Accept Award Process Maps
v 5.04
Last Updated: August 18, 2021

- AA-1 Accept Award Workflow

For a step by step tutorial of this process map, please reference the following:

https://www.noaa.gov/sites/default/files/legacy/document/2021/Apr/GrantRecipients_Quick_Ref_Guide_0.pdf
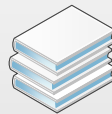
Federal Employee (including GMD)

Grantee

Reviewers

Grants Online Document

Multiple Grants Online Documents

Process Step

Notification

Grants Online Hard Stop Codes

HS = "Vendor and Funding"
HSP = "Vendor and Funding – POST"
HSFP = "Funding Only - POST"
HSV = "Vendor Only"
HSF = "Funding Only"

"Interface" User

CBS Interface Task

VV = Vendor Transaction – Validate
VC = Vendor Transaction - Create
P = Procurement Request Transaction
O = Obligation Transaction
C = Closeout Transaction
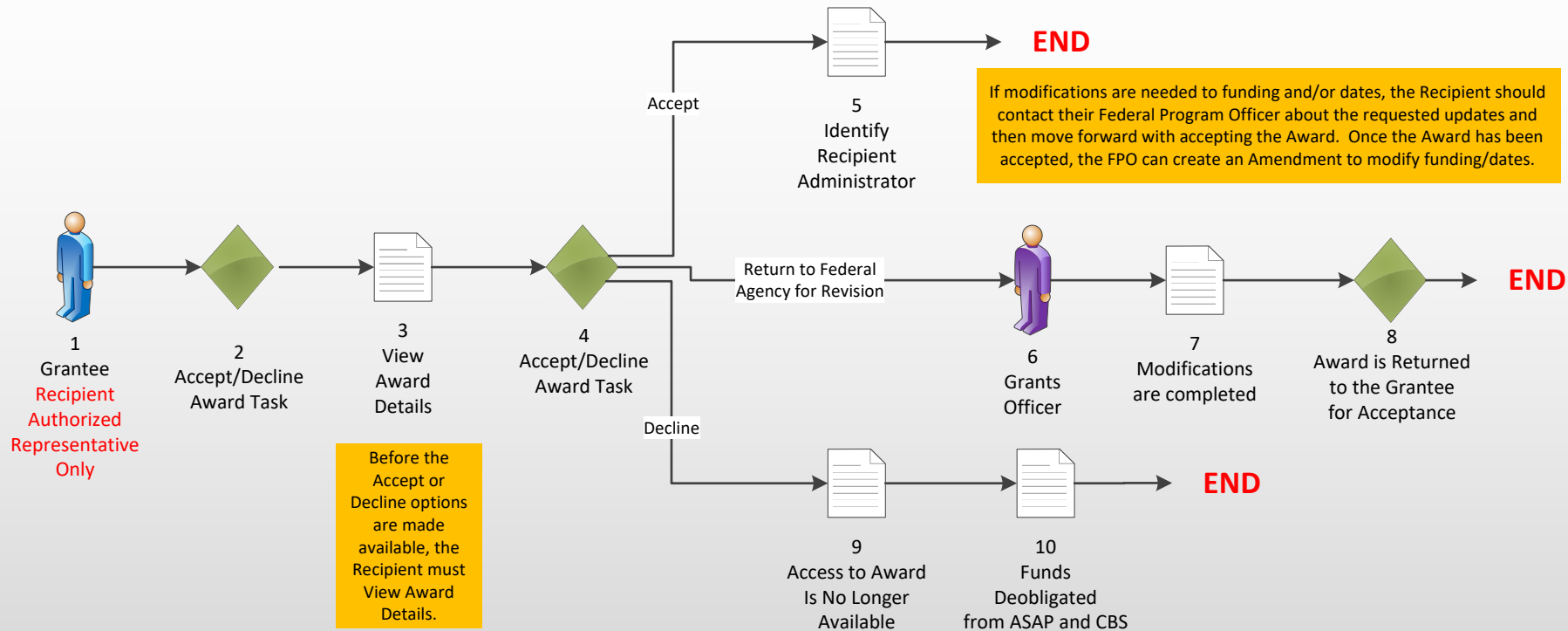**SN = SF-270 – Non-ASAP Transaction**
SA = SF-270 – ASAP Transaction

Continue

Alternate Path

Important Note

END

5
Identify
Recipient
Administrator

If modifications are needed to funding and/or dates, the Recipient should contact their Federal Program Officer about the requested updates and then move forward with accepting the Award. Once the Award has been accepted, the FPO can create an Amendment to modify funding/dates.

Accept

Return to Federal Agency for Revision

END

1
Grantee
Recipient
Authorized
Representative
Only

2
Accept/Decline
Award Task

3
View
Award
Details

4
Accept/Decline
Award Task

6
Grants
Officer

7
Modifications
are completed

8
Award is Returned
to the Grantee
for Acceptance

Before the Accept or Decline options are made available, the Recipient must View Award Details.

Decline

9
Access to Award
Is No Longer
Available

10
Funds
Deobligated
from ASAP and CBS

END

Manage Award Users

1
Grantee
Recipient
Administrator
Only

2
Manage Award
Users Task

3
Add a Principal
Investigator/
Update All
Applicable Roles

4
Manage Award
Complete
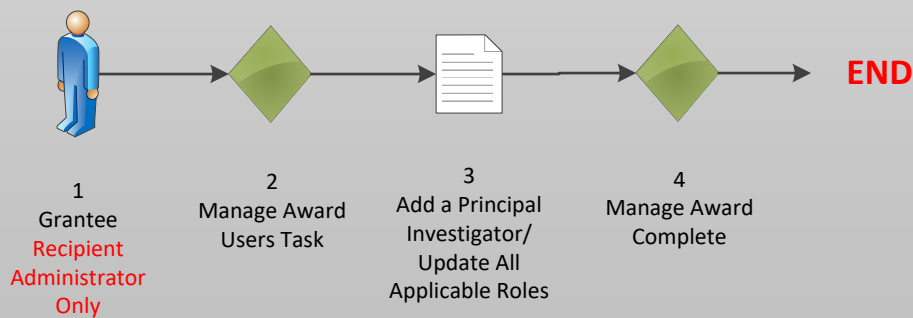
END

For more details on how to complete step 3, please reference the
Recipient Administrator's Task Reference Guide.