



# GrantSolutions User Guide

Recipient Grants List & Details

February 18, 2021

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## Overview

With this release, Grant Recipient users can access various Grant Projects on the “My Grants List” screen in the New Experience of GrantSolutions. The “My Grants List” screen in the New Experience of GrantSolutions is the new landing screen for Grant Recipient users upon log in. Additionally, a “Grant Details” screen is included to provide more detailed information for each Grant Project.

Both the new “My Grants List” and “Grant Details” screens provide a more intuitive user experience, increase efficiency, and increase productivity so Grant Recipient users can focus on delivering mission success.

### GRANT RECIPIENT ROLES AND ACTIONS

Grant Recipients with the following roles can access the “My Grants List” and “Grant Details” screens in GrantSolutions:

- Grantee Authorizing Official (ADO)
- Principle Investigator/Program Director (PI/PD) assigned to the Grant Project
- Financial Official (FO)
- Grantee Support Staff (PDS)
- Grantee Financial Support Staff (FOS)

## My Grants List Screen

### LOGIN

To access the “My Grants List” screen in the New Experience of GrantSolutions, perform the following steps:

1. From a browser such as Internet Explorer or Google Chrome, navigate to [www.grantsolutions.gov](http://www.grantsolutions.gov) and click the **Login** button.

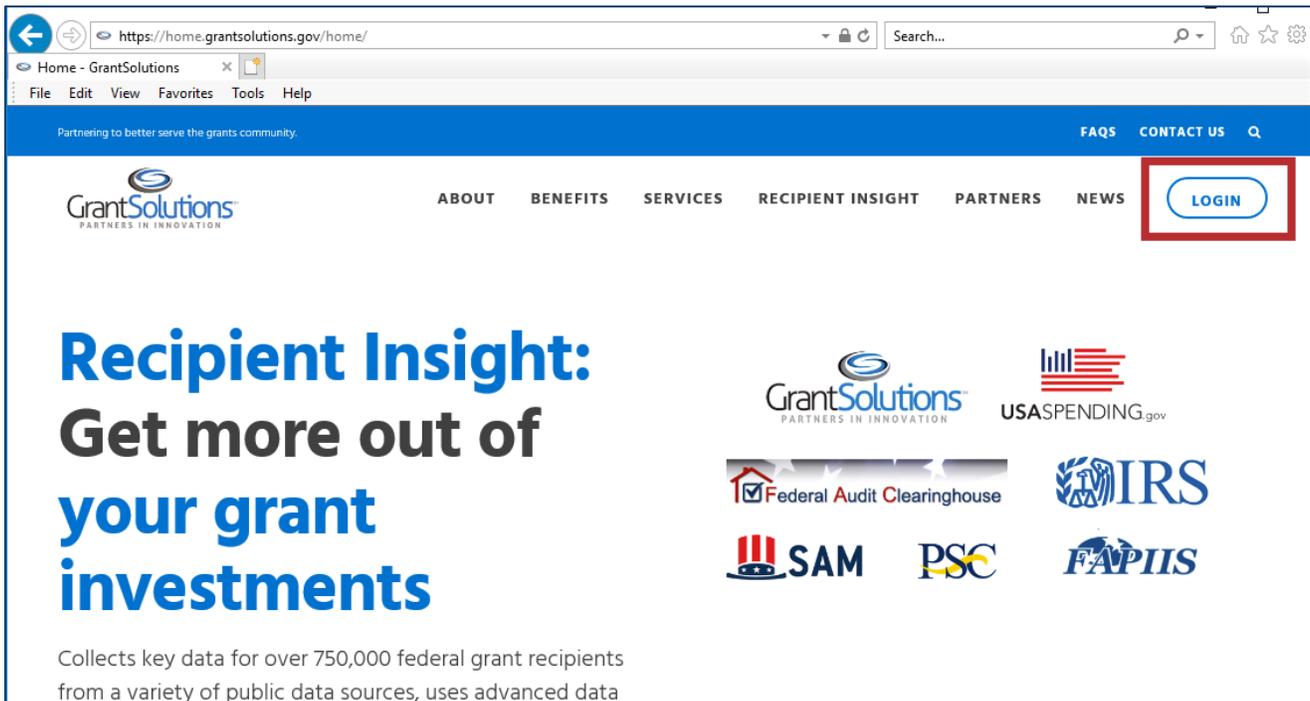


Figure 1: GrantSolutions Home page with Login button

2. The “GrantSolutions Login” screen appears. Log in with your GrantSolutions username and password, PIV card, or Login.gov account if applicable.
3. The “My Grants List” screen appears.

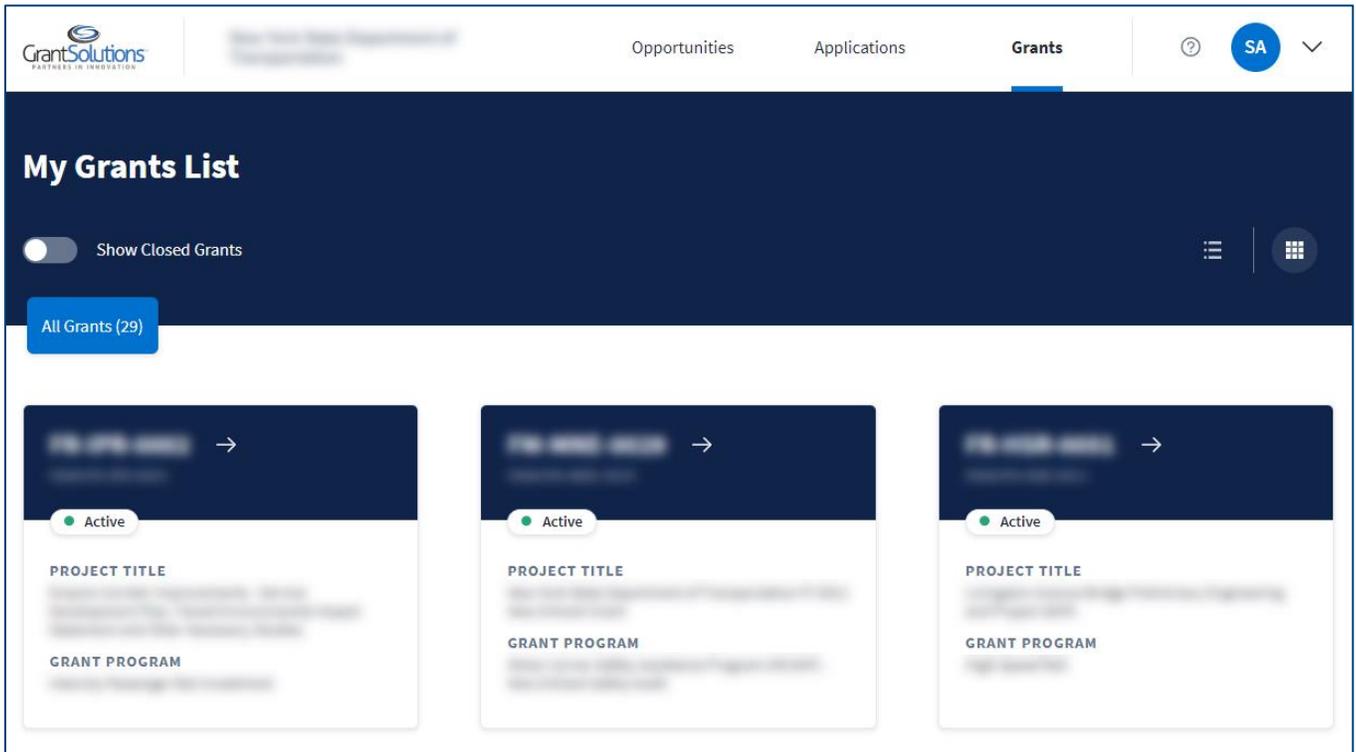


Figure 2: My Grants List screen

## GLOBAL NAVIGATION BAR

At the top of the “My Grants List” screen, the *Global Navigation* bar contains user information and options for navigating to other screens.

### GrantSolutions Logo Button

Click the **GrantSolutions logo** button to navigate to [www.grantsolutions.gov](http://www.grantsolutions.gov).



Figure 3: Global Navigation bar with GrantSolutions logo button

### Grant Recipient Organization

View the Grant Recipient organization name to the right of the GrantSolutions logo button.



Figure 4: Global Navigation bar with Grant Recipient name

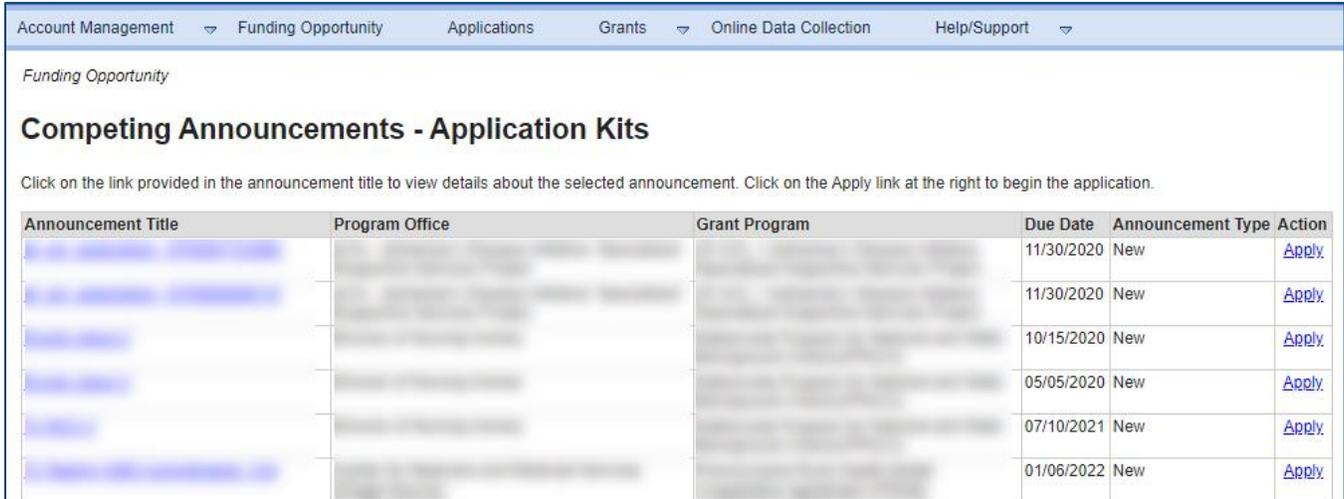
### Opportunities Tab

Click the **Opportunities** tab to access available funding opportunities.



Figure 5: Global Navigation bar with Opportunities tab

Users are routed to the “Funding Opportunity” screen in the GrantSolutions Grants Management Module (GMM).



Funding Opportunity

### Competing Announcements - Application Kits

Click on the link provided in the announcement title to view details about the selected announcement. Click on the Apply link at the right to begin the application.

Announcement Title	Program Office	Grant Program	Due Date	Announcement Type	Action
[Link]	[Text]	[Text]	11/30/2020	New	<a href="#">Apply</a>
[Link]	[Text]	[Text]	11/30/2020	New	<a href="#">Apply</a>
[Link]	[Text]	[Text]	10/15/2020	New	<a href="#">Apply</a>
[Link]	[Text]	[Text]	05/05/2020	New	<a href="#">Apply</a>
[Link]	[Text]	[Text]	07/10/2021	New	<a href="#">Apply</a>
[Link]	[Text]	[Text]	01/06/2022	New	<a href="#">Apply</a>

Figure 6: GrantSolutions GMM Funding Opportunity screen

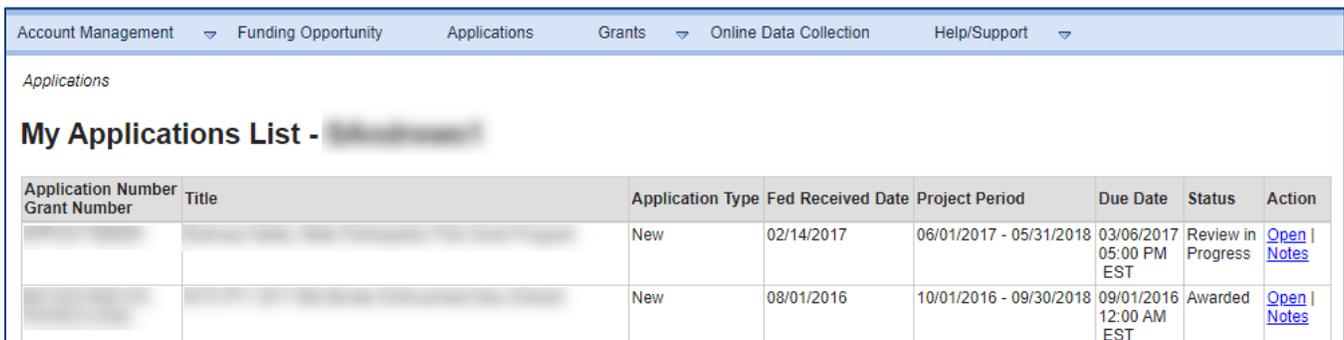
## Applications Tab

Click the **Applications** tab to access applications.



Figure 7: Global Navigation bar with Applications tab

Users are routed to the “My Applications List” screen in the GrantSolutions GMM.



Applications

### My Applications List - [Redacted]

Application Number Grant Number	Title	Application Type	Fed Received Date	Project Period	Due Date	Status	Action
[Redacted]	[Redacted]	New	02/14/2017	06/01/2017 - 05/31/2018	03/06/2017 05:00 PM EST	Review in Progress	<a href="#">Open</a>   <a href="#">Notes</a>
[Redacted]	[Redacted]	New	08/01/2016	10/01/2016 - 09/30/2018	09/01/2016 12:00 AM EST	Awarded	<a href="#">Open</a>   <a href="#">Notes</a>

Figure 8: GrantSolutions GMM My Applications List screen

## Grants Tab

The marker below the **Grants** tab indicates the Grants tab is currently active.



Figure 9: Global Navigation bar with Grants tab and indicator

## Help Center Icon

Click the **Help Center** icon to the right of the Grants tab to access help and support resources.



Figure 10: Global Navigation bar with Help Center icon

Users are routed to the “Grant Recipient Support and Reference” screen.



Figure 11: Grant Recipient Support and Reference screen

## User Avatar Drop-down

### User Initials

View the user initials in the *User Avatar* to the right of the Help Center icon.



Figure 12: Global Navigation bar with user initials in the User Avatar

### User Functions

To access additional user functions and personal customization options, click the **User Avatar** drop-down to the right of the user initials.



Figure 13: Global Navigation bar with User Avatar drop-down

The user's first and last name appear at the top of the drop-down, and additional functions appear in a list below.

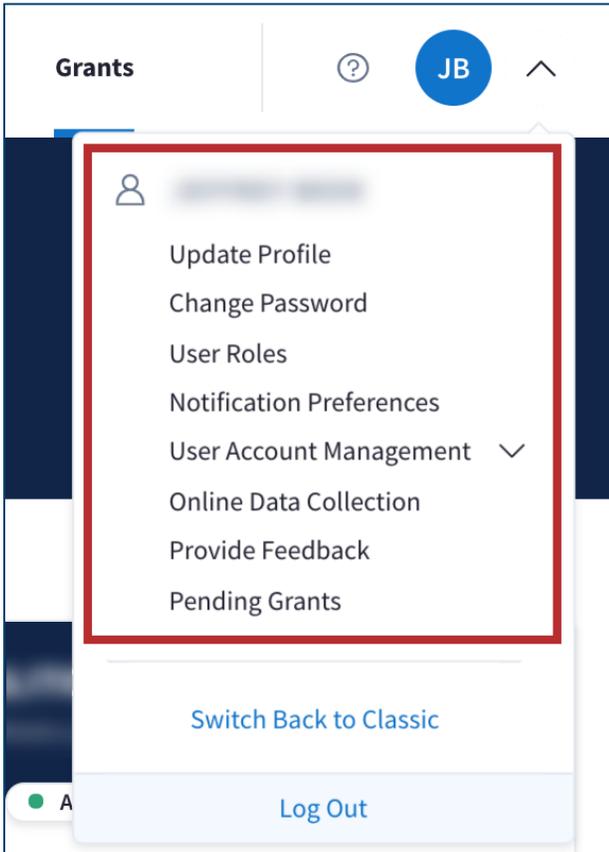


Figure 14: User Avatar drop-down with name and additional functions

### Update Profile

Click the **Update Profile** button to update profile information (see Figure 14). Users are routed to the “Profile Update” screen in the GrantSolutions GMM.

Account Management ▾
Funding Opportunity
Applications
Grants ▾
Online Data Collection

Help/Support ▾

## Profile Update for [Redacted Name]

**\* indicates a required field.**

Prefix *	[Redacted]
	If other, specify <input style="width: 100px;" type="text"/>
Position Title *	<input style="width: 100%;" type="text" value="Grantee - Position Title"/>
Work Phone *	<input style="width: 100%;" type="text" value="[Redacted]"/>
Fax	<input style="width: 100%;" type="text"/>
Mobile	<input style="width: 100%;" type="text"/>
Carrier(Carrier charges may apply)	<input style="width: 100%;" type="text" value="Select one"/> <input style="margin-left: 10px;" type="button" value="Test SMS"/>
Other Phone	<input style="width: 100%;" type="text"/>
Email *	<input style="width: 100%;" type="text" value="[Redacted]"/>
Enable Two Factor Authentication	<input type="radio"/> Yes <input checked="" type="radio"/> No

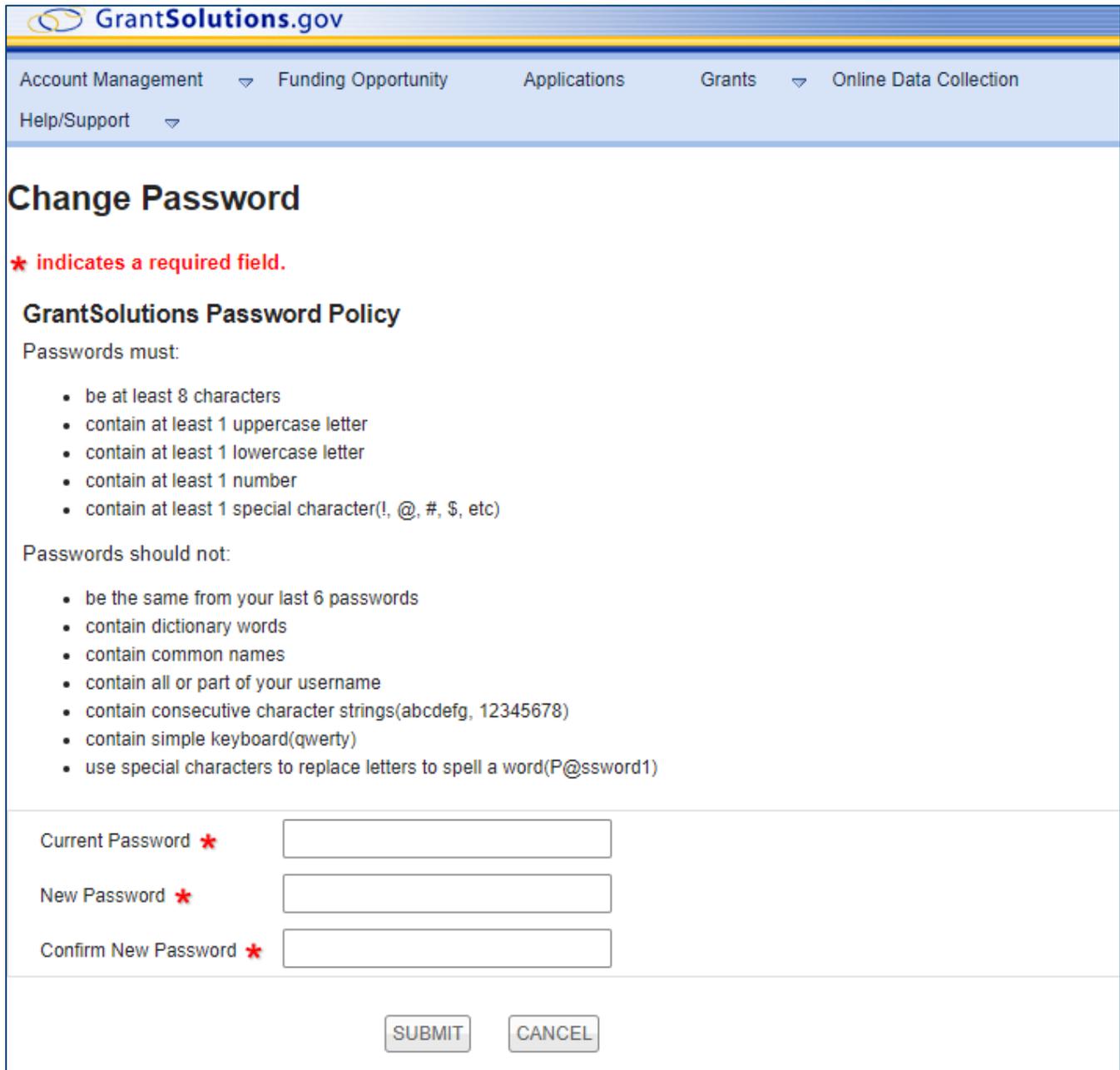
*Primary Address Information*

Division/Department	<input style="width: 100%;" type="text"/>
Country *	<input style="width: 100%;" type="text" value="UNITED STATES"/>
Street Address *	<input style="width: 100%;" type="text" value="[Redacted]"/>
Mail Stop	<input style="width: 100%;" type="text"/>
City *	<input style="width: 100%;" type="text" value="[Redacted]"/>
State *	<input style="width: 100%;" type="text" value="[Redacted]"/>
County:	<input style="width: 100%;" type="text"/>
Zip Code *	<input style="width: 100px;" type="text" value="[Redacted]"/> - <input style="width: 50px;" type="text"/>

Figure 15: GrantSolutions GMM Profile Update screen

## Change Password

Click the **Change Password** button to change the user password (see Figure 14). Users are routed to the “Change Password” screen in the GrantSolutions GMM.



The screenshot shows the GrantSolutions.gov website interface. At the top, there is a navigation bar with the following items: Account Management, Funding Opportunity, Applications, Grants, and Online Data Collection. Below this is a Help/Support link. The main heading is "Change Password". A red asterisk indicates a required field. The "GrantSolutions Password Policy" section lists requirements: passwords must be at least 8 characters, contain at least 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character. It also lists things passwords should not do: be the same as the last 6 passwords, contain dictionary words, common names, all or part of the username, consecutive character strings, simple keyboard patterns, or special characters replacing letters to spell a word. Below the policy are three input fields: "Current Password", "New Password", and "Confirm New Password", each with a red asterisk. At the bottom are "SUBMIT" and "CANCEL" buttons.

Figure 16: GrantSolutions GMM Change Password screen

### User Roles

Click the **User Roles** button to view roles (see Figure 14). Users are routed to the “Your Roles in Grants Management” screen in the GrantSolutions GMM.



Figure 17: GrantSolutions GMM Your Roles in Grants Management screen

## Notification Preferences

Click the **Notification Preferences** button to setup notification preferences (see Figure 14). Users are routed to the “Notification Preferences” screen in the GrantSolutions GMM. All checkboxes are selected by default.

Account Management	Funding Opportunity	Applications	Grants	Online Data Collection	Help/Support
<i>Grantor Experience</i>					
<b>Notification Preferences</b>					
<i>Global Notifications</i>					
Select/Unselect ALL					<input checked="" type="checkbox"/>
Correspondence Application Note Added					<input checked="" type="checkbox"/>
Correspondence Grant Note Added					<input checked="" type="checkbox"/>
Internal Application Note Added					<input checked="" type="checkbox"/>
Internal Grant Note Added					<input checked="" type="checkbox"/>
<i>Award Notifications</i>					
Select/Unselect ALL					<input checked="" type="checkbox"/>
Application Not Funded					<input checked="" type="checkbox"/>
Application Not Selected for Review					<input checked="" type="checkbox"/>
Award Finalized					<input checked="" type="checkbox"/>
Grantee Award Acceptance					<input checked="" type="checkbox"/>
<i>Pre-Award Notifications</i>					
Select/Unselect ALL					<input checked="" type="checkbox"/>
Application Funded					<input checked="" type="checkbox"/>
Application Returned					<input checked="" type="checkbox"/>
Competing Continuation Announcement Available					<input checked="" type="checkbox"/>
New Announcement Available					<input checked="" type="checkbox"/>
Non-Competing Announcement Available					<input checked="" type="checkbox"/>
Supplemental Announcement Available					<input checked="" type="checkbox"/>
<i>Post-Award Notifications</i>					
Select/Unselect ALL					<input checked="" type="checkbox"/>
Amendment Application Returned					<input checked="" type="checkbox"/>
<i>Federal Financial Report Notifications</i>					
Select/Unselect ALL					<input checked="" type="checkbox"/>
Federal Financial Report Approved					<input checked="" type="checkbox"/>
Federal Financial Report Overdue					<input checked="" type="checkbox"/>
Federal Financial Report Rejected					<input checked="" type="checkbox"/>
Federal Financial Report Reminder					<input checked="" type="checkbox"/>

Figure 18: GrantSolutions GMM Notification Preferences screen

### User Account Management

Click the **User Account Management** button to expand the user account management functions (see Figure 14). The **Review Requests** and **Manage Accounts** buttons appear.

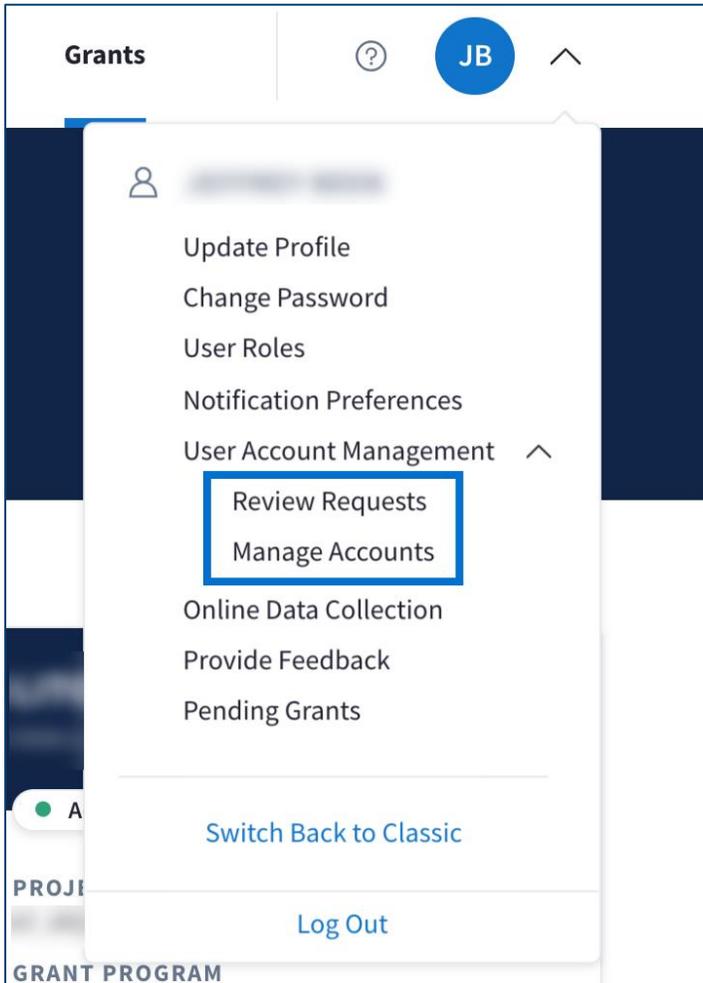


Figure 19: User Avatar drop-down with Review Requests and Manage Accounts buttons

- **Review Requests:** Click the **Review Requests** button.

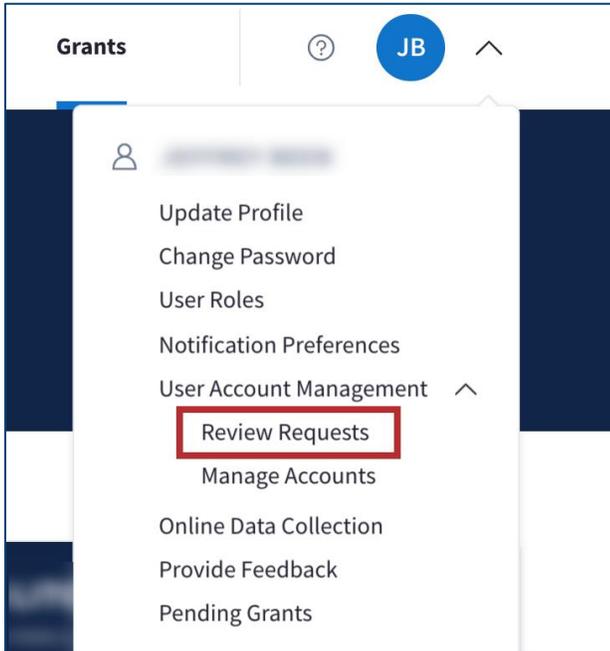


Figure 20: User Avatar drop-down with Review Requests button

Users are routed to the “User Registration | Administration Request List” screen in the Grantee Self Registration (GSR) module. This feature is only available to Grant Recipients with access to GSR based on partner settings.

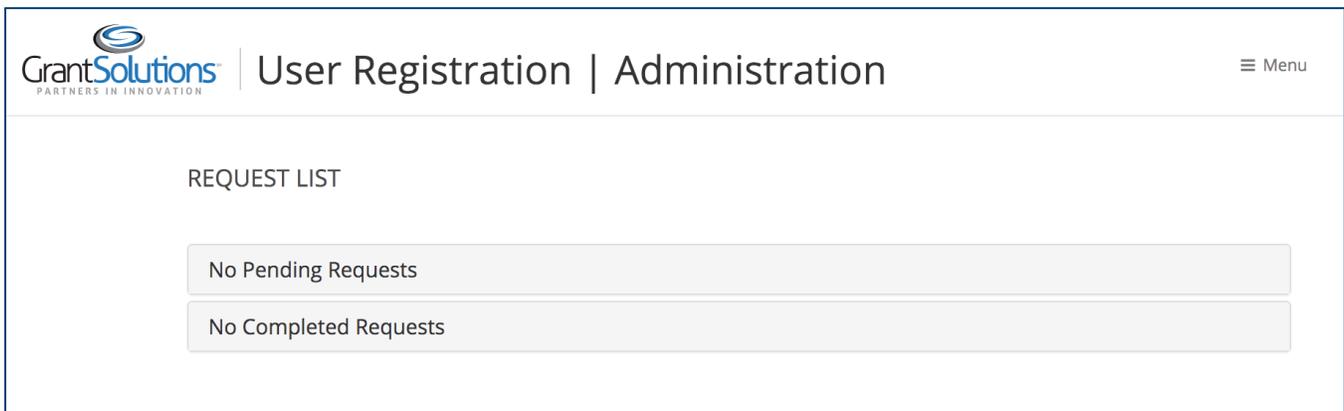


Figure 21: GSR User Registration | Administration Request List screen

- **Manage Accounts:** Click the **Manage Accounts** button.

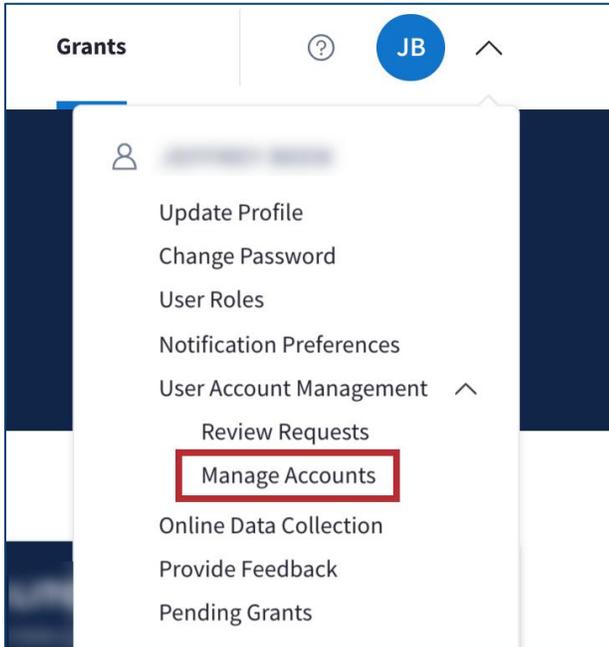


Figure 22: User Avatar drop-down with Manage Accounts button

Users are routed to the “User Registration | Administration Manage Accounts” screen in the Grantee Self Registration (GSR) module. This feature is only available to Grant Recipients with access to GSR based on partner settings.

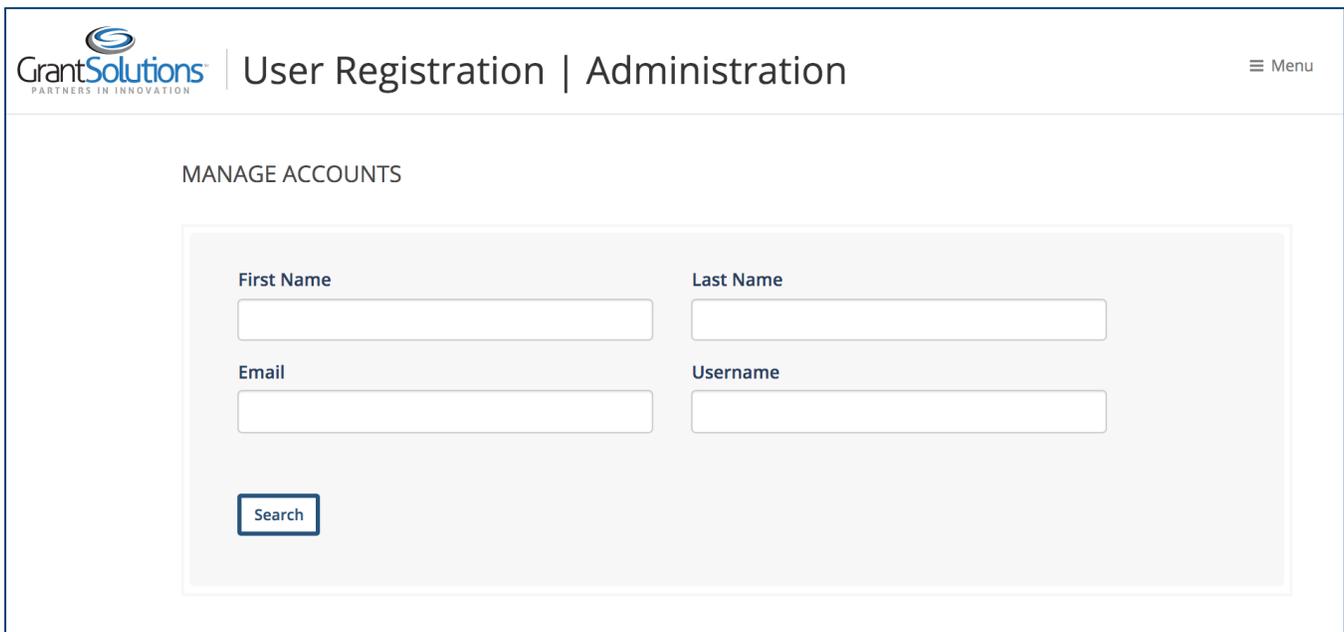


Figure 23: GSR User Registration | Administration Manage Accounts screen

### Online Data Collection

Click the **Online Data Collection** button to access the Online Data Collection (OLDC) (see Figure 14). Users are routed to the “OLDC Home” screen in OLDC. This feature is only available to Grant Recipients with access to OLDC based on partner settings.

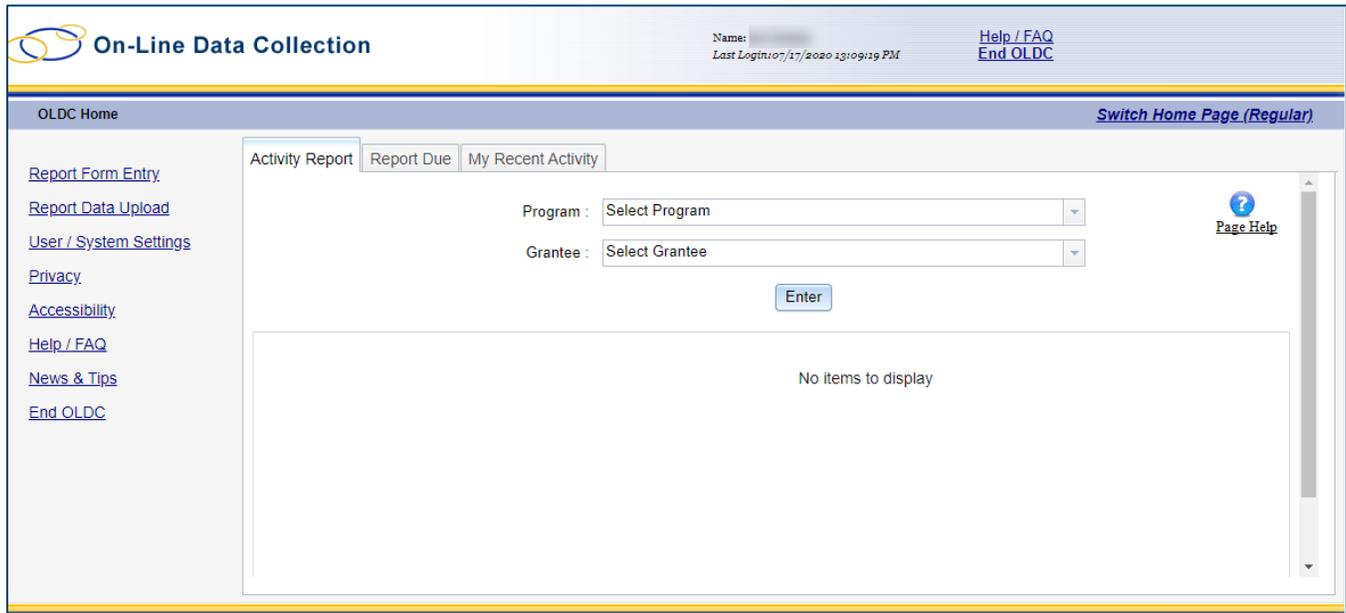


Figure 24: OLDC Home screen

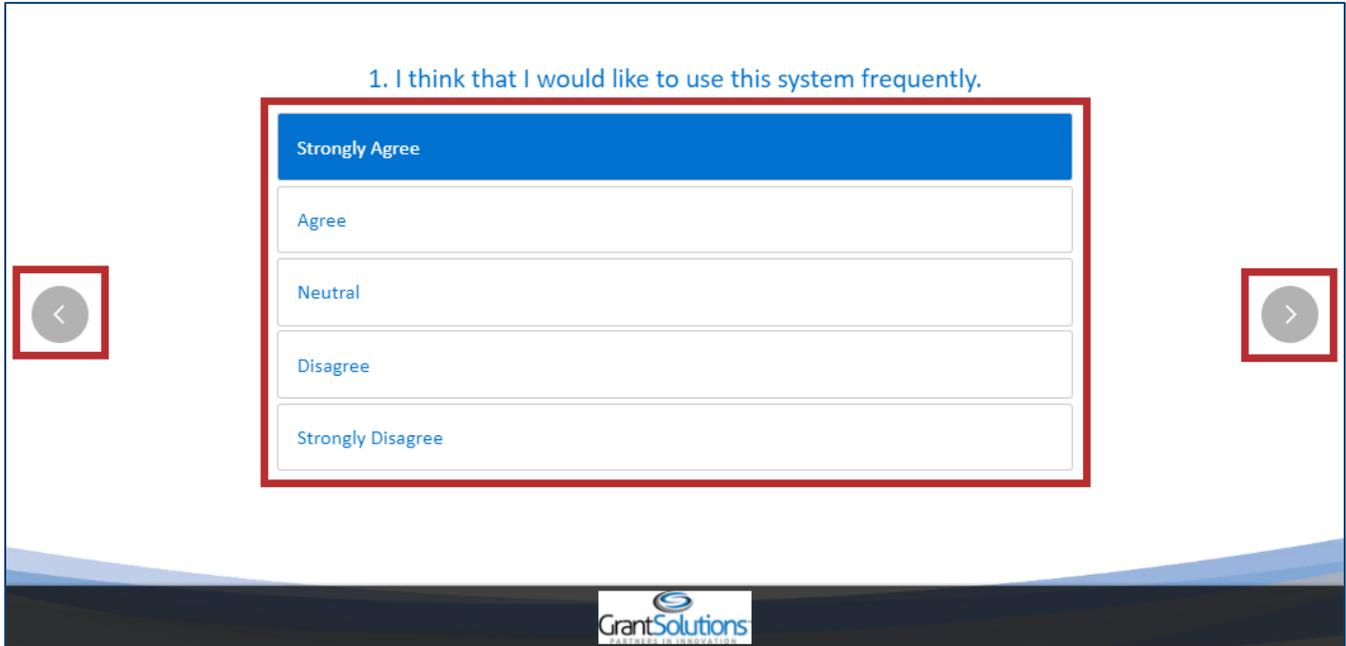
### Provide Feedback

1. Click the **Provide Feedback** button to submit optional feedback in a survey for the New Experience (see Figure 14). The “GrantSolutions Feedback Survey” screen appears. Click the **Begin Survey** button to provide feedback.



Figure 25: Grantsolutions Feedback Survey screen with Begin Survey button

2. Select answers to the survey and continue to completion. Click the **arrows** on the right and left sides of the screen to navigate between questions.



1. I think that I would like to use this system frequently.

Strongly Agree

Agree

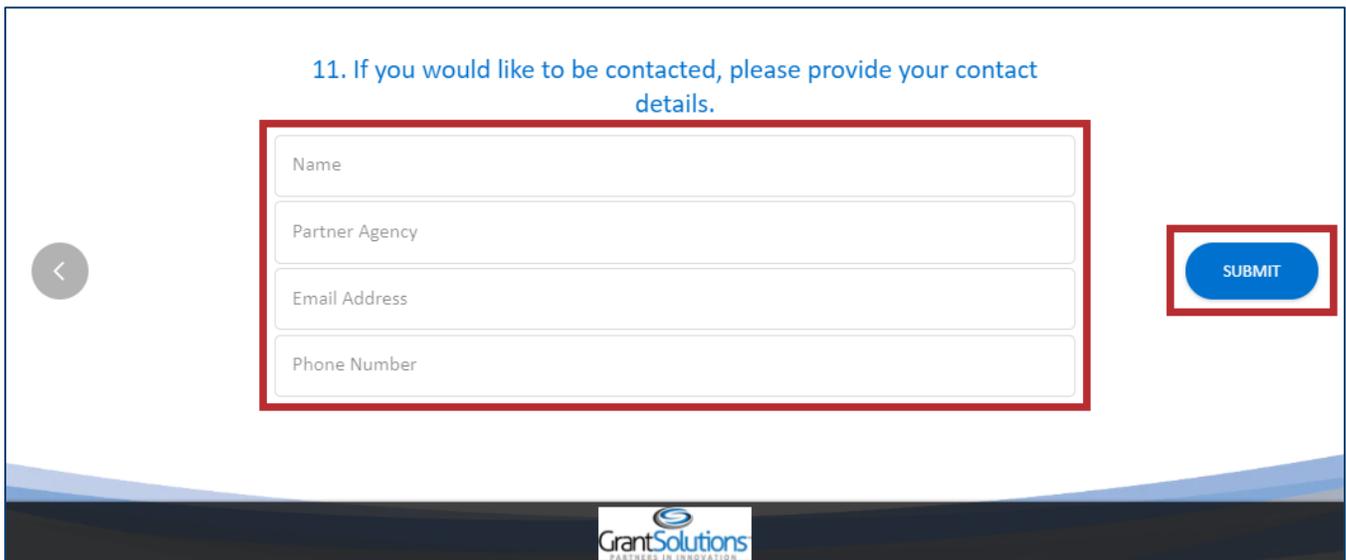
Neutral

Disagree

Strongly Disagree

Figure 26: GrantSolutions Feedback Survey screen question

3. At the end of the survey, enter contact details. Click the **Submit** button to submit the survey.



11. If you would like to be contacted, please provide your contact details.

Name

Partner Agency

Email Address

Phone Number

SUBMIT

Figure 27: Contact Details section with Submit button

4. Once the survey is submitted, users are routed back to [www.grantsolutions.gov](http://www.grantsolutions.gov).

### Pending Grants

Click the **Pending Grants** button to access pending grants (see Figure 14). Users are routed to the “Pending Grants” screen in the GrantSolutions GMM.

Grant Number	Issued Date	Program	Program Office	Grant Program	Action
	05/03/2018				<a href="#">View Award</a> <a href="#">Accept</a> <a href="#">Decline</a>
	04/08/2019				<a href="#">View Award</a> <a href="#">Accept</a> <a href="#">Decline</a>
	04/08/2019				<a href="#">View Award</a> <a href="#">Accept</a> <a href="#">Decline</a>
	05/01/2019				<a href="#">View Award</a> <a href="#">Accept</a> <a href="#">Decline</a>
	10/15/2019				<a href="#">View Award</a> <a href="#">Accept</a> <a href="#">Decline</a>
	04/21/2020				<a href="#">View Award</a> <a href="#">Accept</a> <a href="#">Decline</a>

Figure 28: GrantSolutions GMM Pending Grants screen

*Switch Back to Classic*

In the New Experience, users can switch back to the Classic Experience of the “My Grants List” screen by clicking the **Switch Back to Classic** button.

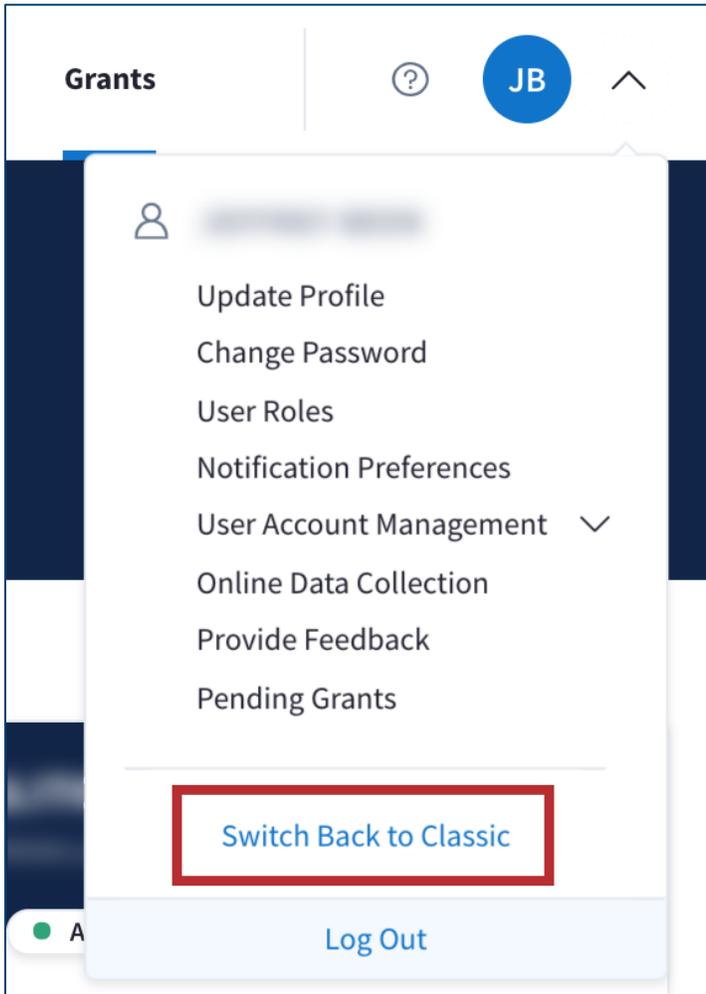


Figure 29: User Avatar drop-down with Switch Back to Classic button

### Start Survey

1. A window appears with the message, “Before reverting back to Classic, we’d like to hear from you.” Click the **Start Survey** button to begin the Feedback Survey for the New Experience.

**Note:** The survey prompt appears each time the *Switch Back to Classic* button is selected.

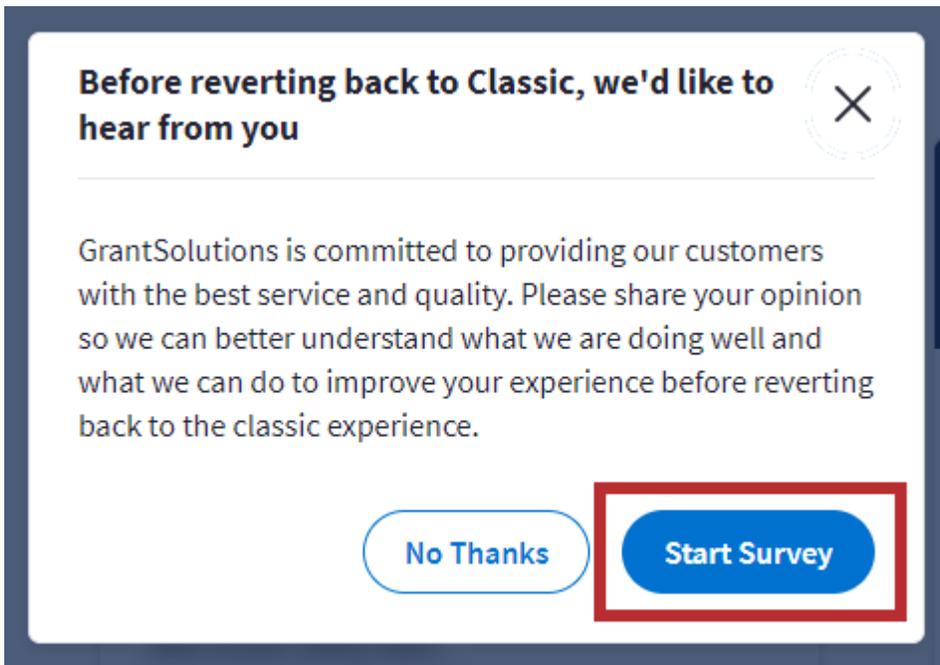


Figure 30: Switch Back to Classic message with Start Survey button

2. The “New Experience Survey” screen appears. Click the **Provide Feedback** button to provide feedback.

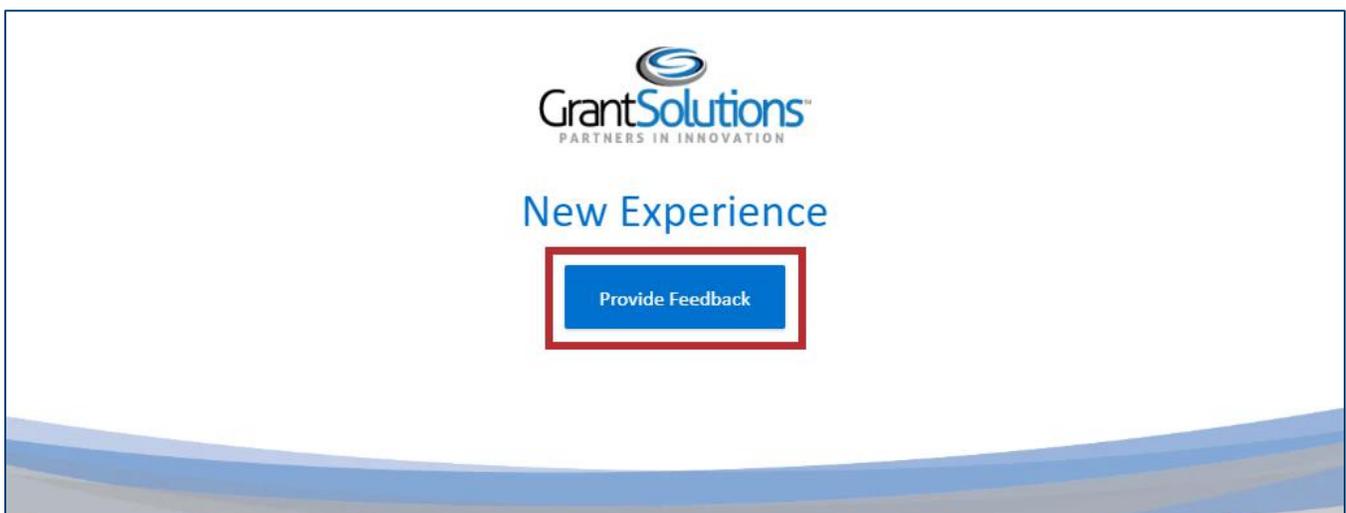


Figure 31: New Experience Survey screen with Provide Feedback button

3. Select answers to the survey and continue to completion. For questions that require a rating, select a star to indicate the rating. Click the **arrows** on the right and left sides of the screen to navigate between questions.

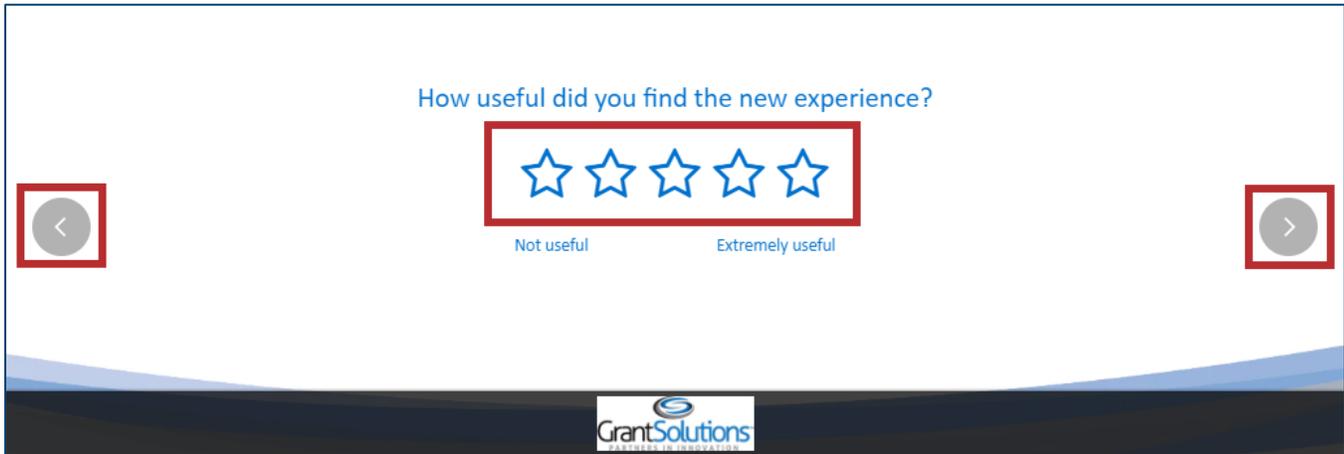


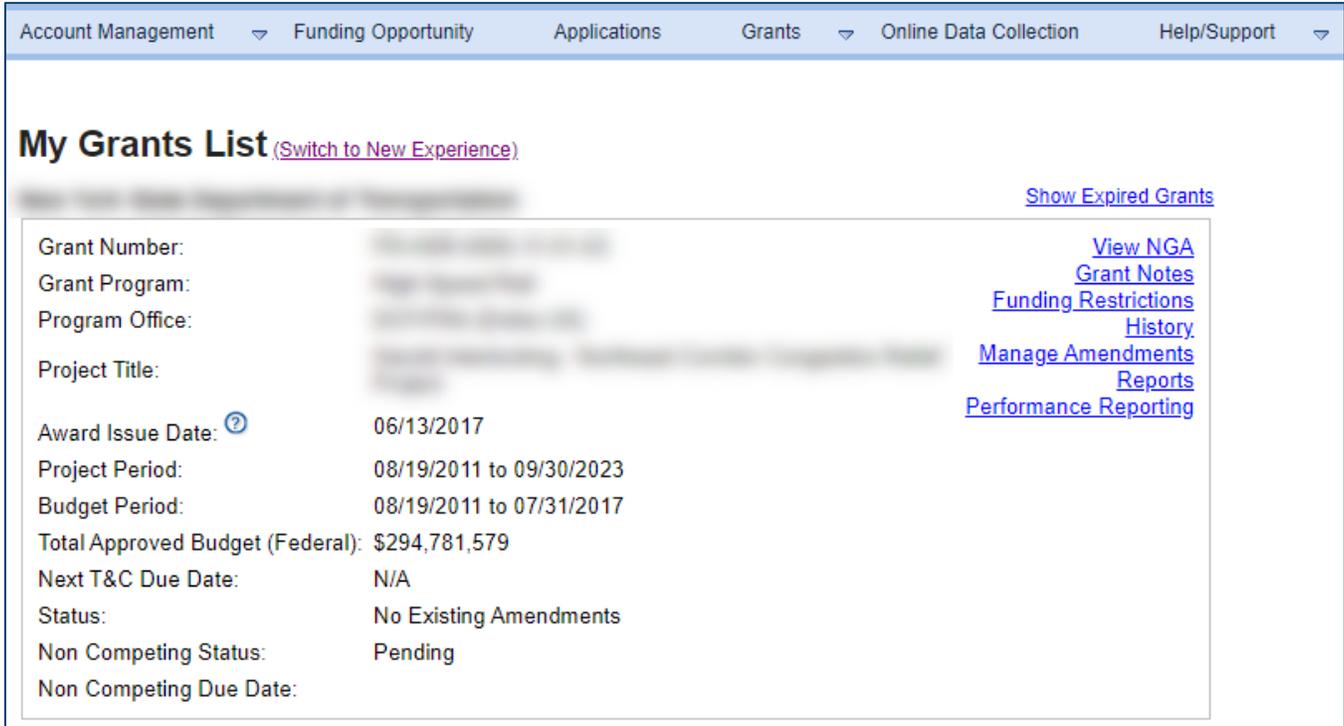
Figure 32: New Experience Survey screen question

4. At the end of the survey, click the **Submit** button to submit the survey.



Figure 33: New Experience Survey screen with Submit button

- The survey is submitted and users are routed to the Classic Experience of the “My Grants List” screen.



My Grants List <a href="#">(Switch to New Experience)</a>		<a href="#">Show Expired Grants</a>
Grant Number:	[REDACTED]	<a href="#">View NGA</a>
Grant Program:	[REDACTED]	<a href="#">Grant Notes</a>
Program Office:	[REDACTED]	<a href="#">Funding Restrictions</a>
Project Title:	[REDACTED]	<a href="#">History</a>
Award Issue Date: <sup>?</sup>	06/13/2017	<a href="#">Manage Amendments</a>
Project Period:	08/19/2011 to 09/30/2023	<a href="#">Reports</a>
Budget Period:	08/19/2011 to 07/31/2017	<a href="#">Performance Reporting</a>
Total Approved Budget (Federal):	\$294,781,579	
Next T&C Due Date:	N/A	
Status:	No Existing Amendments	
Non Competing Status:	Pending	
Non Competing Due Date:		

Figure 34: Classic Experience of the My Grants List screen

**Note:** If users switch to the Classic Experience of the “My Grants List” screen, upon subsequent log ins, the New Experience of the “My Grants List” screen appears. Click the **Switch Back to Classic** button upon each log in to switch to the Classic Experience of the “My Grants List” screen.

### No Thanks

Alternatively, click the **No Thanks** button to switch back to the Classic Experience of the “My Grants List” screen without completing the Feedback Survey.

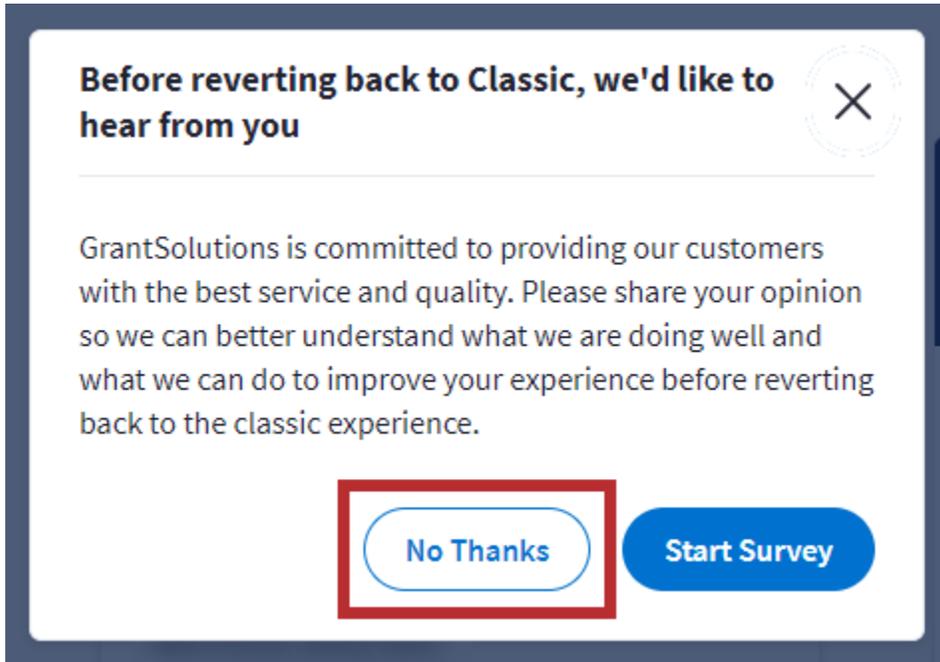
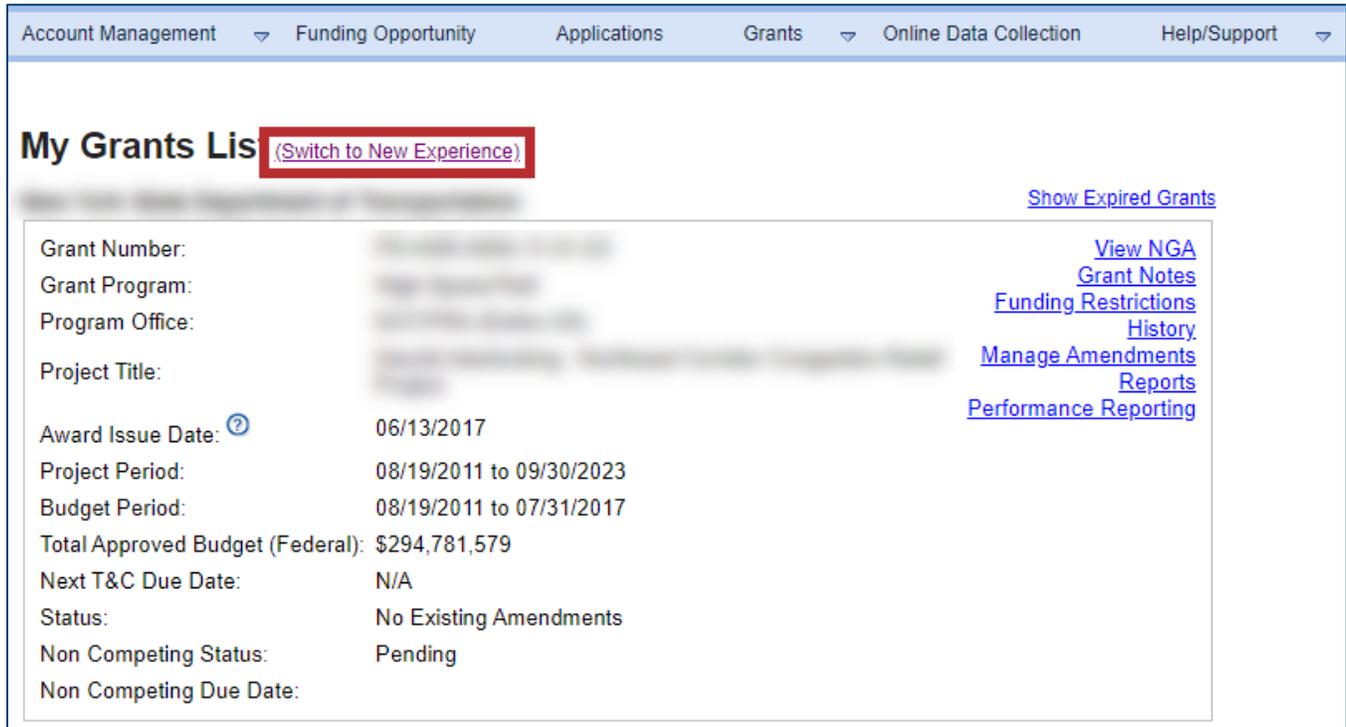


Figure 35: Switch Back to Classic message with No Thanks button

Users are routed to the Classic Experience of the “My Grants List” screen.

*Switch to New Experience*

In the Classic Experience, users can switch to the New Experience of the “My Grants List” screen by clicking the **Switch to New Experience** link.



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

**My Grants List** [\(Switch to New Experience\)](#)

[Show Expired Grants](#)

Grant Number:		<a href="#">View NGA</a>
Grant Program:		<a href="#">Grant Notes</a>
Program Office:		<a href="#">Funding Restrictions</a>
Project Title:		<a href="#">History</a>
Award Issue Date: <sup>?</sup>	06/13/2017	<a href="#">Manage Amendments</a>
Project Period:	08/19/2011 to 09/30/2023	<a href="#">Reports</a>
Budget Period:	08/19/2011 to 07/31/2017	<a href="#">Performance Reporting</a>
Total Approved Budget (Federal):	\$294,781,579	
Next T&C Due Date:	N/A	
Status:	No Existing Amendments	
Non Competing Status:	Pending	
Non Competing Due Date:		

Figure 36: Classic Experience of the My Grants List screen with Switch to New Experience link

Users are routed to the New Experience of the “My Grant List” screen.

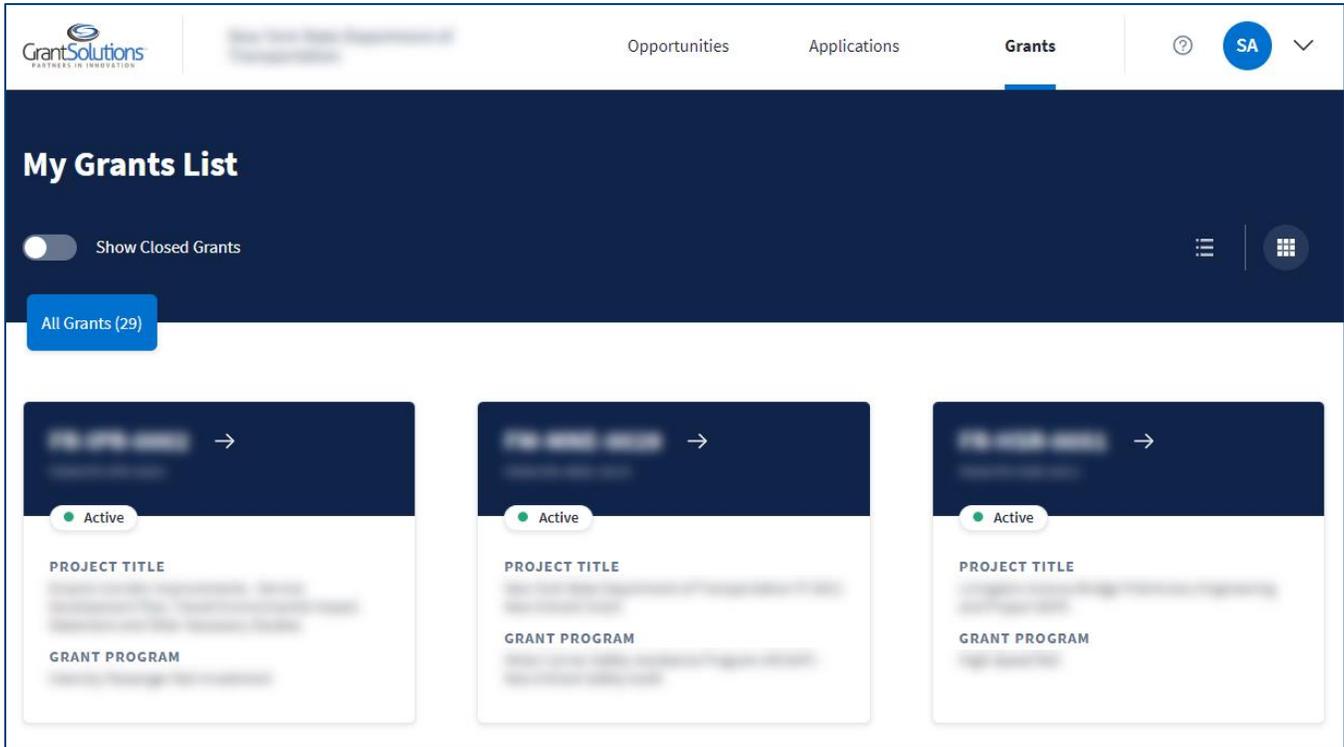


Figure 37: New Experience of the My Grants List screen

### Log Out

To log out of the New Experience, click the **Log Out** button at the bottom of the User Avatar drop-down.

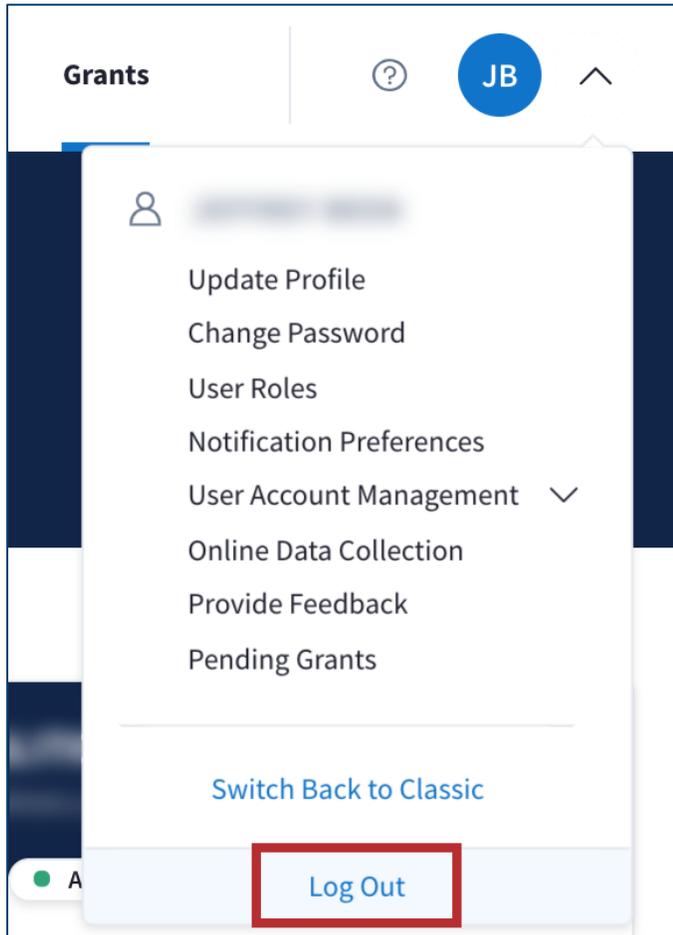


Figure 38: User Avatar drop-down with Log Out button

## GRANT PROJECT CARD

Grant Project cards appear on the “My Grants List” screen, each representing an individual Grant Project. Grant Project information appears on each card and includes the *Grant Number*, *FAIN*, *Grant Project Status*, *Project Title*, and *Grant Program*.

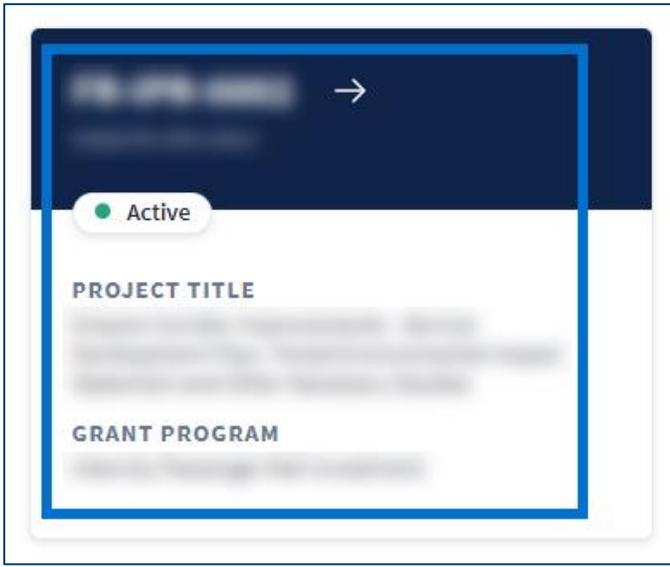


Figure 39: Grant Project card

## Grant Project Status

The *Grant Project Status* may appear as *Active*, *Active-Restricted*, or *Closed*, depending on the Grant Project.

### *Active*

*Active* appears for a Grant Project if the Project Period is started and the Closeout process is not complete.

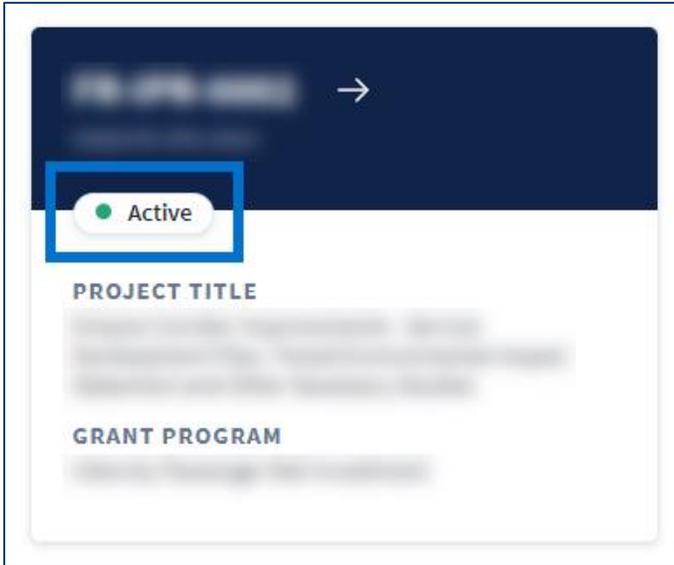


Figure 40: Grant Project card with Active status

### *Active-Restricted*

*Active-Restricted* appears for a Grant Project if the Project Period is started, restricted funding is applied, and the Closeout process is not complete.

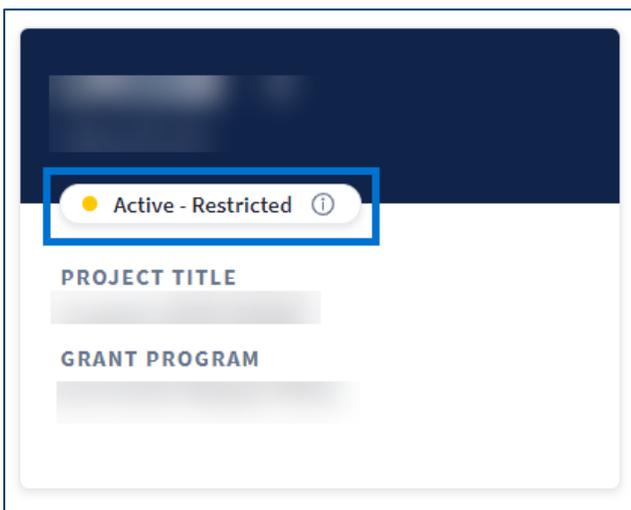


Figure 41: Grant Project card with Active-Restricted status

### Access Funding Restrictions

To access funding restrictions for Grant Projects with the *Active-Restricted* status:

1. Click the **Information** icon to the right of the status.

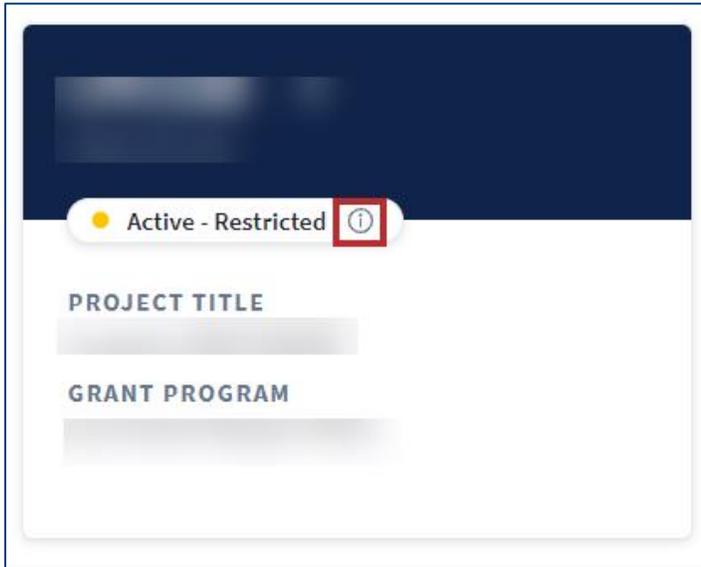


Figure 42: Grant Project card with Information icon

2. A “Restrictions have been placed on the funds allocated to this grant project” message appears. Click the **See full details** button for additional information.

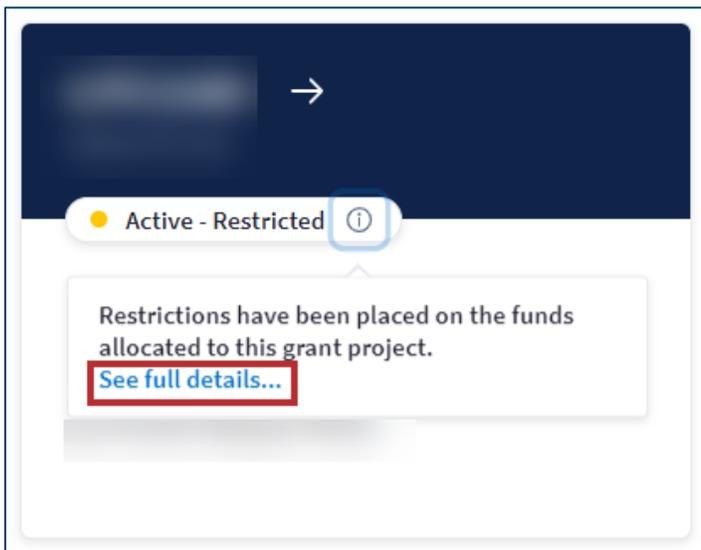


Figure 43: Grant Project card with See full details button

3. Users are routed to the “Track Funding Restrictions” screen in the GrantSolutions GMM.

**GrantSolutions™** | Track Funding Restrictions

**FUNDING RESTRICTIONS**

Organization: [Redacted]  
 Project Title: [Redacted]  
 DUNS: [Redacted] CCR EIN: [Redacted]  
 Grant Number: [Redacted] Approved Amount: \$0.00  
 Amendment Number: 1 Funds Restricted: [Redacted]  
 Budget Period Number: 1 Project Period: 02/01/2018 - 02/01/2019  
 FAIN: [Redacted] Budget Period: 02/01/2018 - 01/31/2019  
 Application Number: [Redacted] Application Type: Post Award Amendment  
 Workflow Status: Completed Last Updated By/Date: foo | 10/26/2018

**RESTRICTIONS LIST**

Include In List:

<input type="checkbox"/> Pending ⓘ	<input type="checkbox"/> Late ⓘ	<input type="checkbox"/> Submitted ⓘ	<input type="checkbox"/> Late Submitted ⓘ
<input type="checkbox"/> Approved ⓘ	<input type="checkbox"/> Returned ⓘ	<input type="checkbox"/> Released ⓘ	<input type="checkbox"/> Closed ⓘ

Figure 44: GrantSolutions GMM Track Funding Restrictions screen

*Closed*

*Closed* appears for a Grant Project if the Project Period is complete and the Closeout process is complete.

**Note:** Grant Projects in the *Closed* status only appear if the **Show Closed Grants** slider is active (see [Show Closed Grants Slider](#) section).

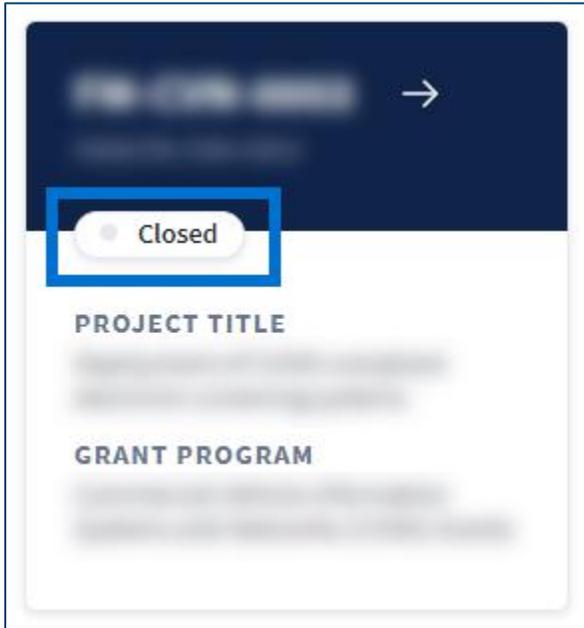


Figure 45: Grant Project card with *Closed* status

## MY GRANTS LIST HERO

The *My Grants List Hero* appears below the *Global Navigation* bar. The *My Grants List Hero* offers additional accessibility and sorting options for Grant Projects.



Figure 46: My Grants List Hero

### Show Closed Grants Slider

Click the **Show Closed Grants** slider to display *Closed* Grant Projects only. The *All Grants* indicator disappears.

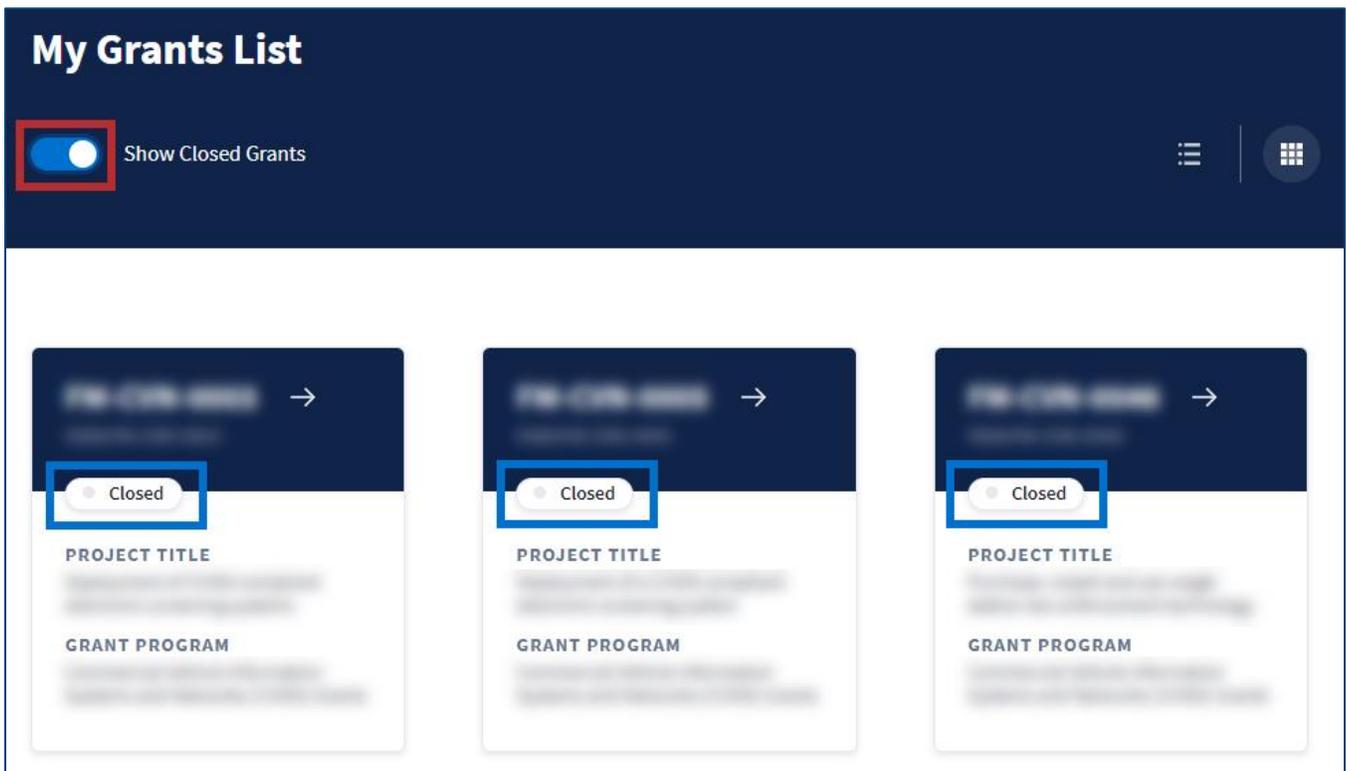


Figure 47: Show Closed Grants slider with Closed Grant Projects

Click the **Show Closed Grants** slider again to display *Active* and *Active-Restricted* Grant Projects. The *All Grants* indicator reappears with the number of Grant Projects displayed.

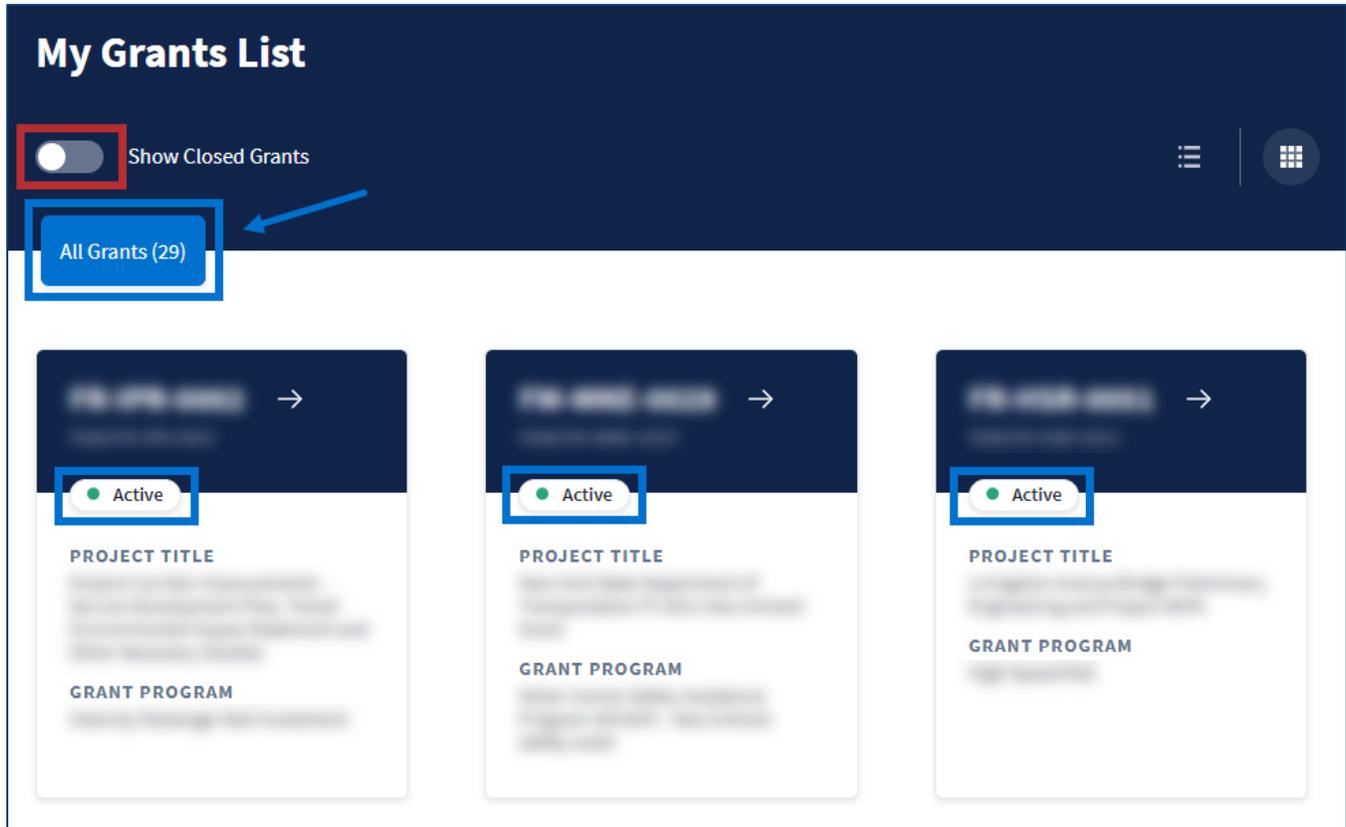


Figure 48: Show Closed Grants slider with Active Grant Projects and All Grants indicator

## Grid View and List View

Click the **Grid View** icon to view Grant Projects in grid format. Grant Projects appear as cards.

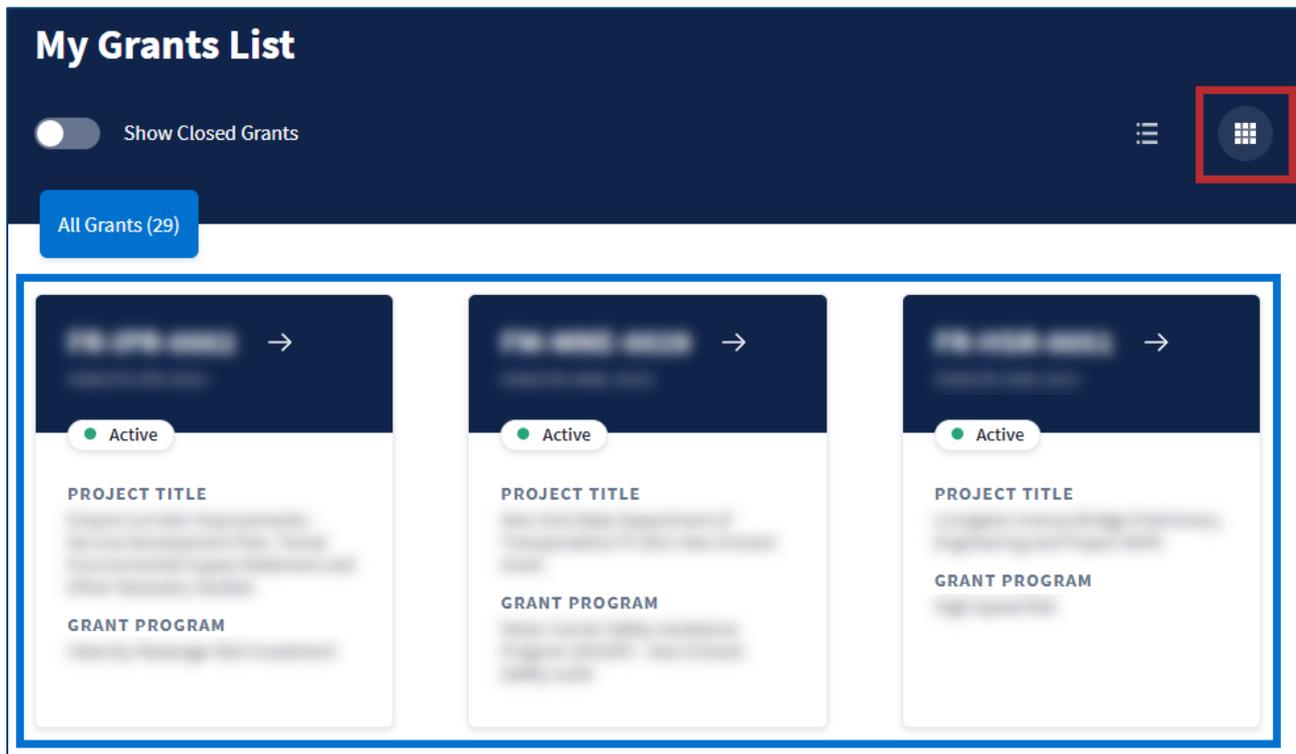


Figure 49: My Grants List screen in Grid View with Grid View icon

Click the **List View** icon to view Grant Projects in list format. Grant Projects appear as rows. All fields in *Grid View* are columns in *List View*.

**Note:** *Grid View* appears by default upon first log in. The view that is selected is retained for subsequent log ins.

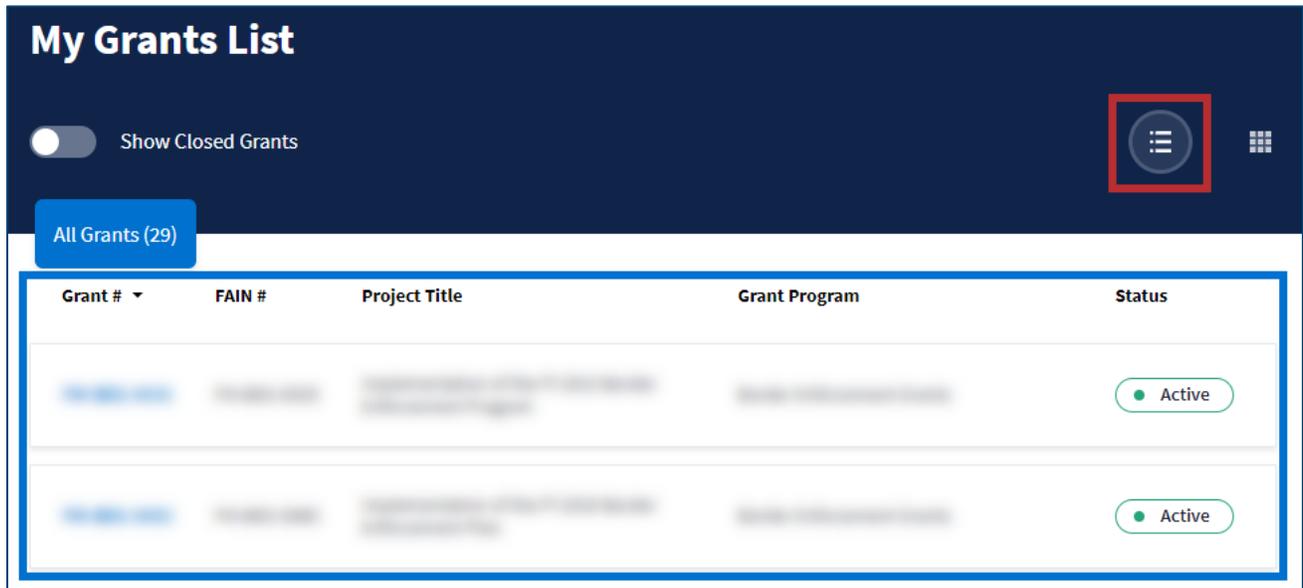


Figure 50: My Grants List screen in List View with List View icon

#### List View – Sorting by Column

If *List View* is active, click a **column name** to sort Grant Projects by that column in descending order. Click the **column name** again to sort Grant Projects by that column in ascending order. The column selected is indicated by an arrow to the right of the column name.

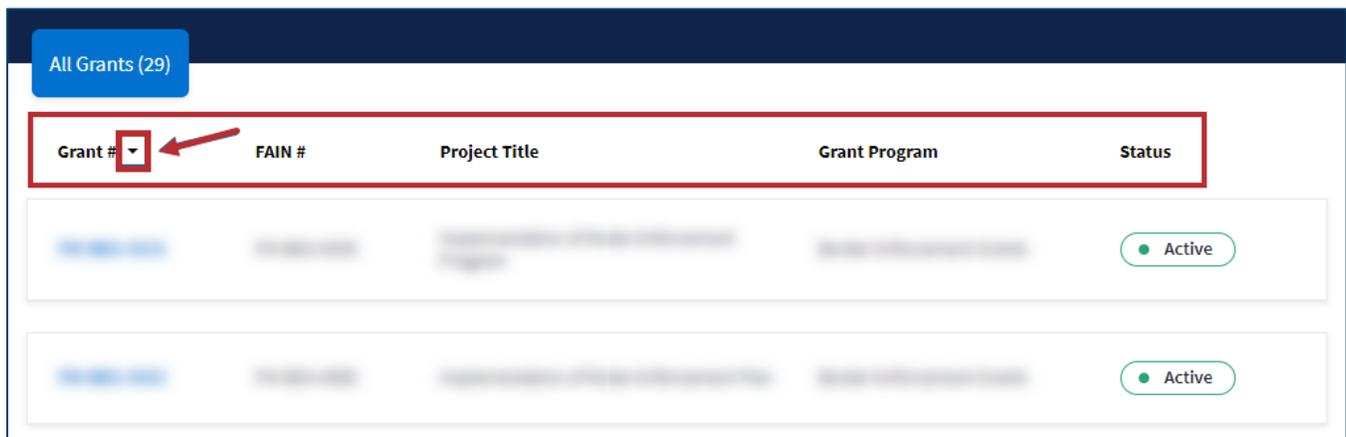


Figure 51: List View with column names and arrow indicator

## FOOTER

At the bottom of the “My Grants List” screen, the *Footer* contains additional information relevant to GrantSolutions and contact information for Grant Recipients seeking support services.

### GrantSolutions Logo

Click the **GrantSolutions logo** button to navigate to [www.grantsolutions.gov](http://www.grantsolutions.gov).



Figure 52: Footer with GrantSolutions logo button

### Help Center

Click the **Help Center** button to access help and support resources.

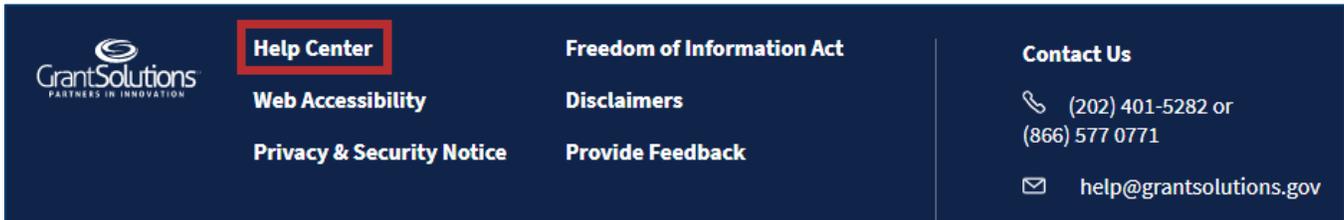


Figure 53: Global Navigation bar with Help Center icon

Users are routed to the “Grant Recipient Support and Reference” screen.



Figure 54: Grant Recipient Support and Reference screen

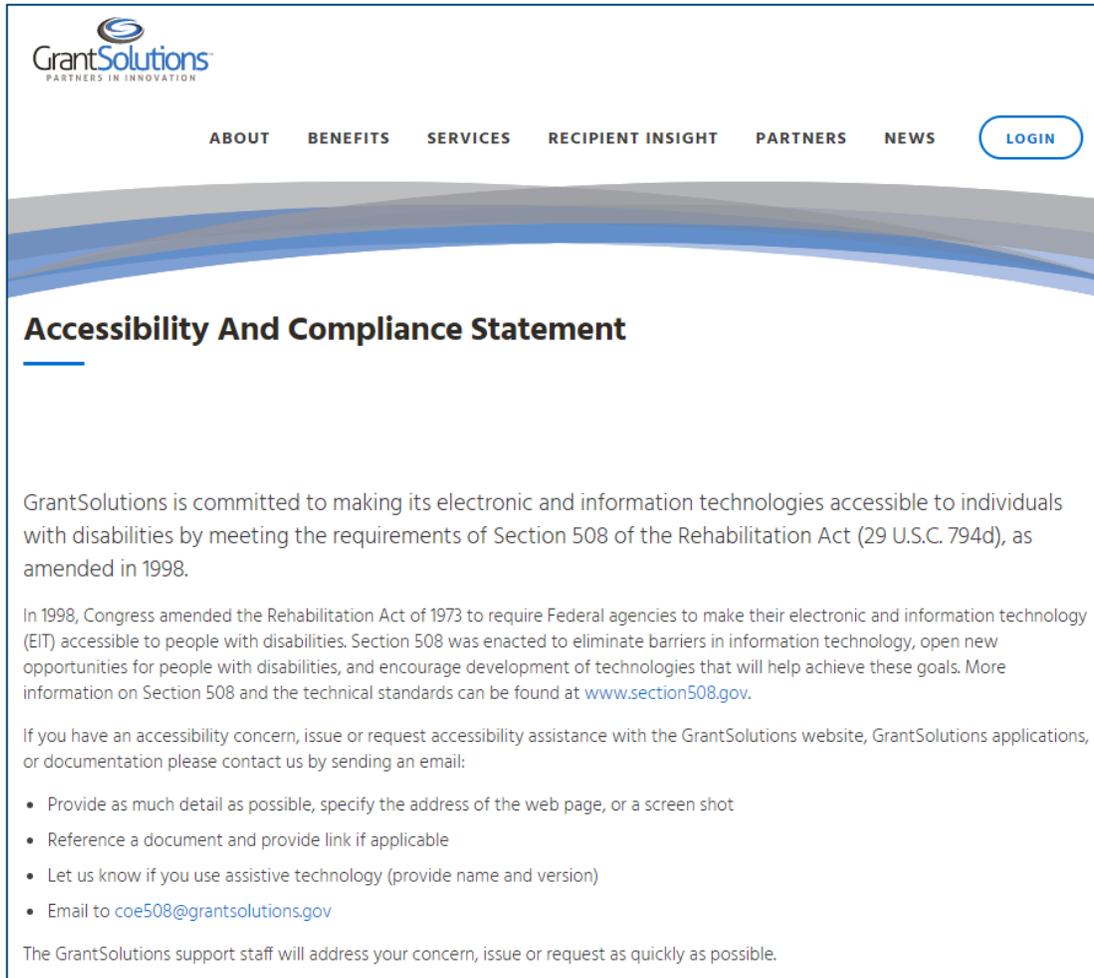
## Web Accessibility

Click the **Web Accessibility** button to learn more about requesting accessibility assistance in GrantSolutions.



Figure 55: Footer with Web Accessibility button

Users are routed to the “Accessibility And Compliance Statement” screen.



The screenshot shows the GrantSolutions website header with navigation links: ABOUT, BENEFITS, SERVICES, RECIPIENT INSIGHT, PARTNERS, NEWS, and a LOGIN button. Below the header is a decorative blue and grey wave graphic. The main content area is titled "Accessibility And Compliance Statement" with a blue underline. The text below the title reads: "GrantSolutions is committed to making its electronic and information technologies accessible to individuals with disabilities by meeting the requirements of Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended in 1998." This is followed by a paragraph explaining the 1998 amendment to the Rehabilitation Act of 1973. A contact instruction follows: "If you have an accessibility concern, issue or request accessibility assistance with the GrantSolutions website, GrantSolutions applications, or documentation please contact us by sending an email:" This is followed by a bulleted list of instructions: "• Provide as much detail as possible, specify the address of the web page, or a screen shot", "• Reference a document and provide link if applicable", "• Let us know if you use assistive technology (provide name and version)", and "• Email to [coe508@grantsolutions.gov](mailto:coe508@grantsolutions.gov)". The final sentence states: "The GrantSolutions support staff will address your concern, issue or request as quickly as possible."

Figure 56: Accessibility And Compliance Statement screen

## Privacy & Security Notice

Click the **Privacy & Security Notice** button to learn more about the Privacy Policy of the Department of Health and Human Services (HHS).



Figure 57: Footer with Privacy & Security Notice button

Users are routed to the “HHS Privacy Policy Notice” screen of HHS.gov.

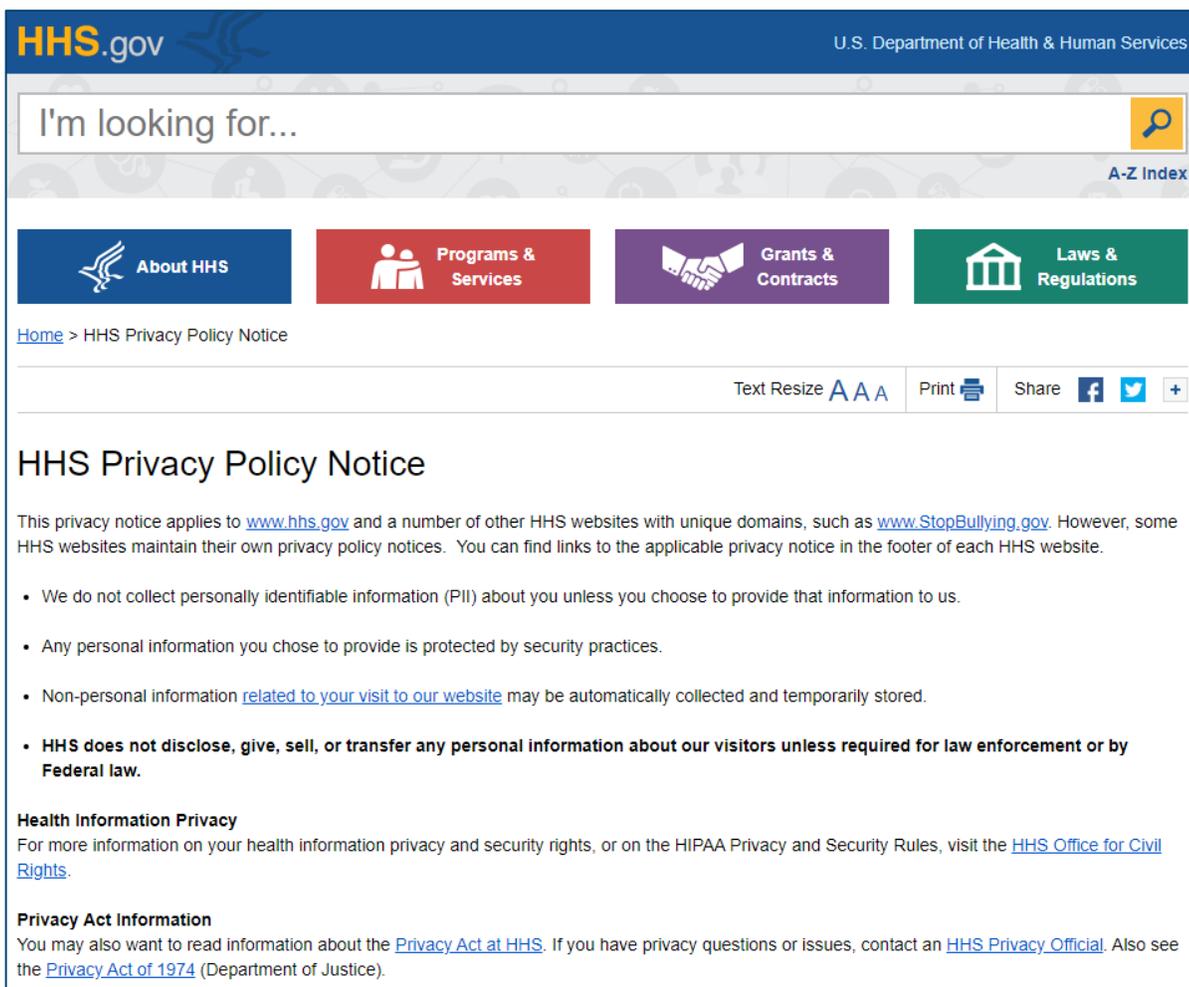


Figure 58: HHS Privacy Policy Notice screen

## Freedom of Information Act

Click the **Freedom of Information Act** button to learn more about the Freedom of Information Act (FOIA) as described by HHS.

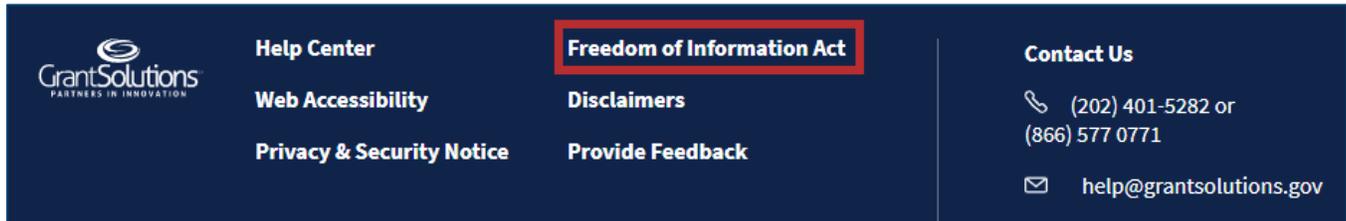


Figure 59: Footer with Freedom of Information Act button

Users are routed to the “Freedom of Information Act” screen of HHS.gov.

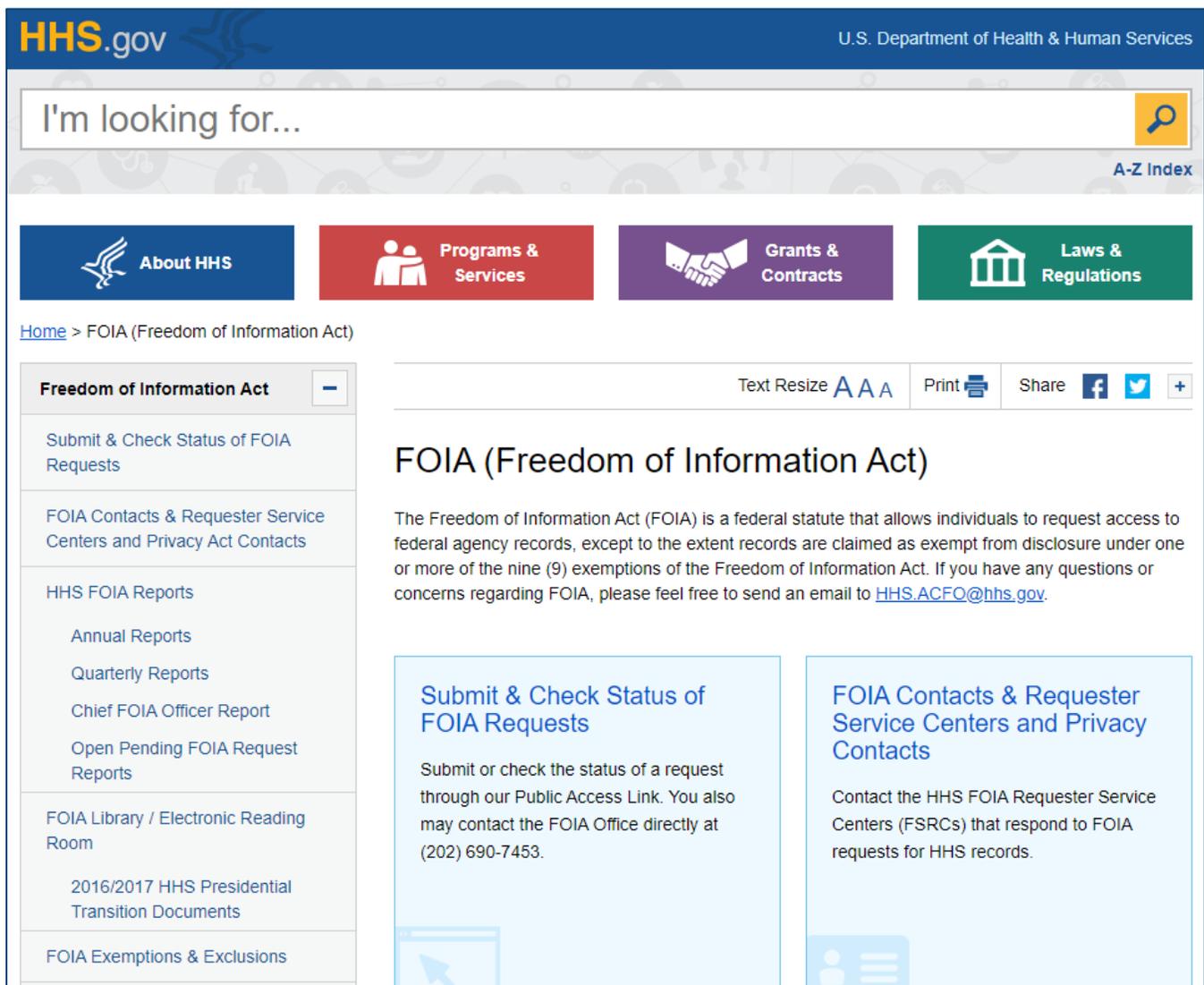


Figure 60: HHS Freedom of Information Act screen

## Disclaimers

Click the **Disclaimers** button to review disclaimers as described by HHS.



Figure 61: Footer with Disclaimers button

Users are routed to the “Web Site Disclaimers” screen of HHS.gov.

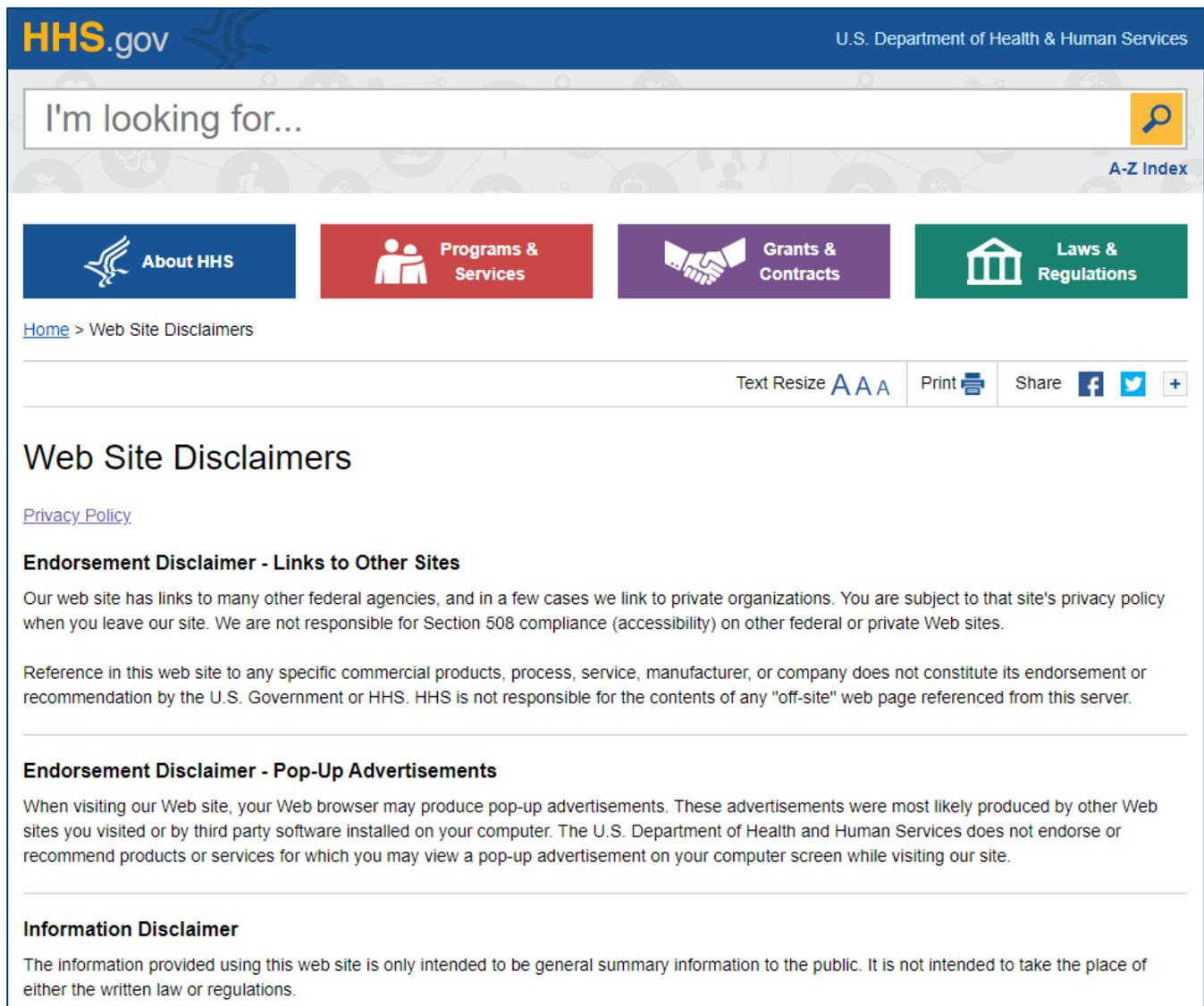


Figure 62: HHS Web Site Disclaimers screen

## Provide Feedback

Click the **Provide Feedback** button to submit optional feedback in a survey for the New Experience.



Figure 63: Footer with Provide Feedback button

The “GrantSolutions Feedback Survey” screen appears. Click the **Begin Survey** button to provide feedback.



Figure 64: GrantSolutions Feedback Survey screen with Begin Survey button

## Contact Us

In the *Contact Us* section, use either telephone number to contact GrantSolutions manually from a telephone or click **either telephone number** to contact GrantSolutions through the web browser. Finally, click [help@grantsolutions.gov](mailto:help@grantsolutions.gov) to email GrantSolutions.



Figure 65: Footer with Contact Us section with Help Desk telephone numbers and email address.

## Grant Details Screen

The “Grant Details” screen includes project information relevant to each Grant Project. This screen contains information associated with the Project Period, Budget Period, Current Approved Budget, and Notice of Award. Users can also access tabs on this screen including *Details*, *History*, *Reports*, *Amendments*, and *Notes*.

### OVERVIEW AND NAVIGATION

From the “My Grants List” screen, navigate to the “Grant Details” screen by clicking the **arrow** button on a Grant Project card while in *Grid View*.

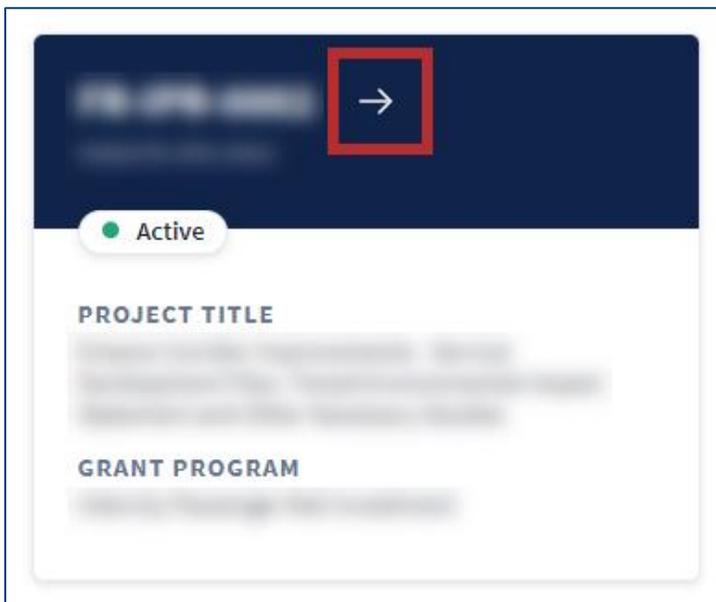


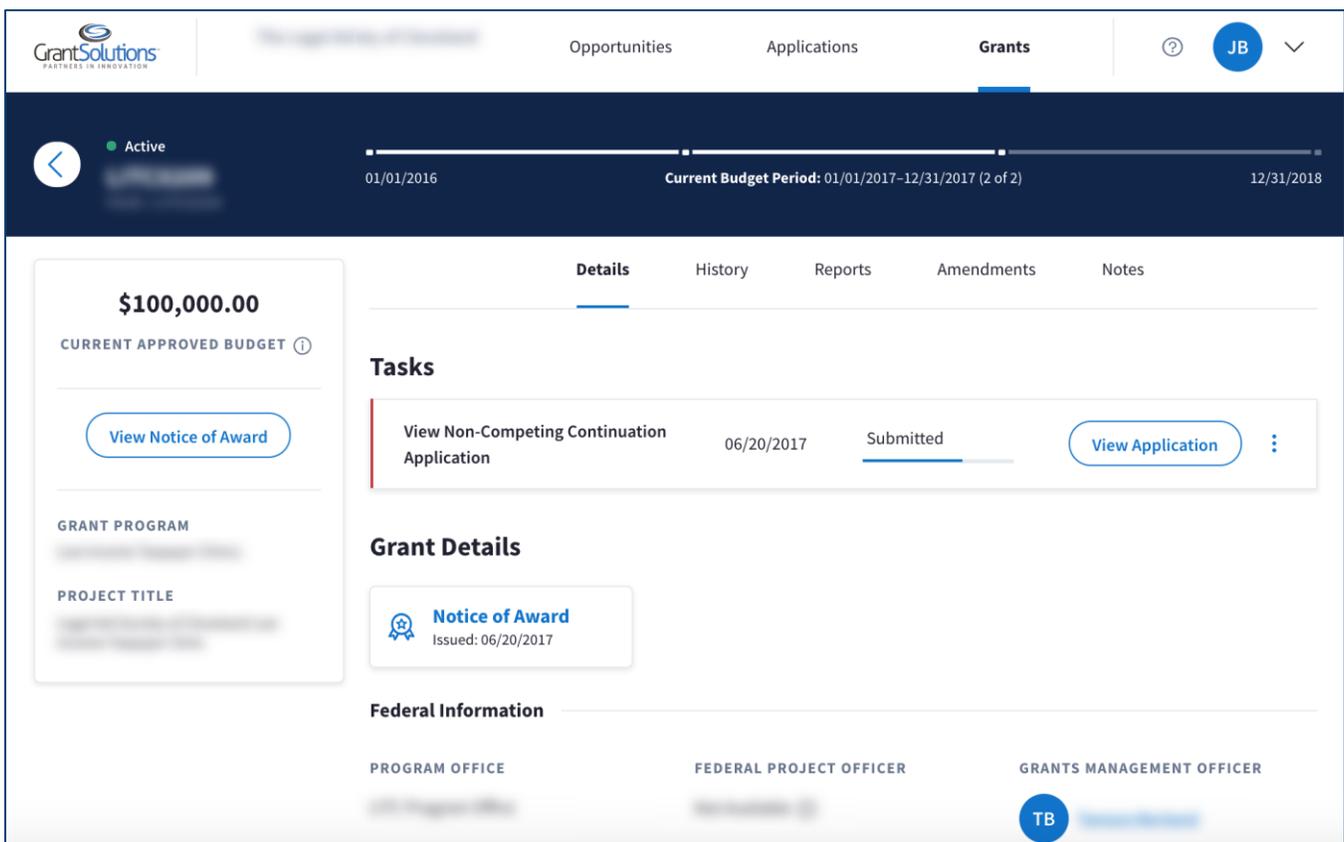
Figure 66: Grant Project card with arrow button

Alternatively, click the **Grant Number** button in a Grant Project row while in *List View*.

Grant #	FAIN #	Project Title	Grant Program	Status
<a href="#">[Grant Number]</a>	[FAIN #]	[Project Title]	[Grant Program]	Active

Figure 67: Grant Project row with Grant Number name button

The “Grant Details” screen appears.



The screenshot shows the Grant Details screen in the GrantSolutions application. At the top, there is a navigation bar with tabs for Opportunities, Applications, and Grants. The Grants tab is selected. Below the navigation bar, there is a header section with a back arrow, a status indicator (Active), and a timeline showing the current budget period from 01/01/2016 to 12/31/2018. The main content area is divided into several sections: a summary box on the left showing the current approved budget of \$100,000.00 and a 'View Notice of Award' button; a 'Tasks' section with a 'View Non-Competing Continuation Application' entry dated 06/20/2017 and a 'View Application' button; a 'Grant Details' section with a 'Notice of Award' issued on 06/20/2017; and a 'Federal Information' section with fields for Program Office, Federal Project Officer, and Grants Management Officer. The Grants Management Officer field is populated with the initials 'TB'.

Figure 68: Grant Details screen

## GLOBAL NAVIGATION BAR AND FOOTER

The “Grant Details” screen includes the same *Global Navigation bar* found on the “My Grants List” screen. The *Global Navigation bar* appears on the “Grant Details” screen regardless of the active tab (see [Global Navigation Bar](#) section).



Figure 69: Global Navigation bar

Similarly, the “Grant Details” screen also includes the same *Footer* found on the “My Grants List” screen. This *Footer* appears on the “Grant Details” screen regardless of the active tab (see [Footer](#) section).



Figure 70: Footer

## GRANT DETAILS HERO AND LEFT RAIL

On the “Grant Details” screen, a *Grant Details Hero* and *Left Rail* appear regardless of the active tab. Both the *Grant Details Hero* and the *Left Rail* display basic information about the Grant Project.

### Grant Details Hero

The *Grant Details Hero* appears below the *Global Navigation bar*.



Figure 71: Grant Details Hero

Click the **Back** button to return to the “My Grants List” screen.



Figure 72: Grant Details Hero with Back button

The *Grant Project Status*, *Grant Number*, and *FAIN* appear on the left side of the hero.

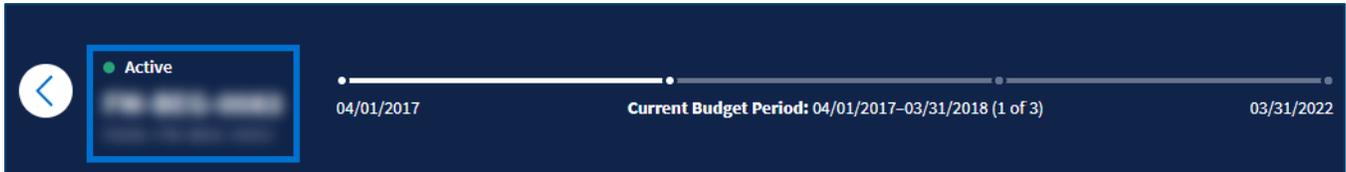


Figure 73: Grant Details Hero with Grant Project Status, Grant Number, and FAIN

A *Project Period Timeline* appears on the right side of the hero. The *Project Period Timeline* represents the Project Period for the Grant Project. For Grant Projects with multiple budget periods, the *Project Period Timeline* is divided into segments, each representing an individual Budget Period.

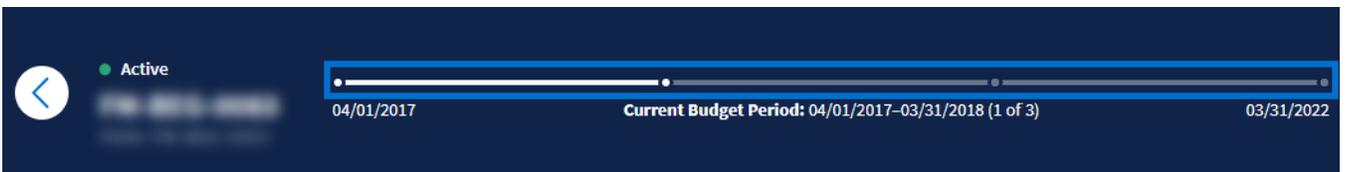


Figure 74: Grant Details Hero with Project Period Timeline

The date displayed below the left side of the timeline represents the *Project Period Start Date*.



Figure 75: Grant Details Hero with Project Period Start Date

The date displayed below the right side of the timeline represents the *Project Period End Date*.



Figure 76: Grant Details Hero with Project Period End Date

The *Current Budget Period* appears in the middle, below the *Project Period Timeline*. In the *Current Budget Period* field, the *Budget Period Start Date* and *Budget Period End Date* appear. The position of the current Budget Period in the total amount of Budget Periods appears at the end of the field.

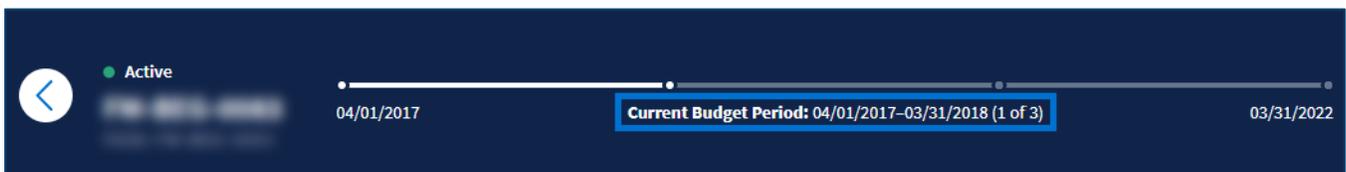


Figure 77: Grant Details Hero with Current Budget Period

### Left Rail

The *Left Rail* appears on the left side of the screen below the *Grant Project Status*, *Grant Number*, and *FAIN*.

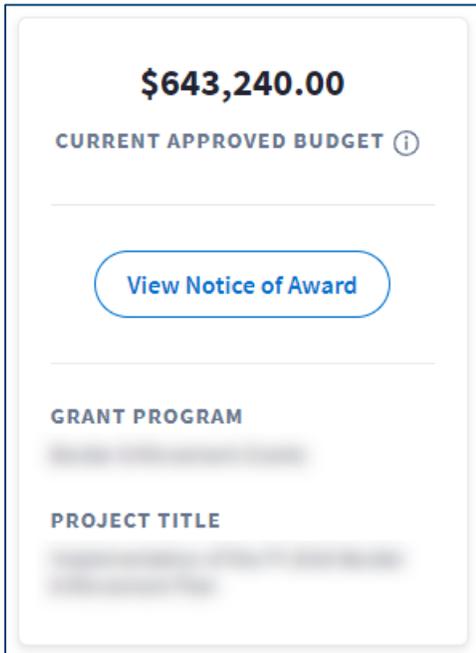


Figure 78: Left Rail

The *Current Approved Budget* appears at the top of the *Left Rail*.

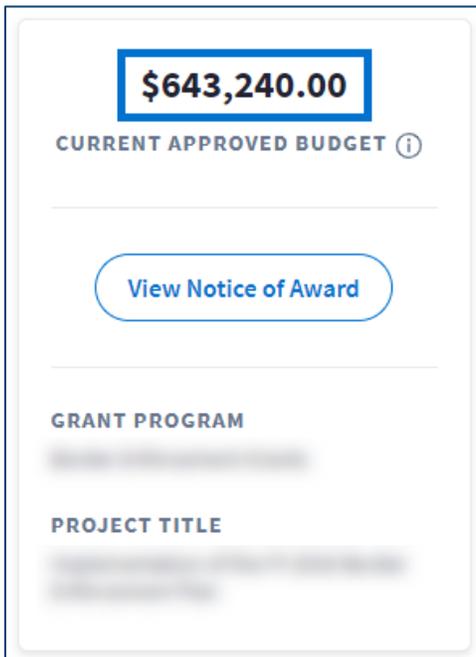


Figure 79: Left Rail with Current Approved Budget

Click the **Information** icon to the right of the *Current Approved Budget* field. A message appears stating the field is defined as “The total federal amount awarded for the current budget period”.

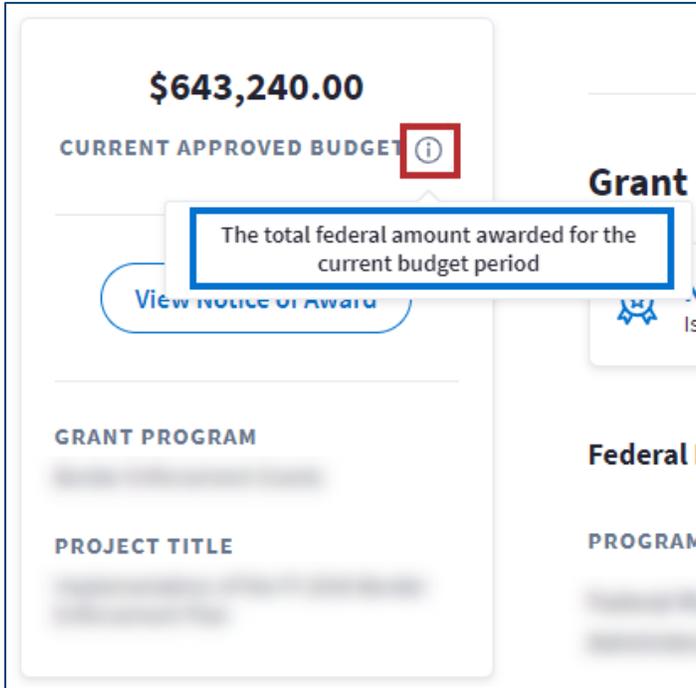


Figure 80: Left Rail with Information icon and message

The *Grant Program* and *Project Title* appear at the bottom of the *Left Rail*.

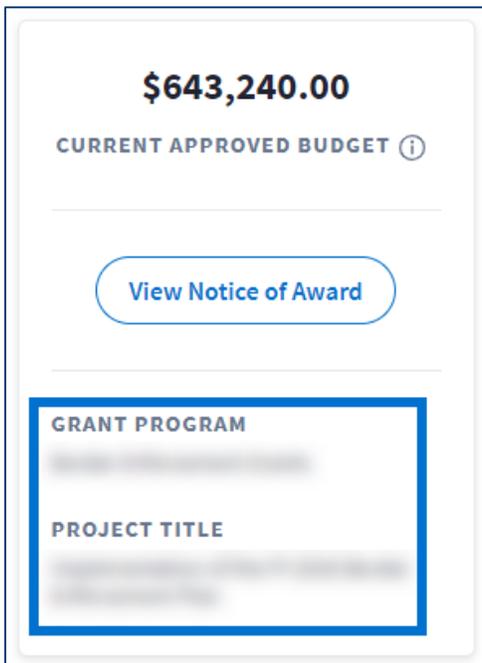
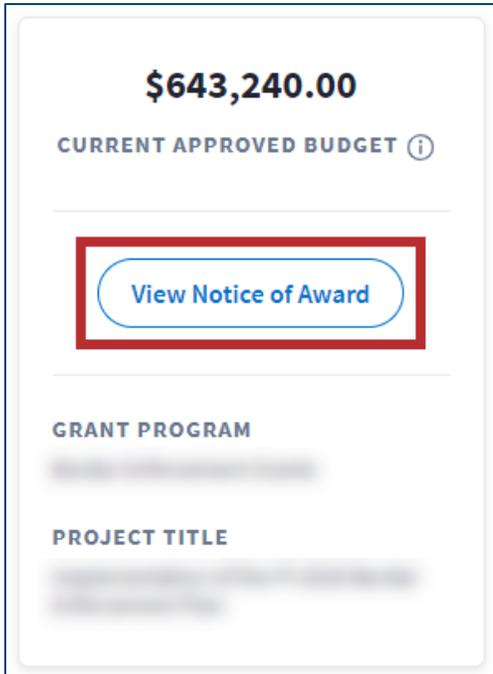


Figure 81: Left Rail with Grant Program and Project Title

Click the **View Notice of Award** button to view the latest Notice of Award issued for the Grant Project.



**\$643,240.00**  
CURRENT APPROVED BUDGET ⓘ

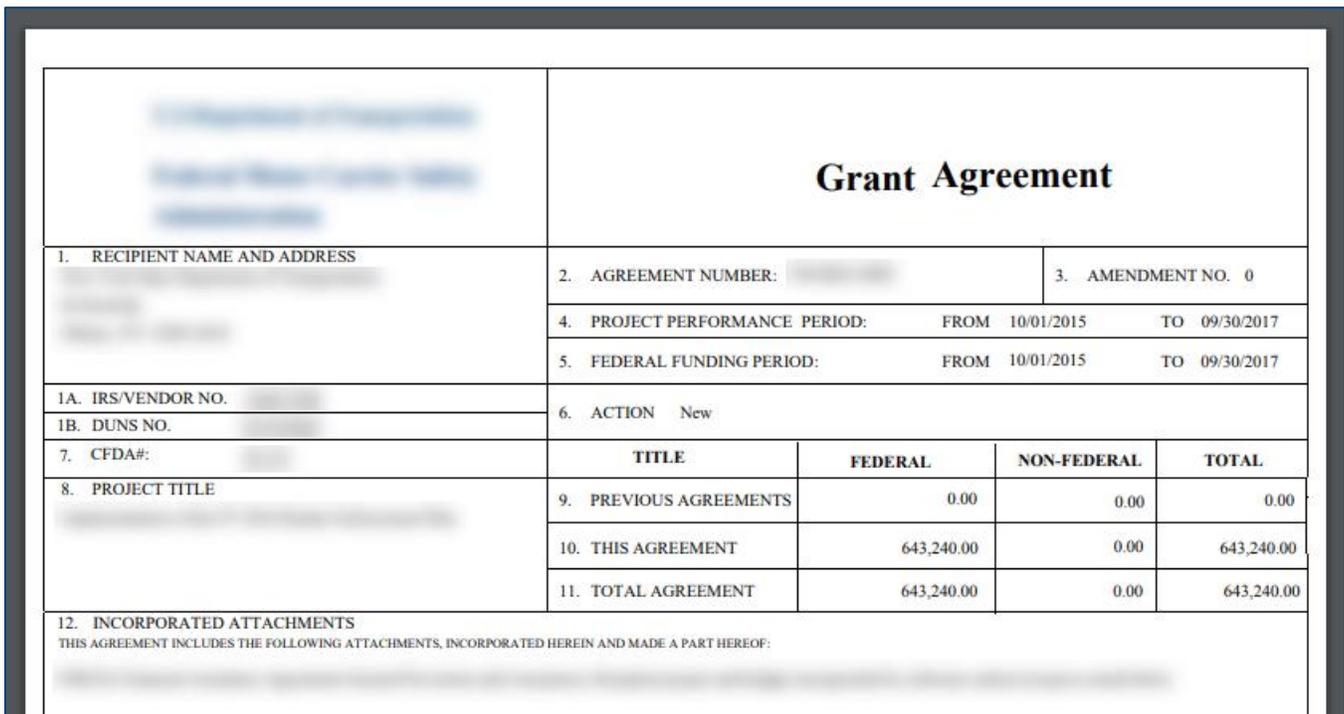
**View Notice of Award**

**GRANT PROGRAM**  
[blurred]

**PROJECT TITLE**  
[blurred]

Figure 82: Left Rail with View Notice of Award button

The Notice of Award appears in PDF format.



		<b>Grant Agreement</b>		
1. RECIPIENT NAME AND ADDRESS [blurred]		2. AGREEMENT NUMBER: [blurred]		3. AMENDMENT NO. 0
		4. PROJECT PERFORMANCE PERIOD: FROM 10/01/2015 TO 09/30/2017		
		5. FEDERAL FUNDING PERIOD: FROM 10/01/2015 TO 09/30/2017		
1A. IRS/VENDOR NO. [blurred]		6. ACTION New		
1B. DUNS NO. [blurred]				
7. CFDA#: [blurred]				
8. PROJECT TITLE [blurred]				
		<b>TITLE</b>	<b>FEDERAL</b>	<b>NON-FEDERAL</b>
		<b>TOTAL</b>		
		9. PREVIOUS AGREEMENTS	0.00	0.00
		10. THIS AGREEMENT	643,240.00	0.00
		11. TOTAL AGREEMENT	643,240.00	0.00
12. INCORPORATED ATTACHMENTS THIS AGREEMENT INCLUDES THE FOLLOWING ATTACHMENTS, INCORPORATED HEREIN AND MADE A PART HEREOF: [blurred]				

Figure 83: Notice of Award PDF

## GRANT DETAILS TABS

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 84: 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 color indicator on the left side of a task row represents the status of the application submission and application due date. Color indicators include the following:

- *Green*: The application due date is 15 or more days away and the application is started, or the application is submitted.
- *Gray*: The application due date is 15 or more days away and the application is not started.
- *Yellow*: The application due date is 7 to 14 days away and the application is not submitted.
- *Red*: The application due date is less than 7 days away and the application is not submitted, or the application is overdue.



Figure 85: Tasks section with color indicator.

The name of the task that is required appears in the first column of the task row.

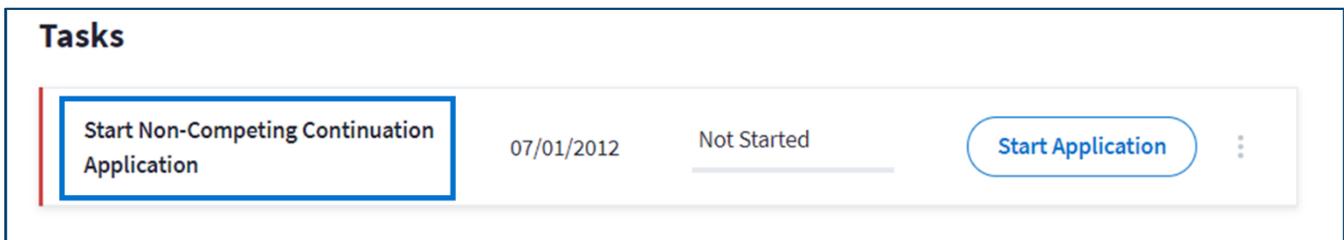


Figure 86: Tasks section with first column

The due date of the application appears in the second column.



Figure 87: 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.

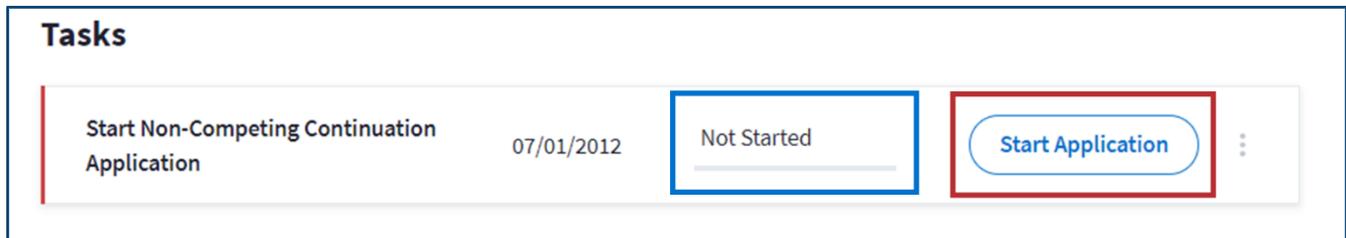


Figure 88: Tasks section with third and fourth columns

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.

### GrantSolutions Non-Competing Continuation 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.

**Print Application:**

[Original Submission](#)

Grantee	[Redacted]
Grant Number	[Redacted]
Application Number	(To be assigned) 
Project Title	[Redacted]
Due Date	[Redacted]

Figure 89: 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 90: 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.

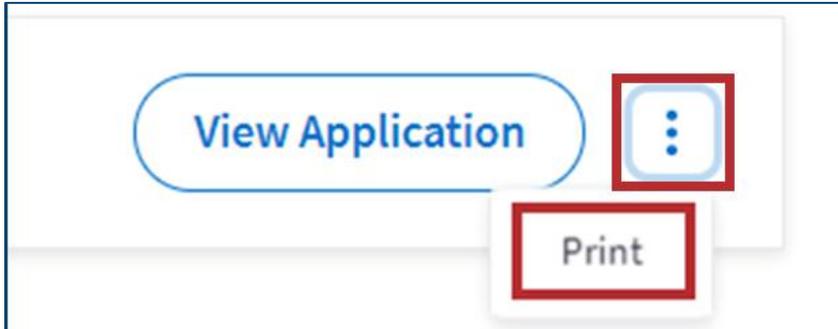


Figure 91: Actions List icon with Print button

### 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 92: Details tab with Notice of Award button and date issued

The Notice of Award appears in PDF format.

		<b>Grant Agreement</b>		
1. RECIPIENT NAME AND ADDRESS		2. AGREEMENT NUMBER: [REDACTED]	3. AMENDMENT NO. 0	
		4. PROJECT PERFORMANCE PERIOD: FROM 10/01/2015 TO 09/30/2017		
		5. FEDERAL FUNDING PERIOD: FROM 10/01/2015 TO 09/30/2017		
1A. IRS/VENDOR NO. [REDACTED]		6. ACTION New		
1B. DUNS NO. [REDACTED]				
7. CFDA#: [REDACTED]				
8. PROJECT TITLE		<b>TITLE</b>	<b>FEDERAL</b>	<b>NON-FEDERAL</b>
		<b>TOTAL</b>		
		9. PREVIOUS AGREEMENTS	0.00	0.00
		10. THIS AGREEMENT	643,240.00	0.00
		11. TOTAL AGREEMENT	643,240.00	0.00
			643,240.00	643,240.00

Figure 93: 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.

Federal Information		
PROGRAM OFFICE	FEDERAL PROJECT OFFICER	GRANTS MANAGEMENT OFFICER
[Redacted]	 [Redacted]	 [Redacted]

Figure 94: Federal Information section

### 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.

Recipient Information		
NAME & ADDRESS	PROJECT DIRECTOR	AUTHORIZING OFFICIAL
[Redacted]	 [Redacted]	 [Redacted]

Figure 95: Recipient Information section

### Not Available Label

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

Not Available ⓘ

Figure 96: 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.

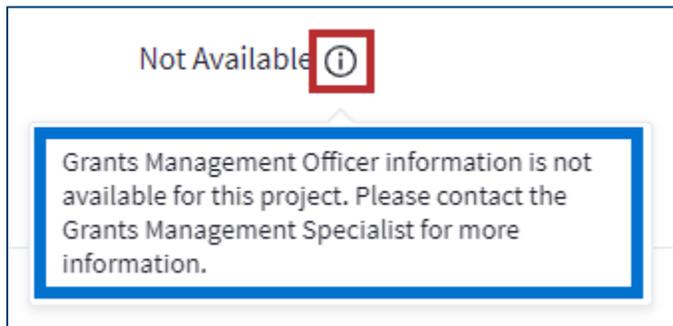


Figure 97: Not Available label with Information icon and message

### *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:

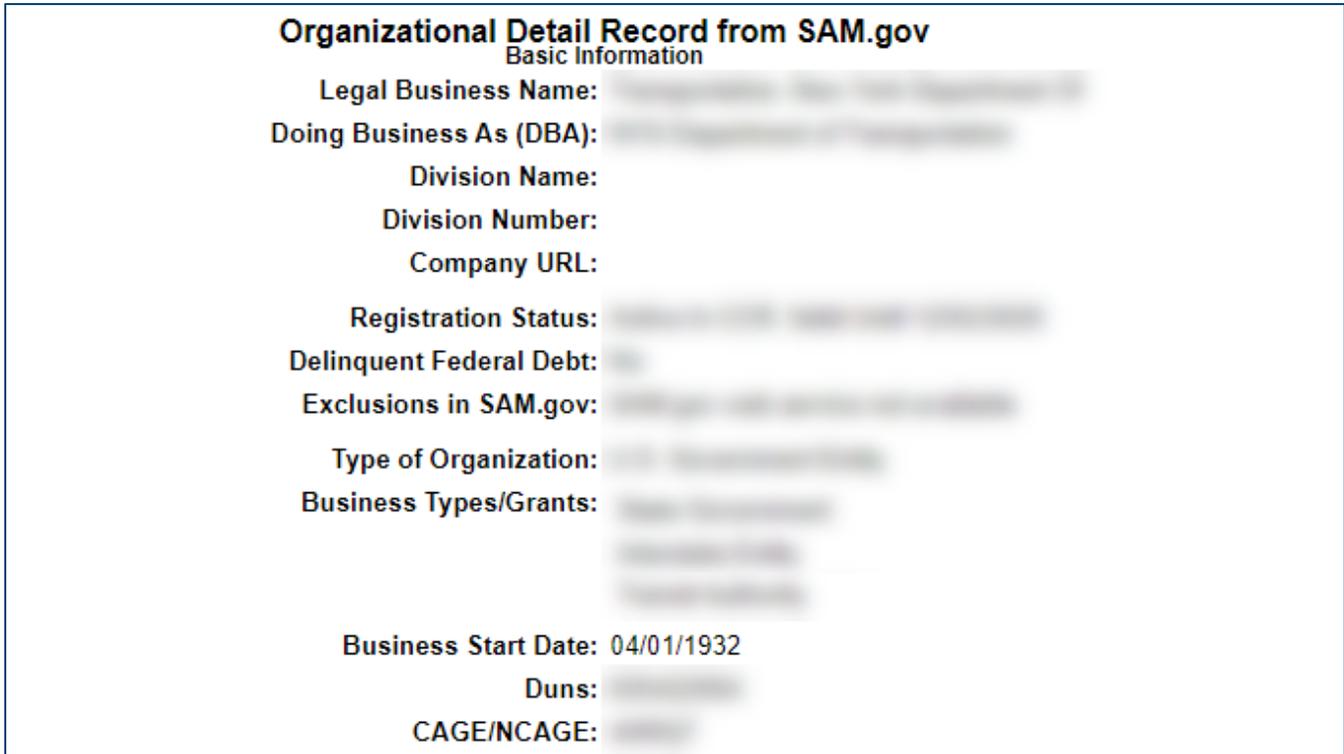
- **Active – No Exclusions:** The Recipient organization’s SAM.gov registration is active and the organization is not on an excluded parties list. A checkmark appears to the left of the status.
- **Active – Exclusions:** The Recipient organization’s SAM.gov registration is active and the organization 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 98: SAM.gov Status with status button

Users are routed to the “Organizational Detail Record from SAM.gov” screen.



**Organizational Detail Record from SAM.gov**  
Basic Information

Legal Business Name: [REDACTED]  
Doing Business As (DBA): [REDACTED]  
Division Name:  
Division Number:  
Company URL:  
Registration Status: [REDACTED]  
Delinquent Federal Debt:  
Exclusions in SAM.gov:  
Type of Organization:  
Business Types/Grants:  
Business Start Date: 04/01/1932  
Duns:  
CAGE/NCAGE:

Figure 99: Organizational Detail Record from SAM.gov screen

#### Expiration Date

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



**SAM.GOV STATUS**

✓ Active - No Exclusions  
Expires 12/02/2020

[Learn More at SAM.gov](#)

Figure 100: 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.

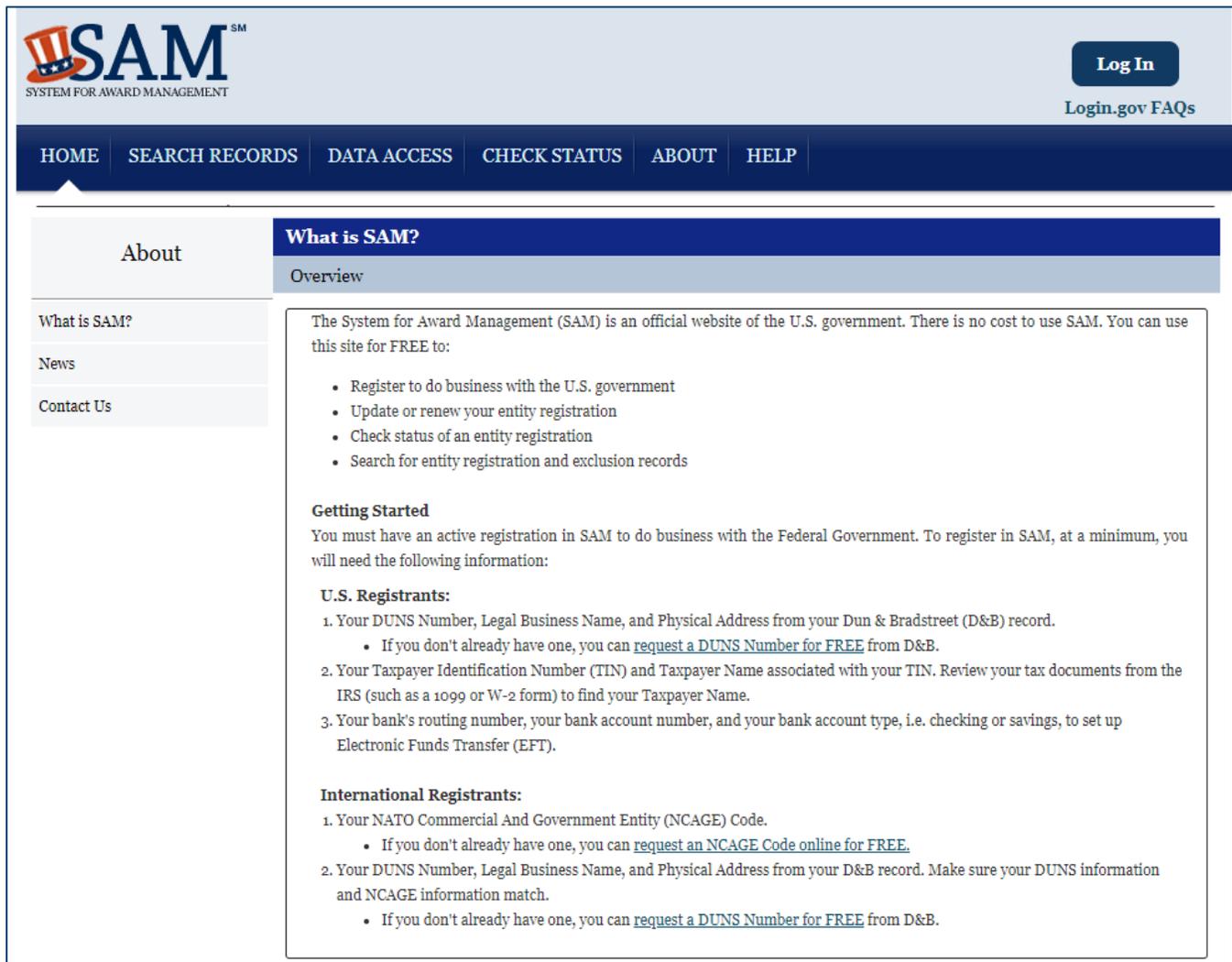
**SAM.GOV STATUS**

✓ Active – No Exclusions  
Expires 12/02/2020

[Learn More at SAM.gov](#)

Figure 101: SAM.gov Status with Learn More at SAM.gov button

Users are routed to the “About” screen of SAM.gov.



**What is SAM?**

Overview

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

**Getting Started**

You must have an active registration in SAM to do business with the Federal Government. To register in SAM, at a minimum, you will need the following information:

**U.S. Registrants:**

1. Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record.
  - If you don't already have one, you can [request a DUNS Number for FREE](#) from D&B.
2. Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name.
3. Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT).

**International Registrants:**

1. Your NATO Commercial And Government Entity (NCAGE) Code.
  - If you don't already have one, you can [request an NCAGE Code online for FREE](#).
2. Your DUNS Number, Legal Business Name, and Physical Address from your D&B record. Make sure your DUNS information and NCAGE information match.
  - If you don't already have one, you can [request a DUNS Number for FREE](#) from D&B.

Figure 102: SAM.gov About screen

### History Tab

To view the Grant Project history, click the **History** tab.



Figure 103: Grant Details screen with History tab

The **History** tab opens.

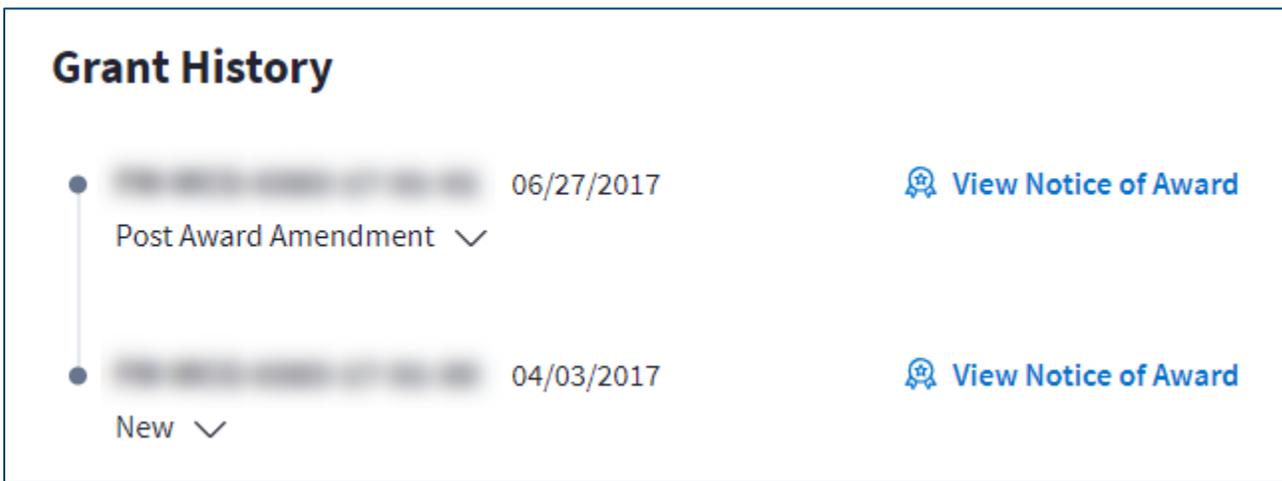


Figure 104: History tab

A historical timeline for the Grant Project appears on the left side of the display. The full *Grant Number* for each application or amendment appears to the right of each point on the timeline.

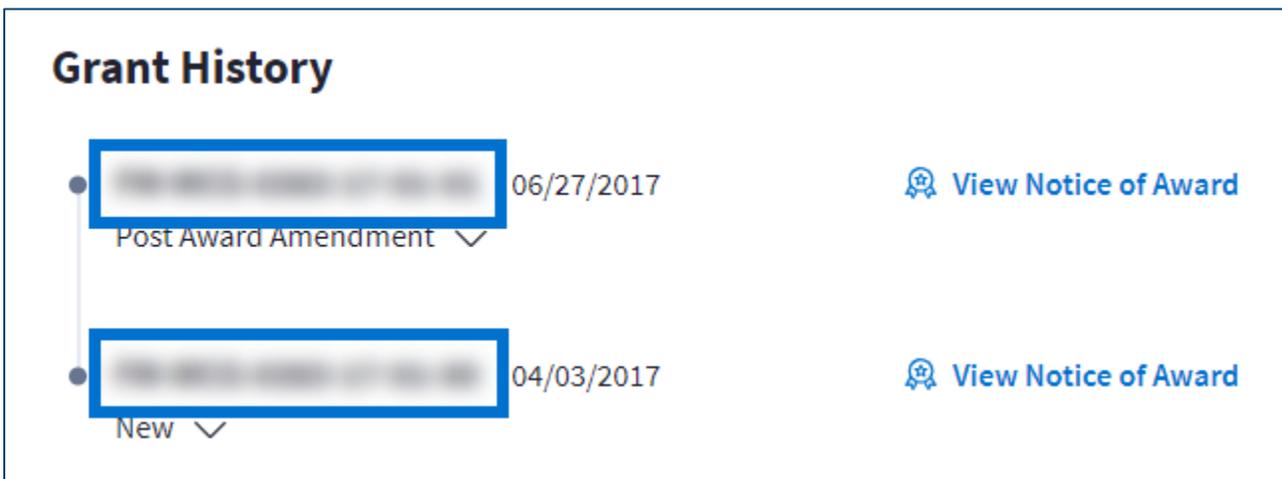


Figure 105: Grant Number for each amendment

The date the application or amendment was awarded appears to right of the *Grant Number*.

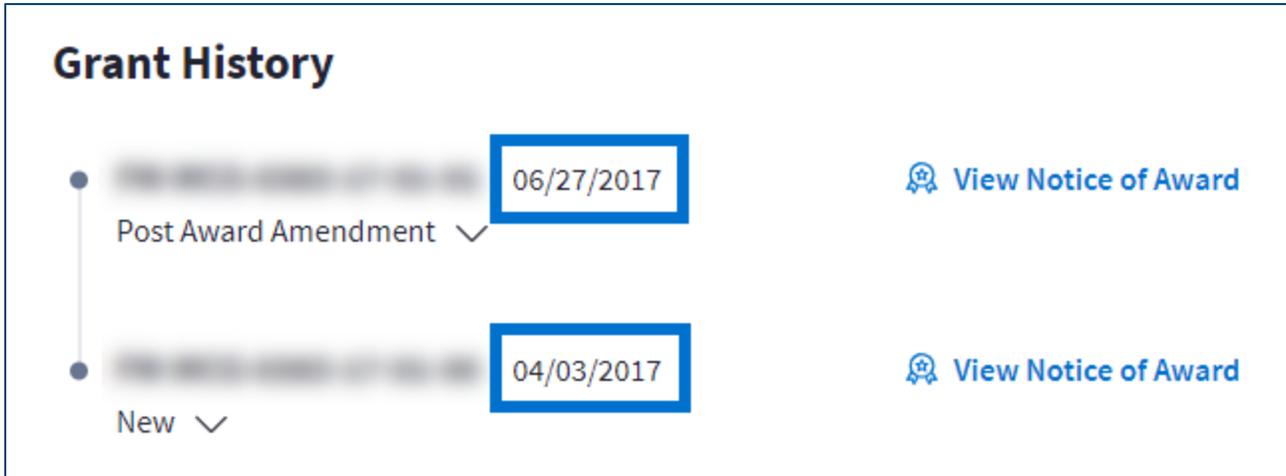


Figure 106: Application and amendment due dates

The *Amendment Type* appears below the *Grant Number*. The *Amendment Type* may appear as the following depending on the amendment:

- New
- Directed Supplement
- Competing Continuation
- Post Award Amendment
- Non-Competing Continuation Application

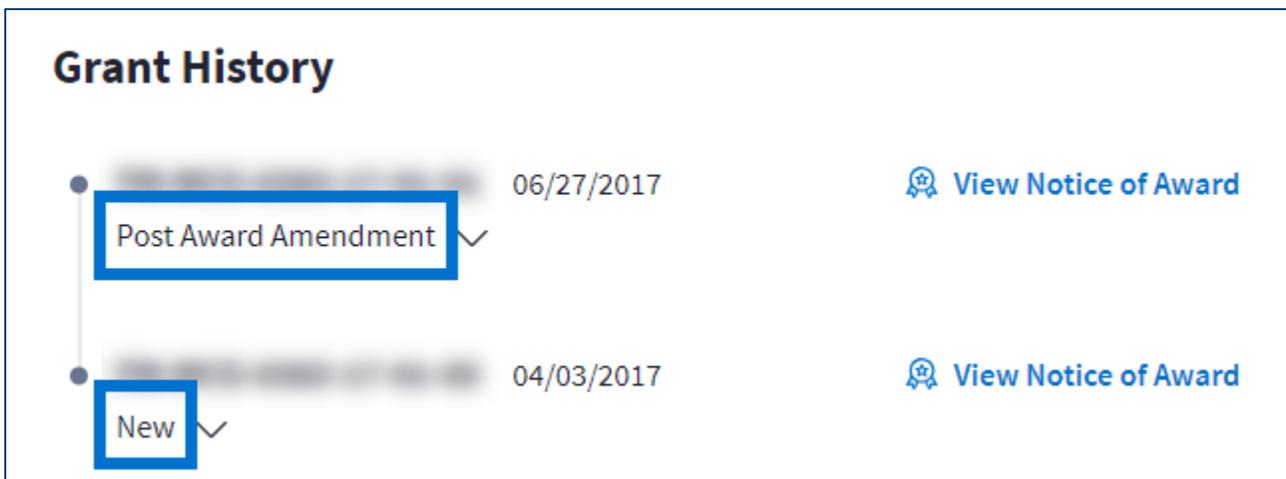
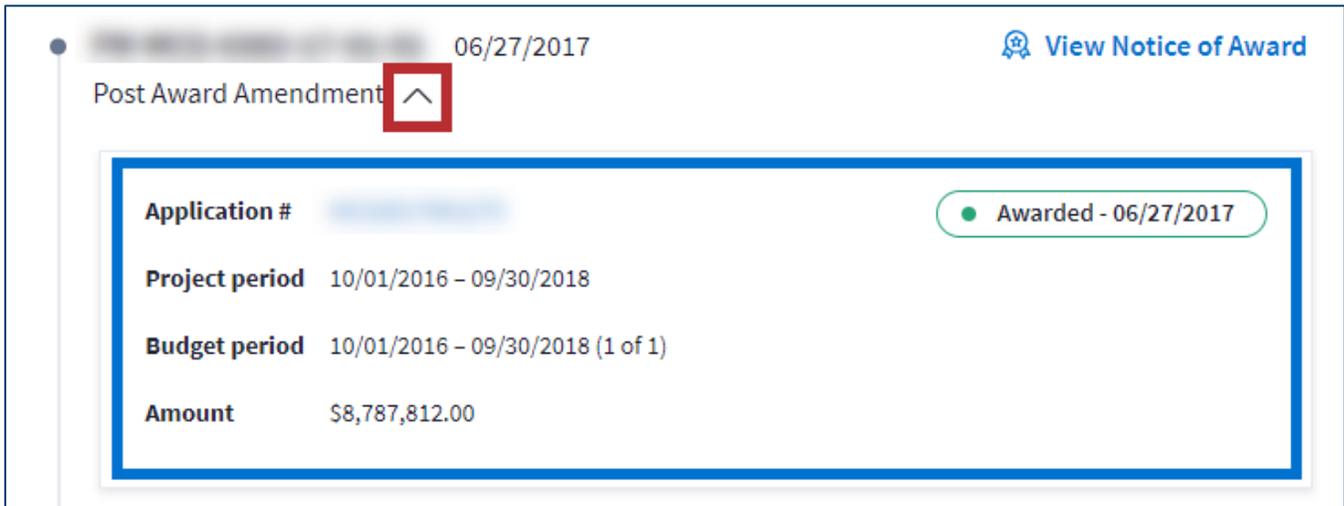


Figure 107: Amendment Type

Click the **arrow** button below the *Grant Number* to expand additional historical information. A *historical status* indicator appears on the right side of the expansion, and the date the application or amendment was awarded appears to the right of it. The following fields appear below:

- Application Number
- Project Period
- Budget Period
- Amount



06/27/2017 [View Notice of Award](#)

Post Award Amendment 

**Application #** [blurred] Awarded - 06/27/2017

**Project period** 10/01/2016 - 09/30/2018

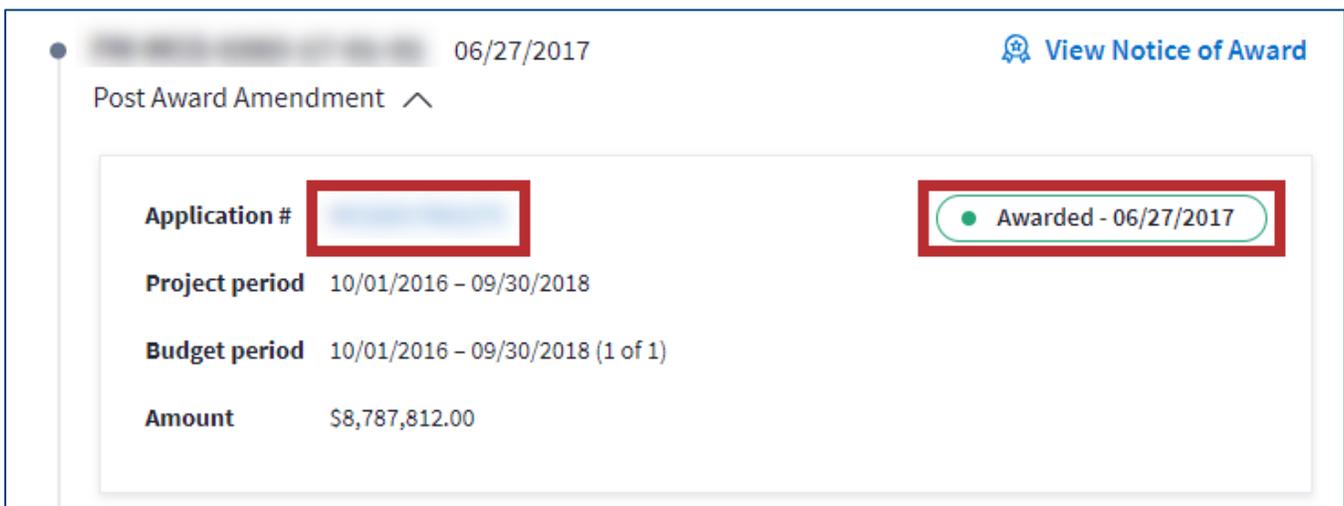
**Budget period** 10/01/2016 - 09/30/2018 (1 of 1)

**Amount** \$8,787,812.00

Figure 108: Expand arrow button and additional historical information

#### Application Number and Historical Status Button

Click the **Application Number** button or the **historical status** button to access the “GrantSolutions Application Control Checklist” screen.



06/27/2017 [View Notice of Award](#)

Post Award Amendment 

**Application #** [blurred] Awarded - 06/27/2017

**Project period** 10/01/2016 - 09/30/2018

**Budget period** 10/01/2016 - 09/30/2018 (1 of 1)

**Amount** \$8,787,812.00

Figure 109: Application Number button and historical status button

The “GrantSolutions Application Control Checklist” screen appears.

### GrantSolutions Application Control Checklist

**Awarded (Read Only)**

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](#)

Applicant	[Redacted]
Application Number	[Redacted]
Grants.gov Tracking Number	[Redacted]
Program	[Redacted]
Announcement	[Redacted]
Service Area	[Redacted]
Project Title	[Redacted]
Due Date	09/01/2016 12:00 AM (GMT - 05:00) Eastern Time (US & Canada)
Submitted Date	08/01/2016 04:28 PM Eastern Time

Figure 110: GrantSolutions Application Control Checklist screen

#### View Notice of Award Button

Click the **View Notice of Award** button on the right side of the row to access the Notice of Award for the desired application or amendment.

### Grant History

<ul style="list-style-type: none"> <li style="margin-bottom: 10px;"> <span style="font-size: 20px; vertical-align: middle;">●</span> [Redacted] 06/27/2017            Post Award Amendment <span style="font-size: 20px; vertical-align: middle;">▼</span> </li> <li> <span style="font-size: 20px; vertical-align: middle;">●</span> [Redacted] 04/03/2017            New <span style="font-size: 20px; vertical-align: middle;">▼</span> </li> </ul>	<div style="border: 2px solid red; padding: 5px; margin-bottom: 10px; display: inline-block;"> <b>View Notice of Award</b> </div> <div style="border: 2px solid red; padding: 5px; display: inline-block;"> <b>View Notice of Award</b> </div>
--	--

Figure 111: View Notice of Award button

The historical Notice of Award appears in PDF format.

		<b>Grant Agreement</b>			
1. RECIPIENT NAME AND ADDRESS		2. AGREEMENT NUMBER:		3. AMENDMENT NO. 1	
4. PROJECT PERFORMANCE PERIOD:		FROM	10/01/2016	TO	09/30/2018
5. FEDERAL FUNDING PERIOD:		FROM	10/01/2016	TO	09/30/2018
1A. IRS/VENDOR NO.	6. ACTION				
1B. DUNS NO.					
7. CFDA#:					
8. PROJECT TITLE	<b>TITLE</b>	<b>FEDERAL</b>	<b>NON-FEDERAL</b>	<b>TOTAL</b>	
	9. PREVIOUS AGREEMENTS	3,702,767.00	653,430.00	4,356,197.00	
	10. THIS AGREEMENT	8,787,812.00	1,550,791.00	10,338,603.00	
	11. TOTAL AGREEMENT	12,490,579.00	2,204,221.00	14,694,800.00	
12. INCORPORATED ATTACHMENTS THIS AGREEMENT INCLUDES THE FOLLOWING ATTACHMENTS, INCORPORATED HEREIN AND MADE A PART HEREOF:					

Figure 112: Historical Notice of Award PDF

## Reports Tab

To view Grant Project reports, click the **Reports** tab.



Figure 113: Grant Details screen with Reports tab

The **Reports** tab opens with the *Current Reporting Period* section expanded by default. Both Federal Financial Reports (FFRs) and Performance Progress Reports (PPRs) appear in each section.

### Reports

Report Type  
All Reports (10) ▼

---

**Past Reporting Periods** ▼

---

**Current Reporting Period** ▲

---

TYPE	DUE DATE	REPORTING PERIOD	STATUS	ACTION
Quarterly FFR	10/30/2020 – in 4 months	07/01/2020 - 09/30/2020	Not Started	<a href="#">Start Report</a> <span style="float: right;">⋮</span>
Quarterly PPR	10/22/2020 – in 4 months	07/01/2020 - 09/30/2020	Not Started	<a href="#">Start Report</a> <span style="float: right;">⋮</span>

---

**Future Reporting Periods** ▼

Figure 114: Reports tab with Current Reporting Period section

Click the **Report Type** drop-down to filter search results by Report Type.

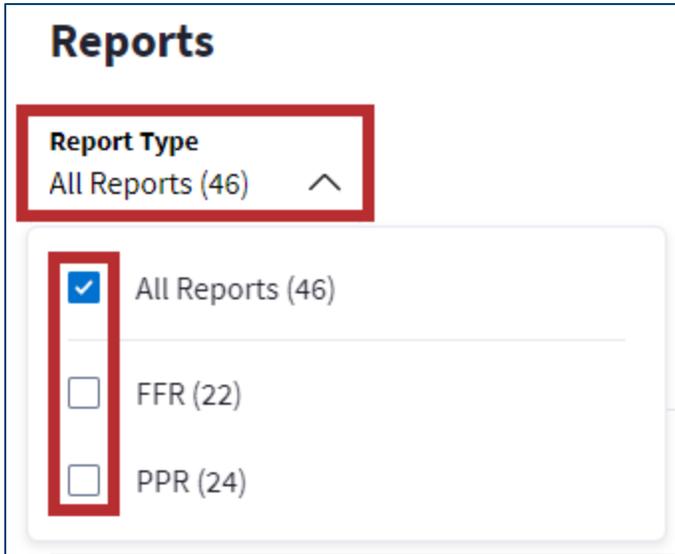


Figure 115: Report Type drop-down

In the *Past Reporting Periods*, *Current Reporting Period*, and *Future Reporting Periods* sections, click the **arrow** on the right side to expand each section.

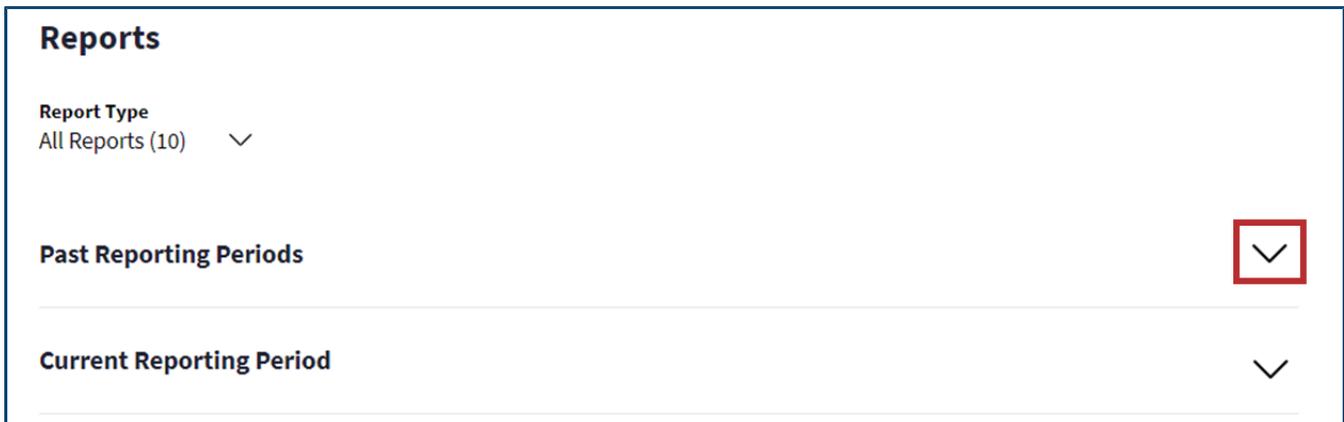
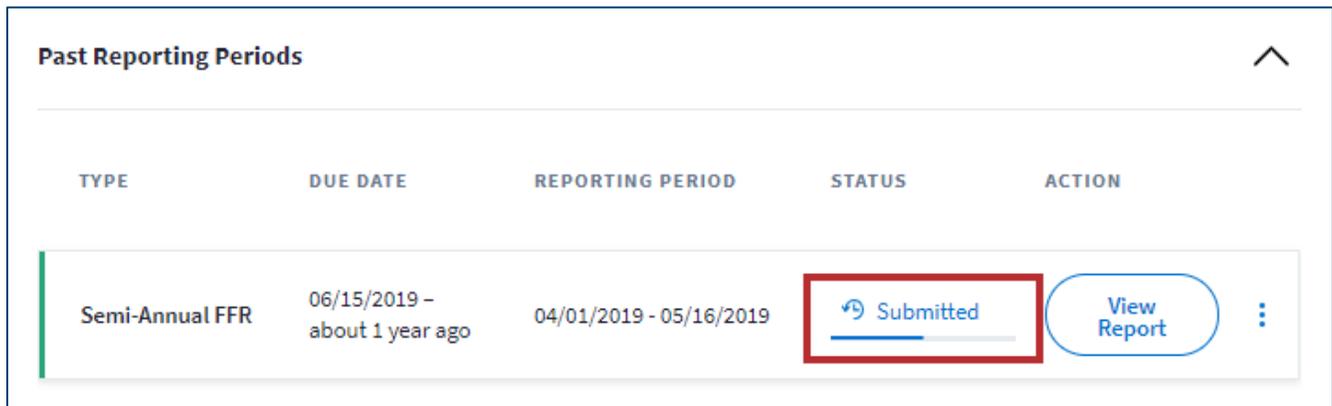


Figure 116: Reporting Period section expansion arrow button

### Reporting Period Section

FFRs and PPRs for the desired reporting period appear in rows, and the following columns appear:

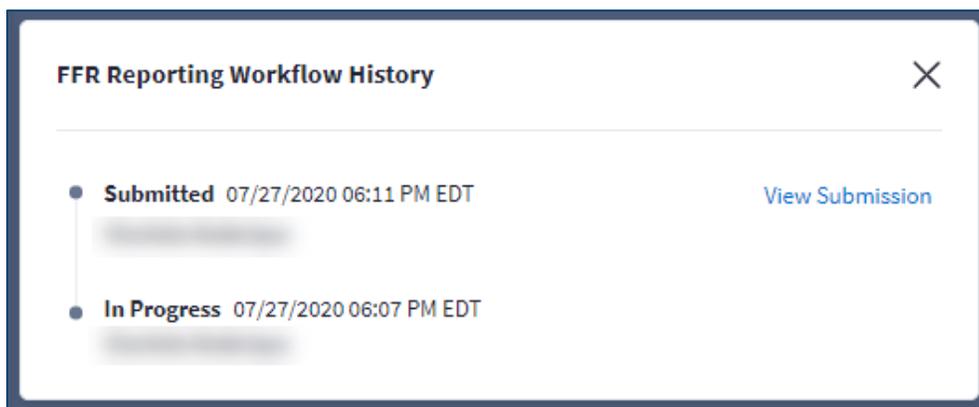
- **Type:** Quarterly, semi-annual, annual, or final depending on the Federal agency reporting requirements.
- **Due Date:** The report due date. Users can start, edit, and submit a report even if the due date is passed. A countdown is included in this column.
- **Reporting Period:** The reporting timeframe.
- **Status:** The current report workflow status. Click the **Status** button to view the workflow history and any comments. Statuses include the following:
  - **Not Started:** Data is not entered in the report.
  - **In Progress:** Data is entered in the report and not submitted.
  - **Submitted:** The report is submitted to the Grantor.
  - **Accepted (may appear as Approved):** The report is approved by the Grantor.
  - **Returned:** The report is returned to the Grant Recipient by the Grantor for edits.
  - **Withdrawn:** The report is withdrawn by the Grant Recipient.
  - **No Data Available:** No data is available for the report.



TYPE	DUE DATE	REPORTING PERIOD	STATUS	ACTION
Semi-Annual FFR	06/15/2019 - about 1 year ago	04/01/2019 - 05/16/2019	Submitted	View Report

Figure 117: Reporting Period section with Status button

The “Reporting Workflow History” screen appears.



Status	Timestamp	Action
Submitted	07/27/2020 06:11 PM EDT	View Submission
In Progress	07/27/2020 06:07 PM EDT	

Figure 118: Reporting Workflow History screen

- **Action:** Start, edit, or view a report depending on the current report workflow status. Some report workflow statuses do not have an applicable action. Click the **Action** button to perform an action for the FFR or PPR. Actions include the following:
  - **Start Report:** Begin the FFR or PPR form.
  - **Edit Report:** Continue editing the FFR or PPR form.
  - **View Report:** Upon submission, view the contents of the FFR or PPR form.

**Note:** If the user role is not configured to submit FFRs or PPRs, the user can successfully click an action button but cannot successfully submit the report.

Past Reporting Periods				
TYPE	DUE DATE	REPORTING PERIOD	STATUS	ACTION
Semi-Annual FFR	06/15/2019 – about 1 year ago	04/01/2019 - 05/16/2019	Submitted	View Report

Figure 119: Reporting Period section with Action button

#### Actions List Icon

Click the **Actions List** icon (**three vertical dots**) to print the report or download a PDF version. This option is available for all statuses except *Not Started*.

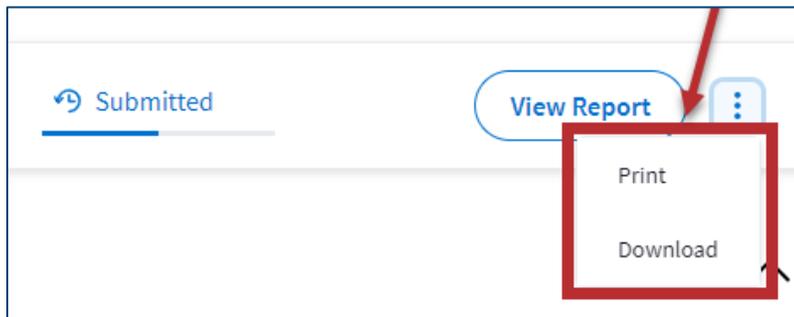


Figure 120: Actions List icon with Print and Download buttons

## Amendments Tab

1. To view Grant Project amendments, click the **Amendments** tab.



Figure 121: Grant Details screen with Amendments tab

2. The **Amendments** tab opens. Features within this tab are currently unavailable. A “Coming Soon” message appears in the middle of the tab.

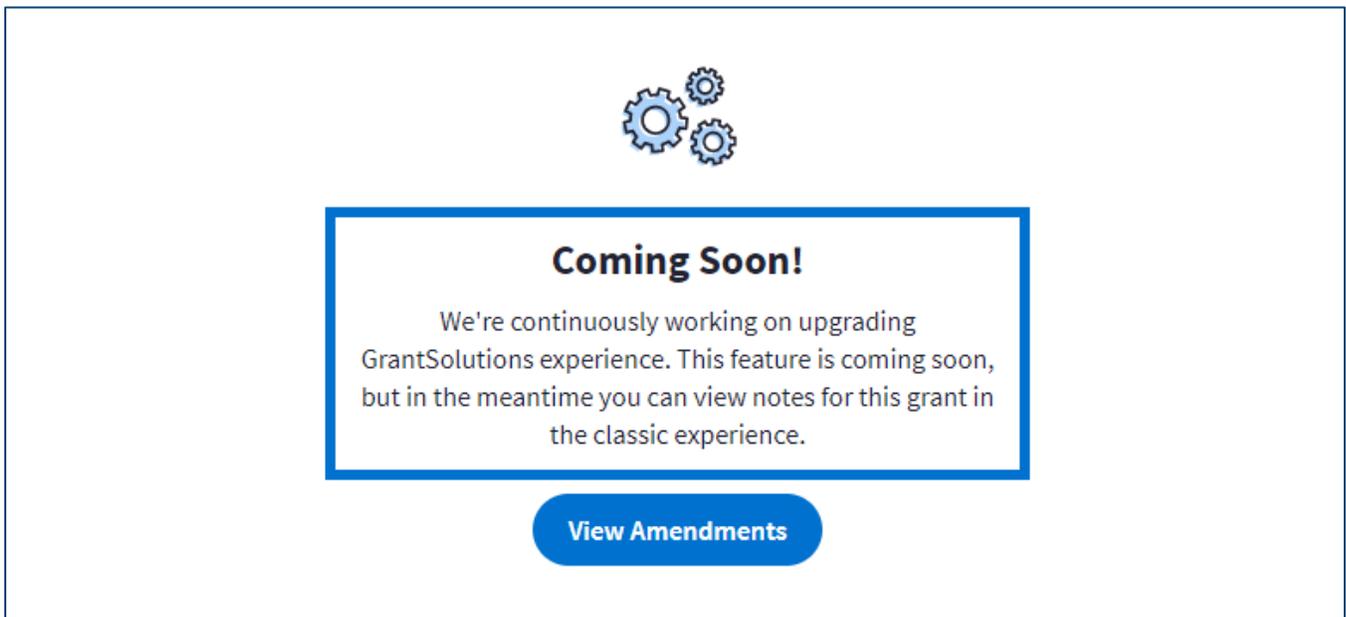


Figure 122: Amendments tab with Coming Soon message

3. To access amendments, click the **View Amendments** button below the “Coming Soon” message.

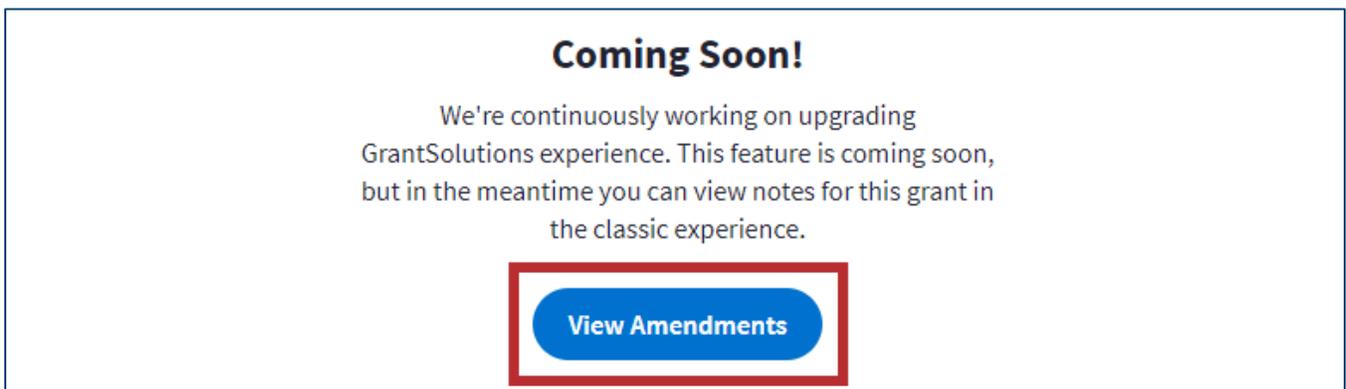


Figure 123: Amendment tab with View Amendments button

- Users are routed to the *Manage Amendments* screen in the GrantSolutions GMM.

### Manage Amendments

Grant Number	██████████
Grantee Name	██
Project Title	██
Project Start Date	10/01/2015
Project End Date	09/30/2017
Last Issued NGA	05/24/2016 ( <a href="#">View NGA</a> )

Amendment #	Status	Submitted Date	Type	Budget Period	Action
(There are no Amendments found for this Grant.)					

Figure 124: GrantSolutions GMM Manage Amendments screen

### Notes Tab

- To view Grant Project notes, click the **Notes** tab.

Details
History
Reports
Amendments

**Notes**

Figure 125: Grant Details screen with Notes tab

- The **Notes** tab opens. Features within this tab are currently unavailable. A “Coming Soon” message appears in the middle of the tab.



## Coming Soon!

We're continuously working on upgrading GrantSolutions experience. This feature is coming soon, but in the meantime you can view notes for this grant in the classic experience.

Figure 126: Notes tab with Coming Soon message

- To access grant notes, click the **View Grant Notes** button below the “Coming Soon” message.

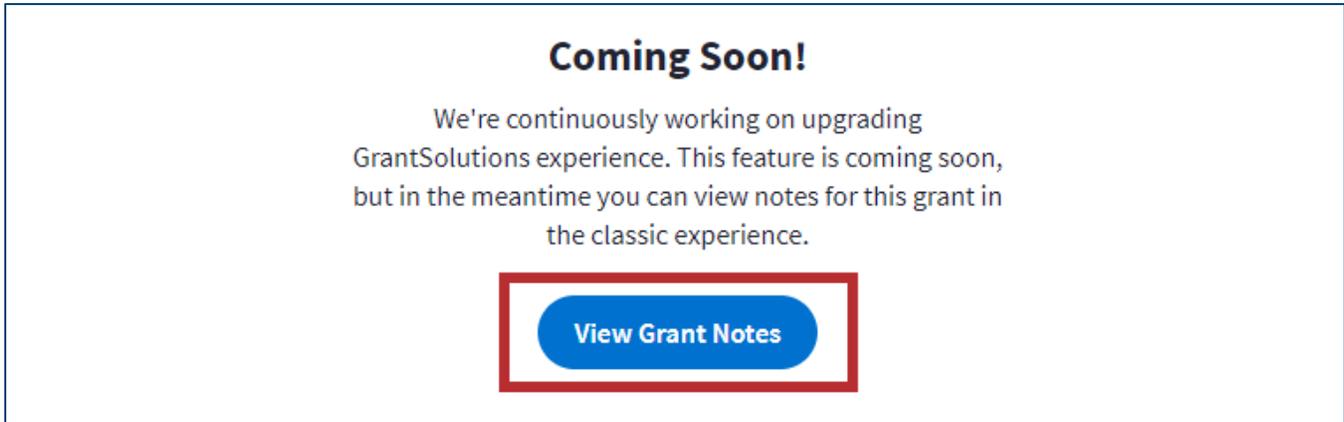


Figure 127: Notes tab with View Grant Notes button

- Users are routed to the *Grant Notes* screen in the GrantSolutions GMM.

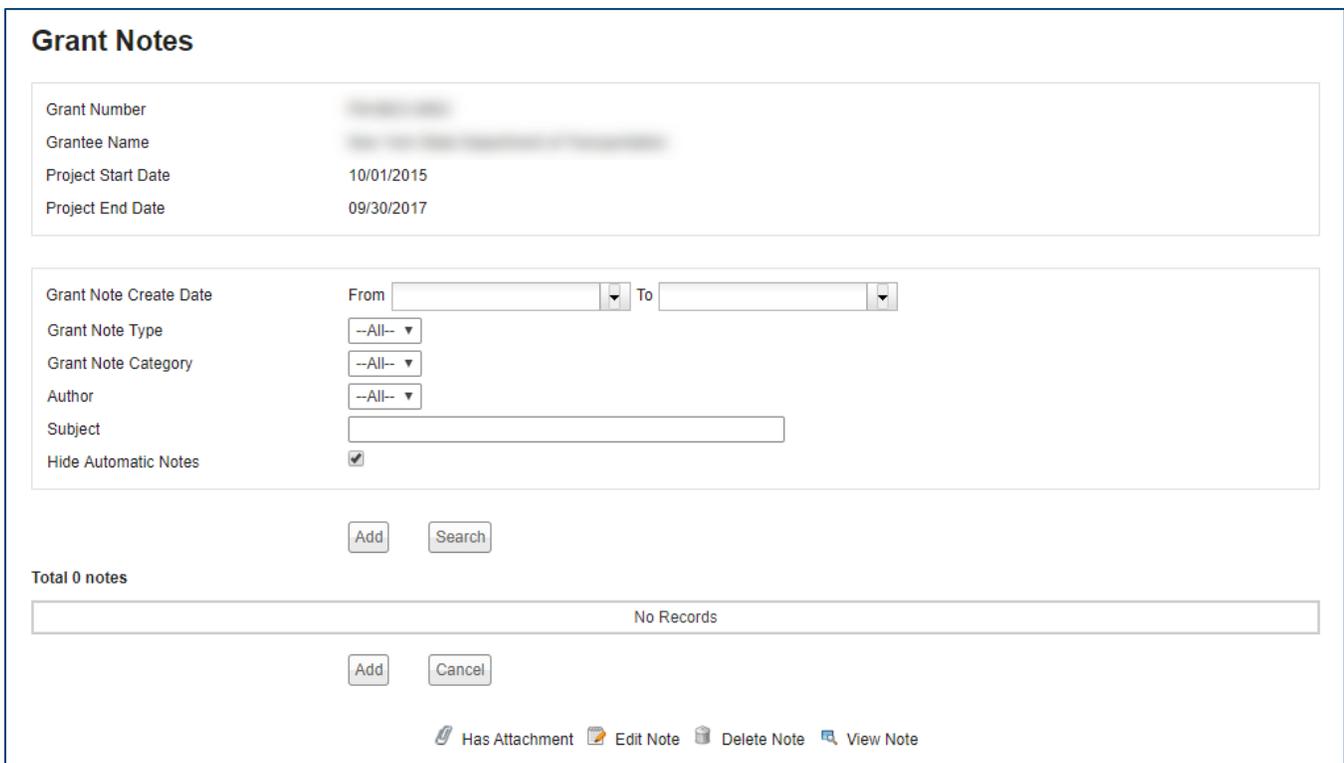


Figure 128: GrantSolutions GMM Grant Notes screen