Quick Sheet: Return Non-Competing Continuation Applications

**Audience**: Grants Management Officers and Grants Management Specialists

NOTE

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

To return Non-Competing Continuation (NCC) applications that were not submitted through Grants.gov, the Grants Management Officer (GMO) or Grants Management Specialist (GMS) should complete the following steps:
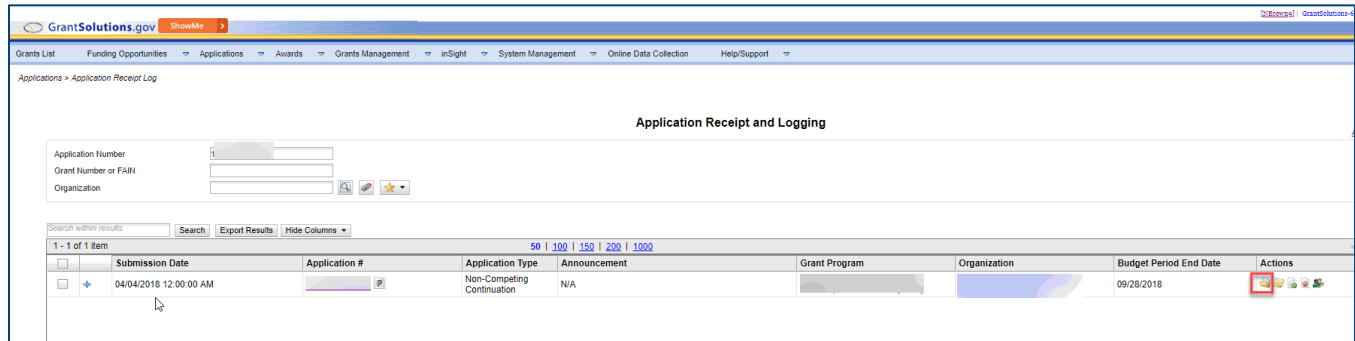
1. Log into the GrantSolutions Grants Management Module (GMM) (www.grantsolutions.gov).

2. The "Grants List" screen appears. From the menu bar, select **Applications – Application Receipt Log.**
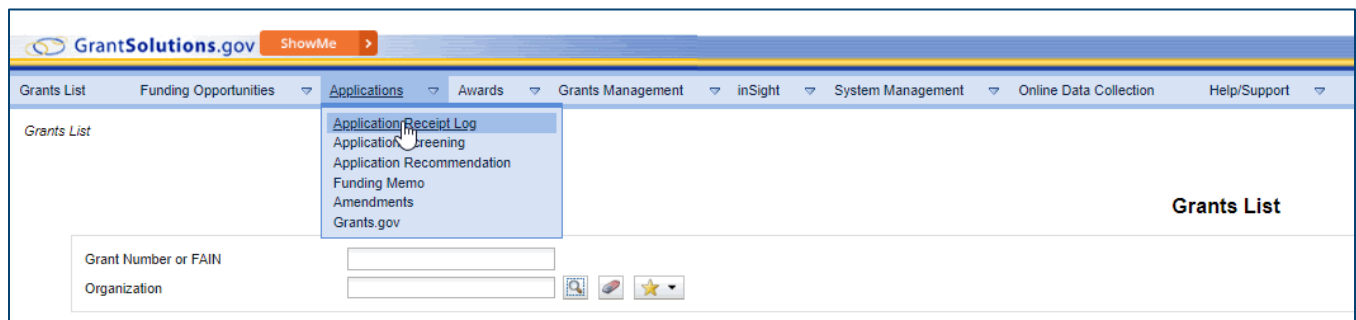
3. The "Application Receipt and Logging" screen appears. Enter **search criteria** and then click the magnifying glass icon or your keyboard's **Enter** key to search.
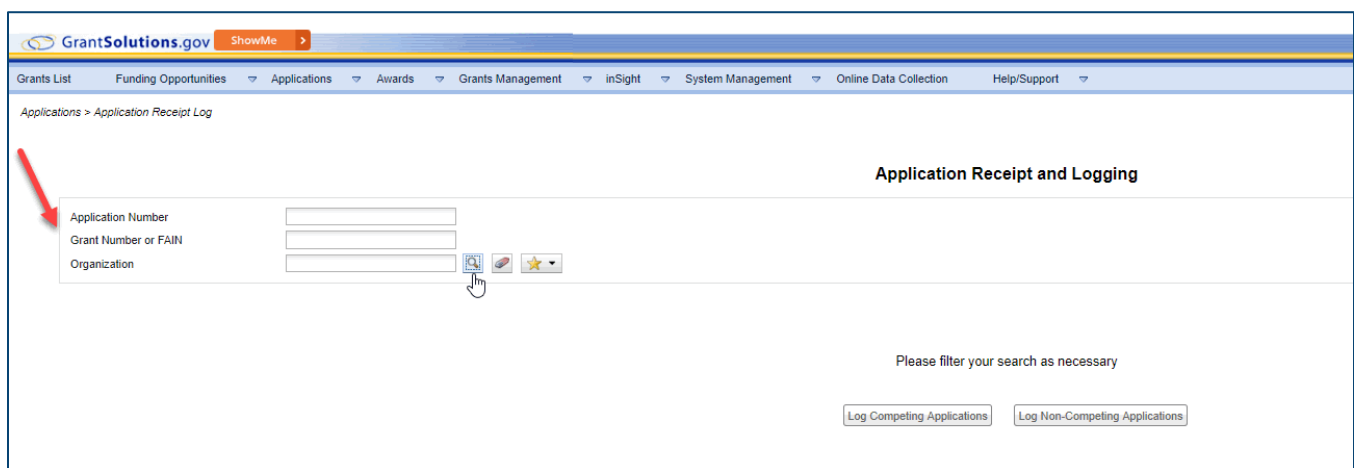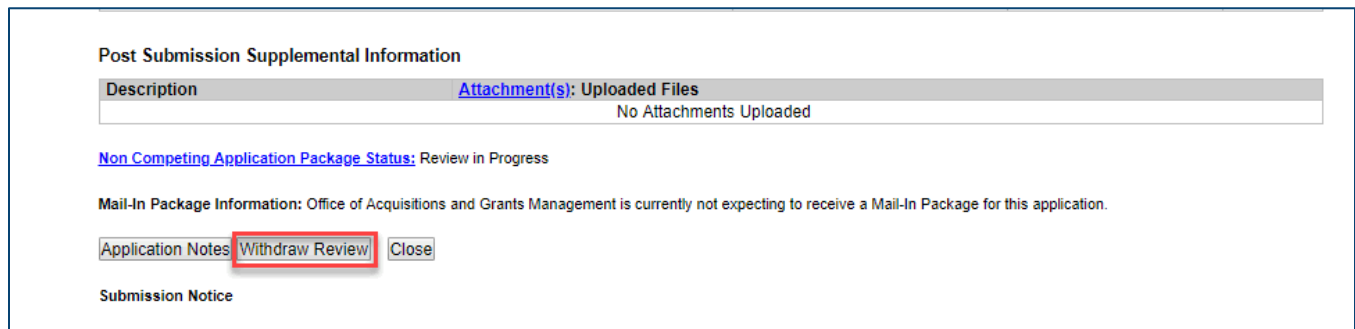
4. The screen refreshes and search results appear below the search criteria. Click the **Open Application** icon in the *Actions* column.

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.

   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.

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

6. The "Non-Competing Continuation Application Control Checklist" screen appears. At the bottom of the page, click the **Return** button.
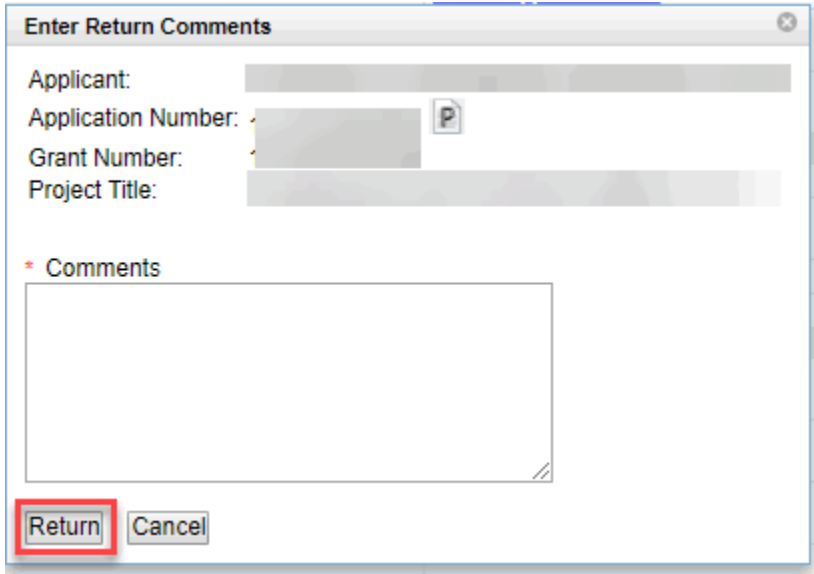
7. The "Enter Return Comments" box appears. Enter comments and click the **Return** button.

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.

*A record of these actions can be viewed by searching for the application and clicking the **Open Application Notes** icon in the Actions column