Quick Sheet: Application Highlights
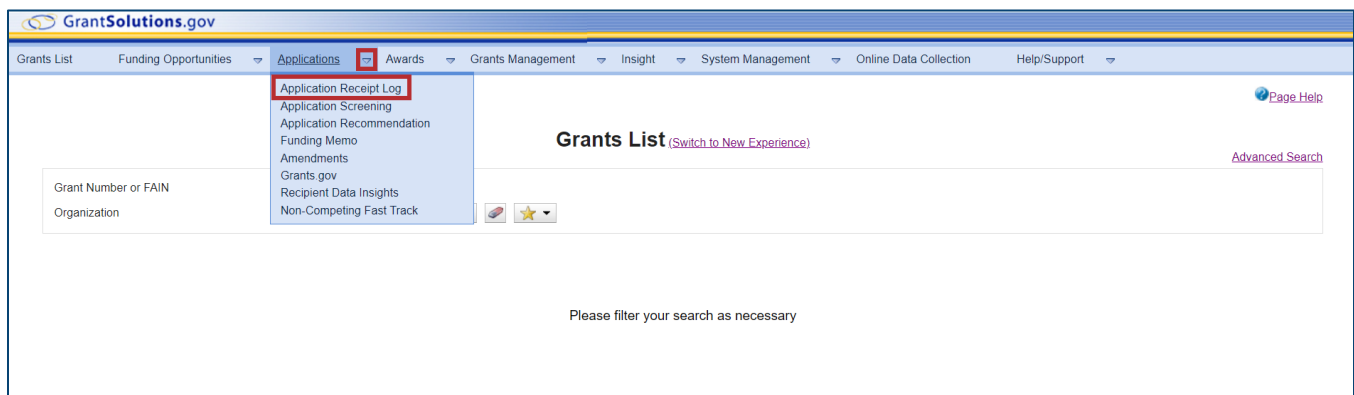
Audience: Grantors

INTRODUCTION

Application Highlights allows Grantors to see Application information at a glance. Grantors can access Application Highlights through the classic experience of GrantSolutions GMM. At a later date, Application Highlights will be implemented into the new experience.
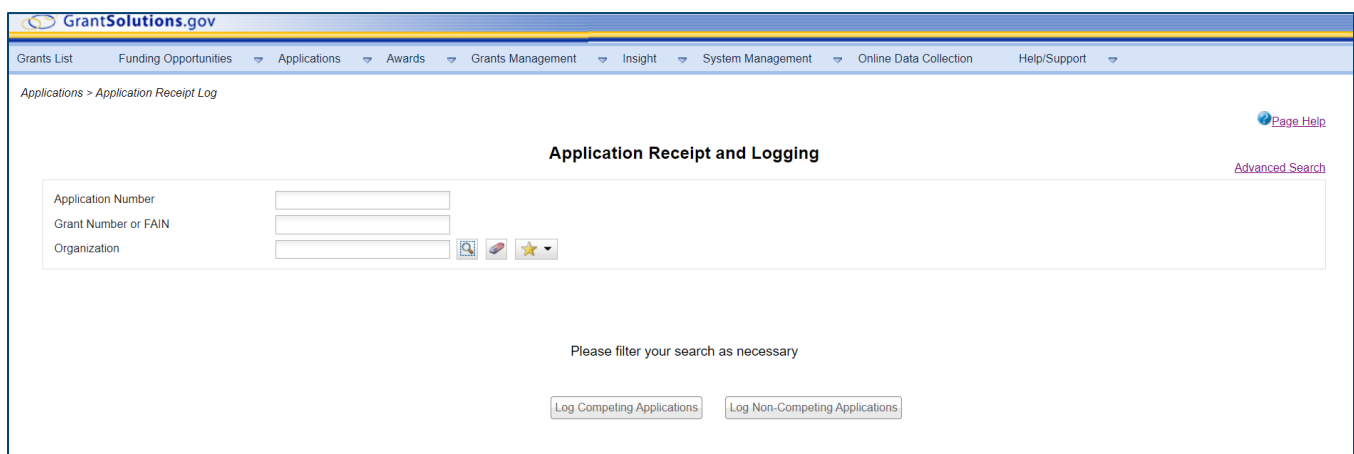
ACCESSING APPLICATION HIGHLIGHTS

To access the Application Highlights screen, follow the steps below:

1. Click the **Applications** drop-down and select the **Application Receipt Log** option.

The "Application Receipt and Logging" screen appears.

2. Enter the **application number** in the *Application Number* field and click the **Search** button.

3. The "Application Receipt and Logging" screen refreshes, and application results appear. Click the **Business Review** icon.

Users can also access the *Business Review* from the "Funding Memo" screen by conducting a search and clicking the *Business Review* hyperlink.

Funding Memo

Application Type ⓘ	New ⌄
Announcement ⓘ	
	- Please select an Announcement - ⌄
Funding Opportunity #	- Please select a Funding Opportunity # - ⌄
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: 8

Select ☐	Application Number / Application Type	Grant Number	Applicant/Grantee	Service Area	Funding List Amount	Memo Status	NGA Status	Categories/Locale	Action
☐	[blurred] ⓘ New		[blurred]	[blurred]	Federal: $275,000.00 Non-Federal: $0.00	Approved Federal: $275,000.00 Non-Federal: $0.00 Next Workflow Actions	Ready to Generate	Project Locale :	History Manage Commitment View View Full Review Application Notes Manage Project Abstract Project Assignments Budget Worksheet Business Review Generate

4. The "Business Review" screen appears. Click the **View Application Highlights** button.

Business Review

★ indicates a required field.

Application Notes

Program Office	
Program Name	
Grant Program	
Grants Servicing Office	
Applicant/Grantee Name	
City	Little Rock
State	AR
Type of Application	New
Application Number	
Grant Number	N/A
Year of Support	1
Application Type Change	New
Congressional District (rollcall)	S7
9-Digit Zip Code	72205
EIN Number	
Requested Funding Level	20
Exclusions in SAM.gov	Not Available (CCR Validation Required)

To view the application highlights page click on the button below.

View Application Highlights

The "Application Highlights" screen appears.

Application Highlights

Announcement Title
Training Team Announcement

Application Number
AB12345678

Application Type
Non-Competing Continuation

Opportunity Number
TTA-0000-00-000

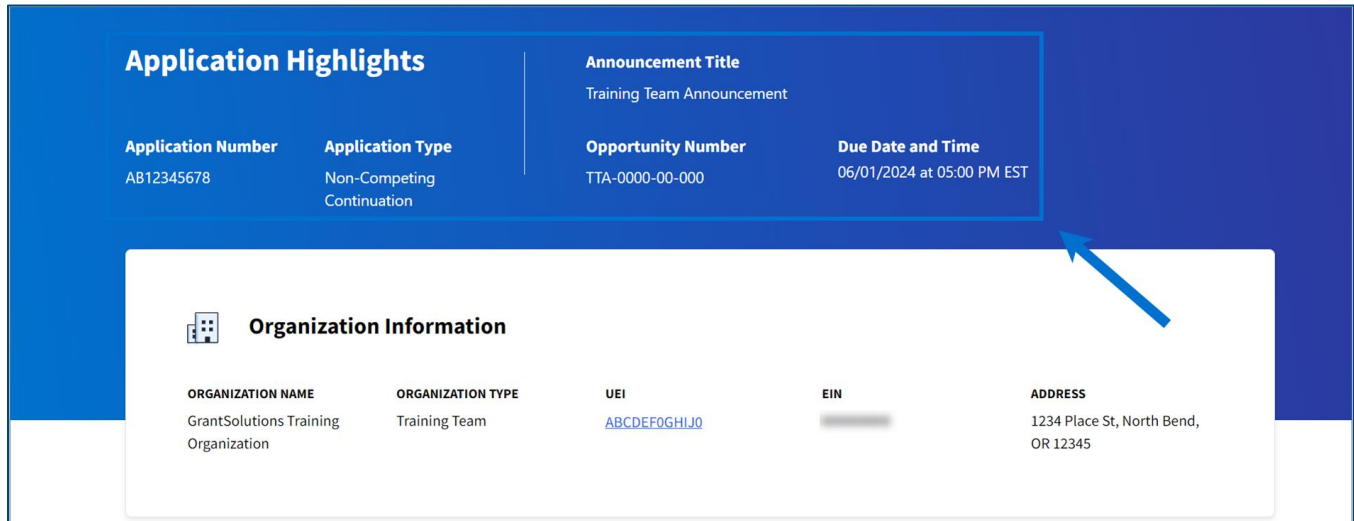**Due Date and Time**
06/01/2024 at 05:00 PM EST

Organization Information

ORGANIZATION NAME	ORGANIZATION TYPE	UEI	EIN	ADDRESS
GrantSolutions Training Organization	Training Team	ABCDEF0GHIJ0		1234 Place St, North Bend, OR 12345

APPLICATION HIGHLIGHTS

The *Application Number, Application Type, Announcement Title, Opportunity Number,* and *Due Date and Time* fields appear in the *Application Highlights* header.

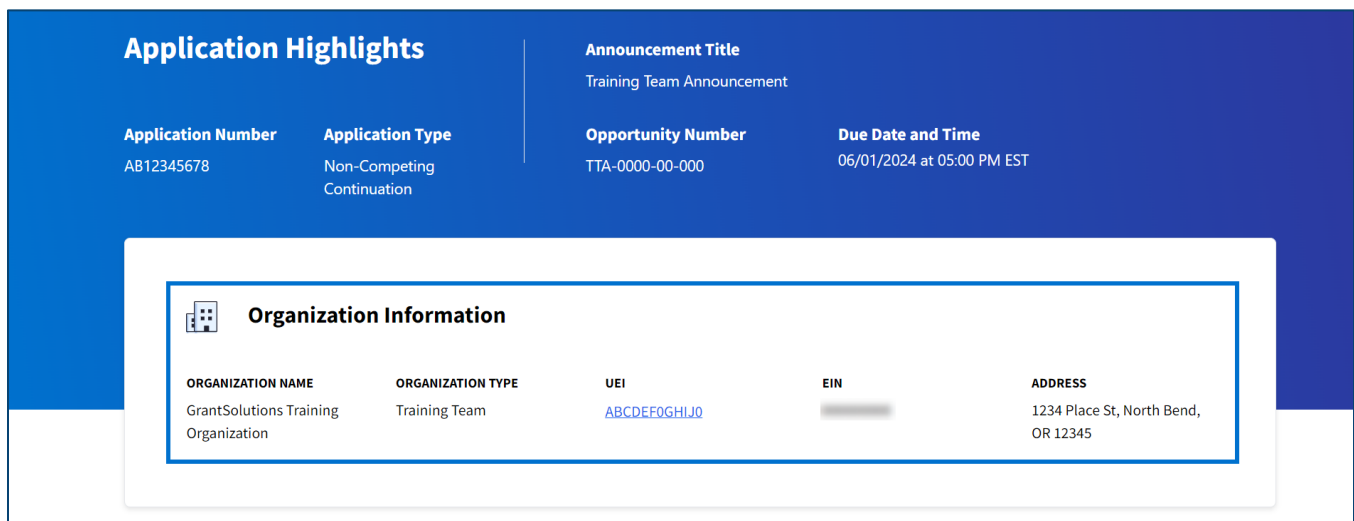## Organization Information

In the *Organization Information* section, users can view the *Organization Name*, *Organization Type*, *UEI*, *EIN*, and *Address*.

Note: To open the "Organization Information" screen, click the *UEI* hyperlink.

Application Information

In *Application Information* section, users can view the *Application Number, Grant Number (if applicable), Program, Grant Program, Program Office, Submission Date & Time, Project Period, Status, Requested Budget Period*.

The *Application Number* shows an icon next to it, representing how the application was submitted. Hover over the *letter icon* beside the *Application Number* for help text. The possible sources and their icons are listed below:

- P - Paper Submission
- E - External Source
- GS - Grantsolutions.gov
- G - Grants.gov

Compliance

In the *Compliance* section, users can see *Sam.gov*, *FAPIIS*, *Excluded Parties*, and *Federal Debt information*. This information is pulled directly from Sam.gov.

Note: Clicking on the *Sam.gov* hyperlink takes users to the Sam.gov log in screen.

Compliance

SAM.GOV

✓ **Registration Active**
Expires: 10/15/2024

FAPIIS

✓ **Not Listed on FAPIIS**

EXCLUDED PARTIES

✓ **No Exclusion**

FEDERAL DEBT

✓ **No Debt Reported**
No Delinquent Federal Debt

Source: **Sam.gov** ↗ Last Update: 04/04/2024

Single Audit

📄 **Total Financial Statement Findings**
3 Most Recent

67

📄 **Last Audit**
03/27/2024

8 Days Ago

📄 **Total Compliance Findings**

72

Next Audit Projected? **Yes**
Audit Report Due Date: 03/30/2024

Source: **Federal Audit Clearinghouse** ↗ Last Update: 04/03/2024

Single Audit

The *Single Audit* section shows users the *Total Financial Statement Findings, Last Audit, Total Compliance Findings,* and if the next audit is projected with the *Audit Report Due Date*.

Note: Clicking on the *Federal Audit Clearinghouse* hyperlink takes users to the Federal Audit Clearinghouse login screen.

Compliance

SAM.GOV

✓ **Registration Active**
Expires: 10/15/2024

FAPIIS

✓ **Not Listed on FAPIIS**

EXCLUDED PARTIES

✓ **No Exclusion**

FEDERAL DEBT

✓ **No Debt Reported**
No Delinquent Federal Debt

Source: **Sam.gov** ↗ Last Update: 04/04/2024

Single Audit

Total Financial Statement Findings
3 Most Recent

67

Last Audit
03/27/2024

8 Days Ago

Total Compliance Findings

72

Next Audit Projected? **Yes**
Audit Report Due Date: 03/30/2024

Source: **Federal Audit Clearinghouse** ↗ Last Update: 04/03/2024

Requested Budget Information

The *Request Budget Information* section allows users to view section B of the SF-424A. Users can also access the "SF-424A" screen by clicking the *View SF-424A* hyperlink.

Requested Budget Information
Section B of SF-424A

View SF - 424 A

Object Class Categories	Total Amount
(a) Personnel	**$20.00**
(b) Fringe Benefits	**$0.00**
(c) Travel	**$0.00**
(d) Equipment	**$0.00**
(e) Supplies	**$0.00**
(f) Contractual	**$0.00**
(g) Construction	**$0.00**
(h) Other	**$0.00**
(i) Total Direct Charges (sum of a - h) Total Amount	**$20.00**
(j) Indirect Charges	**$0.00**
(k) Total (sum of i and j) Total Amount	**$20.00**

Users can view the Object Class Categories and their total amounts. The *Object Class Categories* include *(a) Personnel, (b) Fringe Benefits, (c) Travel, (d) Equipment, (e) Supplies, (f) Contractual, (g) Construction and (h) Other, (i) Total Direct Charges, (j) Indirect Charges and (k) total* amounts.

Requested Budget Information
Section B of SF-424A

View SF - 424 A

Object Class Categories	Total Amount
(a) Personnel	$20.00
(b) Fringe Benefits	$0.00
(c) Travel	$0.00
(d) Equipment	$0.00
(e) Supplies	$0.00
(f) Contractual	$0.00
(g) Construction	$0.00
(h) Other	$0.00
(i) Total Direct Charges (sum of a - h) Total Amount	$20.00
(j) Indirect Charges	$0.00
(k) Total (sum of i and j) Total Amount	$20.00

The *Total Direct Charges* shows the sum of lines a-h.

(i) Total Direct Charges (sum of a - h) Total Amount	$20.00

The *Total* shows the sum of lines i and j.

(k) Total (sum of i and j) Total Amount	$20.00

1. To close the "Application Highlights" screen and return to the "Business Review" screen, click the **Close** button.

(i) Total Direct Charges (sum of a - h) Total Amount	$20.00
(j) Indirect Charges	$0.00
(k) Total (sum of i and j) Total Amount	$20.00

Close