Universal Process Maps
Pre-Award
v 6.03
Last Updated: September 27, 2023

- UNI-1 Create RFA, Post Application Package Overview
- UNI-2 Applications and Review Event Overview
- UNI-3 Prepare Applications for Funding Overview

For a step by step tutorial of this process map, please reference the following:

Pre-Award:
Universal RFA Creation
Universal Application Processing
Federal Employee (including GMD)

Grantee

Reviewers

Grants Online Document

Multiple Grants Online Documents

Process Step

Notification

Important Note

Continue

Alternate Path

Process Map Key

Grants Online Hard Stop Codes

HS = “Vendor and Funding”
HSP = “Vendor and Funding – POST”
HSFP = “Funding Only - POST”
HSV = “Vendor Only”
HSF = “Funding Only”

“Interface” User

VV = Vendor Transaction – Validate
VC = Vendor Transaction - Create
P = Procurement Request Transaction
O = Obligation Transaction
C = Closeout Transaction
SN = SF-270 – Non-ASAP Transaction
SA = SF-270 – ASAP Transaction
Create RFA, Post Application Package Overview (UNI-1)

1. RFA Creator
   - Select the RFA Tab & the Create RFA link
   - Select the option to copy RFA from existing or create new RFA

2. RFA
   - Create via links on RFA Details

3. RFA Name, Fiscal Year, CFDA Number
   - Universal RFA Type
   - (Select optional review if needed)

4. RFA Routing Slip
   - Start Workflow

5. Optional Reviewer
   - Review/Approve
   - Choose the “Send for Optional Review” option.
   - If this option is not chosen, the Optional Reviewer will not receive this task.

6. Optional Reviewer

7. RFA Publisher

8. RFA Creator
   - Notify Recipients

9. Post Application Package

A Review Event and Reviewer Instructions document may be created at this time. For BAA RFAs the Reviewer Instructions document will be automatically generated by the system.
## Applications Overview (UNI-2)

**Receive applications**

<table>
<thead>
<tr>
<th>Grants Online</th>
<th>GEMS - eRA System</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a Grants.gov</td>
<td>Applications submitted via Grants.gov</td>
</tr>
<tr>
<td>1b NOAA</td>
<td>Input Paper Applications for RFA</td>
</tr>
<tr>
<td>2 RFA</td>
<td>Assigned Program Officer</td>
</tr>
<tr>
<td>3</td>
<td>Review Minimum Requirements Checklist (1 Per Application)</td>
</tr>
<tr>
<td>4</td>
<td>Approve/Reject Minimum Requirements Checklist (1 Per Application)</td>
</tr>
<tr>
<td>5</td>
<td>End</td>
</tr>
</tbody>
</table>

Applications can be rejected after the Minimum Requirements Checklist has been completed.

Please note: Applications will be moved to eRA in a batch process.

As of September 25, 2023, the proposed batch schedule is as follows:

<table>
<thead>
<tr>
<th>Completed Min. Req. Checklist</th>
<th>Available in eRA</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 25&lt;sup&gt;th&lt;/sup&gt; – October 6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>October 30&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>October 7&lt;sup&gt;th&lt;/sup&gt; – November 3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>November 15&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>November 4&lt;sup&gt;th&lt;/sup&gt; – November 17&lt;sup&gt;th&lt;/sup&gt;</td>
<td>November 29&lt;sup&gt;th&lt;/sup&gt;</td>
</tr>
<tr>
<td>Every two weeks</td>
<td>Every two weeks</td>
</tr>
</tbody>
</table>