



EDA

U.S. ECONOMIC DEVELOPMENT ADMINISTRATION

Grants Online Training for EDA Grantees

January 2016



WHY GRANTS ONLINE?



- Speeds EDA processing of awards via automatic download of applications and population of data from Grants.gov
- Enables access to grant files – anywhere, anytime via the internet for both EDA and grantees
- Fully electronic system eliminates need for paper files



ACCEPTING AN EDA AWARD



1. Notification will come via email to the Authorized Organizational Representative (AOR)
 2. The AOR should call or email the Grants Online Helpdesk to get a username and password
- ❖ Once the award is accepted, the AOR will have the ability to designate other users for their organization

From: GrantsOnLine.test@noaa.gov (GrantsOnLine.test@noaa.gov)
To: grant.recipient@yahoo.com
Date: Friday, December 23, 2015 4:37:19 PM
Cc: federal.program.officer@eda.gov
Subject: Notification of EDA Award - ED16ATL3020084

Congratulations, you are the recipient of EDA Award Number ED16ATL3020084.

Workflow Comments: None

This award approved by the Grants Officer constitutes an obligation of Federal funding. By electronically signing, the Recipient agrees to comply with the Award provisions checked on the award document. If not electronically signed without modification by the Recipient within 30 days of receipt, the Grants Officer may unilaterally terminate this Award. The EDA Grants Online web site can be accessed at: <https://grantsonline.rdc.noaa.gov>.

Name of Recipient Authorized Representative with task to accept award: Jane Smith. Although the offer of award is made to this person, any Authorized Representative in your organization can reassign the task to "Accept" this award through "Task Management" under the "Inbox".

Additional Information about your award is given below:

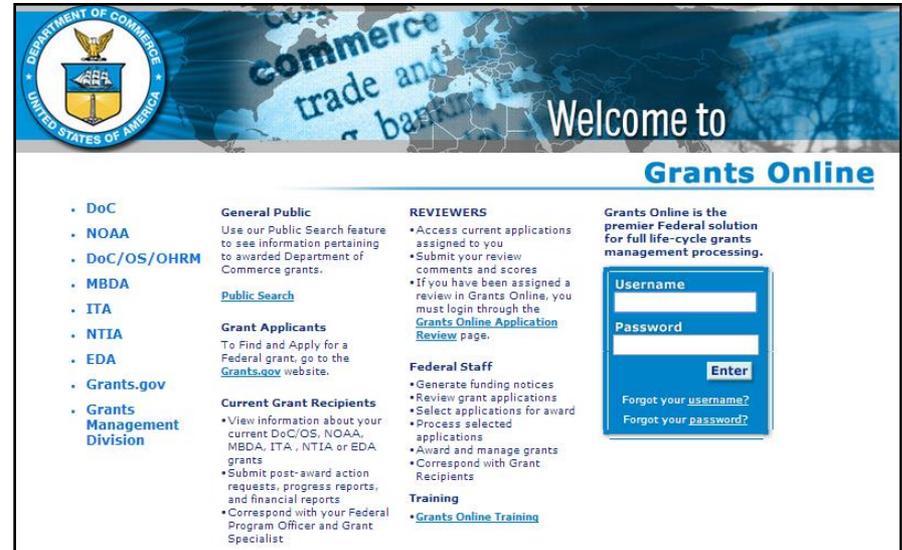
CFDA Number: 11.302
Award File Period: 01/01/2016 - 12/31/2018
Program Office: Atlanta Planning Program Office (ATRO-PL)
Program Officer: Kerstin Millius
Phone: 301-555-1212
Email: testemail@msg2.rdc.noaa.gov
Total Federal Funding: \$60,000.00
Total Non Federal Funding: \$60,000.00
Organization Name: An Economic Development District
Project Title: A Sample Project
Name of Principal Investigator/Project Director (PI/PD) as identified in the negotiated application: None Identified

After award acceptance, the PI/PD(s) must be associated with this award by your Recipient System Administrator. This will provide them with access to the award for requesting award actions and submitting project progress reports. The Recipient System Administrator that you identify during acceptance will receive a task to "Manage Award Users".

Your Username is your first initial followed by your last name (and possibly followed by a 2-digit number). If you do not have your Password or need to create an account, please email the Grants



- <https://grantsonline.rdc.noaa.gov/flows/home/Login/LoginController.jpf>
- System Requirements: Internet Access and a Browser
- Don't try to log in more than twice before clicking "Forgot your password" or your account will lock.
- Don't use your browser's back button while in the system





1. Click on the “Tasks” option under the “Inbox” tab
2. Click “View” next to the “Accept/Decline Award” task

U.S. ECONOMIC DEVELOPMENT ADMINISTRATION

[Inbox](#) [Awards](#) [Account Management](#) [Help](#)

Welcome to Grants Online Arthur Rep48. You are logged in.

[Advisories](#) >> [Tasks](#)

Your Tasks

Document Type: Status:

One item found.1

View	Task Id	Task Name
View	632401	Accept/Decline Award



3. From the “Action” Dropdown Box, choose “View Award Details” and click “Submit”

The screenshot shows the EDA Grants Online interface. The user is logged in as Arthur Rep48. The main content area displays 'Award File 0 - ED16ATL3020084' with ID 2280928 and status 'Approved: RecipientAuthorizedRepresentativeActions - In Progress'. The 'Action' dropdown menu is open, showing options like 'Please select an action', 'Accept Award', 'Decline Award', and 'View Award Details' (which is highlighted). A 'Submit' button is visible next to the dropdown.

4. The Award Details Page Contains links to Award Terms and Conditions

The screenshot shows the 'Award Details' page. At the top, it states 'THIS DOCUMENT IS LOCKED'. Below this is a table with award information:

Financial Assistance Award	
Recipient Name:	An Economic Development District
Street Address:	491 Main Street
City, State, Zip:	Denver, CO 80204-3515
CFDA Number:	11.302
Project Title:	AURO ST
Award Number:	ED16AT

Below the table is a list of 'CD-450 Items' with checkboxes. Red arrows point to the following items:

- Department of Commerce Financial Assistance Standard Terms and Conditions(DECEMBER 2014)
- R & D Award
- Federal-Wide Research Terms and Conditions,as adopted by The Dept.Of Commerce
- Bureau Specific Administrative Standard Award Conditions
- Award Specific Special Award Conditions
- Line Item Budget (File Attached)
- 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements as Adopted Pursuant to 2 CFR 5
- 48 CFR Part 31, Contract Cost Principles and Procedures
- Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreement (REF:79 FR 78390 DECEMBER 30, 2014)
- Multi-Year Award. Please see the Multi-Year Special Award Condition.
- Other(s)
 - EDA Special Award Conditions
 - Acknowledgement and Agreement of Co-Recipient

Below the list is an 'Attachments' table:

Name	Short Description	Created Date
ATRO Student Accounts.ppt	Line Item Budget	12/02/2015 12:13:57 PM
AURO Student Accounts.ppt	EDA Special Award conditions	12/02/2015 12:15:01 PM
CRO Student Accounts.ppt	Acknowledgement and Agreement of Co-Recipient	12/02/2015 12:19:48 PM

At the bottom, there is a 'Download All' button and a 'Large File Guidelines' link. The page also includes fields for 'Grants Officer', 'Recipient Authorized Representative', and 'Last CBS Validation'.

[CD-450 Report](#)

[Cancel](#)



5. From the Action dropdown box on the main page, choose “Accept Award” and click “Submit”
6. The system will not consider the award “accepted” until a “Recipient Administrator” is designated on the next screen

The screenshot displays the EDA Grants Online interface. At the top, the EDA logo and 'U.S. ECONOMIC DEVELOPMENT ADMINISTRATION' are visible. Below this is a navigation bar with tabs for 'Inbox', 'Awards', 'Account Management', and 'Help'. A welcome message reads 'Welcome to Grants Online Arthur Rep48. You are logged in to TRAIN1P.' with a 'Log Off' button. The left sidebar contains a menu with 'Tasks' selected. The main content area shows 'Award File 0 - ED16ATL3020084' with details: 'Id: 2280928' and 'Status: Approved: RecipientAuthorizedRepresentativeActions - In Progress'. An 'Action:' dropdown menu is open, listing options such as 'Accept Award', 'Decline Award', and 'Manage Award Recipients'. A 'Submit' button is located to the right of the dropdown. Below the dropdown is a 'Your Comments:' text area. At the bottom, there is a 'Workflow History' link.



Designated “Recipient Administrators” have the power to manage users for their organization, including adding/changing user roles and permissions in the system.

- For your first award, the system will default to making the Authorized Representative an Administrator for your organization.
- If this is acceptable, just click “Save.”

Option1

Accept Award

Organization : An Economic Development District

Recipient Administrator Information

Name
Email
Phone

[Add/Change Recipient Administrator](#)

Please use the link above to add/change the Recipient Administrator for this Award.



Option 2

1. If the AOR will not be the Administrator, then click “Add/Change Recipient Administrator”

Accept Award
Organization : An Economic Development District

Recipient Administrator Information
Name: Arthur Rep48
Email: testemail@msg2.rdc.noaa
Phone: 202-555-1212

[Add/Change Recipient Administrator](#)

Please use the link above to add/change the Recipient Administrator for this Award.

Save **Cancel**

2. If the your designated Administrator does not already have a Grants Online account, then click “Add a new User”

Recipient Search

Last Name : First Name :
Click "Search" with name fields blank to display all available users."
Search for users in all of my organizations:

Search **Cancel**

Search Results Nothing found to display.

[Add a new User](#)

3. Fill out the form to create a new user for your organization

Create Recipient User
For Organization: EDA - 2002608 - An Economic Development District

User Profile
Prefix :
First Name : *
Middle Name:
Last Name : *
Suffix :

User Account Details
User Name : *
Username will be generated on save.

User Role :

Address :
Title :
Street :
City :
State :
Zip : Country :
Email : *
Alternate Email :
Phone : * Extension :
Alternate Phone : Extension :
Fax :

Save **Cancel**



1

Inbox | **Awards** | Account Management | Help

Welcome to Grants Online Mr. Lee Page. You are logged in to TEST1.

- Manage Recipient Users**
- Organization Profile Change Request
- SF-425A for Multiple Awards
- Search Awards
- Search Reports

Awards

- [Manage Recipient Users](#) -
- The Manage Recipient Users feature allows you within your organization. You can also add new Key Personnel may require an Approved Award.
- [Organization Profile Change Request](#) -
- View organization profile and submit request for
- [SF-425A for Multiple Awards](#) -

2

Select Organization

Please select an organization to manage:

MBDA - 2002879 - LEPAGE BAKERIES, INC ▼

Select **Cancel**

3

Manage Recipients

Please select an organization to display:

MBDA - 2002879 - LEPAGE BAKERIES, INC ▼

Individuals that belong to LEPAGE BAKERIES, INC:

9 items found, displaying all items.1

Name (Last, First)	Organization	Phone	Action	Has a Recipient Role	Disassociated Date	User Name
Boy, Tom	MBDA - 2002879 - LEPAGE BAKERIES, INC	1231231234	Manage Award Access Edit Profile	Y	N/A	tboy
Coltrane, John	MBDA - 2002879 - LEPAGE BAKERIES, INC	123-456-7890	Manage Award Access Edit Profile	Y	N/A	jcoltrane
Dean, paula	MBDA - 2002879 - LEPAGE BAKERIES, INC	2223331100	Manage Award Access Edit Profile	Y	N/A	pdean01
Gayy, Marvin	MBDA - 2002879 - LEPAGE BAKERIES, INC	5125125525	Manage Award Access Edit Profile	Y	N/A	mgayy
Khan, Jenny	MBDA - 2002879 - LEPAGE BAKERIES, INC	3013013300	Manage Award Access Edit Profile	Y	N/A	jkhan01
Lin, Boe	MBDA - 2002879 - LEPAGE BAKERIES, INC	678-963-0321	Manage Award Access Edit Profile	Y	N/A	blin
Mack, Big	MBDA - 2002879 - LEPAGE BAKERIES, INC	6156150562	Manage Award Access Edit Profile	Y	N/A	bmack
Page, Lee	MBDA - 2002879 - LEPAGE BAKERIES, INC	3013013000	Manage Award Access Edit Profile	Y	N/A	lpage
Rollins, Sonny	MBDA - 2002879 - LEPAGE BAKERIES, INC	3013010030	Manage Award Access Edit Profile	Y	N/A	srollins

If a single user has multiple accounts, you may contact the Grants Online Help Desk to have them merged into one account. Click

[Add another user](#)



Manage Recipient - Mr. Lee Page

You are viewing the current access levels and roles for **Mr. Lee Page** on all awards that belong to **LEPAGE BAKERIES, INC.**

Please use the checkboxes found below to add or restrict access.

Check to add **Mr. Lee Page** as the **Recipient Authorized Representative**

Check to add **Mr. Lee Page** as the **Administrator**

Mr. Lee Page is:

- Not a Business/Financial Representative
- A Business/Financial Representative
- A Business/Financial Representative with authority to submit Federal Financial Reports directly to the Federal Agency without routing through the Recipient Authorized Representative

Please note that by checking the above boxes this user will become the Recipient Administrator, Recipient Authorized Representative, or Business/Financial Representative for all Awards. Unchecking these boxes will remove the user from the respective role for all Awards.

A Principal Investigator/Project Director (PI/PD) submits Project Progress Reports through the Authorized Representative. A Principal Investigator/Project Director (PI/PD) - Submitting has the option to submit Project Progress Reports directly to the Federal Agency without going through the Recipient Authorized Representative.

11 items found, displaying all items.1

Award	Award Title	PI/PD	PI/PD - Submitting	Not a PI/PD	Key Personnel
MB130BD8050015	OM-123 for R4.11	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MB130BD8050020	test -- notification [survey]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MB130BD8050024	TEST- GOL- 13	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MB140BD8000029	Test	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MB140BD8000030	TEST APPS - Closeout	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MB140BD8000031	GOL-123 Testing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MB140BD8000032	TEST GOL-123 Non-NOAA NON-ASAP Money left to de-ob	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MB140BD8000035	TEST Apps - for Sikha -- non-asap money left to de-ob closeout	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MB140BD8000037	TEST non-interfaced non-asap decline award -closeout	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MB150BD8000045	test asap drawdown	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NA13N034780138	TEST AWARD 1 -- SAC included	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Note: If you uncheck a box, the system will restrict access. If you choose to disassociate this user they will be removed from all awards under LEPAGE BAKERIES, INC.

Assign **Cancel**

Disassociate User

Please note that this will remove **all** roles and access to awards that this user holds in this Organization!

You may need to submit and get approval on a **Change in Key Personnel Award Action Request** before you take this action.

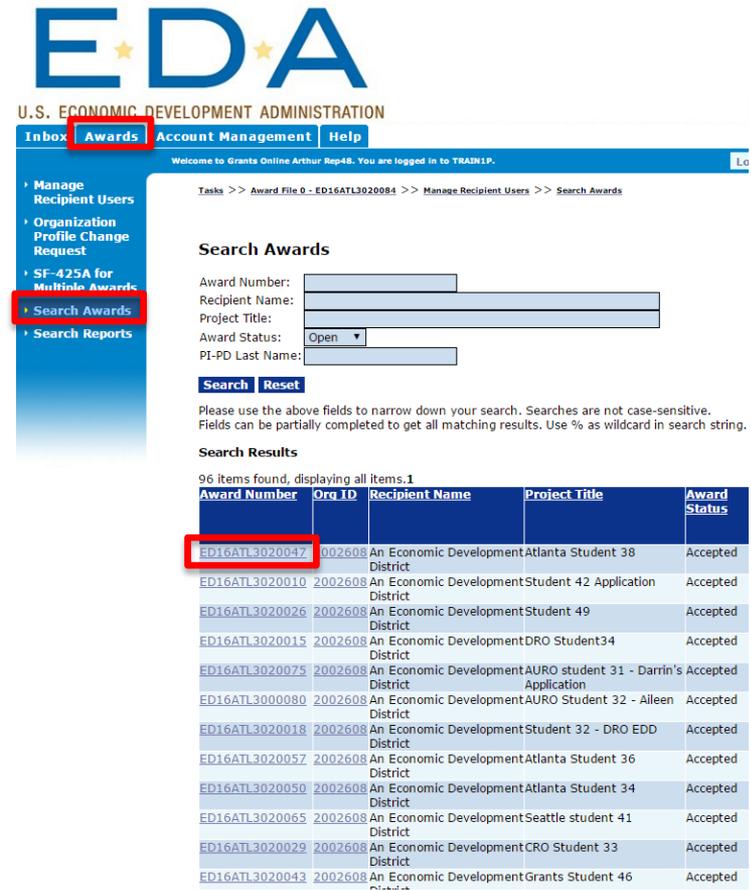


The Next Day...

LOCATING AWARD FILES WHEN NO “TASKS” ARE ASSIGNED



1. Click on “Awards” tab.
2. Click on “Search Awards” on the left menu.
3. Click on the “Search” button. (Will bring up all awards for your organization in the Grants Online system.)
4. Click on desired Award Number. This will bring you to the “Grants File” page for that award.



The screenshot shows the EDA Grants Online interface. The 'Awards' tab is selected in the top navigation bar. In the left-hand menu, 'Search Awards' is highlighted. The main content area shows the 'Search Awards' form with fields for Award Number, Recipient Name, Project Title, Award Status (set to 'Open'), and PI-PD Last Name. Below the form are 'Search' and 'Reset' buttons. A message states: 'Please use the above fields to narrow down your search. Searches are not case-sensitive. Fields can be partially completed to get all matching results. Use % as wildcard in search string.' Below this is a 'Search Results' section showing 96 items found. A table lists the results with columns for Award Number, Org ID, Recipient Name, Project Title, and Award Status. The first row, with Award Number ED16ATL3020047, is highlighted with a red box.

Award Number	Org ID	Recipient Name	Project Title	Award Status
ED16ATL3020047	2002608	An Economic Development District	Atlanta Student 38	Accepted
ED16ATL3020010	2002608	An Economic Development District	Student 42 Application	Accepted
ED16ATL3020026	2002608	An Economic Development District	Student 49	Accepted
ED16ATL3020015	2002608	An Economic Development District	DRO Student 34	Accepted
ED16ATL3020075	2002608	An Economic Development District	AURO student 31 - Darrin's Application	Accepted
ED16ATL3000080	2002608	An Economic Development District	AURO Student 32 - Aileen	Accepted
ED16ATL3020018	2002608	An Economic Development District	Student 32 - DRO EDD	Accepted
ED16ATL3020057	2002608	An Economic Development District	Atlanta Student 36	Accepted
ED16ATL3020050	2002608	An Economic Development District	Atlanta Student 34	Accepted
ED16ATL3020065	2002608	An Economic Development District	Seattle student 41	Accepted
ED16ATL3020029	2002608	An Economic Development District	CRO Student 33	Accepted
ED16ATL3020043	2002608	An Economic Development District	Grants Student 46	Accepted



Grants File - ED16ATL3020048

Id: 2279802
Status: Accepted

Action:

Your Comments:

Attachments:

Grant Information

CFDA Number: 11.302	Award Period: 10/01/2014 - 10/27/2018	Program Office: Planning ATL (PL-ATRO)
Program Officer: Grants Student35	Program Officer Phone: 202-555-1212	Program Officer Email: testemail@msg2.rdc.noaa.gov
Total Federal Funding: \$50,000.00	Total Non Federal Funding: \$50,000.00	Multi-Year: Yes
Organization Name: An Economic Development District	ASAP Recipient: No	High Risk Recipient: No
SF-425 Frequency: Quarterly Full Report	Progress Report Frequency: Synchronized to Financial Reports	Final Progress Report: Comprehensive - a last interim report is not required
Final Reports Due On: 01/25/2019	Project Title: Atlanta Student 35	Closeout Date: N/A
PIs - PDs: None Designated		
NON-INTERFACED		

Sub Documents

Type	ID	Title	Status
Award Package	2279897	Atlanta Student 35	Accepted
Special Award Condition Report	2279897	Special Award Condition Report	Accepted
Award File 0	2279803	Atlanta Student 35	Accepted

Export options: [Excel](#)

Associated Documents

Type	ID	Title	Status
Award Action Request	2280016	No Cost Extension - Prior Approval Required	ProgramOfficerActions - Complete



Post Award Management

PROGRESS REPORTS

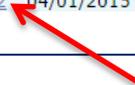


1. First, search for your award in Grants Online
2. On the “Grants File” page, scroll down to the Progress Report Section, and click on the ID number of the Progress Report for the period you are reporting on
3. Click through to the “details page”

Progress Reports

Type	ID	Period Start	Period End	Due Date	Status
Performance Progress Report	2279181	10/01/2014	03/31/2015	04/30/2015	Submitted
Performance Progress Report	2279182	04/01/2015	09/30/2015	10/30/2015	Not Delinquent

Export options: [Excel](#)



Performance Progress Report - ED16ATL3020011

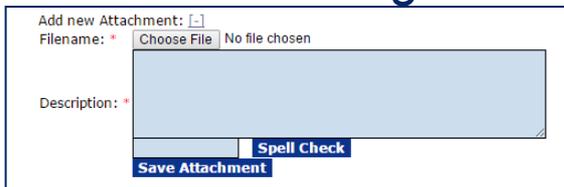
Id: 2279182
Status: Not Delinquent

[Go to Performance Progress Report Details Page >>](#) 

This document currently has no tasks assigned to you.



4. Complete the Progress Report Form. Be sure to click “Save” before adding any attachments.
5. Add any attachments (i.e. a word or pdf document with your complete report), using the small “+” sign.



6. Click “Save and Start Workflow” – this will bring you back to the main report page.

Performance Progress Report - ED16ATL3020011

Attachments:

No attachments.

Add new Attachment: [\[+\]](#)

Any changes to information on this page should be saved before adding or removing attachments. [Large File Guidance](#)

Click to add attachment

Use the "Add new Attachment: [+]" link to attach the report.

Clarifying comments:



Spell Check

Reporting Period *

04/01/2015-09/30/2015

Due Date

10/30/2015

Final Report

Yes No

Recipient Principal Investigators/Project Directors:

Nothing found to display. [Submitting?](#)

Recipient Authorized Representatives:

One item found.1

Name	Telephone
Rep38, Arthur	303-555-1212

Submitted On:

Accepted On: N/A

Save **Save and Start Workflow** Cancel



- 7. In the action box, you should have an option to either “Forward Progress Report to Agency” or to forward the report to an AOR if you do not have submitting powers.
- ❖ Any comments entered into the comment box will also be transmitted to EDA when you click “Submit.”

Performance Progress Report - ED16ATL3020011

Id: 2279182
Status: Not Delinquent

Action:

Your Comments:



Post Award Management

FINANCIAL REPORTS



1. Search for your award in Grants Online
2. On the “Grants File” page, scroll down to the Financial Report Section, and click on the ID number of the Financial Report for the period you are reporting on
3. Click through to the “details page”

Financial Reports

Type	ID	Period Start	Period End	Due Date	Status	Amount Requested
SF-425: Federal Financial Report - Full Report	2279180	03/31/2015	04/30/2015	Submitted	N/A	
SF-425: Federal Financial Report - Full Report	2279475	09/30/2015	10/30/2015	Not Delinquent	N/A	

Export options: [Excel](#)

SF-425: Federal Financial Report - Full Report - ED16ATL3020011

Id: 2279475
Status: Not Delinquent

[Go to SF-425: Federal Financial Report - Full Report Details Page >>](#)

This document currently has no tasks assigned to you.



4. Complete the Financial Report Form.
5. Links on the report will pre-populate some information for you
6. Red starred fields are required – if a field does not have a red star and is not relevant to your EDA award (i.e. program income), leave it blank, rather than add a zero. This will reduce the likelihood of “errors” when the system checks your form
7. Once the form is complete, click “Save and Start Workflow” – this will bring you back to the main report page.

FEDERAL FINANCIAL REPORT <i>(Follow form instructions)</i>				
1. Federal Agency and Organizational Element to Which This Report is Submitted: Department of Commerce/EDA		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) ED16ATL3020011		Page 1 of 2 pages
3. Recipient Organization (Name and complete address including Zip code) An Economic Development District 491 Main Street, Denver, CO 80204-3515 USA				
4a. DUNS Number 000000000	4b. EIN 123456789	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual
8. Project/Grant Period From: (Month, Day, Year) October 01, 2014		To: (Month, Day, Year) October 31, 2018	9. Reporting Period End Date (Month, Day, Year) September 30, 2015	
10. Transactions			Cumulative	
(Use lines a-c for single or multiple grant reporting)				
Federal Cash (To report multiple grants, also use FFR Attachment):				
a. Cash Receipts * Determine Cash Receipts from the Federal accounting system >>			\$ <input type="text"/>	
b. Cash Disbursements *			\$ <input type="text"/>	
c. Cash on Hand (line a minus b)			\$0.00	
(Use lines d-o for single grant reporting)				
Federal Expenditures and Unobligated Balance:				
d. Total Federal funds authorized * Update/verify total Federal funds authorized >>			\$0.00	



8. In the action box, you should have an option to either “Forward SF-425 Full Report to Agency” or to forward the report to an AOR if you do not have submitting powers.
- ❖ Any comments entered into the comment box will also be transmitted to EDA when you click “Submit.”

SF-425: Federal Financial Report - Full Report - ED16ATL3020011

Id: 2279475
Status: Not Delinquent

Action:

Your Comments:



Post Award Management

AWARD ACTION REQUESTS



- Generally, anything that requires *prior approval* from EDA, should be submitted via an award action request in Grants Online.
- Because all EDA awards are set to “Agency Review” in ASAP, this also includes an ASAP Drawdown Request for ASAP recipients.
- Before initiating an Award Action Request, it is recommended you contact EDA for specific guidance regarding your particular request.

Award Action Request Index - ED15HDQ3130020

[* No Cost Extension - Prior Approval Required](#)

[Extension to Close Out](#)

[* Change in Scope](#)

[* Transfer of Award](#)

[Change in Principal Investigator/Project Director](#)

[Change in Key Person Specified in the Application](#)

[Satisfied Special Award Conditions](#)

[Transfer of funds allotted for training to other categories of expenses](#)

[Pre-Award Cost](#)

[Submit Additional Closeout Documents](#)

[Other](#)

[No Cost Extension - Prior Approval Waived \(Research Terms and Conditions\)](#)

[Reprogram or Rebudget](#)

[Equipment Purchase](#)

[Foreign Travel](#)

[Sole Source Contract](#)

[Absence of more than 3 months or 25% by project director or PI](#)

[Inclusion of cost that require prior approval based on cost principles](#)

[* Sub award, transfer or contracting out of any work under the award if not described in the approved application](#)

[* Termination for Convenience](#)

[ASAP Drawdown Request](#)



1. Search for your award in Grants Online
2. On the “Grants File” page, choose “Create Award Action Request” from the “Action” dropdown and click “Submit.”
3. On the next page (Award Action Request Index Page), select the type of Award Action Request you would like to submit.

Grants File - ED15HDQ3130020

Id: 2277136
Status: Accepted

Action:

Your Comments:

Award Action Request Index - ED15HDQ3130020

- [* No Cost Extension - Prior Approval Required](#)
- [Extension to Close Out](#)
- [* Change in Scope](#)
- [* Transfer of Award](#)
- [Change in Principal Investigator/Project Director](#)
- [Change in Key Person Specified in the Application](#)
- [Satisfied Special Award Conditions](#)
- [Transfer of funds allotted for training to other categories of expenses](#)
- [Pre-Award Cost](#)
- [Submit Additional Closeout Documents](#)
- [Other](#)

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4. Complete the form on the next page, and click save. This will enable an option for attachments.
 5. Once you have attached any required supporting documentation, click “Save and Start Workflow” at the bottom of the page – this will bring you back to the main Award Action Request page.
 6. In the action box, you should have an option to either “Forward to Agency” or to forward to an AOR if you do not have submitting powers.
- ❖ Any comments entered into the comment box will also be transmitted to EDA when you click “Submit.”

Change in Principal Investigator/Project Director - ED15HDQ3130020

Note: The Attachments link does not appear until the document is successfully saved.
Change in Principal Investigator/Project Director
[Guidance](#)

New PI Information Name(Last, First)* Email*
[Search PI](#) Phone Number* Effective Date*

Address*

Justification*

Award Action Request - ED15HDQ3130020

Id: 2281272
Status: RecipientAuthorizedRepresentativeActions - Not Started

Action:

Your Comments:



1. Follow the steps to create an Award Action Request and choose “ASAP Drawdown Request” from the Index page.
2. Complete the ASAP Drawdown Request form and click “Save.”
3. If an SF-270 is required for your award, attach it using the attachments feature before clicking “Save and Start Workflow” – this will bring you back to the main Award Action Request page.
4. In the action box, you should have an option to either “Forward to Agency” or to forward to an AOR if you do not have submitting powers.

ASAP Drawdown Request - ED15HDQ3130020

Attachments:
No attachments.
Add new Attachment: [\[+\]](#)
Any changes to information on this page should be saved before adding or removing attachments. File name should be 50 characters or less
[Large File Guidance](#)

ASAP Drawdown Request
[Guidance](#)

Requested Drawdown Date*
 Requested Amount*
 Period Covered by this Request* From To
 Total Expenditures to Date*
 Total Federal Funds Previously Requested*

Justification

[Award Action Request Report](#)

[Save](#) [Save and Start Workflow](#) [Cancel](#)

Note: Saving this request will create a new task. You will have the first task.

Award Action Request - ED15HDQ3130020

Id: 2281273
Status: RecipientAuthorizedRepresentativeActions - Not Started

Action: [Submit](#)

Your Comments:

[Spell Check](#)

[Save Comment](#)



FOR MORE INFORMATION



- Grants Online Website:
 - <https://grantsonline.rdc.noaa.gov/flows/home/Login/LoginController.jpf>
- Grants Online Quick Reference Guide for Grantees:
 - http://www.corporateservices.noaa.gov/grantsonline/Documents/Quick%20Reference%20Guides/GrantRecipients_Quick_Ref_Guide.pdf
- Other Grants Online Training Materials and Information:
 - http://www.corporateservices.noaa.gov/grantsonline/gol_training GRANTEE.htm



Email: GrantsOnline.HelpDesk@NOAA.GOV

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

Help Desk Hours:

Monday – Friday, 8am-6pm (Eastern Time)



QUESTIONS?