



# New Award Checklist

Congratulations on your new NOAA Coral Reef Conservation Program grant award! Regardless if this is your first award, or your 100<sup>th</sup>, there are a few things that need to be completed and reviewed right away. Many of these tasks must be done by the *Authorized Representative* for your entity or award. The *Authorized Representative* is noted on the SF-424 submitted with your grant application at the bottom of the last page.

## 1. Grants Online Access

All NOAA awards are managed online through the Grants Online system. All official correspondence, reports, approvals, and acceptance of the award is done through this system. For new grantees, who have never had a NOAA award, the *Authorized Representative*, must request their Grants Online user name and password from the Grants Online help desk. Your Username is your first initial followed by your last name (and possibly followed by a 2-digit number). The Help Desk cannot send your password by email for security reasons, therefore it is best to call them directly or send them an email with a contact phone number.

### Grants Online Information:

Email: [GrantsOnline.HelpDesk@noaa.gov](mailto:GrantsOnline.HelpDesk@noaa.gov)

Phone: Toll free at 1-877-662-2478 or at 301-444-2112

Hours: 8:00 AM to 6:00 PM Eastern Time, Monday through Friday

[Grants Online Login Page](#)

## 2. Review Terms and Conditions and Accept Award

The *Authorized Representative* must log into [Grants Online](#) and accept the award after reviewing all of the terms and conditions for the award. Pay special attention to the *Special Award Conditions*, which may have other conditions that are specific to the award. *The award must be accepted within 30 days of being issued.*

## 3. Manage Users in Grants Online

After accepting the award, the *Authorized Representative* will receive a task to “*Manage Award Users*”. Within 30 days, the *Authorized Representative* must associate or add their *Principal Investigator (PI)* in Grants Online. This step needs to be done even if these roles are filled by the same person. For more detailed information on how to do this step, review the “*Manage Award Users*” Helpful Hints document.

## 4. Enroll in ASAP.gov (Automated Standard Application for Payments)

Recipients that sign up for ASAP are able to electronically “draw-down” grant funds, as needed to cover allowable grant expenses. The funds are transferred electronically to a designated U.S. bank account. Most grantees are eligible to use ASAP. *The entire enrollment can take 2 – 4 weeks, so it is very important to do this as soon as the award is accepted. Do not wait until you need grant funds.* If you’ve already used ASAP.gov, more than likely, your award is already set up in the system, but may need to be manually linked. For more detailed information on how to do this step, review the “*ASAP Enrollment*” Helpful Hints document.

## 5. Identify Financial and Progress Report Due Dates

Don’t let the required reports sneak up on you! Note in your project calendar the reporting due dates to ensure that you are on track. Please check with your Federal Program Officer if you have questions. Reports are due, regardless of activities completed or dollar amount spent. Delinquent or late reports can jeopardize future funding from NOAA. All awards must submit semi-annual financial and progress reports, which most likely are due at different times of the year. *Do not wait until the last day that a report is due.*

**Financial Reports** are due *April 30* and *October 30*, and *120 days* after the award end date.

**Progress Reports** are due *30 days* after each 6 month reporting period, with final reports due *120 days* after the award end date.