

Quick Sheet: Respond to Funding Restrictions

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

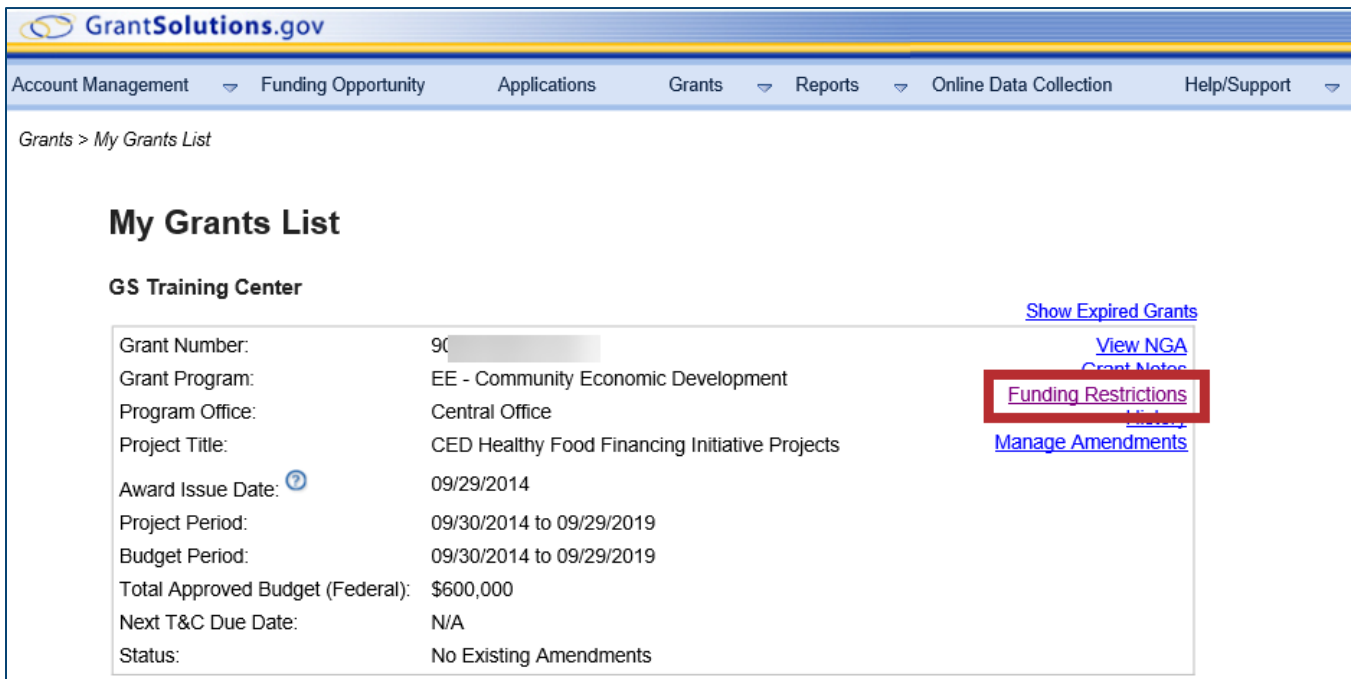
INTRODUCTION

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**.



GrantSolutions.gov

Account Management ▾ Funding Opportunity Applications Grants ▾ Reports ▾ Online Data Collection Help/Support ▾

Grants > My Grants List

My Grants List

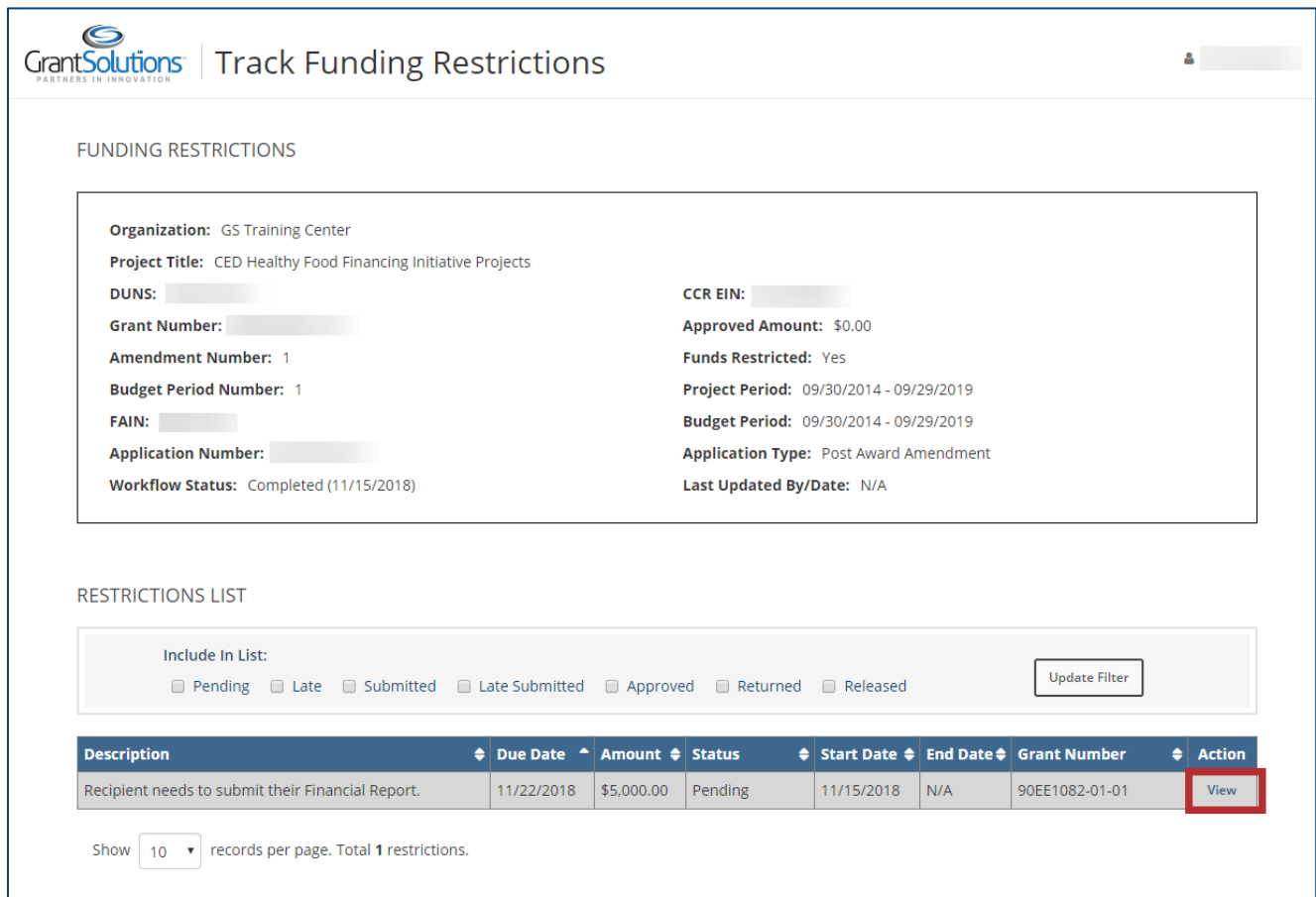
GS Training Center

Grant Number:	90 [REDACTED]	Show Expired Grants
Grant Program:	EE - Community Economic Development	View NGA Grant Notes
Program Office:	Central Office	Funding Restrictions
Project Title:	CED Healthy Food Financing Initiative Projects	History
Award Issue Date: [?]	09/29/2014	Manage Amendments
Project Period:	09/30/2014 to 09/29/2019	
Budget Period:	09/30/2014 to 09/29/2019	
Total Approved Budget (Federal):	\$600,000	
Next T&C Due Date:	N/A	
Status:	No Existing Amendments	

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.



GrantSolutions | Track Funding Restrictions

FUNDING RESTRICTIONS

Organization: GS Training Center
Project Title: CED Healthy Food Financing Initiative Projects
DUNS: [REDACTED] **CCR EIN:** [REDACTED]
Grant Number: [REDACTED] **Approved Amount:** \$0.00
Amendment Number: 1 **Funds Restricted:** Yes
Budget Period Number: 1 **Project Period:** 09/30/2014 - 09/29/2019
FAIN: [REDACTED] **Budget Period:** 09/30/2014 - 09/29/2019
Application Number: [REDACTED] **Application Type:** Post Award Amendment
Workflow Status: Completed (11/15/2018) **Last Updated By/Date:** N/A

RESTRICTIONS LIST

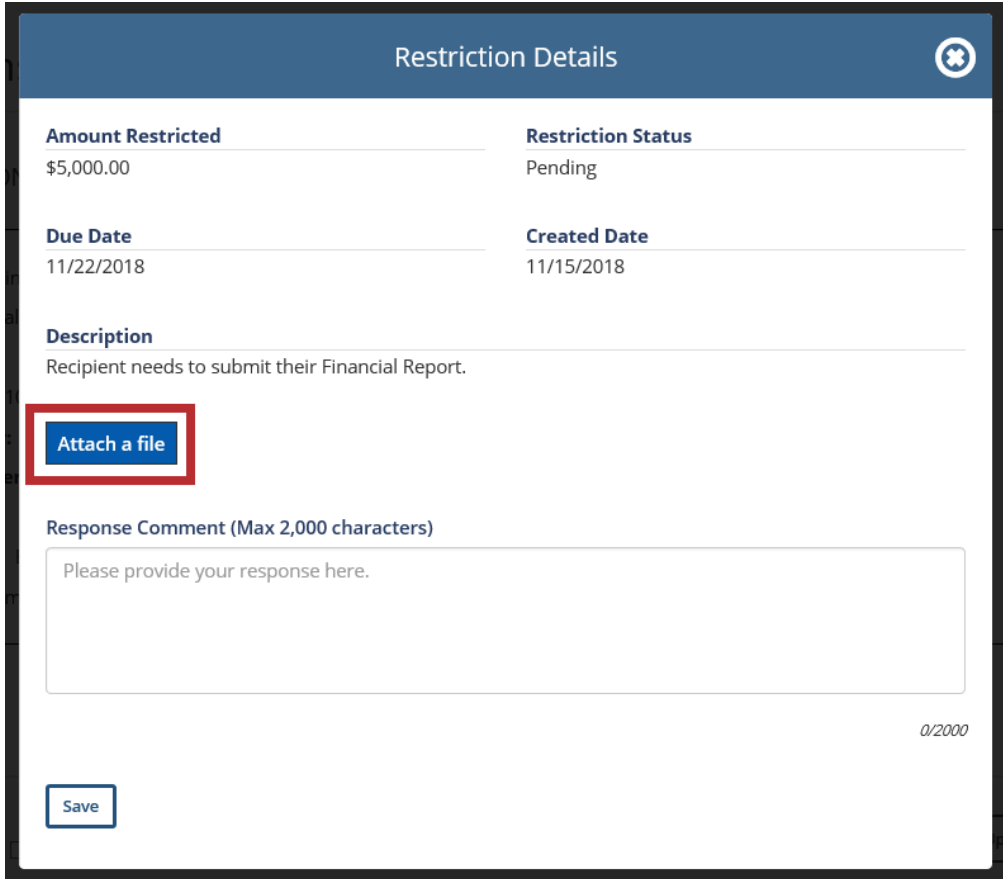
Include In List:
 Pending Late Submitted Late Submitted Approved Returned Released Update Filter

Description	Due Date	Amount	Status	Start Date	End Date	Grant Number	Action
Recipient needs to submit their Financial Report.	11/22/2018	\$5,000.00	Pending	11/15/2018	N/A	90EE1082-01-01	View

Show 10 records per page. Total 1 restrictions.

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.



Restriction Details

Amount Restricted
\$5,000.00

Restriction Status
Pending

Due Date
11/22/2018

Created Date
11/15/2018

Description
Recipient needs to submit their Financial Report.

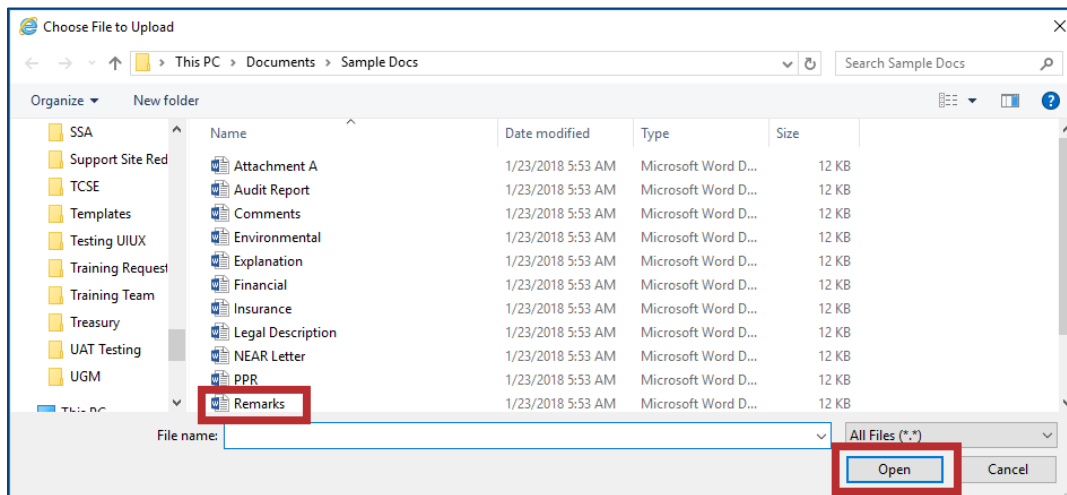
Attach a file

Response Comment (Max 2,000 characters)
Please provide your response here.

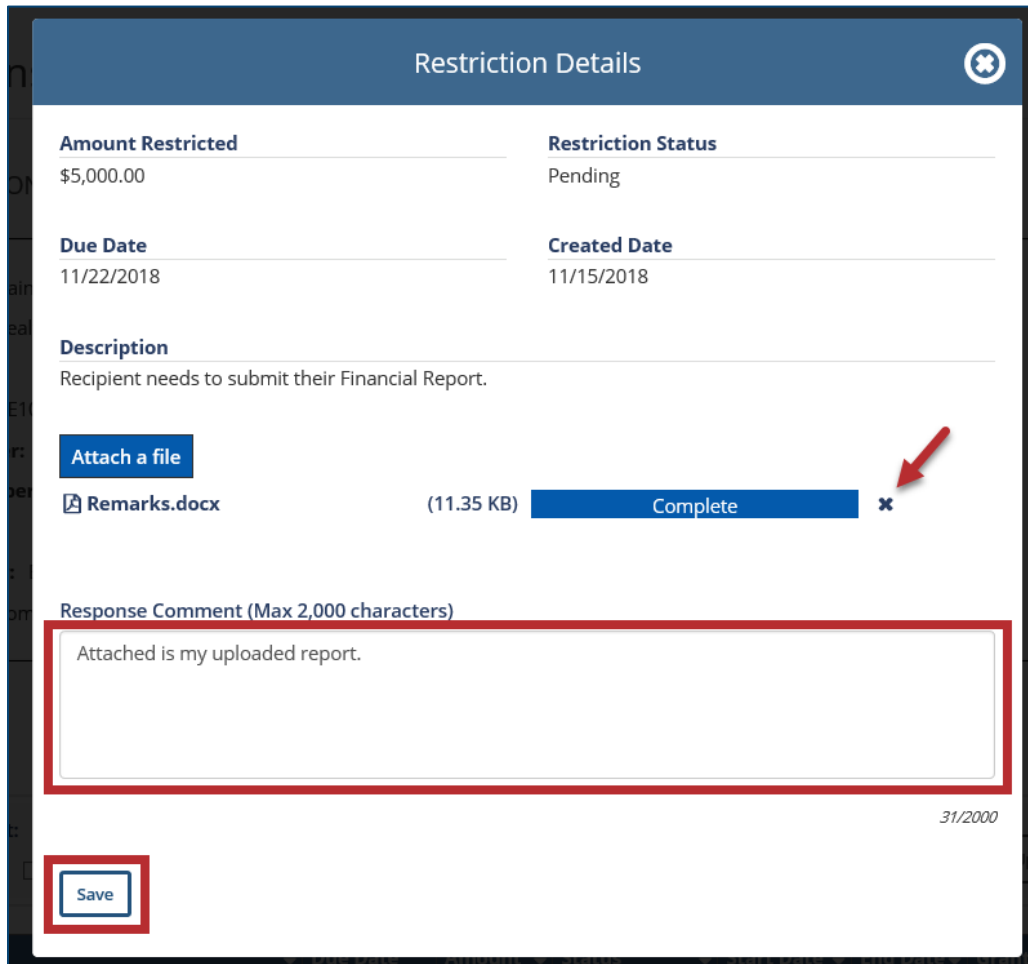
0/2000

Save

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



- 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).
- When ready to send a response to Federal staff, click the **Save** button.



Restriction Details

Amount Restricted \$5,000.00	Restriction Status Pending
Due Date 11/22/2018	Created Date 11/15/2018

Description
Recipient needs to submit their Financial Report.

Attach a file

Remarks.docx (11.35 KB) Complete **x**

Response Comment (Max 2,000 characters)

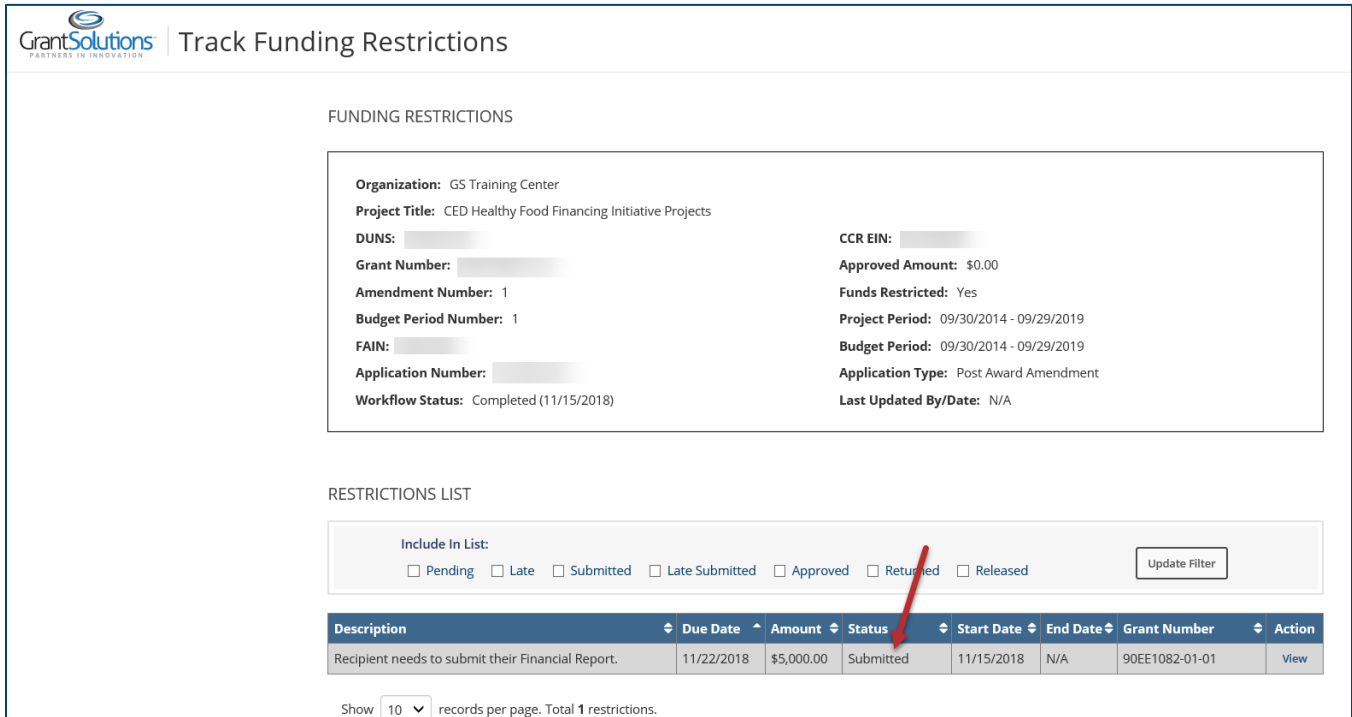
Attached is my uploaded report.

31/2000

Save

- 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.



Track Funding Restrictions

FUNDING RESTRICTIONS

Organization: GS Training Center
Project Title: CED Healthy Food Financing Initiative Projects
DUNS: [REDACTED] **CCR EIN:** [REDACTED]
Grant Number: [REDACTED] **Approved Amount:** \$0.00
Amendment Number: 1 **Funds Restricted:** Yes
Budget Period Number: 1 **Project Period:** 09/30/2014 - 09/29/2019
FAIN: [REDACTED] **Budget Period:** 09/30/2014 - 09/29/2019
Application Number: [REDACTED] **Application Type:** Post Award Amendment
Workflow Status: Completed (11/15/2018) **Last Updated By/Date:** N/A

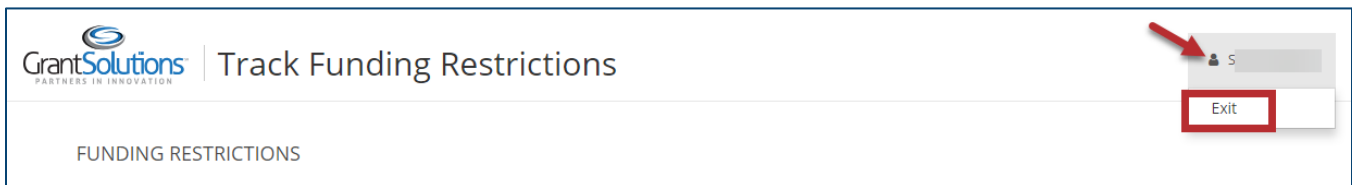
RESTRICTIONS LIST

Include In List:
 Pending Late Submitted Late Submitted Approved Returned Released Update Filter

Description	Due Date	Amount	Status	Start Date	End Date	Grant Number	Action
Recipient needs to submit their Financial Report.	11/22/2018	\$5,000.00	Submitted	11/15/2018	N/A	90EE1082-01-01	View

Show 10 records per page. Total 1 restrictions.

- To return to the “My Grants List” screen, select the **username** towards the top of the screen, and click **Exit**.



Track Funding Restrictions

FUNDING RESTRICTIONS

Username: S Exit