

Submitting Performance Progress Reports - PIs

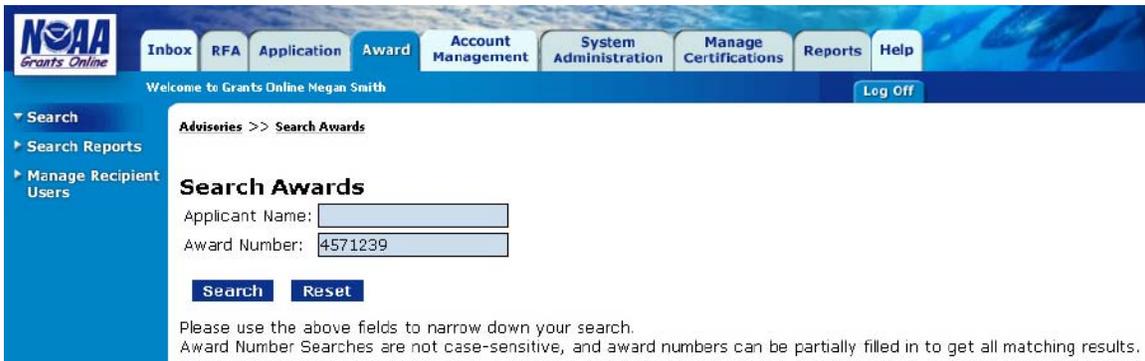
1. Log into NOAA Grants Online <https://grantsonline.rdc.noaa.gov/>.
2. Click on the “Award” Tab.



3. Click on “SEARCH AWARDS.”



4. Enter the award number for the project you are reporting on (you may enter only a portion of the number) and click “Search.”



- After the search results are displayed, click on the Award Number hyperlink.

Search Awards

Applicant Name:

Award Number:

Search **Reset**

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.

Search Results
One item found.1

Award Number	Org ID	Applicant Name	Project Title	Award Status	Award Action Request	Manage Award
NA05NMF4571239	1000475	University of Maryland, College Park	Extension of ongoing C. ariakensis deployment in M...	Accepted	Create Award Action Request	View/Manage Award-related Personnel

- Clicking on the Award Number will take you to its Grants File. Scroll down the page to Associated Documents and choose the Performance Progress Report that you wish to complete. Access the report by clicking on the ID hyperlink.

Associated Documents

6 items found, displaying all items.1

Type	ID	Title	Creator	Create Date	Last Action User	Status	Status Date	Program Officer
Federal Financial Report	2048273	10/01/2005 - 03/31/2006	Dennis A. Seem	06/06/2006	Dennis A. Seem	Accepted	06/06/2006	
Federal Financial Report	2049362	07/01/2005 - 03/31/2006	Dennis A. Seem	06/09/2006	Dennis A. Seem	Accepted	06/09/2006	
Performance Progress Report	2033534	07/01/2005 - 12/31/2005	Dennis A. Seem	03/01/2006	System Account	Accepted	04/20/2006	Jamie King
Performance Progress Report	2040173	01/01/2006 - 03/31/2006	Dennis A. Seem	04/03/2006	Dennis A. Seem	IN Progress	04/03/2006	Undefined
Performance Progress Report	2052856	04/01/2006 - 06/30/2006	Dennis A. Seem	06/30/2006	Megan Heather Smith	ProgramOfficerActions - Not Started	08/15/2006	Jamie King
Performance Progress Report	2052857	07/01/2005 - 06/30/2006	Dennis A. Seem	06/30/2006	Dennis A. Seem	IN Progress	06/30/2006	Undefined

Export options: [Excel](#)

7. Click on [Go to Performance Progress Report Details Page >>](#)

The screenshot shows the NOAA Grants Online interface. At the top, there is a navigation bar with tabs for Inbox, RFA, Application, Award, Account Management, System Administration, Manage Certifications, Reports, and Help. Below this is a welcome message for Megan Smith and a Log Off button. The main content area displays the breadcrumb trail: Adviseries >> Search Awards >> Grants File - NA05NMF4571239 >> Performance Progress Report - NA05NMF4571239. The report title is "Performance Progress Report - NA05NMF4571239". Below the title, the following information is displayed: Id: 2052856; Creator: Dennis A. Seem; Create Date: 06/30/2006; Status: ProgramOfficerActions - Not Started; Status Date: 08/15/2006; Last Edited User: Megan Heather Smith. A red circle highlights the link "Go to Performance Progress Report Details Page >>" located below the user information.

8. Scroll down to the bottom of the page and find the Attachments folder.

Click on the folder icon and then the [+](#) sign to expand the attachments form

Attachments:

No attachments.

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

Filename: *

Description: *

Attach the progress report file and enter a description of the file. The file description is limited to 1,000 characters.

Click on "Save Attachment."

9. Finally, Click on "Save and Return to Main"

[Click here to use the Expanded version of this report.](#)

10. After you click on “Save and Return to Main,” a warning will display stating that this will start the workflow review process. Click “OK.”

11. A Certification screen will appear. Read the certification and click “Agree.” A notification that the progress report is complete will now be sent to the program officer at NOAA.

Certification

16. Certification

I certify to the best of my knowledge and belief that this report is correct and complete for performance of activities for the purposes set forth in the award documents.

12. The program officer at NOAA will send a notification back to your Grants Online inbox and assign a task for you to review the progress report. NOAA will also send an e-mail to the e-mail address listed in your Grants Online profile notifying you that you have a progress report pending your review. You should receive the notification and e-mail shortly after you submit the report. To check your notifications, go to your NOAA Grants Online Inbox and select “Notifications.”



13. The subject of the notification should be “PPR for [Award Number] is pending your review.” Click on the “View Task” link associated with the notification.

This takes you back to the Grants File. Select the Action “Forward Progress Report to Authorized Representative,” enter any comments you would like ORAA to see, and click “Submit.” This will forward the report to ORAA for approval.

Grants File - NA05NMF4571239

Id: 2015444
Creator: System Account **Create Date:** 06/28/2005
Status: Approved **Status Date:** 09/21/2005
Last Edited User: System Account

Action:

Your Comments:

14. ORAA will forward the Progress Report to the Agency.

Note: Notifications will not disappear once you have completed a task. To remove old notifications from your inbox, check the box next to the notification and click on “Archive.” This will move the notifications to your Archive folder in your inbox.