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.
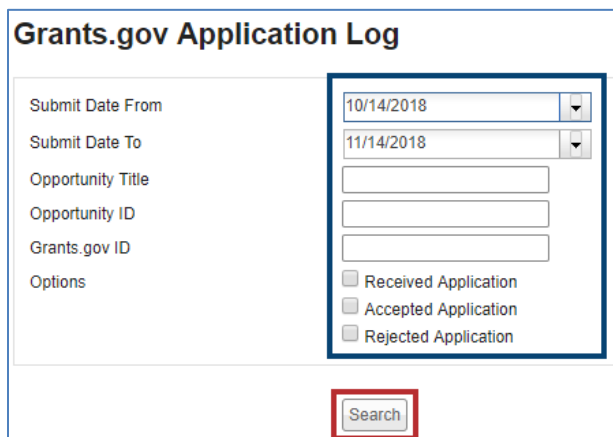
ACCEPT APPLICATIONS FROM GRANTS.GOV APPLICATION LOG

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

1. Log into the GrantSolutions Grants Management Module (www.grantsolutions.gov).

2. The "Grants List Simple Search" screen appears. From the menu bar, select **Applications > Grants.gov.**
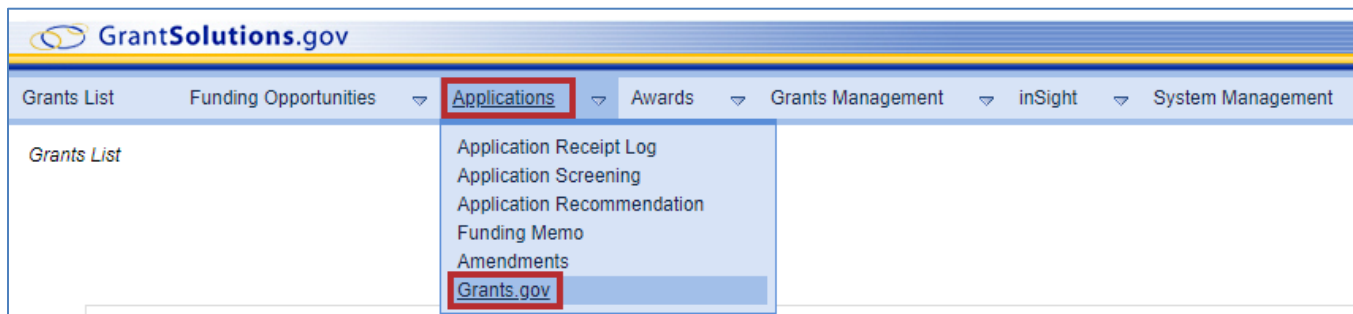
3. The "Grants.gov Application Log" screen appears. The *Submit Date To* field prepopulates with the current date and the *Submit Date From* field prepopulates to the month before the current date.

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.

6. 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.

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.

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

8. 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.

9. To return to the "Grants.gov Application Log" screen, click the **Close** button.

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.

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.

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