Funding Memo

OBJECTIVES

- Create a Funding Memo
- Bypass a Funding Memo
- Edit the Budget Worksheet
- Recommend and Approve a Funding Memo

OVERVIEW

A Funding Memo must be generated for each approved application. Grantors decide whether to proceed with or bypass the Funding Memo approval process. The Program Office is often responsible for creating the Funding Memo, however, other roles may have authority to do so depending on the Grantor workflow process. The process is configurable from the “Administrator's Grant Program – Edit” screen.

ROLES AND ACTIONS

Each Grantor decides which roles can create, edit, delete, and bypass a Funding Memo. Roles include:

- Grants Office – GMO/GMS/GSS
- Program Office – PO/PC/OD/RPC/RD/DAO/AO/PBO/PSS
- Program Headquarters Office – FMO/AD

Note: For a description of each role acronym, see the “Introduction to the GrantSolutions Grants Management Module” guide.

PRE-AWARD FUNDING MEMO APPROVAL WORKFLOW TABLE

Below are actions each role must perform on the Funding Memo depending on the memo status:

Role	Memo Status Column	Actions Column
GMO/GMS/PO/PC/OD/AO (Role selected to create the Funding Memo)	Not Started	Create
GMO/GMS/PO/PC/OD/AO (Role that created the Funding Memo)	Draft	Recommend
Office Director	Director Review	Concur
Financial Management Officer	Financial Review	Funds Available
Authorizing Official	Ready to Approve	Approve

CREATE FUNDING MEMOS

To create a Funding Memo, perform the following steps:

1. From a browser such as Internet Explorer or Google Chrome, navigate to www.grantsolutions.gov and click the **Login** button.

2. On the “GrantSolutions Login” screen, log into the GrantSolutions GMM using your **GrantSolutions Username** and **GrantSolutions Password** and click the **Submit** button. Alternatively, log in with your PIV card or Login.gov account if applicable.

3. The “Grants List” screen appears. From the menu bar, click the **Applications** tab and select the **Funding Memo** option.

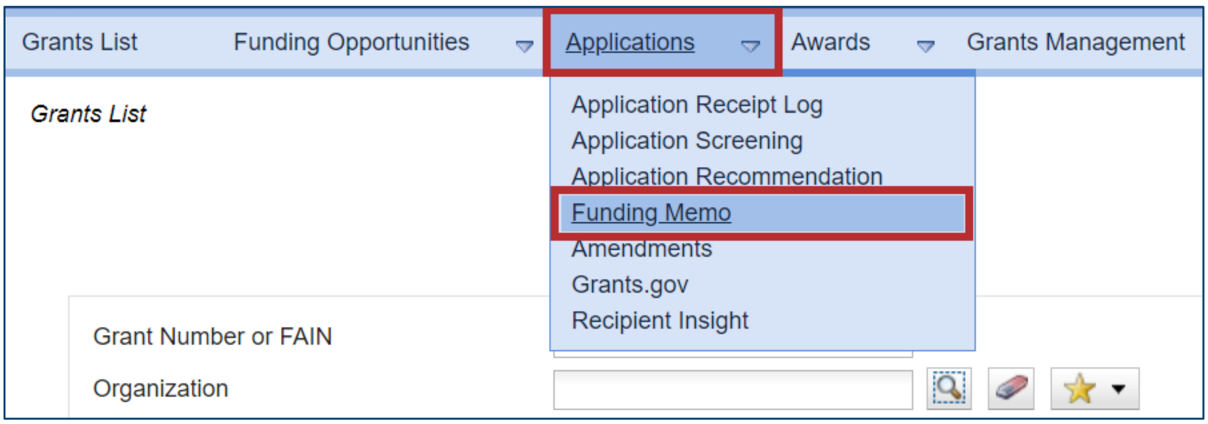


Figure 155: GMM Menu bar – Applications tab and Funding Memo option

The “Funding Memo” screen appears with the following search fields:

Search Field	Description
Application Type	Applications with the selected application type. The application type is determined by the type of announcement the applicant applied to for funding. Application types include: • **Competing:** All types of competing applications, including Competing-New, Competing Continuation, and Competing-Directed Supplement. • **Non-Competing:** Applications for additional funding of existing grants. No competition is involved. • **Amendment:** Applications for amendments to existing grants. • **New:** Applications for funding opportunities that are open for competition. • **Competing Continuation:** Applications that compete for support in the same manner as new applications.

	• **Directed Supplement:** Specified applications that compete for additional funding of existing grants.
Announcement	Applications with the selected announcement name.
Funding Opportunity #	Applications with the entered funding opportunity number. The funding opportunity number is required by Grants.gov and typically generated by each agency.
Grant Program	Applications with the selected Grant Program.
Application Number	Applications with the entered application number.
Grant Number	Applications with the entered grant number.
Assignment Options	Select the **Only Display Memos for Primary Assignments** checkbox to only display applications within the user's primary assignments.
Display Options	Select the **Only Display Memos for Projects Assigned to Me** checkbox to only display applications assigned to the user.
Workflow States	Select **various** checkboxes to only display applications that exist in the selected Workflow State.

4. Use the **search fields** to locate the desired application and click the **Search** button.

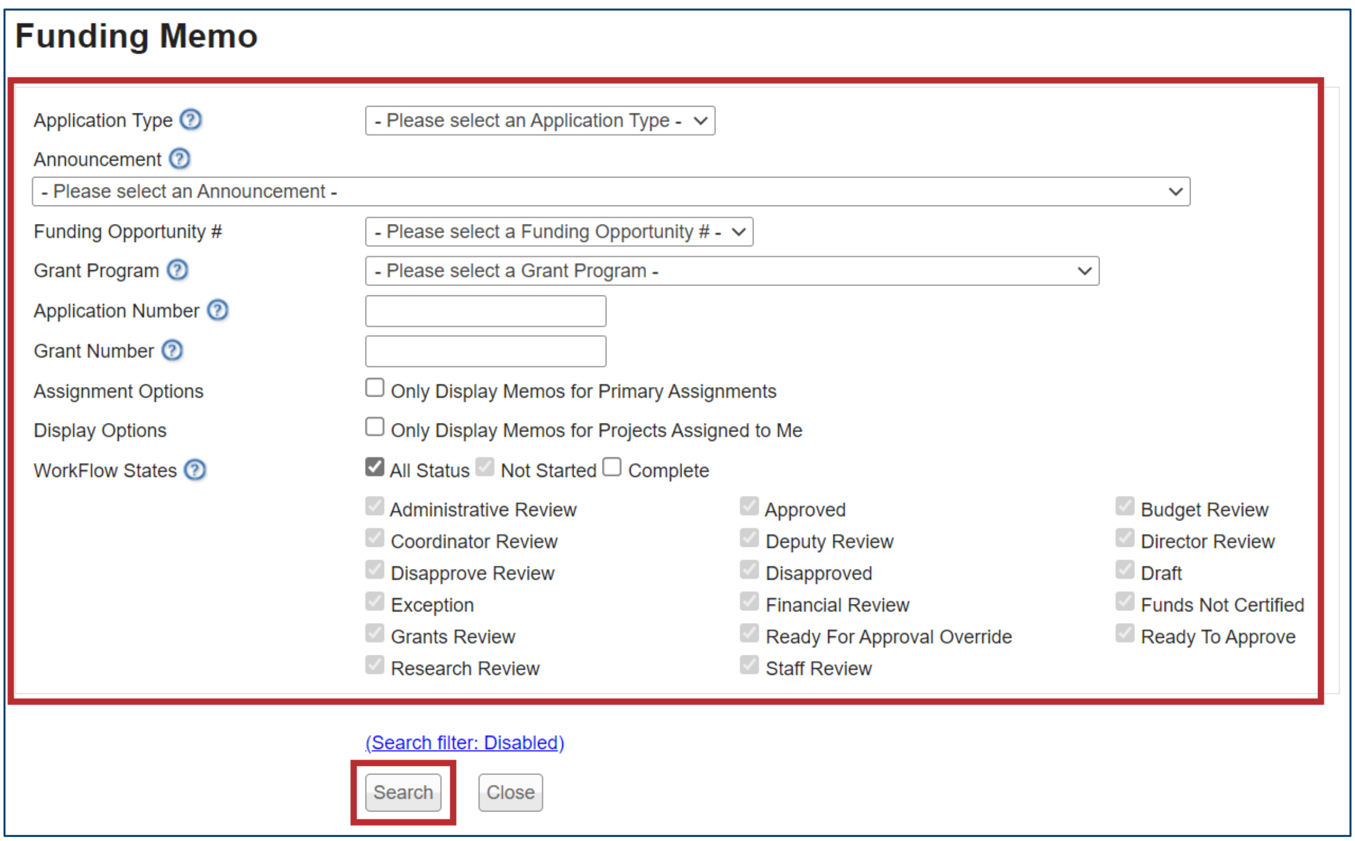


Figure 156: Funding Memo screen – search fields and Search button

Results appear in a table below the search fields.

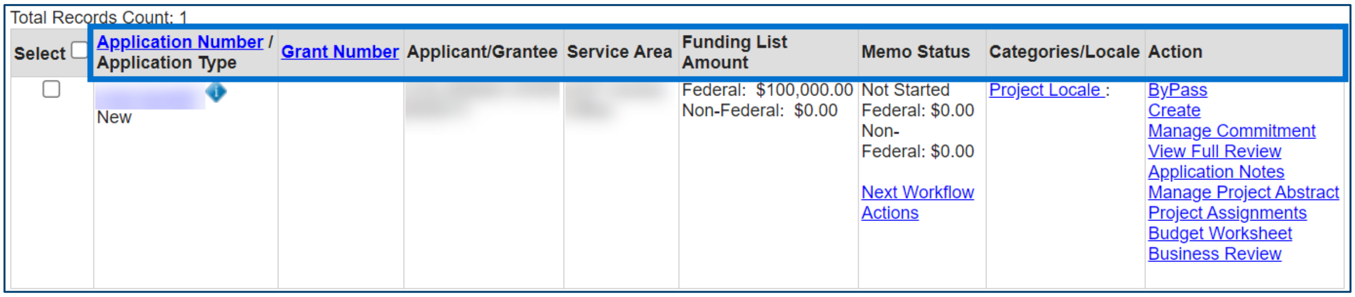


Figure 157: Funding Memo screen – results table columns

The following information appears in the results table:

Column	Description
Application #	The application number assigned by GrantSolutions. An icon appears indicating whether the application was submitted through: • GrantSolutions • Grants.gov • Paper-based manual submission
Grant Number	The awarded grant number for continuations. Appears only if the application is associated with an existing grant.
Applicant/Grantee	The name of the applicant or Grant Recipient organization.
Service Area	The geographic area that enables workload division. Depending on the business process, a service area may be one or multiple countries, states, congressional districts, zip codes, tribal reservations, or other areas.
Funding List Amount	The amount of recommended funding from the "Application Recommendation" screen.
Memo Status	The status of the Funding Memo and the approved funding amount from the "Funding Memo" screen.
NGA Status	The status of the NOA.
Categories/Locale	A list of possible project categories and locales.
Action	Links for actions that can be performed on the Funding Memo.

Note: Click the *Application Number* link to view or print the submitted application.

5. To create a Funding Memo, locate the desired application and click the **Create** link in the *Action* column.

Total Records Count: 1

Select	Application Number / Application Type	Grant Number	Applicant/Grantee	Service Area	Funding List Amount	Memo Status	Categories/Locale	Action
	New				Federal: $100,000.00 Non-Federal: $0.00	Not Started Federal: $0.00 Non-Federal: $0.00 Next Workflow Actions	Project Locale :	ByPass Create Manage Commitment View Full Review Application Notes Manage Project Abstract Project Assignments Budget Worksheet Business Review

Figure 158: Funding Memo screen – Create link in the Action column of the results table

6. The “Program Recommendation and Funding Memorandum” screen appears. The recommended amount entered on the “Application Recommendation” screen appears in the *Recommended Funding Financial Assistance* section. *Project Period* and *Budget Period* dates can be changed for New applications, but not for Non-Competing Continuations.

   In the *Recommended Funding Financial Assistance* section:
   - Enter or edit the **amounts** in the *Basic Operations* field.
   - Enter the **recommended future support amounts** as desired.
   - Enter the **unobligated balance of federal funds amount** as desired.

Note: Changes to the *Recommended Funding* amounts must also be entered on the “Application Recommendation” screen.

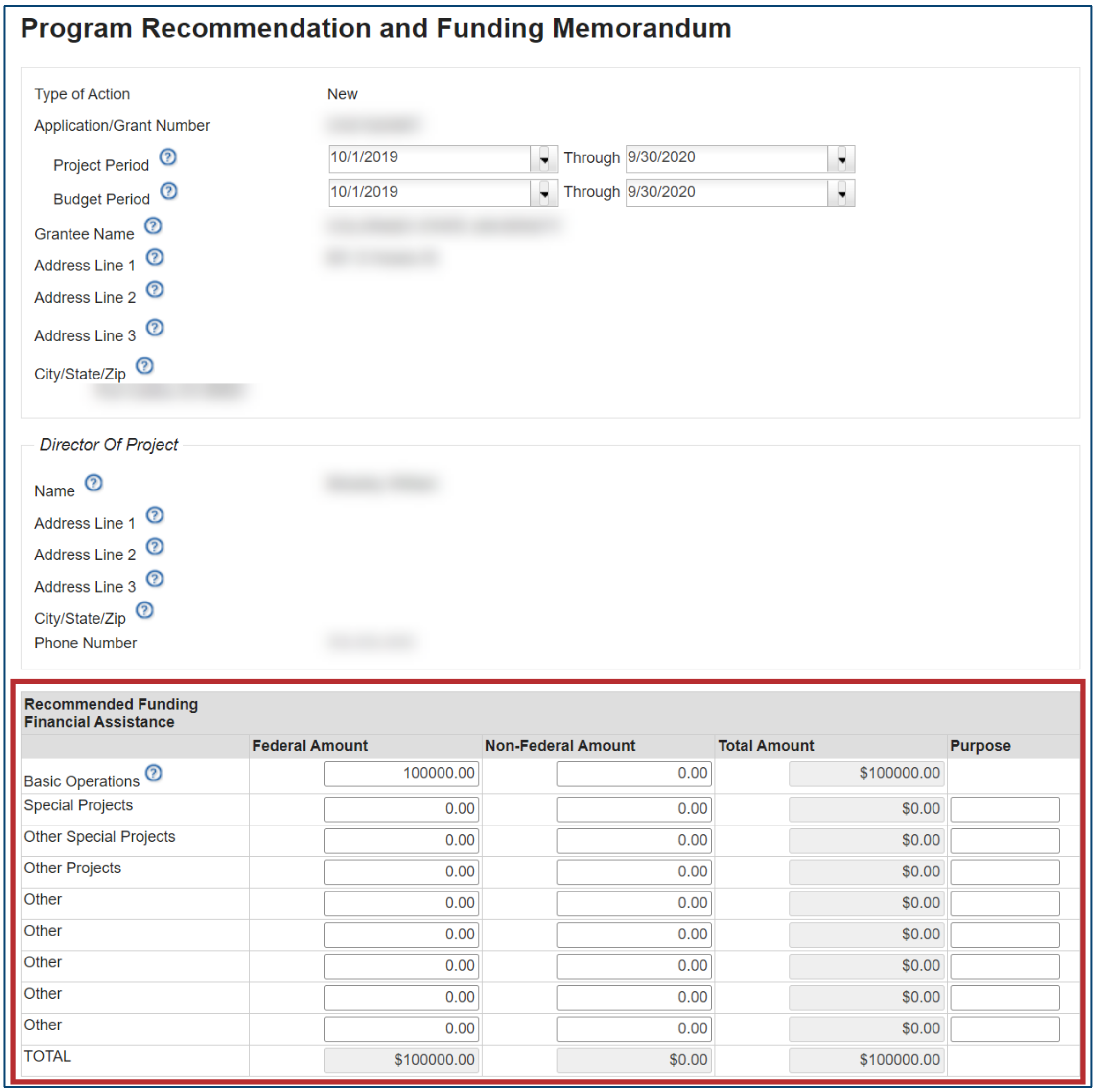


Figure 159: Program Recommendation and Funding Memorandum screen – Recommended Funding Financial Assistance section

7. Scroll to the *Recommended Terms* section and click the **Add New Recommended Terms** button to add recommended terms.

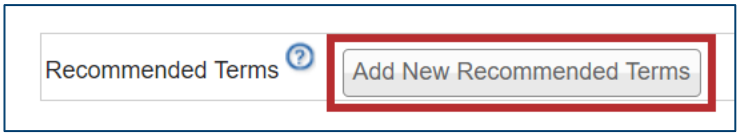


Figure 160: Program Recommendation and Funding Memorandum screen – Add New Recommended Terms button

8. Scroll to the *Recommended Conditions* section and click the **Add New Recommended Condition** button to add recommended conditions.

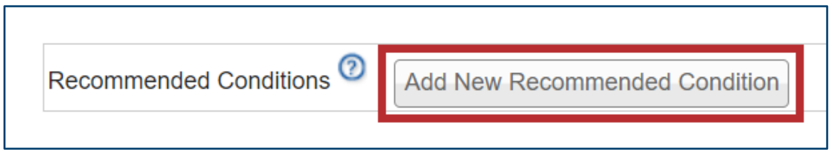


Figure 161: Program Recommendation and Funding Memorandum screen – Add New Recommended Condition button

9. Scroll to the *Other Remarks* and *Summary* fields and enter **Other Remarks** and/or a **Summary** if applicable.

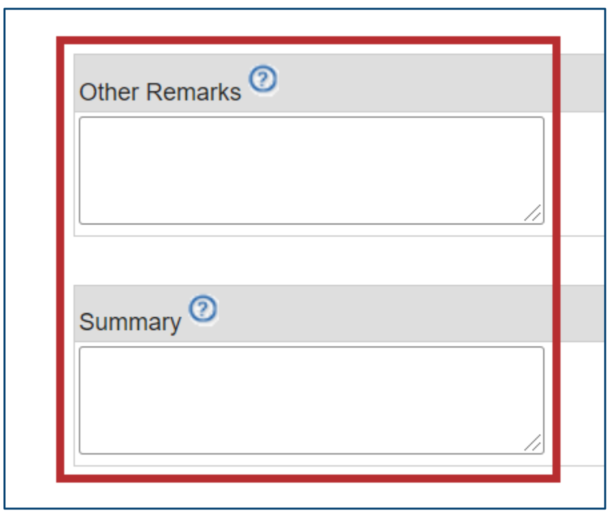


Figure 162: Program Recommendation and Funding Memorandum screen – Other Remarks and Summary fields

10. Click the **Manage Attachments** link to add attachments to the Funding Memo.

Figure 163: Program Recommendation and Funding Memorandum screen – Manage Attachments link

11. Click the **Save** button at the bottom to save the Funding Memo and return to the "Funding Memo" screen.

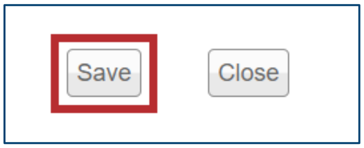


Figure 164: Program Recommendation and Funding Memorandum screen – Save button

12. The "Funding Memo" screen appears and the status of the Funding Memo is *Draft*. Use the search fields to search for the **desired application**, ensuring the correct Workflow State is selected.

The following links appear in the *Action* column:

Action Link	Description
Delete	Click to delete the Funding Memo.
Edit	Click to edit the Funding Memo.
History	Click to view the history of Funding Memo actions.
View	Click to view the Funding Memo in read-only mode.
View Full Review	Click to view application screening and applicant grants review information.
Application Notes	Click to view or add application notes.
Manage Project Abstract	Click to view the project abstract.
Project Assignments	Click to view or add project assignments.
Budget Worksheet	Click to view or update the Budget Worksheet.
Budget Review	Click to view the status of the budget.
Recommend	Click to recommend the Funding Memo.

BYPASS FUNDING MEMOS

Some Grantors are configured to bypass the Funding Memo altogether. Users with the appropriate role can create the Funding Memo and complete the approval process in a single step using the bypass functionality. Upon bypassing the Funding Memo, users must generate the NOA.

To bypass the Funding Memo, complete the following steps:

1. From a browser such as Internet Explorer or Google Chrome, navigate to www.grantsolutions.gov and click the **Login** button.

2. On the "GrantSolutions Login" screen, log into the GrantSolutions GMM using your **GrantSolutions Username** and **GrantSolutions Password** and click the **Submit** button. Alternatively, log in with your PIV card or Login.gov account if applicable.

3. The "Grants List" screen appears. From the menu bar, click the **Applications** tab and select the **Funding Memo** option.

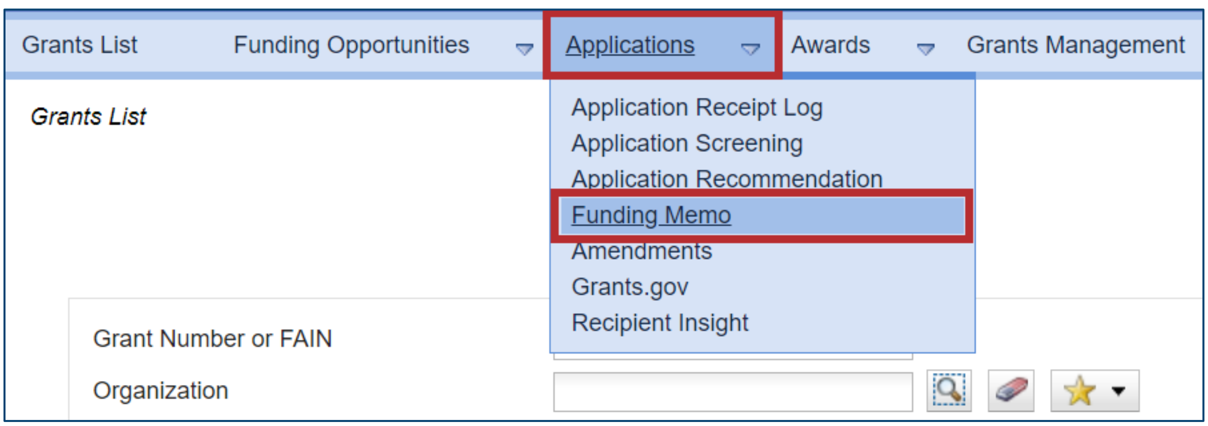
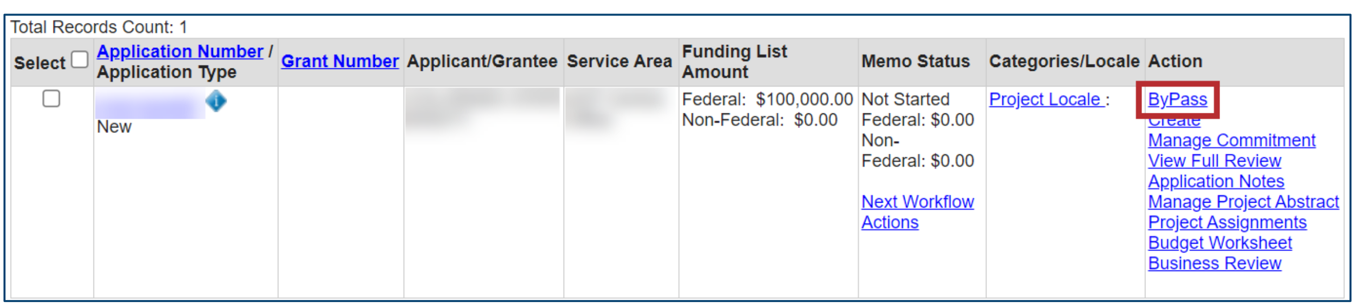


Figure 165: GMM Menu bar – Applications tab and Funding Memo option

4. The "Funding Memo" screen appears. Search for the desired application.

5. Results appear in a table below the search fields. Click the **ByPass** link in the *Actions* column.



Total Records Count: 1

Select	Application Number / Application Type	Grant Number	Applicant/Grantee	Service Area	Funding List Amount	Memo Status	Categories/Locale	Action
	New				Federal: $100,000.00 Non-Federal: $0.00	Not Started Federal: $0.00 Non-Federal: $0.00 Next Workflow Actions	Project Locale :	ByPass Create Manage Commitment View Full Review Application Notes Manage Project Abstract Project Assignments Budget Worksheet Business Review

Figure 166: Funding Memo screen – ByPass link in the Action column of the results table

The screen refreshes and if the Funding Memo is bypassed, the Funding Memo status is *Approved*. The *Funding List Amount* appears from the "Application Recommendation" screen, and the *NGA Status* is either *Awaiting Business Review* or *Ready to Generate*.

Note: Click the *History* link in the *Action* column to view the Funding Memo history.

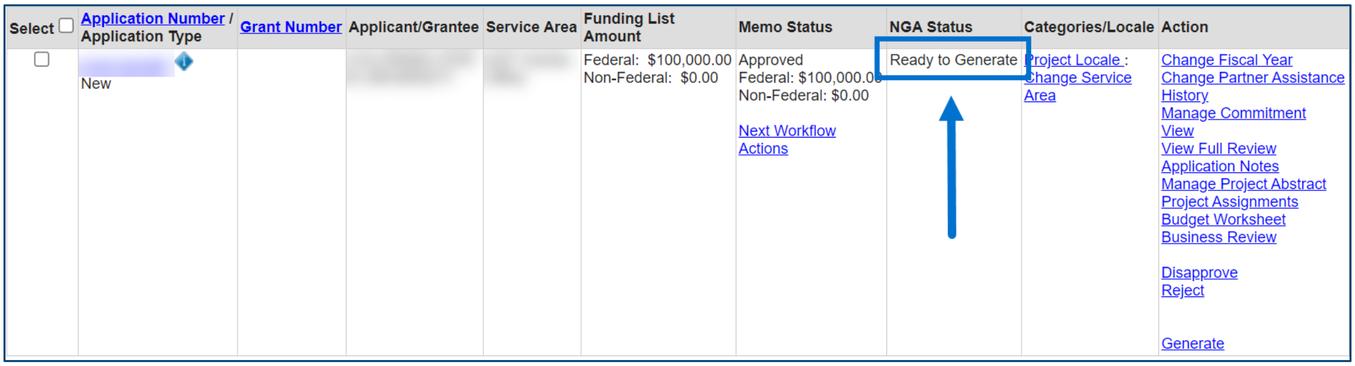


Figure 167: Funding Memo screen – Ready to Generate status in the NGA Status column of the results table

BUDGET WORKSHEET

Upon creation of the Funding Memo, some Grantors must navigate to the Budget Worksheet to make changes. The Budget Worksheet must be updated if the *Requested Funding* amount differs from the *Recommended Funding* amount and if carryover funds exist.

Note: For a Non-Competing Continuation, the Budget Worksheet reflects a new budget awarded for a new budget period. It is not cumulative for prior budget periods.

To access the Budget Worksheet:

1. From a browser such as Internet Explorer or Google Chrome, navigate to www.grantsolutions.gov and click the **Login** button.

2. On the "GrantSolutions Login" screen, log into the GrantSolutions GMM using your **GrantSolutions Username** and **GrantSolutions Password** and click the **Submit** button. Alternatively, log in with your PIV card or Login.gov account if applicable.

3. The “Grants List” screen appears. From the menu bar, click the **Applications** tab and select the **Application Receipt Log** option.

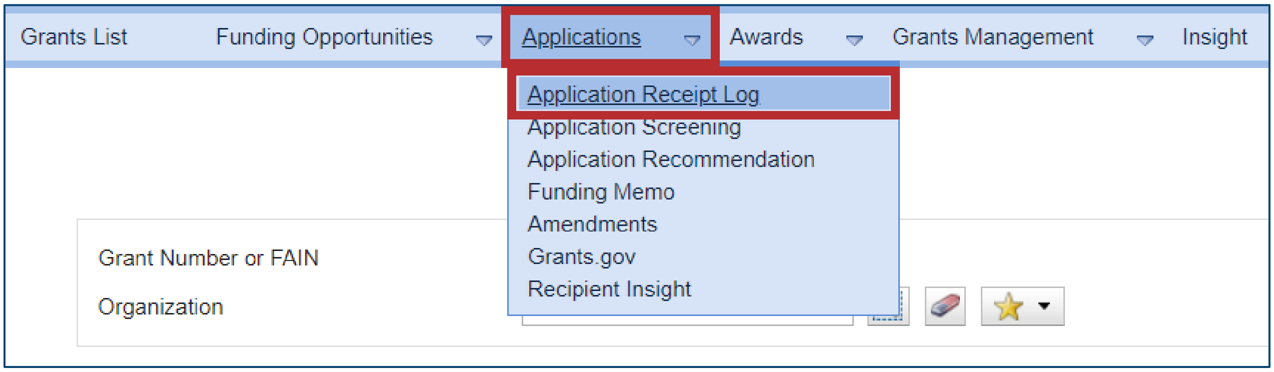


Figure 168: GMM Menu bar – Applications tab and Application Receipt Log option

4. The “Application Receipt and Logging” screen appears. Use the simple or advanced search to search for an application.

5. Results appear in a table below the search fields. Locate the desired application and click the **View Details** icon to the left of the desired application and expand the row.

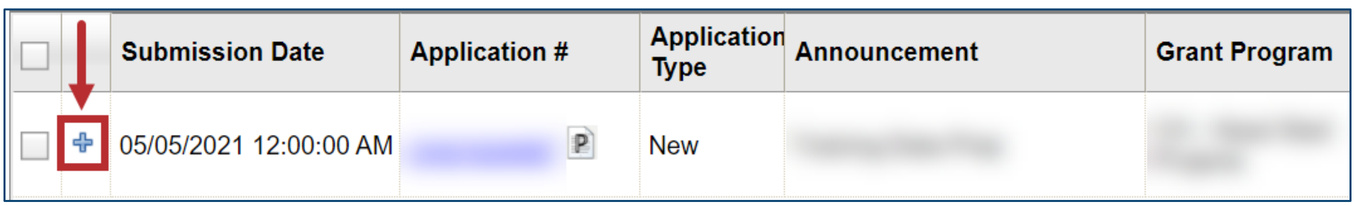


Figure 169: Application Receipt and Logging screen – View Details icon

6. The application row expands. Click the **Budget Worksheet** icon in the *Other Actions* field.

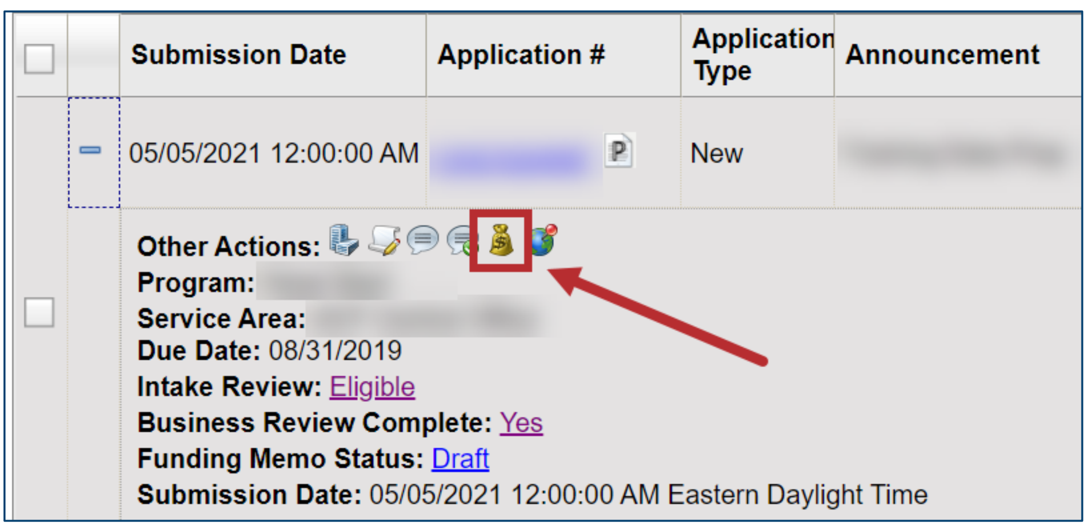


Figure 170: Application Receipt Log screen – Budget Worksheet icon in the Other Actions field

The "Budget Worksheet" screen appears.

Figure 171: Budget Worksheet screen

Header Section

Applicant and application information appear in the information section of the Budget Worksheet.

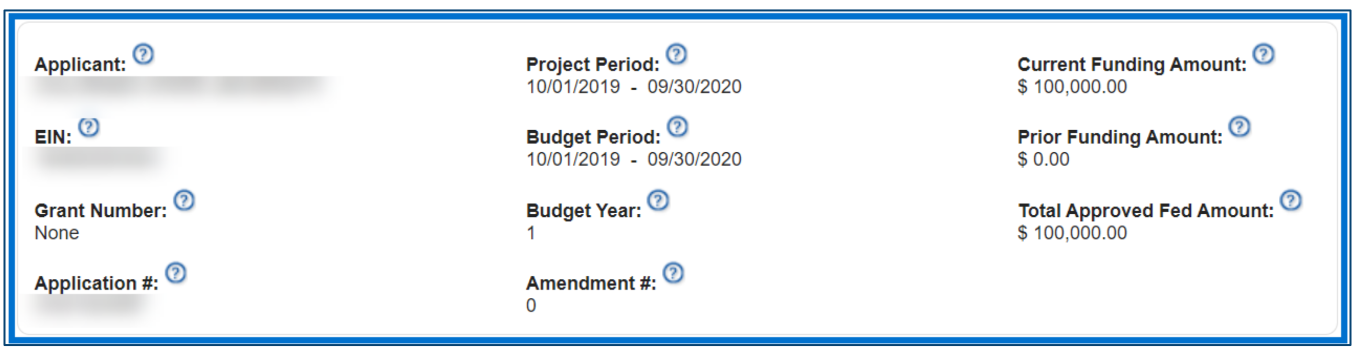


Figure 172: Budget Worksheet screen - information section

Features below the information section include:

- *Calculate Budget as*: Users can select whether the budget must include any Non-Federal values, or Federal values only, by selecting the **Total Cost** or **Federal Only** radio button.
- *View/Create Scenario*: A Scenario is an exact copy of the original Budget Worksheet. Users can create other possible budget options without making real changes. Users can also change, set, rename, delete, and reset scenarios.
- *Activity*: Users can create, rename, and delete additional tabs if necessary. Tabs generated by GrantSolutions cannot be deleted. Tabs can be deleted only by the user who created them.

- *Print*: Users can print a Budget Worksheet using the **Print** button, located on the right of the screen.

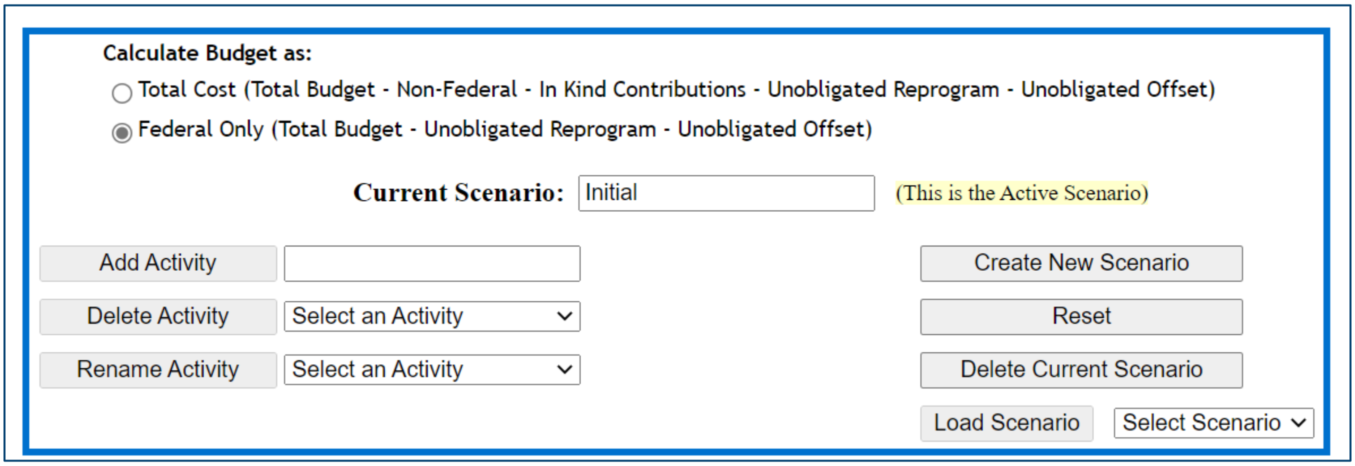


Figure 173: Budget Worksheet screen – Calculate Budget as, View/Create Scenario. Activity, and Print sections

Tabs

Values entered on the SF-424A are transferred to activity tab(s) on the Budget Worksheet. The *Totals* tab represents the cumulative values of all activity tabs. Users can enter budget amounts or edit existing budget amounts in each activity tab. Values displayed on the *Totals* tab are read-only.

Note: If a Grant Recipient enters one activity only on the SF-424A, one tab only appears.

Figure 174: Budget Worksheet – Totals and activity tabs

If a user edits the budget in an activity tab and then returns to the *Totals* tab, updated budget values appear on the *Totals* tab.

Note: Some sections of the *Totals* tab, such as *Direct Cost* and *Non-Federal*, are read-only and are not editable. However, the *Final Budget Totals* section can be edited.

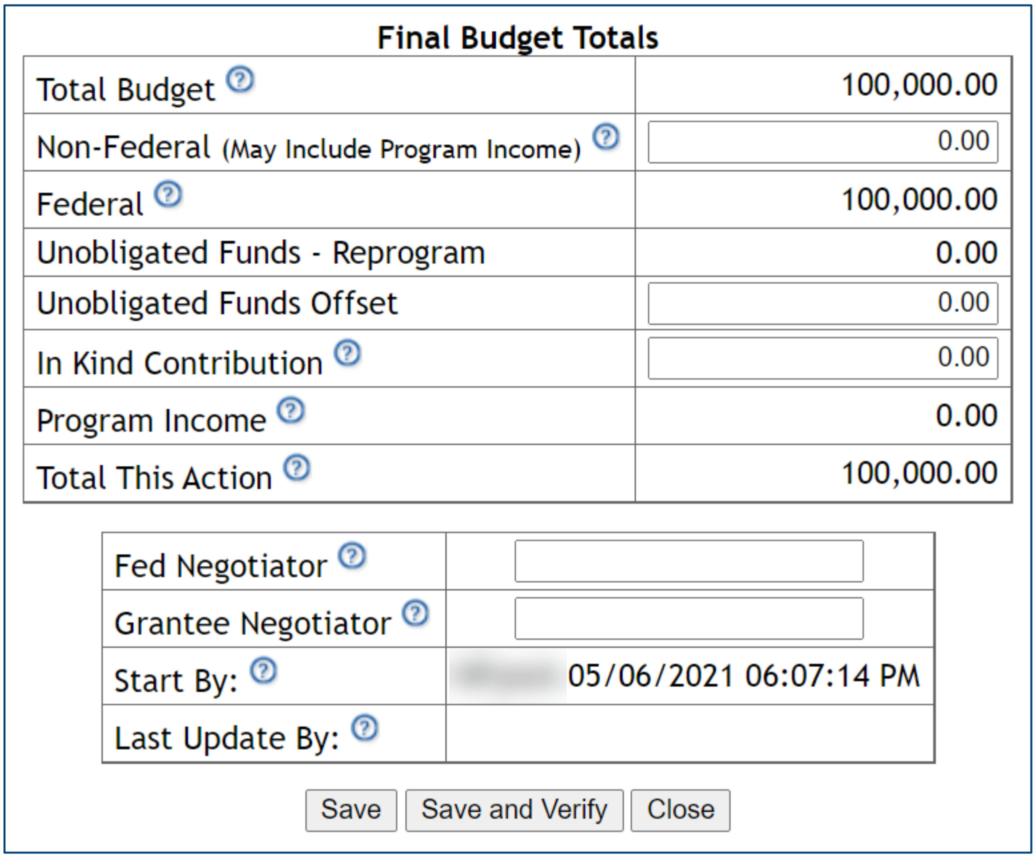


Figure 175: Budget Worksheet screen – Final Budget Totals section

Upon clicking an activity tab, budget categories and various columns appear in the *Direct Cost* section. Review each activity tab and ensure budget values are correctly entered.

Totals

Direct Cost

Category	Requested / Agency Adjusted Requested	Adjustment	Recommended	Total	Federal	Unobligated Balance
Personnel	0.00	0.00	0.00	0.00	0.00	0.00
Fringe Benefits	0.00	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Contractual	0.00	0.00	0.00	0.00	0.00	0.00
Facilities/Construction	0.00	0.00	0.00	0.00	0.00	0.00
Other	100,000.00	0.00	100000.00	100,000.00	100,000.00	0.00
Total Direct	100,000.00	0.00	100,000.00	100,000.00	100,000.00	0.00
Indirect	0.00	0.00	0.00	0.00	0.00	0.00
Grand Totals	100,000.00	0.00	100,000.00	100,000.00	100,000.00	0.00

Figure 176: Budget Worksheet screen – Direct Cost section

In the *Direct Cost* section of the Budget Worksheet, budget values appear in the various budget categories such as *Personnel*, *Travel*, *Equipment*. If corrections to a budget value are necessary, edit the values using the fields in each column. The following columns are available for edit:

- **Requested:** Indicates the amount the applicant or Grant Recipient requested. Because this value is transferred from the original SF-424A application, this field is not editable. For each budget category, the *Federal Requested* amount appears in the *Requested* portion of the first column.
- **Agency Adjusted Requested:** Click to edit the *Requested* amount entered by the applicant or Grant Recipient if a value was entered incorrectly on the original SF-424A.
- **Recommended:** Click to recommend or adjust a requested value. Amounts in this column impact the overall budget total. The *Recommended* amount is reflected in the *Direct Cost* section in the *Grand Totals* field and on the *Totals* tab in the *Total This Action* field.

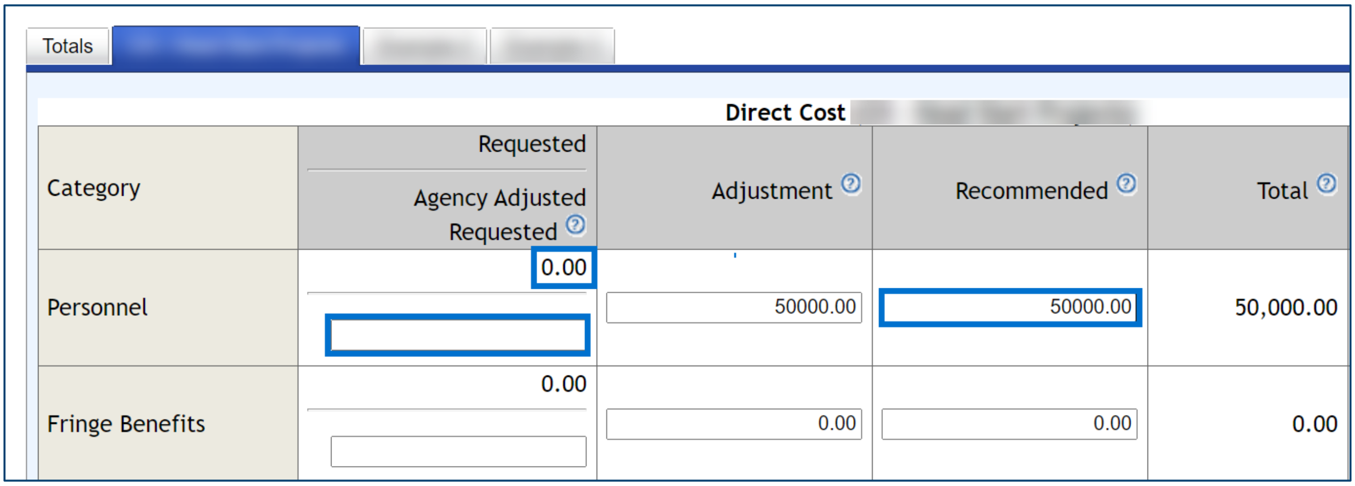


Figure 177: Budget Worksheet screen – Requested, Agency Adjusted Requested, and Recommended fields in the Direct Cost section

Non-Federal Calculation

To ensure the Non-Federal match is calculated only once, check the *Non-Federal* column of each activity tab and perform the following steps:

1. Review the budget category values and edit the *Recommended* field as necessary.

2. Scroll to the *Non-Federal* section located at the bottom of the Budget Worksheet and enter the **applicable amounts** in the *Recommended* fields of the *Applicant*, *State*, *Other*, and *Program Income* columns.

Non Federal (NL - Grant Languages Program)

	Applicant	State	Other (Includes Program Income)	Program Income	Total Non-Federal Include Program Income: No Yes	Total Main Amount	% Total Main Amount
Requested	50,000.00	0.00	0.00	0.00	50,000.00	60,000.00	83.3
Recommended	50000.00	0.00	0.00	0.00	50000.00	60,000.00	83.3

Figure 178: Budget Worksheet screen – Recommended fields of the Applicant, State, Other, and Program Income columns

The total amount appears in the *Recommended* field of the *Total Non-Federal* column.

Non Federal (NL - Grant Languages Program)

	Applicant	State	Other (Includes Program Income)	Program Income	Total Non-Federal Include Program Income: No Yes	Total Main Amount	% Total Main Amount
Requested	50,000.00	0.00	0.00	0.00	50,000.00	60,000.00	83.3
Recommended	50000.00	0.00	0.00	0.00	50000.00	60,000.00	83.3

Figure 179: Budget Worksheet screen – Recommended field of the Total Non-Federal column

3. Click the **Save** button and return to the *Totals* tab.

Save | Save and Verify | Close

Figure 180: Budget Worksheet screen – Save button

Save, Verify, and Close

To save edits, perform the following steps:

1. Review all data in the *Final Budget Totals* section.

Final Budget Totals	
Total Budget	100,000.00
Non-Federal (May Include Program Income)	0.00
Federal	100,000.00
Unobligated Funds - Reprogram	0.00
Unobligated Funds Offset	0.00
In Kind Contribution	0.00
Program Income	0.00
Total This Action	100,000.00

Figure 181: Budget Worksheet screen – Final Budget Totals section

2. Click the **Save and Verify** button.

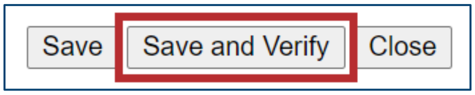


Figure 182: Budget Worksheet screen – Save and Verify button

3. Click the **Close** button to return to application processing.

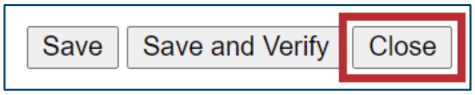


Figure 183: Budget Worksheet screen – Close button

RECOMMEND AND APPROVE FUNDING MEMOS

Upon completion of the Budget Worksheet, the Funding Memo must be recommended. Please refer to the workflow diagram for an office's approval steps.

To recommend the Funding Memo, perform the following steps:

1. From a browser such as Internet Explorer or Google Chrome, navigate to www.grantsolutions.gov and click the **Login** button.

2. On the "GrantSolutions Login" screen, log into the GrantSolutions GMM using your **GrantSolutions Username** and **GrantSolutions Password** and click the **Submit** button. Alternatively, log in with your PIV card or Login.gov account if applicable.

3. The "Grants List" screen appears. From the menu bar, click the **Applications** tab and select the **Funding Memo** option.

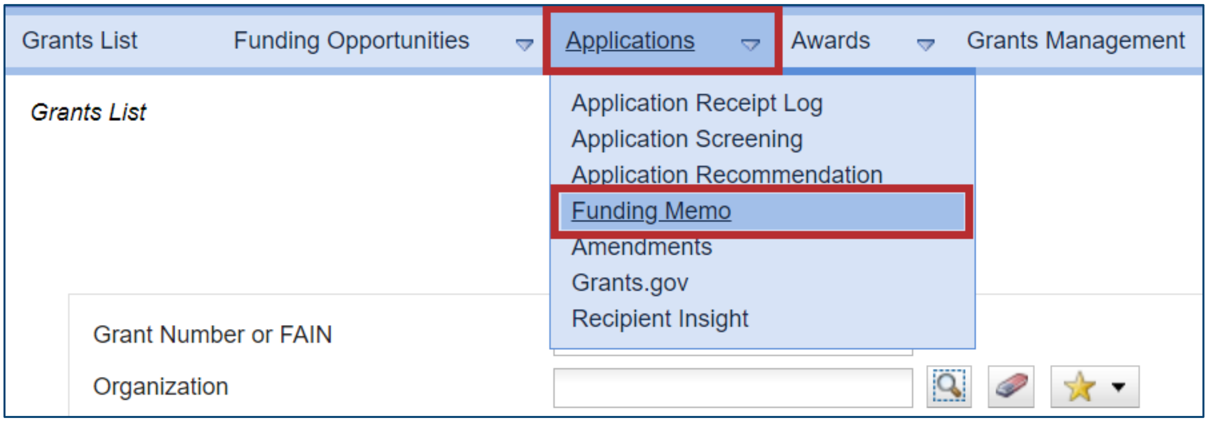


Figure 184: GMM Menu bar – Applications tab and Funding Memo option

4. The "Funding Memo" screen appears. Search for the desired application.

5. Results appear in a table below the search fields. Locate the desired application and click the **Recommend** link in the *Action* column.

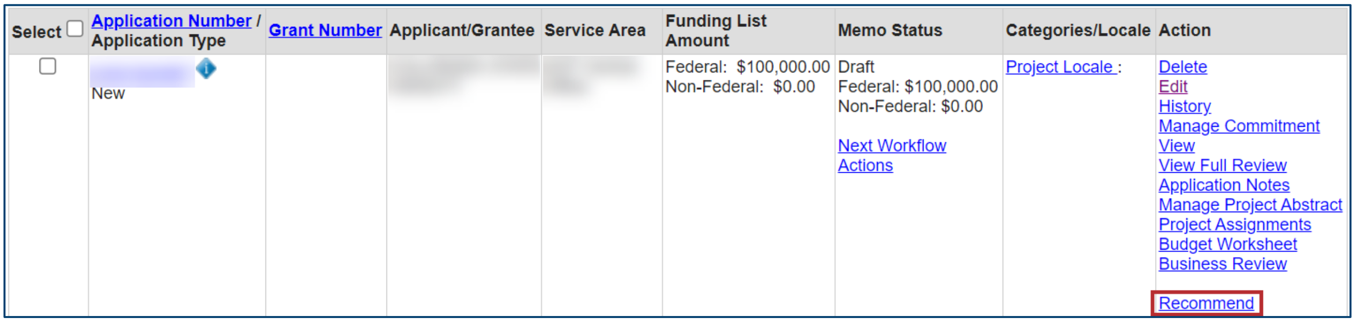


Figure 185: Funding Memo screen – Recommend link in the Action column of the results table

6. The “Action Requested: Recommend” screen appears in a new window. Enter **comments** in the *Comments* field as necessary and click the **OK** button**.**

Note: Comments are saved in the application record. To view comments, click the *History* link in the *Action* column on the “Funding Memo” screen.

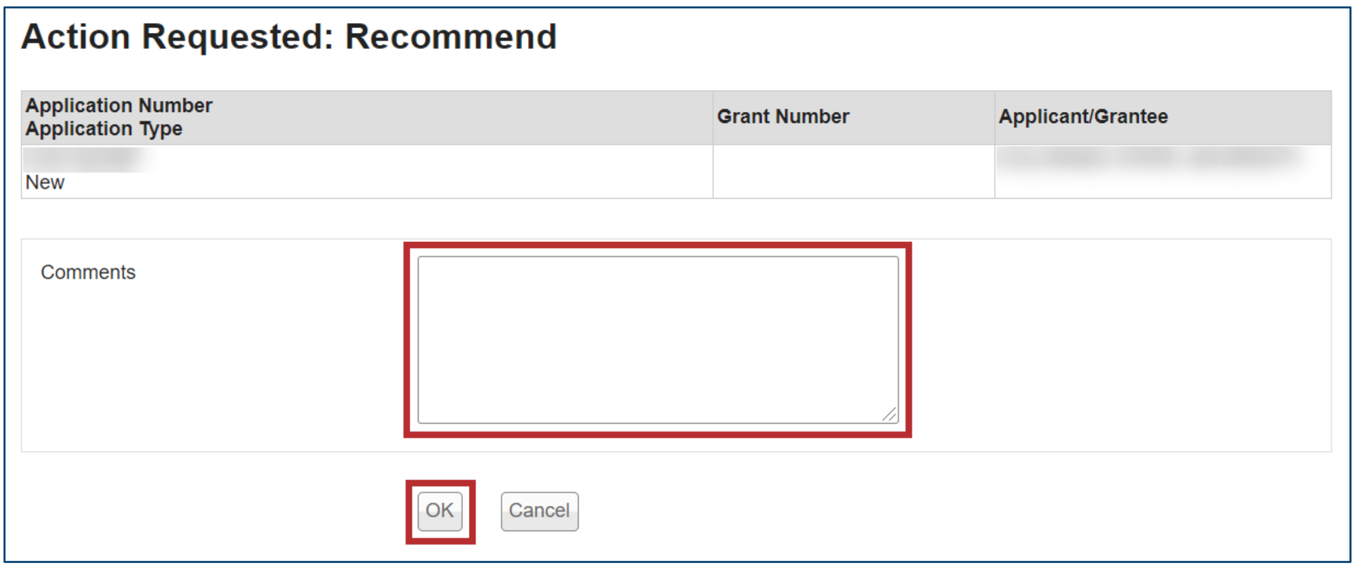


Figure 186: Action Requested: Recommend screen - Comments field and OK button

7. In the results table, the *Memo Status* of the application updates. To view the next step in the approval process, click the **Next Workflow Actions** link in the *Memo Status* column.

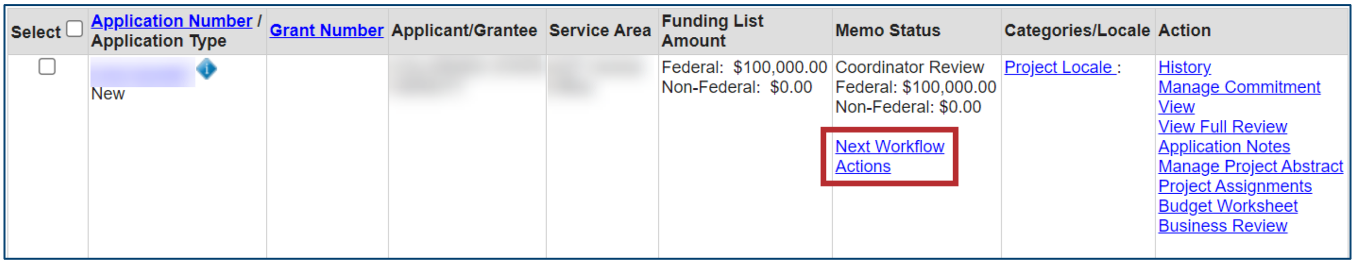


Figure 187: Funding Memo screen – Next Workflow Actions link in the Memo Status column of the results table

The Next Workflow Actions window appears with possible workflow transitions and authorized individuals.

Note: Some Grantors require a Financial Review before creating a commitment; for more information on commitments, see the “Financial Account Management” guide. Similarly, some Grantors must concur or non-concur the Funding Memo before approval; both options move the application forward in the process, however, selecting the *Non-Concur option* requires the reviewer to add a comment.

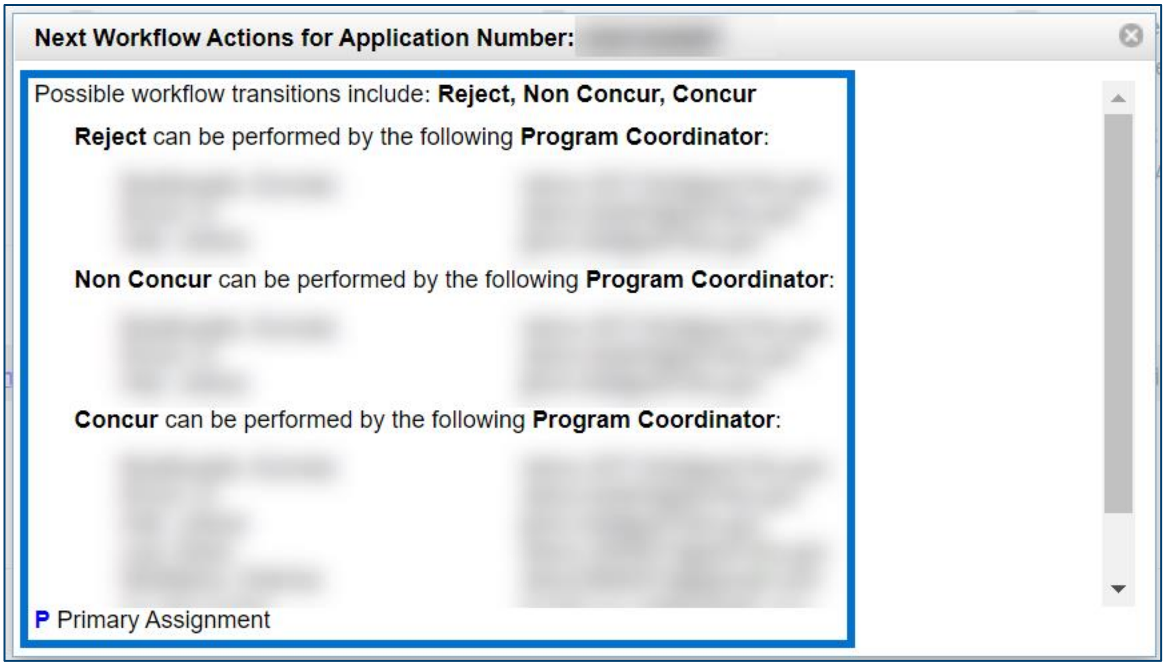


Figure 188: Next Workflow Actions window – possible workflow transitions and authorized individuals

8. Click the **Approve** link in the *Action* column to approve the Funding Memo and send it to other reviewers.

Note: Alternatively, click the *Reject* link to delete the Funding Memo and return it to the *Draft* status, or click the *Disapprove* link to stop the application from moving forward. Disapproved applications can be edited. Users with the GMO or Authorizing Official (AO) roles can reopen a disapproved application.

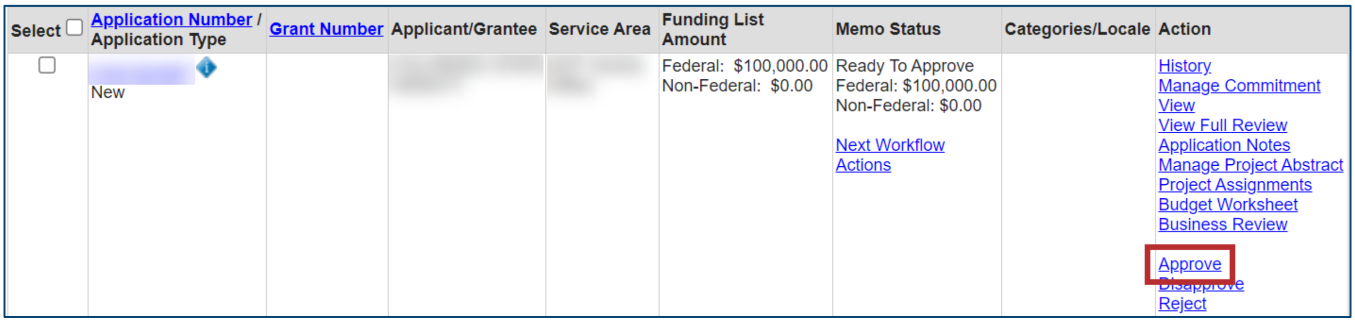


Figure 189: Funding Memo screen – Approve link in the Action column of the results table

9. To generate the NOA and complete the Funding Memo process, Grants Office users must click the **Generate** link in the *Action* column.

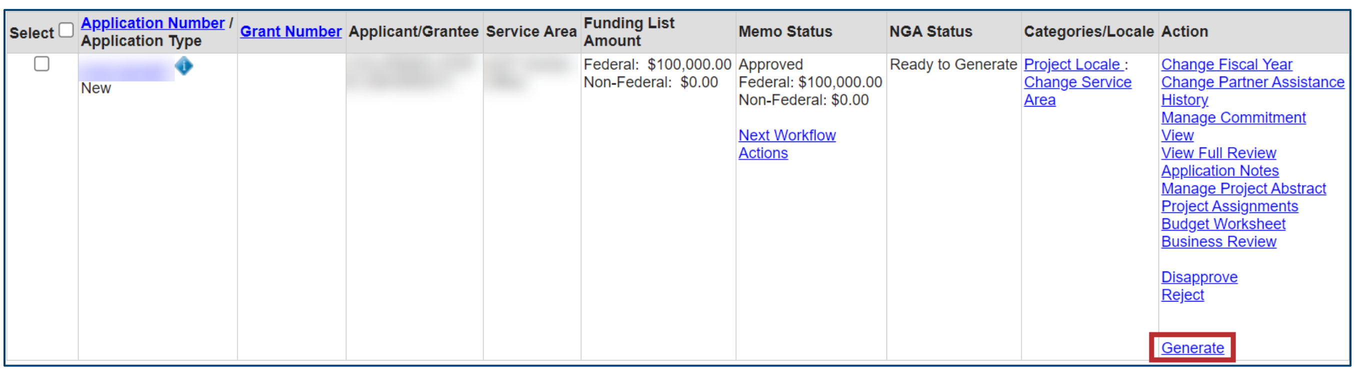


Figure 190: Funding Memo screen – Generate link in the Action column of the results table

The NOA is generated and award processing begins.

EMAIL NOTIFICATIONS

If a user recommends a Funding Memo, the next step is to non-concur, concur, or approve. Assigned PO, PC, OD, GMO, AO, and FMO users responsible for approving Funding Memos receive the following email notification if a Funding Memo is awaiting approval:

Subject:
Funding Memo for <Grant Recipient/Applicant Org Name> (Application# <application#>) has been forwarded for your review
Text:
Funding Memo for <Grant Recipient/Applicant Org Name> (Application# <application#>) has been forwarded for your review
Workflow State: <state name>
Announcement: <Announcement Title> (N/A if amendment)
Organization: <Grant Recipient/Applicant Org Name>
Grant#: <core grant#> (N/A if not existing grant)
Application#: <application#>
Application Type: <New/Non-Competing Continuation/Directed Supplement/Amendment>
Amendment Type: <Amendment Type>