Certified Program Officer
or
Uncertified Program Officer

Uncertified Federal Program Officers and **Program Office Staff** have identical Grants Online roles.

They can:

-- Be assigned as the Program Officer on an RFA or application.
-- Complete the PO Checklist.
-- Complete the NEPA document and forward it to the NEPA Official.
-- Complete Negotiations.
-- Complete the Procurement Request and Commitment of Funds (PRCF) and send it to the Requestor.
-- Initiate a Partial Funding.
-- Accept the Minimum Requirements Checklist (**NOTE:** only the **Certified Federal Program Officer** can reject an Application).
-- Create a Progress Report (but cannot accept Progress Reports).
-- Be assigned as Requestors.
-- Manage a Competition.

They cannot:

-- Certify the PO Checklist **(NOTE:** only the **Certified Federal Program Officer** can certify the PO Checklist).
-- Forward an Award File to the **Grants Specialist**.
-- Create Award Action Requests (AARs). (Certified FPOs also cannot create Award Action Requests)
-- Create Amendments. (Certified FPOs also cannot create Award Action Requests)
-- Forward a RFA, the Reviewer Instructions, or the Notice of Funding Opportunity (NOFO); those tasks must be performed by the **Certified Federal Program Officer.**
-- Forward Reviewer Instructions, AARs, the Award File or an Amendment to FALD for review.

NOTE:

An underlying rule is that the **Uncertified Program Officer** and **Program Office Staff** users cannot use the Grants Online system to communicate with Grants Management, FALD, Applicants or Recipients.