

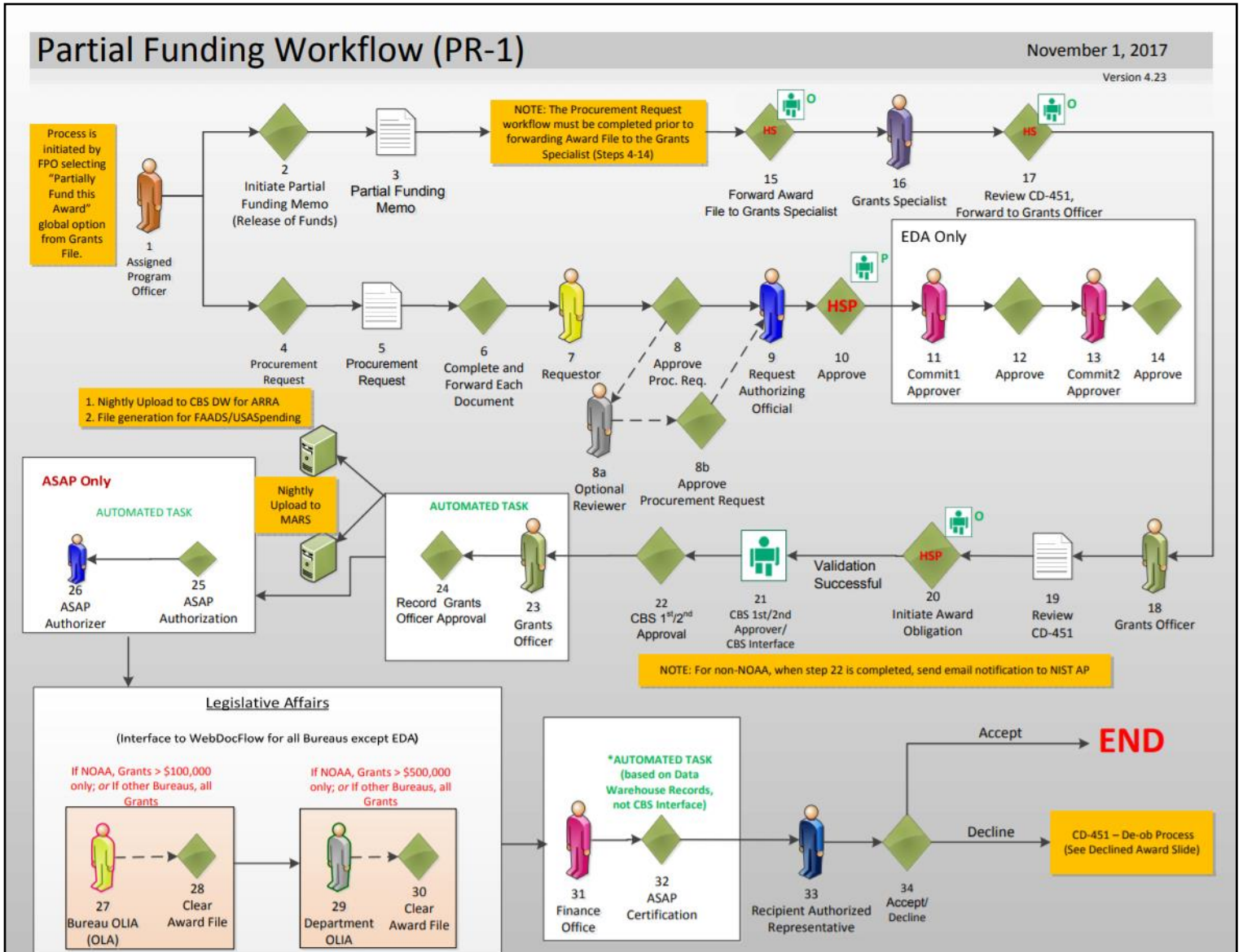


Grants Online Training

Partial Funding

June 2018

Partial Funding



FPO – Partial Funding Steps 1, 2, 3

1. While on the **Awards Tab**, click the **Search Awards** link. Enter information for one of the data elements on the page. Click the **Search** button.
2. Under the Search Results, click the **Award Number** link associated with the Award that is to be partially funded.

Search Awards

Award Number:

Recipient Name:

Project Title:

Award Status:

PI-PD Last Name:

Supplementary Information Category:

Supplementary Value:

Search **Reset**

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

Search Results

31 items found, displaying all items.1

Award Number	Org ID	Recipient Name	Project Title	Award Status	Principal Investigators-Project Directors
NA16GOT9980018	2004695	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION - NOAA	GSTUDENT03	Accepted	None Designated
NA16GOT9980016	2004695	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION - NOAA	GSTUDENT-04 Application for Competition	Accepted	None Designated
NA16GOT9980034	2004695	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION - NOAA	GSTUDENT15 - Instructor Comp App 2016	Accepted	None Designated
NA16GOT9980032	2004695	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION - NOAA	Jim's Account	Accepted	None Designated

3. While on the Grants File launch page select **Partially Fund this Award** from the Action dropdown list. Click the **Submit** button.

Grants File - NA16GOT9980034

Id: 2595286
Status: Accepted

Action: **Submit**

Your Comments:

Partially Fund this Award

Reduce Funding of this Award

View Accounting Details

View/Manage Award-related Personnel

Spell Check

Save Comment

FPO – Partial Funding Steps 4 and 5

- Click the **(+)** beside the Action column header to obtain details associated with the application that will be partially funded.

Although all applications associated with an Award are visible; partial funding can be applied to **one** application at a time.

Memo * [Guidance](#)

Approved Plan and Prior Obligations

	Action	Application ID	Project Title
<input type="button" value="Select"/>		2139113	TEST RECORD - Grants Online Training Application05

Selected Application

None

- Click the **Select** button to choose the desired application.

Approved Plan and Prior Obligations

	Action	Application ID	Project Title
<input type="button" value="Select"/>		2139113	TEST RECORD - Grants Online Training Application05

Planned Year	Approved Fed Share	Obligated	Approved Non-Fed Share	Assigned Non-Fed Share
2009	\$125,000.00	\$125,000.00	\$0.00	\$0.00
2010	\$125,000.00	\$0.00	\$0.00	\$0.00
2011	\$250,000.00	\$0.00	\$0.00	\$0.00

FPO – Partial Funding Step 6

SF-425 Frequency:	Interim Reports Not Required - Not ASAP - Use SF-270 - Final Full Report Required	Progress Report Frequency:	Annually	Final Progress Report:	Comprehensive - a last interim report is not required
Final Reports Due On:	12/29/2017	Project Title:	GSTUDENT15 - Instructor Comp App 2016		
PIs - PDs:	None Designated	Closeout Date:	N/A		

Partial Funding -- NA16GOT9980034

Memo * [Guidance](#)

[Spell Check](#)

Grants Online Partial Funding Guidance

Partial Funding Memo

The Partial Funding Memo is used to explain the state of funding for the approved Application. A clear and precise explanation of what is happening in this Partial Funding will greatly assist GMD personnel in processing the action. Typically, Partial Funding actions are used to fund the out-years of multi-year awards, with a single application being submitted for the award's duration. However, some awards will have multiple multi-year applications associated with them. Other awards are single-year awards for which the fully approved amount was not provided in the initial award. Every situation requires an explanation.

GMD personnel want to know that the Program Officer is aware of the Recipient's reporting status for the award. GMD does NOT want to receive Partial Funding actions for awards for which the recipient is delinquent in reporting. It is GMD policy not to approve additional funding for awards that have delinquent reports.

Example 1 - The Standard Memo. Fully funding an out-year for a multi-year application, for which the initial funding was in the original award.

- Click the **Guidance** link for an example of the language that should be used for the Memo* data element. Six examples of the appropriate language are included on the next two slides.

Sample Language for Partial Funding Memo

- **Example 1 - The Standard Memo.** Fully funding an out-year for a multi-year application, for which the initial funding was in the original award.

This release of funds of \$ __ is for year __ of a __ year multi-year award. All required Progress and Financial reports have been submitted and accepted.

- **Example 2** - Partially funding an out-year for a multi-year application, for which the initial funding was in the original award, and for which an additional Partial Funding action is expected to take place later in the year to complete the year's approved funding.

This release of funds of \$ __ is for year __ of a __ year multi-year award. Due to __, total funding for this award period is not available; additional funds will be provided at a later date. All required Progress and Financial reports have been submitted and accepted.

- **Example 3** - Partially funding an out-year for a multi-year application, for which the initial funding was in the original award, and for which an additional Partial Funding action is expected to take place the following year to complete this year's approved funding.

This release of funds of \$ __ is for year __ of a __ year multi-year award. Due to __, total funding for this award period is not available in this Fiscal Year. Additional funds will be provided in Fiscal Year __. It is our intent to provide total funding for this award. All required Progress and Financial reports have been submitted and accepted.

Sample Language for Partial Funding Memo (*Continued*)

- **Example 4*** - Partially funding an out-year for a multi-year application, for which the initial funding was in the original award, and for which budgeted funds are not expected to be made available to fully fund the award.

This release of funds of \$ __ is for year __ of a __ year multi-year award. Due to __, funding for this award period is not available. Additional funds will not be provided and this award will be reduced by __. All required Progress and Financial reports have been submitted and accepted.

(NOTE: In this situation, work with the Grants Specialist to create an administrative amendment to reduce the total authorized award funding.)

- **Example 5** - Partially funding an out-year for a multi-year application, for which the initial funding was in the original award, and for which one or more Partial Funding actions have already occurred to fund the application for the current Fiscal Year.
- **This release of funds of \$ __ is for year __ of a __ year multi-year award. This release of funds is expected to be the final release of funds in Fiscal Year __. The remainder of the project is expected to be funded in Fiscal Year __ through Fiscal Year __ assuming funds are available. All required Progress and Financial reports have been submitted and accepted.**
- **Example 6**** - Partially funding an out-year for a multi-year application, for which the initial funding was **NOT** in the original award.
- **This release of funds of \$ __ is for year __ of a __ year multi-year application which was originally funded as Amendment __. All required Progress and Financial reports have been submitted and accepted.**

NOTES:

When no additional funds are available the Program Office must advise the Grants Officer. Subsequently, the Grants Officer creates an amendment to inform the recipient that no additional funds will be provided. The recipient has two options: continue work with existing funds or terminate the award.

** If Federal Funding is being reduced, the match should be reduced by a comparable amount.*

*** If the Partial Funding is on a continuation application, instead of the original Award, notate the appropriate amendment number in the Partial Funding Memo.*

FPO – Partial Funding Steps 7, 8, 9

7. Enter the Partial Funding amount for the Fed Add Amount* data element.

NOTE: If changes are made to the Federal Funding Amount, the Procurement Request and Commitment of Funds and the Review Release of Funds tasks must be updated. If appropriate, specify the amount for the Non-Fed Amount.

8. Click the **Save and Start Workflow** button.

9. To acknowledge the intent to proceed with the workflow and that it is acceptable that a Procurement Request and Commitment of Funds and a Release of Funds task are added to the user’s Inbox. Click the **OK** button.

Partial Funding -- NA16GOT9980034

Memo * [Guidance](#)

This release of funds of \$____ is for year __ of a __ year multi-year award. All required Progress and Financial reports have been submitted and accepted.

155 / 4000 [Spell Check](#)

Approved Plan and Prior Obligations

Action	Application ID	Project Title
Select	2595204	GSTUDENT15 - Instructor Comp App 2016

Selected Application

Application ID	Approved Fed Share	Remaining Fed Share	Pending Fed Share	Fed Add Amount *	Approved Non-Fed Share	Remaining Non-Fed Share	Pending Non-Fed Share	Non-Fed Amount	AMD No.	Project Title
2595204	\$10,000.00	\$0.00	\$0.00	2500.00	\$1,000.00	\$-500.00	\$0.00		0	GSTUDENT15 - Instructor Comp App 2016

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

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

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

grantsonlinetraining.rdc.noaa.gov says:

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

Prevent this page from creating additional dialogs.

[OK](#) [Cancel](#)

FPO – Partial Funding Step 10 and 11

10. If the Federal Amount was modified, navigate to the Your Tasks screen. There should be two new tasks:

- (a) Procurement Request and Commitment of Funds
- (b) Review Release of Funds

The status for both tasks is **Not Started**. The Procurement Request should be completed prior to attempting to work on the Release of Funds task. The steps to complete the Procurement Request are the same as those used for a new Award and are not repeated here.

Your Tasks

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

18 items found, displaying all items. 1

View	RFA Name	Task Id	Task Name	Task Received Date	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number	Applicant Name	Applicant State
View	Instructor Competitive RFA - Aug 2016 Class	4865811	Procurement Request and Commitment of Funds	03/03/2017	Not Started	Procurement Request and Commitment of Funds	2597800			NA16GOT9980034	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION	VA
View	Instructor Competitive RFA - Aug 2016 Class	4865810	Review Release of Funds	03/03/2017	Not Started	Award File	2597799			NA16GOT9980034	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION	VA
View	Yvette's Feb Training	4865807	Forward/Revise Award File	03/03/2017	Not Started	Award File	2597793			NA17GOT9980069	GLOBAL ENVIRONMENT AND	VA

11. When the ACCS Lines associated with the PRCF are complete, select **Forward Procurement Request to Requestor** from the Action dropdown menu on the PRCF launch page. Click the **Submit** button.

Procurement Request and Commitment of Funds - NA18GOT9980057

Id: 2694475
Status: ProgramOfficerActions - In Progress

Action: [Submit](#)

Your Comments:

[Spell Check](#)

FPO – Partial Funding Step 12 and 13

12. From the PRCF, click the **View** link for Review Release of Funds. Complete the action associated with that task.

Your Tasks

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

18 items found, displaying all items. 1

	RFA Name	Task Id	Task Name	Task Received Date	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number	Applicant Name	Applicant State
View	Instructor Competitive RFA - Aug 2016 Class	4865811	Procurement Request and Commitment of Funds	03/03/2017	Not Started	Procurement Request and Commitment of Funds	2597800			NA16GOT9980034	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION	VA
View	Instructor Competitive RFA - Aug 2016 Class	4865810	Review Release of Funds	03/03/2017	Not Started	Award File	2597799			NA16GOT9980034	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION	VA
View	Yvette's Feb Training	4865807	Forward/Revise Award File	03/03/2017	Not Started	Award File	2597793			NA17GOT9980069	GLOBAL ENVIRONMENT AND	VA

13. After the Procurement Request has been approved and there are no pending actions, the user can choose **Forward to Grants Specialist for Review**. If appropriate, a workflow comment can be included.

Award File In Progress - NA17GOT9980071

Id: 2597842
Status: ProgramOfficerActions - Not Started


Action: [Submit](#)

Your Comments:

- Please select an action
- Edit Special Award Conditions
- Forward to Grants Specialist for Review**
- Reassign Award File
- Revise Procurement Request and Commitment of Funds
- Send for Legal Review
- View Amendment Details
- View FAIS Sheet
- View Reporting Frequencies
- View/Edit Partial Funding Document
- Withdraw Release of Funds

[Print Award File History](#)

Attachments:

Pending Actions 

Nothing found to display.

NOTE: When the red X beside the Pending Actions is replaced with a green check mark, ✓ the option to **Forward to Grants Specialist for Review** is available from the Action dropdown menu.

FPO – Partial Funding Step 13 (continued) and 14

NOTE: If the red **X** is visible, the pending task(s) must be completed before you can advance to the next step in the workflow.

Pending Actions **X**

One 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	2597794	03/03/2017		2017	Procurement Request and Commitment of Funds: In Progress	03/03/2017	Grant Student25

- Do not make any modifications to the Amendment Details (**View Amendment Details**) task; this will be modified by the Grants Specialist.

If changes to the Partial Funding Memo or Funding Amounts are necessary select **View/Edit Partial Funding Document**.

Award File In Progress - NA17GOT9980071

Id: 2597842
Status: ProgramOfficerActions - Not Started

Action:

Your Comments:

- Please select an action
- Edit Special Award Conditions
- **Forward to Grants Specialist for Review**
- Reassign Award File
- Revise Procurement Request and Commitment of Funds
- Send for Legal Review
- View Amendment Details
- View FAIS Sheet
- View Reporting Frequencies
- **View/Edit Partial Funding Document**
- Withdraw Release of Funds