Linking Services, Solutions, Communities

GrantSolutions

Grantee Guide

DRAFT

User Guide

Version 1.0 – May 2011

The Grants Center of Excellence

www.grantsolutions.gov

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DRAFT

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Introduction

The Grants Center of Excellence (COE)

The Grants COE serves as one of three consortia leads under the Grants Management Line of Business (GMLoB) E-Gov initiative offering government-wide grants management system support services. GrantSolutions.gov is a comprehensive grants management system provided by the Grants Center of Excellence (COE). As an interactive input and retrieval system, GrantSolutions allows users to perform grants management functions and maintain information related to applications and grants. Through GrantSolutions, users can maintain applicant information, recommend and award funds, and view the status of pending applications and approvals. Users can also perform award-funding calculation release and print awards, submit award data to external systems, and facilitate changes in data such as the recipient's address or the contact information of a grants management officer (GMO).

GrantSolutions consists of four modules:

- Pre-Award
- Award
- Post Award
- Administration

Each module provides independent functionality that can be used to manage a specific grant business process or combine individual modules to provide a complete grants management solution.

System Requirements

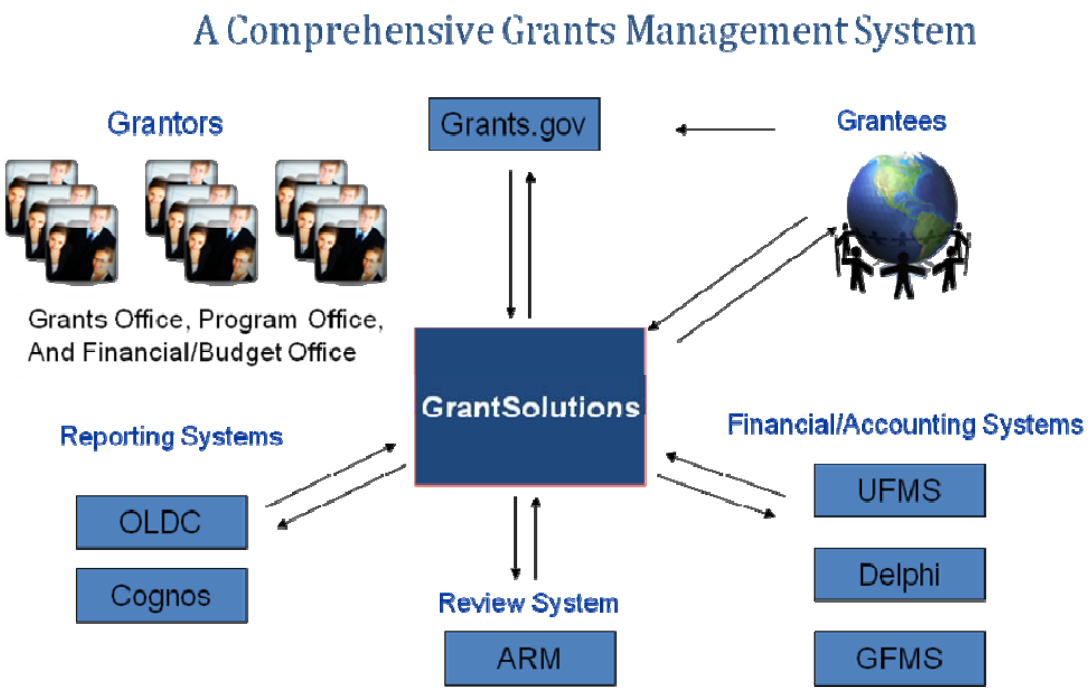
The GrantSolutions System exists in a 3-tier environment using an industry-standard *e-Commerce* capable web server, a Java Application Server, and a high-performance Oracle Database. Accessing the system is available from user's workstation using one of the following internet browsers:

- Internet Explorer 5.01 or Higher
- Netscape 4.7 or Higher

Security

The GrantSolutions system is intended for use by Grants Management and Program Staff, and our grantee business partners. OPHS staff members have access privileges based on job roles and assignment to defined "groups" within the GrantSolutions security system. Grant applicants and grantee business partners register their name and organization with GrantSolutions and receive a confidential user name and password that will provide access for online application, grant announcements, and electronic submission of post-award reports and activities.

A Comprehensive Grants Management System



Login to GranSolutions.gov

To simply **view** Funding Opportunities (Announcements), you will not need to obtain an account (username and password) to log in. To **apply** for a Funding Opportunity, you will need an account to log in. If your organization has never applied or received a grant through the GrantSolutions system previously, then you can self-register. If your organization has applied or received a grant through the GrantSolutions system previously, ***you will need*** assistance from the GrantSolutions help desk to ensure that your account is affiliated with the correct organization. If you are accepting a grant, you ***may also need*** assistance from the GrantSolutions help desk to ensure that your account is affiliated with the correct organization.

- The Production URL for GrantSolutions.gov is http://www.grantsolutions.gov/.

Log In Screen:

Note: When new employees arrive or when changes to existing accounts are needed, submit a Federal User Account Request form available by selecting the **Getting Started** link or by contacting your internal GrantSolutions Technical Coordinator, GrantSolutions Support team, or Partner Project Director (PPD). The first time you log into the GrantSolutions system, you will be required to set your own password. After setting your own password, you will then be returned to the login screen to enter the username and password that you indicated. For existing user accounts that have already been established, you may reset your password or unlock your account by pressing the **Reset Password/Unlock Account** link.

Passwords and Restrictions

When setting your own password, you must ensure that the password complies with the following restrictions.

- The minimum number of characters a password must contain is 8.
- At least one upper-case, one lower-case, one number, and one special character must be used. (Special characters include: ! @ # $ % & * = ? < >)
- The password cannot begin with a numeric character.
- User accounts are locked out for 2 hours after three consecutive unsuccessful login attempts. Use the password reset function to unlock a locked account or contact the Custom Application Support & Training support center for assistance.
- Passwords remain valid for 60 days and users will be prompted to change the password as the expiration date draws near.

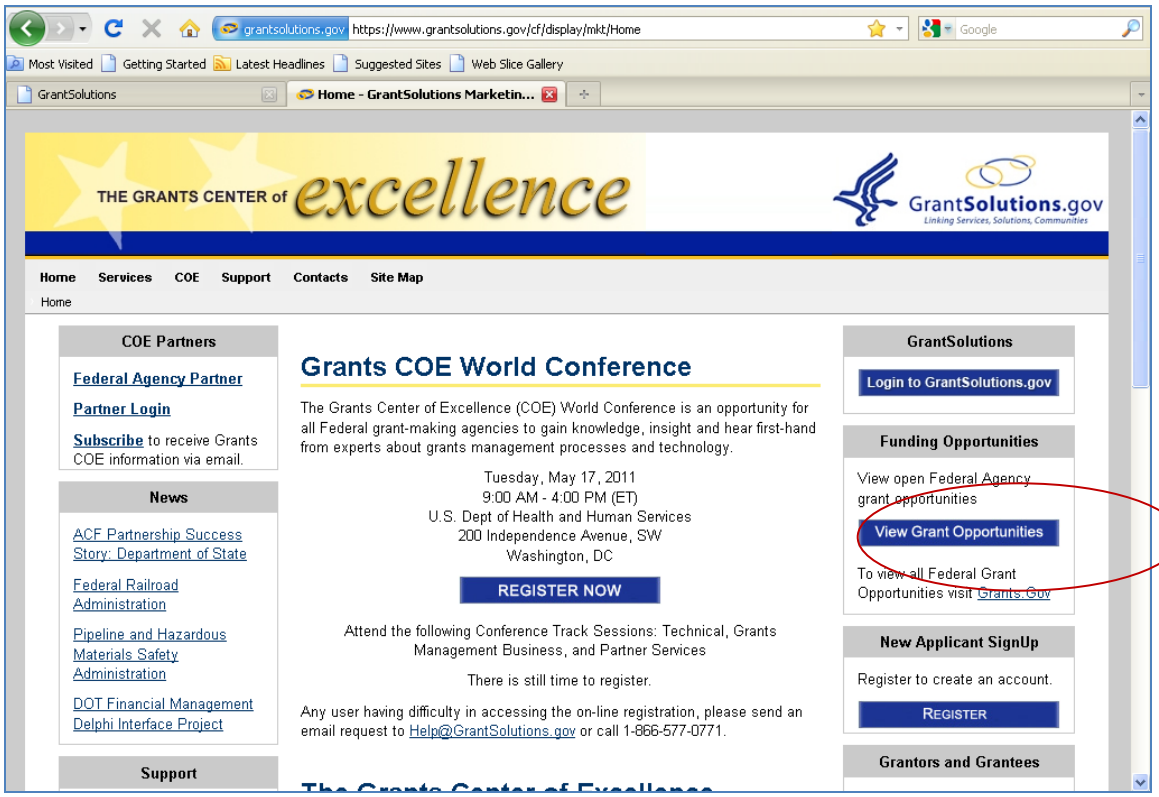
To View a Funding Opportunity (Announcement without an Account)

Menu Navigation

View a Funding Opportunity (Announcement without an Account):

1. Visit **http://grantsolutions.gov/**.

2. Click the **View Grant Opportunities** link. The Grant Announcements screen will appear. This page allows you to view Funding Opportunities (Grant Announcements) that are open to the general public.



3. Select a **Grant Program**, **Program Office** and/or the **CFDA Number** from the drop down box and click on **Search**. To view all Funding opportunities, leave the Grant Program, Program Office and CFDA fields blank (set to Default ALL) and click on **Search**. The Grant Announcements screen will reload with the list of Funding Opportunities.

4. Click the **Announcement Title** link of the desired Announcement. A synopsis (summary of the announcement will appear.

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Grant Announcements

Please enter selection criteria to view the available announcements.
Or to view all announcements, just press search:

Program: - Select a Program - Default ALL

Program Office: - Select a Program Office - Default ALL

CFDA: - Select a CFDA Number - Default ALL

Search Close

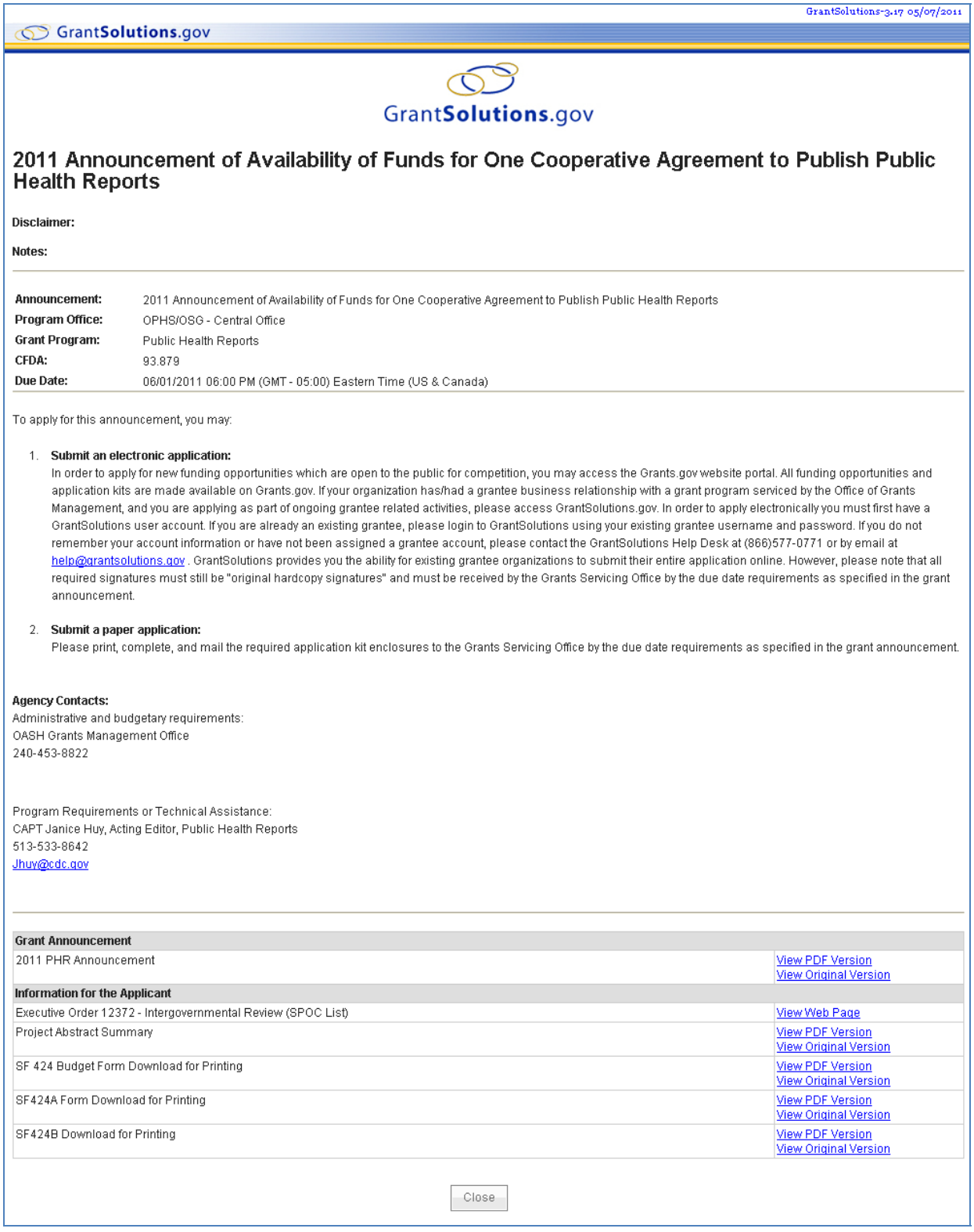
Click on the link provided in the announcement title to view details about the selected announcement.
Click on the link in the column titles to sort the list by that column.

Number of Announcements: 9

Announcement Title	Program	Program Office	Grant Program	CFDA	Due Date
2012 PHMSA HMEP Native American Tribes	Hazardous Materials Safety	Hazardous Materials Safety Program Office	Hazardous Materials Emergency Preparedness	20.703	06/01/2011 05:00 PM EST
2012 PHMSA HMEP SPSTG	Hazardous Materials Safety	Hazardous Materials Safety Program Office	Hazardous Materials International Association of Firefighters	20.703	06/01/2011 05:00 PM EST
2012 PHMSA HMEP States & Territories	Hazardous Materials Safety	Hazardous Materials Safety Program Office	Hazardous Materials Emergency Preparedness	20.703	06/01/2011 05:00 PM EST
2012 PHMSA HMIT	Hazardous Materials Safety	Hazardous Materials Safety Program Office	Hazardous Materials Instructor Training	20.703	06/01/2011 05:00 PM EST
2011 Announcement of Availability of Funds for One Cooperative Agreement to Publish Public Health Reports	Surgeon General	OPHS/OSG - Central Office	Public Health Reports	93.879	06/01/2011 06:00 PM EST
Grants to Support the Historically Black Colleges and Universities Health Services	Centers For Medicare & Medicaid Services	COA/Office of Research, Development & Information - Program Office	Historically Black College & Universities(HBCU)	93.779	06/21/2011 05:00 PM EST
Grants to Support the Hispanic Health Services Research Grant Program	Centers For Medicare & Medicaid Services	COA/Office of Research, Development & Information - Program Office	Hispanic Health Services(HHS)	93.779	06/23/2011 05:00 PM EST
FY11 Announcement of Anticipated Availability of Funds for Family Planning Services Grants (Florida, Greater Miami area).	Family Planning	OPHS/OPA/OFP Region IV - Atlanta, GA	Family Planning Services	93.217	06/29/2011 08:00 PM EST
FY11 Announcement of Anticipated Availability of Funds for Family Planning Services Grants (Illinois, Chicago Area).	Family Planning	OPHS/OPA/OFP Region V - Chicago, IL	Family Planning Services	93.217	06/29/2011 08:00 PM EST
Announcement Title	Program	Program Office	Grant Program	CFDA	Due Date

DISCLAIMER:
The official source for announcements of grants and cooperative agreement opportunities is the Federal Register. The electronic version of these announcements is provided as a convenience. In the event of any conflict between the content of the electronic version and the Federal Register version, you should rely on the information in the Federal Register.

Close



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GrantSolutions.gov

2011 Announcement of Availability of Funds for One Cooperative Agreement to Publish Public Health Reports

Disclaimer:

Notes:

Announcement:	2011 Announcement of Availability of Funds for One Cooperative Agreement to Publish Public Health Reports
Program Office:	OPHS/OSG - Central Office
Grant Program:	Public Health Reports
CFDA:	93.879
Due Date:	06/01/2011 06:00 PM (GMT - 05:00) Eastern Time (US & Canada)

To apply for this announcement, you may:

1. **Submit an electronic application:**
   In order to apply for new funding opportunities which are open to the public for competition, you may access the Grants.gov website portal. All funding opportunities and application kits are made available on Grants.gov. If your organization has/had a grantee business relationship with a grant program serviced by the Office of Grants Management, and you are applying as part of ongoing grantee related activities, please access GrantSolutions.gov. In order to apply electronically you must first have a GrantSolutions user account. If you are already an existing grantee, please login to GrantSolutions using your existing grantee username and password. If you do not remember your account information or have not been assigned a grantee account, please contact the GrantSolutions Help Desk at (866)577-0771 or by email at help@grantsolutions.gov . GrantSolutions provides you the ability for existing grantee organizations to submit their entire application online. However, please note that all required signatures must still be "original hardcopy signatures" and must be received by the Grants Servicing Office by the due date requirements as specified in the grant announcement.

2. **Submit a paper application:**
   Please print, complete, and mail the required application kit enclosures to the Grants Servicing Office by the due date requirements as specified in the grant announcement.

Agency Contacts:
Administrative and budgetary requirements:
OASH Grants Management Office
240-453-8822

Program Requirements or Technical Assistance:
CAPT Janice Huy, Acting Editor, Public Health Reports
513-533-8642
Jhuy@cdc.gov

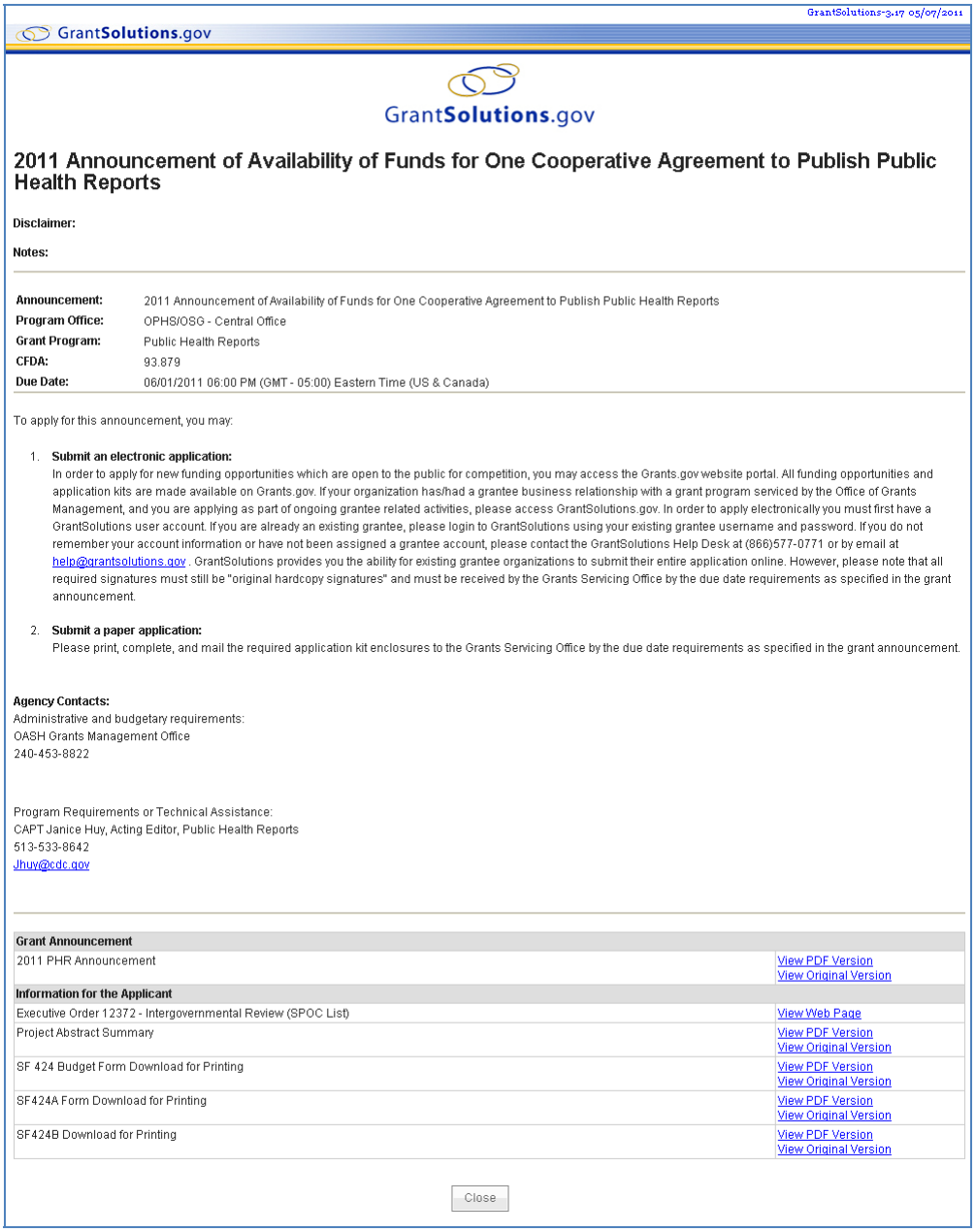
Grant Announcement	
2011 PHR Announcement	View PDF Version View Original Version
Information for the Applicant	
Executive Order 12372 - Intergovernmental Review (SPOC List)	View Web Page
Project Abstract Summary	View PDF Version View Original Version
SF 424 Budget Form Download for Printing	View PDF Version View Original Version
SF424A Form Download for Printing	View PDF Version View Original Version
SF424B Download for Printing	View PDF Version View Original Version

Close

Note: The Synopsis may include a link for downloading a full version of the announcement. By downloading the full version of the announcement, users can read

eligibility requirements and criteria that should be considered before applying for the grant.

5. Scroll down the Synopsis to find the Grant Announcement section, click on the **View PDF Version** link to the right of the Announcement title and the file will begin to download in the Adobe reader. The Adobe reader is required for downloading the full Funding Opportunity/Announcement.



GrantSolutions-3.17 05/07/2011

GrantSolutions.gov

GrantSolutions.gov

2011 Announcement of Availability of Funds for One Cooperative Agreement to Publish Public Health Reports

Disclaimer:

Notes:

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Program Office:	OPHS/OSG - Central Office
Grant Program:	Public Health Reports
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Due Date:	06/01/2011 06:00 PM (GMT - 05:00) Eastern Time (US & Canada)

To apply for this announcement, you may:

1. **Submit an electronic application:**
   In order to apply for new funding opportunities which are open to the public for competition, you may access the Grants.gov website portal. All funding opportunities and application kits are made available on Grants.gov. If your organization has/had a grantee business relationship with a grant program serviced by the Office of Grants Management, and you are applying as part of ongoing grantee related activities, please access GrantSolutions.gov. In order to apply electronically you must first have a GrantSolutions user account. If you are already an existing grantee, please login to GrantSolutions using your existing grantee username and password. If you do not remember your account information or have not been assigned a grantee account, please contact the GrantSolutions Help Desk at (866)577-0771 or by email at help@grantsolutions.gov . GrantSolutions provides you the ability for existing grantee organizations to submit their entire application online. However, please note that all required signatures must still be "original hardcopy signatures" and must be received by the Grants Servicing Office by the due date requirements as specified in the grant announcement.

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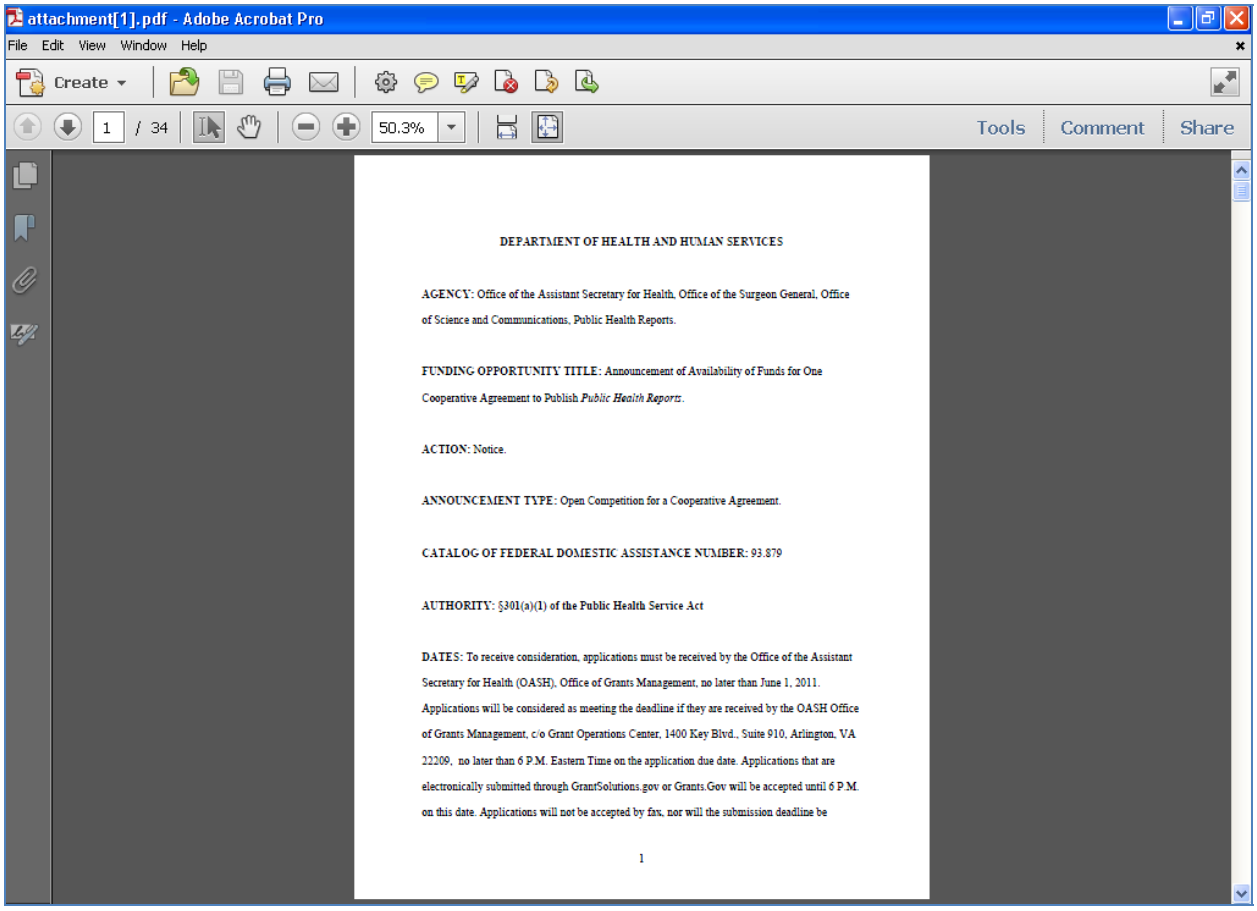
240-453-8822

Program Requirements or Technical Assistance:
CAPT Janice Huy, Acting Editor, Public Health Reports
513-533-8642
Jhuy@cdc.gov

Grant Announcement	
2011 PHR Announcement	View PDF Version View Original Version
Information for the Applicant	
Executive Order 12372 - Intergovernmental Review (SPOC List)	View Web Page
Project Abstract Summary	View PDF Version View Original Version
SF 424 Budget Form Download for Printing	View PDF Version View Original Version
SF424A Form Download for Printing	View PDF Version View Original Version
SF424B Download for Printing	View PDF Version View Original Version

Close



Note: Clicking on the **View Original Version** link to the right of the Announcement title will direct you to the login page of GrantSolutions. You must have a Username/Password to utilize this feature.

Applying for a Funding Opportunity

Has your organization ever received a grant that was processed in the GrantSolutions system? If not, you can self-register to receive an account (username and password) needed to apply for a grant. If so, you should have the helpdesk create your account so that it is associated with your organization and thus ensure that the process of accepting a grant proceeds smoothly if you receive a grant. You will need to download the appropriate forms, fill them out, scan them, and then email those forms back to the helpdesk to get an account (username and password).

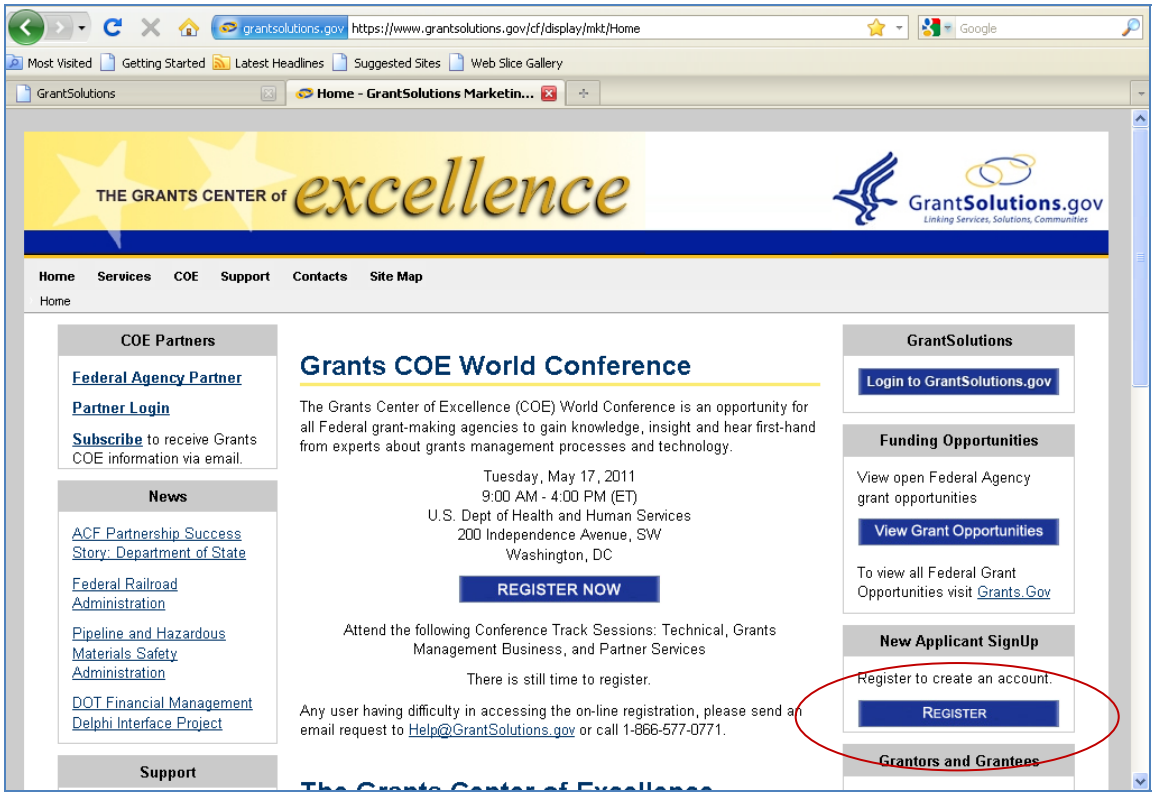
Self-Register

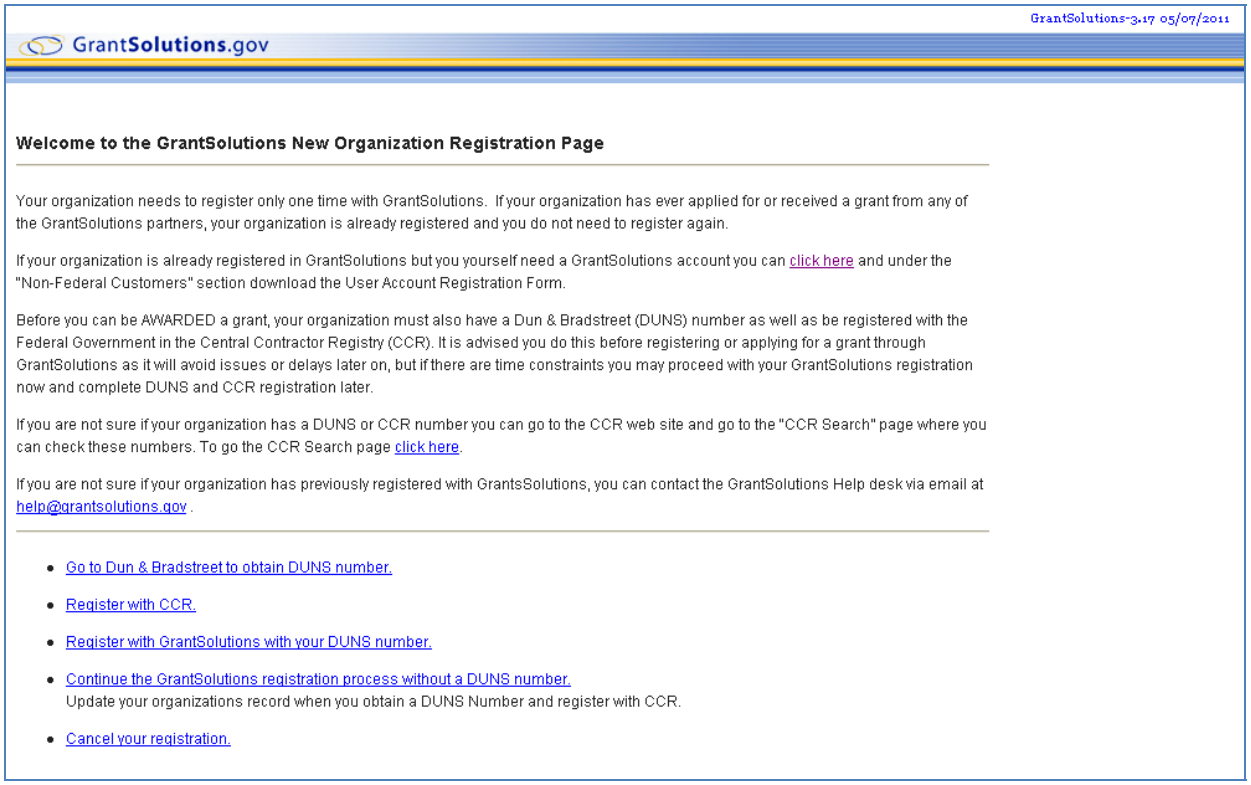
Menu Navigation

To Self-Register only if you know that your organization has never had an application processed in GrantSolutions before:

1. Visit **http://grantsolutions.gov/**.

2. Click **REGISTER** link. The Welcome to the GrantSolutions New Organization Registration Page will appear.





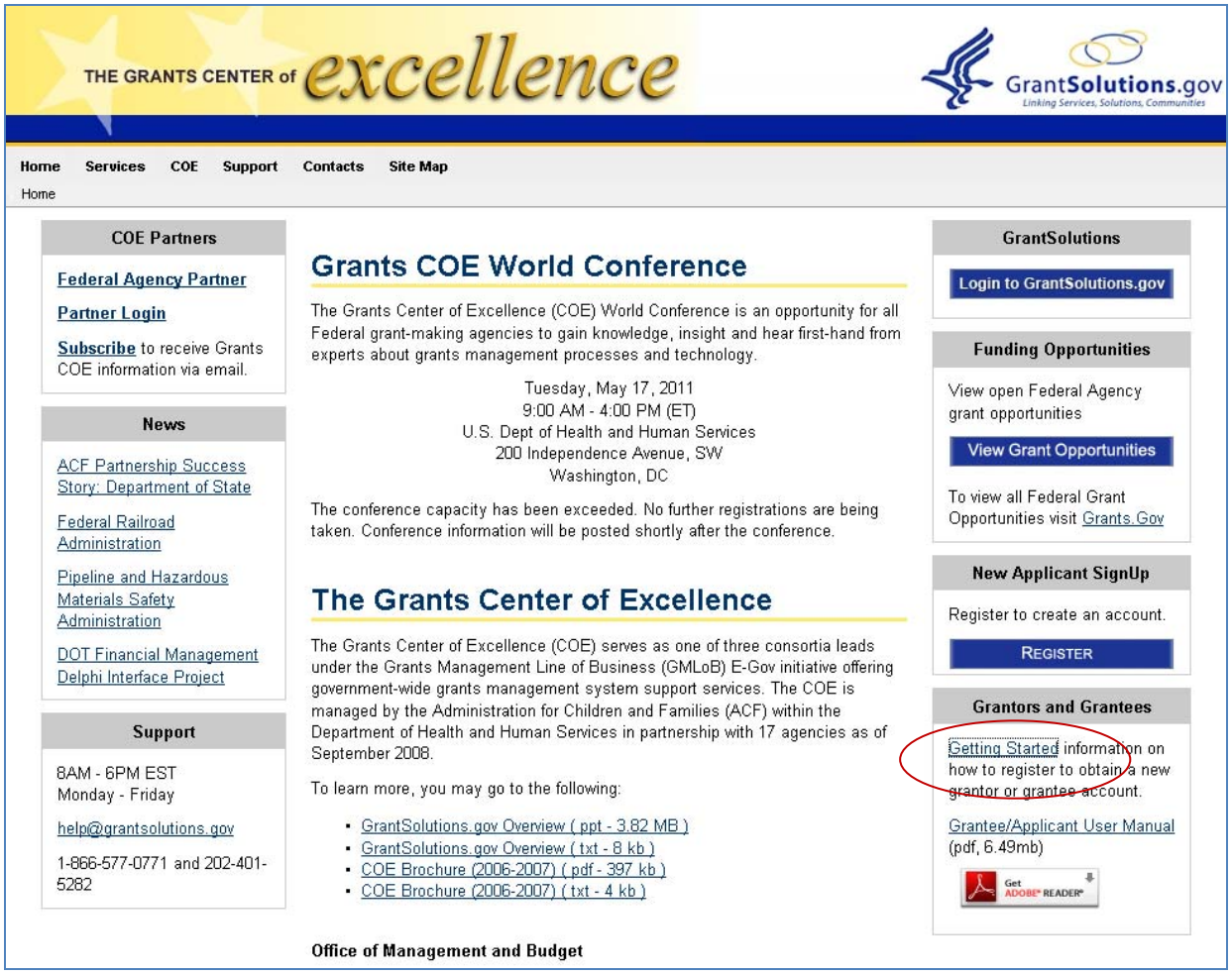
Request an Account from the Help Desk

Menu Navigation

To Request an Account from the Help Desk:

1. Visit **http://grantsolutions.gov/**.

2. Click **Getting Started** link. The Getting Started screen will appear.


THE GRANTS CENTER of excellence
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COE Partners
Federal Agency Partner
Partner Login
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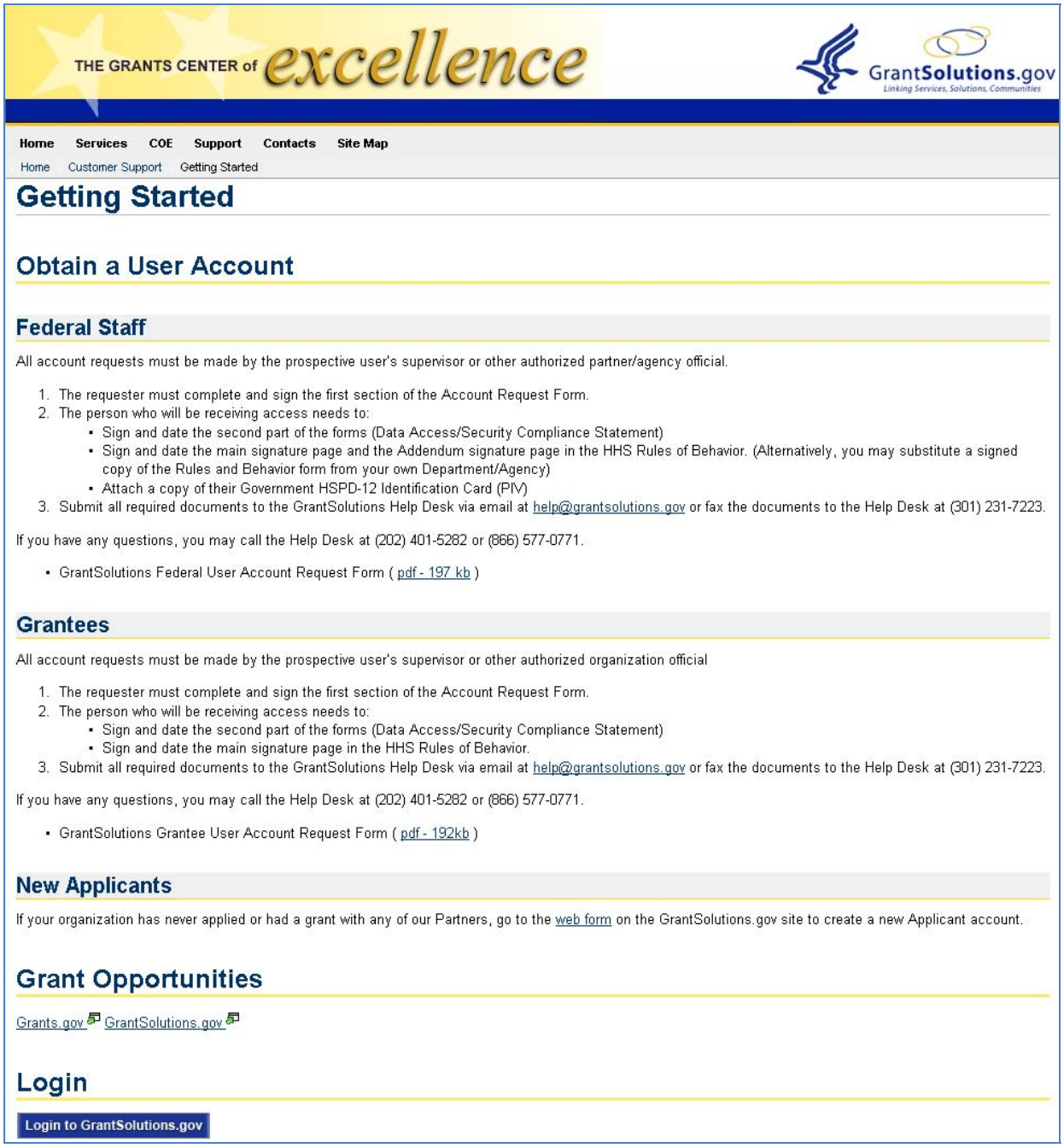
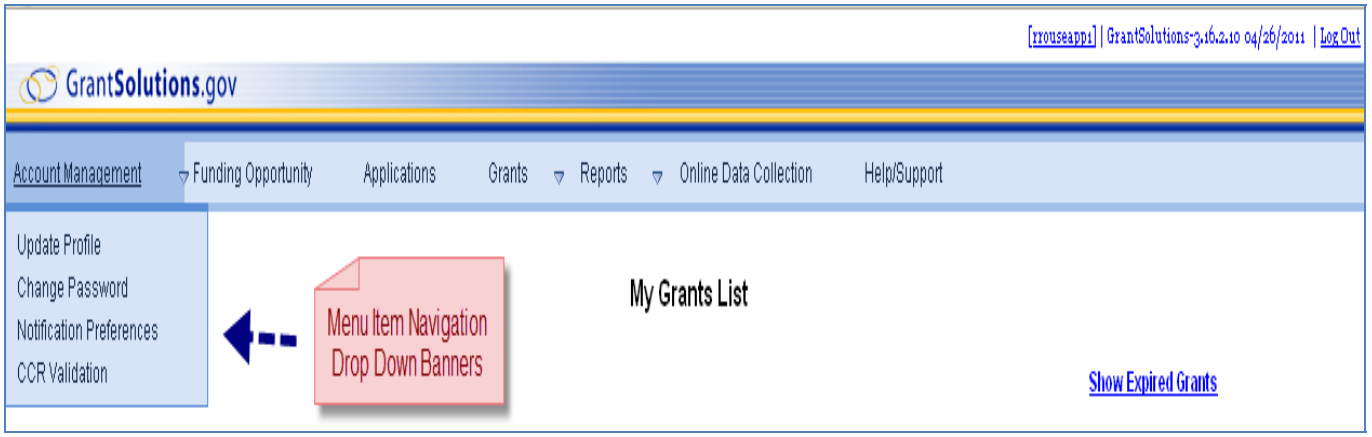
News
ACF Partnership Success Story: Department of State
Federal Railroad Administration
Pipeline and Hazardous Materials Safety Administration
DOT Financial Management Delphi Interface Project
Support
8AM - 6PM EST
Monday - Friday
help@grantsolutions.gov
1-866-577-0771 and 202-401-5282
Grants COE World Conference
The Grants Center of Excellence (COE) World Conference is an opportunity for all Federal grant-making agencies to gain knowledge, insight and hear first-hand from experts about grants management processes and technology.
Tuesday, May 17, 2011
9:00 AM - 4:00 PM (ET)
U.S. Dept of Health and Human Services
200 Independence Avenue, SW
Washington, DC
The conference capacity has been exceeded. No further registrations are being taken. Conference information will be posted shortly after the conference.
The Grants Center of Excellence
The Grants Center of Excellence (COE) serves as one of three consortia leads under the Grants Management Line of Business (GMLoB) E-Gov initiative offering government-wide grants management system support services. The COE is managed by the Administration for Children and Families (ACF) within the Department of Health and Human Services in partnership with 17 agencies as of September 2008.
To learn more, you may go to the following:
GrantSolutions.gov Overview (ppt - 3.82 MB)
GrantSolutions.gov Overview (txt - 8 kb)
COE Brochure (2006-2007) (pdf - 397 kb)
COE Brochure (2006-2007) (txt - 4 kb)
Office of Management and Budget
GrantSolutions
Login to GrantSolutions.gov
Funding Opportunities
View open Federal Agency grant opportunities
View Grant Opportunities
To view all Federal Grant Opportunities visit Grants.Gov
New Applicant SignUp
Register to create an account.
REGISTER
Grantors and Grantees
Getting Started information on how to register to obtain a new grantor or grantee account.
Grantee/Applicant User Manual (pdf, 6.49mb)
Get ADOBE READER



3. Scroll down to the section labeled Non- Federal Customers (Existing Grantees and Prior Applicants). Click on the link for GrantSolutions Applicant/Grantee User Account Registration Form

Basic Screen Navigation

The basic Menu items are clustered at the very top of the Home page or My Grants List. A brief description of these menu items is listed below:



Menu Item	Description
Account Management	If you need to edit any of your user information you will go to Account Management. Under update profile you
Funding Opportunity	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.
Applications	Once you have started to fill in an application online, you can access the application and any previously entered applications from this menu item.
Grants	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.
Reports	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.
Help/Support	The Help/Support link will give you the contact information for the GrantSolutions Helpdesk, as well as user manuals, and release notes.

My Grants List (MGL)

The My Grants List 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. By default the MGL displays all "Live Grants."

Menu Navigation

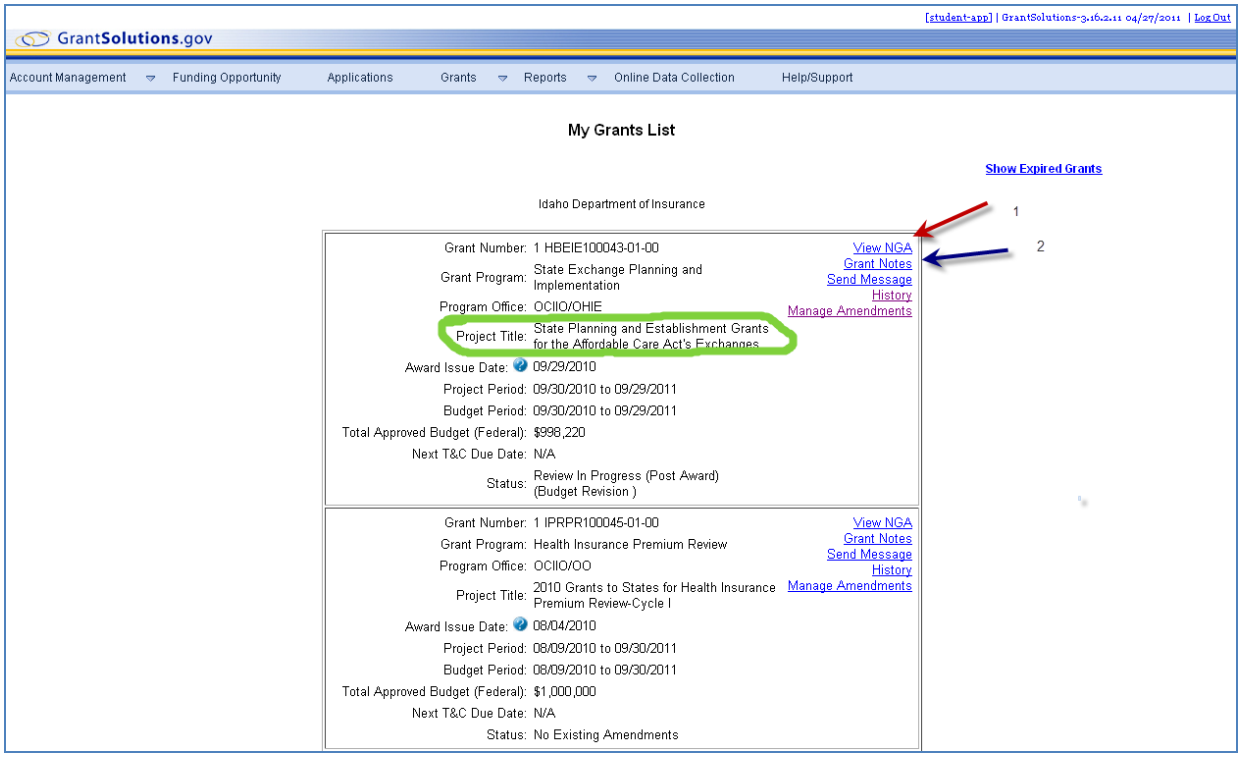
To explore the My Grants list screen:

1. Visit **http://grantsolutions.gov/**.

2. Click **Login to GrantSolutions.gov** link. The GrantSolutions Login page will appear.

3. Enter **Username** and **Password**. Click **LOG IN** button. The My Grants List screen will appear.

4. Click the **Show Expired Grants** link to view grants that have expired. To return, select the Show Live Grants link.



In addition to providing detailed summary info for each grant, the MGL far right corner provides key action links for additional information and tools for managing existing grants and amendments. Information for each grant: These basic actions include View NGA, Grant Notes, Send Message, History and Management Amendments. These actions are briefly described below:

Viewing a Notice of Grant Award (NGA)

Menu Navigation

To view a Notice of Grant Award (NGA):

1. Visit **http://grantsolutions.gov/**.

2. Click **Login to GrantSolutions.gov** link. The GrantSolutions Login page will appear.

3. Enter **Username** and **Password**. Click **LOG IN** button. The My Grants List screen will appear.

The NGA is a legally binding document that notifies a grantee and others that a grant has been funded. It contains or references all terms and conditions of an award and documents the obligation of federal funds.
To view the last issued NGA: Click the **View NGA** link and a PDF version of the NGA displays in a new browser window. *Figure 3. 3 Viewing the NGA* Use the scrollbar to view all the contents Click the **Printer** icon to send the document to your local printer.

Grant Notes

Similar to the Application Notes feature in GrantSolutions Pre-Award Module, Grant Notes allow users to add a "Correspondence" note that is attached to an application.

Menu Navigation

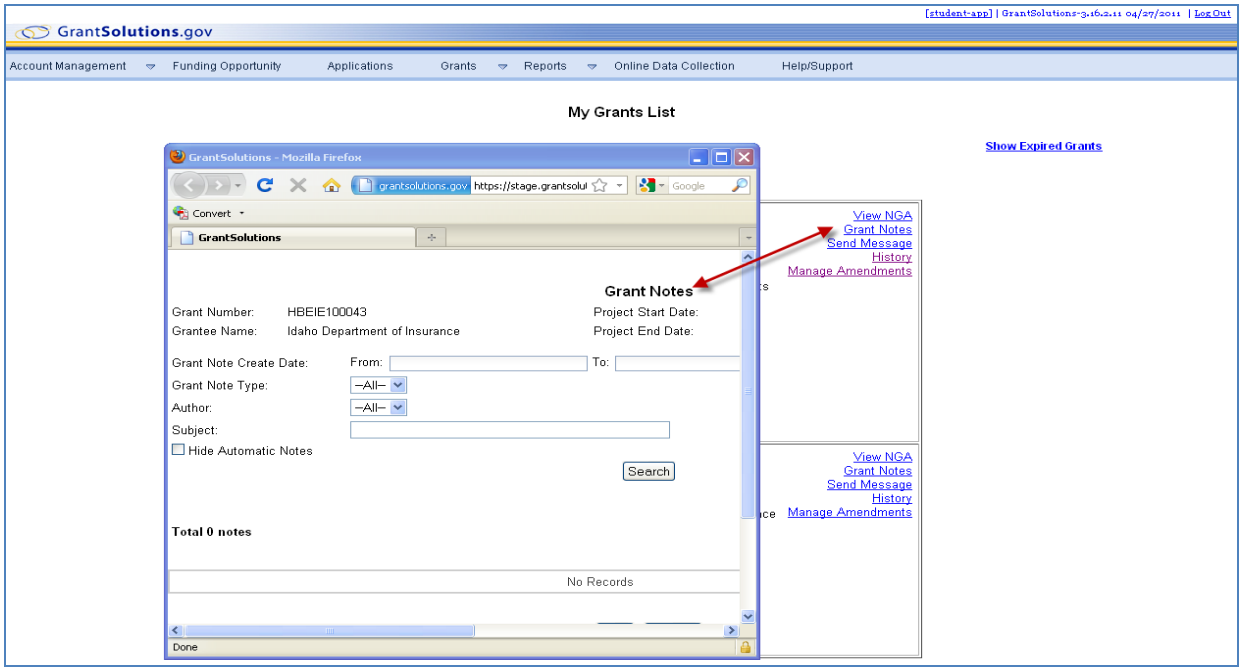
To add a grant note:

1. Visit **http://grantsolutions.gov/**.

2. Click **Login to GrantSolutions.gov** link. The GrantSolutions Login page will appear.

3. Enter **Username** and **Password**. Click **LOG IN** button. The My Grants List screen will appear.

4. Click the **Grant Notes** link adjacent to the grant you wish to view. Grant Notes opens in a separate browser window and displays a comprehensive list of all Grant Notes that exist over the entire Project Period. For each note, the date, grant number, subject, and author are displayed.



5. Click the **View** link in the Action column to view the full text.

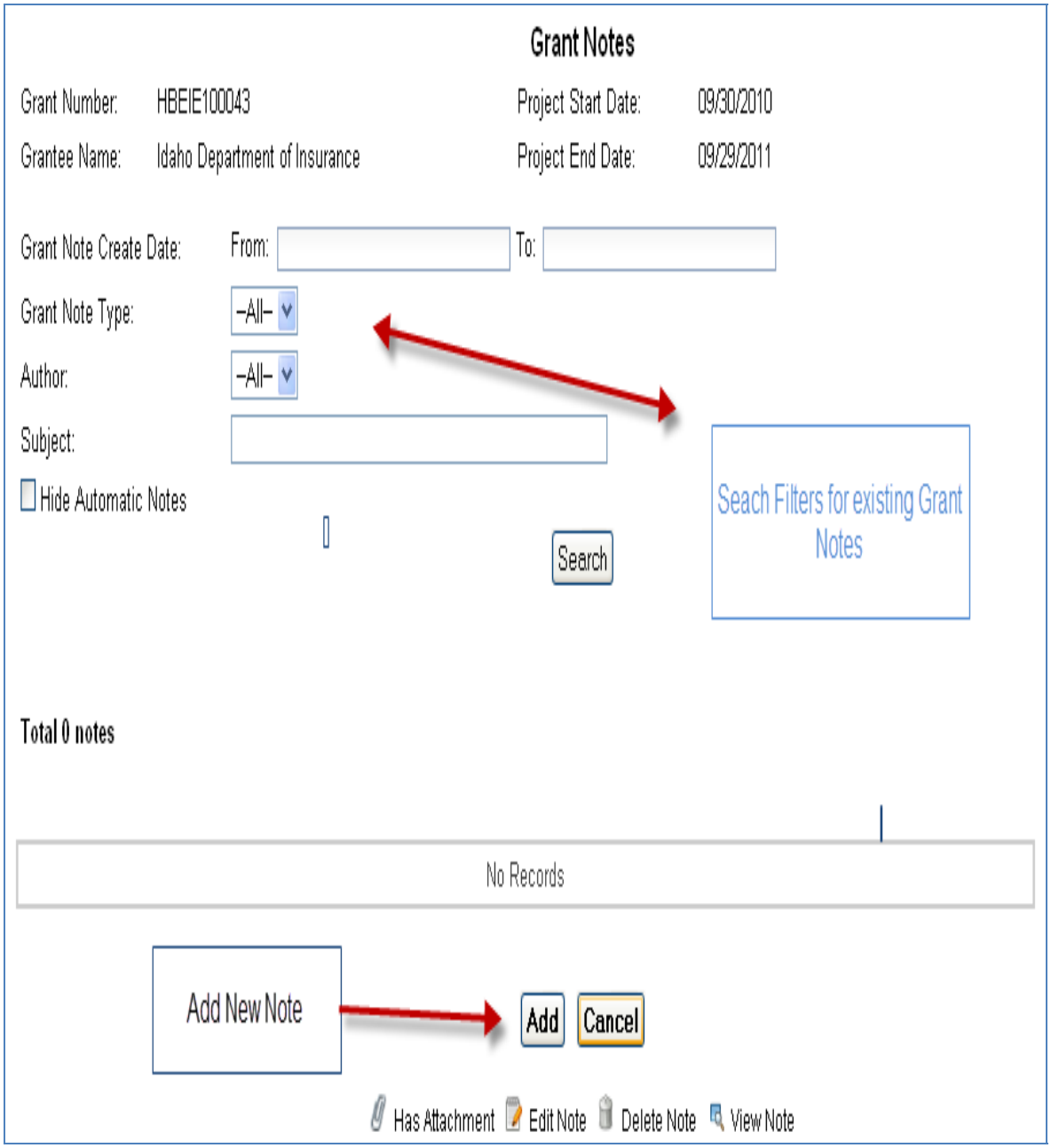
6. Click the **Cancel** button to return to the My Grants List page.

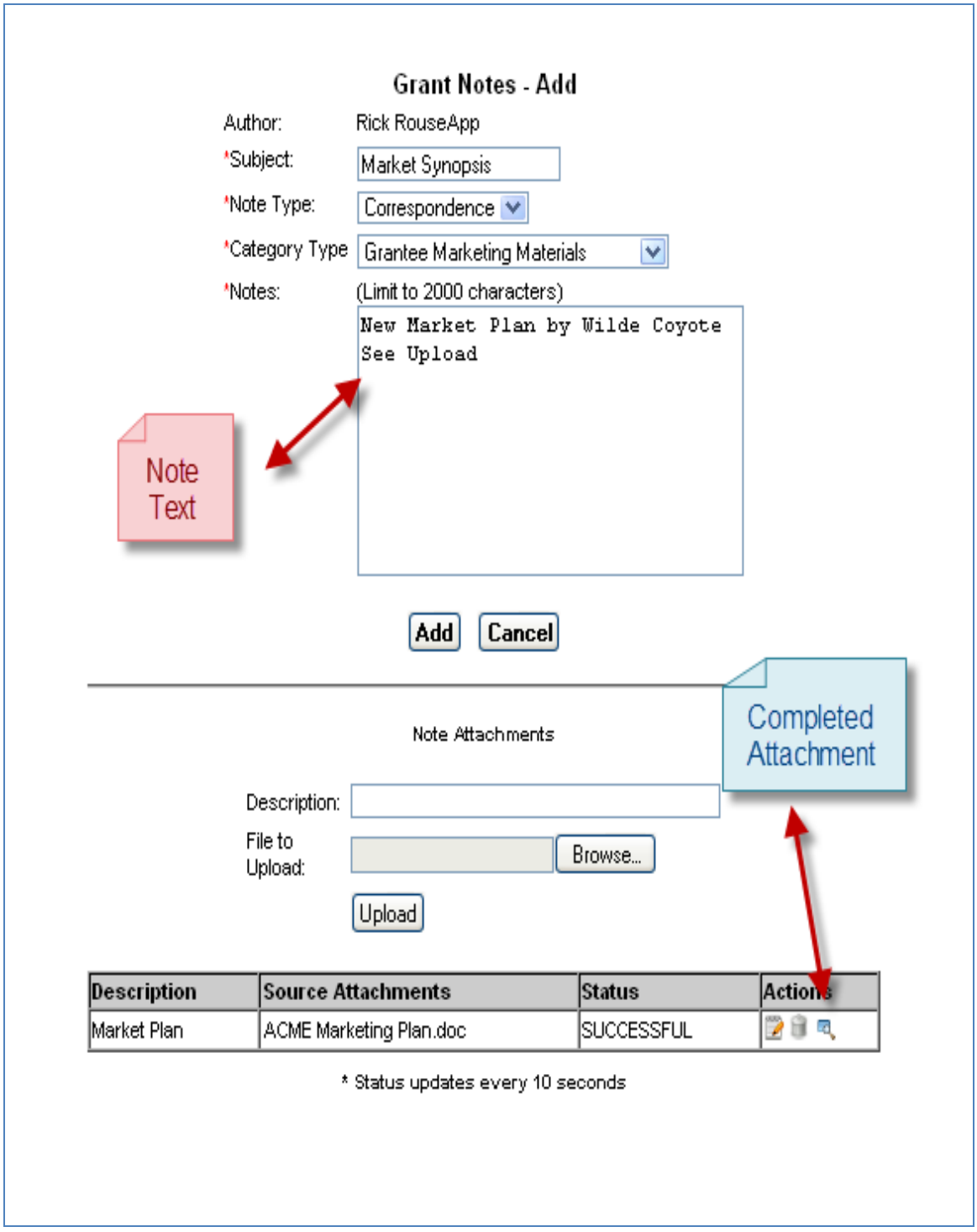
7. Click the **Add** button.

8. Enter the required information and include a file attachment (if desired) using the **Browse** button.

9. Click the **Add** button to save the new note. If the note contains a file upload, then that file will be scanned for viruses and converted to Adobe PDF format.

Note: Grant Notes are permanent. Once a note is added, it may not be removed. Additionally, the grants note file includes all Application Notes that are associated with specific applications under the grant.


Grant Notes
Grant Number: HBEIE100043
Project Start Date: 09/30/2010
Grantee Name: Idaho Department of Insurance
Project End Date: 09/29/2011
Grant Note Create Date: From: To:
Grant Note Type: -All-
Author: -All-
Subject:
Hide Automatic Notes
Search
Seach Filters for existing Grant Notes
Total 0 notes
No Records
Add New Note
Add
Cancel
Has Attachment
Edit Note
Delete Note
View Note


Grant Notes - Add
Author: Rick RouseApp
*Subject: Market Synopsis
*Note Type: Correspondence
*Category Type: Grantee Marketing Materials
*Notes: (Limit to 2000 characters)
New Market Plan by Wilde Coyote
See Upload
Note Text
Add
Cancel
Note Attachments
Completed Attachment
Description:
File to Upload:
Browse...
Upload
Description
Source Attachments
Status
Actions
Market Plan
ACME Marketing Plan.doc
SUCCESSFUL
* Status updates every 10 seconds

History

The Grant History page tracks all applications or grant actions throughout the grant's entire project period. It allows the grantee to access all applications that have been submitted (e.g., Non-Competing Continuation, Competing Continuation, New, Post Award Amendments), and the NGA associated with the application, if an award was made.

Menu Navigation

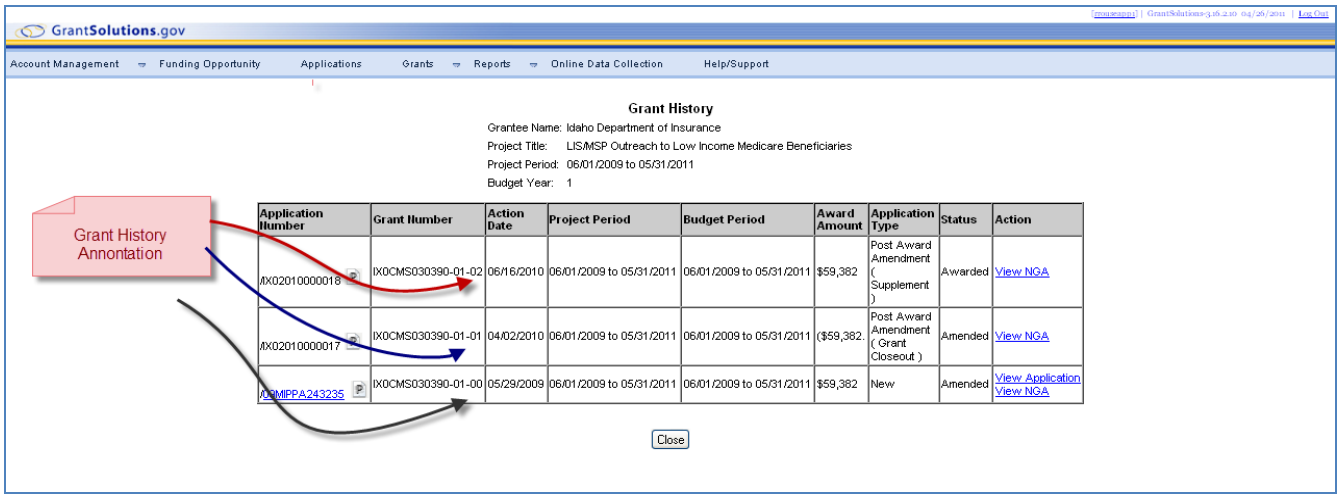
To view a past application or a PDF version of your NGA:

1. Visit **http://grantsolutions.gov/**.

2. Click **Login to GrantSolutions.gov** link. The GrantSolutions Login page will appear.

3. Enter **Username** and **Password**. Click **LOG IN** button. The My Grants List screen will appear.

4. Click the **History** link. The Grant History screen will appear.



The Grant History page provides the following information for each application: Assigned Application number, Grant number, Action date (approval/disapproval action date), Application Type, and the Award amount (if applicable).

Menu Navigation

1. Visit **http://grantsolutions.gov/**.

2. Click **Login to GrantSolutions.gov** link. The GrantSolutions Login page will appear.

3. Enter **Username** and **Password**. Click **LOG IN** button. The My Grants List screen will appear.

4. Click the **History** link. The Grant History screen will appear.

5. Click the **View** Application link shown in the Action column to view a *Read-only* version of your application's GrantSolutions Application Control Checklist (GACC).

6. Click the **Close** button at the bottom of the page to return to the Grant History.

7. Click the **View NGA** link in the Action column to access a PDF version of the NGA in a new browser window.

8. Use the scrollbar to view all the contents. Select the **Printer** icon to send the document to your local printer.

Send Message

Menu Navigation

To send a message to the Grants Servicing Office:

1. Visit **http://grantsolutions.gov/**.

2. Click **Login to GrantSolutions.gov** link. The GrantSolutions Login page will appear.

3. Enter **Username** and **Password**. Click **LOG IN** button. The My Grants List screen will appear.

4. Click the **Send Message** link. The Send Message screen will appear.

5. Select a name from the **TO** drop-down list.

6. The Subject is pre-filled from the My Grants List (MGL).

7. Select a **Message Type** from the drop-down list.

8. Enter the **Due Date** (for Task Messages).

9. Click the **Send** button.

Note: Informational sections or enclosures are provided to the applicant to assist in the completion of the application. There's no need to complete any of these enclosures. Additionally, enclosures identified with an exclamation mark, enclosed in a **red** triangle, in the far right column are required for the application to be considered complete upon receipt by the Grants Servicing Office.

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. This checklist will present the application kit, as designed by the Grants and Program Offices. It will contain various sections, which may include:

The GACC screen is a universal page accessible to all users involved with a specific application, providing real-time information and application status. The Grants Management Office accesses the GACC to present Applicants with individual components of the application kit.

- Online Forms Attachments (i.e., Program Narratives)
- Grant Announcement
- Information for the Applicant
- Proof of Filing (to be submitted by mail only)
- Additional Information to be submitted

Entering/Saving Online Form Information

Menu Navigation

To enter online form information:

1. Visit **http://grantsolutions.gov/**.

2. Click **Login to GrantSolutions.gov** link. The GrantSolutions Login page will appear.

3. Enter **Username** and **Password**. Click **LOG IN** button. The My Grants List screen will appear.

4. Click the **Enter Online** Link associated with the item you wish to fill out(ex 424).

5. Click the save button at the bottom of the screen. You do not have to fill in all information in 1 session. However, the online forms must be validated before you can submit the application.

Uploading a File Attachment

Some application enclosures are not completed via a structured data entry form; therefore, GrantSolutions allows you to upload file attachments in order to complete the enclosure. Typically, enclosures requiring some kind of narrative fall within this category:

- Program Narrative
- Budget Narrative
- Progress Report

By uploading a file attachment, you electronically send to OPHS the essential narratives about your program as an electronic file, which allows you to develop narrative pieces for your application outside of the eGrants system using standard desktop productivity applications.

Menu Navigation

To add online attachments to your application from the EACC:

1. Visit **http://grantsolutions.gov/**.

2. Click **Login to GrantSolutions.gov** link. The GrantSolutions Login page will appear.

3. Enter **Username** and **Password**. Click **LOG IN** button. The My Grants List screen will appear.

4. Click the **Uploaded Files** link adjacent to the enclosure that you wish to add an attachment.

5. Enter a short **Description** for the attachment.

6. Click the **Browse** button to locate the file on your local computer or network using MS Internet Explorer's "Choose File" dialog box or the "File Upload" dialog box in Netscape Navigator.

7. Highlight the file and click the **Open** button, which closes the dialog box and returns to GrantSolutions' Attachment – Upload page.

8. Click the **Attach** button. GrantSolutions responds with a "Pending" indicator adjacent to the uploaded file. The Pending indicator indicates GrantSolutions is performing a virus scan.

Validating Online Form Data

Upon completing the online form information:

9. Click 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

10. Select the 'Comments' link for the item you wish to add comments to.

Viewing the full Application Submission (Print Application)

11. 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

12. Once you have completed your application, click the **Verify Submission** button at the bottom of the page.

13. Click **Final Submission**. Your application has now been submitted to the Grant's Staff for review.

Within each section, is a series of enclosures, which may include a combination of enclosure types such as online forms, file uploads, mail-in items, informational files, or links to other sites.

The EACC provides a consolidated Adobe PDF version of the entire grant application, which includes a Table of Contents, all completed online forms, uploaded files, specified mail-in items, and enclosure specific remarks.

Print the application contents

14. Click **Print Application** link located at the top and bottom of the EACC.

Printing Individual Forms

Once an enclosure is "complete," each online form can be printed individually.

View/Print Uploaded Files

15. Click the **Uploaded Files** link adjacent to the online enclosure, which accesses the Enclosure Attachment screen.

16. Click the **View** link adjacent to the uploaded attachment and an Adobe PDF version of the uploaded document is presented in a separate browser window.

17. Select the Browsers **Print** button to send the file to your local printer.

Save and Update Later

The Save button allows you to save all currently entered data without having GrantSolutions validate the data.

Click the **Save** button to save your current work (or any new changes from the last saved version) for later completion and return to the GACC.

Select the Cancel **button to abandon all entries/updates and**

Save and Validate

The validation process ensures that the form passes validation checks successfully; then saves the form and returns to the GACC. If the validation fails, you will be presented with a pop-up window explaining the problem(s) that needs correction. You will then be returned to the form to make the needed changes, and provided the opportunity to save the form again, repeating the process. Click the **Validate** button to save and perform the validation process

NOTE: If the form passes, a **green** check mark is displayed on the GACC for the enclosure indicating the data has been saved and validated. If the form does not pass validation, it will require the data to be corrected. However, users can always select the Save button and correct the form later.

Once the SF-424 is "Complete," users may return to the GACC to print the form.

Click the **Print Completed** link adjacent to the SF-424 form and the GACC provide an Adobe PDF version of the online form.

NOTE: The Print Completed link only appears on the GACC after the enclosure is completed. On the GACC, the Verify Submission button ensures that all online forms have been validated; however, if not validated the system prompts users to correct the form before submission.

Verify Submission

Select the Verify Submission button

Forms that require a signature will automatically add a mail-in item to your GACC for the enclosure. For more information on "Mail-in items" see the heading "Identifying a Mail-in Attachment" on page 38.

Printing the SF-424A

Once the SF-424 is "Complete," users may return to the GACC to print the form.

Click the **Print Completed** link adjacent to the SF-424 form and the GACC provide an Adobe PDF version of the online form.

NOTE: The Print Completed link only appears on the GACC after the enclosure is completed.

Identifying a Mail-in Attachment

All filing materials cannot be accepted electronically. Therefore, hardcopy materials that are required as part of your application, will have to be mailed-in. Mail-In Items are similar to uploading attachments except they are hardcopy materials that are included in your single Mail-In package that must be received by the filing due date.

The main types of materials you will mail-in rather than submit electronically are:

Signature pages

Signature pages are essential because without timely receipt of your hand-signed signature pages, your grant application will not be considered a valid application. GrantSolutions will automatically create a mail-in item on your GACC for those forms requiring the submission of a hand-signed signature page via mail.

Proof of Filing

Proof of Filing are documents (e.g., Articles of Incorporation, Proof of Non-Profit status, an organization's By-Laws, or a copy of an IRS letter as proof of non-profit status) that cannot be accepted as image files and a copy must be examined for authenticity. Usually, these files are only required when first applying for a new Grant from OPHS. Subsequent applications may not require you to submit these materials again.

Competitive Marketing Materials

Competitive marketing materials are documents (e.g., Marketing materials, Brochures, Videos, etc.) that you may wish to send only as hard copy to retain the original look and feel of the document. o add mail-in items:

From the GACC

Click the **Mail-In Items** link adjacent to the enclosure that you intend to mail-in.

From the Attachment – Mail-In Item popup window:

Enter a short **description** of the document.

Click the **Add** button and return to the Attachments page, which displays the newly added description for the intended enclosure. Alternatively, click the **Remove** link to remove the mail-in item.

GrantSolutions will create a list of the Mail-In Items you've entered, so that Applicants and the Grants office can use to track your Mail-In Items until the Grants Servicing Office receives them. The Grants Servicing Office will use this list of Mail-In Items to log each item in, once it is received in your single mail-in package.

For all mail-in items:

• It is required that the applicant submit 3 copies of each item.

• It is important that all items are mailed-in at one time in a single package so that the Grants Servicing Office may receive it at the correct location for timely processing of your application.

• All mail-in items are subject to the published filing due date requirements as specified in the grant announcement.

• Should mail-in materials not be received by the specified filing due date requirements, your application may be deemed ineligible.

Entering Comments

Comments are used to add filing details or informational text (e.g., a short explanation, additional details, or relevant comments) regarding an application enclosure.

For example: 1. You could show that your "Proof of Non-Profit Status" documentation has been previously provided and is on file in the "institutional file" maintained in the OPHS Regional Office.

2. Another example would be to let the Grants Servicing Office know that you are not submitting a "required" enclosure because it is not applicable to your organization.

Only one comment can be added per enclosure. • From the GACC page. • Select an **Enter Comments** link adjacent to the selected enclosure. • Enter the information in the text box. • Click the **Save** button and return to the GACC. Once saved, the GrantSolutions Application Control Checklist will display a **green** checkmark adjacent to the enclosure, indicating that you have successfully entered comments.

Printing the Application

GrantSolutions provides a method to print the entire application via a "Single Click" or print individual application enclosures. For detailed information, see the Print the Application, under the GACC heading on page 20.

Editing and Application

To change or update information entered into any GrantSolutions Online Form and save the information and get a high-quality printable version of the new information:

- Select the **My Applications** link from the left-menu.
- Click the **Open** link adjacent to the desired application.
- From the GACC, select the **View Online** link adjacent to any Online Form.
- Click the **Save** button at the bottom of the data entry online form.
- Select the **Print Complete** link to send the form to the printer.

Check the GACC to ensure all electronic filing requirements are complete and that you have identified all mail-in materials that will be submitted. Once you are certain that the GACC is complete:

• Click the **Verify Submission** button located at the bottom of the GACC.

If you forget to enter information for an enclosure that GrantSolutions considers a requirement or that you indicated you would provide, GrantSolutions will remind you on the GrantSolutions Submission Verification screen, illustrated above.

These items which GrantSolutions considers incomplete are displayed with three red asterisks "***" adjacent to the document. • Click the **Cancel** button to terminate the electronic submission process.

• Return to the GACC to complete the incomplete items.

Checking the Application Status

Once the application is submitted, GrantSolutions can check the status.

- Login to the GrantSolutions System.
- Click the **number** link adjacent to the **My Application List** heading in the left-menu.
- Check the Status column adjacent to the application you've submitted.

Initially, the status will be "Submitted" and eventually update once the Grants Servicing Office verifies the completeness and eligibility of your application.

Click the **Open** link in the Action column to access the GrantSolutions Application Control Checklist (GACC) display a *read-only* copy of your application.

- Scroll to the bottom of the screen and select the **Application Package Status** link, which displays the Application Status Confirmation page.
- The Application Status Confirmation page provides the detailed status information of each enclosure for your application.

Training and Support

The COE Partner Services provides Training, Assistance with and ongoing Help Desk Support for GrantSolutions. Support team personnel are available at (help@grantsolutions.gov) Monday through Friday 8 a.m. to 6 p.m. EST to assist in support issues.

COE Partner Services provides formal, hands GrantSolutions Suite training on a periodic basis. Students are encouraged to participate and inquire of scheduled classes and registration via the help desk contact above.

COE further provides specialized functional training such as budget worksheet and other new features depending upon product development cycles. In addition, the group provides specific partner training negotiated through the Education Group. Information on either of these training opportunities can be accessed via the help line above.