

# Quick Sheet: Grantee View

**Audience:** Grantees

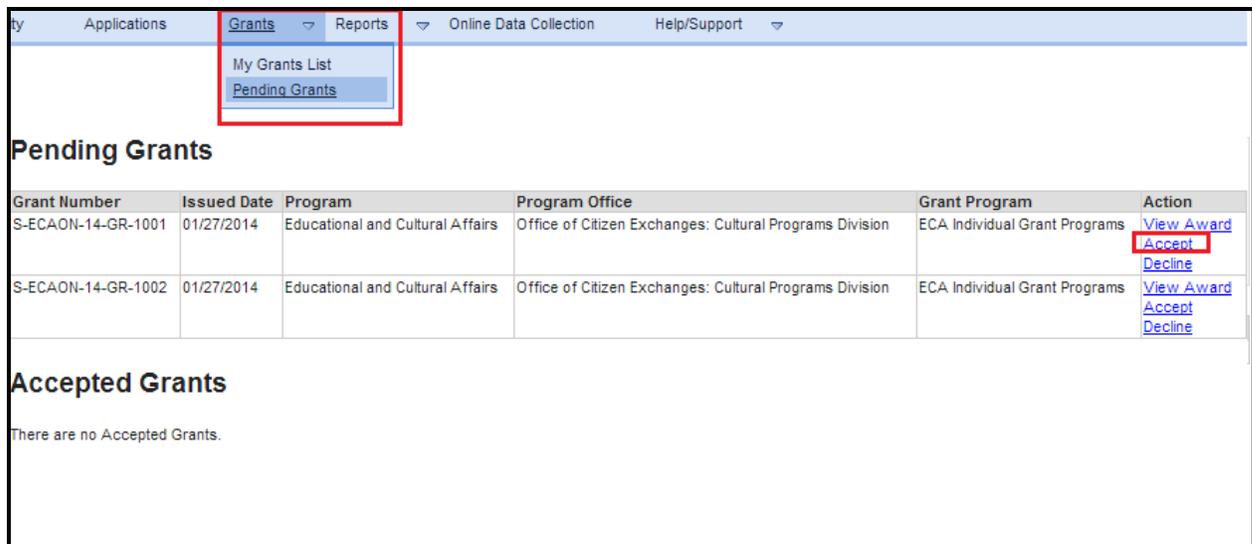
**This quick sheet includes instructions for following actions**

1. Accept or Decline an Award
2. Apply for a Sole Sourced/ Directed Announcement
3. Request for an Amendment
4. Add a Grant Note

## 1. Purpose: Accept or Decline an Award

### Steps

1. Once logged into GrantSolutions, click on Grants → Pending Grants on the menu bar.



The screenshot shows the GrantSolutions navigation menu with 'Grants' highlighted. Below the menu, the 'Pending Grants' section contains a table with the following data:

Grant Number	Issued Date	Program	Program Office	Grant Program	Action
S-ECAON-14-GR-1001	01/27/2014	Educational and Cultural Affairs	Office of Citizen Exchanges: Cultural Programs Division	ECA Individual Grant Programs	<a href="#">View Award</a> <a href="#">Accept</a> <a href="#">Decline</a>
S-ECAON-14-GR-1002	01/27/2014	Educational and Cultural Affairs	Office of Citizen Exchanges: Cultural Programs Division	ECA Individual Grant Programs	<a href="#">View Award</a> <a href="#">Accept</a> <a href="#">Decline</a>

Below the table, the 'Accepted Grants' section states: 'There are no Accepted Grants.'

2. Click **Accept or Decline**

## 2. Purpose: Apply for a Sole Sourced or Directed Announcement

### Steps:

1. Once logged into GrantSolutions, click on Funding Opportunity on the menu bar.

**Funding Opportunity** Applications Grants ▾ Reports ▾ Online Data Collection Help/Support ▾

### Competing Announcements - Application Kits

Click on the link provided in the announcement title to view details about the selected announcement. Click on the Apply link at the right to begin the application.

Announcement Title	Program Office	Grant Program	Due Date	Announcement Type	Action
<a href="#">JTIP Announcement for Closeouts</a>	Office to Monitor and Combat Trafficking in Persons (J/TIP)	J/TIP - Trafficking in Persons	01/31/2015	New	<a href="#">Apply</a>
<a href="#">ECA Directed Announcement DEMO</a>	Academic Front Office	ECA/A Academic Front Office	03/28/2014	New (Directed)	<a href="#">Apply</a>
<a href="#">R Test for ECA by AQM</a>	Policy & Evaluation Division: Cultural Heritage Center	ECA Grants serviced by AQM	06/30/2014	New	<a href="#">Apply</a>
<a href="#">2008 Capital Assistance to States - Intercity Passenger Rail Service Program</a>	Federal Railroad Administration/Office of Passenger and Freight Programs	Intercity Passenger Rail Investment	09/17/2014	New	<a href="#">Apply</a>
<a href="#">R Test for PMWRA/MANPADS</a>	Bureau of Political Military/Weapons Removal and Abatement	PM-MANPADS Libya Weapons Elimination	05/31/2014	New	<a href="#">Apply</a>
<a href="#">Jaxon Treasury Announcement Public Title</a>	Gulf Coast Restoration	Restore Act Direct Component	02/28/2014	New	<a href="#">Apply</a>

2. Click **Apply** under the Action column for the particular announcement. Directed Announcement will be indicated as “Directed” under Announcement Type.

### 3. Purpose: Request for an Amendment

#### Steps

1. Once logged into GrantSolutions, the “My Grants List” screen will show all the grants that belong to the organization. If the user is a PIPD, the system will only show grants the user is assigned to.

### My Grants List

JOHN HOPKINS UNIVERSITY, BLOOMBERG SCH OF PUBLIC HEALTH [Show Expired Grants](#)

Grant Number:	S-LMAQM-13-GR-1019	<a href="#">View NGA</a>
Grant Program:	CSO Operations 1 Programs	<a href="#">Grant Notes</a>
Program Office:	CSO Operations 1 Global Service Area (CSAQ1)	<a href="#">Send Message</a>
Project Title:	CSO Service Area Test	<a href="#">History</a>
Award Issue Date: 	07/17/2013	<a href="#">Manage Amendments</a>
Project Period:	07/31/2013 to 07/31/2014	
Budget Period:	07/31/2013 to 07/30/2014	
Total Approved Budget (Federal):	\$100	
Next T&C Due Date:	N/A	
Status:	Multiple Amendments In-Progress	
Non Competing Status:	Pending	
Non Competing Due Date:		

2. In order to begin the process, click **Manage Amendments**.
3. Click **New** at the “Manage Amendments” screen (“Select Amendment Type” screen will appear).

### Manage Amendments

Grant Number	S-LMAQM-11-CA-1035
Grantee Name	JOHN HOPKINS UNIVERSITY, BLOOMBERG SCH OF PUBLIC HEALTH
Project Title	Facilitating Academic and Professional Opportunities for Iranian Scholars and Students Threatened by or Facing Persecution
Project Start Date	09/23/2011
Project End Date	08/31/2014
Last Issued NGA	08/17/2012 <a href="#">(View NGA)</a>

Amendment #	Status	Submitted Date	Type	Budget Period	Action
(There are no Amendments found for this Grant.)					

[New](#) [Close](#)

- Select the desired *Amendment Type* and click **Create Amendment**.

### Select Amendment Type

Grant Number: S-LMAQM-13-GR-1019-1  
 Project Period: 07/31/2013 to 07/31/2014  
 Budget Period: 07/31/2013 to 07/30/2014

**Amendment Type**

Cost Amendments (Type 6)  
 No Cost Amendment (Type 6)

- This will bring you to the “EACC (Electronic Application Control Checklist)” screen. Click **Enter Online** next to the SF-424A form.

Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424A Budget Information - Non-Construction	<a href="#">Enter Online</a> <a href="#">Enter Comments</a>	N/A	⚠
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Cost Amendment Additional Documents	<a href="#">Enter Comments</a>	0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	⏏

Amendment Package Status: Work In Progress (Post Award)

- Begin entering the total revised budget into the electronic SF-424A. The Federal amount being revised should be entered in the first row and the right most column labeled *Federal (e)*.

**SF-424A**

OMB Number 4040-0008  
Expiration Date 06/30/2014

BUDGET INFORMATION - NON CONSTRUCTION PROGRAMS

★ indicates a required field.

<b>Organization Name</b> JOHN HOPKINS UNIVERSITY, BLOOMBERG SCH OF PUBLIC HEALTH	<b>Project Title</b> Facilitating Academic and Professional Opportunities for Iranian Scholars and Students Threatened by or Facing Persecution	<b>Budget Period</b> Start Date ★ 09/23/2011 End Date ★ 08/31/2014
<b>Application Number</b> (To be assigned)	<b>Project Period</b> 09/23/2011 to 08/31/2014	

[424A Instructions](#)

	Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
			Federal (c)	Non Federal (d)	Federal (e)	Non Federal (f)	
1.	NEA-Iran Grants Serviced by AQM	Please select a CFDA	\$ 0.00	\$ 0.00	\$ 50000.00	\$ 0.00	\$50,000.00
2.	NEA-Iran Grants Serviced by AQM	Please select a CFDA	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
3.	NEA-Iran Grants Serviced by AQM	Please select a CFDA	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00

7. In Section B Budget Categories, this is where the allocation should be made to the different categories. (NOTE: You should use the first column)

Section B Budget Categories					
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) NEA-Iran Grants Serviced by AQM	(2) NEA-Iran Grants Serviced by AQM	(3) NEA-Iran Grants Serviced by AQM	(4) NEA-Iran Grants Serviced by AQM	
(a) Personnel	\$ 10000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$10,000.00
(b) Fringe Benefits	\$ 20000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$20,000.00
(c) Travel	\$ 5000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$5,000.00
(d) Equipment	\$ 15000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$15,000.00
(e) Supplies	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
(f) Contractual	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
(g) Construction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
(h) Other	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
(i) Total Direct Charges (sum of 6a - 6h)	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00

8. Click **Save**, then click **Close** to return to the “EACC” screen.

9. Upload additional documents as instructed.

10. Scroll to the bottom of the “EACC” screen and click **Verify Submission**.

[Original Submission](#)

Applicant	JOHN HOPKINS UNIVERSITY, BLOOMBERG SCH OF PUBLIC HEALTH
Grant Number	S-LMAQM-11-CA-1035
Application Number	(To be assigned)
Action	Cost Amendments
Project Title	Facilitating Academic and Professional Opportunities for Iranian Scholars and Students Threatened by or Facing Persecution

Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424A Budget Information - Non-Construction	<a href="#">Enter Online</a> <a href="#">Print Completed</a> <a href="#">Enter Comments</a>	N/A	✓
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Cost Amendment Additional Documents	<a href="#">Enter Comments</a>	0 <a href="#">Uploaded Files</a> 0 <a href="#">Mail-in Items</a>	⏏

**Amendment Package Status:** Work In Progress (Post Award)

Verify Submission
Close

11. The next screen will ask for Submission Verification. Click **Final Submission**.
- a. Next message will ask “Are you sure you want to submit this application?” Click **OK**.

The screenshot shows a web interface for 'GrantSolutions Amendment Submission Verification'. The main content area displays application details: Applicant (JOHN HOPKINS UNIVERSITY, BLOOMBERG SCH OF PUBLIC HEALTH), Grant Number (S-LMAQM-11-CA-1035), Project Title (Facilitating Academic and Professional Opportunities for Iranian Scholars and Students Threatened by or Facing Persecution), and Action (Cost Amendments). Below this is a section for 'Online Forms' with 'SF-424A Budget Information - Non-Construction'. At the bottom, there are two buttons: 'Final Submission' and 'Cancel'. A modal dialog box is overlaid on the screen, containing the text: 'The page at https://demo.grantsolutions.gov ...', 'Are you sure you want to submit this application? You may not alter any information once it is submitted.', and two buttons: 'OK' and 'Cancel'. Red boxes highlight the 'Final Submission' button on the main page and the 'OK' button in the dialog box.

- a. The next step in the process will be for the Grantor staff to complete the application and move it forward within the workflow.

## 4. Purpose: Add a Grant Note

### Steps

1. Once logged into GrantSolutions, the "My Grants List" screen will show all the grants that are assigned to you.
2. To upload a Grant Note, from the My Grants List screen:
3. Click on the "GRANT NOTES" link on the right of the My Grants List screen. A new window will appear.

### My Grants List

JOHN HOPKINS UNIVERSITY, BLOOMBERG SCH OF PUBLIC HEALTH [Show Expired Grants](#)

Grant Number:	S-LMAQM-13-GR-1019	<a href="#">View NCA</a>
Grant Program:	CSO Operations 1 Programs	<b>Grant Notes</b>
Program Office:	CSO Operations 1 Global Service Area (CSAQ1)	<a href="#">Send Message</a>
Project Title:	CSO Service Area Test	<a href="#">History</a>
Award Issue Date: <sup>?</sup>	07/17/2013	<a href="#">Manage Amendments</a>
Project Period:	07/31/2013 to 07/31/2014	
Budget Period:	07/31/2013 to 07/30/2014	
Total Approved Budget (Federal):	\$100	
Next T&C Due Date:	N/A	
Status:	Multiple Amendments In-Progress	
Non Competing Status:	Pending	
Non Competing Due Date:		

4. Click on "ADD"

### Grant Notes

Grant Number	S-LMAQM-13-GR-1019
Grantee Name	JOHN HOPKINS UNIVERSITY, BLOOMBERG SCH OF PUBLIC HEALTH
Project Start Date	07/31/2013
Project End Date	07/31/2014

Grant Note Create Date	From	<input type="text"/>	To	<input type="text"/>
Grant Note Type		--All--		
Grant Note Category		--All--		
Author		--All--		
Subject	<input type="text"/>			
Hide Automatic Notes	<input type="checkbox"/>			

Total 1 notes 1

Subject	Category	Grant Note Type	Author	Date	Support Year	Application Number	Action
FFR Q4	Programmatic Report	Correspondence	Ms. Helene Grady	01/29/2014 08:51 (GMT -04:56) EST	1	CSOOPS12013000004 S-LMAQM-13-GR-1019	

5. Enter the required information in the "GRANT NOTES" fields

6. To attach a document to the note:
7. Click on "Browse" in the Note Attachments section and select the report to add
8. Click on "UPLOAD" to attach the file in "GRANTS NOTES"
9. **Once you have uploaded the file, click "ADD" to attach the note**

\*To cancel this action and return to "MY GRANTS LIST", click "CANCEL" at any time.

Once the note has been attached, you will be able to View, Edit, or Delete the note. Only the user who created the note will be able to make modifications to it.