

Application Submission and Acceptance

OBJECTIVES

- Search for submitted application packages on the Grants.gov screen
- Select forms to transfer with the application package from Grants.gov to GrantSolutions
- Accept Applications from Grants.gov
- Reject Applications from Grants.gov
- Log a paper-based application through GrantSolutions

OVERVIEW

Electronic Applications can be submitted through Grants.gov or GrantSolutions. Paper-based applications can be logged manually by Grantors through GrantSolutions. This lesson explains how to process applications submitted electronically through Grants.gov or manually logged through GrantSolutions.

ACCEPT APPLICATIONS FROM GRANTS.GOV

Some Federal agencies require new grant application submission through Grants.gov. Applications submitted through Grants.gov are available for acceptance in GrantSolutions.

To search for a submitted application on the “Grants.gov Application Log” screen, 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 **Grants.gov** option.

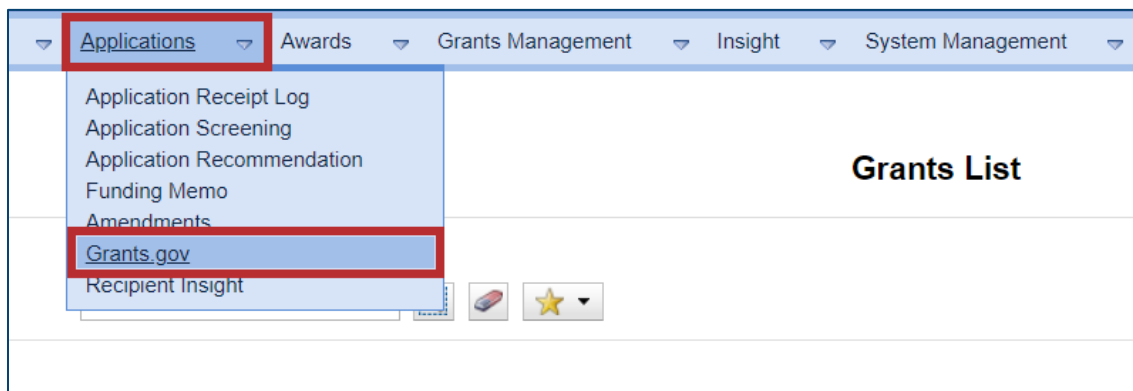
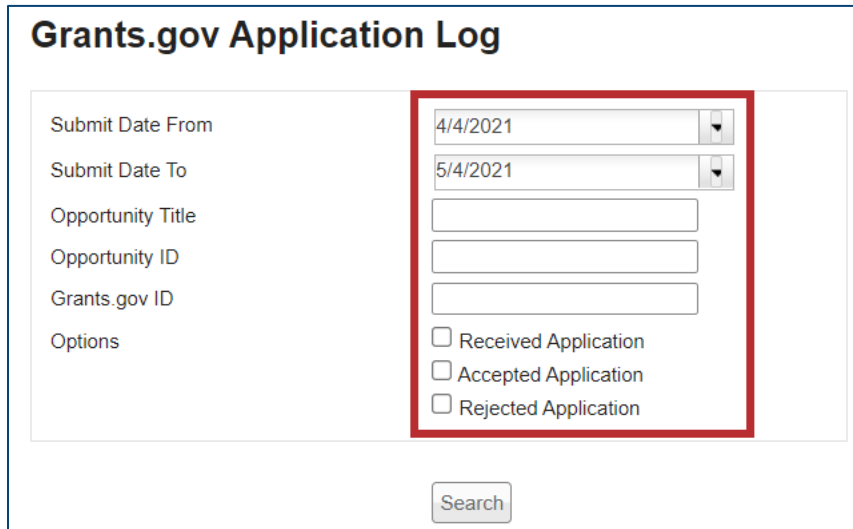


Figure 22: GMM Menu bar – Applications tab and Grants.gov option

4. The “Grants.gov Application Log” screen appears. Enter **search criteria** into at least one search field:
- **Submit Date From:** Defaults to one month prior to the current date.
 - **Submit Date To:** Defaults to the current date.
 - **Opportunity Title:** The announcement name.
 - **Opportunity ID:** The announcement identification number.
 - **Grants.gov ID:** The Grants.gov application identification number.
 - **Options:**
 - **Received Application:** Applications available for acceptance in GrantSolutions.
 - **Accepted Application:** Applications already accepted in GrantSolutions.
 - **Rejected Application:** Rejected applications in GrantSolutions.



Grants.gov Application Log

Submit Date From	4/4/2021
Submit Date To	5/4/2021
Opportunity Title	
Opportunity ID	
Grants.gov ID	
Options	<input type="checkbox"/> Received Application <input type="checkbox"/> Accepted Application <input type="checkbox"/> Rejected Application

Search

Figure 23: Grants.gov Application Log screen - search fields

5. Click the **Search** button.

Grants.gov Application Log

Submit Date From

4/4/2021

Submit Date To

5/4/2021

Opportunity Title

Opportunity ID

Grants.gov ID

Options

☐ Received Application
☐ Accepted Application
☐ Rejected Application

Search

Figure 24: Grants.gov Application Log screen – Search button

Results appear in a table below the search fields and are grouped by the *Grants.gov Opportunity* and *Default Announcement*.

Note: Click the *Change Announcement for all Grants.gov Apps* button to associate all submitted applications with a different Default Announcement.

<div> <div>Grants.gov Opportunity</div> <div>Default Announcement</div> </div> <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"/> 04/12/2019 06:45 PM				Status: RECEIVED on 04/12/2019 Type: NEW Attachments: 3 Forms: 8 Grants.gov Data:	Accept Application Reject Application Select Announcement Select Organization Select App Type View Attachments Select Forms

Figure 25: Grants.gov Application Log screen – Grants.gov Opportunity and Default Announcement fields

The following information appears in the results table:

Column	Description
Grants.gov Submission Date	The date on which the application was submitted.
Application IDs Grants.gov/GrantSolutions	The Grants.gov application identification number. The GrantSolutions application number appears upon acceptance of the application.
Application Information	Includes the applicant name, city, state, and zip code.
GrantSolutions Announcement Title/Due Date/Grant Program:	Click the Announcement Title link to navigate to the announcement information, the application due date, and the Grant Program name.
Application Information	Contains information about the application, including: <ul style="list-style-type: none"> • Status: Indicates whether the application is <i>Received</i>, <i>Accepted</i>, or <i>Rejected</i>. Also indicates the user that performed the action and the date on which it was performed. • Type: The Application Type. • Validation Errors: The number of errors, if any, associated with the application. • Attachments: The number of attachments associated with the application. • Forms: The number of forms associated with the application.
Actions	The following are descriptions for each <i>Actions</i> link available on the “Grants.gov Application Log” screen: <ul style="list-style-type: none"> • Accept Application: Click to accept the application from Grants.gov to GrantSolutions. • Reject Application: Click to reject the application from Grants.gov. If an application is accepted, it cannot be rejected. • Un-reject Application: Click to return the application to the Received status where it can be accepted from Grants.gov. • Select Announcement: Click to search for a different announcement to associate with the application. • Select Organization: Click to search and select a different applicant organization to associate with the submitted application. • Select App Type: Click to change the submitted application type to New, Competing Continuation, or Supplement. • View Attachments: Click to view all attachments associated with the application.

Select Forms to Include with an Application Package

To select forms to include with the application package, perform the following steps:

1. From the results table on the “Grants.gov Application Log” screen, locate the desired application and click the **Select Forms** link in the *Actions* column.

Grants.gov Submission Date	Application IDs Grants.gov/GrantSolutions	Applicant Information	GrantSolutions Announcement Title/Due Date/ Grant Program	Application Information	Actions
<input type="checkbox"/> 04/12/2019 06:45 PM				Status: RECEIVED on 04/12/2019 Type: NEW Attachments: 3 Forms: 8	Accept Application Reject Application Select Announcement Select Organization Select App Type Grants.gov Data: View Attachments: Select Forms

Figure 26: Grants.gov Application Log screen – Select Forms link

2. The “Grants.gov Forms List” appears. Select the forms in PDF format to transfer to the application kit using the **checkboxes** to the left of each form and click the **Save** button.

Note: Supported forms already included in the GrantSolutions application kit include the SF-424, SF-424a, SF-424b, SF-424c, SF-424d, SF-LLL, and Project Abstract Summary. Selecting these forms again results in duplicate application information. View and download files by clicking the *View PDF* links in the *Actions* column.

Grants.gov Forms List

Application ID
 Applicant

Please select the Grants.gov forms (pdf format) you would like to have included in the application when accepted into GrantSolutions. Please note: supported forms (e.g., SF-424, SF-424a, SF-424b, SF-424c, SF-424d, SF-LLL, Project Abstract Summary) will already be accepted into GrantSolutions as structured data. Selecting these forms will result in duplicate info displayed in the application.

	Original Filename	Actions
<input checked="" type="checkbox"/>	Form ANA_ObjectiveWorkPlan_1_2-V1.2.pdf	View PDF
<input checked="" type="checkbox"/>	Form GG_LobbyingForm-V1.1.pdf	View PDF
<input checked="" type="checkbox"/>	Form OtherNarrativeAttachments_1_2-V1.2.pdf	View PDF
<input checked="" type="checkbox"/>	Form PerformanceSite_2_0-V2.0.pdf	View PDF
<input checked="" type="checkbox"/>	Form ProjectNarrativeAttachments_1_2-V1.2.pdf	View PDF
<input type="checkbox"/>	Form SF424A-V1.0.pdf	View PDF
<input type="checkbox"/>	Form SF424B-V1.1.pdf	View PDF
<input type="checkbox"/>	Form SF424_2_1-V2.1.pdf	View PDF

Figure 27: Grants.gov Application Log screen – form checkboxes and Save button

The “Grants.gov Receipt Log” screen appears.

Accept Applications

To accept an application from Grants.gov, perform the following steps:

Note: If an application is accepted from Grants.gov, it cannot be undone.

1. From the “Grants.gov Application Log” screen, locate the application. Click the **Accept Application** link in the *Actions* column.

Grants.gov Submission Date	Application IDs Grants.gov/GrantSolutions	Applicant Information	GrantSolutions Announcement Title/Due Date/ Grant Program	Application Information	Actions
<input type="checkbox"/> 04/14/2019 05:24 PM				Status: RECEIVED on 04/14/2019 Type: NEW Attachments: 2 Forms: 8 Grants.gov Data:	Accept Application Reject Application Select Announcement Select Organization Select App Type View Attachments Select Forms

Figure 28: Grants.gov Application Log screen – Accept Application link

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

grantsolutions.gov says

Do you want to accept this application?

OK

Cancel

Figure 29: Accept Application Confirmation Message – OK button

3. A summary of the accepted application appears. Click the **Close** button to return to the “Grants.gov Application Log” screen.

The following applications have been accepted and complete:				
Submit Date	Applicant Name	Ggov Application ID	GrantSolutions Application IDs	GrantSolutions Announcement Title (Due Date)
2019-04-14				
<div>Close</div>				

Figure 30: Summary of Accepted Application – Close button

The status on the “Grants.gov Receipt Log” screen is updated from *Received* to *Accepted*.

Grants.gov Submission Date	Application IDs Grants.gov/GrantSolutions	Applicant Information	GrantSolutions Announcement Title/Due Date/ Grant Program	Application Information	Actions
04/14/2019 05:24 PM				Status: ACCEPTED by GGOV on 05/04/2021 Type: NEW Attachments: 2 Forms: 8	View GrantSolutions App Grants.gov Data: View Attachments View Forms

Figure 31: Grants.gov Application Log screen – Accepted status

Reject and Un-Reject Applications

Incomplete applications or applications that do not meet the minimum criteria for an announcement can be rejected.

To reject an application, perform the following steps:

1. From the “Grants.gov Application Log” screen, locate the desired application. If an announcement is selected, the *Reject Application* link appears. Click the **Reject Application** link.

Grants.gov Submission Date	Application IDs Grants.gov/GrantSolutions	Applicant Information	GrantSolutions Announcement Title/Due Date/ Grant Program	Application Information	Actions
<input type="checkbox"/> 04/14/2019 05:24 PM				Status: RECEIVED on 04/14/2019 Type: NEW Attachments: 2 Forms: 8	Accept Application Reject Application Select Announcement Select Organization Select App Type Grants.gov Data: View Attachments Select Forms

Figure 32: Grants.gov Application Log screen – Reject Application link

2. A confirmation message appears with the text, “Do you want to reject this application?” Click the **OK** button.

grantsolutions.gov says

Do you want to reject this application?

OK

Cancel

Figure 33: Reject Application Confirmation Message – OK button

The screen refreshes and the status of the application is *Rejected*.

Grants.gov Submission Date	Application IDs Grants.gov/GrantSolutions	Applicant Information	GrantSolutions Announcement Title/Due Date/Grant Program	Application Information	Actions
04/14/2019 06:29 PM				Status: REJECTED by on 05/04/2021 Type: NEW Attachments: 2 Forms: 8	Un-reject Application Select Announcement Select Organization Select App Type Grants.gov Data: View Attachments Select Forms

Figure 34: Grants.gov Application Log screen – Rejected status

- Upon rejection, an application can be un-rejected and returned to the *Received* status by clicking the **Un-reject Application** link in the *Actions* column.

Grants.gov Submission Date	Application IDs Grants.gov/GrantSolutions	Applicant Information	GrantSolutions Announcement Title/Due Date/Grant Program	Application Information	Actions
04/14/2019 06:29 PM				Status: REJECTED by on 05/04/2021 Type: NEW Attachments: 2 Forms: 8	Un-reject Application Select Announcement Select Organization Select App Type Grants.gov Data: View Attachments Select Forms

Figure 35: Grants.gov Application Log screen – Un-reject Application link

- A confirmation message appears with the text, “Do you want to un-reject this application?” Click the **OK** button.

grantsolutions.gov says

Do you want to un-reject this application?

Figure 36: Un-reject Application Confirmation Message – OK button

The screen refreshes. The status of the application is *Received*, and the *Accept Application* link is available.

Grants.gov Submission Date	Application IDs Grants.gov/GrantSolutions	Applicant Information	GrantSolutions Announcement Title/Due Date/Grant Program	Application Information	Actions
<input type="checkbox"/> 04/14/2019 06:29 PM				Status: RECEIVED on 04/14/2019 Type: NEW Attachments: 2 Forms: 8	Accept Application Reject Application Select Announcement Select Organization Select App Type Grants.gov Data: View Attachments Select Forms

Figure 37: Grants.gov Application Log screen – Received status

SUBMIT PAPER-BASED APPLICATIONS

Users with the GMO or GMS role can log applications by entering and submitting paper-based applications through GrantSolutions.

Log Competing Applications

To log a paper-based, competing 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.

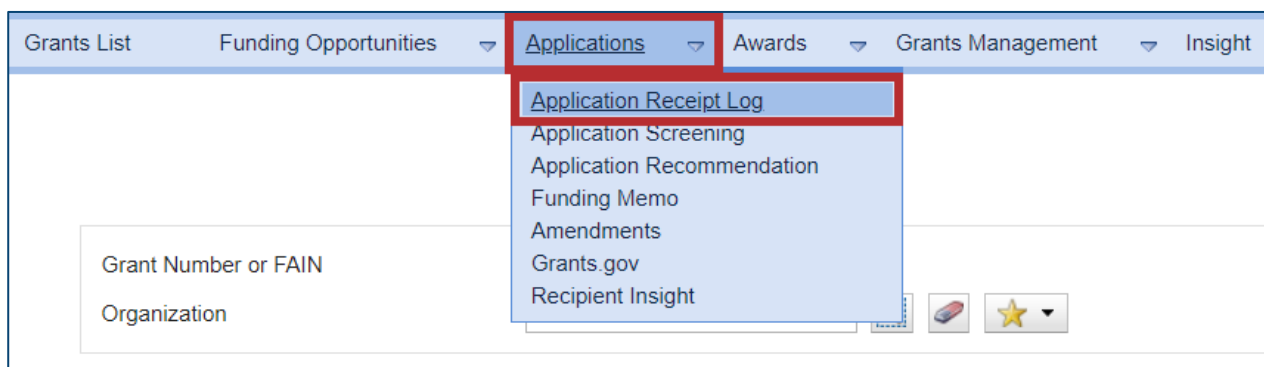


Figure 38: GMM Menu bar – Applications tab and Application Receipt Log option

- The “Application Receipt and Logging” screen appears. Click the **Log Competing Applications** button.

Note: The *Log Competing Applications* button is available only to users with the GMO or GMS role.

Figure 39: Application Receipt and Logging screen – Log Competing Applications button

- The “Announcements” screen appears. Select the **radio button** for the announcement to associate the application to and click the **Next** button.

<input checked="" type="radio"/>	Announcement 1	New	08/01/2020 to 07/31/2022	09/30/2021
<input type="radio"/>	Announcement 2	New	11/01/2019 to 10/31/2020	09/02/2019
<input type="radio"/>	Announcement 3	New	11/01/2019 to 10/30/2020	10/12/2019
<input type="radio"/>	Announcement 4	New	10/01/2019 to 09/30/2020	08/31/2019

Figure 40: Announcements screen – announcement radio button and Next button

- The “Select Organization” screen appears. Search for the applicant organization by entering **search criteria** in the *Name*, *City*, *State*, *EIN*, *DUNS*, or *Country* fields and click the **Search** button.

Select Organization

Name

City

State

EIN

DUNS

Country

Figure 41: Select Organization screen - search criteria fields and Search button

- Results appear in a table below the search fields. Select the **radio button** to the left of the desired *Organization* and click the **Next** button.

Note: If unable to locate the organization, contact the GrantSolutions Help Desk before adding a new organization to the system. If necessary, click the *Add New* button to add a new organization to GrantSolutions.

1 2 3 4 5 6 7 8 9 10 [Next] [Last]

Organization (Level)	Address	EIN	DUNS	Grants
<input checked="" type="radio"/> [Organization Name]	[Address]	[EIN]	[DUNS]	[Grants]
<input type="radio"/> [Organization Name]	[Address]	[EIN]	[DUNS]	[Grants]
<input type="radio"/> [Organization Name]	[Address]	[EIN]	[DUNS]	[Grants]

Figure 42: Select Organization screen – Organization radio button and Next button

8. The “Application Type” screen appears and the *New* option is selected by default. Click the **Next** button.

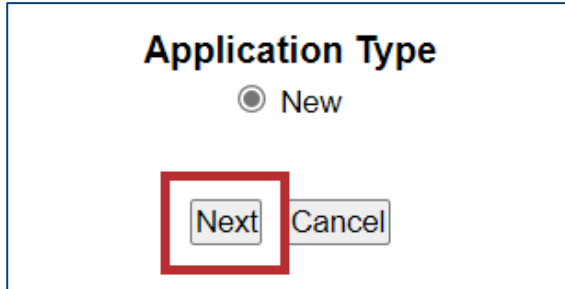


Figure 43: Application Type screen – Next button

9. The “Application Information” screen appears. Complete all **required fields** and click the **Save** button.

Note: A red asterisk indicates a required field.

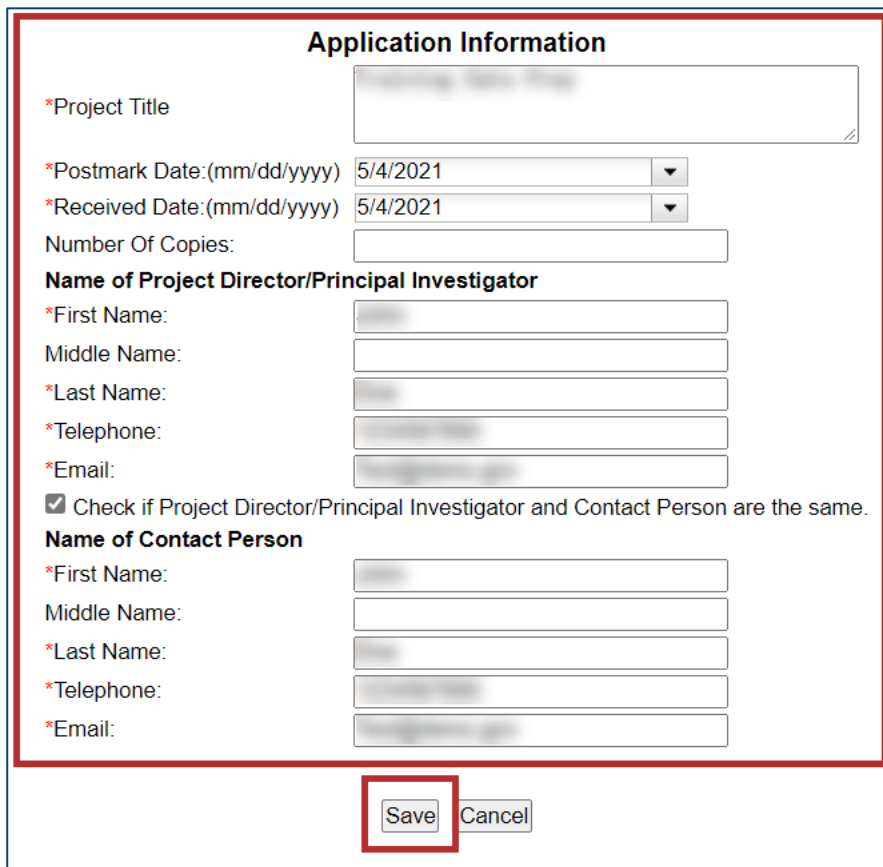


Figure 44: Application Information screen – required fields and Save button

The “Application Receipt and Logging” screen appears.

Log Non-Competing Applications

To log a paper-based, Non-Competing 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.

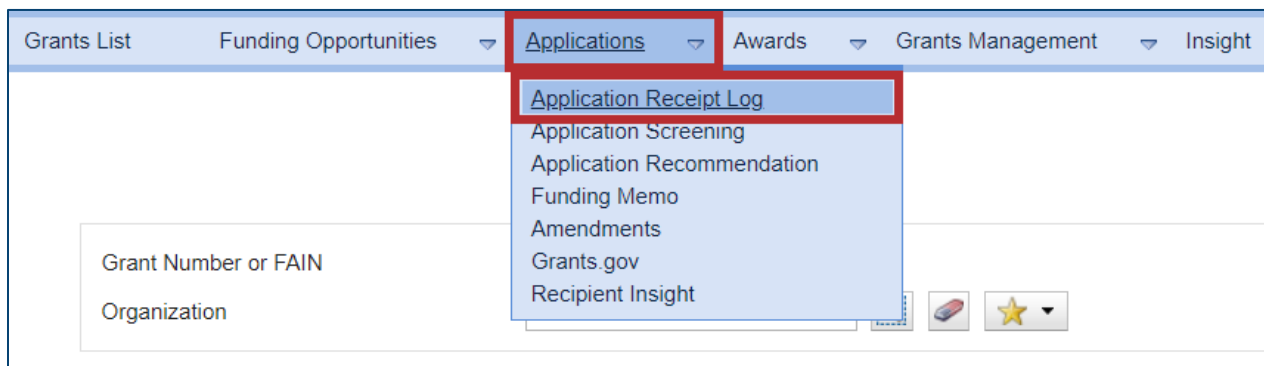


Figure 45: GMM Menu bar – Applications tab and Application Receipt Log option

4. The “Application Receipt and Logging” screen appears. Click the **Log Non-Competing Applications** button.

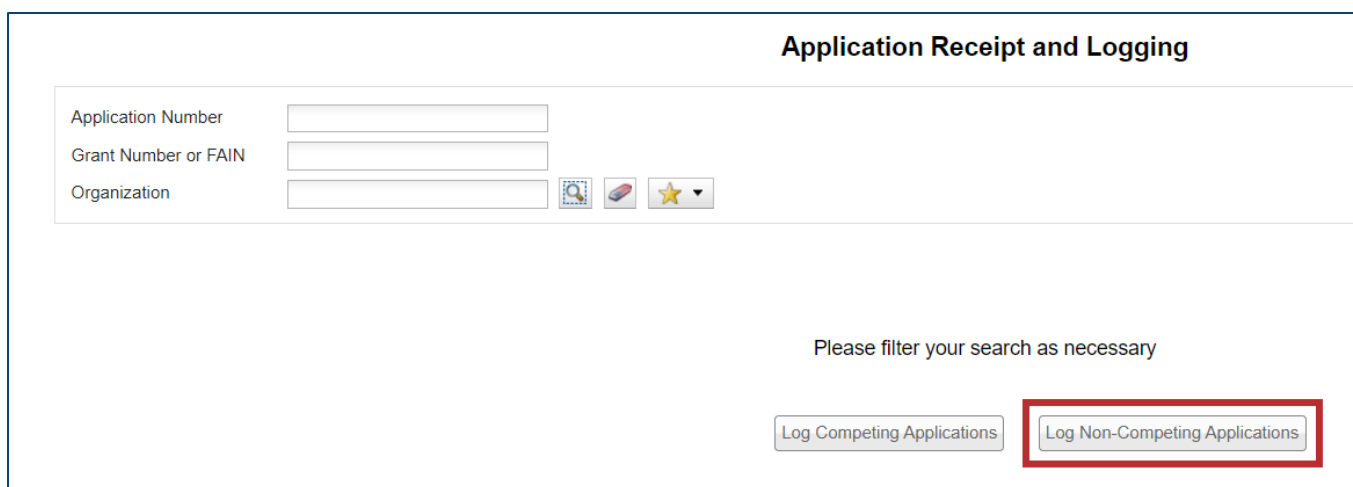


Figure 46: Application Receipt and Logging screen – Log Non-Competing Applications button

5. The “Add Non-Competing Application” screen appears. Select a **Grant Number Prefix** (Grant Program) from the drop-down and click the **Next** button.

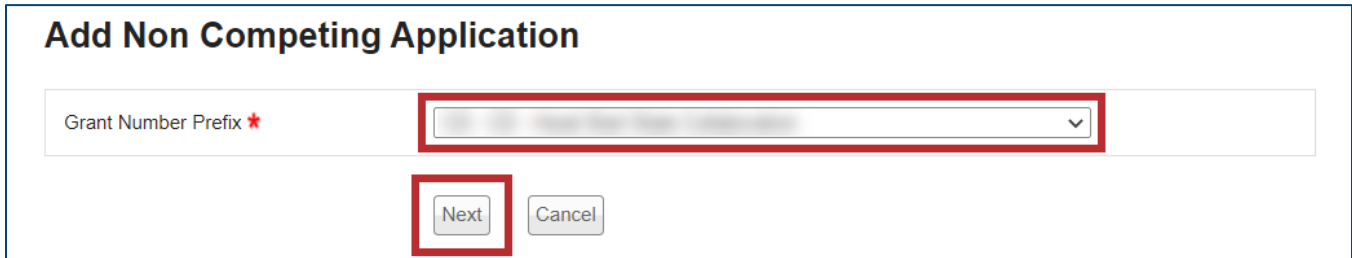


Figure 47: Add Non Competing Application screen – Grant Number Prefix drop-down and Next button

6. The “Add Non-Competing Application” screen appears. Select a **Grant Number** from the drop-down and click the **Next** button.

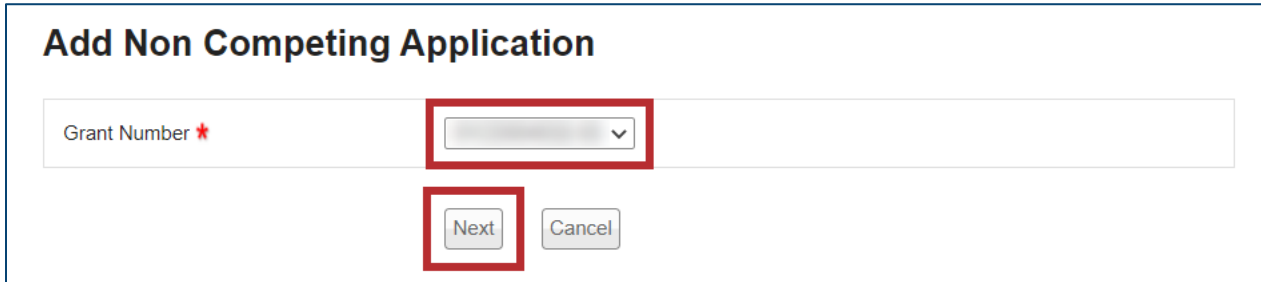


Figure 48: Add Non Competing Application screen – Grant Number drop-down and Next button

- The “Application Receipt Log – Create” screen appears. Complete all **required fields**, ensure information is correct, and click the **Create** button.

Application Receipt Log - Create

Grant Number
Postmark Date (MM/DD/YYYY) ★ 5/4/2021
Received Date (MM/DD/YYYY) ★ 5/4/2021
Number Of Copies 1

Grantee Organization

Grantee Name ★
Street Address ★
City ★
State ★
Zipcode ★
Country ★
Phone Number
Fax Number
Email Address

Name of Project Director / Principal Investigator

First Name ★
Middle Name
Last Name ★
Phone ★
Email

Name of Contact Person

First Name ★
Middle Name
Last Name ★
Phone ★
Email

Create Cancel

Figure 49: Application Receipt Log - Create screen – required information and Create button

The “Application Receipt and Logging” screen appears.

Submit Logged Applications

The process to submit a logged application is identical for New and NCC applications.

To submit a logged 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.

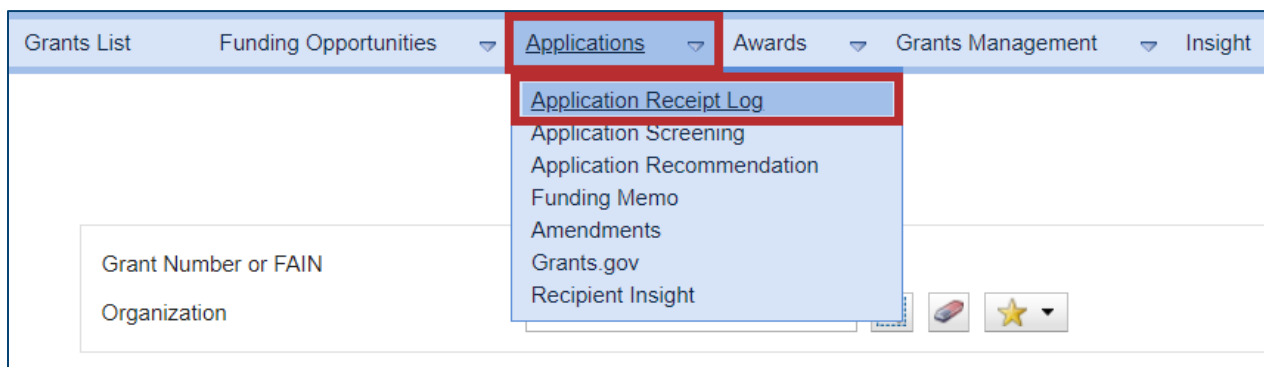


Figure 50: GMM Menu bar – Applications tab and Application Receipt Log option

4. The “Application Receipt and Logging” screen appears. Search for the logged application by entering the **organization name** in the *Organization* field and clicking the **Search** icon.

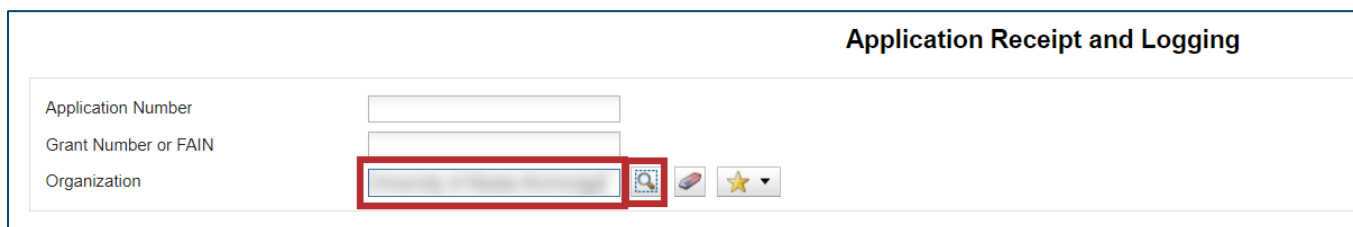


Figure 51: Application Receipt and Logging screen – Organization field and Search icon

- Results appear in a table below the search fields. Click the **Open Application** icon in the *Actions* column to enter forms and upload attachments.

Note: The application number is “To be assigned” in the *Application Number* column and features a “P” icon. The “P” icon indicates that the application is paper-based. The application status is *Received* in the *Application Status* column because the application kit is not submitted.

Application Receipt and Logging

[Advanced Search](#)


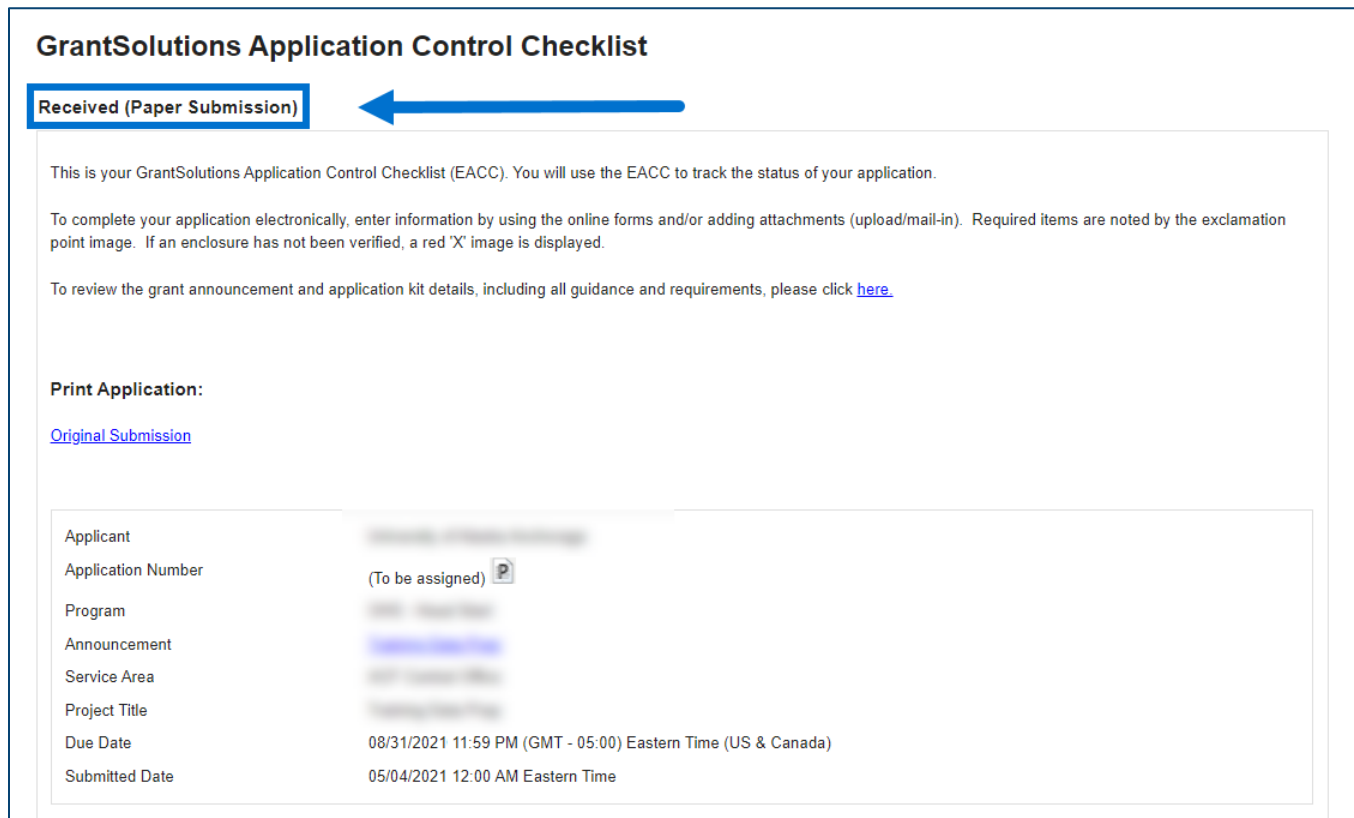
1 - 8 of 8 items									
	Submission Date	Application #	Applicat Type	Announcement	Grant Program	Organization	Budget Period End Date	Application Status	Actions
<input type="checkbox"/>	05/04/2021 12:00:00 AM	(To be assigned) P	New				N/A	Received	

Figure 52: Application Receipt and Logging screen – Open Application icon

The “GrantSolutions Application Control Checklist” screen appears. The application bears the *Received (Paper Submission)* status.

Note: Alternatively, the application bears the *Late* status if the due date is passed.



GrantSolutions Application Control Checklist

Received (Paper Submission) ←

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](#)


Applicant	[Redacted]
Application Number	(To be assigned) 
Program	[Redacted]
Announcement	[Redacted]
Service Area	[Redacted]
Project Title	[Redacted]
Due Date	08/31/2021 11:59 PM (GMT - 05:00) Eastern Time (US & Canada)
Submitted Date	05/04/2021 12:00 AM Eastern Time

Figure 53: GrantSolutions Application Control Checklist screen – Received (Paper Submission) status

6. Scroll to the *Online Forms* section. To enter a form, click the **Enter Online** link in the *Enclosure(s)* column.







Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424A Budget Information - Non-Construction	Enter Online	N/A	
SF-424 Application for Federal Assistance Version 2	Enter Online	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			
Miscellaneous Information		0 Uploaded Files 0 Mail-in Items	

Figure 54: GrantSolutions Application Control Checklist screen – Enter Online links in the Enclosure(s) column

7. The online form appears. Enter all required **information** and click the **Save** button.

8. A green checkmark icon and a “Save Successful” message indicate that the form is successfully saved. Click the **Close** button.

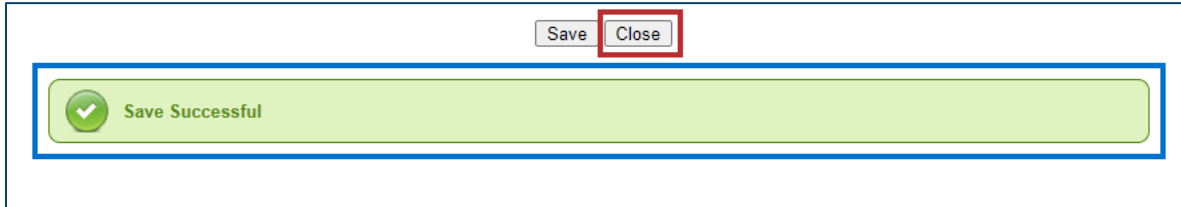


Figure 55: Save Successful message and Close button

9. The “GrantSolutions Application Control Checklist” screen reappears. If all forms are entered and attachments are uploaded, click the **Verify Submission** button.

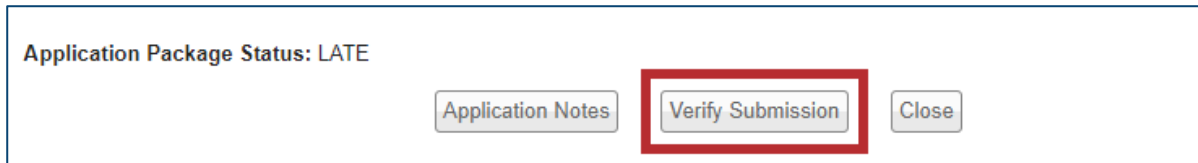


Figure 56: GrantSolutions Application Control Checklist screen – Verify Submission button

10. The “GrantSolutions Submission Verification” screen appears. Click the **Final Submission** button.

A screenshot of the "GrantSolutions Submission Verification" screen. At the top, it says "GrantSolutions Submission Verification". Below that, it says "You are about to submit the following application:". There is a table with application details: Applicant, Application Number (To be assigned), Program, Announcement, Region, Project Title, Due Date (08/31/2019 11:59 PM (GMT - 05:00) Eastern Time (US & Canada)), and Submitted Date (05/05/2021 12:00 AM Eastern Time). Below the table is a section titled "Online Forms" with several empty input fields. At the bottom, there are two buttons: "Final Submission" and "Cancel". The "Final Submission" button is highlighted with a red rectangular box.

Figure 57: GrantSolutions Submission Verification screen – Final Submission button

11. The “Application Status Confirmation” screen appears, and the Application Number appears in the *Application Number* field. Click the **Application Control Checklist** button to return to the “GrantSolutions Application Control Checklist” screen.

Application Status Confirmation

Grants has marked the following application as submitted:

Applicant	
Application Number	
Program	
Announcement	
Region	
Project Title	
Due Date	08/31/2019 11:59 PM (GMT - 05:00) Eastern Time (US & Canada)
Submitted Date	05/05/2021 12:00 AM Eastern Time

Application Details

Items

Application Control Checklist

Figure 58: Application Status Confirmation screen – Application Number and Application Control Checklist button

The “GrantSolutions Application Control Checklist” screen appears, and the application bears the *Submitted (Read-Only)* status.

GrantSolutions Application Control Checklist

Submitted (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](#).

Figure 59: GrantSolutions Application Control Checklist screen – Submitted (Read Only) status

Complete Logged Applications

If an application is in the *Submitted* status, the Office of Grants Management must review the application to ensure all forms and attachments are included in the application kit and mark the application as complete to move it forward. Users with a GMO, GMS, or GSS role can mark an application as complete.

Note: New applications accepted from Grants.gov are automatically marked as complete.

To complete the 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.

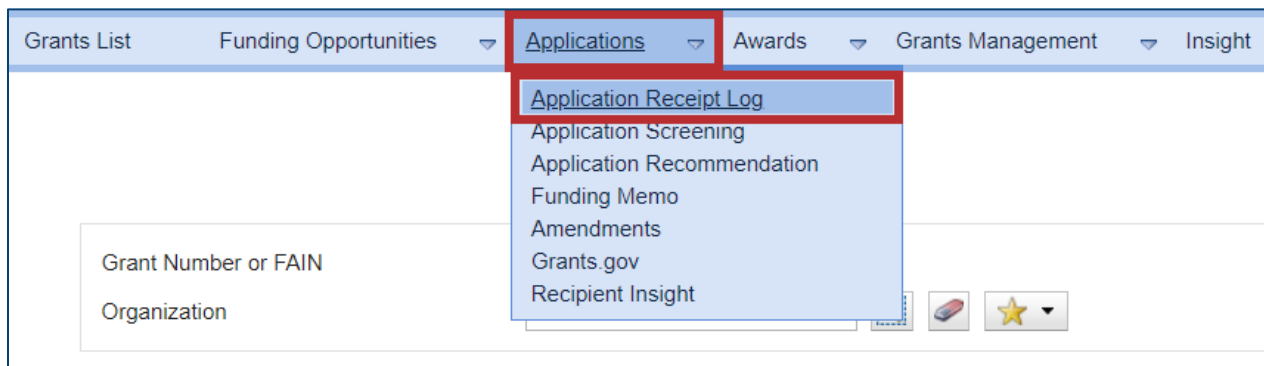


Figure 60: GMM Menu bar – Applications tab and Application Receipt Log option

4. The “Application Receipt and Logging” screen appears. Enter **search criteria** into the search fields and click the **Search** icon.

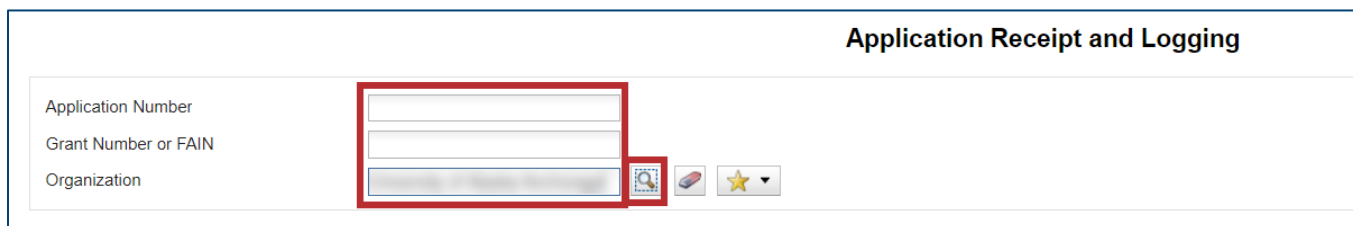


Figure 61: Application Receipt and Logging screen – search fields and search icon

- Results appear in a table below the search fields. Locate the desired application and click the **Open Application** icon in the *Actions* column.


1 - 50 of 148 items		50 100 150 200 1000						1 2 3
<input type="checkbox"/>	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	

Figure 62: Application Receipt and Logging screen – Open Application icon

- The “GrantSolutions Application Control Checklist” screen appears. Scroll to the bottom of the screen and click the **Verify Completion** button.

Mail-In Package Information: is currently not expecting to receive a Mail-In Package for this application.

Figure 63: GrantSolutions Application Control Checklist screen – Verify Completion button

- The “GrantSolutions Application Completion Verification” screen appears. Click the **Final Completion** button.

GrantSolutions Application Completion Verification

You are about to update the status of the following application to "complete":

Applicant	
Application Number	
Program	
Announcement	
Region	
Project Title	
Due Date	08/31/2019 11:59 PM (GMT - 05:00) Eastern Time (US & Canada)
Submitted Date	05/05/2021 12:00 AM Eastern Time

Online Forms

Mail-In Package Information:

does not expect to receive a mail-in package for this application.

Figure 64: GrantSolutions Application Completion Verification screen – Final Completion button

8. The “Application Status Confirmation” screen appears. Click the **Application Control Checklist** button to confirm the application bears the *Complete* status and return to the “GrantSolutions Application Control Checklist” screen.

Application Status Confirmation

Grants has marked the following application as "Complete"....

Applicant	
Application Number	
Program	
Announcement	
Region	
Project Title	
Due Date	08/31/2019 11:59 PM (GMT - 05:00) Eastern Time (US & Canada)
Submitted Date	05/05/2021 12:00 AM Eastern Time

Application Details

Items

Application Control Checklist

Figure 65: Application Status Confirmation screen – Application Control Checklist button

The “GrantSolutions Application Control Checklist” screen appears, and the application bears the *Complete (Read Only)* status.

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](#).

Figure 66: GrantSolutions Application Control Checklist screen – Complete (Read Only) status