specify the last name of the user to whom the task should 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.



DEPARTMENT OF COMMERCE  
UNITED STATES OF AMERICA

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Inbox RFA Application Awards Account Management Reports Help

Welcome to Grants Online Grants Student10. You are logged in to TRAIN1AT.

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.

### 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**

30 items found, displaying all items.1

Action	User ID	Name	Organization	Title	Primary Phone	Primar
<a href="#">Select</a>	2028857	Student23, Grants	One Commerce Program Office (OCPO)		301-555-1212	123 Gra
<a href="#">Select</a>	2028843	Student09, Grants	One Commerce Program Office (OCPO)		301-555-1212	123 Gra
<a href="#">Select</a>	2028891	Student28, Grants	One Commerce Program Office (OCPO)		301-555-1212	123 Gra
<a href="#">Select</a>	2028855	Student21, Grants	One Commerce Program Office (OCPO)		301-555-1212	123 Gra
<b><a href="#">Select</a></b>	2028852	Student18, Grants	One Commerce Program Office (OCPO)		301-555-1212	123 Gra

## Reassignments

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9. The final step in the process is to confirm the reassignment. This page recaps the details of the task to be reassigned. Click the **Yes** button to confirm the request or the No button to cancel the request.

**Task Management -- Reassign**  
Are you sure you want to reassign the following task to **Grants Student21** ?

One item found.1

Award Number	Task Id	Owner	Project Title	Name	Document Id	Document Type	Created Date	Started Date	Status
NA19GOT9980021	5686672	Grants Student00	GSTUDENT00 - Competitive Application for Nov18 Webinar FPO Training	NEPA Document	2704749	NEPA	11/15/2018		Not Started

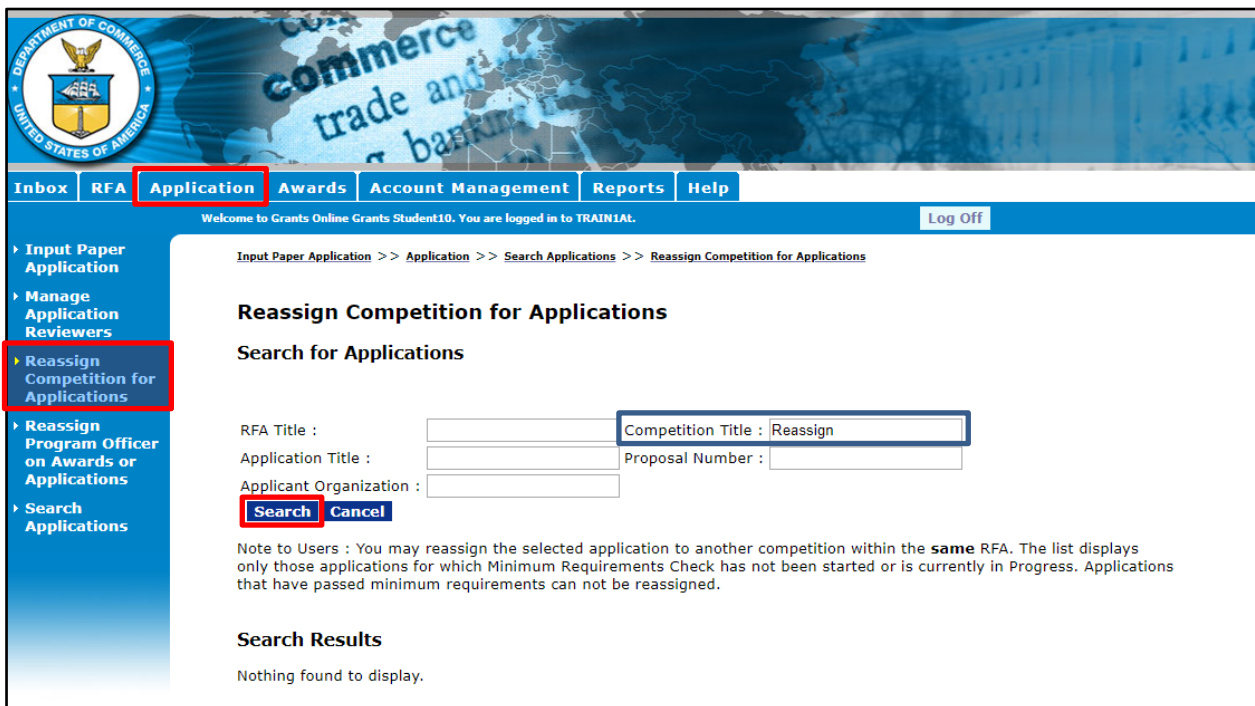
## Federal Program Officers

Federal Program Officers (FPO's) have the option to reassign a task, an application or an award at various steps within the application and award processes as outlined in this manual.

## Reassign Competition for Applications

This feature in Grants Online allows an application to be reassigned from one competition to another competition within the same RFA. An application cannot be reassigned to a different RFA. Additionally, only applications for which the Minimum Requirements Checklist has not been started or is currently in progress can be reassigned. Applications that have passed minimum requirements cannot be reassigned.

1. Click on the **Application** tab and then click the **Reassign Competition for Applications** link. The Reassign Competition for Applications page is displayed.
2. Enter the search criteria and click the **Search** button. In this example, we are searching by Competition Title.



Input Paper Application >> Application >> Search Applications >> Reassign Competition for Applications

### Reassign Competition for Applications

#### Search for Applications

RFA Title :

Application Title :

Applicant Organization :

Competition Title :

Proposal Number :

Note to Users : You may reassign the selected application to another competition within the **same** RFA. The list displays only those applications for which Minimum Requirements Check has not been started or is currently in Progress. Applications that have passed minimum requirements can not be reassigned.

#### Search Results

Nothing found to display.

## Reassignments

- When the search results are displayed, click the **Select** link next to the appropriate application.

### Reassign Competition for Applications

#### Search for Applications

RFA Title :  Competition Title :

Application Title :  Proposal Number :

Applicant Organization :

Note to Users : You may reassign the selected application to another competition within the **same** RFA. The list displays only those applications for which Minimum Requirements Check has not been started or is currently in Progress. Applications that have passed minimum requirements can not be reassigned.

#### Search Results

2 items found, displaying all items.1

Action	Id	Application Title	Proposal Number	Applicant Org	Competition Title	Received Date
<input type="button" value="Select"/>	2704993	COMP 1 Application		Comp 1	Reassignments RFA - COMP 1	
<input type="button" value="Select"/>	2704994	COMP 2 Application		COMP 2 Application	Reassignments RFA - COMP 2	

- The next step is to identify the correct Competition that the application should be reassigned under. To do this, select the radio button next to the appropriate Competition name and click the **Reassign** button at the bottom of the screen

### Reassign Competition for Applications

#### Selected Application for Reassignment

One item found.1

Id	Application Title	Proposal Number	Applicant Org	Competition Title	Received Date
2704993	COMP 1 Application		Comp 1	Reassignments RFA - COMP 1	

The list of competitions to which the above selected application may be reassigned to are shown below, please select one.

2 items found, displaying all items.1

Reassign	Id	Competition Name
<input checked="" type="radio"/>	2704988	Reassignments RFA - COMP 2
<input type="radio"/>	2704990	Reassignments RFA - COMP 3

- The top of the screen now displays the following message: “Application successfully reassigned to <<New Competition Name>>.” The next optional step is to identify the new Program Officer to be responsible for processing the application from this point onward. Select the radio button next to the appropriate FPO and click the **Submit** button.

Application successfully reassigned to Reassignments RFA - COMP 2 competition.

**Reassign Competition for Applications**  
Although not required, it is **strongly recommended** that you select a new Program Officer to perform minimum requirements check on the reassigned application. For your convenience, the list of program officers on the routing list is displayed below. Please select the Program Officer, who will be responsible for processing this application from this point onward.

The Program Officer Grants Student10 is currently assigned to the selected application.  
One item found. 1

Select	<u>I</u> d	<u>N</u> ame	<u>A</u> ffiliation	<u>T</u> elephone
<input type="radio"/>	2028854	Student20, Grants	One Commerce Program Office (OCPO)	301-555-1212

**Submit** **Cancel**

## Reassign Program Officer on Awards or Applications

The Reassign Program Officer on Awards or Applications feature will permanently reassign the award or application, so that any subsequent tasks will be assigned to the new individual. This feature can be used to reassign the Program Officer and/or the Program Office. The following three scenarios will be covered in this section:

- Scenario 1 – Reassign to a new Program Officer
- Scenario 2 – Reassign to a new Program Office
- Scenario 3 – Reassign to a new Program Office and a new Program Officer

### Scenario 1 – Reassign to a new Program Officer; Program Office stays the same

1. Click on the **Application** tab and then click the **Reassign Program Officer on Awards or Applications** link. The Reassign Program Officer on Awards/Applications page is displayed.

The screenshot shows the Grants Online interface. At the top, there is a navigation bar with tabs: **Inbox**, **RFA**, **Application** (highlighted), **Awards**, **Account Management**, **Reports**, and **Help**. Below the navigation bar, a welcome message reads: "Welcome to Grants Online Grants Student10. Your password expires in 11 days. You are logged in to TRAIN2Nv." and a **Log Off** button is present. On the left sidebar, there is a menu with the following items: **Input Paper Application**, **Manage Application Reviewers**, **Reassign Competition for Applications**, **Reassign Program Officer on Awards or Applications** (highlighted), and **Search Applications**. The main content area is titled "Reassign Program Officer on Awards/Applications" and contains the following search fields: **Recipient Organization**, **Award Number**, **RFA Name**, **Competition Name**, **Principal Investigator (Last)**, and **Current Program Officer (Last)**. Below these fields are a **CFDA Number** dropdown menu (set to "-Select a CFDA #-") and a **Document Type** selection with radio buttons for **Award** (selected) and **Application**. There are **Search** and **Cancel** buttons. A **Note** states: "Reassign feature is used to reassign the assigned Program Officer on awards and applications. This feature will also reassign open tasks to the selected Program Officer. Nothing found to display." Below the note is a **Search the User to Reassign** button.

Please note: Be sure to select the correct Document Type in order for the search to display the desired result(s).

- In this example, we are searching by RFA Name and Application. Enter the appropriate search criteria and click the **Search** button.

**Reassign Program Officer on Awards/Applications**

**Search for Applications/Awards**

Recipient Organization :  Award Number :

RFA Name :  Competition Name :

Principal Investigator (Last) :  Current Program Officer (Last) :

CFDA Number :

Document Type :  Award  Application

**Note:** Reassign feature is used to reassign the assigned Program Officer on awards and applications. This feature will also reassign open tasks to the selected Program Officer.  
Nothing found to display.

- When the search results are displayed, select the checkbox next to the appropriate application and click the **Search the User to Reassign** button.

**Reassign Program Officer on Awards/Applications**

**Search for Applications/Awards**

Recipient Organization :  Award Number :

RFA Name :  Competition Name :

Principal Investigator (Last) :  Current Program Officer (Last) :

CFDA Number :

Document Type :  Award  Application

**Note:** Reassign feature is used to reassign the assigned Program Officer on awards and applications. This feature will also reassign open tasks to the selected Program Officer.  
One item found.1

<input type="checkbox"/>	<b>Id</b>	<b>Owner</b>	<b>Applicant/Recipient</b>	<b>Project Title</b>	<b>Federal Funding</b>
<input checked="" type="checkbox"/>	2704977	Grants Student10	Company	Testing for Reassignments	\$500.00

- The Search Users page is displayed. In this scenario, choose the same Line Office (i.e., Grants Online Training) and Program Office (i.e., One Commerce Program Office) from the dropdown menu and enter the First and/or Last Name if desired. Click the **Search** button.

**Search Users**

Line Office : \*

Program Office : \*

First Name :

Last Name :

**Search Results**  
Nothing found to display.

- When the search results are displayed, select the radio button next to the appropriate individual's name and click the **Submit** button at the bottom of the screen.

**Search Users**

Line Office : \*

Program Office : \*

First Name :

Last Name :

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

Select	Last, First	Email	Address	Phone
<input checked="" type="radio"/>	Student00, Grants	testemail@msg2.rdc.noaa.gov	123 Grants Online Way,Money,MD-20000	301-555-1212
<input type="radio"/>	Student01, Grants	testemail@msg2.rdc.noaa.gov	123 Grants Online Way,Money,MD-20000	301-555-1212
<input type="radio"/>	Student02, Grants	testemail@msg2.rdc.noaa.gov	123 Grants Online Way,Money,MD-20000	301-555-1212
<input type="radio"/>	Student03, Grants	testemail@msg2.rdc.noaa.gov	123 Grants Online Way,Money,MD-20000	301-555-1212
<input type="radio"/>	Student04, Grants	testemail@msg2.rdc.noaa.gov	123 Grants Online Way,Money,MD-20000	301-555-1212



- The final step in the process is to confirm the reassignment. This page recaps the award/application details, as well as the selected new owner. To proceed with this request, click the **Reassign** button, otherwise click the Cancel button.

The screenshot displays the 'Reassign Program Officer on Awards/Applications' page. At the top, there is a navigation bar with tabs for 'Inbox', 'RFA', 'Application', 'Awards', 'Account Management', 'Reports', and 'Help'. Below this is a welcome message and a 'Log Off' button. The main content area includes a breadcrumb trail: 'Advisories >> My Profile >> My Preferences >> Reassign Program Officer on Awards or Applications'. The title is 'Reassign Program Officer on Awards/Applications'. There is a search section with fields for Recipient Organization, Award Number, RFA Name, Competition Name, Principal Investigator (Last), and Current Program Officer (Last). A dropdown menu for CFDA Number is set to '-Select a CFDA #-'. The Document Type is set to 'Award'. Below the search fields are 'Search' and 'Cancel' buttons. A note states: 'Note: Reassign feature is used to reassign the assigned Program Officer on awards and applications. This feature will also reassign open tasks to the selected Program Officer. One item found.1'. A table with one row is shown below the note. The table has columns: Id, Application ID, Owner, Applicant/Recipient, Project Title, and Federal Funding. The row contains: 2704977, 2704977, Grants Student10, CARDINAL PEAK TECHNOLOGIES, LLC, Testing for Reassignments, and \$500.00. Below the table, there is a message: 'You have selected Grants Student00 to be the new owner of the above documents and PO tasks in progress if any. Please click the ReAssign button to complete the reassignment.' followed by a red 'Reassign' button. At the bottom, there is a message: 'I have changed my mind and I do not wish to perform the reassignment.' followed by a 'Cancel' button.

Department of Commerce  
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commerce  
trade and  
banking

Inbox RFA Application Awards Account Management Reports Help

Welcome to Grants Online Grants Student10. Your password expires in 13 days. You are logged in to TRAIN1A1. Log Off

Advisories >> My Profile >> My Preferences >> Reassign Program Officer on Awards or Applications

**Reassign Program Officer on Awards/Applications**

**Search for Applications/Awards**

Recipient Organization :  Award Number :

RFA Name :  Competition Name :

Principal Investigator (Last) :  Current Program Officer (Last) :

CFDA Number :  
-Select a CFDA #-

Document Type :  Award  Application

**Search** **Cancel**

**Note:** Reassign feature is used to reassign the assigned Program Officer on awards and applications. This feature will also reassign open tasks to the selected Program Officer.  
One item found.1

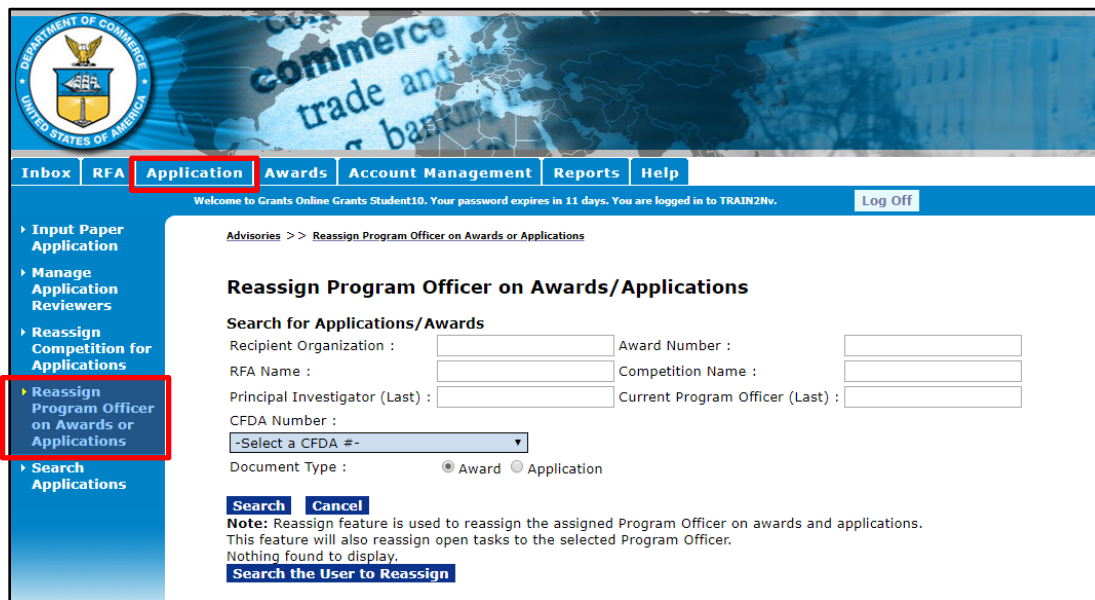
<b>Id</b>	<b>Application ID</b>	<b>Owner</b>	<b>Applicant/Recipient</b>	<b>Project Title</b>	<b>Federal Funding</b>
2704977	2704977	Grants Student10	CARDINAL PEAK TECHNOLOGIES, LLC	Testing for Reassignments	\$500.00

You have selected **Grants Student00** to be the new owner of the above documents and PO tasks in progress if any. Please click the **ReAssign** button to complete the reassignment.

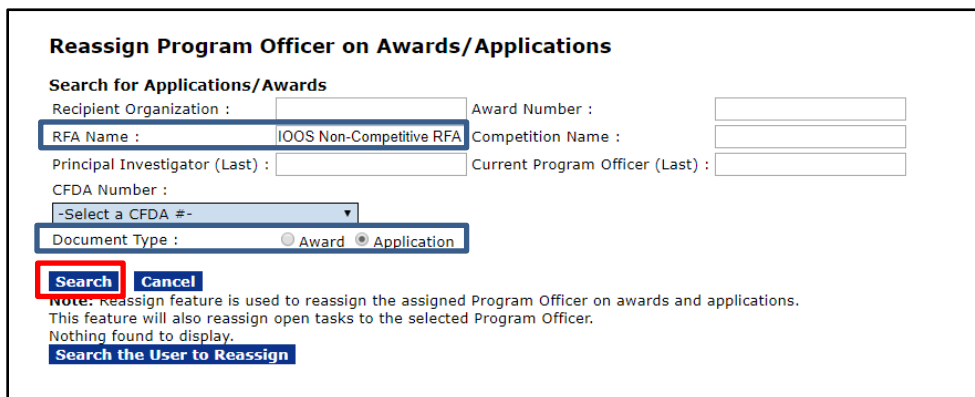
I have changed my mind and I do not wish to perform the reassignment. **Cancel**

### Scenario 2 – Reassign to a new Program Office; Program Officer stays the same

1. Click on the **Application** tab and then click the **Reassign Program Officer on Awards or Applications** link. The Reassign Program Officer on Awards/Applications page is displayed.



2. In this example, we are searching by RFA Name, and Application. Enter the appropriate search criteria and click the **Search** button.



- When the search results are displayed, select the checkbox next to the appropriate application and click the **Search the User to Reassign** button.

### Reassign Program Officer on Awards/Applications

**Search for Applications/Awards**

Recipient Organization :  Award Number :

RFA Name : IOOS Non-Competitive RFA Competition Name :

Principal Investigator (Last) :  Current Program Officer (Last) :

CFDA Number :

Document Type :  Award  Application

**Search** **Cancel**

**Note:** Reassign feature is used to reassign the assigned Program Officer on awards and applications. This feature will also reassign open tasks to the selected Program Officer.

One item found.1

<input type="checkbox"/>	<b>Id</b>	<b>Owner</b>	<b>Applicant/Recipient</b>	<b>Project Title</b>	<b>Federal Funding</b>
<input checked="" type="checkbox"/>	2704977	Grants Student10	Company	Testing for Reassignments	\$500.00

**Search the User to Reassign**

- The Search Users page is displayed. In this scenario, the original Line Office is Grants Online Training and the original Program Office is One Commerce Program Office. Choose a different Line Office and Program Office from the dropdown menu. To further refine the search, the user may also enter the First and/or Last Name. Click the **Search** button.

### Search Users

Line Office :\*

Program Office :\*

First Name :

Last Name :

**Search** **Cancel**

**Search Results**  
Nothing found to display.

**Submit** **Cancel**

- When the search results are displayed, select the radio button next to the same individual, in this case Grants Student 10, and click the **Submit** button at the bottom of the screen.

**Search Users**

Line Office :\*

Program Office :\*

First Name :

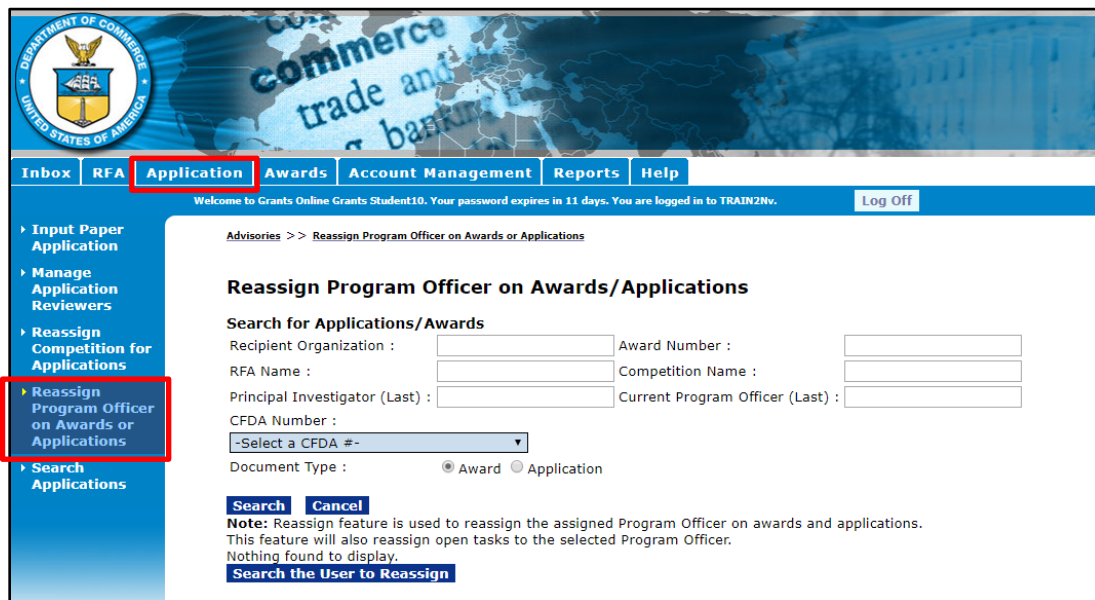
Last Name :

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

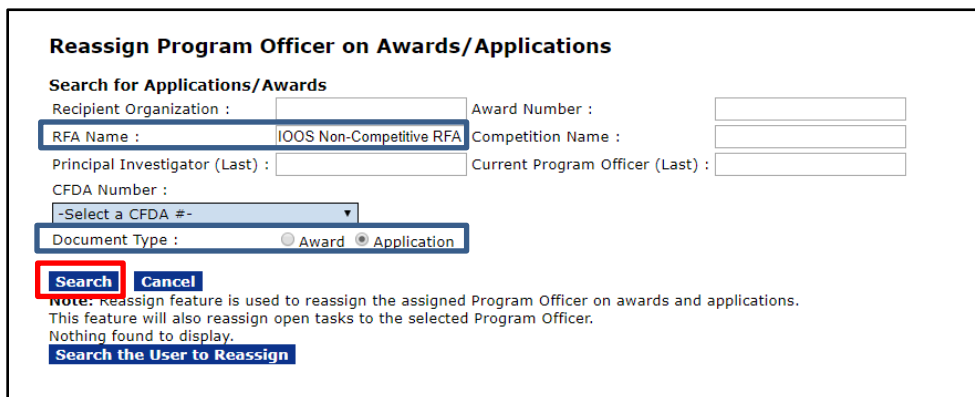
Select	Last, First	Email	Address	Phone
<input type="radio"/>	ELearning FPO, NOAA	testemail@msg2.rdc.noaa.gov	123 Grants Online Way,Money,MD-20000	301-763-6300
<input type="radio"/>	Student10, Grants	A@a.com	123 Grants Online Way,Money,MD-20000	1311231234

**Scenario 3 – Reassign to a new Program Office and a new Program Officer**

1. Click on the **Application** tab and then click the **Reassign Program Officer on Awards or Applications** link. The Reassign Program Officer on Awards/Applications page is displayed.



2. In this example, we are searching by RFA Name, and Application. Enter the appropriate search criteria and click the **Search** button.



- When the search results are displayed, select the checkbox next to the appropriate application and click the **Search the User to Reassign** button.

### Reassign Program Officer on Awards/Applications

**Search for Applications/Awards**

Recipient Organization :  Award Number :

RFA Name : IOOS Non-Competitive RFA Competition Name :

Principal Investigator (Last) :  Current Program Officer (Last) :

CFDA Number :  
-Select a CFDA #-

Document Type :  Award  Application

**Search** **Cancel**

**Note:** Reassign feature is used to reassign the assigned Program Officer on awards and applications. This feature will also reassign open tasks to the selected Program Officer.  
One item found.1

<input type="checkbox"/>	<b>Id</b>	<b>Owner</b>	<b>Applicant/Recipient</b>	<b>Project Title</b>	<b>Federal Funding</b>
<input checked="" type="checkbox"/>	2704977	Grants Student10	Company	Testing for Reassignments	\$500.00

**Search the User to Reassign**

- The Search Users page is displayed. In this scenario, the original Line Office is Grants Online Training and the original Program Office is One Commerce Program Office. Choose a different Line Office and Program Office from the dropdown menu. To further refine the search, the user may also enter the First and/or Last Name. Click the **Search** button.

### Search Users

Line Office :\*

Program Office :\*

First Name :

Last Name :

**Search** **Cancel**

**Search Results**  
Nothing found to display.  
**Submit** **Cancel**

- When the search results are displayed, select the radio button next to a different individual, in this case someone other than Grants Student 10, and click the **Submit** button at the bottom of the screen.

**Search Users**

Line Office :\*

Program Office :\*

First Name :

Last Name :

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

Select	Last, First	Email	Address	Phone
<input type="radio"/>	ELearning FPO, NOAA	testemail@msg2.rdc.noaa.gov	123 Grants Online Way,Money,MD-20000	301-763-6300
<input type="radio"/>	Student10, Grants	A@a.com	123 Grants Online Way,Money,MD-20000	1311231234

## Review Minimum Requirements – Reassign Application

After an application is submitted via Grants.gov or an application is manually input in Grants Online, the Review Minimum Requirements Checklist task is available.

The workload routing section of the RFA identifies who will receive the original task assignment. At this step in the process, the application can be reassigned to a different Federal Program Officer. Any subsequent tasks will be assigned to the new individual.

1. Click the **Inbox** tab.
2. Click the **Tasks** link to display the items currently available to the Program Officer.
3. Click the View link beside the **Review Min. Req. Checklist** task.

DEPARTMENT OF COMMERCE  
UNITED STATES OF AMERICA

commerce  
trade and  
banking

**Inbox** RFA Application Awards Account Management Reports Help

Welcome to Grants Online Grants: Student10. You are logged in to TRAINIAL. [Log Off](#)

Federal Funding Opportunity >> Input Paper Application >> Application >> Tasks

**Your Tasks**

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

3 items found, displaying all items. 1

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number	Applicant State	Competition Name
<a href="#">View</a>	5687502	Review Min. Req. Checklist	Not Started	Application	2704977			N/A	CO	N/A
<a href="#">View</a>	5685713	Review Progress	Not Started	RPPR	2704639			NA19GOT9980015	CO	N/A



- The Application launch page is visible. From the action dropdown menu, choose **Reassign Application**. Click the **Submit** button.

**Application**

**Id:** 2704977  
**Status:** ReviewMinimumRequirementsChecklist - Not Started

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

**Your Comments:**

- Reassign Application
- Review Application for Minimum Requirements
- View Application Details
- Withdraw

**Spell Check**

**Save Comment**

- The Reassign Application screen is displayed.

**Application Header Information**

<b>Application ID:</b>	2704977	<b>Award Number</b>	
<b>Applicant Name:</b>	Company	<b>Application Receipt Date:</b>	02/11/2019
<b>Project Title:</b>	Testing for Reassignments	<b>Applicant Type:</b>	For-Profit Organization (Other than Small Business)
<b>Project Period:</b>	10/01/2018 - 09/30/2020	<b>DUNS Number:</b>	
<b>Federal Funding Requested:</b>	\$500.00	<b>Type of Application:</b>	
<b>Program Officer:</b>	Grants Student10	<b>High Risk Recipient:</b>	

**Reassign Application**

Available Program Officers \* -Select a Program Officer-

**Reassign** **Cancel**

- Select a Program Officer-
- Student00, Grants
- Student01, Grants
- Student02, Grants
- Student03, Grants
- Student04, Grants
- Student05, Grants
- Student06, Grants
- Student07, Grants
- Student08, Grants
- Student09, Grants
- Student11, Grants
- Student12, Grants
- Student13, Grants
- Student14, Grants
- Student15, Grants
- Student16, Grants
- Student17, Grants
- Student18, Grants
- Student19, Grants

## Reassignments

- Choose the correct individual from the dropdown menu and click the **Reassign** button.

### Reassign Application

Available Program Officers \* Student09, Grants ▼

**Reassign**

Cancel

- This update has been completed. The Inbox is displayed, and the Review Min. Req. Checklist task is no longer on the Your Tasks list.

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**Inbox** RFA Application Awards Account Management Reports Help

Welcome to Grants Online Grants Student10. You are logged in to TRAIN2W. [Log Off](#)

Advisories >> Tasks >> Application

### Your Tasks

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

2 items found, displaying all items.1

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number	Applicant State	Competition Name	Award Start Date	Proposal Number	Task Received Date	RFA
<a href="#">View</a>	5685713	Review Progress Report	Not Started	RPPR	2704639			NA19GOT9980015	CO	N/A	10/01/2017	0001	11/06/2018	GST Inst RFA
<a href="#">View</a>	5682715	Notify	In	RFA	2704217	11/05/2018		N/A	N/A	N/A		N/A	11/05/2018	GST

## Conduct Negotiations – Reassign Application

After the Minimum Requirements Checklist has been completed on an application, the next step in the process is to Conduct Negotiations.

The workload routing section of the RFA identifies who will receive the original task assignment. At this step in the process, the application can be reassigned to a different Federal Program Officer. Any subsequent tasks will be assigned to the new individual.

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

5 Items found, displaying all items. 1

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number	Applicant State	Competition Name	Award Start Date	Proposal Number	Task Received Date	RFA Name	Applicant Name	Project Title
<a href="#">View</a>	5687861	Conduct Negotiations	Not Started	Application	2704977			NA19GOT9980024	CO	N/A		N/A	03/13/2019	GSTUDENT10 - 1005 Non-Competitive RFA	CARDINAL PEAK TECHNOLOGIES, LLC	Testing for Reassignments
<a href="#">View</a>	5687861	Review Min. Req. Checklist	Not Started	Application	2705001			N/A	CO	N/A		N/A	03/13/2019	GSTUDENT10 - 1005 Non-Competitive RFA	Company 2	Testing for Reassignments
<a href="#">View</a>	5687710	Notify Recipients	In Progress	RFA	2704979	02/25/2019		N/A	N/A	N/A		N/A	02/25/2019	Reassignment Testing RFA	N/A	N/A
<a href="#">View</a>	5685713	Review	Not	RPPR	2704639			NA19GOT9980015	CO	N/A	10/01/2017	0001	11/06/2018	GSTUDENT00 -	CARDINAL PEAK	GSTUDENT10

4. The Application launch page is displayed. Prior to completing the Conduct Negotiations task, the FPO has the option to reassign this application to another user. Choose the **Reassign** option from the dropdown menu and click the **Submit** button.

**Application - NA19GOT9980024**

**Id:** 2704977

**Status:** ProgramOfficerActions - Not Started

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

**Your Comments:** Please select an action  
Conduct Negotiations  
Negotiations Complete  
**Reassign**  
Reject  
Withdraw

Check

**Save Comment**

Note that even after the Conduct Negotiations task has been started, the Reassign option is available.

Choose **Reassign** from the dropdown menu and click the **Submit** button.

The screenshot shows a form titled "Application - NA19GOT9980024". The "Id" is 2704977 and the "Status" is "ProgramOfficerActions - In Progress". The "Action" dropdown menu is open, showing options: "Please select an action", "Conduct Negotiations", "Negotiations Complete", "Reassign", "Reject", and "Withdraw". The "Reassign" option is highlighted. A "Submit" button is visible next to the dropdown. Below the dropdown is a "Your Comments:" text area and a "Save Comment" button.

5. The Reassign Application screen is displayed.

The screenshot shows the "Reassign Application" screen. It is divided into two main sections: "Application Header Information" and "Reassign Application".

**Application Header Information:**

Application ID:	2704977	Award Number:	NA19GOT9980024
Applicant Name:	CARDINAL PEAK TECHNOLOGIES, LLC	Application Receipt Date:	02/11/2019
Project Title:	Testing for Reassignments	Applicant Type:	For-Profit Organization (Other than Small Business)
Project Period:	10/01/2018 - 09/30/2020	DUNS Number:	964047778
Federal Funding Requested:	\$500.00	Type of Application:	
Program Officer:	Grants Student10	High Risk Recipient:	No

**Reassign Application:**

Available Program Officers \* -Select a Program Officer-

- Select a Program Officer-
- ELearning FPO, NOAA
- Student00, Grants
- Student01, Grants
- Student02, Grants
- Student03, Grants
- Student04, Grants
- Student05, Grants
- Student06, Grants
- Student07, Grants
- Student08, Grants
- Student09, Grants
- Student11, Grants
- Student12, Grants
- Student13, Grants
- Student14, Grants
- Student15, Grants
- Student16, Grants
- Student17, Grants
- Student18, Grants

Buttons: "Reassign" and "Cancel" are visible.

- Choose the correct individual and click the **Reassign** button.

**Reassign Application**

Available Program Officers \* Student09, Grants

**Reassign**

**Cancel**

- This update has been completed. The Inbox is displayed, and the Conduct Negotiations task is no longer on the Your Tasks list.

The screenshot shows the 'Your Tasks' section of the Grants Online Grants Student10 interface. The interface includes a navigation menu with options like 'Inbox', 'RFA', 'Application', 'Awards', 'Account Management', 'Reports', and 'Help'. The 'Your Tasks' section displays a table with the following data:

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number	Applicant State	Competition Name	Award Start Date	Proposal Number	Task Received Date	RFA Name	Applicant Name	Project Title
<a href="#">View</a>	5687861	Review Min. Req. Checklist	Not Started	Application	2705001			N/A	CO	N/A		N/A	03/13/2019	GSTUDENT10 - 1005 Non-Competitive RFA	Company 2	Testing for Reassignments
<a href="#">View</a>	5087710	Notify Recipients	In Progress	RFA	2704979	02/25/2019		N/A	N/A	N/A		N/A	02/25/2019	Reassignment Testing RFA	N/A	N/A
<a href="#">View</a>	5085713	Review Progress	Not Started	RPPR	2704639			NA19GOT9980015	CO	N/A	10/01/2017	0001	11/06/2018	GSTUDENT00 - Instructor's	CARDINAL PEAK TECHNOLOGIES, - 1005 FFO	GSTUDENT10

## PO Checklist – Reassign Award File

During Award Processing, the Assigned FPO has three tasks to complete: the PO Checklist, NEPA and Procurement Request. The PO Checklist provides the ability to reassign the award file so that any subsequent tasks will be assigned to the new individual.

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

6 items found, displaying all items. 1

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number	Applicant State	Competition Name	Award Start Date	Proposal Number	Task Received Date	REA Name
<a href="#">View</a>	5687769	Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds	2704997			NA19GOT9980026	CO	N/A		N/A	02/27/2019	Reassignment Testing RFA
<a href="#">View</a>	5687768	NEPA Document	Not Started	NEPA	2705000			NA19GOT9980026	CO	N/A		N/A	02/27/2019	Reassignment Testing RFA
<a href="#">View</a>	5687767	Complete PO Checklist	Not Started	PO Checklist	2704998			NA19GOT9980026	CO	N/A		N/A	02/27/2019	Reassignment Testing RFA
<a href="#">View</a>	5687710	Notify Recipients	In	RFA	2704979	02/25/2019		N/A	N/A	N/A		N/A	02/25/2019	Reassignment

- The PO Checklist launch page is displayed. The FPO has the option to reassign the award file to another user. Choose the **Reassign Award File** option from the dropdown menu and click the **Submit** button.

**PO Checklist - NA19GOT9980026**

**Id:** 2704998  
**Status:** ProgramOfficerActions - Not Started

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

**Your Comments:** Please select an action  
 Complete PO Checklist  
**Reassign Award File**  
 Renegotiate

Spell Check

Save Comment

**Workflow Analysis**

The PO Checklist is incomplete.

- The Reassign PO Checklist screen is displayed.

**Award File Header Information**

<b>RFA Name:</b>	Reassignment Testing RFA	<b>Funding Opportunity Number:</b>	NOAA-GOT-OCPO-2019-2005695
<b>CFDA Number:</b>	11.998	<b>Award File Period:</b>	10/01/2018 - 09/30/2020
<b>Program Officer:</b>	Grants Student20	<b>Program Officer Phone:</b>	301-555-1212 EXT-null
<b>Grants Specialist:</b>	NOAA Grants Specialist-GOT	<b>Grants Specialist Phone:</b>	301-555-1212 EXT-
<b>Federal Funding:</b>	\$0.00	<b>Non Federal Funding:</b>	\$0.00
<b>Project Title:</b>	Reassignment		
<b>Organization Name:</b>	CARDINAL PEAK TECHNOLOGIES, LLC	<b>DBA Name:</b>	null
<b>Multi-Year:</b>	No	<b>ASAP Recipient:</b>	Yes
		<b>High Risk Recipient:</b>	No

**Reassign PO Checklist**

Available Program Officers \* -Select a Program Officer-

Reassign Cancel

-Select a Program Officer-  
 ELearning FPO, NOAA  
 Student00, Grants  
 Student01, Grants  
 Student02, Grants  
 Student03, Grants  
 Student04, Grants  
 Student05, Grants  
 Student06, Grants  
 Student07, Grants  
 Student08, Grants  
 Student09, Grants  
 Student11, Grants  
 Student12, Grants  
 Student13, Grants  
 Student14, Grants  
 Student15, Grants  
 Student16, Grants  
 Student17, Grants  
 Student18, Grants

## Reassignments

- Choose the correct individual and click the Reassign button.

**Reassign PO Checklist**

Available Program Officers \*

**Reassign**

**Cancel**

- This update has been completed. The Inbox is displayed, and all tasks related to the award file which was reassigned are no longer on the Your Tasks list.

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Inbox RFA Application Awards Account Management Reports Help

Welcome to Grants Online Grants Student10. You are logged in to TRAINIAL. [Log Off](#)

Search Applications >> Application - NA19GOT9980026 >> Tasks >> PO Checklist - NA19GOT9980026

**Your Tasks**

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

3 items found, displaying all items.1

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number	Applicant State	Competition Name	Award Start Date	Proposal Number	Task Received Date	RFA Name
<a href="#">View</a>	5687710	Notify Recipients	In Progress	RFA	2704979	02/25/2019		N/A	N/A	N/A	N/A	N/A	02/25/2019	Reassignment Testing RFA
<a href="#">View</a>	5685713	Review Progress Report	Not Started	RPPR	2704639			NA19GOT9980015	CO	N/A	10/01/2017	0001	11/06/2018	GSTUDENT00 - Instructor's Competitive RFA for Nov ...
<a href="#">View</a>	5682715	Notify	In	RFA	2704217	11/05/2018		N/A	N/A	N/A		N/A	11/05/2018	GSTUDENT10 - IOOS



## Grants Specialist / Director

At any time during the workflow, the Grants Officer (or the EDA Director) may reassign the Grants Specialist and/or Director on an Award.

1. Click the **Applications** tab.
2. Click the **Reassign Grants Specialist or Director on Award** link. The Reassign Grants Specialist or Director on Awards page is displayed.

The screenshot displays the Grants Online NOAA Grants Officer-GOT interface. The top navigation bar includes tabs for 'Inbox', 'RFA', 'Application', 'Awards', 'Account Management', 'Reports', and 'Help'. The 'Application' tab is selected. Below the navigation bar, a welcome message states: 'Welcome to Grants Online NOAA Grants Officer-GOT. Your password expires in 13 days. You are logged in to TRAINIAL. Log Off'. The main content area is titled 'Reassign Grants Specialist or Director on Awards' and contains a search form. The search form includes the following fields and options:

- Search for Awards**
- Select User :** \*  GrantsSpecialist  Director
- Award Number :**
- Current Assigned Grants Specialist/Director (Last Name) :**
- Line office :** \*
- CFDA Number :**

Below the search form are buttons for **Search** and **Cancel**. A note states: **Note:** This feature will also reassign open tasks to the selected Grants Specialist / Director. Nothing found to display. A link **Search the User to Reassign** is also present.

- Enter the search criteria, including the user type, and click the **Search** button. In this example, we are searching by Grants Specialist within the Grants Online Training-NOAA Line Office.

**Reassign Grants Specialist or Director on Awards**

**Search for Awards**

Select User :\*  GrantsSpecialist  Director

Award Number :

Current Assigned Grants Specialist/Director (Last Name) :

Line office :\*

CFDA Number :

**Search** **Cancel**

Note: this feature will also reassign open tasks to the selected Grants Specialist / Director.  
228 items found, displaying 1 to 100. [First/Prev] 1, 2, 3 [Next/Last]

Select	App Id	Award Number	Owner	Recipient Name	Recipi State
<input type="checkbox"/>	2693488	NA18GOT9980016	NOAA Grants Specialist-GOT	CARDINAL PEAK TECHNOLOGIES, LLC	CO
<input type="checkbox"/>	2693793	NA18GOT9980034	NOAA Grants Specialist-GOT	UNIVERSITY OF ARIZONA	AZ
<input type="checkbox"/>	2693453	NA18GOT9980013	NOAA Grants Specialist-GOT	CARDINAL PEAK TECHNOLOGIES, LLC	CO
<input type="checkbox"/>	2693782	NA18GOT9980033	NOAA Grants Specialist-GOT	UNIVERSITY OF ARIZONA	AZ
<input type="checkbox"/>	2693346	NA18GOT9980003	NOAA Grants Specialist-GOT	CARDINAL PEAK TECHNOLOGIES, LLC	CO
<input type="checkbox"/>	2693401	NA18GOT9980008	NOAA Grants Specialist-GOT	CARDINAL PEAK TECHNOLOGIES, LLC	CO
<input type="checkbox"/>	2693491	NA18GOT9980020	NOAA Grants Specialist-GOT	CARDINAL PEAK TECHNOLOGIES, LLC	CO
<input type="checkbox"/>	2693434	NA18GOT9980012	NOAA Grants Specialist-	CARDINAL PEAK TECHNOLOGIES, CO	CO

Note that all available tasks are displayed using this search method.

- To refine the search results, add the Award Number to the search criteria.

**Reassign Grants Specialist or Director on Awards**

**Search for Awards**

Select User :\*  GrantsSpecialist  Director

Award Number :

Current Assigned Grants Specialist/Director (Last Name) :

Line office :\*

CFDA Number :

**Search** **Cancel**

Note: this feature will also reassign open tasks to the selected Grants Specialist / Director.  
One item found.1

Select	App Id	Award Number	Owner	Recipient Name	Recipi State
<input type="checkbox"/>	2705366	NA19GOT9980051	NOAA Grants Specialist-GOT	MILAN CHAMBER OF COMMERCE INC	TN

**Search the User to Reassign**

- Choose the appropriate Award by clicking the **Select** check box and click the **Search the User to Reassign** button.

**Reassign Grants Specialist or Director on Awards**

**Search for Awards**

Select User :\*  GrantsSpecialist  Director

Award Number :

Current Assigned Grants Specialist/Director (Last Name) :

Line office :\*

CFDA Number :

**Note:** This feature will also reassign open tasks to the selected Grants Specialist / Director.  
One item found.1

Select	App Id	Award Number	Owner	Recipient Name	Recipi State
<input checked="" type="checkbox"/>	2705366	NA19GOT9980051	NOAA Grants Specialist-GOT	MILAN CHAMBER OF COMMERCE INC	TN

- The Search Users page is displayed. Enter any applicable search criteria, if desired, and click the **Search** button.

**Search Users:**

**Search Grants Specialist to Reassign**

First Name :

Last Name :

**Search Results**  
Nothing found to display.

- The search results are displayed. Choose the appropriate Grants Specialist by clicking on the **Select** radio button next to the correct individual and click the **Submit** button.

**Search Users:**

**Search Grants Specialist to Reassign**

First Name :

Last Name :

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

Select	Name
<input type="radio"/>	NOAA Grants Specialist-GOT
<input checked="" type="radio"/>	Grants Student10

## Reassignments

- The final step in the process is to confirm the reassignment. This page recaps the award details as well as the selected new Grants Specialist. To proceed with this request, click the **Reassign** button, otherwise click the Cancel button.

### Reassign Grants Specialist or Director on Awards

**Search for Awards**

Select User : \*  GrantsSpecialist  Director

Award Number :

Current Assigned Grants Specialist/Director (Last Name) :

Line office : \*

Line office : \*

CFDA Number :

CFDA Number :

**Note:** This feature will also reassign open tasks to the selected Grants Specialist / Director.

One item found. 1

Id	Award Number	Owner	Recipient Name	Recipient State	Line Office	Program Office	CFDA Number	Federal Funding
2705366	NA19GOT9980051	NOAA Grants Specialist-GOT	MILAN CHAMBER OF COMMERCE INC	TN	Grants Online Training-NOAA (GOT)	One Commerce Program Office (OCP0)	11.998	\$10,000.00

You have selected **Grants Student10** to be the new owner of the above documents and tasks in progress if any. Please click the **ReAssign** button to complete the reassignment.

I have changed my mind and I do not wish to perform the reassignment.

## Appendix – Reassignment of Task Notification

Notification of a reassignment of task will be available under Your Notifications. Click the **View Notification** link next to the **Reassignment of Task** subject line to view the notification.

The screenshot shows the Grants Online user interface. The 'Your Notifications' section is active, displaying a list of notifications. The first notification is highlighted with a red border:

Action	From	Sent	Subject
<a href="#">View Notification</a>	Grants Student10	03/18/2019 04:27:30 PM	Reassignment of Task: Application
<a href="#">View Notification</a>	Grants Online	03/16/2019 01:33:56 AM	Notice of Enforcement forNOAA Award NA19GOT9980016
<a href="#">View Notification</a>	Grants Online	03/16/2019 01:33:51 AM	Notice of Enforcement forNOAA Award NA18GOT9980038
<a href="#">View Notification</a>	Grants Student09	03/13/2019 03:26:21 PM	Application CARDINAL PEAK TECHNOLOGIES, LLC titled Testing for Reassignments has been Reassigned to Grants Student10
<a href="#">View Notification</a>	Grants Online	03/10/2019 02:45:01 AM	Delinquent Project Progress Report Acceptance for NOAA Award NA19GOT9980016
<a href="#">View Notification</a>	Grants Online	03/01/2019 01:33:45 AM	Notice of Enforcement forNOAA Award NA19GOT9980016
<a href="#">View Notification</a>	Grants Online	03/01/2019 01:33:41 AM	Notice of Enforcement forNOAA Award NA18GOT9980038
<a href="#">View Notification</a>	Grants Online	02/27/2019 03:45:01 AM	Delinquent Project Progress Report Acceptance for NOAA Award NA19GOT9980016

The notification details screen will be displayed with details of the reassignment and of the task.

### Reassignment of Task: Application

---

**From** Grants Student10

**Sent** 03/18/2019 04:27:30 PM

A task has been reassigned.

Former Task Owner: Grants Student10  
 Current Task Owner: Grants Student09  
 Reassigned on: March 18, 2019

Task: Application  
 User Role: Program Officer  
 Document Type: Application  
 Award Number: NA19GOT9980024

[Cancel](#)