Quick Sheet: Respond to Funding Restrictions

Audience: Grantee Authorizing Official and Principal Investigators/Program Director Roles

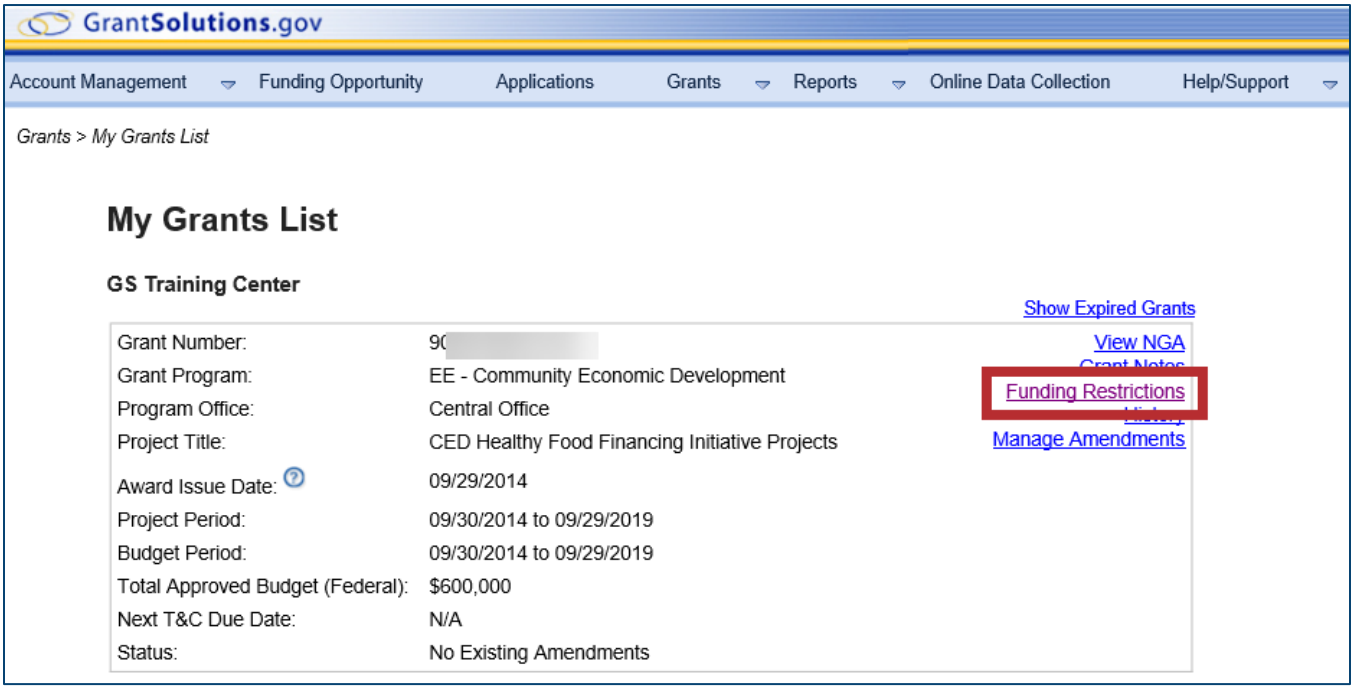
INTRODUCTION

Grantee Authorizing Officials and Principle Investigators/Program Directors assigned to a Grant Project can add attachments and respond to a Funding Restriction in the GrantSolutions Grants Management Module (GMM).

RESPOND TO FUNDING RESTRICTIONS

To add an attachment and respond to a funding restriction, complete the following steps:

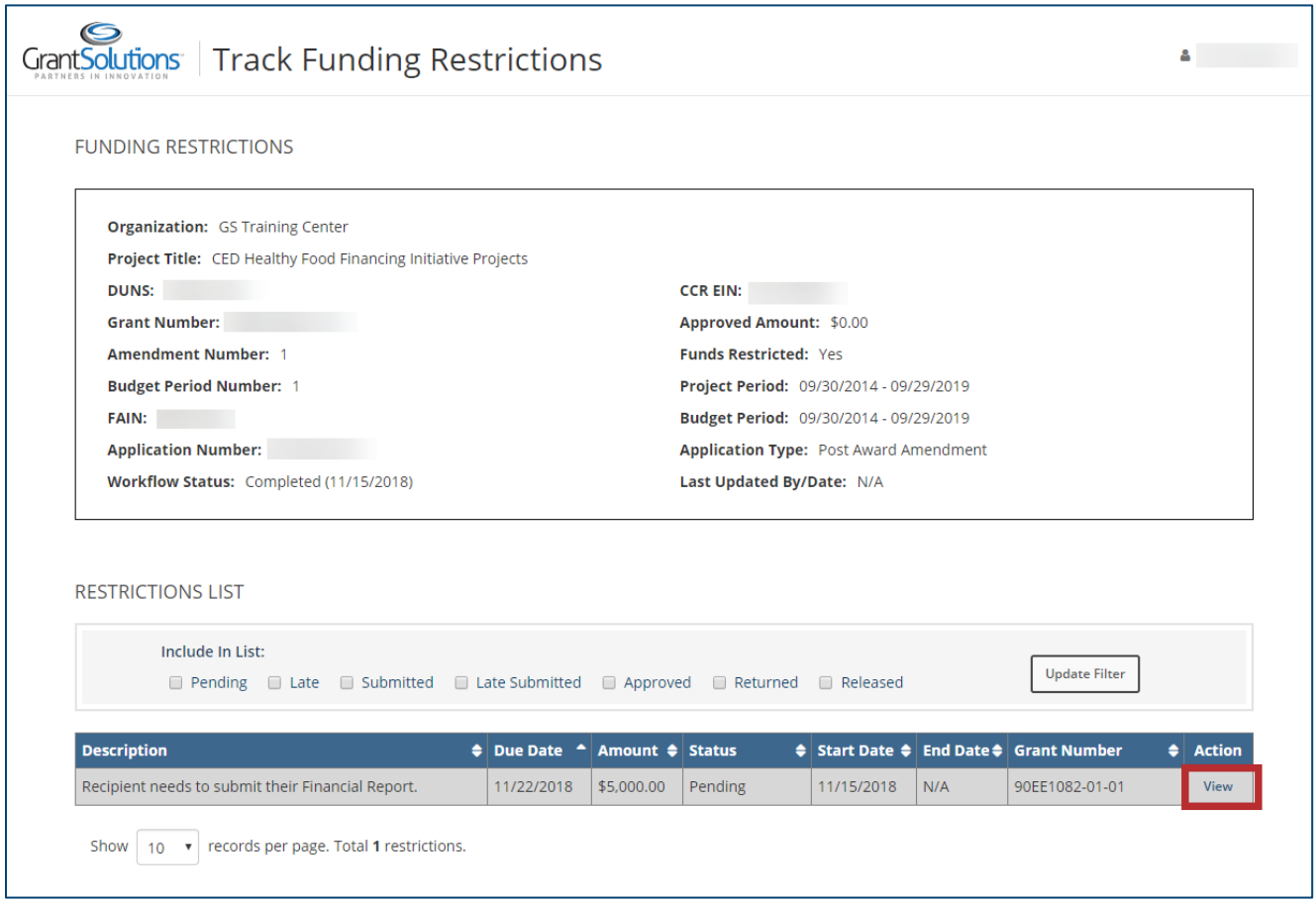
1. Log into the GMM (www.grantsolutions.gov).
2. The "My Grants List" screen appears. Locate the desired grant and, from the action list, select **Funding Restrictions**.



3. The "Funding Restrictions" screen appears, and all restrictions are visible in the *Restrictions List*.

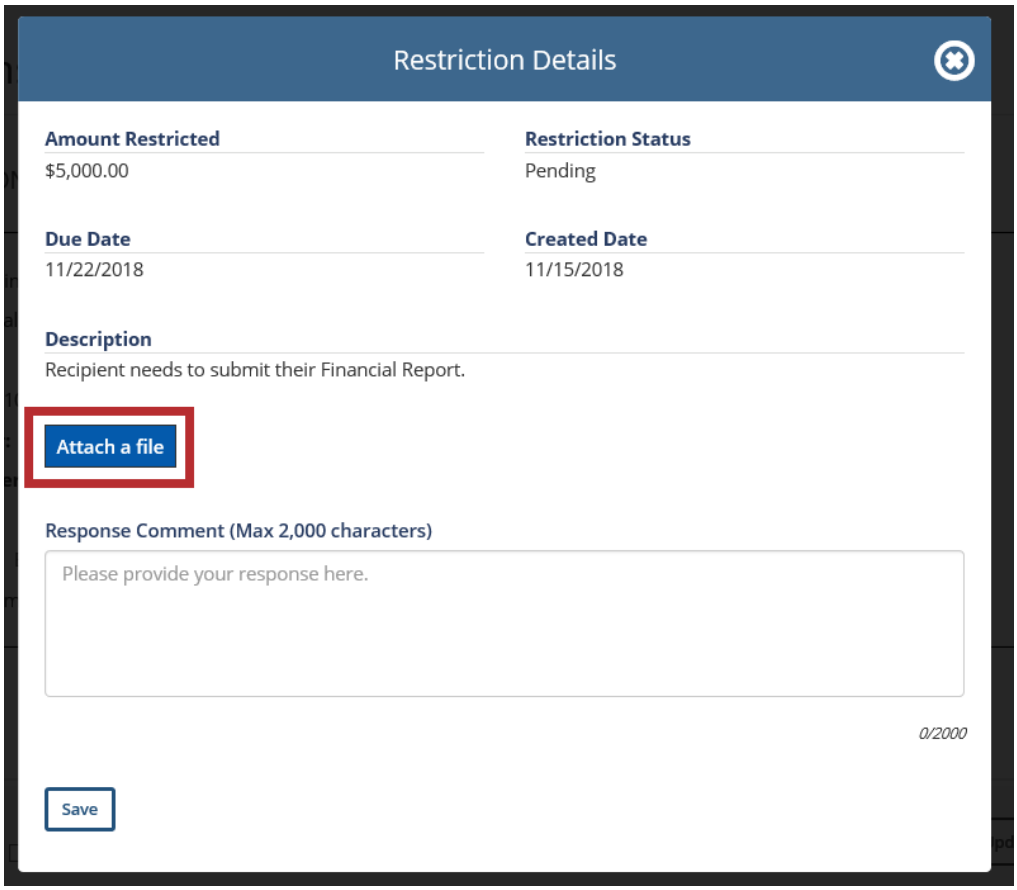
   Note: To filter the restrictions that appear in the *Restrictions List,* select at least one **status** from the *Include in List* section.

   To add an attachment or write a response comment for a restriction, click the **View** link from the *Action* column.

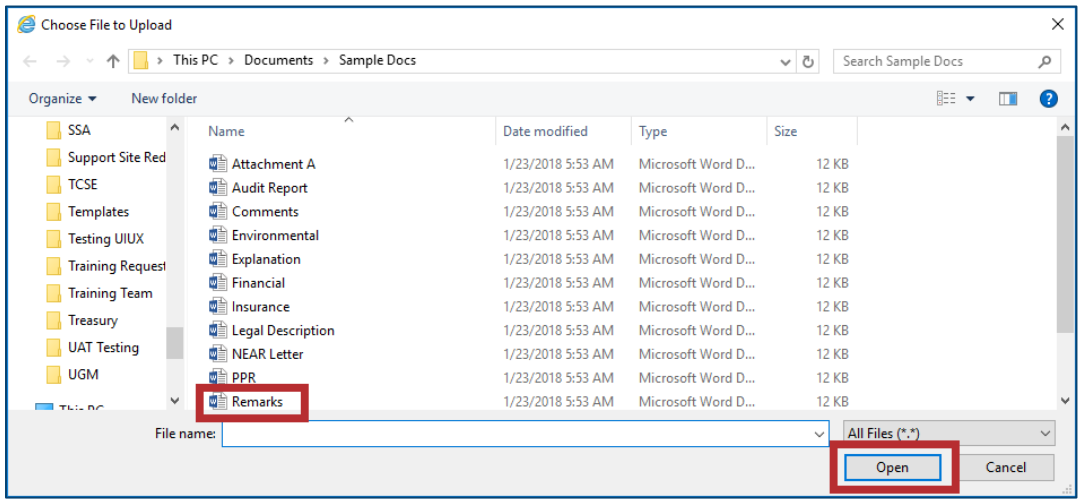


Note: The restriction is in the *Pending* status, which means the recipient has not yet sent a response.

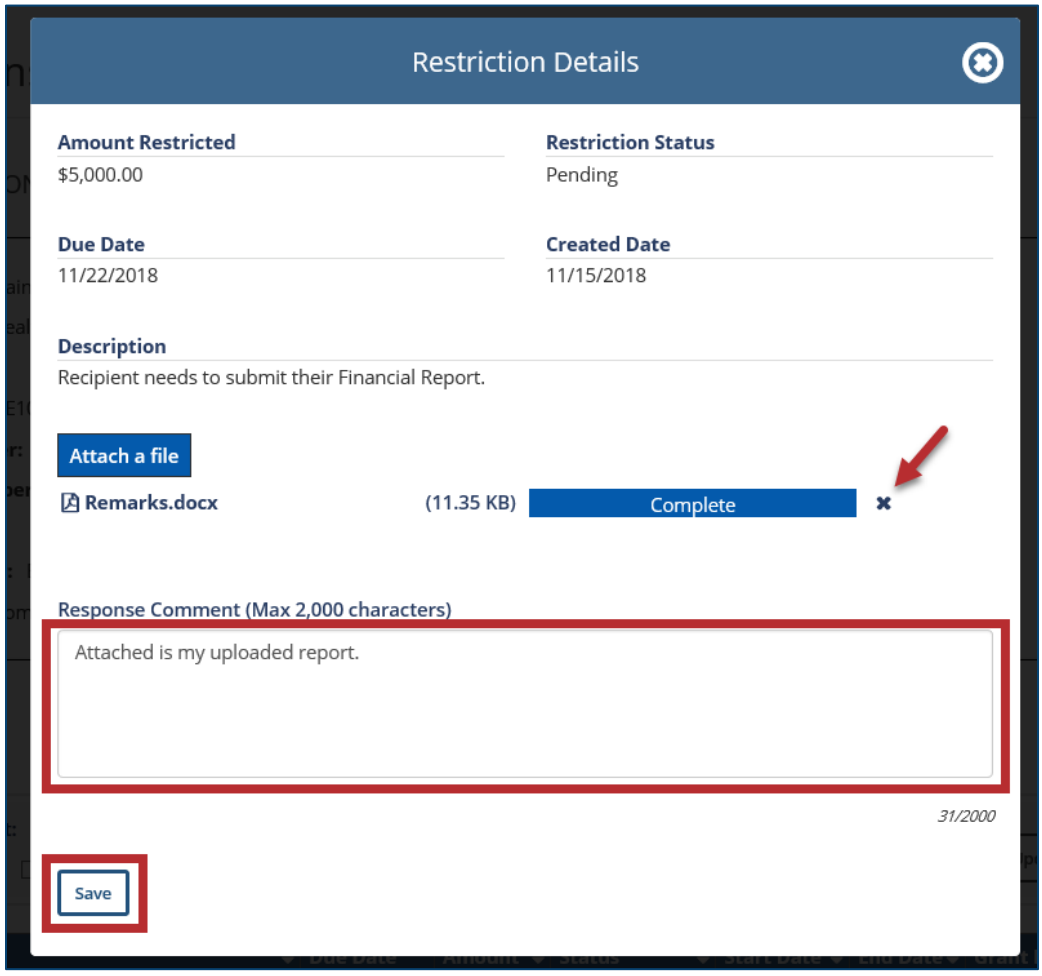
4. The "Restriction Details" window appears. To upload documentation, click the **Attach a File** button.



5. The "Choose a File to Upload" window appears. Select a **file name** and click the **Open** button.

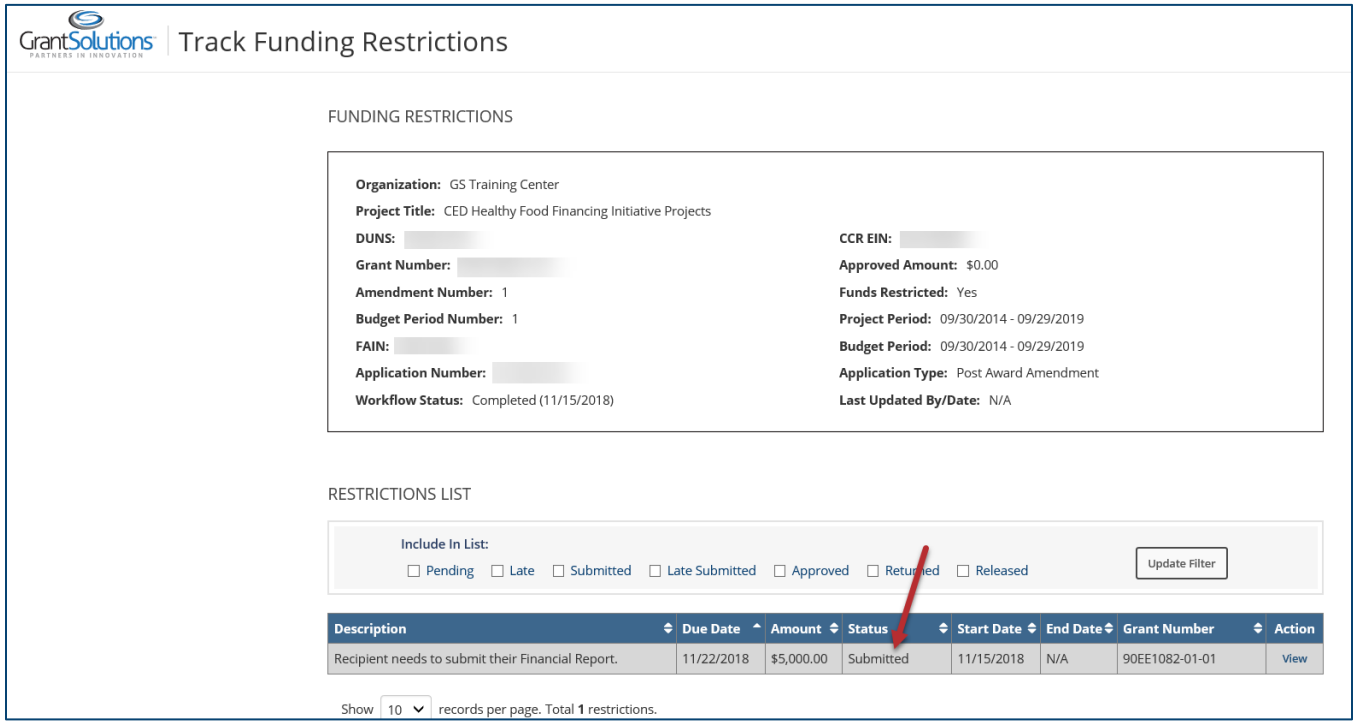
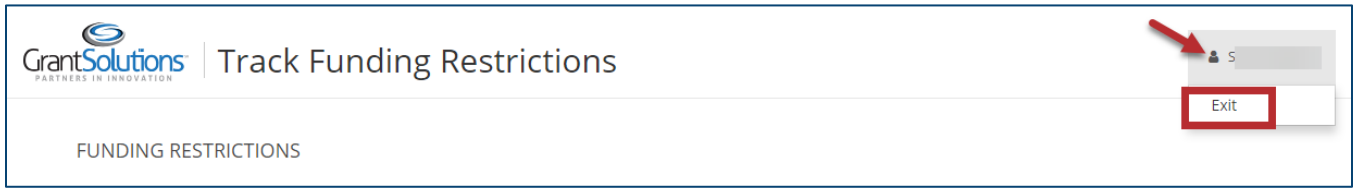


6. The attached file is displayed in the window. To remove the file, click the '**x**' to the right of the status bar. In the *Response Comments* field, enter any additional **text** (up to 2,000 characters).
7. When ready to send a response to Federal staff, click the **Save** button.



8. The "Track Funding Restrictions" screen reappears, the restriction status is now *Submitted*, and no further edits can be made.

   The Grantor will review the submission and either Approve the response and release the restriction or will return to the Recipient for an additional response.



9. To return to the "My Grants List" screen, select the **username** towards the top of the screen, and click **Exit**.