

Grant Recipient Training Part 1

Introduction and Post-Award Actions

Before We Start...



Phone lines are set to listen only



The training is being recorded



Enter questions in the Chat

Objectives

At the end of this training,
you will be able to:



Accessing GrantSolutions

Navigate the My Grants List screen

View and Print the Notice of Award

View and Create Notes

Create and Submit an Amendment

Find Help

Agenda

- Introduction
- Overview
- Navigation and My Grants List Screen
- Manage Amendments
- Help and Support
- Attendee Feedback



Introduction

Introduction

- The GrantSolutions Grants Management Services is the Department of Labor (DOL) award processing system
 - GrantSolutions is a grants management software platform that enables Federal agencies to manage grants and cooperative agreements through the entire award life cycle
- Role based system
 - Users may only perform tasks in the system if they have the appropriate assignments



Introduction

GrantSolutions does not replace Grants.gov.



Manage financial assistance and submit applications for Sole Source financial assistance

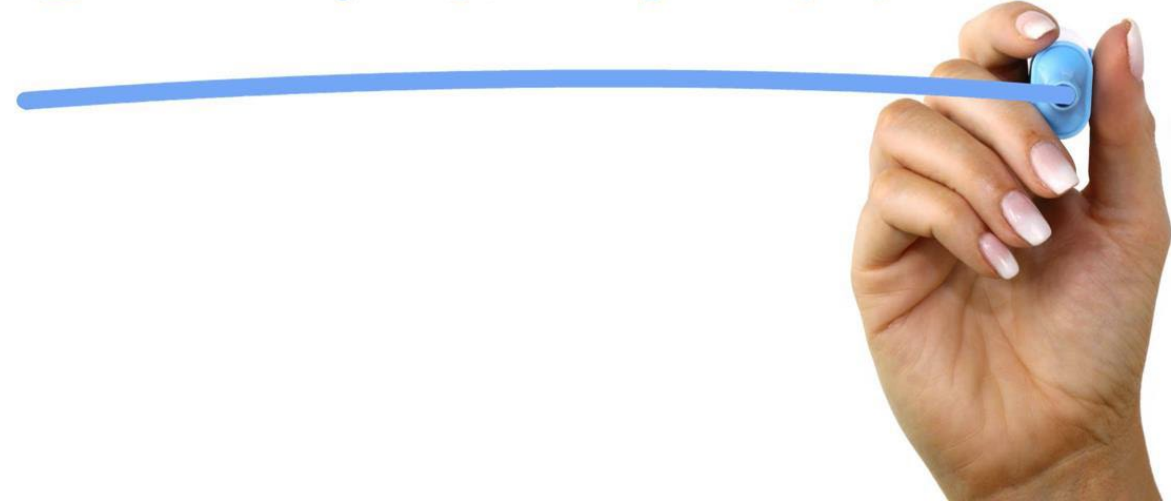


Apply to funding opportunities

Introduction

- Grant Recipients use GrantSolutions to:
 - View and Apply to Notice of Funding Opportunities (Announcements)
 - View or print their Notice of Awards
 - View Award History
 - Communicate with Grantors via Notes
 - Request Award modifications using Manage Amendments

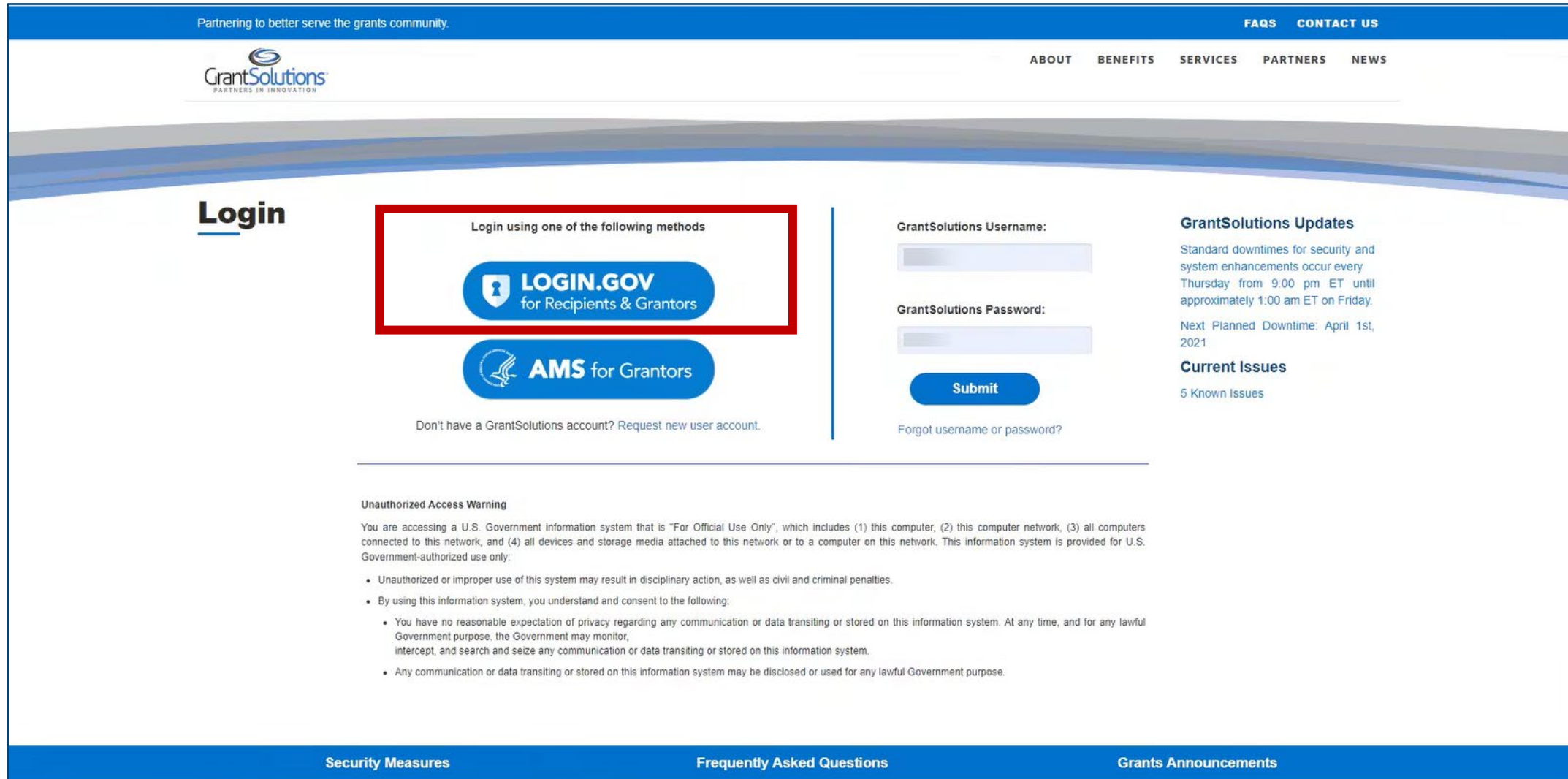
BENEFITS



Introduction

- **Grant Recipients who attended Group C Training should have their GrantSolutions accounts.**
- For users who do not have their accounts and who join your organization in the future, please sign and return both parts of the GrantSolutions [Recipient User Account Request Form](#) to the GrantSolutions help desk at help@grantsolutions.gov
 - Part 1 – Rules of Behavior (ROB)
 - The Requestor must sign the ROB page
 - Part 2 – Account Request Form
 - The Supervisor or Authorized Official must sign Part 2
- Should you require any changes to your existing GrantSolutions account, please submit Part 2 of the [Recipient User Account Request Form](#) only to the GrantSolutions Help Desk at help@grantsolutions.gov.

Introduction: GrantSolutions Login Screen



The screenshot shows the GrantSolutions login interface. At the top, a blue header contains the tagline "Partnering to better serve the grants community." and navigation links for "FAQS" and "CONTACT US". Below this, the GrantSolutions logo and a secondary navigation menu with "ABOUT", "BENEFITS", "SERVICES", "PARTNERS", and "NEWS" are visible. The main content area is divided into three sections. On the left, the "Login" heading is underlined. The center section, titled "Login using one of the following methods", features two buttons: "LOGIN.GOV for Recipients & Grantors" (highlighted with a red border) and "AMS for Grantors". Below these buttons is a link: "Don't have a GrantSolutions account? Request new user account." The right section contains a login form with fields for "GrantSolutions Username:" and "GrantSolutions Password:", a "Submit" button, and a link for "Forgot username or password?". To the right of the form is a "GrantSolutions Updates" section with text about system downtimes and a "Current Issues" section with a link to "5 Known Issues". At the bottom, a blue footer contains three links: "Security Measures", "Frequently Asked Questions", and "Grants Announcements".

Unauthorized Access Warning

You are accessing a U.S. Government information system that is "For Official Use Only", which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only:

- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system. At any time, and for any lawful Government purpose, the Government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
 - Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

Overview

Overview

- Agenda
 - Review GrantSolutions Grant Recipient Roles
 - General Notifications

Overview: GrantSolutions Grant Recipient Roles

Role	Role Authority Definition
Grantee Authorizing Official (ADO)	The Grantee Authorizing Official (ADO) is responsible for the oversight of activities performed by the Grantee Security Monitor. Listed as the Authorized Official on the Notice of Award.
Principal Investigator/Program Director (PI/PD)	The Principal Investigator/Program Director (PI/PD) is responsible for the oversight of activities performed by Support Staff. Listed as the Project Director or Principal Investigator on the Notice of Award.
(Grantee) Support Staff	The Grantee Support Staff's role is to assist the Principal Investigator or Program Director in the grantee organization.
Financial Officer (FO)	The Grantee Financial Officer (FO) is responsible for the oversight of activities performed by the Grantee Financial Support Staff.
Financial Officer Support (FSS)	The Grantee Financial Support Staff (FSS) role is to assist the Grantee Financial Officer in the grantee organization.

All GrantSolutions Recipient roles can:

- Enter and Submit New and Amendment Applications
- View Notice of Award
- View and Create Grant Notes

NOTE: Only ADO and PI/PD will receive GrantSolutions email notifications

Notes:

- The **Department of Labor does not** require the Grant Recipient to accept awards in the GrantSolutions.
- Role assignments for active awards have been identified based on the SF-424.
- The [Recipient User Account Request form](#) defines each Grant Recipient role.
- Users with the PI/PD role must be assigned to a grant project by the Grantor to view grants.

Overview: General Notifications

- **Grant Notes:** When a Correspondence Note is submitted, the following staff receive an email notification:
 - Principal Investigator/Program Director assigned to the award
 - Grantee Authorizing Official assigned to the Grant Recipient organization
- **Award Notifications:** When an amendment is awarded, notification is sent to the following staff:
 - Grantee Authorizing Official assigned to the Grant Recipient organization
 - Principal Investigator/Program Director assigned to the award
- **Application Returned from Grantor:** When an application is returned for changes, an email notification is sent to the following staff:
 - Grantee Authorizing Official assigned to the Grant Recipient organization
 - Principal Investigator/Program Director assigned to the award



Navigation and My Grants List

Navigation and My Grants List

- Agenda
 - Navigation
 - Review My Grants List

Navigation and My Grants List

GrantSolutions PARTNERS IN INNOVATION | Organization | Opportunities | Applications | **Grants** | DO

My Grants List

Show Closed Grants

All Grants (3)

Enter Grant # (you must enter the exact grant # to search)

Grant #	FAIN	Status	Project Title	Project Start Date	Project End Date	Grant Program
1234567895	1234567895	Active	Project One	07/01/2022	06/30/2023	Grant Program One
0987654321	0987654321	Active	Project Two	07/01/2022	06/30/2023	Grant Program Two
123454321	123454321	Active	Project Three	04/01/2022	06/30/2025	Grant Program Three

Manage Amendments

Manage Amendments

- Agenda
 - What are Amendments?
 - DOL Grant Recipient Amendment Types
 - Demo Initiating and Submitting an Amendment Application Request

Manage Amendments

- An amendment application is a post-award modification request to an award
- Amendment applications are initiated, edited, and submitted from the Manage Amendments screen
- Each amendment application once submitted, has an amendment application number associated

Note: BLS and OSHA recipients can initiate amendments in GrantSolutions.



Manage Amendments

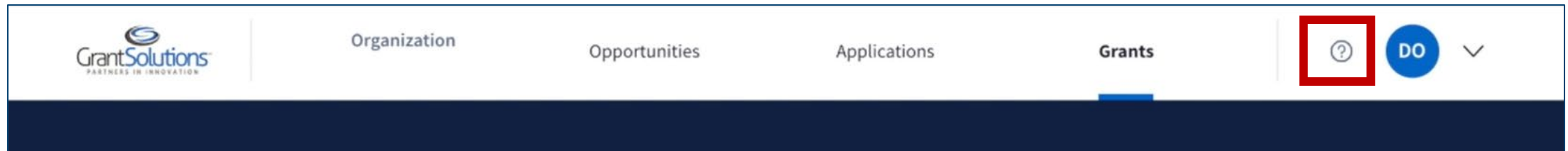
- Amendment types are:
 - DOL – Budget Re-Alignment
 - DOL – Change in Authorized Signature or POC
 - DOL – Equipment Approval (Non-Monetary)
 - DOL – Funding Level Change
 - DOL – Incremental Funding
 - DOL – No Cost POP Extension
 - DOL – Statement of Work Change

Grant Recipients receive an email notification once a Grantor initiated amendment is awarded.

Help and Support

Help and Support

- Grant Recipient User Account Request Form – Access directly by going to: [Recipient User Account Request Form](#)
- Grant Recipients may access documentation and training videos from within GrantSolutions by selecting **Help/Support – Documentation** from the menu bar.



- Visit the [DOL - GrantSolutions Recipient Site](#) for more information, training recordings, and other resources
- For further questions, please reach out to your DOL Agency POC

Help and Support

- The GrantSolutions Help Desk is available to provide technical assistance
 - Monday – Friday, 7 AM to 8 PM Eastern Time
 - Excluding Federal Holidays
 - Email: help@grantsolutions.gov
 - Phone: 866-577-0771



Attendee Feedback

Provide your feedback about today's training. Your valuable input will help to tailor future trainings with you in mind:

[Attendee Feedback Survey](#)



Objectives Review

You should now be able to:



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Thank you for joining!