

# GrantSolutions Grants Management Services Grant Recipient Training Part 1: Introduction and Post-Award Actions

The U.S. Department of Labor

June 2022

# Greetings



**Fun Fact:** My favorite movies and tv series are from the 16<sup>th</sup> -21<sup>st</sup> 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:



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Accessing GrantSolutions Account

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Navigate the My Grants List screen

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View and Print the Notice of Award

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View and Create Notes

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Create and Submit an Amendment

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Find Help

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# Agenda

- Introduction
  - Transition from eGrants to GrantSolutions
  - Log in instructions
- Overview
  - Roles
  - Notifications
- Navigation and My Grants List
  - Menu Bar
  - Grant Details
- Manage Amendments
- Help and Support



# 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



# Introduction

- Grant Recipients use GrantSolutions to:
  - View or print their Notice of Awards
  - View Award History
  - Communicate with Grantors via Notes
  - Request Award modifications using Manage Amendments

BENEFITS



# 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:

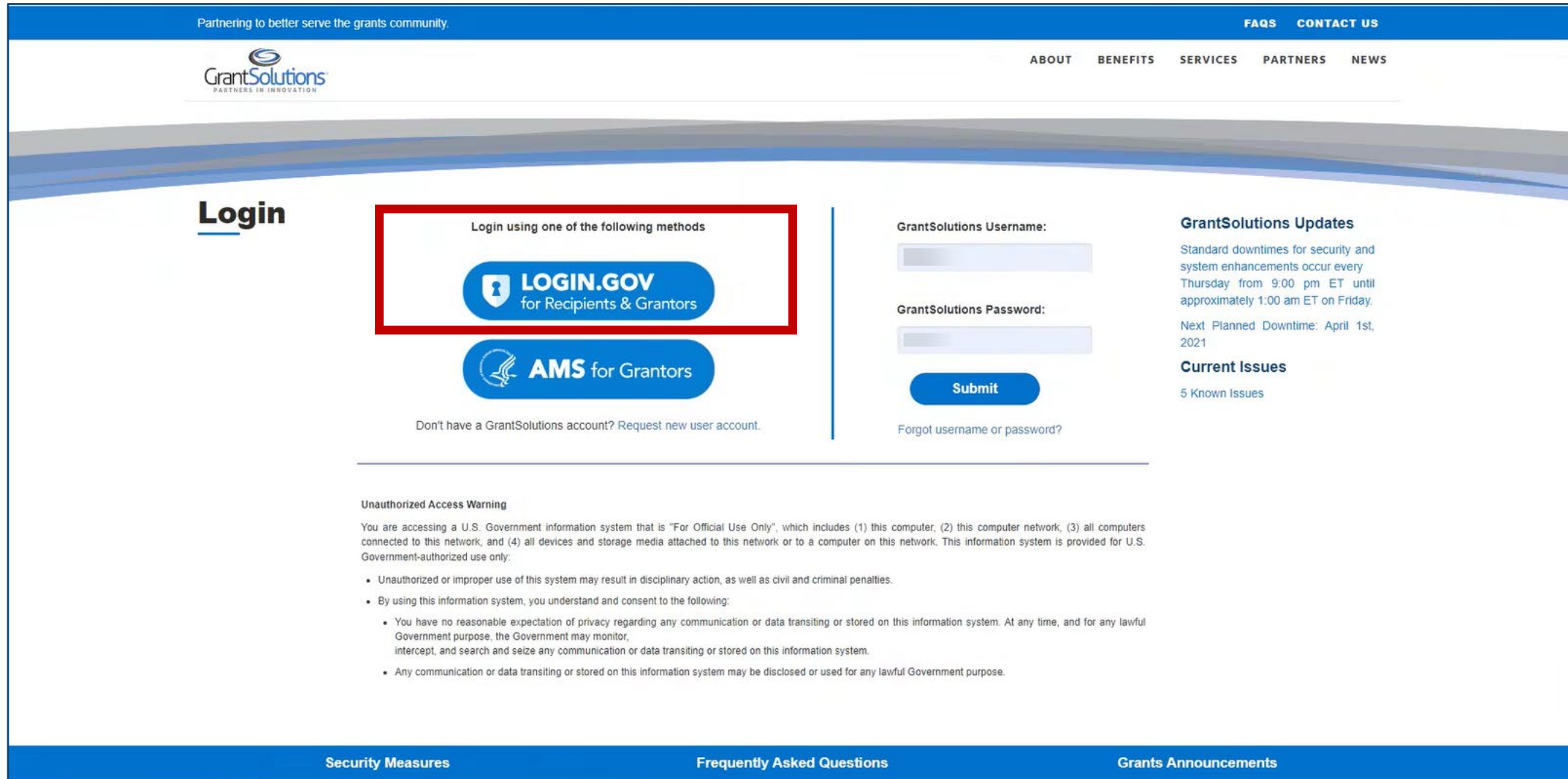
- **STEP 1** - If you do not have one yet, please create a Login.gov account.
- **STEP 2** - Log into GrantSolutions through Login.gov.
- **STEP 3** – Review the information found in your GrantSolutions profile and, if necessary, update it accordingly.

## 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 is on the left, and a secondary navigation menu includes "ABOUT", "BENEFITS", "SERVICES", "PARTNERS", and "NEWS".

The main content area is titled "Login" and features two primary login options: "LOGIN.GOV for Recipients & Grantors" and "AMS for Grantors". The LOGIN.GOV button is highlighted with a red border. Below these options is a link: "Don't have a GrantSolutions account? Request new user account."

To the right of the login options is a form for "GrantSolutions Username:" and "GrantSolutions Password:", each with a text input field. A blue "Submit" button is positioned below the password field. A link "Forgot username or password?" is located below the submit button.

Further right is a "GrantSolutions Updates" section with the text: "Standard downtimes for security and system enhancements occur every Thursday from 9:00 pm ET until approximately 1:00 am ET on Friday." and "Next Planned Downtime: April 1st, 2021". Below this is a "Current Issues" section with the text "5 Known Issues".

At the bottom of the page, there is an "Unauthorized Access Warning" section with the following text: "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:" followed by a bulleted list of terms and conditions.

The footer contains three links: "Security Measures", "Frequently Asked Questions", and "Grants Announcements".

# 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](mailto: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

# Overview

# Overview

- Agenda
  - Review Grant Recipient Roles
  - General Notifications

# Overview: Grant Recipient Roles

Role	Actions
Grantee Authorizing Official (ADO)	Enter and Submit Applications/Amendments View Awards View and Create Notes
Principal Investigator/Program Director (PI/PD)	Enter and Submit Applications/Amendments View Awards View and Create Notes
Grantee Support Staff (GSS)	Enter Applications/Amendment Enter Reports but Cannot Submit View Awards View and Create Notes

## Notes:

The **Department of Labor** does **not** require the Grant Recipient Acceptance awards in the GrantSolutions.

Role assignment for active awards has been identified based on the SF-424.

# Overview: General Notifications

- **Grant Notes:** When a Correspondence Note is submitted, the following staff receive an email notification:
  - Principal Investigator/Program Director assigned to the award
  - Grantee Authorizing Official assigned to the Grant Recipient organization
- **Award Notifications:** When an amendment is awarded, notification is sent to the following staff:
  - Grantee Authorizing Official assigned to the Grant Recipient organization
  - Principal Investigator/Program Director assigned to the award
- **Application Returned from Grantor:** When an application is returned for changes, an email notification is sent to the following staff:
  - Grantee Authorizing Official assigned to the Grant Recipient organization
  - Principal Investigator/Program Director assigned to the award





# Navigation and My Grants List

# Navigation and My Grants List

- Agenda
  - Navigation
  - Review My Grants List

# 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 bar with links for Account Management, Funding Opportunity, Applications, Grants, Online Data Collection, and Help/Support. Below the navigation bar is a link to 'Enable Two Factor Authentication'. The main heading is 'My Grants List'. Underneath, it displays details for a grant from the Coastal Protection and Restoration Authority. The grant details include: Grant Number (GNSPC20LA0020-01-00), Grant Program (SEP Grant Program (GCC-GRANT-SEP-16-001)), Program Office (GCCSTAL000), Project Title (Spill Impact Component Planning Grants), Award Issue Date (03/02/2020), Project Period (03/01/2020 to 02/28/2023), 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), and Non Competing Due Date. To the right of the grant details are links for 'View NGA', 'Grant Notes', 'Funding Restrictions', 'History', 'Manage Amendments', and 'Reports'. A 'Show Expired Grants' link is also present.

Grant Number:	GNSPC20LA0020-01-00	<a href="#">View NGA</a>
Grant Program:	SEP Grant Program (GCC-GRANT-SEP-16-001)	<a href="#">Grant Notes</a>
Program Office:	GCCSTAL000	<a href="#">Funding Restrictions</a>
Project Title:	Spill Impact Component Planning Grants	<a href="#">History</a>
Award Issue Date:	03/02/2020	<a href="#">Manage Amendments</a>
Project Period:	03/01/2020 to 02/28/2023	<a href="#">Reports</a>
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.

# Navigation and My Grants List (New Experience)

GrantSolutions PARTNERS IN INNOVATION

Organization Opportunities Applications **Grants** ? DO

## My Grants List

Show Closed Grants

All Grants (3)

**1234567895** →  
1234567895  
Active  
PROJECT TITLE  
Project One  
GRANT PROGRAM  
Grant Program One

**0987654321** →  
0987654321  
Active  
PROJECT TITLE  
Project Two  
GRANT PROGRAM  
Grant Program Two

**123454321** →  
123454321  
Active  
PROJECT TITLE  
Project Three  
GRANT PROGRAM  
Grant Program Three

GrantSolutions PARTNERS IN INNOVATION

Help Center  
Web Accessibility  
Privacy & Security Notice

Freedom of Information Act  
Disclaimers  
Provide Feedback

Contact Us  
(202) 401-5282 or (866) 577 0771  
help@grantsolutions.gov

## Note:

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# Manage Amendments

# Manage Amendments

- Agenda
  - What are Amendments?
  - DOL Grant Recipient Amendment Types
  - Demo Initiating and Completing an Amendment

# Manage Amendments

- An amendment application is a post-award modification request to an award
- Amendment applications are initiated, edited, and submitted from the Manage Amendments screen



# Manage Amendments

- Amendment types are:
  - DOL – Additional Funding Request (Grantee-submitted)
  - DOL – Budget Revision
  - DOL – Change in Authorized Signature
  - DOL – Equipment Approval
  - DOL – Statement of Work Change

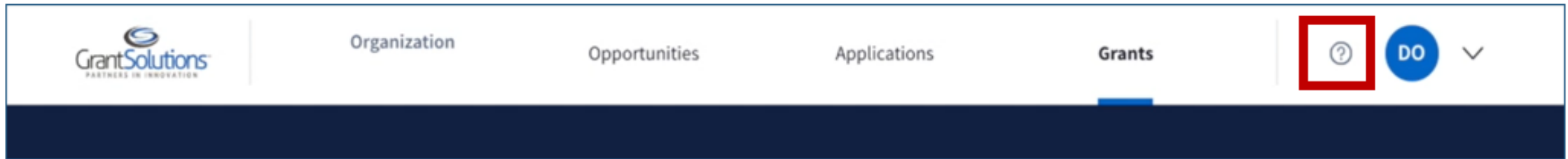
Grant Recipients receive email notification once a Grantor initiated amendment is awarded.



# 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](mailto:help@grantsolutions.gov)
  - **Phone:** 866-577-0771



# Objectives Review

You should now be able to:



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Accessing GrantSolutions Account

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Navigate the My Grants List screen

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View and Print the Notice of Award

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View and Create Notes

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Create and Submit an Amendment

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Find Help

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Thank you for joining!