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 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:

- Accessing GrantSolutions Account
- Navigate the My Grants List screen
- View and Print the Notice of Award
- View and Create Notes
- Create and Submit an Amendment
- 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

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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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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

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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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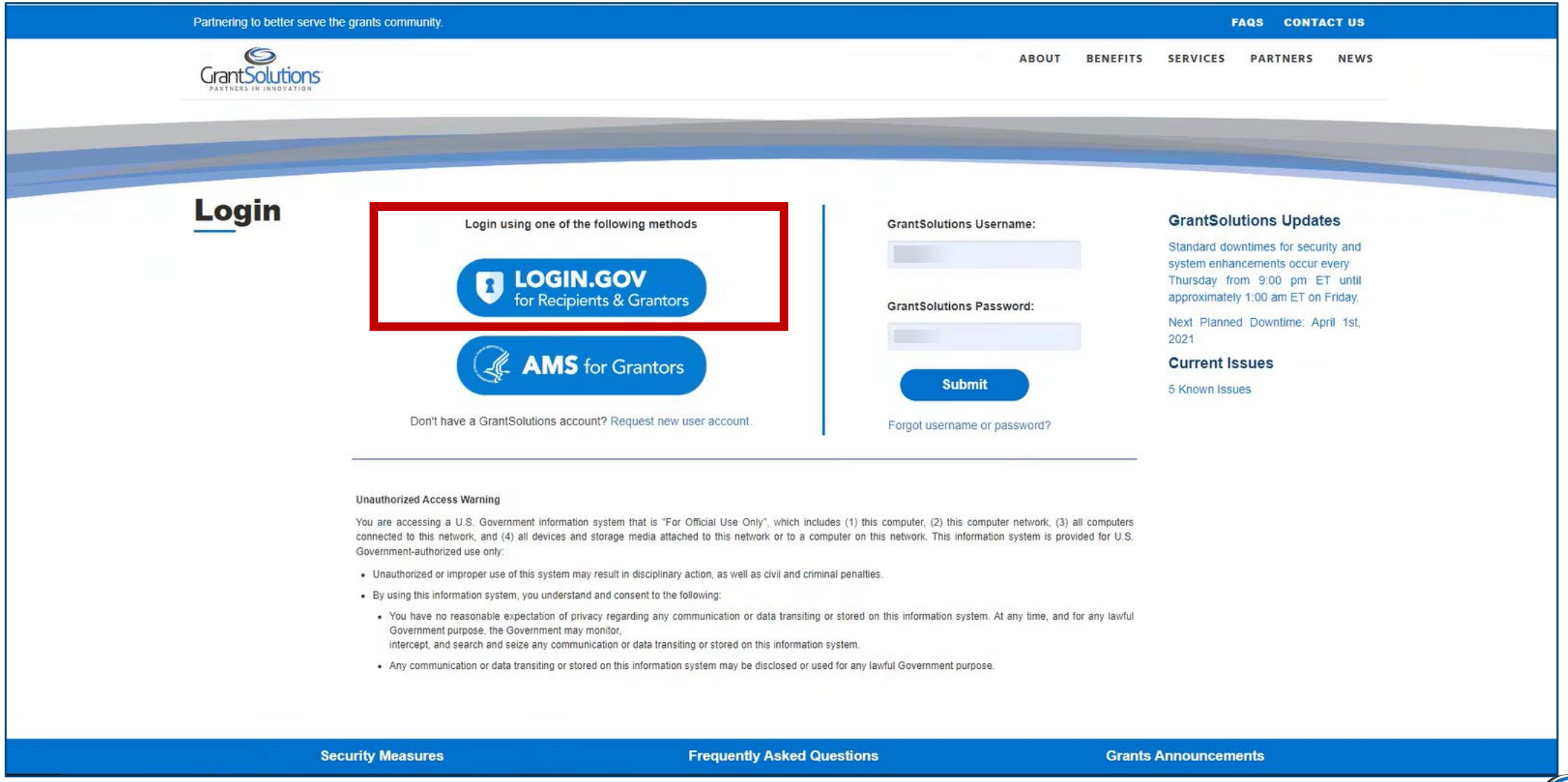
GrantSolutions Login Screen



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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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Overview

Overview

- Agenda
  - Review Grant Recipient Roles
  - General Notifications

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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.

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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

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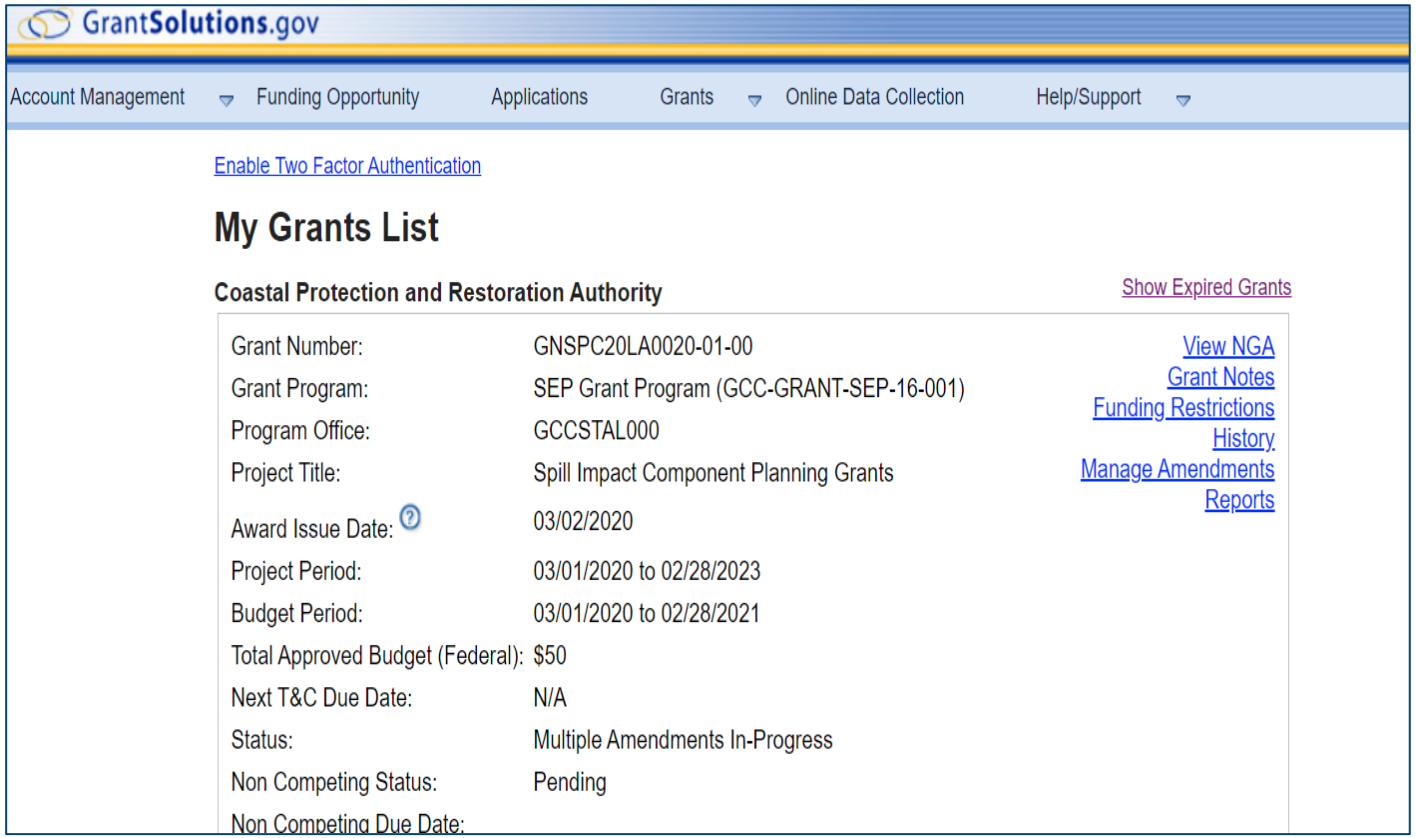
Navigation and My Grants List (Classic Experience)

- 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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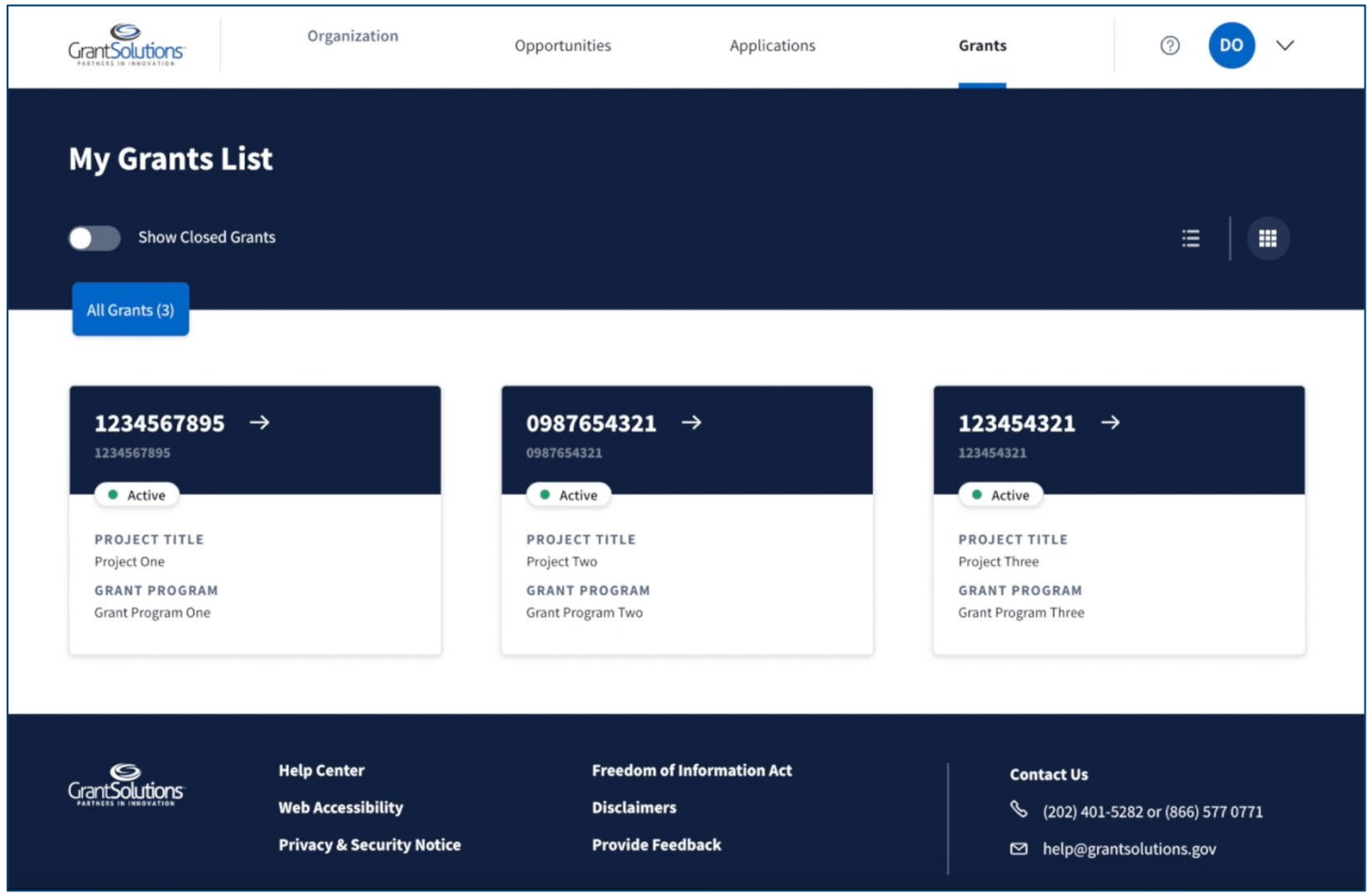
Navigation and My Grants List (New Experience)



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Manage Amendments

Manage Amendments

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

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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.

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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:

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- Create and Submit an Amendment
- Find Help

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PARTNERS IN INNOVATION

Thank you for joining!