

Quick Sheet: Application Highlights

Audience: Grantors

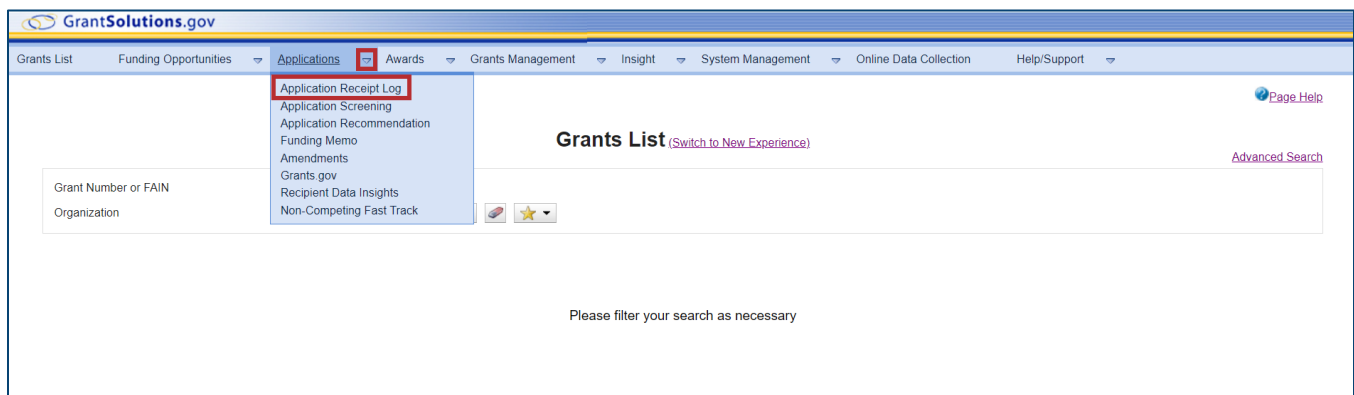
INTRODUCTION

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

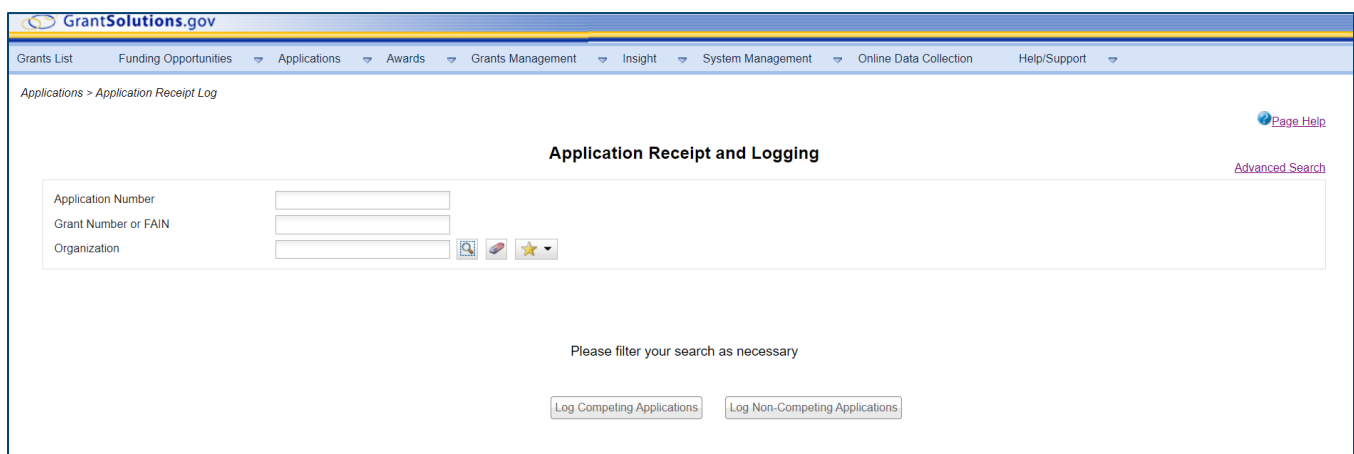
To access the Application Highlights screen, follow the steps below:

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



The screenshot shows the GrantSolutions.gov website with the 'Applications' dropdown menu open. The 'Application Receipt Log' option is highlighted with a red box. The dropdown menu includes the following options: Application Receipt Log, Application Screening, Application Recommendation, Funding Memo, Amendments, Grants.gov, Recipient Data Insights, and Non-Competing Fast Track. The main content area shows the 'Grants List' header with a link to 'Switch to New Experience' and an 'Advanced Search' link. Below the header is a search bar with fields for 'Grant Number or FAIN' and 'Organization'. A message at the bottom states 'Please filter your search as necessary'.

The “Application Receipt and Logging” screen appears.



The screenshot shows the 'Application Receipt and Logging' screen. The breadcrumb trail at the top reads 'Applications > Application Receipt Log'. The main heading is 'Application Receipt and Logging'. Below the heading is a search bar with fields for 'Application Number', 'Grant Number or FAIN', and 'Organization'. To the right of the search bar are icons for a magnifying glass, a star, and a dropdown arrow. A message at the bottom states 'Please filter your search as necessary'. At the bottom of the screen are two buttons: 'Log Competing Applications' and 'Log Non-Competing Applications'. An 'Advanced Search' link is located in the top right corner.

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

GrantSolutions.gov

Grants List Funding Opportunities Applications Awards Grants Management Insight System Management Online Data Collection Help/Support

Applications > Application Receipt Log

[Page Help](#)

Application Receipt and Logging [Advanced Search](#)

Application Number

Grant Number or FAIN

Organization

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

GrantSolutions.gov

Grants List Funding Opportunities Applications Awards Grants Management Insight System Management Online Data Collection Help/Support

Applications > Application Receipt Log

[Page Help](#)

Application Receipt and Logging [Advanced Search](#)

Application Number

Grant Number or FAIN

Organization

Search within results

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"/>	04/01/2024 12:00:00 AM	252024004828	New	N/A	Complete	<input type="button" value="Print"/> <input type="button" value="Download"/> <input type="button" value="Business Review"/>

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
☒ Deputy Review
☒ Budget Review
☒ Coordinator Review
☒ Disapproved
☒ Director Review
☒ Disapprove Review
☒ Financial Review
☒ Draft
☒ Exception
☒ Grants 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
<input type="checkbox"/>	New				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: [Redacted]

Program Name: [Redacted]

Grant Program: [Redacted]

Grants Servicing Office: [Redacted]

Applicant/Grantee Name: [Redacted]

City: Little Rock

State: AR

Type of Application: New

Application Number: [Redacted]

Grant Number: N/A

Year of Support: 1

Application Type Change: New

[Congressional District \(rollcall\)](#): S7

9-Digit Zip Code: 72205

EIN Number: [Redacted]

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


Application Number
AB12345678

Application Type
Non-Competing Continuation

Announcement Title
Training Team Announcement

Opportunity Number
TTA-0000-00-000

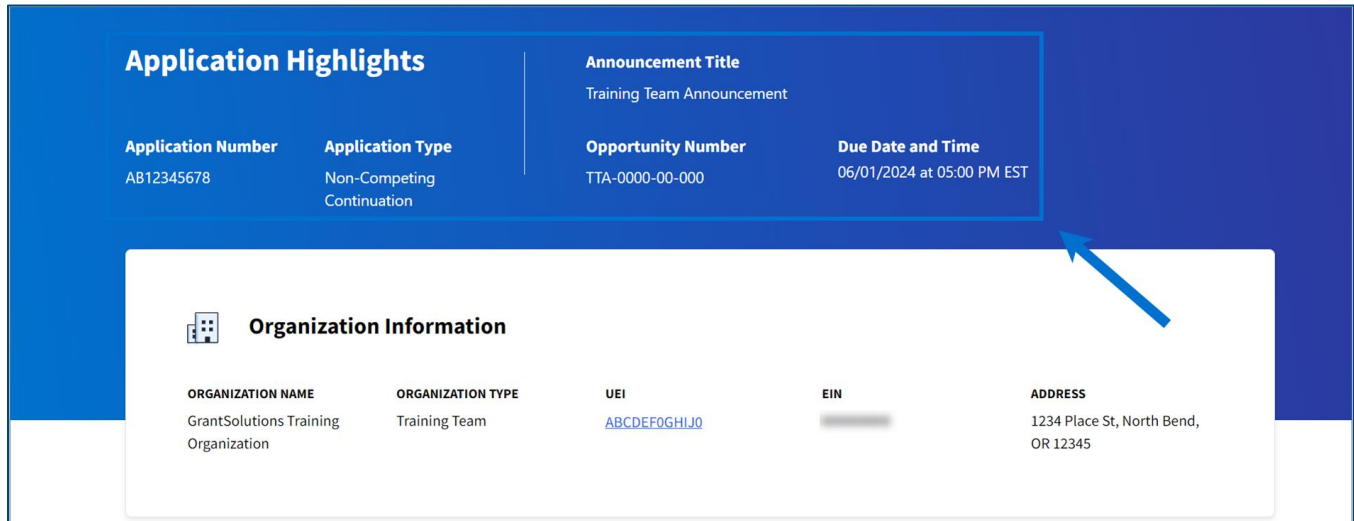
Due Date and Time
06/01/2024 at 05:00 PM EST

 **Organization Information**

ORGANIZATION NAME	ORGANIZATION TYPE	UEI	EIN	ADDRESS
GrantSolutions Training Organization	Training Team	ABCDEF0GHIJ0	[Redacted]	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.



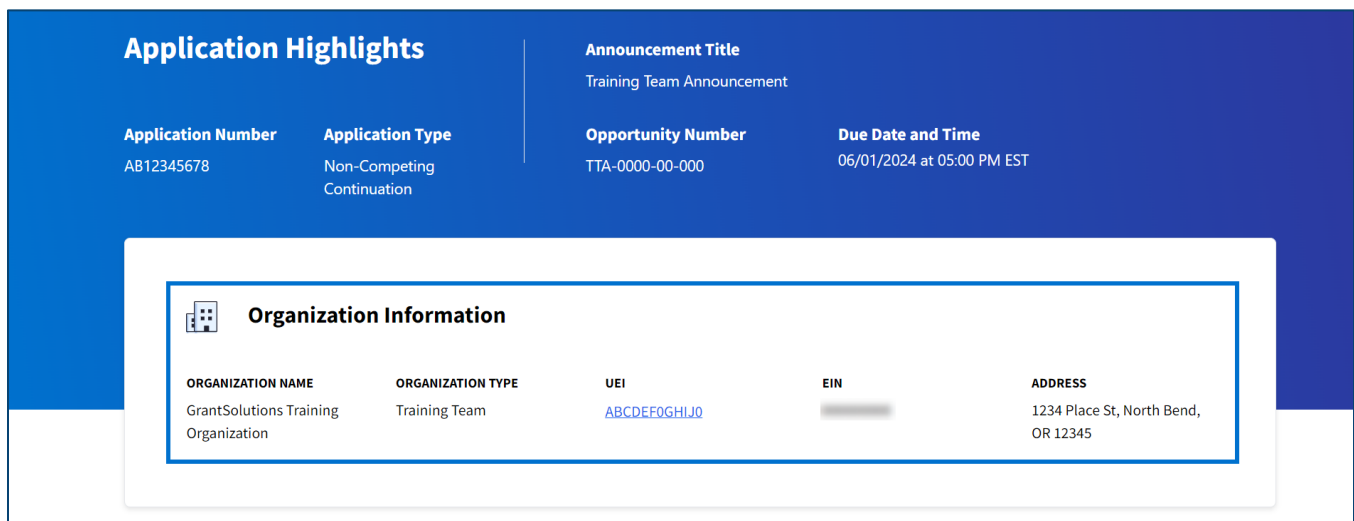
Application Highlights		Announcement Title Training Team Announcement		
Application Number AB12345678	Application Type Non-Competing Continuation	Opportunity Number TTA-0000-00-000	Due Date and Time 06/01/2024 at 05:00 PM EST	

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

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

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*.

Application Information				
APPLICATION NUMBER	GRANT NUMBER	PROGRAM	GRANT PROGRAM	PROGRAM OFFICE
AB12345678 ©	00AB010023	Training	GS Training Program	Training Recipients
SUBMISSION DATE & TIME	PROJECT PERIOD	STATUS	REQUESTED BUDGET PERIOD	
04/04/2024 at 12:00 AM	11/01/2023 - 09/30/2028	Awarded	04/04/2024 - 04/04/2027	

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

Application Information				
APPLICATION NUMBER	GRANT NUMBER	PROGRAM	GRANT PROGRAM	PROGRAM OFFICE
AB12345678 ©	00AB010023	Training	GS Training Program	Training Recipients
Submitted via Grants.gov				
SUBMISSION DATE & TIME	PROJECT PERIOD	STATUS	REQUESTED BUDGET PERIOD	
04/04/2024 at 12:00 AM	11/01/2023 - 09/30/2028	Awarded	04/04/2024 - 04/04/2027	

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	Single Audit
<p>SAM.GOV</p> <p>✓ Registration Active Expires: 10/15/2024</p> <p>FAPIIS</p> <p>✓ Not Listed on FAPIIS</p> <p>EXCLUDED PARTIES</p> <p>✓ No Exclusion</p> <p>FEDERAL DEBT</p> <p>✓ No Debt Reported No Delinquent Federal Debt</p> <p>Source: Sam.gov Last Update: 04/04/2024</p>	<p>Total Financial Statement Findings 3 Most Recent</p> <p>67</p> <p>Last Audit 03/27/2024 8 Days Ago</p> <p>Total Compliance Findings</p> <p>72</p> <p>Next Audit Projected? Yes Audit Report Due Date: 03/30/2024</p> <p>Source: Federal Audit Clearinghouse Last Update: 04/03/2024</p>

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	Single Audit
<p>SAM.GOV</p> <p>✓ Registration Active Expires: 10/15/2024</p> <p>FAPIIS</p> <p>✓ Not Listed on FAPIIS</p> <p>EXCLUDED PARTIES</p> <p>✓ No Exclusion</p> <p>FEDERAL DEBT</p> <p>✓ No Debt Reported No Delinquent Federal Debt</p> <p>Source: Sam.gov Last Update: 04/04/2024</p>	<p>Total Financial Statement Findings 3 Most Recent 67</p> <p>Last Audit 03/27/2024 8 Days Ago</p> <p>Total Compliance Findings 72</p> <p>Next Audit Projected? Yes Audit Report Due Date: 03/30/2024</p> <p>Source: Federal Audit Clearinghouse Last Update: 04/03/2024</p>

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) <small>Total Amount</small>	\$20.00
(j) Indirect Charges	\$0.00
(k) Total (sum of i and j) <small>Total Amount</small>	\$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 [View SF - 424 A](#)

Section B of SF-424A

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
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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