Grants Online Overview

November 2021
Project Goals

- A Single Unified Grant Processing and Administration system that uses an electronic solution to reduce processing time.
- A reliable, robust, and scalable solution that can accommodate mission-critical, high-volume usage.
- An interface with the Grants.gov initiative to provide “one-stop” shopping for Federal grants-related activities.
- Standardized business processes that contribute to a more efficient use of resources.
- A direct interface to other systems such as CBS/ASAP, FinLitLog, and WebDocFlow.

Contract Award – August 29, 2003
GO LIVE! (NOAA Feds Only) – January 10, 2005
Rollout to Grantees – FY 2006
Rollout to DOC – March 2009
Review Module – October 2011
CBS Interface (NOAA Only) – June 2012
Rollout to EDA – FY 2015
Rollout to Census – FY 2016
How Bureau’s Cross-Service Each Other in Grants Online

<table>
<thead>
<tr>
<th>BUREAU of Pgm Office</th>
<th>Grant System</th>
<th>Grants Management</th>
<th>ASAP Authorizers</th>
<th>Financial Services (CBS)</th>
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<tbody>
<tr>
<td>CENSUS</td>
<td>Grants Online</td>
<td>NOAA</td>
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<td>NOAA Finance</td>
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Grants Online System Requirements

The System

Grants Online operates in a web environment and is accessible anywhere and anytime the user has Internet access. There is not a need for the user to install any special software on his/her computer. However, each user must register and obtain a unique login id and password from the appropriate official at his/her agency.

Recommended Internet Browsers:

- Windows – Internet Explorer 8 or higher
  - Attachments are supported in IE 11, after the settings are updated. Please reference the step-by-step instructions.
- Windows or Mac – Firefox 2.0 or higher
- Google Chrome
- Please note: Microsoft Edge is not a supported browser.
Grants Online and Grants.gov

Applicants

General Public

Hosted by HHS

Recipients

Department Of Commerce
Grants Online and ASAP

Department of Commerce

Department of Treasury

CBS
Financial System

ASAP – Limited Manual Data Entry

Commerce Business Systems (CBS) – Manual Data Entry for NIST Finance
Grants Online Document Relationships

**Pre-Award Processing**

- **Internal Agency Use Only**
  - RFA (Posted at Grants.gov)
  - NOFO posted
  - Application received by Agency

**Application**

- Application submitted

**Awards File**

- If selected for funding

**Post-Award Processing**

- **Grants File**
  - Progress Reports
  - Financial Reports

- **Award Action Requests (AARs)**

- AARs will become Amendments
Grants Online Helpful Hints

- **DO NOT** use the browser’s “Back” button.

- On the Home Page, click the “Need Help” link to locate the Grants Online Help Desk phone number.
Grants Online Helpful Hints (continued)

- After clicking “Save and Start Workflow” always go to the Inbox – Tasks for the next action. If you do not see the new task, click “Tasks” in the left navigation pane to refresh the page. To prevent unaddressed tasks from remaining in the Inbox, always click the Tasks link prior to logging out.
Buttons vs. Column Headings

Dark blue buttons with white lettering indicate an action to be taken.

Dark blue column headings look like buttons except that there are one or more additional lines of information beneath them. The first line will be displayed with a medium blue background and the next line will have a pale blue background.

Underlined column headings indicate that the data underneath can be sorted by that column.
Federal Grants Personnel

- **Program Office (Federal Program Officers)**
  - Provides the funding for the grant award
  - Federal Subject Matter Experts
  - Provides oversight for the programmatic aspects of the project – receives and accepts the *Performance Progress Reports*.

- **Grants Office (Grants Management Specialists and Grants Officers)**
  - Provides the final approval for all Grants Management matters
  - Federal Grants Management Experts
  - Provides oversight for the financial aspects of the project – receives and accepts the *Financial Reports (SF-425, SF-270)*

- **Project Officer (EDA specific role)**
  - Fulfills roles of both the Program Office and Grants Office, with the exception of the final Grants Officer review and approval
# Grants Management Advisory Committee (GMAC) Contacts

<table>
<thead>
<tr>
<th>Agency</th>
<th>Name 1</th>
<th>Name 2</th>
<th>Phone 1</th>
<th>Phone 2</th>
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</thead>
<tbody>
<tr>
<td>NOAA/NESDIS</td>
<td>Ericka Rosier</td>
<td>Brandi Franklin</td>
<td>301-683-3512</td>
<td>301-683-0496</td>
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<tr>
<td>NOAA/NMFS</td>
<td>Jeff Kulnis</td>
<td>Tiffinie Long</td>
<td>301-427-8771</td>
<td>301-427-8748</td>
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<tr>
<td>NOAA/NOS</td>
<td>Kadija Baffoe-Harding</td>
<td>Craig Reid</td>
<td>240-533-0955</td>
<td>240-533-0783</td>
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<td></td>
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<td>Laurie Golden</td>
<td>240-533-0285</td>
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<tr>
<td>NOAA/NWS</td>
<td>Claudel Aubry</td>
<td>Sam Contorno</td>
<td>301-427-6964</td>
<td>205-347-1313</td>
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<tr>
<td>NOAA/OAR</td>
<td>Melissa Dixon</td>
<td>Bruce Gibbs</td>
<td>240-672-3316</td>
<td>850-384-5578</td>
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<tr>
<td></td>
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<td>Sabrina Tucker</td>
<td>301-628-2900</td>
<td></td>
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<tr>
<td>NOAA/OED</td>
<td>John McLaughlin</td>
<td>Sarah Schoedinger</td>
<td>202-482-2893</td>
<td>240-676-3538</td>
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<tr>
<td>MBDA</td>
<td>Nakita Chambers</td>
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<td>202-482-0065</td>
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<tr>
<td>ITA</td>
<td>Brad Hess</td>
<td>Jamie Merriman</td>
<td>202-482-2969</td>
<td>202-482-1489</td>
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<td>NTIA/BTOP</td>
<td>Wayne Ritchie</td>
<td>Stacy Delgado</td>
<td>202-482-5515</td>
<td>202-482-7936</td>
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<tr>
<td>Census</td>
<td>Mekia Turner</td>
<td>Theresa Taylor</td>
<td>301-763-8273</td>
<td>301-763-2921</td>
</tr>
<tr>
<td>EDA*</td>
<td>Bernadette Grafton</td>
<td>Ryan Smith</td>
<td>202-482-2917</td>
<td>202-482-1464</td>
</tr>
</tbody>
</table>

Regional & Area Directors are also authorized to request user account updates for their region.

**NOTE:** Contact Name & Phone Number based upon Dept. of Commerce or NOAA Personnel Directories

Accessed: November 24, 2021
# Who to Contact for Assistance

<table>
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<tr>
<th>Role</th>
<th>Responsibilities</th>
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| Recipient Administrator                        | All the actions related to managing their organization’s user accounts:  
  - Create an account for a new user  
  - Reset user passwords  
  - Unlock user accounts  
  - Update the roles and access for users  
  - Disassociate users  
  For step-by-step instructions associated with tasks performed by the Recipient Administrator, please reference the [Task Reference Guide](#).  
  The Grants Online Help Desk is available for additional assistance to the Recipient Administrator as needed. |
| Federal Staff                                  | Provide guidance with non-technical questions, including helping users with the following:  
  - Programmatic and grants management  
  - Policy questions – terms and conditions on their awards  
  - Content of financial and progress reports  
  - Explaining the different award action requests and the content if submitted through Grants Online  
  - Close out process |
| Grants Online Program Management Office  
(Help Desk)                                    | Technical support associated with completing the following actions:  
  - View a task  
  - View an award file  
  - View workflow history  
  - Accept a new award  
  - Reassign tasks  
  - Access and submit progress and financial reports  
  - Inquiries related to reports that are not generated in the system |
Grants Online Training and Help Desk

- Grants Online Website
  
  - Looking For More Information About Grants Online?
    
    Go to the Grants Online PMO website at [https://www.noaa.gov/organization/information-technology/grants-online-program-management-office](https://www.noaa.gov/organization/information-technology/grants-online-program-management-office)
  
  - Have A Question When Training is Over?
    
    Email the Help Desk at [GrantsOnline.Helpdesk@noaa.gov](mailto:GrantsOnline.Helpdesk@noaa.gov)
    
    Call **240-533-9533**
    
    Hours: **8:00 AM – 6:00 PM** Eastern Time
  
  - Ready to start working in Grants Online?
    
    Go to [https://grantsonline.rdc.noaa.gov](https://grantsonline.rdc.noaa.gov)