

QUICK SHEET: NOTICE OF AWARD (NOA) APPROVALS - CERTIFY

AUDIENCE: PROGRAM BUDGET OFFICER (FMO)

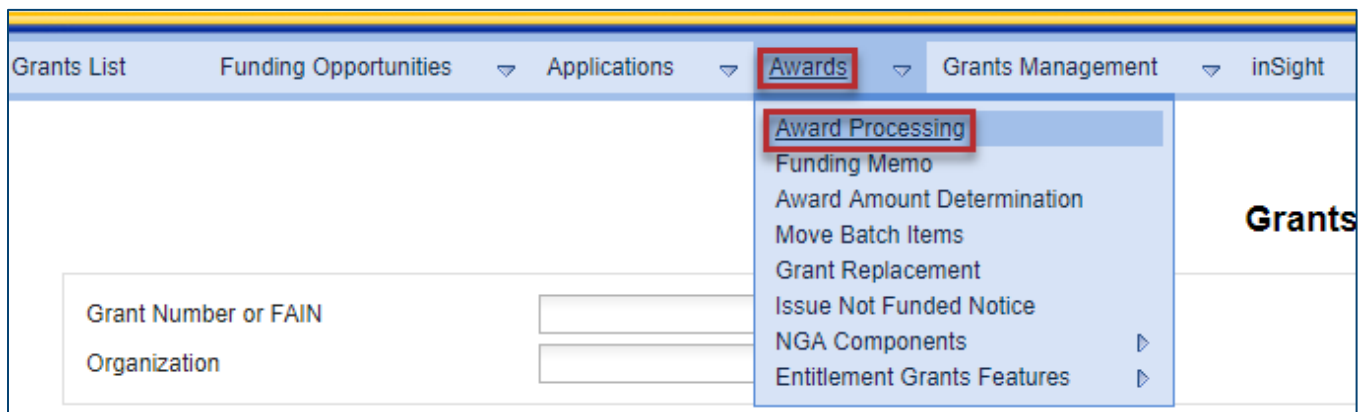
PURPOSE

This Quick Sheet provides instructions for approving a Notice of Award (NOA). The approval workflow may vary depending on the action, Partner, Program, or Grant Program, but the steps remain the same.

ACCESS THE AWARD PROCESSING SCREEN

To access the draft NOA, follow the steps below:

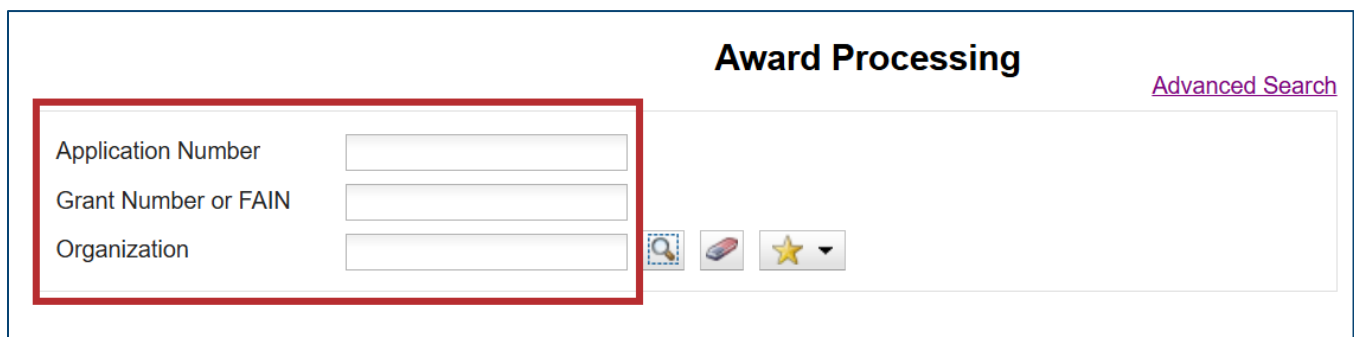
1. From the menu bar, click the **Awards** menu drop-down and select the **Award Processing** option.



The screenshot shows the top navigation bar of the Grants Management system. The 'Awards' menu is open, showing options like 'Award Processing', 'Funding Memo', 'Award Amount Determination', 'Move Batch Items', 'Grant Replacement', 'Issue Not Funded Notice', 'NGA Components', and 'Entitlement Grants Features'. The 'Award Processing' option is highlighted with a red box. Below the menu bar, there are input fields for 'Grant Number or FAIN' and 'Organization'.

2. The “Award Processing” screen Simple Search appears. Enter at least four characters in the preferred search field to search by Grant Number, FAIN, or Organization name.

Note: To filter a search using additional criteria, use the *Advanced Search*.



The screenshot shows the 'Award Processing' screen. The title 'Award Processing' is at the top right, with a link to 'Advanced Search' next to it. Below the title, there is a search form with three input fields: 'Application Number', 'Grant Number or FAIN', and 'Organization'. These fields are highlighted with a red box. To the right of the input fields are icons for search, save, and a star.




3. Click the **Search** icon.

[Advanced Search](#)

Application Number

Grant Number or FAIN




Organization

The “Award Processing” screen refreshes and all awards matching the search criteria are displayed in a table.





Search within results
Search
Export Results
Hide Columns ▾

1 - 1 of 1 item
50 | 100 | 150 | 200 | 1000

<input type="checkbox"/>	Organization	Award Number	Application Number	Application Type	Approved Amount	Amount This Action	Monetary Status	Budget Period Start Date	Budget Period End Date	Workflow Status	Workflow Actions	Actions
<input type="checkbox"/>				New	\$690,000.00	\$690,000.00	Monetary	09/30/2024	09/29/2024	Ready to Certify	Next Workflow Actions	  

Transition Workflow
Add Bulk Note
Add Bulk Terms and Conditions
Manage Assignments


Legend

 Open Award Overview
 View/Print Notice Of Award
 Transition Workflow
 Primary Amendment

REVIEW THE DRAFT NOA

The first action is to review the pdf of the draft NOA. Follow the steps below:

1. Locate the desired award from the results table.
2. From the *Actions* column, click the **View/Print Notice of Award** icon.

Monetar Status	Budget Period Start Date	Budget Period End Date	Workflow Status	Workflow Actions	Actions
Monetary	09/30/2024	09/29/2027	Ready to Certify	Next Workflow Actions	

3. The draft NOA appears as a PDF in a new window. Confirm that it is correct.
4. To close the window, click the **X** icon in the upper right corner of the screen.

Note: Users can view, print, or save the PDF.

Notice of Award

Award#

FAIN#

Federal Award Date: Draft as of 02/10/2025

Recipient Information	Federal Award Information
1. Recipient Name	11. Award Number
2. Congressional District of Recipient	12. Unique Federal Award Identification Number (FAIN)
3. Payment System Identifier (ID)	13. Statutory Authority
4. Employer Identification Number (EIN)	14. Federal Award Project Title
5. Data Universal Numbering System (DUNS)	15. Assistance Listing Number
6. Recipient's Unique Entity Identifier (UEI)	16. Assistance Listing Program Title
7. Project Director or Principal Investigator	17. Award Action Type
8. Authorized Official	18. Is the Award R&D? No

Summary Federal Award Financial Information

19. Budget Period Start Date	02/01/2023	- End Date	01/31/2024
20. Total Amount of Federal Funds Obligated by this Action			\$0.00
20a. Direct Cost Amount			\$0.00
20b. Indirect Cost Amount			\$0.00





CERTIFY

When the grantor has reviewed the draft NOA and is ready to certify, follow the steps below:


1. Search and locate an award from the “Award Processing” screen. **Note:** The draft NOA for the application is in the *Workflow Status Ready to Certify*.
2. On the “Award Processing” screen results table, click the **Transition Workflow** icon in the *Actions* column to certify an individual award.

Award Processing

[Simple Search](#)

Amount This Action    

[100](#) | [150](#) | [200](#) | [1000](#) 1

Approved Amount	Amount This Action	Monetary Status	Budget Period Start Date	Budget Period End Date	Workflow Status	Workflow Actions	Actions
\$0.00	\$0.00	Monetary	02/01/2023	01/31/2024	Ready to Certify	Next Workflow Actions	

Note: To certify awards in bulk, navigate to the “Award Processing” screen’s Advanced Search. Select the search criteria to search for applications that are in the *Ready to Certify* workflow status, are the same *application type*, and are for the same *grant program*.

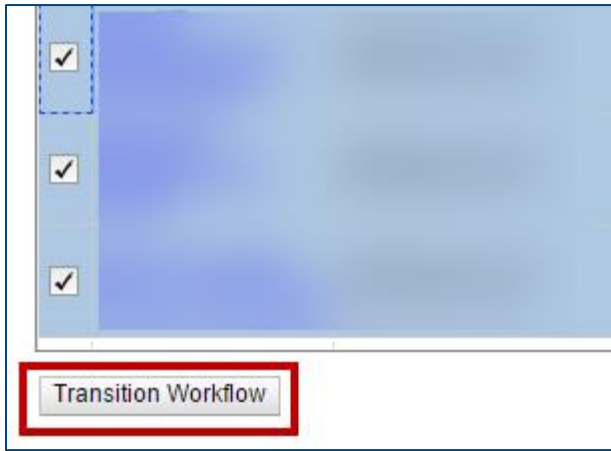
The results table appears. In the first column, click the **checkbox** to the left of each award.

Search within results

1 - 14 of 14 items

<input type="checkbox"/>	Organization	Award Number	Application Number
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

At the bottom of the table, click the **Transition Workflow** button.



3. The “Transition Status” screen appears in a new window. Award(s) selected from the previous screen appear at the top of this page. From the *Workflow Action* line, select the **Certify** radio button.

4. Click the **OK** button.

Note: Comments are optional.

Transition Status

Grantee	Application Type	Application Number	Grant Number	Status
	New			<p>Compliance Information:</p> <p>SAM.gov Registration: Registration Active (Expires: 10/18/2025) (Updated from SAM.gov: 02/05/2025 at 10:31 AM EST)</p> <p>Federal Debt: No Debt Reported</p> <p>Excluded Parties: No Exclusion</p> <p>Reps & Certs: On File (See Recipient Data Insights for more information)</p> <p>Responsibility/Qualification: Government Entered Records - No Records on File Recipient Provided Records - Not Required to Report</p> <p>Do Not Pay: Not Applicable for IRS Tax Exempt Revocation List Excluded Foreign Entities List Do Not Pay site is not available</p>

Workflow Action: ★

☐ Certify
 ☐ Reject

Comments

OK

Cancel

- The “Changed Notices of Grant Awards” screen appears. The status is *Queued* and eventually updates to the next workflow status. Click the **Continue** button.

Changed Notices of Grant Awards

GrantSolutions has sent the following NGAs to be processed:

Transition Status Screen refreshes every 5 seconds.
To see status updates of a particular award, please refresh the Awards List page. In addition status updates of a particular award will be available in Award Workflow history page.




Grantee	Grant Number	Award Amount	Status
		\$2,743,450.00	

Note: The “Award Processing” screen appears. The next person in the approval process receives an email notification that they have an action to perform in the GrantSolutions.

REJECT THE DRAFT NOA

When a draft NOA needs to be returned to make changes, follow the steps below:

1. Once in Grantsolutions GMM, from the menu bar, click the **Awards** menu drop-down and select the **Award Processing** option.
2. The “Award Processing” screen appears. Use the *Simple* or *Advanced* search fields to locate the desired grant.
3. Matching results appear in a table below the search fields. From the *Actions* column, click the **Transition Workflow** icon.

Monetar Status	Budget Period Start Date	Budget Period End Date	Workflow Status	Workflow Actions	Actions
Monetary	09/30/2024	09/29/2027	Ready to Certify	Next Workflow Actions	  

4. The “Transition Status” screen appears in a new window. From the *Workflow Action* line, select the **Reject** radio button.
5. In the *Comments* field, enter a required **comment**.

Transition Status

Grantee	Application Type	Application Number	Grant Number	Status
	New			<p>Compliance Information:</p> <p>SAM.gov Registration: Registration Active (Expires: 05/14/2025) (Updated from SAM.gov: 02/05/2025 at 10:08 AM EST)</p> <p>Federal Debt: No Debt Reported</p> <p>Excluded Parties: No Exclusion</p> <p>Reps & Certs: On File (See Recipient Data Insights for more information)</p> <p>Responsibility/Qualification: Government Entered Records - No Records on File Recipient Provided Records - No Proceedings Reported</p> <p>Do Not Pay: IRS Tax Exempt Revocation List Do Not Pay site is not available Excluded Foreign Entities List Do Not Pay site is not available</p>

Workflow Action: *

Comments *

☐ Certify
 ☒ Reject

6. Click the **OK** button.

Workflow Action: *

Comments *

☐ Certify
 ☒ Reject

- The “Changed Notices of Grant Awards” screen opens in a new window. The status is *Queued* and eventually updates to *Drafted* workflow status. Click the **Continue** button.

Changed Notices of Grant Awards

GrantSolutions has sent the following NGAs to be processed:

Transition Status Screen refreshes every 5 seconds.

To see status updates of a particular award, please refresh the Awards List page. In addition status updates of a particular award will be available in Award Workflow history page.




Grantee	Grant Number	Award Amount	Status
		\$2,743,450.00	Drafted

Continue





The “Award Processing” screen appears, and the award is now in *Drafted* workflow status. The Grants Management Specialist (GMS) and Grants Management Officer (GMO) receive email notification that the draft NOA has been returned. Once any corrections are made, they must move forward through the workflow again.

Award Processing

[Advanced Search](#)

1 - 1 of 1 item											
	Organization	Award Number	Application Number	Application Type	Approved Amount	Amount This Action	Monetary Status	Budget Period Start Date	Budget Period End Date	Workflow Status	Workflow Actions
<input type="checkbox"/>				New	\$1,342,916.00	\$1,342,916.0	Monetary	08/01/2024	07/31/2025	Drafted	Next Workflow Actions   

Legend

 Open Award Overview
  View/Print Notice Of Award
  Transition Workflow
  Primary Amendment