

Quick Sheet: Accept a Grant

Audience: Grantee Authorizing Officials

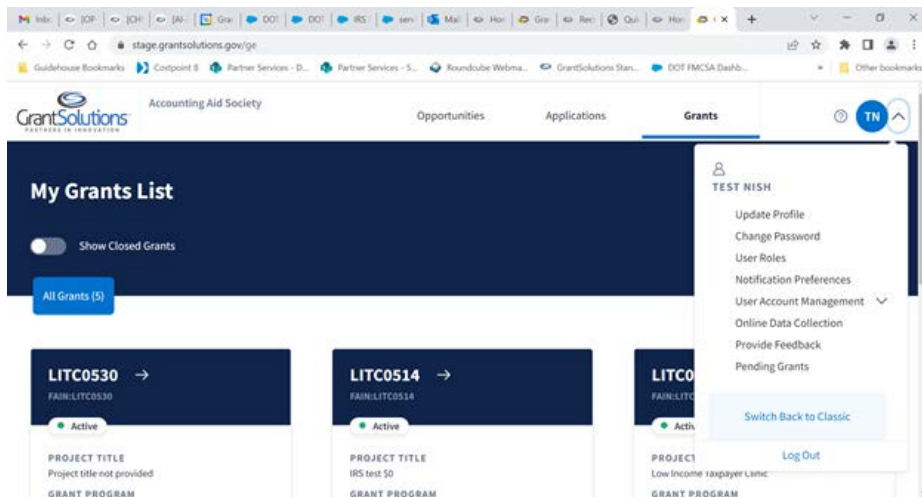
PURPOSE

When a grant is awarded, Agencies may require the Grantee Authorizing Official to log into the GrantSolutions Grants Management Module (GMM) to **View** and **Accept** or **Decline** the award on behalf of their organization.

VIEW PENDING AWARD

To view the pending award:

1. From the drop down menu on the My Grants List screen, select **Pending Grants**.



2. The “Pending Grants” screen appears. All grants awaiting acceptance are available from this screen. To view the Notice of Award (NOA), from the *Action* column click the link **View Award**.

Grant Number	Issued Date	Program	Program Office	Grant Program	Action
13LITC000013-01-00	05/19/2013	Low Income Taxpayer Clinics	LITC Program Office	Low Income Taxpayer Clinics	View Award Accept Decline
13LITC000017-01-00	05/22/2013	Low Income Taxpayer Clinics	LITC Program Office	Low Income Taxpayer Clinics	View Award Accept Decline

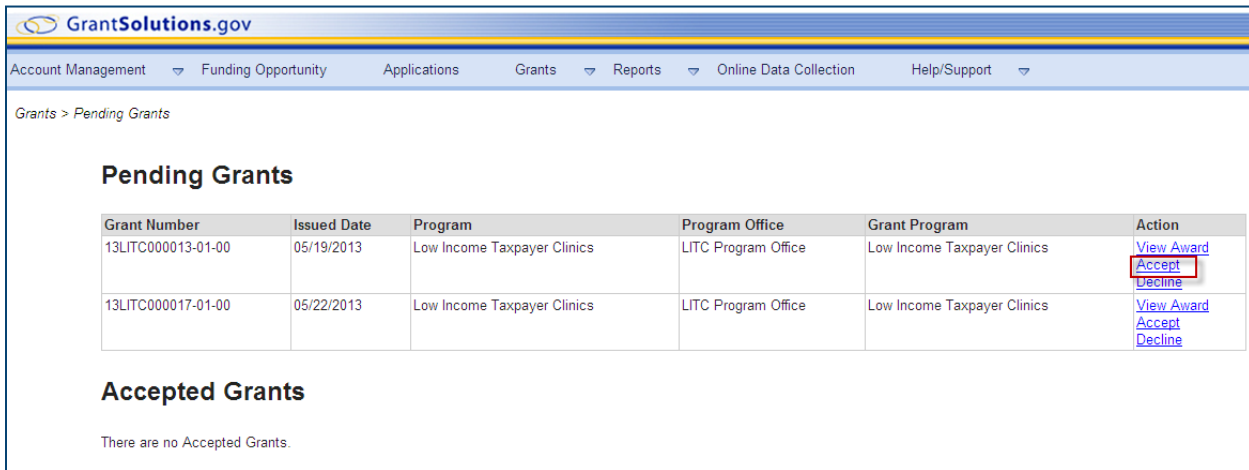
Accepted Grants

There are no Accepted Grants.

3. The NOA opens as a PDF in a new window. The PDF may be saved or printed. When done viewing the award, click the X in the upper right corner to close the window and return to the “Pending Grants” screen.

ACCEPT PENDING AWARD

1. To accept the award, from the *Action* column, click the **Accept** link.



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

Grants > Pending Grants

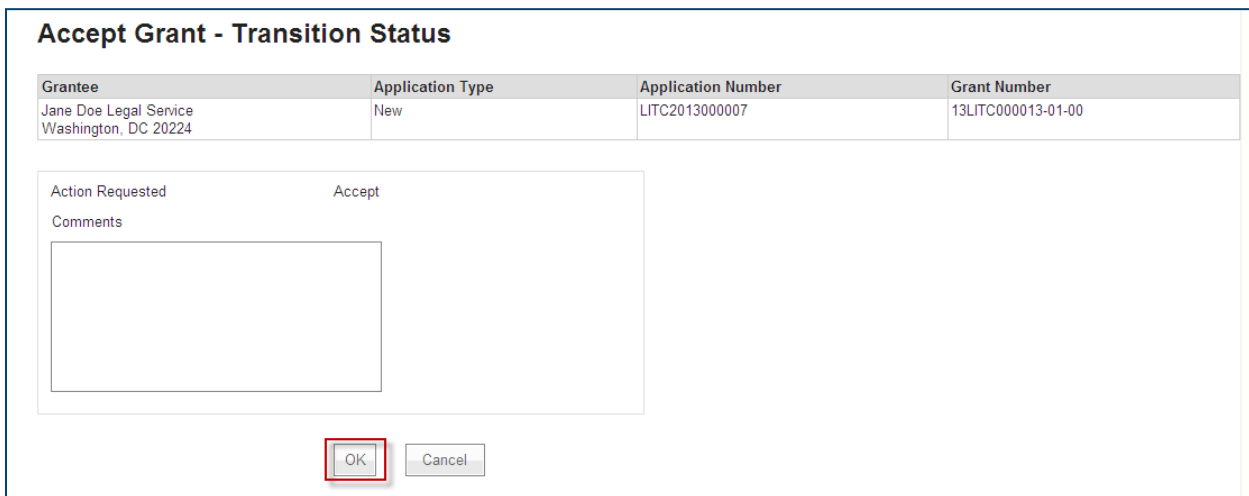
Pending Grants

Grant Number	Issued Date	Program	Program Office	Grant Program	Action
13LITC000013-01-00	05/19/2013	Low Income Taxpayer Clinics	LITC Program Office	Low Income Taxpayer Clinics	View Award Accept Decline
13LITC000017-01-00	05/22/2013	Low Income Taxpayer Clinics	LITC Program Office	Low Income Taxpayer Clinics	View Award Accept Decline

Accepted Grants

There are no Accepted Grants.

2. The “Accept Grant – Transition Status” screen opens in a new window. Click the **OK** button.



Accept Grant - Transition Status

Grantee	Application Type	Application Number	Grant Number
Jane Doe Legal Service Washington, DC 20224	New	LITC2013000007	13LITC000013-01-00

Action Requested: Accept

Comments:

OK Cancel

3. The “Changed Notices of Grant Awards” screen appears. Click the **Continue** button.

Changed Notices of Grant Awards

GrantSolutions has sent the following NGAs to be processed:

Transition Status Screen refreshes every 5 seconds.
To see status updates of a particular award, please refresh the Awards List page. In addition status updates of a particular award will be available in Award Workflow history page.

Grantee	Grant Number	Award Amount	Status
Jane Doe Legal Service Washington, DC 20224	13LITC000013-01-00	\$160,000.00	Queued

4. The “Pending Grants” screen opens, and the accepted grant is removed from the list. To return to the “My Grants List” screen, select **Grants – My Grants List** from the menu bar.

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My Grants List
Pending Grants

Pending Grants

Grant Number	Issued Date	Program	Program Office	Grant Program	Action
13LITC000017-01-00	05/22/2013	Low Income Taxpayer Clinics	LITC Program Office	Low Income Taxpayer Clinics	View Award Accept Decline

Accepted Grants

5. The “My Grants List” screen appears, and the accepted grant is available.

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Grants > My Grants List

My Grants List

Jane Doe Legal Service

Grant Number:	13LITC000013-01-00
Grant Program:	Low Income Taxpayer Clinics
Program Office:	Low Income Taxpayer Clinics
Project Title:	Low Income Tax Payer Clinic
Award Issue Date:	05/22/2013
Project Period:	01/01/2014 to 12/31/2016

Show Expired Grants

[View NGA](#)
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