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

![Dropdown menu for selecting Country, with United Kingdom selected.]

C. **Multi-state** ➔ No additional selection required.

![Dropdown menu for selecting Multi-state items, with nothing selected.]

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

![Dropdown menu for selecting State, with North Carolina selected.]

Grants Online
Principal Place of Performance
E. County-wide ➔ Make a selection from the State dropdown menu.

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

![State dropdown menu](image)

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.

![Dropdown menu examples](image)
G. Zip Code ➔ Enter Zip+4 using the ######-#### format.

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.

Make a selection from the City dropdown menu.