



**NOAA Grants Management Guidance**  
Grants Specialist and Grants Officer  
Award File Processing (New Award and Supplement/Renewal)

**NOAA Grants Online Program Management Office**

March 2021

Version 5.03

# ***Grants Management Division Guidance***

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## Program Officer: Award File Components

Prior to forwarding the Award package to Grants Management, the Program Officer has completed the first four items associated with the Award package:

- 1) Application and attachments
- 2) Program Officer (PO) Checklist
- 3) NEPA Document
- 4) Procurement Request and Commitment of Funds (PRCF)

The Application, PO Checklist, the NEPA Document, and the PRCF are listed in the sub-documents section of the Award file.

Sub Documents				
Type	ID	Title	Status	Status Date
1 { Application	2855741	VIRGINIA INSTITUTE OF MARINE SCIENCE - RFA for GMD...	ProgramOfficerActions - Complete	11/16/2020
2 { CD450	2855748	RFA for GMD Manual		11/16/2020
2 { PO Checklist	2855746	RFA for GMD Manual	ProgramOfficerActions - Complete	11/16/2020
3 { NEPA	2855747	RFA for GMD Manual	NEPAOfficialActions - Complete	11/16/2020
4 { GMD Checklist	2855749	RFA for GMD Manual		11/16/2020
4 { Procurement Request and Commitment of Funds	2855745	RFA for GMD Manual	Approved	11/16/2020
Federal Assistance Information Sheet	2855743			11/16/2020
Organization Profile	2855744	VIRGINIA INSTITUTE OF MARINE SCIENCE		04/23/2020

- 5) For Competitive RFAs the Program Officer will have set up artifacts associated with the Competition, the Review Event, and the Selection Package.

The Competition, Review Event, and Selection Package are listed in the sub-documents section at the bottom of the Competition launch page.

Sub Documents				
Type	ID	Title	Status	Status Date
5 { Applications Report	2845798	Applications Report		
5 { Selected Applications	2845798	Selected Applications		
5 { Review Event	2845808	Review event one		02/10/2020
5 { Reviewer Instructions	2845799	Reviewer Instructions for Review event one Review ...		
Export options: <a href="#">Excel</a>				

## Grants Specialist: Return Award File to PO

1. The items that comprise the Award Package (Award File 0) can be viewed by the Grants Specialist. If modifications to the NEPA, PO Checklist or PRCF are required, the Award Package should be returned to the Program Officer from whom they originated.
2. From the Action dropdown menu, select the **Return Award File to PO** option. Click the **Submit** button.

**Award File 0 - NA21GOT9980017**

**Id:** 2855743  
**Status:** GrantsSpecialistActions - Not Started

**Action:** Please select an action

**Your Comments:** Please select an action

- Complete CD 450
- Complete GMD Checklist
- Edit Specific Award Conditions
- Forward to OIG
- Reject Award File
- Return Award File to PO
- View FAIS Sheet
- View Reporting Frequencies

## Grants Specialist: Review Award File (New Award)

The Grants Specialist has a task in the Inbox to Review Award File.

1. From the Inbox tab, click the **Tasks** link. Click the **View** link that corresponds to the **Review Award File** task.

Your Tasks										
Document Type		Status								
All		Open		Apply Filter >>						
160 items found, displaying 1 to 100. [First/Prev] 1, 2 [Next/Last]										
View	Task	Award Number	Task Status	Task Name	Project Title	Approved Federal Funding	Task Id	Document Type	Document Id	RFA Name
<a href="#">View</a>	11/16/2020	NA21GOT9980017	Not Started	Review Award File	RFA for GMD Manual	\$3,000.00	6804990	Award File	2855743	Test RFA for Virtual FPO
<a href="#">View</a>	11/05/2020	NA20GOT9980195	Not Started	Review Award Action Request	TRAINING RECORD - GSTUDENT05 - POST-AWARD App for August 2020 Class	N/A	6804877	Award Action Request	2855730	GSTUDENT05 Instructor N for Aug 2020 POST-AWAR
<a href="#">View</a>	11/04/2020	NA20GOT9980195	Not Started	Review SF-425 Cash Flow Report	TRAINING RECORD - GSTUDENT05 - POST-AWARD App for August 2020 Class	N/A	6804816	SF-425: Federal Financial Report - Cash Flow Only	2854077	GSTUDENT05 Instructor N for Aug 2020 POST-AWAR

## Grants Management Division Guidance

2. The resulting page shows that the Review Award File task is In Progress for the Grants Specialist. Additional information shown on this screen:
  - a. The Workflow Analysis indicates the task is in the Grants Specialist Inbox.
  - b. The Award File cannot be forwarded to FALD or the Grants Officer until the CD-450 and the GMD Checklist are complete.
  - c. The Recipient last submitted a single audit more than 9 months from the fiscal year end date.
  - d. The last person to complete a task for this award was a Program Officer (gstudent25).

**Award File 0 - NA21GOT9980017**

**Id:** 2855743  
**Status:** GrantsSpecialistActions - In Progress

**Action:** Please select an action

**Your Comments:**

**Workflow Analysis**

- a. Award File is in the Grants Specialist's inbox.
- b. Award File cannot be forwarded to FALD or the Grants Officer until the GMD Checklist is completed.
- c. Recipient last submitted single audit is not within 9 months of the fiscal year end date.

**Workflow History**

Name	Date Assigned	Date Started	Date Completed	Performer	Role	Action Taken	Current Status
Forward/Revise Award File	11/16/2020 02:56:45 PM	11/16/2020 03:13:04 PM	11/16/2020 03:13:05 PM	Grants.Student25	ProgramOfficer	ForwardToGrantsSpecialist	Complete

Export options: Excel

**d.** (points to the Performer column in the Workflow History table)

3. Of the items listed on the Action dropdown menu the following options are currently in use:

- Complete CD-450
- Complete GMD Checklist
- Edit Specific Award Conditions
- Reject Award File (requires prior approval by the Branch Chief or Team Lead)
- Return Award File to PO
- View Reporting Frequencies

**Award File 0 - NA21GOT9980017**

**Id:** 2855743  
**Status:** GrantsSpecialistActions - In Progress

**Action:** Complete CD 450

**Your Comments:** Please select an action

- Complete CD 450
- Complete GMD Checklist
- Edit Specific Award Conditions
- Forward to OIG
- Reject Award File
- Return Award File to PO
- View FAIS Sheet
- View Reporting Frequencies

The next few sections of this document present an overview of the information associated with each relevant option on the last screen image.

## Grants Specialist: Complete CD-450

1. From the Award File 0 launch page, select the **Complete CD-450** option from the Action dropdown menu. Click the **Submit** button.

**Award File 0 - NA21GOT9980017**

**Id:** 2855743  
**Status:** GrantsSpecialistActions - Not Started

**Action:** Please select an action

**Your Comments:** Please select an action

- Complete CD 450
- Complete GMD Checklist
- Edit Specific Award Conditions
- Forward to OIG
- Reject Award File
- Return Award File to PO
- View FAIS Sheet
- View Reporting Frequencies

2. The CD-450 Details page has four sections:
  - a. The *Financial Assistance Award* section. Most of the information in this section is pre-populated. If data elements are not greyed out, that information can be updated.
  - b. The *Internal Use Only* section includes an opportunity to enter information for the **ASAP Authorize Amount** and whether prior year funds are being used. Although not marked with a red asterisk, the **DoNotPay List Checked** data element is currently required. If you do not review and confirm this item, progress through the remaining steps of the workflow is limited.

Financial Assistance Award			
<b>Recipient Name:</b>	VIRGINIA INSTITUTE OF MARINE SCIENCE	<b>DBA Name</b>	<b>Federal Share of Cost:</b> \$3,000.00
<b>Street Address:</b>	1375 GREATE RD		<b>Recipient Share of Cost:</b> \$0.00
<b>City, State, Zip:</b>	GLOUCESTER POINT , VA 23062-2026	<b>Project Title:</b> RFA for GMD Manual	<b>Total Estimated Cost:</b> \$3,000.00
<b>CFDA Number:</b> 11.998		<b>Award Number:</b> NA21GOT9980017	<b>Award Period:</b> 11/25/2020 - 10/25/2021
Internal Use Only			
<b>ASAP Authorize Amount:</b>	\$3,000.00	<b>Prior Year Fund:</b>	false <b>DoNotPay List Checked</b> <input checked="" type="checkbox"/>





**NOTES:** This example has a non-zero value for the **ASAP Authorize Amount**. If the Award is a Research Set-Aside (RSA), the recipient is non-ASAP, or the Award File does not include a PRCF the **ASAP Authorize Amount** is \$0.00. The **DoNotPay List Checked** functionality will be removed in a future release.

- c. The *CD-450 Items* section contains hyperlinks to artifacts associated with an award. The last column on this screen indicates the CD-450 Item’s status for the award. Each item on the list has one of the following options: Required, Not Required, As Needed, or is blank.

CD-450 Items		
<input checked="" type="checkbox"/>	<a href="#">Department of Commerce Financial Assistance Standard Terms and Conditions</a>	Required
<input type="checkbox"/>	R & D Award	Required
<input type="checkbox"/>	Federal-Wide Research Terms and Conditions, as adopted by The Dept. Of Commerce	Required
<input checked="" type="checkbox"/>	<a href="#">Bureau Specific Administrative Standard Award Conditions</a>	Required
<input checked="" type="checkbox"/>	<a href="#">Specific Award Conditions</a>	
<input checked="" type="checkbox"/>	Line Item Budget (File Attached)	Required
<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>	Required
<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)</a>	Required
<input checked="" type="checkbox"/>	Multi-Year Award. Please see the Multi-Year Specific Award Condition.	
<input type="checkbox"/>	Other(s)	

- d. The bottom portion of the screen indicates which attachments have been included with the Award file. In this example, the Award file includes a date stamp for the Grant Officer’s approval, a date stamp for the Recipient Authorized Representative’s acceptance of the Award file, and a date/time stamp for the last CBS Validation.

**Attachments:**

Name	Short Description	Created Date	Internal Use Only
<a href="#">email template.docx</a>	This is a proxy file for the Line Item Budget	12/07/2020 02:41:38 PM	No
<a href="#">NA21GOT9980017 Official Accepted CD-450.pdf</a>	NA21GOT9980017 Official Accepted CD-450	12/21/2020 05:44:11 PM	No
<a href="#">NA21GOT9980017 Official Accepted Specific Award Conditions.pdf</a>	NA21GOT9980017 Official Accepted Specific Award Conditions	12/21/2020 05:44:11 PM	No

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

Grants Officer: NOAA Grants Officer (noaagot) Signature Date: 12/07/2020  
 Recipient Authorized Representative: Grants Student25 Signature Date: 12/21/2020  
 Last CBS Validation: 12/07/2020 2:44:50 PM    Status: Valid

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 provision document, as well as provisions incorporated into the Award. If not electronically signed without modification by the Recipient within 30 days of receipt, the Grants Officer may Award.

- At the bottom of the screen (on the first row) there are two buttons. One button can be used to generate a **CD-450 Report**; the other button can be used to generate an **Award Finance Report**.

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 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 Office Award.

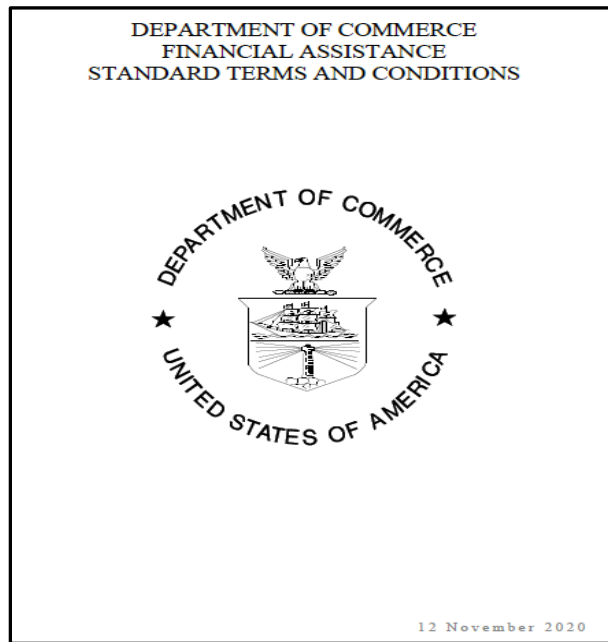
[CD-450 Report](#)   [Award Finance Report](#)

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

The following are located beneath the **CD-450 Items** header:

- Department of Commerce Financial Assistance Standard Terms and Conditions
  - R&D Award
  - Federal-Wide Research Terms and Conditions (as adopted by the Department of Commerce)
  - Bureau-Specific Administrative Standard Award Conditions
  - Line Item Budget (Attach file)
  - 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements as adopted Pursuant to 2 CFR § 1327.101
  - 48 CFR Part 31, Contract Cost Principles and Procedures
  - Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements (REF: 79 FR 78390)
  - Multi-Year Award. Please see the Multi-Year Specific Award Condition.
  - Other(s)
- Select the link to examine each **Required** item (shown in the last column of the CD-450 Items table). All Required items should be examined to ensure the content associated with the hyperlink is current and accurate.
  - After the information associated with each CD-450 Item has been validated, click the checkbox beside each item.
  - The next few pages present a visual of the documents/information associated with the hyperlinks under the **CD-450 Items** header.

Department of Commerce Financial Assistance Standard Terms and Conditions



R&D Award

Federal-Wide Research Terms and Conditions (as adopted by the Department of Commerce)



**NOTE:** The two links listed above are applicable if the Award was identified as a Research Award on the Program Office Checklist.



Bureau-Specific Administrative Standard Award Conditions (excerpt)

February 18, 2021

**Administrative Standard Award Conditions for National Oceanic and Atmospheric Administration (NOAA) Financial Assistance Awards  
U.S. Department of Commerce**

This Federal assistance award will be implemented using “[Grants Online](#),” a Federal information technology system for grants management and processing. Grants Online allows the recipient to accept awards electronically, manage user roles for individuals within their organization, and submit post-award action requests, financial reports, performance progress reports, and tangible personal property and real property reports. You can contact the Grants Online Help Desk for assistance in obtaining your login credentials.

Contact the Grants Online Help Desk at [GrantsOnline.HelpDesk@noaa.gov](mailto:GrantsOnline.HelpDesk@noaa.gov) (240) 533-9533, between the hours of 8:00 a.m. and 6:00 p.m. Eastern Time Monday through Friday excluding Federal holidays. Please refer to the NOAA website at <https://www.noaa.gov/organization/information-technology/grant-recipient-user-resources> for additional information.

**I. Award Payments – ASAP Enrollment**

Consistent with 2 C.F.R. §200.305 and Department of Commerce Financial Assistance Standard Terms and Conditions (Commerce Terms), recipient award payments will be made through electronic funds transfers using the U.S. Department of the Treasury’s Automated Standard Application for Payments (ASAP) system. Recipients must enroll in ASAP system by first submitting an Organization Profile Change Request via Grants Online, which will include the following requirements:

**Line Item Budget**

There is no hyperlink for this item. Use the Attachment widget to associate one or more files with the Award file. Click the **[+]** sign beside Add new attachment and navigate to the appropriate file (e.g., the **Line Item Budget**). Provide a brief description of the attachment. To retain information click the **Save attachment** button prior to moving to the next action.

**2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements as adopted Pursuant to 2 CFR § 1327.101**

e-CFR data is current as of **December 7, 2020**

Title 2 → Subtitle A → Chapter II → Part 200

[Browse Previous](#) | [Browse Next](#)

Title 2: Grants and Agreements

**PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS**

**Contents**

**Subpart A—Acronyms and Definitions**

ACRONYMS

- §200.0 Acronyms.
- §200.1 Definitions.
- §200.2 Acquisition cost.
- §200.3 Advance payment.
- §200.4 Attachments.

**48 CFR Part 31, Contract Principles and Procedures**

e-CFR data is current as of **December 7, 2020**

Title 48 → Chapter 1 → Subchapter E → Part 31

Browse Previous | Browse Next

Title 48: Federal Acquisition Regulations System

**PART 31—CONTRACT COST PRINCIPLES AND PROCEDURES**

**Contents**

- 31.000 Scope of part.
- 31.001 Definitions.
- 31.002 Availability of accounting guide.

**Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements (REF: 79 FR 78390)**

**78390** Federal Register / Vol. 79, No. 249 / Tuesday, December 30, 2014 / Notices

Washington, DC 20250-9410; Fax, (202) 690-7442; Email, [program.intake@usda.gov](mailto:program.intake@usda.gov).

Persons with disabilities who require alternative means for communication (Braille, large print, audiotape, etc.), should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

Done at Washington, DC on: December 23, 2014.

**Alfred V. Almanza,**  
Acting Administrator.  
(FR Doc. 2014-30476 Filed 12-29-14; 8:45 am)  
BILLING CODE 3410-06-P

**DEPARTMENT OF AGRICULTURE**  
**Food Safety and Inspection Service**  
(Docket No. FSIS-2014-0029)

**National Advisory Committee on Microbiological Criteria for Foods; Renewal**

**AGENCY:** Food Safety and Inspection Service, USDA.  
**ACTION:** Notice of renewal of committee.

**SUMMARY:** In accordance with the Federal Advisory Committee Act, this notice is announcing the renewal of the charter of the National Advisory Specialist, U.S. Department of Agriculture (USDA), Food Safety and Inspection Service (FSIS), Room 9-214D Patriots Plaza III, 1400 Independence Avenue SW., Washington, DC 20250-3700. Telephone number: (202) 690-6620.

**SUPPLEMENTARY INFORMATION:**  
**Background**

USDA is charged with the administration and the enforcement of the Federal Food, Drug, and Cosmetic Act (FFDCA), the Poultry Products Inspection Act (PPA), and the Egg Products Inspection Act (EPIA). The Secretary of DHHS is charged with the administration and enforcement of the Federal Meat Inspection Act (FMIA), the Poultry Products Inspection Act (PPA), and the Egg Products Inspection Act (EPIA). These Acts help protect consumers by ensuring that food products are wholesome, not adulterated, and properly marked, labeled, and packaged.

In order to assist the Secretaries in carrying out their responsibilities under the FMIA, PPA, EPIA, and FFDCA, the NACMCF is being renewed. The Committee will continue to be charged with providing recommendations to the Secretaries on the development of microbiological criteria by which the safety and wholesomeness of food can be assessed, including criteria for

FSIS also will make copies of this Federal Register publication available through the FSIS Constituent Update (Update), which is used to provide information regarding FSIS policies, procedures, regulations, Federal Register notices, FSIS public meetings, and other types of information that could affect or would be of interest to constituents and stakeholders. The Update is communicated via Listserv, a free electronic mail subscription service for industry, trade groups, consumer interest groups, health professionals, and other individuals who have asked to be included. The Update also is available on the FSIS Web site. In addition, FSIS offers an electronic mail subscription service that provides automatic and customized access to selected food safety news and information. This service is available at [http://www.fsis.usda.gov/News\\_&\\_Events/Email\\_Subscription/](http://www.fsis.usda.gov/News_&_Events/Email_Subscription/).

Options range from recalls to export information to regulations, directives, and notices. Customers can add or delete subscriptions themselves and have the option to password protect their accounts.

**USDA Nondiscrimination Statement**  
USDA does not discriminate in hiring, promotion, or other personnel actions on the basis of race, color, sex, religion, national origin, age, or disability.

**Multi-Year Award. Please see the Multi-Year Specific Award Condition**

If multi-year was specified on the Application Details page the checkbox for this CD-450 item, by default, is checked as shown in the image below. The checkbox for this item is greyed out (unavailable) if multi-year was not specified on the Application Details page.

CD-450 Items		
<input checked="" type="checkbox"/>	Department of Commerce Financial Assistance Standard Terms and Conditions	Required
<input type="checkbox"/>	R & D Award	Required
<input checked="" type="checkbox"/>	Federal-Wide Research Terms and Conditions, as adopted by The Dept. Of Commerce	Required
<input type="checkbox"/>	Bureau Specific Administrative Standard Award Conditions	Required
<input type="checkbox"/>	Specific Award Conditions	
<input type="checkbox"/>	Line Item Budget (Attach File)	Required
<input type="checkbox"/>	2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements as Adopted Pursuant to 2 CFR 5 1327.101	Required
<input type="checkbox"/>	48 CFR Part 31, Contract Cost Principles and Procedures	Optional
<input type="checkbox"/>	Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements (REF: 79 FR 78390)	Required
<input checked="" type="checkbox"/>	Multi-Year Award. Please see the Multi-Year Specific Award Condition.	
<input type="checkbox"/>	Other(s)	

Spell Check

**Other(s)**

Any additional information you wish to include.

CD-450 Items		
<input checked="" type="checkbox"/>	Department of Commerce Financial Assistance Standard Terms and Conditions	Required
<input type="checkbox"/>	R & D Award	Required
<input type="checkbox"/>	Federal-Wide Research Terms and Conditions, as adopted by The Dept. Of Commerce	Required
<input checked="" type="checkbox"/>	Bureau Specific Administrative Standard Award Conditions	Required
<input type="checkbox"/>	Specific Award Conditions	
<input type="checkbox"/>	Line Item Budget (Attach File)	Required
<input type="checkbox"/>	2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements as Adopted Pursuant to 2 CFR § 1327.101	Required
<input type="checkbox"/>	48 CFR Part 31, Contract Cost Principles and Procedures	Optional
<input type="checkbox"/>	Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements (REF:79 FR 78390)	Required
<input type="checkbox"/>	Multi-Year Award. Please see the Multi-Year Specific Award Condition.	
<input checked="" type="checkbox"/>	Other(s) Specify additional information that should be included with the CD-450 Items. Click the Save button at the bottom of the screen to retain information entered in this text box.	

178 / 500 Spell Check

## Grants Specialist: Complete GMD Checklist

- From the Award File 0 launch page, select the **Complete GMD Checklist** option from the Action dropdown menu. Click the **Submit** button.

**Award File 0 - NA21GOT9980017**

**Id:** 2855743  
**Status:** GrantsSpecialistActions - Not Started

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

**Your Comments:** Please select an action

- Complete CD 450
- ➔ Complete GMD Checklist
- Edit Specific Award Conditions
- Forward to OIG
- Reject Award File
- Return Award File to PO
- View FAIS Sheet
- View Reporting Frequencies

- The GMD Checklist gives the Grants Specialist an opportunity to perform a Budget/Cost Analysis and risk review check. The Grants Specialist should review each link, verify the information, and upload any necessary files (e.g., applicable forms, documents or budget information). On the GMD checklist each item is either Required, Not Required, As Needed, or is blank.

- For five items on the GMD Checklist (i.e., Delinquent Federal Debt, Single Audit, SAM Exclusions, Past Performance, and Risk Recipients) the only field available for data entry is the Comments. Any other information associated with those five items must be updated using the **View/Manage Recipient Organization** link at the bottom of the screen.

**Checklist Items**

Not Required	<input type="checkbox"/> <a href="#">Budget/Cost Analysis Memo</a>
As Needed	<input type="checkbox"/> <a href="#">Property</a>
<b>Applicants Management and Financial Capabilities</b>	
Required	<input type="checkbox"/> <a href="#">Delinquent Federal Debt</a>
Required	<input type="checkbox"/> <a href="#">Single Audit</a>
Required	<input type="checkbox"/> <a href="#">SAM Exclusions</a>
Required	<input type="checkbox"/> <a href="#">Past Performance</a>
As Needed	<input type="checkbox"/> <a href="#">Risk Recipient</a>
Not Required	<input type="checkbox"/> Awards to Insular Area <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Answered
Required	<input type="checkbox"/> Grant Type <input type="radio"/> Cooperative Agreement <input checked="" type="radio"/> Grant
Required	<input type="checkbox"/> <a href="#">Confirm Financial and Progress Report Requirements</a>
Required	<input type="checkbox"/> <a href="#">Review Specific Award Conditions</a>
Required	<input type="checkbox"/> <a href="#">Project Details</a>
Required	<input type="checkbox"/> <a href="#">Statutory Authority</a>
Required	<input type="checkbox"/> <a href="#">Project Dates</a>

DoNotPay check is complete

[View/Manage Recipient Organization](#)

**Cancel**

**Attachments:**

No attachments.

Use the View/Manage Recipient Organization link to update information for these Checklist Items.

### Budget/Cost Analysis Memo (Funded Awards Only)

- Click the **Budget/Cost Analysis Memo** link on the GMD Checklist to display the associated content. Use the Guidance link in the top left-hand corner to view instructions for completing information on the screen. Whether or not this data element is required is governed by the award amount; the threshold for the award amount may be different for each bureau. Currently, the threshold for NOAA awards is \$250,000.

**Cost Analysis Memo (Funded Awards Only)**

[Guidance](#)

Award Number : NA21GOT9980017  
 Action Type : Application - New Award  
 Multi-Year : No  
 Grantee/Recipient Name : VIRGINIA INSTITUTE OF MARINE SCIENCE  
 Total Federal Estimated Amount : \$3,000.00  
 Previous Obligation : \$0.00  
 Anticipated Obligation for this Action : \$3,000.00  
 New Total Obligation : \$3,000.00  
 Previous Cost Share : \$0.00  
 Anticipated Cost Share for this Action : \$0.00  
 New Total Cost Share : \$0.00  
 Grants Specialist : NOAA Grants Specialist (noaagsgot)

**Authority**  
 The authority for this action is found in Statutory Authority would be entered here.

**Purpose**  
 Project Description/Abstract The Project Description (also known as Project Abstract) is extremely important. It is used to provide information about the project to Congress and the public to inform the tax payer's money wisely. Guidelines for Writing an Effective Project Description Keep it short. In most cases, it should be one paragraph. Keep it simple. DO NOT use abbreviations - not even for the Agency. The intended audience is Congress and the general public, not stakeholders and Federal employees. The intended audience should be assumed to be the fifth grade of elementary school. Even those who are highly intelligent will appreciate a simply written document when they have one sitting. DO NOT repeat the Project Title. The Project Title is always presented with the Project Description. Repeating the Project Title as the Project Description gives the reader.

## Grants Management Division Guidance

The next five images represent the content that comprises the [Budget Analysis](#) portion of the screen. When available, use the [Guidance](#) link to view instructions for completing information for that section of the screen. Information must be entered for all mandatory\* data elements.

**Budget Analysis**

Personnel: \* [Guidance](#)

[Spell Check](#)

Fringe Benefits: \* [Guidance](#)

[Spell Check](#)

Travel: \* [Guidance](#)

[Spell Check](#)

Equipment: \* [Guidance](#)

[Spell Check](#)

Supplies: \* [Guidance](#)

Contractual: \* [Guidance](#)

[Spell Check](#)

Construction: \* [Guidance](#)

[Spell Check](#)

Other Direct Costs: \* [Guidance](#)

[Spell Check](#)

Indirect Cost: \* [Guidance](#)

[Spell Check](#)

Cost Share: \* [Guidance](#)

[Spell Check](#)



Original Budget vs. Negotiated Budget: \*

Spell Check

Recommendation: \*

0 / 4000 Spell Check

Save Certify Cancel

2. Click the **Certify** button to indicate you have executed due diligence in confirming the accuracy of the information entered for all twelve components associated with the Budget/Cost Analysis Memo.
3. When finished click the **Save** button at the bottom of the screen to return to the GMD Checklist. A check mark is visible in the box beside the **Budget/Cost Analysis Memo** link.

## Property

1. Click the **Property** link on the GMD Checklist to display the associated content.
2. Enter data and Comments as appropriate. When finished click the **Save and Return to Main** button to retain information and return to the GMD Checklist. A check mark is visible in the box beside the **Property** link.

Property

Real Property (land, buildings, fixed property)

Equipment

Supplies

Comments:

Spell Check

Save Save and Return to Main Cancel

## **Delinquent Federal Debt**

1. Click the **Delinquent Federal Debt** link on the GMD Checklist to display the associated content. If the applicant has delinquent Federal debt, this section will be populated with data for some items. As appropriate, use the **View/Manage Recipient Organization** link at the bottom of the GMD launch page to modify data. Information can be entered for the Comments section.
2. When finished click the **Save and Return to Main** button to retain information and return to the GMD Checklist. A check mark is visible in the box beside the **Delinquent Federal Debt** link.

**Delinquent Federal Debt**  
Date Review Performed: 11/14/2019  
Delinquent Debt Found:  Yes  No  
Date of Outstanding Debt:  
Name of Creditor Organization:  
Amount of Debt Owed: 0.00  
Comments:

## **Single Audit**

1. Click the **Single Audit** link on the GMD Checklist to display the associated content. Some data elements are populated with data. As appropriate, use the **View/Manage Recipient Organization** link at the bottom of the GMD launch page to modify data. Information can be entered for the Comments section.
2. When finished click the **Save and Return to Main** button to retain information and return to the GMD Checklist. A check mark is visible in the box beside the **Single Audit** link.

## Grants Management Division Guidance

**Single Audit**  
Is the Recipient Current in its Single Audit Submission? Y  
Questioned Costs? N  
Findings? N  
Last Submission Date 03/11/2020  
Recipient Fiscal Year End Date 06/30/2020  
Comments Recipient is part of larger state audit. There was a DOC/NTIA finding however, a CAP has been implemented (att Implementation Grant Program - Finding 2018-109)  
Comments:  
Spell Check  
Save Save and Return to Main Cancel

### SAM Exclusions

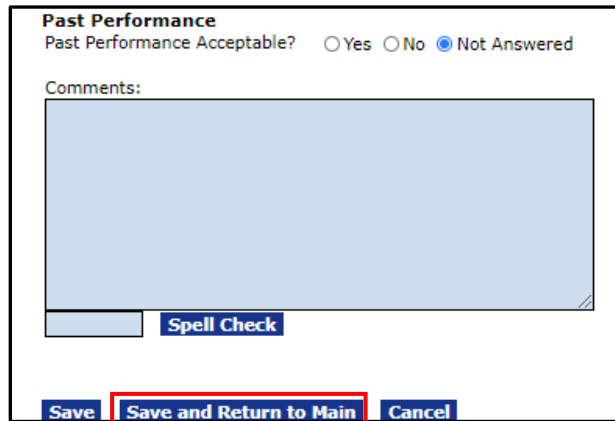
1. Click the **SAM Exclusions** link on the GMD Checklist to display the associated content. Some data elements are populated with data. As appropriate, use the **View/Manage Recipient Organization** link at the bottom of the GMD launch page to modify data. Information can be entered for the Comments section.
2. When finished click the **Save and Return to Main** button to retain information and return to the GMD Checklist. A check mark is visible in the box beside the **SAM Exclusions** link.

**SAM Exclusions**  
Date of Review: 08/29/2019  
Is the Party excluded from Procurement/Non-Procurement Activities?  Yes  No  
Date Party was excluded from Procurement/Non-Procurement Activities:  
Comments:  
Spell Check  
Save Save and Return to Main Cancel

### Past Performance

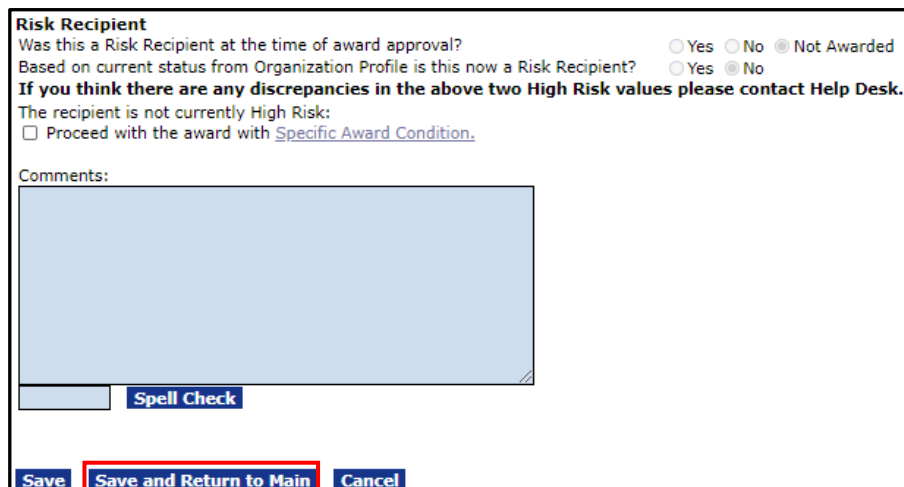
1. Click the **Past Performance** link on the GMD Checklist to display the associated content. Select the **Yes** or **No** radio button to indicate whether the applicant's past performance is acceptable. Information may be entered in the Comments field.

- When finished click the **Save and Return to Main** button to retain information and return to the GMD Checklist. A check mark is visible in the box beside the **Past Performance** link.



## **Risk Recipient**

- Click the **Risk Recipient** link on the GMD Checklist to display the associated content. Some data elements are populated with data. As appropriate, use the **View/Manage Recipient Organization** link at the bottom of the GMD launch page to modify data. Information can be entered for the Comments section.
- When finished click the **Save and Return to Main** button to retain information and return to the GMD Checklist. A check mark is visible in the box beside the **Risk Recipient** link.



**NOTE:** The Grants Specialist **should not** modify this data element without approval from the Branch Chief or Team Lead.

### Awards to Insular Area

The next item on the GMD Checklist page is the Awards to Insular Area data element. Verify that the appropriate radio button is selected (Yes, No or Not Answered) to indicate whether this Award is to an insular area.

Not Required  Awards to Insular Area  Yes  No  Not Answered

### Grant Type

The next item on the GMD Checklist page is the Grant Type. For the *Grant Type* verify the appropriate radio button is selected. The choices are Grant or Cooperative Agreement.

Required  Grant Type  Cooperative Agreement  Grant

### Confirm Financial and Progress Report Requirements

1. Click the **Confirm Financial and Progress Report Requirements** link on the GMD Checklist to display the associated content.

The *Performance Progress Report Requirements* section displays the frequency of the Performance Progress Report. The selection for the Performance Progress Report is greyed out because that information was specified by the Program Officer.

The *Final Report* section includes several options. However, the options are greyed out because that information was specified by the Program Officer.

**Confirm Financial and Progress Report Requirements**  
Any changes to these values will be applied to the entire grant.

**Performance Progress Report Requirements**

**Frequency**

- Semi-Annually - Default
- Synchronized to the Federal Financial Report periods - SAC Required
- Annually (for multi-year/institutional) - SAC Required
- Quarterly - SAC Required
- Not Required (for "No Specific Purpose" awards). No final report required. Final report selection is not relevant.
- Not Required (for Single Year awards). One report, covers award period up to 12 months and is due 90 days after expiration date of award.

**Final Report**

- Comprehensive - a final interim report is required
- Comprehensive - a final interim report is not required
- Last Report

The *SF-424 Federal Financial Report* section includes several options. Select the **appropriate** radio button.

- When finished click the **Save and Return to Main** button to retain information and return to the GMD Checklist. A check mark is visible in the box beside the **Confirm Financial and Progress Report Requirements** link.

**SF-425 Federal Financial Report**

- Quarterly Cash Flow (Lines 10.a-c) with Final Full Report
- Semi-Annual Cash Flow (Lines 10.a-c) with Final Full Report
- Annual Cash Flow (Lines 10.a-c) with Final Full Report
- Quarterly Full Report with Final Full Report
- Semi-Annual Full Report with Final Full Report
- Annual Full Report with Final Full Report
- Final Full Report Only - No Interim Reports (e.g. Reimbursable)
- Not Required (e.g. No Specific Purpose)

**NOTE:** NOAA Standard Terms and Conditions require Semi-Annual Cash Flow (Lines 10.a-c) with Final Full Report. All other NOAA selections and all other Bureaus must specify the SF-425 reporting frequency in an Award-specific Specific Award Condition.

## Review Specific Award Conditions

- Click the **Specific Award Conditions (SAC)** link on the GMD Checklist page to display the associated content. When creating a Specific Award Condition, several methods are available:
  - Create a SAC from scratch by selecting the **Create from Scratch** link.
  - Create a SAC from the *Available Specific Award Conditions* section by selecting the **Template** link next to the SAC you would like to add. The name of the SAC is a hyperlink. To view the SAC, click on the name. Modify as needed and click the **Save** button at the bottom of the template.

Specific Award Conditions			
<a href="#">Create From Scratch</a> <b>a.</b>			
<b>Available Specific Award Conditions</b> <b>b.</b>			
Group Name	Name	Description	Options
Administrative - NEW AWARD	<a href="#">Matching Requirement...</a>	Since this award requires the Recipient to provide \$(From matching requirement on CD-450 or 451) in project-related costs from non-Federal sources, the Recipient must maintain in its official accounti...	<a href="#">Template</a>
Administrative - CONTINUATION AWARD	<a href="#">Matching Requirement - Sea Grants and CI...</a>	(For Sea Grant and CI projects only) Since this award requires the recipient to provide \$(from matching requirement on CD-451) in project-related costs from non-Federal sources, the recipient must mai...	<a href="#">Template</a>
Administrative - CONTINUATION AWARD	<a href="#">Matching Requirement...</a>	(REVISED) Since this award requires the recipient to provide \$(from cumulative matching requirement on CD-451) in project-related costs from non-Federal sources, the recipient must maintain in its off...	<a href="#">Template</a>

## Grants Management Division Guidance

- c. The [Pending Specific Award Conditions](#) section displays the award conditions that are pending approval. Select the **Edit** link to edit the SAC or the **Remove** link to remove the SAC. Note that in the Amendment column one SAC (Test SAC #1 for GMD Manual) is identified as current and will be associated with the award or amendment on which you are working. In addition, the other SAC (SAC #2 for Pending Screen Shot) is identified as other and is associated with another award or amendment. Both SACs are pending approval.
- d. The [Associated Specific Award Conditions](#) section displays SACs that are currently associated with this Award.

Pending Specific Award Conditions <b>C.</b>							
2 items found, displaying all items.1							
Name	Description	Amendment	Type	Code	Due Date	Satisfied Date	Options
Test SAC #1 for GMD Manual	Test for Pending Screen Shot	current	Administrative				Edit Remove
SAC #2 for Pending Screen Shot	Test	other	Administrative				View


Associated Specific Award Conditions <b>d.</b>							
One item found.1							
Name	Description	Amendment	Type	Code	Due Date	Satisfied Date	Options
NOAA Logo	SAC added to RFA	CD-450	RFA Programmatic				View

2. When finished click the **Done** button (located at the bottom of the screen) to retain information and return to the GMD Checklist. A check mark is visible in the box beside the **Review Specific Award Conditions** link.

## Project Details

1. Click the **Project Details** link on the GMD Checklist to display the associated content. Enter data in the [Edit Project Details](#) section.
2. When finished click the **Save and Return to Main** button to retain information and return to the GMD Checklist. A check mark is visible in the box beside the **Project Details** link.

**Project Details**

Audit Trail: 

**Edit Project Details**

Project Description/Abstract

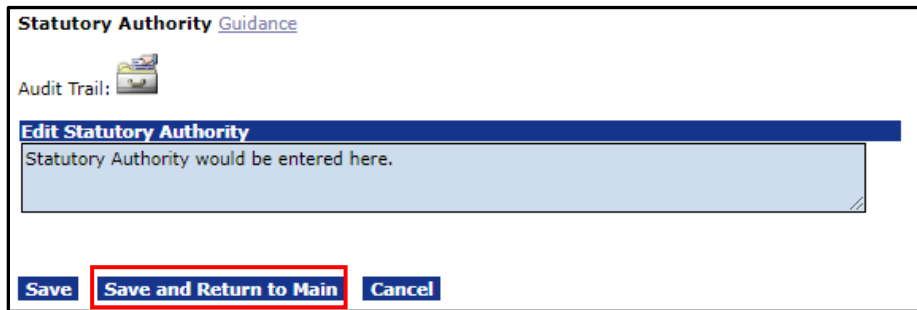
The Project Description (also known as Project Abstract) is extremely important. It is used to provide information about the project to Congress prior to offering the award to the applicant. It is also used to inform the public about the project. This might be the single-most important piece of information used by Congress and the public to determine whether the Federal Government is spending the tax payer's money wisely.

Guidelines for Writing an Effective Project Description

Keep it short. In most cases, it should be one paragraph, seldom

## Statutory Authority

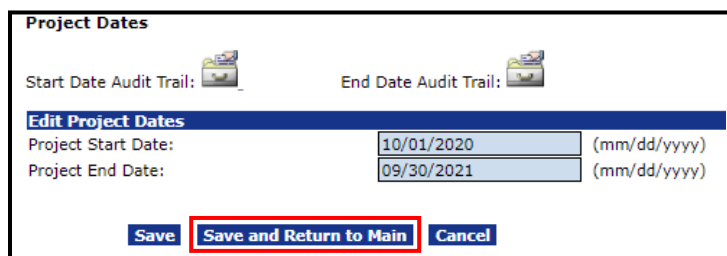
1. Click the **Statutory Authority** link on the GMD Checklist to display the associated content. Enter data in the *Edit Statutory Authority* section.
2. When finished click the **Save and Return to Main** button to retain information and return to the GMD Checklist. A check mark is visible in the box beside the **Statutory Authority** link.



The screenshot shows a web form titled "Statutory Authority" with a "Guidance" link. Below the title is an "Audit Trail" section with a small icon. A blue header bar reads "Edit Statutory Authority". Below this is a large text input field containing the placeholder text "Statutory Authority would be entered here.". At the bottom of the form are three buttons: "Save", "Save and Return to Main" (which is highlighted with a red border), and "Cancel".

## Project Dates

1. Click the **Project Dates** link on the GMD Checklist to display the associated content. Under the *Edit Project Dates* section, the Project Start Date and the Project End Date are visible. Review the dates and modify if necessary.
2. When finished click the **Save and Return to Main** button to retain information and return to the GMD Checklist. A check mark is visible in the box beside the **Project Dates** link.



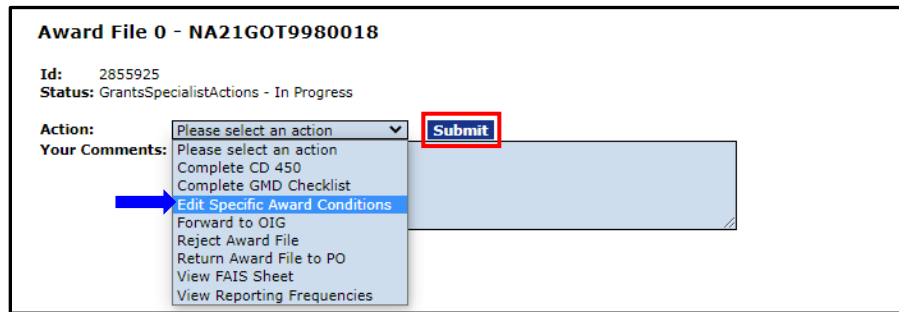
The screenshot shows a web form titled "Project Dates". It features two "Audit Trail" sections: "Start Date Audit Trail" and "End Date Audit Trail", each with a small icon. A blue header bar reads "Edit Project Dates". Below this are two rows of input fields: "Project Start Date" with the value "10/01/2020" and "(mm/dd/yyyy)" to its right, and "Project End Date" with the value "09/30/2021" and "(mm/dd/yyyy)" to its right. At the bottom are three buttons: "Save", "Save and Return to Main" (highlighted with a red border), and "Cancel".



## Grants Specialist: Edit Specific Award Conditions

---

1. Click the **Edit Specific Award Conditions** link on the Action dropdown menu and click the **Submit** button.



2. Click [here](#) to view the information previously discussed in the *Review Specific Award Conditions* section of this document.

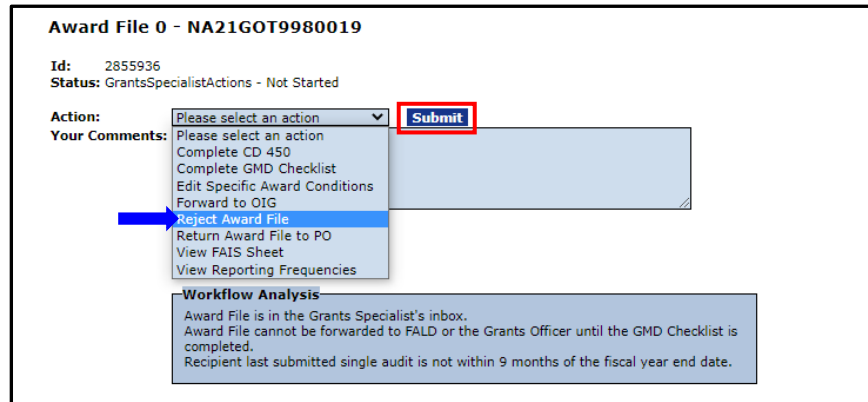
## Grants Specialist: Forward to OIG

---

This item is displayed on the Grants Specialist's Action dropdown menu. However, it is not currently in use. It is a holdover from the legacy Grants Online system.

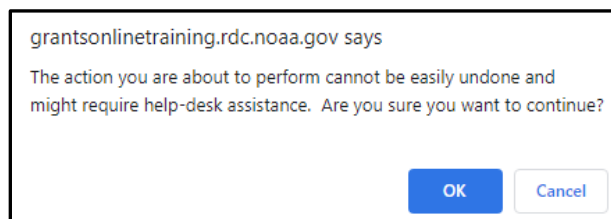
## Grants Specialist: Reject Award File

1. Select the **Reject Award File** link from the Action dropdown menu. Click the **Submit** button.

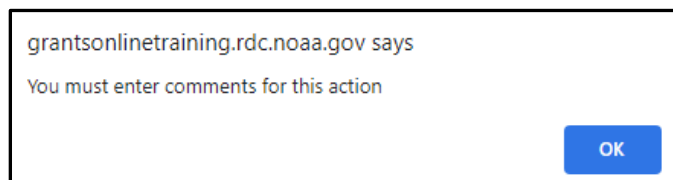


**NOTE:** The Grants Specialist **should not** modify this data element without approval from the Branch Chief or Team Lead.

2. The decision to reject an award file requires the user confirm he/she wants to proceed. To reverse the workflow associated with rejecting an award file requires justification and is subject to multiple levels of review before the Help Desk can undo the request. To proceed, click the **OK** button.



3. If the requisite comments are not entered, a message indicates that selection of **Reject Award File** requires comments.



## Grants Management Division Guidance

4. After entering comments click the **Save Comment** button to retain the information. Click the **Submit** button.

**Award File 0 - NA21GOT9980019**

**Id:** 2855936  
**Status:** GrantsSpecialistActions - Not Started

**Action:** Reject Award File **Submit**

**Your Comments:** If you plan to reject this award you must enter justification in the comments box.

83 / 4000 **Spell Check**

**Save Comment**

### Grants Specialist: Return Award File to PO

---

The actions associated with the *Return Award File to PO* were previously discussed in the Program Officer – Award File Components section of this document. To view that discussion, please click [here](#).

## Grants Specialist: View Reporting Frequencies

1. Click the **View Reporting Frequencies** link from the Action dropdown menu. Click the **Submit** button.

**Award File 0 - NA21GOT9980019**  
Id: 2855936  
Status: GrantsSpecialistActions - Not Started

Action: Please select an action

Your Comments:

- Please select an action
- Complete CD 450
- Complete GMD Checklist
- Edit Specific Award Conditions
- Forward to OIG
- Reject Award File
- Return Award File to PO
- View FAIS Sheet
- View Reporting Frequencies**

2. The screen shown below is visible. This should look familiar. It was discussed in the [Confirm Financial and Progress Report Requirements](#) section.

**Reporting Frequencies set in this Award File**

**Performance Progress Report Requirements**

**Frequency**

- Semi-Annually
- Synchronized to the Federal Financial Report periods
- Annually (for multi-year/institutional)
- Quarterly
- Not Required (for "No Specific Purpose" awards). No final report required. Final report selection is not relevant.
- Not Required (for Single Year awards). One report, covers award period up to 12 months and is due 90 days after expiration date of award

**Final Report**

- Comprehensive - a final interim report is required
- Comprehensive - a final interim report is not required
- Last Report

**SF-425 Federal Financial Report**

- Quarterly Cash Flow (Lines 10.a-c) with Final Full Report
- Semi-Annual Cash Flow (Lines 10.a-c) with Final Full Report
- Annual Cash Flow (Lines 10.a-c) with Final Full Report
- Quarterly Full Report with Final Full Report
- Semi-Annual Full Report with Final Full Report
- Annual Full Report with Final Full Report
- Final Full Report Only - No Interim Reports
- Not Required

3. Click the **Save** or **Done** button when finished viewing or editing the data elements.

## Grants Specialist: Send for Legal Review

When the tasks associated with a review of the CD-450 and the GMD checklist are complete, the Grants Specialist has several additional options that were not previously available from the Action dropdown menu. The two options we will focus on are Send for Legal Review and Forward to Grants Officer.

1. From the action dropdown menu, select the **Send for Legal Review** link and click the **Submit** button. Legal Review is synonymous with Federal Assistance Law Division (FALD).

Award File 0 - NA21GOT9980029  
Id: 2856057  
Status: GrantsSpecialistActions - In Progress

Action: Please select an action **Submit**

Your Comments:

- Please select an action
- Complete CD 450
- Complete GMD Checklist
- Edit Specific Award Conditions
- Forward to Grants Officer
- Forward to Grants Officer and Ignore Warnings
- Forward to OIG
- Reject Award File
- Return Award File to PO
- Send for Legal Review**
- View FAIS Sheet
- View Reporting Frequencies

2. Note the message in the Workflow Analysis. You can't proceed to the next step until FALD completes its review. FALD will specify a response of No Legal Objection or will provide comments relative to any issues of concern.

Award File 0 - NA21GOT9980029  
Id: 2856057  
Status: GrantsSpecialistActions - In Progress

Action: Please select an action **Submit**

Your Comments:

**Spell Check**

**Save Comment**

**Workflow Analysis**  
Award File is in the Grants Specialist's inbox.  
Award File cannot be forwarded to the Grants Officer, forwarded to OIG, returned to the Program Officer, or rejected until FALD has returned it.

## Grants Specialist: Forward to Grants Officer

---

1. When the Award file is again in the Grants Specialist's Inbox he/she may select the **Forward to Grants Officer** link. Click the **Submit** button.

Award File 0 - NA21GOT9980029  
Id: 2856057  
Status: GrantsSpecialistActions - In Progress

Action: Please select an action **Submit**

Your Comments:

- Please select an action
- Complete CD 450
- Complete GMD Checklist
- Edit Specific Award Conditions
- Forward to Grants Officer**
- Forward to Grants Officer and Ignore Warnings
- Forward to OIG
- Reject Award File
- Return Award File to PO
- Send for Legal Review
- View FAIS Sheet
- View Reporting Frequencies

2. Note the message in the Grants Officer Workflow Analysis – the Grants Officer must review and verify the accuracy of the CD-450 prior to having the option to approve the Award File.

Award File 0 - NA21GOT9980029  
Id: 2856057  
Status: GrantsOfficerActions - Not Started

Action: Please select an action **Submit**

Your Comments:

**Spell Check**

**Save Comment**

**Workflow Analysis**  
Award File is in the Grants Officer's inbox.  
CD-450 must be verified as correct by the Grants Officer before it can be approved.

## Grants Officer: Review An Award File (New Award)

---

1. The resulting page shows that the status of the Review Award File is **Not Started** for the Grants Officer. Additional information shown on this screen:
  - a. The Workflow Analysis indicates that a task is in the Grants Officer's Inbox.
  - b. The Workflow Analysis also indicates that the CD-450 must be reviewed by the Grants Officer before it can be approved.
  - c. The Workflow History indicates the last person to complete a task for this award

was the Grants Specialist.

**Award File 0 - NA21GOT9980017**

**Id:** 2855743  
**Status:** GrantsOfficerActions - Not Started

**Action:** Please select an action Submit

**Your Comments:** Please select an action  
 Edit Specific Award Conditions  
 Reject Award File  
 Return Award File to Grants Specialist  
 Review CD 450  
 View FAIS Sheet  
 View Reporting Frequencies  
 Save Comment

**Workflow Analysis**  
 Award File is in the Grants Officer's inbox. **a.**  
 CD-450 must be verified as correct by the Grants Officer before it can be approved. **b.**

**Workflow History**

Name	Date Assigned	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Award File	11/16/2020 03:13:05 PM	11/16/2020 06:50:57 PM	12/07/2020 02:55:35 PM	NOAA Grants Specialist (noaagsgot)	GrantsSpecialist	ForwardToGrantsOfficerIgnoreWarnings	Complete	
Forward/Revise Award File	11/16/2020 02:56:45 PM	11/16/2020 03:13:04 PM	11/16/2020 03:13:05 PM	Grants_Student25	ProgramOfficer	ForwardToGrantsSpecialist	Complete	

Export options: [Excel](#)  
[Print Award File History](#)

- Among the options included on the Grants Officer's Action dropdown menu several items (i.e., Edit Specific Award Conditions, Reject Award File, and View Reporting Frequencies) were discussed in previous sections. Although these tasks are on the Grants Officer's Action dropdown menu, the actions are no different than those performed by the Grants Specialist.
- Click [here](#) to view instructions for the action to *Edit Specific Award Conditions*.
- Click [here](#) to view instructions for the action to *Reject Award File*.
- From the Action dropdown menu, the Grants Officer can select the **View Reporting Frequencies** option. Click the **Submit** button.

**Award File 0 - NA21GOT9980017**

**Id:** 2855743  
**Status:** GrantsOfficerActions - Not Started

**Action:** Please select an action Submit

**Your Comments:** Please select an action  
 Edit Specific Award Conditions  
 Reject Award File  
 Return Award File to Grants Specialist  
 Review CD 450  
 View FAIS Sheet  
 View Reporting Frequencies  
 Save Comment

- The resulting screen, as shown below, is slightly different from that seen by the Grants Specialist. From this screen there is no option to modify the reporting frequencies. The Grants Officer must return the Award File to the Grants Specialist for updates.

## Grants Management Division Guidance

**Reporting Frequencies set in this Award File**

**Performance Progress Report**

**Frequency**

- Semi-Annually
- Synchronized to the Federal Financial Report periods
- Annually (for multi-year/institutional)
- Quarterly
- Not Required (for "No Specific Purpose" awards). No final report required. Final report selection is not relevant.
- Not Required (for Single Year awards). One report, covers award period up to 12 months and is due 90 days after expiration date of award

**Final Report**

- Comprehensive - a final interim report is required
- Comprehensive - a final interim report is not required
- Last Report

---

**SF-425 Federal Financial Report**

- Quarterly Cash Flow (Lines 10.a-c) with Final Full Report
- Semi-Annual Cash Flow (Lines 10.a-c) with Final Full Report
- Annual Cash Flow (Lines 10.a-c) with Final Full Report
- Quarterly Full Report with Final Full Report
- Semi-Annual Full Report with Final Full Report
- Annual Full Report with Final Full Report
- Final Full Report Only - No Interim Reports
- Not Required

[Done](#) [Snip & Sketch](#)

7. As appropriate, the Grants Officer may return the Award File to the Grants Specialist for review and/or revisions. To perform this action select the **Return Award File to Grants Specialist** link. In the Comments field, enter an explanation for returning the Award File. It is best to include as much detail as possible about the necessary revisions. Click the **Submit** button

**Award File 0 - NA21GOT9980017**

**Id:** 2855743  
**Status:** GrantsOfficerActions - Not Started

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

**Your Comments:**

Please select an action

**Return Award File to Grants Specialist**

Review CD 450

View FAIS Sheet

View Reporting Frequencies

[Save Comment](#)

8. The Grants Officer may select the **Review CD-450** link from the Action dropdown menu and click the **Submit** button. Note the **Approve Award File** link is currently not available from the Action dropdown menu.

**Award File 0 - NA21GOT9980017**

**Id:** 2855743  
**Status:** GrantsOfficerActions - Not Started

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

**Your Comments:**

Please select an action

Edit Specific Award Conditions

Reject Award File

Return Award File to Grants Specialist

**Review CD 450**

View FAIS Sheet

View Reporting Frequencies

[Save Comment](#)

**Workflow Analysis**

Award File is in the Grants Officer's inbox.  
CD-450 must be verified as correct by the Grants Officer before it can be approved.



9. After the Grants Officer reviews the CD-450, the option to approve the Award File is available. Select the **Approve Award File** option from the Action dropdown menu. Click the **Submit** button.

**Award File 0 - NA21GOT9980017**  
Id: 2855743  
Status: GrantsOfficerActions - In Progress

Action: Please select an action **Submit**

Your Comments:   
Approve Award File  
Edit Specific Award Conditions  
Reject Award File  
Return Award File to Grants Specialist  
Review CD 450  
View FAIS Sheet  
View Reporting Frequencies

**Workflow Analysis**  
Award File is in the Grants Officer's inbox.

## Grants Specialist: Review An Award File (Supplement/Renewal)

Many of the options available from the Grants Specialist's Action dropdown menu (Supplement/Renewal) are the same as those available from the Grants Specialist's Action dropdown menu (New Award). For Supplement/Renewal the **Review CD-450** option has been replaced by the **View Amendment Details** option. As noted in the Workflow Analysis, the Award File cannot be forwarded to the Grants Officer until the GMD Checklist is complete.

1. Click the **Complete GMD Checklist** link. Click the **Submit** button.
2. Click [here](#) to view and follow the instructions for completing the GMD Checklist under the **Grants Specialist: Review Award File (New Award)** section.

**Award File In Progress - NA21GOT9980016**  
Id: 2856077  
Status: GrantsSpecialistActions - Not Started

Action: Please select an action **Submit**

Your Comments:   
Please select an action  
**Complete GMD Checklist**  
Edit Specific Award Conditions  
Reject Award File  
Return Award File to Program Officer  
Send for Legal Review  
View Amendment Details  
View FAIS Sheet  
View Reporting Frequencies

**Workflow Analysis**  
Award File is in the Grants Specialist's inbox.  
Award File cannot be forwarded to the Grants Officer until the GMD Checklist is completed.  
Amendment Start and End Dates must be set before the Award File can be forwarded to the Grants Officer.

## Grants Management Division Guidance

3. Also noted in the Workflow Analysis, the Amendment Start and End Dates must be set before the Award File can be forwarded to the Grants Officer.
4. Click the **View Amendments Details** link. Click the **Submit** button.

**Award File In Progress - NA21GOT9980016**

**Id:** 2856077  
**Status:** GrantsSpecialistActions - In Progress

**Action:** View Amendment Details Submit

**Your Comments:**

- Please select an action
- Complete GMD Checklist
- Edit Specific Award Conditions
- Reject Award File
- Return Award File to Program Officer
- Send for Legal Review
- View Amendment Details
- View FAIS Sheet
- View Reporting Frequencies

**Workflow Analysis**

Award File is in the Grants Specialist's inbox.  
 Amendment Start and End Dates must be set before the Award File can be forwarded to the Grants Officer.

5. For readability, the Amendment Details screen is displayed using a series of screenshots.
  - a. On this section of the screen, data entry is not required unless the **Grant Type** needs to be modified.

**Amendment to Financial Assistance Award**

**CFDA Number:** 11.998

**Award Number:** NA21GOT9980016

**URI:**

**Recipient Name:** GENERAL ATOMICS

**Grant Type:**  Grant  Cooperative Agreement (If changed, requires [Cooperative Agreement Specific Award Condition](#))

**Amendment Number:** Pending

**DBA Name:**

- b. As indicated in the Workflow Analysis, data must be entered for the Amendment Start and End Dates.

Last CBS Validation:      Status:

**Amendment Start and End Dates: \***  -

**Extend Work Completion To:** N/A

*The Amendment Start and End Date fields and the Project Start and End Date fields are not part of the official CD-451. The Amendment Start and End Dates are for internal reporting purposes only and cannot be used by themselves to extend the award. The award can only be extended using the Project End date field or by submission of a No-Cost Extension Award Action Request.*

**Project Start and End Dates:**  -

## Grants Management Division Guidance

- c. The next two data elements are populated with data. Additional information may be entered if necessary. After entering or modifying data, make certain to scroll to the bottom of the screen and click the **Save** button.

**Project Title: \***

GMD Document -- Amendment #1

**Spell Check**

**Project Description: \***

Project Description/Abstract

The Project Description (also known as Project Abstract) is extremely important. It is used to provide information about the project to Congress prior to offering the award to the applicant. It is also used to inform the public about the project. This might be the single-most important piece of information used by Congress and the public to determine whether the Federal Government is spending the tax payer's money wisely.

**Spell Check**

- d. Reference the note that indicates which data elements can be modified and when they can be modified.

For funded amendments the Federal Share and Recipient Share fields are populated from the Procurement Request(s) associated with this Award File and cannot be edited on this screen. For all other amendments the Recipient Share can be edited until the award is signed by the Grants Officer.

Costs Are Revised As Follows:	Previous Estimated Cost	Add	Deduct	Total Estimated Cost
Federal Share of Cost	\$7000.00	\$2000.00	\$0.00	\$9000.00
Recipient Share of Cost	\$0.00	\$0.00	\$0.00	\$0.00
Total Estimated Cost	\$7000.00	\$2000.00	\$0.00	\$9000.00

- e. On the next section of the screen, there are hyperlinks for data items that were associated with the CD-450 Items (for New Award). For Supplement/Renewal, the list of items is associated with the CD-451.
- f. Use the attachment widget [+] to include the **Line Item Budget** and any other necessary attachments.

Attachment Widget

Please attach the **Line Item Budget** and any other necessary attachments below.

**Attachments:**

Name	Short Description	Created Date	Internal Use Only	Remove
<a href="#">Test Line Item Budget.docx</a>	Line Item Budget	03/02/2021 12:56:25 PM	No	<a href="#">Remove</a>

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

Add new Attachment: [\[+\]](#)

*Any changes to information on this page should be saved before adding or removing attachments. File name*

## Grants Management Division Guidance

- g. From this section of the screen, you can download a copy of the CD-451 using the **CD-451 Report** button or the Award Finance Report using the **Award Finance Report** button. From this section of the screen, the user can perform CBS Validation using the **CBSValidate** button. The note on this section of the screen there are no Specific Award Conditions associated with this amendment.

Please attach the **Line Item Budget** and any other necessary attachments below.

**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  
[Large File Guidance](#)

**CD451 Report**   **Award Finance Report**

Note: No Specific Award Conditions are associated with this amendment.

**Save** | **Save and Return to Main** | **CBSValidate** | **Cancel**

6. The Grants Specialist may now forward the Amendment to the Grants Officer. From the Action dropdown menu select the **Forward to Grants Officer for Review** link. Click the **Submit** button.

**Award File In Progress - NA21GOT9980016**

**Id:** 2856085  
**Status:** GrantsSpecialistActions - In Progress

**Action:**  **Submit**

**Your Comments:**

- Please select an action
- Complete GMD Checklist
- Edit Specific Award Conditions
- Forward to Grants Officer and Ignore Warnings
- Forward to Grants Officer for Review**
- Reject Award File
- Return Award File to Program Officer
- Send for Legal Review
- View Amendment Details
- View FAIS Sheet
- View Reporting Frequencies

## Grants Officer: Review An Award File (Supplement/Renewal)

Many of the options available from the Grant Officer's Action dropdown menu (Supplement/Renewal) are the same as those available from the Grants Officer's Action dropdown menu (New Award). An amendment is a continuation of funding for a previously funded award. For Supplement/Renewal the **Review CD-450** option has been replaced by the **View Amendment Details** option.

As noted in the Workflow Analysis, the Grants Officer **does not** have the option to approve the Award File until the **DoNotPay Check** is complete.



**NOTE:** The **DoNotPay List Checked** functionality will be removed in a future release.

1. To address the **DoNotPay Check** issue click the **View Amendment Details** link. Click the **Submit** button.

**Award File In Progress - NA21GOT9980016**

**Id:** 2856077  
**Status:** GrantsOfficerActions - Not Started

**Action:** View Amendment Details (dropdown menu open)

**Your Comments:** Please select an action  
Edit Specific Award Conditions  
Reject Award File  
Return Award File to Grants Specialist  
View Amendment Details (highlighted with blue arrow)  
View FAIS Sheet  
View Reporting Frequencies  
Save Comment

**Submit** (button highlighted with red box)

**Workflow Analysis**  
Award File is in the Grants Officer's inbox.  
DoNotPay Check in Amendment must be checked before it can be approved.

2. When the **DoNotPay** issue is resolved, the Grants Officer has the Approve Award File option.
3. Select the **Approve Award File** link on the Action dropdown menu and click the **Submit** button.
4. As is the case with several steps in the workflow, the user is asked to confirm he/she wishes to advance to the next step. An affirmative response minimizes the potential need for substantial justification and additional work for the Grants Online Help Desk personnel.

## Grants Management Division Guidance

**Award File In Progress - NA21GOT9980016**

**Id:** 2856077  
**Status:** GrantsOfficerActions - In Progress

**Action:** Please select an action Submit

**Your Comments:** Please select an action

Approve Award File

Edit Specific Award Conditions

Reject Award File

Return Award File to Grants Specialist

View Amendment Details

View FAIS Sheet

View Reporting Frequencies

5. As shown in the Workflow History, the Amendment is now available for acceptance by the Recipient Authorized Representative.

**Award File 2 - NA21GOT9980016**

**Id:** 2856085  
**Status:** Approved: RecipientAuthorizedRepresentativeActions - Not Started

**Action:** Please select an action Submit

**Your Comments:**

Spell Check Save Comment

**Workflow History**

Name	Date Assigned	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comm
Review Amendment	01/21/2021 04:47:20 PM			<a href="#">Arthur Rep25</a>	RecipientAuthorizedRepresentative		Not Started	
Review Amendment	01/21/2021 04:47:21 PM			<a href="#">Arthur Rep01</a>	RecipientAuthorizedRepresentative		Not Started	
Review Amendment	01/21/2021 04:47:20 PM			<a href="#">Arthur Rep07</a>	RecipientAuthorizedRepresentative		Not Started	
Review Amendment	01/21/2021 04:47:21 PM			<a href="#">Arthur Rep00</a>	RecipientAuthorizedRepresentative		Not Started	
Review Award File	01/21/2021 04:45:13 PM	01/21/2021 04:46:51 PM	01/21/2021 04:47:06 PM	<a href="#">NOAA Grants Officer (noaagot)</a>	GrantsOfficer	ApproveAmendment	Complete	

## Grants Officer: Zero Dollar Award

1. In this instance, when the Grants Officer has a Review Award File task in his/her Inbox there are numerous visual reminders that the Procurement Request has not been approved. Until that issue is resolved, the Grants Officer does not have the option to approve the Award File.

Procurement Request is NOT Approved

(No Comments)

Financial Assistance Award					
Recipient Name:	GENERAL ATOMICS	DBA Name:		Federal Share of Cost:	\$0.00
Street Address:	3550 GENERAL ATOMICS CT			Recipient Share of Cost:	\$0.00
City, State, Zip:	SAN DIEGO, CA 92121-1122	Project Title:	Getting screenshots for zero dollar PR	Total Estimated Cost:	\$0.00
CFDA Number:	11.998	Award Number:	NA20GOT9980141	Award Period:	10/01/2019 - 09/30/2020

**Internal Use Only**

ASAP Authorize Amount:  Prior Year Fund: No DoNotPay List Checked

CD-450 Items	
<input checked="" type="checkbox"/> Department of Commerce Financial Assistance Standard Terms and Conditions	Required
<input type="checkbox"/> R & D Award	Not Allowed
<input type="checkbox"/> Federal-Wide Research Terms and Conditions, as adopted by The Dept. Of Commerce	Not Allowed
<input checked="" type="checkbox"/> Bureau Specific Administrative Standard Award Conditions	Required
<input type="checkbox"/> Specific Award Conditions	Required

2. There are other indicators that the Procurement Request has not been approved. Note the message in the (a) Workflow Analysis, (b) the Workflow History, and (c) the Pending Actions sections in the screen image below.
3. The most recent task in the Workflow History indicates the **Task Name:** Review Award File was performed by a person in the **Role:** Grants Specialist; the **Action Taken:** Forward to Grants Officer No PRCF; the **Current Status:** Complete.

Action: Please select an action Submit

Your Comments: Spell Check

Save Comment

**a. Workflow Analysis**

Award File is in the Grants Officer's inbox.  
The CD-450 cannot be approved until all Procurement Request workflow actions are resolved.  
There is 1 Procurement Request that is not approved or withdrawn.  
CD-450 must be verified as correct by the Grants Officer before it can be approved.

**b. Workflow History**

Name	Date Assigned	Date Started	Date Completed	Performer	Role	Action Taken	Current Status
Review Award File	05/28/2020 06:49:14 PM	05/28/2020 06:50:52 PM	05/28/2020 07:11:10 PM	NOAA Grants Specialist (noaa9900)	GrantsSpecialist	ForwardToGrantsOfficerNoPRCF	Complete
Forward/Revise Award File	05/28/2020 06:43:55 PM	05/28/2020 06:49:14 PM	05/28/2020 06:49:14 PM	Grants Student00	ProgramOfficer	ForwardToGrantsSpecialistNoPRCF	Complete

Print Award File History

**Attachments:**

X

**Pending Actions**

1 item found.1

Type	ID	Start Date	Federal Funding	Fiscal Year	Last Action Status	Last Action Date	Last Action User
Procurement Request and Commitment of Funds	2849604	05/28/2020		2020	Procurement Request and Commitment of Funds: Not Started		Grants Student00

## Grants Management Division Guidance

- Returning to the step where the Award File is in the Grants Specialist's Inbox and the Procurement Request has been properly approved, the Grants Specialist may select the **Forward to Grants Officer** link. Note the green checkmark beside the Pending Actions.

**Award File 0 - NA20GOT9980141**

**Id:** 2849603  
**Status:** GrantsSpecialistActions - In Progress

**Action:** Please select an action Submit

**Your Comments:** Complete CD 450  
Complete GMD Checklist  
Edit Specific Award Conditions  
Forward to Grants Officer  
Forward to Grants Officer and Ignore Warnings  
Forward to OIG  
Reject Award File  
Return Award File to PO  
Send for Legal Review  
View FAIS Sheet  
View Reporting Frequencies  
Workflow Analysis

Award File is in the Grants Specialist's inbox.

▶ **Workflow History**

📎 **Attachments:**

**Pending Actions** ✓

Nothing found to display.

- When the Grants Officer receives the Award File there is a visual indicator that the Procurement Request was approved.

Procurement Request is Approved

(No Comments)

Financial Assistance Award			
<b>Recipient Name:</b>	GENERAL ATOMICS	<b>DBA Name:</b>	
<b>Street Address:</b>	3550 GENERAL ATOMICS CT	<b>Project Title:</b>	Getting screenshots for zero dollar PR
<b>City, State, Zip:</b>	SAN DIEGO , CA 92121-1122	<b>Award Number:</b>	NA20GOT9980141
<b>CFDA Number:</b>	11.998	<b>Federal Share of Cost:</b>	
		<b>Recipient Share of Cost:</b>	
		<b>Total Estimated Cost:</b>	
		<b>Award Period:</b>	

- After the Grants Officer reviews the CD-450 he/she has the option to select the **Approve Award File** link from the Action dropdown menu.
- The most recent step on the Workflow History indicates the **Task Name:** Review Award File was completed by a person with the **Role:** Grants Specialist; the **Action Taken:** Forward to Grants Officer; the **Current Status:** Complete.



## Grants Management Division Guidance

**Award File 0 - NA20GOT9980141**

**Id:** 2849603  
**Status:** GrantsOfficerActions - In Progress

**Action:** Please select an action Submit

**Your Comments:**

Approve Award File  
 Edit Specific Award Conditions  
 Reject Award File  
 Return Award File to Grants Specialist  
 Review CD 450  
 View FAIS Sheet  
 View Reporting Frequencies

Save Comment

**Workflow Analysis**  
 Award File is in the Grants Officer's inbox.

**Workflow History**

Name	Date Assigned	Date Started	Date Completed	Performer	Role	Action Taken	Current
Review Award File	05/28/2020 07:23:58 PM	05/28/2020 07:23:58 PM	05/28/2020 07:34:34 PM	NOAA Grants Specialist (noaagsgot)	GrantsSpecialist	ForwardToGrantsOfficer	Compl
Review Award File	05/28/2020 07:11:10 PM	05/28/2020 07:18:06 PM	05/28/2020 07:23:58 PM	NOAA Grants Officer (noaagsgot)	GrantsOfficer	ReturnAwardFile	Compl
Review Award File	05/28/2020 06:49:14 PM	05/28/2020 06:50:52 PM	05/28/2020 07:11:10 PM	NOAA Grants Specialist (noaagsgot)	GrantsSpecialist	ForwardToGrantsOfficerNoPRCF	Compl
Forward/Revise Award File	05/28/2020 06:43:55 PM	05/28/2020 06:49:14 PM	05/28/2020 06:49:14 PM	Grants Student00	ProgramOfficer	ForwardToGrantsSpecialistNoPRCF	Compl

## Prior Year Funding

A series of specialized steps are associated with completing this task. Please refer to the official Grants Management Division memo for instructions.