Quick Sheet: Confirm Ineligible Applications

## Audience: Grants Management Officers (GMOs)

PURPOSE

During the Intake Review, when an application is marked **No**, it is ineligible and may be closed by the Grants Management Officer (GMO) from the "Application Screening" page. Prior to closing ineligible applications, the GMO first needs to confirm ineligibility.
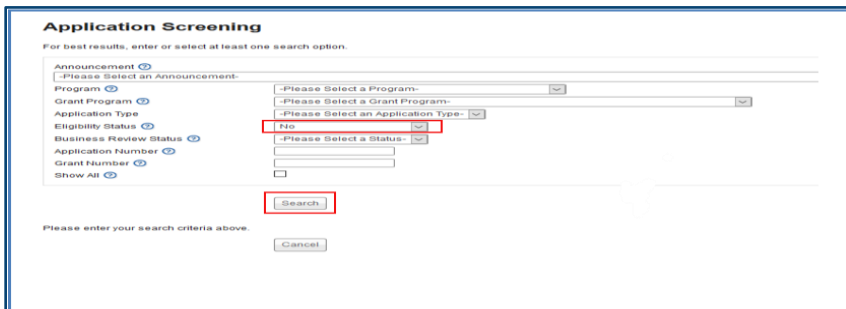
STEPS

To confirm ineligibility and close applications:

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

2. From the menu bar, select **Applications → Application Screening**.
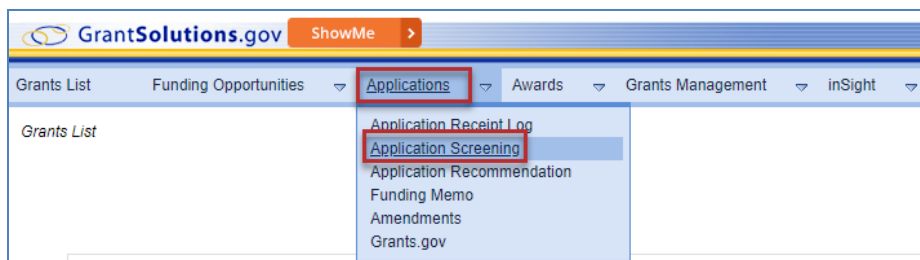
3. The "Application Screening" page appears. Enter **search criteria** in one or more field, including *Announcement, Program, Grant Program, Application Type, Eligibility Status, Business Review Status, Application Number,* and *Grant Number*. When searching for ineligible applications, select **No** from the *Eligibility Status* dropdown list. Click the **Search** button.

4. The results display in a table below the search fields. The *Actions* column contains several links.

Action Links	Description
Intake Review	Opens the "Intake Review" screen for the application.
Business Review	Opens the "Business Review" screen for the application.
View Full Review	Opens the "Application Full Review" screen, which includes the Intake and Business Reviews.
Application Notes	Opens the "Application Notes" screen to view or add notes.
Confirm Ineligible	Confirms the application is ineligible. Once selected, the application may be closed by the GMO.
Unconfirm Ineligible	Removes the *Confirm Ineligible* status and the application may no longer be closed.
Mark Eligible	Marks the application as eligible and changes the status to *Review in Progress*.
In Review	Changes the Intake Review status to *In Review*.

5.   Click the **Confirm Ineligible** link.

6. The screen refreshes and the *Screening Status* changes to *Ineligibility Confirmed: Yes*. The application may now be closed. From the first column of the application row, select the **checkbox**.

7. Towards the bottom of the screen, select the **Close With Notification** or the **Close Without Notification** button. The Close with Notification button sends an email to the applicant letting them know their application was not eligible.

Tip: To close multiple applications marked as *Ineligibility Confirmed: Yes*, select the **checkbox** to the left of each application and click the appropriate **Close** button.

8. The screen refreshes and the closed application is removed from the results table.