

IWEB TRAINING

FOR

**PROGRAM MANAGERS/
MONITORS**

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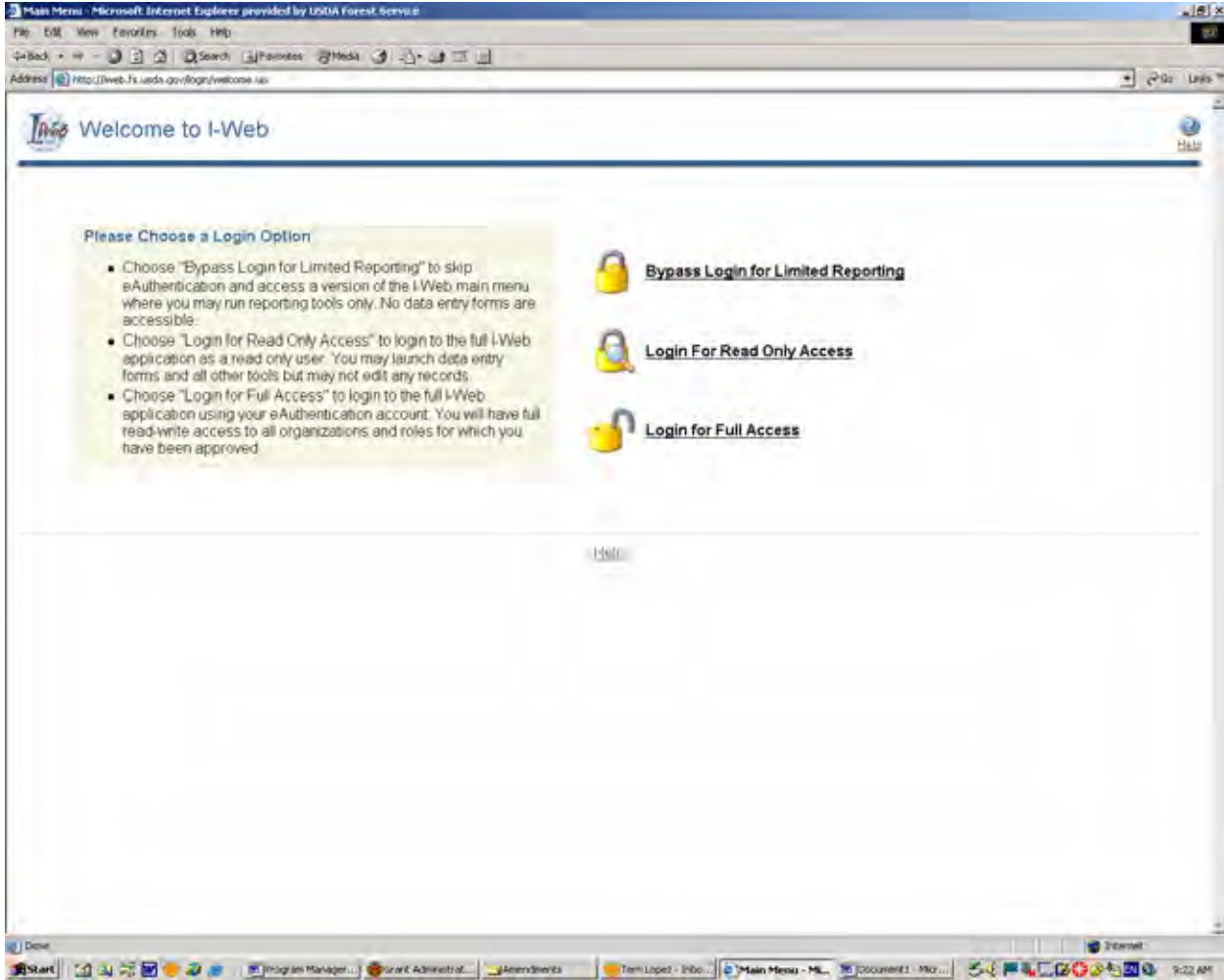
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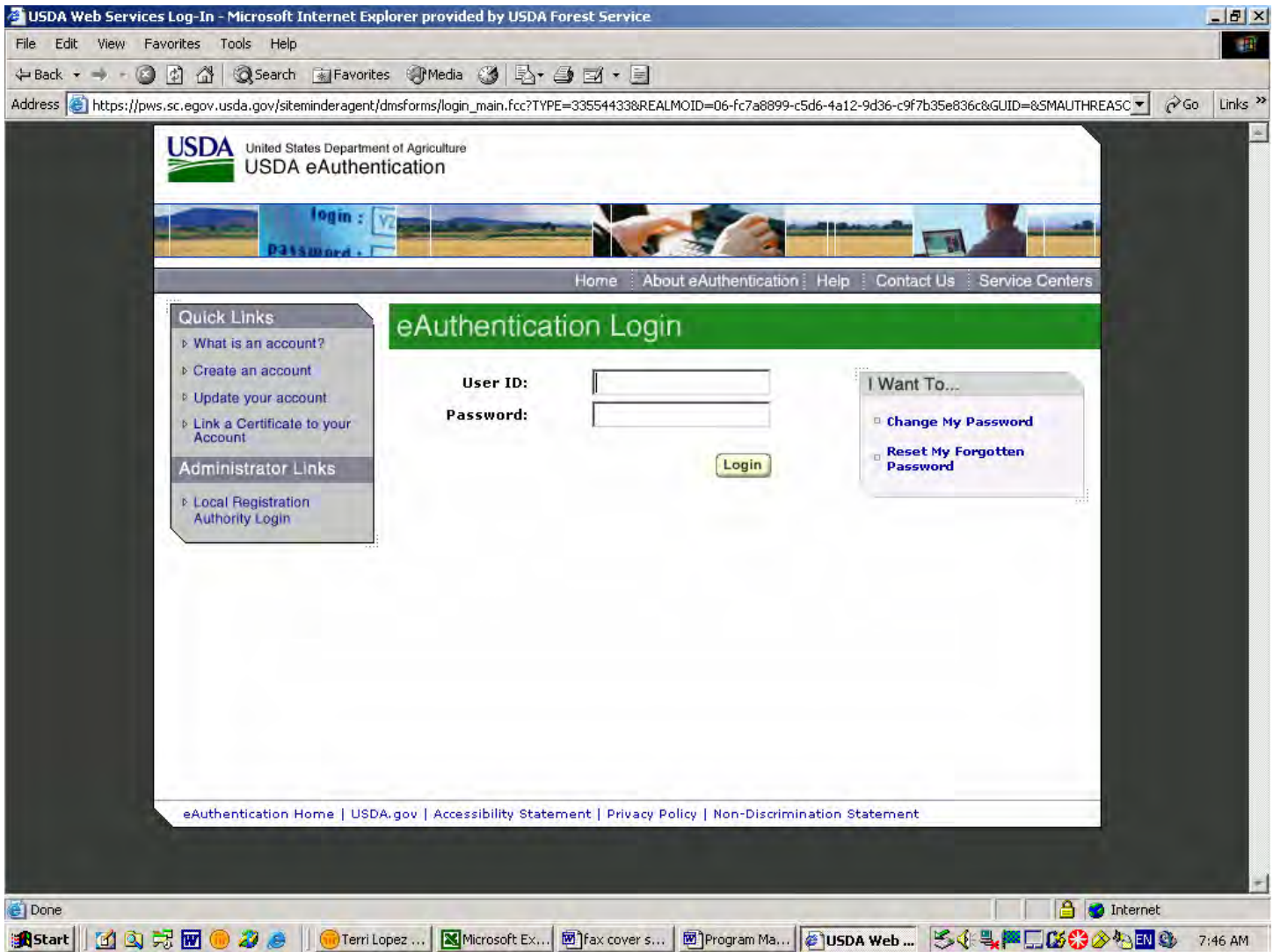
LOG IN SCREEN



Log into <http://i-web.wo.fs.fed.us/>

Click on the "Login into IWeb" link

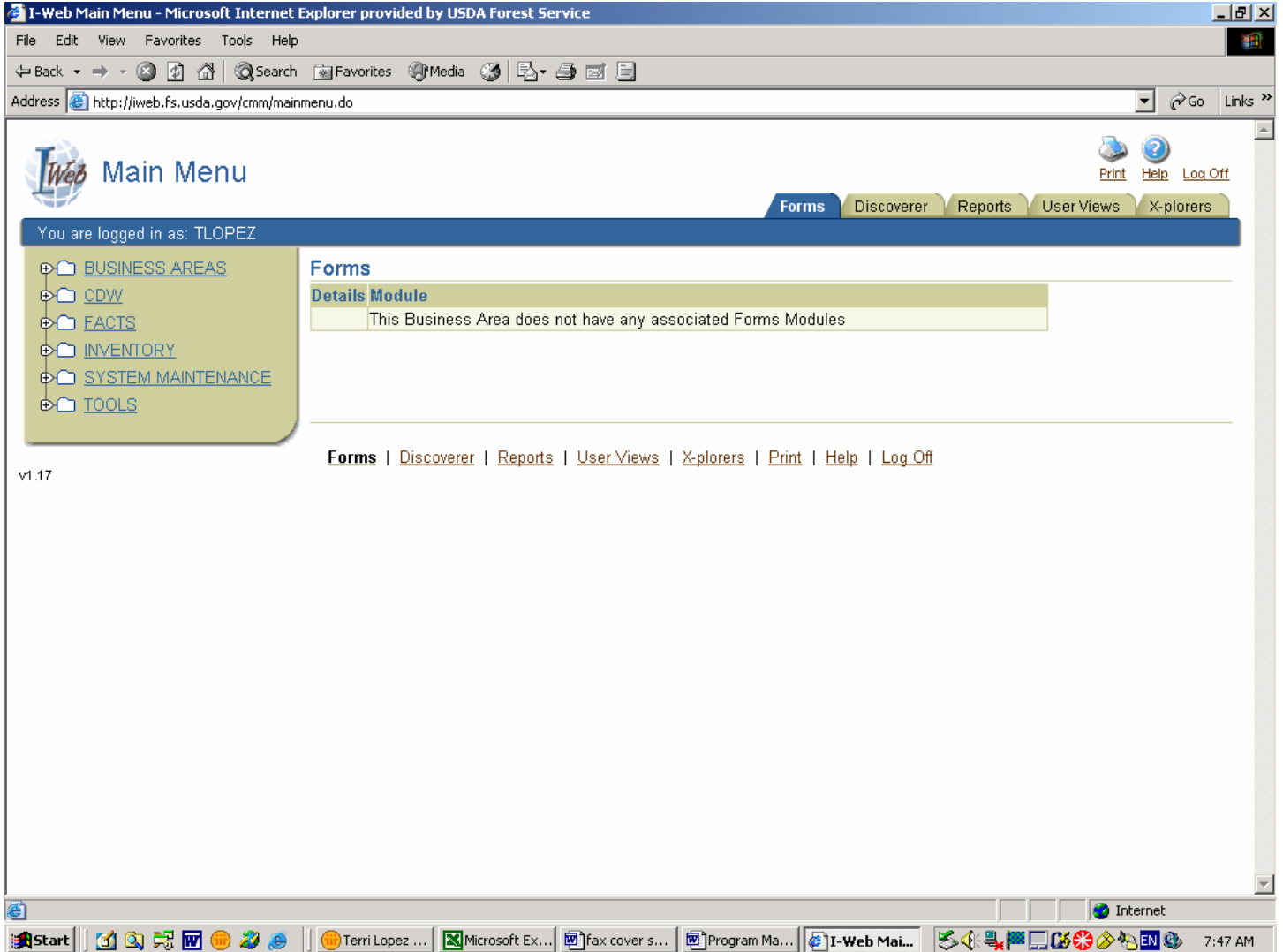
Click on "Full Access" to edit and/or execute processes in IWeb.



You must have an e-Authentication account established in order to work in IWeb.

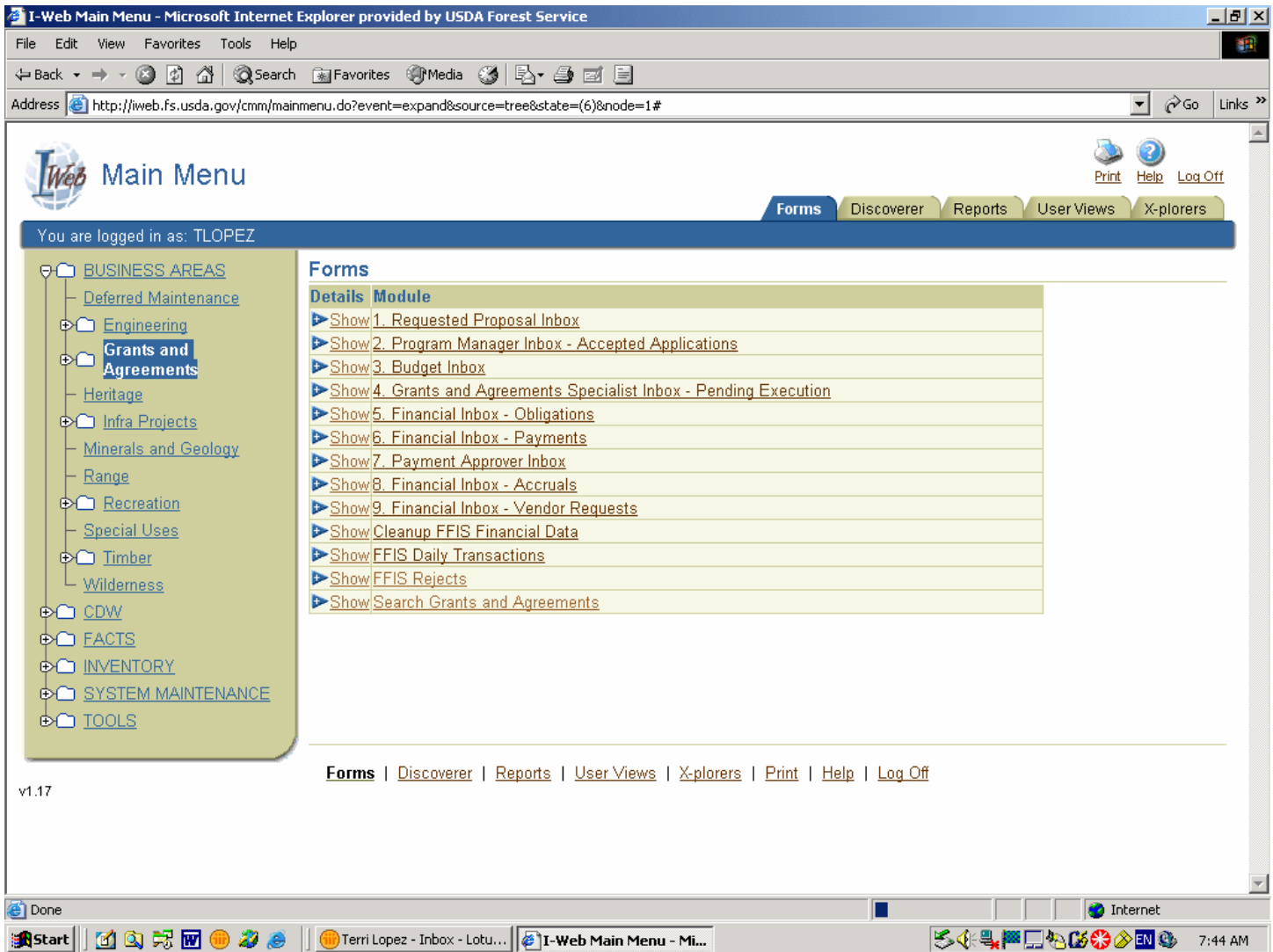
Click on any one of the links on the side if you are having difficulties logging into the system or go to the following website: www.eauth.egov.usda.gov/

The username is your Lotus Notes short name, for example, sbear@fs



Click on the “+” sign beside Business Areas.

Then Click on Grants and Agreements.



Many of the inboxes on this screen (e.g., Program Manager Inbox, Budget Inbox) are only used when processing a new grant through the IWeb system. Once a proposal is obligated and assigned a grant number you can find the grant using the “Search Grants and Agreements” option.

The roles and responsibilities assigned to Program Managers will only allow you to perform certain actions. You will have view access to the functions performed by the Grants Specialists, Budget Officials and the Albuquerque Service Center (ASC).

AWARDING

NEW

GRANTS

CREATING A PROPOSAL

Grants & Agreements Welcome, TLOPEZ [Back](#) [Help](#)

[Create Proposal](#) Requested Proposal Inbox

▼ Pending

Select and [Review](#)

Select	Proposal ID	CFDA	Applicant Name	Org	Received Date	Duration
<input checked="" type="radio"/>	0524420013379540		ANIMAL AND PLANT HEALTH INSPECTION SERVICE	2442	09/17/2005	3
<input type="radio"/>	0524420012484214	10.677	CONNECTICUT FOREST AND PARK ASSOCIATION, INC.	2442	08/25/2005	69

▼ Accepted

Select	Proposal ID	CFDA	Applicant Name	Org	Received Date	Accepted Date
No Records Found						

▼ Rejected

Select and [Review](#)

Select	Proposal ID	CFDA	Applicant Name	Org	Received Date	Rejected Date
<input checked="" type="radio"/>	0524420011308360		PURDUE UNIVERSITY	2442	07/15/2005	09/23/2005
<input type="radio"/>	0524420012514750	10.676	GREEN MOUNTAIN AND FINGER LAKES NATIONAL FORESTS	2442	11/01/2004	09/07/2005
<input type="radio"/>	0524420012331564	10.672	APPALACHIAN HARDWOOD MANUFACTURERS, INC	2442	07/22/2005	09/02/2005
<input type="radio"/>	0524420012331283	10.680	WEST VIRGINIA DEPT. OF AGRICULTURE	2442	05/11/2005	09/02/2005
<input type="radio"/>	0524420012394120	10.676	NEW JERSEY DEPT OF ENVIRONMENTAL PROTECTION	2442	07/02/2005	09/02/2005
<input type="radio"/>	0524420012511460	10.677	NEW JERSEY DEPT OF ENVIRONMENTAL PROTECTION	2442	07/19/2005	09/02/2005
<input type="radio"/>	0524420012508155	10.664	COMMONWEALTH OF MASSACHUSETTS	2442	07/15/2005	08/31/2005
<input type="radio"/>	0524230012190968	10.678	REGIONAL PLAN ASSOCIATION, INC.	2442	05/16/2005	08/12/2005

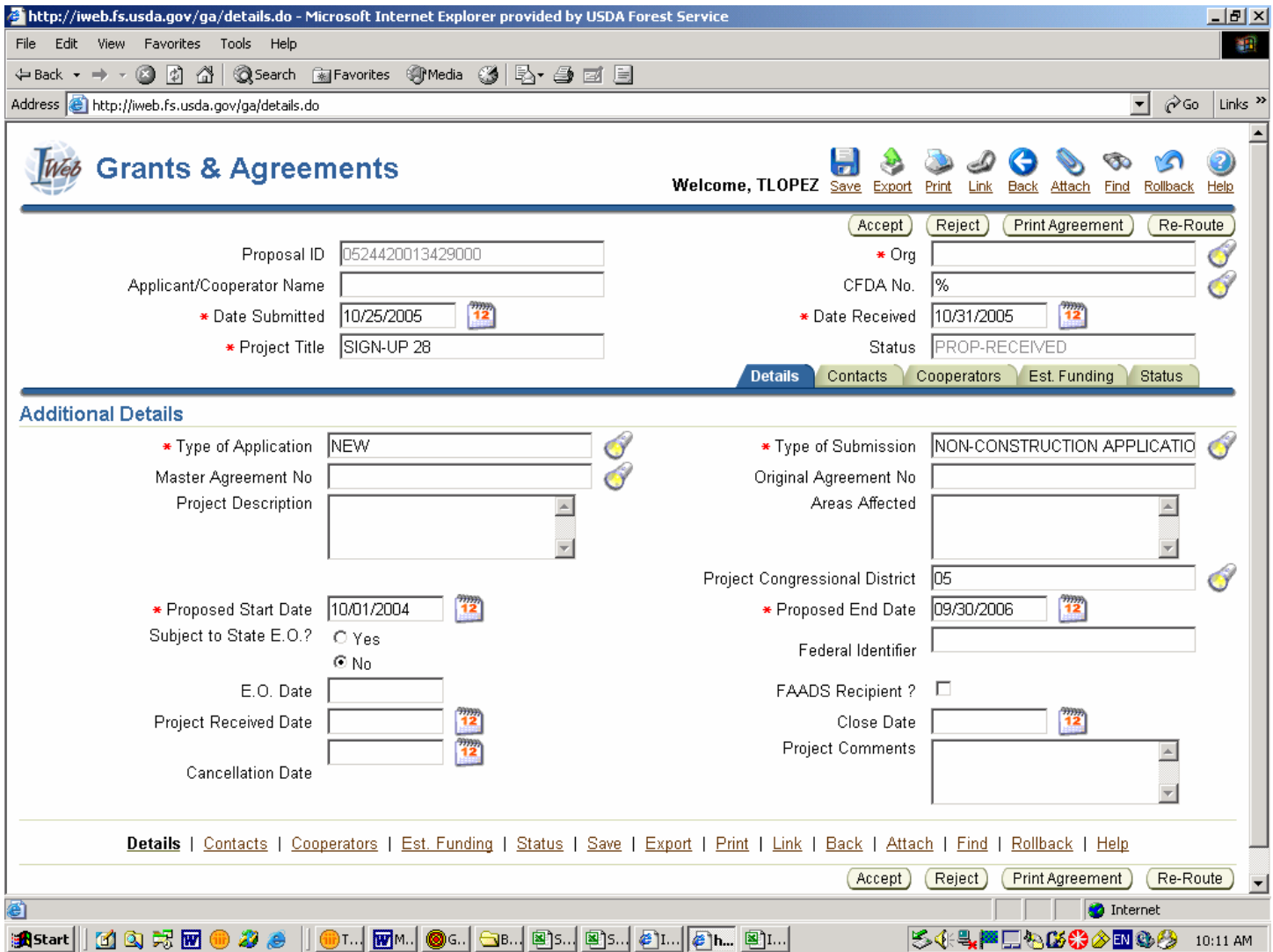
REQUESTED PROPOSAL INBOX

The Grants and Agreements Specialist will click on the “Create Proposal” button to begin entering the following preliminary data for a new project:

- Name of recipient
- Title of grant
- Points of Contact
- Dates of the award

Program Managers have the ability to create new proposal information however this will be done by the G&A Specialist since the applications are submitted directly to the Grants Staff.

Once this information is saved, a Proposal ID is issued for this project. This number is **very important** because that is the number you will use to find your project while it is in the development stage.



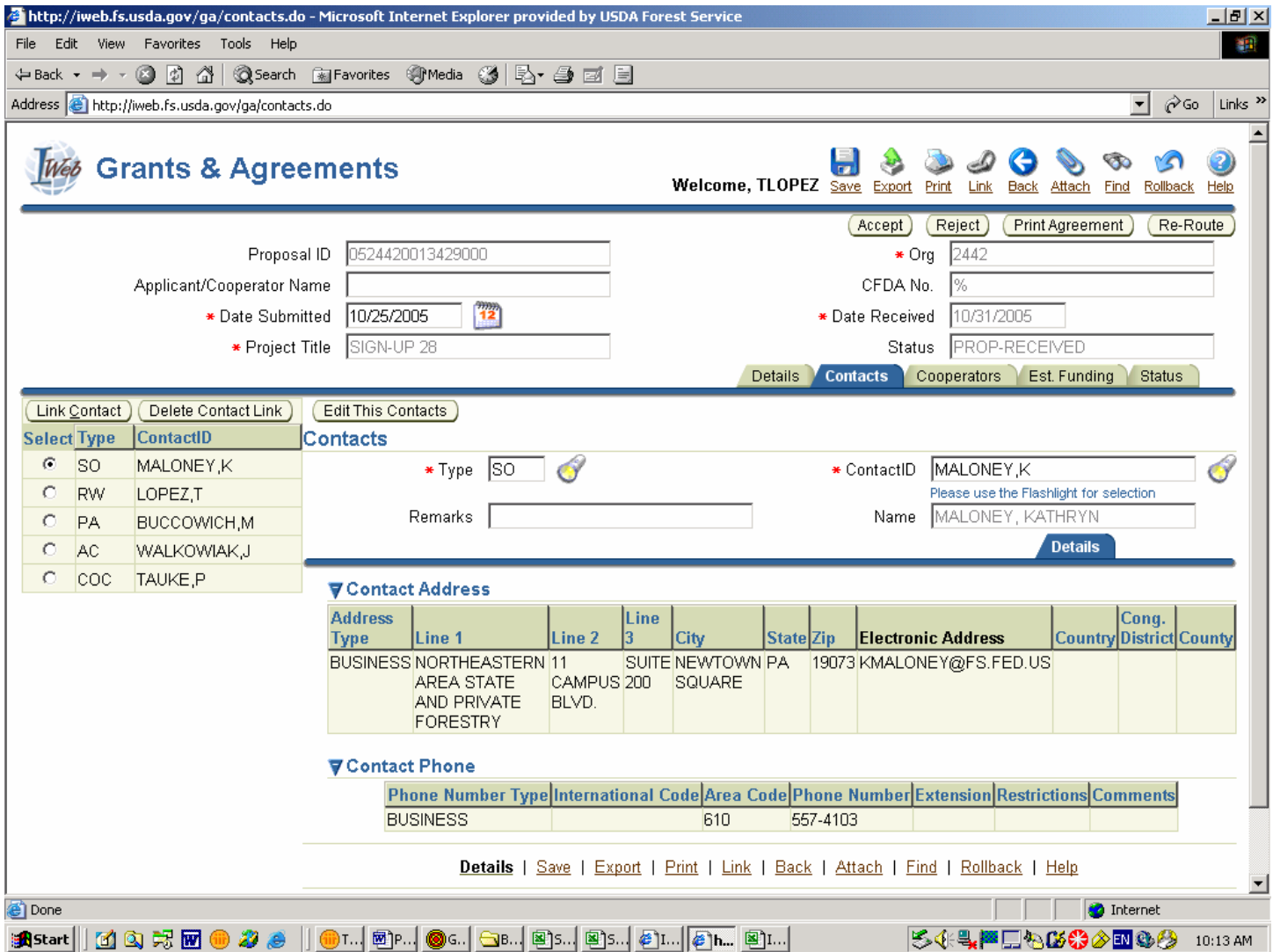
Tool Bar Explanations

Use the “blue” **Back** button to move back a screen in IWeb.

The **Rollback** button will take you back to the last unsaved action.

The **Attach** button allows you to use the “Attachment Wizard” or to view existing attachments.

The **percent sign “%”** is used as a wildcard when searching in IWeb.

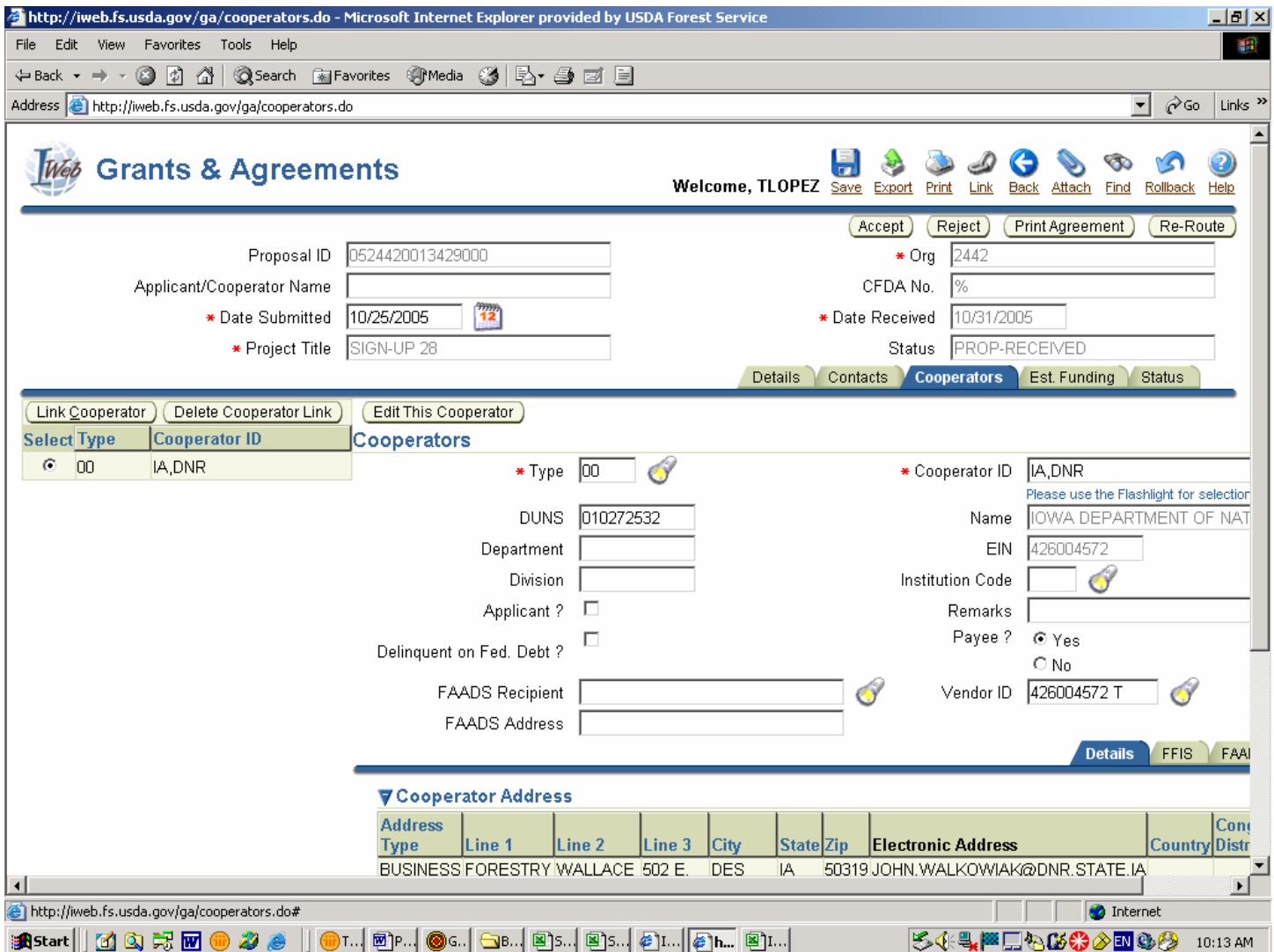


There are three contacts that are required to be completed in order to process your proposal:

- SO Signatory Officer
- PA Payment Approver
- RW Reviewer (the Grants Specialist)

There are other contact types that can be included for each project. The complete list of options is as follows:

- FLS FS Lead Scientist
- PI Principal Investigator
- AC Admin Contact
- PGC Program Contact
- PRC Project Contact
- PC Program Coordinator
- COC Cooperator Contact

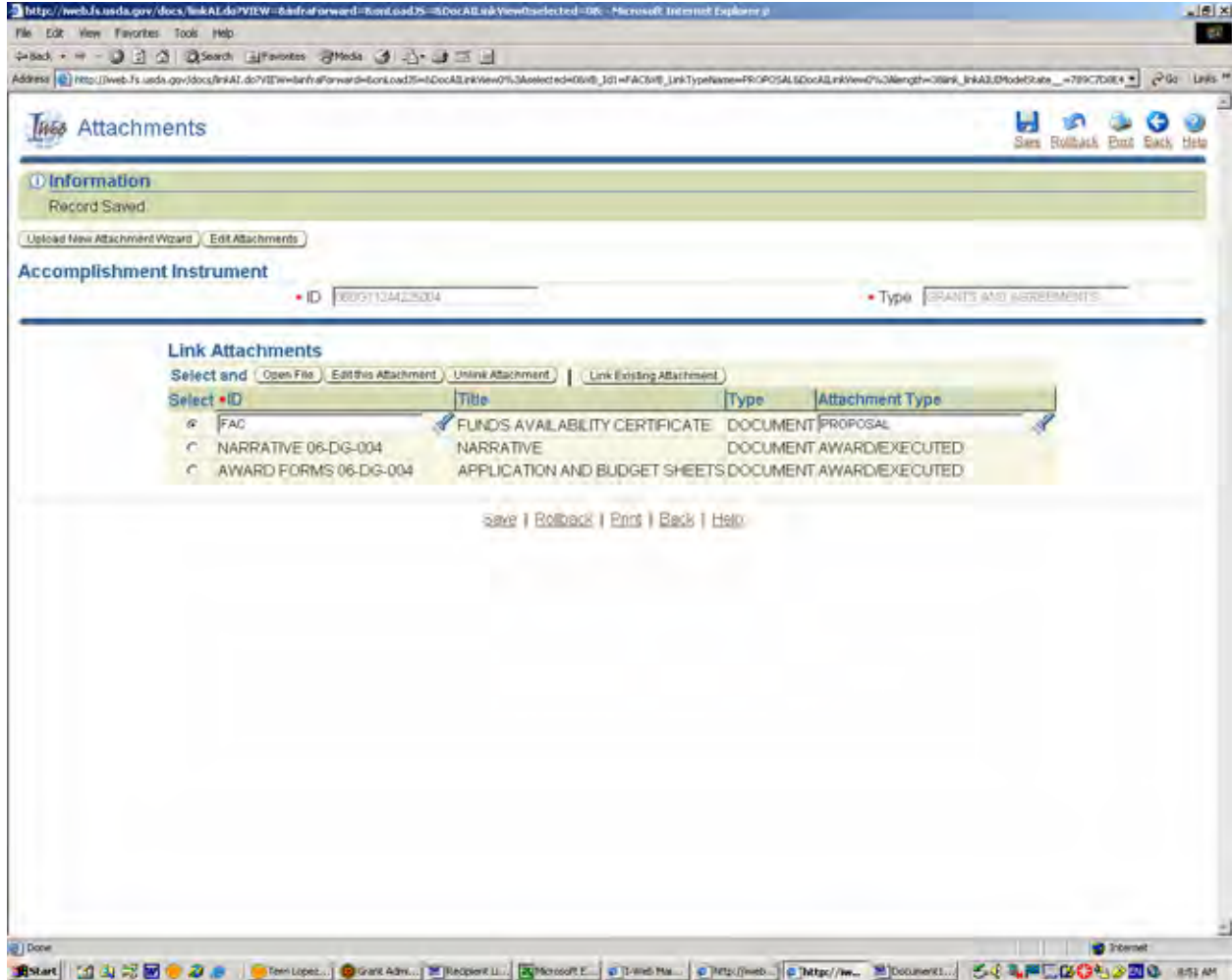


There will only be one contact listed in this tab.

The DUNS number and Vendor Code information play a major part in the funding process when we get to the obligation stage.

Once all this information is entered then the Grants Specialist/Assistant will press the <Accept> and <Approve> button (the “Approve” button isn’t displayed at this point) and the proposal will then move to the Program Managers Inbox – Accepted Applications.

COMMITMENT PROCESS



PROGRAM MANAGERS INBOX – ACCEPTED APPLICATION IN-BOX

Only the Program Manager can begin the funding process for a project.

The first step will be to retrieve and review the narrative, application forms and Funds Availability Certificate that have been uploaded in IWeb by the Grants Specialist/Assistant.

If you do not agree with the narrative or budget information that was submitted and want the recipient to submit a revision, please contact the Grants Specialist/Assistant and let them know that a change is needed and the information attached in IWeb can be “unlinked” from the proposal.

If you agree with the submission then the next step will be to commit the funds.

VERY IMPORTANT TO NOTE: By committing the funds you, as Program Manager, will be accepting the narrative and budget submission that is linked to this proposal.

Grants & Agreements

Welcome, MBUCCOWICH

Proposal ID: 0524420013429000
 Applicant/Cooperator Name: IOWA DEPARTMENT OF NATURAL
 * Date Submitted: 10/25/2005
 HHS Payment:

* Org: 2442
 * Project Title: SIGN-UP 28
 * Date Received: 10/31/2005
 Status: PROP-APPROVED

Fund Summary

Budget Org Code	Job Code	Budget FY	Source	Name	Total	Other Value	Total Obligation	Payments To Date	Undelivered Obligation
No Records Found									

FS Commitment Transactions

Select	Line No	Edit No	Mod No	*Fiscal Year	*BOC	*Budget FY	*Budget Org Code	*Job Code	*Amount	Comments	Commitment Status
<input type="checkbox"/>	001	000	000	2006	4110	2006	2442	28CRP106	\$75,035.00		NEW-COMMITMENT 11

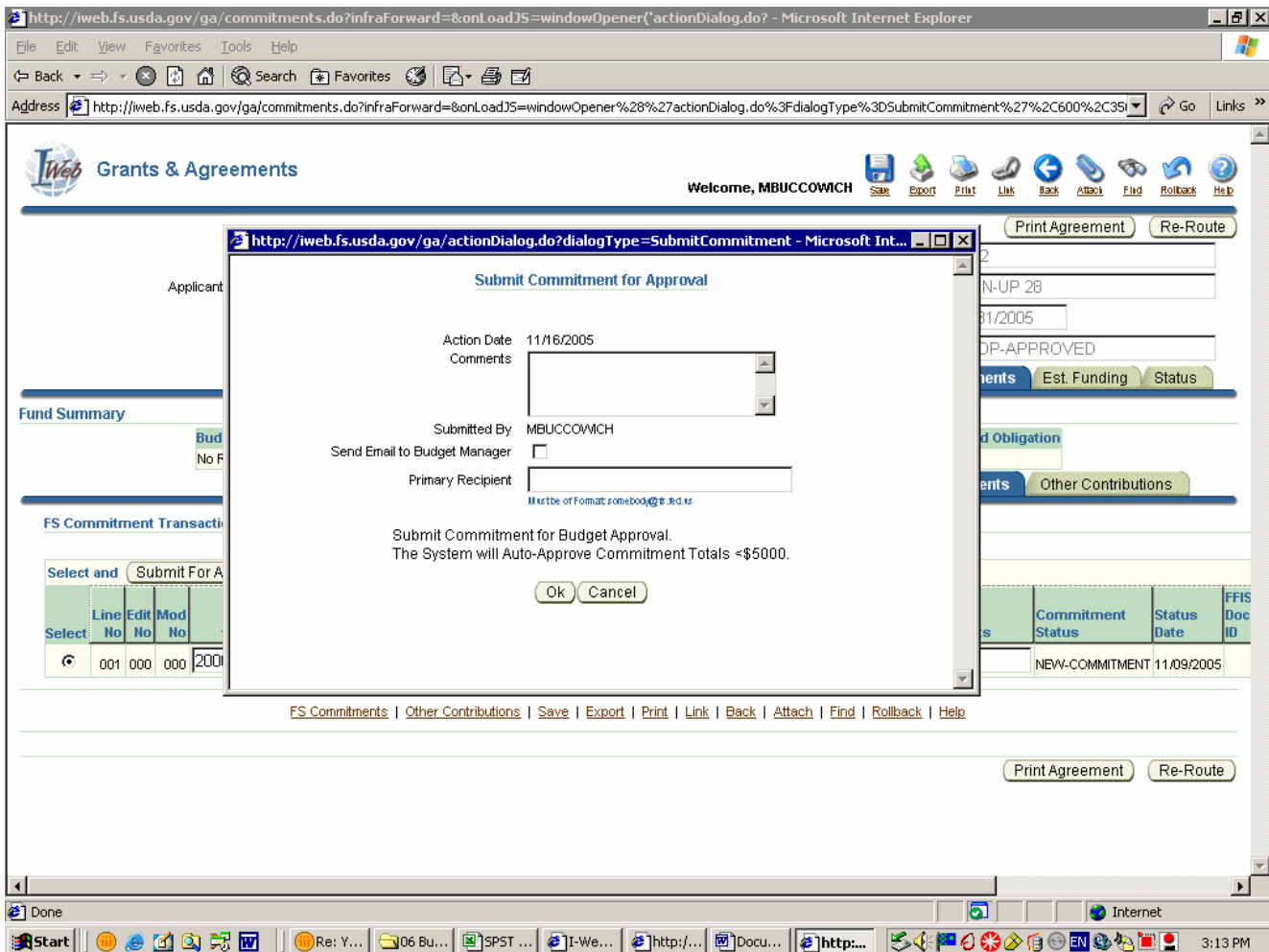
NOTE: The Commitment Tab is added once a proposal is approved and accepted.

The Program Manager should review the line of accounting to make sure the job code and amount of funding is correct. If you find there's an error, you have the ability to make changes. The information for the line of accounting is on the Funds Availability Certificate.

If the line of accounting is under \$5,000 the funding line will be sent directly to the Albuquerque Service Center for processing.

If the line of accounting is \$5,000 and over then the funding line is sent to our Budget Group (IMA Staff) for processing.

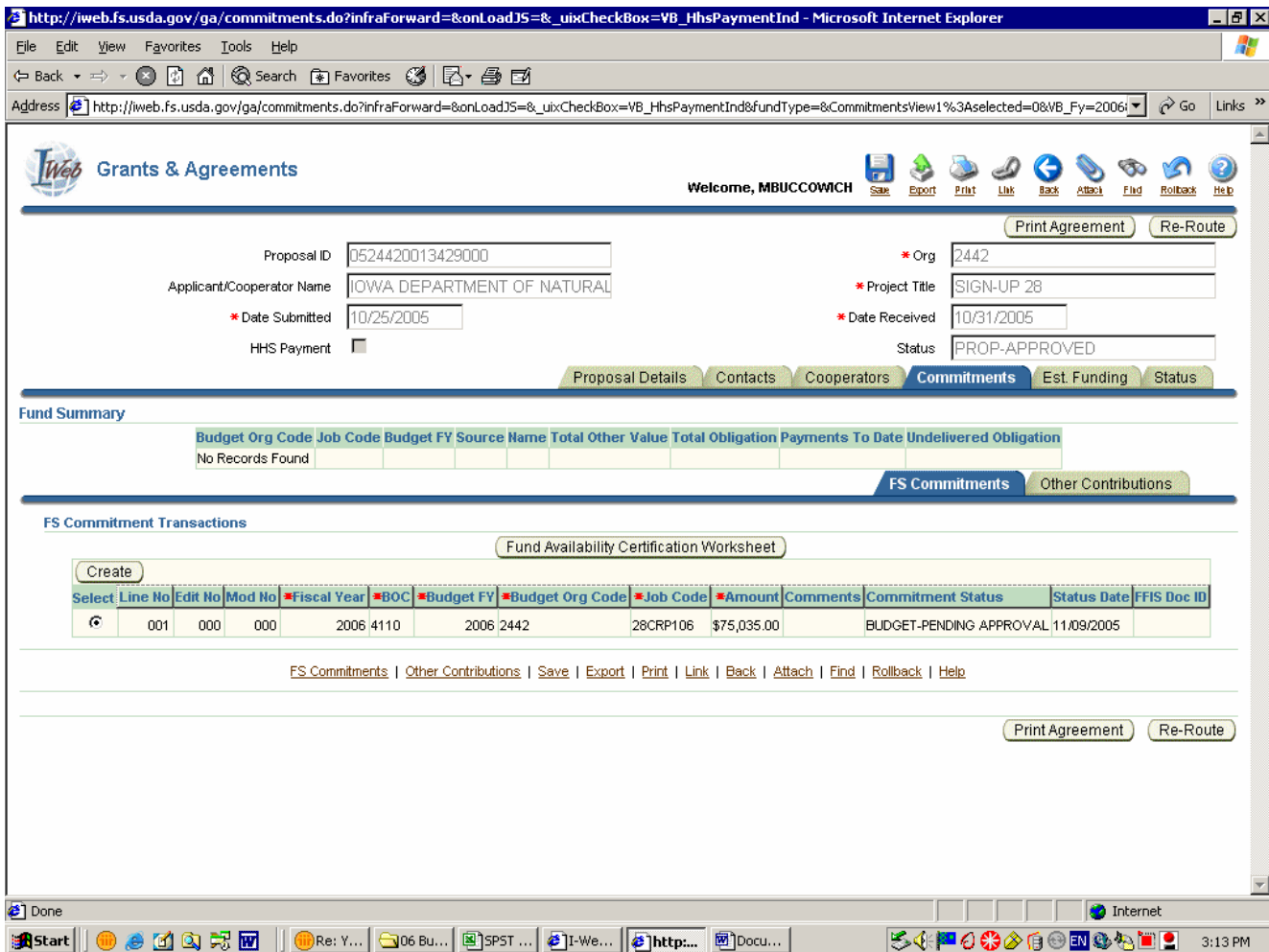
The "Other Contributions" tab is reflects the matching funds



When the Program Manager is satisfied that the narrative, application forms and line of accounting is acceptable, click on the "Submit for Approval" button.

A dialog box will be displayed asking if the commitment should be submitted to Budget for approval. Click on OK.

It is not necessary to enter the e-mail address for anyone in the IMA Staff. They will be monitoring the Budget Inbox for funding to be approved. However, the email address for the Grants Specialist/Assistant assigned to the project should be entered here as notification that the line of accounting has been approved.



Once the project has been submitted for approval, the Status Block will change to “Budget – Pending Approval”. The proposal will then be moved to the Budget Inbox.

NOTE: If the proposal was under \$5,000 the Status Block would read “Financial – Pending Approval” and the proposal would be moved to the Financial Inbox – Obligations for ASC to process.

The messages in the Commitment Status Block will continue to change as the proposal is being processed:

- Pending Transaction has been moved to either the Budget or Financial (ASC) Inbox and is waiting to be processed
- FFIS Sent Transaction has been submitted to FFIS for processing. This is usually a nightly feed from IWeb to FFIS.
- FFIS Processed Transaction has been processed and completed.

When the transaction has been processed, a “G” number is issued in the FFIS Doc ID column. At this point the award letter can be issued. The proposal will be moved to the Grants and Agreements Specialist Inbox – Pending Execution.

OBLIGATION PROCESS

The screenshot shows the IWeb Grants & Agreements interface. The page title is "Grants & Agreements" and the user is logged in as "TLOPEZ". The interface includes a navigation menu with options like "Print Agreement", "Execute Grant or Agreement", and "Cancel Agreement". The main content area displays a summary of the grant agreement, including the following details:

- FY:** 2006
- Type:** OIG
- Agency:** 11
- Region:** 24
- Unit:** 42
- SubUnit:** 25
- Seq:** 004
- Mod No:** 000
- Org:** 3442
- Execution Date:** 12/01/2006
- Start Date:** 10/01/2004
- Expiration Date:** 09/30/2016
- Project Title:** SIGN UP 28
- HHS Payment:**
- Status:** SA PENDING

The "Obligations" tab is selected, showing a table of FS Obligation Transactions. The table has the following columns: Line No, Edit No, Mod No, Fiscal Year, ROC, Job Code, Budget FY, Budget Org Code, Program Code, Payee, Amount, Comments, and Obligation Status. The table contains one entry:

Line No	Edit No	Mod No	Fiscal Year	ROC	Job Code	Budget FY	Budget Org Code	Program Code	Payee	Amount	Comments	Obligation Status
001	000	000	2006	4110	28CRP106	2006	2442	8PKF	IA,DNR	\$75,035.00		NEW OBLIGATION

The table also includes a "Select and Delete" button and a "Print Agreement" button. The status of the obligation is "NEW OBLIGATION".

The funds can only be obligated when the recipient returns the Award Approval/Obligation/Acceptance page with their signature accepting the terms and conditions of the award letter.

The award letter and countersignature are now attached in IWeb.

The Grants Specialist/Assistant will click on the "Execute Grant or Agreement" button and the obligation process will automatically begin. The Status Block will be changed to Financial – Pending Approval and ASC will complete the obligation process.

Just like the commitment process on page 12, the obligation is not valid until the Status Block reads "FFIS-Processed".

ADDING FUNDS TO A PREVIOUSLY AWARDED GRANT

SEARCH SCREEN

Search GA - Microsoft Internet Explorer provided by USDA Forest Service

File Edit View Favorites Tools Help

Address http://web.fs.usda.gov/ga/inboxSearchGA.do

Grants & Agreements Welcome, TLOPEZ

Reset Search Criteria Search Grants and Agreements

Proposal ID CFDA No

Org Min App Received Date

Max App Received Date Agreement Status

Min Status Date Max Status Date

Master Agreement Number Applicant Name

Agreement No Contact/Cooperator Name

Project Title

FY Instr. Type Agency Region Unit SubUnit Sequence

Search

Select	Proposal ID	Agreement No	Project Title	CFDA	Org	Received Date	Status	Status Date	Applicant Name
No Records Found									

Back | Help

When increasing funds to a grant that has already been awarded (for example, adding money to a FY04 grant) a new proposal will not be created, therefore, the Program Manager will have to search IWeb for the existing grant.

The best way to search is fill in the FY block and the last three digits of the grant number in the Sequence block (e.g., 04 in FY and 176 in Sequence) and press Search. The grant will be displayed. Press the Review button to go to the grant.

Click on the Commitment tab and the new line of accounting will be available for approval. Follow the same procedures outlined in pages 9 through 12.

Just a reminder....approving the line of accounting means that you are approving the narrative and budget information that's been submitted with this increase in funds.

The basic procedures for obligating the funds that were discussed earlier also apply to increase in funds.

MONITORING

EXISTING

GRANTS

SUMMARY TAB

Grants & Agreements
 Welcome, TLOPEZ

[Print Agreement](#) | [Terminate Agreement](#) | [Closeout Agreement](#)

FY	Type	Agency	Region	Unit	SubUnit	Seq
2005	03	11	24	42	25	171

Mod No: 000 | Org: 3442
 Execution Date: 07/20/2006 | Start Date: 10/01/2004 | Expiration Date: 09/30/2008
 Project Title: CORE FUNDING, ENHANCED EAB | HHS Payment: | Status: GA-EXECUTED

[Summary](#) | [Details](#) | [Contacts](#) | [Cooperators](#) | [Commitments](#) | [Obligations](#) | [Accruals](#) | [Payments](#) | [Expenditure Refunds](#) | [Modifications](#) | [Next Set >>>](#)

Summary

Contribution Summary		Contribution Percentage		FS Cash		Other	
Total FS	\$229,000.00	FS	50	Commitment To Date	\$229,000.00	Non-FS Cash	\$0.00
Other Fed	\$0.00	Other Fed	0	Obligation To Date	\$229,000.00	Non-FS Other	\$229,000.00
Non-Fed	\$229,000.00	Non-Fed	50	Payments Requested To Date	\$88,661.29	Total Non-FS	\$75,000.00
State	\$0.00	State	0	Paid To Date	\$88,661.29	FS Other	\$0.00
Total Project	\$458,000.00			Remaining Balance	\$140,248.71		

[Summary](#) | [Details](#) | [Contacts](#) | [Cooperators](#) | [Commitments](#) | [Obligations](#) | [Accruals](#) | [Payments](#) | [Expenditure Refunds](#) | [Modifications](#) | [Set >>>](#) | [Save](#) | [Export](#) | [Print](#)

[Print Agreement](#) | [Terminate Agreement](#) | [Closeout Agreement](#)

The Summary Tab gives a snapshot picture of the funding for a project and includes the federal dollars along with the cost share. It also gives a quick summary of the federal funds remaining for the project.

OBLIGATION TAB

Grants & Agreements

Welcome, TLOPEZ

Print Agreement Terminate Agreement Closeout Agreement Re-Route

FY: 2005 Type: DG Agency: 11 Region: 24 Unit: 42 SubUnit: 25 Seq: 171

Execution Date: 07/20/2005 Start Date: 10/01/2004 Expiration Date: 09/30/2006

* Project Title: CORE FUNDING, ENHANCED EAB * Org: 2442 HHS Payment: Status: GA-EXECUTED

Summary Details Contacts Cooperators Commitments **Obligations** Accruals Payments Expenditure Refunds Modifications Next Set >>>

Fund Summary

Budget Org Code	Job Code	Budget FY	Source	Name	Total Other Value	Total Obligation	Payments To Date	Undelivered Obligation
		2005	NF	VMCONSIN DEPARTMENT OF NATURAL RESOURCES	\$229,000.00	\$0.00	\$0.00	\$0.00
2442	SPCH0405	2005	FS	FOREST SERVICE	\$0.00	\$194,000.00	\$88,651.29	\$105,348.71
2442	SPS0405	2005	FS	FOREST SERVICE	\$0.00	\$35,000.00	\$0.00	\$35,000.00

FS Obligations Other Contributions

FS Obligation Transactions

Select and

Select	Line No	Edit No	Mod No	*Fiscal Year	BOC	*Job Code	Budget FY	Budget Org Code	Program Code	*Payee	*Amount	Comments	Obligation Status	Status Date	FFIS Doc ID
<input checked="" type="radio"/>	001	000	000	2005	4110	SPCH0405	2005	2442	SPCH	VM,DNR	\$194,000.00		FFIS-PROCESSED	08/09/2005	G24590114
<input type="radio"/>	002	000	000	2005	4110	SPS0405	2005	2442	SPS5	VM,DNR	\$35,000.00		FFIS-PROCESSED	08/09/2005	G24590114

FS Obligations | Other Contributions | Save | Export | Print | Link | Back | Attach | Find | Rollback | Help

Print Agreement Terminate Agreement Closeout Agreement Re-Route

The Obligation Tab will show the Program Managers each line of accounting that was obligated for a project.

The Fund Summary section will show how much money has been drawn for each subaccount (same as the Payments Tab).

PAYMENTS TAB

Grants & Agreements

Welcome, TLOPEZ

Print Agreement Terminate Agreement Closeout Agreement Re-Route

FY: 2005 Type: DG Agency: 11 Region: 24 Unit: 42 SubUnit: 25 Seq: 171

Mod No: 000 * Org: 2442

Execution Date: 07/20/2005 Start Date: 10/01/2004 Expiration Date: 09/30/2006

* Project Title: CORE FUNDING, ENHANCED EAB HHS Payment: Status: GA-EXECUTED

Summary Details Contacts Cooperators Commitments Obligations Accruals **Payments** Expenditure Refunds Modifications Next Set >>>

Fund Summary

Budget Org Code	Job Code	Budget FY	Source	Name	Total Other Value	Total Obligation	Payments To Date	Undelivered Obligation
2442	SPCH0405	2005	NF	WISCONSIN DEPARTMENT OF NATURAL RESOURCES	\$229,000.00	\$0.00	\$0.00	\$0.00
2442	SPCH0405	2005	FS	FOREST SERVICE	\$0.00	\$194,000.00	\$88,651.29	\$105,348.71
2442	SPS50405	2005	FS	FOREST SERVICE	\$0.00	\$35,000.00	\$0.00	\$35,000.00

Payment Requests

Select and (Disbursement Details) |

Select	Req No	*Inv No	*Invoice Date	*Payment Method	*Date Received	*Performance Start Date	*Performance End Date	Payee	*Invoice Total	Comments	Payment Status	Status Date
<input checked="" type="radio"/>	0	NO INVOICE	11/01/2005	HHS DISBURSEMENT	11/02/2005	11/01/2005	11/01/2005	WI,DNR	\$88,651.29	AUTO GENERATED - Decreases obligation for ND document: G2459011401	FFIS-PROCESSED	11/02/2005

Payment Request Lines

Select	Line No	Line Edit No	Trans Code	Budget FY	Budget Org Code	*Job Code	BOC	*Partial / Final	*Amount	Comments
<input checked="" type="radio"/>	1		0 ND	2005	2442	SPCH0405	4110 P		\$88,651.29	AUTO GENERATED - Decreases obligation for ND document: G2459011401

Program Managers can use this tab to find out how much money has been drawn.

This information is located in the Fund Summary section and is broken down by subaccount.

MODIFICATIONS TAB

The screenshot displays the 'IWeb Grants & Agreements' interface. At the top, there is a navigation bar with the 'IWeb' logo and the text 'Grants & Agreements'. Below this, a 'Welcome, TLOPEZ' message is visible. The main content area is divided into several sections:

- Summary Table:** A table with columns for 'FY', 'Type', 'Agency', 'Region', 'Unit', 'Subunit', and 'Seq'. The data row shows: 2002, OG, 11, 24, 42, 25, 229.
- Execution Date:** 09/23/2002
- Project Title:** CONSOLIDATED PAYMENT GRAN
- Mod No:** 003
- Org:** 0442
- Start Date:** 10/01/2001
- Expiration Date:** 09/30/2005
- HHS Payment:**
- Status:** GA-EXECUTED

Below the summary table, there is a 'Modifications' section with a table of modification records:

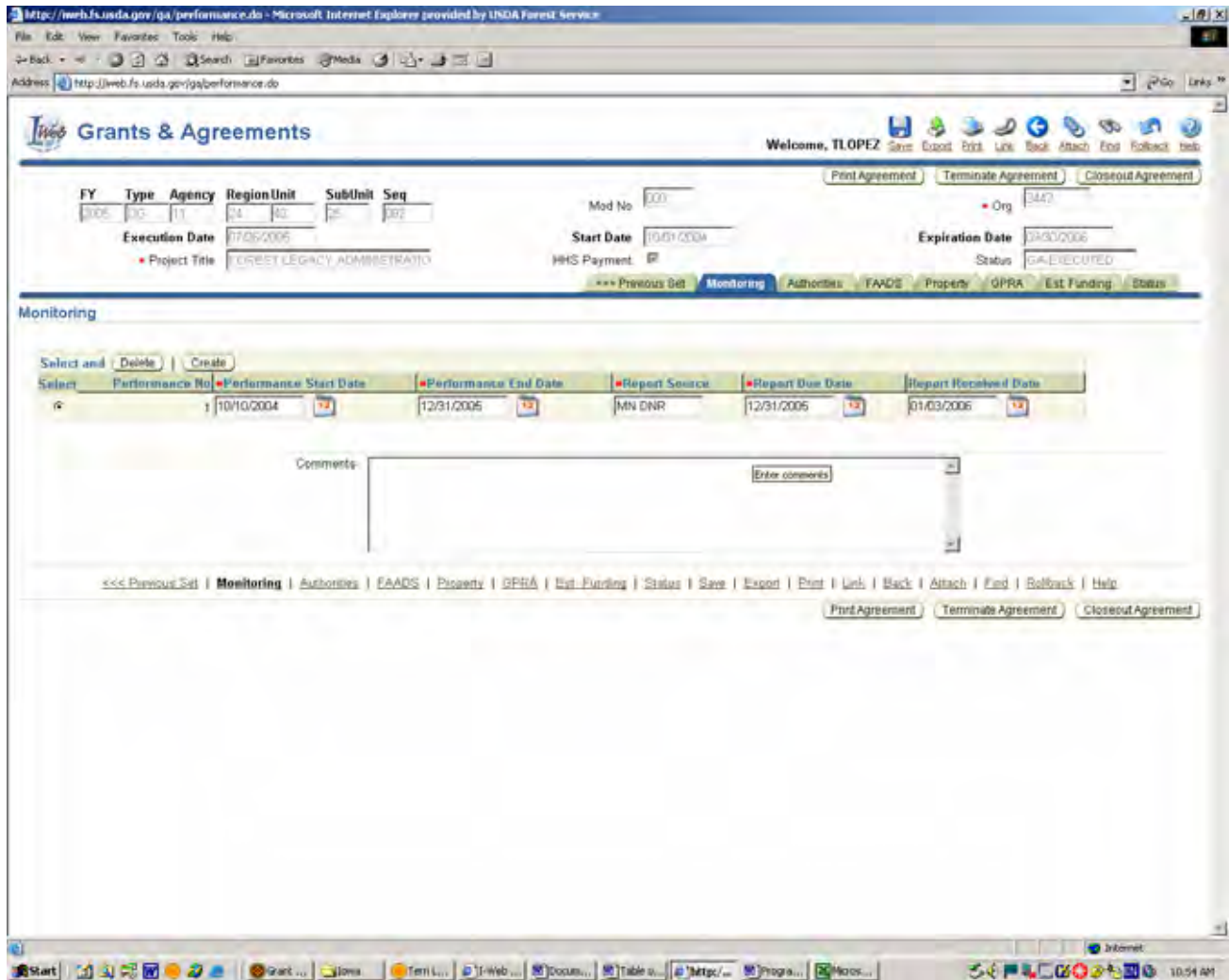
Select	Mod No	Mod Date	FY	Description of Mod	Field to be Modified	Old Value	New Value	Mod Status
<input checked="" type="checkbox"/>	003	12/02/2005	2006	TIME EXTENSION	EXPIRATION DATE	06/30/2005	9/30/2005	EXECUTED
<input type="checkbox"/>	002	02/16/2005	2005	DECREASE FUNDS	AMOUNT		-10000	EXECUTED
<input type="checkbox"/>	001	07/23/2004	2004	EXTENSION	EXPIRATION DATE	06/30/2004	06/30/2005	

At the bottom of the page, there is a navigation bar with the following items: Summary, Details, Contacts, Cooperators, Commitments, Obligations, Accruals, Payments, Expenditure Refunds, **Modifications**, Next Set >>>, Save, Export, Print. There are also buttons for 'Print Agreement', 'Terminate Agreement', and 'Closeout Agreement'.

The Modifications Tab will assist the Program Managers in tracking the changes to a grant or agreement.

Beginning in FY06, all modification letters and countersignatures will be attached in IWeb so the program staff will have easy access to this information.

MONITORING TAB



The Monitoring Tab will show accomplishment reports that have been submitted and are filed in the grant folder.

AUTHORTIES TAB

The screenshot shows the 'Authorities' tab in the USDA Grants & Agreements system. The page header includes the USDA logo and the text 'Grants & Agreements'. Below the header, there are several utility buttons: Save, Export, Print, Link, Back, Attach, Find, Rollback, and Help. The main content area is titled 'Authorities' and contains a table with the following columns: Select Code and Description. Two entries are listed:

Select Code	Description
<input checked="" type="radio"/> P L 95-313	Cooperative Forestry Assistance Act of 1978
<input type="radio"/> P L 107-63	2002 Department of Interior and Related Agencies Appropriation Act

Below the table, there are navigation tabs: Previous, Monitoring, Authorities (selected), FAADS, Property, GPRA, Est. Funding, and Status. At the bottom of the page, there are buttons for Print Agreement, Terminate Agreement, and Closeout Agreement. The browser window shows the URL 'http://web.fs.usda.gov/ga/authorities.do' and the time '1:10 PM'.

The Authorities Tab will list the Public Law associated with the program which funds a project. This information is generally taken from the Catalog of Federal Domestic Assistance.

GPRA TAB

The screenshot displays the I-Web Grants & Agreements interface. At the top, there is a header with the I-Web logo and the text "Grants & Agreements". Below the header, there is a navigation bar with tabs for "Monitoring", "Authorities", "FAADS", "Property", "GPRA", "Est. Funding", and "Status". The "GPRA" tab is selected. The main content area shows a "Create" button and a table with columns for "GPRAS Code", "GPRAS Description", and "Comments". Below the table, it says "No Records Found". The interface also includes various buttons like "Print Agreement", "Terminate Agreement", and "Closeout Agreement".

Program managers are responsible for assigning the Government Performance and Results Act of 1993 (GPRA) code and entering the data in I-Web. These codes link the project work plan to specific performance measures.

A list of codes associated with our strategic plan is located under User Support on the I-Web website. Click on Grants and Agreements (in the middle section of the page).

STATUS TAB

Grants & Agreements

Welcome, TLOPEZ

Print Agreement | Terminate Agreement | Closeout Agreement | Re-Route

FY: 2005 | Type: DG | Agency: 11 | Region: 24 | Unit: 42 | SubUnit: 25 | Seq: 171

Execution Date: 07/20/2005 | Start Date: 10/01/2004 | Expiration Date: 09/30/2006

* Project Title: CORE FUNDING, ENHANCED EAB | * Org: 2442 | Status: GA-EXECUTED

Navigation: <<< Previous Set | Monitoring | Authorities | FAADS | Property | GPRA | Est. Funding | **Status**

Status History

Type	DisplayStatus	Status Date	Created By	Comments
PROPOSAL	PROP-ACCEPTED	06/25/2005	TLOPEZ	
PROPOSAL	PROP-APPROVED	06/25/2005	TLOPEZ	
COMMITMENT BUDGET-PENDING APPROVAL		06/28/2005	JPOLASKY	
COMMITMENT BUDGET-PENDING APPROVAL		06/28/2005	JPOLASKY	
COMMITMENT BUDGET-APPROVED		06/28/2005	MDOBROWOLSKI	
COMMITMENT BUDGET-APPROVED		06/28/2005	MDOBROWOLSKI	
COMMITMENT FFIS-SENT		06/28/2005	FSDBA	
COMMITMENT FFIS-SENT		06/28/2005	FSDBA	
COMMITMENT FFIS-PROCESSED		06/30/2005	FSDBA	
COMMITMENT FFIS-PROCESSED		06/30/2005	FSDBA	

Navigation: <<< Previous Set | Monitoring | Authorities | FAADS | Property | GPRA | Est. Funding | **Status** | Save | Export | Print | Link | Back | Attach | Find | Rollback | Help

Print Agreement | Terminate Agreement | Closeout Agreement | Re-Route

The Status Tab is helpful if a Program Manager wants to track the history of the actions taken for a specific project. This tab will show the date the transaction took place plus the person who initiated the action.