

# Navigating the National Oceanic and Atmospheric Administration (NOAA) Proposal Submission Process Part 3

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# Overview

- **Part 1: Background Information**
  - NOAA Information – who, what, how; Organization
  - Guidance Structure
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  - Take-a-way
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- **Part 3: After Submission**
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  - Award
  - Communicating with NOAA
  - Special Notes and Take-a-Way

# Overview

- **Part 3: After Submission**
  - Other Actions & Information
  - Review
  - Award
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  - Special Notes and Take-a-Way

# Other Actions & Information

- Submission tracking
  - In Cayuse 424 S2S, normally your proposal number is added
  - As the proposal pushes into Grants.gov a tracking number is assigned and several emails to ORS are generated as the proposal is processed
  - When the proposal crosses into NOAA (Grants Online) an agency number is assigned

Note – if you are having issues at submission issues reach out to grants.gov for help prior to the submission deadline (PDS will assist). Most times NOAA will only consider passing through a late proposal for review if they feel something was not handled properly on their end like explanation or requirements in the NOFO.

# Other Actions & Information

## Grants.Gov

- NOAA manages their grants and contracts process using Grants.Gov and Grants Online. Grants.gov is primarily for the NOFO announcements and proposal submissions.
  - Resubmissions/Corrections prior to deadline can be done through Grants.gov
  - Talk with your Program Officer if you have any questions (coordinate with ORS)
  - Sometimes the NOFO will have information on what is allowed to be done after submission or if you have issues. There will also be alternative submission instructions such as sending a hard copy.
  - Grants.gov also has a lot of general grant training information.

**Don't forget that anytime grants.gov is referenced - OU uses our System to System (S2S) Software within Cayuse. Work with your Proposal Development Specialist.**

# Other Actions & Information

- No Cost Extension (NCE)
  - Award in progress for which the Primary Investigator needs additional time to complete objectives; coordinated/requested with sponsor Grants Manager with input from Program Officer
- Supplemental submissions
  - Supplemental funding tied to a current award (normally done in coordination with the program officer or at their request). Examples: a change in objective requested by the PO or a special need of the applicant such as replacement of a necessary piece of equipment
- Renewal submissions
  - Tied to a current award; usually done at request of the Program Officer in recognition of the successful award in progress.

Most of the time funds coming into the University (new proposals, supplemental submissions, and renewal submissions) will require a submission in grants.gov but No Cost Extensions (along with many other items for NOAA) are done using Grants Online or directly with the Program Office (with coordination with ORS).

# Other Actions & Information

## Grants Online

- In 2003, the National Oceanic and Atmospheric Administration (NOAA) Grants Online Program Management Office (PMO) initiated a software development project with a mission to provide NOAA with a single unified grant processing and administration system, using an electronic solution that would reduce processing time and increase efficiency. That project produced the Grants Online application and the mission of the PMO has expanded to support most Department of Commerce (DOC) grant making bureaus. Grants Online, custom developed for NOAA, has been in operation at the Department of Commerce (DOC)/National Oceanic and Atmospheric Agency (NOAA) since 2005.
- The Grants Online Program Management Office (PMO) provides support to the National Oceanic and Atmospheric Administration (NOAA) and other Department of Commerce bureaus including, the U.S. Economic Development Administration (EDA), the Minority Business Development Agency (MBDA), the Internal Trade Administration (ITA), the U.S. Census Bureau (Census) and the National Telecommunications and Information Administration (NTIA). As such, we provide training materials and resources for the Grants Online tool across the grants life cycle.

[About Grants Online | National Oceanic and Atmospheric Administration \(noaa.gov\)](http://noaa.gov)

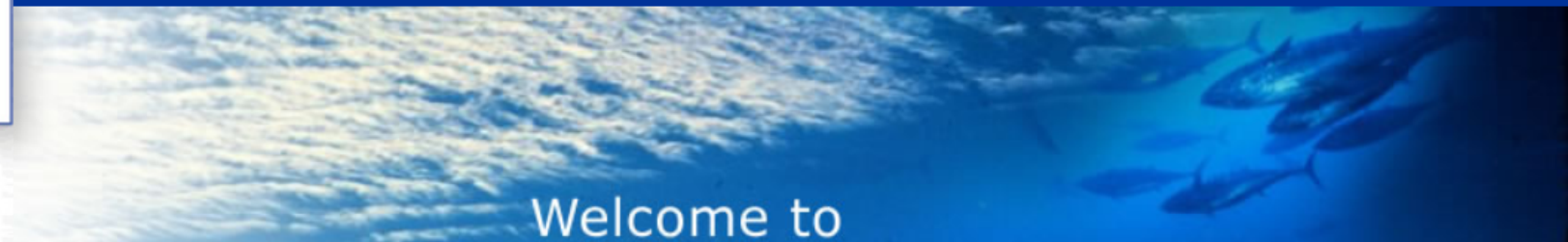
# Other Actions & Information

- Grants Online is the Department of Commerce's unified grant processing and administration system that interfaces directly with Grants.gov. Grants Online supports the grant evaluation, award, management, and operations processes. Specifically, using Grants Online, a recipient can complete the following tasks: Accept awards electronically, Manage user roles for individuals within their organization, Submit Award Action Requests (AARs), Submit Federal Financial Reports (FFRs), Submit Performance Progress Reports (PPRs), Submit Research Performance Progress Reports (RPPRs).
- Grants Online operates in a web environment. To access the software, a unique user-name and password are the only requirements. Grant Recipients should contact their organization's Recipient Administrator to obtain log in credentials. The Grants Online Help Desk is available to provide your Recipient Administrator's contact information. The Grants Online URL is: <https://grantsonline.rdc.noaa.gov>
- If you are a reviewer or have received an award notice then you need a Grants Online account; otherwise, your submission actions flow through the University (ORS) log in.



# Other Actions & Information

- There is a lot of information and training available at [www.noaa.gov](http://www.noaa.gov) and the line/staff office websites. NOAA's Grants Online Program Management Office also has some resources, no system log-in is required for some information but a lot is for award recipients and Program officers.
- NOAA also has what they call 'Process Maps' that may help explain information (general web search on 'NOAA Process Maps').
- Contact a Line Agency Representative or NOFO Program Officer and ask to be a Reviewer if you want to start getting involved with NOAA on a deeper level.
- [Grants Online PMO \(noaa.gov\)](http://www.noaa.gov)



# Welcome to

## Grants Online Program Management Office (PMO)

Home

Grants Online Production

Release Notes

PMO Staff/ Contact Us

Grants Online Training

Frequently Asked Questions

Grants.gov

Website Satisfaction Survey

### Mission Statement

The mission of the Grants Online Program Management Office is to provide the Department of Commerce (DOC) with a single unified grant processing and administration system, using an electronic solution that will reduce processing time and increase efficiency.

### Project Goals

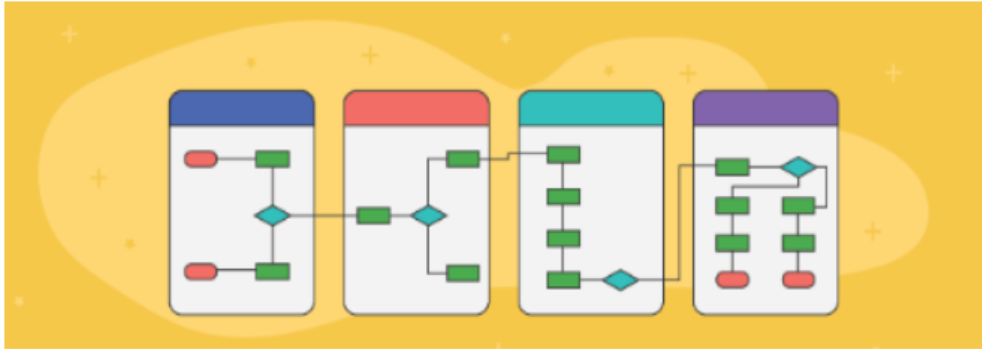
- A scalable solution for high volume usage and robust, available operation
- A DOC interface to the Grants.gov initiative which provides "one-stop" shopping for Federal grants-related activities
- Standardized DOC grants business processes that will contribute to a more efficient and effective use of resources
- A direct interface to other Federal and DOC systems (e.g., Grants.gov, CBS, and WebDocFlow-Grants)

### Grants Online Production Access

To access Grants Online, click the 'Grants Online Production' link on the left-hand navigation pane. Alternately, you may also access Grants Online at the following URL: <https://grantsonline.rdc.noaa.gov>



# Grants Online Process Maps



[Download Image](#)

## Who does what when?

The following are the process maps for Grants Online. These maps will assist users in following the workflow process in Grants Online.

[Competitive Workflow \(COMP\)](#)

[Review Event Workflow \(REF & RER\)](#)

[Universal Workflow \(UNI\)](#)

[Renegotiation Workflow \(RN\)](#)

[Grants Management Workflow \(GMD\)](#)

[Declined Award Workflow \(DA\)](#)

[Procurement Request Workflow \(PR\)](#)

[Performance Progress Report and Federal Financial Report Workflow \(PPR & FFR\)](#)

[Award and Post Award Workflow \(AAR, OPCR & ERA\)](#)

[Grantee - Accept Award \(AA\)](#)

# Review

- The review criteria, process, and timeline should be spelled out in the NOFO.
- Usually the criteria includes points for different parts of the proposal.
- Review process may vary depending on the Line Agency, Program Officer, and NOFO.
- **For some programs, the Program Office may accept corrected information prior to review or will even ask for it. (Rarely for a large portion of the narrative.)**

# What NOAA Says should be in a Notice of Funding Opportunity (NOFO) – Review

- **Executive Summary**
- [Federal Agency Name\(s\):](#)  
[Funding Opportunity Title:](#)  
[Announcement Type:](#)  
[NOFO Number:](#)  
[Catalog of Federal Domestic Assistance \(CFDA\) Number:](#)  
[Dates:](#)  
[Funding Opportunity Description:](#) (FRN uses word "Summary")
- **Full Text of Announcement**
- **I. Funding Opportunity Description**
  - A. [Program Objective](#)
  - B. [Program Priorities](#)
  - C. [Program Authority](#)
- **II. Award Information**
  - A. [Funding Availability](#)
  - B. [Project/Award Period](#)
  - C. [Type of Funding Instrument](#)
- **III. Eligibility Information**
  - A. [Eligible Applicants](#)
  - B. [Cost Share or Matching Requirement](#)
  - C. [Other Criteria that Affect Eligibility](#)

# What NOAA Says should be in a Notice of Funding Opportunity (NOFO) - Review

- **IV. Application and Submission Information**
  - A. [Address to Request Application Package](#)
  - B. [Content and Form of Application](#)
  - C. [Unique entity identifier and System for Award Management \(SAM\)](#)
  - D. [Submission Dates and Times](#)
  - E. [Intergovernmental Review](#)
  - F. [Funding Restrictions](#)
  - G. [Other Submission Requirements](#)
  - H. [Address for Submitting Proposals](#) (FRN only. For the NOFO, the text for this field is added to the end of the text for IV.F. Other Submission Requirements)
- **V. Application Review Information**
  - A. [Evaluation Criteria](#)
  - B. [Review and Selection Process](#)
  - C. [Selection Factors](#)
  - D. [Anticipated Announcement and Award Dates](#)
- **VI. Award Administration Information**
  - A. [Award Notices](#)
  - B. [Administrative and National Policy Requirements](#)
  - C. [Reporting](#)
- **VII. Agency Contacts**
- **VIII. Other Information**

# Review (an example)

- September- Operations and Advisory Committees review and rank final proposals
- October- Funding recommendations presented to Coordinating Council; Coordinating Council makes final funding decision
- ACCSP Staff submits notification to submitting Partner of funded projects and notification of approved projects to appropriate grant funding agency (e.g. NOAA Fisheries Regional Grants Program Office, "NOAA Grants") by Partner
- As Needed- Operation and/or Leadership Team and Coordinating Council review and make final decision with contingencies (e.g. scope of work, rescissions, no-cost extensions, returned unused funds, etc.)

# Review (another example)

1. Initial Evaluation of Application (Administrative Review)
  - Determines compliance with requirements and priorities of application



# Review (another example)

2. Merit Review for a non-compliant proposal is return without review. Compliant proposals are scored by independent review panels. Reviewers may be federal or non-federal experts in areas relevant to the proposals under consideration. The parameters under consideration for each proposal are reviewed by a mix of three review teams. Program Officer or Program Manager does not vote or score as part of the review process. Before panels convene each reviewer is expected to read, evaluate and score using provided criteria. Scores and comments are subject to Program Officer review; scores are averaged to establish a preliminary rank order. New and Continuation proposals are scored using same criteria - but they are not ranked together.

# Review (another example)

2. (cont.) The panel will convene to review the ranking and comments and discuss the proposals as a group. During the panel meeting, reviewers can revise their score and comments but must individually submit final ranking at the end of the review to the Program Manager. No consensus remarks may be given to the Program Manager. Reviewers comments are averaged for rank order of the proposals for each review team. The Program Officer will make recommendations for funding to the Selecting Official based on the rank order and the selection criteria listed below:

- Availability of Funding

- Geographically

- By type of partners

- By research areas

- By project types

# Review (another example)

3. Whether the proposal duplicates other projects funded or considered for funding by NOAA or other federal agencies.
4. Program priorities and policy factors as set out in Section I.B.1-5 and Section III.B. of the full funding opportunity.
5. Applicants prior grant experience.
6. Partnerships and/or participation of targeted groups
7. Adequacy of information necessary for NOAA staff to make an initial NEPA determination.....

Selected applicants may be asked to modify objectives, budgets, project plans or to provide supplemental information prior to award.

# Award

- Notices of award normally come into ORS from the Grants Online system, but it is also possible for either the Program Manager or Grants Management (from Corporate Services Office/Acquisitions and Grants Office).
- If a PI receives a notice/email (or any correspondence from someone at NOAA) contact ORS.
- Some program officers work more closely with ORS and the PIs than others do.

# Award Actions in Grants Online System

## List of Award Action Requests

The list below identifies the Award Action Requests that can be associated with an award. The list parallels the order of items on the Grants Online Award Action Request selection page. The items marked with an asterisk, if approved, always result in an amendment to the award. Other requests generally result in a notification of approval.

**NOTE:** At the discretion of the Grants Officer, any request may result in an amendment.

\* No Cost Extension - Prior Approval Required

No Cost Extension - Prior Approval Waived (Research Terms and Conditions)

Extension to Close Out

Reprogram or Rebudget

\* Change in Scope

Equipment Purchase

\* Transfer of Award

Foreign Travel

Change in Principal Investigator/Project Director

Sole Source Contract

Change in Key Person Specified in the Application

Absence of more than 3 months or 25% by Project Director or PI

Satisfied Special Award Conditions

Inclusion of cost that require prior approval based on Cost Principles

Transfer of funds allotted for training to other categories of expenses

\* Sub award, transfer or contracting out of any work under the award if not described in the approved application

Pre-Award Cost

\* Termination for Convenience

Submit Additional Closeout Documents

ASAP Drawdown Request

Other

# Communicating with NOAA

- Start by reviewing NOAA's structure (all the line and staff offices and it wouldn't hurt to look at Corporate Services too). See which ones might have areas of interest that match your research.
- Look at the websites for each one, especially the line offices, to see what funding announcements are listed. If there aren't current ones, there are usually past ones available, and some have awarded information too.
- Once you have found where you fit (and there may be more than one area) you can reach out to the staff in that office. If needed you can reach out with a one-pager and ask if they feel your research interests intersect and if they have any NOFO recommendations. You can also look at past and current NOFO for the Program Officer names in a specific line of research and talk with them.

# Communicating with NOAA

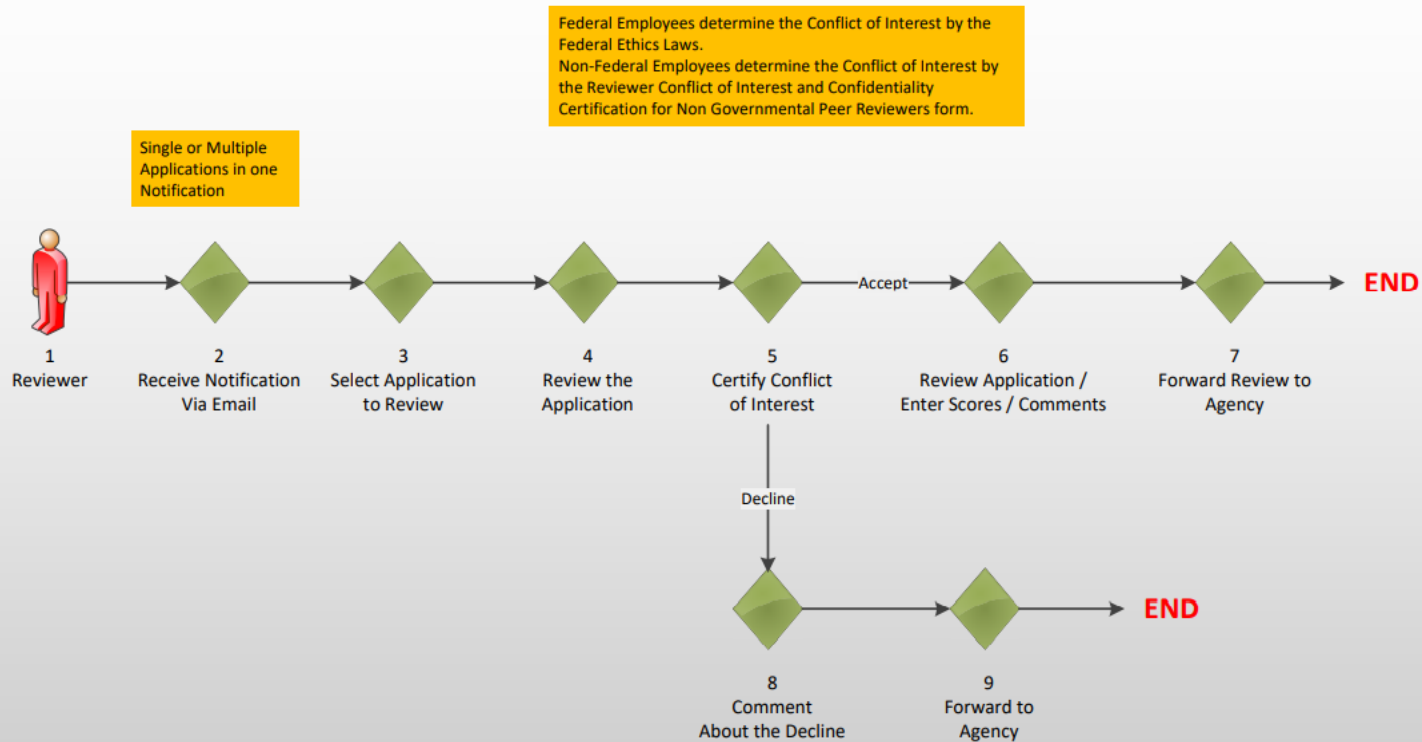
- When contacting a Program Officer, be respectful of their time. It is usually best to send an email and outline what you want to talk about then request to set up a time to call or for them to contact you.
- Program Officers in a specific area may be at NOAA for many years, try to build a relationship.
  - Volunteer to review.
- If you are having a specific issue related to submission, review, or award related actions you should contact ORS and/or REFS first. If a PO requests information from you, in regards to a submission or award, respond as quickly as possible and involve ORS/ReFS.

# Communicating with NOAA

## Review Event Workflow – Reviewer (RER)

March 16, 2021

Version 5.02



The Review Event Manager will see the Status Decline Flag under Manage Review Event.



# Special Notes

- Process for submitting a proposal starts with the PI submitting info sheet – we prefer you do one as soon as you think you are submitting (we can always cancel it)
- OU has a grants.gov account and all required organizational registrations (SAM, DUNS/UEI, Grants Online). PI Accounts are normally not needed for Grants.gov on NOAA submissions but are needed if the PI is going to be a reviewer and once notified of award receipt. Do not start a proposal for NOAA (or any sponsor) in Grants.gov – OU uses commercial software (Cayuse) to do most Grants.gov submissions.
- Timing from submission to award normally takes 4-8 months but can move faster (1-2 weeks) due to a special event or NOFO, or can move slower if the NOFO is more complicated or if there are Congressional budget issues.
- If you are notified of an award or intent to award by the PO, DO NOT START SPENDING, the award still needs to be accepted by the University and internally established for expenditures to be able to be legally approved. If you need to spend before the award is completely processed work with your ORS Award Administrator and Research Financial Services (ReFS).

# Special Notes

The University of Oklahoma has had a NOAA Cooperative Institute(CI) [Cooperative Institutes > Home \(noaa.gov\)](https://www.noaa.gov/cooperative-institutes) for many years called the Cooperative Institute for Mesoscale Meteorological Studies (CIMMS) which is being replaced by a new one called Cooperative Institute for Severe and High-Impact Weather Research and Operations (CIWRO).

CI fall under many different line offices; however, if you are doing anything with CIMMS/CIWRO you are required to coordinate with the University's office <https://cimms.ou.edu/> ([cimms@nwc.ou.edu](mailto:cimms@nwc.ou.edu) ; Executive Director, Finance and Operations, Tracy Reinke; [treinke@ou.edu](mailto:treinke@ou.edu) )

NOAA has a Program Officer for our CI who works closely with the CIMMS/CIWRO office and ORS. It is not uncommon for them to request changes in scope of work, and budget or to provide supplemental funding. They normally issue NOFO a couple of times a year but can also request proposals at any time for a specific area of need/interest of the CI.

# Take-A-Way

- If your proposal is related to CIMMS/CIWRO coordinate early with that office. Usually, any communication with the Program Officer is coordinated with this office and if it involves award administration or submission with ORS.
- Volunteer to review.
- Pay close attention to emails from Program Officer, ORS, and notifications from Grants Online.
- Do not wait to the last minute to submit to a CIMMS/CIWRO solicitation; it is not uncommon to have 10 to 50+ proposals. They can only be submitted one at a time and it is not just one simple button push.
- Extra resource – Manual for NOAA Program Officer Training  
[https://www.corporateservices.noaa.gov/grantsonline/Documents/EDA\\_GrantsOnline\\_Training\\_Manual.pdf](https://www.corporateservices.noaa.gov/grantsonline/Documents/EDA_GrantsOnline_Training_Manual.pdf)

# Contacts for Help

- [RIS@ou.edu](mailto:RIS@ou.edu) will answer questions or put you in contact with who can answer your questions for anything pre-award/Office of Research Services (ORS) related.
- Submit an info sheet [Office of Research Services - Proposal Information Sheet](#)|| [The University of Oklahoma \(ou.edu\)](#) and someone from ORS will contact you
- The ORS website (under VPRP) has a variety of training, funding announcements, and general proposal development and proposal submission information.
- Center for Faculty Excellence (CFE) provides proposal assistance and some training [cfe@ou.edu](mailto:cfe@ou.edu)
- If your question is related to post award, then contact Research Financial Services (ReFS) [refsinfo@ou.edu](mailto:refsinfo@ou.edu)