Quick Sheet: Application Recommendation - Service Area Transfer

Audience: Program Office

SERVICE AREA TRANSFER

Program Office staff can reassign an application's service area from the "Application Recommendation" screen. The *Service Area Transfer* link is available when an application's status is "Review in Progress" (Intake Review is complete) and the Funding Memo for that application is not yet created.

For instructions on how to reassign the service area of a single application, continue to the section Single Application Service Area Transfer.

For instruction on how to transfer multiple applications from one service area to another at the same time, skip to the section Bulk Service Area Transfer.

Single Application: Service Area Transfer

To move a single application from one service area to another, perform the following actions:

1. Log into the GrantSolutions GMM (www.grantsolutions.gov).

2. From the menu bar, select **Applications – Application Recommendation**.
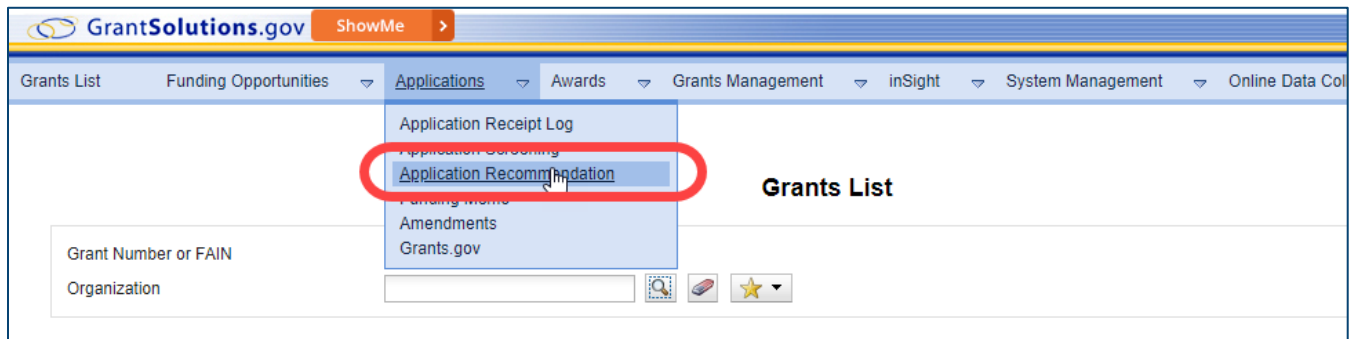
3. The "Application Recommendation" screen appears. Search for an application.

4. From the *Results* table, click the **blue plus sign** to the left of the application to expand the row.

Application Recommendation

Application Number	CH1⬛⬛⬛⬛⬛⬛
Grant Number	
Organization	

Search within results Search Export Results Hide Columns ▾
✛ Objective Review Planning

1 - 1 of 1 item   50 | 100 | 150 | 200 | All

		Application Number	Organization	Grant Number	Announcement	Application Type	Score
☐	✛	CH1⬛⬛⬛⬛⬛⬛ Ⓟ	Westafar Learning and Development Institute	N/A	Head Start and/or Early Head Start - Jefferson County, Alabama	New	

5. The row expands and additional information and actions are available. Next to the line *Service Area*, click the **Change** link.

	Application Number	Organization	Grant Number	Announcement	Application Typ
			N/A	Head Start and/or Early Head Start - Jefferson County, Alabama	New
−	CH1⬛⬛⬛⬛⬛⬛ Ⓟ	Westafar Learning and Development Institute	**Intake Review:** Eligible **Business Review Complete:** No **Funding Memo Status:** N/A **Scoring Methodology:** Manual **Application Notes** **Project Assignments** **NGA Status:** N/A **Service Area:** ACF Central Office Change	Program: Head Grants.gov Tra Organization (and Developme Budget Period Total Requeste Don't Send No Review Close

6. The "Change Service Area" screen appears in a new window. Select a **service area** from the *New Service Area* drop-down list.

7. Click **OK**.

Change Service Area

Application Type	Application Number	Applicant/Grantee	Current Service Area
New	CH18000670	Weststar Learning and Development Institute	ACF Central Office

*New Service Area   Region I Grants Office - Region I Program Office ▼

[OK]   [Cancel]

8. The "Application Recommendation" screen refreshes and the previous search is cleared. The application is moved to the new service area.

Bulk Service Area Transfer

Users may also transfer multiple applications from one service area to another at the same time. This is called **Bulk Service Area Transfer**.

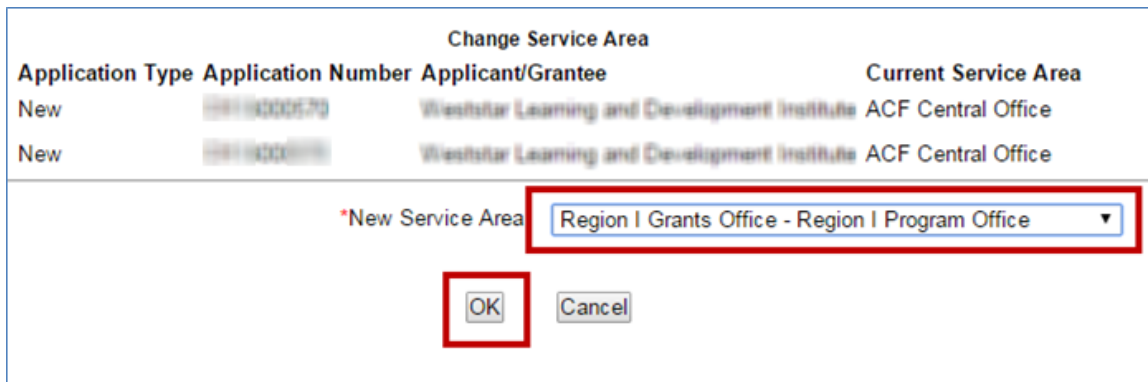To perform a Bulk Service Area Transfer, complete the following steps:

9. Log into the GrantSolutions GMM (www.grantsolutions.gov).

10. From the menu bar, select Applications – Application Recommendation.
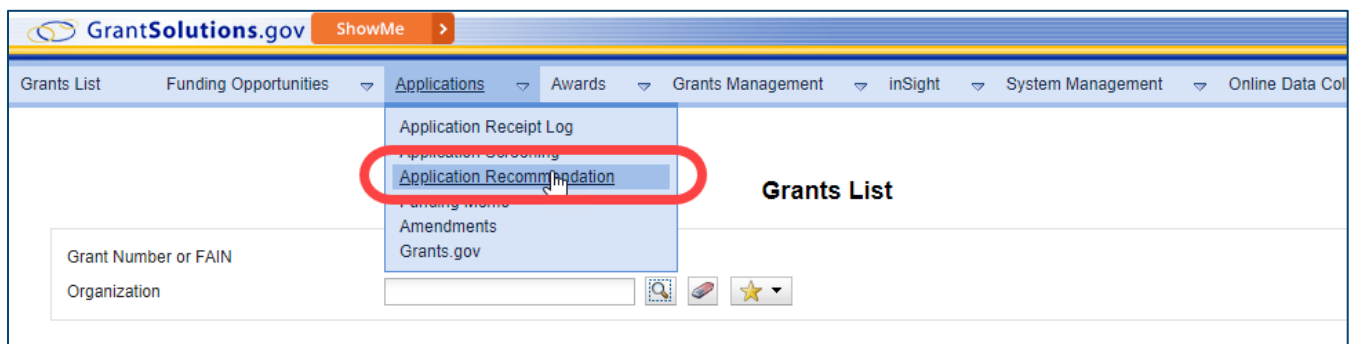
11. The "Application Recommendation screen appears. Search for <u>more than one</u> application.

12. From the *Result* table, select the **checkbox** to the left of each application to include in the transfer.

13. Scroll to the bottom of the screen, and click the **Bulk Service Area Transfer** button.
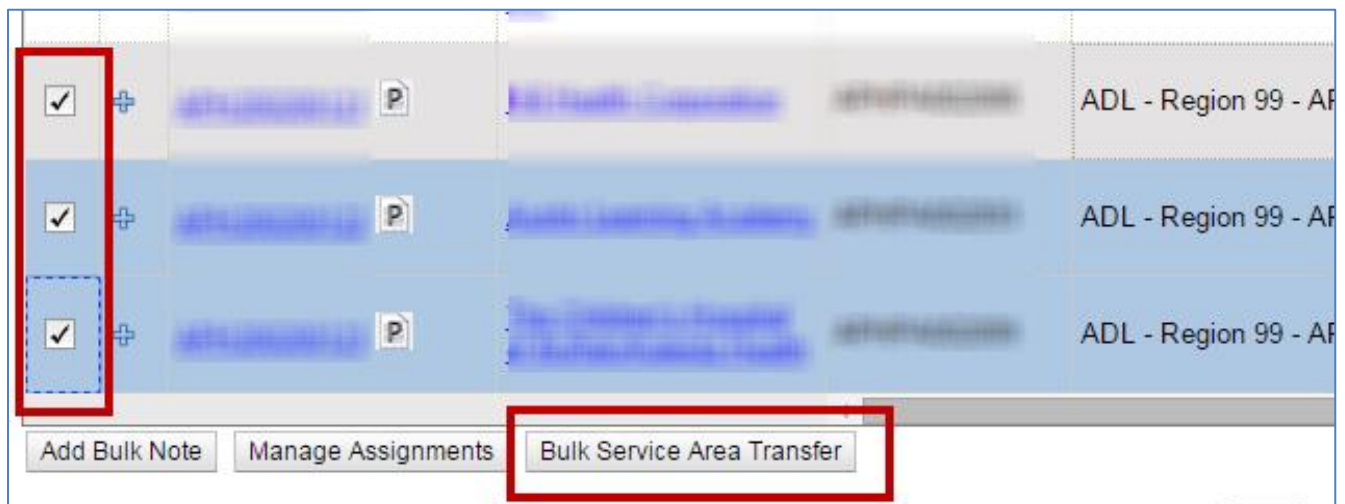
14. The "Change Service Area" screen appears in a new window. The list of previously selected applications appears towards the top of this screen. Select a **service area** from the *New Service Area* drop-down list.

15. Click **OK**.

16. The "Application Recommendation" screen refreshes and the previous search is cleared. The applications are moved to the new service area.