



# **Federal Program Office User Manual**

## **Competitive Application Processing**

NOAA Grants Online Program Management Office

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Version 4.20



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### Overview

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This document details the steps associated with entering Grants Online data and processing a Competitive Request for Application (RFA).

### Prepare to Process a Competitive Application

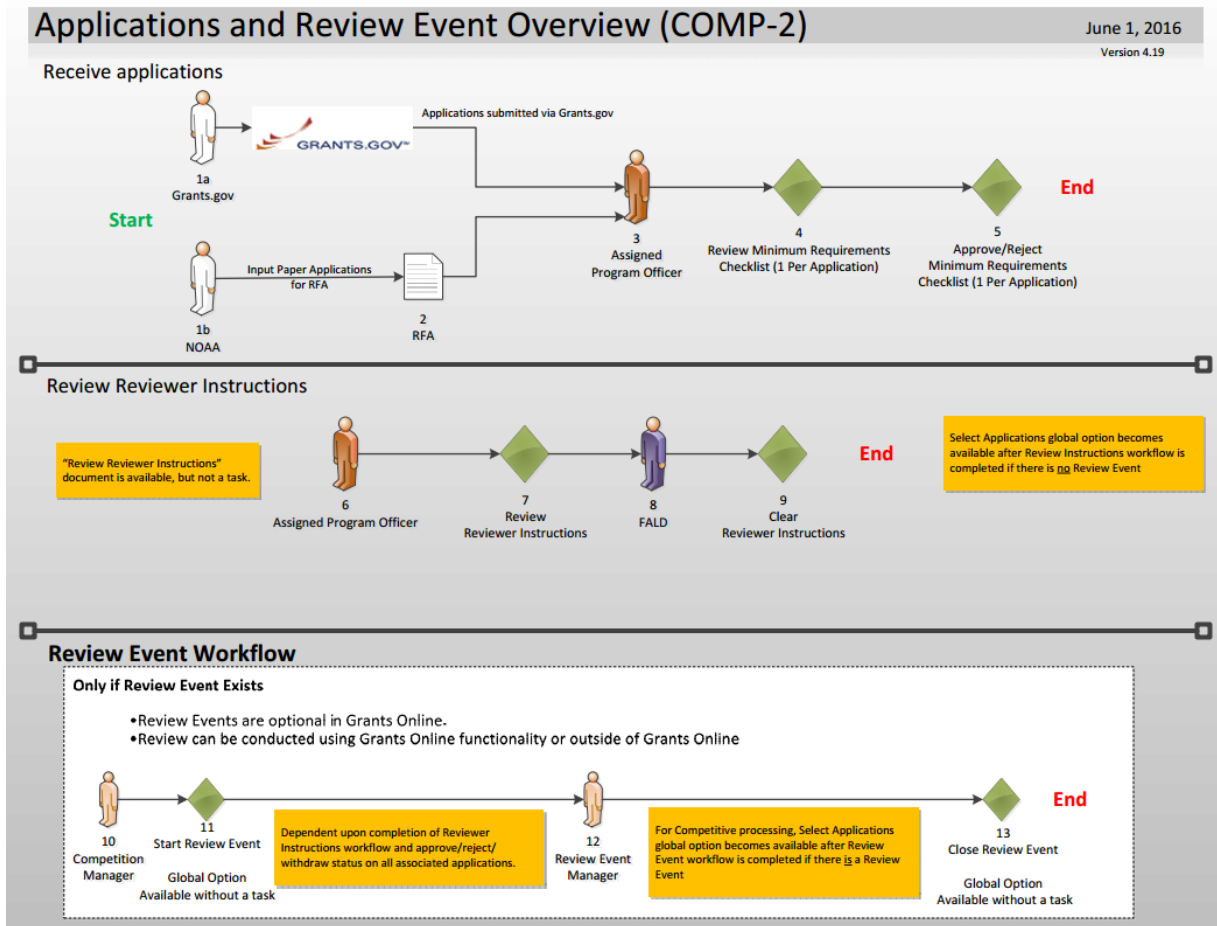
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An application can be submitted to any Department of Commerce (DOC) bureau using either Grants.gov or Grants Online to enter a paper application. When a paper application is received, the Federal Program Officer (FPO) should follow the instructions in the [Input a Paper Application](#) section. In conjunction with inputting information from the paper application, the FPO must scan the paper application and create electronic **PDF files**. Converting all files to PDFs (prior to uploading) facilitates the completion of future tasks. The PDFs are an integral component of processing an application.



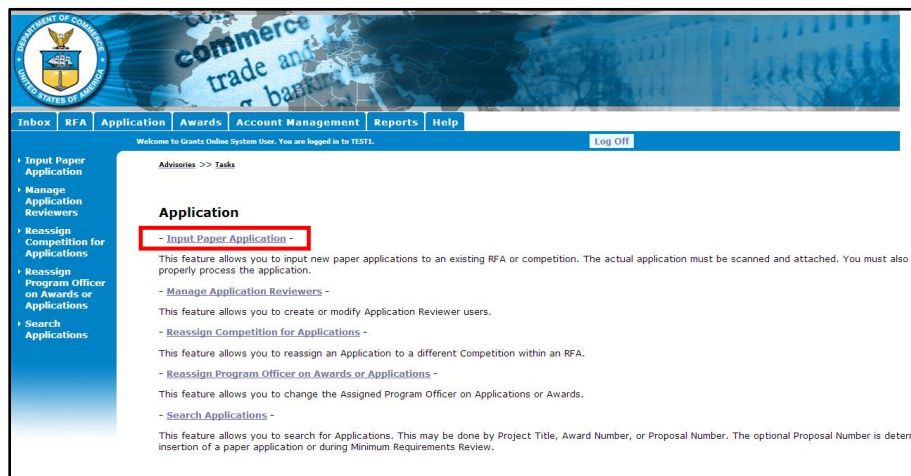
**NOTE:** Although the examples in this manual are based on National Oceanic and Atmospheric Administration (NOAA) grants programs, the processes described are applicable (with appropriate modifications) to all bureaus that use the Grants Online system.

Process Diagram – Application and Review Event Overview



## Input a Paper Application

1. Click the **Application** tab.
2. Click the **Input Paper Application** link.



3. The Search for RFA launch page is displayed. Input information for at least one data element. If data is entered for more than one field, search efficiency is degraded; the system attempts to match **all** data elements specified.
4. Click the **Search** button.

**Search for RFA**

RFA Name :

Funding Opportunity Number :

CFDA Number :

Fiscal Year :

(use format YYYY)

Selected Type : **All**

This feature allows you to search for Applications. This may be done by Project Title, Award Number, or Proposal Number. The optional Proposal Number is determined by the insertion of a paper application or during Minimum Requirements Review.

5. When the search results display, click the **Select** link next to the RFA with which the application should be associated.

Search Results

One item found.1

RFA ID	Name	Type	FFO Number	Competition Name	Competition Id	Fiscal Year	Publication Date	Competition Id
<a href="#">Select</a>	Comp App User Manual C		NOAA-GOT-OCPO-2016-2003905	Comp App User Manual	<a href="#">Select</a>	2016	2016-03-07	2443843



**NOTE:** If the search did not locate any items that match the search criteria, a message displays on the screen – **There is nothing found to display.** This message indicates the RFA for which the FPO is searching has not been published. The FPO can only input paper applications for a RFA **after** it has been published.

6. The Create Application Header – SF-424 screen is visible. Use the information from the SF-424 to enter data for the following mandatory fields:

- Applicant Name\*
- Applicant Type\*
- Applicant State\*

7. Click the **Save** button.

**Create Application Header - SF-424**

Applicant Name : \*

Applicant Type : \*

Applicant State : \*



**NOTE:** When the user clicks the **Save** button, the basis for an application has been created and is saved. The user may continue to enter information from the paper application (advance to step 9) – *or* – resume data entry later (starting with step 8).

8. To resume data entry later:

- Go to the **RFA** tab.
- Search for the RFA by specifying data for one of the data elements displayed on the screen.
- Select the appropriate RFA.
- Scroll down the page and click the **Application** link under Associated Documents.
- Click the **Go to Application Details Page** link to continue inputting information from the paper application.




## Federal Program Office – Competitive Application Processing

9. The Application Details – SF-424 page is visible below. Use the information on the paper version of the SF-424 to enter mandatory\* data elements. Remember a scanned copy of the paper application must also be uploaded. In the image below, representative of a portion of the screen, the area framed with blue braces contains the following mandatory fields.

- Project Start Date\*
- Project End Date\*
- Federal Agency Received Date \*
- Federal Agency Received Time\*

### Application Details - SF-424

Audit Trail: 

**Attachments:**

**[ - ] Program Office Added Information**

Proposal Number:

Project Type:  Construction  Non-Construction  Both

Principal Investigators-  
Project Directors:

Keyword(s):

Program Element /  
Funding Priority:

Principal Place Of Performance :  [Search FIPS Data](#) [Guidance](#)

---

**Application Submission Type and Date Information**

Type of Submission:  Application  Pre-Application  Changed/Corrected Application

Type of Application:  New  Continuation  Revision  Renewal  Resubmission

If Revision, select appropriate letter(s):

**Use format MM/DD/YYYY for date fields.**

Project Start Date: *	<input type="text"/>	Project End Date: *	<input type="text"/>	Submitted Date:	<input type="text"/>
State Received Date:	<input type="text"/>	Federal Agency Received Date: *	<input type="text"/>	Time: *	<input type="text" value="PM"/> Eastern
Applicant Identifier:	<input type="text"/>	State Application Identifier:	<input type="text"/>	Federal Identifier:	<input type="text"/>



**NOTE:** If this is a Multi-Year Award, the user should specify the Start Date, the End Date, and the Funding Amount for the entire Award.

## Federal Program Office – Competitive Application Processing

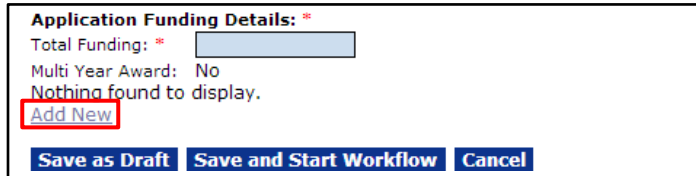
10. Continue entering information for the next sections of the Application Details page.

- Legal Name\* (pre-populated based upon earlier data entry)
- DUNS Number – If the DUNS Number is known, it should be entered
- Employee Identification Number (EIN)
- State\*
- Type of Applicant1\* (pre-populated based upon earlier data entry)
- Descriptive Title of Applicant's Project\*
- CFDA Number\*
- Total Funding\*

<b>Applicant Information</b>			
Legal Name: *	Global Env and Tech Foundation		
Department Name:			
Division Name:			
Duns Number: (9 or 13 digit number)		EIN Number: (xx-xxxxxxx)	
Street:			
City:		County:	
State: *	Virginia	Province:	
Country:		Zip:	
<b>Name and Telephone number of person to be contacted on application matters</b>			
Prefix:	First Name:	Middle Name:	Last Name:
None			
Suffix:	None		
Title:			
Organization Affiliation:			
Phone Number:		Fax Number:	
Email:			
<b>Other Application Information</b>			
Type of Applicant1: *	For-Profit Organization (Other than Small Business)		
Type of Applicant2:	Please Select Applicant Type		
Type of Applicant3:	Please Select Applicant Type		
Descriptive Title of Applicant's Project: *			
Project Areas:			
CFDA Number: *	11.999 - Grants Online Testing		
Name of Federal Agency:	NOAA		
Applicant Congressional District:		Project Congressional District:	
Is the Applicant Delinquent on any Federal Debt? <input type="radio"/> Yes <input checked="" type="radio"/> No			
Is Application Subject to Review by State Executive Order 12372 Process?			
<input type="radio"/> a. This application was made available to the State under the Executive Order 12327 Process for review on			
<input type="radio"/> b. Program is subject to E.O. 12372 but has not been selected by the state for review.			
<input type="radio"/> c. Program is not covered by E.O. 12372.			
<b>Authorized Representative</b>			
Prefix:	First Name:	Middle Name:	Last Name:
None			
Suffix:	None		
Title:			
Phone Number:		Fax Number:	
Email:			
<b>Application Funding Details: *</b>			
Total Funding: *			
Multi Year Award:	No		
Nothing found to display.			
<a href="#">Add New</a>			
<input type="button" value="Save as Draft"/> <input type="button" value="Save and Start Workflow"/> <input type="button" value="Cancel"/>			

## Federal Program Office – Competitive Application Processing

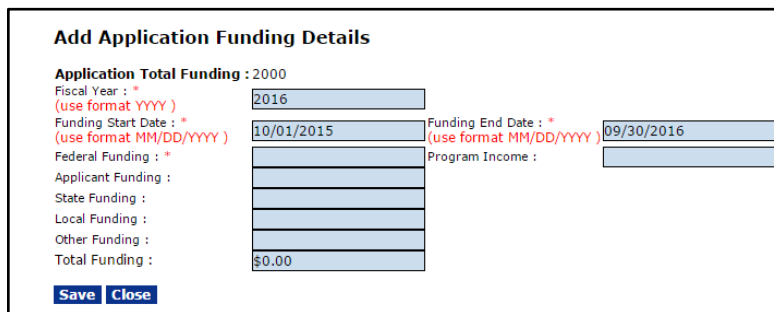
11. The FPO must enter information for the Application Funding Details\* section of the screen. Specify the amount of the Total Funding\* and click the **Add New** link.



**Application Funding Details: \***  
Total Funding: \*   
Multi Year Award: No  
Nothing found to display.  
[Add New](#)  
**Save as Draft** **Save and Start Workflow** **Cancel**

12. Specify information for the following data fields:

- Fiscal Year\*
- Funding Start Date\*
- Funding End Date\*
- Federal Funding\*



**Add Application Funding Details**  
**Application Total Funding : 2000**  
Fiscal Year : \*   
(use format YYYY)  
Funding Start Date : \*  Funding End Date : \*   
(use format MM/DD/YYYY) (use format MM/DD/YYYY)  
Federal Funding : \*   
Program Income :   
Applicant Funding :   
State Funding :   
Local Funding :   
Other Funding :   
Total Funding :   
**Save** **Close**



**NOTE:** Enter data for the first year of the Award: Start Date, End Date, and Funding Amount. The steps associated with entering data for a Multi-Year Award will be explained in the [Minimum Requirements Checklist](#) section.

13. In addition to the mandatory data elements on this screen, the user may choose to enter non-zero values for Applicant, State, Local, and Other Funding. The Total Funding is automatically updated when data is entered for each funding category. The total amount for all categories ***must not*** exceed the amount specified for the Application's Total Funding.

## Federal Program Office – Competitive Application Processing

14. Click the **Save** button to capture the changes and continue data entry – or – click the **Close** button to exit the screen without saving the changes.

**Add Application Funding Details**

**Application Total Funding :** 2000

Fiscal Year : \*   
(use format YYYY)

Funding Start Date : \*  Funding End Date : \*   
(use format MM/DD/YYYY) (use format MM/DD/YYYY)

Federal Funding : \*  Program Income :

Applicant Funding :

State Funding :

Local Funding :

Other Funding :

Total Funding :

**Save** **Close**

15. Note that one year of funding has been identified under the Application Funding Details\*.

**Application Funding Details: \***

Total Funding: \*


Multi Year Award: No

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2016	10/01/2015	09/30/2016	\$1,000.00	\$500.00	\$500.00	\$0.00	\$0.00	\$2,000.00	\$0.00	Edit	Delete

[Add New](#)

16. Click the **Attachments** link at the top of the page.

**Application Details - SF-424**

Audit Trail: 

**Attachments:**

17. Click the **[+]** under the **Application Attachments for Review** section.

**[+] Application Header**

**Application Attachments for Review**

Nothing found to display.  
 File name should be 50 characters or less if there are more than 10 attachments.  
 Add new Attachment for Application Review: **[+]**

**PDF Application Review Report** [Guidance](#)

**Application Attachments NOT Included in the Application Review**

Nothing found to display.  
 File name should be 50 characters or less if there are more than 10 attachments.  
 Add new Attachment NOT to be included in the Application Review: [\[+\]](#)

**Return to Application Details**

18. Click the **Choose File** button to search and select the document the user wishes to upload.
19. Enter a short description and then click the **Save Attachment** button.
20. Click the **Return to Application Details** button when all appropriate attachments have been uploaded.

The screenshot shows a web interface for managing application attachments. It is divided into two main sections: "Application Attachments for Review" and "Application Attachments NOT Included in the Application Review".

**Application Attachments for Review:**

- Header: **[+] Application Header**
- Section: **Application Attachments for Review**
- Text: "Nothing found to display. File name should be 50 characters or less if there are more than 10 attachments. Add new Attachment for Application Review: [-]"
- Form: "Filename: \*" with a "Choose File" button (highlighted in red) and "No file chosen" text. An arrow labeled "Step 18" points to the "Choose File" button.
- Form: "Description: \*" with a large text input area.
- Form: "Internal use only" checkbox.
- Form: "Save Attachment" button (highlighted in red). An arrow labeled "Step 19" points to this button.
- Form: "PDF Application Review Report" button (highlighted in red) and a "Guidance" link.

**Application Attachments NOT Included in the Application Review:**

- Section: **Application Attachments NOT Included in the Application Review**
- Text: "Nothing found to display. File name should be 50 characters or less if there are more than 10 attachments. Add new Attachment NOT to be included in the Application Review: [+]"
- Form: "Return to Application Details" button (highlighted in red). An arrow labeled "Step 20" points to this button.

21. When all information has been entered and any relevant attachments have been uploaded, click the **Save and Start Workflow** button. This initiates the workflow and sends the Review Minimum Requirements Checklist task to the individual identified on the RFA to receive applications.

# Federal Program Office – Competitive Application Processing

### Application Details - SF-424

Audit Trail:

**Attachments:**

**[ - ] Program Office Added Information**

Proposal Number:

Project Type:  Construction  Non-Construction  Both

Principal Investigators-  
Project Directors:

Keyword(s):

Program Element /  
Funding Priority:

Principal Place Of Performance :  [Search FIPS Data](#) [Guidance](#)

---

**Application Submission Type and Date Information**

Type of Submission:  Application  Pre-Application  Changed/Corrected Application

Type of Application:  New  Continuation  Revision  Renewal  Resubmission

If Revision, select appropriate letter(s):

**Use format MM/DD/YYYY for date fields.**

Project Start Date:  Project End Date:  Submitted Date:

State Received Date:  Federal Agency Received Date:  Time:   Eastern

Applicant Identifier:  State Application Identifier:  Federal Identifier:

---

**Applicant Information**

Legal Name: \*

Department Name:

Division Name:

Duns Number:  EIN Number:

**(9 or 13 digit number)**

Street:

City:  County:

State: \*  Province:

Country:  Zip:

---

**Name and Telephone number of person to be contacted on application matters**

Prefix:  First Name:  Middle Name:  Last Name:  Suffix:

Title:

Organization Affiliation:

Phone Number:  Fax Number:

Email:

---

**Other Application Information**

Type of Applicant1: \*

Type of Applicant2:

Type of Applicant3:

Project description:

Descriptive Title of Applicant's Project: \*

Project Areas:

CFDA Number: \*

Name of Federal Agency:

Applicant Congressional District:  Project Congressional District:

Is the Applicant Delinquent on any Federal Debt?  Yes  No

Is Application Subject to Review by State Executive Order 12372 Process?

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the state for review.

c. Program is not covered by E.O. 12372.

---

**Authorized Representative**

Prefix:  First Name:  Middle Name:  Last Name:  Suffix:

Title:

Phone Number:  Fax Number:

Email:

---

**Application Funding Details: \***

Total Funding: \*

Multi Year Award: No

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program	Income	Action	Action
2016	10/01/2015	09/30/2016	\$1,000.00	\$500.00	\$500.00	\$0.00	\$0.00	\$2,000.00	\$0.00		Edit	Delete

[Add New](#)

**Save as Draft** **Save and Start Workflow** **Cancel**

## Complete the Minimum Requirements Checklist

After an application is submitted electronically via Grants.gov or has been Input From a Paper Application, the Federal Program Officer (FPO) must complete the Minimum Requirements Checklist task. The items on the checklist represent criteria specified in the RFA.

Any FPO who reviews the Minimum Requirements Checklist can approve the associated application; however, only a certified FPO can reject the application.



**NOTE:** The user should review the application before starting this task. It is also recommended that a hardcopy of the application or an electronic version of the application (open in a separate window) be available for reference during the Minimum Requirements Checklist task.

1. Click the **Inbox** tab.
2. Click the **Tasks** link.
3. Click the **View** link for the **Review Min. Req. Checklist** task.

Document Type: All Status: Open Apply Filter >>

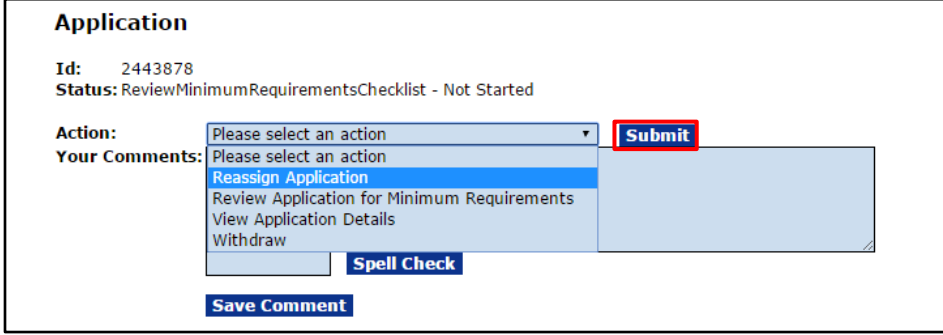
One item found. 1

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number
<a href="#">View</a>	489490	Review Min. Req. Checklist	Not Started	Application	2443878			N/A

## Federal Program Office – Competitive Application Processing

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- The Application launch page is displayed. If this application should be reassigned to someone else, choose **Reassign Application** from the Action dropdown menu and click the **Submit** button. If not, proceed to step 6.



**Application**

**Id:** 2443878  
**Status:** ReviewMinimumRequirementsChecklist - Not Started

**Action:** Please select an action **Submit**

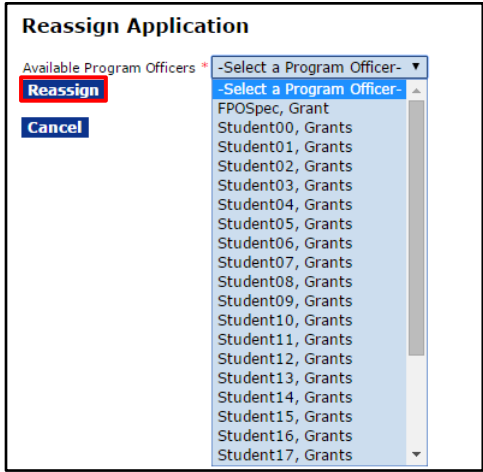
**Your Comments:** Please select an action

- Reassign Application
- Review Application for Minimum Requirements
- View Application Details
- Withdraw

**Spell Check**

**Save Comment**

- The next screen that appears is the Reassign Application page. Choose the correct FPO from the Available Program Officers\* dropdown menu and click the **Reassign** button. A notification will be sent via email to the person to whom the task was reassigned.



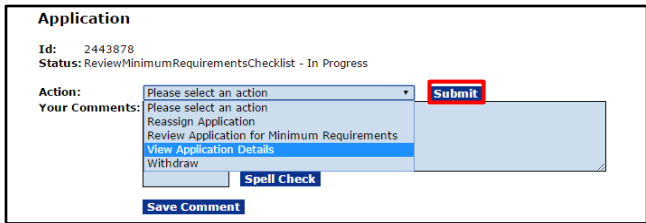
**Reassign Application**

Available Program Officers \* -Select a Program Officer-

**Reassign** **Cancel**

- Select a Program Officer-
- FPOSpec, Grant
- Student00, Grants
- Student01, Grants
- Student02, Grants
- Student03, Grants
- Student04, Grants
- Student05, Grants
- Student06, Grants
- Student07, Grants
- Student08, Grants
- Student09, Grants
- Student10, Grants
- Student11, Grants
- Student12, Grants
- Student13, Grants
- Student14, Grants
- Student15, Grants
- Student16, Grants
- Student17, Grants

- Choose **View Application Details** from the Action dropdown menu and click the **Submit** button.



**Application**

**Id:** 2443878  
**Status:** ReviewMinimumRequirementsChecklist - In Progress

**Action:** Please select an action **Submit**

**Your Comments:** Please select an action

- Reassign Application
- Review Application for Minimum Requirements
- View Application Details
- Withdraw

**Spell Check**

**Save Comment**



## Federal Program Office – Competitive Application Processing

7. The Application Details page is displayed. Review the Application Details and Attachments.

**Application Details - SF-424**

Audit Trail:

**Attachments:**

**Program Office Added Information**

Proposal Number:

Project Type:  Construction  Non-Construction  Both

Principal Investigators-  
Project Directors:

Keyword(s):

Program Element /  
Funding Priority:

Principal Place Of Performance:  [Search FIPS Data](#) [Guidance](#)

---

**Application Submission Type and Date Information**

Type of Submission:  Application  Pre-Application  Changed/Corrected Application

Type of Application:  New  Continuation  Revision  Renewal  Resubmission

If Revision, select appropriate letter(s):

---

**Use format MM/DD/YYYY for date fields.**

Project Start Date:  Project End Date:  Submitted Date:

State Received Date:  Federal Agency Received Date:  Time:   Eastern

Applicant Identifier:  State Application Identifier:  Federal Identifier:

---

**Applicant Information**

Legal Name: \*

Department Name:

Division Name:

Cont. Number:  (9 or 13 digit number) EIN Number:

Street:

City:  County:

State: \*  Province:

Country:  Zip:

---

**Name and Telephone number of person to be contacted on application matters**

Prefix:  First Name:  Middle Name:  Last Name:  Suffix:

Title:

Organization Affiliation:

Phone Number:  Fax Number:

Email:

---

**Other Application Information**

Type of Applicant1: \*

Type of Applicant2:

Type of Applicant3:

Project description:

Descriptive Title of Applicant's Project: \*

Project Areas:

---

CFDA Number:

Name of Federal Agency:

Applicant Congressional District:  Project Congressional District:

Is the Applicant Delinquent on any Federal Debt?  Yes  No

Is Application Subject to Review by State Executive Order 12372 Process?

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the state for review.

c. Program is not covered by E.O. 12372.

---

**Authorized Representative**

Prefix:  First Name:  Middle Name:  Last Name:  Suffix:

Title:

Phone Number:  Fax Number:

Email:

---

**Application Funding Details: \***

Total Funding: \*

Multi Year Award: No

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2016	10/01/2015	09/30/2016	\$1,000.00	\$500.00	\$500.00	\$0.00	\$0.00	\$2,000.00	\$0.00	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add New](#)

[Save as Draft](#) [Save and Return to Main](#) [Cancel](#)

## Federal Program Office – Competitive Application Processing

8. The Application Funding Details\* section displayed below represents a one-year Award. Funding has been designated for one fiscal year; **Multi-Year Award: No**.
9. For a Multi-Year Award, click the **Add New** link under the Application Funding Details\* section. If it is not a Multi-Year Award, proceed to step 13.

Application Funding Details: *										
Total Funding: *		2,000.00								
Multi Year Award:		No								
Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action
2016	10/01/2015	09/30/2016	\$1,000.00	\$500.00	\$500.00	\$0.00	\$0.00	\$2,000.00	\$0.00	Edit Delete
<input type="button" value="Add New"/>										

10. The user must specify the portion of the Total Funding associated with each year of the Award. Enter information for the mandatory data fields below:
  - Fiscal Year\*
  - Funding Start Date\*
  - Funding End Date\*
  - Federal Funding\*
  - Any matching (Applicant, State, Local or Other) funds may also be entered on this screen
11. Verify the accuracy of the Funding Start Date and Funding End Date. The default values may not always reflect the desired dates. Click the **Save** button after entering all relevant data.

Add Application Funding Details	
Application Total Funding : 2,000.00	
Fiscal Year : *	2017
<i>(use format YYYY)</i>	
Funding Start Date : *	10/01/2016
<i>(use format MM/DD/YYYY)</i>	
Funding End Date : *	09/30/2017
<i>(use format MM/DD/YYYY)</i>	
Federal Funding : *	250.00
Applicant Funding :	125.00
State Funding :	125.00
Local Funding :	
Other Funding :	
Total Funding :	\$500.00
<input type="button" value="Save"/> <input type="button" value="Close"/>	

## Federal Program Office – Competitive Application Processing

12. Repeat steps 9 - 11 as many times as appropriate. This screen below represents a Multi-Year application; **Multi-Year Award: Yes**.

**Application Funding Details: \***

Total Funding: \*

Multi Year Award:

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2016	10/01/2015	09/30/2016	\$500.00	\$250.00	\$250.00	\$0.00	\$0.00	\$1,000.00	\$0.00	<a href="#">Edit</a>	<a href="#">Delete</a>
2017	10/01/2016	09/30/2017	\$250.00	\$125.00	\$125.00	\$0.00	\$0.00	\$500.00	\$0.00	<a href="#">Edit</a>	<a href="#">Delete</a>
2018	10/01/2017	09/30/2018	\$250.00	\$125.00	\$125.00	\$0.00	\$0.00	\$500.00	\$0.00	<a href="#">Edit</a>	<a href="#">Delete</a>

[Add New](#)

[Save as Draft](#) | [Save and Return to Main](#) | [Cancel](#)

13. If appropriate, one or more attachments may be included. The attachment(s) can be viewed either as a component of the application, or separate from the application. To include attachments click the **Attachments** link; otherwise, proceed to step 17.
14. When the screen below displays, click the **[+]** link (either beside the words **Add New Attachment for Application Review** or **Add New Attachment NOT to be Included in the Application Review**). The **Guidance** link provides suggestions regarding the content and format of attachments.

**[+] Application Header**

**Application Attachments for Review**

Nothing found to display.  
 Add new Attachment for Application Review: [+] [Guidance](#) ← **Guidance Document**

**Application Attachments NOT Included in the Application Review**

Nothing found to display.  
 Add new Attachment NOT to be included in the Application Review: [+] [Return to Application Details](#)

VS.

15. For each attachment, there are two mandatory fields: Filename\* and Description\*. Click the **Choose File** button to navigate to the file you would like to attach. Provide a brief description of the attachment. When finished entering data, click the **Save Attachment** button.

**[+] Application Header**

**Application Attachments for Review**

Nothing found to display.  
Add new Attachment for Application Review: [-]

Filename: \* Choose File No file chosen

Description: \*

Internal use only

**Save Attachment**

[PDF Application Review Report](#)   [Guidance](#)

**Application Attachments NOT Included in the Application Review**

Nothing found to display.  
Add new Attachment NOT to be included in the Application Review: [+]

**Return to Application Details**

16. Click the **Up** or **Down** link to re-order the items in the **Application Attachments for Review** section.

Click the **Remove** link beside an attachment to move a file from the **Application Attachments for Review** section to the **Application Attachments NOT included in the Application Review** section.

Click the **Include for Review** link beside an attachment to move a file from the **Application Attachments NOT included in the Application Review** section to the **Application Attachments for Review** section.

To eliminate an attachment from either section, please contact the Help Desk.

**[+] Application Header**

**Application Attachments for Review**

Action	Filename	Description	Created Date	Internal Use Only
Up Down Remove	Test Document #5.docx (CONVERT TO PDF)	Attachment #5	12/07/2015	Yes
Up Down Remove	Test Document #3.docx (CONVERT TO PDF)	Attachment #3.	12/07/2015	No
Up Down Remove	Test Document #4.docx (CONVERT TO PDF)	Attachment #4.	12/07/2015	No

Export options: [Excel](#)

File name should be 50 characters or less if there are more than 10 attachments.  
Add new Attachment for Application Review: [+]

[PDF Application Review Report](#)   [Guidance](#)

**Application Attachments NOT Included in the Application Review**

Action	Filename	Description	Created Date	Internal Use Only
<a href="#">Include for Review</a>	Test Document #3.docx	Test document #3	12/07/2015	No

Export options: [Excel](#)

File name should be 50 characters or less if there are more than 10 attachments.  
Add new Attachment NOT to be included in the Application Review: [+]

**Return to Application Details**

Step 17 →

17. When all updates are finished, click the **Return to Application Details** button.

18. The Application launch page is displayed. Choose **Review Application for Minimum Requirements** from the Action dropdown menu and click the **Submit** button.

**Application**

**Id:** 2443878  
**Status:** ReviewMinimumRequirementsChecklist - In Progress

**Action:** Please select an action Submit

**Your Comments:** Please select an action  
Reassign Application  
Review Application for Minimum Requirements  
View Application Details  
Withdraw

Spell Check

Save Comment

19. The next screen is the Minimum Requirements Checklist page. Choose the radio button under the **Met Requirement?** column that corresponds to the correct response for each question. Enter comments as appropriate.

**Minimum Requirements Checklist**

*If you choose 'No' for a Minimum Requirement, please provide a comment in the corresponding box to the right or provide general comments in the 'Overall Comments' section below.*

Minimum Requirement	Met Requirement ?	Comment
Eligible Applicant: Is the applicant eligible to apply for this RFA based on the applicant type?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	<span style="border: 1px solid gray; padding: 2px;">Spell Check</span>
Application Received by Deadline: Was the application submitted by the deadline date and time?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	<span style="border: 1px solid gray; padding: 2px;">Spell Check</span>
Application Meets Minimum Federal Funding: Does the application request at least the minimum Federal funding required by the RFA?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	<span style="border: 1px solid gray; padding: 2px;">Spell Check</span>
Application Meets Maximum Federal Funding: Does the application request no more than the maximum Federal funding required by the RFA?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	<span style="border: 1px solid gray; padding: 2px;">Spell Check</span>
Application Meets Minimum Match: Does the non-Federal funding provide at least the minimum match percentage of the total funding?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	<span style="border: 1px solid gray; padding: 2px;">Spell Check</span>
Application Meets Maximum Match: Does the non-Federal funding provide at no more than the maximum match percentage of the total funding?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	<span style="border: 1px solid gray; padding: 2px;">Spell Check</span>
Complete Application: Does the application contain all of the required forms?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Not Applicable	<span style="border: 1px solid gray; padding: 2px;">Spell Check</span>

Overall Comments:  

Spell Check

*All requirements questions must be answered before the application can be approved or rejected for minimum requirements.*

Save Save and Return to Main Cancel



**NOTE:** The Program Officer must indicate whether the application met the Minimum Requirements – the system will not check automatically. The option to approve an application is not available until each question on the Minimum Requirements Checklist has been answered.

When the response to a question is **No**, justification for that response must be documented in the Comment box associated with that question or in the Overall Comments box. A Grants Specialist will review the comment and determine the validity of the justification.

20. Click the **Save** button to capture the information entered. To advance to the next step in the process click the **Save and Return to Main** button. Click the **Cancel** button to exit the screen without capturing the data entered.
21. The FPO can either approve or reject an application. However, only a **certified FPO** can reject the application. All questions on the Minimum Requirements Checklist must be answered before the FPO or certified FPO is presented with an opportunity to accept or reject an application.
22. To move the application forward in the review process, the FPO should select **Approve Application for Meeting Minimum Requirements** from the Action dropdown menu. Click the **Submit** button to complete the task. At this point the application is locked for additional data entry.

**Application**  
Id: 2443878  
Status: ReviewMinimumRequirementsChecklist - In Progress

Action: Please select an action **Submit**

Your Comments: Please select an action

- Approve Application for Meeting Minimum Requirements**
- Reassign Application
- Reject Application
- Review Application for Minimum Requirements
- View Application Details
- Withdraw

**Save Comment**

23. This completes the Review Minimum Requirements Checklist task. The message shown in bold blue letters is displayed on the user's Your Tasks screen.

**Your Tasks**

**Review Min. Req. Checklist - Approve Application for Meeting Minimum Requirements is complete**

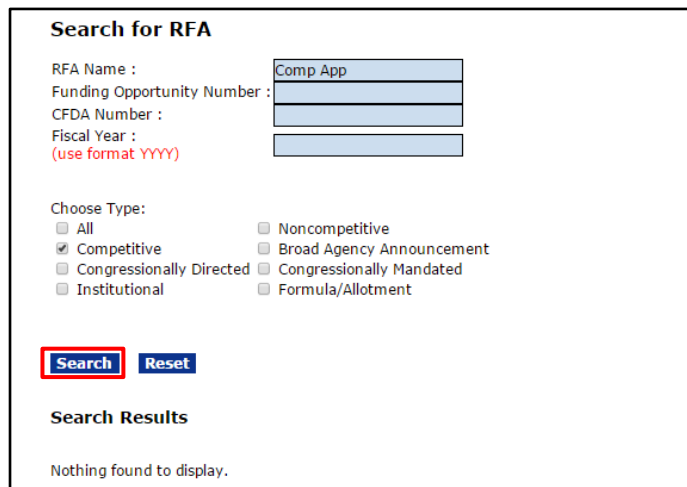
Document Type: All Status: Open **Apply Filter >>**

Nothing found to display.

## Review Reviewer Instructions

Although it is not a task, the Reviewer Instructions document is available after the Review Minimum Requirements Checklist task is complete.

1. Click the **RFA** tab.
2. Click the **Search RFAs** link.
3. The Search for RFA launch page is displayed. Input query information and click the **Search** button.



**Search for RFA**

RFA Name :   
Funding Opportunity Number :   
CFDA Number :   
Fiscal Year :   
(use format YYYY)

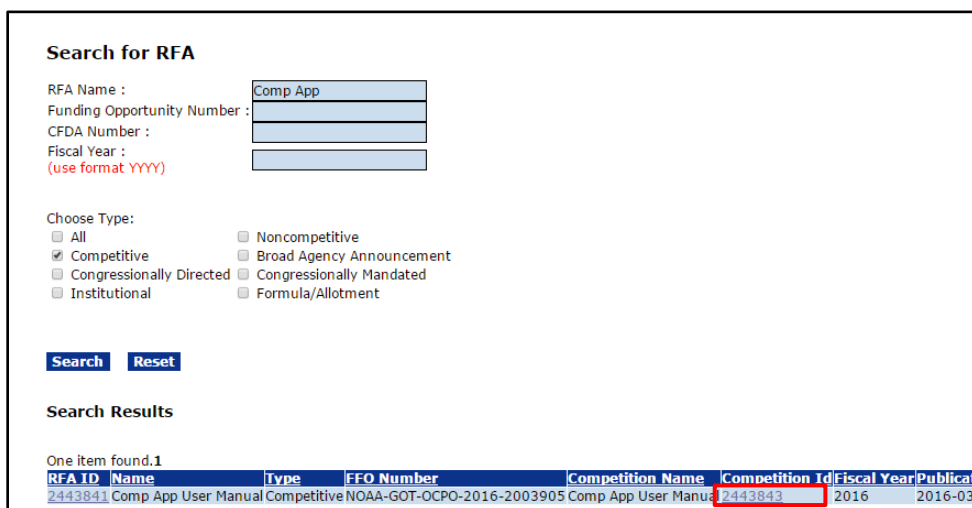
Choose Type:

All  Noncompetitive  
 Competitive  Broad Agency Announcement  
 Congressionally Directed  Congressionally Mandated  
 Institutional  Formula/Allotment

**Search Results**

Nothing found to display.

4. When the search results display, click the appropriate **Competition ID** link.



**Search for RFA**

RFA Name :   
Funding Opportunity Number :   
CFDA Number :   
Fiscal Year :   
(use format YYYY)

Choose Type:

All  Noncompetitive  
 Competitive  Broad Agency Announcement  
 Congressionally Directed  Congressionally Mandated  
 Institutional  Formula/Allotment

**Search Results**

One item found.1

RFA ID	Name	Type	FFO Number	Competition Name	Competition Id	Fiscal Year	Publicati
2443841	Comp App User Manual	Competitive	NOAA-GOT-OCPO-2016-2003905	Comp App User Manu	2443843	2016	2016-03-

## Federal Program Office – Competitive Application Processing

- The Competition screen is visible. Scroll down and click the **ID** link beside the Sub-Document Type: Reviewers Instructions. In this example, there are two Reviewer Instructions – one associated with Review Event #1, and another associated with Review Event #2.

### Competition

**Id:** 2443843  
**Status:**

**Action:** Please select an action ▾ Submit

**Your Comments:**

Spell Check

Save Comment

**Workflow Analysis**

The following needs to be completed before applications can be selected for this competition:

- Reviewer Instructions must be reviewed by FALD.
- Review Events must be complete.

---

#### RFA Header Information

<b>Document ID:</b> 2443841	<b>CFDA Number:</b> 11.999
<b>Announcement Type:</b> Initial	<b>SubProgram:</b>
<b>Funding Opportunity Number:</b> NOAA-GOT-OCPO-2016-2003905	<b>Assigned Program Office:</b> One Commerce Program Office (OCPO)
<b>Line Office:</b> Grants Online Testing (GOT)	<b>Assigned Program Officer:</b> Grant Student
<b>RFA Name:</b> Comp App User Manual	<b>Anticipated Publication Date:</b> 03/15/2016
<b>Fiscal Year:</b> 2016	<b>Publication Date:</b> 03/07/2016
<b>Competition Number:</b> 2443843	<b>Competition Name:</b> Comp App User Manual
<b>Anticipated Application Due Date:</b> 03/20/2016	

---

#### Sub Documents

Type	ID	Title	Status
Applications Report	<a href="#">2443843</a>	Applications Report	
Selected Applications	<a href="#">2443843</a>	Selected Applications	
Review Event	<a href="#">2443846</a>	Review Event #1	
Review Event	<a href="#">2443847</a>	Review Event #2	
Reviewer Instructions	<a href="#">2443844</a>	Reviewer Instructions for Review Event #1 Review E...	
Reviewer Instructions	<a href="#">2443848</a>	Reviewer Instructions for Review Event #2 Review E...	

Export options: [Excel](#)

- The Reviewer Instructions launch page is displayed. Choose **View Reviewer Instructions Details** from the Action dropdown menu and click the **Submit** button.

### Reviewer Instructions

**Id:** 2443844  
**Status:**

**Action:** Please select an action ▾ Submit

**Your Comments:**

Spell Check

Save Comment

**Workflow Analysis**

Review Instructions must be attached to the Reviewer Instructions document before workflow can be started.  
The Reviewer Instructions must be reviewed by FALD before the Review Event can be started.



## Federal Program Office – Competitive Application Processing

7. Attach the appropriate documents under the Reviewer Instructions section by clicking the **[+]** link.

**Federal Funding Opportunity**

Name	Short Description	Created Date
Federal Funding Opportunity	Federal Funding Opportunity Report	03/23/2015

**FFO Attachments**  
Nothing found to display.

**Note:**

- If there are any NON-Internal Use Only attachments associated with the FFO, they will be provided to the Reviewer instead of the FFO Report and Evaluation Criteria from the FFO Report.
- The Federal Funding Opportunity Report will be provided to the Application Reviewer exactly as shown above in the Federal Funding Opportunity link.

**Reviewer Instructions**

**Attachments:**  
No attachments.

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

**Save**

8. Click the **Choose File** button to navigate to the document that should be uploaded.
9. Enter a short description in the Description box and click the **Save Attachment** button.
10. Repeat steps 7 - 9 as many times as is necessary to include all attachments. When finished, click the **Save** button.

**Reviewer Instructions**

**Attachments:**  
No attachments.

Add new Attachment: **[+]**

Filename: \* **Choose File** Reviewer Instructions.docx **← Step 8**

Description: \* Description of document

23 / 1000 **Spell Check**

Internal use only

**Save Attachment** **← Step 9**

Any changes to information on this page should be saved before adding or removing attachments.

**Save** **← Step 10**

**Logistical Reviewer Instructions**

**Attachments:**  
No attachments.

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



**NOTE:** The Reviewer Instructions requires FALD review. However, the Logistical Reviewer Instructions do not need to be reviewed by FALD.

## Federal Program Office – Competitive Application Processing

11. Click the **Start Workflow** button.

**Federal Funding Opportunity**

Name	Short Description	Created Date
Federal Funding Opportunity	Federal Funding Opportunity Report	03/23/2015

**FFO Attachments**

Nothing found to display.

**Note:**

- If there are any NON-Internal Use Only attachments associated with the FFO, they will be provided to the Reviewer instead of the FFO Report and Evaluation Criteria from the FFO
- The Federal Funding Opportunity Report will be provided to the Application Reviewer exactly as shown above in the Federal Funding Opportunity link.

**Reviewer Instructions**

**Attachments:**

Name	Short Description	Created Date	Internal Use Only	FALD Reviewed	Remove
Reviewer_Instructions.docx	Description of document	03/23/2015 05:12:30 PM	No		<a href="#">Remove</a>

Add new Attachment: [\[+\]](#)  
Any changes to information on this page should be saved before adding or removing attachments.

**Start Workflow**

---

**Logistical Reviewer Instructions**

**Attachments:**

No attachments.

Add new Attachment: [\[+\]](#)  
Any changes to information on this page should be saved before adding or removing attachments.

**Done**

**Note:**  
The Logistical Reviewer Instructions may only be used for attaching instructions related to travel and meeting dates, times and locations, as well as meeting requirements and reimbursement. The Logistical Reviewer Instructions do not require FALD review.

12. The user is presented with a list of Program Officer Actions. Choose **Forward to FALD** and click the **Submit** button.

**Reviewer Instructions**

**Id:** 2443844  
**Status:** ProgramOfficerActions - Not Started

**Action:**  **Submit**

**Your Comments:**

**Spell Check**

**Save Comment**

**Workflow Analysis**

There is an open task to review the Reviewer Instructions. Workflow on the Reviewer Instructions workflow must be completed before the Review Event can be started.

13. This concludes the Reviewer Instructions task.

**Your Tasks**

**Review Reviewer Instructions - Forward To FALD is complete.**

**Document Type:**  **Status:**  **Apply Filter >>**

Nothing found to display.

## **Review Event**

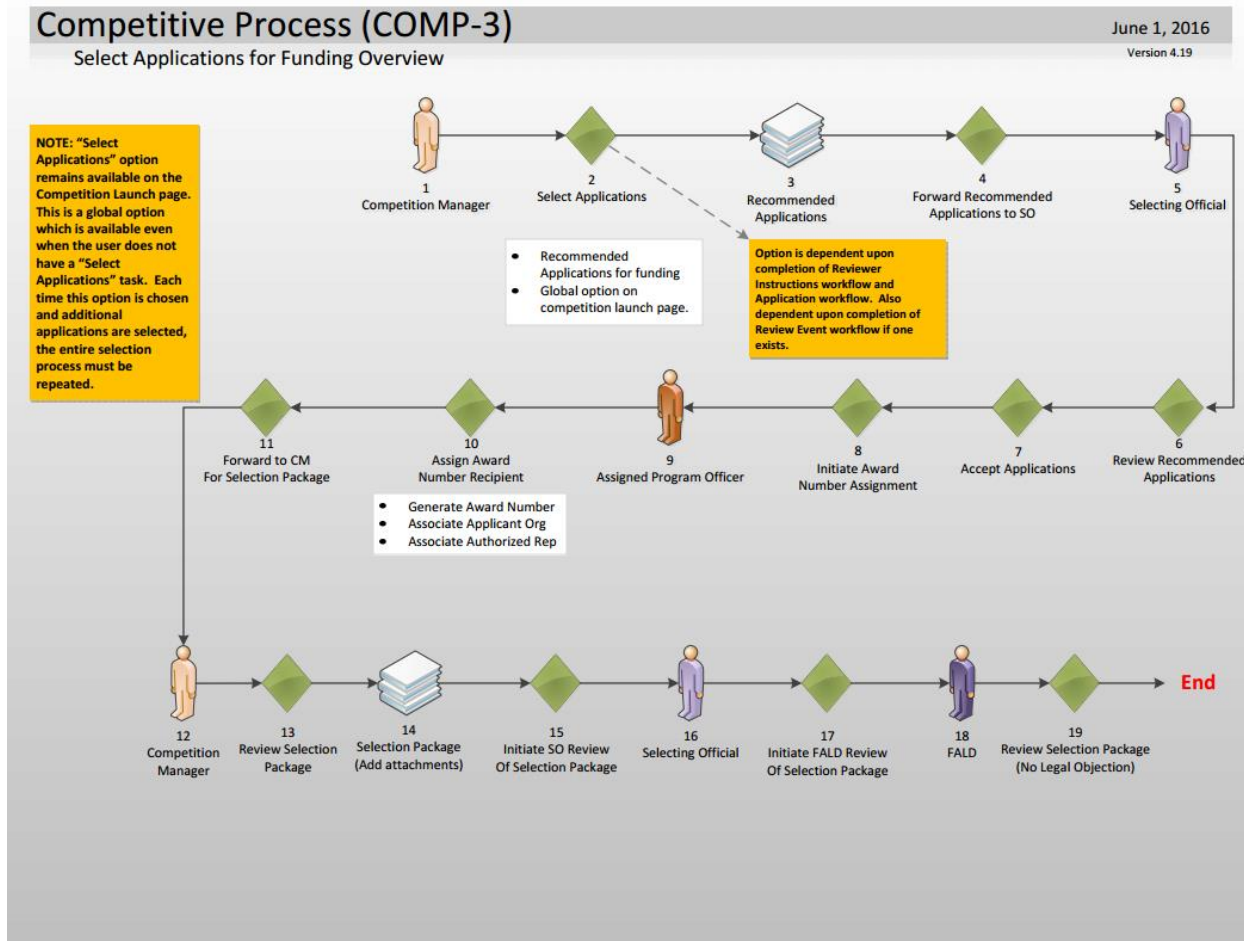
---

The Competitive Application Review Event can occur either outside the Grants Online system or using the Grants Online system. If the Review Event occurs outside the Grants Online system, be certain to attach the files that document the Review Event.

For further details regarding the Review Event process, please reference the following documents:

1. Creating a Review Event -  
[http://www.corporateservices.noaa.gov/grantsonline/Documents/Quick%20Reference%20Guides/ReviewEvent\\_Creation.pdf](http://www.corporateservices.noaa.gov/grantsonline/Documents/Quick%20Reference%20Guides/ReviewEvent_Creation.pdf)
2. Conducting a Review Event -  
[http://www.corporateservices.noaa.gov/grantsonline/Documents/Quick%20Reference%20Guides/ReviewEventManager\\_UserGuide.pdf](http://www.corporateservices.noaa.gov/grantsonline/Documents/Quick%20Reference%20Guides/ReviewEventManager_UserGuide.pdf)
3. Conducting an Application Review -  
[http://www.corporateservices.noaa.gov/grantsonline/Documents/Quick%20Reference%20Guides/Reviewers\\_Quick\\_Ref\\_Guide\\_4\\_08.pdf](http://www.corporateservices.noaa.gov/grantsonline/Documents/Quick%20Reference%20Guides/Reviewers_Quick_Ref_Guide_4_08.pdf)

Process Diagram – Competitive Process Map

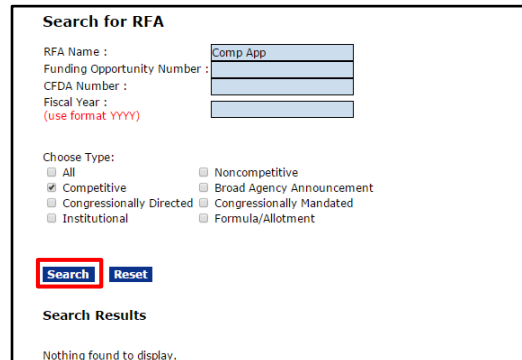


## Select Applications (Competition Manager Task)

When the following prerequisites are complete, the option to Select Applications is available. When the Select Applications task is started, it remains in the FPO's Inbox.

- All applications have been reviewed and meet the criteria on the Minimum Requirements Checklist
- The Reviewer Instructions have been reviewed and FALD registers “No Legal Objection”
- The Review Events are complete (using Grants Online; **-or-** if the Review Event was conducted outside Grants Online, the results were uploaded to Grants Online)

1. Click the **RFA** tab.
2. Click the **Search RFAs** link.
3. The Search for RFA launch page is displayed. Input query information and click the **Search** button.



**Search for RFA**

RFA Name :   
Funding Opportunity Number :   
CFDA Number :   
Fiscal Year :   
(use format YYYY)

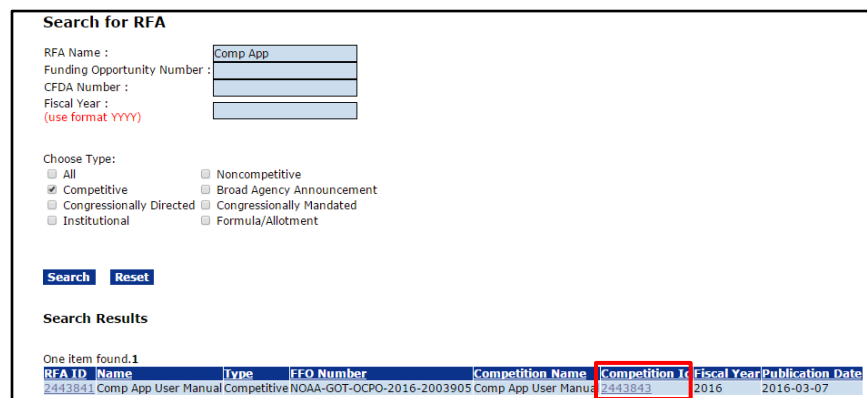
Choose Type:

All  Noncompetitive  
 Competitive  Broad Agency Announcement  
 Congressionally Directed  Congressionally Mandated  
 Institutional  Formula/Allotment

**Search Results**

Nothing found to display.

4. When the search results display, click the appropriate **Competition ID** link.



**Search for RFA**

RFA Name :   
Funding Opportunity Number :   
CFDA Number :   
Fiscal Year :   
(use format YYYY)

Choose Type:

All  Noncompetitive  
 Competitive  Broad Agency Announcement  
 Congressionally Directed  Congressionally Mandated  
 Institutional  Formula/Allotment

**Search Results**

One item found.1

RFA ID	Name	Type	FFO Number	Competition Name	Competition ID	Fiscal Year	Publication Date
2443841	Comp App User Manual	Competitive	NOAA-GOT-OCPO-2016-2003905	Comp App User Manu	2443843	2016	2016-03-07

## Federal Program Office – Competitive Application Processing

- The Competition launch screen is visible. From the Action dropdown list, choose **Select Applications** and click the **Submit** button.

### Competition

**Id:** 2443843  
**Status:**

**Action:** Please select an action ▼ Submit

**Your Comments:** Please select an action  
Select Applications  
View Competition Details

Spell Check

Save Comment

**Workflow Analysis**

A Selection Package already exists for this competition. You can modify (add or remove) applications from the list of selected applications by choosing the Select Applications action.

- On the Selected Applications page, the application(s) available for funding are visible.

### Selected Applications

**RFA Header Information**

<b>Document ID:</b> 2443841	<b>CFDA Number:</b> 11.999
<b>Announcement Type:</b> Initial	<b>SubProgram:</b>
<b>Funding Opportunity Number:</b> NOAA-GOT-OCPO-2016-2003905	<b>Assigned Program Office:</b> One Commerce Program Office (OCPO)
<b>Line Office:</b> Grants Online Testing (GOT)	<b>Assigned Program Officer:</b> Grant Student00
<b>RFA Name:</b> Comp App User Manual	<b>Anticipated Publication Date:</b> 03/15/2016
<b>Fiscal Year:</b> 2016	<b>Publication Date:</b> 03/07/2016
<b>Competition Number:</b> 2443843	<b>Competition Name:</b> Comp App User Manual
<b>Anticipated Application Due Date:</b> 03/20/2016	

There are multiple sets of [Save](#) and [Done](#) buttons on this page for the purpose of saving extra scrolling when the competition contains a large number of applications.

**Selection comments:**

Spell Check

Selection Comments Audit Trail: [View](#)

Save Done

Rank	Ordering Event	ID	Review Event Name	Scoring Report
<input type="checkbox"/>		2443846	Review Event #1	<a href="#">Scoring Report</a>
<input type="checkbox"/>		2443847	Review Event #2	<a href="#">Scoring Report</a>

Export options: [Excel](#)

**Applications Selected for Funding**  
Nothing found to display.  
Save Done

**Applications Not Selected for Funding**

Add	Proposal Number	ID	Applicant	Project Title	Status	Rank Order	Federal Amount Requested Yr 1	Federal Amount Requested Total	FALD	Reviewed
<input type="checkbox"/>		2443878	Global Env and Tech Foundation	Project description	Review Minimum Requirements Checklist - Complete		\$500.00	\$1,000.00	N	
<input type="checkbox"/>		2443900	Bangor Publishing Company	Project description	Review Minimum Requirements Checklist - Complete		\$1,000.00	\$1,000.00	N	
<input type="checkbox"/>		2443903	Skilligalee Inc	Project description	Review Minimum Requirements Checklist - Complete		\$1,000.00	\$1,000.00	N	

Export options: [Excel](#)

## Federal Program Office – Competitive Application Processing

7. If applicable, use the **Rank Order** column to specify the order of the application(s). Click the **Save** button.

**Review Events**

Rank Ordering Event	ID	Review Event Name	Scoring Report
<input type="checkbox"/>	2443846	Review Event #1	<a href="#">Scoring Report</a>
<input type="checkbox"/>	2443847	Review Event #2	<a href="#">Scoring Report</a>

Export options: [Excel](#)

**Applications Selected for Funding**  
Nothing found to display.  
[Save](#) [Done](#)

**Applications Not Selected for Funding**

Add	Proposal Number	ID	Applicant	Project Title	Status	Rank Order	Federal Amount Requested: Yr 1	Federal Amount Requested: Total	FALD Reviewed Non-Selection
<input type="checkbox"/>		2443878	Global Env and Tech Foundation	Project description	Review Minimum Requirements Checklist - Complete		\$500.00	\$1,000.00	N
<input type="checkbox"/>		2443900	Bangor Publishing Company	Project description	Review Minimum Requirements Checklist - Complete		\$1,000.00	\$1,000.00	N
<input type="checkbox"/>		2443903	Skilligalee Inc	Project description	Review Minimum Requirements Checklist - Complete		\$1,000.00	\$1,000.00	N

Export options: [Excel](#)

[Save](#) [Done](#)




**NOTE:** If the Review Event(s) was/were completed via Grants Online, the user is given the option to select one or more Review Event(s). Upon selecting the appropriate checkbox(es) and clicking the Save button, a **Calculate Rank Order** link is presented. Click the link and the system displays the results in Rank Order based on the Review Event(s).

## Federal Program Office – Competitive Application Processing

- Click the **Add** checkbox in the leftmost column to add an application to the selection package (i.e., move an application from beneath the **Applications Not Selected for Funding** header to the **Applications Selected for Funding** header). Click the **Save** button.

**Selection comments:**

[Spell Check](#)

Selection Comments Audit Trail: 

[Save](#) [Done](#)

**Review Events**

Rank Ordering Event	ID	Review Event Name	Scoring Report
<input checked="" type="checkbox"/>	<a href="#">2443846</a>	Review Event #1	<a href="#">Scoring Report</a>
<input type="checkbox"/>	<a href="#">2443847</a>	Review Event #2	<a href="#">Scoring Report</a>

Export options: [Excel](#)  
[Calculate Rank Order](#)

**Applications Selected for Funding**  
 Nothing found to display.  
[Save](#) [Done](#)

**Applications Not Selected for Funding**

Add	Proposal Number	ID	Applicant	Project Title	Status	Rank Order	Federal Amount Requested: Yr 1	Federal Amount Requested: Total	FALD Reviewed Non-Selection
<input checked="" type="checkbox"/>		<a href="#">2443903</a>	Skillegalee Inc	Project description	Review Minimum Requirements Checklist - Complete	<input type="text" value="1"/>	\$1,000.00	\$1,000.00	N
<input checked="" type="checkbox"/>		<a href="#">2443878</a>	Global Env and Tech Foundation	Project description	Review Minimum Requirements Checklist - Complete	<input type="text" value="2"/>	\$500.00	\$1,000.00	N
<input type="checkbox"/>		<a href="#">2443900</a>	Bangor Publishing Company	Project description	Review Minimum Requirements Checklist - Complete	<input type="text" value="3"/>	\$1,000.00	\$1,000.00	N

Export options: [Excel](#)

[Save](#) [Done](#)




## Federal Program Office – Competitive Application Processing

9. To move an application from below the **Applications Selected for Funding** header to the **Applications Not Selected for Funding** header, click the checkbox in the **Remove** column. Click the **Save** button.
10. When all updates have been completed, click the **Done** button.

**Selection comments:**

[Spell Check](#)

Selection Comments Audit Trail: 

[Save](#) [Done](#)

**Review Events**

Rank Ordering Event	ID	Review Event Name	Scoring Report
<input checked="" type="checkbox"/>	2443846	Review Event #1	<a href="#">Scoring Report</a>
<input type="checkbox"/>	2443847	Review Event #2	<a href="#">Scoring Report</a>

Export options: [Excel](#)  
[Calculate Rank Order](#)

**Applications Selected for Funding**

Remove	Proposal Number	ID	Applicant	Project Title	Status	Rank Order	Federal Amount Requested: Yr 1	Changed Amount: Yr 1	Federal Amount Requested: Total	Changed Amount: Total	FALD Reviewed Selection
<input type="checkbox"/>		2443903	Skilligalee Inc	Project description	Review Minimum Requirements Checklist - Complete	1	\$1,000.00	\$	\$1,000.00	\$	N
<input type="checkbox"/>		2443878	Global Env and Tech Foundation	Project description	Review Minimum Requirements Checklist - Complete	2	\$500.00	\$	\$1,000.00	\$	N

Export options: [Excel](#)

[Save](#) [Done](#)

**Applications Not Selected for Funding**

Add	Proposal Number	ID	Applicant	Project Title	Status	Rank Order	Federal Amount Requested: Yr 1	Federal Amount Requested: Total	FALD Reviewed Non-Selection
<input type="checkbox"/>		2443900	Bangor Publishing Company	Project description	Review Minimum Requirements Checklist - Complete	3	\$1,000.00	\$1,000.00	N

Export options: [Excel](#)

[Save](#) [Done](#)

To remove an application. →

Step 9 →

← Step 10

## Federal Program Office – Competitive Application Processing

- On the Competition page, choose **Forward Recommended Applications to Selecting Official** from the Action dropdown menu. If appropriate, the user can include additional instructions/comments in the **Your Comments** box. Click the **Submit** button.

**Competition**

**Id:** 2443843  
**Status:** CompetitionManagerActions - In Progress

**Action:** Forward Recommended Applications to Selecting Official Submit

**Your Comments:** Enter comments as appropriate.

31 / 4000 Spell Check

Save Comment

**Workflow Analysis**

A Selection Package already exists for this competition. There is an open task to select additional applications.  
 There is an open task for the Competition Manager to select applications.

2 applications are selected and can now be forwarded to the Selecting Official for review.



**NOTE:** Any information entered in the Comments box is visible in the Workflow History.

**Competition**

**Id:** 2443843  
**Status:** SelectingOfficialActions - Complete

**Action:** Please select an action Submit

**Your Comments:** Enter comments as appropriate.

Spell Check

Save Comment

**Workflow Analysis**

A Selection Package already exists for this competition. You can modify (add or remove) applications from the list of selected applications by choosing the Select Applications action.

There are 1 applications waiting on Award Number/Recipient assignment before a task will be created to update the Selection Package for re-review.

**Workflow History**

Name	Date Assigned	Date Started	Date Completed	Performer	Role	Action Taken	Current Status	User Comments
Review Recommended Applications	03/14/2016 04:02:04 PM	03/14/2016 04:20:05 PM	03/14/2016 04:29:43 PM	BOAA Official	SelectingOfficial	ApproveSelectionsAndInitiateAssignments	Complete	
Select Applications	03/14/2016 03:39:26 PM	03/14/2016 03:39:26 PM	03/14/2016 04:02:04 PM	Grant_Student101	CompetitionManager	ForwardApplications	Complete	Enter comments as appropriate

Export options: Excel

- This concludes the Select Applications task.

**Your Tasks**

**Select Applications - Forward Recommended Applications to Selecting Official is complete.**

Document Type: All Status: Open Apply Filter >>

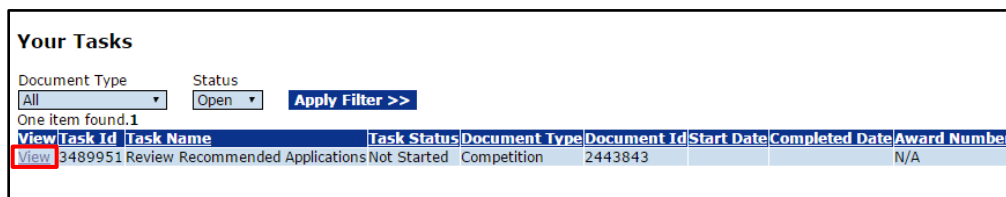
4 items found, displaying all items.1

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number
<a href="#">View</a>	3489916	Conduct Negotiations	In Progress	Application	2444004	03/11/2016		N/A
<a href="#">View</a>	3489913	Forward/Revise Award File	In Progress	Award File	2443987	03/11/2016		NA16GOT9990001

## Review Recommended Applications (Selecting Official Task)

After the Competition Manager has recommended applications for funding, a task is sent to the Selecting Official to review the recommended applications.

1. Click the **Inbox** tab.
2. Click the **Tasks** link.
3. Click the **View** link for the **Review Recommended Applications** task.



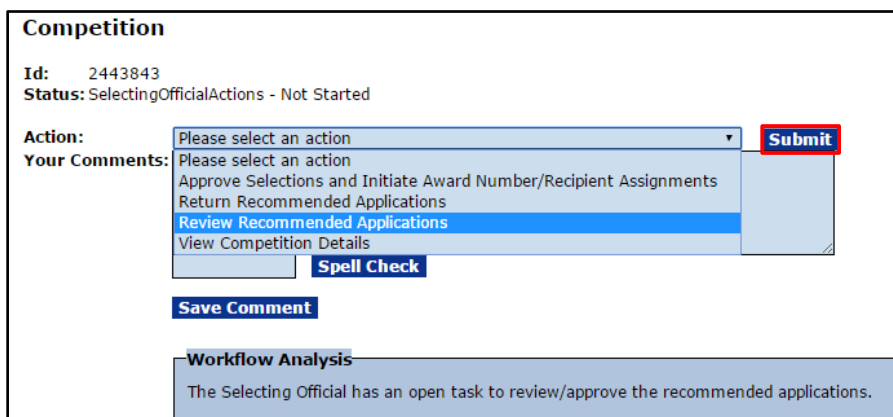
**Your Tasks**

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

One item found. 1

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number
<a href="#">View</a>	3489951	Review Recommended Applications	Not Started	Competition	2443843			N/A

4. Upon selecting the Review Recommended Applications task from the user's Inbox, the Competition launch page is displayed. Choose **Review Recommended Applications** from the Action dropdown menu and click the **Submit** button.



**Competition**

**Id:** 2443843  
**Status:** SelectingOfficialActions - Not Started

**Action:** Please select an action [Submit](#)

**Your Comments:** Please select an action  
Approve Selections and Initiate Award Number/Recipient Assignments  
Return Recommended Applications  
**Review Recommended Applications**  
View Competition Details

[Spell Check](#)

[Save Comment](#)

**Workflow Analysis**  
The Selecting Official has an open task to review/approve the recommended applications.

5. The Selecting Official can amend the amount in the Changed Amount columns (e.g., in this example: **Year 1** and **Total**) when the amount available for funding is different than the Federal Amount Requested.
6. Click the **Done** button to return to the Competition page.

# Federal Program Office – Competitive Application Processing


## Selected Applications

RFA Header Information			
Document ID:	2443841	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2016-2003905	Assigned Program Office:	One Commerce Program Office (OCPO)
Line Office:	Grants Online Testing (GOT)	Assigned Program Officer:	Grant Student00
RFA Name:	Comp App User Manual	Anticipated Publication Date:	03/15/2016
Fiscal Year:	2016	Publication Date:	03/07/2016
Competition Number:	2443843	Competition Name:	Comp App User Manual
Anticipated Application Due Date:	03/20/2016		

There are multiple sets of Save and Done buttons on this page for the purpose of saving extra scrolling when the competition contains a large number of applications.

### Selection comments:

[Spell Check](#)

Selection Comments Audit Trail: 

[Save](#) [Done](#)

### Review Events

Rank Ordering Event	ID	Review Event Name	Scoring Report
<input checked="" type="checkbox"/>	2443846	Review Event #1	<a href="#">Scoring Report</a>
<input type="checkbox"/>	2443847	Review Event #2	<a href="#">Scoring Report</a>

Export options: [Excel](#)  
[Calculate Rank Order](#)

### Applications Selected for Funding

Remove	Proposal Number	ID	Applicant	Project Title	Status	Rank Order	Federal Amount Requested: Yr 1	Changed Amount: Yr 1	Federal Amount Requested: Total	Changed Amount: Total	FALD Reviewed Selection
<input type="checkbox"/>		2443903	Skillogalee Inc	Project description	Review Minimum Requirements Checklist - Complete	1	\$1,000.00	\$	\$1,000.00	\$	N
<input type="checkbox"/>		2443878	Global Env and Tech Foundation	Project description	Review Minimum Requirements Checklist - Complete	2	\$500.00	\$	\$1,000.00	\$	N

Export options: [Excel](#)  
[Save](#) [Done](#)

### Applications Not Selected for Funding

Add	Proposal Number	ID	Applicant	Project Title	Status	Rank Order	Federal Amount Requested: Yr 1	Federal Amount Requested: Total	FALD Reviewed Non-Selection
<input type="checkbox"/>		2443906	Bangor Publishing Company	Project description	Review Minimum Requirements Checklist - Complete	3	\$1,000.00	\$1,000.00	N

Export options: [Excel](#)

[Save](#) [Done](#)

## Federal Program Office – Competitive Application Processing

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- To proceed to the next step choose **Approve Selections and Initiate Award Number/Recipient Assignments** from the Action dropdown menu and click the **Submit** button.

**Competition**

**Id:** 2443843  
**Status:** SelectingOfficialActions - In Progress

**Action:** Please select an action

**Your Comments:** Please select an action

- Approve Selections and Initiate Award Number/Recipient Assignments
- Return Recommended Applications
- Review Recommended Applications
- View Competition Details

**Workflow Analysis**

The Selecting Official has an open task to review/approve the recommended applications.

- This completes the Review Recommended Applications task.

**Your Tasks**

**Review Recommended Applications - Approve Selections and Initiate Award Number/Recipient Assignments is complete.**

Document Type:  Status:

Nothing found to display.

### Assign Award Number / Recipient (Program Officer Task)

The Program Officer will receive a task to Assign Award Number / Recipient for the application(s) selected. While completing this task, the Program Officer does the following:

- Assign a new Award Number or associate the application with an existing Award
- Confirm the Start and End Date for the Award
- Confirm the Funding Amount for the Award
- Associate an Organization with the application
- Associate an Authorized Official with the application
- Break out any Funding Years (if needed)
- Attach additional files to the application (update documents, Reviewer responses, etc.)

1. Click the **Inbox** tab.
2. Click the **Tasks** link.
3. Click the **View** link for the **Assign Award Number / Recipient** task.

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number
<b>View</b>	3489953	Assign Award Number/Recipient	Not Started	Application	2443903			N/A
View	3489952	Assign Award Number/Recipient	Not Started	Application	2443878			N/A
View	3489916	Conduct Negotiations	In Progress	Application	2444004	03/11/2016		N/A
View	3489913	Forward/Revise Award File	In Progress	Award File	2443987	03/11/2016		NA16GOT9990001

4. When the Application launch page displays, choose **Assign Award Number / Recipient to Application** from the Action dropdown menu. Click the **Submit** button.

**Application**  
 Id: 2443903  
 Status: ProgramOfficerActions - Not Started

Action: Please select an action **Submit**

Your Comments: Please select an action

**Assign Award Number/Recipient to Application**  
 Deselect Application, Return to Competition Manager  
 Reassign  
 Reject  
 Withdraw

**Save Comment**



**Warning!** The user cannot reverse the action of withdrawing or rejecting an application. The Withdraw option should be used **only** when the user is certain the applicant no longer wishes to be considered for an Award, or if this is a duplicate application.

## Federal Program Office – Competitive Application Processing

- The Negotiate Application – SF-424 page will display. All application details can be reviewed on this page. Personally Identifiable Information (PII) has been shielded from view or modified with bogus data.

**Negotiate Application - SF-424**

Audit Trail:

**Attachments:**

**[-] Program Office Added Information**

Proposal Number:

Project Type:  Construction  Non-Construction  Both

Principal Investigators-  
Project Directors:

Keyword(s):

Program Element /  
Funding Priority:  W/A - Not Selected

Principal Place Of Performance:  [Search FIPS Data](#) [Guidance](#)

**Application Submission Type and Date Information**

Type of Submission:  Application  Pre-Application  Changed/Corrected Application  
 Type of Application:  New  Continuation  Revision  Renewal  Resubmission  
 If Revision, select appropriate letter(s):  [Select a Revision Type]

**Use format MM/DD/YYYY for date fields.**

Project Start Date:  10/01/2015 Project End Date:  09/30/2016 Submitted Date:

State Received Date:  Federal Agency Received Date:  03/09/2016 Time:  11:00 PM Eastern  
 Applicant Identifier:  State Application Identifier:  Federal Identifier:

**Applicant Information** [Organization Profile](#)

Legal Name: \*  CHESAPEAKE RESEARCH CONSORTIUM INC [Org Lookup](#)  
 This Applicant has been automatically assigned a Grants Online Organization based on unique DUNS number match.

Department Name:   
 Division Name:   
 Duns Number: \*  (9 or 13 digit number) EIN Number: \*  (xx-xxxxxx)

Street:  645 CONTEES WHARF RD  
 City:  EDGEWATER County:   
 State: \*  Maryland Province:   
 Country:  USA Zip:  210373702

**Name and Telephone number of person to be contacted on application matters**

Prefix:  First Name:  Middle Name:  Last Name:  Suffix:

Title:   
 Organization Affiliation:   
 Phone Number:  Fax Number:   
 Email:

**Other Application Information**

Type of Applicant1:  For-Profit Organization (Other than Small Business)  
 Type of Applicant2:  Please Select Applicant Type  
 Type of Applicant3:  Please Select Applicant Type

Project description  
 Descriptive Title of Applicant's Project:

Project Areas:

CFDA Number:  11.999 - Grants Online Testing

Name of Federal Agency:   
 Applicant Congressional District:  Project Congressional District:

Is the Applicant Delinquent on any Federal Debt?  Yes  No

Is Application Subject to Review by State Executive Order 12372 Process?  
 a. This application was made available to the State under the Executive Order 12372 Process for review on  
 b. Program is subject to E.O. 12372 but has not been selected by the state for review.  
 c. Program is not covered by E.O. 12372.

**Authorized Representative**

Prefix:  First Name:  Middle Name:  Last Name:  Suffix:

Title:   
 Phone Number:  Fax Number:   
 Email:

Please Associate an Authorized Representative within Grants Online for the Organization mentioned above using the Authorized Representative Lookup button.

[Authorized Representative Lookup](#)

**Application Funding Details: \***

Total Funding: \*  2,000.00

Mult Year Award: Yes

Fiscal Year	Start Date	End Date	Federal Applicant State	Local Other Total Fundings	Program Income	Action	Action
2016	10/01/2015	09/30/2018	\$500.00 \$250.00	\$250.00 \$0.00 \$0.00 \$1,000.00	\$0.00	Edit	Delete
2017	09/01/2016	09/30/2018	\$250.00 \$125.00	\$125.00 \$0.00 \$0.00 \$500.00	\$0.00	Edit	Delete
2018	09/01/2017	09/30/2018	\$250.00 \$125.00	\$125.00 \$0.00 \$0.00 \$500.00	\$0.00	Edit	Delete

[Add New](#)

**Award Number:**  
[Generate New Award Number](#)  
[Associate with Existing Award](#)

[Save](#) [Save and Return to Main](#) [Cancel](#)

- Identify the **Project Type\*** by selecting the appropriate radio button. The user may also specify a Proposal Number (this is an optional data element). The Proposal Number can be used to assign internal Program Office information (useful when multiple submissions are received). The Proposal Number can also be used to search for an application from the Application tab.

**Negotiate Application - SF-424**

Audit Trail:

**Attachments:**

**[-] Program Office Added Information**

Proposal Number:

**Project Type: \***  Construction  Non-Construction  Both

Principal Investigators-  
Project Directors:

Keyword(s):

Program Element /  
Funding Priority:

Principal Place Of Performance :  [Search FIPS Data](#) [Guidance](#)

- Upon navigating to the Negotiate Application – SF-424 page, the DUNS Number is automatically validated against a SAM.gov extract. Based upon this validation, the system populates the Applicant Information section.

If the message **This Applicant has been automatically assigned a Grants Online Organization based on unique DUNS number match** is visible, proceed to step 13.

**Applicant Information** [Organization Profile](#)

Legal Name: \*  [Org Lookup](#)

**This Applicant has been automatically assigned a Grants Online Organization based on unique DUNS number match.**

Department Name:

Division Name:

Duns Number: \*  (9 or 13 digit number) EIN Number: \*  (xx-xxxxxxx)

Street:

City:  County:

State: \*  Province:

Country:  Zip:



8. If the red-lettered message **Please Associate an Organization within Grants Online using the Org Lookup button** displays, click the **Org Lookup** button to associate an Organization with the application.

**Applicant Information**  
Legal Name: \* Global Env and Tech Foundation **Org Lookup**  
**Please Associate an Organization within Grants Online using the Org Lookup button.**  
Department Name: \_\_\_\_\_  
Division Name: \_\_\_\_\_  
Duns Number: \* 987654321 EIN Number: \* \_\_\_\_\_  
(9 or 13 digit number) (xx-xxxxxxx)  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_  
State: \* Virginia Province: \_\_\_\_\_  
Country: \_\_\_\_\_ Zip: \_\_\_\_\_

9. The Select Organization page displays. Enter a DUNS Number (in this example a bogus number is visible) and click the **Search** button.

**Select Organization**  
Enter your search criteria to find the organization.  
Organization Name: \_\_\_\_\_  
Address-City: \_\_\_\_\_  
DUNS Number: \_\_\_\_\_  
EIN Number: 987654321  
Address-State: Please select a state  
**Search** **Cancel**  
[Add a new organization >>](#)  
Nothing found to display.

10. If the DUNS Number entered does not exist in Grants Online, click the **Add a New Organization** link.

**Select Organization**  
No search results were found. Please change your criteria and search again.  
Enter your search criteria to find the organization.  
Organization Name: \_\_\_\_\_  
Address-City: \_\_\_\_\_  
DUNS Number: 987654321  
EIN Number: \_\_\_\_\_  
Address-State: Please select a state  
**Search** **Cancel**  
**Add a new organization >>**  
Nothing found to display.

## Federal Program Office – Competitive Application Processing

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11. If the DUNS Number resulted in a match in the SAM database, click the **Select** link next to the appropriate organization.

If no search results are returned (or if the search results don't return the correct organization), click the **Add a New Blank Organization** link.

### Select SAM Organization

One or more organizations matching your search criteria were found in the System for Award Management (SAM) database. Select a SAM organization to initialize the new organization from SAM data or select "Add a new blank organization" to create an organization that is not initialized from a SAM organization.

One item found.1

Select	Sam ID	Name	Address	DUNS	DUNS+EIN	Cage Code	Active
<a href="#">Select</a>	346795	GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION	2900 S QUINCY ST STE 375, ARLINGTON, VA 22206-2231 USA	987654321		1DGJ8	true

[Add a new blank organization >>](#)

12. When the **Add a New Blank Organization** link is clicked, the Add Organization screen is visible. Enter all the required fields and click the **Save and Return to Main** button (not visible in the image below) at the bottom of the screen.

### Add Organization

\*\*\*\*\*PROVISIONAL ORGANIZATION\*\*\*\*\*

**Description**

Organization Type \*

Bureau \*

Applicant Type

Organization Name \*

**Identification**

Duns Number  +4

EIN Number  (xx-xxxxxxx)

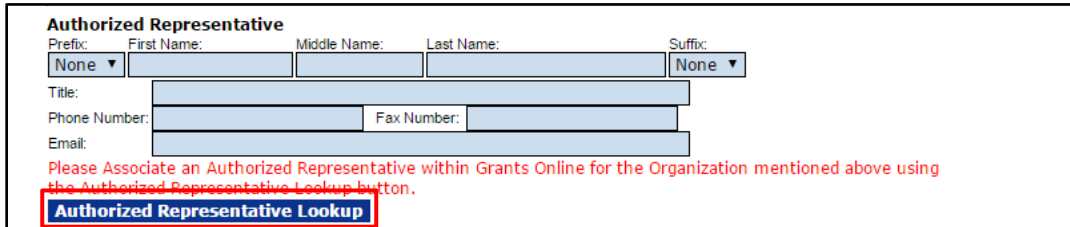
MSI Code  [Search MSI List](#)

Note: Addresses must match the physical and mailing addresses in the SAM for the associated FFATA DUNS. The Physical Address is the address used for searching and viewing throughout the system.

**SAM Physical Address**

## Federal Program Office – Competitive Application Processing

- Click the **Authorized Representative Lookup** button to associate an Authorized Representative within Grants Online with the Organization mentioned.



**Authorized Representative**

Prefix:  First Name:  Middle Name:  Last Name:  Suffix:

Title:

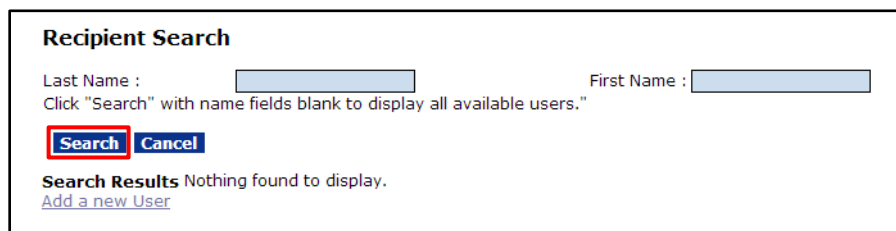
Phone Number:  Fax Number:

Email:

Please Associate an Authorized Representative within Grants Online for the Organization mentioned above using the Authorized Representative Lookup button.

**Authorized Representative Lookup**

- The Recipient Search page will display. The user may specify the search criteria or leave the Last Name and First Name data fields blank. The latter option returns a list of all available users. Click the **Search** button.



**Recipient Search**

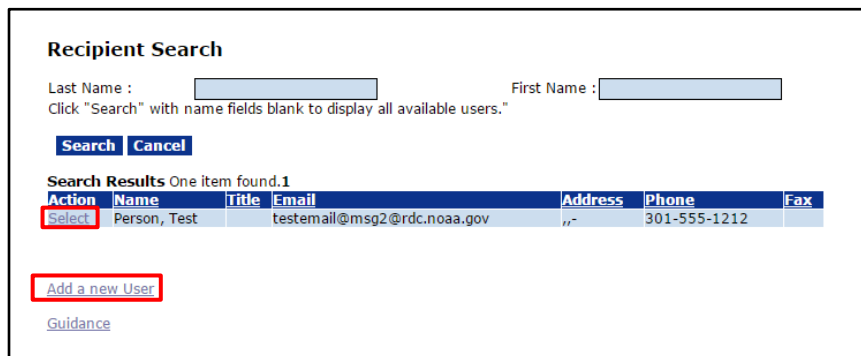
Last Name :  First Name :

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

**Search** **Cancel**

**Search Results** Nothing found to display.  
[Add a new User](#)

- When the search results are displayed, click the **Select** link next to the correct person's name. If the search results do not return the needed information, click the **Add a New User** link.



**Recipient Search**

Last Name :  First Name :

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

**Search** **Cancel**

**Search Results** One item found.1

Action	Name	Title	Email	Address	Phone	Fax
<b>Select</b>	Person, Test		testemail@msg2@rdc.noaa.gov		301-555-1212	

**Add a new User**

[Guidance](#)

- The user should review the Application Funding Details section. If the Application Funding Details section needs modification, reference steps 8 - 12 in the [Minimum Requirements Checklist](#) section.

## Federal Program Office – Competitive Application Processing

17. The user must select one of the two options under the Award Number section. To associate the application with a current and active Award Number, click the **Associate with Existing Award** button, otherwise proceed to step 19.

**Application Funding Details:** \*

Total Funding: \*

Multi Year Award: Yes

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2015	05/01/2015	05/31/2016	\$12.50	\$12.50	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	Edit	Delete
2016	05/01/2016	05/31/2016	\$12.50	\$12.50	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	Edit	Delete

[Add New](#)

**Award Number:**

[Generate New Award Number](#)

[Associate with Existing Award](#)

[Save](#) [Save and Return to Main](#) [Cancel](#)

18. The Search Award page displays the system-generated search results. Click the **Select** link to associate the application with an existing Award Number. As an alternative, the user may enter an Award Number to associate the application with another Award.

**Search Award :**

Award Number:

[Search](#) [Cancel](#)

**Search Results**

One item found: 1

Award Number	Project Title	Recipient	Status	Action
NA10NMF4570456	TEST RECORD - CRC-NCBO Fisheries and Modeling Management and Logistics Support 2010	Chesapeake Research Consortium, Inc.	Accepted	<a href="#">Select</a>

19. To create a new Award Number, click the **Generate New Award Number** button. The new Award Number is visible.

**Application Funding Details:** \*

Total Funding: \*

Multi Year Award: Yes

Fiscal Year	Start Date	End Date	Federal	Applicant	State	Local	Other	Total Fundings	Program Income	Action	Action
2015	05/01/2015	05/31/2016	\$12.50	\$12.50	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	Edit	Delete
2016	05/01/2016	05/31/2016	\$12.50	\$12.50	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	Edit	Delete

[Add New](#)

**Award Number:** NA15NMF4570042

[Generate New Award Number](#)

[Associate with Existing Award](#)

[Save](#) [Save and Return to Main](#) [Cancel](#) ← **Step 20**

20. When all information has been entered/reviewed on the Negotiate Application screen, click the **Save and Return to Main** button.

## Federal Program Office – Competitive Application Processing

21. The Application page is visible. Choose the **Forward to Competition Manager for Selection Package** from the Action dropdown menu and click the **Submit** button.

**Application - NA15NMF4570042**

**Id:** 2436860  
**Status:** ProgramOfficerActions - In Progress

**Action:** Please select an action **Submit**

**Your Comments:** Please select an action

- Please select an action
- Assign Award Number/Recipient to Application
- Deselect Application, Return to Competition Manager
- Forward to Competition Manager for Selection Package**
- Reassign
- Reject
- Update Program Office Added Information
- View Application Details
- Withdraw

22. This completes the Assign Award Number/Recipient task.

**Your Tasks**

**Assign Award Number/Recipient - Forward to Competition Manager for Selection Package is complete.**

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

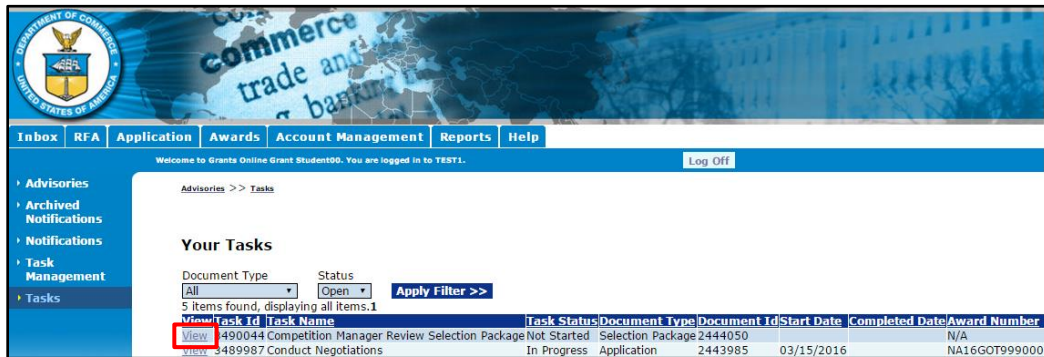
2 items found, displaying all items.1

<a href="#">View</a>	<a href="#">Task Id</a>	<a href="#">Task Name</a>	<a href="#">Task Status</a>	<a href="#">Document Type</a>	<a href="#">Document Id</a>	<a href="#">Start Date</a>	<a href="#">Completed Date</a>	<a href="#">Award Number</a>
<a href="#">View</a>	3477287	Notify Recipients Not Started	RFA		2440511			N/A
<a href="#">View</a>	3464068	Notify Recipients In Progress	RFA		2434953	07/16/2014		N/A

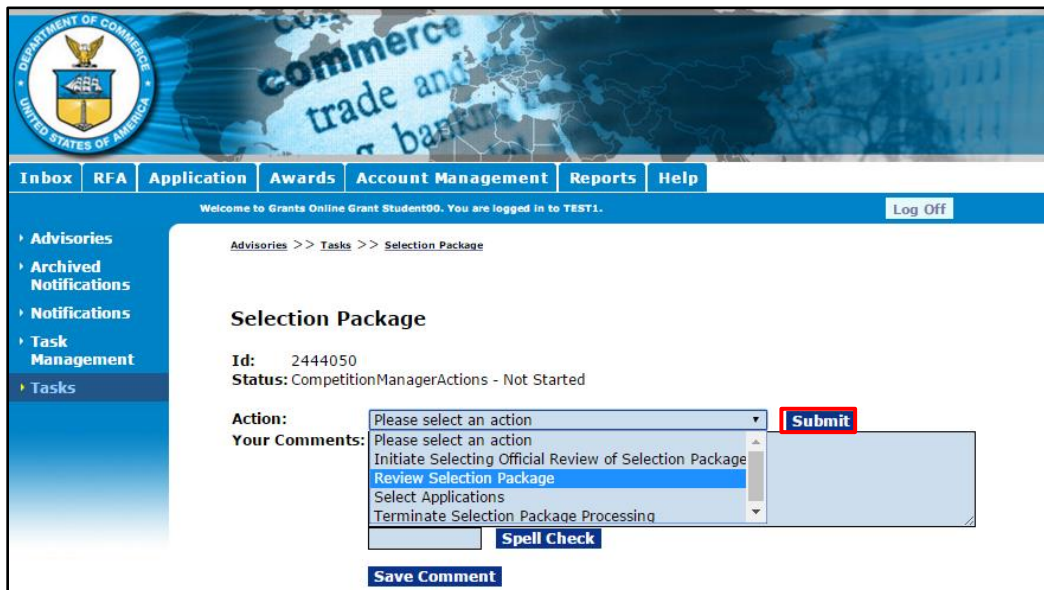
### Review Selection Package (Competition Manager Task)

After the Program Officer assigns Award Numbers and Recipients for all applications in the Selection Package, a task is sent to the Competition Manager to review the Selection Package.

1. Click the **Inbox** tab.
2. Click the **Tasks** link.
3. Click the **View** link for the **Competition Manager Review Selection Package** task.



4. The Selection Package launch page is displayed. Choose **Review Selection Package** from the Action dropdown menu and click the **Submit** button.



## Federal Program Office – Competitive Application Processing

- The Selection Package page is visible. Attach the appropriate files and identify the Selecting Official. When the Selection Package is complete, click the **Save and Return to Main** button.

**A. Copy of Authorizing Legislation**  
No Attachments  
Add Authorizing Legislation attachment: [\[+\]](#)

**B. FRN/FFO**  
No Attachments

**C. Reviewer Instructions**  
Review Event: Review Event #1      Review Basis: Independent Review  
Review Order: 1      Review Conducted in Grants Online: Y  
[Application Review Scoring Sheet](#)

Filename	Description	Created Date
<a href="#">Reviewer Instructions Description</a>	Reviewer Instructions Description	03/09/2016
<a href="#">Instructions.docx</a>		

Review Event: Review Event #2      Review Basis: Non-Consensus Panel  
Review Order: 2      Review Conducted in Grants Online: Y  
[Application Review Scoring Sheet](#)

Filename	Description	Created Date
<a href="#">Reviewer description</a>	description	03/09/2016
<a href="#">Instructions.docx</a>		

**D. List of Reviewers**  
A separate List of Reviewers must be attached for each Review Event conducted outside of Grants Online.

Review Event: Review Event #1      Review Basis: Independent Review  
Review Order: 1      Review Conducted in Grants Online: Y  
Reviewers Report: [List of Reviewers](#)

Review Event: Review Event #2      Review Basis: Non-Consensus Panel  
Review Order: 2      Review Conducted in Grants Online: Y  
Reviewers Report: [List of Reviewers](#)

No Attachments  
Add List of Reviewers attachment: [\[+\]](#)

**E. Evaluation of the Application and Basis for Selection**  
No Attachments  
Add Evaluation of the Application and Basis for Selection attachment: [\[+\]](#)

**F. FALD Comments**  
No Attachments  
Add FALD Comments attachment: [\[+\]](#)

**G. Identification of the Selecting Official**  
Name: NOAA Official  
Email: testemail@msg2.rdc.noaa.gov  
Title:   
Telephone: 301-444-1212  
Note: If the Selecting Official identified in the workflow is not the actual Selecting Official, insert the information for the correct Selecting Official here.

[Save](#) [Save and Return to Main](#) [Cancel](#)



**NOTE:** If the review(s) was/were conducted using Grants Online, the system will generate many of the required files. These files do not have to be uploaded separately.

## Federal Program Office – Competitive Application Processing

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- After completing the Selection Package review, the user is directed to the Selection Package launch page. Choose **Initiate Selecting Official Review of Selection Package** from the Action dropdown menu and click the **Submit** button. This forwards a task to the Selecting Official for a final review of the Selection Package.

**Selection Package**

**Id:** 2444050  
**Status:** CompetitionManagerActions - In Progress

**Action:**

**Your Comments:**

- This completes the Competition Manager Review Selection Package task.

**Your Tasks**

**Competition Manager Review Selection Package - Initiate Selecting Official Review of Selection Package is complete.**

Document Type:  Status:

4 items found, displaying all items.1

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number
View	3489987	Conduct Negotiations In Progress	Application	2443985	03/15/2016			NA16GOT9990001



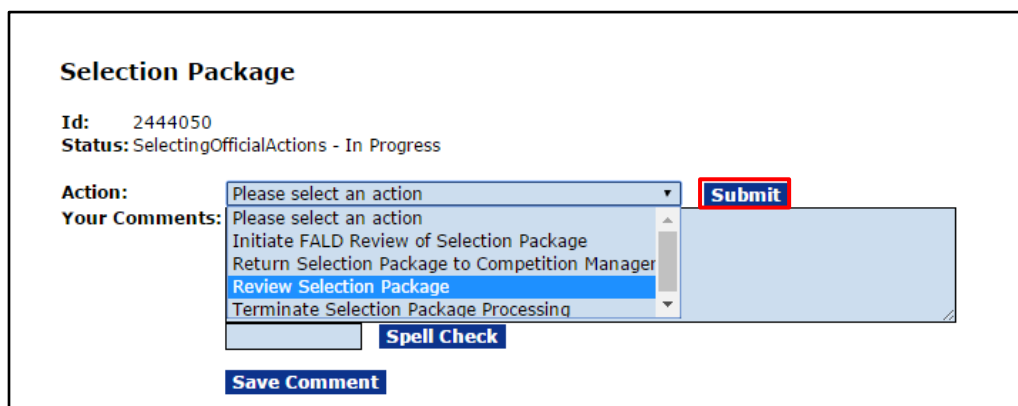
## Review Selection Package (Selecting Official Task)

After the Competition Manager has completed a review of the Selection Package, a task is sent to the Selecting Official for a final review of the Selection Package.

1. Click the **Inbox** tab.
2. Click the **Tasks** link.
3. Click the **View** link for the **Selecting Official Review Selection Package** task.



4. The Selection Package launch page is displayed. Choose **Review Selection Package** from the Action dropdown menu and click the **Submit** button.



## Federal Program Office – Competitive Application Processing

- The Selection Package page is visible. When the user has finished reviewing the Selection Package, click the **Save and Return to Main** button.

**A. Copy of Authorizing Legislation**  
 No Attachments  
 Add Authorizing Legislation attachment: [\[+\]](#)

**B. FRN/FFO**  
 No Attachments

**C. Reviewer Instructions**  
**Review Event:** Review Event #1 **Review Basis:** Independent Review  
**Review Order:** 1 **Review Conducted in Grants Online:** Y  
[Application Review Scoring Sheet](#)

Filename	Description	Created Date
<a href="#">Reviewer Instructions.docx</a>	Reviewer Instructions Description	03/09/2016

**Review Event:** Review Event #2 **Review Basis:** Non-Consensus Panel  
**Review Order:** 2 **Review Conducted in Grants Online:** Y  
[Application Review Scoring Sheet](#)

Filename	Description	Created Date
<a href="#">Reviewer Instructions.docx</a>	description	03/09/2016

**D. List of Reviewers**  
 A separate List of Reviewers must be attached for each Review Event conducted outside of Grants Online.

**Review Event:** Review Event #1 **Review Basis:** Independent Review  
**Review Order:** 1 **Review Conducted in Grants Online:** Y  
**Reviewers Report:** [List of Reviewers](#)

**Review Event:** Review Event #2 **Review Basis:** Non-Consensus Panel  
**Review Order:** 2 **Review Conducted in Grants Online:** Y  
**Reviewers Report:** [List of Reviewers](#)

No Attachments  
 Add List of Reviewers attachment: [\[+\]](#)

**E. Evaluation of the Application and Basis for Selection**  
 No Attachments  
 Add Evaluation of the Application and Basis for Selection attachment: [\[+\]](#)

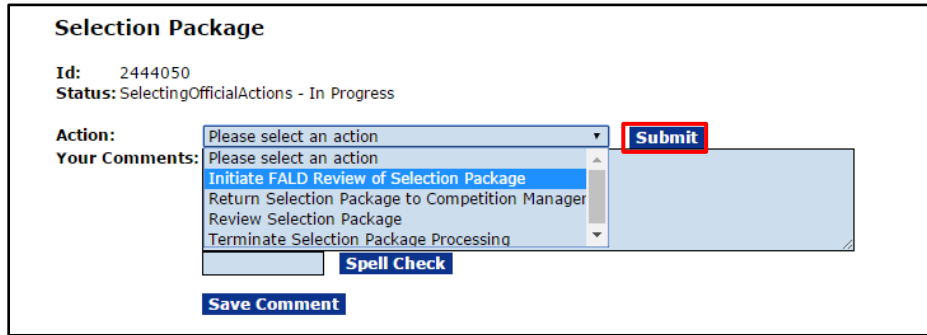
**F. FALD Comments**  
 No Attachments  
 Add FALD Comments attachment: [\[+\]](#)

**G. Identification of the Selecting Official**  
**Name:**   
**Email:**   
**Title:**   
**Telephone:**

Note: If the Selecting Official identified in the workflow is not the actual Selecting Official, insert the information for the correct Selecting Official here.

[Save](#) [Save and Return to Main](#) [Cancel](#)

- When the Selection Package review is complete, the user is directed to the Selection Package launch page. Choose **Initiate FALD Review of Selection Package** from the Action dropdown menu. Click the **Submit** button. This action forwards the Selection Package to FALD for review.



**Selection Package**

**Id:** 2444050  
**Status:** SelectingOfficialActions - In Progress

**Action:** Please select an action **Submit**

**Your Comments:** Please select an action  
Initiate FALD Review of Selection Package  
Return Selection Package to Competition Manager  
Review Selection Package  
Terminate Selection Package Processing

**Spell Check**

**Save Comment**

- This completes the Selecting Official Review Selection Package task.



**Your Tasks**

Selecting Official Review Selection Package - Initiate FALD Review of Selection Package is complete.

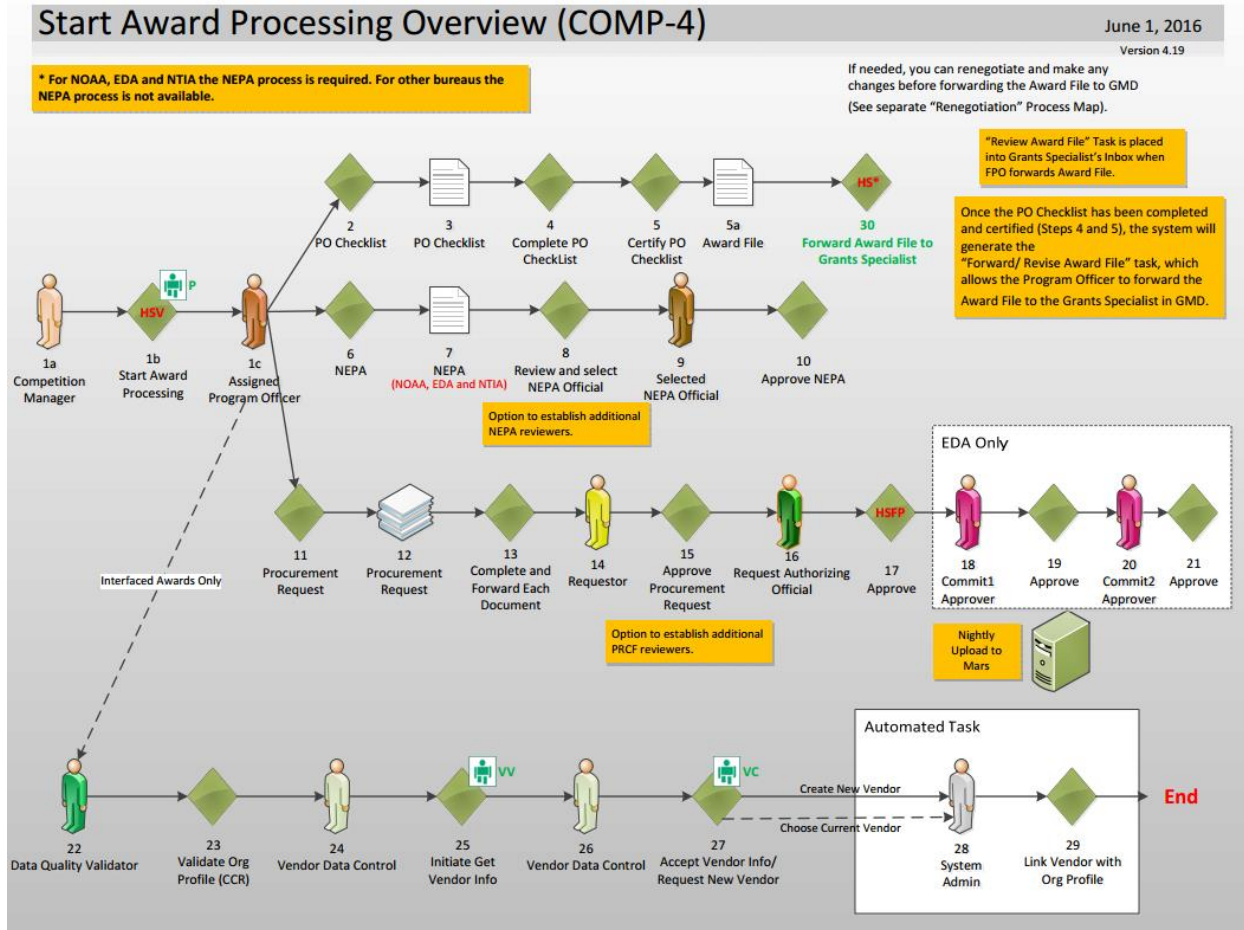
Document Type: All Status: Open **Apply Filter >>**

Nothing found to display.



**NOTE:** The Competition Manager will not be able to start Award processing until FALD has completed its Selection Package task.

Process Diagram – Start Award Processing Overview



## Start Award Processing (Competition Manager Task)

1. Click the **Inbox** tab.
2. Click the **Tasks** link.
3. Click the **View** link for the **Competition Manager Review Selection Package** task.

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number
View	3490054	Competition Manager Review Selection Package	Not Started	Selection Package	2444050			N/A
View	3489987	Conduct Negotiations	In Progress	Application	2443985	03/15/2016		NA16GOT9990001
View	3489916	Conduct Negotiations	In Progress	Application	2444004	03/11/2016		N/A
View	3489856	NEPA Document	In Progress	NEPA	2443991	03/14/2016		NA16GOT9990001

4. The Selection Package launch page is displayed. Choose **Start Award Processing** from the Action dropdown menu and click the **Submit** button.

**Selection Package**

**Id:** 2444050  
**Status:** CompetitionManagerActions - Not Started

**Action:** Please select an action **Submit**

**Your Comments:** Please select an action

**Save Comment**

**Workflow Analysis**

There are 2 applications in the Selection Package that have been reviewed by FALD and for which Award Processing has not started. To start the processing of these awards, navigate to the Selection Package and choose Start Award Processing.

The Selection Package is in the Competition Manager's inbox.

## Federal Program Office – Competitive Application Processing

- The Start Award Processing page is visible. Select the checkbox next to the application that should be processed (receive the Award). Click the **Save** button.

**Start Award Processing**

**RFA Header Information**

<b>Document ID:</b> 2443841	<b>CFDA Number:</b> 11.999
<b>Announcement Type:</b> Initial	<b>SubProgram:</b>
<b>Funding Opportunity Number:</b> NOAA-GOT-OCPO-2016-2003905	<b>Assigned Program Office:</b> One Commerce Program Office (OCPO)
<b>Line Office:</b> Grants Online Testing (GOT)	<b>Assigned Program Officer:</b> Grant Student00
<b>RFA Name:</b> Comp App User Manual	<b>Anticipated Publication Date:</b> 03/15/2016
<b>Fiscal Year:</b> 2016	<b>Publication Date:</b> 03/07/2016
<b>Competition Number:</b> 2443843	<b>Competition Name:</b> Comp App User Manual
<b>Anticipated Application Due Date:</b> 03/20/2016	

There are multiple [Cancel](#) buttons on this page for the purpose of saving extra scrolling when the competition contains a large number of applications.

**Selection Package Workflow History**

Name	Date Assigned	Date Started	Date Completed	Performer	Role	Action Taken	Current Status
Competition Manager Review Selection Package	03/16/2016 02:35:11 PM	03/16/2016 02:49:15 PM		Grant_Student00	CompetitionManager	StartAwardProcessing	In Progress
Review Selection Package	03/16/2016 02:13:58 PM	03/16/2016 02:35:11 PM	03/16/2016 02:35:11 PM	Edward Sharp	FALD	NoLegalObjection	Complete
Selecting Official Review Selection Package	03/16/2016 01:57:21 PM	03/16/2016 02:11:48 PM	03/16/2016 02:13:58 PM	NOAA Official	SelectingOfficial	InitiateFALDReview	Complete
Competition Manager Review Selection Package	03/16/2016 11:51:15 AM	03/16/2016 01:54:08 PM	03/16/2016 01:57:21 PM	Grant_Student00	CompetitionManager	InitiateSORReview	Complete

Export options: [Excel](#)

**Selection comments:**  
No selection comments.

Selection Comments Audit Trail:

[Cancel](#)

**Award Processing Started**  
Nothing found to display.

[Cancel](#)

**Applications Available for Award Processing**

Start Award Processing	Proposal Number	Award Number	ID	Applicant	Project Title	Status	Rank	Federal Order Amount Requested: Yr 1	Changed Amount: Yr 1	Federal Amount Requested: Total	Changed Amount: Total
<input checked="" type="checkbox"/>		NA16GOT9990003	2443903	SKILLIGALEE INC	Project description to start award processing.	Available	1	\$1,000.00	\$	\$1,000.00	\$
<input type="checkbox"/>		NA16GOT9990002	2443878	INSTITUTE FOR GLOBAL ENVIRONMENTAL STRATEGIES, INC., THE	Project description to start award processing.	Available	2	\$500.00	\$	\$1,000.00	\$

Export options: [Excel](#)

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

## Federal Program Office – Competitive Application Processing

6. The selected application is now visible in the **Award Processing Started** section.

### Start Award Processing

**RFA Header Information**

Document ID:	2443841	CFDA Number:	11.999
Announcement Type:	Initial	SubProgram:	
Funding Opportunity Number:	NOAA-GOT-OCPO-2016-2009905	Assigned Program Office:	One Commerce Program Office (OCPO)
Line Office:	Grants Online Testing (GOT)	Assigned Program Officer:	Grant Student00
RFA Name:	Comp App User Manual	Anticipated Publication Date:	03/15/2016
Fiscal Year:	2016	Publication Date:	03/07/2016
Competition Number:	2443843	Competition Name:	Comp App User Manual
Anticipated Application Due Date:	03/20/2016		

There are multiple [Cancel](#) buttons on this page for the purpose of saving extra scrolling when the competition contains a large number of applications.

**Selection Package Workflow History**

Name	Date Assigned	Date Started	Date Completed	Performer	Role	Action Taken	Current Status
Competition Manager Review Selection Package	03/16/2016 02:35:11 PM	03/16/2016 02:49:15 PM		Grant Student00	CompetitionManager	StartAwardProcessing	In Progress
Review Selection Package	03/16/2016 02:13:58 PM	03/16/2016 02:35:11 PM	03/16/2016 02:35:11 PM	Edward Sharp	FALD	NoLegalObjection	Complete
Selecting Official Review Selection Package	03/16/2016 01:57:21 PM	03/16/2016 02:11:48 PM	03/16/2016 02:13:58 PM	NOAA Official	SelectingOfficial	InitiateFALDReview	Complete
Competition Manager Review Selection Package	03/16/2016 11:51:15 AM	03/16/2016 01:54:08 PM	03/16/2016 01:57:21 PM	Grant Student00	CompetitionManager	InitiateSORReview	Complete

Export options: [Excel](#)

**Selection comments:**  
No selection comments.

Selection Comments Audit Trail:

[Cancel](#)

**Award Processing Started**

Proposal Number	Award Number	ID	Applicant	Project Title	Status	Rank Order	Federal Amount Requested: Yr 1	Changed Amount: Yr 1	Federal Amount Requested: Total	Changed Amount: Total
	NA16GOT9990003	2443903	SKILLIGALEE INC	Project description in progress - at Program Office - initial processing	Award File 1		\$1,000.00		\$1,000.00	

Export options: [Excel](#)

[Cancel](#)

**Applications Available for Award Processing**

Start Award Processing	Proposal Number	Award Number	ID	Applicant	Project Title	Status	Rank Order	Federal Amount Requested: Yr 1	Changed Amount: Yr 1	Federal Amount Requested: Total	Changed Amount: Total
<input type="checkbox"/>		NA16GOT9990002	2443978	INSTITUTE FOR GLOBAL ENVIRONMENTAL STRATEGIES, INC., THE	Project description to start award processing.	Available	2	\$500.00	\$	\$1,000.00	\$

Export options: [Excel](#)

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



**NOTE:** The NEPA, Procurement Request and Commitment of Funds, and PO Checklist tasks have been generated for the Assigned Program Officer.

7. The Selection Package processing is complete. Click the **Cancel** button to leave this screen.

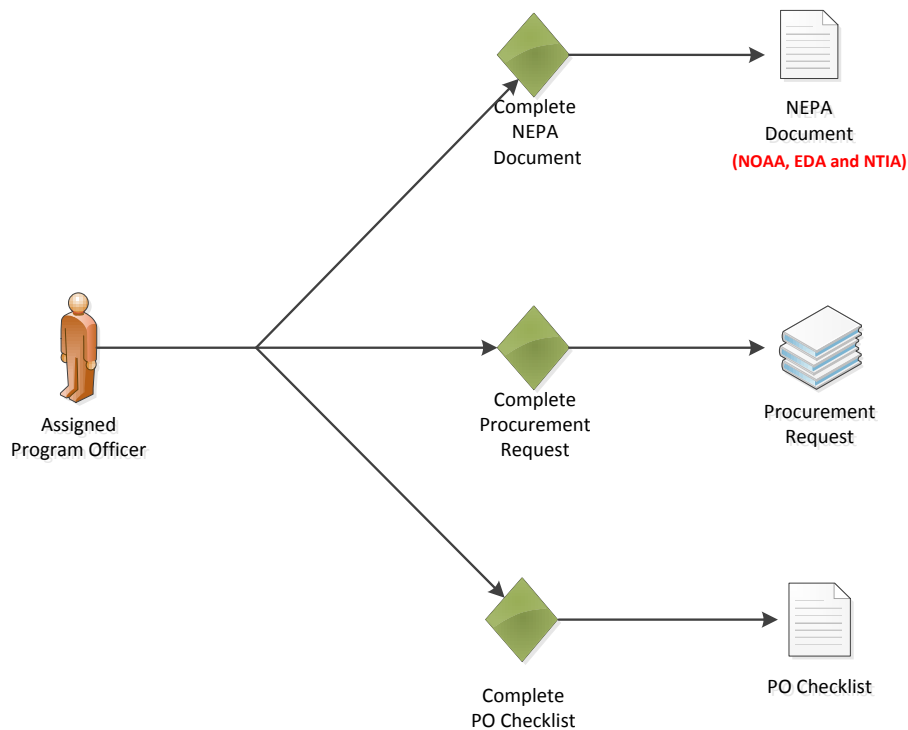
### Prepare Application Package Documents (Program Officer Task)

---

After FALD has reviewed and approved the Selection Package, three tasks are sent to the Program Officer's Inbox. These tasks are:

- The National Environment Policy Act (NEPA) Document
- The Procurement Request and Commitment of Funds (PRCF) – also known as the CD-435
- The PO Checklist

The next three sections of this document are devoted to a discussion of the steps required to perform each task. The tasks can be completed in any order.





## The NEPA Document

The NEPA Document allows the user to specify and attach NEPA information relevant to an organization. As indicated in the diagram on the previous page, the NEPA Document is only relevant to NOAA, EDA and NTIA.

1. Click the **Inbox** tab.
2. Click the **Tasks** link to display the items currently available to the Program Officer.
3. Click the **View** link beside the **NEPA Document** task.

**Your Tasks**

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

21 items found, displaying all items. 1

View	Award Number	RFA Name	Task Received Date	Applicant Name	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date
<a href="#">View</a>	NA15GOT9990057	Student25_080414_Universal	03/12/2015	SKILLIGALEE INC	2599495	Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds	2276654		
<a href="#">View</a>	NA15GOT9990057	Student25_080414_Universal	03/12/2015	SKILLIGALEE INC	2599494	NEPA Document	Not Started	NEPA	2276657		
<a href="#">View</a>	NA15GOT9990057	Student25_080414_Universal	03/12/2015	SKILLIGALEE INC	2599493	Complete PO Checklist	Not Started	PO Checklist	2276655		

4. The NEPA launch page is visible. From the Action dropdown menu, select **Complete NEPA Document**. Click the **Submit** button.

**NEPA - NA15GOT9990057**

**Id:** 2276657  
**Status:** ProgramOfficerActions - Not Started

**Action:**  [Submit](#)

**Your Comments:**

[Spell Check](#)

[Save Comment](#)

5. The screen on the next page is visible.

**Step 7** →

**NEPA Environmental Review Requirements - NA15GOT9990057**

**Attachments:**

No attachments.

Add new Attachment:

*Any changes to information on this page should be saved before adding or removing attachments.*

[Large File Guidance](#)

[Guidance - \(NOAA FY 2009 Workshop: Presentations - Day1 pp. 107-121\)](#)

[NOAA Guidance - requires NOAA email address and password](#)

a.) Level of Review

Indicate below the level of environmental review that has been conducted by the Responsible Program Manager for the proposed action in accordance with the applicable provisions of the NOAA Administrative Order 216-6 entitled, "Environmental Review Procedures for Implementing the National Environmental Policy Act"

Categorical Exclusion (CE) Memorandum completed and signed by the Responsible Program Manager along with related CE review checklist, as appropriate  
[Select/View CE](#)

Environmental Assessment (EA) with signed Finding of No Significant Impact and concurrence by NOAA NEPA Coordinator

Environmental Impact Statement (EIS) with signed Record of Decision (ROD)

Not Required

b.) Mitigating Measures

If either an EA or EIS was completed, did the analysis of the environmental impacts require the implementation of one or more mitigation measures?

NO  YES  [Special Award Condition](#)

c.) Post Award NEPA Review Process

Does the proposal include funding for one or more projects that have not yet been identified and therefore NEPA review cannot be completed?

NO  YES  [Special Award Condition](#)

6. On the NEPA document, there are three components that require a response. The 2<sup>nd</sup> and 3<sup>rd</sup> items have default values.
  - a. Level of Review
  - b. Mitigating Measures
  - c. Post Award NEPA Review Process
  
7. To upload the NEPA Document, click the **[+]** beside the **Add New Attachment** link at the top of the page.

## Federal Program Office – Competitive Application Processing

8. Select the NEPA Official from the dropdown menu on the lower right-hand side of the screen. After a selection is made, click the **Save and Return to Main** button.

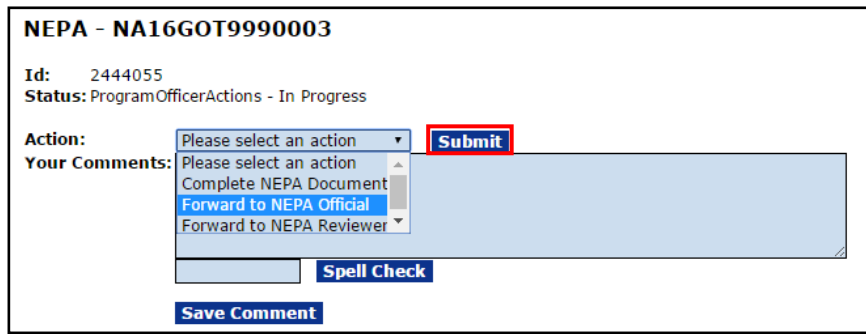


Please Select a NEPA Official for routing purposes:

Internal Reviewer

Save Save and Return to Main Cancel

9. When the NEPA document is complete, the user has an opportunity to forward the document to the NEPA Official. From the Action dropdown menu, select **Forward to NEPA Official** and click the **Submit** button.



NEPA - NA16GOT9990003

Id: 2444055  
Status: ProgramOfficerActions - In Progress

Action: Please select an action

Your Comments: Please select an action

Complete NEPA Document

Forward to NEPA Official

Forward to NEPA Reviewer

Submit

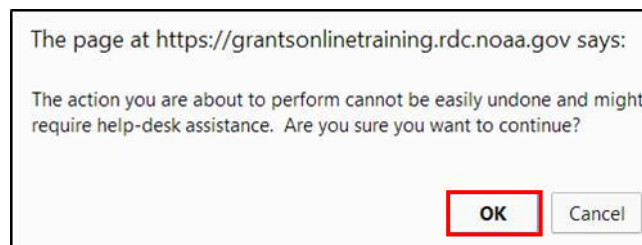
Spell Check

Save Comment



**NOTE:** Forward to NEPA Reviewer is an optional task. If selected, the task goes to all individuals with a NEPA Reviewer role. The first individual to take action on this task owns the task. If the NEPA Reviewer does not finish the task in a timely manner, the FPO can opt to select Forward to NEPA Official. This task remains in the FPO's Inbox until forwarded to the NEPA Official.

10. Before advancing to the next step of this task, the FPO confirms the intent to proceed. If the user proceeds, the action can only be reversed with assistance from the Help Desk. To proceed, click the **OK** button.



The page at <https://grantsonlinetraining.rdc.noaa.gov> says:

The action you are about to perform cannot be easily undone and might require help-desk assistance. Are you sure you want to continue?

OK Cancel

## Federal Program Office – Competitive Application Processing

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11. When the NEPA Document has been successfully forwarded, the FPO receives the message shown in bold blue letters on the image below.

**Your Tasks**

**NEPA Document - Forward to NEPA Official is complete.**

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

7 items found, displaying all items.1

<a href="#">View</a>	<a href="#">Task Id</a>	<a href="#">Task Name</a>	<a href="#">Task Status</a>	<a href="#">Document Type</a>
<a href="#">View</a>	3490057	Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds
<a href="#">View</a>	3490055	Complete PO Checklist	Not Started	PO Checklist

12. The Award File is not available for further processing until the NEPA Official approves the NEPA Document and the Budget Officer approves the Procurement Request and Commitment of Funds document.



**NOTE:** For EDA, the Procurement Request and Commitment of Funds must be accepted by the Commit1 Approver and the Commit2 Approver. These actions are performed by the NOAA Finance Office.

## Procurement Request and Commitment of Funds (PRCF)

The focus of this section is the completion of budgetary information associated with the Award. The Procurement Request and Commitment of Funds (PRCF) document is also known as Form CD-435. The CD-435 is reviewed and receives sign-off by the Request Authorizing Official (Budget Officer).

1. Click the **Inbox** tab.
2. Click the **Tasks** link to display the items currently available to the Program Officer.
3. Click the **View** link beside the **Procurement Request and Commitment of Funds** task.

**Your Tasks**

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

20 items found, displaying all items.1

View	Award Number	RFA Name	Task Received Date	Applicant Name	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date
<a href="#">View</a>	NA15GOT9990057	Student25_080414_Universal	03/12/2015	SKILLIGALEE INC	2599495	Procurement Request and Commitment of Funds	Not Started	Procurement Request and Commitment of Funds	2276654		
<a href="#">View</a>	NA15GOT9990057	Student25_080414_Universal	03/12/2015	SKILLIGALEE INC	2599493	Complete PO Checklist	Not Started	PO Checklist	2276655		

4. The Procurement Request and Commitment of Funds launch page is displayed. Choose **Complete Procurement Request and Commitment of Funds** from the Action dropdown menu and click the **Submit** button.

**Procurement Request and Commitment of Funds - NA16GOT9990003**

**Id:** 2444053  
**Status:** ProgramOfficerActions - Not Started

**Action:**  [Submit](#)

**Your Comments:**

5. The image on the next page shows the top portion of the Procurement Request and Commitment of Funds screen. Supply data for the mandatory data fields marked with an asterisk:
  - Federal Share\* (pre-populated with data that reflects the current year's Federal Funding as specified on the application)
  - Request Authorizing Official\*
  - Requestor\*

## Federal Program Office – Competitive Application Processing

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**Procurement Request and Commitment of Funds - NA15GOT9990057**

Last CBS Validation:      Status:

**Active Procurement Requests:**  
Nothing found to display.

**Withdrawn Procurement Requests:**  
Nothing found to display.

**Federal Share:** \* \$ 1,000.00

**Request Authorizing Official:** \*  
None Selected.  
**Search**

**Additional Reviewers:**  
Nothing found to display.  
**Add**  
(Please note, you must press 'Save and Return to Main' for the Route to be committed)

**Requestor:** \*  
None Selected.  
**Search**

6. Click the **Search** button to specify the Request Authorizing Official\* (Budget Officer).

**Procurement Request and Commitment of Funds - NA15GOT9990057**

Last CBS Validation:      Status:

**Active Procurement Requests:**  
Nothing found to display.

**Withdrawn Procurement Requests:**  
Nothing found to display.

**Federal Share:** \* \$ 1,000.00

**Request Authorizing Official:** \*  
None Selected.  
**Search**

7. When the image shown on the next page displays, enter a value for at least one of the search criteria. Although entering data for one search criteria usually ensures an efficient search; it may not be the prudent approach when looking for someone with a common first or last name. Click the **Search** button. The **Nothing Found to Display** message is visible until the user clicks the Search button.

## Federal Program Office – Competitive Application Processing

### Search Users

Please leave all fields empty to search for all results  
Enter search terms to find a user.

First Name

Middle Name

Last Name

Organization

E-Mail Address

State

Nothing found to display.

- If the search returns more than one name click the **Select** link beside the appropriate name.

### Search Users

Please leave all fields empty to search for all results  
Enter search terms to find a user.

First Name

Middle Name

Last Name

Organization

E-Mail Address

State

3 items found, displaying all items.1

Action	User ID	Name	Organization	Title	Primary Phone	Primary Address	Em
<input type="button" value="Select"/>	2013909	NOAABudgetOfficer, PMO	NOAA Regression Testing (RT-NOAA)		301-444-2112	20020 Century Blvd, Germantown, MD 20874-1143 USA	test
<input type="button" value="Select"/>	2013987	Budget Officer, NIST	NIST DEMO Program Office (NISTPO)		301-975-0000	100 Bureau Drive, Gaithersburg, MD 20899-1070 USA	test
<input type="button" value="Select"/>	2013987	Budget Officer, NIST	NIST Line Office under NOAA TEST (NIST)		301-975-0000	100 Bureau Drive, Gaithersburg, MD 20899-1070 USA	test

- If a search is performed and the name of the relevant Authorizing Official is not returned, contact your Line Office (NOAA-assigned Grants Management Advisory Council (GMAC)) / Agency point-of-contact (other DOC bureaus) to request that person's name be added to the list of available resources.

When contacting the GMAC, at a minimum, have the following contact information: name, address, email, and phone number for the new Budget Officer. Do not forget to specify the dollar threshold that should be associated with the new person.

10. To specify Additional Reviewers, click the **Add** button below the Additional Reviewers header. Perform the process (similar to that completed in steps 6 - 8) to search for and specify an additional person as a Reviewer.

**Additional Reviewers:**  
Nothing found to display.  
**Add**  
(Please note, you must press 'Save and Return to Main' for the Route to be committed)

**Requestor: \***  
None Selected.  
**Search**

11. To specify the Requestor\*, click the **Search** button below the header.

**Requestor: \***  
None Selected.  
**Search**

**Invoice Address: \*** 20020 Century Blvd,  
Germantown, MD 20874-  
1143 USA

**Requisition Number: \***

12. When presented with the Search Users (for the Requestor) screen, unless the user has a common last name, specify one search criterion. Click the **Search** button.

**Search Users**

Please leave all fields empty to search for all results  
Enter search terms to find a user.

First Name  
Middle Name  
Last Name student25  
Organization  
E-Mail Address  
State Please select a state

**Search** **Cancel**  
Nothing found to display.



## Federal Program Office – Competitive Application Processing

13. Click the **Select** link next to the Requestor's name.

**Search Users**

Please leave all fields empty to search for all results  
Enter search terms to find a user.

First Name:

Middle Name:

Last Name:

Organization:

E-Mail Address:

State:

One item found. 1

Action	User ID	Name	Organization	Title	Primary Phone	Primary Address	Email
<a href="#">Select</a>	2010915	Student25, Grants	GOT One Commerce Program Office (OCPO)		301-555-1212	20020 Century Blvd, Germantown, MD 20874-1143 USA	testemail@msg2.r

14. When the Request Authorizing Official\* and Requestor\* are identified, other mandatory data fields on the screen will populate.

**Requestor: \***

Name	Title	Telephone	Action
Grants Student25		301-555-1212	<a href="#">Change</a>

**Invoice Address: \***      **Requisition Number: \***

20020 Century Blvd,  
Germantown, MD 20874-1143 USA

NAGO0000500551

**Affected Reference Number: EIN:**

NA15GOT9990057      123456789

**To: \***      **Ship To: \***

SKILLIGALEE INC  
10448 Azalea RD Berlin,  
MD 21811-3107

20020 Century Blvd,  
Germantown, MD 20874-1143 USA

**Requisition Contact Person: \***      **Telephone Number: \***

Grants Student25      301-555-1212

**Line Item: Description: \***      **Quantity: Unit Issue:**

1	CFDA Number: 11.999 Project Start Date: 2015-04-01 Project End Date: 2015-09-15 Grant Type: not entered Project Description: This is a	1	EACH
---	--	---	------

15. If appropriate, use the Clearance/Remarks field to enter comments.

The screenshot shows a table with columns: Line Item, Description, Quantity, and Unit Issue. The first row has Line Item '1', a dropdown menu for Description containing 'CFDA Number: 11.999', 'Project Start Date: 2015-04-01', 'Project End Date: 2015-09-15', 'Grant Type: not entered', and 'Project Description: This is a', Quantity '1', and Unit Issue 'EACH'. Below the table is a text field labeled 'Clearances/Remarks' with a blue bracket and the word 'Optional' to its right.

16. To specify ACCS Lines, click the **Add New ACCS Line** link below the Accounting – ACCS Lines\* header.

The screenshot shows a window titled 'Accounting - ACCS Lines \*'. Below the title, it says 'No CD435 ACCS Lines have been defined.' and a red box highlights the 'Add New ACCS Line' link. Below this are summary statistics: 'PRCF Total for this Award action: \$0.00', 'Total Federal funds authorized for this Award action: \$ 1,000.00', 'Recipient Share Total for this Award action: 0.00', and 'Total Recipient Funds authorized for this Award action: \$10,000.00'. A note follows: 'Note: Budget Officer Approval does not apply to Recipient Share amounts. These amount are displayed for informational purposes only. Changes made in cd-450/451 will not be reflected on this page.' At the bottom, there are buttons for 'Save', 'Save and Return to Main', 'CBSValidate', 'Cancel', and 'Award Finance Report'.

17. On the ACCS details screen, specify information for the following data fields:

- Bureau\* ⇔ (pre-populated)
- Fund\* ⇔ (pre-populated)
- Fiscal Year\* ⇔ (pre-populated)
- Project Task ^
- Organization ^
- Object Class ^
- Amount\*

^ Although not indicated as mandatory for data entry, data validation cannot occur when this data element is blank.

18. When data entry is complete, click the **Save** button. Observe the message, **The Program Code will display here once the ACCS Line is validated.**

Validated: false  
 Bureau (xx): \* 14  
 Fund (xx): \* 01  
 Fiscal Year (yyyy): \* 2016  
 Project Task: 28LEF28 - B00  
 Program Code: The Program Code will display here once the ACCS line is validated  
 Organization: 30 - 21 - 0002 - 00 - 00 - 00 - 00  
 Object Class: 41 - 11 - 00 - 00  
 Unique Account Descriptor: Select Descriptor Fund Type: No  
 Amount: \* \$1,000.00 Prior Year Fund: No  
 Save DWValidate Cancel/Done  
 Add New ACCS Line  
 No CD435 ACCS Lines have been defined.

19. When all information has been saved, validate the codes by clicking the **DWValidate** button. Until the codes have been validated, **False** is displayed beside the Validated data element and **No** is displayed beneath the DWValidated column header.

Validated: false  
 Bureau (xx): 14  
 Fund (xx): \* 1  
 Fiscal Year (yyyy): \* 2016  
 Project Task: 28LEF28 - B00  
 Program Code: The Program Code will display here once the ACCS line is validated  
 Organization: 30 - 21 - 0002 - 00 - 00 - 00 - 00  
 Object Class: 41 - 11 - 00 - 00  
 Unique Account Descriptor: Select Descriptor Fund Type: No  
 Amount: \* \$1,000.00 Prior Year Fund: No  
 Save DWValidate Cancel/Done  
 Add New ACCS Line

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account ID
14	1	2016	30-21-0002-00-00-00-00	---	28LEF28-B00	41-11-00-00	\$1,000.00	N	No	---



**NOTE:** The system allows the workflow to go forward without validating the ACCS Lines and selecting the Descriptor. However, the Budget Officer must complete these steps before the PRCF can be approved. The Budget Officer may opt to return the PRCF to the FPO to provide information for the missing data fields.

20. If the code does not validate, an error message assists the user in determining which portion of the ACCS Line is inaccurate.

When accurate information is entered a message at the top of the ACCS Lines section indicates **The ACCS is valid**. Beside the Validated data element the word **True** is displayed. When the ACCS Line is validated, the value for the Program Code is also populated.

## Federal Program Office – Competitive Application Processing

**The ACCS is valid**

Validated: true

Bureau (xx): \* 14

Fund (xx): \* 1

Fiscal Year (yyyy): \* 2016

Project Task: 28LEF28 - B00

Program Code: 02 - 21 - 16 - 001

Organization: 30 - 21 - 0002 - 00 - 00 - 00 - 00

Object Class: 41 - 11 - 00 - 00

Unique Account Descriptor: [Select Descriptor](#) Fund Type: X

Amount: \* \$1,000.00 Prior Year Fund: [No]

**Save DWValidate Cancel/Done**

**Add New ACCS Line**

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account ID
14	1	2016	30-21-0002-00-00-00-00	02-21-16-001	28LEF28-B00	41-11-00-00	\$1,000.00	N	Yes	---

21. The total dollar amount must equal the Total Federal Funds Authorized for this Award. To specify additional ACCS Lines, click the **Add New ACCS Line** button. Repeat steps 17 - 20 as necessary to specify additional ACCS Lines.

**The ACCS is valid**

Validated: true

Bureau (xx): \* 14

Fund (xx): \* 1

Fiscal Year (yyyy): \* 2016

Project Task: 28LEF28 - B00

Program Code: 02 - 21 - 16 - 001

Organization: 30 - 21 - 0002 - 00 - 00 - 00 - 00

Object Class: 41 - 11 - 00 - 00

Unique Account Descriptor: [Select Descriptor](#) Fund Type: X

Amount: \* \$1,000.00 Prior Year Fund: [No]

**Save DWValidate Cancel/Done**

**Add New ACCS Line**

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account ID
14	1	2016	30-21-0002-00-00-00-00	02-21-16-001	28LEF28-B00	41-11-00-00	\$1,000.00	N	Yes	---

22. **NOAA Only (steps 22 - 24)**

For all NOAA Awards (except the Cooperative Institute Program), the FPO must use the Select Descriptor link to identify a Unique Account Descriptor. The Cooperative Institute Program is comprised of academic and non-profit research institutions that conduct research in support of NOAA's Mission Goals and Strategic Plan.

Click the **Select Descriptor** link.

**The ACCS is valid**

Validated: true

Bureau (xx): \* 14

Fund (xx): \* 1

Fiscal Year (yyyy): \* 2016

Project Task: 28LEF28 - B00

Program Code: 02 - 21 - 16 - 001

Organization: 30 - 21 - 0002 - 00 - 00 - 00 - 00

Object Class: 41 - 11 - 00 - 00

Unique Account Descriptor: [Select Descriptor](#) Fund Type: X

Amount: \* \$1,000.00 Prior Year Fund: [No]

**Save DWValidate Cancel/Done**

**Add New ACCS Line**

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account ID
14	1	2016	30-21-0002-00-00-00-00	02-21-16-001	28LEF28-B00	41-11-00-00	\$1,000.00	N	Yes	---

## Federal Program Office – Competitive Application Processing

23. A list of potential Unique Account Descriptors is visible. Click the **Select** link next to the appropriate descriptor. If the Unique Account Descriptors are too numerous, use the **Apply Filter** button to narrow the available options.

Program Office: - All - Apply Filter >>

**Unique Account Descriptor:**

Line/Program Office	Descriptor	Identifying Information	Action
GOT	TEST		<span style="border: 1px solid red; padding: 2px;">Select</span>

Cancel

24. The selected Descriptor is shown under the Unique Account ID column header. To return to the previous screen click the **Cancel/Done** button.

**The ACCS is valid**

Validated:  true

Bureau (xx): \* 14

Fund (xx): \* 1

Fiscal Year (yyyy): \* 2016

Project Task: 28LEF28 - 000

Program Code: 02 - 21 - 16 - 001

Organization: 00 - 21 - 0002 - 00 - 00 - 00 - 00

Object Class: 41 - 11 - 00 - 00

Unique Account Descriptor: TEST Select Descriptor Fund Type:  X

Amount: \* \$1,000.00 Prior Year Fund: No

Save DWValidate Cancel/Done

Add New ACCS Line

One item found.1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidate	Unique Account ID
14	1	2016	30-21-0002-00-00-00-00	02-21-16-001	28LEF28-000	41-11-00-00	\$1,000.00	N	Yes	TEST-X-999-001

25. Click the **CBSValidate** button.

**Procurement Request and Commitment of Funds - NA16GOT9990003**

Last CBS Validation:      Status:

**Active Procurement Requests:**  
Nothing found to display.

**Withdrawn Procurement Requests:**  
Nothing found to display.

**Request Authorizing Official: \***

Name	Title	Telephone	Action
PMO_NOAABudgetOfficer		301-444-2112	<span style="border: 1px solid gray; padding: 2px;">Change</span>

**Additional Reviewers:**  
Nothing found to display.

Add  
(Please note, you must press 'Save and Return to Main' for the Route to be committed)

**Requestor: \***

Name	Title	Telephone	Action
GrantsOnline User		301-444-2112	<span style="border: 1px solid gray; padding: 2px;">Change</span>

**Federal Share: \*** \$1,000.00      **Requisition Number: \*** NAG0000600215

**Affected Reference Number:** NA16GOT9990003      **EIN:**      **DUNS:** 068

**To: \***

SKILLIGALEE INC 1234 MAIN ST Berlin, MD 20076	CFDA Number: 11.999 Project Start Date: 2015-10-01 Project End Date: 2016-09-30 Grant Type: not entered Project Description: Project description
--	--

**Clearances/Remarks:**

## Federal Program Office – Competitive Application Processing

(Continuation – Procurement Request and Commitment of Funds screen)

**Accounting - ACCS Lines \***  
One item found: 1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account ID	Action
14	1	2016	30 -21 -0002-00-00-00-00	02-21-16-001	28LEF28-B00	41-11-00-00	\$1,000.00	N	Yes	TEST-X-999-001	Edit Delete

[Add New ACCS Line](#)

PRCF Total for this Award action: \$1,000.00  
 Total Federal funds authorized for this Award action: \$1,000.00  
 Recipient Share Total for this Award action: 0.00  
 Total Recipient Funds authorized for this Award action: \$1,000.00

*Note: Budget Officer Approval does not apply to Recipient Share amounts. These amount are displayed for informational purposes only. Changes made in cd-450/451 will not be reflected on this page.*

[Procurement Request Official Comments](#)

26. This action validates the Award information against the Commerce Business Systems (CBS) database. When the PRCF information is successfully validated, the information shown on the screen image below is visible.

**Procurement Request and Commitment of Funds - NA15GOT9990057**

Last CBS Validation: 03/19/2015 4:22:49 PM    Status: Valid

**Active Procurement Requests:**  
Nothing found to display.

**Withdrawn Procurement Requests:**  
Nothing found to display.

27. To view a copy of the CD-435 report, click the **Award Finance Report** button at the bottom of the screen.
28. When the user is certain the ACCS Lines are accurate, click the **Save and Return to Main** button.

**Accounting - ACCS Lines \***  
One item found: 1

Bureau	Fund	Fiscal Year	Organization	Program	Project - Task	Object Class	Amount	Prior Year	DWValidated	Unique Account ID	Action
14	1	2016	30 -21 -0002-00-00-00-00	02-21-16-001	28LEF28-B00	41-11-00-00	\$1,000.00	N	Yes	TEST-X-999-001	Edit Delete

[Add New ACCS Line](#)

PRCF Total for this Award action: \$1,000.00  
 Total Federal funds authorized for this Award action: \$1,000.00  
 Recipient Share Total for this Award action: 0.00  
 Total Recipient Funds authorized for this Award action: \$1,000.00

*Note: Budget Officer Approval does not apply to Recipient Share amounts. These amount are displayed for informational purposes only. Changes made in cd-450/451 will not be reflected on this page.*

[Procurement Request Official Comments](#)

Step 28

Step 27

## Federal Program Office – Competitive Application Processing

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29. The Procurement Request and Commitment of Funds launch page displays. Choose **Forward Procurement Request to Requestor** from the Action dropdown menu and click the **Submit** button.

**Procurement Request and Commitment of Funds - NA16GOT9990003**

**Id:** 2444053  
**Status:** ProgramOfficerActions - In Progress

**Action:** Please select an action  
**Your Comments:** Please select an action

Complete Procurement Request and Commitment of Funds  
Forward Procurement Request to Requestor

Submit

Spell Check

Save Comment

30. A warning message indicates the next step can only be reversed with assistance from the Help Desk. To proceed, click the **OK** button.

The page at <https://grantsonlinetraining.rdc.noaa.gov> says:

The action you are about to perform cannot be easily undone and might require help-desk assistance. Are you sure you want to continue?

OK Cancel

31. This concludes the Procurement Request and Commitment of Funds task.

**Your Tasks**

Procurement Request and Commitment of Funds - Forward Procurement Request to Requestor is complete.

Document Type: All  
Status: Open  
Apply Filter >>

## The PO Checklist

The last of the three tasks addresses the PO Checklist. When the PO Checklist is complete, a task is sent to the FPO's Inbox to Forward/Revise the Award File. The Award File is the repository for the NEPA Document, the Procurement Request and Commitment of Funds, and the PO Checklist.

1. Click the **Inbox** tab.
2. Click the **Tasks** link.
3. Click the **View** link for the **Complete PO Checklist** task.

DEPARTMENT OF COMMERCE  
UNITED STATES OF AMERICA  
commerce  
trade and  
banking

Inbox RFA Application Awards Account Management Reports Help

Welcome to Grants Online Grant Student00. You are logged in to TEST1. [Log Off](#)

Advisories >> [Tasks](#)

**Your Tasks**

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

6 items found, displaying all items.1

View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number
<a href="#">View</a>	490055	Complete PO Checklist	Not Started	PO Checklist	2444054			NA16GOT9990003
<a href="#">View</a>	3490054	Competition Manager Review Selection Package	In Progress	Selection Package	2444050	03/16/2016		N/A
<a href="#">View</a>	3489987	Conduct Negotiations	In Progress	Application	2443985	03/15/2016		NA16GOT9990001
<a href="#">View</a>	3489916	Conduct Negotiations	In Progress	Application	2444004	03/11/2016		N/A

4. The PO Checklist launch page is visible. Choose **Complete PO Checklist** from the Action dropdown menu and click the **Submit** button.

**PO Checklist - NA16GOT9990003**

**Id:** 2444054  
**Status:** ProgramOfficerActions - Not Started

**Action:**  [Submit](#)

**Your Comments:**

[Spell Check](#)

[Save Comment](#)



## Federal Program Office – Competitive Application Processing


5. Upon selecting Complete PO Checklist, the PO Checklist launch screen is visible. Click the **Guidance** link beside each data field for assistance in determining the information that should be entered.

**PO Checklist - NA16GOT9990003**

**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 1  
[Large File Guidance](#)

**General Award Information**  
Application Organization: [SKILLIGALEE INC](#) State: MD  
Applicant's EIN and DUNS numbers have been verified:

**Grant Type \*** [Guidance](#) **← Guidance Document**  
 Grant  
 Cooperative Agreement  
If Cooperative Agreement, enter [Cooperative Agreement Special Award Condition](#)

**Statutory Authority \*** [Guidance](#) [Audit Trail:](#) 

**Project Description/Abstract \*** [Guidance](#)

[Spell Check](#)

**IMPORTANT:** PLEASE REVIEW CAREFULLY for spelling or punctuation errors (as can occur with copy/paste from Word).

**Basis of Selection \*** [Guidance](#)  
 Competitive  
 Non-Competitive  
 Congressionally Directed (Soft Earmark)  
 Institutional (designated by Grants Office)  
 Formula/Allotment  
 Congressionally Mandated (Hard Earmark)

**Project Progress Reports** [Guidance](#)  
Any changes to these values will be applied to the entire grant.

**Frequency**  
 Semi-Annually  
 Synchronized to the Federal Financial Report periods  
 Annually (for multi-year/institutional)  
 Quarterly  
 Not Required (for "No Specific Purpose" awards). No final report required. Final report selection is not relevant.  
 Not Required (for Single Year awards). One report, covers award period up to 12 months and is due 90 days after expiration date of award

**Final Report**  
 Comprehensive - a last interim report is required  
 Comprehensive - a last interim report is not required  
 Last Report

[Special Award Condition for Project Progress Reports](#)

**Project Progress Reporting Comments:**

**Note:** It is the Program Officer's responsibility to create the Special Award Condition for non-default project progress reporting. Any discrepancies between the Perfor  
progress reporting at the time of the award, the values above will be disregarded and the award will require the default values as defined for the Agency in the Bureau

# Federal Program Office – Competitive Application Processing

(Continuation – PO Checklist screen)

**Conflict of Interest/Post Employment Restrictions** [Guidance](#)  
Is there a former DOC employee working for the applicant who represented or will represent the applicant before DOC or another Federal agency regarding this award?  
 NO  YES  
If YES, please attach files below.

**Matching Requirements:** \* [Guidance](#) ← **Guidance Document**  
No Matching Requirements have been defined  
[Add New](#)

**Analysis of Matching Requirements**  
Negotiated Federal Share: \$1,000.00  
Total Federal Share (from Matching Requirements): \$0.00  
Negotiated Non-Federal Share: \$1,000.00  
Total Required Non-Federal Share: \$0.00  
**Voluntary Non-Federal Share:** \$1,000.00

**Minority Serving Institution** [Guidance](#)  
At the time of this award, it has not been determined if the recipient is a Minority Serving Institution.  
*If you believe that this information is incorrect, please contact the Help Desk to correct the MSI status of the recipient. Once the organization MSI status is correct, please contact the Help Desk to correct the MSI status of the recipient.*  
Does this award include any subaward to a Minority Serving Institution?  NO  YES

**Homeland Security Presidential Directive – 12** [Guidance](#)  
Does the proposed award require any recipient, subawardee, and/or contractor personnel to have physical access to Federal premises for more than 180 days or to access a Federal information system?  NO  YES

**Research Terms & Conditions Prior Approval and Other Requirements** \* [Guidance](#)  
Does the applicant follow 2 CFR Part 200 and will the funding for the proposed award, or any part of the proposed award, be used to conduct research?  NO  YES  Not Answered

**Project Specific Information** [Guidance](#)  
Is PROGRAM INCOME anticipated being earned during performance of this project?  NO  YES [Enter Comments](#)  
Will a VIDEO be created for public viewing as part of this project?  NO  YES [Enter Comments](#)  
Is a SURVEY/QUESTIONNAIRE required by the Program Office for this project?  NO  YES [Enter Comments](#)  
Will Federal Agency owned equipment be provided to the recipient to use for this award?  NO  YES [Special Award Condition](#)

**Transfer Information** [Guidance](#)  
Does this award include any Federal funds that were transferred from another Federal agency specifically for this award?  NO  YES  
If YES, enter transfer document number: \_\_\_\_\_

**Programmatic Special Award Condition**  
Are there any NEPA mitigating factors, Post Award NEPA reviews, or any other programmatic restrictions that need to be placed on the award?  NO  YES  
[Special Award Condition](#)

**Additional Information**

**NOAA Specific Information**  
**Coastal Zone Management Awards**  
For Coastal Zone Management Awards, indicate which sections of the Coastal Zone Management Act this award addresses:  
Section 306/306a  NO  YES  
Section 308  NO  YES  
Section 309  NO  YES  
Section 310  NO  YES  
Section 6217  NO  YES  
If no boxes are checked, only the normal Financial Reports will be generated. Every appropriate Section must be checked on every checklist to cover the expected 306 reports are still required through the time span of Amendment 1, then both Sections 306 and 308 must be selected as YES in the Amendment 1 checklist.

**CESU Awards**  
Is CESU Award?  NO  YES If YES, enter justification and verify Grant Type [Guidance](#)  
Justification:

[Cooperative Agreement Special Award Condition](#)

## Federal Program Office – Competitive Application Processing

6. If one or more attachments should be included, click **[+]** beside the Add new Attachment header.

**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 attachments.*

[Large File Guidance](#)

7. Verify the Applicant's EIN and DUNS numbers and click the checkbox.

**General Award Information**

Application Organization: [SKILLIGALEE INC](#) State: MD

Applicant's EIN and DUNS numbers have been verified:

8. Select the radio button that corresponds to the type of grant being processed. If this is a Cooperative Agreement, the FPO must enter a Special Award Condition. Click the **Cooperative Agreement Special Award Condition** link. If this Award is not a Cooperative Agreement, proceed to step 16.

**Grant Type \*** [Guidance](#)

Grant

Cooperative Agreement

If Cooperative Agreement, enter: [Cooperative Agreement Special Award Condition](#)

9. The Special Award Conditions screen is displayed.

Special Award Conditions		
<a href="#">Create From Scratch</a>		
Available Special Award Conditions		
Name	Description	Options
<a href="#">New Award SAC</a>	This award number <AWARD_NUMBER>, to <RECIPIENT NAME>, supports the work described in the Recipient's proposal entitled <PROJECT TITLE> dated <APPLICATON DATE>, which is incorporated into the award by	<a href="#">Template</a>
<a href="#">Partial Funding Special Award Condition</a>	For Reductions: When the Federal share of a grant or cooperative agreement award is 5% or less than that requested due to Congressional rescission and/or other required reductions, the following lan	<a href="#">Template</a>
<a href="#">Multi-Year Special Award Condition</a>	MULTI-YEAR SAC for New Awards and Amendments (except final year) Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e.,	<a href="#">Template</a>
<a href="#">Partial Funding Special Award Condition</a>	For Increases: When the Federal share of a grant or cooperative agreement award is increased to not more than 5% of the requested amount, the following language will be included in the award documen	<a href="#">Template</a>
<a href="#">Performance Reports - (Annual)</a>	An annual performance report must be submitted to the Program Office at least 90 days prior to the end of each budget period. A final performance report that covers the remaining 90 days and s	<a href="#">Template</a>
<a href="#">Sea Grant Project Extension Special Awar</a>	Authority is delegated to the Recipient to extend any projects or subawards incorporated in this Sea Grant Omnibus award up to, but not beyond, the approved grant project period without prior approval	<a href="#">Template</a>
<a href="#">Matching Requirement</a>	Since this award requires the Recipient to provide \$(From matching requirement on CD-450 or 451) in project-related costs from non-federal sources, the Recipient must maintain in its official accounti	<a href="#">Template</a>
<a href="#">Technical Monitor</a>	The Technical Monitor for this award is:	<a href="#">Template</a>
<a href="#">Project Milestones</a>	To ensure adequate and timely progress towards project completion and achievement of the goals of the Recovery Act with respect to project timing and associated expenditure of funds, NOAA and the gran	<a href="#">Template</a>

## Federal Program Office – Competitive Application Processing

- The user may create a Special Award Condition (SAC) from scratch or select one of the available templates. Proceed to step 12 to use a template. If the user chooses to create a Special Award Condition (SAC) from scratch, click the **Create from Scratch** link.

**Special Award Conditions**

[Create From Scratch](#)

**Available Special Award Conditions**

Name	Description	Options
<a href="#">New Award SAC</a>	This award number <AWARD_NUMBER>, to <RECIPIENT NAME>, supports the work described in the Recipient's proposal entitled <PROJECT TITLE> dated <APPLICATON DATE>, which is incorporated into the award by	<a href="#">Template</a>
<a href="#">Partial Funding Special Award</a>	For Reductions: When the Federal share of a grant or cooperative agreement award is 5% or less than	<a href="#">Template</a>

- Enter information for the required data elements (marked by a red asterisk). When finished, click the **Save and Return to Main** button. Proceed to step 16.

**Special Award Condition Details**

Name: \*

Description: \*

[Spell Check](#)

**Association Edits:**

Response Required:  -- Select One --   Satisfied Date:

Type: Administrative Pending

[Save](#) [Save and Return to Main](#) [Cancel](#)

- To create a Special Award Condition (SAC) from a template, click the **Template** link that corresponds to the relevant template.

**Special Award Conditions**

[Create From Scratch](#)

**Available Special Award Conditions**

Name	Description	Options
<a href="#">New Award SAC</a>	This award number <AWARD_NUMBER>, to <RECIPIENT NAME>, supports the work described in the Recipient's proposal entitled <PROJECT TITLE> dated <APPLICATON DATE>, which is incorporated into the award by	<a href="#">Template</a>
<a href="#">Partial Funding Special Award Condition</a>	For Reductions: When the Federal share of a grant or cooperative agreement award is 5% or less than that requested due to Congressional rescission and/or other required reductions, the following lan	<a href="#">Template</a>
<a href="#">Multi-Year Special Award Condition</a>	MULTI-YEAR SAC for New Awards and Amendments (except final year) Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e.,	<a href="#">Template</a>
<a href="#">Partial Funding Special Award Condition</a>	For Increases: When the Federal share of a grant or cooperative agreement award is increased to not more than 5% of the requested amount, the following language will be included in the award documen	<a href="#">Template</a>
<a href="#">Performance Reports - (Annual)</a>	An annual performance report must be submitted to the Program Office at least 90 days prior to the end of each budget period. A final performance report that covers the remaining 90 days and s	<a href="#">Template</a>
<a href="#">Sea Grant Project Extension Special Award</a>	Authority is delegated to the Recipient to extend any projects or subawards incorporated in this Sea Grant Omnibus award up to, but not beyond, the approved grant project period without prior approval	<a href="#">Template</a>
<a href="#">Matching Requirement</a>	Since this award requires the Recipient to provide \$(From matching requirement on CD-450 or 451) in project-related costs from non-federal sources, the Recipient must maintain in its official accounti	<a href="#">Template</a>
<a href="#">Technical Monitor</a>	The Technical Monitor for this award is:	<a href="#">Template</a>
<a href="#">Project Milestones</a>	To ensure adequate and timely progress towards project completion and achievement of the goals of the Recovery Act with respect to project timing and associated expenditure of funds, NOAA and the gran	<a href="#">Template</a>
<a href="#">ARRA Special Award Condition for Report</a>	Reporting Requirements: Pursuant to ARRA Special award conditions which are incorporated into this award. The recipient will report on the progress of their approved projects as reflected in the desc	<a href="#">Template</a>
<a href="#">Performance Reports - (Annual for Cooper</a>	The first Performance Progress Report will cover a period of nine months from the start date of award. Following reports are due annually. All Interim Performance Progress Reports are due 30 days afte	<a href="#">Template</a>
<a href="#">Substantial Involvement Special Award Co</a>	This award is created as a cooperative agreement because of the substantial involvement of NOAA scientists in the award activity. NOAA scientists will collaborate with Cooperative Institute scientists	<a href="#">Template</a>
<a href="#">Competitive Award Special Award</a>	The University/NOAA MOA would be incorporated by reference into the terms of the competitive award.	<a href="#">Template</a>

## Federal Program Office – Competitive Application Processing

- Complete the mandatory data elements (marked with a red asterisk) by modifying the template's text as appropriate. When finished, click the **Save and Return to Main** button.

**Special Award Condition Details**

Name: \*

Description: \* 

This award is created as a cooperative agreement because of the substantial involvement of NOAA scientists in the award activity. NOAA scientists will collaborate with Cooperative Institute scientists, research associates, and students on research projects of mutual interest throughout the award period.

[Spell Check](#)

---

**Association Edits:**

Response Required:  -- Select One --  Satisfied Date:

Type: Programmatic Pending

[Save](#)
[Save and Return to Main](#)
[Cancel](#)

- All added Special Award Conditions are visible under the Pending Special Award Conditions header. To edit or remove any Special Award Conditions associated with the Application click the **Edit** or **Remove** link.
- Click the **Done** button when finished entering the Special Award Condition(s). The user is re-directed to the PO Checklist to supply information for additional data elements.

**Special Award Conditions**

[Create From Scratch](#)

**Available Special Award Conditions**

Name	Description	Options
<a href="#">New Award SAC</a>	This award number <AWARD_NUMBER>, to <RECIPIENT NAME>, supports the work described in the Recipient's proposal entitled <PROJECT TITLE> dated <APPLICATION DATE>, which is incorporated into the award by	<a href="#">Template</a>
<a href="#">Multi-Year Special Award Condition</a>	MULTI-YEAR SAC for New Awards and Amendments (except final year) Add the word (REVISED) before the Sac for Amendments. The only revision for amendments would be the funding amount available (i.e.,	<a href="#">Template</a>
<a href="#">Partial Funding Special Award Condition</a>	For Increases: When the Federal share of a grant or cooperative agreement award is increased to not more than 5% of the requested amount, the following language will be included in the award document	<a href="#">Template</a>
<a href="#">Partial Funding Special Award Condition</a>	For Reductions: When the Federal share of a grant or cooperative agreement award is 5% or less than that requested due to Congressional rescission and/or other required reductions, the following lan	<a href="#">Template</a>
<a href="#">Performance Reports - (Annual)</a>	An annual performance report must be submitted to the Program Office at least 90 days prior to the end of each budget period. A final performance report that covers the remaining 90 days and s	<a href="#">Template</a>
<a href="#">Sea Grant Project Extension Special Awar</a>	Authority is delegated to the Recipient to extend any projects or subawards incorporated in this Sea Grant Omnibus award up to, but not beyond, the approved grant project period without prior approval	<a href="#">Template</a>
<a href="#">Matching Requirement</a>	Since this award requires the Recipient to provide \$(From matching requirement on CD-450 or 451) in project-related costs from non-federal sources, the Recipient must maintain in its official account	<a href="#">Template</a>
<a href="#">Technical Monitor</a>	The Technical Monitor for this award is:	<a href="#">Template</a>
<a href="#">Project Milestones</a>	To ensure adequate and timely progress towards project completion and achievement of the goals of the Recovery Act with respect to project timing and associated expenditure of funds, NOAA and the gran	<a href="#">Template</a>
<a href="#">ARRA Special Award Condition for Report</a>	Reporting Requirements: Pursuant to ARRA Special award conditions which are incorporated into this award. The recipient will report on the progress of their approved projects as reflected in the disc	<a href="#">Template</a>
<a href="#">Substantial Involvement Special Award Co</a>	This award is created as a cooperative agreement because of the substantial involvement of NOAA scientists in the award activity. NOAA scientists will collaborate with Cooperative Institute scientists	<a href="#">Template</a>
<a href="#">Competitive Award Special Award Conditio</a>	The University/NOAA MOA would be incorporated by reference into the terms of the competitive award. Any performance reports (s) for the competitive project must follow the timetable of the funding pr	<a href="#">Template</a>
<a href="#">NOAA Environmental Data and Information</a>	Environmental data and information, collected and/or created under this grant/cooperative agreement will be made visible, accessible and independently understandable to users, free of charge or at min	<a href="#">Template</a>
<a href="#">USE OF NOAA EMBLEM SPECIAL AWARD CONDIIT</a>	The Joint and Cooperative Institutes may place the NOAA emblem on the following items, in a manner consistent with the terms and uses prescribed below: 1. SCIENTIFIC POSTERS AND WRITTEN PRESENTATI	<a href="#">Edit</a> <a href="#">Template</a>
<a href="#">Performance Reports - (Annual for Cooper</a>	The first Performance Progress Report will cover a period of nine months from the start date of award. Following reports are due annually. All Interim Performance Progress Reports are due 30 days afte	<a href="#">Template</a>
<a href="#">Handling of Environmental Data or PeerR</a>	1. Data Sharing: Environmental data collected or created under this Grant, Cooperative Agreement, or Contract must be made publicly visible and accessible in a timely manner, free of charge or at mini	<a href="#">Template</a>
<a href="#">Co-Recipient Signature</a>	A copy of the attached "Acknowledgment and Agreement of Co-Recipient" signed by the Co-Recipient, <INSERT NAME OF CO-RECIPIENT HERE>, must be returned to EDA within 30 days of the award date.	<a href="#">Template</a>

---

**Pending Special Award Conditions**  
One item found.1


Name	Description	Amendment	Type	Due Date	Satisfied Date	Options
<a href="#">Substantial Involvement Special Award Co</a>	This award is created as a cooperative agreement because of the substantial involvement of NOAA scientists in the award activity, NOAA scientists will collaborate with Cooperative Institute scientists	current	Programmatic			<a href="#">Edit</a> <a href="#">Remove</a>

**Associated Special Award Conditions**  
Nothing found to display.

[Done](#) **Step 15**

Step 14

16. Enter information for the Statutory Authority\*.

**Statutory Authority \***   [Guidance](#)   Audit Trail: 

17. Enter data for the Project Description/Abstract\*.

**Project Description/Abstract \***   [Guidance](#)

**Spell Check**

**IMPORTANT:** PLEASE REVIEW CAREFULLY for spelling or punctuation errors (as can occur with copy/paste from Word).



**NOTE:** The information entered in this text box is passed on to the Legislative Affairs team. That office notifies Congress of the Award. To ensure the content is understood by the majority of the target audience, **do not** use acronyms. Only copy and paste from a plain text file. **Do not** copy and paste from a Word document.

18. Specify the Basis of Selection\*.

**Basis of Selection \***   [Guidance](#)

- Competitive
- Non-Competitive
- Congressionally Directed (Soft Earmark)
- Institutional (designated by Grants Office)
- Formula/Allotment
- Congressionally Mandated (Hard Earmark)

## Federal Program Office – Competitive Application Processing

For many of the data elements, starting with step 19, a default value is indicated; modify as is appropriate.

19. Select the Progress Reports Frequency and Final Report type.

**Project Progress Reports** [Guidance](#)

Any changes to these values will be applied to the entire grant.

**Frequency**

- Semi-Annually
- Synchronized to the Federal Financial Report periods
- Annually (for multi-year/institutional)
- Quarterly
- Not Required (for "No Specific Purpose" awards). No final report required. Final report selection is not relevant.
- Not Required (for Single Year awards). One report, covers award period up to 12 months and is due 90 days after expiration date of award

**Final Report**

- Comprehensive - a last interim report is required
- Comprehensive - a last interim report is not required
- Last Report

20. Respond to the Conflict of Interest/Post Employment Restrictions question.

**Conflict of Interest/Post Employment Restrictions** [Guidance](#)

Is there a former DOC employee working for the applicant who represented or will represent the applicant before DOC or another Federal agency regarding this application and/or subsequent award or who has been involved in the merit review and/or selection process?

NO  YES

If YES, please attach files below.

21. To enter Matching Requirements\*, click the **Add New** link. This data element is mandatory and must be completed whether or not there are matching funds associated with the Award.

**Matching Requirements: \*** [Guidance](#)

No Matching Requirements have been defined

[Add New](#)

22. The PO Checklist Matching Requirement screen is displayed. Supply data for all applicable fields and click the **Save** button.

**Mandatory** →

**PO Checklist Matching Requirement**

Calculation of Match:  Percentage  Ratio

Federal Share Amount \$

Required Cost Share %   
(max 14 decimal places)

Cost Share Explanation  Statutory  
 Competitive Announcement  
 Other Explanation

Explanatory Notes:

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

## Federal Program Office – Competitive Application Processing

23. The Analysis of Matching Requirements\* is now complete.

Matching Requirements: * <a href="#">Guidance</a>				
Federal Share Amount	Required Cost Share % of Total (Non-Federal + Federal) OR Required Non-Fed:Fed Ratio	Required Non-Federal Share Amount (calculated)	Funding Source / Required Cost Share Explanation	Action
\$1,000.00	50.0%	\$1,000.00		<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Add New</a>				
Analysis of Matching Requirements				
Negotiated Federal Share:		\$1,000.00		
Total Federal Share (from Matching Requirements):		\$1,000.00		
Negotiated Non-Federal Share:		\$1,000.00		
Total Required Non-Federal Share:		\$1,000.00		
<b>Voluntary Non-Federal Share:</b>		\$0.00		

24. Answer the Minority Serving Institution and Homeland Security Presidential Directive-12 (HSPD-12) questions.

**Minority Serving Institution** [Guidance](#)  
 At the time of this award, it has not been determined if the recipient is a Minority Serving Institution.  
 If you believe that this information is incorrect, please contact the Help Desk to correct the MSI status of the recipient. Once the organization MSI status is correct, does this award include any subaward to a Minority Serving Institution?  NO  YES

**Homeland Security Presidential Directive – 12** [Guidance](#)  
 Does the proposed award require any recipient, subawardee, and/or contractor personnel to have physical access to Federal premises for more than 180 days or to access a Federal information system?  NO  YES

25. Answer the Research Terms & Conditions Prior Approval and Other Requirements\* question. The default value is **Not Answered**. This is a mandatory data element and a response must be provided before navigation from this page is permitted.

**Research Terms & Conditions Prior Approval and Other Requirements \*** [Guidance](#)  
 Does the applicant follow 2 CFR Part 200 and will the funding for the proposed award, or any part of the proposed award, be used to conduct research?  NO  YES  Not Answered

26. Answer the Project Specific Information, Transfer Information, and Programmatic Special Award Condition questions.

**Project Specific Information** [Guidance](#)  
 Is PROGRAM INCOME anticipated being earned during performance of this project?  NO  YES [Enter Comments](#)  
 Will a VIDEO be created for public viewing as part of this project?  NO  YES [Enter Comments](#)  
 Is a SURVEY/QUESTIONNAIRE required by the Program Office for this project?  NO  YES [Enter Comments](#)  
 Will Federal Agency owned equipment be provided to the recipient to use for this award?  NO  YES [Special Award Condition](#)

**Transfer Information** [Guidance](#)  
 Does this award include any Federal funds that were transferred from another Federal agency specifically for this award?  NO  YES  
 If YES, enter transfer document number

**Programmatic Special Award Condition**  
 Are there any NEPA mitigating factors, Post Award NEPA reviews, or any other programmatic restrictions that need to be placed on the award?  NO  YES  
[Special Award Condition](#)

**Additional Information**



## Federal Program Office – Competitive Application Processing

27. Bureau specific information is located at the bottom of the PO Checklist for NOAA, MBDA and EDA. See the screen images below for information associated with those three bureaus.

Census, ITA and NTIA **do not** require comparable information.

### NOAA Only:

**NOAA Specific Information**

**Coastal Zone Management Awards**  
For Coastal Zone Management Awards, indicate which sections of the Coastal Zone Management Act this award addresses:

Section 306/306a  NO  YES  
Section 308  NO  YES  
Section 309  NO  YES  
Section 310  NO  YES  
Section 6217  NO  YES

If no boxes are checked, only the normal Financial Reports will be generated. Every appropriate Section must be checked on every checklist to cover the 306 reports are still required through the time span of Amendment 1, then both Sections 306 and 308 must be selected as YES in the Amendment 1 checklist.

**CESU Awards**  
Is CESU Award?  NO  YES If YES, enter justification and verify Grant Type [Guidance](#)

Justification

[Cooperative Agreement Special Award Condition](#)

### MBDA Only:

**MBDA Specific Information**

**Geographic Service Area**

**Funding Breakdown**

*Total Federal Amount:	\$500.00	50%
*In-Kind:	\$0.00	0%
*Cash:	\$0.00	0%
*Client Fees:	\$0.00	0%
*Total Non-Federal Amount:	\$500.00	50%
*Total Project Cost:	\$1,000.00	100%

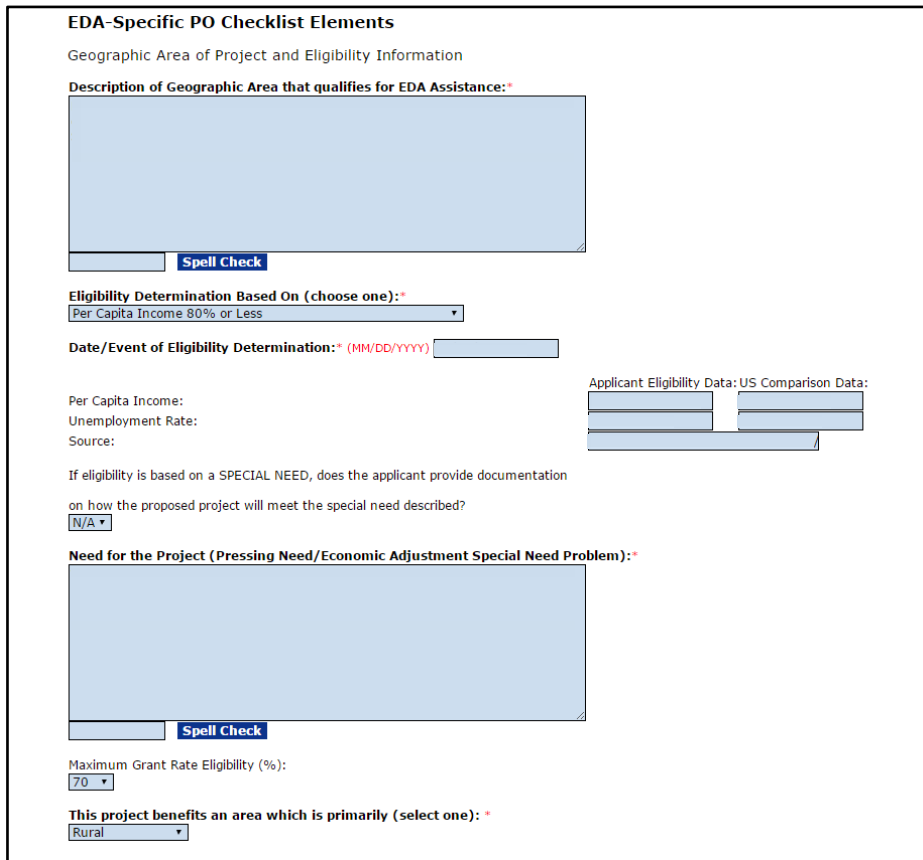
**EDA Only:**

Click the **View/Edit EDA-Specific Information** link to navigate to the data entry screen for additional EDA information.



A screenshot of a web application menu titled "EDA Specific Information". The menu contains a link "View/Edit EDA Specific Information" which is highlighted with a red rectangular box. Below the link are three buttons: "Save", "Save and Return to Main", and "Cancel".

A portion of the **EDA-Specific PO Checklist Elements** screen is shown below:



A screenshot of the "EDA-Specific PO Checklist Elements" screen. The screen is titled "EDA-Specific PO Checklist Elements" and contains the following sections:

- Geographic Area of Project and Eligibility Information**
  - Description of Geographic Area that qualifies for EDA Assistance:\*** (Text area)
  - Spell Check** (button)
- Eligibility Determination Based On (choose one):\***
  - Per Capita Income 80% or Less (dropdown menu)
  - Date/Event of Eligibility Determination:\*** (MM/DD/YYYY) (text field)
- Per Capita Income:** (text field)
- Unemployment Rate:** (text field)
- Source:** (text field)
- Applicant Eligibility Data: US Comparison Data:** (text fields)

If eligibility is based on a SPECIAL NEED, does the applicant provide documentation on how the proposed project will meet the special need described?  
N/A (dropdown menu)

- Need for the Project (Pressing Need/Economic Adjustment Special Need Problem):\*** (Text area)
- Spell Check** (button)

- Maximum Grant Rate Eligibility (%):** 70 (dropdown menu)
- This project benefits an area which is primarily (select one):\*** Rural (dropdown menu)

(Continuation – EDA-Specific PO Checklist Elements screen)

Anticipated Economic Benefit

**Anticipated Economic Benefit:\***

**Estimated Jobs Created:\***  N/A   
(Number should reflect amounts after attribution is applied.)

**Estimated Jobs Saved:\***  N/A

**Estimated Private Investment Leveraged:\***  N/A

Source of Grantee Estimates (check as many as apply):

Letters from Beneficiaries of the Project  Input/Output Model (e.g. IMPLAN, REMI)  Comparison to Similar Projects

Other Method (specify):

Unknown Method

**Project Beneficiaries:**  
 No beneficiaries have been selected.

---

Additional Project Information

**Special Initiative Codes:\***

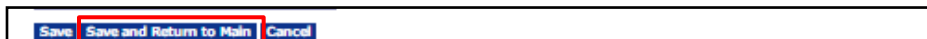
Primary	Special Initiative Code	Initiative Description
false	46	Benefits underserved pop./community
false	PM	Resiliency (National Strategic Priorities)
true	01	Regional Cooperation (Collaborative Reg. Innovation)
false	06	Local Partners Participating (Public/Private Partnerships)

**NAICS Code that best describes the EDA project:\***

In the textfield above, enter the code that corresponds to the primary purpose of the project. NAICS codes can be obtained from: <http://www.census.gov/eos/www/naics/index.html>

**Are reimbursables being used as EDA funds?\***

28. When all PO Checklist data has been entered and reviewed click the **Save** button to capture information and remain on the page. Click the **Save and Return to Main** button to capture the information and return to the PO Checklist launch page.



29. Choose **Certify PO Checklist** from the Action dropdown menu and click the **Submit** button.

**PO Checklist - NA16GOT9990003**

**Id:** 2444054  
**Status:** ProgramOfficerActions - In Progress

**Action:**

**Your Comments:**



**NOTE:** Only a Certified Federal Program Officer can Certify the PO Checklist. An uncertified Federal Program Officer must reassign the task to a Certified FPO. In turn, that person certifies the PO Checklist and forwards the Award File to the Grants Specialist.

30. The PO Checklist is now complete; the Forward/Revise Award File has been generated.

**Your Tasks**

**Complete PO Checklist - Certify PO Checklist is complete.**

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

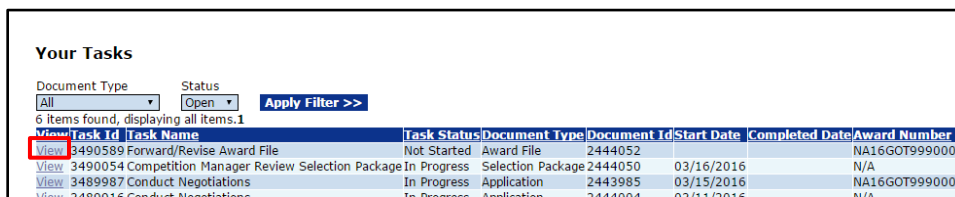
5 items found, displaying all items.1

<a href="#">View</a>	Task Id	Task Name	Task Status	Document Type	Document Id
<a href="#">View</a>	3490054	Competition Manager Review Selection Package	In Progress	Selection Package	2444050
<a href="#">View</a>	3489987	Conduct Negotiations	In Progress	Application	2443985
<a href="#">View</a>	3489916	Conduct Negotiations	In Progress	Application	2444004



## Award File

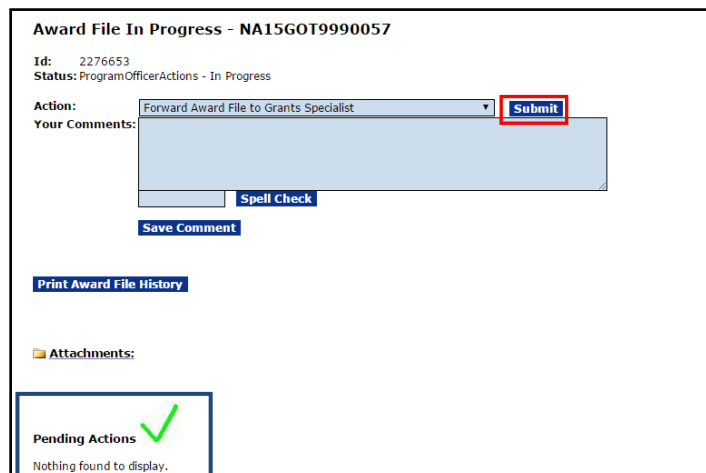
The NEPA Document, the Procurement Request and Commitment of Funds, and the PO Checklist comprise the Award File. After the NEPA Official, the Budget Officer, and the Requestor sign-off on their respective tasks, the FPO can forward the Award File to Grants Management. The FPO can determine the status of those documents by viewing the Forward/Revise Award File Task in the user's Inbox.

1. Click the **Inbox** tab.
2. Click the **Tasks** link.
3. Click the **View** link beside the **Forward/Revise Award File** task.



View	Task Id	Task Name	Task Status	Document Type	Document Id	Start Date	Completed Date	Award Number
View	3490589	Forward/Revise Award File	Not Started	Award File	2444052			NA16GOT9990003
View	3490054	Competition Manager Review Selection Package	In Progress	Selection Package	2444050	03/16/2016		N/A
View	3489987	Conduct Negotiations	In Progress	Application	2443985	03/15/2016		NA16GOT9990001
View	2480016	Conduct Negotiations	In Progress	Application	2444004	03/11/2016		N/A

4. Notice the green  and the message under the Pending Actions header: **Nothing found to display**. When there are no further Pending Actions, there is an option on the Action dropdown menu to select **Forward Award File to Grants Specialist**. Click the **Submit** button.
5. If there were Pending Actions, a red  would be visible where there is currently a green check. The Award File **cannot** be sent to the Grants Specialist without first resolving those issues.



**Award File In Progress - NA15GOT9990057**

**Id:** 2276653  
**Status:** ProgramOfficerActions - In Progress

**Action:** Forward Award File to Grants Specialist **Submit**


**Your Comments:**

**Spell Check**

**Save Comment**

**Print Award File History**

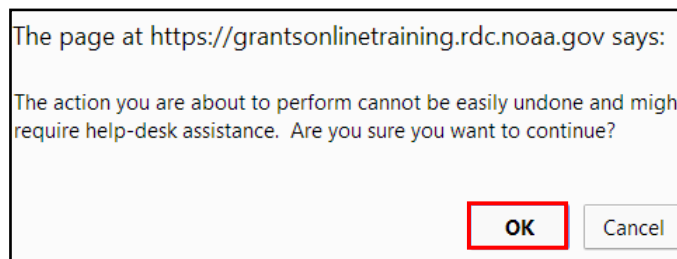
**Attachments:**

**Pending Actions**   
Nothing found to display.



**NOTE:** If the user needs to revise the Application, NEPA document, the PO Checklist, and/or the Procurement Request, refer to the **Renegotiate Quick Reference Guide** on the Grants Online Training page: (item #5) [http://www.corporateservices.noaa.gov/grantsonline/gol\\_training\\_FPO.htm](http://www.corporateservices.noaa.gov/grantsonline/gol_training_FPO.htm)

6. The next message indicates the action the user is about to perform cannot be easily reversed without assistance from the Help Desk. To proceed, click the **OK** button.



7. The message on the screen confirms the Award File has been successfully forwarded to the next step.



8. The Grants Specialist (GS) is the next person to process the Award File. Until the Grants Specialist completes the Grants Management Checklist, the Award File cannot be forwarded to FALD or the Grants Officer.

