

Quick Sheet: Processing Non-Competing Continuation Applications

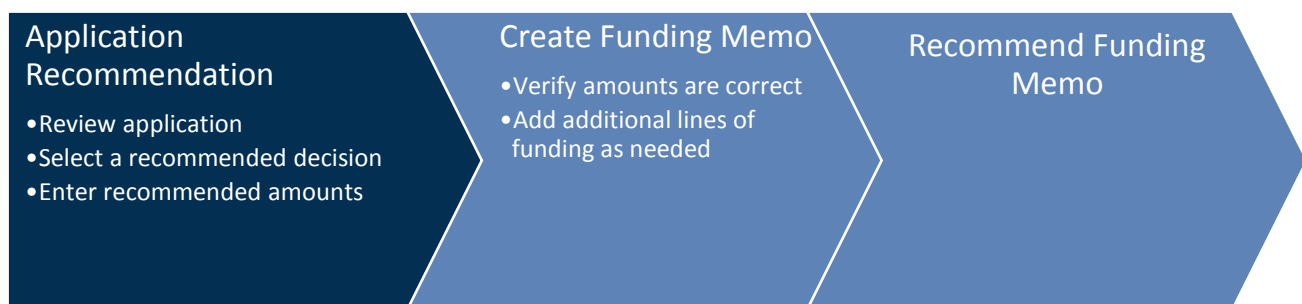
Audience: Program Office

PURPOSE

This Quick Sheet provides step-by-step instructions for processing Non-Competing Continuation applications in GrantSolutions.

The three main steps for the Program Office are as follows:

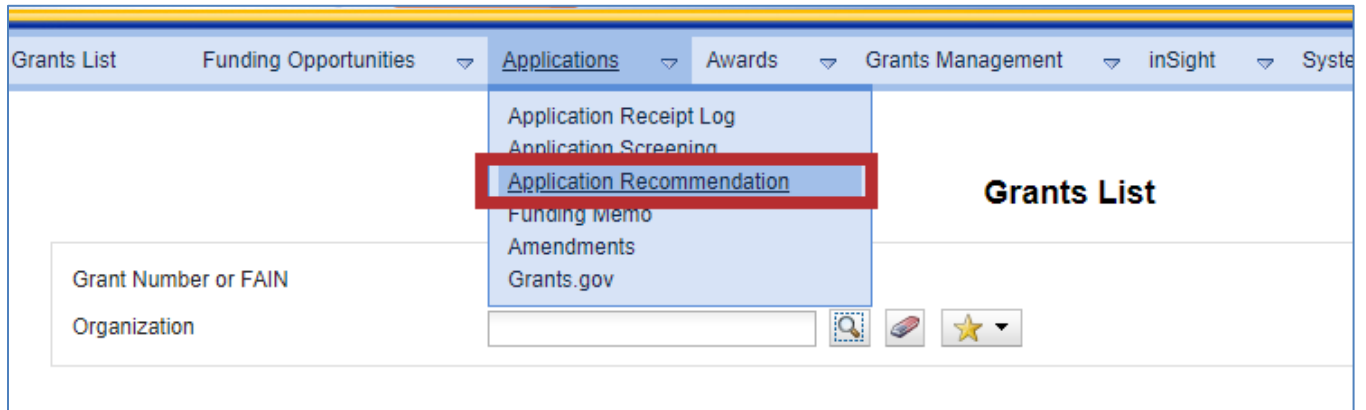
- **Application Recommendation**
- **Create, edit (optional), and Save Funding Memo**
- **Recommend Funding Memo**



To review the application package, enter a Recommended Decision, and enter recommended funding amounts:

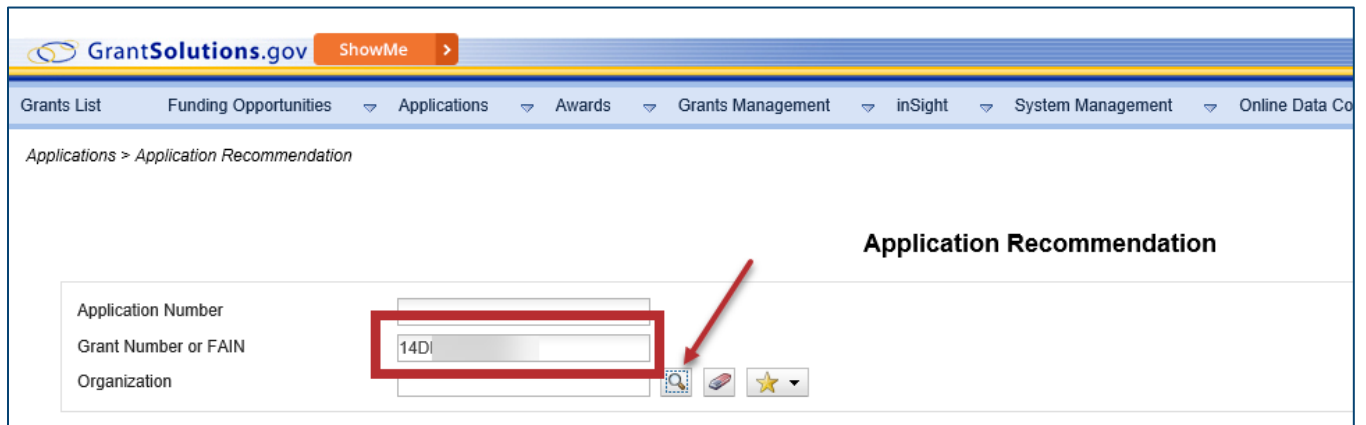
1. From a preferred browser such as Internet Explorer or Google Chrome, log into GrantSolutions (www.grantsolutions.gov).
2. The “Grants List” screen appears.

3. From the menu bar, select **Applications** → **Application Recommendation**.



The screenshot shows the top navigation bar of the GrantSolutions.gov website. The menu items are: Grants List, Funding Opportunities, Applications, Awards, Grants Management, inSight, and System Management. The 'Applications' dropdown menu is open, and 'Application Recommendation' is highlighted with a red box. Below the menu bar, there are search fields for 'Grant Number or FAIN' and 'Organization', and a search icon (magnifying glass) is visible.

4. The “Application Recommendation” screen appears. Enter search **criteria** in the *Grant Number/FAIN*, *Application number*, or *Organization* field. Click the **Search** icon (magnifying glass).



The screenshot shows the 'Application Recommendation' screen. The breadcrumb trail at the top reads 'Applications > Application Recommendation'. The search fields are labeled 'Application Number', 'Grant Number or FAIN', and 'Organization'. The 'Grant Number or FAIN' field contains the text '14D' and is highlighted with a red box. A red arrow points to the search icon (magnifying glass) located to the right of the search fields.

5. The *Results* Table appears. Scroll horizontally to view ALL the columns. Select the **Recommended Decision** and enter the **Recommended Funding Amounts**
6. Scroll to the bottom of the screen and click the **Save** button.

Application Number	Organization	Recommended Decision	Close Application	Requested Non Federal Amount	Recommended Non Federal Amount	Requested Federal Amount	Recommended Federal Amount	Recommended Total
AF-12345	ABC Organization	Approved	<input type="checkbox"/>	\$0.00	\$0.00	\$100,000.00	100,000	\$0.00

Save Cancel

7. The “Changes saved successfully” message appears towards the top of the screen.

Application Recommendation

Changes saved successfully.

8. Navigate to the beginning of the row and expand the application information by clicking the **blue plus sign**.

Search within results

Search

Export Results

Hide Columns ▾

+ Objective Review Planning

1 - 1 of 1 item

50 | 100 | 150 | 200 | 1000

<input type="checkbox"/>		Application Number	Organization	Grant Number	Announcement	Application Type	Application Status
<input type="checkbox"/>	<div>+ </div>	Af		1	N/A	Non-Competing Continuation	Review in Progress

9. From the first column of the expanded row, select the **Not Started** link from the *Funding Memo Status* line.

Search within results

Search

Export Results

Hide Columns

+

Objective Review Planning

1 - 1 of 1 item

50 | 100 | 150 | 200 | 1000

<input type="checkbox"/>		Application Number	Organization	Grant Number	Announcement	Application Type	Application Status	Grant Program
<input type="checkbox"/>				14C	N/A	Non-Competing Continuation	Review in Progress	Academic Research Initiative (ARI)
<input type="checkbox"/>	-	Af		Intake Review: Eligible Business Review Complete: No Funding Memo Status: Not Started Scoring Methodology: N/A Application Notes Project Assignments NGA Status: N/A		FAIN: N/A Program: Domestic Nuclear Detection Office (DNDO) Grants.gov Tracking Number: N/A Organization (Application) : Purdue University Budget Period End: 08/31/2018 Total Requested Amount: \$100,000.00 Don't Send Notification: <input type="checkbox"/> Review Close Date: <input type="text"/>		

10. The “Funding Memo” screen opens, and the application is visible in the *Results* Table. The *Memo Status* is *Not Started*. From the *Action* column, click **Create**.

Important! The pre-selected workflow state is Not Started. After creating the funding memo, the application may disappear from the screen. To have it reappear, change the Workflow State to **All Statuses**.

Applications
Awards
Grants Management
inSight
System Management
Online Data Collection
Help/Support

Page Help

Funding Memo

Application Type [?]

- Please select an Application Type -

Announcement [?]

- Please select an Announcement -

Funding Opportunity #

- Please select a Funding Opportunity # -

Grant Program [?]

- Please select a Grant Program -

Application Number [?]

AF

Grant Number [?]

Assignment Options

☐ Only Display Memos for Primary Assignments

Display Options

☐ Only Display Memos for Projects Assigned to Me

Workflow States [?]

☐ All Status
☒ Not Started
☐ Complete

☐ Administrative Review
☐ Approved
☐ Budget Review

☐ Coordinator Review
☐ Deputy Review
☐ Director Review

☐ Disapprove Review
☐ Disapproved
☐ Draft

☐ Exception
☐ Financial Review
☐ Funds Not Certified

☐ Grants Review
☐ Ready For Approval Override
☐ Ready To Approve

☐ Research Review
☐ Staff Review

[\(Search filter Disabled\)](#)

Search

Close

Total Records Count: 1

Select	Application Number / Application Type	Grant Number	Applicant/Grantee	Service Area	Funding List Amount	Memo Status	Categories/Locale Action
<input type="checkbox"/>	AF Non-Competing Continuation	14	ty	Department of Homeland Security	Federal: \$100,000.00 Non-Federal: \$0.00	Not Started Federal: \$0.00 Non-Federal: \$0.00	Create New Fair Review Grant Notes Manage Project Abstract Project Assignments Budget Worksheet Business Review

[Next Workflow Actions](#)

Create

Note: The “Funding Memo” screen can also be accessed from the menu bar by selecting **Applications – Funding Memo**.

11. The “Prior Recommendation and Funding Memorandum” screen appears. The recommended amounts entered on the “Application Recommendation” screen automatically populate the *Basic Operations* row of the *Recommended Funding Financial Assistance* table.

Awards ▾ Grants Management ▾ inSight ▾ System Management ▾ Online Data Collection ▾ Help/Support ▾

[Page Help](#)

Program Recommendation and Funding Memorandum

Type of Action: Non-Competing Continuation

Application/Grant Number: A [redacted] 3

Project Period: 9/1/2014 Through 8/31/2019

Budget Period: 9/1/2018 Through 8/31/2019

Grantee Name: [redacted]

Address Line 1: [redacted]

Address Line 2: [redacted]

Address Line 3: [redacted]

City/State/Zip: West Lafayette IN 47907

Director Of Project

Name: [redacted]

Address Line 1: [redacted]

Address Line 2: [redacted]

Address Line 3: [redacted]

City/State/Zip: WEST LAFAYETTE IN

Phone Number: 111-111-111

Recommended Funding Financial Assistance	Federal Amount	Non-Federal Amount	Total Amount	Purpose
Basic Operations	100000.00	0.00	\$100000.00	
Special Projects	0.00	0.00	\$0.00	
Other Special Projects	0.00	0.00	\$0.00	
Other Projects	0.00	0.00	\$0.00	
Other	0.00	0.00	\$0.00	
Other	0.00	0.00	\$0.00	
Other	0.00	0.00	\$0.00	
Other	0.00	0.00	\$0.00	

Important! If you have a Non-Competing Continuation with Supplement or Carryover, use *Other* lines in the *Recommended Funding Financial Assistance* table to add the Federal Amount and enter a descriptive comment in the *Purpose* column.

The example below contains the new money NCC amount in the Basic Operations line, an estimated carryover amount in an *Other* line, and two supplements in two additional *Other* lines.

Recommended Funding Financial Assistance					
	Federal Amount	Non-Federal Amount	Total Amount		Purpose
Basic Operations ?	\$3,500,000.00	\$0.00	\$3,500,000.00		
Special Projects	\$0.00	\$0.00	\$0.00		
Other Special Projects	\$0.00	\$0.00	\$0.00		
Other Projects	\$0.00	\$0.00	\$0.00		
Other	\$2,242,799.00	\$0.00	\$2,242,799.00		estimated carryover
Other	\$253,500.00	\$0.00	\$253,500.00		supplemental project DOD IAA
Other	\$10,000.00	\$0.00	\$10,000.00		supplemental project I&A IAA
Other	\$0.00	\$0.00	\$0.00		
Other	\$0.00	\$0.00	\$0.00		
TOTAL	\$6,006,299.00	\$0.00	\$6,006,299.00		

12. Scroll to the bottom of the screen and click the **Save** button.

Recommended Condition

Delete

No Recommended Conditions

Other Remarks ?

Summary ?

[Manage Attachments](#)

Save

Close

13. The “Funding Memo” screen reappears. If needed, search again for the **Application/Grant Number** using the **All Statuses** state.

14. From the *Action* column, click the **Recommend** link.

Funding Memo

Application Type ?

- Please select an Application Type -

Announcement ?

- Please select an Announcement -

Funding Opportunity #

- Please select a Funding Opportunity # -

Grant Program ?

- Please select a Grant Program -

Application Number ?

Grant Number ?

Assignment Options

☐ Only Display Memos for Primary Assignments

Display Options

☐ Only Display Memos for Projects Assigned to Me

WorkFlow States ?

☒ All Status
 ☒ Not Started
 ☐ Complete

☒ Administrative Review
 ☒ Approved
 ☒ Budget Review

☒ Coordinator Review
 ☒ Deputy Review
 ☒ Director Review

☒ Disapprove Review
 ☒ Disapproved
 ☒ Draft

☒ Exception
 ☒ Financial Review
 ☒ Funds Not Certified

☒ Grants Review
 ☒ Ready For Approval Override
 ☒ Ready To Approve

☒ Research Review
 ☒ Staff Review

[\(Search filter Disabled\)](#)

Search

Close

Total Records Count: 1

Select <input type="checkbox"/>	Application Number / Application Type	Grant Number	Applicant/Grantee	Service Area	Funding List Amount	Memo Status	Categories/Locale	Action
<input type="checkbox"/>	A Non-Competing Continuation	1		Department of Homeland Security	Federal: \$100,000.00 Non-Federal: \$0.00	Draft Federal: \$100,000.00 Non-Federal: \$0.00 Next Workflow Actions		Delete Edit History View View Full Review Grant Notes Manage Project Abstract Project Assignments Budget Worksheet Business Review <div>Recommend</div>

Delete

Recommend

15. The “Action Requested: Recommend” screen appears in a new window. Enter optional comments and click the **OK** button.

Action Requested: Recommend

Application Number Application Type	Grant Number	Applicant/Grantee
A Non-Competing Continuation	1	

Comments

OK

Cancel

16. The “Funding Memo” screen refreshes and the Memo Status reflects the next workflow step. From the *Memo Status* column, click the **Next Workflow Actions** link to view the next possible action(s) and user(s) authorized to perform them.

Total Records Count: 1

Application Number Application Type	Grant Number	Applicant/Grantee	Service Area	Funding List Amount	Memo Status	Categories/Locale	Action
A Non-Competing Continuation		F	Department of Homeland Security	Federal: \$100,000.00 Non-Federal: \$0.00	Financial Review Federal: \$100,000.00 Non-Federal: \$0.00 Next Workflow Actions		History View View Full Review Grant Notes Manage Project Abstract Project Assignments Budget Worksheet Business Review