

## TIPS FOR TROUBLE FREE CAMMP USE IN 2009

CAMMP has not changed from last year which means the same annoying bugs are there. The purpose of this tip sheet is to guide you through the main quirks, tips and tricks of the system. *If you follow these tips you should be able to get through CAMMP with little or no problem.* If all else fails, contact [dwight.reynolds@noaa.gov](mailto:dwight.reynolds@noaa.gov) for CAMMP help (Please contact Dwight only for CAMMP issues – not grants.gov or NOAA grants.online issues.)

Aside from the issues listed below most people find CAMMP relatively straightforward and easy to use. An upgrade to the system will be completed by next year but for now you will have to deal with the IP address and other CAMMP quirks.

As the tips are only five pages long OCRM recommends that you read the whole thing. Also if you run into a problem please refer to this tip sheet before you call as it may address your issue. Please test your connection to CAMMP as soon as you can because of the potential for a very compressed grants season this year. Section I tells you how to do this.

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## GETTING ACCESS TO CAMMP

**CAMMP URL** – <https://cammp.nos.noaa.gov/cammp>

**Security Certification Error** – If you click on the above url and get a security certification error *just ignore it* and it and click on through to the CAMMP homepage or the IP test page (discussed below).

**Browser** – CAMMP is best used with Windows Explorer 5.5 or greater. It seems to work with Firefox although some of the instructions on the pages will appear right justified. It has not been tested on any other type of browser so you may get errors the most common of which is that drop down menus (under the plus/minus buttons) do not appear. If this happens please use Explorer.

**IP address** – All grantee IP addresses were reloaded last year so in theory most programs should be able to get to the CAMMP homepage with no problem. However **if you try to log onto CAMMP and get a message saying you are not authorized to view this site** then go to this link – <https://www8.nos.noaa.gov/ip/> - write down the IP that appears, repeat this process over the next day or two, then send the results to [dwight.reynolds@noaa.gov](mailto:dwight.reynolds@noaa.gov). You may also want to do a follow up with your computer support people to see if they know the range of IP's that your computer/network uses to access the internet.

Because of the need to have only certain IP addresses access CAMMP, you cannot access the system from a commercial account (for example from your personal computer at home). You will have to do it from your office because commercial accounts use hundreds of thousands of IP addresses which are randomly assigned each time you access the internet. (This IP requirement WILL disappear next year allowing you to access the system from almost anywhere.)

If you do not have a dedicated “static” IP address that your computer uses to access the internet then you will have problems getting into CAMMP as your IP address will change from day to day. In this case we can try and open up the “range” of IP addresses that your organization/office uses to access the internet. So talk to your IT person if you are having problems with changing IP's.

**User name and password** – if you have forgotten them or the system says that they are incorrect, email your program specialist or [dwight.reynolds@noaa.gov](mailto:dwight.reynolds@noaa.gov) to get them reset.

## DATA ENTRY IN CAMMP

**Every budget field in CAMMP is required by NOAA. One of the benefits of using CAMMP is that it makes sure you are entering all the required budgetary information.**

**Red and Green Lights** – These lights are meant to assist you in filling out your application. A green light means that you have filled out every required field (it does not mean what you put in was correct!). A red light means a required field still has not been filled out – you cannot submit an application to OCRM if it has any red lights.

**Recommended Order to Enter your Information** – Fill out the

1. Introduction first
2. then fill in the personnel worksheet
3. then fill in the tasks and outcomes.

***The personnel worksheet MUST be filled in before you can make positions are available to tasks.***

**What You Should Do Before Entering Personnel Data Into CAMMP** – It is highly recommended that you enter all your personnel information into excel or some other type of spreadsheet first – position title, salary, fed and nonfed %, and fringe rate. Finalize these numbers, make sure they are correct, and only then enter them into the personnel worksheet in CAMMP. The reason for this follows:

**The BIG NO-NO** – There is one way to really mess up the grant application and that is to change salary or fringe rates in the personnel worksheet IF the position(s) you are changing has already been assigned to a task. This bug was fixed but one program last year managed to recreate it.

So if you have created your positions in the personnel worksheet, have started assigning positions to tasks, then find you need to make changes to the salary or fringe rate of a position - you **MUST** first remove the position from every task it has been assigned to, make the change in the personnel worksheet, and then add the position back to the task(s). To remove the position go into the task, go to the task budget, select personnel, click on the position, and then press “Delete Budget Item”. Do this for every task the position is assigned to.

## THE MOST COMMON PROBLEMS and QUESTIONS

### **The + and – Drop Down Menus are not Working**

This is a browser issue. You will need to switch to Microsoft Windows 5.5 or greater to make these work.

### **Lease vs. Buy**

Under the equipment budget item there is a “Was a lease vs. buy analysis done?” question with a yes and no button. The default is no. If you try and submit your application with this button as a no you will get an error message and a red light. According to NOAA regulations, you must do a lease versus buy analysis for every piece of equipment over \$5000. CAMMP is just reminding you that this should be done. This analysis does not need to be included in the grant application but you should keep it on file in case your program is ever audited.

### **Detailed and Non-detailed Travel and Detailed and Non-Detailed Contractual**

Note that for these two budget items you have the choice of detailed or non-detailed. In general you should use the detailed option if you have the information to fill it out. Non-detailed should only be used if it is impossible to accurately determine the costs or total number associated with these budget items at the time the application is prepared. A travel example of non-detailed: A CZM agency has a budget for its coastal permitting staff and expects them to do two hundred trips to the coast over the course of the year to do inspections at an average cost of \$200 a trip. In this case they would use non-detailed – total cost of \$40,000 and explain where this total figure came from. An example of a non-detailed contractual budget item is one where a program is going to hold a competition to award contracts to sub awardees but at the time the program’s grant application is submitted to NOAA this competition hasn’t been held yet. This contractual budget item is therefore a placeholder as there is no way to determine the individual budget items of each subcontract.

### **Rounding Errors**

Because of the way the system sums, you “may” get small rounding errors in the budget totals in the printout. Typically the error is under ten dollars. There is NO way to fix these errors in CAMMP itself. Instead you have to alter the printout directly to fix the numbers. The easiest way to do this is to save and print your grant document as a Word document or an RTF document. Once you do that you can fix the budget numbers (and even get rid of the draft watermark on each page). Then save your altered document as a pdf.

## **Reordering Tasks**

You cannot reorder tasks in CAMMP once you have entered them. So try to enter the tasks in the order in which you want them to appear in the grant printout. The only ways to alter the task order once the tasks are in CAMMP is to either delete the grant and start over or follow the same process as you do for rounding errors. (That is to print out the document in Word and/or RTF, make the changes in that document, then resave the document in pdf. However this is a lot harder than just fixing rounding errors.)

## **Disappearing or Frozen Positions**

This error happens when you start changing dollar amounts of positions inside CAMMP without removing the positions from the task(s) it is assigned. This bug was fixed but if it does reoccur please contact [dwight.reynolds@noaa.gov](mailto:dwight.reynolds@noaa.gov)

## **Getting an Error when you try and Submit A Grant Through CAMMP**

This function was intentionally broken, please see the next section for the solution.

## **PRINTING AND SUBMITTING**

**View/Print** – Use the View/Print option in the grant to view and print. You have several choices to print. If your application is error-free then go ahead and use .pdf. If you have to make changes due to rounding or task renumbering issues use either .doc or .rtf, then save that changed document as a .pdf and submit the pdf document through grants.gov.

**“Draft” Watermark** - Because the submit final function was broken in CAMMP due to the introduction of grants.gov – this annoying draft watermark will still show up on every page of the document that you print, even if it is your final. You can delete if you print the document out in Word or rtf and delete it manually – however you will have to do this for every page of your award.

**Submitting Your Application** – once you are done creating your application, DO NOT try and submit it through CAMMP. Ignore the submit button – this function was used prior to the establishment of Grants.Gov and has now been broken. Instead open up the file, save it as a pdf, rename the file into something that makes sense, and upload it through Grants.Gov.

If you try and submit your application through CAMMP you will get an error.

Remember to also upload your Federal forms through Grants.Gov as well as the pdf document created in CAMMP.