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# Grants Online Overview

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January 2013





# Project Goals

- Single Unified Grant Processing and Administration, using an electronic solution, that will reduce processing time.
- A scalable solution for high volume usage and robust, available operation.
- An interface with the *Grants.gov* initiative to provide “one-stop” shopping for Federal grants-related activities
- Standardized business processes that will contribute to a more efficient and effective use of resources.
- A direct interface to other systems such as CBS/ASAP, FinLitLog, and WebDocFlow

**Contract Award** – August 29, 2003

**GO LIVE! (NOAA Feds Only)** – January 10, 2005

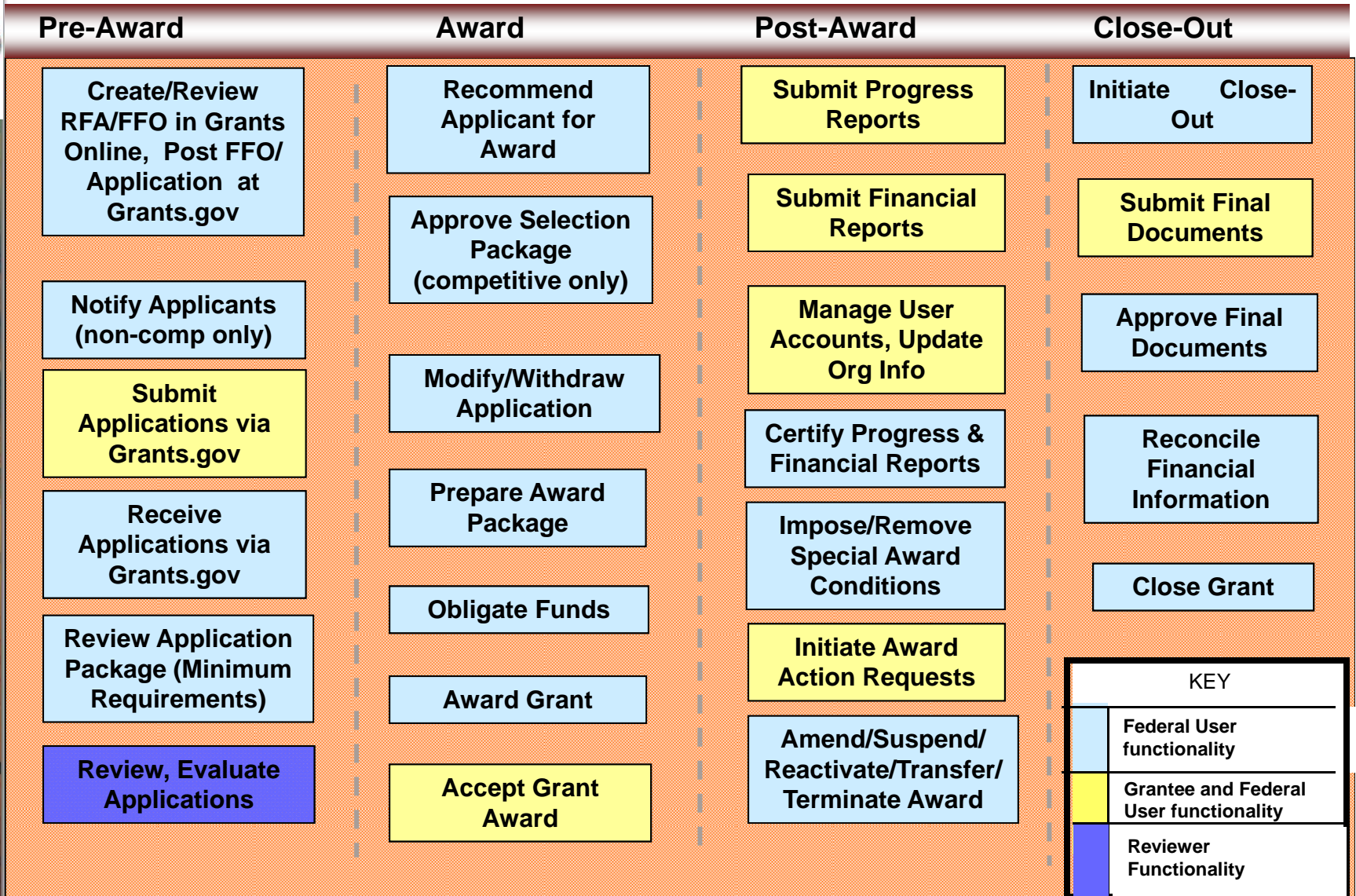
**Rollout to Grantees** – October through August FY 2006

**Rollout to DOC** – March 2009

**Review Module** – October 2011

**CBS Interface** – June 2012

# Grants Life Cycle





# Grants Online System Requirements

Grants Online operates in a web environment. As such, you will be required to use an internet browser to login to the system. No software is required for installation. As Grants Online is web-based, you may access the system anywhere at anytime provided that you have internet access. Logins and passwords are required and will be relayed to you once you are authorized for access.

## RECOMMENDED INTERNET BROWSERS:

- **Windows – Internet Explorer 7 or 8**
  - Attachments are not supported in IE 9
- **Mac – Safari 3.1 or higher**
- **Windows or Mac – Firefox 2.0 or higher**
- **Google Chrome**



# Grants Online and Grants.gov



*Applicants*



General  
Public



*Recipients*



DOC

# Grants Online and ASAP

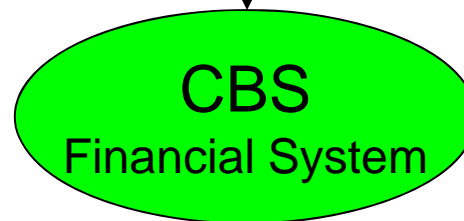


Recipients



Department of  
Commerce

*CBS – Manual Data  
Entry for NIST  
Finance*



*ASAP – Limited Manual  
Data Entry*

Department of  
Commerce  
(NOAA and NIST)



Recipients



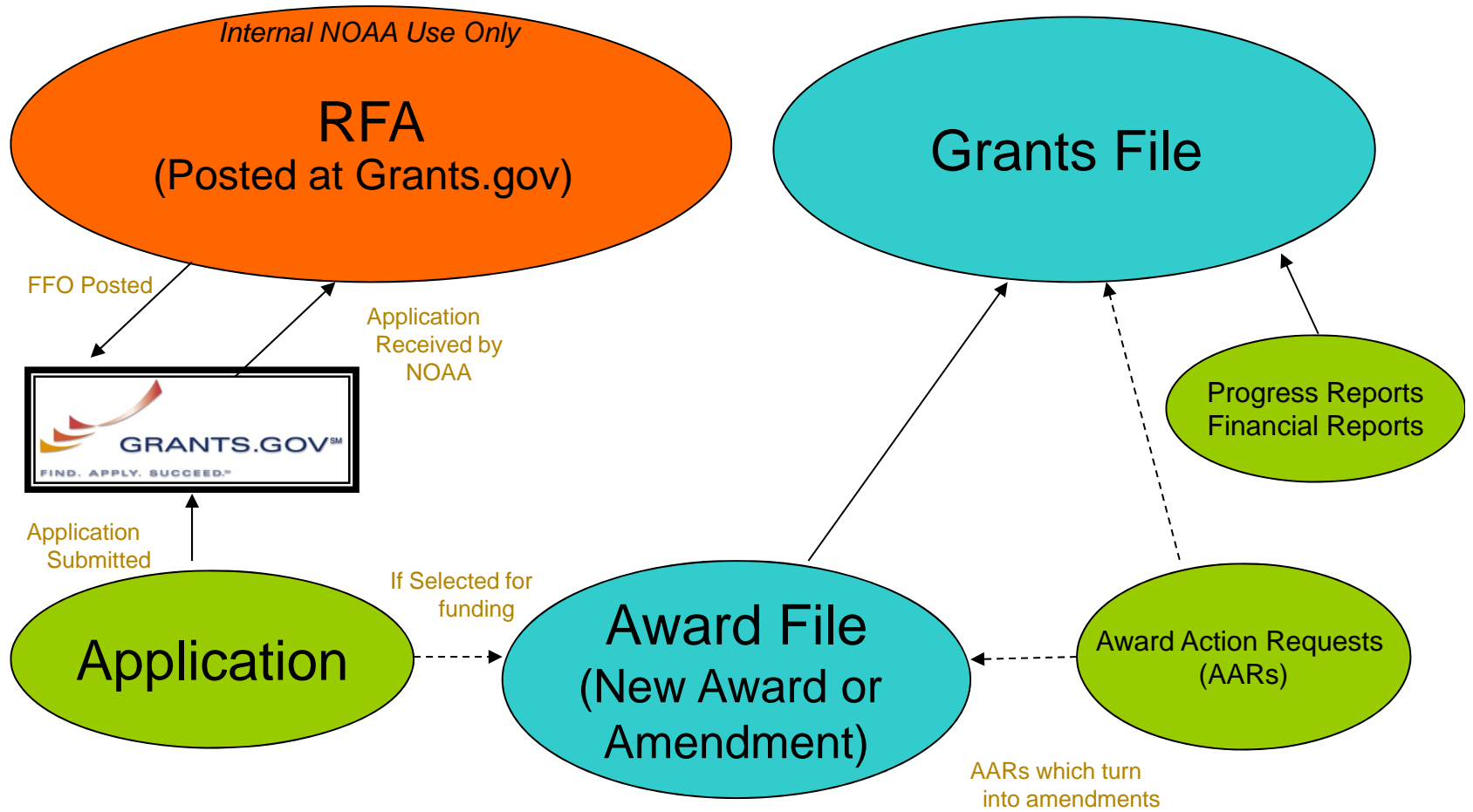
Treasury  
Department

# Grants Online Document Relationships



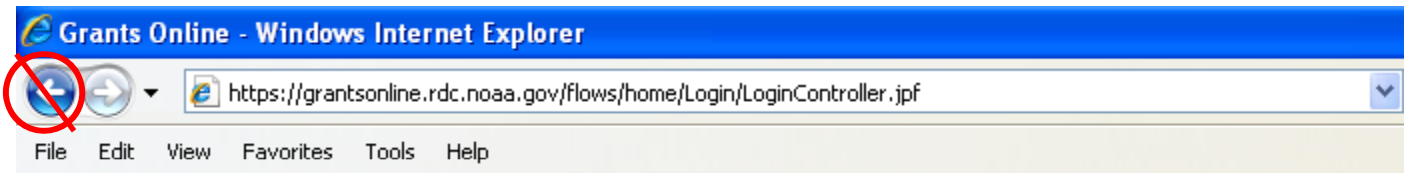
*Pre-Award Processing*

*Post-Award Processing*

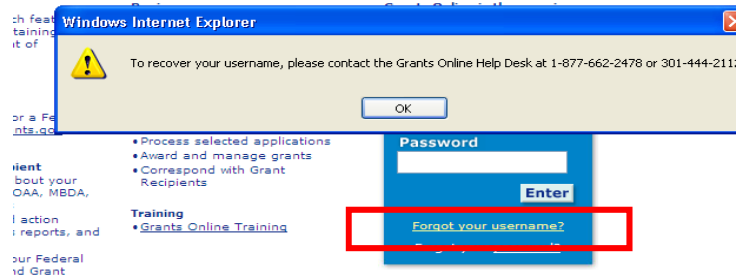


# Grants Online Helpful Hints

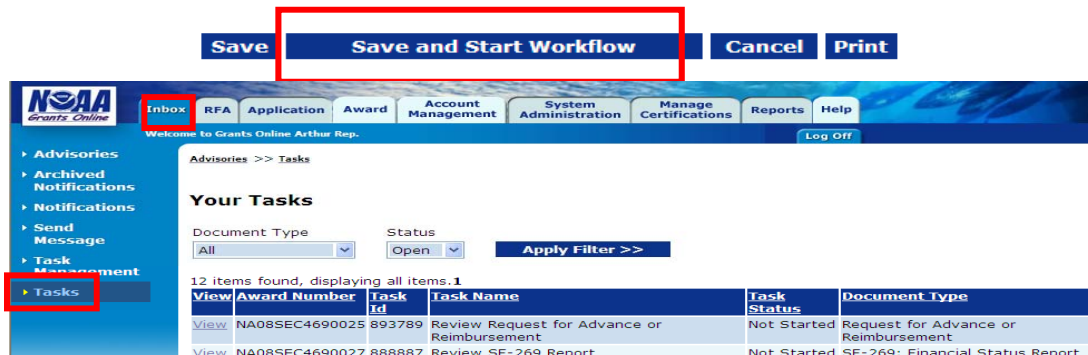
- Do NOT use the Browser “Back” button



- On Home Page, click on “Forgot your username?” to get Help Desk phone number.



- After clicking “Save and Start Workflow” always go to your Inbox Tasks for your next action. (If you do not see the new task, click “Tasks” in the left navigation pane to refresh the page.) *Always check Tasks before logout.*







# Buttons vs. Column Headings

Dark blue column headings look like buttons except that there are one or more additional lines of information beneath them. The first line will be displayed with a medium blue background and the next line will have a pale blue background.

Dark blue buttons with white lettering indicate an action to be taken.

Underlined column headings indicate that the data underneath can be sorted by that column.

**Competitions**  
Press Save before selecting the following link(s)

<u>Competition Name</u>	<u>Actions</u>
Copy of Training Competitive RFA Dec 2008 Screen Shots	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Add New</a>	

**Attachments:**

[Save](#) [Create Publication\(s\)](#) [Save & Continue](#) [Cancel](#)

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

9 items found, displaying all items.1

<u>View</u>	<u>Task Id</u>	<u>Task Name</u>	<u>Task Status</u>	<u>Document Type</u>
<a href="#">View</a>	1365154	Certify/Revise Award File	Not Started	Award File
<a href="#">View</a>	1365050	Review Reviewer Instructions	Not Started	Review Instructions
<a href="#">View</a>	1365026	Certify/Revise Award File	Not Started	Award File



# 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.



# Federal Grants Personnel

- **Program Office (Federal Program Officers)**
  - Provides the funding for the grant award
  - Federal Subject Matter Experts
  - Provides oversight on the programmatic aspects of the project – *receives and accepts the Project Progress Reports*
  
- **Grants Office (Grants Management Specialists and Grants Officers)**
  - Provides the final approval on all grant management matters
  - Federal Grants Management Experts
  - Provides oversight on the financial aspects of the project – *receives and accepts the Financial Reports (SF-425, SF-270)*

# Grants Management Advisory Council (GMAC) Contacts



<b>NOAA/NESDIS</b>	<b>Ingrid Guch / Heather Hay</b>	<b>301-763-8282</b>
<b>NOAA/NMFS</b>	<b>Dan Namur /Melanie Gange</b>	<b>301-713-1364 x118 / 301-713-0174 x210</b>
<b>NOAA/NOS</b>	<b>Jane Piercy</b>	<b>301-713-3050 x 161</b>
<b>NOAA/NWS</b>	<b>Carla Kirby</b>	<b>301-713-0420 x 113</b>
<b>NOAA/OAR</b>	<b>Brenda Alford</b>	<b>301-734-1174</b>
<b>NOAA/USEC/OED</b>	<b>Sarah Schoedinger / Meka Laster</b>	<b>704-370-3528 / 301-713-9437</b>
<b>MBDA</b>	<b>Holden Hoofnagle / Cynthia Rios</b>	<b>202-482-3937 / 202-482-1015</b>
<b>ITA</b>	<b>Brad Hess / Annette Henderson</b>	<b>202-482-2969 / 202-482-3995</b>
<b>DOC-OS/OHRM</b>	<b>Valerie Revelez</b>	<b>202-482-4425</b>
<b>NTIA/BTOP</b>	<b>Wayne Ritchie / Laura Pettus</b>	<b>202-482-5515 / 202-482-4509</b>



# Grants Online Training and Help Desk

## ■ Grants Online Website

- Looking For More Information About Grants Online?
  - Go to the Grants Online PMO website at <http://www.corporateservices.noaa.gov/grantsonline>
- Have A Question When Training is Over?
  - Email the Help Desk at [GrantsOnline.Helpdesk@noaa.gov](mailto:GrantsOnline.Helpdesk@noaa.gov)
  - Call **301-444-2112** or **1-877-662-2478** toll free
  - Hours: **8:00 AM – 6:00 PM Eastern**
- Ready to start working in Grants Online?
  - Go to <https://grantsonline.rdc.noaa.gov>