

# Grant Recipient Training Part 2

Submitting Sole Source Applications in the GrantSolutions

# Greetings



**Fun Fact:** I enjoy Urban Fantasy and Science Fiction television shows (e.g., Buffy the Vampire Slayer, Alice in Borderland, The 100).

# 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:



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## Login to GrantSolutions

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## Apply to a Sole Source Grant

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## Find Help

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# Agenda

- Introduction to GrantSolutions
- Login
- Apply to a Sole Source Grant
- Help and Support
- Reminder to Register for 9130 Training
- 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 yet, please sign and return both parts of the GrantSolutions [Recipient User Account Request Form](#) to the GrantSolutions help desk at [help@grantsolutions.gov](mailto: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](mailto:help@grantsolutions.gov).

# Introduction: GrantSolutions Login Screen

Partnering to better serve the grants community.


**GrantSolutions**  
PARTNERS IN INNOVATION

[FAQS](#) [CONTACT US](#)


[ABOUT](#) [BENEFITS](#) [SERVICES](#) [PARTNERS](#) [NEWS](#)

## 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](#)

# Introduction: My Grants List Screen



Organization

Opportunities

Applications

Grants

?

DO

▼

My Grants List

Show Closed Grants

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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

# 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

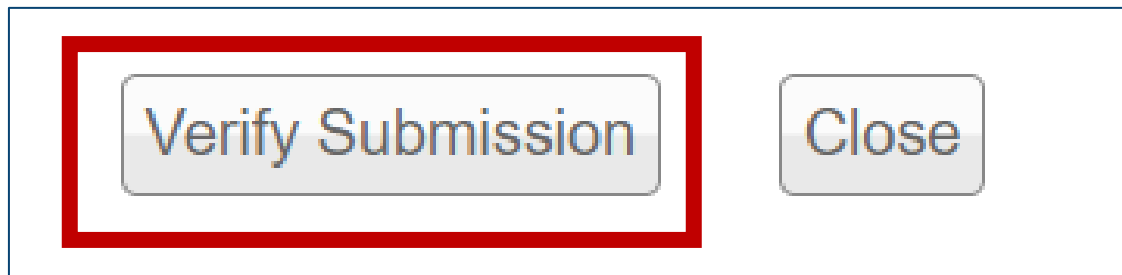




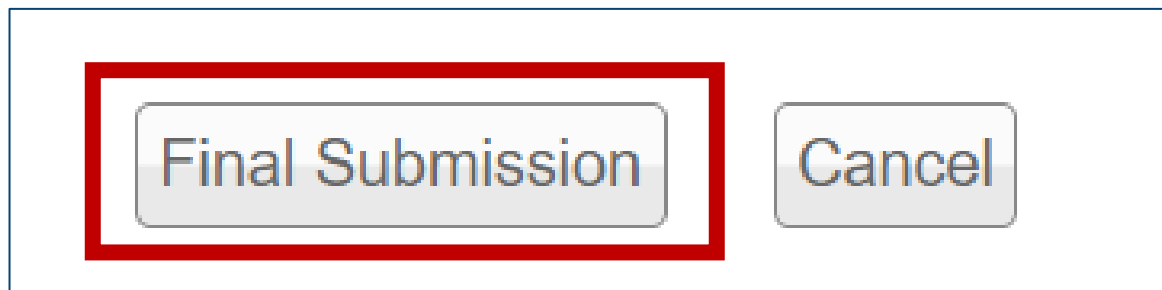
# Reminder: Revise then Resubmit the Application

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.



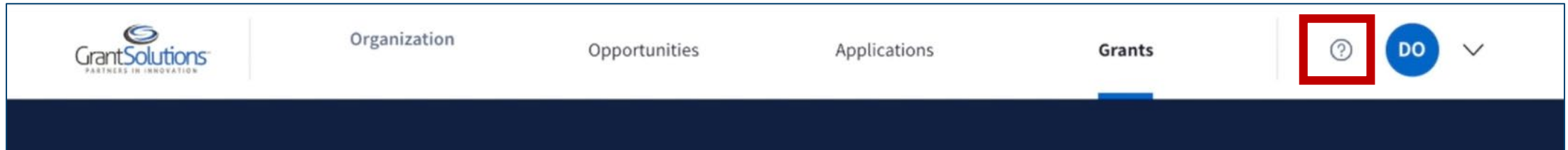
2. The “GrantSolutions Submission Verification” screen displays. Click the **Final Submission** button to submit the application back to the Grantor to review.



# 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 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](mailto:help@grantsolutions.gov)
  - **Phone:** 866-577-0771



# Reminder

- 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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Login to  
GrantSolutions

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Apply to a Sole Source  
Grant

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Find Help

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Thank you for joining!