



Grant Recipient Webinar

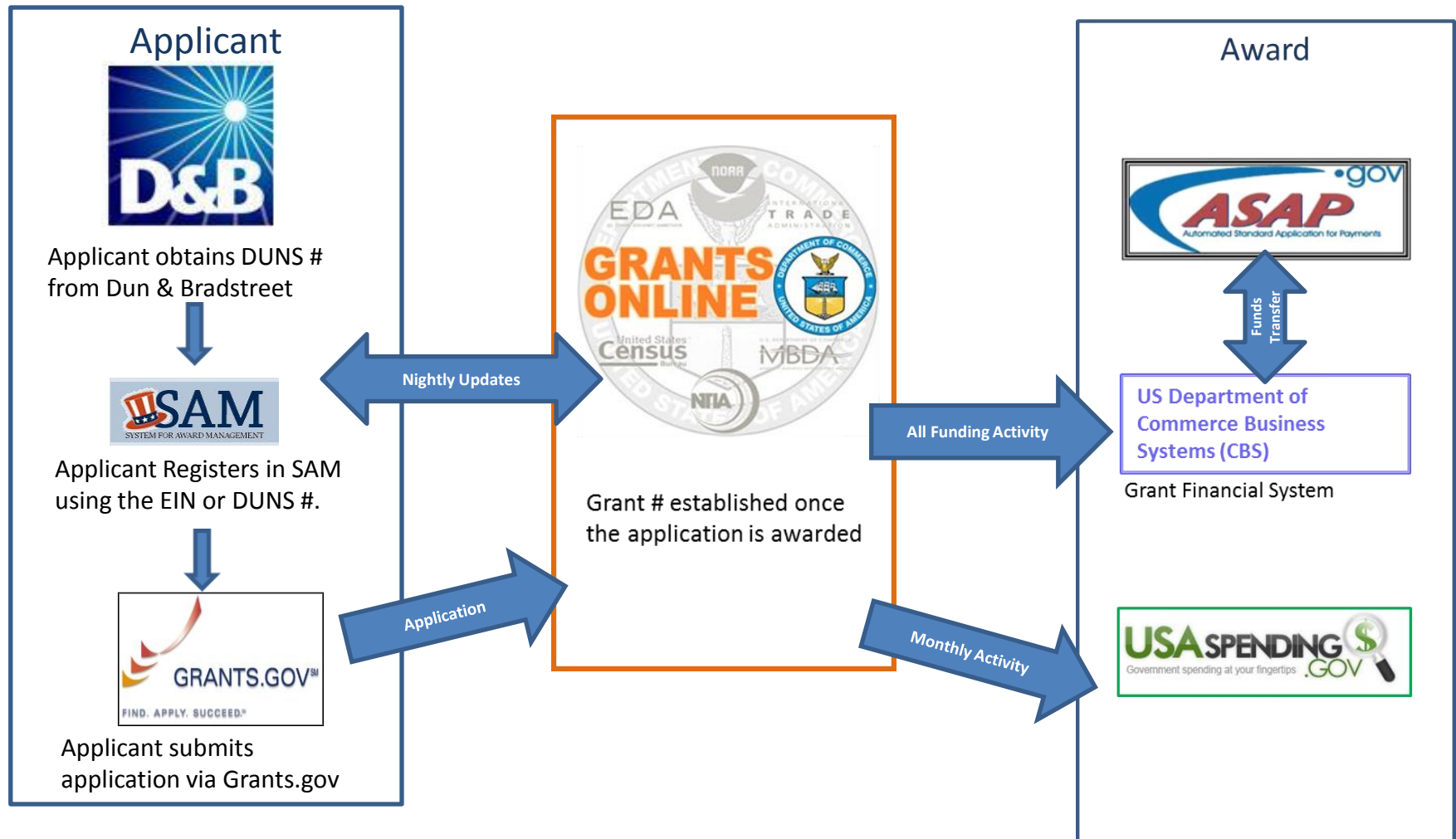


Why Grants Online?

- Facilitates the processing of awards; information can be downloaded and/or imported from Grants.gov
- Enables easy access to grant files; Commerce employees and grantees can access information anywhere, anytime via the Internet
- Eliminates the need for paper files; the Grants Online system is fully electronic



Relationship Between Grants Online and Other Federal Systems





Grants Online System Requirements

- Internet Access
 - Recommended Browsers:
 - Firefox
 - Chrome
 - Internet Explorer (IE)*
 - Known Issues:
 - Microsoft Edge
 - Safari (Apple, Mac)
 - Mobile Devices
 - IE 11 (Compatibility Settings)
 - The system prompts you to create a new password every 90 days
- * If you save your password using the IE Browser, changing your password will involve significant challenges.



Grant Recipient (Grantee) Roles

- The user roles associated with the acceptance and management of Grants Online Awards are:
 - Recipient Authorized Representative (RAR) *also known as* the Authorized Organizational Representative (AOR)
 - Recipient Administrator
 - Principal Investigator/Project Director (PI/PD)
 - Business/Financial Representative (Biz/Fin Rep.)
 - Recipient Users (Key Personnel)
- The tasks performed by each role are summarized on the next few slides
- The roles mentioned above can view awards for their organization

NOTE: One person can have more than one role
Each role can be assigned to more than one person



Recipient Authorized Representative

Responsibilities of the RAR/AOR:

- Receive the Award Notification Email
- Accept an Award or Amendment (has signature authority for their organization)
- Initiate an Award Action Request (AAR)**
- Complete & submit the Performance Progress Report (PPR)
- Complete & submit the Federal Financial Report (FFR)

** When an AAR is initiated by another user, only the RAR can submit the AAR to the agency



Recipient Administrator

Responsibilities of the Recipient Administrator:

- Manage Recipient User Accounts
 - See the ***Recipient Administrator Task Reference*** Guide for step-by-step instructions to complete the following:
 - Create an account for a new user
 - Update/reset an existing user's password
 - Unlock a user's account
 - Understand the functionality of Grants Online Grantee roles
 - Specify or update a user role
- Initiate an Award Action Request
- A user may have the role of Recipient Administrator for more than one organization



Recipient Principal Investigator/Project Director

Responsibilities of the Recipient PI/PD:

- Serve as the Lead Subject Matter Expert
- Complete the Performance Progress Report (primary responsibility)
- Submit the Performance Progress Report***
- Initiate an Award Action Request
- PI/PD access is granted on an award by award basis

*** When the Recipient Administrator has conferred a submitting role



Recipient Business/Financial Representative

Responsibilities of the Recipient Biz/Fin Rep:

- Complete the Federal Financial Report (SF-425)
- Submit the Federal Financial Report***

*** When the Recipient Administrator has conferred a submitting role



Recipient User (Key Personnel)

Responsibilities of the Recipient User:

- Initiate an AAR
- Recipient User access is granted on an award by award basis



Award Notification Email

- The Award Notification Email is sent to the RAR/AOR whose name is listed on the SF-424
- The Award Notification Email contains vital information:
 1. Professional Email Address
 2. Award Number
 3. Name of the RAR/AOR
 4. Period of Performance
 5. Award Amount

From: GrantsOnLine.test@noaa.gov (GrantsOnLine.test@noaa.gov)
To: grant.recipient@yahoo.com 1.
Date: Friday, December 23, 2015 4:37:19 PM
Cc: federal.program.officer@eda.gov
Subject: Notification of EDA Award - [ED16ATL3020084](#) 2.

Congratulations, you are the recipient of EDA Award Number ED16ATL3020084.

Workflow Comments: None

This award approved by the Grants Officer constitutes an obligation of Federal funding. By electronically signing, the Recipient agrees to comply with the Award provisions checked on the award document. If not electronically signed without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Award. The EDA Grants Online web site can be accessed at: <https://grantsonline.rdc.noaa.gov>.

Name of [Recipient Authorized Representative with task to accept award: Jane Smith](#). 3. Although the offer of award is made to this person, any Authorized Representative in your organization can reassign the task to "Accept" this award through "Task Management" under the "Inbox".

Additional Information about your award is given below:

4. [CFDA Number: 11.302](#)
[Award File Period: 01/01/2016 - 12/31/2018](#)
Program Office: Atlanta Planning Program Office (ATRO-PL)
Program Officer: Kerstin Millius
Phone: 301-555-1212
Email: testemail@msg2.rdc.noaa.gov

5. [Total Federal Funding: \\$60,000.00](#)
[Total Non Federal Funding: \\$60,000.00](#)
Organization Name: An Economic Development District
Project Title: A Sample Project
Name of Principal Investigator/Project Director (PI/PD) as identified in the negotiated application: None Identified



Award Notification Email (2)

Although the offer of an award is made to a specific person (Jane Smith in this example); the task to accept an award can be re-assigned to any RAR/AOR in your organization

From: GrantsOnLine.test@noaa.gov (GrantsOnLine.test@noaa.gov)
To: grant.recipient@yahoo.com
Date: Friday, December 23, 2015 4:37:19 PM
Cc: federal.program.officer@eda.gov
Subject: Notification of EDA Award - ED16ATL3020084

Congratulations, you are the recipient of EDA Award Number ED16ATL3020084.

Workflow Comments: None

This award approved by the Grants Officer constitutes an obligation of Federal funding. By electronically signing, the Recipient agrees to comply with the Award provisions checked on the award document. If not electronically signed without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Award. The EDA Grants Online web site can be accessed at: <https://grantsonline.rdc.noaa.gov>.

Name of Recipient Authorized Representative with task to accept award: Jane Smith. Although the offer of award is made to this person, any Authorized Representative in your organization can reassign the task to "Accept" this award through "Task Management" under the "Inbox".



The organization's first Grants Online Award?

- If this is your organization's first Grants Online award, forward the Notification of Award to the Grants Online Help Desk at GrantsOnline.HelpDesk@noaa.gov
- Grants Online security regulations mandate that the Help Desk only provide a username and password to the RAR/AOR whose name **and** professional email address are specified in the Notification of Award
- **NOTE:** Each user must obtain his/her own log in credentials; the username and password **should not** be shared with others in your organization



Log In to Grants Online

- <https://grantsonline.rdc.noaa.gov>
- System Requirements: Internet access and a browser (some work better than others)
- **DO NOT** attempt to log in more than twice before clicking the **Forgot your password** link; otherwise your account will lock
- If you need the Help Desk's contact information, click the **Forgot your username** link
- **DO NOT** use your browser's back button while in the system

DoC

NOAA

DoC/OS/OHRM

MBDA

ITA

NTIA

EDA

Grants.gov

Grants Management Division

General Public
Use our Public Search feature to see information pertaining to awarded Department of Commerce grants.
[Public Search](#)

Grant Applicants
To Find and Apply for a Federal grant, go to the [Grants.gov](#) website.

Current Grant Recipients
• View information about your current DoC/OS, NOAA, MBDA, ITA, NTIA or EDA grants
• Submit post-award action requests, progress reports, and financial reports
• Correspond with your Federal Program Officer and Grant Specialist

REVIEWERS
• Access current applications assigned to you
• Submit your review comments and scores
• If you have been assigned a review in Grants Online, you must login through the [Grants Online Application Review](#) page.

Federal Staff
• Generate funding notices
• Review grant applications
• Select applications for award
• Process selected applications
• Award and manage grants
• Correspond with Grant Recipients


Training
• [Grants Online Training](#)

Grants Online is the premier Federal solution for full life-cycle grants management processing.

Username
Password
Enter
Forgot your username?
Forgot your password?



A Quick Look at Grants Online



commerce
trade and
banking

Inbox
Awards
Account Management
Help

TABS

Log Off

Advisories >> Tasks
←
BREADCRUMBS

Your Tasks

Document Type: Status: Apply Filter >>

One item found. 1

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number
View	5651029	Accept/Decline Award	Not Started	Award File	2693348			NA18GOT9980003

NAVIGATION
PANE

- ▶ Advisories
- ▶ Archived Notifications
- ▶ Notifications
- ▶ Task Management
- ▶ Tasks

DOCUMENT PANE



View Task to Accept an Award

- While on the **Inbox** tab, click the **Tasks** link
- Click the **View** link next to the **Accept/Decline Award** task

[Inbox](#) | [Awards](#) | [Account Management](#) | [Help](#)

Welcome to Grants Online Arthur Rep00. You are logged in to TRAIN2P. [Log Off](#)

[Advisories](#) >> [Tasks](#)

Your Tasks

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

One item found. 1

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number
View	5651029	Accept/Decline Award	Not Started	Award File	2693348			NA18GOT9980003



Review Award Documents

- From the Award File 0 launch page, select **View Award Details** (notice the option to Accept an Award or Decline an Award is not available)
- Click the **Submit** button

The screenshot shows the Grants Online interface. The top navigation bar includes 'Inbox', 'Awards', 'Account Management', and 'Help'. A blue banner at the top reads 'Welcome to Grants Online Arthur Rep00. You are logged in to TRAIN2P.' with a 'Log Off' button on the right. The left sidebar contains a menu with 'Advisories', 'Archived Notifications', 'Notifications', 'Task Management', and 'Tasks' (highlighted). The main content area shows the breadcrumb 'Advisories >> Tasks >> Award File 0 - NA18GOT9980003'. Below this, the title 'Award File 0 - NA18GOT9980003' is displayed. The 'Id:' is 2693348 and the 'Status:' is 'Approved: RecipientAuthorizedRepresentativeActions - Not Started'. The 'Action:' dropdown menu is open, showing options: 'View Award Details' (highlighted), 'Please select an action', 'Manage Award Recipients', 'Reassign Acceptance', 'Return to Federal Agency for Revision', 'View Accounting Details', 'View Award Details', 'View Declined Award Comments', and 'View Reporting Frequencies'. A red box highlights the 'Submit' button next to the dropdown.



Review Award Documents (2)

This Document is Locked.

However you should still view the attachments and hyperlinks to ensure the accuracy of the Award terms & requirements.

The **Award Details Page** contains links to Award Terms and Conditions (under the **CD-450 Items** header) and Attachments

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

THIS DOCUMENT IS LOCKED

Financial Assistance Award

Recipient Name:	An Economic Development District		
Street Address:	491 Main Street		
City, State, Zip:	Denver , CO 80204-3515	Project Title:	AURO St
CFDA Number:	11.302	Award Number:	ED16AT

CD-450 Items

- Department of Commerce Financial Assistance Standard Terms and Conditions(DECEMBER 2014)
- R & D Award
- Federal-Wide Research Terms and Conditions,as adopted by The Dept.Of Commerce
- Bureau Specific Administrative Standard Award Conditions
- Award Specific Special Award Conditions
- Line Item Budget (File Attached)
- 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements as Adopted Pursuant to 2 CFR 5
- 48 CFR Part 31, Contract Cost Principles and Procedures
- Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements (REF:79 FR 78390 DECEMBER 30, 2014)
- Multi-Year Award. Please see the Multi-Year Special Award Condition.
- Other(s)

EDA Special Award Conditions
 Acknowledgement and Agreement of Co-Recipient

Attachments:

Name	Short Description	Created Date
ATRO Student Accounts.pdf	Line Item Budget	12/02/2015 12:13:57 PM
AURO Student Accounts.pdf	EDA Special Award Conditions	12/02/2015 12:15:01 PM
CRO Student Accounts.pdf	Acknowledgement and Agreement of Co-Recipient	12/02/2015 12:19:48 PM

Download All [Large File Guidance](#)

Grants Officer: EDA Grants Officer01
 Recipient Authorized Representative: ,
 Last CBS Validation: Status:

This award approved by the Agency Grants Officer constitutes an obligation of Federal funding. By electronically signing, the Recipient agrees without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Award.

CD-450 Report

Cancel



Review Award Documents (3)

After the Award Terms and Conditions are viewed, the system provides the user an opportunity to **Accept Award** or **Decline Award**

The screenshot displays the Grants Online user interface. At the top, there are navigation tabs for 'Inbox', 'Awards', 'Account Management', and 'Help'. A 'Log Off' button is located in the top right corner. The main content area shows the breadcrumb path: 'Advisories >> Tasks >> Award File 0 - NA18GOT9980003'. Below this, the title 'Award File 0 - NA18GOT9980003' is prominently displayed. The 'Id' is 2693348 and the 'Status' is 'Approved: RecipientAuthorizedRepresentativeActions - In Progress'. Under the 'Action:' label, a dropdown menu is open, showing options: 'Please select an action', 'Please select an action', 'Accept Award', 'Decline Award', 'Manage Award Recipients', 'Reassign Acceptance', 'Return to Federal Agency for Revision', 'View Accounting Details', 'View Award Details', 'View Declined Award Comments', and 'View Reporting Frequencies'. The 'Accept Award' and 'Decline Award' options are highlighted with a red box. A 'Submit' button is visible next to the dropdown menu. The 'Your Comments' field is also present but empty.



Accept Award

- From the Action dropdown menu, select **Accept Award** and click the **Submit** button
- Contact the Program/Project Officer **prior** to selecting **Decline Award**

The screenshot shows the Grants Online interface. At the top, there are navigation tabs: **Inbox**, **Awards**, **Account Management**, and **Help**. Below the tabs, a blue banner reads: "Welcome to Grants Online Arthur Rep00. You are logged in to TRAIN2P." with a **Log Off** button on the right. On the left side, there is a vertical menu with the following items: **Advisories**, **Archived Notifications**, **Notifications**, **Task Management**, and **Tasks**. The main content area displays the breadcrumb: **Advisories >> Tasks >> Award File 0 - NA18GOT9980003**. Below this, the title is **Award File 0 - NA18GOT9980003**. The details shown are: **Id:** 2693348 and **Status:** Approved: RecipientAuthorizedRepresentativeActions - In Progress. Under the **Action:** label, there is a dropdown menu with the following options: "Please select an action", "Please select an action", "Accept Award", "Decline Award", "Manage Award Recipients", "Reassign Acceptance", "Return to Federal Agency for Revision", "View Accounting Details", "View Award Details", "View Declined Award Comments", and "View Reporting Frequencies". The "Accept Award" option is highlighted in blue. To the right of the dropdown menu is a red-bordered **Submit** button. Below the dropdown menu is a text input field for **Your Comments:**.



Specify Recipient Administrator

- If this is not the organization's first Grants Online award, the Recipient Administrator Information data element is probably pre-populated
- If the Recipient Administrator box is blank or incorrect, click the **Add/Change Recipient Administrator** link

Accept Award
Organization : CARDINAL PEAK TECHNOLOGIES, LLC

Recipient Administrator Information
Name
Email
Phone
[Add/Change Recipient Administrator](#)

Please use the link above to add/change the Recipient Administrator for this Award.

- Although an organization may have more than one RA, only one person's name is displayed on the screen



Specify Recipient Administrator (2)

- Click the **Search** button to display all available users (for the organization)
- To limit the scope of the search, enter information for either the first name or last name

Recipient Search

Last Name : First Name :

Click "Search" with name fields blank to display all available users."

Search Results Nothing found to display.

[Add a new User](#) ←

[Guidance](#)

- To add a new Grants Online user, click the **Add a new User** link



Specify Recipient Administrator (3)

- To add a new Grants Online user complete the Create Recipient User form
- Click the **Save** button to conclude the process and generate the user name
- Click the **Cancel** button to exit the screen without saving information

Create Recipient User

For Organization: NOAA - 2005834 - CARDINAL PEAK TECHNOLOGIES, LLC

User Profile

Prefix :

First Name: *

Middle Name:

Last Name: *

Suffix :

User Account Details

User Name : *

User Role :

Address :

Title :

Street :

City :

State :

Zip : Country :

Email : *

Alternate Email :

Phone : * Extension :

Alternate Phone : Extension :

Fax :



Task in the Recipient Administrator Inbox

- The final step in the Award Acceptance workflow notifies the Recipient Administrator of his/her assignment
- The Recipient Administrator receives a **Manage Award Users** task in his/her Inbox
- Click the **View** link that corresponds to the **Manage Award Users** task.

Your Tasks

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

3 items found, displaying all items.1

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number
View	5653183	Manage Award Users	Not Started	Award Package	2693738			NA18GOT9980028
View	5652225	Manage Award Users	Not Started	Award Package	2693542			NA18GOT9980019
View	5651577	Manage Award Users	Not Started	Award Package	2693476			NA18GOT9980014



Process the Manage Award User Task

- From the Award Package launch screen, select the **View Manage Award Screen** option from the Action dropdown menu
- Click the **Submit** button

Award Package - NA18GOT9980028

Id: 2693738
Status: Accepted

Action: View Manage Award Screen ▾ **Submit**

Your Comments:

Spell Check

Save Comment



Process the Manage Award User Task (2)

- Add and/or update users assigned to roles as necessary
- Click the **Done** button to return to the Award Package launch screen
- From the Action dropdown menu select the **Manage Award Complete** option
- Click the **Submit** button

Rep	Email	Phone	Address	Action
Rep25, Arthur	testemail@msg2.rdc.noaa.gov	303-555-1212	1380 FOREST PARK CIR STE 202, LAFAYETTE, CO-80026-33...	UnAssign
Rep26, Arthur	testemail@msg2.rdc.noaa.gov	303-555-1212	1380 FOREST PARK CIR STE 202, LAFAYETTE, CO-80026-33...	UnAssign
Rep27, Arthur	testemail@msg2.rdc.noaa.gov	303-555-1212	1380 FOREST PARK CIR STE 202, LAFAYETTE, CO-80026-33...	UnAssign
Rep28, Arthur	testemail@msg2.rdc.noaa.gov	303-555-1212	1380 FOREST PARK CIR STE 202, LAFAYETTE, CO-80026-33...	UnAssign
Rep29, Arthur	testemail@msg2.rdc.noaa.gov	303-555-1212	1380 FOREST PARK CIR STE 202, LAFAYETTE, CO-80026-33...	UnAssign

[Add additional Recipient Administrator](#)

Other Key Personnel

Please note that users who are selected as Other Key Personnel will not have access to Grants Online. This feature is meant for users who might act in an advisory capacity to the Grant.

[Enter Other Key Personnel Information](#)

The initial Principal Investigator(s) and Key Personnel should match the personnel who were submitted as part of the application. **Any change of the official Principal Investigator(s) or Key Personnel must first be approved by the Federal Agency through the submission of an Award Action Request.**

Done **Cancel**

Award Package - NA18GOT9980028

Id: 2693738
Status: Accepted

Action: **Submit**

Your Comments:

Spell Check

Save Comment



Manage Award Recipients

- From the Action dropdown menu, select the **Manage Award Recipients** option
- Click the **Submit** button to assign current users or create additional user accounts to facilitate management of the award

The screenshot displays the Grants Online web application interface. At the top, there are navigation tabs for 'Inbox', 'Awards', 'Account Management', and 'Help'. Below these, a blue header bar contains the text 'Welcome to Grants Online Arthur Rep00. You are logged in to TRAIN2P.' and a 'Log Off' button. The left sidebar shows a menu with 'Tasks' selected. The main content area shows the breadcrumb 'Advisories >> Tasks >> Award File 0 - NA18GOT9980003'. The title is 'Award File 0 - NA18GOT9980003'. Below the title, the 'Id' is 2693348 and the 'Status' is 'Approved: RecipientAuthorizedRepresentativeActions - In Progress'. The 'Action:' field has a dropdown menu open, showing options: 'Please select an action', 'Manage Award Recipients', 'Reassign Acceptance', 'Return to Federal Agency for Revision', 'View Accounting Details', 'View Award Details', 'View Declined Award Comments', and 'View Reporting Frequencies'. The 'Manage Award Recipients' option is highlighted with a blue arrow. To the right of the dropdown is a red-bordered 'Submit' button.



Locate an Award – No Assigned Tasks

To access an award that does not currently have tasks assigned to you:

- Click the **Awards** tab
- Click the **Search Awards** link on the left-hand menu or in the Document Pane.

The screenshot shows the Grants Online interface. At the top, there are navigation tabs: **Inbox**, **Awards**, **Account Management**, and **Help**. Below the tabs, a blue banner displays the user's name and login information: "Welcome to Grants Online Arthur Rep00. You are logged in to TRAIN2P." and a **Log Off** button.

The left-hand menu is visible, listing several options: **ASAP Enrollment Request**, **Manage Recipient Users**, **SF-425A for Multiple Awards**, **Search Awards** (highlighted with a red box), and **Search Reports**. A blue arrow points from the word "or" below the menu to the **Search Awards** link in the document pane.

The document pane shows the **Awards** section. It includes a breadcrumb trail: **Advisories >> Search Awards**. The main content area lists several award types with descriptions:

- ASAP Enrollment Request -**
Request enrollment in the Automated Standard Application for Payments (ASAP).
- Manage Recipient Users -**
The Manage Recipient Users feature allows you to manage responsibilities and access to awards for your organization. As a Recipient user within your organization. You can also add new users for your organization. Please note that changes to Principal Investigator changes to Key Personnel may require an Approved Award Action Request.
- SF-425A for Multiple Awards -**
View, create or replace SF-425 Cash Flow Federal Financial Reports for multiple awards for the Recipient organization.
- Search Awards -** (highlighted with a red box)
The Search Awards feature allows you to find Awards by Award Number or Recipient Name.



Locate an Award – No Assigned Tasks (2)

- Click the **Search** button (All Grants Online Awards for your organization are visible)
- Click the appropriate **Award Number** link

- Manage Recipient Users
- Organization Profile Change Request
- SF-425A for Multiple Awards
- Search Awards
- Search Reports

Tasks >> Award File 0 - ED16ATL3020084 >> Manage Recipient Users >> Search Awards

Search Awards

Award Number:

Recipient Name:

Project Title:

Award Status:

PI-PD Last Name:

Search
Reset

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

Search Results

96 items found, displaying all items.1

Award Number	Org ID	Recipient Name	Project Title	Award Status
ED16ATL3020047	2002608	An Economic Development	Atlanta Student 38 District	Accepted
ED16ATL3020010	2002608	An Economic Development	Student 42 Application District	Accepted
ED16ATL3020026	2002608	An Economic Development	Student 49 District	Accepted
ED16ATL3020015	2002608	An Economic Development	DRO Student34 District	Accepted
ED16ATL3020075	2002608	An Economic Development	AURO student 31 - Darrin's Application District	Accepted



Manage Recipient Users – No Assigned Tasks

The Recipient Administrator is responsible for managing user accounts (setting up user roles, unlocking accounts, resetting passwords, etc.)

- Click the **Awards** tab
- Click the **Manage Recipient Users** link on the left-hand menu or in the Document Pane

The screenshot displays the Grants Online interface. At the top, there are tabs for **Inbox**, **Awards**, **Account Management**, and **Help**. Below the tabs, a blue banner reads "Welcome to Grants Online Mr. Lee Page. You are logged in to TEST1." The main content area is divided into a left-hand menu and a right-hand pane. The left-hand menu is blue and contains the following items: **Manage Recipient Users** (highlighted with a red box), **Organization Profile Change Request**, **SF-425A for Multiple Awards**, **Search Awards**, and **Search Reports**. An arrow points from the **Manage Recipient Users** link in the menu to the right-hand pane. The right-hand pane has a breadcrumb trail: [Advisories](#) >> [Search Awards](#) >> [Grants File - MB150BD8000045](#) >> [Manage Recipient Users](#). Below the breadcrumb, the section is titled **Awards**. The first item in the list is **- Manage Recipient Users -** (highlighted with a red box). Below this, there is a description: "The Manage Recipient Users feature allows you to manage res within your organization. You can also add new users for your Key Personnel may require an Approved Award Action Request". Below the description, there are two more items: **- Organization Profile Change Request -** and **- SF-425A for Multiple Awards -**. The word "or" is written to the left of the menu, with arrows pointing to the **Manage Recipient Users** link in the menu and the **- Manage Recipient Users -** link in the right-hand pane.



Manage Recipient Users – No Assigned Tasks (2)

- From the list of people who have Grants Online accounts in the organization, locate the person to whom you wish to assign a role
- Click the **Manage Award Access** link under the Action column

Manage Recipients

Please select an organization to display:

MBDA - 2002879 - LEPAGE BAKERIES, INC ▼

Individuals that belong to LEPAGE BAKERIES, INC:

9 items found, displaying all items.1

Name (Last, First)	Organization	Phone	Action	Has a Recipient Role	Disassociated Date	User Name
Boy, Tom	MBDA - 2002879 - LEPAGE BAKERIES, INC	1231231234	Manage Award Access Edit Profile	Y	N/A	tboy
Coltrane, John	MBDA - 2002879 - LEPAGE BAKERIES, INC	123-456-7890	Manage Award Access Edit Profile	Y	N/A	jcoltrane
Dean, paula	MBDA - 2002879 - LEPAGE BAKERIES, INC	2223331100	Manage Award Access Edit Profile	Y	N/A	pdean01
Gayy, Marvin	MBDA - 2002879 - LEPAGE BAKERIES, INC	5125125525	Manage Award Access Edit Profile	Y	N/A	mgayy
Khan, Jenny	MBDA - 2002879 - LEPAGE BAKERIES, INC	3013013300	Manage Award Access Edit Profile	Y	N/A	jkhan01
Lin, Boe	MBDA - 2002879 - LEPAGE BAKERIES, INC	678-963-0321	Manage Award Access Edit Profile	Y	N/A	blin
Mack, Big	MBDA - 2002879 - LEPAGE BAKERIES, INC	6156150562	Manage Award Access Edit Profile	Y	N/A	bmack
Page, Lee	MBDA - 2002879 - LEPAGE BAKERIES, INC	3013013000	Manage Award Access Edit Profile	Y	N/A	lpage
Rollins, Sonny	MBDA - 2002879 - LEPAGE BAKERIES, INC	3013010030	Manage Award Access Edit Profile	Y	N/A	srollins

If a single user has multiple accounts, you may contact the Grants Online Help Desk to have them merged into one account. Click [Add another user](#)



Manage Recipient Users – No Assigned Tasks (3)

If the Recipient Administrator manages users for more than one recipient organization, s/he may need to specify the organization s/he wants to manage

Select Organization

Please select an organization to manage:

MBDA - 2002879 - LEPAGE BAKERIES, INC ▼

Select **Cancel**



Set-Up Principal Investigator/Project Director

- Locate the Award Number(s) associated with the Award for which a role is being assigned
- In this example we assign the Principal Investigator (PI) / Project Director (PD) role

Manage Recipient - Mr. Lee Page

You are viewing the current access levels and roles for **Mr. Lee Page** on all awards that belong to **LEPAGE BAKERIES, INC.**

Please use the checkboxes found below to add or restrict access.

Check to add **Mr. Lee Page** as the **Recipient Authorized Representative**

Check to add **Mr. Lee Page** as the **Administrator**

Mr. Lee Page is:

- Not a Business/Financial Representative
- A Business/Financial Representative
- A Business/Financial Representative with authority to submit Federal Financial Reports directly to the Federal Agency without routing through the Recipient Authorized Representative

Please note that by checking the above boxes this user will become the Recipient Administrator, Recipient Authorized Representative, or Business/Financial Representative for all Awards. Unchecking these boxes will remove the user from the respective role for all Awards.

A Principal Investigator/Project Director (PI/PD) submits Project Progress Reports through the Authorized Representative. A Principal Investigator/Project Director (PI/PD) - Submitting has the option to submit Project Progress Reports directly to the Federal Agency without going through the Recipient Authorized Representative.

11 items found, displaying all items.1

Award	Award Title	PI/PD	PI/PD - Submitting	Not a PI/PD	Key Personnel
MB130BD8050015	OM-123 for R4.11	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MB130BD8050020	test -- notification [survey]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MB130BD8050024	TEST- GOL- 13	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MB140BD8000029	Test	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MB140BD8000030	TEST APPS - Closeout	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MB140BD8000031	GOL-123 Testing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MB140BD8000032	TEST GOL-123 Non-NOAA NON-ASAP Money left to de-ob	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MB140BD8000035	TEST Apps - for Sikha -- non-asap money left to de-ob closeout	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MB140BD8000037	TEST non-interfaced non-asp decline award - closeout	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MB150BD8000045	test asap drawdown	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NA13NOS4780136	TEST AWARD 1 -- SAC included	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Note: If you uncheck a box, the system will restrict access. If you choose to disassociate this user they will be removed from all awards under LEPAGE BAKERIES, INC.

Assign **Cancel**



Set-Up Principal Investigator/Project Director (2)

- Click the radio button under the appropriate column category (dark red box)
- For this example, select either PI/PD ~ **or** ~ PI/PD – Submitting
- Click the Assign button to complete the process and return to the previous screen

Manage Recipient - Mr. Lee Page

You are viewing the current access levels and roles for **Mr. Lee Page** on all awards that belong to **LEPAGE BAKERIES, INC.**

Please use the checkboxes found below to add or restrict access.

Check to add **Mr. Lee Page** as the **Recipient Authorized Representative**

Check to add **Mr. Lee Page** as the **Administrator**

Mr. Lee Page is:

Not a Business/Financial Representative

A Business/Financial Representative

A Business/Financial Representative with authority to submit Federal Financial Reports directly to the Federal Agency without routing through the Recipient Authorized Representative

Please note that by checking the above boxes this user will become the Recipient Administrator, Recipient Authorized Representative, or Business/Financial Representative for all Awards. Unchecking these boxes will remove the user from the respective role for all Awards.

A Principal Investigator/Project Director (PI/PD) submits Project Progress Reports through the Authorized Representative. A Principal Investigator/Project Director (PI/PD) - Submitting has the option to submit Project Progress Reports directly to the Federal Agency without going through the Recipient Authorized Representative.

11 items found, displaying all items.1

Award	Award Title	PI/PD	PI/PD - Submitting	Not a PI/PD	Key Personnel
MB130BD8050015	OM-123 for R4.11	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
MB130BD8050020	test -- notification [survey]	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
MB130BD8050024	TEST- GOL- 13	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
MB140BD8000029	Test	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
MB140BD8000030	TEST APPS - Closeout	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
MB140BD8000031	GOL-123 Testing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
MB140BD8000032	TEST GOL-123 Non-NOAA NON-ASAP Money left to de-ob	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
MB140BD8000035	TEST Apps - for Sikha -- non-asap money left to de-ob close out	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
MB140BD8000037	TEST non-interfaced non-asap decline award -closeout	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
MB150BD8000045	test asap drawdown	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
NA13NOS4780136	TEST AWARD 1 -- SAC included	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>

Note: If you uncheck a box, the system will restrict access. If you choose to disassociate this user they will be removed from all awards under LEPAGE BAKERIES, INC.

Assign **Cancel**



Submit Performance Progress Report

- Locate the Grants Online Award for which you wish to submit a report
- While on the Grants File launch page, scroll down to the Progress Report section
- Click the PPR **ID** link (for the appropriate Start Date & End Date)
- Click the **Go to Performance Progress Report Details Page** link

Progress Reports

Type	ID	Period Start	Period End	Due Date	Status
Performance Progress Report	2279181	10/01/2014	03/31/2015	04/30/2015	Submitted
Performance Progress Report	2279182	04/01/2015	09/30/2015	10/30/2015	Not Delinquent

Export options: [Excel](#)

Performance Progress Report - ED16ATL3020011

Id: 2279182

Status: Not Delinquent

[Go to Performance Progress Report Details Page >>](#)

This document currently has no tasks assigned to you.



Submit Performance Progress Report (2)

- Complete the PPR and click the **Save** button (this activates the option to add attachments)
- Add attachments (i.e., a Word or PDF document with the report), using the small **[+]** sign
- To return to the main report page, click the **Save and Start Workflow** button

Performance Progress Report - ED16ATL3020011

Attachments:
No attachments.

Add new Attachment: **[+]** Click [+] to add an attachment
Any changes to information on this page should be saved before adding or removing attachments.
[Large File Guidance](#)

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

Clarifying comments:

Spell Check

Reporting Period *	Due Date	Final Report
04/01/2015-09/30/2015	10/30/2015	<input type="radio"/> Yes <input checked="" type="radio"/> No

Recipient Principal Investigators/Project Directors:
Nothing found to display. [Submitting?](#)

Recipient Authorized Representatives:
One item found.1

Name	Telephone
Rep38, Arthur	303-555-1212

Submitted On:
Accepted On: N/A

Save **Save and Start Workflow** **Cancel**



Submit Federal Financial Report

- Locate the Grants Online Award for which you wish to submit a report
- While on the Grants File launch page, scroll down to the Financial Report section
- Click the FFR **ID** link (for the appropriate Start Date & End Date)
- Click the **Go to SF-425: Federal Financial Report – Full Report Details Page** link

Financial Reports						
Type	ID	Period Start	Period End	Due Date	Status	Amount Requested
SF-425: Federal Financial Report - Full Report	2279180		03/31/2015	04/30/2015	Submitted	N/A
SF-425: Federal Financial Report - Full Report	2279475		09/30/2015	10/30/2015	Not Delinquent	N/A

Export options: [Excel](#)

SF-425: Federal Financial Report - Full Report - ED16ATL3020011

Id: 2279475
Status: Not Delinquent

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

This document currently has no tasks assigned to you.



Submit Federal Financial Report (2)

- Complete the FFR using the instructions just under the ***Federal Financial Report*** heading on the SF-425
- Some fields on the FFR are pre-populated with data
- Data entry is mandatory for all fields marked with a (red asterisk *)
- If a field is not relevant to your Award (i.e., program income), leave it blank – **DO NOT** input zeroes
- Leave optional data elements (for your bureau) blank; that decreases the likelihood of “errors”



Submit Federal Financial Report (4)

NOAA

FEDERAL FINANCIAL REPORT <small>(Follow form Instructions)</small>			
1. Federal Agency and Organizational Element to Which This Report is Submitted: Department of Commerce/NOAA		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) 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		Page 1	of 2 pages
4a. DUNS Number 964047778	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final
8. Project/Grant Period From: (Month, Day, Year) October 01, 2015		To: (Month, Day, Year) September 30, 2018	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual
9. Reporting Period End Date (Month, Day, Year) March 31, 2016		10. Transactions Cumulative	
<small>(Use lines a-c for single or multiple grant reporting)</small>			
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	
<small>(Use lines d-o for single grant reporting)</small>			
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	

EDA

FEDERAL FINANCIAL REPORT <small>(Follow form Instructions)</small>			
1. Federal Agency and Organizational Element to Which This Report is Submitted: Department of Commerce/EDA		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) ED16ATL3020011	
3. Recipient Organization (Name and complete address including Zip code) An Economic Development District 491 Main Street, Denver, CO 80204-3515 USA		Page 1	of 2 pages
4a. DUNS Number 000000000	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final
8. Project/Grant Period From: (Month, Day, Year) October 01, 2014		To: (Month, Day, Year) October 31, 2018	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual
9. Reporting Period End Date (Month, Day, Year) September 30, 2015		10. Transactions Cumulative	
<small>(Use lines a-c for single or multiple grant reporting)</small>			
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	
<small>(Use lines d-o for single grant reporting)</small>			
Federal Expenditures and Unobligated Balance:			
d. Total Federal funds authorized * Update/verify total Federal funds authorized >>		\$0.00	



Submit Federal Financial Report (5)

- When finished with data entry, click the **Save and Start Workflow** button
- Acknowledge the intent to advance to the next step (click the **OK** button) and the system returns to the SF-425 launch page
- When the FFR is submitted to the Agency, an electronic signature is generated

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 the Federal Agency. Clicking the Save button will show validation issues.

Save **Save and Start Workflow** **Cancel** **Print**



Submit Federal Financial Report (6)

- Depending upon the user's role they have the option to select either **Forward SF-425 Full Report to Agency** or **Forward SF-425 Full Report to an AOR**
- Any comments entered in the **Your Comments** box will also be transmitted to the bureau when you click the **Submit** button

SF-425: Federal Financial Report - Full Report - ED16ATL3020011

Id: 2279475
Status: Not Delinquent

Action:

Your Comments:



Create Award Action Request (AAR)?

- Generally, any action that requires *prior approval* from a Federal agency, involves submitting an Award Action Request
- Before initiating an Award Action Request, contact your Federal Program/Project Officer for guidance regarding the AAR
- Refer to the Recipient AAR Help PDF which contains an index (see the next screen) and explanation for each AAR
http://www.corporateservices.noaa.gov/grantsonline/Documents/AAR_Assistance/Recipient_AAR_Help.pdf
- EDA awards are set to **Agency Review** in ASAP; therefore an ASAP Drawdown Request for ASAP recipients is appropriate



Award Action Requests Index

AWARD ACTION REQUESTS INDEX

- [*No Cost Extension - Prior Approval Required](#)
- [No Cost Extension - Prior Approval Waived \(Research Terms and Conditions\)](#)
- [Extension to Closeout](#)
- [*Change in Scope](#)
- [Change in Principal Investigator / Project Director](#)
- [Foreign Air Carrier for Travel](#)
- [Change in Key Person Specified in the Application](#)
- [Disengagement for More Than 3 Months, or 25% Reduction by Project Director or PI](#)
- [Satisfy Specific Conditions](#)
- [Inclusion of Costs Requiring Prior Approval in Cost Principles](#)
- [Transfer of Funds Budgeted for Participant Support Costs to Other Categories of Expense](#)
- [*Subaward, Transfer or Contract Out Work Under the Award if Not Described in the Approved Application](#)
- [Rebudget - Prior Approval Required](#)
- [Rebudget - Prior Approval Waived \(Research Terms and Conditions\)](#)
- [Pre-Award Costs More than 90 Days](#)
- [*Termination by Consent](#)
- [Submit Additional Closeout Documents](#)
- [ASAP Drawdown Request \(ASAP Vendors Only\)](#)
- [Other](#)



Create Award Action Request

- Locate your award in Grants Online
- On the Grants File launch page, select **Create Award Action Request** from the Action dropdown menu and click the **Submit** button
- The **Award Action Request Index** page is visible; click the link for the appropriate AAR

Grants File - ED15HDQ3130020

Id: 2277136
Status: Accepted

Action:

Your Comments:

Award Action Request Index - ED15HDQ3130020

- [* No Cost Extension - Prior Approval Required](#)
- [Extension to Close Out](#)
- [* Change in Scope](#)
- [* Transfer of Award](#)
- [Change in Principal Investigator/Project Director](#)
- [Change in Key Person Specified in the Application](#)
- [Satisfied Special Award Conditions](#)
- [Transfer of funds allotted for training to other categories of expenses](#)
- [Pre-Award Cost](#)
- [Submit Additional Closeout Documents](#)
- [Other](#)



AAR – Change in PI/PD

- Enter information for all mandatory data elements *
- Click the **Save** button at the bottom of the screen (this activates the Attachment widget which can be used to attach the person's Curriculum Vitae or other relevant information)

Change in Principal Investigator/Project Director - NA18GOT9980003

Note: The Attachments link does not appear until the document is successfully saved.
Change in Principal Investigator/Project Director
[Guidance](#)

New PI Information [Search PI](#)

Name(Last, First) *	<input type="text" value="Jones, Sarah"/>	Email*	<input type="text" value="sarah.jones@testemail.com"/>
Phone Number*	<input type="text" value="3015551777"/>	Effective Date*	<input type="text" value="10/24/2017"/>
Address*	<input type="text" value="123 Main Street
Anytown, MD 22222"/>		

Justification*

53 / 4000 [Spell Check](#)

[Save](#) [Cancel](#)



AAR – Change in PI/PD (2)

- Click the **[+]** to add attachments
- When finished, click the **Save and Start** workflow button

Change in Principal Investigator/Project Director - NA18GOT9980003

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 one attachment.
[Large File Guidance](#)

Change in Principal Investigator/Project Director
[Guidance](#)

New PI Information [Search PI](#)

Name(Last, First)*	<input type="text" value="Jones, Sarah"/>	Email*	<input type="text" value="sarah.jones@testemail.com"/>
Phone Number*	<input type="text" value="3015551777"/>	Effective Date*	<input type="text" value="10/24/2017"/>
Address*	<input type="text" value="123 Main Street
Anytown, MD 22222"/>		

Justification*



AAR – Change in PI/PD (3)

Alternately, to enter information for the PI/PD

- Click the **Search PI** link
- The PI/PD information may be obtained: **(a)** using the search feature to limit the number of possibilities or **(b)** adding a new user

Change in Principal Investigator/Project Director - NA18GOT9980003

Note: The Attachments link does not appear until the document is successfully saved.
Change in Principal Investigator/Project Director
[Guidance](#)

New PI Information

[Search PI](#)

Name (Last, First) * Email*

Phone Number* Effective Date*

Address*

Justification*



Recipient Search

Last Name : First Name :

Click "Search" with name fields blank to display all available users."
(a)

Search Results Nothing found to display.

[Add a new User](#) **(b)**

[Guidance](#)



AAR – Change in PI/PD (4)

- The system returns to the main Award Action Request page
- From the **Action** dropdown menu, there is an option to either **Forward to Agency** or to **Forward to an AOR** (if you do not have the authority to submit directly to the Agency)
- Any comments entered in the **Your Comments** box are also transmitted to the bureau when you click the **Submit** button

Award Action Request - ED15HDQ3130020

Id: 2281272
Status: RecipientAuthorizedRepresentativeActions - Not Started

Action:

Your Comments:



AAR – ASAP Drawdown Request

- Follow the steps to create an AAR; select **ASAP Drawdown Request** from the AAR Index page
- Complete the ASAP Drawdown Request form and click the **Save** button (that activates the Attachment widget)

ASAP Drawdown Request - ED15HDQ3130020

Attachments:
No attachments.
Add new Attachment: [+]
Any changes to information on this page will be saved before adding or removing attachments. File name should be 50 characters or less.
[Large File Guidance](#)

ASAP Drawdown Request
[Guidance](#)

Requested Drawdown Date*	<input type="text" value="01/02/2016"/>
Requested Amount*	<input type="text" value="\$5,000.00"/>
Period Covered by this Request*	From <input type="text" value="11/01/2015"/> To <input type="text" value="11/30/2015"/>
Total Expenditures to Date*	<input type="text" value="\$5,000.00"/>
Total Federal Funds Previously Requested*	<input type="text" value="\$0.00"/>

Justification

Award Action Request Report

Note: Starting workflow will take a minute. You will have the first task.



AAR – ASAP Drawdown Request

- If an SF-270 is required, attach the form using the **[+]** link
- Click the **Save and Start Workflow** button; this returns you to the main AAR launch page
- To complete the process, from the Action dropdown menu select the Forward to Agency task (or send the AAR to a user whose role allows them to complete the Forward to Agency task)

ASAP Drawdown Request - ED15HDQ3130020

Attachments:
No attachments.
Add new Attachment: **[+]**
Any changes to information on this page should be saved before adding or removing attachments. File name should [Large File Guidance](#)

ASAP Drawdown Request
[Guidance](#)

Requested Drawdown Date*	<input type="text" value="01/02/2016"/>
Requested Amount*	<input type="text" value="\$5,000.00"/>
Period Covered by this Request*	From <input type="text" value="11/01/2015"/> To <input type="text" value="11/30/2015"/>
Total Expenditures to Date*	<input type="text" value="\$5,000.00"/>
Total Federal Funds Previously Requested*	<input type="text" value="\$0.00"/>

Justification

Award Action Request Report

Note: Starting workflow will take a minute. You will have the first task.



Grants Online Log In & Resources

- **Grants Online Log In:**
 - <https://grantsonline.rdc.noaa.gov>
- **Quick Reference Guide for Grant Recipients (Grantees):**
 - http://www.corporateservices.noaa.gov/grantsonline/Documents/Quick%20Reference%20Guides/GrantRecipients_Quick_Ref_Guide.pdf
- **Other Useful Grant Recipients' Resources**
http://www.corporateservices.noaa.gov/grantsonline/gol_training_GRANTEE.htm



Grants Online Help Desk Information

Email: GrantsOnline.HelpDesk@noaa.gov

Phone:

(301) 444-2112 (Washington Metro Area)

(877) 662-2478 (Outside the Washington Metro Area)

Help Desk Hours:

Monday – Friday, 8am-6pm (Eastern Time)



Grantee Webinar Resources

- Where is the webinar Power Point slide deck?
 - <http://www.corporateservices.noaa.gov/grantsonline/Documents/Grantees/Grants Online Grantee Training.pdf>
- Where are the participant's Questions and Answers from this and other webinars?
 - <http://www.corporateservices.noaa.gov/grantsonline/Documents/Grantees/Q&A EDA Grantee webinars.pdf>
- Where are the Grantee Quick Reference Guides and User Manuals?
 - See the **Grants Online Log In & Resources** slide



Questions & Answers

