

## Grant Details Tabs

On the “GrantDetails” screen, users can access tabs including *Details*, *History*, *Reports*, *Amendments*, and *Notes*. The tabs contain additional details and important functions pertaining to Grant Projects. The *Details* tab is active by default.

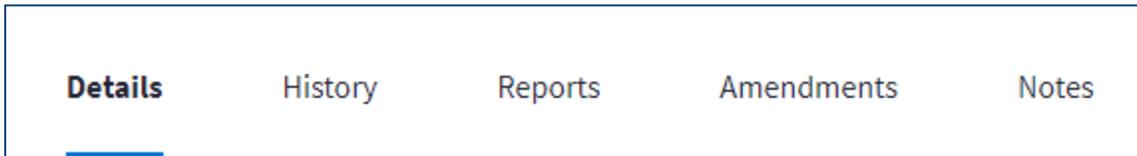


Figure 1: Grant Details screen with tabs

### Details Tab

#### Tasks

On the *Details* tab, the *Tasks* section appears dynamically if a Non-Competing Continuation application, a Directed Supplement application, or a combination of both exist. The name of the task that is required appears in the first column of the *Tasks* section.

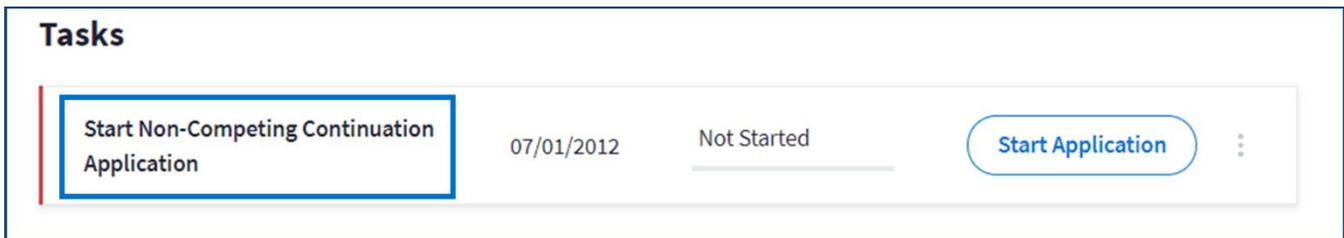


Figure 2: Tasks section with first column

The due date of the application appears in the second column.

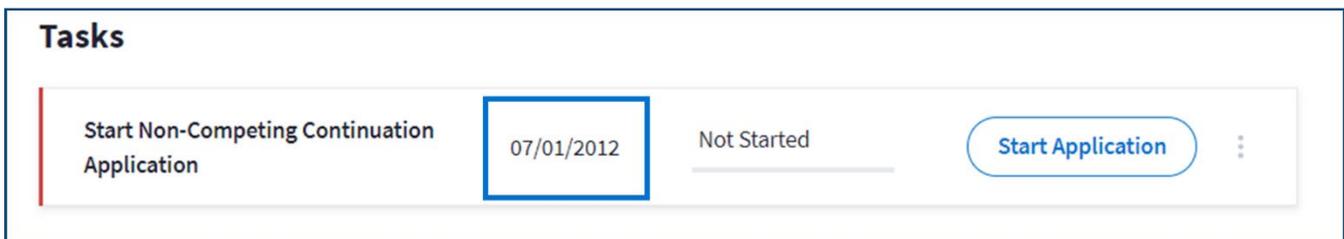


Figure 3: Tasks section with second column

## Actions

Depending on the following status' in the third column, users can perform specific actions in the fourth column:

- Not Started:** The application is not started. A **Start Application** action button appears in the fourth column to begin the application.
- In Progress:** The application is started but is not submitted. An **Edit Application** action button appears in the fourth column to edit the application.
- Submitted:** The application is submitted. A **View Application** action button appears in the fourth column to view the application.

Click the **action** button in the fourth column to perform an action.

**Note:** If the user role is not configured to process Non-Competing Continuation applications or Directed Supplement applications, the user can successfully click an action button but cannot submit an application.

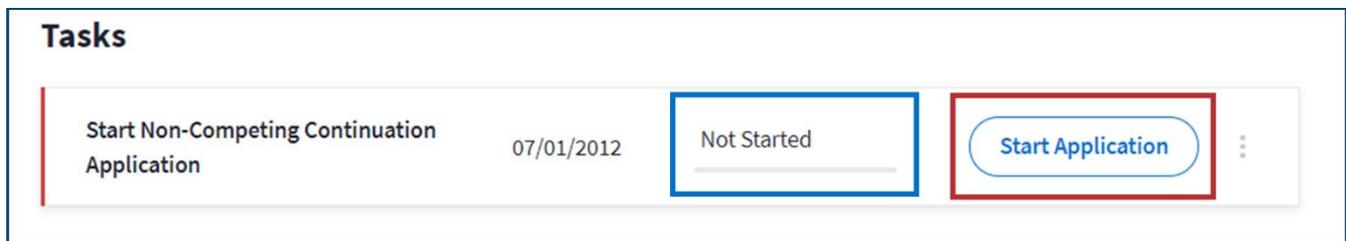


Figure 4: Tasks section with third and fourth columns

If the action occurs for a Non-Competing Continuation application, users are routed to the “GrantSolutions Non-Competing Continuation Application Control Checklist” screen in the GrantSolutions GMM.

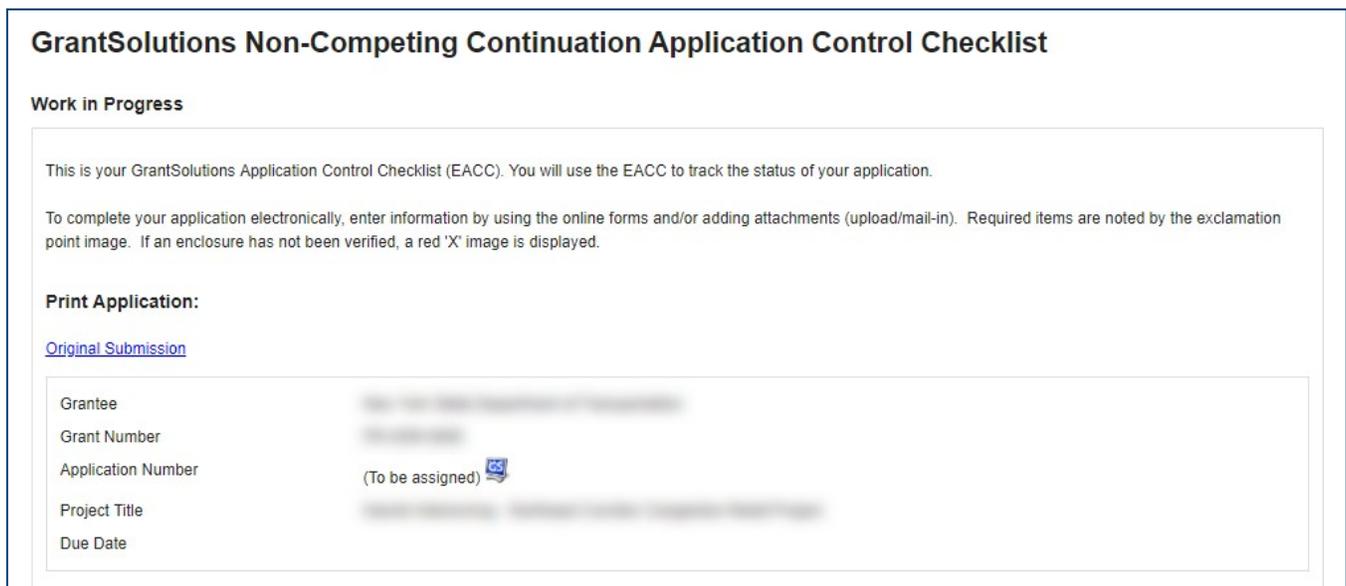


Figure 5: GrantSolutions Non-Competing Continuation Application Control Checklist screen

Alternatively, if the action occurs for a Directed Supplement application, users are routed to the “GrantSolutions Direct Supplement Application Control Checklist” screen in the GrantSolutions GMM.

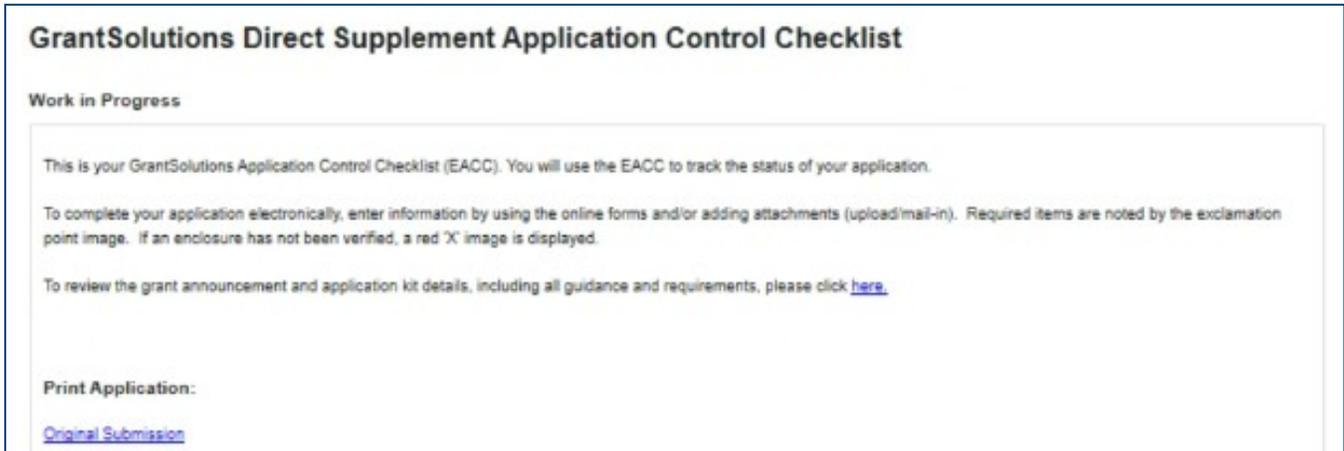


Figure 6: GrantSolutions Direct Supplement Application Control Checklist screen

If a Non-Competing Continuation application or Directed Supplement application is awarded, the task disappears from the *Tasks* section. A record of the awarded Non-Competing Continuation application or Directed Supplement application appears in the **History** tab.

### Actions List Icon

Click the **Actions List** icon (**three vertical dots**) to print the application.

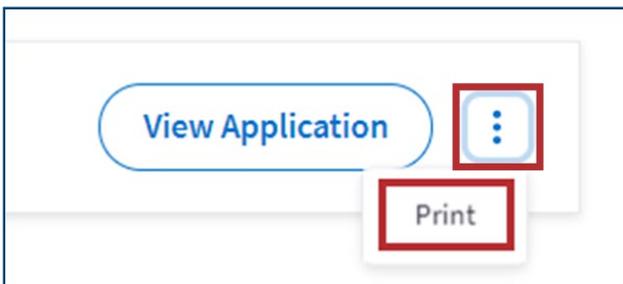


Figure 7: Actions List icon with Print button

### Grant Details

In the *Grants Details* section of the *Details* tab, a **Notice of Award** button appears with the date on which the award was issued. Click the **Notice of Award** button to view the Notice of Award.

Figure 8: Details tab with Notice of Award button and date issued



The Notice of Award appears in PDF format.

Grant Agreement																				
1. RECIPIENT NAME AND ADDRESS		2. AGREEMENT NUMBER: [REDACTED]	3. AMENDMENT NO. 0																	
		4. PROJECT PERFORMANCE PERIOD: FROM 10/01/2015 TO 09/30/2017																		
		5. FEDERAL FUNDING PERIOD: FROM 10/01/2015 TO 09/30/2017																		
1A. IRS/VENDOR NO.		6. ACTION New																		
1B. DUNS NO.																				
7. CFDA#																				
8. PROJECT TITLE		<table border="1"> <thead> <tr> <th>TITLE</th> <th>FEDERAL</th> <th>NON-FEDERAL</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>9. PREVIOUS AGREEMENTS</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> </tr> <tr> <td>10. THIS AGREEMENT</td> <td>643,240.00</td> <td>0.00</td> <td>643,240.00</td> </tr> <tr> <td>11. TOTAL AGREEMENT</td> <td>643,240.00</td> <td>0.00</td> <td>643,240.00</td> </tr> </tbody> </table>			TITLE	FEDERAL	NON-FEDERAL	TOTAL	9. PREVIOUS AGREEMENTS	0.00	0.00	0.00	10. THIS AGREEMENT	643,240.00	0.00	643,240.00	11. TOTAL AGREEMENT	643,240.00	0.00	643,240.00
TITLE	FEDERAL	NON-FEDERAL	TOTAL																	
9. PREVIOUS AGREEMENTS	0.00	0.00	0.00																	
10. THIS AGREEMENT	643,240.00	0.00	643,240.00																	
11. TOTAL AGREEMENT	643,240.00	0.00	643,240.00																	
12. INCORPORATED ATTACHMENTS THIS AGREEMENT INCLUDES THE FOLLOWING ATTACHMENTS, INCORPORATED HEREIN AND MADE A PART HEREOF:																				

Figure 9: Notice of Award PDF

## Federal Information

Federal Information including the *Program Office*, *Federal Project Officer*, and *Grants Management Officer* appear in the *Federal Information* section. Below the *Federal Project Officer* and *Grants Management Officer* fields, names appear with initials to the left of the names.

Federal Information		
<b>PROGRAM OFFICE</b>	<b>FEDERAL PROJECT OFFICER</b>	<b>GRANTS MANAGEMENT OFFICER</b>
[REDACTED]	TL [REDACTED]	JC [REDACTED]

Figure 10: Federal Information section

## Recipient Information

Grant Recipient information including *Name & Address*, *Project Director*, and *Authorizing Official* appears in the *Recipient Information* section. Below the *Project Director* and *Authorizing Official* fields, a name appears with initials to the left of the name.

Recipient Information		
<b>NAME &amp; ADDRESS</b>	<b>PROJECT DIRECTOR</b>	<b>AUTHORIZING OFFICIAL</b>
[REDACTED]	SK [REDACTED]	RE [REDACTED]

Figure 11: Recipient Information section

### Not Available Label

If *Federal Information* or *Recipient Information* is not available for a specific role, a *Not Available* label appears in the field.

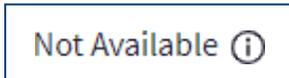


Figure 12: Not Available label

Click the **Information** icon to the right of the *Not Available* label to learn who to contact for information regarding the role.

The following message appears if information is not available for the role:

- Federal Project Officer:** Federal Project Officer information is not available for this project. Please contact the Program Authorizing Official for more information.
- Grants Management Officer:** Grants Management Officer information is not available for this project. Please contact the Grants Management Specialist for more information.
- Project Director:** Project Director information is not available for this project. Please contact the Program Authorizing Official for more information.
- Authorizing Official:** Authorizing Official information is not available for this project. Please contact the Grants Management Officer for more information.

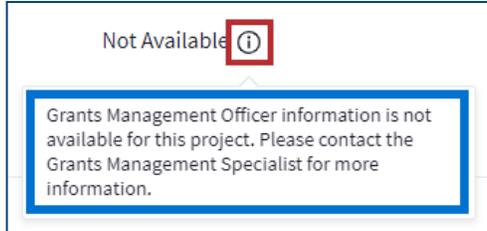


Figure 13: Not Available label with Information icon and message

## SAM.gov Status

### Status Button

At the bottom of the *Detail* tab, a *SAM.gov Status* field appears. A **status** button appears in the field with a SAM.gov status. Statuses include the following:

- Active – No Exclusions:** The Recipient organization's SAM.gov registration is active and the organization is not on an excluded parties list. A checkmark appears to the left of the status.
- Active – Exclusions:** The Recipient organization's SAM.gov registration is active and the organization is on an excluded parties list. An exclamation point appears to the left of the status.
- Expired – No Exclusions:** The Recipient organization's SAM.gov registration is expired and the organization is not on an excluded parties list. An exclamation point appears to the left of the status.

- ❑ **Expired – Exclusions:** The Recipient organization’s SAM.gov registration is expired and the organization is on an excluded parties list. An exclamation point appears to the left of the status.

Click the **status** button to navigate to the “Organizational Detail Record from SAM.gov” screen.



Figure 14: SAM.gov Status with status button

Users are routed to the “Organizational Detail Record from SAM.gov” screen.

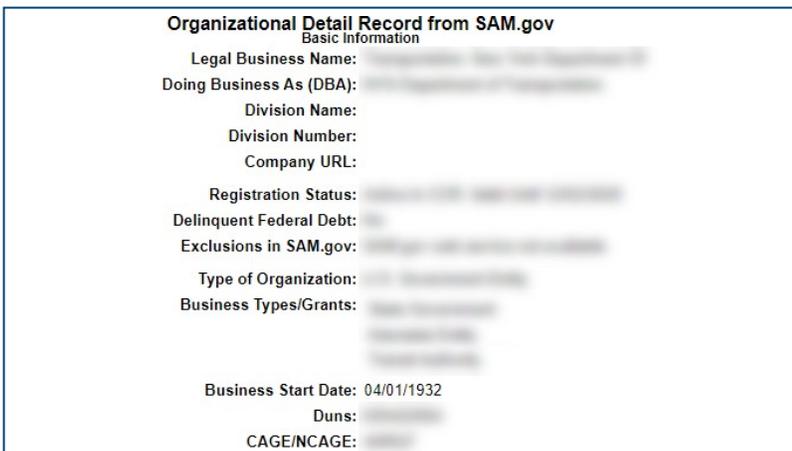


Figure 15: Organizational Detail Record from SAM.gov screen

### Expiration Date

The expiration date of the Grant Project in SAM.gov appears below the status.



Figure 16: SAM.gov Status with expiration date

### Learn More at SAM.gov Button

Below the expiration date of the Grant Project, click the **Learn More at SAM.gov** button to navigate to SAM.gov.

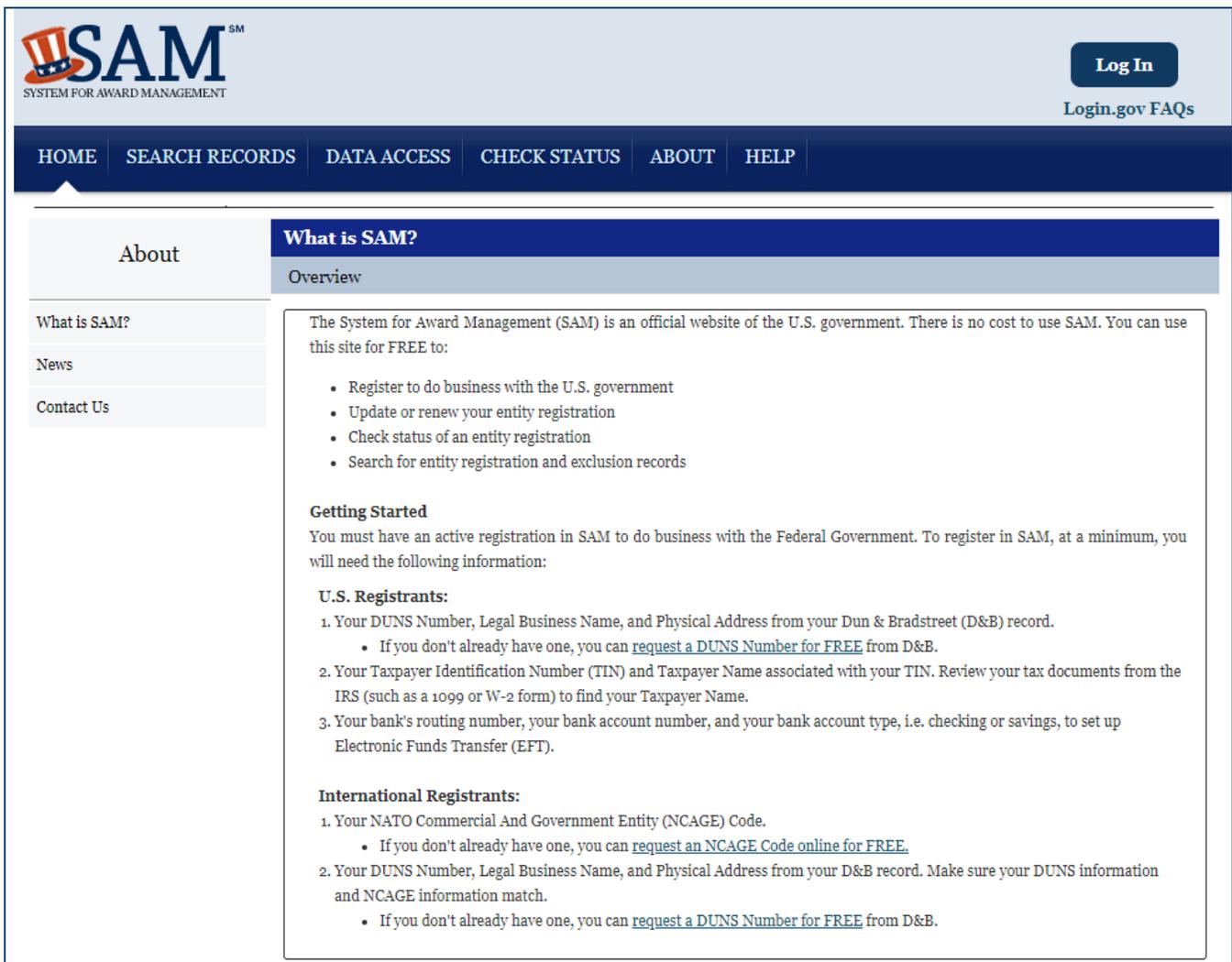
**SAM.GOV STATUS**

✓ Active – No Exclusions  
Expires 12/02/2020

[Learn More at SAM.gov](#)

Figure 17: SAM.gov Status with Learn More at SAM.gov button

Users are routed to the “About” screen of SAM.gov.



**SAM**  
SYSTEM FOR AWARD MANAGEMENT

Log In  
Login.gov FAQs

HOME SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP

About

**What is SAM?**  
Overview

What is SAM?  
News  
Contact Us

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

**Getting Started**  
You must have an active registration in SAM to do business with the Federal Government. To register in SAM, at a minimum, you will need the following information:

**U.S. Registrants:**

- Your DUNS Number, Legal Business Name, and Physical Address from your Dun & Bradstreet (D&B) record.
  - If you don't already have one, you can [request a DUNS Number for FREE](#) from D&B.
- Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name.
- Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT).

**International Registrants:**

- Your NATO Commercial And Government Entity (NCAGE) Code.
  - If you don't already have one, you can [request an NCAGE Code online for FREE](#).
- Your DUNS Number, Legal Business Name, and Physical Address from your D&B record. Make sure your DUNS information and NCAGE information match.
  - If you don't already have one, you can [request a DUNS Number for FREE](#) from D&B.

Figure 18: SAM.gov About screen