Grant Recipient User Manual

NOAA Grants Online Program Management Office

April 2021 (updated)
Version 4.30

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Overview

Grants Online is the Department of Commerce's unified grant processing and administration system that interfaces directly with Grants.gov. Grants Online supports the grant evaluation, award, management, and operations processes. Specifically, using Grants Online, a recipient can complete the following tasks:

- Accept awards electronically
- Manage user roles for individuals within their organization
- Submit Award Action Requests (AARs)
- Submit Federal Financial Reports (FFRs)
- Submit Performance Progress Reports (PPRs)
- Submit Research Performance Progress Reports (RPPRs)

Grants Online operates in a web environment. To access the software, a unique user name and password are the only requirements. Grant Recipients should contact their organization's Recipient Administrator to obtain log in credentials. The Grants Online Help Desk is available to provide your Recipient Administrator's contact information.

The Grants Online URL is: https://grantsonline.rdc.noaa.gov

For assistance with Grants Online technical issues contact the Help Desk:

- Hours of operation – 8:00 a.m. until 6:00 p.m., Eastern Time
  Monday through Friday, excluding Federal holidays
- E-mail: GrantsOnline.HelpDesk@noaa.gov
- Phone: 240.533.9533

Warning! Do **not** use the browser's **Back** button in Grants Online. Using the **Back** button may log the user out of the system.

An abbreviated version of the Grant Recipient User Manual, the Quick Reference Guide -- Grant Recipient (item #2), is also available.

Grants Online Tabs and Links

The Grants Online system's main launch screen has **Tabs** from which the user can access general categories of features. Each **Tab** has **Links** to the items associated with that category. The links are displayed vertically in the left-hand column (the Navigation pane). Links are also displayed in the main portion of the screen (the Document pane). To learn more about the ***Grants Online Navigation Features***, click Grants Online System Navigation (the first link under item #1) and refer to the first few pages of the document.

Below is a list and explanation of the Tabs (Inbox, Awards, Account Management, and Help) available to Grants Online recipients:

Inbox Tab:

- **Advisories** – The first page displayed after successful login and acceptance of use conditions.

- **Archived Notifications** – Notifications that were originally accessible from the Notifications link.

- **Notifications** – Internal messages and external email messages. Notifications may be viewed, deleted, or archived.

- **Task Management** – Allows tasks to be reassigned between users. A task with a **Not Started** status cannot be reassigned.

  When the **Accept/Decline Award** task is selected, a notification that action needs to be completed is routed to one Recipient Authorized Representative (RAR).

  Other RAR tasks are sent to **all** RARs in that organization. When a RAR selects an action from the dropdown menu and clicks the **Submit** button, the task is assigned to that RAR. The **View Details** task is now **unavailable** to the remaining RARs. Unless the task is reassigned, all subsequent workflow actions associated with that task will be routed to the first RAR to **View Details** for that award.

- **Tasks** – Tasks assigned to a user are visible. Refer to the Process an Inbox Task section of this document.

Awards Tab:

- **ASAP Enrollment Request** – Request an Automated Standard Application for Payment (ASAP) user account.

- **Manage Recipient Users** – Only the Recipient Administrator (RA) has this link. The Recipient Administrator can perform his/her responsibilities and access his/her organization's award information. Refer to the Add or Edit Your Organization's Users section of this document.

- **SF-425A for Multiple Awards** – The user can view, create or replace the SF-425 Federal Financial Reports for multiple awards for the same recipient organization. Refer to the Submit a SF-425A Multiple Awards Federal Financial Report or an Interim Report section of this document.

- **Search Awards** – Search for Awards by Award Number or Recipient Name. When no parameters are specified, a general search is performed and returns all awards to which the recipient has access.

- **Search Reports** – Search for Federal Financial Reports (FFRs) and/or Performance Progress Reports (PPRs).

- **Supplementary Information Management** – The link is visible only when Supplementary Information was added to an Award file. When visible, the link allows a user to view, but not edit, the supplementary information associated with awards and applications.

Account Management Tab:

- **My Delegations** – View and update the users to whom you have delegated your Inbox tasks. Delegations may only be made to a peer with the same or greater access privileges.

- **My Preferences** – View and update site and notification preferences (e.g., passwords, screen display, etc.). If the user unchecks the checkbox on the Task Assignment row he/she will not receive email notifications to perform a task. The user cannot update any rows in the Grants Online Inbox column.

- **My Profile** – View and update a user's personal profile (e.g., name and address information, security questions/answers, and email).

Click Grants Online System Navigation (1st link under item #1) and refer to the sections with the following titles and subtitles in that document:

Account Management (Manage the User Profile)

User Preferences (Access User Preferences, Customize Tasks, and Change the Password)

User Delegations (Access User Delegations, Add a Delegate, Rescind a Delegation, and Log In As a Delegate)

Help Tab:

Refer to the **Overview** section (page 5) of this document for the details associated with the Grants Online Help Desk.

From the Help tab, the grant recipient can access the following:

- Grants Online Program Managment Office Training website
- Grants Online Overview (item #1) and Glossary (item #2)

Grant Recipient User Roles – Definitions

Grant Recipient User Roles – Definitions	
User Role	**Responsibilities**
Recipient Authorized Representative (also referred to as the Authorized Representative)	Has signatory authority for official grant documents (e.g., SF-424). A person with this role may countersign Award Documents (e.g., New Award, CD-450, or amendment (CD-451)). More than one person may have this role at an organization. For each award, only one person is designated as the primary Authorized Representative.
Recipient Administrator	Has permission to set-up other people in his/her organization as Grants Online users. The Recipient Administrator can also give a user access, as appropriate, to specific awards.
Business / Financial Representative (BIZ/FIN)	Can initiate Award Action Requests (AARs) and prepare Federal Financial Reports (FFRs). A person with this role **cannot** submit the FFR directly to the Federal agency; he/she must send it to his/her organization's Authorized Representative.
Business / Financial Representative – Submitting (BIZ/FIN)	Has the same role as the Business / Financial Representative. However, a person with this role **may** submit the FFR directly to the Federal agency without routing it through an Authorized Representative.
Principal Investigator / Project Director (PI/PD)	Can initiate Award Action Reports and complete Performance Progress Reports (PPRs). A person with this role **cannot** submit the PPR directly to the Federal agency; he/she must send it to his/her organization's Authorized Representative.
Principal Investigator / Project Director – Submitting (PI/PD)	Has the same role as the Principal Investigator / Project Director. However, a person with this role **may** submit the PPR directly to the Federal agency without routing it through an Authorized Representative.
Key Personnel (Recipient User)	Can view assigned awards for his/her organization and initiate Award Action Requests. However, a person with this role must submit documents to his/her organization's Authorized Representative. The Authorized Representative will review and submit documents to the agency.
More than one user can have the same role. **A single user can have more than one role.**	

Grant Recipient User Roles – Functionality

Grant Recipient User Roles – Functionality							
Role / Functionality	**Recipient Authorized Representative**	**Recipient Administrator**	**BIZ/FIN Representative**	**BIZ/FIN Submitting**	**PI/PD**	**PI/PD Submitting**	**Recipient User**
View/Access All Org. Awards	X	X	X	X			
View/Access Assigned Awards					X	X	X
Manage Recipient Users		X					
Reassign Tasks	X	X					
Submit an ASAP Enrollment	X						
Initiate Award Action Request	X	X	X	X	X	X	X
Submit Award Action Request	X						
Complete Financial Report	X		X	X			
Submit Financial Report	X			X			
Complete Progress Report	X				X	X	
Submit Progress Report	X					X	

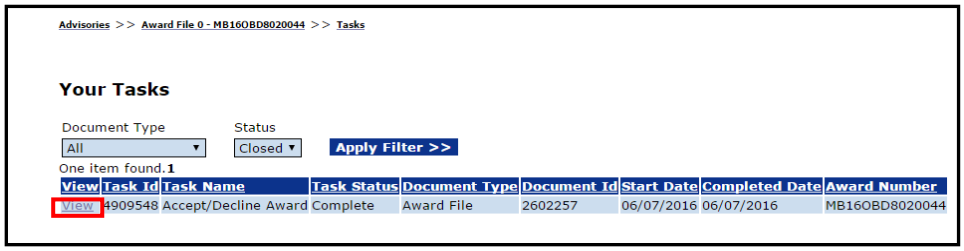
Process an Inbox Task

Grants Online is a workflow system that sends a task to a user's Inbox for each action the user should complete. The action a user can perform is dependent upon the information in his/her user profile (organization and roles). The steps below explain how to access and complete tasks in the user's Inbox.

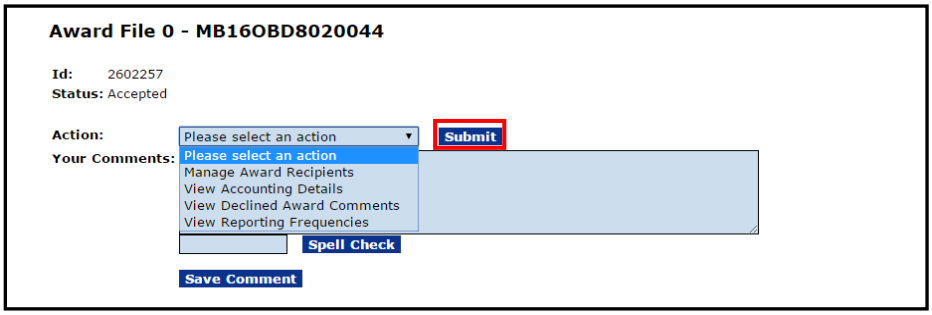
1. Click the **Inbox** tab.

2. Click the **Tasks** link.

3. Locate the task you wish to complete and click the **View** link beside that task.



4. The launch page for the selected task is visible. Select an item from the Action dropdown menu. Click the **Submit** button.



5. Perform the remaining steps associated with completion of the selected task.

Reassign a Task

The following steps explain how to reassign a task between users in the same organization. In addition to being affiliated with the same organization, the user to whom the task is being reassigned must have the same Grants Online role. To locate open tasks in his/her organization, a user should complete step 1-5 in this section of the document.

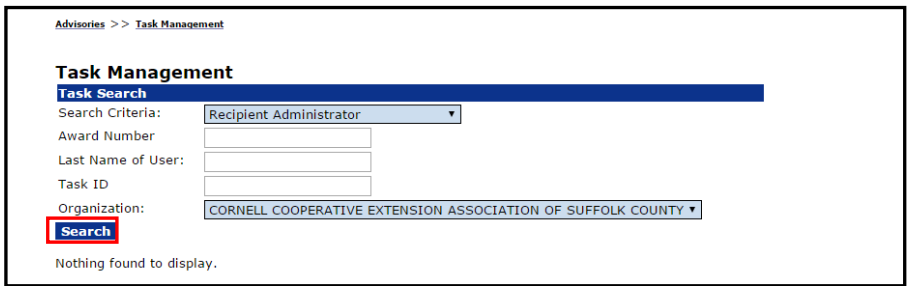
1. Click the **Inbox** tab.

2. Click the **Task Management** link.

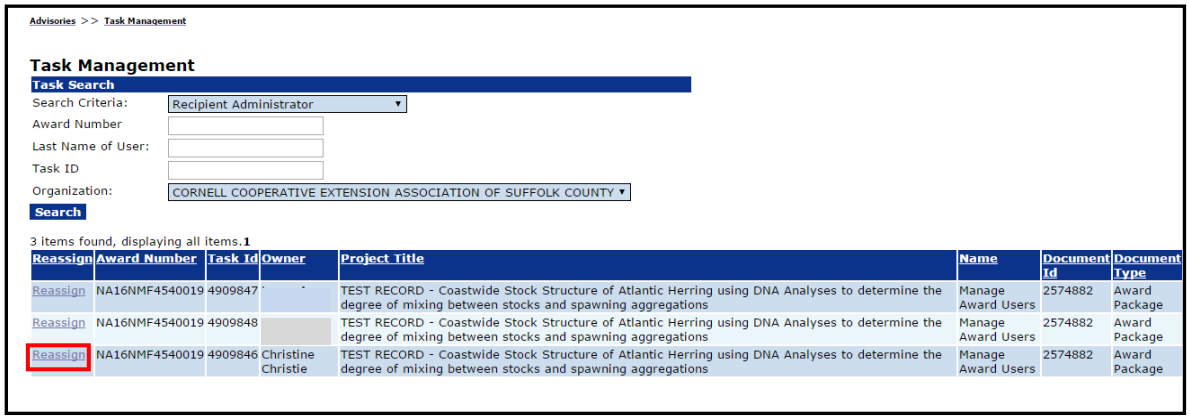
3. While on the Task Management launch page, select the appropriate role from the Search Criteria dropdown list. The selection defaults to the user's main role. For this example, **Recipient Administrator** has been selected**.**

4. From the Organization dropdown list, select the appropriate organization.

5. Click the **Search** button, under the Task Management header.

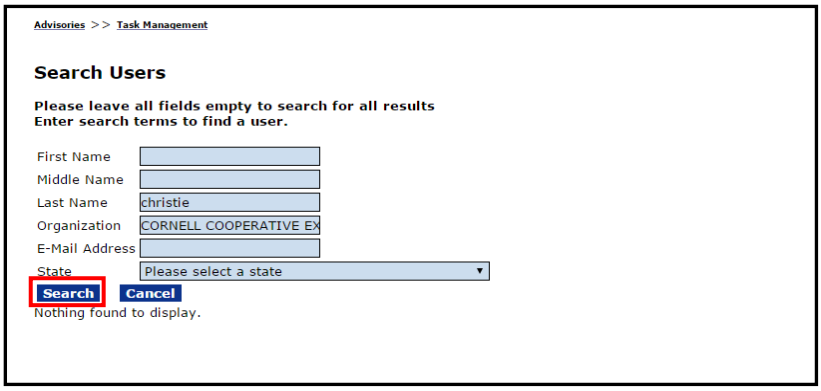


6. When search results display, click the **Reassign** link next to the task that is to be reassigned.

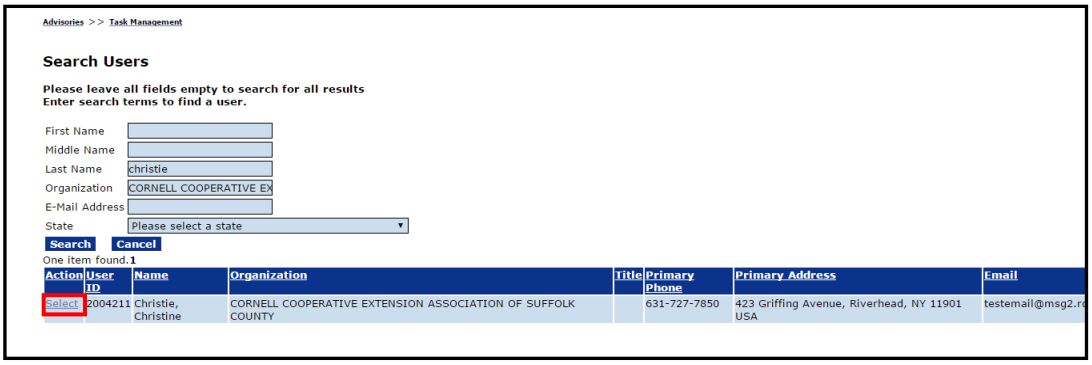


7. From the Search Users page specify the last name of the user to whom the task will be reassigned. If the search is conducted using a common last name, also specify the first name; that limits the number of records returned by the search. By default, the organization is pre-populated with the information specified in step 4 of this section.

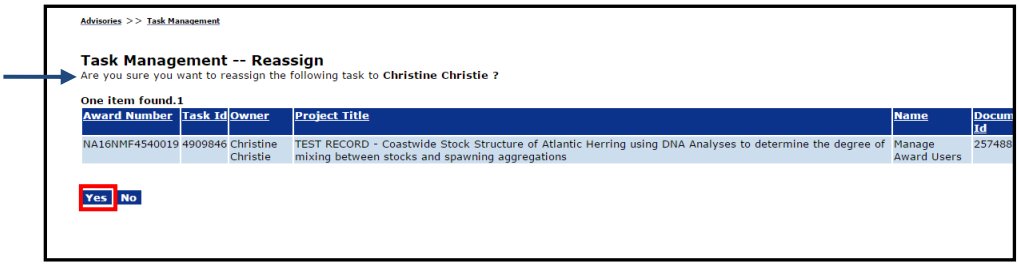
8. Click the **Search** button.



9. Click the **Select** link next to the name of the user to whom the task should be reassigned.



10. Click the **Yes** button to confirm the request; click the **No** button to cancel the request.



Accept an Award

Recipient Authorized Representative (RAR) Only

By electronically signing, the Authorized Representative (the role with signatory authority) agrees to comply with the award requirements. If an award is not electronically signed within thirty days of receipt, the Grants Officer may terminate the award.

The steps below explain how the RAR accepts a grant awarded to his/her organization.

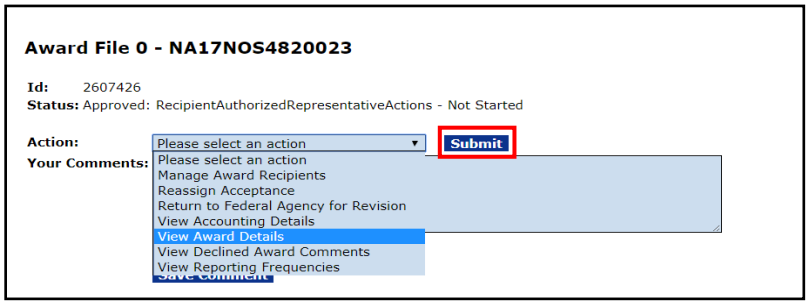
1. Complete steps 1-3 from the Process an Inbox Task section of this document.

2. From the Action dropdown menu on the Award File 0 launch page the user can select from the following options:

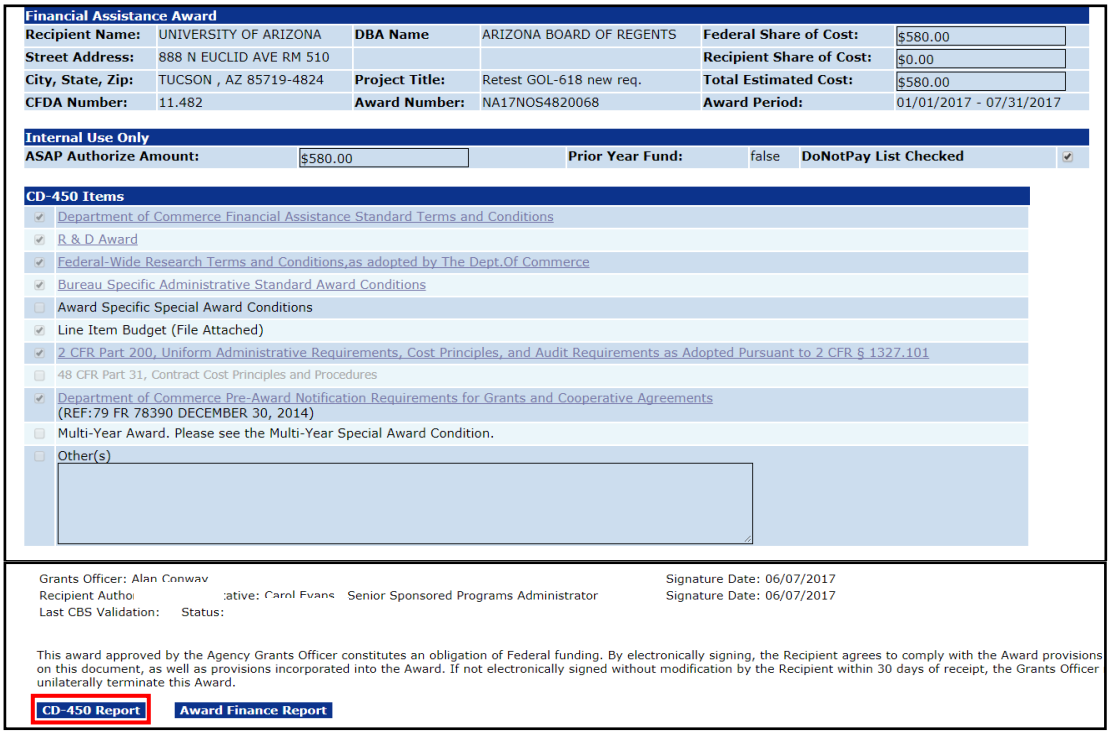
Option	Explanation of RAR Action
Accept Award	Acknowledge acceptance and concurrence with the terms of the award.
Decline Award	Indicate intent to decline the award. In conjunction with selecting this action, a reason must be given for declining the award.
Manage Award Recipients	View and edit user roles for his/her organization. Can also reset passwords and unlock accounts for users in his/her organization.
Reassign Acceptance	Assign a task to another RAR. The RAR to whom the task is assigned must have equivalent access rights to act on behalf of the organization.
Return to Federal Agency for Revision	Return an award to the originating agency for revisions prior to acceptance.
View Accounting Details	View the following information about the award: ACCS Lines, amount obligated, amount disbursed, and the transaction date.
View Award Details	Verify the award details, associated attachments, and terms of performance prior to accepting the award.
View Declined Award Comments	View the comments entered when an award was declined.
View Reporting Frequencies	View the frequency with which reports must be submitted. • Performance Progress Reports (interim and final) • SF-xxx (interim and final)

3. **IMPORTANT:** The RAR does not have the option to Accept Award or Decline Award until he/she has viewed the Award Details. This forces the RAR to ensure the accuracy of the Award conditions **prior** to accepting the Award.

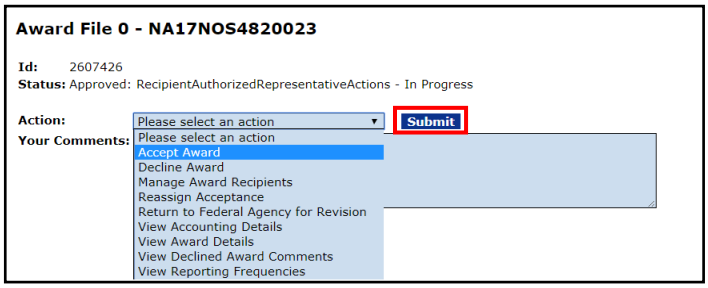
4. To either accept or decline the Award, select **View Award Details** from the Action dropdown menu and click the **Submit** button. Prior to viewing the Award details, the Accept Award or Decline Award options are not available from the Action dropdown menu.



5. The following screen image is visible when the user selects the Award Details option. The links on the screen provide important details. Review that information **prior** to accepting the Award. While on the Award Details screen, if you click the **CD-450 Report** button, a copy of the CD-450 is downloaded to the user's computer. To return to the previous screen, click the **Cancel** button.

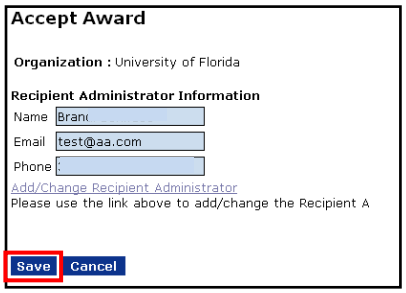


6. When the Award File 0 launch page is visible again, the user has two additional options. Select either **Accept Award** or **Decline Award** from the Action dropdown menu. Click the **Submit** button.



7. On the Accept Award page, scroll to the bottom of the page and verify the Recipient Administrator Information. If the Recipient Administrator Information needs to be updated, click the **Add/Change Recipient Administrator** link. If the Recipient Administrator Information is blank or cannot be updated, contact the Grants Online Help Desk.

8. To complete the task, click the **Save** button.



Manage Award Users

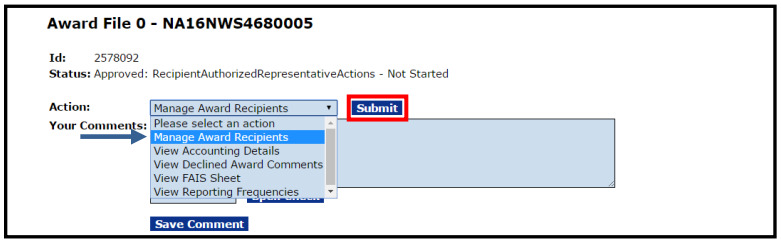
Recipient Administrator ONLY

In addition to accepting an award within 30 calendar days of award notification, the Recipient Administrator must also identify the award's Principal Investigator (PI) / Project Director (PD) within 30 calendar days of the award's acceptance. It is highly recommended that the Recipient Administrator keep the Grants Online award profile up-to-date; updating the system when roles are modified or staff is no longer affiliated with the organization.

1. Complete steps 1-3 from the Process an Inbox Task section of this document.

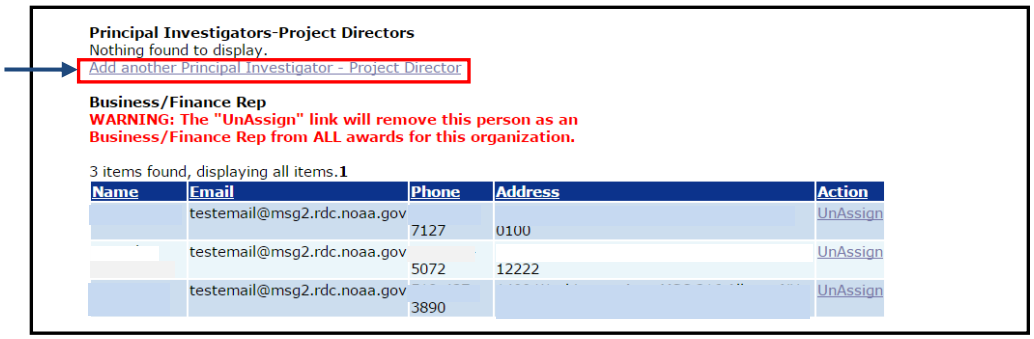
2. While on the Award File 0 launch page, select **Manage Award Recipients** from the Action dropdown menu**. C**lick the **Submit** button.

   Award File 0 is the original Award; Award File 1, Award File 2, etc. are amendments to the original Award File.

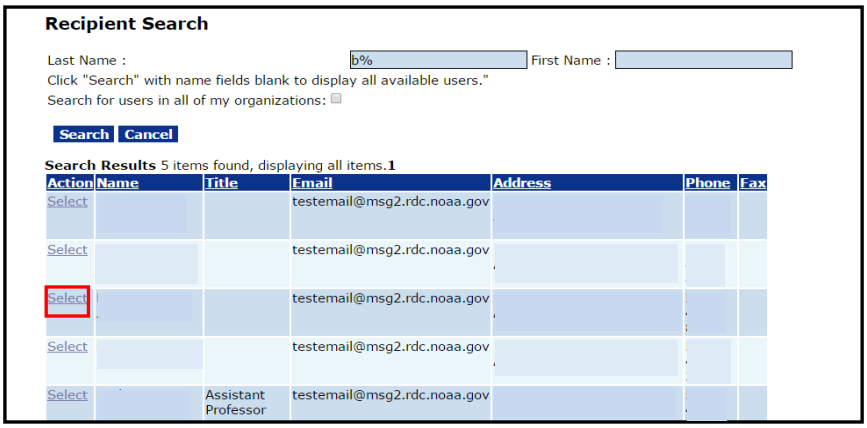


3. Steps 4-15 should be completed to add a person for any role. The example below focuses on adding a Principal Investigator/Project Director (PI/PD). The person/people assigned to the PI/PD role should be the same as those submitted on the application.

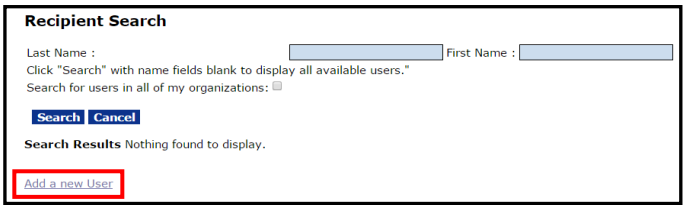
4. Note the message: ***Nothing found to display*** for the PI/PD role associated with the award. On the screen, click the Add Another Principal Investigator - Project Director link to identify a Principal Investigator (PI) or Project Director (PD) for the award.



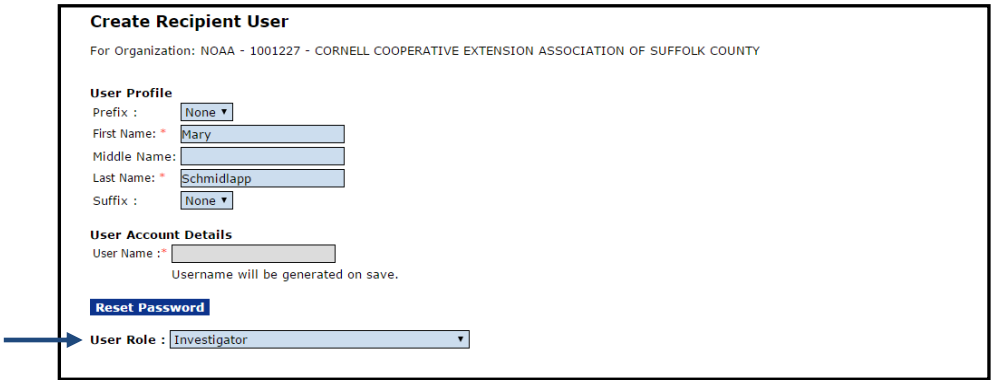
5. On the Recipient Search page, locate the person you would like to assign as a PI/PD for this award. If the search returns one or more names, click the **Select** link in the Action column to indicate the person who should be assigned.

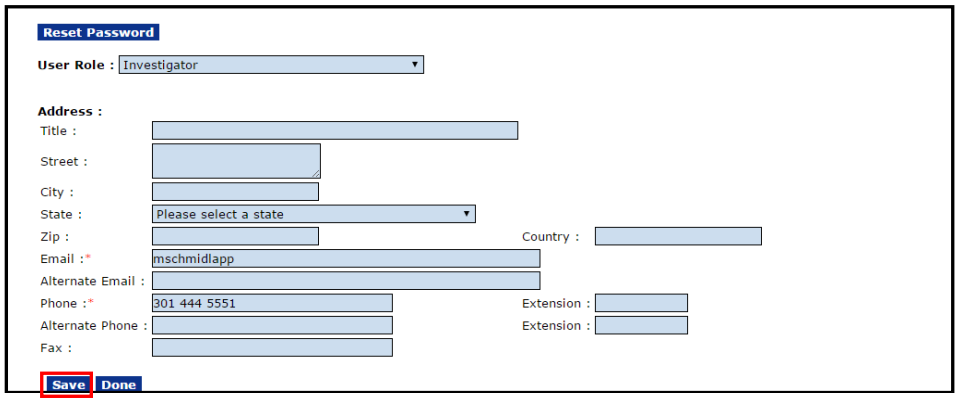


6. If the PI's or PD's name is not returned from the search, click the **Add a New User** link to establish that person as a Grants Online user.

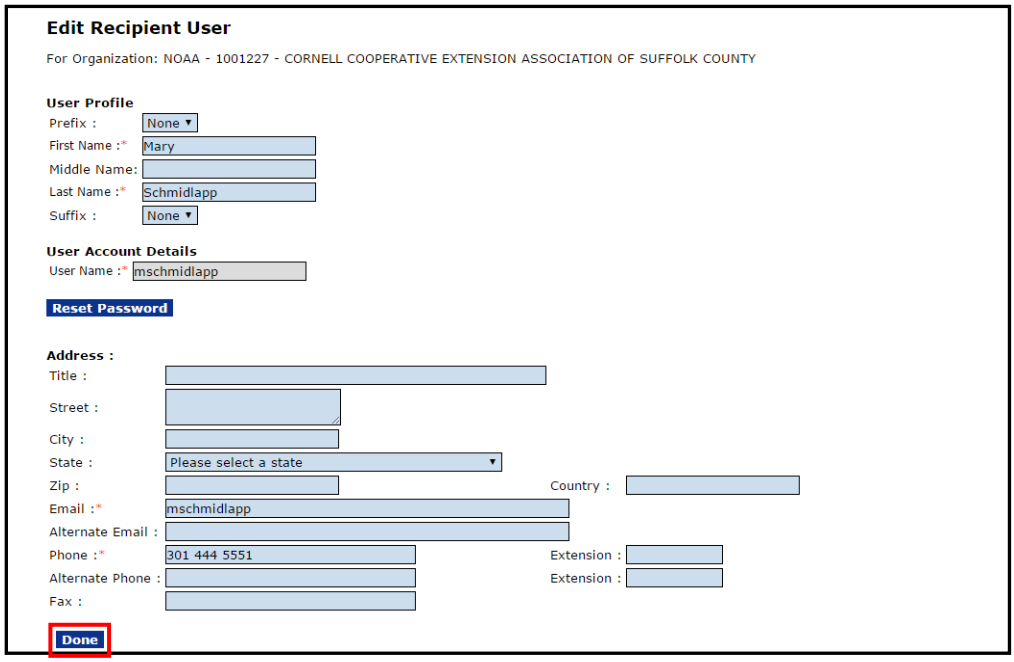


7. Information must be provided for each data item that has a red asterisk. Select the appropriate **User Role** from the dropdown menu. In this example, the person is being assigned to the Investigator role. Enter data as appropriate then click the **Save** button**.** For the sake of readability, the image below is displayed across consecutive pages.



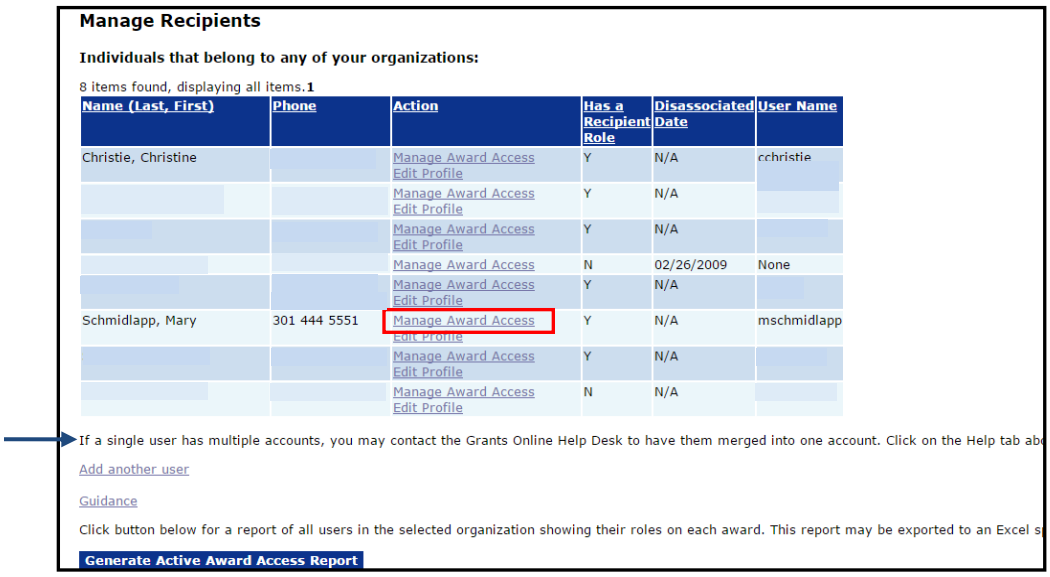


8. A page is now available to make any additional edits. When finished editing, click the **Done** button to return to the previous screen.



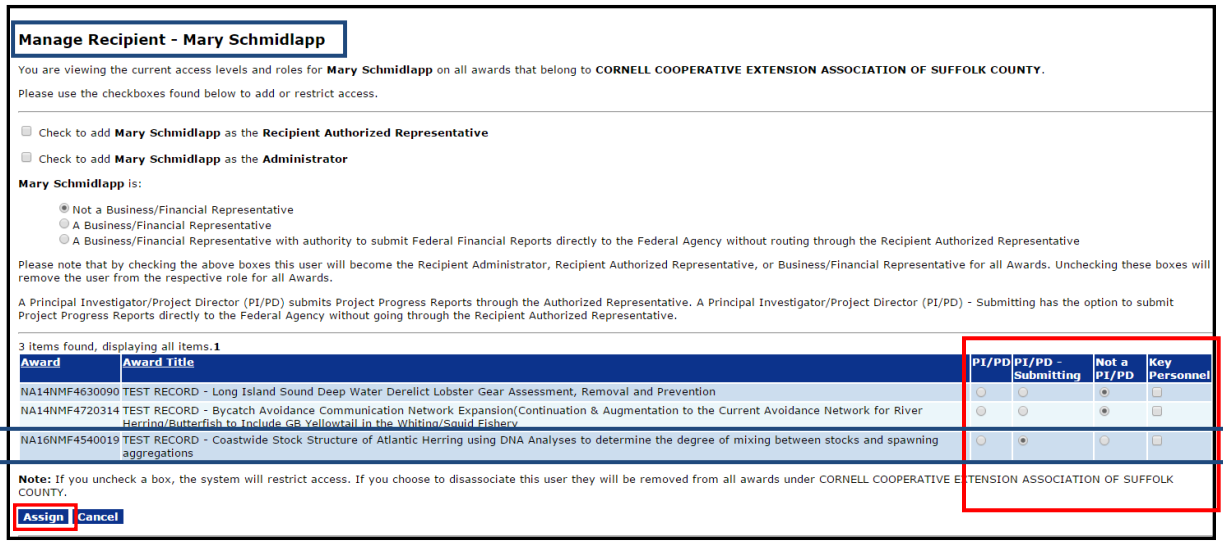
9. When the Recipient Administrator adds a Grants Online user and specifies the new user's role, that person is available for assignment to an award.

10. In the Action column, click the **Manage Award Access** link.



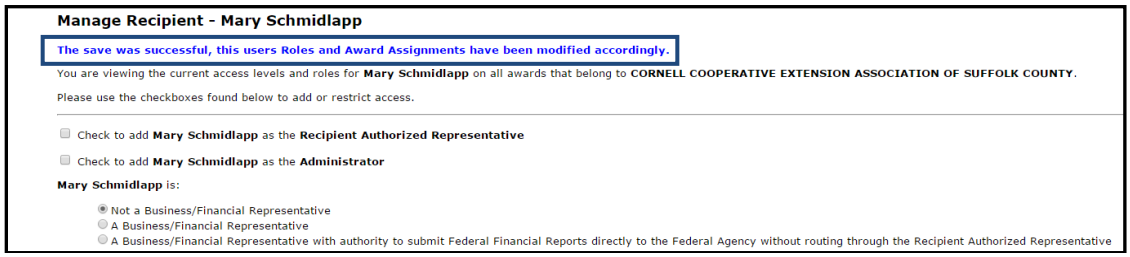
11. From the next screen the user can be assigned to various roles (e.g., Authorized Representative, Recipient Administrator, Business / Financial Representative, etc.).

12. Locate the row of radio buttons associated with PI/PD, PI/PD Submitting, Not a PI/PD, or Key Personnel; each award has a row of radio buttons. Click the radio button in the column that corresponds to the role the user should be assigned. In this example, the person is assigned to the **PI/PD Submitting** role. To retain the selection, click the **Assign** button.

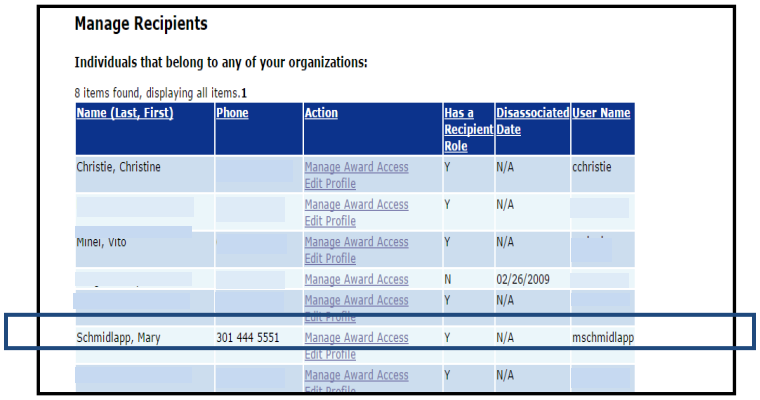


13. Note the message at the top of the screen:

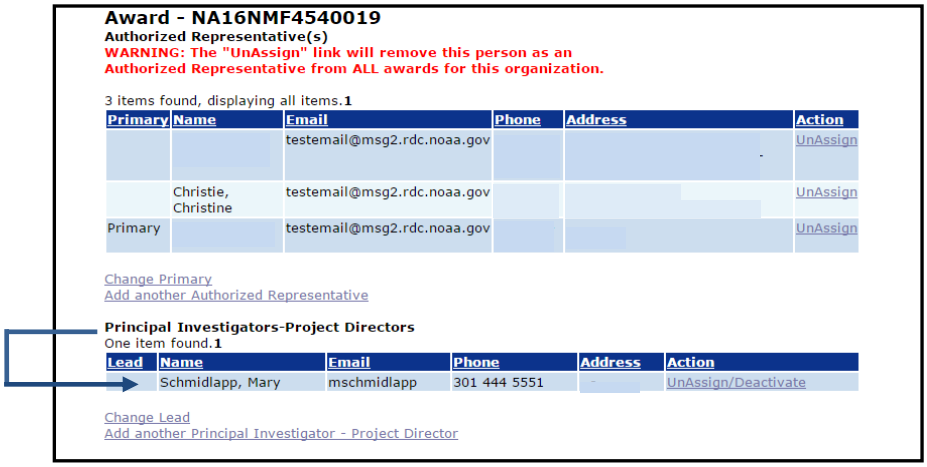
The save was successful; the user's roles and Award assignments have been modified accordingly.



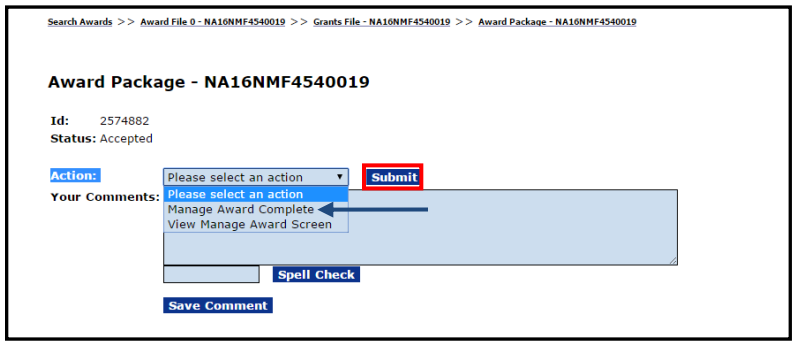
14. A return to the Manage Recipients Screen confirms the person has been added and now is assigned a Recipient role.



15. The image (shown earlier in Step 4) of this section has been updated; the newly-added user is now assigned the role of a Principal Investigator / Project Director.



16. When finished making and/or updating person/role assignments, return to the Award Package launch page. From the Action dropdown menu, select **Manage Award Complete**. Click the **Submit** button.

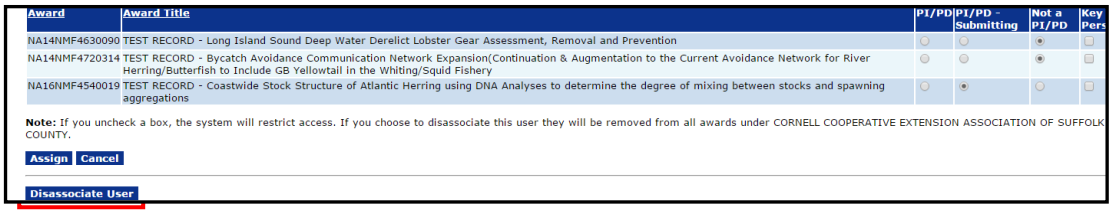


17. On the resulting screen image, the following message is visible:

***Manage Award Users – Manage Award Complete* is complete.**

18. Observe that at the bottom of the Manage Recipients screen there is a **Disassociate User** button. This option should be used to curtail a user's access to an award. This is applicable when the person is no longer a member of the organization or is no longer associated with the award.

    For tracking purposes, this person's name is still included in the list of individuals associated with the organization. Although the name remains on the organization's user list, the date the person was disassociated with the award is displayed in the **Last Disassociated On** column. Starting with the date on which the user was disassociated, the user **will not** receive email notifications associated with the award and organization.



Print the Award Acceptance Letter

1. Click the **Awards** tab.

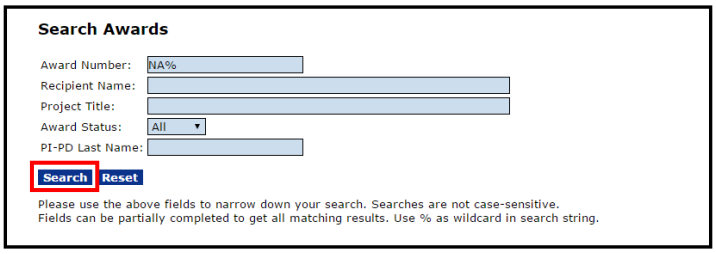
2. Click the **Search Awards** link. The Search Awards launch page is visible.

3. To search for the Award Acceptance Letter, use one of two methods:

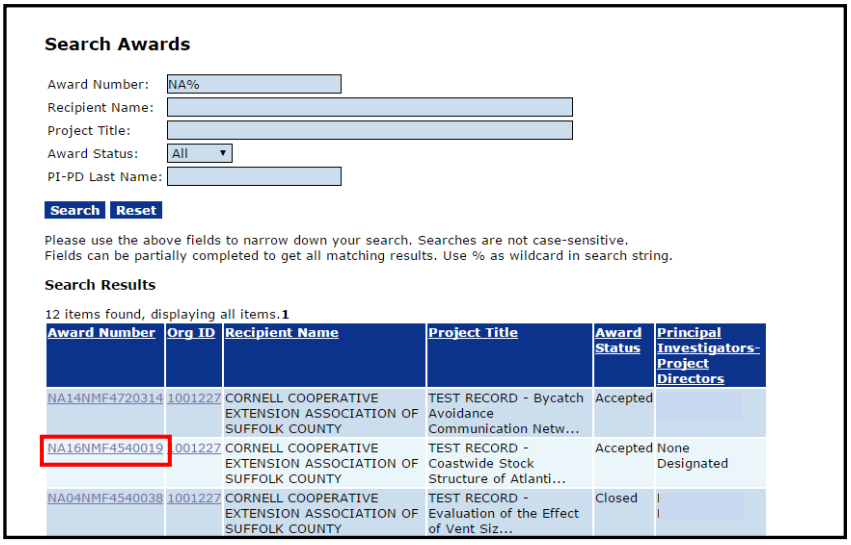
   a. For a general search, the user can specify the Award Status as **All** or **Open**, leaving the remaining search criteria boxes blank.

   b. To limit the number of results displayed when the search is executed, the user may opt to specify the Award Number (or as in the example below, a portion of the Award Number). Note the use of the wildcard symbol (%).

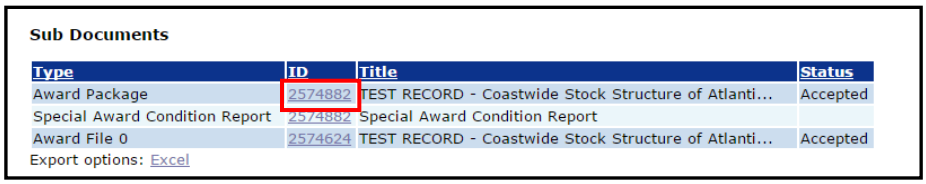
4. Click the **Search** button**.** The awards to which the user has access and meet the criteria specified are visible on the screen.



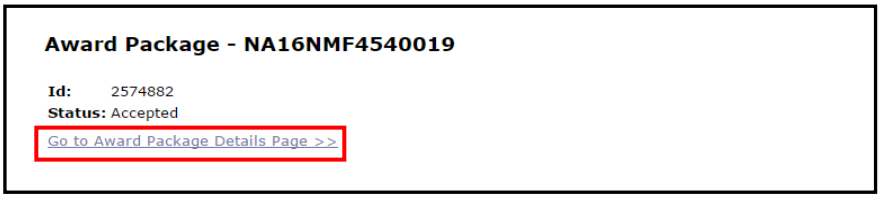
5. When the search results are displayed, click the **Award Number** link on the same line as the award.



6. The Grants File launch page is visible. Scroll down to the Sub-Documents section and click the **ID** link beside the Award Package.

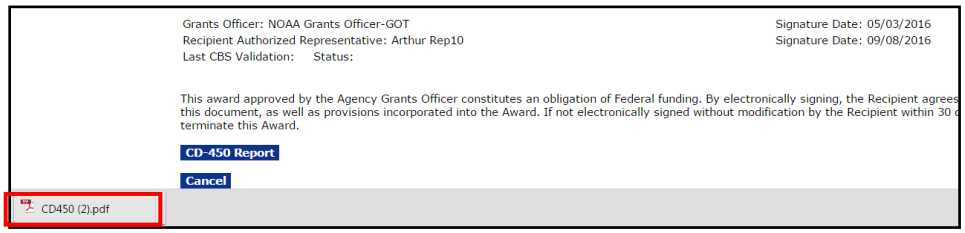


7. The Award Package page is visible. Click the **Go to Award Package Details Page** link.



8. Scroll to the bottom of the page and click the **CD-450 Report** button. The Financial Assistance Award document downloads to the user's computer as an Adobe PDF file.

9. Click the **CD450 XXX.pdf** (where **XXX** is replaced by the actual file name) on the browser's task bar to view and/or print the Adobe PDF file.



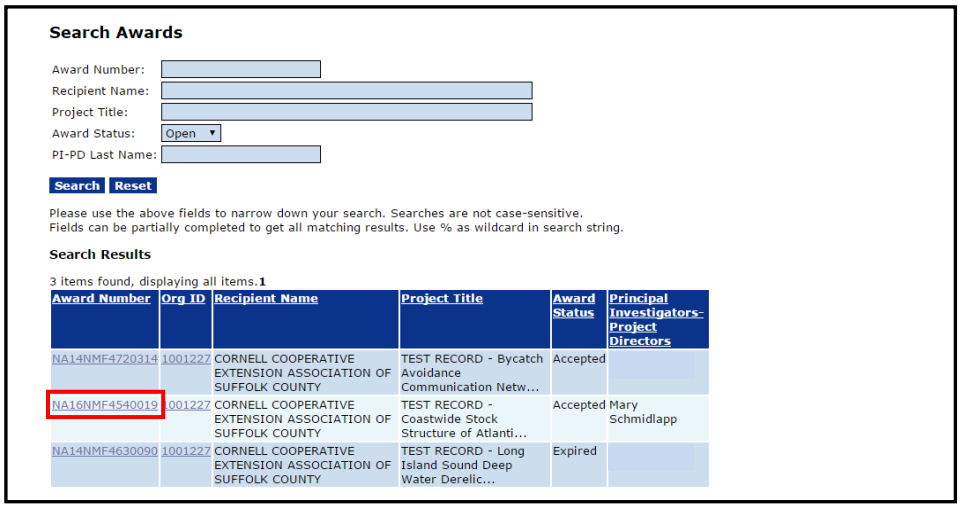
Create & Submit an Award Action Request (AAR)

1. Click the **Awards** tab.

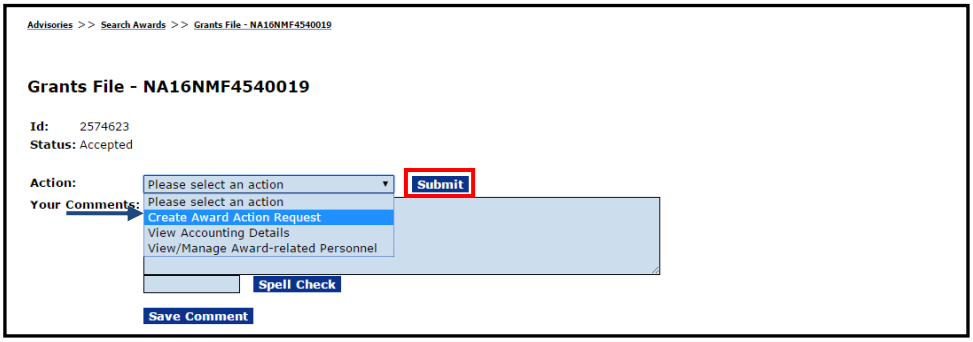
2. Click the **Search Awards** link. The Search Awards launch page is visible.

3. Select Award Status = Open or input the Award Number or a portion of the Award Number and click the **Search** button.

4. When the search results are returned, click the **Award Number** link next to the appropriate award.



5. On the Grants File launch page, select **Create Award Action Request** from the Action dropdown menu. Click the **Submit** button.



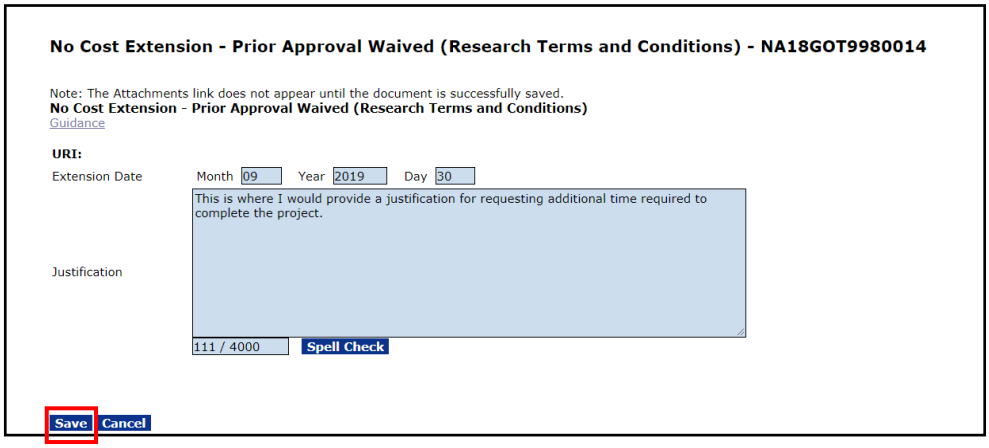
6. The Award Action Request Guidance (item #4) was developed by NOAA's Grants Management Division and is maintained by the Grants Online Program Management Office. Refer to the guidance for an explanation of the data elements associated with each Award Action Request.

   The last two pages of the Award Action Request guidance document includes a table that indicates which AARs result in an Amendment and whether the Amendment requires Recipient approval/acceptance.

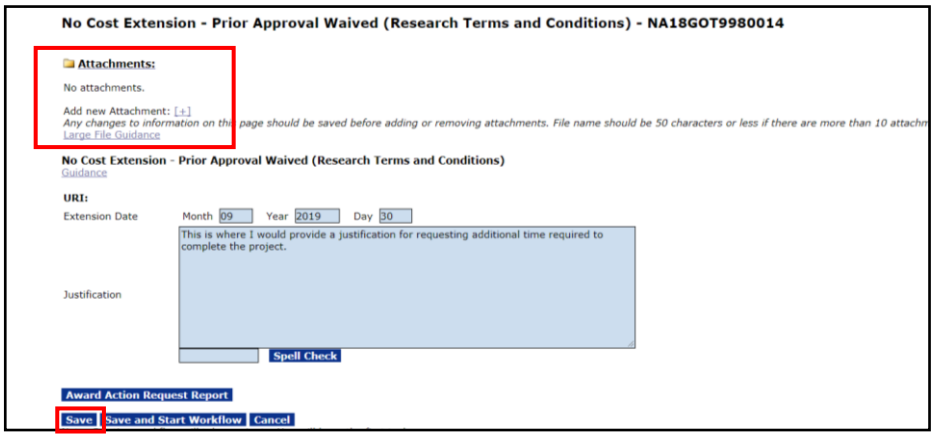
7. The Grants Online Award Action Request Index is comprised of hyperlinks that can be used to navigate to information for each AAR. Click the link that corresponds to the AAR you wish to create.

   In the first example, the **No Cost Extension – Prior Approval Waived (Research Terms and Conditions)** link was selected.

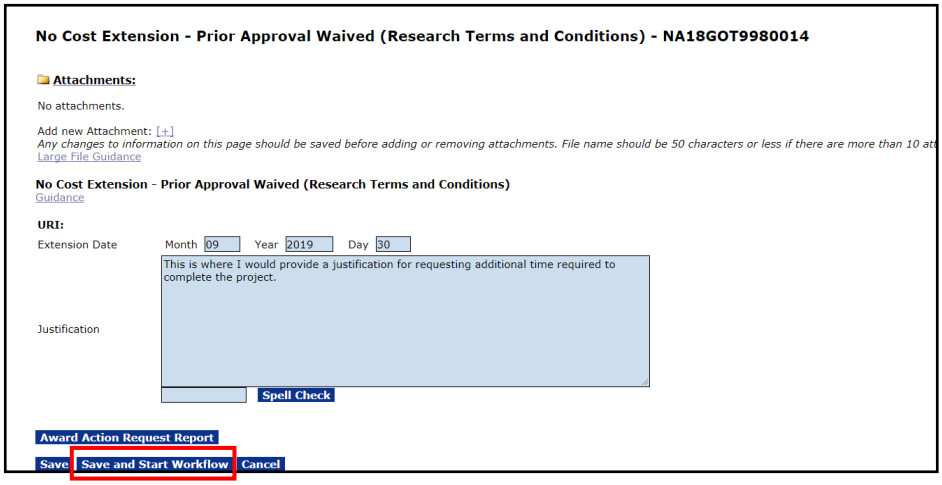
8. By default, information for the Extension Date data element is pre-populated and cannot be modified. If appropriate the user can enter data for the Justification data element. Click the **Save** button.



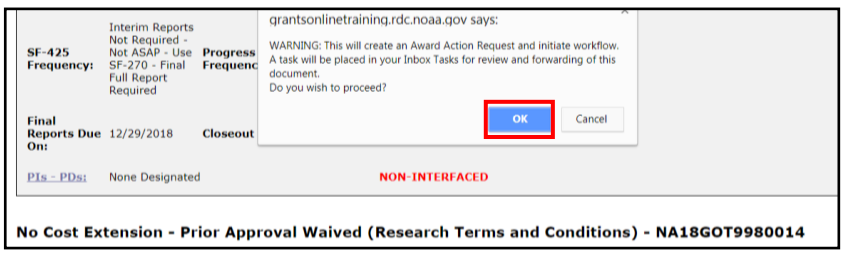
9. The launch page for the selected AAR is re-displayed with an opportunity to include attachments. Click the **[+]** and upload any relevant documents. Make any additional edits. Click the **Save** button.



10. When all information associated with the Award Action Request has been specified click the **Save and Start Workflow** button.



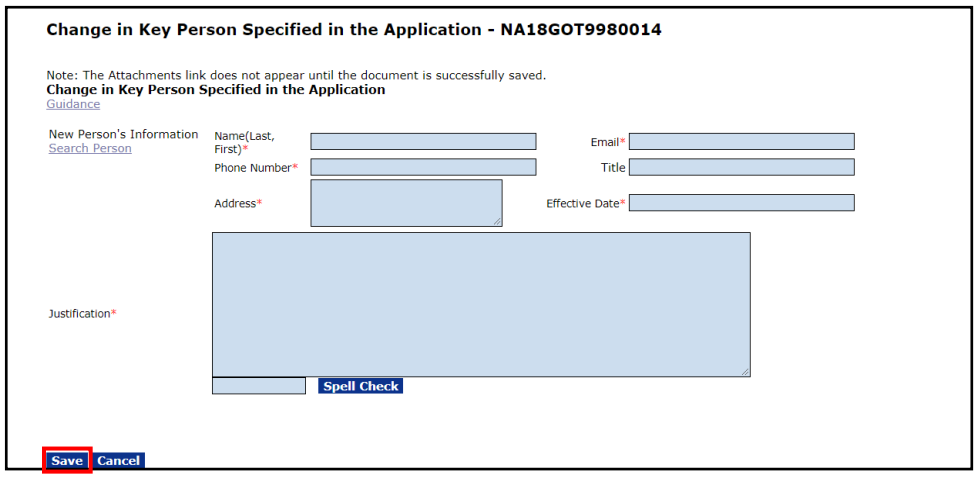
11. In response to clicking the Save and Start Workflow button, the user must confirm the intent to advance to the next step. To move forward, click the **OK** button.



12. A review task is sent to the user's Inbox for the request. If the person who created the AAR is also the Authorized Representative (AR) he/she can submit the request to the agency.

13. Otherwise the task must be sent to the organization's AR who subsequently forwards the request to the sponsoring agency.

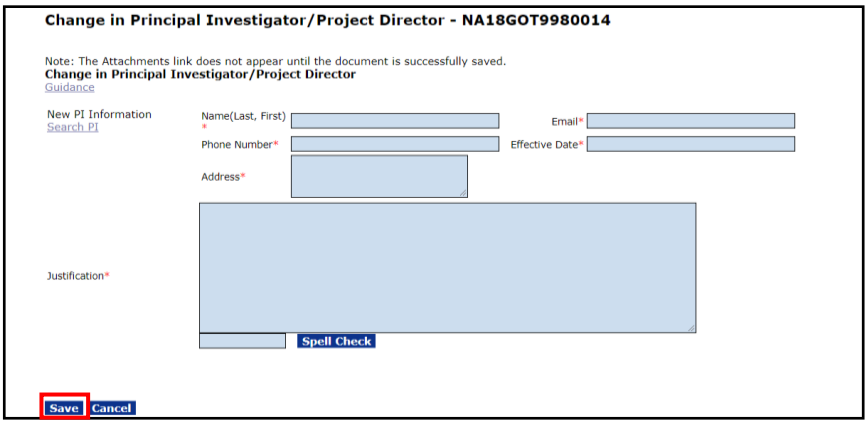
14. The next example, in this section, shows a screen of the data elements associated with the **Change in a Key Person Specified in the Application** AAR**.** Refer to the **Change in a Key Person Specified in the Application** in the Award Action Request Guidance (item #4).



15. When data entry is complete for the initial screen, click the **Save** button. This activates the Attachment widget. Identify any files that should accompany the AAR.

16. Follow steps 9 through 13 to submit the AAR to the award-sponsoring agency.

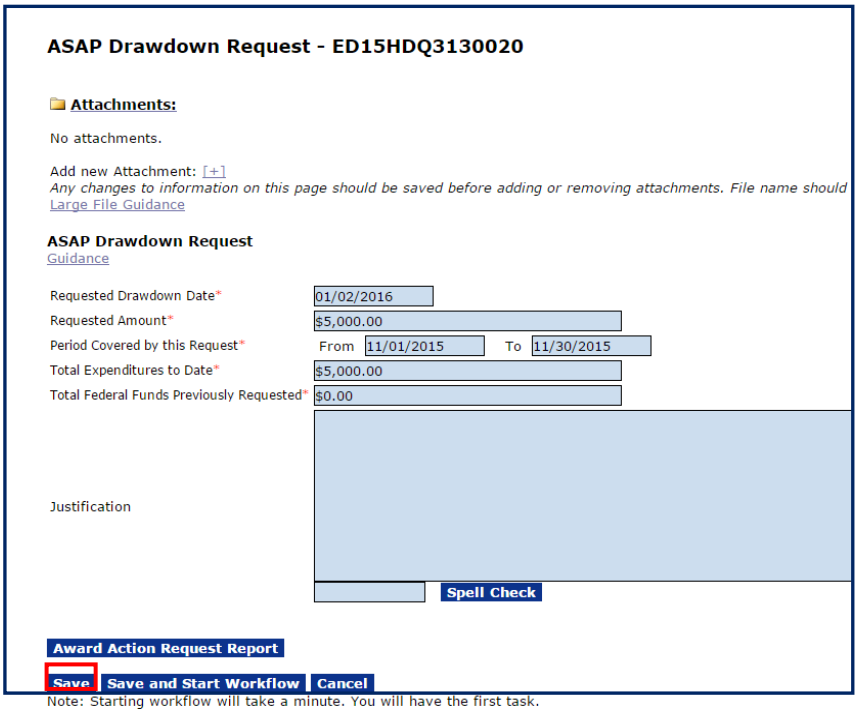
17. The next example, in this section, shows a screen of the data elements associated with updating the PI/PD role. Refer to the Award Action Request Guidance (item #4) to obtain instructions to complete the **Change in Principal Investigator / Project Director** AAR.



18. When data entry is complete for the initial screen, click the **Save** button. This activates the Attachment widget. Identify any files that should accompany the AAR.

19. Follow steps 9 through 13 to submit the AAR to the award-sponsoring agency.

20. The final example, in this section, shows a screen of the data elements associated with updating the ASAP Drawdown Request. Refer to the Award Action Request Guidance (item #4) to obtain instructions to complete the **ASAP Drawdown Request** AAR.



21. When data entry is complete for the initial screen, click the **Save** button. This activates the Attachment widget. Identify any files that should accompany the AAR.

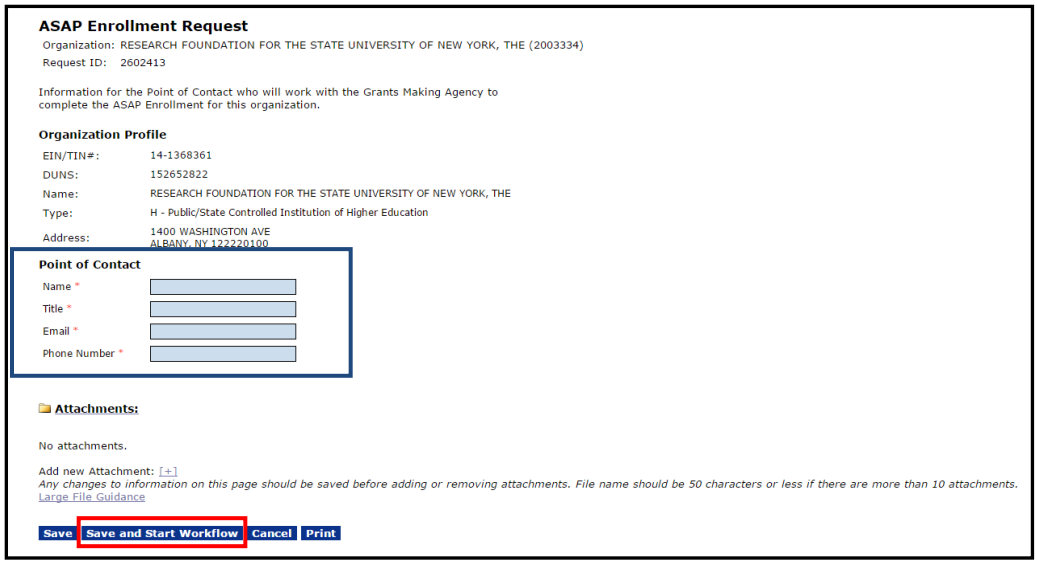
22. Follow steps 9 through 13 to submit the AAR to the award-sponsoring agency.

Submit an ASAP Enrollment

NOAA Only

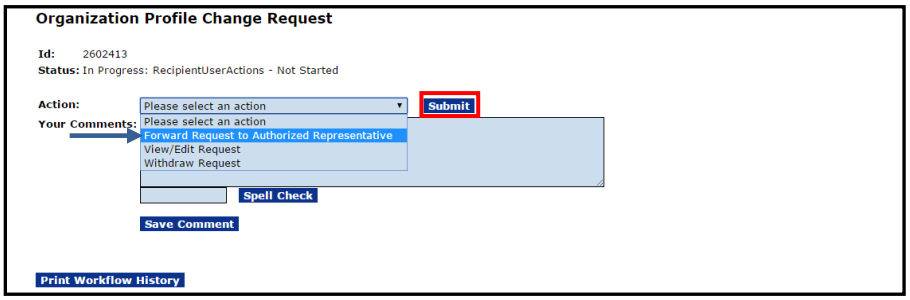
For assistance with ASAP Enrollment the contact person is:
Darius Porter, NOAA Grants Management Division: Darius.Porter@noaa.gov

1. Click the **Awards** tab.
2. Click the **ASAP Enrollment Request** link.
3. If presented with more than one organization, select the appropriate organization from the dropdown list. Click the **Submit** button.
4. When presented with the screen below, complete the Point of Contact section. Mandatory data entry items are indicated by a red asterisk (*).
5. Click the **Save and Start Workflow** button.



The image below shows the Point of Contact information as it may have been completed in the previous image.

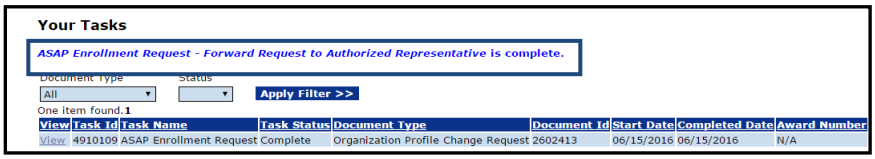
6. The user is presented with the Organization Profile Change Request screen. From this point the options are: Forward Request to Authorized Representative, View/Edit Request, or Withdraw Request. Select an option and click the **Submit** button. From this screen there is also an option to click the **Print Workflow History** button.



7. When **Forward Request to Authorized Representative** is selected, the task initially goes to the document's creator and then to the organization's Authorized Representative.

8. The following message on the screen confirms the request is complete:

ASAP Enrollment Request – Forward Request to Authorized Representative is complete.



9. If the person who created the enrollment request also has the Authorized Representative role, he/she can submit the request to the agency.

ITA, MBDA, EDA

These agencies use a different ASAP Enrollment process than NOAA. For ASAP Enrollment assistance, the contacts are as follows:

ITA, MBDA

Angela Carpenter, MBDA: Angela.Carpenter@noaa.gov
Helen Pham, ITA: Helen.Pham@noaa.gov

EDA

ASAP Enrollment, NOAA Finance: EDAGrants@noaa.gov

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

During the Post-Award portion of the Grants Online lifecycle, the Grant Recipient must submit one or more reports: the Performance Progress Report, and/or Financial Report (SF-425, SF-270 or SF-425A). The reporting requirements were specified in the Award's Terms and Conditions and agreed to by the Grant Recipient when accepting the Award.

The Report Status options are explained below:

- **Delinquent** – The report due date has passed; the report has not been submitted to the appropriate Department of Commerce (DOC) agency. Although a report was not submitted by the deadline, it can still be submitted to the DOC agency using Grants Online.
- **Not Delinquent** – The report has been created and is ready to be completed (by the recipient) and submitted to the DOC agency. For 30 days after the report's due date, the status is **Not Delinquent**. For a **final** report, the status is **Not Delinquent** for 120 days. After either 30 days (for an interim report) or 120 days (for a **final** report) the status is changed to **Delinquent**.
- **Submitted** – The report has been submitted to the DOC agency but has not yet been accepted.
- **Accepted** – The report has been accepted by the DOC agency.

Two report status categories are relevant when an accepted report has been retracted and replaced with an updated report.

- **Withdrawn** – The report was previously accepted by the Federal agency but was subsequently retracted for correction. When a report is retracted, a new report is created; the status on the newly-created report is either **Not Delinquent** or **Delinquent** (depending upon the report due date).
- **Replaced** – A report that previously had a status of **Withdrawn**. When the new report (created by the system when the original report was retracted) has been accepted by the Federal agency, the **Withdrawn** Status is changed to **Replaced**.

The Performance Progress Report and the SF-425 are generated one day after the performance period end date. The report is due 30 days after the performance period end date.

The final Performance Progress Report and final SF-425 are generated one day after the award end date. The final report is due 120 days after the award end date.

Reminder Notifications (PPRs, FFRs, and Specific Conditions◆)

As previously discussed, the initial PI/PD and Key Personnel must be the same as the person's name specified on the award application. The recipient must use the Award Action Request to obtain pre-approval for updates to those assigned to the PI/PD or Key Personnel role from the sponsoring DOC agency.

Keeping the PI/PD or Key Personnel role (and other roles) up-to-date ensures Grants Online automated notification messages (e.g., report deadlines and report reminders) are sent to the appropriate recipient personnel. Messages to DOC grant recipients associated with the submission of required reports and SACs are automated; they cannot be turned off using the Grants Online User Preferences option.

Grants Online automated notifications and reminders for Federal Financial Reports, Performance Progress Reports, and satisfaction of Specific Conditions due dates are sent to the PI/PD. If a recipient has not identified a PI/PD on the Grants Online award profile, the advance notifications and reminders are sent to the Recipient's Authorized Representatives and Recipient Administrators.

Grants Online automated advance notifications and reminders for FFRs are sent to the recipient's Business/Financial Representative. If a recipient has not identified a Business/Financial Representative on the Grants Online award profile, the advance notifications and reminders are sent to the Recipient's Authorized Representatives and Recipient Administrators.

Refer to the Grants Online Notification Chart (item #5) for a summary of when recipients receive alerts for upcoming performance progress and financial reports; delinquent notifications; and enforcement notices.

◆ **NOTE:** The former name of this Grants Online object was Special Award Condition.

Performance Progress Report

Performance Progress Report Details

- **Annual Performance Progress Report** – Initial Progress Report that covers the first nine months after the award start date. The deadline to submit the report is 30 days after the report period ends.

- **Annual Performance Progress Report (EDA only):** Initial Progress Report due 12 months after the award start date. The due date for the PPR allows the Agency sufficient time to review the Progress Report prior to releasing money for the next year of funding.

- **Semi-annual Performance Progress –** Progress Report due no later than 30 calendar days following the end of each six month period beginning with the award's start date.

- **Semi-annual Performance Progress Report (Synchronized with Financial Report)** – First Progress Report may be a partial reporting period to synch with the Federal Financial Report.

  A last semi-annual report may be required no later than 30 calendar days following the end of the reporting period.

- **Final Performance Progress Report –** Report that summarizes activities conducted during the entire award, must be submitted within 120 calendar days after the award's expiration date. A recipient may submit the final report at any time during the 120-day period.

  If the recipient submits a final report before the 120-day period expires and the Program Officer determines that revisions are required, the report will be returned via Grants Online to the recipient. The recipient may return the revised report at any time within the remaining 120-day period. The final report may also be returned multiple times to the recipient during the 120-day period, but the recipient must submit the last revised final report before the 120-day period expires. If a final or revised report is submitted after the 120-day period expires, it is delinquent.

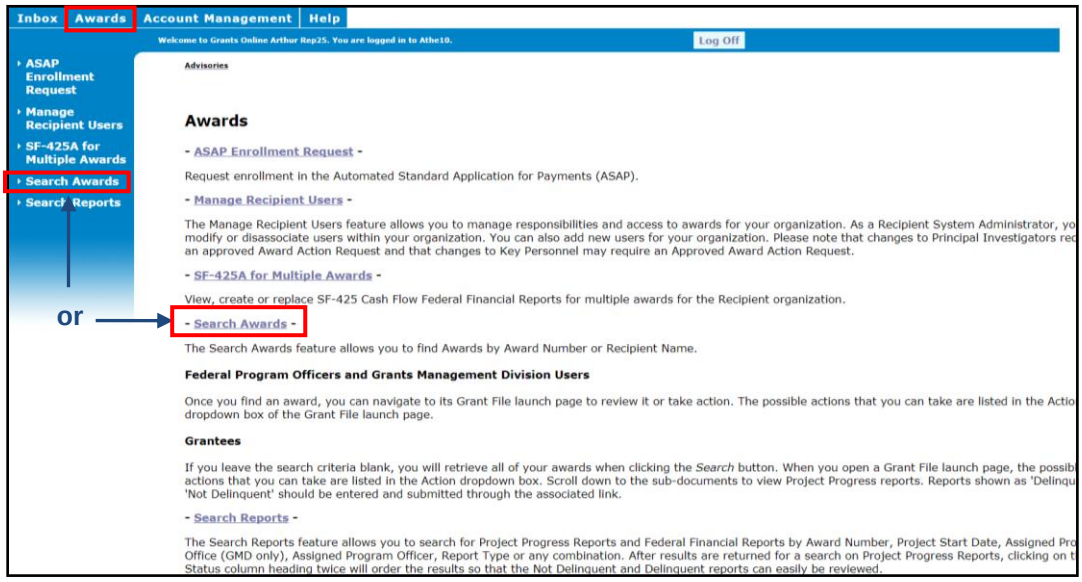
NOTE: When a report is submitted, no additional notifications are sent. An exception occurs when the report is returned to the recipient and thirty days have elapsed but the report has not been resubmitted. At that point, the task is considered delinquent and a delinquent notification is sent.

Search for a Performance Progress Report

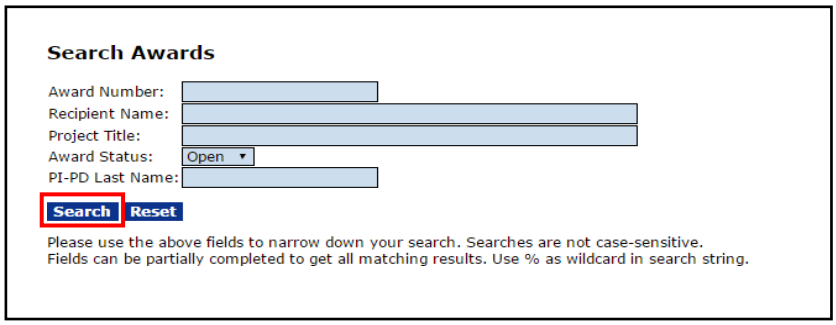
NOAA, ITA, EDA, and OSEC

1. There are two methods that can be used to locate the Award Number associated with the PPR. The first method is explained in Steps 2 - 5; the second method is explained in steps 6 - 9. Either pathway leads the user to step 10.

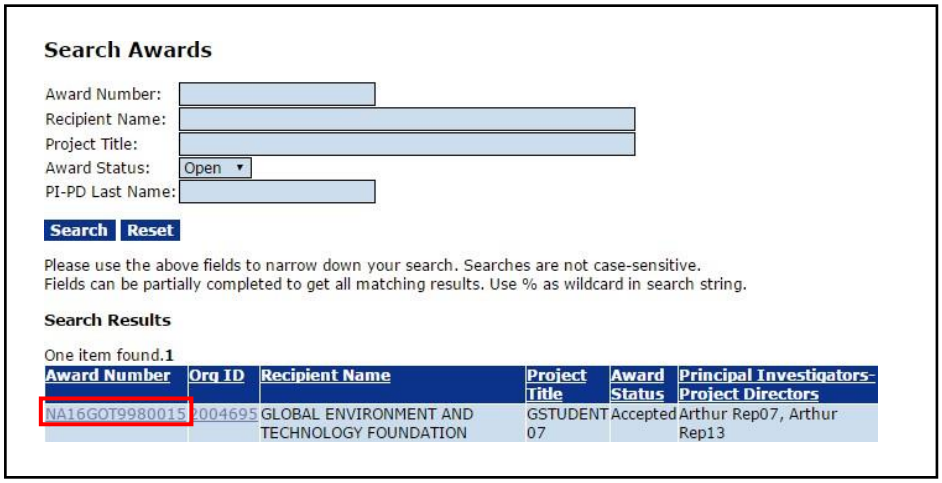
2. Click the **Awards** tab and click the **Search Awards** link to locate the Award Number of the report you wish to complete. The discussion in this section focuses on locating the Performance Progress Report.



3. From the Search Awards launch screen, click the **Search** button. All Awards for the users' organization are displayed. Alternatively, the user may narrow the search by entering the **Award Number** before clicking the **Search** button.

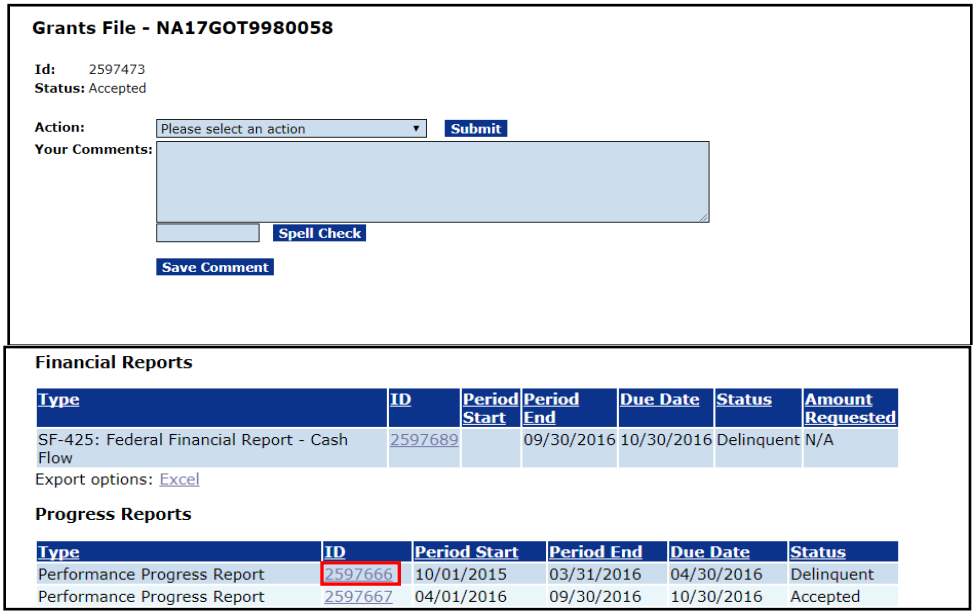


4. When the search results populate, click the appropriate **Award Number**.

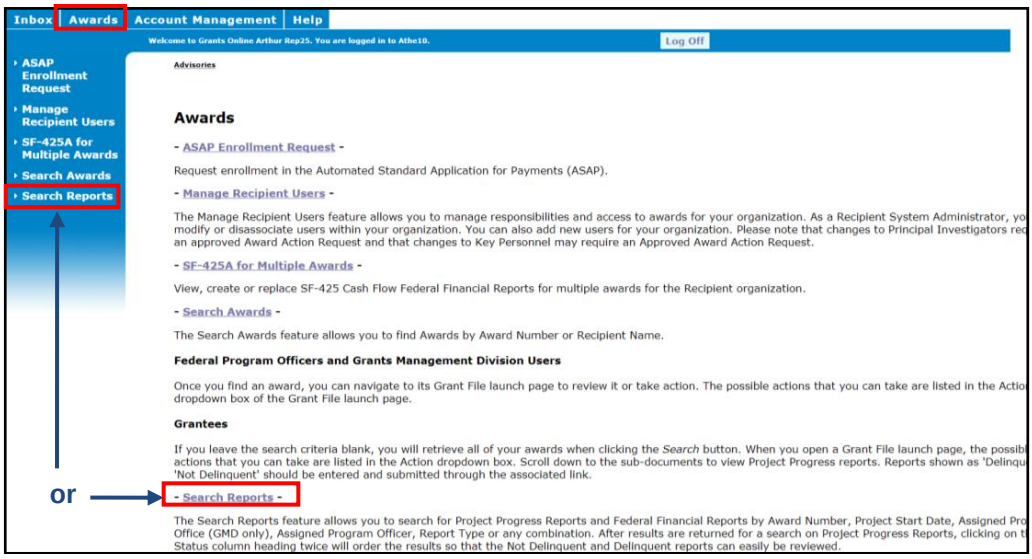


5. The Grants File launch page is displayed. Scroll to the bottom of the page to view the ***Progress Reports*** section. Click the **ID** link next to the Performance Progress Report you would like to complete.

   NOTE: If you used steps 2-5 to locate the PPR, advance to step 10.



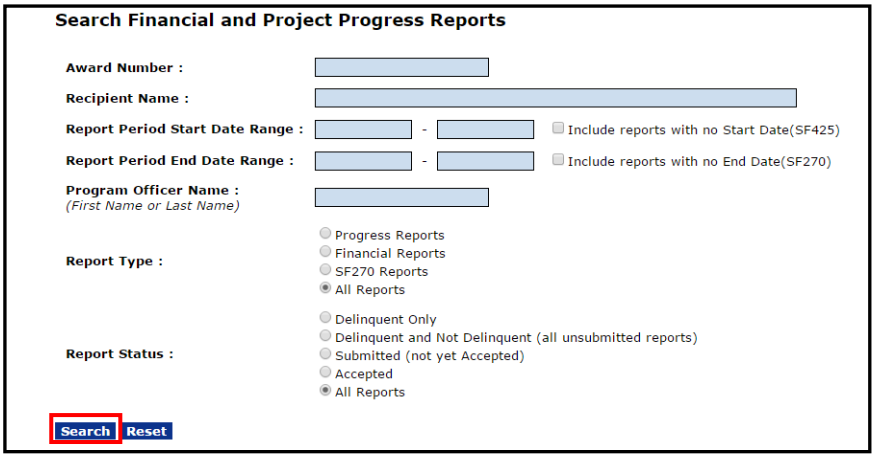
6. Another method can be used to locate the Award for which you wish to complete the PPR. While on the **Awards** tab, click the **Search Reports** link.



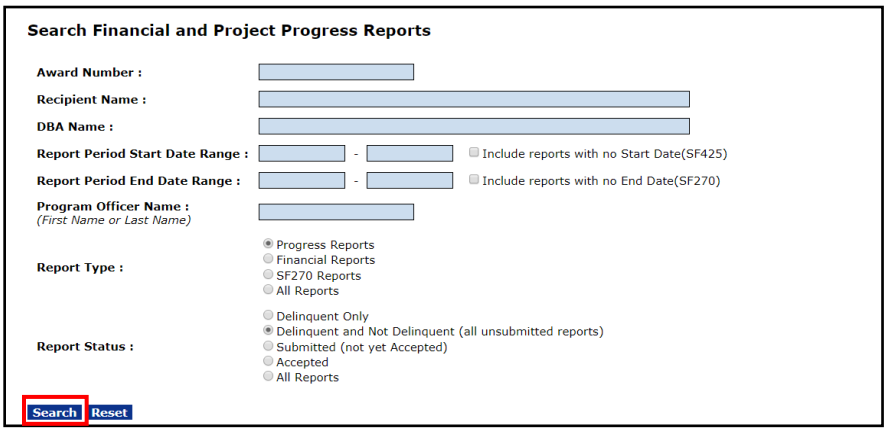
7. The Search Financial and Project Progress Reports launch page is visible.

8. On the launch page, the text boxes and radio buttons can be used to narrow the search for the type of report that is to be completed.

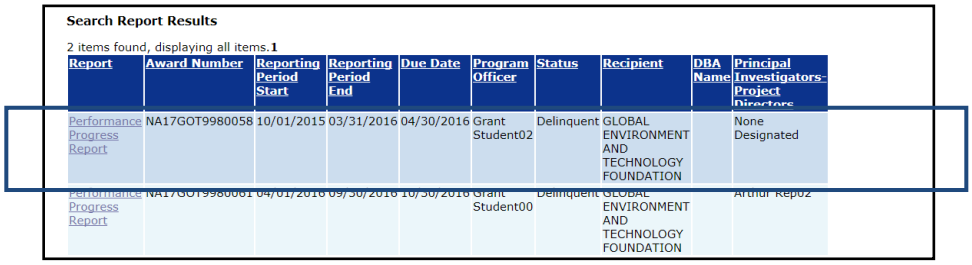
    a. To locate all reports associated with the award, the user can perform a generic search (leave all boxes at the top of the screen blank and select **All Reports** for the Report Status and the Report Type). Click the **Search** button.



b. To locate Progress Reports associated with the award, the user should click the Report Type: **Progress Reports** radio button and the Report Status: **Delinquent and Not Delinquent (all un-submitted reports)** radio button. Click the **Search** button.



9. When the Search Report Results page is visible, locate and click the appropriate **Report** link. If the search returns more than a few reports, the user may have to scroll through several screens to locate the correct report. In this example a Progress Report whose status is **Delinquent** is the appropriate option. In the Report column, click the **Performance Progress Report** link.

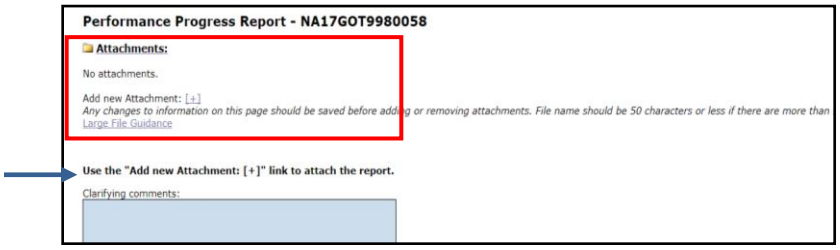


10. Click the **Go to Performance Progress Report Details Page** link. In the screen image below, a message states: **This document currently has no tasks assigned to you.** The message indicates that the placeholder for that report has been established but the report is not yet due. Therefore, the user is not required to take any action.

Prepare a Performance Progress Report

NOAA, ITA, EDA, and OSEC

1. Click the **Go to Performance Progress Report Details Page** link and the page shown below is visible. If appropriate, from this page, the user can attach the report. The content and format of the report was specified by the Federal Program Officer and agreed to by the grant recipient when accepting the Terms and Conditions of the award.



2. To upload attachments:

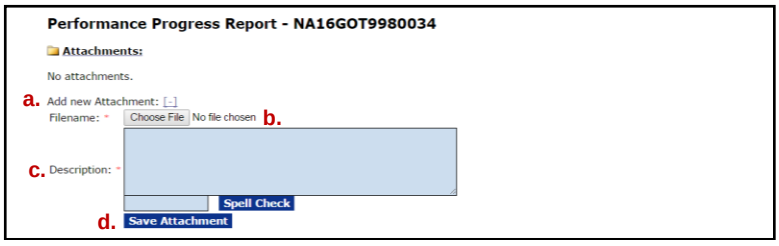
   a. Next to Add New Attachment, click the **[+]** link.

   b. Click the **Choose File** button and navigate to the appropriate file stored on the computer.

   c. The Description* data element is mandatory. The user won't be able to navigate away from this screen without providing a description of the attachment.

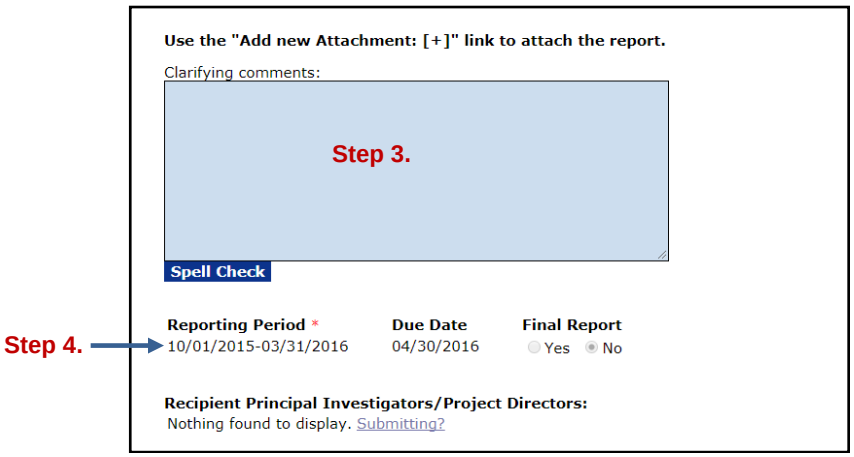
   d. Click the **Save Attachment** button and the attachment is uploaded to Grants Online.

   e. Repeat steps 10a – 10d as many times as is necessary to upload each attachment.



3. If appropriate, enter Clarifying comments.

4. Verify the accuracy of the following data elements: Reporting Period*, Due Date, and whether or not this is the Final Report (use the radio button).



5. To start the workflow, click the **Save and Start Workflow** button. A message displays asking the user to confirm the intent to proceed with the next steps in the process.

6. To proceed, click the **OK** button.

7. A task associated with this action is visible in the user's Inbox. Follow the steps in the Process an Inbox Task section of this document. The review task goes to the creator of the document and the organization's Authorized Representative. If the user has the Authorized Representative role he/she will complete both actions prior to forwarding the task to the appropriate Grants Online agency.

MBDA

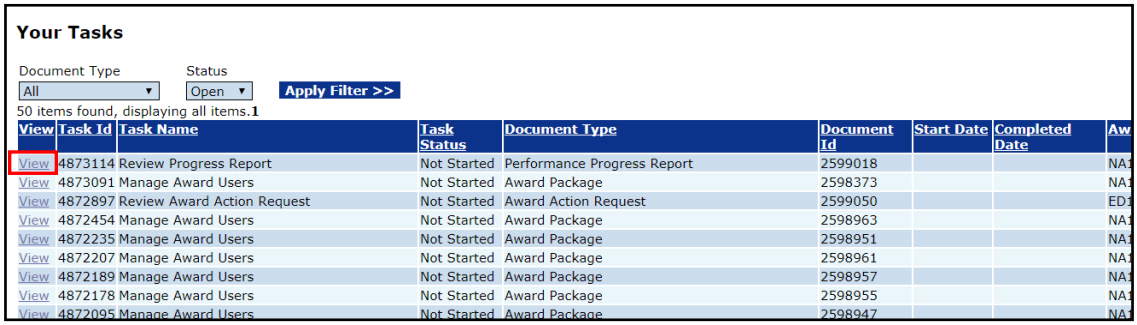
MBDA does not submit reports directly to Grants Online. MBDA uploads its reports to an internal system. Subsequently, the Federal Program Officer obtains the relevant information and enters data into Grants Online.

For a detailed explanation of the steps involved in the process, the MBDA user should contact his/her Federal Program Officer. The FPO should be able to direct the user to the relevant documentation.

Submit a Performance Progress Report

When the Performance Progress Report is complete, the Authorized Representative receives a task in his/her Inbox to review the Report. This task is sent to all of the Authorized Representatives within the users' organization. For example, if there are five Authorized Representatives within the users' organization, all five receive a task to review the Performance Progress Report. When an Authorized Representative clicks the View link for the task, that person owns the task. Subsequently, the task is removed from the Inbox of the other four Authorized Representatives.

1. From the Inbox tab, click the Tasks link. From Your Tasks, click the **View** link next to the **Review Progress Report** task.



Your Tasks

Document Type: All | Status: Open | Apply Filter >>

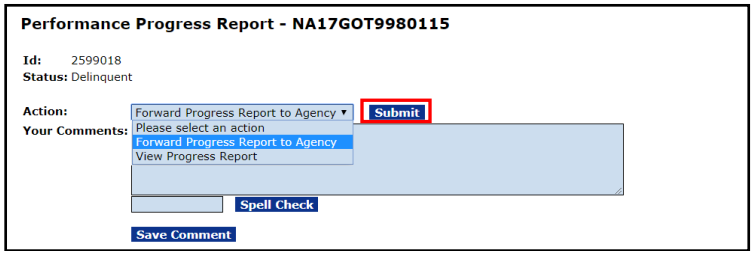
50 items found, displaying all items.**1**

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Aw
View	4873114	Review Progress Report	Not Started	Performance Progress Report	2599018			NA1
View	4873091	Manage Award Users	Not Started	Award Package	2598373			NA1
View	4872897	Review Award Action Request	Not Started	Award Action Request	2599050			ED1
View	4872454	Manage Award Users	Not Started	Award Package	2598963			NA1
View	4872235	Manage Award Users	Not Started	Award Package	2598951			NA1
View	4872207	Manage Award Users	Not Started	Award Package	2598961			NA1
View	4872189	Manage Award Users	Not Started	Award Package	2598957			NA1
View	4872178	Manage Award Users	Not Started	Award Package	2598955			NA1
View	4872095	Manage Award Users	Not Started	Award Package	2598947			NA1

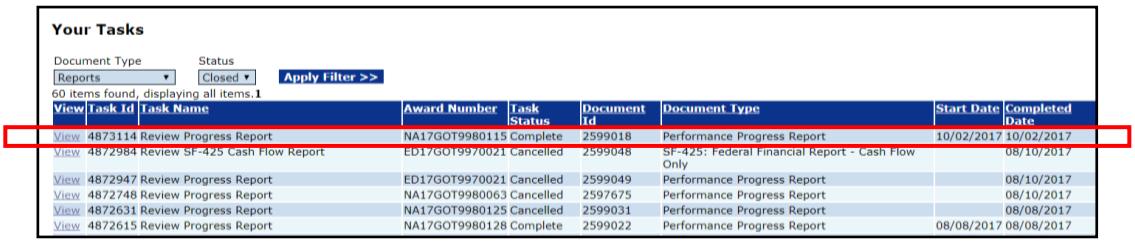
2. The Performance Progress Report launch page is displayed. The options available to the user depend upon the role assigned. The following list indicates the items available to the user. Following each item are the user roles that have that option available.

    - Forward Progress Report to Agency
        - Authorized Representative or PI/PD – submitting
    - Forward Progress Report to Authorized Representative
        - PI/PD
    - Return Progress Report for Revisions
        - Authorized Representative or PI/PD – submitting
    - View Progress Report
        - Authorized Representative, PI/PD, or PI/PD – submitting

3. If user has an Authorized Representative or PI/PD – submitting role that person has the option to select **Forward Progress Report to Agency.** Click the **Submit** button **to** send the Progress Report to the agency that awarded the grant.



4. The Progress Report task is complete as evidenced by the message shown in blue letters. In the second image below observe the line item that indicates the Progress Report Task is complete.



Federal Financial Report

Federal Financial Report Details

Interim FFRs

- **NOAA** requires that non-ASAP organizations submit a SF-270; ASAP organizations should submit an interim SF-425 Cash Flow.
- **Other Department of Commerce agencies** require the SF-425 Full Report for each reporting period.
- **NOAA Only** A recipient that has two or more SF-425 Cash Flow reports due to the same agency can submit a single SF-425 with a SF-425A attachment. This policy mitigates the frequent occurrence of recipients replacing SF-425A reports with corrected reports.
- If any award included on a SF-425A has been closed, that SF-425A cannot be replaced.

Final FFRs

- Both ASAP and non-ASAP enrollees must submit a final SF-425 Full report.
- The final SF-425 should include all financial transactions that occurred during the life of the award.
- Financial transactions (even if they occurred after the award expired) pertaining to the award (i.e., wrap-up activities such as paying salaries) must be included in the final report.
- The agency will de-obligate any remaining funds and closeout the award after the final reports are submitted.
- When the award has been closed, no further transactions will be permitted and no reports may be submitted or replaced.

SF-270

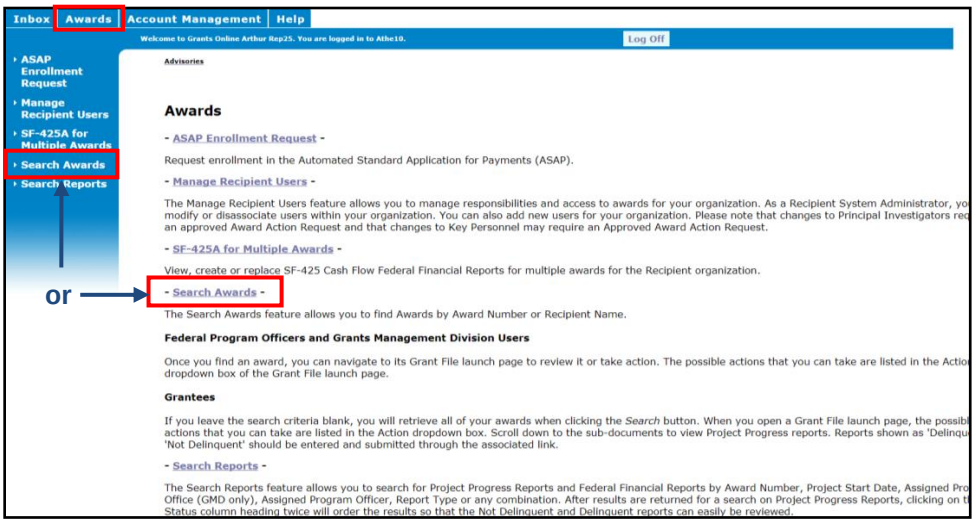
- The SF-270 is not tied to a reporting period. It is used to request payment by recipients who are unable to enroll in the ASAP system or who have a Specific Condition that requires they utilize the SF-270 for payment.
- NOAA Grant Recipients who use the SF-270 for payment **should not** submit an interim SF-425. However, they must submit a Final SF-425.

Search for a Federal Financial Report

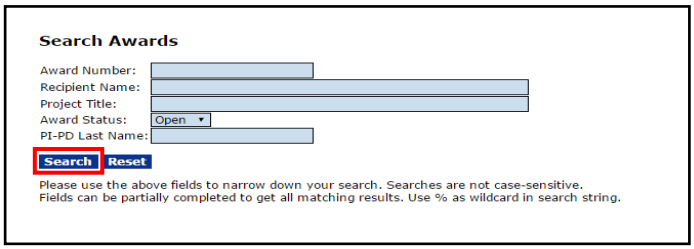
NOAA, ITA, EDA, and OSEC

1. There are two methods that can be used to locate the Award Number associated with the FFR. The first method is explained in Steps 2 - 5; the second method is explained in steps 6 - 9. Either pathway leads the user to step 10.

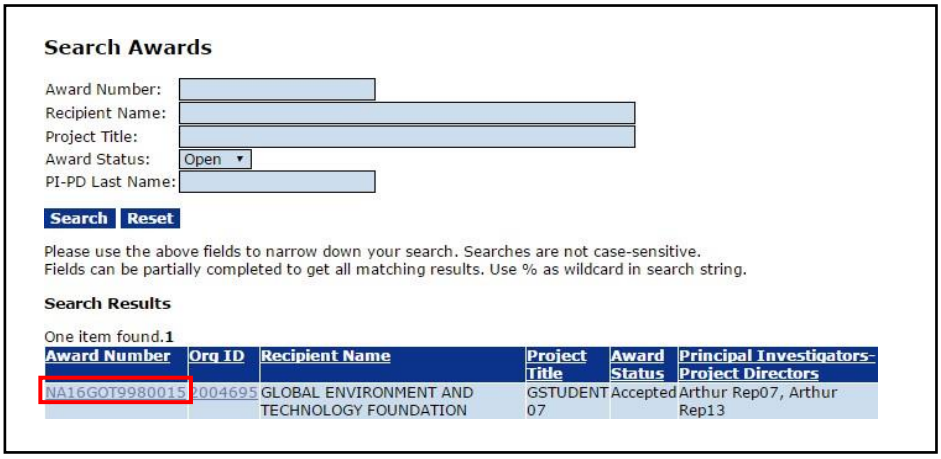
2. Click the **Awards** tab and click the **Search Awards** link to locate the Award Number of the report you wish to complete. The discussion in this section focuses on locating the Federal Financial Report.



3. From the Search Awards launch screen, click the **Search** button. All awards for the users' organization are displayed. Alternatively, the user may narrow the search by entering the **Award Number** before clicking the **Search** button.

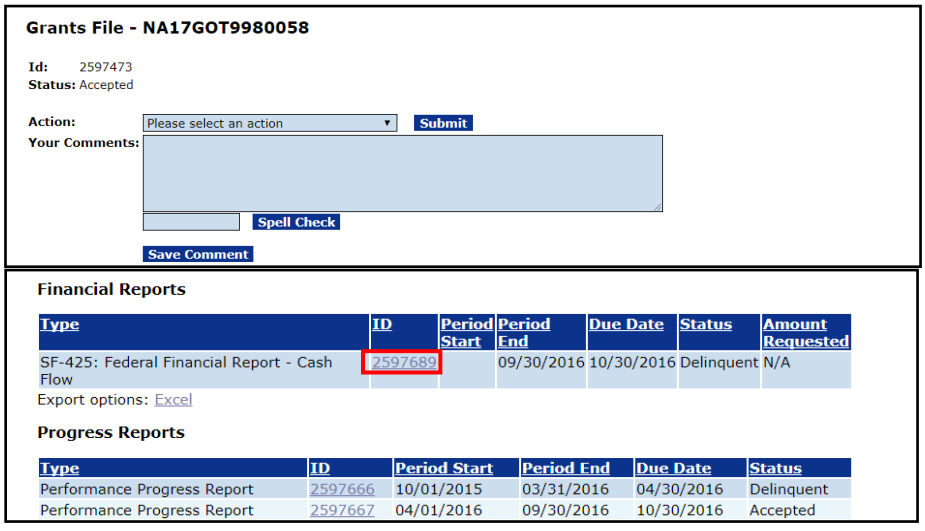


4. When the search results populate, click the appropriate **Award Number**.

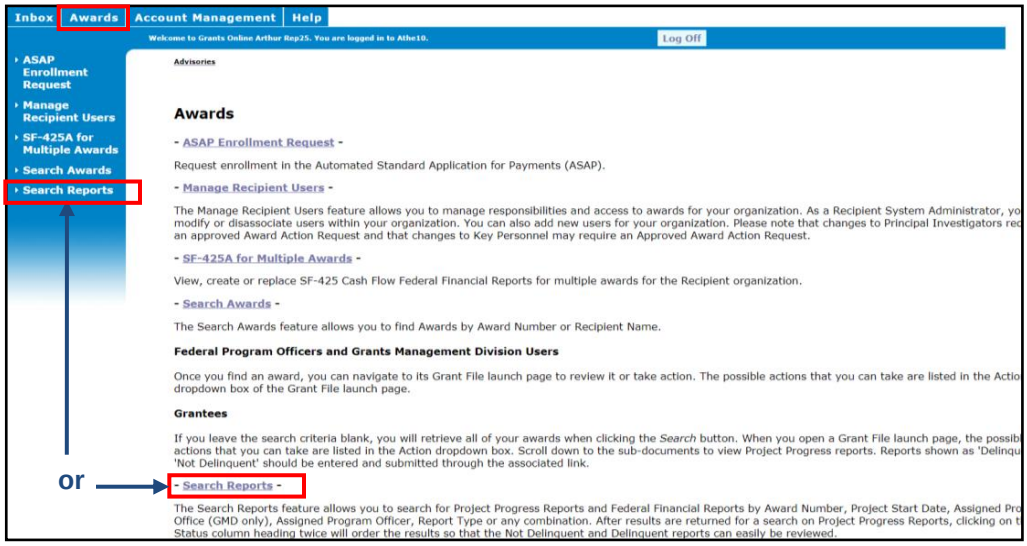


5. The Grants File launch page is displayed. Scroll to the bottom of the page to view the ***Financial Reports*** section. Click the **ID** link next to the SF-425 Report you would like to complete.

   NOTE: If you used steps 2-5 to locate the FFR, advance to step 10.



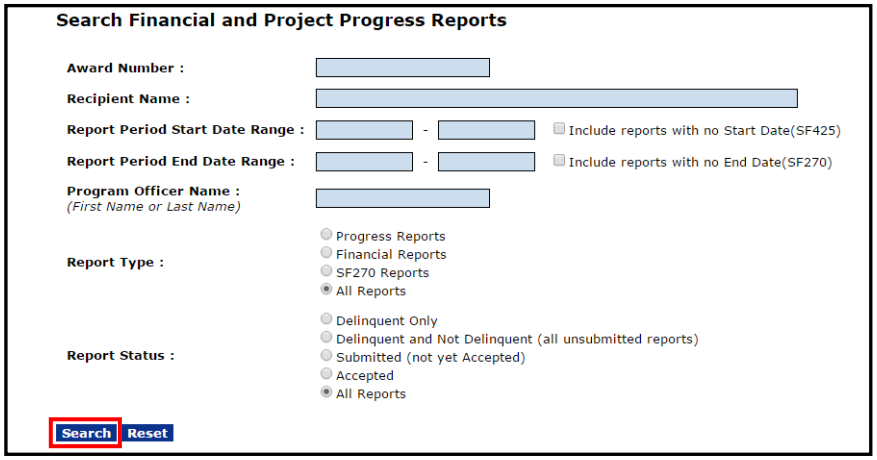
6. Another method can be used to locate the Award for which you wish to complete the FFR. While on the **Awards** tab, click the **Search Reports** link.



7. The Search Financial and Project Progress Reports launch page is visible.

8. On the launch page, the text boxes and radio buttons can be used to narrow the search for the type of report that is to be completed.

    a. To locate all reports associated with the award, the user can perform a generic search (leave all boxes at the top of the screen blank and select **All Reports** for the Report Status and the Report Type). Click the **Search** button.

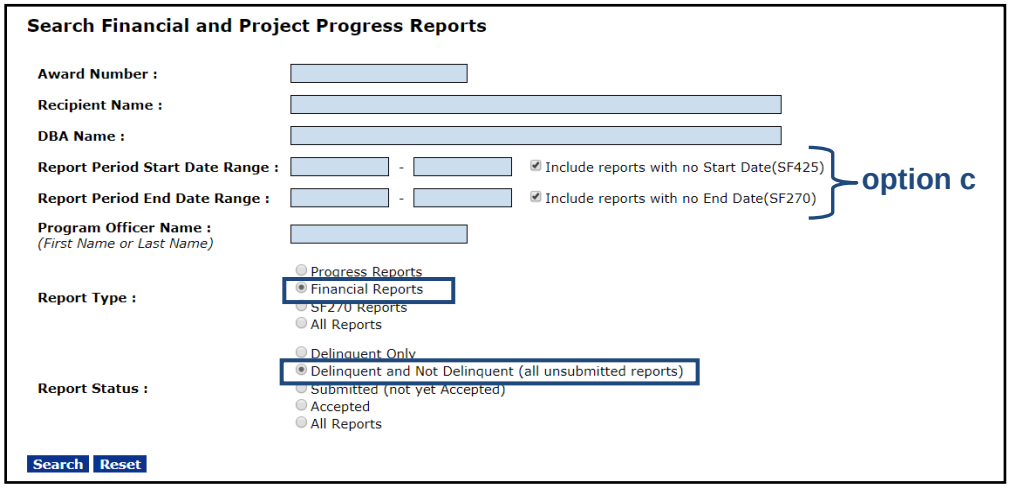


b. To locate the Financial Report associated with the award, click the Report Type: **Financial Reports** radio button and the Report Status: **Delinquent and Not Delinquent (all un-submitted reports)** radio button. Click the **Search** button.

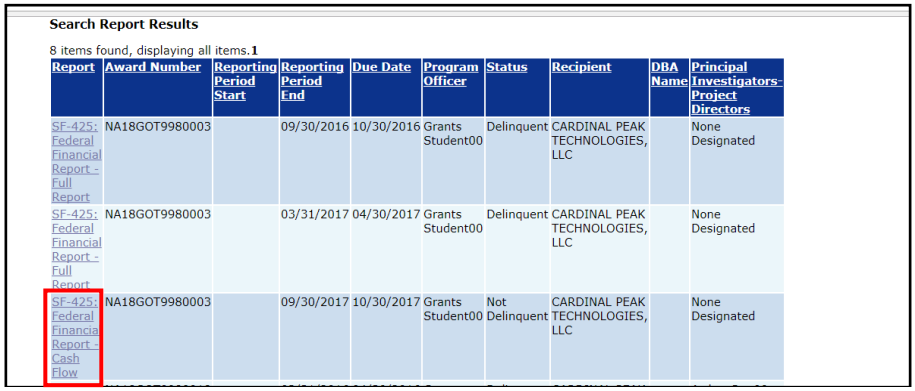
c. With the same options as selected in step 8b:
   - (**Report Type: Financial Reports and Report Status: Delinquent and Not Delinquent (all un-submitted reports)).**

~and~

   - Click two additional checkboxes:
     - **Include Reports with no Start Date (SF-425)**
     - **Include Reports with no End Date (SF-270)**
   - Leave the remaining boxes at the top of the screen blank. Click the **Search** button.



9. When the Search Report Results section is visible, locate and click the appropriate **Report** link. If the search returns more than a few reports, scroll the list to locate the correct report. In this example a SF-425: Federal Financial Report whose status is **Not Delinquent** is the appropriate selection. In the Report column, click the **SF-425: Federal Financial Report – Cash Flow Report** link.

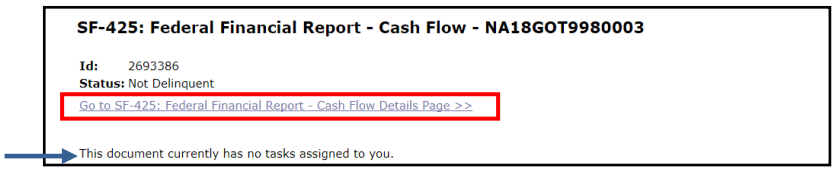


Search Report Results

8 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 - Full Report	NA18GOT9980003		09/30/2016	10/30/2016	Grants Student00	Delinquent	CARDINAL PEAK TECHNOLOGIES, LLC		None Designated
SF-425: Federal Financial Report - Full Report	NA18GOT9980003		03/31/2017	04/30/2017	Grants Student00	Delinquent	CARDINAL PEAK TECHNOLOGIES, LLC		None Designated
SF-425: Federal Financia Report - Cash Flow	NA18GOT9980003		09/30/2017	10/30/2017	Grants Student00	Not Delinquent	CARDINAL PEAK TECHNOLOGIES, LLC		None Designated

10. Click the **Go to SF-425: Federal Financial Report – Cash Flow Details Page** link. In the screen image below, note the message that **This document currently has no tasks assigned to you.** The message indicates that the placeholder for that report has been established but the report is not yet due. Therefore, the user is not required to take any action**.**



SF-425: Federal Financial Report - Cash Flow - NA18GOT9980003

Id: 2693386

Status: Not Delinquent

Go to SF-425: Federal Financial Report - Cash Flow Details Page >>

This document currently has no tasks assigned to you.

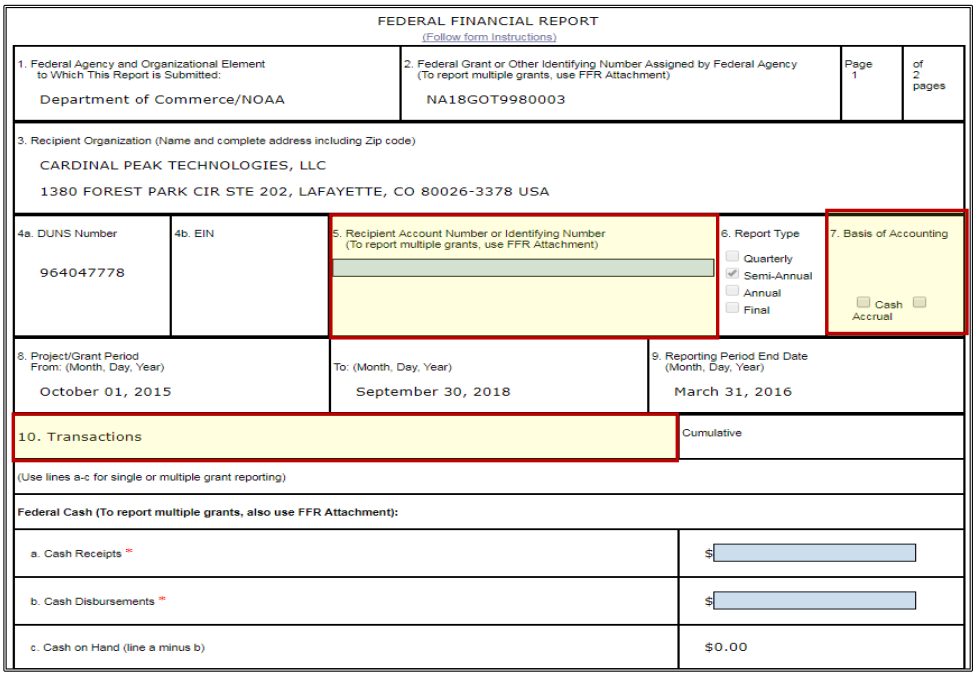
Submit a SF-425 Cash Flow / SF-425 Full Federal Financial Report

1. The form contains several sections of detailed financial information. All fields that require data entry are indicated by a red asterisk. Although some fields are locked and cannot be edited, all fields should be reviewed for accuracy. Contact the Grants Online Help Desk for assistance resolving inaccuracies for non-editable fields.

2. On the next few pages the SF-425 Cash Flow Federal Financial Report is displayed. Following that, the SF-425 Full Federal Financial Report is shown.

3. For the **SF-425: Federal Financial Report – Cash Flow Details Page** many data fields, with the exception of the following, are pre-populated with data:

    - Recipient Account Number or Identifying Number (item 5)
    - Basis of Accounting (item 7)
    - Transactions (items - 10a to 10c)



FEDERAL FINANCIAL REPORT

(Follow form instructions)

1. Federal Agency and Organizational Element to Which This Report is Submitted:	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page 1	of 2 pages
Department of Commerce/NOAA	NA18GOT9980003		

3. Recipient Organization (Name and complete address including Zip code)

CARDINAL PEAK TECHNOLOGIES, LLC

1380 FOREST PARK CIR STE 202, LAFAYETTE, CO 80026-3378 USA

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
964047778			☐ Quarterly ☑ Semi-Annual ☐ Annual ☐ Final	☐ Cash ☐ Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
October 01, 2015	September 30, 2018	March 31, 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 *	$
b. Cash Disbursements *	$
c. Cash on Hand (line a minus b)	$0.00

The screen below is representative of the **Transactions** data elements (item #10). The image below shows the format visible to NOAA Grant Recipients.

For NOAA and other agencies ➔ items **10d to 10o** are pre-populated with **N/A**
For EDA ➔ (item **10d to 10o)** there is an opportuntiy to enter a dollar amount

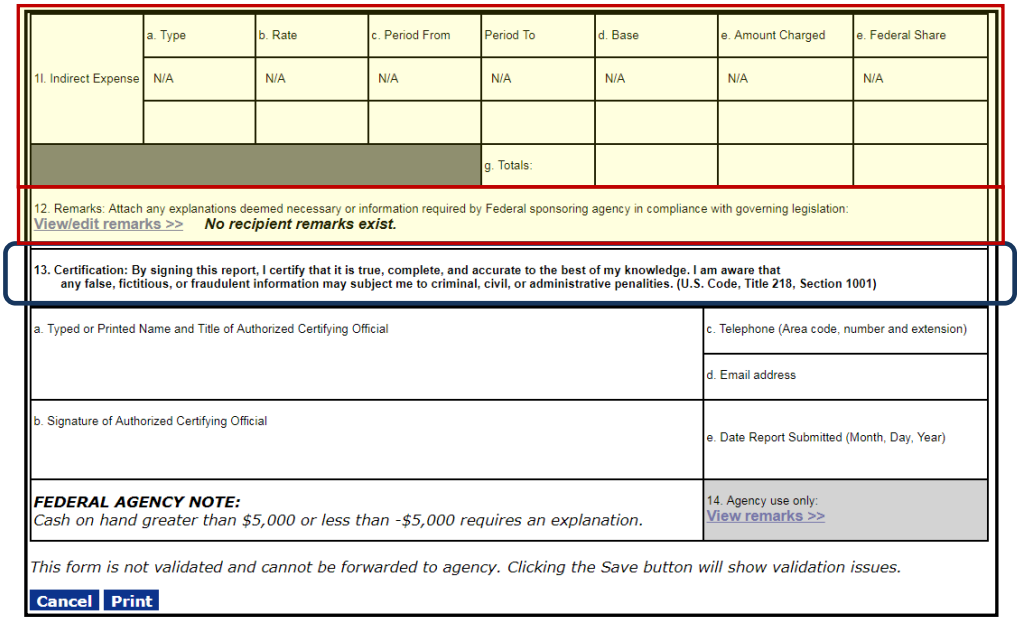
10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts * Determine Cash Receipts from the Federal accounting system >>	$
b. Cash Disbursements *	$
c. Cash on Hand (line a minus b)	$0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized	N/A
e. Total Federal share of expenditures	N/A
f. Total share of unliquidated obligations	N/A
g. Total Federal share (sum of lines e and f)	N/A
h. Unobligated balance of Federal funds (line d minus g)	N/A
Recipient Share:	
i. Total recipient share required	N/A
j. Recipient share of expenditures	N/A
k. Remaining Recipient share to be provided (line i minus j)	N/A
Program Income:	
l. Total Federal program income earned	N/A
m. Program income expended in accordance with the deduction alternative	N/A
n . Program income expended in accordance with the addition alternative	N/A
o . Unexpended program income (line l minus line m or line n)	N/A

The screen below is representative of the content for:

- Indirect Expense (item #11)
- Remarks (item #12) – If the Cash on Hand is greater than $5,000 or less than negative $5,000, information must be entered for this data element
- Certification (item #13) is populated with the submitter's information when the **Forward to Agency** task is complete

For NOAA and other agencies ➔ items **11a to 11f** are pre-populated with **N/A**
For EDA ➔ (item **11a to 11g)** there is an opportuntiy to enter

- a dollar amount
- a %



	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	e. Federal Share
11. Indirect Expense	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				g. Totals:			

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:
View/edit remarks >> ***No recipient remarks exist.***

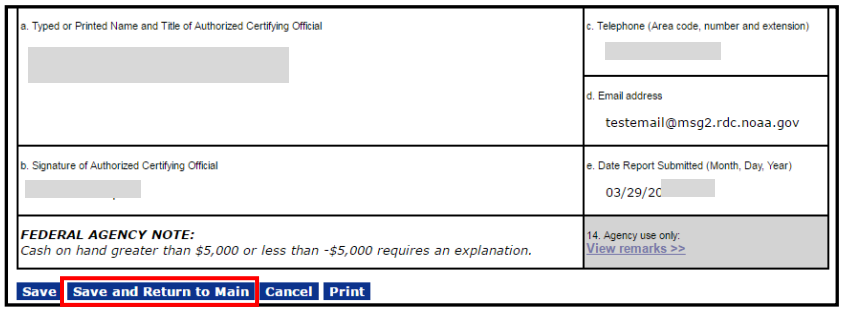
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
	d. Email address
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year)
FEDERAL AGENCY NOTE: *Cash on hand greater than $5,000 or less than -$5,000 requires an explanation.*	14. Agency use only: View remarks >>

This form is not validated and cannot be forwarded to agency. Clicking the Save button will show validation issues.

Cancel Print

4. When all required information is entered on the form, click the **Save and Return to Main** button. This initiates the next step in the workflow. A task is sent to the Inbox of the person who created the report.

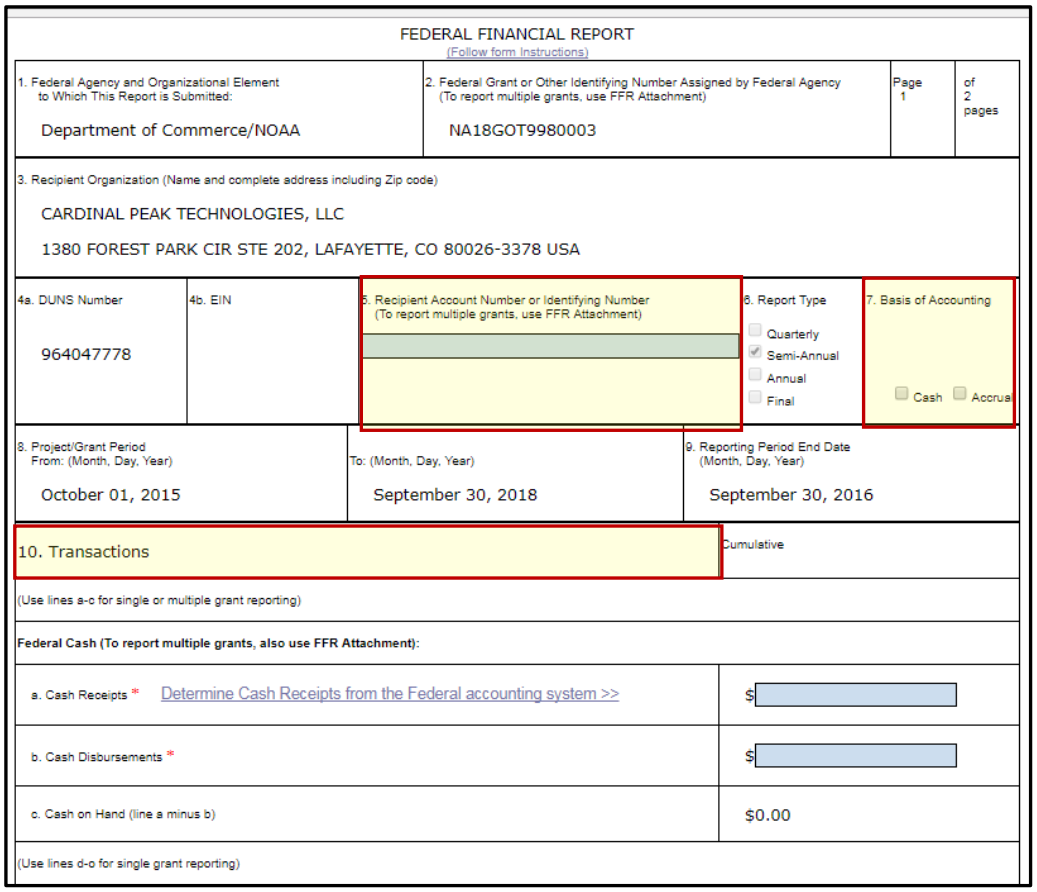


a. Typed or Printed Name and Title of Authorized Certifying Official	c. Telephone (Area code, number and extension)
	d. Email address testemail@msg2.rdc.noaa.gov
b. Signature of Authorized Certifying Official	e. Date Report Submitted (Month, Day, Year) 03/29/20
FEDERAL AGENCY NOTE: *Cash on hand greater than $5,000 or less than -$5,000 requires an explanation.*	14. Agency use only: View remarks >>

Save | Save and Return to Main | Cancel | Print

5. For the **SF-425: Federal Financial Report – Full Report Details Page** many data fields, with the exception of the following, are pre-populated with data:

   - Recipient Account Number or Identifying Number (item #5)
   - Basis of Accounting (item #7)
   - Transactions (items 10a to 10c)



FEDERAL FINANCIAL REPORT

(Follow form Instructions)

1. Federal Agency and Organizational Element to Which This Report is Submitted:	2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)	Page 1	of 2 pages
Department of Commerce/NOAA	NA18GOT9980003		

3. Recipient Organization (Name and complete address including Zip code)

CARDINAL PEAK TECHNOLOGIES, LLC

1380 FOREST PARK CIR STE 202, LAFAYETTE, CO 80026-3378 USA

4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type	7. Basis of Accounting
964047778			☐ Quarterly ☑ Semi-Annual ☐ Annual ☐ Final	☐ Cash ☐ Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
October 01, 2015	September 30, 2018	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 * Determine Cash Receipts from the Federal accounting system >>	$
b. Cash Disbursements *	$
c. Cash on Hand (line a minus b)	$0.00
(Use lines d-o for single grant reporting)	

The screen below is representative of the **Transactions** data elements (item #10).
For the majority of the items, there is an opportunity to enter a dollar amount **$** [ ]
The remaining fields are updated with information for calculated values.

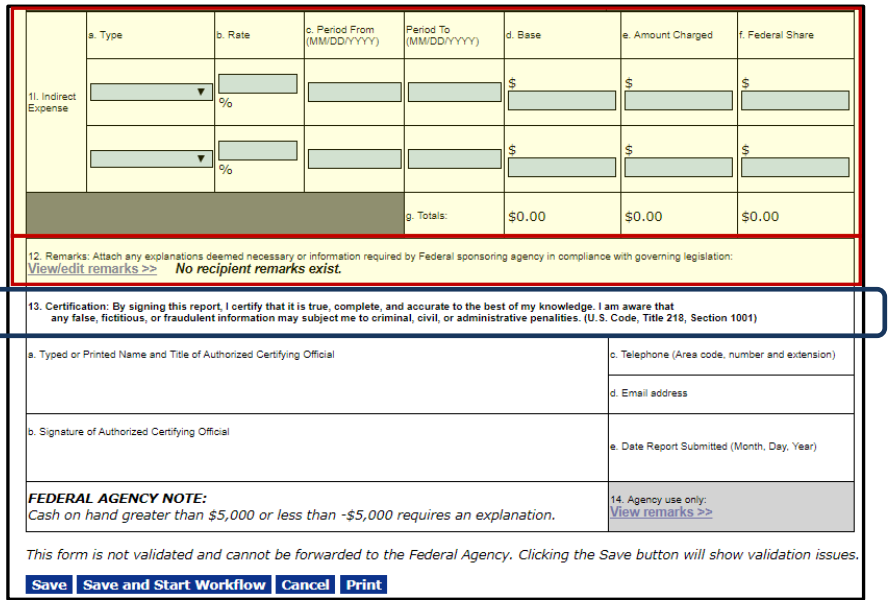
10. Transactions	Cumulative
(Use lines a-c for single or multiple grant reporting)	
Federal Cash (To report multiple grants, also use FFR Attachment):	
a. Cash Receipts * Determine Cash Receipts from the Federal accounting system >>	$
b. Cash Disbursements *	$
c. Cash on Hand (line a minus b)	$0.00
(Use lines d-o for single grant reporting)	
Federal Expenditures and Unobligated Balance:	
d. Total Federal funds authorized * Update/verify total Federal funds authorized >>	$
e. Total Federal share of expenditures *	$
f. Total share of unliquidated obligations *	$
g. Total Federal share (sum of lines e and f)	$0.00
h. Unobligated balance of Federal funds (line d minus g)	$0.00
Recipient Share:	
i. Total recipient share required * Update/verify total recipient share required >>	$0.00
j. Recipient share of expenditures *	$
k. Remaining Recipient share to be provided (line i minus j)	$0.00
Program Income:	
l. Total Federal program income earned	$
m. Program income expended in accordance with the deduction alternative	$
n . Program income expended in accordance with the addition alternative	$
o . Unexpended program income (line l minus line m or line n)	$0.00

The image below is representative of the content for:

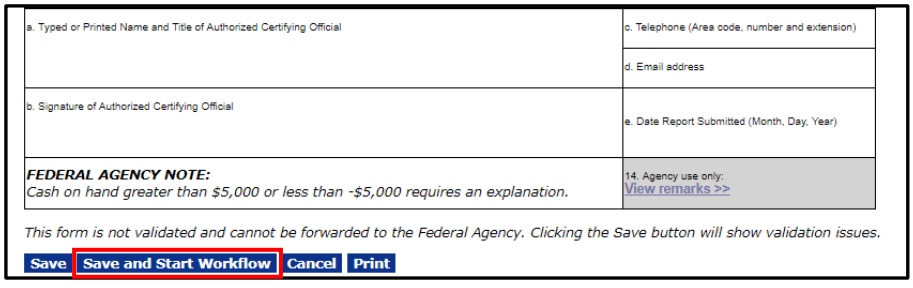
- Indirect Expense (item #11)
- Remarks (item #12) – If the Cash on Hand is greater than $5,000 or less than negative $5,000, information must be entered for this data element
- Certification (item #13) is populated with the submitter's information when the **Forward to Agency** task is complete

For all Department of Commerce Agencies that use Grants Online, the **Indirect Expense** data (item **11a to 11g**), there is an opportuntiy to enter:

- a dollar amount
- a **%**



6. To proceed to the next step in the process, click the **Save and Start Workflow** button.



Submit a SF-425A Multiple Awards Federal Financial Report (Interim Report)

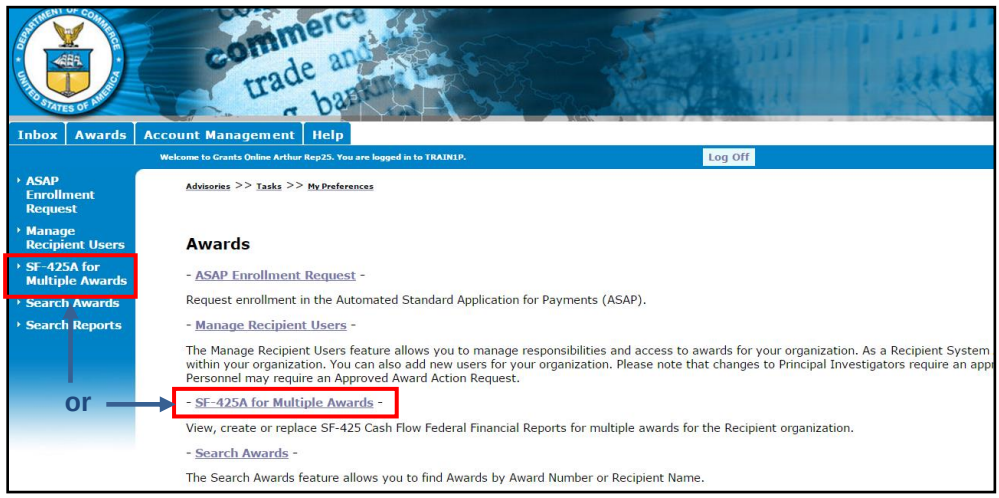
A SF-425A can be submitted by any organization that has more than one active award in Grants Online. When creating a Multiple Award SF-425A report, awards from the same Federal agency can be included in one report. However, if you have awards from multiple agencies you need to generate separate reports for each agency.

NOTE: Do not attempt to create a SF-425A for any financial reports with a report period end date that is in the future. In addition, do not attempt to include **final** reports in a SF-425A.

NOAA Only

1. Click the **Awards** tab.

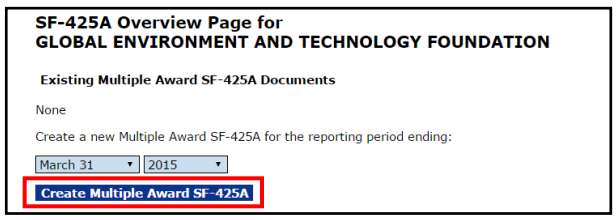
2. Click the **SF-425A for Multiple Awards** link.



3. Existing Multiple Award SF-425As will be visible on the screen at the top of the screen (just beneath the heading ***Existing Multiple Award SF-425As***). In this case, there are none.

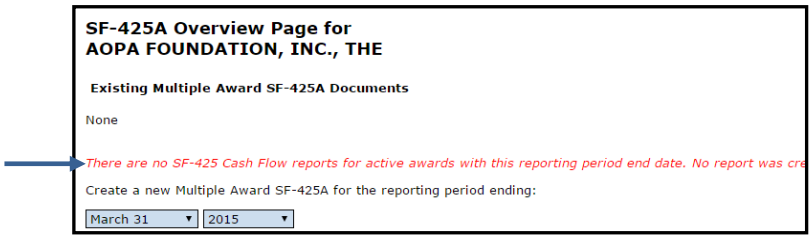
4. On the SF-425A Overview Page for the selected organization, specify an End Date (March 31 or September 30) and the End Year.

5. Click the **Create Multiple Award SF-425A** button.

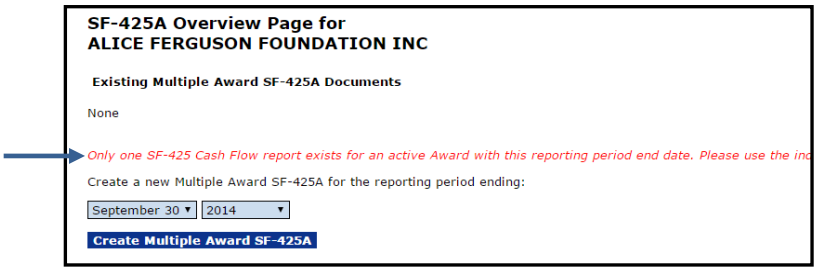


6. If there are no or only one SF-425 Cash Flow Reports for the period selected, the user receives one of two error messages:

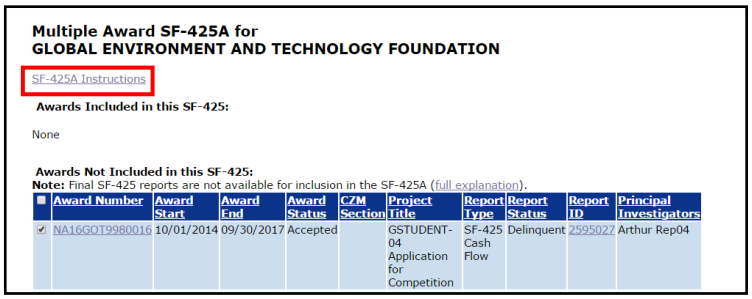
   a. There are no SF-425 Cash Flow Reports for the dates specified.



   b. Only one SF-425 Cash Flow Report exists for the dates specified.

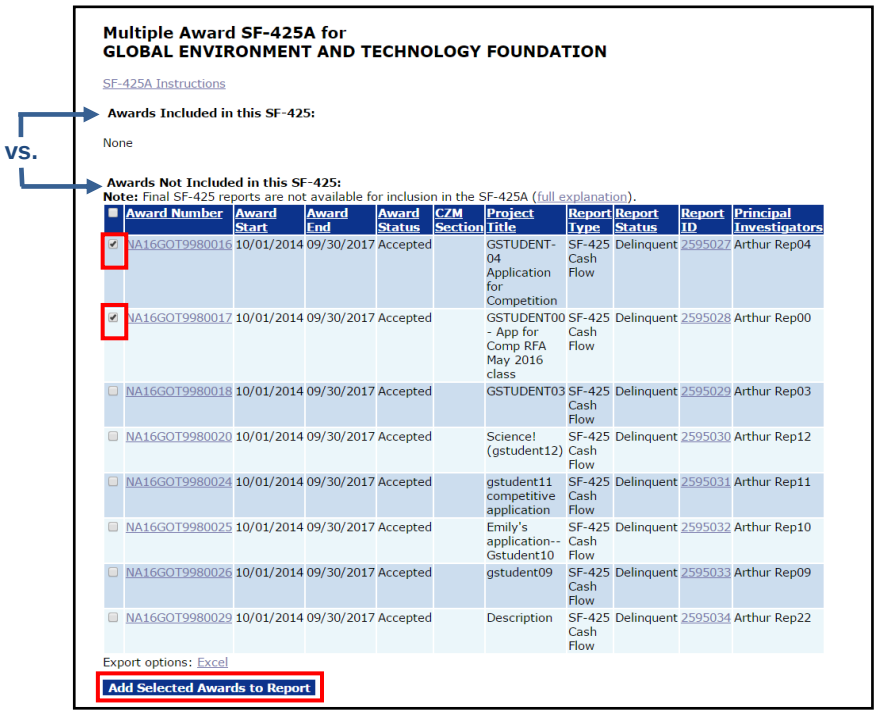


7. Instructions for the Federal Financial Report attachment can be accessed by clicking the **SF-425A Instructions** link.

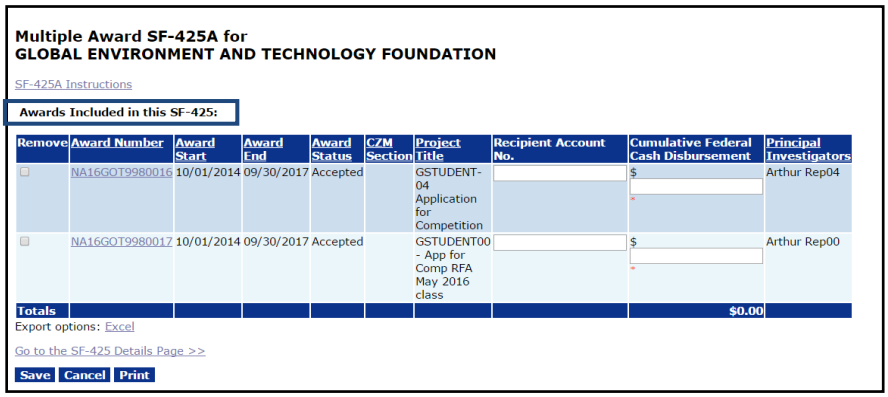


8. By default, all awards are under the **Awards Not Included in this SF-425** header. Place a check in the first column to indicate the awards that should be moved beneath the **Awards Included in this SF-425** header.

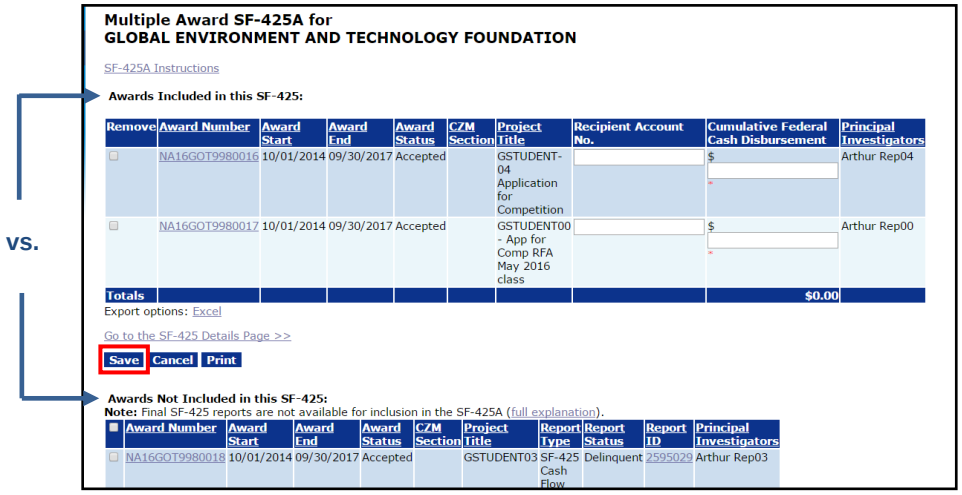
9. Click the **Add Selected Awards to Report** button.



10. The selected awards are now located beneath the heading **Awards Included in this SF-425A.**

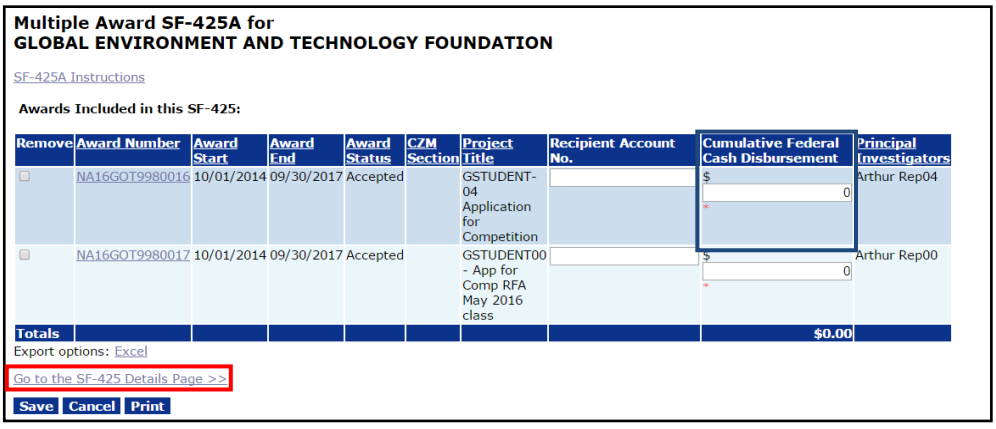


11. The other SF-425s remain beneath the heading **Awards Not Included in this SF-425A**.

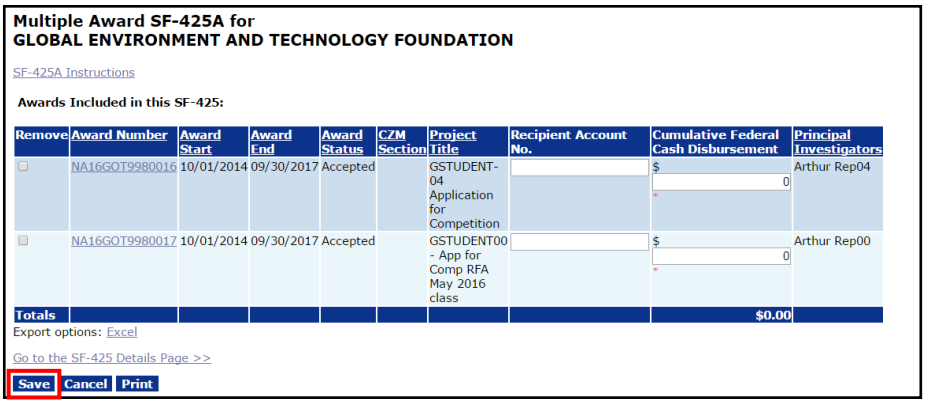


12. Enter information for the **Cumulative Federal Cash Disbursement*** (mandatory) and the **Recipient Account No.** (optional) data fields. To enter data later, advance to Step 13.

13. When data has been entered, click the **Go to the SF-425 Details Page** link to launch the SF-425 form. The SF-425 contains several sections for detailed financial information. Advance to step 14.



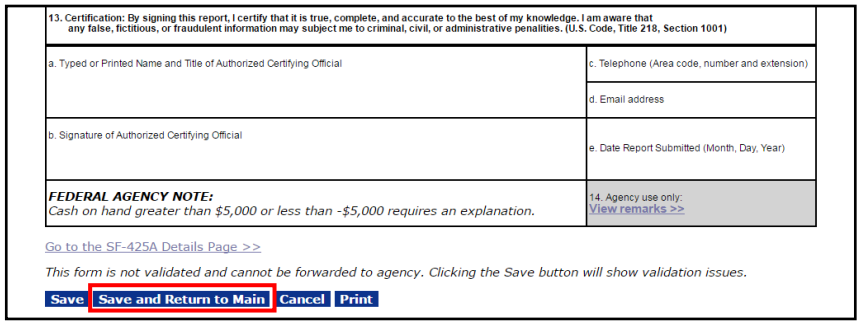
14. To save data entered thus far click the **Save** button; the user can resume data entry at a later date. Click the **Print** button to generate a printable PDF version of the SF-425A. To exit without saving the data entered, click the **Cancel** button.



15. On the SF-425, all fields that require data entry are indicated by a red asterisk.
    The data on the form should be based on the transactions for all awards included with the SF-425A.
    All fields should be reviewed for accuracy. Contact the Grants Online Help Desk for assistance resolving inaccuracies if a field cannot be edited.

16. When all information has been entered and verified, at the bottom of the screen, there are four buttons:

    - **Save** – saves all information entered on the form without starting the workflow.
    - **Save and Return to Main** – saves all information entered on the form and starts the workflow process. The report is routed to the Inbox of the person who created the SF-425A.
    - **Cancel –** returns the user to the SF-425A launch page. If this option is selected prior to clicking the **Save** button, all data entered is lost.
    - **Print** – generates a PDF version of the report.



NOTE: When the **Save** or the **Save and Return to Main** button is clicked, the data entered is validated. Errors detected during the data validation are displayed at the top of the screen in red letters. Those issues must be addressed before the SF-425A can be forwarded to the Federal agency responsible for the award.

17. Click the **Inbox** tab and then the **Task** link (located on the left navigation pane).

18. Click the **View** link next to the SF-425A task.

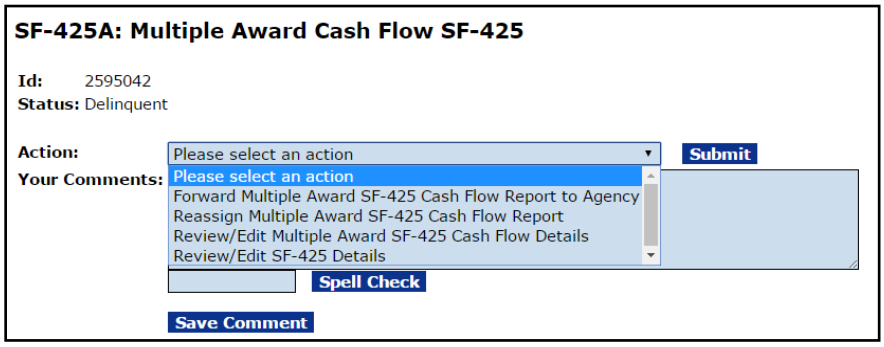
19. The Federal Financial Report launch page is visible. The Action dropdown menu contains the following options:

    a. **Forward Multiple Award SF-425 Cash Flow Report to Agency** – forwards the report to the agency for approval. (Available only to users with the Authorized Representative or Business/Finance Representative Submitting role). Click the **Submit** button.

    b. **Reassign Multiple Award SF-425 Cash Flow Report** – routes the report to another Authorized Representative for review and approval prior to the report being submitted to the agency.

    c. **Review/Edit Multiple Award SF-425 Cash Flow Details** – opens the Multiple Award Details page for review. The document is unlocked and revisions can be made prior to sending for approval.

    d. **Review/Edit SF-425 Details** – opens the SF-425 Details page for review. The document is unlocked and revisions can be made prior to sending for approval.



20. Select an option from the Action dropdown menu and click the **Submit** button.

21. A warning message is visible. The user should click the **OK** button to proceed to the next steps.

If the user is not an Authorized Representative or Business/Finance Representative-Submitting, he/she will not have **Forward SF-xxx to the Agency** on his/her dropdown menu. That person must select **Forward SF-xxx to the Authorized Representative** for review and approval. Subsequently, the Authorized Representative receives a task in his/her Inbox to review, edit, and approve the report. When satisfied with the accuracy of the content, the Authorized Representative forwards the report to the agency.

When the report is forwarded to the agency there are two possible paths:

- If comments were entered for the **Remarks** data element (on the form details page) the report is sent to the Grants Management Division for approval.

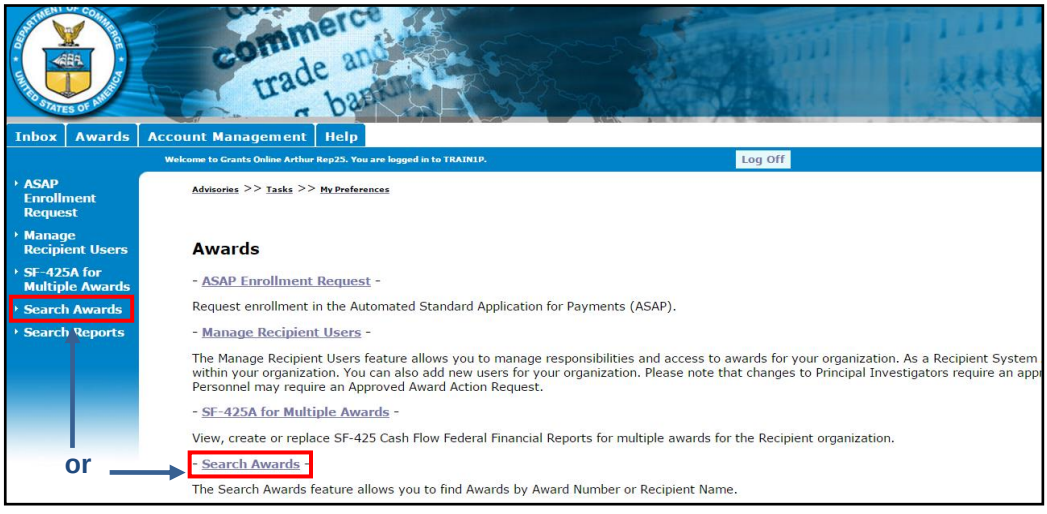
- If there are no comments for the **Remarks** data element (on the form details page) the report is automatically approved. The person who sent the report receives notification that the report has been approved.

Create and Submit a SF-270 Request for Advance or Reimbursement

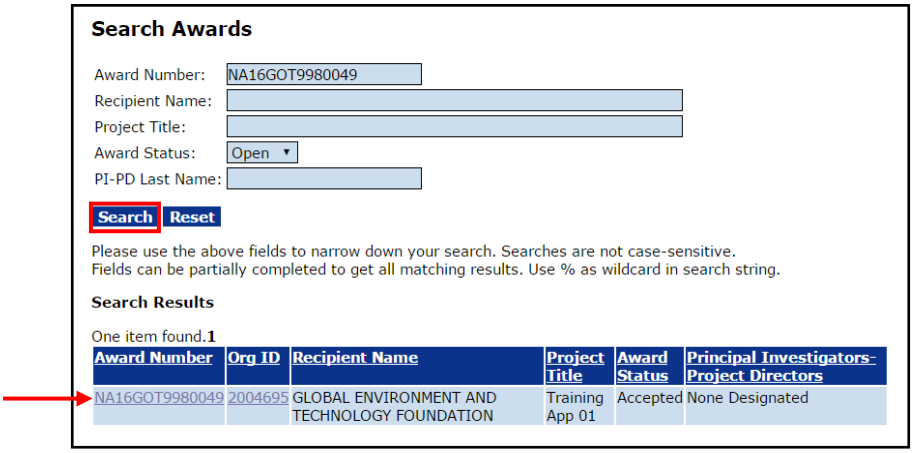
The SF-270 should only be used by organizations that are unable to draw down funds using the Department of Treasury's ASAP system. NOAA ASAP Risk Recipients must use the SF-270 to draw down funds.

1. Click the **Awards** tab.

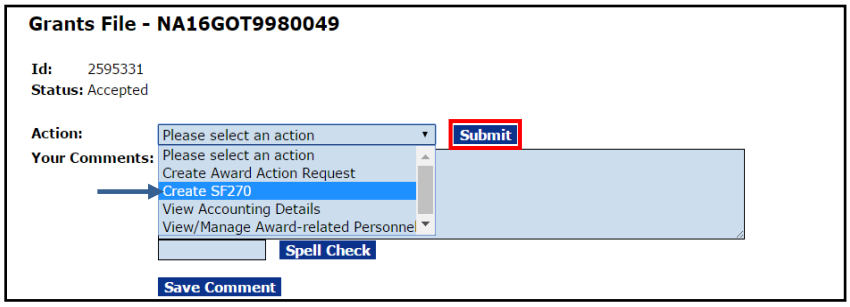
2. Click the **Search Awards** link.



3. Enter the Award Number and click the **Search** button. The search results are displayed at the bottom of the screen. Locate and click the **Award Number** link.

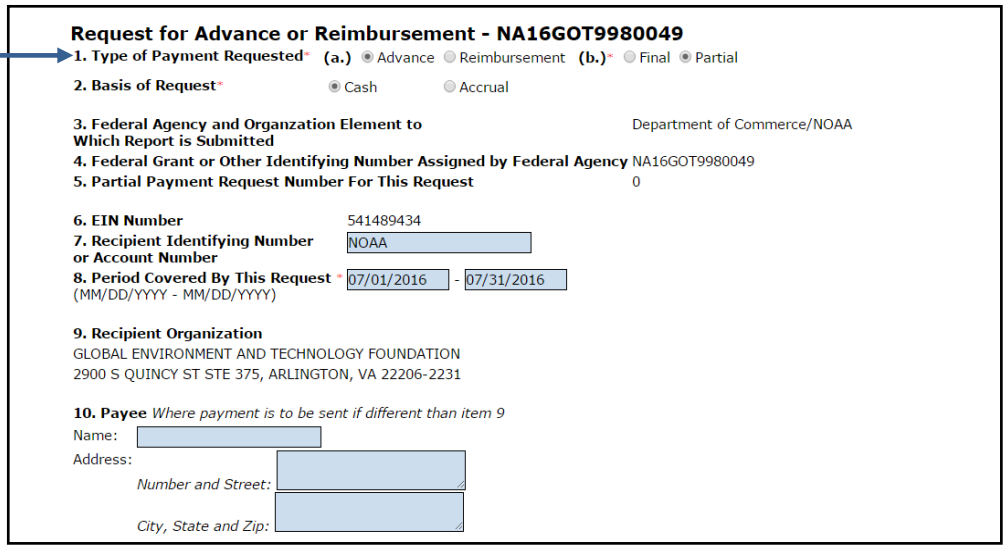


4. When the Grants File launch page is visible, select **Create SF-270** from the Action dropdown menu. Click the **Submit** button.



5. From the SF-270 launch page, click the **Go to SF-270: Request for Advance or Reimbursement Details Page** link.

6. The SF-270 is shown in the image below; all fields that require data entry are indicated by a red asterisk. Specify the Type of Payment Requested – either Advance or Reimbursement. For item 1(b) specify either Final or Partial.



Request for Advance or Reimbursement - NA16GOT9980049

1. Type of Payment Requested* **(a.)** ◉ Advance ○ Reimbursement **(b.)*** ○ Final ◉ Partial

2. Basis of Request* ◉ Cash ○ Accrual

3. Federal Agency and Organization Element to Which Report is Submitted Department of Commerce/NOAA

4. Federal Grant or Other Identifying Number Assigned by Federal Agency NA16GOT9980049

5. Partial Payment Request Number For This Request 0

6. EIN Number 541489434

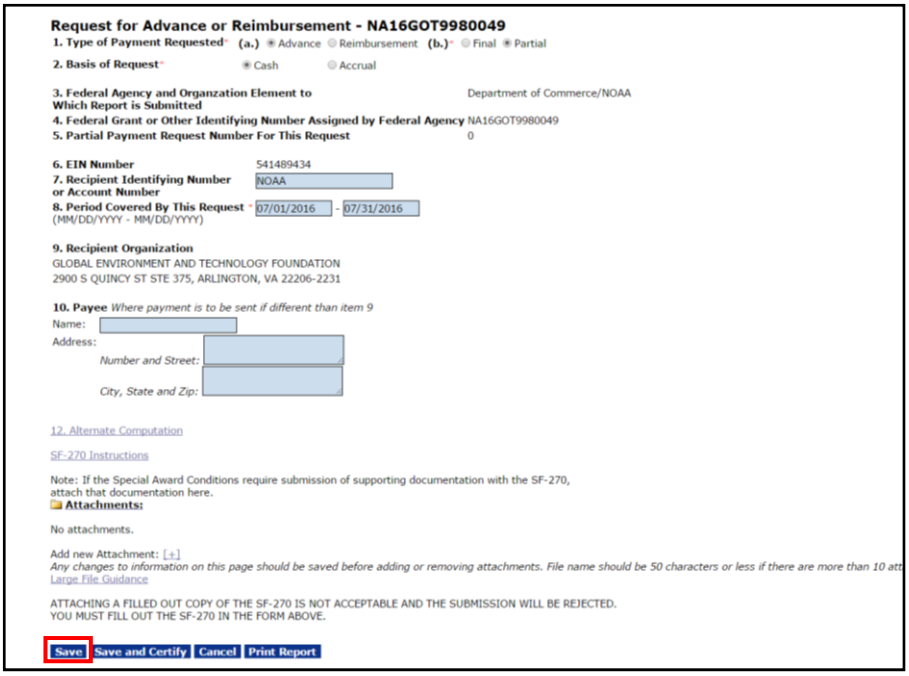
7. Recipient Identifying Number or Account Number NOAA

8. Period Covered By This Request* 07/01/2016 - 07/31/2016
(MM/DD/YYYY - MM/DD/YYYY)

9. Recipient Organization
GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION
2900 S QUINCY ST STE 375, ARLINGTON, VA 22206-2231

10. Payee *Where payment is to be sent if different than item 9*
Name:
Address:
Number and Street:
City, State and Zip:

7. When finished data entry, click the **Save** button at the bottom of the screen.



Request for Advance or Reimbursement - NA16GOT9980049

1. Type of Payment Requested* **(a.)** ◉ Advance ○ Reimbursement **(b.)*** ○ Final ◉ Partial

2. Basis of Request* ◉ Cash ○ Accrual

3. Federal Agency and Organization Element to Which Report is Submitted Department of Commerce/NOAA

4. Federal Grant or Other Identifying Number Assigned by Federal Agency NA16GOT9980049

5. Partial Payment Request Number For This Request 0

6. EIN Number 541489434

7. Recipient Identifying Number or Account Number NOAA

8. Period Covered By This Request* 07/01/2016 - 07/31/2016
(MM/DD/YYYY - MM/DD/YYYY)

9. Recipient Organization
GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION
2900 S QUINCY ST STE 375, ARLINGTON, VA 22206-2231

10. Payee *Where payment is to be sent if different than item 9*
Name:
Address:
Number and Street:
City, State and Zip:

12. Alternate Computation

SF-270 Instructions

Note: If the Special Award Conditions require submission of supporting documentation with the SF-270, attach that documentation here.
Attachments:

No attachments.

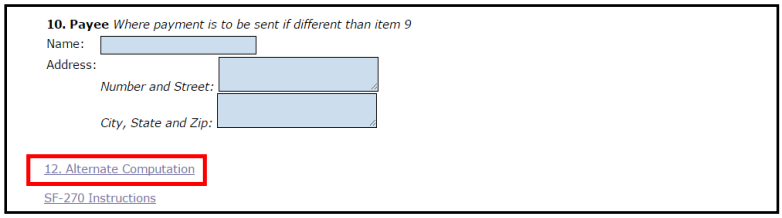
Add new Attachment: [+]
Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters or less if there are more than 10 att
Large File Guidance

ATTACHING A FILLED OUT COPY OF THE SF-270 IS NOT ACCEPTABLE AND THE SUBMISSION WILL BE REJECTED.
YOU MUST FILL OUT THE SF-270 IN THE FORM ABOVE.

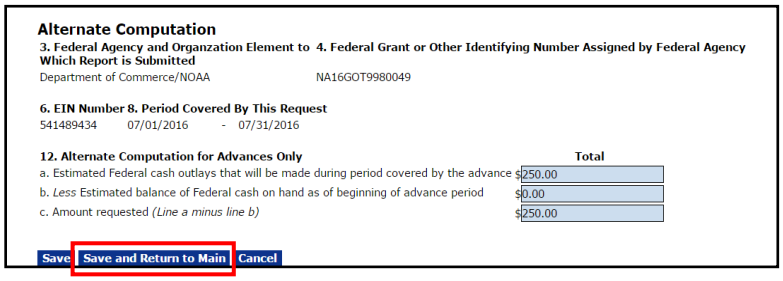
Save | Save and Certify | Cancel | Print Report

8. The Type of Payment Requested (Advance or Reimbursement) determines the secondary screen that must be completed.

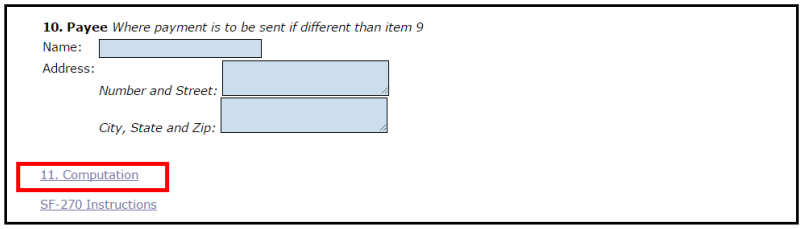
   a. The image below is associated with having selected the **Advance** radio button for item 1a. Click the **Alternate Computation** link.



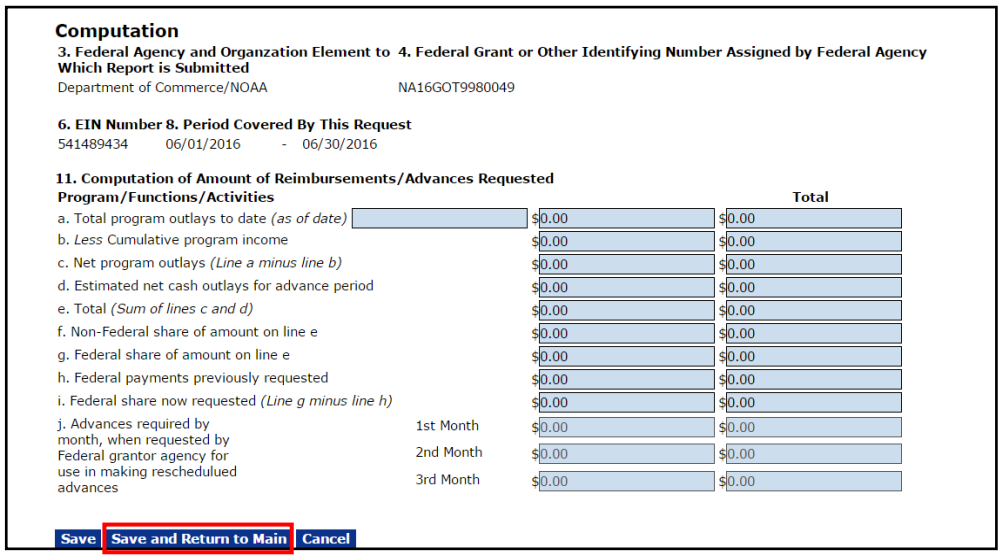
   Enter the appropriate dollar amount for items 12a, 12b, and 12c. To return to the previous screen, click the **Save and Return to Main** button.



   b. The image below is associated with having selected the **Reimbursement** radio button for item 1a. Click the **Computation** link.



   Enter the appropriate dollar amount for items 11a to 11j. To return to the previous screen, click the **Save and Return to Main** button.



Computation

3. Federal Agency and Organzation Element to Which Report is Submitted
Department of Commerce/NOAA

4. Federal Grant or Other Identifying Number Assigned by Federal Agency
NA16GOT9980049

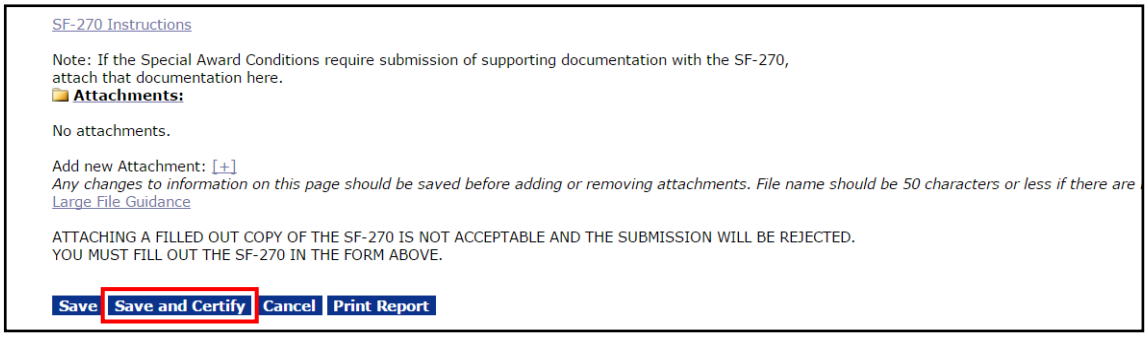
6. EIN Number **8. Period Covered By This Request**
541489434 06/01/2016 - 06/30/2016

11. Computation of Amount of Reimbursements/Advances Requested

Program/Functions/Activities			Total
a. Total program outlays to date *(as of date)*		$0.00	$0.00
b. *Less* Cumulative program income		$0.00	$0.00
c. Net program outlays *(Line a minus line b)*		$0.00	$0.00
d. Estimated net cash outlays for advance period		$0.00	$0.00
e. Total *(Sum of lines c and d)*		$0.00	$0.00
f. Non-Federal share of amount on line e		$0.00	$0.00
g. Federal share of amount on line e		$0.00	$0.00
h. Federal payments previously requested		$0.00	$0.00
i. Federal share now requested *(Line g minus line h)*		$0.00	$0.00
j. Advances required by month, when requested by Federal grantor agency for use in making rescheduled advances	1st Month	$0.00	$0.00
	2nd Month	$0.00	$0.00
	3rd Month	$0.00	$0.00

Save | Save and Return to Main | Cancel

9. Irrespective of the computation method used, when finished, click the **Save and Certify** button.



SF-270 Instructions

Note: If the Special Award Conditions require submission of supporting documentation with the SF-270, attach that documentation here.

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 if there are

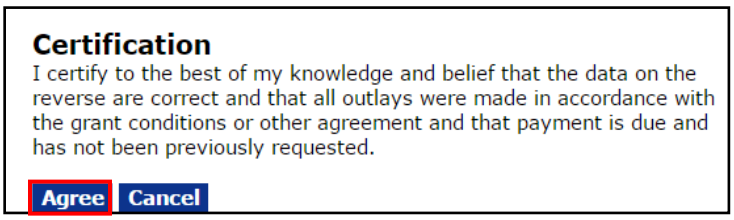
Large File Guidance

ATTACHING A FILLED OUT COPY OF THE SF-270 IS NOT ACCEPTABLE AND THE SUBMISSION WILL BE REJECTED.
YOU MUST FILL OUT THE SF-270 IN THE FORM ABOVE.

Save | Save and Certify | Cancel | Print Report

10. Indicate concurrence with the request and validate the accuracy of information on the SF-270.

    a. For an Advance, click the **Agree** button.

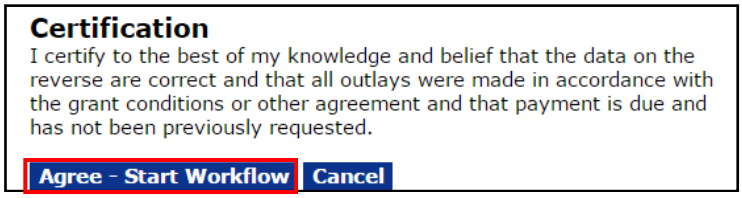


Certification

I certify to the best of my knowledge and belief that the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.

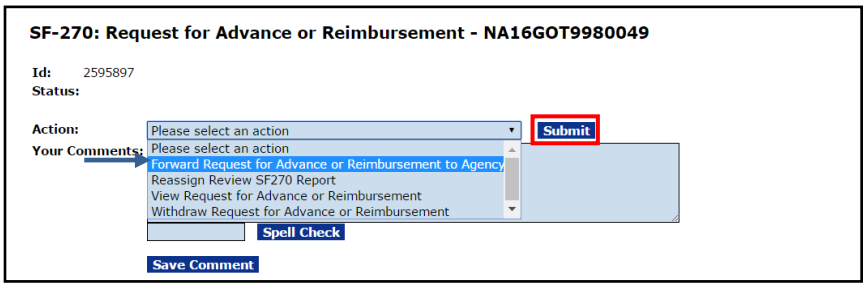
Agree | Cancel

b. For a Reimbursement, click the **Agree – Start Workflow** button.



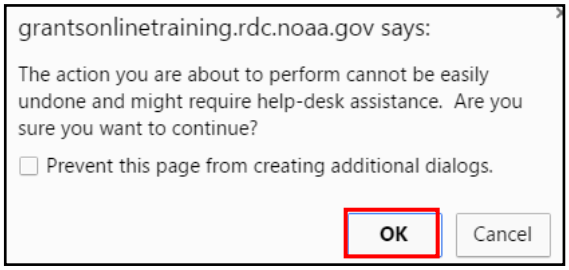
11. A task is placed in the user's Inbox to initiate the process of sending the SF-270 to the appropriate Federal agency.

12. Navigate to the **SF-270: Request for Advance or Reimbursement** launch page. On the Action dropdown menu, there are three or four options, depending upon the user's assigned role. In this example, because the user's role is an Authorized Representative or Business / Financial Representative (submitting), there are four options.
    From the Action dropdown menu, select **Forward Request for Advance or Reimbursement to Agency**. Click the **Submit** button.



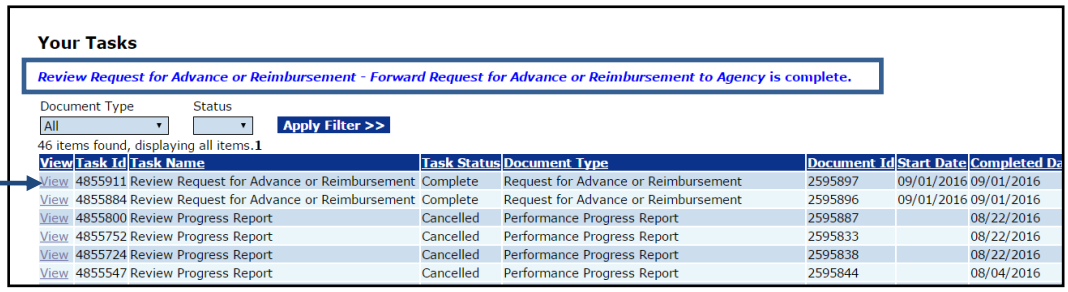
If the user's role does not allow the individual to submit reports to the Federal agency, he/she should forward the SF-270 to the Authorized Representative or the Business / Financial Representative (submitting). The person with either role will forward the form to the appropriate Federal agency.

13. To confirm the intent to move forward, click the **OK** button on the pop-up screen.



14. The message on the screen confirms successful completion of the task.

Review Request for Advance or Reimbursement – Forward Request for Advance or Reimbursement to Agency is complete.



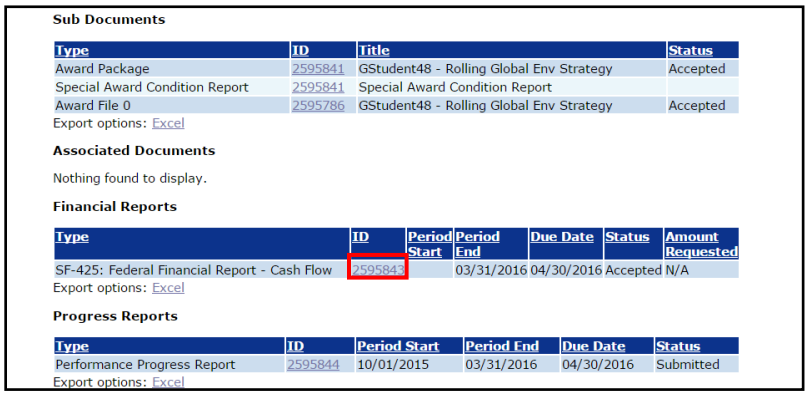
Replace a Report

Any accepted Federal Financial Report or Performance Progress Report (for an open award) can be replaced with a new report. This is a two-step process that involves withdrawing the existing report and replacing it with a new report. The new report must be processed using the same workflow as was applied to the original report.

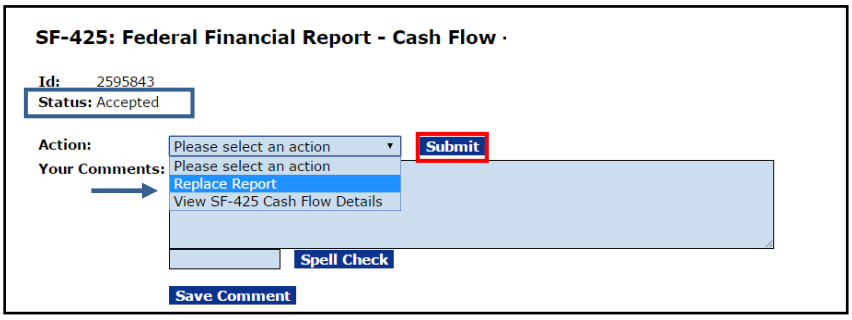
Although there is no limit to the number of times a report can be replaced, the following guidelines should govern replacing a report:

- Reports for closed awards cannot be replaced
- Only **accepted** reports can be replaced
- Legacy reports and/or those created outside of Grants Online should only be replaced if the value for the Cash On Hand data element is unacceptably inaccurate

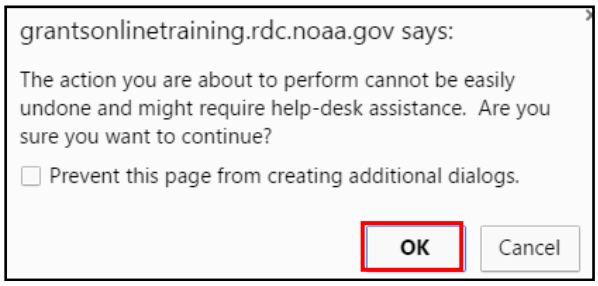
1. From the Grants File launch page, under the Financial Reports (or the Progress Reports) header, locate the report that is to be replaced. Click the **ID** link that is associated with the report.



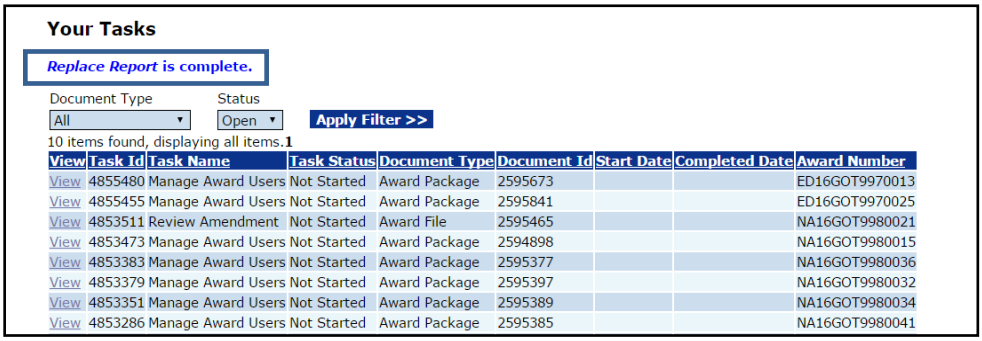
2. The SF-425: Federal Financial Report – Cash Flow launch page is visible. Select **Replace Report** from the Action dropdown menu. Click the **Submit** button.



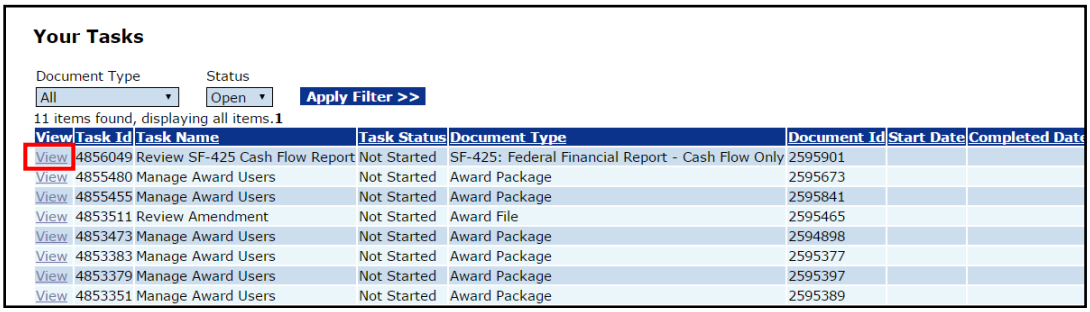
3. To confirm the intent to move forward, click the **OK** button on the pop-up screen.



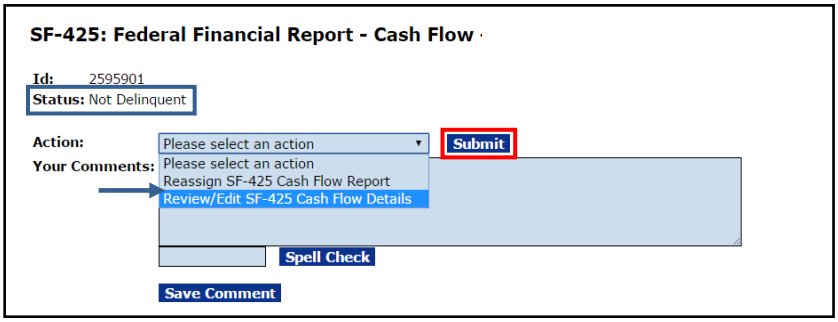
4. The message on the screen confirms successful completion of the task.



5. Navigate to the user's tasks. Observe that the Review SF-425 Cash Flow Report (Task Name) has a Task Status of Not Started. The user can now generate a new report to replace the previous version. Click the **View** link next to the new task.



6. The Financial Report launch page is visible. From the Action dropdown menu, select **Review/Edit SF-425 Cash Flow Details**. Click the **Submit** button.



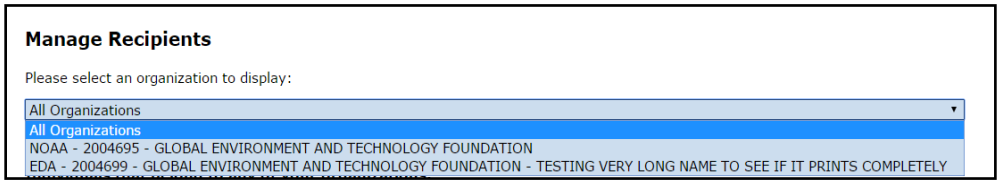
7. Make the appropriate changes to the SF-425. If the user has the appropriate access level he/she can forward the report directly to the Federal agency; otherwise, the report should be forwarded to the individual whose role permits him/her to forward the SF-425 to the agency.

8. When the new Financial Report is completed and accepted, the status on the Grants File page will be updated to Accepted.

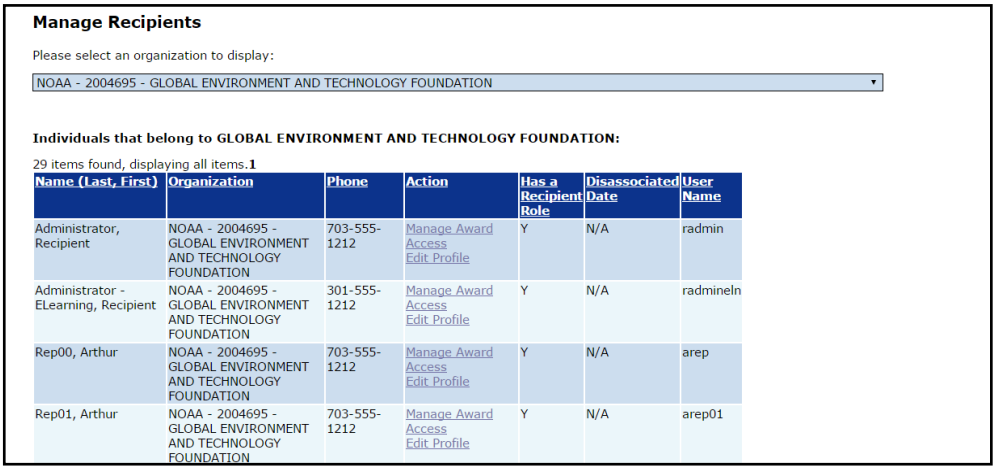
Add or Edit an Organization's Users

Recipient Administrator ONLY

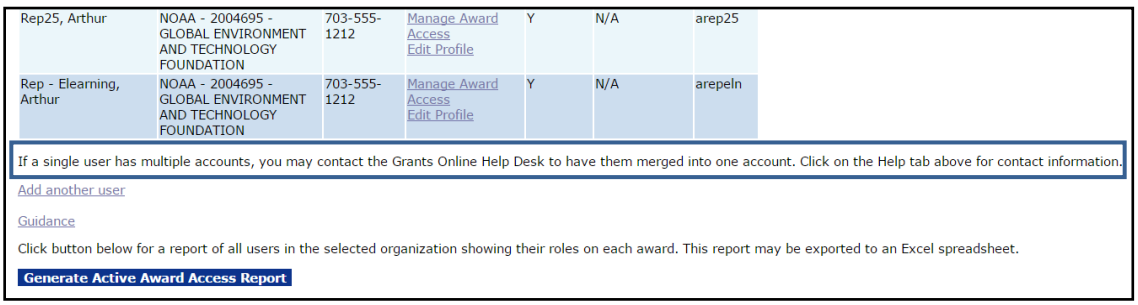
1. Click the **Awards** tab.
2. Click the **Manage Recipient Users** link.
3. Select the appropriate organization from the dropdown menu.



4. A list of users for the selected Grants Online organization is visible.

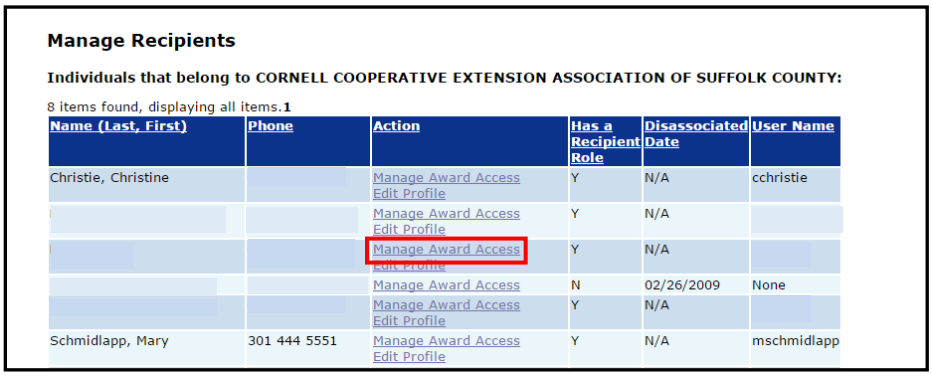


Observe the message regarding assistance with merging multiple accounts (assigned to the same user) into one user account.



5. To update a user's access:

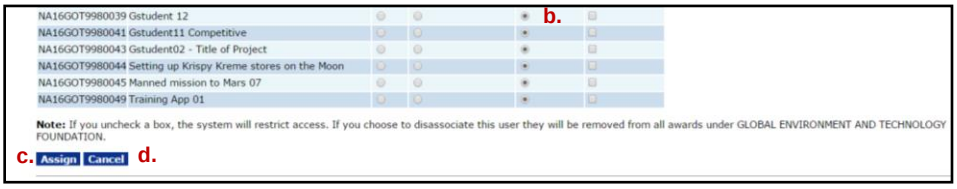
   a. Click the **Manage Award Access** link on the same line as the user's name.



   b. Select or deselect the appropriate checkbox(s) for the level of access the user should be assigned.

   c. Click the **Assign** button at the bottom of the page to complete changes.

   d. Click the **Cancel** button to return to the previous page (changes have been saved).

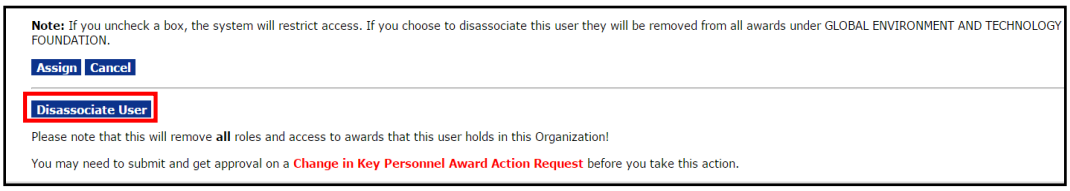


6. To deactivate a user account:

   a. At the top of the screen, uncheck buttons associated with the user's Grants Online role.

   b. Make certain the **Not a Business/Financial Representative** radio button is checked.

c. Click the **Disassociate User** button at the bottom of the page. This removes the user's access to all awards associated with the specified organization. The user will no longer receive Grants Online email notifications sent to users associated with the organization and the award.

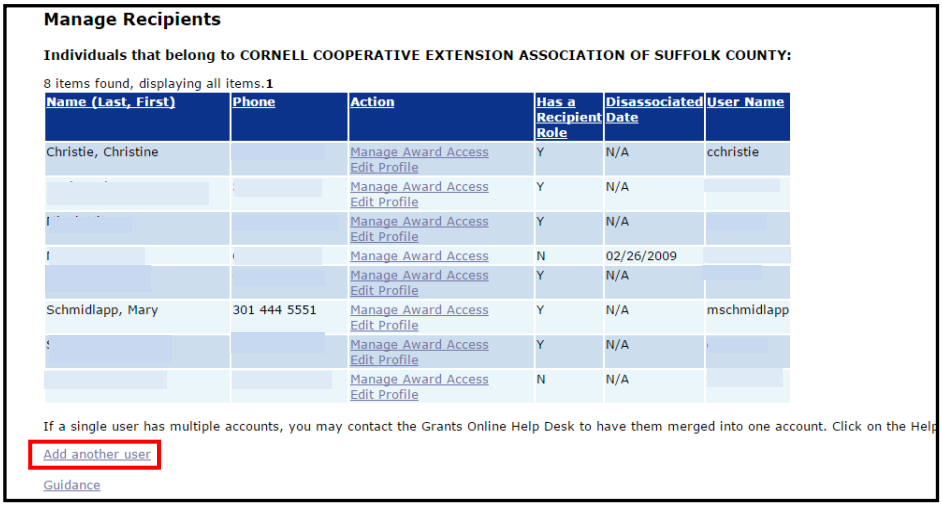


d. Click the **Cancel** button to return to the previous page (changes have been saved).

7. To add users to the organization, follow the steps below:

a. Complete steps 1-4 in this section of the document.

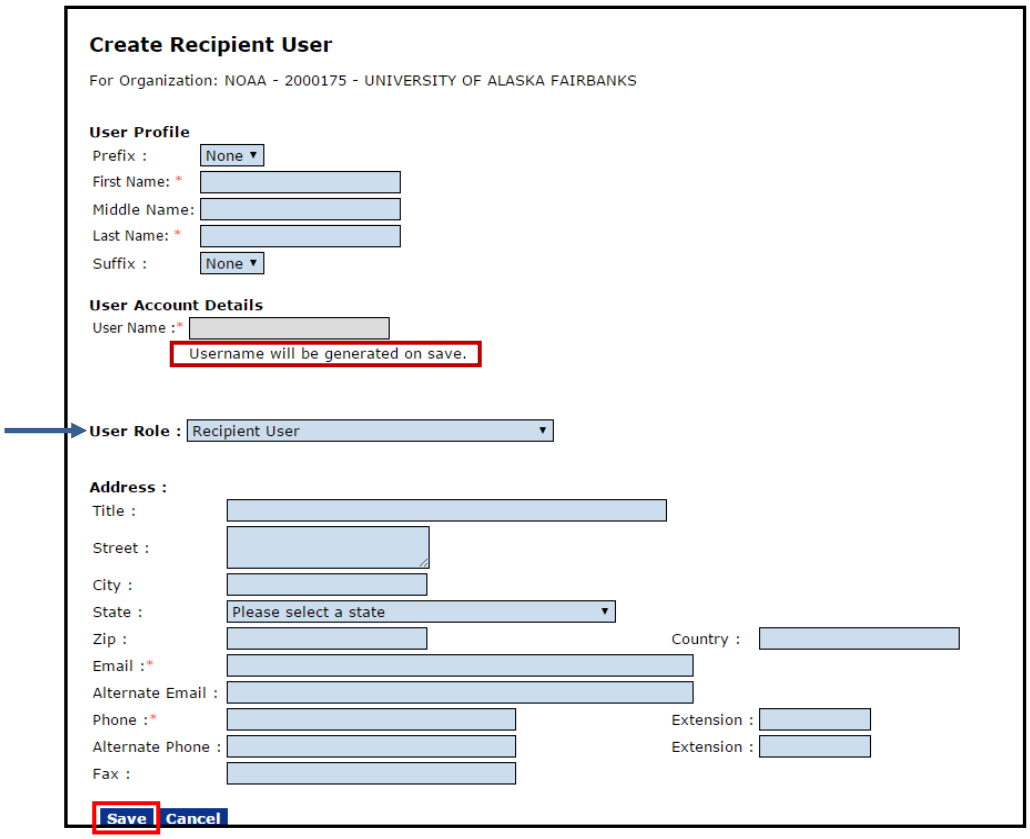
b. Click the **Add Another User** link at the bottom of the Manage Recipients page.



c. Enter data for the mandatory red asterisk data elements (first name, last name, email address, and phone number) on the Create Recipient User page. The User Name, as noted, will be generated when the information is saved.

d. Choose the appropriate user role from the **User Role** dropdown list. The default role is Recipient User. Select the appropriate role for the person being added.

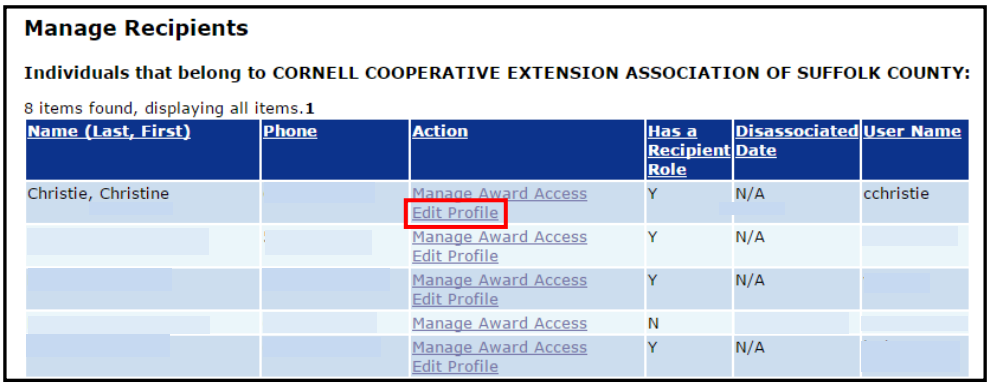
e. Click the **Save** button. If there are no errors, the user name is generated; otherwise make the necessary corrections and attempt to save the data again.



8. To edit account details, unlock a user's account or reset the user's password, follow the steps below:

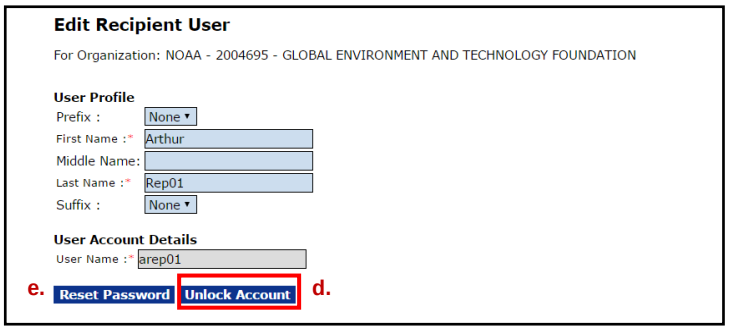
   a. Complete steps 1-4 in this section of the document.

   b. Click the **Edit Profile** link on the same line as the user name.

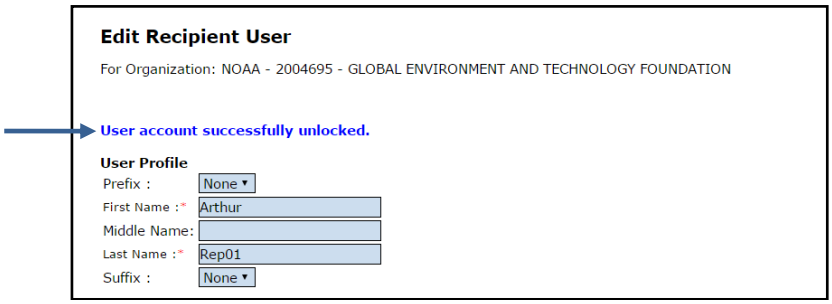


c. With the exception of the User Name, all information on the resulting screen can be edited.

d. To unlock a user account:
   - Click the **Unlock Account** button on the Edit Recipient User page.

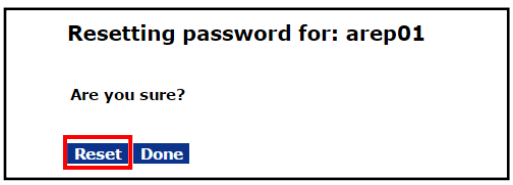


   - A message on the screen displays when the user account was successfully unlocked.



e. To reset a user password:
   - Click the **Reset Password** button on the Edit Recipient User page.

   - Click either the **Reset** or the **Done** button. The **Reset** button generates a new (temporary) password that should be provided to the user. The **Done** button cancels the request.



Temporary password provided to the user.

- After providing the temporary password to the user, use either the **Done** button or the breadcrumbs to navigate away from the screen.

General References:

Code of Federal Regulations: **2 CFR § 200** ***Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards***
https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

Council of Inspectors General on Integrity and Efficiency (CIGIE)
An independent entity established within the executive branch to address integrity, economy, and effectiveness issues that transcend individual government agencies.
www.ignet.gov

Federal Audit Clearinghouse
https://harvester.census.gov/facweb/Default.aspx

Federal Awardee Performance and Integrity Information System (FAPIIS)
www.fapiis.gov/fapiis/index.action

U.S. General Accountability Office: ***Standards for Internal Control in the Federal Government*** GAO-14-704G, September 2014.
https://www.gao.gov/products/gao-14-704g