



Grants Online

Principal Place of Performance

When performing Conduct Negotiations (Non-Competitive or Universal RFA) or Start Award Processing (Competitive RFA), the Federal Program Officer (FPO) must identify the Principal Place of Performance (PPoP). This Grants Online data field stores information about where work/research associated with an award will be performed. The PPoP is a mandatory data field; failure to make a selection produces an error message. The FPO will not be able to navigate away from the screen without making a selection for the PPoP data field.

If the Recipient's location and the PPoP are the same, select the Applicant's Legal address radio button and select a city from the dropdown menu. Follow the instructions for other situations as presented in this document.

If the Recipient's location is some place other than the United States, the FPO must select the Foreign radio button for the PPoP. Selecting the Applicant's Legal Address radio button when the Recipient's location is some place other than the United States results in an error message.

A. Applicant's Legal Address → Make a selection from the **City** dropdown menu.

Principal Place Of Performance : Applicant's Legal Address
[Guidance](#) Foreign
 Multi-state
 Statewide
 Countywide
 Citywide
 Zipcode

City:



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B. Foreign → Make a selection from the **Country** dropdown menu.

Principal Place Of Performance : Applicant's Legal Address
[Guidance](#) Foreign
 Multi-state
 Statewide
 Countywide
 Citywide
 Zipcode

Country:

C. Multi-state → No additional selection required.

Principal Place Of Performance : Applicant's Legal Address
[Guidance](#) Foreign
 Multi-state
 Statewide
 Countywide
 Citywide
 Zipcode

D. State-wide → Make a selection from the **State** dropdown menu.

Principal Place Of Performance : Applicant's Legal Address
[Guidance](#) Foreign
 Multi-state
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 Zipcode

State:



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E. **County-wide** → Make a selection from the **State** dropdown menu.

Principal Place Of Performance : Applicant's Legal Address
[Guidance](#) Foreign
 Multi-state
 Statewide
 Countywide
 Citywide
 Zipcode

State:

After identifying the State, make a selection from the **County** dropdown menu and the **Congressional District** dropdown menu. Select **90** to indicate **more than one Congressional District**.

Principal Place Of Performance : Applicant's Legal Address
[Guidance](#) Foreign
 Multi-state
 Statewide
 Countywide
 Citywide
 Zipcode

State:

County:

Congressional District:



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F. **City-wide** → Make a selection from the **State** dropdown menu.

Principal Place Of Performance : Applicant's Legal Address
[Guidance](#) Foreign
 Multi-state
 Statewide
 Countywide
 Citywide
 Zipcode

State:

After identifying the State, make a selection from the **City** dropdown menu and the **Congressional District** dropdown menu. Select **90** to indicate **more than one Congressional District**.

Principal Place Of Performance : Applicant's Legal Address
[Guidance](#) Foreign
 Multi-state
 Statewide
 Countywide
 Citywide
 Zipcode

State:

City:

Congressional District:



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G. Zip Code → Enter Zip+4 using the #####-#### format.

Principal Place Of Performance : Applicant's Legal Address
[Guidance](#) Foreign
 Multi-state
 Statewide
 Countywide
 Citywide
 Zipcode

Zip+4 (#####-####):

Scroll to the bottom and click the **Save** button. If Zip+4 was not entered using the prescribed format, an error message displays on the screen. You will not be able to proceed until Zip+4 is entered using the correct format. If the "+4" portion of Zip+4 is unknown, enter 0000.

Generate New Award Number
Associate with Existing Award

Save **Save and Return to Main** **Cancel**

Make a selection from the **City** dropdown menu.

Principal Place Of Performance : Applicant's Legal Address
[Guidance](#) Foreign
 Multi-state
 Statewide
 Countywide
 Citywide
 Zipcode

Zip+4 (#####-####):

City: