

## Quick Sheet: Log Non-Competing Applications

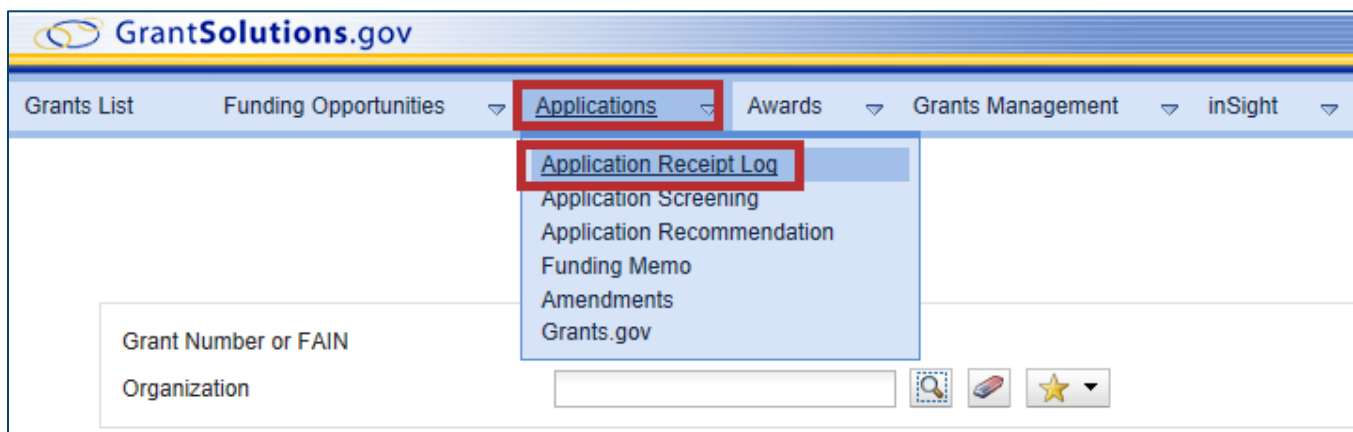
**Audience:** Grants Office

### PURPOSE

How to log Non-Competing Applications for paper-based submissions.

### LOG NON-COMPETING APPLICATION

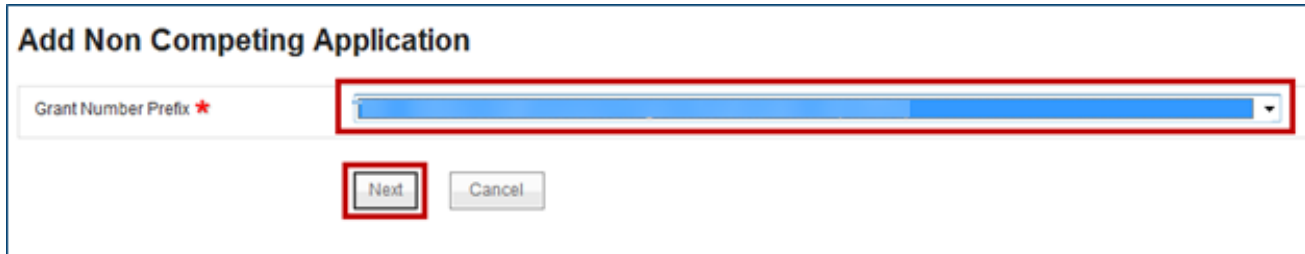
1. Log into the GrantSolutions GMM ([www.grantsolutions.gov](http://www.grantsolutions.gov)).
2. From the menu bar, select **Applications > Application Receipt Log**.



3. The “Application Receipt and Logging” screen appears. Click the **Log Non-Competing Applications** button.



4. The “Add Non-Competing Application” screen appears. Select a **Grant Number Prefix** (Grant Program) from the drop-down list and click the **Next** button.

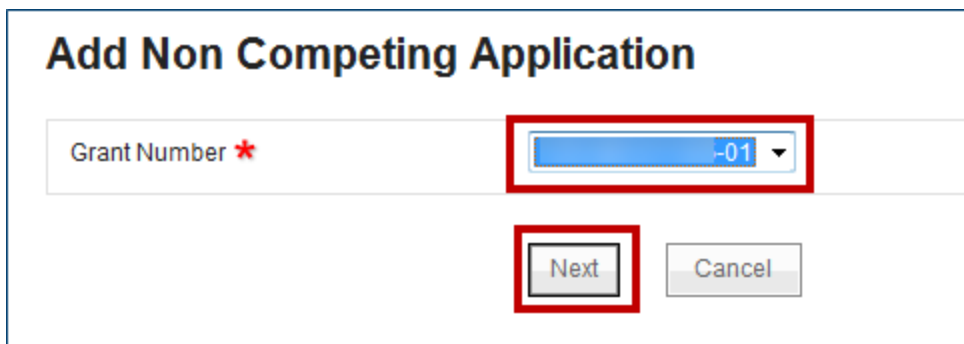


**Add Non Competing Application**

Grant Number Prefix \*

Next Cancel

5. The “Add Non-Competing Application” screen refreshes. Select a **Grant Number** from the drop-down list and click the **Next** button.



**Add Non Competing Application**

Grant Number \*

-01

Next Cancel

- The “Application Receipt Log – Create” screen appears. Complete all required fields and ensure information is correct. Click the **Create** button.

**Note:** Required fields are marked with a red asterisk.

### Application Receipt Log - Create

Grant Number

-01

Postmark Date (MM/DD/YYYY) \*

4/21/2015

Received Date (MM/DD/YYYY) \*

4/23/2015

Number Of Copies

1

#### Grantee Organization

Grantee Name \*

Center

Street Address \*

City \*

State \*

Maryland

Zipcode \*

Country \*

UNITED STATES

Phone Number

301-555-1212

Fax Number

Email Address

#### Name of Project Director / Principal Investigator

First Name \*

Joseph

Middle Name

Last Name \*

Phone \*

301-555-1212

Email

js@demo.xyz

#### Name of Contact Person

First Name \*

Joseph

Middle Name

Last Name \*

Phone \*

301-555-1212

Email

js@demo.xyz

Create

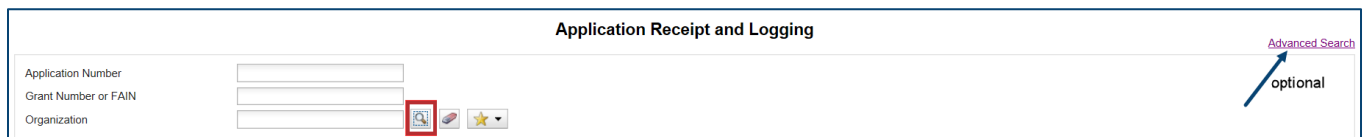
Cancel

- The “Application Receipt and Logging” screen appears.

## SUBMIT LOGGED APPLICATION

The process for submitting logged applications is the same for New and Non-Competing Continuations.

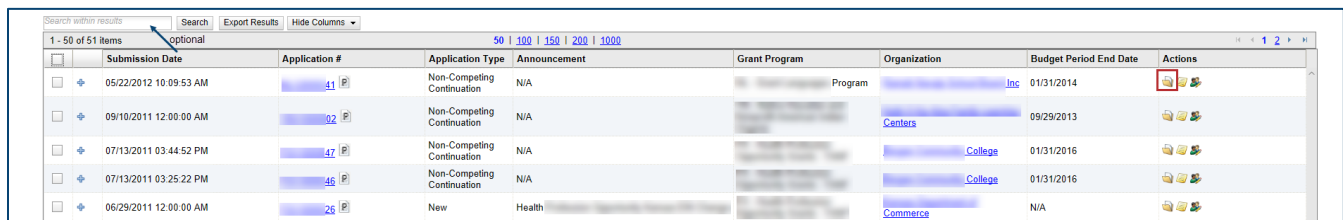
1. Search for logged application using the Simple Search (pictured below) or Advanced Search (click the **Advanced Search** link) screens. From the Simple Search screen, enter an **Organization name**. From the Advanced Search screen, set the Application Status filter to *Received*. Click the **Search** icon (magnifying glass).



2. The screen refreshes and the search results appear in a table below the search criteria. An option to search within results is available.

**Note:** The Application Status is *Received* because the package is not yet submitted.

3. Click the **Open Application** icon (file folder) from the *Actions* column to complete forms electronically and upload attachments.



Submission Date	Application #	Application Type	Announcement	Grant Program	Organization	Budget Period End Date	Actions
05/22/2012 10:09:53 AM	41	Non-Competing Continuation	N/A	Program	Inc	01/31/2014	[Open Application] [Other Icons]
09/10/2011 12:00:00 AM	02	Non-Competing Continuation	N/A		Centers	09/29/2013	[Other Icons]
07/13/2011 03:44:52 PM	47	Non-Competing Continuation	N/A		College	01/31/2016	[Other Icons]
07/13/2011 03:25:22 PM	46	Non-Competing Continuation	N/A		College	01/31/2016	[Other Icons]
06/29/2011 12:00:00 AM	26	New	Health		Commerce	N/A	[Other Icons]

4. The “GrantSolutions Non-Competing Continuation Application Control Checklist” screen appears.
5. To open a form, click the **Enter Online** link from the *Enclosure(s)* column.

**Note:** Icons in the *Status* column include a triangle with an exclamation point, which indicates a *recommended item* and a bracket, which indicates *not started*.


Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424A Budget Information - Non-Construction	<a href="#">Enter Online</a>	N/A	[Triangle with exclamation point]
SF-LLL Disclosure of Lobbying Activities	<a href="#">Enter Online</a>	N/A	[Bracket]
SF-424B Assurances - Non-Construction	<a href="#">Enter Online</a>	N/A	[Triangle with exclamation point]
SF-424 Application for Federal Assistance Version 2	<a href="#">Enter Online</a>	N/A	[Triangle with exclamation point]

6. The online form displays. Complete all information and click the **Save** button.

**Note:** Required fields are marked with a red asterisk.

7. The “Save Successful” message appears. Click the **Close** button.

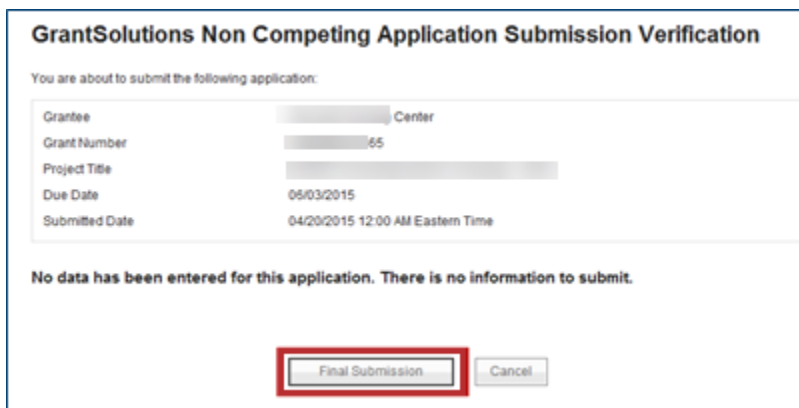
**Note:** When a form is saved, the status changes to a green checkmark icon and the Print Completed link appears.

Online Forms	Enclosure(s)	Attachment(s)	Status
SF-424 Application for Federal Assistance Version 2	<a href="#">Enter Online</a> <a href="#">Print Completed</a>	N/A	

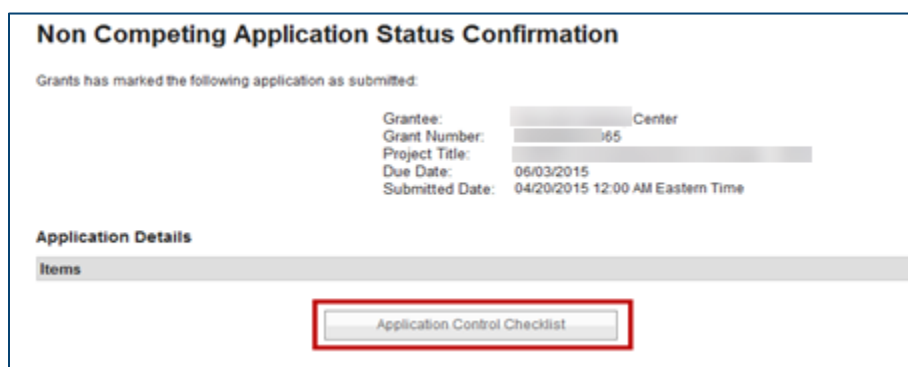
8. Once all forms are complete and attachments are uploaded, click the **Verify Submission** button.



9. The “GrantSolutions Non-Competing Application Submission Verification” screen appears. Click the **Final Submission** button.



10. The “Non-Competing Application Status Confirmation” screen appears. Click the **Application Control Checklist** button to verify that the application is submitted.



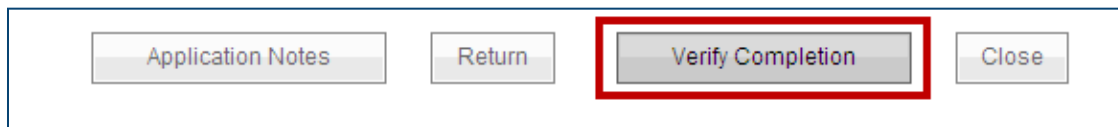
11. The “GrantSolutions Non-Competing Continuation Application Control Checklist” screen appears with a status of “(Read-Only)” noted at the top.

## VERIFY COMPLETION AND FINAL COMPLETION

Once an application is in the *Submitted* status, the next step is for the Grants Office to review the application to ensure all forms and attachments are included.

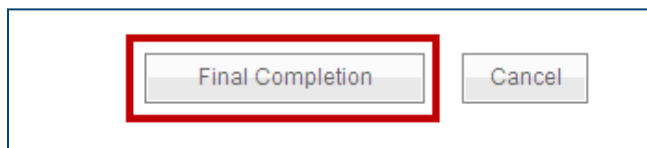
To Complete the application:

1. Log into the GrantSolutions GMM ([www.grantsolutions.gov](http://www.grantsolutions.gov)).
2. From the menu bar, select **Applications > Application Receipt Log**.
3. The “Application Receipt and Logging Simple Search” screen appears. From the Simple Search screen, enter an **Organization name**. From the Advanced Search screen, set the Application Status filter to *Received*. Click the **Search** icon (magnifying glass).
4. The screen refreshes and the results appear in a table below the search criteria. An option to search within results is available. Locate the desired application. From the *Actions* column, click the **Open Application** icon (file folder).
5. The “GrantSolutions Application Control Checklist” screen appears. Scroll to the bottom of the screen and click the **Verify Completion** button.



Application Notes   Return   **Verify Completion**   Close

6. The “GrantSolutions Application Completion Verification” screen appears. Click the **Final Completion** button.



**Final Completion**   Cancel

7. The “Application Status Confirmation” screen appears. The application is now complete.