

Grant Recipient Training Part 2

Submitting Sole Source Applications in the GrantSolutions

Greetings



Fun Fact: I went to Mexico in 2022 and was inspired by their cuisine.

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:



Login to
GrantSolutions

Apply to a Sole Source
Grant

Find Help

Agenda

- Introduction to GrantSolutions
- Login
- Apply to a Sole Source Grant
- Help and Support
- Attendee Feedback

AGENDA



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

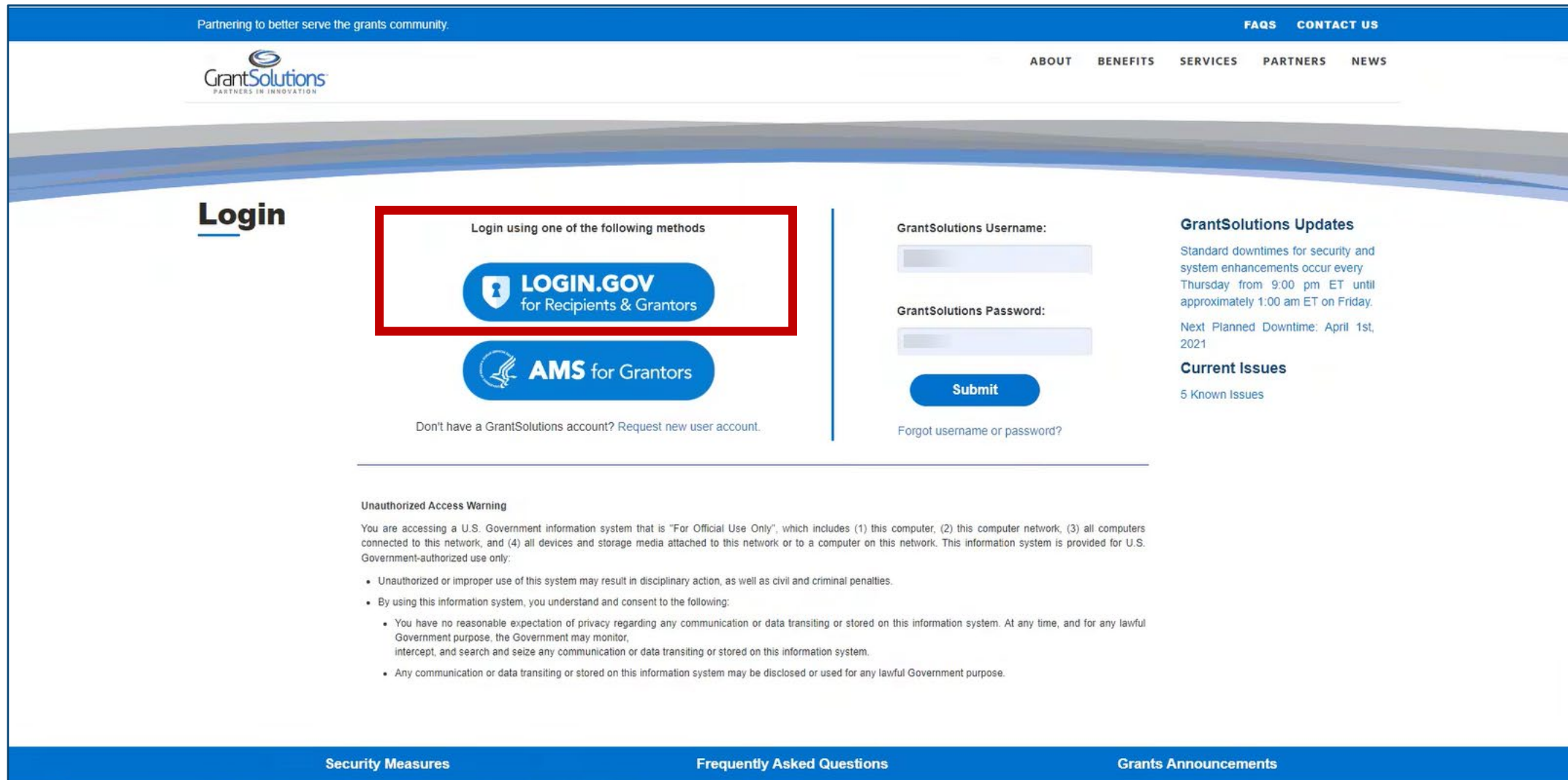
BENEFITS



Introduction

- **Grant Recipients should have their GrantSolutions accounts.**
- If you did not receive an email with your GrantSolutions account, **first contact your DOL POC to confirm that an account has not yet been created for you.**
- 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." on the left and navigation links "FAQS" and "CONTACT US" on the right. Below the header is the GrantSolutions logo and a secondary navigation menu with links for "ABOUT", "BENEFITS", "SERVICES", "PARTNERS", and "NEWS".

The main content area is divided into three sections:

- Login:** A section titled "Login" with a sub-header "Login using one of the following methods". It features two large blue 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."
- GrantSolutions Username:** A form field with a light blue background and a grey border.
- GrantSolutions Password:** A form field with a light blue background and a grey border.
- Submit:** A blue button with white text.
- Forgot username or password?:** A link below the password field.
- GrantSolutions Updates:** A section with the heading "GrantSolutions Updates" and text: "Standard downtimes for security and system enhancements occur every Thursday from 9:00 pm ET until approximately 1:00 am ET on Friday. Next Planned Downtime: April 1st, 2021".
- Current Issues:** A section with the heading "Current Issues" and text: "5 Known Issues".

At the bottom of the page, a blue footer contains three links: "Security Measures", "Frequently Asked Questions", and "Grants Announcements".

Introduction: My Grants List Screen

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	FAIN:1234567895	Active	Project One	07/01/2022	06/30/2023	Grant Program One
0987654321	FAIN:0987654321	Active	Project Two	07/01/2022	06/30/2023	Grant Program Two
123454321	FAIN:123454321	Active	Project Three	04/01/2022	06/30/2025	Grant Program Three

Apply to a Sole Source Announcement

Apply to a Sole Source Announcement

- Agenda
 - Discuss General Notifications
 - Apply for Sole Source Award
 - Demo how to revise a returned application

Apply to a Sole Source Award: General Notifications

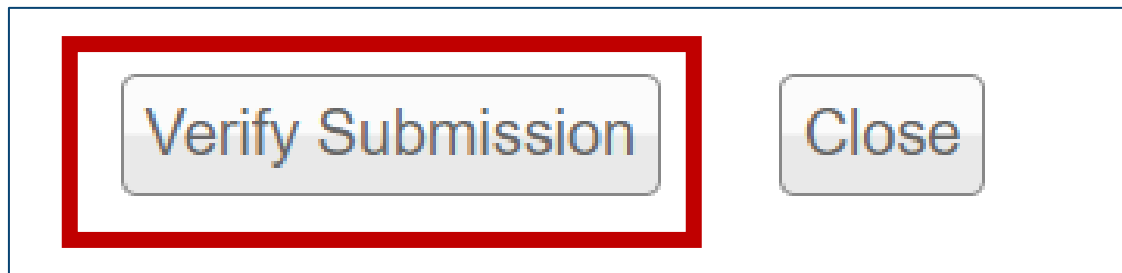
- **Announcement Posted:** When a Directed Announcement is posted in GrantSolutions, the following staff within the targeted organization receive an email notification:
 - Principal Investigator/Program Director
 - Grantee Authorizing Official
 - Applicant
 - Guest
- **Application Returned from the Grantor:** When an application is returned for changes, an email notification is sent to the following staff:
 - New Applications
 - (Existing Grant Recipient) All individuals listed on the SF-424
 - (Applicant) All staff in the applicant organization



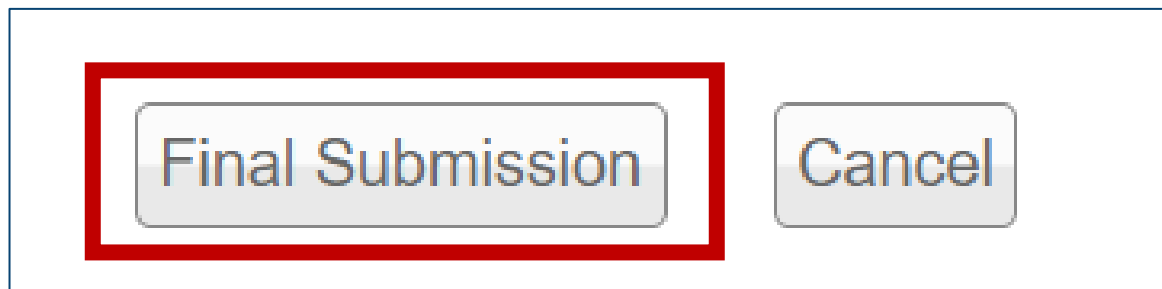
Reminder: Revise then Resubmit the Application

If the Grantor returns the application for changes and the changes have been made, remember to resubmit the application by following the steps below:

1. From the “GrantSolutions Application Control Checklist” screen after changes have been made, click the **Verify Submission** button at the bottom of the screen.



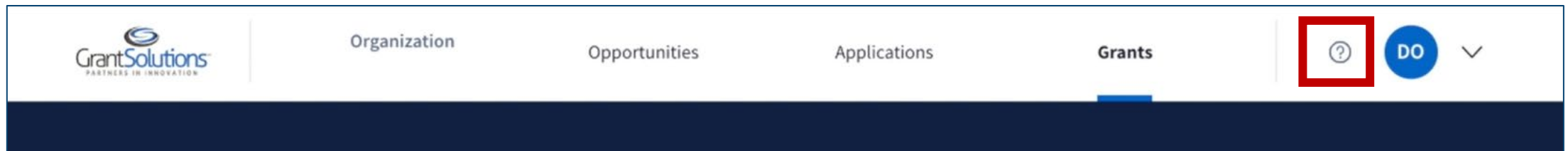
2. The “GrantSolutions Submission Verification” screen displays. Click the **Final Submission** button to submit the application back to Grantor to review..



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 Resource Site](#) for more information
- 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:



Login to
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Apply to a Sole Source
Grant

Find Help

Thank you for joining!