Grants Online
Grantee Webinar

Tuesday, June 12, 2011

Webinar Information

Grants Online Grantee Webinar

Reserve your Webinar seat now at:
https://www3.gotomeeting.com/register/124881438

This training will current functionality and new functionality to be included in the next release of Grants Online scheduled for June 17, 2012

- **Title:** *Grants Online Training*

- **Date: Tuesday, June 12, 2012**

- **Time: 2:30 PM - 4:30 PM EDT**

After registering you will receive a confirmation email containing information about joining the Webinar.System Requirements

PC-based attendees
   Required: Windows® 7, Vista, XP or 2003 Server

Macintosh®-based attendees
   Required: Mac OS® X 10.5 or newer

Webinar Guidelines

- **TO AVOID TOLL CHARGES – If your computer has Microphone & Speakers, please select this option from Audio menu. (Some desktops will need external speakers and/or mike.) This will allow you to hear the presenter without dialing a phone number. *Attendees microphones will be muted by default (controlled by organizer).***
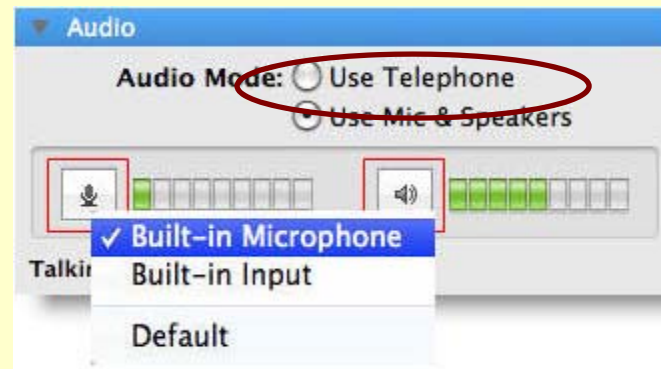
- **In case attendees are not muted by default, PLEASE put your phone on mute (to minimize background noise).**

*6 to mute or unmute your phone

- **Do NOT put your phone on hold – that will cause music to be heard by all participants.**

- **Take the opportunity now to focus on today's session by closing your email and other computer applications.**

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Questions during Webinar?

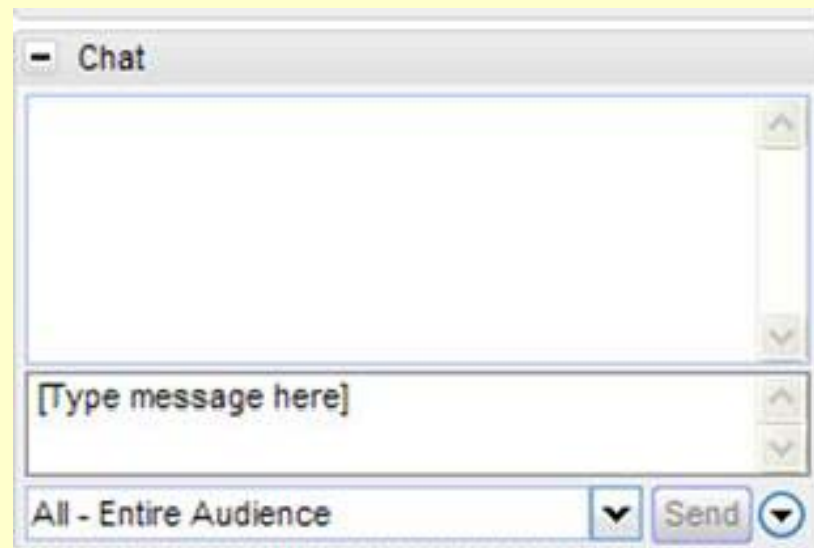**If you have a question type it into the "Chat" or "Questions" area**

Open Chat Window

Close Chat Window

Chat

[Type message here]

All – Entire Audience   Send

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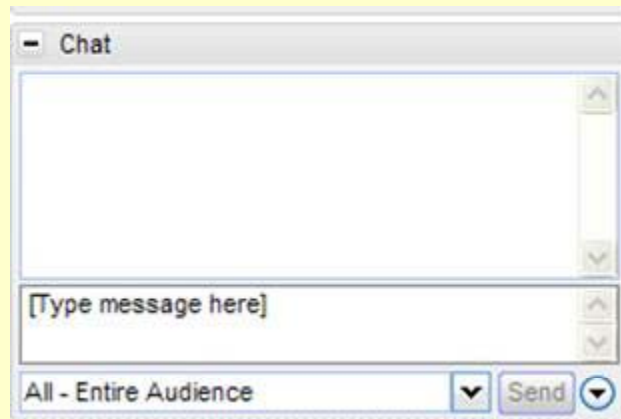
Let us know where you are calling from!

(Type in "Chat" or "Questions" Window)

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Agenda

- **Welcome**

- **Grants Online vs. Grants.gov**

- **Grants Online vs. ASAP**

- **How and When to access Grants Online**

- **Grantee Roles in Grants Online**

- **Large File Guidance**

- **New Features in Release 4.09**

- **Grants Online Help Desk**

- **Training Resources for Grants Online**
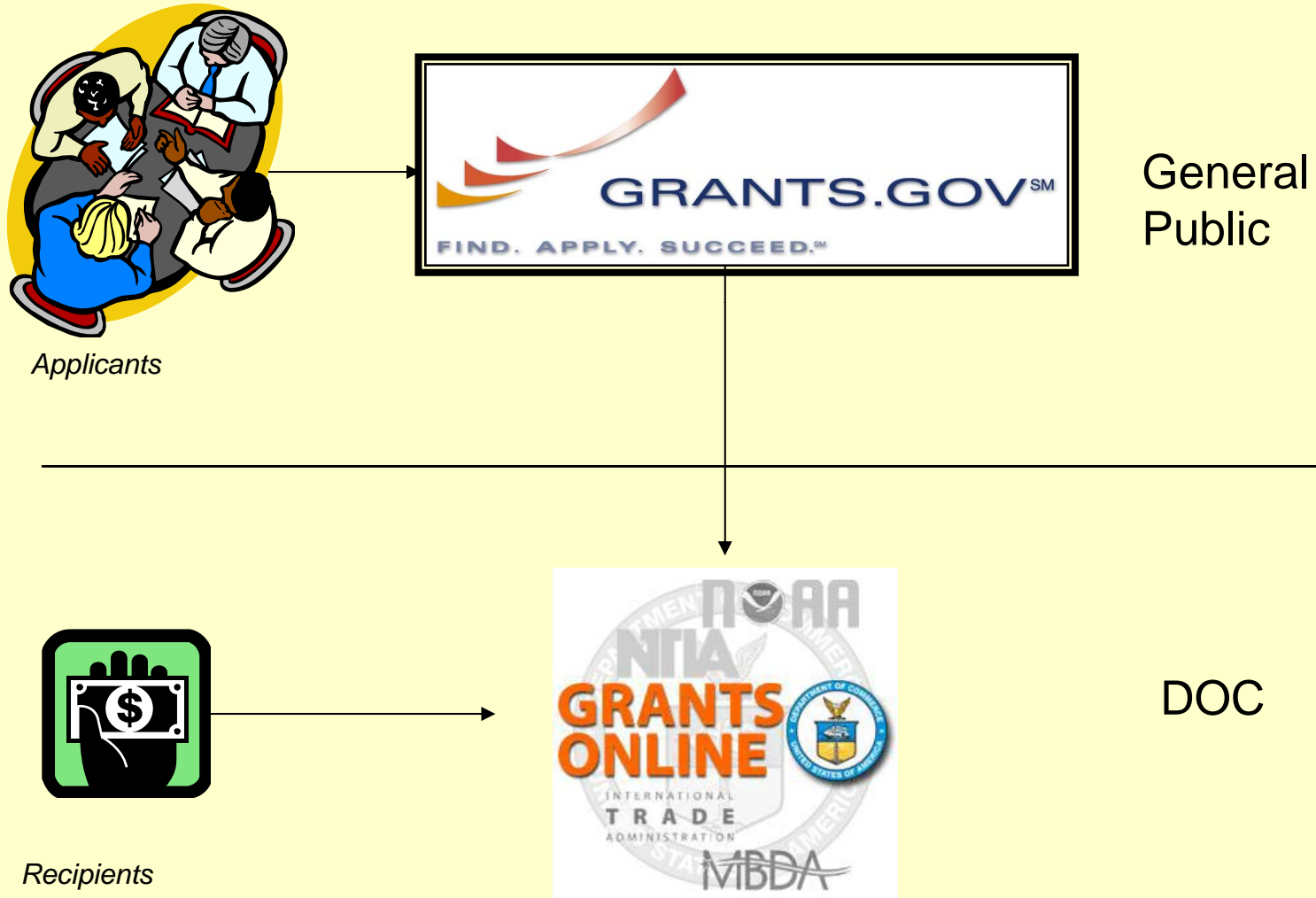
- **Question and Answer Session**
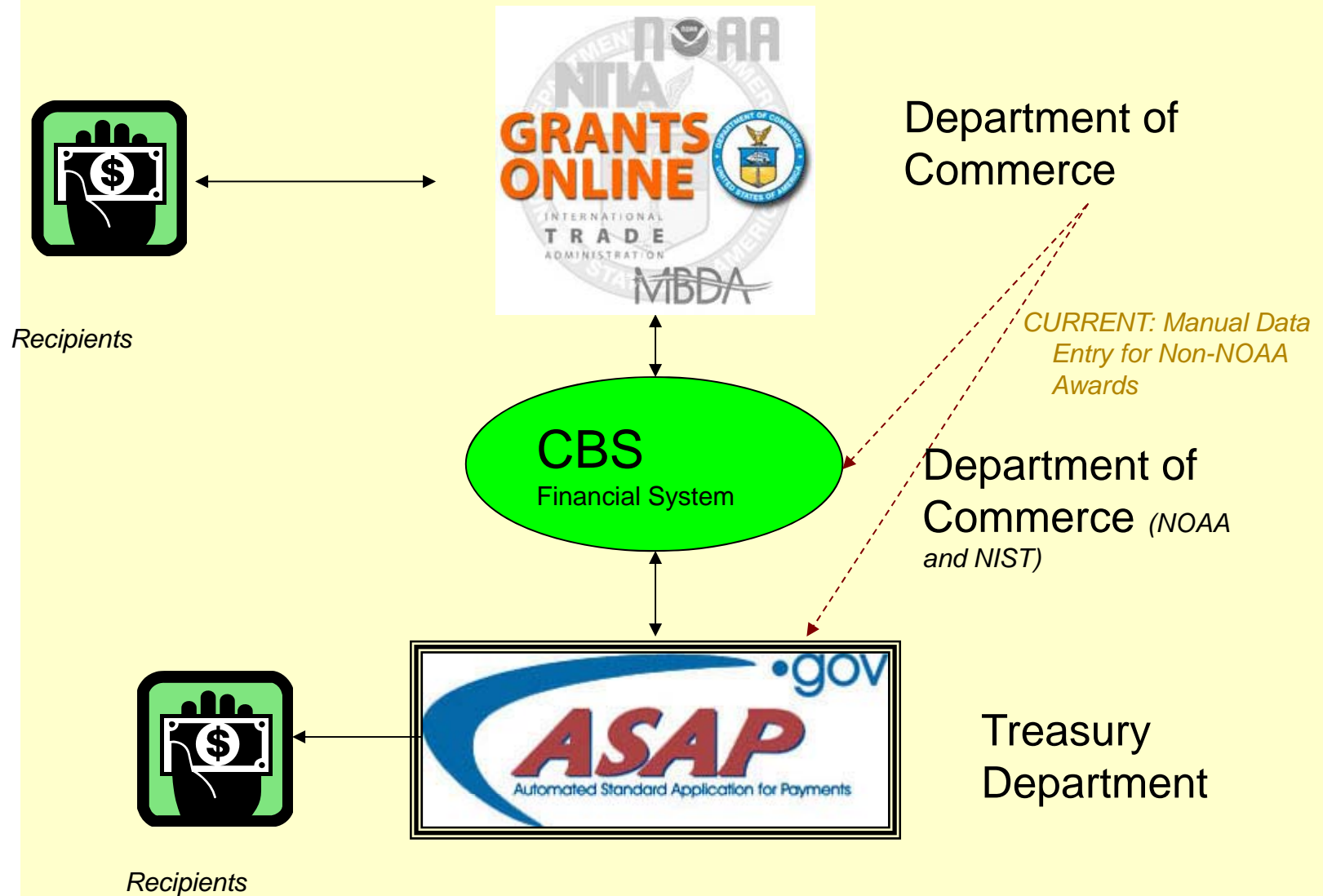
Grants Online – Welcome

On behalf of the Department of Commerce, we welcome you to Grants Online. This is the system currently used by five of the seven grant-making bureaus in the Department to conduct the business of managing your grant awards. Those bureaus are:

- **The National Oceanic and Atmospheric Administration (NOAA)**

- **The Minority Business Development Agency (MBDA)**

- **The International Trade Administration (ITA)**

- **The Office of the Secretary's Office of Human Resources Management (OS/OHRM)**

- **The National Telecommunications and Information Administration (NTIA)**

Grants Online and Grants.gov

Applicants

General Public

DOC

Recipients

Grants Online and ASAP

Recipients

Department of Commerce

CURRENT: Manual Data Entry for Non-NOAA Awards

CBS
Financial System

Department of Commerce *(NOAA and NIST)*

Recipients

Treasury Department

How and When to Access Grants Online

- **Recipients of new grant awards will get an email announcing their Department of Commerce award. This email will be sent to the person who signed and submitted the grant application form SF-424. That person has been set up as an *Authorized Representative* for their organization. The email will contain instructions for contacting the Grants Online Help Desk to obtain their username and password.**

- **As a part of accepting the award the *Recipient Authorized Representative* for the organization should identify their *Recipient System Administrator(s)*. This should be a person (or persons) who will be able to manage your organization's user accounts: add new users, remove users, update phone and email information, add or remove roles in Grants Online, reset passwords and unlock accounts. *Recipient System Administrators* will already be in place for organizations with previous awards in the Grants Online system.**

- **Grants Online is usually available 24 hours a day with a few exceptions for system downtime to perform maintenance or to implement an upgrade. System downtime is posted on the Grants Online "Advisory" page inside the system, and on the "What's New" page of the public Grants Online website.**

- **Recipients will need to access Grants Online to:**

    - Accept an Award or Amendment

    - Review Grants Files

    - Manage User Accounts

    - Submit Progress Reports (except MBDA and NTIA)

    - Submit Financial Reports

    - Submit Award Action Requests

    - Submit Organization Profile Change Requests

Grantee Roles in Grants Online

FUNCTIONALITY / ROLE	Recipient (System) Administrator	Authorized Representative	BIZ/FIN	BIZ/FIN Submitting	PI/PD	PI/PD Submitting	Recipient User
Access All Awards for Organization	X	X	X	X			
Access Only Specific Awards for Organization					X	X	X
Manage Organization User Profiles	X						
Manage Organization User System Access	X	X					
Reassign Tasks	X	X					
Initiate Award Action Requests	X	X	X	X	X	X	X
Initiate Org Profile Change Requests	X	X	X	X	X	X	X
Initiate Financial Reports		X	X	X			
Initiate Progress Reports		X			X		
Submit Award Action Requests		X					
Submit Org Profile Change Requests		X					
Submit Financial Reports		X		X			
Submit Progress Reports		X				X	

▪**Note: One user can have multiple roles and multiple users can have the same role.**

Large File Guidance

As a security measure, a 5 minute time limit is placed on uploading and downloading files. If you upload a file and it takes approximately 5 minutes , the upload may appear to have correctly completed when it did not. Please test the validity of the file by downloading it and attempting to open the file. If it does not open, the file is corrupted because it did not complete the upload.

Possible Attachment Upload Remedies

- **If you have a corrupted upload, check the size of the corresponding download and compare to the size of the original file.**

- **If most of the file uploaded before failing, wait to upload the file when there is less internet traffic.**

- **Connect to a faster internet connection to perform the upload.**

- **Reduce the file size:**
    - Split the file into multiple parts and upload as Filename - Part 1, Filename - Part 2, etc.
    - Zip the file.
    - If the file is a PDF and you have Adobe Acrobat Professional or equivalent software, open the file, click on the Document-> Reduce File Size... dropdown menu.

- **Last resort for recipients uploading Progress Reports:**
  Contact your Program Officer for acceptable options to uploading the file. One approach may be to burn the document to a CD and mail to your Program Officer.

- **Last resort for Federal personnel:**
  Contact the Help Desk to determine what additional remedies might be available.

Possible Attachment Download Remedies

- **File download issues should be much less of a problem because download speeds are always an order of magnitude faster than upload speeds.**

- **Wait to download the file when there is less internet traffic.**

- **Connect to a faster internet connection to perform the download.**

- **Last resort:**
  Contact the Help Desk to determine what additional remedies might be available.

New Features in Release 4.09

- **ASAP Drawdown Request (for Agency Review Awards)**

  - Access to SF-270 form has been removed for ASAP Recipients (except those designated as High Risk)

  - SF-270 is still available for Non-ASAP Recipients

- **Organization Profile Change Request**

  - Initiate ASAP Enrollment

  - Request Organization Profile Updates:

    - Name

    - Address

    - EIN

    - DUNS

    - Cage Code

    - Applicant Type

Grants Online Helpdesk

- **The Grants Online Helpdesk is fully staffed and solely supports Grants Online.**

- **Helpdesk Tickets are created to track each issue and are escalated as needed. Emails from our ticket tracking system are sent from the following email address:**

  asdsupport@noaa.gov

- **Hours of Operation – 8:00am-6:00pm Eastern Time**

- **Recipient System Administrators and users with system issues should contact the Helpdesk:**

  - **By Phone: 1-877-662-2478 (toll-free) or 301-444-2112**

  - **By Email: grantsonline.helpdesk@noaa.gov**

Training Resources for Grants Online

- **In addition to the Helpdesk, for training and general information about Grants Online visit the Grants Online Program Management Office (PMO) Website at**

  http://www.corporateservices.noaa.gov/grantsonline/gol_training.html

- **Use the Grants Online PMO Website for the following:**

  - Grants Online Training Resources

  - Frequently Asked Questions

  - What's New – Information about system releases

Accessing Grants Online

- **Open your web browser and enter the following URL in your address bar:**

  - **https://grantsonline.rdc.noaa.gov**

  - **Once entering the Grants Online system, bookmark this under your favorites for easy access.**

  - **You can also Google "Grants Online". The first result should be the one for our system.**

- **If you experience difficulties with using Grants Online, please contact the Grants Online Helpdesk for further assistance.**

Question and Answer Session