Grant Recipient Training Part 2

Submitting Sole Source Applications in the GrantSolutions

Greetings

HELLO
my name is

Janine Crossman

GrantSolutions Senior Trainer

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

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Before We Start...

Phone lines are set to listen only

The training is being recorded

Enter questions in the Chat

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Objectives

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

Login to GrantSolutions

Apply to a Sole Source Grant

Find Help

GrantSolutions

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 <u>not</u> 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

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

  - 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.

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Introduction: GrantSolutions Login Screen

Introduction: My Grants List Screen

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

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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.
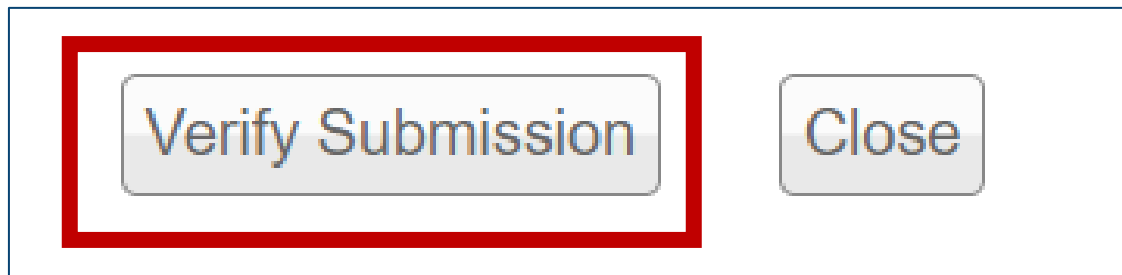

2. The "GrantSolutions Submission Verification" screen displays. Click the **Final Submission** button to submit the application back to the Grantor to review.
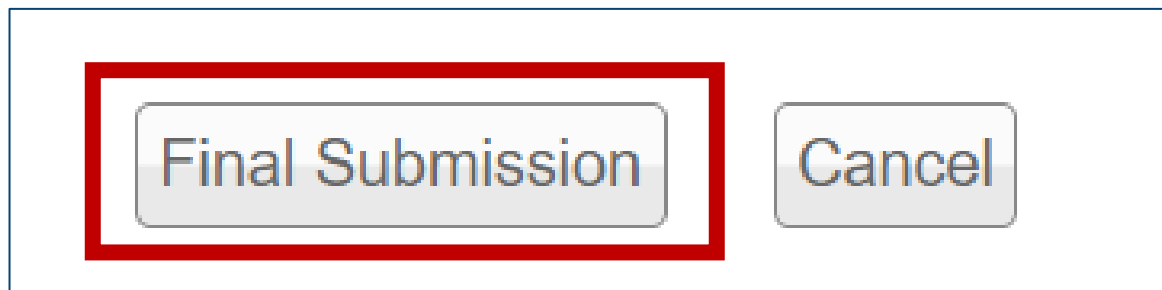
Help and Support

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.
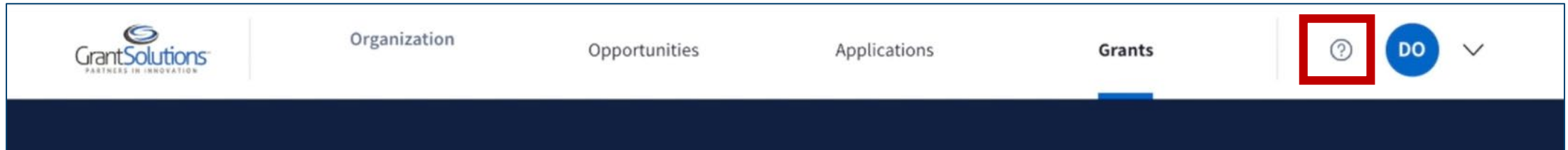
- Visit the [DOL - GrantSolutions Recipient Site](#) for more information, training recordings, and other resources

- 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
  - **Phone:** 866-577-0771

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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

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Objectives Review

You should now be able to:

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Thank you for joining!