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

If you have access to EFS Reporting, you may re-run the Notice of Grant Award (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. It is found on the upper right hand corner of any previously-run NOGA for this award. If you cannot locate this number, please refer to the job aide entitled ‘How to Look Up a Proposal, an Award, or a Project”

The first 4 steps for running a NOGA report differ depending on if you have ever run a 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. Screen prints are shown below the related instructions.

If this is the first time running the 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

Continue on to Step 5 (middle of next page)

Screen print for steps 1-4 above
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 and click the Search button.
4. If you do not know which Run Control ID you want to use, you may click the Search button for a list of all previously set up Run Control IDs and select the one that you want.

5. Enter UMSPR in the Business Unit field if it did not default in (or you may select it using the lookup)
6. Enter the Contract Number for the desired NOGA report in the Contract Number field. Contract Numbers are 15 characters long and start with CON. Look at the upper right hand corner of a previous NOGA for this award to find the Contract Number, or use the Job Aid entitled “How to Look Up a Proposal, an Award or a Project” to find the Contract Number. The Contract Number is the same as the Proposal Number and the Award Number.
7. Press the Run button on the upper right hand corner of the screen.
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

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Screen print for Steps 8-9 above
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10. Click the **Process Monitor** Hyperlink. You will be brought to the Process List page

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Screen print for Step 10 above
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11. On the **Process List** tab, press the **Refresh** button until the Run Status = Success and the Distribution Status = Posted.

Screen print for Step 11 above

The report may go through several different statuses before it is finalized.

12. Click on the **Go back to UM RUN NOGA RPT** hyperlink

Screen print for Step 12 above

When the Run Status is “Success” and the Distribution Status is “Posted” the process has finished.
13. On the NOGA REPORT page click on the Report Manager hyperlink

Screen print for Step 13 above

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.

Screen print for Steps 14-15 above
Top of page 1 of sample NOGA.

UNIVERSITY OF MINNESOTA
Notice of Grant or Contract Award
Sponsored Projects Administration

(Print Date: 6/10/2008
Page: 1 of 5
Award: CON000000000332
Primary Project: 02986113
PRF #:)

AWARD INFORMATION
(Online Page Navigation: Main Menu > Grants > Awards > UM_NOGA Report)

Proposal Type: NEW
Award Type: Grant
Principal Investigator: Collins, Willard A
Purpose: Research
Primary Project Dept: Controller's Administration
Sponsor: NIH NCHD NATL INST OF CHILD H
Sponsor Award #: IR01-HD03430-01
Award Title #: The Developmental Construction of Adult Competence

ASSOCIATED PROJECTS
(Online Page Navigation: Main Menu > Grants > Awards > Award Profile – Funding Tab)