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</tbody>
</table>
# Document Conventions

## Overview
Welcome to the Grants Online Training Manual. This manual is set up to provide you with step-by-step information to accomplish tasks within Grants Online. The manual is logically sequenced based on the Department of Commerce’s (DOC) Grants lifecycle process and is written to address your role within Grants Online.

## Using this Guide
Use the following writing conventions as a guide in using the manual. The manual uses block label text in order to scan for the information desired.

## Text Conventions
<table>
<thead>
<tr>
<th>Text; Example</th>
<th>What it means.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Text in Bold; Click <strong>Done</strong></td>
<td>Indicates a command.</td>
</tr>
<tr>
<td>Text in Italics; <em>RFA Details screen</em> appears.</td>
<td>Indicates a screen.</td>
</tr>
<tr>
<td>Text in Bold Italics; <strong>Name</strong></td>
<td>Indicates data to be entered into a field.</td>
</tr>
<tr>
<td>Text in All Caps; <strong>LOGIN</strong></td>
<td>Indicates a field name.</td>
</tr>
</tbody>
</table>

## Notes and Warnings
Notes and Warnings are used to indicate information or advisories when using Grants Online.

**Note:** A note is used to inform you about additional information during the procedure or process.

**Warning!** Business process may not work as desired or a procedure may produce an undesirable effect.
Grants Online Overview

Overview
The Department of Commerce (DOC) offers a variety of competitive and non-competitive grants or awards to various communities including states, universities, and non-profit organizations. Prior to the advent of Grants Online, the processing of grants was a paper-based task in most of the Department, involving time-consuming human interactions and program polices to process the grants and to ensure the awarding of the grant is given to the most qualified applicant for a competitive award, and for qualified designated applicants of non-competitive awards.

As part of its strategy to move scientifically and operationally into the 21st century, Grants Online was developed. Grants Online is an E-Government initiative to create an automated tool that will support the end to end grants process from solicitation through closeout of an award. Grants Online significantly streamlines and unifies grants processing throughout all of DOC, allowing the agency to increase efficiencies related to mission goals.

Grants Online serves the DOC community in its efforts to meet its mission goals more effectively and has achieved the following:

- Interface with Grants.gov to ensure applicants can apply for grants electronically, thereby dramatically decreasing the number of paper applications
- Reduction in processing time by incorporating workflows between Federal Program Officers (FPO), Grants Management Division (GMD), Federal Assistance Law Division (FALD), and Reviewers.

Grants Online allows Grantees to:

- Accept Awards electronically.
- Manage user roles for individuals within their organization.
- Submit post-Award Action Requests, Performance Progress Reports, and Federal Financial Reports.

Grants Online Software Description

About Grants Online
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.

Note: You must have an Internet connection in order to access Grants Online.
Getting Started

Overview When you are using any Windows-based software, navigation and ease of use are key components. Grants Online incorporates an intuitive Graphic User Interface (GUI) that assists end users to navigate and use the system appropriately.

Overview Grants Online is accessible through your web browser. The recommended browser is Internet Explorer.

Accessing Grants Online

1. Click on the Internet Explorer Icon on your desktop
   • Internet Explorer browser opens
2. Enter the following URL information in your address bar of your browser:
   https://grantsonline.rdc.noaa.gov then press ENTER
   • Grants Online Login page appears
Completing a Federal Financial Report


**Overview**
This manual will help you learn how to search, complete, and submit Federal Financial Reports using Grants Online.

**NOTE:**
OMB has directed, that as soon as possible after October 1st, 2008, and no later than October 1st, 2009, each agency must transition from the SF-269, SF269A, SF272, and SF272A to the SF-425 and SF-425A, by requiring recipients to use the SF-425 for all financial reports submitted after the date it makes the transition. **DOC grantees within Grants Online will transition to the new SF-425 for reporting periods that end after March 31, 2009.**

**Manual Objectives**
The Federal Financial Reports module will review the following topics:

- Federal Financial Reports Overview
- Processing Federal Financial Reports
- Forward Federal Financial Reports to the agency

**What You'll Need to know about Federal Financial Reports**

- SF-425 and SF-425A are generated the day after the end date of the reporting period and the recipient has 30 days to submit the report.
- The FINAL SF-425 and SF-425A are generated the day after the award expires and the recipient has 90 days to submit the report.
  - The FINAL SF-425 and SF-425A reports cover all financial transactions which occurred during the life of the award.
  - Financial transactions pertaining to the award which occurred after the award expired **must also be included in the FINAL reports.** These include any wrap-up activities such as paying salaries that occurred after the award expired. These are expenses which were incurred during the project period and therefore must be included in the FINAL report, even if the actual financial transaction occurred after the award expired.
  - The agency's Grants Management Division will de-obligate any remaining funds and close the award after submission of the FINAL reports. No further transactions will be permitted and no reports may be submitted or replaced once the award has been closed.
- NOAA requires just the interim SF-425 Cash Flow and a final SF-425 Full report. Other Department of Commerce agencies require the SF-425 Full Report each reporting period. A recipient that has two or more SF-425 Cash Flow reports due to the same agency can submit a single SF-425 with an SF-425A attachment. This policy is in place due to the high occurrence of recipients replacing SF-425A reports with corrected copies. If any award included on a SF-425A has been closed, that SF-425A cannot be replaced.
- The SF-270 is not tied to a reporting period. It is used to request payment only by recipients who are unable to enroll in the ASAP system or who have a Special Award Condition requiring them to utilize the SF-270 for payment. Recipients using the SF-270 for payment will not submit a SF-425.

**Note:** Most “Save and Return to Main” buttons on the screen shots in this manual now say “Save and Start Workflow” in the Grants Online system.
1. Select the "Award" tab from the navigation panel, located at the top of the webpage.

2. Select the "Search Reports" link from the left hand menu.

3. The "Search Financial and Project Progress Reports" page will appear. From this page, there are several report search options available using various search criteria.

4. Select the "Financial Reports" radio button. Then click the "Search" button. This will return all SF-272, SF-269, SF-269A, SF-425, and SF-425A reports for all awards to which you have access. To narrow your search you can enter additional data into the query boxes and/or select one of the radio buttons for "Report Status". Use the "Delinquent and Not Delinquent" radio button to retrieve reports which still need to be submitted to DOC."
5. The search results will be displayed at the bottom of the page. Notice the status of each report located in the “Status” column. The affiliated status for each financial report is defined below:

- **Not Delinquent** – The report has been created by the system and is ready to be completed by the recipient and submitted to the appropriate Federal agency. The un-submitted report will retain a status of “Not Delinquent” for 30 days (or 90 days for a FINAL report) until the report due date has passed.

- **Delinquent** – The report has not yet been submitted to the Federal agency and the report due date has passed. Although the report was not submitted by the required date, it can still be submitted to NOAA via Grants Online.

- **Withdrawn** – The report was previously accepted by the Federal agency but has been subsequently withdrawn for correction. A new report is created for every withdrawn report and given a status of “Not Delinquent” or “Delinquent” based on the report due date.

- **Submitted** – The report has been submitted to the Federal agency but has not yet been accepted.

- **Replaced** – This report previously had a status of “Withdrawn”. Once the new report (created by the system when this one was withdrawn) has been accepted by the Federal agency the status of the “Withdrawn” report changes to “Replaced.”

### Search Report Results

<table>
<thead>
<tr>
<th>Report</th>
<th>Award Number</th>
<th>Reporting Period Start</th>
<th>Reporting Period End</th>
<th>Due Date</th>
<th>Program Officer</th>
<th>Status</th>
<th>Recipient</th>
<th>Principal Investigators/ Project Directors</th>
</tr>
</thead>
</table>
6. Locate the report to be viewed or completed and select the report name link from the “Report” column.

<table>
<thead>
<tr>
<th>Report</th>
<th>Award Number</th>
<th>Reporting Period Start</th>
<th>Reporting Period End</th>
<th>Due Date</th>
<th>Program Officer</th>
<th>Status</th>
<th>Recipient</th>
<th>Principal Investigator(s) - Project Directors</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF-269</td>
<td>NA05NOS4191180</td>
<td>10/01/2005</td>
<td>09/30/2008</td>
<td>12/29/2005</td>
<td>John Kunawa</td>
<td>Delinquent</td>
<td>Virginia Department of Environmental Quality</td>
<td>Shannon Grouard, Shep Moon</td>
</tr>
<tr>
<td>SF-269</td>
<td>NA05NOS4191180</td>
<td>10/01/2005</td>
<td>09/30/2008</td>
<td>12/29/2005</td>
<td>John Kunawa</td>
<td>Delinquent</td>
<td>Virginia Department of Environmental Quality</td>
<td>Shannon Grouard, Shep Moon</td>
</tr>
<tr>
<td>SF-269</td>
<td>NA05NOS4191180</td>
<td>10/01/2005</td>
<td>09/30/2008</td>
<td>12/29/2005</td>
<td>John Kunawa</td>
<td>Delinquent</td>
<td>Virginia Department of Environmental Quality</td>
<td>Shannon Grouard, Shep Moon</td>
</tr>
<tr>
<td>SF-425</td>
<td>NA03NMF4570237</td>
<td>01/31/2009</td>
<td>05/01/2009</td>
<td></td>
<td>Ann Marie Chapman</td>
<td>Not Delinquent</td>
<td>Virginia Department of Environmental Quality</td>
<td>Ann M Ragn</td>
</tr>
<tr>
<td>SF-425</td>
<td>NA03NMF4570314</td>
<td>01/31/2009</td>
<td>05/01/2009</td>
<td></td>
<td>Ann Marie Chapman</td>
<td>Not Delinquent</td>
<td>Virginia Department of Environmental Quality</td>
<td>Ann M Ragn</td>
</tr>
<tr>
<td>SF-425</td>
<td>NA05NOS4191180</td>
<td>09/30/2008</td>
<td>12/29/2008</td>
<td></td>
<td>John Kunawa</td>
<td>Delinquent</td>
<td>Virginia Department of Environmental Quality</td>
<td>Shannon Grouard, Shep Moon</td>
</tr>
</tbody>
</table>

7. The Federal Financial Report launch page will be displayed (see screen shot below). The title will indicate the type of report (i.e. SF-425 Cash Flow, SF425 Full Report, SF425A, SF-269, SF-272 and SF272A) and the Award Number. If it is a FINAL report, that will also be indicated in the title. Review the “Report Header Information” section verifying the reporting period, report type and the report due date.

8. Click on the “Go to SF-xxx …. Details Page” link to access the form for data entry.


This document currently has no tasks assigned to you.

1. Follow steps 1-8 in the previous section to find the SF-425. When you click on the “Details Page” link (Step 8) the “Federal Financial Report” – SF-425” details page displayed.

2. The form contains thirteen sections of detailed Financial Report information, including the fields that are locked and cannot be edited. All fields requiring data be entered are flagged with a red asterisk (*). Although some fields cannot be edited, all fields should be reviewed for accuracy.

3. Review the detailed Financial Report information and verify all fields. Complete the report by populating the mandatory fields (denoted by a *) with data. All information should be verified and/or entered into the following sections:

- Federal Agency and Organizational Element to Which Report is Submitted
- Federal Grant or Other Identifying Number
- Recipient Organization
- DUNS Number
- EIN Number
- Recipient Account Number or Identifying Number
- Report Type
- Basis of Accounting
- Project/Grant Period (From and To)
- Reporting Period End Date
- Transactions
- Indirect Expense
- Remarks
- Certification

Note: The non-bolded fields listed above are already pre-populated on the form by the Grants Online System with the exception of the “Certification” section. The submitter’s information will be entered in the “Certification” section when the “Forward to Agency” action is done.

Please see the next page for a screen shot of the SF425 Cash Flow Federal Financial Report details page.
## SF-425 Cash Flow Report – Screen Shot

### Federal Financial Report

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
</table>
| 1. Federal Agency and Organizational Element  
To Which This Report Is Submitted | Department of Commerce/NOAA |
| 2. Federal Award or Other Identifying Number Assigned by Federal Agency | NA61NM437G0202 |
| 3. Recipient Organization (Name and complete address including Zip code) | Institute of Marine Science, Gloucester Point, VA 23062-1345 USA |
| 4. DUNS Number | 169162513 |
| 5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment) | 676765531 |
| 6. Report Type | Quarterly |
| 7. Basis of Accounting | Cash |
| 8. Reporting Period Start Date | September 01, 2006 |
| 9. Reporting Period End Date | September 30, 2009 |

### Transactions

**Federal Cash Received** (To report multiple grants, also use FFR Attachment)

- a. Cash Receipts: Determine Cash Receipts from the Federal accounting system: **$44,990.00**
- b. Cash Disbursements: **$44,990.00**
- c. Cash on hand (beginning balance): **$0.00**

**Federal Expenditures and Unobligated Balance**

- a. Total Federal funds authorized: **N/A**
- b. Total expense of expenditures: **N/A**
- c. Total of unobligated obligations: **N/A**
- d. Total Federal funds (sum of lines a, b, and c): **N/A**
- e. Unobligated balance of Federal funds (line d minus g): **N/A**

**Recipient Shares**

- a. Total recipient share required: **N/A**
- b. Recipient share of expenditures: **N/A**
- c. Remaining Recipient share to be provided (line minus d): **N/A**

**Program Income**

- a. Total Federal program income earned: **N/A**
- b. Program income earned in accordance with the execution alternative: **N/A**
- c. Program income earned in accordance with the addition alternative: **N/A**
- d. Unobtained program income (line f minus line g): **N/A**

**Indirect Expenses**

- a. Type: **N/A**
- b. Rate: **N/A**
- c. Period from: **N/A**
- d. Period to: **N/A**
- e. Basis: **N/A**
- f. Amount Charged: **N/A**
- g. Federal Share: **N/A**

**Totals**

**FEDERAL AGENCY NOTE:**

Cash on hand greater than $5,000 or less than -$5,000 requires an explanation.

**View remarks >>**

**Version 3.03**

1. Follow steps 1-8 in the previous section to find the SF-425. When you click on the “Details Page” link (Step 8), the “Federal Financial Report” – SF-425 details page displayed.

2. The form contains thirteen sections of detailed Financial Report information, including the fields that are locked and cannot be edited. All fields requiring data be entered are flagged with a red asterisk (*). Although some fields cannot be edited, all fields should be reviewed for accuracy.

3. Review the detailed Financial Report information and verify all fields. Complete the report by populating the mandatory fields (denoted by a *) with data. All information should be verified and/or entered into the following sections:

   - Federal Agency and Organizational Element to Which Report is Submitted
   - Federal Grant or Other Identifying Number
   - Recipient Organization
   - DUNS Number
   - EIN Number
   - Recipient Account Number or Identifying Number
   - Report Type
   - Basis of Accounting
   - Project/Grant Period (From and To)
   - Reporting Period End Date
   - Transactions
   - Indirect Expense
   - Remarks
   - Certification

Note: The non-bolded fields listed above are already pre-populated on the form by the Grants Online System with the exception of the “Certification” section. The submitter’s information will be entered in the “Certification” section when the “Forward to Agency” action is done.

## SF-425 Full Report - Screen Shot

### FEDERAL FINANCIAL REPORT

#### Federal Agency and Organizational Element Information
- Department of Commerce/NOAA

#### Recipient Organization Name and Complete Address Including Zip Code
- Institute of Marine Science
- Gloucester Point, VA 23062-1946 USA

#### Report Data
- SDO Number: 165165813
- EIN: 54-2576534
- Report Period Start Date: January 01, 2007
- Report Period End Date: December 31, 2009
- Basis of Accounting: Cash

#### Financial Data

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash on Hand (line 10c)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Federal Funds Authorized (line 10e)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Federal Share of Expenditures (line 10f)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Shares of Indebtedness (line 10g)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Federal Expenditures and Un obligated Balance</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

#### Federal Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Federal Program Income Earned (line 11d)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Program Income Expended in accordance with the limitation alternative (line 11f)</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

#### Federal Expenditures

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Grant Program Income Earned (line 12a)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Federal Share (line 12f)</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

#### Federal Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Program Income Earned (line 13d)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Program Income Expended in accordance with the limitation alternative (line 13f)</td>
<td>$0.00</td>
</tr>
<tr>
<td>Unexpended Program Income (line 13g)</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

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NOTE: This is the FINAL report. The report should include all transactions pertaining to grant activity which occurred up to the award expiration date. This includes any transactions made after the award expiration date for the purpose of completing grant closeout activity.
Accessing and Completing a SF-425A: Multiple Awards Report

A SF-425A can be submitted by any organization that has more than one active award in Grants Online. This option will allow you to view, create, or replace a SF-425 Federal Financial Report Attachment for multiple awards in the same organization.

**Note:** When creating a Multiple Award SF-425A report you can only include awards from the same Federal agency. If you have awards with multiple agencies within Grants Online you will need to generate separate reports for each agency.

1. Select the “Award” tab, followed by the “SF-425A for Multiple Awards” link.
2. If there are any existing multiple Award SF-425As already created, they will be listed at the top of the page under the “Existing Multiple Award SF-425 Documents” section.
3. To create a new SF-425A, select the “Start Date” of the reporting period from the dropdown menu.
4. Select “Create Multiple Award SF-425A.”

**Warning!** You are not able to create an SF-4252A for any financial reports with a report period end date in the future. Also, you cannot include Final reports in a SF-425A.

If you attempt to create a SF-425A for only one award, you will receive an error message. This option is only available for organizations with more than one active award in Grants Online.
5. The “Multiple Award SF-425A” page is displayed. This page is divided into two sections, “Awards Included in this SF-425” and “Awards Not Included in this SF-425.”

6. Use the boxes to the left of each row to select the awards to be included in the SF-272A.

7. After the selections are made, select the “Save” button. (The button shown in the picture below was changed.)

---

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**12**
8. The awards are now listed under the “Awards Included in this SF-425A” section.
9. Scroll to the right side of the page and enter data into the appropriate fields for those awards that will be included in the SF-425A report. All required fields are flagged with a red asterisk (*).

**Multiple Award SF-425A for**  
**Virginia Institute of Marine Science**

**SF-425A Instructions**

**Awards Included in this SF-425:**

<table>
<thead>
<tr>
<th>Remove</th>
<th>Award Number</th>
<th>Award Start</th>
<th>Award End</th>
<th>Award Status</th>
<th>GZM Section</th>
<th>Project Title</th>
<th>Recipient Account No.</th>
<th>Cumulative Federal Cash Disbursement</th>
<th>Principal Investigators</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NADC-09-45-0300</td>
<td>09/01/2006</td>
<td>02/28/2009</td>
<td>Accepted</td>
<td></td>
<td><strong>TEST RECORD</strong> - The Influence of Spatial Arrangement of Habitats on Tidal Marsh Fish Communities within Mobjack Bay, Virginia</td>
<td></td>
<td>$0.00</td>
<td>Donna, Carl</td>
</tr>
<tr>
<td></td>
<td>NADD-09-45-0242</td>
<td>10/01/2006</td>
<td>10/31/2010</td>
<td>Accepted</td>
<td></td>
<td><strong>TEST RECORD</strong> - Comparing microbiological characteristics of C. antarctica and C. virginica with respect to uptake and</td>
<td></td>
<td>$558,857.47</td>
<td>Howard, Kimberly</td>
</tr>
</tbody>
</table>

10. Once all of the data has been entered, select the “**Go to the SF-425 Details Page**” link. If you are not ready to proceed to the SF-425 details page, you have the option to save the data for later use by selecting “Save.” Select “Print” to populate a printable .pdf version of the SF425A.
Completing a Federal Financial Report

11. The SF-425 form will appear. This form contains multiple sections of detailed Financial Report information, including the fields that are locked and cannot be edited. Although some fields cannot be edited, all fields should be reviewed for accuracy. The data in this form should be based on transactions for all awards included on the SF-425A.
**Saving and Submitting a Federal Financial Report**

Once all the information has been verified on either the SF-425, SF-425A report, save the form and start the workflow. Starting the workflow consists of routing the report through multiple approvals prior to sending it to the appropriate Federal agency for review and acceptance, depending upon the role of the initiating user.

1. From the bottom of the federal financial report form, there are several options available.
   - **“Save”** – this option saves all information entered on the form without starting workflow.
   - **“Save and Return to Main”** – this option saves all information entered on the form and also starts the workflow process. The Financial Status Report will then be routed to the report creator for review and approval.
   - **“Cancel”** – this option returns you to the Federal Financial Report launch page. If this option is selected prior to saving, all data entered will be lost.
   - **“Print”** - this option generates a .pdf, printer-friendly version of the report.

2. Select **“Save”** to capture all data entered and validate the form.
3. If there are no validation issues found, select **“Save and Return to Main”** to start workflow. A review task will be sent to the creator’s inbox for review.

**Note:** When saving the report, the data is validated against Cash Receipts (drawdowns) and Federal Funds Authorized in DOC’s accounting system (CBS). Selecting “Save” validates the form. If the form is not validated, it cannot be forwarded to DOC. Upon selecting “Save” any validation issues will be displayed at the top of the page in red. Currently the validation functionality is only in place for NOAA awards.
4. Select the “Inbox” tab, followed by the “Task” link.
5. Select the “View” link, next to the review task.

6. The Financial Status Report launch page will appear. The action dropdown menu will contain the following three options:
   - **Forward SF-xxx Report to Agency** – This option forwards the report to the appropriate Federal agency for approval. (This option is only available to users that have the Authorized Representative or Business/Finance Representative-Submitting roles. If you do not have one of these two roles, only have the next two options will be available to you.)
   - **Forward SF-xxx Report to Authorized Representative** – This option routes the report to all internal authorized representative for approval prior to the report being submitted to the Federal agency. (If there are more than one Authorized Representatives in the organization, only one needs to act on this task.)
   - **Review/Edit SF-xxx Details** – This option opens the report details page for review. The document is not locked and revisions can be made prior to sending for approval.
7. If you wish to review the data, select the “Review / Edit SF-xxx Details” option from the action dropdown menu, then click on “Submit.” (Note: The screen below is only a portion of the entire Financial Status Report form.)

8. Review and/or edit the report and select “Save and Return to Main” once complete.

9. You will be returned to the Financial Status Report launch page.

10. Select “Forward SF-xxx Report to Agency” from the action dropdown menu, and then click on “Submit.”

Note: For a Multiple Award SF-425A you will have options to Review/Edit both the SF-425A and its associated SF-425. (See screen shot below.)
11. A warning message will appear, select “OK” to proceed.

If you do not have the role of Authorized Representative or Business/Finance Representative-Submitting, you must select "Forward SF-xxx to Authorized Representative" for review and approval. The Authorized Representative for your organization will receive a task entitled “Review SF-xxx Report.” This task will allow the Authorized Representative to access the task via the Task Inbox, and to review, edit and approve the financial report. After reviewing the report, the Authorized Representative will have the option to “Forward SF-xxx Report to Agency” from their action dropdown menu.

**Warning:** The Forward to Agency workflow action carries the legal weight of a wet-ink signature.

Once the report is forwarded, there are two possible workflow routes. If there were comments entered into the “Remarks” field on the form details page, the report will be sent to the Grants Management Division for approval. If there were no comments entered, the report will automatically be approved and you will be sent a notification to that effect.

If a report requires Grants Management Division approval, a notification will be sent to you upon approval. If you do not receive notification of approval of the report within 30 days, please contact the Grants Online Help Desk for further assistance.
The section below reviews the process of accessing Financial Reports from the grants file page and replacing reports.

1. Select the **Awards** tab, followed by the **Search Awards** link from the left hand menu.

   ![Awards Tab](image)

   **Manage Awards**
   - Manage Recipient Users

   The Manage Recipient Users feature allows you to manage responsibilities. You can modify or disassociate users within your organization changes to Principal Investigators require an approved Award Action Request.

2. Enter the **Award Number**, followed by selecting **Search**.

   ![Search Awards](image)

   **Note**: If you do not know the Award number, select **Search** without entering any search criteria. This will return all awards for which you are designated as a representative.

3. The search results will populate at the bottom of the page. Locate the Award number and click on the actual **Award Number** link to access the Grants File page.

   ![Search Results](image)

   **Search Results**

<table>
<thead>
<tr>
<th>Award Number</th>
<th>Org ID</th>
<th>Recipient Name</th>
<th>Project Title</th>
<th>Award Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA04NMF455036</td>
<td>1000516</td>
<td>Virginia Institute of Marine Science</td>
<td>Research Program: FY 05 Virginia Cooperative Marine...</td>
<td>Accepted</td>
</tr>
<tr>
<td>NA04NMF4550410</td>
<td>1000516</td>
<td>Virginia Institute of Marine Science</td>
<td>Enhanced Education and Training of Under-represent...</td>
<td>Accepted</td>
</tr>
<tr>
<td>NA03NMF4540022</td>
<td>1000516</td>
<td>Virginia Institute of Marine Science</td>
<td>Administrative and Travel Management Support for t...</td>
<td>Accepted</td>
</tr>
</tbody>
</table>
4. The Grants File page will be displayed. Scroll down the page and locate the section entitled, “Financial Reports.” All financial reports including SF-425s, SF-425As, SF-269s, SF-269As, SF-272s, and SF272As will be located here. Also listed under the “Status” column is a description of the reports condition such as “Delinquent”, “Submitted”, “Accepted”, etc. If an organization uses the SF-270 form for payment it will also be included in this section of the page.
5. To view the Financial Report details page, select the ID number next to the report that you wish to view. When the launch page opens, select the blue link at the top of the screen guiding you to the report details page.

<table>
<thead>
<tr>
<th>ID</th>
<th>Period Start</th>
<th>Period End</th>
<th>Due Date</th>
<th>Status</th>
<th>Amount Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>2008459</td>
<td>09/01/2006</td>
<td>09/30/2006</td>
<td>10/30/2006</td>
<td>Accepted</td>
<td>N/A</td>
</tr>
<tr>
<td>2079550</td>
<td>10/01/2006</td>
<td>03/31/2007</td>
<td>04/30/2007</td>
<td>Delinquent</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Replacing a Report

Any accepted Federal Financial Report (or Project Progress Report) for an open Award can be replaced with a new report. Replacing a report consists of withdrawing the original report and replacing it with a new report. The new report will be sent through the same approval workflow as all other financial reports. There is no limit on the number of times a report can be replaced, but there are some basic guidelines to keep in mind.

- There is no need to replace old reports migrated into Grants Online unless there is a significantly wrong “Cash on Hand” value in the federal financial reports.
- Only accepted reports can be replaced.
- Reports cannot be replaced on closed awards.

1. From the Grants File page, locate the report to be replaced under the “Financial Reports’ section.
2. Click on the ID number link affiliated with the report.

3. The financial report launch page will appear.
4. Select “Replace Report,” from the action dropdown menu, followed by “Submit.”
5. A warning message will appear, select “OK” to proceed.

6. Upon selecting “OK,” you will be directed to your Task inbox and a message will be displayed showing the action status.

7. A new task will be generated allowing a new report to be entered in place of the replaced report. Select the “View” link next to the new task.

8. The financial report launch page will be displayed. From the action dropdown menu, you will have the option to review/edit the original report that was submitted.
9. Notice that the status of the financial report on the Grants File page will be updated to reflect the replacement. The status will change from “Withdrawn” to “Replaced” upon acceptance of the replacement report.

Financial Reports

<table>
<thead>
<tr>
<th>Type</th>
<th>ID</th>
<th>Period Start</th>
<th>Period End</th>
<th>Due Date</th>
<th>Status</th>
<th>Amount Requested</th>
</tr>
</thead>
</table>

**Note:** During the transition to the new form (SF-425), if for some reason a reports such as an SF-272, SF-269 that was submitted previously needs to be replace the same reports will be use to make the correction.
Creating and Submitting a SF-270 Request for Advance or Reimbursement

Warning: The SF-270 form should only be used by organizations which are unable to utilize the Department of the Treasury’s ASAP system to draw down their funds. SF-270 forms submitted by organizations which should be using ASAP will be rejected by the Department of Commerce.

1. Select the Awards tab, followed by the Search Awards link from the left hand menu.

2. Enter the Award Number, and then click on the Search button.

   Note: If you click on “Search” without entering any search criteria the system will return all awards to which you have access.

3. The search results will populate at the bottom of the page. Locate the Award and click on the Award Number link to access the Grants File page.
4. The Grants File page will be displayed. From the “Action” dropdown options, select “Create SF-270”, then click on the “Submit” button.

5. The SF-270 launch page will be displayed. Click on the “Go to SF-270…Details Page” link to access the form for data entry.
6. The funding request data fields will not be available until the “1. Type of Payment Requested” field on the first page are entered and the “Save” button is clicked. (See screen shot below.)

### Grant Information

<table>
<thead>
<tr>
<th>CFDA Number:</th>
<th>11.469</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Officer:</td>
<td>NOAA Student</td>
</tr>
<tr>
<td>Total Federal Funding:</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>Organization Name:</td>
<td>Institute for Congressionally Mandated Research (ICMR)</td>
</tr>
<tr>
<td>Progress Report Frequency:</td>
<td>Semi-Annually</td>
</tr>
<tr>
<td>Final Reports Due On:</td>
<td>12/29/2009</td>
</tr>
<tr>
<td>Project Title:</td>
<td>Generating Notifications for Grantee Samples</td>
</tr>
</tbody>
</table>

### Request for Advance or Reimbursement - NA08SEC4690025

1. **Type of Payment Requested**
   - (a) ☐ Advance ☑ Reimbursement
   - (b) ☐ Final ☐ Partial

2. Basis of Request
   - ☐ Cash ☐ Accrual

3. Federal Agency and Organization Element to Which Report is Submitted
   - Department of Commerce/NOAA

4. Federal Grant or Other Identifying Number Assigned by Federal Agency
   - NA08SEC4690025

5. Partial Payment Request Number For This Request
   - 0

6. EIN Number
   - 123456780

7. Recipient Identifying Number or Account Number
   - NOAA

8. Period Covered By This Request
   - (MM/DD/YYYY - MM/DD/YYYY)

9. Recipient Organization
   - Institute for Congressionally Mandated Research (ICMR)
   - 123 Main St, Kansas City, KS 12345

10. Payee Where payment is to be sent if different than item 9
    - Name:
    - Address:

Please select a Type of Payment and Press ‘Save’

**SF-270 Instructions**

[Save] [Save and Certify] [Cancel] [Print Report]
7. Depending upon which selection is made for “1. Type of Payment Requested”, one of the two links below will appear on the screen above the “SF-270 Instructions” link.

   a. For the “Advance” option the “12. Alternate Computation” link will be displayed:

   ![Link Image]

   This link leads to the following details screen:

   ![Details Screen Image]

   Fill in the data entry fields and press “Save and Return to Main” to return to the previous screen. The “Save” button will save your data but keep you on this screen.
b. For the “Reimbursement” option the “11. Computation” link will be displayed.

10. Payee Where payment is to be sent if different than item 9
Name: 
Address: 

11. Computation

SF-270 Instructions

Save  Save and Certify  Cancel  Print Report

This link leads to the following details screen:

Computation

3. Federal Agency and Organization Element to 4. Federal Grant or Other Identifying Number Assigned by Federal Agency Which Report is Submitted
Department of Commerce/NOAA NA08SEC4699025

6. EIN Number 8. Period Covered By This Request
123456789 10/01/2007 - 12/31/2007

11. Computation of Amount of Reimbursements/Advances Requested
Program/Functions/Activities

a. Total program outlays to date (as of date) $0.00 $0.00
b. Less Cumulative program income $0.00 $0.00
c. Net program outlays (Line a minus line b) $0.00 $0.00
d. Estimated net cash outlays for advance period $0.00 $0.00
e. Total (Sum of lines c and d) $0.00 $0.00
f. Non-Federal share of amount on line e $0.00 $0.00
g. Federal share of amount on line e $0.00 $0.00
h. Federal payments previously requested $0.00 $0.00
i. Federal share now requested (Line g minus line h) $0.00 $0.00
j. Advances required by month, when requested by
Federal grantor agency for use in making rescheduled advances
1st Month $0.00 $0.00
2nd Month $0.00 $0.00
3rd Month $0.00 $0.00

Save  Save and Return to Main  Cancel

Fill in the data entry fields and press “Save and Return to Main” to return to the previous screen. The “Save” button will save your data but keep you on this screen.

Notes: 1. The data fields for “j.” have been grayed-out because they are not used at DOC.
2. You only need to enter data into the first column. The system will calculate the totals.
8. When you return to the main details page, be sure to fill in all the rest of the required fields if you have not done so already. The required fields are indicated with an asterisk (*).

9. Once all of the required fields have been completed, press the “Save and Certify” button at the bottom of the page.

![SF-270 Instructions]

10. On the next screen certify the form by clicking on the “Agree – Start Workflow” button.

![Certification]

11. A review task will be placed into your inbox to begin the submission process of sending the form to the appropriate Federal agency. Follow the steps on page 24, Steps 4-11 to complete the submission process.

NOTE: We encourage all United States recipients to sign up for ASAP to expedite the process of receiving your funds.

For additional assistance or questions, please contact the Grants Online Help Desk at 1-877-662-2478 or via email at grantsonline.helpdesk@noaa.gov.