Federal Program Officer (FPO)

User Manual

Post Award Processing

NOAA Grants Online Program Management Office

December 2018

Version 4.26
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Award Action Request

Award Action Requests marked with an asterisk (*) will always result in an amendment to the Award (if approved). Other requests generally result in a notification of approval. However, any request may result in an amendment at the discretion of the Grants Officer.

This section of the manual focuses on steps 9 – 10 of the below process map.
Review Award Action Request (AAR)

1. Click the **Inbox** tab.

2. Click the **Tasks** link.

3. Click the **View** link for the **Review Award Action Request** task.

4. The Award Action Request launch page is displayed. Choose **View Award Action Request Details** from the Action dropdown menu and click the **Submit** button.
5. The Award Action Request details are displayed. To download an attachment, click the Name link under the Attachments header. To simultaneously download more than one attachment, click the Download All button. To navigate to the previous screen, click the Cancel button.

6. Choose Forward to Grants Specialist for Review from the Action dropdown menu and click the Submit button.
Reports

In this section, we will review the following two types of reporting:

- Performance Progress Report (PPR)
- Federal Financial Report (FFR)

The frequency for these reports is set at the time of the application. The system will automatically generate a placeholder the day after the reporting period ends. The default status assigned to the report's placeholder is “Not Delinquent.”
**Performance Progress Report (PPR)**

The frequency for the Performance Progress Report is set at the time of the application. The placeholder is generated the day after the end date of the reporting period and the Recipient has 30 days to submit the report. The Final placeholder is generated the day after the Award expires and the Recipient has 90 days to submit the report.

This section of the manual focuses on steps 10 – 12 and steps 16 – 17 of the below process map. For steps 1 – 9, please reference the [Authorized Representative / Principal Investigator – Performance Progress Reports Processing](#) document.
1. Click the **Inbox** tab.

2. Click the **Tasks** link.

3. Click the **View** link for the **Review Progress Report** task.

4. The Performance Progress Report launch page is displayed. Choose **View Progress Report** from the Action dropdown menu and click the **Submit** button.
5. The Performance Progress Report page is displayed. To download an attachment, click the Name link under the Attachments header. To simultaneously download more than one attachment, click the Download All button. Once the review is complete, the user has two options. The user can add an Optional Reviewer, or can accept the Report. To accept the Report click the **Cancel** button and proceed to step 10. Otherwise, to add an Optional Reviewer, click the **Add** button.
6. The Search Users page will be displayed. Enter the search criteria or leave it blank and all users associated with the award will be returned. Click the **Search** button.

![Search Users]

7. Once the search results are displayed, choose the appropriate user by clicking the **Select** link next to their name.

![Search Results]
8. The Performance Progress Report page is displayed. The designated optional reviewer’s name is shown under the Optional Reviewers header. Repeat steps 5 – 7 as many times as is necessary to identify additional Optional Reviewers. To save this change, click the **Done** button.

9. Click the **Cancel** button to return to the previous screen.
10. The Performance Progress Report launch page is displayed. If Optional Reviewer(s) was/were added, that user(s) will be notified of this task. However, the FPO can proceed to approve the Performance Progress Report at any time, even if the Optional Reviewer(s) has/have not provided his/her input. To complete this task, choose **Accept Progress Report** and click the **Submit** button.
Federal Financial Report (FFR)

The frequency for the Federal Financial Report is established at the time of the application. The SF-425 and SF-425A are generated the day after the end date of the reporting period and the Recipient has 30 days to submit the report. The Final SF-425 and SF-425A are generated the day after the Award expires and the Recipient has 90 days to submit the report.

Please note that the Federal Program Officer does not have a step in the below process map. However, the Federal Financial Report is available on the Grants File for viewing.
1. Click the **Awards** tab and then click the **Search Awards** link.

2. From the Search Awards page, the user has the option to input information for one or more data element(s) or just click the **Search** button to view Awards for his/her organization.
3. When the search results display, click the **Award Number** for the appropriate Award.
4. The Grants File page is displayed. Scroll to the bottom of the page to the **Financial Reports** section and click the ID link next to the Federal Financial Report the user would like to view. Proceed to step 8.
5. Conversely, the reports can be found by clicking the **Awards** tab and then the **Search Reports** link.
6. Enter your search criteria. Click the checkbox to “Include reports with no Start Date (SF425).” Click the **Search** button.

7. Select the report you wish to view by clicking on the Report link.

---

**Search Financial and Project Progress Reports**

<table>
<thead>
<tr>
<th>Award Number</th>
<th>Recipient Name</th>
<th>DBA Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Report Period Start Date Range:** [ ] - [ ] **Include reports with no Start Date (SF425)**

**Report Period End Date Range:** [ ] - [ ]

**Program Office:** [ ] - Select a Program Office -

**Program Officer Name**: (First Name or Last Name)

**Report Type:**
- Progress Reports
- Financial Reports
- SF270 Reports
- All Reports
- Delinquent Only
- Delinquent and Not Delinquent (all unsubmitted reports)
- Submitted (not yet Accepted)
- Accepted
- All Reports

**Report Status:**

**Search**  **Reset**

**Search Report Results**

<table>
<thead>
<tr>
<th>Award Number</th>
<th>Reporting Period Start</th>
<th>Reporting Period End</th>
<th>Due Date</th>
<th>Program Officer</th>
<th>Status</th>
<th>Recipient</th>
<th>DBA Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA17GOT9980054</td>
<td>09/30/2016</td>
<td>10/30/2016</td>
<td>Grant Student07</td>
<td>Withdrawn</td>
<td>GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION</td>
<td>Arthur Rep07</td>
<td></td>
</tr>
<tr>
<td>NA17GOT9980055</td>
<td>09/30/2016</td>
<td>10/30/2016</td>
<td>Grant Student04</td>
<td>Delinquent</td>
<td>GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION</td>
<td>Arthur Rep15</td>
<td></td>
</tr>
<tr>
<td>NA17GOT9980054</td>
<td>09/30/2016</td>
<td>10/30/2016</td>
<td>Grant Student07</td>
<td>Submitted</td>
<td>GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION</td>
<td>Arthur Rep07</td>
<td></td>
</tr>
<tr>
<td>NA17GOT9980049</td>
<td>09/30/2016</td>
<td>10/30/2016</td>
<td>Grant Student06</td>
<td>Not Delinquent</td>
<td>GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION</td>
<td>None Designated</td>
<td></td>
</tr>
</tbody>
</table>
8. The Federal Financial Report landing page is displayed. Note that the message below the link reads, “This document currently has no tasks assigned to you.” This message indicates that the workflow has not started, however the user is required to take action. Click on the Go to SF-425: Federal Financial Report – Cash Flow Details Page link to view the report.


```
**THIS DOCUMENT IS LOCKED**

**FEDERAL FINANCIAL REPORT**

1. Federal Agency and Organizational Element to Which This Report is Submitted:
   Department of Commerce/NOAA

2. Federal Grant or Other Identifying Number Assigned by Federal Agency
   (To report multiple grants, use FFR Attachment)
   NA17GOT9980065

3. Recipient Organization (Name and complete address including zip code)
   GLOBAL ENVIRONMENT AND TECHNOLOGY FOUNDATION
   2900 S QUINCY ST STE 375, ARLINGTON, VA 22206-2231 USA

4a. DUNS Number
   878128073

4b. EIN
   999999999

5. Recipient Account Number or Identifying Number
   (To report multiple grants, use FFR Attachment)

6. Report Type
   - Quarterly
   - Semi-Annual
   - Annual
   - Final
   - Cash
   - Accrual

7. Basis of Accounting

8. Project/Grant Period
   From: October 01, 2015
   To: September 30, 2016

   Reporting Period End Date
   (Month, Day, Year)
   September 30, 2016

9. Transactions
   Cumulative

   (Use lines e-c for single or multiple grant reporting)

   Federal Cash (To report multiple grants, also use FFR Attachment):

   a. Cash Receipts
      $[Blank]
```
In this section, we will review the following two types of funding:

- Partial Funding
- Reduce Funding

**Partial Funding**

When the user needs to release funding related to a multi-year Award, the user will follow the Partial Funding procedure. The steps for completing this action are described in the following document: [Partial Funding Process](#).
Reduce Funding

When the user needs to reduce funding on an Award, the user will follow the Reduce Funding procedure. The steps for completing this action are described in the following document: [Reduce Funding Process](#).
Amendment

In special cases where the list of Award Action Requests is not applicable, Grants Specialists and Grants Officers have the ability to initiate an Administrative Amendment as necessary on an Award.

Administrative Amendment

Please note that the Federal Program Officer does not have a step in the below process map. However, the Amendment is available on the Grants File for viewing.
Decline Amendment

The Declined Amendment workflow takes place when an Amendment is submitted, and the Recipient Authorized Representative declines the Amendment.

This section of the manual will focus on steps 5 – 6 and 19 – 21 of the below process map.
1. Click the **Inbox** tab.

2. Click the **Tasks** link. There are two tasks related to the Declined Amendment workflow, Amendment Declined and Procurement Request and Commitment of Funds.

3. Click the **View** link for the **Amendment Declined** task.

4. The Award File 1 launch page is displayed. Note that next to Pending Action there is a red x. This shows that the PRCF must be completed before the Award File can be forwarded.
5. Return to Your Inbox. Click the View link for the Procurement Request and Commitment of Funds task.

6. The Procurement Request and Commitment of Funds launch page is displayed. From the action dropdown menu, choose Complete Procurement Request and Commitment of Funds then click Submit.
7. The Procurement Request and Commitment of Funds page is displayed. Notice the message in red text: “THIS DOCUMENT IS LOCKED.” Although you can view this page, no modifications are allowed.

8. Click **Cancel** to return to the previous screen.
9. From the Procurement Request and Commitment of Funds launch page, choose **Forward Procurement Request to Requestor** and click the **Submit** button.

10. Once the Requestor and the Budget Officer have approved the PRCF, return to Your Tasks. Click the **View** link for the **Amendment Declined** task.
11. The Award File 1 launch page is displayed. Note that next to Pending Action there is a green checkmark. Choose **Forward to Grants Specialist** and click the **Submit** button.

**Note:** There are no data fields to fill out with this process. The FPO only needs to forward the de-obligation memo to the Grants Specialist.
Supplementary Information & Correspondence and Federal Reports

Supplementary Information for Awards and Applications can be used to assist users with day-to-day Award management and for rapidly finding Awards or Applications that meet certain criteria. Correspondence and Federal Reports allows the user to categorize and include memos, emails, and other documents related to an Award that have no other logical storing place.

For additional information, please reference the following document: Supplementary Information and Correspondence and Federal Reports for Awards and Amendments.