

# Managing Recipient Personnel

**AUTHORIZED REPRESENTATIVE:** This person has access to all awards for the entity. They are responsible for submitting all financial and progress reports, award action requests, accepting the awards, or re-assigning tasks. They are also responsible for adding or creating Grants Online accounts. This person has been designated to represent the entity. This is generally NOT the Principal Investigator.

**PRINCIPAL INVESTIGATOR:** This is the person responsible for the day-to-day activities on the award, and generally they are considered a “key personnel”. They can only see specific awards in Grants Online, not all awards within the entity. While they are often the primary contact to NOAA, they can NOT 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/FINANCIAL REPRESENTATIVES:** This person has access to all awards for the entity and is responsible for creating financial reports.

**RECIPIENT ADMINISTRATORS:** This person has access to all awards, and is responsible for adding personnel in the system. They can also create financial and progress reports, award action requests, or reassign tasks.

**RECIPIENT USERS (ADDITIONAL KEY PERSONAL):** This person 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.

## How do I set up personnel for a new award?

For entities with a Grants Online account, the *Authorized Representative* must add the *Principal Investigators* (PI) and other key personnel that are listed in your award. This is not automatic. After the *Authorized Representative* accepts an award, they need to log into [Grants Online](#) within 30 days and complete the following steps:

1. Click on the “*Inbox*” tab at the top menu. Another menu bar along the left hand side will appear. Click on the “*Tasks*” to find all items waiting for your action.
2. Click “*View*” on the task named “*Manage Recipient Users*”. This will launch a new page with a drop down menu.
3. Select “*View Manage Award Screen*” within the drop down menu and click “*Submit*”.
4. The “*Manage Award Screen*” displays all the *Authorized Representatives, PI/Co-PIs/Other Investigators, Business/Financial Representatives, Recipient Administrators, and Other Key Personnel* that are associated with this Award within your organization.
  - a. You may un-assign a user from this Award by selecting the “*UnAssign*” link in the Action column.
  - b. You may also add another user that is not listed. For example, if you would like to add another PI, in the “*PI/Co-PIs/Other Investigators*” section select the “*Add another Investigator*” link. Please note, the initial *Principal Investigator(s)* and *Key Personnel* should match the personnel who were submitted as part of the application.
  - c. A minimum of one (1) *Principal Investigator* and one (1) *Authorized Representative* is required for each award.
  - d. Once all the changes are complete select the “*Done*” button.
5. Once all changes have been made, select “*Manage Award Complete*” from the drop down menu and hit “*Submit*”.

## How Do I request a change to the Principal Investigator?

Please discuss the request for a Change in Principal Investigator with your NOAA Federal Program Officer early in the planning stages. Selection of applications for award are made partly on the qualifications of the Principal Investigator. NOAA may wish to consider alternative remedies, e.g. transferring the award to the current Principal Investigator’s new organization. NOAA must first approve any change of the official Principal Investigator (s) or Key Personnel through the submission of an “*Award Action Request*”. The Authorized Representative must do the following to request a change in PI:

1. Log in to Grants Online.
2. Click the "Award" tab.
3. Click the "Search" or the "Search Award" link. The "Search Award" page is displayed.
4. Click the "Search" button on the "Search Award" page. When your search results populate, click the award number for which you are requesting the change in Principal Investigator.
5. On the "Grants File" launch page, select the "Create Award Action Request" action from the action drop down menu then click the "Submit" button.
6. The "Award Action Request Index" page is displayed with the available *Award Action Requests*. Click the link for "Change in Principal Investigator/Project Director".
7. The requested page will be displayed for you to complete. Enter the required fields, proposed principal investigator, short justification, and click the "Save" button.
8. The "Award Action Request" page is re-displayed with the attachment link and other fields. You can upload supporting documents at this time. After completing the required information, click the "Save and Return to Main" button. Another message will display where you can confirm your request and start workflow, click the "Yes" button.
9. A review task is sent to your "Task" inbox.
10. The review task will go first to the creator of the document and who then must send it to their *Recipient Authorized Representative(s)*. The creator will review and approve the action and either "Forward to Agency" or "Forward to Recipient Authorized Representative" and then "submit", depending on your roles and access.
11. The Recipient Authorized Representative must then log in and select "Forward to Agency" and then "submit". If you have the role of *Recipient Authorized Representative* you will have to submit the request to the appropriate Federal Agency, thus you will have processed two tasks.

## Changing the PI after the Request is Approved

After approval of a *Change in Principal Investigator* request, the *Recipient Administrator(s)* will be notified and assigned a task to "Manage Recipient Users". They should complete this task by assigning the new *Principal Investigator* to the Award and removing the old assignment, using the steps outlined above. NOAA personnel cannot perform this task. The assigned *Principal Investigator(s)* will receive notifications of required project progress reports, so it is important that they be assigned to their awards.

## Can I add other people in Grants Online?

Adding *Recipient Investigators* (who are not *Principal Investigators*) to the award through the Grants Online *Manage Recipient Users* or *View/Manage Award-related Personnel* features is not prohibited and does not require NOAA permission. Note that these recipient users can not create or approval financial or progress reports.

## What if my entity has not used Grants Online before?

For new grantees, who have never had a NOAA award, the *Authorized Representative*, must request their Grants Online user name and password from the Grants Online help desk. Your username is your first initial followed by your last name (and possibly followed by a 2-digit number). The Help Desk cannot send your Password by email for security reasons, therefore it is best to call them directly or send them an email with a contact phone number.

### Grants Online Information:

Email: [GrantsOnline.HelpDesk@noaa.gov](mailto:GrantsOnline.HelpDesk@noaa.gov)

Phone: Toll free at 1-877-662-2478 or at 301-444-2112

Hours: 8:00 AM to 6:00 PM Eastern Time, Monday through Friday

[Grants Online Login Page](#)

## More information on Managing Key Personnel

### Grants Online Help Pages:

[Change in Principal Investigator](#)

[User Roles and Managing Award Users](#)