

Login to GrantSolutions and Access the SF-429

Audience: Grantee Staff

LOGIN TO GRANTSOLUTIONS

Introduction

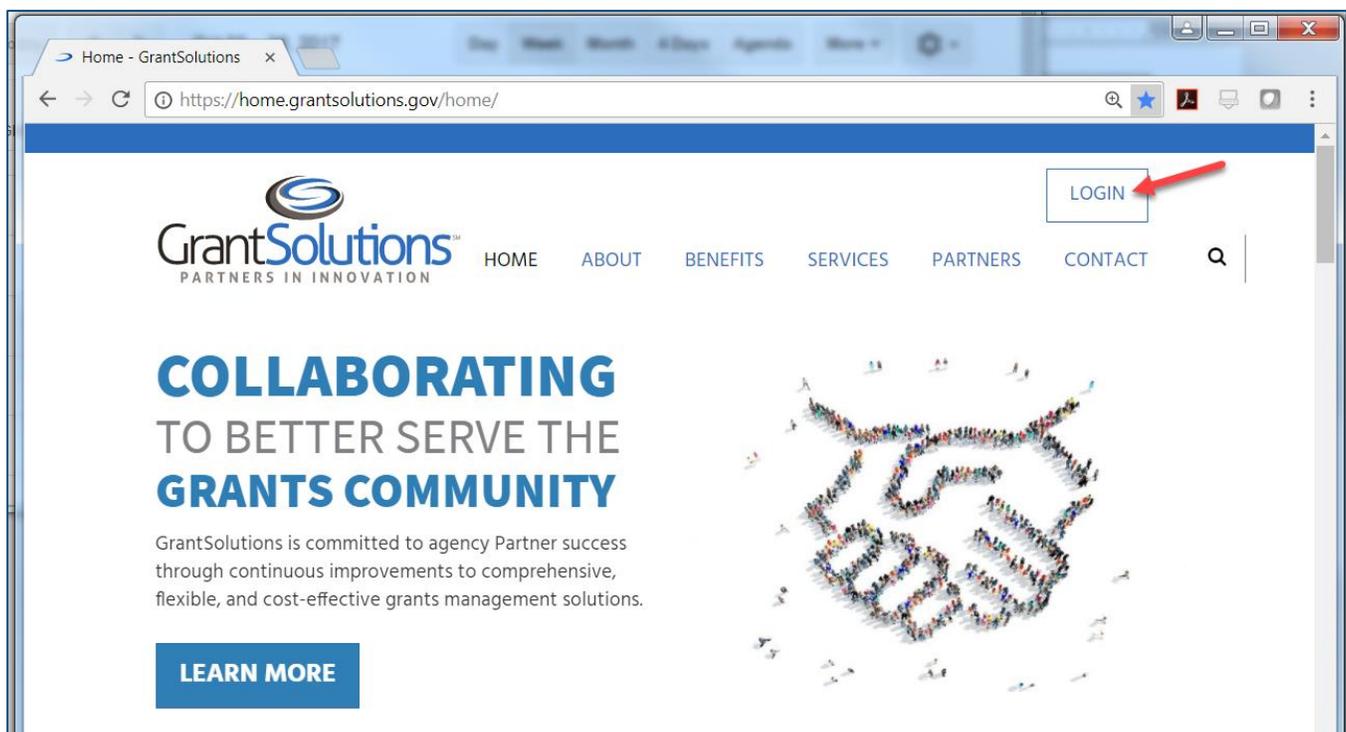
GrantSolutions consists of a suite of products including the Online Data Collection (OLDC) system, the Grants Management Module (GMM), and more. Grantees access the SF-429 from the GrantSolutions Online Data Collection (OLDC) system.

Depending on their system access, some Grantees navigate to OLDC from the GrantSolutions GMM while others launch OLDC from the GrantSolutions Portal screen. The following sections detail both login scenarios.

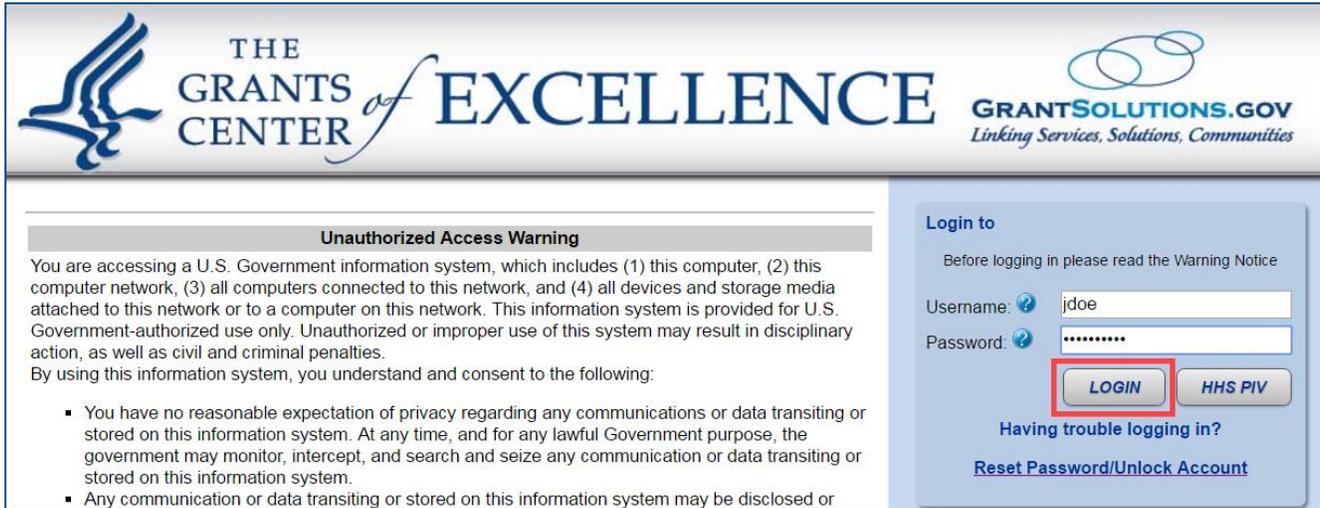
Grantees with Access to the GrantSolutions GMM

Grantees that use the GrantSolutions GMM log in as follows:

1. From an Internet browser (such as Internet Explorer, Mozilla Firefox, or Google Chrome), go to www.grantsolutions.gov.
2. The “GrantSolutions” Home page appears. Click the **Login** button.



- The “GrantSolutions” login screen displays. Enter your **username** in the Username field and your **password** in the Password field. Click the **Login** button.



THE GRANTS CENTER of EXCELLENCE GRANTSOLUTIONS.GOV
Linking Services, Solutions, Communities

Unauthorized Access Warning

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communication or data transiting or stored on this information system may be disclosed or

Login to

Before logging in please read the Warning Notice

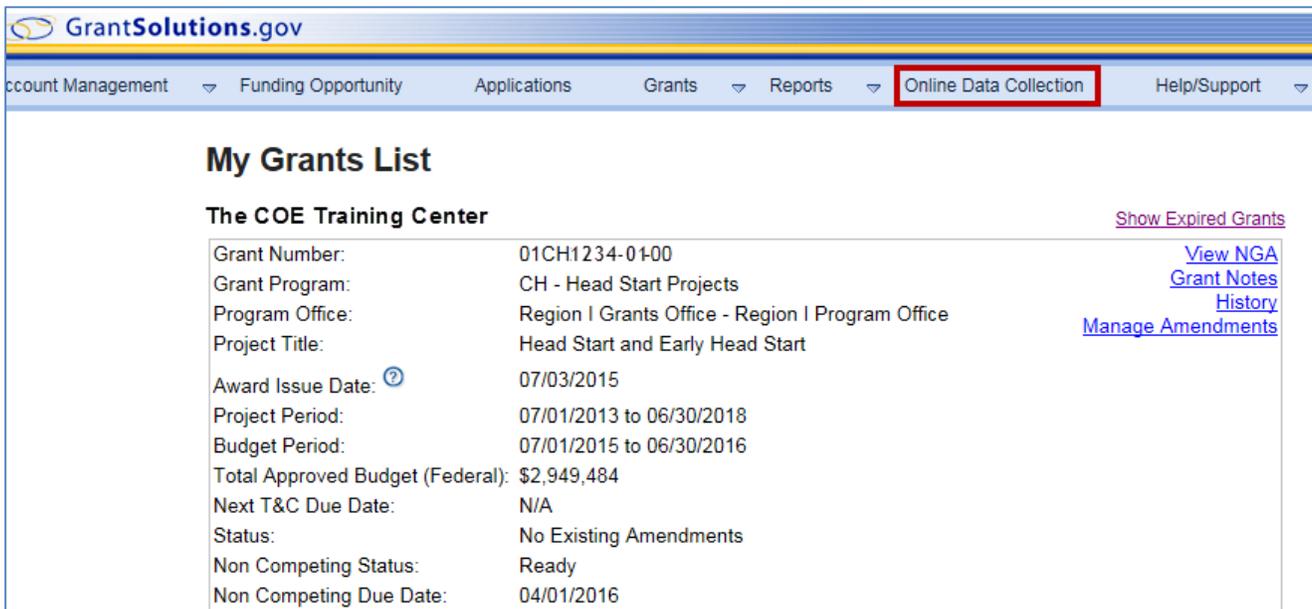
Username:

Password:

LOGIN **HHS PIV**

[Having trouble logging in?](#)
[Reset Password/Unlock Account](#)

- The “My Grants List” screen appears. From the menu bar, select **Online Data Collection**.



GrantSolutions.gov

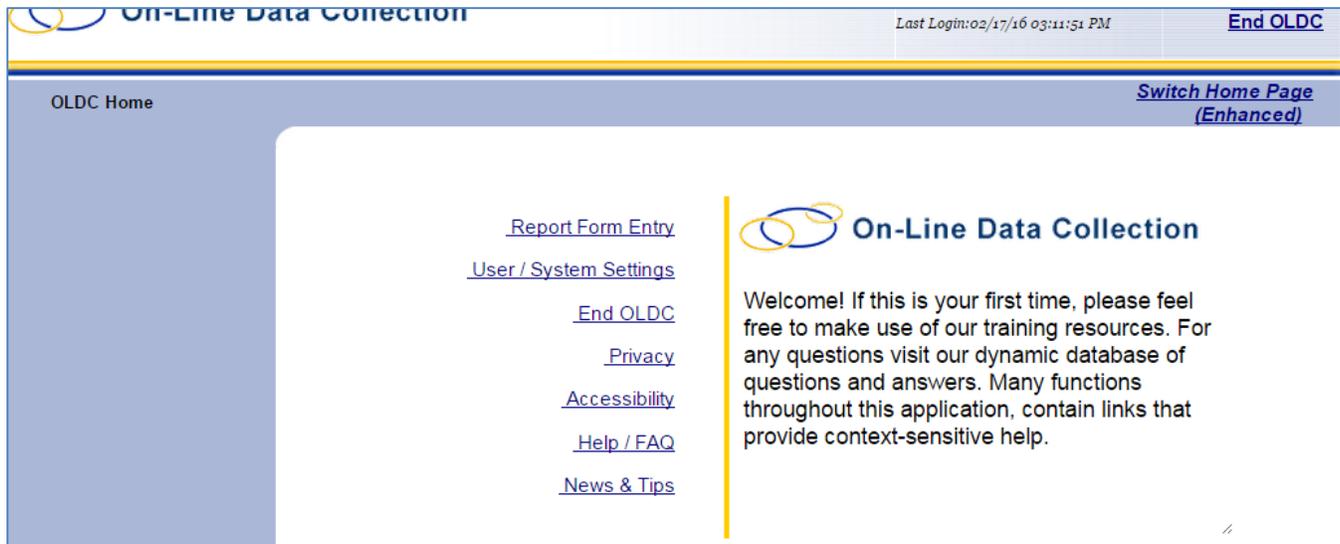
Account Management ▾ Funding Opportunity Applications Grants ▾ Reports ▾ **Online Data Collection** Help/Support ▾

My Grants List

The COE Training Center [Show Expired Grants](#)

Grant Number:	01CH1234-01-00	View NGA
Grant Program:	CH - Head Start Projects	Grant Notes
Program Office:	Region I Grants Office - Region I Program Office	History
Project Title:	Head Start and Early Head Start	Manage Amendments
Award Issue Date: ⓘ	07/03/2015	
Project Period:	07/01/2013 to 06/30/2018	
Budget Period:	07/01/2015 to 06/30/2016	
Total Approved Budget (Federal):	\$2,949,484	
Next T&C Due Date:	N/A	
Status:	No Existing Amendments	
Non Competing Status:	Ready	
Non Competing Due Date:	04/01/2016	

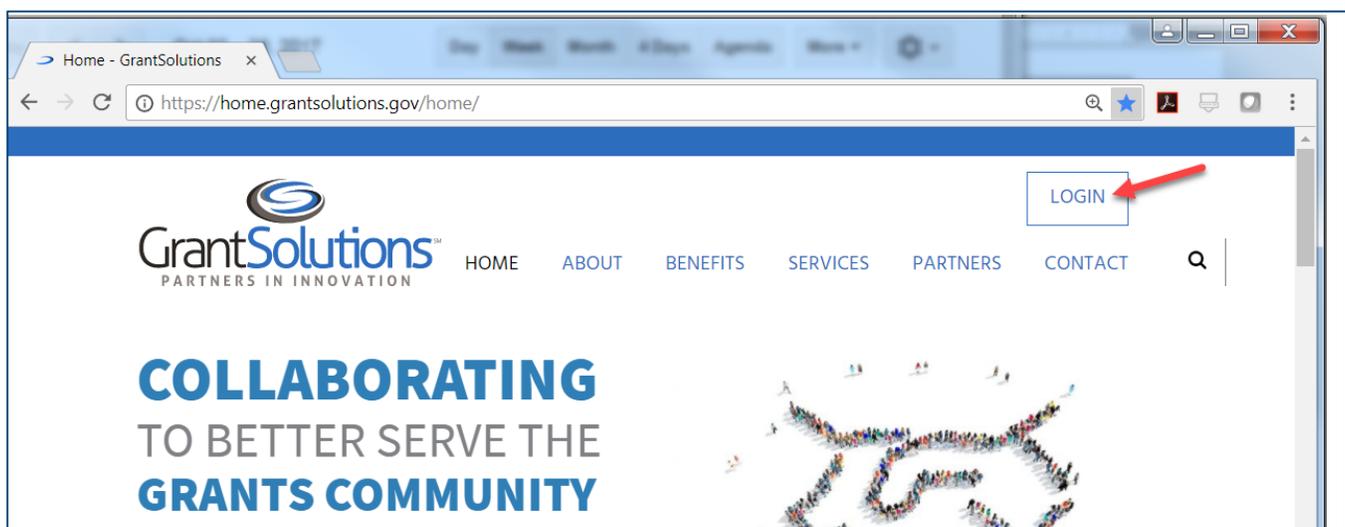
5. The Online Data Collection “Home” page appears.



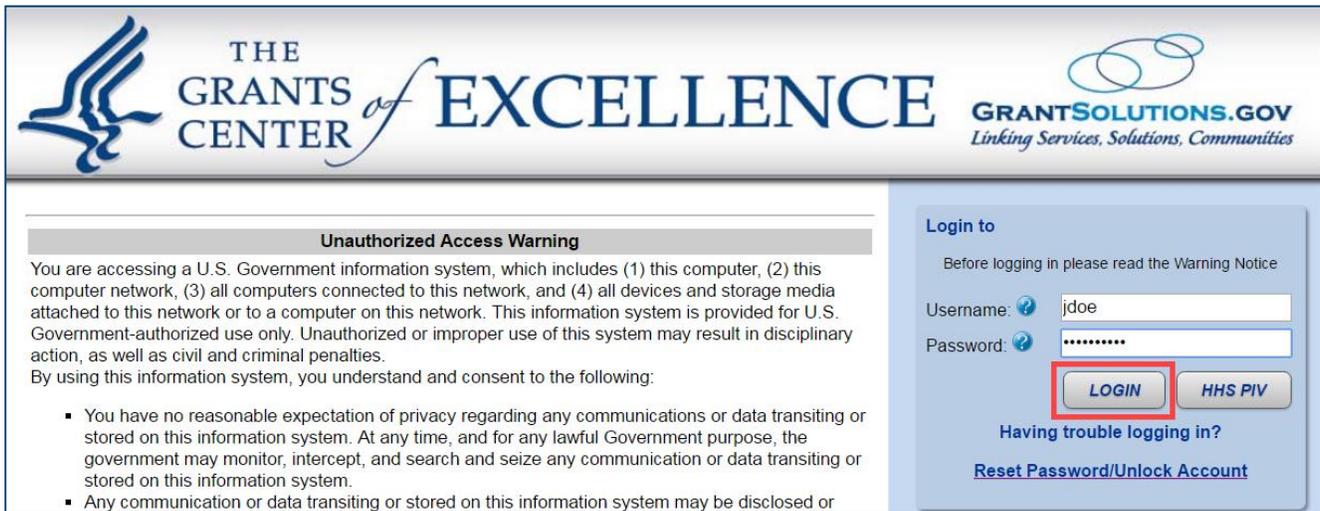
Grantees with OLDC Only Access

Grantees that do not use the GrantSolutions GMM launch OLDC from the “Portal” screen. To log in:

1. From an Internet browser (such as Internet Explorer, Mozilla Firefox, or Google Chrome), go to www.grantsolutions.gov.
2. The “GrantSolutions” Home page appears. Click the **Login** button.



- The “GrantSolutions” login screen displays. Enter your **username** in the Username field and your **password** in the Password field. Click the **Login** button.



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- Any communication or data transiting or stored on this information system may be disclosed or

Login to

Before logging in please read the Warning Notice

Username:

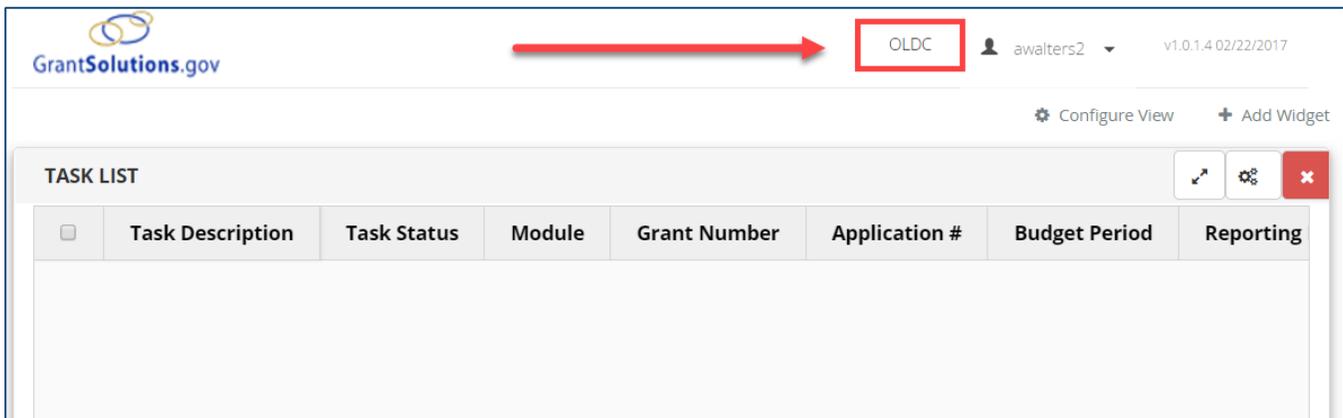
Password:

LOGIN **HHS PIV**

[Having trouble logging in?](#)

[Reset Password/Unlock Account](#)

- The “Portal” screen appears. Click the **OLDC** link to open the “OLDC Home” page in a new window.



GrantSolutions.gov

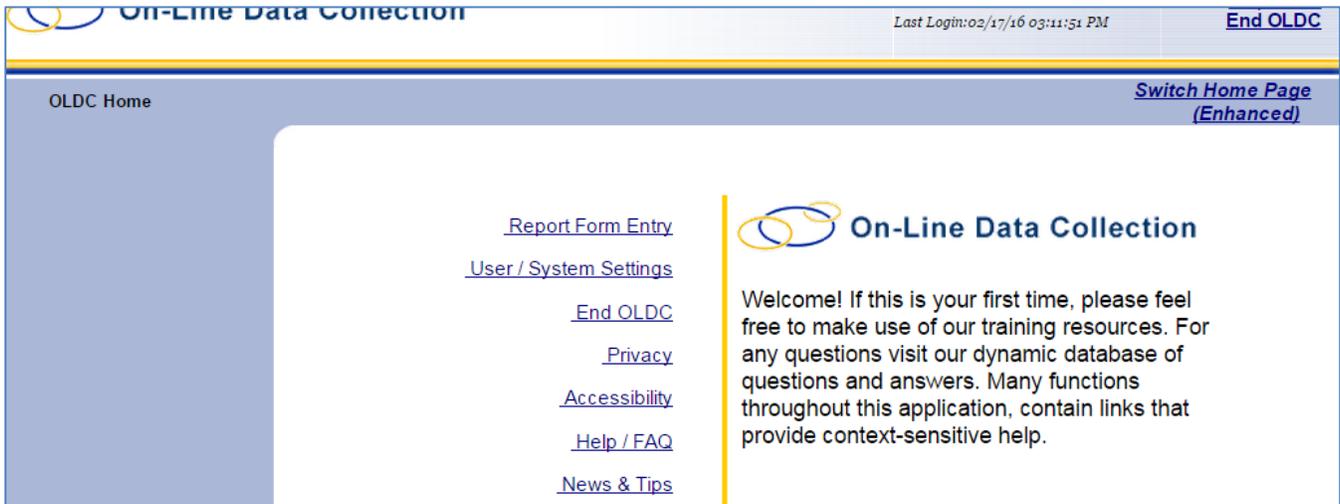
OLDC awalters2 v1.0.1.4 02/22/2017

Configure View Add Widget

TASK LIST

<input type="checkbox"/>	Task Description	Task Status	Module	Grant Number	Application #	Budget Period	Reporting

6. The “OLDC Home” page appears.

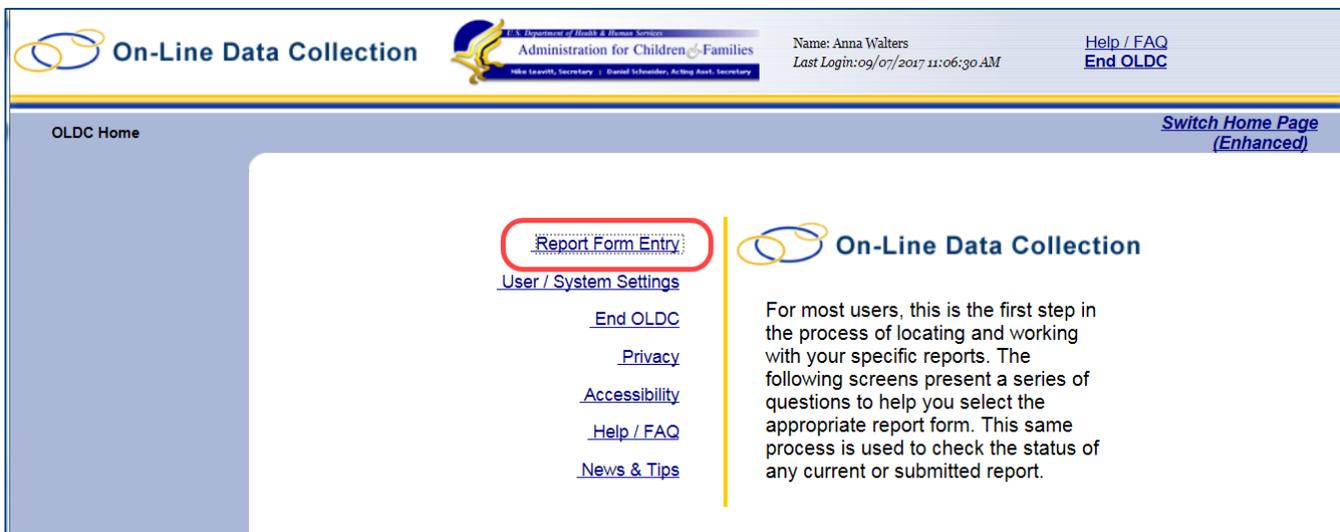


The screenshot shows the OLDC Home page. At the top, there is a header with the GrantSolutions logo on the left, the text "On-Line Data Collection" in the center, and "Last Login: 02/17/16 03:11:51 PM" and "End OLDC" on the right. Below the header, the page is divided into two main sections. On the left, there is a sidebar with the text "OLDC Home" and a "Switch Home Page (Enhanced)" link. The main content area on the right features a list of links: "Report Form Entry", "User / System Settings", "End OLDC", "Privacy", "Accessibility", "Help / FAQ", and "News & Tips". To the right of these links is a large heading "On-Line Data Collection" followed by a welcome message: "Welcome! If this is your first time, please feel free to make use of our training resources. For any questions visit our dynamic database of questions and answers. Many functions throughout this application, contain links that provide context-sensitive help."

NAVIGATE TO THE SF-429

1. From the “OLDC Home” page, select the link **Report Form Entry**.

*Note: The **Report Form Entry** menu link may appear in the middle of the “OLDC Home” page or on the left side of the screen depending on the user’s screen preference.*



This screenshot is similar to the previous one but includes additional information in the top header. On the left, there is the GrantSolutions logo and "On-Line Data Collection". In the center, there is the logo for the "U.S. Department of Health & Human Services Administration for Children & Families" with the text "HHS Assistant Secretary | Daniel Skowronski, Acting Asst. Secretary". On the right, it shows "Name: Anna Walters" and "Last Login: 09/07/2017 11:06:30 AM", along with "Help / FAQ" and "End OLDC" links. The main content area is the same as in the previous screenshot, but the "Report Form Entry" link is highlighted with a red rounded rectangle.

2. The “Form Selection” screen appears. Under Step 1, use the drop-down menu to select the **Program Name**.
3. Under Step 2 (if needed), use the drop-down list to select the **Grantee Name** (Grantee organization).
4. Under Step 3, use the drop-down list to select the **Status Report Attachment (A, B, or C)**.

Form Selection

Form Selection

Please use the drop-down lists below to make selections. Steps must be completed in order.

Step 1: Program Name: CH - Head Start Projects

Step 2: Grantee Name: GU [1 660491518 A2] (2014-2020) Space Adventures, Ltd. - No.

Step 3: Report Name: Status Report Attachment A (SF-429 A)

5. The screen refreshes and additional steps appear for selection. The steps depend on which attachment is selected. The below example is for the SF-429A.
6. Under Step 4, use the drop-down list to select the **Grant**.
7. Under Step 5, use the drop-down list to select the **Budget Period/Year of Support**.
8. Under Step 6, selected the desired **Period Covered By This Report** radio button.

Step 2: Grantee Name: GU [1 660491518 A2] (2014-2020) Space Adventures, Ltd. - No.

Step 3: Report Name: Status Report Attachment A (SF-429 A)

Step 4: Grant: 09CH9160 - Hagatna Guam, FC

Step 5: Budget Period / Year of Support: 2 - From 07/01/2015 to 06/30/2016

Step 6: Period Covered By This Report:

	Final	For	Reporting Period	Due Date	Report Status
<input checked="" type="radio"/>	No	Budget	07/01/2015 - 06/30/2016	07/30/2016	

9. Under Step 7, use the drop-down list to select the action **New/Edit/Revise Report**.

10. Click the **Enter** button.

Step 6: [Period Covered By This Report:](#)

	Final	For	Reporting Period	Due Date	Report Status
<input checked="" type="radio"/>	No	Budget	07/01/2015 - 06/30/2016	07/30/2016	

Step 7:

Select Action:

Enter

Information! Other selections from the Action drop-down list are:

- **New/Edit/Revise:** Initialize (start) a new report, edit an existing report, or create a revision for a completed report that is already approved by the Grantor.
- **View/Print/Status/Approve Report:** Navigate to the “Report Form Status” page where the report can be viewed, printed, and the report history is visible.
- **Print Latest Version (HTML):** Open a printable version of the report in the browser window. Use the browser print option.
- **View Latest Report:** View a read-only version of the latest report.

Select Action:

Select Action
Select Action
New / Edit / Revise Report
View / Print / Status / Approve Report
Print Latest Version (HTML)
View Latest Report

11. The “Report Sections” screen appears.

DC Home
Form Selection
Report Sections
Report Form Status

Report Sections

Program Name: CH - Head Start Projects
Grantee Name: Space Adventures, Ltd. - No. 09
Report Name: RPSR SF-429 A
Budget Period / Year of Support: 2 - From 07/01/2015 to 06/30/2016
Report Due Date: 07/30/2016

This table displays the sections of the report form and the status of each. Return to this screen to Validate, Certify, or Submit.

Selections in the dropdown lists may include:

- Create Section - Indicated by an asterisk (*), copies that section and creates a new blank section.
- Clear Section Data - Deletes all data saved for that section.
- Delete Section - Permanently deletes that section and data.
- Edit Section - Opens the form section in a data-entry version.
- Print Section - Opens a new browser window with the report in a print-friendly version.

View/Add Attachments
Validate
Print Full Report

Section Name:	Perform Action:	Section Status:
Cover Page	Select Action: <input type="button" value="Go"/>	Initialized
* ATTACHMENT A (General Reporting) 0	Select Action: <input type="button" value="Go"/>	Initialized

View/Add Attachments
Validate
Print Full Report