

## Quick Sheet: Accept or Reject Grants.gov Applications

**Audience:** Grants Office

**Roles:** GMO, GMS, GSS

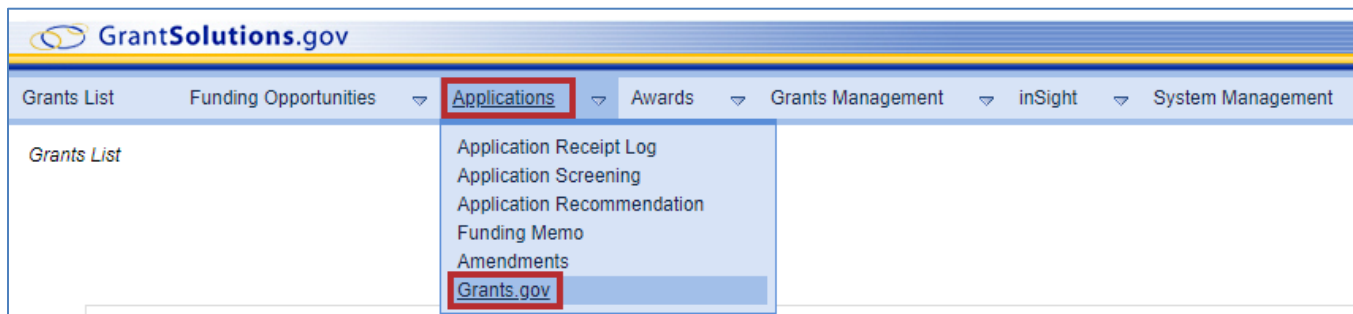
### PURPOSE

Many agencies require applicants to apply for announcements through Grants.gov. The “Grants.gov Application Log” is the starting point for processing new or competing applications submitted electronically from Grants.gov.

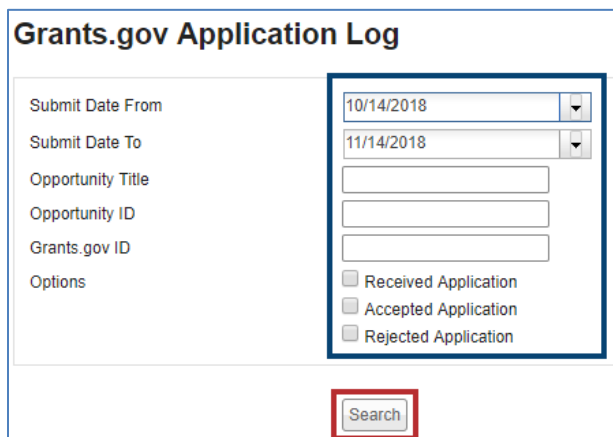
### ACCEPT APPLICATIONS FROM GRANTS.GOV APPLICATION LOG

To accept applications from the “Grants.gov Application Log” screen:

1. Log into the GrantSolutions Grants Management Module ([www.grantsolutions.gov](http://www.grantsolutions.gov)).
2. The “Grants List Simple Search” screen appears. From the menu bar, select **Applications > Grants.gov**.



3. The “Grants.gov Application Log” screen appears. The *Submit Date To* field prepopulates with the current date and the *Submit Date From* field prepopulates to the month before the current date.
4. Enter optional search criteria in any of the following fields to locate submitted applications:
  - *Submitted Date From*
  - *Submitted Date To*
  - *Opportunity Title*
  - *Opportunity ID*
  - *Grants.gov ID*
  - *Received Application* – Applications received from Grants.gov into GrantSolutions but has not been accepted by the Grants Office. Received applications show the Grants.gov application/tracking number.
  - *Accepted Application* – Applications accepted into GrantSolutions for processing by the Grants Office.
  - *Rejected Application* – Applications rejected by Grants Office. These applications remain in the “Grants.gov Application Log.”
5. Click the **Search** button.



The screenshot shows the "Grants.gov Application Log" search interface. It features a list of search criteria on the left and corresponding input fields on the right. The criteria are: "Submit Date From", "Submit Date To", "Opportunity Title", "Opportunity ID", "Grants.gov ID", and "Options". The input fields for "Submit Date From" and "Submit Date To" are dropdown menus showing "10/14/2018" and "11/14/2018" respectively. The input fields for "Opportunity Title", "Opportunity ID", and "Grants.gov ID" are text boxes. The "Options" section has three checkboxes: "Received Application", "Accepted Application", and "Rejected Application". A "Search" button is located at the bottom right of the form.

Grants.gov Application Log	
Submit Date From	10/14/2018
Submit Date To	11/14/2018
Opportunity Title	
Opportunity ID	
Grants.gov ID	
Options	<input type="checkbox"/> Received Application <input type="checkbox"/> Accepted Application <input type="checkbox"/> Rejected Application
<input type="button" value="Search"/>	

- Search results appear in a table below the search button. To accept an application to process (ensure the application has a RECEIVED status in the *Application Information* column), click the **Accept Application** link from the *Actions* column.

Grants.gov Opportunity	Grantee - [REDACTED]	Virginia
Default Announcement	Grantee - [REDACTED]	Virginia - 2018
<div>Change Announcement for all Grants.gov Apps</div>		

Grants.gov Submission Date	Application IDs Grants.gov/GrantSolutions	Applicant Information	GrantSolutions Announcement Title/Due Date/ Grant Program	Application Information	Actions
<input type="checkbox"/> 03/02/2018 03:07 PM	GRANT12 [REDACTED]	Marcus [REDACTED] NC, [REDACTED]	<a href="#">Grantee - Bland, Smyth, and Wythe Counties, Virginia - 2018</a> 04/09/2018 12:00 AM (GMT - 05:00) Eastern Time (US & Canada) [REDACTED]	Status: RECEIVED on 03/02/2018  Type: NEW  Attachments: 4 Forms: 8  Grants.gov Data: <a href="#">View Attachments</a> <a href="#">Select Form</a>	<a href="#">Accept Application</a> <a href="#">Reject Application</a> <a href="#">Select Announcement</a> <a href="#">Select Organization</a> <a href="#">Select App Type</a>

**Note:** To select and accept multiple applications, click the **checkboxes** to the left of the desired applications. At the bottom of the screen, click the **Accept Selected Applications** button.

- A confirmation message asking, “Do you want to accept this application?” appears. Click the **OK** button.

grantsolutions.gov says

Do you want to accept this application?

- Once accepted, the application receives a GrantSolutions Application Number and GrantSolutions transmits the agency tracking number back to Grants.gov. The application is now available for processing in the Application Receipt Log.

- To return to the “Grants.gov Application Log” screen, click the **Close** button.

The following applications have been accepted and complete:				
Submit Date	Applicant Name	Ggov Application ID	GrantSolutions Application IDs	GrantSolutions Announcement Title (Due Date)
2018-03-02	[redacted]	GRANT12	[redacted]	[redacted] Virginia - 2018 (2018-04-09)
<input type="button" value="Close"/>				

## REJECT APPLICATIONS FROM GRANTS.GOV APPLICATION LOG

1. From the “Grants.gov Application Log” screen, enter search **criteria** and click the **Search** button.
2. Applications appear below the Search button. To reject an application, (ensure the application has a RECEIVED status in the *Application Information* column) click the **Reject Application** link from the *Actions* column.

	Application Information	Actions
ern Time	Status: RECEIVED on 03/02/2018  Type: NEW  Attachments: 4 Forms: 8	<a href="#">Accept Application</a> <a href="#">Reject Application</a>  <a href="#">Select Announcement</a> <a href="#">Select Organization</a> <a href="#">Select App Type</a>  Grants.gov Data: <a href="#">View Attachments</a> <a href="#">Select Forms</a>

3. The application is rejected and remains in the Grants.gov Application Log.

**Note:** To un-reject an application, select the **Rejected Application** checkbox on the “Grants.gov Application Log” screen and click the **Search** button. When search results appear, click the **Un-Reject Application** link from the *Actions* column.

	Application Information	Actions
Time	Status: REJECTED by ACarter15 on 11/21/2018  Type: NEW  Attachments: 2 Forms: 8	<a href="#">Un-reject Application</a>  <a href="#">Select Announcement</a> <a href="#">Select Organization</a> <a href="#">Select App Type</a>  Grants.gov Data: <a href="#">View Attachments</a> <a href="#">Select Forms</a>

## OTHER ACTIONS

The Grants.gov log allows the GMO/GMS to perform the following actions:

- View the application attachments
- Select the correct announcement before accepting the application
- Change the Application Type
- Select the correct Organization for the application