Grants Online Training

Grants Specialists and Grants Officers

May 2016
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These are the Program Office processes that take place to start the processing of an award package before it moves forward for Grants Management review and approval.
These are the Grants Management processes after the Program Offices processes have been completed.
With multiple Bureaus in Grants Online, the Grants Specialist is encouraged to click on the View/Manage Recipient Organization link to confirm that the correct Bureau has been associated with the organization record linked to the award.

Note: EDA - Do Not Pay should be checked when SAM.GOV has been checked and no issues were found.
NOAA Grants Specialists and Grants Officers can perform the same CBS Validations as Federal Program Officers except they will use the **CBS Validate** button found at the bottom of the CD-450 and Amendment screens. Since the other bureaus are currently not interfaced with CBS, this function is not applicable and is not available to them.
Sample CBS Error Message (NOAA Awards Only)

CBS Result

Vendor Validation; SI No 1; VendNo 90599; VendId 1; Tin 910177110; Duns 002787950; Active Y;
Item_No 001; Line_No 1; CD435_ACCS_ID 2025340;
Error - Task Code P00; Invalid or inactive Task Code;
Item_No 001; Line_No 1; CD435_ACCS_ID 2025340;
Prior Year Funds will be used for the Accrual 14 1RK3&6C-P00 0007 01-01-02-000 50-44-0003-00-00-00 41-11-00-00 000000;

This Sample Error Message contains several informative statements, with only one being an actual error:
Line 1 states that the Vendor Validation passed.
Lines 2 and 3 indicate there was an error with the Task Code on the ACCS line.
Lines 4 and 5 indicate that the system correctly detected that Prior Year funds were being used.
Prior Year Funding – Grants Officer (NOAA Awards Only)

CBS Result

Warning - Prior Year Funds will be used for the AccString 14 H617RP4-P01 1001 03-01-06-01 50-44-0003-00-00-00 41-11-00-00 0000000;

Warning - Insufficient Funds for the AccString 14 H617RP4-P01 1001 03-01-06-01 50-44-0003-00-00-00 41-11-00-00 000000 provided; FundsRequested 15; FundsAvailable 92297.7; Discrepancy -99303.7;

Error - FundsOverrideFlag has to be Y in order to process prior year document posting;

When Prior Year funding is being used for NOAA, the Grants Officer will need to coordinate his/her award approval with the Finance Office. The Finance Office will need documentation from the Line Office stating that the appropriate clearances have been obtained before they allow a grant action using Prior Year funds to get approved in CBS. Additionally, the CBS system is only put into "Override Mode" on Wednesdays between 3-4 pm EST. When CBS is in "Override Mode" other non-Prior Year awards cannot be signed by the Grants Officer; CBS will produce an error message.
If an award is declined by the recipient, the extraneous CBS Approver task will be automatically closed for interfaced awards. For non-interfaced awards the task should be manually closed by the CBS Approver. In addition, the Help Desk should be notified in order to remove the Closeout Date from the Award File. The award still needs to go through a Financial Closeout process to de-obligate the funds via the interface using the de-obligation memo.
The Declined Amendment workflow looks just like a Reduction in Funding except that the De-obligation Memo and De-obligating Procurement Request are generated when the Grants Officer acknowledges the declined award as opposed to the Federal Program Officer initiating an action. The Declined Amendment workflow will not be an “Award File in Progress” but will have the amendment number of the Declined Amendment.
The Reduction in Funding workflow follows a very similar process as the Partial Funding Workflow and has the same “Look and Feel.”
A Reduction in Funding Action is initiated from the Grants File page similar to a Partial Funding action.

The Reduction in Funding memo screen is also similar to a Partial Funding action.
For a Reduction in Funding, two tasks are generated in the FPO Inbox similar to a Partial Funding action. The Reduction in Funding Procurement Request should be for a negative dollar amount.

Just like with a Partial Funding, two tasks are generated in the FPO Inbox.
For a Reduction in Funding action the system creates a "Partial De-obligation Memo" that will be used by the Grants Management Division and the Finance Office.

For NOAA awards, ACCS Information for the Partial De-obligation Memo is retrieved via the Interface based on the fields entered on the Procurement Request. For Non-Interfaced Bureaus, the accounting line will not be shown.
**Correction to ACCS Lines**

To make a correction to the ACCS line on an already approved award:

1. Navigate to the details page of the Procurement Request that needs to be corrected.
2. Click on the **Correct ACCS** button. This will generate a new “zero-dollar” Procurement Request.
3. Edit the ACCS line to make the amount (or portion of the amount) negative.
4. Add one or more positive ACCS lines to make a net balance of zero on the Procurement Request.
5. Start the workflow for approval of the Procurement Request.
Admin. Amendment for Date Changes

The Grants Management Division can initiate an Administrative Amendment to make corrections to Project Start and/or End Dates. This eliminates the need for the Recipient to submit a No-Cost Extension request.
No Cost Extensions

For No Cost Extensions – Project Date modifications will be updated at CBS and the workflow will go through the CBS approval process. For ASAP awards a task will go to the ASAP Authorizer to update the ASAP profile with the new date.
ASAP Enrollment Request

NOAA Only: From this screen Non-ASAP recipients can initiate the ASAP Enrollment process. There is no need to send a separate email, simply submit the recipient’s Point of Contact information.

For detailed Organization Profile Change Request information, please reference the link: http://www.corporateservices.noaa.gov/grantsonline/Documents/Grantees/Org_Profile_Change_Request.pdf

NOTE: As a result of the Digital Accountability and Transparency Act (DATA Act) recipients must update their organization profile in SAM.gov. Grants Online now receives a daily extract from SAM.gov that will automatically update the organization’s profile in Grants Online.
To change the High Risk indicator for an organization:
1. Search for an Award associated with the organization.
2. Click on the Org_ID link next to the Award Number in the Search Results.
3. Change the High Risk radio button as appropriate.
4. If the organization is ASAP the system will generate a task for the Authorized Representative to de-authorize or authorize the remaining funds based on the High Risk status. (No action is needed for a non-ASAP organization.)
The option to submit a SF-270 is now only available to Non-ASAP recipients and to NOAA High Risk ASAP recipients. A new Award Action Request (AAR) has been created for ASAP Recipients on the Agency Review process to inform the agency that a drawdown request has been submitted in ASAP.

(See ASAP Drawdown Request AAR - http://www.corporateservices.noaa.gov/grantsonline/Documents/AAR_Assistance/Recipient_AAR_Help.htm#ASAPDrawdownRequest)
ASAP Drawdown Request AAR

**Award Action Request Index**

- No Cost Extension - Prior Approval Required
- Extension to Close Out
- Change in Scope
- Change in Award
- Change in Principal Investigator/Project Director
- Change in Key Person Specified in the Application
- Satisfied Special Award Conditions
- Transfer of funds allotted for training to other categories of expenses
- Pre-Award Cost
- Submit Additional Closeout Documents
- Other

**No Cost Extension - Prior Approval Waived** (Research Terms and Conditions)
- Reprogram or Rebudget
- Equipment Purchase
- Foreign Travel
- Sole Source Contract
- Absence of more than 3 months or 25% by project director or PI
- Inclusion of cost that require prior approval based on cost principles
- Sub award, transfer or contracting out of any work under this award if not described in the approved application
- Termination for Convenience

**ASAP Drawdown Request**
Closeout
Closeout

Grants File - NA15N054820044

Id: 2439208
Status: Accepted

Action:
- Initiate Financial Closeout
- Create Administrative Amendment
- Create Award Action Request
- Create Enforcement

Your Comments:
- Initiate Financial Closeout
- Initiate Manual Closeout - Override GMD Policy
- Request Extension to Closeout
- Submit Additional Closeout Documents
- Submit Satisfied Special Award Conditions
- View Accounting Details
- View/Manage Award-related Personnel

Submit
Sample De-obligation Memo for Closeout

THIS DOCUMENT IS LOCKED

MEMORANDUM: NOAA Finance Office
FROM: Grants Management Division
SUBJECT: FINANCIAL CLOSEOUT
        De-obligation Request for Award: NA12NOS4920176

| Total Federal Funding (entire award): | $97,00 |
| Recipient Name:                     | University of South Alabama |
| EIN:                                | 630477948 |
| DUNS:                               | 172750234 |
| ASAP ID (if applicable):            | 03/20/2012 - 04/04/2012 |
| Award Period:                       | 03/20/2012 - 04/04/2012 |
| Federal Program Officer:            | Janet Reise |
| Obligation Number:                  | 379920 |
| Total De-obligation Amount from CBS:| $97,00 |

Item #/MDL: 1/1

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The Grants Management Division has reviewed the subject award for final closeout. This document serves as authorization to proceed with the de-obligation process.

Justification for De-obligation:
The Grants Management Division received the Final SF-425 (attached) and authorizes the close-out process to proceed. De-obligations and closeout are authorized for the remaining balance identified on the final Federal Financial Report (SF-425) which reconciles with the Commerce Business System (CBS).

Financial Closeout Checklist:
The Grants Management Division recognizes there is a reconciliation issue with this grant in the CBS: ✔

Grants Officer Approval: Alan Conway 04/09/2012
De-obligation Completed: Grants Online-CBS Interface
Finance Office Approval: William Kosnitz 04/09/2012

Attachments: No attachments.