Processing A Non-Competing Application in GrantSolutions
Grantee Manual

Version 1.1
February 18, 2010
Processing Non-Competing Applications in GrantSolutions

Introduction

The first step in using GrantSolutions is to get an account. Information about getting an account to GrantSolutions can be found in the Getting Started section of the GrantSolutions website. The URL for GrantSolutions is http://www.grantsolutions.gov.

Select the Login to GrantSolutions.gov link.
Login To GrantSolutions

Once you get your username and password, you are ready to login. The login page will ask you for your username and password. Enter the information and select the **Log In** Button. Upon your first successful login to the system, you will be prompted to change your username and password.
Change Password Page

When you login to the system for the very first time, you will be prompted to change your password. After entering the information, you will be taken back to the login page where you can enter your new password.

Change Password Screen
### Description of Menu Items

<table>
<thead>
<tr>
<th><strong>Menu Item</strong></th>
<th><strong>Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account Management</strong></td>
<td>If you need to edit any of your user information you will go to Account Management. Under update profile you will be able to edit your contact information. If you want to change your password you will go to Change Password and follow the prompts.</td>
</tr>
<tr>
<td><strong>Funding Opportunity</strong></td>
<td>You will go to Funding Opportunity to see all grants that you are eligible to apply for. Once you review the Grant Announcement, you can apply from this screen. You will access your non-competing continuation application from this menu option. After you have submitted your non-competing application, you will access it from the Applications menu.</td>
</tr>
<tr>
<td><strong>Applications</strong></td>
<td>Once you have started to fill in an application online, you can access the application and any previously entered applications from this menu item.</td>
</tr>
<tr>
<td><strong>Grants</strong></td>
<td>The Grants link on the menu contains My Grants List (MGL), which is a central point of management for all grants assigned to a user. Most grant information may be obtained, and Post Award actions may be controlled, from this location. The MGL lists all awarded grants.</td>
</tr>
<tr>
<td><strong>Reports</strong></td>
<td>The Reports section allows you to fill out the Federal Financial Report, the Financial Status Report, and the FPAR when the time comes. Additional training material on the FSR module is available under the Help section of GrantSolutions.</td>
</tr>
<tr>
<td><strong>Help/Support</strong></td>
<td>The Help/Support link will give you the contact information for the GrantSolutions Helpdesk, as well as user manuals, and release notes.</td>
</tr>
</tbody>
</table>
### Processing Non-Competing Applications in GrantSolutions- Summary

The chart below describes the high level process using GrantSolutions to submit your non-competing application.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Request a user account if you have not received one already.</td>
<td>There is an online account request form.</td>
</tr>
<tr>
<td>2</td>
<td>Login to GrantSolutions and access the online forms/enclosures/instructions/program and budget narrative templates.</td>
<td>See instructions below.</td>
</tr>
<tr>
<td>3</td>
<td>Upload your budget/program narrative and fill out the online forms.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Review your application.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Submit your application.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Check on the status of your application.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Add optional grant notes, correspond with grant/program officers, upload additional documents.</td>
<td></td>
</tr>
</tbody>
</table>
Accessing Your Non-Competing Application for the 1st Time

When you login to the system for the first time, you will be presented with a screen similar to the one below.

To access your non-competing application/forms, select **Funding Opportunity** from the menu and click the **Apply** link adjacent to the Competing Continuation Announcement title. If you have already started to fill out the application, you will select the **In Progress** action. If you have already submitted the application, it will be available from the applications menu item.
Filling in the Online Forms

Upon accessing your application you will come to the Application Control Checklist Page. This is the page that allows you to fill in forms, download templates, and submit your application.
The Application Control Checklist

The application control checklist is where you fill out forms, download documents and instructions, upload files, and submit and unsubmit your application.

Entering/Saving Online Form Information

To enter online form information, select the “Enter Online” link associated with the item you wish to fill out. (ex 424a). When you are done entering in the information, select the Save button at the bottom of the screen. You do not have to fill in ALL of the information in 1 session. However, the online forms must be validated before you can submit the application.

Validating Online Form Data

Upon completing the online form information, select the Validate button at the bottom of the page. Any validation errors, such as missing required data, will be presented to you. If you are filling out the 424A form, the system will prompt you to copy the budget information over to the 424 form. Select ‘Yes’ if you wish to do so.

Entering Comments for a particular form

Select the ‘Comments’ link for the item you wish to add comments to.
Uploading a File as part of your application

If you wish to upload a file as part of your application, select the appropriate item and select the Uploaded files link. From there, you will be able to upload a file from your computer to the system.

Select ‘Upload Attachment’ to upload a file to the system.
Viewing the full Application Submission (Print Application)

To view your entire application click Original Submission on the GrantSolutions Non-Competing Continuation Control Checklist. A new window will open with a PDF version of your application, which you can print.
Submitting your application

Once you have completed your application, click the **Verify Submission** button at the bottom of the page. Then click **Final Submission**. Your application has now been submitted to the Grant’s Staff for review.
### Application Workflow Status

**Workflow Description**

The following workflow states exist for your application. This is referred to as the application status. The status of the application is displayed at the top of the Application Control Checklist Page.

<table>
<thead>
<tr>
<th>Application Status Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work In Progress</td>
<td>An application that has been started but not submitted yet. Applications that are in the Work in Progress status can be modified.</td>
</tr>
<tr>
<td>Submitted</td>
<td>Once an application has been submitted, it can no longer be modified without contacting your federal representative. If a change needs to be made AFTER you have submitted your application, your federal representative must be contacted, and they can unlock the application so you can make changes to it.</td>
</tr>
<tr>
<td>Review in Progress</td>
<td>Your application is being reviewed and processed by your federal organization.</td>
</tr>
<tr>
<td>Awarded</td>
<td>Your application has been awarded.</td>
</tr>
</tbody>
</table>
Other System Features

Accessing/Requesting Help

To access online help, select Help/Support from the menu item. This is located on the right side of the menu bar.
Grantee Help Page

Upon selecting Help, a new window will appear and show information similar to the window below. An email and phone number for help desk support is provided, in addition to links to online manuals, training materials, release notes.
Sending a Message

GrantSolutions provides for the ability to contact your federal grant or program officer directly in GrantSolutions without leaving the system. On the navigation bar click Applications, and then under the action column select the Send Message link that coordinates with your current application.
Viewing Grant Notes

On the navigation bar click *Applications*, and then under the action column select the *Notes* link that coordinates with your current application.

To view an existing note, select the View option in Action link column.
Adding an Application Note

On the navigation bar click *Applications*, and then under the action column select the *Notes* link that coordinates with your current application.

Select the Add button at the bottom of the screen. If you wish to attach a document to your note, select the browse button and navigate to the file on your computer to upload it with your note.

**Application Notes - Add**

- **Author:** Mrs. Grantee
- **Subject:** Resumes of Key Persons
- **Note Type:** Correspondence
- **Upload File:**
- **Notes:** (Limit to 2000 characters)

Attached, please find the resumes you requested.