



Grantee Training Manual

Federal Financial Reports

Version 3.03

Last Revised April 16, 2009

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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	Text; Example	What it means.
	Text in Bold; Click Done	Indicates a command.
	Text in Italics; <i>RFA Details</i> screen appears.	Indicates a screen.
	Text in Bold Italics; <i>Name</i>	Indicates data to be entered into a field.
	Text in All Caps; LOGIN	Indicates a field name.

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



Federal Financial Report Overview SF-425, SF-425A, SF-270)

Overviews 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

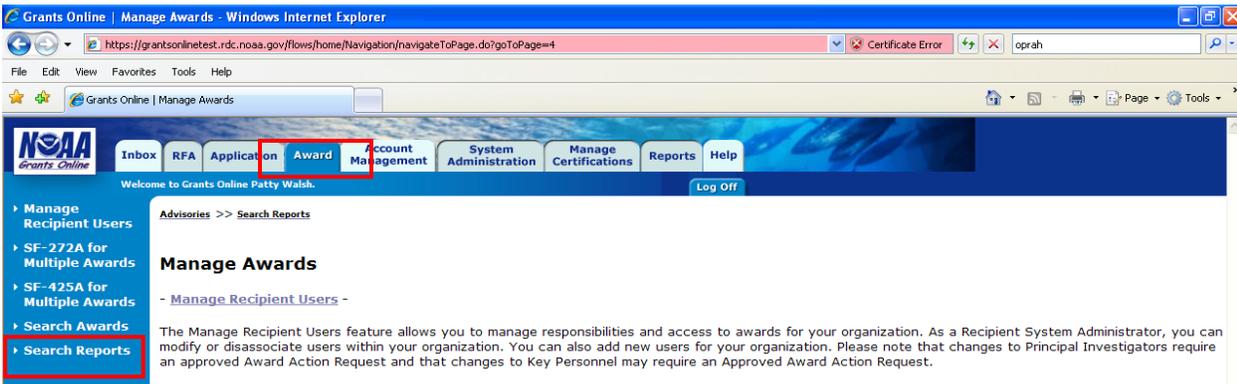
- SF-425 and SF-425A are generated the day after the end date of the reporting period and the recipient has 30 days to submit the report.
- The FINAL SF-425 and SF-425A are generated the day after the award expires and the recipient has 90 days to submit the report.
 - The FINAL SF-425 and SF-425A reports 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.



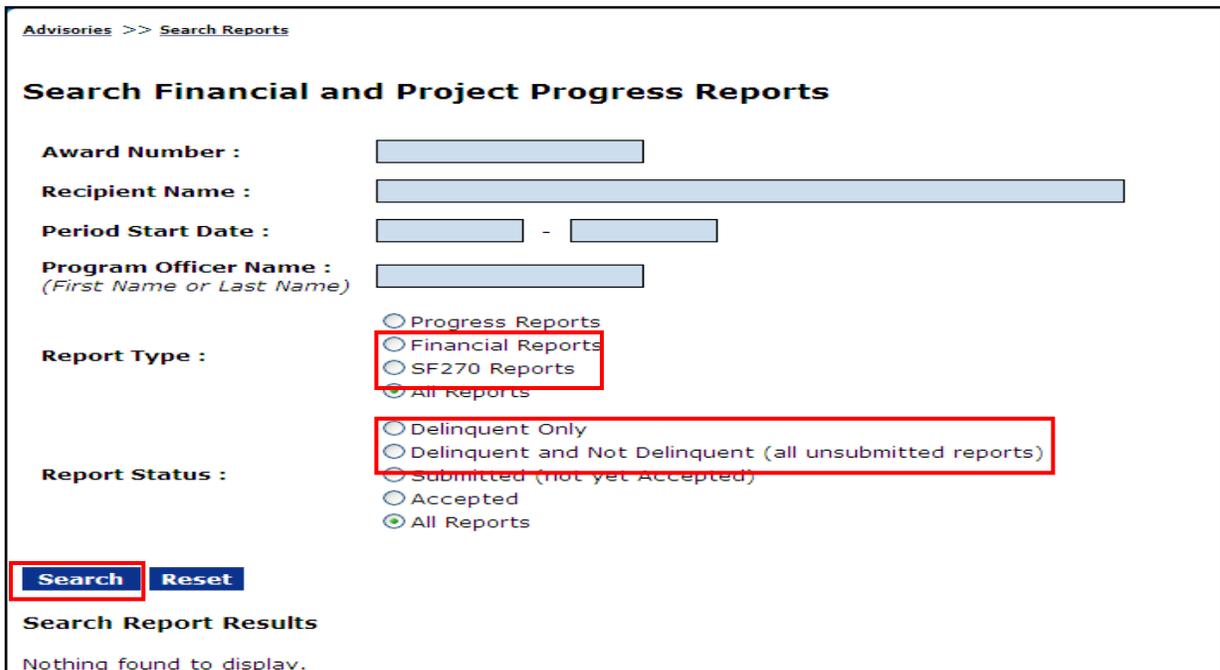
Note: Most “Save and Return to Main” buttons on the screen shots in this manual now say “Save and Start Workflow” in the Grants Online system.

Accessing a SF-272, SF-269, SF-269A, SF-425 Cash Flow/Full Report or SF-425A Federal Financial Report

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.”



Advisories >> Search Reports

Search Financial and Project Progress Reports

Award Number :

Recipient Name :

Period Start Date : -

Program Officer Name :
(First Name or Last Name)

Report Type :

- Progress Reports
- Financial Reports
- SF270 Reports
- All Reports

Report Status :

- Delinquent Only
- Delinquent and Not Delinquent (all unsubmitted reports)
- Submitted (not yet Accepted)
- Accepted
- All Reports

Search Report Results

Nothing found to display.

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

24 items found, displaying all items.1

Report	Award Number	Reporting Period Start	Reporting Period End	Due Date	Program Officer	Status	Recipient	Principal Investigators/ Project Directors
SF-269: Financial Status Report - Section 306/306A - FINAL	NA05NOS4191180	10/01/2005	09/30/2008	12/29/2008	John Kuriawa	Delinquent	Virginia Department of Environmental Quality	Shannon Girouard, Shep Moon
SF-269: Financial Status Report - Section 309 - FINAL	NA05NOS4191180	10/01/2005	09/30/2008	12/29/2008	John Kuriawa	Delinquent	Virginia Department of Environmental Quality	Shannon Girouard, Shep Moon
SF-269: Financial Status Report - Section 310 - FINAL	NA05NOS4191180	10/01/2005	09/30/2008	12/29/2008	John Kuriawa	Delinquent	Virginia Department of Environmental Quality	Shannon Girouard, Shep Moon
SF-425: Federal Financial Report - Full Report - FINAL	NA03NMF4570237		01/31/2009	05/01/2009	Ann Marie Chapman	Not Delinquent	Virginia Department of Environmental Quality	Ann M Regn
SF-425: Federal Financial Report - Full Report - FINAL	NA06NMF4570314		01/31/2009	05/01/2009	Ann Marie Chapman	Not Delinquent	Virginia Department of Environmental Quality	Ann M Regn
SF-425: Federal Financial Report - Full Report - Section 306/306A - FINAL	NA05NOS4191180		09/30/2008	12/29/2008	John Kuriawa	Delinquent	Virginia Department of Environmental Quality	Shannon Girouard, Shep Moon

- Locate the report to be viewed or completed and select the report name link from the “Report” column.

Search Report Results

24 items found, displaying all items.1

Report	Award Number	Reporting Period Start	Reporting Period End	Due Date	Program Officer	Status	Recipient	Principal Investigators-Project Directors
SF-269: Financial Status Report - Section 306/306A - FINAL	NA05NOS4191180	10/01/2005	09/30/2008	12/29/2008	John Kuriawa	Delinquent	Virginia Department of Environmental Quality	Shannon Girouard, Shep Moon
SF-269: Financial Status Report - Section 309 - FINAL	NA05NOS4191180	10/01/2005	09/30/2008	12/29/2008	John Kuriawa	Delinquent	Virginia Department of Environmental Quality	Shannon Girouard, Shep Moon
SF-269: Financial Status Report - Section 310 - FINAL	NA05NOS4191180	10/01/2005	09/30/2008	12/29/2008	John Kuriawa	Delinquent	Virginia Department of Environmental Quality	Shannon Girouard, Shep Moon
SF-425: Federal Financial Report - Full Report - FINAL	NA03NMF4570237		01/31/2009	05/01/2009	Ann Marie Chapman	Not Delinquent	Virginia Department of Environmental Quality	Ann M Regn
SF-425: Federal Financial Report - Full Report - FINAL	NA06NMF4570314		01/31/2009	05/01/2009	Ann Marie Chapman	Not Delinquent	Virginia Department of Environmental Quality	Ann M Regn
SF-425: Federal Financial Report - Full Report - Section 306/306A - FINAL	NA05NOS4191180		09/30/2008	12/29/2008	John Kuriawa	Delinquent	Virginia Department of Environmental Quality	Shannon Girouard, Shep Moon

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

SF-425: Federal Financial Report - Full Report - FINAL - NA07NMF4540021

Id: 2141230

Status:

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

This document currently has no tasks assigned to you.

Report Header Information

Report Period: N/A - 12/31/2008 **Report Type:** SF-425 Full **Final Report:** Yes
Due On: 03/31/2009 **Submitted On:** N/A
Accepted On: N/A **Accepted By:** n/a

Completing a SF-425 Cash Flow Federal Financial Report

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 (Follow form instructions)

1. Federal Agency and Organizational Element to Which This Report is Submitted: Department of Commerce/NOAA		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) NA06NMF4570303		Page 1	of 2 pages		
3. Recipient Organization (Name and complete address including Zip code) Institute of Marine Science Gloucester Point, VA 23062-1346 USA							
4a. DUNS Number 169516213	4b. EIN 875795831	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 checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual		
8. Project/Grant Period From (Month, Day, Year) September 01, 2006		To (Month, Day, Year) February 28, 2009		9. Reporting Period End Date (Month, Day, Year) September 30, 2008			
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 >>				\$148,090.00			
b. Cash Disbursements *				\$148,090.00			
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				N/A			
e. Total Federal share of expenditures				N/A			
f. Total share of unliquidated obligations				N/A			
g. Total Federal share (sum of lines e and f)				N/A			
h. Unobligated balance of Federal funds (line d minus g)				N/A			
Recipient Share:							
i. Total recipient share required				N/A			
j. Recipient share of expenditures				N/A			
k. Remaining Recipient share to be provided (line i minus j)				N/A			
Program Income:							
l. Total Federal program income earned				N/A			
m. Program income expended in accordance with the deduction alternative				N/A			
n. Program income expended in accordance with the addition alternative				N/A			
o. Unexpended program income (line l minus line m or line n)				N/A			
11. Indirect Expense	a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	e. Federal Share
	N/A	N/A	N/A	N/A	N/A	N/A	N/A
				g. Totals:			
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: View/edit remarks >> No recipient remarks exist.							
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official				c. Telephone (Area code, number and extension)			
				d. Email address			
b. Signature of Authorized Certifying Official				e. Date Report Submitted (Month, Day, Year)			
FEDERAL AGENCY NOTE: Cash on hand greater than \$5,000 or less than -\$5,000 requires an explanation.				14. Agency use only: View remarks >>			

[Save](#) [Save and Return to Main](#) [Cancel](#) [Print](#)

Completing a SF-425 Full Report (Final) Federal Financial Report

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 Full Report Federal Financial Report details page.

SF-425 Full Report - Screen Shot

FEDERAL FINANCIAL REPORT (Follow form instructions)

1. Federal Agency and Organizational Element to Which This Report is Submitted: Department of Commerce/NOAA		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page 1	of 2 pages		
3. Recipient Organization (Name and complete address including Zip code) Institute of Marine Science Gloucester Point, VA 23062-1346 USA							
4a. DUNS Number 169516213	4b. EIN 875795831	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)		6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Final	7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual		
8. Project/Grant Period From: (Month, Day, Year) January 01, 2007		To: (Month, Day, Year) December 31, 2008		9. Reporting Period End Date (Month, Day, Year) December 31, 2008			
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 >>				\$			
b. Cash Disbursements *				\$			
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			
e. Total Federal share of expenditures *				\$			
f. Total share of unliquidated obligations *				\$			
g. Total Federal share (sum of lines e and f)				\$0.00			
h. Unobligated balance of Federal funds (line d minus g)				\$0.00			
Recipient Share:							
i. Total recipient share required * Update/verify total recipient share required >>				\$0.00			
j. Recipient share of expenditures *				\$			
k. Remaining Recipient share to be provided (line i minus j)				\$0.00			
Program Income:							
l. Total Federal program income earned				\$			
m. Program income expended in accordance with the deduction alternative				\$			
n. Program income expended in accordance with the addition alternative				\$			
o. Unexpended program income (line l minus line m or line n)				\$0.00			
11. Indirect Expense	a. Type	b. Rate	c. Period From (MM/DD/YYYY)	Period To (MM/DD/YYYY)	d. Base	e. Amount Charged	f. Federal Share
					\$	\$	\$
					\$	\$	\$
g. Totals:					\$0.00	\$0.00	\$0.00
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: View/edit remarks >> No recipient remarks exist.							
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official				c. Telephone (Area code, number and extension)			
b. Signature of Authorized Certifying Official				d. Email address			
				e. Date Report Submitted (Month, Day, Year)			
FEDERAL AGENCY NOTE: Cash on hand MUST be \$0 for this final report.				14. Agency use only: View remarks >>			

This form is not validated and cannot be forwarded to NOAA. Clicking the Save button will show validation issues.

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

NOTE: This is the FINAL report - This 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 close-out 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.**”

The screenshot shows the NOAA Grants Online interface. The top navigation bar includes links for Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. The main content area displays the details for an SF-425A report titled "SF-425A: Multiple Award Cash Flow SF-425". The report ID is 2138617 and its status is "RecipientAuthorizedRepresentativeActions - In Progress". A "Report Header Information" section provides the following details:

Report Period:	N/A - 09/30/2008	Report Type:	SF-425A	Final Report:	No
Due On:	10/30/2008	Submitted On:	N/A		
Accepted On:	N/A	Accepted By:	n/a		

Below the header information, there is a "Sub Documents" section.



Warning! You are not able to create an SF-425A 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.)

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

THIS DOCUMENT IS LOCKED

[SF-425A Instructions](#)

Awards Included in this SF-425:

Remove	Award Number	Award Start	Award End	Award Status	CZM Section	Project Title	Recipient Account No.	Cumulative Federal Cash Disbursement	Principal Investigators
<input type="checkbox"/>	NA06NMF4570303	09/01/2006	02/28/2009	Accepted		TEST RECORD - The Influence of Spatial Arrangement of habitats on Tidal Marsh Fish Communities within Mobjack Bay, Virginia		\$ 0.00	Donna Bilkovic, Carl Hershner
<input type="checkbox"/>	NA06NMF4570248	10/01/2006	09/30/2008	Expired		TEST RECORD - Comparing microbiological characteristics of C. ariakensis and C. virginica with respect to uptake and elimination of bacterial and viral pathogens in situ.		\$ 550,857.47	Howard Kator, Kimberly Reece
<input type="checkbox"/>	NA07NMF4540021	01/01/2007	12/31/2008	Accepted		TEST RECORD - Management and Support Services for the Advisory Committee to the U.S. Delegation to the International Commission for the Conservation of Atlantic Tunas		\$ 0.00	John Graves

[Go to the SF-425 Details Page >>](#)

Awards Not Included in this SF-425:

Note: Final SF-425 reports are not available for inclusion in the SF-425A (full explanation).

<input type="checkbox"/>	Award Number	Award Start	Award End	Award Status	CZM Section	Project Title	Report Type	Report Status	Report ID	Principal Investigators
<input type="checkbox"/>	NA06NMF4570248	10/01/2006	09/30/2008	Expired		TEST RECORD - Comparing microbiological characteristics of C. variabilis and C. variabilis with respect to uptake and elimination of bacterial and viral pathogens in situ.	SF-425 Cash Flow		2134914	Howard Kator, Kimberly Reece
<input type="checkbox"/>	NA08OAR4170329	02/01/2008	09/30/2008	Expired		TEST RECORD - John A. Knauss Fellowship Application - Christopher Hayes	SF-425 Cash Flow		2135702	William Dupaul, Lee Larkin
<input type="checkbox"/>	NA07NMF4570345	10/01/2007	09/30/2008	Expired		TEST RECORD - Identifying the bottleneck in eelgrass seedling establishment, and strategies for enhancing recruitment from seeds	SF-425 Cash Flow		2135580	Robert Orth

Export options: [Excel](#)

8. The awards are now listed under the “Awards Included in this SF-425A” section.

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

THIS DOCUMENT IS LOCKED

[SF-425A Instructions](#)

Awards Included in this SF-425:

Remove	Award Number	Award Start	Award End	Award Status	CZM Section	Project Title	Recipient Account No.	Cumulative Federal Cash Disbursement	Principal Investigators
<input type="checkbox"/>	NA06NMF4570303	09/01/2006	02/28/2009	Accepted		TEST RECORD - The Influence of Spatial Arrangement of habitats on Tidal Marsh Fish Communities within Mobjack Bay, Virginia		\$ 0.00	Donna Bilkovic, Carl Hershner

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:

Remove	Award Number	Award Start	Award End	Award Status	CZM Section	Project Title	Recipient Account No.	Cumulative Federal Cash Disbursement	Principal Investigators
<input type="checkbox"/>	NA06NMF4570303	09/01/2006	02/28/2009	Accepted		TEST RECORD - The Influence of Spatial Arrangement of habitats on Tidal Marsh Fish Communities within Mobjack Bay, Virginia		\$ 0.00	Donna ; Carl
<input type="checkbox"/>	NA06NMF4570248	10/01/2006	10/31/2010	Accepted		TEST RECORD - Comparing microbiological characteristics of C. ariakensis and C. virginica with respect to uptake and		\$ 550,857.47	Howard ; Kimberly

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.

[Go to the SF-425 Details Page >>](#)

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.

FEDERAL FINANCIAL REPORT <small>(Follow form instructions)</small>							
1. Federal Agency and Organizational Element to Which This Report is Submitted: Department of Commerce/NOAA		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)			Page 1	of 2 pages	
3. Recipient Organization (Name and complete address including Zip code) Institute of Marine Science Gloucester Point, VA 23062-1346 USA							
4a. DUNS Number 169516213	4b. EIN 875795831	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)			6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Final		
8. Project/Grant Period From: (Month, Day, Year) January 01, 2007				9. Reporting Period End Date (Month, Day, Year) December 31, 2008			
10. Transactions					Cumulative		
<small>(Use lines a-c for single or multiple grant reporting)</small>							
Federal Cash (To report multiple grants, also use FFR Attachment):							
a. Cash Receipts * Determine Cash Receipts from the Federal accounting system >>					\$0.00		
b. Cash Disbursements *					\$0.00		
c. Cash on Hand (line a minus b)					\$0.00		
<small>(Use lines d-o for single grant reporting)</small>							
Federal Expenditures and Unobligated Balance:							
d. Total Federal funds authorized * Update/verify total Federal funds authorized >>					\$0.00		
e. Total Federal share of expenditures *					\$0.00		
f. Total share of unliquidated obligations *					\$0.00		
g. Total Federal share (sum of lines e and f)					\$0.00		
h. Unobligated balance of Federal funds (line d minus g)					\$0.00		
Recipient Share:							
i. Total recipient share required * Update/verify total recipient share required >>					\$0.00		
j. Recipient share of expenditures *					\$0.00		
k. Remaining Recipient share to be provided (line i minus j)					\$0.00		
Program Income:							
l. Total Federal program income earned					\$0.00		
m. Program income expended in accordance with the deduction alternative					\$0.00		
n. Program income expended in accordance with the addition alternative					\$0.00		
o. Unexpended program income (line l minus line m or line n)					\$0.00		
11. Indirect Expense	a. Type	b. Rate	c. Period From (MMDD/YYYY)	Period To (MMDD/YYYY)	d. Base	e. Amount Charged	f. Federal Share
					\$0.00	\$0.00	\$0.00
					\$0.00	\$0.00	\$0.00
g. Totals:					\$0.00	\$0.00	\$0.00
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation: View/edit remarks >> No recipient remarks exist.							
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)							
a. Typed or Printed Name and Title of Authorized Certifying Official				c. Telephone (Area code, number and extension)			
b. Signature of Authorized Certifying Official				d. Email address			
				e. Date Report Submitted (Month, Day, Year)			
FEDERAL AGENCY NOTE: Cash on hand MUST be \$0 for this final report.					14. Agency use only: View remarks >>		

This form is not validated and cannot be forwarded to NOAA. Clicking the Save button will show validation issues.

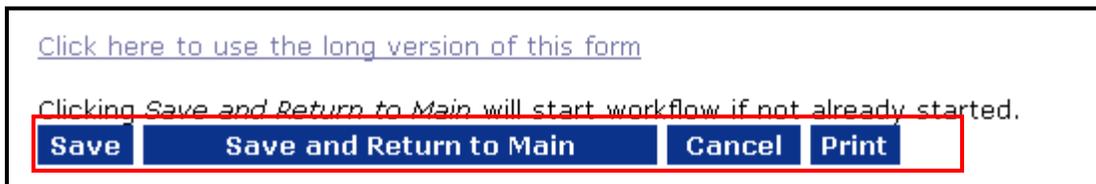
[Save](#) [Save and Start Workflow](#) [Cancel](#) [Print](#)

NOTE: This is the FINAL report - This 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 close-out activity.

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.

Search Awards >> Search Reports >> Advisories >> SF-269: Financial Status Report - NA16OP1487 >> SF-269: Financial Status Report - FINAL - NA04

Your Tasks

Document Type: Status: [Apply Filter >>](#)

2 items found, displaying all items.1

View	Completed Date	Task Status	Document Type	Task Name	Start Date	Document Id	Task Id	Award Number	Proposal Number	Applicant Name
View		Not Started	SF-269: Financial Status Report	Review SF-269 Report		2080242	464471	NA04NMF4550390	15135	Virginia Institute of Marine Science
View		In Progress	SF-269: Financial Status Report	Review SF-269 Report	04/18/2007	2080240	464301	NA16OP1487	N/A	Virginia Institute of Marine Science

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.

SF-425: Federal Financial Report - Cash Flow - NA06NMF4570303

Id: 2141890
Status: RecipientAuthorizedRepresentativeActions - Not Started

Action: [Submit](#)

Your Comments:

[Spell Check](#)

[Save Comment](#)



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.)

SF-425A: Multiple Award Cash Flow SF-425

Id: 2141889
Status: N/A: RecipientAuthorizedRepresentativeActions - In Progress

Action:

Your Comments:
Forward Multiple Award SF-425 Cash Flow Report to Agency
Reassign Multiple Award SF-425 Cash Flow Report
Review/Edit Multiple Award SF-425 Cash Flow Details

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.”**

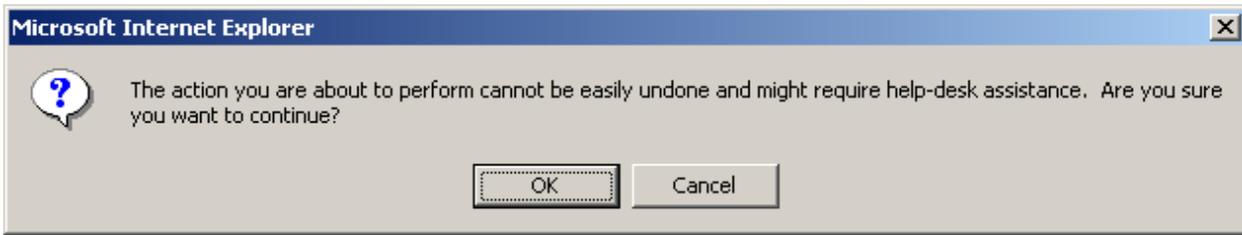
SF-425: Federal Financial Report - Cash Flow - NA06NMF4570303

Id: 2141890
Status: RecipientAuthorizedRepresentativeActions - Not Started

Action:

Your Comments:
Forward SF-425 Cash Flow Report to Agency
Review/Edit SF-425 Cash Flow Details

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.

Accessing and Reviewing Financial Reports from the Grants File page

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.



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



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.

Search Awards

Recipient Name:

Award Number:

Please use the above fields to narrow down your search.
Award Number Searches are not case-sensitive, and award numbers can be partially filled in to get all matching results.

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

98 items found, displaying all items.1

Award Number	Org ID	Recipient Name	Project Title	Award Status
NA04NMF4550390	1000516	Virginia Institute of Marine Science	Research Program: FY 05 Virginia Cooperative Mari...	Accepted
NA04NMF4550410	1000516	Virginia Institute of Marine Science	Enhanced Education and Training of Under-represent...	Accepted
NA03NMF4540022	1000516	Virginia Institute of Marine Science	Administrative and Travel Management Support for t...	Accepted

- 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.

Grants File - NA06NMF4570303

Id: 2051623
Creator: System Account **Create Date:** 06/28/2006
Status: Accepted **Status Date:** 08/29/2006
Last Edited User: System Account

Action:

Your Comments:

Attachments:

Grant Information

CFDA Number:	11.457	Award Period:	09/01/2006 - 08/31/2008	Program Office:	Fisheries Chesapeake B Office (CBPO)
Program Officer:	Derek Orner	Program Officer Phone:	4102675676	Program Officer Email:	test@aa.com
Total Federal Funding:	\$167,745.00	Total Non Federal Funding:	\$32,819.00	Multi-Year:	No
Organization Name:	Virginia Institute of Marine Science	Electronic Recipient:	Yes	ASAP Recipient:	Yes
Progress Report Frequency:	Semi-Annually	SF-272 Frequency:	Semi-Annually	SF-269 Frequency:	Comprehensive - a fina report is not required
Final Reports Due On:	11/29/2008	Closeout Date:	N/A		
Project Title:	The Influence of Spatial Arrangement of habitats on Tidal Marsh Fish Communities within Mobjack Bay, Virginia				

Sub Documents

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date
Award Package	2052130	The Influence of Spatial Arrangement of habitats o...	System Account	08/29/2006	System Account	Accepted	04/05/2007
Award File	2051625	The Influence of Spatial Arrangement of habitats o...	System Account	06/28/2006	System Account	Accepted	06/28/2006

Export options: [Excel](#)

Associated Documents

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date	Program Officer
Award Action Request	2070824	No Cost Extension - Without Invocation of Expanded...	Maria Gill	02/16/2007	Maria Gill		02/16/2007	
Award Action Request	2070825	No Cost Extension - Invocation of Expanded Authori...	Maria Gill	02/16/2007	Maria Gill		02/16/2007	

Export options: [Excel](#)

Financial Reports

Type	ID	Period Start	Period End	Due Date	Status	Amount Requested
SF-272: Federal Cash Transactions Report	2068549	09/01/2006	09/30/2006	10/30/2006	Accepted	N/A
SF-272: Federal Cash Transactions Report	2079590	10/01/2006	03/31/2007	04/30/2007	Not Delinquent	N/A

Export options: [Excel](#)

Progress Reports

Type	ID	Period Start	Period End	Due Date	Status
Performance Progress Report	2073458	09/01/2006	02/28/2007	03/30/2007	Delinquent

Export options: [Excel](#)

-
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.

Financial Reports						
Type	ID	Period Start	Period End	Due Date	Status	Amount Requested
SF-272: Federal Cash Transactions Report	2068549	09/01/2006	09/30/2006	10/30/2006	Accepted	N/A
SF-272: Federal Cash Transactions Report	2079590	10/01/2006	03/31/2007	04/30/2007	Not Delinquent	N/A

Export options: [Excel](#)

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.

Financial Reports

Type	ID	Period Start	Period End	Due Date	Status	Amount Requested
SF-425: Federal Financial Report - Cash Flow	2134914		09/30/2008	12/29/2008	Accepted	N/A
SF-425A: Multiple Award Cash Flow SF-425	2138617		09/30/2008	10/30/2008	Withdrawn: RecipientAuthorizedRepresentativeActions - In Progress	N/A
SF-425A: Multiple Award Cash Flow SF-425	2141889		09/30/2008	10/30/2008	N/A: RecipientAuthorizedRepresentativeActions - In Progress	N/A
SF-272: Federal Cash Transactions Report	2081664	10/01/2006	03/31/2007	04/30/2007	Accepted	N/A
SF-269: Financial Status Report - FINAL	2134080	10/01/2006	09/30/2008	12/29/2008	Submitted: GrantsSpecialistActions - Not Started	N/A
SF-272: Federal Cash Transactions Report	2102472	04/01/2007	09/30/2007	10/30/2007	Accepted	N/A
Multiple Award SF-272A	2118234	10/01/2007	03/31/2008	04/30/2008	Accepted	N/A

Export options: [Excel](#)

3. The financial report launch page will appear.
4. Select “**Replace Report,**” from the action dropdown menu, followed by “**Submit.**”

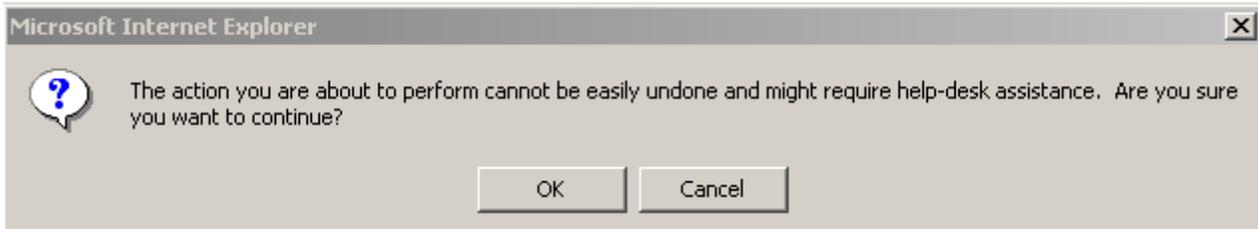
SF-425: Federal Financial Report - Cash Flow - NA06NMF4570248

Id: 2134914
Status: Accepted

Action: Please select an action
Please select an action
Replace Report
View SF-425 Cash Flow Details

Your Comments:

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.

View	Completed Date	Task Status	Document Type	Task Name	Start Date	Document Id	Task Id	Award Number	Proposal Number	Applicant Name	Approved Federal Funding	Total Federal Funding	Project Title	RFA Name
View		Not Started	SF-425: Federal Financial Report - Cash Flow Only	Review SF-425 Cash Flow Report		2142017	1376068	NA06NMF4570248	N/A	Virginia Institute of Marine Science	N/A	\$168,020.00	TEST RECORD - Comparing microbiological character...	FY2006 Non-native Oyster Research Program

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.

Multiple Award SF-272A for Virginia Institute of Marine Science

Id: 2080289
Creator: [Jane A. Lopez](#) **Create Date:** 04/23/2007
Status: Not Delinquent: RecipientFinancialRepresentativeActions - Not Started **Status Date:** 04/23/2007
Last Edited User: [Jane A. Lopez](#)

Action:

Your Comments:

- 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

Type	ID	Period Start	Period End	Due Date	Status	Amount Requested
SF-425: Federal Financial Report - Cash Flow	2134914		09/30/2008	12/29/2008	Withdrawn	N/A
SF-425: Federal Financial Report - Cash Flow	2142017		09/30/2008	12/29/2008	N/A: RecipientAuthorizedRepresentativeActions - Not Started	N/A

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.

Search Awards

Recipient Name:

Award Number:

Please use the above fields to narrow down your search.
Award Number Searches are not case-sensitive, and award numbers can be partially filled in to get all matching results.

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.

Search Results

98 items found, displaying all items.1

Award Number	Org ID	Recipient Name	Project Title	Award Status
NA04NMF4550390	1000516	Virginia Institute of Marine Science	Research Program: FY 05 Virginia Cooperative Mari...	Accepted
NA04NMF4550410	1000516	Virginia Institute of Marine Science	Enhanced Education and Training of Under-represent...	Accepted
NA03NMF4540022	1000516	Virginia Institute of Marine Science	Administrative and Travel Management Support for t...	Accepted

- 4. The **Grants File** page will be displayed. From the “Action” dropdown options, select “Create SF-270”, then click on the “Submit” button.

Grants File - NA08SEC4690025

Id: 2104645
Status: Accepted

Action: Please select an action

Your Comments: Create Award Action Request
Create SF270
View Accounting Details
View/Manage Award-related Personnel

- 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.

SF-270: Request for Advance or Reimbursement - NA08SEC4690025

Id: 2111095
Status: N/A

[Go to SF-270: Request for Advance or Reimbursement Details Page >>](#)

This document currently has no tasks assigned to you.

Attachments:

Report Header Information			
Report Period: N/A - N/A	Report Type: SF270 - Standard Version	Final Report:	No
Due On: N/A	Submitted On: N/A	Amount Requested:	\$0.00
Accepted On: N/A	Accepted By: N/A		

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					
CFDA Number:	11.469	Award Period:	10/01/2007 - 09/30/2009	Program Office:	USEC One NOAA Program Office (ONPO)
Program Officer:	Noaa Student	Program Officer Phone:	301-555-1212	Program Officer Email:	testemail@atlas.rdc.noaa.gov
Total Federal Funding:	\$10,000.00	Total Non Federal Funding:	\$0.00	Multi-Year:	No
Organization Name:	Institute for Congressionally Mandated Research (ICMR)	Electronic Recipient:	Yes	ASAP Recipient:	No
Progress Report Frequency:	Semi-Annually	SF-272 Frequency:	Not Required - Not ASAP - Use SF-270	SF-269 Frequency:	Comprehensive - a final interim report is not required
Final Reports Due On:	12/29/2009	Closeout Date:	N/A		
Project Title:	Generating Notifications for Grantee Samples				

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 123456789

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**

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 NA08SEC4690025

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

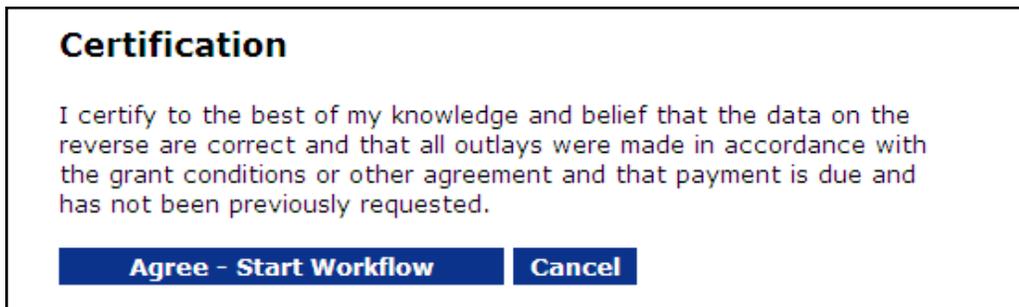


Notes: 1. The data fields for “j.” have been grayed-out because they are not used at DOC.
 2. You only need to enter data into the first column. The system will calculate the totals.

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



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



- 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.