

Processing A Non-Competing Application in GrantSolutions

Grantee Manual

Version 1.1
February 18, 2010

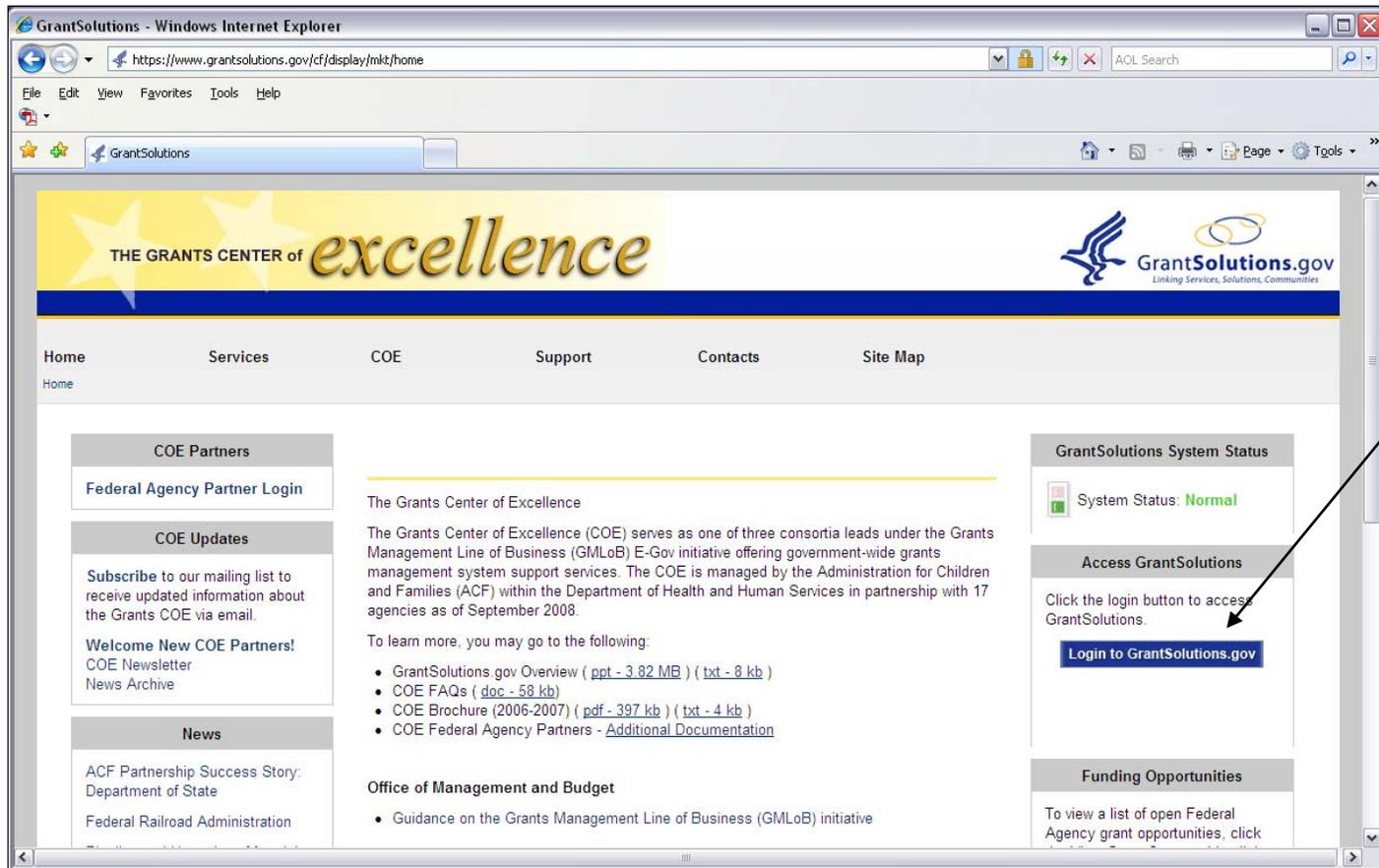
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Processing Non-Competing Applications in GrantSolutions

Introduction

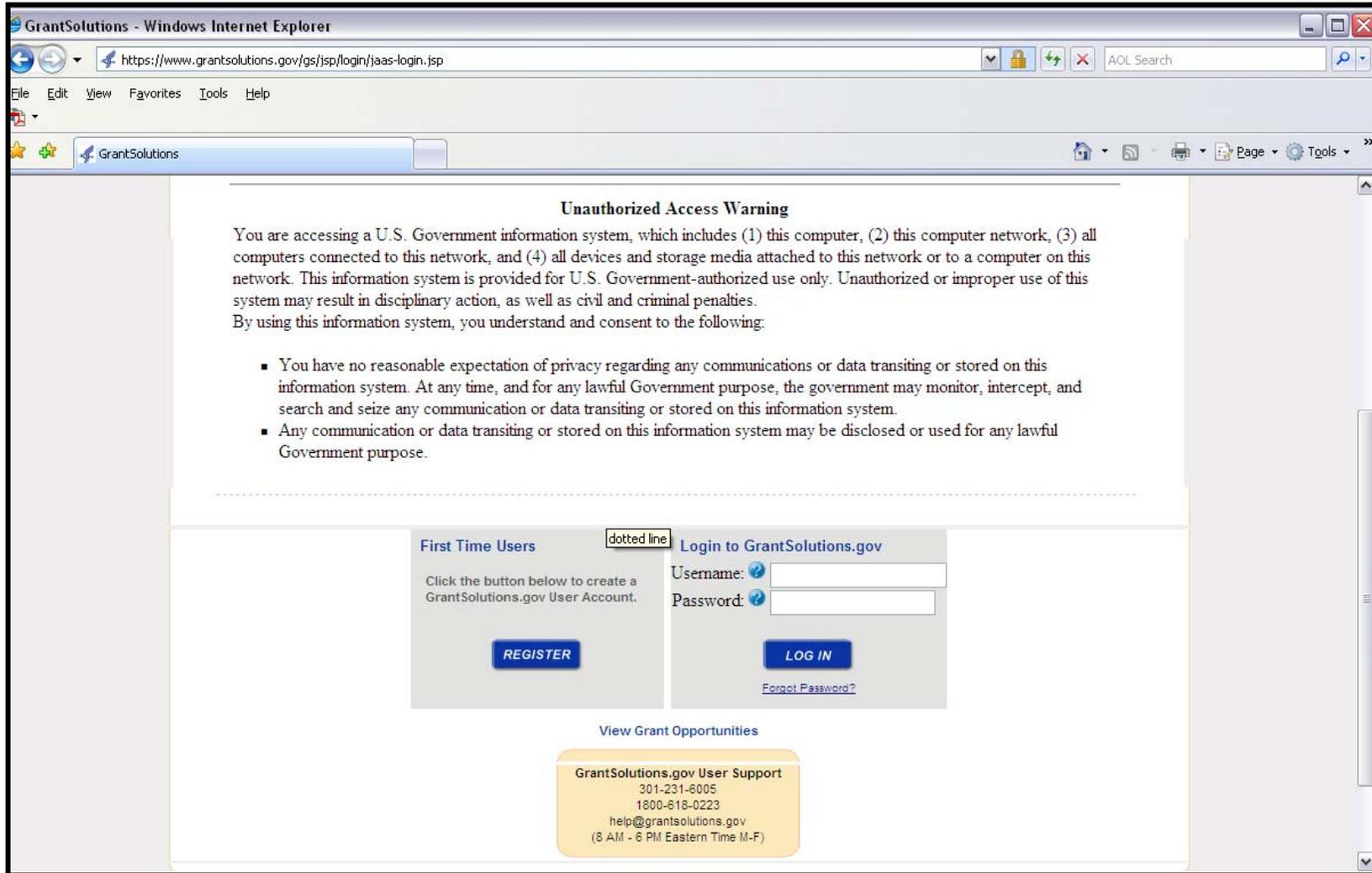
The first step in using GrantSolutions is to get an account. Information about getting an account to GrantSolutions can be found in the Getting Started section of the GrantSolutions website. The URL for GrantSolutions is <http://www.grantsolutions.gov>.



[GrantSolutions Home Page](#)

Login To GrantSolutions

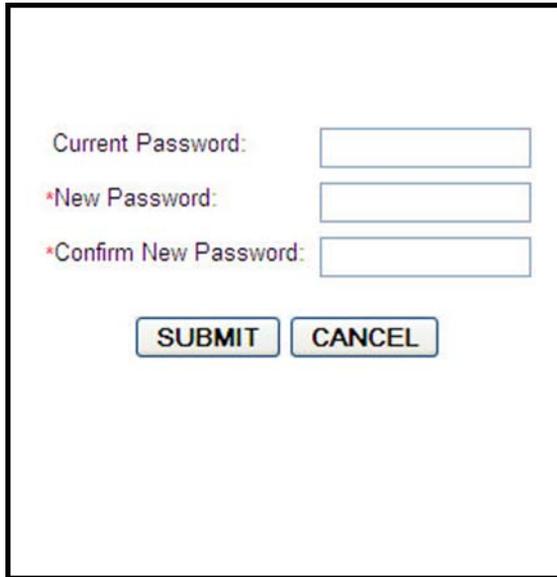
Once you get your username and password, you are ready to login. The login page will ask you for your username and password. Enter the information and select the **Log In** Button. Upon your first successful login to the system, you will be prompted to change your username and password.



GrantSolutions Login Page

Change Password Page

When you login to the system for the very first time, you will be prompted to change your password. After entering the information, you be taken back to the login page where you can enter your new password.



The screenshot shows a form with three input fields and two buttons. The first field is labeled "Current Password:". The second field is labeled "*New Password:". The third field is labeled "*Confirm New Password:". Below the fields are two buttons: "SUBMIT" and "CANCEL".

| | |
|------------------------|----------------------|
| Current Password: | <input type="text"/> |
| *New Password: | <input type="text"/> |
| *Confirm New Password: | <input type="text"/> |

Change Password Screen

Description of Menu Items



| Menu Item | Description |
|----------------------------|--|
| Account Management | If you need to edit any of your user information you will go to Account Management. Under update profile you will be able to edit your contact information. If you want to change your password you will go to Change Password and follow the prompts |
| Funding Opportunity | You will go to Funding Opportunity to see all grants that you are eligible to apply for. Once you review the Grant Announcement, you can apply from this screen. You will access your non-competing continuation application from this menu option. After you have submitted your non-competing application, you will access it from the <i>Applications</i> menu. |
| Applications | Once you have started to fill in an application online, you can access the application and any previously entered applications from this menu item. |
| Grants | The Grants link on the menu contains My Grants List (MGL), which is a central point of management for all grants assigned to a user. Most grant information may be obtained, and Post Award actions may be controlled, from this location. The MGL lists all awarded grants. |
| Reports | The Reports section allows you to fill out the Federal Financial Report, the Financial Status Report, and the FPAR when the time comes. Additional training material on the FSR module is available under the Help section of GrantSolutions. |
| Help/Support | The Help/Support link will give you the contact information for the GrantSolutions Helpdesk, as well as user manuals, and release notes. |

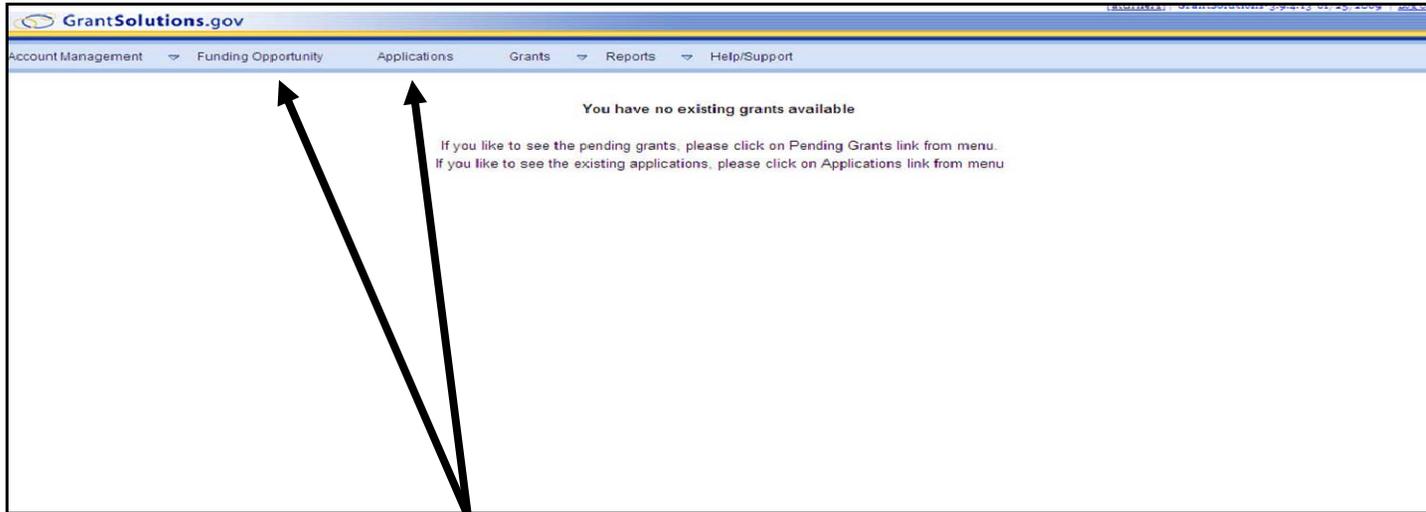
Processing Non-Competing Applications in GrantSolutions- Summary

The chart below describes the high level process using GrantSolutions to submit your non-competing application.

| Step | Description | Notes |
|------|---|--|
| 1 | Request a user account if you have not received one already. | There is an online account request form. |
| 2 | Login to GrantSolutions and access the online forms/enclosures/instructions/program and budget narrative templates. | See instructions below. |
| 3 | Upload your budget/program narrative and fill out the online forms. | |
| 4 | Review your application. | |
| 5 | Submit your application. | |
| 6 | Check on the status of your application. | |
| 7 | Add optional grant notes, correspond with grant/program officers, upload additional documents. | |

Accessing Your Non-Competing Application for the 1st Time

When you login to the system for the first time, you will be presented with a screen similar to the one below.



To access your non-competing application/forms, select **Funding Opportunity** from the menu and click the [Apply](#) link adjacent to the Competing Continuation Announcement title. If you have already started to fill out the application, you will select the **In Progress** action. **If you have already submitted the application, it will be available from the applications menu item.**



Filling in the Online Forms

Upon accessing your application you will come to the Application Control Checklist Page. This is the page that allows you to fill in forms, download templates, and submit your application.

GrantSolutions.gov [ATurners] | GrantSolutions-3.9.4.13 01/25/2009 | Log Out

Account Management ▾ Funding Opportunity Applications Grants ▾ Reports ▾ Help/Support

GrantSolutions Non-Competing Continuation Application Control Checklist

Work in Progress

This is your GrantSolutions Application Control Checklist (EACC). You will use the EACC to track the status of your application.

To complete your application electronically, enter information by using the online forms and/or adding attachments (upload/mail-in). Required items are noted by the exclamation point image. If an enclosure has not been verified, a red 'X' image is displayed.

Print Application: [Original Submission](#)

Grantee: Organization for Change
Grant Number: 90FE0013
Application Number: (To be assigned)
Project Title: Healthy Marriage Demonstration
Grant: Priority Area 2
Due Date: 07/01/2010 12:00 AM (GMT - 05:00) Eastern Time (US & Canada)
Submitted Date: 02/01/2010 12:00 AM Eastern Time

| Online Forms | | | |
|--------------------------|--|--|--|
| Project Abstract Summary | Enter Online Enter Comments | Attachment(s) 0 Uploaded Files 0 Mail-in Items | |
| SF 424A Budget | Enter Online | N/A | |

The Application Control Checklist

The application control checklist is where you fill out forms, download documents and instructions, upload files, and submit and unsubmit your application.

Entering/Saving Online Form Information

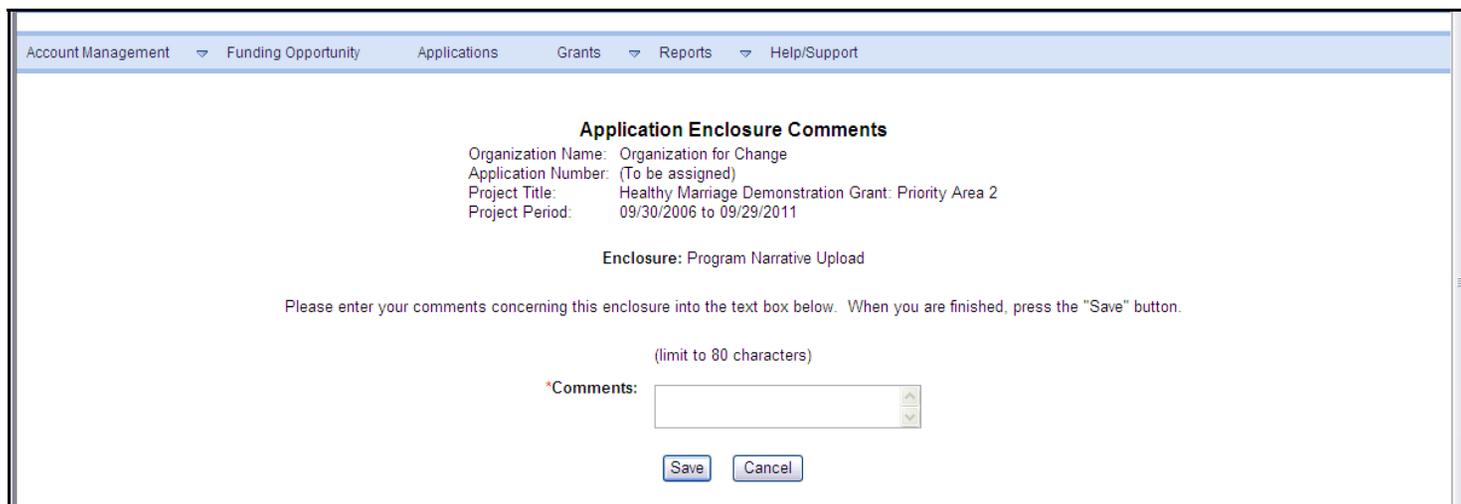
To enter online form information, select the “Enter Online” link associated with the item you wish to fill out. (ex 424a). When you are done entering in the information, select the Save button at the bottom of the screen. You do not have to fill in ALL of the information in 1 session. However, the online forms must be validated before you can submit the application.

Validating Online Form Data

Upon completing the online form information, select the Validate button at the bottom of the page. Any validation errors, such as missing required data, will be presented to you. If you are filling out the 424A form, the system will prompt you to copy the budget information over to the 424 form. Select ‘Yes’ if you wish to do so.

Entering Comments for a particular form

Select the ‘Comments’ link for the item you wish to add comments to.



The screenshot shows a web application interface with a navigation bar at the top containing links for Account Management, Funding Opportunity, Applications, Grants, Reports, and Help/Support. The main content area is titled "Application Enclosure Comments" and displays the following information:

- Organization Name: Organization for Change
- Application Number: (To be assigned)
- Project Title: Healthy Marriage Demonstration Grant: Priority Area 2
- Project Period: 09/30/2006 to 09/29/2011

Below this information, it states "Enclosure: Program Narrative Upload". A message reads: "Please enter your comments concerning this enclosure into the text box below. When you are finished, press the 'Save' button." A text input field is provided with a character limit of 80. The field is labeled "*Comments:" and contains a small downward arrow icon. At the bottom of the form are "Save" and "Cancel" buttons.

Uploading a File as part of your application

If you wish to upload a file as part of your application, select the appropriate item and select the Uploaded files link. From there, you will be able to upload a file from your computer to the system.

Select 'Upload Attachment' to upload a file to the system.

GrantSolutions.gov [ATurners] | GrantSolutions-3.9.4.13 01/25/2009 | Log Out

Account Management ▾ Funding Opportunity Applications Grants ▾ Reports ▾ Help/Support

Attachments

You may upload file attachments or specify mail-in items for the enclosure below:

Organization Name: Organization for Change
Application Number: (To be assigned)
Project Title: Healthy Marriage Demonstration Grant: Priority Area 2
Project Period: 09/30/2006 to 09/29/2011

Enclosure: Project Abstract Summary
Number of Attachments: 0

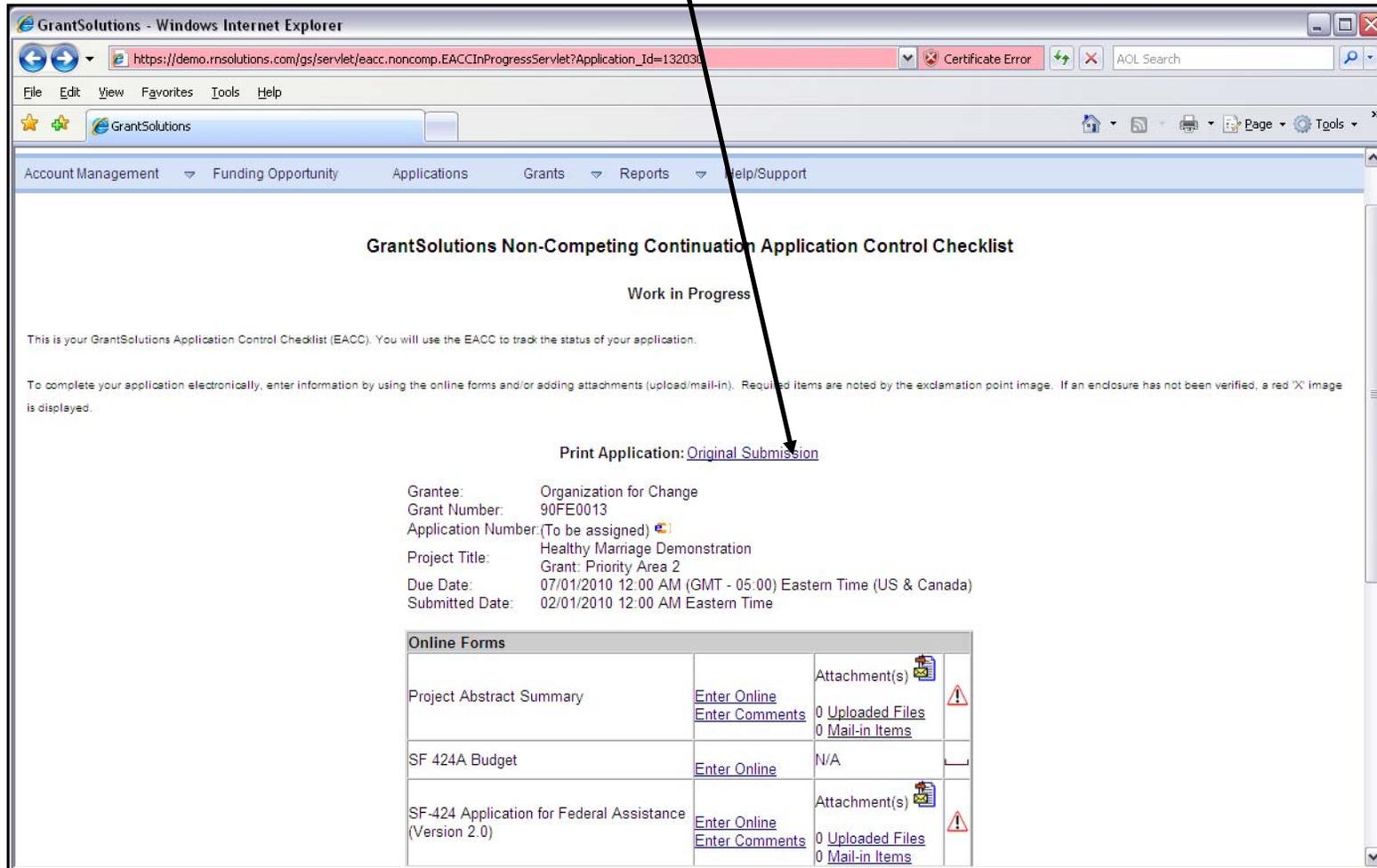
| Item Description | Type |
|------------------|------|
| (Empty) | |

Attachment Notice:
GrantSolutions will perform a virus scan on all uploaded attachments. If GrantSolutions finds a virus, the file will be purged and the attachment will not be accepted. If the uploaded file is virus-free and a [supported document file type](#), GrantSolutions will convert the file into PDF format and store it on the system. Where possible, please consolidate the number of uploads.

Please be aware that these operations could take up to five minutes to complete and that this page will not automatically refresh itself. If the word "Pending" appears next to your file upload, wait a few minutes and then refresh the page by pressing your browser's refresh button. Alternatively, press the "Close" button and return to this screen later.

Viewing the full Application Submission (Print Application)

To view your entire application click [Original Submission](#) on the GrantSolutions Non-Competing Continuation Control Checklist. A new window will open with a PDF version of your application, which you can print.



GrantSolutions - Windows Internet Explorer

https://demo.rnsolutions.com/gs/servlet/eacc.noncomp.EACCInProgressServlet?Application_Id=132030

File Edit View Favorites Tools Help

GrantSolutions

Account Management Funding Opportunity Applications Grants Reports Help/Support

GrantSolutions Non-Competing Continuation Application Control Checklist

Work in Progress

This is your GrantSolutions Application Control Checklist (EACC). You will use the EACC to track the status of your application.

To complete your application electronically, enter information by using the online forms and/or adding attachments (upload/mail-in). Required items are noted by the exclamation point image. If an enclosure has not been verified, a red 'X' image is displayed.

Print Application: [Original Submission](#)

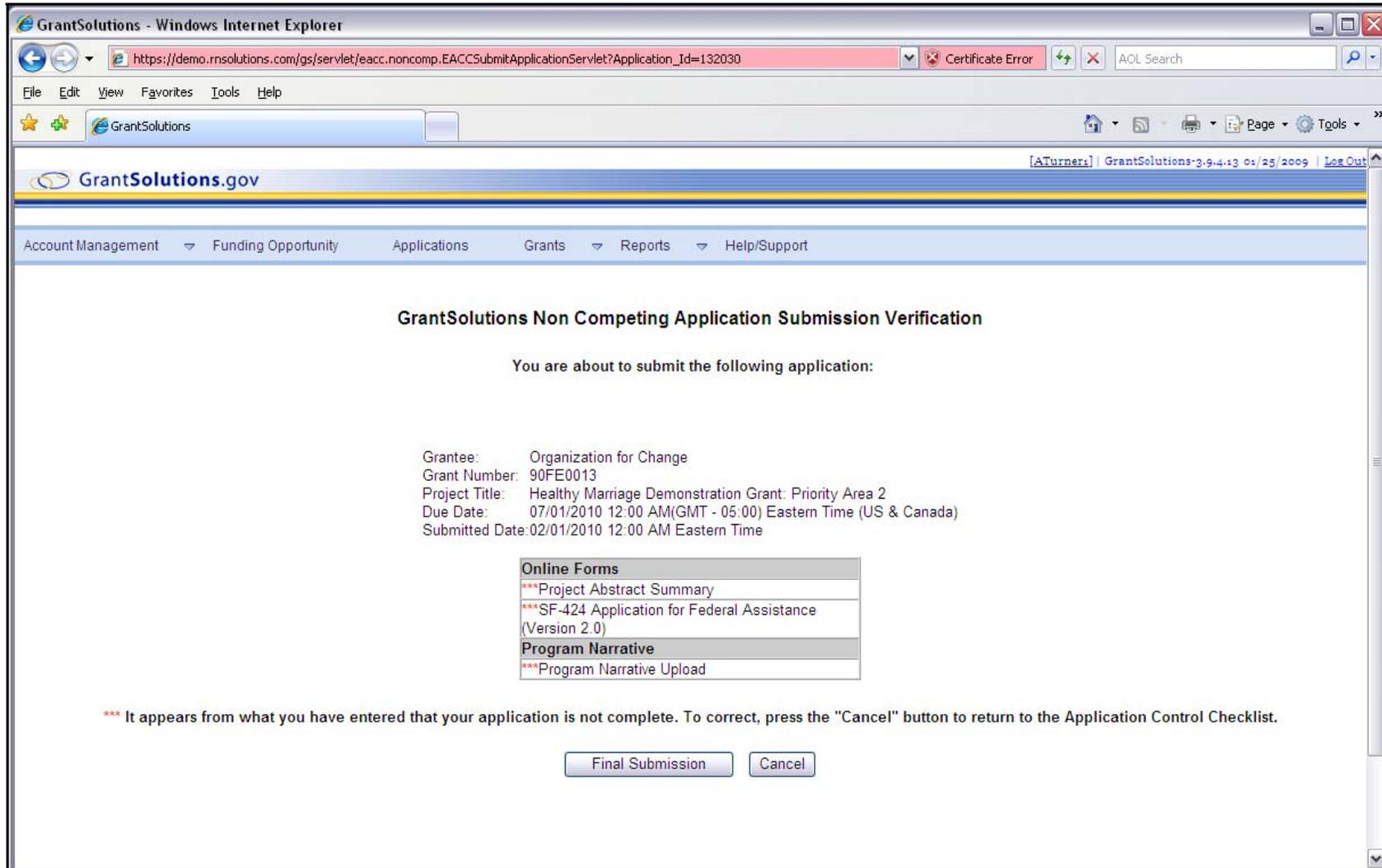
Grantee: Organization for Change
Grant Number: 90FE0013
Application Number: (To be assigned) 
Project Title: Healthy Marriage Demonstration
Grant: Priority Area 2
Due Date: 07/01/2010 12:00 AM (GMT - 05:00) Eastern Time (US & Canada)
Submitted Date: 02/01/2010 12:00 AM Eastern Time

| Online Forms | | |
|---|--|--|
| Project Abstract Summary | Enter Online Enter Comments | Attachment(s)  0 Uploaded Files 0 Mail-in Items  |
| SF 424A Budget | Enter Online | N/A |
| SF-424 Application for Federal Assistance (Version 2.0) | Enter Online Enter Comments | Attachment(s)  0 Uploaded Files 0 Mail-in Items  |

Submitting your application

Once you have completed your application, click the [Verify Submission](#) button at the bottom of the page. Then click [Final Submission](#).

Your application has now been submitted to the Grant's Staff for review.



The screenshot shows a web browser window titled "GrantSolutions - Windows Internet Explorer". The address bar displays the URL: https://demo.rnsolutions.com/gs/servlet/eacc.noncomp.EACCSubmitApplicationServlet?Application_Id=132030. The browser shows a "Certificate Error" warning. The page content includes a navigation menu with "Account Management", "Funding Opportunity", "Applications", "Grants", "Reports", and "Help/Support". The main heading is "GrantSolutions Non Competing Application Submission Verification". Below this, it states "You are about to submit the following application:" followed by application details: Grantee: Organization for Change, Grant Number: 90FE0013, Project Title: Healthy Marriage Demonstration Grant: Priority Area 2, Due Date: 07/01/2010 12:00 AM(GMT - 05:00) Eastern Time (US & Canada), and Submitted Date: 02/01/2010 12:00 AM Eastern Time. A table lists "Online Forms" and "Program Narrative" with red asterisks indicating missing items: "Project Abstract Summary", "SF-424 Application for Federal Assistance (Version 2.0)", and "Program Narrative Upload". A message at the bottom states: "It appears from what you have entered that your application is not complete. To correct, press the 'Cancel' button to return to the Application Control Checklist." Two buttons, "Final Submission" and "Cancel", are located at the bottom of the page.

GrantSolutions.gov [ATurners] GrantSolutions-3.9.4.43 01/25/2009 Log Out

Account Management Funding Opportunity Applications Grants Reports Help/Support

GrantSolutions Non Competing Application Submission Verification

You are about to submit the following application:

Grantee: Organization for Change
Grant Number: 90FE0013
Project Title: Healthy Marriage Demonstration Grant: Priority Area 2
Due Date: 07/01/2010 12:00 AM(GMT - 05:00) Eastern Time (US & Canada)
Submitted Date: 02/01/2010 12:00 AM Eastern Time

| Online Forms |
|--|
| ***Project Abstract Summary |
| ***SF-424 Application for Federal Assistance (Version 2.0) |

| Program Narrative |
|-----------------------------|
| ***Program Narrative Upload |

*** It appears from what you have entered that your application is not complete. To correct, press the "Cancel" button to return to the Application Control Checklist.

Final Submission Cancel

Application Workflow Status

Workflow Description

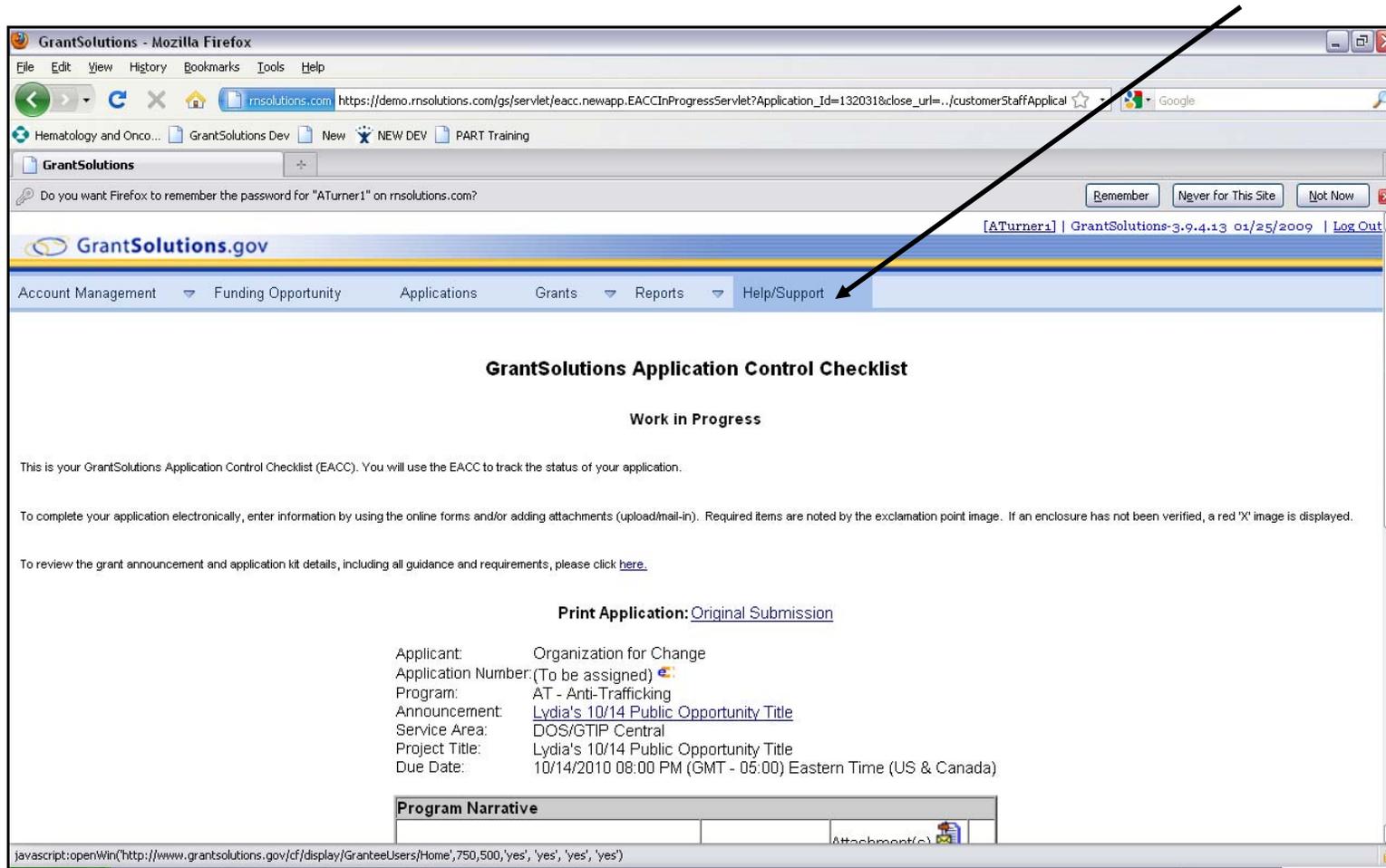
The following workflow states exist for your application. This is referred to as the application status. The status of the application is displayed at the top of the Application Control Checklist Page.

| Application Status Name | Description |
|--------------------------------|--|
| Work In Progress | An application that has been started but not submitted yet. Applications that are in the Work in Progress status can be modified. |
| Submitted | Once an application has been submitted, it can no longer be modified without contacting your federal representative. If a change needs to be made AFTER you have submitted your application, your federal representative must be contacted, and they can unlock the application so you can make changes to it. |
| Review in Progress | Your application is being reviewed and processed by your federal organization. |
| Awarded | Your application has been awarded. |

Other System Features

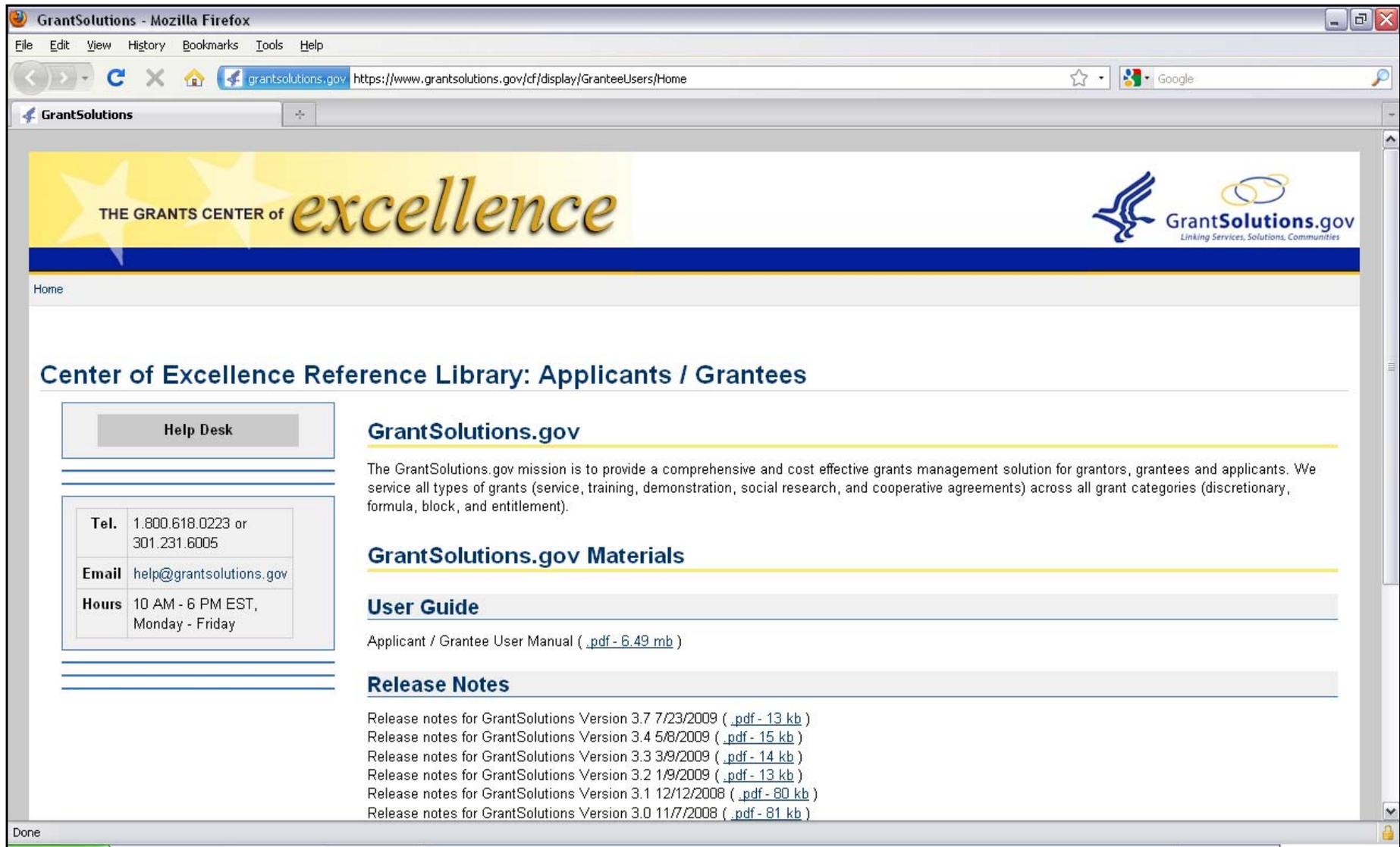
Accessing/Requesting Help

To access online help, select Help/Support from the menu item. This is located on the right side of the menu bar.



Grantee Help Page

Upon selecting Help, a new window will appear and show information similar to the window below. An email and phone number for help desk support is provided, in addition to links to online manuals, training materials, release notes.



The screenshot shows a Mozilla Firefox browser window displaying the GrantSolutions.gov website. The browser's address bar shows the URL <https://www.grantsolutions.gov/cf/display/GranteeUsers/Home>. The website header features the text "THE GRANTS CENTER of *excellence*" and the GrantSolutions.gov logo with the tagline "Linking Services, Solutions, Communities". Below the header, the page title is "Center of Excellence Reference Library: Applicants / Grantees". On the left side, there is a "Help Desk" button and a contact information table. The main content area includes sections for "GrantSolutions.gov", "GrantSolutions.gov Materials", "User Guide", and "Release Notes".

| | |
|--------------|--|
| Tel. | 1.800.618.0223 or 301.231.6005 |
| Email | help@grantsolutions.gov |
| Hours | 10 AM - 6 PM EST, Monday - Friday |

GrantSolutions.gov

The GrantSolutions.gov mission is to provide a comprehensive and cost effective grants management solution for grantors, grantees and applicants. We service all types of grants (service, training, demonstration, social research, and cooperative agreements) across all grant categories (discretionary, formula, block, and entitlement).

GrantSolutions.gov Materials

User Guide

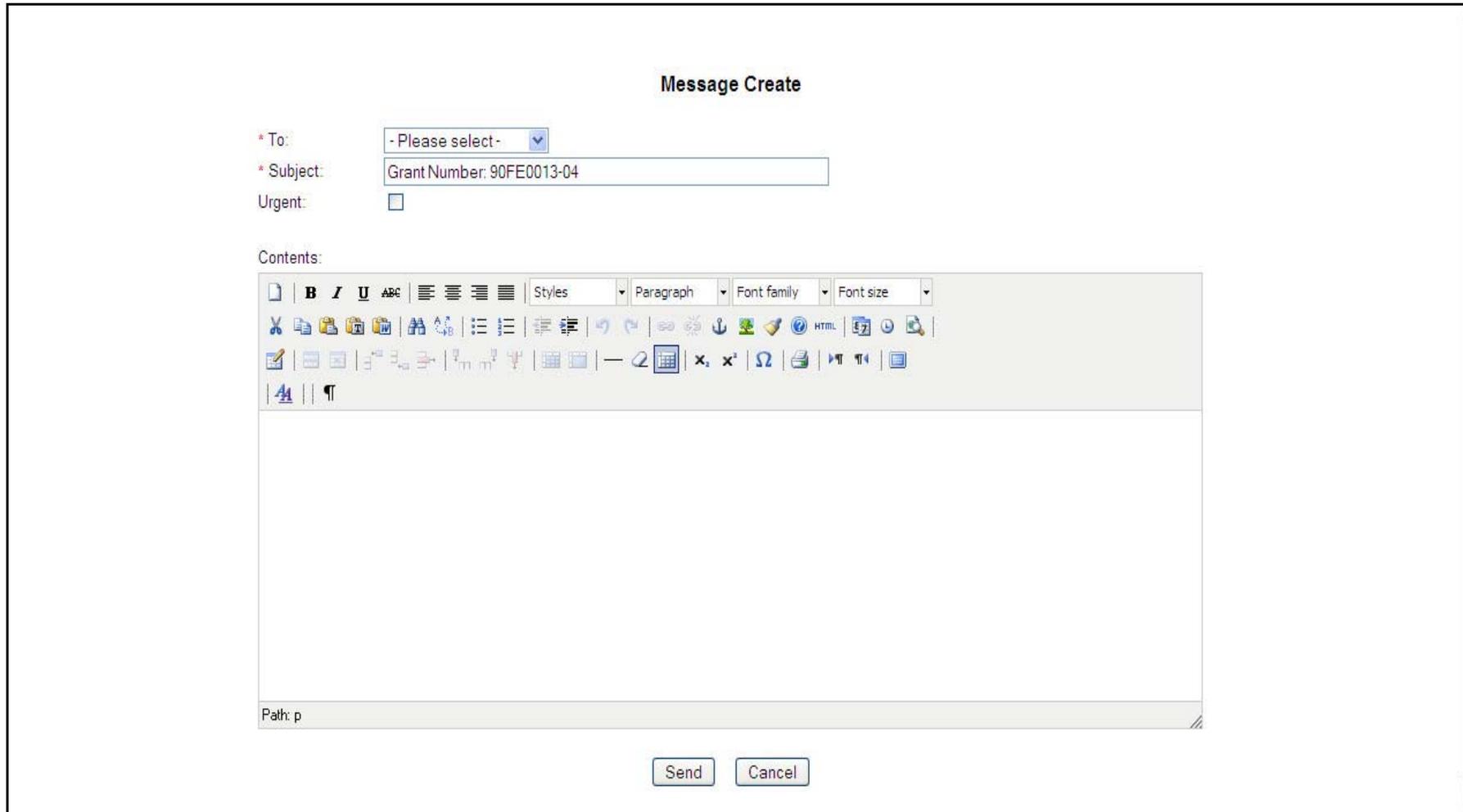
Applicant / Grantee User Manual ([.pdf - 6.49 mb](#))

Release Notes

- Release notes for GrantSolutions Version 3.7 7/23/2009 ([.pdf - 13 kb](#))
- Release notes for GrantSolutions Version 3.4 5/8/2009 ([.pdf - 15 kb](#))
- Release notes for GrantSolutions Version 3.3 3/9/2009 ([.pdf - 14 kb](#))
- Release notes for GrantSolutions Version 3.2 1/9/2009 ([.pdf - 13 kb](#))
- Release notes for GrantSolutions Version 3.1 12/12/2008 ([.pdf - 80 kb](#))
- Release notes for GrantSolutions Version 3.0 11/7/2008 ([.pdf - 81 kb](#))

Sending a Message

GrantSolutions provides for the ability to contact your federal grant or program officer directly in GrantSolutions without leaving the system. On the navigation bar click *Applications*, and then under the action column select the [Send Message](#) link that coordinates with your current application.

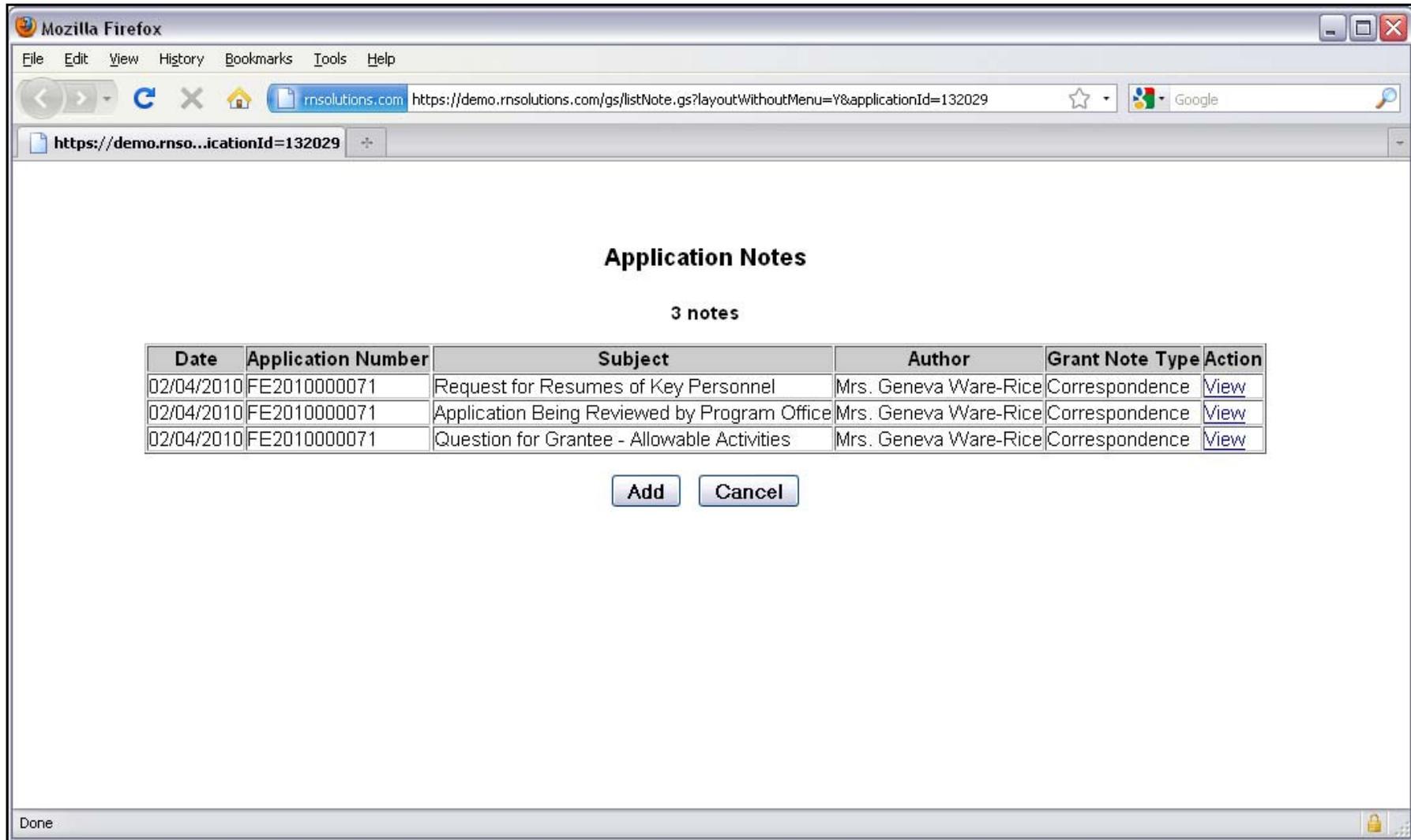


The screenshot displays the 'Message Create' form. At the top center, the title 'Message Create' is shown. Below the title, there are three input fields: a dropdown menu for 'To:' with the text '- Please select -', a text box for 'Subject:' containing 'Grant Number: 90FE0013-04', and a checkbox for 'Urgent:'. Below these fields is a large text area for 'Contents:' which includes a rich text editor toolbar with various icons for text formatting, alignment, and insertion. At the bottom of the form, there are two buttons: 'Send' and 'Cancel'. The path 'Path: p' is visible at the bottom left of the content area.

Viewing Grant Notes

On the navigation bar click *Applications*, and then under the action column select the [Notes](#) link that coordinates with your current application.

To view an existing note, select the View option in Action link column.



The screenshot shows a Mozilla Firefox browser window displaying the 'Application Notes' page. The page title is 'Application Notes' and it indicates there are '3 notes'. Below this, a table lists the notes with columns for Date, Application Number, Subject, Author, Grant Note Type, and Action. Each note has a 'View' link in the Action column. Below the table are 'Add' and 'Cancel' buttons.

| Date | Application Number | Subject | Author | Grant Note Type | Action |
|------------|--------------------|--|-----------------------|-----------------|----------------------|
| 02/04/2010 | FE2010000071 | Request for Resumes of Key Personnel | Mrs. Geneva Ware-Rice | Correspondence | View |
| 02/04/2010 | FE2010000071 | Application Being Reviewed by Program Office | Mrs. Geneva Ware-Rice | Correspondence | View |
| 02/04/2010 | FE2010000071 | Question for Grantee - Allowable Activities | Mrs. Geneva Ware-Rice | Correspondence | View |

Adding an Application Note

On the navigation bar click *Applications*, and then under the action column select the [Notes](#) link that coordinates with your current application.

Select the Add button at the bottom of the screen. If you wish to attached a document to your note, select the browse button and navigate to the file on your computer to upload it with your note.

Application Notes - Add

Author: Mrs. Grantee

*Subject:

*Note Type: ▼

Upload File:

*Notes: (Limit to 2000 characters)

Done  