Create Funding Opportunity (NOFO) via FOAM and Publish to Grants.gov.

**FOAM Module**

**Create FOA**
- Start at the My Inbox screen
- Click on Announcements tab
- Click Create Announcement button

**Business Process Guide:**
- Entering Key Attributes
- On the Create Announcement screen, Fill Out Key Attributes & Select NOFO Template
- Fill Out Org Info, Template, Contacts & Publication Information
- Generate the Minimum Requirements Checklist

**Create a Task List**
- Click on Task List From the Navigation Bar
- The Create Task List pop-up will display
- Enter a Task List Name, Choose the Appropriate Model & Enter the Draft NOFO Due Date
- View the Task List and Assign Tasks as Appropriate
- Activate the Task List

**Complete the Task List**
- Draft NOFO (by Assigned Program Officer)
- Mark Draft NOFO Task Complete & Update Next Task
- Review / Comment Announcement Content
- Approve Task?
  - Yes - Final Task Approved
  - Optional: Run Reports & Print out Announcement
  - Publish Announcement to Grants.gov
- Mark My Action Complete
  - Yes - Go To Next Task
  - No - Return for Revisions

Return to Grant Life Cycle Flow
Receive Applications

Commons & eRR Modules

**Receive Application**: Two day hold before the application is available in eRR

**Referral Workload (eRR)**

- **Business Process Guide: eRR Module**
- **Application hold is lifted**
- **Search for Applications**
- **Obtain the Hitlist**
- **Click on the Accession Number?**
  - **Y**: Reserve and Access the Individual Application
  - **N**: Complete “Review Application” swimlane for the application
- **Process Hitlist?**
  - **Y**: Reserve and Access the Hitlist Batch of Applications
  - **N**: Automatically Opens Application Documents
- **Blossom Documents?**
  - **Y**: Complete “Review Application” swimlane for each application in the Hitlist
  - **N**: Return to eRR

**Review Application (eRR)**

- **Enter Referral Data Screen**
- **Review the Application Detail section**
- **Complete the Minimum Requirements Checklist**
- **Review and Update Application Review Event and Project Details as Necessary**

**Applications Ready for Processing (eRR)**

- **Application is Ready to be Released**
  - **Click the Release Button?**
    - **Y**: Application Released to Application Review in 1 Business Day
    - **N**: Application Released to Application Review in 3 Business Days
  - **Click the Save Button?**
    - **Y**: **N**: Return to Grant Life Cycle Flow
Options for Searching for Applications

Search for Applications

- Click the Search Button?
  - Reserves the Applications for Processing by the User Performing the Search
    - Click the Search Read Only Button?
      - Performs the Search without Reserving the Applications
        - Click the Release Batch Button?
          - Releases Reserved Applications
            - Click the Count Button?
              - Provides a Count for Reporting or Oversight

Note: Whenever the User Logs Off, Applications are Released

Return to Receive Application Flow

Referral Workload (eRR)

Screenshot
Complete the Minimum Requirements Checklist (MRC)

Program Analyst Review

- Complete MRC Review
  - Application Satisfied MRC?
    - Yes: Complete “Application Ready for Processing” on Receive Application Flow
    - No: Refer to Competition Manager to Review and Make Final Determination

  - Reject Application

Competition Manager Review

- Complete MRC Review
  - Application Satisfied MRC?
    - Yes: Complete “Application Ready for Processing” on Receive Application Flow
    - No: Select “No Further Processing” Checkbox and Enter Corresponding Comments

  - Do Not Proceed with Review
    - Application Processing Ends
Application Review

Applications
Release Application → Assign To A Review Meeting → Release Application to Appropriate Meeting

Review Meetings (CMM)
Review Department IC-CMO / OFACP → Establish Committee

Establish Committee
 Needed Committee Established? → Y
Create Meetings → SOP: Non FACA, Council, Group Code & Meeting Info → Create Federal Staff Record for each SRO → Populate Committee with Qualified Members → Contact eRA Service Desk To Add To Cluster

Build a Roster (REV/EV)
Select Meeting → Build a Roster → Assign Reviewers to Applications → Release the Meeting → Prepare Summary Statement

Manage Review (IAR)
Meeting Administrator → Add Meeting Materials → Configure IAR Phases & Options → Enable Reviewers → Review Submitted Critiques & Scores → Generate Preliminary Summary Statement

Conduct Review (IAR)
Grant Reviewer → Invited to Participate in Review Event → Certify Non Disclosure Agreement → Review Applications → Submit Critiques & Scores → Return to Grant Life Cycle Flow
RPPR Review & Acceptance

1. Go To PMM - Tasks
2. Click On Task To Approve RPPR
3. APR/ARPPR Acceptance Screen Will Be Displayed
4. To View Report, Click On APR/ARPPR Report Link
5. Review Report

Approve RPPR?

Y: Click Accept APR/ARPPR
N: Click Return APR/ARPPR

End

Return to Grant Life Cycle Flow
**Funding Revision Review & Acceptance**

**Program Staff Process**
- Log in to eRA PayPlan Module
- Grant Application Search Screen Will Be Displayed
- Complete a Search
  - Applications/ Awards assigned to User?
  - Y
    - Available Applications / Awards Will Be Displayed
  - N
    - Search Results Will Be Blank
  - Click the Project Number
- Grant Application Detailed Screen Will Be Displayed
- Click Grant Actions and Choose Re-Initiate Review
- On the Initiate Review Screen, Select The Approval Set
- Note: The Approval Set determines the rules required to review the application and the order in which the review must be completed.
- The Steps and Approvals Needed Will Be Displayed
- Add Your Comments & Click Submit
- System Sends Notification to Budget Officer
- Clicking On Link Takes the User Directly to the Grant Application Details Screen
- Scroll Down to Program Recommended & Authorized Amount Sections
- Update Amount Fields As Appropriate
- Click Save Updates
- Once Done, Click Grant Actions, Then Complete Review
- Received Email Notification
- Check Complete Pay Plan Review & Click Submit
- Note: Depending On The Approval Set Chosen, Additional Reviews May Be Needed.

**Budget Officer**
Funding Revision Review & Acceptance – Part III

**GMS**

1. Log in to eRA GM Module
3. Click On The Award Number Or The Folder Icon To See The Grant Folder
4. Review All Needed Documents
5. Click the 3-Dot Ellipsis & Click Workflow Return/Forward
6. Enter Comments and Send Back To GMS

**FALD/OIG**

- Click On The Award Tab Under The Award Number
- Review Changes
- Confirm / Update The Current Issue Date (Obligation Date)

**GMO**

1. Log in to eRA GM Module
3. Click On The Award Number
4. Click On The Award Tab Under The Award Number
5. Review Changes
6. Confirm / Update The Current Issue Date (Obligation Date)
7. Click Review Complete In The GMO Row
8. Click Release / Release and Print NoA
9. End

Return to Grant Life Cycle Flow