

GrantSolutions Grants Management Services Grant Recipient Training Part 2: Submitting JVSG Non- Competitive Applications in GrantSolutions

The U.S. Department of Labor

June 2022

Greetings



Fun Fact: My favorite movies and tv series are from the 16th -21st Century (like Reign and Downton Abbey)

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 for JVSG Non-
Competitive, Award

Find Help

Agenda

- Introduction to GrantSolutions
- Login
- Apply for a JVSG Non-Competitive Grant
 - Locate an Announcement
 - Complete and Submit an Application
 - Revise a Returned Application
- Help and Support

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 Grants Management Services does not replace Grants.gov.



Manage financial assistance and submit applications for non-competitive financial assistance



Apply to competitive funding opportunities

GrantSolutions Login Instructions: Go-Live

Grant Recipients received a welcome email on June 10, 2022, with instructions on how to log into GrantSolutions.

Subject: VETS is now in GrantSolutions | Your action: Confirm Access and Verify Your Profile

From: [Your Agency Point of Contact]

As a Veterans' Employment and Training Service (VETS) grant award Grant Recipient, an account has been created for you in our new grants management system: GrantSolutions. Please complete the following steps, in the specified order:

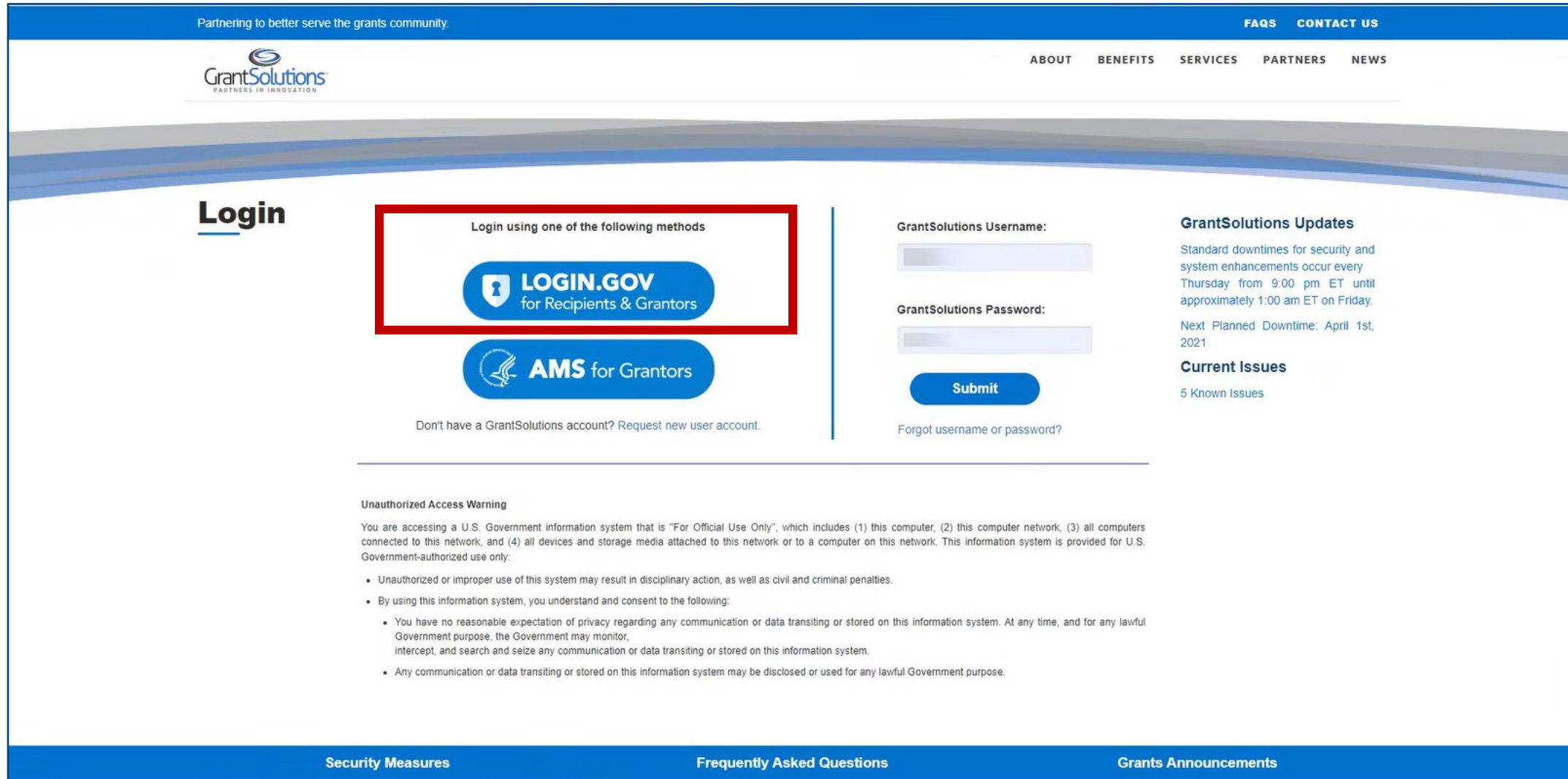
- **STEP 1** - If you do not have one yet, please create a Login.gov account.
- **STEP 2** - Log into GrantSolutions through Login.gov.
- **STEP 3** – Review the information found in your GrantSolutions profile and, if necessary, update it accordingly.

Notes:

The email associated with your GrantSolutions access is the one associated with your VETS processes. If you need to add that email address to Login.gov or if you get the “**Access Restricted error**” in Login.gov, please follow the instructions on how to add a GrantSolutions email address to a Login.gov account.

No new accounts were created for previous GrantSolutions users (i.e., organizations that were awarded by other Federal Agencies that use GrantSolutions). These Grant Recipients can access their VETS awards in GrantSolutions with their original account, following the above Login.gov instructions.

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." and navigation links for "FAQS" and "CONTACT US". Below this, the GrantSolutions logo and a secondary navigation menu with links for "ABOUT", "BENEFITS", "SERVICES", "PARTNERS", and "NEWS" are visible. The main content area is divided into three sections. On the left, the "Login" heading is underlined. The center section, titled "Login using one of the following methods", features two 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." The right section contains a login form with fields for "GrantSolutions Username:" and "GrantSolutions Password:", a "Submit" button, and a link for "Forgot username or password?". To the right of the form is a "GrantSolutions Updates" section with text about system downtimes and a "Current Issues" section with a link to "5 Known Issues". At the bottom, a blue footer contains links for "Security Measures", "Frequently Asked Questions", and "Grants Announcements".

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:

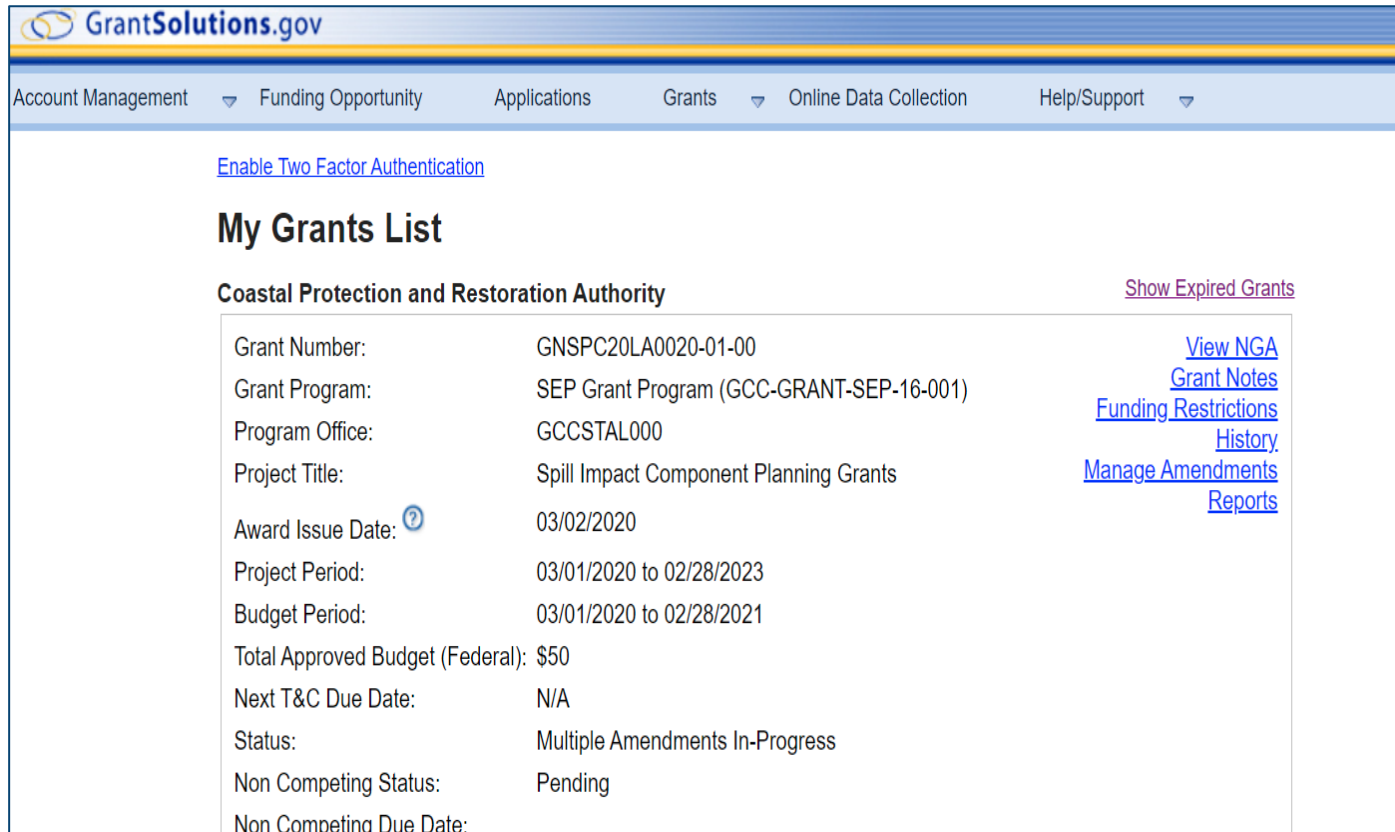
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
 - You have no reasonable expectation of privacy regarding any communication or data transiting or 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.

GrantSolutions Login Instructions: Post Go-Live

- Post Go-Live account requests (new account requests and account modifications)
 - Submit the [Grant Recipient User Account Request Form](#) to the GrantSolutions help desk at help@grantsolutions.gov
 - The Rules of Behavior page must be signed by the requestor
 - The Grant Recipient Authorizing Official must sign Part 2 of the Grant Recipient User Account Request Form

Reminder: Navigation and My Grants List (Classic Experience)

- Access the menu bar from most screens within GrantSolutions
- Use My Grants List to view or perform actions for active and expired awards



The screenshot shows the GrantSolutions.gov interface. At the top is a navigation menu with items: Account Management, Funding Opportunity, Applications, Grants, Online Data Collection, and Help/Support. Below the menu is a link to 'Enable Two Factor Authentication'. The main heading is 'My Grants List'. Underneath, it specifies 'Coastal Protection and Restoration Authority' and includes a link for 'Show Expired Grants'. A detailed view of a grant is shown with the following information:

Grant Number:	GNSPC20LA0020-01-00	View NGA
Grant Program:	SEP Grant Program (GCC-GRANT-SEP-16-001)	Grant Notes
Program Office:	GCCSTAL000	Funding Restrictions
Project Title:	Spill Impact Component Planning Grants	History
Award Issue Date:	03/02/2020	Manage Amendments
Project Period:	03/01/2020 to 02/28/2023	Reports
Budget Period:	03/01/2020 to 02/28/2021	
Total Approved Budget (Federal):	\$50	
Next T&C Due Date:	N/A	
Status:	Multiple Amendments In-Progress	
Non Competing Status:	Pending	
Non Competing Due Date:		

Note:

On **June 27, 2022**, the Classic Experience screen is the home page when logging into GrantSolutions.

On **July 23, 2022**, the New Experience screen will become the home page when logging into GrantSolutions.

Reminder: Navigation and My Grants List (New Experience)

The screenshot shows the 'My Grants List' page in the GrantSolutions 'New Experience'. The top navigation bar includes 'Organization', 'Opportunities', 'Applications', and 'Grants' (which is active). A user profile 'DO' is visible in the top right. Below the navigation, the page title 'My Grants List' is displayed. A toggle switch for 'Show Closed Grants' is present. A blue button labeled 'All Grants (3)' is shown. The main content area displays three grant cards, each with a unique ID, a status of 'Active', and details for 'PROJECT TITLE' and 'GRANT PROGRAM'. The footer contains links for 'Help Center', 'Web Accessibility', 'Privacy & Security Notice', 'Freedom of Information Act', 'Disclaimers', 'Provide Feedback', and 'Contact Us' with phone and email information.

Note:

On **June 27, 2022**, the Classic Experience screen is the home page when logging into GrantSolutions.

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Apply for JVSG Non-Competitive Awards

JVSG Only

Apply for Non-Competitive Awards (JVSG)

- Agenda
 - Who can apply to an announcement in GrantSolutions?
 - General Notifications
 - Demo apply for Non-Competitive Awards
 - Demo how to revise a returned application

Apply for Non-Competitive Awards (JVSG)

- JVSG Non-Competitive Announcements are posted in GrantSolutions
 - Announcements will be **directed** toward specific organizations

Note: Continue to process the Stand Down Grant Program as you do today. The Stand Down Grant Program process does not change for Grant Recipients.



Apply for Non-Competitive Awards (JVSG): 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



Apply for JVSG Non-Competitive Awards

- Submit Application Package from “Application Control Checklist” screen
 - Click **Verify Submission**
 - Click **Final Submission**



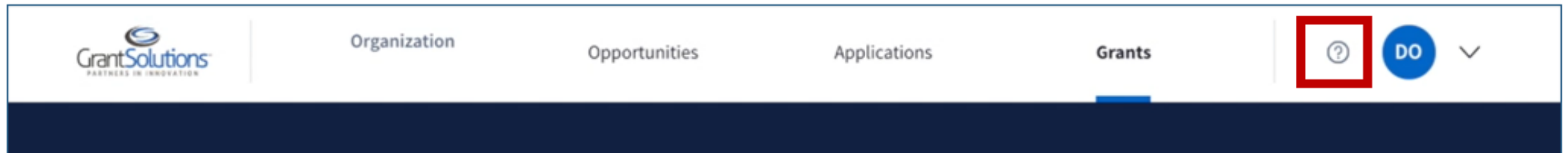
* Prior to submitting your application, it is recommended that you complete the Central Contractor Registration validation process. To continue with the application submission process without validating your Organization, click "Final Submission" Otherwise, click "Cancel" and perform the Central Contractor Registration validation process within your Organization record.



Help and Support

Help and Support

- Grant Recipient User Account Request Form – Access directly by going to: <https://home.grantsolutions.gov/home/getting-started-request-a-user-account/>
- Grant Recipients may access documentation and training videos from within GrantSolutions by selecting **Help/Support – Documentation** from the menu bar.



- Visit <https://www.dol.gov/grants/grant-solutions> for more information about DOL's GrantSolutions transition

Help and Support

- When you are live in GrantSolutions, 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



Objectives Review

You should now be able to:



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Competitive, Award

Find Help

Thank you for joining!