

Quick Sheet: Adding Post Submission Application Attachments

Audience: Federal Staff and Federal Contractors

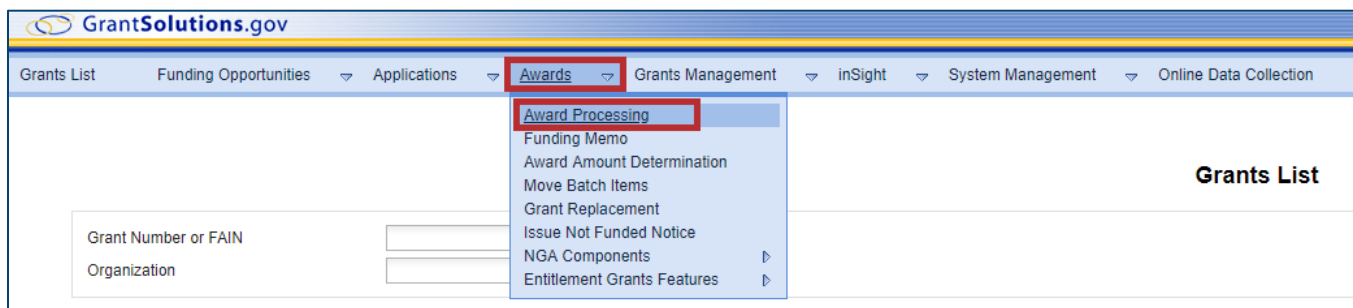
PURPOSE

The *Post Submission Supplemental Information* section, located towards the bottom of the “Application Control Checklist” screen, allows Federal Staff and Federal Contractors to attach files to the submitted application package.

STEPS

To add Post Submission Application Attachments:

1. Log into the GrantSolutions Grants Management Module (www.grantsolutions.gov).
2. The “Grants List Simple Search” screen appears. From the menu bar, select **Awards > Award Processing**.



GrantSolutions.gov

Grants List Funding Opportunities Applications **Awards** Grants Management inSight System Management Online Data Collection

Award Processing

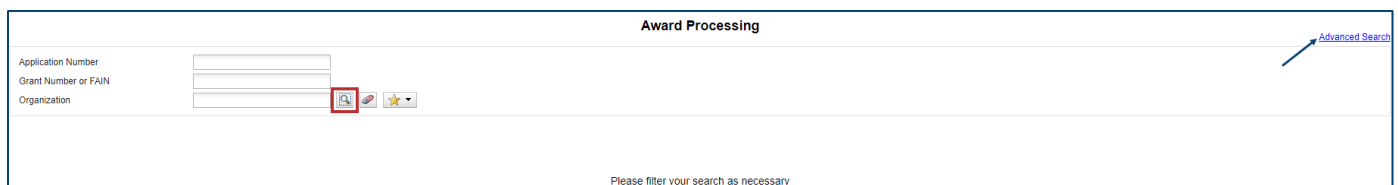
- Funding Memo
- Award Amount Determination
- Move Batch Items
- Grant Replacement
- Issue Not Funded Notice
- NGA Components
- Entitlement Grants Features

Grants List

Grant Number or FAIN

Organization

3. The “Award Processing Simple Search” screen appears. Use this screen or click the optional **Advanced Search** link. Enter full or partial search criteria in a search field and click the **Search** icon (magnifying glass).



Award Processing

Application Number

Grant Number or FAIN

Organization

Advanced Search

Please filter your search as necessary

- The screen refreshes. Results matching the search criteria appear in a table below the search fields.

From the *Application Number* column, click the **Application Number** link.

Note: The application may also be accessed using the “Application Receipt and Logging” screen, the “Application Recommendation” screen, and the “Funding Memo” screen.

Search within results						
<input type="button" value="Search"/> <input type="button" value="Export Results"/> <input type="button" value="Hide Columns"/>						
1 - 7 of 7 items						
50 100 150 200 1000						
<input type="checkbox"/>	Organization	Award Number	Application Number	Application Type	Approved Amount	Budget Period Start Date
<input type="checkbox"/>	Commonwealth of United Travelers	AB1234567-01-00	APP9876543	Directed Supplement	\$29,833,309.00	04/01/2011

- The “GrantSolutions Amendment Application Control Checklist” screen appears. Scroll to the *Post Submission Supplemental Information* section and click the **Attachment(s)** link.

Post Submission Supplemental Information

Description	Attachment(s): Uploaded Files
	No Attachments Uploaded

[Amendment Package Status:](#) (Amendment) Approved (Processing)

Mail-In Package Information: ACF/OCS Office of Discretionary Grant is currently not expecting to receive a Mail-In Package for this application.

- The “Application Post Submission Attachments” screen appears. Enter **text** in the required *Description* field.

Application Post Submission Attachments

★ indicates a required field.

Description ★ ?	<input type="text"/>
File to Upload ?	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

Include In Review	Uploaded Date	Uploaded By	Description	Attachment	Status	Actions
<p>* Status updates every 10 seconds</p> <input type="button" value="Close"/>						

7. To select an attachment, click the **Choose File** button.

Application Post Submission Attachments

★ indicates a required field.

Description ★ ⓘ

File to Upload ⓘ

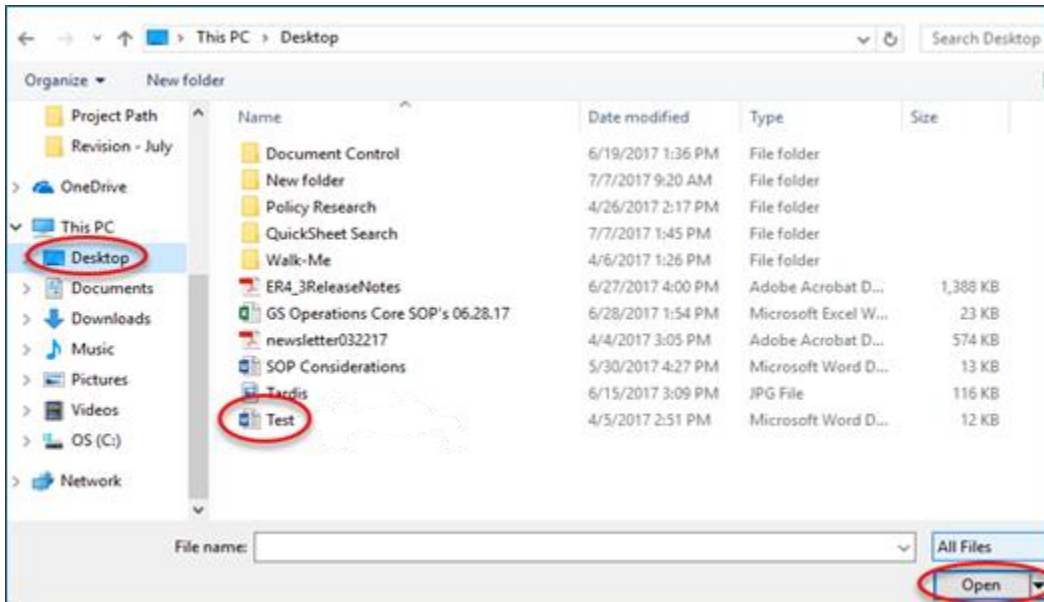
Choose File No file chosen

Upload

Include In Review	Uploaded Date	Uploaded By	Description	Attachment	Status	Actions
* Status updates every 10 seconds						

Close

8. A window appears. Select the desired **file** and click the **Open** button.



9. The “Application Post Submission Attachments” screen reappears. Click the **Upload** button.

Application Post Submission Attachments

★ indicates a required field.

Description ★ ⓘ Test Document

File to Upload ⓘ Choose File Test.docx

Upload

Include In Review	Uploaded Date	Uploaded By	Description	Attachment	Status	Actions
* Status updates every 10 seconds						
Close						

10. An upload bar appears while the file is attaching. Once the file is attached, it is visible in the table below the Upload button. Add as many attachments as necessary.

Application Post Submission Attachments

★ indicates a required field.

Description ★ ⓘ

File to Upload ⓘ Choose File No file chosen

Upload

Include In Review	Uploaded Date	Uploaded By	Description	Attachment	Status	Actions
Not Applicable	08/11/2017	Candace Hiatt	Test Document	Test.docx	SUCCESSFUL	⬆ ⬇ 🗑 ✎ 🔍
* Status updates every 10 seconds						
Close						

Note: The order in which attachments appear can be changed by clicking the **Up** and **Down arrow** icons in the *Actions* column. From the *Actions* column, the user that uploaded the file may also delete the attachment, edit the description, and view the attachment.

Action Icon	Description
⬆ ⬇	Move Up and Move Down Arrows
🗑	Delete Attachment
✎	Edit Description
🔍	View Attachment

11. Once all attachments are uploaded, click the **Close** button.

Application Post Submission Attachments

* indicates a required field.

Description * [?](#)

File to Upload [?](#)

No file chosen

Include In Review	Uploaded Date	Uploaded By	Description	Attachment	Status	Actions
Not Applicable	10/15/2018	Pam Scott	Test Document	Test doc.docx	SUCCESSFUL	↶ ↷ 📄 🗑️

* Status updates every 10 seconds

12. The “Grantsolutions Amendment Application Control Checklist” screen appears. The *Print Application* section has two printing options: **Original Submission** and **Original Submission And All Supplemental Information**.

GrantSolutions Amendment Application Control Checklist

Post Award Action: Grant Closeout Action

(Amendment) Approved (Processing) (Read Only)

This is your GrantSolutions Application Control Checklist (EACC). You will use the EACC to track the status of your application.

To complete your application electronically, enter information by using the online forms and/or adding attachments (upload/mail-in). Required items are noted by the exclamation point image. If an enclosure has not been verified, a red 'X' image is displayed.

Print Application:

[Original Submission](#)
[Original Submission And All Supplemental Information](#)