Non-Competing Continuations - Classic Experience

Non-Competing Continuations can be viewed and processed in the GrantSolutions GMM. If the Recipient organization qualifies for more than one period of support, the application process can be performed in the system. Typically, a non-compete condition exists where the current budget period end date is before the project period end date and requires a new budget period for an existing project. If the Grantee qualifies for a non-compete application, the "My Grants List" visibly displays the *status* and *apply* links.

Once the awarding agency posts the non-competing continuation kit (application package), the Grantee may select the **Apply For Non Competing Award** link to begin the application process.

Note: Once started, Non-Competing applications may be accessed via the Applications menu or from the "My Grants List" screen.

To apply for a Non-Competing Continuation in the GrantSolutions GMM:

1. From the "My Grants List" screen, locate the grant and click the link **Apply For Non Competing Award**.

Grant Number:	1 HBEIE130131-01-00	View NGA
Grant Program:	State Exchange Planning and Implementation	Grant Notes
Program Office:	OCIIO/OHIE	Send Message
Project Title:	State Exchange Test	History
		Manage Amendments
Award Issue Date: ⓘ	06/25/2013	
Project Period:	09/25/2013 to 11/12/2014	
Budget Period:	09/25/2013 to 09/24/2014	
Total Approved Budget (Federal):	$100,000	
Next T&C Due Date:	N/A	
Status:	Work In Progress (Post Award) (Budget Revision)	
Non Competing Status:	LATE	Apply For Non Competing Award
Non Competing Due Date:	08/15/2013	

Figure 76: My Grants List - Apply for Non Completing Award link

2. The "GrantSolutions Non-Competing Continuation Application Control Checklist" screen appears with the status *Work in Progress*.

Figure 77: GrantSolutions Non-Competing Continuation Application Control Checklist screen

3. The checklist screen contains the following information:

- **Status**: The status of the application. Statuses include Work in Progress and Submitted

- **Print Application – Original Submission**: Click the *Original Submission* link to view, print, or save a PDF of the entire application package (completed forms, attachments, etc.)

- **Grantee, grant, and project information:** Read-only information about the award

Figure 78: GrantSolutions Non-Competing Continuation Application Control Checklist - General Instructions and Information

- **Application Kit**: Includes online forms, enclosures, attachments, and form status

Figure 79: GrantSolutions Non-Competing Continuation Application Control Checklist - Application Kit

- **Verify Submission**: Submit application

- **Close**: Return to the "My Grants List" screen

4. To enter an online form, select the **Enter Online** link to the right of the form name.

   Note: Required forms vary by program and awarding agency.

Figure 80: GrantSolutions Non-Competing Continuation Application Control Checklist screen - Enter Online link

5. The selected online form displays. Enter all necessary information.

   Note: When entering dollar amounts, do not use the dollar sign ($) or commas.

6. Upon completing the form, click the **Save** button.

Figure 81: Online form - Save button

Tip: On the 424A only, the message "Would you like to transfer your budget totals information to the SF-424 form" appears. Click Yes.

7. If there are no errors, the *Save Successful* message appears at the bottom of the screen.

   Note: If there are problems, an error icon (red circle with white exclamation point) appears next to the cells that need corrections. To view the error text, point to the error icon with the mouse. Make change and then click the Save button again.

8. Click the **Close** button.
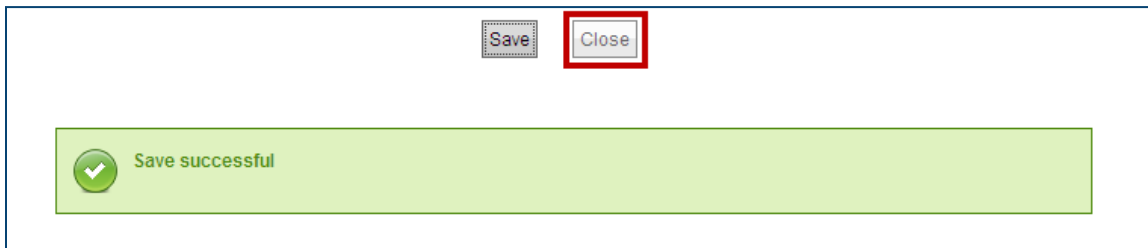
Figure 82: Online form - Close button

9. The "GrantSolutions Non-Competing Continuation Application Control Checklist" screen appears. Complete additional forms and attach any necessary files. To attach a file, locate the desired row and click the **Uploaded Files** link from the *Attachments* column.

Figure 83: Attachments column - Uploaded Files link

10. The "Attachments" screen appears. Click the **Upload Attachment** button.

Figure 84: Attachments screen

11. The "Attachment – Upload" screen appears in a new window. Enter a file description in the **Description** field, **choose a file to** attach, and click the **Attach** button.

Figure 85: Attachment - Upload window

12. The "Attachments" screen appears, and the attachment is visible. Click the **Close** button.

Figure 86: Attachments screen

13. The "Application Control Checklist" screen reappears. Once all data is entered, saved, and any documents uploaded, click the **Verify Submission** button located towards the bottom of the screen.

Figure 87: Verify Submission and Close buttons

14. The "GrantSolutions Non Competing Application Submission Verification" screen appears. Click the **Final Submission** button to submit the application. Once submitted, the Recipient may not alter any information.

GrantSolutions Non Competing Application Submission Verification

You are about to submit the following application:

Grantee	The Swivel Chair Center
Grant Number	HBEIE130131
Project Title	State Exchange Test
Due Date	08/15/2013 12:00 AM(GMT - 05:00) Eastern Time (US & Canada)

Online Forms

SF-424A Budget Information - Non-Construction

*** SF-LLL Disclosure of Lobbying Activities

----- (Mail-in Signature Page) Required Signature Page - Please sign & mail in.

*** It appears from what you have entered that your application is not complete. To correct, press the "Cancel" button to return to the Application Control Checklist.

* Prior to submitting your application, it is recommended that you complete the Central Contractor Registration validation process. To continue with the application submission process without validating your Organization, click "Final Submission" Otherwise, click "Cancel" and perform the Central Contractor Registration validation process within your Organization record.

★ Enter the date Office of Acquisitions and Grants Management will receive your package of mail-in attachments: [   ] (MM/DD/YYYY)

[Final Submission] [Cancel]

Figure 88: GrantSolutions Non Competing Application Submission Verification screen

15. The "Non Competing Application Status Confirmation" screen displays. Click the **Application Control Checklist** button to view the read-only checklist screen and verify the status.

Non Competing Application Status Confirmation

Grants has marked the following application as submitted:

* Please submit signed copies of forms if you have been instructed by your program or grant office.

Office of Acquisitions and Grants Management
7500 Security Boulevard
Baltimore, MD 21244-1850-1850

Grantee:	The Swivel Chair Center
Grant Number:	HBEIE130131
Project Title:	State Exchange Test
Due Date:	08/15/2013 12:00 AM(GMT - 05:00) Eastern Time (US & Canada)
Submitted Date:	05/20/2014 04:36 PM Eastern Time

Application Details

Items

SF-424A Budget Information - Non-Construction

[Application Control Checklist]

Figure 89: Non Competing Application Status Confirmation

16. Click the **Close** button to access the "My Applications List" screen or select **Grants → My Grants** to return to the "My Grants List" screen.

Note: The "My Applications List" screen may also be accessed by selecting Applications from the menu bar.