

The following checklist is used by NOAA to review salary and fringe information. While CAMMP covers most of the mathematical items in this checklist, some of this information should be addressed in a task summary in order to minimize delays in the review and approval of your award application.

Salaries or Wages:

1. Is each position identified?
2. Are time commitments such as hours and percent of time stated for each position?
3. Are the total charges for each position listed along with an explanation of how the costs were calculated?
4. Do the combined charges for any individuals exceed 100% of their time?
5. Do the time commitments and charges appear reasonable?
6. For support or executive personnel, are costs charged to salaries excluded from the indirect cost category?
7. Are all individuals employees of the applicant organization? (If not, explain)
8. Is a cost of living increase built into the budget?
9. Are salary increases justified for the grant period?
10. Are any salary/personnel costs unallowable. (i.e. Federal employee or legislative personnel)

Fringe:

The budget narrative should provide a description of the benefits received by personnel when rates are 25% or higher.

1. Are fringe benefits identified as a separate item?
2. Are the type of fringe benefits indicated?
3. Do the fringe benefits and charges appear reasonable?
4. Are the total charges for each person listed along with an explanation of how the charges were calculated?
5. Are fringe benefits charged to federal and matching categories in the same proportion as salaries?

ADDING A TRAVEL BUDGET ITEM

To create a travel budget item, use the following two worksheets. Note that the first worksheet is for travel for which detailed information is available. In the case of CZM awards, it is sometimes not possible to accurately provide detailed information on each and every trip that might occur in the award, in which case the second worksheet for non-detailed information should be used.

This is an example of a detailed travel page.



Dwight Reynolds

Grants

Profile

Admin

Help

Logout

Grant [NA098765432](#) > Task (306-1) [Program Administration](#) > Travel Budget Item

Travel Budget Item

This page allows you to enter the actual or estimated amounts spent from federal and non-federal sources for a specific travel item on a specific task. If you know the actual costs for the travel item, please select "detailed" for the travel budget item level of information and fill in all travel budget item fields. If you do not have detailed information for the travel item, please select "non-detailed" for the travel budget item and enter estimated costs for the budget item.

All number entries must be positive whole numbers, except for Rate per Mile, which can have precision up to three decimal places. Total values will be calculated automatically as values are entered below.

Budget Item Information

Delete Budget Item

Destination (100 character limit): *

Please select the level of information for this budget item:

* Detailed Non-detailed

Number of Trips: *

Per Diem Expenses

Number of Days: *

Number of People: *

Per Diem: *\$

Total Per Diem: \$

Transportation Expenses

Method of Travel: Air Train Boat Automobile rental/Taxi

State-owned Vehicle? Yes No

Total Transportation: *\$

Personal Vehicle Expenses

Personal Vehicle Used? * Yes No

Total Personal Expense: \$

Other Expenses

Other Trip Costs: *\$

Travel Summary

Travel Location: * In-State Out-of-State

Total Travel: *\$

Federal: *\$

Non-Federal: *\$

Total Allocated: \$

Purpose (500 character limit): *

Save Cancel

* Fields required to save this budget item
* Fields required to submit a grant application

This is an example of a non detailed travel page

Grant [NA098765432](#) > Task (306-1) [Program Administration](#) > Travel Budget Item

Travel Budget Item

This page allows you to enter the actual or estimated amounts spent from federal and non-federal sources for a specific travel item on a specific task. If you know the actual costs for the travel item, please select "detailed" for the travel budget item level of information and fill in all travel budget item fields. If you do not have detailed information for the travel item, please select "non-detailed" for the travel budget item and enter estimated costs for the budget item.
All number entries must be positive whole numbers, except for Rate per Mile, which can have precision up to three decimal places. Total values will be calculated automatically as values are entered below.

Budget Item Information

Destination
(100 character limit): * Coastal Permit Inspection Trips

Please select the level of information for this budget item:
* Detailed Non-detailed

Travel Summary

Travel Location: * In-State Out-of-State

Total Travel: *\$ 5000

Federal: *\$ 2500

Non-Federal: *\$ 2500

Total Allocated: \$ 5000

Basis
(300 character limit): * Based on historical yearly permit trips - 50 trips costing an average of \$100.

Purpose
(500 character limit): * To inspect all new and modified construction in the state coastal zone to confirm that it meets the permit requirements of the state's CZMA.

NOAA Grants Budget Review Checklist for Travel:

1. For foreign, domestic, and local travel, is each trip listed along with the destination, estimated mileage, method of travel, cost per mile and duration, number of travelers, per diem rate for meal and lodging.
2. If actual trip details are unknown, what is the basis for the proposed travel charges?
3. Is the requested travel directly relevant to the successful completion of the project?
4. Are the travel charges reasonable?
5. Contingency or miscellaneous charges must be excluded!

ADDING A SUPPLY BUDGET ITEM

The screenshot shows a web browser window titled "Supplies Budget Item - Microsoft Internet Explorer". The browser's address bar shows the URL "Grant NA098765432 > Task (306-1) Program Administration > Supplies Budget Item". The page header includes the NOAA logo and the text "National Ocean Service Coastal and Marine Management Program". Below the header, there is a navigation bar with buttons for "Grants", "Profile", "Admin", "Help", and "Logout". The main content area is titled "New Supplies Budget Item" and contains the following information:

This page enables you to enter the budget amounts spent from federal and non-federal sources for supplies funding for a specific task. Please enter the total supplies amount, and then the amounts allocated from federal and non-federal sources. These numbers must be positive whole numbers. Please fill in all fields.

Budget Item Information

Total Supplies:	*\$	<input type="text" value="5000"/>
Federal:	*\$	<input type="text" value="2000"/>
Non-Federal:	*\$	<input type="text" value="3000"/>
Total Allocated:	\$	<input type="text" value="5000"/>

Basis for Supplies Estimate (300 character limit):

* Fields required to submit a grant application

NOAA Grants Budget Review Checklist for Supplies:

An explanation is necessary only for supplies costing over \$1500 or 5% of an award, whichever is greater.

1. Are supplies itemized by type of material or nature of expense?
2. For general office or business supplies, is the total charge listed along with the basis for the charge (i.e. historical use rates?)
3. For other specific supply categories, is the number of units, cost per unit, and total cost specified?
4. Are the charges necessary for the successful completion of the project?
5. Are the charges reasonable?
6. Are disallowed costs (e.g. liquor, entertainment) excluded?
7. Contingency or miscellaneous charges must be excluded!

ADDING AN EQUIPMENT BUDGET ITEM

The screenshot shows a web browser window titled "Equipment Budget Item - Microsoft Internet Explorer". The browser's address bar shows the URL: "Grant NA098765432 > Task (306-1) Program Administration > Equipment Budget Item". The page header includes the NOAA logo and the text "National Ocean Service Coastal and Marine Management Program". Below the header, there are navigation buttons for "Grants", "Profile", "Admin", "Help", and "Logout". The user's name "Dwight Reynolds" is displayed. The main content area is titled "New Equipment Budget Item" and contains the following information:

This page enables you to enter the budget amounts spent from federal and non-federal sources for a specific equipment item on a specific task. Please fill in all fields. All numeric fields must be positive whole numbers. If the Total Price exceeds \$5000, enter additional data for Item Justification and Lease Buy Analysis. The Total Price will be calculated automatically as values are entered below.

Budget Item Information

Type of Equipment: *Big Red Truck

Unit Price: *\$ 15000
Quantity: * 1
Total Cost: \$ 15000

Federal: *\$ 10000
Non-Federal: *\$ 5000
Total Allocated: \$ 15000

Item Justification (300 character limit): *Truck needed to transport coastal permitters to the sites they are going to inspect.

Have you completed the Lease Buy Analysis?
* Yes No

* Fields required to save this budget item
* Fields required to submit a grant application

NOAA Grants Budget Review Checklist for Equipment:

For any items of equipment whose costs exceed \$5000, a description of the item and associated costs is required.

1. Is each item of equipment listed?
2. If over \$5000 is there a description of how it will be used in the project?

3. If over \$5000 has a lease vs purchase analysis been completed?
4. For each item of equipment, is the number of units, cost per unit and total cost specified?
5. Is each item of equipment necessary for the completion of the project?
6. Are the charges for each item reasonable?
7. Are disallowed costs excluded?
8. Contingency or miscellaneous charges must be excluded!

ADDING A CONTRACTUAL BUDGET ITEM

To create a contractual budget item (also known as a pass-through or subgrant) use one of the following two worksheets. Note that the first worksheet is for a contractual item for which detailed budget information is not available. It is sometimes not possible to accurately provide detailed information on a contract when an award is initially created. The second worksheet is for contracts where detailed information is available.

Non-Detailed Contractual

The screenshot shows the NOAA Coastal and Marine Management Program web interface. At the top, there is a navigation bar with the NOAA logo and the text "National Ocean Service Coastal and Marine Management Program". Below the navigation bar, the user's name "Dwight Reynolds" is displayed, along with buttons for "Grants", "Profile", "Admin", "Help", and "Logout". The breadcrumb trail indicates the current location: "Grant NA098765432 > Task (306-1) Program Administration > Contractual Budget Item".

New Contractual Budget Item

This page enables you to enter the budget amounts spent from federal and non-federal sources for a contract on a specific task. Federal and Non-Federal amounts must be positive whole numbers. Enter the federal and non-federal amounts for each sub-item on the contract. The Total funding will be calculated automatically as values are entered below.
 If this is a sole source contract, please fill in the justification.
 If a contractor has been selected, a CD-512 must be on file with the recipient.

Budget Item Information


Title: * Coastal Block Grants

Please select the level of information for this budget item:
 * Detailed Non-detailed

Total Contracts:	*\$	<input type="text" value="75000"/>
Federal:	*\$	<input type="text" value="50000"/>
Non-Federal:	*\$	<input type="text" value="25000"/>
Total Allocated:	\$	<input type="text" value="75000"/>

* Fields required to save this budget item
 * Fields required to submit a grant application

Detailed Contractual

National Ocean Service
Coastal and Marine Management Program


Dwight Reynolds Grants Profile Admin Help Logout

Grant [NA098765432](#) > Task (306-1) [Program Administration](#) > Contractual Budget Item

New Contractual Budget Item

This page enables you to enter the budget amounts spent from federal and non-federal sources for a contract on a specific task. Federal and Non-Federal amounts must be positive whole numbers. Enter the federal and non-federal amounts for each sub-item on the contract. The Total funding will be calculated automatically as values are entered below.

If this is a sole source contract, please fill in the justification.
 If a contractor has been selected, a CD-512 must be on file with the recipient.

Budget Item Information

Title: *

Please select the level of information for this budget item:
 * Detailed Non-detailed

Is this a sole source contract? * Yes No

Budget:

* Item	Federal \$	Non-Federal \$	Total \$
Personnel	<input type="text" value="100000"/>	<input type="text" value="100000"/>	<input type="text" value="200000"/>
Fringe	<input type="text" value="50000"/>	<input type="text" value="50000"/>	<input type="text" value="100000"/>
Equipment	<input type="text" value="1000"/>	<input type="text" value="500"/>	<input type="text" value="1500"/>
Travel	<input type="text" value="2500"/>	<input type="text" value="3000"/>	<input type="text" value="5500"/>
Supplies	<input type="text" value="250"/>	<input type="text" value="250"/>	<input type="text" value="500"/>
Subcontract	<input type="text" value="32000"/>	<input type="text" value="23000"/>	<input type="text" value="55000"/>
Construction	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Other	<input type="text" value="6000"/>	<input type="text" value="4000"/>	<input type="text" value="10000"/>
Indirect	<input type="text" value="5000"/>	<input type="text" value="5000"/>	<input type="text" value="10000"/>
Total Funding for Contract	196750	185750	382500

* Fields required to save this budget item
 * Fields required to submit a grant application

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Done Internet

NOAA Grants Budget Review Checklist for Contractual:

1. Is each contract or subgrant listed as a separate item? Separate budgets are required for subgrants or contracts regardless of the dollar value.
2. Are the products/services to be acquired described along with the applicability of each to the project?
3. Do the costs appear reasonable?
4. Are any sole source contracts contemplated?
5. If yes, is a sole source justification included with the application which describes why the proposed sole source entity is the only source capable of meeting the applicant's project needs?

6. Are disallowed costs excluded?
7. Contingency or miscellaneous charges must be excluded!
8. Are there contracts with non-US organizations?
9. Do you have a CD-512 on file for each of your subgrants or contracts?

ADDING A CONSTRUCTION BUDGET ITEM

Construction – To create a construction budget item, use the following worksheet. This worksheet is taken directly from the construction budget form. Note that this budget category is almost NEVER used by OCRM programs.

New Construction Budget Item

This page enables you to enter total costs and costs not allowed for each construction item on the program budget for a specific task.
 Total Cost and Costs Not Allowable amounts must be positive whole numbers. You must enter the federal percentage, with precision up to two decimal places, which is used to calculate the Federal and Non-Federal amounts.
 The Total Cost must be greater than \$0 in order to submit the grant application.

Budget Item Information

Title: *

Program Budget:

Item	Total Cost \$	Costs Not Allowable For Participation \$	Total Allowable Costs \$
Administrative and Legal	<input type="text" value="500"/>	<input type="text" value="100"/>	<input type="text" value="400"/>
Land, Structures, Rights-of-Way, Appraisals	<input type="text" value="300"/>	<input type="text" value="0"/>	<input type="text" value="300"/>
Relocation Expenses/Payments	<input type="text" value="200"/>	<input type="text" value="150"/>	<input type="text" value="50"/>
Architectural and Engineering Fees	<input type="text" value="100"/>	<input type="text" value="0"/>	<input type="text" value="100"/>
Other Architectural and Engineering Fees	<input type="text" value="200"/>	<input type="text" value="50"/>	<input type="text" value="150"/>
Project Inspection Fees	<input type="text" value="35"/>	<input type="text" value="15"/>	<input type="text" value="20"/>
Site Work	<input type="text" value="2350"/>	<input type="text" value="25"/>	<input type="text" value="2325"/>
Demolition and Removal	<input type="text" value="400"/>	<input type="text" value="100"/>	<input type="text" value="300"/>
Construction	<input type="text" value="555"/>	<input type="text" value="55"/>	<input type="text" value="500"/>
Equipment	<input type="text" value="600"/>	<input type="text" value="300"/>	<input type="text" value="300"/>
Miscellaneous	<input type="text" value="400"/>	<input type="text" value="400"/>	<input type="text" value="0"/>
Contingencies	<input type="text" value="200"/>	<input type="text" value="145"/>	<input type="text" value="55"/>
Project (program) Income	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Cost	5840	1340	4500

Federal Percentage: * %

Federal: \$

Non-Federal: \$

NOAA Grants Budget Review Checklist for Construction:

1. Is the construction/renovation authorized for this program?
2. Is the construction/renovation described?
3. Is the method described which was used to calculate costs?
4. Are the proposed costs presented in sufficient detail? Should include the following:
 - a. A listing of work to be performed
 - b. Cost details by task or work order contemplated
 - c. Is the work being done by the applicant or outside contractors?
5. Is there a need for the type of work/costs being proposed?
6. Is there a need for the estimates of cost present? (Is there documentation to support cost estimates?)
7. Are the costs justified, reasonable and allowable? Verify costs proposed to quotes received. (Generally, the presence of more than one bid obviates the need for extensive tests for reasonableness due to the element of competition involved)

ADDING AN INDIRECT BUDGET ITEM

The screenshot shows a web browser window titled "Indirect Budget Item - Microsoft Internet Explorer". The browser's address bar shows the URL: "Grant NA098765432 > Task (306-1) Program Administration > Indirect Budget Item". The page header includes the NOAA logo and the text "National Ocean Service Coastal and Marine Management Program". Below the header, there are navigation buttons for "Grants", "Profile", "Admin", "Help", and "Logout". The main content area is titled "Indirect Budget Item" and contains a brief instruction: "This page enables you to enter the budget amounts spent from federal and non-federal sources for indirect funding for a specific task. Please enter the total indirect amount, and then the amounts allocated from federal and non-federal sources. These numbers must be positive whole numbers. All fields are required in order to submit a grant application." Below this instruction is a section titled "Budget Item Information" with a "Delete Budget Item" button. The form fields are: "Total Indirect: *\$ 10000", "Federal: *\$ 5000", "Non-Federal: *\$ 5000", "Total Allocated: \$ 10000", "Rate (300 character limit): * 23.12%", and "Basis (300 character limit): * Direct salaries and wage benefits.". At the bottom of the form are "Save" and "Cancel" buttons. A note at the bottom of the form states: "* Fields required to submit a grant application". The footer of the browser window shows "Powered by Apex Digital Systems" and "Version 3.01".

Indirect Budget Item

This page enables you to enter the budget amounts spent from federal and non-federal sources for indirect funding for a specific task. Please enter the total indirect amount, and then the amounts allocated from federal and non-federal sources. These numbers must be positive whole numbers. All fields are required in order to submit a grant application.

Budget Item Information Delete Budget Item

Total Indirect: *\$ 10000

Federal: *\$ 5000

Non-Federal: *\$ 5000

Total Allocated: \$ 10000

Rate (300 character limit): * 23.12%

Basis (300 character limit): * Direct salaries and wage benefits.

* Fields required to submit a grant application

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NOAA Grants Budget Review Checklist for Indirect:

1. Are indirect costs required?
2. Is a copy of the current approved rate from the cognizant agency included?
3. Is the correct rate being used?
4. Is the rate applied to the correct base?
5. Are charges which duplicate direct costs excluded? (If no, explain/revise).

ADDING AN "OTHER" BUDGET ITEM

The screenshot shows a web browser window titled "Equipment Budget Item - Microsoft Internet Explorer". The browser's address bar shows the URL "http://www.noaa.gov/grants/budgetreview/otherbudgetitem.asp". The page header includes the NOAA logo and the text "National Ocean Service Coastal and Marine Management Program". Below the header, there are navigation buttons for "Grants", "Profile", "Admin", "Help", and "Logout". The main content area is titled "New Other Budget Item" and contains the following text: "This page enables you to enter the budget amounts spent from federal and non-federal sources for an other item on a specific task. All numeric fields must be positive whole numbers. Please fill in all fields. The Total will be calculated automatically as values are entered below." Below this text is a form titled "Budget Item Information" with the following fields: "Title:" (with a red asterisk and the text "This is some item that doesn't fit in any other category"), "Unit Price:" (with a red asterisk and a dollar sign, and the value "100"), "Quantity:" (with a red asterisk and the value "5"), "Total Other:" (with a dollar sign and the value "500"), "Federal:" (with a red asterisk and a dollar sign, and the value "200"), "Non-Federal:" (with a red asterisk and a dollar sign, and the value "300"), and "Total Allocated:" (with a dollar sign and the value "500"). Below the form are "Save" and "Cancel" buttons. At the bottom of the form, there are two asterisks: "* Fields required to save the budget item" and "* Fields required to submit a grant application". The footer of the page includes "Powered by Apex Digital Systems" and "Version 3.01".

Grant [NA098765432](#) > Task (306-1) [Program Administration](#) > Other Budget Item

New Other Budget Item

This page enables you to enter the budget amounts spent from federal and non-federal sources for an other item on a specific task.
All numeric fields must be positive whole numbers. Please fill in all fields.
The Total will be calculated automatically as values are entered below.

Budget Item Information

Title: * This is some item that doesn't fit in any other category

Unit Price: *\$ 100

Quantity: * 5

Total Other: \$ 500

Federal: *\$ 200

Non-Federal: *\$ 300

Total Allocated: \$ 500

* Fields required to save the budget item
* Fields required to submit a grant application

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NOAA Grants Budget Review Checklist for Other:

1. Are items listed by type of material or nature of expense?
2. For each charge, is the number of units, cost per unit, and total cost specified?
3. Are the charges necessary for the completion of the project?
4. Are the charges reasonable?
5. Are disallowed costs (e.g. liquor, entertainment) excluded?

6. Are charges which duplicate indirect cost items excluded?
7. Contingency or miscellaneous charges must be excluded!

Following is an example of a task that has been completed. Note that in this example the budget (ONLY) has been opened up to show all the underlying budget items that have been assigned to this task.

Task Outline								
+ Overview: 6 of 6 required items				Status: ● Acceptable				
+ Outcomes: 1 Outcome <input type="button" value="Add"/>				Status: ● Acceptable				
- Budget: 10 budget items including 1 personnel, \$500,000				Status: ● Acceptable				
Personnel <input type="button" value="Add"/>	Federal \$	Non-Federal \$	Total \$	Federal		Non-Federal		
				Salary \$	Fringe \$	Salary \$	Fringe \$	
● Measly Intern	423	423	846	423	0	423	0	
Personnel Totals	423	423	846	423	--	423	--	
Item Federal \$ Non-Federal \$ Total \$								
Travel <input type="button" value="Add"/>								
● Washington DC	850	804	1,654					
● Coastal Permit	2,500	2,500	5,000					
● Inspection Trips								
Travel Totals	3,350	3,304	6,654					
Equipment <input type="button" value="Add"/>								
● Big Red Truck	10,000	5,000	15,000					
Equipment Totals	10,000	5,000	15,000					
Supplies								
● Supplies Budget Item	2,000	3,000	5,000					
Supplies Totals	2,000	3,000	5,000					
Contracts <input type="button" value="Add"/>								
● Department of Water Funding	196,750	185,750	382,500					
● Coastal Block Grants	50,000	25,000	75,000					
Contracts Totals	246,750	210,750	457,500					
Construction <input type="button" value="Add"/>								
● Constructing Something	2,250	2,250	4,500					
Construction Totals	2,250	2,250	4,500					
Indirect								

Grant Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media Links

National Ocean Service
Coastal and Marine Management Program 

Dwight Reynolds [Grants](#) [Profile](#) [Admin](#) [Help](#) [Logout](#)

Grant NA098765432

Grant Status [View or Print Grant Application...](#) [Submit Grant...](#)

- This grant application is not yet ready for final submission; areas requiring attention are marked with red status indicators below. For final submission, all status indicators must be green.
- The deadline for this grant application to be submitted in final form is **10/1/2003**

Grant Outline

Overview: Not yet completed Status: ● Incomplete

Personnel: 10 positions [Add](#) Status: ● Incomplete

Tasks: 1 Task, \$500,000 [Add](#) Status: ● Acceptable

Section	App. ID	Task	Federal \$	Non-Federal \$	Total \$
● 306	1	1: Program Administration	269,973	230,027	500,000
306 Totals:			269,973	230,027	500,000
<hr/>					
306A	--				
306A Totals:			--	--	--
<hr/>					
308	--				
308 Totals:			--	--	--
<hr/>					
309	--				
309 Totals:			--	--	--
<hr/>					
310	--				
310 Totals:			--	--	--
<hr/>					
Total for All Tasks			269,973	230,027	500,000

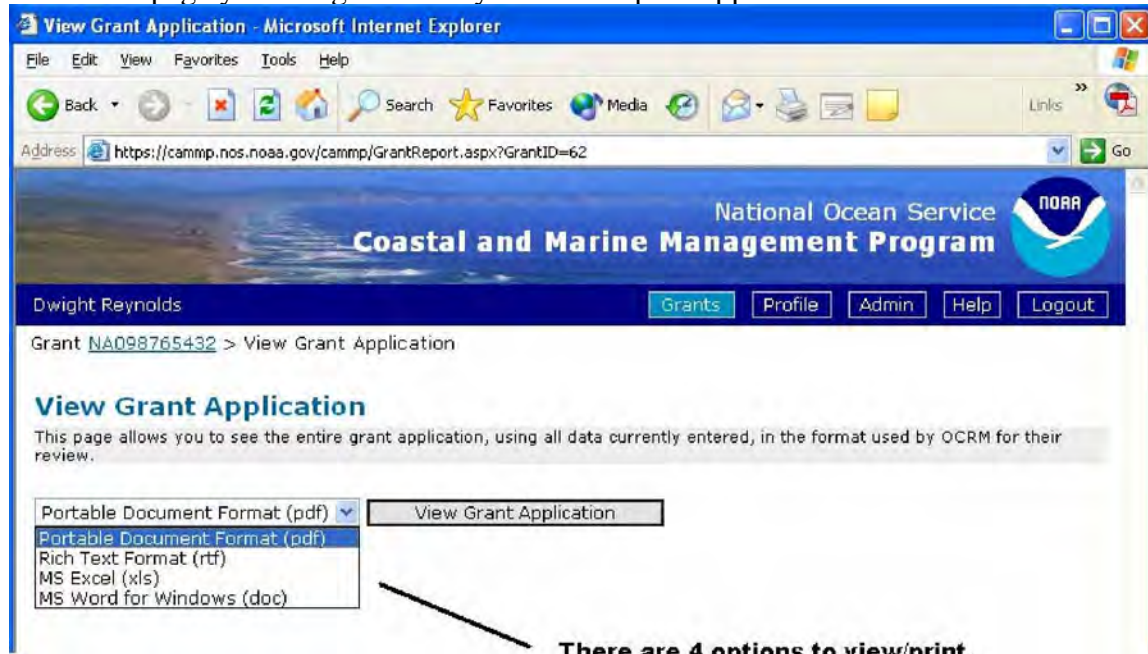
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Done Internet

Example of an award in progress – total of \$500,000 has been allocated to this award so far, all in one 306 task.

VIEWING/PRINTING THE AWARD

This is the page you will go to once you view or print application button.



Select one of the output options then press the “View Grant Application” button to create the award. The four output options are:

- Portable Document Format – has a .pdf extension.
- Rich Text Format – has a .rtf extension
- Microsoft Excel – has a .xls extension
- Microsoft Word for Windows – has a .doc extension.

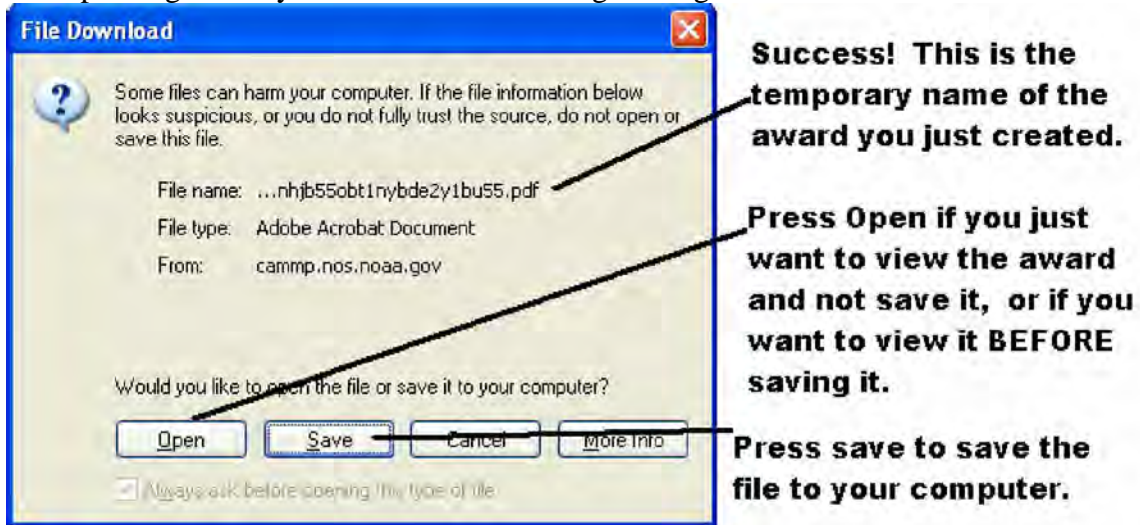
Although there are four options, when you submit your award in final you should submit it as either a PDF or Word Document in order to comply with federal grants.gov requirements.

Note that if you do not have Adobe Acrobat or Reader, Microsoft Excel or Microsoft Word on your machine these options will not work. Rich Text Format is very generic and should be able to be read in most type of word processing software.



At the bottom of the screen you can track the progress of the award creation. Once the field is filled with green lights the award will be created.

Once printing works you will see the following message:



NOTE: The file name that is created is basically gibberish. You need to give it a more intuitive name (i.e. probably the award number). While there is no standard file name, OCRM recommends that you use the award number as the file name.

Do to this, in whatever application you are in, press the SAVE AS button and save the document with a more logical name.

SUBMITTING THE AWARD

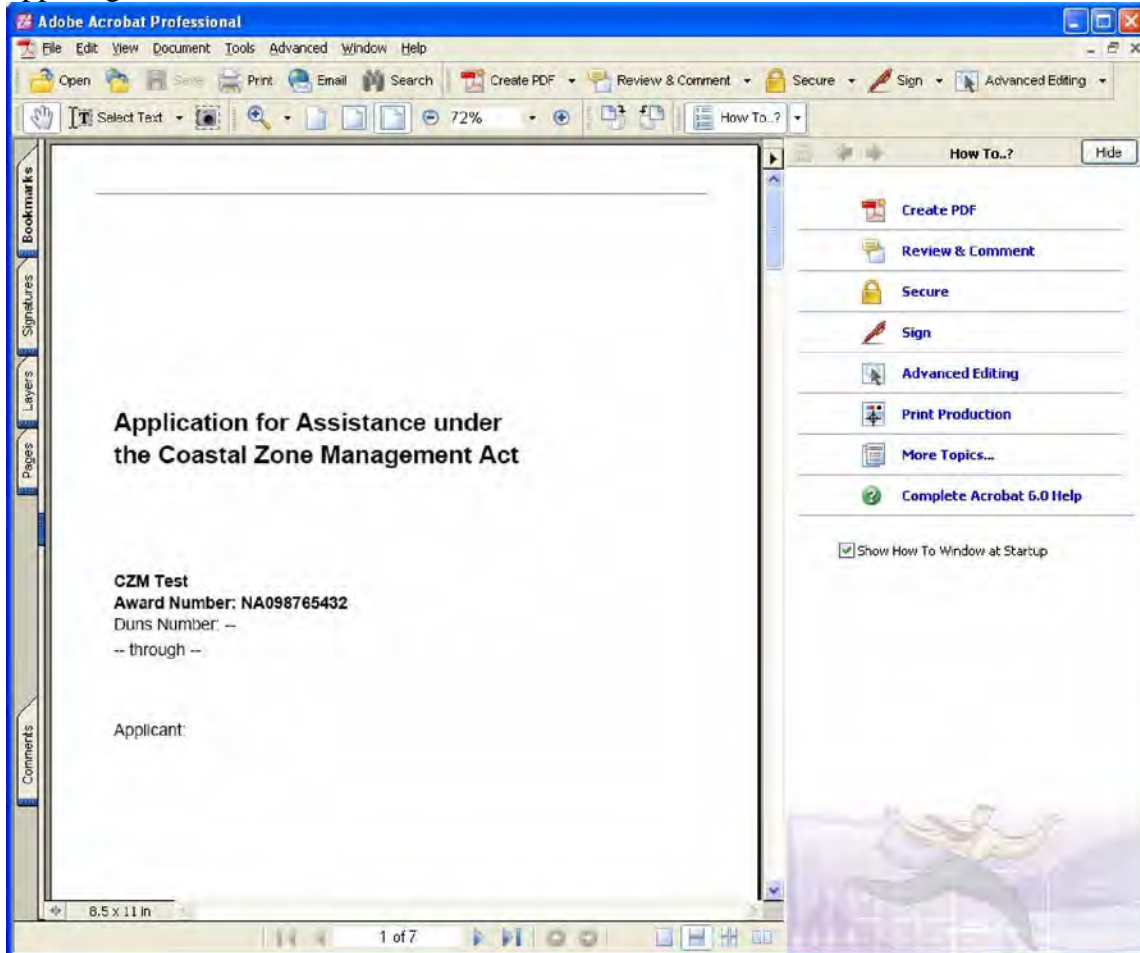
The submit grant application function has changed since CAMMP was first introduced in 2004. This is due to the requirements that federal agencies use Grants.Gov for grant submissions, and the adoption of NOAA Grants Online to handle the flow of grants through NOAA. ***So the submit page you see when you press the submit button on the main page is badly outdated. This page will be corrected in the update scheduled for April 2007.***

At this point you can only create the award as a draft, so you will have a draft watermark on the documents. Once you create the award file (as a pdf), then save this file with an understandable file name to your computer. After that you no longer need to use CAMMP. Instead submit the grant file created in CAMMP through Grants.Gov along with the federal forms that you download from Grants.Gov.

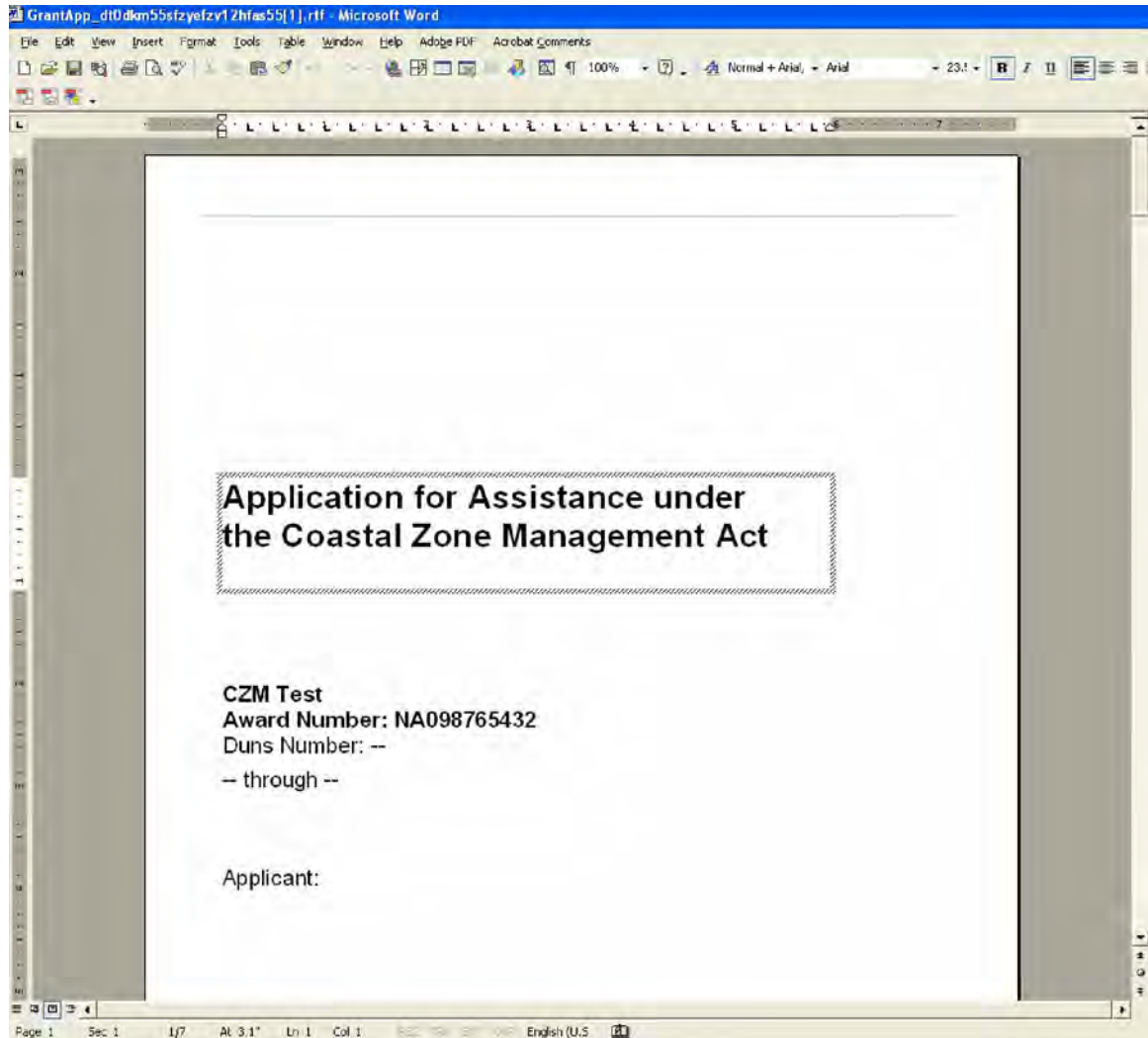
THE PRINTOUT

Adobe example - this shows how the Adobe version will look (this is Adobe Acrobat 6.0 Professional so while the printout should look the same, the column on the right will not appear unless you are using this version of Acrobat.)

Unfortunately, until the final patch of CAMMP you will see a DRAFT watermark in the upper right hand corner of the document.



Rtf and Word example - This is an example of an rtf version – note that it pops up in Word because Word is the default word processing software on this particular computer. The Word version will look the same.



Excel example - This is an example of a Microsoft Excel printout.

