

NOAA Fisheries Service  
Pacific Islands Regional Office  
Grants Workshop

**How to Manage Your Grant**

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# OBJECTIVES:

- Pacific Islands Region
- Definitions
- Award Notification
- Post Award
- Reporting
- Close Out

# AWARD MANAGEMENT

# Implementation

- Official notification of successful applications is handled formally by GMD.
- FPOs are prohibited from notifying applicants that their project has been funded.



# Award Letter

- CD-450 (Amendment 0) and SAC reports available on Grants Online (GOL)
- Recipient's Authorized Representative will access reports on GOL. Electronic acceptance must be completed within 30 days.

# Reporting Requirements

- Reports will be submitted in GOL
- **Financial Reports** are to be submitted to the NOAA Grants Officer at GMD
- **Performance Reports** are to be submitted to the NOAA Program Officer at PIRO

# Schedule of Reporting Requirements

## FINANCIAL

- Financial Status Report: SF-269
- Federal Cash Transaction Report: SF-272
  
- April 1 to September 30 – Due October 30
- October 1 to March 31 – Due April 30
  
- First Semi-Annual Report should cover from start date to the end of first 6 month period
- Final Report due 90 days after award expiration

# Schedule of Reporting Requirements

## PERFORMANCE

- Performance Reports are to be turned in every 6 months, unless notified otherwise by FPO or detailed in SAC
- Performance reporting periods start from Award Start Date
- Semi-annual reports due 30 days after reporting period
- Final Report is to be semi-annual or comprehensive (Due 90 days after award expiration)

# Substantial Involvement (Cooperative Agreements)

- As Special Award Condition in Attachment B

# Close Out

- Within 90 days:
  - Final performance report from recipient
  - Property/inventions/patents/royalties disclosure form
  - Federally-owned property inventory report
  - Signed certification from FPO
- Award Files are to be kept for 6 years and 3 months

# ? Questions ?

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