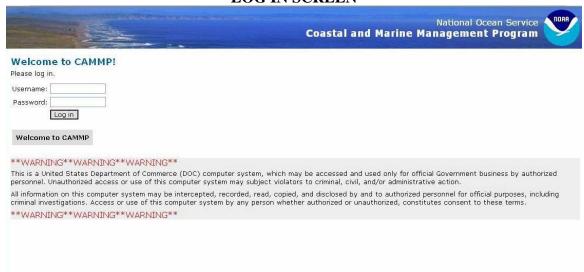# CAMMP Users Manual

02/29/04

SYSTEM REQUIREMENTS: – Internet Explorer 5.5 or greater. Due to cost constraints we had to design CAMMP to work with only the most common browser (Explorer) and operating system (Windows). There are NO guarantees that CAMMP will work properly on other browsers or on Macintosh machines. **If you have problems before you call make sure you are using the right browser version.**

TABLE OF CONTENTS

LOG IN SCREEN

This is the page you will use to log into CAMMP. You should only bookmark this URL – **https://cammp.nos.noaa.gov/cammp/**   Trying to bookmark any pages within CAMMP will lead to an error.   The **first gray message box** will contain important information and instructions and will be periodically updated by OCRM.

The second gray message box contains an important security message.

Username: This will be your program name.
Password: This will be your password to get into the system.

NOTE: Unless you have provided OCRM with the public IP address of the computer you are using, for security reasons you will not be allowed the system.

NAVIGATING THROUGH THE CAMMP SYSTEM

The new CAMMP system was redesigned to streamline the navigation and reduce the number of pages that you have to access or buttons you have to press. There are four ways to navigate through the CAMMP system. They are the menu bar at the top of every page, the links at the top of the page, the ⊞ and ⊟ buttons, and the grey buttons. Each of these are discussed below.

I. MENU BAR - The menu bar in the top right also allows you to access other functions. This menu bar appears on every page but will only be explained here.

Your user name will appear on the left hand side of the menu bar.

Grants – this takes you to the page containing the list of grants for the program (if you are a program), or all programs you are responsible for (if you are a specialist). It is the default page.

Profile – this takes you to the page where you can change your contact information, or change your password.

Admin – Most people will not see this box as it only appears as an option if you are an administrator. It takes the administrator to a page where he can create new programs, users, add award numbers, and other functions.

Help – this box will take you to the page where you can access this help manual, and access links to other important areas – such as NOAA grants.

Logout – clicking on this will log you out of the CAMMP system

II. THE ⊞ **AND** ⊟ **BUTTONS**: Navigating through the system can be a little subtle, though once you get the hang of it its not hard. The first rule to learn is to use the ⊞ and the ⊟ buttons to open and close submenus. To open up any of the submenus on this page you need to press the ⊞ box next to each submenu. This opens up the submenu to show the information you have entered there, as shown below, and changes the button to a ⊟ .

III. GREY BUTTONS: The second part of navigation involves use of the Grey buttons. Pressing the Grey Buttons will take you to another page so you can perform some action. The illustration below shows how to use the gray buttons to View or Print an Application, Submit a Grant in Draft or Final, Add a New Position, or Add a New Task.

IV. TOP OF PAGE LINKS - Once you start to create a task, you will use the **grant number** and **task title** to navigate in and out of a task, as shown below.

USER PROFILE

This is the web page you go to if you press the Profile button on the top menu bar. This page contains the information about your particular profile, or account.

On this page you can change your first name, last name, email address, and password. When you change your password, please follow the Department of Commerce Password Policies listed on this page to create the new password.

HELP

This is the web page you go to if you press the Help button on the top menu bar. At present this page sends you to a page on the OCRM web site where you can download the help manual and other files.

LOGOUT

Pressing this button takes you back to the CAMMP Log-In Page. Once you press this button you can not go back and will have to relog into CAMMP.

CREATING A GRANT/COOPERATIVE AGREEMENT APPLICATION

Now that you understand how to navigate through the CAMMP system the rest of this users manual will walk through the different web pages that one will use when creating a grant application.

Once you have successfully entered your username and password on the password page you will be taken to the following page which is a list of all the open grants for your program (if you are a state) or all programs you are responsible for (if you are a specialist).

LIST OF GRANTS

To actually go to a grant, click on the **blue underlined grant number**.

Show All Grants - If you want to see a list of ALL grants for your program that have been entered into the CAMMP system, click on the **Show All Grants** box in the upper right hand corner. This will be give you a list of both active and nonactive grants for your particular program. Active grants are grants that are still being worked on, and which can be edited. Nonactive grants are grants that have been finalized and submitted to NOAA.

GRANT HOME PAGE

This page is the main page of the grant. From this page you can create (or edit) the overview, personnel worksheet, and create and edit the **Tasks** that make up the award. You also Print the grant and Submit the grant to NOAA via this page.

This is how the page looks prior to starting any work on it. Nothing has been completed, no positions have been added, and there are no tasks created.

Grant Status

This is the area where you can read about the status of the grant, and see if it is ready or not to be submitted in final to NOAA. (Also see the Status Lights discussion below) You also see the deadline for submitting the award to NOAA.

Status Lights: The Status lights tell you if a particular section of CAMMP has had all its required fields filled out. This will allow the applicant to quickly hone in on where they still might be missing information.   An application can be submitted in FINAL to NOAA only if all status lights are green. If any status lights are red, the application can be submitted to NOAA but only in DRAFT form.

NOTE: The above example shows that when you first get into an award the personnel worksheet is marked as acceptable even though there are no positions yet associated with the award. This is to allow those awards that don't have any personnel costs (mainly CELCP awards) to submit their applications as "final".

Grant Outline

This is the area where you navigate through the actual award itself as it is created and edited. Here is where you can create (or edit) the overview, personnel worksheet, and the **Tasks** that make up the award.

1. **Overview** - where you access, edit, and review the administrative and introductory information associated with the award.
2. **Personnel** - where you access, edit, and review the personnel worksheet associated with the award.
3. **Tasks** - where you create, edit, and review the tasks that make up the award.

Grant Outline
⊞ Overview: Not yet completed	Status: ● Incomplete	
⊞ **Personnel:** 0 positions [Add]	Status: ● Acceptable	
⊞ **Tasks:** 0 Tasks, $0 [Add]	Status: ● Incomplete	

GRANT OVERVIEW

This page is accessed when you press the Grant Overview button on the main page. The Grant Overview page contains all of a program's contact information, as well as its timeframe, DUNS number, and introduction/summary. Note that almost all the information on this page is now REQUIRED, in order to conform with the federal government's e-gov requirements (fax and email information only are optional), also known as the 194 Data Set standards.

Point of Contact Section
Most of the information requested in this section is self-explanatory. Department and
Agency Name conform to the 194 Data Set standards. Unfortunately I have found the
two fields to be rather short – so you may have to abbreviate the names (i.e. Dept for
Department, etc.)

Grant Timeframe Section
Here is where you enter the proposed start and end months and years of the grant. These
are the dates that will show up on the title page of the printout. Note that unlike the
earlier versions of CAMMP, these dates will not default throughout the rest of the award
as you create it.

Grant Summary Section
As of October 1, 2003 any applicant applying for a Federal grants or cooperative
agreement is required to provide a DUNS number. (DUNS stands for Dun and Bradstreet
(D&B) Data Universal Numbering System). The DUNS number is a unique nine-
character identification number. For further information review the NOAA GMD memo
regarding DUNS numbers: http://www.ofa.noaa.gov/%7Egrants/DUNS.pdf

In order to comply with the 194 data set, the Grant Introduction is now mandatory, unlike
the earlier version of CAMMP where it was optional.   The introduction should be a
concise executive summary of the grant – who is it for and what will it do?

CREATING A NEW POSITION

Note that you get to this page by pressing the ADD button at the end of the Personnel item on the Main Task page.

To Create a New Position, enter the Title of the Position, the Annual Base Salary of the Position, the Fringe Rate of the Position, and provide an explanation of the Fringe Rate. The example below shows a that a Program Manager was added to this task, and that his salary is $100,000 and his fringe is 25%.

Adding Multiple Positions: To continue adding positions, press the "Save and Add Another" button. When you are finished adding positions, press the "Save" button which will take you back to the Main Menu Page of the Grant.

Task Assignments: As a position is added to tasks, its assignments will show up in this section. Note that since this is a new position it is not yet assigned to any tasks.

CREATING THE PERSONNEL WORKSHEET

Note that ABOVE we have added three positions to the grant application so far using the "New Position" function above. Note that all three positions have 0's next to their allotted federal and non-federal salary and fringe. This is correct as they have not been assigned to any tasks yet. Also notice that the positions are listed alphabetically.

COMPLETED PERSONNEL WORKSHEET

Grant Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://cammp.nos.noaa.gov/cammp/GrantHome.aspx?GrantID=66

National Ocean Service
Coastal and Marine Management Program

Dwight Reynolds   Grants | Profile | Admin | Help | Logout

Grant OCRM987654321

Grant Status   [View or Print Grant Application...]   [Submit Grant...]

- This grant application is not yet ready for final submission; areas requiring attention are marked with red status indicators below. For final submission, all status indicators must be green.
- The deadline for this grant application to be submitted in final form is **10/10/2002**

Grant Outline

[+] **Overview**: All required fields completed   Status: ● Acceptable

[−] **Personnel**: 10 positions [Add]   Status: ● Acceptable

Position	Base Salary $	Fringe Rate	Allotted Federal Salary $	Fringe $	Allotted Non-Federal Salary $	Fringe $	Total Allotted Salary $	Allocated
● Assistant Manager	80,000	25.00%	0	0	0	0	0	0.00%
● Coastal Management Specialist	50,000	20.00%	0	0	0	0	0	0.00%
● Coastal Permit Specialist A	50,000	40.00%	0	0	0	0	0	0.00%
● Coastal Permit Specialist B	60,000	50.00%	0	0	0	0	0	0.00%
● Educator	20,000	0.00%	0	0	0	0	0	0.00%
● Local Community Liaison	30,000	0.00%	0	0	0	0	0	0.00%
● Measly Intern	20,000	0.00%	0	0	0	0	0	0.00%
● Program Manager	100,000	50.00%	0	0	0	0	0	0.00%
● Researcher	50,000	100.00%	0	0	0	0	0	0.00%
● Webmaster	40,000	50.00%	0	0	0	0	0	0.00%

[+] **Tasks**: 1 Task, $0 [Add]   Status: ● Incomplete

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Done   Internet

The above example shows ten positions that will be funded wholly or partially through this grant. The total salary and fringe does not appear here because this is a **worksheet** – it is only intended to allow each program to set up the personnel and fringe resources that will be assigned to this grant application. The **personnel worksheet** will NOT appear in the award printout. Instead the personnel will be distributed across the tasks.

It is possible that not every position will be assigned 100% to this grant. It is also possible that not every position will have the same fringe rate. It is quite possible that not every position will have the same percentage split between federal and non-federal.

ADDING A TASK

This page appears when you press the add new task button on the main page. It is where you create the task. Much of the information on this page will eventually be used to create queries so one can access and analyze information about the CZM and NERR awards.

Task Information
Task Title – the title of the task, try and name the task something descriptive
Applicant ID – This field is optional. If your agency or state any unique numbering system that your state or agency uses
Section - the section of the CZMA under which this is funded (NERR programs will only see 315, CELCP programs will only see CELCP)

Classification – using the drop down menu, select whatever option is most similar to the type of task that you are creating.   If none of the options seem to fit, chose *Other* and type in a new classification.
Location – Describe the geographical location of this task.

Task Timeframe
Using the pull-down menus, select the Start and End months and years of the task. Tasks are assumed to start on the first of the month listed, and end on the last day of the month listed.

Task Description
This is where you provide the detailed description explanation about the task. The description is limited to 4000 characters.   There is a counter underneath the text box that keeps you informed about how much space you have left. If you copy and paste too much text into this box, the counter will appear as a negative number. You must get the counter up to zero, as any additional (negative) text will be cut out when you save.

ADDING AN OUTCOME

In the original CAMMP system this was also known as "Product/Outcome".

Outcome Information

Outcome – the title of the outcome. Try and be descriptive.
Completion – the month/year when the outcome is due. There is no start date..
Description - This is where you provide the detailed description explanation about the outcome. The description is limited to 4000 characters.   There is a counter underneath the text box that keeps you informed about how much space you have left. If you copy and paste too much text into this box, the counter will appear as a negative number. You must get the counter up to zero, as any additional (negative) text will be cut out when you save.

ADDING BUDGET INFORMATION

The next section goes through the various budget items that can make up a task. Every task must have at least one budget item, but can have multiple budget items.

ADDING A POSITION TO A TASK

Personnel Budget Item - Microsoft Internet Explorer

File   Edit   View   Favorites   Tools   Help

Back   Search   Favorites   Media   Links

National Ocean Service
Coastal and Marine Management Program

noaa

Dwight Reynolds   Grants   Profile   Admin   Help   Logout

Grant NA098765432 > Task (306-1) Program Administration > Personnel Budget Item

Personnel Budget Item

This page enables you to enter the amounts spent from federal and non-federal sources for a specific position working on a specific task. To modify the position--including its salary, title, or fringe rate--click the position name link above.
The **Available Salary** indicates the amount that is available for this position on this task--the position salary minus any other task budget items assigned to this position. Federal and Non-Federal amounts must be positive whole numbers. The sum of the Federal and Non-Federal amounts on this task must not exceed the Available Salary. Fringe values will be calculated automatically based on the values entered below and the position fringe rate.

Budget Item Information   Delete Budget Item

Position: * Coastal Permit Specialist B
Position Salary: *$ 60,000
Fringe Rate: 50.00%

Available Salary: $ 60000
Federal: *$ 20000
Non-Federal: *$ 10000
Remaining Available Salary: $ 30000

                    Save   Cancel

                    * Fields required to save this budget item

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Done   Internet

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The following checklist is used by NOAA to review salary and fringe information. While CAMMP covers most of the mathematical items in this checklist, some of this information should be addressed in a task summary in order to minimize delays in the review and approval of your award application.

Salaries or Wages:

1. Is each position identified?
2. Are time commitments such as hours and percent of time stated for each position?
3. Are the total charges for each position listed along with an explanation of how the costs were calculated?
4. Do the combined charges for any individuals exceed 100% of their time?
5. Do the time commitments and charges appear reasonable?
6. For support or executive personnel, are costs charged to salaries excluded from the indirect cost category?
7. Are all individuals employees of the applicant organization? (If not, explain)
8. Is a cost of living increase built into the budget?
9. Are salary increases justified for the grant period?
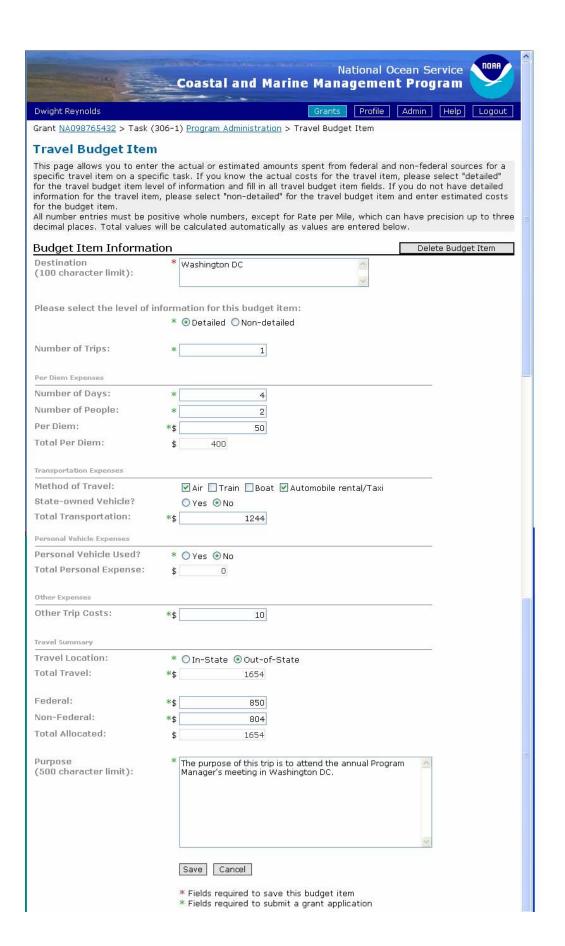10. Are any salary/personnel costs unallowable. (i.e. Federal employee or legislative personnel)

Fringe:

The budget narrative should provide a description of the benefits received by personnel when rates are 25% or higher.

1. Are fringe benefits identified as a separate item?
2. Are the type of fringe benefits indicated?
3. Do the fringe benefits and charges appear reasonable?
4. Are the total charges for each person listed along with an explanation of how the charges were calculated?
5. Are fringe benefits charged to federal and matching categories in the same proportion as salaries?

ADDING A TRAVEL BUDGET ITEM

To create a travel budget item, use the following two worksheets. Note that the first worksheet is for travel for which detailed information in available. In the case of CZM awards, it is sometimes not possible to accurately provide detailed information on each and every trip that might occur in the award, in which case the second worksheet for non-detailed information should be used.

This is an example of a detailed travel page.

Dwight Reynolds | Grants | Profile | Admin | Help | Logout

Grant NA098765432 > Task (306-1) Program Administration > Travel Budget Item

Travel Budget Item

This page allows you to enter the actual or estimated amounts spent from federal and non-federal sources for a specific travel item on a specific task. If you know the actual costs for the travel item, please select "detailed" for the travel budget item level of information and fill in all travel budget item fields. If you do not have detailed information for the travel item, please select "non-detailed" for the travel budget item and enter estimated costs for the budget item.
All number entries must be positive whole numbers, except for Rate per Mile, which can have precision up to three decimal places. Total values will be calculated automatically as values are entered below.

Budget Item Information   [Delete Budget Item]

Destination * | Washington DC
(100 character limit):

Please select the level of information for this budget item:
* ⦿ Detailed ⚬ Non-detailed

Number of Trips: * | 1

Per Diem Expenses

Number of Days: * | 4
Number of People: * | 2
Per Diem: *$ | 50
Total Per Diem: $ | 400

Transportation Expenses

Method of Travel: ☑ Air ☐ Train ☐ Boat ☑ Automobile rental/Taxi
State-owned Vehicle? ⚬ Yes ⦿ No
Total Transportation: *$ | 1244

Personal Vehicle Expenses

Personal Vehicle Used? * ⚬ Yes ⦿ No
Total Personal Expense: $ | 0

Other Expenses

Other Trip Costs: *$ | 10

Travel Summary

Travel Location: * ⚬ In-State ⦿ Out-of-State
Total Travel: *$ | 1654

Federal: *$ | 850
Non-Federal: *$ | 804
Total Allocated: $ | 1654

Purpose * | The purpose of this trip is to attend the annual Program
(500 character limit): | Manager's meeting in Washington DC.

[Save] [Cancel]

* Fields required to save this budget item
* Fields required to submit a grant application

This is an example of a non detailed travel page

Grant NA098765432 > Task (306-1) Program Administration > Travel Budget Item

Travel Budget Item

This page allows you to enter the actual or estimated amounts spent from federal and non-federal sources for a specific travel item on a specific task. If you know the actual costs for the travel item, please select "detailed" for the travel budget item level of information and fill in all travel budget item fields. If you do not have detailed information for the travel item, please select "non-detailed" for the travel budget item and enter estimated costs for the budget item.
All number entries must be positive whole numbers, except for Rate per Mile, which can have precision up to three decimal places. Total values will be calculated automatically as values are entered below.

Budget Item Information

Destination (100 character limit):	* Coastal Permit Inspection Trips

Please select the level of information for this budget item:
* ○ Detailed ● Non-detailed

Travel Summary

Travel Location:	* ● In-State ○ Out-of-State
Total Travel:	*$ 5000
Federal:	*$ 2500
Non-Federal:	*$ 2500
Total Allocated:	$ 5000
Basis (300 character limit):	* Based on historical yearly permit trips - 50 trips costing an average of $100.
Purpose (500 character limit):	* To inspect all new and modified construction in the state coastal zone to confirm that it meets the permit requirements of the state's CZMA.

Done   Internet

NOAA Grants Budget Review Checklist for Travel:

1. For foreign, domestic, and local travel, is each trip listed along with the destination, estimated mileage, method of travel, cost per mile and duration, number of travelers, per diem rate for meal and lodging.
2. If actual trip details are unknown, what is the basis for the proposed travel charges?
3. Is the requested travel directly relevant to the successful completion of the project?
4. Are the travel charges reasonable?
5. Contingency or miscellaneous charges must be excluded!
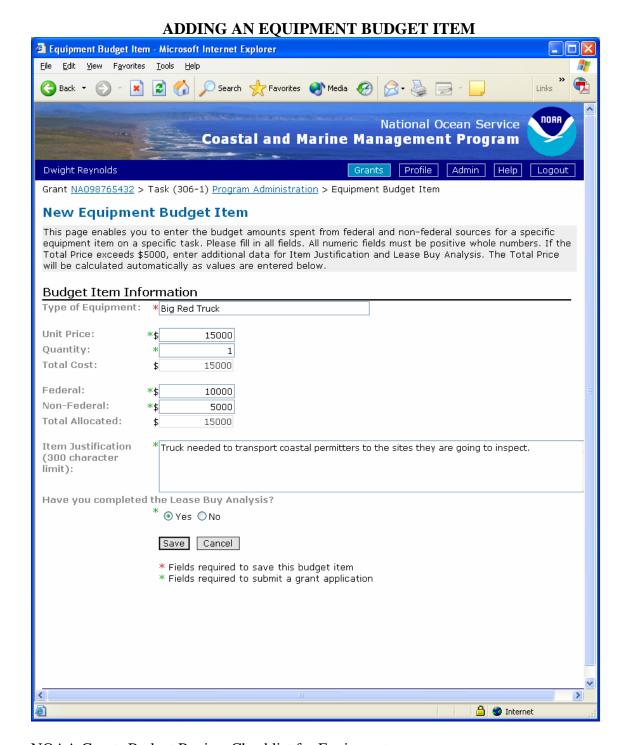
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ADDING A SUPPLY BUDGET ITEM

NOAA Grants Budget Review Checklist for Supplies:

An explanation is necessary only for supplies costing over $1500 or 5% of an award, whichever is greater.

1. Are supplies itemized by type of material or nature of expense?
2. For general office or business supplies, is the total charge listed along with the basis for the charge (i.e. historical use rates?)
3. For other specific supply categories, is the number of units, cost per unit, and total cost specified?
4. Are the charges necessary for the successful completion of the project?
5. Are the charges reasonable?
6. Are disallowed costs (e.g. liquor, entertainment) excluded?
7. Contingency or miscellaneous charges must be excluded!

ADDING AN EQUIPMENT BUDGET ITEM

NOAA Grants Budget Review Checklist for Equipment:

For any items of equipment whose costs exceed $5000, a description of the item and associated costs is required.

1. Is each item of equipment listed?
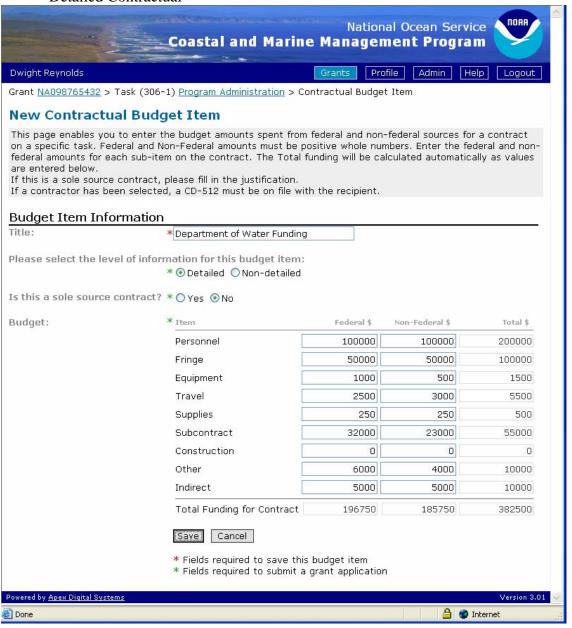2. If over $5000 is there a description of how it will be used in the project?

3. If over $5000 has a lease vs purchase analysis been completed?
4. For each item of equipment, is the number of units, cost per unit and total cost specified?
5. Is each item of equipment necessary for the completion of the project?
6. Are the charges for each item reasonable?
7. Are disallowed costs excluded?
8. Contingency or miscellaneous charges must be excluded!

ADDING A CONTRACTUAL BUDGET ITEM

To create a contractual budget item (also known as a pass-through or subgrant) use one of the following two worksheets. Note that the first worksheet is for a contractual item for which detailed budget information is not available. It is sometimes not possible to accurately provide detailed information on a contract when an award is initially created. The second worksheet is for contracts where detailed information is available.

Non-Detailed Contractual

Detailed Contractual

NOAA Grants Budget Review Checklist for Contractual:

1. Is each contract or subgrant listed as a separate item? Separate budgets are required for subgrants or contracts regardless of the dollar value.
2. Are the products/services to be acquired described along with the applicability of each to the project?
3. Do the costs appear reasonable?
4. Are any sole source contracts contemplated?
5. If yes, is a sole source justification included with the application which describes why the proposed sole source entity is the only source capable of meeting the applicant's project needs?

6. Are disallowed costs excluded?
7. Contingency or miscellaneous charges must be excluded!
8. Are there contracts with non-US organizations?
9. Do you have a CD-512 on file for each of your subgrants or contracts?
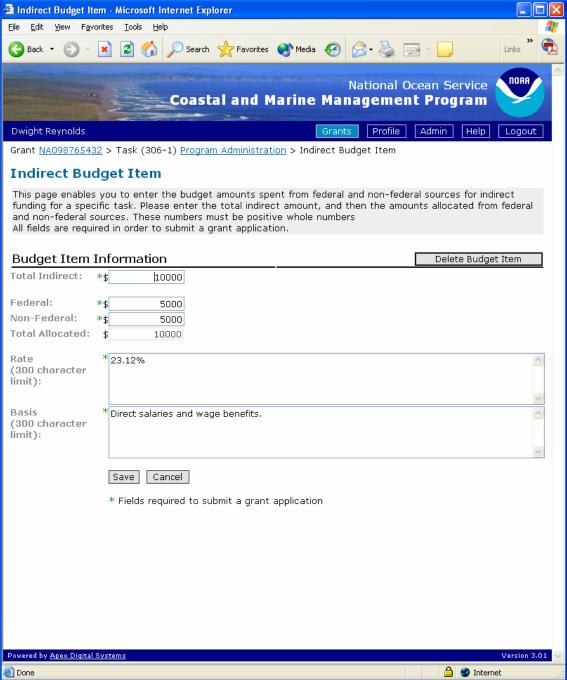
ADDING A CONSTRUCTION BUDGET ITEM

Construction – To create a construction budget item, use the following worksheet. This worksheet is taken directly from the construction budget form. Note that this budget category is almost NEVER used by OCRM programs.

NOAA Grants Budget Review Checklist for Construction:

1. Is the construction/renovation authorized for this program?
2. Is the construction/renovation described?
3. Is the method described which was used to calculate costs?
4. Are the proposed costs presented in sufficient detail? Should include the following:
    a. A listing of work to be performed
    b. Cost details by task or work order contemplated
    c. Is the work being done by the applicant or outside contractors?
5. Is there a need for the type of work/costs being proposed?
6. Is there a need for the estimates of cost present? (Is there documentation to support cost estimates?)
7. Are the costs justified, reasonable and allowable? Verify costs proposed to quotes received. (Generally, the presence of more than one bid obviates the need for extensive tests for reasonableness due to the element of competition involved)

ADDING AN INDIRECT BUDGET ITEM

NOAA Grants Budget Review Checklist for Indirect:

1. Are indirect costs required?
2. Is a copy of the current approved rate from the cognizant agency included?
3. Is the correct rate being used?
4. Is the rate applied to the correct base?
5. Are charges which duplicate direct costs excluded?   (If no, explain/revise).

ADDING AN "OTHER" BUDGET ITEM

NOAA Grants Budget Review Checklist for Other:

1. Are items listed by type of material or nature of expense?
2. For each charge, is the number of units, cost per unit, and total cost specified?
3. Are the charges necessary for the completion of the project?
4. Are the charges reasonable?
5. Are disallowed costs (e.g. liquor, entertainment) excluded?

6. Are charges which duplicate indirect cost items excluded?
7. Contingency or miscellaneous charges must be excluded!

Following is an example of a task that has been completed. Note that in this example the budget (ONLY) has been opened up to show all the underlying budget items that have been assigned to this task.
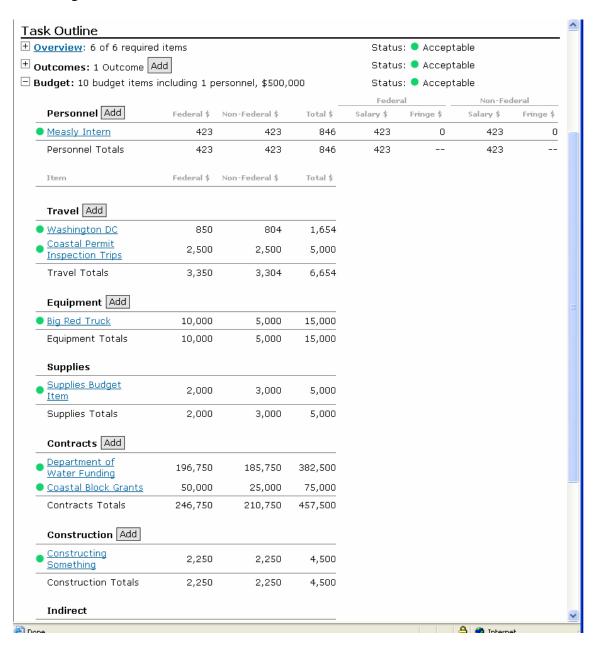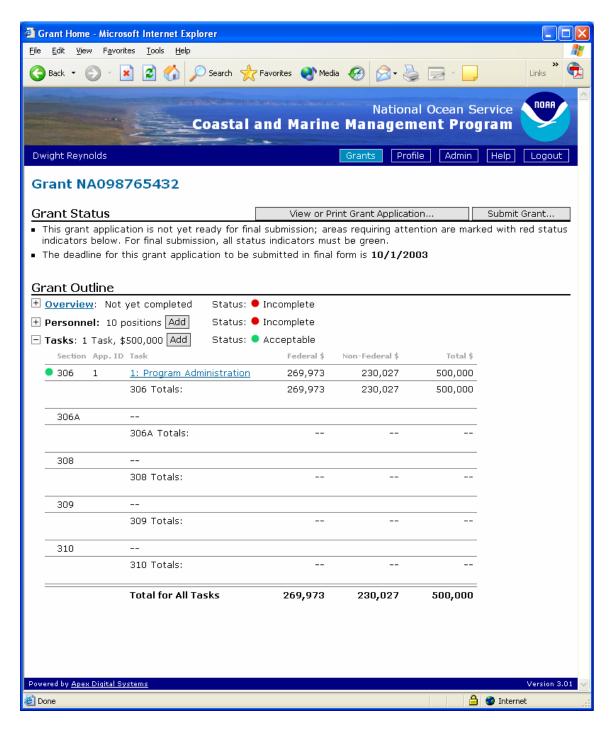
Task Outline

	Federal			Federal		Non-Federal	
⊞ **Overview**: 6 of 6 required items				Status: ● Acceptable			
⊞ **Outcomes:** 1 Outcome [Add]				Status: ● Acceptable			
⊟ **Budget:** 10 budget items including 1 personnel, $500,000				Status: ● Acceptable			

Personnel [Add]	Federal $	Non-Federal $	Total $	Salary $	Fringe $	Salary $	Fringe $
● Measly Intern	423	423	846	423	0	423	0
Personnel Totals	423	423	846	423	--	423	--

Item	Federal $	Non-Federal $	Total $
Travel [Add]			
● Washington DC	850	804	1,654
● Coastal Permit Inspection Trips	2,500	2,500	5,000
Travel Totals	3,350	3,304	6,654
Equipment [Add]			
● Big Red Truck	10,000	5,000	15,000
Equipment Totals	10,000	5,000	15,000
Supplies			
● Supplies Budget Item	2,000	3,000	5,000
Supplies Totals	2,000	3,000	5,000
Contracts [Add]			
● Department of Water Funding	196,750	185,750	382,500
● Coastal Block Grants	50,000	25,000	75,000
Contracts Totals	246,750	210,750	457,500
Construction [Add]			
● Constructing Something	2,250	2,250	4,500
Construction Totals	2,250	2,250	4,500
Indirect			

National Ocean Service
Coastal and Marine Management Program
NOAA

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Grant NA098765432

Grant Status   [View or Print Grant Application...]   [Submit Grant...]

- This grant application is not yet ready for final submission; areas requiring attention are marked with red status indicators below. For final submission, all status indicators must be green.
- The deadline for this grant application to be submitted in final form is **10/1/2003**

Grant Outline

⊞ **Overview**: Not yet completed   Status: 🔴 Incomplete

⊞ **Personnel:** 10 positions [Add]   Status: 🔴 Incomplete

⊟ **Tasks**: 1 Task, $500,000 [Add]   Status: 🟢 Acceptable

	Section	App. ID	Task	Federal $	Non-Federal $	Total $
🟢	306	1	1: Program Administration	269,973	230,027	500,000
			306 Totals:	269,973	230,027	500,000
	306A		--			
			306A Totals:	--	--	--
	308		--			
			308 Totals:	--	--	--
	309		--			
			309 Totals:	--	--	--
	310		--			
			310 Totals:	--	--	--
			Total for All Tasks	**269,973**	**230,027**	**500,000**

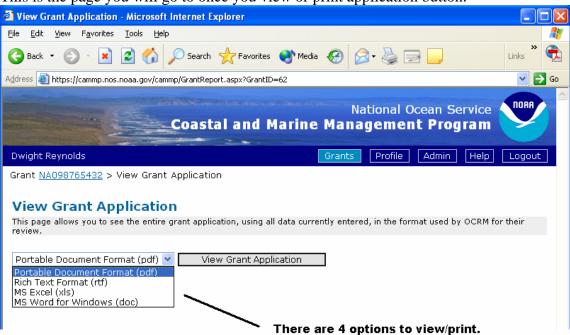Example of an award in progress – total of $500,000 has been allocated to this award so far, all in one 306 task.

VIEWING/PRINTING THE AWARD

This is the page you will go to once you view or print application button.

Select one of the output options then press the "View Grant Application" button to create the award. The four output options are:

Portable Document Format – has a .pdf extension.
Rich Text Format – has a .rtf extension
Microsoft Excel – has a .xls extension
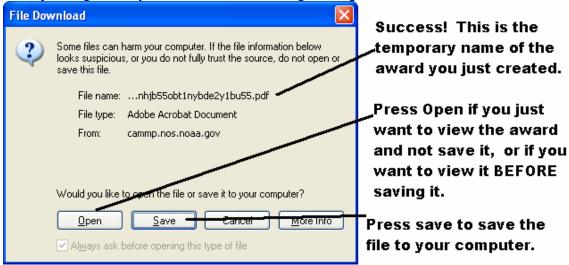Microsoft Word for Windows – has a .doc extension.

Although there are four options, when you submit your award in final you should submit it as either a PDF or Word Document in order to comply with federal grants.gov requirements.

Note that if you do not have Adobe Acrobat or Reader, Microsoft Excel or Microsoft Word on your machine these options will not work. Rich Text Format is very generic and should be able to be read in most type of word processing software.

At the bottom of the screen you can track the progress of the award creation. Once the field is filled with green lights the award will be created.
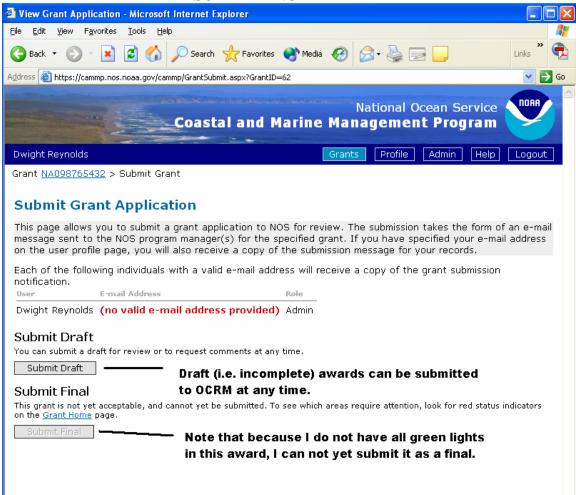
Once printing works you will see the following message:

NOTE: The file name that is created is basically gibberish. You need to give it a more intuitive name (i.e. probably the award number). While there is no standard file name, OCRM recommends that you use the award number as the file name.

Do to this, in whatever application you are in, press the SAVE AS button and save the document with a more logical name.
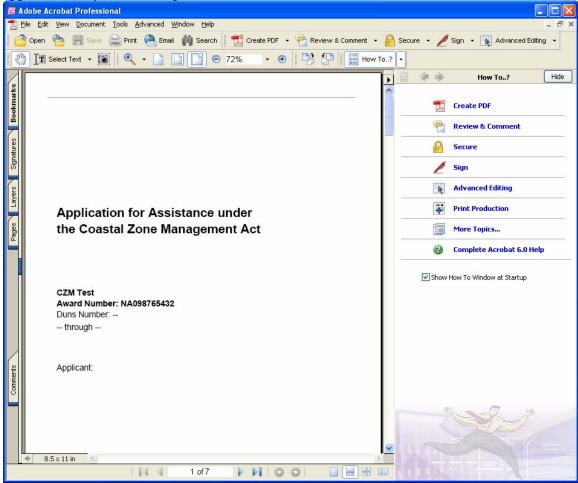
SUBMITTING THE AWARD

This is the page you see when you press the submit button on the main page. Once everyone's roles are set up correctly (i.e. after the beta test is done) then what happens is this:
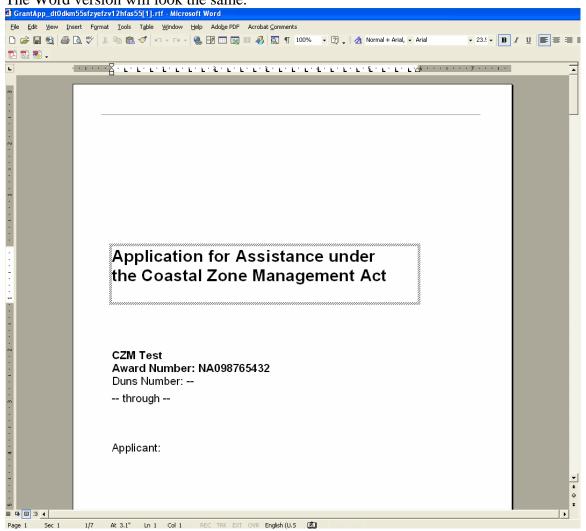
Program submits the award in draft or final. An email is sent to the OCRM specialist assigned to that particular program, informing them that the program is submitted in draft or final. The specialist will then go into CAMMP and be able to view/print the application. However the specialists do not have the power to access or alter the award.

THE PRINTOUT

<u>Adobe example</u> - this shows how the Adobe version will look (this is Adobe Acrobat 6.0 Professional so while the printout should look the same, the column on the right will not appear unless you are using this version of Acrobat.)

<u>Rtf and Word example</u> - This is an example of an rtf version – note that it pops up in Word because Word is the default word processing software on this particular computer. The Word version will look the same.

Excel example - This is an example of a Microsoft Excel printout.

Application for Assistance under the Coastal Zone Management Act

CZM Test
Award Number: NA098765432
Duns Number: --

-- through --

Applicant: