



# NOAA FISHERIES

## Pacific Islands Regional Office (PIRO)

Federal Programs Office - Grant Management Helpful Hints

## Reimbursement of Funds (SF-270)

Grantees can obtain funds in one of two ways, draw down as needed via ASAP.gov or reimbursement method via an SF-270. If a grantee is not enrolled in ASAP.gov (Automated Standard Application for Payment), an *SF-270* form will need to be submitted. Requests for reimbursements need to be completed in [Grants Online](#) and can be submitted no more frequently than a monthly basis. Grantees should request reimbursements throughout their award as they are completing grant activities. Entities without a US bank account must use this reimbursement method.

### How do I request a reimbursement?

NOAA requires grant recipients to submit the request (*SF-270*) through the [Grants Online](#) system.

1. The *Financial Representative* or *Authorized Representative* must log into Grants Online.
2. Select the “*Award*” tab from the navigation panel, located at the top of the webpage.
3. Select the “*Search Awards*” link from the left hand menu.
4. Enter the Award Number (or blank to see all awards for your organization) and hit “*Search*”.
5. The search results will populate at the bottom of the page. Locate the Award and click on the Award Number link to access the Grants File page.
6. The Grants File page will be displayed. From the “*Action*” dropdown options, select “*Create SF-270*”, then click on the “*Submit*” button.
7. The SF-270 launch page will be displayed. Click on the “*Go to SF-270...Details Page*” link to access the form for data entry.
8. The funding request data fields will not be available until the “Type of Payment Requested” field on the first page are entered. Click “*Reimbursement*” and then the “*Save*” button at the bottom.
9. Section “*11. Computation*” will now be available to enter the amount of federal funds that are being requested.
10. When all information has been entered, click “*Save and Return to Main*”, and enter all remaining information on the main page.
11. Click “*Save and Certify*” to start the workflow, and click “*Agree – Start Workflow*” if all information is correct.
12. Next, you must now review and approve the request that was just created. Select the “*Inbox*” tab on the top menu, followed by the “*Task*” link on the left hand side.
13. Select the “*View*” link, next to the review task.
14. In the drop down menu, select one of two options:
  - a. “*Forward SF-270 to Agency*” and “*Submit*”. This option will only be seen if you are the *authorized representative* or *financial representative* with submitting roles. If you do not have this option, select the option below to send it to your point of contact who can submit it for the agency.
  - b. “*Forward SF-270 to Authorized Representative*” and click “*Submit*”. Once this is complete, the authorized representative will have to log in, navigate to their “*Inbox*” and “*Tasks*” and forward the request to the Agency. The request is not submitted until it has been sent to the agency.

### For More Information on Submitting a Request for Reimbursement

[Grants Online Help Pages](#)

[Financial Report and SF-270 Grantee Manual](#) Note: The section on how to submit a SF-270 starts on page 26.