

Navigation

After logging into the GrantSolutions GMM, the first screen that appears is “My Grants List”. This page contains all active awards assigned to the Recipient organization.

Each screen in the GrantSolutions GMM contains the menu bar, the footer, and quick links to the user’s profile and Log Out.

MENU BAR

The GrantSolutions GMM menu bar is located towards the top of each screen. Use the mouse or keyboard to expand each menu item.

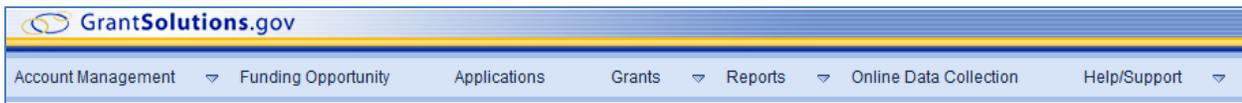


Figure 27: Menu Bar

Account Management

The *Account Management* menu contains four sub-menus. They are as follows:

- **Update Profile:** Update personal phone numbers, address information, and turn two-factor authentication on or off
- **Change Password:** Change current password
- **User Roles:** View assigned GrantSolutions authorities
- **Notification Preferences:** Modify automatic notifications sent from GrantSolutions
- **CCR Validation:** View your organization’s Central Contractor Registry (SAM.gov) information

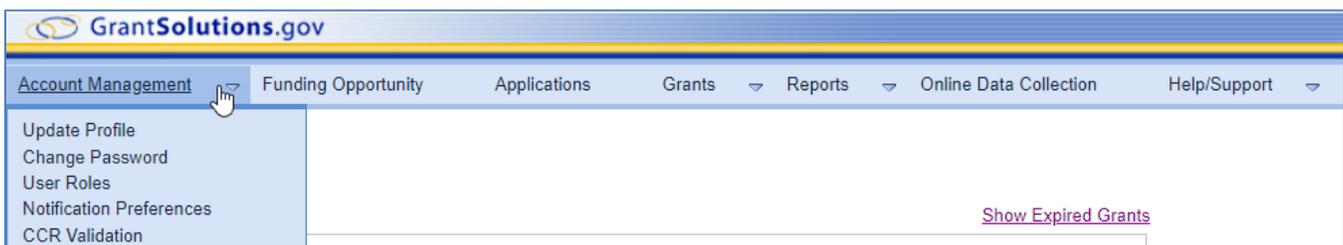


Figure 28: Account Management menu

Funding Opportunity

From the *Funding Opportunity* menu, Recipients can view and apply for available funding opportunities, including Non-Competing Continuations, Directed Supplements, Directed Announcements, and Competitive Announcements that may be applied for through the GrantSolutions GMM.



Figure 29: Funding Opportunity Menu

Applications

From the *Applications* menu, access the list of all started and submitted applications, except for Amendment applications.

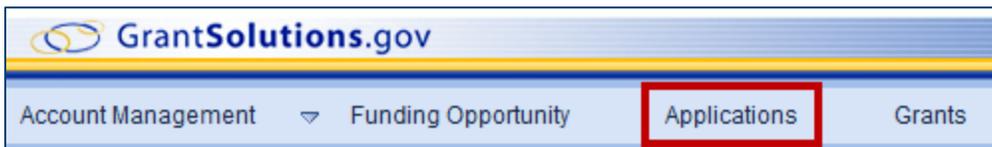


Figure 30: Applications Menu

Application statuses are listed along with possible actions. The *Action* column contains the following options:

- **Open:** View a submitted/awarded application
- **Notes:** Add an Application Note to the official application record
- **Remove:** Delete an application in progress (only for applications not yet submitted)
- **Send Message:** Grantees no longer use the Send Message option

My Applications List - AWalters-grantee							
Application Number Grant Number	Title	Application Type	Fed Received Date	Project Period	Due Date	Status	Action
(To be assigned)		New	N/A	05/01/2015 - 04/30/2019	01/06/2015 03:00 PM EST	Work in Progress	Open Notes Remove Send Message
1Z02015001429 1Z0CMS331365	CHIPRA Connecting Kids to Coverage - AI/AN	New	11/06/2014	09/02/2014 - 09/01/2016	06/30/2014 03:00 PM EST	Awarded	Open Notes Send Message

Figure 31: My Applications List

Note: Amendment applications are tracked via the **Manage Amendments** screen, not the *My Applications List*.

Grants

Use the *Grants* menu to return to “My Grants List” screen, or to view/accept or decline “Pending Grants”.

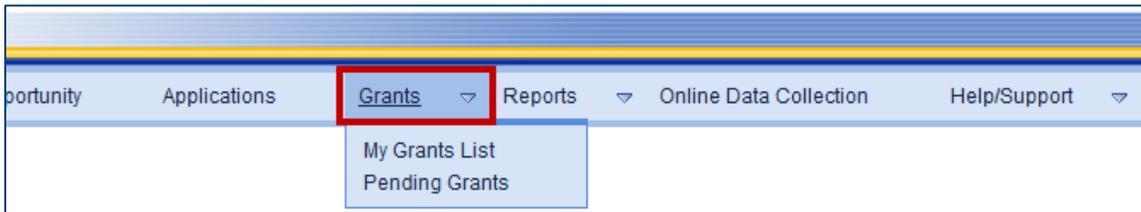


Figure 32: Grants Menu

Note: Not all agencies require Recipients to accept pending grants via GrantSolutions. Please contact the awarding agency for direction.

Pending Grants (Accept Grant)

When a grant is awarded, some Federal agencies may require the Grantee Authorizing Official (ADO role) to log into GrantSolutions to **View** and **Accept** or **Decline** the award on behalf of their organization.

To view the pending award:

1. Log into GrantSolutions (www.grantsolutions.gov)
2. The “My Grants List” screen displays. From the menu bar, select **Grants – Pending Grants**.

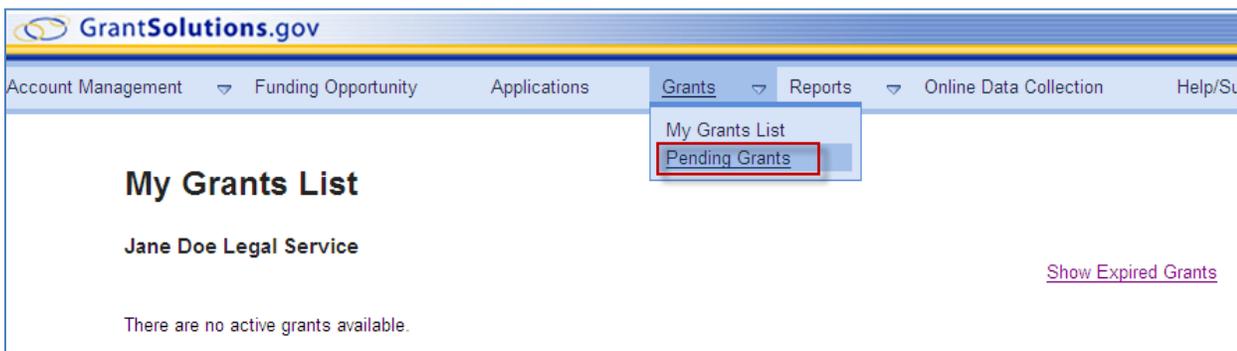
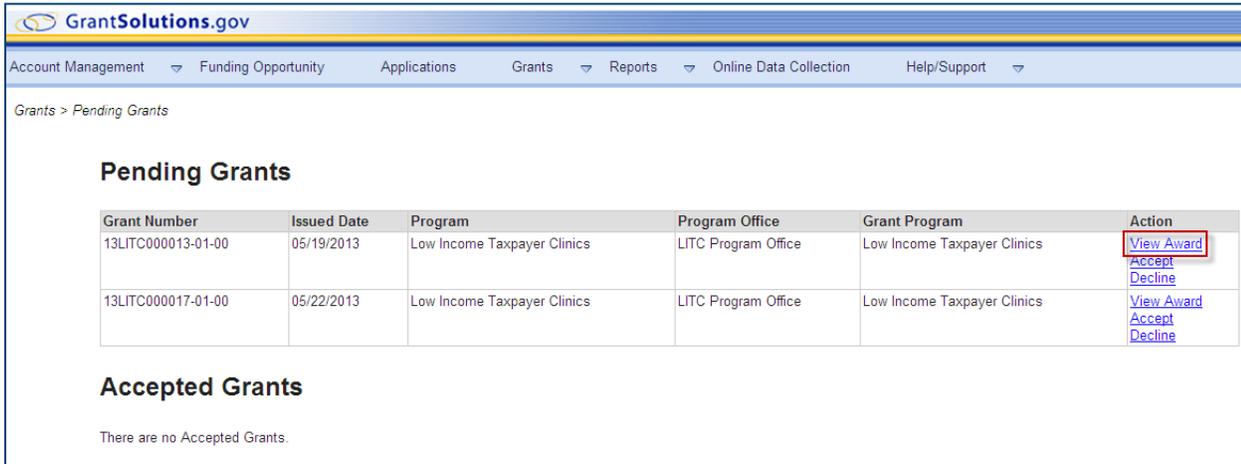


Figure 33: My Grants List screen - Grants: Pending Grants submenu

- The “Pending Grants” screen appears. All grants awaiting acceptance are available from this screen. To view the Notice of Award (NOA), from the *Action* column, click the link **View Award**.



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Account Management Funding Opportunity Applications Grants Reports Online Data Collection Help/Support

Grants > Pending Grants

Pending Grants

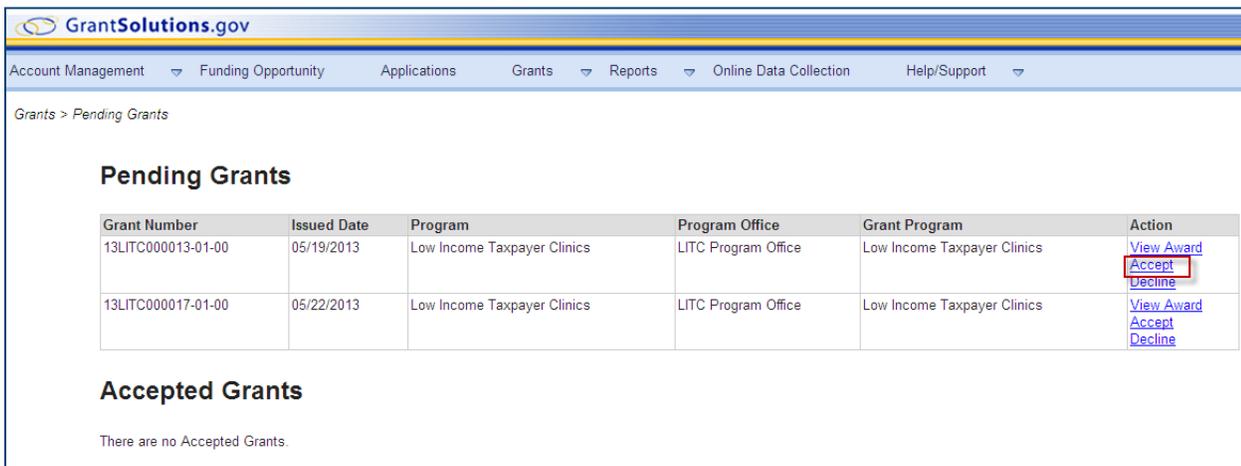
Grant Number	Issued Date	Program	Program Office	Grant Program	Action
13LITC000013-01-00	05/19/2013	Low Income Taxpayer Clinics	LITC Program Office	Low Income Taxpayer Clinics	View Award Accept Decline
13LITC000017-01-00	05/22/2013	Low Income Taxpayer Clinics	LITC Program Office	Low Income Taxpayer Clinics	View Award Accept Decline

Accepted Grants

There are no Accepted Grants.

Figure 34: Pending Grants screen

- The NOA opens as a PDF in a new window. The PDF may be saved or printed. When done viewing the award, click the **X** in the upper right corner of the PDF to close the window and return to the “Pending Grants” screen.
- To accept the award, from the *Action* column, click the **Accept** link.



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Grants > Pending Grants

Pending Grants

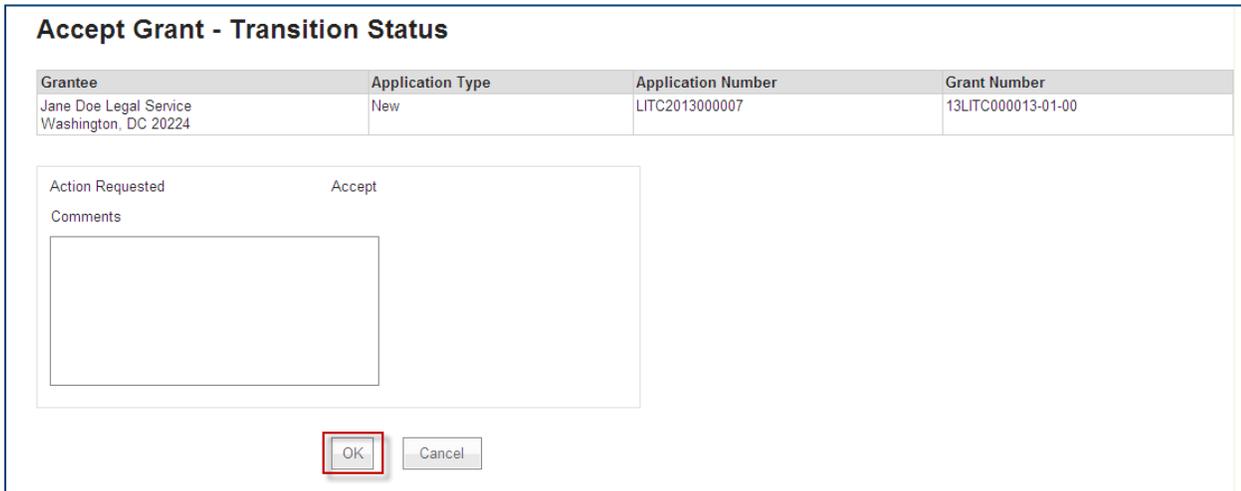
Grant Number	Issued Date	Program	Program Office	Grant Program	Action
13LITC000013-01-00	05/19/2013	Low Income Taxpayer Clinics	LITC Program Office	Low Income Taxpayer Clinics	View Award Accept Decline
13LITC000017-01-00	05/22/2013	Low Income Taxpayer Clinics	LITC Program Office	Low Income Taxpayer Clinics	View Award Accept Decline

Accepted Grants

There are no Accepted Grants.

Figure 35: Pending Grants screen - Accept link

- The “Accept Grant – Transition Status” screen opens in a new window. Click the **OK** button.



Accept Grant - Transition Status

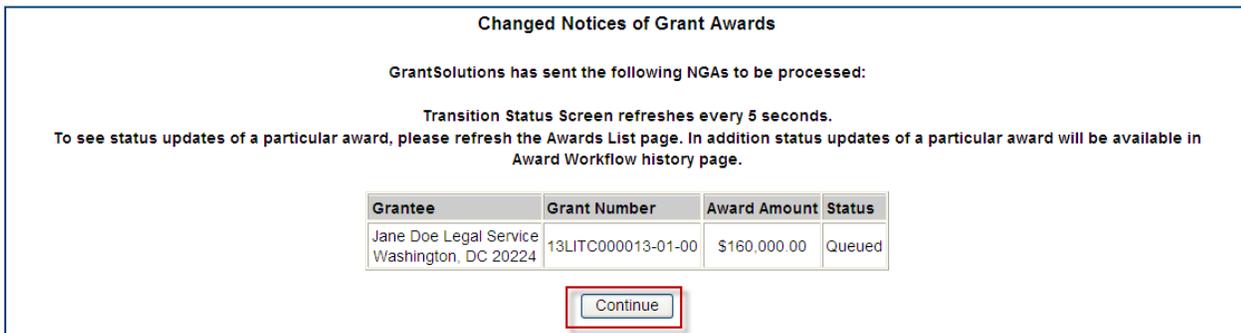
Grantee	Application Type	Application Number	Grant Number
Jane Doe Legal Service Washington, DC 20224	New	LITC2013000007	13LITC000013-01-00

Action Requested: Accept

Comments:

Figure 36: Accept Grant - Transition Status screen

- The “Changed Notices of Grant Awards” screen appears. Click the **Continue** button.



Changed Notices of Grant Awards

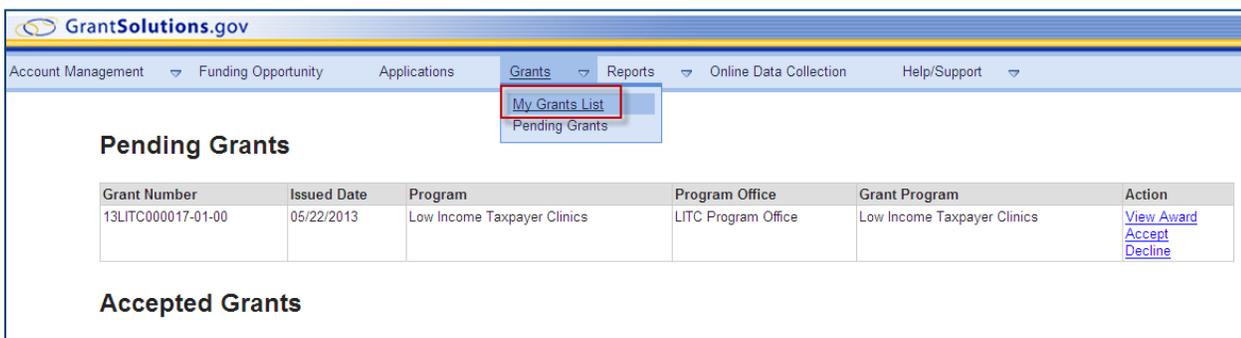
GrantSolutions has sent the following NGAs to be processed:

Transition Status Screen refreshes every 5 seconds.
To see status updates of a particular award, please refresh the Awards List page. In addition status updates of a particular award will be available in Award Workflow history page.

Grantee	Grant Number	Award Amount	Status
Jane Doe Legal Service Washington, DC 20224	13LITC000013-01-00	\$160,000.00	Queued

Figure 37: Changed Notices of Grant Awards screen

- The “Pending Grants” screen opens, and the accepted grant is removed from the list. To return to the “My Grants List” screen, select **Grants – My Grants List** from the *menu bar*.



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Pending Grants

Grant Number	Issued Date	Program	Program Office	Grant Program	Action
13LITC000017-01-00	05/22/2013	Low Income Taxpayer Clinics	LITC Program Office	Low Income Taxpayer Clinics	View Award Accept Decline

Accepted Grants

Figure 38: Pending Grants screen

9. The “My Grants List” screen appears, and the accepted grant is available.

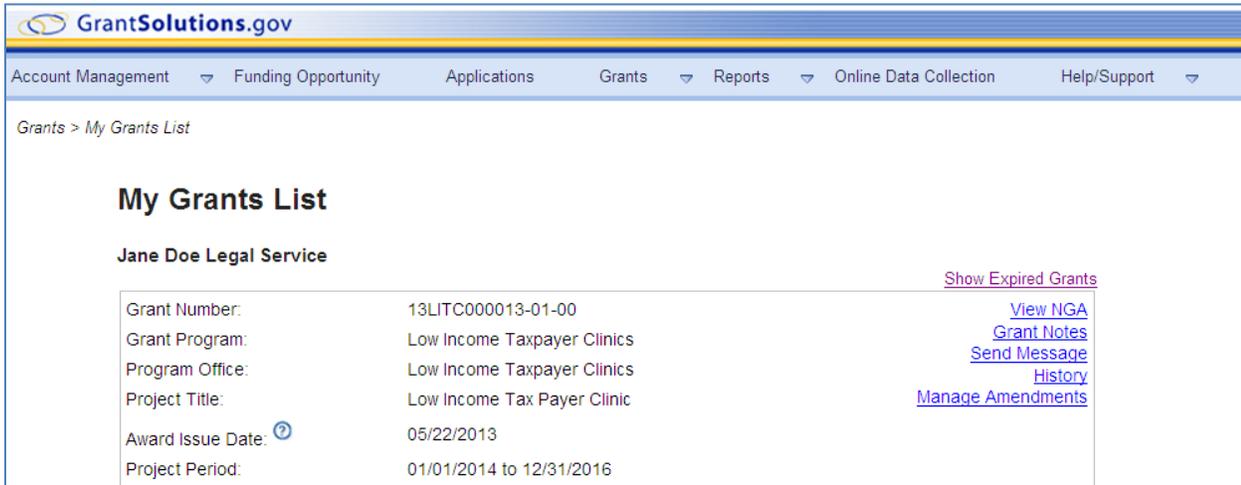


Figure 39: My Grants List screen

Reports

The *Reports* menu provides access to the Federal Financial Reports (FFR) screen. Only access this screen if directed by the awarding agency’s Grants Office. For more in-depth information about the FFR, please refer to the guide “Grantee Reporting Process: Federal Financial Report (FFR)” and the training videos available from the Grantee Support and Reference site.

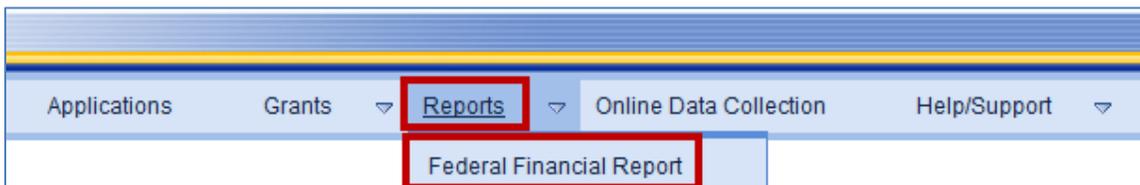


Figure 40: Reports Menu - Federal Financial Report

Online Data Collection

The Online Data Collection menu is a link that when clicked, opens the Online Data Collection (OLDC) system. Only access this screen if directed by the awarding agency.

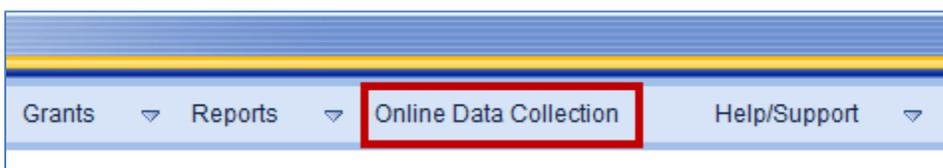


Figure 41: Online Data Collection menu

Help/Support

Use the *Help/Support – Documentation* menu to access the “Recipient GMM Training Resources” site.

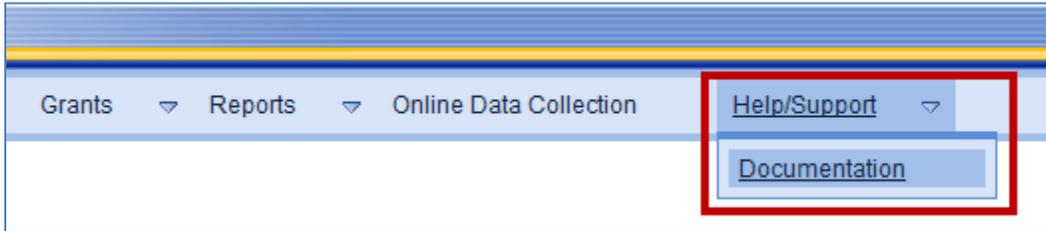


Figure 42: Help/Support – Documentation menu

The “Recipient GMM Training Resources” site contains Guides, Quick Sheets, Training Videos, and Recipient Registration information.

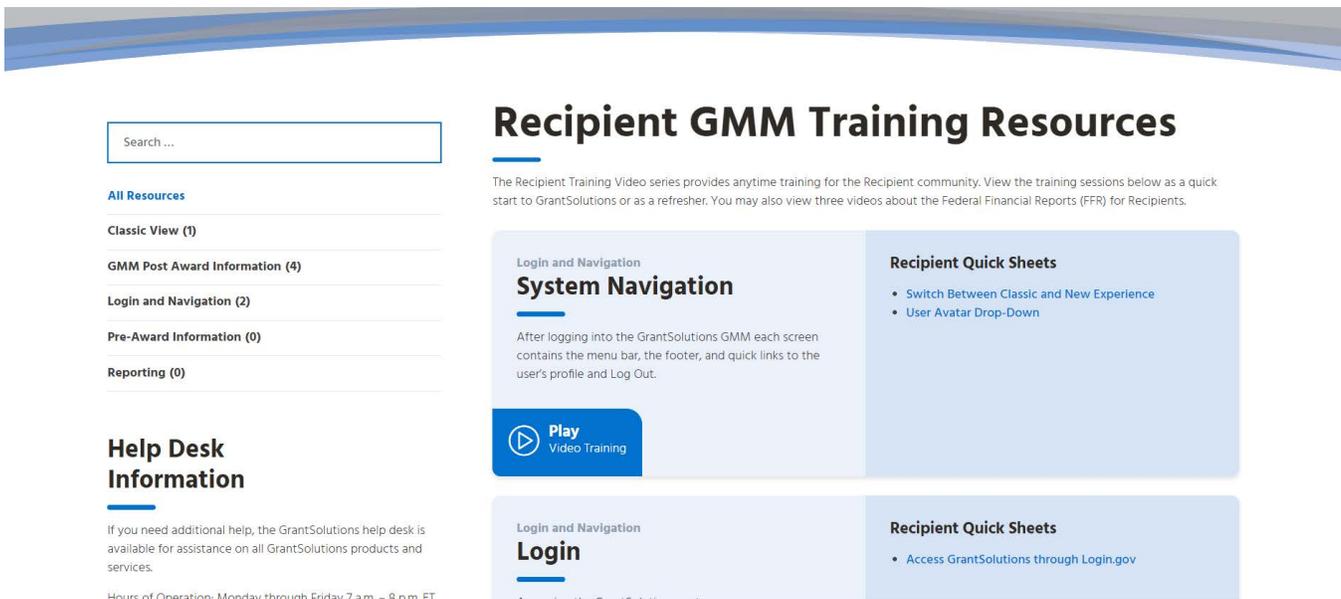


Figure 43: Recipient GMM Training Resources site