



Job Aid

How to Run a NOGA (Narrative Version)

SPONSORED PROJECTS

Quick Navigation: Grants > Awards and select the option UM NOGA Report

If you have access to EFS Reporting, you may re-run the NOGA at any time. The NOGA is cumulative, and will display amounts, periods of performance and terms and conditions on your award from inception through the end of the project period.

NOTE: You will need to know the Contract Number for the NOGA that you want. The Contract Number is the same as the Proposal Number and the Award Number.

The first 4 steps for running a NOGA report differ depending on if you have ever run the NOGA report previously. If this is the first time running the NOGA report (for any award) see steps 1-4 directly below. If you have previously run the NOGA report, see the second set of steps 1-4. Steps 5-15 are the same for either situation.

If this is the first time running a NOGA Report:

1. In the Menu on the left side of the screen, navigate to the UM NOGA Report screen (Grants > Awards and select the option UM NOGA Report)
2. Open the **Add a New Value** tab
3. In the Run Control ID field enter **NOGA** (or any other easy-to-remember description. There should be no spaces between letters or words)
4. Click the **Add** button. You should be brought to the NOGA REPORT screen
Jump to Step 5 below to continue the process.

If you have run the NOGA Report previously (for any Award)

1. In the Menu on the left side of the screen, navigate to the UM NOGA Report screen (Grants > Awards and select the option UM NOGA Report)
2. Verify that you are on the **Find an Existing Value** tab
3. If you know the **Run Control ID** that you want to use, enter it in the field.
4. If you do not know which Run Control ID you want to use, you may click the Search button for a list of previously set up Run Control IDs and select the one that you want.

Once you are on the NOGA REPORT screen

5. Enter **UMSPR** in the Business Unit field (or you may select it using the lookup)
6. Enter **your Contract Number** in the Contract Number field. Contract Numbers are 15 characters long and start with CON.
7. Press the **Run** button
8. On the Process Scheduler Request page verify that the:
 - a. Server Name is **PSUNX**
 - b. Notice of Grant Award is selected **(box is checked)**
 - c. Type = **Web**
 - d. Format = **PDF**
9. Click the **OK** button. You will end up back on the NOGA REPORT screen
10. Click the [Process Monitor](#) Hyperlink. You will be brought to the Process List page
11. On the **Process List** tab, press the **Refresh** button until the Run Status = Success and the Distribution Status = Posted.
12. Click on the [Go back to UM RUN NOGA RPT](#) hyperlink
13. On the NOGA REPORT page click on the [Report Manager](#) hyperlink
14. Open the **Administration** tab
15. Click on the hyperlink for the Notice of Grant Award report that starts with **"UMFGM001"**. The NOGA report will appear on your screen.