



Grants Online

Award Action Request

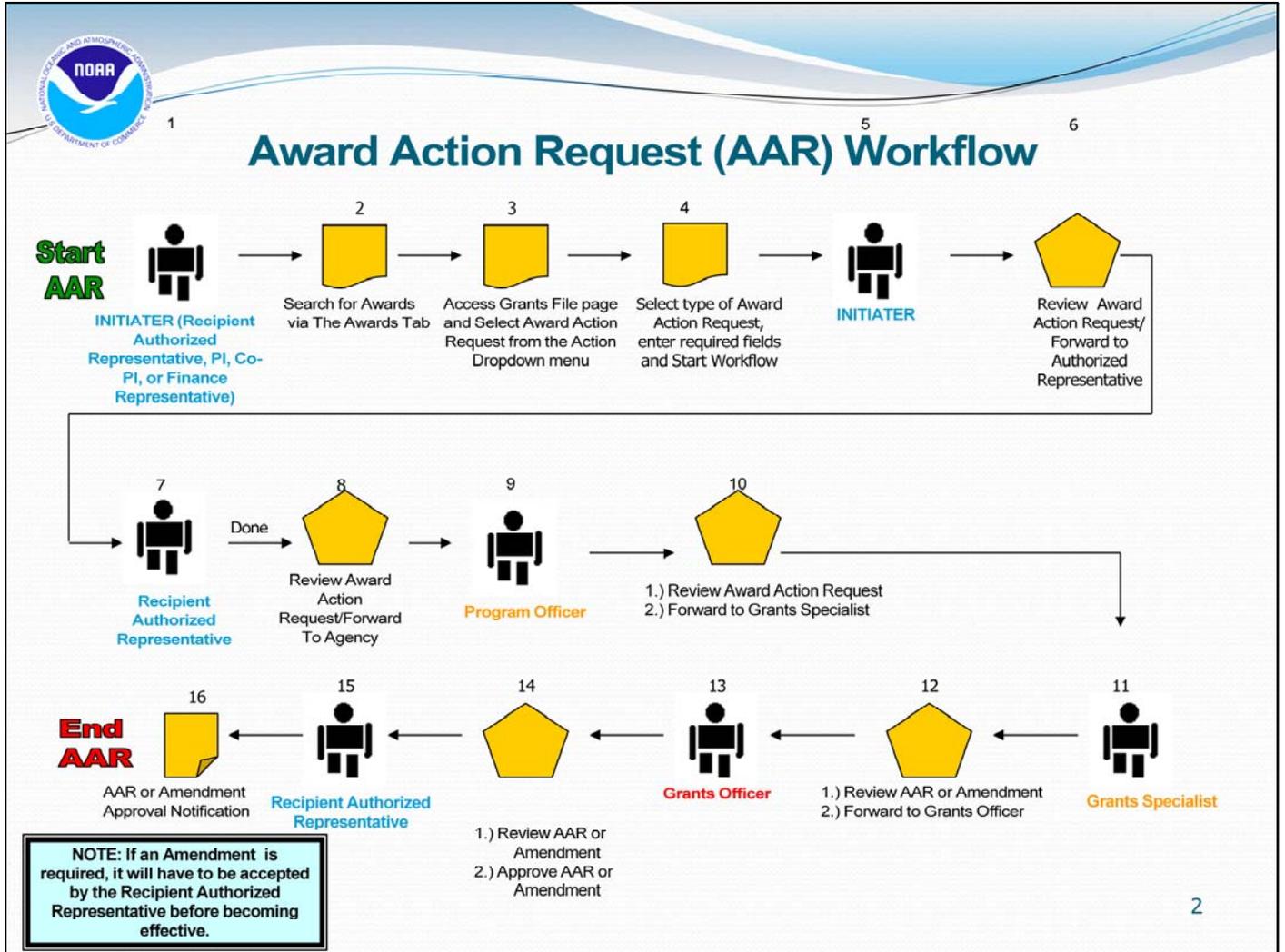
Step by Step Instructions for

Satisfying Special Award

Conditions

1

Award Conditions were set up by NOAA to help remind you when your ARRA reports are due, and also as a reminder for certain other tasks, such as environmental compliance. Please remember that after you submit your ARRA quarterly report at www.federalreporting.gov, you'll need to return to Grants Online to satisfy your award condition, thereby notifying us you've submitted your report.



Overview of the steps in the Award Action Request process



Step 1- Search for Award and Select “Create Award Action Request”

The screenshot shows the Grants Online interface. At the top, there are navigation tabs: **Inbox**, **Awards**, **Account Management**, and **Help**. Below the tabs is a blue banner with the text "Welcome to Grants Online Arthur Rep." and a breadcrumb trail: **Advisories >> Tasks >> Amendment 1 - NA09GOT4990074 >> Award File 1 - NA09GOT4990074 >> Grants File - NA09GOT4990074**. The main content area is titled **Grants File - NA09GOT4990074**. It displays the following information: **Id:** 2156951, **Status:** Accepted. Under the **Action:** label, a dropdown menu is open, showing the following options: "Create Award Action Request" (highlighted), "Please select an action", "Create SF270", "View Accounting Details", and "View/Manage Award-related Personnel". A red circle highlights the **Submit** button next to the dropdown. Below the dropdown is a text area labeled **Your Comments:** with a **Spell Check** button and a **Save Comment** button.

Instructions for how to search for your award can be found in the “Grants Online Quick Reference Guide for Grantees” or “Grants Online User Manual- Accepting Awards and Managing Recipient Users.” Both are available at http://www.corporateservices.noaa.gov/grantsonline/gol_training_GRANTEE.htm



Step 2- Choose Appropriate AAR

Award Action Request Index Page

SF-425 Frequency: (after 3/31/2009)	Resources (ICMR) Semi-Annual Cash Flow with Final Full Report	SF-272 Frequency: (before 4/1/2009)	SF-269 Frequency: (before 4/1/2009)
Progress Report Frequency:	Semi-Annually	Final Progress Report:	Comprehensive Final (no interim report required)
Final Reports Due On:	12/29/2012	Closeout Date:	Comprehensive - a last interim report is required
Project Title:	GOL Training		N/A
Principal Investigators-Project Directors:	Arthur Rep17		

Award Action Request Index - NA09GOT4990074

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> No Cost Extension - Prior Approval Required Extension to Close Out Change in Scope Transfer of Award Change in Principal Investigator/Project Director Change in Institution Name 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 | <ul style="list-style-type: none"> No Cost Extension - Prior Approval Waived (Research Terms and Conditions) Reprogram or Rebudget Equipment Purchase Foreign Travel Sole Source Contract Other 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 the award if not described in the approved application Termination for Convenience |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Grantees:
Please note that the above listing contains all the possible Award Action Requests that can be created on this Award. While the ability to create these Award Action Requests is given to all grantee users, they can only be forwarded to the agency by the Authorized Representative.

[Guidance](#)

[Return to Main](#)

On the next page, click on the link for “Satisfied Special Award Conditions” (eighth link in left column). You’ll need to complete this after submitting each ARRA quarterly report, and some recipients may have other conditions they are required to satisfy related to environmental compliance, etc.

 **Step 3- Select the Appropriate Award Condition**

Satisfied Special Award Conditions - NA09GOT4990074

Note: The Attachments link does not appear until the document is successfully saved.

Satisfied Special Award Conditions
[Guidance](#)

SAC Name*

SAC Description

Due Date

Justification*

5

Select the Correct SAC from the drop down options for "SAC Name."

The screenshot shows a web form titled "Satisfied Special Award Conditions" with the NOAA logo in the top left. The form includes the following fields and controls:

- SAC Name***: A dropdown menu with the selected value "Test SAC with Due Date".
- SAC Description**: A text area containing the text "Test Special Award Condition to show Grantee Screen shots for processing 'Satisfied Special Award Condition'".
- Due Date**: A date input field containing "07/24/2009".
- Justification***: A large text area containing the text "Justification for Satisfying SAC goes here...". This field is circled in red.
- Below the justification field is a character count "45 / 4000" and a "Spell Check" button.
- At the bottom of the form are three buttons: "Award Action Request Report", "Save", and "Cancel".

The SAC description is automatically filled in. The user must enter text describing the actions completed to satisfy the award condition into the "Justification" box, then click "Save".

NOAA
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
U.S. DEPARTMENT OF COMMERCE

Step 5- Save and Start Workflow

Satisfied Special Award Conditions
[Guidance](#)

SAC Name*

SAC Description

Due Date

Justification*

Windows Internet Explorer

WARNING: This will create an Award Action Request and initiate workflow.
A task will be placed in your Inbox Tasks for review and forwarding of this document.
Do you wish to proceed?

After clicking “Save and Start Workflow” the user will get a task in *their own* Inbox to review the request, before sending the request to the next Grants Online user in the workflow. The popup message is a reminder to the user to go to their Inbox Tasks to complete the AAR.



Step 6- Go to Your Tasks Box and Choose “Review Award Action Request”

Your Tasks

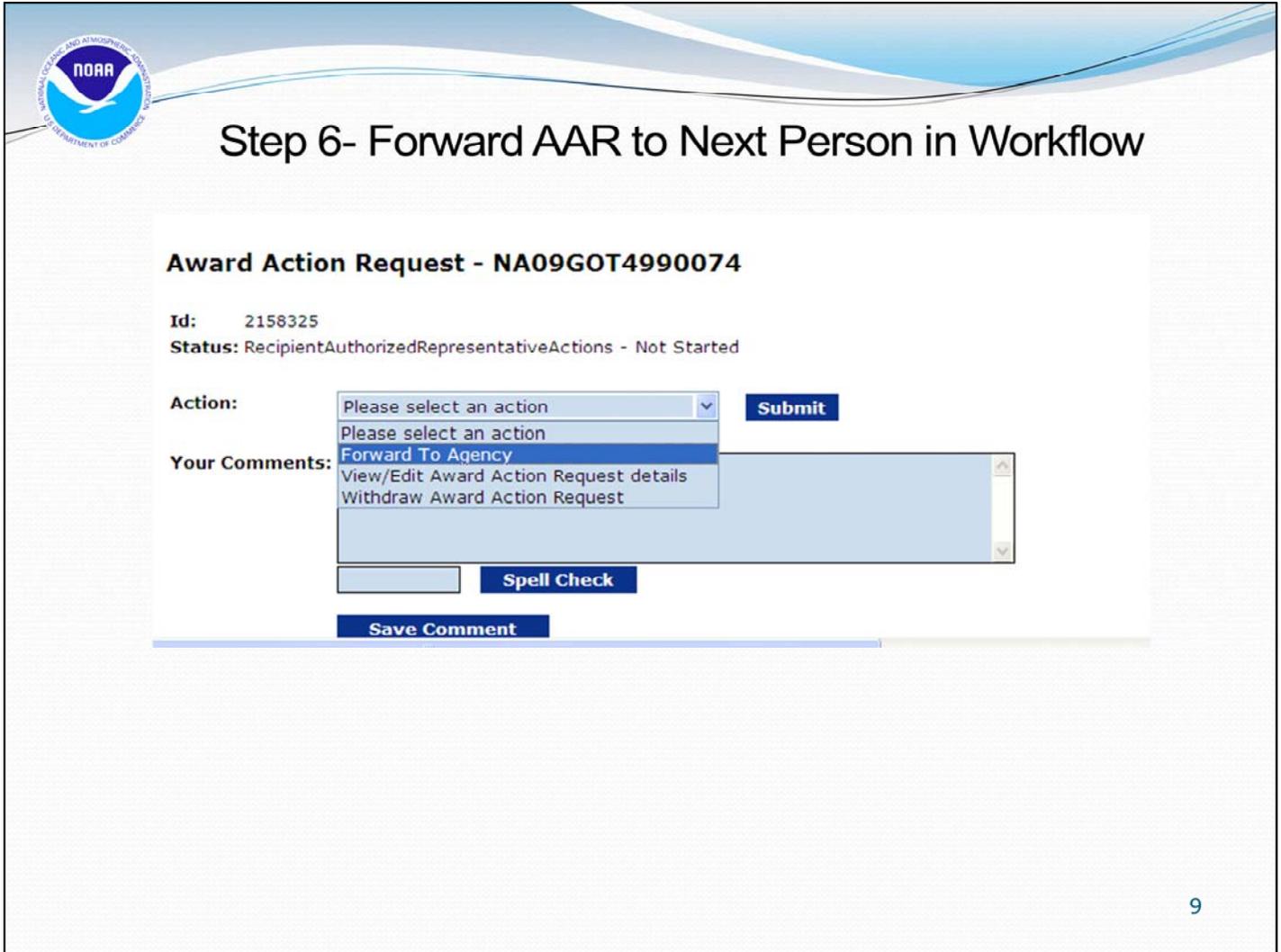
Document Type: Status: [Apply Filter >>](#)

19 items found, displaying all items.1

View	Award Number	Total Federal Funding	Task Id	Task Name	Task Status	Document Type	Document Id
View	NA09GOT4990074	\$25,000.00	1424196	Review Award Action Request	Not Started	Award Action Request	2158325
View	NA09GOT4990076	\$25,000.00	1419311	Review Award Action Request	Not Started	Award Action Request	2158245
View	NA09GOT4990053	\$25,000.00	1419243	Review Award Action Request	Not Started	Award Action Request	2158239
View	NA09GOT4990073	\$25,000.00	1419211	Review Award Action Request	Not Started	Award Action Request	2158238
View	NA09GOT4990065	\$25,000.00	1419109	Review Award Action Request	Not Started	Award Action Request	2158242
View	NA09GOT4990071	\$25,000.00	1419084	Review Award Action Request	Not Started	Award Action Request	2158246
View	NA09GOT4990075	\$25,000.00	1419059	Review Award Action Request	Not Started	Award Action Request	2158237
View	NA09GOT4990071	\$25,000.00	1419026	Manage Award Users	Not Started	Award Package	2156968

8

View of Inbox with AARs to Review. You will need to click “view” for the appropriate task in order to forward the task to your Authorized Representative or NOAA.



The screenshot shows a web interface for NOAA. In the top left corner is the NOAA logo with the text "NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION U.S. DEPARTMENT OF COMMERCE". The main heading is "Step 6- Forward AAR to Next Person in Workflow". Below this is the title "Award Action Request - NA09GOT4990074". The "Id:" is 2158325 and the "Status:" is RecipientAuthorizedRepresentativeActions - Not Started. There is an "Action:" dropdown menu with "Please select an action" and a "Submit" button. The "Your Comments:" section has a text area with a dropdown menu showing "Forward To Agency", "View/Edit Award Action Request details", and "Withdraw Award Action Request". There are also "Spell Check" and "Save Comment" buttons.

If the user has an “Authorized Representative” role they will now be able to forward the task to the government. If they do not have a “Authorized Representative” role they will only have an option to forward the task to the Authorized Representative. The Authorized Representative will receive an email notification reminding them to view and forward the AAR to the agency.



Step 7- AAR Awaiting Program Officer's Action

Final Reports Due On:	12/29/2012	Report:	
Project Title:	GOL Training	Closeout Date:	N/A
Principal Investigators-Project Directors:	None Designated		

Sub Documents

Type	ID	Title	Status
Award Package	2157008	GOL Training	Accepted: RecipientAdministratorActions - Not Started
Award File In Progress	2158267	GOL Training	
Award File 0	2156952	GOL Training	Accepted
Award File 1	2158323	GOL Training	Accepted

Export options: [Excel](#)

Associated Documents

Type	ID	Title	Status	Program Officer
Award Action Request	2158247	Other	ProgramOfficerActions - Not Started	
Award Action Request	2158325	Satisfied Special Award Conditions	ProgramOfficerActions - Not Started	

Export options: [Excel](#)

The Grants File now shows the AAR for “Satisfied Special Award Conditions” in the Program Officer’s Inbox. (This view is at the bottom of the Grants File screen.)



Step 8- View Approved AAR

SF-425 Frequency: (after 3/31/2009)	Resources (ICMR) Semi-Annual Cash Flow with Final Full Report	SF-272 Frequency: (before 4/1/2009)	Semi-Annually
Progress Report Frequency:	Semi-Annually	Final Progress Report:	Comprehensive - a
Final Reports Due On:	12/29/2012	Closeout Date:	N/A
Project Title:	GOL Training		
Principal Investigators-Project Directors:	None Designated		

Sub Documents

Type	ID	Title	Status
Award Package	2157008	GOL Training	Accepted: RecipientAdministratorActions - Not Started
Award File 0	2156952	GOL Training	Accepted
Award File 1	2158323	GOL Training	Accepted

Export options: [Excel](#)

Associated Documents

Type	ID	Title	Status	Program Officer
Award Action Request	2158247	Other	ProgramOfficerActions - Not Started	
Award Action Request	2158325	Satisfied Special Award Conditions	Approved	

Export options: [Excel](#)

AAR after Grants Officer approval. You can find this by searching for the Award number, and on the Grants File page, scroll to the bottom. Click on ID link to see details.

Step 9- Print Approved AAR

Grants Online | Award Action Request

Satisfied Special Award Conditions - NA09GOT4990074

Attachments:

Satisfied Special Award Conditions
[Guidance](#)

SAC Name*

SAC Description

Due Date

Justification*

Signature of Department of Commerce Grants Officer: Alan Conway
Date: 07/20/2009

12

After clicking the ID link, you'll reach the "Details Screen" with a report button at the bottom for printing a copy of the approved AAR.

U. S. DEPARTMENT OF COMMERCE
Award Action Request

Award Number: NA09GOT4990074

Recipient Name Institute for Culturally Managed Resources (ICMR)	Request Type Satisfied Special Award Conditions
Street Address 1234 Main Street	Award Period 10/01/2008 - 09/30/2012
City, State, Zip Code Anchorage, AK 99555 USA	Funding Federal: 25,000.00 Non-Federal: 0.00
Program Office OOR One Rice Program Office (ORPO)	Program Officer NOAA Student17 301-555-1212 test@mailoatlas.rdc.noaa.gov
CFDA NO. AND PROJECT TITLE 11.459: OOL Training	
Special Award Condition Test SAC with Due Date Test special Award Condition to show Guarantee screen shots for processing "Satisfied Special Award Condition".	
Justification Justification for Satisfying SAC goes here...	
SUBMITTED BY Arthur Rip	DATE 07/20/2009
APPROVED BY: Alan Crenay	DATE: 07/20/2009

View of Printable AAR Report. Print this for your files, if desired.



Calendar of Reminders

September		15-Advance Notification	16	17	18	19
20	21	22	23	24	25	26
27	28-Advance Notification	29	30	October		
				1	2	3
4	5	6	7	8	9	10- ARRA Report due
11	12	13	14	15-SAC Due Notification	16	17
18	19	20	21	22	23	24
25	26	27	28-SAC Due Notification	29	30	31
November						
1	2	3-SAC Delinquent	4	5	6	7
8	9	10	11	12	13	14
15	16- Enforcement Action					

14

This is an example of the reminders that will be sent from Grants Online for your first ARRA progress report, due October 10. Reminders will be sent on the same dates for future reporting periods. For instance, when your next report is due, you'll get Advance Notification reminders on the 15th and 28th of December, to remind you about the report due January 10. Unfortunately, we can't tailor Grants Online to remind you about the ARRA report in the week prior to the 10th. If you wait for the "SAC Due Notification" on the 15th, your report will be considered LATE! As you can see, report due dates may fall on the weekend. If you wait until Monday to submit your report, it will be late.