



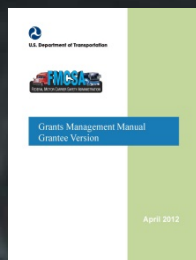
U.S. Department of Transportation



Grants Management

Grantee Manual Training

GrantSolutions



Grant Solutions Overview



National Training Center



Objective

- By the end of this module, you should be able to successfully:
 - Understand your key actions in GrantSolutions (GS)





U.S. Department of Transportation



GrantSolutions Roles





Key Grantee Roles

- **PI/PD** - Grantee Principal Investigator or Program Director
 - Grantee Grant Manager responsible for day to day operations
 - Can do most functions in GrantSolutions but cannot sign an NGA
 - Only view the grants to which individual has been assigned in the system





Key Grantee Roles, Continued

- **ADO – Grantee Authorized Representative**
 - This is the Grantee Official who can legally obligate/bind the grantee organization to the grant agreement
 - View of all grants made to the Grantee Organization
 - Only sign FMCSA grants and those to which you are assigned





Grantee Role Tips

- Original GrantSolutions roles are established based upon the Key Contact Form
- Email notifications of NGA is based on GrantSolutions role
- Grantee must notify FMCSA immediately upon changes to GrantSolutions roles or roles that need to be removed or deactivated
 - For example: the ADO has been Colonel Jim Smith. However he has been promoted and is no longer in this role



General Grant Solutions Access





E-Mail Notifications

- You will receive an email notification from GrantSolutions (Notifications@grantsolutions.gov) when an NGA is waiting for acceptance.

From: notifications@grantsolutions.gov Sent: Mon 12/6/2010 1:27 PM
 To: [Redacted]
 Cc:
 Subject: Funding Memo for The Center for Health Training - WA (Application# FPT2011001617) has been approved



The draft NGA for Grant# APHPA006065 has been forwarded for your review.

Award Workflow Status: Notification Delay
 Organization: Access Community Health Network
 Draft Grant#: [APHPA006065](#)
 Application#: APH2010003226
 Program Office: OPH5/OPA/OAPP - Central Office
 Grant Program: Adolescent Family Life Demonstration Care Projects

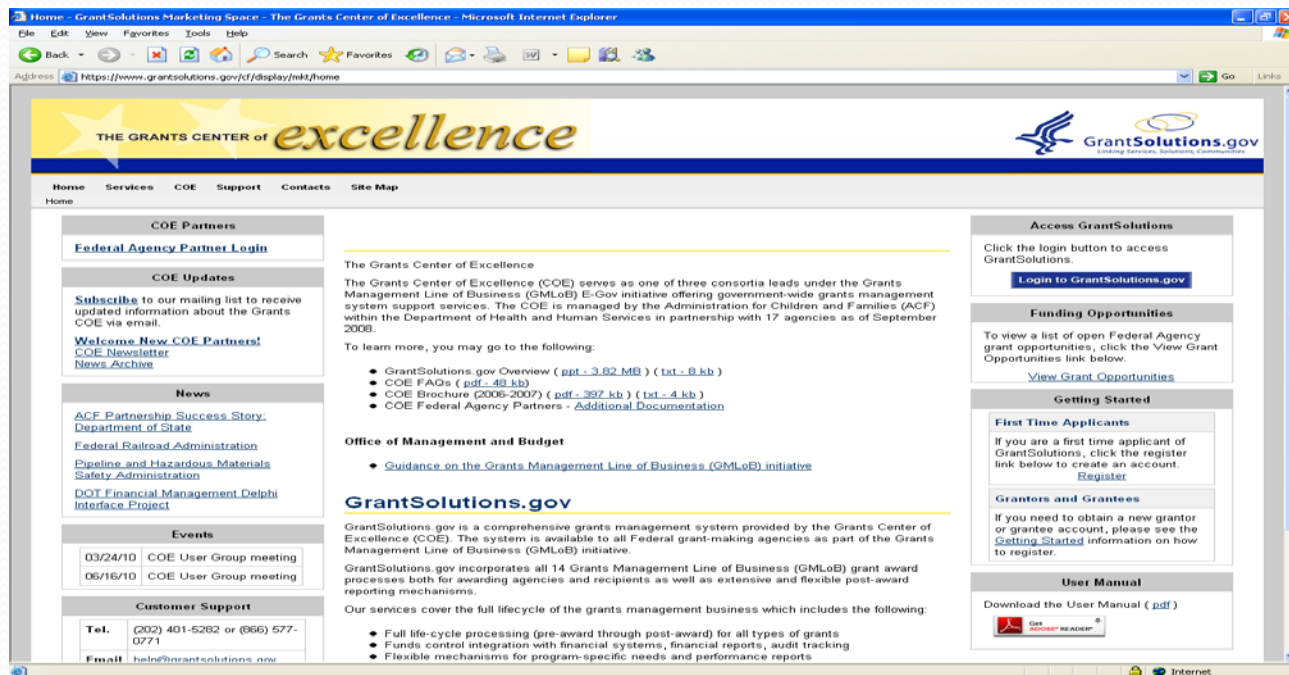
To review this action in GrantSolutions, please click the grant number above or use the following URL.
<https://www.grantsolutions.gov/gs/process/award/1-APHPA006065-01-00>





Log In to GrantSolutions.gov

- GrantSolutions.gov is <http://www.grantsolutions.gov/>





Log In to GrantSolutions.gov

The screenshot shows the GrantSolutions.gov login interface. On the left, under 'First Time Users', there is a 'REGISTER' button. On the right, under 'Login to GrantSolutions.gov', there are input fields for 'Username' and 'Password', a 'LOG IN' button, and a link for 'Reset Password/Unlock Account'. A callout bubble points to the 'Reset Password/Unlock Account' link, and another callout bubble points to the 'GrantSolutions.gov User Support' contact information below.

Link for resetting password, etc.

Contact for GrantSolutions system helpdesk

View Grant Opportunities

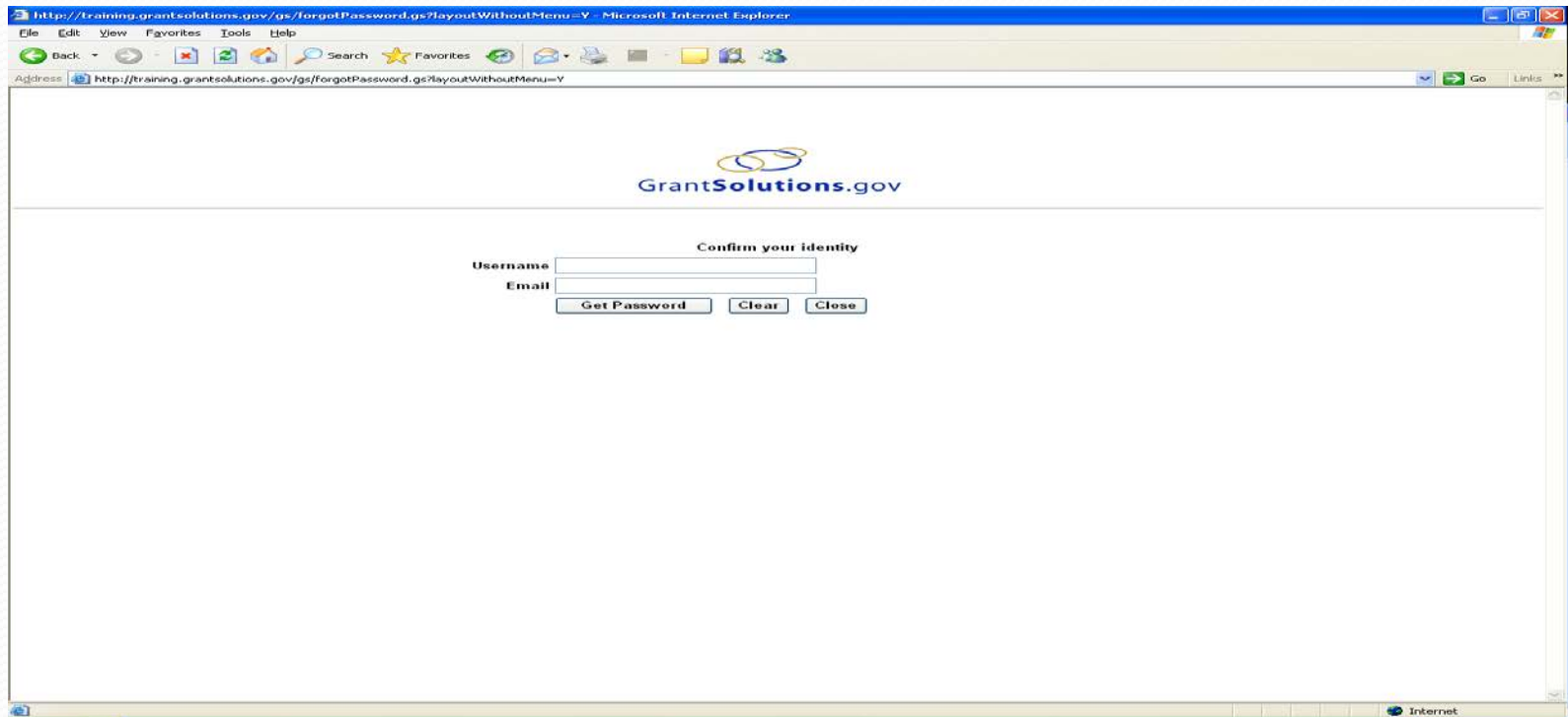
GrantSolutions.gov User Support
 (202) 401-5282
 (866) 577-0771
 help@grantsolutions.gov
 (8 AM - 6 PM Eastern Time M-F)





Log In to GrantSolutions.gov

Screen displayed once the user clicks on the Reset Password / Unlock Account Link





How to Accept a Grant Award?





Grantee Award Acceptance

antSolutions.gov

portunity Applications Account Management Pending Grants Help/Support

Pending Grants

You were issued the following grant(s). Please accept or decline your grant(s) by clicking the respective link. Clicking Accept or Decline will display a confirmation screen where you may enter comments regarding your decision.

Grant Number	Issued Date	Program	Program Office	Grant Program	Action
FM-MCG-0001-11-01-00	Dec 29, 2010	Motor Carrier Safety Program	Federal Motor Carrier Safety Administration/Virginia Division Office	Motor Carrier Safety Assistance Program (MCSAP) - Basic and Incentive	View Award Accept Decline
FM-MNE-0001-11-01-00	Dec 29, 2010	Motor Carrier Safety Program	Federal Motor Carrier Safety Administration/Virginia Division Office	Motor Carrier Safety Assistance Program (MCSAP) - New Entrant Safety Audit	View Award Accept Decline

Accepted Grants


There are no Accepted Grants.





View and Print Grant Agreement (NGA)



 U.S. Department of Transportation Federal Motor Carrier Safety Administration		<h2>Grant Agreement</h2>	
1. RECIPIENT NAME AND ADDRESS		2. AGREEMENT NUMBER: FM-MCG-	3. AMENDMENT NO. 0
		4. PROJECT PERFORMANCE PERIOD: FROM 10/01/2010	TO 09/30/2012
		5. FEDERAL FUNDING PERIOD: FROM 10/01/2010	TO 09/30/2012
1A. IRS/VENDOR NO.	6. ACTION New		
1B. DUNS NO.	FUNDING		TOTAL
7. CFDA#: 20.218	9. TOTAL FEDERAL AMOUNT OF THIS AGREEMENT		4,331,582
8. PROJECT TITLE FY 2011 MCSAP Basic Grant and Incentive Funding		10. TOTAL MATCHING AMOUNT OF THIS AGREEMENT	
		0	
		11. TOTAL AMOUNT OF THIS AGREEMENT	
		4,331,582	
12. GRANTEE PROGRAM MANAGER	12A. GRANTEE PROGRAM MANAGER EMAIL		
	12B. GRANTEE PROGRAM MANAGER PHONE NUMBER		
13. GRANTEE PROGRAM MANAGER ADDRESS			



Grantee Agreement Acceptance

or

id=6161123&ngaid=104244&required=false&grantee=true&transition=Grantee+Signed&title=Accept+Grant

Tools   

Accept Grant - Add Comments

Grantee	Application Type	Application Number	Grant Number
Nevada Department of Public Safety - Highway Patrol Division CARSON CITY, NV 897110001	Amendment	MCG2011000067	FM-MCG-0003-11-01-04

Action Requested: Accept

Comments:

OK

Cancel



Additional Grant Solutions Functions and Resources





NGA - Amendments

- Follows the same process as for the original NGA.

View and Print Amended NGA



Pending Grants

You were issued the following grant(s). Please accept or decline your grant(s) by clicking the respective link. Clicking Accept or Decline will display a confirmation screen where you may enter comments regarding your decision.

Grant Number	Issued Date	Program	Program Office	Grant Program	Action
FM-MCG-0001-11-01-00	Dec 29, 2010	Motor Carrier Safety Program	Federal Motor Carrier Safety Administration/Virginia Division Office	Motor Carrier Safety Assistance Program (MCSAP) - Basic and Incentive	View Award Accept Decline
FM-MNE-0001-11-01-00	Dec 29, 2010	Motor Carrier Safety Program	Federal Motor Carrier Safety Administration/Virginia Division Office	Motor Carrier Safety Assistance Program (MCSAP) - New Entrant Safety Audit	View Award Accept Decline

Accepted Grants

There are no Accepted Grants.

Department of Transportation Motor Carrier Administration		Grant Agreement	
NAME AND ADDRESS	2. AGREEMENT NUMBER: FM-MCG-	3. AMENDMENT NO. 0	
	4. PROJECT PERFORMANCE PERIOD: FROM 10/01/2010	TO 09/30/2012	
	5. FEDERAL FUNDING PERIOD: FROM 10/01/2010	TO 09/30/2012	
ORDER NO.	6. ACTION New		
	FUNDING		TOTAL
1218	9. TOTAL FEDERAL AMOUNT OF THIS AGREEMENT	4,331,582	
TITLE AP Basic Grant and Incentive Funding	10. TOTAL MATCHING AMOUNT OF THIS AGREEMENT	0	
	11. TOTAL AMOUNT OF THIS AGREEMENT	4,331,582	

Accept Grant - Add Comments

Grantee	Application Type	Application Number	Grant Number
Nevada Department of Public Safety - Highway Patrol Division CARSON CITY, NV 897110001	Amendment	MCG2011000067	FM-MCG-0003-11-01-04

Action Requested: Accept

Comments:

Grantee Award Amendment Acceptance

View Pending Amendments for Signature



GrantSolutions Resources

- FMCSA GMO Help Desk:
FMCSA_GrantMgmtHelpDesk@dot.gov
 - Contact first for most GrantSolutions questions
- GrantSolutions Help Desk: help@grantsolutions.gov
 - Technical systems operation type of questions or password changes

Be sure to always copy your Grant Manager.....





U.S. Department of Transportation



Wrap-Up





Summary

- Now that you have completed this module, you should be able to:
 - Understand your key actions in GrantSolutions (GS)

