



Federal Program Officer (FPO)

User Manual

Post Award Processing

NOAA Grants Online Program Management Office

December 2018

Version 4.26

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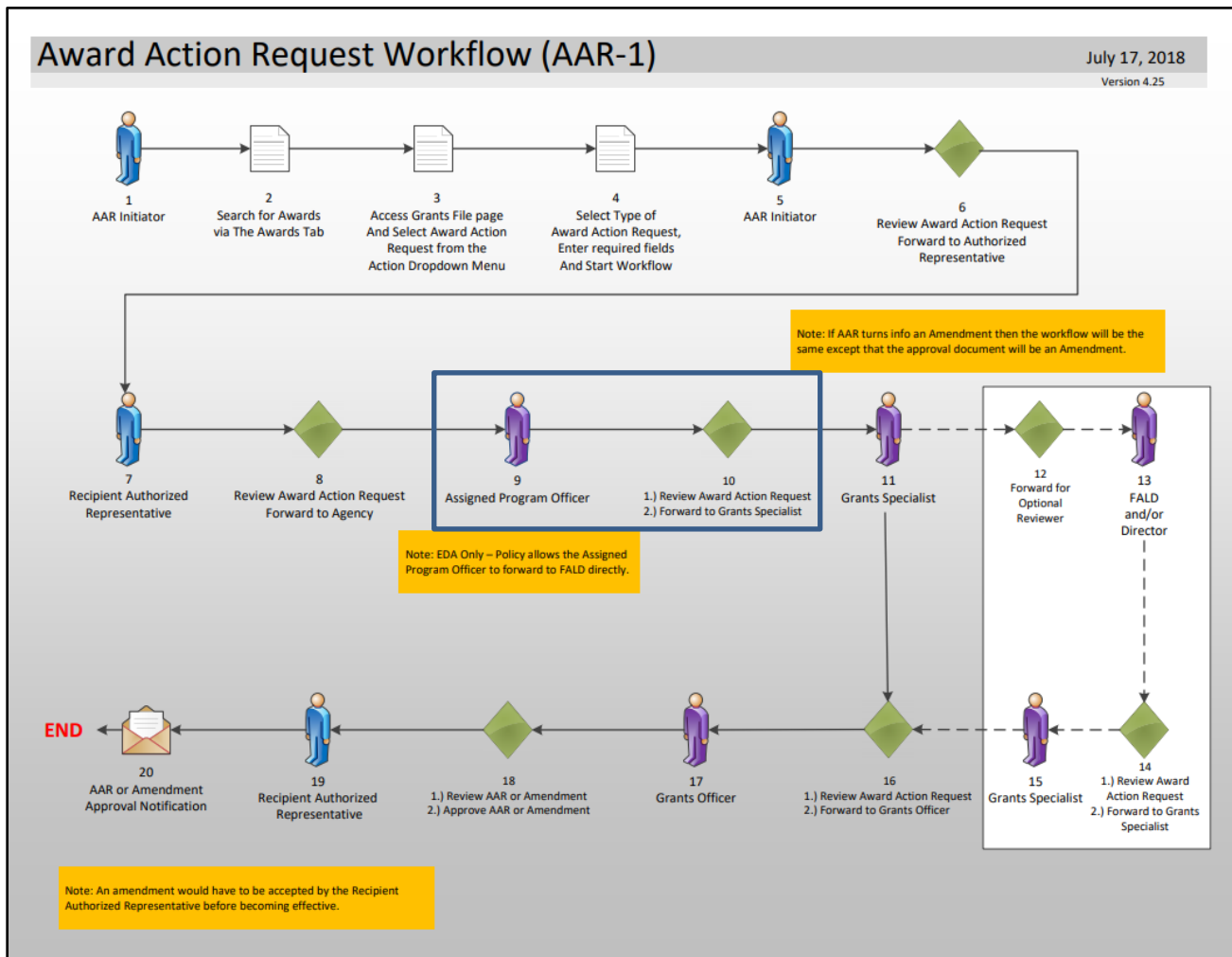
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Award Action Request

Award Action Requests marked with an asterisk (*) will always result in an amendment to the Award (if approved). Other requests generally result in a notification of approval. However, any request may result in an amendment at the discretion of the Grants Officer.

This section of the manual focuses on steps 9 – 10 of the below process map.



Review Award Action Request (AAR)

1. Click the **Inbox** tab.
2. Click the **Tasks** link.
3. Click the **View** link for the **Review Award Action Request** task.

The screenshot shows the Grants Online Grant Student21 interface. The top navigation bar includes tabs for Inbox, RFA, Application, Awards, Account Management, Reports, and Help. The main content area displays 'Your Tasks' with a table of tasks. The first task, 'Review Award Action Request', has its 'View' link highlighted with a red box.

View	Award Number	Task Id	Task Name	Document Type	Document Id
View	NA17GOT9980067	4870342	Review Award Action Request	Award Action Request	2598587
View	NA17GOT9980066	4865734	Procurement Request and Commitment of Funds	Procurement Request and Commitment of Funds	2597759
View	NA17GOT9980066	4865732	NEPA Document	NEPA	2597761
View	NA17GOT9980066	4865731	Complete PO Checklist	PO Checklist	2597760

4. The Award Action Request launch page is displayed. Choose **View Award Action Request Details** from the Action dropdown menu and click the **Submit** button.

The screenshot shows the 'Award Action Request - NA17GOT9980067' launch page. The 'Action' dropdown menu is open, and the 'View Award Action Request Details' option is highlighted with a blue background. The 'Submit' button is also highlighted with a red box.

Award Action Request - NA17GOT9980067

Id: 2598587
Status: ProgramOfficerActions - In Progress

Action: Please select an action **Submit**

Your Comments: Please select an action
 Forward to Grants Specialist for Review
 Reassign Award Action Request
 Reject
 Return Request to Recipient Authorized Representative
 Send for Legal Review
View Award Action Request Details
Save Comment

- The Award Action Request details are displayed. To download an attachment, click the Name link under the Attachments header. To simultaneously download more than one attachment, click the Download All button. To navigate to the previous screen, click the **Cancel** button.

Foreign Air Carrier for Travel - NA17GOT9980067

THIS DOCUMENT IS LOCKED

📎 **Attachments:**

Name	Short Description	Created Date	Internal Use Only
Foreign Air Carrier for Travel Explanation.docx	Foreign Air Carrier for Travel Explanation	07/05/2017 12:04:28 PM	No

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 should be 50 characters or less if there are more than 50 characters.

Foreign Air Carrier for Travel
[Guidance](#)

Are you in compliance with Fly America Act?
[What is Fly America Act](#)

Yes
 No
 Not Applicable

Justification goes here.

If no, please provide justification*

Spell Check

Award Action Request Report

Cancel

- Choose **Forward to Grants Specialist for Review** from the Action dropdown menu and click the **Submit** button.

Award Action Request - NA17GOT9980067

Id: 2598587
Status: ProgramOfficerActions - In Progress

Action: Please select an action **Submit**

Your Comments: Please select an action

Forward to Grants Specialist for Review

Reassign Award Action Request

Reject

Return Request to Recipient Authorized Representative

Send for Legal Review

View Award Action Request Details

Save Comment

Reports

In this section, we will review the following two types of reporting:

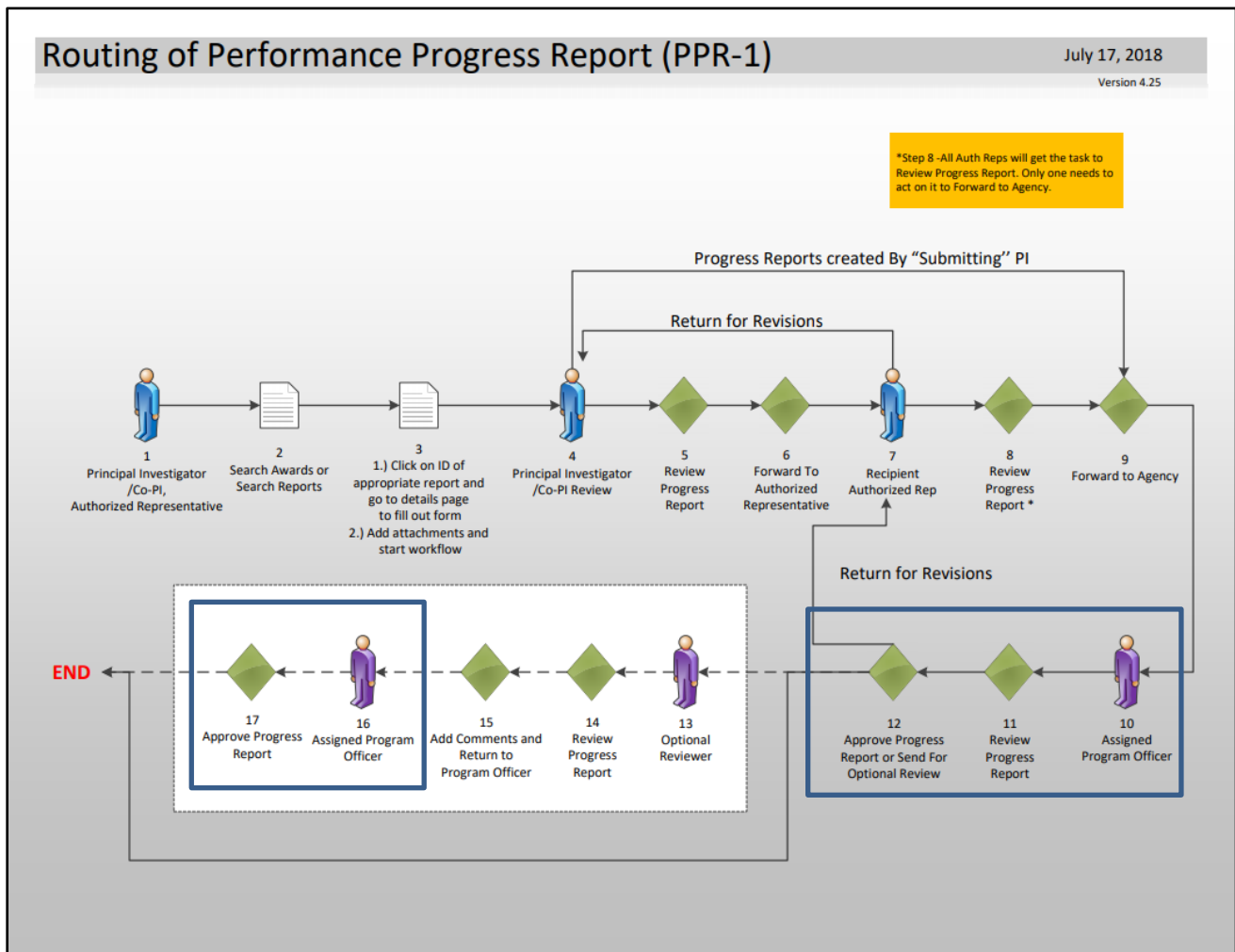
- Performance Progress Report (PPR)
- Federal Financial Report (FFR)

The frequency for these reports is set at the time of the application. The system will automatically generate a place holder the day after the reporting period ends. The default status assigned to the report's place holder is "Not Delinquent."

Performance Progress Report (PPR)

The frequency for the Performance Progress Report is set at the time of the application. The place holder is generated the day after the end date of the reporting period and the Recipient has 30 days to submit the report. The Final place holder is generated the day after the Award expires and the Recipient has 90 days to submit the report.

This section of the manual focuses on steps 10 – 12 and steps 16 – 17 of the below process map. For steps 1 – 9, please reference the [Authorized Representative / Principal Investigator – Performance Progress Reports Processing](#) document.



1. Click the **Inbox** tab.
2. Click the **Tasks** link.
3. Click the **View** link for the **Review Progress Report** task.

The screenshot shows the 'Your Tasks' section of the Grants Online system. It includes a navigation menu on the left with 'Tasks' selected. The main area displays a table of tasks with columns for Date, Award Number, Applicant Name, Task Id, Task Name, Task Status, Document Type, and Docu Id. The first task is highlighted with a red box around the 'View' link.

View	Date	Award Number	Applicant Name	Task Id	Task Name	Task Status	Document Type	Docu Id
View	03/20/2017	NA17GOT9980065	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION - NOA...	4866083	Review Progress Report	Not Started	Performance Progress Report	2597
View	02/07/2017	NA17GOT9980065	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION - NOA...	4864867	Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds	2597
View	02/07/2017	NA17GOT9980065	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION - NOA...	4864866	Review Release of Funds	Not Started	Award File	2597
View	02/07/2017	NA17GOT9980065	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION - NOA...	4864778	Review Award Action Request	Not Started	Award Action Request	2597
View	02/06/2017	NA17GOT9980046	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION - NOA...	4863508	Conduct Negotiations	In Progress	Application	2597

4. The Performance Progress Report launch page is displayed. Choose **View Progress Report** from the Action dropdown menu and click the **Submit** button.

The screenshot shows the 'Performance Progress Report - NA17GOT9980065' page. The 'Action' dropdown menu is open, showing options like 'Accept Progress Report', 'Reassign Progress Report', 'Return Progress Report for Revisions', and 'View Progress Report'. The 'View Progress Report' option is highlighted in blue. The 'Submit' button is also highlighted with a red box.

Performance Progress Report - NA17GOT9980065
 Id: 2597679
 Status: Submitted

Action: Please select an action **Submit**

Your Comments: Please select an action
 Accept Progress Report
 Reassign Progress Report
 Return Progress Report for Revisions
View Progress Report

Spell Check
 Save Comment

(No Comments) Internal Comments
 Note: These comments are for internal use only. The most recent comment will be printed on the semi-monthly Delinquent Reports Report and may be printed on other reports.

- 5. The Performance Progress Report page is displayed. To download an attachment, click the Name link under the Attachments header. To simultaneously download more than one attachment, click the Download All button. Once the review is complete, the user has two options. The user can add an Optional Reviewer, or can accept the Report. To accept the Report click the **Cancel** button and proceed to step 10. Otherwise, to add an Optional Reviewer, click the **Add** button.

Performance Progress Report - NA17GOT9980065

THIS DOCUMENT IS LOCKED

Attachments:

Name	Short Description	Created Date	Internal Use Only
Progress Report.docx	Progress Report	03/20/2017 02:49:01 PM	No

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 should be 50 characters or less if there are more than 10 attachments.

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

Clarifying comments:

Spell Check

Reporting Period * **Due Date** **Final Report**
04/01/2016-09/30/2016 10/30/2016 Yes No

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

Name	Telephone	Submitting	Submitting?
Rep15, Arthur	703-555-1212	N	

Recipient Authorized Representatives:
One item found.1

Name	Telephone
Rep04, Arthur	703-555-1212

Optional Reviewers:
~~Nothing~~ found to display.
Add **Done**
Please hit 'Done' to save the new route

Submitted On: 03/20/2017
Accepted On: N/A

Cancel

- The Search Users page will be displayed. Enter the search criteria or leave it blank and all users associated with the award will be returned. Click the **Search** button.

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.

- Once the search results are displayed, choose the appropriate user by clicking the **Select** link next to their name.

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**

74 items found, displaying all items.1

Action	User ID	Name	Organization	Title	Primary
Select	2023537	Student37,	Grant Grants Online Training (GOT-EDA)		301-555-
Select	2023537	Student37,	Grant One Commerce Program Office (OCPO-EDA)		301-555-
Select	2023535	Student35,	Grant One Commerce Program Office (OCPO-EDA)		301-555-
Select	2023533	Student33,	Grant One Commerce Program Office (OCPO-EDA)		301-555-
Select	2023549	Student49,	Grant Grants Online Training (GOT-EDA)		301-555-

8. The Performance Progress Report page is displayed. The designated optional reviewer's name is shown under the Optional Reviewers header. Repeat steps 5 – 7 as many times as is necessary to identify additional Optional Reviewers. To save this change, click the **Done** button.

Performance Progress Report - NA17GOT9980065

THIS DOCUMENT IS LOCKED

Attachments:

Name	Short Description	Created Date	Internal Use Only
Progress Report.docx	Progress Report	03/20/2017 02:49:01 PM	No

Download All [Large File Guidance](#)

Add new Attachment: [\[+\]](#)
Any changes to information on this page should be saved before adding or removing attachments.

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

Clarifying comments:

Spell Check

Reporting Period * **Due Date** **Final Report**
04/01/2016-09/30/2016 10/30/2016 Yes No

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

Name	Telephone	Submitting	Submitting?
Rep15, Arthur	703-555-1212	N	

Recipient Authorized Representatives:
One item found.1

Name	Telephone
Rep04, Arthur	703-555-1212

Optional Reviewers:
One item found.1

Name	Action
Grant Student35	Remove

Add **Done**
Please hit 'Done' to save the new route

Submitted On:
Accepted On:

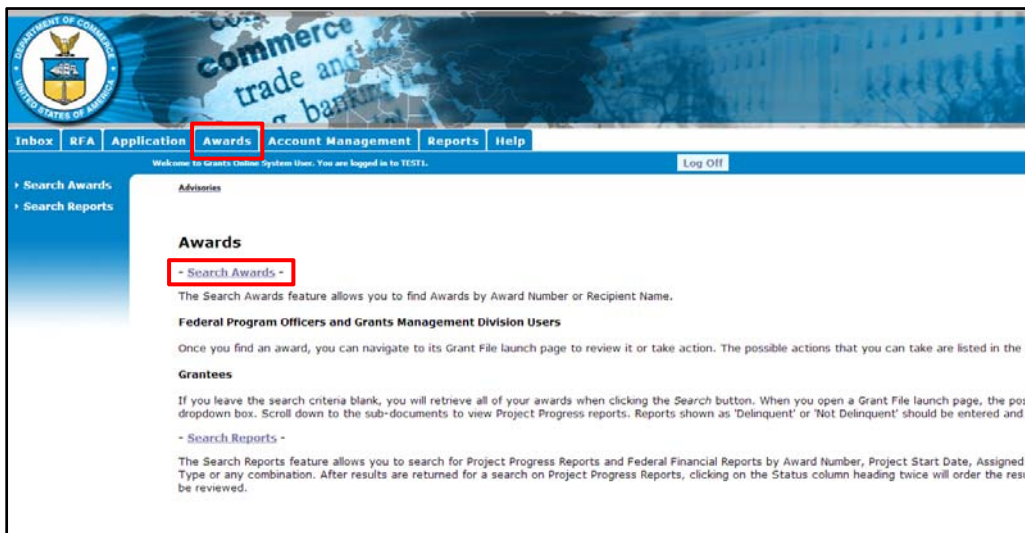
Cancel

9. Click the **Cancel** button to return to the previous screen.

10. The Performance Progress Report launch page is displayed. If Optional Reviewer(s) was/were added, that user(s) will be notified of this task. However, the FPO can proceed to approve the Performance Progress Report at any time, even if the Optional Reviewer(s) has/have not provided his/her input. To complete this task, choose **Accept Progress Report** and click the **Submit** button.

The screenshot displays a web interface for a Performance Progress Report. At the top, the title is "Performance Progress Report - NA17GOT9980065". Below the title, the "Id" is 2597679 and the "Status" is Submitted. The "Action:" dropdown menu is open, showing options: "Please select an action", "Please select an action", "Accept Progress Report" (highlighted in blue), "Reassign Progress Report", "Return Progress Report for Revisions", and "View Progress Report". To the right of the dropdown is a "Submit" button, which is highlighted with a red rectangle. Below the dropdown is a "Spell Check" button. At the bottom of the form is a "Save Comment" button.

1. Click the **Awards** tab and then click the **Search Awards** link.



2. From the Search Awards page, the user has the option to input information for one or more data element(s) or just click the **Search** button to view Awards for his/her organization.

A screenshot of the 'Search Awards' form. The form contains several input fields: 'Award Number:', 'Recipient Name:', 'Project Title:', 'Award Status:' (with a dropdown menu showing 'Open'), 'PI-PD Last Name:', 'Supplementary Information Category:' (with a dropdown menu), and 'Supplementary Value:'. Below the input fields, there are two buttons: 'Search' and 'Reset', with the 'Search' button highlighted by a red box. Below the buttons, there is a paragraph of instructions: '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.'

- When the search results display, click the **Award Number** for the appropriate Award.

Search Awards

Award Number:

Recipient Name:

DBA 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

88 items found, displaying all items.1

Award Number	Org ID	Recipient Name	DBA Name	Project Title	Award Status	Principal Investigators-Project Directors
NA17GOT9980125	2004719	CARDINAL PEAK TECHNOLOGIES, LLC		GSTUDENT00 - Instructor App - Competitive - Aug 20...	Accepted	Arthur Rep00
NA17GOT9980065	2004695	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION		App for Student 04	Accepted	Arthur Rep15
NA17GOT9980047	2004695	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION		title detail..	Accepted	None Designated

- The Grants File page is displayed. Scroll to the bottom of the page to the **Financial Reports** section and click the **ID** link next to the Federal Financial Report the user would like to view. Proceed to step 8.

Grants File - NA17GOT9980065

Id: 2597515
Status: Accepted

Action: Please select an action Submit

Your Comments:

Spell Check

Save Comment

Attachments:

Grant Information

CFDA Number:	11.998	Award Period:	10/01/2015 - 09/30/2018	Program Office:	One Commerce Program Office (OCPO-NOAA)
Program Officer:	Grant Student04	Program Officer Phone:	301-444-1212	Program Officer Email:	testemail@msg2.rdc.noaa.gov
Grants Specialist:	NOAA Grants Specialist-GOT	Grants Specialist Phone:	301-444-1212 EXT-	Grants Specialist Email:	testemail@msg2.rdc.noaa.gov
Total Federal Funding:	\$5,000.00	Total Non Federal Funding:	\$5,000.00	Multi-Year:	No

Organization Name: GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION - NOAA

ASAP Recipient: No **High Risk Recipient:** No

SF-425 Frequency: Interim Reports Not Required - Not ASAP - Use SF 270 - Final Full Report Required

Progress Report Frequency: Semi-Annually

Final Progress Report: Comprehensive - a last interim report is required

Final Reports Due On: 12/29/2018 **Project Title:** App for Student 04

PIs - PDs: Arthur Rep15 **Closeout Date:** N/A

Sub Documents

Type	ID	Title	Status
Award Package	2597563	App for Student 04	Accepted
Special Award Condition Report	2597563	Special Award Condition Report	
Award File In Progress	2597641	App for Student 04	ProgramOfficerActions - Not Started
Award File 0	2597516	App for Student 04	Accepted

Export options: [Excel](#)

Associated Documents

Type	ID	Title	Status
Award Action Request	2597571	Equipment Purchase	ProgramOfficerActions - Not Started
Award Action Request	2597574	Equipment Purchase	

Export options: [Excel](#)

[Correspondence and Federal Reports](#). (This section not viewable by recipient users.)

Nothing found to display.

[Supplementary Information](#)

Nothing found to display.

Financial Reports

Type	ID	Period Start	Period End	Due Date	Status	Amount Requested
SF-425: Federal Financial Report - Cash Flow	2597695	09/30/2016	10/30/2016	Delinquent	N/A	

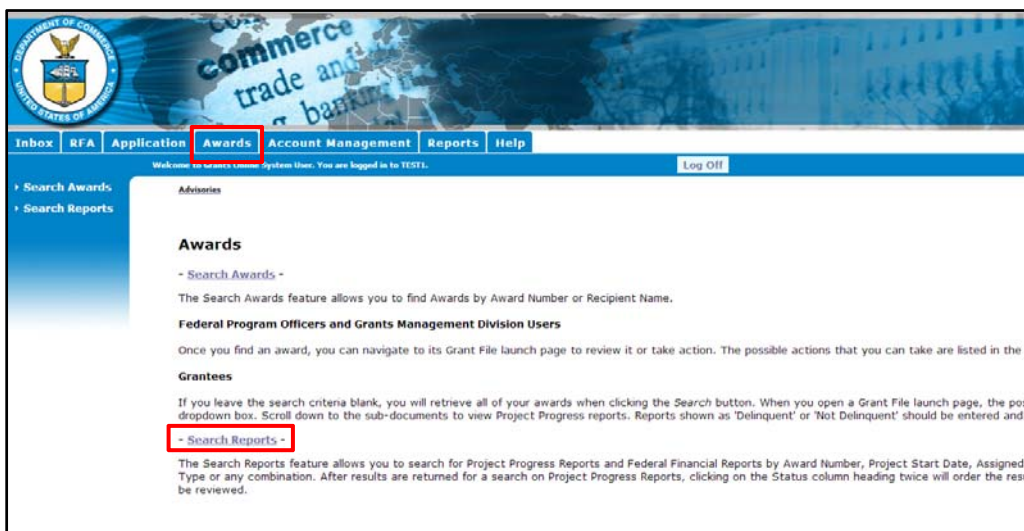
Export options: [Excel](#)

Progress Reports

Type	ID	Period Start	Period End	Due Date	Status
Performance Progress Report	2597678	10/01/2015	03/31/2016	04/30/2016	Accepted
Performance Progress Report	2597679	04/01/2016	09/30/2016	10/30/2016	Submitted

Export options: [Excel](#)

5. Conversely, the reports can be found by clicking the **Awards** tab and then the **Search Reports** link.



6. Enter your search criteria. Click the checkbox to “Include reports with no Start Date (SF425).” Click the **Search** button.
7. Select the report you wish to view by clicking on the Report link.

Search Financial and Project Progress Reports

Award Number :

Recipient Name :

DBA Name :

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

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

Program Office :

Program Officer Name :
(First Name or Last Name)

Report Type :

- Progress Reports
- Financial Reports
- SF270 Reports
- All Reports
- Delinquent Only
- Delinquent and Not Delinquent (all unsubmitted reports)

Report Status :

- Submitted (not yet Accepted)
- Accepted
- All Reports

Search Report Results

36 items found, displaying all items.1

Report	Award Number	Reporting Period Start	Reporting Period End	Due Date	Program Officer	Status	Recipient	DBA Name	Principal Investigators-Project Directors
SF-425: Federal Financial Report - Cash Flow	NA17GOT9980064		09/30/2016	10/30/2016	Grant Student07	Withdrawn	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION		Arthur Rep07
SF-425: Federal Financial Report - Cash Flow	NA17GOT9980065		09/30/2016	10/30/2016	Grant Student04	Delinquent	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION		Arthur Rep15
SF-425: Federal Financial Report - Cash Flow	NA17GOT9980064		09/30/2016	10/30/2016	Grant Student07	Submitted	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION		Arthur Rep07
SF-425: Federal Financial Report - Cash Flow	NA17GOT9980049		09/30/2016	10/30/2016	Grant Student08	Not Delinquent	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION		None Designated

8. The Federal Financial Report landing page is displayed. Note that the message below the link reads, "This document currently has no tasks assigned to you." This message indicates that the workflow has not started, however the user is required to take action. Click on the **Go to SF-425: Federal Financial Report – Cash Flow Details Page** link to view the report.

SF-425: Federal Financial Report - Cash Flow - NA17GOT9980065

Id: 2597695
Status: Delinquent

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

This document currently has no tasks assigned to you.

[\(No Comments\)](#) **Internal Comments**

Note: These comments are for internal use only. The most recent comment will be printed on the semi-monthly Delinquent Reports Report and may be printed on other reports.

9. The top portion of the Federal Financial Report is displayed below.

THIS DOCUMENT IS LOCKED

FEDERAL FINANCIAL REPORT
(Follow form Instructions)

1. Federal Agency and Organizational Element to Which This Report is Submitted: Department of Commerce/NOAA		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) NA17GOT9980065		Page 1	of 2 pages
3. Recipient Organization (Name and complete address including Zip code) GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION 2900 S QUINCY ST STE 375, ARLINGTON, VA 22206-2231 USA					
4a. DUNS Number 878128073	4b. EIN 999999999	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) <div style="background-color: #e0e0e0; height: 20px; width: 100%;"></div>		6. Report Type <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual
8. Project/Grant Period From: (Month, Day, Year) October 01, 2015		To: (Month, Day, Year) September 30, 2018		9. Reporting Period End Date (Month, Day, Year) September 30, 2016	
10. Transactions				Cumulative	
(Use lines a-c for single or multiple grant reporting)					
Federal Cash (To report multiple grants, also use FFR Attachment):					
a. Cash Receipts *				S <div style="background-color: #e0e0e0; width: 100px; height: 20px;"></div>	

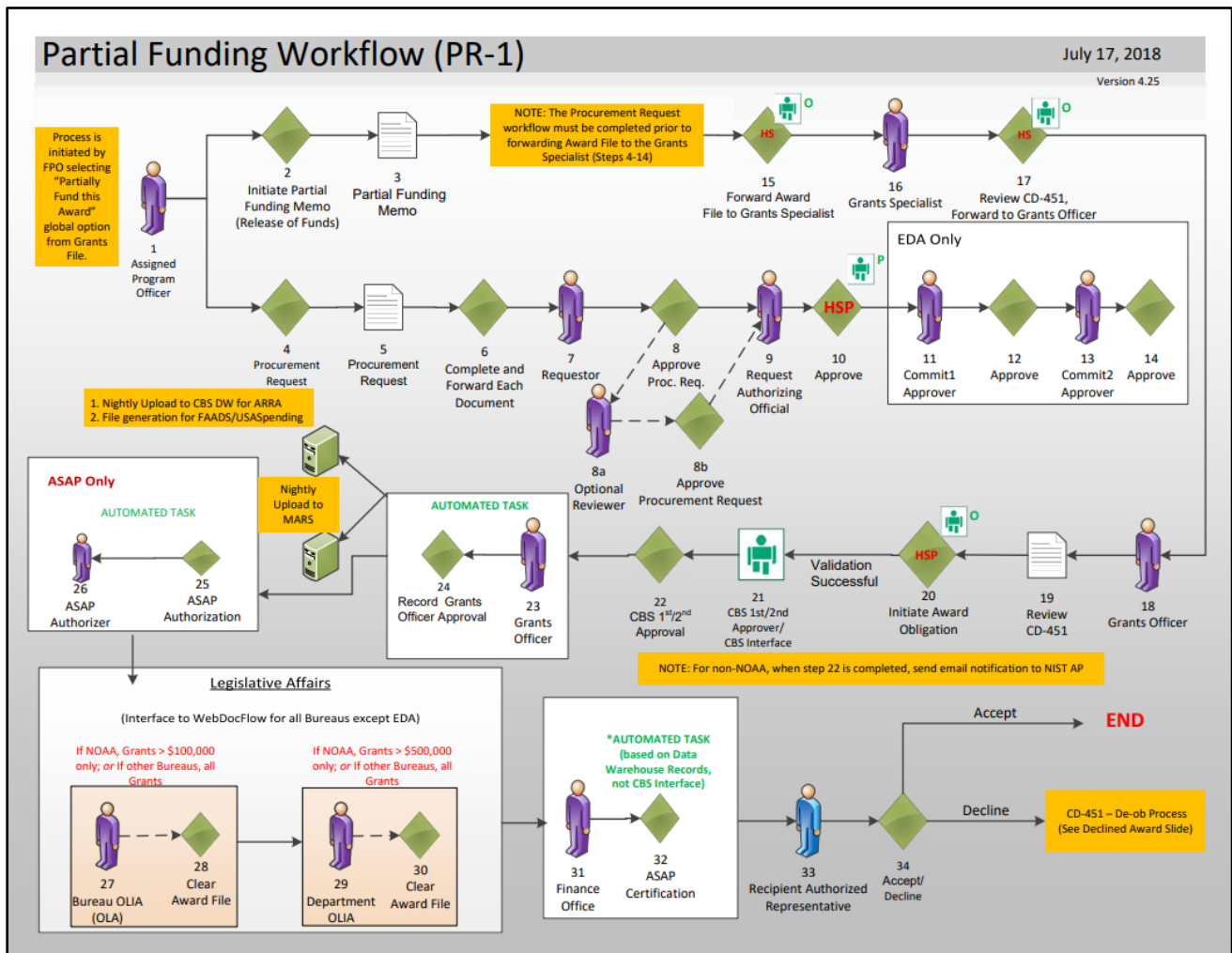
Funding

In this section, we will review the following two types of funding:

- Partial Funding
- Reduce Funding

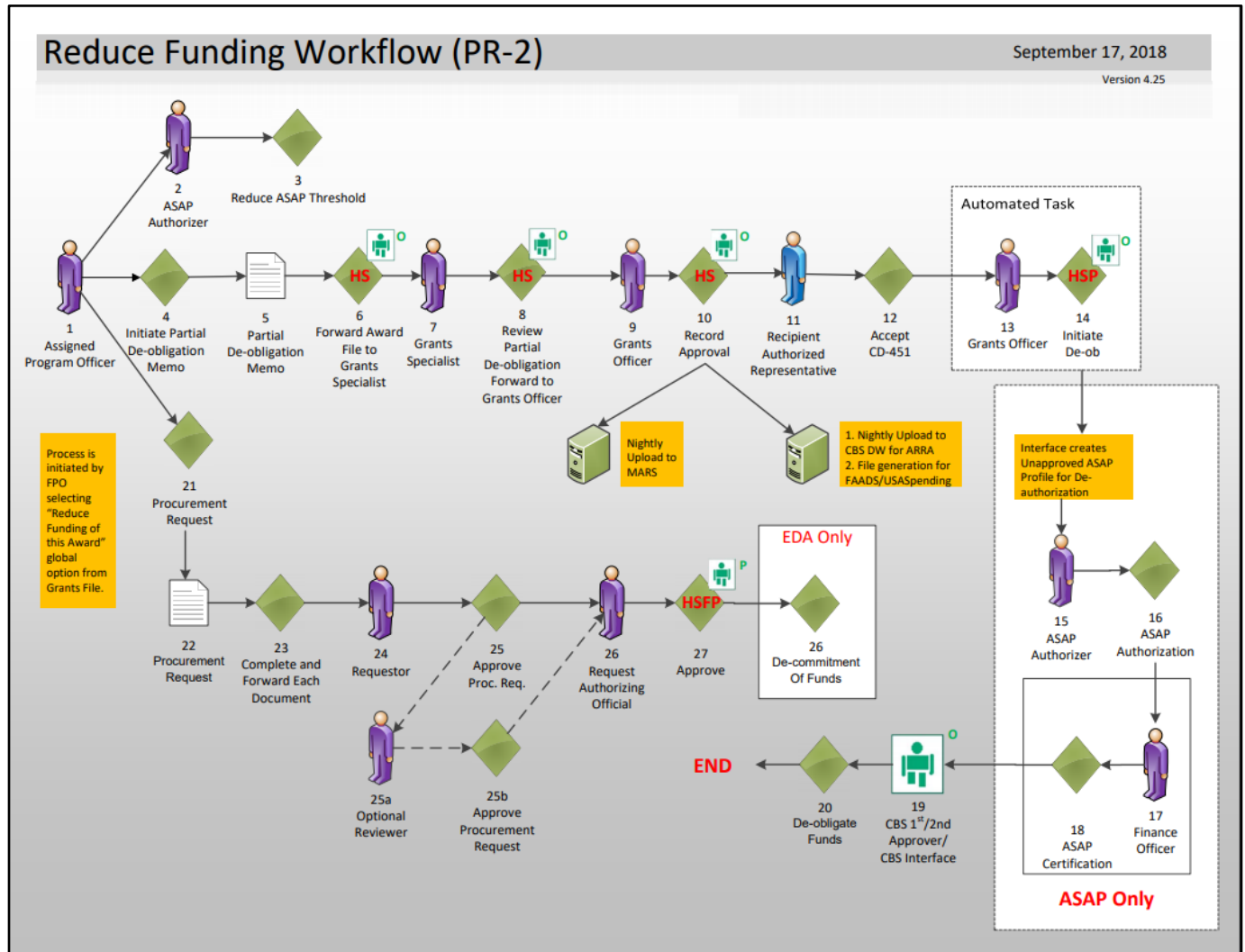
Partial Funding

When the user needs to release funding related to a multi-year Award, the user will follow the Partial Funding procedure. The steps for completing this action are described in the following document: [Partial Funding Process](#).



Reduce Funding

When the user needs to reduce funding on an Award, the user will follow the Reduce Funding procedure. The steps for completing this action are described in the following document: [Reduce Funding Process](#).

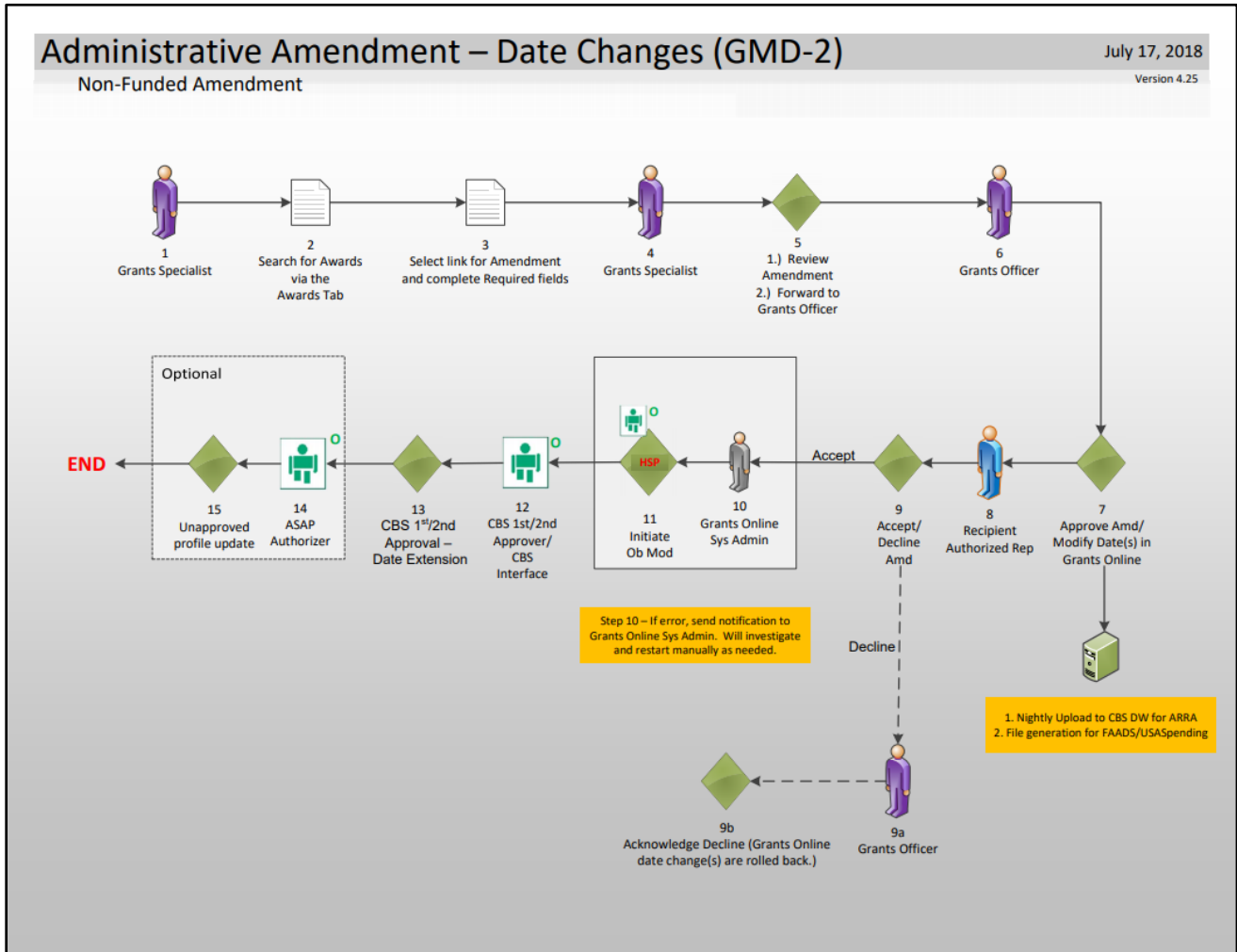


Amendment

In special cases where the list of Award Action Requests is not applicable, Grants Specialists and Grants Officers have the ability to initiate an Administrative Amendment as necessary on an Award.

Administrative Amendment

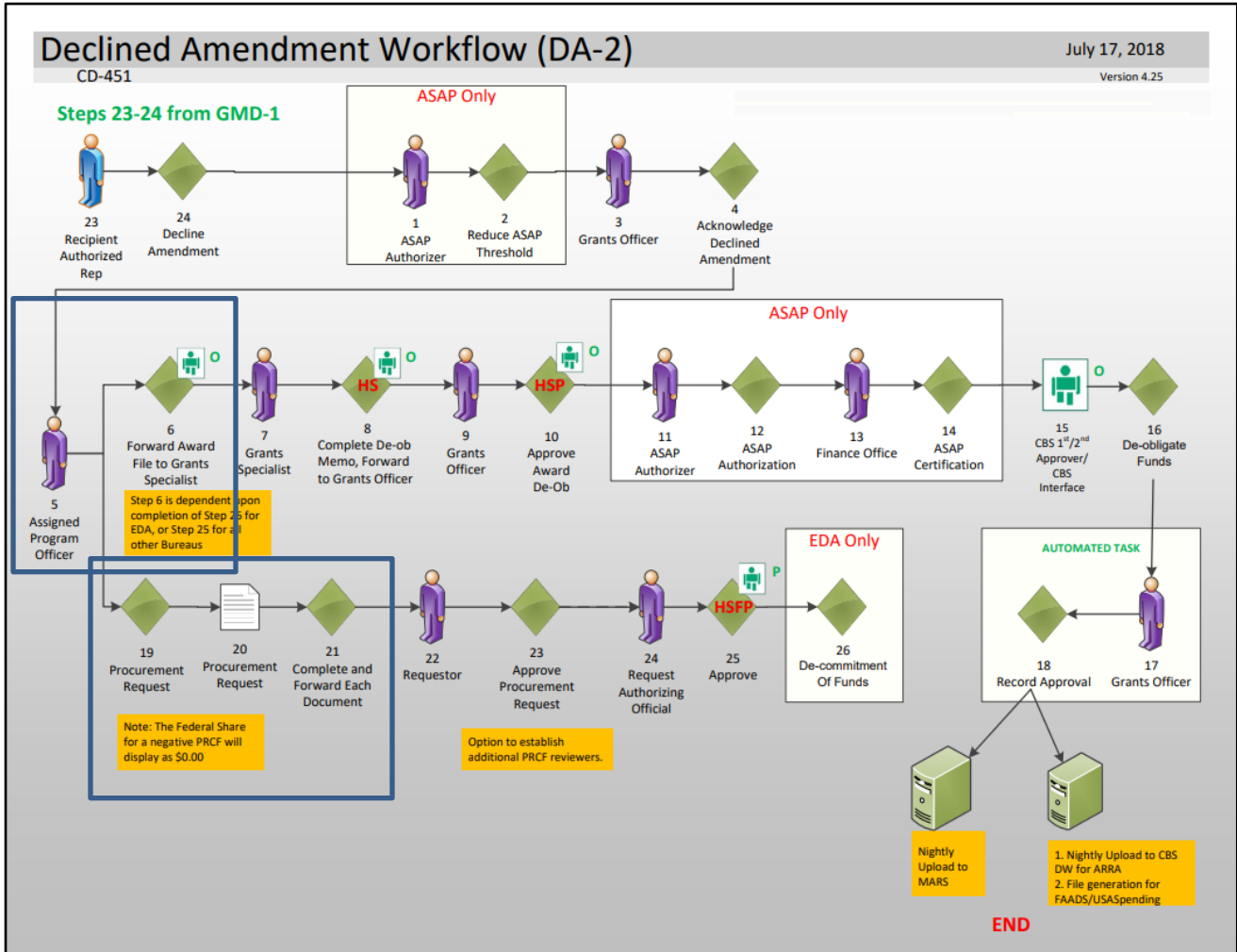
Please note that the Federal Program Officer does not have a step in the below process map. However, the Amendment is available on the Grants File for viewing.



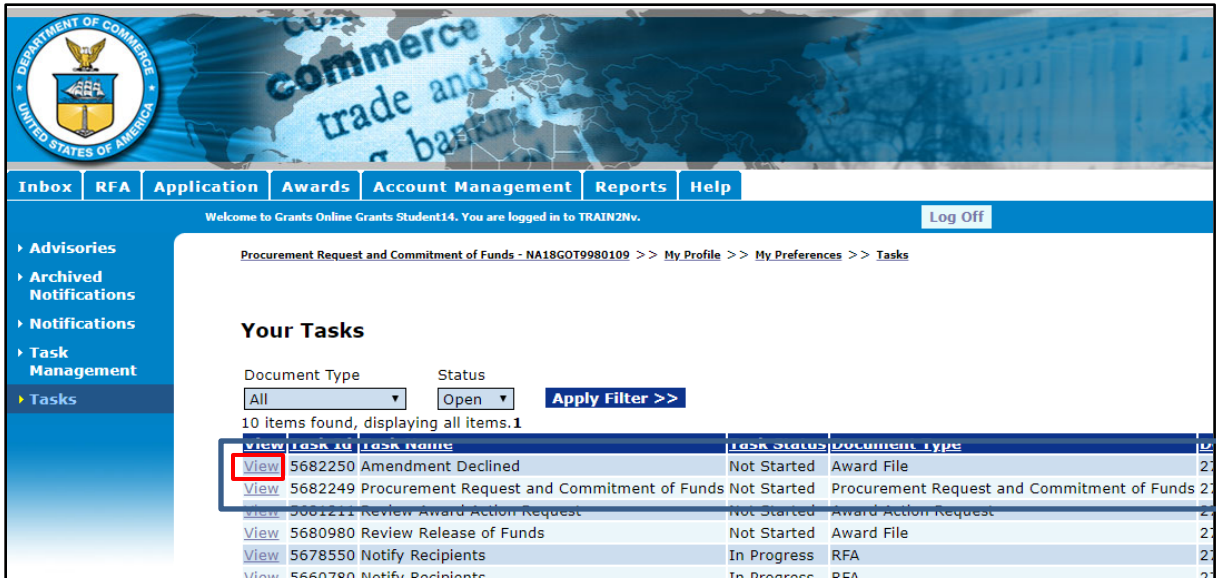
Decline Amendment

The Declined Amendment workflow takes place when an Amendment is submitted, and the Recipient Authorized Representative declines the Amendment.

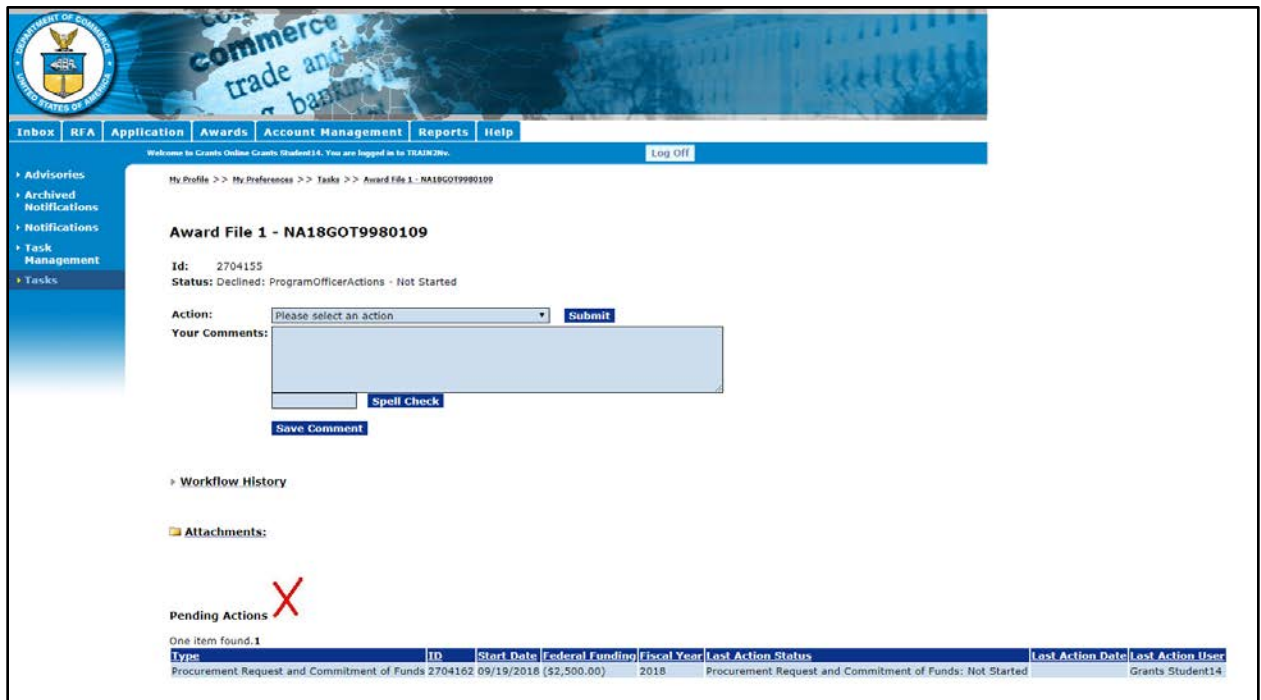
This section of the manual will focus on steps 5 – 6 and 19 – 21 of the below process map.



1. Click the **Inbox** tab.
2. Click the **Tasks** link. There are two tasks related to the Declined Amendment workflow, Amendment Declined and Procurement Request and Commitment of Funds.
3. Click the **View** link for the **Amendment Declined** task.



4. The Award File 1 launch page is displayed. Note that next to Pending Action there is a red x. This shows that the PRCF must be completed before the Award File can be forwarded.



- Return to Your Inbox. Click the **View** link for the **Procurement Request and Commitment of Funds** 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 Student14. You are logged in to TRAIN2Nv. [Log Off](#)

Procurement Request and Commitment of Funds - NA18GOT9980109 >> My Profile >> My Preferences >> Tasks

Your Tasks

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

10 items found, displaying all items.1

View	Task Id	Task Name	Task Status	Document Type	D
View	5682250	Amendment Declined	Not Started	Award File	27
View	5682249	Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds	27
View	5681211	Review Award Action Request	Not Started	Award Action Request	27
View	5680980	Review Release of Funds	Not Started	Award File	27
View	5678550	Notify Recipients	In Progress	RFA	27
View	5660780	Notify Recipients	In Progress	RFA	27

- The Procurement Request and Commitment of Funds launch page is displayed. From the action dropdown menu, choose **Complete Procurement Request and Commitment of Funds** then click **Submit**.

DEPARTMENT OF COMMERCE
UNITED STATES OF AMERICA

commerce
trade and
banking

Inbox RFA Application Awards Account Management Reports Help

Welcome to Grants Online Grants Student14. You are logged in to TRAIN2Nv. [Log Off](#)

My Preferences >> Award File 1 - NA18GOT9980109 >> Tasks >> Procurement Request and Commitment of Funds - NA18GOT9980109

Procurement Request and Commitment of Funds - NA18GOT9980109

Id: 2704162
Status: ProgramOfficerActions - Not Started

Action: [Submit](#)

Your Comments:
[Complete Procurement Request and Commitment of Funds](#)
[Forward Procurement Request to Requestor](#)

[Spell Check](#)

[Save Comment](#)

- The Procurement Request and Commitment of Funds page is displayed. Notice the message in red text: "THIS DOCUMENT IS LOCKED." Although you can view this page, no modifications are allowed.

Procurement Request and Commitment of Funds - NA18GOT9980109

THIS DOCUMENT IS LOCKED

Last CBS Validation: Status:

Active Procurement Requests:
One item found.1

ID	Requisition Number	Federal Share	Status
2704156	NAGO0000800363	\$2,500.00	Approved

Withdrawn Procurement Requests:
Nothing found to display.

Request Authorizing Official: *

Name	Title	Telephone
NOAA Official		301-555-1212

Additional Reviewers:
Nothing found to display.

Requestor: *

Name	Title	Telephone
Grants Student14		301-555-1212

Federal Share: * \$ 0.00 **Requisition Number: *** NAGO0000800363

Affected Reference Number: NA18GOT9980109 **EIN:** 999999999 **DUNS:** 964047778

URI:

To: * **Description: ***

CARDINAL PEAK TECHNOLOGIES, LLC 1380 FOREST PARK CIR. STE 202 LAFAYETTE, CO 80026-3378	CFDA Number: 11.998 Project Start Date: 2017-10-01 Project End Date: 2019-09-30 Grant Type: Grant Project Description: Gstudent06 - Loving
--	--

Clearances/Remarks:

Accounting - ACCS Lines *
One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account ID
14	1	2018	30 -31 -0002-00-00-00-00	02-21-16-001	28LEF29-P00	41-11-00-00	(\$2,500.00)	N	Yes	LINEOFFDESC-X-001-001

Select ACCS Line

PRCF Total for this Award action: \$0.00
Total Federal funds authorized for this Award action: \$2,500.00

[Procurement Request Official Comments](#)

CBSValidate. **Cancel**

Award Finance Report **Award Document Report**
The CD-435 Report is replaced by the Award Finance Report.

- Click **Cancel** to return to the previous screen.

- From the Procurement Request and Commitment of Funds launch page, choose **Forward Procurement Request to Requestor** and click the **Submit** button.



- Once the Requestor and the Budget Officer have approved the PRCF, return to Your Tasks. Click the **View** link for the **Amendment Declined** task.



11. The Award File 1 launch page is displayed. Note that next to Pending Action there is a green checkmark. Choose **Forward to Grants Specialist** and click the **Submit** button.

The screenshot displays the Grants Online interface for a Federal Program Officer. The header features the Department of Commerce logo and navigation tabs: **Inbox**, **RFA**, **Application**, **Awards**, **Account Management**, **Reports**, and **Help**. A welcome message reads: "Welcome to Grants Online Grants Student14. You are logged in to TRAIN2Nv." with a **Log Off** button.

The main content area shows the breadcrumb: **Advisories >> Tasks >> Award File 1 - NA18GOT9980109**. The title is **Award File 1 - NA18GOT9980109**. Below the title, the **Id:** is 2704155 and the **Status:** is Declined: ProgramOfficerActions - Not Started.

The **Action:** dropdown menu is open, showing options: "Please select an action", "Please select an action", "Forward to Grants Specialist", "Forward to Grants Specialist and Ignore Warnings", "View Amendment Details", "View Deobligation Memo", "View FAIS Sheet", "View Reporting Frequencies", and "View/Edit Partial Funding Document". The **Submit** button is highlighted with a red box.

Below the dropdown, there is a **Your Comments:** text area. Further down, the **Workflow History** section is collapsed. The **Attachments:** section is also collapsed. The **Pending Actions** section has a green checkmark next to it, and the text "Nothing found to display." is shown below it.

Note: There are no data fields to fill out with this process. The FPO only needs to forward the de-obligation memo to the Grants Specialist.

Supplementary Information & Correspondence and Federal Reports

Supplementary Information for Awards and Applications can be used to assist users with day-to-day Award management and for rapidly finding Awards or Applications that meet certain criteria. Correspondence and Federal Reports allows the user to categorize and include memos, emails, and other documents related to an Award that have no other logical storing place.

For additional information, please reference the following document: [Supplementary Information and Correspondence and Federal Reports for Awards and Amendments](#).