



Grantee User Account Request Form

Please use this form to request the following GrantSolutions Grantee user account actions:

- Create a new grantee account
- Update information pertaining to an existing grantee account
- Close an existing grantee account

Assigned Grantee Project Director

Name: _____

Address: _____

Phone & FAX Number: _____

Email Address: _____

Additional GrantSolutions Grantee User Accounts

If you require additional grantee user accounts for your organization, please complete a copy of the attached change request form for each person. Because access to GrantSolutions is based on the staff member's job function or role, please be sure to show the title or job position of the person for whom the account is requested.

Changes to Existing GrantSolutions Grantee User Accounts

Should any information regarding an existing Grantee user account change, please complete, in its entirety, the attached change request form. Changes to existing accounts may include:

- Change in staff person's role (indicate new Job Title)
- Update of person's contact information
- Closure of an account

*Requests for a change of the grant's Project Director/Project Investigator may not be completed using this form. These actions must be completed using GrantSolutions or by contacting your assigned Grants Management Specialist.

Submission of the GrantSolutions Grantee User Account Request Form

You should contact the GrantSolutions Help Desk as soon as possible so the needed changes to Grantee user accounts can be made. Remember that Grantee user

accounts must be actively managed for GrantSolutions to remain an effective and secure E-Government tool.

Most account changes (role assignments, new accounts, account closures) must be requested by the assigned Project Director or other Grantee Authorized Official. The Help Desk will verify all account change requests as needed. If submitting the change request form via email, please submit using this person's email account.

Completed Grantee User Account Request Forms may be submitted to the **GrantSolutions Help Desk** by email to help@grantsolutions.gov or via standard mail to:

GrantSolutions Help Desk
c/o RNSolutions, Inc
3206 Tower Oaks Blvd, Suite 100
Rockville, MD 20852
Phone : 301-231-9898 x142 or 1-800-618-0223
Fax: 301-231-7223

You should also send a courtesy copy to your Federal **Project Officer**.

Initial account information will be sent to the user's email address provided. Upon initial login, the user will be required to change the temporary password assigned.

If you have any questions please contact the GrantSolutions Help Desk.

GrantSolutions.gov
Grantee User Account Request Form



Request Type

- New Account Request
- Change to Existing Account
- Closure of Existing Account

Department Department of Health and Human Services

Agency

- Office of Public Health and Science
 - Office of Population Affairs (OPA)
 - Office of Family Planning (OPA/OFP)
 - Office of Adolescent Pregnancy Programs (OPA/OAPP)
 - Office of Minority Health (OMH)
 - Office on Women's Health (OWH)
 - Office of the Surgeon General (OSG)
 - Office of Disease Prevention Health Promotion (ODPHP)
- Office of Global Health Affairs (OGHA)
- Assistant Secretary for Preparedness and Response (ASPR)
 - Biomedical Advanced Research and Development Authority (BARDA)
 - Office of Preparedness and Emergency Operations (OPEO)
 - Office of Medicine, Science, and Public Health (OMSPH)

Name

Title

**Preferred User
Account Name:**

Grantee Name

Grant No.

Address

City

State

ZIP + 4

Phone No.

Fax No.

**Email Address
(Required)**

Requested by:

Phone:

Date: