



Frequently Asked Questions (FAQ)
Grant Applicants & Grant Recipients
GrantSolutions – Department of Labor
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GrantSolutions Transition FAQs for DOL Grants Applicants and Grant Recipients

FAQ AUDIENCE AND CONTEXT

- **Did your organization apply for a DOL award? and/or,**
- **Does your organization have a DOL grant award?**

If you answered yes to any of the above questions, these FAQs are for you!

Attention all Department of Labor (DOL) grant applicants and grant recipients (grantees): beginning June 2022, DOL will begin a phased transition from eGrants to the [GrantSolutions](#) platform for processing grant applications, and issuing and managing grant awards, amendments (award modifications), and award closeouts.

What is GrantSolutions?

[GrantSolutions](#) is a shared service provider that supports DOL and many other federal agencies throughout the grants lifecycle. GrantSolutions is a single system where grant applicants, grant recipients, and federal staff can perform and monitor the status of their respective grants management activities.

Are Recipients the same as Grantees?

Yes, in GrantSolutions grantees are called recipients.

GRANTSOLUTIONS BUSINESS PROCESSES AND TIMELINE

What is my organization going to do in GrantSolutions?

In GrantSolutions, DOL grant applicants and grant recipients will receive and review their Notices of Award (NOA), submit amendment requests and documentation (award modifications), correspond with DOL federal staff assigned to their application or award, and submit application packages for certain programs (for some award types such as Sole Source, Recipients will apply directly in GrantSolutions).

When will my organization begin using GrantSolutions?

DOL agencies will deploy GrantSolutions in three groups:

1. Group A - Veterans' Employment and Training Service (**VETS**) and Chief Evaluation Office (**CEO**) deployed on June 27, 2022.
2. Group B - Employment and Training Administration (**ETA**), Women's Bureau (**WB**), and Office of Disability Employment Policy (**ODEP**) deployed on February 6, 2023.
3. Group C - Bureau of Labor Statistics (**BLS**), Bureau of International Labor Affairs (**ILAB**), Mine Safety & Health Administration (**MSHA**), and Occupational Safety and Health Administration (**OSHA**): June 26, 2023.

Please note: Dates may change. Updates will be posted on the [DOL's GrantSolutions website](#).

Will I still apply for DOL grants through Grants.gov?

Yes. GrantSolutions does not replace Grants.gov, and competitive applications will still be submitted through Grants.gov.

- **What remains:** If you currently submit your DOL applications via Grants.gov, you will continue submitting your applications via Grants.gov.
- **What changes:** Applications for directed announcements (e.g., Sole Source) will be submitted via GrantSolutions.

Will I still need to be registered with SAM.gov after the GrantSolutions transition?

Yes, if required by your DOL awarding agency, you will still register to do business with the Federal Government through the System for Award Management (SAM).

Will GrantSolutions show previous years' award data, including grants that were closed on eGrants?

Yes. DOL award data will be available in GrantSolutions. Completed award actions from FY 2015 onwards were migrated to the new system.

What are GrantSolutions Application Notes and Grant Notes?

Applications Notes and Grant Notes are part of the GrantSolutions' features that you will have available in the new system. Application and Grants Notes are used as correspondence between recipients and their awarding offices. Through these notes, users can add comments and attach necessary documents to an application or grant record in GrantSolutions. Notes are saved with the grant record for historical and tracking purposes. You may receive an Application or Grant Note from your awarding office staff and you may communicate with them via Application or Grant Notes as well.

How long are the Application Notes and Grant Notes kept in GrantSolutions?

Application Notes and Grant Notes are kept indefinitely.

APPLICATION FORMS AND REPORTS

Is the ADO (Grantee Authorizing Official) the same as the Signatory Authority on the SF-424?

Yes. The ADO is the same as the Signatory Authority on the SF-424.

If we have errors on the SF-424 form, will the system show us where the errors are?

Yes. If the SF-424 form is incomplete, it will show you where the error is on the form.

Where will the Federal Financial Reports – FFRs (SF-425 and 9130s) be completed?

FFRs (SF-425 and 9130s) will be completed outside GrantSolutions, in the Payment Management System (PMS).

ROLES AND ACCESS IN GRANTSOLUTIONS

What actions will grant applicants and grant recipients perform in GrantSolutions?

Recipients will be able to:

- Submit Sole Source applications (most applications will be submitted via Grants.gov, but Sole Source applications will be submitted in GrantSolutions)
- Submit amendment request (award modification) and required documentation
- View awards and award history
- Communicate with DOL grant and program office staff (via Application and Grant Notes).

What roles can recipient users have in GrantSolutions?

Recipient users can have the following roles in the system:

- Authorizing Official/Authorizing Representative (ADO): listed as the Recipient Authorizing Official on the Notice of Award
- Program Director/Principal Investigator (PI/PD): if assigned to the grant award, the PI/PD is also listed on the Notice of Award
- Financial Officer (FO)
- Financial Officer Support (FSS)
- Support Staff

What is the difference between the ADO and the PI/PD actions in GrantSolutions?

The ADO will receive all notifications, and the PI/PD will only receive notifications if they are assigned to the grant award.

Can multiple PI/PDs or ADOs be assigned to the same award?

Yes, one award may have multiple PI/PDs and ADOs, but only one user per role can be assigned as the primary.

What differentiates a primary ADO or primary PI/PD from a non-primary user?

Multiple users with the same role can be assigned to the same award, only one individual can have the Primary Assignment. Recipients Primary Assignments are the ones who receive a notification when the NOA is issued.

We are a small organization. Is there a single system role that can perform all the required tasks in GrantSolutions?

Both ADO and PI/PD can perform all the required tasks in GrantSolutions if they are assigned to the grant award.

GRANTSOLUTIONS ACCOUNT CREATION

Is my Grants.gov account the same as my GrantSolutions.gov account?

No. These are separate systems that require user authentication for access. Please visit the Grants.gov Applicant FAQs page for information to register with Grants.gov.

Will I obtain a GrantSolutions account?

- **DOL grant applicants and grant recipients who are new to GrantSolutions** will have their GrantSolutions accounts created, and their corresponding awarding offices/contacts will share instructions on system training and access in advance of their deployment date (refer to Transition Timing above).
- **DOL grant applicants and grant recipients who are already GrantSolutions users** (i.e., organizations that have applied to or have been awarded by other Federal Agencies that use GrantSolutions) do not need new GrantSolutions accounts. They will automatically be able to access their DOL awards in GrantSolutions according to the Transition Timing (find above). Their corresponding awarding offices/contacts will share instructions on training opportunities in advance of the deployment date.
- **Grant applicants and grant recipients awarded by multiple DOL agencies** will only require one GrantSolutions account and will be able to access their DOL awards according to the deployment dates.

How do I request the creation of a GrantSolutions account?

If your awarding DOL agency **has not deployed** the new system yet, you **cannot request a GrantSolutions account**. If your awarding DOL agency is already live in GrantSolutions, please follow these instructions:

- The requester (user's supervisor or other authorized organization official) must complete and sign the first section of the [Recipient User Account Request Form](#).
- The person receiving access needs to sign and date the second part of the form (Data Access/Security Compliance Statement).
- Email all required documents to the GrantSolutions Help Desk at help@grantsolutions.gov. Please note GrantSolutions Help Desk cannot accept emails over 5 MB in size.

If you require further assistance, please contact GrantSolutions Help Desk at help@grantsolutions.gov or (866) 577-0771.

A new GrantSolutions account was created for me, but I did not receive any notifications with my login credentials or instructions. What should I do?

For account creations or login issues, please contact GrantSolutions Help Desk at help@grantsolutions.gov or (866) 577-0771.

Will I receive a new GrantSolutions user account if my organization already uses GrantSolutions to manage its grant awards from a federal agency different than DOL?

No. Your organization will not receive a new user account when your DOL awarding agency transitions to GrantSolutions. Instead, you will begin using your existing GrantSolutions account to manage your DOL grant awards once your awarding DOL agency deploys GrantSolutions. Users will receive instructions on training opportunities in advance of their awarding agency's deployment date.

GRANTSOLUTIONS LOGIN

How will I access GrantSolutions?

All users will access GrantSolutions via Login.gov according to their awarding DOL agency's deployment date. Once your DOL awarding agency is live in the new system, you may access GrantSolutions following these steps:

1. [Create a Login.gov account](#) if you do not have one yet
2. If you already have a Login.gov account, [add your GrantSolutions email address to your Login.gov account](#)
3. [Log into GrantSolutions via Login.gov](#)

Do I need to create separate Login.gov accounts for each Federal system (such as SAM.gov, Grants.gov, GrantSolutions, etc.)?

No, your login.gov account enables you to access all the different Federal systems through one set of credentials that use Login.gov. Since these are all different systems, you still need to register in each one, but you only need one set of Login.gov credentials.

For GrantSolutions Access:

- Once you [connect the email address associated with your GrantSolutions account](#), you will be able to [log into GrantSolutions from your Login.gov credentials](#).
- If you have multiple GrantSolutions usernames, after you access the system using your Login.gov credentials, you will be asked to select which GrantSolutions username you would like to access.

Please visit [GrantSolutions Recipient Training Resources - Login](#) to find quick sheets and videos to guide you through this login process.

GRANTSOLUTIONS RECIPIENT TRAINING & RESOURCES

Will I receive GrantSolutions system training?

GrantSolutions will provide two detailed training sessions (live webinars) for DOL grant applicants and grant recipients to attend, covering various topics such as:

- Accessing your GrantSolutions account;
- Navigating GrantSolutions
- Viewing a Notice of Award and the grant award history;
- Communicating with ETA through GrantSolutions Applications Notes and Grant Notes;
- Applying to Sole Source Funding Opportunities in GrantSolutions
- Submitting an amendment request for a post-award modification; and
- Accessing help and technical support.

Specific information regarding the dates/times for GrantSolutions system training and the process for registering for these training sessions will be provided by your appropriate DOL award office contacts. These GrantSolutions training sessions will be recorded/archived and accessible at on the [DOL's GrantSolutions website](#).

GrantSolutions system Training Dates:

Group / DOL Agencies	Expect Training Invitation by	Training Webinars Dates
Group A / VETS, CEO	May 2022	June 2022
Group B / ETA, WB, ODEP	January 2023	February 2023
Group C / ILAB, BLS, MSHA, OSHA	TBD, please stay tuned	TBD, please stay tuned

Is the GrantSolutions system training going to be recorded?

Yes. GrantSolutions webinars will be recorded, captioned, and made available on the [DOL's GrantSolutions website](#). Current and future grant applicants and grant recipients will always be able to refer to the recordings as needed.

Will the GrantSolutions system training have captions?

Yes. All GrantSolutions webinars will have live captions, and all training recordings will be captioned as well.

In what language will the GrantSolutions system training be delivered?

English. This includes all GrantSolutions training and related documentation, including training webinar captions.

Do I need to take the DOL GrantSolutions system training if I am already a GrantSolutions award recipient user?

Yes. All DOL grant applicants and grant recipients are required to take the DOL GrantSolutions system training.

If my organization has awards with different DOL agencies, do I need to take the GrantSolutions system training multiple times?

Yes, you are required to attend each agency's training because each agency's grant program(s) may have different requirements.

Is there a GrantSolutions Training environment available for practice?

No, the Training environment is not available for practice. Users will only have access to the production (real) environment once their corresponding awarding agency is live in the new system.

Where can I find quick sheets, training recordings, training presentations, and more information about GrantSolutions?

You can find more information, training recordings, training presentations, and other materials on [DOL's GrantSolutions website](#).

GrantSolutions Recipient quick reference guides can be found through the following links. Please note that GrantSolutions is a shared service provider for different Federal Agencies, and these materials are not specific to the DOL grants process:

- [Navigation and Login](#)
- [Apply for a directed announcement \(submit Sole Source documentation\)](#)
- [Award and post-award actions - quick sheets on how to add GrantSolutions Application Notes and Grant Notes, submit an amendment \(award modification\), see your award information and history.](#)

GRANTSOLUTIONS SUPPORT

What if I need help with GrantSolutions or encounter technical difficulties?

For further questions and more information on GrantSolutions transition or business processes, please reach out to your DOL agency/office point of contact.

Once your awarding DOL agency is live in GrantSolutions, should you find any technical difficulties, please contact GrantSolutions Help Desk at help@grantsolutions.gov or phone number 1.866.577.0771. Hours of Operation: Monday through Friday, 7 a.m. – 8 p.m. ET (closed on Federal holidays).