# Quick Sheet: Close Unfunded Applications

## Audience: Program Offce

PURPOSE

Applications that have a decision other than Approved (Approved Un-Funded, Disapproved, Deferred, Not Selected for Funding) may be closed by a user with a Program Office role from the "Application Recommendation" screen.
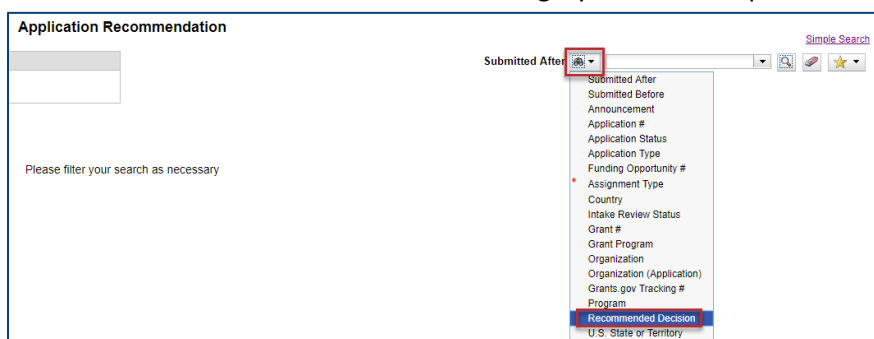
## To close an application:

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

2. From the menu bar, select **Applications → Application Recommendation.**
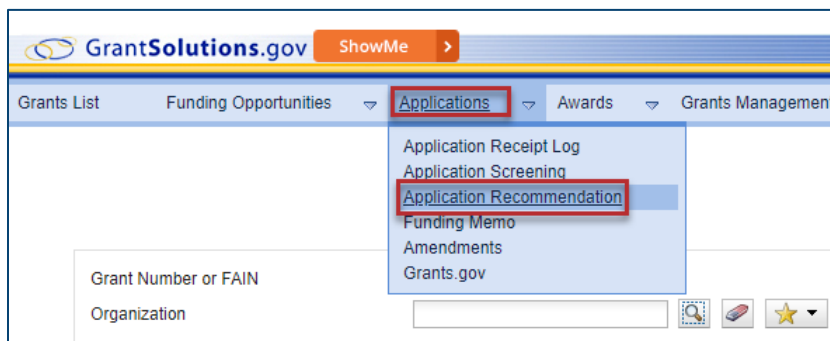


3. The "Application Recommendation Simple Search" screen appears. Enter **search criteria** or click the **Advanced Search** link to further filter a search.

   **Note**: If using the Advanced Search, this is a good opportunity to click the binoculars icon and select the **Recommended Decision** search category from the drop-down list.

4. Once a search is run, the "Application Recommendation" screen refreshes with results displayed in a table below the search fields. Locate the application to close. From the *Close Application* column, select the **checkbox**.

   **Note**: More than one checkbox may be selected at a time.

| | | 50 \| 100 \| 150 \| 200 \| All | | | |
|---|---|---|---|---|---|
| Score | Recommended Decision | Close Application | Requested Non Federal Amount | Recommended Non Federal Amount | Reque Amou |
| 35.00 | ✏ Not Selected For Funding | ☐ | $0.00 | $0.00 | |
| 92.33 | ✏ Not Selected For Funding | ☐ | $37,566.00 | $0.00 | |

5. At the bottom of the screen, click the **Save** button.

| Save | Cancel |
|---|---|

6. The application is closed, removed from the "Application Recommendation" screen, and a notification is sent to the applicant.

To close the application without sending the applicant an automatic email notification from GrantSolutions:

1. From the results table on the "Application Recommendation" screen, click the **blue plus sign** to the left of the application and expand the row.



2. In the *Don't Send Notification* line, select the **checkbox**. At the bottom of the screen, click the **Save** button.



3. The application is closed and removed from the "Application Recommendation" screen.