



Job Aid: How to Run a NOGA

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 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 aid entitled *'How to Look Up a Proposal, an Award, or a Project'*

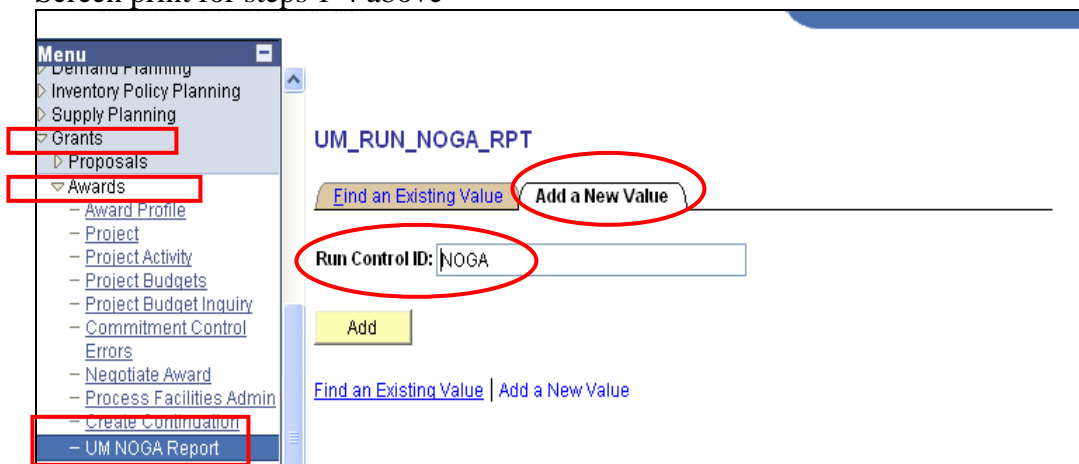
The first 4 steps for running a NOGA report differ depending on if you have ever run a NOGA report previously. If this is the first time running the NOGA report (for any award) see steps 1-4 directly below. If you have previously run the NOGA report, see the second set of steps 1-4. Steps 5-15 are the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

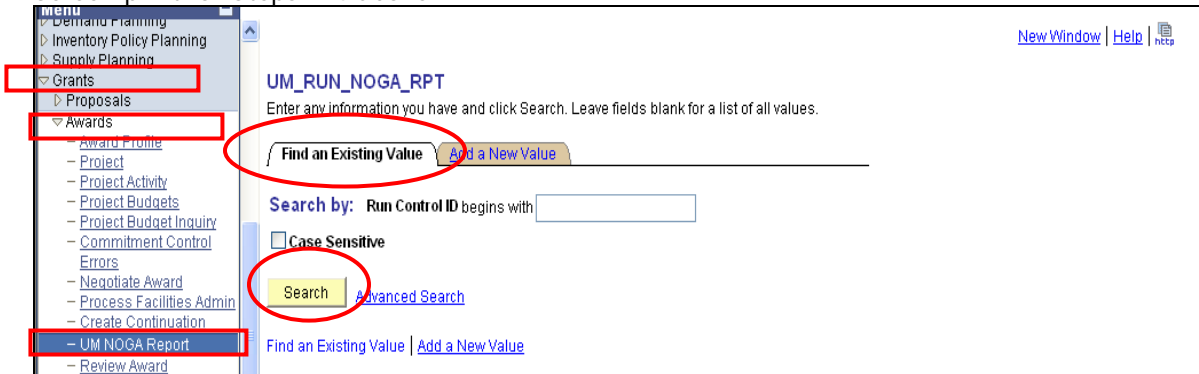
Screen print for steps 1-4 above



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

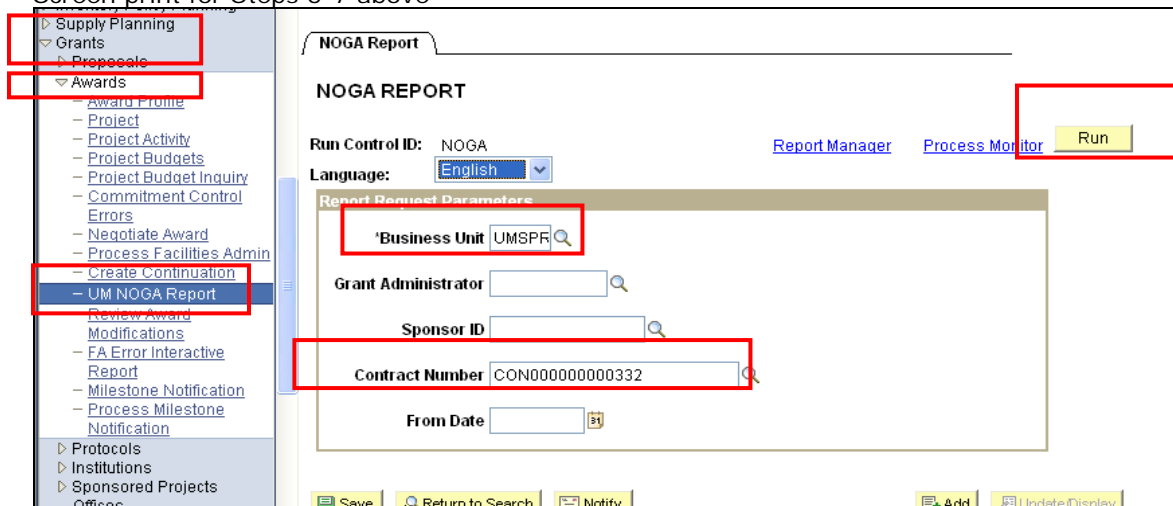
1. In the Menu on the left side of the screen, navigate to the UM NOGA Report screen (Grants > Awards and select the option UM NOGA Report)
2. Verify that you are on the **Find an Existing Value** tab
3. If you know the **Run Control ID that you want to use**, enter it in the field and click the Search 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.

Screen print for Steps 1-4 above



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.

Screen print for Steps 5-7 above



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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

Screen print for Steps 8-9 above

Process Scheduler Request

User ID: SACHI003 Run Control ID: NOGA

Server Name: **PSUNX** Run Date: 06/10/2008
Recurrence: Run Time: 10:30:36AM [Reset to Current Date/Time](#)

Time Zone: [Time Zone](#)

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Notice of Grant Award	UMFGM001	XML Publisher	Web	PDF	Distribution

[OK](#) [Cancel](#)

10. Click the [Process Monitor](#) Hyperlink. You will be brought to the Process List page

Screen print for Step 10 above

NOGA REPORT

Run Control ID: NOGA [Report Manage](#) [Process Monitor](#) [Run](#)

Language: **English**

Report Request Parameters

'Business Unit' **UMSPF**

Grant Administrator: [Search](#)

Sponsor ID: [Search](#)

Contract Number **CON000000000332** [Search](#)

From Date: [Date](#)

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

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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 screenshot shows the 'Process List' tab in a software application. At the top, there are search filters for 'User ID' (SACHI003), 'Type', 'Last' (1 Days), and a 'Refresh' button. Below these filters is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	104072		XML Publisher	UMFGM001	SACHI003	06/10/2008 10:30:36AM CDT	Queued	N/A	Details
<input type="checkbox"/>	104022		XML Publisher	UMFGM001	SACHI003	06/10/2008 8:47:04AM CDT	Success	Posted	Details

A red box highlights the 'Refresh' button and the 'Run Status' and 'Distribution Status' columns of the table. A red arrow points from the 'Refresh' button to a text box on the right.

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

The screenshot shows the 'Process List' tab in the same software application. The 'Refresh' button is no longer visible. The table now shows the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	104072		XML Publisher	UMFGM001	SACHI003	06/10/2008 10:30:36AM CDT	Success	Posted	Details
<input type="checkbox"/>	104022		XML Publisher	UMFGM001	SACHI003	06/10/2008 8:47:04AM CDT	Success	Posted	Details

A red box highlights the 'Go back to UM RUN NOGA RPT' hyperlink at the bottom of the page. A red arrow points from the 'Run Status' and 'Distribution Status' columns to a text box on the right.

When the Run Status is "Success" and the Distribution Status is "Posted" the process has finished.

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13. On the NOGA REPORT page click on the [Report Manager](#) hyperlink

Screen print for Step 13 above

The screenshot shows the NOGA REPORT interface. On the left is a navigation menu with categories like Demand Planning, Inventory Policy Planning, Supply Planning, Grants, Awards, Protocols, Institutions, Sponsored Projects, Offices, and Departments. The main content area is titled 'NOGA Report' and contains a 'NOGA REPORT' section. Below this, there are fields for 'Run Control ID: NOGA', 'Language: English', and a 'Report Request Parameters' section with input fields for 'Business Unit' (UMSPR), 'Grant Administrator', 'Sponsor ID', 'Contract Number' (CON000000000332), and 'From Date'. A red circle highlights the 'Report Manager' hyperlink. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Add', and 'Update/Display'.

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

The screenshot shows the 'Administration' tab selected in the NOGA REPORT interface. The 'View Reports For' section shows 'User ID: SACHI003', 'Type: [dropdown]', 'Last: 1 Days', and a 'Refresh' button. Below this is a 'Report List' table with columns: Select, Report ID, Proc Instance, Description, Request Date/Time, Format, Status, and Details. A red box highlights the first row of the table, which is a 'Notice of Grant Award' report starting with 'UMFGM001'. Below the table are 'Select All' and 'Deselect All' checkboxes, a 'Delete' button, and a 'Save' button.

Select	Report ID	Proc Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	100097	104072	UMFGM001 Notice of Grant Award	06/10/2008 1:35:41 AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	100098	104072	Notice of Grant Award	06/10/2008 10:35:32 AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	100066	104035	UM Invoice- Ad Hoc	06/10/2008 9:06:05 AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	100054	104022	UMFGM001 Notice of Grant Award	06/10/2008 8:52:03 AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	100053	104022	Notice of Grant Award	06/10/2008 8:51:44 AM	Acrobat (*.pdf)	Posted	Details

Top of page 1 of sample NOGA.

The screenshot shows a web browser window with a toolbar at the top containing icons for file operations, navigation, and search. The page content is as follows:

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 #:

(Online Page Navigation: [Main Menu](#) > [Grants](#) > [Awards](#) > [UM_NOGA Report](#))

AWARD INFORMATION (Online Page Navigation: [Main Menu](#) > [Grants](#) > [Awards](#) > [Award Profile](#))

Proposal Type:	NEW	Award Type:	Grant
Principal Investigator:	Collins, Willard A	Purpose:	Research
Primary Project Dept:	Controller's Administration		
Sponsor:	NIH NICHD NATL INST OF CHILD H		
Sponsor Award #:	1R01-HD054850-01		
Award Title #:	The Developmental Construction of Adult Competence		

ASSOCIATED PROJECTS (Online Page Navigation: [Main Menu](#) > [Grants](#) > [Awards](#) > [Award Profile - Funding Tab](#))