

Application Receipt and Review

OBJECTIVES

- Search for applications using the “Application Receipt and Logging” screen simple search
- Search for applications using the “Application Receipt and Logging” screen advanced search
- Mark applications as complete
- Conduct the Intake Review

OVERVIEW

Users can perform a simple search for applications on the “Application Receipt and Logging” screen by using an Application Number, Grant Number, Federal Award Identification Number (FAIN), or Organization. To add additional criteria to expand a search or filter results, users can navigate to the “Application Receipt and Logging” screen advanced search.

APPLICATION RECEIPT AND LOGGING SCREEN SIMPLE AND ADVANCED SEARCH

To review an application, users must first search for it on the “Application Receipt and Logging” screen.

Application Receipt and Logging Simple Search

To search for a single application using the “Application Receipt and Logging” screen simple search, perform the following steps:

1. From a browser such as Internet Explorer or Google Chrome, navigate to www.grantsolutions.gov and click the **Login** button.
2. On the “GrantSolutions Login” screen, log into the GrantSolutions GMM using your **GrantSolutions Username** and **GrantSolutions Password** and click the **Submit** button. Alternatively, log in with your PIV card or Login.gov account if applicable.

3. The “Grants List” screen appears. From the menu bar, click the **Applications** tab and select the **Application Receipt Log** option.

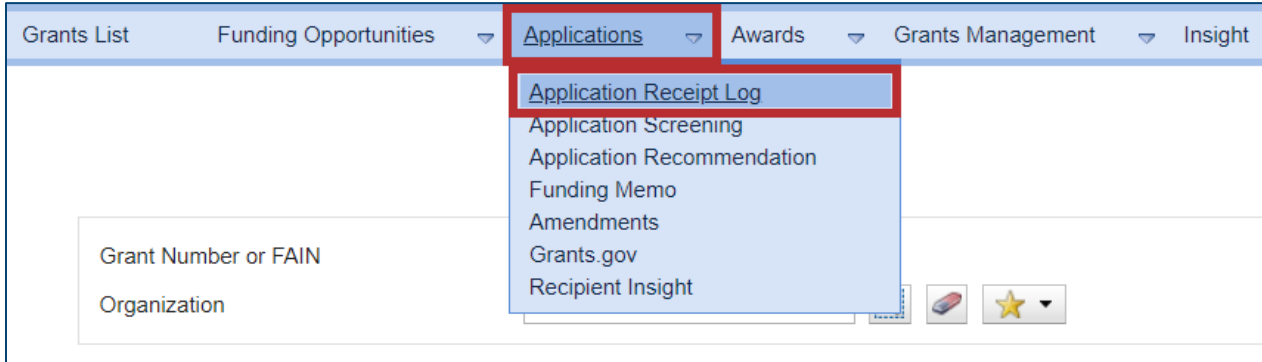


Figure 67: GMM Menu bar – Applications tab and Application Receipt Log option

4. The “Application Receipt and Logging” screen simple search appears. Enter **three or more characters** in the *Application Number*, *Grant Number or FAIN*, and/or *Organization* fields and click the **Search** icon to display the search results.

Note: Use the *Grant Number or FAIN* or *Organization* fields to display applications associated with an existing grant.

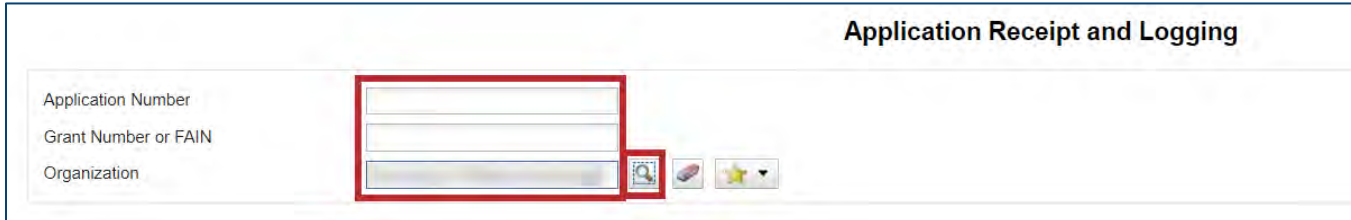


Figure 68: Application Receipt and Logging screen simple search – Application Number, Grant Number or FAIN, and Organization search fields and search icon

Results appear in a table below the search fields.

Application Receipt and Logging								
<div> <input type="text" value="Search within results"/> <input type="button" value="Search"/> <input type="button" value="Export Results"/> <input type="button" value="Hide Columns"/> </div>								
<div> 1 - 24 of 24 items 50 100 150 200 1000 </div>								
	Submission Date	Application #	Application Type	Announcement	Grant Program	Organization	Budget Period End Date	Actions
<input type="checkbox"/>	05/05/2021 12:00:00 AM		New				N/A	
<input type="checkbox"/>	05/05/2021 12:00:00 AM		New				N/A	
<input type="checkbox"/>	03/11/2020 12:00:00 AM		New				N/A	
<input type="checkbox"/>	11/22/2017 10:33:51 AM		Post Award Amendment				N/A	

Figure 69: Application Receipt and Logging screen – results table

Application Receipt and Logging Advanced Search

To search for more than one application at a time, or to search using additional criteria, users can navigate to the “Application Receipt and Logging” screen advanced search.

To search for applications using the “Application Receipt and Logging” screen advanced search, perform the following steps:

1. From a browser such as Internet Explorer or Google Chrome, navigate to www.grantsolutions.gov and click the **Login** button.
2. On the “GrantSolutions Login” screen, log into the GrantSolutions GMM using your **GrantSolutions Username** and **GrantSolutions Password** and click the **Submit** button. Alternatively, log in with your PIV card or Login.gov account if applicable.
3. The “Grants List” screen appears. From the menu bar, click the **Applications** tab and select the **Application Receipt Log** option.

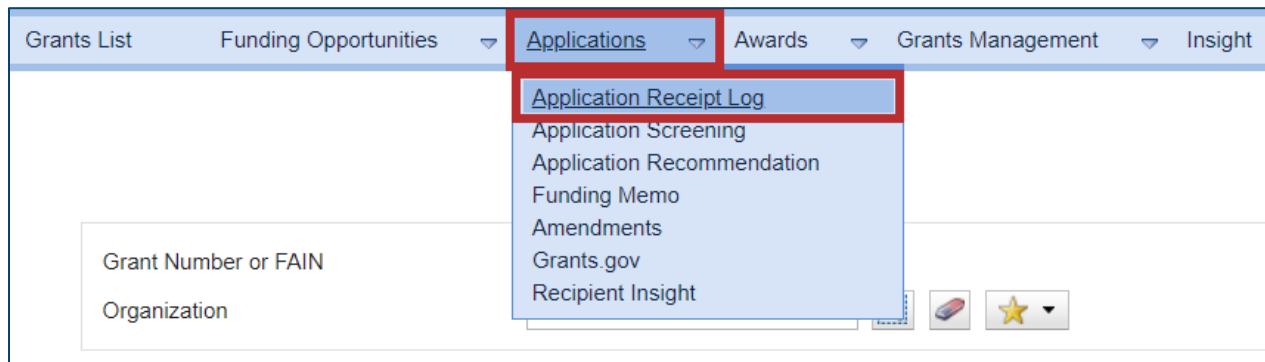


Figure 70: GMM Menu bar – Applications tab and Application Receipt Log option

4. The “Application Receipt and Logging” screen appears. Click the **Advanced Search** link on the right side of the screen.

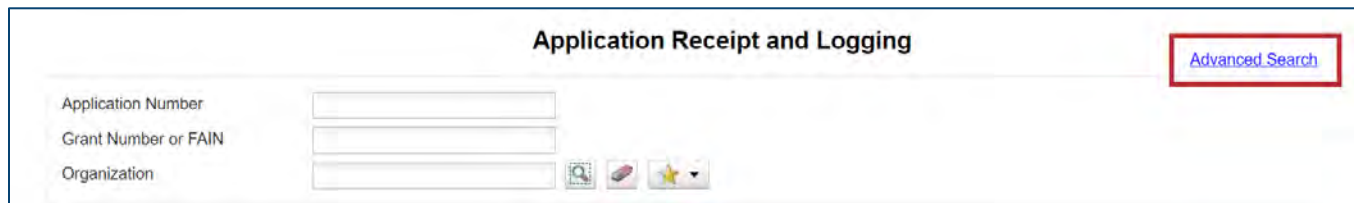


Figure 71: Application Receipt and Logging screen – Advanced Search link

5. The “Application Receipt and Logging” screen advanced search appears. The *Default/Selected Search Criteria* section contains filters:
 - *Assignment Type*: Application with the selected Assignment Type. Assignment Types include:
 - *My Primary Applications*: All applications the user is assigned to through project assignments as the primary individual responsible.
 - *My Applications*: All applications the user is assigned to through project assignments.
 - *All Applications*: All applications the user has access to, even if they are not specifically part of the user’s project assignments.
 - *Submitted After*: Defaults to the date one month prior to the current date.
 - *Submitted Before*: Defaults to the current date.

Note: The default filter dates can be changed by selecting the appropriate filter from the drop-down (binoculars icon) and selecting new dates in the calendar widget to the right of the filter. The filters can also be turned off (except *Assignment Type*) by clicking the blue X to the left of the filter name in the *Default/Selected Search Criteria* section.

Application Receipt and Logging

[Simple Search](#)

▼ Default / Selected Search Criteria

✕ Assignment Type: All Applications
✕ Submitted After: 04/06/2021
✕ Submitted Before: 05/06/2021

Submitted After 04/06/2021

Please filter your search as necessary

Log Competing Applications
Log Non-Competing Applications

Figure 72: Application Receipt and Logging screen advanced search – Default/Selected Search Criteria section

- To add additional criteria to a search, click the **search criteria** drop-down icon and select a **filter option** from the drop-down.

Application Receipt and Logging

Default / Selected Search Criteria

Assignment Type: All Applications Submitted After: 04/06/2021

Submitted After 4/6/2021

Please filter your search as necessary

Log Competing Applications Log Non-Competing Applications

Submitted After
Submitted Before
Announcement
Application #
Application Status
Application Type
Funding Opportunity #
Assignment Type
Organization
Organization (Application)
Grants.gov Tracking #
Categories
Country
Grant #
Grant Program
Program
U.S. State or Territory

Figure 73: Application Receipt and Logging screen advanced search – search criteria drop-down icon and filter options

If selected, the additional search criteria selection appears to the left of the search criteria drop-down icon.

Application Status

Figure 74: Application Receipt and Logging screen advanced search – search criteria selection

- Click the **field** to the right of the search criteria drop-down icon.

Application Status

Figure 75: Application Receipt and Logging screen advanced search – search criteria field

Depending on the selected filter, the field to the right contains possible drop-down options, a calendar widget, or a text field to enter search information.

Application Status

Awarded
Complete
Not Funded
Received
Review in Progress
Submitted

Figure 76: Application Receipt and Logging screen advanced search – search criteria field options

If an option is selected or entered, it appears in the *Default/Selected Search Criteria* section.



Figure 77: Application Receipt and Logging screen advanced search – additional search criteria

8. Add **additional criteria** to further filter results.

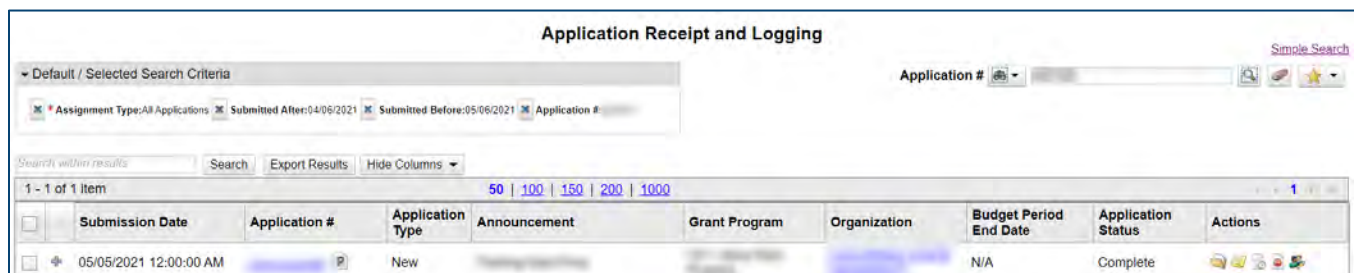
Search Criteria	Description
Submitted After	Applications submitted after the selected date (calendar widget).
Submitted Before	Applications submitted before the selected date (calendar widget).
Announcement	Applications with the selected announcement name.
Application #	Applications with the entered application number.
Application Status	Applications with the selected status. Statuses include: <ul style="list-style-type: none"> • Awarded: Funds awarded; application is a grant. • Complete: Application is marked as complete and is ready for review. • Not Funded: Application is marked as not funded. • Received: Paper application is logged but not submitted. • Review in Progress: Application is marked as complete and the Intake Review is marked as eligible. • Submitted: Application is submitted but not marked as complete.
Application Type	Applications with the selected application type. The application type is determined by the type of announcement the applicant applied to for funding. Application types include: <ul style="list-style-type: none"> • Competing-All: All types of competing applications, including Competing-New, Competing Continuation, and Competing-Directed Supplement. • Competing-New: Applications for funding opportunities that are open for competition. • Competing-Continuation: Applications that compete for support in the same manner as new applications. • Competing-Directed Supplement: Specified applications that compete for additional funding for existing grants. • Non-Competing Continuation: Applications for additional funding for existing grants. No competition is involved.
Funding Opportunity #	Applications with the entered funding opportunity number. The funding opportunity number is required by Grants.gov and typically generated by each agency.

Assignment Type	Applications with the selected assignment type. Filter results depend on project assignments within the system. Assignment types include: <ul style="list-style-type: none"> • All Grants: All grants the user has access to, even if they are not specifically part of the user's project assignments. • My Grants: All grants the user is assigned to through project assignments. • My Primary Grants: All grants the user is assigned to through project assignments as the primary person responsible.
Organization	Applications with the entered organization name that is listed on SAM.gov.
Organization (Application)	Applications with the entered organization name that is listed on the SF-424.
Grants.gov Tracking #	Applications with the entered Grants.gov tracking number.
Categories	Applications with the selected category. The categories available for selection depend on the user's Grant Program assignments.
Country	Applications with the selected country.
Grant #	Applications with the entered grant number.
Grant Program	Applications with the selected Grant Program.
Program	Applications with the selected Program.
U.S. State or Territory	Applications with the selected U.S. state or territory.

9. Click the **Search** icon (magnifying glass) to display search results.

Results appear in a table below the search fields.

Note: Click the *Remove Filter* icon (eraser) to clear the search results and reset the *Default/Selected Search Criteria* section.

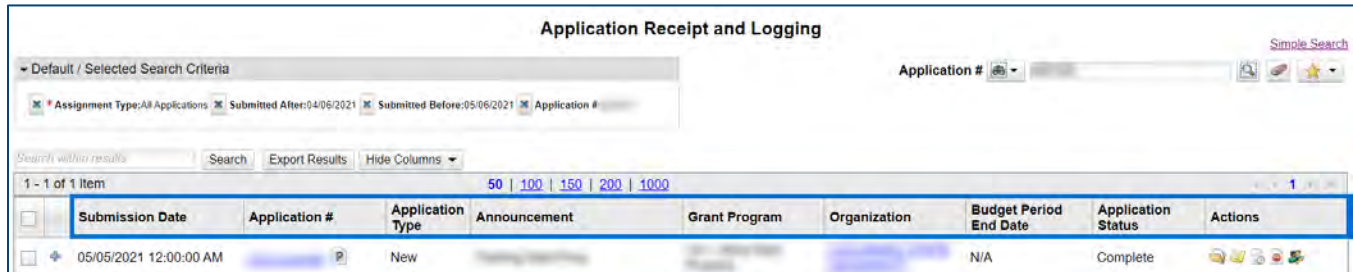


Submission Date	Application #	Application Type	Announcement	Grant Program	Organization	Budget Period End Date	Application Status	Actions
05/05/2021 12:00:00 AM		New				N/A	Complete	

Figure 78: Application Receipt and Logging screen advanced search – results table

Results Table






The “Application Receipt and Logging” results table displays applications that meet the search criteria. The table contains information about the applicant, the application, and *Actions* column links.
























The screenshot shows the 'Application Receipt and Logging' interface. At the top, there's a search bar with 'Simple Search' and a dropdown for 'Application #'. Below this, search criteria are listed: 'Assignment Type: All Applications', 'Submitted After: 04/06/2021', 'Submitted Before: 05/06/2021', and 'Application #'. A 'Search' button and 'Export Results' link are present. The results table has columns: Submission Date, Application #, Application Type, Announcement, Grant Program, Organization, Budget Period End Date, Application Status, and Actions. The first row shows a submission on 05/05/2021 at 12:00:00 AM, with Application #, Type (New), Announcement, Grant Program, Organization, Budget Period End Date (N/A), Application Status (Complete), and Actions (represented by icons).

Figure 79: Application Receipt and Logging screen advanced search – results table columns

The following information appears in the results table:

Column	Description
Submission Date	The date on which the application was submitted.
Application #	The application number assigned by GrantSolutions. An icon appears indicating whether the application was submitted through: <ul style="list-style-type: none"> GrantSolutions  Grants.gov  Paper-based manual submission 
Application Type	The type of announcement for which the applicant applied (New, Non-Competing, Supplement, etc.).
Announcement	The funding opportunity title.
Grant Program	The Grant Program name and acronym, if applicable.
Organization	The applicant organization name.
Budget Period End Date	The budget end date for the application.
Application Status	The status of the application (<i>Awarded, Complete, Not Funded, Received, Review in Progress, or Submitted</i>).
Actions	The actions available for the application. Available actions vary depending on GrantSolutions role. Action icons include: <ul style="list-style-type: none">  Open Application  Open Application Notes

		Delete Application
		Organization
		Project Locale
		Categories
		Flagged as Sent
		Flagged as Clear
		Generate Acknowledgement
		Manage Project Abstract
		Intake Review: Eligible
		Intake Review: Ineligible
		Intake Review: In Review
		Business Review Complete: Yes
		Business Review Complete: No
		Business Review Complete: With Concerns
		Paper

		GrantSolutions
		Grants.gov
		External Direct
		Budget Worksheet
		Direct Assistance Worksheet
		Project Assignments

Note: Click the *Application Number* link to view or print the submitted application or click the *Organization* link to open additional applicant information in a new window.

OPEN AND REVIEW APPLICATION

In the GrantSolutions GMM, users can open and review a submitted application on the “GrantSolutions Application Control Checklist” screen. On the “GrantSolutions Application Control Checklist” screen, users can track the status of the application, review the grant announcement and application kit details, and open the original submission of the application in PDF format. The “GrantSolutions Application Control Checklist” screen also lists the *Applicant, Application Number, Program, Announcement, Service Area, Project Title, Due Date, Submitted Date*, the grant announcement, a list of online forms, and program narratives.

To open and review a submitted application, perform the following steps:

1. From a browser such as Internet Explorer or Google Chrome, navigate to www.grantsolutions.gov and click the **Login** button.
2. On the “GrantSolutions Login” screen, log into the GrantSolutions GMM using your **GrantSolutions Username** and **GrantSolutions Password** and click the **Submit** button. Alternatively, log in with your PIV card or Login.gov account if applicable.

3. The “Grants List” screen appears. From the menu bar, click the **Applications** tab and select the **Application Receipt Log** option.

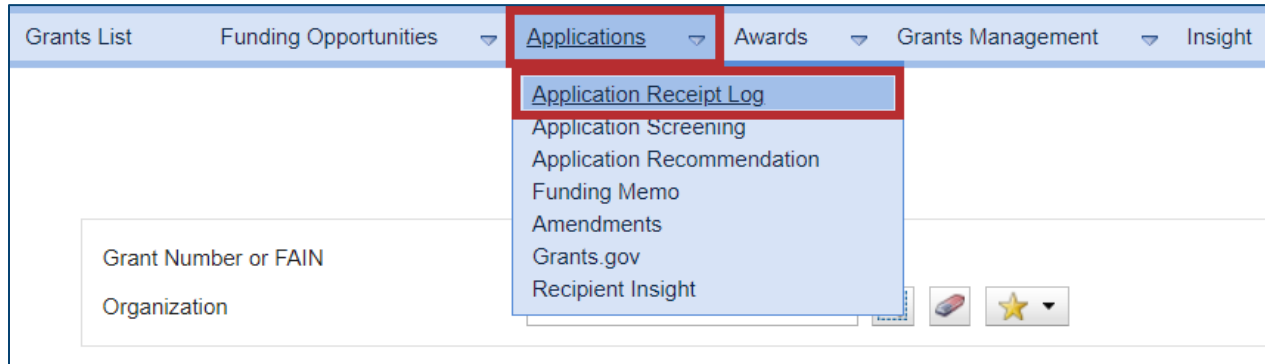


Figure 80: GMM Menu bar – Applications tab and Application Receipt Log option

4. The “Application Receipt and Logging” screen appears. Use the simple or advanced search to search for an application.
5. Results appear in a table below the search fields. Locate the desired application and click the **Open Application** icon in the **Actions** column.

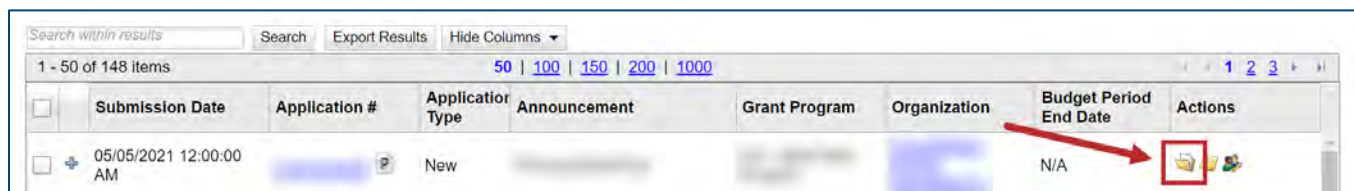


Figure 81: Application Receipt and Logging screen – Open Application icon

The “GrantSolutions Application Control Checklist” screen appears.

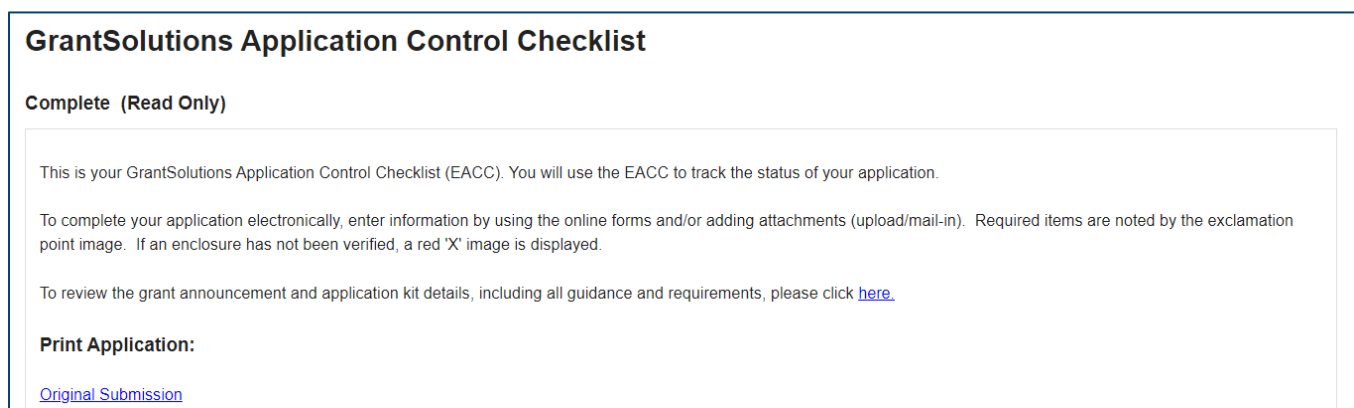
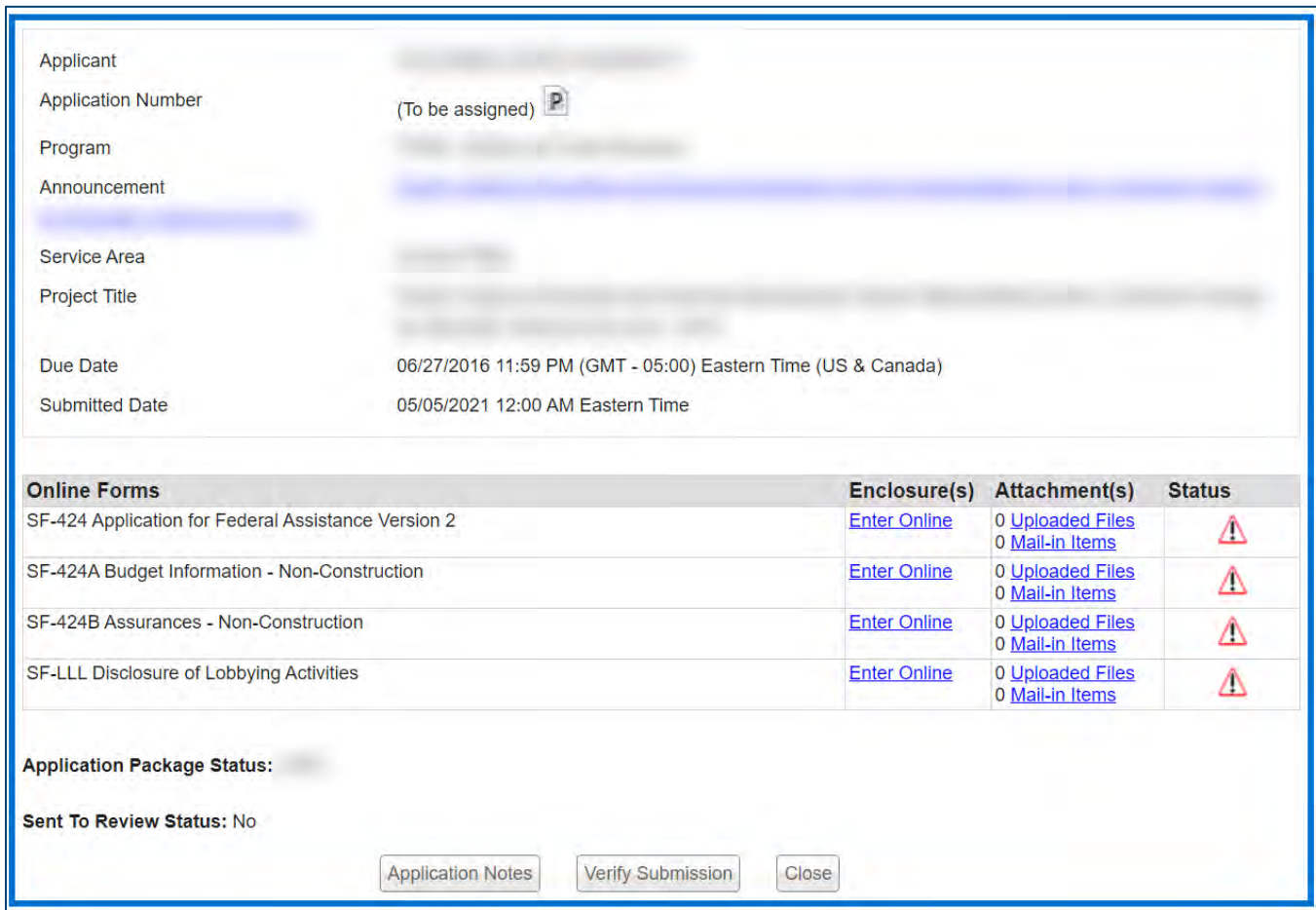


Figure 82: GrantSolutions Application Control Checklist screen

The “GrantSolutions Application Control Checklist” screen contains the following information:

- **Application Status:** The status of the application. Possible statuses include *Work in Progress*, *Submitted*, *Review in Progress*, *Received*, *Not Funded*, *Complete*, and *Awarded*.
- **Print Application - Original Submission:** Click the **Original Submission** link to view, print, or save a PDF of the entire application kit, including completed forms and attachments.
- **Applicant, Grant, and Project information:** A summary of general information.
- **Application Kit:** Online forms, enclosures, and attachments included in the application, and icons indicating the status of each.
- **Application Notes:** Create an internal or correspondence application note. Notes are saved in the history of each application and/or award.
- **Action Buttons:** Available depending on the application status and a user’s role. Buttons may include *Verify Completion*, *Withdraw Review*, etc.
- **Close Button:** Click the **Close** button to navigate to the “Manage Amendments” screen.

Note: Amendments can be deleted from the “Manage Amendments” screen if the status is *Received*.



The screenshot displays the 'GrantSolutions Application Control Checklist' interface. It features a form with fields for Applicant, Application Number (marked '(To be assigned)'), Program, Announcement, Service Area, and Project Title. Below these are the Due Date (06/27/2016 11:59 PM (GMT - 05:00) Eastern Time (US & Canada)) and Submitted Date (05/05/2021 12:00 AM Eastern Time).

Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424 Application for Federal Assistance Version 2	Enter Online	0 Uploaded Files 0 Mail-in Items	
SF-424A Budget Information - Non-Construction	Enter Online	0 Uploaded Files 0 Mail-in Items	
SF-424B Assurances - Non-Construction	Enter Online	0 Uploaded Files 0 Mail-in Items	
SF-LLL Disclosure of Lobbying Activities	Enter Online	0 Uploaded Files 0 Mail-in Items	

Below the table, the 'Application Package Status' is shown as 'Submitted'. The 'Sent To Review Status' is 'No'. At the bottom, there are three buttons: 'Application Notes', 'Verify Submission', and 'Close'.

Figure 83: GrantSolutions Application Control Checklist screen – fields and buttons

Application Kit Statuses

For each item in the application kit, an icon appears in the *Status* column of the *Application Kit* section. Icons indicate whether information is successfully added, missing, or not validated.

Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424A Budget Information - Non-Construction	Enter Online Print Completed	N/A	✓
SF-424 Application for Federal Assistance Version 2	Enter Online Print Draft	N/A	✗
SF-424B Assurances - Non-Construction	Enter Online	N/A	⚠
SF-424D Assurances - Construction Programs	Enter Online	N/A	⚠
SF-LLL Disclosure of Lobbying Activities	Enter Online	N/A	┌
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Miscellaneous Information		0 Uploaded Files 0 Mail-in Items	┌

Figure 84: GrantSolutions Application Control Checklist screen – Status column

Icons may include:

Status Icon	Description
✓	The item is in progress or completed. Each item in the kit should have a green checkmark before submitting the application. Note: A green checkmark simply means information is entered or attached. It does not mean that the information is correct.
⚠	It is recommended that the user complete this item.
┌	The item is not started (optional).
✗	Due to an error, the enclosure is not validated (Incomplete).

Online Forms and Enclosures

Users can view submitted online enclosures in online format or in PDF format.

View Online Form

To view a submitted form in the same format for which it was entered, perform the following steps:

1. In the *Enclosure(s)* column, click the **View Online** link.

Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424A Budget Information - Non-Construction	View Online Print Completed	N/A	✓

Figure 85: GrantSolutions Application Control Checklist screen – View Online link in the Enclosure(s) column

2. A read-only online form appears.

SF-424A

OMB Number [REDACTED]
Expiration Date 02/28/2022

BUDGET INFORMATION - NON CONSTRUCTION PROGRAMS

* Indicates a required field.

Organization Name [REDACTED] Project Title [REDACTED] Budget Period
Start Date * 10/01/2019
Application Number [REDACTED] Project Period to
End Date * 09/30/2020

[424A Instructions](#)

▼ Section A Budget Summary

	Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
			Federal (c)	Non Federal (d)	Federal (e)	Non Federal (f)	
1.	[REDACTED]	[REDACTED]	\$ 0.00	\$ 0.00	\$ 100,000.00	\$ 0.00	\$100,000.00
2.	[REDACTED]	Please select a CFDA	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
3.	[REDACTED]	Please select a CFDA	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
4.	[REDACTED]	Please select a CFDA	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
5.	TOTALS (sum of lines 1-4)		\$0.00	\$0.00	\$100,000.00	\$0.00	\$100,000.00

Figure 86: SF-424A online form

3. Click the **Close** button at the bottom of the screen to return to the “GrantSolutions Application Control Checklist” screen.

Print Completed

To view a submitted form in PDF format, perform the following steps:

1. In the *Enclosure(s)* column, click the **Print Completed** link.

Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424A Budget Information - Non-Construction	View Online Print Completed	N/A	✓

Figure 87: GrantSolutions Application Control Checklist screen – Print Completed link in the Enclosure(s) column

2. A PDF form appears in a new window. Click the **X** in the upper right corner of the screen to close the window.

Note: Users can save or print the PDF form.

Uploaded Files

Users can upload additional information as attachments to submit with the application package. The number of files attached appears to the left of the *Uploaded Files* link. Users can upload files to an application kit from multiple locations such as the *Budget Narrative* or *Miscellaneous Information*.

To view an uploaded file, perform the following steps:

1. In the *Attachment(s)* column, click the **Uploaded Files** link.

Project Abstract Summary	View Online Print Completed	1 Uploaded Files 0 Mail-in Items
Program Narrative	Enclosure(s)	Attachment(s)

Figure 88: GrantSolutions Application Control Checklist - Uploaded Files link in the Attachment(s) column

The “Attachments” screen appears with a list of uploaded files.

Attachments

You may upload file attachments or specify mail-in items for the enclosure below:

Organization Name:

Application Number: (To be assigned)

Project Title:

Project Period: 09/30/2016 to 09/29/2021

Enclosure: SF-424A Budget Information - Non-Construction

Number of Attachments: 2

Item Description	Type	Review	Action
<input type="text"/>	Upload	View PDF View Original Version	Remove
<input type="text"/>	Upload	View PDF View Original Version	Remove

Figure 89: Attachments screen

Mail-In Items

Some Federal Offices require that documents such as signature pages be sent by physical mail; these are referred to as “Mail-in Items” in GrantSolutions. The number of Mail-in Items received appears to the left of the *Mail-in Items* link in the *Attachment(s)* column.

Attachment(s)
0 Unloaded Files
1 Mail-in Items
0 Unloaded Files

Figure 90: GrantSolutions Application Control Checklist screen – Mail-in Items link in the Attachment(s) column

If Mail-in Items are indicated in the application kit, the expected date of receipt appears at the bottom of the “GrantSolutions Application Control Checklist” screen.

Note: To update the date received, click the *Update* link in the *Mail-In Package Information* field.

Mail-In Package Information: Office of Acquisitions and Grants Management expects to receive a Mail-In Package by 10/03/2013 [\(Update\)](#)

Figure 91: GrantSolutions Application Control Checklist screen – Mail-In Package Information

Post Submission Application Attachments

Users can attach files to a submitted application package in the *Post Submission Supplemental Information* section and include the files for review.

To add post submission application attachments, perform the following steps:

1. On the “GrantSolutions Application Control checklist” screen, scroll to the *Post Submission Supplemental Information* section and click the **Attachment(s)** link.

Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424A Budget Information - Non-Construction	View Online Print Completed	N/A	✓
SF-424 Application for Federal Assistance Version 2	View Online Print Completed	N/A	✓
SF-424B Assurances - Non-Construction	View Online Print Completed	N/A	✓
SF-424D Assurances - Construction Programs	View Online Print Completed	N/A	✓
SF-LLL Disclosure of Lobbying Activities	View Online	N/A	✗
Additional Information to be Submitted	Enclosure(s)	Attachment(s)	Status
Miscellaneous Information		0 Unloaded Files 0 Mail-in Items	✗
Post Submission Supplemental Information			
Description	Attachment(s):	Uploaded Files	
		No Attachments Uploaded	

Figure 92: GrantSolutions Application Control Checklist screen – Attachment(s) link in the Post Submission Supplemental Information section

2. The “Application Post Submission Attachments” screen appears. Enter a **description** in the *Description* field.

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
-------------------	---------------	-------------	-------------	------------	--------	---------

* Status updates every 10 seconds

Figure 93: Application Post Submission Attachments screen – Description field

3. Click the **Choose File** button to select an attachment.

Note: Depending on the browser, users may need to click the *Browse* button.

Application Post Submission Attachments

* indicates a required field.

Description * ?

File to Upload ? No file chosen

Figure 94: Application Post Submission Attachments screen – Choose File button

4. The “Choose File to Upload” window appears. Select the desired **file** and click the **Open** button.

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

Figure 95: Application Post Submission Attachments screen – Upload button

6. If the file is attached, it appears in a table below the *Upload* button. Repeat these steps as necessary for additional attachments.

Include In Review	Uploaded Date	Uploaded By	Description	Attachment	Status	Actions
Not Applicable	05/06/2021			.pdf	SUCCESSFUL	

* Status updates every 10 seconds

Close

Figure 96: Application Post Submission Attachments screen – results table

Use the icons in the *Actions* column as necessary:

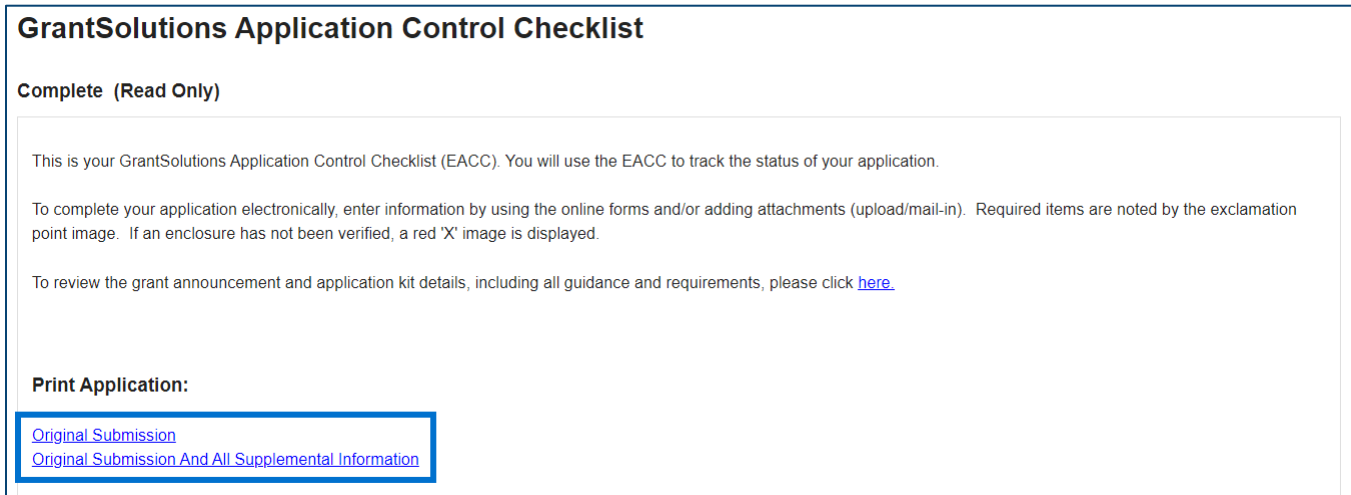
Action Icon	Description
	Click the move up and move down icons to change the order in which attachments appear.
	Click the delete attachment icon (available only to the user who uploaded the file) to delete the attachment.
	Click the edit description icon (available only to the user who uploaded the file) to edit the attachment.
	Click the view icon to view the attachment.

7. If attachments are uploaded, click the **Close** button to return to the “GrantSolutions Application Control Checklist” screen.

Figure 97: Application Post Submission Attachments screen – Close button

Upon adding post submission application attachments, the *Print Application* section contains two printing options on the “GrantSolutions Application Control Checklist screen”:

- **Original Submission:** Click to print the original submission.
- **Original Submission And All Supplemental Information:** Click to print the original submission and any uploaded information.



GrantSolutions Application Control Checklist

Complete (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.

To review the grant announcement and application kit details, including all guidance and requirements, please click [here](#).

Print Application:

[Original Submission](#)

[Original Submission And All Supplemental Information](#)

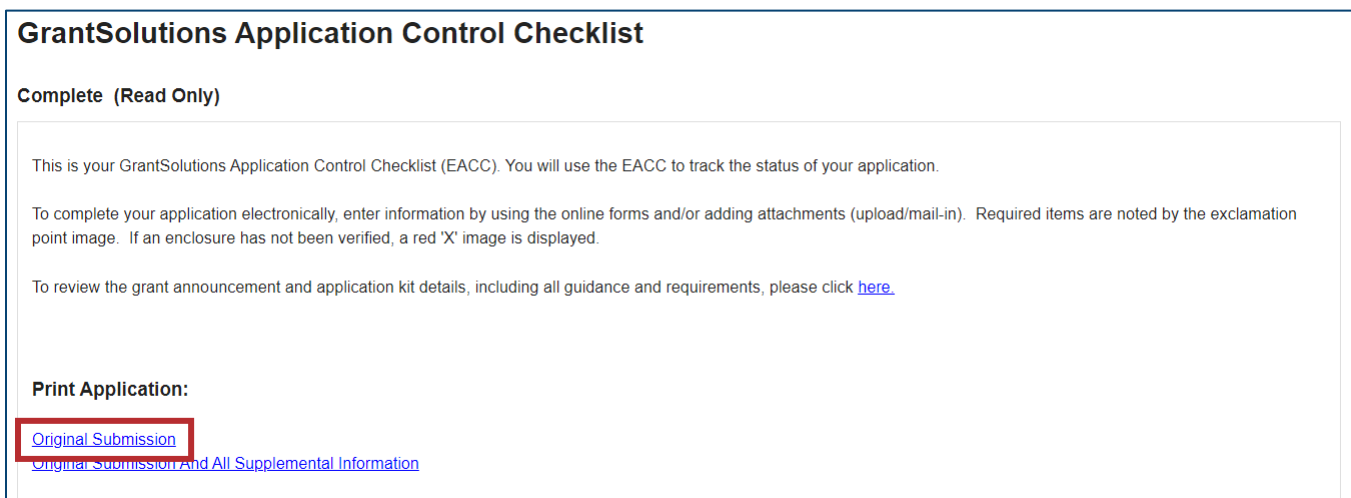
Figure 98: GrantSolutions Application Control Checklist – Original Submission and Original Submission And All Supplemental Information links

Save and Print Applications

Users can save and print the entire submitted application, including attachments, as a PDF.

To save and/or print the entire application, perform the following steps:

1. On the “GrantSolutions Application Control Checklist” screen, click the **Original Submission** link that appears in the *Print Application* section.



GrantSolutions Application Control Checklist

Complete (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.

To review the grant announcement and application kit details, including all guidance and requirements, please click [here](#).

Print Application:

[Original Submission](#)

[Original Submission And All Supplemental Information](#)

Figure 99: GrantSolutions Application Control Checklist screen – Original Submission link

2. The entire application, including a table of contents, is generated as a PDF file; users can save or print the file. Click the **save** icon on the toolbar to save the file in a desired location or click the **print** icon to send the file to a printer.

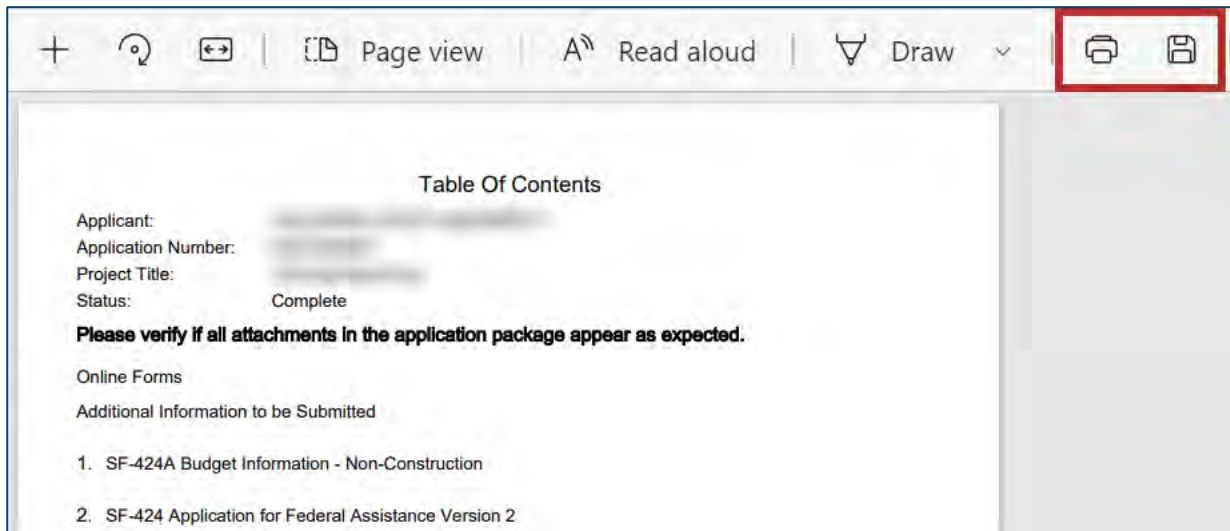


Figure 100: Application PDF – save and print icons

3. Click the **X** in the upper right corner of the screen to close the window.

VIEW AND ADD APPLICATION NOTES

Users can use application notes to create internal notes, correspondence notes, and to attach necessary documents to an application record. All users can add application notes. In addition, application notes are automatically added for workflow events such as submitting an application.

To add application notes, perform the following steps:

1. From a browser such as Internet Explorer or Google Chrome, navigate to www.grantsolutions.gov and click the **Login** button.
2. On the “GrantSolutions Login” screen, log into the GrantSolutions GMM using your **GrantSolutions Username** and **GrantSolutions Password** and click the **Submit** button. Alternatively, log in with your PIV card or Login.gov account if applicable.

3. The “Grants List” screen appears. From the menu, click the **Applications** tab and select the **Application Receipt Log** option.

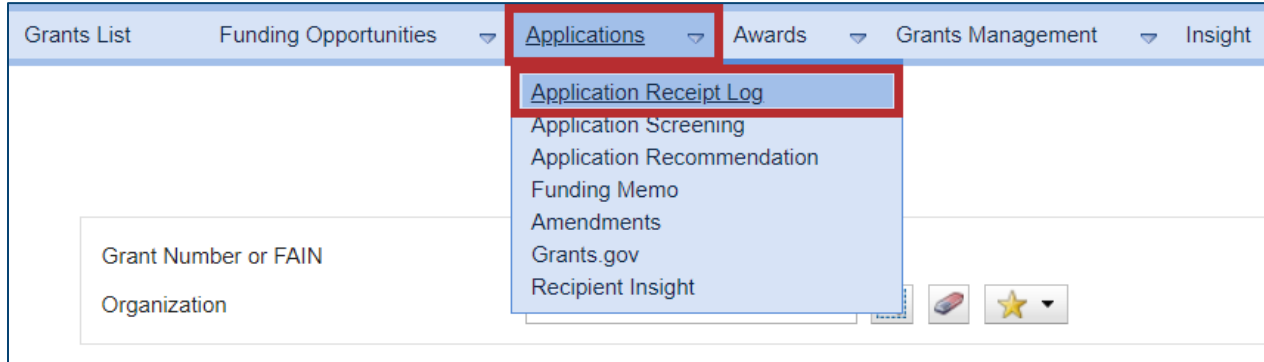


Figure 101: GMM Menu bar – Applications tab and Application Receipt Log option

4. The “Application Receipt and Logging” screen appears. Use the simple or advanced search to search for an application.
5. Results appear in a table below the search fields. Locate the desired application and click the **Open Application Notes** icon in the *Actions* column.

Note: Users can also navigate to application notes by clicking the *Application Notes* button at the bottom of the “GrantSolutions Application Control Checklist” screen.

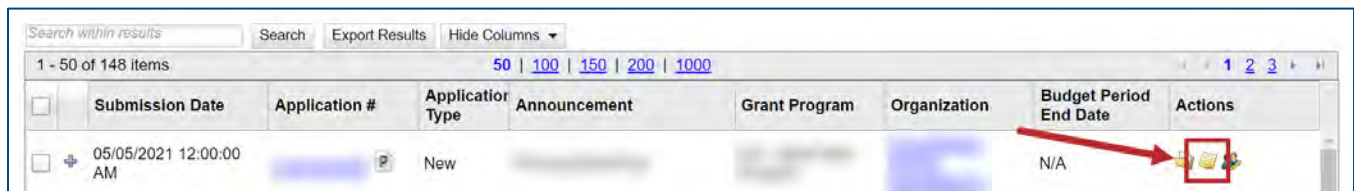
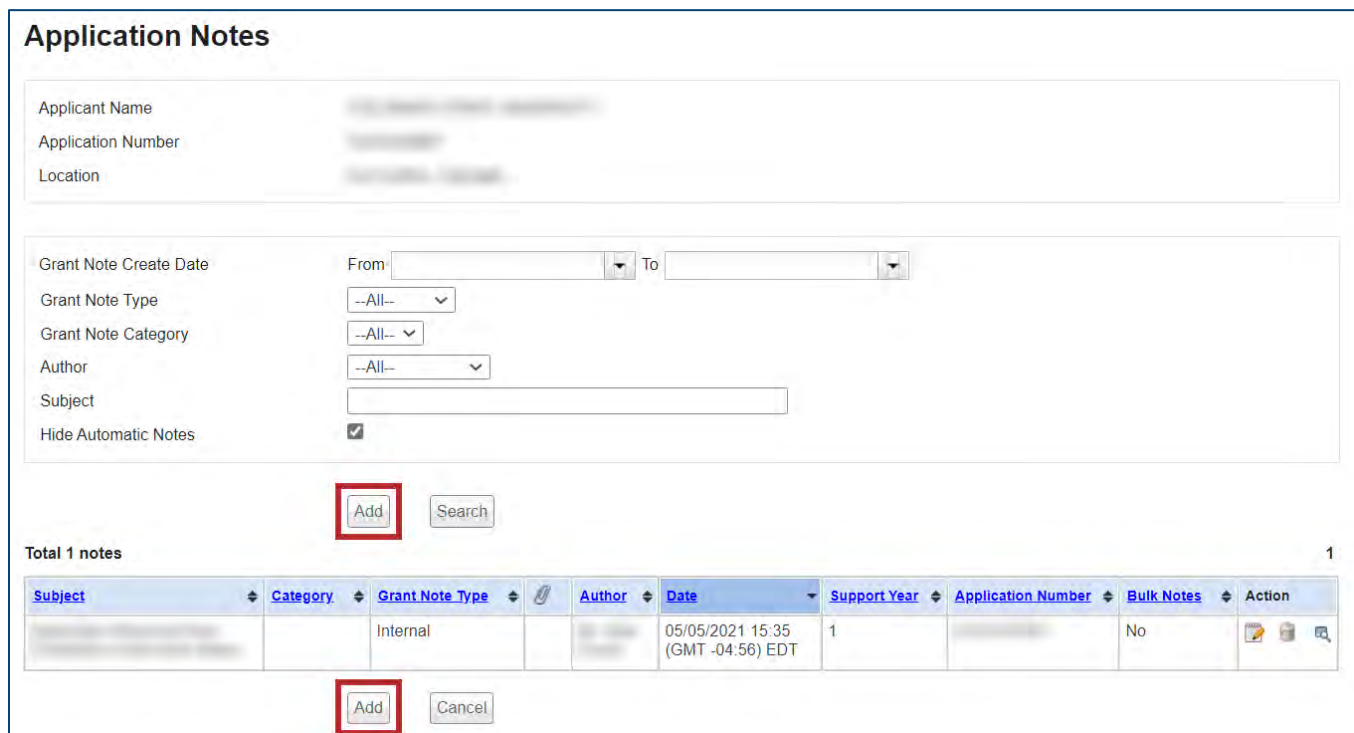


Figure 102: Application Receipt and Logging screen – Open Application Notes icon

The “Application Notes” screen appears. Application information appears at the top of the screen. Search fields to help users locate specific application notes appear in the middle of the screen. Search fields include:

Search Field	Description
Grant Note Create Date	From and To date fields used to specify a range of dates for which the application note was created.
Grant Note Type	Internal, Correspondence, or Automatic.
Grant Note Category	Pre-defined categories determined by the Business Analyst and Federal Staff.
Author	Name of user who created the application note.
Subject	Application note subject.

6. Click the **Add** button above or below the results table.



Application Notes

Applicant Name
Application Number
Location

Grant Note Create Date From: To:
Grant Note Type --All--
Grant Note Category --All--
Author --All--
Subject
Hide Automatic Notes ☒

Add **Search**

Total 1 notes

Subject	Category	Grant Note Type	Author	Date	Support Year	Application Number	Bulk Notes	Action
		Internal		05/05/2021 15:35 (GMT -04:56) EDT	1		No	

Add **Cancel**

Figure 103: Application Notes screen – Add buttons

7. The “Application Notes – Add” screen appears. Enter **information** in the required fields:

- **Subject:** The subject of the note.
- **Note Type:**
 - **Correspondence:** Visible to Grantor and applicant.
 - **Internal:** Visible to Grantor only.
- **Category Type:** The category of the application note. To add or remove custom categories for a Grant Program, please contact the Business Analyst.
- **Notes:** Enter notes in this field. There is a limit of 2000 characters.
- **Optional:** Add a file description and upload any desired files.

Note: Email notifications are sent to the Grants Staff if application notes are added. Applicants receive an email notification if correspondence notes are added.

Figure 104: Application Notes - Add screen – search fields

8. Click the **Submit** button.

Figure 105: Application Notes - Add screen – Submit button

The “Application Notes” screen appears, and the new note is visible in the results table.

Note: An application note can be deleted or edited only by the user who added the note.

Total 2 notes 1



Subject	Category	Grant Note Type	Author	Date	Support Year	Application Number	Bulk Notes	Action
	Grant Review Documents	Internal		05/06/2021 17:26 (GMT -04:56) EDT	1		No	  
		Internal		05/05/2021 15:35 (GMT -04:56) EDT	1		No	  

Figure 106: Application Notes screen – new note in the results table

PERFORM INTAKE REVIEW

If a new application is marked complete, the Intake Review must be performed. Intake Reviews for Non-Competing Continuation applications are automatically marked as eligible if submitted through GrantSolutions. Users with the GMO, GMS, or GSS role can perform this action.

The “Intake Review” screen contains a pre-determined list of questions designed to assist a screener in determining if an application is eligible to move forward. The “Intake Review” screen contains multiple choice and/or short answer questions. Each multiple-choice question allows the following responses:

- Yes
- No
- Not Applicable

Users can enter up to 70 characters in each short answer text field and configurations can be set to require answers for specific questions or all questions.

To conduct the Intake Review, perform the following steps:

1. From a browser such as Internet Explorer or Google Chrome, navigate to www.grantsolutions.gov and click the **Login** button.
2. On the “GrantSolutions Login” screen, log into the GrantSolutions GMM using your **GrantSolutions Username** and **GrantSolutions Password** and click the **Submit** button. Alternatively, log in with your PIV card or Login.gov account if applicable.

3. The “Grants List” screen appears. From the menu, click the **Applications** tab and select the **Application Receipt Log** option.

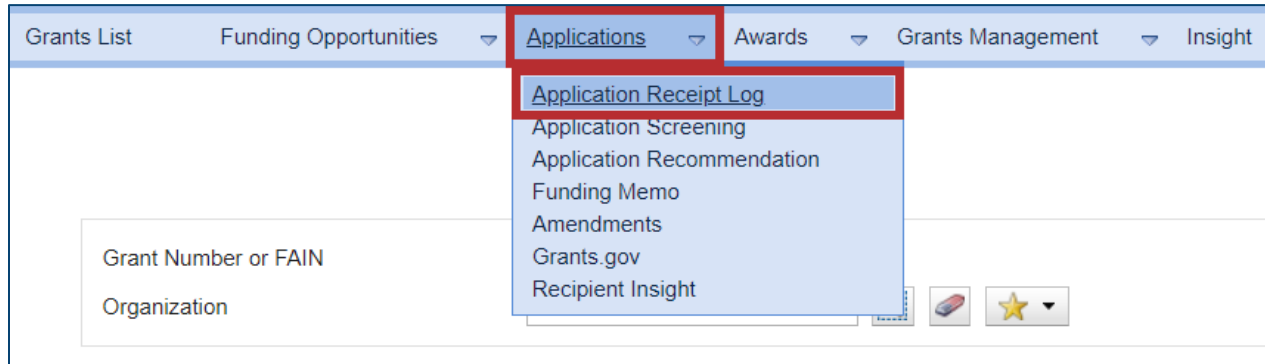


Figure 107: GMM Menu bar – Applications tab and Application Receipt Log option

4. The “Application Receipt and Logging” screen appears. Use the simple or advanced search to search for an application.
5. Results appear in a table below the search fields. Locate the desired application and click the **Intake Review** icon in the **Actions** column.

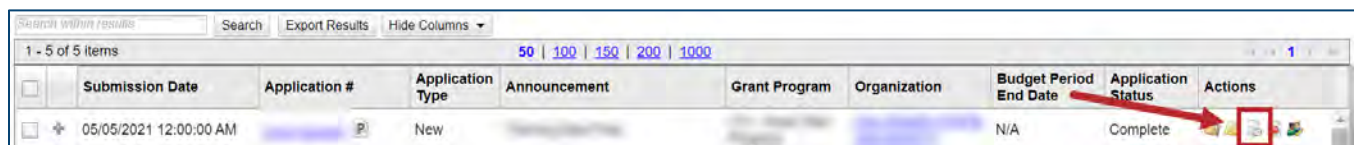


Figure 108: Application Receipt and Logging screen – Intake Review icon

6. The “Intake Review” screen appears. Questions with red asterisks require answers. Select **radio buttons** and/or **enter text** for all required questions.

Intake Review
★ Indicates a required field.

[Application Notes](#)

Program Office
Program Name
Grant Program
Grants Servicing Office
Applicant/Grantee Name
City
State
Type of Application: New
Application Number
Grant Number: N/A
Year of Support: 1

Question	Answer
Was the application submitted by an Eligible Entity?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Is the funding request under the Award Ceiling?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Was the application received in the Required Electronic Submission Format or with Waiver Approval?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Did the applicant meet the required submission deadline?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Is the application the latest, validated submission from the applicant?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Figure 109: Intake Review screen - radio buttons

7. In the *Is the application Eligible* drop-down, select the **applicable option**:
 - **In Review**: The review is still in progress. The application status is not *Yes* or *No*.
 - **Yes**: Application moves forward as eligible and continues to Program Review.
 - **No**: Application is marked as ineligible and continues to GMO for ineligibility signoff.

Eligibility

Is the application Eligible? ★ ?

In Review ▼

In Review
Yes
No

If In Review, application is being reviewed

Figure 110: Intake Review screen – Is the application Eligible drop-down

8. Click the **Save** button.

Save Cancel

Figure 111: Intake Review screen – Save button

If the *Is the Application Eligible* drop-down option is *Yes*, the “Application Receipt and Logging” screen appears and the application status is *Review in Progress*.

Confirm and Close Ineligible Applications

If an application is marked *No* on the Intake Review, it is ineligible. The GMO can close an ineligible application from the “Application Screening” screen. Prior to closing ineligible applications, the GMO must confirm ineligibility.

To confirm ineligibility and close an application, perform the following steps:

1. From a browser such as Internet Explorer or Google Chrome, navigate to www.grantsolutions.gov and click the **Login** button.
2. On the “GrantSolutions Login” screen, log into the GrantSolutions GMM using your **GrantSolutions Username** and **GrantSolutions Password** and click the **Submit** button. Alternatively, log in with your PIV card or Login.gov account if applicable.
3. The “Grants List” screen appears. From the menu bar, click the **Applications** tab and select the **Application Screening** option.

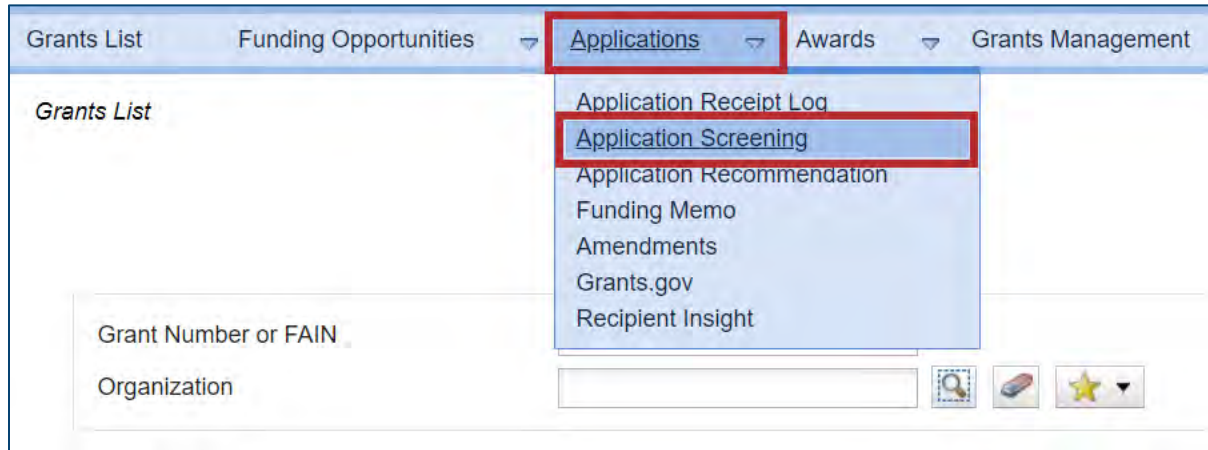


Figure 112: GMM Menu bar – Applications tab and Application Screening option

The “Application Screening” screen appears with the following search fields:

Search Field	Description
Announcement	Applications with the selected announcement name.
Program	Applications with the selected Program.
Grant Program	Applications with the selected Grant Program.
Application Type	<p>Applications with the selected application type. The application type is determined by the type of announcement the applicant applied to for funding. Application types include:</p> <ul style="list-style-type: none"> • Competing: All types of competing applications, including Competing-New, Competing Continuation, and Competing-Directed Supplement. • Non-Competing: Applications for additional funding of existing grants. No competition is involved. • Amendment: Applications for amendments to existing grants. • New: Applications for funding opportunities that are open for competition. • Competing Continuation: Applications that compete for support in the same manner as new applications. • Directed Supplement: Specified applications that compete for additional funding of existing grants.
Eligibility Status	<p>Applications with the selected eligibility status. Eligibility statuses include:</p> <ul style="list-style-type: none"> • Yes: Applications marked as eligible and continued to Program Review. • No: Applications marked as ineligible and continued to GMO for ineligibility signoff. • In Review: Applications with review still in progress. The application status is not Yes or No.
Business Review Status	<p>Applications with the selected Business Review status. Business Review statuses include:</p> <ul style="list-style-type: none"> • Yes: Applications with the Business Review marked as complete. • Yes, with concerns: Applications with the Business Review marked as complete with concerns that should be known at the time of drafting the award. • No: Applications with the Business Review marked as not complete or still in process.
Application Number	Applications with the entered application number.

Grant Number	Applications with the entered grant number.
Show All	Click the checkbox to display all applications for the specified criteria regardless of where applications are in the review process.

4. Use the following **search fields** to locate the desired application:

Application Screening

For best results, enter or select at least one search option.

Announcement ?

-Please Select an Announcement-

Program ?

-Please Select a Program- ▼

Grant Program ?

-Please Select a Grant Program- ▼

Application Type

-Please Select an Application Type- ▼

Eligibility Status ?

-Please Select a Status- ▼

Business Review Status ?

-Please Select a Status- ▼

Application Number ?

Grant Number ?

Show All ?

☐

Search

Figure 113: Application Screening screen – search drop-downs and fields

5. Click the **Search** button.

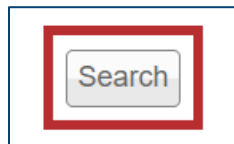


Figure 114: Application Screening screen – Search button

Results appear in a table below the search fields. The *Actions* column contains the following links:

Actions Links	Description
Intake Review	Click to open the “Intake Review” screen.
Business Review	Click to open the “Business Review” screen.
View Full Review	Click to open the “Application Full Review” screen.
Application Notes	Click to open the “Application Notes” screen to view or add notes.
Confirm Ineligible	Click to confirm the application is ineligible. If selected, the application can be closed by the GMO.
Unconfirm Ineligible	Click to remove the <i>Confirm Ineligible</i> status. The application can no longer be closed.
Mark Eligible	Click to mark the application as eligible and change the status to <i>Review in Progress</i> .
In Review	Click to change the Intake Review status to <i>In Review</i> .

6. Locate the desired application and click the **Confirm Ineligible** link in the *Actions* column.


Application # / Grant #	Organization Name	Application Type	Requested Amount	Screening Status	Budget End Date	Actions
	Dovel	New		0 Eligible: No Ineligibility Confirmed: No Business Review Complete: Yes	09/01/2020	Intake Review Business Review View Full Review Application Notes Confirm Ineligible Mark Eligible In Review

Figure 115: Application Screening screen – Confirm Ineligible link in the Actions column of the results table

7. The screen refreshes and the screening status changes to *Ineligibility Confirmed: Yes*. The application can now be closed. Select the **checkbox** on the left side of the desired application.


<input type="checkbox"/> Application # / Grant #	Organization Name	Application Type	Requested Amount	Screening Status	Budget End Date	Actions
<input checked="" type="checkbox"/> 		New	1000000	Eligible: No Ineligibility Confirmed: Yes Business Review Complete: No	10/01/2016	Intake Review Business Review View Full Review Application Notes Unconfirm Ineligible Mark Eligible In Review

Figure 116: Application Screening screen – application checkbox and Ineligibility Confirmed screening status

- At the bottom of the screen, click the **Close With Notification** button to send an email to the applicant with a notification that the application is not eligible. Alternatively, click the **Close Without Notification** button.

Note: To close multiple applications that are marked as *Ineligibility Confirmed: Yes*, click the *checkbox* to the left of the desired applications and click the appropriate *Close* button.

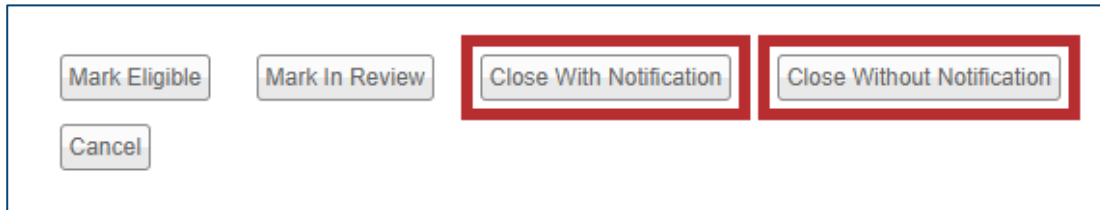


Figure 117: Application Screening screen – Close With Notification and Close Without Notification buttons

The screen refreshes and the closed application is removed from the results table.