



Department of Labor Group C: BLS, ILAB, MSHA, OSHA
Grant Recipient Training - Questions and Answers
GrantSolutions Grants Management Services

Purpose of Document

This document contains the questions and answers collected during the GrantSolutions webinars offered to the to the Department of Labor (DOL) **Bureau of Labor Statistics (BLS), Bureau of International Labor Affairs (ILAB), Mine Safety and Health Administration (MSHA), and Occupational Safety and Health Administration (OSHA) Recipients**. The questions and answers for each course type are segmented by course.

GrantSolutions delivered the following Grant Recipient courses:

- Grant Recipient Training, Part 1
- Grant Recipient Training, Part 2

Group C Grant Recipient Training Part 1 – Questions and Answers

BLS, ILAB, MSHA, OSHA Recipients' Questions & Answers

Question: Does GrantSolutions replace PMS system that we currently use for OSHA grant?

Answer: GrantSolutions does not replace PMS.

Question: If we already have a Grants.Gov account, do we still have to apply for a GrantSolutions account?

Answer: Yes, GrantSolutions is a different site from Grants.gov.

Question: The grantor who needs to assign the project to the PI/PD is the federal agency, is that correct?

Answer: Yes, it is the Grantor to the federal agency with the GrantSolutions Grants Management Officer (GMO) or Grants Management Specialists (GMS) roles.

Question: If you're already using the PMS financial reporting site, do you need a "NEW" user account with GrantSolutions?

Answer: Yes, you will still need a new user account in GrantSolutions.

Question: Does the supervisor or authorized official need to have a role in GrantSolutions?

Answer: Yes.

Question: Do you have to fill out the Federal Account Request Form and ask for DOL access for everyone: like, every time a new department comes on to GS, do I have to keep filling out this form to get new access?

Answer: If the organization has GrantSolutions access already, you do not need to keep filling out the Recipient Account Request Form. It's used only for organizations that do not have grant access. The one account allows recipient users to access all grants from all Federal agencies.

Question: Do we use this website to submit quarterly SF-425 or continue using ETARE?

Answer: SF-425 should be submitted in PMS. Please reach out to your DOL POC about using ETARE.

Question: Would we use GrantSolutions to submit initial grant applications in lieu of Grants.gov or in addition to Grants.gov?

Answer: If it is a directed announcement, you would use GrantSolutions. If not, you would still submit the initial app via Grants.gov.

Question: Where do the Project Director and Authorizing feed from? The project assignment screen that the funding agency enters when they set up the award.

Answer: The program official and authorizing official information comes from their contact in SF-425. That is why it is important to keep the contact information up to date. They are then assigned to a grant project by a GrantSolutions grantor staff.

Question: Will the email communication between DOL and the grantee remain?

Answer: When using Grant Notes in GrantSolutions, notes remain in the system for the life of the grant.

Question: Can different roles with access to GrantSolutions add notes?

Answer: All GrantSolutions recipients can create grant notes.

Question: Should "notes" be used in lieu of emails?

Answer: It is a good practice if something is specific to the award, but you can still communicate via email. For BLS recipients: "BLS encourages the use of grant notes as much as possible".

Question: If we want to assign roles to new or different users, do we do this by completing the user account request form?

Answer: For users with an existing GrantSolutions account, only fill out and sign Part 2 of the Recipient User Account Request form. New users will need to fill out and sign both parts of the form.

Question: When you make modifications does your financial grant representative get a notice?

Answer: Yes, an email notification is sent to the Grantor, who will then review the amendment application.

Question: Once is marked with the green check, you are able to make changes?

Answer: Yes, you can make changes to the form even if there is green checkmark. The checkmark indicates that the form has been entered/uploaded.

Question: On the notes section, shouldn't all members of DOL/BLS on that grant get notified?

Answer: All BLS Grantors who have access to the grant, should receive an email notification.

Question: I understand the financial Report is due through PMS, What about the narrative report? Can we submit via email to our POC?

Answer: Please reach out to your DOL agency POC for guidance on how to submit the narrative reports.

Question: I've signed into GrantSolutions plus and I see our contracts, but no available reports and it lists our director as someone who retired 11 years ago.

Answer: Please reach out to your DOL agency POC to for guidance. Financial reports are submitting to PMS not handled in GrantSolutions.

Question: Do folks need to attend Part 2 of this training today?

Answer: Only if sole source awards apply to your organization.

Question: Can the PI/PD fill in the SF424, BIF, etc. and hit save and not submit it - then the ADO goes in to submit it? Application and Amendment - we need the Commissioner/Secretary to submit the application but don't necessarily want them to have to fill in the whole application.

Answer: Yes, they can.

Question: When I login through login.gov I am getting message that access is restricted.

Answer: Please reach out to GrantSolutions Help Desk for assistance with your account.

Question: If you haven't been using this at all is this page just going to be blank? Are multiple people in a state able to be assigned to grants i.e., if both I and one of my staff are working on the grants would we both be able to access the grants or is it limited to one person?

Answer: Great question! It depends on your organization who has accounts. Each staff with an account will have access to all grants the organization has received. Depending on the GrantSolutions role, determines what actions can be performed. So, if 3 staff have GrantSolutions accounts, they can each login at the same time and access all grants. The only time My Grants List screen may be blank is when the organization does not have grants or if user has PI/PD role and not assigned to the project.

Question: I did not receive any information except for the trainings about GrantSolutions. No forms were provided either. Do we fill out the form to get access?

Answer: If you haven't, please reach out to your DOL agency POC to confirm an account has not been created for you. If one has not been created, then you would find the [Recipient User Account Request form](#). Recipients should have received their GrantSolutions account via email on June 26. If you have, please first reach out to your DOL agency POC.

Question: Will these trainings be recorded to go back and listen to?

Answer: The session is recorded, and the recording will be available on the DOL - GrantSolutions Recipient site later.

Question: If the Project Director and Authorizing Official are incorrect and not what was submitted for the grant, I'm assuming we need to contact our FPO to update and not GrantSolutions? Also, is this the same for performance and technical reporting?

Answer: Yes for GrantSolutions role updates and reporting questions, please reach out to your DOL agency POC for guidance.

Question: To whom do we need to send the form?

Answer: You would send the completed and signed Recipient User Account Request form to GrantSolutions Help Desk via help@grantsolutions.gov.

Question: I don't know what we're going to be using this for. I was using PMS to draw down funds and <https://www.eta-reports.doleta.gov/> to file a report. I thought this was replacing etareports.

Answer: As a recipient, you will 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

GrantSolutions does not replace Grants.gov or PMS. I would connect with your OSHA POC for guidance on if you should use <https://www.eta-reports.doleta.gov/>.

Question: Which roles can make an amendment request?

Answer: PI/PD and ADO GrantSolutions roles.

Question: Can we get slides of part 1 & 2?

Answer: The slides for Part 1 and Part 2 will be available later on the [DOL – GrantSolutions Recipient](#) site.

Question: What will be covered in part 2?

Answer: Primarily how to apply to sole source awards.

Question: Can recipients still submit their amendment/revision requests outside of the systems?

Answer: Please reach out to your DOL agency POC for guidance.

Question: Can anyone in a state be designated ADO or PI/PD even if they're not listed on the SF-424?

Answer: Yes, it's up to the state to determine which staff should have either or both GrantSolutions recipient roles.

Question: I work in California Department of Industrial Relations' budget office. If I was going to request a GrantSolutions account, would I request a Grantee Support Staff role to allow me to view our department's federal grants?

Answer: I recommend that you review the Recipient User Account request form role definitions section to help determine which role to request. Also, reach out to GrantSolutions Help Desk for assistance as well.

Grant Recipient Training Part 2 – Questions and Answers

BLS, ILAB, MSHA, OSHA Recipients' Questions & Answers

Question: How long will it take to set up my account once I submit my Account Request form?

Answer: 1-2 business days.

Question: What is UEI?

Answer: Unique Entity Identifier.

Question: When does this go into effect? Do we need to use this system for the Susan Harwood grant that is due next week?

Answer: GrantSolutions went live for DOL on June 26, 2023. Please reach out to your DOL agency POC for guidance on the Susan Harwood grant.

Question: Where do we upload other supporting documents? I only see 424A and Lobbying.

Answer: You can submit it via Grant Notes to the DOL Grantor staff for to be included with the review.

Question: If we submit a grant in Grants.gov and it is returned, will it be returned in this system for us to correct?

Answer: Applications submitted in Grants.gov can not be returned. Only an application submitted to a directed announcement (which is posted to GrantSolutions GMM), can be returned.

Question: Do we only have to submit the grant application in GrantSolutions or Grants.gov?

Answer: Depending on the type of grant would determine where you would submit the application. For more information, please reach out to your DOL agency POC for assistance.

Question: Can we request a role change? If I already have the account, then the role is already assigned?

Answer: Yes, please fill out Part 2 of the Recipient User Account Request form for any account modifications.

Question: Is the supervisor or authorized official specified in the system and checked or can it be anyone? It sounds like it isn't an edited field.

Answer: You will need to reach out to your DOL agency POC to update, if necessary. When filling out the Recipient Account Request form, the authorized official/ supervisor is an editable field and must be signed by the person who can approve the change- i.e. a supervisor.

Question: Are the required fields marked by a red asterisk? I don't see any red asterisks.

Answer: On the SF-424A does not have any required fields. But if you are filling out other forms, you may see a red asterisk indicating a field is required.

Question: Does the recipient grant designee sign the application? If not, does the person doing the final submission need to have legal authority to enter, into a contract?

Answer: Please reach out your DOL agency POC for guidance.

Question: Can you please clarify, were all those steps done by one person/role (from entering all budget figures all the way through to submitting the app, and even handling the revisions that were necessary)? Or was it because this was a learning environment, maybe it just skipped showing multiple roles?

Answer: It can be either way, one person could go through it doing what I did today. Or multiple people can do it. In progress applications, can be located from the Applications menu in GrantSolutions.

Question: The email is sent to everyone (all roles) connected to a particular grant?

Answer: Depending on the action, the email notification will be sent to the Program Investigator /Project Director (PI/PD) assigned to the grant project and/or ADO.