Quick Sheet: Creating and Posting Application Kits for Non-Competing Continuation

Audience: Grants Management Specialists/ Grants Management Officers
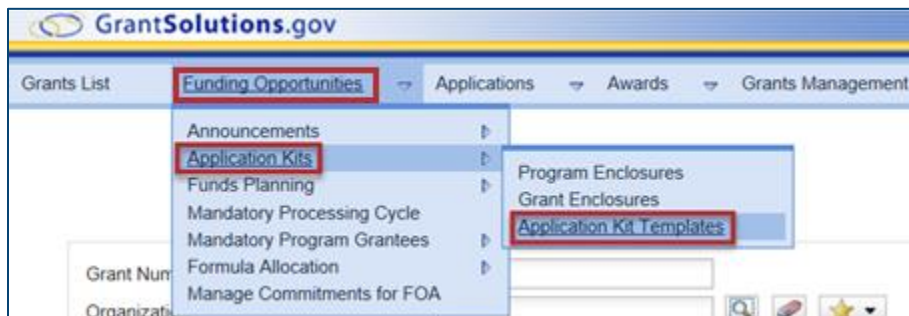
INTRODUCTION

Non-Competing Continuation (NCC) kits must be created and posted in the GrantSolutions Grants Management Module (GMM) before Recipients can electronically apply for their continuation awards. Grants Management Specialists (GMS) may create the kits, but only users with the Grants Management Officer (GMO) role can post kits in the GMM.

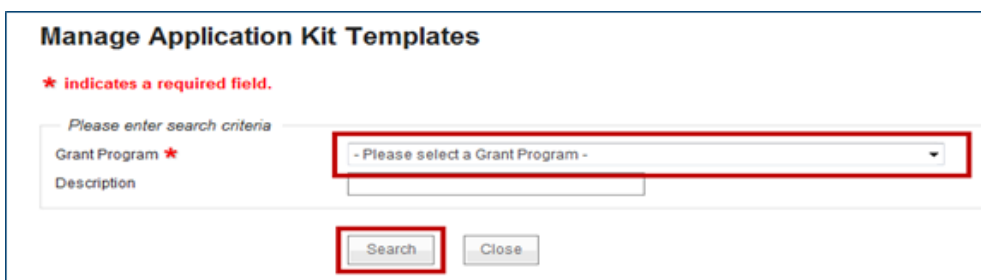NCC kits may be created 270 days before the end of the current budget period end date.

CREATE APPLICATION KIT TEMPLATE

Application Kit templates are a collection of pre-designated form selections that may be used repeatedly. Create a NCC Template Kit before posting the kit to a grant.

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

2. The "Grants List" screen appears. From the menu bar, select **Funding Opportunities** > **Application Kits** > **Application Kit Templates**.

3. The "Manage Application Kit Templates" screen appears. Select a **Grant Program** from the drop-down list and click the **Search** button.

4. The screen refreshes and existing templates for the Grant Program are listed in a table. Click the **Add** button.

5. The "Application Kit Template – Add" screen appears. In the *Description* field, enter a **name** for the new Application Kit template.

    Note: Naming conventions are encouraged.

6. Click the **checkbox** next to each form to include in the kit template.

7. Click the **Create** button.

8. The "Manage Application Kit Templates" screen appears, and the new template is available.

CREATE NON-COMPETING CONTINUATION (NCC) KITS

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

2. From the menu bar, select **Grants Management > Grant Portfolio > Non-Competing Application Kits Management**.

3. The "Manage Non-Competing Application Kits" screen appears. Select a **Grant Program** from the drop-down list.

   Note: If desired, click the **Clear Dates** button to remove the default dates that display in the *Budget Period Start Date* and *Budget Period End Date* fields.

4. Click the **Search** button.

5. The "Manage Non-Competing Application Kits" screen refreshes, and available grants display in the table below.

6. Select available grants:

    - If selecting only one grant, click the **checkbox** next to the grant and click the **Create NC Kit** link from the *Action* column**.**

    - If selecting more than one grant, click the **checkbox** next to each grant, scroll to the bottom of the page, and click the **Create Selected NC Kits** button.

    Note: Select ten or fewer grants at a time to ensure the process completes successfully.

7. A confirmation message appears. Click **OK** to proceed.

8. The "Assemble Non-Competing Application Kits – Add" screen appears. The grants selected from the previous screen are already selected. If desired, click additional checkboxes to include additional grants.

9. Scroll to the bottom of the page and click the **Next** button.

10. The "Non-Competing Applications Kits – Add" screen appears. Use the drop-down list to select a template from the *Non-Compete Kit Template* field and click the **Load** button.
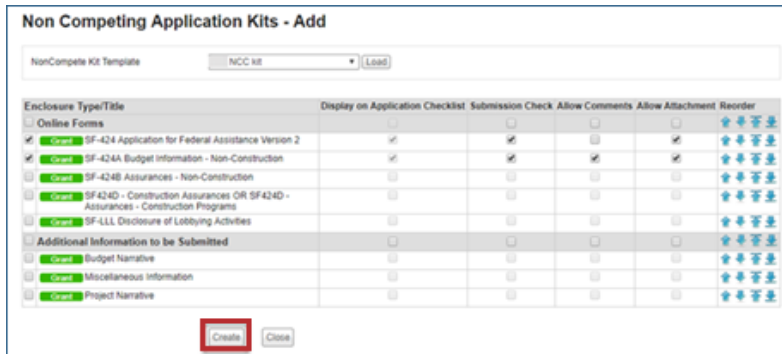

11. The template loads and the forms are pre-selected in the table below.

12. Click the **checkbox(es)** to indicate preferences for the selected forms:

- *Display on Application Checklist*: Enables the associated form(s) to appear on the GrantSolutions Application Control Checklist. **Note**: *Display on Application* column is selected by default and cannot be deselected.

- *Submission Check*: An optional checkbox that requires verification of the specific form's submission.

- *Allow Comments*: An optional checkbox that enables the user to enter comments pertaining to the specific form.

- *Allow Attachment***:** An optional checkbox that enables the user to add supporting documents via the Uploaded Files link.

13. Click the **Create** button.

14. The "Grants List" screen appears, and the kits are created.

POST APPLICATION KITS
Only users with the Grants Management Officer (GMO) role may post Application Kits.

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

2. From the menu bar, select **Grants Management > Grant Portfolio > Non-Competing Application Kits Management**.

3. The "Manage Non-Competing Application Kits" screen appears. Select a **Grant Program** from the drop-down list.

4. If desired, click the **Clear Dates** button to remove the default dates that display in the *Budget Period Start Date* and *Budget Period End Date* fields.

5. Click the **Search** button.

6. Grants with the View NC Kit link available in the *Action* column are accessible for GMOs to select. Click one or more **checkboxes** to post NCC Application kits.

7. Scroll to the bottom of the screen and click the **Post Selected NC Kits** button.

8. A confirmation message appears. Click **OK** to proceed.

9. The "Manage Non-Competing Application Kits" screen refreshes. The kits are now posted to the grants.

   Note: If a kit needs to be modified, the GMO may unpost, make the change, and repost.