

Grant Recipient Training Part 1

Introduction and Post-Award Actions

Greetings



Fun Fact: I enjoy doing renovation projects on the 50-year-old house in which I currently reside.

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 B training should have their GrantSolutions accounts**
- For users who do not have their accounts, 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

Partnering to better serve the grants community.


GrantSolutions
PARTNERS IN INNOVATION

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Login

Login using one of the following methods



LOGIN.GOV
for Recipients & Grantors



AMS for Grantors

Don't have a GrantSolutions account? [Request new user account.](#)

GrantSolutions Username:

GrantSolutions Password:

Submit

[Forgot username or password?](#)

GrantSolutions Updates

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

5 Known Issues

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.

[Security Measures](#) [Frequently Asked Questions](#) [Grants Announcements](#)

Overview

Overview

- Agenda
 - Review GrantSolutions Grant Recipient Roles
 - General Notifications

Overview: GrantSolutions Grant Recipient Roles

Role	Actions
Grantee Authorizing Official (ADO)	Enter and Submit Applications/Amendments View Awards View and Create Notes
Principal Investigator/Program Director (PI/PD)	Enter and Submit Applications/Amendments View Awards View and Create Notes
Grantee Support Staff	Enter Applications/Amendment View Awards View and Create Notes
Financial Officer (FO)	Enter Applications/Amendments View Awards View and Create Notes
Financial Officer Support (FSS)	Enter Applications/Amendments View Awards View and Create Notes

Notes:

- The **Department of Labor does not** require the Grant Recipient to accept awards in the GrantSolutions.
- Role assignment 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



Organization

Opportunities

Applications

Grants

?

DO

▼

My Grants List

Show Closed Grants

All Grants (3)

1234567895 →

1234567895

Active

PROJECT TITLE
Project One

GRANT PROGRAM
Grant Program One

0987654321 →

0987654321

Active

PROJECT TITLE
Project Two

GRANT PROGRAM
Grant Program Two


123454321 →

123454321

Active

PROJECT TITLE
Project Three

GRANT PROGRAM
Grant Program Three



Help Center

Web Accessibility

Privacy & Security Notice

Freedom of Information Act

Disclaimers

Provide Feedback

Contact Us

(202) 401-5282 or (866) 577 0771

help@grantsolutions.gov

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



Manage Amendments

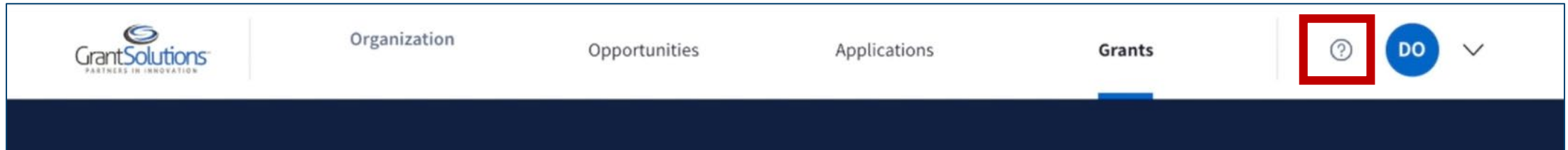
- Amendment types are:
 - DOL – Budget Re-Alignment
 - DOL – Change in Authorized Signature or POC
 - DOL – Equipment Approval (Non-Monetary)
 - DOL – Funding Level Change
 - DOL – Incremental Funding
 - DOL – No Cost POP Extension
 - DOL – Statement of Work Change

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



Reminder to register for 9130 Training

- To register for 9130 Training, click the [9130 Training Registration site](#) link



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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Navigate the My Grants List screen

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Thank you for joining!