



## **Specialist Greensheets User's Guide**

**National Cancer Institute (NCI)**

**Center for Biomedical Informatics and Information  
Technology (CBIIT)**

**Version 2.0**

## Table of Contents

Greensheet Overview.....	1
Accessing the Application .....	1
Selecting a Grant .....	2
Viewing the Default Grant List .....	2
Searching for a Grant .....	2
Principle Investigator Search .....	3
Grant Number Search.....	3
Sorting the Grant List.....	4
Navigating the Grant List .....	5
Selecting a Greensheet .....	6
Selecting a Specialist Greensheet.....	6
Selecting a Program Greensheet.....	7
Selecting a Revision Greensheet.....	8
Completing a Greensheet .....	10
Answering Questions.....	11
Viewing Sub-questions .....	12
Uploading Documents.....	14
Removing an Attached File.....	17
Viewing an Attachment .....	19
Entering Comments .....	21
Viewing Comments.....	22
Viewing all Comments .....	23
Clearing a Greensheet.....	24
Saving a Greensheet.....	27
Submitting a Greensheet.....	28
Closing a Greensheet.....	30
Printing a Greensheet .....	32
Unlocking a greensheet.....	35
Unlocking a Specialist Greensheet.....	35
Unlocking a Program Greensheet .....	36
Unlocking a Revision Greensheet .....	37
Icon Glossary .....	38
Status Icon.....	39
Application Icons .....	39
Information and Assistance .....	41

## List of Figures

Figure 1: Login Screen .....	1
Figure 2: Specialist Grants List .....	2
Figure 3: PI Name Search and Result Set .....	3
Figure 4: Grant Number Search and Result Set.....	4
Figure 5: Budget Date in Ascending Order.....	5
Figure 6: Page Navigation.....	6
Figure 7: Selecting a Specialist Greensheet .....	7
Figure 8: Selecting a Program Greensheet .....	8
Figure 9: Greensheet Icon in GPMATS on Action Queue Screen.....	9
Figure 10: Greensheet Icon in GPMATS on Action Details Screen.....	9
Figure 11: Revision Greensheet.....	10
Figure 12: Sample Greensheet Form .....	11
Figure 13: Radio Button .....	11
Figure 14: Drop-Down List .....	12
Figure 15: Text Box.....	12
Figure 16: Check Boxes .....	12
Figure 17: Viewing an Individual Sub-question Option .....	13
Figure 18: Hide Sub-question Option .....	14
Figure 19: Attached File Option.....	15
Figure 20: File Attachment Screen.....	16
Figure 21: Choose File Screen.....	16
Figure 22: File Attachment Window .....	17
Figure 23: Remove Attached File Option .....	18
Figure 24: Attachment Screen with File Options .....	18
Figure 25: Delete Confirmation Option .....	19
Figure 26: Viewing an Attachment Option .....	19
Figure 27: View File Option .....	20
Figure 28: File Download Box .....	20
Figure 29: "Save As" Dialogue Box.....	21
Figure 30: Enter Comment Option .....	22
Figure 31: Viewing Existing Comment Option .....	23
Figure 32: View All Comments Options.....	24
Figure 33: Clearing a Greensheet Option.....	25
Figure 34: Removing an Attached File Option.....	26
Figure 35: File Attachment Window .....	26
Figure 36: Delete Confirmation Box .....	27
Figure 37: Save Greensheet Option.....	27
Figure 38: Submitting a Greensheet Option .....	28
Figure 39: Submission Confirmation Message.....	29
Figure 40: Validating a Greensheet.....	30
Figure 41: Closing a Greensheet .....	31
Figure 42: Close Confirmation Dialogue Box .....	31
Figure 43: Submitting a Greensheet.....	32

Figure 44: Print Selection Window .....	33
Figure 45: PDF Print Preview .....	34
Figure 46: Print Dialogue Box .....	35
Figure 47: Unlocking a Specialist Greensheet .....	36
Figure 48: Unlocking a Program Greensheet .....	37
Figure 49: Unlocking Revision Greensheets .....	38

## Record of Changes

Version Number	Author	Section Number/ Paragraph Number	Summary of Changes	Date of Change
2.0	Karrell Kennedy	Reformatted Entire Document and added Selection a Revision Greensheet section on page 13.		05/10/2017

## Reviewer

Name	Job Title	Date of Review
Gaby Tulchinskaya	Business Analyst	5/10/2017

## GREENSHEET OVERVIEW

A Greensheet is a management document used by members of the Program Staff and Office of Grants Administration (OGA) to record the process of evaluating a grant application for scientific merit and to ensure that NIH/NCI funding and policy requirements are met. These requirements vary for each grant Type and Mechanism; each combination has a different Greensheet to address the specific criteria. Every grant application requires that separate Program and Specialist Greensheets be completed for the appropriate Type and Mechanism.

Having a set of standard checklists helps NCI Program and OGA staff in carrying out their inherently governmental stewardship responsibilities, in adherence with existing Federal policies and procedures, and ensures that our grantees are treated consistently and are being held to the standards appropriate for the type of award/funding mechanism being reviewed.

In order to access this application, users must have a valid username and password, and be set up with the appropriate roles within the Enterprise database.

## ACCESSING THE APPLICATION

1. User's must first log in the Greensheets application via <https://i2e.nci.nih.gov/greensheets/>.
2. Access will requires your Network User Name and Password.

The screenshot shows the login interface for the i2eTrust (Staging) application. The header includes the NIH logo and the text 'i2eTrust (Staging) NIH SECURE IDENTITY SOLUTIONS'. The main content area contains two login forms. The top form has 'User Name:' and 'Password:' labels with corresponding input fields, a 'Change Password' link, and a blue circular button with 'OR'. The bottom form has 'User Name:' and 'Password:' labels with corresponding input fields, a 'Change Password' link, and a blue 'Log in' button. The 'User Name' field in the bottom form is populated with the text 'kennedykd'.

## SELECTING A GRANT

The application provides a default list of grants that is populated based on the user name and permissions from which the user may select one to complete a Greensheet. If the desired grant is not present in this default list, the application also allows a user to search for a Grant by either PI Last Name or Grant Number. Users can also access Your Grants to get further details for a selected Grant. Figure 3-1 shows the Grant List page and all of the actions that a user can perform from within the page.

**Specialist Grants List for Greensheets Specialist**

Search for: Grant Number CA104

24,604 Grants found, displaying Grants 1 to 50.

Grant Number	PI	Subject Start Date	Senc	Miss Senc	PI	PI	Pgm S3 Status	Pgm S3 Submitted Date	Pgm G3 Lock	S3S G3 Status	G3S G3 Lock
1801CA104130-0251	MB	03/25/2005	Iglesias,Brian		Ogunbiyi,Peter	DUHAMEL,KATHERINE	UNSUBMITTED	02/02/2005	G	NOT STARTED	G
1801CA118764-01A1	TR	07/01/2006	Hodgkins,Brett		Mohla,Suresh	MOSES,MARSHA	UNSUBMITTED	08/16/2006	G	SAVED	G
1801CA035519-22	CG	04/01/2005	Woodill,Joseph		Poland,Alan	EL-SAYOUMY,KARAM	UNSUBMITTED	02/24/2005	G	NOT STARTED	G
1801CA120979-06	BQ	08/01/2006	Moyer,Marie		Daschner,Phillip	Wang,Timothy	UNSUBMITTED	07/26/2006	G	NOT STARTED	G
1801CA028864-01A101	SC	08/01/2003	Dunn,Kathryn		Chollette,Veronica	EMMONS,KAREN	UNSUBMITTED		G	NOT STARTED	G
1801CA103460-01A1	CB	09/26/2005	Natoli,Eileen	BELLAD	Perry,Mary	GERMAIN,DORIS	UNSUBMITTED	09/26/2005	G	NOT STARTED	G
1801CA101173-04	DI	09/01/2006	Perry,Carol		Farahani,Keyvan	LIU,Hong	SUBMITTED	08/15/2006	G	NOT STARTED	G
1801CA101172-02	DC	03/01/2006	Dunn,Kathryn		Pelroy,Richard	LI,LEI	SUBMITTED	02/17/2006	G	SUBMITTED	G
1801CA03512-05	TC	04/01/2006	Vasquez,Aida	NUCHERENO	Bluch,Michele	COX,LISA	SUBMITTED	03/16/2006	G	SUBMITTED	G
1801CA119131-01	BP	08/01/2006	Williams,Ted		Lees,Robert	Gates,Kent	SUBMITTED	08/20/2006	G	NOT STARTED	G
1801CA107467-0251	MB	04/06/2005	Eleximogun,Funmi		Ogunbiyi,Peter	WOLOSCHAR,GAYLE	SUBMITTED	03/16/2005	G	SUBMITTED	G
1801CA024627-2051	MB	07/01/2005	Dean,Jessica		Ogunbiyi,Peter	Hain,David	SUBMITTED	05/17/2005	G	SUBMITTED	G
1801CA103246-01A2	IM	09/01/2005	Knight,Amy		McCarthy,Susan	KHALED,ANNETTE	SUBMITTED	08/24/2006	G	SAVED	G
1801CA088739-04-2	MB	09/14/2004	Vasquez,Aida		Dumbauld,Bates	RALEIGH,JOEL	SUBMITTED		G	SUBMITTED	G

Figure 2: Specialist Grants List

### Viewing the Default Grant List

1. Log into the application, as described in the Accessing the Application section.
2. The system will return a list of Grants based on the user ID and Role. This list is comprised of all Grants to which the user is assigned as either the Primary or Backup Specialist.

### Searching for a Grant

If the user does not see a specific Grant on their Grants list, or wishes to view a previously submitted Grant, he/she can perform a string search on either the last name of the Principal Investigator or the Grant number.

### Principle Investigator Search

To search for a Grant by the last name of the Principal Investigator:

1. Navigate to the top right of the grant list and select “PI Name” from the drop down.
2. In the text field, type in as much of the last name as is known.
3. The system will match the input string against all last names of PIs and return all Grants that have a PI whose last name starts with the input string. Figure 3-2 below illustrates a sample search on a PI using the string ‘Park’.

Use Dropdown to Select PI Name

GREENSHEETS User: Greensheets Specialist Env: DEV Version: v1.2.1 [Send Comments](#) [Help](#)

Workbench IMPAC IT Applications

Specialist Grants List for Greensheets Specialist

Search for PI Name

24,604 Grants found, displaying Grants 1 to 50.  
[First/Prev] 1 2 3 4 5 6 7 8 [Next/Last]

Grant Number	CA	Budget Start Date	Spec	Mod Spec	PD	PI	Pgm GS Status	Pgm GS Submitted Date	Pgm GS Lock	GMS GS Status	GMS GS Lock
5801CA095031-05	BP	05/01/2006	Zarkin,Michael		Arya,Suresh	VON HOFF,DANIEL	FROZEN	04/14/2006	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>
5801CA079980-07	RA	09/01/2005	Zarkin,Michael		Deye,James	KURHANEWICZ,JOHN	FROZEN	07/19/2005	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>
5801CA114465-01	DR	04/01/2005	Zarkin,Michael		Lively,Tracy	JOHNSON,BRUCE	FROZEN	03/18/2005	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>
5801CA082923-04	DI	08/01/2005	Zarkin,Michael		Menkens,Anne	BRASCH,ROBERT	FROZEN	07/23/2005	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>
5801CA092662-04	BP	08/01/2005	Zarkin,Michael		Johnson,George	PRICE,BRENDAN	FROZEN	07/13/2005	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>
5801CA023431-04	BP	09/01/2005	Zarkin,Michael		Johnson,George	KUFE,DONALD	FROZEN	08/16/2005	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>
5801CA114465-02	DR	04/01/2006	Zarkin,Michael		Lively,Tracy	JOHNSON,BRUCE	FROZEN	03/20/2006	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>
5801CA103850-02	DI	07/01/2005	Zarkin,Michael		Croft,Barbara	FU,YANJUN	FROZEN	05/19/2005	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>
5801CA105607-02	BP	07/01/2005	Zarkin,Michael		Arya,Suresh	ROBERTS,THOMAS	FROZEN	04/06/2005	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>
5801CA122754-01	BP	07/31/2006	Zarkin,Michael		Johnson,George	WONG,KWOK-KEN	FROZEN	06/06/2006	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>
5801CA105607-03	BP	05/01/2006	Zarkin,Michael		Arya,Suresh	ROBERTS,THOMAS	FROZEN	04/18/2006	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>
5801CA097047-04	BP	09/09/2005	Zarkin,Michael		Johnson,George	AU,JESSIE	FROZEN	08/30/2005	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>
5801CA017393-30A2	BR	09/16/2005	Zarkin,Michael		Hacht,Toby	DONAHOE,PATRICIA	FROZEN	05/25/2005	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>
5801CA116583-01	DI	08/01/2005	Zarkin,Michael		Baker,Houston	ZIFFEL,WARRREN	FROZEN	07/19/2005	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>

Input partial or full last name of PI to search on

Figure 3: PI Name Search and Result Set

### Grant Number Search

To search for a Grant by the Grant Number:

1. Navigate to the top right of the grant list and select “Grant Number” from the drop down.
2. In the text field, type in as much of the Grant number as is known.
3. The system will match the input string against all Grant numbers and return all grants that contain the input string.

Use Dropdown to Select Grant Number

**GREENSHEETS** User: Greensheets Specialist Env: DEV Version: v1.2.1 [Send Comments](#) [Help](#)

Workbench IMPAC II Applications

Specialist Grants List for Greensheets Specialist

Search for Grant Number

24,604 Grants found, displaying Grants 1 to 50.  
[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Grant Number	EA	Budget Start Date	Specs	House Specs	PD	PI	↓ Pgm GS Status	Pgm GS Submitted Date	Pgm GS Lock	EMS GS Status	EMS GS Lock
28.01CA104130-0281	MB	03/25/2005	Iglesias,Brian		Ogunbiyi,Peter	DUHAMEL,KATHERINE	UNSUBMITTED	02/02/2005		NOT STARTED	
28.01CA118764-0161	TB	07/01/2006	Hodgkins,Brett		Mohla,Suresh	MOSES,MARSHA	UNSUBMITTED	08/16/2006		SAVED	
28.01CA025519-22	CG	04/01/2005	Woodill,Joseph		Poland,Alan	EL-BAYOUMY,KARAM	UNSUBMITTED	02/24/2005		NOT STARTED	
28.01CA120979-01	BS	08/01/2006	Moyer,Marie		Daschner,Philip	Wang,Timothy	UNSUBMITTED	07/26/2006		NOT STARTED	
28.01CA028864-0161S1	SC	08/01/2003	Dunn,Kathryn		Chollette,Veronica	EMMONS,KAREN	UNSUBMITTED			NOT STARTED	
28.01CA109482-0161	CB	09/26/2005	Natoli,Eileen	BELLAD	Perry,Mary	GERMAIN,DORIS	UNSUBMITTED	09/26/2005		NOT STARTED	
28.01CA104773-04	DI	09/01/2006	Perry,Carol		Farahani,Kayvan	Uu,Hong	SUBMITTED	08/15/2006		NOT STARTED	
28.01CA076172-09	DC	03/01/2006	Dunn,Kathryn		Pelroy,Richard	LI,LEE	SUBMITTED	02/17/2006		SUBMITTED	
28.01CA021912-05	TC	04/01/2006	Vasquez,Aida	NUCHERENO	Bloch,Michale	COX,LISA	SUBMITTED	03/16/2006		SUBMITTED	
28.01CA119131-01	BP	08/01/2006	Williams,Ted		Lees,Robert	Gates,Kent	SUBMITTED	08/20/2006		NOT STARTED	
28.01CA107467-0281	MB	04/06/2005	Elesinmogu,Funmi		Ogunbiyi,Peter	WOLOSCHAK,GAYLE	SUBMITTED	03/16/2005		SUBMITTED	
28.01CA024627-2081	MB	07/01/2005	Dean,Jessica		Ogunbiyi,Peter	Hein,David	SUBMITTED	05/17/2005		SUBMITTED	
28.01CA109524-0162	IM	09/01/2005	Knight,Amy		McCarthy,Susan	KHALED,ANNETTE	SUBMITTED	08/24/2006		SAVED	
28.01CA088739-0457	MB	09/14/2004	Vasquez,Aida		Ogunbiyi,Peter	RALESKY,JOEL	SUBMITTED			SUBMITTED	

Input partial or full Grant Number to search on

Figure 4: Grant Number Search and Result Set

### Sorting the Grant List

To allow a user to quickly locate a grant, all column headers that are underlined are sortable in either descending or ascending order by clicking on the column header. An arrow next to the column header indicates that it is the current sort field; the direction of the arrow indicates the sort order, ascending (.J) or descending (t). By default, the list is sorted in descending order by the "Program Greensheet Status". The application only supports a single-level sort. To sort the list:

1. Navigate to the column header row of the table.
2. Click on any column header that is underlined to perform a sort. If there is currently an arrow by the column header, the order of the sort will be reversed; if no arrow exists, the Grants will be sorted in ascending order.



## For Official Use Only

The figure below shows the default sort, which is by Budget Date in ascending order.

GREENSHEETS User: Greensheets Specialist Env: DEV Version: v1.2.1 [Send Comments](#) [Help](#)

Workbench EMPAC II Application

Specialist Grants List for Greensheets Specialist

Search for:

[Refresh Grants List](#)

24,604 Grants found, displaying Grants 1 to 50.  
[First/Prev] 1 2 3 4 5 6 7 8 [Next/Last]

Grant Number	CA	Budget Start Date	J	Specs	Phase Specs	ED	PI	Pgm GS Status	Pgm GS Submitted Date	Pgm GS Lock	CHS GS Status	CHS GS Lock
1801CA025031-02	BP	05/01/2006	Zarkin,Michael			Arya,Suresh	VON HOFF,DANIEL	FROZEN	04/14/2006	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>
1801CA073280-07	RA	09/01/2005	Zarkin,Michael			Daye,James	KURHANEWICZ,JOHN	FROZEN	07/19/2005	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>
1801CA114463-01	DR	04/01/2005	Zarkin,Michael			Lively,Tracy	JOHNSON,BRUCE	FROZEN	03/18/2005	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>
1801CA0829221-06	DI	08/01/2005	Zarkin,Michael			Henkens,Annie	BRASCH,ROBERT	FROZEN	07/23/2005	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>
1801CA082802-04	BP	08/01/2005	Zarkin,Michael			Johnson,George	PRICE,BRENDAN	FROZEN	07/13/2005	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>
1801CA023431-16	BP	09/01/2005	Zarkin,Michael			Johnson,George	KUPE,DONALD	FROZEN	08/16/2005	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>
1801CA114463-02	DR	04/01/2006	Zarkin,Michael			Lively,Tracy	JOHNSON,BRUCE	FROZEN	03/20/2006	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>
1801CA103850-02	DI	07/01/2005	Zarkin,Michael			Craft,Barbara	FU,VANJUN	FROZEN	05/19/2005	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>
1801CA105607-02	BP	07/01/2005	Zarkin,Michael			Arya,Suresh	ROBERTS,THOMAS	FROZEN	06/06/2005	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>
1801CA122734-01	BP	07/31/2006	Zarkin,Michael			Johnson,George	WONG,XWOK-KIN	FROZEN	06/06/2006	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>
1801CA105607-03	BP	05/01/2006	Zarkin,Michael			Arya,Suresh	ROBERTS,THOMAS	FROZEN	04/18/2006	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>
1801CA07087-04	BP	09/09/2005	Zarkin,Michael			Johnson,George	AU,JESSE	FROZEN	08/30/2005	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>
1801CA017393-2002	BR	09/14/2005	Zarkin,Michael			Heddt,Toby	DONAHOE,PATRICIA	FROZEN	05/25/2005	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>
1801CA116583-01	DI	08/01/2005	Zarkin,Michael			Baker,Houston	ZIFFEL,WARREN	FROZEN	07/19/2005	<input checked="" type="checkbox"/>	FROZEN	<input checked="" type="checkbox"/>

Click on any column header to sort data by that field.

Figure 5: Budget Date in Ascending Order

**Note:** When a subsequent query is run, the list is returned to the default Budget Start Date sort.

### Navigating the Grant List

The Grant List page will inform the user of the number of grants that are available for display. This is shown on the left hand side of the table, just above the columns headers. The application is designed to show 50 grants per page.

Should the default view or search result display more than 50 grants, a page navigation bar shall appear just below the grant count, as in Figure 3-5 below. The number in bold that follows the grant count is the current page that the user is on.

By clicking on First, the user is automatically taken to the first page of the grants list; conversely clicking on Last will take the user to the last page of the grant list. The 'Prev' link will take the user to the preceding page, while the 'Next' link will take the user to the subsequent page. The application also allows a user to navigate directly to any page by clicking on the page number in the navigation list.

Click on a number to go to that page; 'First' to go to the first page; 'Last' to go to the last page; 'Prev' to go to the prior page; 'Next' to go to the sequential page

Workbench IMPACT II Applications

Specialist Grants List for Greensheets Specialist

24,604 Grants Total, displaying Grants 1 to 50.  
[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Search for [PI Name] [VON] [Go]

Refresh Grants List

Grant Number	FA	Budget Start Date	Spec	Spec	PD	PI	Program Status	Program Submitted Date	Program Lock	GMS GS Status	GMS GS Lock
5801CA030501-05	BP	05/01/2004	Zarkin,Michael		Arya,Suresh	VON HOFF,DANIEL	FR-OZEN	04/14/2006	0	FR-OZEN	0
5801CA030502-07	RA	09/01/2005	Zarkin,Michael		Depe,JAMES	KURHANEWICZ,JOHN	FR-OZEN	07/13/2005	0	FR-OZEN	0
5801CA0314415-01	DR	04/01/2005	Zarkin,Michael		Lively,Tracy	JOHNSON,BRUCE	FR-OZEN	03/18/2005	0	FR-OZEN	0
5801CA030502-06	DI	08/01/2005	Zarkin,Michael		Markens,Anne	BRASCH,ROBERT	FR-OZEN	07/21/2005	0	FR-OZEN	0
5801CA030502-04	BP	08/01/2005	Zarkin,Michael		Johnson,George	PRICE,BRENDAN	FR-OZEN	07/13/2005	0	FR-OZEN	0
5801CA030501-04	BP	09/01/2005	Zarkin,Michael		Johnson,George	KUPEL,DONALD	FR-OZEN	08/14/2005	0	FR-OZEN	0
5801CA0314415-02	DR	04/01/2004	Zarkin,Michael		Lively,Tracy	JOHNSON,BRUCE	FR-OZEN	03/20/2006	0	FR-OZEN	0
5801CA030502-02	DI	07/01/2005	Zarkin,Michael		Croft,Barbara	FU,YANJUN	FR-OZEN	05/19/2005	0	FR-OZEN	0
5801CA030507-02	BP	07/01/2005	Zarkin,Michael		Arya,Suresh	ROBERTS,THOMAS	FR-OZEN	06/04/2005	0	FR-OZEN	0
5801CA0322734-01	BP	07/31/2004	Zarkin,Michael		Johnson,George	WONG,KWOK-KIN	FR-OZEN	04/04/2006	0	FR-OZEN	0
5801CA030507-03	BP	05/01/2004	Zarkin,Michael		Arya,Suresh	ROBERTS,THOMAS	FR-OZEN	04/18/2006	0	FR-OZEN	0
5801CA030507-04	BP	09/09/2005	Zarkin,Michael		Johnson,George	AU,JESSIE	FR-OZEN	08/30/2005	0	FR-OZEN	0
5801CA0317393-10a2	BR	09/14/2005	Zarkin,Michael		Hedht,Toby	DONAHOE,PATRICIA	FR-OZEN	05/25/2005	0	FR-OZEN	0
5801CA0316582-01	DI	08/01/2005	Zarkin,Michael		Baker,Houston	ZIFFEL,WARRIN	FR-OZEN	07/13/2005	0	FR-OZEN	0

Figure 6: Page Navigation

## Selecting a Greensheet

A Specialist may view all Program and Specialist Greensheets, but may only edit Specialist Greensheets to which they are assigned as either the Primary or the Backup.

## Selecting a Specialist Greensheet

To select a Specialist Greensheet:

1. Locate the proper grant (see Locating a Grant) within the Specialist grant list
2. Click on the Greensheet icon (G) between the "GMS GS Status" and "GMS GS Lock" columns. The appropriate Specialist Greensheet will open. The form will be editable if the user has the correct access rights, otherwise it will be a read-only form. If read-only, a user may scroll through all text fields, and though editable, users will not be able to save edits.

# For Official Use Only

**GREENSHEETS** User: Greensheets Specialist Email: DEV Version: v1.2.1 [Send Comments](#) [Help](#)

[Workbench INPAE II Applications](#)

**Specialist Grants List for Greensheets Specialist** Search for:

[Refresh Grants List](#)

24,604 Grants found, displaying Grants 1 to 50.  
[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]


Grant Number	CA	Budget Start Date	Spec	Blow Spec	PI	PI	Pgm GS Status	Pgm GS Submitted Date	Pgm GS Lock	GHS GS Status	GHS GS Lock
<a href="#">SR01CA031031-05</a>	BP	05/01/2006	Zarkin, Michael		Arya, Sureth	VON HOFF, DANIEL	FROZEN	04/14/2006		FROZEN	
<a href="#">SR01CA073980-07</a>	RA	09/01/2005	Zarkin, Michael		Deys, James	KURHANEWICZ, JOHN	FROZEN	07/19/2005		FROZEN	
<a href="#">SR01CA114455-01</a>	OR	04/01/2005	Zarkin, Michael		Lively, Tracy	JOHNSON, BRUCE	FROZEN	03/18/2005		FROZEN	
<a href="#">SR01CA082922-06</a>	DI	08/01/2005	Zarkin, Michael		Manke, Anne	BRASCH, ROBERT	FROZEN	07/21/2005		FROZEN	
<a href="#">SR01CA093402-08</a>	BP	08/01/2005	Zarkin, Michael		Johnson, George	PRICE, BRENDAN	FROZEN	07/13/2005		FROZEN	
<a href="#">SR01CA092431-06</a>	BP	09/01/2005	Zarkin, Michael		Johnson, George	KUPE, DONALD	FROZEN	08/16/2005		FROZEN	
<a href="#">SR01CA114455-02</a>	OR	04/01/2006	Zarkin, Michael		Lively, Tracy	JOHNSON, BRUCE	FROZEN	03/20/2006		FROZEN	
<a href="#">SR01CA103850-02</a>	DI	07/01/2005	Zarkin, Michael		Croft, Barbara	FU, YANJUN	FROZEN	05/19/2005		FROZEN	
<a href="#">SR01CA10407-02</a>	BP	07/01/2005	Zarkin, Michael		Arya, Sureth	ROBERTS, THOMAS	FROZEN	06/06/2005		FROZEN	
<a href="#">SR01CA122784-01</a>	BP	07/31/2006	Zarkin, Michael		Johnson, George	WONG, KWOK-KIN	FROZEN	06/06/2006		FROZEN	
<a href="#">SR01CA10407-03</a>	BP	05/01/2006	Zarkin, Michael		Arya, Sureth	ROBERTS, THOMAS	FROZEN	04/18/2006		FROZEN	
<a href="#">SR01CA097067-04</a>	BP	09/09/2005	Zarkin, Michael		Johnson, George	AU, JESSIE	FROZEN	08/30/2005		FROZEN	
<a href="#">SR01CA017393-10-02</a>	BR	09/16/2005	Zarkin, Michael		Heddt, Toby	DONAHOE, PATRICIA	FROZEN	05/25/2005		FROZEN	
<a href="#">SR01CA16587-01</a>	DI	08/01/2005	Zarkin, Michael		Baker, Houston	ZIPFEL, WARREN	FROZEN	07/19/2005		FROZEN	

Click "G" icon to open Specialist Greensheet

Figure 7: Selecting a Specialist Greensheet

## Selecting a Program Greensheet

To select a Program Greensheet:

1. Locate the proper grant (see Locating a Grant) within the Specialist grant list.
2. Click on the Greensheet icon () between the "PGM GS Status" and "PGM GS Lock" columns. The appropriate Program Greensheet will open as a read-only form. A user may scroll through all text fields, and though editable, users will not be able to save edits.

# For Official Use Only

**GREENSHEETS** User: Greensheets Specialist Env: DEV Version: v1.2.1 [Send Comments](#) [Help](#)

Workbench IHPAC II Applications

Specialist Grants List for Greensheets Specialist

24,604 Grants Found, displaying Grants 1 to 50.  
[First/Prev] 1 2 3 4 5 6 7 8 [Next/Last]

Search for:  PI Name

Click "G" icon to open Program Greensheet

[Refresh Grants List](#)

Grant Number	CA	Budget Start Date	Spec	Backup Spec	PD	PI	Pgm G/S Status	Pgm G/S Submitted Date	Pgm G/S Lock	GMS G/S Status	GMS G/S Lock
5R01CA025021-05	BP	05/01/2006	Zarkin, Michael		Arya, Suresh	VON HOFF, DANIEL	FROZEN	04/14/2006		FROZEN	
5R01CA029980-07	RA	05/01/2005	Zarkin, Michael		Davis, James	KURAHANEWICZ, JOHN	FROZEN	07/19/2005		FROZEN	
1R01CA114465-03	DR	04/01/2005	Zarkin, Michael		Lively, Tracy	JOHNSON, BRUCE	FROZEN	03/18/2005		FROZEN	
5R01CA032923-06	DI	05/01/2005	Zarkin, Michael		Menkens, Anne	BRASCH, ROBERT	FROZEN	07/21/2005		FROZEN	
5R01CA032602-04	BP	05/01/2005	Zarkin, Michael		Johnson, George	PRICE, BRENDAN	FROZEN	07/13/2005		FROZEN	
5R01CA029401-26	BP	05/01/2005	Zarkin, Michael		Johnson, George	KUPEL, DONALD	FROZEN	05/16/2005		FROZEN	
5R01CA114465-02	DR	04/01/2006	Zarkin, Michael		Lively, Tracy	JOHNSON, BRUCE	FROZEN	03/20/2006		FROZEN	
5R01CA103650-02	DI	07/01/2005	Zarkin, Michael		Craft, Barbara	FU, YANJUN	FROZEN	05/19/2005		FROZEN	
5R01CA103607-02	BP	07/01/2005	Zarkin, Michael		Arya, Suresh	ROBERTS, THOMAS	FROZEN	06/06/2005		FROZEN	
1R01CA122794-03	BP	07/31/2006	Zarkin, Michael		Johnson, George	WONG, KWOK-KIN	FROZEN	06/06/2006		FROZEN	
5R01CA103607-03	BP	05/01/2006	Zarkin, Michael		Arya, Suresh	ROBERTS, THOMAS	FROZEN	04/18/2006		FROZEN	
5R01CA097067-04	BP	05/09/2005	Zarkin, Michael		Johnson, George	AU, JESSE	FROZEN	09/30/2005		FROZEN	
2R01CA0173301-50A2	DR	05/16/2005	Zarkin, Michael		Hecht, Toby	DONAHUE, PATRICIA	FROZEN	05/26/2005		FROZEN	
1R01CA114593-03	DI	05/01/2005	Zarkin, Michael		Baker, Houston	ZIPPEL, WARREN	FROZEN	07/19/2005		FROZEN	

**Figure 8: Selecting a Program Greensheet**

## Selecting a Revision Greensheet

Ultimately, completed Greensheet Forms are needed for award of the grant. However, a grant can be awarded only via 'actions' in GPMATS. GPMATS actions can be of two types: AWARD or REVISION.

- Program and Specialist types of Greensheets are related to AWARD type of action in GPMATS; these Greensheets have different sets of questions depending on grant type and mechanism.
- Revision type of Greensheets is related to Revision type of action in GPMATS; ALL grant types and ALL mechanisms have the same set of questions on Revision Greensheets.

Revision type of Greensheets can be accessed only via GPMATS system <https://i2e.nci.nih.gov/gpmats/>. Revision Greensheets CANNOT be found via Search in Greensheets system.

1. Once logged into GPMATS, search for Revision type of action.

- User will see the icon for Revision type of action on two screens: Action Queue and Action Details screen

# For Official Use Only

Results Shown: 1 to 100 of 1,204

View Results Page: «First «Prev || **Next** »Last »

Current Sort: ICD, Serial Number

Check All Boxes Clear All Boxes Check All Boxes On Page Clear All Boxes On Page Change Page Size: 100 Go

Sel	Attn	Br	Sp	PD	CA	Dum	Exp	ESI	GM	Grant Number	Specialist ID	Rev	PI	NCAB	Pri	Pct	Institution	Projected Start Date	Pgm GS Submitted	Days	Current Status
<input type="checkbox"/>	C	HB	AP	O2	OR	N	N			5R21AG053198-02	1	SCHRACK, JENNIFER		27			JOHNS HOPKINS UNIVERSITY	05/01/2017		23	Completed by Andreyev, Elizabeth as of 04/11/2017
<input type="checkbox"/>	C	HB	LE	21	MD	N	N			4P30CA008516-51	1	EDWARD, JEFFREY		13			DANA-FARBER CANCER INST	12/01/2015		9	Closed by System as of 12/16/2016
<input type="checkbox"/>	B	BP	LS	S9	TR	N	N			3T32CA009110-39A1S1	1	COULOMBE, PIERRE		30			JOHNS HOPKINS UNIVERSITY	08/10/2016		41	Completed by Griffin, Kimery as of 03/24/2017
<input type="checkbox"/>	B	BP	LS	S9	TR	N	N			3T32CA009110-39A1S1	1	COULOMBE, PIERRE		30			JOHNS HOPKINS UNIVERSITY	08/10/2016		41	Completed by Griffin, Kimery as of 03/24/2017
<input type="checkbox"/>	A	KU	MA	W9	TR	N	N			4T32CA009302-39	3	ATTARDI, LAURA		19			STANFORD UNIVERSITY	07/01/2016		5	Closed by Jones, Nicole as of 02/08/2017
<input type="checkbox"/>	A	MA	MA	W9	TR	N	N			4T32CA009302-39	1	ATTARDI, LAURA		19			STANFORD UNIVERSITY	07/01/2017		0	Cancelled by Driskell, Emily as of 12/20/2016
<input type="checkbox"/>	B	LI	LI	W9	TR	N	N			4T32CA009503-30	1	GAUTIER, JEAN		20			COLUMBIA UNIVERSITY HEALTH SCIENCES	09/01/2016		6	Closed by Jones, Nicole as of 12/06/2016

Figure 9: Greensheet Icon in GPMATS on Action Queue Screen

Navigation: execute.action

Process:  Comments:  Clear Process Workflow

Save

**Grant Information**

Grant Number: 3T32CA009110-39A1S1

\* Tp: 3 \* Mech: T32 \* ICD: CA \* Srl #: 9110 \* Yr: 39 \* Sfx: A1S1

Specialist: Griffin, Kimery

Backup Specialist: LS Gastley, KERRY

Investigator: COULOMBE, PIERRE

NIH New Investigator?

Institution: JOHNS HOPKINS UNIVERSITY

FY: 2017

NCAB:

Percentile:

Priority Score: 30

FOA: PA14-015

Electronic Submission? N

IMPAC II Status: Awarded

MAA? N

ESI? N

Officially Selected for Pay? Y

Early Concurrence?

Playlist Status:

Exception Request Status: None

Supplement Request Status: None

MERIT Request Status: None

Pgm Greensheet Status: Not Applicable

Ready for Pgm Greensheet Submission: Not Applicable

Specialist Greensheet Status: SUBMITTED

IMPAC II Last Release Date: 04/25/2017

IMPAC II Last Obligation Date: 04/24/2017

GM Release Status:

BO Contact: Anthony Edward Jenkins

**Action Information**

\* Action FY: 2017

Action Status: Completed by Griffin, Kimery as of 03/24/2017

\* Action Type: REVISION

\* Action Source: Supplement Request

Branch: B

Revision Type: Increase Funding

Revision Number: 1

\* Grant Category: Administrative Supplement

Supplement Request Id:

Original Start Date: 08/10/2016

Projected Start Date: 08/10/2016

Actual Start Date: 08/10/2016

Application Receipt Date: 02/23/2017

Release Date:

Obligation Date:

Special Initiative Type:

Cooperative Group:

OGA Internal:

Award Type: Final Award Issued

Reason(s):

Cancellation Reason:

**Action Comment**


Save Comment

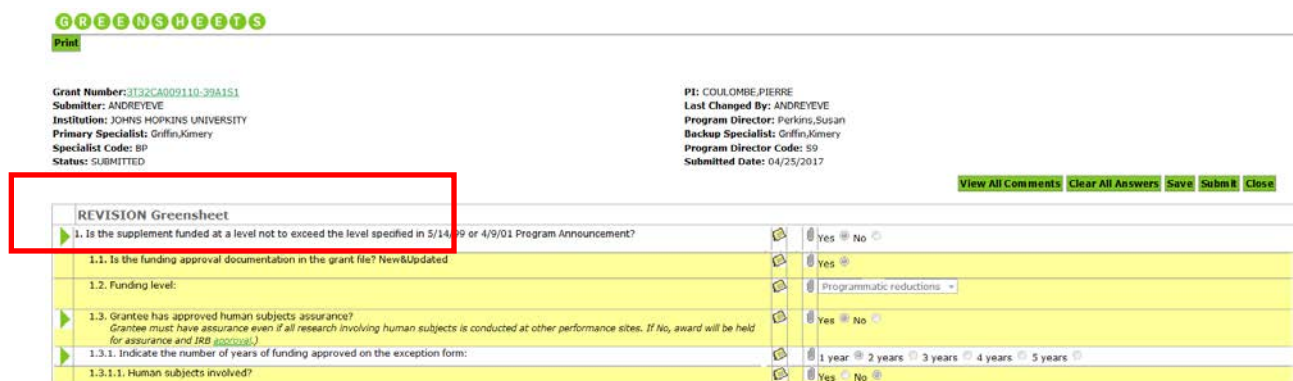
Figure 10: Greensheet Icon in GPMATS on Action Details Screen



icon is NOT displayed in the following cases:

- If grant is NOT an NCI grant
- If a Revision action is in “Cancelled” status
- If a user did not fill-out a Revision GS and the action has been closed

2. Clicking the  icon will open the Revision Greensheet in the Greensheets application.




REVISION Greensheet	
1. Is the supplement funded at a level not to exceed the level specified in 5/14/09 or 4/9/01 Program Announcement?	Yes No
1.1. Is the funding approval documentation in the grant file? New&Updated	Yes
1.2. Funding level:	Programmatic reductions
1.3. Grantee has approved human subjects assurance? <small>Grantee must have assurance even if all research involving human subjects is conducted at other performance sites. If No, award will be held for assurance and IRB approval.</small>	Yes No
1.3.1. Indicate the number of years of funding approved on the exception form:	1 year 2 years 3 years 4 years 5 years
1.3.1.1. Human subjects involved?	Yes No

Figure 11: Revision Greensheet

User workflow for a Revision type of Greensheet is the same as for a Specialist type of Greensheet.

## COMPLETING A GREENSHEET

This application allows users to complete a Greensheet, and then either save the Greensheet or submit it for review at the next level. The user can print the Greensheet as well. The application also allows users to attach files or insert comments for each question on the Greensheet.

**NOTE:** If the Greensheet has a “F” next to the Greensheet icon , this indicates that the Award has been made and the Greensheet can no longer be un-submitted and altered. Clicking on this icon will open the Greensheet in a read-only state.

**Figure 12** provides a sample Greensheet and the functionality available on each Greensheet. The actual questions that are displayed will vary by Type and Budget Mechanism combination.



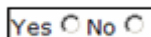
The screenshot shows a web-based 'Greensheets' form. At the top, there's a 'Print' button and a 'Click to Print Greensheet' callout. Below this, form metadata is displayed: Grant Number (5U54CA096320-03), Submitter (NORTHERN ARIZONA UNIVERSITY), Institution (Fisher, Barbara), Primary Specialist (AD), Specialist Code (AD), Status (NOT\_STARTED), PI (BALDWIN, JULIE), Last Changed By (Springfield, Sanya), Program Director (Springfield, Sanya), Backup Specialist, and Program Director Code. Action buttons include 'View All Comments', 'Clear All Answers', 'Save', 'Submit', and 'Close'. A callout 'Click to View all comments for questions' points to the 'View All Comments' button. The main section is titled 'SPECIALIST Greensheet Type: 5 & Mech: U54' and contains a list of questions with radio button answers. Callouts include: 'Click to enter a comment' pointing to a comment icon, 'Click to upload a document/file' pointing to a document icon, 'Click to close form with out saving' pointing to a 'Close' button, 'Click to validate and submit form' pointing to a 'Submit' button, 'Click to save form with answered questions' pointing to a 'Save' button, 'Click to clear all answers and reset form' pointing to a 'Clear All Answers' button, and 'Click to view Subquestions for specific question' pointing to a question icon. The National Cancer Institute logo is at the bottom right.

**Figure 12: Sample Greensheet Form**

## Answering Questions

Each web-based Greensheet form contains a set of base questions that are displayed when the form is first opened. The form is dynamic in that subsequent questions may be displayed based on the answer selected. The forms contain the following answer types:

1. Open a Greensheet for Editing (see “Selecting a Greensheet”)
2. View the question and select the answer based on the answer type:
  - i. Radio Button – Select one and only one of the provided answers by clicking on the appropriate response



**Figure 13: Radio Button**

- ii. Drop Down List – Select one and only one of the provided answers by clicking on the drop down and highlighting the appropriate responses by scrolling through the list.



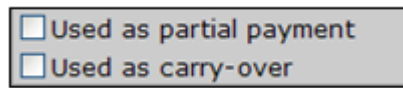
**Figure 14: Drop-Down List**

- iii. Text or String Field – Type a response into the textbox.



**Figure 15: Text Box**

- iv. Check Box – Select one or more of the provided responses by clicking on the box next to the appropriate response(s).




**Figure 16: Check Boxes**

- 3. If any Subquestions are displayed, answer the sub-question in the same manner.

### ***Viewing Sub-questions***

The system allows users to view all questions, including sub-questions, on a form. This function is helpful when trying to locate a specific sub-question.

To view all sub-questions for a specific question on the Greensheet:

1. Open a Greensheet
2. Click the Green arrow icon  next to the question for which you wish to see sub-questions.



Greensheets 
**Print**

**Grant Number:** 5U54CA096320-03

**Submitter:** NORTHERN ARIZONA UNIVERSITY

**Institution:** NORTHERN ARIZONA UNIVERSITY

**Primary Specialist:** Fisher, Barbara

**Specialist Code:** AD

**Status:** NOT\_STARTED

**PI:** BALDWIN, JULIE

**Last Changed By:** Program Director: Springfield, Sanya

**Program Director:** Springfield, Sanya

**Backup Specialist:**

**Program Director Code:**

View All Comments
Clear All Answers
Save
Submit
Close


SPECIALIST Greensheet Type: 5 & Mech: U54

▶	1. Is this a SNAP grant application?	📎	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
▶	2. Are new supplemental funds included in this award?	📎	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
▶	3. Is there a STOP notice for delinquent final reports in the file?	📎	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
▶	4. Has a change in scope been identified and approved by the Program Director? <small>(If the change is not approved, or if there is no documentation, an explanation is required.)</small>	📎	<div style="border: 1px solid #ccc; padding: 2px;"> --Select an option-- </div>
▶	5. Was substantial foreign involvement added?	📎	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
▶	6. Live vertebrate animals involved?	📎	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
▶	7. Is this a Provisional Award?	📎	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
▶	8. Appropriate terms on award?	📎	<input type="radio"/> Yes <input type="radio"/>
▶	9. Additional Comments: <small>(Select an icon to enter comments or attach a separate file)</small>	📎	<input type="radio"/>

Clear All Answers
Save
Submit
Close

Click to view  
all  
Subquestions

Figure 17: Viewing an Individual Sub-question Option

3. To hide the sub-questions, click on the “Sub-questions Hide icon” .

Click to hide  
all sub-  
questions

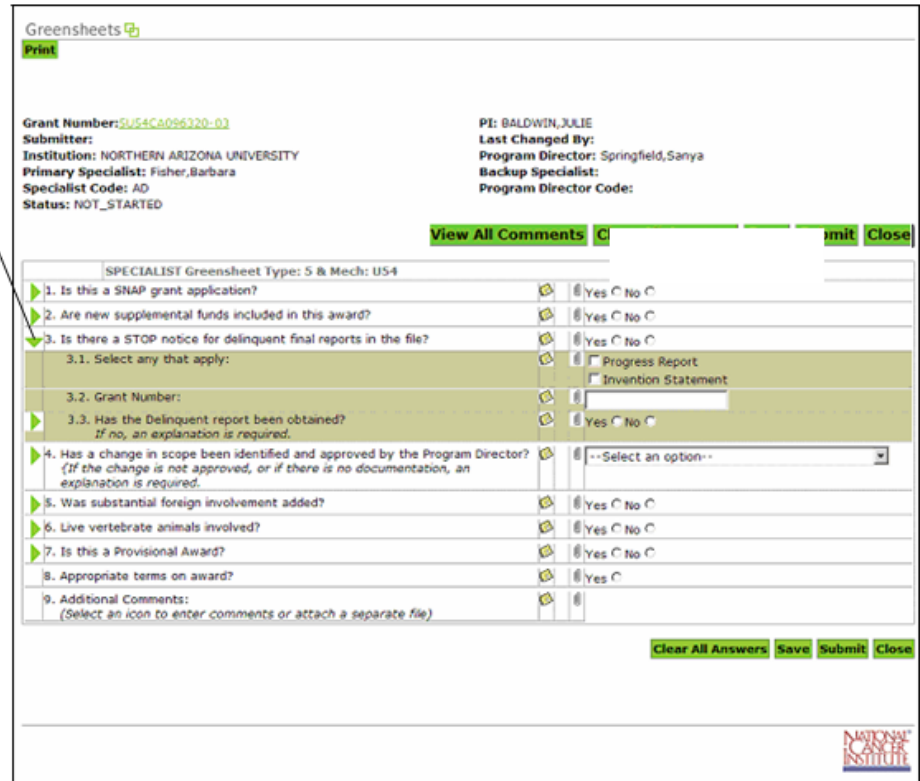



Figure 18: Hide Sub-question Option

### Uploading Documents

The application provides the ability to attach electronic documents to each question of the Greensheet. Often a question may request the user to submit a memo or other external document for review. Users may also remove a file once attached.

To attach a file to a Greensheet question:

1. Click on the Attach File icon (  ) associated with the question, this will open the File Attachment Window.

Greensheets 
[Print](#)

**Grant Number:** [SU54CA096320-03](#)  
**Submitter:**  
**Institution:** NORTHERN ARIZONA UNIVERSITY  
**Primary Specialist:** Fisher, Barbara  
**Specialist Code:** AD  
**Status:** NOT\_STARTED

**PI:** BALDWIN, JULIE  
**Last Changed By:**  
**Program Director:** Springfield, Sanya  
**Backup Specialist:**  
**Program Director Code:**

[View All Comments](#)
[Clear All Answers](#)
[Save](#)
[Submit](#)
[Close](#)

SPECIALIST Greensheet Type: 5 & Mech: US4

▶	1. Is this a SNAP grant application?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
▶	2. Are new supplemental funds included in this award?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
▶	3. Is there a STOP notice for delinquent final reports in the file?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
▶	4. Has a change in scope been identified and approved by the Program Director? <small>(If the change is not approved, or if there is no documentation, an explanation is required.)</small>		<input type="radio"/> --Select an option-- <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
▶	5. Was substantial foreign involvement added?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
▶	6. Live vertebrate animals involved?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
▶	7. Is this a Provisional Award?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
	8. Appropriate terms on award?		<input type="radio"/> Yes <input type="radio"/>
	9. Additional Comments: <small>(Select an icon to enter comments or attach a separate file)</small>		<input type="radio"/>

[Clear All Answers](#)
[Save](#)
[Submit](#)
[Close](#)

Click the icon to upload/delete files associated with a question

Figure 19: Attached File Option

2. In the Attachment window, either type in the full path of the file or Browse to search for a file
  - a. To browse for a file; click on the “Browse...” button. This will open a standard Windows Choose File window.

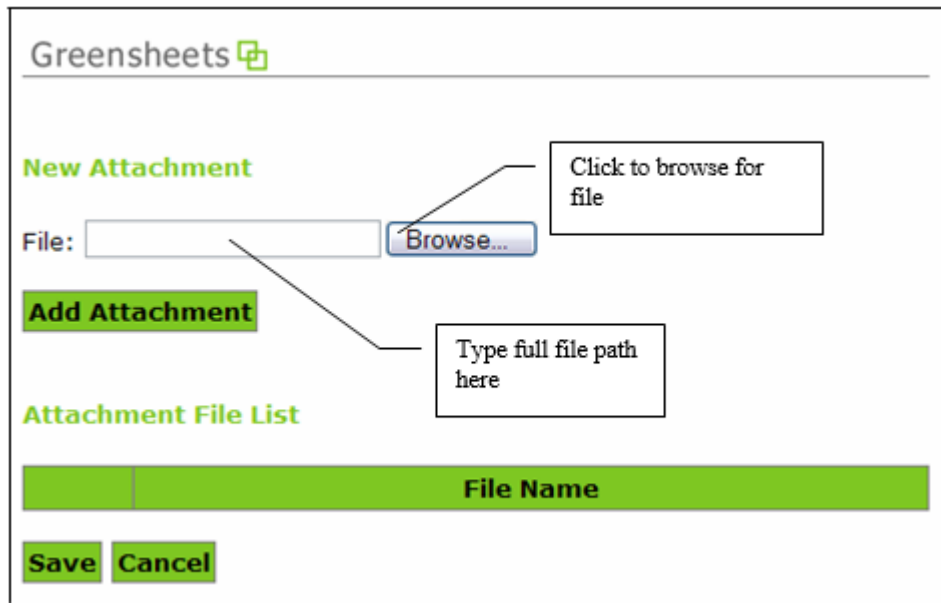


Figure 20: File Attachment Screen

- b. Users can navigate to the appropriate file, highlight it, and click “Open”.

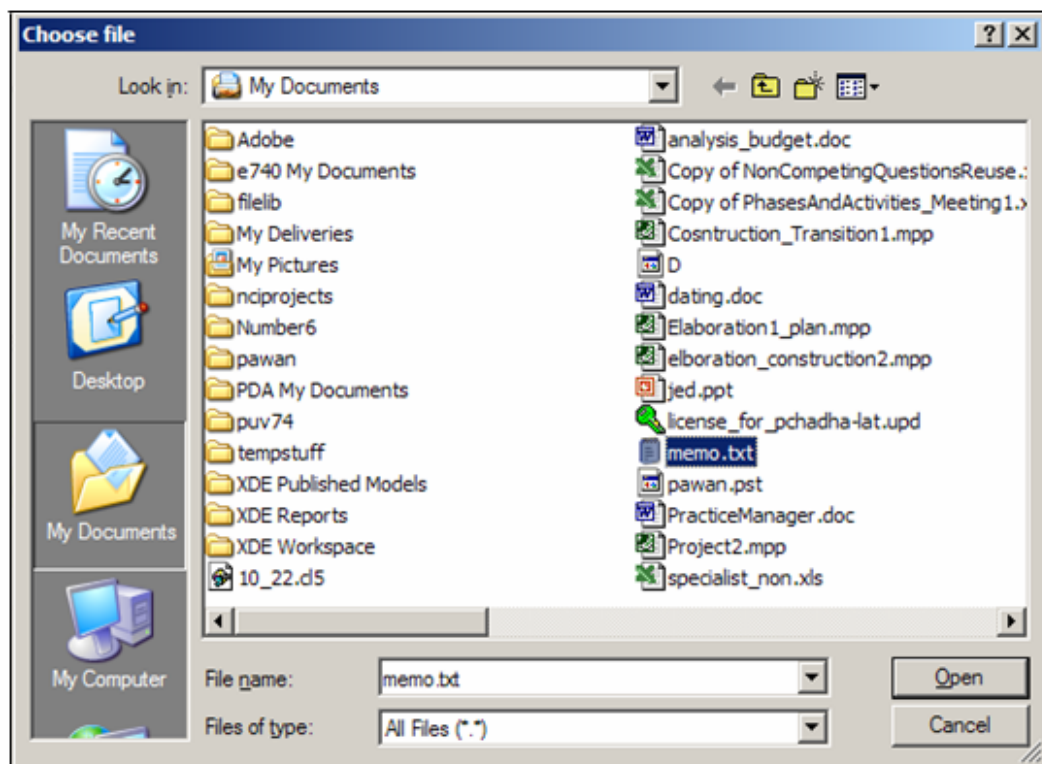
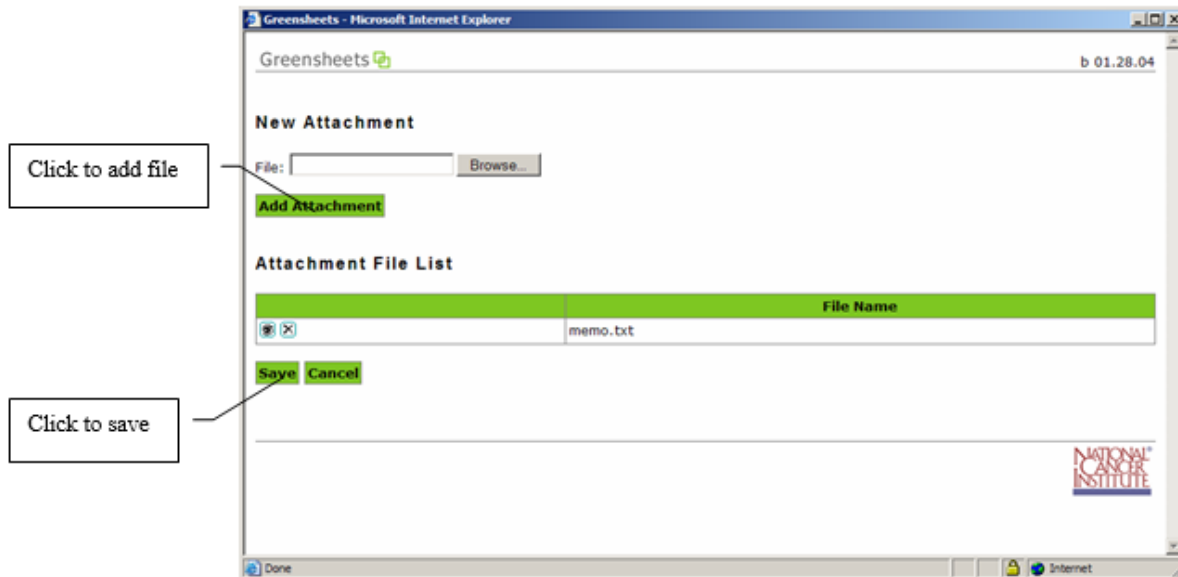


Figure 21: Choose File Screen

- c. This will then close the Choose File Screen and return the user to the file attachment screen.
3. Click “Add Attachment” option to add the file and then “Save”.




**Figure 22:File Attachment Window**


4. Additional files can be added by repeating steps two and three above.
5. Once all files are added, click the “Save” option.
6. To remove all files without saving them, click the “Cancel” option.

**NOTE:** Files are not actually saved to the database until the Greensheet itself is saved. Closing the Greensheet without saving it will cause all files to be lost.

### *Removing an Attached File*

To remove an attached file:

1. Click on the “File Attached” icon (  ) associated with the question, this will open the File Attachment Window, which will list all files attached that are associated with the question.










Greensheets 

**Print**


Grant Number: [SUS4CA096320-03](#) PI: BALDWIN, JULIE  
 Submitter: Last Changed By:  
 Institution: NORTHERN ARIZONA UNIVERSITY Program Director: Springfield, Sanya  
 Primary Specialist: Fisher, Barbara Backup Specialist:  
 Specialist Code: AD Program Director Code:  
 Status: NOT\_STARTED

**View All Comments Clear All Answers Save Submit Close**

SPECIALIST Greensheet Type: 5 & Mech: US4

1. Is this a SNAP grant application?		<input type="radio"/> Yes <input checked="" type="radio"/> No
2. Are new supplemental funds included in this award?		<input checked="" type="radio"/> Yes <input type="radio"/> No
3. Is there a STOP notice for delinquent final reports in the file?		<input type="radio"/> Yes <input checked="" type="radio"/> No
4. Has a change in scope been identified and approved by the Program Director? (If the change is not approved, or if there is no documentation, an explanation is required.)		--Select an option--
5. Was substantial foreign involvement added?		<input type="radio"/> Yes <input checked="" type="radio"/> No
6. Live vertebrate animals involved?		<input type="radio"/> Yes <input checked="" type="radio"/> No
7. Is this a Provisional Award?		<input type="radio"/> Yes <input checked="" type="radio"/> No
8. Appropriate terms on award?		<input type="radio"/> Yes <input checked="" type="radio"/> No
9. Additional Comments: (Select an icon to enter comments or attach a separate file)		

**Clear All Answers Save Submit Close**




Click on icon of uploaded file

Figure 23: Remove Attached File Option

- Click on the Delete File icon  located on the row of the file to be deleted.

Greensheets - Microsoft Internet Explorer


Greensheets  b 01.28.04

**New Attachment**


File:  **Browse...**


**Add Attachment**

**Attachment File List**

	File Name
	memo.txt

**Save Cancel**



Done 

Click on icon next to file name to be deleted

Click to cancel and not remove associated files

Click to save deletion once all files to be deleted have been removed

Figure 24: Attachment Screen with File Options

## For Official Use Only

3. The system will prompt you to verify that you want to delete the selected file, select “OK” to delete; selecting the “Cancel” button will return to the File Attachment window.

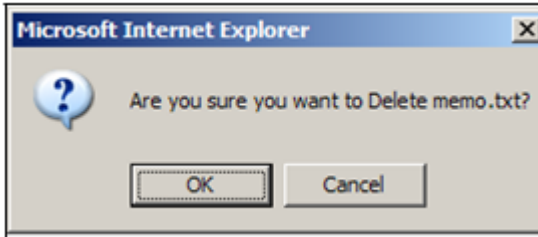


Figure 25: Delete Confirmation Option

### Viewing an Attachment

To view an attachment:

1. Click on the File Attached icon (📎) associated with the appropriate question, this will open the File Attachment Window, which will list all files attached that are associated with the question.

A screenshot of the 'Greensheets' web application. The top left has a 'Print' button. Below it, there's a section for 'Grant Information' with fields for Grant Number, Submitter, Institution, Primary Specialist, Specialist Code, and Status. To the right, there's a section for 'PI Information' with fields for PI, Last Changed By, Program Director, Backup Specialist, and Program Director Code. Below this is a row of buttons: 'View All Comments', 'Clear All Answers', 'Save', 'Submit', and 'Close'. The main area is a table with 9 rows of questions. Each row has a green arrow icon on the left, a question text, a file icon (📎) in the middle, and a dropdown menu on the right. A callout box on the right side of the image points to the 'View All Comments' button with the text 'Click to view list of files associated with question'. The bottom right corner has the 'NATIONAL CANCER INSTITUTE' logo.

Figure 26: Viewing an Attachment Option

## For Official Use Only

2. Click the View File icon  located on the row of the file to be viewed.

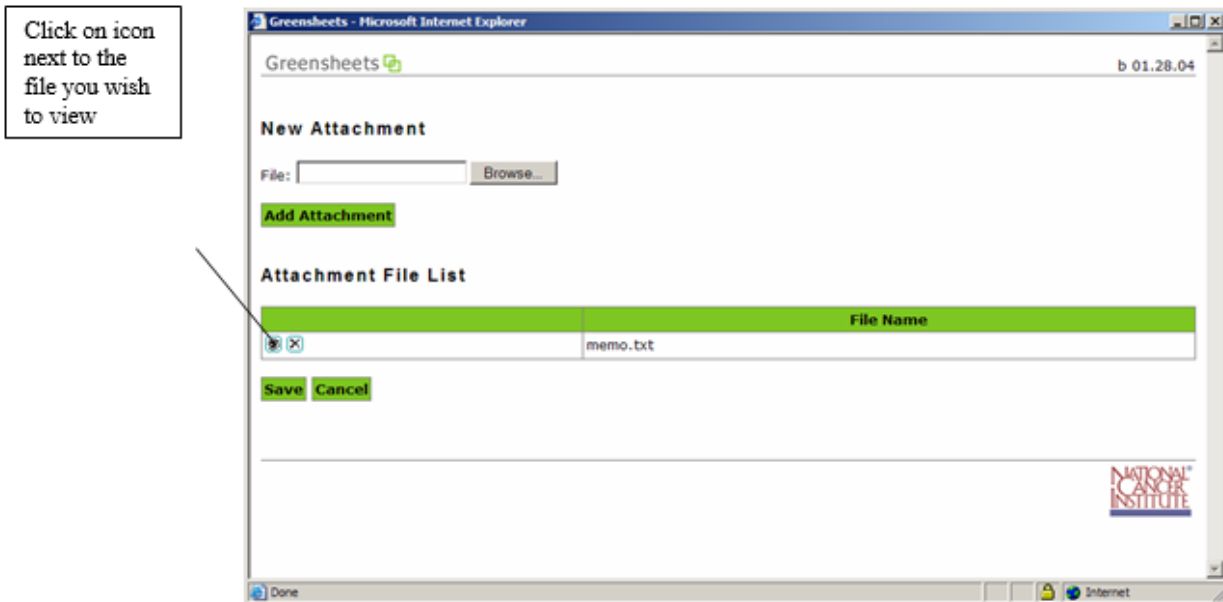


Figure 27: View File Option

3. The system will present a File Download box that will prompt the user to either open the file or save it to your local machine.

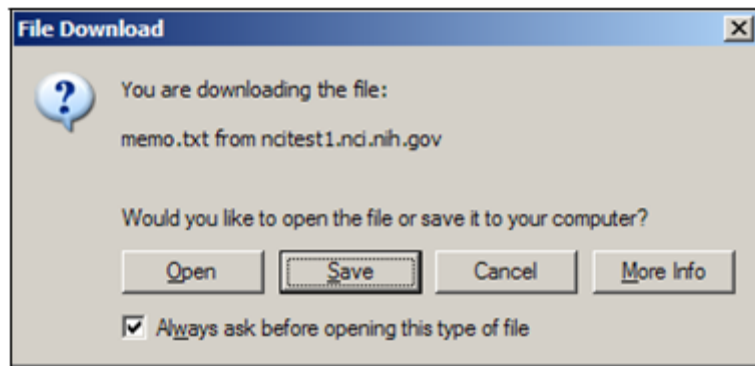


Figure 28: File Download Box

- a. Select the "Open" option.
  - i. The file will only open if the appropriate software is available to view the file type.
- b. Select "Save" to open a standard Windows "Save As" window that will allow you to choose the directory in which to store the file, as well as rename it if desired. To view the file, you must locate the file outside of the application and open it with the appropriate software for the file type.



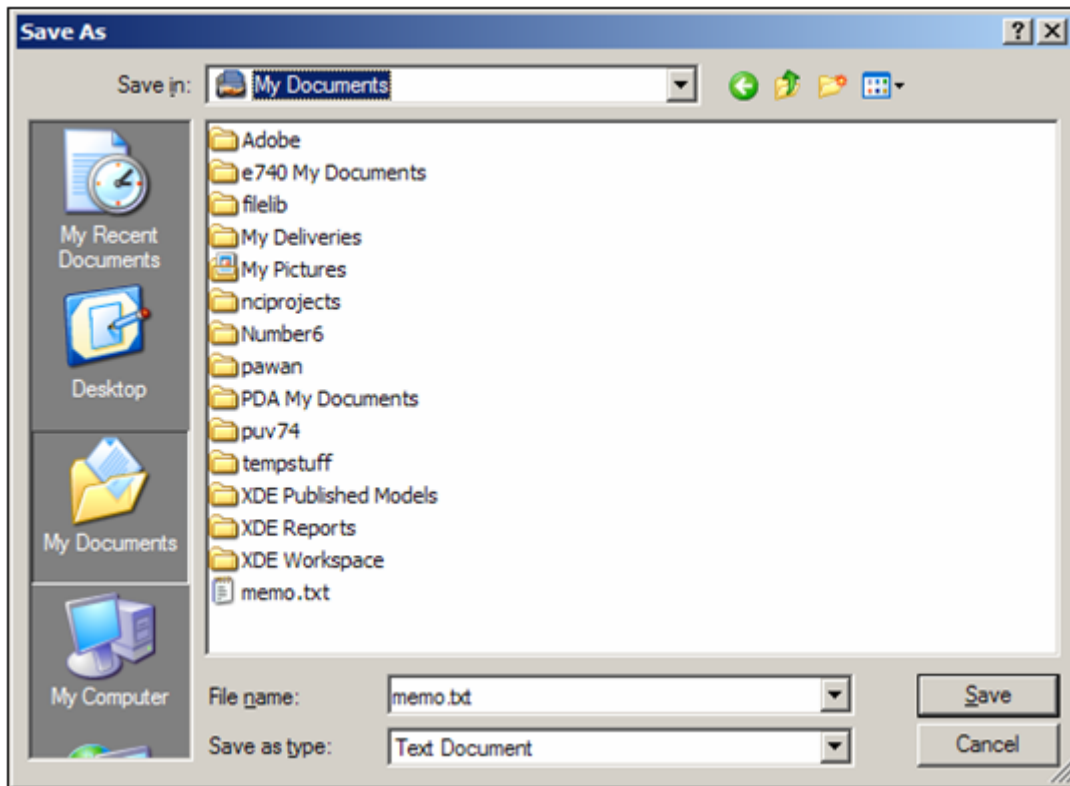


Figure 29: "Save As" Dialogue Box

- c. Select "Cancel" to return to the Attachment File List without viewing the file.

### ***Entering Comments***

For each question, users can provide a comment if they feel additional information is relevant.

To enter a comment:

1. Select the appropriate question on the Greensheet.
2. Click on the "Note" icon (📝) which will open a text field in which the user may type relevant comments.

Input comment text here

Click icon to open comment text box and to close comment box after entering text.

**GREENSHEETS**

[Print](#)

Grant Number: **F31CA113287-01**

Submitter: **HOWARD UNIVERSITY**

Primary Specialist: **NOT\_STARTED**

POC:

PI: SMITH, MICHAEL

Last Changed By: **Program Director: Bini, Alessandra**

Backup Specialist: **Submitted Date:**

[View All Comments](#) [Close](#)

PROGRAM Greensheet Type: 1 & Mech: F31	
1. Has CSR received an amendment to this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is the Fellow training at a foreign institution?	<input type="checkbox"/> --Select an option--
3. Is the fellow a post doc?	<input type="checkbox"/> No <input type="checkbox"/> Yes
4. Human subjects involved?	<input type="checkbox"/> No <input type="checkbox"/> Yes
5. Live Vertebrate Animals involved?	<input type="checkbox"/> No <input type="checkbox"/> Yes
6. Does this project use Human Embryonic Stem Cells (hESC)?	<input type="checkbox"/> No <input type="checkbox"/> Yes
7. Are there any biohazards involved? (If Yes, informational term will be used.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Is the 'Training in Responsible Conduct of Research Plan' approved by IRG?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Does this application include the generation of large-scale human or non-human genomic data or smaller scale human or non-human genomic data in a high priority area (i.e. does the genomic data sharing policy apply)? See <a href="http://www.cancer.gov/GDS">http://www.cancer.gov/GDS</a> for more information	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Is another Resource Sharing Plan other than Genomic Data Sharing (GDS) required for this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Is there any scientific overlap? (If Yes, explanation required.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Funding recommendation:	<input type="checkbox"/> --Select an option--
13. DSF or FOT code:	<input type="text"/>
14. Are there any other program concerns, not covered above, that should be resolved prior to issuing an award? (If Yes, explanation required.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Are there any FCOI concerns?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Are there any additional comments?	<input type="checkbox"/> Yes <input type="checkbox"/> No

[Close](#)

**Figure 30: Enter Comment Option**

- When completed, click on the same "Note" icon for the specific question. This will close the comment box and change the icon to show that a comment has been added (📌).

## Viewing Comments

The application supports viewing an individual comment, and also allows the user to view all comments associated with the Greensheet.

To view an individual comment:

- Select a specific question that has the "Note included" icon (📌) signifying that a comment is included for the specific question. Click on the icon. A text box with the information appears.

**GREENSHEETS**

**Print**

Grant Number: F31CA113287-01  
 Submitter: Institution: HOWARD UNIVERSITY  
 Primary Specialist: Status: NOT\_STARTED  
 POC:

PE: SMITH, MICHAEL  
 Last Changed By: Program Director: Bini, Alessandra  
 Backup Specialist: Submitted Date:

**View All Comments** **Close**

PROGRAM Greensheet Type: 1 & Mech: F31

1. Has CSR received an amendment to this application?	<input type="radio"/> Yes <input type="radio"/> No
2. Is the Fellow training at a foreign institution?	--Select an option--
3. Is the fellow a post doc?	<input type="radio"/> No <input type="radio"/> Yes
4. Human subjects involved?	<input type="radio"/> No <input type="radio"/> Yes
5. Live Vertebrate Animals involved?	<input type="radio"/> No <input type="radio"/> Yes
6. Does this project use Human Embryonic Stem Cells (hESC)?	<input type="radio"/> No <input type="radio"/> Yes
7. Are there any biohazards involved? (If Yes, informational term will be used.)	<input type="radio"/> Yes <input type="radio"/> No
8. Is the 'Training in Responsible Conduct of Research Plan' approved by IRG?	<input type="radio"/> Yes <input type="radio"/> No
9. Does this application include the generation of large-scale human or non-human genomic data or smaller scale human or non-human genomic data in a high priority area (i.e. does the genomic data sharing policy apply)? See <a href="http://www.cancer.gov/GDS">http://www.cancer.gov/GDS</a> for more information	<input type="radio"/> Yes <input type="radio"/> No
10. Is another Resource Sharing Plan other than Genomic Data Sharing (GDS) required for this application?	<input type="radio"/> Yes <input type="radio"/> No
11. Is there any scientific overlap? (If Yes, explanation required.)	<input type="radio"/> Yes <input type="radio"/> No
12. Funding recommendation:	--Select an option--
13. DSF or FOT code:	
14. Are there any other program concerns, not covered above, that should be resolved prior to issuing an award? (If Yes, explanation required.)	<input type="radio"/> Yes <input type="radio"/> No
15. Are there any FCOI concerns?	<input type="radio"/> Yes <input type="radio"/> No
16. Are there any additional comments?	<input type="radio"/> Yes <input type="radio"/> No

**Close**

**Figure 31: Viewing Existing Comment Option**

- Depending on access rights, a user may edit the comment by typing in the comment box
- When done editing or reading the comment, click on the same icon to close to the comment.

## Viewing all Comments

To view all comments associated with a Greensheet:

- Navigate to the top of the questions and click on the "View all Comments" button (**View All Comments**) located on the right side of the form. This will expand the Greensheet and show all comments that are associated with a Greensheet. It will also expand those questions that may not contain any comments.

## For Official Use Only

**GREENSHEETS**  
Print

Grant Number: **1R31CA113287-01**  
Submitter:  
Institution: **HOWARD UNIVERSITY**  
Primary Specialist:  
Status: **NOT\_STARTED**  
POC:

PI: **SMITH, MICHAEL**  
Last Changed By:  
Program Director: **Bini, Alessandra**  
Backup Specialist:  
Submitted Date:

Click here to view all comments.

**PROGRAM Greensheet Type: 1 & Mech: F31**

1. Has CSR received an amendment to this application? Yes No

2. Is the Fellow training at a foreign institution? -Select an option-

3. Is the fellow a post doc? No Yes

4. Human subjects involved? No Yes

5. Live Vertebrate Animals involved? No Yes

6. Does this project use Human Embryonic Stem Cells (hESC)? No Yes

7. Are there any biohazards involved? (If Yes, informational term will be used.) Yes No

8. Is the 'Training in Responsible Conduct of Research Plan' approved by IRG? Yes No

9. Does this application include the generation of large-scale human or non-human genomic data or smaller scale human or non-human genomic data in a high priority area (i.e. does the genomic data sharing policy apply)? See <http://www.cancer.gov/GDS> for more information. Yes No

10. Is another Resource Sharing Plan other than Genomic Data Sharing (GDS) required for this application? Yes No

11. Is there any scientific overlap? (If Yes, explanation required.) Yes No

12. Funding recommendation: -Select an option-

13. DSF or FOT code:

14. Are there any other program concerns, not covered above, that should be resolved prior to issuing an award? (If Yes, explanation required.) Yes No

15. Are there any FCOI concerns? Yes No

16. Are there any additional comments? Yes No

**View All Comments** **Close**

**Figure 32: View All Comments Options**


2. Depending on access rights, a user may edit the comments.
3. To close all comments, Navigate to the top of the questions and click on the “Hide all Comments” button (**Hide All Comments**), which replaces the “View All” button. When all comments are hidden, the “View All Comments” button is shown; when the comments are shown, the “Hide All Comments” button is displayed.

### **Clearing a Greensheet**

While completing a Greensheet, a user can clear all the information entered in an ‘unsaved’ form, including comments and attached files. If the form has been ‘saved’ only information entered since the last saved version will be cleared. Any files that were attached to a previously ‘saved’ form will remain attached. Users must remove those files individually.

To clear the Greensheet form:

1. Click on the “Clear All Answers” button (**Clear All Answers**). The system will automatically reset the form, but there will not be any verification message.










Greensheets 

**Print**


Grant Number: [SU54CA096320-03](#)      PI: BALDWIN, JULIE  
 Submitter:      Last Changed By:  
 Institution: NORTHERN ARIZONA UNIVERSITY      Program Director: Springfield, Sanya  
 Primary Specialist: Fisher, Barbara      Backup Specialist:  
 Specialist Code: AD      Program Director Code:  
 Status: NOT\_STARTED

**View All Comments** **Clear All Answers** **Save** **Submit** **Close**

SPECIALIST Greensheet Type: 5 & Mech: U54


1. Is this a SNAP grant application?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
2. Are new supplemental funds included in this award?		<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
3. Is there a STOP notice for delinquent final reports in the file?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
4. Has a change in scope been identified and approved by the Program Director? (If the change is not approved, or if there is no documentation, an explanation is required.)		--Select an option--
5. Was substantial foreign involvement added?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
6. Live vertebrate animals involved?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
7. Is this a Provisional Award?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
8. Appropriate terms on award?		<input type="radio"/> Yes <input type="radio"/>
9. Additional Comments: (Select an icon to enter comments or attach a separate file)		


**Clear All Answers** **Save** **Submit** **Close**



Click to clear  
all answers  
and reset  
Greensheet

Figure 33: Clearing a Greensheet Option

- It is also necessary to remove any files associated with questions, which will be denoted with the “File Attached” icon (  ). Click on the icon to show a list of associated files.










Greensheets 

**Print**


Grant Number: SUS4CA096320-03 PI: BALDWIN, JULIE  
 Submitter: Last Changed By:  
 Institution: NORTHERN ARIZONA UNIVERSITY Program Director: Springfield, Sanya  
 Primary Specialist: Fisher, Barbara Backup Specialist:  
 Specialist Code: AD Program Director Code:  
 Status: NOT\_STARTED

**View All Comments Clear All Answers Save Submit Close**

SPECIALIST Greensheet Type: S & Mech: US4

1. Is this a SNAP grant application?		<input type="radio"/> Yes <input type="radio"/> No
2. Are new supplemental funds included in this award?		<input type="radio"/> Yes <input type="radio"/> No
3. Is there a STOP notice for delinquent final reports in the file?		<input type="radio"/> Yes <input type="radio"/> No
4. Has a change in scope been identified and approved by the Program Director? (If the change is not approved, or if there is no documentation, an explanation is required.)		<input type="text" value="--Select an option--"/>
5. Was substantial foreign involvement added?		<input type="radio"/> Yes <input type="radio"/> No
6. Live vertebrate animals involved?		<input type="radio"/> Yes <input type="radio"/> No
7. Is this a Provisional Award?		<input type="radio"/> Yes <input type="radio"/> No
8. Appropriate terms on award?		<input type="radio"/> Yes
9. Additional Comments: (Select an icon to enter comments or attach a separate file)		<input type="text"/>

**Clear All Answers Save Submit Close**




Click on icon of uploaded file

**Figure 34: Removing an Attached File Option**

- Click on the Delete File icon () located on the row of the file to be deleted.

Greensheets - Microsoft Internet Explorer



Greensheets  b 01.28.04

**New Attachment**


File:  **Browse...**

**Add Attachment**

**Attachment File List**

	File Name
 	memo.txt

**Save Cancel**



Click on icon next to file name to be deleted

Click to save deletion once all files to be deleted have been removed

Click to cancel and not remove associated

**Figure 35: File Attachment Window**

- The system will prompt you to verify that you want to delete the selected file, select OK to delete; selecting the "Cancel" button will return to the File Attachment window.

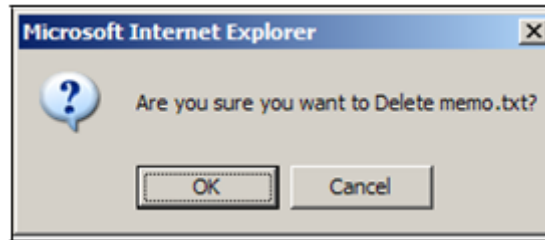


Figure 36: Delete Confirmation Box

5. Click “Save” to save the changes; clicking “Cancel” will close the File Attachment window WITHOUT deleting the file.

### Saving a Greensheet

A Greensheet can be saved at any point during the editing process. To save a Greensheet:

1. Click the Save Button ( **Save** ) on the bottom right of the Greensheet. The system will capture all of the information that has been input, including any comments or documents that have been attached.

A screenshot of the 'Greensheets' web application. At the top, there's a 'Print' button. Below that, a header section contains metadata: 'Grant Number: SUS4CA096320-03', 'Submitter: Institution: NORTHERN ARIZONA UNIVERSITY', 'Primary Specialist: Fisher, Barbara', 'Specialist Code: AD', 'Status: NOT\_STARTED', 'PI: BALDWIN, JULIE', 'Last Changed By: Program Director: Springfield, Sanya', 'Backup Specialist:', and 'Program Director Code:'. Below the header is a row of buttons: 'View All Comments', 'Clear All Answers', 'Save', 'Submit', and 'Close'. The 'Save' button is highlighted in green. Below this is a form titled 'SPECIALIST Greensheet Type: 5 & Mech: US4'. The form contains several questions with radio button options: 1. Is this a SNAP grant application? (Yes/No), 2. Are new supplemental funds included in this award? (Yes/No), 3. Is there a STOP notice for delinquent final reports in the file? (Yes/No), 4. Has a change in scope been identified and approved by the Program Director? (If the change is not approved, or if there is no documentation, an explanation is required.) (Dropdown menu), 5. Was substantial foreign involvement added? (Yes/No), 6. Live vertebrate animals involved? (Yes/No), 7. Is this a Provisional Award? (Yes/No), 8. Appropriate terms on award? (Yes/No), 9. Additional Comments: (Select an icon to enter comments or attach a separate file). At the bottom of the form is another row of buttons: 'Clear All Answers', 'Save', 'Submit', and 'Close'. The 'Save' button is again highlighted in green. A callout box with an arrow points to the 'Save' button, containing the text 'Click to save the Greensheet'. The National Cancer Institute logo is in the bottom right corner.

Figure 37: Save Greensheet Option

2. The system will also change the status of the Greensheet to



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“Saved.” The system will not, however, perform any validation of the questions at this point. It will allow a Greensheet to be saved with unanswered questions.

3. The application will return the user to the current Greensheet form.

### Submitting a Greensheet

Once a Greensheet is complete, the user with the appropriate role can submit the Greensheet. Not all roles have the ability to submit a Greensheet, for them, the Submit button will not be visible. Also, only grants with an asterisk (\*) next to the grant number can be submitted; this represents Grants that are in the GAB Control system. To submit a Greensheet:

1. Save the Greensheet (see “Saving a Greensheet”).
2. Click on the “Submit” (**Submit**) button which is found at the bottom right hand corner of the Greensheet.

Greensheets

**Print**

Grant Number: SU54CA096320-03      PI: BALDWIN, JULIE  
Submitter:      Last Changed By:  
Institution: NORTHERN ARIZONA UNIVERSITY      Program Director: Springfield, Sanya  
Primary Specialist: Fisher, Barbara      Backup Specialist:  
Specialist Code: AD      Program Director Code:  
Status: NOT\_STARTED

**View All Comments** **Clear All Answers** **Save** **Submit** **Close**

SPECIALIST Greensheet Type: 5 & Mech: US4

1. Is this a SNAP grant application?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
2. Are new supplemental funds included in this award?		<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
3. Is there a STOP notice for delinquent final reports in the file?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
4. Has a change in scope been identified and approved by the Program Director? (If the change is not approved, or if there is no documentation, an explanation is required.)		<input type="text" value="--Select an option--"/>
5. Was substantial foreign involvement added?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
6. Live vertebrate animals involved?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
7. Is this a Provisional Award?		<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
8. Appropriate terms on award?		<input type="radio"/> Yes <input type="radio"/>
9. Additional Comments: (Select an icon to enter comments or attach a separate file)		<input type="text"/>

**Clear All Answers** **Save** **Submit** **Close**

Click to  
submit the  
Greensheet

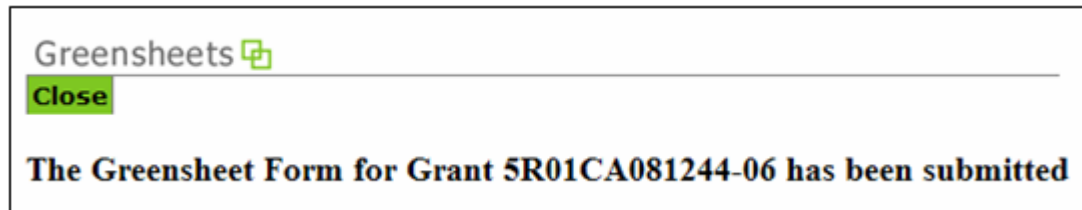
**Figure 38: Submitting a Greensheet Option**

3. The system will perform a validation to ensure that all appropriate questions have been completed; the system does not perform a



check for data quality or consistency.

- a. If the form passes validation, the system generates a success message and the status is changed to “Submitted” and the Grant is removed from the Grant list. Should there be a need to reference the grant, it can be located by performing a search (see “Locating a Grant”). The system locks the submitted Greensheet, which can only be unlocked by a Specialist (see “Unlocking a Greensheet”).



**Figure 39: Submission Confirmation Message**

- b. If the form fails validation, the system will alert the user by providing an alert dialogue box and placing an alert icon (⚠) next to the incomplete questions. The user will then need to complete these questions, save the form, and once again submit the form.

Click "Ok" to close  
dialogue box and  
answer missing  
questions

\_\_\_\_\_

Greensheets

**Print**

Grant Number: [SUS4CA096320-03](#) PI: BALDWIN, JULIE  
Submitter: Last Changed By:  
Institution: NORTHERN ARIZONA UNIVERSITY Program Director: Springfield, Sanya  
Primary Specialist: Fisher, Barbara Backup Specialist:  
Specialist Code: AD Program Director Code:  
Status: NOT\_STARTED

**View All Comments Clear All Answers Save Submit Close**

SPECIALIST Greensheet Type: 5 & Mech: US4

1. Is this a SNAP grant application?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
2. Are new supplemental funds included in this award?	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
3. Is there a STOP notice for delinquent final reports in the file?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
4. Has a change in scope been identified and approved by the Program Director? (If the change is not approved, or if there is no documentation, an explanation is required.)	<input type="radio"/> --Select an option--
5. Was substantial foreign involvement added?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
6. Live vertebrate animals involved?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
7. Is this a Provisional Award?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/>
8. Appropriate terms on award?	<input type="radio"/> Yes <input type="radio"/>
9. Additional Comments: (Select an icon to enter comments or attach a separate file)	<input type="radio"/>

**Clear All Answers Save Submit Close**

Click to close a Greensheet

Figure 41: Closing a Greensheet

2. A Close Confirmation box is displayed

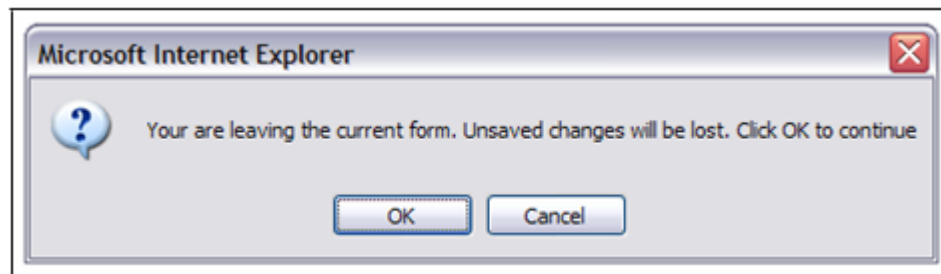


Figure 42: Close Confirmation Dialogue Box

- a. To close the form, click on the “OK” button. This will close the form WITHOUT saving any of the questions or any of the documents or files that may have been attached. Closing a form does not alter the status of the form.
- b. To remain on the current form, click on the “Cancel” button.

## PRINTING A GREENSHEET

The application allows users to print the active Greensheet form and choose from various options to format the printed version of the Greensheet form. Those options include printing all questions versus just those that have been answered, and options for printing comments. Printing requires the user to have Adobe Acrobat installed.

To print a Greensheet:

1. Select and open a Greensheet.
2. Navigate to the top left corner of the form and click on the “Print” button  
( **Print** ) located at the top left corner of the form.

Click to print Greensheet

The screenshot shows a web-based form titled 'Greensheets'. At the top left, there is a green 'Print' button. Below the title, there is a section for form details including Grant Number, Submitter, Institution, Primary Specialist, Specialist Code, Status, PI, Last Changed By, Program Director, Backup Specialist, and Program Director Code. Below this section are buttons for 'View All Comments', 'Clear All Answers', 'Save', 'Submit', and 'Close'. The main body of the form contains a list of questions with radio button options for 'Yes' and 'No'. The questions are numbered 1 through 9. Question 4 has a dropdown menu for 'Select an option--'. At the bottom right, there are buttons for 'Clear All Answers', 'Save', 'Submit', and 'Close'. The National Cancer Institute logo is visible in the bottom right corner.

SPECIALIST Greensheet Type: S & Mech: U54		
1. Is this a SNAP grant application?	<input type="radio"/> Yes <input type="radio"/> No	
2. Are new supplemental funds included in this award?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
3. Is there a STOP notice for delinquent final reports in the file?	<input type="radio"/> Yes <input type="radio"/> No	
4. Has a change in scope been identified and approved by the Program Director? (If the change is not approved, or if there is no documentation, an explanation is required.)	<input type="radio"/> --Select an option--	
5. Was substantial foreign involvement added?	<input type="radio"/> Yes <input type="radio"/> No	
6. Live vertebrate animals involved?	<input type="radio"/> Yes <input type="radio"/> No	
7. Is this a Provisional Award?	<input type="radio"/> Yes <input type="radio"/> No	
8. Appropriate terms on award?	<input type="radio"/> Yes	
9. Additional Comments: (Select an icon to enter comments or attach a separate file)	<input type="radio"/>	

Figure 43: Submitting a Greensheet

3. The Print Selection screen will open.

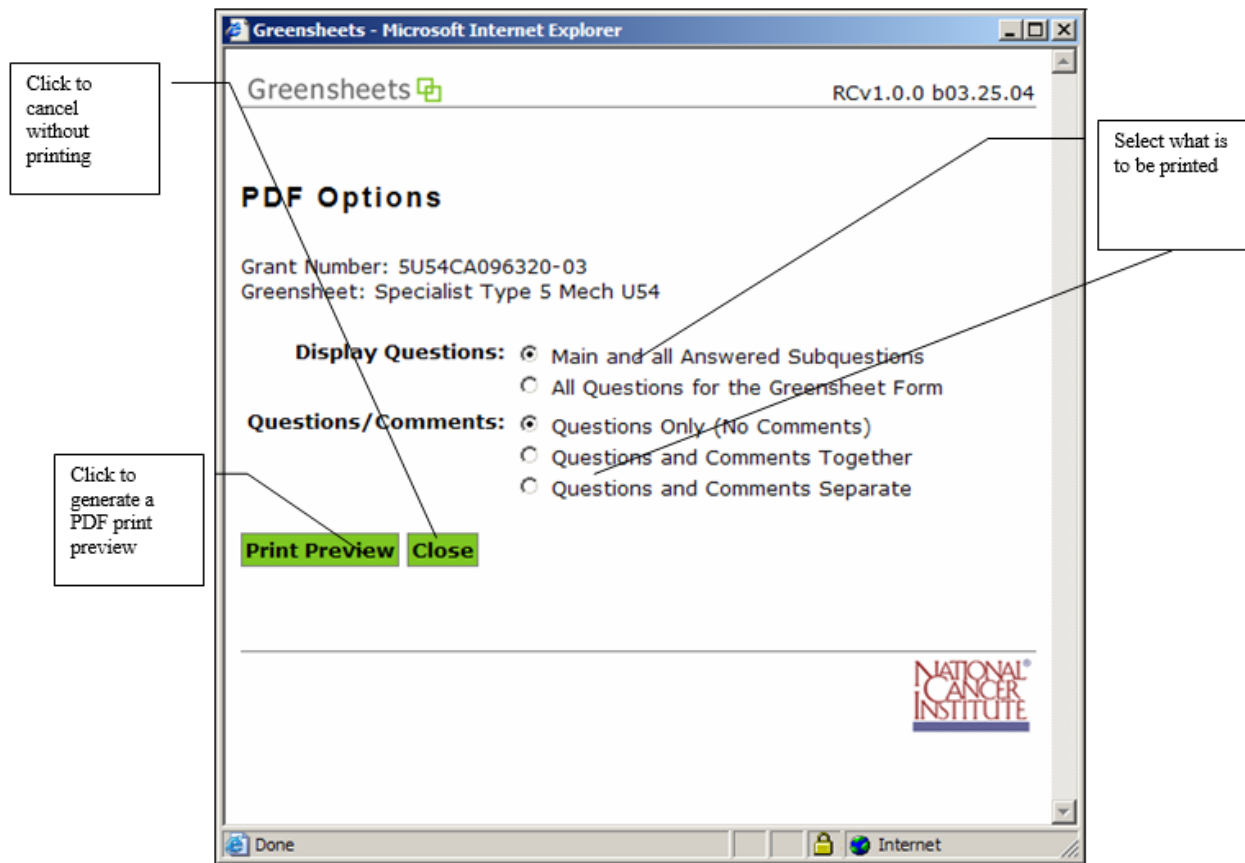


Figure 44: Print Selection Window

4. Select the appropriate format and click the “Print Preview” button. This will generate a pdf version of the Greensheet.

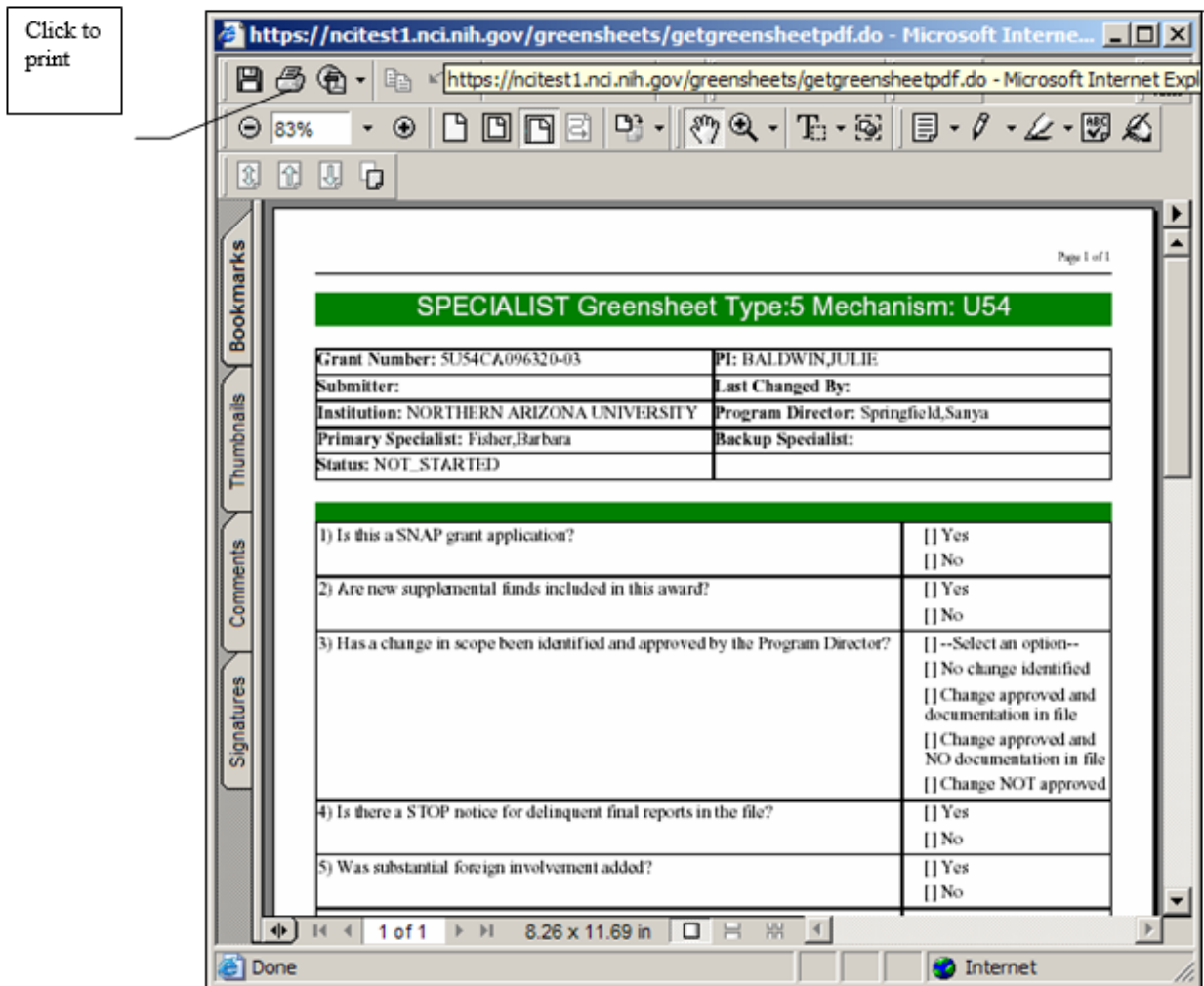



Figure 45: PDF Print Preview

5. To print the form, click on the print icon (  ) in the toolbar within the new window, which will open a print dialogue box.

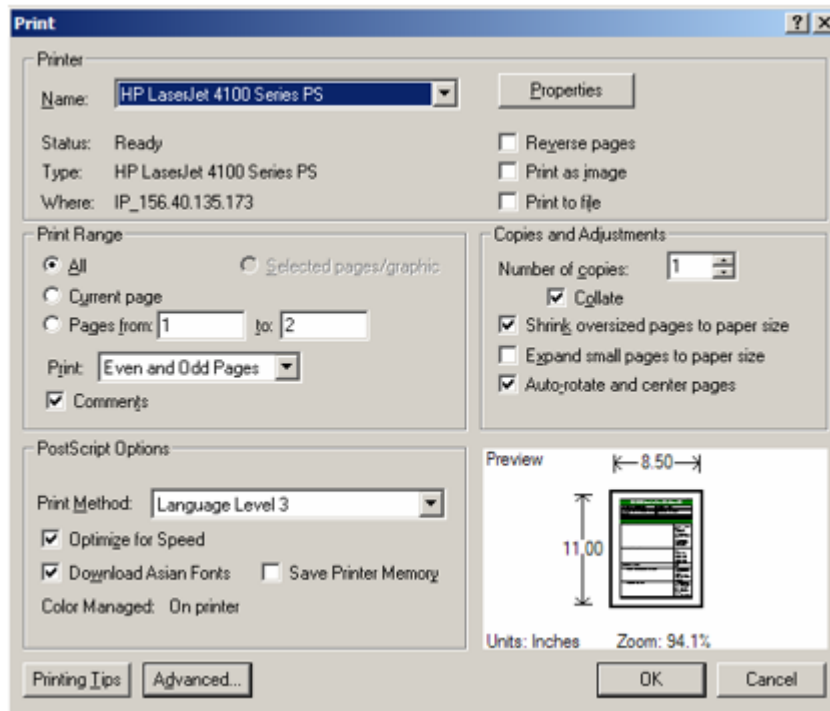


Figure 46: Print Dialogue Box

6. Select the appropriate printer name and click “OK” to print form.
7. Close the window to return to the Greensheet.

---

## UNLOCKING A GREENSHEET

Once a Greensheet has been submitted by Program staff, the status changes to “submitted” and the Greensheet becomes read-only. Should Program staff need to edit a Greensheet, they must contact the assigned Specialist and ask for the Greensheet to be unlocked.

### Unlocking a Specialist Greensheet

To unlock a Specialist Greensheet:

1. Locate the appropriate Grant and Greensheet in the Specialist Grant List
2. To unlock a Specialist Greensheet, click on the “Lock” icon (🔒) under the “GMS GS Lock” column.

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**GREENSHEETS** User: Greensheets Specialist Envs DEV Version: v1.2.1

Workbench INPACT Applications

Specialist Grants List for Greensheets Specialist

Search for Grant Number: CA104

[Refresh Grants List](#)

24,604 Grants found, displaying Grants 1 to 50.  
[First/Prev] 1 2 3 4 5 6 7 8 [Next/Last]


Grant Number	CA	Budget Start Date	Seec	Bkuse Seec	PD	PI	Pgm GS Status	Pgm GS Submitted Date	Pgm GS Lock	GM GS Status	GM GS Lock
1801CA104130-0201	MB	03/25/2005	Iglesias,Brian		Ogunbiyi,Peter	DUHAMEL,KATHERINE	UNSUBMITTED	02/02/2005		NOT STARTED	
1801CA118764-01A1	TB	07/01/2006	Hodgkins,Brett		Mohla,Suresh	MOSES,MARSHA	UNSUBMITTED	08/16/2006		SAVED	
1801CA025519-22	C9	04/01/2005	WoodR,Joseph		Pelant,Alan	EL-BAYOUMY,KARAM	UNSUBMITTED	02/24/2005		NOT STARTED	
1801CA120979-01	B6	08/01/2006	Moyer,Maria		Daschner,Phillip	Wang,Timothy	UNSUBMITTED	07/26/2006		NOT STARTED	
1801CA088664-01A1S1	SC	08/01/2003	Dunn,Kathryn		Chollette,Veronica	EMMONS,KAREN	UNSUBMITTED			NOT STARTED	
1801CA103482-01A1	CB	09/26/2005	Rasli,Eileen	BELLA0	Perry,Mary	GERMAIN,DORIS	UNSUBMITTED	09/26/2005		NOT STARTED	
1801CA104773-04	DI	09/01/2006	Perry,Carol		Farahani,Keyvan	Lin,Hong	SUBMITTED	08/15/2006		NOT STARTED	
1801CA076172-02	DC	03/01/2006	Dunn,Kathryn		Pellroy,Richard	LI,LEE	SUBMITTED	02/17/2006		SUBMITTED	
1801CA091912-05	TC	04/01/2006	Vasquez,Aida	NUCHERENOJ	Bloch,Michele	COX,LISA	SUBMITTED	03/16/2006		SUBMITTED	
1801CA119131-01	BP	08/01/2006	Williams,Ted		Lees,Robert	Gates,Kent	SUBMITTED	08/20/2006		NOT STARTED	
1801CA107467-02S1	MB	04/06/2005	Elesinmogun,Funmi		Ogunbiyi,Peter	WOLOSCHAK,GAYLE	SUBMITTED	03/16/2005		SUBMITTED	
1801CA034627-20S1	MB	07/01/2005	Dean,Jessica		Ogunbiyi,Peter	Hein,David	SUBMITTED	05/17/2005		SUBMITTED	
1801CA102524-01A2	IM	09/01/2005	Knight,Amy		McCarthy,Susan	KHALED,ANNETTE	SUBMITTED	08/24/2006		SAVED	
1801CA088739-04S2	MR	09/16/2004	Vasquez,Aida		Ogunbiyi,Peter	PALESKY,JOEL	SUBMITTED			SUBMITTED	

**Figure 47: Unlocking a Specialist Greensheet**

3. The “Lock icon” will change, and the status of the selected Greensheet will be set to “Unsubmitted”.
4. If the request to unlock was made by another Specialist, the user must notify the requestor that the form has been unlocked.

## Unlocking a Program Greensheet

To unlock a Specialist Greensheet:

1. Locate the appropriate Grant and Greensheet in the Specialist Grant List.
2. Click on the “Lock” icon () under the “PGM GS Lock” column.



**GREENSHEETS** User: Greensheets Specialist Env: DEV Version: v1.0.0

Workbench HPAC II Applications

Specialist Grants List for Greensheets Specialist

Search for Grant Number CA104

[Refresh Grants List](#)

24,604 Grants found, displaying Grants 1 to 50.  
[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Grant Number	CA	Budget Start Date	Spec	Blood Spec	PD	PI	Pgm 6.1 Status	Pgm 6.1 Submitted Date	Pgm 6.1 Lock	6.1S 6.1 Status	6.1S 6.1 Lock
18.01CA104130-0293	MB	03/25/2005	Iglesias,Brian		Ogunbiyi,Peter	DUHAMEL,KATHERINE	UNSUBMITTED	02/02/2005		NOT STARTED	
18.01CA118764-0145	TR	07/01/2006	Hodgkins,Brett		Mohla,Suresh	MOSES,MARSHA	UNSUBMITTED	06/16/2006		SAVED	
18.01CA035519-22	CG	04/01/2005	Woodill,Joseph		Poland,Alan	EL-BAYOUMY,KARAM	UNSUBMITTED	02/24/2005		NOT STARTED	
18.01CA120978-01	BG	08/01/2006	Moyer,Marie		Daschner,Phillip	Wang,Timothy	UNSUBMITTED	07/26/2006		NOT STARTED	
18.01CA098864-014433	SC	08/01/2003	Dunn,Kathryn		Chollette,Veronica	EMMONS,KAREN	UNSUBMITTED			NOT STARTED	
18.01CA102482-0145	CB	09/26/2005	Natoli,Eileen	BELLA0	Perry,Mary	GERMAIN,DORIS	UNSUBMITTED	09/26/2005		NOT STARTED	
18.01CA104773-04	DI	09/01/2006	Perry,Carol		Farshani,Kayvan	Lin,Hong	SUBMITTED	08/15/2006		NOT STARTED	
18.01CA076172-09	DC	03/01/2006	Dunn,Kathryn		Palroy,Richard	LI,LEI	SUBMITTED	02/17/2006		SUBMITTED	
18.01CA093912-05	TC	04/01/2006	Vasquez,Aida	HUCHERENO	Bloch,Michele	COX,LISA	SUBMITTED	03/16/2006		SUBMITTED	
18.01CA119331-01	BP	08/01/2006	Williams,Ted		Lees,Robert	Gater,Kent	SUBMITTED	08/20/2006		NOT STARTED	
18.01CA107467-0293	MB	04/06/2005	Elesinmogun,Funmi		Ogunbiyi,Peter	WOLOSCHAK,GAYLE	SUBMITTED	03/16/2005		SUBMITTED	
18.01CA034627-2093	MB	07/01/2005	Dean,Jessica		Ogunbiyi,Peter	Hein,David	SUBMITTED	05/17/2005		SUBMITTED	
18.01CA109324-0162	IM	09/01/2005	Knight,Amy		McCarthy,Susan	KHALED,ANNETTE	SUBMITTED	08/24/2006		SAVED	
18.01CA088719-0457	MB	09/16/2004	Vasquez,Aida		Ogunbiyi,Peter	SALEFSKY,JOE	SUBMITTED			SUBMITTED	

**Figure 48: Unlocking a Program Greensheet**

- The "Lock icon" will change, and the status of the selected Greensheet will be set to "Unsubmitted".
- The Specialist must notify the Program requestor that the form has been unlocked.

## Unlocking a Revision Greensheet

The ability to unlock a submitted Revision Greensheet is provided in the GPMATS system only. Any GPMATS user with the Specialist role can unlock submitted Revision Greensheets using the icons on Action Details screen.

## For Official Use Only

Navigation: execute.action

Grant Information

Grant Number: 3T32CA009110-39A1S1

\* Tp: 3 \* Mech: T32 \* ICD: CA \* Srl #: 9110 \* Yr: 39 \* Sfx: A1S1

Specialist: [Griffin, Kimery](#)

Backup Specialist: [Gastley, KERRY](#)

Investigator: [COULOMBE, PIERRE](#)

[NIH New Investigator?](#)

Institution: JOHNS HOPKINS UNIVERSITY

FY: 2017

NCAB:

Percentile:

Priority Score: 30

FOA: PA14-015

Electronic Submission? N

IMPAC II Status: Awarded

MAA? N

ESI? N

Officially Selected for Pay? Y

Early Concurrence?

Paylist Status:

Exception Request Status: None

Supplement Request Status: None

MERIT Request Status: None

Pgm Greensheet Status: Not Applicable

Ready for Pgm Greensheet Submission:

Specialist Greensheet Status: SUBMITTED

IMPAC II Last Release Date: 04/25/2017

IMPAC II Last Obligation Date: 04/24/2017

GM Release Status:

BO Contact: [Anthony Edward Jenkins](#)

Action Information

\* Action FY: 2017

Action Status: Completed by Griffin, Kimery as of 03/24/2017

\* Action Type: REVISION

\* Action Source: Supplement Request

Branch: B

Revision Type: Increase Funding

Revision Number: 1

\* Grant Category: Administrative Supplement

Supplement Request Id:

Original Start Date: 08/10/2016

Projected Start Date: 08/10/2016

Actual Start Date: 08/10/2016

Application Receipt Date: 02/23/2017

Release Date:

Obligation Date:

Special Initiative Type:

Cooperative Group:

OGA Internal:

Award Type: Final Award Issued

Reason(s):

Cancellation Reason:

Action Comment

Save Comment

GM Notes

Notes

2/24 - on hold until payback agreement is submitted and accepted. G notified.






Status History

Figure 49: Unlocking Revision Greensheets

## ICON GLOSSARY

This glossary provides an overview of the icons found within the Greensheets application and a brief description on their use. The icons can be divided into two sections, those that relate to the application and forms, and those that denote the status of a Greensheet.

### Status Icon

1.  **Greensheet Available** – indicates that the Greensheet is available to be worked on. Clicking on this icon will open the Greensheet.
2.  **Greensheet Saved** – indicates that the Greensheet has been saved. Clicking on the icon will open the Greensheet.
3.  **Greensheet Submitted** – indicates that the Greensheet has been submitted and cannot be changed thus it is “locked”. Clicking on this icon will open the Greensheet in a read-only state.
4.  **Greensheet Un-submitted** – indicates that a previously submitted Greensheet has been “unlocked” by the GAB specialist so that it can be changed. Clicking on this icon will open the Greensheet.
5.  **Greensheet Frozen** – indicates that the Award has been made and the Greensheet can no longer be un-submitted and altered. Clicking on this icon will open the Greensheet in a read-only state.

### Application Icons

#### 1. Add Note Icon

This Icon is located on the Greensheets form and when clicked will open a comments box next to the specific question. Comments then can be entered into the text box that applies to that specific question. Clicking the icon again will close the comment

#### 2. Alert Icon

This icon appears on a Greensheet form to indicate which question or questions in a Greensheet have been left unanswered upon submission. It will appear next to the questions that need to be answered.

#### 3. Attach File Icon

This icon appears on a Greensheet form and allows users to attach a file to the Greensheet question associated with the icon.

#### 4. Delete File Icon

This icon appears on the file attachment page. Clicking on this Icon will remove the file that is currently attached to the specific question.

### 5. File Attached Icon

This Icon is located next to questions on Greensheet pages that have files associated with them. Clicking on this Icon will open a page allowing one to manipulate a file that has previously been attached to the Greensheet question this icon is found on. It can be either viewed or deleted by clicking on either the View File Icon or the Delete File Icon.

### 6. Lock Icon

This Icon is located on the Grant List page next to Greensheets Forms that have the status of “submitted” and have been locked. Forms can only be unlocked by Specialists. In order for Program staff to unlock Forms they will need to contact the Specialist related to this form.

### 7. Note Included Icon


This Icon is located next to questions on Greensheet pages which already have comments associated to them. Clicking on this Icon will open a comments box next to the specific question on the Greensheet where this icon was located. The comments that are present can then be viewed and edited.


### 8. Open Greensheet Icon

This Icon is located on the Grant List page. Clicking this icon will display the Greensheets form associated with that specific grant. In some cases there may be both a Specialist form and Program form associated with Grant.

### 9. Print Icon

This Icon is located on the Print Preview window. Clicking this icon will display the print options dialog box allowing the desired print options to be selected.

**10. Sub-questions Hide Icon ** – This icon is located to the left of the question number on the Greensheet and indicates that there are no more sub-questions. Clicking on the icon will collapse the displayed sub-questions.

**11. Sub-questions Show Icon ** – This icon is located to the left of the question number on the Greensheet and indicates that there are possible sub-questions. Clicking on the icon will display all sub-questions.

### 12. View File Icon

This Icon is located on the file attachment page. Clicking on this Icon will open the file that is currently attached to the specific question. This may require the installation of some external viewer if one is not present on the computer being used.

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## INFORMATION AND ASSISTANCE

Please direct comments, questions, or requests for further information to the Scientific Management Team at [nci-now-l@list.nih.gov](mailto:nci-now-l@list.nih.gov).

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