



NTIA Grants Application Portal

Authorized Organization Representative (AOR) Change Request Submission Guidance

May 16, 2024

Version 1.7

Contents

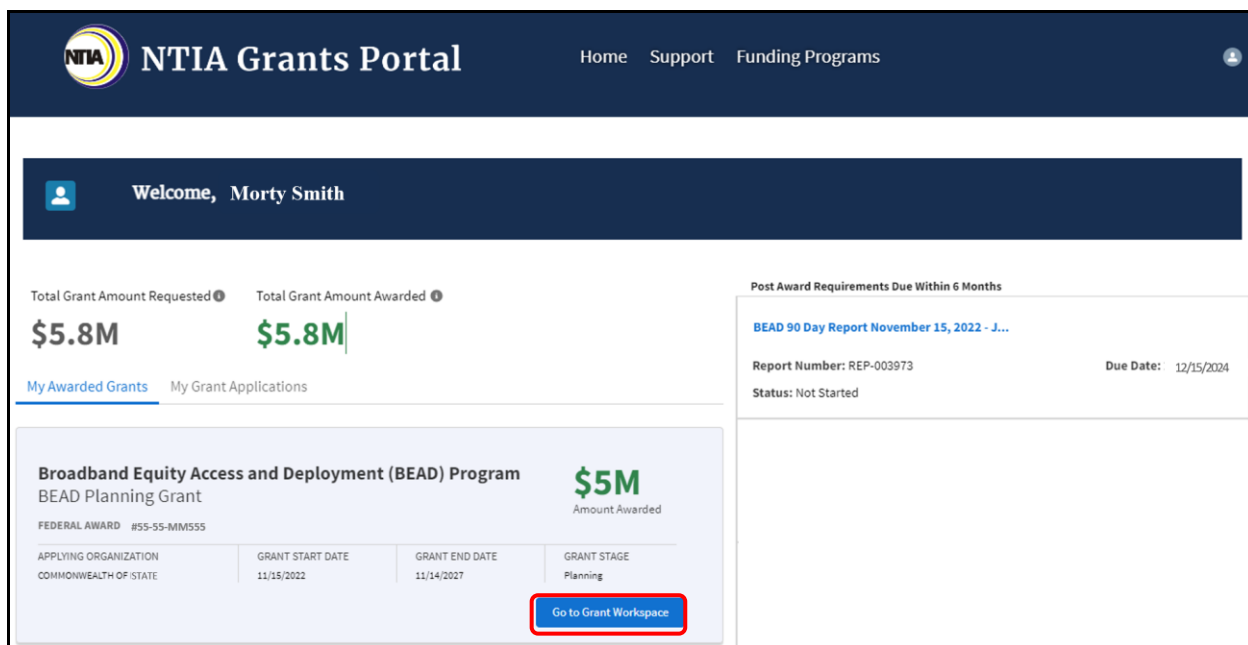
Manage Authorized Organization Representative (AOR) Change Request(s)	3
1. Submit an Authorized Organizational Representative (AOR) Change Request	3
1.1. Verify AOR is Listed as a Grant Team Member	4
1.2. Update AOR	5
2. Manage Team Members: Add New AOR as Grant Team Member (If Needed)	7
3. Cancel AOR Change Request (If Needed)	8

Manage Authorized Organization Representative (AOR) Change Request(s)

Using the steps in this guide, please submit the required information to initiate your Authorized Organizational Representative (AOR) Change Request. You will receive a system-generated confirmation upon submission. Your request will be automatically forwarded to NIST staff for review, and you will be notified via email upon approval or denial. The entire process may take up to 14 days.

1. Submit an Authorized Organizational Representative (AOR) Change Request

From the NTIA Grants Portal Home page, My Awarded Grants tab, click on the **Go to Grant Workspace** button.



The screenshot displays the NTIA Grants Portal interface. At the top, the NTIA logo and 'NTIA Grants Portal' text are visible, along with navigation links for Home, Support, and Funding Programs. A user greeting 'Welcome, Morty Smith' is shown. Below this, two summary cards indicate 'Total Grant Amount Requested' and 'Total Grant Amount Awarded', both at \$5.8M. A 'My Awarded Grants' tab is active, showing a list of grants. The first grant is the 'Broadband Equity Access and Deployment (BEAD) Program BEAD Planning Grant', with an awarded amount of \$5M. A table below provides details: Applying Organization (Commonwealth of State), Grant Start Date (11/15/2022), Grant End Date (11/14/2027), and Grant Stage (Planning). A red box highlights the 'Go to Grant Workspace' button. To the right, a 'Post Award Requirements Due Within 6 Months' section shows a 'BEAD 90 Day Report November 15, 2022 - J...' with report number REP-003973, status 'Not Started', and due date 12/15/2024.

APPLYING ORGANIZATION	GRANT START DATE	GRANT END DATE	GRANT STAGE
COMMONWEALTH OF STATE	11/15/2022	11/14/2027	Planning

[Go to Grant Workspace](#)

1.1. Verify AOR is Listed as a Grant Team Member

To submit an AOR change request, first ensure that the new AOR is listed as a Grant Team member. Click on **> Manage Grant Team** to expand and review the section. If the AOR is not listed as a Grant Team member, they will need to be added to the team before they can be designated as the AOR. See [Manage Team Members: Add New AOR as Grant Team Member \(If Needed\)](#).


NTIA Grants Portal
Home Support Funding Programs


Grant Request
State - BEAD - ##-##-####

Grant Details
Post Award Requirements
Grant Teams
Funding Requests

Click the > arrow next to the section names below to expand additional options.

> Manage Grant Team

Please use the Add Contact capability to add additional team members who need access to this Grant. Only one Authorized Organizational Representative can be assigned to a Grant. Requests for AOR changes must be submitted to UGAM@nist.gov. Please contact your FPO for more information.

+ Add Contact

Contact	Organization	Role	Status
Maddy Ferguson	DEPARTMENT OF INFORMATION TECHNOLOGY	Collaborator	Current
Morty Smith	DEPARTMENT OF INFORMATION TECHNOLOGY	Authorized Organizational Representative	Current
Christina Applegate	DEPARTMENT OF INFORMATION TECHNOLOGY	Collaborator	Current

> Manage Authorized Organization Representative (AOR) Change Requests



1.2. Update AOR

Upon ensuring that the new AOR is listed as a Grant Team member, click on **> Manage Authorized Organization Representative (AOR) Change Requests** to expand the section, then click on the **Update AOR** button.

 **NTIA Grants Portal**

HomeSupportFunding Programs

Grant Request

State - BEAD - ##-##-####

Grant Details

Post Award Requirements

Grant Teams

Funding Requests

Click the > arrow next to the section names below to expand additional options.

> Manage Grant Team

▼ Manage Authorized Organization Representative (AOR) Change Requests

Please click the Update AOR button to start a request to change the AOR for your grant. Your request will be reviewed by NIST and updated in NGP when complete. You can only have one request open at a time. To change a request, cancel the open request, then create a new one.

Update AOR

Action & Documen...	Submitter	Requested Ne...	Submitted Date	Status	Effective Date	Action
---------------------	-----------	-----------------	----------------	--------	----------------	--------

Click the **Select Team Member** field and select a name from the drop down. Enter a reason for change in the **Reason for Change** text field. If the change is temporary, click the **checkbox** next to **Is this a Temporary Change?**, then select an estimated return date for the current AOR listed prior to the change using the date field that appears.

Note: For a temporary AOR change, when the estimated return date is reached for the original AOR, **a Grant Team member must return to the Manage AOR section and request a new AOR change – the AOR role will not be automatically reverted from the temporary to the original AOR without doing so.**

Click the **checkbox** to agree to the following statement:

I certify that this request has been completed and is accurate to the best of my ability. I acknowledge that if this request is approved, the AOR role will be transferred from the current AOR to the requested new AOR, and the current AOR will remain on the list of active team members, as a non-AOR collaborator. I acknowledge that if this request is denied, no changes to the list of active team members will be made.

Click **Submit**.

Submit AOR Change Request

Please complete and submit the following information to submit your Authorized Organizational Representative (AOR) Change Request for review. You will receive an automated message from the system when your request is submitted.

Once your request is submitted, you may review the details of this request and any prior requests by navigating to the 'Grant Team' tab in this workspace. Additionally, until this request is approved or denied, you may cancel the request at any time by navigating to the 'Grant Team' tab in this workspace.

Creating an AOR Change Request in NGP will automatically notify staff at NIST. NIST will then review your request and send email notification when approved. You will also receive an email when NGP has been updated to reflect the new AOR. (In rare cases, you will receive a message if the request is denied.)

Note: The entire submission/review/update process can take up to 14 days.

Current AOR:
Gregory Conte

* Select Team Member ⓘ

--None--

☐ Is this a Temporary Change?

If this is a temporary change, please indicate the estimated return date for the current AOR listed prior to the change.

****Please note:** When this date is reached, the original AOR must return to this page and request a new AOR change - the AOR role will not be automatically reverted from the temporary to the original AOR without doing so.

* Reason for Change ⓘ

☐ I certify that this request has been completed and is accurate to the best of my ability. I acknowledge that if this request is approved, the AOR role will be transferred from the current AOR to the requested new AOR, and the current AOR will remain on the list of active team members, as a non-AOR collaborator. I acknowledge that if this request is denied, no changes to the list of active team members will be made.

Submit

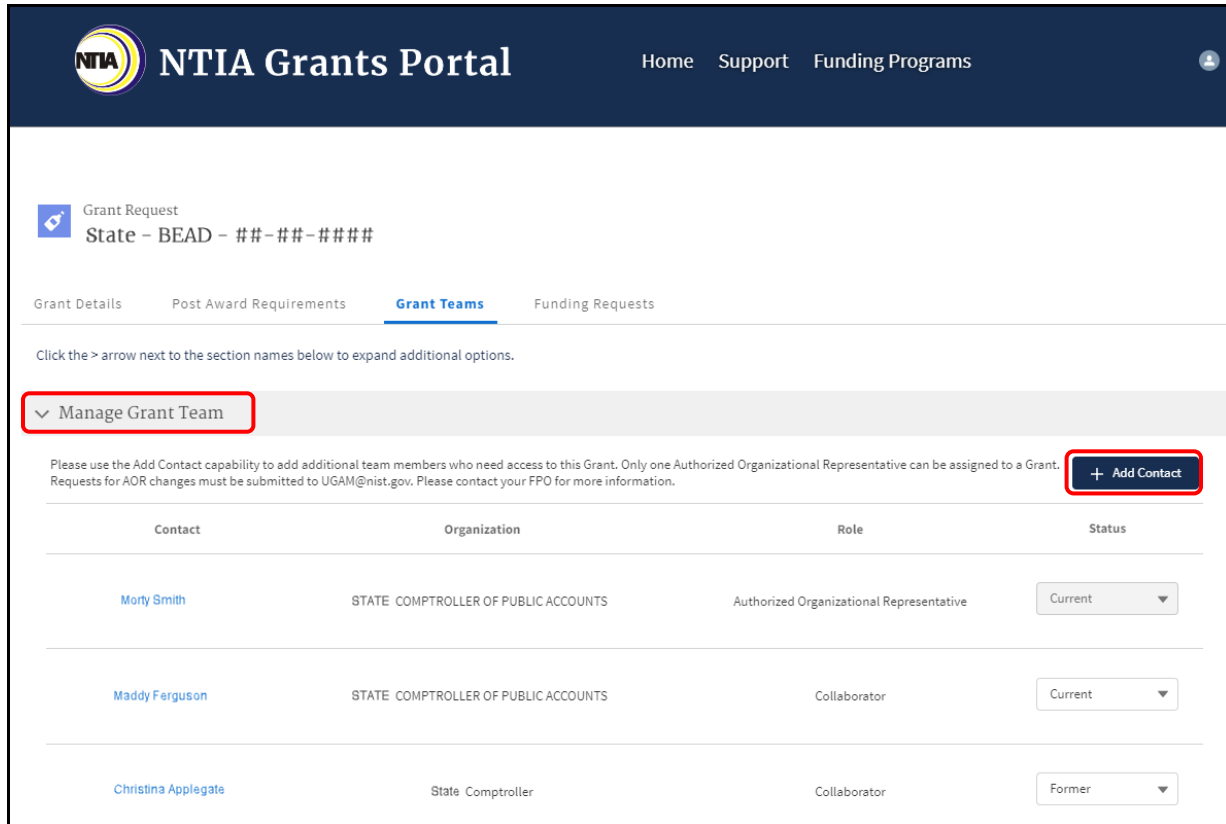
Upon clicking the submit button, the following confirmation will appear:

Your AOR Change Request has been submitted, and staff at NIST and NTIA have been notified. NIST will process your change request and notify you when it's approved. Note, the review and approval process can take up to 14 days. After approval and notification from NIST, you will receive another notification when NGP has been updated to reflect the new AOR.

Click **Close** or the **X** to close the confirmation window.

2. Manage Team Members: Add New AOR as Grant Team Member (If Needed)

To add a Grant Team member who will become the AOR, click on **> Manage Grant Team** to expand and click on the **+ Add Contact** button.



NTIA Grants Portal Home Support Funding Programs

Grant Request
State - BEAD - ##-##-####

Grant Details Post Award Requirements **Grant Teams** Funding Requests

Click the > arrow next to the section names below to expand additional options.

▼ Manage Grant Team

Please use the Add Contact capability to add additional team members who need access to this Grant. Only one Authorized Organizational Representative can be assigned to a Grant. Requests for AOR changes must be submitted to UGAM@nist.gov. Please contact your FPO for more information.

+ Add Contact

Contact	Organization	Role	Status
Morty Smith	STATE COMPTROLLER OF PUBLIC ACCOUNTS	Authorized Organizational Representative	Current ▼
Maddy Ferguson	STATE COMPTROLLER OF PUBLIC ACCOUNTS	Collaborator	Current ▼
Christina Applegate	State Comptroller	Collaborator	Former ▼

Click on the drop down to indicate whether the contact is outside of the applying organization.



Add Contact Close

Is this contact outside of the applying organization?

Select Option... ▼

Enter the required information, then click **Save**. The added contact will be notified by the email listed of this addition. Return to the previous step, [Update AOR](#), to continue with submitting an AOR change request.

Add Contact

Close

Is this contact outside of the applying organization?

No

* First Name

* Last Name

* Email

Save

Save & New

3. Cancel AOR Change Request (If Needed)

To cancel an AOR change request, from the **Grant Teams** tab, click on **> Manage Authorized Organization Representative (AOR) Change Requests**, then click the [blue Cancel](#) hyperlink under the **Action** column.



NTIA Grants Portal

Home Support Funding Programs


Grant Request

State - BEAD - ##-##-####

Grant Details
Post Award Requirements
Grant Teams
Funding Requests

Click the > arrow next to the section names below to expand additional options.

> Manage Grant Team

v Manage Authorized Organization Representative (AOR) Change Requests

Please click the Update AOR button to start a request to change the AOR for your grant. Your request will be reviewed by NIST and updated in NGP when complete. You can only have one request open at a time. To change a request, cancel the open request, then create a new one.



Action & Documen...	Submitter	Requested New AOR ↑	Submitted Date	Status	Effective Date	Action
AD-000114	Morty Smith	Maddy Ferguson	Apr 23, 2024	In Review		Cancel



Enter a reason in the **Reason For Cancellation** text field, then click **Continue**.

Cancel AOR Request

* Reason For Cancellation ⓘ

Continue

You will see the following confirmation message:

Are you sure you want to cancel this AOR change request? Cancelling a change request cannot be undone, but you can create a new change request.

Once you confirm cancellation, NIST and NTIA staff will automatically be notified via email that this request has been cancelled.

Click **Confirm Cancellation**.