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

Table of Contents

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
	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
	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		
	Selected Applications	2845798	Selected Applications		
	Review Event	2845808	Review event one		02/10/2020
	Reviewer Instructions	2845799	Reviewer Instructions for Review event one Review ...		
	Export options: Excel				

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 ▾ | **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

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: All ▾   Status: Open ▾   **Apply Filter >>**
160 items found, displaying 1 to 100.[First/Prev] **1**, 2 [Next/Last]

View	Task Received Date	Award Number	Task Status	Task Name	Project Title	Approved Federal Funding	Task Id	Document Type	Document Id	RFA Name
View	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
View	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	GSTUDENT0 Instructor N for Aug 202 POST-AWAR
View	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	GSTUDENT0 Instructor N for Aug 202 POST-AWAR

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).

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

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

Submit

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					
Recipient Name:	VIRGINIA INSTITUTE OF MARINE SCIENCE	**DBA Name**		**Federal Share of Cost:**	$3,000.00
Street Address:	1375 GREATE RD			**Recipient Share of Cost:**	$0.00
City, State, Zip:	GLOUCESTER POINT , VA 23062-2026	**Project Title:**	RFA for GMD Manual	**Total Estimated Cost:**	$3,000.00
CFDA Number:	11.998	**Award Number:**	NA21GOT9980017	**Award Period:**	11/25/2020 - 10/25/2021

Internal Use Only					
ASAP Authorize Amount:	$3,000.00		**Prior Year Fund:**	false	**DoNotPay List Checked** ☑

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	
☑ Department of Commerce Financial Assistance Standard Terms and Conditions	Required
☐ R & D Award	Required
☐ Federal-Wide Research Terms and Conditions,as adopted by The Dept.Of Commerce	Required
☑ Bureau Specific Administrative Standard Award Conditions	Required
☑ Specific Award Conditions	
☑ Line Item Budget (File Attached)	Required
☑ 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements as Adopted Pursuant to 2 CFR § 1327.101	Required
☐ 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)	Required
☑ Multi-Year Award. Please see the Multi-Year Specific Award Condition.	
☐ 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**
email template.docx	This is a proxy file for the Line Item Budget	12/07/2020 02:41:38 PM	No
NA21GOT9980017 Official Accepted CD-450.pdf	NA21GOT9980017 Official Accepted CD-450	12/21/2020 05:44:11 PM	No
NA21GOT9980017 Official Accepted Specific Award Conditions.pdf	NA21GOT9980017 Official Accepted Specific Award Conditions	12/21/2020 05:44:11 PM	No

Download All   Large File Guidance

Grants Officer: NOAA Grants Officer (noaagogot)   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 provisio 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.

3. 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 p 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)

4. 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.

5. After the information associated with each CD-450 Item has been validated, click the checkbox beside each item.

6. 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
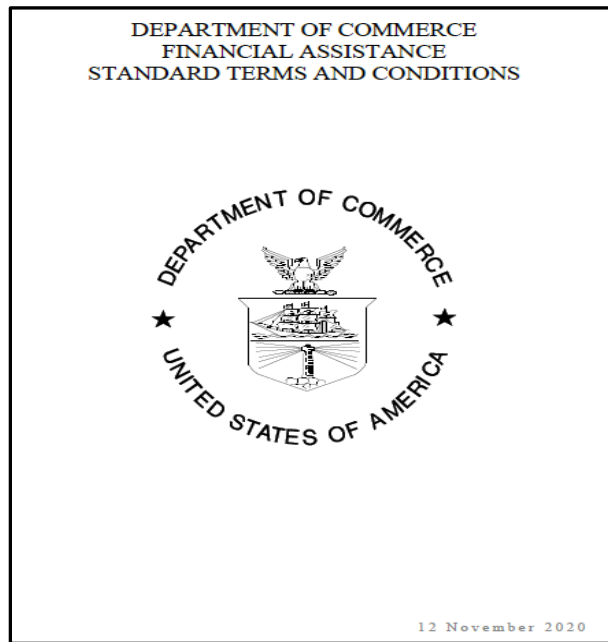
R&D Award
Federal-Wide Research Terms and Conditions (as adopted by the Department of Commerce)

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)

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

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)

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

Spell Check

Other(s)

Any additional information you wish to include.

Grants Specialist: Complete GMD Checklist

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

2. 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.

3. 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.

Budget/Cost Analysis Memo (Funded Awards Only)

1. 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.

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

0 / 4000   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

0 / 4000   Spell Check

Cost Share: * Guidance

Spell Check

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.

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.

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.
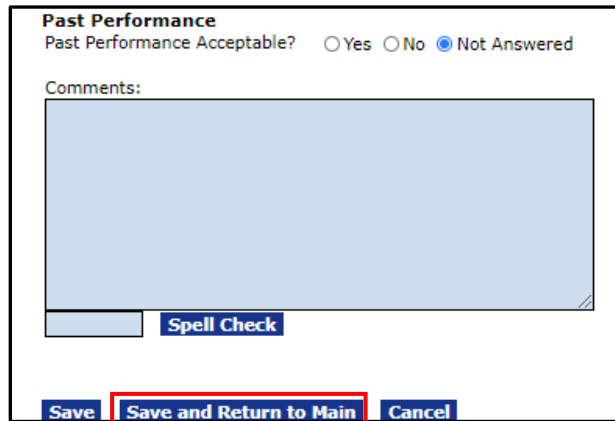
SAM Exclusions

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.
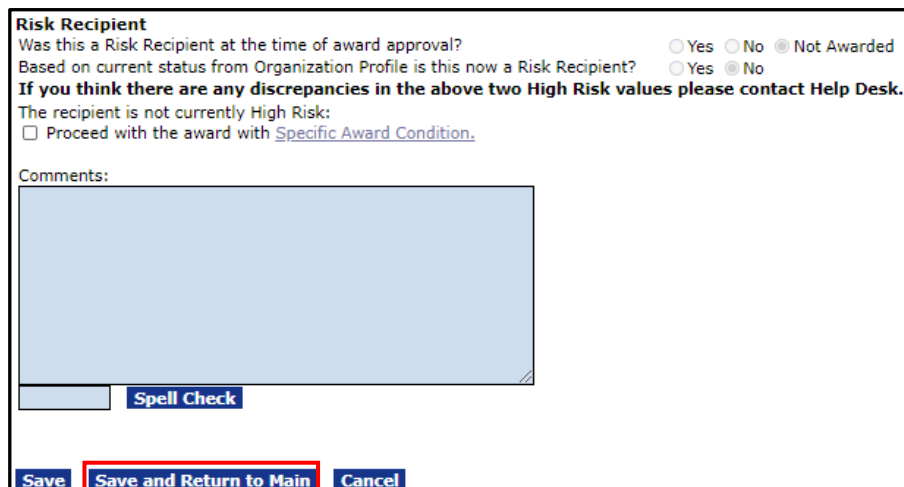
Past Performance

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.

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 **Past Performance** link.

Past Performance
Past Performance Acceptable?   ○ Yes ○ No ● Not Answered

Comments:

[Spell Check]

[Save] [Save and Return to Main] [Cancel]

Risk Recipient

1. 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.

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 **Risk Recipient** link.

Risk Recipient
Was this a Risk Recipient at the time of award approval?   ○ Yes ○ No ● Not Awarded
Based on current status from Organization Profile is this now a Risk Recipient?   ○ Yes ● No
If you think there are any discrepancies in the above two High Risk values please contact Help Desk.
The recipient is not currently High Risk:
☐ Proceed with the award with Specific Award Condition.

Comments:

[Spell Check]

[Save] [Save and Return to Main] [Cancel]

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.

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 **Confirm Financial and Progress Report Requirements** link.

Review Specific Award Conditions

1. 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:

   a. Create a SAC from scratch by selecting the **Create from Scratch** link.

   b. 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.

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.

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.

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.

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 Stat 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.

Grants Specialist: Edit Specific Award Conditions

1. Click the **Edit Specific Award Conditions** link on the Action dropdown menu and click the **Submit** button.
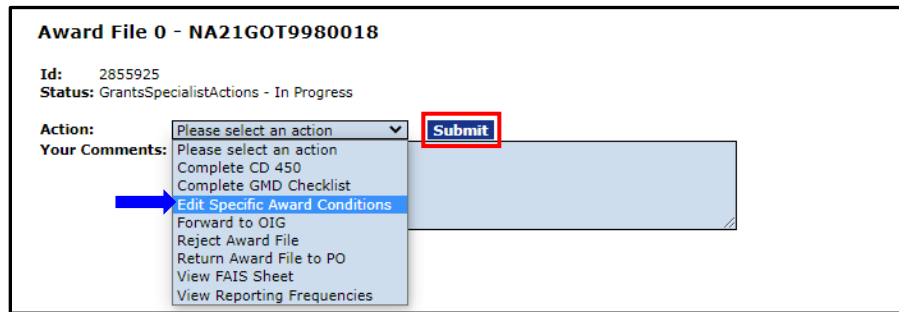
2. Click here to view the information previously discussed in the *Review Specific Award Conditions* section of this document.
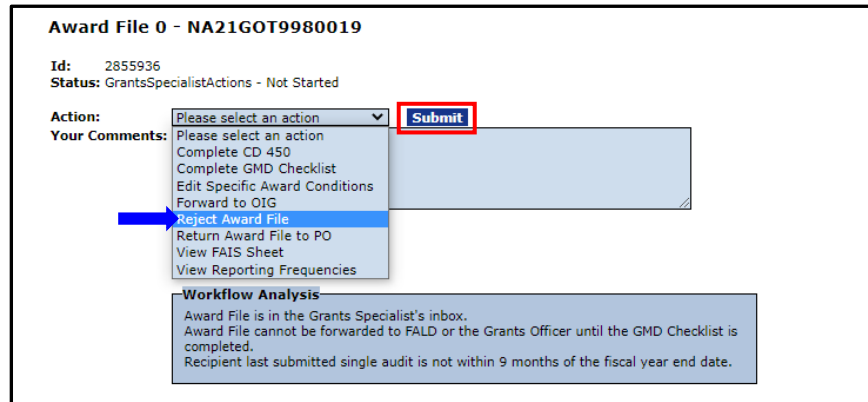
Grants Specialist: Forward to OIG

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.
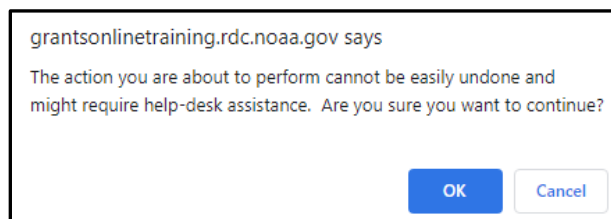
Grants Specialist: Reject Award File

1. Select the **Reject Award File** link from the Action dropdown menu. Click the **Submit** button.
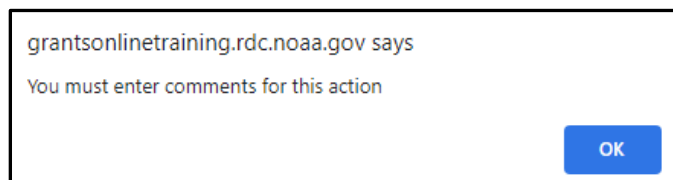
NOTE: The Grants Specialist **should not** modify this data element without approval from the Branch Chief or Team Lead.

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.

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 ▼ **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

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
- ○ Comprehsnsive - 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

Save **Done**

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).

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.

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.

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.

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.

2. 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.

3. Click here to view instructions for the action to **Edit Specific Award Conditions**.

4. Click here to view instructions for the action to **Reject Award File**.

5. From the Action dropdown menu, the Grants Officer can select the View Reporting Frequencies option. Click the Submit button.

6. 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.

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

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.

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.

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.

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.

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.

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

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

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.

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.

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

📁 **Attachments:**

Name	Short Description	Created Date	Internal Use Only	Remove
Test Line Item Budget.docx	Line Item Budget	03/02/2021 12:56:25 PM	No	Remove

Download All   Large File Guidance

Attachment Widget →

Add new Attachment: [+]
Any changes to information on this page should be saved before adding or removing attachments. File name

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.

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.

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.

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.

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

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.

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.

4. 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.

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

6. 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.

7. 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.

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.