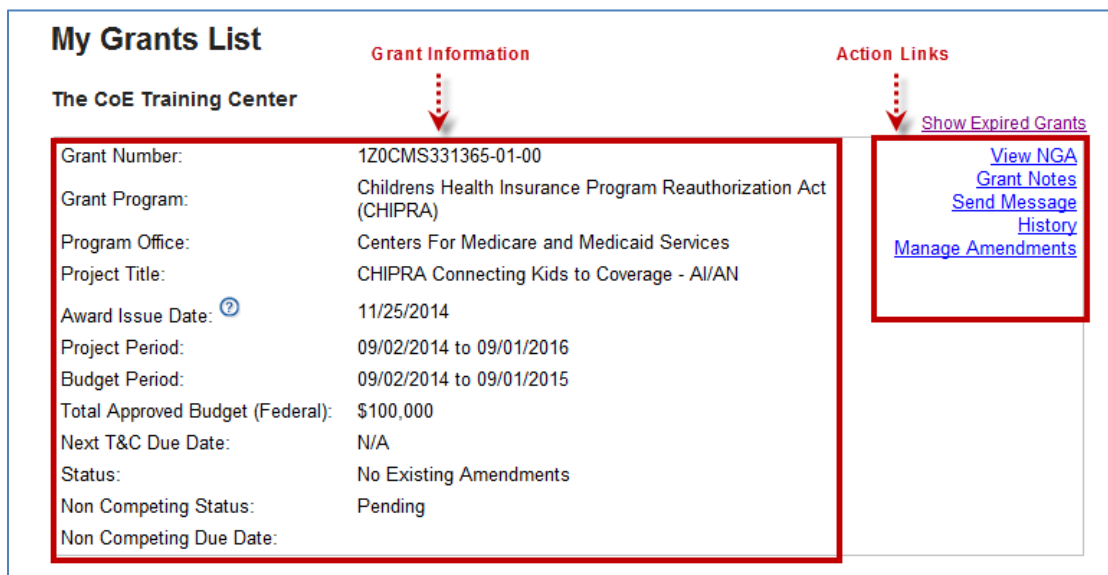# Grants List - Classic Experience

"My Grants List" is the main screen for viewing and managing existing grants. Each awarded grant is listed in its own note card. "My Grants List" may contain one or more note cards depending on the number of awarded grants available. To view expired grants (grants where the project period end date is passed), click the **Show Expired Grants** link towards the top left of the first note card.

Each award contains the following read-only grant information:

- Grant Number

- Grant Program

- Program Office

- Project Title

- Award Issue Date

- Project Period dates

- Budget Period dates

- Total Approved Budget (Federal)

- Next Terms and Conditions Due Date (if applicable)

- Amendment Status (if applicable)

- Non Competing Status (if applicable)

- Non Competing Due Date (if applicable)

Each award also contains several action links. These include *View NGA, Grant Notes, History*, and *Amendments*. Other action links such as *Apply for Non Competing Continuation, FFR,* and *Progress Reporting* may also be visible on the screen.

Figure 44: My Grants List screen

VIEW NGA

Click the **View NGA** link to open the most recent issued Notice of Award as a PDF in a new window. To close the award, click the **X** in the upper left corner of the PDF window.
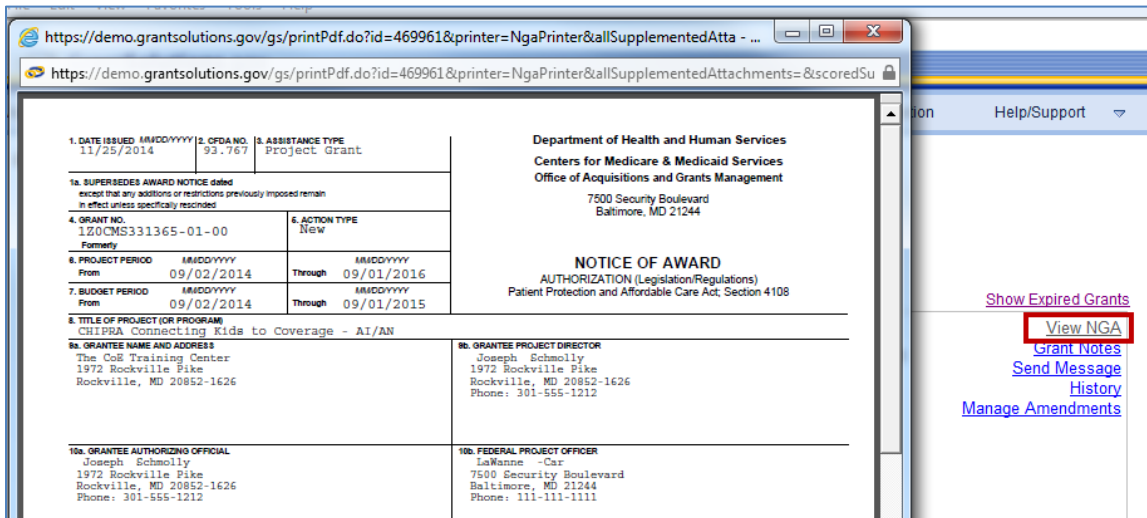

Figure 45: View NGA link and Notice of Award PDF

GRANT NOTES

Grant Notes are used to add correspondence comments and to attach necessary documents to a grant record in the GrantSolutions GMM. Notes are saved with the grant record for historical and tracking purposes.

To view or add a Grant Note:

1. Log into GrantSolutions (www.grantsolutions.gov).

2. The "My Grants List" screen appears. Locate the desired grant and click the **Grant Notes** link.
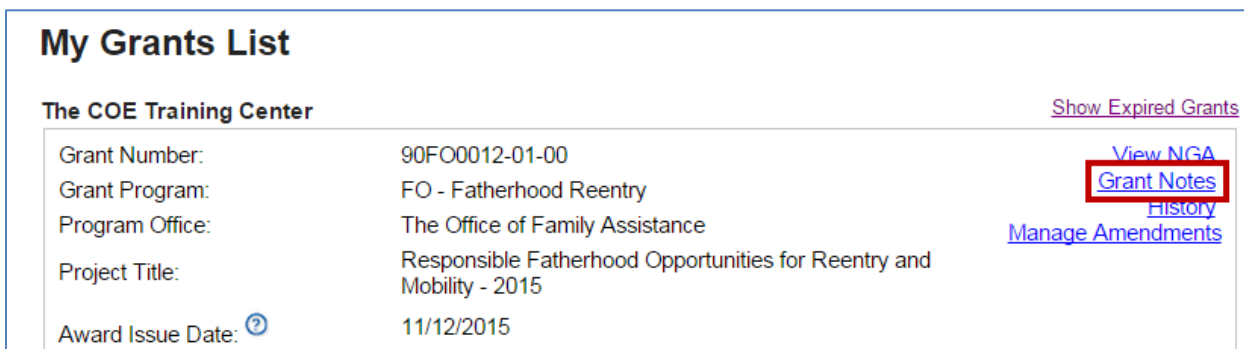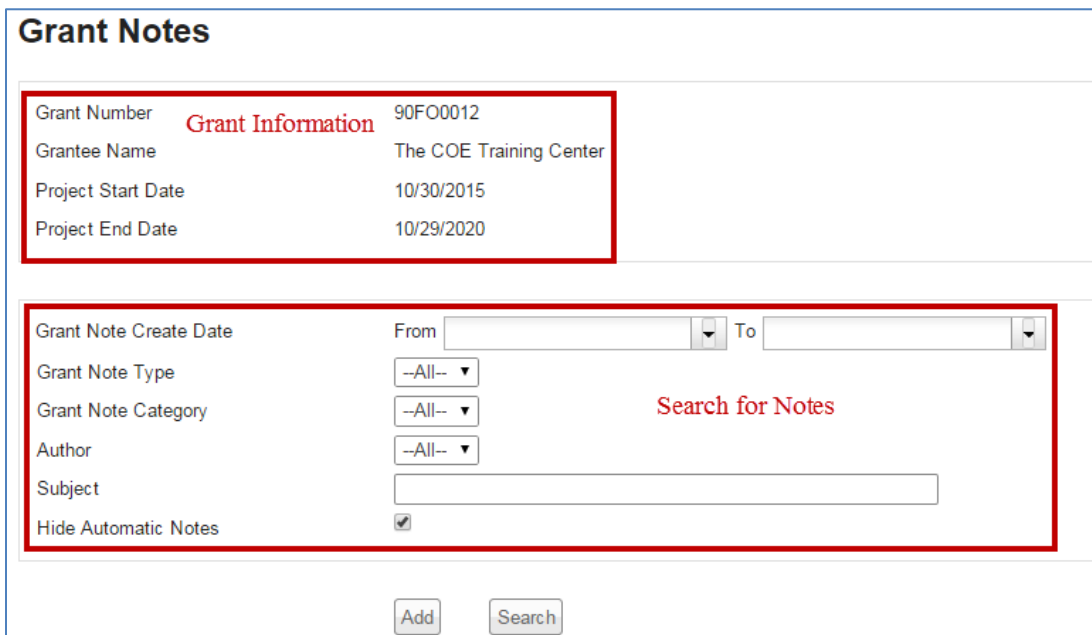

Figure 46: My Grants List - Grant Notes link

3. The "Grant Notes" screen appears in a new window.

The top portion of the screen contains the Grant information.

The middle section contains search fields that may be used to locate specific Grant Notes. The search fields are populated from the previously added notes. The search fields are:

- **Grant Note Create Date**: "From" and "To" dates

- **Grant Note Type**: Correspondence

- **Grant Note Category**: Pre-defined categories

- **Author**: Name of user that created the Grant Note

- **Subject**: Grant Note subject

Figure 47: Grant Notes screen

4. To add a new note, scroll towards the bottom of the window and click the **Add** button.

Figure 48: Grant Notes screen - Add button

5. The "Grant Note-Add" screen displays. Enter information in the required fields (indicated by a red asterisks).

- **Subject**: Enter the subject of the note. Conform to naming conventions provided by the Grantor

- **Note Type**: Correspondence is the only option and is automatically selected

- **Category Type**: Select from the pre-set list of categories

- **Notes**: Enter the note text (limit of 2000 characters)

- **Note Attachments** (Optional): Attach one or more files by entering a file description and uploading desired attachments

6. When done, click the **Submit** button.

Grant Notes - Add

Author	Anna-Lisa Walters-grantee
Subject ★	Training Note
Note Type ★ ⑦	⦿ Correspondence
Category Type ★	Other ▼
Notes ★ ⑦ (Limit to 2000 characters)	Please see attachment

Note Attachments

Author	Anna-Lisa Walters-grantee
Description	
File to Upload:	Choose File No file chosen
	Upload

Description	Source Attachments	Status	Actions
Training Note	Budget.docx	SUCCESSFUL	📝 🗑 🔍

* Status updates every 10 seconds

Submit   Cancel

7. The "Grant Notes" screen reappears. Once a note is submitted, it is available for viewing in the GrantSolutions GMM.

8. Additionally, an automatically generated email notification is sent to the assigned Principal Investigator/Program Director and Grantee Authorizing Official alerting them that the Grant Note is added. However, the note is not contained in the body of the email. The user must log into the GrantSolutions GMM to view the Grant Note.

9. Only the author of the note can Edit or Delete the note. All other users with access to the grant have view-only access

Figure 50: Grant Notes table - Action column

10. Click the **Cancel** button to close the window and return to the "My Grants List" screen.

Figure 51: Grant Notes table - Cancel button

HISTORY

To view the entire history of the awarded grant, including all submitted and awarded applications, click the **History** link.

Figure 52: History link and Grant History screen