

Quick Sheet: Close Unfunded Applications

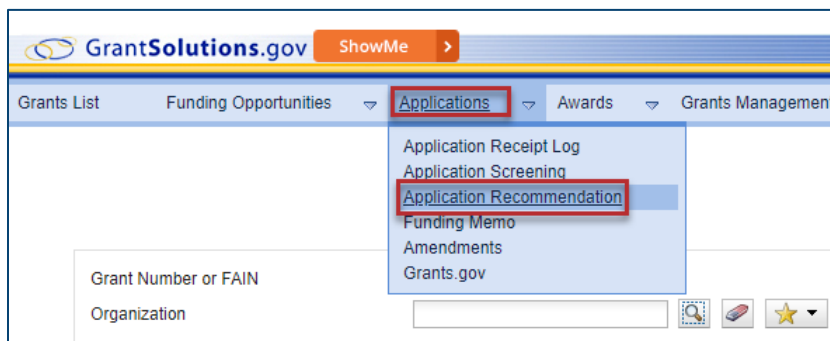
Audience: Program Office

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.

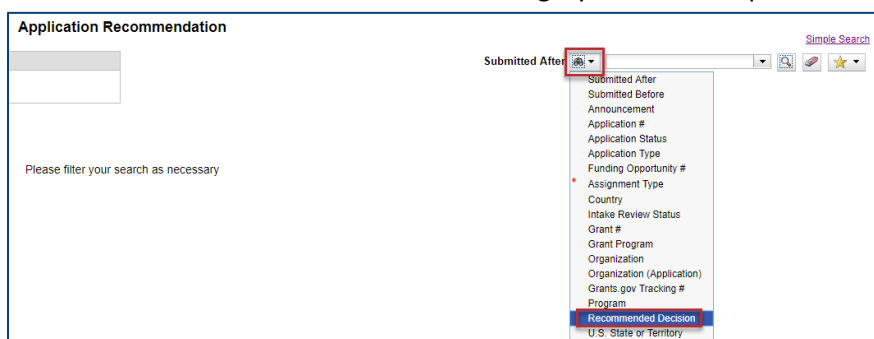
To close an application:

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.



- 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	Requested Amount
35.00	Not Selected For Funding	<input type="checkbox"/>	\$0.00	\$0.00	
92.33	Not Selected For Funding	<input type="checkbox"/>	\$37,566.00	\$0.00	

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

- 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.

1 - 133 of 133 items [50](#) | [100](#) | [150](#) | [200](#) | [All](#)

<input type="checkbox"/>	Application Number	Grant Number	Announcement	Application Type
<input type="checkbox"/> +	BL123456789	N/A	MFP FY 2011	New

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

<input type="checkbox"/>	Application Number	Grant Number	Announcement	Application Type	Application Status
<input type="checkbox"/> -	BL123456789	N/A	MFP FY 2011	New	Review in Progress
<input type="checkbox"/>	<div> <div> Intake Review: Eligible Business Review Complete: Complete Funding Memo Status: N/A Review Status: N/A Scoring Methodology: N/A Application Notes NGA Status: N/A </div> <div> Program: Centers For Medicare & Medicaid Services Grants.gov Tracking Number: GRANT123456789 Organization (Application) : American Samoa Governor's Office Budget Period End: N/A Total Requested Amount: \$4,775,000.00 Don't Send Notification: <input type="checkbox"/> Review Close Date: </div> </div>				

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