Grant Details Tabs

Once the user selects a grant project to view, they will land on the Grant Details tab.

My Grants List Grant Project Banner/Hero

For some Non-Discretionary users, the Project Timeline current budget period will display the project period dates since Non-Discretionary grants do not have a budget period.

Note: There are no breaks in between the dates as there is no budget period for Non-Discretionary grants.

Grant Project - Left Side Bar

For some Non-Discretionary grants, the user will see "Current Approved Amount" and corresponding tool tip that displays "The total federal amount awarded."

The "View Notice of Award" button will allow the user to click and download the most recent NOA that was issued to the Grant Project. For Entitlement grants that have computation sheets, upon clicking "View Notice of Award", the user will see two windows for (1) NOA and (2) Computation Sheet.

Note: The internet browser needs to allow for pop-ups if the user is trying to download both the NOA and the Computation Sheet when clicking any of the "View Notice of Award" actions.
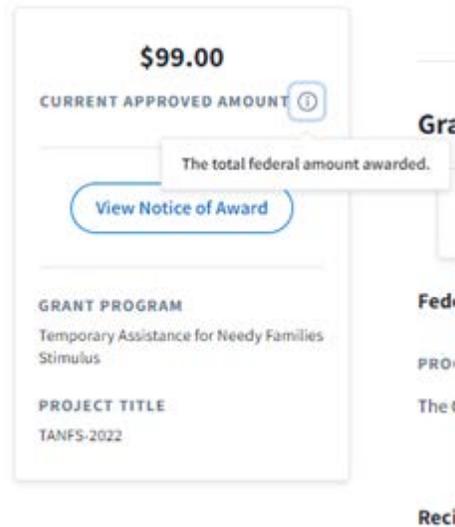
On the "Grant Details" screen, users can access tabs including *Details*, *History*, *Reports*, *Amendments*, and *Notes*. The tabs contain additional details and important functions pertaining to Grant Projects. The *Details* tab is active by default.

Figure 1: Grant Details screen with tabs

Details Tab

Tasks

On the *Details* tab, the *Tasks* section appears dynamically if a Non-Competing Continuation application, a Directed Supplement application, or a combination of both exist. The name of the task that is required appears in the first column of the *Tasks* section.
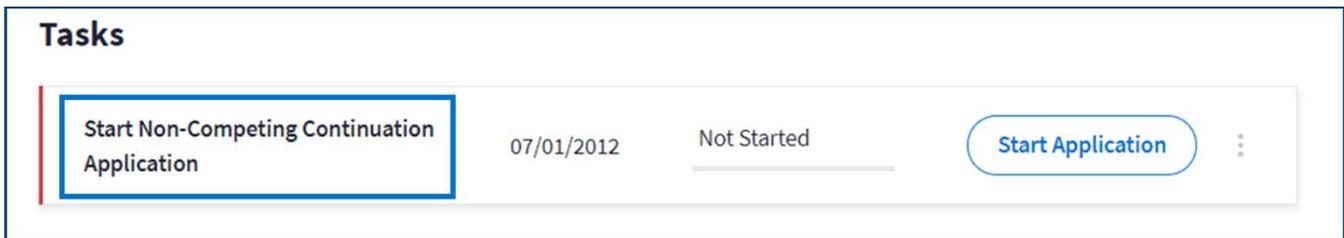
Figure 2: Tasks section with first column

The due date of the application appears in the second column.
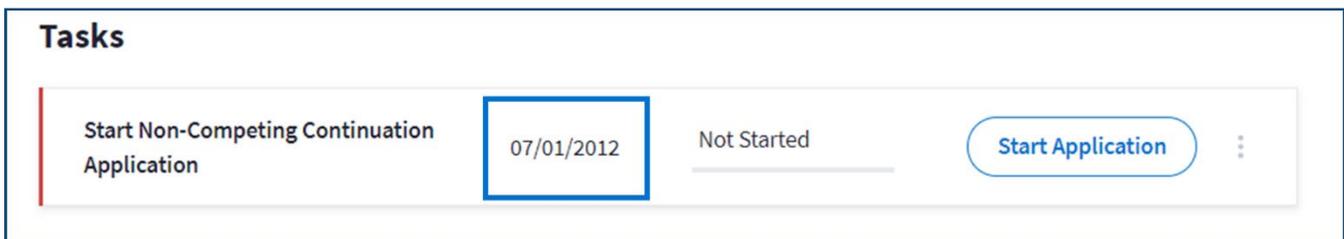
Figure 3: Tasks section with second column

Actions

Depending on the following status' in the third column, users can perform specific actions in the fourth column:

- *Not Started*: The application is not started. A **Start Application** action button appears in the fourth column to begin the application.
- *In Progress*: The application is started but is not submitted. An **Edit Application** action button appears in the fourth column to edit the application.
- *Submitted*: The application is submitted. A **View Application** action button appears in the fourth column to view the application.

Click the **action** button in the fourth column to perform an action.

Note: If the user role is not configured to process Non-Competing Continuation applications or Directed Supplement applications, the user can successfully click an action button but cannot submit an application.
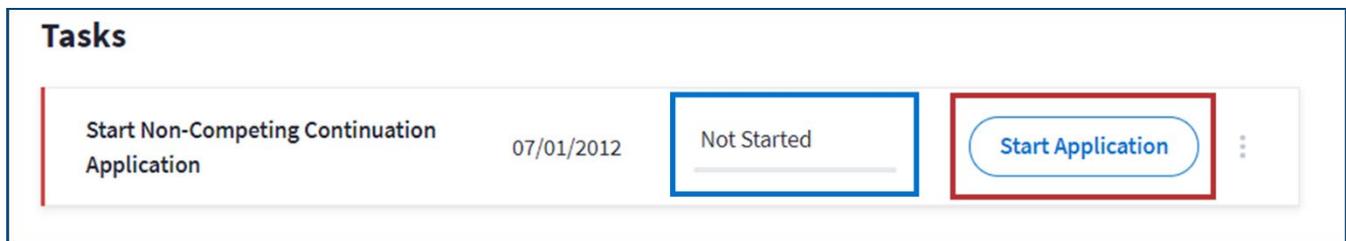
Figure 4: Tasks section with third and fourth columns

If the action occurs for a Non-Competing Continuation application, users are routed to the "GrantSolutions Non-Competing Continuation Application Control Checklist" screen in the GrantSolutions GMM.
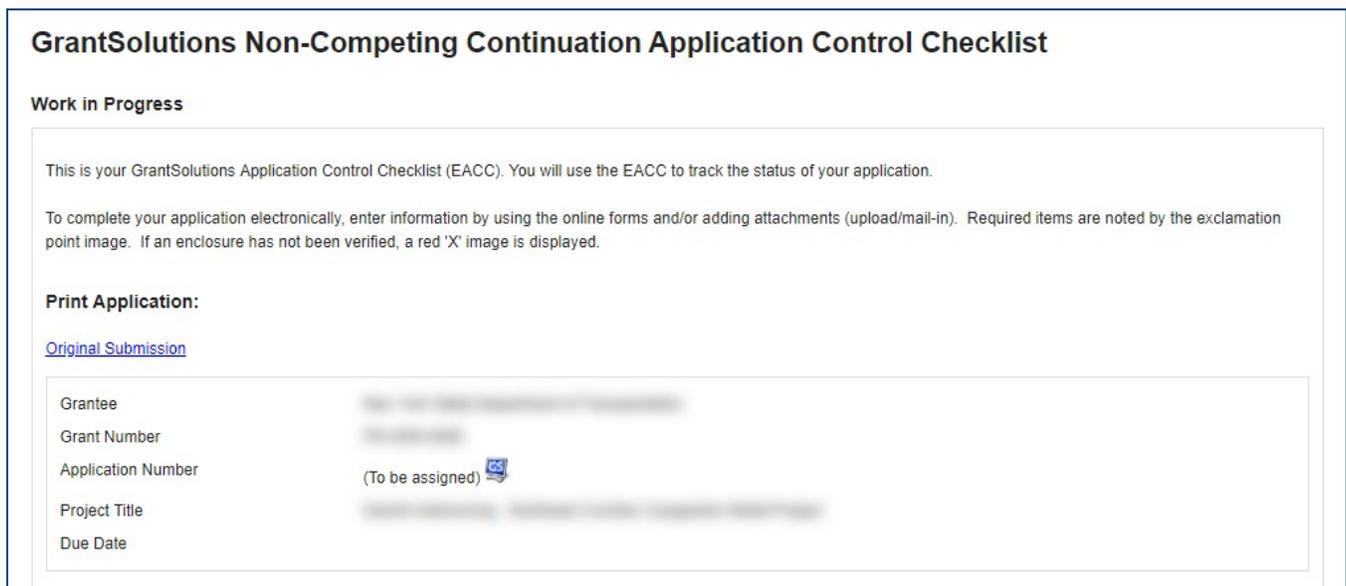
Figure 5: GrantSolutions Non-Competing Continuation Application Control Checklist screen

Alternatively, if the action occurs for a Directed Supplement application, users are routed to the "GrantSolutions Direct Supplement Application Control Checklist" screen in the GrantSolutions GMM.

GrantSolutions Direct Supplement Application Control Checklist

Work in Progress

This is your GrantSolutions Application Control Checklist (EACC). You will use the EACC to track the status of your application.

To complete your application electronically, enter information by using the online forms and/or adding attachments (upload/mail-in). Required items are noted by the exclamation point image. If an enclosure has not been verified, a red 'X' image is displayed.

To review the grant announcement and application kit details, including all guidance and requirements, please click here.

Print Application:

Original Submission

Figure 6: GrantSolutions Direct Supplement Application Control Checklist screen

If a Non-Competing Continuation application or Directed Supplement application is awarded, the task disappears from the *Tasks* section. A record of the awarded Non-Competing Continuation application or Directed Supplement application appears in the **History** tab.

Actions List Icon

Click the **Actions List** icon **(three vertical dots)** to print the application.

View Application   ⋮
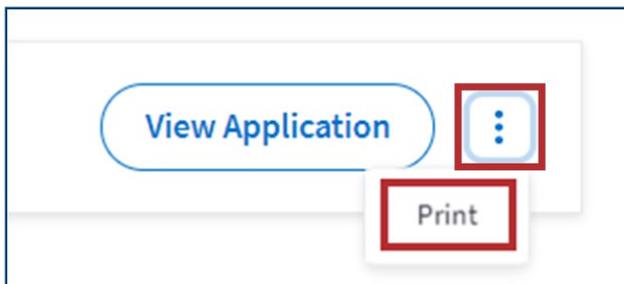
Print

Figure 7: Actions List icon with Print button

Grant Details

In the *Grants Details* section of the *Details* tab, a **Notice of Award** button appears with the date on which the award was issued. Click the **Notice of Award button** to view the Notice of Award.

Figure 8: Details tab with Notice of Award button and date issued

Grant Details

🎖 **Notice of Award**
Issued: 04/04/2017

The Notice of Award appears in PDF format.

Figure 9: Notice of Award PDF

Federal Information

Federal Information including the *Program Office*, *Federal Project Officer*, and *Grants Management Officer* appear in the *Federal Information* section. Below the *Federal Project Officer* and *Grants Management Officer* fields, names appear with initials to the left of the names.

Some Non-Discretionary awards will display the same fields as Discretionary awards. The "Federal Project Officer" data is currently not available for Non-Discretionary awards.

Recipient Information

Grant Recipient information including *Name & Address*, *Project Director*, and *Authorizing Official* appears in the *Recipient Information* section. Below the *Project Director* and *Authorizing Official* fields, a name appears with initials to the left of the name.
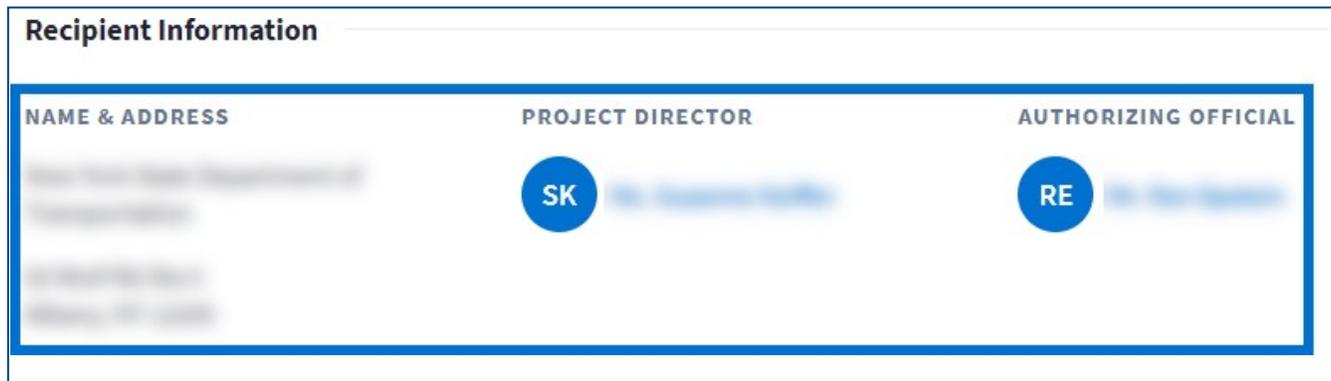
Figure 11: Recipient Information section

Some Non-Discretionary awards will display the same fields as Discretionary awards. However, the "Authorizing Official" data is currently not available.

Note: The Name & Address will display the CCR validated name of the recipient.

Not Available Label

If *Federal Information* or *Recipient Information* is not available for a specific role, a *Not Available* label appears in the field.
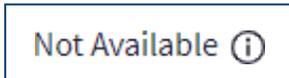
Figure 12: Not Available label

Click the **Information** icon to the right of the *Not Available* label to learn who to contact for information regarding the role.

The following message appears if information is not available for the role:

- ☐ *Federal Project Officer*: Federal Project Officer information is not available for this project. Please contact the Program Authorizing Official for more information.
- ☐ *Grants Management Officer*: Grants Management Officer information is not available for this project. Please contact the Grants Management Specialist for more information.
- ☐ *Project Director*: Project Director information is not available for this project. Please contact the Program Authorizing Official for more information.
- ☐ *Authorizing Official*: Authorizing Official information is not available for this project. Please contact the Grants Management Officer for more information.
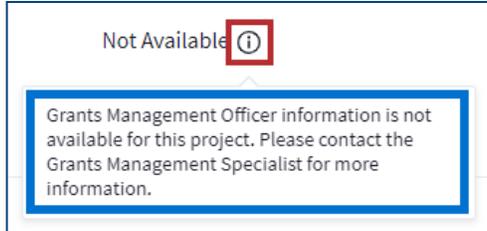
Figure 13: Not Available label with Information icon and message

SAM.gov Status

Status Button

At the bottom of the *Details* tab, a *SAM.gov Status* field appears. A **status** button appears in the field with a SAM.gov status. Statuses include the following:

- ☐ **Active – No Exclusions**: The Recipient organization's SAM.gov registration is active and the organization is not on an excluded parties list. A checkmark appears to the left of the status.
- ☐ **Active – Exclusions:** The Recipient organization's SAM.gov registration is active and the organization is on an excluded parties list. An exclamation point appears to the left of the status.
- ☐ **Expired – No Exclusions:** The Recipient organization's SAM.gov registration is expired and the organization is not on an excluded parties list. An exclamation point appears to the left of the status.

☐ **Expired – Exclusions:** The Recipient organization's SAM.gov registration is expired and the organization is on an excluded parties list. An exclamation point appears to the left of the status.

Click the **status** button to navigate to the "Organizational Detail Record from SAM.gov" screen.

Figure 14: SAM.gov Status with status button

Users are routed to the "Organizational Detail Record from SAM.gov" screen.
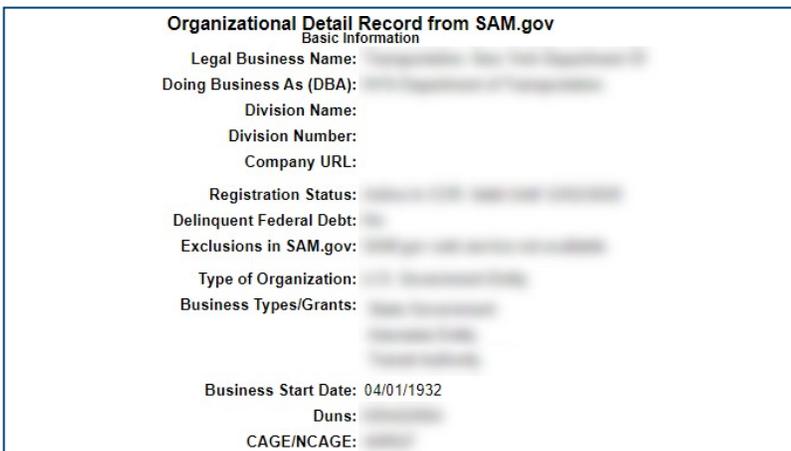
Figure 15: Organizational Detail Record from SAM.gov screen

Expiration Date

The expiration date of the Grant Project in SAM.gov appears below the status.

Figure 16: SAM.gov Status with expiration date

Learn More at SAM.gov Button

Below the expiration date of the Grant Project, click the **Learn More at SAM.gov** button to navigate to SAM.gov.

Figure 17: SAM.gov Status with Learn More at SAM.gov button

Users are routed to the "About" screen of SAM.gov.

Figure 18: SAM.gov About screen