

Quick Sheet: NCC Kit Automation

Audience: Grants Management Officers (GMOs)

AUTOMATICALLY CREATE AND POST NCC KITS

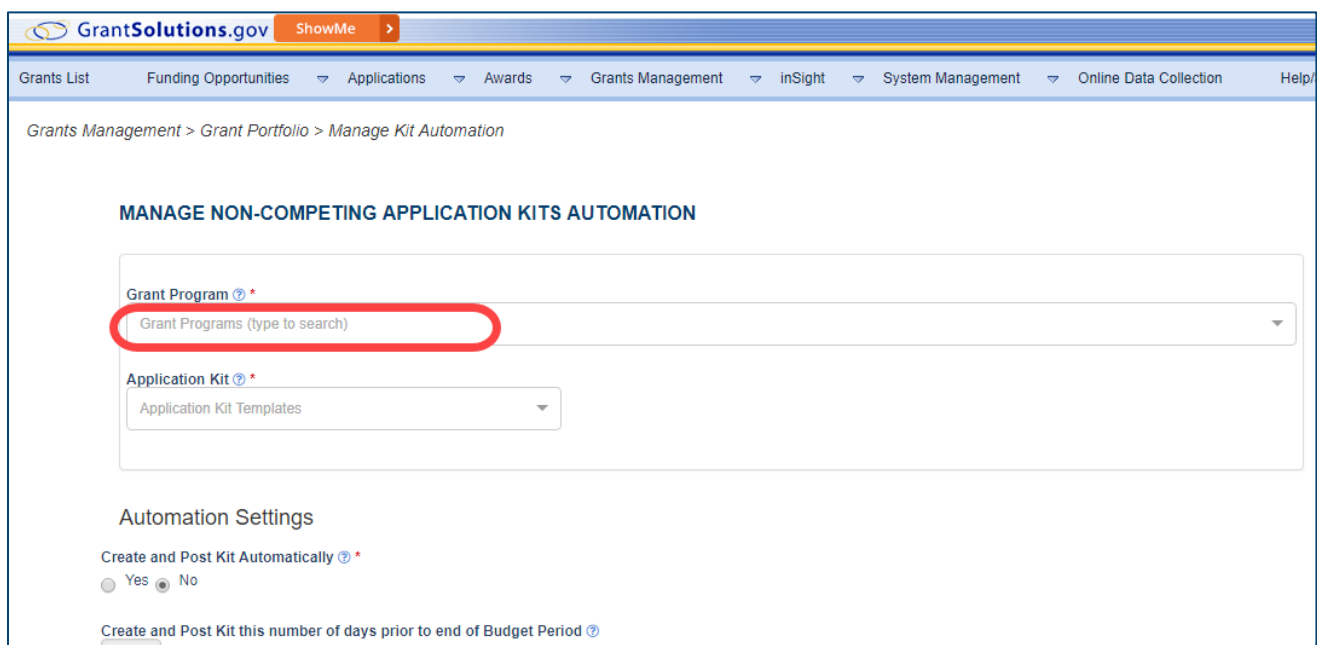
Grants Management Officers (GMOs) can perform a one-time setup in the GMM to automatically create and post Non-Competing Continuation (NCC) kits a designated number of days prior to the end of the Budget Period.

Perform the following steps to setup NCC Kit Automation for a Grant Program:

1. Log into the GrantSolutions GMM (www.grantsolutions.gov).
2. From the menu bar, select **Grants Management » Grant Portfolio » Manage Kit Automation**.



3. The “Manage Non-Competing Application Kits Automation” screen appears. From the *Grant Program* field, begin typing the name of the **Grant Program** to search and then **select** the desired option.

A screenshot of the 'MANAGE NON-COMPETING APPLICATION KITS AUTOMATION' screen. The breadcrumb trail shows 'Grants Management > Grant Portfolio > Manage Kit Automation'. The screen has a title 'MANAGE NON-COMPETING APPLICATION KITS AUTOMATION'. Below the title, there are two dropdown menus: 'Grant Program' and 'Application Kit'. The 'Grant Program' dropdown menu is open, showing 'Grant Programs (type to search)' highlighted with a red circle. Below the dropdowns, there are 'Automation Settings' including 'Create and Post Kit Automatically' (with radio buttons for 'Yes' and 'No') and 'Create and Post Kit this number of days prior to end of Budget Period'.

4. From the *Application Kit* drop-down list, select either an **existing application kit**, or click the **Add Application Kit** link to create a new kit for the Grant Program.

MANAGE NON-COMPETING APPLICATION KITS AUTOMATION

Grant Program *
AB - National Center on Elder Abuse

Application Kit *
Application Kit Templates
AB Kit
Add Application Kit

Select an existing Kit.

Click to create a new Kit.

Automation Settings

Create and Post Kit Automatically *
☐ Yes ☒ No

Create and Post Kit this number of days prior to end of Budget Period ?

Send email notifications to ?

SAVE Cancel

When the **Add Application Kit** link is selected, the “Application Kit Template – Add” screen appears. To add a new kit template:

- a. Enter the **kit description** in the *Description* field.

Application Kit Template - Add

Grant Program *
AB - National Center on Elder Abuse

Description *
ABC Training Demonstration

Enclosure Type/Title

☐ Information for the Applicant

☐ Grant Instructions for Budget Revision (ACL)

Note: The Grant Program selected from the previous screen automatically populates.

- b. Select the **checkboxes** to the left of each *Enclosure Type/Title* to make it available in the kit.

GrantSolutions.gov ShowMe >

Application Kit Template - Add

Grant Program ★ AB - National Center on Elder Abuse

Description ★ ABC Training Demonstration

Enclosure Type/Title

- ☐ Information for the Applicant
 - ☐ Grant Instructions for Budget Revision (ACL)
 - ☐ Grant Instructions for Carryover Request (ACL)
 - ☐ Grant Instructions for Change in AOR (ACL)
 - ☐ Grant Instructions for Change in Institution Name or EIN (Not Both) (ACL)
 - ☐ Grant Instructions for Change in Scope (ACL)
 - ☐ Grant Instructions for Closeout (ACL)
 - ☐ Grant Instructions for NOA Revision (Non-Monetary) (ACL)
 - ☐ Grant Instructions for No Cost Extension (ACL)
 - ☐ Grant Instructions for Supplement (Non-Competing) (ACL)
 - ☐ Grant Instructions for Transfer of Award (Termination of Old; Award to New) (ACL)
 - ☒ Grant Work Plan
- ☐ Online Forms
 - ☐ Grant SF-424 Application for Federal Assistance Version 2
 - ☒ Grant SF-424A Budget Information - Non-Construction
 - ☐ Grant SF-424B Assurances - Non-Construction

- c. If desired, scroll to the right and use the arrows to reorder how the enclosures appear in the kit.

Reorder

Revision (ACL)

er Request (ACL)

in AOR (ACL)

in Institution Name or EIN (Not Both) (ACL)

in Scope (ACL)

t (ACL)

ision (Non-Monetary) (ACL)

- d. When done, scroll to the bottom of the screen and click the **Create** button.

<input type="checkbox"/>	Grant	SF 424A Fillable
<input checked="" type="checkbox"/>	Grant	SF-425 Federal Financial Report (ACL)
<input type="checkbox"/>	Grant	SF-PPR PERFORMANCE PROGRESS REPORT (ACL)
<input checked="" type="checkbox"/>	Grant	Work Plan (ACL)

Create

- e. The pop-up message “NCC App Kit Template Save Successful” appears. Click **OK**.

grantsolutions.gov says

NCC App Kit Template Save Successful

OK

- f. The “Manage Non-Competing Application Kits Automation” screen reappears and the new application is selected. Application kits can be edited to add, remove, or reorder enclosures.

Note: To make changes to the application kit once posted, the kit will need to be manually unposted and then reposted.

MANAGE NON-COMPETING APPLICATION KITS AUTOMATION

Grant Program * AB - National Center on Elder Abuse

Application Kit * ABS Training Demonstration

[Add Application Kit](#) [Edit Application Kit](#)

Automation Settings

Create and Post Kit Automatically * ☐ Yes ☒ No

Create and Post Kit this number of days prior to end of Budget Period

New Kit is selected.

Add, remove, or reorder Kit enclosures.

5. Under the *Automation Settings*, do the following:

- Next to the line *Create and Post Kit Automatically*, select the **Yes** radio button to automatically create and post the application kit for the selected Grant Program.
- Next to the line *Create and Post Kit this number of days prior to the end of the Budget Period*, enter the **number of days prior to the end of the current budget period when the system should auto-create and post the kit**. The default is 180 days, the minimum is 1 day, and the maximum is 330 days.

Note: Application kits may still be manually posted by the GMO before the automatic posting is scheduled to take place.

c. Next to the line *Send email notifications to*, select one of the following options:

- **No Notifications** (default) – No email notifications will be sent.
- **Primary Assigned Only** – Email notifications will be sent to the primary GMO and Grants Management Specialist (GMS) assigned to the project. Click the **Project Assignments** link for the list of notification recipients.
- **All Assigned** – Email notifications will be sent to all GMOs and GMS' assigned to the project. Click the **Project Assignments** link for the list of notification recipients.

The screenshot shows the 'MANAGE NON-COMPETING' page in the GrantSolutions system. The 'Automation Settings' section is visible, with the following configuration:

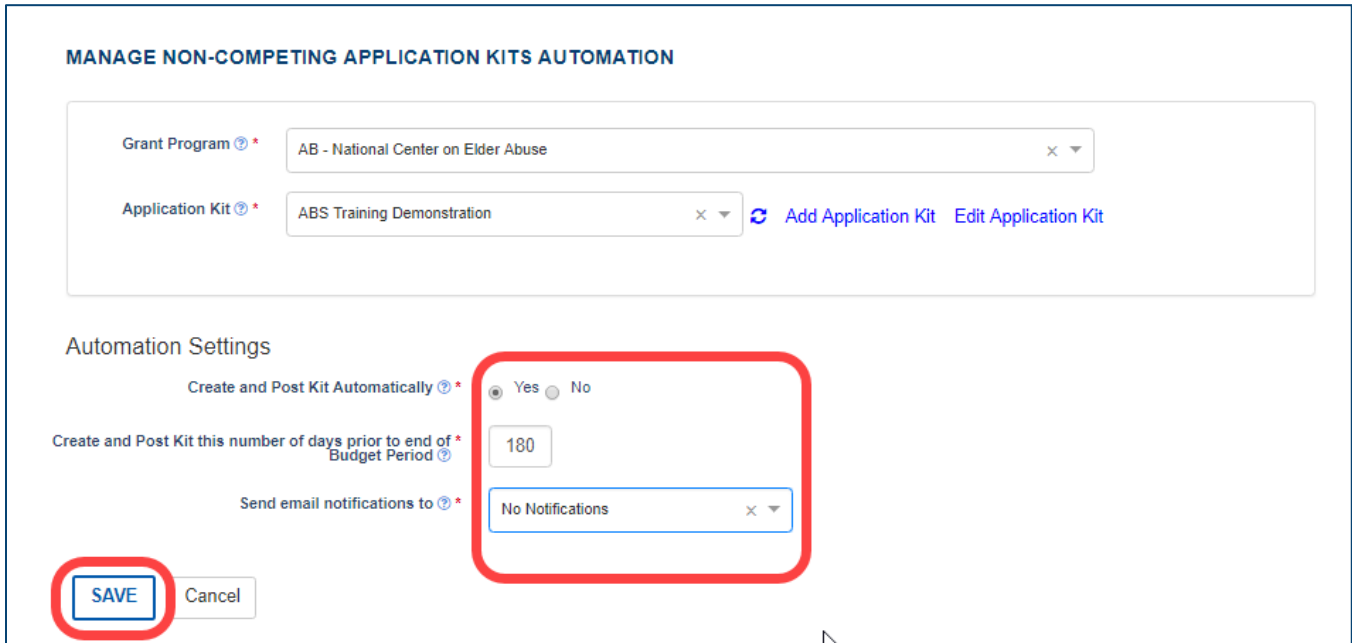
- Create and Post Kit Automatically:** Yes (selected)
- Create and Post Kit this number of days prior to end of Budget Period:** 180
- Send email notifications to:** Primary Assigned Only (selected and highlighted with a red box)

A red arrow points to the 'Project Assignments' link next to the dropdown menu. Another red arrow points to the 'Project Assignments' modal window, which displays a table of active primary assignments for the grant program 'Adolescent Family Life Research':

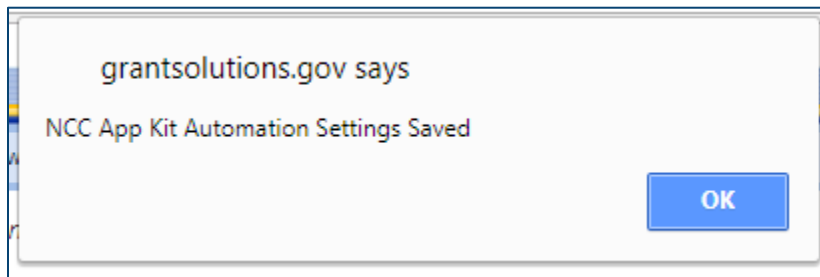
Name	Role
[Redacted]	P GMS
[Redacted]	P GMS
[Redacted]	P GMO
[Redacted]	P GMO

Note: Notifications are sent 30 days prior to posting and once the kit is posted to the GMM.

- d. When done with all selections, click the **Save** button.



6. The pop-up message “NCC App Kit Automation Settings Saved” appears. Click **OK**.



7. Repeat the process for additional Grant Programs as needed.