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**GRANTS ONLINE QUICK REFERENCE GUIDE:**  
*Award Tracking Report*

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**Grants Online**  
**National Oceanic and Atmospheric Administration**  
**August 23, 2006**  
*QRG Award Tracking Report V1.4.082306*  
*Final*

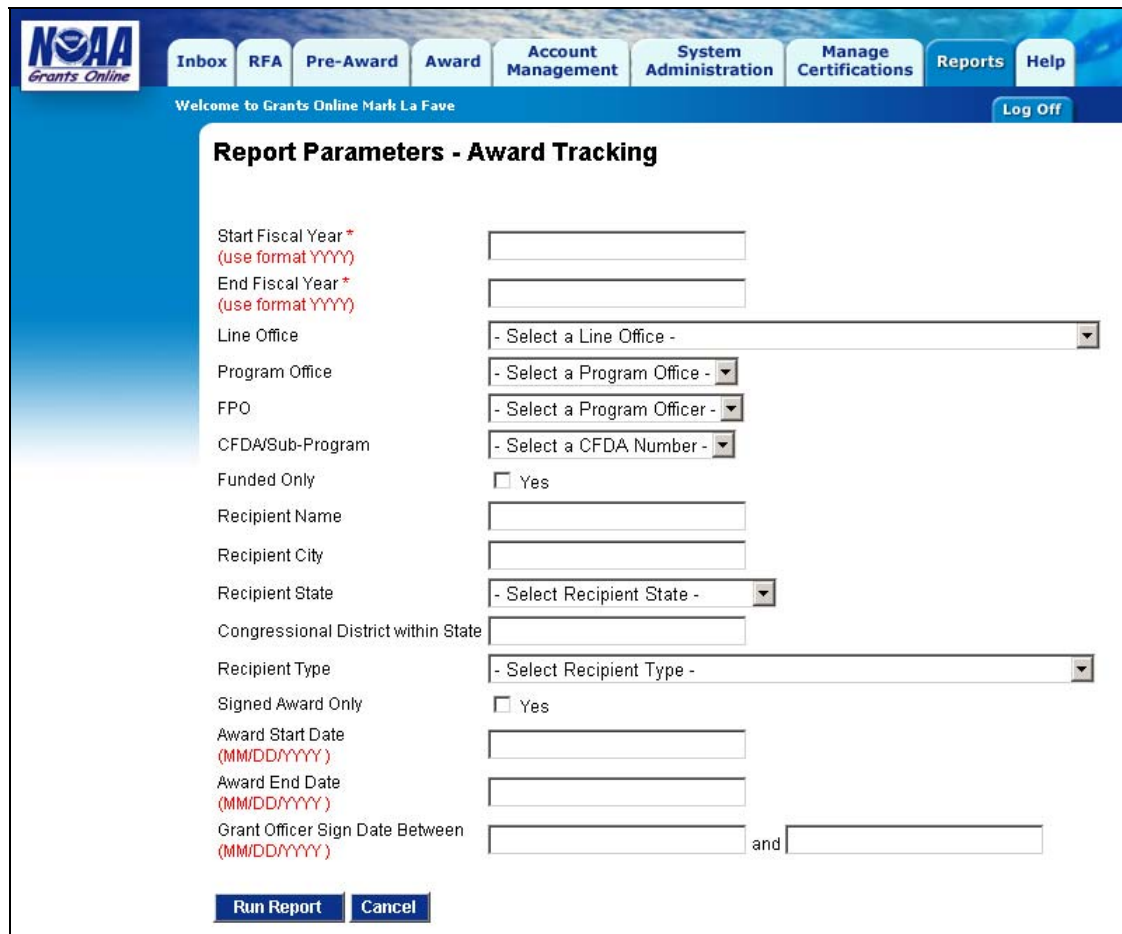
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## Overview

### About the Award Tracking Report

The Award Tracking Report is generated directly from a table and is re-populated every 4 hours. The population of the Award Tracking Table is based on Award Files, Applications, and Award Action Requests. Each Award File in Grants Online will correspond to exactly one row in the Award Tracking Table. Also, one row will be inserted into the Award Tracking Table for every Application that is in the negotiations stage and for which an Award Number has been assigned. Finally, one row will be inserted into the Award Tracking Table for each Award Action Request that results in a non-amendment action. The Award Tracking Table is made up of forty-six columns; most of these columns are displayed on the final Award Tracking Report. Each column in the table is generated according to a specific set of rules.

### Award Tracking Report



The screenshot shows the 'Report Parameters - Award Tracking' page in the NOAA Grants Online system. The page has a blue header with the NOAA logo and navigation tabs: Inbox, RFA, Pre-Award, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. A 'Log Off' button is in the top right. Below the header, a welcome message reads 'Welcome to Grants Online Mark La Fave'. The main content area is titled 'Report Parameters - Award Tracking' and contains the following fields:

- Start Fiscal Year \* (use format YYYY): [Text Input]
- End Fiscal Year \* (use format YYYY): [Text Input]
- Line Office: [- Select a Line Office -]
- Program Office: [- Select a Program Office -]
- FPO: [- Select a Program Officer -]
- CFDA/Sub-Program: [- Select a CFDA Number -]
- Funded Only:  Yes
- Recipient Name: [Text Input]
- Recipient City: [Text Input]
- Recipient State: [- Select Recipient State -]
- Congressional District within State: [Text Input]
- Recipient Type: [- Select Recipient Type -]
- Signed Award Only:  Yes
- Award Start Date (MM/DD/YYYY): [Text Input]
- Award End Date (MM/DD/YYYY): [Text Input]
- Grant Officer Sign Date Between (MM/DD/YYYY): [Text Input] and [Text Input]

At the bottom of the form are two buttons: 'Run Report' and 'Cancel'.

To access the Award Tracking Report, perform the following steps:

1. In Grants Online, click on the **Reports Tab**.
  - *Reports screen* appears.
2. Click **Award Tracking Report**.
  - *Award Tracking Report screen* appears as displayed above.

### Generating the Report

The Award Tracking Report has tremendous flexibility in generating information based on the parameters that can be set on the Award Tracking Report. Mandatory fields are marked with an asterisk (\*). Parameters are provided below.

### Executing the Report

After clicking the Run Report button, you will be asked: "Do you want to open or save the file?".



**Note:**

It is **strongly recommended** that you save the file. If you choose the "Open" option provides the data in the existing browser screen, and the only way to get back to Grants Online is to click the browser "Back" button. This will give you a system error which requires clicking the Reports tab again to get back to the report, erasing any previously entered parameters. .

## Parameters Names

### Overview

Parameters and rules are listed below. Parameters restrict the amount of information returned. Not selecting a parameter means that all possible data for that parameter will be returned, e.g. selecting a Recipient State returns only information for the selected state, but not selecting a Recipient State will return information for all States.

### Start Fiscal Year End Fiscal Year


These are the only two required parameters. The Fiscal Year is the Fiscal Year of the Grants Officer signature on Award Actions. Rules for the Fiscal Year of unsigned actions are explained for the Fiscal Year column below. All awards that were active in FY 2003 were migrated from the old system, so some of the award actions originate from as early as 1995.

### Line Office

All NOAA Offices that are parent organizations to Program Offices will display in the dropdown.

### Program Office

Cannot be selected until the Line Office is selected. All Program Offices that are under the selected Line Office will be listed in the dropdown.

<b>FPO</b>	Cannot be selected until the Program Office is selected. All FPOs who are associated with the selected Program Office will be listed in the dropdown. An FPO associated with multiple Program Offices will need to run the report once for each of their associated Program Offices.
<b>CFDA/Sub-Program</b>	Cannot be selected until the Line Office is selected. Each Line Office is associated with several CFDA numbers. In order to retrieve all actions for 11.463, the user needs to run reports for the NMFS and NOS Line Offices.
<b>Funded Only</b>	This checkbox must be checked after all dropdown parameters (except Recipient State and Type) are selected. Otherwise it will reset itself to unchecked. When checked only funded actions (actions involving money) will be returned. When unchecked, both funded and unfunded actions will be returned.
<b>Recipient Name</b>	All recipients with a partial name matching the input will be returned. Entering North Carolina will return every award action made to a recipient containing the words North Carolina as part of their name. The % character is a wildcard and can be used inside the name to represent 0 or more characters. The query is not case-sensitive. Entering NORTH CAROLINA returns the same results as entering North Carolina or north carolina.
<b>Recipient City</b>	All recipients having a partial city address matching the input will be returned. Entering Springfield will return awards made to recipients in Springfield, Illinois and Springfield, Oregon. Entering Spring will return recipients from Springfield as well as Ocean Springs and Silver Spring. The % wildcard can be used in the query.
<b>Recipient State</b>	All recipients having a State address matching the selected State will be returned.
<b>Congressional District within State</b>	All recipients having an address in the congressional district number will be returned. You do not have to also select the Recipient State to get results, but the results are meaningless without doing so.
	 <b>Note:</b> You must precede single-digit districts with a "0". Entering "1" will return districts 1, 11, 12, etc., but entering "01" will only return the "1" district.
<b>Recipient Type</b>	Selecting from the dropdown will only return recipients of that type. The types come from the Applicant Type in the SF424 cover sheet.
<b>Signed Award Only</b>	This checkbox must be checked after all dropdown parameters (except Recipient State and Type) are selected. Otherwise it will reset itself to unchecked. When checked, only signed actions will be returned. Otherwise, signed actions and actions in progress will be returned. Actions that are rejected or withdrawn will not be returned.
<b>Award Start Date</b>	Restricts output to Award Actions that have a Start Date on or after the entered date.
<b>Award End Date</b>	Restricts output to Award Actions that have an End Date on or before the entered date.
<b>Grants Officer Sign Date Between</b>	Two fields must be entered here: the beginning date and the end date of the Grants Officer signature. If you want all the awards signed on a single date, enter that date in both fields.

**Viewing the Report** It is recommended that you create a formatting template for the report, which will allow you to copy the column widths and formats to the saved report. A formatting template is available on the Grants Online PMO web site.

## Column Names

**Overview** Columns and rules are listed below. Column letters are referenced as they are populated in the spreadsheet.

### Columns A Through F

A	B	C	D	E	F
<b>Award Number</b>	<b>Amendment Number</b>	<b>Award File ID</b>	<b>Fiscal Year</b>	<b>Line Office</b>	<b>Program Office</b>
NAD3NES4400001	7	2010320	2005	NESDIS	NESDISPO

**Column A:  
Award Number** Derived from the Application contained within the Award File or the Application in negotiations; if no Application is in the Award File the Award Number will be determined from the most recently approved Application in the Grant File.

**Column B:  
Award Number –  
Amendment Number** This may be an integer if the Award File contains an Amendment and a valid Amendment Number exists, it will be **0** for the original Award (CD450 in Award File), **'X'** if the Amendment is pending approval, **'A'** if the Award File only contains an Application (original Award, will have a CD450 eventually), an **'N'** if it is an Application in negotiations, or an **'NAA'** if it is a post-award Non-Amendment Action created from an Award Action Request.

**Column C:  
Award File Id** The unique Grants Online identifier for the award file, pulled from Award Files table; This will be an Application Id for Applications in negotiations. For Non-Amendment Actions, this will be the Award Action Request identifier.

**Column D:  
Fiscal Year:** The fiscal year of the Grants Officer sign date. If this is not available and the RFP is competitive, it will get the fiscal year from the competition, otherwise, it will check for an Application in the Award File and get the fiscal year from the Application. If no Application is available, or it is an Application in negotiations, then it will use the current fiscal year (i.e. Pending Amendments).

**Column E:  
Line Office** This is the abbreviation for the Line Office that is the parent of the Program Office for this Award File. See Program Office definition below.

**Column F:  
Program Office** This will be the abbreviation of the Program Office that currently owns the Award File. If the Award File is not yet in workflow then this will be the Program Office specified on the RFP for which the Application was submitted.

## Columns G Through K

G	H	I	J	K
FPO	CFDA/Sub Program	FFO Notification Date	Application Due Date	Application Receipt Date
Marilyn Moll	11.44		2/6/2005	5/20/2005

- Column G:  
Assigned Program Officer** The Program Officer assigned to the Award File, this is determined by first checking any workflow actions that might have been taken by a Program Officer for this Award File, if so use this, otherwise check the Application for an assigned Program Officer, if nothing is found the result will be 'N/A'.
- Column H:  
CFDA Number** The CFDA assigned to the original Application (Amendment 0).
- Column I:  
FFO Notification Date** The date the FFO was published, this is applicable only to Award Actions on competitive RFPs, that are not a multi-year release of funds (refer to Release of Funds below) and the Award File must contain a CD435 (except in the case of Applications under negotiation), otherwise this field will be empty.
- Column J:  
Application Due Date** Only applicable if the Award File contains an Application, if the Application is in response to a competitive RFP the due date will be determined from the Competition's application due date, if the Application came in response to a non-competitive RFP the due date will be the defined due date for non-competitive applications for the current fiscal year. This will only populate if the Award Action is not a multi-year release of funds (refer to Release of Funds below) and it has a CD435 (except in the case of Applications under negotiation).
- Column K:  
Received Date** The receipt date of the application or the receipt date of the Award Action Request. This column will be blank for Partial Funding and Administrative Amendment actions.

### Columns L Through P

L	M	N	O	P
Grants Specialist	Project Title	Project Description	Signed By	Signed Date
Stacy Tedder	Cooperative Institute for Oceanographic Satellite Studies	An amendment to the Oregon State University, Cooperative Institute for	Arlene Simpson Porter	9/8/2005

- Column L:  
Grants Specialist** The Grants Specialist assigned to the Award File, this is determined by checking any workflow actions taken by a Grants Specialist, if so use this; if nothing is found 'N/A' will be displayed.
- Column M:  
Project Title** The title of the Award Action. If the Award File contains an Application, the Project Title will be gathered from this, otherwise it will get it from the Amendment; if still nothing is found, it will get the Title from the last approved Application in the Grant File.
- Column N:  
Project Description** The Description of the Award Action. If the Award Action contains an Application then the Project Description will be gathered off the most recent PO Checklist, otherwise it will get it from the Amendment; if still nothing is found, it will get the Description from the most recent approved Application in the Grant File. Due to Excel export problems, only the first 250 characters of the Project Description are extracted.
- Column O:  
Signed By** The Grants Officer that signed the Award or Amendment; 'N/A' will be displayed if the Action in the Award File has not yet been signed.
- Column P:  
Signed Date** The date the Grants Officer signed the Award Action in the Award File.

### Columns Q Through V

Q	R	S	T	U	V
First Date from FPO to GMD	Last Date from FPO to GMD	Times To GMD from FPO	First Date to FALD	Last Date Return From FALD	Times to FALD
5/31/2005	5/31/2005	1			0

- Column Q:  
First Date to GMD** The first date the Award File was sent to Grants Management Division (GMD), this is determined by checking the workflow history for the Award File.
- Column R:  
Last Date to GMD** The last date the Award File was sent to GMD, this is determined by checking the workflow history for the Award File.
- Column S:  
Times to GMD** Number of times the Award File was sent to GMD, this is determined by checking the workflow history for the Award File.

- Column T:** The first date the Award File was sent to Federal Assistance Law Division (FALD), this is determined by checking the workflow history for the Award File.  
**First Date to FALD**
- Column U:** The last date the Award File was sent from FALD, this is determined by checking the workflow history for the Award File.  
**Last Date Return from FALD**
- Column V:** Number of times the Award File was sent to FALD, this is determined by checking the workflow history for the Award File.  
**Times to FALD**

**Columns W Through AB**

W	X	Y	Z	AA	AB
First Date to OIG	Last Date to OIG	Times to OIG	First Date to OLIA	Last Date to OLIA	Times to OLIA
		0			0

- Column W:** The first date the Award File was sent to the Office of Inspector General (OIG), this is determined by checking the workflow history for the Award File.  
**First Date to OIG**
- Column X:** The last date the Award File was sent to OIG, this is determined by checking the workflow history for the Award File.  
**Last Date to OIG**
- Column Y:** Number of times the Award File was sent to OIG, this is determined by checking the workflow history for the Award File.  
**Times to OIG**
- Column Z:** The first date the Award File was sent to the Office of Legislative and Intergovernmental Affairs (OLIA), this is determined by checking the workflow history for the Award File.  
**First Date to OLIA**
- Column AA:** The last date the Award File was sent to OLIA, this is determined by checking the workflow history for the Award File.  
**Last Date to OLIA**
- Column AB:** Number of times the Award File was sent to OLIA, this is determined by checking the workflow history for the Award File.  
**Times to OLIA**



**Columns AC to AG**

AC	AD	AE	AF	AG
<b>Award Start Date</b>	<b>Award End Date</b>	<b>Competition Start Date</b>	<b>Competition End Date</b>	<b>Federal Share</b>
7/1/2005	6/30/2006			131,002.00

**Column AC:  
Award Start Date**

The date the Award or Amendment is effective, if the Award File includes an Amendment the Start Date will be pulled from this, otherwise if the Award File contains an Application the Start Date will be pulled from here.

**Column AD:  
Award End Date**

The termination date of the Award or Amendment, follows the same logic as the Award Start Date, see above.

**Column AE:  
Competition Start Date**

Only applicable to competitive awards and Award Files that have an Application, gathers this from the first start date of all Review Events within the Competition, this will only display if the Award Action is not a multi-year release of funds (refer to Release of Funds below) and the Award File contains a CD435 (except in the case of Applications under negotiation).

**Column AF:  
Competition End Date**

Only applicable to competitive awards and Award Files that have an Application, gathers this from the last end date of all Review Events within the Competition, this will only display if the Award Action is not a multi-year release of funds (refer to Release of Funds below) and the Award File contains a CD435 (except in the case of Applications under negotiation).

**Column AG:  
Federal Share**

For actions with applications, the Federal Share will be determined in the following order, using the first criterion that exists: 1) the amount on the CD-450/451 if the action is signed, 2) the amount of all approved CD435s if any CD435s are approved 3) the amount of all in-progress unapproved CD435s if any CD435s exist and do not have \$0 amounts 4) the amount of the application funding for the Fiscal Year of the action. Original awards for \$0 funding will show \$0 for the amount. Unfunded actions will have an N/A in this column.

**Columns AH Through AM**

AH	AI	AJ	AK	AL	AM
Non-Federal Share	Recipient	Recipient Type	Recipient City	Recipient State	Congressional District
\$33,320.00	University of Florida	Public/State Controlled Institution of Higher Education	Gainesville	FL	5

**Column AH:  
Non Federal Share** If the Amendment has been signed, this value will be the Non Federal Share amount entered on the Award Action (Amendment or CD450), otherwise for original awards, this will be calculated as the total of all approved CD435s in the Award File divided by the Negotiated Federal Share multiplied by the negotiated Non Federal Share (Formula: (CD435 total / negotiated federal share) \* negotiated non federal share); unsigned Amendments will show the recipient add amount entered, Applications in negotiation will show the total of all “other” funding entered in Application Funding. This “other” includes Applicant Funding, State Funding, Local Funding, and Other Funding. Negative amounts will show up as ‘N/A’.

**Column AI:  
Recipient (Name)** The name of the Recipient Organization determined from the organization associated with the Award. For new awards, the name is determined from the associated organization of the application. If the application hasn’t moved past the negotiation stage where this is determined, then the name entered on the application.

**Column AJ:  
Recipient Type** The type of recipient organization determined in the same way as the Recipient Name.

**Column AK:  
Recipient City:** The city of the recipient organization determined in the same way as the Recipient Name.

**Column AL:  
Recipient State** The state of the recipient organization determined in the same way as the Recipient Name.

**Column AM:  
Recipient District** The congressional district of the recipient organization determined in the same way as the Recipient Name.

## Columns AN Through AR

AN	AO	AP	AQ	AR
<b>Award File Complete</b>	<b>Award Action Status</b>	<b>Selection Criteria</b>	<b>Multi-year Flag</b>	<b>Proposal Number</b>
Complete	In Progress GMD	Noncompetitive	N	

**Column AN: Award File Complete**  
 The completion status of the Award File, this will be '**Complete**' if the award is signed or if all documents in the Award File have been completed and are ready for signature, otherwise it will be '**Incomplete**'. If the Award File has not been in workflow yet it will be '**Incomplete**'. Additionally, except for applications in initial processing, a list of the incomplete documents will be appended, e.g. '**Incomplete - NEPA – PRCF**'

**Column AO: Award Action Status**  
 The status of the Award File, determined by checking the workflow history of the Award File. Possible values for this are:

- In Progress Recipient (not approved): An Award Action Request that has not yet been sent to NOAA or has been returned for revision.
- In Progress Program Office: The Award Action is with the Program Officer.
- In Progress GMD: The Award Action is with the Grants Specialist.
- In Progress GMD – GO: The Award Action is with the Grants Officer
- Signed - at CBS to Extend: A no-cost extension is approved (either with or without Expanded Authorities) and is waiting on its extension in CBS/ASAP.
- Signed - at CBS: The Award is signed by the Grants Office and it is waiting for obligation in CBS.
- Signed - Obligated - at CBS: The Award is signed and obligated and is waiting for obligation confirmation at CBS.
- Signed - Obligated - at CBS/ASAP: The Award is signed with obligation confirmation and is waiting for setup in the ASAP payment system.
- Signed - Obligated - at Finance: The Award is signed and setup in the ASAP payment system and is waiting on Finance Office certification of the ASAP setup.
- Signed - Recipient Acceptance Pending: The Award was signed with all necessary CBS/ASAP steps complete and is proffered to the Recipient for acceptance.
- Signed - Paper - Recipient Paper Acceptance Pending: The Award was signed with all necessary CBS/ASAP steps complete, printed, and mailed to the recipient for a paper counter-signature.
- Signed and Complete: The Award has been signed by the Grants Officer and accepted by the Recipient.
- Signed - Returned for Revision - In Progress GMD: The Recipient requested changes to the proffered Award and returned it to GMD for revision. The



Grants Specialist or Grants Officer is reviewing the requested changes.

- Signed - Declined by Recipient: The Recipient declined to accept the Award.
- Rejected: NOAA rejected the Award, Application, or Award Action Request.
- Withdrawn: The Application or Award Action Request was withdrawn at the request of the Applicant/Recipient.
- Unknown Status: There is no active workflow on the Award Action. If this is your Award Action, check the workflow to ensure that it is dead and contact the Help Desk to restart if appropriate. This value will also occur for Award Action Requests and Administrative Amendments that are under development and for which workflow has not yet been initiated.

\* For many of the above Award Status values above, the term: “- Recipient Signed Paper” may be added to indicate that the Award was sent to the recipient as a paper document and they have returned a paper counter-signature. This can occur at any point in the workflow after the Grants Officer signs the Award.

**Column AP:  
Selection  
Criteria**

For Award Actions with an Application, determined first from its association with a Competitive RFA. If not competitive, determination is made from the PO Checklist. The possible values are:

- Congressionally Directed – Soft Earmark
- Congressionally Directed – Hard Earmark
- Formula/Allotment'
- Institutional
- Noncompetitive

**Column AQ:  
Multi-Year  
Flag**

Determined by checking all applications within a Grant File, if any of these spans more than one fiscal year, this value will be 'Y', otherwise 'N'.

**Column AR:  
Proposal  
Number**

For Award Actions involving Applications, the Proposal Number that the Program Officer assigned to the Application during minimum requirements review or negotiations.

**Column AS**

AN	AO	AP	AQ	AR	AS
<b>Award File Complete</b>	<b>Award Action Status</b>	<b>Selection Criteria</b>	<b>Multi-year Flag</b>	<b>Proposal Number</b>	<b>Type of Action</b>
Complete	In Progress GMD	Noncompetitive	N		Application - New Award

**Column AS:** The type of action being processed. The possible values are:

Type of Action

Possible values:

- AAR - Amendment: AAR type (e.g. Change in Scope)
- AAR - Non-Amendment: AAR type (e.g. Equipment Purchase)
- Administrative Amendment
- Application
- Application - Amendment
- Application - Initial Processing
- Application - New Award
- Partial Funding