Quick Sheet: Business Review

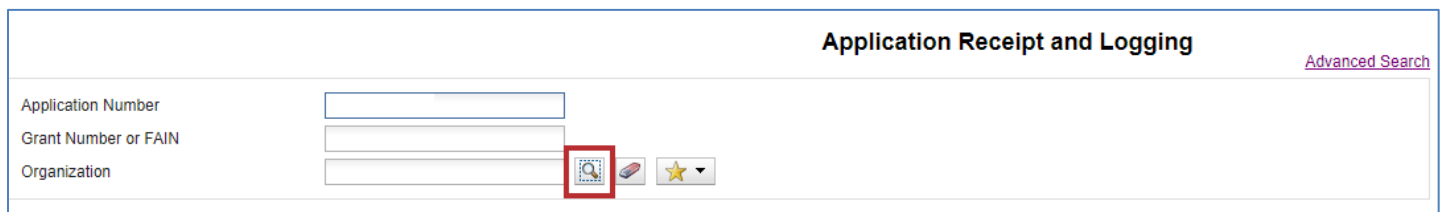**Audience**: Grants Office

INTRODUCTION

The Business Review must be completed before the Draft Notice of Award can be created. The "Business Review" screen consists of a pre-set list of questions to complete.

PERFORM BUSINESS REVIEW

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

2. The "Grants List" screen appears. From the menu bar, click **Applications > Application Receipt Log**.
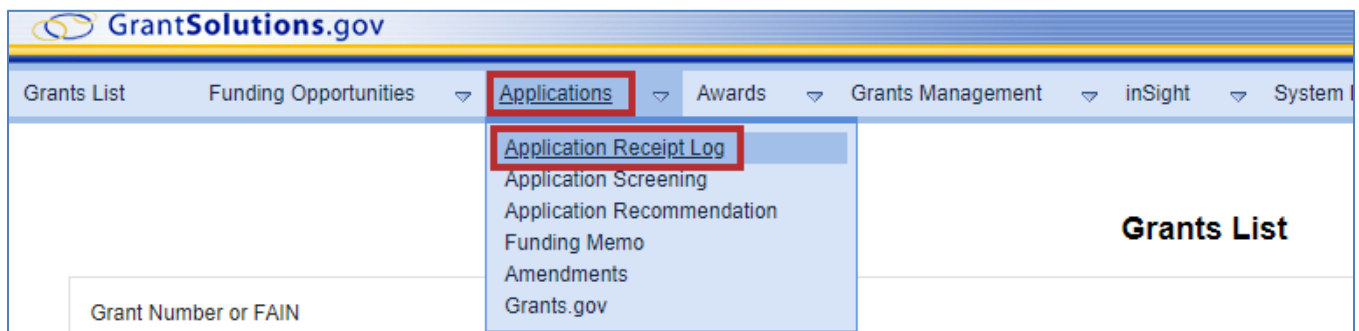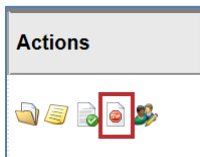

3. The "Application Receipt and Logging" screen appears. Search for an application using either the *Simple* or *Advanced* search screen.

4. The *Results Table* appears.

5. Locate the desired application. From the *Actions* column, select the **Business Review** icon.

Actions

6. The "Business Review" screen appears. Select the appropriate **radio button** to answer each question. Questions with red asterisks require answers.

Business Review

★ **indicates a required field.**

Application Notes

Program Office	Services
Program Name	Services
Grant Program	
Grants Servicing Office	Management
Applicant/Grantee Name	Dovel
City	Rockville
State	MD
Type of Application	New
Application Number	
Grant Number	N/A
Year of Support	1
Congressional District (rollcall)	
9-Digit Zip Code	
EIN Number	
Requested Funding Level	260000
Exclusions in SAM.gov	Not Available (CCR Validation Required)

Question	Answer
★ Federal Clearing House – Has the applicant submitted audits in the past? (no is ok to proceed)	○ Yes ○ No ○ N/A
★ Excluded Parties List – Is the applicant on the EPL? (yes is ok to proceed, but GMO must notify Program Office)	○ Yes ○ No ○ N/A
★ HHS Office of Inspector List – Is the applicant on the HHS OIG list? (yes is ok to proceed, but GMO must notify Program Office)	○ Yes ○ No ○ N/A
★ Indirect Cost Rate verified? (no is ok to proceed)	○ Yes ○ No ○ N/A
★ Cost sharing included? (no is ok to proceed, but GMO must notify Program Office)	○ Yes ○ No ○ N/A

7. When all necessary questions are answered, select a **Status** from the drop-down menu. Statuses include:

    - *Yes*: Business Review is approved, and the application moves forward.
    - *Yes, With Concerns*: Business Review is approved with concerns and the application moves forward.
    - *No*: Business Review is not approved. The Funding Memo cannot be created.

Note: The option to select a Grants Management Specialist (GMS) and to enter the *Date Received* are available.

8. Click the **Save** button when done.

9. The "Application Receipt and Logging" Simple Search screen appears. The *Business Review* icon updates in the *Results Table* depending on the answer to the *Business Review Complete* question.

Note: Below are the icons for each of the Business Review Complete statuses:

 Yes

 Yes, With Concerns

 No