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)

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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 for JVSG Non-Competitive, Award
- Find Help

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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

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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.

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

GRANTS.GOV
FIND. APPLY. SUCCEED.

Apply to competitive funding opportunities

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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.

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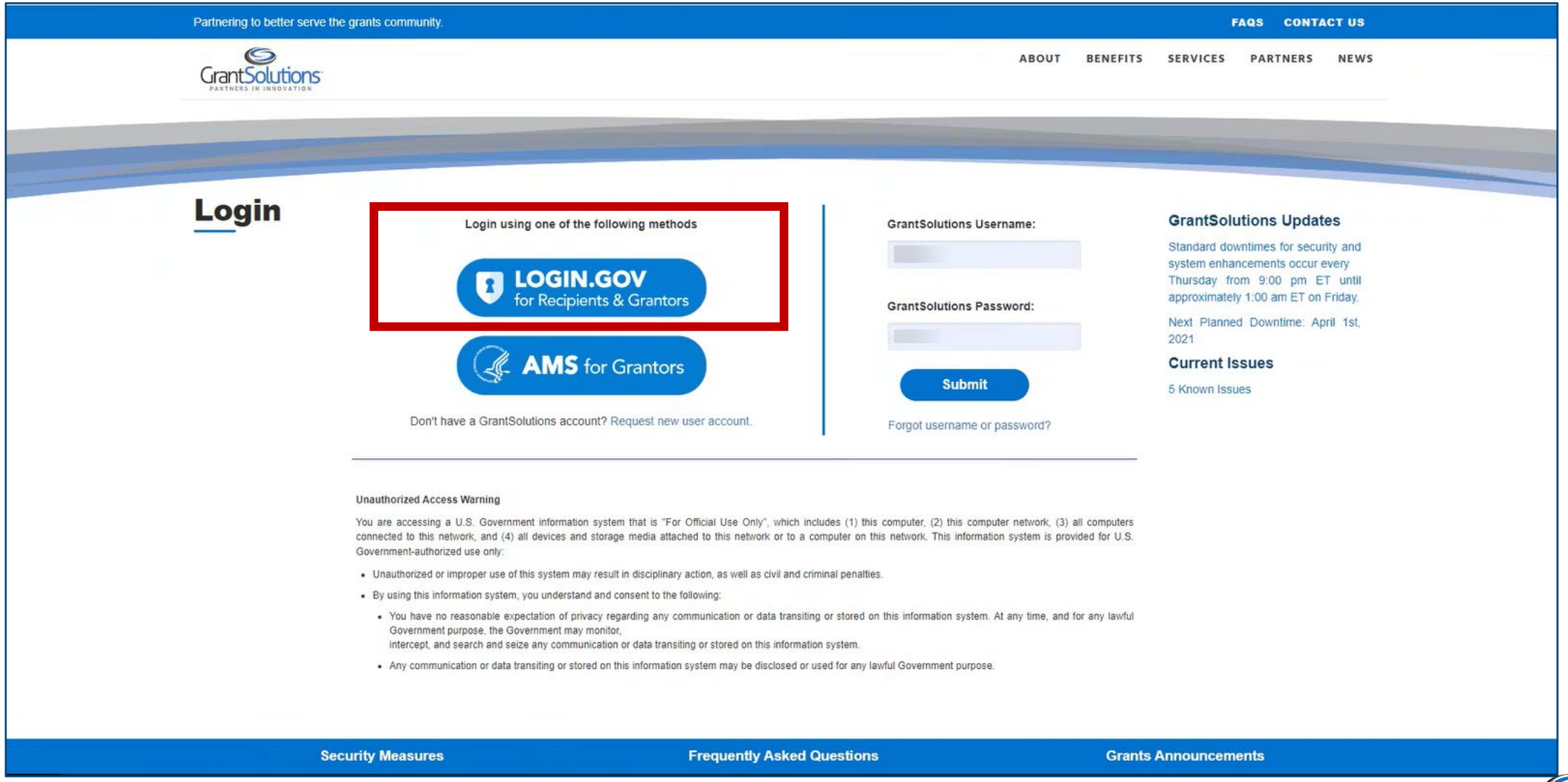
GrantSolutions Login Screen



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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

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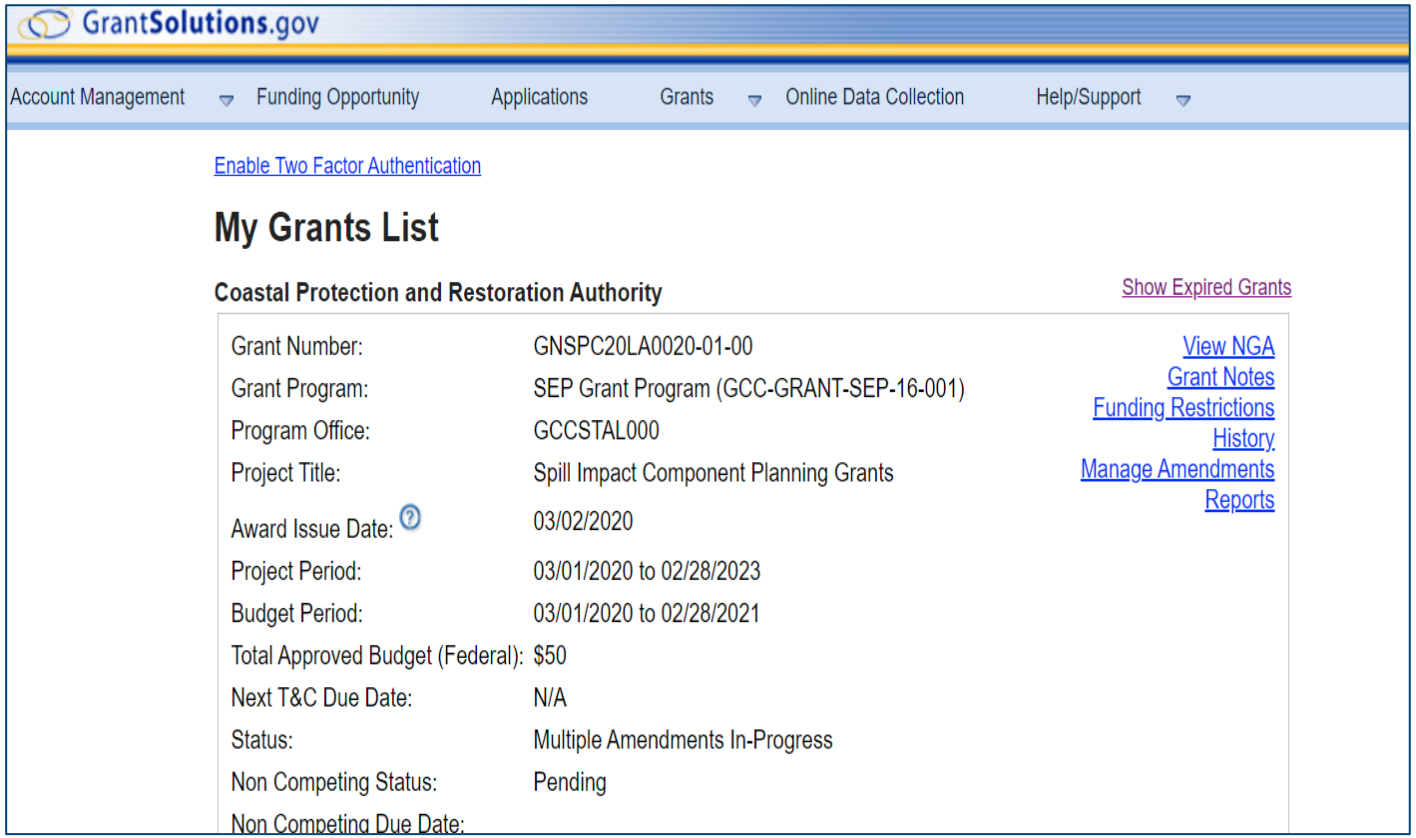
Reminder: Navigation and My Grants List (Classic Experience)

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



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.

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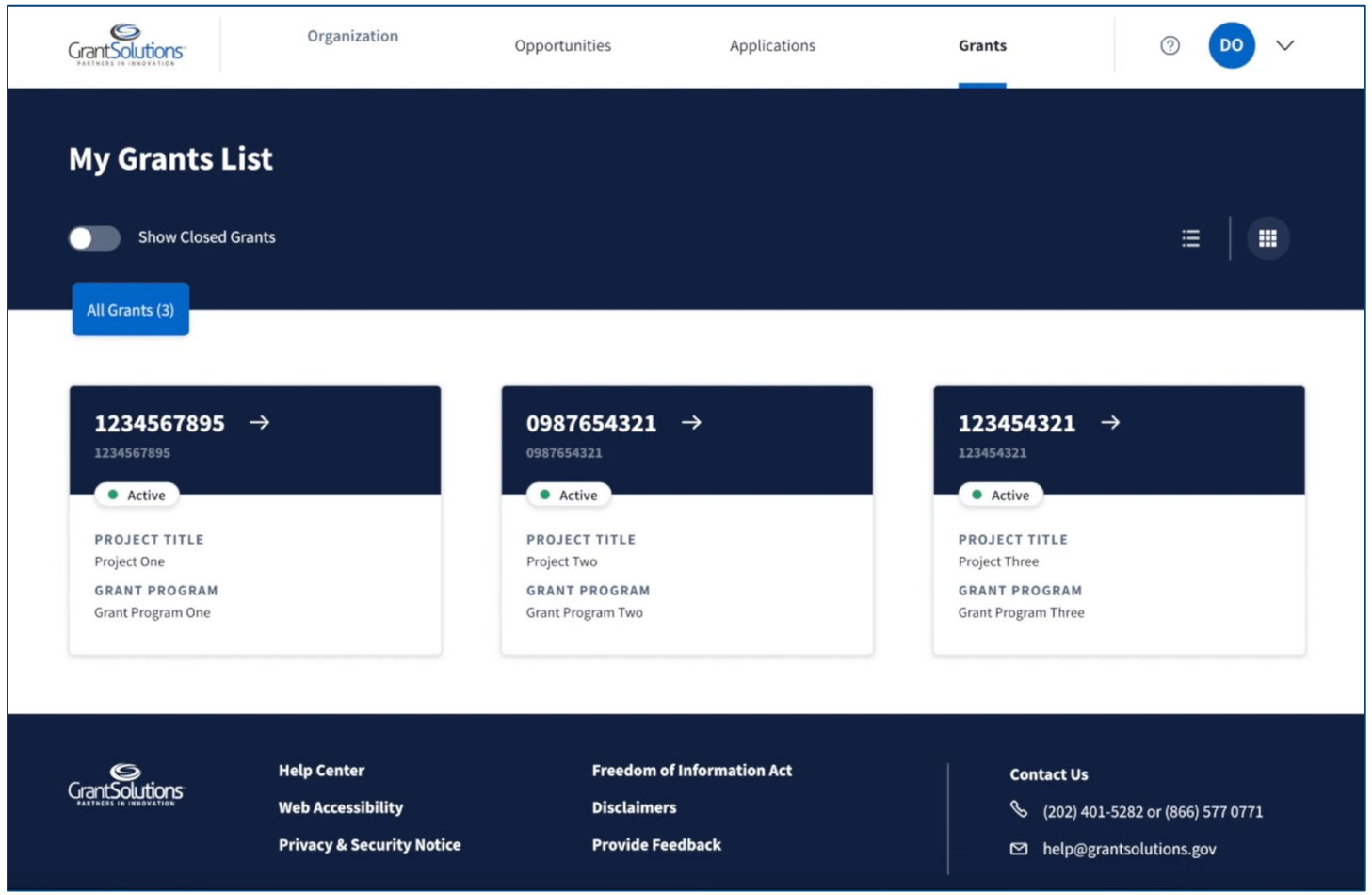
Reminder: Navigation and My Grants List (New Experience)



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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

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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.

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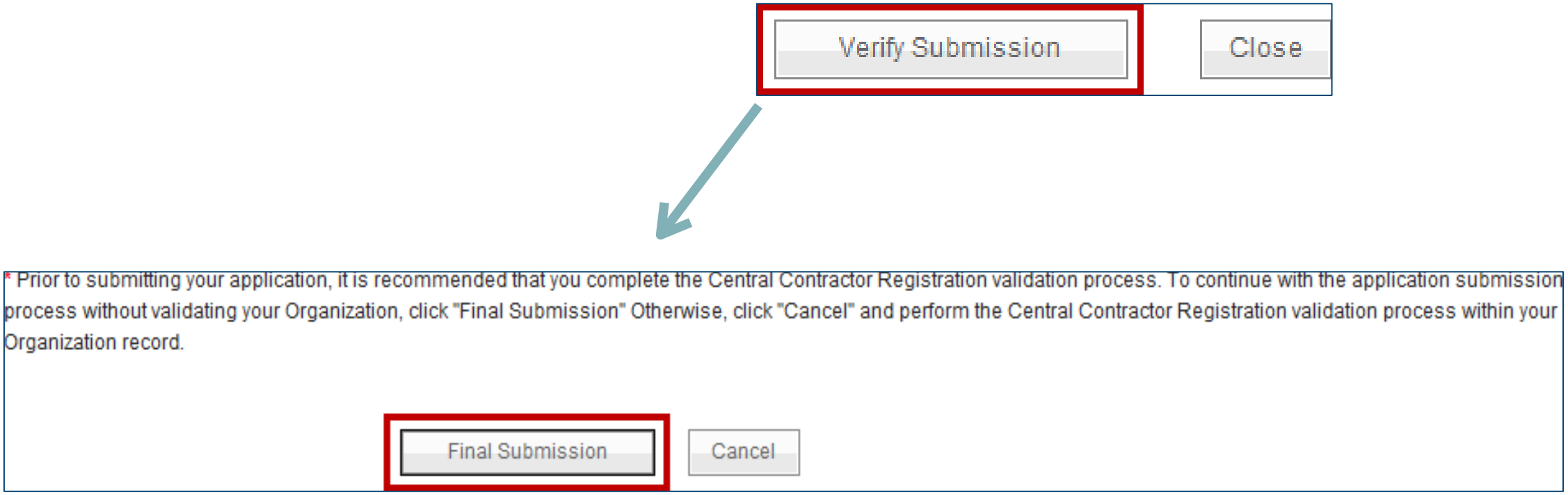
Apply for Non-Competitive Awards (JVSG):General Notifications

- **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**



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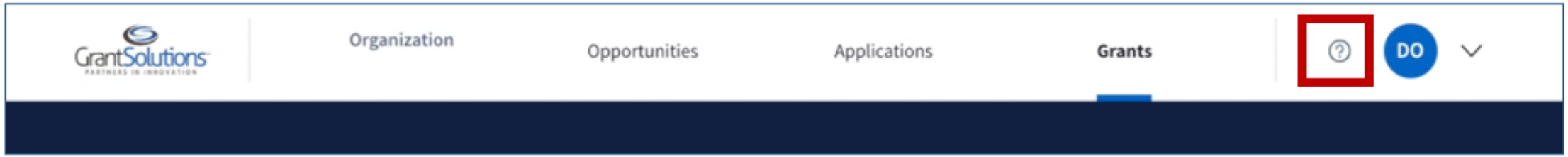
Help and Support

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

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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

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Objectives Review

You should now be able to:

- Login to GrantSolutions
- Apply for JVSG Non-Competitive, Award
- Find Help

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PARTNERS IN INNOVATION

Thank you for joining!