


Quick Sheet: Return Directed Supplement or Competitive Applications

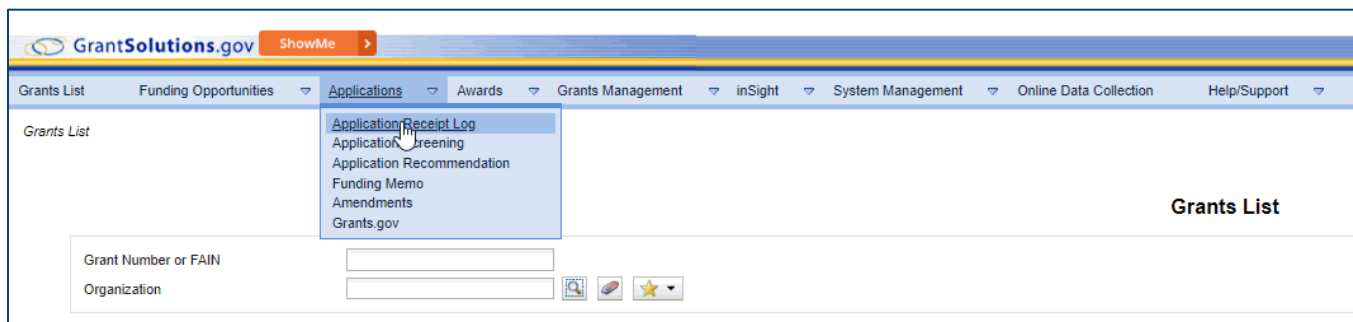
Audience: Grants Management Officers and Grants Management Specialists

NOTE

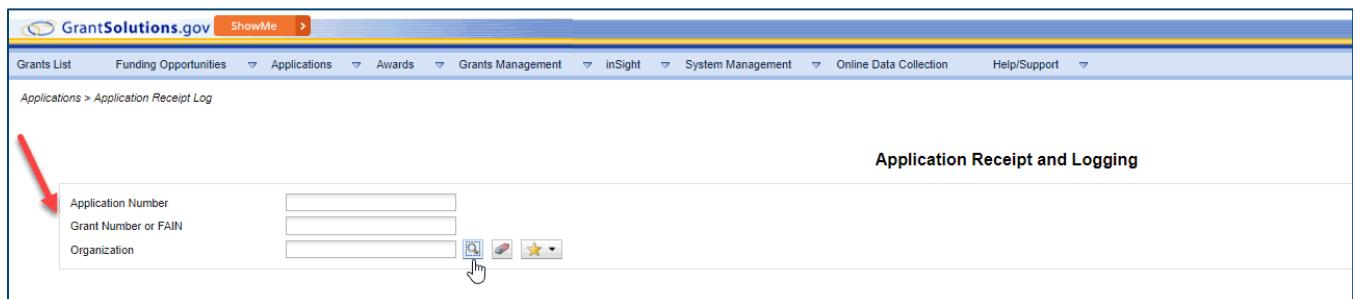
When an application is submitted through Grants.gov, as indicated by a computer icon with a “G”  , it cannot be returned to the applicant. However, the Grant Office or Program Office can upload Post-Submission attachments.

To return Directed Supplement and Competitive applications that were not submitted through Grants.gov, the Grants Management Officer (GMO) or Grants Management Specialist (GMS) should complete the following steps:

1. Log into the GrantSolutions Grants Management Module (GMM) (www.grantsolutions.gov).
2. The “Grants List” screen appears. From the menu bar, select **Applications – Application Receipt Log**.



3. The “Application Receipt and Logging” screen appears. Enter **search criteria** and then click the magnifying glass icon or your keyboard’s **Enter** key to search.






4. The screen refreshes and search results appear below the search criteria. Click the **Open Application** icon in the *Actions* column.

Application Receipt and Logging

Application Number:
 Grant Number or FAIR:
 Organization:

Search within results: Search Export Results Hide Columns

1 - 1 of 1 item 50 | 100 | 150 | 200 | 1000

	Submission Date	Application #	Application Type	Announcement	Grant Program	Organization	Budget Period End Date	Application Status	Actions
<input type="checkbox"/>	10/17/2013 04:10:05 PM	[Application #]	Directed Supplement				N/A	Review in Progress	  

5. The screen refreshes and the “GrantSolutions Application Control Checklist” screen appears.

Scenario 1: If the application status is *Review in Progress*, click the **Withdraw Review** button at the bottom of the page.

Post Submission Supplemental Information

Description [Attachment\(s\): Uploaded Files](#)
 No Attachments Uploaded

[Application Package Status:](#) Review in Progress

Sent To Review Status: No

Mail-In Package Information: Office of Acquisitions and Grants Management expects to receive a Mail-In Package by 10/17/2013 ([Update](#))

Submission Notice

A warning message appears stating that “any existing draft NGA will be deleted.” If you wish to continue with returning the application, click the **OK** button.

Scenario 2: If the application status is *Complete*, click the **Uncomplete** button at the bottom of the page.

Post Submission Supplemental Information

Description	Attachment(s): Uploaded Files
No Attachments Uploaded	

[Application Package Status](#): Complete
Sent To Review Status: No
Mail-In Package Information: Office of Acquisitions and Grants Management expects to receive a Mail-In Package by 10/17/2013 [\(Update\)](#)

Submission Notice

A warning message appears stating “the application is going to be uncompleted.” Click the **OK** button.

- The “GrantSolutions Application Control Checklist” screen refreshes. At the bottom of the page, click the **Return** button.

Post Submission Supplemental Information

Description	Attachment(s): Uploaded Files
No Attachments Uploaded	

[Application Package Status](#): Submitted
Sent To Review Status: No
Mail-In Package Information: Office of Acquisitions and Grants Management expects to receive a Mail-In Package by 10/17/2013 [\(Update\)](#)

Submission Notice

7. The “Enter Return Comments” box appears. Enter comments and click the **Return** button.

Enter Return Comments

Applicant: _____

Application Number: _____

Program: _____

Announcement: _____

* Comments

Return **Cancel**

8. A message warning “the application is going to be returned” appears. Click the **OK** button to confirm.
9. The “Application Receipt and Logging” screen reappears and the assigned Grantee receives email notification.

NOTE

If the **Return** button does not appear when the “GrantSolutions Application Control Checklist” screen refreshes, as seen in the example below, it is because the Announcement is considered *Past Due*.

Post Submission Supplemental Information

Description	Attachment(s): 1 Uploaded Files
KS Semi Annual Progress Report Jan-Jun	1LICMS030166 Progress Report KS 2012 Jan-Jun.pdf

[Application Package Status](#): Submitted

Sent To Review Status: No

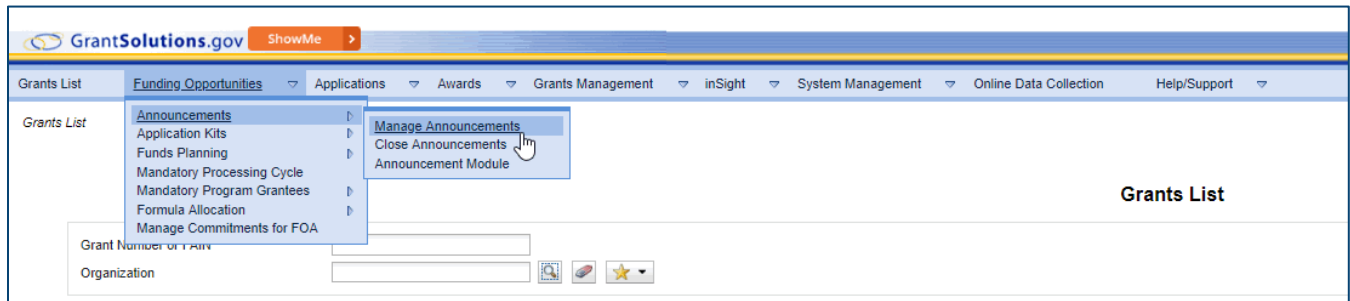
Mail-In Package Information: Office of Acquisitions and Grants Management is currently not expecting to receive a Mail-In Package for this application.

Application Notes **Verify Completion** **Close**

Submission Notice

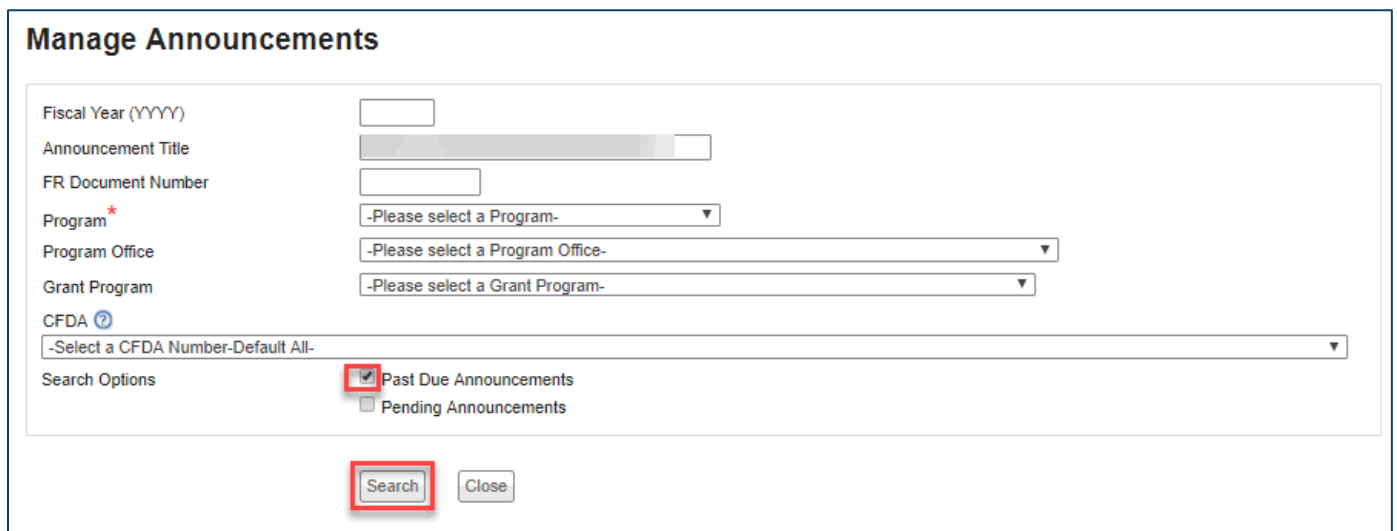
To correct this, the Grants Management Officer (GMO) should complete the following steps:

1. Select **Funding Opportunities - Announcements - Manage Announcements** from the menu bar.



The screenshot shows the GrantSolutions.gov website with the menu bar expanded. The path 'Funding Opportunities > Announcements > Manage Announcements' is highlighted. The 'Manage Announcements' option is selected, and a sub-menu is visible with options: 'Manage Announcements', 'Close Announcements', and 'Announcement Module'. The 'Manage Announcements' option is highlighted with a mouse cursor.

2. The “Manage Announcements” screen appears. Enter **search criteria**, check the box for **Past Due Announcements**, and click the **Search** button.



The screenshot shows the 'Manage Announcements' screen. It contains several input fields for search criteria: 'Fiscal Year (YYYY)', 'Announcement Title', 'FR Document Number', 'Program', 'Program Office', 'Grant Program', and 'CFDA'. Below these fields are 'Search Options' with checkboxes for 'Past Due Announcements' (checked) and 'Pending Announcements'. A red box highlights the 'Search' button.

- The “Manage Announcement” screen refreshes with search results. Click the **Unpost** link from the *Action* Column.

Manage Announcements

Fiscal Year (YYYY)
Announcement Title
FR Document Number
Program*
Program Office
Grant Program
CFDA [?](#)

Search Options ☒ Past Due Announcements
☐ Pending Announcements

Number of Announcements: 1								
Announcement Title (Internal)	Competition ID / Funding Opportunity Number	CFDA	Publish Date	Due Date	Program	Program Office	Status	Action
			07/22/2013	10/17/2013			Posted & Email Sent to FIND	View Unpost Resend to Grants.gov FIND Preview View App Kit

- When the screen refreshes, click the **Edit** link from the *Action* column.

Number of Announcements: 1								
Announcement Title (Internal)	Competition ID / Funding Opportunity Number	CFDA	Publish Date	Due Date	Program	Program Office	Status	Action
			07/22/2013	10/17/2013			Unposted after Email Sent to FIND	View Edit Post Preview View App Kit Edit App Kit

- The “Announcement – Edit” screen appears. Change the Due Date to a future date and click the **Save** button at the bottom of the screen.

Announcement - Edit

* Opportunity Category: [?] Discretionary

* Publish Date (mm/dd/yyyy): [?] 7/22/2013

* Funding Instrument Type: [?] ☒ Grant
☐ Cooperative Agreement
☐ Procurement Contract
☐ Other

* Internal Title: [?]

* Public Opportunity Title: [?]

* Funding Activity Category: [?] ☐ Agriculture
☐ Arts
☐ Business and Commerce
☐ Community Development
☐ Consumer Protection
☐ Disaster Prevention and Relief
☐ Education
☐ Employment, Labor and Training
☐ Energy
☐ Environment
☐ Food and Nutrition
☒ Health
☐ Housing
☐ Humanities
☐ Income Security and Social Services
☐ Information and Statistics
☐ Law, Justice, and Legal Services
☐ Natural Resources
☐ Other
☐ Recovery Act
☐ Regional Development
☐ Science and Technology and other Research and Development
☐ Transportation

Explanation:

Funding Opportunity Number: [?]

* Funding Opportunity Description: [?]

Competition ID: [?]

FR Doc Number: [?]

* Due Date & Time: Date (mm/dd/yyyy): [?] 10/17/2013
Time: [?] 15 00 Time Zone: [?] (GMT - 05:00) Eastern Time (US & Canada)
Explanation:

* Agency Contact For Electronic Access Problems: GrantSolutions User Support | (202) 401-5282 or (866) 577-0771 | help@grantsolutions.gov

6. When the “Manage Announcements” screen refreshes, click the **Post** link from the *Action* column.

Number of Announcements: 1								
Announcement Title (Internal)	Competition ID / Funding Opportunity Number	CFDA	Publish Date	Due Date	Program	Program Office	Status	Action
MFP Tribal Initiative	CMS-1LI-14-001-018301 / CMS-1LI-14-001	93.791	07/22/2013	09/24/2019	Centers For Medicare & Medicaid Services	Division of Community Systems Transformation	Unposted after Email Sent to FIND	View Edit Post Preview View App Kit Edit App Kit

7. Return to the “Application Receipt and Logging” screen (**Applications – Application Receipt Log** from the menu bar), search for your application, and click the **Return** button on the “GrantSolutions Control Checklist” screen.