

# Managing Your BWET Project In Grants Online: Grants Management Essentials for PIs/PDs



Issue  
Definition &  
Background  
Research



Outdoor Field  
Activities



Stewardship  
Action  
Projects



Synthesis &  
Conclusion

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**NOAA** ACQUISITION AND  
GRANTS OFFICE  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION



**GRANTS MANAGEMENT DIVISION**

# Goals and Objectives:

- Grants Online User Roles & Responsibilities
- GOL Email Notifications & Reporting Frequency
- Submitting PPRs - GOL & Workflow
- Post Award Actions
  - No-Cost Extensions
  - Change of PI
  - Rebudgeting
- Financial Reporting
- Award Closeout

# Grants Online User Roles

## Authorized Representative

- Signatory authority
- May countersign award documents

## Recipient Administrator

- Set-up user ids and passwords
- Give user access to specific awards

## Business/ Financial Rep

- Can initiate AARs & FFRs
- Two role types:
- Submitting
- Non-submitting

## PI/PD

- Can initiate AARs & PPRs
- Two role types:
- Submitting
- Non-submitting

## Add'l Key Personnel

- Can view assigned award
- Can create AARs

# Grant Recipient User Roles – Functionality

Grant Recipient User Roles – Functionality							
Role / Functionality	Recipient Authorized Representative	Recipient Administrator	BIZ/FIN Representative	BIZ/FIN Submitting	PI/PD	PI/PD Submitting	Recipient User
View/Access All Org. Awards	X	X	X	X			
View/Access Assigned Awards					X	X	X
Manage Recipient Users		X					
Reassign Tasks	X	X					
Submit an ASAP Enrollment	X						
Initiate Award Action Request	X	X	X	X	X	X	X
Submit Award Action Request	X						
Complete Financial Report	X		X	X			
Submit Financial Report	X			X			
Complete Progress Report	X				X	X	
Submit Progress Report	X					X	

# GOL Email Notifications - Financial & Progress Reports:

## Advanced Notifications :

- 6 weeks and 2 weeks before Due Date
- Progress Report notification sent to PI / PD\*
- Financial Report notification sent to Financial Rep\*
- cc: sent to Federal Program Officer
- \* *If not designated in system notification is sent to Authorized Representative*

## Report Due Notification:

- 2<sup>nd</sup> /3<sup>rd</sup> of the month and 22<sup>nd</sup> of the month in which the report is due
- Sent to same users as Advanced Notifications
- **NOTE:** *The interim SF425 FFR & PPRs and Final SF425 FFR & PPRs are made available in GOL the day after the reporting period ends and/or the day after the award expires.*

## Delinquency Notification:

- 1<sup>st</sup> of the month after the Report Due date
- Sent to PI/PD, Financial Rep, Authorized Rep, Federal Program Officer

## Enforcement Notification:

- 1<sup>st</sup> and 16<sup>th</sup> of the month if more than 2 weeks delinquent
- Sent to Federal Grants Specialist
- cc: sent to Federal Program Officer and Recipient Authorized Representative

# Report Frequency - Interim & Final Reports

## Reporting Frequency

### Performance Progress Report

- Semi-annual
- Due 30 days after reporting period
- Reporting dates synchronized to Project Period
- *Last interim performance progress report required (for most awards)*

### Financial Report (SF-425)

- Semi-annual
- Due 30 days after reporting period
- Reporting periods synchronized to Federal Fiscal Year
- Due Oct 30 for period ending Sep 30
- Due Apr 30 for period ending Mar 31

Sample Reporting Schedule for Award Period: August 1, 2017 to Sep 30, 2018  
(14 month project period)

Reporting Period	Due Date	Reporting Period	Due Date
08/01/17 – 01/31/18	03/02/18	08/01/17 – 09/30/17	10/30/17
02/01/18 – 07/31/18	08/30/18	10/01/17 – 03/31/18	04/30/18
08/01/18 – 09/30/18	10/30/18		
Comprehensive Final PPR	12/29/18	Comprehensive Full Final FFR	12/29/18

# Submitting PPRs – GOL and Workflow

## File the report on time

- Know the correct due date
- Don't ignore Grants Online notifications

## Understand your assigned role in GOL

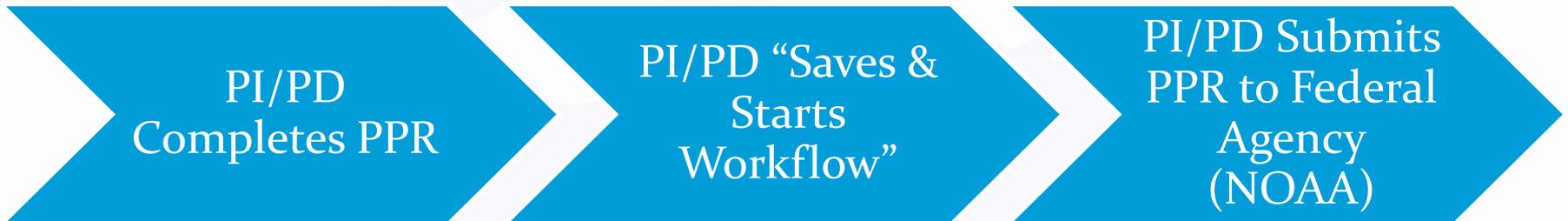
- Do you have PI submitting or non-submitting permissions

## GOL Workflow Tips

- “Save” is not the same as “Save and Start Workflow”
- Know the workflow order for your award

# Submitting PPRs – Workflow Paths

## PI/PD-submitting User Workflow in GOL



## PI/PD-non-submitting User Workflow in GOL



# Post Award Actions

- **No Cost Extensions – Prior Approval Required**
- No Cost Extensions – Prior Approval Waived
- Change In Scope
- Change In Key Person
- Absence of Principal Investigator
- **Rebudget – Prior Approval Required**
- Rebudget – Prior Approval Waived
- Foreign Air Carrier
- Subawarding and Transfer of work Not in Original Application
- **Change in PI/PD**
- Transfer of Award
- Satisfied Special Award Conditions (SAC)
- Termination by Consent
- **Extension to Closeout**
- Pre-Award Costs (90+ days)

# No-Cost Extensions – Prior Approval Required

- Prior approval is required for no-cost extensions
- No additional funding
- Extends the period of performance
- Must be submitted thirty (30) days prior to end of project end period
- Justification with an explanation of remaining activities and identification of remaining funds to support the activities
  - *Include an updated - budget (SF-424A) and budget narrative*
- Generates amendment in the grants file
- NOTE: Only the Authorized Representative can submit the NCE Request to NOAA via Grants Online



# Rebudget

- Prior approval required if transfer of funds among direct cost categories (when Federal share exceeds \$150,000) and the cumulative amount of such transfers exceeds 10% of the total cumulative budget
  - DOC Terms and Conditions also requires prior approval if creation of a new budget category
- Non-Federal entities should submit revisions on the SF-424A to reflect requested changes
  - Showing the total approved budget
  - Show the requested, revised budget
- A detailed budget narrative explaining the funds transferred
- Does not normally results in an amendment to the award

# Change In Principal Investigator/Project Director

- Prior approval is required if there is a change in Principal Investigator (PI) or Project Director (PD) specified in the application or the Federal award
- Should submit a resume or CV for the new PI/PD
- Does not normally result in an amendment to the award

# Financial Reporting

- Reports are due no less frequently than annually nor more frequently than quarterly (except in unusual circumstances).
- Annual reports must be due **90 calendar days** after the reporting period; quarterly or semi-annual reports must be due **30 calendar days** after the reporting period.
- Final Performance and Financial reports are due **90 calendar days** after the period of performance end date.

# Closeout

## What is Closeout?

- The process by which DOC/NOAA determines that all financial assistance award requirements and applicable administrative actions have been completed by the non-Federal entity and DOC/NOAA.

## Closeout Period:

- up to **90 calendar days** after award expires to submit reports and drawdown funds for expenses incurred during the award period.

## Who is Responsible for Award Closeout?

- Recipient
- Program Office
- Grants Office

# Extension to Closeout

- Allows for an extension to closeout beyond the standard 90 days.
- Up to 60 days beyond original closeout period
- All activities during the extension must be consistent with closeout.
  - Finalize financial, progress, tangible property reports
  - Liquidate obligations incurred.

# Recipient Responsibilities

- Complete award goals and objectives.
- Submit final payment request, as applicable.
  - Request for Advance or Reimbursement (SF-270) **OR**
  - Automated Standard Application for Payment (ASAP) drawdown
- Submit final Federal Financial Report (SF-425) and final Performance Progress Report.
- Submit Report of acquired property (purchased with federal funds), *as required*
  - SF-428 – Tangible Personal Property Forms
  - SF-429 – Real Property

# Program Office Responsibilities

- Monitor and oversee award performance.
- Review and accept performance or technical reports.
- Notify Grants Office if Recipient is noncompliant with award terms and conditions.

# Grants Office Responsibilities

- Review and approve final Request for Advance or Reimbursement (SF-270).
- Review and approve final Federal Financial Report (SF-425).
- Approve Financial Closeout and make recommendations to Finance for de-obligation of remaining funds.
- Approve administrative and manual closeout documentation.
- Manage property acquired with Grant funds.

# Questions

