# Review and Approve or Reject the SF-429

June, 2017

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# Introduction

The GrantSolutions Grants Management Module (GMM) and Online Data Collection (also known as inForm) provide a convenient way for Grantees to submit the SF-429 forms and for Grantors to review and approve or reject the forms.

The SF-429 consists of a total of three forms: Attachment A, Attachment B, and Attachment C. The Cover Page section is available and must be completed for each form.

- The SF-429 Attachment A (General Reporting) is an annual report that is submitted once during the budget period at the time the Final SF-425 is submitted.
- The SF-429 Attachment B (Request to Acquire, Improve, or Furnish) is created on an 'as needed' basis. The Grantee can submit a request as soon as the grant is available in GrantSolutions, even after the grant is closed.
- The SF-429 Attachment C (Request for Disposition) is created on an 'as needed' basis. Grantees can submit a request as soon as the grant is available in GrantSolutions, even after the grant is closed.

GRANTOR PERMISSIONS

Online Data Collection is a role based system, which means users can only perform actions in the workflow if they have the appropriate permissions.

Grantor may request one of the following titles:

- **Grants Officer and Grants Team Lead**: Views and approves or reject forms
- **Grants Specialist/OGM Auditor**: Views and reviews forms
- **Program Director**: Views forms
- **Program Speciaist**: Views forms
- **Program Office Auditor**: Views forms
- **Program Staff (Other)**: Views forms
- **OA Staff (Other)**: Views forms

GRANTEE WORKFLOW

Grantees need to perform specific steps to submit the SF-429. Those steps are listed below:

1. Login to the GrantSolutions Grants Management Module (GMM), access Online Data Collection, and navigate to the SF-429.
2. Enter and edit data, and save sections.
3. Validate the SF-429 to check against rules.
4. Certify the form to electronically sign.
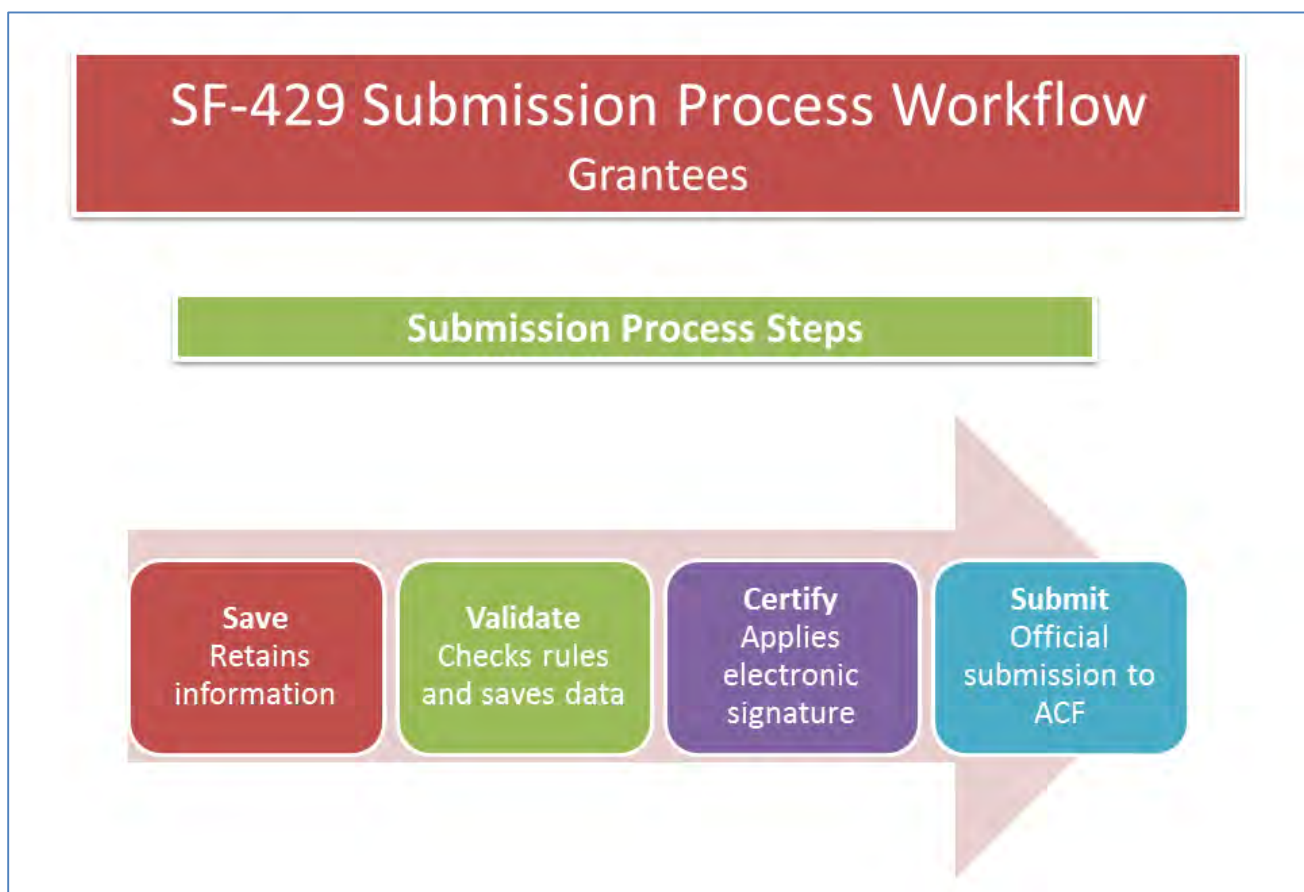5. Electronically submit the SF-429.



**Figure 1: SF-429 Submission Process Workflow for Grantees - Steps are Save, Validate, Certify, and Submit**

GRANTOR WORKFLOW

After the SF-429 is submitted by the Grantee, Grantor staff clicks the **Review** button from the **"**Report Form Status Page**"** to take ownership.

Once the form is under review, it can be **approved** to transfer the data to the Property Tracking and Management System (PTMS), or **rejected** for changes.

*Important!* *When a form is approved, it can no longer be rejected for changes. However, once approved, a revision may be created.*

The Grantor approval process workflow is as follows:
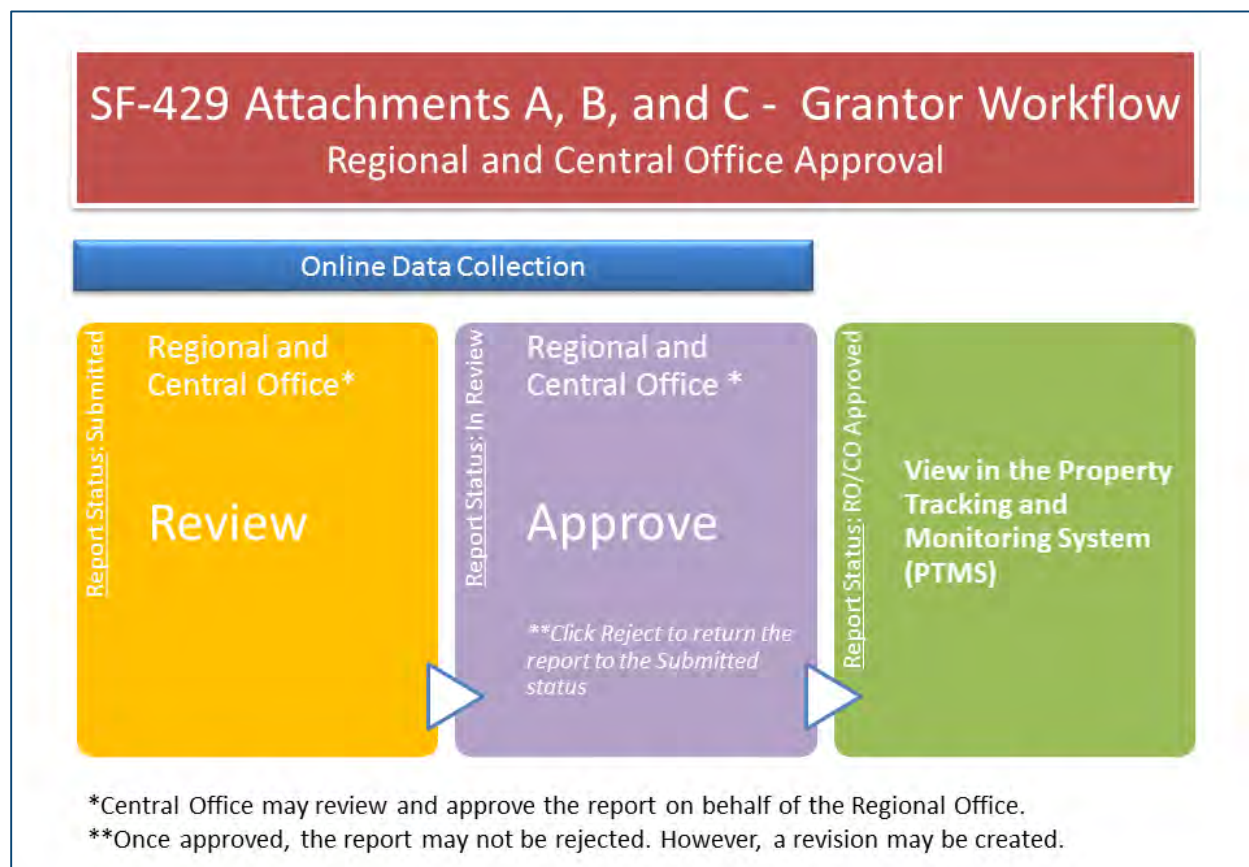


Figure 2: SF-429 Attachments A, B, and C Grantor Approval Workflow

To change an approved form, Grantees may create a revision. A revision is an exact copy of the original submitted form except the fields are open for edits. The original form is retained on the "Report Form Status" page for historical purposes.

**Important!** A timeout warning message appears after 25 minutes of inactivity. Activity includes clicking any of the actions buttons (e.g. View Attachments, Review, Print, Approve, or Reject) or navigating to another screen. When the timeout warning message appears, click the **OK** button to continue working for another 25 minutes.

# Login

GRANTORS WITH ACCESS TO THE GRANTSOLUTIONS GMM

Grantors access the SF-429 from the GrantSolutions GMM.  To log in:

1.  From an Internet browser (such as Internet Explorer Mozilla Firefox, or Google Chrome), go to www.grantsolutions.gov.
2.  The "Grants Center of Excellence" Home page appears. Click the button **Login to GrantSolutions**.



Figure 3: The Grants Center of Excellence Home page

3.  The "GrantSolutions" login screen displays. Login with your PIV card or with your Username and Password.
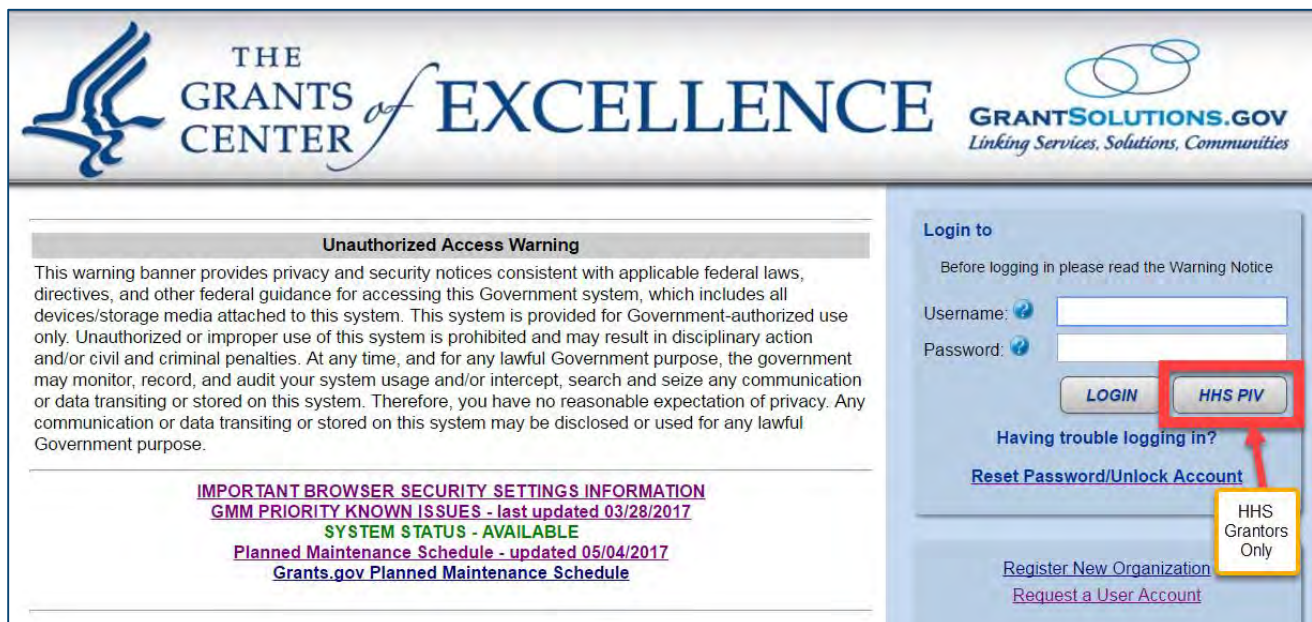


Figure 4: GrantSolutions login screen - Username field, Password field, Login and HHS PIV buttons

4.  The "Grants List" screen appears. From the menu bar, select **Online Data Collection**.
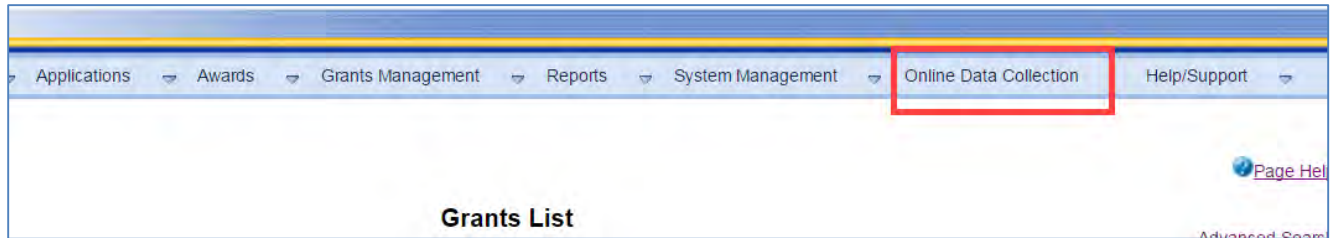
5.  The Online Data Collection "Home" page appears in a new window.
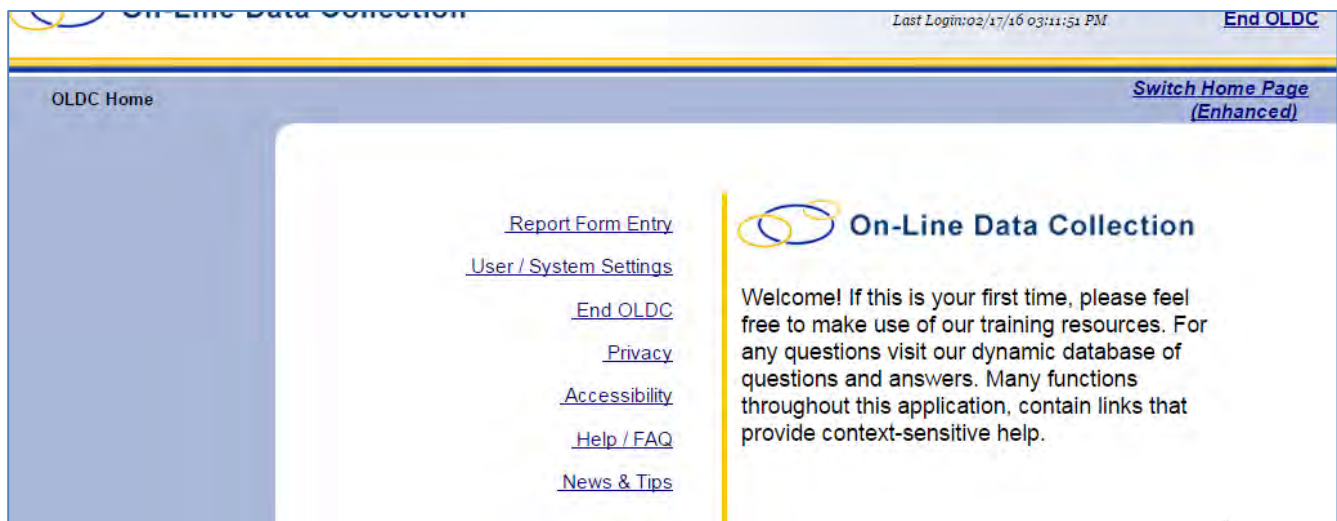
## LOGIN FOR GRANTORS THAT DO NOT USE THE GRANTSOLUTIONS GMM

**Important!** Grantors that <u>do not</u> use the GrantSolutions GMM access the SF-429 from the GrantSolutions "Portal" screen.  To log in and access the SF-429:

1. From an Internet browser (such as Internet Explorer, Mozilla Firefox, or Google Chrome), go to www.grantsolutions.gov.
2. The "Grants Center of Excellence" Home page appears. Click the button **Login to GrantSolutions**.



**Figure 7: The Grants Center of Excellence Home page**

3. The "GrantSolutions" login screen displays. Login with your PIV card or with your Username and Password.
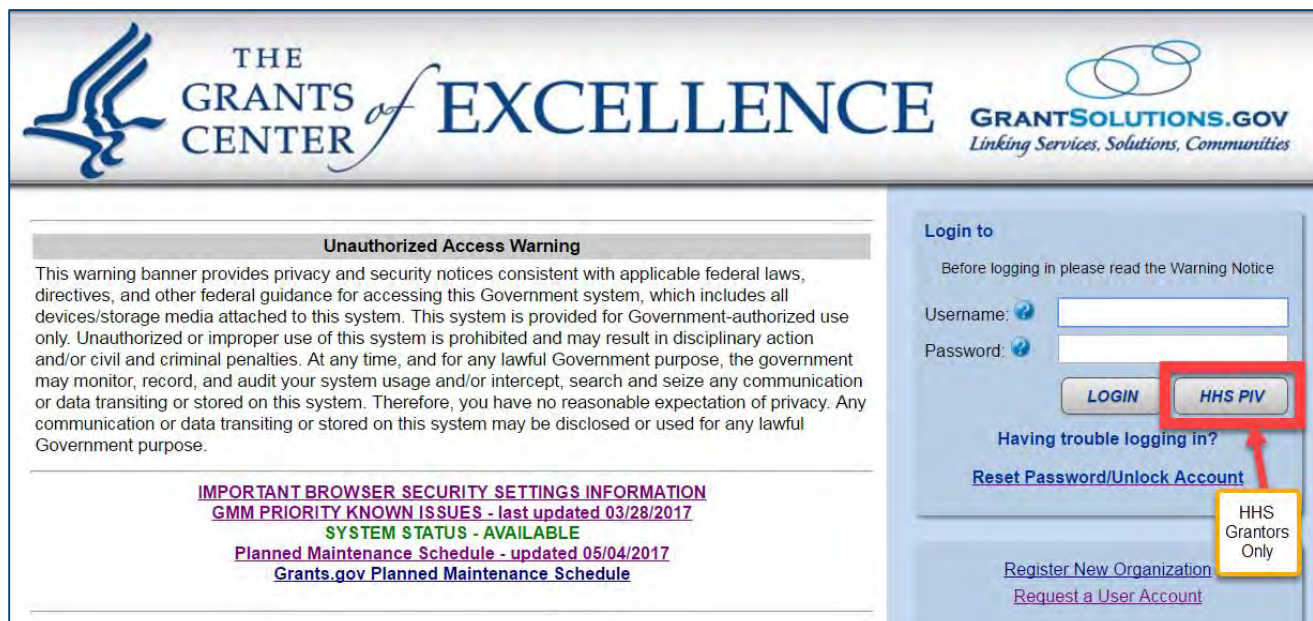


**Figure 8: GrantSolutions login screen - Username field, Password field, Login and HHS PIV buttons**

4. The "Portal" screen opens. Select **Reporting/Monitoring – OLDC** from the menu bar.
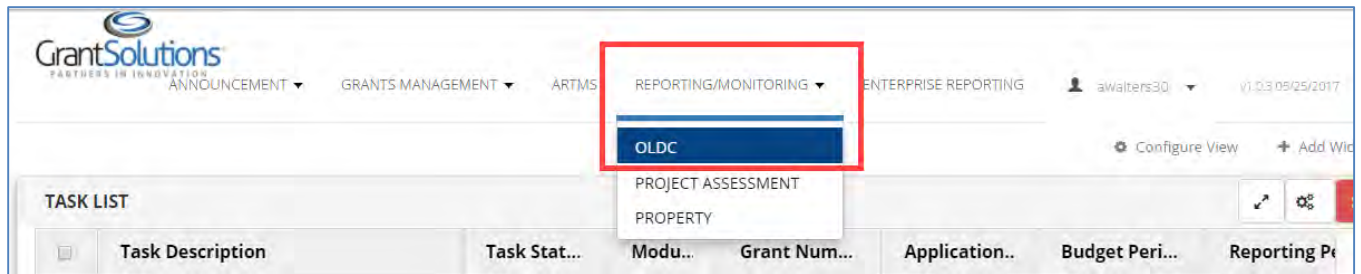


Figure 9: GrantSolutions Portal screen - Reporting/Monitoring - OLDC menu

5. The Online Data Collection "Home" page appears in a new window.
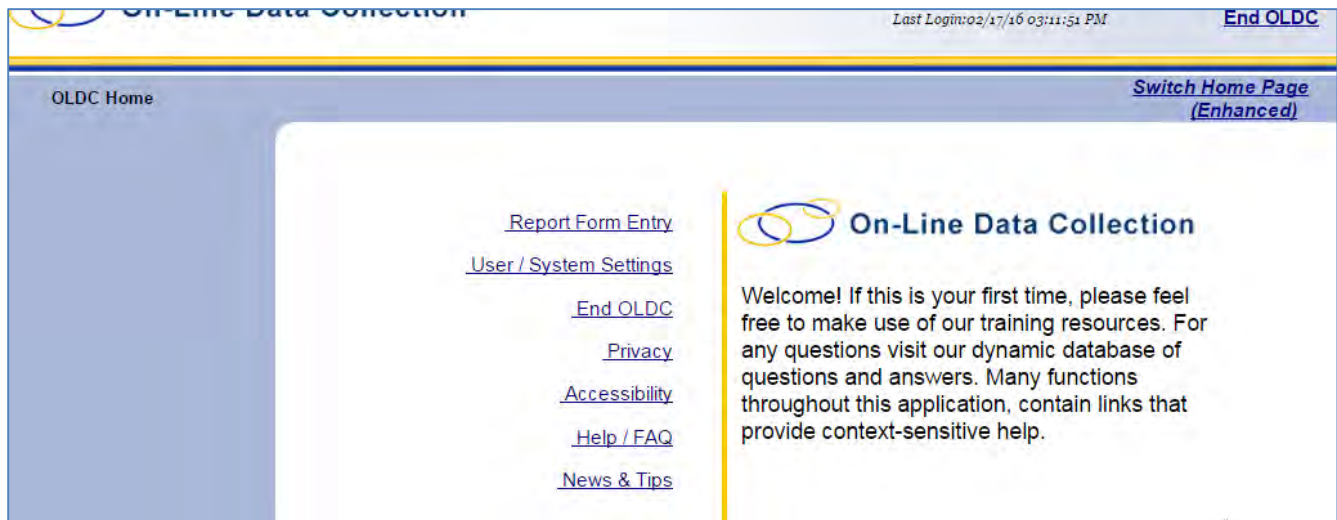
# Navigation

The Online Data Collection menu list is available from the "Home" screen. From the menu, users can access their forms.
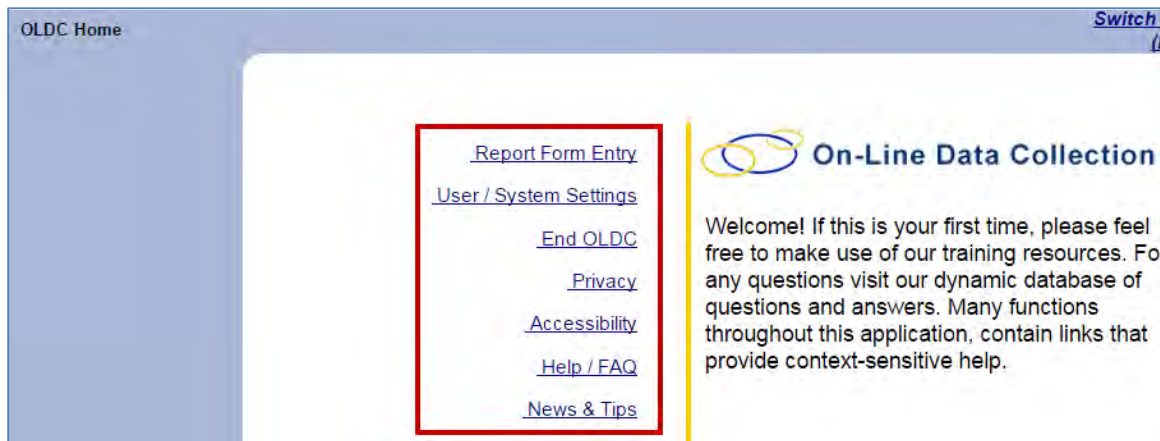


**Figure 10: Home screen**

Navigation links appear and disappear towards the top of the screen as different pages are accessed. Click any of the Navigation links (breadcrumbs) to return to previously visited screens. For security purposes, do not use the back button.
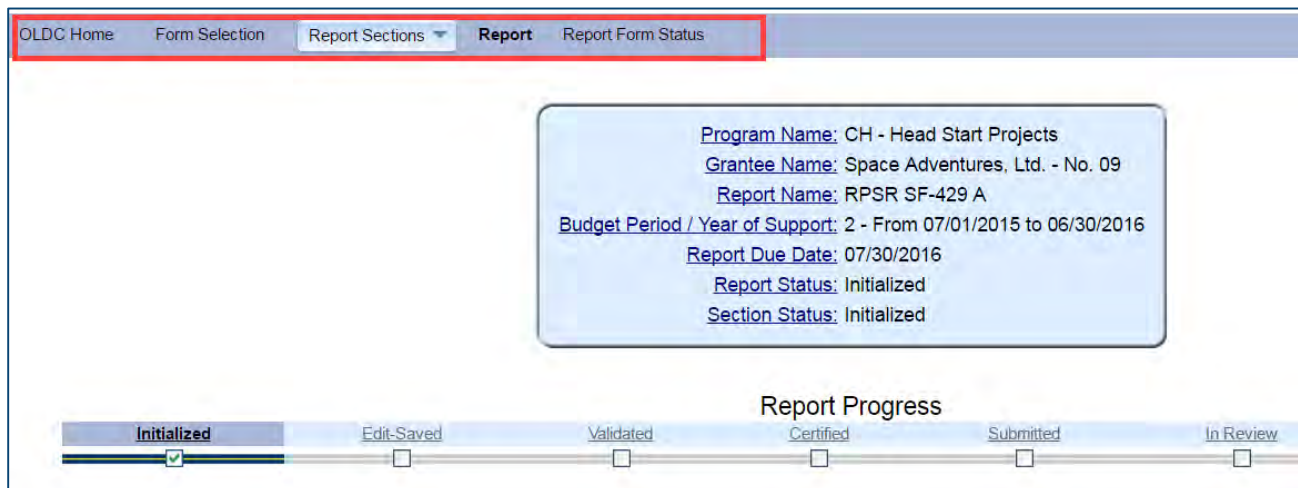


**Figure 11: Navigation links**

ENHANCED HOME PAGE

An enhanced "Home" page option is available to Grantors. This screen improves navigation and ease of use while retaining access to the menu list. When Grantors access the enhanced Home page, three tabs are available: **My Recent Activity**, **Approval Activity**, and **Grantee Activity**.

To activate the enhanced "Home" page view:

1.  From the right side of the "Home" screen, click the link **Switch Home Page (Enhanced)**.
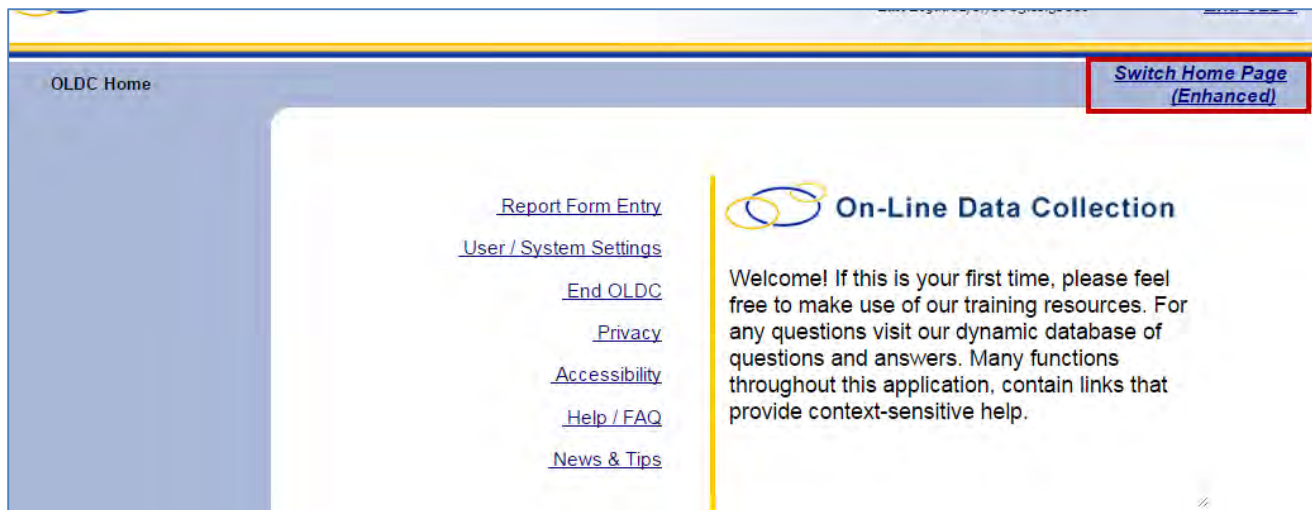


**Figure 12: OLDC Home - Switch Home Page (Enhanced) link**

2.  A message appears asking "Do you want to keep the enhanced OLDC home page as your default home page?"
    - Click **Yes** to set the enhanced page as the new default each time Online Data Collection is accessed.
    - Click **No** to enable the enhanced home page now. However, the next time Online Data Collection is accessed, the regular Home screen appears.
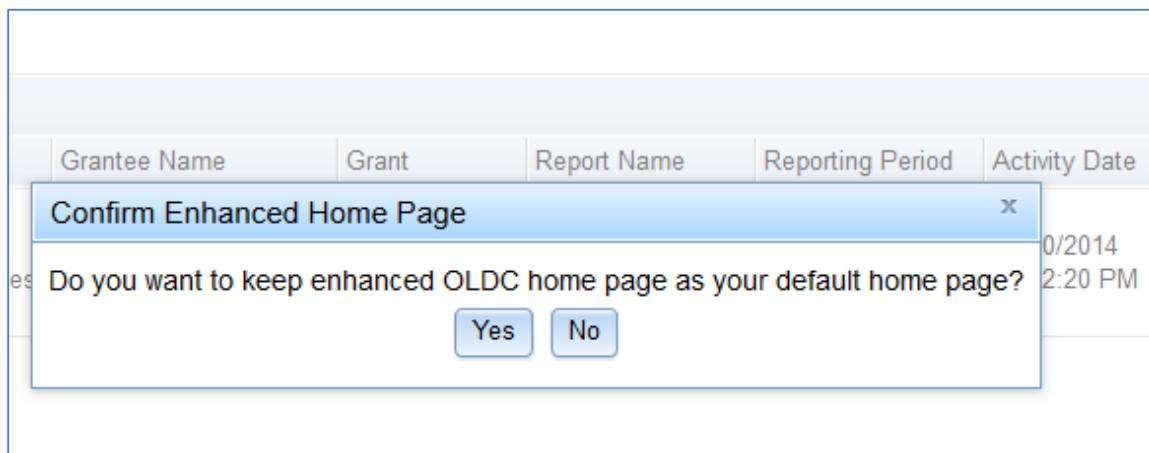


**Figure 13: Confirmation Pop-up Message**

3. The new "Home" screen appears. To return to the regular "Home" screen view, click the link **Switch Home Page (Regular)**.
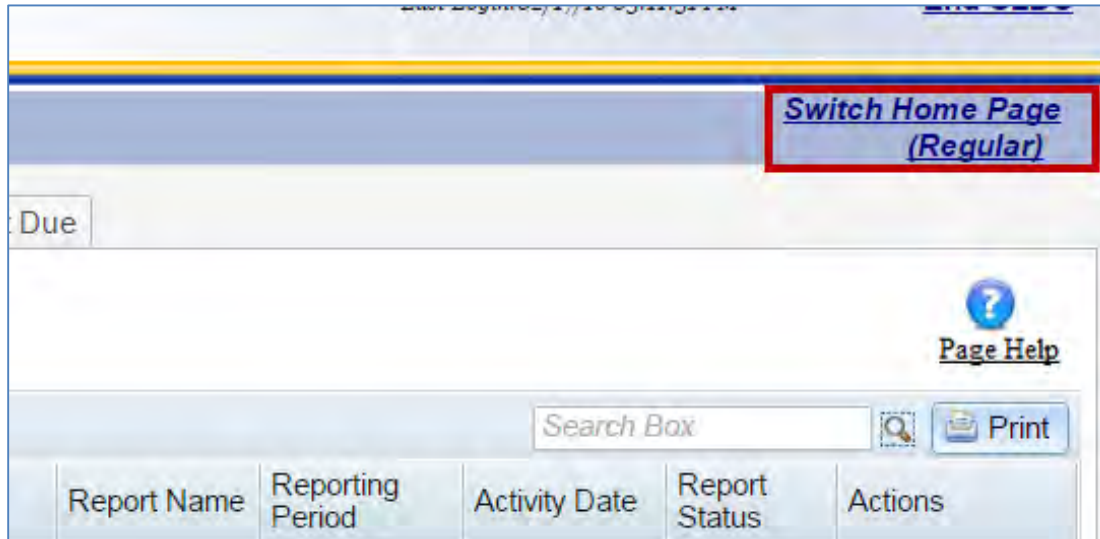
**Figure 14: Enhanced OLDC Home screen - Switch Home Page (Regular) link**

## My Recent Activity Tab

The "My Recent Activity" tab contains all forms recently accessed by the user. To perform an action for a form, click the **Actions** drop-down list and select one of the following options:

- **View**: View a read-only version of the form
- **Report Status**: Navigate to the "Report Form Status" page
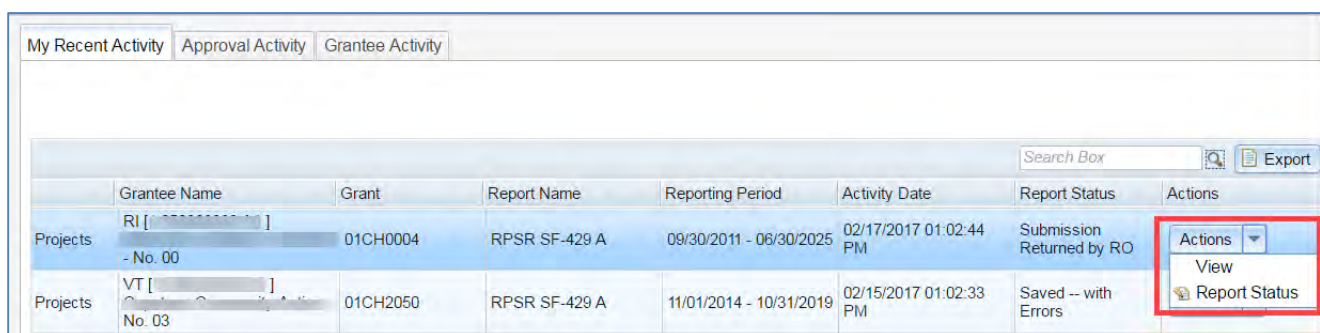


**Figure 15: My Recent Activity Tab**

## Approval Activity Tab

Use the "Approval Activity" tab to search for forms that are already in the submitted status, under review, or approved by the Grantor over the past two years. To access historical data, use the *Report Form Entry* link from the menu list.
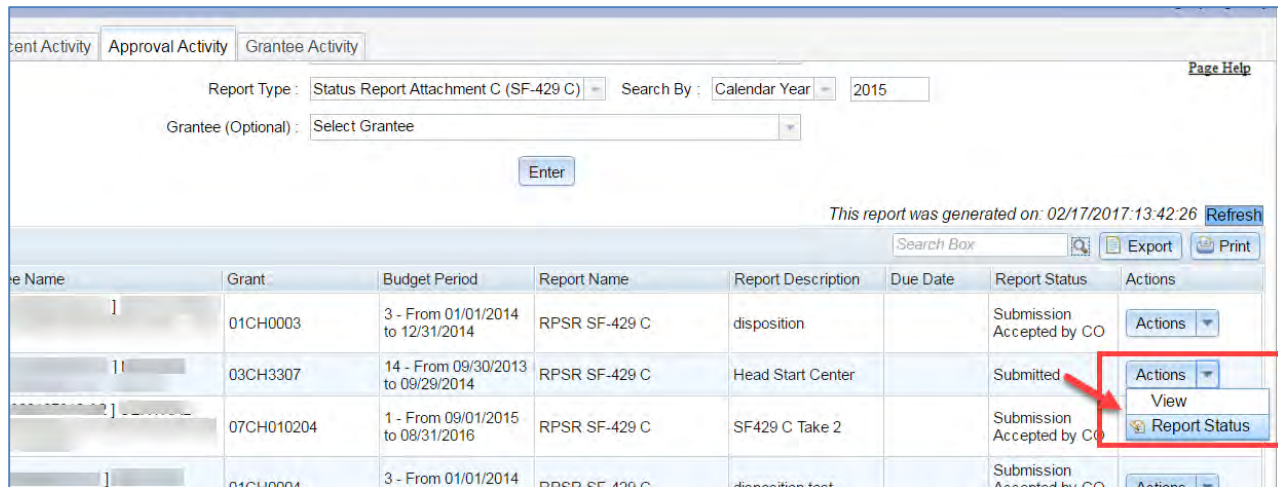
*Note: All statuses after submit display on this screen.*

To search for forms:

1. Select a **Program** from the Program drop-down list.
2. Select a **Report Type** from the Report Type drop-down list.
3. From the **Search By** drop-down list, select one of the available criteria.
4. Optional: Select a **Grantee** from the Grantee drop-down list. If no grantee is specified, all grantees display in the Results Table.
5. Click the **Enter** button.
6. The *Results Table* appears. Click the **Actions** drop-down list and select one of the following options:
   - **View**: View a form in read-only mode.
   - **Report Status:** Navigate to the "Report Form Status" page to perform approvals

   Click the **Export** button to save the search results to an Excel spreadsheet.



**Figure 16: Approval Activity Tab**

## Grantee Activity Tab

Use the "Grantee Activity" tab to search for forms that are currently being edited or have already been submitted by the Grantee.

To perform a search:
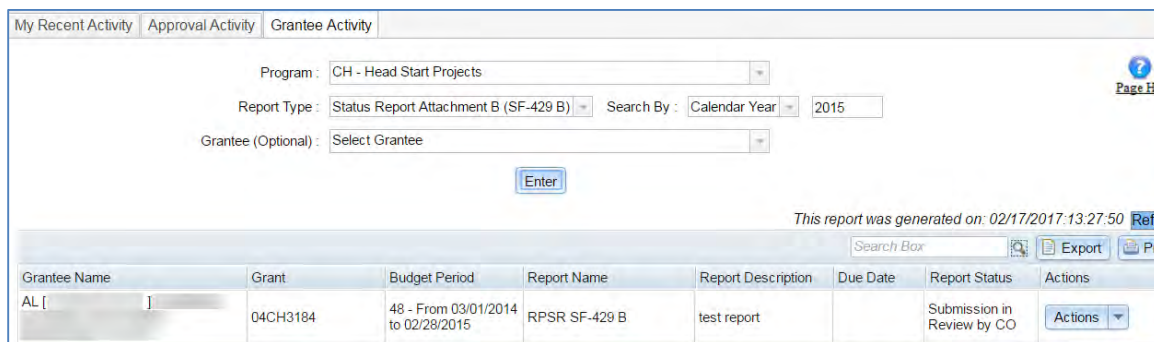
1. Select a **Program** from the Program drop-down list.
2. Select a **Report Type** from the Report Type drop-down list.
3. From the **Search By** drop-down list, select one of the available criteria.
4. Optional: Select a **Grantee** from the Grantee drop-down list. If no grantee is specified, all Grantees display in the Results Table.
5. Click the **Enter** button.



**Figure 17: Grantee Activity selection drop-down lists**

6. The *Results Table* appears. To perform an action on a form, click the **Actions** drop-down list and select one of the following options:
   - **View**: View a report in read-only mode
   - **Report Status**: Navigate to the "Report Form Status" page to perform approvals



**Figure 18: Grantee Activity**

# Access the SF-429 from the Approval Activity Tab

VIEW THE SF-429 (ALL GRANTOR ROLES)

Grantors may view the SF-429 from the Approval Activity tab. To view a form:

1. From the enhanced "Home" page, select the **Approval Activity** tab.



**Figure 19: Home page – Approval Activity Tab**

2. From the search criteria, select a **Program** from the Program drop-down list.
3. Select a **Report Type** from the Report Type drop-down list.
4. From the **Search By drop-down list**, select one of the available criteria.
5. Optional: Select a Grantee from the Grantee drop-down list. If no grantee is specified, all grantees display in the Results Table.
6. Click the **Enter** button.



**Figure 20: Approval Activity tab - Selections**

7. The *Result Table* appears. Locate the desired Grantee and form, and from the *Actions* column, select **View**.


**Figure 21: Approval Activity tab - Results Table - Report Status action**

8. The "Report Sections" screen appears. From the "Report Sections" screen, click the **Print Full PDF** button to open the full report as a PDF (not including attachments).
9. Click the **View Attachments** button to open form or cell level attachments.
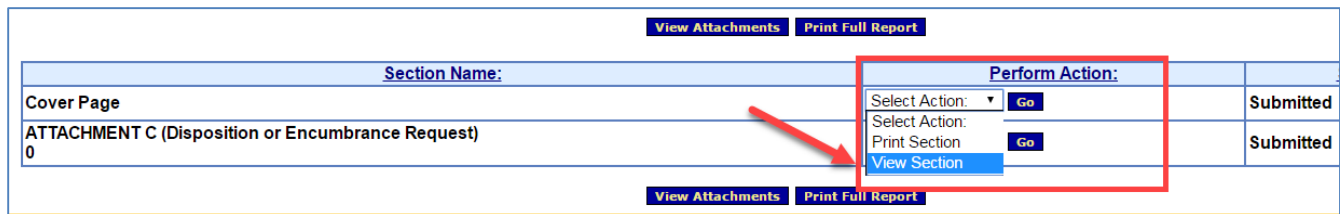

**Figure 22: Report Sections screen - View Attachments and Print Full Report buttons**

10. The *Report Sections* table contains the individual form sections. The table also contains the *Action* drop-down lists and the *Section Status*. The two possible actions are as follows:
    - **Print Section**: Opens the selected section as a PDF in a new window.
    - **View Section** - Opens a read-only version of the form section.
11. Select an action and then click the **Go** button (View Section is selected in this example).



**Figure 23: Action drop-down list and Go button**

12. The "Report" screen opens to the selected section for viewing. Use the **Next Section** or **Previous Section** buttons to navigate to a different section.
13. To view attachments and addition form information, click the **Report Form Status** navigation link located towards to the top of the screen.



**Figure 24: Report screen - Next Section button and Report Form Status navigation link**

14. The "Report Form Status" Page opens. Click an **attachment** link to view the uploaded file.
15. Click the **Home** navigation link towards the top of the screen to select a different program or Grantee.



Figure 25: Report Form Status Page - Attachment link and OLDC Home navigation link

## REVIEW THE SF-429 (GRANTS SPECIALISTS)

After a form is submitted, a Grantor with the appropriate permissions clicks the **Review** button from the "Report Form Status Page" to take ownership. Once the form is under review, it can either be approved or rejected.

To bring the SF-429 under review:

1. From the enhanced "Home" page, select **Approval Activity** tab.



**Figure 26: Home page – Approval Activity Tab**

2. From the search criteria, select a **Program** from the Program drop-down list.
3. Select a **Report Type** from the Report Type drop-down list.
4. From the **Search By drop-down list**, select one of the available criteria.
5. Optional: Select a Grantee from the Grantee drop-down list. If no grantee is specified, all grantees display in the Results Table.
6. Click the **Enter** button.



**Figure 27: Approval Activity tab - Selections**

7. The Result Table appears. Locate the desired Grantee and form, and from the *Actions* column, select **Report Status**.



**Figure 28: Approval Activity tab - Results Table - Report Status action**

8. The "Report Form Status" page appears. Click the **Review** button from the *Report Action* column.



**Figure 29: Report Form Status page - Review button**

9.  The "Report Sections" screen appears. Continue the review by viewing or printing the sections, or by viewing or printing attachments. Return to the "Home" page by clicking the **OLDC Home** navigation link.



**Figure 30: Report Sections screen - OLDC Home navigation link**

*Note: From the Report Form Status page - Print drop-down list, select **Print PDF w/Attachments** to create PDF containing the form sections and all attachments.*

APPROVE OR REJECT THE SF-429 (GRANTS OFFICERS AND TEAM LEADS)

Once a form is under review, it can then be approved or rejected (returned to the Grantee) by a user with the appropriate permissions.

**Important!** Once a form is approved, it can no longer be rejected. To make a change to an approved form, the Grantee must submit a revision.

## Reject the SF-429

To reject the SF-429:

1.  From the enhanced "Home" page, select **Approval Activity** tab.



**Figure 31: Home page – Approval Activity Tab**

2. From the search criteria, select a **Program** from the Program drop-down list.
3. Select a **Report Type** from the Report Type drop-down list.
4. From the **Search By drop-down list**, select one of the available criteria.
5. Optional: Select a Grantee from the Grantee drop-down list. If no grantee is specified, all grantees display in the Results Table.
6. Click the **Enter** button.



Figure 32: Approval Activity tab - Selections

7. The *Result Table* appears. Locate the desired Grantee and form, and from the *Actions* column, select **Report Status**.



Figure 33: Approval Activity - Report Status action

8. The "Report Form Status" page appears. Click the **Reject** button to return the form to the Grantee for corrections.



**Figure 34: Report Form Status page - reject button**

9. The screen refreshes and the status is now *Submission Returned by* (CO or RO). The Grantee can now unsubmit, uncertify, make their changes, re-validate, re-certify, and re-submit.
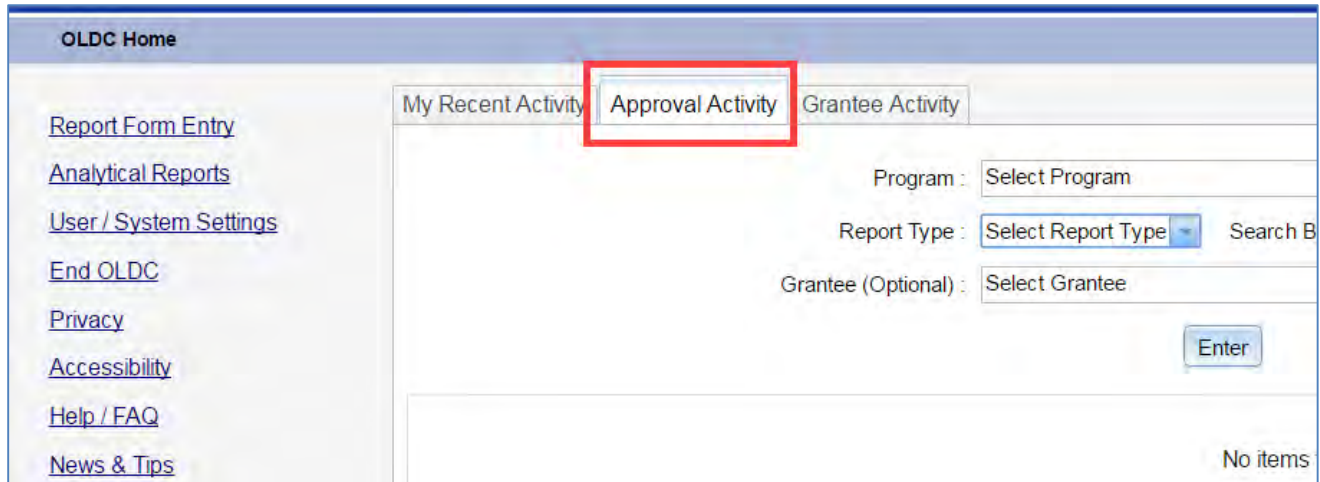


**Figure 35: Report Status - Submission Returned by CO**

## Approve the SF-429

To approve the SF-429:

1. From the enhanced "Home" page, select the **Approval Activity** tab.



**Figure 36: Home page – Approval Activity Tab**

2. From the search criteria, select a **program** from the Program drop-down list.
3. Select a **form** from the Report Type drop-down list.
4. From the **Search By drop-down list**, select one of the available criteria.
5. Optional: Select a Grantee from the Grantee drop-down list. If no grantee is specified, all grantees display in the Results Table.
6. Click the **Enter** button.



**Figure 37: Approval Activity tab - Selections**

7. The *Result Table* appears. Locate the desired Grantee and form, and from the *Actions* column, select **Report Status**.



Figure 38: Approval Activity - Report Status action

8. The "Report Form Status" page appears. Click the **Approve** button to accept the form and transfer the data to PTMS.



Figure 39: Report Form Status page - Approve button

9. The "Report Form" status page appears with the pop-up message "Data Transfer is successful, changing the status to Pending Approval." Click **OK**.
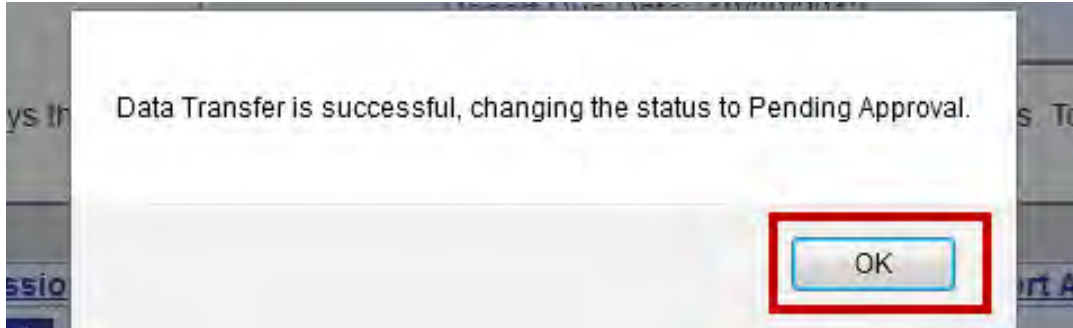
10. Once the form is approved, confirm that the information is transferred to PTMS.