

## Quick Sheet: Assign a Project Category to an Application

**Audience:** Federal Staff and Federal Contractors

### PURPOSE

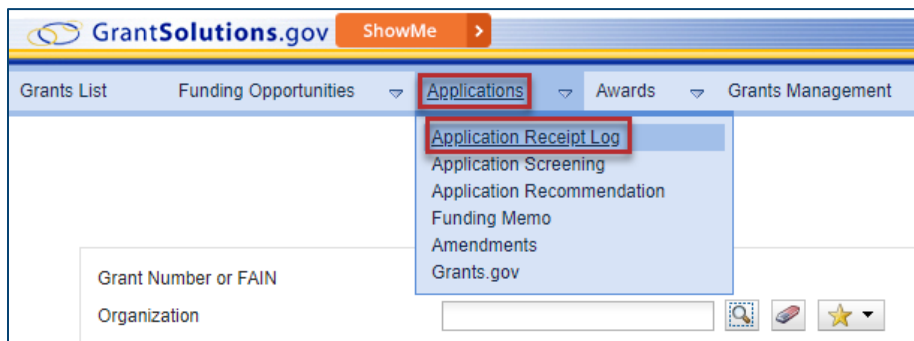
The purpose of this Quick Sheet is to provide step-by-step instructions for assigning a Project Category to an application and for searching by Project Category. Project Categories are useful for grouping applications or marking applications as duplicates.

**Note:** Categories are activated and added administratively by a Partner Success Analyst (PSA) or Partner Success Director (PSD).

### ASSIGN A PROJECT CATEGORY



To assign a Project Category:

- 1) Login to the GrantSolutions Grants Management Module ([www.grantsolutions.gov](http://www.grantsolutions.gov)).
- 2) From the menu bar, select **Applications** → **Application Receipt Log**.












- 3) The “Application Receipt and Logging” screen appears. From the Simple or Advanced Search screen, enter **search criteria** in one or more search fields and click the **Search** icon (magnifying glass).

- 4) The screen refreshes and applications that match the search criteria populate in a table below the search fields. From the second column of the table, click the **blue plus sign** to expand the row.

Search within results					Search	Export Results	Hide Columns ▾
1 - 11 of 11 items							
<input type="checkbox"/>		Submission Date	Application #	Application Type			
<input type="checkbox"/>		09/14/2018 12:00:00 AM	1 <span style="background-color: #e0e0ff; border: 1px solid #8080ff;">01</span> 	New			

- 5) From the *Other Actions* line, select the **Categories** icon.

Search within results					Search	Export Results	Hide Columns ▾
1 - 5 of 5 items					50   100		
<input type="checkbox"/>		Submission Date	Application #	Application Type			
<input type="checkbox"/>		05/17/2018 10:09:16 AM	<span style="background-color: #e0e0ff; border: 1px solid #8080ff;">13</span> 	New			
Other Actions:       							
Program: <span style="background-color: #e0e0ff; border: 1px solid #8080ff;"></span> Service Area: Central Office Due Date: 06/29/2018 Intake Review: <a href="#">Eligible</a> Business Review Complete: <a href="#">Yes</a> Funding Memo Status: <a href="#">Approved</a> Submission Date: 05/17/2018 10:09:16 AM Eastern Daylight Time							

- 6) The “Categories” page appears. To select a category, click the corresponding **checkbox**. Click the **Submit** button.

## Categories

Set categories for Project title not provided

☐ 01. coastal deltaic sustainability  
☐ 02. coastal fisheries research  
☐ 03. offshore energy  
☐ 04. Sustainable growth  
☐ 05. Comprehensive observation

- 7) The “Application Receipt and Logging” screen reappears. The category is now visible in the expanded row.

within results

Search

Export Results

Hide Columns

5 Items

50 | 100 | 150 | 200 | 1000

Submission Date	Application #	Application Type	Announcement	Organization	Budget Period End Date
05/17/2018 10:09:16 AM	13	New	Centers of Excellence Research Grants Program	Medical Center	N/A
<div>Other Actions:</div> <div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div><div></div></div></div> <div>Program:</div> <div>Service Area: Central Office</div> <div>Due Date: 06/29/2018</div> <div>Intake Review: Eligible</div> <div>Business Review Complete: Yes</div> <div>Funding Memo Status: Approved</div> <div>Submission Date: 05/17/2018 10:09:16 AM Eastern Daylight Time</div>				<div>Grant Number: 05</div> <div>FAIN: 05</div> <div>Project Locale: Global</div> <div>Organization (Application): Dovel</div> <div>Application Assessment</div> <div>Categories: d1. coastal deltaic sustainability</div>	

## SEARCH FOR APPLICATIONS BY PROJECT CATEGORY

To search for applications based on the *Categories* filter:

- 1) From the “Application Receipt and Logging” screen, click the **Advanced Search** link.

**Application Receipt and Logging**

[Advanced Search](#)

Application Number  
 Grant Number or FAIN  
 Organization

- 2) The “Application Receipt and Logging Advanced Search” screen appears. Click the **binoculars** icon. From the drop-down list, select **Categories**.

### Application Receipt and Logging

▼ Default / Selected Search Criteria

✖ \* Assignment Type: All Applications
✖ Submitted After: 09/18/2018
✖ Submitted Before: 10/18/2018

Submitted After: 09/18/2018

Please filter your search as necessary

Log Competing Applications
Log Non-Competing Applications

Submitted After  
 Submitted Before  
 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

categories-SearchField

- 3) Click the **arrow** to expand the *Categories* drop-down list.

The screenshot shows the 'Categories' drop-down menu expanded. The menu is titled 'Simple Search' and contains a search bar, a magnifying glass icon, a star icon, and a list of categories. The categories are: 'Not Categorized', '(Primary)(i)(01) Restore-protect natural resourc', '(Primary)(i)(02) Mitigate damage to fish', '(Primary)(i)(03) Implement fed approved marine', '(Primary)(i)(04) Workforce development', '(Primary)(i)(05) Improve state parks', '(Primary)(i)(06) Infrastructure projects', '(Primary)(i)(07) Coastal flood protection', '(Primary)(i)(08) Planning Assistance', '(Primary)(i)(09) Admin Costs', and '(Primary)(ii)(01) Promote Tourism'. The 'Categories' label and the drop-down arrow are highlighted with a red box.

- 4) Select a **Category** and click the **Search** icon (magnifying glass).

The screenshot shows the 'Categories' drop-down menu with the category '(Primary)(i)(06) Infrastructure' selected. The 'Search' icon (magnifying glass) is highlighted with a red box. The 'Categories' label and the drop-down arrow are also highlighted with a red box.

- 5) All applications associated with the selected category appear in a table below the search fields.

Search within results								
Search		Export Results		Hide Columns				
1 - 5 of 5 items		50   100   150   200   1000						
	Submission Date	Application #	Application Type	Announcement	Organization	Budget Period End Date	Application Status	Actions
<input type="checkbox"/>	09/25/2017 04:56:43 PM	R 79	New	DC --		N/A	Awarded	
<input type="checkbox"/>	09/08/2017 02:51:56 PM	R 73	New	DC --		N/A	Awarded	