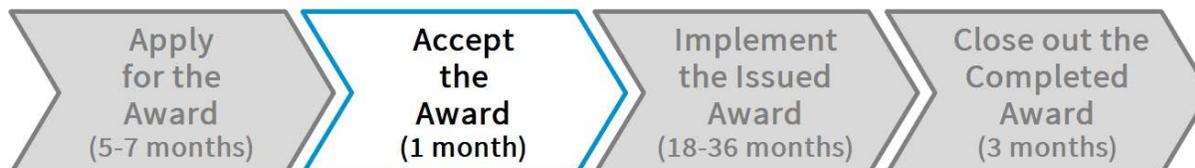


## QUICK REFERENCE



# Cooperative Agreement Process Quick Start Guide, Stage 2

## Accept the Award



In this stage, you undertake several actions to accept the award and set up proper management, accounting, and reporting systems. This quick reference provides a checklist and basic descriptions of the steps in stage 2. This is an orientation to the process without all of the details.

**Note:** For complete information on rules and regulations on the process, please refer to requirements of the Office and Management and Budget (OMB) Uniform Guidance, which are codified at 2 C.F.R. Part 200, agency and department terms and conditions, Department of Commerce pre-award requirements, and any special award conditions.

## Stage 2 Checklist

Time to Complete: 1 Month

Due Date: \_\_\_\_\_

**Receive notification of award**

The authorized representative confirms receipt of an automatic email from Grants Online serving as notification that NOAA has awarded the cooperative agreement.

**Review terms and conditions**

Review the terms and conditions. There will be a variety of special and standard conditions.

**Accept award within 30 days of notification**

The authorized representative accepts the award within 30 days of being issued. This constitutes agreement to comply with all associated award provisions.

**Manage award users**

Upon receipt of the task to "Manage Award Users," the authorized representative must associate or add the principal investigator in Grants Online and additional personnel.

**Enroll in ASAP.gov**

Check that the award is linked to the [Automated Standard Application for Payments \(ASAP\)](#) account so that funds can be drawn down electronically for allowable expenses.

## Stage 2 Overview

Once NOAA has approved the award, the coastal management program transitions from an applicant to a recipient. The award recipient will need to undertake a number of actions to accept the award and set up proper management, accounting, and reporting systems, including the [Automated Standard Application for Payments](#) (ASAP).

*Note: Grants Online is the Department of Commerce’s online grants management system. Once the cooperative agreement has been submitted to Grants.gov, it is automatically routed to Grants Online, the Department of Commerce’s online grants management system. After this step, all grant processing and grant management activities will take place through the Grants Online system. This system serves as the official NOAA record for all awards, and a clearinghouse for documents related to closed or expired grants.*

The following provides an overview of the tasks in the above checklist.

### Receive notification of award

Grants Online sends automatic notification to the authorized representative (and only the authorized representative) that NOAA has awarded the cooperative agreement.

### Review terms and conditions

Once your program gets the notice of the award, review the terms and conditions. There will be a variety of conditions, including special award conditions (SACs) that are specific to the award and NOAA and Department of Commerce standard terms and conditions that are applicable to all awards and agency conditions.

### Accept award within 30 days of notification

After reviewing the terms and conditions, the coastal management program’s authorized representative accepts the award. When the authorized representative signs the award through the form CD-450 or CD-451 in Grants Online, this constitutes agreement to comply with all associated award provisions, including the attached standard terms and conditions and the award-specific special award conditions. The award must be accepted within 30 days of being issued.

### Manage award users

After accepting the award, the authorized representative will receive a task to “Manage Award Users.” Within 30 days of receiving the award offer, the authorized representative must associate or add the principal investigator in Grants Online. Additional personnel include the business and financial representative, recipient administrator, and recipient users. These roles must be added or identified in Grants Online by the authorized representative, and must be maintained and kept current throughout the award.

A number of roles are included in managing the award, including

- **Authorized representative:** This person has access to all awards for the entity and is responsible for submitting financial and progress reports, submitting award action requests, accepting the awards, or reassigning tasks. The representative is also responsible for adding or creating Grants Online accounts. This person has been designated to represent the entity and is generally not the principal investigator.

- **Principal Investigator:** The person responsible for the day-to-day activities of the award is the principal investigator, generally considered one of the “key personnel.” Principal investigators can only see specific awards in Grants Online, not all awards within the entity. While they are often the primary contact to NOAA, they cannot submit award action requests or progress reports unless they have submitting authority designated in Grants Online. They are allowed to initiate or create financial and progress reports, and award action requests.
- **Business and financial representative:** This person has access to all awards for the entity and is responsible for creating financial reports.
- **Recipient administrator:** This person has access to all awards and is responsible for adding personnel in the system. The recipient administrator can also create financial and progress reports, create award action requests, or reassign tasks.
- **Recipient Users** (additional key personnel): These users can see only the specific award designated in Grants Online and have view-only access. They cannot submit or create reports or award action requests.

### **Enroll in ASAP.gov**

ASAP.gov (Automated Standard Application for Payments) allows recipients to draw down cooperative agreement funding electronically for allowable expenses. After accepting the award, it is important to check that the award is linked to the ASAP.gov account. If your coastal management program does not have an ASAP.gov account, enrollment can take 2-4 weeks or longer. ASAP.gov is only for entities with a U.S. bank account.