

## Quick Sheet: Notice of Award (NOA) Approval

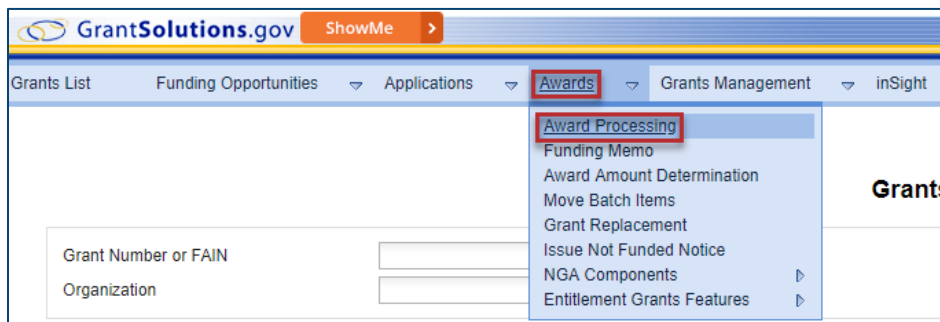
**Audience:** Grants Management Officers (GMO)

### PURPOSE

The purpose of this Quick Sheet is to provide instructions for approving a Notice of Award (NOA). The approval workflow may vary depending on action, Partner, Program, or Grant Program. However, the steps remain the same.

### Search for Awards

1. Log into the GrantSolutions Grants Management Module ([www.grantsolutions.gov](http://www.grantsolutions.gov)).
2. The “Grants List” screen appears. From the menu bar, select **Awards** → **Award Processing**.






3. The “Award Processing Simple Search” screen appears. To search by Grant Number, FAIN, or Organization name, enter at least three **characters** in the preferred search field and click the **Search** icon (magnifying glass).

**Award Processing**

Application Number

Grant Number or FAIN

Organization

To filter a search by additional criteria, click the **Advanced Search** link from the top right section of the screen.

**Award Processing**

[Advanced Search](#)

The “Award Processing Advanced Search” screen appears.

**Note:** The *Default/Selected Search Criteria* box prepopulates with *Assignment Type: All Grants* and *Award Workflow Status: All statuses, except Complete*. These fields are required (indicated by the red asterisk) and cannot be turned off. However, the filters can be changed.

**Award Processing**

▼ Default / Selected Search Criteria

\* Assignment Type: All Grants \* Award Workflow Status: All statuses, except Complete

To build a search, click the **Search Criteria** icon (binoculars). From the drop-down list, select **Award Workflow Status**.

**Award Processing**

▼ Default / Selected Search Criteria

\* Assignment Type: All Grants \* Award Workflow Status: All statuses, except Complete

Please filter your search as necessary

Announcement [binoculars icon] [dropdown arrow]

- Announcement
- Application #
- Application Type
- \* Assignment Type
- Assistance Type
- \* Award Workflow Status
- Budget Period Start Date
- Budget workflowStatus-SearchField
- Country

The search criteria updates to *Award Workflow Status*. From the filter drop-down list, select **In Review**.

**Award Processing**

Default / Selected Search Criteria

\* Assignment Type: All Grants \* Award Workflow Status: All statuses, except Complete

Please filter your search as necessary

Award Workflow Status [binoculars icon] [dropdown arrow]

- All statuses, except Complete
- All statuses, except Complete
- Drafted
- In Review
- Ready for Budget Officer Review
- Ready for Program Manager Approval
- Ready for Program Director Approval
- Ready for Administrative Review
- Ready for Authorization Review
- Ready for Final Approval
- Ready to Certify
- Ready to Issue
- Waiting for Notification

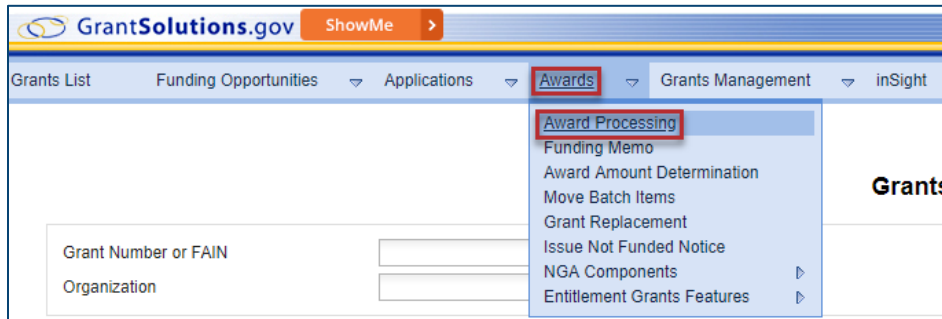
Click the **Search** icon (magnifying glass).

- The “Award Processing” screen refreshes and all awards meeting the search criteria display in a table.

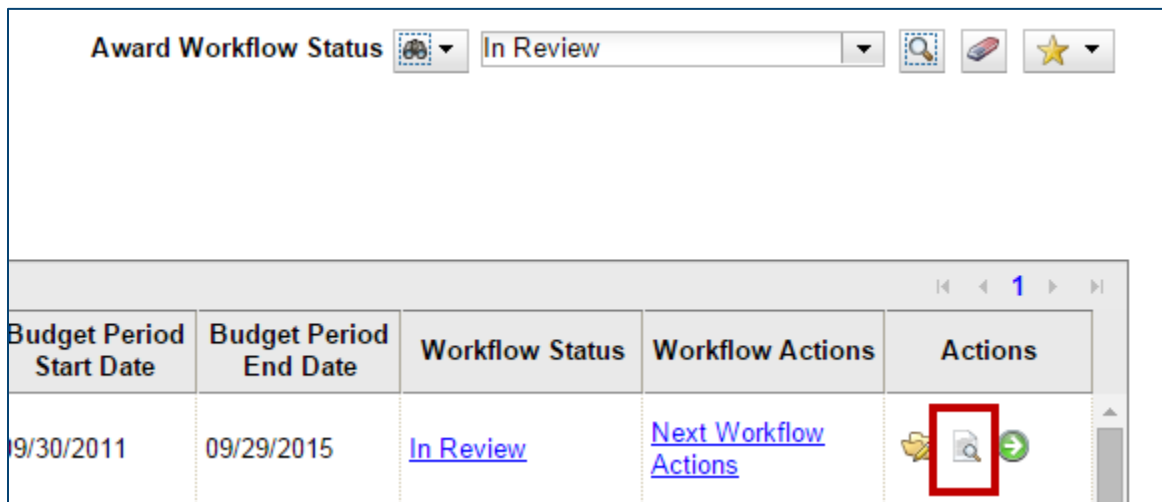
## View/Print NOA

To view a draft Notice of Award as a PDF:

1. Log into the GrantSolutions GMM ([www.grantsolutions.gov](http://www.grantsolutions.gov)).
2. From the menu bar, select **Awards** → **Award Processing**.



3. The “Award Processing” screen appears. Enter **search criteria** in the *Simple* or *Advanced* search fields and click the **Search** icon (magnifying glass).
4. The screen refreshes and matching results appear in a table. Locate the desired award. From the *Actions* column, click the **View/Print Notice of Award as a PDF** icon (paper with magnifying glass).

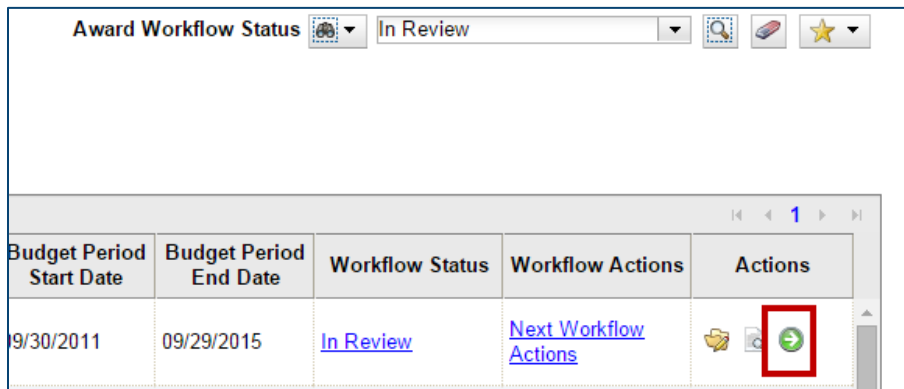



5. The “Notice of Award” screen appears as a PDF in a new window. **View**, **print**, or **save** the PDF. To close the window, click the **X** icon in the upper right corner of the screen.

## Approve

When the Grants Management Officer (GMO) is ready to approve, they will perform the following steps:

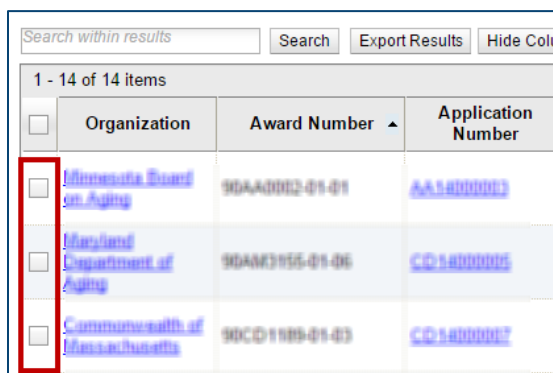
1. Log into the GrantSolutions GMM ([www.grantsolutions.gov](http://www.grantsolutions.gov)).
2. From the menu bar, select **Awards → Award Processing**.
3. The “Award Processing” screen appears. Enter **search criteria** in the *Simple* or *Advanced* search fields and click the **Search** icon (magnifying glass).
4. The screen refreshes and matching results appear in a table. From the *Actions* column, click the **Transition Workflow** icon (green circle with arrow) to approve one award.



Budget Period Start Date	Budget Period End Date	Workflow Status	Workflow Actions	Actions
9/30/2011	09/29/2015	In Review	<a href="#">Next Workflow Actions</a>	

**Note:** To approve awards in bulk, navigate to the “Award Processing Advanced Search” screen. Use the search criteria to search for grants that are in the *In Review* status, are the same *application type*, and are for the same *grant program*. Click the **Search** icon.

The screen refreshes and matching results appear in a table. From the first column of the table, click the **checkbox** to the left of each award to approve.



Organization	Award Number	Application Number
<input checked="" type="checkbox"/> Minnesota Board on Aging	90AA0002-01-01	AA1000000
<input type="checkbox"/> Maryland Department of Aging	90AM0005-01-06	CO1000000
<input type="checkbox"/> Commonwealth of Massachusetts	90CD1000-01-03	CD1000000

At the bottom of the table, click the **Transition Workflow** button.

<input checked="" type="checkbox"/>	WV ST DEPARTMENT OF HEALTH	90040010-03-01
<input checked="" type="checkbox"/>	Maryland Department of Aging	90040022-03-01
<input checked="" type="checkbox"/>	New York State Office for the Aging	90040024-03-01

**Transition Workflow**

- The “Transition Status” screen appears in a new window. Awards selected from the previous screen appear at the top of this page. From the *Workflow Action* line, select the **Ready for Approval** radio button.

- Enter optional comments and click the **OK** button.

### Transition Status

Grantee	Application Type	Ap
West Virginia Bureau of Senior Svcs. CHARLESTON, WV 25305	Non-Competing Continuation	SA
Iowa Insurance Division- SHIP DES MOINES, IA 50319	Non-Competing Continuation	SA
GOVERNMENT OF THE VIRGIN ISLANDS CHARLOTTE AMALIE, VI 00802	Non-Competing Continuation	SA

Bypass Warnings: ☐

Workflow Action: ★

☐ Return to Draft
 ☒ **Ready for Approval**

Comments

- The “Changed Notices of Grant Awards” screen appears. The status is *Queued* and eventually updates to the next workflow status. Below the table, click the **Continue** button.

**Changed Notices of Grant Awards**

GrantSolutions has sent the following NGAs to be processed:

Transition Status Screen refreshes every 5 seconds.

To see status updates of a particular award, please refresh the Awards List page. In addition status updates of a particular award will be available in the Workflow history page.


Grantee	Grant Number	Award Amount	Status
West	9	\$100,000.00	Ready to Issue
	9	\$100,000.00	Ready to Issue
GOVERNMENT	9	\$100,000.00	In Review

- The “Award Processing” screen appears. The next person in the approval process receives email notification that they have an action to perform in the GrantSolutions GMM.

#### Return to Draft

When an award needs to be returned to a Grants Management Specialist (GMS) for editing/changes, the GMO will perform the following steps:

- Log into the GrantSolutions GMM ([www.grantsolutions.gov](http://www.grantsolutions.gov)).
- The “Grants List” screen appears. From the menu bar, select **Awards → Award Processing**.
- The “Award Processing” screen appears. Use the *Simple* or *Advanced* search fields to locate the desired grant.
- Matching results appear in a table below the search fields. From the *Actions* column, click the **Transition Workflow** icon (green circle with arrow).

50   100   150   200   All						
Application Type	Approved Amount	Budget Period Start Date	Budget Period End Date	Workflow Status	Workflow Actions	Actions
Non-Competing Continuation	\$100,000.00	04/01/2015	03/31/2016	In Review	<a href="#">Next Workflow Actions</a>	

- The “Transition Status” screen appears in a new window. From the *Workflow Action* line, select the **Return to Draft** radio button.

- In the *Comments* field, enter the **reason** for the return. Click the **OK** button.

**Transition Status**

<b>Grantee</b>	<b>Application Type</b>	<b>App</b>
State of California, Department of Aging SACRAMENTO, CA 95834	Non-Competing Continuation	SA1

Workflow Action: ★ ☒ Return to Draft ☐ Ready for Approval

Comments

- The “Changed Notices of Grant Awards” screen opens in a new window. The status is *Queued* and eventually updates to the next workflow status. Below the table, click the **Continue** button.

**Changed Notices of Grant Awards**

GrantSolutions has sent the following NGAs to be processed:

Transition Status Screen refreshes every 5 seconds.

To see status updates of a particular award, please refresh the Awards List page. In addition status updates of a particular award Workflow history page.

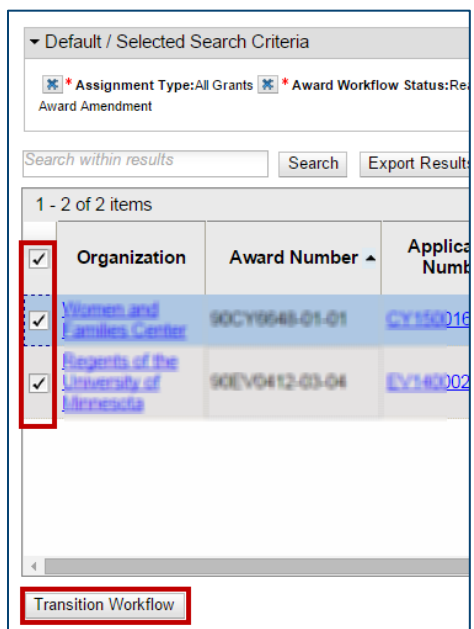
<b>Grantee</b>	<b>Grant Number</b>	<b>Award Amount</b>	<b>Status</b>
State of California, Department of Aging SACRAMENTO, CA 95834	905A0041-02-00	\$100,000.00	Drafted

- The “Award Processing” screen appears, and the award is now in *Draft* status. The Grants Management Specialist (GMS) receives email notification that the award was returned. Once any corrections are made, the GMS sends the award back to the GMO for review.

## Issue

When the GMO is ready to give final approval on an award document and send it to accounting, they will perform the following steps:

1. Log into the GrantSolutions GMM ([www.grantsolutions.gov](http://www.grantsolutions.gov)).
2. The “Grants List” screen appears. From the menu bar, select **Awards → Award Processing**.
3. The “Award Processing” screen appears. Use the *Simple* or *Advanced* search fields to locate the desired grant(s).
4. Matching results appear in a table below the search fields. From the *Actions* column, click the **Transition Workflow** icon (green circle with arrow) to issue one award.
5. To issue awards in bulk, navigate to the “Award Processing Advanced Search” screen. Use the search fields to search for grants that are in the *Ready to Issue* status, are the same *application type*, and are for the same *grant program*. Click the **Search** icon.
  - a. The screen refreshes and matching results appear in a table below the search fields. From the first column of the table, click the **checkbox** to the left of each award to issue.
  - b. Below the table, click the **Transition Workflow** button.



▼ Default / Selected Search Criteria

☒ \* Assignment Type: All Grants ☒ \* Award Workflow Status: Ready to Issue  
Award Amendment

Search within results  Search

1 - 2 of 2 items

<input checked="" type="checkbox"/>	Organization	Award Number ▲	Applica Num
<input checked="" type="checkbox"/>	Women and Families Center	90CY0648-01-01	90CY0016
<input checked="" type="checkbox"/>	Regents of the University of Minnesota	90EY0412-03-04	90EY0002



6. The “Transition Status” screen appears in a new window. Awards selected from the previous screen appear at the top of the page. From the *Workflow Action* line, select the **Issue** radio button.
7. Enter optional **Comments** in the text box and click the **OK** button.

### Transition Status

Grantee	Application Type
Woman and Families Center MERIDEN, CT 06451	Amendment
Regents of the University of Minnesota MINNEAPOLIS, MN 55455	Amendment

Bypass Warnings: ☐

Workflow Action: ★

☒ Issue
☐ Reject

Comments

OK

Cancel

8. The “Change Notices of Grant Awards” screen appears. The status is *Queued* and eventually updates to *Sent to Accounting*. Click the **Continue** button.
9. The “Award Processing” screen appears.